# FEBA Corporate File Upload

## **CORPORATE FILE UPLOAD**

Corporate file upload is one of the important add-on features available in UCO Net Banking for corporate internet banking users for transferring the funds to multiples beneficiaries. Instead of entering and authorizing multiple payments one after another, Bank had introduced the file upload facility to our corporate users for multiple payments in one single attempt which further saves time and effort right away. By using this, corporate internet banking users can make bulk fund transfer or payment to their vendors/suppliers/dealers/staff or workers for salary or wages payment or services availed.

Later it was available for Corporate Internet banking users having mode of operation (MOP) jointly only where minimum two corporate users were required to complete the transaction. Here corporate user (commonly referred as **MAKER/INITIATOR**) will upload the File for bulk transfer and other corporate user or user's (commonly referred as **CHECKER/APPROVER**) will approve the File Upload request as per the workflow defined in the Corporate ID.Such corporate users like Maker/Checker/Approver must have**FILE UPLOAD** facility in their Internet Banking.

In continuation to above it is further extended to corporate users having Mode of Operation either singly or single in nature (without workflow or no workflow). To avail this, corporate users must be registered for **FILE UPLOAD** facility in their internet banking.

## List of Facility available in File Upload

## **Financial**

- 1. <u>NEFT</u>
- 2. <u>RTGS</u>
- 3. Within Bank (UCO to UCO)
- 4. <u>Beneficiary</u>

Our corporate customer can make bulk fund transfer (salary payment/payroll payment) using Corporate File Upload. Following type of transfer allowed in Bulk transfer

- 1. NEFT
- 2. RTGS
- 3. Within Bank

Our corporate customer can also upload bulk beneficiary of UCO Bank and OTHER Bank using Counterparty (Beneficiary) upload.

# Path for File Upload

# More->Transactions->File Upload->Upload a File

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	Manage Beneficiary	9				Approve/Rejec	ct Uploaded				

(Transactions)

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(File Upload)

Main Menu     Transactions		( )	What are you looki		БАД 📩 FEBA 3	Logout
File Upload		ud Upload a File	***New !!! You can F	PAY your LIC premium payment through B	BPS under Biller Category INSURANC	availab le in Mo 📗 🔇
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Approve/Reject Uploaded Files*	1 File Details	Preview and Confirm	3 Summary	Favorites Select your favorite activity		
		Product Type: Payroll Payments	* Indicates Mandatory Fields	Select 👻		
		File Path* Upload a file	BROWSE	ADD TO FAVORITES		
				Navigate to		
			RESET CONTINUE	View Uploaded File Details Approve/Reject Uploaded		

# (Upload a File)

On click of "Upload a File", three options are available:

- Counterparty Upload (Beneficiary upload)
- Payroll Payments
- Payment to Adhoc payee

Main Menu Transactions		Wards prototyle	(2	Q	🕽 👩 Feba , Feba 🗸 🔁
File Upload Upload a File* View Upload a File* Approve/Reject Uploaded Files*	Transactions         File Upload         Upload a File           Select a Product Type            You can upload bulk Information using the File Upload feature. Select the relevent product type            Counterparty Upload         Payroll Payments         Payment to Adhoc Payee	e to upload. Beliest your fevoritie as Select	tivity		
		ADD TO FAVOR Navigate to View Uploaded File D Approve/Reject Uplo	etails		

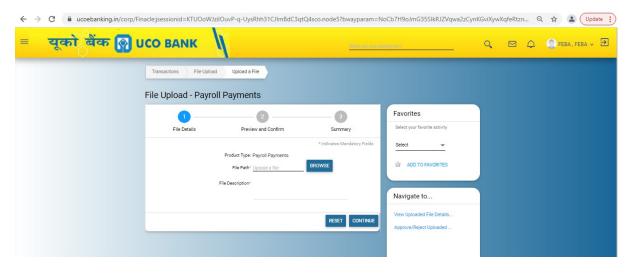
## Payroll Payments:

If corporate users want to make bulk fund transfer like salary or payroll payment of staff, vendors or third party transfer etc then click on **Payroll Payment** or **Payment to Adhoc Payee** 

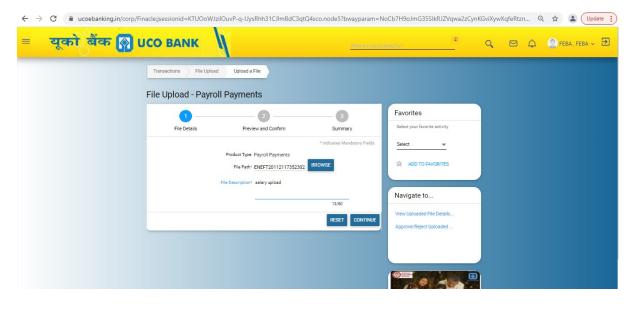
## File Upload- Payroll Payments

#### Step: 1

First Browse the Application generated text file using the **Browse** menu. Provide a file description text and click on the **CONTINUE** button. If there is any kind of error in the text file then an error report will be generated otherwise the user will be forwarded to the Submit Preview Page.



(1)



(2)

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	Transactions     File Upload     Upload a File       File Upload - Payroll Payments       Image: The uploaded file has errors. Check the error report for further inform	ation.			
	The Details     Preview and Confirm  Product Type: Payroll Payments File Path' Upload a file	3 Summary * Indicates Mandatory Fields BROWSE	Favorites Select vour favorite activity Select  ADD TO FAVORITES		
	Clok here to view error repo File Description* salary upload	RESET CONTINUE	Navigate to View Uploaded File Details Approve/Reject Uploaded		

(3)

On click of continue button and no error in the file then preview confirmation details page will come. The user can use the look up tray to select the next approver or authorizer (depending on the workflow). If the next approver is not selected, then any one of the remaining users can approve or authorize the transaction

The file is attached successfully.	File Name: [ENEFT011121	1458270292555501.TXT]
File Details	Preview and Confirm	Summary
File Upload Details		
Product Type: Payroll Payme	ents	File Name: ENEFT01112114582702925 55501.TXT
Total Number of Records: 3		Total Amount: INR 40,00,002.00
File Description: file 6		
Approver Details		
Rule ID	Authority	Follow Hierarchy
1294	2 DIRECTOR	Yes
Select Approver		
Select Approver Approver User ID		LOOKUP
		LOOKUP
Approver User ID Remarks		LOOKUP
		LOOKUP

#### Step: 3

Corporate user has to put the Transaction password and OTP then click on **SUBMIT** button then summary page will come.

The file upload ree	quest is sent for corpora	te approval successfully. File Se	quence No: [51935]
File Details	Pre	view and Confirm	
File Upload Details			
	Payroll Payments	File Name:	ENEFT01112114582702925 55501.TXT
otal Number of Records:	3	Total Amount:	INR 40,00,000.00
File Description:	file 6		

After file upload by the corporate maker, corporate checker will login in FEBA and then click on Approve/Reject Uploaded Files for the approvals of file.

$\leftarrow$ $\rightarrow$ C $\square$ ucoebanking.in/corp/Fina	cle:jsessionid=KTUOoWJzi	IOuvP-q-UysRhh31CJImBdC3qt0	Q4sco.node5?bwayparam=N	loCb7H9oJmG35SlkRJZVqwa2zCy	nKGviXywXqf 🖬 G	🗙 🛧 😩 Update 🔅
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File Upload	Transactions File Upload	Upload a File				
Upload a File*	File Upload - Payro	ll Payments				
Approve/Reject Uploaded Files*	The uploaded file has erro	s. Check the error report for further inform	nation.	Favorites		
Approve/Reject Uploaded Files*	File Details	Preview and Confirm	Summary	Select your favorite activity		
		Product Type: Payroll Payments	* Indicates Mandatory Fields	Select  ADD TO FAVORITES		
		Click here to view error rep	ort	Navigate to		
			RESET CONTINUE	View Uploaded File Details Approve/Reject Uploaded		

#### Step:5

On click of Approve/Reject Files, list of pending files will show to the corporate checker for approval or rejection of file.

Pend	ing Fil	es For Approval			
Search	Q.				
Upload	ed File Lis	t			
	File				
1	Sequence Number External	Product Type	Uploaded By	File Status	
	Reference Number	File Name	Date of Upload		
					Nore Option
51048		Payroll Payments ENEFT30102116490002923333	20112120001	Entered	$\bigcirc$
		ENEF130102116490002923333	30/10/2021		$\sim$
51047		Payroll Payments		Entered	:
		ENEFT30102116352302922222	30/10/2021		
51046		Payroll Payments		Entered	-
		ENEFT30102115172002921111	30/10/2021		1

Corporate checker has to click on More Options (three vertical dots) button and click approves or reject for the approval or rejection respectively.

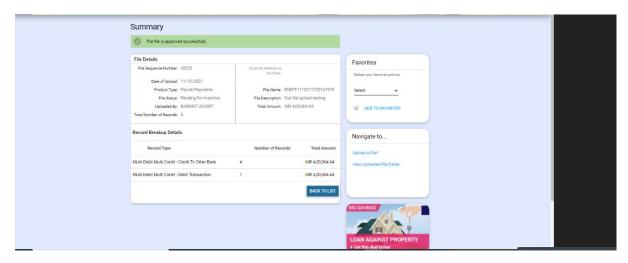
Transactions	File Upload Approve/Reject Uplo	aded Files	0
Pending F	les For Approval		
Search Q			Favorites
Uploaded File L	ist		Select your favorite activity
File Sequence Number	Product Type Uploade	d By File Status	Select +
External	File Name Date of U	Jploed	ADD TO FAVORITES
42023	Payroll Payments ENEFT1110211725141970 11/10/2		Navigate to
		Approve Reject	Upload a File*
		View History Reject	View Uploaded File Detail
			BIG SAVINGS
172.19.155.11:6040//FinacleRiaRequest;jsessionid=Is_YqmmMID9an-0a	Mo4u4-Y		LOAN AGAINST PROPERTY

# Step: 6

On click of approve or reject, preview confirmation details page will show to the corporate checker.

avorites Select your favorite activity Select 🗨
Select your favorite activity
Select 👻
ADD TO FAVORITES
avigate to
Ipload a File*
/iew Uploaded File Detail
SAVINGS
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If everything is ok then put the transaction password and OTP in confirmation details and click on **submit** button then Summary page will come.



#### File Upload- Counterparty Upload

Upload a File	
erparty Upload	
2	3
Preview and Confirm	Summary
	* Indicates Mandatory Field
Product Type: Counterparty Upload	
File Path* Upload a file	BROWSE
File Description" 2	
	RESET CONTINU
	Preview and Confirm Product Type: Counterparty Upload

Browse the Application generated text file using the **Browse** menu. Provide a file description text and click on the **CONTINUE** button. If there is any functional error in the text file then an error report will be generated otherwise the user will be forwarded to the **Preview Confirmation Details** Page.

Both UCO Bank and Other Bank counterparty/beneficiary can be uploaded vide **Counterparty Upload** Bulk File Upload.

The user can use the look up tray to select the next approver or authorizer (depending on the workflow). If the next approver is not selected, then any one of the remaining users can approve or authorize the transaction.

Now the user can fill in the Transaction password and there will also be an OTP (One Time Password sent to user's registered mobile number) option which will have to be filled. Use the **SUBMIT** button for final submit of the Operation. On submission, the user will be forwarded to the Interim summary page.

ummary			
The file upload red	quest is sent for corporate ap	proval successfully. File Se	quence No: [10383]
0		<u></u>	3
File Details	Preview	and Confirm	Summary
File Upload Details			
Product Type:	Counterparty Upload	File Name:	managecounterparty0.txt
Total Number of Records:	3		
File Description:	0		

## Transactions >> File Upload >> Approve/Reject Uploaded Files

The next user/checker/approver will be able to check the Bulk uploads from the above Link. More over a 'Corporate Approvals' widget is also present in the Personalize Dashboard option, where the user can find his/her pending File Upload approvals.

	5	es For Approval			
Sear	ch Q				
Uploa	ded File Lis	st			
	File Sequence Number External	Product Type	Uploaded By	File Status	
	Reference Number	File Name	Date of Upload	,	More Option
51048		Payroll Payments ENEFT30102116490002923333	30/10/2021	Entered	
51047		Payroll Payments ENEFT30102116352302922222	30/10/2021	Entered	ŧ
51046		Payroll Payments ENEFT30102115172002921111	30/10/2021	Entered	:

User has to use the more option icon to Approve/Reject/ or View History of the transaction.

Use the Transaction password OTP (One Time Password sent to user's registered mobile number) and Click **SUBMIT**. The file will be uploaded and the transaction will be created as per Back Office Batch Run. Counterparty /Beneficiary will be added to beneficiary on clicking **SUBMIT**.

Summary				
The file is approved	l successfully.			
File Details				
File Sequence Number:	10383	External Reference Number:		
Date of Upload:	03/12/2021			
Product Type:	Counterparty Upload	File Name:	managecounterparty0	
File Status:	Pending For Insertion	File Description:	0	
Uploaded By:				
Total Number of Records:	3			
Record Breakup Details	1			
Record Type	Number of Records		Total Amount	
CounterParty Upload	3			
			BACK TO LIST	

File Upload Status can be obtained in the link **Transactions >> File Upload >> View Uploaded Files Details.** 

	File Sequence	Product Type	Uploaded By	File Status	
	Number External				
	Reference Number	File Name	Date of Upload		
10624	Payroll Payments		Processing Completed	:	
	ENEFT201221173523029222228	21/12/2021	completed		
10621		Payroll Payments	0/110002.111 0002	Processing Completed	:
	ENEFT201221173523029222227	21/12/2021	Completed		
10620	Payroll Payments	0711000E.11 000E	Processing	:	
	ENEFT201221173523029222226	21/12/2021	Completed		

Transactions >> File Upload >> View Uploaded Files Details.