

Virtual Account Management Corporate File Upload User Manual  
Oracle Banking Digital Experience Cloud Service  
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Virtual Account Management Corporate File Upload 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
<b>boldface</b>	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. Virtual Account Management 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, Virtual Account creation, Virtual Account modification, Virtual Account closure, Virtual Accounts Structure creation, Virtual Accounts Structure modification, Virtual Entity creation, Virtual Entity modification, Virtual Entity closure, Remittance ID creation and Special Rates addition at a single instance.

The File Upload functionality enables users to process:

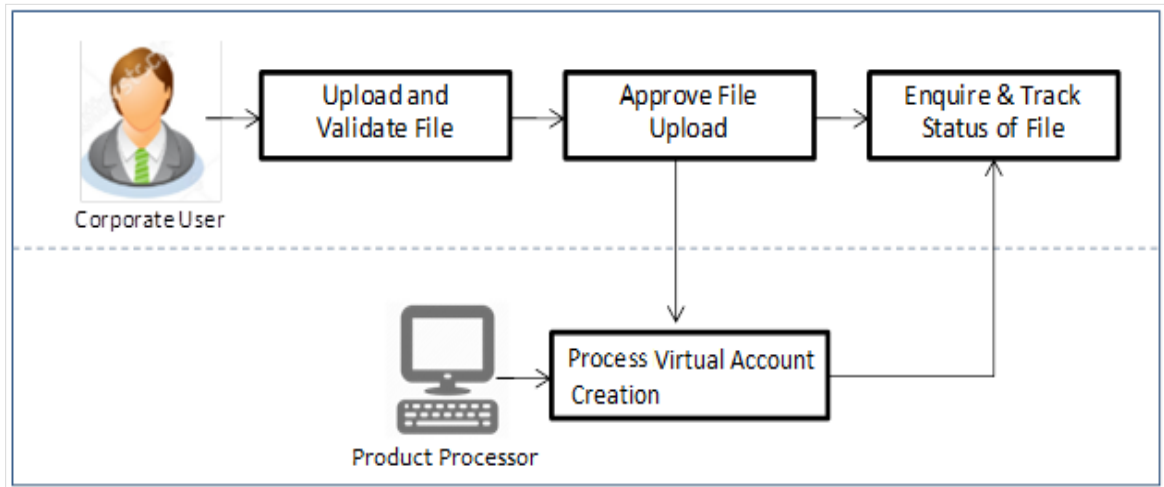
Sr No	Functionality Name	File Level Approval	Record Level Approval
1	Virtual Account Creation (With and without Real Accounts Linkage)	Y	Y
2	Virtual Account Modification	Y	Y
3	Virtual Account Closure	Y	Y
4	Virtual Accounts Structure Creation	Y	N
5	Virtual Accounts Structure Modification	Y	N
6	Virtual Entity Creation	Y	Y
7	Virtual Entity Modification	Y	Y
8	Virtual Entity Closure	Y	Y
9	Remittance ID Creation	Y	N
10	Special Rates Addition	Y	N

Oracle Banking Digital Experience File Upload module enables banks to upload files according to agreed operational and business rules. Also allows the users view the status of the files and records uploaded using Oracle Banking Digital Experience Platform. Further User can view and download the files which went to the error status and response file.

File Uploads facility is simple to use, has daily transaction limits and comes with the security of dual / multi signatory approvals with an option to approve the entire file (File Level approval) or each record uploaded as a part of file (Record level approval)

### 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

Upload a file option provides an option to the corporate user to upload files containing multiple Virtual Account related transactions.

While files are managed entirely within the Oracle Banking Digital Experience File Uploads module, the Virtual Account management specific transactions are queued in the respective Core Banking system/Back office system, once submitted.

### 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.



### To upload a file:

1. From the **File Identifier** list, select the file identifier.  
The File Identifier details appear.



## File Upload



↑ File Upload


Select a File Identifier  
CreateVE-Create Virtual Entity File Level

Transaction Type  
Create Virtual Entity

File Format Type  
CSV, TXT

Approval Type  
File Level

File Name

 Choose file...

Upload

Cancel

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## Field Description

Field Name	Description
File Identifier	Select the File identifier created earlier and mapped to the user in order to identify the file.
Transaction Type	<p>Displays the transaction type of the file upload.</p> <p>The transaction type applicable for Virtual Account Management:</p> <p><b>File and Record Level:</b></p> <ul style="list-style-type: none"><li>• Create Virtual Account (with and without Real Account Linkage)</li><li>• Modify Virtual Account</li><li>• Close Virtual Account</li><li>• Create Virtual Entity</li><li>• Modify Virtual Entity</li><li>• Close Virtual Entity</li></ul> <p><b>File Level:</b></p> <ul style="list-style-type: none"><li>• Create Virtual Accounts Structure</li><li>• Modify Virtual Accounts Structure</li><li>• Create Remittance ID</li><li>• Add Special Rates</li></ul>

Field Name	Description
<b>File Format Type</b>	Displays the format in which the file can be uploaded. Virtual Account Management module supports only CSV and TXT file format.
<b>Approval Type</b>	Displays approval level of the file. The approval could be: <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> Information is displayed based on the parameters defined at the file identifier selected by the user.
<b>File Name</b>	Choose the file from the local machine for upload. Post choosing the file, displays the file name.

2. Click **Upload**.  
OR  
Click **Cancel** to abort the file uploading process.
3. 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**

a) **What are the different file formats that can be uploaded?**

Virtual Account Management module supports only CSV and TXT file format for upload.

b) **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 Oracle Banking Digital Experience 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 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*

### 2.2.1 Uploaded File Inquiry – Default View

On accessing 'Uploaded File Inquiry' option from the menu, by default screen displays the search screen of the files uploaded.

The screenshot shows the 'Uploaded Files Inquiry' interface. At the top, there's a header with the Futura Bank logo, a search bar with the placeholder 'What would you like to do today?', and a user profile icon labeled 'VM'. Below the header, the page title 'Uploaded Files Inquiry' is displayed with a sub-header 'ABZ Solutions | \*\*\*462'. The main search area contains several input fields: 'File Identifier' (with a 'Required' label), 'Transaction Type' (a dropdown), 'File Name', 'File Reference ID', and 'File Status' (a dropdown). There are also date pickers for 'From Date' (set to 5/10/23) and 'To Date' (set to 5/11/23). A checkbox labeled 'Show transactions awaiting approval workflow assignment' is present. At the bottom of the search area are 'Search' and 'Clear' buttons. Below the search area, a 'File Status' section lists various statuses with their descriptions: 

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

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## 2.2.2 Uploaded File Inquiry – Search Filters

On this 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 atleast two search parameters to get the better result.

### To search and view the uploaded files

- On **Uploaded File Inquiry** screen, select any two search criteria in the search section.
- Click **Search**. The search results appear on the **Uploaded File Inquiry – Search Result** 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 Result

The screenshot shows the 'Uploaded Files Inquiry' screen in the Futura Bank system. The search filters section includes dropdowns for 'File Identifier' (set to 'CreateVWFL-Create Virtual Account File Level') and 'Transaction Type'. Text input fields are provided for 'File Name' and 'File Reference ID'. Date pickers are used for 'From Date' (Mar 24, 2025) and 'To Date' (Mar 26, 2025). A 'File Status' dropdown is also present. 'Search' and 'Clear' buttons are located below the filters. The results table has columns: 'Upload Details', 'Type', 'File Identifier', 'File Name', 'File Reference ID', and 'File Status'. A single result is shown with the status 'Processing In Progress'. A 'File Status' legend is at the bottom, defining terms like Uploaded, Approved, Rejected, Processing In Progress, Error, Deleted, Processed, Verified, Under Repair, and Repaired. A 'Cancel' button is at the bottom left.

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
Mar 24, 2025	Create Virtual Account	CreateVWFL-Create Virtual Account File Level	CreateVirtualAccount.txt	491007882403	Processing In Progress

**File Status**

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

### Field Description

Field Name	Description
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

Field Name	Description
<b>Transaction Type</b>	<p>Select the transaction type associated with the file.</p> <p>Available options are:</p> <p><b>File and Record Level:</b></p> <ul style="list-style-type: none"> <li>• Create Virtual Account (with and without Real Account Linkage)</li> <li>• Modify Virtual Account</li> <li>• Close Virtual Account</li> <li>• Create Virtual Entity</li> <li>• Modify Virtual Entity</li> <li>• Close Virtual Entity</li> </ul> <p><b>File Level:</b></p> <ul style="list-style-type: none"> <li>• Create Virtual Accounts Structure</li> <li>• Modify Virtual Accounts Structure</li> <li>• Create Remittance ID</li> <li>• Add Special Rates</li> </ul>
<b>File Name</b>	Select the file name of the uploaded file.
<b>File Reference ID</b>	Select the file reference number which was generated while uploading the file.
<b>File Status</b>	<p>Select the status of the file uploads. Available options are:</p> <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> <li>• Under Repair</li> <li>• Repaired</li> </ul>
<b>From Date</b>	Select the From Date, to search for an uploaded file, in the specified date range.
<b>To Date</b>	Select the To Date, to search for an uploaded file, in the specified date range.

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

- c) Click the **File Reference ID** link to view the details. The **Uploaded File Inquiry - File Details** screen appears.  
OR  
Click **Cancel** to discard and navigate back to the previous screen.

### 2.2.3 Uploaded File Inquiry - File Details

Through this option, the user can view the files uploaded by the corporate user for Virtual Account Creation, Virtual Account Modification, Virtual Account Closure, Virtual Accounts Structure Creation, Virtual Accounts Structure Modification, Virtual Entity Creation, Virtual Entity Modification, Virtual Entity Closure, Remittance ID Creation, and Add Special Rates with their status.

# File Details – Virtual Account Creation

Futura Bank

Q

What would you like to do today?

97%

VV

↑

Uploaded Files Inquiry

File Details

File Name

virtualaccount\_create\_A.csv

Transaction Type

Create Virtual Account

File Reference Id

557259102505

Number of Records

1

File Status

Processed

Transaction Reference Id

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Account Record

Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account No. & Name	IBAN	Status
557259102505000001	SDCVE02	HELO046200024	01180069 RECIBAN119	INOBFA00601180069	COMPLETED

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# File Details – Virtual Account Modification

Futura Bank

What would you like to do today?

000

VV

↑ Uploaded Files Inquiry

File Details

File Name  
VA\_modify\_file.csv

Transaction Type  
Modify Virtual Account

File Reference Id  
699654112405

Number of Records  
1

File Status  
Processed

Transaction Reference Id  
2405913A84B1

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Account Record

Record Reference Number	Virtual Entity ID	Real Account Number	Virtual Account No. & Name	IBAN	Status
699654112405000001	SDCVE02	HEL0046200024	1000124 VAModify12	IN0BOFA0061000124	COMPLETED

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# File Details – Virtual Account Closure

Futura Bank

What would you like to do today?

000

VV

↑ Uploaded Files Inquiry

File Details

File Name  
virtualaccount\_close.csv

Transaction Type  
Close Virtual Account

File Reference Id  
252956402405

Number of Records  
1

File Status  
Processed

Transaction Reference Id  
2405CB272519

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Account Record

Record Reference Number	Virtual Account Number	Transfer In Virtual Account Number	Transfer Out Virtual Account Number	Status
252956402405000001	01180008	1000063	1000063	COMPLETED

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# File Details – Virtual Accounts Structure Creation

Futura Bank

What would you like to do today?

WV

↑ Uploaded Files Inquiry

File Name  
vastructure\_create\_A.csv

Transaction Type  
Create Virtual Accounts Structure

File Reference Id  
222684502505

Number of Records  
1

File Status  
Processed

Transaction Reference Id  
2505F8199E4A

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Account Structure Record

Record Reference Number	Structure Code	Structure Name	Real/Virtual Multi-Currency Account Number	Status
222684502505000001	REALACC152	REALAC157 LINKAGE	HEL0046200024	COMPLETED

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# File Details – Virtual Accounts Structure Modification

Futura Bank

What would you like to do today?

WV

↑ Uploaded Files Inquiry

File Name  
ModifyStructure\_VMCA2.csv

Transaction Type  
Modify Virtual Account Structure

File Reference Id  
896815772405

Number of Records  
1

File Status  
Processed

Transaction Reference Id  
24056809990D

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Account Structure Record

Record Reference Number	Structure Code	Structure Name	Real/Virtual Multi-Currency Account Number	Status
896815772405000001	VMCStruct1MAINC15	Tree Struct MAINC15	VMCT75	COMPLETED

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# File Details – Virtual Entity Creation

Futura Bank

What would you like to do today?

99

VB

↑

Uploaded Files Inquiry

File Details

File Name

CreateEntity\_786.csv

Transaction Type

Create Virtual Entity

File Reference Id

134235953005

Number of Records

1

File Status

Error

Transaction Reference Id

3005B9E860ED

Error Report

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Entity Record

Record Reference Number	Virtual Entity ID	Virtual Entity Name	Entity Type	Status
134235953005000001	AUIFD18	Ind Bulk Upload05	Individual	ERROR

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# File Details – Virtual Entity Modification

Futura Bank

What would you like to do today?

99

VB

↑

Uploaded Files Inquiry

File Details

File Name

ModifyEntity.csv

Transaction Type

Modify Virtual Entity

File Reference Id

579295190106

Number of Records

2

File Status

Processed with Exceptions

Transaction Reference Id

01065E844490

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Entity Record

Record Reference Number	Virtual Entity ID	Virtual Entity Name	Entity Type	Status
579295190106000001	BULKC14	CorpEntity118	Corporate	ERROR
579295190106000002	AUIFI14	IndEntity118	Individual	COMPLETED

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## File Details – Virtual Entity Closure

Futura Bank

What would you like to do today?

VB

↑ Uploaded Files Inquiry

File Details

File Name  
closeentity.csv

Transaction Type  
Close Virtual Entity

File Reference Id  
946253230106

Number of Records  
7

File Status  
Error

Transaction Reference Id  
0106BFS4FA76

Error Report

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Entity Record

Record Reference Number	Virtual Entity ID	Status
946253230106000001	AAAAA03	ERROR
946253230106000002	AAAAA29	ERROR
946253230106000003	AUTOD29	ERROR

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## File Details – Remittance ID Creation

Futura Bank

What would you like to do today?

VB

↑ Uploaded Files Inquiry

File Details

File Name  
remittanceDetails\_create.csv

Transaction Type  
Virtual Remittance

File Reference Id  
756009432405

Number of Records  
1

File Status  
Processed

Transaction Reference Id  
24050D1A953C

Response File Download

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

Virtual Remittance Record

Record Reference Number	Virtual Identifier	Remittance ID	IBAN	Status
756009432405000001	002	aaa7aaa667		COMPLETED

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## File Details – Add Special Rates

Futura Bank

What would you like to do today?

VV

↑ Uploaded Files Inquiry

**File Details**

File Name

ICSpecialRate\_Invalid.csv

Transaction Type

Add Special Rate

File Reference Id

704488822005

Number of Records

16

File Status

Error

Transaction Reference Id

Error Report

File Workflow

1

Uploaded

2

Verified

3

Approved

4

Processing In Progress

5

Processed

The record details are not available since the uploaded file had errors.

[Back](#)

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## Field Description

Field Name	Description
File Name	Displays the file name of the uploaded file.
Transaction Type	Displays the transaction type associated with the file.
File Reference ID	Displays the file reference number, which was generated while uploading the file.
Number of Records	Displays the total number of records in the file.
File Status	Displays the status of the file uploads.
Error Report	Displays an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute.
Transaction Reference ID	Displays the transaction reference number, which was generated at the time of transaction execution.
Response File Download	Displays an icon to download the response file with their status in CSV format.
File Workflow	Displays the workflow with the various stages and status of file upload.

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

#### **Record List – Virtual Account Creation**

If the user is inquiring for 'Create Virtual Account' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records. Also, click on the reference ID to view the uploaded values.
<b>Virtual Entity ID</b>	Displays the Virtual Entity ID under which Virtual Account is created.
<b>Real Account Number</b>	Displays the Real Account Number to which Virtual Account is linked. <hr/> <b>Note:</b> This field remains blank if the Virtual Account is not linked to any Real Account Number. <hr/>
<b>Virtual Account No. &amp; Name</b>	Displays the Virtual Account Name and Number that has been created.
<b>IBAN</b>	Displays the IBAN number.
<b>Status</b>	Displays the status of the records for the uploaded file.

**Note:** The **Virtual Account Expiry Date** field is optional. However, if you fill it in, the Expiry Date cannot be set to today or any earlier date.

#### **Record List – Virtual Account Modification**

If the user is inquiring for 'Edit Virtual Account' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records. Also, click on the reference ID to view the uploaded values.
<b>Virtual Entity ID</b>	Displays the Virtual Entity ID under which Virtual Account is modified.
<b>Real Account Number</b>	Displays the Real Account Number to which Virtual Account is linked. <hr/> <b>Note:</b> This field remains blank if the Virtual Account is not linked to any Real Account Number. <hr/>
<b>Virtual Account No. &amp; Name</b>	Displays the Virtual Account Name and Number that has been modified.
<b>IBAN</b>	Displays the IBAN number.

Field Name	Description
<b>Status</b>	Displays the status of the records for the uploaded file.

**Note:**

1. If the user wishes to modify any details other than the expiry date of the Virtual Account, they must input the same expiry date for the Virtual Account in the relevant field.
2. The expiry date will be updated, if the user does not keep the current expiry date for the Virtual Account
3. To remove the expiry date, the user should enter an empty value in the expiry date field.
4. The Expiry Date cannot be set to today or any past date

**Record List – Virtual Account Closure**

If the user is inquiring for 'Close Virtual Account' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Virtual Account Number</b>	Displays the Virtual Account Number that has been closed.
<b>Transfer In Virtual Account Number</b>	Displays the Transfer In Virtual Account Number.
<b>Transfer Out Virtual Account Number</b>	Displays the Transfer Out Virtual Account Number.
<b>Status</b>	Displays the status of the records for the uploaded file.

**Record List – Virtual Accounts Structure Creation**

If the user is inquiring for 'Create Virtual Accounts Structure' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Structure Code</b>	Displays the structure code of the Virtual Accounts structure.
<b>Structure Name</b>	Displays the structure name corresponding to the structure code.

Field Name	Description
<b>Real/Virtual Multi-Currency Account Number</b>	Displays the Real/Virtual Multi-Currency Account number linked to the structure.
<b>Status</b>	Displays the status of the records for the uploaded file.

#### **Record List – Virtual Accounts Structure Modification**

If the user is inquiring for 'Edit Virtual Accounts Structure' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Structure Code</b>	Displays the structure code of the Virtual Accounts structure.
<b>Structure Name</b>	Displays the structure name corresponding to the structure code.
<b>Real/Virtual Multi-Currency Account Number</b>	Displays the Real/Virtual Multi-Currency Account number linked to the structure.
<b>Status</b>	Displays the status of the records for the uploaded file.

#### **Record List – Virtual Entity Creation**

If the user is inquiring for 'Create Virtual Entity' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records. Also, click on the reference ID to view the uploaded values.
<b>Virtual Entity ID</b>	Displays the Virtual Entity ID that has been created.
<b>Virtual Entity Name</b>	Displays the Virtual Entity Name that has been created.
<b>Entity Type</b>	Displays the type of entity.
<b>Status</b>	Displays the status of the records for the uploaded file.

#### **Record List – Virtual Entity Modification**

If the user is inquiring for 'Edit Virtual Entity' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records. Also, click on the reference ID to view the uploaded values.
--------------------------------	--



<b>Field Name</b>	<b>Description</b>
<b>Virtual Entity ID</b>	Displays the Virtual Entity ID that has been modified.
<b>Virtual Entity Name</b>	Displays the Virtual Entity Name that has been modified.
<b>Entity Type</b>	Displays the type of entity.
<b>Status</b>	Displays the status of the records for the uploaded file.

#### **Record List – Virtual Entity Closure**

If the user is inquiring for 'Close Virtual Entity' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Virtual Entity ID</b>	Displays the Virtual Entity ID that has been closed.
<b>Status</b>	Displays the status of the records for the uploaded file.

#### **Record List – Remittance ID Creation**

If the user is inquiring for 'Create Remittance ID' type of transaction, the following fields are displayed.


<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Virtual Identifier</b>	Displays the Virtual Identifier.
<b>Remittance ID</b>	Displays the Remittance ID.
<b>IBAN</b>	Displays the IBAN Number.
<b>Status</b>	Displays the status of the records for the uploaded file.


#### **Record List – Add Special Rates**

If the user is inquiring for 'Add Special Rates' type of transaction, the following fields are displayed.

<b>Record Reference Number</b>	Displays the reference ID for identification of the records.
<b>Virtual Account Number</b>	Displays the Virtual Account Number.
<b>Effective Date</b>	Displays the date from which interest rate will be effective.

Field Name	Description
<b>Interest Product</b>	Displays the name of interest product.
<b>Status</b>	Displays the status of the records for the uploaded file.

a) In the **File Name** field, click  to download the originally uploaded file.

In the **Response File Download** field click  to download the response file.

b) In the **File Details – Virtual Account Creation / Modification** screen, click on the **Record Reference Number** hyperlink to view the virtual account details.

The **View Virtual Account** screen displays.

## View Virtual Account

←

Virtual Account

Virtual Account Name  
IBANLMOBRH04

**Account Details**

Virtual Account Name  
IBANLMOBRH04

Branch Name  
HEL - HEL FC UNIVERSAL BANK

Purpose  
Advanced Warfare

Linkage  
Real Account

Interest Calculation Required  
No

Virtual Entity ID & Name  
SDCIVE01 - ABZ Corp Purchases

Product  
LMO1 - LMO1

Currency  
GBP

Real Account Number  
HEL0044200024

Account Expiry Date  
7/30/2029

**Correspondence Address**

Address Line 1  
Menezes Mansion

Address Line 2  
Lonesome Lane

Address Line 3  
Desolate District

Address Line 4  
Secluded Suburb

Country  
GREAT BRITAIN

Post Code  
770077

**Structured Address**

Department  
Department of Defence

Sub Department  
Submarine Unit

Street Name  
Sentry Street

Building Number  
88

Building Name  
Menezes Mansion

Floor  
8

Post Box  
8

Room  
8

Postal Code  
770077

Town Name  
Funky Town

Term Location Name  
Funky Town Locale

District Name  
Desolate District

Country Subdivision  
Secluded Suburb

Country  
GREAT BRITAIN

**Preferences**

IBAN Required  
Yes

Balance Availability Option  
Fixed Amount from Pool Balance

Debit Transaction Allowed  
Yes

Overdraft Allowed  
No

Balance Check For Debits  
No

Fixed Amount from Pool  
£100.35

Credit Transaction Allowed  
Yes

Available in Liquidity Management  
Yes

Back

- c) In the **File Details – Virtual Entity Creation / Modification** screen, click on the **Record Reference Number** hyperlink to view the virtual entity details.

The **View Virtual Entity** screen displays.

## View Virtual Entity

Futura Bank

Q What would you like to do today?

99+

VB

↑

**Virtual Entity**  
ABZ Solutions | \*\*\*462

Virtual Entity Name Ind Bulk Upload05	Virtual Entity ID AUIFD18	Virtual Entity Type Individual
--	------------------------------	-----------------------------------

Party Name  
ABZ Solutions

**Virtual Entity Details**

Virtual Entity Name Ind Bulk Upload05	First Name Thomas
Last Name krish	Date of Birth 5/1/72
Gender Female	Nationality INDIA
National ID xIN11	Work Phone +91 2267183001
Email ID testmailCorp@oracle.com	Preferred Mode Email

Mapped Virtual Accounts

**Registered Address**

Address Line 1 West Wood	Address Line 2 Hub Mall
Address Line 3 LA	Address Line 4 Florida
Country INDIA	Post Code 478565

**Structured Address**

Department Block number 1	Sub Department DDept 1
Street Name Brandon Street	Building Number Building 1
Building Name Reinstate	Floor First Floor
Post Box 88129812	Room Room 1
Postal Code 35434	Town Name Yellowstone
Town Location Name Sydney	District Name Sydney
Country Subdivision div 001	Country YEMEN

<b>Identification Details</b>	
Identification Type SSN	Identification Number xxx1122
Tax Identification Number 123456	
<b>PDF Statement Preferences</b>	
Generate PDF Yes	Statement Type Account Level
Frequency Monthly	Due On 1
<b>SWIFT Statement Preferences</b>	
Generate MT940 No	Generate MT950 Yes
Generate MT942 Yes	Generate Message Only on Movement Yes
Report Transactions Since 950	Generation Time 01:00
Display IBAN No	
<b>ISO Statement Preferences</b>	
Generate CAMT.053 Yes	Generate CAMT.052 Yes
Generate Message Only on Movement No	Report Transactions Since 052
Generation Time 01:00	
<a href="#">Back</a>	
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- d) 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 file.

## **FAQ**

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

The following are the validations performed on an uploaded file by Oracle Banking Digital Experience and subsequently by the Host, before file is liquidated.

<b>Sr No</b>	<b>Events</b>	<b>Applicable to</b>	<b>Checks</b>
1	On File Upload	All Files	File contents should not match an already uploaded file
2	On File Upload	All Files	File should not exceed the Maximum Size limit
3	On File Upload	All Files	The File Extension type should be the ones permitted
4	On File Upload	All Files	The file should not be Malicious
5	At Pre-Processing	All Files	The format for all fields, should be as templated viz., Date, Currency in accordance with ISO standards, CIF- numeric, account number- alphanumeric etc.
6	At Pre-Processing	All Files	The CIF should be valid, should exist
7	File At Pre-Processing	All Files	CIF and Real/Virtual account should belong to each other
8	At Pre-Processing	All Files	User should have access to Real/Virtual Account

- b) **If some records in a file are liquidated, others are deleted, what will the status of the file be?**

The following table shows the file status which is followed to depict various status of the file upload. So if all the records of file are liquidated then the file status is processed, and if any of the records in the file is liquidated while all the other are rejected the file status will be processed, and if any of the records is liquidated and rest all have an error the file status will be processed with exception.

Verified	Approved	Processing in Progress	Liquidated	Rejected	Deleted	Error	File Status
All							Verified
	All						Approved
		All					Processing in Progress
			All				Processed
				All			Rejected
					All		Deleted
						All	Error
			1	1			Processed
			1		1		Processed
			1			1	Processed with exception
			1	1	1		Processed
			1	1	1	1	Processed with exception
				1	1		Deleted
				1		1	Processed with exception
					1	1	Processed with exception

- c) **If a working window is set for the File Upload transaction – how will processing be impacted outside of the working window?**

Outside of the transaction working window set for file uploads, processing will depend on whether the file has a Record Level approval or a File Type approval.

Files with a File Type approval – will be rejected, outside of the transaction working window  
Files with Record Type approval – if some records are processed within the working window, will be completed – if processing of some records, falls outside of the working window – these will be rejected.

- d) **After a file is successfully uploaded, is the user provided notifications on its status?**

Yes, Users mapped to the FI – initiators and approvers of the file, are provided with alerts / notification, as file progresses from the Uploaded stage to Approved to Processing in Progress to the Processed stage. Alternately, users can log in to view the status of the file.



---

## 3. 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*

### 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:

- In the **Pending for Approval** section, select **Non Financial** in dropdown list, click the **Bulk File** tab. All the uploaded files that require approval appears.
- List of available transactions are:
  - Create Virtual Account (With and without Real Account Linkage)
  - Modify Virtual Account
  - Close Virtual Account
  - Create Virtual Accounts Structure
  - Modify Virtual Accounts Structure
  - Create Virtual Entity
  - Modify Virtual Entity
  - Close Virtual Entity
  - Create Remittance ID
  - Add Special Rates
- 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

The screenshot shows the Futura Bank interface. At the top, there's a search bar with the text "What would you like to do today?". Below this is a header bar with the text "Pending For Approval". The main content area has a light blue header with "Non Financial - Bulk File (1)". To the right of this header is a search bar for "Reference Number" with a magnifying glass icon and a dropdown arrow. Below the header, there are three buttons: "Approve", "Reject", and "Lock". Below these buttons is a table with the following columns: "Date", "File Identifier", "Transaction Type", "File Name", and "Reference Number". The table contains one row with the following data: "5/20/23, 11:51 PM", "ACREATEREMITID-Auto Create Virtual Remittance ID", "Virtual Remittance File", "TestRemittID\_InitAuth.csv", and "2005CC3235EC". Below the table is a "Back" button. At the bottom of the screen, there is a copyright notice: "Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved.[Security]Information Terms and Conditions".

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

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

e) If you click **Reject**. The **Approval Comment** screen appears.

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

f) If you click **Lock**. The **Lock Comment** screen appears.

- a. Enter the remarks for lock. Click **Lock**.  
Transaction locked message appears.

## Bulk File Approve / Reject / Lock – Remarks

The screenshot shows the "Approval Comment" screen. At the top, there's a title bar with the text "Approval Comment" and a close button (X). Below the title bar, there's a section titled "Summary of Selected Transactions (1)". This section contains a table with the following columns: "Date", "File Identifier", "Transaction Type", and "File Name". The table contains one row with the following data: "5/25/23, 12:37 PM", "ACREATEVIRTUALACR-Auto Create Virtual Account Record", "Create Virtual Account Record", and "virtualaccount\_create". Below the table, there's a section titled "Remarks (Optional)" with a text input field. At the bottom right of the screen, there are two buttons: "Approve" and "Cancel".

1. **Note:** If the account access verification is unsuccessful, then the entire file will be rejected.  
Applicable on (Create Virtual Account, Modify Virtual Account, Close Virtual Account)

## 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:**

- g) In the **Pending for Approval** section, select **Non Financial** in dropdown list, click the **Bulk Record** tab. All the uploaded files that require approval appears.
- h) List of available transactions are:
  - a. Create Virtual Account (With & without Real Account Linkage)
  - b. Modify Virtual Account
  - c. Close Virtual Account
  - d. Create Virtual Entity
  - e. Modify Virtual Entity
  - f. Close Virtual Entity
- i) 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**

The screenshot shows the 'Pending For Approval' interface in the Futura Bank system. At the top, there's a search bar and a notification bell. Below the header, a blue bar indicates 'Pending For Approval'. A light blue box contains a dropdown menu set to 'Non Financial - Bulk Record (2)' and a search bar for 'Reference Number'. Below this are three buttons: 'Approve' (highlighted), 'Reject', and 'Lock'. A table lists two transactions for approval, both of which are checked. The table has columns for selection, date, file identifier, transaction type, and file name. A 'Back' button is at the bottom left of the table area. The footer contains copyright information for Oracle.

<input type="checkbox"/>	Date	File Identifier	Transaction Type	File Name
<input checked="" type="checkbox"/>	5/25/23, 6:07 PM	ACREATEVIRTUALACR-Auto Create Virtual Account Record	Create Virtual Account Record	virtualaccount_create_S.csv
<input checked="" type="checkbox"/>	5/21/23, 12:01 AM	ACREATEVIRTUALACR-Auto Create Virtual Account Record	Create Virtual Account Record	virtualaccount_create_S.csv

- j) 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
- k) Click **Reject** to reject the transaction.  
The **Rejection Comment** screen appears.
  - a. Enter the remarks for rejection. Click **Reject**.  
Transaction rejected message appears.
- l) Click **Lock** to reject the transaction.  
The **Lock Comment** screen appears.
  - a. Enter the remarks for lock. Click **Lock**.  
Transaction locked message appears.

---

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

---

#### **Record Approval - File Details**

- a) 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.

↑
**Uploaded Files Inquiry**

Approve

Reject

Lock

**File Details**

File Name  
TestRemittID\_InitAuth.csv

Transaction Type  
Virtual Remittance

File Reference Id  
505768972005

Number of Records  
1

File Status  
Verified

Transaction Reference Id  
2005CC3235EC

**File Workflow**

1

2

3

4

5

Uploaded

Verified

Approved

Processing In Progress

Processed

**Virtual Remittance Record**

Record Reference Number	Virtual Identifier	Remittance ID	IBAN	Status
505768972005000001	002	ddd1abc324		VERIFIED

**Transaction Journey**

[Detailed Journey](#)

Initiation

Successful

✓

VAMMAK BU4  
5/20/23, 6:21 PM

Approval

2

Completion

3

[Back](#)

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

---

## 4. Mobile Touch Point

This functionality allows a corporate user to perform and view Oracle Banking Digital Experience – Corporate File Upload Virtual Account Management transactions on the mobile screen.

The below list of transactions are enabled on mobile application:

Screen Name	Transaction Type
<b>Approver Screens</b>	<ul style="list-style-type: none"><li>• Create Virtual Account</li><li>• Modify Virtual Account</li><li>• Virtual Account Closure</li><li>• Create Virtual Entity</li><li>• Modify Virtual Entity</li><li>• Close Virtual Entity</li><li>• Create Virtual Account Structure</li><li>• Modify Virtual Account Structure</li><li>• Remittance ID Creation</li><li>• Special Rates Addition</li></ul>


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## 5. Bulk Upload File Structure

This section provides a description of the Bulk File Upload feature, including details about the required data types, lengths, and formats necessary for executing Virtual Account Bulk File transactions..

**Note:** To view the **OBDX\_VAM\_File\_Upload\_Details** and **File Upload Formats** Excel attachment, perform the below steps:

- a. Click the  attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.
- b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.
- c. In the Open File window, select the **Open this file** option, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Refer to file [OBDX\\_VAM\\_File\\_Upload\\_Details](#) in PDF attachment for more details.

Refer to files for File Upload Formats:

### **Remittance:**

[Create Remittance ID](#)

### **Special Rates:**

[Add Special Rates](#)

### **Virtual Account:**

[Close Virtual Account](#)

[Create Virtual Account\\_RealAccount Linkage](#)

[Create Virtual Account\\_Structure Linkage](#)

[Modify Virtual Account](#)

### **Virtual Account Structure-**

[Create Virtual Accounts Structure\\_RealAccount](#)

[Create Virtual Accounts Structure\\_VMCA](#)

[Modify Virtual Accounts Structure\\_Delink](#)

[Modify Virtual Accounts Structure\\_Link](#)

**Virtual Entity-**

[Close Virtual Entity](#)

[Create Virtual Entity](#)

[Modify Virtual Entity](#)