Oracle® Banking Digital Experience Cloud Service

Corporate Bulk File Upload – Corporate Lending User Manual

Release 25.1.1.0.0

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Oracle Banking Digital Experience Cloud Service Corporate Bulk File Upload – Corporate Lending User Manual, Release 25.1.1.0.0

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Preface

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.

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.

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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.

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.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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

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 *In Progress* 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

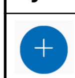
Symbols and Icons	Description
	Add data segment
	Close

Table 3 (Cont.) Symbols and Icons

Symbols and Icons	Description
	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.

1 Transaction Host Integration Matrix

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

Legends

Table 1-1 Legends

Legend	Description
NH	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

Table 1-2 Transaction Host Integration Matrix

Serial Number	Transaction Name/ Function Name	Oracle Banking Payments 14.7.0.0.0	Oracle Banking Corporate Lending 14.7.0.0.0
1	Uploaded Files Inquiry	✓	✗
2	File Approval by the approver	NH	NH
3	Trade Loan Drawdown Template Creation	NH	NH
4	Trade Loan Drawdown Creation	NH	NH

2
File Upload

This topic describes the file upload of Oracle Banking Digital Experience for corporate customers.

Corporate users often look forward for an option to make multiple transactions and multiple maintenance quickly and conveniently through a single file upload typically for processing the salary of the corporate staff, for making the vendor payments or even for managing their Virtual Accounts or creating invoices on buyers through uploading a file.

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.

Trade Loan Drawdown Template creation, Trade Loan Drawdown are a few examples of non-account financial transactions that can be supported through file upload.

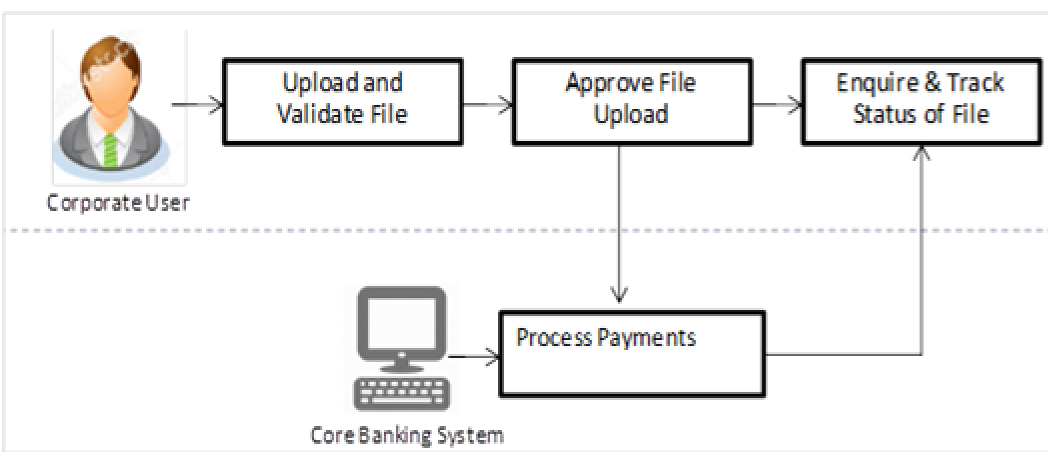
The File Upload functionality enables users to process:

- Trade Loan Drawdown
- Trade Loan Drawdown Template

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 2-1 Workflow



Prerequisites:

- 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

This topic contains the following sub-topics:

- Upload File
  This topic describes about the Upload file option provides to the corporate user to upload files for both financial and non-account financial transactions.
- Uploaded Files Inquiry
  This topic describes the overview of uploaded files inquiry.

2.1 Upload File

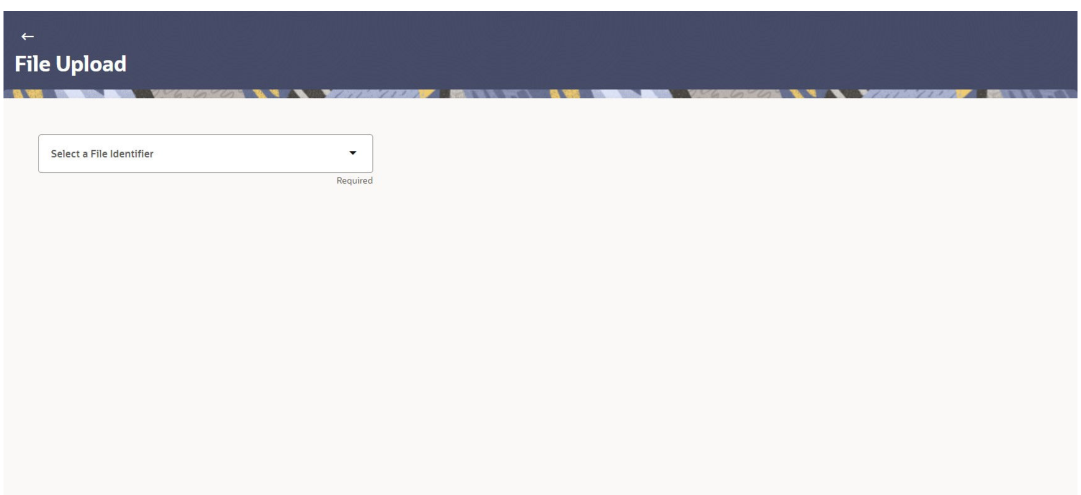
This topic describes about the Upload file option provides to the corporate user to upload files for both financial and non-account financial transactions.

To upload a file:

1. Perform one of the following navigation to access the **File Upload** screen:
   - From the Dashboard, click **Menu**, and click **File Upload**, then click **File Upload**.
   - From the Dashboard, click **Menu**, and click **Accounts**, then click **Corporate Loans**. Under the **Corporate Loans**, click **Overview**, then click **File Upload** in the **Quick Links** widget.

   The **File Upload** screen displays.

Figure 2-2 File Upload



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

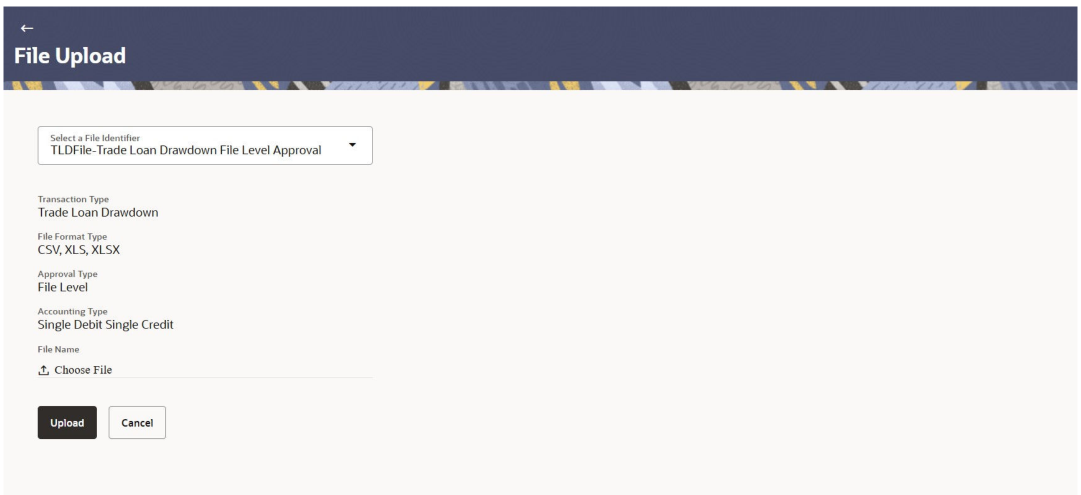
Table 2-1 Upload a File - Field Description

Field Name	Description
File Identifier	File identifier is created earlier to identify the file. The list of the file identifiers assigned by the administrator to the logged in user for handling of file uploads. **Note:** The fields marked as **Required** are mandatory.

2. From the **File Identifier** list, select the file identifier.

   The screen displays the details related to selected file identifier.

Figure 2-3 File upload - File Identifier details



For more information on fields, refer to field description table below:

Table 2-2 File Upload - Field Description

Field	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. Could be a payment type or a non-payment transaction type. This information displays 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 available options are: • **CSV** • **XLS** • **XLSX** • **Fixed Length** This information displays based on the parameters defined at the file identifier selected by the user.

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

Field	Description
Approval Type	Displays approval level of the file. The available options are: • **Record Level**: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed. • **File Level**: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. This information displays 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	Browse the file from the local machine for upload. Post choosing the file, the file name is displayed.

3. On the **File Upload** screen, perform one of the following actions:
   - Click **Upload**.

     The successful message displays with the file reference ID and status of the transaction.
   - Click **Cancel** to abort the file uploading process.
4. On the successful message screen, 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 on the **Uploaded File Inquiry - File Details** screen.

- Frequently Asked Questions
  This topic describes the frequently asked questions related to the upload files.

2.1.1 Frequently Asked Questions

This topic describes the frequently asked questions related to the upload files.

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 and so on.

2.2 Uploaded Files Inquiry

This topic describes the overview of uploaded files inquiry.

Through this option you can view the files uploaded by the corporate user using Oracle Banking Digital Experience (OBDX) platform (only those files that you have access to) and their status.

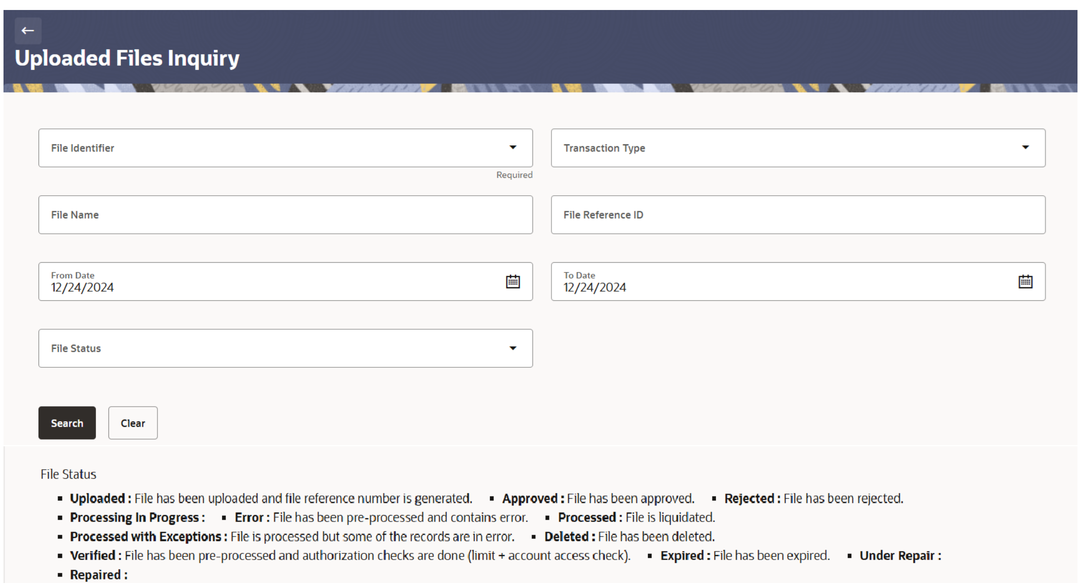
- The search can be filtered on various parameters like status and file reference ID.
- You can track the status of the file and if there is an error in the file, you can download the error file to arrive at the exact reason for error.
- For files in the **Processed** status, you can download Response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

To view the uploaded file details:

- Perform one of the following navigation to access the Corporate Loans Details screen:
  - From the Dashboard, click **Menu**, and click **File Upload**, then click **Uploaded File Inquiry**.
  - From the Dashboard, click **Menu**, and click **Accounts**, and then click **Corporate Loans**. Under the **Corporate Loans**, click **Overview**, then click **Uploaded File Inquiry** in the **Quick Links** widget.

  The **Uploaded File Inquiry** screen displays.

Figure 2-4 Uploaded Files Inquiry



For more information, refer to the **Uploaded File Inquiry -Default View** topic in this user guide.

This topic contains the following sub-topics:

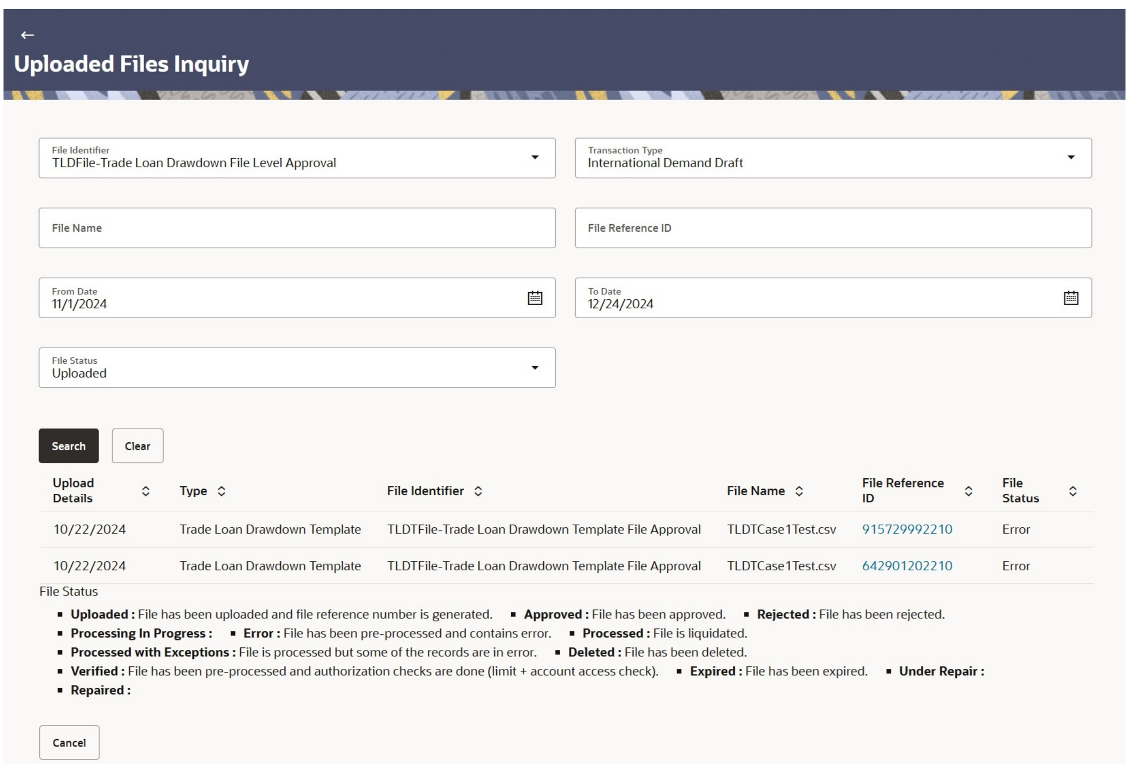
- [Uploaded File Inquiry - Default view](#)
  This topic describes the information about the default view of Uploaded File Inquiry screen.
- [Uploaded File Inquiry - Search Filters](#)
  This topic provides the systematic instructions to define the search criteria and view details of uploaded files.
- [Uploaded File Inquiry – File Details – Trade Loan Drawdown](#)
  This topic provides the systematic instructions to view the file workflow of the uploaded file for Trade Loan Drawdown template.
- [Frequently Asked Questions](#)
  This topic describes the frequently asked questions related to the uploaded file Inquiry.

2.2.1 Uploaded File Inquiry - Default view

This topic describes the information about the default view of Uploaded File Inquiry screen.

On accessing the **Uploaded File Inquiry** option from the menu, the screen automatically displays the summary of files uploaded on that day with their statuses. The user can choose the file and view the file details by clicking the **File Reference ID** or search for files uploaded from previous days using the search filters.

Figure 2-5 Uploaded Files Inquiry - Default View



2.2.2 Uploaded File Inquiry - Search Filters

This topic provides the systematic instructions to define the search criteria and view details of uploaded files.

On clicking , search filters get 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, and transaction reference ID and also view the associated record details.

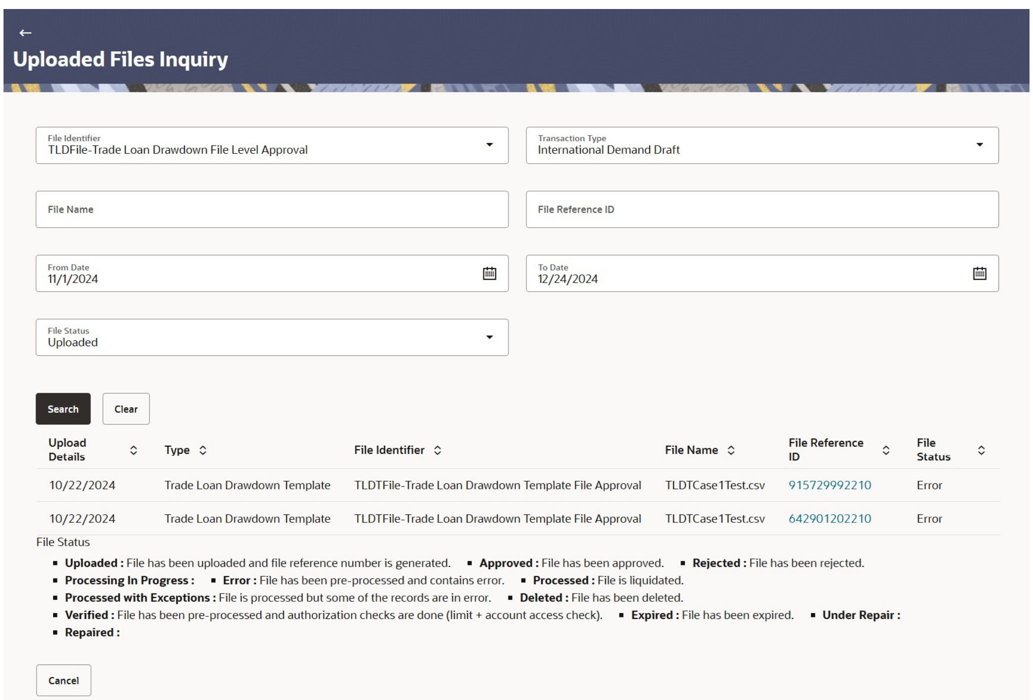
You are expected to provide at least two search parameters to get better results.

To search and view the details of uploaded files:

1. Click to expand the search criteria.

   The **Search** section displays.
2. Specify any two search criteria in the search section.
3. Perform one of the following actions:
   - Click **Search**.
     The search results display on the **Uploaded File Inquiry** screen based on the search parameters.

Figure 2-6 Uploaded Files Inquiry - Search Filter



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

Table 2-3 Uploaded File Inquiry – Search Filters

Field Name	Description
File Identifier	File identifier created earlier to identify the file. Lists the file identifiers assigned by the administrator user to the logged in user for handling of file uploads. **Note:** The fields marked as **Required** are mandatory.
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.
File Status	Search with the status of the file uploads. The available options are: – **Uploaded** – **Approved** – **Rejected** – **Processing In Progress** – **Error** – **Processed** – **Processed with Exceptions** – **Deleted** – **Verified** – **Expired**
From Date	From Date, to search for an uploaded file, in the specified date range.
To Date	To Date, to search for an uploaded file, in the specified date range.
Search Results	This section displays the following fields related to search results.
Upload Details	Displays the file upload date and time.
Type	Displays the transaction type of file uploaded.
File Identifier	Displays the file identifier selected while uploading the file.
File Name	Displays the name of the uploaded file.
File Reference ID	Displays the file reference number generated after the file was uploaded.
File Status	Displays the status of the uploaded file. The file status could be: – **Uploaded**: File Uploaded and file reference number is generated. – **Verified**: File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval. – **Error**: File has been pre-processed and contains error. The end of the life cycle of the file (File Level). The user can download the error file at this stage. – **Processing in Progress**: File is not yet liquidated. – **Rejected**: File has been rejected (File level). The end of the life cycle of the file. – **Approved**: File has been fully approved. – **Processed**: File is completely liquidated. The user can download a response file at this stage. – **Processed with exception**: File is partially liquidated that means while some records are processed, others are not. – **Expired**: File has expired. – **Deleted**: File was deleted.

Table 2-3 (Cont.) Uploaded File Inquiry – Search Filters

Field Name	Description
Action	A icon is displayed against the uploaded file and used to delete it. The icon displays only for the files with record type of approval, which are uploaded with a future date. Such files are in Progress status.

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

4. You can also perform one of the following actions on the search results:
   - Click the **File Reference ID** link to view the details on the **Uploaded File Inquiry - File Details** screen.
     For more information, refer to the **Uploaded File Inquiry - File Details - Trade Loan Drawdown** topic in this user guide.
   - Click against a specific file upload record to delete it. This icon displays against a record only if the record has a future date and is fully approved.

2.2.3 Uploaded File Inquiry – File Details – Trade Loan Drawdown

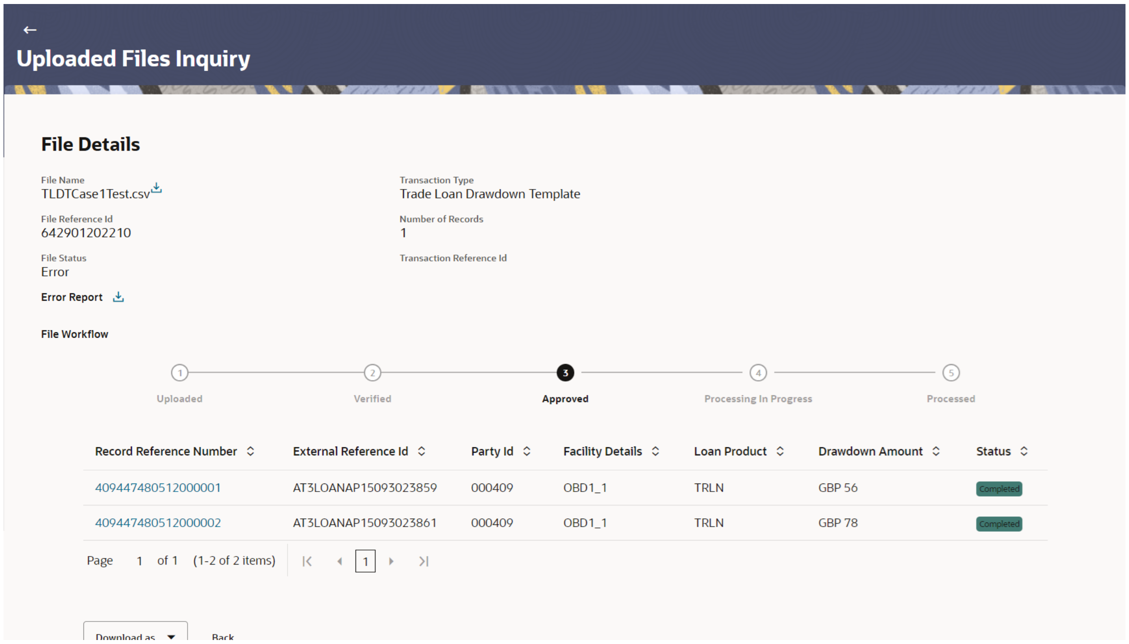
This topic provides the systematic instructions to view the file workflow of the uploaded file for Trade Loan Drawdown template.

On clicking on the **File Reference ID** link from the summary page of trade loan drawdown file, the following screen is displayed. The user can view the files uploaded by the corporate user for trade loan drawdown while creating trade loan drawdown templates and beneficiaries for trade loan drawdown in bulk. The screen displays the basic file details like name, status, reference id and so on along with the file journey.
The user can download file, error report if the file is in error status and even can download response file to know the record level details.

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

The user can also choose to view the record details by clicking on the link available on each record. The user are 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 the user is inquiring.

Figure 2-7 File Details – Trade Loan Drawdown Template Creation



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

Table 2-4 File Details – Trade Loan Drawdown Template Creation

Field Name	Description
File Name	File name of the uploaded file. The user can download the file by clicking the **Download** icon available besides the file name.
Transaction Type	Displays the transaction type associated with the file.
File Reference ID	Displays the file reference number, which was generated while uploading the file.
Number of Records	Displays the total number of records uploaded as a part of the file.
File Status	Displays the status of the file uploads.
Error Report	Displays the **download** icon to download the error file in case the uploaded file faced some run time issue and failed to process.
Response File Download	Displays the **download** icon to download the error response file.
Transaction Reference ID	Displays the transaction reference number, which was generated at the time of transaction processing.
File Workflow	Displays the flow of various stages and status of file upload.
Record List – Trade loan drawdown template creation	If the user is inquiring for **Trade Loan Drawdown Template Create** type of transaction, the following fields are displayed.
Record Reference Number	Display the reference ID for identification of the records.
Template Name	Displays the name of Trade Loan Drawdown template.
Party ID	Displays the party ID of trade loan drawdown.
Facility Details	Displays the facility details of trade loan drawdown.

Table 2-4 (Cont.) File Details – Trade Loan Drawdown Template Creation

Field Name	Description
Loan Product	Displays the name of the product for which the loan drawdown application is submitted.
Trade Loan Drawdown Amount	Displays the amount of Trade Loan Drawdown.
Status	Displays the status of the records of the uploaded file.
Action	An icon is used to download the e-receipt. This column displays only if the record status is **Approved**.

1. In the **File Name** field, click to download the originally uploaded file.
2. In the **Response File Download** field, click to download the response file.
3. Perform one of the following actions:
   - Click **Download** to download the file in PDF or CSV format.
   - Click **Delete** to delete the uploaded file.
   - Click **Back** to navigate to the previous screen.

> **Note**
>
> If there is an error during file verification (that is the file is in error status), an option will be available to download the generated error file.

2.2.4 Frequently Asked Questions

This topic describes the frequently asked questions related to the uploaded file Inquiry.

1. **What are some of the validations that a file goes through at various stages, in its life cycle?**
   The following are the validations performed on an uploaded file by Oracle Banking Digital Experience (OBDX) and subsequently by the Host, before file is liquidated.

Table 2-5 File Details – Trade Loan Drawdown Template Creation

Serial Number	Events	Applicable to	Checks
1	On File Upload	All Files	File contents should not match an already uploaded file.
2	On File Upload	All Files	File should not exceed the Maximum Size limit.
3	On File Upload	All Files	The File Extension type should be the ones permitted.
4	On File Upload	All Files	The file should not be Malicious.

Table 2-5 (Cont.) File Details – Trade Loan Drawdown Template Creation

Serial Number	Events	Applicable to	Checks
5	At Pre-Processing	All Files	The format for all fields, should be as templated through Date, Currency in accordance with ISO standards, CIF- numeric, account number-alphanumeric and so on.
6	At Pre-Processing	All Files	The CIF should be valid, should exist.
7	File At Pre-Processing	All Files	CIF and Debit account should belong to each other.
8	At Pre-Processing	All Files	User should have access to Debit Account.
9	At Pre-Processing	All Files	Debit account should not be in closed status.
10	At Pre-Processing	All Files	Transaction Limits are not violated at user level.
11	At Pre-Processing	All Files	Payment date should not be in the past.
12	At Pre-Processing	All Files	Payment date should not be a holiday as per the host calendar maintenance.
13	At Pre-Processing	All Files	Debit account should be a CASA account, not loan or TD.
14	At Pre-Processing	All Files	Debit currency in the file, should match the currency of the CASA account.
15	At Pre-Processing	Internal Files	Transaction currency should match either the debit or credit CASA.
16	At Pre-Processing	Internal Files	The Credit Account should be a CASA account, not loan or TD.
17	At Pre-Processing	All SDSC and SDMC files	A file with multiple records, should have the same debit account.
18	At Pre-Processing	Internal Ad hoc	The Purpose of remittance should be valid.
19	At Pre-Processing	Domestic Files	The NEFT/RTGS code should be valid.
20	At Approval	All Files	Cumulative limits should not be violated either for the Approver and the Party.
21	Validations in Core	All Files	The Debit account should have sufficient balance.
22	Validations in Core	All Files	The Debit account should not be in dormant status.
23	Validations in Core	All Files	The Debit account should not be in debit block status.
24	Validations in Core	Internal Files	The Credit CASA account should not be closed.
25	Validations in Core	Internal Files	There should not be a Credit Block on the CASA account.

Table 2-5 (Cont.) File Details – Trade Loan Drawdown Template Creation

Serial Number	Events	Applicable to	Checks
26	Validations in Core	International Files	The BIC/SWIFT code should be valid, as per the BIC/Clearing directory as maintained in the host system.

2. **If some records in a file are liquidated, others are deleted, what will the status of the file be?**
   The following table shows the file status which is followed to depict various status of the file upload. So if all the records of file are liquidated then the file status is processed, and if any of the records in the file is liquidated while all the other are rejected the file status will be processed, and if any of the records is liquidated and rest all have an error the file status will be processed with exception.

Table 2-6 File upload status

Verified	Approved	Processing In Process	Liquidated	Rejected	Deleted	Error	File Status
All	-	-	-	-	-	-	Verified
-	All	-	-	-	-	-	Approved
-	-	All	-	-	-	-	Processing in Progress
-	-	-	All	-	-	-	Processed
-	-	-	-	All	-	-	Rejected
-	-	-	-	-	All	-	Deleted
-	-	-	-	-	-	All	Error
-	-	-	1	1		-	Processed
-	-	-	1	-	1	-	Processed
-	-	-	1	-	-	1	Processed with exception
-	-	-	1	1	1	-	Processed
-	-	-	1	1	1	1	Processed with exception
-	-	-	-	1	1	-	Deleted
-	-	-	-	1	-	1	Processed with exception
-	-	-	-	-	1	1	Processed with exception

3. **If a payment file is in the approved status, does it mean that all the records are successfully liquidated?**
   No, the file still has to successfully pass validations in the host system, before records are processed.

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

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

The below table provides information on the combinations allowed:

Table 2-7 Allow File/Record Deletion

Serial Number	Accounting Type	Authorization Type	File/Record Deletion allowed?
1	SDMC	File Level	Not allowed
2	SDSC	File Level	Not allowed
3	SDSC	Record Level	Only records can be deleted, and not the entire file.
4	MDMC	Record Level	Only records can be deleted, and not the entire file.

5. **If a working window is set for the File Upload transaction – how will processing be impacted outside of the working window?**
   Outside of the transaction working window set for file uploads, processing will depend on whether the file has a Record Level approval or a File Type approval.
   - **Files with a File Type approval** – will be rejected, outside of the transaction working window.
   - **Files with Record Type approval** – if some records are processed within the working window
   - **Will be completed** – if processing of some records
   - **Falls outside of the working window** – these will be rejected
6. **What is the impact of limits on processing of File Upload transactions?**
   File uploads transaction will utilize limits depending on if the transfer is an internal, domestic, or international funds transfer.

   Further, for domestic funds transfer – limits are defined for each network – NEFT, RTGS, and IMPS. Limits will be checked at the pre-processing's stage for file uploads.
7. **After a file is successfully uploaded, is the user provided notifications on its status?**
   Yes, users mapped to the FI – initiators and approvers of the file, are provided with alerts/ notification, as file progresses from the Uploaded stage to Approved to Processing in Progress to the Processed stage. Alternately, users can log in to view the status of the file.

3

File Approval

The topic describes the information about approval process of uploaded files.

File Approval option allows the approver to approve/reject the uploaded file. It 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.
Perform the following navigation to access the **Pending For Approvals** screen:

- From the **Approver Dashboard**, click **Pending for Approvals**.

This topic contains the following sub-topics:

- File Approval
  This topic provides systematic instructions to approve/reject the uploaded files at file level.
- Record Level Approval
  This topic provides systematic instructions to approve/reject the individual uploaded record/transaction at record level.

3.1 File Approval

This topic provides systematic instructions to approve/reject the uploaded files at file level.

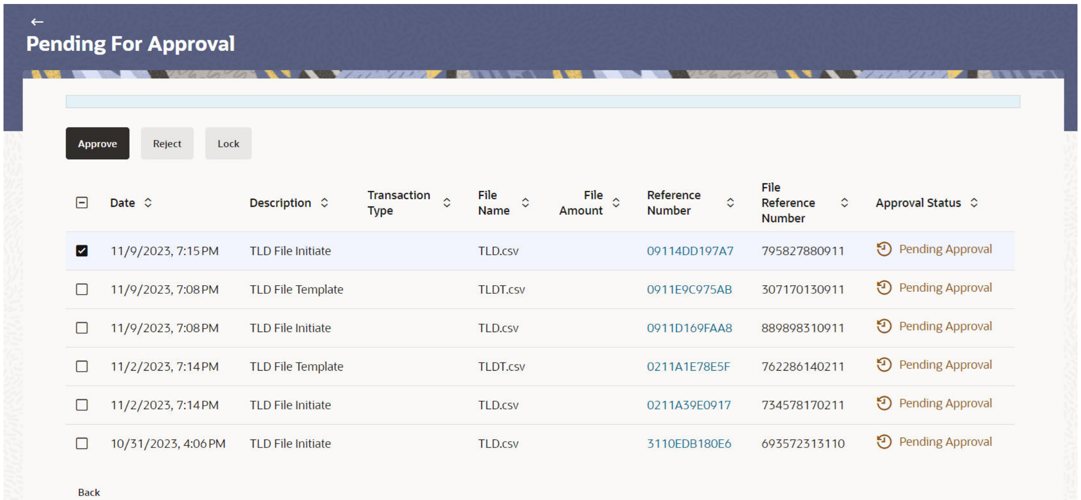
Once a file is uploaded and pre-processing checks are successfully completed, the file is pending approval, and is in the respective Approver's queue.

To approve/reject a file:

1. On the **Pending for Approval** section, click the **Bulk File** tab.

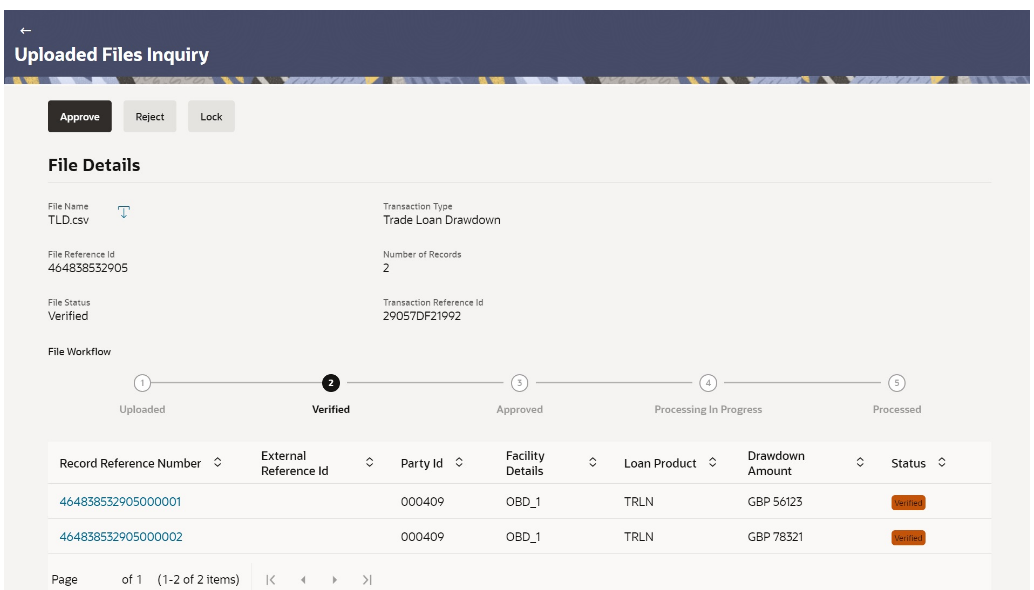
   All the uploaded files that require approval displays.

Figure 3-1 Bulk File Approve/Reject



2. Perform one of the following actions:
   - Select the multiple files and click **Approve** to approve the transactions.
   - Click the link under the **Reference Number** column.
     The **File Details** screen displays.

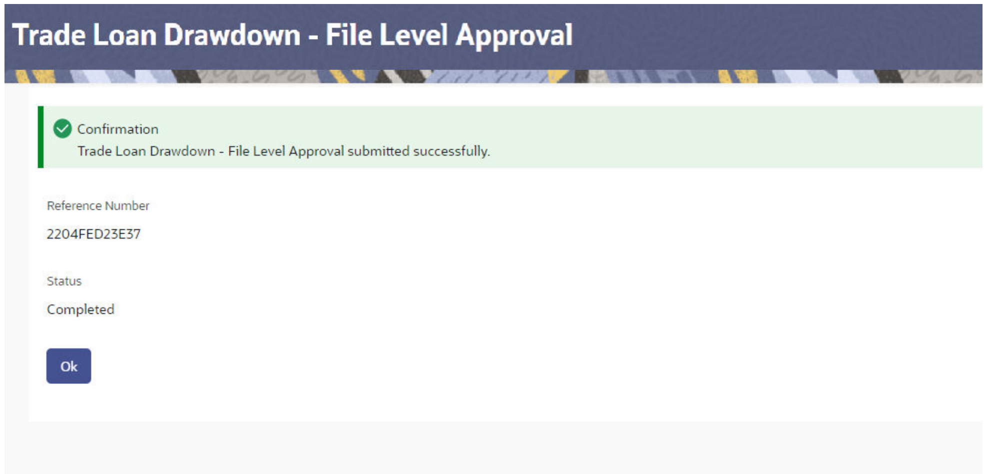
Figure 3-2 File Approve/Reject - File Details



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. Click **OK**.
        Transaction successfully approved message displays.

Figure 3-3 Transaction successfully approved



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

   The **Approval Comment** screen displays.

   - Enter the remarks for rejection. Click **Reject**.
     Transaction rejected message displays.

3.2 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:

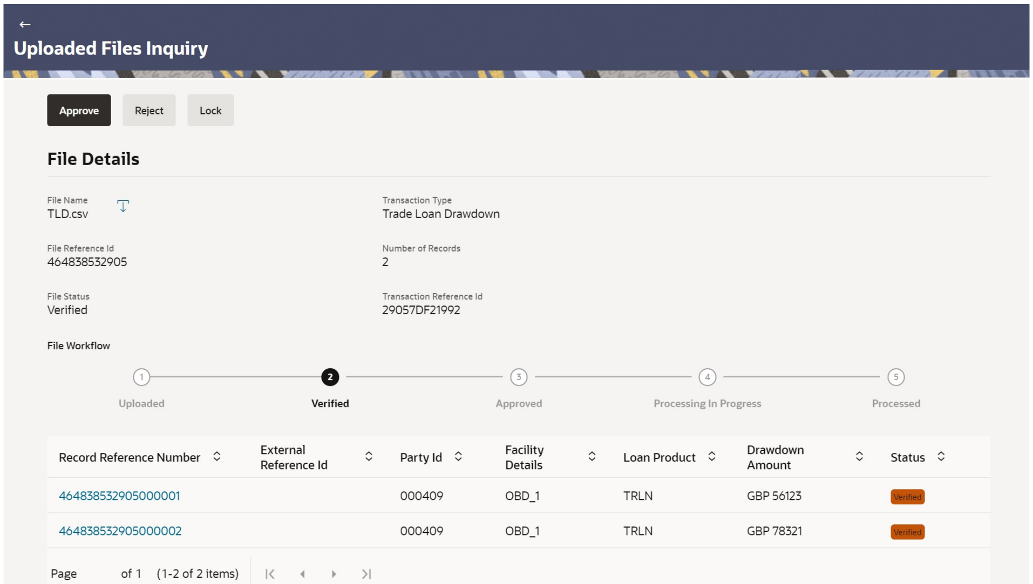
1. In the **Pending for Approval** section, click the **Bulk Record** tab.

   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 3-4 Record Approve/Reject - File Details



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 **Approval Comment** screen displays.

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

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

This topic contains following sub-topic:

- Record Level Approval - File Details
  This topic provides systematic instructions to approve/reject the bulk records/transactions.

3.2.1 Record Level 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.

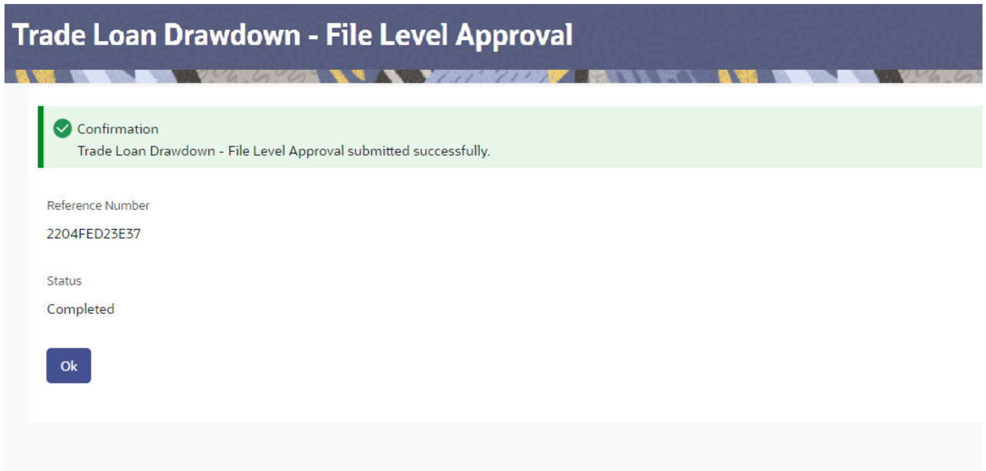
2. On the **Bulk Record Approval – File Details** screen, perform one of the following actions:

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

   The **Approval Comment** screen displays.

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

Figure 3-5 Transaction successfully approved



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

   The **Approval Comment** screen displays.

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

c. Click **Send to Modify** to send the transaction for modification.

   The **Modification Comment** screen displays.

   - Enter the remarks for modification and click **Send to Modify**.
     Transaction is sent for modification and **Confirmation** screen displays.

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