

Corporate Bulk File Upload- Payments User Manual
Oracle Banking Digital Experience Cloud Service
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Corporate Bulk File Upload- Payments User Manual

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1. Preface

1.1 Purpose

Welcome to the User Guide for Oracle Banking Digital Experience. This guide explains the operations that the user will follow while using the application.

1.2 Audience

This manual is intended for Customers and Partners who setup and use Oracle Banking Digital Experience.

1.3 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>.

Access to Oracle Support

Oracle customers that have purchased support 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 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.5 Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>Italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.6 **Screenshot Disclaimer**

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.

1.7 **Acronyms and Abbreviations**

The list of the acronyms and abbreviations that you are likely to find in the manual are as follows:

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

2. 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.

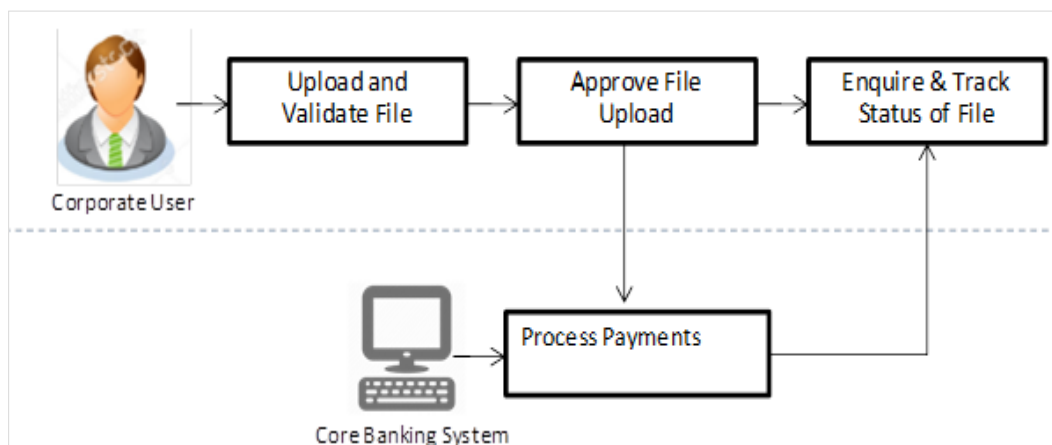
Salary payments, fund transfers, vendor payments are a few examples of financial transactions that can be supported through file upload. A non-financial file upload facilitates upload of multiple payee creation records.

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

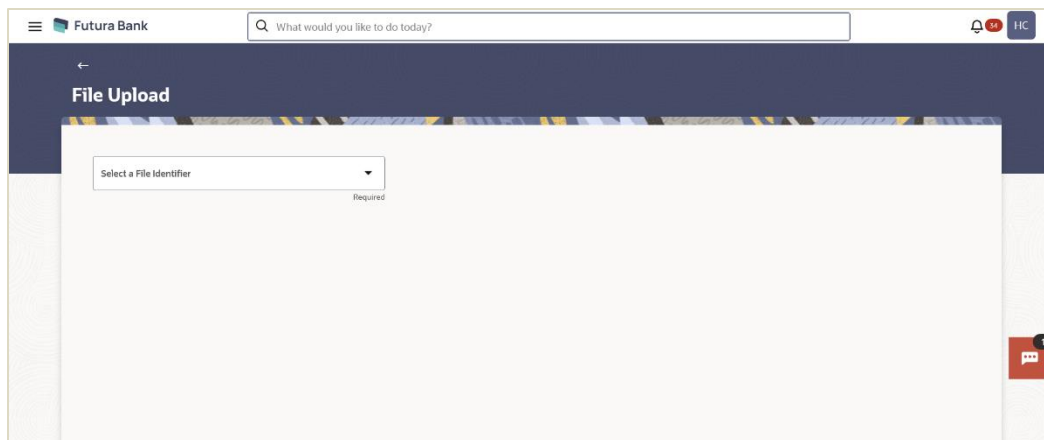
- Party Preferences set for Corporate
- Corporate user is created
- Transaction and Party ID access is provided to corporate user.
- Approval rule set up for corporate user to perform the actions.
- Account and Transaction access has been provided to the user
- Access of the file identifiers are provided to the party and user to perform uploads and view other details.

2.1 Upload a File

How to reach here:

Corporate Dashboard > Toggle Menu > Menu > File Upload > File Upload
OR
Search Bar > File Upload - File Upload

File Upload



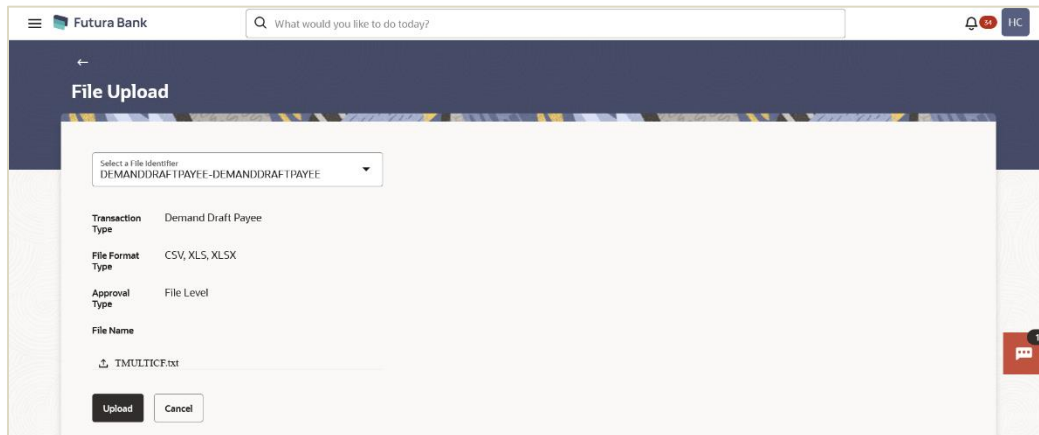
Field Description

Field Name	Description
File Identifier	Select the File identifier created by the bank earlier and mapped to the user, in order to identify the file. This will list the file identifiers assigned by the bank administrators to the logged in user for handling of file uploads.

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, browse and select the file to be uploaded.

File Upload



Field Description

Field Name	Description
File Identifier	Select the File identifier created by the bank earlier and mapped to the user, in order to identify the file.
Transaction Type	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.
File Format Type	Displays the format in which the file can be uploaded. example file formats : • CSV • XLS • XLSX • Fixed Length Information is displayed based on the parameters defined at the file identifier selected by the user.

Field Name	Description
Approval Type	Displays approval level of the file. The approval could be: - Record Level: In record type approval, the approver can approve some records (in a file) and reject others. Only approved records are processed. - File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. Information is displayed based on the parameters defined at the file identifier selected by the user.
Accounting Type	Displays accounting type of the file. This field is displayed for the files which are financial in nature.
File Name	Choose the file from the local machine for upload. Post choosing the file, displays the file name.

- Click **Upload**.
OR
Click **Cancel** to abort the file uploading process.
- The success message along with the file reference ID and status of the transaction appears.
Click **OK** to complete the file upload.
OR
Click the **File Reference ID** to inquire about the uploaded file status.
The Uploaded File Inquiry screen appears.

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.

2.2 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 know the exact reason for the 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 > Menu > File Upload > Uploaded Files Inquiry
OR
Search Bar > File Upload - Uploaded Files Inquiry

2.2.1 Uploaded File Inquiry – Default View

On accessing 'Uploaded File Inquiry' option from the menu, the search filters are displayed. Users can search the files uploaded by applying various search filters provided on the screen.

The screenshot displays the 'Uploaded Files Inquiry' interface. At the top, there's a header with the Futura Bank logo and a search bar. Below this, the title 'Uploaded Files Inquiry' is centered. The main area contains a search form with the following fields: 'File Identifier' (with a 'Required' label), 'Transaction Type', 'File Name', 'File Reference ID', 'From Date' (set to 12/1/2025), 'To Date' (set to 12/12/2025), and 'File Status'. There are 'Search' and 'Clear' buttons below the form. At the bottom, a 'File Status' legend explains various statuses: Uploaded, Processing In Progress, Error, Processed, Verified, Repaired, Approved, Rejected, Deleted, Expired, and Under Repair.

2.2.2 Uploaded Files Inquiry – Search Filters

The 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:

- OR

Futura Bank

What would you like to do today?

←

Uploaded Files Inquiry

File Identifier
Int_SDSC_PPR_R-Internal sdsc rec PPR

Transaction Type

File Name

File Reference ID

From Date
4/1/2010

To Date
4/16/2024

File Status

Search

Clear

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status	Total Amount
3/6/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	bulk_upload.txt	743193310603	Processed	100
2/17/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internalrec22.txt	890463021702	Processed	66.54
2/9/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_InternalrecTEST47.txt	174241980902	Verified	67.57
2/9/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_InternalrecTEST47.txt	648964670902	Error	67.57
2/1/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internal2980.txt	196400190102	Verified	33.02
2/1/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internal2980.txt	848622170102	Verified	11.51
2/1/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	bulk_upload.txt	297977010102	Processing In Progress	195.54
2/1/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	bulk_upload.txt	260273820102	Processing In Progress	65.18
1/17/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internal2980.txt	880312811701	Processed	67.87

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.

■ Under Repair :

■ Repaired :

Cancel

Field Description

Field Name	Description
------------	-------------

Search

File Identifier 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

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.

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.

File Status Search with the status of the file uploads.

- Uploaded
- Approved
- Rejected
- Processing In Progress
- Error
- Processed
- Processed with Exceptions
- Deleted
- Verified
- Expired
- Under Repair
- Repaired

Search Results

Upload Details Displays the file upload date.

Type Displays the transaction type of file uploaded

Field Name	Description
------------	-------------

File Identifier	Displays the file identifier selected while uploading the file.
------------------------	---

File Name	Displays the name of the uploaded file.
------------------	---

File Reference ID	Displays the file reference number generated after the file was uploaded.
--------------------------	---

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).The user can download the error file at this stage.
- 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. The user can download a response file at this stage.
- Processed with exception: File is partially liquidated – i.e. while some records are processed, others are not.
- Expired: File has expired.
- Deleted: File was deleted.

Total Amount	Total Transaction amount present in the file.
---------------------	---

Currency	Displays the transaction currency.
-----------------	------------------------------------

No. of Transactions	Displays the total number of records uploaded as a part of the file.
----------------------------	--

Field Name	Description
------------	-------------

Action	The available action icon against the uploaded file. 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. In the case of approval, upon clicking the icon, the Resolve Workflow window will appear, displaying the rules available for the user to select.
---------------	---

2.2.3 Uploaded Files Inquiry – File Details

This screen displays the basic file details like name, status, reference id etc. along with the file journey. User can download the file and error report if the file is in an error status, and they can also access the response file to view record-level details.

The file details section also provides a summarized view of the records within the file, along with their respective statuses. Users have the option to delete specific records, particularly those scheduled for a future date or that haven't been processed yet.

Users also have the option to view the details of each record by clicking on the link provided with each record. This action directs the user to a screen displaying the individual record details, along with the file details used for uploading the record. Each record's details are tailored to the transaction type the user is inquiring about.

To view the uploaded files details:

1. Navigate to the **Upload Files Inquiry** screen.
2. Enter any two search criteria in the search section.
3. Click **Search**. The search results appear on the **Uploaded Files Inquiry** screen based on the search parameters.
4. Click on the **File Reference ID** link to view the details. The **Uploaded Files Inquiry - File Details** screen appears. The system displays the basic file details like name, status, reference id etc. along with the file journey.

Uploaded File Inquiry – File Details, File Summary & Record List

File Details

File Name: SDSC_Internal2980.txt
File Reference Id: 790001621801
File Status: Processed
Response File Download

Transaction Type: Internal Funds Transfer
Number of Records: 5
Transaction Reference Id

File Workflow

1. Uploaded → 2. Verified → 3. Approved → 4. Processing In Progress → 5. Processed

File Summary

Transaction Type	Currency	Total No.of Transactions	Amount
Internal Funds Transfer	EUR	5	68.86

Record List

Reference No.	Value Date	Debit Account No	Amount	Transfer Currency	Credit Account Details	Type	Record Status	Action
☒ 790001621801000001	12/18/2023	HEL0298500038	EUR 11.32	EUR	Neil Patrick Harris HEL0251000059	Internal Funds Transfer	Completed	Download
☒ 790001621801000002	12/18/2023	HEL0298500038	EUR 12.49	EUR	SB HEL0289200040	Internal Funds Transfer	Completed	Download
☐ 790001621801000003	12/18/2023	HEL0298500038	EUR 13.91	EUR	Jim Manfred Parsons HEL0250900032	Internal Funds Transfer	Completed	Download
☐ 790001621801000004	12/18/2023	HEL0298500038	EUR 14.53	EUR	SB HEL0289200040	Internal Funds Transfer	Completed	Download
☐ 790001621801000005	12/18/2023	HEL0298500038	EUR 16.61	EUR	Ehert Motors Incorporated HEL0291000026	Internal Funds Transfer	Completed	Download

Download as: [Dropdown] Back

Field Description

Field Name	Description
------------	-------------

File Details

File Name	Displays the name of the uploaded file.
------------------	---

Transaction Type	Displays the transaction type of file uploaded
-------------------------	--

File Reference ID	Displays the file reference number generated after the file was uploaded.
--------------------------	---

Number of Records	Displays the total number of records uploaded as a part of the file.
--------------------------	--

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).The user can download the error file at this stage. • 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. The user can download a response file at this stage. • Processed with exception: File is partially liquidated – i.e. while some records are processed, others are not. • Expired: File has expired. • Deleted: File was deleted.
--------------------	--

Transaction Reference ID	The transaction reference number, which was generated at the time of transaction execution.
---------------------------------	---

Response File Download	Shows an icon to download the error response file.
-------------------------------	--

File Workflow	Flow displaying various stages and status of file upload.
----------------------	---

Field Name	Description
------------	-------------

File Summary

Click expand icon to view the File Summary. Below fields appears.

Transaction Type	Displays the transaction type associated with the file.
-------------------------	---

Currency	Displays the transaction currency.
-----------------	------------------------------------

Total No. of Transactions	Displays the total number of records uploaded as a part of the file.
----------------------------------	--

Amount	Transaction amount.
---------------	---------------------

Record List – Payment Transaction

Below fields appears, if the user is inquiring for 'Fund Transfer' type of transaction.

Reference Number	Displays the file reference number, which was generated while uploading the file. Clicking on the link to view the transaction details.
-------------------------	--

Value Date	The date on which the file was uploaded.
-------------------	--

Debit Account No	The debit account number of the transaction.
-------------------------	--

Amount	The transaction amount.
---------------	-------------------------

Transfer Currency	The currency of the transaction amount.
--------------------------	---

Credit Account Details	The credit account details.
-------------------------------	-----------------------------

Type	The type of account associated with the payee. The options are: • Internal • Domestic • International
-------------	--

Record Status	Status of the records of the uploaded file.
----------------------	---

Field Name	Description
------------	-------------

Action	Icon to download the e-receipt. This column appears if the record status is 'Approved'. In the case of approval, upon clicking the icon, the Resolve Workflow window will appear, displaying the rules available for the user to select.
---------------	--

Record List – Payee Transaction

Below fields appears, if the user is inquiring for 'Payee' type of transaction.

Record Reference ID	The reference ID for identification of the records.
----------------------------	---

Payee Type	The type of payee. The payee type can be: • Bank Account • Demand Draft
-------------------	--

Account Type	The type of account associated with the payee. The options are: • Internal • Domestic • International
---------------------	--

Account Name	The name of the payee as registered with the payee's bank against the payee's account.
---------------------	--

Payee Name	Name of the payee for identification.
-------------------	---------------------------------------

Record Status	Status of the records of the uploaded file.
----------------------	---

Action	Icon to download the e-receipt. This column appears if the record status is 'Approved'.
---------------	--

Record List – Search Filter Fields

Record Status	Select the status of the records of the uploaded file.
----------------------	--

Payee Name	Search based on Payee name
-------------------	----------------------------

Debit Account No	Search based on debit account number
-------------------------	--------------------------------------

Field Name	Description
Credit Account No	Search based on credit account number
From Value Date	Select From value date
To Value Date	Select To value date
From Amount	Search based on From amount
To Amount	Search based on To amount
Currency	Select the currency
Type	Select the transaction type
Customer Reference Number	Search based on Customer reference number
Show transactions awaiting approval workflow assignment	Select if only transactions awaiting approval to be filtered out

- 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 **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 report file.

- Click on the **Reference No.** link to view the transaction details. The **Upload Files Inquiry – Record Details** screen appears.

2.2.4 Uploaded File Inquiry – Record Details

User can also choose to view the record details by clicking on the Reference ID 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 record details of the Uploaded file:

1. Navigate to the **Upload Files Inquiry** screen.
2. Enter any two search criteria in the search section.
3. Click **Search**. The search results appear on the **Uploaded Files Inquiry** screen based on the search parameters.
4. Click on the **File Reference ID** link to view the details. The **Uploaded Files Inquiry - File Details** screen appears.
5. Click on the **Reference** No link to view the details. The **Uploaded Files Inquiry – Record Details** screen appears.

Uploaded Files Inquiry –Record Details

The screenshot shows the 'Uploaded Files Inquiry - Record Details' screen in the Futura Bank application. The interface includes a top navigation bar with the Futura Bank logo, a search bar, and user profile icons. The main content area is divided into three sections: File Details, Debit Details, and Credit Details. At the bottom, there are 'Delete' and 'Back' buttons.

File Details	
File Name	bulk_upload.txt
Record Ref No	91806491310100003
Transaction Reference ID	3101170B8656
Customer Reference ID	SRK76H142018
File Reference ID	918064913101
Record Status	Processing In Progress
External Reference ID	2405101052221000

Debit Details	
Debit Party Id	002980
Debit Account No	HEL0298000024
Debit Narrative	DrNarrativ116
Debit Account Currency	EUR
Debit Account Branch	HEL
Charges Account	HEL0298000024

Credit Details	
Payee Name	BIRLAGROUP
Credit Account No	HEL0289200040
Payment Amount	EUR 15.00
Deal Reference No	-
Value Date	1/25/2024
Credit Account Branch	HEL
Payment Currency	EUR
Email ID	brian@cosmos.com marilyn2@yahoo.com

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
File Reference ID	Displays the file reference number, which was generated while uploading the file.
Record Reference ID	The reference ID for identification of the records.
Record Status	Status of the records of the uploaded file.
Transaction Reference ID	The transaction reference number, which was generated at the time of transaction execution.
External Reference ID	The external reference ID for identification of the records.
Customer Reference ID	The customer reference ID for identification of the records.
Debit Details	
Debit Party ID	Displays the Party ID of the debtor.
Debit Account Currency	Displays the debit account currency.
Debit Account No	Displays the debit account number of the transaction.
Debit Account Branch	Displays the branch code where the debit account is maintained.
Debit Narrative	Displays the narrative given for the debit instructions in the file.
Charges Account	Displays the account from which the charges will be deducted.
Credit Details	
Payee Name	Displays the beneficiary name who will receive the credit.
Value Date	The date on which the file was uploaded.
Credit Account Number	Displays the credit account number of the transaction.
Credit Account Branch	Displays the branch code where the credit account is maintained.
Payment Amount	Displays the instruction amount.

Field Name	Description
Payment Currency	Displays the payment currency.
Deal Reference No	Displays the deal reference number (if any).
Email ID	Displays the email id of the creditor.

6. Click **Delete** to delete the uploaded file.
OR
Click **Back** to navigate to the previous screen.

Note:

- 1) The **Delete** option is available for Processing in Progress
-

2.3 Repair Uploaded Files

This option allows users to repair files uploaded by corporate users using the OBDX platform, but only those files that the user has access to. Specifically, only files with a pre-processing type of either "Partial Process with Repair" or "Process as Full file after repair" will be available for repair.

- The search can be filtered on various parameters like To Date, from Date and file reference ID.

How to reach here:

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

OR

Search Bar > File Upload - Repair Uploaded Files

2.3.1 Repair – Default View

Corporate users have the ability to search and view files that are currently under repair under a specific party. They can search using the file identifier, date range, and File reference ID, and view the file details within the same interface.

To search and view the files under repair

1. From the **File Identifier** list, select File Identifier selected while uploading the file.
2. Enter the search criteria like **File Reference ID** and **Date Range**.
3. Click **Search**. The search results appear on **Date Range** the same screen based on the search parameters.
OR
Click **Clear** to reset the search criteria.
OR
Click **Cancel** to close the search panel.

Repair – File Level

The screenshot shows the 'Repair' interface in the Futura Bank system. At the top, there's a search bar with the placeholder 'What would you like to do today?'. Below it, the 'Repair' section contains several input fields: 'File Identifier' (with a dropdown menu showing 'Int_SDSC_PFR_F-Internal sdsc file PFR'), 'File Reference id', 'From Date' (4/6/2020), and 'To Date' (4/18/2024). There are 'Search' and 'Clear' buttons. Below the search filters is a table with columns: 'Upload Details', 'Type', 'File Identifier', 'File Name', 'File Reference ID', 'File Status', 'Approval Type', and 'Currency'. The table contains two rows of data.

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status	Approval Type	Currency
4/10/2024	Internal Funds Transfer	Int_SDSC_PFR_F-Internal sdsc file PFR	bulk_upload.txt	930888891004	Under Repair	File	GBP
2/19/2024	Internal Funds Transfer	Int_SDSC_PFR_F-Internal sdsc file PFR	SDSC_INT2980_INNOV.txt	264245661902	Under Repair	File	EUR

Repair – Record Level

Repair

File Identifier: Int_SDSC_PPR_R-Internal sdsc rec PPR

File Reference ID:

From Date: 4/6/2020

To Date: 4/18/2024

Search **Clear**

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status	Approval Type	Currency
1/29/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internal2980.txt	508331922901	Under Repair	Record	EUR
1/29/2024	Internal Funds Transfer	Int_SDSC_PPR_R-Internal sdsc rec PPR	SDSC_Internal2980.txt	695246582901	Under Repair	Record	EUR

Field Description

Field Name	Description
Search	
File Identifier	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
File Reference ID	Search with the file reference number which was generated while uploading the file.
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.
Type	Displays the transaction type of file uploaded
File Identifier	Displays the file identifier selected while uploading the file.
File Name	Displays the name of the uploaded 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: • Under Repair: File is not yet repaired.
Approval Type	Displays approval type of the file • File • Record
Currency	Displays Currency

7. Click the **File Reference ID** link to view the details. The **Reject Repair - File Details** screen appears.

2.3.2 **Reject Repair – File Details**

Users can view the record details whose status is under repair. The file details section displays the records of the file that are either under repair or have been repaired in a summarized view, along with the respective status of each record. It also allows users to repair the record details by identifying the error of the individual record.

To view the details of the repair record:

1. Navigate to **Repair** screen.
2. Enter the search criteria and click **Search**. The search results appears.
3. Click on the **File Reference ID** link to view the repair record details. The system displays the basic file details like name, File status, reference id etc.

Reject Repair – File Details (File Level)

Reject Repair

File Details

File Name
bulk_upload.txt

Transaction Type
Internal Funds Transfer

File Status
Under Repair

File Reference Id
93088891004

Reference No. ▾	Debit Account No. ▾	Amount ▾	Creditor ▾	Type ▾	Record Status ▾
93088891004000001	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Verified
93088891004000002	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Verified
93088891004000003	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Verified
93088891004000004	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Under Repair
93088891004000005	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Verified
93088891004000004	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer	Under Repair

Reject Repair – File Details (Record Level)

Reject Repair

File Details

File Name
SDSC_Internal2980.txt

Transaction Type
Internal Funds Transfer

File Status
Under Repair

File Reference Id
695246582901

Reference No. ▾	Debit Account No. ▾	Amount ▾	Creditor ▾	Type ▾	Record Status ▾
695246582901000002	HELO298500038	EUR 12.46	INTERNAL	Internal Funds Transfer	Under Repair
695246582901000004	HELO298500038	EUR 14.65	INTERNAL	Internal Funds Transfer	Under Repair

Field Description

Field Name Description

File Details

File Name File name of the uploaded file.

User can even download the file by clicking in the icon available besides the file name.

Transaction Type Displays the transaction type associated with the file.

Field Name	Description
------------	-------------

File Status	Displays the status of the file. i.e., Under Repair
--------------------	---

File Reference ID	Displays the file reference number, which was generated while uploading the file.
--------------------------	---

Record List

Reference No.	Displays the reference number for identification of the records.
----------------------	--

Debit Account No	Displays the debit account number of the transaction.
-------------------------	---

Amount	Displays the transaction amount.
---------------	----------------------------------

Creditor	Displays the credit account details.
-----------------	--------------------------------------

Type	Displays the transaction type of the file uploaded
-------------	--

Record Status	Displays the status of the records of the File under repair.
----------------------	--

-
4. Click **Submit** to repair the record.
OR
Click **Back** to navigate to the previous screen.

Note:

- 1) If the Preprocessing type is **Process as Full File after Repair** then a **Submit** button will appear once all the Record will be repaired using which user can submit the File for further processing.
- 2) Click on the  icon to search the specific record based on the search criteria entered.
-

2.3.3 Repair Record

The Repair Records screen displays all the errors that have occurred in the record. It provides details such as File Name, Record Status, File Reference ID, and Record Reference Number. Additionally, it displays all the record-specific details, such as Debit Details and Credit Details, which can be edited as needed.

To repair the record:

1. Navigate to **Repair** screen.
2. Enter the search criteria and click **Search**. The search results appear.
3. Click on the **File Reference ID** link to view the repair record details. The system displays the basic file details like name, File status, reference id etc.
4. Click on the **Reference No.** link, the **Repair Record** overlay screen appears with the details all the errors occurred in the record.

Repair Record

Reject Repair

930888891004000001	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer
930888891004000002	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer
930888891004000003	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer
930888891004000004	HEL0253100043	GBP 10.00	HEL0253000027	Internal Funds Transfer

Submit **Back**

Repair Record

Plausible Errors
Invalid value date.
The Value Date is a holiday.

File Name
bulk_upload.txt

File Reference Id
930888891004

Record Status
Under Repair

Record Reference Number
930888891004000004

Record Details

Debit Party Id
002980

Debit Account Number
HEL0253100043

Currency Of Transfer
C

Debit Narrative
DrNarrativ116

Charge Account
HEL0253100043

Debit Account Type
C

Value Date
05-12-2023

Payment Amount
10.00

Credit Account Number
HEL0253000027

Deal Reference Number

Payment Currency
GBP

Credit Narrative
crNarr2195

Email Id
brian@cosmos.com

User Reference No
test1234

Save **Close**

Field Description

Field Name	Description
Plausible Errors	Displays all the plausible errors present in the record.
File Name	File Name of the file under repair
File Reference ID	Displays the file reference number, which was generated while uploading the file.
Record Status	Displays the record status i.e., Under repair.
Record Reference No	The reference ID for identification of the records.
Record Details	Displays all the data provided by user in the record.

- a. Click **Save** to save the changes.
OR
Click **Close** to close the screen.

3. File Approval

This option allows the approver to approve / reject the uploaded file. Approval could either be:

- 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

OR

Search Bar > Transactions - Pending for Approvals

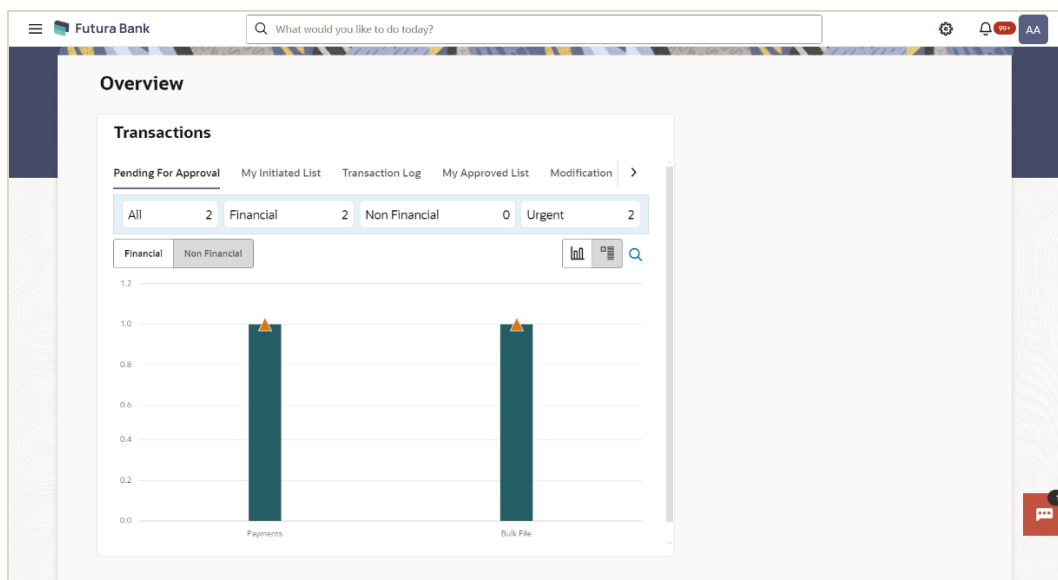
3.1 File Approval

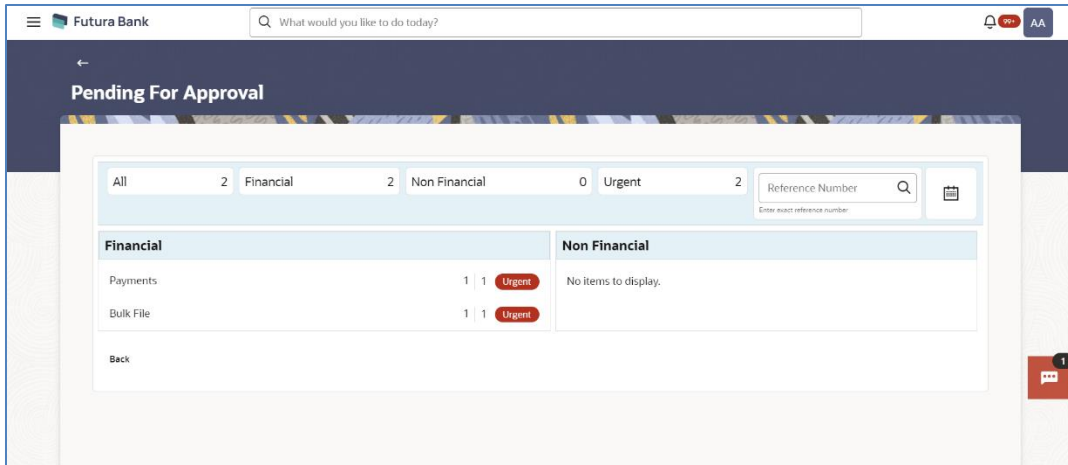
Once a file is uploaded and pre-processing checks are successfully completed, the file is pending approval, and is in the respective Approver's queue.

To approve / reject a file:

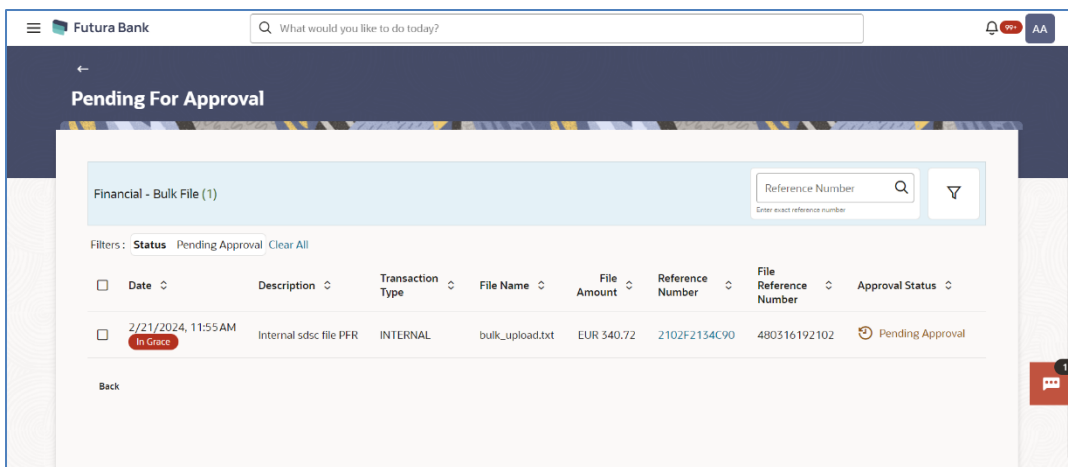
1. In the **Pending for Approval** section, click the **Bulk File** tab. All the uploaded files that require approval appears.
2. Select the multiple files and click **Approve** to approve the transactions.
OR
Click the link under the **Reference No** column. The **File Details** screen appears.

Pending for Approval Screen



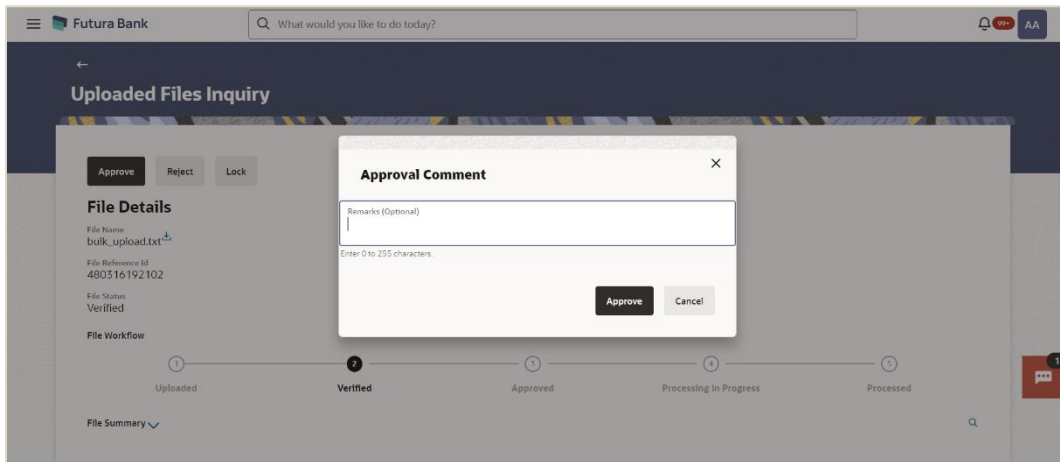


Bulk File Approve / Reject



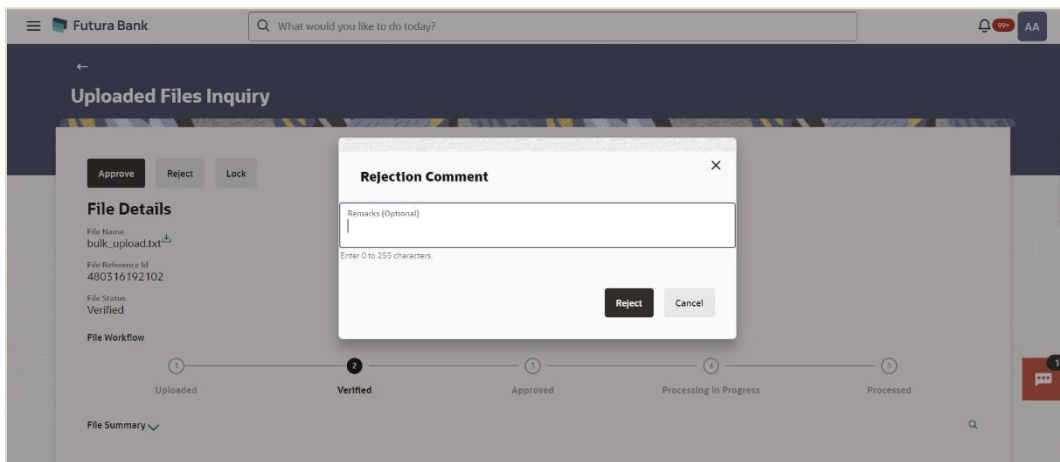
- If you click **Approve**, the **Approval Comment** screen appears.

Bulk File - Approve Remarks



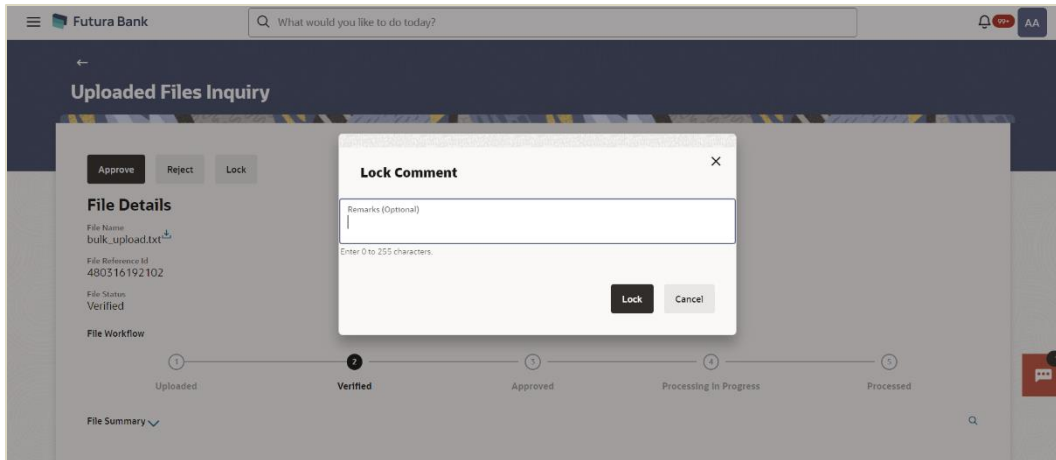
- a. Enter the remarks for approval. Click **Approve**.
Transaction successfully approved message appears.
OR
4. If you click **Reject**. The **Rejection Comment** screen appears.
 - a. Enter the remarks for rejection. Click **Reject**.
Transaction rejected message appears.

Bulk File - Reject Remarks



5. If you click **Lock**. The **Lock Comment** screen appears.
 - b. Enter the remarks for lock. Click **Lock**.
Transaction locked message appears.

Bulk File - Lock Remarks



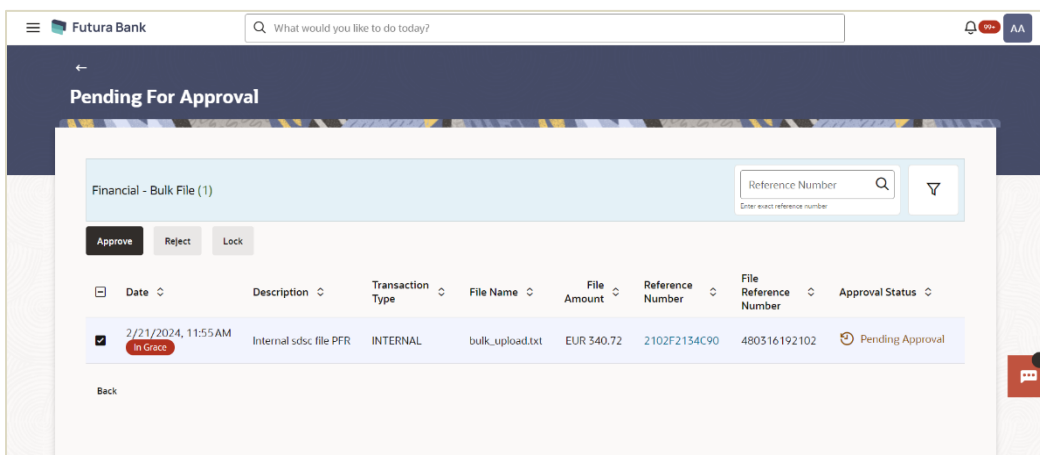
3.2 Record Level Approval

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



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 **Rejection 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.

5. Click **Lock** to lock the transaction.
The **Lock Comment** screen appears.
 - a. Enter the remarks for lock. Click **Lock**.
Transaction locked message appears.

3.2.1 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.

The screenshot displays the 'Uploaded Files Inquiry' interface in the Futura Bank system. At the top, there are buttons for 'Approve', 'Reject', and 'Lock'. The 'File Details' section shows the file name 'bulk_upload.txt', file reference ID '480516192102', and file status 'Verified'. It also lists transaction type 'Internal Funds Transfer', number of records '20', and transaction reference ID '2102F2134C90'. A 'File Workflow' diagram shows the process from 'Uploaded' to 'Verified' (current step), then 'Approved', 'Processing In Progress', and finally 'Processed'.

The 'File Summary' table provides a breakdown of the transactions:

Transaction Type	Currency	Total No. of Transactions	Amount
Internal Funds Transfer	EUR	20	340.72

Below the summary is a detailed table of transactions with columns for Reference No., Value Date, Debit Account No., Amount, Transfer Currency, Credit Account Details, Type, Record Status, and Action. Several rows are visible, showing transactions for various reference numbers and amounts, all with a 'Verified' status.

The 'Approver Comment' section shows a comment: 'Unlock Comment. File is approved.' Below this, the 'Transaction Journey' diagram shows the process from 'Initiation Successful' (by Mike K Maker on 2/21/2024) to 'Approval In Progress' (by Sammy J Checker on 3/4/2024) and finally 'Completion'. A 'Back' button is located at the bottom left.

- 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 **Rejection Comment** screen appears.
 - i. Enter the remarks for rejection. Click **Reject**.
Transaction rejected message appears.
- c. Click **Lock** to lock the transaction.
The **Lock Comment** screen appears.
 - i. Enter the remarks for lock. Click **Lock**.
Transaction locked message appears.