

Corporate Bulk File Upload – Bill Payments User Manual  
Oracle Banking Digital Experience  
Patchset Release 21.1.3.0.0

Part No. F40800-01

November 2021

**ORACLE®**

Corporate Bulk File Upload – Trade Finance User Manual  
November 2021

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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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## 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 21.1.3.0.0, refer to the following documents:

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

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Sr No.	Transaction Name / Function Name	Third Party	Oracle FLEXCUBE Core Banking 11.10.0.0.0	Oracle Banking Payments 14.5.0.0.0
1	Upload File – Bill Presentment	✓	✗	✗
2	Uploaded Files Inquiry	✓	✗	✗
3	File Approval by the approver	✓	✗	✗

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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 uploaded by the corporate using pre-defined templates resulting in saving the transaction processing time than entering single record for each transaction.

Electronic bill presentment and payment (EBPP) module of OBDX allows billers to present the bills / invoices online to their customers. This feature also enables the customers/ users to pay the bills online. Using the file upload mechanism, the corporate users who are onboarded as Billers on OBDX platform can upload a bill presentment file and present the bills to their customers. Once the file is uploaded successfully, the biller's customers (OBDX Retail and corporate uses) can view the presented bills along with the payment due date and can initiate a payment against the bill electronically.

### 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.
- Biller is maintained within OBDX
- 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 File Upload

Upload a file option provides an option to the corporate user to upload files containing multiple bills which are to be presented for payment to their customers. Billers onboarded as Presentment and Presentment & Payment type can upload such files.

### How to reach here:

*Corporate Dashboard > Toggle Menu > File Upload > File Upload*

*OR*

*Corporate Dashboard > Quick Links > File Upload*

### File Upload

### Field Description

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

### To upload a file:

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

## File Upload

The screenshot shows the 'File Upload' page in the Futura Bank system. The page header includes the Futura Bank logo, a search bar, and user information: 'Welcome, tata sup' and 'Last login: 26 Aug 2020 11:06 PM'. The main content area contains a form with the following fields and values:

- File Identifier:** BBUAdmin-BBUAdmin
- Transaction Type:** Bulk Bill Upload
- File Format Type:** CSV, XLS, XLSX
- Approval Type:** File Level
- File Name:** BCFTemplate.CSV

At the bottom of the form, there are two buttons: 'Upload' and 'Cancel'. 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
<b>File Identifier</b>	Select the File identifier created earlier and mapped to the user in order to identify the file.
<b>Transaction Type</b>	Displays the transaction type of the file upload. Information is displayed based on the parameters defined at the file identifier selected by the user.
<b>File Format Type</b>	Displays the format in which the file can be uploaded. The file formats could be: <ul style="list-style-type: none"> <li>• CSV</li> <li>• XLS</li> <li>• XLSX</li> </ul> Information is displayed based on the parameters defined at the file identifier selected by the user.
<b>Approval Type</b>	Displays approval level of the file. For bill presentment type of a file, the approval type will always remain as File Level approval. <ul style="list-style-type: none"> <li>• File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected.</li> </ul> Information is displayed based on the parameters defined at the file identifier selected by the user.



Field Name	Description
<b>Accounting Type</b>	Displays accounting type of the file. This field is displayed for the files which are financial in nature.
<b>File Name</b>	Choose the file from the local machine for upload. Post choosing the file, displays the file name.

- 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.  
OR  
Click **Home** to go to the Dashboard screen.

Click to view sample for file upload:

1448	101	424	1	UNPAID	30-03-202	31-03-202	30-04-202	516.7	GBP
1534	451	3176	12	UNPAID	30-03-202	31-03-202	30-04-202	143.13	EUR
15235	101	3038	104	UNPAID	30-03-202	31-03-202	30-04-202	1235.11	EUR

## **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. Users can also view the files uploaded by the Bank Administrator user on behalf of the Corporate.

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there's a navigation bar with 'futura bank' logo and a search bar. Below it, the title 'Uploaded Files Inquiry' is centered. The main area contains several search filters: 'File Identifier' (dropdown), 'Transaction Type' (dropdown), 'File Reference ID' (text input), 'From Date' (calendar icon, set to 27 Aug 2021), and 'To Date' (calendar icon, set to 27 Aug 2021). There are 'Search' and 'Clear' buttons. Below the filters, a 'File Status' section lists various statuses with their descriptions:
 

- 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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### 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

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there are navigation options for 'Maker', 'ATM/Branch', and 'English'. The user is logged in as 'tata sup' with a last login time of '27 Aug 10:50 AM'. The search filters are set as follows:

- File Identifier: MakeCheckBBU-MakeCheckBBU
- Transaction Type: Select Transaction Type
- File Reference ID: (empty)
- File Status: Select File Status
- From Date: 01 Aug 2021
- To Date: 27 Aug 2021

Buttons for 'Search' and 'Clear' are visible. Below the filters is a table with the following data:

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
25 Aug 2021 05:26 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	SDSCBulkFSDSCBulkFSDSCBulk.txt	459461902508	Uploaded
18 Aug 2021 12:12 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BillStatus_SpeChar_Char12.txt	281181761808	Error
18 Aug 2021 12:11 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BillStatus_SpeChar_Char11.txt	483239961808	Error
12 Aug 2021 03:04 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	565417932108	Error
12 Aug 2021 02:58 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	253293721208	Error
12 Aug 2021 02:53 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	760368521208	Error
06 Aug 2021 08:32 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	CurrencyBlnk_speChar.txt	376871150608	Processed
06 Aug 2021 08:00 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	AMT_Blnk_minus.txt	882136160608	Processed
06 Aug 2021 06:34 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	SDMC2.txt	414713460608	Processed
04 Aug 2021 11:53 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	AMT_Blnk_minus.txt	428402870408	Error

Page 1 of 3 (1-10 of 22 items)

Cancel

**File Status**

- Uploaded** : File has been uploaded and file reference number is generated.
- Processing In Progress** : File is pending for liquidation.
- Approved** : File has been approved.
- Rejected** : File has been rejected.
- 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**


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

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

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

OR



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

### 3.2.3 Uploaded File Inquiry – File Details – Bill Presentment

On clicking on the File Reference ID from the summary page of bill payment file, following screen is displayed to the user. The user can view the files uploaded by the corporate user for bill presented for payments. 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.

Note: The maximum number of records permissible in the uploaded file is a configurable parameter at the File Identifier.



#### File Details

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there are navigation options for 'Approver', 'ATM/Branch', and 'English'. The user is logged in as 'Joe chk' with the last login on 27 Aug 11:52 AM. The main content area is titled 'Uploaded Files Inquiry' and contains a 'File Details' section. This section lists the file name 'bulkbillupload\_sdsc\_2.txt', file reference ID '342401302307', and transaction type 'Bulk Bill Upload'. It also shows the file status as 'Processed' and provides a 'Response File Download' link. A workflow diagram shows five steps: 1. Uploaded, 2. Verified, 3. Approved, 4. Processing In Progress, and 5. Processed. Below the workflow is a 'File Summary' table with columns for Reference No., Bill Due Date, Amount, Party Id, Type, and Record Status. A single record is listed with Reference No. 342401302307000001, Bill Due Date 30 Mar 2020, Amount EUR22.90, Party Id Darren Bulk Flet 000295, Type Bulk Bill Upload, and Record Status Completed. The footer 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
<b>File Name</b>	File name of the uploaded file. User can download the file by clicking in the icon available besides the file name.

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

- 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.

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**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.

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## **FAQ**

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

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

<b>Sr No</b>	<b>Events</b>	<b>Applicable to</b>	<b>Checks</b>
1	On File Upload	All Files	File contents should not match an already uploaded file
2	On File Upload	All Files	File should not exceed the Maximum Size limit
3	On File Upload	All Files	The File Extension type should be the ones permitted
4	On File Upload	All Files	The file should not be Malicious
5	At Pre-Processing	All Files	The format for all fields, should be as templated viz., Date, Currency in accordance with ISO standards, CIF- numeric, account number-alphanumeric etc.
6	At Pre-Processing	All Files	The CIF should be valid, should exist
7	File At Pre-Processing	All Files	CIF and Debit account should belong to each other
8	At Pre-Processing	All Files	User should have access to Debit Account (If applicable for the type of file selected)
9	At Pre-Processing	All Files	Debit account should not be in closed status (If applicable for the type of file selected)
10	At Pre-Processing	All Files	Transaction Limits are not violated at user level (If applicable for the type of file selected)
11	At Pre-Processing	All Files	Payment date should not be in the past (If applicable for the type of file selected)
12	At Pre-Processing	All Files	Payment date should not be a holiday as per the host calendar maintenance (If applicable for the type of file selected)



<b>Sr No</b>	<b>Events</b>	<b>Applicable to</b>	<b>Checks</b>
13	At Pre-Processing	All Files	Debit account should be a CASA account, not loan or TD (If applicable for the type of file selected)
14	At Pre-Processing	All Files	Debit currency in the file, should match the currency of the CASA account (If applicable for the type of file selected)
15	At Pre-Processing	Internal Files	Transaction currency should match either the debit or credit CASA (If applicable for the type of file selected)
16	At Pre-Processing	Internal Files	The Credit Account should be a CASA account, not loan or TD (If applicable for the type of file selected)
17	At Pre-Processing	All SDSC and SDMC files	A file with multiple records, should have the same debit account (If applicable for the type of file selected)
18	At Pre-Processing	Internal Ad hoc	The Purpose of remittance should be valid (If applicable for the type of file selected)
19	At Pre-Processing	Domestic Files	The NEFT / RTGS code should be valid (If applicable for the type of file selected)
20	At Approval	All Files	Cumulative limits should not be violated either for the Approver and the Party (If applicable for the type of file selected)
21	Validations in Core	All Files	The Debit account should have sufficient balance (If applicable for the type of file selected)
22	Validations in Core	All Files	Debit account should not be in dormant status (If applicable for the type of file selected)
23	Validations in Core	All Files	Debit account should not be in debit block status (If applicable for the type of file selected)
24	Validations in Core	Internal Files	The Credit CASA account should not be closed (If applicable for the type of file selected)

Sr No	Events	Applicable to	Checks
25	Validations in Core	Internal Files	There should not be a Credit Block on the CASA account (If applicable for the type of file selected)
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 (If applicable for the type of file selected)

**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

Verified	Approved	Processing in Progress	Liquidated	Rejected	Deleted	Error	File Status
			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.

**8. Can we check the status of the file and details of the file uploaded by bank administrator user?**

Yes, you will be able to see the files uploaded by the administrator on behalf of your customer ID. You need to have an access to the FI against which the Bank administrator has uploaded the file. You will not be permitted to modify anything.

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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

Only File level approval is permissible in case of bill presentment file. 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:

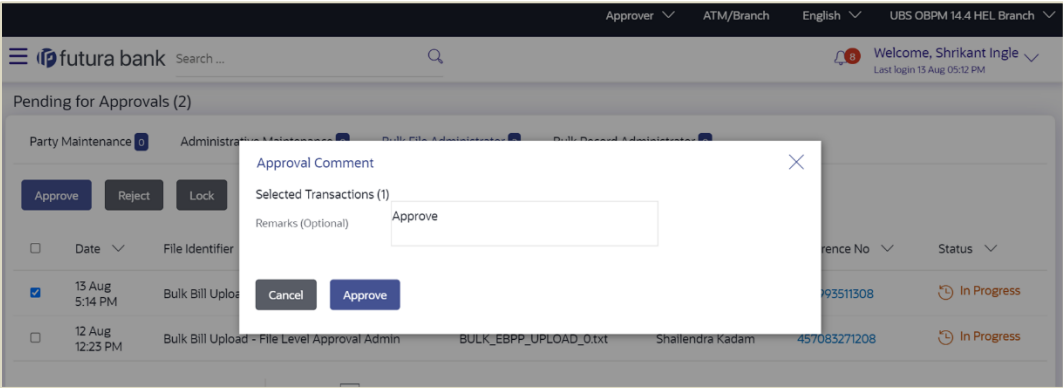
1. In the **Pending for Approval** section, click the **Bulk File** tab. All the uploaded files that require approval appears.
2. Select the multiple files and click **Approve** to approve the transactions.  
OR  
Click the link under the **Reference No** column. The **File Details** screen appears.

### Bulk File Approve / Reject

<input type="checkbox"/>	Date	File Identifier	File Name	Initiated By	Reference No	Status
<input type="checkbox"/>	15 Aug 5:14 PM	Bulk Bill Upload - File Level Approval Admin	Single party_3176.txt	Shallendra Kadam	569993511308	In Progress
<input type="checkbox"/>	12 Aug 12:23 PM	Bulk Bill Upload - File Level Approval Admin	BULK_EBPP_UPLOAD_0.txt	Shallendra Kadam	457083271208	In Progress

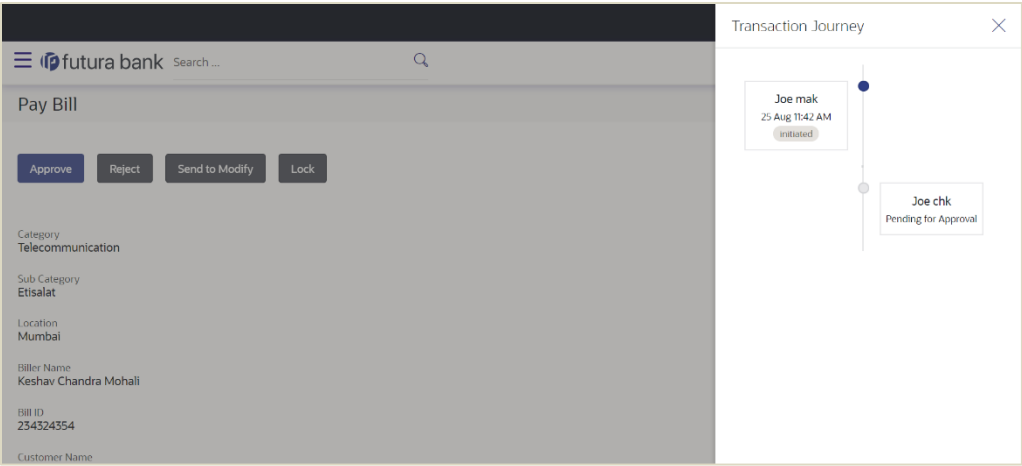
3. If you click **Approve**, the **Approval Comment** screen appears.

### 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.

### Detailed Journey



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