

Corporate File Upload User Manual  
Oracle Banking Digital Experience  
Release 20.1.0.0.0

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**ORACLE®**

Corporate File Upload User Manual  
May 2020

Oracle Financial Services Software Limited  
Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax:+91 22 6718 3001

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 20.1.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Transaction Host Integration Matrix

### Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle Banking Payments 14.4.0.0.0	Oracle Banking Virtual Account Management 14.4.0.0.0	Oracle Banking Supply Chain Finance 14.4.0.0.0
	<b>Transfer/Payment - Transaction Types</b>				
	Internal Account Funds Transfer	✓	✓	✗	✗
	India Domestic Funds Transfer - NEFT	✓	✗	✗	✗
	India Domestic Funds Transfer - RTGS	✓	✗	✗	✗
	India Domestic Funds Transfer - IMPS	✗	✗	✗	✗
	Domestic Funds Transfer - RTGS Using SWIFT	✗	✓	✗	✗
	SEPA Transfer (Credit Transfer, Card Transfer)	✗	✗	✗	✗
	UK Payment (Urgent, Non-Urgent, Faster)	✗	✗	✗	✗
	International Funds Transfer	✗	✓	✗	✗
	Mixed Transfer (Internal and India Domestic <NEFT and RTGS>)	✓ (Record level only)	✗	✗	✗
	Mixed Transfer (Internal and Domestic <UK/SEPA>)	✗	✗	✗	✗
	Mixed Transfer (Internal and International)	✗	✓ (Record level only)	✗	✗

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle Banking Payments 14.4.0.0.0	Oracle Banking Virtual Account Management 14.4.0.0.0	Oracle Banking Supply Chain Finance 14.4.0.0.0
	Mixed Transfer (Domestic <India/UK/SEPA> and International)	x	x	x	x
	Mixed Transfer (Internal, Domestic <India/UK/SEPA> and International)	x	x	x	x
<b>2</b>	<b>Payee Maintenance - Transaction Types</b>				
	Internal Account Payee*	✓	✓	x	x
	India Domestic Payee (NEFT/RTGS) *	✓	x	x	x
	SEPA Transfer Payee (Credit and Card Transfer)	x	x	x	x
	UK Payment Payee (Faster, Urgent and Non-Urgent)	x	x	x	x
	International Payee*	x	✓	x	x
	Mixed Payee (Internal and India Domestic <NEFT/RTGS>) *	✓	x	x	x
	Mixed Payee (Internal and Domestic <UK/SEPA>)	x	x	x	x
	Mixed Payee (Internal and International) *	x	✓	x	x
	Mixed Payee (Domestic <India/UK/SEPA> and International) *	x	x	x	x
	Mixed Payee (Internal, Domestic <India/UK/SEPA> and International) *	x	x	x	x

Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle Banking Payments 14.4.0.0.0	Oracle Banking Virtual Account Management 14.4.0.0.0	Oracle Banking Supply Chain Finance 14.4.0.0.0
	Domestic Demand Draft Payee*	✓	✓	×	×
	International Demand Draft Payee*	×	✓	×	×
	<b>Virtual Accounts Maintenance</b>				
	Virtual Accounts Creation	×	×	✓	×
	Virtual Accounts Structure Creation	×	×	✓	×
	Virtual Account Closure	×	×	✓	×
	Remitter List Creation	×	×	✓	×
	<b>Accounting Types</b> Single Debit Single Credit (SDSC) - File Level & Record Level Approval Single Debit Multiple Credit (SDMC) - File Level Approval Only Multiple Debit Multiple Credit (MDMC) - Record Level Approval Only Formats: Delimited (CSV, XLS, XLSX) / Fixed Length				
	SDSC- Internal Account Funds Transfer	✓	✓	×	×
	SDSC - India Domestic Funds Transfer - NEFT	✓	×	×	×
	SDSC - India Domestic Funds Transfer - RTGS	✓	×	×	×
	SDSC - India Domestic Funds Transfer - IMPS	×	×	×	×
	SDSC - Domestic Funds Transfer – RTGS using SWIFT	×	✓	×	×

<b>Sr No.</b>	<b>Transaction Name / Function Name</b>	<b>Oracle FLEXCUBE Core Banking 11.8.0.0.0</b>	<b>Oracle Banking Payments 14.4.0.0.0</b>	<b>Oracle Banking Virtual Account Management 14.4.0.0.0</b>	<b>Oracle Banking Supply Chain Finance 14.4.0.0.0</b>
	SDSC - SEPA Transfer (Credit and Card Transfer)	x	x	x	x
	SDSC - UK Payments (Faster, Urgent and Non-Urgent)	x	x	x	x
	SDSC - International Fund Transfer	x	✓	x	x
	SDSC – Mixed File (Internal, Domestic <India/UK/SEPA> and International)	✓ Internal and India Domestic Transfer (NEFT, RTGS)	✓ Internal and International Fund Transfer	x	x
	SDMC - Internal Account Funds Transfer	✓	✓	x	x
	SDMC - India Domestic Funds Transfer - NEFT	✓	x	x	x
	SDMC - India Domestic Funds Transfer - RTGS	✓	x	x	x
	SDMC - India Domestic Funds Transfer - IMPS	x	x	x	x
	SDMC - Domestic Funds Transfer – RTGS using SWIFT	x	✓	x	x
	SDMC - SEPA Transfer (Credit and Card Transfer)	x	x	x	x
	SDMC - UK Payments (Faster, Urgent and Non-Urgent)	x	x	x	x
	SDMC - International Fund Transfer	x	✓	x	x
	MDMC - Internal Account Funds Transfer	✓	✓	x	x



Sr No.	Transaction Name / Function Name	Oracle FLEXCUBE Core Banking 11.8.0.0.0	Oracle Banking Payments 14.4.0.0.0	Oracle Banking Virtual Account Management 14.4.0.0.0	Oracle Banking Supply Chain Finance 14.4.0.0.0
	MDMC - India Domestic Funds Transfer - NEFT	✓	×	×	×
	MDMC - India Domestic Funds Transfer - RTGS	✓	×	×	×
	MDMC - India Domestic Funds Transfer - IMPS	×	×	×	×
	MDMC - SEPA Transfer (Credit and Card Transfer)	×	×	×	×
	MDMC - UK Payments (Faster, Urgent and Non-Urgent)	×	×	×	×
	MDMC - International Fund Transfer	×	✓	×	×
	MDMC – Mixed File (Internal, Domestic <India/UK/SEPA> and International)	✓ Internal and India Domestic Transfer (NEFT, RTGS)	✓ Internal and International Fund Transfer	×	×
	<b>Uploaded Files Inquiry</b>	✓	✓	×	×
	<b>File Approval by the approver</b>	NH	NH	NH	NH
	<b>Server to Server Functionality</b>	NH	NH	NH	NH
	<b>Invoice Creation</b>	×	×	×	✓
	<b>LC Template Creation</b>	NH	NH	NH	NH
	<b>Beneficiary Creation</b>	NH	NH	NH	NH

\* There is an integration required with the host system to validate some information captured as part of payee details whereas there is no storage of payees in the host.

*\* When the Payment Processor is Oracle Banking Payments, File Level Approvals for International Transfers as well as for RTGS Transfers will result in multiple accounting entries on the Debit Account.*

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## 3. File Upload

Corporates often look forward for an option to make multiple transactions and multiple maintenances quickly and conveniently through a single file upload typically for processing the salary of the corporate staff, for making the vendor payments or even for managing their Virtual Accounts or creating invoices on buyers through uploading a file.

File Upload module of Oracle Banking Digital Experience provides with an ability to the corporate customers to manage file uploads. Various financial and non-financial type of files can be upload by the corporate using pre-defined templates resulting in saving the transaction processing time than entering single record for each transaction.

Salary payments, fund transfers, vendor payments are a few examples of financial transactions that can be supported through file upload. A non-financial file upload facilitates upload of multiple payee creation records, Virtual Account creation, Virtual Account structure creation, Virtual Account closure and remitter list creation, at a single instance.

The File Upload functionality enables users to process:

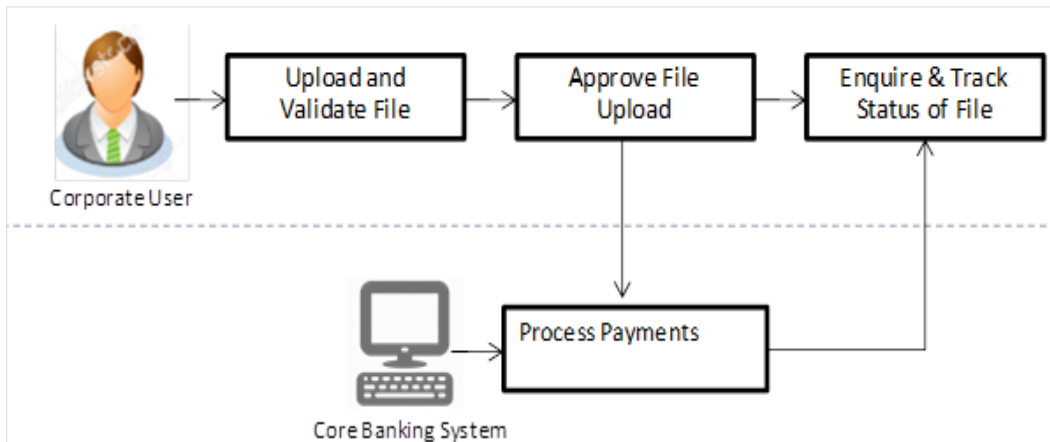
- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments (a file can contain Internal Payment, Domestic Payment and even International payment records)
- Create Payees / Beneficiaries
- Virtual Accounts Creation (With and without Real Accounts Linkage)
- Virtual Account Structure Creation
- Virtual Account Closure
- Remitter list Creation
- Invoices creation on buyers

Oracle Banking Digital Experience File Upload module enables banks to upload files according to agreed operational and business rules. Also allows the users view the status of the files and records uploaded using OBDX Platform. Further User can view and download the files which went to the error status and response file.

File Uploads facility is simple to use, has daily transaction limits and comes with the security of dual / multi signatory approvals with an option to approve the entire file (File Level approval) or each record uploaded as a part of file (Record level approval)

### Features Supported In Application

- Upload a File
- Approve a File (File Authorization)
- View Uploaded Files and status of file and its records (Uploaded File Inquiry)
- Access Error file (if any)
- Access Response File



### Prerequisites

- Party Preferences set for Corporate
- Corporate user is created
- Transaction and Party ID access is provided to corporate user.
- Approval rule set up for corporate user to perform the actions.
- Account and Transaction access has been provided to the user
- Access of the file identifiers are provided to the party and user to perform uploads and view other details.

### 3.1 Upload a File

Upload a file option provides an option to the corporate user to upload files containing multiple payments, payees, Virtual Account related transactions and supply chain related transactions.

While files are managed entirely within the OBDX File Uploads module, the payments, Virtual Account management and supply chain specific transactions are queued in the respective Core Banking system/Back office system, once submitted.

#### How to reach here:

*Corporate Dashboard > Toggle Menu > File Upload > File Upload*  
 OR  
*Corporate Dashboard > Quick Links > File Upload*

#### File Upload

#### Field Description

Field Name	Description
<b>File Identifier</b>	File identifier created earlier, in order to identify the file. This will list the file identifiers assigned by the administrator user to the logged in user for handling of file uploads.
<b>File Name</b>	Browse and select the file to be uploaded.

#### To upload a file:

1. From the **File Identifier** list, select the file identifier.  
The file identifier details appear.
2. In the **File Name** field, select the file to be uploaded.

## File Upload

The screenshot shows the 'File Upload' page in the Futura Bank system. The page header includes the Futura Bank logo, a search icon, a notification icon with '207', and a welcome message for 'McLeodschecker obpm 14.3' with a last login time of '18 Apr 05:06 PM'. The main form area contains the following fields:

- File Identifier:** SDSCINDEL - SDSC INTERNAL D... (dropdown menu)
- Transaction Type:** Internal Funds Transfer
- File Format Type:** CSVXML,XLS,XLSX
- Approval Type:** Single Debit Single Credit
- Record Level:** (empty)
- Accounting Type:** (empty)
- File Name:** SDSC.txt

At the bottom of the form are two buttons: 'Upload' and 'Cancel'. A footer at the bottom of the page reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
<b>File Identifier</b>	Select the File identifier created earlier and mapped to the user in order to identify the file.

<b>Field Name</b>	<b>Description</b>
<b>Transaction Type</b>	<p>Displays the transaction type of the file upload.</p> <p>The transaction type could be:</p> <ul style="list-style-type: none"><li>• Internal Funds Transfer</li><li>• Domestic Funds Transfer</li><li>• International Funds Transfer</li><li>• Mixed Transfers</li><li>• Internal Payee</li><li>• Domestic Payee</li><li>• International Payee</li><li>• Mixed Payee</li><li>• Admin Biller</li><li>• Mixed Payment</li><li>• Virtual Account Creation (with and without Real Account Linkage)</li><li>• Virtual Account Structure Creation</li><li>• Remitter List creation</li><li>• Virtual Account Closure</li><li>• Create Invoices</li><li>• LC template Creation</li><li>• Other Party Creation</li></ul> <p>Information is displayed based on the parameters defined at the file identifier selected by the user.</p>
<b>File Format Type</b>	<p>Displays the format in which the file can be uploaded.</p> <p>The file formats could be:</p> <ul style="list-style-type: none"><li>• CSV</li><li>• XLS</li><li>• XLSX</li><li>• Fixed Length</li></ul> <p>Information is displayed based on the parameters defined at the file identifier selected by the user.</p>

Field Name	Description
<b>Approval Type</b>	<p>Displays approval level of the file.</p> <p>The approval could be:</p> <ul style="list-style-type: none"> <li>Record Level: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed.</li> <li>File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected.</li> </ul> <p>Information is displayed based on the parameters defined at the file identifier selected by the user.</p>
<b>Accounting Type</b>	<p>Displays accounting type of the file.</p> <p>This field is displayed for the files which are financial in nature.</p>
<b>File Name</b>	<p>Choose the file from the local machine for upload.</p> <p>Post choosing the file, displays the file name.</p>

- Click **Upload**.  
OR  
Click **Cancel** to abort the file uploading process.
- The success message along with the file reference ID and status of the transaction appears.  
Click **OK** to complete the file upload.  
OR  
Click the **File Reference ID** to inquire about the uploaded file status.  
The Uploaded File Inquiry screen appears.



## **FAQ**

### **1. What are the different file formats that can be uploaded?**

The file upload formats supported are:

Delimited (CSV, XLS, XLSX) / Fixed Length

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**Note:** VAM supports only CSV file format for upload.

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### **2. Can a file upload fail, before generating a File Reference Number?**

Yes, system performs validations on the uploaded file before generating a file reference number. If one or more validations fail – the error message will be displayed on the screen and the file reference number will not be generated.

Validations include a check for maximum size, that the file is not malicious in nature; that the file is not a duplicate file, that it has the correct extension, that it is not empty etc.

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## 3.2 Uploaded Files Inquiry

Through this option the user can view the files uploaded by the corporate user using OBDX platform (only those files that the user has access to) and their status.

- The search can be filtered on various parameters like status and file reference ID.
- The user can track the status of the file and if there is an error in the file, he / she can download the error file to arrive at the exact reason for error.
- For files in the 'Processed' status, the user can download Response file, to vet status of processing (in the host) for each record, of the file.
- The user can track file history and also check Individual record details.

### How to reach here:

*Corporate Dashboard > Toggle Menu > File Upload > Uploaded File Inquiry*  
OR

*Corporate Dashboard > Quick Links > Uploaded File Inquiry*

### 3.2.1 Uploaded File Inquiry – Default View

On accessing 'Uploaded File Inquiry' option from the menu, by default screen displays the summary of the files uploaded on that day with respective statuses. User can choose to view the details of the file by clicking on the File Reference ID or can even choose to search the files uploaded on previous days clicking search filters.

The screenshot displays the 'Uploaded Files Inquiry' page in the Futura Bank system. The page header includes the Futura Bank logo, user information (Welcome, McLeodschecker obpm 14.3), and language settings (English). The main content area is titled 'Uploaded Files Inquiry' and features a search filter for 'Today's Files'. Below this is a table with the following columns: Upload Details, Type, File Identifier, File Name, File Reference Id, File Status, and Action. The table contains eight rows of data, including files that are 'Uploaded', 'Error', 'Expired', and 'Processed with Exceptions'. Below the table is a pagination control showing 'Page 1 of 5 (1-10 of 43 items)' and a 'Cancel' button. At the bottom, there is a 'File Status' legend defining various statuses: Uploaded, Processing In Progress, Error, Rejected, Processed with Exceptions, Deleted, and Expired.

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action
14 Apr 1:21 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	380545491404	Uploaded	-
14 Apr 1:18 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	696570851404	Uploaded	-
14 Apr 1:13 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	199887551404	Uploaded	-
26 Dec 1:03 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCIN.txt	645611112612	Error	-
13 Dec 8:23 AM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR1.txt	959715341312	Expired	-
12 Dec 12:29 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR2.txt	757957411212	Processed with Exceptions	-
12 Dec 12:27 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR2.txt	165114291212	Error	-

Page 1 of 5 (1-10 of 43 items) | < 1 2 3 4 5 > | ✕


Cancel

**File Status**

- **Uploaded** : File has been uploaded and file reference number is generated.
- **Processing In Progress** : File is pending for liquidation.
- **Error** : File has been pre-processed and contains error.
- **Rejected** : File has been rejected.
- **Processed with Exceptions** : File is processed but some of the records are in error.
- **Deleted** : File has been deleted.
- **Processed** : File is liquidated.
- **Verified** : File has been pre-processed and authorization checks are done (limit + account access check).
- **Expired** : File has been expired.


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### 3.2.2 Uploaded File Inquiry – Search Filters

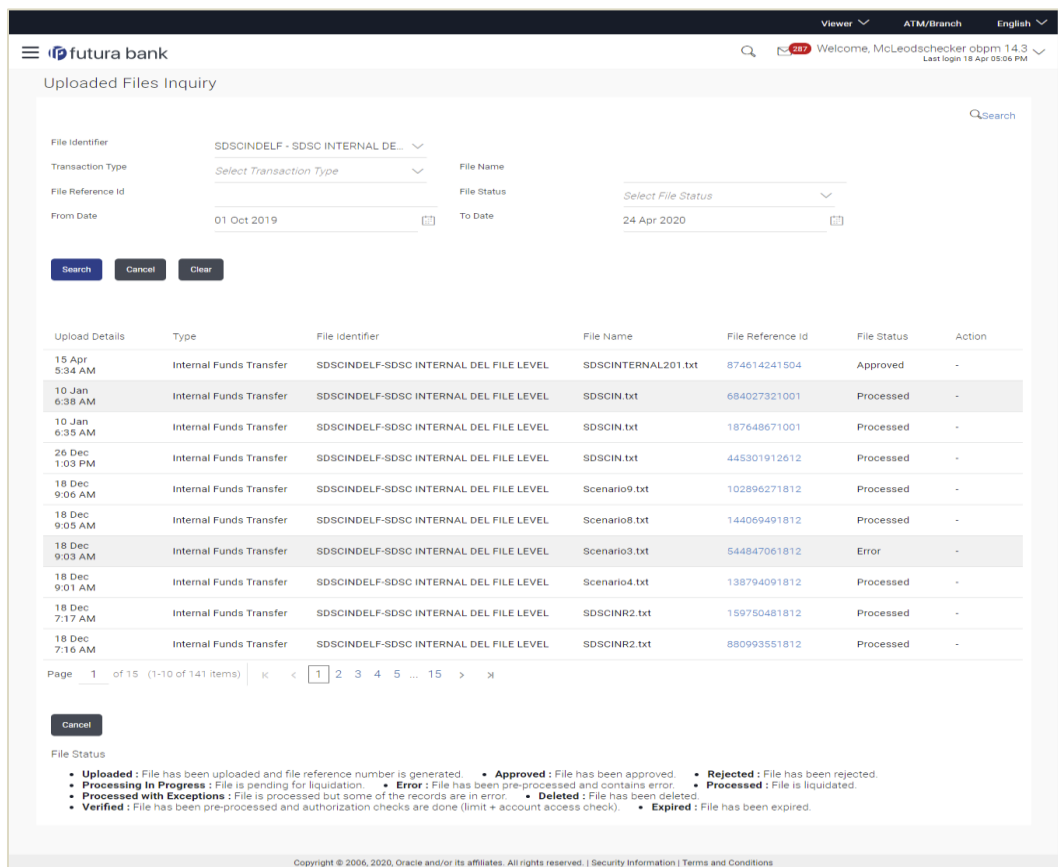
On clicking the  search filters gets enabled on the screen, corporate users can search and view the files that are uploaded under a party with the file identifier, date range, transaction type, transaction reference ID and view the record details under the same.

User is expected to provide atleast two search parameters to get the better result.

#### To search and view the uploaded files

1. Click  to expand the search criteria.  
The search section appears.
2. Enter any two search criteria in the search section.
3. Click **Search**. The search results appear on the **Uploaded File Inquiry** screen based on the search parameters.  
OR  
Click **Clear** to reset the search criteria.  
OR  
Click **Cancel** to close the search panel.

#### Uploaded File Inquiry – Search



Uploaded Files Inquiry

File Identifier: SDSCINDEL - SDSC INTERNAL DE...  
 Transaction Type: Select Transaction Type  
 File Reference Id:   
 From Date: 01 Oct 2019  
 To Date: 24 Apr 2020

Search Cancel Clear

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action
15 Apr 5:34 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINTERNAL201.txt	874614241504	Approved	-
10 Jan 6:38 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	684027321001	Processed	-
10 Jan 6:35 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	187648671001	Processed	-
26 Dec 1:03 PM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	445301912612	Processed	-
18 Dec 9:06 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario9.txt	102896271812	Processed	-
18 Dec 9:05 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario8.txt	144069491812	Processed	-
18 Dec 9:03 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario3.txt	544847061812	Error	-
18 Dec 9:01 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario4.txt	138794091812	Processed	-
18 Dec 7:17 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINR2.txt	159750481812	Processed	-
18 Dec 7:16 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINR2.txt	880993551812	Processed	-

Page 1 of 15 (1-10 of 141 items) < 1 2 3 4 5 ... 15 >

Cancel

File Status

- **Uploaded** : File has been uploaded and file reference number is generated.
- **Processing In Progress** : File is pending for liquidation.
- **Processed with Exceptions** : File is processed but some of the records are in error.
- **Verified** : File has been pre-processed and authorization checks are done (limit + account access check).
- **Approved** : File has been approved.
- **Error** : File has been pre-processed and contains error.
- **Deleted** : File has been deleted.
- **Expired** : File has been expired.
- **Rejected** : File has been rejected.
- **Processed** : File is liquidated.

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**Field Description**


<b>Field Name</b>	<b>Description</b>
<b>Search</b>	
<b>File Identifier</b>	File identifier created earlier in order to identify the file. This will list the file identifiers assigned by the administrator user to the logged in user for handling of file uploads
<b>Transaction Type</b>	Search with the transaction type associated with the file.
<b>File Name</b>	Search with the file name of the uploaded file.
<b>File Reference ID</b>	Search with the file reference number which was generated while uploading the file.
<b>File Status</b>	Search with the status of the file uploads. <ul style="list-style-type: none"> <li>• Uploaded</li> <li>• Approved</li> <li>• Rejected</li> <li>• Processing In Progress</li> <li>• Error</li> <li>• Processed</li> <li>• Processed with Exceptions</li> <li>• Deleted</li> <li>• Verified</li> <li>• Expired</li> </ul>
<b>From Date</b>	From Date, to search for an uploaded file, in the specified date range.
<b>To Date</b>	To Date, to search for an uploaded file, in the specified date range.
<b>Search Results</b>	
<b>Upload Details</b>	Displays the file upload date and time.
<b>Type</b>	Displays the transaction type of file uploaded
<b>File Identifier</b>	Displays the file identifier selected while uploading the file.
<b>File Name</b>	Displays the name of the uploaded file.
<b>File Reference ID</b>	Displays the file reference number generated after the file was uploaded.

Field Name	Description
<b>File Status</b>	<p>Displays the status of the uploaded file.</p> <p>The file status could be:</p> <ul style="list-style-type: none"> <li>• <b>Uploaded:</b> File Uploaded and file reference number is generated.</li> <li>• <b>Verified:</b> File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval.</li> <li>• <b>Error:</b> File has been pre-processed and contains error. The end of the life cycle of the file (File Level).The user can download the error file at this stage.</li> <li>• <b>Processing in Progress:</b> File is not yet liquidated.</li> <li>• <b>Rejected:</b> File has been rejected (File level). The end of the life cycle of the file.</li> <li>• <b>Approved:</b> File has been fully approved.</li> <li>• <b>Processed:</b> File is completely liquidated. The user can download a response file at this stage.</li> <li>• <b>Processed with exception:</b> File is partially liquidated – i.e. while some records are processed, others are not.</li> <li>• <b>Expired:</b> File has expired.</li> <li>• <b>Deleted:</b> File was deleted.</li> </ul>
<b>Action</b>	<p>The available action icon against the uploaded file.</p> <p>The action is to delete the uploaded file. Only those files with record type of approval, and which are uploaded with a future date can be deleted. Such files are in Processing in Progress status.</p>

4. Click the **File Reference ID** link to view the details. The **Uploaded File Inquiry - File Details** screen appears.

OR



Click  against a specific file upload record to delete the record. A delete icon will be shown against a record, only when if a record is of a future date and is fully approved.

### 3.2.3 Uploaded File Inquiry – File Details – Payment File

On clicking on the File Reference ID from the summary page of payment type of file, following screen is displayed to the user. Screen displays the basic file details like name, status, reference id etc. along with the file journey.

User can download file, error report if the file is in error status and even can download response file to know the record level details.

File details section also shows the records of the file in a summarized view along with respective status of each record. User can further delete the specific record if of the future date or not processed.

User can also choose to view the record details by clicking on the link available on each record. User gets directed to the screen which shows the individual record details along with the file details using which the record was uploaded. Each record details is specific to the transaction type which user is inquiring.

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, it shows the Futura Bank logo and user information: 'Welcome, McLeodschecker obpm 14.3' with a last login of '18 Apr 05:06 PM'. The main section is titled 'Uploaded Files Inquiry' and contains 'File Details' for 'SDSCINTERNAL201.txt'. Key details include File Reference Id '874614241504', File Status 'Approved', Transaction Type 'Internal Funds Transfer', Number of Records '2', and Transaction Reference Id '1504DE0F6234'. A workflow diagram shows five steps: 1. UPLADED, 2. VERIFIED, 3. APPROVED (current step), 4. PROCESSING\_IN\_PROGRESS, and 5. PROCESSED. Below this is a table of records:

Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status	Action
04 Feb 2019	00000033	€11.52	Pizza Retail 00000164	Internal Funds Transfer	APPROVED	-
04 Feb 2019	00000033	€10.53	Vodafone Ltd 00000031	Internal Funds Transfer	APPROVED	-




At the bottom, there is a 'Download as' button and a 'Back' link. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

#### Field Description

Field Name	Description
<b>File Name</b>	File name of the uploaded file. User can even download the file by clicking in the icon available besides the file name.
<b>Transaction Type</b>	Displays the transaction type associated with the file.
<b>File Reference ID</b>	Displays the file reference number, which was generated while uploading the file.

Field Name	Description
<b>Number of Records</b>	Displays the total number of records uploaded as a part of the file.
<b>File Status</b>	Displays the status of the file uploads.
<b>Error Report</b>	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
<b>Response File Download</b>	Shows an icon to download the error response file.
<b>Transaction Reference ID</b>	The transaction reference number, which was generated at the time of transaction execution.
<b>File Workflow</b>	Flow displaying various stages and status of file upload.
<b>Record List – Payee Transaction</b>	
If the user is inquiring for 'Payee' type of transaction following fields are displayed.	
<b>Record Reference ID</b>	The reference ID for identification of the records.
<b>Payee Type</b>	The type of payee. The payee type can be: <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• Demand Draft</li> </ul>
<b>Account Type</b>	The type of account associated with the payee. The options are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• Domestic</li> <li>• International</li> </ul>
<b>Account Name</b>	The name of the payee as registered with the payee's bank against the payee's account.
<b>Payee Name</b>	Name of the payee for identification.
<b>Record Status</b>	Status of the records of the uploaded file.
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.

Field Name	Description
<b>Record List – Payment Transaction</b>	
If the user is inquiring for 'Fund Transfer' type of transaction following fields are displayed.	
<b>Value Date</b>	The date on which the file was uploaded.
<b>Debit Account No</b>	Debit account number of the transaction. Clicking on the link available on the account number, user is shown the transaction details.
<b>Amount</b>	Transaction amount.
<b>Credit Account Details</b>	Credit account details.
<b>Type</b>	Transaction type of the file uploaded
<b>Record Status</b>	Status of the records of the uploaded file.
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.

- In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
- In the **Action** column, click  against a specific record to download the e-receipt of the transaction in pdf format.  
OR  
Click **Download as** to download the file in .pdf or .csv format.  
OR  
Click **Delete** to delete the uploaded file.  
OR  
Click **Back** to navigate to the previous screen.

---

**Note:** If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

---



### 3.2.4 Uploaded File Inquiry – File Details – Payee File

On clicking on the File Reference ID from the summary page of payee type of file, following screen is displayed to the user. Screen displays the basic file details like name, status, reference id etc. along with the file journey.

User can download file, error report if the file is in error status and even can download response file to know the record level details.

File details section also shows the records of the file in a summarized view along with respective status of each record. User can further delete the specific record if of the future date or not processed.

User can also choose to view the record details by clicking on the link available on each record. User gets directed to the screen which shows the individual record details along with the file details using which the record was uploaded. Each record details is specific to the transaction type which user is inquiring.




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#### Field Description

Field Name	Description
File Name	File name of the uploaded file. User can even download the file by clicking in the icon available besides the file name.

Field Name	Description
<b>Transaction Type</b>	Displays the transaction type associated with the file.
<b>File Reference ID</b>	Displays the file reference number, which was generated while uploading the file.
<b>Number of Records</b>	Displays the total number of records uploaded as a part of the file.
<b>File Status</b>	Displays the status of the file uploads.
<b>Error Report</b>	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
<b>Response File Download</b>	Shows an icon to download the error response file.
<b>Transaction Reference ID</b>	The transaction reference number, which was generated at the time of transaction execution.
<b>File Workflow</b>	Flow displaying various stages and status of file upload.
<b>Record List – Payee Transaction</b>	
If the user is inquiring for 'Payee' type of transaction following fields are displayed.	
<b>Record Reference ID</b>	The reference ID for identification of the records.
<b>Payee Type</b>	The type of payee. The payee type can be: <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• Demand Draft</li> </ul>
<b>Account Type</b>	The type of account associated with the payee. The options are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• Domestic</li> <li>• International</li> </ul>
<b>Account Name</b>	The name of the payee as registered with the payee's bank against the payee's account.
<b>Payee Name</b>	Name of the payee for identification.
<b>Record Status</b>	Status of the records of the uploaded file.

Field Name	Description
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.

1. In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
2. In the **Action** column, click  against a specific record to download the e-receipt of the transaction in pdf format.  
OR  
Click **Download as** to download the file in .pdf or .csv format.  
OR  
Click **Delete** to delete the uploaded file.  
OR  
Click **Back** to navigate to the previous screen.

---

**Note:** If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

---

### 3.2.5 Uploaded File Inquiry - File Details – Virtual Accounts File

Through this option, the user can view the files uploaded by the corporate user for Virtual Account Creation, Virtual Accounts Structure Creation, Virtual Account Closure and Remitter lists with their status.

#### File Details – Virtual Account Creation

The screenshot shows the 'Uploaded Files Inquiry' page for Virtual Account Creation. The file name is 'virtualaccount\_asteroid51.csv' and its status is 'Verified'. The workflow consists of five steps: 1. Uploaded, 2. Verified (current step), 3. Approved, 4. Processing In Progress, and 5. Processed. Below the workflow is a table with one record:

Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account Name	Virtual Account Number	Status
386197972011000001	SDCV01		BacAsteroid51		VERIFIED

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#### File Details – Virtual Accounts Structure Creation

The screenshot shows the 'Uploaded Files Inquiry' page for Virtual Accounts Structure Creation. The file name is 'VAStructure.txt' and its status is 'Approved'. The workflow consists of five steps: 1. Uploaded, 2. Verified, 3. Approved (current step), 4. Processing In Progress, and 5. Processed. Below the workflow is a table with one record:

Record Reference Number	Structure Code	Structure Name	Real/Virtual Multi-Currency Account Number	Status
362919942110000001	Sw1Struct00001	Sw1Structure 0001	0046200035	APPROVED

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### File Details – Virtual Account Closure

The screenshot shows the 'Uploaded Files Inquiry' page for a file named 'DVA\_F1.csv'. The file status is 'Processed'. The workflow progress is shown as: 1. Uploaded, 2. Verified, 3. Approved, 4. Processing In Progress, 5. Processed. Below the workflow is a table with the following data:

Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
32341607211000001	0000010215	0000010214	0000010214	COMPLETED

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### File Details – Remitter List

The screenshot shows the 'Uploaded Files Inquiry' page for a file named '1630\_2233551\_Fiesta\_VL\_01.tx'. The file status is 'Approved'. The workflow progress is shown as: 1. Uploaded, 2. Verified, 3. Approved, 4. Processing In Progress, 5. Processed. Below the workflow is a table with the following data:

Record Reference Number	Remitter List ID	Status
446718602411000001	000462001REMITTER1	APPROVED

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### Field Description

Field Name	Description
<b>File Name</b>	File name of the uploaded file.
<b>Transaction Type</b>	Transaction type associated with the file.
<b>File Reference ID</b>	The file reference number, which was generated while uploading the file.

Field Name	Description
<b>Number of Records</b>	The total number of records in the file.
<b>File Status</b>	Status of the file uploads.
<b>Error Report</b>	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
<b>Transaction Reference ID</b>	The transaction reference number, which was generated at the time of transaction execution.
<b>File Workflow</b>	Flow displaying various stages and status of file upload.

#### Record List – Virtual Account Creation

If the user is inquiring for 'Virtual Account' type of transaction, the following fields are displayed.



<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Virtual Entity ID</b>	The Virtual Entity ID under which Virtual Account is created.
<b>Real Account Number</b>	The Real Account Number to which Virtual Account is linked. <hr/> <small>Note: This field remains blank if the Virtual Account is not linked to any Real Account Number.</small> <hr/>
<b>Virtual Account Name</b>	The Virtual Account Name.
<b>Virtual Account Number</b>	The Virtual Account Number that has been created.
<b>Status</b>	Status of the records of the uploaded file.

#### Record List – Virtual Account Structure Creation

If the user is inquiring for 'Virtual Account Structure' type of transaction, following fields are displayed.

<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Structure Code</b>	The structure code of the Virtual Accounts structure.
<b>Structure Name</b>	The structure name corresponding to the structure code.

Field Name	Description
<b>Real/Virtual Multi-Currency Account Number</b>	The Real/Virtual Multi-Currency Account number linked to the structure.  <u>Note: In case of linking with Virtual Multi-Currency Account then this field will display the details of Virtual Multi-Currency Account Number linked to the structure.</u>
<b>Status</b>	Status of the records of the uploaded file.
<b>Record List – Virtual Account Closure</b>	
If the user is inquiring for 'Virtual Account Closure' type of transaction, following fields are displayed.	
<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Virtual Account Number</b>	The Virtual Account Number that has been closed.
<b>Transfer In Virtual Account Number</b>	The Transfer In Virtual Account Number.
<b>Transfer Out Virtual Account Number</b>	The Transfer Out Virtual Account Number.
<b>Status</b>	Status of the records of the uploaded file.
<b>Record List – Virtual Identifier</b>	
If the user is inquiring for 'Virtual Identifier' type of transaction, following fields are displayed.	
<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Remitter List ID</b>	Indicates the remitter list ID.
<b>Status</b>	Status of the records of the uploaded file.

1. In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
2. Click **Download as** to download the file in .pdf or .csv format.  
OR  
Click **Back** to navigate to the previous screen.

---

**Note:** If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

---

### 3.2.6 Uploaded File Inquiry - File Details – Supply Chain Finance File

Through this option the user can view the files uploaded by the corporate user for Supply Chain Finance while creating invoices on their buyers.




#### File Details

#### Field Description

Field Name	Description
<b>File Name</b>	File name of the uploaded file.
<b>Transaction Type</b>	Transaction type associated with the file.
<b>File Reference ID</b>	The file reference number, which was generated while uploading the file.



Field Name	Description
<b>Number of Records</b>	The total number of records in the file.
<b>File Status</b>	Status of the file uploads.
<b>Error Report</b>	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
<b>Transaction Reference ID</b>	The transaction reference number, which was generated at the time of transaction execution.
<b>File Workflow</b>	Flow displaying various stages and status of file upload.
<b>Invoice Records</b>	
If the user is inquiring for 'Supply Chain Finance' type of transaction, following fields are displayed.	
<b>Reference Number</b>	The reference ID for identification of the records.
<b>Invoice Number</b>	The invoices number associated with particular finance request, as fetched from the host system.
<b>Status</b>	Status of the records of the uploaded file.

- In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
- In the **Action** column, click  against a specific record to download the e-receipt of the transaction in pdf format.  
OR  
Click **Delete** to delete the uploaded file.  
OR  
Click **Download as** to download the file in .pdf or .csv format.  
OR  
Click **Back** to navigate to the previous screen.

---

**Note:** If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

---

### 3.2.7 Uploaded File Inquiry - File Details – Trade Finance File

Through this option the user can view the files uploaded by the corporate user for Trade Finance while creating LC templates and beneficiaries for LC in bulk.

#### File Details – LC Template Creation

The screenshot displays the 'Uploaded Files Inquiry' interface for Futura Bank. The page header includes the bank logo, user information ('Welcome, corp checker'), and navigation options. The main content area shows details for a file named 'lc\_template.csv' with a status of 'Approved'. A workflow diagram indicates the file has passed through five stages: Uploaded, Verified, Approved (current), Processing In Progress, and Processed. Below this, a table lists record details for a specific LC template.

File Name	lc_template.csv	Transaction Type	Letter Of Credit Template creation
File Reference ID	230287911811	Number of Records	1
File Status	Approved	Transaction Reference ID	1811D6C61FDB

File Workflow: 1 Uploaded → 2 Verified → 3 Approved → 4 Processing In Progress → 5 Processed

Record Reference Number	Beneficiary Name	Drafts At	Type	LC Amount	Status
230287911811000001	BANKOFGERM	Sight	yes	GBP 80000	Completed

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### File Details – Beneficiary Creation

Viewer ATM/Branch English

futura bank Welcome, corp checker Last login 18 Nov 07:02 PM

Uploaded Files Inquiry

File Details

File Name beneData.csv Transaction Type Trade Other Party Maintenance

File Reference ID 901378531811 Number of Records 3

File Status Verified

Error Report

File Workflow

1 2 3 4 5

Uploaded Verified Approved Processing In Progress Processed

Record Reference Number	Beneficiary Name	Swift Code	Nickname	Access Type	Applicability	Status
901378531811000001	rohit	citigb2Innn	sharma	I	LBC	Verified
901378531811000002	virat	citigb2Innn	kohli	I	LBC	Verified

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

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### Field Description

Field Name	Description
<b>File Name</b>	File name of the uploaded file.
<b>Transaction Type</b>	Transaction type associated with the file.
<b>File Reference ID</b>	The file reference number, which was generated while uploading the file.
<b>Number of Records</b>	The total number of records in the file.
<b>File Status</b>	Status of the file uploads.
<b>Error Report</b>	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
<b>Transaction Reference ID</b>	The transaction reference number, which was generated at the time of transaction execution.
<b>File Workflow</b>	Flow displaying various stages and status of file upload.

Field Name	Description
<b>Record List – LC Template Creation</b>	
If the user is inquiring for 'LC Template Create' type of transaction, the following fields are displayed.	
<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Beneficiary Name</b>	The beneficiary against whom LC template is created.
<b>Draft At</b>	The LC draft type i.e. 'Sight' or 'Usance'.
<b>Type</b>	The corresponding LC product type.
<b>LC Amount</b>	The amount of LC.
<b>Status</b>	Status of the records of the uploaded file.
<b>Record List – Beneficiary Creation</b>	
If the user is inquiring for 'Beneficiary Creation' type of transaction, following fields are displayed.	
<b>Record Reference Number</b>	The reference ID for identification of the records.
<b>Beneficiary Name</b>	The beneficiary name.
<b>SWIFT Code</b>	The SWIFT ID of the Beneficiary Bank.
<b>Nickname</b>	The nickname of the Beneficiary.
<b>Access Type</b>	The accessibility the beneficiary recorded will have.
<b>Applicability</b>	The applicability the beneficiary recorded will have. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Letter of Credit</li> <li>• Collections</li> <li>• Guarantee</li> <li>• Shipping Guarantee</li> <li>• Bills</li> </ul>
<b>Status</b>	Status of the records of the uploaded file.

3. In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
4. Click **Download as** to download the file in .pdf or .csv format.  
OR  
Click **Back** to navigate to the previous screen.

---

**Note:** If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

---

## **FAQ**

1. **What are some of the validations that a file goes through at various stages, in its life cycle?**

The following are the validations performed on an uploaded file by OBDX and subsequently by the Host, before file is liquidated.

<b>Sr No</b>	<b>Events</b>	<b>Applicable to</b>	<b>Checks</b>
1	On File Upload	All Files	File contents should not match an already uploaded file
2	On File Upload	All Files	File should not exceed the Maximum Size limit
3	On File Upload	All Files	The File Extension type should be the ones permitted
4	On File Upload	All Files	The file should not be Malicious
5	At Pre-Processing	All Files	The format for all fields, should be as templated viz., Date, Currency in accordance with ISO standards, CIF- numeric, account number-alphanumeric etc.
6	At Pre-Processing	All Files	The CIF should be valid, should exist
7	File At Pre-Processing	All Files	CIF and Debit account should belong to each other
8	At Pre-Processing	All Files	User should have access to Debit Account
9	At Pre-Processing	All Files	Debit account should not be in closed status

<b>Sr No</b>	<b>Events</b>	<b>Applicable to</b>	<b>Checks</b>
10	At Pre-Processing	All Files	Transaction Limits are not violated at user level
11	At Pre-Processing	All Files	Payment date should not be in the past
12	At Pre-Processing	All Files	Payment date should not be a holiday as per the host calendar maintenance
13	At Pre-Processing	All Files	Debit account should be a CASA account, not loan or TD
14	At Pre-Processing	All Files	Debit currency in the file, should match the currency of the CASA account
15	At Pre-Processing	Internal Files	Transaction currency should match either the debit or credit CASA
16	At Pre-Processing	Internal Files	The Credit Account should be a CASA account, not loan or TD
17	At Pre-Processing	All SDSC and SDMC files	A file with multiple records, should have the same debit account
18	At Pre-Processing	Internal Ad hoc	The Purpose of remittance should be valid
19	At Pre-Processing	Domestic Files	The NEFT / RTGS code should be valid
20	At Approval	All Files	Cumulative limits should not be violated either for the Approver and the Party
21	Validations in Core	All Files	The Debit account should have sufficient balance
22	Validations in Core	All Files	Debit account should not be in dormant status
23	Validations in Core	All Files	Debit account should not be in debit block status
24	Validations in Core	Internal Files	The Credit CASA account should not be closed
25	Validations in Core	Internal Files	There should not be a Credit Block on the CASA account
26	Validations in Core	International Files	The BIC / SWIFT code should be valid, as per the BIC / Clearing directory as maintained in the host system

**2. If some records in a file are liquidated, others are deleted, what will the status of the file be?**

The following table shows the file status which is followed to depict various status of the file upload. So if all the records of file are liquidated then the file status is processed, and if any of the records in the file is liquidated while all the other are rejected the file status will be processed, and if any of the records is liquidated and rest all have an error the file status will be processed with exception.

Verified	Approved	Processing in Progress	Liquidated	Rejected	Deleted	Error	File Status
All							Verified
	All						Approved
		All					Processing in Progress
			All				Processed
				All			Rejected
					All		Deleted
						All	Error
			1	1			Processed
			1		1		Processed
			1			1	Processed with exception
			1	1	1		Processed
			1	1	1	1	Processed with exception
				1	1		Deleted
				1		1	Processed with exception
					1	1	Processed with exception

**3. If a payment file is in the approved status, does it mean that all the records are successfully liquidated?**

No, the file still has to successfully pass validations in the host system, before records are processed.

**4. Can a user delete the entire file or deletion of only individual records within a file is allowed?**

Whether only records can be deleted, or the entire file will be deleted depends on the accounting type of the file, and the approval type (Record Level or File level)

The table below throws light on the combinations allowed

Sr No	Accounting Type	Authorization Type	File / Record Deletion allowed?
1	SDMC	File Level	The entire file, as well as individual records can be deleted.
2	SDSC	File Level	The entire file, as well as individual records can be deleted.
3	SDSC	Record Level	Only records can be deleted, and not the entire file
4	MDMC	Record Level	Only records can be deleted, and not the entire file

**5. If a working window is set for the File Upload transaction – how will processing be impacted outside of the working window?**

Outside of the transaction working window set for file uploads, processing will depend on whether the file has a Record Level approval or a File Type approval.

Files with a File Type approval – will be rejected, outside of the transaction working window  
Files with Record Type approval – if some records are processed within the working window, will be completed – if processing of some records, falls outside of the working window – these will be rejected.

**6. What is the impact of limits on processing of File Upload transactions?**

File uploads transaction will utilize limits depending on if the transfer is an internal, domestic, or international funds transfer.

Further, for domestic funds transfer – limits are defined for each network – NEFT, RTGS and IMPS. Limits will be checked at the pre-processing's stage for file uploads.

**7. Does this functionality solely cater to bulk payment transactions?**

No, File uploads is used for bulk payment transactions and to add multiple payees. Internal, domestic or international payees can be added through the file upload functionality.

**8. After a file is successfully uploaded, is the user provided notifications on its status?**



Yes, Users mapped to the FI – initiators and approvers of the file, are provided with alerts / notification, as file progresses from the Uploaded stage to Approved to Processing in Progress to the Processed stage. Alternately, users can log in to view the status of the file.

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## 4. File Approval

This option allows the approver to approve / reject the uploaded file. File approval could be either

- File Type
- Record Type

In a File type Approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. While in a Record type approval, the approver could approve some records, and reject others. Only the approved records are processed further.

### How to reach here:

*Approver Dashboard > Pending for Approvals*

### 4.1 File Approval

Once a file is uploaded and pre-processing checks are successfully completed, the file is pending approval, and is in the respective Approver's queue.

#### To approve / reject a file:

1. In the **Pending for Approval** section, click the **Bulk File** tab. All the uploaded files that require approval appears.
2. Select the multiple files and click **Approve** to approve the transactions.  
OR  
Click the link under the **Reference No** column. The **File Details** screen appears.

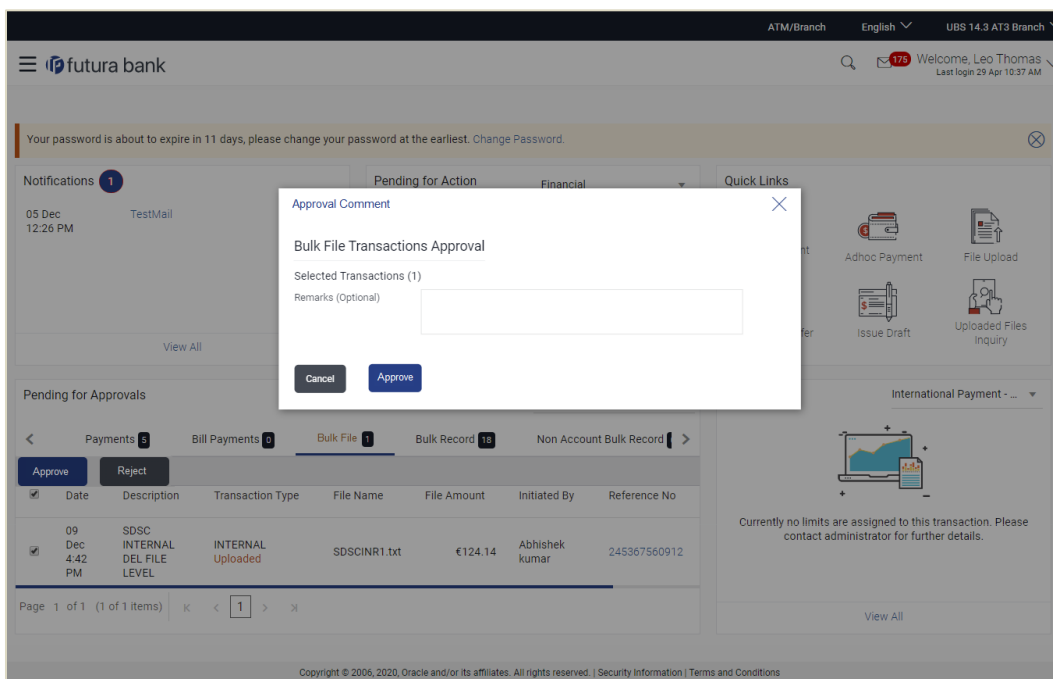
#### Bulk File Approve / Reject

Pending for Approvals								Financial
Accounts	Non Accounts	Payments	Bill Payments	Bulk File	Bulk Record	Non Account		
Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference No	Status	
09 Dec 4:42 PM	SDSC INTERNAL DEL FILE LEVEL	INTERNAL Uploaded	SDSCINR1.txt	€124.14	Abhishek kumar	245367560912	In Progress	

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3. If you click **Approve**, the **Approval Comment** screen appears.

## Bulk File Approve / Reject – Remarks



- a. Enter the remarks for approval. Click **Approve**.  
Transaction successfully approved message appears.  
OR
4. If you click **Reject**. The **Approval Comment** screen appears.
  - a. Enter the remarks for rejection. Click **Reject**.  
Transaction rejected message appears.

## 4.2 Record Level Approval

In record level approval, approver can approve individual records/ transactions within the uploaded file.

**To approve / reject a record in file:**

1. In the **Pending for Approval** section, click the **Bulk Record** tab. All the uploaded files that require approval appears.
2. Select a file that is to be approved.  
The **Record Approval** screen appears.  
OR  
Click the link under the **Reference No** column. The **File Details** screen appears.

### Bulk Record Approve / Reject

Pending for Approvals Financial

Payments 5 Bill Payments 0 Bulk File 1 **Bulk Record 18** Non Bulk Record 18 Non Account Bulk Record 1

**Approve** **Reject**

<input type="checkbox"/>	Date	Transaction Type	Debit Account No	Amount	Payee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	02 Dec 2:50 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	291754510212000002	In Progress
<input type="checkbox"/>	26 Nov 5:19 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€28.99	HEL@~00000145	Abhishek kumar	764847092611000001	In Progress
<input type="checkbox"/>	29 Nov 11:52 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	761342052911000002	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	416429852911000001	In Progress
<input type="checkbox"/>	26 Nov 4:43 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€26.99	HEL@~00000145	Abhishek kumar	441999572611000001	In Progress
<input type="checkbox"/>	26 Nov 5:31 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€64.98	HEL@~00000145	Abhishek kumar	240933942611000001	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	171378592911000002	In Progress
<input type="checkbox"/>	26 Nov 6:43 PM	INTERNAL Uploaded	xxxxxxxxxxx0033	€36.94	HEL@~00000032	Abhishek kumar	372030452611000002	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.99	HEL@~00000145	Abhishek kumar	171378592911000001	In Progress
<input type="checkbox"/>	26 Nov 5:31 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€13.83	HEL@~00000145	Abhishek kumar	240933942611000002	In Progress

Page 1 of 2 (1-10 of 18 items) 1 2

- 3. Click **Approve** to approve the transaction.  
The **Approval Comment** screen appears.
  - a. Enter the remarks for approval. Click **Approve**.  
Transaction successfully approved message appears.  
OR
- 4. Click **Reject** to reject the transaction.  
The **Approval Comment** screen appears.
  - a. Enter the remarks for rejection. Click **Reject**.  
Transaction rejected message appears.

**Note:** To approve / reject bulk records, select multiple check boxes, and then click approve / reject.

## Record Approval - File Details

1. In the **Pending for Approval** section, click the **Reference Id** link of the file that is to be approved.  
The **Bulk Record Approval – File Details** screen appears.

The screenshot displays the 'Bulk File Approval' interface for Futura Bank. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The user is logged in as 'McLeodschecker obpm 14.3' with a last login time of '18 Apr 05:06 PM'. The main section is titled 'Bulk File Approval' and has 'Approve' and 'Reject' buttons. Below this is the 'File Details' section, which includes a file name 'SDSCINR1.txt', a file reference ID '245367560912', and a status of 'Verified'. It also shows transaction details: 'Internal Funds Transfer' with 2 records and a reference ID '09123744D5EF'. A workflow diagram shows five steps: 1. UPLADED, 2. VERIFIED (current step), 3. APPROVED, 4. PROCESSING\_IN\_PROGRESS, and 5. PROCESSED. Below the workflow is a table of transactions:

Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status	Action
30 Jan 2019	00000033	€61.57	Pizza Retail 00000164	Internal Funds Transfer	VERIFIED	-
30 Jan 2019	00000033	€62.57	Pizza Retail 00000164	Internal Funds Transfer	VERIFIED	-

The page shows 'Page 1 of 1 (1-2 of 2 Items)' with navigation arrows. Below the table is a 'Transaction Journey' diagram with three stages: 'Initiation' (Abhishek kumar, 09 Dec 04:42 PM), 'Approval', and 'Completion'. A 'Back' button is located at the bottom left. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

- a. Click **Approve to approve the transaction.**  
The **Approval Comment** screen appears.
  - i. Enter the remarks for approval. Click **Approve.**  
Transaction successfully approved message appears.  
OR
- b. Click **Reject to reject the transaction.**  
The **Approval Comment** screen appears.
  - i. Enter the remarks for rejection. Click **Reject.**  
Transaction rejected message appears.

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