

Oracle® Banking Digital Experience

Corporate Bulk File Upload – Payments User Manual



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ORACLE®

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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 provides the systematic instructions to corporate users to make multiple transactions.

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.

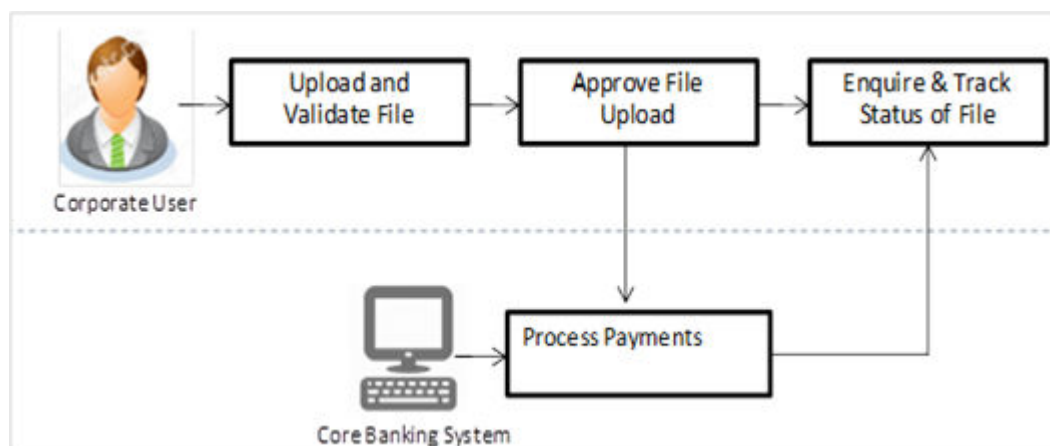
The File Upload functionality enables users to process:

- 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

Figure 1-1 Workflow

**Pre-requisites**

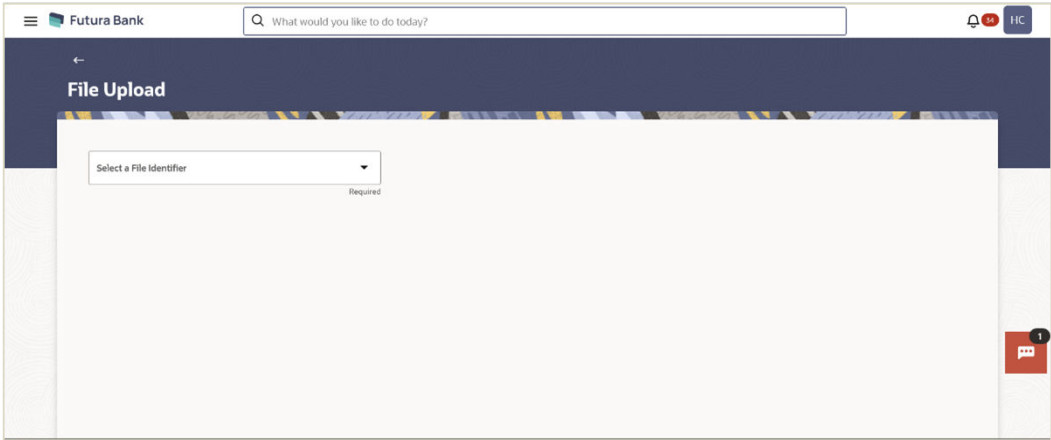
- Party Preferences set for Corporate
- Corporate user is created
- Transaction and Party ID access is provided to corporate user.
- Approval rule set up for corporate user to perform the actions.
- Account and Transaction access has been provided to the user
- Access of the file identifiers are provided to the party and user to perform uploads and view other details.
- [Upload a File](#)
This topic provides the systematic instructions to corporate users to upload file.
- [FAQ](#)
- [Uploaded Files Inquiry](#)
This topic provides the systematic instructions to corporate users to view files uploaded by corporate users via the OBDX platform.
- [Repair Uploaded Files](#)
This topic provides the systematic instructions to corporate users to repair files uploaded.

1.1 Upload a File

This topic provides the systematic instructions to corporate users to upload file.

1. Perform anyone of the following navigation to access the **File Upload** screen.
 - From the **Corporate Dashboard** , click **Toggle menu**, then click **Menu**.
Under **Menu**, click **File Upload**, then click **File Upload**.
 - From the Search bar, type **File Upload – File Upload** and press **Enter**.
The **File Upload** screen appears.

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.

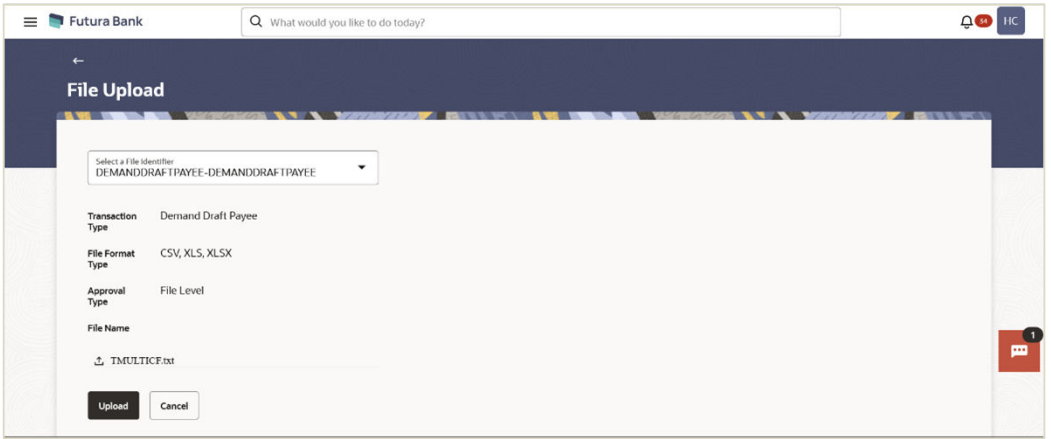
Table 1-1 File Upload - Field Description

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:

- 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 1-3 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.
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.

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 provides the systematic instructions to corporate users to view files uploaded by corporate users via the OBDX platform.

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.
- 1.** Perform anyone of the following navigation to access the **Uploaded File Inquiry** screen.
- From the **Corporate Dashboard** , click **Toggle menu**, then click **Menu**.
Under **Menu**, click **File Upload**, then click **Uploaded Files Inquiry**.
 - From the Search bar, type **File Upload – Uploaded Files Inquiry** and press **Enter**.

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](#)
This topic provides the systematic instructions to user for viewing files uploaded by corporate users.
- [Uploaded File Inquiry – Record Details](#)
This topic provides the systematic instructions to user for viewing record details uploaded by corporate users.

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 Required Transaction Type

File Name File Reference ID

From Date 12/1/2025 To Date 12/12/2025

File Status

Search **Clear**

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** :

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. Navigate to the **Upload Files Inquiry** screen.
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: Int_SDSC_PPR_R-Internal sdsc rec PPR

Transaction Type: [Dropdown]

File Name: [Text Box]

File Reference ID: [Text Box]

From Date: 4/1/2010

To Date: 4/16/2024

File Status: [Dropdown]

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

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.
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.

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 • Under Repair • Repaired
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.
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.
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.

1.3.3 Uploaded File Inquiry – File Details

This topic provides the systematic instructions to user for viewing files uploaded by corporate users.

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 File 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.

Figure 1-6 Uploaded File Inquiry – File Details, File Summary & Record List

File Details

File Name: SDSC_Internal2980.txt
 File Reference ID: 790001621801
 File Status: Processed
 Transaction Type: Internal Funds Transfer
 Number of Records: 5
 Transaction Reference ID:
 Response File Download: [Download](#)

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	HELO298500038	EUR 11.32	EUR	Neil Patrick Harris HELO251000059	Internal Funds Transfer	Completed	Download
☒ 790001621801000002	12/18/2023	HELO298500038	EUR 12.49	EUR	SB HELO289200040	Internal Funds Transfer	Completed	Download
☐ 790001621801000003	12/18/2023	HELO298500038	EUR 13.91	EUR	Jim Manfred Parsons HELO250900032	Internal Funds Transfer	Completed	Download
☐ 790001621801000004	12/18/2023	HELO298500038	EUR 14.53	EUR	SB HELO289200040	Internal Funds Transfer	Completed	Download
☐ 790001621801000005	12/18/2023	HELO298500038	EUR 16.61	EUR	Ehert Motors Incorporated HELO291000026	Internal Funds Transfer	Completed	Download

Download as: [Download](#) Back

Note

The fields which are marked as Required are mandatory.

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

Table 1-4 Uploaded File Inquiry – File Details, File Summary & Record List - 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.

Table 1-4 (Cont.) Uploaded File Inquiry – File Details, File Summary & Record List - Field Description

Field Name	Description
File Status	Displays the status of the uploaded file. The file status could be: • Uploaded: File Uploaded and file reference number is generated. • Verified: File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval. • Error: File has been pre-processed and contains error. The end of the life cycle of the file (File Level).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.
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.

Table 1-4 (Cont.) Uploaded File Inquiry – File Details, File Summary & Record List - Field Description

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
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

5. In the **File Name** field, click the  icon to download the originally uploaded file.
6. In the **Response File Download** field, click the  icon to download the response file.
7. 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 Uploaded File Inquiry – Record Details

This topic provides the systematic instructions to user for viewing record details uploaded by corporate users.

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 File Inquiry** screen based on the search parameters.

4. Click on the **File Reference ID** link to view the details.

The **Uploaded Files Inquiry - Record Details** screen appears. The system displays the basic file details like name, status, reference id etc. along with the file journey.

Figure 1-7 Uploaded File Inquiry – Record Details

The screenshot shows the 'Uploaded Files Inquiry - Record Details' screen in the Futura Bank application. The interface includes a header with the 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.

File Details	Debit Details	Credit Details
File Name bulk_upload.txt	Debit Party Id 002980	Payment Name BIRLAGROUP
Record Ref No 918064913101000003	Debit Account No HEL0298000024	Credit Account No HEL0289200040
Transaction Reference ID 310117DB5656	Debit Narrative DrNarrativ116	Payment Amount EUR 15.00
Customer Reference ID SRK76H1420118		Deal Reference No -
File Reference ID 918064913101	Debit Account Currency EUR	Value Date 1/25/2024
Record Status Processing In Progress	Debit Account Branch HEL	Credit Account Branch HEL
External Reference ID 2403101052221000	Charges Account HEL0298000024	Payment Currency EUR
		Email ID brian@cosmos.com marilyn2@yahoo.com

At the bottom of the screen, there are two buttons: **Delete** and **Back**.

Note

The fields which are marked as Required are mandatory.

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

Table 1-5 Uploaded File Inquiry – Record Details - 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.
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.
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.

5. Perform one of the following actions:
 - Click **Delete** to delete the uploaded file.
 - Click **Back** to navigate to the previous screen.

Note

The **Delete** option is available for Processing in Progress.

1.4 Repair Uploaded Files

This topic provides the systematic instructions to corporate users to repair files uploaded.

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.
- 1. Perform anyone of the following navigation to access the **Repair Uploaded Files** screen.
 - From the **Corporate Dashboard** , click **Toggle menu**, then click **Menu**.
Under **Menu**, click **File Upload**, then click **Repair Uploaded Files**.
 - From the Search bar, type **File Upload – Repair Uploaded Files**and press **Enter**.

The **Repair Uploaded Files** screen appears.

- [Repair – Default View](#)
This topic provides the systematic instructions to user to view files that are currently under repair under a specific party.
- [Reject Repair – File Details](#)
This topic provides the systematic instructions to user to view the record details whose status is under repair.
- [Repair Record](#)
This topic provides the systematic instructions to user to displays all the errors that have occurred in the record.

1.4.1 Repair – Default View

This topic provides the systematic instructions to user to view files that are currently under repair under a specific party.

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. Perform one of the following actions:

- Click **Search**.

The search results appear on **Date Range** the same screenbased on the search parameters.

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

Figure 1-8 Repair – File Level

Repair

File Identifier: Int_SDSC_PFR_F-Internal sdsc file PFR

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
4/10/2024	Internal Funds Transfer	Int_SDSC_PFR_F-Internal sdsc file PFR	bulk_upload.txt	950888891004	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

Figure 1-9 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	508551922901	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

Note

The fields which are marked as Required are mandatory.

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

Table 1-6 Repair – Default View - 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	

Table 1-6 (Cont.) Repair – Default View - Field Description

Field Name	Description
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.
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.

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

The **Reject Repair - File Details** screen appears.

1.4.2 Reject Repair – File Details

This topic provides the systematic instructions to user to 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.

Figure 1-10 Reject Repair – File Details (File Level)

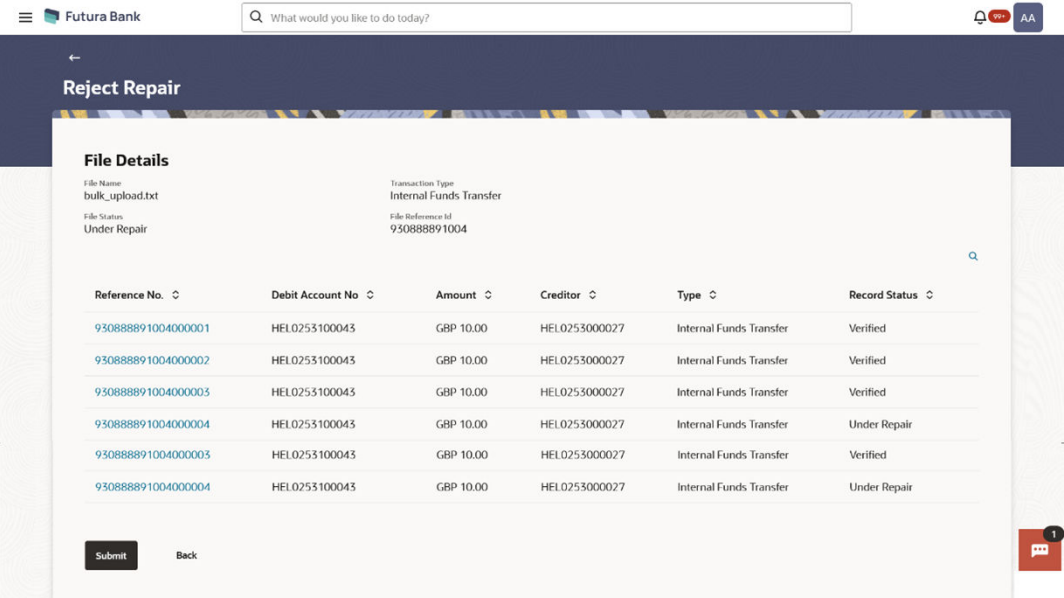
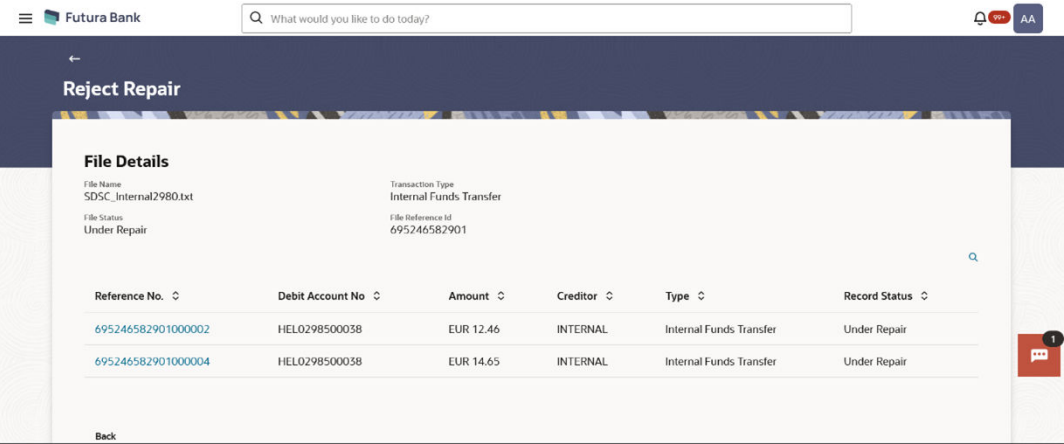


Figure 1-11 Reject Repair – File Details (Record Level)



Note

The fields which are marked as Required are mandatory.

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

Table 1-7 Reject Repair – File Details - Field Description

Field Name	Description
File Details	

Table 1-7 (Cont.) Reject Repair – File Details - 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.
Transaction Type	Displays the transaction type associated with the file.
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. Perform one of the following actions:
 - Click **Submit** to repair the record.
 - 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.

1.4.3 Repair Record

This topic provides the systematic instructions to user to 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.

Figure 1-12 Repair Record

Reject Repair

930888891004000001	HELO253100043	GBP 10.00	HELO253000027	Internal Funds Transfer
930888891004000002	HELO253100043	GBP 10.00	HELO253000027	Internal Funds Transfer
930888891004000003	HELO253100043	GBP 10.00	HELO253000027	Internal Funds Transfer
930888891004000004	HELO253100043	GBP 10.00	HELO253000027	Internal Funds Transfer

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
HELO253100043

Currency Of Transfer
C

Debit Narrative
DrNarrativ116

Charges Account
HELO253100043

Debit Account Type
C

Value Date
05-12-2023

Payment Amount
10.00

Credit Account Number
HELO253000027

Deal Reference Number

Payment Currency
GBP

Credit Narrative
crNarr2195

Email ID
brian@cosmos.com

User Reference No.
test1234

Submit **Back** **Save** **Close**

Note

The fields which are marked as Required are mandatory.

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

Table 1-8 Repair Record - 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.

5. Perform one of the following actions:

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

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**
 - From the Search bar, type **Transactions - Pending for Approvals** and press **Enter**.

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

- [File Approval](#)
This topic provides the systematic instructions of the file-level approval process.
- [Record Level Approval](#)
This topic provides systematic instructions to approve/reject the individual uploaded record/transaction at record level.

2.1 File Approval

This topic provides the systematic instructions of the file-level approval process.

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 Pending for Approval Screen

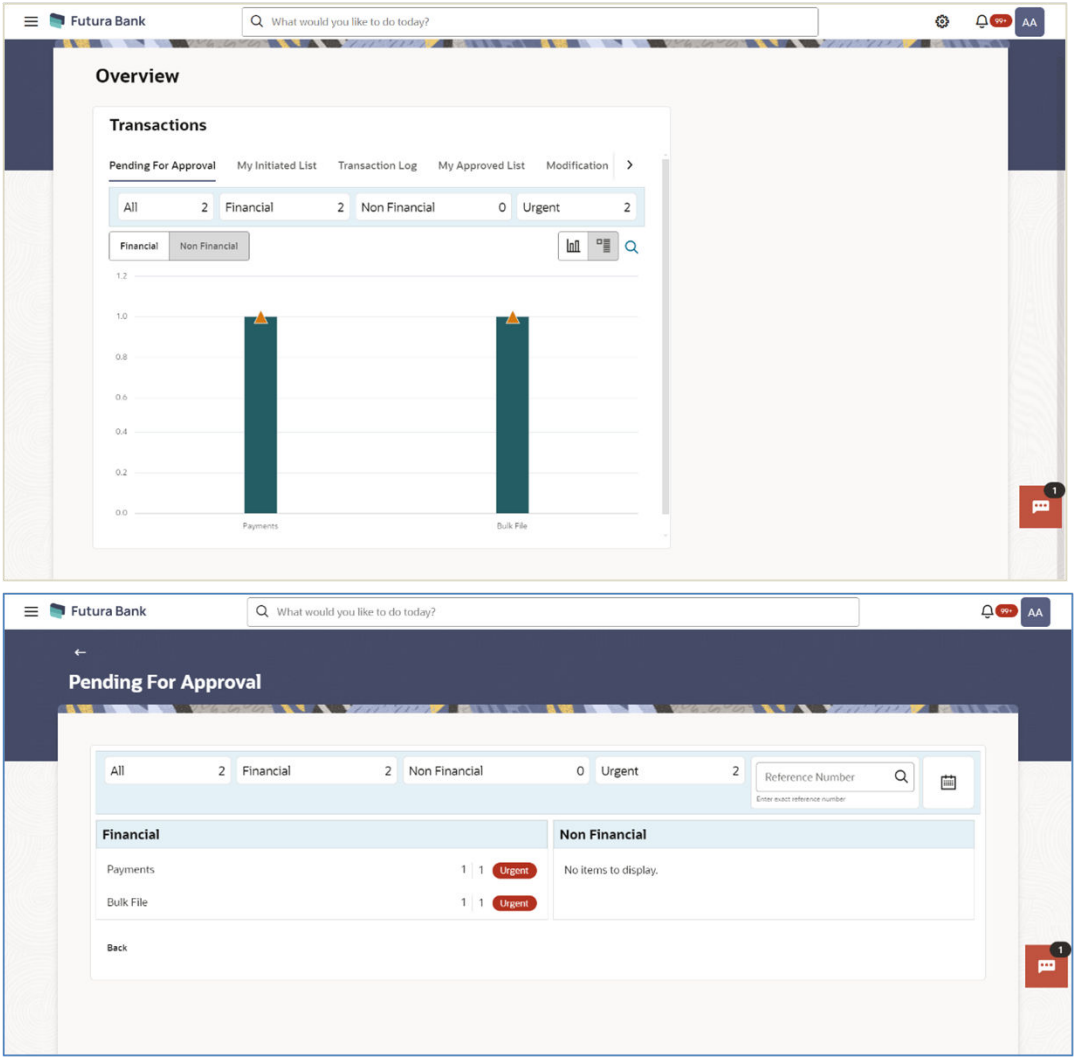
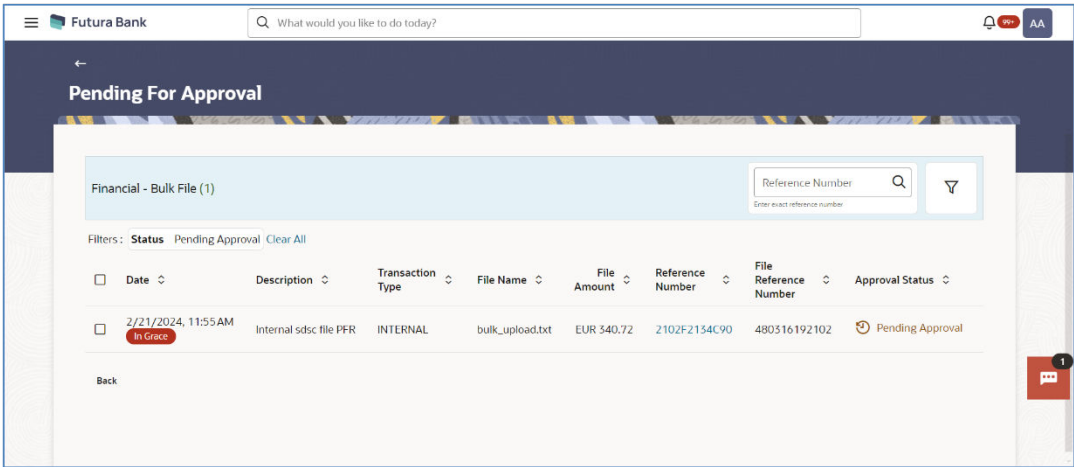


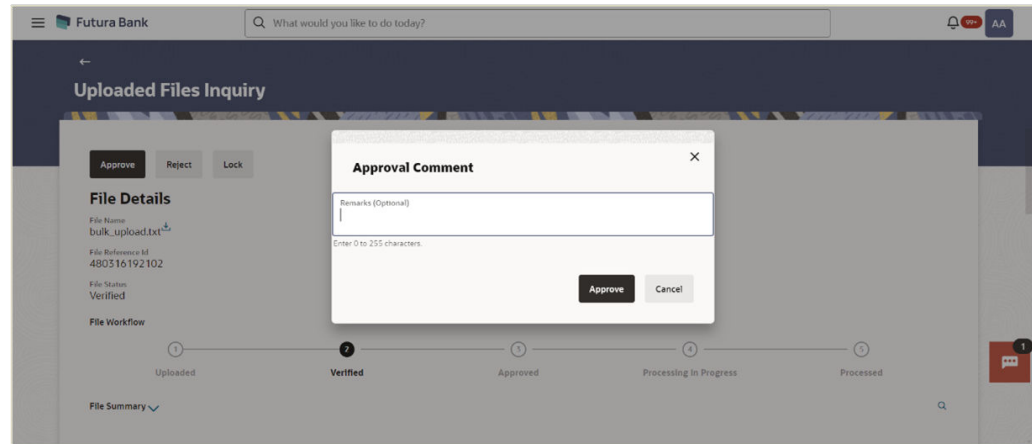
Figure 2-2 Bulk File Approve / Reject



4. Perform one of the following actions:

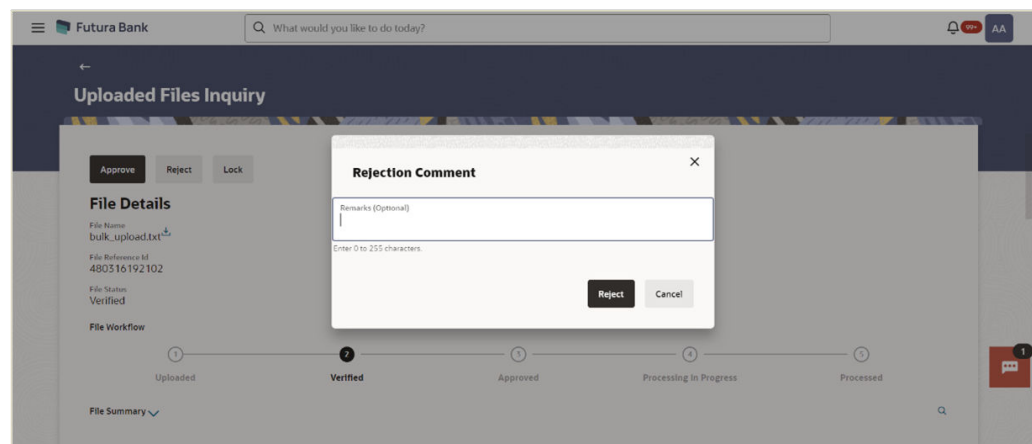
- If you click **Approve**.
The **Approval Comment** screen appears.

Figure 2-3 Bulk File Approve – Remarks



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

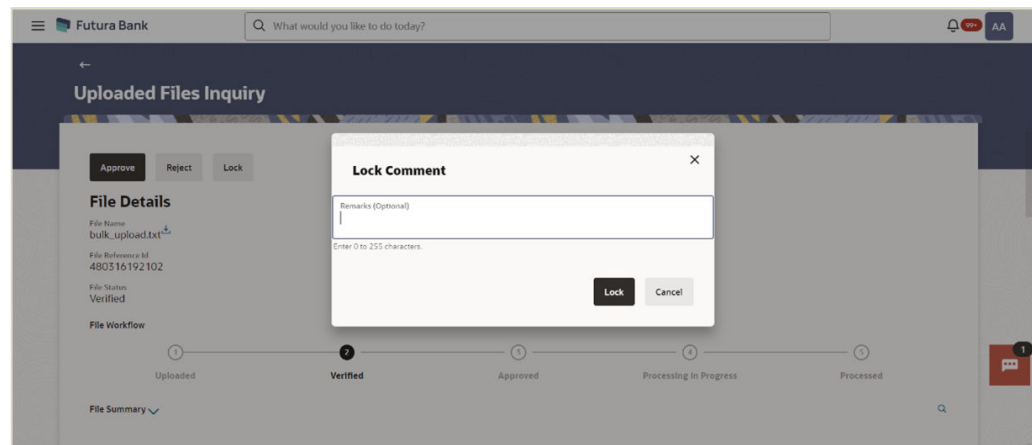
Figure 2-4 Bulk File Reject – Remarks



- Enter the remarks for rejection.
 - Click **Reject**.
Transaction rejected message appears.
- If you click **Lock**.

The **Lock Comment** screen appears.

Figure 2-5 Bulk File Approve – Lock Remarks



- a. Enter the remarks for lock.
- b. Click **Lock**.

Transaction locked message appears.

2.2 Record Level Approval

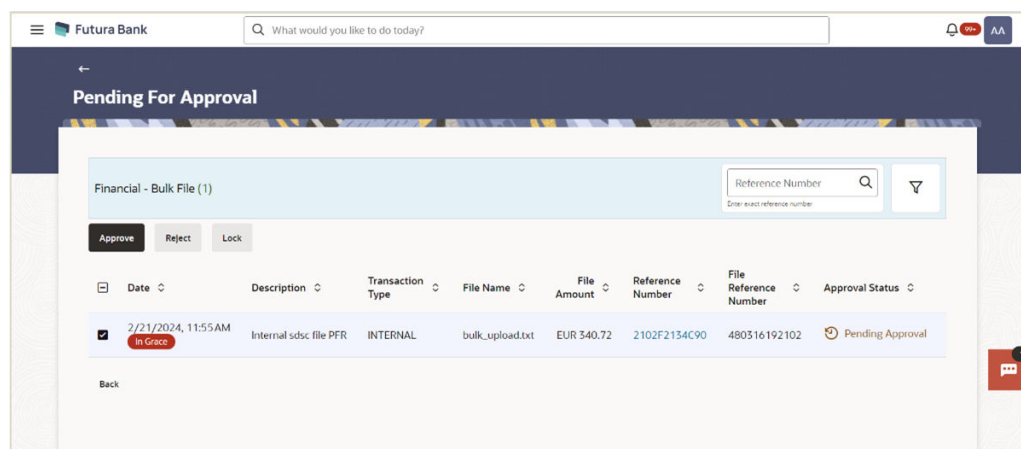
This topic provides systematic instructions to approve/reject the individual uploaded record/transaction at record level.

In record level approval, the approver can approve individual record/transaction 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 displays.
2. Perform one of the following actions:
 - Select a file that to be approved.
The **Record Approval** screen appears.
 - Click the link under the **Reference Number** column.
The **File Details** screen displays.

Figure 2-6 Bulk Record Approve / Reject



3. On the **File Details** screen, perform one of the following actions:

a. Click **Approve** to approve the transaction.

The **Approval Comment** screen displays.

- Enter the remarks for approval and click **Approve**.
Transaction successfully approved message displays.

b. Click **Reject** to reject the transaction.

The **Rejection Comment** screen displays.

- Enter the remarks for rejection and click **Reject**.
Transaction rejected message appears.

Note

To approve/reject bulk records, select multiple checkboxes, and then click **Approve/Reject**.

c. Click **Lock** to lock the transaction.

The **Lock Comment** screen displays.

- Enter the remarks for lock and click **Lock**.
Transaction locked message appears.

• [Record Approval - File Details](#)

This topic provides systematic instructions to approve/reject the bulk records/transactions.

2.2.1 Record Approval - File Details

This topic provides systematic instructions to approve/reject the bulk records/transactions.

To approve/reject the Bulk records:

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 displays.

Figure 2-7 Record Approval - File Details

File Details

File Name: bulk_upload.txt
File Reference Id: 480316192102
File Status: Verified

Transaction Type: Internal Funds Transfer
Number of Records: 20
Transaction Reference Id: 2102F2134C90

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	20	340.72

Reference No.	Value Date	Debit Account No.	Amount	Transfer Currency	Credit Account Details	Type	Record Status	Action
☒ 480316192102000001	1/25/2024	HELO298000024	EUR 20.00	EUR	BIRI AGROUP HELO289200040	Internal Funds Transfer	Verified	-
☐ 480316192102000002	1/25/2024	HELO298000024	EUR 17.00	EUR	SB HELO289200040	Internal Funds Transfer	Verified	-
☒ 480316192102000003	1/25/2024	HELO298000024	EUR 15.00	EUR	BIRI AGROUP HELO289200040	Internal Funds Transfer	Verified	-
☐ 480316192102000017	1/25/2024	HELO298000024	EUR 17.00	EUR	SB HELO289200040	Internal Funds Transfer	Verified	-
☐ 480316192102000018	1/25/2024	HELO298000024	EUR 15.00	EUR	BIRI AGROUP HELO289200040	Internal Funds Transfer	Verified	-
☐ 480316192102000019	1/25/2024	HELO298000024	EUR 13.18	EUR	BIRI AGROUP HELO289200040	Internal Funds Transfer	Verified	-
☐ 480316192102000020	1/25/2024	HELO298000024	EUR 20.00	EUR	BIRI AGROUP HELO289200040	Internal Funds Transfer	Verified	-

Approver Comment
Unlock Comment
File is approved

Transaction Journey
Detailed Journey

Initiation Successful
Mike K Maker
2/21/2024, 11:55 AM

Approval In Progress
Sammy J Checker
3/4/2024, 5:22 PM
File is approved

Completion

Back

2. On the **Bulk Record Approval – File Details** screen, perform one of the following actions:

a. Click **Approve** to approve the transaction.

The **Approval Comment** screen displays.

- Enter the remarks for approval and click **Approve**.
Transaction successfully approved message appears.

b. Click **Reject** to reject the transaction.

The **Approval Comment** screen displays.

- Enter the remarks for rejection and click **Reject**.
Transaction rejected message appears.

c. Click **Lock** to lock the transaction.

The **Lock Comment** screen displays.

- Enter the remarks for lock and click **Lock**.
Transaction locked message appears.

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