Metrobank
Business Online Solutions

OWN ACCOUNT FUND TRANSFER
Quick Reference Guide

Dedicated After Sales Support
For Corporate Clients

From 8:30 AM to 5:30 PM Mondays to Fridays, except during holidays

Customer Care Hotlines
- **Landline: (02) 88-988-000** For Corporate Internet Banking concerns press 2, then press 1, then press 2
- **Domestic Toll Free: 1-800-10-8579727**
- **Globe: (0917) 523-3364**
- **Smart: (0949) 994-2417**

Customer Care Email Address
- **transactionbankingservices@metrobank.com.ph**

🏠 Log in to MBOS – Maker
- Open any internet browser
- https:\\mbos.metrobank.com.ph
- Input the Corporate Code, Maker User ID and Password
- Click Sign In
- Input the Security Code as OTP (METROBANK AUTHENTICATOR App) → Click Validate
  Note: OTP will be required once MFA is enabled

✏️ Option 1: Create Own Account Funds Transfer – Manual Data Entry (Single) - Maker
- Log in as Maker
- Go to Main Menu → Basic Banking → Own Account Funds Transfer → Create Own Account Funds Transfer →Single tab
- Input Amount to transfer
- Select source account from the Transfer From drop-down field
- Select destination account from the Transfer To drop-down field
- Input Remarks on the transaction (optional)
- Select the Transfer schedule – Choose Immediate, Future Dated or Recurring
- Click Next Step button
- Click Submit button

✏️ Option 2: Create Own Account Funds Transfer – Manual Data Entry (Multiple) - Maker
- Log in as Maker
- Go to Main Menu → Basic Banking → Own Accounts Fund Transfer → Create Own Account Funds Transfer →Multiple tab
- Input Amount to transfer
- Select source account from the Transfer From drop-down field
- Select destination account from the Transfer To drop-down field
- Click Save (if you will be using the same source or destination account) or Save and Clear (if you will be using a different source and destination account) button. Repeat until all destination account has been selected.
- Input Remarks on the transaction (optional)
- Select the Transfer schedule – Choose Immediate, Future Dated or Recurring
- Click Next Step button
- Click Submit button

🏠 Log in to MBOS – Authorizer
- Open any internet browser
- https:\\mbos.metrobank.com.ph
- Input the Corporate Code, Authorizer User ID and Password
- Click Sign In
- Input the Security Code as OTP (METROBANK AUTHENTICATOR App) → Click Validate
  Note: OTP will be required once MFA is enabled

✏️ Authorize Own Account Funds Transfer
- Log in as Authorizer
- Option 1: On the Dashboard, pending for approval will appear on the Task List → Click Own Account Funds Transfer
- Option 2: Go to Main Menu → Basic Banking → Own Accounts Fund Transfer → Authorize Own Account Funds Transfer
- Tick the corresponding checkbox of transaction for authorization
  Note: The Authorizer has an option to view the detailed own account funds transfer by clicking the transaction reference number
- Input Remarks on the transaction
- Click the Authorize button
- Click Submit button

✏️ Reject Own Account Funds Transfer
- Log in as Authorizer
- Option 1: On the Dashboard, pending for approval will appear on the Task List → Click Own Account Funds Transfer
- Option 2: Go to Main Menu → Basic Banking → Own Accounts Fund Transfer → Authorize Own Account Funds Transfer
- Tick the corresponding checkbox of transaction for rejection
  Note: The Authorizer has an option to view the detailed own account funds transfer by clicking the transaction reference number
- Input Remarks on the transaction
- Click the Reject button
- Click Submit button

✏️ Return to Maker Own Account Funds Transfer
- Log in as Authorizer
- Option 1: On the Dashboard, pending for approval will appear on the Task List → Click Own Account Funds Transfer
- Option 2: Go to Main Menu → Basic Banking → Own Account Funds Transfer → Authorize Own Account Funds Transfer
- Tick the corresponding checkbox of transaction for return to maker
  Note: The Authorizer has an option to view the detailed own account funds transfer by clicking the transaction reference number
- Input Remarks on the transaction
- Click the Return to Maker button
- Click Submit button

🔍 Inquiry
- Log in as Maker or Authorizer
- Go to Main Menu → Basic Banking → Own Account Funds Transfer → Inquiry
- Collapse the Search Options icon and input any field as search criteria
- Click Search button
  Note: Search can be viewed in different display options (Detail, Header, File and Status)
- Click Save as button and choose a file format (pdf, xls, csv and html)

🔍 Reports
- Log in as Maker or Authorizer
- Go to Main Menu → Basic Banking → Own Account Funds Transfer → Reports
- Choose a Report Type from the dropdown list
- Collapse the Search Options icon and input any field as search criteria
- Click Search button
  Note: Once the transactions are displayed, you may click on the reference number to see the transaction details.
- Click Save as button and choose a file format (pdf, xls, csv and html)
  Note: Almost same with Inquiry; detailed & customizable transaction report.

⚙️ Settings
- Log in as Maker or Authorizer
- Go to Main Menu → Basic Banking → Own Account Funds Transfer → Settings
- Set the Display Option under General Tab
- Set the Alerts/Reminders for email notifications
- Click Update button

📈 Transaction Status
- For Authorization
  (Maker successfully processed the own account fund transfer the transaction)
- Partially Authorized
  (Applicable only if there is more than one authorizer to complete the transaction)
- Completely Processed
  (Successfully Credited)
- Rejected
  (Transaction rejected by the Authorizer)
- Expired
  (Transaction that has not been authorized before the scheduled transfer. For Recurring, the first scheduled transfer)