



Barclays Virtual Accounts

Client Admin User Guide



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1. Introduction

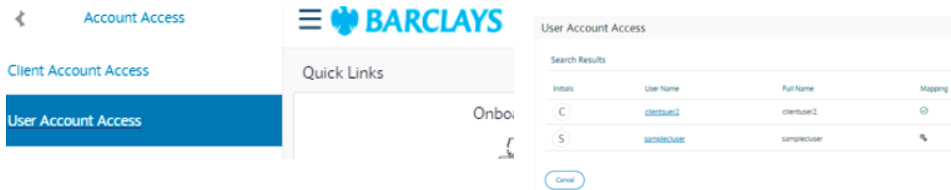
This guide details how to create and manage User Groups, Workflows, Rules, Client Account Access and User Account Access. It also details how to search and view Client Preferences and Audit Logs.

2. Create User Account access

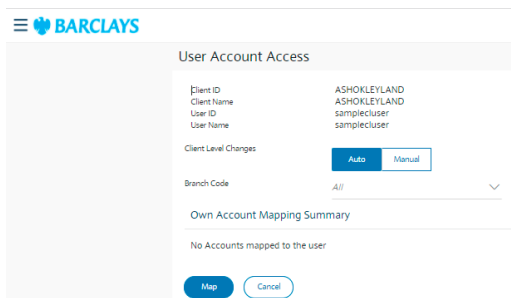
Once a user has been set up in Barclays iPortal and has been assigned a role in Barclays Virtual Accounts, they will need to have their real and virtual account mapping completed before being able to act on accounts. You can also control whether new accounts are automatically mapped to a user or whether new accounts must be manually provisioned. For clients with multiple real accounts registered, this is where they would segregate which users have access to which real accounts and their associated virtual accounts.

2.1. Navigate

1. Select the menu icon and navigate to **Access Management > Account access > User Account Access**. This will load the User Account Access screen.



2. Note: For new users that require mapping, a cog symbol will display under **Mapping**. A green tick is displayed for Users with their mappings complete
3. Click the hyperlink under User name of the user you wish to set up. The **User Account Access** screen is displayed



4. Complete the following:

Field Name	Field Type	Description
Client ID	Display	The ID of the client to which user is mapped to will be displayed.
Client name	Display	The name ID of the client to which user is mapped to will be displayed.
User ID	Display	The ID of the selected user will be displayed.
User Name	Display	The name of the selected user will be displayed.
Client Level changes	Toggle Button	Select whether the future accounts to be mapped to the user under the selected client should be done automatically or manually. We would recommend you set this to manual to avoid any future real accounts being automatically mapped to all users.
Branch Code	Drop Down List	Specify the branch code of the accounts which need to be mapped to the user.
Own Account Mapping Summary		
Account Type	Display	The system displays the type of the account (Real or virtual) linked to the user, if accounts are mapped to the user
Total Number of Accounts	Display	The system displays the total number of accounts available for the user, if accounts are mapped to the user.
Number of Accounts Mapped	Display	The system displays the number of accounts mapped to the account type, if accounts are mapped to the user.

2.2. Enter the User Account Mapping Details

1. Click **Map**, the **User Account Access** screen will be displayed

User Account Access

Client ID	ASHOKLEYLAND
Client Name	ASHOKLEYLAND
User ID	samplecluser
User Name	samplecluser
Client Level Changes	Auto
Branch Code	All

Account Mapping

Virtual Account Management - Real Account Virtual Account

Map All Accounts

Account Number	Branch Code	Currency	Product Name	Account Status
<input type="checkbox"/> 129000129002	BBI	GBP	-	-

Account Mapping for Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

[Next](#) [Back](#) [Cancel](#)

2.2.1. Virtual Account Management - Real Account

This Tab lists all real accounts available for mapping under the selected client and mapped user.

1. Select the checkbox for **Map All Accounts** to enable the user to have access to all the existing real accounts.
2. Alternatively, select the checkbox of the specific real accounts the user will need to access.

2.2.2. Virtual Account Tab

This tab lists all virtual accounts available for mapping under the selected client and mapped user in the Barclays Virtual Accounts application.

1. Select the checkbox for **Map All Accounts** to enable the user to have access to all the existing virtual accounts.
2. Alternatively, select the checkbox of the specific virtual accounts the user will need to access.
3. Once complete, click **Next** to map the types of transactions allowed for each account.

2.2.3. Transaction Mapping

Virtual Account Management - Real Account Tab

1. To map different transactions to a virtual account, click the **Real Account** heading to view the transaction mapping.
2. Select checkbox for **Map All Transactions to All Accounts** to map all transactions to all existing real accounts.
3. Alternatively, click the **hyperlink** on an individual account. Then select the checkbox for the transactions you wish to individually map to the specific account.

User Account Access

Client ID	ASHOKLEYLAND
Client Name	ASHOKLEYLAND
User ID	samplecluser
User Name	samplecluser
Client Level Changes	Auto
Branch Code	All

Virtual Account Management - Real Account Virtual Account

Map All Transactions to All Accounts

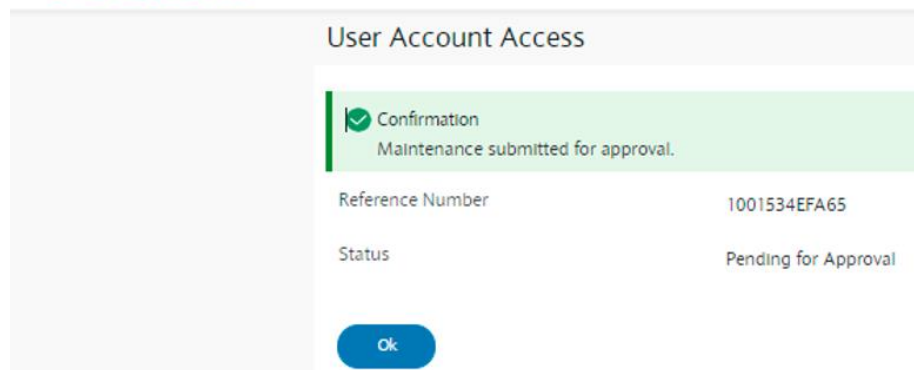
Account Number and Name	Sort Code	Branch Code	Currency	Product Code	Account Status
<input type="checkbox"/> 10000647 ASHOKLEYLAND	200201	BBI	GBP	POLO	ACTIVE

Map All Transactions

- Internal Credit Line Inquiry
 - Get Internal Credit Line Utilization
 - List Credit Line Linkages
- Internal Credit Line Maintenance
 - Delink Credit Line Linkage
 - Create Credit Line Linkage
 - Edit Credit Line Linkage
- Virtual Account Maintenance
 - Reopen Virtual Account
 - Retry Virtual Account Closure
 - Create/Edit General Rates
 - Virtual Account Closure Status Details
 - Edit Virtual Account
 - Terminate Virtual Account Closure
 - Create/Edit Custom Rates
 - Virtual Account Accrued Interest Detail
 - Close Virtual Account
- Payments
 - International Payment
 - Internal Transfer
 - International Draft
 - Domestic Draft
 - Inter Account Transfer
 - International Low Value Payment
 - UK Domestic Payment

Virtual Account Tab

- To map the transactions allowed per account, click the **Virtual Account** heading to view the transaction mapping.
- Select checkbox for **Map All Transactions to All Accounts** to map all transactions to all existing virtual accounts.
- Alternatively, click the **hyperlink** on an individual account. Then select the checkbox for the transactions you wish to individually map to the specific account.
- Once complete, select **Save**, the **Review** screen appears, this allows you to verify the user account access details. Select Confirm to pass the record for authorisation.
- A confirmation message with the reference number and the status of the action is displayed. Click **Ok** to complete the action and go back to the home dashboard.



- To authorise the record, follow authorisation steps provided.

3. View, Amend and Delete User Account Access

3.1. Search and View User Account Access

This section details how to search and view a user's account access details.

- Select the menu icon and navigate to Access Management > Account Access > User Account Access. This will load the User Account Access screen.

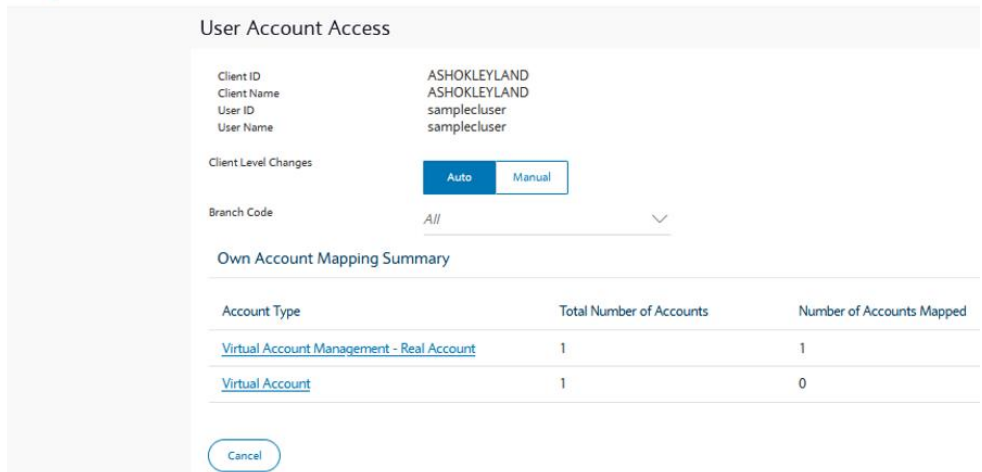
User Account Access

Search Results

Initials	User Name	Full Name	Mapping
C	clientsuer2	clientuser2	✔
S	samplecluser	samplecluser	✔

Cancel

- Click the hyperlink under the **Username** of the user you want to view the account mapping details. The **User Account Access** screen is displayed.



- Click the hyperlink under the **Account Type** to view the account mapping details for the user. The **Client Account access** screen is then displayed.

User Account Access

Client ID ASHOKLEYLAND
Client Name ASHOKLEYLAND
User ID samplecluser
User Name samplecluser
Client Level Changes Auto
Branch Code All

Account Mapping

Virtual Account Management - Real Account	Virtual Account				
<input type="checkbox"/> Map All Accounts					
Account Number	Branch Code	Currency	Product Name	Account Status	
<input checked="" type="checkbox"/>	129000129002	BBI	GBP	-	-

Account Mapping for Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

[Edit](#) [Next](#) [Delete](#) [Cancel](#) [Back](#)

3.2. Amend User Account Access

1. Navigate to the User's Accounts screen using the search and view steps, click **Edit**.
2. Update the required details following the same steps used for creating a user's account access.
3. Having completed the updates to the user account access, click **Save**. A **Review** screen appears, select **Confirm** to pass the amendment for authorisation. A success message appears detailing the action reference number. Click **Ok** to complete the action.



User Account Access

Confirmation
Maintenance submitted for approval.

Reference Number 1101BB8FC1E8
Status Pending for Approval

[Ok](#)

4. To authorise the record, follow the same authorisation steps used for authorising a User's Account Access creation.

3.3. Delete User Account Access

Deleting a user's account access will prevent them from viewing/inputting or authorising any actions for those virtual accounts. If that user no longer requires access to Virtual Accounts, then we would recommend they have their Virtual Accounts role removed within iPortal and/or the user is made inactive within iPortal.

1. Navigate to the User's Accounts screen using the search and view steps, click **Delete**. A warning message will be displayed.
2. Click **Yes** to delete. A success message appears detailing the reference number and confirms the record has been passed for authorisation.
3. Click **Ok** to go back to dashboard.



Delete

Confirmation
Maintenance submitted for approval.

Reference Number 05012B210748
Status Pending for Approval

[Ok](#)

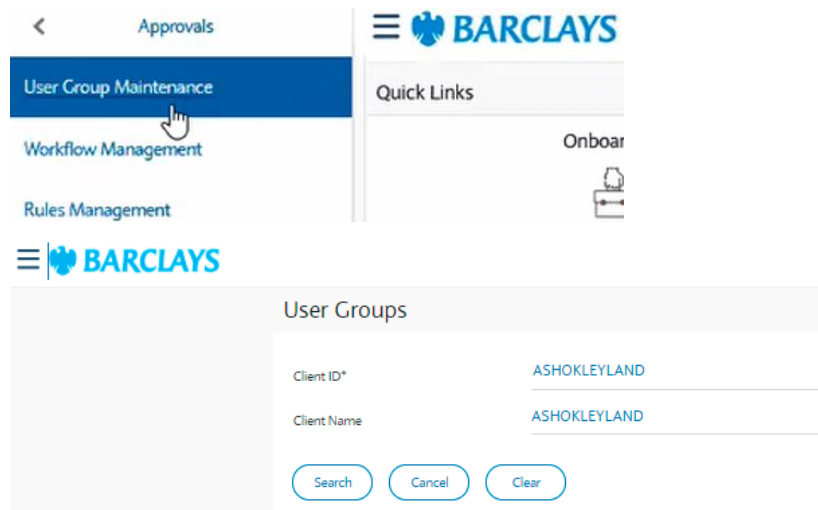
4. To authorise the record, follow authorisation steps provided.

4. Create a User Group

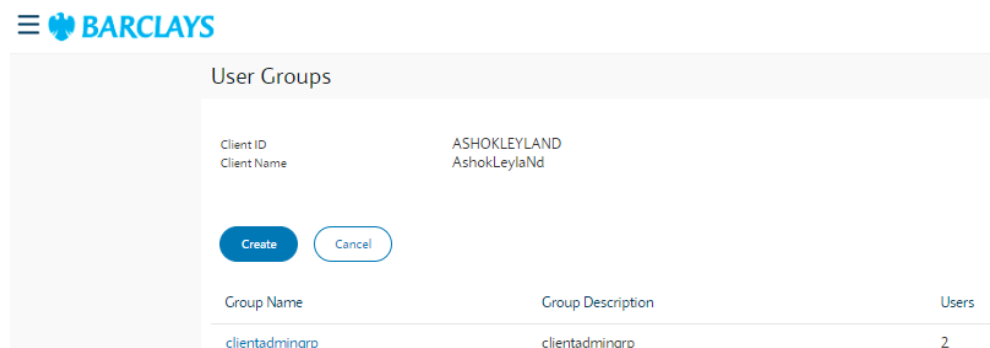
A User Group allows you to group together multiple users. It allows you to create single workflows and rules for multiple users who all require the same set up rather than individually. As well as giving a user the applicable Virtual Accounts role in iPortal, clients will also need to ensure that user is added into any applicable user groups. A user can be added to multiple user groups if required.

4.1. Navigate

1. Select the menu icon and navigate to **Approvals > User Group Maintenance**. This will load the **User Group** screen. Complete the **Client ID** field and select **search**.



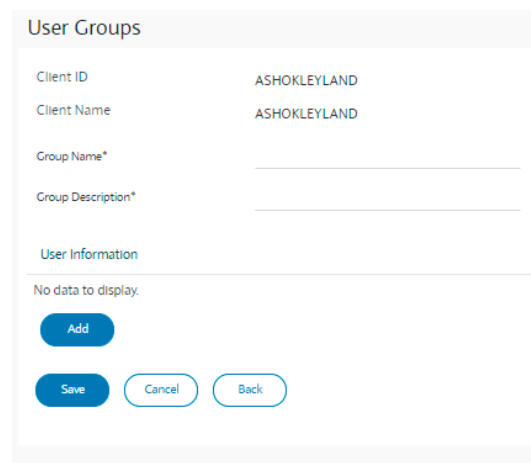
2. The **Client ID** and **Client Name** are displayed with all previously created user groups.



4.2. Create a User Group

During initial set up and onboarding to Virtual Accounts, clients will have default user groups set up. We would recommend adding new users into those existing user groups using the guidance in section 5.2. If you need to create new user groups, then please follow the guidance below.

Following the above, navigate to the User Groups screen of the Client you wish to create a user group under. Click **Create**.



1. Capture/View the following details:

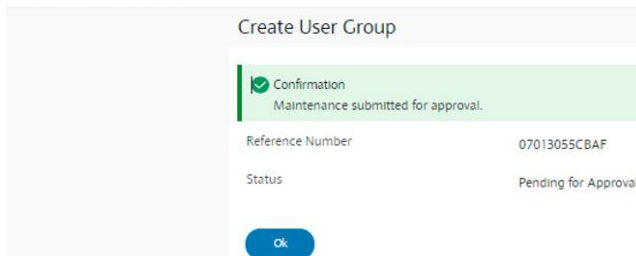
Field Name	Field Type	Field Description	Validations
Client ID	Display	The system displays the ID of the client for which the preference needs to be maintained or viewed.	
Client name	Display	The system displays the name of the client for which the preference needs to be maintained or viewed.	
Group name	Input (M)	Specify the name of the group of the users.	You will need to enter between 1 to 20 characters.
Group Description	Input (M)	Specify the description of the group of the users.	

Field Name	Field Type	Field Description	Validations
User Information			
Select User	Drop Down List	Specify the users you need to add.	

(M) means Mandatory

- Click **Add** to add the user in to the user group. You can add 1 or more user/user groups. At least 2 users are recommended to be added for rule maintenance.
- Click the Bin icon next to the user name to remove a user from the user group.
- Once you have completed the user group details, click **Save**.
- The **Review** screen will be displayed, click **Confirm** to pass the record for authorisation.

The system displays the confirmation message along with the status and reference number. Click **Ok** to complete the action and go back to Dashboard.

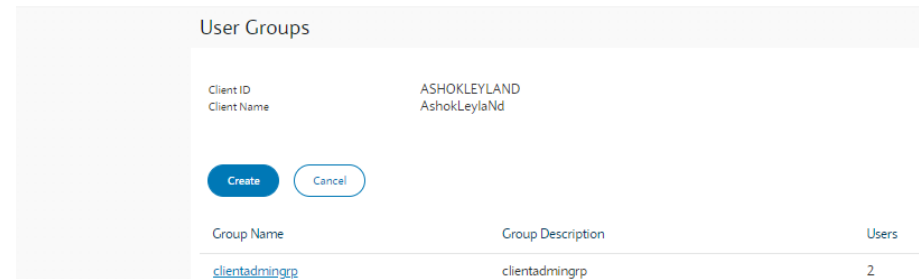


- To authorise, follow the authorisation steps provided

5. View and Amend User Group

5.1. Search and View User Group

- Select the menu icon and navigate to **Approvals > User Group Maintenance**. This will load the **User Group Maintenance** screen.
- Complete the search criteria and select **Search**. This will load the **User Groups** screen. The following information is displayed.



Field Name	Field Type	Field Description
Client ID	Display	The system displays the Client ID.
Client Name	Display	The system displays the name of the client.
Group Name	Link	The system displays the User Groups maintained for the Client ID. You need to click on the link to view the details of the group.
Group Description	Display	The system displays the description of the User Groups maintained for the Client ID.
Users	Display	The system displays the count of users associated with the corresponding group of users.

- Click the hyperlink of the record under **Group Name** for which you want to view the details. The **User Groups** screen with user information appears.

User Groups

Client ID	ASHOKLEYLAND
Client Name	ASHOKLEYLAND
Group Name	clientadmingrp
Group Description	clientadmingrp

User Information

[ashokclientadmingrp](#)

[ashokclientadmingrp](#)

[Edit](#) [Cancel](#) [Back](#)

5.2. Amend User Group

1. To amend the User Group, click **Edit**.

User Groups

Client ID	ASHOKLEYLAND
Client Name	ASHOKLEYLAND
Group Name	clientadmingrp
Group Description*	clientadmingrp

User Information

[ashokclientadmingrp](#)

[ashokclientadmingrp](#)

[Add](#)

[Save](#) [Cancel](#) [Back](#)

2. Having completed the updates, click **Save**.

3. After selecting **Save**, the **Review** screen appears. Select **Confirm** to pass the amendment for authorisation. A success message appears detailing the reference number. Click **Ok** to complete the action and go back to the home dashboard.

Modify User Group

Confirmation
Maintenance submitted for approval.

Reference Number	07016C11015E
Status	Pending for Approval

[Ok](#)

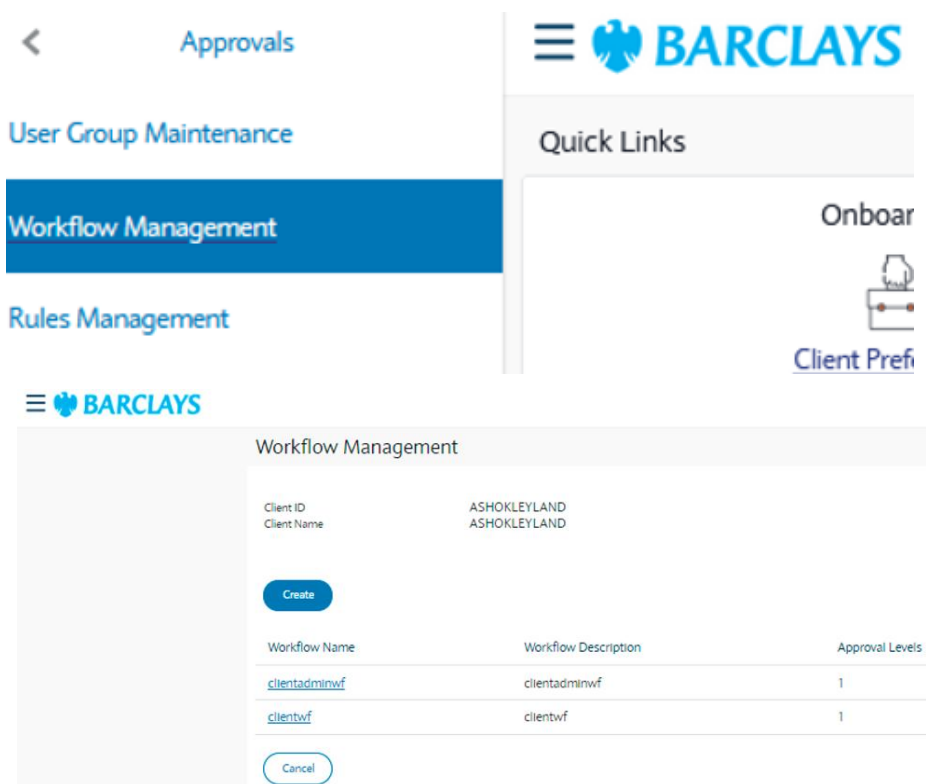
4. Follow the authorisation steps provided

6. Create Workflow

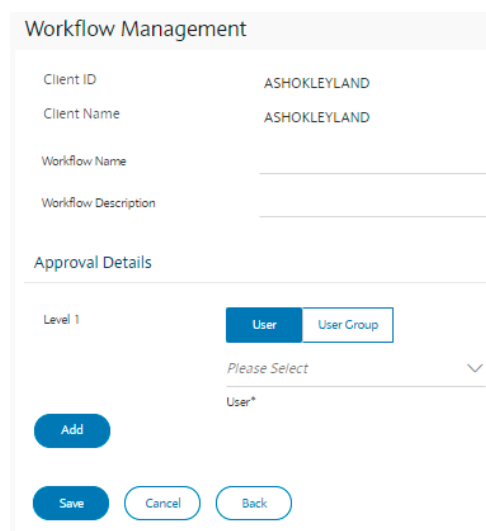
A workflow allows you to set up different approval flows. It allows you to define how many levels of approval are required for actions such as virtual account creation or payment input. It is possible to select up to a maximum of 5 levels of authorisation and allows you to select a single user/user group to authorise each level. A workflow is then assigned to a rule (see section 8) to dictate the workflow followed by actions that meet that rule. During initial set up and onboarding to Virtual Accounts, clients will have default workflows set up. To avoid conflicting workflows, we would recommend editing those existing workflows using the guidance in section 7.2 rather than creating new workflows.

6.1. Navigate and Create

1. Select the menu icon and navigate to **Approvals > Workflow Management**. This loads the **Workflow Management** screen



2. Click **Create** to create Workflow Management. The **Workflow Management** screen will display



3. Enter the Workflow Management Details.

Below is a description of how to complete each field for a workflow.

4. Capture the following details

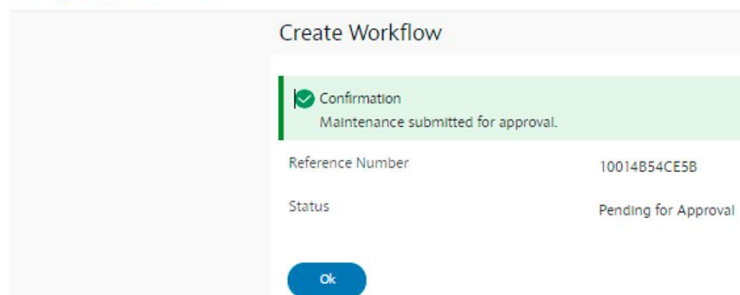
Field Name	Field Type	Field Description	Validations
Client ID	Display	Displays the unique client ID.	
Client name	Display	Displays the client Name.	
Workflow name	Input (M)	Input a unique and memorable name for the Workflow.	Enter 1 or more alphanumeric characters up to 20 alphanumeric characters.
Workflow Description	Input (M)	Input a description to help identify the Workflow.	Enter up to 100 alphanumeric characters.
Level 1	Drop Down List	Specify either an individual user or a user group who will approve the transactions at level 1 from the adjoining drop down list.	

(M) means Mandatory

5. Click **Add** to add more levels for approvals workflow.

6. Click the Bin icon to remove a level from the Workflow.

- Once you have completed the details for the workflow, click **Save** to save the details.
- After selecting **Save**, the **Review** screen appears. Select **Confirm** to pass the record for authorisation.
- The system displays the confirmation message along with the reference number and the status of the action. Click **Ok** to complete the action and go back to the home dashboard.



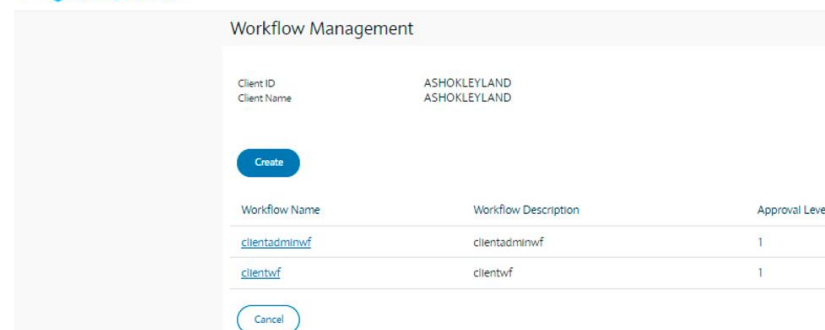
- To authorise, follow the authorisation steps provided

7. View and Amend a Workflow

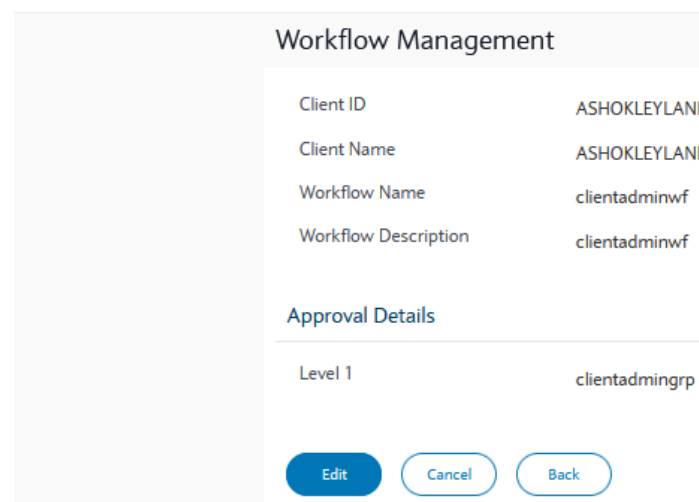
7.1. Search and View

- Select the menu icon and navigate to **Approvals > Workflow Management**. This loads the **Workflow Management** screen.
- Complete the search criteria and select **Search**. The following information is displayed.

Field Name	Field Type	Field Description
Client ID	Display	Displays the Client ID.
Client name	Display	Displays the client's name.
Workflow Name	Display	Displays the unique name of the already maintained approval workflow.
Workflow Description	Display	Displays the description of the already maintained approval workflow.
Approval Levels	Display	Displays the number of approval levels in each workflow.



- Click the hyperlink under the **Workflow Name** of the workflow for which you want to view the details. The **Workflow Management** screen appears.



7.2. Amend Workflow

The following section demonstrates how to edit a Workflow.

- Having followed the navigation path above, click **Edit**. The detailed screen appears.

Workflow Management

Client ID: ASHOKLEYLAND
 Client Name: ASHOKLEYLAND
 Workflow Name: clientadminwf
 Workflow Description: clientadminwf

Approval Details

Level 1: User User Group
 clientadmingrp
 User Group*

Add

Save **Cancel** **Back**

- Once the workflow has been amended, click **Save** to update the changes.
- After selecting **Save**, the **Review** screen appears. Select **Confirm** to confirm the workflow details and pass the amendment for authorisation. A success message appears detailing the reference number. Click **OK** to complete the action.

Modify Workflow

Confirmation
 Maintenance submitted for approval.

Reference Number: 10013E294110
 Status: Pending for Approval

Ok

- To authorise the record, follow authorisation steps provided.

8. Create Approval Rules

A rule allows you to define which workflow should be followed for an individual transaction or multiple transactions. You can set up multiple rules for the same transaction and you can change the workflow depending on which user/user group initiates the action. Rules are set up against Maintenance actions (virtual account creation and maintenance) or Financial actions (payment or IAT creation). During initial set up and onboarding to Virtual Accounts, clients will have default rules set up. To avoid multiple or conflicting rules, we would recommend editing those existing workflows using the guidance in section 8.2 rather than creating new workflows. If a new rule is created which conflicts with an existing rule, actions will continue to follow the first rule created unless that rule is deleted. Any changes to rules will not impact any actions which are already in-flight, and these will follow the existing rules unless the action is rejected.

8.1. Navigate

- Select the menu icon and navigate to **Approvals > Rules Management**. This loads the **Rules Management** screen

The screenshot shows the Barclays mobile app interface. At the top, there's a navigation bar with a back arrow, the word "Approvals", and the Barclays logo. Below this, there are menu items for "User Group Maintenance", "Workflow Management", and "Rules Management" (which is highlighted in blue). On the right side, there's a summary card for "Pending for Approvals (3)" with a sub-card for "Client Maintenance 0". Below the navigation bar, the "Rules Management" screen is displayed, showing a form for creating a rule for Client ID ASHOKLEYLAND. The form includes a "Create" button, a table with columns "Rule Name", "Maker", and "Approval Required", and a "Cancel" button. The table contains one entry: "clientadmin" with "clientadmingrp" as the maker and "Yes" for approval required.

8.2. Enter the Approval Rules Details

Below is a description of how to complete each field for an Approval Rule.

1. View the following details:

Field Name	Field Type	Field Description
Client ID	Display	The Client ID will be displayed.
Client name	Display	The client's name will be displayed.
Rule Name	Display	The code of the already maintained approval rule will be displayed.
Maker	Display	The Initiator (User or User Group) of the action will be displayed.
Approval Required	Display	The system displays whether approval is required for each rule maintained.

2. Click **Create** to create Rules. The **Approval Rules** screen will then be displayed.

The screenshot shows the 'Rules Management' form with the following fields and values:

- Client ID:** ASHOKLEYLAND
- Client Name:** ASHOKLEYLAND
- Rule Type:** Financial (selected), Maintenance
- Rule Name*:** (empty)
- Rule Description*:** (empty)
- Initiator:**
 - Initiator Type:** User (selected), User Group
 - User*:** Please Select
- Transactions:**
 - Transactions*:** All Financial Transactions
- Accounts:**
 - Accounts:** All
- Currency:**
 - Currency*:** GBP
- Amount Range:**
 - From Amount*:** (empty)
 - To Amount*:** (empty)
- Workflow Details:**
 - Approval Required:** Yes (selected), No
 - Workflow:** Please Select

Buttons: Save, Cancel, Back

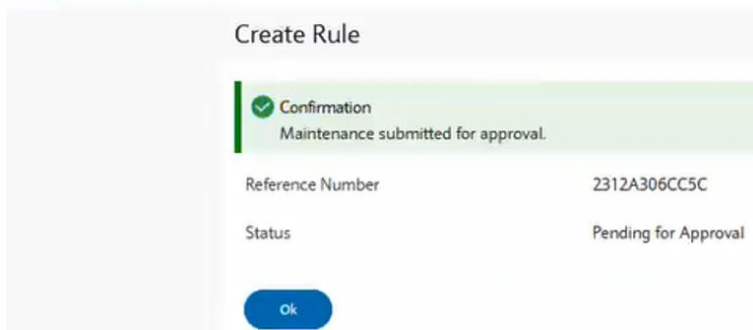
3. Capture the following details:

Field Name	Field Type	Field Description	Validations
Client ID	Display	The system displays the name of the client for which the preference needs to be maintained or viewed.	
Client name	Display	The system displays the ID of the client for which the preference needs to be maintained or viewed.	
Rule Type	Toggle Button	Specify the Transaction rule type Financial or Maintenance.	
Rule Name	Input (M)	Specify the name of the approval Rule.	Enter 1 to 20 alphanumeric characters.
Rule Description	Input (M)	Specify the Description of the approval Rule.	Enter 1 to 120 alphanumeric characters.
Initiator			
Initiator Type	Toggle Button	Specify either an individual user or a user group from the adjoining drop down list who will initiate the transactions	
Transactions			
Transactions	Drop Down List(M)	Specify the transactions from the adjoining drop down list which can be initiated by the selected individual user or the user group	
Accounts			
Accounts	Drop Down List	Specify the accounts from the adjoining drop down list for which rule being viewed is set up. This field appears if you select Financial in the Rule Type field.	
Currency			
Currency	Drop Down List(M)	Specify the Currency type in which the financial approval rule for a corporate is defined. This field appears if you select Financial in the Rule Type field	
Amount Range			
From Amount	Input (M)	Specify transactions allowed for the user from (beginning of the amount ranges). This field appears if you select Financial in the Rule Type field.	

Field Name	Field Type	Field Description	Validations
To Amount	Input (M)	Specify the transactions allowed for the user to (end of the amount ranges). This field appears if you select Financial in the Rule Type field.	
Workflow Details			
Approval Required	Toggle Button	Specify whether approval is required when the selected user or user group initiates the selected transactions.	
Workflow	Drop Down List	Specify the approval workflow details along with the defined approval levels. This field appears if you select 'Yes' in the Approval Required field.	

(M) means Mandatory

- Once you have completed the details for the approval rules, click **Save** to save the details.
- After selecting **Save**, the **Review** screen appears, select **Confirm** to pass the record for authorisation.
- The system displays the confirmation message along with the reference number and the status of the action. Click **Ok** to complete the action and go back to the home dashboard.

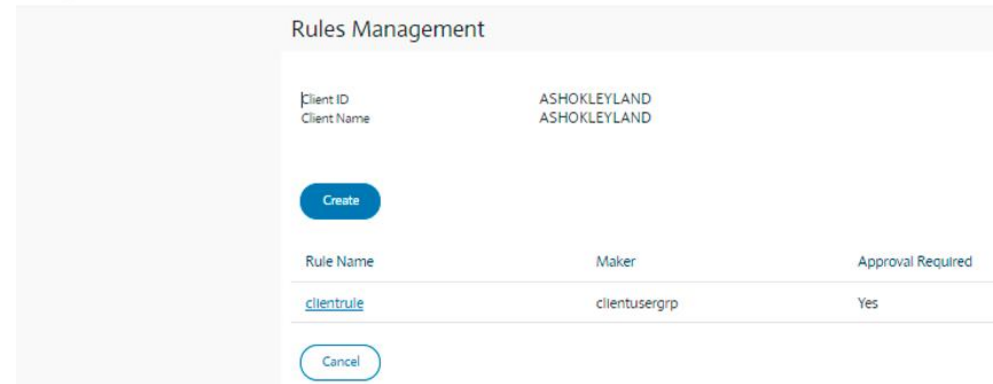


- To authorise the record, follow authorisation steps provided.

9. View and Edit Approval Rules

9.1. Search and View Approval Rules

- Select the menu icon and navigate to **Approvals > Rule Management**. This will load the **Rule Management** screen with the following details.



Field Name	Field Type	Field Description
Client ID	Display	The client ID will be displayed.
Client name	Display	The client's name will be displayed.
Rule Name	Display	The Code of the already maintained approval rule will be displayed. (This field will be displayed only if existing approval rules are available under a client).
Maker	Display	The Initiator (User ID or User Group Code) of the transaction will be displayed. (This field will be displayed only if existing approval rules are available under a client).
Approval Required	Display	The system displays whether approval is required for each rule maintained.

- Click the link under the 'Rule Name' for which you want to view the rules details for the selected client. The **Rules Management** screen will be displayed.

Rules Management

Client ID: ASHOKLEYLAND
 Client Name: ASHOKLEYLAND
 Rule Type: Financial Maintenance
 Rule Name: clientrule
 Rule Description: clientrule desc

Initiator: From Amount: £100.00
 Initiator Type: User User Group
 clientusergrp
 User Group

Transactions: All Financial Transactions
 Accounts: ALL
 Currency: GBP

Amount Range: From Amount: £100.00
 To Amount: £10,000.00

Workflow Details

Approval Required: Yes No
 Workflow: clientwfl
 Level 1: clientusergrp

9.2. Amend Approval Rules

1. Click Edit to **edit** the approval rules.
2. Once the approval rules have been updated, click **Save** to update the changes. After selecting **Save**, the **Review** screen will be displayed for you to verify the updates. Select **Confirm** to confirm the rule details and pass the amendment for authorisation. A success message appears detailing the reference number. Click **Ok** to complete the action.

BARCLAYS

Modify Rule

Confirmation
 Maintenance submitted for approval.

Reference Number: 10015542B6A2
 Status: Pending for Approval

3. To authorise the record, follow authorisation steps provided.

9.3. Delete Approval Rules

The following section details the steps required to delete a rule. If there are no rules present for a specified action, that action will be unable to be completed. To avoid this, we recommend editing existing rule as per section 8.2 rather than creating new rules and deleting old rules.

Rules Management

Client ID: ASHOKLEYLAND
 Client Name: ASHOKLEYLAND
 Rule Type: Financial Maintenance
 Rule Name: clientrule
 Rule Description: clientrule desc

Initiator: Initiator Type: User User Group
 clientusergrp
 User Group

Transactions: All Financial Transactions
 Accounts: ALL
 Currency: GBP

Amount Range: From Amount: £100.00
 To Amount: £10,000.00

Workflow Details

Approval Required: Yes No
 Workflow: clientwfl
 Level 1: clientusergrp

1. Click **Delete** to delete the rules. The system displays the warning message for you to confirm deletion.
2. Click **Yes** to delete. A success message will then appear detailing the reference number and the record is passed for the authorisation.
3. Click **Ok** to go back to dashboard.

BARCLAYS

Delete Rule

Confirmation
 Maintenance submitted for approval.

Reference Number: 0501CBBA3ECC
 Status: Pending for Approval

4. To authorise the record, follow authorisation steps provided.

10. Authorise Client Admin Requests

All administration actions within Virtual Accounts will require authorisation from a second client administrator. To authorise any of the actions covered in this guide, you will need to follow the steps below.

1. Ensuring you have the authorisation role selected, navigate to the **Pending for Approvals** widget on the **Administrator Dashboard**.
2. Click on **Client Maintenance**. All creation, amend or deletion requests pending for authorisation are displayed.



3. Select checkbox for the record which you need to authorise.
4. You can also view the details of an individual record before authorisation. Click the **Reference Number** hyperlink for the record you wish to view. The system displays the details of the record.

To approve a pending request

5. Click **Approve** to approve the request. Enter a comment for approval in the **Approval Comment** window and click **Approve** again. A success message for approval is displayed.

To Reject a pending request

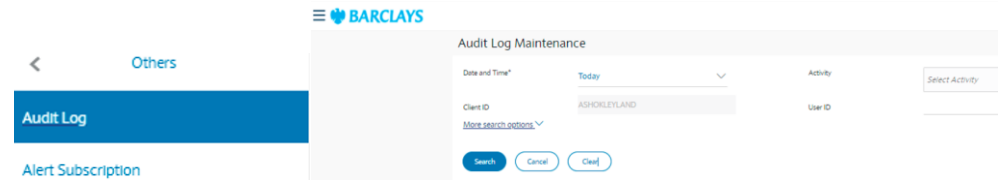
6. Click **Reject** to reject the pending request. Enter a comment for rejection in the **Rejection Comment** window and click **Reject** again. A success message for rejection is displayed. Any rejected requests will be sent back to the originator of that request only for amendment.

11. Audit Log

It is possible to view extended audit information for all activity on Virtual Accounts. The Audit Log displays this information in a raw data format - please see the reporting guide for guidance on how to access audit information in a PDF or CSV format.

11.1. Navigate

Select the menu icon and navigate to **Others > Audit Log**. This loads the **Audit Log Maintenance** screen.



11.2. Searching and Viewing Audit Log

Below is a description of the search options available to filter the action log available and additional details available for each action.

1. Capture the following details:

Field Name	Field Type	Field Description
Date and Time*	Drop Down List(M)	Specify the date and time from which audit log is to be generated from the adjoining drop down list. The options are: Today, Yesterday, Last 3 days, Date Range
Activity	Option List	Specify the specific transaction or maintenance from the list. The system displays all the valid activities maintained in the system.
Client ID	Display	The system displays the client ID of the logged in user for which audit details are logged.
User ID	Input	Specify the User ID of the client. Corporate administrators can only view the audit log for their client.
More search options	Link	Click on the 'More Search Options' link to expand and view the search fields mentioned below
Action	CheckBox	Check this box to indicate the type of action. The options are: <ul style="list-style-type: none"> Initiated: searches only for initiated transactions Approved: searches only transactions/maintenances in approved state. Enquired: searches only maintenances which were enquired. Edited: searches only maintenances which were edited. Created: searches only maintenances which were created. Deleted: Searches only maintenances which were deleted
Status	CheckBox	Check this box to indicate the Status of the transaction. The options are: Successful, Failed
User Type	Input	The system defaults the corporate user type here.

Field Name	Field Type	Field Description
Reference Number	Input	Specify the Reference number of the transaction

- Once you have completed your search criteria, click **Search**. The **Audit Log Maintenance** screen will update to display only actions based on the entered search parameters.

Audit Log Maintenance

Date and Time* **Today** Activity **Select Activity**

Client ID **ASHOKLEYLAND** User ID

[More search options](#)

Search **Clear**

Date / Time	User ID / Name	Client ID / Name	User Type	Event	Action	Reference Number	Status
11 Jan 2022 11:06:50 AM	ashokclientadmmim Sourabh Nahar	ASHOKLEYLAND ASHOKLEYLAND	Corporate User	User Account Access	Initiated	1101BB8FC1E8	SUCCESS

Page 1 of 1 (1-4 of 4 items) **1**

Cancel

- Click the **User ID/ Name** link to view the audit details on screen in a raw data format. The **Audit Log Maintenance** screen appears. Click the **blue arrow** to view the status and message details.

Audit Log Maintenance

Rest URL: /users/{userId}/accountAccess

Request

```

{
  "dictionaryArray": [
    {
      "accountType": "CSA",
      "accessLevel": "USER",
      "party": {
        "userId": "samplecluser"
      }
    }
  ]
}

```

Response

```

{
  "result": "SUCCESSFUL",
  "contextID": "0000Nt7Yn1N1f_O5Mj1Fle1Xr7ou000025",
  "message": ""
}

```

Back

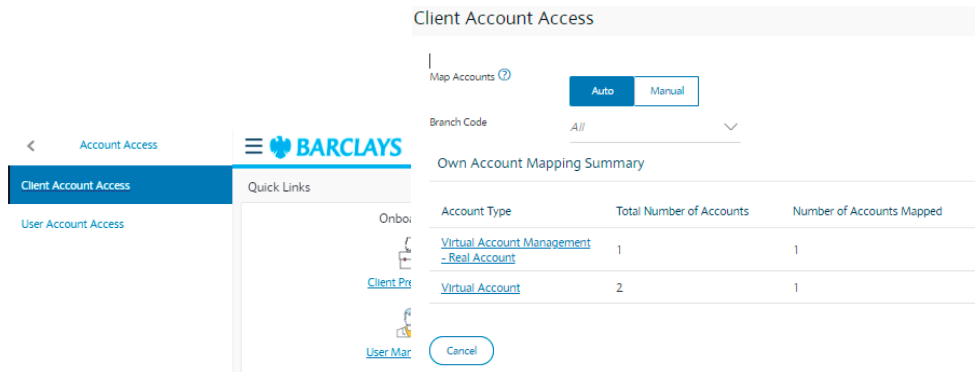
12. Searching and Viewing Client Account access

Client Account Access allows to control which real accounts are mapped to the system and available for use. It also allows you to control whether new accounts are manually mapped or automatically mapped and whether they have all transactions available to them. By default, we would expect all real accounts that you chose to be registered for the system are mapped for client account access. If any real accounts are not required to be mapped then we would suggest you remove those real accounts by completing a Digital Channels Amendment Form, available from iPortal.

The following section demonstrates how to search and view the list of account(s) and the transactions for each account that are available.

12.1. Navigate

1. Select the menu icon and navigate to Access Management > Account access > Client Account Access. This loads the Client Account Access screen.



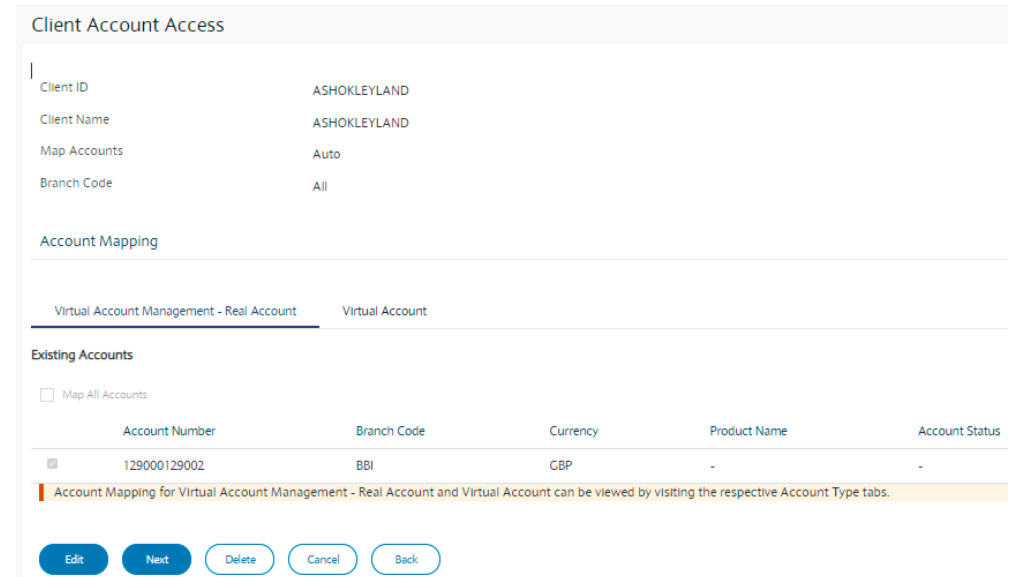
12.2. Search and View Client Account Access details

Below is a description of the fields that are available to view for the existing account access details of a client.

1. Having navigated to the **Client Account Access** screen, the following details are displayed:

Field Name	Description
Map Accounts	The system displays whether the future accounts to be mapped to the client are done automatically or manually.
Branch Code	The branch code of the accounts which need to be mapped to the client will be displayed.
Own Account Mapping Summary	
Account Type	The type of the account (Real or virtual) linked to the client will be displayed.
Total Number of Accounts	The total number of account type of the client will be displayed.
Number of Accounts Mapped	The number of accounts (out of available accounts) linked for the selected client will be displayed.

2. Click the hyperlink of **Account Type** you wish to view. The **Client Account access** screen will be displayed. The client account mapping details of the accounts for the selected account type are displayed.



13. Amending or Deleting Client Account access details

13.1. Amend Client Account access

1. From the **Client Account Access** view screen, click **Edit** to modify the Account access.
2. Complete the updates required. To do this you have the following options available: Select checkbox for **Map All Accounts** to enable all the existing accounts for user access.

If only specific accounts are required to be given access, click the respective checkbox preceding the account numbers required.

Client Account Access

Client ID ASHOKLEYLAND
Client Name ASHOKLEYLAND
Map Accounts Auto
Branch Code All

Account Mapping

Virtual Account Management - Real Account Virtual Account

Existing Accounts

Map All Accounts

Account Number	Branch Code	Currency	Product Name	Account Status
<input checked="" type="checkbox"/> 129000129002	BBI	GBP	-	-

Account Mapping for Virtual Account Management - Real Account and Virtual Account can be viewed by visiting the respective Account Type tabs.

[Next](#) [Cancel](#) [Back](#)

3. Click **Next**. You can now map the transaction types per account, click the **single forward arrow** icon against the account number to view the transaction mapping options.
4. Select checkbox for **Map All Transactions to All Accounts** to map all transactions to all existing accounts of the client or click the checkbox for the transactions individually to map the corresponding transaction for the account.

Client Account Access

Client ID ASHOKLEYLAND
Client Name ASHOKLEYLAND
Map Accounts Auto
Branch Code All

Virtual Account Management - Real Account Virtual Account

Map All Transactions to All Accounts

Account Number	Branch Code	Currency	Product Name	Account Status
<input checked="" type="checkbox"/> 129000129002	BBI	GBP	-	-

Map All Transactions

Internal Transfer

Move Money

Virtual Multi-Currency Account Inquiry

List Virtual Multi-Currency Account

Read Virtual Multi-Currency Account

Virtual Account Maintenance

Virtual Account Closure Status Details

Edit Virtual Account

Virtual Account Accrued Interest Detail

Create Virtual Account

Virtual Accounts Structure Maintenance

Close Virtual Accounts Structure

Create Virtual Accounts Structure

Edit Virtual Accounts Structure

File Upload

Create Virtual Account Feed - File Upload

Create Virtual Account Feed - File Level Approval

Virtual Accounts Structure - Upload

Virtual Account Inquiry

List VAM Enabled Real Accounts

List Virtual Account Branches

Virtual Accounts Structure Inquiry

Download Child Accounts For Virtual Accounts

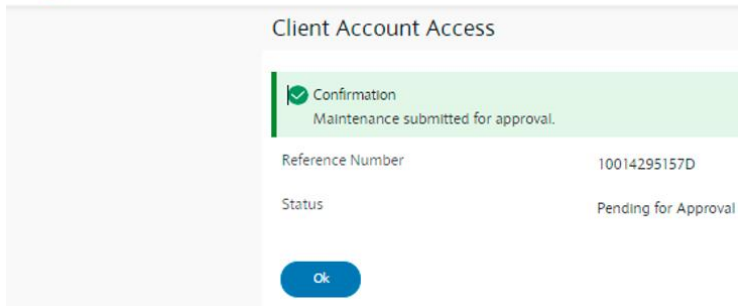
Fetch Child Accounts For Virtual Accounts Structure

Structure

Transaction Mapping for each of the accounts can be viewed by visiting the respective Account Type tabs

[Save](#) [Cancel](#) [Back](#)

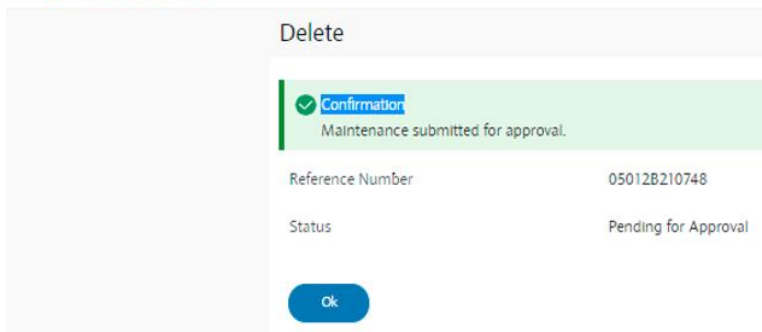
5. Having completed the updates, click **Save**.
6. After selecting **Save**, the **Review** screen will be displayed. Select **Confirm** to confirm the client account mapping details and pass the amendment for authorisation. A success message appears detailing the reference number. Click **Ok** to complete the action.



13.2. Delete Client Account Access

This section covers the steps required to delete client account access that is no longer required. If you no longer require access to a certain real account on the system then we would recommend completing a Digital Channels Amendment form (available from iPortal) to remove that account from the system fully.

1. Having navigated to the view screen for the account access, click **Delete**. The system displays the warning message.
2. Click **Yes** to delete. A success message appears detailing the reference number and the record is passed for the authorisation.
3. Click **Ok** to go back to dashboard.



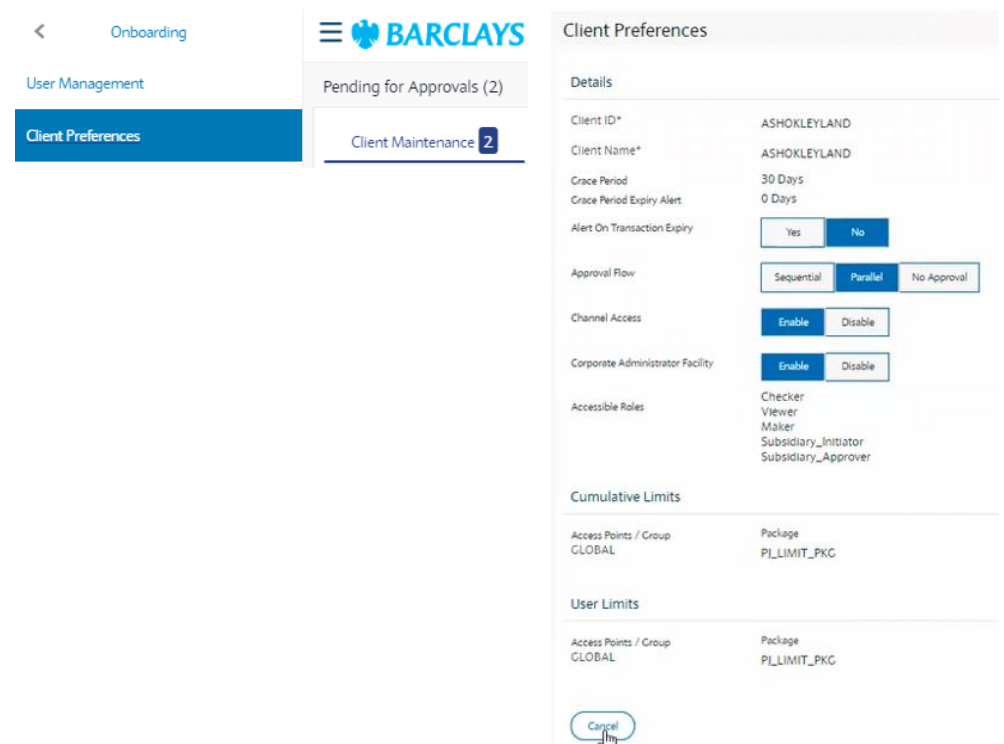
4. To authorise the amendment or deletion record, follow authorisation steps provided.

14. Search and View Client Preferences

Client Preferences are set as part of initial client onboarding. The majority of these preferences are system defaulted and can be viewed by client administrators using the guidance below. To amend your 'Approval Flow' preference, please complete a Digital Channels Amendment form – available within iPortal.

14.1. Navigate and View Client Preferences

1. Select the menu icon and navigate to **Onboarding > Client Preferences**. This will load the **Client Preferences** screen.



2. The following details are displayed:

Field Name	Field Description
Client ID*	Displays the unique ID for the client.
Client Name*	Displays the name of the client.
Grace Period	This is the period of time allowed for a user to approve the financial transaction after the actual due date. This is set to 30 days by default. i.e., a financial transaction (payment) will expire once it is 30 days past the chosen value date.
Grace Period Expiry Alert	This is the number of days prior to Grace Period Expiry, before which the alert needs to be sent to Maker and Approver regarding transaction approval expiry period. This is set to zero by default, meaning no alert will be sent to Maker or Approver.
Alert On Transaction Expiry	This specifies whether an alert will be sent to the Marker and Approver on the expiry date. This is set to No by default.
Approval Flow	This is set to the preference chosen by the client
Channel Access	This is set to Enable by default to allow the client to access the channel.
Corporate Administrator Facility	This is set to Enable by default to allow the client to administer the channel.
Accessible Roles	The system displays the roles for which the client administrator can onboard the new users.

Field Name	Field Description
Cumulative Limits	
Access Points/ Group	These are set to the system default settings and cannot be amended. They do not impact any payment or other user/ client financial limits.
User Limits	
Access Points/ Group	These are set to the system default settings and cannot be amended. They do not impact any payment or other user/ client financial limits.

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