



Working Capital Solut

## How to View Payments

1. On the top banner, click the **Payments** tab.

- 2. Scroll down to the payment you wish to review. You will be able to view a payment's current status, transaction ID, payment date, type of transaction and amount.
- 3. To view more details about a particular payment, click the Transaction ID to the right of the payment's status.

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Capital RBC Markets **RBC** Clear Acc 1 Payments Reports Administration Relationship Management Payments and Transfers Hub **Create Transfer** Create Payment Payments Summary O Pending Your Approval \$10,000,000.00 USD Left in Your Approval Limit 6 Pending Approval in Total Daily Approval Limit is \$10,000,000.00 USD **Review Payments and Transfers** Payments and transfers pending your approval will show here. There are no payments or transfers to show at the moment. All Initiated Payments and Transfers Cutoff Times L Export Search Search by Keyword. 7 Days  $\checkmark$ 2 Beneficiary/To Status Transaction ID Payment Date From Account Account Transaction Type Amount val 3 OLB20230928EEBE1 Sep 29, 2023 100000018842 test payment 28 sep Wire \$187.00 USD

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**4.** On the "Payment Details" page, scroll down and click on the **arrow** on the right of the page to view the payment and additional tracking details.

- You may utilize the shortcut menu on the left side of page, to quickly navigate between payments and transfers by clicking on the one you wish to view.
- **6.** In this example the tracking information shows the payment was created, approved and rejected by the bank.
- At the top left corner of the page, click Payments and Transfers Hub to exit the Payment Details view.



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