

Oracle® Banking Digital Experience Cloud Service

Corporate Bulk File Upload – Electronic Data Exchange User Manual



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Purpose

This guide is designed to help acquaint you with the Oracle Banking application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

Audience

This document is intended for the following audience:

- Customers
- Partners

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>.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Related Resources

For more information on any related features, refer to the following documents:

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

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

Table 2 Basic Actions and Descriptions

Action	Description
Back	In case you missed to specify or need to modify the details in the previous segment, click Back to navigate to the previous segment.
Cancel	Click Cancel to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.
Next	On completion of input of all parameters, click Next to navigate to the next segment.
Save	On completion of input of all parameters, click Save to save the details.
Save & Close	Click Save & Close to save the data captured. The saved data will be available in View Business Product with <i>In Progress</i> status. You can work on it later by picking it from the View Business Product .
Submit	On completing the input of all parameters, click Submit to proceed with executing the transaction.
Reset	Click Reset to clear the data entered.
Refresh	Click Refresh to update the transaction with the recently entered data.
Download	Click Download to download the records in PDF or XLS format.

Symbols and Icons

The following are the symbols/icons you are likely to find in this guide:

Table 3 Symbols and Icons











Symbols and Icons	Description
	Add data segment
	Close

Table 3 (Cont.) Symbols and Icons

Symbols and Icons	Description
	Maximize
	Minimize
	Open a list
	Open calendar
	Perform search
	View options
	View records in a card format for better visual representation.
	View records in tabular format for better visual representation.

1

Oracle Banking Electronic Data Exchange for Corporates Integration Matrix

This topic describes whether a pre-integrated host interface is available for the transactions or not.

Table 1-1 Legends

Legend Type	Description
NH	No Host Interface Required.
✓	Pre integrated Host interface available.
X	Pre integrated Host interface not available.

Table 1-2 Transaction Host Integration Matrix

SR No	Transaction / Function Name	File Level Approval	Record Level Approval
1	File Upload for Oracle Banking Electronic Upload for Payments - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0		
2	File Upload for Virtual Account Creation - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0		
3	File Upload for Virtual Account Closure - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0		
4	File Upload for Add Special Rates for Virtual Account - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0		

2

Uploaded Files Inquiry

This topic describes the Uploaded Files Inquiry functionality, which facilitates the viewing of bulk files uploaded through Oracle Banking Electronic Data Exchange for Corporates.

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.

- [Uploaded Files Inquiry](#)
This topic describes the functionality that enables users to view files uploaded by the corporate via the Oracle Banking Electronics Data Exchange (OBEDX) application, specifically those files to which the user has access, along with the status of those files, all within the OBDX platform.

2.1 Uploaded Files Inquiry

This topic describes the functionality that enables users to view files uploaded by the corporate via the Oracle Banking Electronics Data Exchange (OBEDX) application, specifically those files to which the user has access, along with the status of those files, all within the 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.
1. Perform anyone of the following navigation to access the **Uploaded Files Inquiry** screen.
 - From the **Corporate Dashboard** , click **Toggle menu** , click **Menu** and then click **File Upload**.
Under **File Upload**, and then click **Uploaded Files Inquiry**.
 - From the **Corporate Dashboard** , click **Quick Links** , and then click **Uploaded Files Inquiry**.

The **Uploaded Files Inquiry** screen appears.

- [Uploaded Files Inquiry – Search Filters](#)
This topic provides the systematic instructions to corporate users to search and view Host-to-Host files uploaded under their corporate account.
- [Uploaded Files Inquiry – File Details](#)
This topic provides the systematic instructions to view the basic file details, such as name, status, and reference ID, as well as a record of the file's journey.
- [FAQ](#)

2.1.1 Uploaded Files Inquiry – Search Filters

This topic provides the systematic instructions to corporate users to search and view Host-to-Host files uploaded under their corporate account.

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. Navigate to the **Uploaded Files Inquiry** screen.
2. Enter any two-search criteria in the search section.
3. Perform one of the following actions:

- Click **Search**.

The search results appear on the **Uploaded Files Inquiry** screen based on the search parameters.

- Click **Clear** to reset the search criteria.
- Click **Cancel** to close the search panel.

1. **Payments - File template** to define the file identifiers for payments is EDX Payments.

Figure 2-1 Uploaded Files Inquiry – Search

↑ Uploaded Files Inquiry

File Identifier
EDX_Payments-EDX Payments

Transaction Type

File Name

File Reference ID

File Status

From Date
8/1/22

To Date
5/13/23

☐ Show transactions awaiting approval workflow assignment

Search

Clear

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
5/12/23	Payments and Funds Transfer	EDX Payments-EDX Payments	ACME_PAIN001V6_Payments_20230706001219	5021	Processing Ir
5/12/23	Payments and Funds Transfer	EDX Payments-EDX Payments	TOSHIBA_InternalFTSDSC_Payments_20221009113408.csv	5022	Processing Ir

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** :

▪ **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.

Cancel

2. **Virtual Account Open – File template** to define the file identifiers for Virtual Account Open is EDX Open Virtual Account.

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↑ Uploaded Files Inquiry

File Identifier
EDX_Create_VA-EDX_Create_Virtual_Account

Transaction Type File Name

File Reference ID File Status

From Date 8/1/22 To Date 5/13/23

☐ Show transactions awaiting approval workflow assignment

Search **Clear**

Upload Details	Type	File Identifier	File Name	File Reference ID
5/12/23	EDX Create Virtual Account	EDX Open Virtual Account-EDX_Create_Virtual_Account	ACME_VAOTraceCSV_Open Virtual Account_20220510111115	5020
5/12/23	EDX Create Virtual Account	EDX Open Virtual Account-EDX_Create_Virtual_Account	ACME_CSV_Open Virtual Account_20220510000022	5019
5/12/23	EDX Create Virtual Account	EDX Open Virtual Account-EDX_Create_Virtual_Account	ACME_CSV_Open Virtual Account_20221007000037	5018

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** :
- **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.

Cancel

3. Virtual Account Close – File template to define the file identifiers for Virtual Account Close is EDX Close Virtual Account.

↑ Uploaded Files Inquiry

File Identifier
EDX_CLOSE_VA-EDX_CLOSE_VIRTUAL_ACCOUNT

Transaction Type File Name

File Reference ID File Status

From Date 5/29/23 To Date 5/29/23

☐ Show transactions awaiting approval workflow assignment

Search **Clear**

Upload Details	Type	File Identifier	File Name	File Reference ID
5/29/23	EDX Close Virtual Account	EDX Close Virtual Account-EDX_CLOSE_VIRTUAL_ACCOUNT	ACME_CSV_Close Virtual Account_20230510000615	972
5/29/23	EDX Close Virtual Account	EDX Close Virtual Account-EDX_CLOSE_VIRTUAL_ACCOUNT	ACME_CSV_Close Virtual Account_20220510111118	971

4. Add Special Rates – File template to define the file identifier for Add Special Rates is EDX Add Special Rates.

↑ Uploaded Files Inquiry

Transaction Type File Name

File Reference ID File Status

From Date 5/4/22

To Date 5/17/23

☐ Show transactions awaiting approval workflow assignment

Search **Clear**

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
5/17/23	EDX Add Special Rates	EDX Add Special Rates-EDX_Add_Special_Rates	ACME_CSV_Add Special Rates_2022110000057.csv	5518	Processing

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** : ■ **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.

Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 2-1 Uploaded Files Inquiry – Search - 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
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	

Table 2-1 (Cont.) Uploaded Files Inquiry – Search - Field Description

Field Name	Description
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. 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.

4. Click the **File Reference ID** link to view the details.

The **Uploaded Files Inquiry - File Details** screen appears.

2.1.2 Uploaded Files Inquiry – File Details

This topic provides the systematic instructions to view the basic file details, such as name, status, and reference ID, as well as a record of the file's journey.

On clicking on the File Reference ID on the summary page, following screen is displayed to the user. 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 **Uploaded 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.

Figure 2-2 Uploaded Files Inquiry – File Details (Payments)

Uploaded Files Inquiry

File Details

File Name: ACME_PAINFO01V6_Payments_20230706001219 ⓘ
 Transaction Type: Payments and Funds Transfer
 File Reference Id: 5021
 Number of Records: 1
 File Status: Processing In Progress
 Transaction Reference Id: E2E228_FL1

File Workflow

File Summary
 ⌵

🔍

Record Number	Payment Reference	Value Date	Debit Account No	Amount	Credit Account Details	Payment Method	Status
4509430	E2E124_TL1	5/19/22	10060000000000924	GBP 5.00	Sammy Ashcroft DE17500105177697913875	TRF	Processing In Progress

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Figure 2-3 Uploaded Files Inquiry – File Details (Open Virtual Account)

Uploaded Files Inquiry

File Details

File Name: ACME_VAOTraceCSV_Open Virtual Account_20220510111115 ⓘ
 Transaction Type: EDX Create Virtual Account
 File Reference Id: 5020
 Number of Records: 1
 File Status: Processing In Progress
 Transaction Reference Id:

File Workflow

Virtual Account Record


Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account No. & Name	IBAN	Status
1106635973608468480	EDX0101		Rtest10		PROCESSING_IN_PROGRESS

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Figure 2-4 Uploaded Files Inquiry – File Details (Close Virtual Account)

Uploaded Files Inquiry

File Details

File Name: ACME_CSV_Close Virtual Account_20220510111118 


Transaction Type: EDX Close Virtual Account

File Reference Id: 971

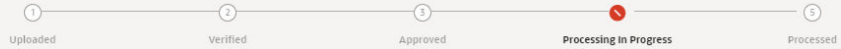
Number of Records: 2

File Status: Error

Transaction Reference Id:


Error Report: 

File Workflow



Virtual Account Record


Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
1112617137909071872	909071872	11126171	61713790	PROCESSING_IN_PROGRESS
1112617135400878080	400878080	71354008	61713540	PROCESSING_IN_PROGRESS

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Uploaded Files Inquiry – File Details (Add Special Rates)

Uploaded Files Inquiry

File Details

File Name: ACME_CSV_Add Special Rates_20221110000057.csv 

Transaction Type: EDX Add Special Rates


File Reference Id: 5518

Number of Records: 1

File Status: Processing In Progress

Transaction Reference Id:

File Workflow



Virtual Account Record

Special Rate Record

Record Reference Number	Virtual Account Number	Effective Date	Interest Product	Status
1108289100464553984	ABCTEST123456	2022-07-01	PRD1	


Download as  Back

Figure 2-5 Record Detailed Screen (Payments)

↑

Uploaded Files Inquiry - Record Details

File Name

ACME_PAIN001V6_Payments_20230706001219

File Reference ID

5021

Record Number

4509430

Status

Processing In Progress

Transaction Reference ID

E2E124_TL1

External Reference ID

-

Debit Details

Debit Party Id

000152

Debit Account No

1006000000000924

Debtor Name

-

Debtor Agent BIC

APACGB61XXX

Debit Narrative

-

Charges Account

-

Credit Details

Payee Name

Sammy Ashcroft

Figure 2-6 Record Detailed Screen (Open Virtual Account)

Virtual Account
RyanN Bohr | ***152

Account Details

Virtual Account Name Rtest13	Virtual Entity ID & Name EDXT0104
Branch Name HEL	Product PRO1
Currency USD	Linkage Structure
Real Account Number	Interest Calculation Required No

Correspondence Address

Address Line 1	Address Line 2
Country GB	Post Code 770077

Preferences

IBAN Required Yes	IBAN
Balance Check For Debits No	Balance Availability Option -
Debit Transaction Allowed Yes	Credit Transaction Allowed Yes
Overdraft Allowed No	Available in Liquidity Management No

Back

Table 2-2 Field Description

Field Name	Description
File Inquiry Detail Screen	
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
Search Filters for Payments	
Status	Search Record with the status of it: <ul style="list-style-type: none"> • Verified • Processing In Progress • Error • Completed • Approved • Rejected • Processed with Exceptions

Table 2-2 (Cont.) Field Description


Field Name	Description
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.
Record Details for Payments	
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. <div>  Note This column appears if the record status is 'Approved'. </div>
Record Details (Open Virtual Account)	
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.
Record Details (Close Virtual Account)	
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.
Record Details (Add Special Rates)	
Record Reference Number	Reference number of every record in the file

Table 2-2 (Cont.) Field Description

Field Name	Description
Virtual Account Number	Virtual Account Name for which the Special Rate needs to be added
Effective Date	This indicates the date from which the Product-UDE combination takes effect. Effective Date shown here is populated from the value in the incoming file.
Interest Product	To calculate interest for an account, you must apply an interest product on the account. Interest Product shown here is populated from the value in the incoming file.
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 **Uploaded Files Inquiry** screen based on the search parameters.
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.

Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 2-3 Record Detailed Screen - Payments - Field Description

Field Name	Description
Record Detailed Screen - Payments	
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.

Table 2-3 (Cont.) Record Detailed Screen - Payments - Field Description

Field Name	Description
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.
Payment Amount	Display payment amount 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.
Record Detailed Screen – Virtual Account Open	
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 & Add Special Rates hence the hyper link is not provided on Record Reference Number.

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

2.1.3 FAQ

- **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.

3

File Approval

This topic describes the functionality that enables approvers to approve or reject uploaded files.

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.

1. Perform the following navigation to access the **Pending for Approval** section.
 - From the **Approver Dashboard** , click **Pending for Approvals**

The **Pending for Approval** section appears.

- [File Approval](#)
This topic provides the systematic instructions of the file approval workflow process, wherein, following successful completion of pre-processing checks on an uploaded file, the file status becomes **Pending Approval** and is placed in the queue of the designated approver.
- [Record Level Approval](#)
This topic provides the systematic instructions of the record-level approval, a process by which approvers can approve individual records or transactions contained within an uploaded file.

3.1 File Approval

This topic provides the systematic instructions of the file approval workflow process, wherein, following successful completion of pre-processing checks on an uploaded file, the file status becomes **Pending Approval** and is placed in the queue of the designated approver.

To approve / reject a file:

1. In the **Pending for Approval** section, select Financial in drop-down 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. Perform one of the following actions:
 - Select the multiple files and click **Approve** to approve the transactions.
 - Click the link under the **Reference No** column.

The **File Details** screen appears.

Figure 3-1 Pending for Approval Screen

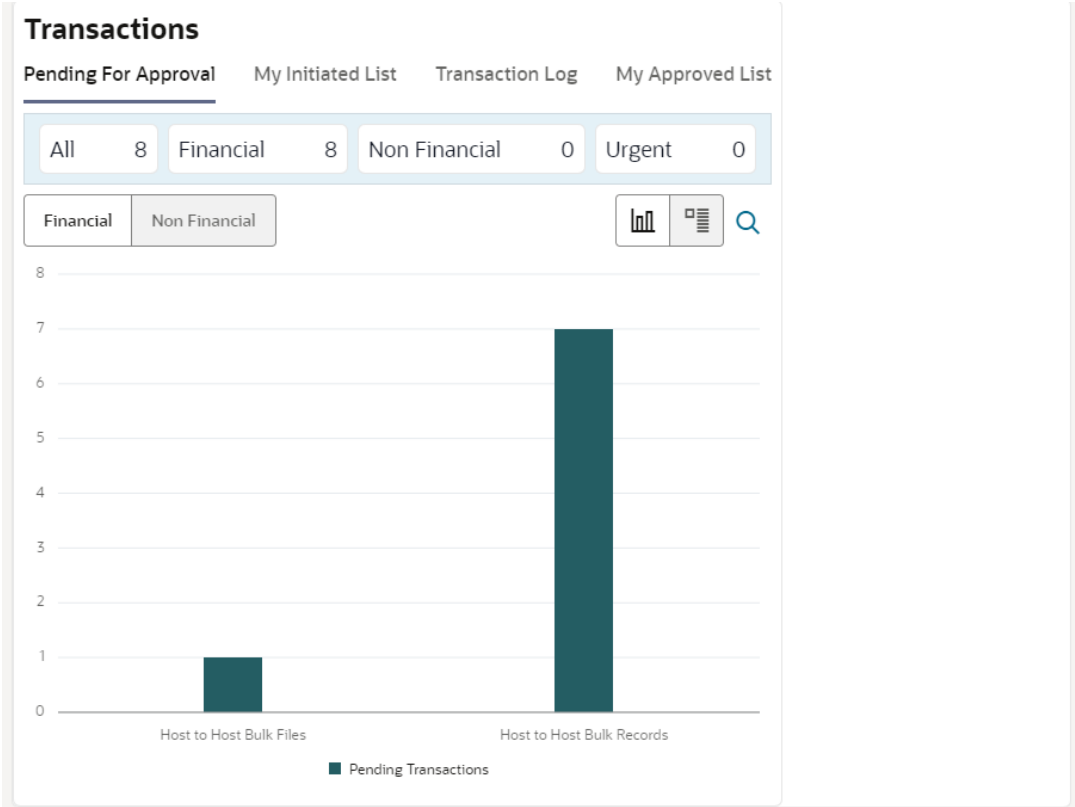


Figure 3-2 Pending for Approval Screen

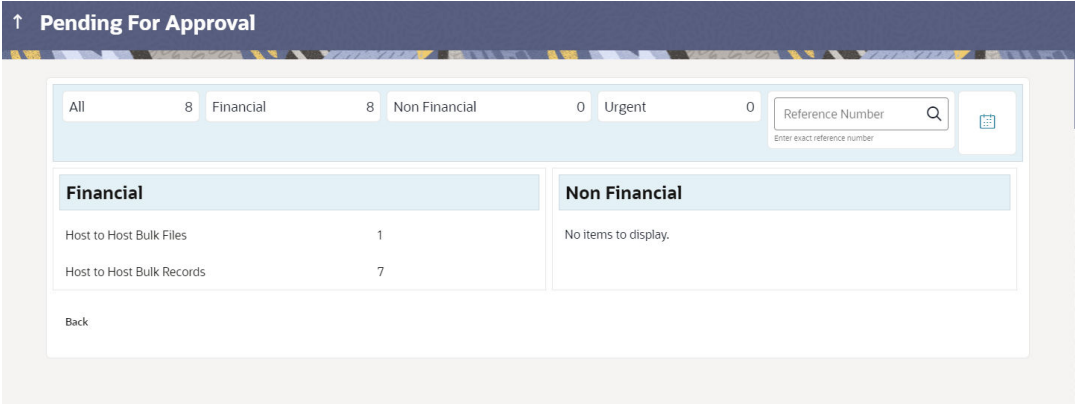


Figure 3-3 Bulk File Approve / Reject (Financial)

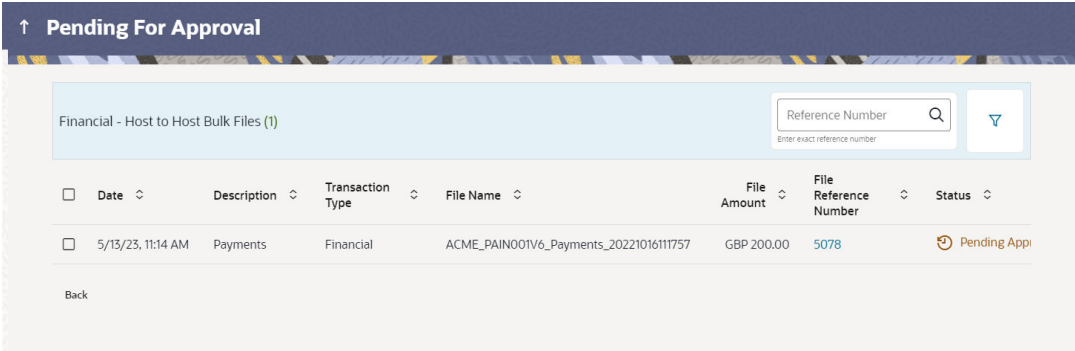
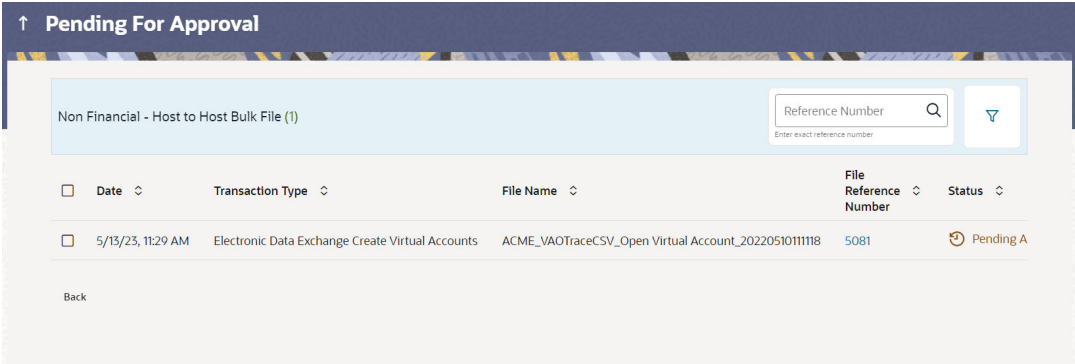
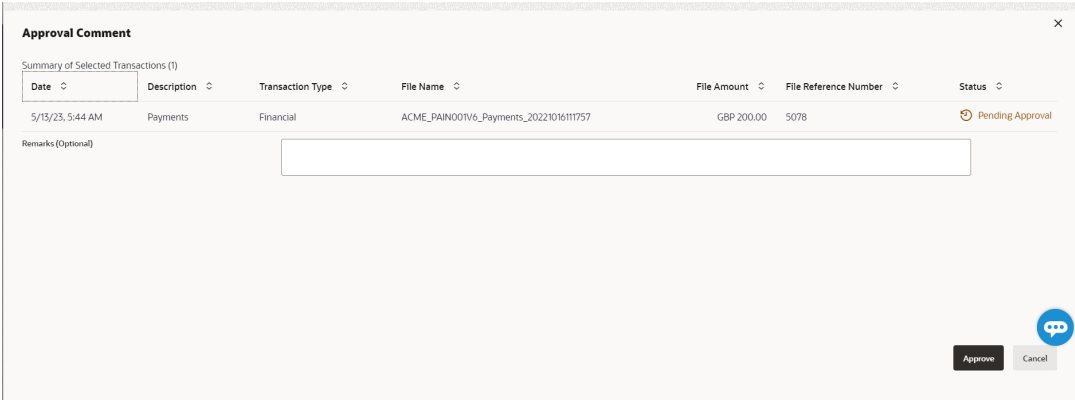


Figure 3-4 Bulk File Approve / Reject (Non-Financial)



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

Figure 3-5 Bulk File Approve / Reject - Remarks (Approve)



- Perform one of the following actions:
- Enter the remarks for approval, and click **Approve**.
Transaction successfully approved message appears.

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

Figure 3-6 Bulk File Approve / Reject - Remarks (Reject)

The screenshot shows a dialog box titled "Approval Comment" with a close button (X) in the top right corner. Below the title is a section labeled "Summary of Selected Transactions (1)". It contains a table with the following data:

Date	Description	Transaction Type	File Name	File Amount	File Reference Number	Status
5/13/23, 5:44 AM	Payments	Financial	ACME_RAIN001v6_Payments_2022101611757	GBP 200.00	5078	Pending Approval

Below the table is a text area labeled "Remarks (Optional)". At the bottom right of the dialog box are two buttons: "Approve" and "Cancel". There is also a blue speech bubble icon in the bottom right corner.

- Enter the remarks for rejection, and click **Reject**.

Transaction rejected message appears.

3.2 Record Level Approval

This topic provides the systematic instructions of the record-level approval, a process by which approvers can approve individual records or transactions contained within an uploaded file.

To approve / reject a record in file:

1. In the **Pending for Approval** section, select Financial in drop-down list for Payments & select Non- Financial for Virtual Account Open, and then click the **Host to Host Bulk Records** tab.

All the uploaded records that require approval appears.

2. Perform one of the following actions:
 - Select a record that is to be approved.
The **Record Approval** screen appears.
 - Click the link under the **Reference No** column.
The **File Details** screen appears.

Figure 3-7 Bulk Record Approve / Reject (Financial)

↑ Pending For Approval

Financial - Host to Host Bulk Records (7)

Reference Number

Enter exact reference number

Approve

Reject

Lock

<input type="checkbox"/>	Date	Transaction Type	Debit Account	Amount	Payee Account Details	Reference No	Status
<input checked="" type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 35.00	HEL0251000037-Debitor Name	4599700	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 40.00	HEL0251000037-Debitor Name	4601230	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 10.00	HEL0251000037-Debitor Name	4599190	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 15.00	HEL0251000037-Debitor Name	4601740	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 15.00	HEL0251000037-Debitor Name	4600720	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 20.00	HEL0251000037-Debitor Name	4598680	Pending Appri
<input type="checkbox"/>	5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 20.00	HEL0251000037-Debitor Name	4600710	Pending Appri

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Figure 3-8 Bulk Record Approve / Reject (Non-Financial)

↑ Pending For Approval

Non Financial - Host to Host Bulk Record (2)

Reference Number

Enter exact reference number

<input type="checkbox"/>	Date	Transaction Type	File Name	Reference No	Status
<input type="checkbox"/>	5/13/23, 11:27 AM	Electronic Data Exchange Create Virtual Accounts	ACME_VAOTraceCSV_Open Virtual Account_2022051011117	1106822589824233472	Pe
<input type="checkbox"/>	5/13/23, 11:27 AM	Electronic Data Exchange Create Virtual Accounts	ACME_VAOTraceCSV_Open Virtual Account_2022051011117	1106822589824233473	Pe

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Note

Record level approval is not applicable for Add Special Rates.

3. Perform one of the following actions:
- Click **Approve** to approve the transaction.
The **Approval Comment** screen appears.
 - Enter the remarks for approval, and click **Approve**.
Transaction successfully approved message appears.
 - If you click **Reject**.
The **Reject Comment** screen appears.
 - 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.

- [Record Level Approval - File Details](#)

This topic provides the systematic instructions for viewing the file details associated with record-level approval process.

3.2.1 Record Level Approval - File Details

This topic provides the systematic instructions for viewing the file details associated with record-level approval process.

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.

Figure 3-9 Bulk Record Approval – File Details

Uploaded Files Inquiry - Record Details

File Name
ACME_RANDOM1Vs_Payments_20221018111757

File Reference ID
5077

Record Number
4599X00

Status
Verified

Transaction Reference ID
ETREF260_018

Contract Reference ID
-

Debit Details

Debit Party ID
000752

Debit Account No
HEL025000059

Debtor Name
-

Debtor Agent SIC
PTSAINFXXX

Debit Narrative
-

Charge Account
-

Credit Details

Payee Name
Debtor Name

Value Date
3/17/22

Credit Account No
HEL025000057

Payment Amount
\$5

Payment Currency
GBP

Deal Reference No
-

Email ID

Payment Mode
T1BF

Clearing Code
-

Transaction Journey

Detailed Journey

Initiation
Successful

Approval

Completion

INDU2
3/15/25, 5:42 AM

Back

2. Perform one of the following actions:
 - 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.
- If you click **Reject**.
The **Reject Comment** screen appears.
 - a. Enter the remarks for rejection, and click **Reject**.
Transaction rejected message appears.

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