

Corporate Bulk File Upload- Payments User Manual  
Oracle Banking Digital Experience  
Release 22.2.0.0.0

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Corporate Bulk File Upload- Payments User Manual

November 2022

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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. Transaction Host Integration Matrix

### Legends

<b>SDMC</b>	Single Debit Multiple Credit – Single Accounting Entry on the Debit Account, provided the Payment Processor supports the same for that payment type.
<b>MDMC</b>	Multiple Debit Multiple Credit – Multiple Accounting Entries on the Debit Account.
<b>SDSC</b>	Single Debit Single Credit – Single or Multiple Accounting Entries on the Debit Account, both possible, provided the Payment Processor supports single accounting entry for that payment type. The Debit Account in all records needs to be the same account.

Note: The Payments Processor may not support Single Accounting Entry in File Uploads for URGENT Payments or SWIFT Payments, even if you submit the file as SDMC from OBDX.

	File Level Approval	Record Level Approval
<b>SDMC</b>	✓	×
<b>MDMC</b>	×	✓
<b>SDSC</b>	✓	✓

### Financial Transactions

Payment Type	Accounting Type Supported	Payments Processor Supported
Internal Transfer	<ul style="list-style-type: none"> <li>• SDMC</li> <li>• SDSC</li> <li>• MDMC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
SEPA	<ul style="list-style-type: none"> <li>• SDMC</li> <li>• SDSC</li> <li>• MDMC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
SWIFT	<ul style="list-style-type: none"> <li>• SDMC</li> <li>• SDSC</li> <li>• MDMC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
Mixed - Internal	<ul style="list-style-type: none"> <li>• MDMC</li> </ul>	Oracle Banking Payments 14.5.0.0.0

Payment Type	Accounting Type Supported	Payments Processor Supported
- SEPA - SWIFT		

**Non-Financial Transactions**

Payee Type	Accounting Type Supported	Payments Processor Supported For BIC Lookup / Account Validation
Internal	<ul style="list-style-type: none"> <li>SDSC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
SEPA	<ul style="list-style-type: none"> <li>SDSC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
SWIFT	<ul style="list-style-type: none"> <li>SDSC</li> </ul>	Oracle Banking Payments 14.5.0.0.0
Mixed <ul style="list-style-type: none"> <li>- Internal</li> <li>- SEPA</li> <li>- SWIFT</li> </ul>	<ul style="list-style-type: none"> <li>MDMC</li> </ul>	Oracle Banking Payments 14.5.0.0.0

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

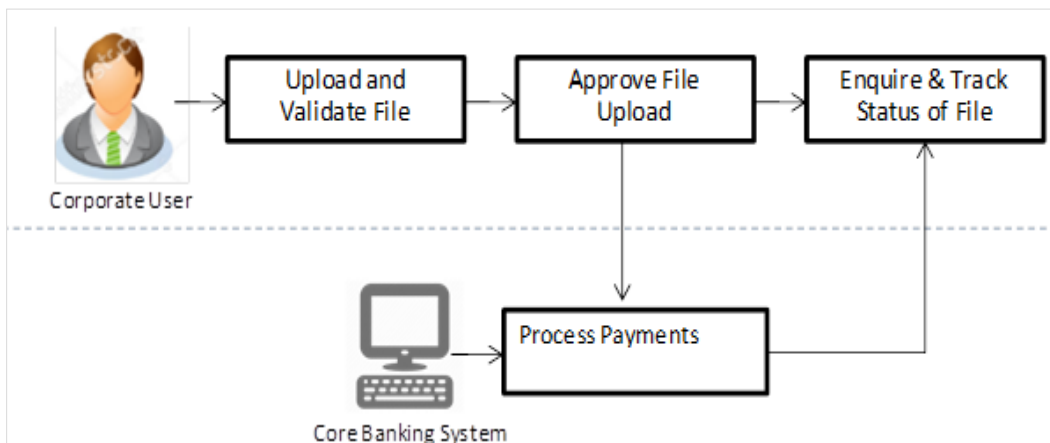
Salary payments, fund transfers, vendor payments are a few examples of financial transactions that can be supported through file upload. A non-financial file upload facilitates upload of multiple payee creation records.

The File Upload functionality enables users to process:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments (a file can contain Internal Payment, Domestic Payment and even International payment records)
- Create Payees / Beneficiaries

### 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.
- 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 Upload a File

### How to reach here:

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

*OR*

*Corporate Dashboard > Quick Links > File Upload*

### File Upload

### Field Description

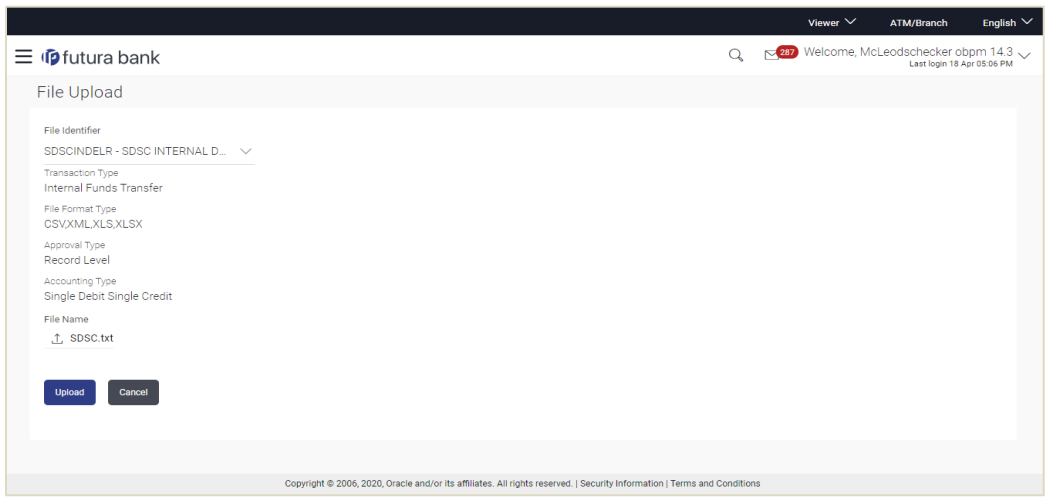
Field Name	Description
<b>File Identifier</b>	File identifier created earlier, in order to identify the file. This will list the file identifiers assigned by the administrator user to the logged in user for handling of file uploads.
<b>File Name</b>	Browse and select the file to be uploaded.



**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**



**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. Could be a payment type or a non-payment transaction type.  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> <li>• Fixed Length</li> </ul> Information is displayed based on the parameters defined at the file identifier selected by the user.

Field Name	Description
<b>Approval Type</b>	<p>Displays approval level of the file.</p> <p>The approval could be:</p> <ul style="list-style-type: none"> <li>Record Level: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed.</li> <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> <p>Information is displayed based on the parameters defined at the file identifier selected by the user.</p>
<b>Accounting Type</b>	<p>Displays accounting type of the file.</p> <p>This field is displayed for the files which are financial in nature.</p>
<b>File Name</b>	<p>Choose the file from the local machine for upload.</p> <p>Post choosing the file, displays the file name.</p>

- 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.

## **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.

Viewer ATM/Branch English

futura bank Welcome, McLeodschecker obpm 14.3 Last login: 18 Apr 05:04 PM

#### Uploaded Files Inquiry

Today's Files

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action
14 Apr 1:21 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	380545491404	Uploaded	-
14 Apr 1:18 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	696570851404	Uploaded	-
14 Apr 1:13 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINDEL-F.txt	199887551404	Uploaded	-
26 Dec 1:03 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCIN.txt	645611112612	Error	-
13 Dec 8:23 AM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR1.txt	959715341312	Expired	-
12 Dec 12:29 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR2.txt	757957411212	Processed with Exceptions	-
12 Dec 12:27 PM	Internal Funds Transfer	SDSCINDEL-R-SDSC LEVEL	SDSCINR2.txt	165114291212	Error	-

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Cancel

File Status

- **Uploaded** : File has been uploaded and file reference number is generated
- **Processing In Progress** : File is pending for liquidation.
- **Error** : File has been pre-processed and contains error.
- **Rejected** : File has been rejected.
- **Processed with Exceptions** : File is processed but some of the records are in error.
- **Deleted** : File has been deleted.
- **Processed** : File is liquidated.
- **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

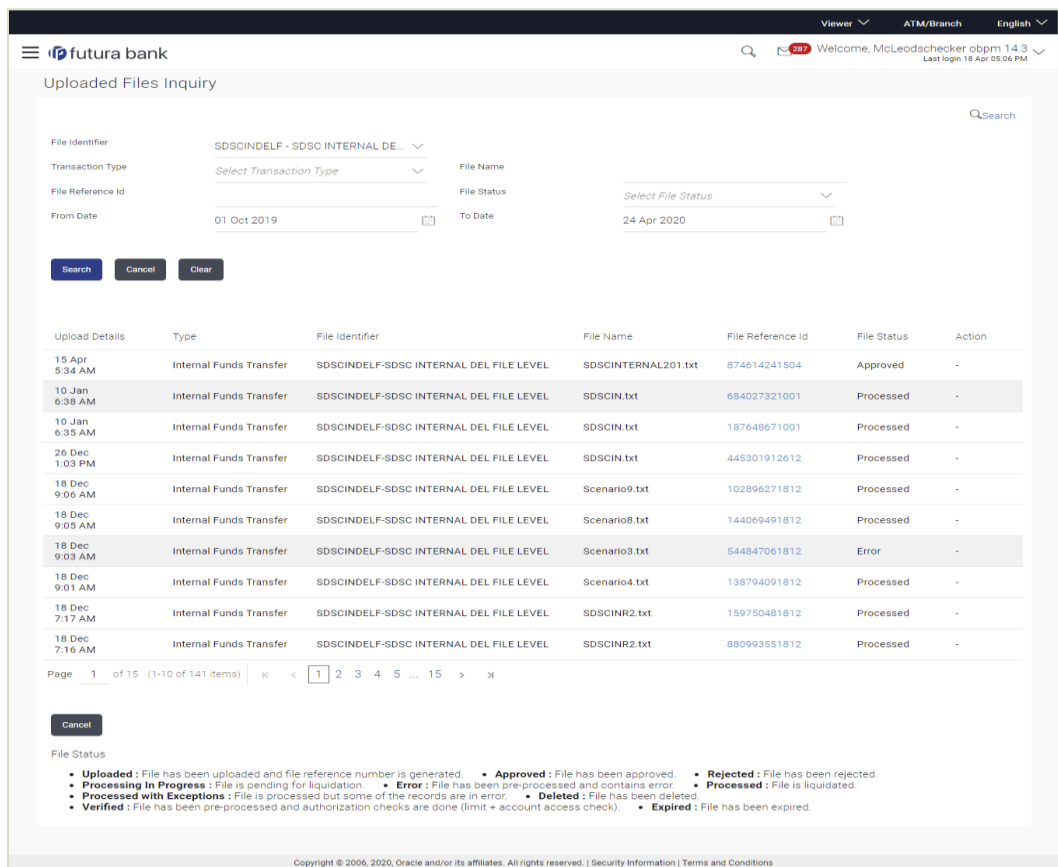
On clicking the  search filters gets enabled on the screen, corporate users can search and view the files that are uploaded under a party with the file identifier, date range, transaction type, transaction reference ID and view the record details under the same.

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



Uploaded Files Inquiry

File Identifier: SDSCINDEL - SDSC INTERNAL DE...  
 Transaction Type: Select Transaction Type  
 File Reference Id:   
 From Date: 01 Oct 2019  
 To Date: 24 Apr 2020

Search Cancel Clear

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action
15 Apr 5:34 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINTERNAL201.txt	874614241504	Approved	-
10 Jan 6:38 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	684027321001	Processed	-
10 Jan 6:35 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	187648671001	Processed	-
26 Dec 1:03 PM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCIN.txt	445301912612	Processed	-
18 Dec 9:06 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario9.txt	102896271812	Processed	-
18 Dec 9:05 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario8.txt	144069491812	Processed	-
18 Dec 9:03 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario3.txt	544847061812	Error	-
18 Dec 9:01 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	Scenario4.txt	138794091812	Processed	-
18 Dec 7:17 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINR2.txt	159750481812	Processed	-
18 Dec 7:16 AM	Internal Funds Transfer	SDSCINDEL-SDSC INTERNAL DEL FILE LEVEL	SDSCINR2.txt	880993551812	Processed	-

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Cancel

File Status

- **Uploaded** : File has been uploaded and file reference number is generated.
- **Processing In Progress** : File is pending for liquidation.
- **Processed with Exceptions** : File is processed but some of the records are in error.
- **Verified** : File has been pre-processed and authorization checks are done (limit + account access check).
- **Approved** : File has been approved.
- **Error** : File has been pre-processed and contains error.
- **Deleted** : File has been deleted.
- **Expired** : File has been expired.
- **Rejected** : File has been rejected.
- **Processed** : File is liquidated.

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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 data-bbox="574 291 1040 317">Displays the status of the uploaded file.</p> <p data-bbox="574 338 862 363">The file status could be:</p> <ul data-bbox="630 384 1377 1066" style="list-style-type: none"> <li data-bbox="630 384 1308 443">• Uploaded: File Uploaded and file reference number is generated.</li> <li data-bbox="630 464 1333 548">• Verified: File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval.</li> <li data-bbox="630 569 1377 653">• Error: 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 data-bbox="630 674 1247 699">• Processing in Progress: File is not yet liquidated.</li> <li data-bbox="630 720 1377 779">• Rejected: File has been rejected (File level). The end of the life cycle of the file.</li> <li data-bbox="630 800 1146 825">• Approved: File has been fully approved.</li> <li data-bbox="630 846 1312 905">• Processed: File is completely liquidated. The user can download a response file at this stage.</li> <li data-bbox="630 926 1349 984">• Processed with exception: File is partially liquidated – i.e. while some records are processed, others are not.</li> <li data-bbox="630 1005 976 1031">• Expired: File has expired.</li> <li data-bbox="630 1052 984 1077">• Deleted: File was deleted.</li> </ul>
<b>Action</b>	<p data-bbox="574 1108 1175 1134">The available action icon against the uploaded file.</p> <p data-bbox="574 1155 1399 1241">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 – Payment File

On clicking on the File Reference ID from the summary page of payment type of file, following screen is displayed to the user. 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.

The screenshot displays the 'Uploaded Files Inquiry' interface for futura bank. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The main header shows the bank logo and a user welcome message: 'Welcome, McLeodschecker obpm 14.3' with a last login time of '18 Apr 05:06 PM'. The page title is 'Uploaded Files Inquiry'. Below this, the 'File Details' section shows the file name 'SDSCINTERNAL201.txt' with a download icon, file reference ID '874614241504', and status 'Approved'. It also lists transaction type 'Internal Funds Transfer', number of records '2', and transaction reference ID '1504DE0F6234'. A workflow diagram below shows five steps: 1. UPLADED, 2. VERIFIED, 3. APPROVED (highlighted in blue), 4. PROCESSING\_IN\_PROGRESS, and 5. PROCESSED. A search icon is present to the right of the workflow. Below the workflow is a table with columns: Value Date, Debit Account No, Amount, Credit Account Details, Type, Record Status, and Action. The table contains two rows of data. The first row is for '04 Feb 2019' with a debit account number of '00000033', an amount of '€11.52', and credit account details 'Pizza Retail 00000164'. The second row is for '04 Feb 2019' with a debit account number of '00000033', an amount of '€10.53', and credit account details 'Vodafone Ltd 00000031'. Both records have a status of 'APPROVED' and an action of '-'. At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and a 'Download as' button with a dropdown arrow, and a 'Back' button. The footer contains copyright information: '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 even download the file by clicking in the icon available besides the file name.
<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.

Field Name	Description
<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.
<b>Record List – Payee Transaction</b>	
If the user is inquiring for 'Payee' type of transaction following fields are displayed.	
<b>Record Reference ID</b>	The reference ID for identification of the records.
<b>Payee Type</b>	The type of payee. The payee type can be: <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• Demand Draft</li> </ul>
<b>Account Type</b>	The type of account associated with the payee. The options are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• Domestic</li> <li>• International</li> </ul>
<b>Account Name</b>	The name of the payee as registered with the payee's bank against the payee's account.
<b>Payee Name</b>	Name of the payee for identification.
<b>Record Status</b>	Status of the records of the uploaded file.
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.



Field Name	Description
<b>Record List – Payment Transaction</b>	
If the user is inquiring for 'Fund Transfer' type of transaction following fields are displayed.	
<b>Value Date</b>	The date on which the file was uploaded.
<b>Debit Account No</b>	Debit account number of the transaction. Clicking on the link available on the account number, user is shown the transaction details.
<b>Amount</b>	Transaction amount.
<b>Credit Account Details</b>	Credit account details.
<b>Type</b>	Transaction type of the file uploaded
<b>Record Status</b>	Status of the records of the uploaded file.
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.

- In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
- In the **Action** column, click  against a specific record to download the e-receipt of the transaction in pdf format.  
OR  
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.

---

**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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### 3.2.4 Uploaded File Inquiry – File Details – Payee File

On clicking on the File Reference ID from the summary page of payee type of file, following screen is displayed to the user. 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.




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#### Field Description

Field Name	Description
File Name	File name of the uploaded file. User can even 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.
<b>Record List – Payee Transaction</b>	
If the user is inquiring for 'Payee' type of transaction following fields are displayed.	
<b>Record Reference ID</b>	The reference ID for identification of the records.
<b>Payee Type</b>	The type of payee. The payee type can be: <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• Demand Draft</li> </ul>
<b>Account Type</b>	The type of account associated with the payee. The options are: <ul style="list-style-type: none"> <li>• Internal</li> <li>• Domestic</li> <li>• International</li> </ul>
<b>Account Name</b>	The name of the payee as registered with the payee's bank against the payee's account.
<b>Payee Name</b>	Name of the payee for identification.
<b>Record Status</b>	Status of the records of the uploaded file.

Field Name	Description
<b>Action</b>	Icon to download the e-receipt. This column appears if the record status is 'Approved'.

1. In the **File Name** field, click  to download the originally uploaded file.  
In the **Response File Download** field click  to download the response file.
2. In the **Action** column, click  against a specific record to download the e-receipt of the transaction in pdf format.  
OR  
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.

---

**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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## 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, 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.

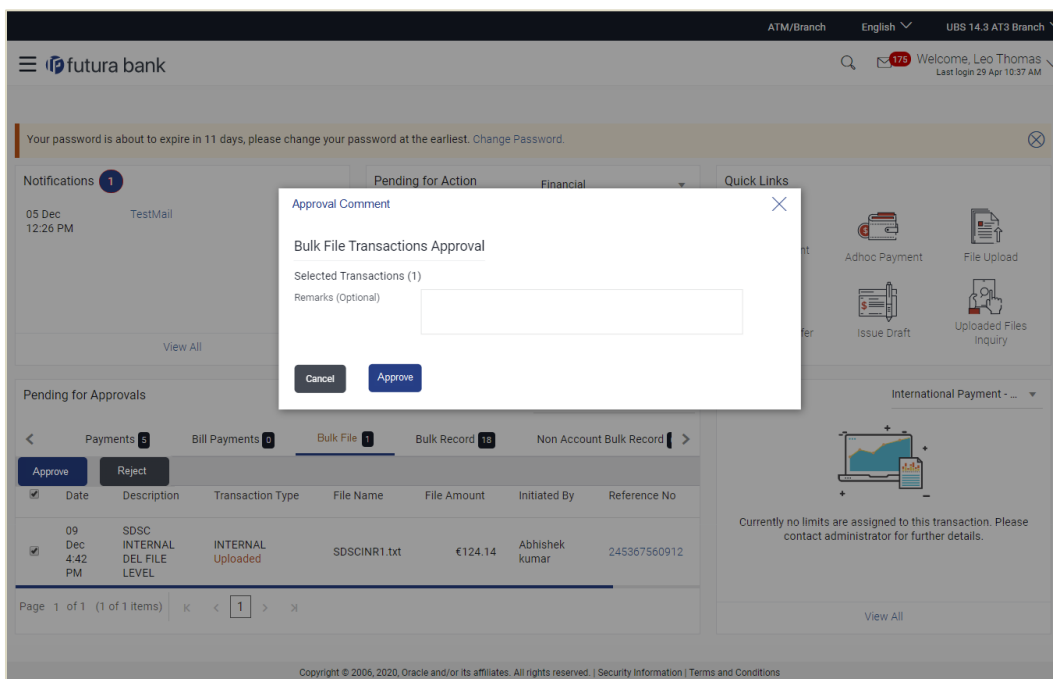
#### Bulk File Approve / Reject

Pending for Approvals								Financial
Accounts	Non Accounts	Payments	Bill Payments	Bulk File	Bulk Record	Non Account		
Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference No	Status	
09 Dec 4:42 PM	SDSC INTERNAL DEL FILE LEVEL	INTERNAL Uploaded	SDSCINR1.txt	€124.14	Abhishek kumar	245367560912	In Progress	

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

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

## Bulk File Approve / Reject – Remarks



- a. Enter the remarks for approval. Click **Approve**.  
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.

## 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, click the **Bulk Record** tab. All the uploaded files that require approval appears.
2. Select a file 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

Pending for Approvals Financial

Payments **5** Bill Payments **0** Bulk File **1** **Bulk Record 18** Non Bulk Record **18** Non Account Bulk Record **1**

**Approve** **Reject**

<input type="checkbox"/>	Date	Transaction Type	Debit Account No	Amount	Payee Account Details	Initiated By	Reference No	Status
<input checked="" type="checkbox"/>	02 Dec 2:50 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	291754510212000002	In Progress
<input type="checkbox"/>	26 Nov 5:19 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€28.99	HEL@~00000145	Abhishek kumar	764847092611000001	In Progress
<input type="checkbox"/>	29 Nov 11:52 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	761342052911000002	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	416429852911000001	In Progress
<input type="checkbox"/>	26 Nov 4:43 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€26.99	HEL@~00000145	Abhishek kumar	441999572611000001	In Progress
<input type="checkbox"/>	26 Nov 5:31 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€64.98	HEL@~00000145	Abhishek kumar	240933942611000001	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.88	HEL@~00000145	Abhishek kumar	171378592911000002	In Progress
<input type="checkbox"/>	26 Nov 6:43 PM	INTERNAL Uploaded	xxxxxxxxxxx0033	€36.94	HEL@~00000032	Abhishek kumar	372030452611000002	In Progress
<input type="checkbox"/>	29 Nov 11:31 AM	INTERNAL Uploaded	xxxxxxxxxxx0173	€36.99	HEL@~00000145	Abhishek kumar	171378592911000001	In Progress
<input type="checkbox"/>	26 Nov 5:31 PM	INTERNAL Uploaded	xxxxxxxxxxx0173	€13.83	HEL@~00000145	Abhishek kumar	240933942611000002	In Progress

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

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

## 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.

The screenshot displays the 'Bulk File Approval' interface for Futura Bank. At the top, there are navigation options for 'Viewer', 'ATM/Branch', and 'English'. The user is logged in as 'McLeodschecker obpm 14.3' with a last login time of '18 Apr 05:06 PM'. The main section is titled 'Bulk File Approval' and has 'Approve' and 'Reject' buttons. Below this is the 'File Details' section, which includes a progress bar with five steps: 1. UPLADED, 2. VERIFIED (current step), 3. APPROVED, 4. PROCESSING\_IN\_PROGRESS, and 5. PROCESSED. The file details are as follows:

File Name	SDSCINR1.txt	Transaction Type	Internal Funds Transfer
File Reference Id	245367560912	Number of Records	2
File Status	Verified	Transaction Reference Id	09123744D5EF

Below the file details is a table of transactions:

Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status	Action
30 Jan 2019	00000033	€61.57	Pizza Retail 00000164	Internal Funds Transfer	VERIFIED	-
30 Jan 2019	00000033	€62.57	Pizza Retail 00000164	Internal Funds Transfer	VERIFIED	-

The page shows 'Page 1 of 1 (1-2 of 2 Items)' and a 'Transaction Journey' section with three stages: Initiation (Abhishek kumar, 09 Dec 04:42 PM), Approval, and Completion. A 'Back' button is located at the bottom left. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

- 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
- b. Click **Reject to reject the transaction.**  
The **Approval Comment** screen appears.
  - i. Enter the remarks for rejection. Click **Reject.**  
Transaction rejected message appears.

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