

Corporate Bulk File Upload - Electronic Data Exchange
User Manual
Oracle Banking Digital Experience
Patchset Release 22.2.2.0.0

Part No. F72987-01

December 2023

ORACLE®

Corporate File Upload User Manual - Electronic Data Exchange

December 2023

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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 22.2.2.0.0, refer to the following documents:

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

2. Oracle Banking Electronic Data Exchange for Corporates Integration Matrix

	File Level Approval	Record Level Approval
File Upload for Payments - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0	✓	✓
File Upload for Virtual Account Creation - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0	✓	✓
File Upload for Virtual Account Closure - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0	✓	✓
File Upload for Add Special Rates for Virtual Account - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0	✓	x

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3. Uploaded Files Inquiry

Corporates often look forward for an option to make multiple transactions and multiple maintenances quickly and conveniently through a single file upload typically for processing the salary of the corporate staff, for making the vendor payments or even for managing their Virtual Accounts through uploading a file.

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

Note: The –Uploaded files inquiry facilitates viewing of the Bulk files uploaded via Oracle Banking Electronic Data Exchange for Corporates.

3.1 Uploaded File inquiry

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

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

How to reach here:

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

OR

Corporate Dashboard > Quick Links > Uploaded Files Inquiry

3.1.1 Uploaded Files Inquiry – Search Filters

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

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

User can choose to view the details of the file by clicking on the File Reference ID or can even choose to search the files uploaded on previous days clicking search filters.

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

To search and view the Uploaded files

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

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

Uploaded Files Inquiry – Search

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

↑ 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_PAIN00IV6_Payments_20230706001219	5021	Processing In
5/12/23	Payments and Funds Transfer	EDX Payments-EDX Payments	TOSHIBA_InternalFTSDSC_Payments_20221009113408.csv	5022	Processing In

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.

↑ 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: [Dropdown] File Name: [Text Box]

File Reference ID: [Text Box] File Status: [Dropdown]

From Date: 5/4/22 [Calendar Icon] To Date: 5/17/23 [Calendar Icon]

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	Processin

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 being processed.
- **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.

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.

Field Name	Description
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	
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.

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). • Processing in Progress: File is not yet liquidated. • Rejected: File has been rejected (File level). The end of the life cycle of the file. • Approved: File has been fully approved. • Processed: File is completely liquidated. • Processed with exception: File is partially liquidated – i.e., while some records are processed, others are not. • Expired: File has expired.

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

3.1.2 Uploaded Files Inquiry – File Details

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

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

User can also choose to view the record details by clicking on the link available on each record. User gets directed to the screen, which shows the individual record details along with the file details using which the record was uploaded. Each record details is specific to the transaction type which user is inquiring.

To view the Host-to-Host file details:

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

Uploaded Files Inquiry – File Details (Payments)

↑
Uploaded Files Inquiry

File Details

File Name
ACME_PAIN001V6_Payments_20230706001219

File Reference Id
5021

File Status
Processing In Progress

Transaction Type
Payments and Funds Transfer

Number of Records
1

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	1006000000000924	GBP 5.00	Sammy Ashcroft DE17500105177697913875	TRF	Processing In Progress

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

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Uploaded Files Inquiry – File Details (Open Virtual Account)

↑
Uploaded Files Inquiry

File Details

File Name
ACME_VAOTraceCSV_Open Virtual Account_20220510111115

File Reference Id
5020

File Status
Processing In Progress

Transaction Type
EDX Create Virtual Account

Number of Records
1

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

Download as ▾ Back

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

```

graph LR
    1((1)) --- 2((2)) --- 3((3)) --- 4((4)) --- 5((5))
    style 4 stroke:#f00,stroke-width:2px
    
```

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

```

graph LR
    1((1)) --- 2((2)) --- 3((3)) --- 4((4)) --- 5((5))
    style 4 stroke:#000,stroke-width:2px
    
```

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 ▾
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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

Record Detailed Screen (Open Virtual Account)

↑
Virtual Account
RyanN Bohr | ***152

Account Details

Virtual Account Name Ritest13	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

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Field Description

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

Field Name	Description
From Amount	From Amount, to search the record within specified amount range.
To Amount	To Amount, to search the record within specified amount range.
Currency	Search Record by selecting currency from Available list.
Type	Transaction Name of the Record.
<u>Record Details for Payments</u>	
Record Number	Unique ID created for every record
Payment Reference	Reference number of every record in the file
Value Date	The date on which the file was uploaded
Debit Account No	Debit account number of the transaction.
Amount	Transaction amount along with currency.
Credit Account Details	Credit account details. Creditor Name & Account Number
Payment Method	Transaction type of the record.
Status	Status of the records of the uploaded file.
Action	Icon to download the e-receipt. Note: This column appears if the record status is 'Approved'.
<u>Record Details (Open Virtual Account)</u>	
Record Reference Number	Reference number of every record in the file
Virtual Entity ID	Virtual Entity ID for the virtual account needs to be opened
Real Account Number	Account number of the Real Customer
Virtual Account No. & Name	Virtual Account Number created and Account Name for which the virtual account needs to be opened

Field Name	Description
IBAN	Display IBAN created for the virtual account
Status	Status of the records of the uploaded file.
<u>Record Details (Close Virtual Account)</u>	
Record Reference Number	Reference number of every record in the file
Virtual Account Number	Virtual Account Name for which the virtual account needs to be opened
Transfer In Virtual Account Number	Display Virtual Account Number in which close account is transferred in
Transfer Out Virtual Account Number	Display Virtual Account Number from which close account is transferred out
Status	Status of the records of the uploaded file.
<u>Record Details (Add Special Rates)</u>	
Record Reference Number	Reference number of every record in the file
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:

1. Navigate to the **Uploaded Files Inquiry** screen.

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

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

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

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

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

FAQ

1. **If a payment file is in the approved status, does it mean that all the records are successfully liquidated?**

No, the file still has to successfully pass validations in the host system, before records are processed.

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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

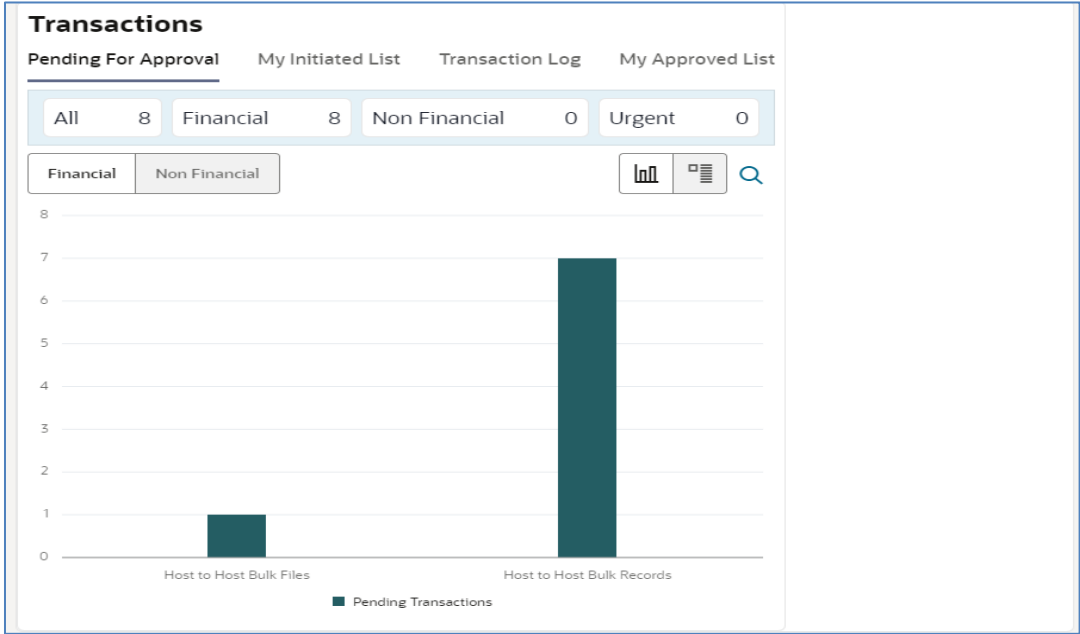
4.1 File Approval

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

Pending for Approval Screen



↑ Pending For Approval

All 8 Financial 8 Non Financial 0 Urgent 0 Reference Number
Enter exact reference number

Financial		Non Financial	
Host to Host Bulk Files	1	No items to display.	
Host to Host Bulk Records	7		

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Bulk File Approve / Reject (Financial)

↑ Pending For Approval

Financial - Host to Host Bulk Files (1) Reference Number
Enter exact reference number

<input type="checkbox"/>	Date	Description	Transaction Type	File Name	File Amount	File Reference Number	Status
<input type="checkbox"/>	5/13/23, 11:14 AM	Payments	Financial	ACME_PAIN001V6_Payments_2022101611757	GBP 200.00	5078	Pending Appr

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Bulk File Approve / Reject (Non-Financial)

↑ Pending For Approval

Non Financial - Host to Host Bulk File (1) Reference Number
Enter exact reference number

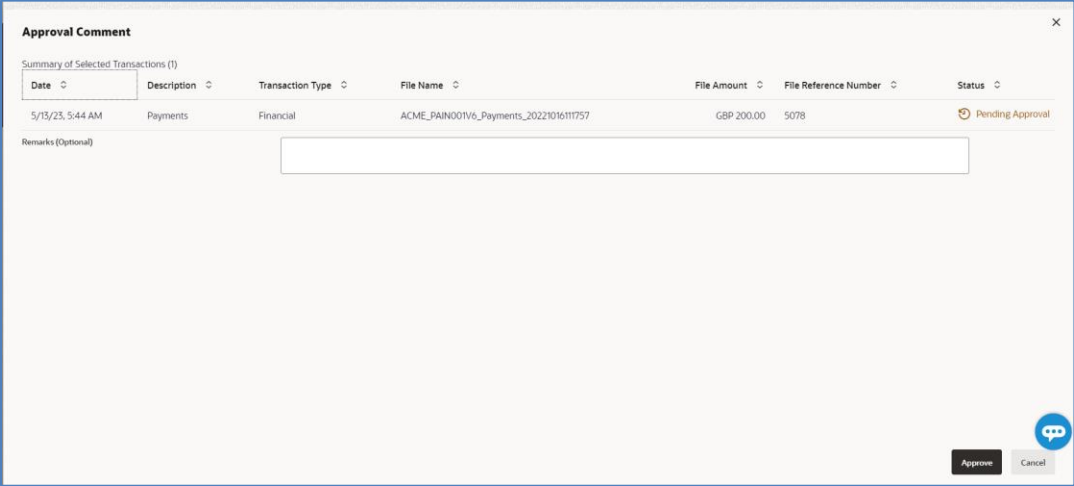
<input type="checkbox"/>	Date	Transaction Type	File Name	File Reference Number	Status
<input type="checkbox"/>	5/13/23, 11:29 AM	Electronic Data Exchange Create Virtual Accounts	ACME_VAOTraceCSV_Open Virtual Account_2022051011118	5081	Pending A

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

Bulk File Approve / Reject – Remarks

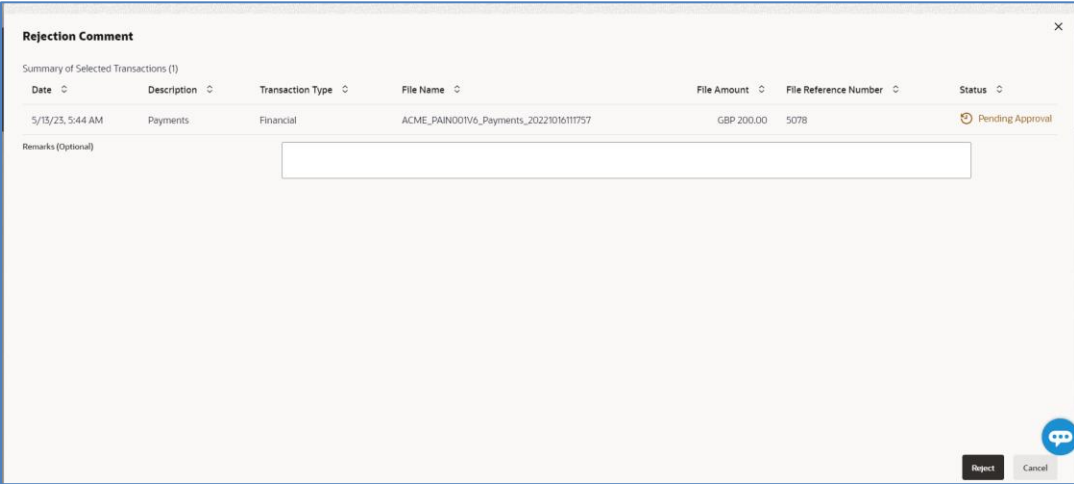
- a. Enter the remarks for approval and click **Approve**. Transaction successfully approved message appears.



OR

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

- a. Enter the remarks for rejection and click **Reject**. Transaction rejected message appears.



4.2 Record Level Approval

In record level approval, approver can approve individual records/ transactions within the uploaded file.

To approve / reject a record in file:

1. In the **Pending for Approval** section, select Financial in dropdown list for Payments & select Non-Financial for Virtual Account Open, click the **Host to Host Bulk Records** tab. All the uploaded records that require approval appears.
2. Select a record that is to be approved.
The **Record Approval** screen appears.
OR
Click the link under the **Reference No** column. The **File Details** screen appears.

Bulk Record Approve / Reject (Financial)

The screenshot shows a 'Pending For Approval' interface for Financial records. At the top, there is a search bar for 'Reference Number' with a dropdown arrow and a note 'Enter exact reference number'. Below the search bar are three buttons: 'Approve', 'Reject', and 'Lock'. The main area contains a table with columns: Date, Transaction Type, Debit Account, Amount, Payee Account Details, Reference No, and Status. There are 7 rows of data, all with a status of 'Pending Approval'. The first row is selected with a checkbox.

Date	Transaction Type	Debit Account	Amount	Payee Account Details	Reference No	Status
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 35.00	HEL0251000037-Debitor Name	4599700	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 40.00	HEL0251000037-Debitor Name	4601230	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 10.00	HEL0251000037-Debitor Name	4599190	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 15.00	HEL0251000037-Debitor Name	4601740	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 15.00	HEL0251000037-Debitor Name	4600720	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 20.00	HEL0251000037-Debitor Name	4598680	Pending Approval
5/13/23, 11:12 AM	Financial	HEL0285000039	GBP 20.00	HEL0251000037-Debitor Name	4600310	Pending Approval

Bulk Record Approve / Reject (Non-Financial)

The screenshot shows a 'Pending For Approval' interface for Non-Financial records. At the top, there is a search bar for 'Reference Number' with a dropdown arrow and a note 'Enter exact reference number'. Below the search bar are three buttons: 'Approve', 'Reject', and 'Lock'. The main area contains a table with columns: Date, Transaction Type, File Name, Reference No, and Status. There are 2 rows of data, both with a status of 'Pending Approval'. The first row is selected with a checkbox.

Date	Transaction Type	File Name	Reference No	Status
5/13/23, 11:27 AM	Electronic Data Exchange Create Virtual Accounts	ACME_VAOTraceCSV_Open Virtual Account_20220510111117	1106822589824233472	Pending Approval
5/13/23, 11:27 AM	Electronic Data Exchange Create Virtual Accounts	ACME_VAOTraceCSV_Open Virtual Account_20220510111117	1106822589824233473	Pending Approval

Note: Record level approval is not applicable for Add Special Rates.

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

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

4.2.1 Record Approval - File Details

1. In the **Pending for Approval** section, click the **Reference Id** link of the file that is to be approved.
The **Bulk Record Approval – File Details** screen appears.

- i. Enter the remarks for approval. Click **Approve**.
Transaction successfully approved message appears.

OR

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

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