

Oracle Banking Digital Experience

**Corporate File Upload User Manual
Release 16.2.0.0.0**

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Corporate File Upload
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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_

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<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 16.2.0.0.0, refer to the following documents:

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

2. File Upload Introduction

File upload allows a business user to upload files which contain multiple transactions. File upload facilitates processing of multiple transactions through a single bulk file like Salary Payments, Fund Transfer etc. This is a faster way of processing transactions than entering single screen transactions.

The transactions in the form of files will be uploaded through the internet banking. A file type is defined as a file template in the system. File template comprises of different bulk templates (Record Templates). Bulk template will be constructed using data elements & data enrichment definitions.

Using this you can perform the following actions:

- File Identifier
- User File Identifier Mapping

3. File Identifier Maintenance

A file identifier is for the party preferences for handling of payment files. A file identifier is always mapped to a specific single payment file template.

How to reach here:

Dashboard > File Upload > File Identifier

To create a file identifier:

1. Click **Create**.
2. In the **File Upload Code** field, enter the code of the file to be uploaded.
3. In the **File Upload Code-Desc** field, enter the file description corresponding to the file code.
4. From the **File Template** list, select the file template.
5. Select the appropriate approval type.

File Identifier Maintenance

FILE IDENTIFIER MAINTENANCE

CREATE

Party ID: 006941 Reset

Party Name: Bagmane Commerz

DETAILS

File Upload Code:

File Upload Code - Desc:

File Template:

Transaction Type: Domestic Funds Transfer

Accounting Type: Multiple Debit Multiple Credit

File Type: FIXED

Format Type: CSV

Approval Type: RECORD LEVEL FILE LEVEL

Cancel
Create

Field Description

Field Name	Description
Party ID	Party ID for whom the file identifier is created.

Field Name	Description
Party Name	Party name corresponding to the party ID.
Details	
File Upload Code	Unique code assign to the uploaded file.
File Upload Code-Desc	File name / code description corresponding to the file upload code.
File Template	<p>Predefined file templates for file upload.</p> <p>Few examples of file templates are:</p> <ul style="list-style-type: none"> • Internal Funds Transfer Fixed SDMC • Internal Funds Transfer MDMC • Fixed Funds Transfer MDMC • Internal Funds Transfer Delimited SDMC

6. Click **Create**.
OR
Click **Cancel** to cancel the transaction.
7. The **Review** screen appears. Verify the details and click **Confirm**.
8. The confirmation screen appears with success message appears.
9. Click **Done** to complete the transaction.
OR
Click **Close** to close the screen.
OR
Click **Track Status** to track the status of the file identifier.

FAQs

Is there any specific format for funds transfer using the Bulk Upload Facility?

Yes. Corporate clients need to create a Text file in the specified format.

How is the different transaction & accounting types handled by application?

The different transaction accounting types handled by application through the file templates.

What is the role of an administrator in file upload?

The administrator is from bank's side, which creates file identifiers and maps users to it.

4. User File Identifier Mapping

Mapping a file identifier to a user enables the administrator to grant access rights to a user. Since a specific file identifier is linked to a certain file, transaction, and format and approval type.

How to reach here:

Dashboard > File Upload > User File Identifier Mapping

To map user file identifier:

1. In the **Party ID** field, enter the party ID. Click **Fetch**.
2. The party details corresponding to the party ID appears. Enter the search criteria in the **User Name**, **First Name**, and **Last Name** field.
OR
Click **Reset** to modify the search criteria.
3. Click **Search**. The corporate user list appears.
4. Select the appropriate user to edit. Click **Edit**.

Corporate User-File Identifier Mapping

CORPORATE USER-FILE IDENTIFIER MAPPING

Party ID

Party Name

User Name

First Name

Last Name

Corporate User List

JS	John Smith amitcorp	9867653445	
JS	John Smith ameetcorp	9867653445	
JS	John Smith amcorp	9867653445	

Field Description

Field Name	Description
Party ID	Party ID.
Party Name	Party name of the corresponding party ID.
User Name	User name.
First Name	First name of the user.
Last Name	Last name of the user.
Corporate user List	List of corporate users.

5. Edit the appropriate details.
6. Click **Save**.
OR
Click **Cancel** to cancel the transaction.

5. File Upload

This option allows you to upload file containing multiple payments enabling easy setup and quicker processing. In order to be able to upload a file, the customer has to be a net banking user.

However, before a customer user can start using file upload functionality; there are certain maintenance that need to be carried out by the bank administrators. This includes creating and mapping file identifier.

The File Uploads functionality enables users to process

- Internal payments (within the same bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments

This is done using a specific file format for each.

While files are managed entirely within the File Uploads module, the payments are queued in the Core Banking system, once submitted.

File Uploads module facilitates processing of multiple transactions through a single file. This is a faster way of processing transactions than entering single screen transactions.

Once the file is uploaded you can view the status of the file using the upload reference number or through bulk file view transaction.

How to reach here:

Dashboard > File Upload

To upload a file:

1. From the **File Identifier** list, select the file identifier.
2. The file identifier details appear. In the **File Name** field, select the file to be uploaded.
3. Click **Upload**.
OR
Click **Cancel** to abort the file uploading process.

File Upload

FILE UPLOAD

File Identifier	00012 - Sal_Upload ▼
Transaction Type	Domestic Funds Transfer
File Format Type	CSV
Approval Type	Record Level
Accounting Type	Multiple Debit Multiple Credit
File Name	📄 sal_upload.xls

Cancel
Upload

Field Description

Field Name	Description
File Identifier	File identifier created earlier in order to identify the file.
Transaction Type	Transaction type of the file uploads. The transaction type could be: <ul style="list-style-type: none"> Internal Funds Transfer Domestic Funds Transfer International Funds Transfer Mixed Transfers

Field Name	Description
File Format Type	Format for the file upload. The file format could be: <ul style="list-style-type: none"> • CSV • XML • XLS • XLSX
Approval Type	Approval level of the file. The approval could be: <ul style="list-style-type: none"> • Record Level: In record type approval, the approver could approve some records, and rejects others. Payments are processed only for approved records. • File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected.
Accounting Type	Accounting type of the file upload.
File Name	File to be uploaded.

4. The file successful upload message appears with the file identifier, file name, and file reference ID. Click **Done** to complete the file upload.

FAQs

What are the different file formats that can be uploaded?

The file upload formats supported are:

- CSV
- XML
- XLS
- XLSX

6. Bulk File Approval

This option allows you to approve / reject the uploaded file. Following type of approvals / rejection can be done for a file:

- File Level
- Record Level

How to reach here:

Dashboard > Pending for Approvals

6.1 File Approval

Once a file is uploaded and pre-processing checks are successfully completed, the status of the bulk file is available as Received.

To approve / reject a file:

1. Click on **Bulk File**.

Bulk File Approve / Reject

PENDING FOR APPROVALS (13) ↗

0
Accounts Financial

0
Accounts Non Financial

1
Payments

3
Bulk File

9
Bulk Record

0
Payee and Biller

Reject
Approve

<input type="checkbox"/>	Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	17 Sep 2:46 PM	Internal SDMC Delimited Adhoc File		SDMCINCSVF.txt	£26.51	Shailendra Kadam	1609172705601	⊕ In Progress
<input type="checkbox"/>	20 Sep 5:09 PM	Internal SDMC Delimited Adhoc File		SDMCINCSVF.txt	£26.52	Shailendra Kadam	16092017142845	⊕ In Progress
<input type="checkbox"/>	20 Sep 5:11 PM	Internal SDMC Delimited Adhoc File		SDMCINCSVF.txt	£26.52	Shailendra Kadam	1609201703781	⊕ In Progress

Page 1 of 1 (1-3 of 3 items) | K < 1 > X

Field Description

Field Name	Description
Date	File uploaded date.
Description	Description of the uploaded file.
Transaction Type	Transaction type of the file.
File Name	Name of the uploaded file.
File Amount	Transaction amount in the uploaded file.
Initiated By	Name of the file upload initiator.
Reference No	Reference number generated after the file is uploaded.
Status	File approval / rejection status.
Remarks	Remarks entered while approving / rejecting a transaction.

2. Click the link under the **Reference No** column. The **File Details** screen appears.
OR
Click **Back** to navigate to the previous screen.

File Details

Reject
Approve

BULK FILE APPROVAL

FILE DETAILS

File Name	SDMCINCSVE.txt	Transaction Type	Internal
File Reference ID	1609172705601	Number of Records	2
File Status	Verified		
File Workflow			

RECORD LIST

Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status
No data to display. Please modify your search inputs.					

Page (0 of 0 items) K < 1 > »

TRANSACTION JOURNEY

✓ Shalendra Ramesh Kadam
17 Sep 02:46 PM

Back

3. If you click **Approve**. The **Bulk File Transaction Approval** screen appears.
 - a. Enter the reason for approval. Click **Approve**. Transaction successfully approved message appears.

OR

4. If you click **Reject**. The **Bulk File Transaction Approval** screen appears.
 - a. Enter the reason for rejection. Click **Reject**. Transaction successfully rejected message appears.

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

6.2 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. Click on **Bulk Record**.

Bulk Record Approve / Reject

PENDING FOR APPROVALS (13)								
0	0	1	3	9	0			
Accounts Financial	Accounts Non Financial	Payments	Bulk File	Bulk Record	Payee and Biller			
<input type="checkbox"/>	Date	Transaction Type	Debit Account No	Amount	Payee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	19 Sep 8:55 PM	INTERNAL	xxxxxxxxxxxx0024	\$7.25	AT4AT4006048024	Shailendra Kadam	1609191204527000002	In Progress
<input type="checkbox"/>	19 Sep 8:55 PM	INTERNAL	xxxxxxxxxxxx0035	\$13.65	AT4AT40071990079	Shailendra Kadam	1609191204527000003	In Progress
<input type="checkbox"/>	19 Sep 8:55 PM	INTERNAL	xxxxxxxxxxxx0013	€9.15	AT4AT4006038042	Shailendra Kadam	1609191204527000001	In Progress
<input type="checkbox"/>	20 Sep 9:44 AM	INTERNAL	xxxxxxxxxxxx0013	€9.15	AT4AT4006038042	Shailendra Kadam	1609202945335000001	In Progress
<input type="checkbox"/>	20 Sep 9:48 AM	INTERNAL	xxxxxxxxxxxx0013	€9.16	AT4AT4006038042	Shailendra Kadam	1609209922649000001	In Progress
<input type="checkbox"/>	21 Sep 12:07 PM	DOMESTIC	xxxxxxxxxxxx0013	¥489.85	EE3587500	Shailendra Kadam	1609216016028000004	In Progress
<input type="checkbox"/>	21 Sep 12:07 PM	DOMESTIC	xxxxxxxxxxxx0046	¥502.15	EE3456109	Shailendra Kadam	1609216016028000003	In Progress
<input type="checkbox"/>	21 Sep 7:21 PM	INTERNATIONAL	xxxxxxxxxxxx0013	€593.50	WW016883-AMITA115	Shailendra Kadam	160921086393310000001	In Progress
<input type="checkbox"/>	21 Sep 8:44 PM	INTERNAL	xxxxxxxxxxxx0013	€9.29	AT4AT4006038042	Shailendra Kadam	160921191852660000001	In Progress

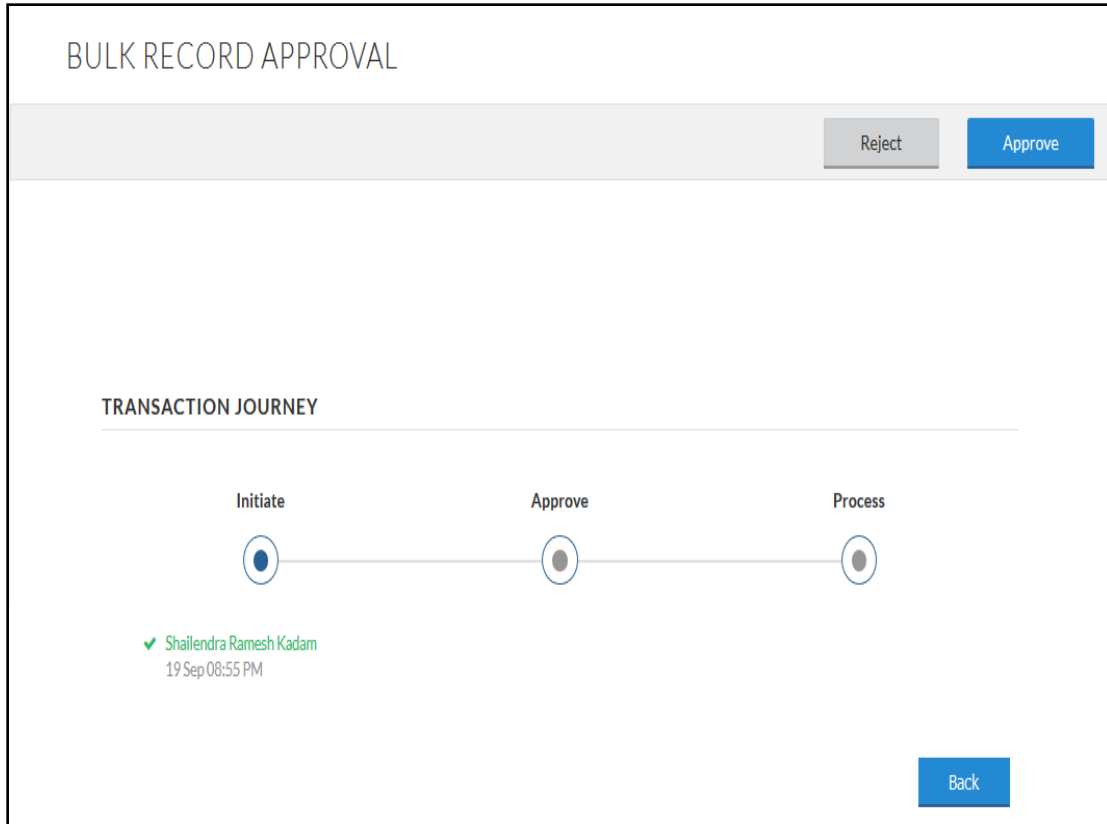
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Field Description

Field Name	Description
Date	File uploaded date.
Description	Description of the uploaded file.
Transaction Type	Transaction type of the file.
File Name	Name of the uploaded file.
File Amount	Transaction amount in the uploaded file.
Initiated By	Name of the file upload initiator.
Reference No	Reference number generated after the file is uploaded.
Status	File approval / rejection status.
Remarks	Remarks entered while approving / rejecting a transaction.

2. Click the link under the **Reference No** column. The **Record Approval** screen appears.
OR
Click **Back** to navigate to the previous screen.

File Details



3. If you click **Approve**. The **Bulk File Transaction Approval** screen appears.
 - a. Enter the reason for approval. Click **Approve**. Transaction successfully approved message appears.

OR
4. If you click **Reject**. The **Bulk File Transaction Approval** screen appears.
 - a. Enter the reason for rejection. Click **Reject**. Transaction successfully rejected message appears.

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

7. Uploaded Files Inquiry

Using this option you are allowed to view the bulk files uploaded by the customer. This function should provide customer to view status of bulk files uploaded. The search can be filtered on various parameters like status, transaction identifier. You can trace the status of the file and if there is an error in the file, you can also download the error file to arrive at the exact reason for error. You can also trace the history of the file. Individual record details can also be checked.

How to reach here:

Dashboard > Uploaded Files Inquiry
 OR
File Upload > Uploaded Files Inquiry

To search and view uploaded files

1. Click **Uploaded Files Inquiry**. The uploaded Files Inquiry screen appears with the file uploaded details.

Upload File Inquiry

UPLOADED FILES INQUIRY


TODAY'S FILES

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
21 Sep 2016 08:52:50	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	210993497903	Verified
21 Sep 2016 08:47:01	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	210903697003	Verified
21 Sep 2016 08:39:14	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	16092119185266	Verified
21 Sep 2016 04:28:10	Mixed	MXMDMCDABR-Mixed MDMC Delimited Adhoc Bene Record	MXMDMCSVRmult.txt	16092130395676	Processing In Progress
21 Sep 2016 03:28:38	Mixed	MXMDMCDABR-Mixed MDMC Delimited Adhoc Bene Record	MXMDMCSVRmult.txt	16092151996569	Verified
21 Sep 2016 03:21:42	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	16092161623189	Error
21 Sep 2016 03:20:51	Internal	MDMCINFAR-MDMC Internal Fixed Length Adhoc Record	MDMCITCSVRsing.txt	16092109337707	Error
21 Sep 2016 03:20:51	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	16092182756007	Error
21 Sep 2016 03:19:32	Internal	INSDSCDAR-Internal SDSC Delimited Adhoc Record	bulk2.txt	16092145495135	Processing In Progress

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Field Description

Field Name	Description
Upload Details	File upload date and time.
Type	Uploaded file type.
File Identifier	File identifier selected while uploading the file.
File Name	Name of the uploaded file.
File Reference ID	The file reference number which was generated after the file was uploaded.
File Status	<p>Status of the file uploads.</p> <p>The file life cycle / 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). • Error: File has been pre-processed and gets error. The end of the lifecycle of the file. • Verified: File has been pre-processed and authorization checks done (limit + account access check). File will be sent to host for processing if no approval is required. • Approval in Progress: File has been partially approved. File will be available for further approvals. • Rejected: File has been rejected (File level). The end of the life cycle of the file. • Approved: File has been fully approved. • Completed

2. Click  to search a particular record.
3. The search section appears. Enter the appropriate search criteria.
4. Click **Search**.
OR
Click **Clear** to reset the search criteria.
OR
Click **Cancel** to close the search panel.

Upload File Inquiry

UPLOADED FILES INQUIRY

SEARCH

File Identifier:

Transaction Type: File Name:

File Reference ID: File Status:

From Date: To Date:

SEARCH RESULTS

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
19 Sep 2016 07:14:04	Domestic	DMDMCDAR-Domestic MDMC Delimited Adhoc Record	MDMCDMsing.txt	1609198177012	Verified
19 Sep 2016 04:38:19	Domestic	DMDMCDAR-Domestic MDMC Delimited Adhoc Record	fileMDMCDM.txt	1609192588566	Completed
17 Sep 2016 01:58:05	Domestic	DMDMCDAR-Domestic MDMC Delimited Adhoc Record	MDMCDMsing.txt	1609176570425	Completed
17 Sep 2016 01:47:05	Domestic	DMDMCDAR-Domestic MDMC Delimited Adhoc Record	MDMCDMsing.txt	1609177957695	Error
15 Sep 2016 12:19:03	Domestic	DMDMCDAR-Domestic MDMC Delimited Adhoc Record	MDMCDMsing.txt	1609157536552	Verified

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Field Description

Field Name	Description
Search	
File Identifier	Bulk transaction identifier.
Transaction Type	Transaction type associated with bulk file.
File Name	File name of the uploaded file.
File Reference ID	The file reference number which was generated while uploading the file.
File Status	Status of the file uploads.
From Date	Start date to search a file upload.
To Date	Till date to search a file upload.

5. Click on the respective file to view the record details.

File Details

UPLOADED FILES INQUIRY

FILE DETAILS

File Name	MDMCDMSing.txt	Transaction Type	Domestic
File Reference ID	1609176570425	Number of Records	2
File Status	Completed	Response File Download	

File Workflow

Uploaded
17 Sep 2016 01:58:05

Verified
17 Sep 2016 01:58:06

Approved
17 Sep 2016 01:58:06

Processing In Progress
17 Sep 2016 01:58:07

Completed
17 Sep 2016 07:10:07

RECORD LIST

Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status
03 Jan 2015	xxxxxxxxxxxx0024	₹320.35	ShailK xxxxxxxxxxxxO109	Domestic	Completed
05 Jan 2015	xxxxxxxxxxxx0035	₹289.50	KavitaS xxxxxxxxxxxxJ012	Domestic	Completed

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6. In the **File Name** field, click to download the originally uploaded file.
7. In the **Response File Download** field click to download the response file.
8. Click **Save** button to save the file.
OR
Click the **Open** button to open the file.

Note: If there is an error during file verification, then an option will be available to download the generated error file.

FAQs

What are the different transaction types supported by the file upload module ?

The various file upload transaction types supported are:

- Internal funds Transfer, (Within the bank)
- Domestic Funds Transfer (Within the Country)
- International Funds Transfer (Cross Border)
- Mixed Transfer (A combination of the above)

What are the accounting types file upload supports?

Following are the accounting types supported by file upload:

- Single Debit, Single Credit (SDSC)
- Single Debit, Multi Credit (SDMC)
- Multi Debit, Multi Credit (MDMC)