

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. **NEFT**
2. **RTGS**
3. **Within Bank (UCO to UCO)**
4. **Beneficiary**

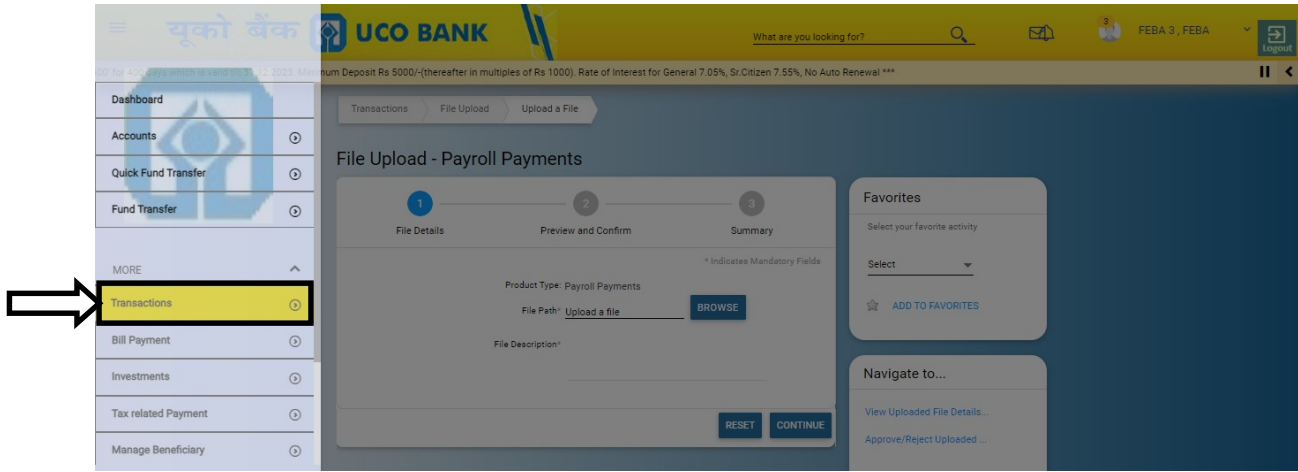
Our corporate customer can make bulk fund transfer (salary payment/payroll payment) using Corporate File Upload. Following type of transfer allowed in Bulk transfer

1. NEFT
2. RTGS
3. Within Bank

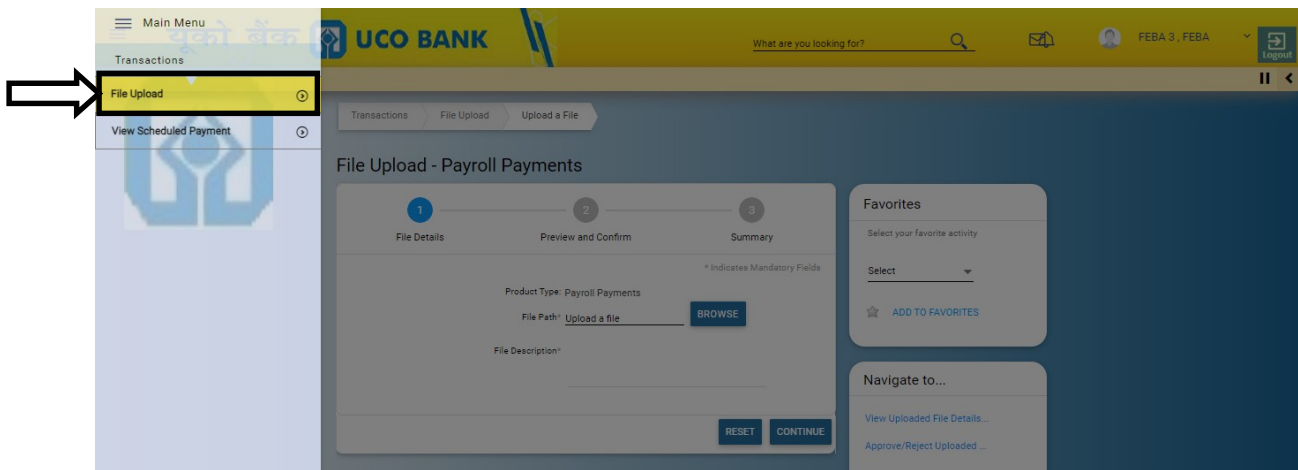
Our corporate customer can also upload bulk beneficiary of UCO Bank and OTHER Bank using Counterparty (Beneficiary) upload.

Path for File Upload

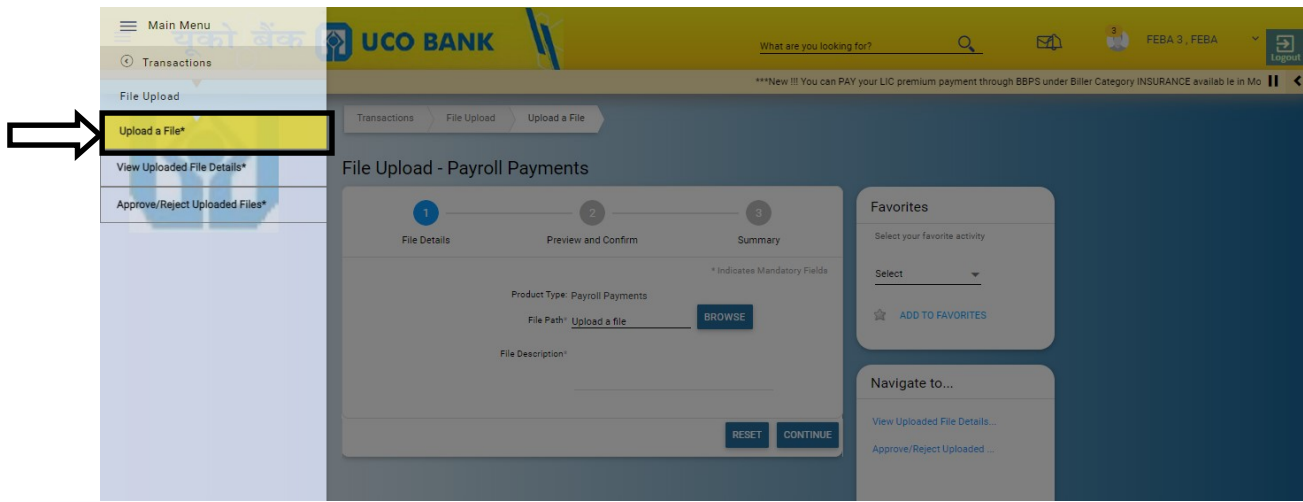
More->Transactions->File Upload->Upload a File



(Transactions)



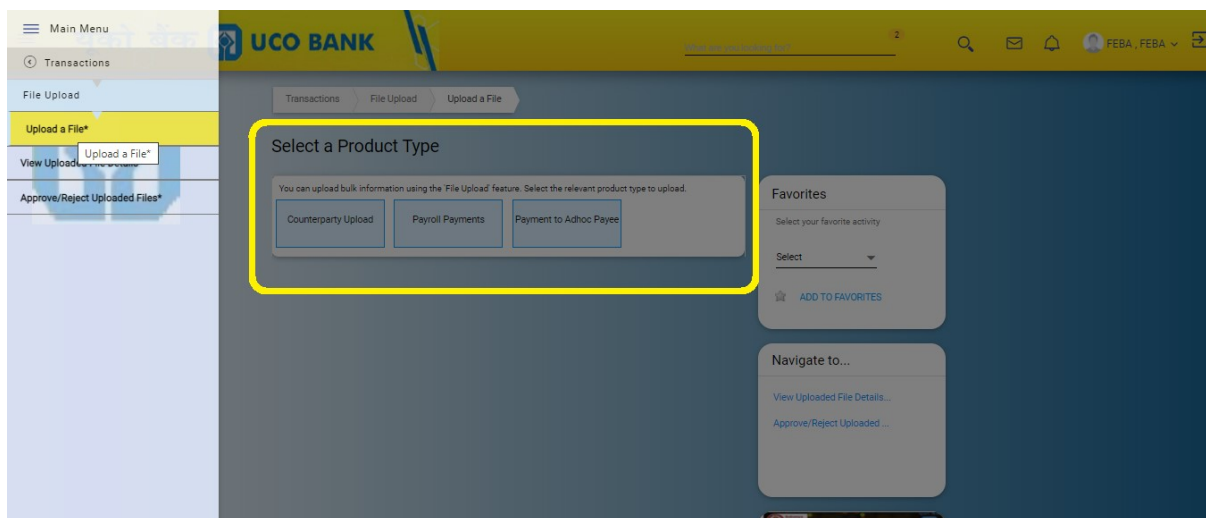
(File Upload)



(Upload a File)

On click of “**Upload a File**”, three options are available:

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



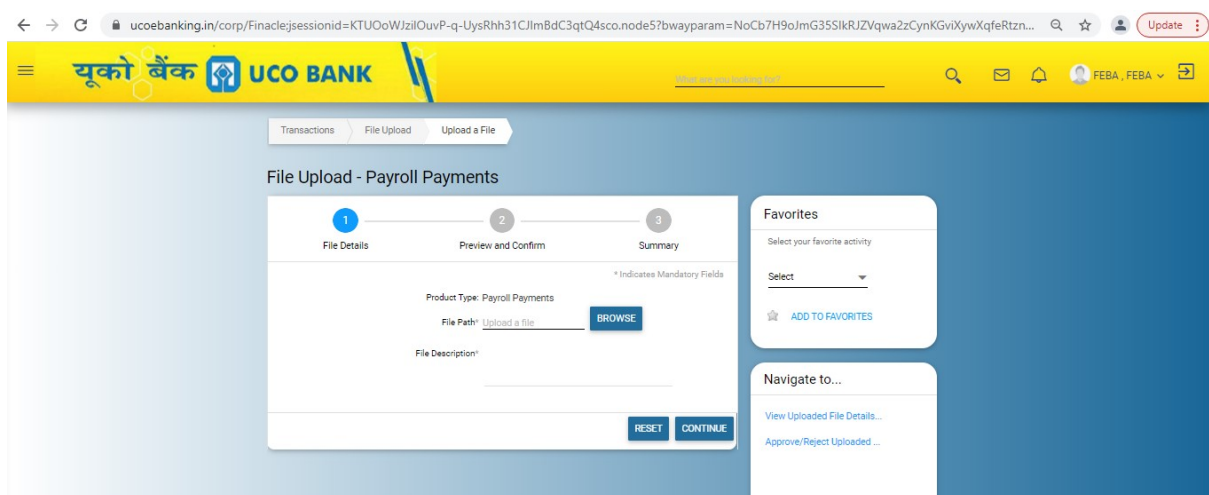
Payroll Payments:

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.



Transactions > File Upload > Upload a File

File Upload - Payroll Payments

1 File Details 2 Preview and Confirm 3 Summary

* Indicates Mandatory Fields

Product Type: Payroll Payments

File Path: Upload a file **BROWSE**

File Description:

RESET **CONTINUE**

Favorites

Select your favorite activity

Select

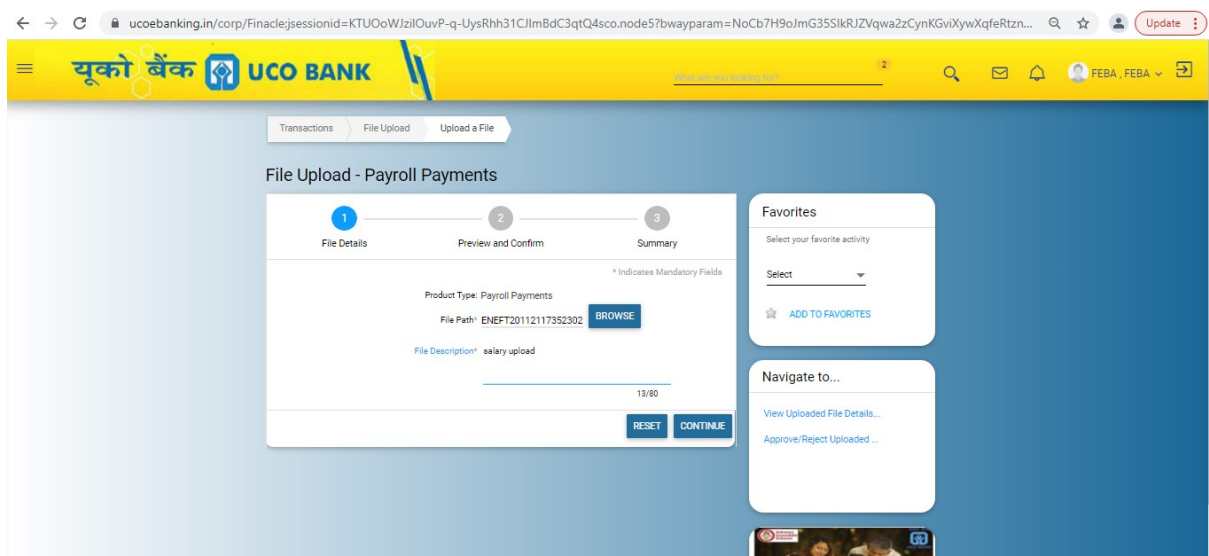
ADD TO FAVORITES

Navigate to...

[View Uploaded File Details...](#)

[Approve/Reject Uploaded ...](#)

(1)



Transactions > File Upload > Upload a File

File Upload - Payroll Payments

1 File Details 2 Preview and Confirm 3 Summary

* Indicates Mandatory Fields

Product Type: Payroll Payments

File Path: ENEFT20112117352302 **BROWSE**

File Description: salary upload

13/80

RESET **CONTINUE**

Favorites

Select your favorite activity

Select

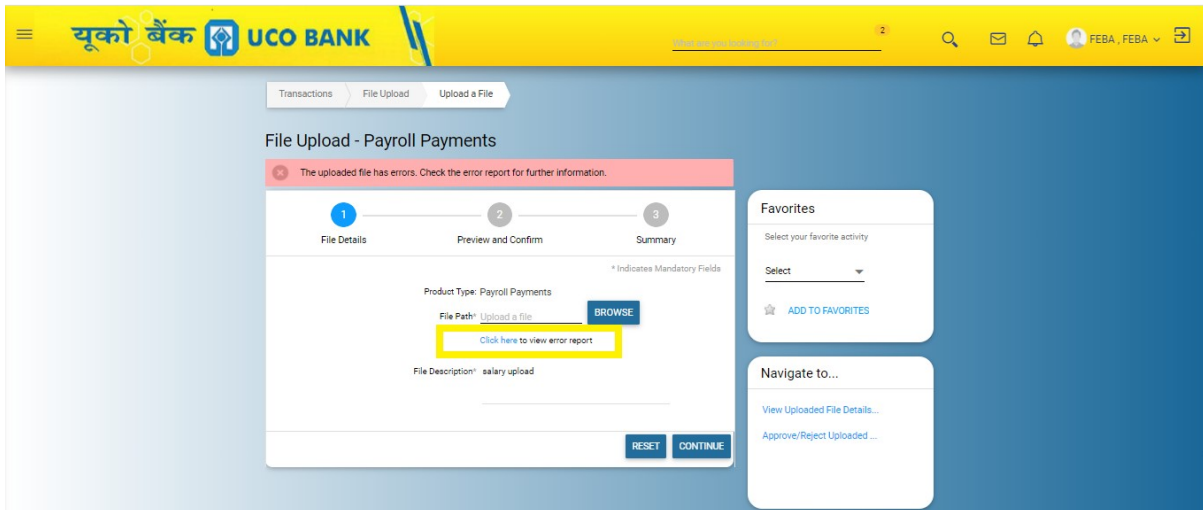
ADD TO FAVORITES

Navigate to...

[View Uploaded File Details...](#)

[Approve/Reject Uploaded ...](#)

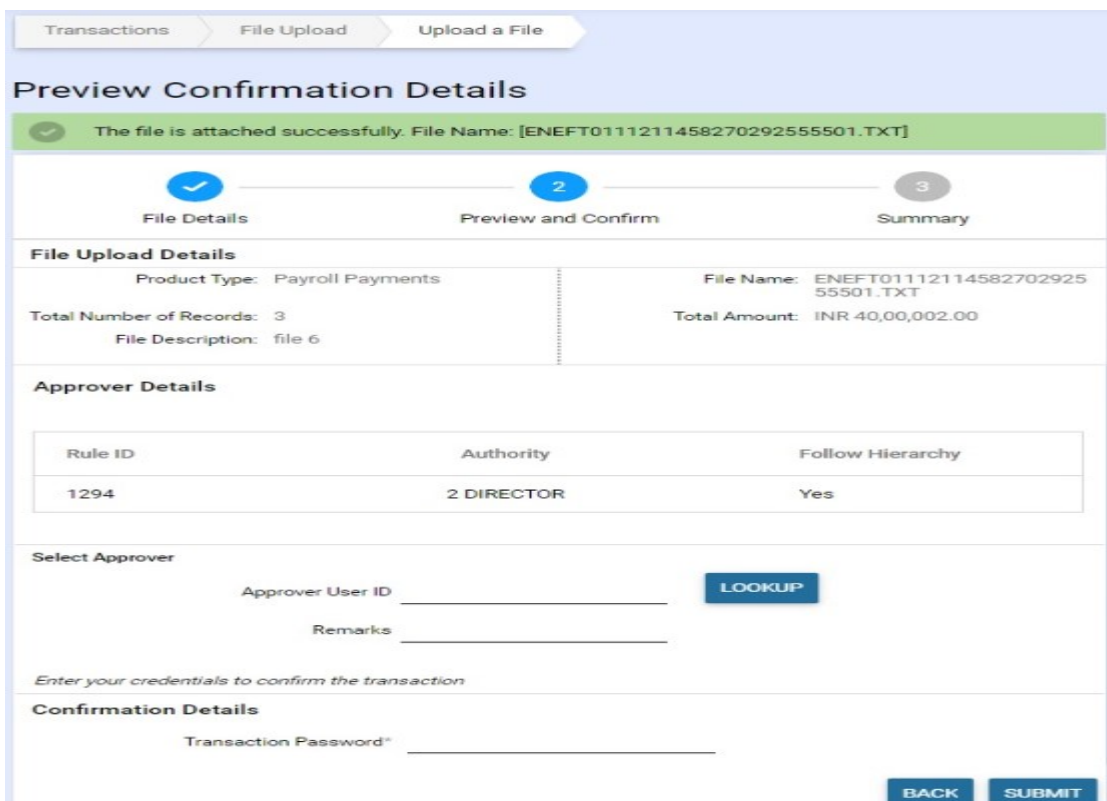
(2)



(3)

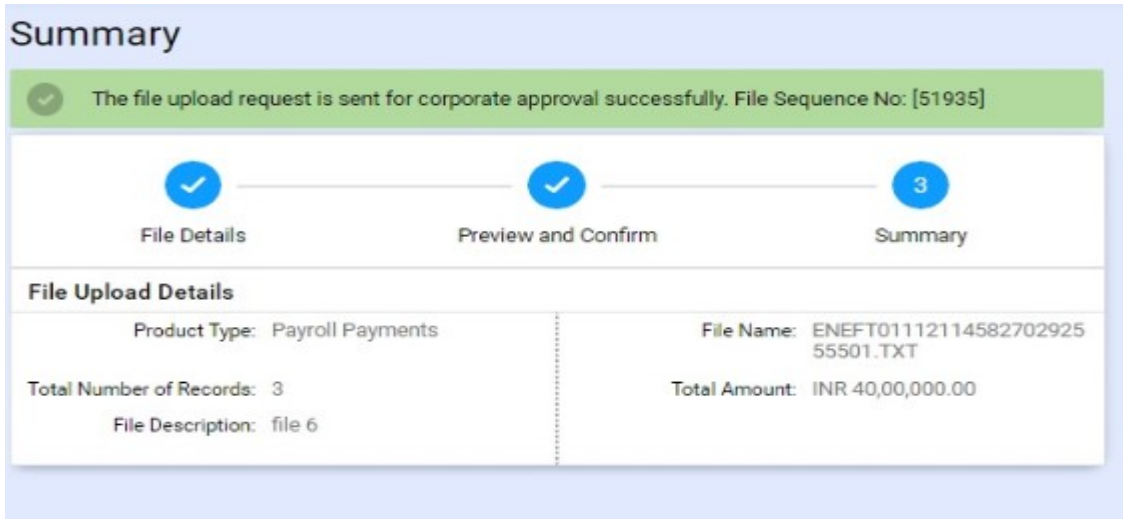
Step: 2

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



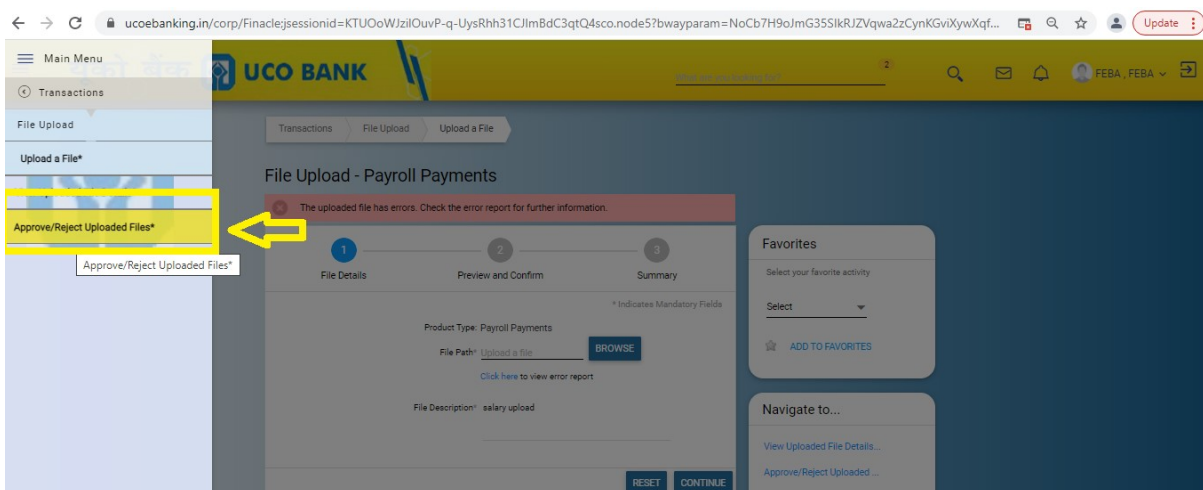
Step: 3

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



Step: 4

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.



Step:5

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

Pending Files For Approval

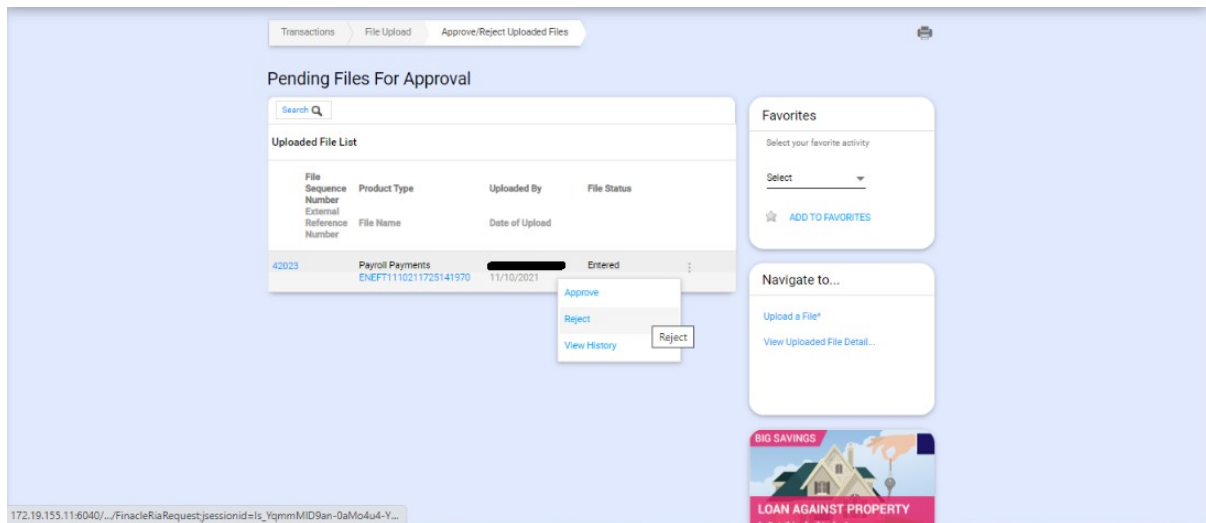
Search

Uploaded File List

File Sequence Number External Reference Number	Product Type File Name	Uploaded By Date of Upload	File Status	More Option
51048	Payroll Payments ENEFT30102116490002923333	[Redacted] 30/10/2021	Entered	⋮
51047	Payroll Payments ENEFT30102116352302922222	[Redacted] 30/10/2021	Entered	⋮
51046	Payroll Payments ENEFT30102115172002921111	[Redacted] 30/10/2021	Entered	⋮

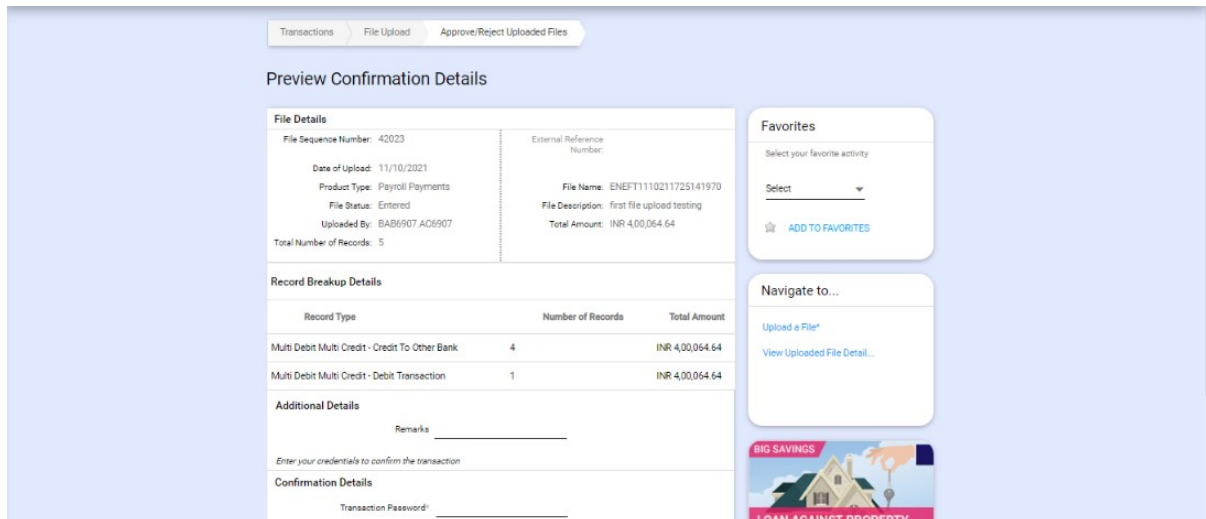
Step: 5

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



Step: 6

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



Step: 7

If everything is ok then put the transaction password and OTP in confirmation details and click on **submit** button then Summary page will come.

The screenshot displays the 'Summary' page of a banking application. At the top, a green banner indicates 'The file is approved successfully.' Below this, the 'File Details' section provides information such as File Sequence Number (42023), Date of Upload (11/10/2021), Product Type (Payroll Payments), File Status (Pending For Insertion), and Total Number of Records (5). It also shows External Reference Number, File Name (ENEFT110211725141970), File Description (first file upload testing), and Total Amount (INR 4,00,064.64). The 'Record Breakup Details' section contains a table with two rows: 'Multi Debit Multi Credit - Credit To Other Bank' with 4 records and 'Multi Debit Multi Credit - Debit Transaction' with 1 record. The page also features a 'Favorites' section with a 'Select' dropdown and an 'ADD TO FAVORITES' button, and a 'Navigate to...' section with links for 'Upload a File*' and 'View Uploaded File Detail...'. A promotional banner at the bottom right reads 'BIG SAVINGS' and 'LOAN AGAINST PROPERTY'.

Summary

The file is approved successfully.

File Details

File Sequence Number: 42023	External Reference Number:
Date of Upload: 11/10/2021	File Name: ENEFT110211725141970
Product Type: Payroll Payments	File Description: first file upload testing
File Status: Pending For Insertion	Total Amount: INR 4,00,064.64
Uploaded By: BAB6907.AC6907	
Total Number of Records: 5	

Record Breakup Details

Record Type	Number of Records	Total Amount
Multi Debit Multi Credit - Credit To Other Bank	4	INR 4,00,064.64
Multi Debit Multi Credit - Debit Transaction	1	INR 4,00,064.64

[BACK TO LIST](#)

Favorites

Select your favorite activity

Select

[ADD TO FAVORITES](#)

Navigate to...

[Upload a File*](#)

[View Uploaded File Detail...](#)

BIG SAVINGS

LOAN AGAINST PROPERTY

Get this deal today!

File Upload- Counterparty Upload

Transactions > File Upload > Upload a File

File Upload - Counterparty Upload

1 File Details — 2 Preview and Confirm — 3 Summary

* Indicates Mandatory Fields

Product Type: Counterparty Upload

File Path* Upload a file **BROWSE**

File Description* 2

RESET **CONTINUE**

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.

Summary

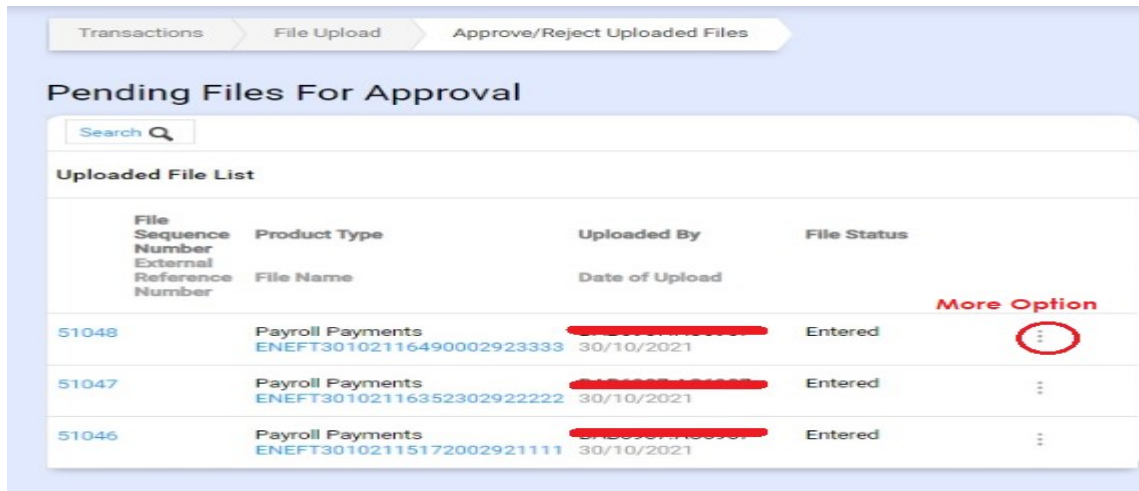
✓ The file upload request is sent for corporate approval successfully. File Sequence No: [10383]

1 File Details — 2 Preview and Confirm — 3 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

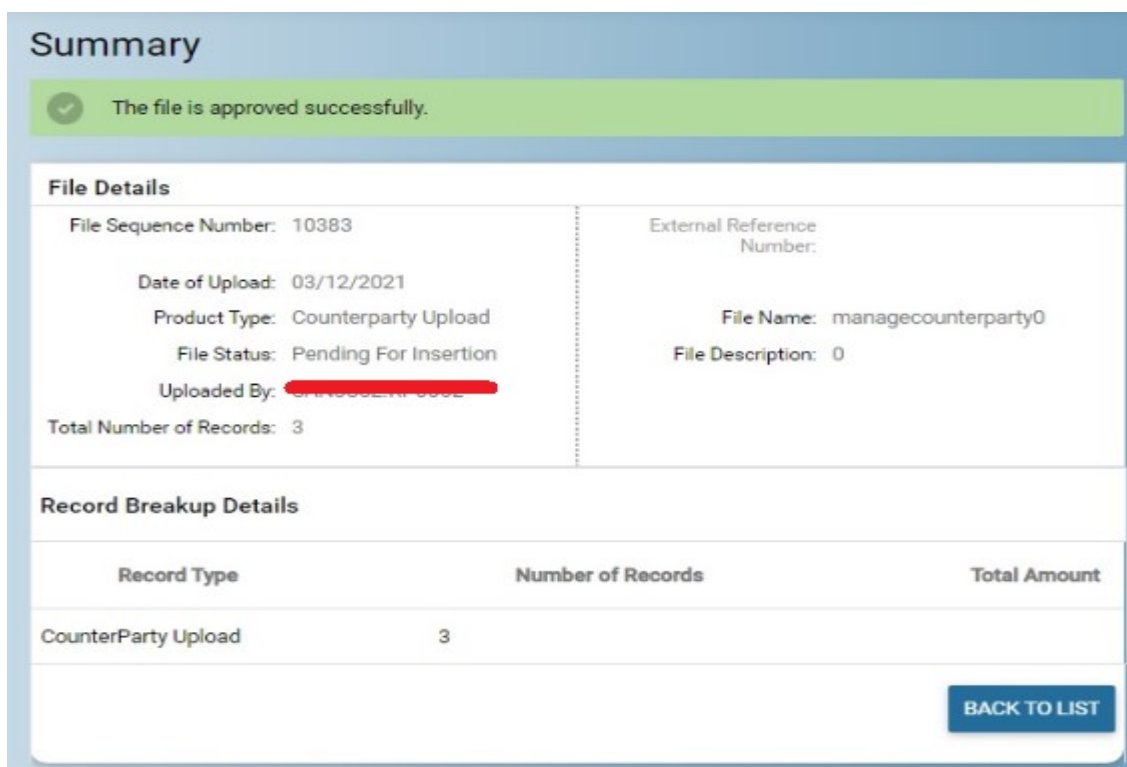
The next user/checker/approver will be able to check the Bulk uploads from the above Link. More over a 'Corporate Approvals' widget is also present in the Personalize Dashboard option, where the user can find his/her pending File Upload approvals.



File Sequence Number External Reference Number	Product Type File Name	Uploaded By Date of Upload	File Status	More Option
51048	Payroll Payments ENEFT30102116490002923333	[REDACTED] 30/10/2021	Entered	⋮
51047	Payroll Payments ENEFT30102116352302922222	[REDACTED] 30/10/2021	Entered	⋮
51046	Payroll Payments ENEFT30102115172002921111	[REDACTED] 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 successfully.

File Details

File Sequence Number: 10383	External Reference Number:
Date of Upload: 03/12/2021	File Name: managecounterparty0
Product Type: Counterparty Upload	File Description: 0
File Status: Pending For Insertion	
Uploaded By: [REDACTED]	
Total Number of Records: 3	

Record Breakup Details

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.**

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

Uploaded File List				
File Sequence Number	Product Type	Uploaded By	File Status	
External Reference Number	File Name	Date of Upload		
10624	Payroll Payments	[REDACTED]	Processing Completed	⋮
	ENEFT201221173523029222228	21/12/2021		
10621	Payroll Payments	[REDACTED]	Processing Completed	⋮
	ENEFT201221173523029222227	21/12/2021		
10620	Payroll Payments	[REDACTED]	Processing Completed	⋮
	ENEFT201221173523029222226	21/12/2021		