

What are the Core Services?

RBC Express Core services are the basic online banking functions that allow users to view information about the accounts and control the cash flow. This document is organized into 2 main parts: **account information** and **account control** and will outline how to get started with using these features.

Service Name	Function	Purpose	Description
Balancing Reporting	View	Information	View current account balances and download recent transaction details (6 month history)
<u>RBC Statements</u>	View	Information	View a variety of Statements (Credit Card, Business Account, Loan and Fee Statements) in a PDF and CSV formats (7 year history or as long as the account has been opened with RBC)
Account Images	View	Information	Images of cheques that have been processed
Stop Payments	Cheque Processing (outgoing)	Control	Place a Stop request on a Cheque or Preauthorized Payment that has been written against your accounts
Account Transfers	Payments - Internal Transfer	Control	Transfers within your organization's internal accounts
Bill Payments	Outgoing Payments	Control	Pay Canadian companies that have enrolled with RBC as online payees. Typically this is used for paying utilities: internet, telephone, hydro, or for paying credit cards you hold with RBC or other financial institutions
Administration	Access & Security	Control	The ability to add users, assign their permissions, create approval rules, assign tokens or approve administrative settings created by other Admins



Core Services Pre-read June 2024







-	Administration may app on, a second Admin m	•	n means that when one A	Admin creates an approval rule	or a user
•			://www.rbcrovalbank.cor	m/rbcexpress/Administration-p	re-
	erial-eng.pdf		,, ,		
Notes:					
	٨	count Inform	nation – View	Services	
	•	rmation about the acc	ounts, they allow you to	view the account balances and	the
transacti	ion statements				
	RBC Exp	ress	Back to RBC Business Banking Helo 📮 Reso	urce Centre 📮 🔒 🏟 Sign Out	
		Statements & Reports Payments, Trans	fers & Deposits Administration	Other Online Services	
	Balance Reporting	Chargeback Reporting	SWIFT Incoming Messages	Moneris	
	► Balance Summary	Current Report	► <u>Payments</u>	► <u>Merchant Direct</u>	
	<u>Transaction Search</u> <u>Transaction Report</u>	History Report Scheduled Reports	<u>Messages</u> <u>Statements</u>		
	 Previous Day Transac More 	tion Report ► Define ► More	► <u>Advices</u>		
	RBC Statements	Reports Inbox	Account Images Search		
	<u>Business Deposit Acc</u> Card Accounts	ounts & Credit 2 atch Reports	► <u>Lockbox</u>		
	► <u>Business Loan Accou</u> <u>Business Fees</u>	nts & Monthly SWIFT Statements	RBCDX • <u>RBCDX</u>		
	File Transfers	► <u>Create</u>	, IDODA		
	► <u>Download</u>	► <u>Approve</u> ► <u>Release</u>			
		<u>Approve Messages</u> <u>More</u>			
		Dead			
1	Balance Reporting	View current account	halances and download	recent transaction details (6 m	onth
		history)		Tecent transaction details (0 III	onun
2	RBC Statements		and fee statements in PI	DF format (7 year history)	
3	Account Images	Images of cheques th	at have been processed	(deposited on recipient's end)	
l					



RBC Royal Bank



Balance Reporting will display the current account balances and recent account history. The account history available here begins on the day the accounts are enrolled into RBC Express and will go back as far as 180 days (6 months). If you need older account details, go to the <u>RBC Statements</u> section.





3	Transaction Report	Report of transactions, includes opening and closing balances
4	Preferences	Customize your use of the Balance Reporting Menu

RBC E	press				
Home Balances,	Statements & Repo	orts Payments, Transfers & Deposi	ts Adm	inistration	
- Balance Reporting Balance Reports	Balance F	Reporting - Balance Repo	rts - Ba	alance Summar	У
Balance Summary Business Accounts Notice Accounts Loans Mortgages	Selection Cri Report Date (mm/do	d/yy): 06/19/	Submit		
GIC Credit Card Transaction Reports	Printer Frie	endly Version			
Previous Day Current Day	Report Date: 1	Jun 19, 2019			
Business Accounts Loans Credit Card	Account Type		Currency	Balance 997.75	
Transaction Search Business Accounts	BUS DEP	ROYAL BANK OF CANADA- 8 CAD Operating ROYAL BANK OF CANADA-0	CAD	1,000.00	
Loans Credit Card Download	BUS DEP	Payroll ROYAL BANK OF CANADA-0	CAD	1,000.00	
Transactions Preferences	BUS DEP	MISC ROYAL BANK OF CANADA-	CAD	1,000.00	
Manage Account Groups Bank & Currency Ordering	BUS DEP	USD Main ROYAL BANK OF CANADA-0	USD	597,757.78	
Backdated Transactions	Printer Frie	endly Version			



Use the calendars at the top to select the date range you would like to view (the other filter criteria are optional) **RBC Express** RBC Home Balances, Statements & Reports Payments, Transfers & Deposits | Administration Balance Reporting Balance Reporting - Transaction Reports - Business Accounts Balance Reports Balance Summary Selection Criteria Business Accounts Notice Accounts From Date To Date Loans 06/19/19 06/19/19 Mortgages (mm/dd/yy) (mm/dd/yy) • GIC Currency: All Currencies ۷ Credit Card Bank All Banks • Branch All Branches ۲ Transaction Reports Filter By: Group

Accounts • Previous Day Current Day All Accounts Business Accounts Select Accounts Select Credit Card Transaction Search Include Current Day backdated transactions Business Accounts Filter Debits **Filter Credits** + Loans Under Amount Under Amount Credit Card Download
 Transactions * Report Format: Preferences Manage Account Groups Adobe Acrobat (PDF) Export Expanded (TXT) Web Page (HTML) Export Standard (TXT) Bank & Currency
 Ordering Backdated Transactions Submit Reset Scheduled Reports



Download Transactions – to a 3rd Party accounting software

Within the *Transaction Search* section there is an option to *Download Transactions* in a File Format that can be read by some third party software providers

Transaction Search Business Accounts Loans Credit Card Download Transactions File Format Quickbooks Generic OFX Quickbooks	Balance Reporting Balance Summary Business Accounts Icans Mortgages GIC Credit Card Transaction Reports Previous Day Current Day Business Accounts Icoans Credit Card Transaction Search Business Accounts Icoans Credit Card * File Format Quickbookst •
Sage 50‡ Sage 300‡	Download Transactions Preferences Manage Account Reset
Preferences Nanage Account Groups	Group accounts together to be able to view a shared transaction report and /or a cumulative balance
	Currency All Currencies Bank All Banks Credit Card Fiter Debts under amount Transaction Search Business Accounts Croup: Business Accounts Credit Card Description Effective Date Serial Number Debits Credits Balance
	• Download Transactions Opening Balance: 994.89 Preferences • Manage Account Groups • Bank & Currency ordering • Backdated Transactions 0.00 0.00 994.89 • Backdated Transactions • Count : ROYAL BANK OF CANADA-000 : CAD Credits Balance • Befine • Define Closing Balance: 0.00 0.00 • Define • Define • Closing Balance: 0.00 1.000.22
	• View/Modify Image: Closing Balance: U.00 0.00 1,000.22 Moneris • Merchant Direct : CAD Image: Charlen Comparison • Scheduled Reports • Scheduled Reports • Opening Balance: 1,000.60 • Batch Reports • Closing Balance: 0.00 0.00 1,000.60
	Business Accounts Total : 0.00 0.00 2.995.71
	Find of report Export Standard Export Standard Export Expanded Back



Backdated Transactions	Backdated transactions are ones that have been entered into your account with an earlier date than the date on which the transaction was actually processed.
	If you select to <i>Include Current Day backdated Transactions</i> in reports any backdated transactions that were processed on the current day will appear in the report – provided the report was generated to include the previous business day as well
	You can make this selection at the time that you generate the report; however if you check the box in the preferences sections, backdated transactions will be included as the default
Scheduled Reports	If you will be using the Transaction Reports feature on a regular basis to look up specific criteria for your accounts you may want to consider scheduling a report to be readily available when you sign in. For example: For a specific account you may want to see all outgoing transactions in the last week. Using the schedule reports feature you can choose the account, the frequency (weekly), and the transaction types (outgoing). The report will not be emailed, Users must sign in to retrieve the report from the Report Inbox
	RBC Statements
RBC Statements refers to 4 types of statem	ents available:
	Business Deposit Accounts (download to a PDF file format)
	Credit Card Accounts (download to a PDF file format)
3.	
4.	Monthly Business Fees (download to either CSV and/or PDF file format)
RBC Express provide a 7 year history or as I	ong as the account has been opened with RBC.
Select the	e type of statement from the 2 links provides
	RBC Statements
	Business Deposit Accounts & Credit
	Card Accounts Business Loan Accounts & Monthly Business Fees



	Selec	t the type	of statement	•		
	RBC Express					
	Home Balances, Statements & Rep	orts Payments, Transfe	ers & Deposits Administration			
	RBC Statements All Accounts - Current RBC Statement	tements - All Acc	ounts - Current State	ment		
	All Accounts - Previous Selection Cr Statements					
	Filter Account		~			
	Currency:	Business Deposit Account Credit Card Accounts				
	Account:	Select an Account Reset				
	Select the acco	unt enroll	ed from the d	lropdown.		
	RBC Express					
	Home Balances, Statements & Report	Payments, Transfers & Dep	osits Administration			
	BUC Statements All Accounts - Current Statement All Accounts - Previous Selection Crite	ments - All Accounts	- Current Statement			
	Filter Accounts					
	Currency:	All Currencies				
	Account:	Select an Account Select an Account 451 451 00002-17				
		00002-11 00002-11 00002-11 00002-11 00002-11	1			
		00002-12 00002-11 00002-40				
Results are display	yed, Click View Statement to creat	te PDF whi	ch can be prii	nted or saved		
	includes several months the resu					owever, they must be
opened separately	у.					
						_
	RBC Statements - All Accounts - Current Statem	ient				
	Statements Returned					
	Date: From Apr To May :					
	Account Number	Status	From Date	To Date	Number of	
	1 0000	Active	Apr	May (Pages 2	
	View Statement Back					
]



To open the document click View Statement - The PDF document should open up in its own window or tab on your internet browser. *Having trouble? If the document does not appear – your browser may be blocking the pop up window.



- After you click *View Statement* the statement should appear in its own window. If it does not the most likely reason is the internet browser's **pop up blocker settings**.
- To correct this, when you click *View Statements* look at the very top and/or very bottom of your computer screen. Often the browser will have some indication that something is being blocked from our site.
- You may also go to the browser's settings to allow pop ups from our sites address: www6.rbc.com

Account Images



Account Images enables you to view images of paper based transactions processed to your RBC business deposit accounts – in this scenario processed refers to cheques that have been deposited by the recipient.

Searching Account Images

From the blue banner at the top of the screen select *Balances, Statements and Reports*. Under the *Account Images* heading click the *search* link



Use the selection criteria to locate the image.

The processing date selection is limited to 30 day range at a time.

RBC	ixpress	Help 🖓 :	Resource Centre 🕼	Alerts I
Nome Balance	s, Statements & Reports Paymente, Transfers & Deposits Administration			
+ Acrossed Encours Econogra - 1 Search	Account Images - Images - Search Selection Criteria Pells restrat - en Repuest Falls			
	* The most solution of the options below:	Select an Account]	
	*Processing Enter From (mm/dd)yy): 04/13//28	To (mm/dd/yy): 04/17/10	75	
	Franc Seriel No: Transaction Type: Debits & Credits *	To:		
	Search			
e selection criteria	produces multiple results	printed		



<pre>end final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted</pre>	<pre>e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved or inted</pre>	Home	Balances, Statement	ts & Reports	Payments, Transfer	rs & Deposits Adm	ninistration				1.	40 TRAINING ENG			
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	· Account Inc													
ee final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	s Search	Searc	ch Results:											
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o intervent of the same of the flipped intervent of the same of	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o interest in the same of th												*		
The final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted			Acc	want	Serial No	Pr			Amount	Status	Details	eedbac		
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted		B	2	00002-1196926		0	Feb 01, 2019	Debit	0.95 CAD	Available		u.		
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted		Ð	4	00002-1196926		0	Feb 01, 2019	Debit	0.05 CAD	Available	00 D			
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted						0								
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved of inted			7			0								
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted				00002-1196926		0	Feb 01, 2019	Debit	0.06 CAD	Available				
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted			10	00002-1198926		0	Feb 01, 2019	Debit	0.85 CAD	Available	Line .	od2		
e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted	e final image result will appear in a blue menu window which allows the image to be flipped, magnified, saved o inted			Requestimo		Dack									
「日産間」からはほ	日第四部の												eas (1) Strang		
feet	Box				**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	D01 Amourt 0.06 Item St				
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	101 Anourt 0,06 tem Sr	aguance No.80364653 Viewon			
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	101 Answer 0.00 Bern Be	agunos ticelo dadari			
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	10) Answrid 26 Iwn Br	agunce No 80 Mallor			
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	10) Answrid 26 Iwn Br	agance No 80 Mallor			
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	101 Answer 208 from Be	opance No. 60 Molecular			
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	201 Ayourt 0.06 turn be				
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	201 Argunto 36 tues te				
					**************************************	3		BBC C		≕ ? 01 4 24 07 \$ d00.00 ®‱ 855	101 Answert 0.06 Jam Se	agunos tice to singles.			



Notes:
Account Control - Payments
This section of the document will cover the Core Services which allow you to control your cash flow: by moving funds internally, paying bills and stopping outgoing cheques.
Other Payment Services: the payment services in this document are Account Transfers and Bill Payments. Your profile may
include other payment types than just these Core payments. To learn more about the other transaction types refer to the
following documents:
Wire Payments https://www.rbcroyalbank.com/rbcexpress/wire-payments.pdf
ACH Record Manager https://www.rbcroyalbank.com/rbcexpress/Record-Manager-Pre-Read-Training.pdf
ACH Payment Manager https://www.rbcroyalbank.com/rbcexpress/Payment-Manager-Pre-Read-Training.pdf File
Transfer https://www.rbcroyalbank.com/rbcexpress/file-transfer-training-job-aid.pdf

RBC Express			Help 🗗 Resource Centre 🗗	User Name Sign Out
Home Balances, Statements &	Reports Paymen	ts, Transfers & De	posits Administration	Other Online Services
File Transfers • Upload • Approve • Activity Report Account Transfers • Create • Approve • Release • Activity Reports • More Interac e-Transfer® • Manage Autodeposit Registrations New!	Bill Payments	2	Deposit and Manage Cheques > Deposit and Manage Cheques Stop Payments > Stop a Cheque > Stop Multiple Cheques > Stop a Pre-Authorized Payment > Import a File > More ACH Direct Payments & Deposits > Create Payment Files > Approve > Release > Service Reports/Data Files > More	RBC Payee Match • RBC Payee Match



1	Account Transfers	Transfers within your organization's internal accounts
2	<u>Bill Payments</u>	Pay Canadian companies that have enrolled with RBC as online payees. Typically, this is used for paying utilities: internet, telephone, hydro, or for paying credit cards you hold with RBC or other financial institutions
3	Stop Payments	Place a Stop request on a Cheque or Preauthorized Payment that has been written against your accounts.
		Account Transfers

An Account Transfer is a transfer of funds within your organization's internal accounts Internal accounts may include:

- CAD Business Deposit Accounts
- USD Business Deposit Accounts

Other account types such as RBC Visas, or Loans may be added on an exception basis. Speak to your RBC representative to find out if your non-business deposit accounts can be added into Account Transfers. Visas specifically may also be paid through the Bill Payments feature.

Account Transfer – One Time - Nonrecurring

Using the blue banner at the top of the RBC Express screen choose *Payments, Transfer and Deposits*. Under the *Account Transfers* heading click the *Create* link.



	RBC Express			RBC CMO TRAINING ENG	
	Home Balances, Statements &	Reports Payments, Transfers &	Deposits Administration	Other Online Services 🔽	
	File Transfers	Bill Payments	Deposit and Manage Cheques	RBC Payee Match	
	Upload Approve	Pay a Bill	Deposit and Manage Cheques	<u>RBC Payee Match</u>	
	Activity Report	Approve Release	Stop Payments		
		Activity Report	Stop a Cheque		
	Account Transfers	More	 Stop Multiple Cheques 		
	<u>Greate</u>	Mar Deverate	Stop a Pre-Authorized Payment		
	Approve Release	Wire Payments	Import a File More		
	Activity Reports	Approve	· MOIO		
	More	<u>Release</u>	ACH Direct Payments & Deposits		
		Activity Report	Create Payment Files		
	Interac e-Transfer®	More	 Approve 		
	Manage Autodeposit Registrations New!		Release Service Reports/Data Files		
			More		
	ne Schedule ca the transactior		the left hand side	e of the screen – th	e cut off time ma
RBC RBC	Express				
Home Balanc	ces, Statements & Reports	Payments, Transfers	& Deposits Administration		
	_				
 Account Transfers 	Account Tra	ansfers - Create			
Summary					
> Create					
Approve	* Required Information			View Cut-Off Ti	me Schedule
Release	Transfer From	Selec	t an Account	•	
Modify	* Transfer To	Selec	t an Account	•	
Import	Commente 2				
Recurring Transfe	15				
Greate Modify	* Value Date:	Apr	 / 22 / 2019 / 2019 		
Approve		MMM	DD YYYY		
+ Listing	* Amount:				
Reports	* Currency	Select :	Currency V		
		belett a	contency .		
Pending Approval					
Pending Approval Transfer Activity					
Pending Approval Transfer Activity Import Status					
Pending Approval Transfer Activity Import Status Recurring Transfe	Continue	Reset			
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules	Continue	Reset			
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports	Continue		Farquharson in this session	on :	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules	Continue		Farquharson in this session	on :	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify	Continue	fers created by Robin		on :	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify DWN menus to	Account Transf	fers created by Robin		on :]
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify	Account Transf	fers created by Robin		on :	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify COWN MENUS to * Required Infe	Account Transf	fers created by Robin evant accounts			
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify DWN menus to	Account Transf	fers created by Robin			•
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00	-CAD-CDN		
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Define View/Modify COWN MENUS to * Required Infe	Account Transf	fers created by Robin evant accounts 00003-00			
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a Select a	-CAD-CDN an Account an Account	General	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a	-CAD-CDN an Account an Account (}-CAD-CDN (General General	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a Select a	-CAD-CDN an Account an Account (}-CAD-CDN (General General	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a 00003-00 00003-00	-CAD-CDN an Account an Account (3-CAD-CDN ((-CAD-CDN 1 (-CAD-CDN 1	General General Expenses Miscellaneous	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a 00003-00 0003-00 00003-00	an Account an Account (}-CAD-CDN (-CAD-CDN I (-CAD-CDN I (-CAD-CDN I	General General Expenses Miscellaneous East Coast Pay	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a 00003-00 00003-00	an Account an Account (}-CAD-CDN (-CAD-CDN I (-CAD-CDN I (-CAD-CDN I	General General Expenses Miscellaneous East Coast Pay	and the last of th
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a 00003-00 0003-00 00003-00	an Account an Account (}-CAD-CDN (-CAD-CDN I (-CAD-CDN I (-CAD-CDN I	General General Expenses Miscellaneous East Coast Pay	
Pending Approval Transfer Activity Import Status Recurring Transfe Approval Rules Scheduled Reports Oefine View/Modify COWN MENUS to * Required Info * Transfer	Account Transf	fers created by Robin evant accounts 00003-00 Select a 00003-00 0003-00 00003-00	an Account an Account (}-CAD-CDN (-CAD-CDN I (-CAD-CDN I (-CAD-CDN I	General General Expenses Miscellaneous East Coast Pay	and the last of th



Account Transfers can	be future dated or same -day		
	* Value Date: * Amount: * Currency Continue Reset Account Transfers created t	Apr I 22 / 2019 Close X X	
Enter in the amount			
	* Amount:	100.00	
If conversion is require	ed you will need to select the currency		
	* Currency	Select a Currency ▼ Select a Currency CAD USD	
	r user, you will be given an estimated ra	which you will accept or reject. If your transfer a the final approver will see the final	
F	Foreign Exchange Conversion Estimate		
-	Estimated Transaction Amount The foreign exchange rate and transaction amount dis at the time of final approval.	splayed here are estimated. The rate can only be booked	
• 7	1 USD = 1.3593 CAD / (1 CAD = 0.7357 US 73.57 USD = 100.00 CAD As of April 22, 2019 01:52:34 PM EDT Note: Amount does not include account or service fees that have been rounded to 4 decimal places. The actual rate us on your Activity Report.		
Finish the transfer by Account Transfers creater		g the p ayment to be approved by others	(<u>how to approve</u>



Recurring Transfers – always t	he same amount, so	cheduled transfers
 is always the same. Recurring Transfers ca indefinitely. The recurring paymen or modified. 	in be set up with a j	y scheduled transfer between your internal accounts where the amour <i>final payment date</i> , with a <i>final number of payments</i> or they can go o d approved once and will only need to be re-approved if it is cancelle er <i>Recurring Account Transfers</i> . Fill in the required fields.
RBC Ext Nome Balances, S - Account Transfers Summary Create Approve Release Modify Import Recurring Transfers • Create • Modify Import Recurring Transfers • Create • Modify · Approve • Listing Reports • Pending Approval • Transfer Activity • Import Status • Recurring Transfers • Approval Rules Scheduled Reports • Define • View/Modify	Account Transfe * Required Information * Transaction Name: ? * Transfer From * Transfer To Comments ? * First Transfer Date: * Number of Recurrences: ? * Amount * Currency: ?	ments, Transfers & Deposits Administration rs - Recurring Transfers - Create ··· Select an Account ··· ··· Select an Account ··· ··· Select a Frequency ··· ··· Select a Frequency ··· (2/2/2019) (2/2019)



Frequency:	Select a Frequency 🔻	* Frequency:	Select a Frequency Select a Frequency
* First Transfer Date:	Apr 🔻 / 24 / 2019	* First Transfer Date:	Weekly Bi-Weekly Twice Monthly
	MMM DD YYYY	* Number of	Last Business Day of the Month Monthly
* Number of Recurrences: ?	Indefinite Number of Times Last Transfer	Recurrences: ?	Bi-Monthly Quarterly
* Amount		* Amount	Semi-Annually Annually

Approve an Account Transfer - Created by other Users:



From the home page use the tab that says *Payments Transfers & Deposits* Under the *Account Transfers* heading choose the link that says *More*



By selecting *More* you will be brought to the Summary page for Account Transfers, any payments that are pending will be listed on this page with a hyperlink that can be used to complete the approval.

If there is a pending payment under your own name, the payment may be approved by you. If there is a pending payment under the business name, the payment cannot be approved by you, and must be approved by another person within your organization :

Home Balances,	Statements & Reports P	ayments, Transfers	& Deposits	Administration
account Transfers	Account Transf	ers - Summ	arv	
Summary	Account munisi	cr3 Summe		
Create				
Approve		R	c	RBC CMO TRAINING GRO
Release	Pending Approval		1	1
1odify	Pending Release		0	0
mport	Stale Dated		0	0
Recurring Transfers	Stale Dated			U
Create Modify				
Approve	Account Transfers	released by R	Test.	r on Apr 29, 20 📄 :
Listing	In Progress		0	
Reports	Completed		0	
Pending Approval	Unsuccessful		0	
 Transfer Activity 	Future Dated		0	
Import Status	Notice in Progress		0	
 Recurring Transfers Approval Rules 	Pending at Bank (as of Apr 29, 2019 at 12:01:29 PM	ET)	0	

Core Services Pre-read July 2024



Use the select box on the left and clic	k the blue Approve button
RBC Express	Help 🖓 Resource Centre 🖓 🙆 🍫 Sign Out
	Alerta(1) RBC CMO TRAINING GRO
Home Balances, Statements & Reports Payme	ents, Transfers & Deposits Administration Other Online Services C
Account Transfers Account Transfers Create	- Approve
Approve All Transactions Foreign Exc Release	change Transactions Pending Final Approval 🖲 + Show Advanced Eilter
Import Recurring Transfers Select all on this page only	ns to approve. To book a foreign exchange rate, you must select each transaction individually.
Create Modify Approve Approve	
Listing Select Seq No Ira	ansfer From Transfer To Value Date Amount Created By Details 01 00003 AD- Apr 29, 21 1.00 CAD David Andrews
Pending Approval Transfer Activity Import Status	C INTERNAL ACCOUNT CAD General
Recurring Transfers	
eports	
•	fer Activity Report. The report can be accessed at any time from the left had side
enu, and it has a 180 day (6 month)	history
egin by using the calendars to indica	ate the date (s) on which the transfer was completed. All other filter criteria is optiona
	Account Transfers - Reports - Transfer Activity
Summary Create	
Approve	Selection Criteria
Release	Value Date: From (mm/dd/yy): 05/10/19 To (mm/dd/yy): 05/17/19
Modify Import	
Recurring Transfers	Transfer Amount:
► Create	From: To:
Modify	Accounts:
Approve Listing	All accounts From:
Reports	Select accounts Select
Pending Approval	
Transfer Activity Import Status	O All accounts To: O Select accounts
Recurring Transfers Approval Rules	
Scheduled Reports	Transfer Currency: All Y
 Define View/Modify 	Status: All Y
Report Inbox • Scheduled Reports	Bank Ref Number: Sort Options Within Currency Group: Primary: Value Date Y Secondary: Transfer Amount
Batch Reports	Report Options: Summary Detail
	Web Page (HTML) Adobe Acrobat (PDF) Export File Format (TXT)
	Submit Reset
nder Report Options there is a Sum	mary and a Detail report
he Summary Report is the basic view	N:

RBC Royal Bank

RBC Express Core Services

				MO TRAINING ENG 019 01:02:31 PM ET
Date: From A From Account(s Bank Reference Transfer Curren	s): All e Number: All	To Account(s): Amount Range: Transfer Status:	All All All	
Transfer Curre	ency : CAD			
Value Date	From Account/Debit Amount	To Account/Credit Amount		Status
Apr 22, 2019	00003-00002-1198928-CDN General 100.00 CAD	00003-00002-1198951-CDN Mis	scellaneous	Completed
Apr 24, 2019	00003-00002-1198928-CDN General 1.00 CAD	00003-00002-1198944-CDN Exp	penses	Deleted
May 01, 2019	00003-00002-1198928-CDN General 1.00 CAD	00003-00002-1198944-CDN Exp	penses	Deleted
May 08, 2019	00003-00002-1198928-CDN General 1.00 CAD	00003-00002-1198944-CDN Exp	penses	Deleted
	***	End of report ***		
Printer F	Friendly Version Export D	ata Back		

Detail will allow you show you additional information:

- Name of who created and approved the payment (with time stamps)
- Bank Reference number
- exchange rates (if applicable)

Transfer Activity Report - De	etail		
			Farquharson, RBC CMO TRAINING EN tion Date: May 17, 2019 08:53:01 AM E
Date: From Mar 01, 2019	To May 17, 2019	T	
From Account(s): Bank Reference Number:	All	To Account(s): Amount Range:	All
Transfer Currency:		Transfer Status:	All
Value Date:	Mar 13, 2019	Transfer Amount:	100.00 CAD
From Account Name:	CDN General	From Account #:	00003-00002-1198928-CAI
To Account Name:	CDN Expenses	To Account #:	00003-00002-1198944-CA
Comments:			
Created By:	Maurice Michaud, Mar 13, 20		
Last Modified by:	Maurice Michaud, Mar 13, 20	19 at 02:12 PM ET	
Released By: Approved By:	Maurice Michaud		
Foreign Exchange Contract #:			
Exchange Rate:		Settlement Amount:	
Bank Ref.#:	123456789		
Status:	Completed		



Bill Payments

On RBC Express, a Bill Payment allows you to Pay Canadian companies that have enrolled with RBC as online payees also known as corporate creditors. Typically this is used for paying utilities: internet, telephone, hydro, or for paying credit cards you hold with RBC or other financial institutions

Add Bill Payees - Set up Corporate creditors

If it is your first time using bill payments, you must set up a corporate creditor (adding a payee). Please select the bottom option on the left-hand side

Home Balances, Sta	tements & Reports Payments, Transfers & Deposits Administration	Home Balances, S	Statements & Reports Payments, Transfers & Deposits Administration
Bill Payments Summary	Bill Payments - Pay a Bill	➡ Bill Payments Summary	Bill Payments - Set up Corporate Creditors
Pay a Bill Modify Approve Release Recall Import Recurring Bill Payments > Create , Modify , Approve , Listing	No Corporate Creditor(s) enrolled.	Pay a Bill Modify Approve Release Recall Import Recurring Bill • Create • Modify • Approve • Listing	No Corporate Creditors established for this service. Set up Corporate Creditors :
Reports Reports III Payment Activity Pending Approval Recurring Bill Payments Ist • Corporate Creditors List • Approval Rules • Import Status Set up Corporate Creditors		Reports • Bill Payment Activity • Pending Approval • Recurring Bill Payments • Corporate Creditors List • Approval Rules • Import Status	

After you have selected your corporate creditor, you must enter in your account number that you hold with them.

<u>Reminder</u>: If you are unsure of what account number to enter here try the following:

- review your most recent bill or invoice from the corporate creditor
- Search their name through this link for a general description of their account number criteria (example: the account number is 10 characters long and begins with XX) <u>http://www.rbcroyalbank.com/online/online-billpayees.html</u>
- If you are still unsure Please follow up with the creditor/payee in question.



RB

RBC Express	RBC Express
Home Balances, Statements & Reports Payments, Transfers & Deposits Adm	Home Balances, Statements & Reports Payments, Transfers & Deposits Administration
Bill Payments Summary Pay a Bill Modify Approve Release	With © Contains Summary Pay a Bill Modify Modify Approve Release Enter your account number with the Corporate creditor. Do not enter spaces, dashes or extra characters.
Recall Search Cancel Securring Bill agarnents Import Cancel • Create Modify • • Modify • Approve • Listing Reports • Bill Payment Activity • • Pending Approval • • Corporate Creditors List • • Approval Rules • • Import Status •	Recall Corporate Creditor: VISA ROYAL BANK Recurring Bill Payments Creditor Account Number: Import · Credit Creditor Account Number: Import · Approve Creditor Nickname: Import · Listing Add Reset Bill Payments Corporate creditors Import Satus · Corporate Creditors · Approval Rules · Import Status · Set up Corporate
ay a Bill - Nonrecurring (One time) se the drop down menus to select the acc RBC Exp Home Balances, St	
Bill Payments Summary Pay a Bill Modify Approve Release Recall Import Recurring Bill Payments , Create	Bill Payments - Pay a Bill Fields marked as "" are Required Fields * Debit Account : Select an Account * Corporate Creditor : Select a Corporate Creditor * Amount :
Modify Approve Listing Reports Bill Payment Activity Pending Approval Recurring Bill Payments List Corporate Creditors List Approval Rules Import Status	* Payment Date: (mm/dd/yy) Ød/17/10 Ød/ Ontinue Reset Bill Payment(s) created by Robin Farquharson in this session: Corporate Creditor Debit Account
Set up Corporate Creditors	



		,	you will be paying from, and the Corporate Creditor yo	bu are paying.
	RBC Ex	press		
	RBC Ex	_		
	Home Balances, S	Statements & Reports	Payments, Transfers & Deposits Administration	
	➡ Bill Payments	Bill Payments	- Pav a Bill	
	Summary Pay a Bill	- Din r dyments		
	Modify	Fields marked as "*" are Requ	quired Fields	
	Approve	* Debit Account :	Select an Account 🔻 📄	
	Release Recall			
	Import	* Corporate Creditor :	Select a Corporate Creditor 🔻	
	Recurring Bill Payments	* Amount :		
	Create Modify Approve	* Payment Date: (mm/dd/yy)	04/17/19	
	► Listing			
	Reports + Bill Payment Activity	Continue	Reset	
	Pending Approval Recurring Bill Payments	Bill Payment(s) cr	reated by Robin Farquharson in this session:	
	Corporate Creditors List	Corporate Creditor	Debit Account	
	Approval Rules Import Status			
	Set up Corporate Creditors	899		
			00003-00002	
	* Debit Account :		00003-00002-	
	* Debit Account :		00003-00002	
	* Debit Account :		Select a Corporate Creditor 🔻	
			Select a Corporate Creditor Select a Corporate Creditor	
			Select a Corporate Creditor Select a Corporate Creditor Bell - Internet-	
			Select a Corporate Creditor Select a Corporate Creditor Select a Corporate Creditor	
			Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas-	
			Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas-	
	* Corporate Cred	itor :	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa-	
	* Corporate Cred	itor :	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas-	this payment
	* Corporate Cred	itor :	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa-	this payment
	* Corporate Cred	itor :	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa-	this payment
equires further a	* Corporate Cred	itor : s, created by	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa-	this payment
equires further a	* Corporate Cred t the Approval Rules approval. te a recurring Bill Pa	itor : s, created by ayment?	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa- your organization's Administrators may indicate that t	
ow do you creat When the bill an	* Corporate Cred t the Approval Rules approval. te a recurring Bill Pa	itor : s, created by ayment?	Select a Corporate Creditor Select a Corporate Creditor Bell - Internet- Enbridge- Gas- Johnson's Visa-	

inces, State	ements & Reports Paymen	nts, Transfers & Deposi	its Administrat	tion						
	Bill Payments - Rec	urring Bill Pavr	ments - Cre	eate						
		í č								
	elds marked as """ are Required Fields Payment Name:	8								
	Debit Accounts:	Select an Account		•		* Payment I	requency:		t a Frequency	
-	Corporate Creditor:	Select a Corporate Cree	ditor	•				Weekly	t a Frequency	
	Amount:							Bi-Week		
	Payment Schedule:							Twice M	onthly siness Day of I	the Month
-	Start date: (mm/dd/yy)	05/28/19						Monthly		the Honth
tivity	Payment Frequency:	Select a Frequency -	·· •					Bi-Mont		
	Enter either the Number of Payments			vill recur indefinitely				Quarter Semi-Ar		
itors	Number of Payments:		mered, ore r ayment a	ni recu incenney.				Annuall		
	OR							1		
e	End Date: (mm/dd/yy)									
10										
	Continue Reset									
/ usir	II Payment – ng the Payme ading choose	nts, Trans	fers, & [Deposits tal	b on th	e blue bann	er at the to	p of the scr	een, Unde	er the B
/ usir	ng the Payme ading choose	ents, Trans e the blue	fers, & [Deposits tal	b on th		er at the to			
/ usir	ng the Payme ading choose	nts, Trans	fers, & [Deposits tal	b on th			David Andrews		
/ usir	ng the Payme ading choose	ents, Trans e the blue Express	fers, & I More li	Deposits tal nk		Help 🗗 Res	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose	ents, Trans e the blue	fers, & I More li	Deposits tal		Help 🗗 Res	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose	ents, Trans e the blue Express	fers, & I More li	Deposits tal nk Payments, Transfer	rs & Deposit	Help 🗗 Res	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balance File Transfers	ents, Trans e the blue Express	fers, & E More lin Reports Bill Payn	Deposits tal nk Payments, Transfer ments	rs & Deposit	Help 🗗 Res	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload	ents, Trans e the blue Express	fers, & I More lin Reports Bill Payn Paya E	Deposits tal nk Payments, Transfer ments Bill	rs & Deposit	Help 🖬 Res Administration Stop Payments • Stop a Cheque	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers • Upload • Approve	ents, Trans e the blue Express	fers, & I More lin Reports Bill Payn Pay a E Approv	Deposits tal nk Payments, Transfer ments Bill	rs & Deposit	Help 🖬 Res Administration Stop Payments Stop A Cheque Stop Multiple Chequ	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload	ents, Trans e the blue Express	fers, & I More lin Reports Bill Payn Pay a E Approv Release	Peposits tal nk Payments, Transfer ments Bill @ @	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop A Cheque Stop Multiple Chequ Stop A Pre-Authoriz	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Approve Activity Report	ents, Transi e the blue Express ces, Statements &	Fers, & I More lin Reports Bill Payn Pay a E Approv Release Activity	Peposits tal nk Payments, Transfer ments Bill re re re Report	rs & Deposit	Help 🗗 Res Administration Stop Payments Stop A Cheque Stop Aultiple Chequ Stop a Pre-Authoriz Import a File	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balance File Transfers • Upload • Approve • Activity Report Account Transfers	ents, Transi e the blue Express ces, Statements &	fers, & I More lin Reports Bill Payn Pay a E Approv Release	Peposits tal nk Payments, Transfer ments Bill re re re Report	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop A Cheque Stop Multiple Chequ Stop A Pre-Authoriz	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Approve Activity Report	ents, Transi e the blue Express ces, Statements &	fers, & I More lin Reports Bill Payn Pay a E Approv Release Activity More	Peposits tal nk Payments, Transfer ments Bill (e .e .: Report	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop A Cheque Stop A Ultiple Chequ Stop a Pre-Authoriz Import a File More	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balance File Transfers • Upload • Approve • Activity Report Account Transfers	ents, Transi e the blue Express ces, Statements &	Fers, & I More lin Reports Bill Payn Pay a E Approv Release Activity	Peposits tal nk Payments, Transfer ments Bill (e .e .: Report	rs & Deposit	Help 🗗 Res Administration Stop Payments Stop A Cheque Stop Aultiple Chequ Stop a Pre-Authoriz Import a File	ource Centre 🗗 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	eg the Payme ading choose RBC Home Balanc File Transfers • Upload • Approve • Activity Report Account Transfers • Create	ents, Transi e the blue Express ces, Statements &	fers, & I More lin Reports Bill Payn Pay a E Approv Release Activity More	Peposits tal nk Payments, Transfer ments Bill re re re re re re re re re re re re re	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop A Cheque Stop A Ultiple Chequ Stop a Pre-Authoriz Import a File More	es ed Payment ts & Deposits	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Activity Report Account Transfers Create Approve	ents, Transi e the blue Express ces, Statements &	Fers, & I More lin More lin Reports Bill Payn Pay a E Approv Release Activity More Wire Pay	Peposits tal nk Payments, Transfer ments Bill (Report (Report) yments	rs & Deposit	Help 🗗 Res Administration Stop Payments Stop A Cheque Stop Aultiple Chequ Stop A Pre-Authoriz Import a File More ACH Direct Paymen	es ed Payment ts & Deposits	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Activity Report Account Transfers Create Approve Activity Report Account Transfers	ents, Transi e the blue Express ces, Statements &	Reports Bill Payn Pay a E Approv Release Activity More Wire Pay	Peposits tal nk Payments, Transfer ments Bill (Report (Report yments	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop a Cheque Stop Aultiple Chequ Stop Aultiple Chequ Stop Are-Authoriz Import a File More ACH Direct Payment Create Payment File	es ed Payment ts & Deposits	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Activity Report Account Transfers Create Approve Release Activity Reports	ents, Transi e the blue Express ces, Statements &	Reports Bill Payn Pay a E Approv Release Activity More Wire Pay Create Approv	Peposits tal nk Payments, Transfer ments Bill re re re re yments	rs & Deposit	Help 🗐 Res Administration Stop Payments Stop a Cheque Stop Aultiple Chequ Stop Aultiple Chequ Stop Aultiple Chequ Stop Aultiple Chequ Stop Aultiple Chequ Stop Aultiple Chequ More More ACH Direct Payment File Approve	eurce Centre 🖃 🔒	David Andrews 🕻 RBC CMC	Sign Out	
/ usir	ng the Payme ading choose RBC Home Balanc File Transfers Upload Activity Report Account Transfers Create Approve Release Activity Reports	sents, Transi e the blue Express ces, Statements &	Reports Bill Payn Pay a E Approv Release Activity More Wire Pay Create Approv Release Activity Release Activity Release	Deposits tal nk Payments, Transfer ments Bill re re re yments yments	rs & Deposit	Help I Res Administration Stop Payments Stop a Cheque Stop Aultiple Chequ Stop a Pre-Authoriz Import a File More ACH Direct Payment Create Payment File Approve Release	eurce Centre 🖃 🔒	David Andrews 🕻 RBC CMC	Sign Out	



The "More" link leads to link to view and complete	o a summary page where all pen e the payment.	ding payments are tracl	ked. Use the blue	Pending Approval
	RBC Express			
	Home Balances, Statements & Reports Pay	rments, Transfers & Deposits Admini	stration	
	Bill Payments Bill Payments - S Bill Payments - S Pay a Bill	Summary		
	Modify Approve Pending Approval Pending Release	Robin Alexander RBC CMC 1 0	D TRAINING GRO 1 0	
	Recall Stale Dated Import		0	
	Create Modify Completed	d by Robin Alexander on May 22, 0 0	2019 :	
	Approve Unsuccessful Listing Future Dated Reports	0		
	Recurring Bill Recall In Progress Payments Recall Completed	d by Robin Alexander on May 22, 0	2019 :	
	Corporate Creditors List Approval Rules Import Status	0		
	Set up Corporate Creditors			
Review the details of the	pending payment and use the ch	leck box on the left to s	elect and approv	e the payment.
Approval for Bill Payment	s requires a password, (in some	cases your organization	may require a to	ken as well) You will
	ent should be released now or r			
RBC Express		Helo G	Alerts	Sign Out
Home Balances, Statements &	Reports Payments, Transfers & Deposits Administration yments - Approve		Ut.	er Online Services 🗖
Advanced File	ments Pending Approval: M Ior this page only.			
Recall Import Recurring Bill Payments	Corporate Creditor	Debit Account 00003-00002-1	Amount	Payment Date 00.00 Sep
Create Modify Approve Usting		CAD General		27.
Reports + Bill Payment Activity + Pending Approval + Recurring Bill Payments - Corporate Creditors	**			
Uter • Approval Rules • Import Status Set up Corporate Creditors				
creators				



A VIN RAMMANT (ACTIVITY RA	nort has a 19	30 day (6 month) histo	orv			
se the calendar to indica			Ul y			
	-	5)				
se the other optional filt						
hoose Summary or Detai						
	RBC EX	press				
	RBC Ex					
	Hama I. Balanaaa	Statements & Reports Payments, Tra	nsfers & Deposits Administration			
	Home Balances,	statements a reports Payments, Ira	nsfers & Deposits Administration			
	🗕 Bill Payments		DIL D			
	Summary	Bill Payments - Reports	- Bill Payment Activity			
	Pay a Bill Modify	Selection Criteria				
	Approve	Payment Date:				
	Release	From (mm/dd/yy): 04/27/19	9 To (mm/dd/yy): 05/27/19			
	Recall Import	Payment Amount: From:	To:			
	Recurring Bill Payments	Accounts: All acc		Select		
	Create Modify	Corporate Creditor: All cre	editors Select creditors	Select		
	Approve	Status:	•			
	Listing Reports	Invoice Number:				
	→ Bill Payment Activity	Confirmation Number: Sort Options:				
	Pending Approval Recurring Bill	Primary: Payment		Descending		
	Payments • Corporate Creditors	Secondary: Corporate	e Creditor 🔻 🖲 Ascending 🗍 De			
	List • Approval Rules	Report Options: 🔘 Summary 🖲	Detail			
	Import Status	Report Format:	Adobe Acrobat (PDF)			
	Set up Corporate					
	Creditors					
	Creditors	Submit Reset				
	Creditors					
		Submit Reset	•			
			•			
		Submit Reset	•			
		Submit Reset	•			
	Detail	Submit Reset	•		itule @	
		Submit Reset	•		Hale 5	
	Detail	will provide more in	formation than sum		Hule @	
	Detail	submit Reset	•		Hale 🖓	
Home • silt Paym	Detail RBC Express Balances, Statements & R ents Bill Pay	will provide more in	formation than sum		Hale 🖓	
Home • Bill Paym Summar Pay a Bi	Detail RBC Express Balances, Statements & R Bill Pay	Submit Reset Will provide more inf will Provide more inf eports Psymente, Transfers & Deposite A	formation than sum		Hele @	
Home - Bill Paym Summar	Detail RBC Express Balances, Statements & R Bill Pay Printer F	Submit Reset Will provide more inf will provide more inf eports Paymente, Transfers & Deposite A ments - Reports - Bill Payment	formation than sum		Hele @	
Home - Bill Paym Summar Pay a Bil Modify Approve Release	Detail RBC Express Balances, Statements & R Bill Pay Bill Pay Printer F	Submit Reset Will provide more inf will provide more inf eports Payments, Transfers & Deposits A ments - Reports - Bill Payment rendy Version Back	formation than sum		Hule @	
Home Bill Payn Suminar Pay a Bi Hodily Approve Release Recall Import	Detail RBC Express Balances, Statements & R Bill Pay Printer F ttll Paymont A	Submit Reset Will provide more inf will provide more inf eports Paymente, Transfers & Deposite A ments - Reports - Bill Payment	formation than sum		9 JUNE	
• Bill Payn Summar Pay a Bi Modify Approve Release Recall	Detail RBC Express Balances, Statements & R Bill Pay Pointer F Bill Payment A g Hill	Submit Reset Will provide more inf will provide more inf eports Paymente, Transfers & Deposits A ments - Reports - Bill Payment feeddy Version Back cskey Report - Kommany	formation than sum		6	
Home - Bill Paym Summar Pay a Bil Modify Approve Recall Import Becarrin Paymen - Create - Modify - Approve -	Detail RBC Express Balances, Statements & R Bill Pay B	eports Paymente, Transfers & Deposits A ments - Reports - Bill Payment feeddy Verston Back	formation than sum	mary	6	
Home • Bill Phym Summar Pay a Bil Modify Approve Reicose Recall Import Beyren - Create - Cre	Detail The second seco	eports Paymente, Transfers & Deposits A ments - Reports - Bill Payment feeddy Verston Back	formation than sum	mary	6	
Home Util Paym Summar Pay a Bi Hoolity Approve Relcase Recall Import Beyurici Beyurici Approve Composition Approve Relcase Recall Import Beyurici Approve Approve Summar	Detail RBC Express Bill Pay	Submit Reset Will provide more inf will provide more inf will provide more inf will provide more inf block Payments, Transfers & Deposite A ments - Reports - Bill Payment from Jan 27, 2019 To May 27, 2019 The Account Summary	formation than sum dministration Activity Status All Payment Dabit	Imary	G AG BA AM ET	
Home Util Paym Summar Pay a Bi Hoolity Approve Relcase Recall Import Baymen Saynen Crass • Molity • Approve • Using Reports • Molity • Approve • Listing • Reports • Sill •	Detail RBC Express Balances, Statements & R Bill Pay Ponter F Bill Pay Ponter F Bill Pay Ponter Cred Payment Payment Payment Coprose Cred Payment Payment Coprose Cred Payment Coprose Cred Payment Payment Coprose Cred Payment Pa	Submit Reset Will provide more inf will provide more inf Paymente, Transfers & Deposits ments - Reports - Bill Payment rendity Version Bock celetry Report - Summary (ron Jan 27, 2013 to May 27, 2019 All paid ter Account(s)(All	formation than sum	antern Date: May 27, 2019 69	6	
Home Ull Phym Summar Pay a Bi Modify Approve Reicose Recall Import Baymen - Create - Create - Modify - Create - Source - Create - Modify - Create - Create - Modify - Create -	Detail RBC Express Balances, Statements & R Bill Pay Ponter F Bill Pay Ponter F Bill Pay Ponter Cred Payment Payment Payment Coprose Cred Payment Payment Coprose Cred Payment Coprose Cred Payment Payment Coprose Cred Payment Pa	eports Payments, Transfers & Deposits A ments - Reports - Bill Payment frendly Verston Back etkely Report - Summary from Jan 27, 2019 To May 22, 2019 All Corporate Creditor Account Number	formation than sum	anten Date May 27, 2019 (9 Satien Dates May 27, 2019 (19	G AG DA AM ET Details	
Home • Bill Paym Summar Pay a Bil Hoolify Approve Recam Recall Import Beyrrin Paymor Create • Modify • Approv • Listing Hepports • Sill Paym • Create • Modify • Approve • Listing • Create • Sill • Create • Modify • Create • Create	Detail RBC Express Bill Pay Bill Pay Pointer F	eports Paymente, Transfers & Deposits A ments - Reports - Bill Payment ments - Reports - Bill Payment menty Version Back existry Report - Summary from Jan 27, 2019 To May 27, 2019 All Corporate Creditor-Account Number VISA ROYAL BACK 4	formation than sum	anter Date May 27. 2019 09 Setter Date May 27. 2019 09 Setter Viter	G AC BA MAI ET Details	
Home • Bill Paym Summar Pay a Bil Hodiffy Approve Release Recall Import Beyrine - Create - Modify - Approv - Create - Modify - Create -	Detail RBC Express Bill Pay Bill Pay Pointer F		formation than sum	anter Date May 27. 2019 09 Setter Date May 27. 2019 09 Setter Viter	G See 04 AM ET Details cDatails cDatails	
Home • Bill Paym Summar Pay a Bil Hodiffy Approve Release Recall Import Beyrine - Create - Modify - Approv - Create - Modify - Create -	Detail RBC Express RBC Express Bill Pay Hill Payment Payment Date I Status Payment Payment Detail REII Payment A Payment Detail Payment Detail REII Payment A Payment Detail Payment Detail Payment Detail Payment Detail Payment Payment Payment Payment Payment Payment Payment Payment Payment	Submit Reset Submit Reset Will provide more inf will provide more inf Payments, Transfers & Deposits Payments - Reports - Bill Payment fendly Version Back Carporate Chefford Account Number VISA ROYAL BANK-1 Number VISA ROYAL BANK-1 Number VISA ROYAL BANK-1 Number	formation than sum	antero Date May 27, 2019 (9 Sation Date May 27, 2019 (9 Dates d Visa Dates d Visa	G See 04 AM ET Details cDatails cDatails	
Home • Bill Paym Summar Pay a Bil Hodiffy Approve Release Recall Import Beyrine - Create - Modify - Approv - Create - Modify - Create -	Detail RBC Express Bill Pay Ponter F Bill Pay		formation than sum	antero Date May 27, 2019 (9 Sation Date May 27, 2019 (9 Dates d Visa Dates d Visa	Octorils Costals Costals Costals Costals Costals Costals Costals	



✓ Bill Payments Summary	Bill Payments - Re	eports - Bill Payment /	Activity	
Pay a Bill Modify	Printer Friendly Version	Back		
Approve Release	Bill Payment Activity Report - Deta	ls		
Recall	-			
Import			Report Creation Date: May 27, 209:46:19 AM E	T
Recurring Bill Payments , Create , Modify , Approve , Listing	Payment Date: From Jan 27, 2019 Amount: All Debit Account(s) All Corporate Creditor Account(s) All	To May 27, 2019	Status: All	
Reports Bill Payment Activity Pending Approval Recurring Bill	Payment Date: Debit Account:	Feb 08, 00003- CDN General	Amount: 100.00	
Payments • Corporate Creditors List	Corporate Creditor:	VISA ROYAL BANK	Creditor Account:	
• Approval Rules • Import Status Set up Corporate Creditors	Creditor Nickname: Created By: Last Modified By:	Johnson's Visa I at 02:24	Invoice Number: PM ET	-
	Approved By: Released By: Recalled by:			
	Status:	Completed		
	Confirmation Number:	1234	Recall Confirmation Number:	
	St	op Payme	nts	

- The Stop must be submitted before the cheque or payment has been processed by the recipient
- We recommend you notify the recipient that a Stop Payment has been requested ٠

To submit a stop payment start by using the *Payments Transfers & Deposits* tab on the blue banner at the top of your screen. If you have access to Stop Payments it will be visible on this menu



	RBC Express				
	Home Balances, Statements	& Reports Payments, Transfers & D	eposits Administration		
	File Transfers Upload Approve Activity Report Account Transfers	Bill Payments	Stop Payments Stop a Cheque Stop Multiple Cheques Stop A Pre-Authorized Payment Import a File More	RBC Payee Match RBC Payee Match	
	Create Approve Activity Reports Activity Reports More Interac e-Transfer® Manage Autodeposit Registration New!	Wire Payments	ACH Direct Payments & Deposits • <u>Create Payment Files</u> • <u>Approve</u> • <u>Release</u> • <u>Service Reports/Data Files</u> • <u>More</u>		
	Stop a Cheque Stop Multiple Cheques Stop a Pre-Authorized Payment Cheque In	ayments - Stop a Cheque formation s ** are Required Fields bate: (yry) fo: mber:	S Administration Select an Account	T	
failure if any o	f these fields have a	n error entered (e.g. th	be completely accurate. le serial number you ent		
When stopping authorized pay	ment is subject to f	ayment, all fields must	be entered and be com elds have an error enter account)		
Confirming a stop	payment				

Contact RBC Business Banking: <u>1-800 -769 -2520</u>

For security reasons, caller authentication is required. The Business Banking team is only able to share information with the signing officers of the account(s). If a signing officer is not available to make this call you may also contact your RBC representative for alternative measures.



RBC Royal Bank

