

# Corporate Internet Banking - GAPS



Guaranty Trust Bank plc  
RC 152321

Date        
Day Month Year

Company Name: \_\_\_\_\_

## Account Information

Account No.: \_\_\_\_\_

Account /Sub Accounts to be profiled : All Accounts  Select Account   
(List accounts or related account(s) and companies to be activated for single profile user below)

Account Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account No.: \_\_\_\_\_

## User Roles & Functions

Role Code	Users	Responsibilities	Basic Functions
ADMIN	System Administrator	<ul style="list-style-type: none"> <li>Represents the I.T departments</li> <li>Responsible for user-friendly activity on the software access and audit trail.</li> <li>Responsible for setting file type and format on GAPS</li> </ul>	<ul style="list-style-type: none"> <li>Setup file type and format</li> <li>Login Trail &amp; User Activity</li> <li>Password Reset</li> <li>Enable and disable user</li> </ul>
UPL	Uploader	<ul style="list-style-type: none"> <li>Represents the Accounts/Finance/Treasury/ Human Resources.</li> <li>Initiates all transactions and file upload</li> <li>Review batch status</li> <li>Review reports and account balance</li> </ul>	<ul style="list-style-type: none"> <li>Setup file type and format</li> <li>Initiate and submit all transactions</li> <li>Upload all payment files</li> <li>View batch status</li> <li>Account to debit</li> <li>Account statement &amp; balance enquiry</li> <li>PMT Report</li> <li>Exception Report</li> <li>Own account transfer</li> </ul>
REV	Reviewer	<ul style="list-style-type: none"> <li>Represents the Accounts/Finance/Treasury/ Human Resources.</li> <li>1st level review and authorization</li> <li>Positioned between the Uploader and final approver</li> </ul>	<ul style="list-style-type: none"> <li>View batch status &amp; payment records</li> <li>Approve transactions</li> <li>Account Statement &amp; Balance Enquiry</li> <li>Account to debit</li> <li>Payment and exception report</li> </ul>
APP	Approver	<ul style="list-style-type: none"> <li>Must be authorized signatories of the bank account</li> <li>Structure may be sequential (A→B→C) or non -sequential (Any to sign, either to sign, two to sign, e.t.c</li> </ul>	<ul style="list-style-type: none"> <li>View batch status &amp; payment records</li> <li>Approve transactions</li> <li>Account Statement &amp; Balance Enquiry</li> <li>Account to debit</li> <li>Transaction track</li> </ul>
VIEW	Viewer	<ul style="list-style-type: none"> <li>Represents the Accounts/Treasury/Audit/Control</li> <li>Review end of day activities</li> </ul>	<ul style="list-style-type: none"> <li>View login trail and user activity</li> <li>View batch status &amp; exception report</li> <li>Payment reports</li> </ul>

## Other Services

NIBSS Instant Payment  Approval required for own account transfer

Please note that transactions are processed via NEFT by default. This implies that transactions initiated before 12:00pm will be treated same day while transactions initiated after 12:00pm will be processed the next business day.

