# **Oracle FLEXCUBE Direct Banking**Corporate Bulk Payment User Manual

Release 12.0.3.0.0

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Corporate Bulk Payment User Manual April 2014

Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000 Fax:+91 22 6718 3001

www.oracle.com/financialservices/

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# 1. Preface

# 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

# 1.2 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.

# 1.3 Access to OFSS Support

https://support.us.oracle.com

# 1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual

**Transaction Host Integration Matrix** provides information on host integration requirements for the transactions covered in the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual

Chapters post Introduction are dedicated to individual transactions and its details, covered in the User Manual

# 1.5 Related Information Sources

For more information on Oracle FLEXCUBE Direct Banking Release 12.0.3.0.0, refer to the following documents:

- Oracle FLEXCUBE Direct Banking Licensing Guide
- Oracle FLEXCUBE Direct Banking Installation Manuals

# 2. Transaction Host Integration Matrix

# Legends

| NH | No Host Interface Required.                  |
|----|--|
| *  | Host Interface to be developed separately.   |
| ✓  | Pre integrated Host interface available.     |
| ×  | Pre integrated Host interface not available. |

| Transaction Name                        | FLEXCUBE UBS | Third Party<br>Host System |
|---|--------------|----------------------------|
| Customer Transactions- Bulk File Upload | ✓            | NH                         |
| Customer Transactions- Bulk File View   | NH           | *                          |
| File type Authorization                 | NH           | NH                         |
| Record type Authorization               | NH           | NH                         |

# 3. Introduction

Bulk Management allows you to upload files which contain multiple transactions. Bulk module facilitates processing of multiple transactions through a single bulk file like Salary payments, Fund Transfer etc. This is a faster way of processing transactions than entering single screen transactions. Bulk module can be used to process financial and non financial transactions.

Examples of financial transactions that can be covered through Bulk Management.

- Fund Transfers
- Vendor Payments

The Transactions in the form of files will be uploaded through the internet banking. Different types of transactions shall be uploaded in a file but it shall be either financial or non financial transactions. You will define the file structure using the various menus like bulk template definition, bulk file template definition, bulk enrichment definition. You can restrict access to a file type to specific customers and within a customer to specific users. A file type is defined as a file template in the system. File template comprises of different bulk templates (Record Templates). Bulk template will be constructed using data elements & data enrichment definitions.

# 4. Customer Transactions- Bulk File Upload

This option allows you to upload the bulk file. The customer has to be a net banking customer. The type of the file to be uploaded has to be defined before uploading the file, if the format of the uploaded file is not correct the file will be rejected. On uploading the file you can also view the status of the file using the upload reference number or through bulk file view transaction.

#### To upload bulk file

1. Navigate through the menus to **Bulk Transactions > Bulk File Upload**. The system displays the **File Upload** screen.

# File Upload



### **Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| Bulk Identifier             | [Mandatory, Drop-Down]  |
|                             | Select the bulk identifier created earlier in order to identify the file from the drop-down list. |
| Encoding type               | [Mandatory, Drop-Down]  |
| used for the<br>upload file | Select the type of encoding used for the uploaded file from the drop-down list.                   |
|                             | The options are:  |
|                             | <ul> <li>Default</li> </ul>   |
|                             | • UTF-8   |
| Upload File                 | [Mandatory, Command Button]   |
|                             | Select the location from where the file will be uploaded using the <b>Browse</b> button.          |
| Upload File Type            | [Mandatory, Drop Down]  |
|                             | Select the type of file to be uploaded from the dropdown.   |
|                             | The options are:  |
|                             | • CSV   |
|                             | • XML   |

- 2. Select the appropriate detail.
- 3. Click the **Clear** button to clear the data from the screen.

∩R

Click the **Initiate** button. The system displays the **File Upload** screen.

#### File Upload

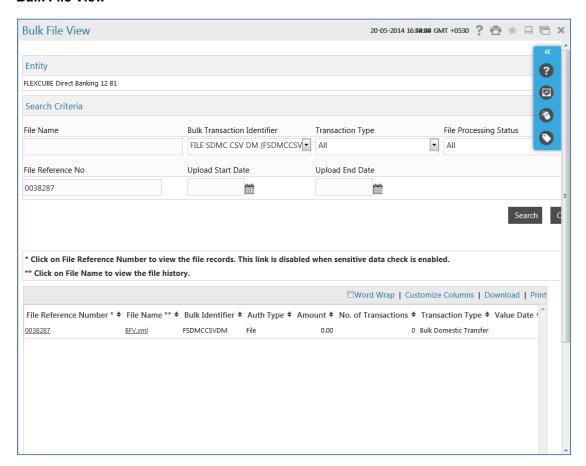


4. Click the **File Reference Number** hyperlink to view the status of the upload. The system displays the **Bulk File View** screen.

OR

Click the **OK** button to return to the **File Upload** screen.

### **Bulk File View**



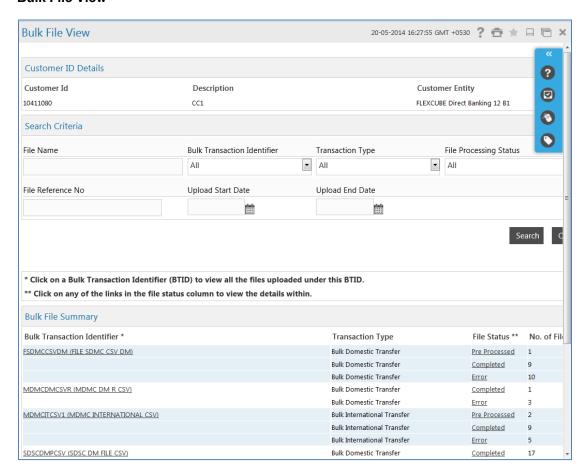
# 5. Customer Transactions- Bulk File View

Using this option you are allowed to view the bulk files uploaded by the customer. This function should provide customer to view result of bulk files uploaded. The search can be filtered on various parameters like status, transaction identifier. You can trace the status of the file and if there is an error in the file, you can also download the error file to arrive at the exact reason for error. You can also trace the history of the file. Individual record details can also be checked.

#### To view bulk files:

 Navigate through the menus to Bulk Transactions > Bulk File View. The system displays the Bulk File View screen.

#### **Bulk File View**



## **Field Description**

| Field Description              |   |
|--------------------------------|---|
| Field Name                     | Description   |
| Search Criteria                |   |
| Bulk Transaction<br>Identifier | [Mandatory, Drop-Down] Select the bulk transaction identifier from the drop-down list.                |
| Transaction Type               | [Mandatory, Drop-down]  |
|                                | Select the transaction type associated with bulk file from the drop down list.                        |
|                                | The values are:   |
|                                | Internal Transfer   |
|                                | Domestic Transfer   |
|                                | International Transfer  |
|                                | Mixed Payments  |
|                                | Credit Card Payments  |
|                                | Virtual Accounts  |
| File Processing<br>Status      | [Mandatory, Drop-down] Select the status of the bulk file from the drop-down list.                    |
| Upload Start Date              | [Optional, Pick List] Select the start date of uploading from the pick list.                          |
| Upload End Date                | [Optional, Pick List] Select the end date of uploading from the pick list.                            |
| File Name                      | [Input,Alphanumeric,15] Type the name of the file.  |
| File Reference No              | [Input,Alphanumeric,20]  Type the file reference number which was generated while uploading the file. |
| Customer ID                    | [Input,Alphanumeric,20]   |
|                                | Type the customer id.   |
| <b>Bulk File Summary</b>       |   |
| Bulk Transaction<br>Identifier | [Display] This field displays the BTID linked to the file to view the details.                        |
| Transaction Type               | [Display]   |

This field displays the type of transaction contained in the file

| Field Name   | Description  |
|--------------|--|
| File Status  | [Display] This field displays the current status of file.                    |
|              | <b>Note:</b> To view the details of the particular file click the hyperlink. |
| No. of files | [Display] This field displays the count of files present.                    |

- 2. Enter the relevant information.
- Click the Search button. The system displays the Bulk File View screen with the search result.

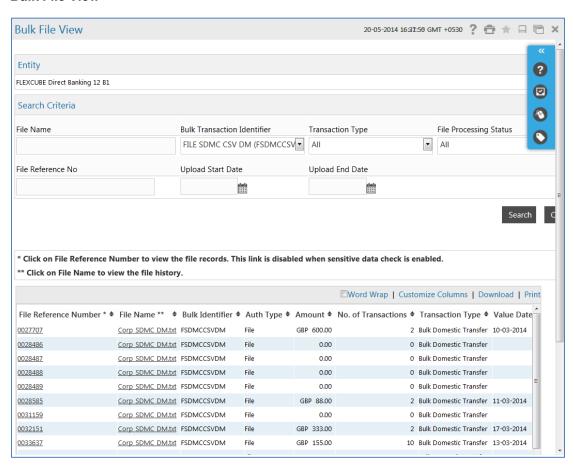
Click the **Bulk Transaction Identifier** hyperlink. The system displays the **Bulk File view** screen . OR

Click the **File status** to view the **Bulk File view** with file status as selected shown in the **Bulk File view** screen.

OR

Click the **Back** button to return to the previous screen.

#### **Bulk File View**



### **Field Description**

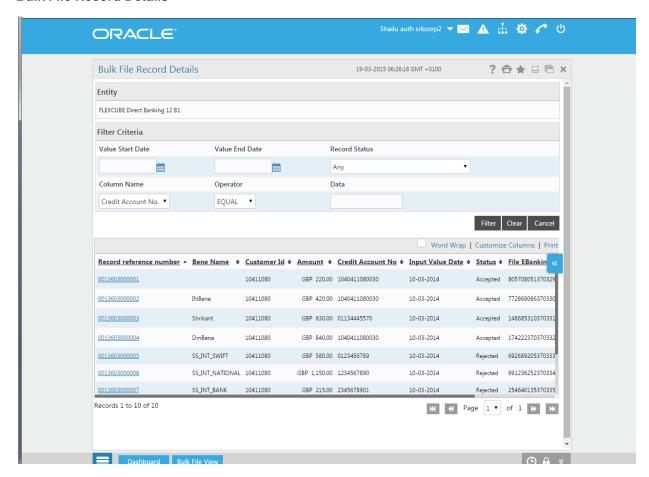
| Field Name               | Description   |
|--------------------------|---|
| File Reference<br>Number | [Display] This column displays the File Reference Number.                                   |
| File Name                | [Display] This column displays the Name of the uploaded file.                               |
| Bulk Identifier          | [Display] This column displays the bulk identifier.   |
| Auth Type                | [Display] This column displays type of authorization.                                       |
| Amount                   | [Display] This column displays the total amount of transaction Amount uploaded in the file. |
| No of<br>Transactions    | [Display] This column displays the total number of transactions.                            |
| Transaction Type         | [Display] This column displays the type of transaction contained in the file.               |
| Value Date               | [Display] This column displays the value date for the file.                                 |
| Status                   | [Display] This column displays the status of the uploaded file as Procesed or PreProcessed. |

4. Click the **File Reference Number** hyperlink. The system displays the **Bulk File Record Details** screen.

OR

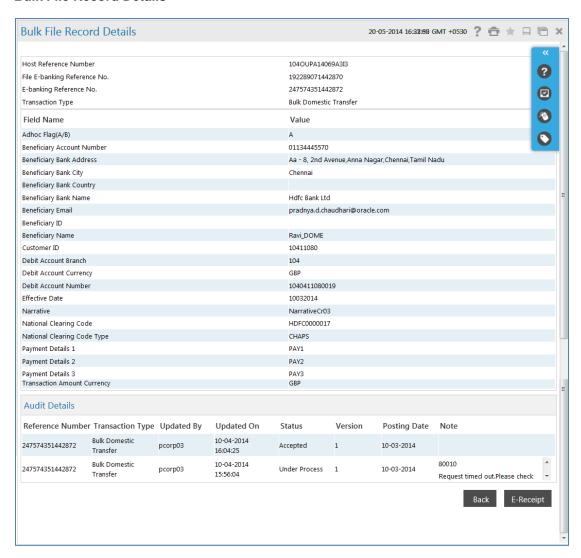
Click the **File Name** hyperlink. The system displays the **History Of File** screen. Both the screens (Bulk File Record Details & History Of File) are shown below.

#### **Bulk File Record Details**



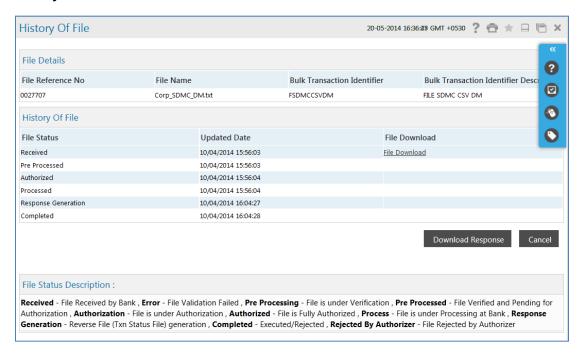
 Click the Record Reference Number hyperlink. The system displays details in the Bulk File Record Dtails screen.

#### **Bulk File Record Details**



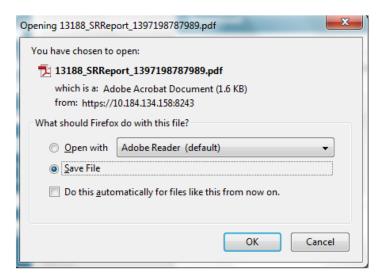
Below screen is shown after clicking the File Name in the Bulk File View screen.

#### **History Of File**



- 6. Click **E-Receipt** to generate an e-receipt for the selected record.
- Click the File Download hyperlink. The system displays the Bulk File View File Download dialog box.

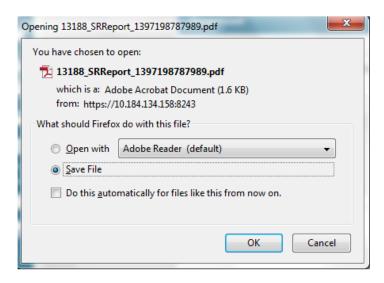
#### File Download



- 8. Click the **Save File** button to save the file on your file system.
  - Click the **Open with** button if you want to open the file.
- Click the **Download** button in the **Bulk File View** screen to download the file. The The system displays **Bulk File View File Download** dialog box.

- 10. Select the fields to appear on output using and buttons.
- 11. Click the **Download** button (Bulk File View Screen). The system displays the **File Download** screen.

#### File Download



- Click the Save File button to save the file on your file system.ORClick the Open with button if you want to open the file.
- 13. Navigate to the desired location where you want to save the file, and click the **Save** button. Once the download is complete, the system displays the **Download complete** message.
- 14. Click the **Print** icon to print the search results.
- 15. Check the word wrap check box to optimize the data in the search results column.
- 16. Click the Customise Columns → Save. The system updates the User Preferences.

# 6. Bulk Authorization

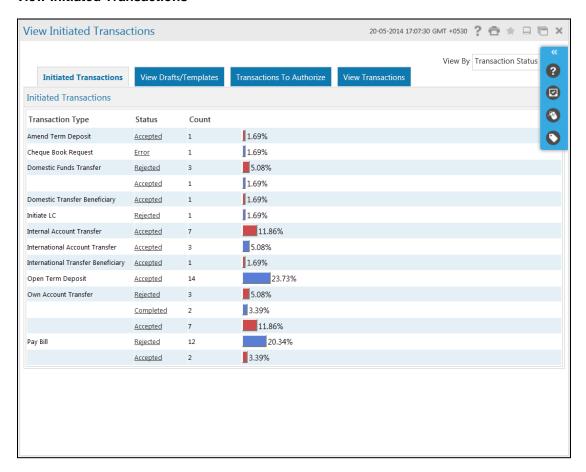
# 6.1 File Type Authorization

Once a Bulk File is uploaded the status of the bulk file is available as Received. Once the file is received and is available for Authorization. In File Type authorization Authoriser can either authorize or reject the full file. Authorisation or rejection of individual record within the file is not allowed

#### To Authorise or Reject the file.

 Navigate through the menus to Transaction Activities > Transactions. The system displays the View Initiated Transactions screen.

#### **View Initiated Transactions**

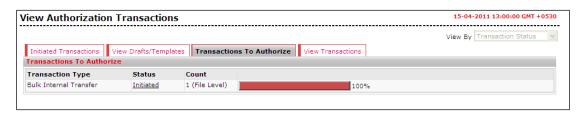


### **Field Description**

| Field Name       | Description   |
|------------------|---|
| Transaction Type | [Display]   |
|                  | Gives the list of transaction.  |
| Status           | [Display]   |
|                  | Displays the status of transactions.  |
|                  | Click on the hyperlink to display the search results as per search criteria for the selected transaction. |
|                  | The status of transaction can be :  |
|                  | Initiated   |
|                  | Semi Authorized   |
|                  | Rejected by Host  |
|                  | Authorized  |
|                  | • Deleted   |
|                  | Accepted  |
|                  | Rejected by Authorizer  |
| Count            | [Display]   |
|                  | Number of transaction for each transaction type with same status.   |
| Graph            | [Display]   |
|                  | Displays the count as a graph.  |

2. Click the **Transaction To Authorize** tab. The system displays the **View Authorization Transactions** screen.

### **View Authorization Transactions**



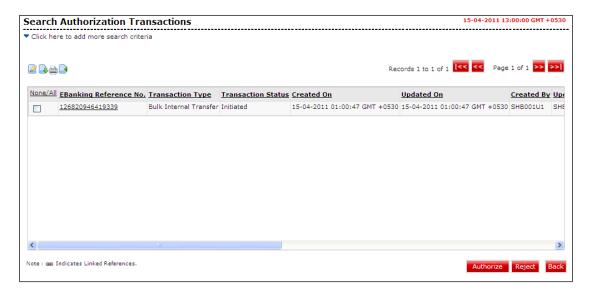
### **Field Description**

| Field Name       | Description                    |
|------------------|--------------------------------|
| Transaction Type | [Display]                      |
|                  | Gives the list of transaction. |

| Field Name | Description   |
|------------|---|
| Status     | [Display]   |
|            | Displays the status of transactions.  |
|            | Click on the hyperlink to display the search results as per search criteria for the selected transaction. |
|            | The status of transaction can be:   |
|            | Initiated   |
|            | Semi Authorized   |
| Count      | [Display]   |
|            | Number of transaction for each transaction type with same status.   |
| Graph      | [Display]   |
|            | Displays the count as a graph.  |

3. Click the **Status** link to view the Authorization Transactions. The system displays the **Search Authorization Transactions** screen.

#### **Search Authorization Transactions**



### **Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| E Banking<br>Reference Number | [Display] This column displays the E-Banking Reference Number of the Transaction. |
| Transaction type              | [Display] This column displays the type of the Transaction.                       |

| Field Name               | Description   |
|--------------------------|---|
| Transaction Status       | [Display] This column displays the status of the Transaction.                     |
| Created On               | [Display] This column displays the Date of creation of the Transaction.           |
| Updated On               | [Display] This column displays the Date of update of the Transaction.             |
| Created By               | [Display] This column displays the User id with which the Transaction is created. |
| Updated By               | [Display] This column displays the User id with which the Transaction is updated. |
| Version                  | [Display] This column displays the Version no of the Transaction.                 |
| State Bill               | [Display] This column displays the State bit of the Transaction.                  |
| Authorization type       | [Display] This column displays the Authorization type of the Transaction.         |
| Bulk File<br>transaction | [Display] This column displays if the transaction is a bulk/ file transaction.    |
| Status code              | [Display] This column displays the status code of the Transaction.                |
| Account Cust id          | [Display] This column displays the account cust id of the Transaction.            |
| Account Number           | [Display] This column displays the account number of the Transaction.             |
| Source Branch code       | [Display] This column displays the Source branch code of the Transaction.         |
| Txn Amount               | [Display] This column displays the amount of the Transaction.                     |
| Customer Id              | [Display] This column displays the Customer id of the Transaction.                |

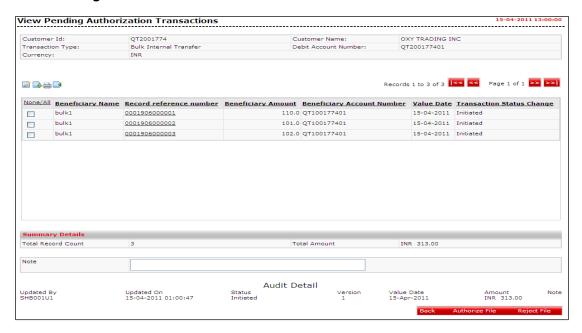
| Field Name                    | Description   |
|-------------------------------|---|
| Currency                      | [Display] This column displays the currency of the Transaction.                                 |
| Bulk file Reference<br>Number | [Display] This column displays the bulk file Reference no of the Transaction.                   |
| Linked Reference<br>No        | [Display] This column displays the linked Reference no of the Transaction.                      |
| Transaction Under process     | [Display] This column displays the name of Transaction under process                            |
| Value Date                    | [Display] This column displays the Value date of the Transaction.                               |
| Transaction Id                | [Display] This column displays the id of the Transaction.                                       |
| Spot/ online deal             | [Display] This column displays if the transaction includes a spot or online deal.               |
| Template Type                 | [Display] This column displays the type of the template.  |
| Source account                | [Display] This column displays the source account for the transaction.                          |
| Updated on My<br>Time zone    | [Display] This column displays the date, time and time zone details of the transaction update.  |
| Created on My<br>Time zone    | [Display] This column displays the date, time and time zone details of the transaction Created. |
| Updated on My<br>Time zone    | [Display] This column displays the date, time and time zone details of the transaction update.  |

4. Click on the reference number to view the records in the file. Application will display **View Pending Authorization Transactions** screen

OR

Select the record and click on the **Authorize** or **Reject** Buttont to authorize or reject the file. Application will display **Transaction to authorize – Verify** page

# **View Pending Authorization Transactions**



### **Field Description**

| Field Name    | Description   |
|---------------|---|
| Audit Details |   |
| Updated By    | [Display] This column displays the user id of the user from which the transaction was last updated.     |
| Updated on    | [Display] This column displays the date on which the transcation is updated.                            |
| Status        | [Display] This column displays the status of the transaction.   |
| Version       | [Display] This column displays the version of the transaction   |
| Value Date    | [Display] This column displays the value date of the transaction.                                       |
| Amount        | [Display] This column displays the amount of the transaction with currency.                             |
| Note          | [Display] This column displays the Note if any was given while initiating / authorizing the transaction |

5. Click the **Authorize File** button to authorize the file or **Reject File** button to reject the file. The system displays the **Transaction for Authorization - Verify** screen.

## **Transaction for Authorization - Verify**



6. Click the **Authorize** button. The system displays the **Transaction for Authorization – Confirm** screen.

#### **Transaction for Authorization - Confirm**



- 7. Click **E-Receipt** to generate an E-receipt for the Transactions for Authorization.
- 8. Click the **Ok** button to return to the Transctions to Authorize screen.
- Once the Bulk Upload is authorized. On final authorization, the status of the upload changes from preprocessed to processed and the transaction is executed. The updated status can be checked by accessing Bulk File View option.

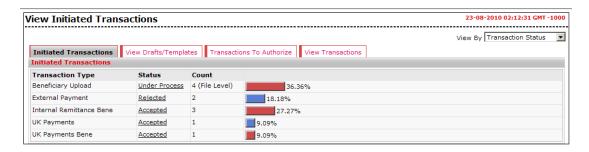
# 6.2 Record Type Authorization

Once a Bulk File is uploaded the status of the bulk file is available as Received. Once the file is received and is available for Authorization. In Record level authorization, authorisor can authorize individual records/ transactions within the file.

#### To authorise or Reject the records in file:

 Navigate through the menus to Transaction Activities > Transactions. The system displays the View Initiated Transactions screen.

### **View Initiated Transactions**

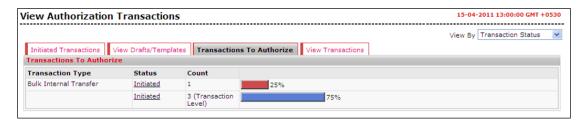


### **Field Description**

| Field Name  | Description   |
|-------------|---|
| Transaction | [Display]   |
|             | Gives the list of transaction.  |
| Status      | [Display]   |
|             | Displays the status of transactions.  |
|             | Click on the hyperlink to display the search results as per search criteria for the selected transaction. |
|             | The status of transaction can be:   |
|             | <ul> <li>Initiated</li> </ul>   |
|             | Semi Authorized   |
|             | Rejected by Host  |
|             | Authorized  |
|             | Deleted   |
|             | Accepted  |
|             | Rejected by Authorizer  |
| Count       | [Display]   |
|             | Number of transaction for each transaction type with same status.   |
| Graph       | [Display]   |
|             | Displays the count as a graph.  |

2. Click the **Transaction To Authorize** tab. The system displays the **View Authorization Transactions** screen.

#### **View Authorization Transactions**

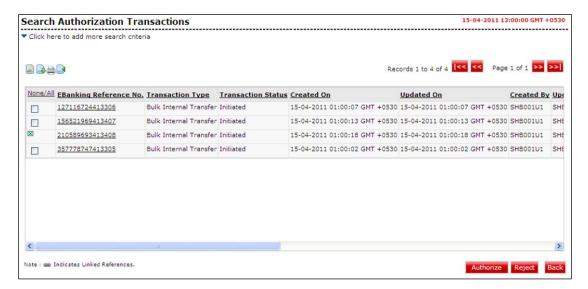


# **Field Description**

| Field Name  | Description   |
|-------------|---|
| Transaction | [Display]   |
|             | Gives the list of transaction.  |
| Status      | [Display]   |
|             | Displays the status of transactions.  |
|             | Click on the hyperlink to display the search results as per search criteria for the selected transaction. |
|             | The status of transaction can be:   |
|             | <ul> <li>Initiated</li> </ul>   |
|             | Semi Authorized   |
| Count       | [Display]   |
|             | Number of transaction for each transaction type with same status.   |
| Graph       | [Display]   |
|             | Displays the count as a graph.  |

3. Click the **Status** link to view the Authorization Transactions. The system diaplays **Search Authorization Transactions** screen.

#### **Search Authorization Transactions**



#### **Field Description**

| Field Name                    | Description   |
|-------------------------------|---|
| E Banking<br>Reference Number | [Display] This column displays the E Banking Reference Number of the Transaction. |
| Transaction type              | [Display] This column displays the type of the Transaction.                       |
| Status                        | [Display] This column displays the status of the Transaction.                     |
| Created On                    | [Display] This column displays the Date of creation of the Transaction.           |
| Updated On                    | [Display] This column displays the Date of update of the Transaction.             |
| Created By                    | [Display] This column displays the User id with which the Transaction is created. |
| Updated By                    | [Display] This column displays the User id with which the Transaction is updated. |
| Version                       | [Display] This column displays the Version no of the Transaction.                 |

| Field Name                    | Description  |
|-------------------------------|--|
| State Bill                    | [Display] This column displays the State bit of the Transaction.               |
| Authorization type            | [Display] This column displays the Authorization type of the Transaction.      |
| Bulk File<br>transaction      | [Display] This column displays if the transaction is a bulk/ file transaction. |
| Status code                   | [Display] This column displays the status code of the Transaction.             |
| Account Cust id               | [Display] This column displays the account cust id of the Transaction.         |
| Account Number                | [Display] This column displays the account number of the Transaction.          |
| Source Branch code            | [Display] This column displays the Source branch code of the Transaction.      |
| Txn Amount                    | [Display] This column displays the amount of the Transaction.                  |
| Customer Id                   | [Display] This column displays the Customer id of the Transaction.             |
| Currency                      | [Display] This column displays the currency of the Transaction.                |
| Bulk file Reference<br>Number | [Display] This column displays the bulk file Reference no of the Transaction.  |
| Linked Reference<br>No        | [Display] This column displays the linked Reference no of the Transaction.     |
| Transaction Under process     | [Display] This column displays the name of Transaction under process           |
| Value Date                    | [Display] This column displays the Value date of the Transaction.              |
| Transaction Id                | [Display] This column displays the id of the Transaction.                      |

| Field Name                 | Description   |
|----------------------------|---|
| Spot/ online deal          | [Display] This column displays if the transaction includes a spot or online deal.               |
| Template Type              | [Display] This column displays the type of the template.  |
| Source account             | [Display] This column displays the source account for the transaction.                          |
| Updated on My<br>Time zone | [Display] This column displays the date, time and time zone details of the transaction update.  |
| Created on My<br>Time zone | [Display] This column displays the date, time and time zone details of the transaction Created. |
| Updated on My<br>Time zone | [Display] This column displays the date, time and time zone details of the transaction update.  |

- 4. Select the checkbox of the transaction that is to be authorized. The cheekboxes of the two records of the same file are checked in the above screen.
- 5. Click the **Authorize** button. The system displays the **Transaction for Authorization Verify** screen.

### **Transaction for Authorization - Verify**



6. Click the **Authorize** button. The system displays the **Transaction for Authorization – Confirm** screen.

#### **Transaction for Authorization - Confirm**



- 7. Click **E-Receipt** to generate an E-Receipt for the selected record.
- 8. Click the **OK** button to return to the **Transctions to Authorize** screen.
- 9. Once the Bulk Upload is authorized. In case of final authorization, the status of the file changes from preprocessed to processed and the transaction is executed. Updated status can be checked by accessing **Bulk File View** option.