businessONLINE Payments Guide

Bulk File Upload

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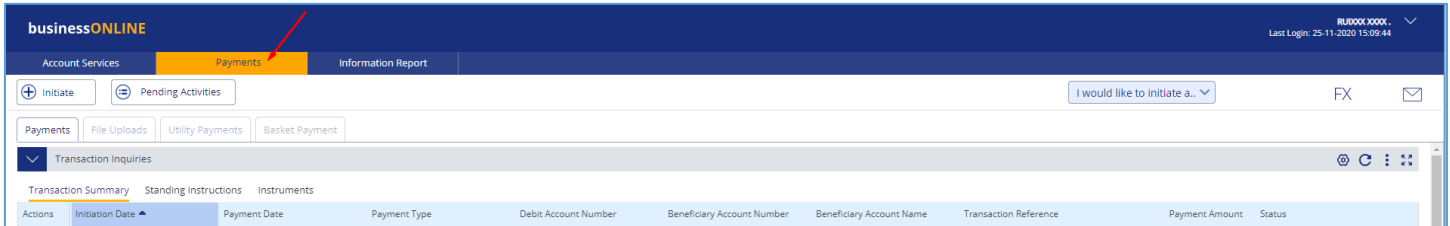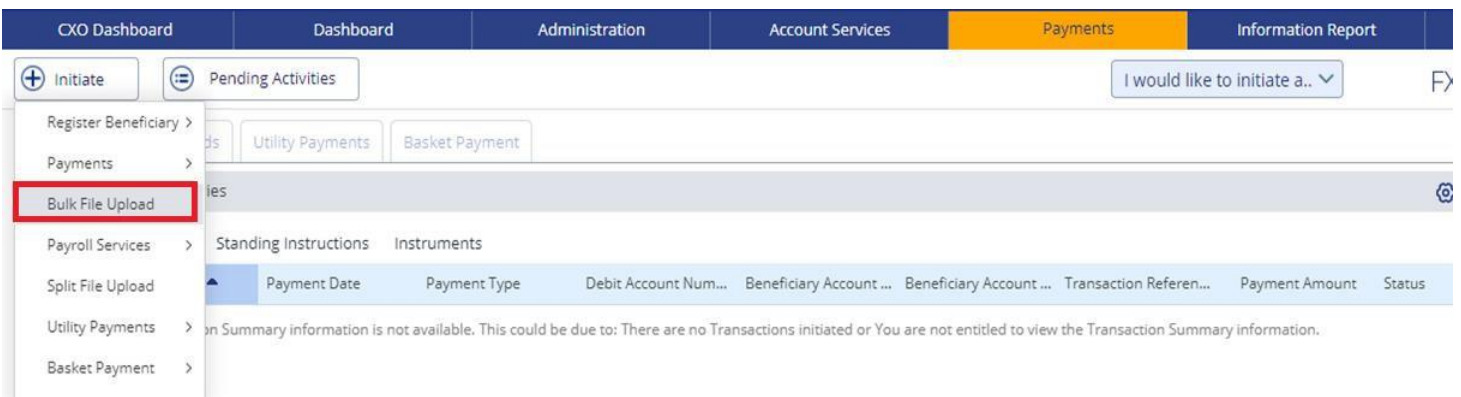
Version 1.0

Initiate Bulk File Upload

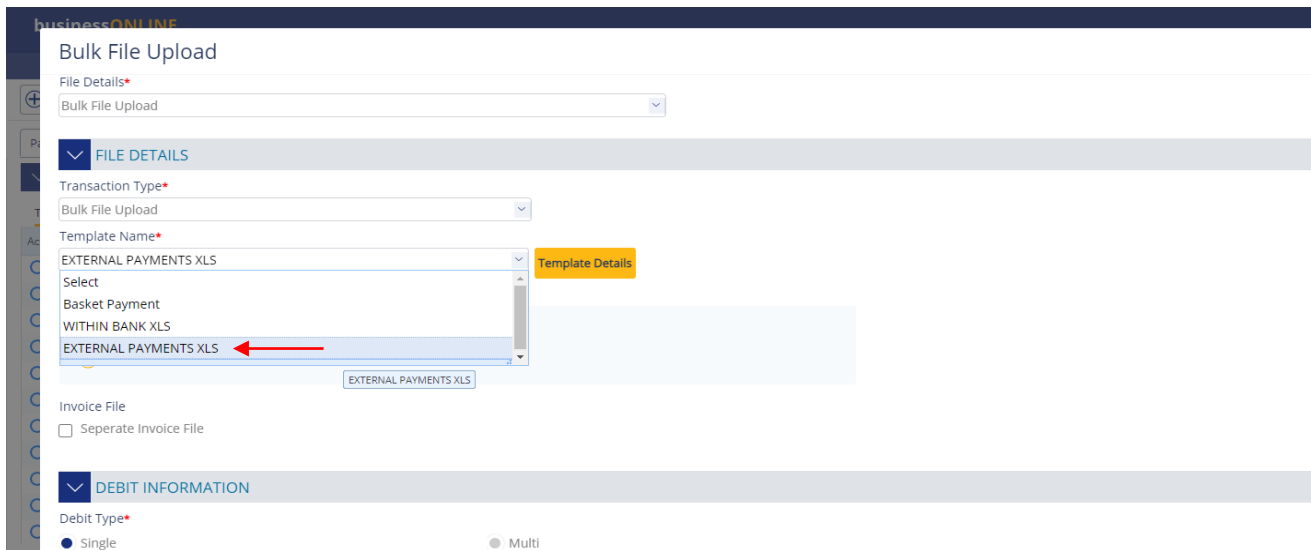(Applicable for Maker and Maker-Authorizer)

Click "**Payments**"

Click **Initiate** > **Bulk File Upload**

Select **Template Name** from the dropdown list

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

Click on **Download**

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

- **Transaction type: BT** (within bank payment) **LBT** (external local currency payment) **TT** (external foreign currency payment)

- **Debit account number:** you can select single or multiple debit number

- **Beneficiary Name**

- **Beneficiary Account:** for **BT** payment please enter valid <u>account number</u>, for **LBT** & **TT** payment please provide valid <u>IBAN number</u>

- **Beneficiary swift code**

- **Transaction amount**

- **Transaction currency**

- **Charge type: OUR** (from your debit account) **BEN** (beneficiary account) **SHA** (shared accounts)

- **Purpose of payment**

- **Beneficiary address line**

|	A	B	C	D	E	F	G	H	I	J
1	Transaction Type Code	Debit Account No.	Beneficiary Name	Be	neficiary Bank Swift Code	Transaction Amount	Transaction Currency	Charge Type	Purpose Of Payment	Benefi
2	BT	1019890822501	Engy	10098XXXXX6801	EGP	5	EGP	OUR	TEST	CAIRO
3	LBT	1019890822501	Engy Ahmed	EG5602331XXXXXXX054466441	CIBEEXXCX140	10	EGP	BEN	TEST	CAIRO
4	TT	1029890822502	Ahmed	91230XXXXX70	SBIXXXXXXX	20	USD	SHA	TEST	FRANCE

Click on **ADD**
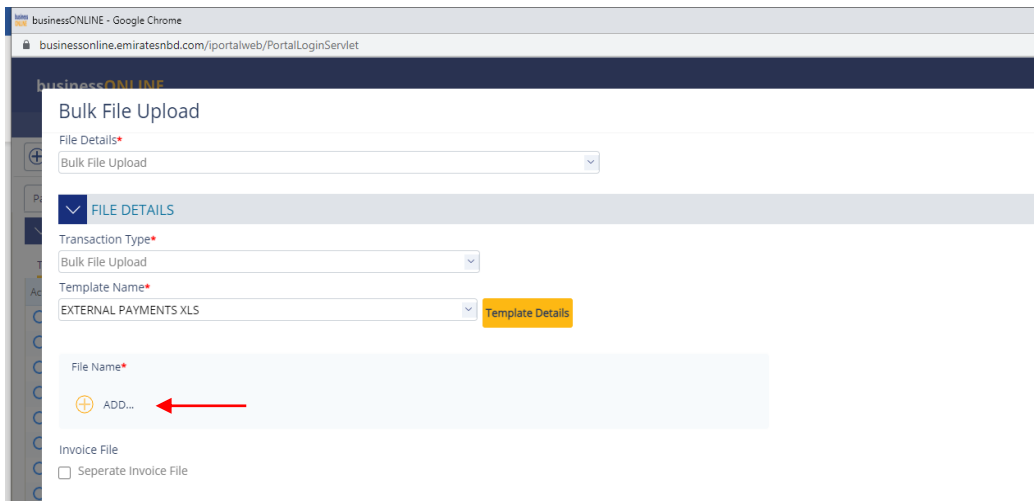
Look for the saved file in your documents and select the file
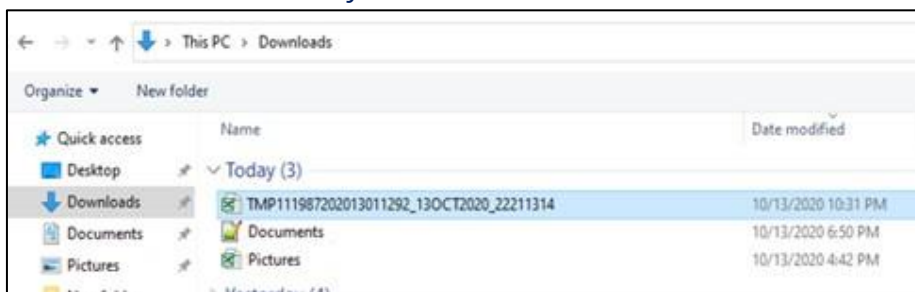
Select Debit Type as "**Single**" or "**Multiple**" > enter **reference in your statement** > click **Submit**
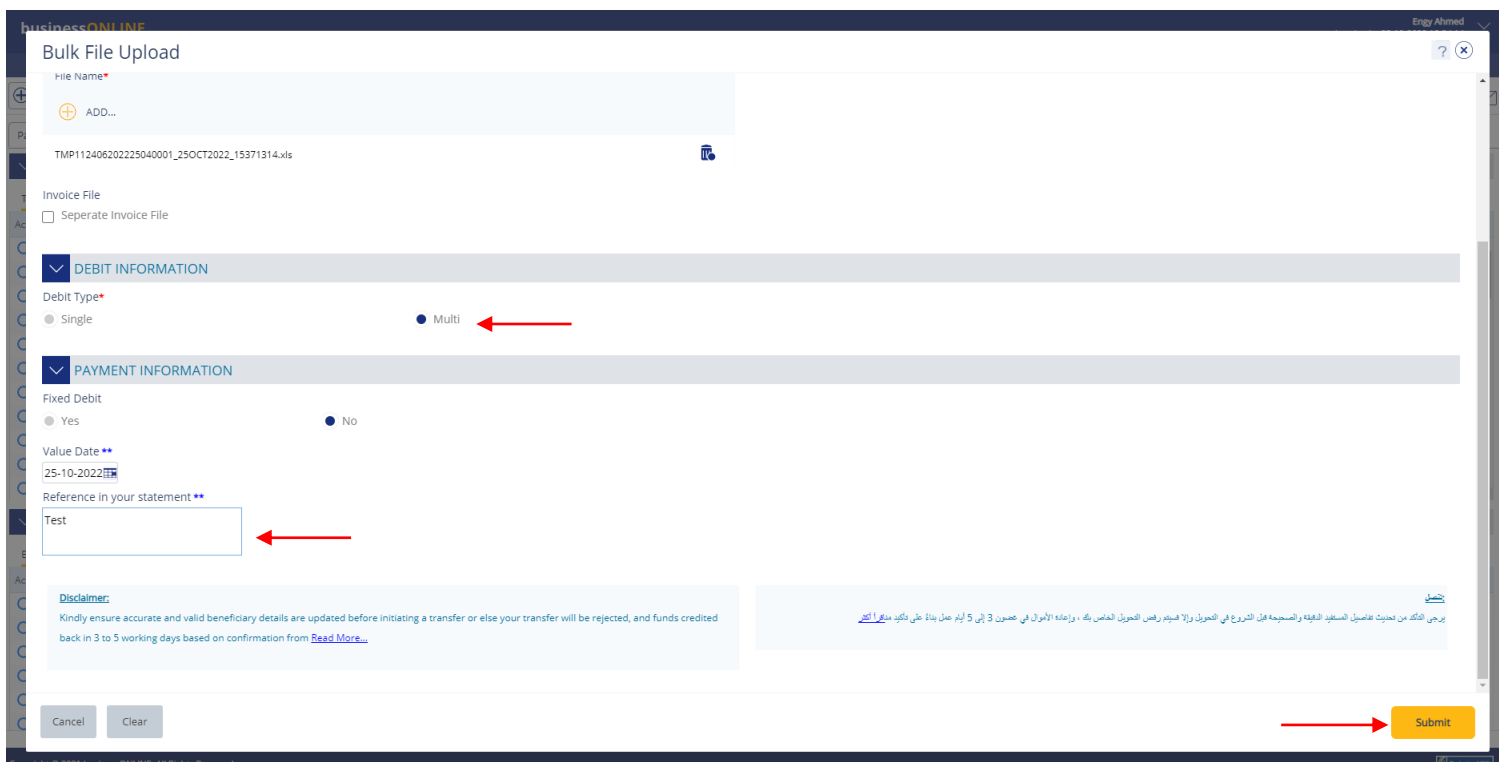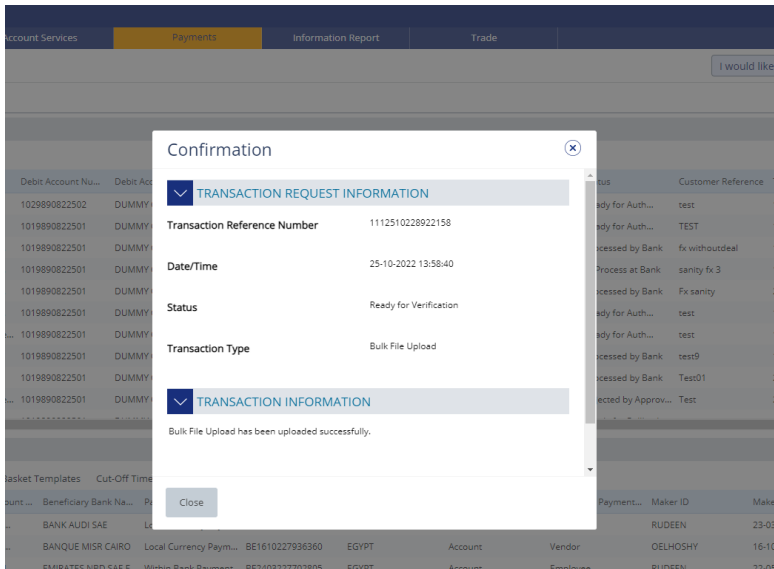
Review the details and click on **confirm**

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

View Bulk File Status

Payments > **File Uploads** > **Bulk File Upload**

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.

1. File level validation
2. Record level validation
3. Move the mouse over the record to view the error description

4. **Double-click** to view the record level failure in details.

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 MakerAuthorizer)

Click **Payments** > **Pending activities**

Go to **File Upload** > File **Verification**

Tick on the file to view the payment details

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

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**
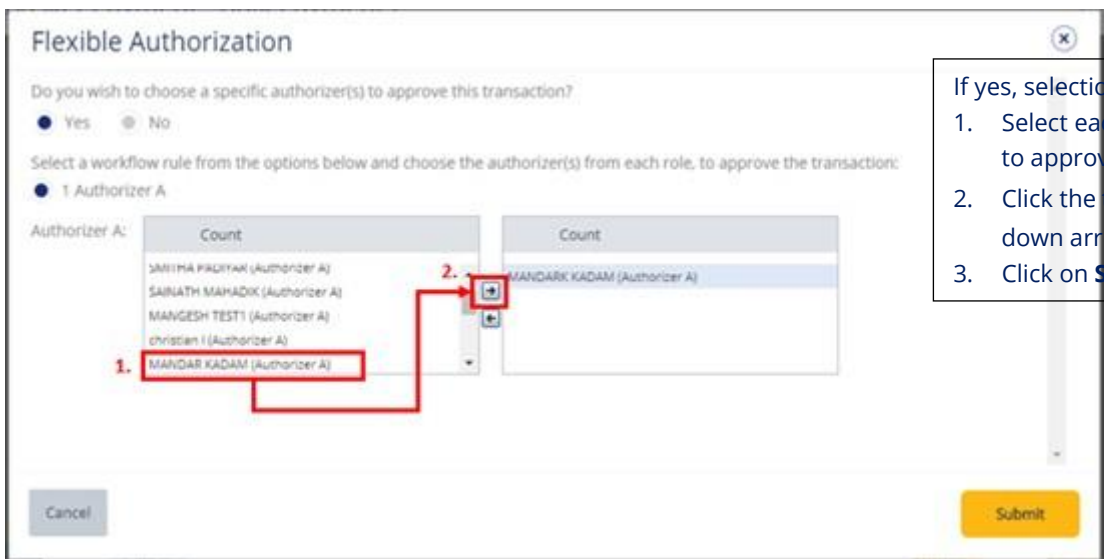
If yes, selection of authorizers will show.
1. Select each authorizers that required to approve
2. Click the top arrow ➡ to Add or the down arrow ⬅ to remove
3. Click on **Submit**

Once submitted, user will get "Confirmation" pop-up window.
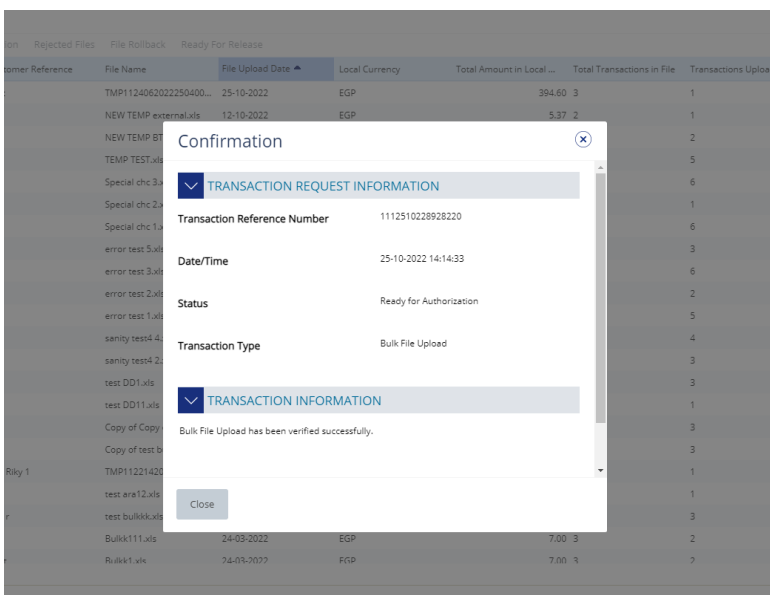
Authorize Bulk Upload

(Applicable for Maker-Authorizer and Authorizer)

Payments > **Pending Activities**

Go to **File Upload** > **File Authorization**

Tick on the file to view the details and click

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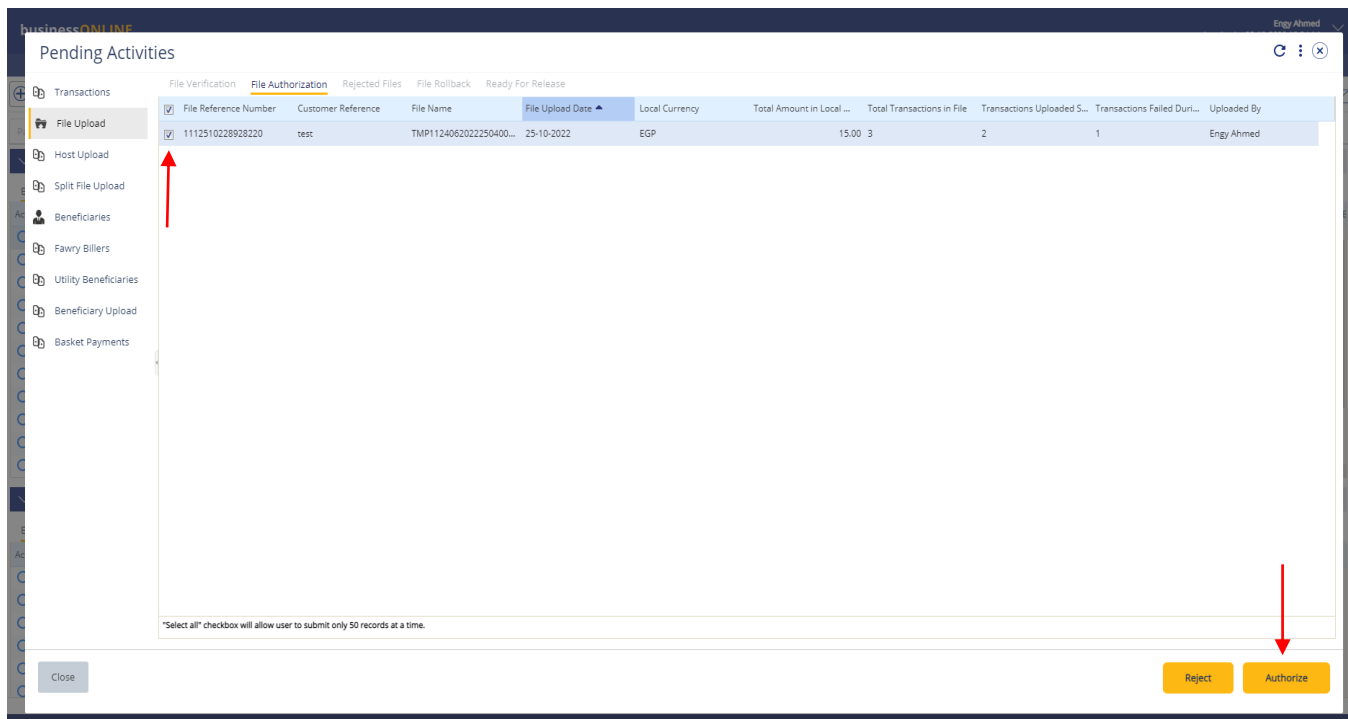
Page will direct you to the summary that shows all transaction has been verified.

1. Click on **Authorize**

Bulk File Upload - Details

FILE HEADER

File Reference Number	File Name	Transaction Type
1112510228928220	TMP112406202225040001_25OCT2022_15371314.xls	Bulk File Upload

Debit Type	Reference in your statement	File Level Status
Multi	test	Ready for Authorization

Total Transactions in the file	Transactions Successfully Uploaded	Transactions Failed During Upload
3	2	1

In Process at Bank	Processed by Bank	Rejected by Bank
--	--	--

File Uploaded Date & Time	Uploaded By	Total File Amount (Equivalent in Base Currency)
25-10-2022 14:04:33	Engy Ahmed	EGP 15.00

Fixed Debit	Release Date & Time	Released By
No	--	--

File Transactions

Sr. No.	Customer Refere...	Payment Type	Release Date & Ti...	Payment Date	Beneficiary Name	Beneficiary Accou...	Record Status ▼	Error Description	Payment Currency	Pay Amount	Bank Reference N...	Transaction ID	Account Number	Debit Currency
2	--	Foreign Curren...	--	25-10-2022	Ahmed	9120002772270	Verification Failure	Column : BIC C...	USD	20.00	--	1112210259318477	1029890822502	EUR
1	--	Local Currency...	--	25-10-2022	Engy Ahmed	EG5600100134...	Verified	--	EGP	10.00	--	1112210259318476	1019890822501	EGP
3	--	Within Bank Pay...	--	25-10-2022	Engy	1009872326801	Verified	--	EGP	5.00	--	1112210259319648	1019890822501	EGP

Close   Authorize

Scroll the page down > enter smartPASS **TOKEN** PIN code > click "**Authorize**"

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

Note:

- If **additional approvals** are required, the transaction will move to the next authorizer(s) queue for additional approval(s).