Corporate Bulk File Upload - Electronic Data Exchange
User Manual
Oracle Banking Digital Experience
Release 22.2.0.0.0

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Corporate File Upload User Manual - Electronic Data Exchange

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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 Release 22.2.0.0.0, 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 14.7.0.0.0	✓	✓
File Upload for Virtual Account Creation - Oracle Banking Electronic Data Exchange for Corporates 14.7.0.0.0	✓	✓
File Upload for Virtual Account Closure - Oracle Banking Electronic Data Exchange for Corporates 14.7.0.0.0	✓	✓
File Upload for Add Special Rates for Virtual Account - Oracle Banking Electronic Data Exchange for Corporates 14.7.0.0.0	✓	×

Home

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.

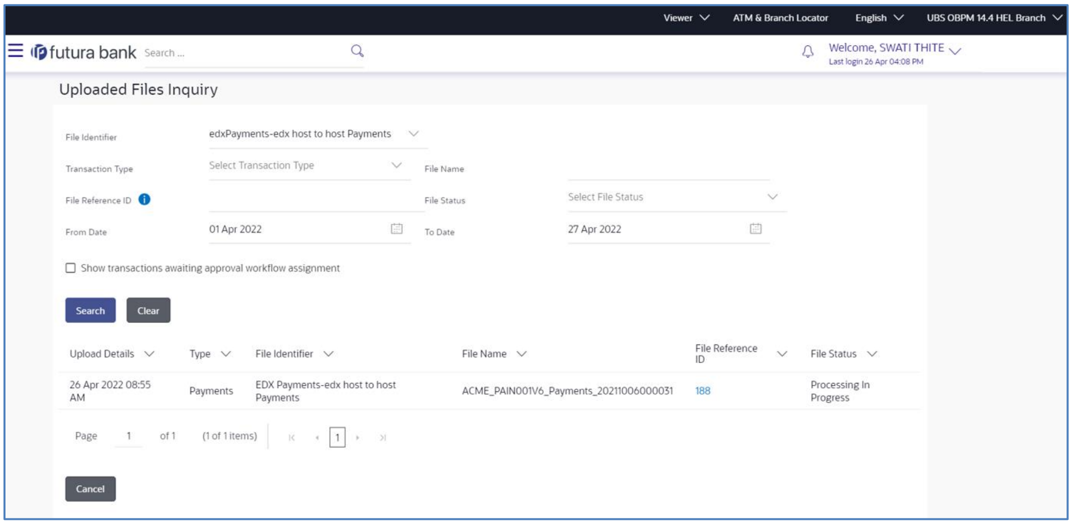
To search and view the Uploaded files

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.



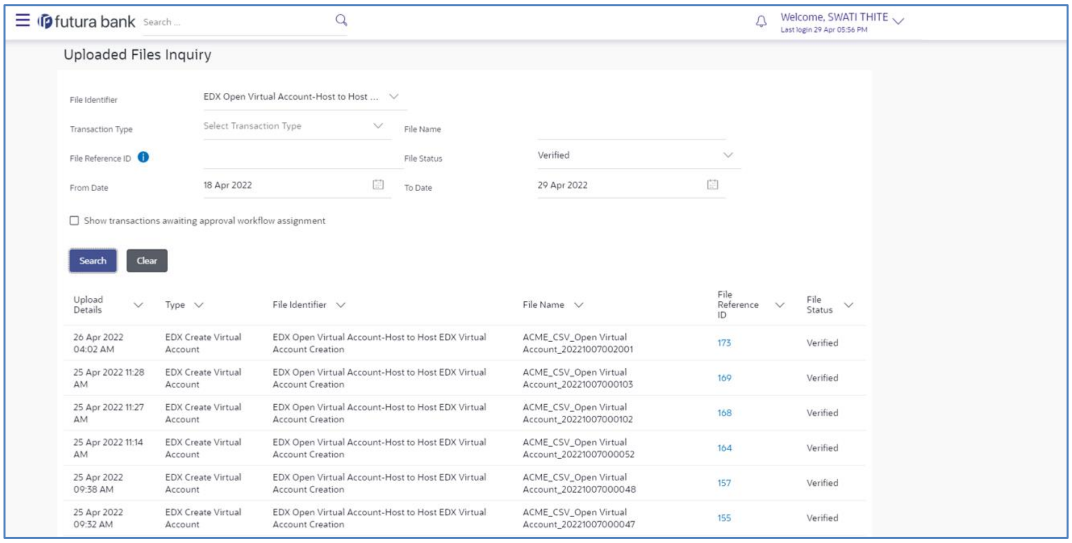
Uploaded Files Inquiry

File Identifier: edxPayments-edx host to host Payments
Transaction Type: Select Transaction Type
File Name:
File Reference ID:
File Status: Select File Status
From Date: 01 Apr 2022
To Date: 27 Apr 2022
☐ Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
26 Apr 2022 08:55 AM	Payments	EDX Payments-edx host to host Payments	ACME_PAIN001V6_Payments_20211006000031	188	Processing In Progress

Page 1 of 1 (1 of 1 items)

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

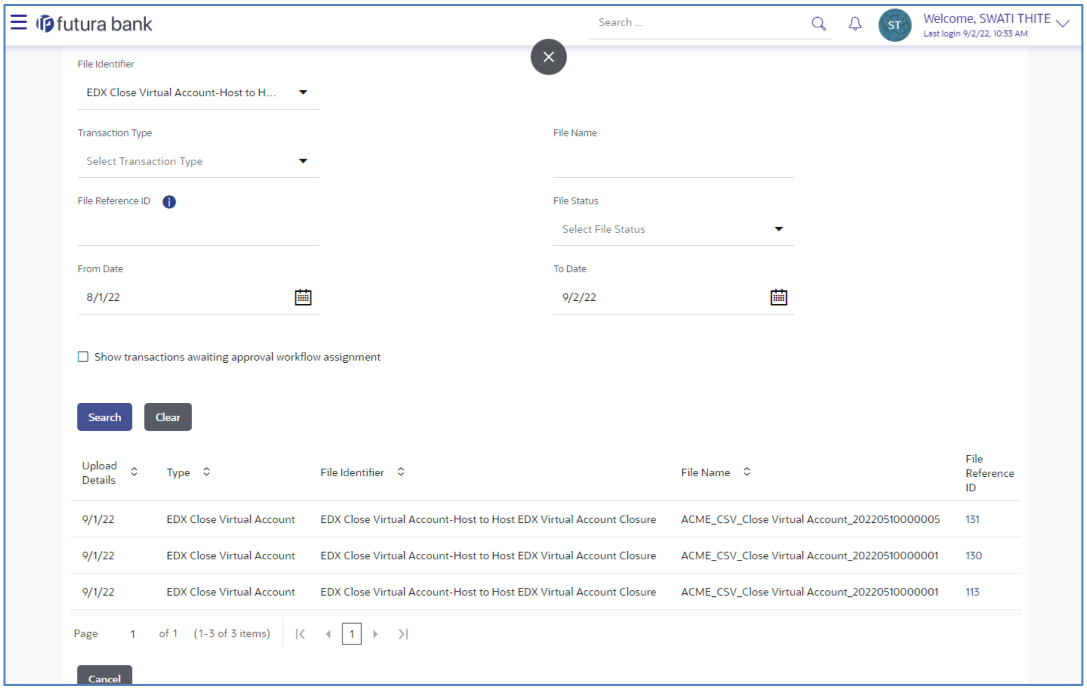


Uploaded Files Inquiry

File Identifier: EDX Open Virtual Account-Host to Host ...
Transaction Type: Select Transaction Type
File Name:
File Reference ID:
File Status: Verified
From Date: 18 Apr 2022
To Date: 29 Apr 2022
☐ Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
26 Apr 2022 04:02 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007002001	173	Verified
25 Apr 2022 11:28 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000103	169	Verified
25 Apr 2022 11:27 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000102	168	Verified
25 Apr 2022 11:14 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000052	164	Verified
25 Apr 2022 09:38 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000048	157	Verified
25 Apr 2022 09:32 AM	EDX Create Virtual Account	EDX Open Virtual Account-Host to Host EDX Virtual Account Creation	ACME_CSV_Open Virtual Account_20221007000047	155	Verified

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



File Identifier: EDX Close Virtual Account-Host to H...

Transaction Type: Select Transaction Type

File Name:

File Reference ID:

File Status: Select File Status

From Date: 8/1/22

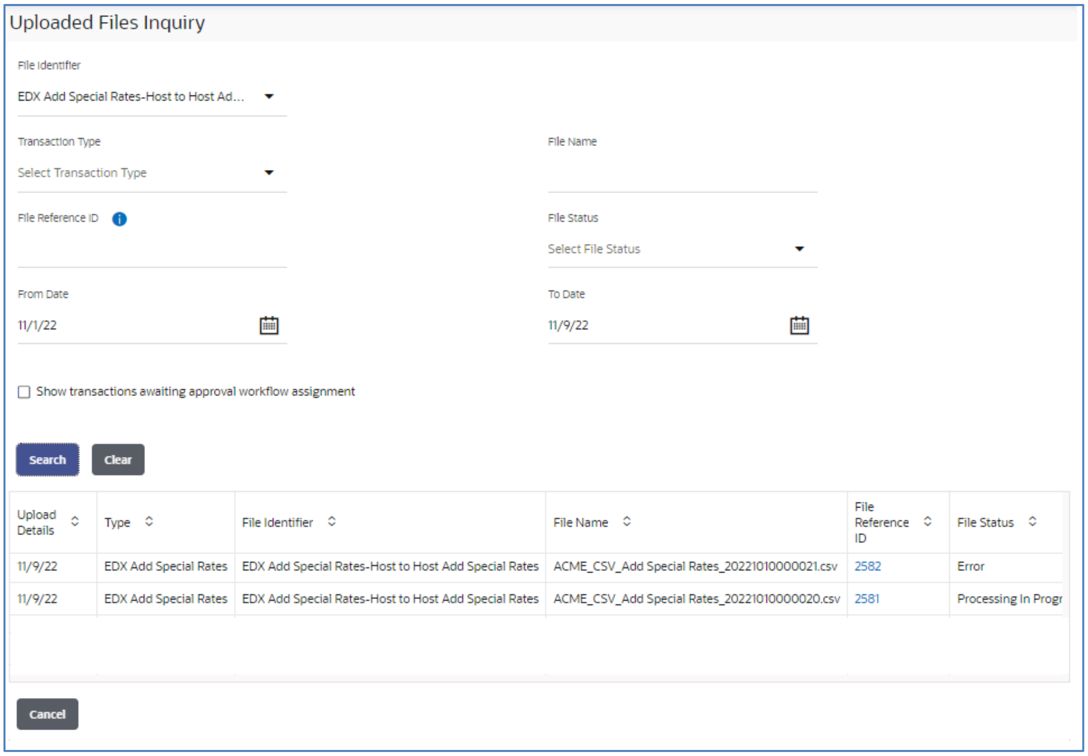
To Date: 9/2/22

☐ Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID
9/1/22	EDX Close Virtual Account	EDX Close Virtual Account-Host to Host EDX Virtual Account Closure	ACME_CSV_Close Virtual Account_20220510000005	131
9/1/22	EDX Close Virtual Account	EDX Close Virtual Account-Host to Host EDX Virtual Account Closure	ACME_CSV_Close Virtual Account_20220510000001	130
9/1/22	EDX Close Virtual Account	EDX Close Virtual Account-Host to Host EDX Virtual Account Closure	ACME_CSV_Close Virtual Account_20220510000001	113

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

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



File Identifier: EDX Add Special Rates-Host to Host Ad...

Transaction Type: Select Transaction Type

File Name:

File Reference ID:

File Status: Select File Status

From Date: 11/1/22

To Date: 11/9/22

☐ Show transactions awaiting approval workflow assignment

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
11/9/22	EDX Add Special Rates	EDX Add Special Rates-Host to Host Add Special Rates	ACME_CSV_Add Special Rates_20221010000021.csv	2582	Error
11/9/22	EDX Add Special Rates	EDX Add Special Rates-Host to Host Add Special Rates	ACME_CSV_Add Special Rates_20221010000020.csv	2581	Processing In Progr

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. • 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	Displays the status of the uploaded file. The file status could be: • 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.

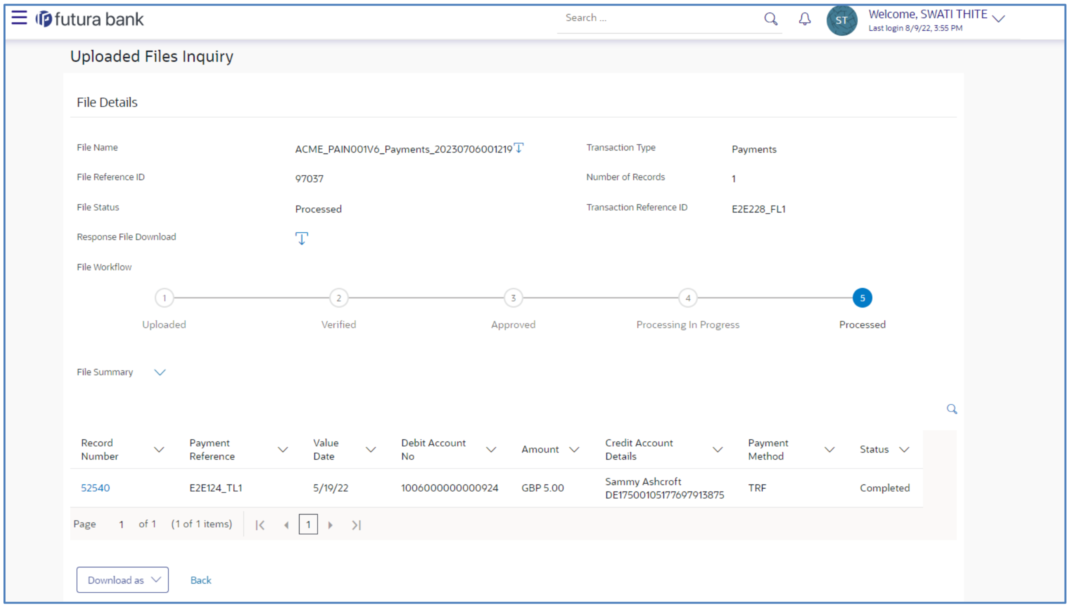
File details section also shows the records of the file in a summarized view along with respective status of each record.

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

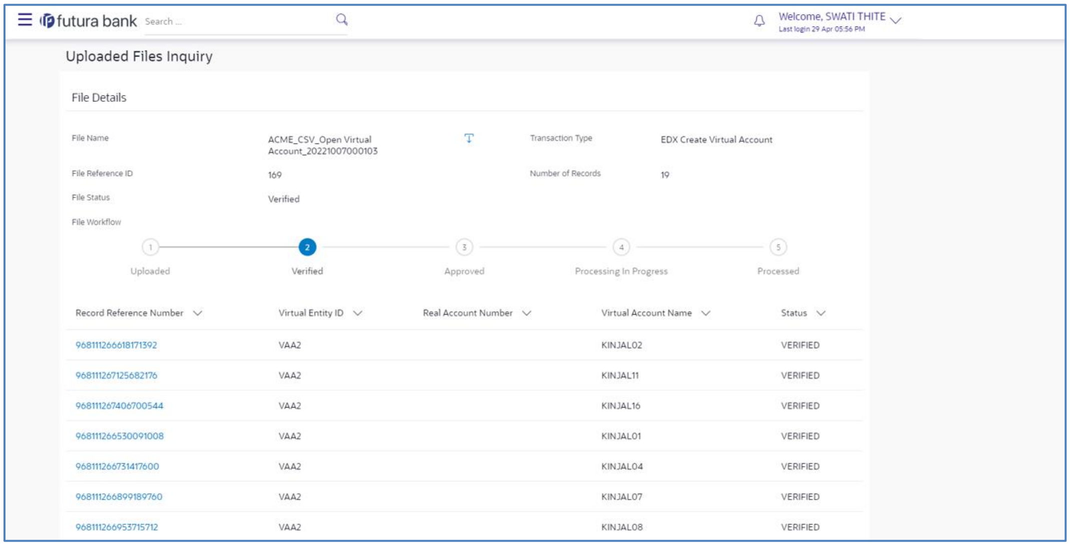
File Name	ACME_PAIN001V6_Payments_20230706001219	Transaction Type	Payments
File Reference ID	97037	Number of Records	1
File Status	Processed	Transaction Reference ID	E2E228_FL1
Response File Download			

File Workflow

File Summary

Record Number	Payment Reference	Value Date	Debit Account No	Amount	Credit Account Details	Payment Method	Status
52540	E2E124_TL1	5/19/22	1006000000000924	GBP 5.00	Sammy Ashcroft DE17500105177697913875	TRF	Completed

Uploaded Files Inquiry – File Details (Open Virtual Account)



File Name: ACME_CSV_Open Virtual Account_20221007000103

Transaction Type: EDX Create Virtual Account

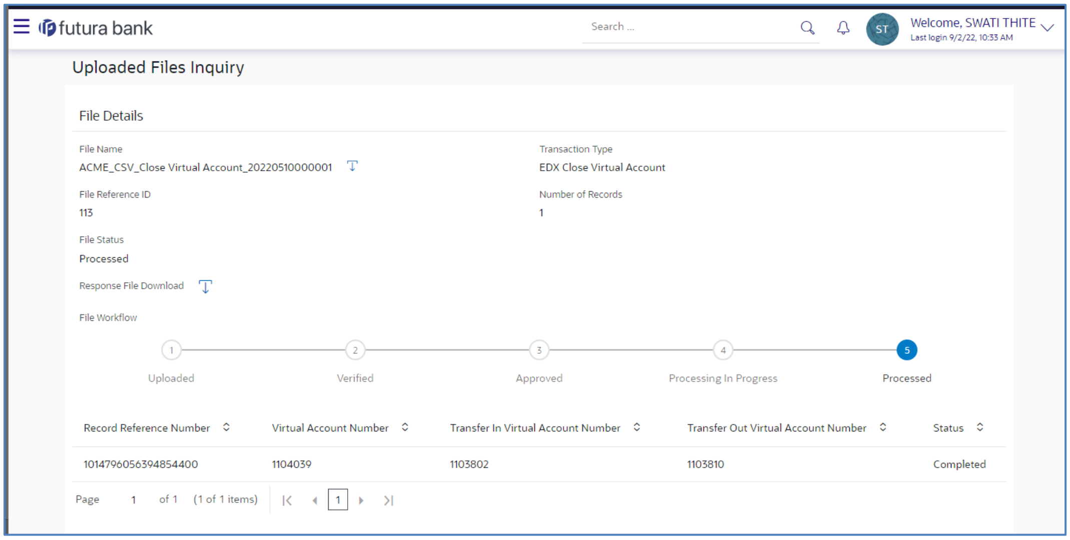
File Reference ID: 169

Number of Records: 19

File Status: Verified

Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account Name	Status
968111266618171392	VAA2		KINJAL02	VERIFIED
968111267125682176	VAA2		KINJAL11	VERIFIED
968111267406700544	VAA2		KINJAL16	VERIFIED
968111266530091008	VAA2		KINJAL01	VERIFIED
968111266731417600	VAA2		KINJAL04	VERIFIED
968111266899189760	VAA2		KINJAL07	VERIFIED
968111266953715712	VAA2		KINJAL08	VERIFIED

Uploaded Files Inquiry – File Details (Close Virtual Account)



File Name: ACME_CSV_Close Virtual Account_20220510000001

Transaction Type: EDX Close Virtual Account

File Reference ID: 113

Number of Records: 1

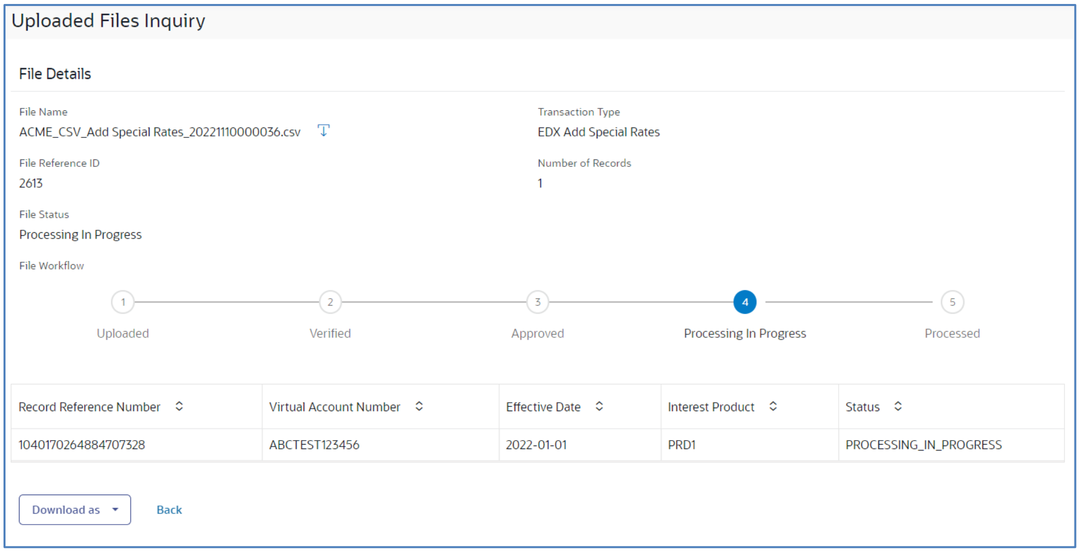
File Status: Processed

Response File Download

Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
1014796056394854400	1104039	1103802	1103810	Completed

Page 1 of 1 (1 of 1 items)

Uploaded Files Inquiry – File Details (Add Special Rates)



Uploaded Files Inquiry

File Details

File Name
ACME_CSV_Add Special Rates_20221110000036.csv

Transaction Type
EDX Add Special Rates

File Reference ID
2613

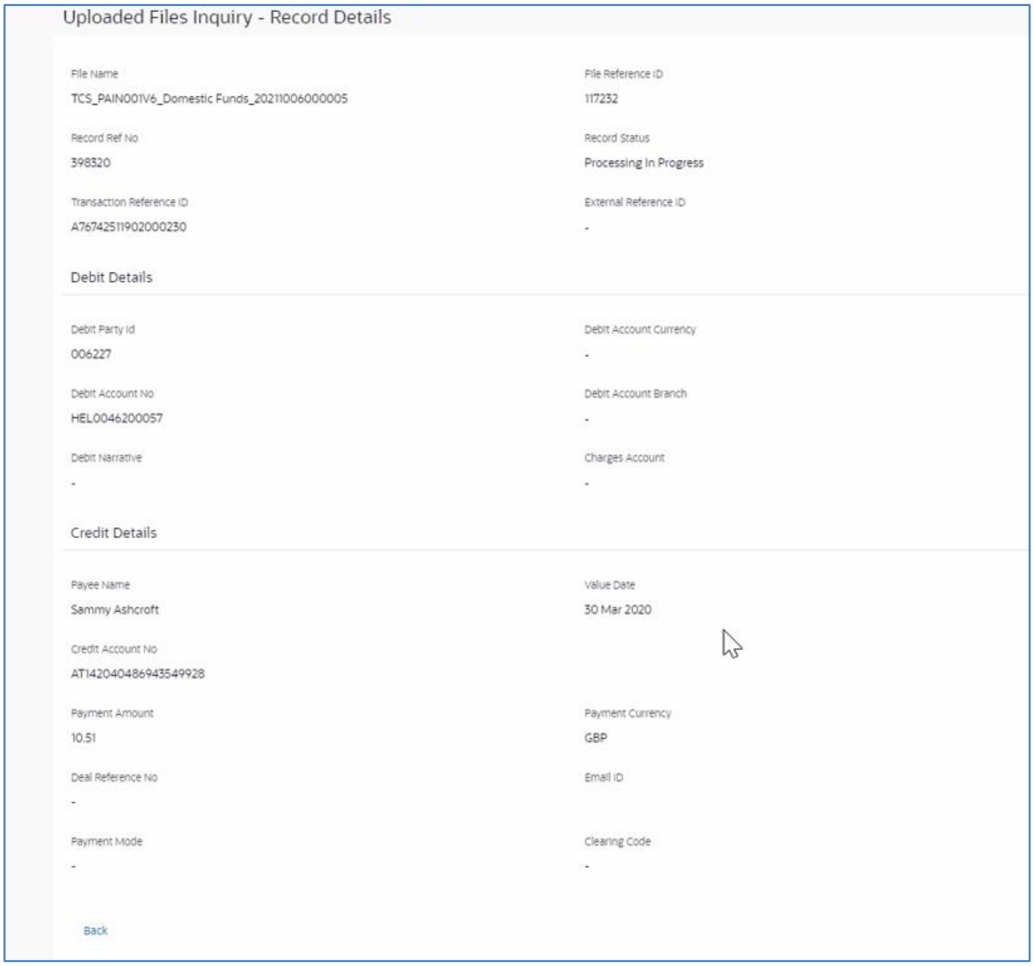
Number of Records
1

File Status
Processing In Progress

File Workflow

Record Reference Number	Virtual Account Number	Effective Date	Interest Product	Status
1040170264884707328	ABCTEST123456	2022-01-01	PRD1	PROCESSING_IN_PROGRESS

Record Detailed Screen (Payments)



Uploaded Files Inquiry - Record Details

File Name
TCS_PAIN001V6_Domestic Funds_20211006000005

File Reference ID
117232

Record Ref No
398320

Record Status
Processing In Progress

Transaction Reference ID
A76742511902000230

External Reference ID
-

Debit Details

Debit Party Id
006227

Debit Account Currency
-

Debit Account No
HEL0046200057

Debit Account Branch
-

Debit Narrative
-

Charges Account
-

Credit Details

Payee Name
Sammy Ashcroft

Value Date
30 Mar 2020

Credit Account No
AT142040486943549928

Payment Amount
10.51

Payment Currency
GBP

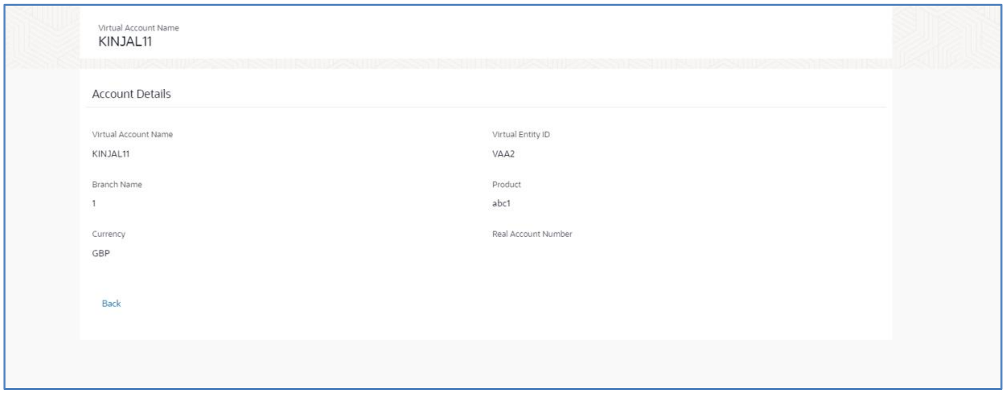
Deal Reference No
-

Email ID

Payment Mode
-

Clearing Code
-

Record Detailed Screen (Open Virtual Account)



Virtual Account Name
KINJAL11

Account Details

Virtual Account Name
KINJAL11

Virtual Entity ID
VAA2

Branch Name
1

Product
abc1

Currency
GBP

Real Account Number

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: • Verified • Processing In Progress • Error • Completed

Field Name	**Description**
	- 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.
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.

Field Name	Description
	Note: This column appears if the record status is 'Approved'.
	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
Virtual Account Number	Virtual Account Name for which the Special Rate needs to be added

Field Name	Description
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 Host-to-Host 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.

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.

Field Name	**Description**
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.
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

Field Name	Description
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.

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.

Home

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

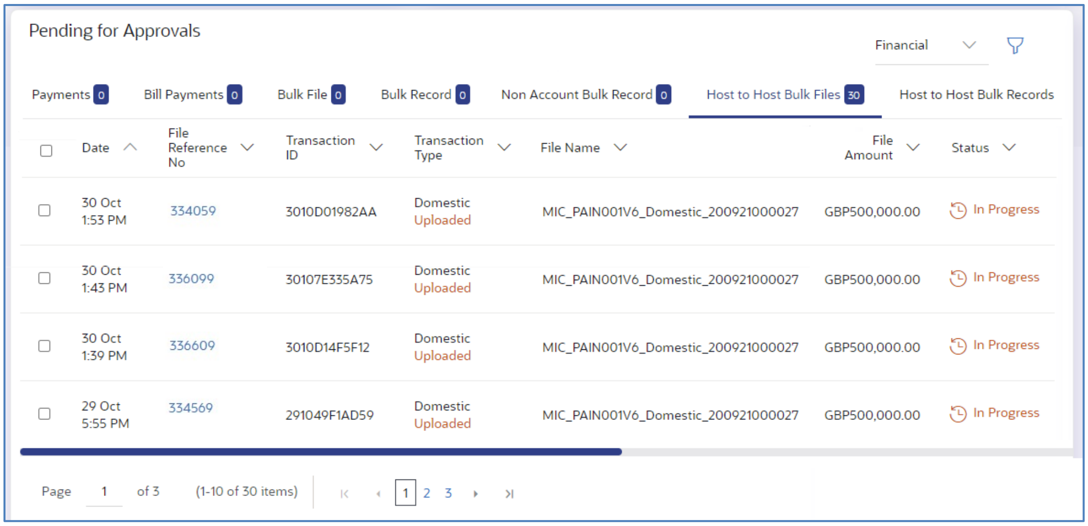
4.1 File Approval

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.

Bulk File Approve / Reject (Financial)

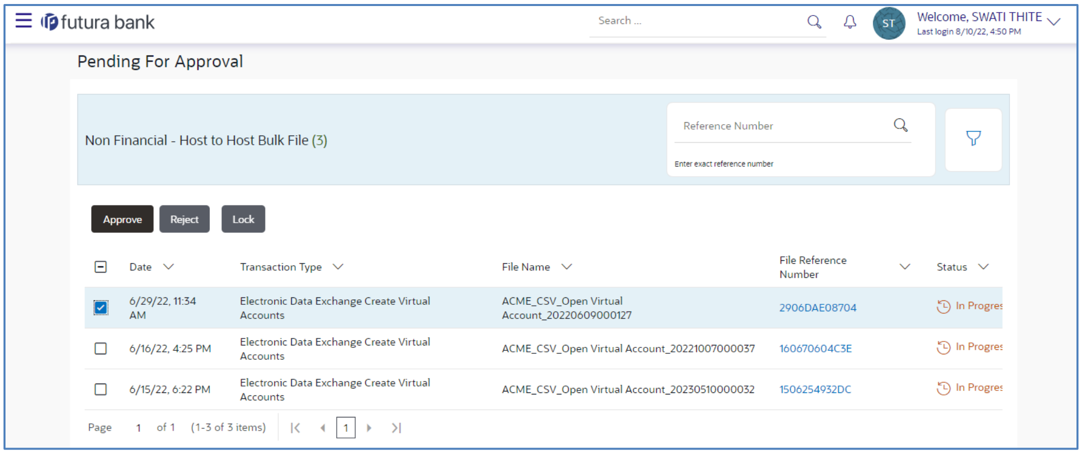


Pending for Approvals

☐	Date	File Reference No	Transaction ID	Transaction Type	File Name	File Amount	Status
☐	30 Oct 1:53 PM	334059	3010D01982AA	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
☐	30 Oct 1:43 PM	336099	30107E335A75	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
☐	30 Oct 1:39 PM	336609	3010D14F5F12	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress
☐	29 Oct 5:55 PM	334569	291049F1AD59	Domestic Uploaded	MIC_PAIN001V6_Domestic_200921000027	GBP500,000.00	In Progress

Page 1 of 3 (1-10 of 30 items)

Bulk File Approve / Reject (Non-Financial)



Pending For Approval

Non Financial - Host to Host Bulk File (3)

Reference Number

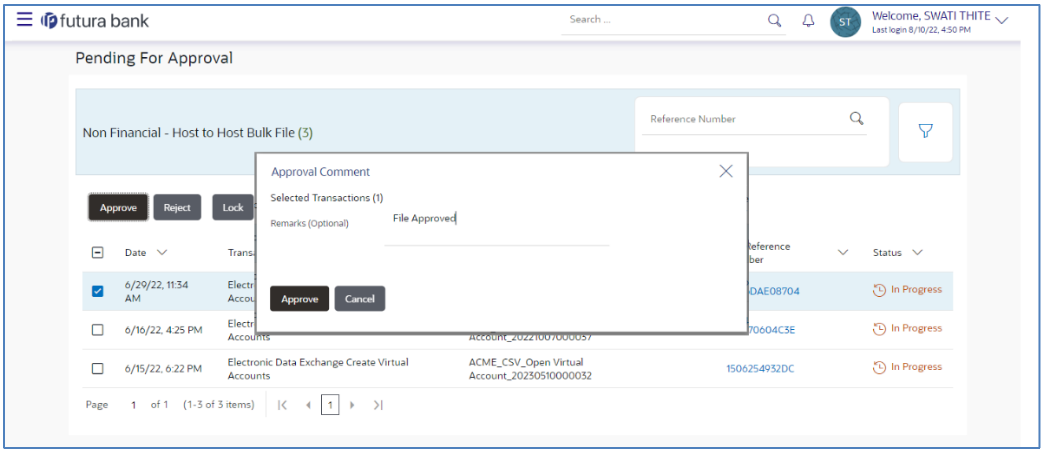
Enter exact reference number

☐	Date	Transaction Type	File Name	File Reference Number	Status
☑	6/29/22, 11:34 AM	Electronic Data Exchange Create Virtual Accounts	ACME_CSV_Open Virtual Account_20220609000127	2906DAE08704	In Progres
☐	6/16/22, 4:25 PM	Electronic Data Exchange Create Virtual Accounts	ACME_CSV_Open Virtual Account_20221007000037	160670604C3E	In Progres
☐	6/15/22, 6:22 PM	Electronic Data Exchange Create Virtual Accounts	ACME_CSV_Open Virtual Account_20230510000032	1506254932DC	In Progres

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

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

Bulk File Approve / Reject – Remarks



Approval Comment

Selected Transactions (1)

Remarks (Optional) File Approved

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.

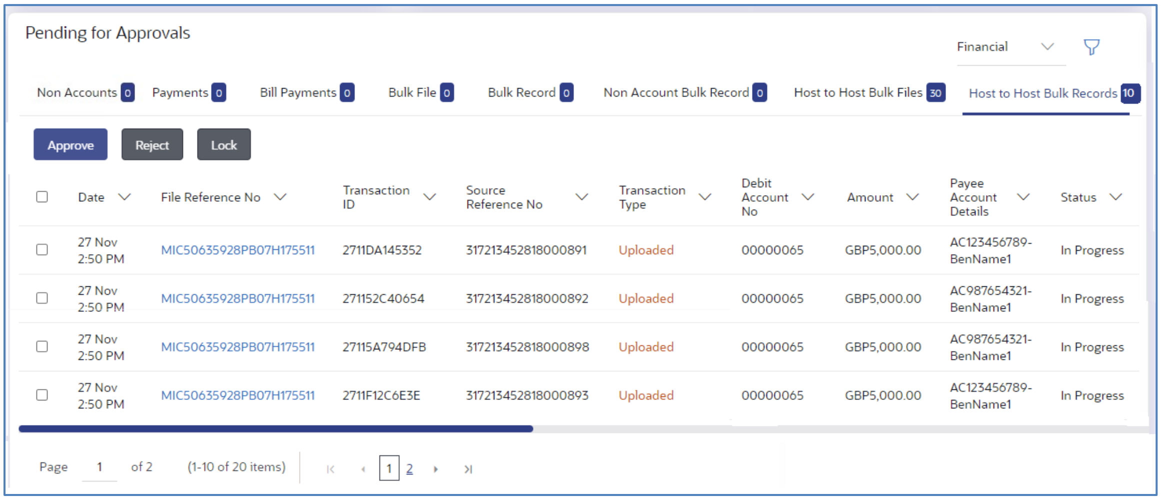
4.2 Record Level Approval

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

To approve / reject a record in file:

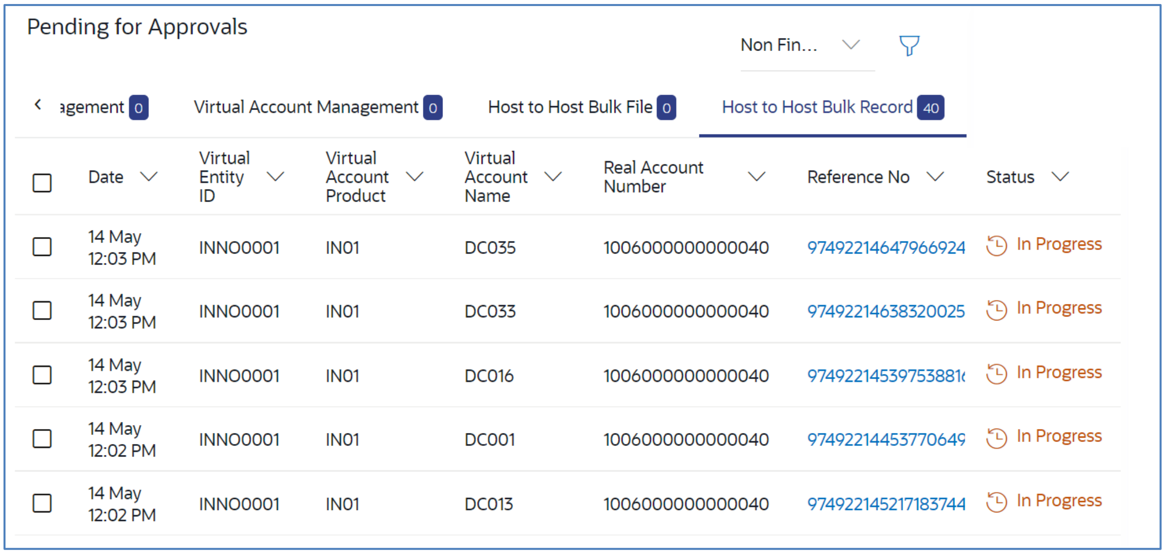
1. In the **Pending for Approval** section, select Financial in dropdown list for Payments & select Non-Financial for Virtual Account Open, click the **Host to Host Bulk Records** tab. All the uploaded records that require approval appears.
2. Select a record that is to be approved.
   The **Record Approval**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

Bulk Record Approve / Reject (Financial)



☐	Date	File Reference No	Transaction ID	Source Reference No	Transaction Type	Debit Account No	Amount	Payee Account Details	Status
☐	27 Nov 2:50 PM	MIC50635928PB07H175511	2711DA145352	317213452818000891	Uploaded	00000065	GBP5,000.00	AC123456789-BenName1	In Progress
☐	27 Nov 2:50 PM	MIC50635928PB07H175511	271152C40654	317213452818000892	Uploaded	00000065	GBP5,000.00	AC987654321-BenName1	In Progress
☐	27 Nov 2:50 PM	MIC50635928PB07H175511	27115A794DFB	317213452818000898	Uploaded	00000065	GBP5,000.00	AC987654321-BenName1	In Progress
☐	27 Nov 2:50 PM	MIC50635928PB07H175511	2711F12C6E3E	317213452818000893	Uploaded	00000065	GBP5,000.00	AC123456789-BenName1	In Progress

Bulk Record Approve / Reject (Non-Financial)



☐	Date	Virtual Entity ID	Virtual Account Product	Virtual Account Name	Real Account Number	Reference No	Status
☐	14 May 12:03 PM	INNO0001	IN01	DC035	1006000000000040	97492214647966924	In Progress
☐	14 May 12:03 PM	INNO0001	IN01	DC033	1006000000000040	97492214638320025	In Progress
☐	14 May 12:03 PM	INNO0001	IN01	DC016	1006000000000040	97492214539753881	In Progress
☐	14 May 12:02 PM	INNO0001	IN01	DC001	1006000000000040	9749221445377064	In Progress
☐	14 May 12:02 PM	INNO0001	IN01	DC013	1006000000000040	97492214521718374	In Progress

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

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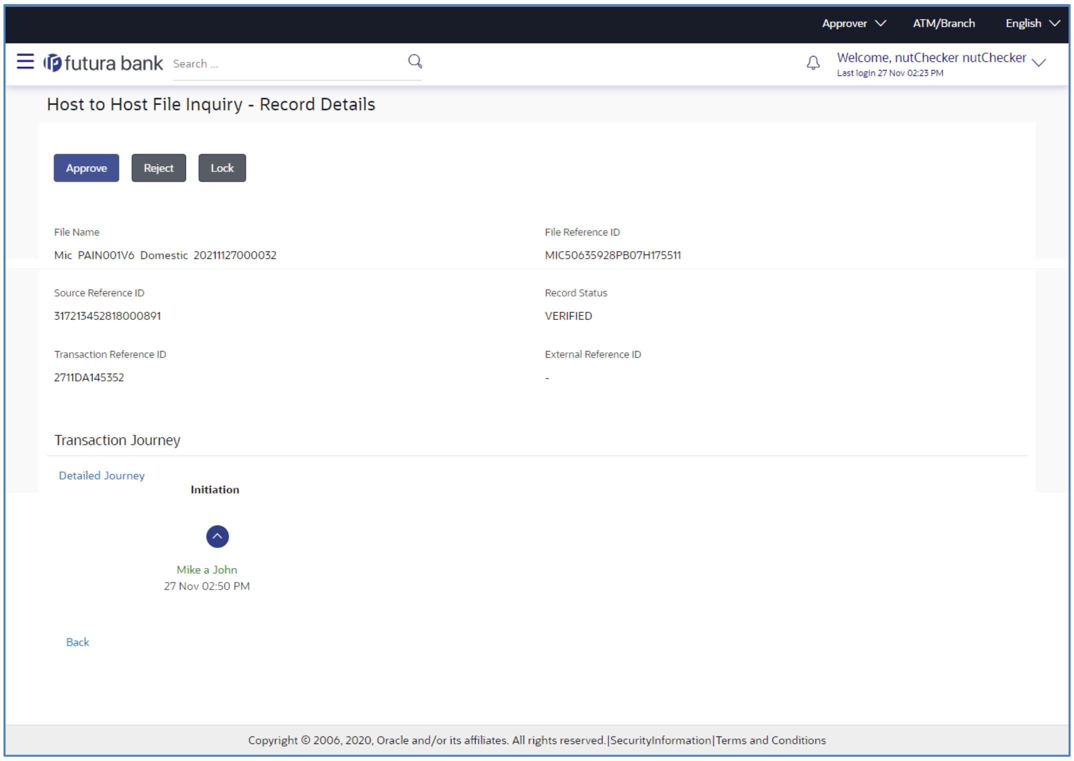
3. Click **Approve** to approve the transaction.
   The **Approval Comment** screen appears.
   a. Enter the remarks for approval and click **Approve**.
      Transaction successfully approved message appears.
      OR
4. Click **Reject** to reject the transaction.
   The **Reject Comment** screen appears.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



Host to Host File Inquiry - Record Details

File Name
Mic PAIN001V6 Domestic 20211127000032

File Reference ID
MIC50635928PB07H175511

Source Reference ID
317213452818000891

Record Status
VERIFIED

Transaction Reference ID
2711DA145352

External Reference ID
-

Transaction Journey

Mike a John
27 Nov 02:50 PM

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   a. Click **Approve** to approve the transaction.
      The **Approval Comment** screen appears.
      i. Enter the remarks for approval. Click **Approve**.
         Transaction successfully approved message appears.

      OR

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

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