Guaranty Trust Bank (Kenya) Ltd

GAPs USER GUIDE

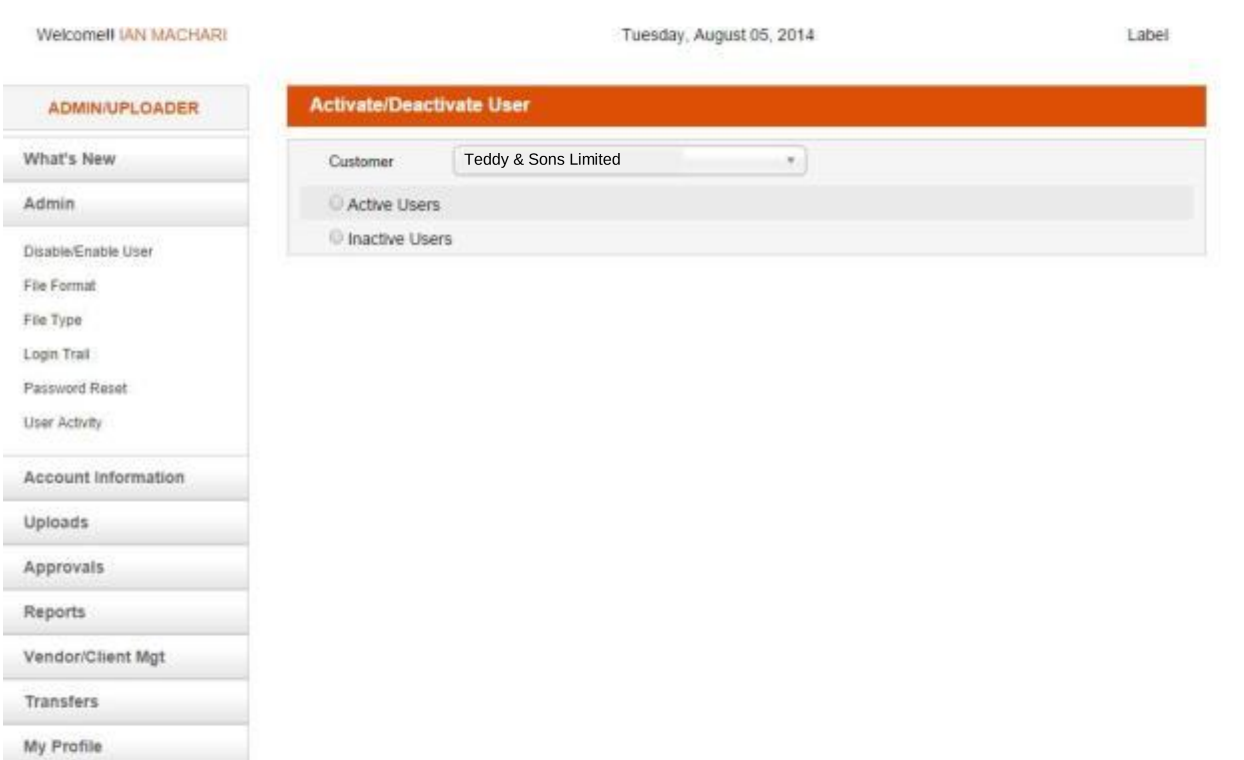
(2016)

LOGIN

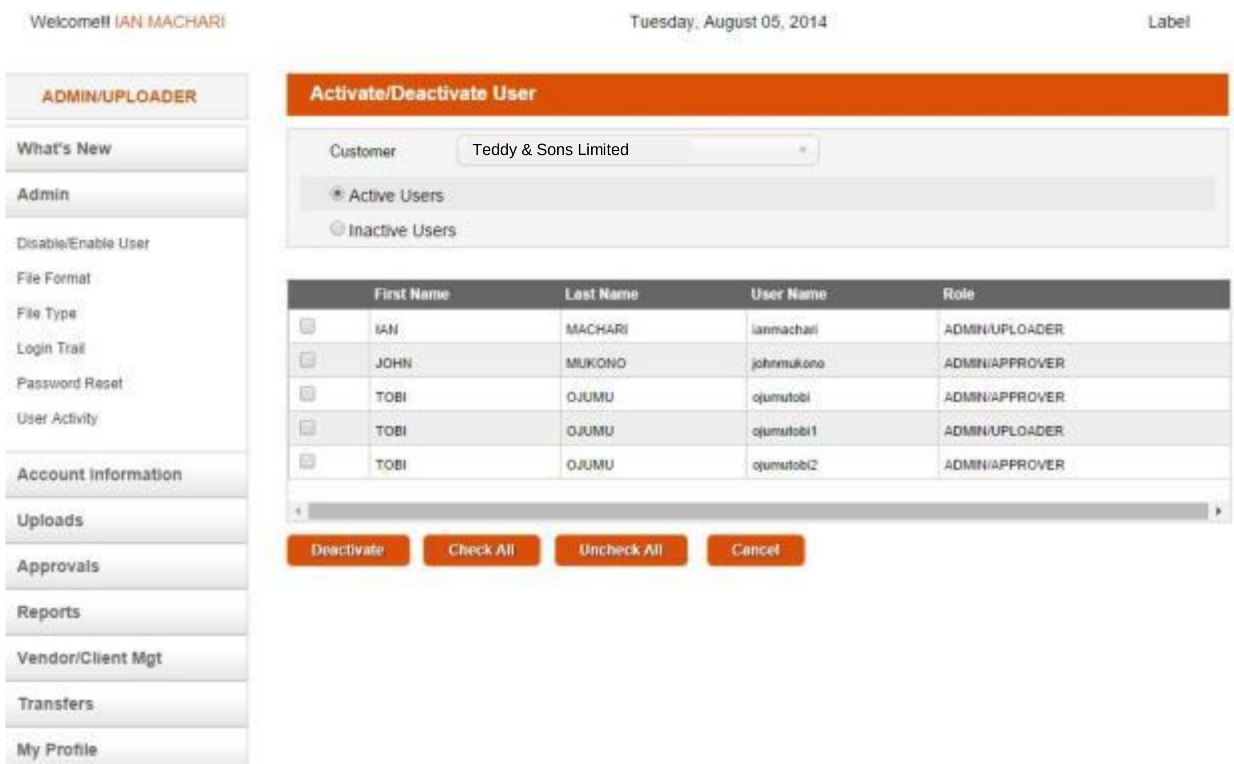
1 To log in, go to www.gtbank.co.ke , click “GAPS” then "login. Key In your log in credentials as provided by GTBank.
Below is the home screen that you see when you login

TO DISABLE OR ENABLE USER

1. Click on “Admin” Menu option and select “disable/ enable user”

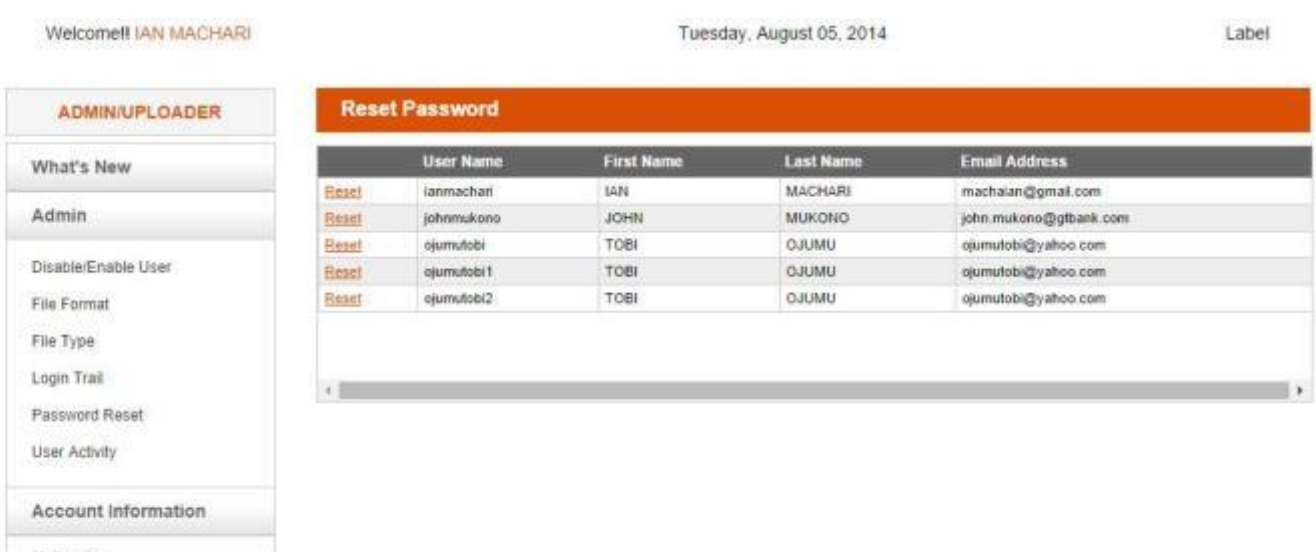


2. Select "active users" then select the user you wish to disable and select "deactivate"



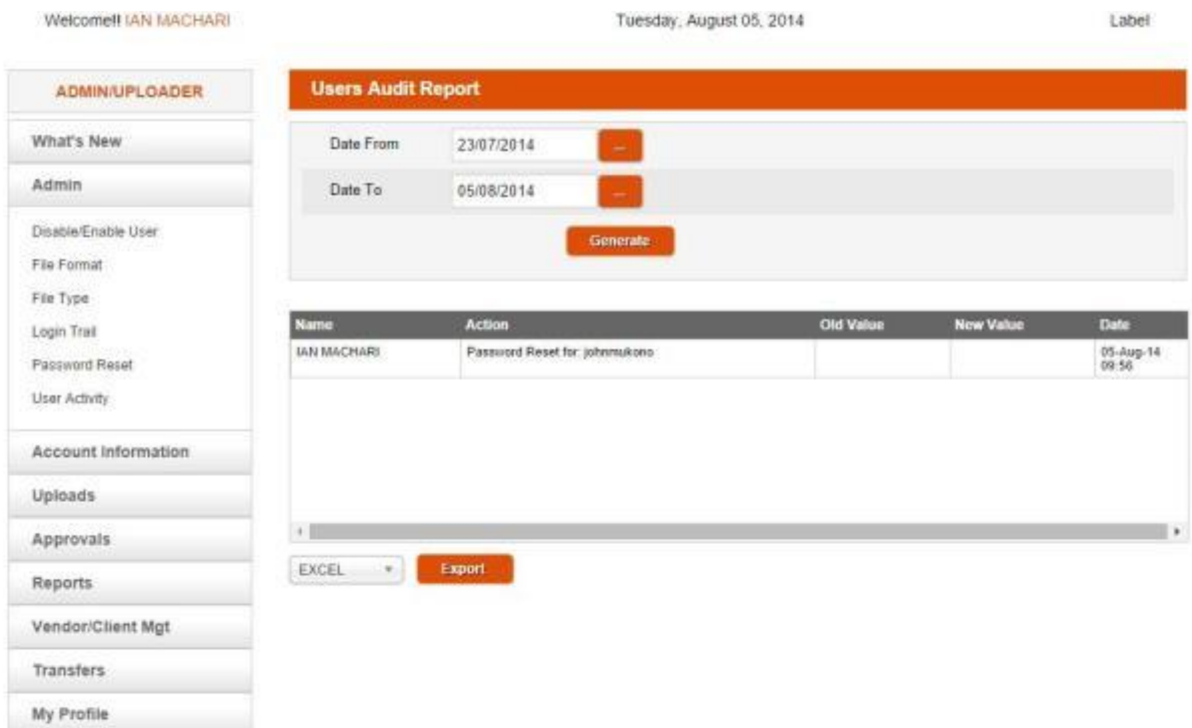
TO RESET A USER'S PASSWORD

1. Click on "Admin" Menu option and select "password reset"



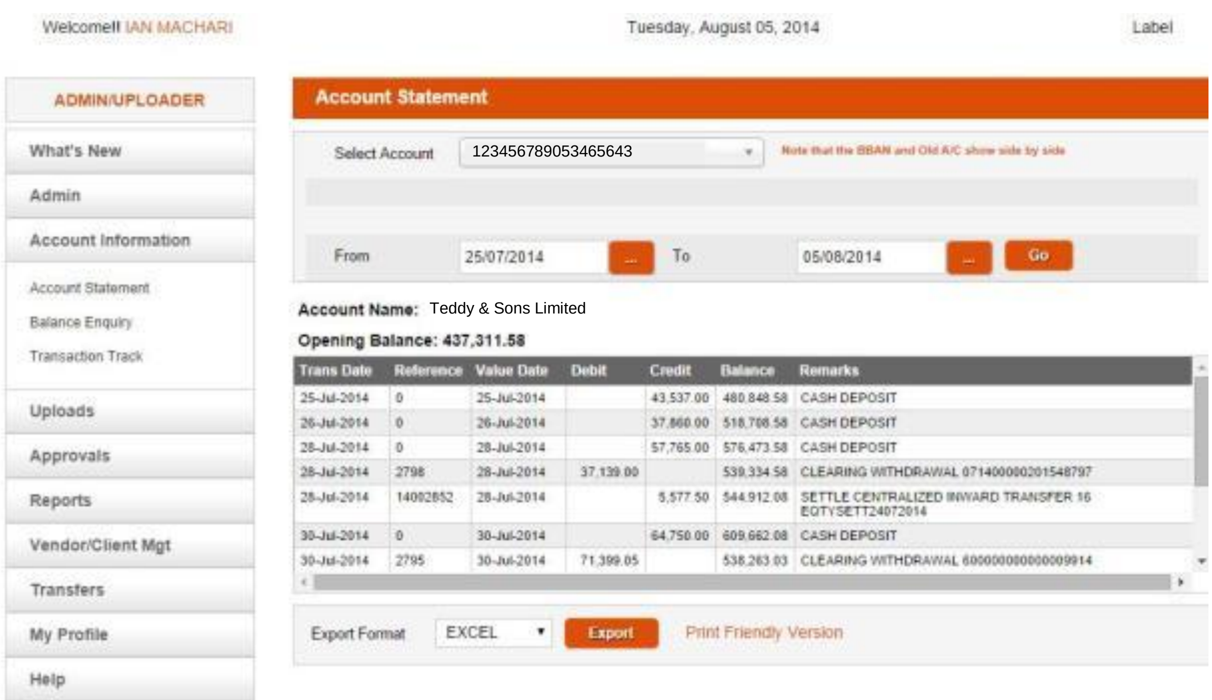
TO VIEW USER ACTIVITY

1. Click on “Admin” Menu option and select “User Activity”. Set the date parameters and generate.



TO GENERATE ACCOUNT STATEMENT

1. Click on “Account Information” Menu option and select “Account Statement”. Key In the date parameters of the statement as needed. Choose the export format as desired then click “export.”

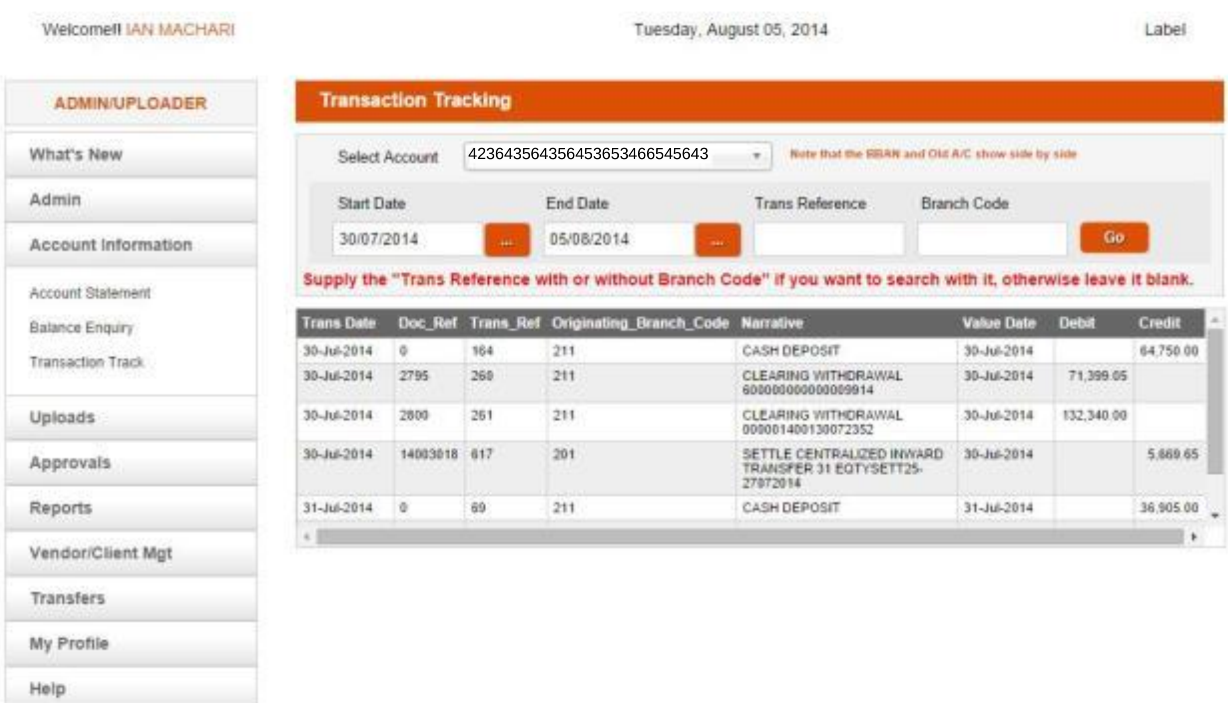


TO VIEW BALANCE INQUIRY

1. Click on “Account Information” Menu option and select “Balance Inquiry”

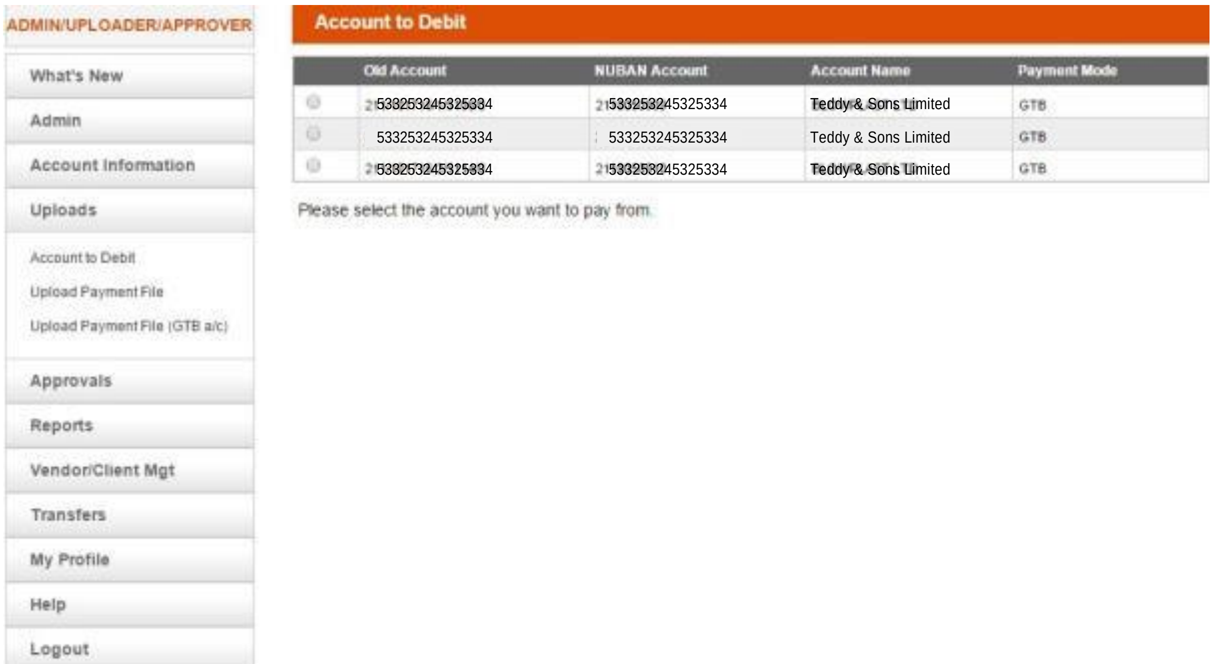
TO VIEW ACCOUNT TRANSACTION TRACK

1. Click on “Account Information” Menu option and select “Transaction Track”



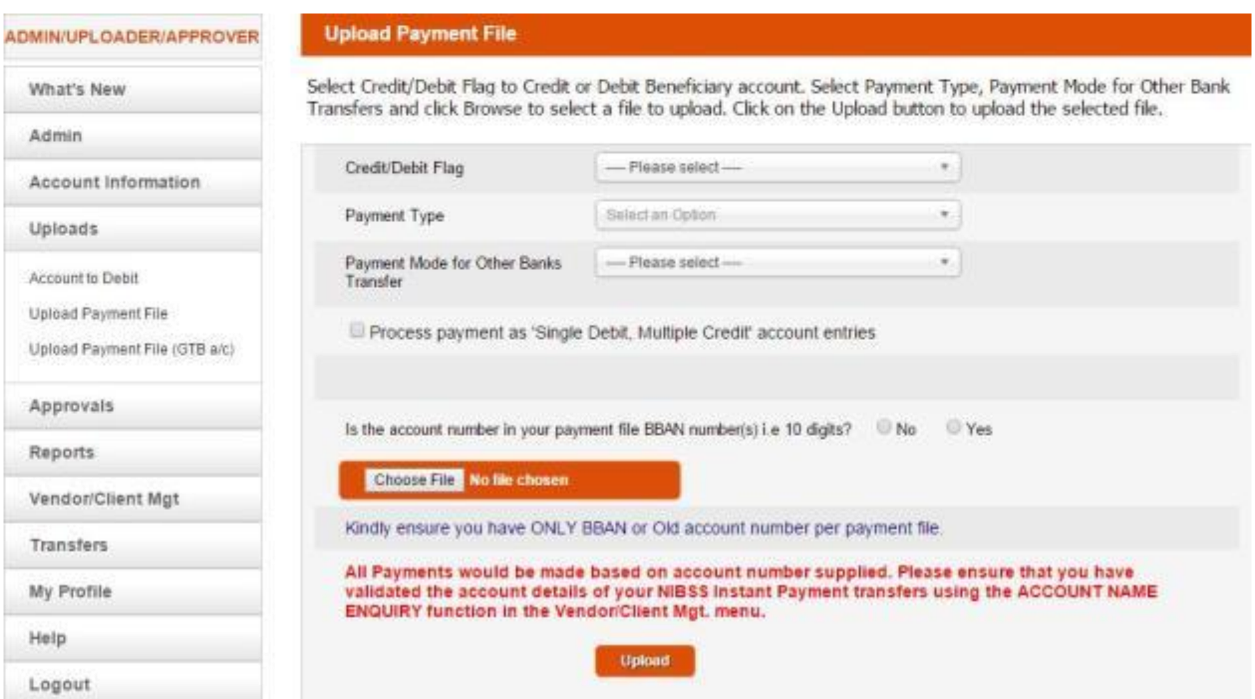
TO VIEW ACCOUNT TO DEBIT

1. Click on “Uploads” Menu option and select “Account to Debit”



TO VIEW UPLOAD PAYMENT FILE

1. Click on “Uploads” Menu option and select “Upload Payment File”

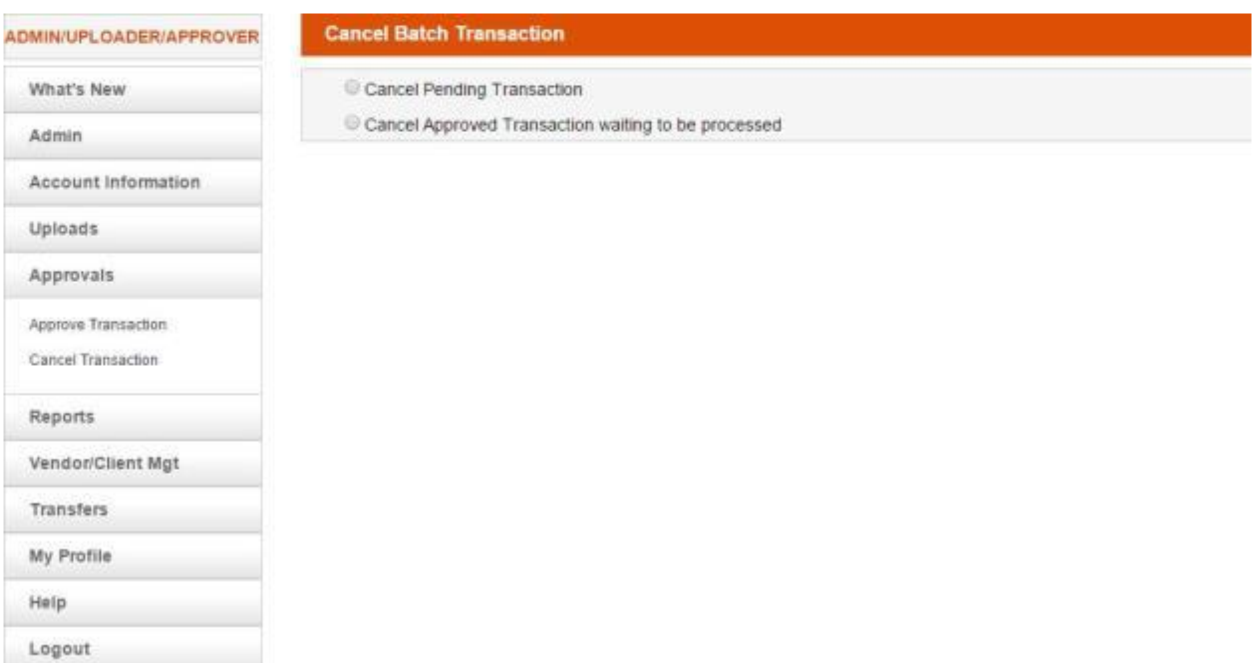


TO APPROVE A TRANSACTION

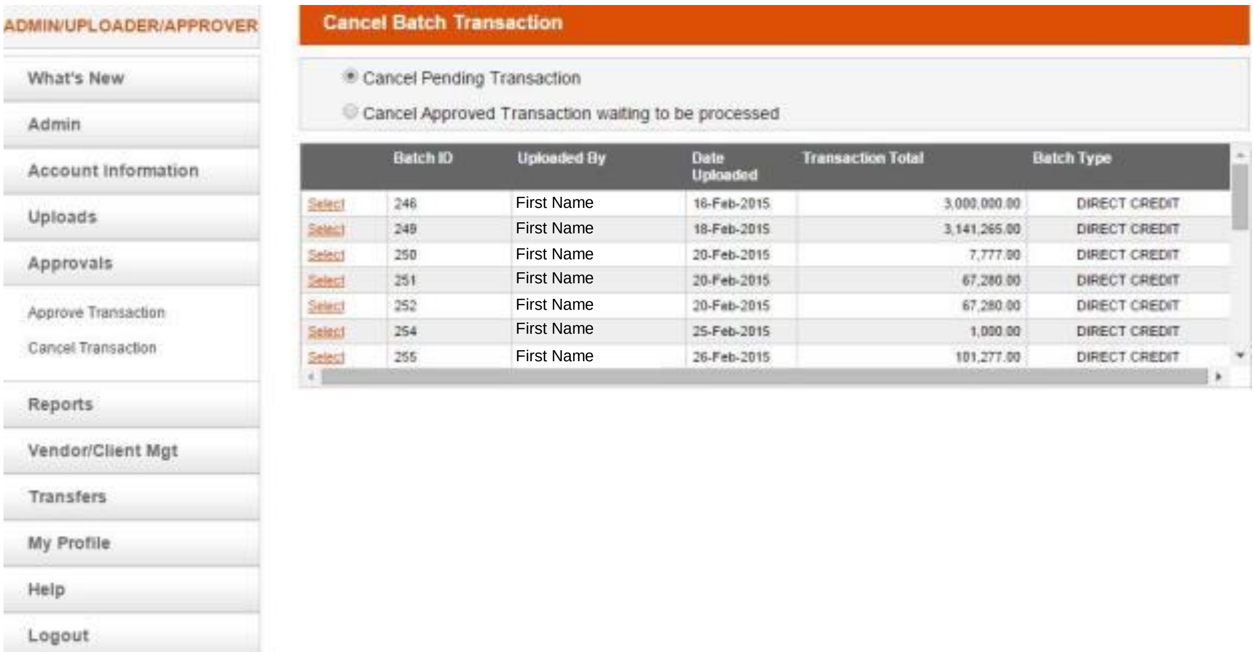
1. Click on the “Approvals” menu option and select “Approve Transactions”. Select the batch to be approved and click “Authorize all”

TO CANCEL A TRANSACTION

1. Click on the “Approvals” Menu option and select “Cancel Transaction”



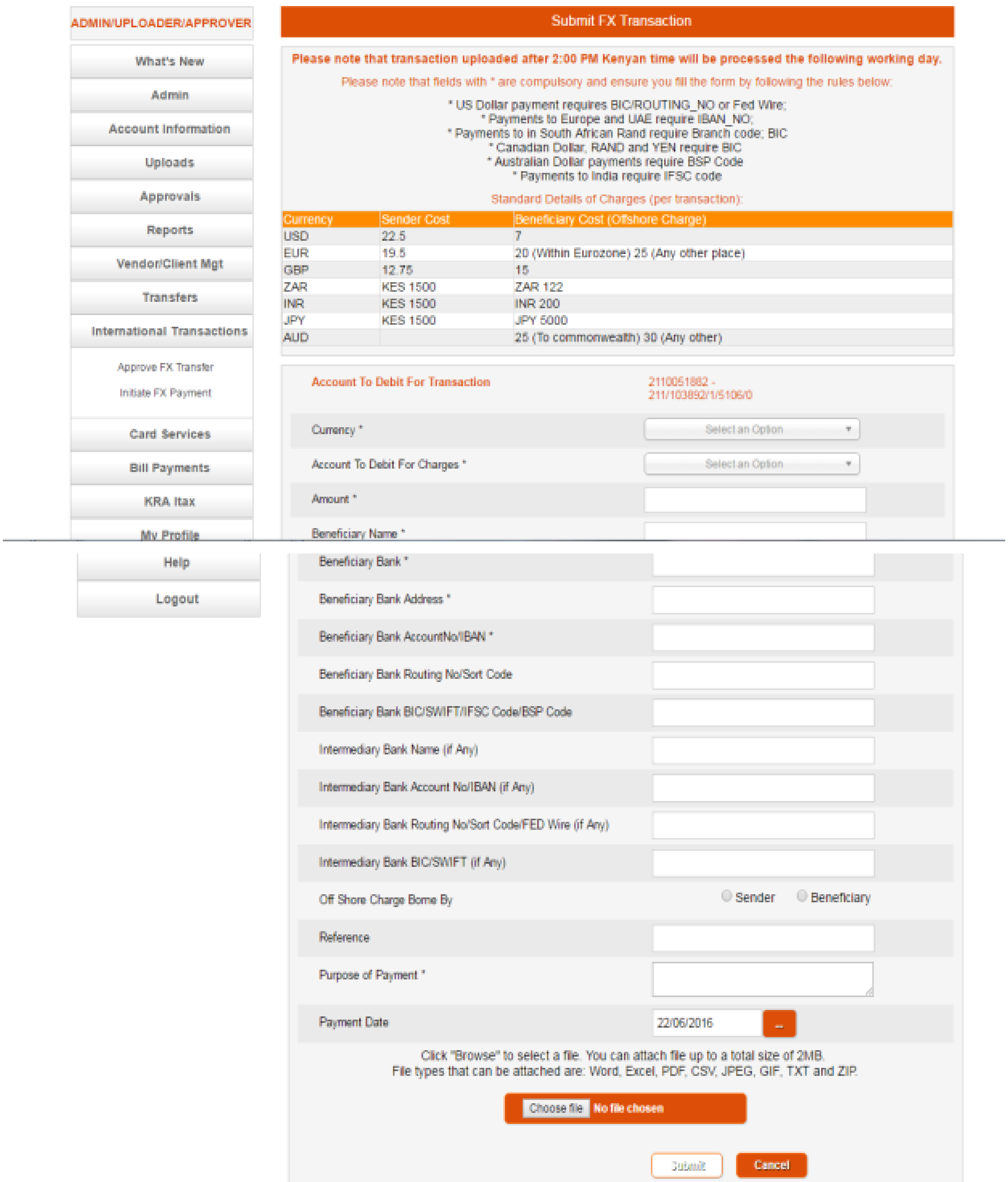
2. Select “Cancel Pending Transaction” then click the Batch ID you wish to cancel, give a brief reason for cancellation then click “cancel”



TO INITIATE INTERNATIONAL TRANSFERS

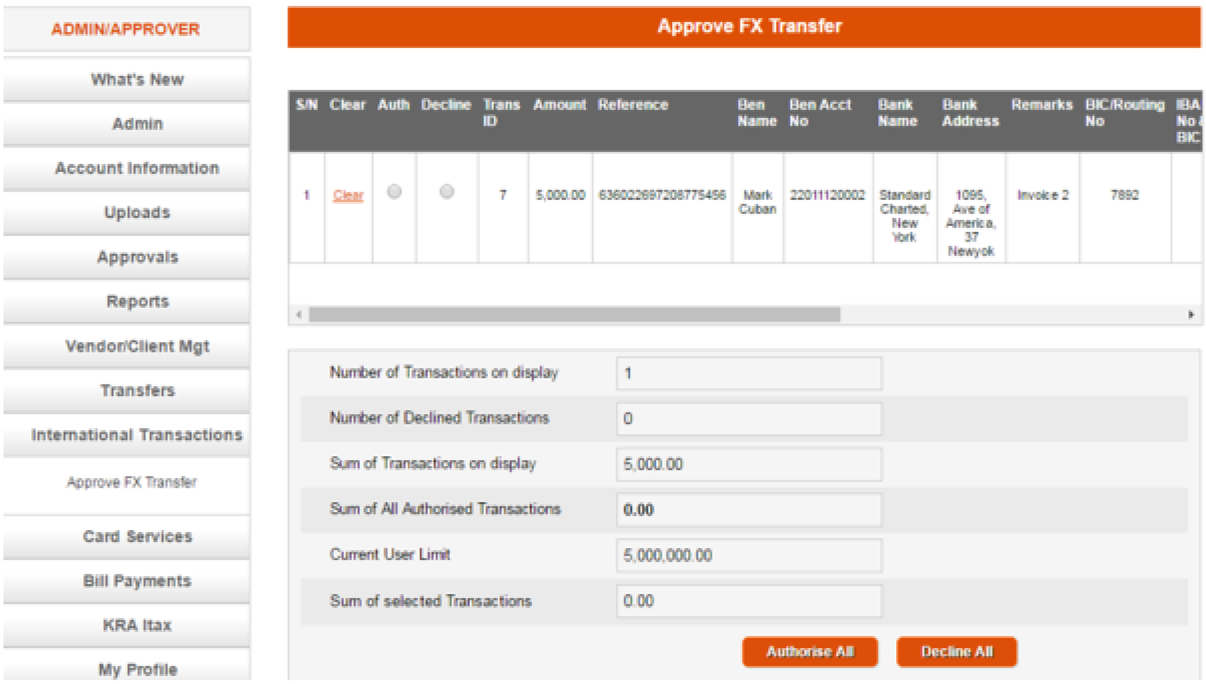
1. Click on “International Transactions” and select “initiate FX Payment”

Type in on the required fields depending on the currency of the transaction. Attach file if any, then click “submit”



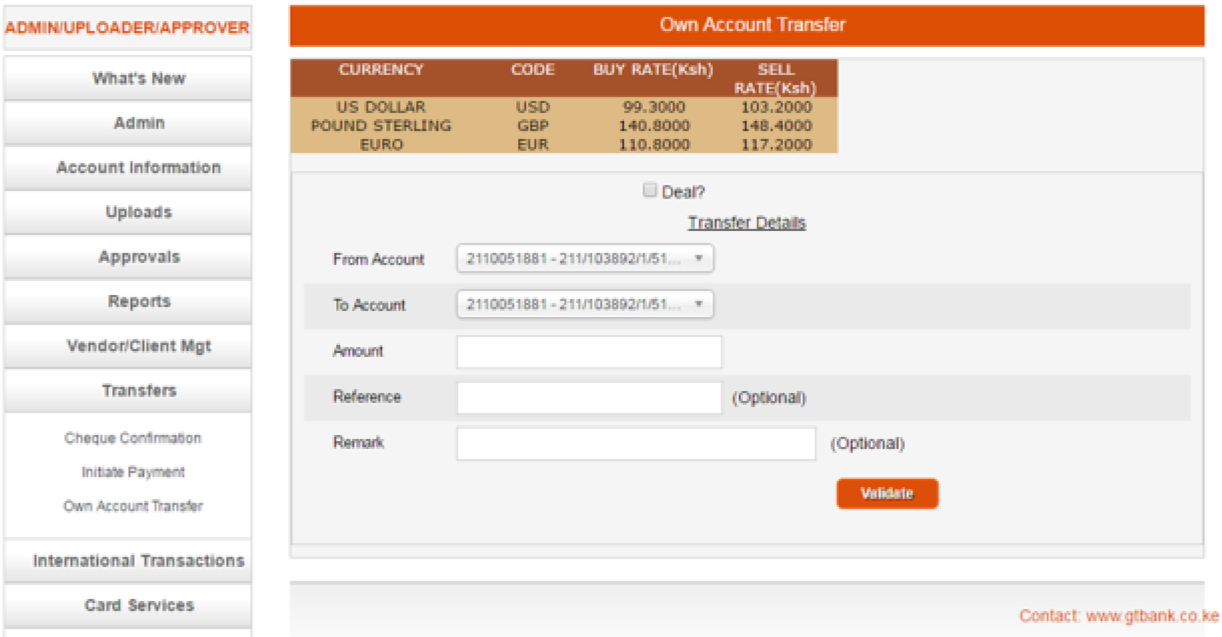
TO APPROVE FX TRANSACTIONS

1. Click on “International Transfers” then “Approve FX transfers”. Select the batch and then click “authorize all”

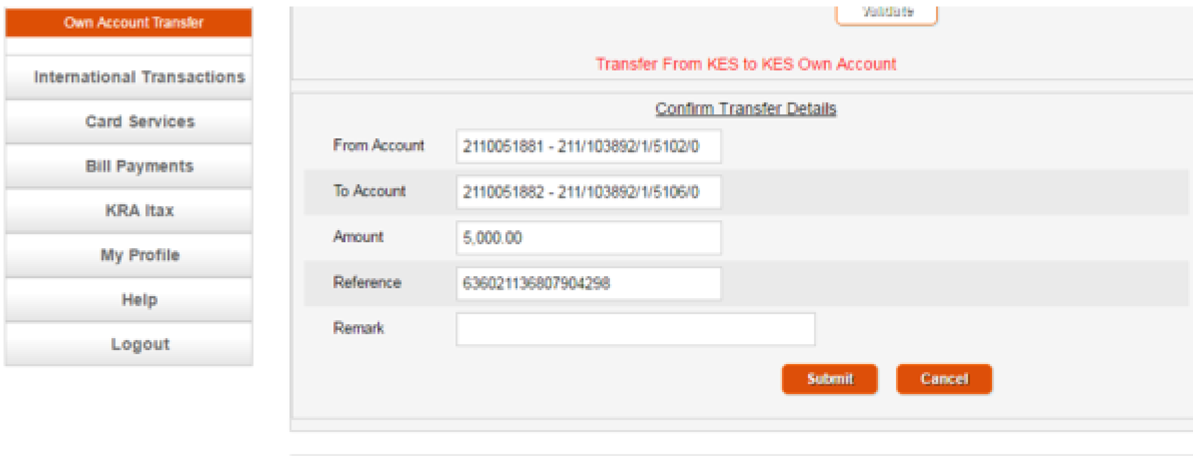


TO INTIATE AN OWN ACCOUNT TRANSFER

1. Click on “Transfers” then “Own account transfer”. Select the account to move funds from and the recipient account. Input the amount then click “Validate”

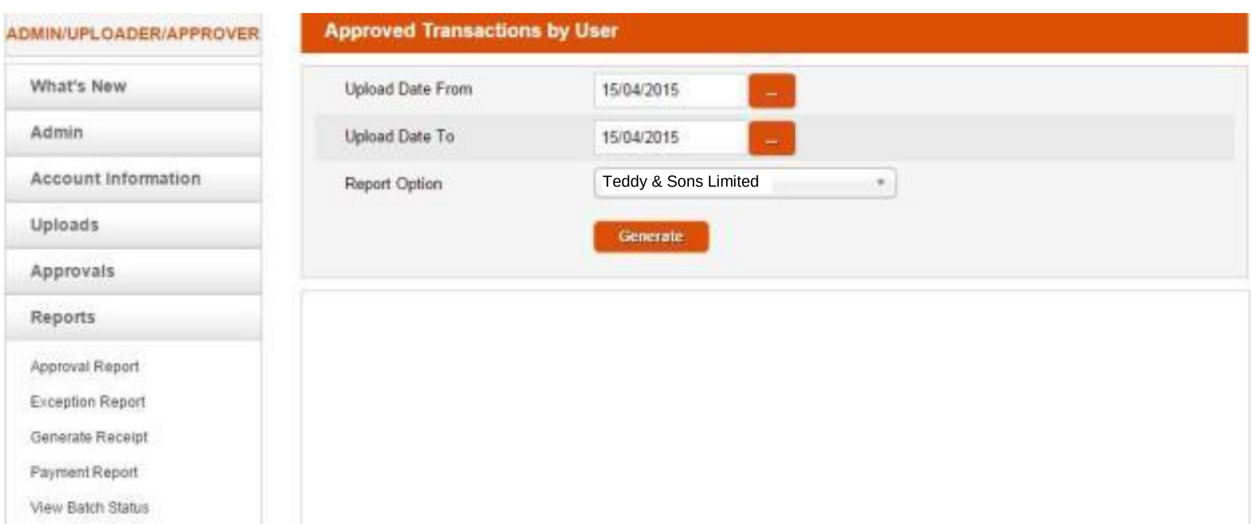


2. Confirm transfer
Cross check on the transfer details then click on “submit”



TO VIEW APPROVAL REPORTS

1. Click on “Reports” Menu option and select “Approval Reports”. Select the date parameters and click “generate”

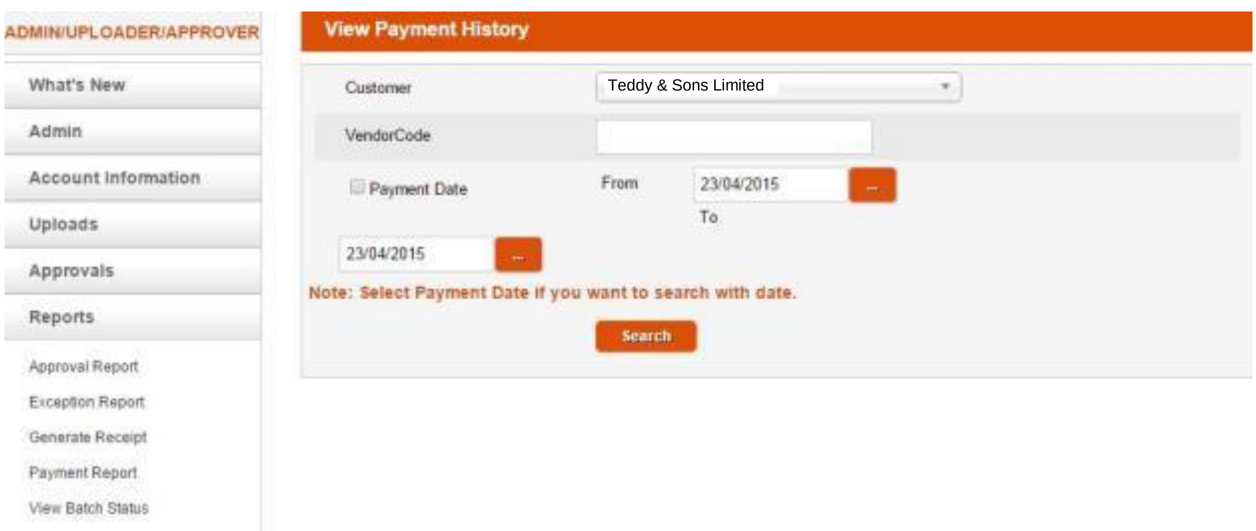


TO VIEW EXCEPTION REPORT

1. Click on “Reports” Menu option and select “Exception Report ”

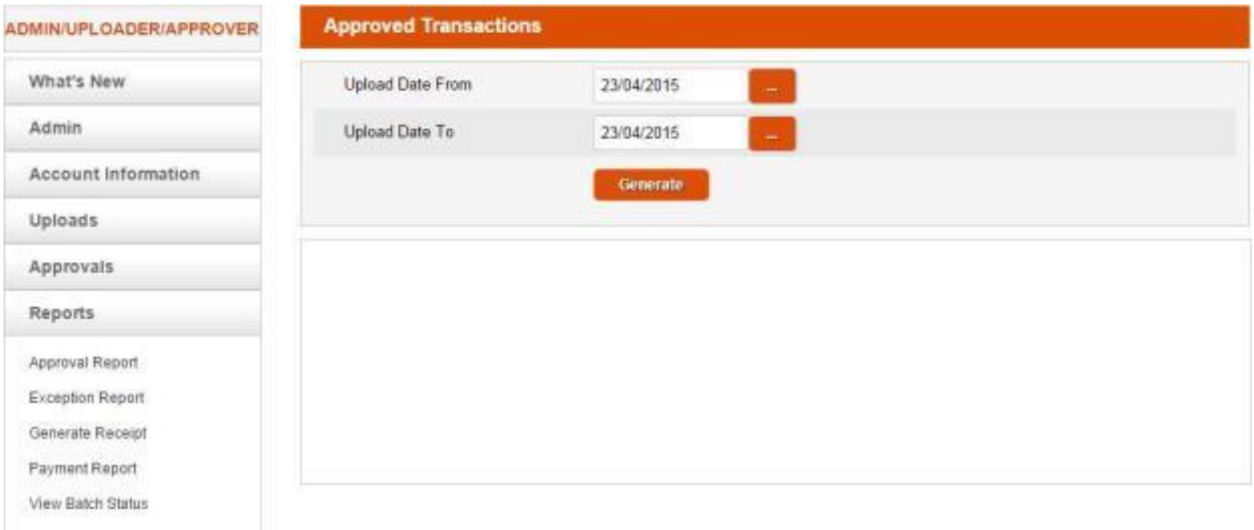
TO GENERATE RECEIPT

1. Click on “Reports” Menu option and select “Generate Receipt”



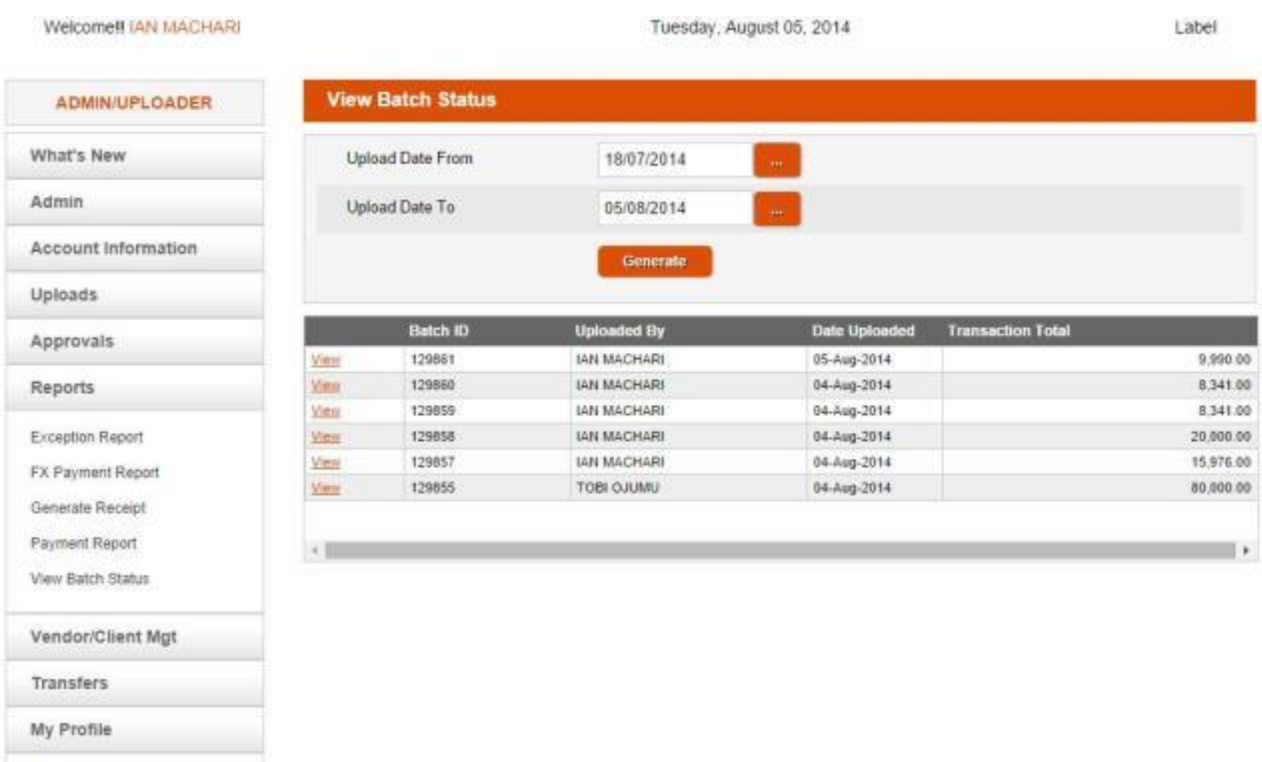
TO VIEW PAYMENT REPORT

1. Click on “Reports” Menu option and select “Payment Report”



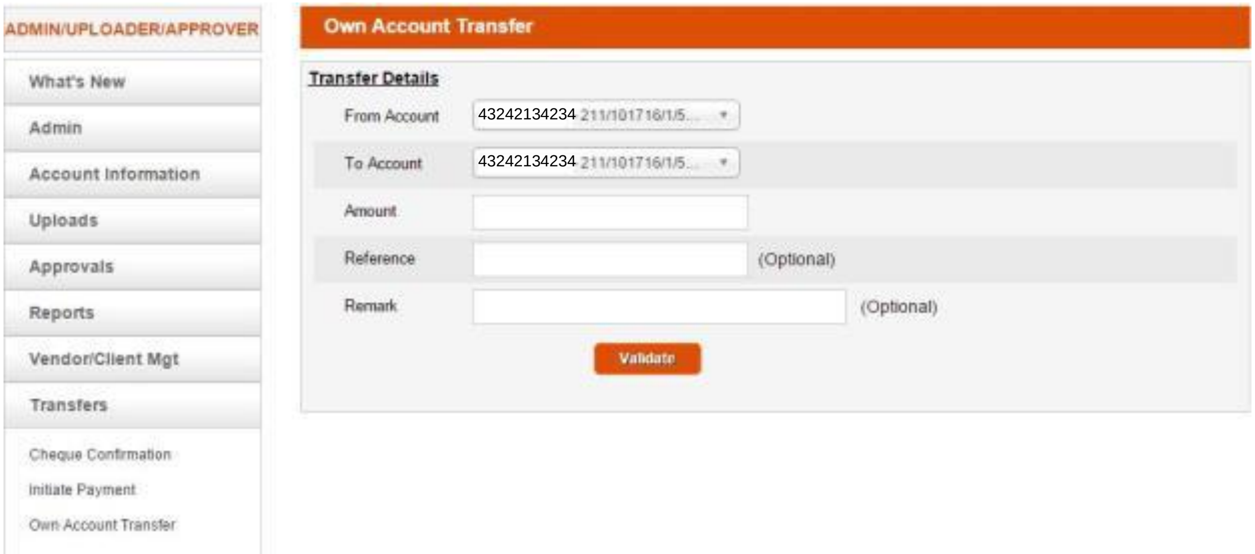
TO VIEW BATCH STATUS

1. Click on “Reports” Menu option and select “View Batch Status”



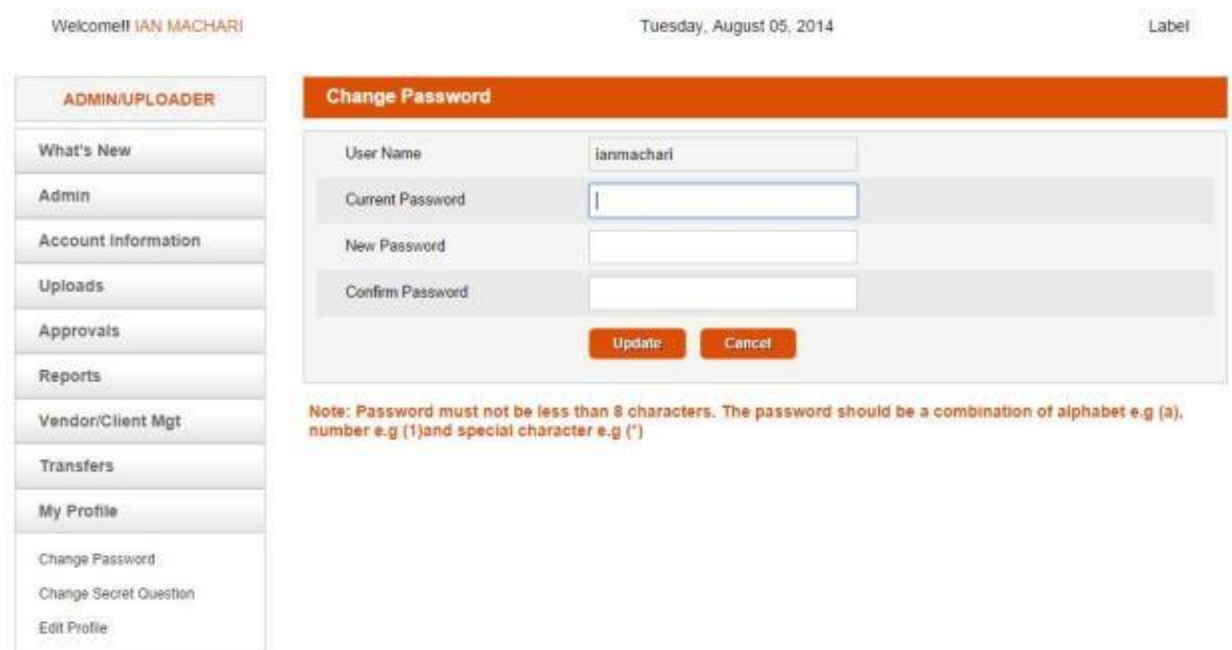
TO TRANSFER TO OWN ACCOUNT

1. Click on “Transfers” Menu option and select “Own Account Transfer”



TO CHANGE PASSWORD

1. Click on “Profile” Menu option and select “Change Password”. Input the current password then set a new password. Confirm the new password and then click “Update”



TO CHANGE SECRET QUESTION

1. Click on “Profile” Menu option and select “Change Secret Question”. Key in the new secret question and the answer then click “update”

TO EDIT PROFILE

1. Click on “Profile” Menu option and select “Edit Profile”. Edit the appropriate fields then click “update”