Hướng dẫn
Other Functions

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VIB
Ngân hàng Quốc Tế
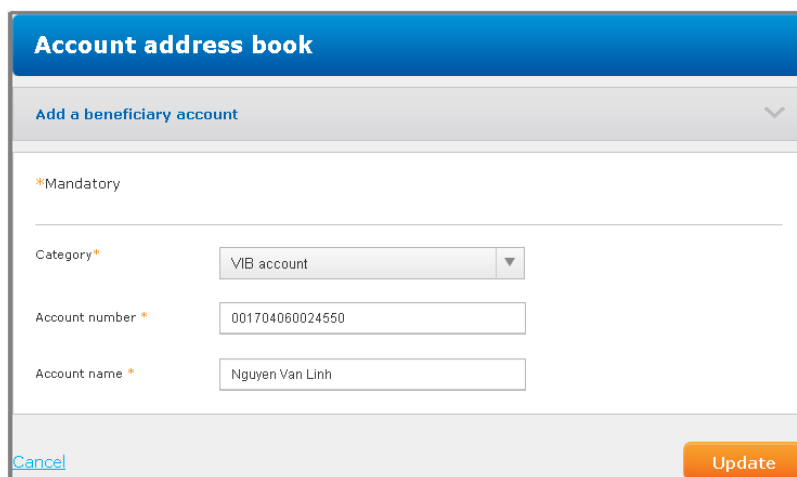
TABLE OF CONTENT

OTHER FUNCTIONS

1. **Account address book**

This function help user with convenience for future transactions, customer can add accounts as following steps:

1.1 Adding single account
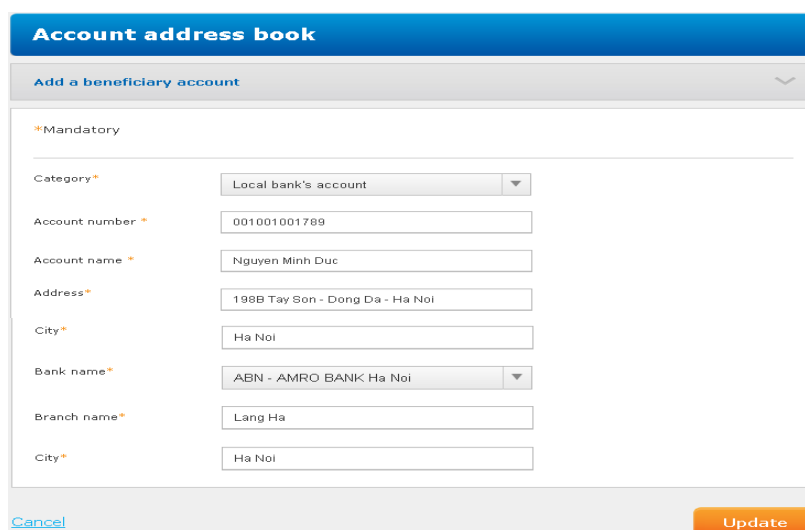
1.1.1 Adding single VIB account:

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **VIB account**, insert **Account Number** and **Account Name**

Step 3: Choose **"Update"** to complete

1.1.2 Adding single domestic accounts:

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Local bank's account**, insert **Account Number**, **Account Name, Address, City, Bank name, Branch Name** and **City of the Branch.**

Step 3: Choose **"Update"** to complete

1.1.3 Adding international accounts:

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **International bank's account**, insert **Account Number**, **Account Name, Address, City, Country, SWIFT code** (optional) and **Bank name, Address and Country of beneficiary.**

Step 3: Choose **"Update"** to complete

1.1.4. Adding EVN electricity bill payment

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **EVN Electricity**, insert **Cutomer ID** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.5. Adding Mobile Viettel Subscriber Service:

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Mobile Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.6. Adding Homephone viettel Subscriber Service

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **Homephone Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.7. Adding PSTN viettel Subscriber Service

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **PSTN Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.1.8. Adding ADSL viettel Subscriber Service

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Step 2: Choose **Category** as **ADSL Viettel**, insert **Subscriber Number** and **Customer Name**

Step 3: Choose **"Update"** to complete

1.2 Adding beneficiary accounts in bulk

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Account Address Book > Add beneficiary Accounts in Bulk**

Step 2: Click **HERE** to download templates of internal accounts address book/ EVN/ Viettel customer number address book; domestic / international accounts (in bulk) address book. Users insert necessary information as instruction in file and save.

Template of adding internal accounts and EVN/Viettel customer numbers in bulk:

Template of adding domestic accounts in bulk:

Template of adding international accounts in bulk:

Step 3: Choose **Category** (i.e: VIB's accounts, Domestic accounts, International accounts, EVN electricity/Mobile Viettel/ Homephone Viettel / PSTN Viettel / ADSL Viettel)

Step 4: Choose **"Browse"** to upload the file saved in Step 2, then choose **"Update"** to complete.

Note:

All files in excel 2003 (xls) are valid.

1.3 Account list

Step 1: After successfully log on, select Menu: **Setting > Account Address Book > Add a beneficiary Account**

Choose **"View"** to view accounts in details and choose **"Edit"** to amend information.

To Search by following steps **Setting > Account Address Book > Search** to look for any account already added.

2. Report setting

This function helps customer to set up a report template as his/her customization based on 14 available types of information which can be arranged as requests.

2.1 Report Setting:

Step 1: After successfully log on, select Menu: **Setting > Reporting > Reporting Customization**
Step 2: At Reporting Customization**,** select an appropriate current account number, then tick to choose from the list of information such as:
Transaction Sequence, Description, Transaction Date, Credit Amount, Debit Amount, Currency, Transaction type, Balance, Transfer Type, Account Number, Reciprocal Account, Reciprocal Bank, Transaction time, Channel Type and choose the sequence from 1-14, then **"Update".**

2.2 View Reporting

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Reporting > View Reporting**

Step 2: Choose **Current Account** (already report setting), choose **time frame**, export **data** (in format of PDF and excel).

The report shown as:

Note:

- Time frame is not more than 90 days per an exporting
- "To date" must be up to today.

3. Quick links

This is to help user to approach a targeted function quickly.

Step 1: At My Home screen, after logging in successfully, select Menu: **Setting > Quick links**

Step 2: Tick ☑ on **Function List** to set Quick Link, click [>>>] , then click **"Update".** In order to remove the function from **Quick Link,** tick ☑ on target functions, click [<<<] , then **"Update"**

Setup Quick Links

List of Functions

- [ ] Account information
- [ ] Account statement
- [ ] Transaction history
- [ ] Loan information
- [ ] Loan statement
- [ ] Single transfer
- [ ] Loan repayment schedule
- [ ] Letters of credit
- [ ] Bills
- [ ] Shipping guarantees
- [ ] Bank guarantees
- [ ] My Home
- [ ] Term deposits
- [ ] Single transactions
- [ ] Bulk transactions
- [ ] Scheduled transactions
- [ ] Bill payment
- [ ] View past bill payment
- [ ] Bulk transfer/ Payroll
- [ ] Account address book
- [ ] Reporting customization
- [ ] View reporting
- [ ] My activity history
- [ ] Change password

>>>
<<<

Quick Links

Cancel   Update

After all, all selected functions will be displayed at **Quick Link.**

4. My activity History

This function is to help user in viewing all activities related to User Administration

 Step 1: At My Home, after logging in successfully, select Menu: **Personalize > My Activity History**

Step 2: Choose time frame from **"From date"… "To date"**, then click **Search** to complete

Note:
- "To date" must be up to today.
- Time frame "From date" … "To date" no more than 60 days/ view