

Corporate Bulk File Upload - Electronic Data Exchange
User Manual
Oracle Banking Digital Experience
Patchset Release 22.1.1.0.0

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ORACLE®

Corporate File Upload User Manual - Electronic Data Exchange

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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

www.oracle.com/financialservices/

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Table of Contents

1. Preface	1-1
1.1 Intended Audience	1-1
1.2 Documentation Accessibility	1-1
1.3 Access to Oracle Support	1-1
1.4 Structure.....	1-1
1.5 Related Information Sources.....	1-1
2. Oracle Banking Electronic Data Exchange for Corporates Integration Matrix	2-1
3. Uploaded Files Inquiry	3-1
3.1 Uploaded File inquiry	3-1
4. File Approval	4-1
4.1 File Approval	4-1
4.2 Record Level Approval.....	4-3

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 22.1.0.0.0, refer to the following documents:

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

2. Oracle Banking Electronic Data Exchange for Corporates Integration Matrix

	File Level Approval	Record Level Approval
File Upload for Payments - Oracle Banking Electronic Data Exchange for Corporates 14.6.1.0.0	✓	✓
File Upload for Virtual Account Creation - Oracle Banking Electronic Data Exchange for Corporates 14.6.1.0.0	✓	✓
File Upload for Virtual Account Closure - Oracle Banking Electronic Data Exchange for Corporates 14.6.1.0.0	✓	✓

[Home](#)

3. Uploaded Files Inquiry

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 through uploading a file.

Salary payments, fund transfers, vendor payments are a few examples of financial transactions that can be supported through bulk file upload. Similarly upload of virtual account creation records is an example of a non-financial file upload.

Note: The –Uploaded files inquiry facilitates viewing of the Bulk files uploaded via

3.1 Uploaded File inquiry

Electronic Data Exchange for Corporates.

Oracle Banking

Using this option, the user can view the files uploaded by the corporate using Oracle Banking Electronics Data Exchange (OBEDX) application (only those files that the user has access to) and their status, On OBDX platform.

- The search can be filtered on various parameters like status and file reference ID.
- The user can track the status of the file.
- The user can track file history and check Individual record details.

How to reach here:

Corporate Dashboard > Toggle Menu > File Upload > Uploaded Files Inquiry

OR

Corporate Dashboard > Quick Links > Uploaded Files Inquiry

3.1.1 Uploaded Files Inquiry – Search Filters

On accessing ‘Uploaded File Inquiry’ option from the menu, user will be navigated to search screen which display various filter criteria to search and view the uploaded file with their respective status.

Using this corporate user can search and view the Host-to-Host files that are uploaded under a corporate with the file identifier, date range, transaction type, transaction reference ID and view the record details under the same.

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.

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

To search and view the Uploaded files

1. Enter any two-search criteria in the search section.

2. Click **Search**. The search results appear on the **Uploaded Files Inquiry** screen based on the search parameters.
- OR
- Click **Clear** to reset the search criteria.
- OR
- Click **Cancel** to close the search panel.

Uploaded Files Inquiry – Search

The screenshot shows the 'Uploaded Files Inquiry' interface with the following search criteria:

- File Identifier: edxPayments-edx host to host Payments
- Transaction Type: Select Transaction Type
- File Name: (empty)
- File Reference ID: (empty)
- File Status: Select File Status
- From Date: 01 Apr 2022
- To Date: 27 Apr 2022

Buttons: Search, Clear

Checkbox: Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
26 Apr 2022 08:55 AM	Payments	EDX Payments-edx host to host Payments	ACME_PAIND01V6_Payments_20211006000031	188	Processing In Progress

Page 1 of 1 (1 of 1 items)

Buttons: Cancel

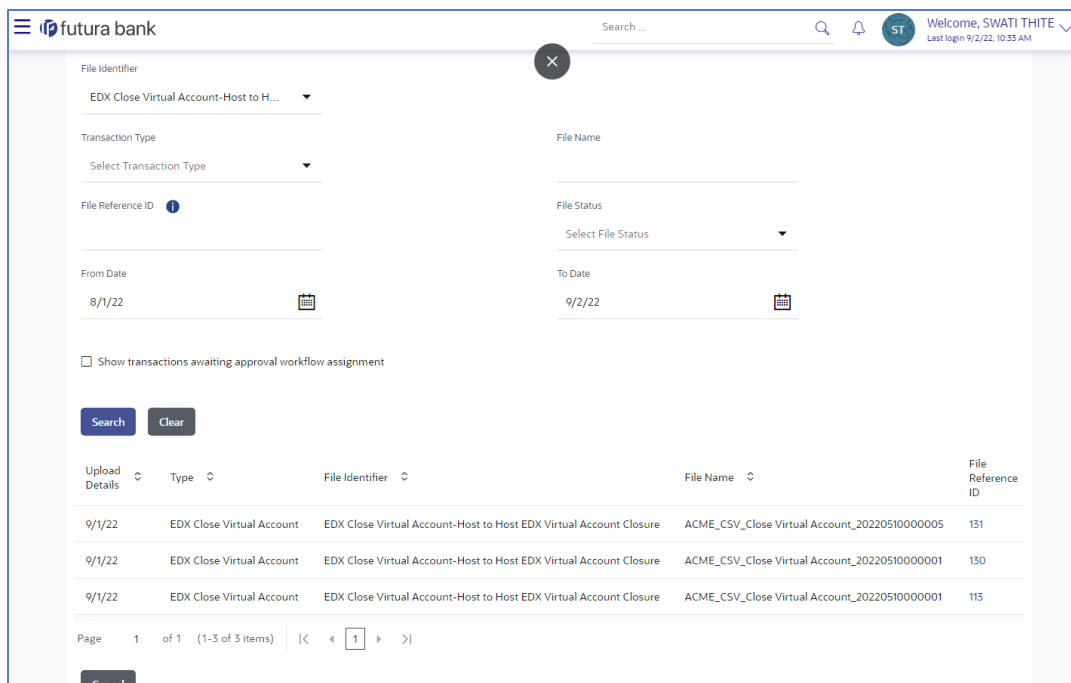
The screenshot shows the 'Uploaded Files Inquiry' interface with the following search criteria:

- File Identifier: EDX Open Virtual Account-Host to Host ...
- Transaction Type: Select Transaction Type
- File Name: (empty)
- File Reference ID: (empty)
- File Status: Verified
- From Date: 18 Apr 2022
- To Date: 29 Apr 2022

Buttons: Search, Clear

Checkbox: Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
26 Apr 2022 04:02 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007002001	173	Verified
25 Apr 2022 11:28 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000103	169	Verified
25 Apr 2022 11:27 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000102	168	Verified
25 Apr 2022 11:14 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000052	164	Verified
25 Apr 2022 09:38 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000048	157	Verified
25 Apr 2022 09:32 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000047	155	Verified



Field Description

Field Name	Description
Search	
File Identifier	File identifier created earlier in order to identify the Host-to-Host File.
Transaction Type	Search with the transaction type associated with the file.
File Name	Search with the file name of the uploaded file.
File Reference ID	Search with the file reference number, which was generated while uploading the file.
File Status	Search with the status of the file uploads. <ul style="list-style-type: none"> • Uploaded • Approved • Rejected • Processing In Progress • Error • Processed • Processed with Exceptions • Verified • Expired

Field Name	Description
From Date	From Date, to search for an uploaded file, in the specified date range.
To Date	To Date, to search for an uploaded file, in the specified date range.
Search Results	
Upload Details	Displays the file upload date and time.
Type	Displays the transaction type of file uploaded
File Identifier	Displays the file identifier selected while uploading the Host-o-Host file.
File Name	Displays the name of the Host-o-Host file.
File Reference ID	Displays the file reference number generated after the file was uploaded.
File Status	<p>Displays the status of the uploaded file.</p> <p>The file status could be:</p> <ul style="list-style-type: none"> • Uploaded: File Uploaded and file reference number is generated. • Verified: File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval. • Error: File has been pre-processed and contains error. The end of the life cycle of the file (File Level). • Processing in Progress: File is not yet liquidated. • Rejected: File has been rejected (File level). The end of the life cycle of the file. • Approved: File has been fully approved. • Processed: File is completely liquidated. • Processed with exception: File is partially liquidated – i.e., while some records are processed, others are not. • Expired: File has expired.

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

3.1.2 Uploaded Files Inquiry – File Details

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

File details section also shows the records of the file in a summarized view along with respective status of each record.

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.

To view the Host-to-Host file details:

1. Navigate to the **Uploaded Files Inquiry** screen.
2. Enter any two-search criteria in the search section and click **Search**.
The search results appear on the Host-to-Host Files Inquiry screen based on the search parameters.
3. Click the **File Reference ID** link to view the details. The **Uploaded Files Inquiry - File Details** screen appears.

Uploaded Files Inquiry – File Details (Payments)

The screenshot displays the 'Uploaded Files Inquiry' interface for 'Payments'. It includes a search bar, user information, and a detailed view of a file. The file details section shows the following information:

- File Name:** ACME_PAIN001V6_Payments_20230706001219
- File Reference ID:** 97037
- File Status:** Processed
- Response File Download:** [Download icon]
- Transaction Type:** Payments
- Number of Records:** 1
- Transaction Reference ID:** E2E228_FL1

The File Workflow diagram shows five steps: 1. Uploaded, 2. Verified, 3. Approved, 4. Processing In Progress, and 5. Processed. Step 5 is currently active.

The File Summary section contains a table with the following data:

Record Number	Payment Reference	Value Date	Debit Account No	Amount	Credit Account Details	Payment Method	Status
52540	E2E124_TL1	5/19/22	1006000000000924	GBP 5.00	Sammy Ashcroft DE17500105177697913875	TRF	Completed

At the bottom, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Download as' button.

Uploaded Files Inquiry – File Details (Open Virtual Account)

File Details

File Name: ACME_CSV_Open Virtual Account_20221007000103
 Transaction Type: EDX Create Virtual Account
 File Reference ID: 109
 Number of Records: 19
 File Status: Verified

File Workflow

1 Uploaded → 2 **Verified** → 3 Approved → 4 Processing In Progress → 5 Processed

Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account Name	Status
96811266618171392	VAA2		KINJAL02	VERIFIED
96811267125682176	VAA2		KINJAL11	VERIFIED
968112670406700544	VAA2		KINJAL16	VERIFIED
96811266530091008	VAA2		KINJAL01	VERIFIED
9681126673147600	VAA2		KINJAL04	VERIFIED
96811266899189760	VAA2		KINJAL07	VERIFIED
96811266953715712	VAA2		KINJAL08	VERIFIED

Uploaded Files Inquiry – File Details (Close Virtual Account)

File Details

File Name: ACME_CSV_Close Virtual Account_20220510000001
 Transaction Type: EDX Close Virtual Account
 File Reference ID: 115
 Number of Records: 1
 File Status: Processed




File Workflow

1 Uploaded → 2 Verified → 3 Approved → 4 Processing In Progress → 5 **Processed**

Response File Download


Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
1014796056394854400	1104039	1103802	1103810	Completed

Page 1 of 1 (1 of 1 items) |< < 1 > >|

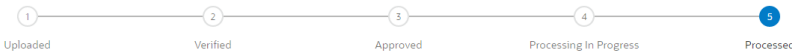
futura bank Search ...    Welcome, SWATI THITE
Last login 9/2/22, 10:33 AM

Uploaded Files Inquiry

File Details

File Name ACME_CSV_Close Virtual Account_20220510000001	Transaction Type EDX Close Virtual Account
File Reference ID 113	Number of Records 1
File Status Processed	
Response File Download 	

File Workflow



Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
1014796056394854400	1104039	1103802	1103810	Completed

Page 1 of 1 (1 of 1 items) |< < 1 > >|

Record Detailed Screen (Payments)

Uploaded Files Inquiry - Record Details

File Name TCS_PAIN00IV6_Domestic Funds_20211006000005	File Reference ID 117232
Record Ref No 398320	Record Status Processing In Progress
Transaction Reference ID A76742511902000230	External Reference ID -

Debit Details

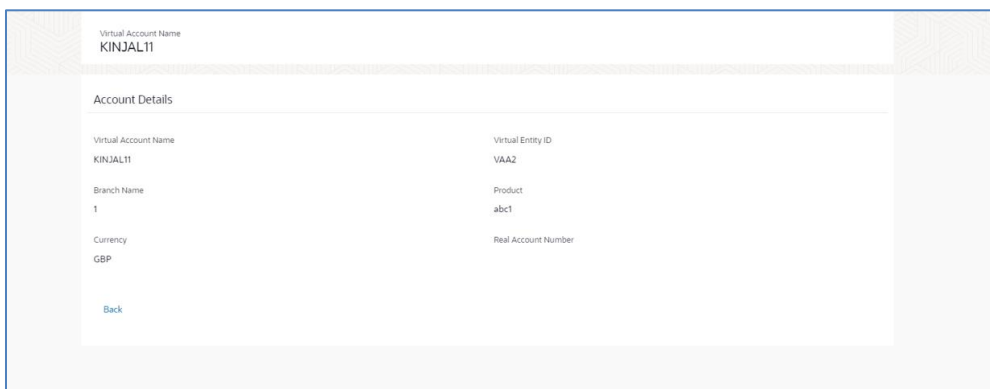
Debit Party Id 006227	Debit Account Currency -
Debit Account No HEL0046200057	Debit Account Branch -
Debit Narrative -	Charges Account -

Credit Details

Payee Name Sammy Ashcroft	Value Date 30 Mar 2020
Credit Account No AT142040486943549928	Payment Currency GBP
Payment Amount 10.51	Email ID -
Deal Reference No -	Clearing Code -
Payment Mode -	

[Back](#)

Record Detailed Screen (Open Virtual Account)



Field Description

Field Name	Description
<u>File Inquiry Detail Screen</u>	
File Name	File name of the uploaded file.
File Reference ID	Displays the file reference number, which was generated while uploading the file.
File Status	Displays the status of the file uploads.
Transaction Type	Displays the transaction Name associated with the file
Number Of Records	Displays the total number of records uploaded as a part of the file.
Transaction Reference ID	Displays the Message ID present in the file.
Error File/Response File Download	Displays Error File or Response File based on the stage of the File
<u>Search Filters for Payments</u>	
Status	Search Record with the status of it: <ul style="list-style-type: none"> • Verified • Processing In Progress • Error • Completed

Field Name	Description
	<ul style="list-style-type: none"> • Approved • Rejected • Processed with Exceptions
Debit Account Number	Account number of the Debit account.
Credit Account Number	Account number of the Credit account.
From Value Date	From Date, to search for a record, in the specified date range.
To Value Date	To Date, to search for a record, in the specified date range.
From Amount	From Amount, to search the record within specified amount range.
To Amount	To Amount, to search the record within specified amount range.
Currency	Search Record by selecting currency from Available list.
Type	Transaction Name of the Record.
<u>Record Details for Payments</u>	
Record Number	Unique ID created for every record
Payment Reference	Reference number of every record in the file
Value Date	The date on which the file was uploaded
Debit Account No	Debit account number of the transaction.
Amount	Transaction amount along with currency.
Credit Account Details	Credit account details. Creditor Name & Account Number
Payment Method	Transaction type of the record.
Status	Status of the records of the uploaded file.
Action	Icon to download the e-receipt.

Field Name	Description
	Note: This column appears if the record status is 'Approved'.
<u>Record Details (Open Virtual Account)</u>	
Record Reference Number	Reference number of every record in the file
Virtual Entity ID	Virtual Entity ID for the virtual account needs to be opened
Real Account Number	Account number of the Real Customer
Virtual Account No. & Name	Virtual Account Number created and Account Name for which the virtual account needs to be opened
IBAN	Display IBAN created for the virtual account
Status	Status of the records of the uploaded file.
<u>Record Details (Close Virtual Account)</u>	
Record Reference Number	Reference number of every record in the file
Virtual Account Number	Virtual Account Name for which the virtual account needs to be opened
Transfer In Virtual Account Number	Display Virtual Account Number in which close account is transferred in
Transfer Out Virtual Account Number	Display Virtual Account Number from which close account is transferred out
Status	Status of the records of the uploaded file.

To view the Host-to-Host Record Detailed Screen:

4. Navigate to the **Uploaded Files Inquiry** screen.
5. Enter any two-search criteria in the search section and click **Search**.
The search results appear on the Host-to-Host Files Inquiry screen based on the search parameters.

Field Name	Description
------------	-------------

6. Click the **File Reference ID** link to view the details. The **Uploaded Files Inquiry - File Details** screen appears.
7. Click the **Record Reference Number** link to view the details. The **Record Detailed Screen** appears.

<u>Record Detailed Screen - Payments</u>	
File Name	File name of the uploaded file
File Reference ID	Displays the file reference ID, which was generated while uploading the file.
Record Number	Displays Record Reference Number of the record
Status	Status of the records of the uploaded file.
Transaction Reference ID	Display Transaction Reference ID present in the incoming file.
External Reference ID	Display External Reference ID generated by downstream system.
Debit Party ID (Corporate ID)	Display the Debit party id or Corporate.
Debit Account No	Display Debit Account Number.
Debtor Name	Displays Debtor Name
Debtor Agent BIC	Display Agent BIC
Debit narrative (Comments (if any))	Display comment added if any.
Charges Account	Displays account for charges if any.
Payee Name	Display Name of the Beneficiary.
Value Date	Display the date on which the transaction record was processed.
Credit Account Number	Display Credit Account Number.

Field Name	Description
Payment Amount	Display payment amount for the transaction record.
Payment Currency	Display payment currency for the transaction record.
Deal Reference No.	Display deal reference number if any.
Email ID	Display email id provided in the file.
Payment Mode	Display payment mode.
Clearing Code	Display clearing code.
<u>Record Detailed Screen – Virtual Account Open</u>	
Virtual Account Name	Display Virtual Account Name under which Virtual Account is opened
Virtual Entity ID	Display Virtual Entity ID present in the CSV file
Branch Name	Display Branch under which Virtual Account is opened
Product	Display Product for which Virtual Account is opened
Currency	Display Virtual Account currency
Real Account Number	Display real account number

Note: Record Detailed Inquiry is not required in case of Virtual Account Closure hence the hyper link is not provided on Record Reference Number

8. Click **Back** to navigate to the previous screen.

FAQ

1. **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.

[Home](#)

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:

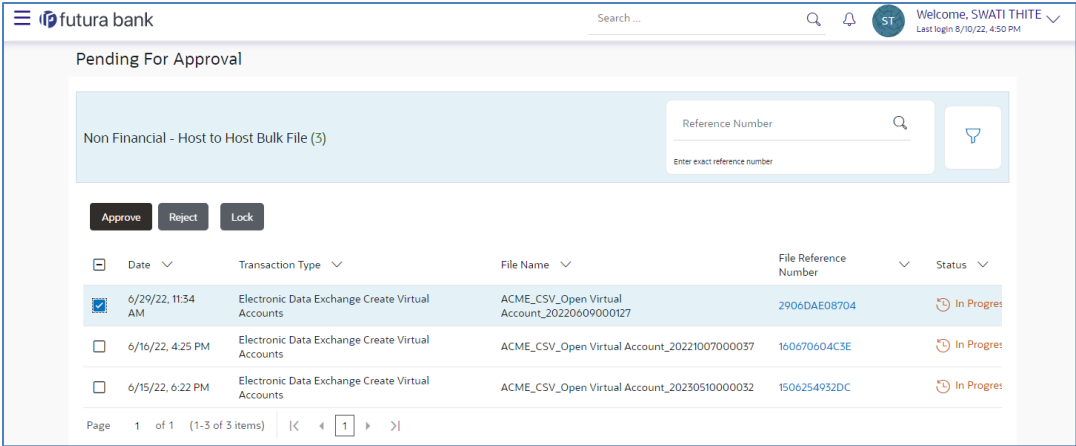
1. In the **Pending for Approval** section, select Financial in dropdown list for Payments & select Non Financial for Virtual Account Open, click the **Host-to-Host Bulk Files** tab. All the uploaded files that require approval appears.
2. Select the multiple files and click **Approve** to approve the transactions.
OR
Click the link under the **Reference No** column. The **File Details** screen appears.

Bulk File Approve / Reject (Financial)

Pending for Approvals							
							Financial
Payments 0	Bill Payments 0	Bulk File 0	Bulk Record 0	Non Account Bulk Record 0	Host to Host Bulk Files 30	Host to Host Bulk Records	
<input type="checkbox"/>	Date ^	File Reference No v	Transaction ID v	Transaction Type v	File Name v	File Amount v	Status v
<input type="checkbox"/>	30 Oct 1:53 PM	334059	3010D01982AA	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
<input type="checkbox"/>	30 Oct 1:43 PM	336099	30107E335A75	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
<input type="checkbox"/>	30 Oct 1:39 PM	336609	3010D14F5F12	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
<input type="checkbox"/>	29 Oct 5:55 PM	334569	291049F1AD59	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress

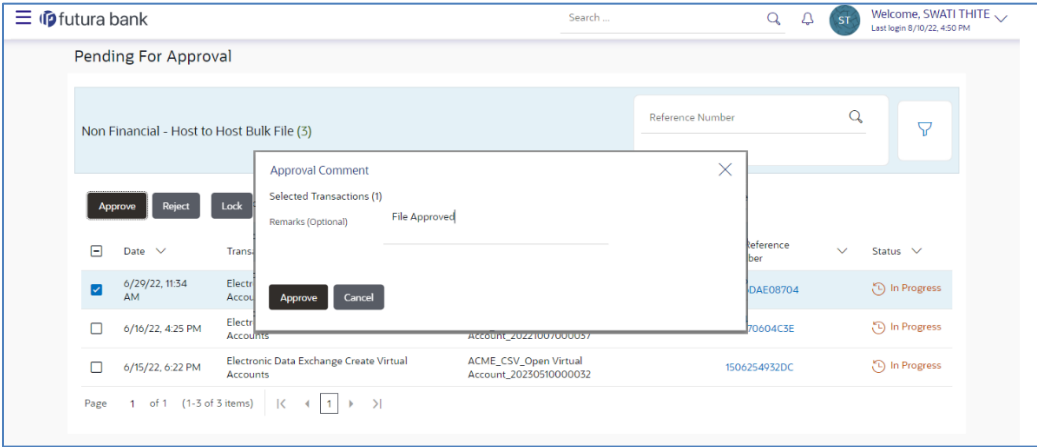
Page 1 of 3 (1-10 of 30 items) | < < 1 2 3 > >

Bulk File Approve / Reject (Non-Financial)



3. If you click **Approve**. The **Approval Comment** screen appears.

Bulk File Approve / Reject – Remarks



- a. Enter the remarks for approval and click **Approve**. Transaction successfully approved message appears.

OR

If you click **Reject**. The **Reject Comment** screen appears.

- a. Enter the remarks for rejection and 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, select Financial in dropdown list for Payments & select Non Financial for Virtual Account Open, click the **Host to Host Bulk Records** tab. All the uploaded records that require approval appears.
2. Select a record 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 (Financial)

Pending for Approvals Financial

Non Accounts 0
 Payments 0
 Bill Payments 0
 Bulk File 0
 Bulk Record 0
 Non Account Bulk Record 0
 Host to Host Bulk Files 30
 Host to Host Bulk Records 10

<input type="checkbox"/>	Date	File Reference No	Transaction ID	Source Reference No	Transaction Type	Debit Account No	Amount	Payee Account Details	Status
<input type="checkbox"/>	27 Nov 2:50 PM	MIC50635928PB07H175511	2711DA145352	317213452818000891	Uploaded	00000065	GBP5,000.00	AC123456789-BenName1	In Progress
<input type="checkbox"/>	27 Nov 2:50 PM	MIC50635928PB07H175511	271152C40654	317213452818000892	Uploaded	00000065	GBP5,000.00	AC987654321-BenName1	In Progress
<input type="checkbox"/>	27 Nov 2:50 PM	MIC50635928PB07H175511	27115A794DFB	317213452818000898	Uploaded	00000065	GBP5,000.00	AC987654321-BenName1	In Progress
<input type="checkbox"/>	27 Nov 2:50 PM	MIC50635928PB07H175511	2711F12C6E3E	317213452818000893	Uploaded	00000065	GBP5,000.00	AC123456789-BenName1	In Progress

Page 1 of 2 (1-10 of 20 items) < 1 2 >

Bulk Record Approve / Reject (Non-Financial)

Pending for Approvals Non Fin...

Management 0
 Virtual Account Management 0
 Host to Host Bulk File 0
 Host to Host Bulk Record 40

<input type="checkbox"/>	Date	Virtual Entity ID	Virtual Account Product	Virtual Account Name	Real Account Number	Reference No	Status
<input type="checkbox"/>	14 May 12:03 PM	INNO0001	IN01	DC035	1006000000000040	97492214647966924	In Progress
<input type="checkbox"/>	14 May 12:03 PM	INNO0001	IN01	DC033	1006000000000040	97492214638320025	In Progress
<input type="checkbox"/>	14 May 12:03 PM	INNO0001	IN01	DC016	1006000000000040	97492214539753881	In Progress
<input type="checkbox"/>	14 May 12:02 PM	INNO0001	IN01	DC001	1006000000000040	97492214453770649	In Progress
<input type="checkbox"/>	14 May 12:02 PM	INNO0001	IN01	DC013	1006000000000040	974922145217183744	In Progress

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

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

4.2.1 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 'Host to Host File Inquiry - Record Details' interface. At the top, there are navigation elements including 'Approver', 'ATM/Branch', and 'English'. The main content area features three buttons: 'Approve', 'Reject', and 'Lock'. Below these are several data fields:

File Name	File Reference ID
Mic PAIN001V6 Domestic 20211127000032	MIC50635928PB07H175511
Source Reference ID	Record Status
317215452818000891	VERIFIED
Transaction Reference ID	External Reference ID
2711DA145552	-

Below the table is a 'Transaction Journey' section with a 'Detailed Journey' view. It shows an 'Initiation' step with a circular icon and the text 'Mike a John' and '27 Nov 02:50 PM'. A 'Back' button is located at the bottom left. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]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

Click **Reject** to reject the transaction.
The **Reject Comment** screen appears.

- i. Enter the remarks for rejection. Click **Reject**. Transaction rejected message appears.