

Barclays Virtual Accounts

Virtual Account Structure User Guide



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1. Introduction

This guide details the steps required to set up and manage a virtual account structure. A virtual account structure allows you to organise your virtual accounts by linking them together, they can be set up in a hierarchy to add multiple levels of virtual accounts if required.

It is also possible for the virtual accounts to be set up in a flat structure, this means all virtual accounts simply link directly to the real account without any hierarchy set up. This can be selected at virtual account opening stage.

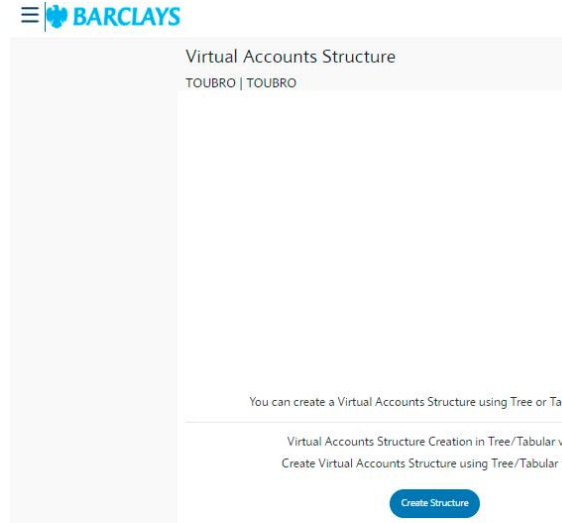
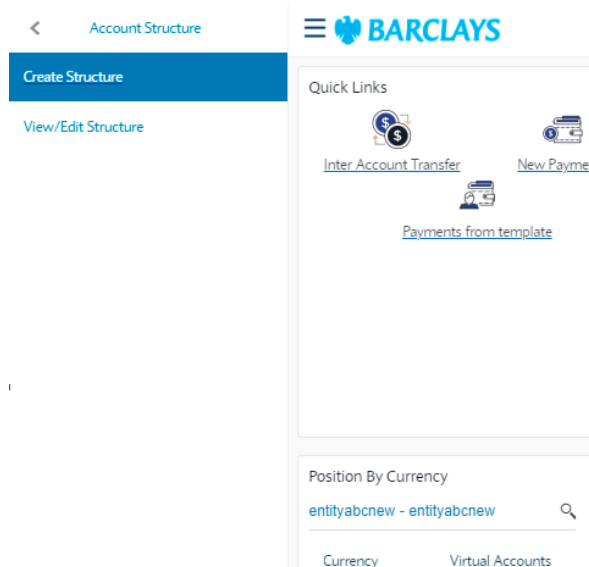
There are no limits to the number of virtual accounts you can have in one level of a structure, or the number of levels you can create. There can also be multiple Virtual Entities within a Structure. Structures enable users to visualise the split of balances across different virtual accounts.

2. Create Virtual Accounts Structure

The following section demonstrates how to create a virtual accounts structure in Tree or Tabular view.

2.1. Navigate

1. Click on the main menu **Account Management > Account Structure > Create Structure**. This will load the **Virtual Accounts Structure** screen.
2. Click on **Create Structure**.



2.2. Enter the Virtual Accounts Structure Details

Having selected **Create Structure**, the **Virtual Account Structure** screen will then load. Here you will need to complete the below details to create your structure.

1. Capture/View the following details

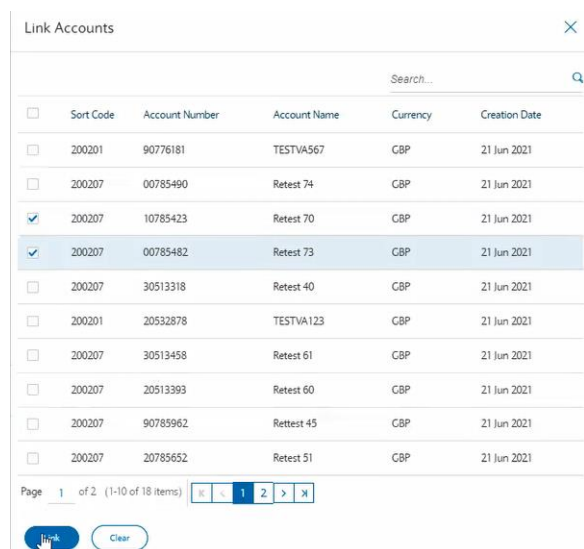
Field Name	Field Type	Field Description
Structure Code*	Input(M)	Specify the code of the structure.
Structure Name*	Input(M)	Specify the name of the structure.
Real/Virtual Multi-Currency Account ID*	Drop Down	Select the real account number under which the structure is to be created.
Sort Code & Header Account Number*	Option List	Select the virtual account you wish to be the header account.
Interest Calculation Required	Toggle Button	This should remain in the "Off" position. Interest will be calculated at account level.

(M) Means Mandatory

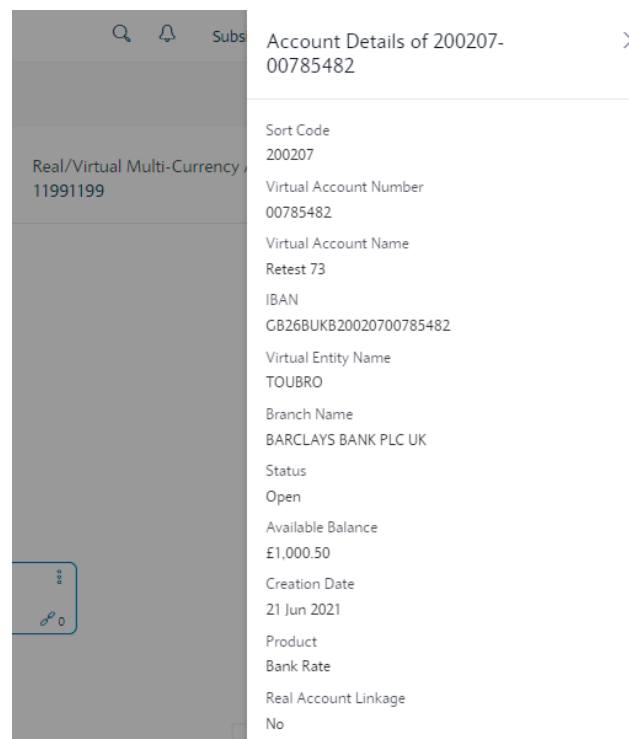
- Click **Build Structure**. The **Create Virtual Accounts Structure** screen is then displayed. It will initially display in **Tree View** and will display the **Structure Code**, **Structure Name** and the **Real Account ID** at the top of the page. The header virtual account details will also be displayed.



- To begin building your virtual accounts structure, click the **Link** symbol which will load the following **Link Accounts** screen. This displays all virtual accounts available that can be linked to the header virtual account.



- Click the left hand side tickbox for the accounts you would link to the header account.
- Once all accounts have been selected, click **Link**. This will link the virtual accounts selected to the header account and will now appear under the header account.
- To view the details of the linked virtual accounts, click the 3 vertical dots and select **Account Details**.



- If you wish to unlink an account from the structure, click the 3 vertical dots and select **Undo Link**. A message confirming removal of the selected account is displayed, click **Ok**. The account is moved back to the **Link Accounts** list.



- You may alternatively create an account structure using the **Tabular** view. To view the structure this way, select the table icon in the top right-hand side of the screen.

Virtual Accounts Structure
TOUBRO | TOUBRO

Structure Code: structure1
Structure Name: structure1 name
Real/Virtual Multi-Currency Account ID: 11991199

Virtual Account Name	Virtual Account Number	Currency	Accounts Linked	Actions
Retest 71	200207-10785431	CBP	2	
Retest 70	200207-10785423	CBP	0	
Retest 73	200207-00785482	CBP	0	

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

- Click **Submit** to save the virtual accounts structure details.
- The **Review** screen will be displayed. Verify the details and click **Confirm**. A success message will then be displayed along with the reference number.

Virtual Accounts Structure

Confirmation
Virtual Accounts Structure submitted successfully.

Reference Number: 12018A1CD37C

Status: Pending for Approval

Header Sort Code: 200207
Header Account Number: 10785431

Structure Code: structure1
Structure Name: structure1 name

Real Account Number: 11991199

What would you like to do next?

[Go To Dashboard](#) [Go To Overview](#) [Create More Structure](#)

2.3. Authorise a Virtual Accounts Structure

The following section demonstrates how to authorise a virtual accounts structure.

- Using the approval role (select from the top right-hand drop-down list), use the **Pending for Approvals** widget on the dashboard screen.
- Select **Non Financial** from the drop-down list. Account Structure approvals will appear in the non-financial section of the approvals widget.
- Click on **VAM Maintenance**. Virtual account structure creation or modification requests pending for authorisation will be displayed.

Pending for Approvals Non Financial

Beneficiary	Bulk File	Bulk Record	VAM Maintenance	Reference No	Description	Initiated By	Status
<input type="checkbox"/>				12018A1CD37C	Create Virtual Accounts Structure	stoubromaker	Initiated
<input type="checkbox"/>				1911B0B3E179	Create/Edit Custom Rates	stoubromaker	Initiated
<input type="checkbox"/>				1411B075FAFF	Close Virtual Accounts Structure	stoubromaker	Initiated

Page 1 of 1 (1-3 of 3 items)

- Click the **tick box** in the row for the record which you need to authorise.
- You can also view a record before authorisation. Click the 'reference number' hyperlink to view the record details. The system will then display the details of the record.

BARCLAYS

Virtual Accounts Structure
Avenger1 | AVENGERS

[Approve](#) [Reject](#)

Structure Code: AVENGR
Structure Name: AVENGERS
Real/Virtual Multi-Currency Account ID: 111333111333
Header Sort Code: 204523
Header Account Number: 90000221
Interest Calculation Required: No
[Review Structure](#)

Transaction Journey

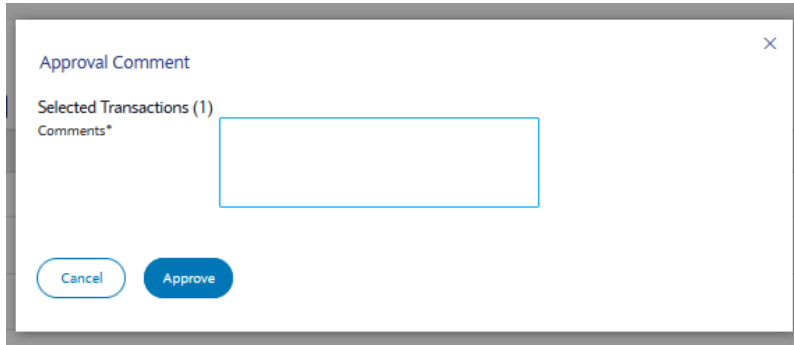
Initiation

avenym1 | avenym1 | avenym1
08 Aug 04:34 PM

[Back](#)

To approve a pending request

1. Click **Approve**, this will display the **Approval Comment** box. Enter comment for approval and click **Approve**. You also have the option to reject the record at this stage.



Approval Comment

Selected Transactions (1)
Comments*

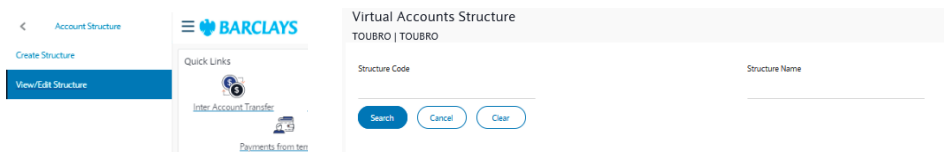
Cancel Approve

3. View, Amend or Close a Virtual Account Structure

Note: **Delink** option is available only for an account which does not have any linked accounts. You can only delink the account from the structure if its balance is zero.
Note: The virtual account will not be closed.

3.1. Navigate

1. Click on the main menu and navigate to **Account Management > Account Structure > View/Edit Structure**.
2. In the **Structure Code** field, select the structure you wish edit by entering the **Structure Code** or **Structure Name**. Click **Search**.



3. Click the **Structure Code & Name** hyperlink.
4. Note: Only the header account and its immediate linked accounts will appear on the screen initially. To view further accounts, click on the respective account to expand and view its linked accounts.

Virtual Accounts Structure

TOUBRO | TOUBRO

Structure Code

Structure Name

str

Search

Clear

Structure List

Structure Code & Name	Creation Date	Child Accounts
structure1 structure1 name	21 Jun 2021	3

Page 1 of 1 (1 of 1 items)

Cancel

Virtual Accounts Structure

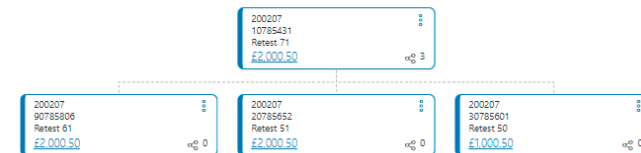
TOUBRO | TOUBRO

Structure Code
structure1

Structure Name
structure1 name

Real/Virtual Multi-Currency Account ID
11991199

Download



Edit

Close Structure

Back

3.2. Amend a Virtual Account Structure

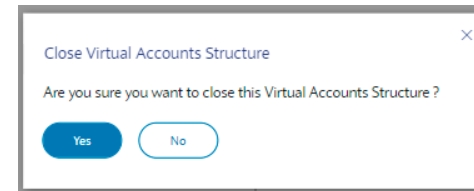
Navigate to the view screen of the structure you wish to amend.

1. Click **Edit** to edit the virtual account structure. The **Edit Virtual Account Structure** screen will be displayed.
2. Modify the **Structure Name** if required.
3. Click **Build Structure**. The **Create Virtual Accounts Structure - Tree View** screen is displayed.
4. Note: Navigate between pages to view all the linked accounts by selecting the page numbers.
5. Complete the amendments required and click **Save**.
6. The **Review** screen appears, select **Confirm**.
7. A confirmation message is displayed that the record as been submitted for authorisation.

3.3. Close a Virtual Account Structure

Navigate to the view screen of the structure you wish to amend.

1. Click **Close Structure** to close structure. A message is displayed prompting for record closure.
2. Note: A virtual accounts structure can only be closed if;
 - The User has the access to the header account of the structure.
 - All the linked account balances are zero and removed from that structure.



3. Click **Yes** to close the Virtual Accounts Structure. The success message of Virtual Accounts Structure closure is displayed along with the operation reference number.

Virtual Accounts Structure

Confirmation
Virtual Accounts Structure submitted successfully.

Reference Number
180190AE006E

Status
Pending for Approval

Header Sort Code
200207

Header Account Number
10785431

Structure Name
structure1 name

Structure Code
structure1

What would you like to do next?

[Go To Dashboard](#) [Go To Overview](#) [Create More Structure](#)

Virtual Accounts Structure

Confirmation
Virtual Accounts Structure submitted successfully.

Reference Number
180145249F92

Status
Pending for Approval

Header Account Number
200201-01552937

Structure Code
structure3

Structure Name
structure3

What would you like to do next?

[Go To Dashboard](#) [Go To Overview](#) [Create More Structures](#)

3.4. Authorise Virtual Account Structure Amendment or Closure

To authorise a virtual account structure amendment or closure, follow the same authorisation process used when authorising the creation of a virtual account structure.

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