PROCEDURE

HOW TO PLACE A CASH ORDER

QUINTET
PRIVATE BANK

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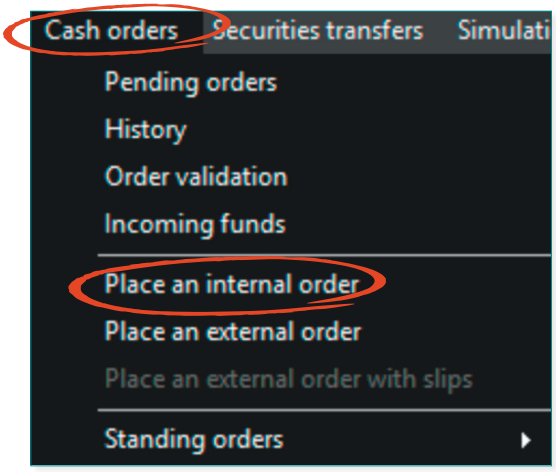
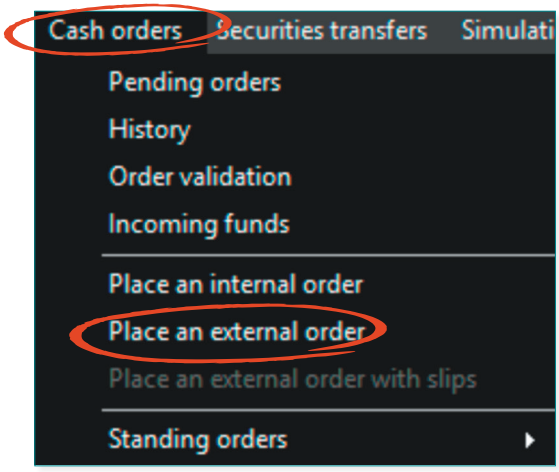
How to place a Cash Order in G2 Pro

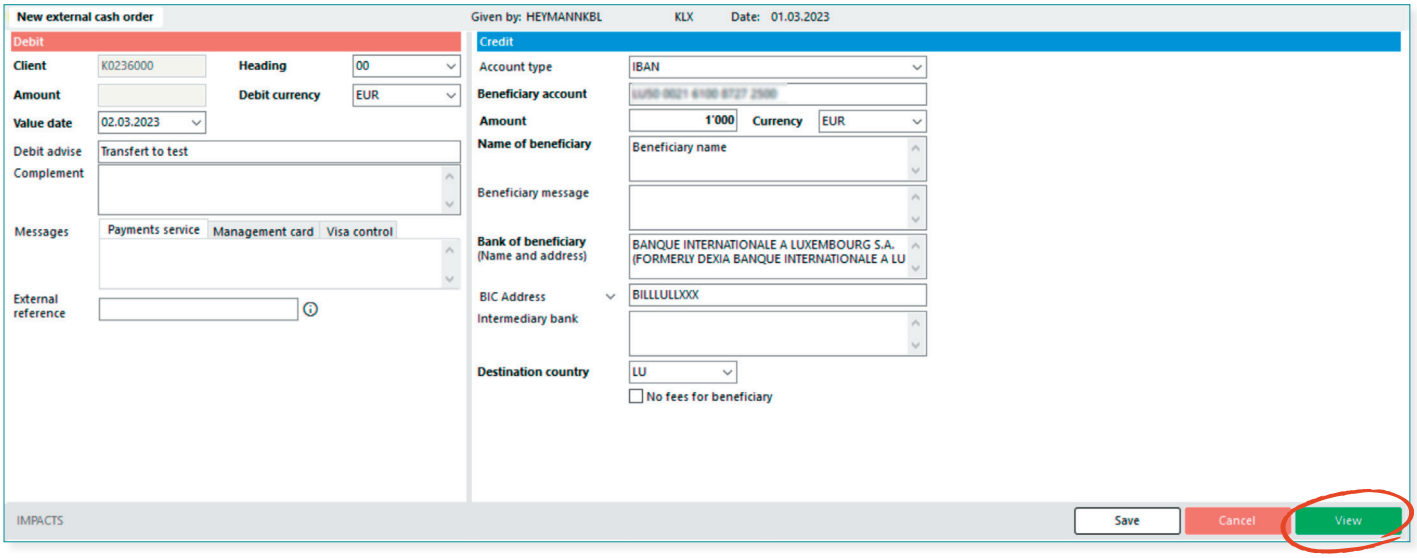
Go to the menu "Cash Order" and select "Place an internal order" or "Place an external order":

Note: "internal order" is to be used to transfer cash to another Quintet account, "external order" is are used to transfer cash outside of Quintet.

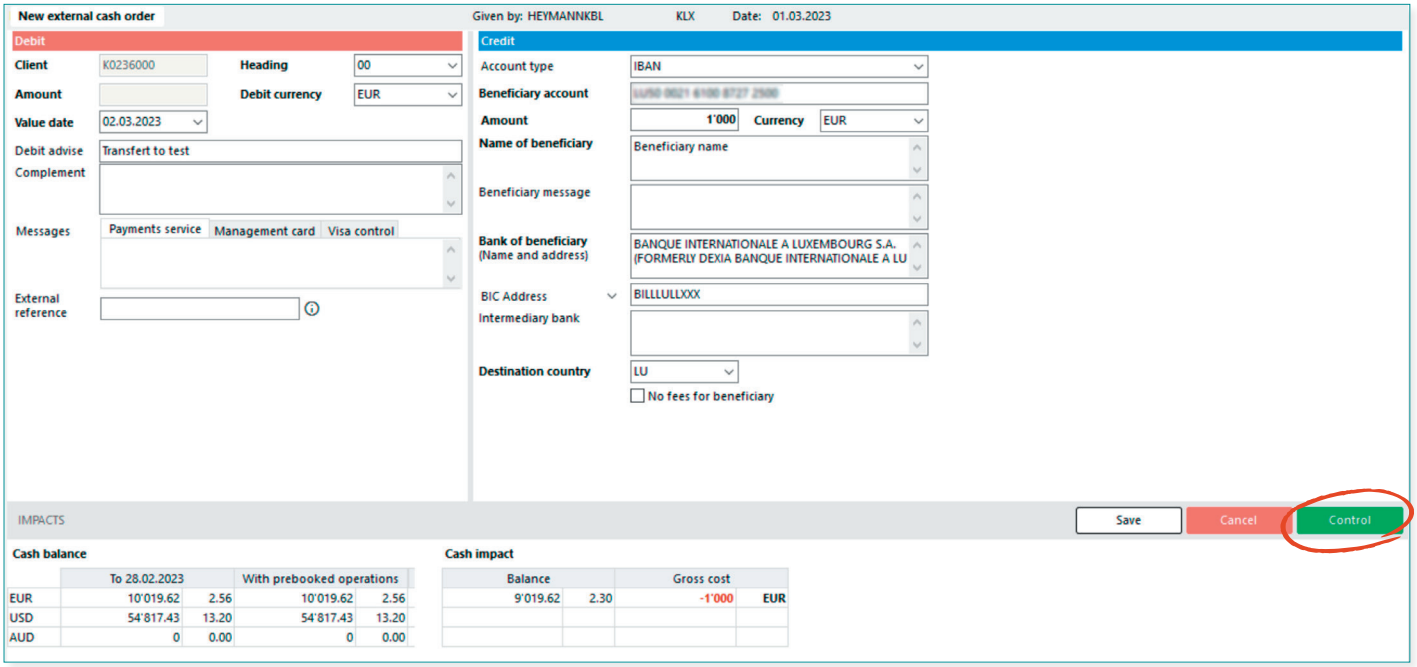




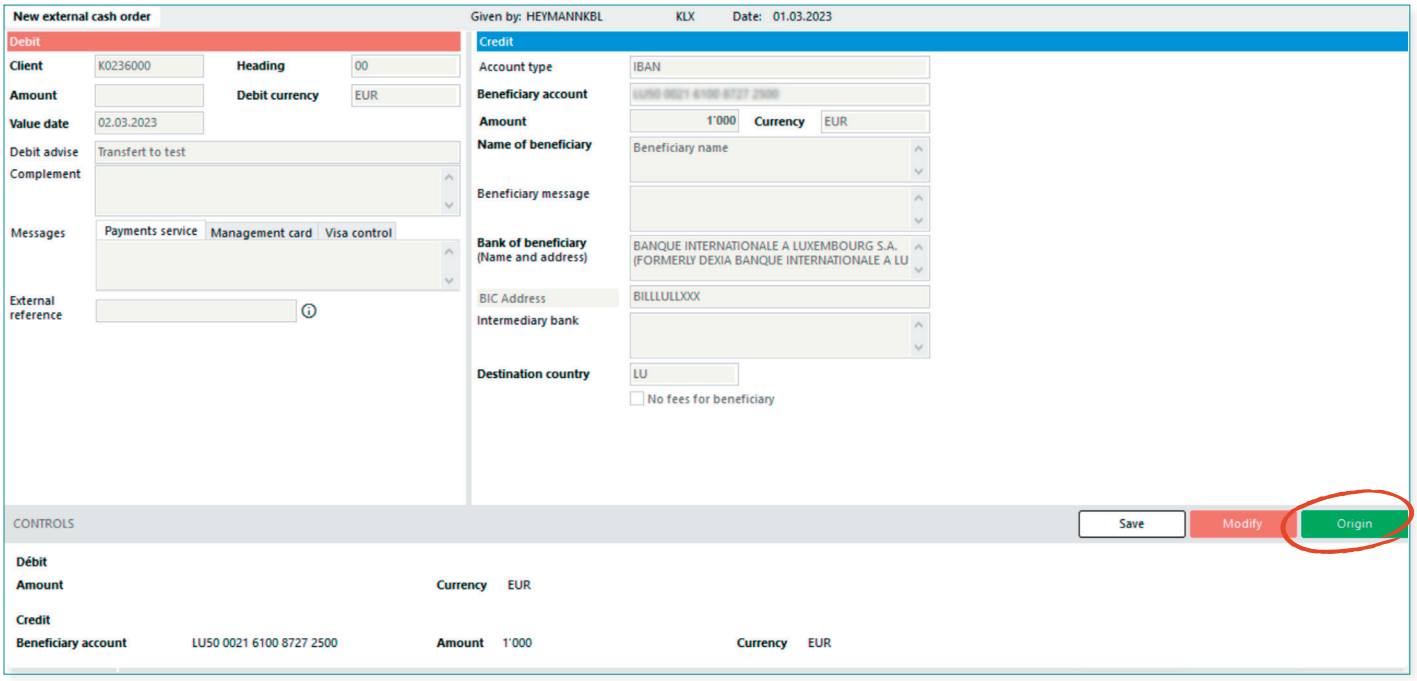
Fill the field of the form, fields in bold are mandatory (but, of course, if you have filled the amount in the Credit part, it is not required to fill it in the debit part), and click on "View" to go to the next step:



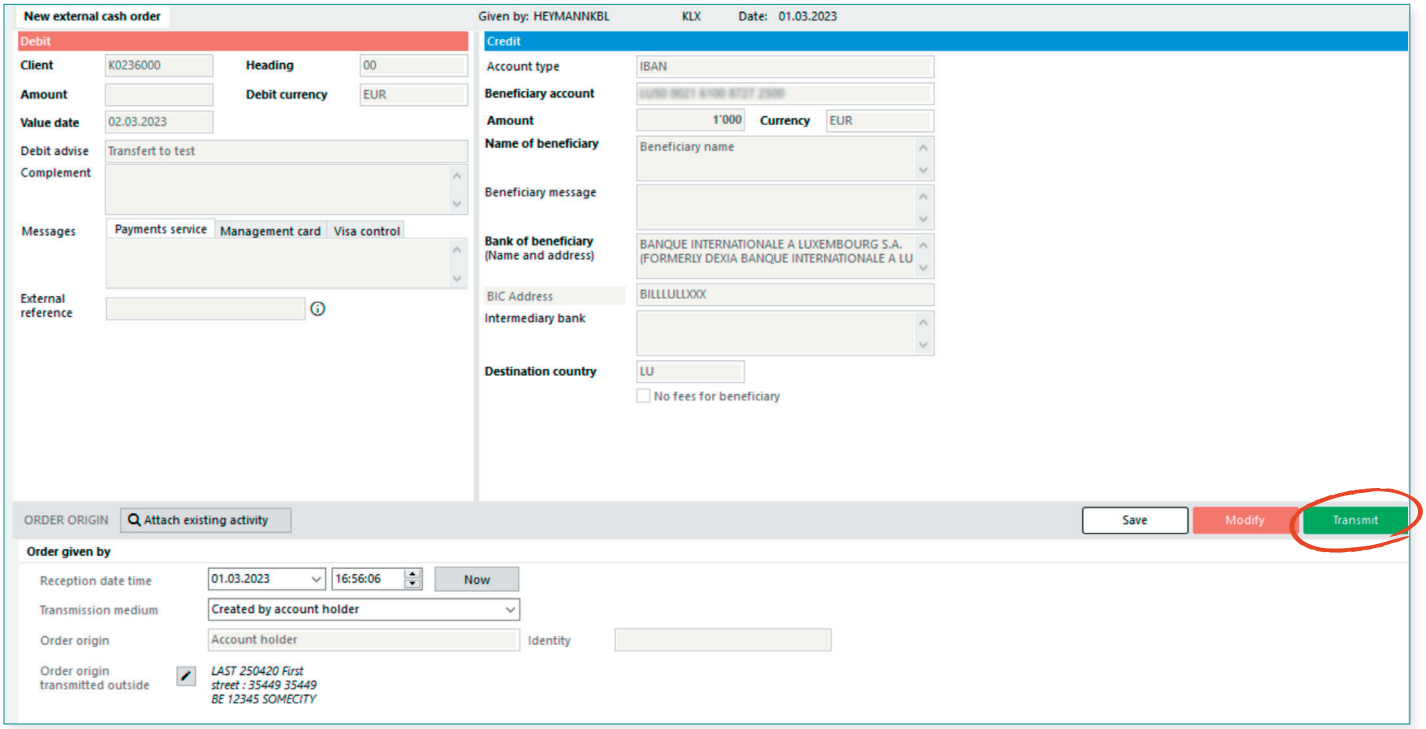
The order's impact is displayed. Click on "Control" to go to the next step:



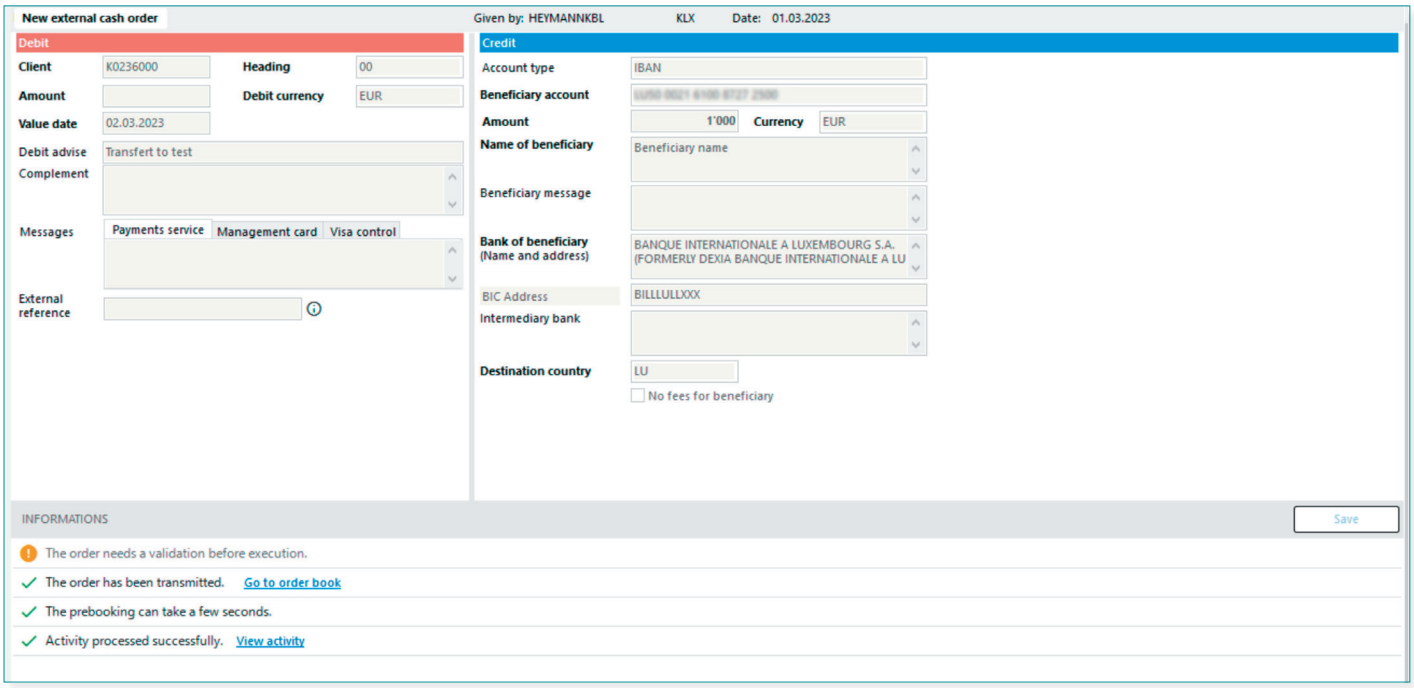
If everything is ok, click on "Origin" to go to the next step:



Select the transmission medium, and click on "Transmit" to finalize the order:

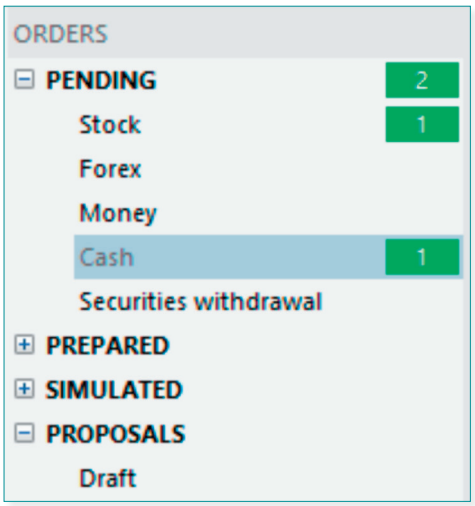


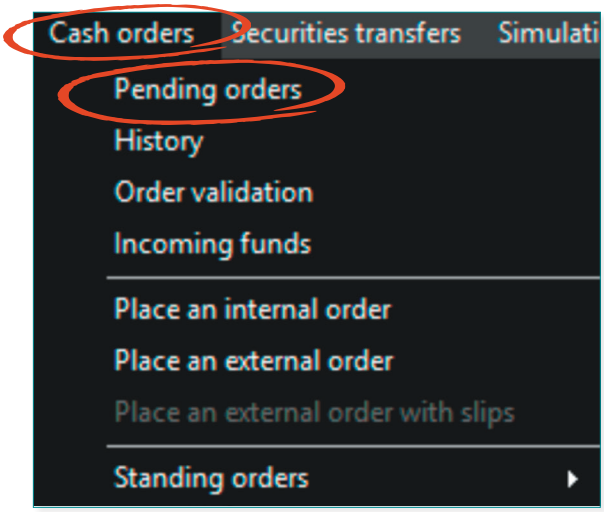
Your order is now finished and ready for validation:



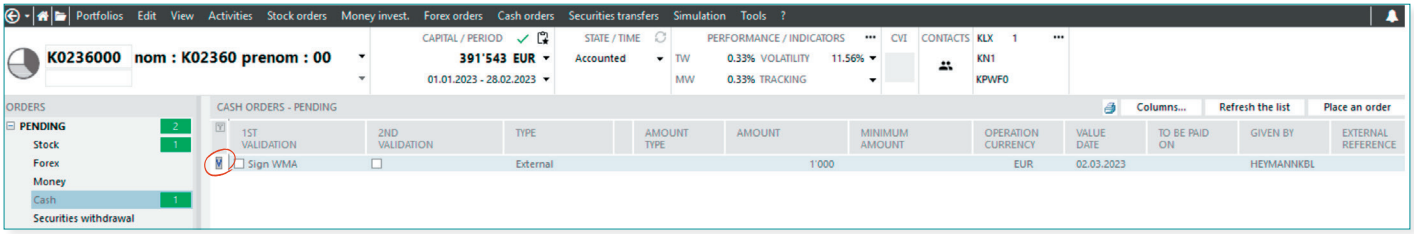
How to check the pending orders in G2 Pro

You can check pending orders in the left vertical menu, or via the top menu "Cash Orders > "Pending orders":



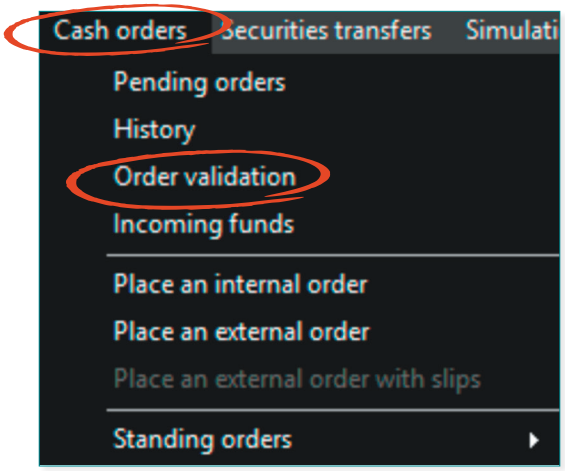


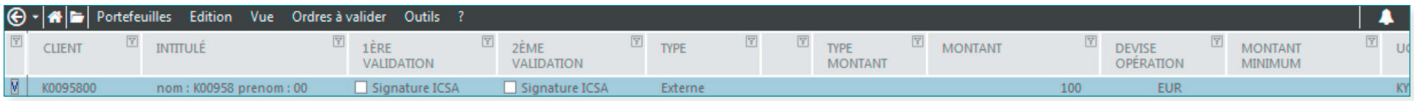
The order status is displayed by an indicator on the order line:

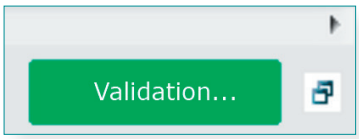


How to validate a cash order in G2 Pro

You can check pending orders in the left vertical menu,
or via the top menu “Cash Orders > “Pending orders”:







Select the requested line
and click on “Validation”

On the new window,
confirm the validation of the order

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