

Corporate Bulk File Upload – Trade Finance User Manual
Oracle Banking Digital Experience
Patchset Release 22.1.1.0.0

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Corporate Bulk File Upload – Trade Finance User Manual
August 2022

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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 Patchset Release 22.1.1.0.0, 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 Banking Trade Finance 14.6.0.0.0	Oracle Trade Finance Process Management 14.6.0.0.0*
1	Uploaded Files Inquiry	NH	NH
2	File Approval by the approver	NH	NH
3	LC Template Creation	NH	NH
4	Beneficiary Creation	NH	NH

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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.

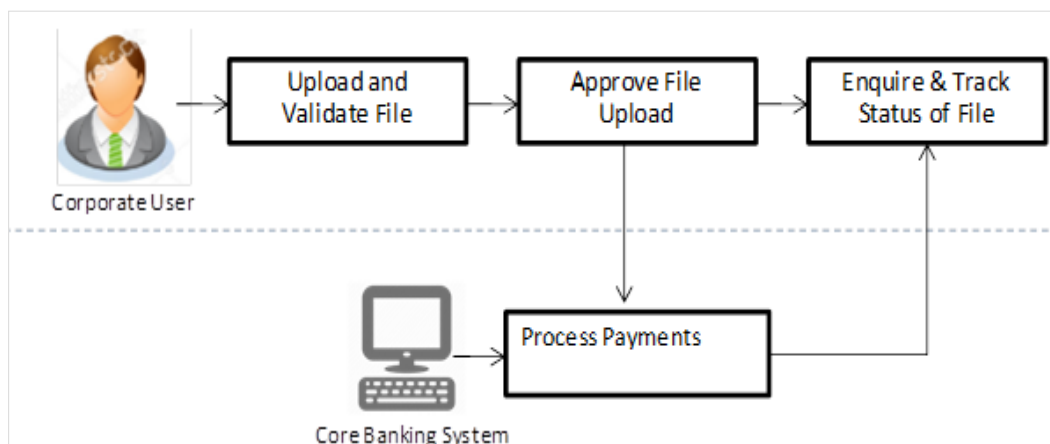
Bank Guarantee template creation, Letter of Credit template creation, trade Other Party maintenance are a few examples of non-financial transactions that can be supported through file upload.

The File Upload functionality enables users to process:

- Creating LC templates
- Create Beneficiaries
- Beneficiaries for LC in bulk

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 financial as well as non-financial transactions

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
File Identifier	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.
File Name	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 displays the 'File Upload' page in the Futura Bank application. The page header includes the bank logo and navigation options. The main content area contains a form with the following fields and values:

- File Identifier:** BGFileTemplate-BG file level temp...
- Transaction Type:** Bank Guarantee Template creation
- File Format type:** CSV,XLS,XLSX
- Approval Type:** FileLevel
- File Name:** BGFileTemplate.txt

At the bottom of the form, there are 'Upload' and 'Cancel' buttons. The footer of the page contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
File Identifier	Select the File identifier created earlier and mapped to the user in order to identify the file.
Transaction Type	Displays the transaction type of the file upload. Could be a payment type or a non-payment transaction type. Information is displayed based on the parameters defined at the file identifier selected by the user.
File Format Type	Displays the format in which the file can be uploaded. The file formats could be: <ul style="list-style-type: none"> • CSV • XLS • XLSX • Fixed Length Information is displayed based on the parameters defined at the file identifier selected by the user.

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

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' interface. At the top, there's a navigation bar with 'futura bank' logo, a search icon, and user information: 'Welcome, Acme Corporation Checker' and 'Last login: 12 Jun 11:31 AM'. The main content area is titled 'Uploaded Files Inquiry' and includes a 'Today's Files' section. A table lists the following data:


Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
12 Feb 2021 03:05 PM	Letter Of Credit Template creation	LCRecTemplate-LC rec level template	lctesttemp1.txt	935266081202	Processed
12 Feb 2021 03:01 PM	Letter Of Credit Template creation	LCFileTemplate-LC file level template	RITTEMP2.txt	335787271202	Error

Below the table, there is a pagination control: 'Page 1 of 1 (1-2 of 2 items)' with navigation arrows and a 'Cancel' button. A 'File Status' legend is provided below the table:

- 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.


The footer of the page reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

3.2.2 Uploaded File Inquiry – Search Filters

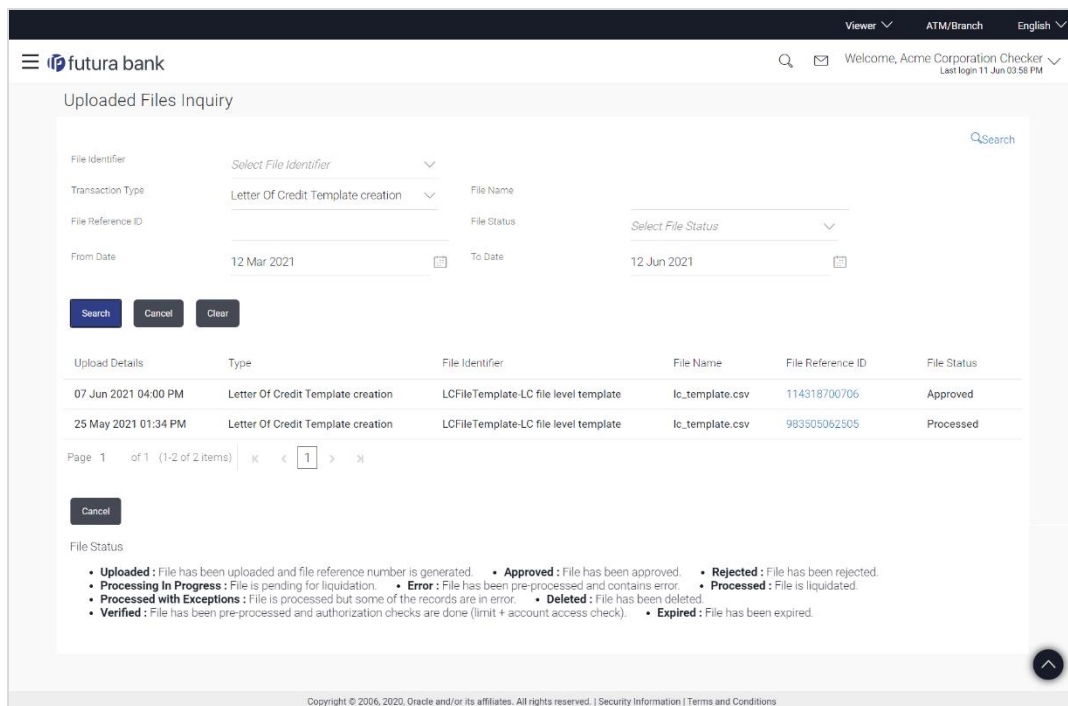
On clicking the  search filters gets enabled on the screen, corporate users can search and view the files that are uploaded under a party with the file identifier, date range, transaction type, transaction reference ID and view the record details under the same.

User is expected to provide at least 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



Viewer ATM/Branch English

futura bank Welcome, Acme Corporation Checker Last login 11 Jun 03:58 PM

Uploaded Files Inquiry

File Identifier: Select File Identifier

Transaction Type: Letter Of Credit Template creation

File Reference ID:

From Date: 12 Mar 2021 To Date: 12 Jun 2021

File Name: File Status: Select File Status

Search Cancel Clear

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
07 Jun 2021 04:00 PM	Letter Of Credit Template creation	LCFileTemplate-LC file level template	lc_template.csv	114318700706	Approved
25 May 2021 01:34 PM	Letter Of Credit Template creation	LCFileTemplate-LC file level template	lc_template.csv	983505062505	Processed

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

Cancel

File Status

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

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Field Description

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

Search

File Identifier	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
------------------------	---

Transaction Type	Search with the transaction type associated with the file.
-------------------------	--


Field Name	Description
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 • Deleted • Verified • Expired
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 file.
File Name	Displays the name of the uploaded file.
File Reference ID	Displays the file reference number generated after the file was uploaded.

Field Name	Description
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).The user can download the error file at this stage. • 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. The user can download a response file at this stage. • Processed with exception: File is partially liquidated – i.e. while some records are processed, others are not. • Expired: File has expired. • Deleted: File was deleted.
Action	<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 – Trade Finance

On clicking on the File Reference ID from the summary page of trade finance file, following screen is displayed to the user. The user can view the files uploaded by the corporate user for Trade Finance while creating LC templates and beneficiaries for LC in bulk. 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.

File Details – LC Template Creation

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there's a navigation bar with 'futura bank' logo, search, and user information. The main content area is titled 'Uploaded Files Inquiry' and contains a 'File Details' section. This section lists: File Name (lc_template.csv), File Reference ID (114318700706), File Status (Approved), Transaction Type (Letter Of Credit Template creation), Number of Records (2), and Transaction Reference ID (07068678AD4C). Below this is a 'File Workflow' diagram with five steps: 1. Uploaded, 2. Verified, 3. Approved (highlighted), 4. Processing In Progress, and 5. Processed. Underneath the workflow is a table of records:

Record Reference Number	Beneficiary Name	Drafts At	Type	LC Amount	Status
114318700706000001	BANKOFGERMAN	Sight	N	GBP 80000	Approved
114318700706000002	BANKOFGERMAN	Sight	N	GBP 80000	Approved

At the bottom of the table, there are pagination controls showing 'Page 1 of 1 (1-2 of 2 items)' and a 'Download as' button. A 'Back' button is also present. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

File Details – Beneficiary Creation

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there's a navigation bar with 'futura bank' logo and user information: 'Welcome, Acme Corporation Checker' and 'Last login 14 Jun 10:53 AM'. The main content area is titled 'Uploaded Files Inquiry' and contains a 'File Details' section. This section lists: File Name (beneDataAddRecord.csv), File Reference ID (703390190406), File Status (Verified), Transaction Type (Trade Other Party Maintenance), Number of Records (3), and Transaction Reference ID (04060EF27D4D). Below this is a 'File Workflow' diagram with five steps: 1. Uploaded, 2. Verified (current), 3. Approved, 4. Processing In Progress, and 5. Processed. A table follows with columns: Record Reference Number, Beneficiary Name, Swift Code, Nickname, Access Type, Applicability, and Status. Three records are listed, all with 'Verified' status. At the bottom, there's a pagination control showing 'Page 1 of 1 (1-3 of 3 items)' and a 'Download as' button.

Field Description

Field Name	Description
File Name	File name of the uploaded file. User can download the file by clicking in the icon available besides the file name.
Transaction Type	Displays the transaction type associated with the file.
File Reference ID	Displays the file reference number, which was generated while uploading the file.
Number of Records	Displays the total number of records uploaded as a part of the file.
File Status	Displays the status of the file uploads.
Error Report	Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
Response File Download	Shows an icon to download the error response file.
Transaction Reference ID	The transaction reference number, which was generated at the time of transaction execution.
File Workflow	Flow displaying various stages and status of file upload.

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

Record List – LC Template Creation

If the user is inquiring for 'LC Template Create' type of transaction, the following fields are displayed.



Record Reference Number	The reference ID for identification of the records.
Beneficiary Name	<ul style="list-style-type: none"> The beneficiary against whom LC template is created.
Draft At	<ul style="list-style-type: none"> The LC draft type i.e. 'Sight' or 'Usance'.
Type	The corresponding LC product type.
LC Amount	The amount of LC.
Status	Status of the records of the uploaded file.
Action	<p>Icon to download the e-receipt.</p> <p>This column appears if the record status is 'Approved'.</p>

Record List – Beneficiary Creation

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

Record Reference Number	The reference ID for identification of the records.
Beneficiary Name	The beneficiary name.
SWIFT Code	The SWIFT ID of the Beneficiary Bank.
Nickname	The nickname of the Beneficiary.
Access Type	The accessibility the beneficiary recorded will have.

Field Name	Description
Applicability	The applicability the beneficiary recorded will have. The options are: <ul style="list-style-type: none"> • All • Letter of Credit • Collections • Guarantee • Shipping Guarantee • Bills
Status	Status of the records of the uploaded file.
Action	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.
- 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.

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.

Sr No	Events	Applicable to	Checks
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
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

Sr No	Events	Applicable to	Checks
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	Not allowed
2	SDSC	File Level	Not allowed
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. 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.

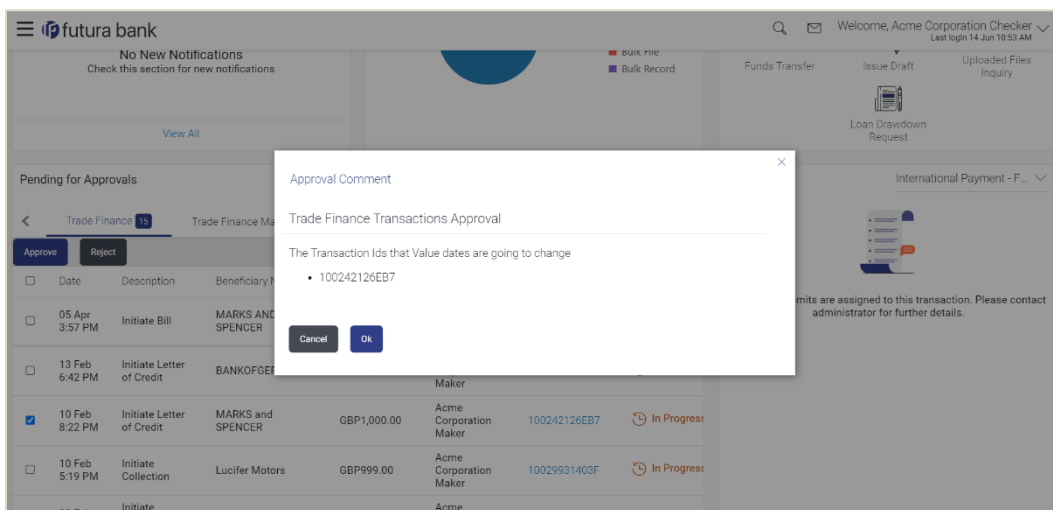
Bulk File Approve / Reject

Pending for Approvals							Non Financial
< Trade Finance 5 Trade Finance Maintenance 5 Forex Deal 0 Others 0 Liquidity Management 0							
<input type="checkbox"/>	Date	Description	Beneficiary Name	Amount	Initiated By	Reference No	Status
<input type="checkbox"/>	05 Apr 3:57 PM	Initiate Bill	MARKS AND SPENCER	GBP200,000.00	Acme Corporation Maker	0504A0392EF7	In Progress
<input type="checkbox"/>	13 Feb 6:42 PM	Initiate Letter of Credit	BANKOFGERM	GBP80,000.00	Acme Corporation Maker	130204FFA340	In Progress
<input type="checkbox"/>	10 Feb 8:22 PM	Initiate Letter of Credit	MARKS and SPENCER	GBP1,000.00	Acme Corporation Maker	100242126EB7	In Progress
<input type="checkbox"/>	10 Feb 5:19 PM	Initiate Collection	Lucifer Motors	GBP999.00	Acme Corporation Maker	10029931403F	In Progress
<input type="checkbox"/>	09 Feb 4:16 PM	Initiate Shipping Guarantees	Lucifer Motors	GBP3,450.00	Acme Corporation Maker	090237BDC4AA	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 **Ok**.
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

<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

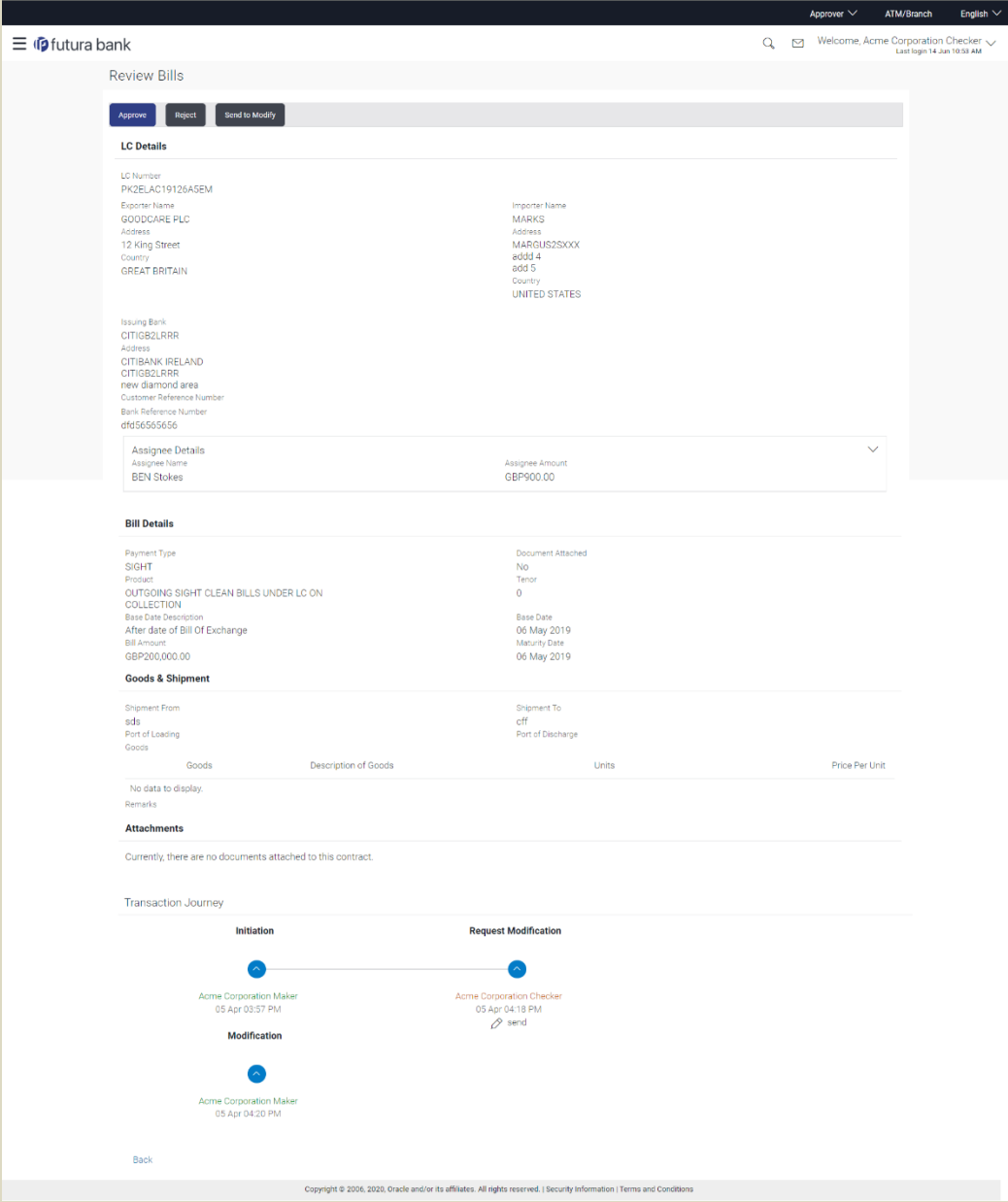
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3. Click **Approve** to approve the transaction.
The **Approval Comment** screen appears.
 - a. Enter the remarks for approval. Click **Approve**.
Transaction successfully approved message appears.
OR
4. Click **Reject** to reject the transaction.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



- 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.
- c. Click **Send to Modify** to send the transaction for modification.
The **Modification Comment** screen appears.
 - i. Enter the remarks for modification. Click **Send to Modify**.
Transaction is sent for medication and Confirmation screen appears.

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