

Oracle® Banking Digital Experience

Corporate Bulk File Upload – Bill Payments

User Manual



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Purpose

This guide is designed to help acquaint you with the Oracle Banking application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

Before you Begin

Kindly refer to our **Getting Started User Guide** for common elements, including Symbols and Icons, Conventions Definitions, and so forth.

Pre-requisites

Specify **User ID** and **Password**, and login to **Home** screen.

Audience

This document is intended for the following audience:

- Customers
- Partners

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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at [Critical Patches, Security Alerts and Bulletins](#). All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

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.

Related Resources

For more information on any related features, refer to the following documents:

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

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.

Convention	Meaning
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

Table 2 Basic Actions and Descriptions

Action	Description
Back	In case you missed to specify or need to modify the details in the previous segment, click Back to navigate to the previous segment.
Cancel	Click Cancel to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.
Next	On completion of input of all parameters, click Next to navigate to the next segment.
Save	On completion of input of all parameters, click Save to save the details.
Save & Close	Click Save & Close to save the data captured. The saved data will be available in View Business Product with <i>In Progress</i> status. You can work on it later by picking it from the View Business Product .
Submit	On completing the input of all parameters, click Submit to proceed with executing the transaction.
Reset	Click Reset to clear the data entered.
Refresh	Click Refresh to update the transaction with the recently entered data.
Download	Click Download to download the records in PDF or XLS format.

Symbols and Icons

The following are the symbols/icons you are likely to find in this guide:

Table 3 Symbols and Icons

Symbols and Icons	Description
	Add data segment
	Close
	Maximize
	Minimize
	Open a list
	Open calendar
	Perform search
	View options
	View records in a card format for better visual representation.
	View records in tabular format for better visual representation.

Post-requisites

After finishing all the requirements, please log out from the **Home** screen.

1

File Upload

This topic describes the File Upload module within Oracle Banking Digital Experience, which provides corporate customers with the ability to manage file uploads.

Corporates often look forward for an option to make multiple transactions and multiple maintenance 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.

Various financial and non-financial type of files can be uploaded by the corporate using pre-defined templates resulting in saving the transaction processing time than entering single record for each transaction.

Electronic bill presentment and payment (EBPP) module of OBDX allows billers to present the bills/invoices online to their customers. This feature also enables the customers/users to pay the bills online. Using the file upload mechanism, the corporate users who are onboarded as Billers on OBDX platform can upload a bill presentment file and present the bills to their customers. Once the file is uploaded successfully, the biller's customers (OBDX Retail and corporate uses) can view the presented bills along with the payment due date and can initiate a payment against the bill electronically.

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

Pre-requisites

- Party Preferences set for Corporate
- Corporate user is created
- Transaction and Party ID access is provided to corporate user
- Biller is maintained within OBDX
- 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
- [File Upload](#)
This topic provides the systematic instructions to corporate users to upload files containing multiple bills to be presented for payment to their customers.
- [FAQ](#)

- [Uploaded Files Inquiry](#)

This topic describes the functionality that enables users to view files uploaded by corporate users via the OBDX platform, specifically those files to which the user has access, along with the status of those files.

1.1 File Upload

This topic provides the systematic instructions to corporate users to upload files containing multiple bills to be presented for payment to their customers.

Billers onboarded as Presentment and Presentment & Payment type can upload such files.

To upload a file:

1. Perform anyone of the following navigation to access the **File Upload** screen.
 - From the **Corporate Dashboard** , click **Toggle menu**, click **File Upload**, then click **File Upload**.
 - From the **Corporate Dashboard** , click **Quick Links**, and then click **File Upload**.

The **File Upload** screen appears.

Figure 1-1 File Upload

Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 1-1 File Upload - 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.
File Name	Browse and select the file to be uploaded.

2. From the **File Identifier** list, select the file identifier.
The file identifier details appear.
3. In the **File Name** field, select the file to be uploaded.

Figure 1-2 File Upload
Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 1-2 File Upload - 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	Displays the transaction type of the file upload. 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. The file formats could be: • CSV • XLS • XLSX Information is displayed based on the parameters defined at the file identifier selected by the user.
Approval Type	Displays approval level of the file. For bill presentment type of a file, the approval type will always remain as File Level approval. • 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.

Table 1-2 (Cont.) File Upload - Field Description

Field Name	Description
File Name	Choose the file from the local machine for upload. Post choosing the file, displays the file name.

4. Perform one of the following actions:
 - Click **Upload**.

The success message along with the file reference ID and status of the transaction appears.
 - Click **Cancel** to abort the file uploading process.
5. Perform one of the following actions:
 - Click **OK** to complete the file upload.
 - Click the **File Reference ID** to inquire about the uploaded file status.

The **Uploaded File Inquiry** screen appears.
 - Click **Home** to go to the Dashboard screen.
Click to view sample for file upload:

Figure 1-3 View sample data to upload

1448	101	424	1	UNPAID	30-03-2022	31-03-2022	30-04-2022	516.7	GBP
1534	451	3176	12	UNPAID	30-03-2022	31-03-2022	30-04-2022	143.13	EUR
15235	101	3038	104	UNPAID	30-03-2022	31-03-2022	30-04-2022	1235.11	EUR

1.2 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.

1.3 Uploaded Files Inquiry

This topic describes the functionality that enables users to view files uploaded by corporate users via the OBDX platform, specifically those files to which the user has access, along with the status of those files.

- The search can be filtered on various parameters like status and file reference ID.
- The user can track the status of the file and if there is an error in the file, he / she can download the error file to arrive at the exact reason for error.
- For files in the **Processed** status, the user can download Response file, to vet status of processing (in the host) for each record, of the file.

- The user can track file history and also check Individual record details.
- 1. Perform anyone of the following navigation to access the **Uploaded File Inquiry** screen.
 - From the **Corporate Dashboard** , click **Toggle menu** , click **Menu** and then click **File Upload**.
Under **File Upload** , and then click **Uploaded File Inquiry**.
 - From the **Corporate Dashboard** , click **Quick Links** , and then click **Uploaded File Inquiry**.

The **Uploaded File Inquiry** screen appears.

- [Uploaded Files Inquiry – Default View](#)
This topic provides the systematic instructions to user to view summary of files uploaded on the current day, along with their respective statuses.
- [Uploaded Files Inquiry – Search Filters](#)
This topic provides the systematic instructions to corporate users to search and view files uploaded under a specific party.
- [Uploaded File Inquiry – File Details – Bill Presentment](#)
This topic provides the systematic instructions to user for viewing files uploaded by corporate users for bill presentment and subsequent payment.
- [FAQ](#)

1.3.1 Uploaded Files Inquiry – Default View

This topic provides the systematic instructions to user to view summary of files uploaded on the current day, along with their respective statuses.

User can choose to view the details of the file by clicking on the File Reference ID or can even choose to search the files uploaded on previous days clicking search filters. Users can also view the files uploaded by the Bank Administrator user on behalf of the Corporate.

Figure 1-4 Uploaded Files Inquiry – Default View

↑ Uploaded Files Inquiry

File Identifier Transaction Type

File Name File Reference ID

From Date 12/1/2023 To Date 12/12/2023

File Status

Search Clear

File Status

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

1.3.2 Uploaded Files Inquiry – Search Filters

This topic provides the systematic instructions to corporate users to search and view files uploaded under a specific party.

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

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

To search and view the uploaded files:

1. Click the  icon to expand the search criteria.

The search section appears.

2. Enter any two search criteria in the search section.
3. Perform one of the following actions:

- Click **Search**.

The search results appear on the **Uploaded File Inquiry** screen based on the search parameters.

- Click **Clear** to reset the search criteria.
- Click **Cancel** to close the search panel.

Figure 1-5 Uploaded File Inquiry – Search

Uploaded Files Inquiry

File Identifier: SDSCINDLABFILEPRI-File Level Private | Transaction Type: | File Name: | File Reference ID: | From Date: 12/1/2023 | To Date: 12/12/2023 | File Status: | Search | Clear

Upload Details	Type	File Identifier	File Name	File Reference ID	File Status
25 Aug 2021 05:26 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	SDSCBulkFSDSCBulkFSDSCBulk.txt	459461902508	Uploaded
18 Aug 2021 12:12 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BillStatus_SpeChar_Char112.txt	281181761808	Error
18 Aug 2021 12:11 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BillStatus_SpeChar_Char11.txt	483239961808	Error
12 Aug 2021 03:04 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	565417931208	Error
12 Aug 2021 02:58 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	253293721208	Error
12 Aug 2021 02:53 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	BULK_EBPP_UPLOAD_0.txt	760368521208	Error
06 Aug 2021 08:32 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	CurrencyBlnk_speChar.txt	376871150608	Processed
06 Aug 2021 08:00 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	AMT_Blnk_minus.txt	882136160608	Processed
06 Aug 2021 06:34 PM	Bulk Bill Upload	MakeCheckBBU-MakeCheckBBU	SDMC2.txt	414715460608	Processed

File Status

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

Cancel | Help | Chat

Note

The fields which are marked as Required are mandatory.

For more information on fields, refer to the field description table.

Table 1-3 Uploaded File Inquiry – Search - 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
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.

Table 1-3 (Cont.) Uploaded File Inquiry – Search - Field Description

Field Name	Description
File Status	Search with the status of the file uploads. • Uploaded • Approved • Rejected • Processing In Progress • Error • Processed • Processed with Exceptions • Deleted • Verified • Expired
From Date	From Date, to search for an uploaded file, in the specified date range.
To Date	To Date, to search for an uploaded file, in the specified date range.
Search Results	
Upload Details	Displays the file upload date and time.
Type	Displays the transaction type of file uploaded
File Identifier	Displays the file identifier selected while uploading the 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.
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.

4. Perform one of the following actions:

- Click the **File Reference ID** link to view the details.

The **Uploaded File Inquiry - File Details** screen appears.

- Click the  icon against a specific file upload record to delete the record.

The  icon will be shown against a record, only when if a record is of a future date and is fully approved.

1.3.3 Uploaded File Inquiry – File Details – Bill Presentment

This topic provides the systematic instructions to user for viewing files uploaded by corporate users for bill presentment and subsequent payment.

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

User can download file, error report if the file is in error status and even can download response file to know the record level details.

File details section also shows the records of the file in a summarized view along with respective status of each record. User can further delete the specific record if of the future date or not processed.

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

Note

The maximum number of records permissible in the uploaded file is a configurable parameter at the File Identifier.

Figure 1-6 File Details

The screenshot shows the 'Uploaded Files Inquiry' interface. The 'File Details' section contains the following information:

- File Name:** Bulkupload_sfdda.csv (with a download icon)
- Transaction Type:** Bulk Bill Upload
- File Reference Id:** 557259102505
- Number of Records:** 1
- File Status:** Processed
- Transaction Reference Id:**
- Response File Download:** (with a download icon)
- File Workflow:** A horizontal timeline with five steps: 1. Uploaded, 2. Verified, 3. Approved, 4. Processing In Progress, and 5. Processed (highlighted with a black circle).

The 'File Summary' section contains a table with the following data:

Reference Number	Bill Due Date	Amount	Party ID	Type	Status
557259102505000001	SDCVE02	HELO046200024	01180069 RECIBAN119	INOB0FA00601180069	COMPLETED

At the bottom of the 'File Summary' section, there is a 'Download as' dropdown menu and a 'Back' button.

1. In the **File Name** field, click the  icon to download the originally uploaded file.
2. In the **Response File Download** field, click the  icon to download the response file.
3. Perform one of the following actions:
 - Click **Download** as to download the file in .pdf or .csv format.
 - Click **Delete** to delete the uploads file.
 - 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.

1.3.4 FAQ

1. **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 OBDX and subsequently by the Host, before file is liquidated.

SR No	Events	Applicable To	Checks
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 Debit account should belong to each other
8	At Pre-Processing	All Files	User should have access to Debit Account (If applicable for the type of file selected)
9	At Pre-Processing	All Files	Debit account should not be in closed status (If applicable for the type of file selected)
10	At Pre-Processing	All Files	Transaction Limits are not violated at user level (If applicable for the type of file selected)
11	At Pre-Processing	All Files	Payment date should not be in the past (If applicable for the type of file selected)
12	At Pre-Processing	All Files	Payment date should not be a holiday as per the host calendar maintenance (If applicable for the type of file selected)
13	At Pre-Processing	All Files	Debit account should be a CASA account, not loan or TD (If applicable for the type of file selected)

SR No	Events	Applicable To	Checks
14	At Pre-Processing	All Files	Debit currency in the file, should match the currency of the CASA account (If applicable for the type of file selected)
15	At Pre-Processing	Internal Files	Transaction currency should match either the debit or credit CASA (If applicable for the type of file selected)
16	At Pre-Processing	Internal Files	The Credit Account should be a CASA account, not loan or TD (If applicable for the type of file selected)
17	At Pre-Processing	All SDSC and SDMC files	A file with multiple records, should have the same debit account (If applicable for the type of file selected)
18	At Pre-Processing	Internal Ad hoc	The Purpose of remittance should be valid (If applicable for the type of file selected)
19	At Pre-Processing	Domestic Files	The NEFT / RTGS code should be valid (If applicable for the type of file selected)
20	At Approval	All Files	Cumulative limits should not be violated either for the Approver and the Party (If applicable for the type of file selected)
21	Validations in Core	All Files	The Debit account should have sufficient balance (If applicable for the type of file selected)
22	Validations in Core	All Files	Debit account should not be in dormant status (If applicable for the type of file selected)
23	Validations in Core	All Files	Debit account should not be in debit block status (If applicable for the type of file selected)

SR No	Events	Applicable To	Checks
24	Validations in Core	Internal Files	The Credit CASA account should not be closed (If applicable for the type of file selected)
25	Validations in Core	Internal Files	There should not be a Credit Block on the CASA account (If applicable for the type of file selected)
26	Validations in Core	International Files	The BIC / SWIFT code should be valid, as per the BIC / Clearing directory as maintained in the host system (If applicable for the type of file selected)

2. 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

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

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

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

4. Can a user delete the entire file or deletion of only individual records within a file is allowed?

Whether only records can be deleted, or the entire file will be deleted depends on the accounting type of the file, and the approval type (Record Level or File level)

The table below throws light on the combinations allowed

SR No	Accounting Type	Authorization Type	File / Record Deletion allowed?
1	SDMC	File Level	Not allowed
2	SDSC	File Level	Not allowed
3	SDSC	Record Level	Only records can be deleted, and not the entire file
4	MDMC	Record Level	Only records can be deleted, and not the entire file

5. 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.

6. What is the impact of limits on processing of File Upload transactions?

File uploads transaction will utilize limits depending on if the transfer is an internal, domestic, or international funds transfer.

Further, for domestic funds transfer – limits are defined for each network – NEFT, RTGS and IMPS. Limits will be checked at the pre-processing's stage for file uploads.

7. 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.

8. Can we check the status of the file and details of the file uploaded by bank administrator user?

Yes, you will be able to see the files uploaded by the administrator on behalf of your customer ID. You need to have an access to the FI against which the Bank administrator has uploaded the file. You will not be permitted to modify anything.

2

File Approval

This topic describes the functionality that enables approvers to approve or reject uploaded files.

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.

1. Perform the following navigation to access the **Pending for Approval** section.
 - From the **Approver Dashboard** , click **Pending for Approvals**

The the **Pending for Approval** section appears.

- [File Approval](#)
This topic provides the systematic instructions of the file-level approval process, which is applicable to bill presentment files.

2.1 File Approval

This topic provides the systematic instructions of the file-level approval process, which is applicable to bill presentment files.

Only File level approval is permissible in case of bill presentment file. 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. Navigate to the **Pending for Approval** section.
2. Click the **Bulk File** tab.
All the uploaded files that require approval appears.
3. Perform one of the following actions:
 - Select the multiple files and click **Approve** to approve the transactions.
 - Click the link under the **Reference No** column.

The **File Details** screen appears.

Figure 2-1 Bulk File Approve / Reject

Pending for Approvals (2)

Party Maintenance

Administrative Maintenance

Bulk File Administrator

Bulk Record Administrator

☐	Date ▾	File Identifier ▾	File Name ▾	Initiated By ▾	Reference No ▾	Status ▾
☐	13 Aug 5:14 PM	Bulk Bill Upload - File Level Approval Admin	Single_party_3176.txt	Shailendra Kadam	569993511308	In Progress
☐	12 Aug 12:23 PM	Bulk Bill Upload - File Level Approval Admin	BULK_EBPP_UPLOAD_0.txt	Shailendra Kadam	457083271208	In Progress

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4. Perform one of the following actions:
- If you click **Approve**.
The **Approval Comment** screen appears.
 - Enter the remarks for approval.
 - Click **Approve**.
Transaction successfully approved message appears.

Figure 2-2 Bulk File Approve / Reject – Remarks

Approval Comment

Summary of Selected Transactions (1)

Date ▾	File Identifier ▾	Transaction Type ▾	File Name ▾
5/25/23, 12:37 PM	BulkBillUpload-SDSDD	Bulk Bill Payment	billbulkSDSS_pymnt

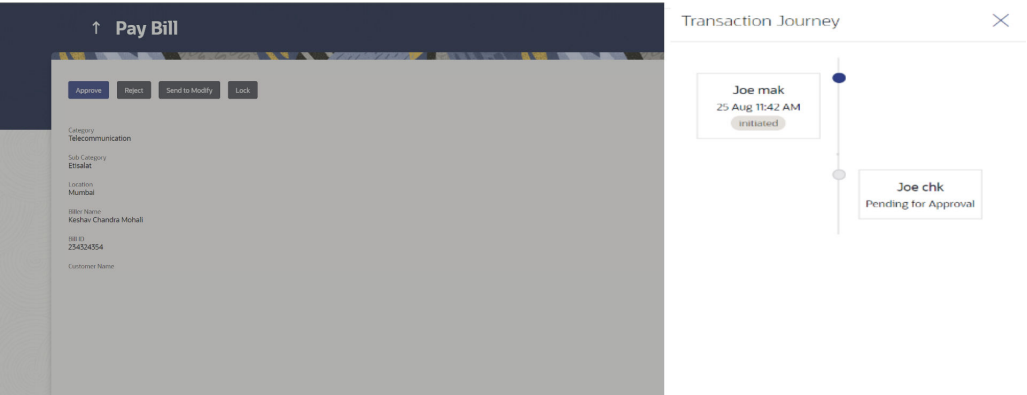
Remarks (Optional)

Approve

Cancel

- If you click **Reject**.
The **Rejection Comment** screen appears.
 - Enter the remarks for rejection.
 - Click **Reject**.
Transaction rejected message appears.

Figure 2-3 Detailed Journey



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