

businessONLINE Payments Guide

Bulk File Upload

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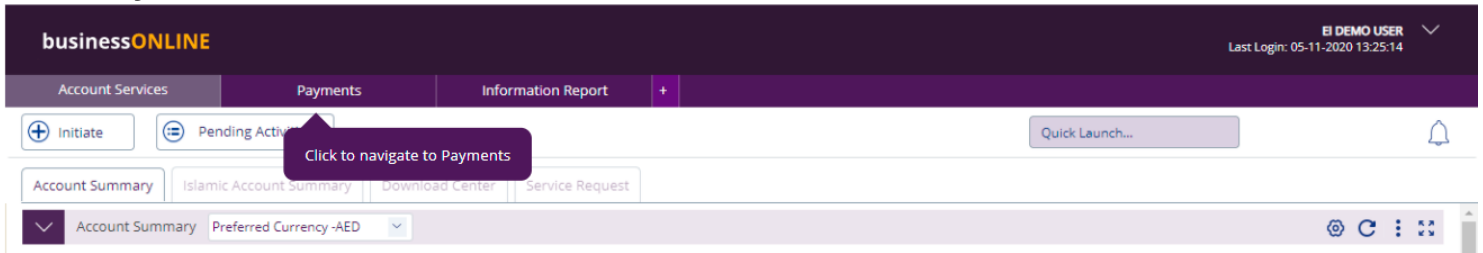
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Version 1.0

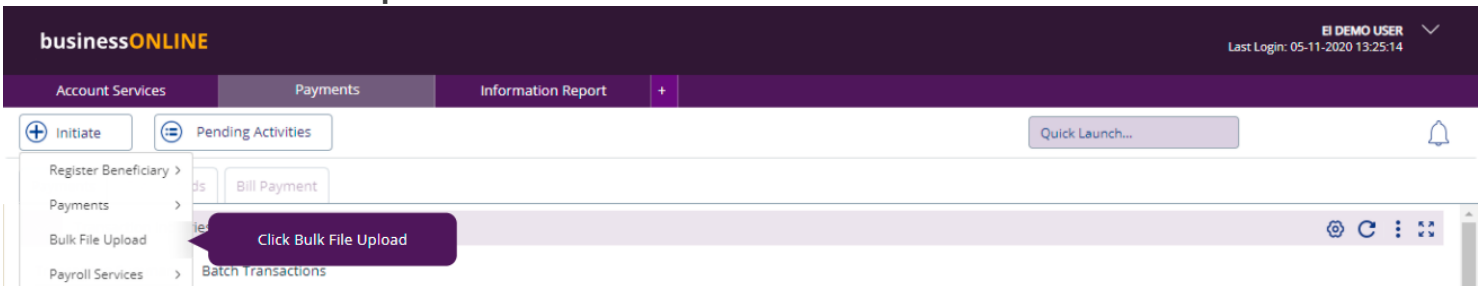
Initiate Bulk File Upload

(Applicable for Maker and Maker-Authorizer)

Click "Payments"

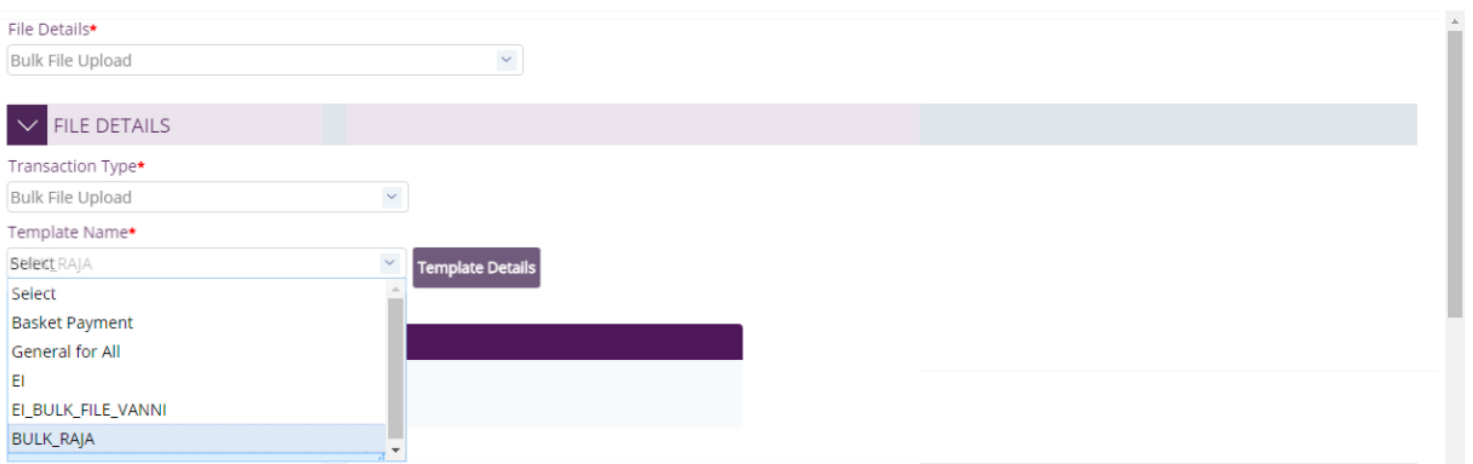


Click Initiate > Bulk File Upload



Select **Template Name** from the dropdown list

Bulk File Upload



Once selected, click on **Template details** to view the content/format and to **download** the template

Bulk File Upload

File Details*

Bulk File Upload

FILE DETAILS

Transaction Type*

Bulk File Upload

Template Name*

BULK_RAJA

Template Details

Click 'Template Details' to view the details

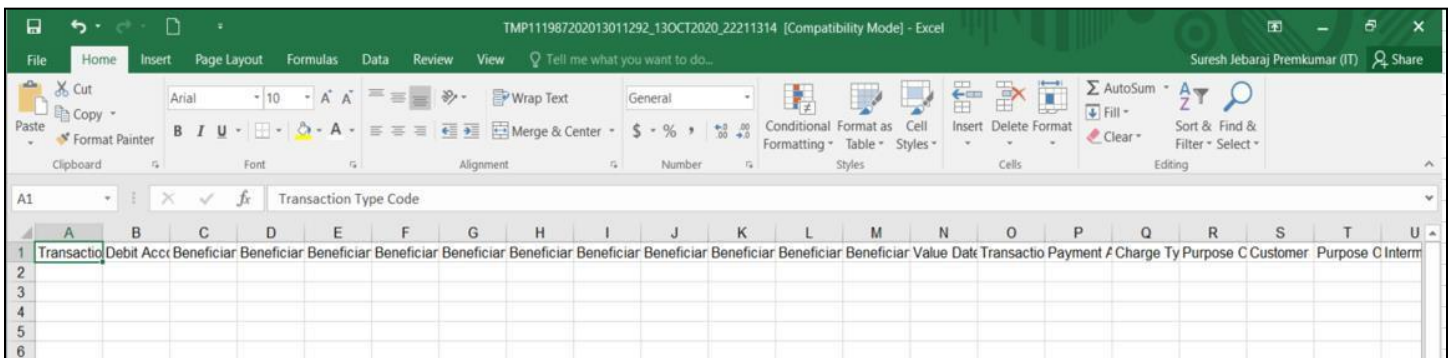
Click on **Download** Template Details

Template Name SAL_RAJA	Date Format DD-MM-YYYY
File Type Excel[.xls]	Field Separator --

Field Name	Data Type	Field Length	Required	Sequence	Default value	Description
Transaction Type Code	CHAR	3	N	1	--	Product Code: ...
Debit Account No.	CHAR	23	N	2	--	Debit Account No.
Beneficiary ID	NUM	10	N	3	--	Beneficiary ID
Beneficiary Account No.	CHAR	34	N	4	--	Beneficiary Account No.
Beneficiary Name	CHAR	70	N	5	--	Beneficiary Name
Beneficiary Addr. Line 1	CHAR	255	N	6	--	Beneficiary Ad...
Beneficiary Addr. Line 2	CHAR	35	N	7	--	Beneficiary Ad...

Close
Download

Open the downloaded file

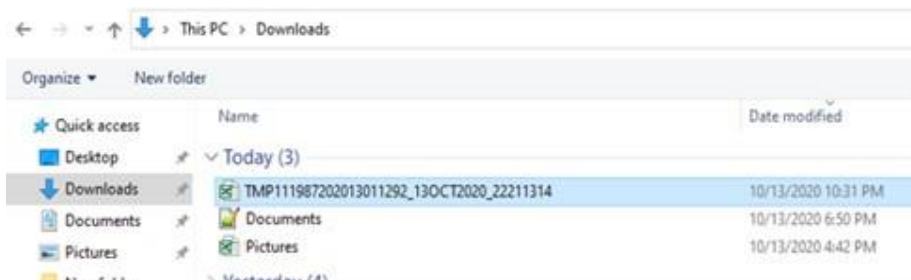


Fill out the file as per the Header row and **Save** the file

	A	B	C	D	E	F	G	H	I
	Transaction Type Code	Debit Account No.	Beneficiary ID	Beneficiary Account No.	Beneficiary Name	Beneficiary Addr. Line 1	Beneficiary Addr. Line 2	Beneficiary Addr. Line 3	Beneficiary Bank Name
1	BT	101XXXXXXXXX01		101XXXXXXXXX03	SHEIKHA A2A 2	A1 BLOCK	ABDUL AZIZ APTS	SHARJAH	
2	LBT	101XXXXXXXXX01		AE78XXXXXXXXXX00000021625	DOHA BENE 1	B1 BLOCK	ABDULLAH APTS	DUBAI	
3	TT	101XXXXXXXXX01		35XXXXXXXXXX	USA BENE 22	C1 BLOCK	RNK APTS	LAS ANGELS	
4	TT	101XXXXXXXXX01		JO91HBH0030000XXXXXXXXXX0001	JORDAN BENE 22	D1 1876	KINGS APTS	AMMAN	
5	TT	101XXXXXXXXX01		47XXXXXXXXXX	INDIA BENE 22	E1 791	VJB APTS	MUMBAI	
6									
7									

Click on **ADD**

Look for the saved file in your documents and select the file



Select Debit Type as **“Single”** or **“Multiple”**, Enter the **‘Reference in your statement’** & **‘Submit’**

Bulk File Upload

ADD...

El_All_SDMC_Sample.xls

DEBIT INFORMATION

Debit Type*

Single Multi

PAYMENT INFORMATION

Reference in your statement **

Submit

Review the details and click on **Confirm**

Bulk File Upload

File Details
Bulk File Upload

FILE DETAILS

Transaction Type
Bulk File Upload

Template Name
BULK_RAJA

File Name
EI_All_SDMC_Sample.xls

DEBIT INFORMATION

Debit Type
Single

PAYMENT INFORMATION

Cancel Back **Click Confirm** Confirm

Once confirmed, user will get “**Confirmation**” pop-up window.

Confirmation

TRANSACTION REQUEST INFORMATION

Transaction Reference Number 1110511203693732

Date/Time 05-11-2020 13:38:10

Status Ready for Verification

Transaction Type Bulk File Upload

TRANSACTION INFORMATION

Bulk File Upload has been uploaded successfully.

Close

Displays the confirmation details

Beneficiary Type	Beneficiary
Account	Vendor
Account	Vendor
EMIRA... Account	Vendor

View Bulk File Status

Payments > File Uploads > Bulk File Upload

File Level Status	Total File Amount (Eq...	Total Transactions in the...	Transactions Successful...	Transactions Failed Duri...	In Process at Bank	Proces
Sent to Bank	2,165.54 4	4	0	0	1	0
Verification Failure	0.00 4	0	4	0	0	0
Rejected by Entitlement	7,009.25 2	2	0	0	0	0
Processed By Bank	96.84 4	4	0	0	0	4
Processed By Bank	107.67 4	3	1	0	0	3

View Bulk File failure reason

If the file level status is "Verification Failure", you need to double-click on the record to view the failure reason.

Bulk File Upload - Details

No

Reject Reason
Business Validation Failed
Business Validation for All Transactions Failed

Sr. No.	Customer Referen...	Payment Type	Release Date & T...	Payment Date	Bene Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Referenc
1	RAN1MDMC13	Local Currency...	--	25-02-2021	Carolees3	AE0703312345...	Verification Failure	Column : PAYM...	AED	5,000.00	--
2	RAN1MDMC12	Within Bank Paym...	--	25-02-2021	XAXAX RAXXAN...	1011022439402	Verification Failure	Column : PAY Column : PAYMENT DATE - Cannot be less than current date.			
3	RAN1MDMC11	Within Bank Paym...	--	25-02-2021	PCYNWY YPYP...	3707498782801	Verification Failure	Column : PAYM...	AED	2,000.00	--
4	RAN1MDMC14	Foreign Curren...	--	25-02-2021	JORDEN BENE1	JO91HBHO030...	Verification Failure	Column : PAYM...	JOD	20,000.00	--

1. File level validation
2. Record level validation
3. Hove the mouse over the record to view the error description
4. **Double-click** to view the record level failure in details.

File Upload Detail



4.22316	--	ATS
Purpose of Payment to Beneficiary Purpose of payment 47	Receiver Purpose code --	Intermediary Bank SWIFT/ BIC code --
Intermediary Bank Name --	Beneficiary Nickname --	
Service Provider --		
Service Type --	Consumer Number --	
Reject Reason Column : PAYMENT DATE - Cannot be less than current date.		

Re-upload the file after you apply the required correction.

The file level status should be **“Ready for Verification”** so that you can proceed with verification step.

Verify Payment

(Applicable for Maker and Maker-Authorizer)

Click **Payments > Pending activities**

businessONLINE

Home CXO Dashboard Dashboard Account Services **Payments** Information Report

+ Initiate **Pending Activities** Add Beneficiary

Payments File Uploads Utility Payments Basket Payment

Transaction Inquiries

Go to **File Upload > File Verification**

Tick on the file to view the payment details

Pending Activities

Transactions **File Verification** File Accept File Authorization Rejected Files File Rollback Ready For Release

File Reference Number	File Name	Total Transactions in the...	Transactions Successful...	Transactions Failed Duri...	Base Currency	Equivalent Amount in ...	Status
1111507219471497	File Upload_TT7.xls	7	7	0	AED	1,440.43	Ready for Verification

File Upload Host Upload Split File Upload Beneficiaries Utility Beneficiaries Beneficiary Upload Basket Payments

Close Reject **Accept**

Click on **Accept** once verified all details are correct

Bulk File Upload - Details

FILE HEADER

File Reference Number	File Name	Transaction Type
1111507219471497	File Upload_TT7.xls	Bulk File Upload
Debit Type	Reference in your statement	File Level Status
Single	Demo	Ready for Verification
Total Transactions in the file	Transactions Successfully Uploaded	Transactions Failed During Upload
7	7	0
In Process at Bank	Processed by Bank	Rejected by Bank
--	--	--
File Uploaded Date & Time	Uploaded By	Total File Amount (Equivalent in Base Currency)
15-07-2021 18:34:42	--	AED 1,440.43
Fixed Debit	Release Date & Time	Released By
No	--	--

File Transactions

Close **Accept**

Page will re-direct you to the summary that shows all transaction has been verified. Click on **Accept**

Sr. No.	Customer Referen...	Payment Type	Release Date & Ti...	Payment Date	Bene Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Referen...
1	test214	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	150.00	--
2	test216	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	170.00	--
3	test215	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	160.00	--
4	test217	Foreign Curren...	--	15-07-2021	JORBENE 21	JO40JKBA2570...	Verified	--	JOD	180.000	--
5	test212	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	130.00	--
6	test213	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	140.00	--
7	test211	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	120.00	--

Buttons: Close, Accept

Once confirmed, user will get “Flexible Authorization” pop-up window.

- Select “No” if transaction will be approved by the default approver
- Select “Yes” if a specific authorizer is required to approve the transaction

Click on **Submit**

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No

Buttons: Cancel, Submit

Flexible Authorization

Do you wish to choose a specific authorizer(s) to approve this transaction?

Yes No



Select a workflow rule from the options below and choose the authorizer(s) from each role, to approve the transaction:

1 Maker Authorizer

Maker Authorizer:

Count	Count
eimaker 2 (Maker Authorizer)	
Mangesh MAKER AUTHOR (Maker Authorizer)	
ei makauth (Maker Authorizer)	
onlysoft user (Maker Authorizer)	
EMIRATIS AUTH (Maker Authorizer)	

If yes, selection of authorizers will show.

1. Select each authorizers that required to approve
2. Click the top arrow  to Add or the down arrow  to remove
3. Click on **Submit**

Buttons: Cancel, Submit

Once submitted, user will get “Confirmation” pop-up window.

Authorize Bulk Upload

(Applicable for Maker-Authorizer and Authorizer)

Payments > Pending Activities

Go to **File Upload > File Authorization**

Tick on the file to view and verify the details

File Reference Number	File Name	Status	Total Transactions In the...	Transactions Successful...	Transactions Failed Duri...	Base Currency	Equivalent Amount in ...
<input checked="" type="checkbox"/> 1111507219471497	File Upload_TT7.xls	Ready for Authorization	7	7	0	AED	1,440.43
<input type="checkbox"/> 1110707218362147	ELJLS CCY_OPC9.xls	Ready for Authorization	7	7	0	AED	326.33
<input type="checkbox"/> 1112306217371401	File Upload_TT3.xls	Ready for Authorization	7	7	0	AED	1,440.43

1. Click on **Authorize** once verified all details are correct

Page will direct you to the summary that shows all transaction has been verified.

2. Click on **Authorize**

Sr. No.	Customer Referen...	Payment Type	Release Date & Ti...	Payment Date	Bene Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Referen...
1	test214	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	150.00	--
2	test216	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	170.00	--
3	test215	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	160.00	--
4	test217	Foreign Curren...	--	15-07-2021	JORBENE 21	JO40JKBA2570...	Verified	--	JOD	180.000	--
5	test212	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	130.00	--
6	test213	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	140.00	--
7	test211	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	120.00	--

Scroll the page down > Select **OTP** or **Token** > enter the PIN code > click **“Submit”**

Authentication

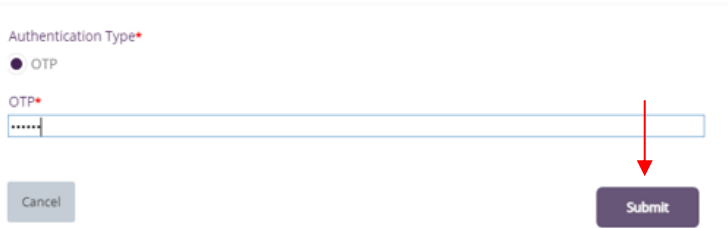
Authentication Type*

OTP

OTP*

.....

Cancel Submit



Once submitted, user will get “Confirmation” pop-up window.

Confirmation ✕

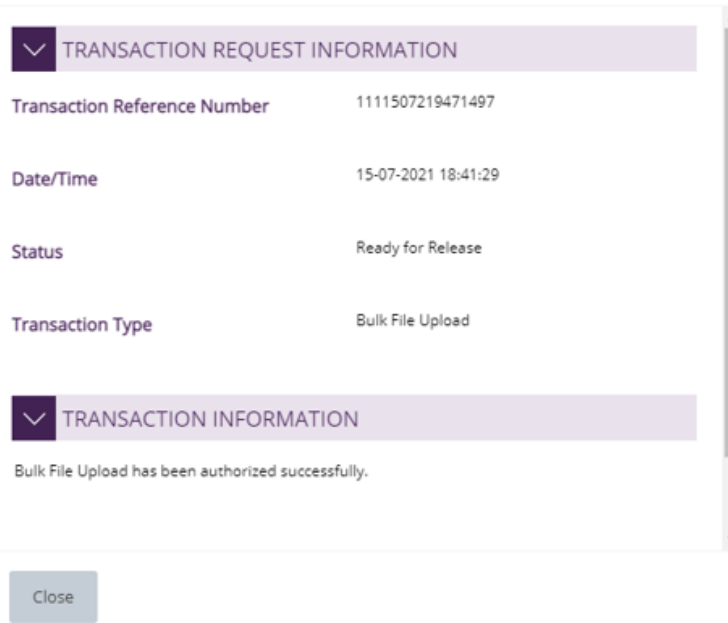
TRANSACTION REQUEST INFORMATION

Transaction Reference Number	1111507219471497
Date/Time	15-07-2021 18:41:29
Status	Ready for Release
Transaction Type	Bulk File Upload

TRANSACTION INFORMATION

Bulk File Upload has been authorized successfully.

Close



Note:

- If **additional approvals** are required, the transaction will move to the next authorizer(s) queue for additional approval(s).
- If **“Releaser”** is required, the transaction will be available in “Ready for Release” status after the payment is authorized and the releaser need to release it to the bank for processing through below option

Pending Activities > Transactions > Ready for Release

Release Bulk Payment

Payments > Pending Activities

Go to File Upload > Ready for Release

Tick on the file to view and verify the details

Pending Activities

Actions	File Reference Number	File Name	Status	Total Transactions in th...	Transactions Successfu...	Transactions Failed Du...	Base Currency	Equivalent Amount L...
<input checked="" type="checkbox"/>	1111507219471497	File Upload_TT7.xls	Ready for Release	7	7	0	AED	1,440.43

Click on 'Release' once verified & all details are correct

Bulk File Upload - Details

FILE HEADER		
File Reference Number	File Name	Transaction Type
1111507219471497	File Upload_TT7.xls	Bulk File Upload
Debit Type	Reference in your statement	File Level Status
Single	Demo	Ready for Release
Total Transactions in the file	Transactions Successfully Uploaded	Transactions Failed During Upload
7	7	0
In Process at Bank	Processed by Bank	Rejected by Bank
--	--	--
File Uploaded Date & Time	Uploaded By	Total File Amount (Equivalent in Base Currency)
15-07-2021 18:34:42	--	AED 1,440.43
Fixed Debit	Release Date & Time	Released By
No	--	--
Reject Reason		

Page will redirect you to the summary that shows all transaction has been verified.

Click on Release

Sr. No.	Customer Referen...	Payment Type	Release Date & Ti...	Payment Date	Bene Name	Beneficiary Accou...	Record Status	Error Description	Payment Currency	Pay Amount	Bank Referen...
1	test214	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	150.00	--
2	test216	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	170.00	--
3	test215	Local Currency...	--	15-07-2021	AEBENE 21	AE7805405020...	Verified	--	AED	160.00	--
4	test217	Foreign Curren...	--	15-07-2021	JORBENE 21	JO40JKBA2570...	Verified	--	JOD	180.000	--
5	test212	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	130.00	--
6	test213	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	140.00	--
7	test211	Foreign Curren...	--	15-07-2021	INBENE 21	123123123	Verified	--	INR	120.00	--

Close Release

Once released, user will get "Confirmation" pop-up window with status shows "Sent to Bank"

Confirmation ✕

TRANSACTION REQUEST INFORMATION

Transaction Reference Number: 1111507219471497

Date/Time: 15-07-2021 18:42:05

Status: Sent to Bank

Transaction Type: Bulk File Upload

TRANSACTION INFORMATION

Bulk File Upload has been released successfully.

Close