

# Oracle® Banking Digital Experience

## Corporate Bulk File Upload – Electronic Data Exchange 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                                                                                                                        |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------|
| <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.                  |

| 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                                                                                                                                                                                                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Back</b>             | In case you missed to specify or need to modify the details in the previous segment, click <b>Back</b> to navigate to the previous segment.                                                                                              |
| <b>Cancel</b>           | Click <b>Cancel</b> 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.                                                              |
| <b>Next</b>             | On completion of input of all parameters, click <b>Next</b> to navigate to the next segment.                                                                                                                                             |
| <b>Save</b>             | On completion of input of all parameters, click <b>Save</b> to save the details.                                                                                                                                                         |
| <b>Save &amp; Close</b> | Click <b>Save &amp; Close</b> to save the data captured. The saved data will be available in <b>View Business Product</b> with <i>In Progress</i> status. You can work on it later by picking it from the <b>View Business Product</b> . |
| <b>Submit</b>           | On completing the input of all parameters, click <b>Submit</b> to proceed with executing the transaction.                                                                                                                                |
| <b>Reset</b>            | Click <b>Reset</b> to clear the data entered.                                                                                                                                                                                            |
| <b>Refresh</b>          | Click <b>Refresh</b> to update the transaction with the recently entered data.                                                                                                                                                           |
| <b>Download</b>         | Click <b>Download</b> 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

## Oracle Banking Electronic Data Exchange for Corporates Integration Matrix

This topic describes whether a pre-integrated host interface is available for the transactions or not.

**Table 1-1 Legends**

| Legend Type | Description                                  |
|-------------|----------------------------------------------|
| NH          | No Host Interface Required.                  |
| ✓           | Pre integrated Host interface available.     |
| X           | Pre integrated Host interface not available. |

**Table 1-2 Transaction Host Integration Matrix**

| SR No | Transaction / Function Name                                                                                                       | File Level Approval | Record Level Approval |
|-------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|
| 1     | File Upload for Oracle Banking Electronic Upload for Payments - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0 |                     |                       |
| 2     | File Upload for Virtual Account Creation - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0                      |                     |                       |
| 3     | File Upload for Virtual Account Closure - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0                       |                     |                       |
| 4     | File Upload for Add Special Rates for Virtual Account - Oracle Banking Electronic Data Exchange for Corporates 14.7.2.0.0         |                     |                       |

# 2

## Uploaded Files Inquiry

This topic describes the Uploaded Files Inquiry functionality, which facilitates the viewing of bulk files uploaded through Oracle Banking Electronic Data Exchange for Corporates.

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 through uploading a file. Salary payments, fund transfers, vendor payments are a few examples of financial transactions that can be supported through bulk file upload. Similarly upload of virtual account creation records is an example of a non-financial file upload.

- [Uploaded Files Inquiry](#)  
This topic describes the functionality that enables users to view files uploaded by the corporate via the Oracle Banking Electronics Data Exchange (OBEDX) application, specifically those files to which the user has access, along with the status of those files, all within the OBDX platform.

### 2.1 Uploaded Files Inquiry

This topic describes the functionality that enables users to view files uploaded by the corporate via the Oracle Banking Electronics Data Exchange (OBEDX) application, specifically those files to which the user has access, along with the status of those files, all within the OBDX platform.

- The search can be filtered on various parameters like status and file reference ID.
  - The user can track the status of the file.
  - The user can track file history and check Individual record details.
1. Perform anyone of the following navigation to access the **Uploaded Files Inquiry** screen.
    - From the **Corporate Dashboard** , click **Toggle menu** , click **Menu** and then click **File Upload**.  
Under **File Upload**, and then click **Uploaded Files Inquiry**.
    - From the **Corporate Dashboard** , click **Quick Links** , and then click **Uploaded Files Inquiry**.

The **Uploaded Files Inquiry** screen appears.

- [Uploaded Files Inquiry – Search Filters](#)  
This topic provides the systematic instructions to corporate users to search and view Host-to-Host files uploaded under their corporate account.
- [Uploaded Files Inquiry – File Details](#)  
This topic provides the systematic instructions to view the basic file details, such as name, status, and reference ID, as well as a record of the file's journey.
- [FAQ](#)

## 2.1.1 Uploaded Files Inquiry – Search Filters

This topic provides the systematic instructions to corporate users to search and view Host-to-Host files uploaded under their corporate account.

On accessing **Uploaded File Inquiry** option from the menu, user will be navigated to search screen which display various filter criteria to search and view the uploaded file with their respective status. Using this corporate user can search and view the Host-to-Host files that are uploaded under a corporate with the file identifier, date range, transaction type, transaction reference ID and view the record details under the same.

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.

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 **Uploaded 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 Files Inquiry** screen based on the search parameters.

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

1. **Payments - File template** to define the file identifiers for payments is EDX Payments.

Figure 2-1    Uploaded Files Inquiry – Search

↑    Uploaded Files Inquiry

File Identifier  
EDX\_Payments-EDX Payments

Transaction Type

File Name

File Reference ID

File Status

From Date  
8/1/22

To Date  
5/13/23

☐ Show transactions awaiting approval workflow assignment

Search

Clear

| Upload Details | Type                        | File Identifier           | File Name                                          | File Reference ID | File Status   |
|----------------|-----------------------------|---------------------------|----------------------------------------------------|-------------------|---------------|
| 5/12/23        | Payments and Funds Transfer | EDX Payments-EDX Payments | ACME_PAIN001V6_Payments_20230706001219             | 5021              | Processing Ir |
| 5/12/23        | Payments and Funds Transfer | EDX Payments-EDX Payments | TOSHIBA_InternalFTSDSC_Payments_20221009113408.csv | 5022              | Processing Ir |

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.

Cancel

2. **Virtual Account Open – File template** to define the file identifiers for Virtual Account Open is EDX Open Virtual Account.

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**↑ Uploaded Files Inquiry**

File Identifier  
EDX\_Create\_VA-EDX\_Create\_Virtual\_Account

Transaction Type File Name

File Reference ID File Status

From Date  
8/1/22 To Date  
5/13/23

☐ Show transactions awaiting approval workflow assignment

**Search** **Clear**

| Upload Details | Type                       | File Identifier                                     | File Name                                            | File Reference ID |
|----------------|----------------------------|-----------------------------------------------------|------------------------------------------------------|-------------------|
| 5/12/23        | EDX Create Virtual Account | EDX Open Virtual Account-EDX_Create_Virtual_Account | ACME_VAOTraceCSV_Open Virtual Account_20220510111115 | 5020              |
| 5/12/23        | EDX Create Virtual Account | EDX Open Virtual Account-EDX_Create_Virtual_Account | ACME_CSV_Open Virtual Account_20220510000022         | 5019              |
| 5/12/23        | EDX Create Virtual Account | EDX Open Virtual Account-EDX_Create_Virtual_Account | ACME_CSV_Open Virtual Account_20221007000037         | 5018              |

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).
- **Approved** : File has been approved.
- **Error** : File has been pre-processed and contains error.
- **Rejected** : File has been rejected.
- **Processed** : File is liquidated.
- **Deleted** : File has been deleted.
- **Expired** : File has been expired.

**Cancel**

### 3. Virtual Account Close – File template to define the file identifiers for Virtual Account Close is EDX Close Virtual Account.

**↑ Uploaded Files Inquiry**

File Identifier  
EDX\_CLOSE\_VA-EDX\_CLOSE\_VIRTUAL\_ACCOUNT

Transaction Type File Name

File Reference ID File Status

From Date  
5/29/23 To Date  
5/29/23

☐ Show transactions awaiting approval workflow assignment

**Search** **Clear**

| Upload Details | Type                      | File Identifier                                     | File Name                                     | File Reference ID |
|----------------|---------------------------|-----------------------------------------------------|-----------------------------------------------|-------------------|
| 5/29/23        | EDX Close Virtual Account | EDX Close Virtual Account-EDX_CLOSE_VIRTUAL_ACCOUNT | ACME_CSV_Close Virtual Account_20230510000615 | 972               |
| 5/29/23        | EDX Close Virtual Account | EDX Close Virtual Account-EDX_CLOSE_VIRTUAL_ACCOUNT | ACME_CSV_Close Virtual Account_20220510111118 | 971               |

### 4. Add Special Rates – File template to define the file identifier for Add Special Rates is EDX Add Special Rates.

↑

Uploaded Files Inquiry

Transaction Type

File Name

File Reference ID

File Status

From Date

5/4/22

To Date

5/17/23

☐ Show transactions awaiting approval workflow assignment

Search

Clear

| Upload Details | Type                  | File Identifier                             | File Name                                    | File Reference ID | File Status |
|----------------|-----------------------|---------------------------------------------|----------------------------------------------|-------------------|-------------|
| 5/17/23        | EDX Add Special Rates | EDX Add Special Rates-EDX_Add_Special_Rates | ACME_CSV_Add Special Rates_2022110000057.csv | 5518              | Processing  |

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.

**Note**

The fields which are marked as Required are mandatory.

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

**Table 2-1 Uploaded Files Inquiry – Search - Field Description**

| Field Name               | Description                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Search</b>            |                                                                                                                                                                                                                                                                                                                                                                     |
| <b>File Identifier</b>   | File identifier created earlier in order to identify the Host-to-Host File.                                                                                                                                                                                                                                                                                         |
| <b>Transaction Type</b>  | Search with the transaction type associated with the file.                                                                                                                                                                                                                                                                                                          |
| <b>File Name</b>         | Search with the file name of the uploaded file.                                                                                                                                                                                                                                                                                                                     |
| <b>File Reference ID</b> | Search with the file reference number, which was generated while uploading the file.                                                                                                                                                                                                                                                                                |
| <b>File Status</b>       | Search with the status of the file uploads. <ul style="list-style-type: none"> <li>• <b>Uploaded</b></li> <li>• <b>Approved</b></li> <li>• <b>Rejected</b></li> <li>• <b>Processing In Progress</b></li> <li>• <b>Error</b></li> <li>• <b>Processed</b></li> <li>• <b>Processed with Exceptions</b></li> <li>• <b>Verified</b></li> <li>• <b>Expired</b></li> </ul> |
| <b>From Date</b>         | From Date, to search for an uploaded file, in the specified date range.                                                                                                                                                                                                                                                                                             |
| <b>To Date</b>           | To Date, to search for an uploaded file, in the specified date range.                                                                                                                                                                                                                                                                                               |
| <b>Search Results</b>    |                                                                                                                                                                                                                                                                                                                                                                     |

Table 2-1 (Cont.) Uploaded Files Inquiry – Search - Field Description

| Field Name               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 Host-o-Host file.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>File Name</b>         | Displays the name of the Host-o-Host 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.<br/>The file status could be:</p> <ul style="list-style-type: none"> <li>• <b>Uploaded:</b> File Uploaded and file reference number is generated.</li> <li>• <b>Verified:</b> File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval.</li> <li>• <b>Error:</b> File has been pre-processed and contains error. The end of the life cycle of the file (File Level).</li> <li>• <b>Processing in Progress:</b> File is not yet liquidated.</li> <li>• <b>Rejected:</b> File has been rejected (File level). The end of the life cycle of the file.</li> <li>• <b>Approved:</b> File has been fully approved.</li> <li>• <b>Processed:</b> File is completely liquidated.</li> <li>• <b>Processed with exception:</b> File is partially liquidated – i.e. while some records are processed, others are not.</li> <li>• <b>Expired:</b> File has expired.</li> </ul> |

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

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

## 2.1.2 Uploaded Files Inquiry – File Details

This topic provides the systematic instructions to view the basic file details, such as name, status, and reference ID, as well as a record of the file's journey.

On clicking on the File Reference ID on the summary page, following screen is displayed to the user. File details section also shows the records of the file in a summarized view along with respective status of each record.

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.

### To view the Host-to-Host file details:

1. Navigate to the **Uploaded Files Inquiry** screen.
2. Enter any two-search criteria in the search section, and click **Search**.

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

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

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

Figure 2-2 Uploaded Files Inquiry – File Details (Payments)

**Uploaded Files Inquiry**

### File Details

File Name: ACME\_PAINFO01V6\_Payments\_20230706001219  Transaction Type: Payments and Funds Transfer

File Reference Id: 5021 Number of Records: 1

File Status: Processing In Progress Transaction Reference Id: E2E228\_FL1

**File Workflow**



**File Summary**



| Record Number | Payment Reference | Value Date | Debit Account No  | Amount   | Credit Account Details                   | Payment Method | Status                 |
|---------------|-------------------|------------|-------------------|----------|------------------------------------------|----------------|------------------------|
| 4509430       | E2E124_TL1        | 5/19/22    | 10060000000000924 | GBP 5.00 | Sammy Ashcroft<br>DE17500105177697913875 | TRF            | Processing In Progress |

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Figure 2-3 Uploaded Files Inquiry – File Details (Open Virtual Account )

**Uploaded Files Inquiry**

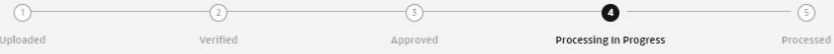
### File Details

File Name: ACME\_VAOTraceCSV\_Open Virtual Account\_20220510111115  Transaction Type: EDX Create Virtual Account

File Reference Id: 5020 Number of Records: 1

File Status: Processing In Progress Transaction Reference Id:

**File Workflow**



**Virtual Account Record**

| Record Reference Number | Virtual Entity ID | Real Account Number | Virtual Account No. & Name | IBAN | Status                 |
|-------------------------|-------------------|---------------------|----------------------------|------|------------------------|
| 1106635973608468480     | EDX0101           |                     | Rtest10                    |      | PROCESSING_IN_PROGRESS |

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Figure 2-4 Uploaded Files Inquiry – File Details (Close Virtual Account )

**Uploaded Files Inquiry**

### File Details

File Name: ACME\_CSV\_Close Virtual Account\_20220510111118 [T](#)

Transaction Type: EDX Close Virtual Account

File Reference Id: 971

Number of Records: 2

File Status: Error

Transaction Reference Id:

Error Report: [T](#)

File Workflow

### Virtual Account Record

| Record Reference Number | Virtual Account Number | Transfer In Virtual Account Number | Transfer Out Virtual Account Number | Status                 |
|-------------------------|------------------------|------------------------------------|-------------------------------------|------------------------|
| 1112617137909071872     | 909071872              | 11126171                           | 61713790                            | PROCESSING_IN_PROGRESS |
| 1112617135400878080     | 400878080              | 71354008                           | 61713540                            | PROCESSING_IN_PROGRESS |

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Uploaded Files Inquiry – File Details (Add Special Rates)

**Uploaded Files Inquiry**

### File Details

File Name: ACME\_CSV\_Add Special Rates\_20221110000057.csv [T](#)

Transaction Type: EDX Add Special Rates

File Reference Id: 5518

Number of Records: 1

File Status: Processing In Progress

Transaction Reference Id:

File Workflow

### Virtual Account Record

### Special Rate Record

| Record Reference Number | Virtual Account Number | Effective Date | Interest Product | Status |
|-------------------------|------------------------|----------------|------------------|--------|
| 1108289100464553984     | ABCTEST123456          | 2022-07-01     | PRD1             |        |

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Figure 2-5 Record Detailed Screen (Payments)

↑ **Uploaded Files Inquiry - Record Details**

File Name  
ACME\_PAIN001V6\_Payments\_20230706001219

File Reference ID  
5021

Record Number  
4509430

Status  
Processing In Progress

Transaction Reference ID  
E2E124\_TL1

External Reference ID  
-

**Debit Details**

Debit Party Id  
000152

Debit Account No  
1006000000000924

Debtor Name  
-

Debtor Agent BIC  
APACGB61XXX

Debit Narrative  
-

Charges Account  
-

**Credit Details**

Payee Name  
Sammy Ashcroft

**Figure 2-6 Record Detailed Screen (Open Virtual Account )**

**Virtual Account**  
RyanN Bohr | \*\*\*152

### Account Details

|                                 |                                      |
|---------------------------------|--------------------------------------|
| Virtual Account Name<br>Rtest13 | Virtual Entity ID & Name<br>EDXT0104 |
| Branch Name<br>HEL              | Product<br>PRO1                      |
| Currency<br>USD                 | Linkage<br>Structure                 |
| Real Account Number             | Interest Calculation Required<br>No  |

### Correspondence Address

|                |                     |
|----------------|---------------------|
| Address Line 1 | Address Line 2      |
| Country<br>GB  | Post Code<br>770077 |

### Preferences

|                                  |                                         |
|----------------------------------|-----------------------------------------|
| IBAN Required<br>Yes             | IBAN                                    |
| Balance Check For Debits<br>No   | Balance Availability Option<br>-        |
| Debit Transaction Allowed<br>Yes | Credit Transaction Allowed<br>Yes       |
| Overdraft Allowed<br>No          | Available in Liquidity Management<br>No |

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**Table 2-2 Field Description**

| Field Name                               | Description                                                                                                                                                                                                                                                                                             |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Inquiry Detail Screen</b>        |                                                                                                                                                                                                                                                                                                         |
| <b>File Name</b>                         | File name of the uploaded file.                                                                                                                                                                                                                                                                         |
| <b>File Reference ID</b>                 | Displays the file reference number, which was generated while uploading the file.                                                                                                                                                                                                                       |
| <b>File Status</b>                       | Displays the status of the file uploads.                                                                                                                                                                                                                                                                |
| <b>Transaction Type</b>                  | Displays the transaction Name associated with the file                                                                                                                                                                                                                                                  |
| <b>Number Of Records</b>                 | Displays the total number of records uploaded as a part of the file.                                                                                                                                                                                                                                    |
| <b>Transaction Reference ID</b>          | Displays the Message ID present in the file.                                                                                                                                                                                                                                                            |
| <b>Error File/Response File Download</b> | Displays Error File or Response File based on the stage of the File                                                                                                                                                                                                                                     |
| <b>Search Filters for Payments</b>       |                                                                                                                                                                                                                                                                                                         |
| <b>Status</b>                            | Search Record with the status of it: <ul style="list-style-type: none"> <li>• <b>Verified</b></li> <li>• <b>Processing In Progress</b></li> <li>• <b>Error</b></li> <li>• <b>Completed</b></li> <li>• <b>Approved</b></li> <li>• <b>Rejected</b></li> <li>• <b>Processed with Exceptions</b></li> </ul> |

Table 2-2 (Cont.) Field Description

| Field Name                                     | Description                                                                                                                                                                                                      |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Debit Account Number                           | Account number of the Debit account.                                                                                                                                                                             |
| Credit Account Number                          | Account number of the Credit account.                                                                                                                                                                            |
| From Value Date                                | From Date, to search for a record, in the specified date range.                                                                                                                                                  |
| To Value Date                                  | To Date, to search for a record, in the specified date range.                                                                                                                                                    |
| From Amount                                    | From Amount, to search the record within specified amount range.                                                                                                                                                 |
| To Amount                                      | To Amount, to search the record within specified amount range.                                                                                                                                                   |
| Currency                                       | Search Record by selecting currency from Available list.                                                                                                                                                         |
| Type                                           | Transaction Name of the Record.                                                                                                                                                                                  |
| Record Details for Payments                    |                                                                                                                                                                                                                  |
| Record Number                                  | Unique ID created for every record                                                                                                                                                                               |
| Payment Reference                              | Reference number of every record in the file                                                                                                                                                                     |
| Value Date                                     | The date on which the file was uploaded                                                                                                                                                                          |
| Debit Account No                               | Debit account number of the transaction.                                                                                                                                                                         |
| Amount                                         | Transaction amount along with currency.                                                                                                                                                                          |
| Credit Account Details                         | Credit account details. Creditor Name & Account Number                                                                                                                                                           |
| Payment Method                                 | Transaction type of the record.                                                                                                                                                                                  |
| Status                                         | Status of the records of the uploaded file.                                                                                                                                                                      |
| Action                                         | Icon to download the e-receipt.<br><br><div>  <b>Note</b><br/> This column appears if the record status is 'Approved'. </div> |
| <b>Record Details (Open Virtual Account )</b>  |                                                                                                                                                                                                                  |
| Record Reference Number                        | Reference number of every record in the file                                                                                                                                                                     |
| Virtual Entity ID                              | Virtual Entity ID for the virtual account needs to be opened                                                                                                                                                     |
| Real Account Number                            | Account number of the Real Customer                                                                                                                                                                              |
| Virtual Account No. & Name                     | Virtual Account Number created and Account Name for which the virtual account needs to be opened                                                                                                                 |
| IBAN                                           | Display IBAN created for the virtual account                                                                                                                                                                     |
| Status                                         | Status of the records of the uploaded file.                                                                                                                                                                      |
| <b>Record Details (Close Virtual Account )</b> |                                                                                                                                                                                                                  |
| Record Reference Number                        | Reference number of every record in the file                                                                                                                                                                     |
| Virtual Account Number                         | Virtual Account Name for which the virtual account needs to be opened                                                                                                                                            |
| Transfer In Virtual Account Number             | Display Virtual Account Number in which close account is transferred in                                                                                                                                          |
| Transfer Out Virtual Account Number            | Display Virtual Account Number from which close account is transferred out                                                                                                                                       |
| Status                                         | Status of the records of the uploaded file.                                                                                                                                                                      |
| <b>Record Details (Add Special Rates)</b>      |                                                                                                                                                                                                                  |
| Record Reference Number                        | Reference number of every record in the file                                                                                                                                                                     |

Table 2-2 (Cont.) Field Description

| Field Name                    | Description                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Virtual Account Number</b> | Virtual Account Name for which the Special Rate needs to be added                                                                                                      |
| <b>Effective Date</b>         | This indicates the date from which the Product-UDE combination takes effect. Effective Date shown here is populated from the value in the incoming file.               |
| <b>Interest Product</b>       | To calculate interest for an account, you must apply an interest product on the account. Interest Product shown here is populated from the value in the incoming file. |
| <b>Status</b>                 | Status of the records of the uploaded file.                                                                                                                            |

**To view the Host-to-Host Record Detailed Screen:**

4. Navigate to the **Uploaded Files Inquiry** screen.
5. Enter any two-search criteria in the search section and click Search.  
The search results appear on the **Uploaded Files Inquiry** screen based on the search parameters.
6. Click the **File Reference ID** link to view the details.  
The **Uploaded Files Inquiry - File Details** screen appears.
7. Click the **Record Reference Number** link to view the details.  
The **Record Detailed** screen appears.

**Note**

The fields which are marked as Required are mandatory.

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

Table 2-3 Record Detailed Screen - Payments - Field Description

| Field Name                                 | Description                                                                   |
|--------------------------------------------|-------------------------------------------------------------------------------|
| <b>Record Detailed Screen - Payments</b>   |                                                                               |
| <b>File Name</b>                           | File name of the uploaded file                                                |
| <b>File Reference ID</b>                   | Displays the file reference ID, which was generated while uploading the file. |
| <b>Record Number</b>                       | Displays Record Reference Number of the record                                |
| <b>Status</b>                              | Status of the records of the uploaded file.                                   |
| <b>Transaction Reference ID</b>            | Display Transaction Reference ID present in the incoming file.                |
| <b>External Reference ID</b>               | Display External Reference ID generated by downstream system.                 |
| <b>Debit Party ID (Corporate ID)</b>       | Display the Debit party id or Corporate.                                      |
| <b>Debit Account No</b>                    | Display Debit Account Number.                                                 |
| <b>Debtor Name</b>                         | Displays Debtor Name.                                                         |
| <b>Debtor Agent BIC</b>                    | Display Agent BIC                                                             |
| <b>Debit narrative (Comments (if any))</b> | Display comment added if any.                                                 |

Table 2-3 (Cont.) Record Detailed Screen - Payments - Field Description

| Field Name                                    | Description                                                        |
|-----------------------------------------------|--------------------------------------------------------------------|
| Charges Account                               | Displays account for charges if any.                               |
| Payee Name                                    | Display Name of the Beneficiary.                                   |
| Value Date                                    | Display the date on which the transaction record was processed.    |
| Credit Account Number                         | Display Credit Account Number.                                     |
| Payment Amount                                | Display payment amount for the transaction record.                 |
| Deal Reference No.                            | Display deal reference number if any.                              |
| Email ID                                      | Display email id provided in the file.                             |
| Payment Mode                                  | Display payment mode.                                              |
| Clearing Code                                 | Display clearing code.                                             |
| Record Detailed Screen – Virtual Account Open |                                                                    |
| Virtual Account Name                          | Display Virtual Account Name under which Virtual Account is opened |
| Virtual Entity ID                             | Display Virtual Entity ID present in the CSV file                  |
| Branch Name                                   | Display Branch under which Virtual Account is opened               |
| Product                                       | Display Product for which Virtual Account is opened                |
| Currency                                      | Display Virtual Account currency                                   |
| Real Account Number                           | Display real account number                                        |

**Note**

Record Detailed Inquiry is not required in case of Virtual Account Closure & Add Special Rates hence the hyper link is not provided on Record Reference Number.

8. Click **Back** to navigate to the previous screen.

## 2.1.3 FAQ

- **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.

# 3

## 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 **Pending for Approval** section appears.

- [File Approval](#)  
This topic provides the systematic instructions of the file approval workflow process, wherein, following successful completion of pre-processing checks on an uploaded file, the file status becomes **Pending Approval** and is placed in the queue of the designated approver.
- [Record Level Approval](#)  
This topic provides the systematic instructions of the record-level approval, a process by which approvers can approve individual records or transactions contained within an uploaded file.

### 3.1 File Approval

This topic provides the systematic instructions of the file approval workflow process, wherein, following successful completion of pre-processing checks on an uploaded file, the file status becomes **Pending Approval** and is placed in the queue of the designated approver.

**To approve / reject a file:**

1. In the **Pending for Approval** section, select Financial in drop-down list for Payments & select Non Financial for Virtual Account Open, click the **Host-to-Host Bulk Files** tab.

All the uploaded files that require approval appears.

2. 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 3-1 Pending for Approval Screen

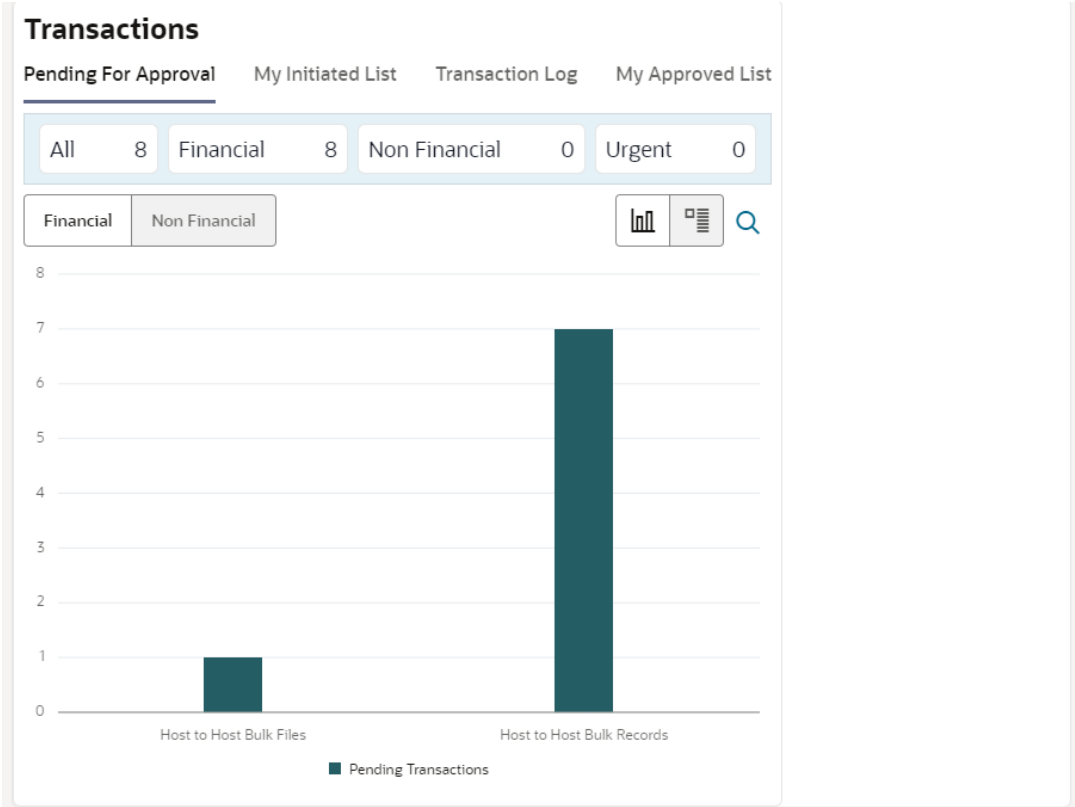


Figure 3-2 Pending for Approval Screen

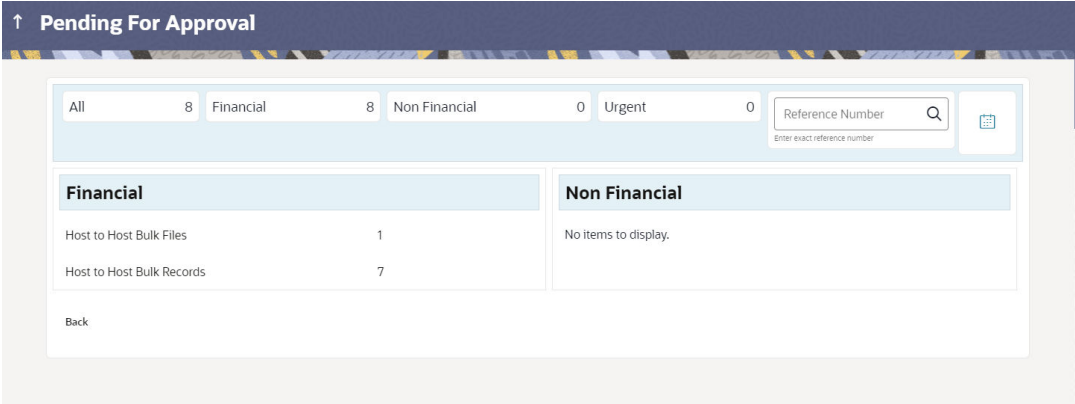


Figure 3-3 Bulk File Approve / Reject (Financial)

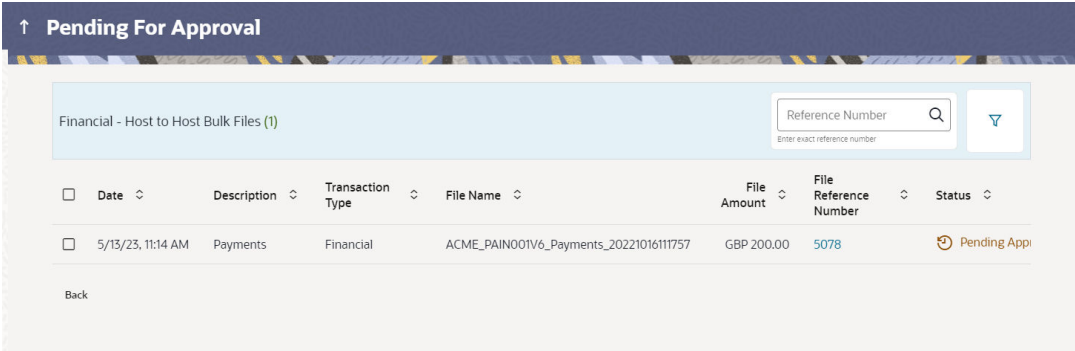
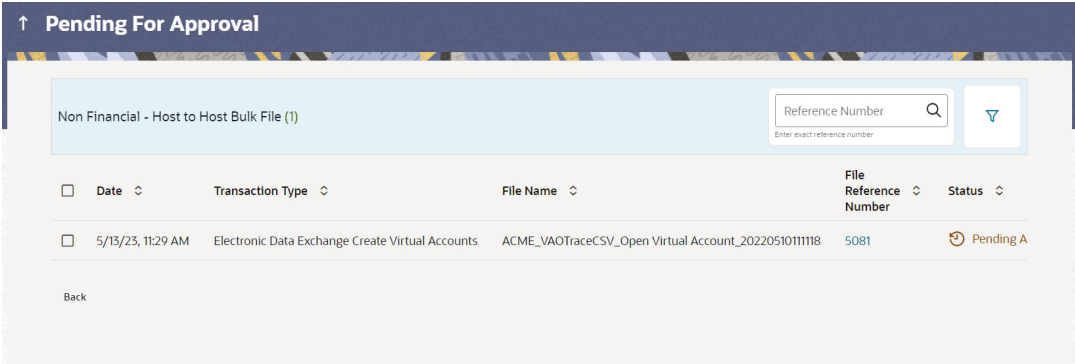
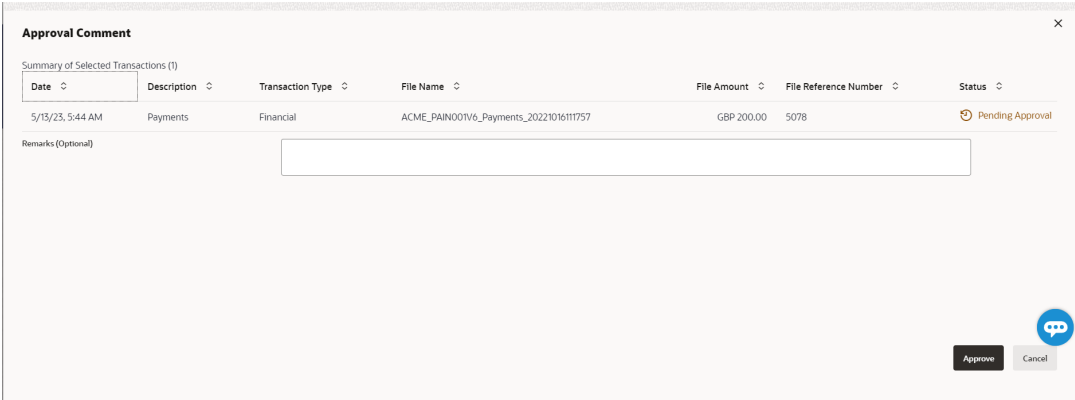


Figure 3-4 Bulk File Approve / Reject (Non-Financial)



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

Figure 3-5 Bulk File Approve / Reject - Remarks (Approve)



- Perform one of the following actions:
- Enter the remarks for approval, and click **Approve**.  
Transaction successfully approved message appears.

- If you click **Reject**.  
The **Reject Comment** screen appears.

**Figure 3-6 Bulk File Approve / Reject - Remarks (Reject)**

**Approval Comment**

Summary of Selected Transactions (1)

| Date             | Description | Transaction Type | File Name                             | File Amount | File Reference Number | Status           |
|------------------|-------------|------------------|---------------------------------------|-------------|-----------------------|------------------|
| 5/13/23, 5:44 AM | Payments    | Financial        | ACME_RAIN001v6_Payments_2022101611757 | GBP 200.00  | 5078                  | Pending Approval |

Remarks (Optional)

Approve Cancel

- Enter the remarks for rejection, and click **Reject**.

Transaction rejected message appears.

## 3.2 Record Level Approval

This topic provides the systematic instructions of the record-level approval, a process by which approvers can approve individual records or transactions contained within an uploaded file.

### To approve / reject a record in file:

1. In the **Pending for Approval** section, select Financial in drop-down list for Payments & select Non- Financial for Virtual Account Open, and then click the **Host to Host Bulk Records** tab.

All the uploaded records that require approval appears.

2. Perform one of the following actions:
  - Select a record that is to be approved.  
The **Record Approval** screen appears.
  - Click the link under the **Reference No** column.  
The **File Details** screen appears.

**Figure 3-7 Bulk Record Approve / Reject (Financial)**

↑ Pending For Approval

Financial - Host to Host Bulk Records (7)

Reference Number

Enter exact reference number

Approve Reject Lock

| <input type="checkbox"/>            | Date              | Transaction Type | Debit Account | Amount    | Payee Account Details      | Reference No | Status        |
|-------------------------------------|-------------------|------------------|---------------|-----------|----------------------------|--------------|---------------|
| <input checked="" type="checkbox"/> | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 35.00 | HEL0251000037-Debitor Name | 4599700      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 40.00 | HEL0251000037-Debitor Name | 4601230      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 10.00 | HEL0251000037-Debitor Name | 4599190      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 15.00 | HEL0251000037-Debitor Name | 4601740      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 15.00 | HEL0251000037-Debitor Name | 4600720      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 20.00 | HEL0251000037-Debitor Name | 4598680      | Pending Appro |
| <input type="checkbox"/>            | 5/13/23, 11:12 AM | Financial        | HEL0285000039 | GBP 30.00 | HEL0251000037-Debitor Name | 4600710      | Pending Appro |

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**Figure 3-8 Bulk Record Approve / Reject (Non-Financial)**

↑ Pending For Approval

Non Financial - Host to Host Bulk Record (2)

Reference Number

Enter exact reference number

| <input type="checkbox"/> | Date              | Transaction Type                                 | File Name                                           | Reference No        | Status |
|--------------------------|-------------------|--------------------------------------------------|-----------------------------------------------------|---------------------|--------|
| <input type="checkbox"/> | 5/13/23, 11:27 AM | Electronic Data Exchange Create Virtual Accounts | ACME_VAOTraceCSV_Open Virtual Account_2022051011117 | 1106822589824233472 | Pe     |
| <input type="checkbox"/> | 5/13/23, 11:27 AM | Electronic Data Exchange Create Virtual Accounts | ACME_VAOTraceCSV_Open Virtual Account_2022051011117 | 1106822589824233473 | Pe     |

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**Note**

Record level approval is not applicable for Add Special Rates.

**3. Perform one of the following actions:**

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

The **Approval Comment** screen appears.

- Enter the remarks for approval, and click **Approve**.

Transaction successfully approved message appears.

- If you click **Reject**.

The **Reject Comment** screen appears.

- Enter the remarks for rejection, and click **Reject**.

Transaction rejected message appears.

**Note**

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

- [Record Level Approval - File Details](#)

This topic provides the systematic instructions for viewing the file details associated with record-level approval process.

## 3.2.1 Record Level Approval - File Details

This topic provides the systematic instructions for viewing the file details associated with record-level approval process.

1. In the **Pending for Approval** section, click the **Reference ID** link of the file that is to be approved.

The **Bulk Record Approval – File Details** screen appears.

Figure 3-9 Bulk Record Approval – File Details

**↑ Uploaded Files Inquiry - Record Details**

File Name  
ACME\_RANDOMVs\_Payments\_20221018111757

File Reference ID  
5077

Record Number  
4599X00

Status  
Verified

Transaction Reference ID  
ETREF260\_005

Contract Reference ID  
-

**Debit Details**

Debit Party ID  
000752

Debit Account No  
HEL025000059

Debtor Name  
-

Debtor Agent SIC  
PTSAINFXXX

Debit Narrative  
-

Charge Account  
-

**Credit Details**

Payee Name  
Debtor Name

Value Date  
3/17/22

Credit Account No  
HEL025000057

Payment Amount  
\$5

Payment Currency  
GBP

Deal Reference No  
-

Email ID

Payment Mode  
TIBF

Clearing Code  
-

**Transaction Journey**

Detailed Journey

Initiation  
Successful

Approval

Completion

INDU2  
3/15/25, 5:42 AM

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2. Perform one of the following actions:
  - Click **Approve** to approve the transaction.

The **Approval Comment** screen appears.

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

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