

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

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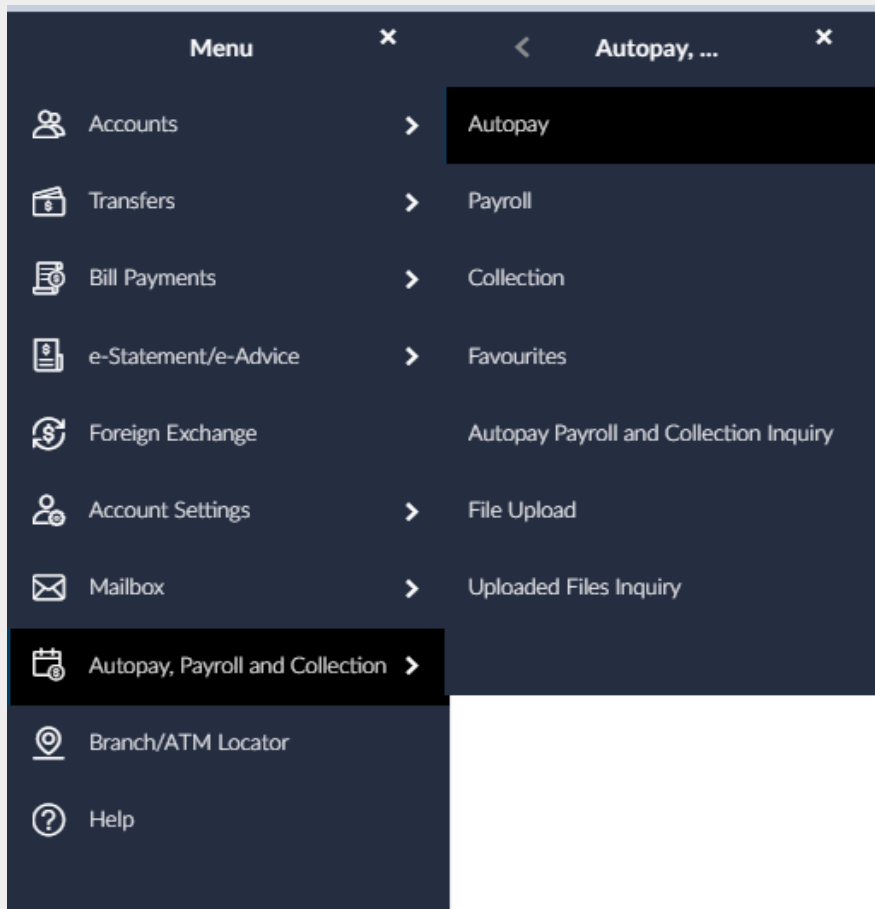
1. Autopay



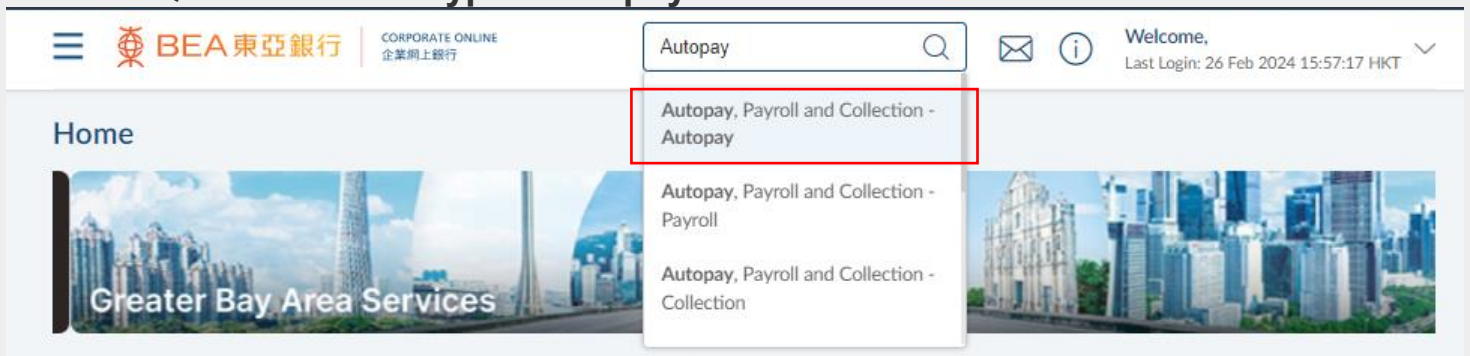
Users can make autopay instructions by entering them directly.

How to get there

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



b. Quick Search > Type "Autopay"



Step
01

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.

Step
02

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- (CPPLUS - 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

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 – Account” 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](#)

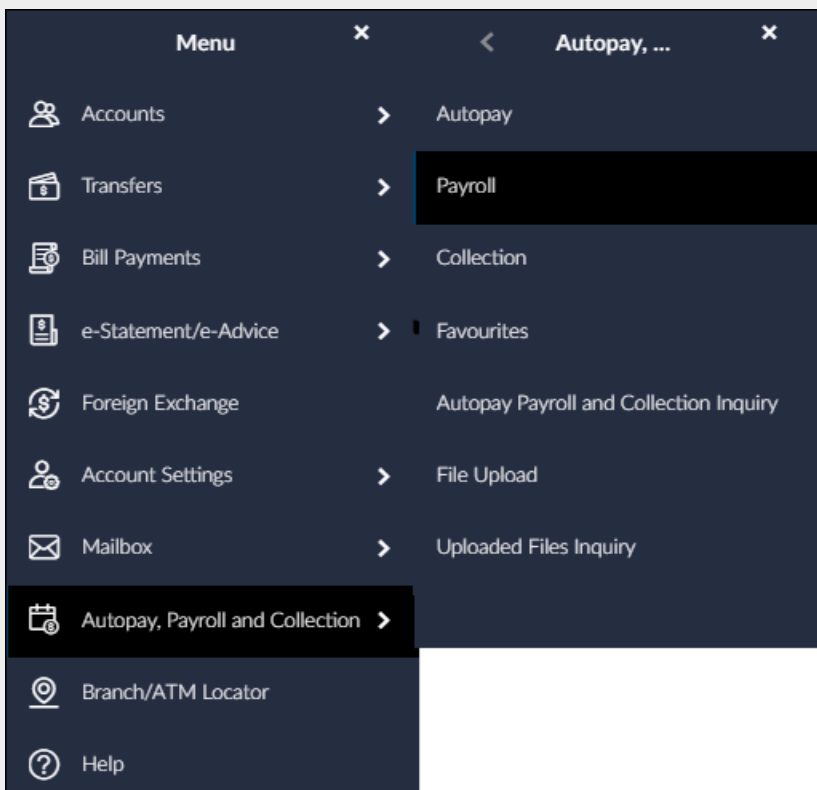
2. Payroll



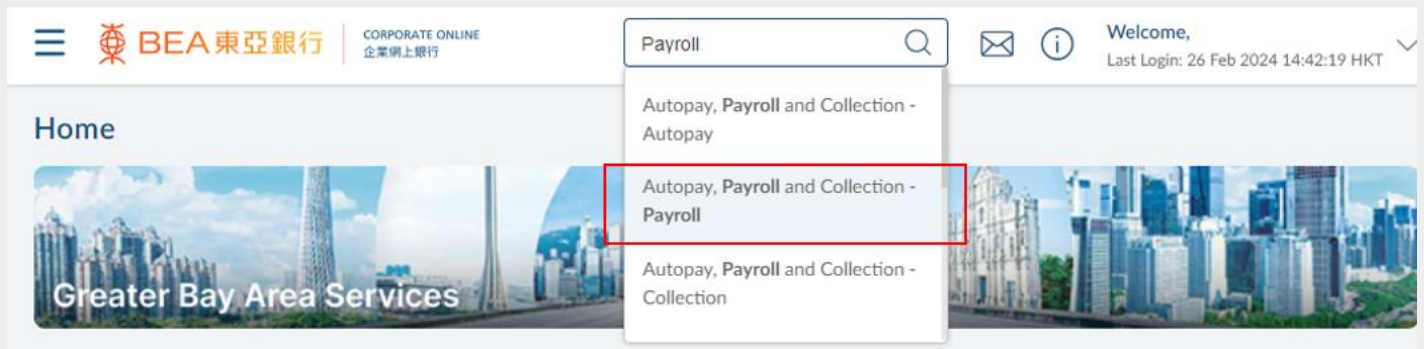
Users can make payroll instructions by entering them directly.

How to get there

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



b. Quick Search > Type “Payroll”



Step
01

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.

Step
02

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

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 transaction in the “Financial – Account” 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

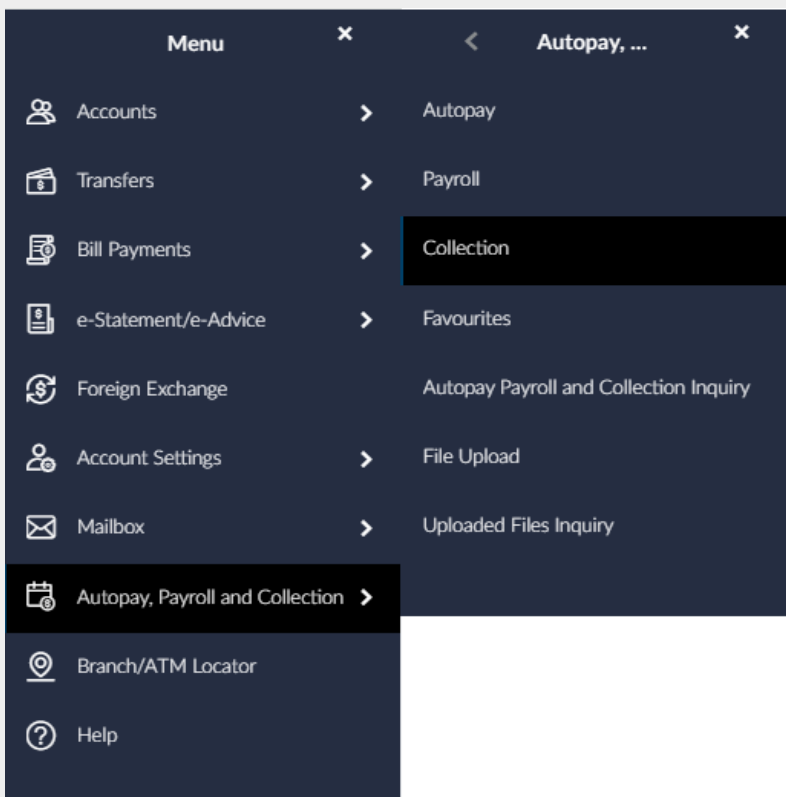
3. Collection



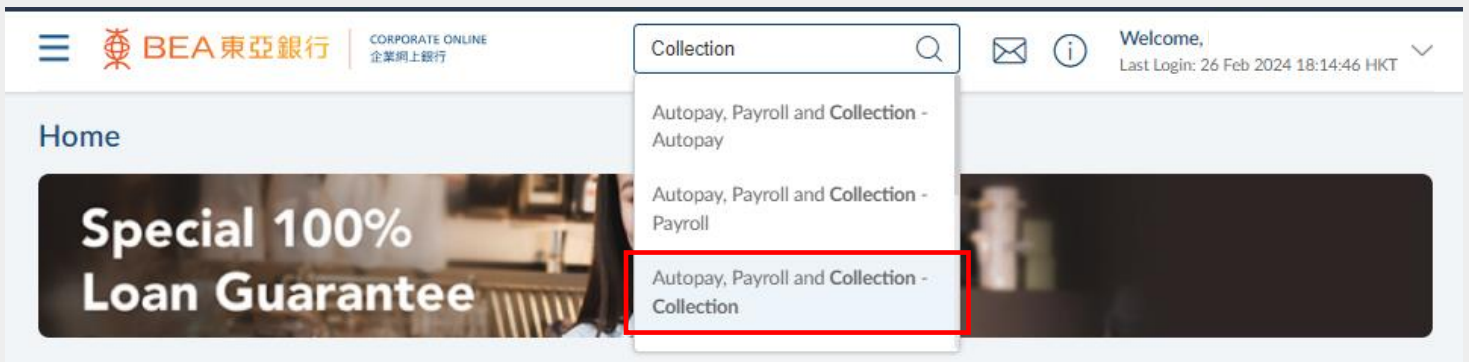
Users can make collection instructions by entering them directly.

How to get there

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



b. Quick Search > Type “Collection”



Step
01

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 Currency
Please select an account number Pleas...

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

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- (PLUS - 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

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 – Account” 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

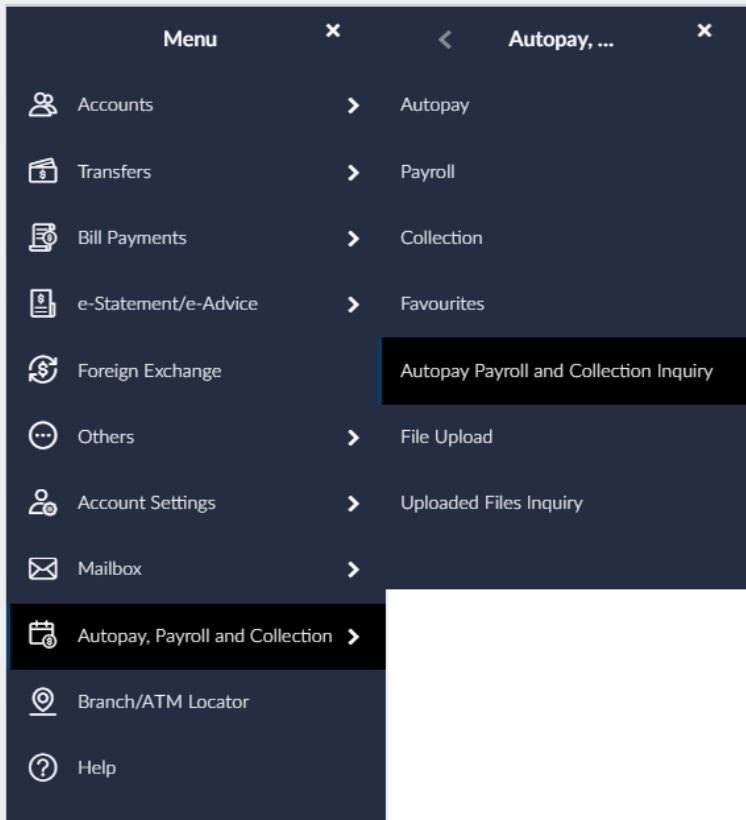
4. Autopay, Payroll and Collection Inquiry



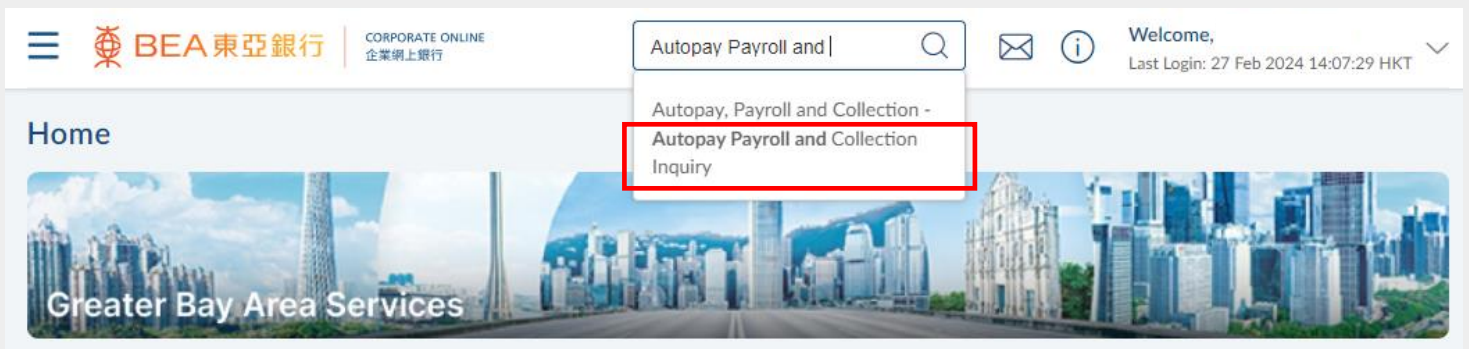
Users can view and keep track of all transactions within a specified period.

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

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

Transaction Reference No.

Execution From Date

Withdrawal Account No.

Currency

Execution To Date

Search
Clear
Cancel

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		Payroll	18 Jan 2039
1602559F55F7	015-521-(CPLUS - SSA)	HKD	0000001569	Payroll	20 Jan 2039
270224726EA0	015-521-(CPLUS - SSA)	HKD		Payroll	29 Jan 2039

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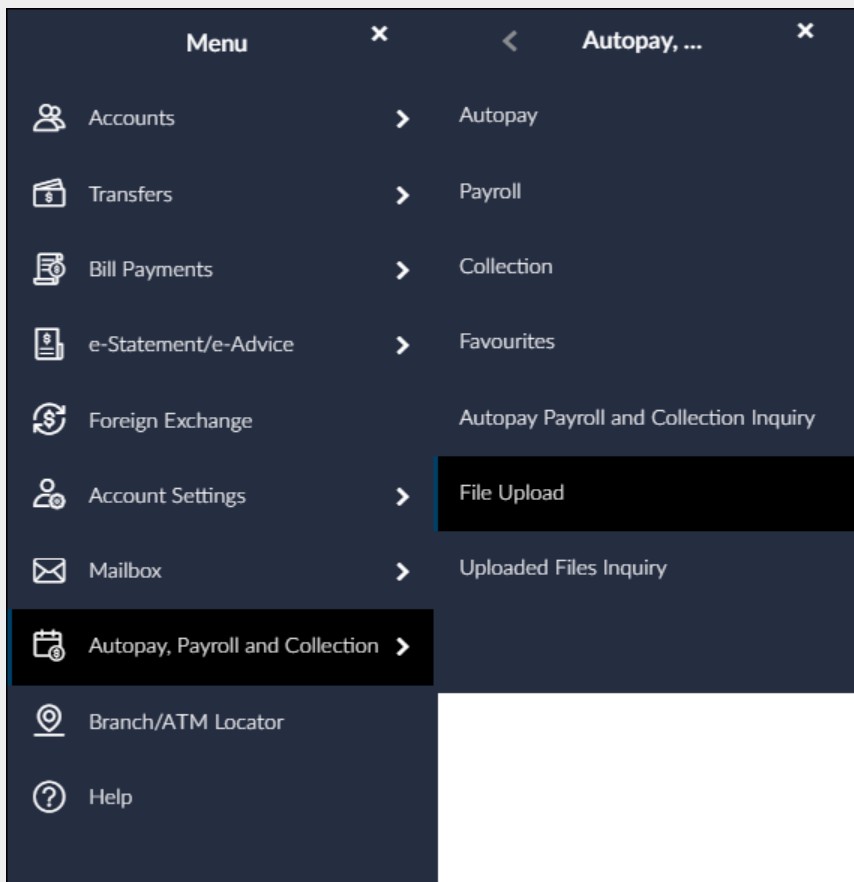
5. File Upload



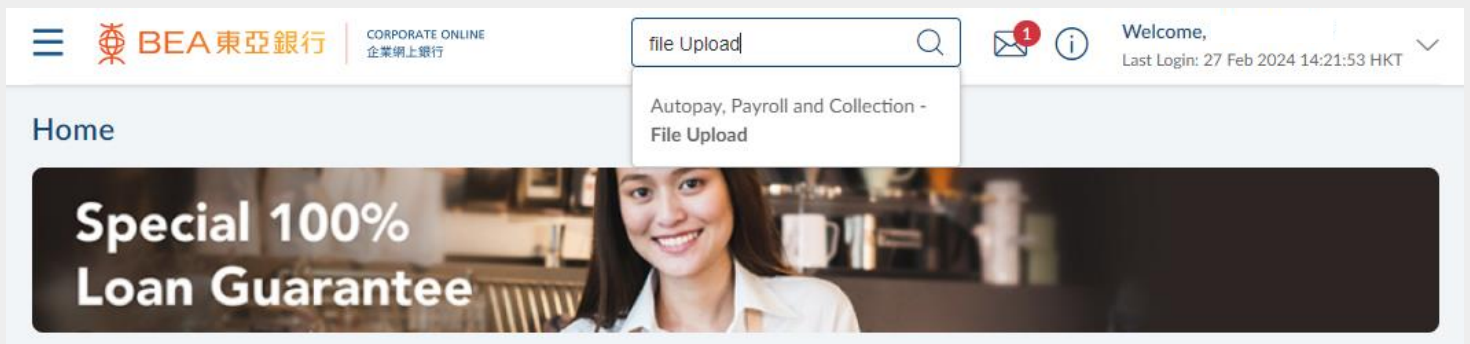
Users can make autopay, payroll and collection instructions by uploading files.

How to get there

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



b. Quick Search > Type “File Upload”



Step
01

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.

*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](#) under Autopay, Payroll and Collection.

The screenshot shows a 'File Upload' form with the following fields and options:

- File Identifier:** A dropdown menu with 'Autopay-Mas-Autopay-Mas' selected.
- Transaction Type:** A text field containing 'Autopay'.
- File Format type:** A text field containing 'MAS'.
- Transfer Currency:** A dropdown menu with 'HKD' selected.
- Withdrawal Account No.:** A dropdown menu with the placeholder text 'Please select an account number'.
- Transfer Date:** A date picker field.
- File Name:** A button labeled 'Choose file...'.
- Checksum:** A text input field.
- Buttons:** 'Upload' and 'Cancel' buttons at the bottom.

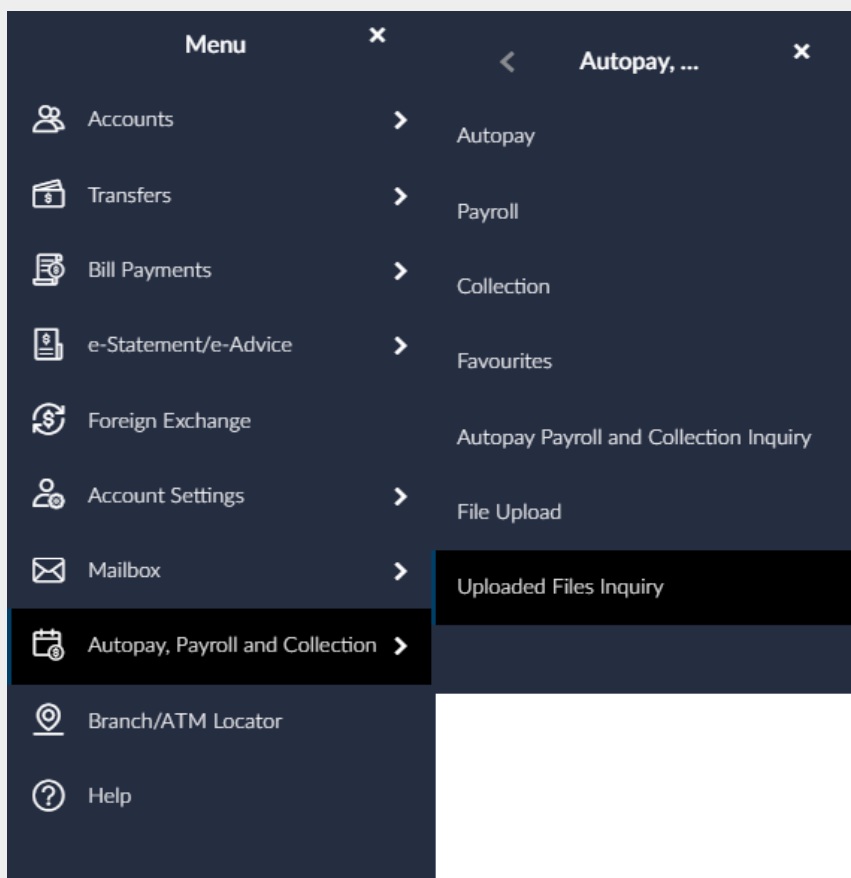
6. Uploaded Files Inquiry



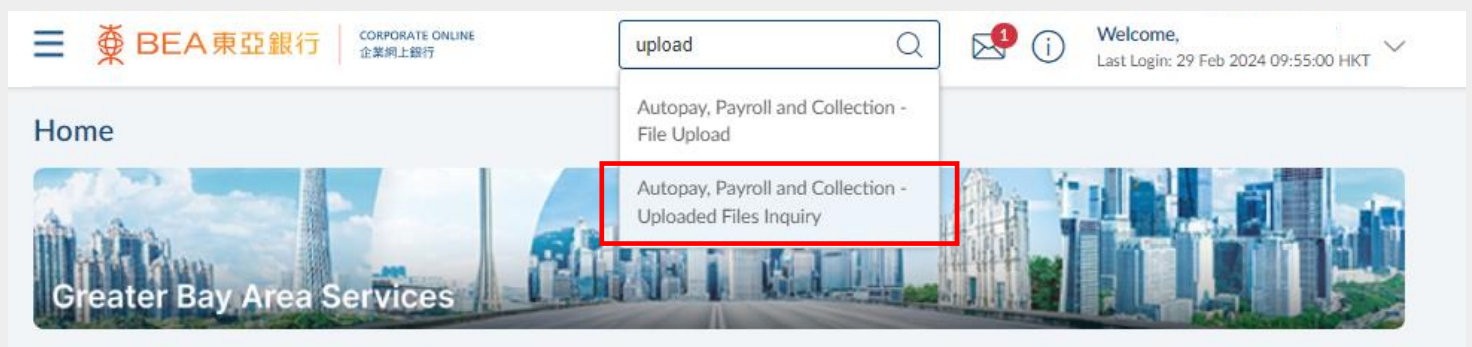
Users can view and keep track of all upload transactions within a specified period.

How to get there

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



b. Quick Search > Type “Uploaded Files Inquiry”



Step
01

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

Transaction Type

File Name

From Date

File Reference ID

File Status

To Date

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

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

Step
02

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

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[Back](#)

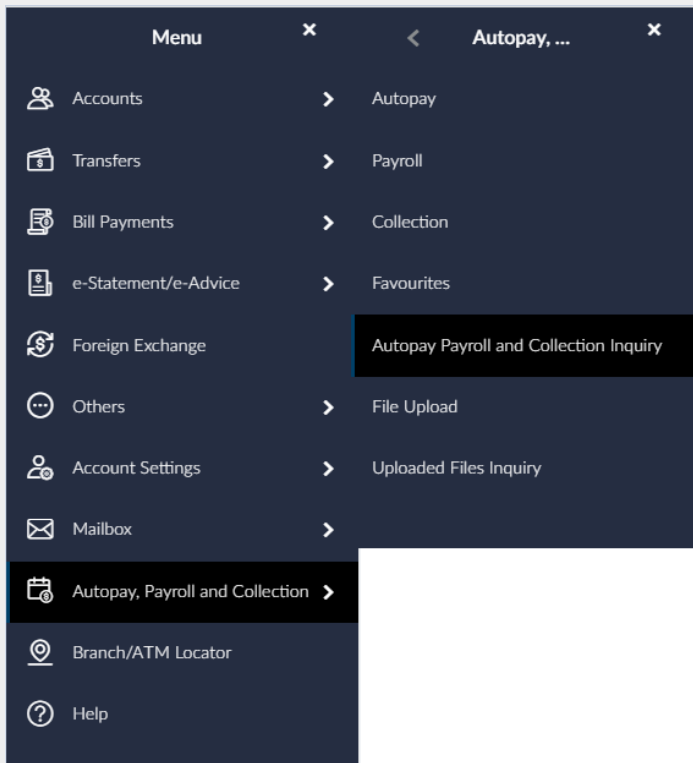
7. Cancel Scheduled Instructions (SI)



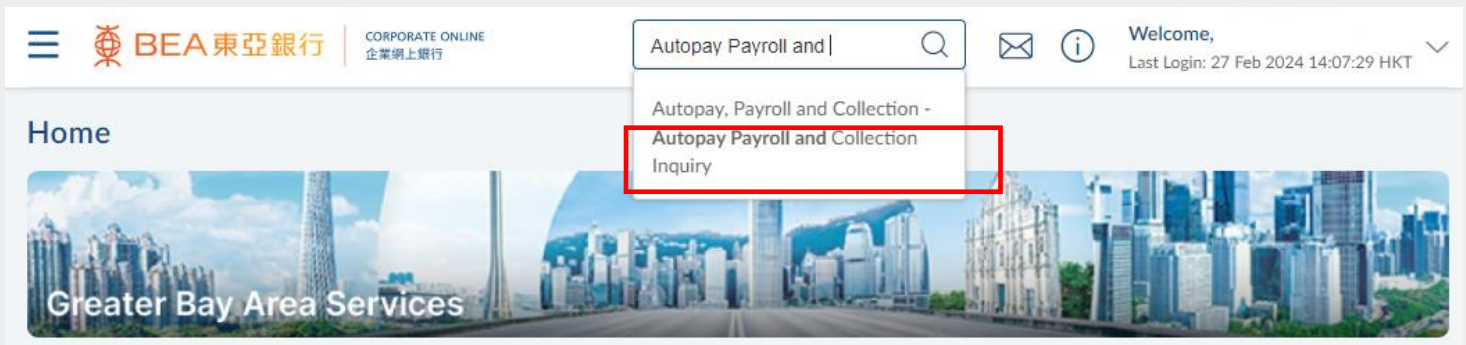
Users can cancel upcoming transactions.

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

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.:

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

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

Autopay, Payroll and Collection Inquiry

Transaction Type: AUTOPAY

Withdrawal Account No.: *Please select an account number*

Currency: *Please...*

Transaction Reference No.:

Execution From Date: 01 Jan 2039

Execution To Date: 26 Jan 2039

Search Clear Cancel

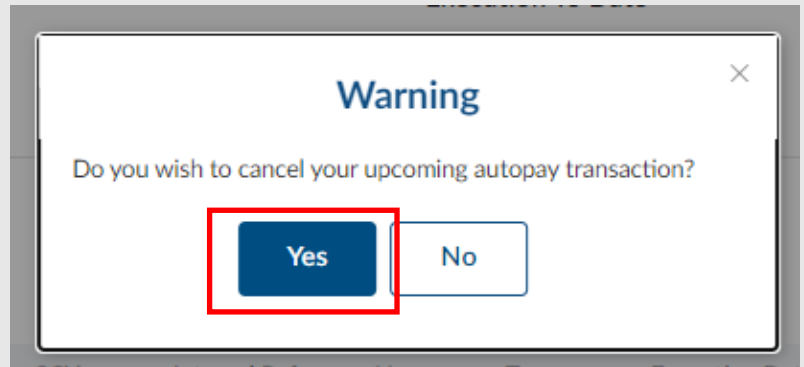
Withdrawal Account No.	Transaction CCY	Internal Reference No.	Type	Execution Date	Record Status	Action
15-521-(PLUS - SSA)	HKD	874857298	Autopay	10 Jan 2039		
15-521-(PLUS - SSA)	HKD		Autopay	26 Jan 2039		
15-521-(PLUS - SSA)	HKD	0000001853	Autopay	26 Jan 2039	Processed	Cancel
15-521-(PLUS - SSA)	HKD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

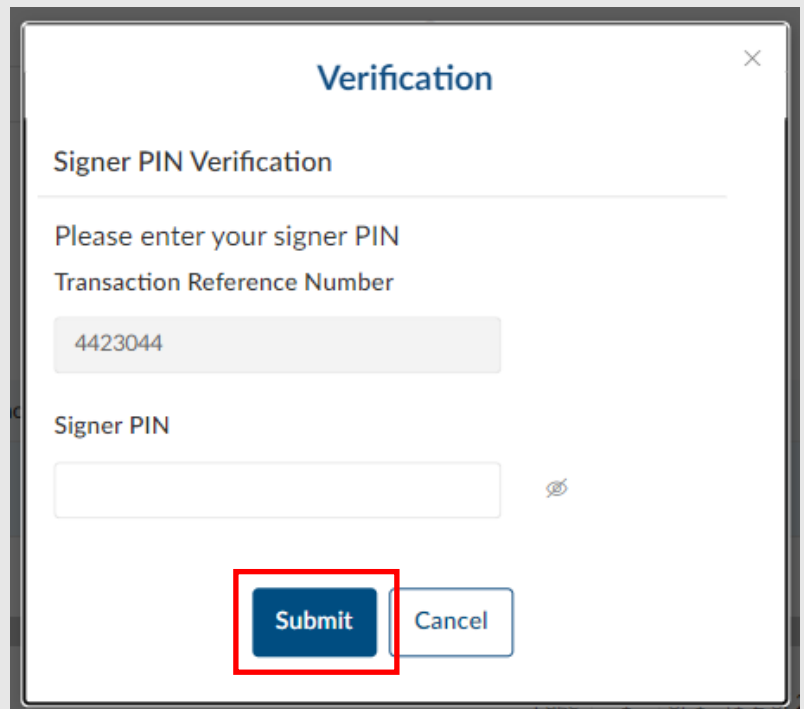
Step
02

3. Confirm cancellation.

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



A warning dialog box titled "Warning" with a close button (X) in the top right corner. The text inside asks, "Do you wish to cancel your upcoming autopay transaction?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.

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

A verification dialog box titled "Verification" with a close button (X) in the top right corner. The text inside says "Signer PIN Verification" and "Please enter your signer PIN". Below this is a label "Transaction Reference Number" followed by a text input field containing "4423044". Underneath is a label "Signer PIN" followed by an empty text input field with a small eye icon to its right. At the bottom, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red rectangular border.

Step
03

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: *Pleas...*

Transaction Reference No.:

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

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Autopay, Payroll and Collection Inquiry

Transaction Type: AUTOPAY

Withdrawal Account No.: *Please select an account number*

Currency: *Pleas...*

Transaction Reference No.:

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 > |

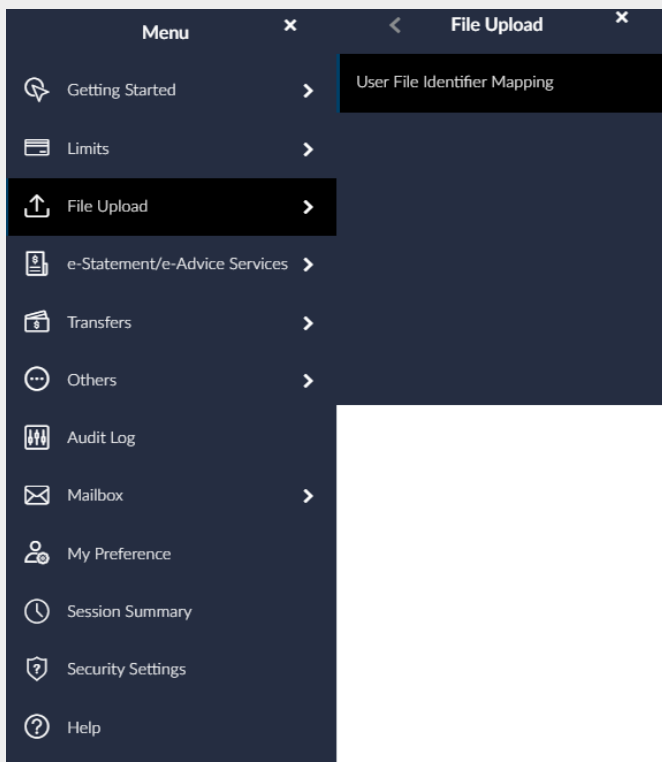
8. User File Identifier Mapping



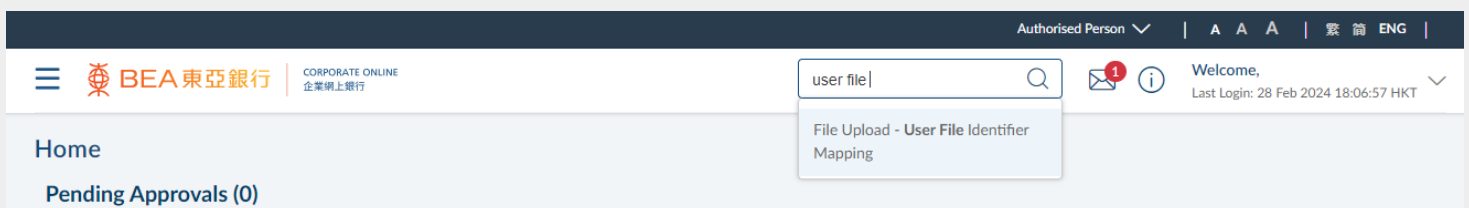
Only Authorised Person(s) (“AP”) can grant access of the file upload type for all user.

How to get there

a. Menu > File Upload > User File Identifier Mapping

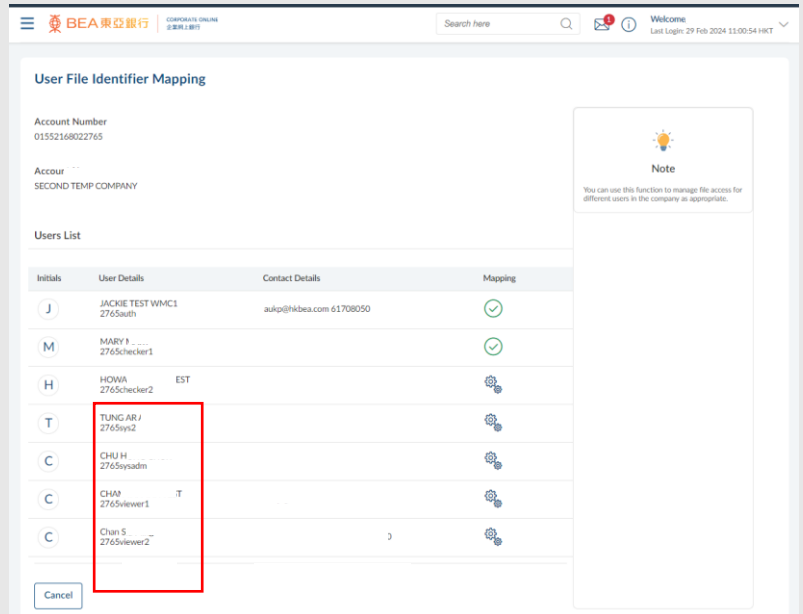


b. Quick Search > Type “User File Identifier Mapping”



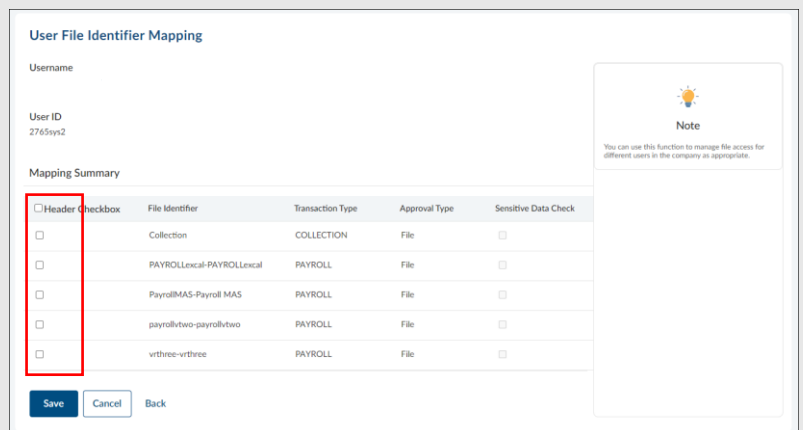
Step
01

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



Step
02

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




Step
03

1. Click “Save” to continue.

User File Identifier Mapping

Username
T

User ID
2765sys2


Note

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


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"/>

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

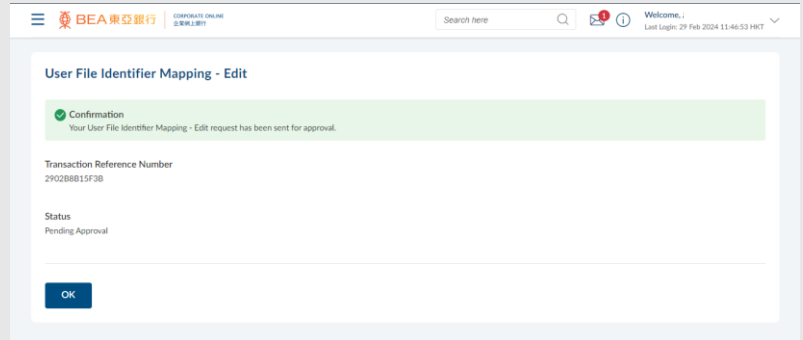
User ID
2765sys2

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"/> PAYROLLLocal-PAYROLLLocal-PAYROLLLocal-PAYROLLLocal	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"/>

Step
04

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.



-End-