

# BEA Corporate Online

(Autopay, Payroll and Collection)

This document is produced by The Bank of East Asia, Limited (“BEA”). It is intended to serve as a general guideline for use of our BEA Corporate Online services. While every effort has been made to ensure accuracy, BEA makes no representation or warranty, express, implied, or statutory, with respect to, and assumes no responsibility for, the accuracy, completeness, sufficiency, or usefulness of the information contained herein.

The Bank of East Asia, Limited

# Contents



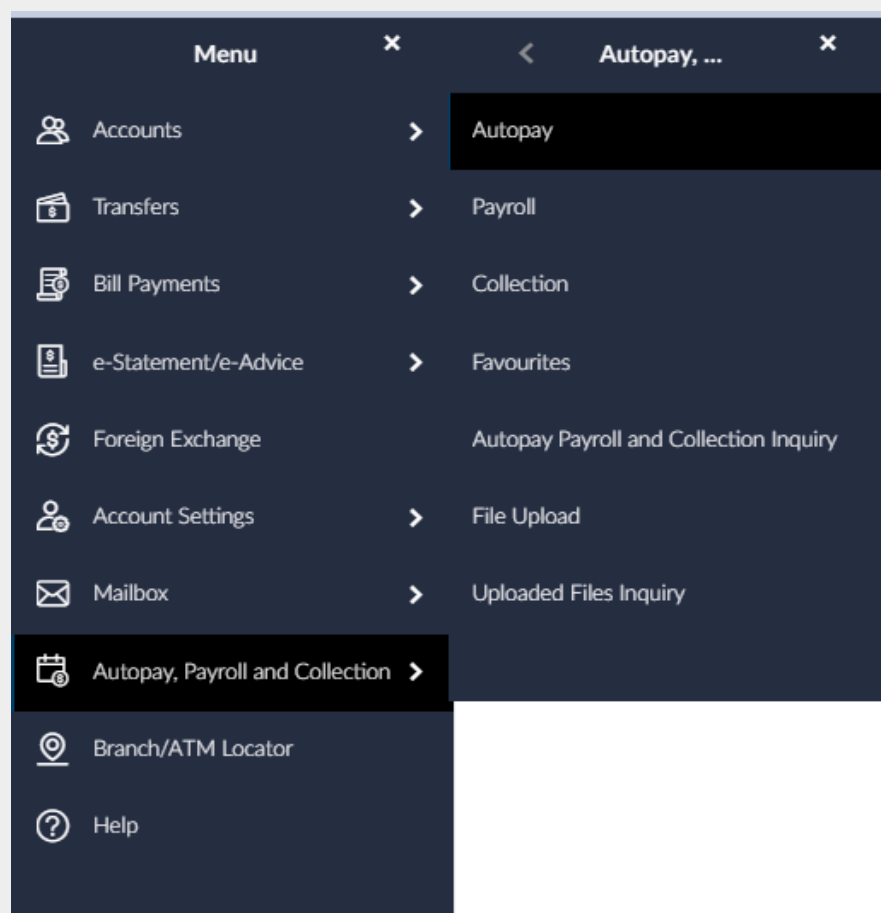
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# 1. Autopay

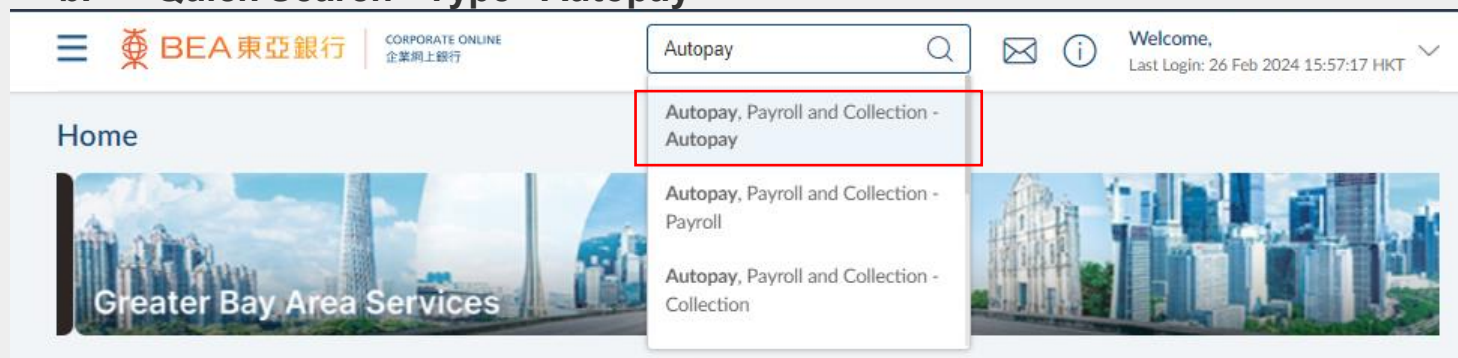
Users can make autopay instructions by entering them directly.

## How to get there

### a. Menu> Autopay, Payroll and Collection> Autopay; or



### b. Quick Search> Type “Autopay”



Step  
01

## Initiate

1. Select the Currency.
2. Select the Withdrawal Account and Currency.
3. Enter the Internal Reference No.
4. Select the execution date\*.
5. Select “Add Record” to input new data.
6. Enter Autopay record details.
7. Select “Save and Add Another” or “Save and Exit” to add account details.
8. Click “Submit” to continue.

\* The execution dates needs to be within 3 months from the current date. Current date, Saturday, Sunday or Hong Kong public holidays cannot be selected.

**Autopay** File Upload

Currency  
HKD

Withdrawal Account No. Currency  
015-521- (CPUS - SSA) HKD

[View Account Balance](#)

Type  
Autopay

Internal Reference No.

Execution Date (HKT)

Total Amount  
HKD0.00

No. of Payments  
0

Bank Charges  
HKD0.00

The final charge may vary according to the relevant exchange rate when the transaction is executed.

[Add Record](#) [Delete Record](#)

Account Number	Account Name	Amount	Transaction Reference
No data to display.			

Note  
1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

[Submit](#) [Cancel](#) [Back](#)

**Add Record**

Account Number [Get Account Name](#)

Amount

Currency  
HKD

Transaction Reference

[Save and Add Another](#) [Save and Exit](#)

Step  
02

## Verify

1. Review Autopay details.
2. Click “Confirm” to continue and send the request to the Approver (if applicable).
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to edit the details.

Note: Transaction to other bank accounts incurs bank charges.

## Autopay

## Review

You initiated a request for Autopay. Please review the details before you proceed.

Withdrawal Account No.  
015-521- (CPLUS - SSA)

Currency  
HKD

Type  
Autopay

Internal Reference No.  
Demo

Execution Date (HKT)  
27 Feb 2024

Total Amount  
HKD111.00

No. of Payments  
1

Bank Charges  
HKD0.00

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		111.00	1

## Note

1. Only alphabet and numeric inputs are accepted in this Form.
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

Confirm Cancel Back

Step  
03

## Successful Submission

1. After clicking confirm, transaction submitted successfully.

Remark: Click “Add to Favourites” to save as a template for reuse.

2. Approval / Rejection flow required. For details of the flow, please refer to the [Approval Workflow](#) guide.

Note: Find pending transactions in the “Financial – Autopay/ Payroll/Collection” tab.

## Autopay

 **Confirmation**  
Your Autopay request has been sent for approval.

Transaction Reference Number  
26029BF02A49

Status  
Pending Approval

Withdrawal Account No.  
015-521- (CPLUS - SSA)

Currency  
HKD

Type  
Autopay

Internal Reference No.

Execution Date (HKT)  
:

Total Amount  
HKD111.00

No. of Payments  
1

Bank Charges  
HKD0.00

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		111.00	1

Note  
1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

## What's Next?

   
Go to Dashboard Add to Favourites

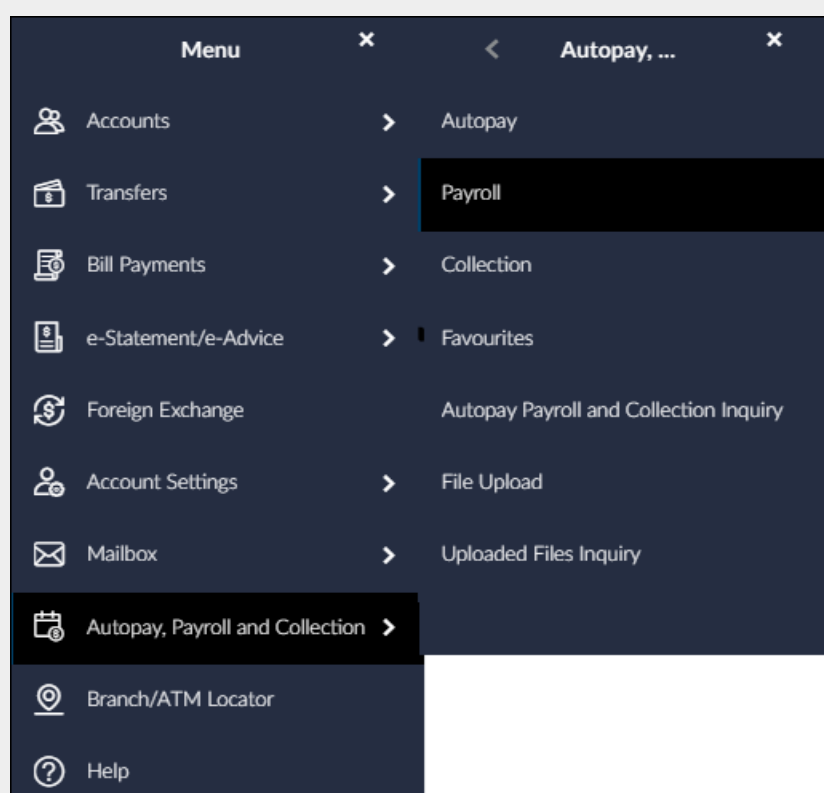
Approve

## 2. Payroll

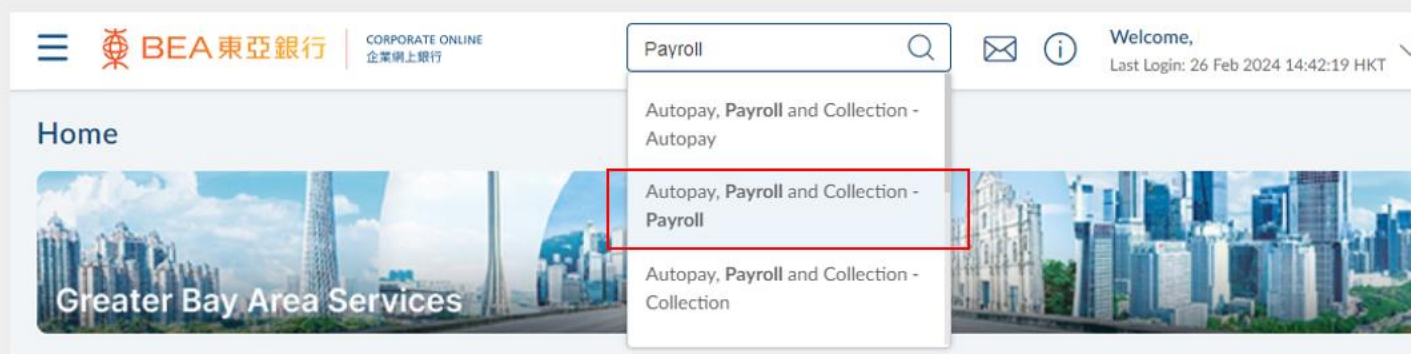
Users can make payroll instructions by entering them directly.

### How to get there

#### a. Menu> Autopay, Payroll and Collection> Payroll; or



#### b. Quick Search> Type “Payroll”



Step  
01 Initiate

1. Choose the Currency.
2. Select the Withdrawal Account and Currency.
3. Enter the Internal Reference No.
4. Select the execution date\*.
5. Select “Add Record” to input new data.
6. Enter Autopay record details.
7. Select “Save and Add Another” or “Save and Exit” to add account details.
8. Click “Submit” to continue.

\* The execution dates needs to be within 3 months from the current date. Current date, Saturday, Sunday or Hong Kong public holidays cannot be selected.

**Payroll** File Upload

Currency  
HKD

Withdrawal Account No. Currency  
Please select an account number Please...

Type  
Payroll

Internal Reference No.

Execution Date (HKT)

Total Amount  
HKD0.00

No. of Payments  
0

Bank Charges  
HKD0.00

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Add Record Delete Record

Account Number	Account Name	Amount	Transaction Reference
No data to display.			

Note  
1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

Submit Cancel Back

**Add Record**

Account Number Get Account Name

Amount

Currency  
HKD

Transaction Reference

Save and Add Another Save and Exit



Step  
02 Verify

1. Review payroll details.
2. Click “Confirm” to continue and send the request to the Approver (if applicable).
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to edit the details.

Remark: Transaction to other bank accounts incurs bank charges.

### Payroll

Review

You initiated a request for Payroll. Please review the details before you proceed.

Withdrawal Account No.

015-521- (CPLUS - SSA)

Currency

HKD

Type

Payroll

Internal Reference No.

Payroll

Execution Date (HKT)

31 Jan 2039

Total Amount

HKD2,023.00

No. of Payments

2

Bank Charges

HKD1.50

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		1,011.00	1
012617		1,012.00	2

Note

1. Only alphabet and numeric inputs are accepted in this form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

Confirm

Cancel

Back

Step  
03

## Successful Submission

1. After clicking confirm, transaction submitted successfully.

Note: Click on “Add to Favourites” to save as a template for reuse.

2. Approval / Rejection flow is required to complete the request. For details of the flow, please refer to the [Approval Workflow](#) guide.

Note: Find pending transactions in the “Financial – Autopay/ Payroll/Collection” tab.

## Payroll

 **Confirmation**  
Your Payroll request has been sent for approval.

Transaction Reference Number  
27021491B6DE

Status  
Pending Approval

Withdrawal Account No.  
015-521- (CPLUS - SSA)

Currency  
HKD

Type  
Payroll

Internal Reference No.  
Payroll

Execution Date (HKT)  
31 Jan 2039

Total Amount  
HKD2,023.00

No. of Payments  
2

Bank Charges  
HKD1.50

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		1,011.00	1
012617		1,012.00	2

Note  
1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

## What's Next?

[Go to Dashboard](#)[Add to Favourites](#)[Approve](#)

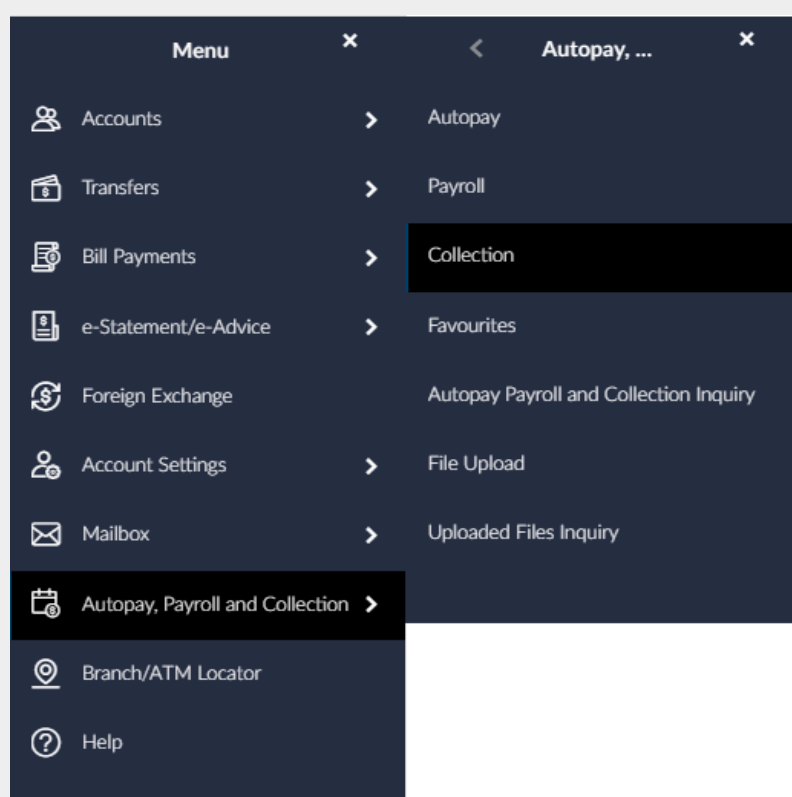
### 3. Collection



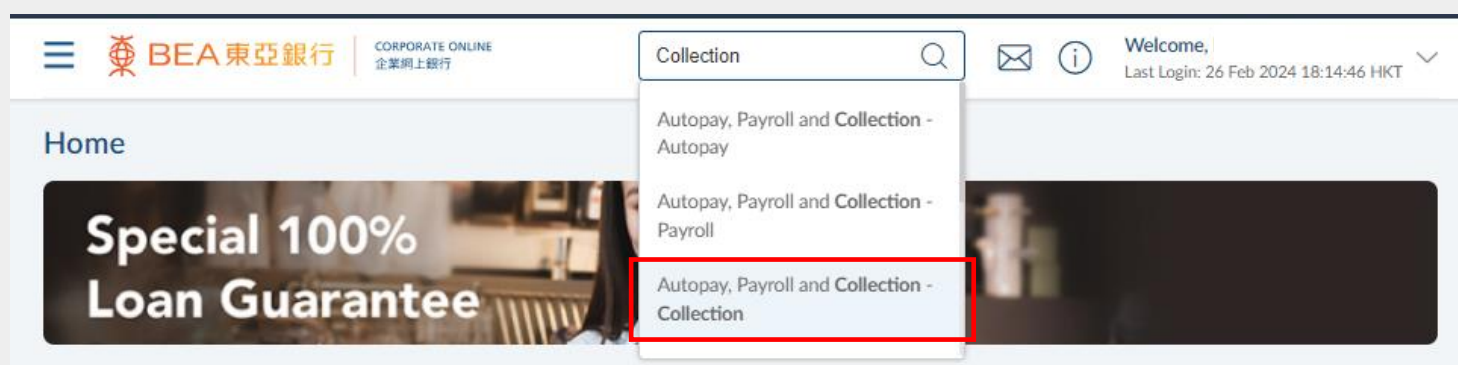
Users can make collection instructions by entering them directly.

#### How to get there

##### a. Menu> Autopay, Payroll and Collection> Collection; or



##### b. Quick Search> Type “Collection”



Step  
01 Initiate

1. Choose the Currency.
2. Select the Withdrawal Account and Currency.
3. Enter the Internal Reference No.
4. Select the execution date\*.
5. Select “Add Record” to input new data.
6. Enter Autopay record details.
7. Select “Save and Add Another” or “Save and Exit” to add account details.
8. Click “Submit” to continue.

\* The execution dates needs to be within 3 months from the current date. Current date, Saturday, Sunday or Hong Kong public holidays cannot be selected.

**Collection** File Upload

Currency  
HKD

Collection Account no  
Please select an account number

Currency  
Please...

Type  
Collection

Internal Reference No.

Execution Date (HKT)

Total Amount  
HKD0.00

No. of Payments  
0

Bank Charge  
HKD0.00

The final charge may vary according to the relevant exchange rate when the transaction is executed.

**Add Record** **Delete Record**

Account Number	Account Name	Amount	Transaction Ref
No data to display.			

Note

1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

**Submit** **Cancel** **Back**

**Add Records** ×

Account Number  
 Get Account Name

Amount

Currency  
HKD

Transaction Ref.

**Save & Add Another** **Save & Exit**

Step  
02 Verify

1. Review collection details.
2. Click “Confirm” to continue and send the request to the Approver (if applicable).
3. Click “Cancel” to return to the dashboard.
4. Click “Back” to edit the details.

Note: Transaction to other bank accounts incurs bank charges.

## Collection

**Review**  
You initiated a request for Collection. Please review the details before you proceed.

Collection Account No.  
015-521- (CPLUS - SSA)

Currency  
HKD

Type  
Collection

Internal Reference No.  
Collection

Execution Date (HKT)  
27 Feb 2024

Total Amount  
HKD666.00

No. of Payments  
3

Bank Charges  
HKD1.50

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		222.00	1
015521		222.00	2
672		222.00	3

Note  
1. Only alphabet and numeric inputs are accepted in this form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

[Confirm](#) [Cancel](#) [Back](#)

Step  
03

## Successful Submission

1. After clicking confirm, transaction submitted successfully.

Note: Click “Add to Favourites” to save as a template for reuse.

2. Approval / Rejection flow required to complete the request. For details of the flow, please refer to the [Approval Workflow](#) guide.

Note: Find pending transactions in the “Financial – Autopay/ Payroll/Collection” tab.

## Collection

 **Confirmation**  
Your Collection request has been sent for approval.

Transaction Reference Number  
270202821339

Status  
Pending Approval

Collection Account No.  
015-521- (CPLUS - SSA)

Currency  
HKD

Type  
Collection

Internal Reference No.  
Collection

Execution Date (HKT)  
27 Feb 2024

Total Amount  
HKD666.00

No. of Payments  
3

Bank Charges  
HKD1.50

The final charge may vary according to the relevant exchange rate when the transaction is executed.

Account Number	Account Name	Amount	Transaction Reference
015168		222.00	1
015521		222.00	2
672		222.00	3

Note  
1. Only alphabet and numeric inputs are accepted in this Form.  
2. For transactions that allow CNY, the withdrawal account currency is confined to CNY.  
3. For payroll and autopay instruction, please ensure that the withdrawal account has sufficient funds before 9:45am one working prior to the execution date.

What's Next?



Go to Dashboard



Add to Favourites

Approve

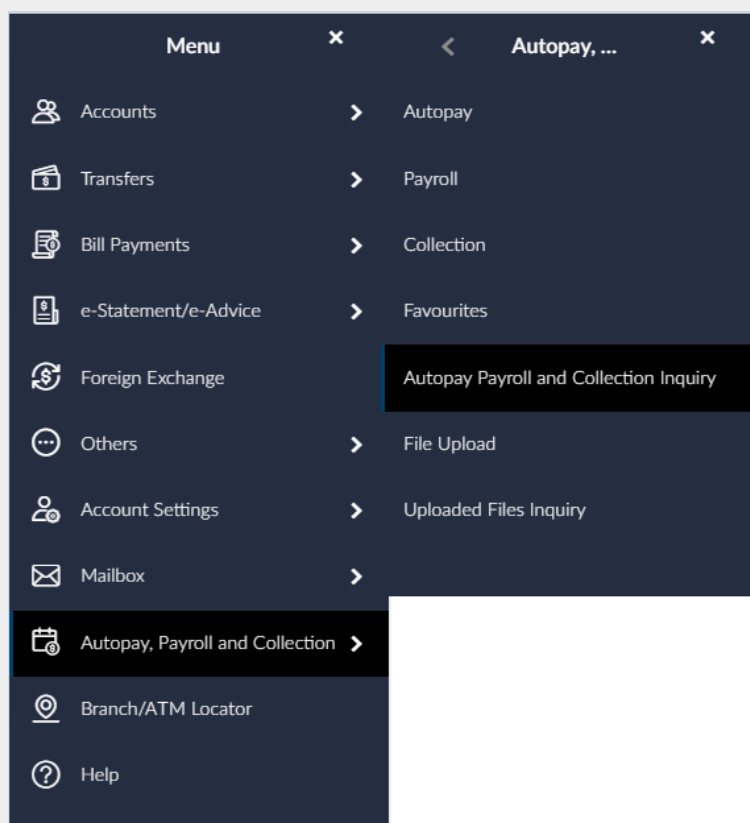
## 4. Autopay, Payroll and Collection Inquiry



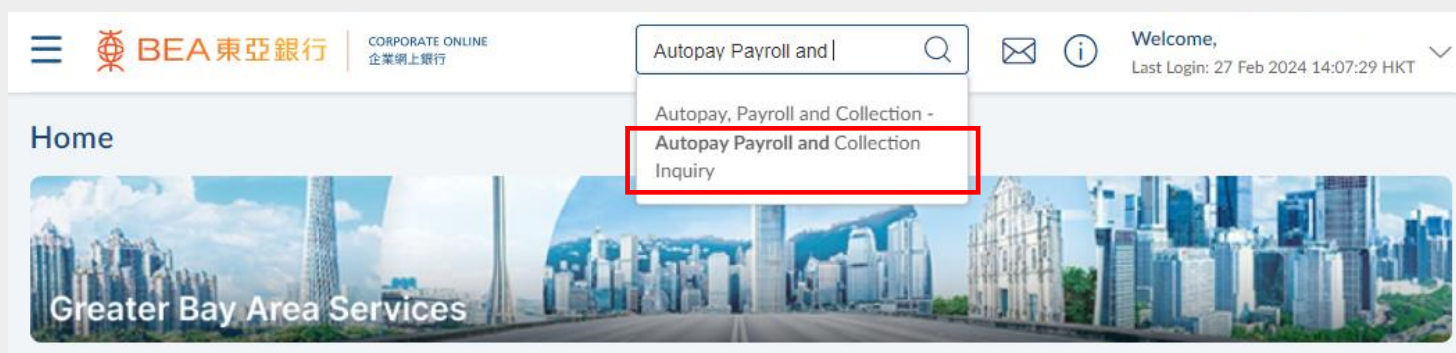
Users can view and keep track of all transactions within a specified period.

### How to get there

- a. Menu> Autopay, Payroll and Collection> Autopay, Payroll and Collection Inquiry; or



- b. Quick Search> Type “Autopay, Payroll and Collection Inquiry”



Step  
01 Initiate

1. Select Transaction Type.

2. Select currency and Date\*.

3. Click “Search” to display results.

4. Click “Cancel” to return to the previous screen.

\* The From Date and To Date duration need within 3 months.

**Autopay, Payroll and Collection Inquiry**

Transaction Type:

Withdrawal Account No.:

Currency:

Transaction Reference No.:

Currency:

Execution From Date:

Execution To Date:

Transaction Reference No.	Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date
140281651B2E	015-521- (CPLUS - SSA)	HKD	0000001553	Payroll	18 Jan 2039
140215D9A171	015-521- (CPLUS - SSA)	HKD	0000001551	Payroll	18 Jan 2039
07022CFB1114	015-521- (CPLUS - SSA)	HKD		Payroll	18 Jan 2039
0802555C75C2	015-521- (CPLUS - SSA)	HKD	case308TC	Payroll	18 Jan 2039
1602559F55F7	015-521- (CPLUS - SSA)	HKD	0000001309	Payroll	20 Jan 2039
270224726EA0	015-521- (CPLUS - SSA)	HKD	2430retest	Payroll	29 Jan 2039

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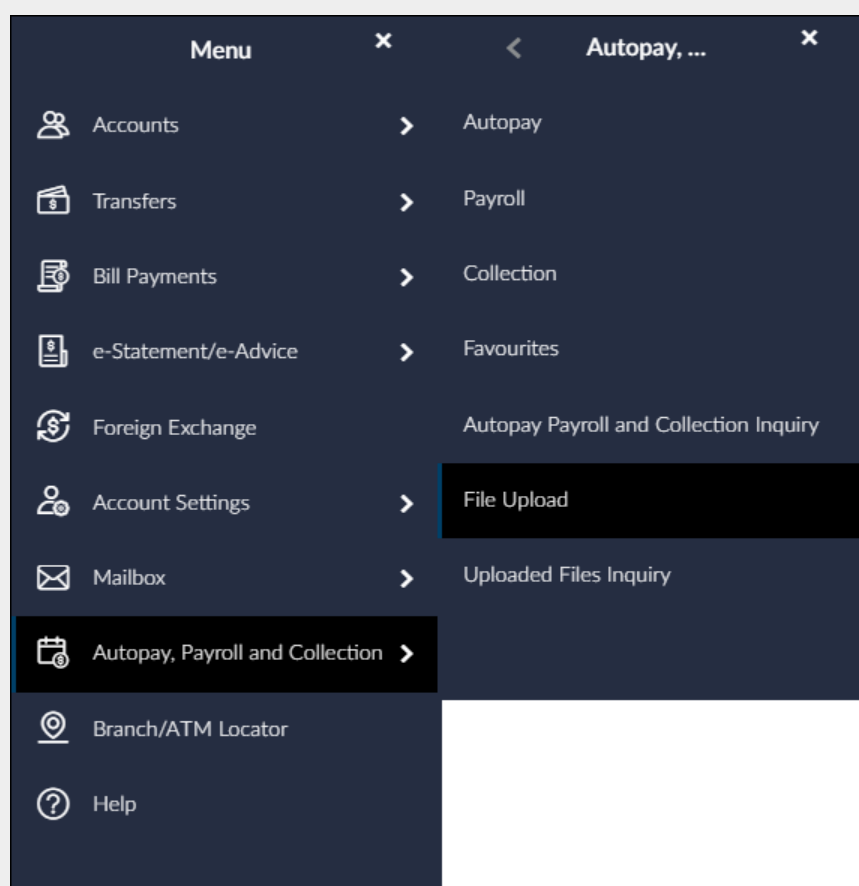
## 5. File Upload



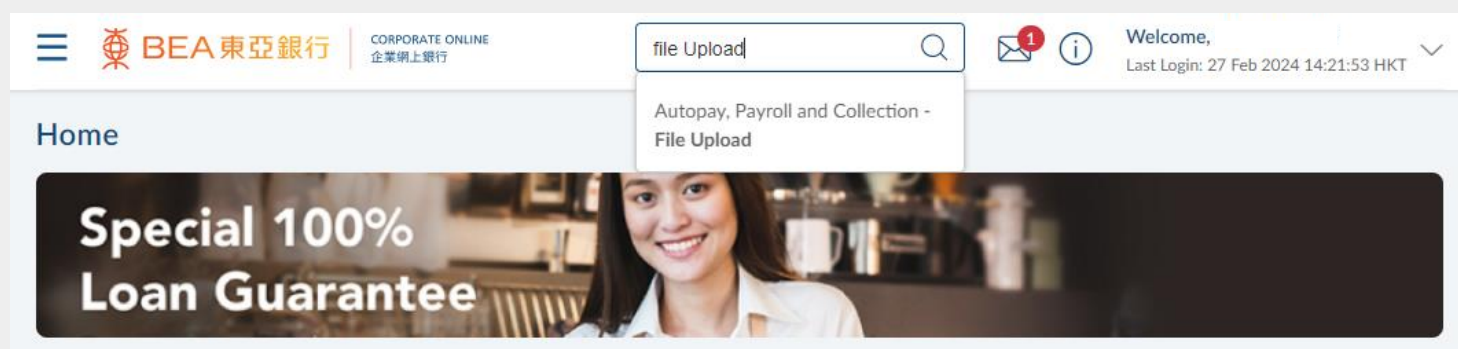
Users can make autopay, payroll and collection instructions by uploading files.

### How to get there

#### a. Menu > Autopay, Payroll and Collection > File Upload; or



#### b. Quick Search > Type “File Upload”



Step  
01

## Initiate

1. Select File Identifier (Autopay, Payroll or Collection)\*.
2. Select withdrawal / collection account, currency and Transfer Date.
3. Click “Choose File” and upload.
4. Enter checksum to validate the file.
5. Click “Upload” to continue.
6. The Approval / Rejection flow is required to complete the request. For details of the flow, please refer to the [Approval Workflow guide](#).

Note: Find pending transactions in the “Financial – Autopay/ Payroll/Collection” tab.

\*Please perform User File Identifier Mapping before File Upload if no selection on File Identifier.

For download MAS new release, please go to BEA website.

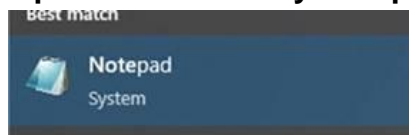
**How to get there: Bank website homepage > Wholesale Banking > Cash Management Services > BEA Corporate Online > Services (5. Autopay, Payroll and Collection)**

The screenshot displays the 'File Upload' form. It includes several fields: 'File Identifier' (a dropdown menu currently showing 'Autopay-Mas-Autopay-Mas'), 'Transaction Type' (labeled 'Autopay'), 'File Format type' (labeled 'MAS'), 'Transfer Currency' (a dropdown menu showing 'HKD'), 'Withdrawal Account No.' (a dropdown menu with the placeholder text 'Please select an account number'), and 'Transfer Date' (a date picker). Below these fields is a 'File Name' section with a 'Choose file...' button. A 'Checksum' field is also present. At the bottom of the form are 'Upload' and 'Cancel' buttons.

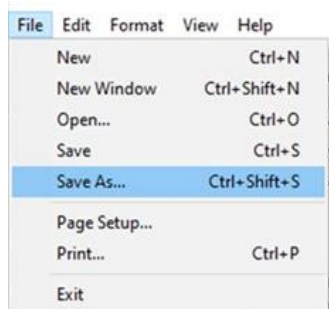
## 5.1 File Upload with CSV format

When need to upload the file with CSV format, please refer to the below steps:

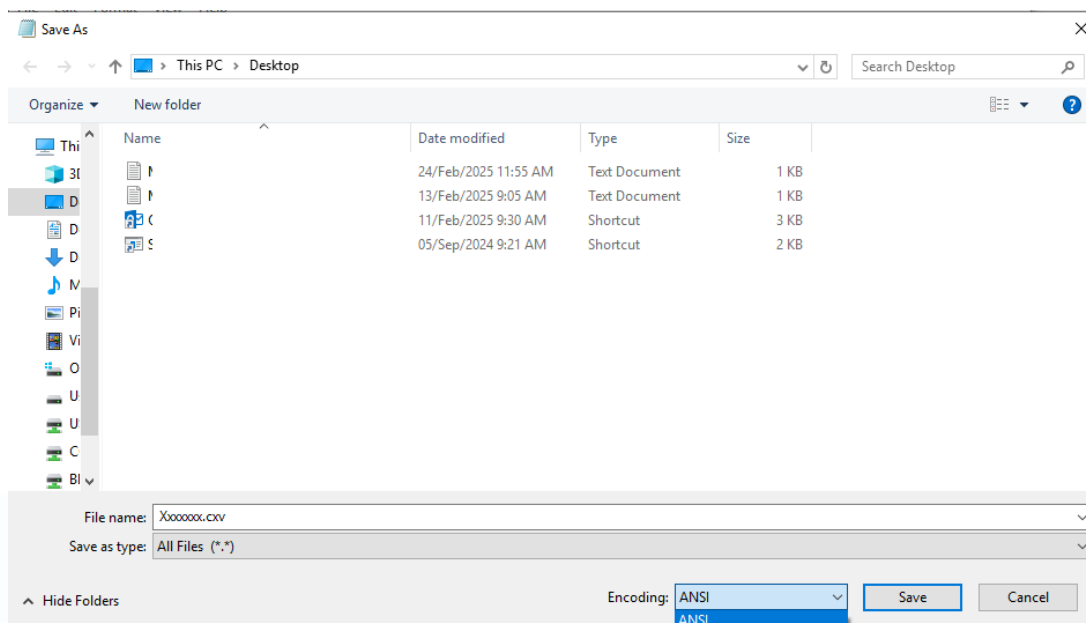
### 1. Open the csv file by Notepad



### 2. Click File > Save As...



### 3. Encoding select "ANSI", then Save, suggest to save as a new file, i.e. save with a new file name



### The CSV file specification

#### File Layout

#### Header record

No. of Transaction
--------------------

#### Data record

Transaction Ref.	,	Account Number	,	Account Name	,	Amount
Max 35 characters	,	Max 37 numbers	,	Max 140 characters	,	999999999999.99

Step  
01

## Initiate

1. Select File Identifier (Autopay, Payroll or Collection)\*.
2. Select withdrawal / collection account, currency and Transfer Date.
3. Click “Choose File” and upload.
4. Click “Upload” to continue.
5. The Approval / Rejection flow is required to complete the request. For details of the flow, please refer to the [Approval Workflow guide](#).

Note: Find pending transactions in the “Financial – Autopay/ Payroll/Collection” tab.

\*Please perform User File Identifier Mapping before File Upload if no selection on File Identifier.

## File Upload

File Identifier

AutopayCSV-AutopayCSV

Transaction Type

Autopay

File Format type

CSV

Transfer Currency

HKD

Withdrawal Account No.

Please select an account number

Transfer Date



File Name

Choose file...

Upload

Cancel

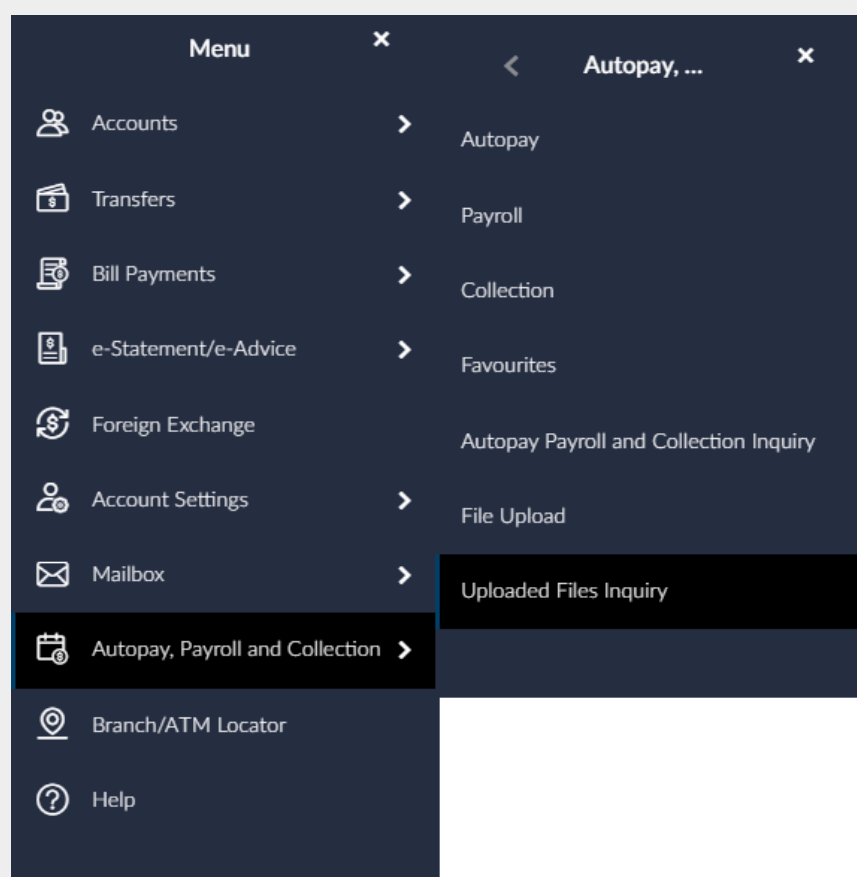
## 6. Uploaded Files Inquiry



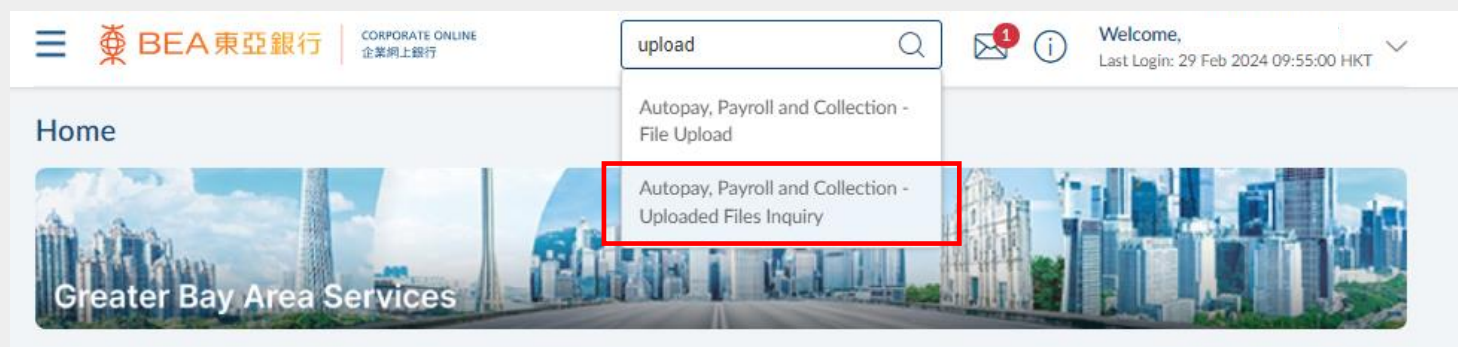
Users can view and keep track of all upload transactions within a specified period.

### How to get there

#### a. Menu> Autopay, Payroll and Collection> Uploaded Files Inquiry; or



#### b. Quick Search> Type “Uploaded Files Inquiry”



Step  
01 Initiate

1. Select File Identifier (Autopay, Payroll, or Collection).
2. Enter / Select search criteria.
3. Click “Search” to display uploaded file details.
4. Select the File Reference ID to continue.

### Uploaded Files Overview

File Identifier  

Select File Identifier

Transaction Type  

Please select a transaction type.

File Name

From Date  

27 Feb 2024

File Reference ID

File Status  

Select File Status

To Date  

27 Feb 2024

Search

Clear

Updated Details	Type	File Identifier	File Name	File Reference ID	File Status	Action
27 Feb 2024 12:22	Autopay	Auto-CSV-Auto-CSV	5470auto5.csv	473270462702	Processed	Cancel
27 Feb 2024 12:16	Autopay	Auto-CSV-Auto-CSV	5470auto4.csv	352120642702	Error	

Page 1 of 1 (1-2 of 2 items) | K < 1 > X

Cancel

File Status Descriptions

- **Uploaded** : Your file has been uploaded and a file reference number is being generated.
- **Verified** : Your file is now Pending for Approval as it has been pre-processed and has undergone authorisation checks.
- **Error** : An error was found in your file as it was being pre-processed. You can still download it before the end of its lifecycle (File Level).
- **Processing In Progress** : Your file has not yet been processed.

File Upload Descriptions

- **Rejected** : Your file has been rejected, ending its lifecycle (File Level)
- **Approved** : Your file has been fully approved.
- **Processed** : Your file has been processed. You can download a response file at this stage.
- **Processed with Exceptions** : Your file has been partially processed.
- **Expired** : Your file has expired.
- **Cancelled** : Your file was deleted

[Back to Top](#)

Autopay, Payroll and Collection

22 / 31 (03/2025)

Step  
02

## Verify

1. Review the uploaded file details along with the file status.

## Uploaded File Inquiry

## File Details

File Name	5470auto5.csv	Transaction Type	Autopay
File Reference ID	473270462702	No. of Records	2
File Status	Processed	Transaction Reference ID	2702426F6B6A
Download Response File		Execution Date	28 Feb 2024
Total Amount	HKD715.00		
Bank Charges	HKD0.00		
Withdrawal Account No.	015-521-		

## File Workflow



Account Name	Account Number	Amount	Transaction Reference	Type	Host Reference No.	Record Status
	015168	500.00	Auto	Autopay	473270462702000002	Completed
	015521	215.00	Auto	Autopay	473270462702000003	Completed

Page 1 of 1 (1-2 of 2 items) &lt; 1 &gt; »

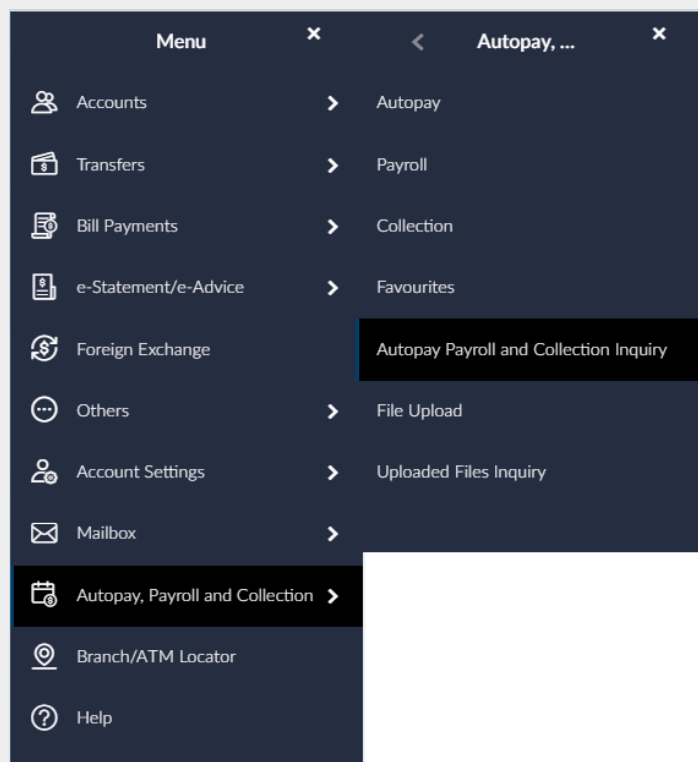
[Back](#)

## 7. Cancel Scheduled Instructions (SI)

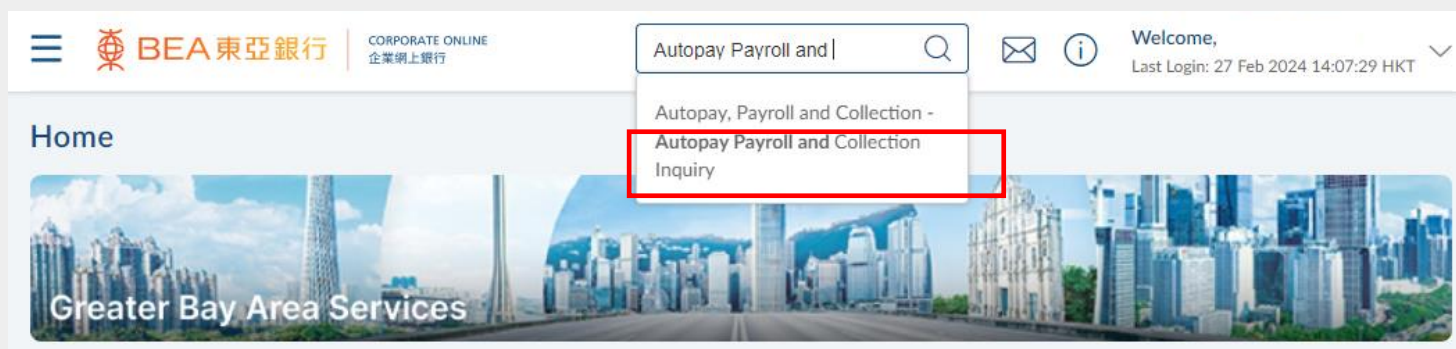
Users can cancel upcoming transactions.

### How to get there

- a. Menu > Autopay, Payroll and Collection > Autopay, Payroll and Collection Inquiry; or



- b. Quick Search > Type “Autopay, Payroll & Collection Inquiry”





Step  
01 Initiate

1. Select search criterion and click "Search".
2. Click "Cancel" under the Action column to initiate the scheduled instruction cancellation.

**Autopay, Payroll and Collection Inquiry**

Transaction Type: AUTOPAY

Withdrawal Account No.: Please select an account number

Currency: Please...

Transaction Reference No.:

Currency: HKD

Execution From Date: 01 Jan 2039

Execution To Date: 26 Jan 2039

**Search** Clear Cancel

Transaction Reference No.	Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date
302E368A677	015-521- (CPLUS - SSA)	HKD	874857298	Autopay	10 Jan 2039
3027DCDEA88	015-521- (CPLUS - SSA)	HKD	regcase25	Autopay	26 Jan 2039
3028378E56C	015-521- (CPLUS - SSA)	HKD	0000001853	Autopay	26 Jan 2039
302FCB6B424	015-521- (CPLUS - SSA)	HKD	0000001750	Autopay	26 Jan 2039
302E780C771	015-521- (CPLUS - SSA)	HKD	0000001852	Autopay	26 Jan 2039
30205D1FCAE	015-521- (CPLUS - SSA)	HKD	demo	Autopay	26 Jan 2039

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**Autopay, Payroll and Collection Inquiry**

Transaction Type: AUTOPAY

Withdrawal Account No.: Please select an account number

Currency: Please...

Transaction Reference No.:

Currency: HKD

Execution From Date: 01 Jan 2039

Execution To Date: 26 Jan 2039

**Search** Clear Cancel

Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date	Record Status	Action
15-521- (PLUS - SSA)	HKD	874857298	Autopay	10 Jan 2039		
15-521- (PLUS - SSA)	HKD		Autopay	26 Jan 2039		
15-521- (PLUS - SSA)	HKD	0000001853	Autopay	26 Jan 2039	Processed	Cancel
15-521- (PLUS - SSA)	HKD	0000001750	Autopay	26 Jan 2039	Processed	Cancel
15-521- (PLUS - SSA)	HKD	0000001852	Autopay	26 Jan 2039	Processed	Cancel
15-521- (PLUS - SSA)	HKD		Autopay	26 Jan 2039		

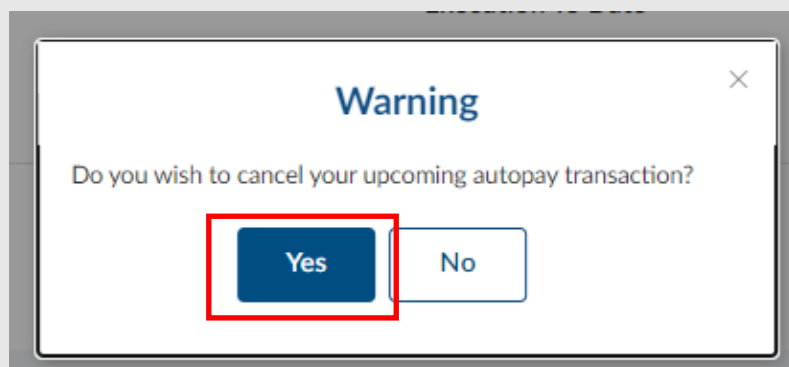
Page 1 of 1 (1-6 of 6 items) < 1 >

Step  
02

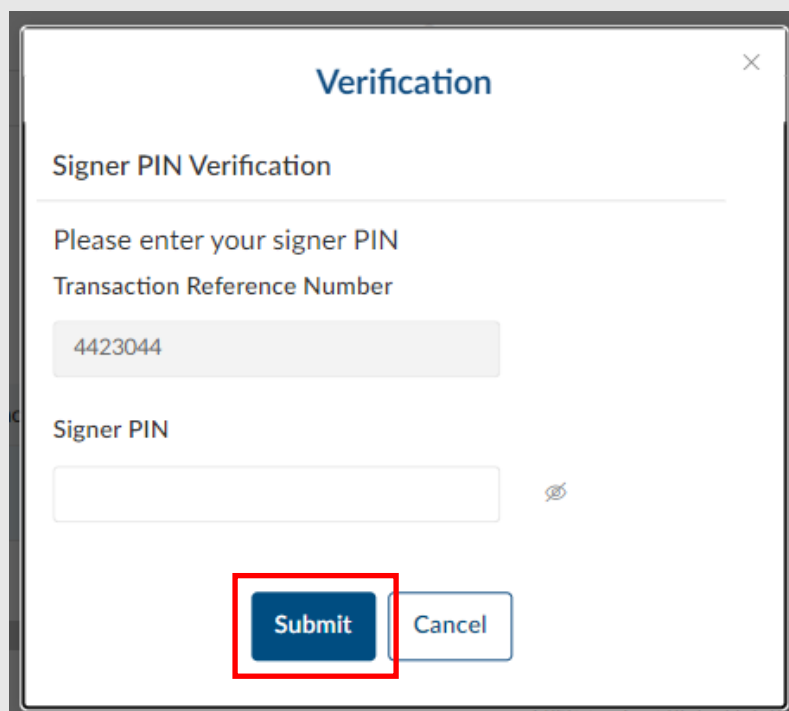
## Confirm

## 3. Confirm cancellation.

- Click “No” to go back.
- Click “Yes” to proceed with authentication.



## 4. Input Signer PIN and click “Submit” to continue.



Step  
03

## Check

5. Check on Autopay, Payroll and Collection Inquiry transaction which will display “Cancelled” under Record Status.

**Autopay, Payroll and Collection Inquiry**

Transaction Type: AUTOPAY

Withdrawal Account No.: Please select an account number

Currency: Please...

Transaction Reference No.:

Currency: HKD

Execution From Date:

Execution To Date:

Search Clear Cancel

Transaction Reference No.	Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date
030124BC1BFE	015-521- (CPLUS - SSA)	HKD		Autopay	30 Nov 2038
29120B04CDD1	015-521- (CPLUS - SSA)	HKD		Autopay	02 Jan 2024

Page 1 of 1 (1-2 of 2 items) < > 1 > >

**Autopay, Payroll and Collection Inquiry**

Transaction Type: AUTOPAY

Withdrawal Account No.: Please select an account number

Currency: Please...

Transaction Reference No.:

Currency: HKD

Execution From Date:

Execution To Date:

Search Clear Cancel

Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date	Record Status	Action
015-521- (CPLUS - SSA)	HKD		Autopay	30 Nov 2038	Cancelled	
015-521- (CPLUS - SSA)	HKD		Autopay	02 Jan 2024		

Page 1 of 1 (1-2 of 2 items) < > 1 > >

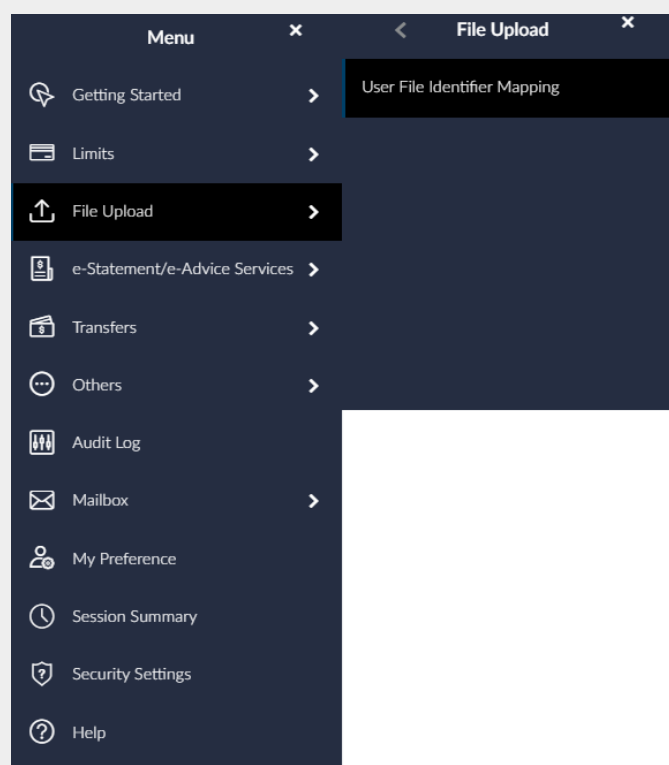
## 8. User File Identifier Mapping



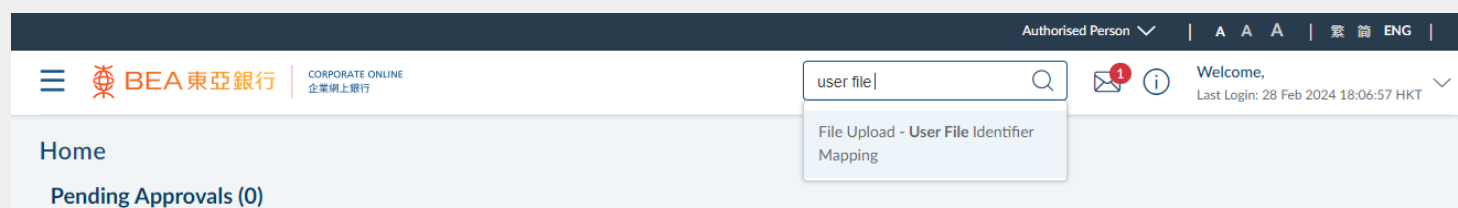
Only Authorised Person(s) (“AP”) can grant access of the file upload type for all user.

### How to get there

#### a. Menu> File Upload> User File Identifier Mapping



#### b. Quick Search> Type “User File Identifier Mapping”



**Step  
01** Initiate

1. Click on a user with no file identifier mapped.

**User File Identifier Mapping**

Account Number  
01552168022765

Account  
SECOND TEMP COMPANY

**Users List**

Initials	User Details	Contact Details	Mapping
J	JACKIE TEST WMC1 2765auth	aukp@hkbea.com 61708050	✓
M	MARY I 2765checker1		✓
H	HOWA 2765checker2	EST	⚙️
T	TUNG AR I 2765sys2		⚙️
C	CHU H 2765sysadm		⚙️
C	CHAR 2765viewer1	IT	⚙️
C	Chan S 2765viewer2		⚙️

Cancel

**Note**  
You can use this function to manage file access for different users in the company as appropriate.

**Step  
02** Select File Identifier

2. Tick checkbox next to the file identifier or click "Header Checkbox" to select all.

Remark: Click checkbox under "Sensitive Data Check" to hide transaction records.

**User File Identifier Mapping**

Username

User ID  
2765sys2

**Mapping Summary**

<input type="checkbox"/> Header Checkbox	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input type="checkbox"/>	Collection	COLLECTION	File	<input type="checkbox"/>
<input type="checkbox"/>	PAYROLlexical-PAYROLlexical	PAYROLL	File	<input type="checkbox"/>
<input type="checkbox"/>	PayrollMAS-Payroll MAS	PAYROLL	File	<input type="checkbox"/>
<input type="checkbox"/>	payrolltwo-payrolltwo	PAYROLL	File	<input type="checkbox"/>
<input type="checkbox"/>	vrthree-vrthree	PAYROLL	File	<input type="checkbox"/>

Save Cancel Back

**Note**  
You can use this function to manage file access for different users in the company as appropriate.

Step  
03

## Verify

1. Click “Save” to continue.

**User File Identifier Mapping**

Username  
T

User ID  
2765sys2

**Mapping Summary**

<input checked="" type="checkbox"/> Header Checkbox	File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/>	Collection	COLLECTION	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>		PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>		PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>		PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/>		PAYROLL	File	<input type="checkbox"/>

**Save** Cancel Back

**Note**  
You can use this function to manage file access for different users in the company as appropriate.

2. Verify details.

3. Click “Confirm” to continue.

**User File Identifier Mapping**

**Review**  
Make sure the details are correct before you confirm.

User Name  
T

User ID  
2765sys2

**Mapping Summary**

<input type="checkbox"/> File Identifier	Transaction Type	Approval Type	Sensitive Data Check
<input checked="" type="checkbox"/> Collection-Collection-Collection-Collection	COLLECTION	File	<input type="checkbox"/>
<input checked="" type="checkbox"/> PAYROLLocal-PAYROLLocal-PAYROLLocal-PAYROLLocal	PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/> PayrollMAS-PayrollMAS-PayrollMAS-Payroll MAS	PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/> payrolltwo-payrolltwo-payrolltwo-payrolltwo	PAYROLL	File	<input type="checkbox"/>
<input checked="" type="checkbox"/> vrthree-vrthree-vrthree-vrthree	PAYROLL	File	<input type="checkbox"/>

**Confirm** Cancel Back

Step  
04

## Successful Submission

1. Transaction Reference Number will be displayed upon successful submission.
2. Approval / Rejection flow is required to complete the request. For details, please refer to the [Approval Workflow](#) guide.

The screenshot shows the BEA Corporate Online interface. At the top, there is a navigation bar with the BEA logo, 'CORPORATE ONLINE', and a search bar. Below this, the main content area is titled 'User File Identifier Mapping - Edit'. A green confirmation banner states: 'Confirmation: Your User File Identifier Mapping - Edit request has been sent for approval.' Below the banner, the 'Transaction Reference Number' is displayed as '2902B6B15F3B'. The 'Status' is shown as 'Pending Approval'. At the bottom of the form, there is an 'OK' button.