

### 1. How to get User ID/Password:

Submit request for registration at Branch → Get **Corporate ID, Administrator User ID & Password**.

- **Corporate ID** - identifies the Corporate & is common for all Users.
- **Administrator** - performs all the admin activities such as creation of Users for performing transactions.

### 2. How to use Internet Banking:

#### Logging in Internet Banking: -

Open <https://ibanking.wbgb.bank.in> → Click on **'Corporate Internet Banking'**

- **Corporate Admin** – Login using Corporate ID, Admin User ID & password.
- **Other Users** – Login using Corporate ID and then their respective User ID & password

#### **During first login:**

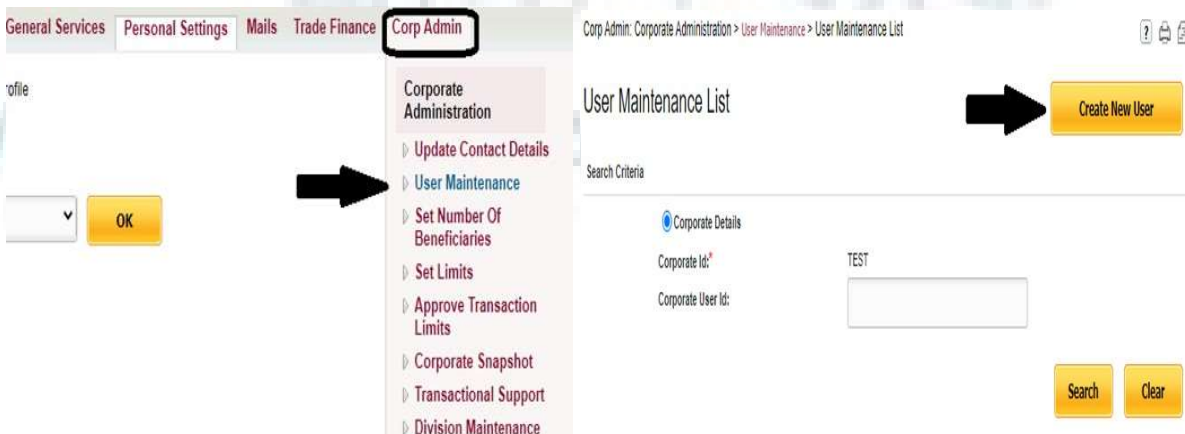
- Enter OTP received on the *registered mobile number* of the Admin User
- User will be forced to change the password(s).

**Note: - Admin User** is empowered to create different Users with **View&/or Transaction rights** but **Admin** himself is **not authorized to do transactions**. **Admin User** performs **only non-financial work**.

#### Administrator Activities:

### 3. Creating users for Login & Transaction by Admin User:

Click on **'Corp Admin'** → **'User Maintenance'** → **'Create New User'** button



1. Enter the **First Name, Last Name** of the user
2. Select User Profile from dropdown
  - For View & Transaction (**CUSER**)
  - For View only (**CVIEW**)
3. Select **Customer ID Access Indicator** or **Division Access Indicator**

Customer ID: **All Customer IDs** | Division ID: **All Divisions** | Corp Admin: Corporate Administration > User Maintenance > Create Corporate User ID

### Create Corporate User ID

Welcome **Test** | User Details

**logout** | **Feedback**

Last login: 14-11-2022 02:50:35 PM IST

**My ShortCuts**

- Account Summary
- Account Statement
- Operative Accounts
- Deposit Accounts
- Loan Accounts
- Set Limits
- Approve/Reject Beneficiary
- Service Requests
- New ChequeBook Request

**Corporate Id:** TEST

**First Name:**

**Middle Name:**

**Last Name:**

**Branch RM Id:** BO015300

**User Profile:** **Select** (CUSER, CVIEW)

**Salutation:**

**Customer Id Details**

**Choose Customer Id Access:**  Full Access  Limited Access

**Division Details**

**Choose Division Access:**  Full Access  Limited Access

**Address (Line 1):** SANSAD MARG

**Address (Line 2):**

**Address (Line 3):**

**Address Type:** **Select**

**City:** DELHI

**State:** Delhi

**Country:** INDIA

**Postal Code:**

**Phone Number:**

**Mobile Phone Number (Please enter your mobile number with country code e.g 919924715579):**

**Fax Number:**

**Email Id:**

**Continue** | **Reset** | **Back**

- Enter the Mobile number (User will receive **One Time Password (OTP)** on this number) and the Email ID of the user
- Click on '**Continue**' → Enter **OTP** received on registered mobile number of Admin User → press '**Submit**' button → **User ID will be created.**

**Note: -**

**Customer ID Access Indicator** (Applicable for corporate having multiple *Customer IDs*)

Full Access (Global)	Grant access to all accounts under all customer IDs
Limited Access (Local)	Grant access to all accounts under selected Customer IDs

For eg -: Company ABC has 3 customer IDs – r11111, r22222, r33333. If admin user chooses Full Access for the user A, then user A can use all the accounts under all 3 customer IDs (r11111, r22222, r33333) for view and transactions. But if user A is given limited access to customer ID r11111 then the user can only use the accounts available under customer ID r11111 for view and transaction.

**Set password:**

Click on 'Corp Admin' → 'User Maintenance' → Search the User for which password(s) is to be set → Click on 'Set Password'

Corp Admin: Corporate Administration > User Maintenance > User Maintenance List

**User Maintenance List** Create New User

Search Criteria

Corporate Details

Corporate Id: \* TEST

Corporate User Id:

Search Clear

Search Clear

**User Maintenance List** Displaying 1 - 1 of 1 results

Select	Corporate Id	User Id	User Profile	First Name	Last Name	Login Allowed?	Login Password Enabled?	Transaction/OTP Allowed?	Transaction Password Enabled?	User ID Expired?	Login Password Rese Date
<input checked="" type="checkbox"/>	TEST	<input type="text"/>	CUSER	Anirban	Sazumdar	Yes	Yes	Yes	Yes	No	26-11-

Update Delete Enable/Disable User **Set Password** Modify A/c Access More Actions: Select OK

Select Check box(s) for setting of password(s) & enter the passwords → Enter OTP received on registered mobile number of Admin user → Click on 'Submit'

User Id:

Set Login Password

    Password:

    Confirm Password:

Set Transaction Password

    New Password:

    Confirm Password:

    One Time Password :

**Get OTP on Call**

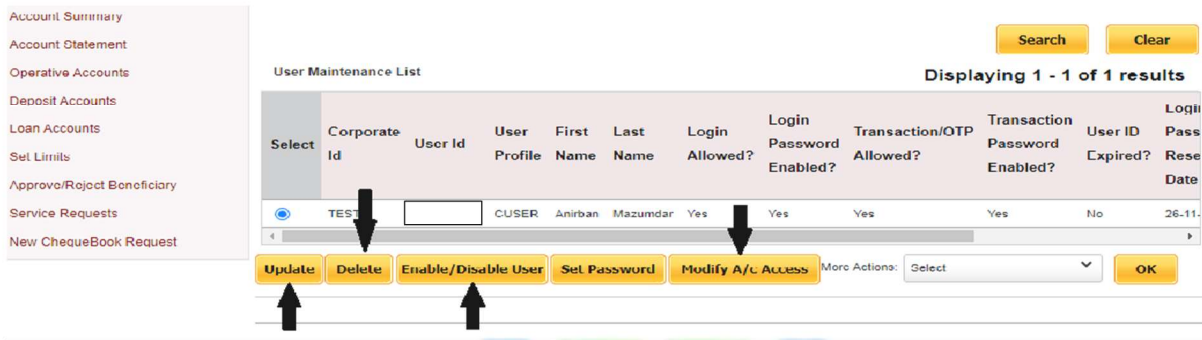
*Please note that Get OTP on call facility is available only for Indian mobile numbers.*

*Please enter both Transaction Password and One Time Password (OTP - delivered on your registered mobile number) in respective fields and then click on Submit button to authenticate your transaction*

**Submit**

#### 4. Update/Delete User:

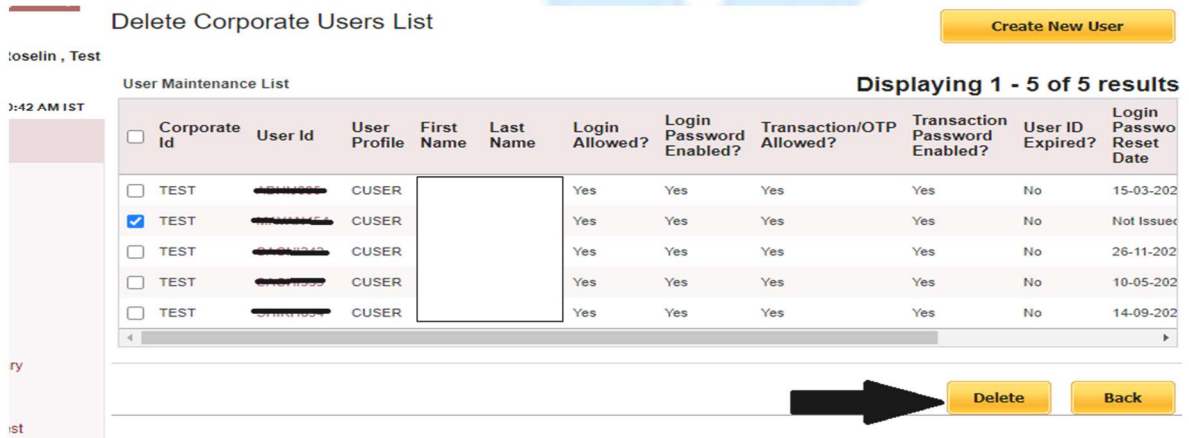
Click on 'Corp Admin' → 'User Maintenance' → Search the User



The screenshot shows the 'User Maintenance List' interface. On the left is a sidebar with navigation options. The main area displays a table with columns: Select, Corporate Id, User Id, User Profile, First Name, Last Name, Login Allowed?, Login Password Enabled?, Transaction/OTP Allowed?, Transaction Password Enabled?, User ID Expired?, and Login Password Reset Date. A single user record is shown with Corporate Id 'TEST', User Id, User Profile 'CUSER', First Name 'Anirban', Last Name 'Mazumdar', and various status flags set to 'Yes'. Below the table are action buttons: Update, Delete, Enable/Disable User, Set Password, and Modify A/C Access. Arrows point to the 'Update' and 'Delete' buttons.

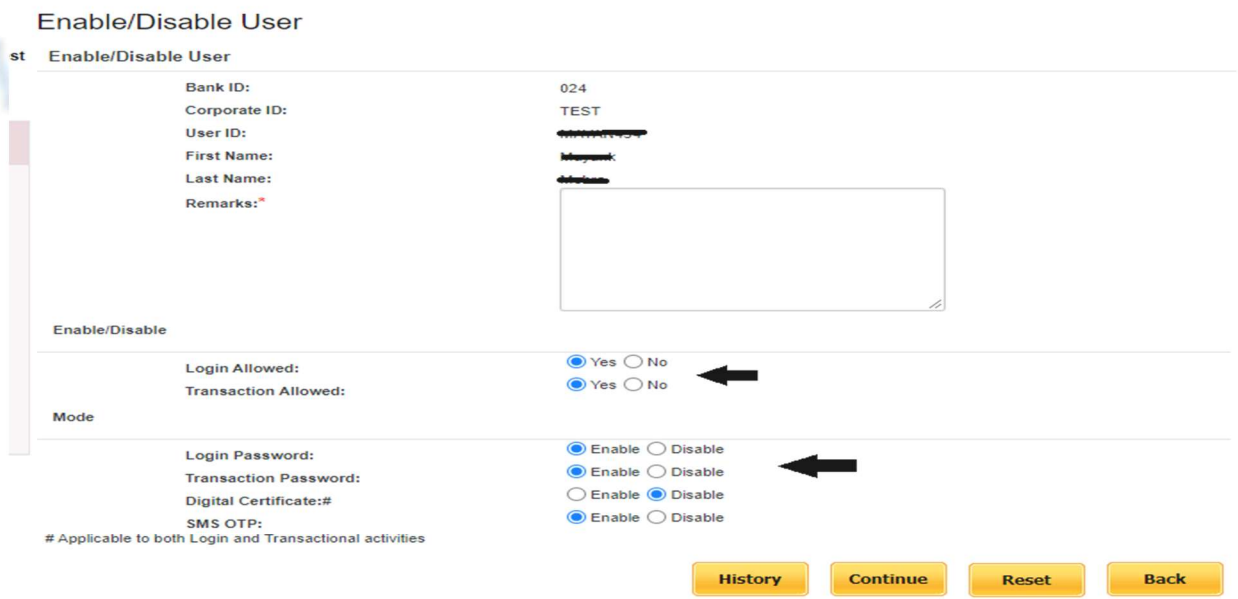
**4.1 Update** - Click on 'Update' → Update all the user details present during creation of user and click on Submit for e.g - [click here](#)

**4.2 Delete** - Click on 'Delete' → Click on 'Submit' button to confirm the deletion of user.



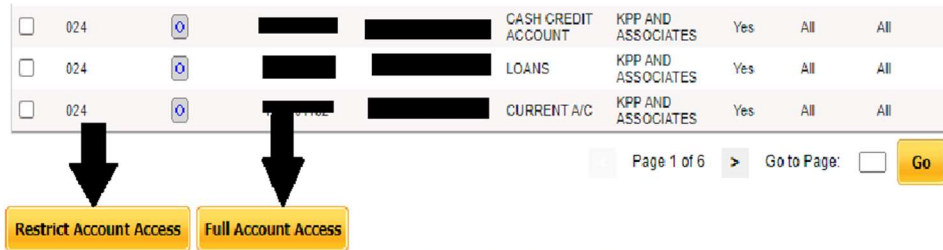
The screenshot shows the 'Delete Corporate Users List' interface. It features a 'Create New User' button at the top right. Below is a table with columns: Corporate Id, User Id, User Profile, First Name, Last Name, Login Allowed?, Login Password Enabled?, Transaction/OTP Allowed?, Transaction Password Enabled?, User ID Expired?, and Login Password Reset Date. Five user records are listed, all with Corporate Id 'TEST' and User Profile 'CUSER'. The second record is selected with a blue checkmark. Below the table are 'Delete' and 'Back' buttons. An arrow points to the 'Delete' button.

**4.3 Enable/Disable User** - In case User ID/password is disabled due to wrong/incorrect password (after 5 wrong attempts), then Admin user can enable the password.

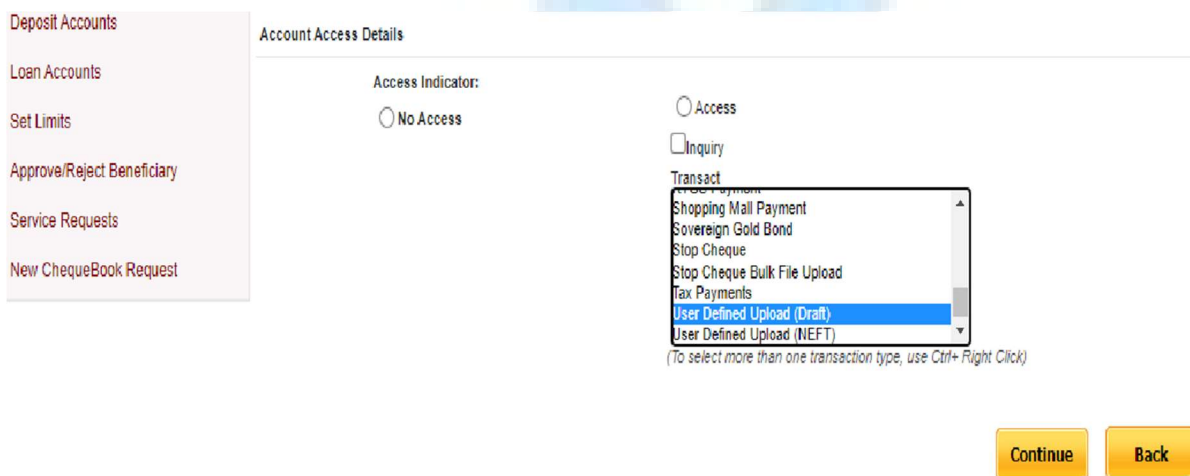


The screenshot shows the 'Enable/Disable User' configuration form. It includes fields for Bank ID (024), Corporate ID (TEST), User ID, First Name, Last Name, and Remarks. Below these are radio button options for 'Login Allowed' and 'Transaction Allowed', both set to 'Yes'. Further down are radio button options for 'Login Password' and 'Transaction Password', both set to 'Enable'. There are also options for 'Digital Certificate' and 'SMS OTP'. At the bottom are 'History', 'Continue', 'Reset', and 'Back' buttons. Arrows point to the 'Login Allowed' and 'Transaction Password' radio buttons.

**4.4 Modify A/c Access** - Select a record and then click Either ‘Restrict Account Access’ or ‘Full Account Access’.



- Under Restrict Account Access select Access or No access to restrict particular transaction type to a user → Click on ‘Continue’ button to confirm



## 5. Setting Limits:

Limit assigned to the user is the total amount for which a user can perform transactions per day.

Click on ‘Corp Admin’ → ‘Set Limits’ → ‘Set Limit for User’ → ‘Look up’ →

**Existing Corporate User Limits**

Corporate User Search

Corporate User :

Select	Corporate User	Overall Limit	Total No of Transactions
<input checked="" type="radio"/>	██████████	200.00	100
<input type="radio"/>	██████████	10,00,000.00	10

**Corporate User Limit Set Screen**

User Overall Limits

Corporate User :

Overall Limit Amount For All Transactions in a day (in Rs):

No of maximum Permissible Transactions in a day:

Effective Transaction Type	Amount Limit	Number Of Transaction Permitted
	<input type="text"/>	<input type="text"/>
NEFT Transaction	<input type="text"/>	<input type="text"/>

Select user for which the limit is to be set →

Corporate Users List Displ

Select	Corporate User Id	First Name
<input type="radio"/>	██████████	ABHIJIT
<input checked="" type="radio"/>	██████████	Mayank
<input type="radio"/>	██████████	Anirban
<input type="radio"/>	██████████	Sachin
<input type="radio"/>	██████████	Shikha

Enter overall per day maximum amount and per day number of transactions →  
 Enter Amount Limit and No. of Transactions for various types of transactions →  
 Click on 'Continue' → Enter OTP received on registered mobile number of Admin User and click **Submit**.

**Corporate User Limit Set Screen**

User Overall Limits

Corporate User :

Overall Limit Amount For All Transactions in a day (in Rs):

No of maximum Permissible Transactions in a day:

Effective Transaction Type	Amount Limit	Number Of Transaction Permitted
	<input type="text"/>	<input type="text"/>
NEFT Transaction	<input type="text"/>	<input type="text"/>
Within PNB Transfers	<input type="text"/>	<input type="text"/>
RTGS Transaction	<input type="text"/>	<input type="text"/>
e-Commerce Transactions	<input type="text"/>	<input type="text"/>

Please Note : You can set or m

**Set total no. of Beneficiaries:**

- For setting overall number of beneficiaries that can be added for corporate level.
- Click on 'Corp Admin' → Set no. of Beneficiaries → Enter the value → click on Update
  - There is no limit on total number of beneficiaries that can be added but a limit can be set on number of beneficiaries that can be added in a day.

Set Number Of Beneficiaries

Number Of Beneficiaries\*

**Update**

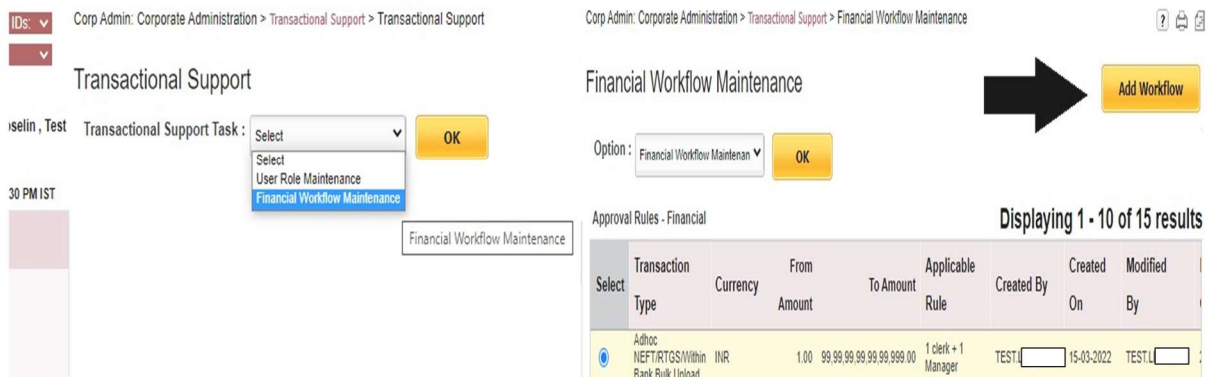
## 6. Creating user rules for various transactions:

Transactions can be performed in following ways:-

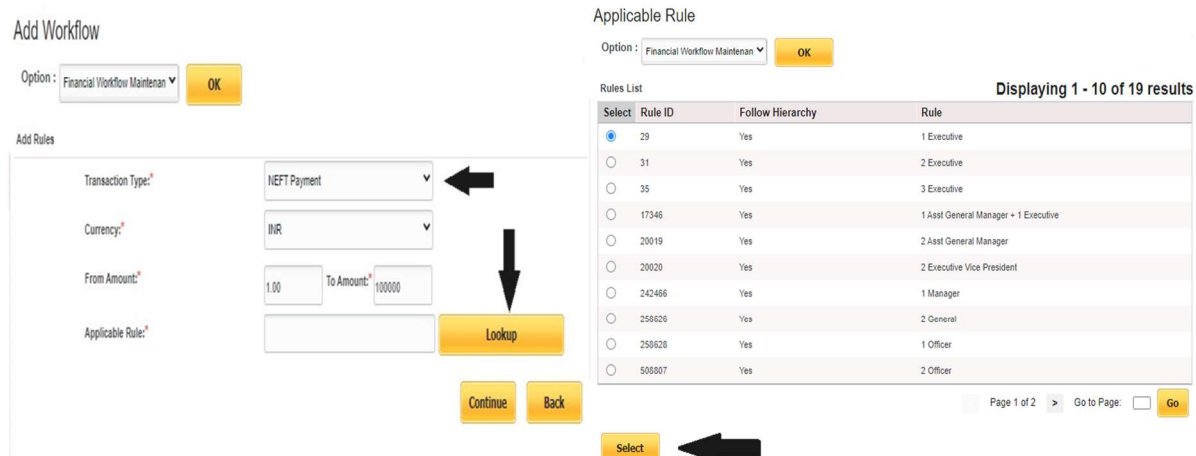
- Single user**
- Maker and Checker** (one User will initiate the transaction and other will approve)

Multiple checks can be placed for transactions as per the requirement. For eg – for amount upto 50,000 in neft transactions, you want a single user to complete the transaction. But for amount greater than 50,000 in neft transactions you choose that 2 users are required to complete a transaction.

**Process flow:** Login with Corporate ID and Admin User → Click on ‘**Corp Admin**’ → ‘**Transactional support**’ → Select ‘**Financial Work Flow Maintenance**’ & click OK → Click on ‘**Add Workflow**’ →



**Select** transaction type for which the rule is to be assigned → Enter Amount Range → Click on ‘**Look Up**’ for selecting the Applicable rule → Click on ‘**Continue**’ & ‘**Submit**’ to confirm the workflow of transaction.



Select	Rule ID	Follow Hierarchy	Rule
<input checked="" type="radio"/>	29	Yes	1 Executive
<input type="radio"/>	31	Yes	2 Executive
<input type="radio"/>	35	Yes	3 Executive
<input type="radio"/>	17346	Yes	1 Asst General Manager + 1 Executive
<input type="radio"/>	20019	Yes	2 Asst General Manager
<input type="radio"/>	20020	Yes	2 Executive Vice President
<input type="radio"/>	242466	Yes	1 Manager
<input type="radio"/>	256026	Yes	2 General
<input type="radio"/>	256028	Yes	1 Officer
<input type="radio"/>	506807	Yes	2 Officer

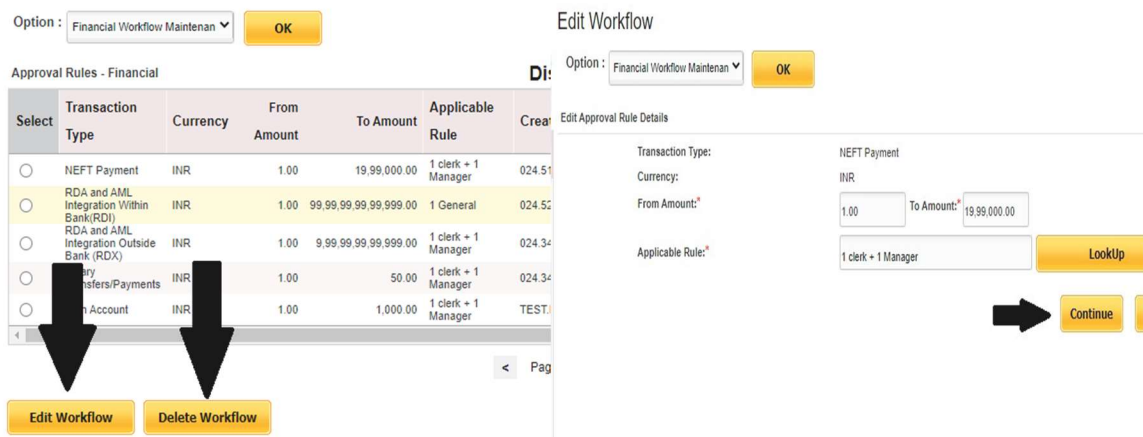
S.No.	Financial Workflow	Applicable Rule
1	Single user can perform transaction	1 Final Approver
2	Two users will be needed to perform the transaction. One person will initiate it and other will approve it.	1 Approver + 1 Final Approver
3	Three users will be needed to complete a transaction.	1 Initiator + 1 Approver + 1 Final Approver

**For eg -** You want that for NEFT payment upto Rs.50,000/- you require only 1 user to complete the transaction. So you may choose the applicable rule '1 Final Approver' for this particular transaction type. Now for all NEFT transactions upto Rs.50,000/-, the users available under 'Final Approver' role can perform transactions individually.

**Note:** - By default, certain roles will be available. For creation of new roles, the user may visit branch. Different Workflows may be created for different type of transactions and for different ranges of amount. **By default, all the users will be authorized for performing transactions as per S. No. 1 above if no workflow has been created.**

Also workflow can be edited and deleted as well by clicking the respective buttons under financial workflow maintenance.

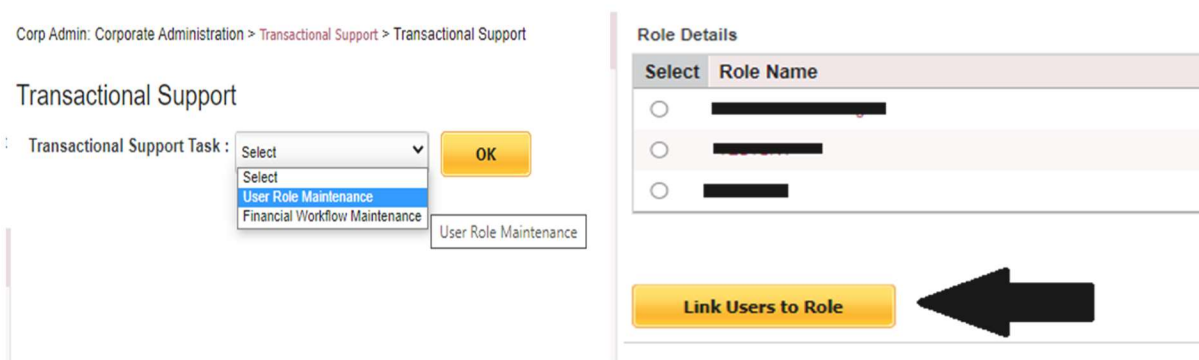
#### Financial Workflow Maintenance



The screenshot shows two side-by-side screenshots of the system interface. The left screenshot is titled 'Financial Workflow Maintenance' and displays a table of 'Approval Rules - Financial'. The table has columns for 'Select', 'Transaction Type', 'Currency', 'From Amount', 'To Amount', 'Applicable Rule', and 'Created'. Several rows are visible, including 'NEFT Payment', 'RDA and AML Integration Within Bank (RD)', 'RDA and AML Integration Outside Bank (RDX)', 'Transfers/Payments', and 'Account'. Below the table are 'Edit Workflow' and 'Delete Workflow' buttons. The right screenshot is titled 'Edit Workflow' and shows the 'Edit Approval Rule Details' form. It includes fields for 'Transaction Type' (NEFT Payment), 'Currency' (INR), 'From Amount' (1.00), 'To Amount' (19,99,000.00), and 'Applicable Rule' (1 clerk + 1 Manager). There are 'LookUp' and 'Continue' buttons.

### 7. Assigning roles to users:

Login with Corporate ID & Admin User → Click on 'Corp Admin' → 'Transactional Support' → Select 'User Role Maintenance' & click on OK → Select Role Name i.e. Final Approver/Approver/Initiator → Click on 'Link Users to Role' →



The screenshot shows two side-by-side screenshots of the system interface. The left screenshot is titled 'Transactional Support' and shows the 'Transactional Support Task' dropdown menu. The 'User Role Maintenance' option is selected and highlighted. The right screenshot is titled 'Role Details' and shows a list of roles with radio buttons next to them. A 'Link Users to Role' button is visible at the bottom, with a large black arrow pointing to it from the right.



Select the User IDs for assigning the role → ‘Continue’ → Enter **OTP (received on registered mobile number of Admin User)** & click on ‘Submit’

Edit Roles

Transactional Support Task: :

Role Maintenance

Bank ID: 024  
Corporate ID:  
Role Name: TEST

**Users Linked to the Role**

Displaying 1 - 1 of 1 results

User ID	First Name	Last Name
<input type="checkbox"/>	Sachin	Arora

**Users Not Linked to the Role**

Displaying 1 - 5 of 5 results

User ID	First Name	Last Name
<input checked="" type="checkbox"/>	ABHIJIT	RANJAN
<input type="checkbox"/>	Leema	Roselin
<input type="checkbox"/>	Mayank	Mehra
<input type="checkbox"/>	Anirban	Mazumdar
<input type="checkbox"/>	Shikha	Yadav

- Above steps to be repeated for each type of roles.
- **For eg** – You have 3 users Amit, Suresh, Manish. Now you link Manish to ‘Final Approver’ role and Amit & Suresh to ‘Approver’ role. Now all transactions for which you have chosen that only 1 user can complete the transaction can be done by Manish individually. For eg if you have chosen that NEFT payment upto Rs.50,000/- will be under ‘1 Final Approver’ rule then all NEFT payments upto Rs.50,000/- can be done by Manish alone as he has been assigned ‘Final Approver’ role.

**8. Transactions:**

For making transaction(s), User will login with Corp ID and his respective User ID:

**Managing Beneficiaries:**

Click on ‘Transaction’ → ‘Transaction Support Service’ → Click on ‘Manage Beneficiaries’ → Select ‘Add Within WBGB Payee’/ ‘Add other Bank Payee’ →

Transactions    General Services    Personal Settings    Mails

- Transfers
  - Own Accounts
  - Transaction Limits Inquiry
  - IMPS Using MMID (24\*7 Instant Transfer)
  - IMPS Using IFSC (24\*7 Instant Transfer)
  - Within WBGB
  - NEFT
  - RTGS
  - Pending for Approval
- Transaction Status
  - All Transactions
  - Recurring Transactions
  - Scheduled Transactions
  - Completed Transactions
  - Saved Transactions
- Transaction Support Services
  - Manage Beneficiary
  - Modify Transaction Limits
  - Manage Templates
  - Check IMPS Status

Manage Beneficiary

Option :

- Select
- Add Within WBGB Payee
- Add Other Bank Payee
- Manage Beneficiary Details/Limits
- Maintain Counterparty Linkages

Click on ‘OK’ → Enter Nick Name, beneficiary account number Click on ‘Validate’ (for Within WBGB Payees only) →

Select Access Type

- **Global:** Beneficiary added will be shown to all the users.
- **Local:** Beneficiary added will be shown only to limited users.

Enter IFSC Code or Search the same → Enter maximum Per day limit amount and No. of Transactions (Maximum amount that can be transferred to the beneficiary per day, Maximum no of transactions that can be made to the beneficiary in a day ) → Click on **‘Continue’** → Enter ‘Transaction Password’ & click on **‘Submit’**.

Admin User will approve the same.

**Add Within WBGB Payee**

Option : Add Within WBGB Payee OK

Nickname(Maximum upto 80 characters)\*

Access Type:\* Global

Account Number:\*  Validate

Account Name:\*

Maximum Limit Amount(NR):\*   
Maximum amount that can be transferred to the beneficiary per day.

Maximum No of Transactions:\*   
Maximum no of transactions that can be made to the beneficiary in a day.

Continue

**Add NEFT Payee**

Option : Add Other Bank Payee OK

Name(Maximum upto 80 characters)\*

Nickname(Maximum upto 80 characters)\*

Access Type:\* Global

Account Number:\*

Confirm Account Number:\*

IFSC Code:\*  Lookup

Beneficiary Bank Name & Address:

Maximum Limit Amount(NR):\*   
Maximum amount that can be transferred to the beneficiary per day.

Maximum No of Transactions:\*   
Maximum no of transactions that can be made to the beneficiary in a day.

I have read and I accept the Terms & Conditions

Continue

### Approval of Beneficiary by Admin User:

Login with Admin User → Click on **‘Transactions’** → **‘Transaction Support Service’** → Click on **‘Manage Beneficiaries’** → Select View Approval Queue → Click on **‘OK’** → Select the beneficiary and click on Approve and click on **‘Submit’**

Transactions: Transaction Support Services > Manage Beneficiary > Manage Beneficiary

### Manage Beneficiary

Option : Select OK

- Select
- Maintain Counterparty Linkages
- View Approval Queue**

View Approval Queue

### View Approval Queue

Option : View Approval Queue OK

Search Criteria

Name:

Nickname:

Advanced Search Criteria

Search Clear

Approval/Reject List Displaying 1 - 9 of 9 results

Select	Request Type	Requested By	Requested Date	Name	Nickname	Account Number	Limit Amount	Network	Status
<input checked="" type="radio"/>	Modification	SH804994	15-10-2022	ashishd	ashishd		100.00	NEFT	Pending For My Approval
<input type="radio"/>	Addition	SH804994	16-09-2022	shikha	shikha		3,00,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Addition	SH804994	16-09-2022	VEDHANTH YADAV	vidya		3,00,000.00	Within Bank	Pending For My Approval
<input type="radio"/>	Addition	SACHDEV	23-05-2021	Teetna	Teetna		10,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Addition	SACHDEV	10-05-2021	teetD	teet356		1,00,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Addition	SACHDEV	04-05-2021	theet	123teet		1,00,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Modification	SH804994	16-09-2022	teetshu	teetshu		5,00,00,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Modification	JBMS602	11-07-2022	teet	teet123		1,00,000.00	NEFT	Pending For My Approval
<input type="radio"/>	Modification	JBMS602	11-07-2022	SALBIN KUMAR RAJHULRESHA SINGH	SAJIBKUMAR		25,000.00	Within Bank	Pending For My Approval

Approve Reject View History

### Fund Transfer to own accounts

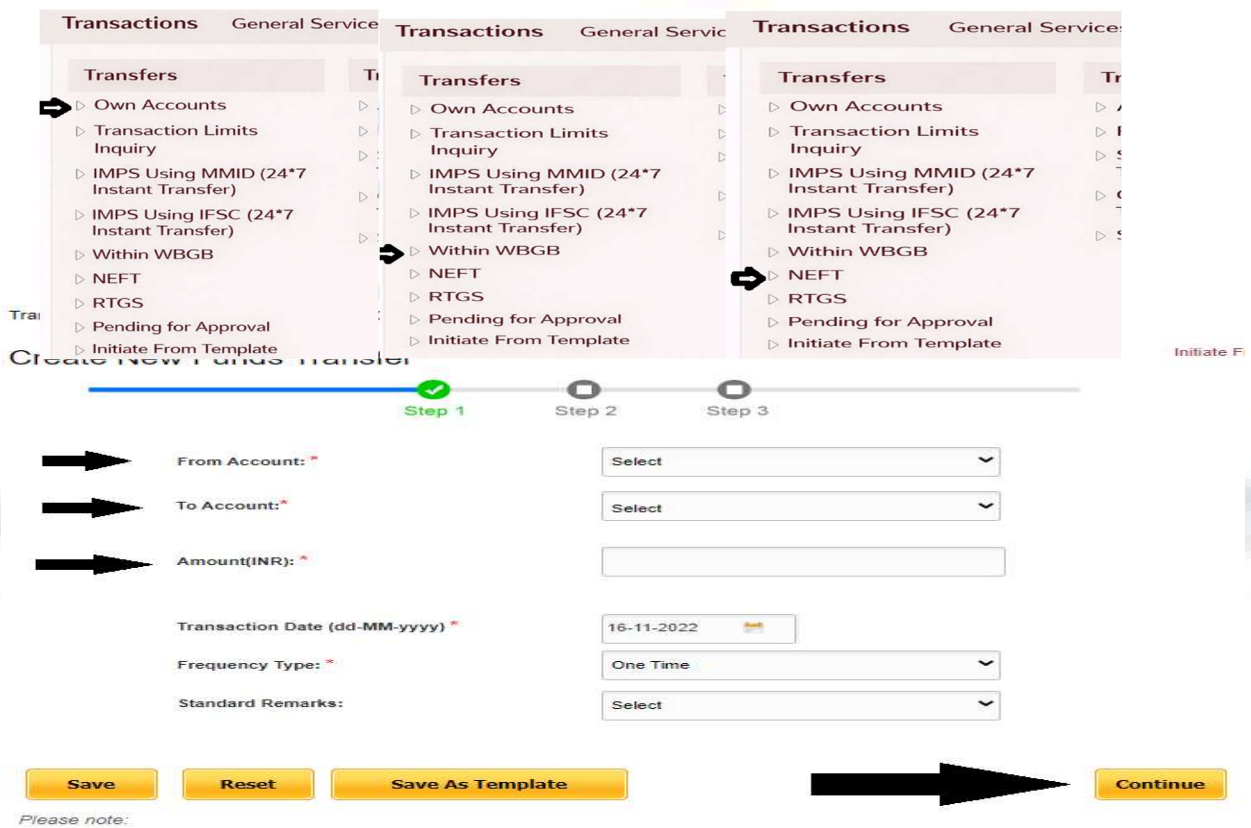
- Click on ‘Transactions’ → ‘Own Accounts’ → Select the debit account Number & the beneficiary → Enter Amount → Click on ‘Continue’ → Enter Transaction password & Click on ‘Submit’

### Fund Transfer to other accounts within WBGB

- Click on ‘Transactions’ → ‘Within WBGB’ → Select the debit account number and the beneficiary → Enter Amount → Click on ‘Continue’ → Enter Transaction password & OTP → Click on ‘Submit’

### NEFT Transactions:

- Click on ‘Transactions’ → ‘NEFT’ → Select the debit account number and the beneficiary → Enter Amount → Click on ‘Continue’ → Enter Transaction password & OTP → Click on ‘Submit’



The screenshot displays the 'Transactions' menu with 'NEFT' selected. Below the menu is a progress bar with 'Step 1' highlighted. The main form contains the following fields:

- From Account: \* (Dropdown menu)
- To Account: \* (Dropdown menu)
- Amount(INR): \* (Text input field)
- Transaction Date (dd-MM-yyyy) \* (Date picker showing 16-11-2022)
- Frequency Type: \* (Dropdown menu showing One Time)
- Standard Remarks: (Dropdown menu showing Select)

At the bottom of the form are buttons for 'Save', 'Reset', 'Save As Template', and 'Continue'. A large black arrow points to the 'Continue' button.

### Note -:

- By default, Transaction Date will be current date. For scheduling transaction for future date, date may be selected from the calendar.

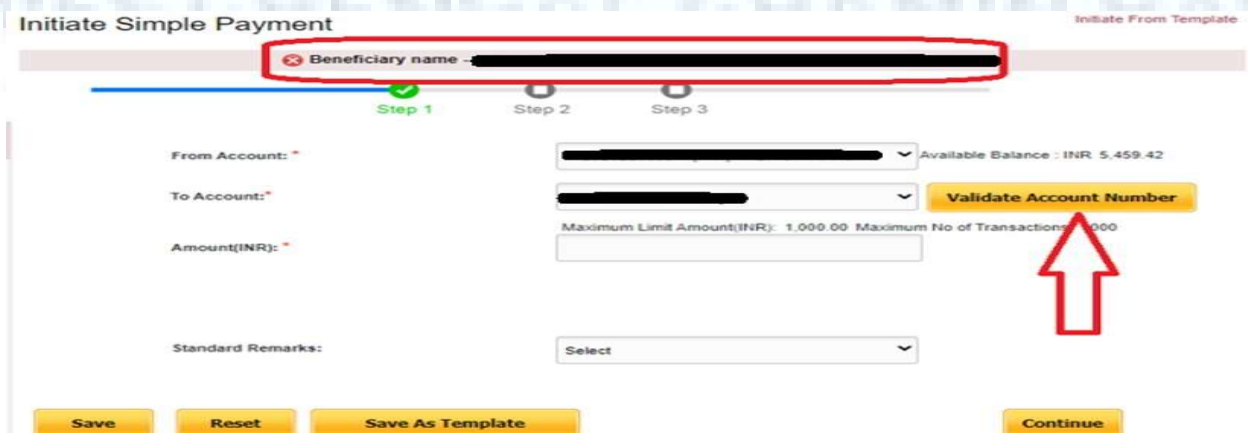
- NEFT transactions can be done during RBI’s prescribed timings. Transactions initiated after prescribed time will be executed on next working day.

**IMPS Transactions:**

- Click on ‘**Transactions**’ → ‘**IMPS using IFSC**’ → Select the debit account number and the beneficiary → Enter **Amount** → Click on ‘**Continue**’ → Enter Transaction password & **OTP** → Click on ‘**Submit**’



- **Note** – You can validate account number of the beneficiary by clicking on ‘**Validate Account Number**’.



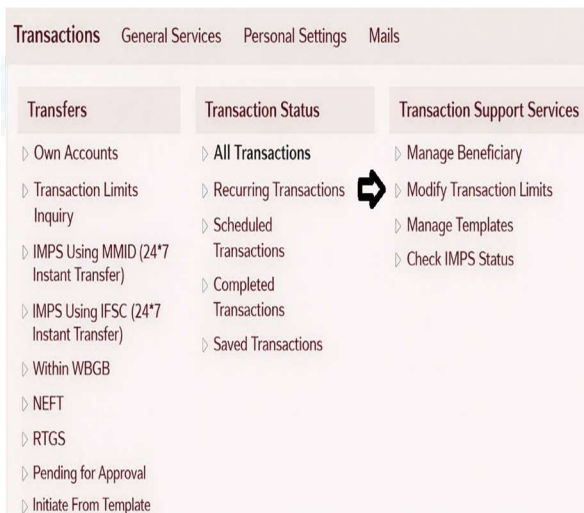
- **Check Status of IMPS transaction having suspect status -**  
Click on **'Transactions'** → Select **'Check IMPS status'** → Click on **'Check Transaction Status'** → Latest status will be displayed



## 9. Modify Overall/Transaction Limit of Users:

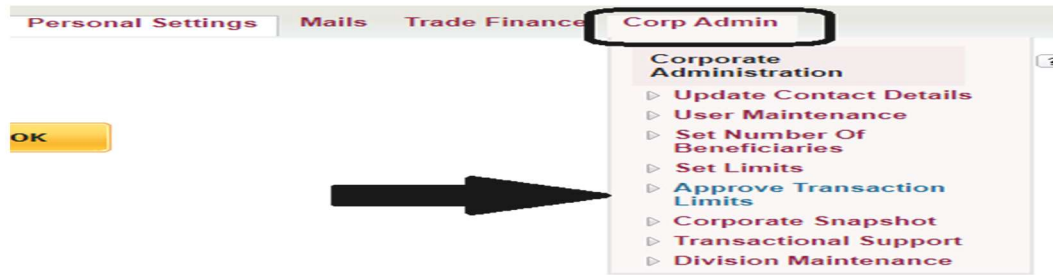
Login with your user ID & password → Click on **Transactions** → **Transaction Support Service** → **Modify Transaction Limits** → Enter the new limits → Click on **'Continue'** → Enter OTP (delivered on your registered mobile number) → Click on **'Submit'**.

- Admin User will approve the same.



### Approval of limit modification through Admin User:

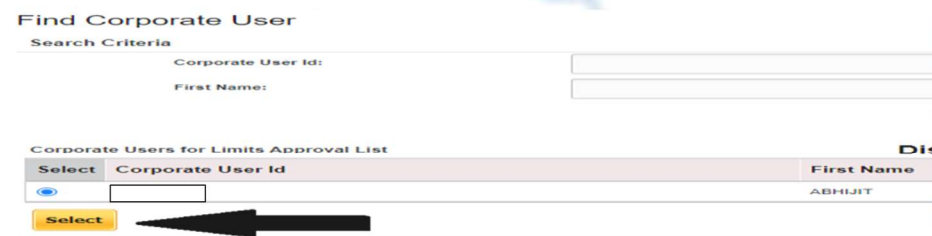
Login with Admin User → Click on 'Corp Admin' → 'Approve Transaction Limit' →



Click on 'Look Up' →



Select 'Request' from the list →



Click on 'Search' →



Click on **Approve/Reject**.



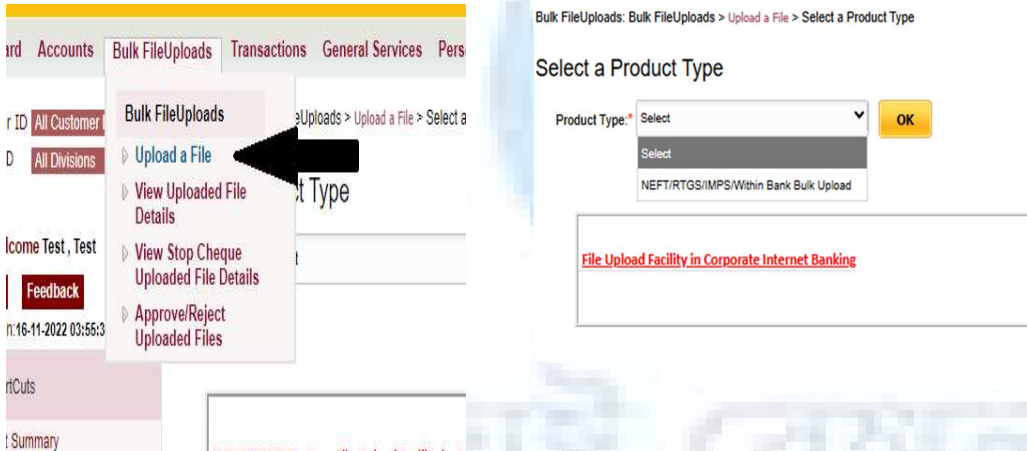
## 10. Bulk Upload:

For transferring the funds to multiple accounts within the WBGB or different Banks.

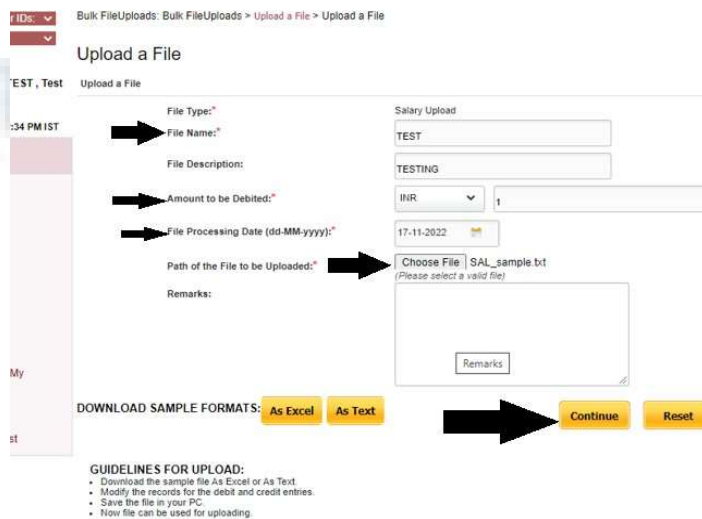
**Customer may use Text file format (.txt) or Excel file format (.csv) for Bulk transfers.** The file format and sample files are given below separately for each specific bulk function.

### STEP 1 (Uploading the file with transaction user)

- i. Click on **'Bulk FileUploads' → 'Upload a File' → Select Salary Upload →**



- ii. **Enter file name, amount to be debited, file processing date → Choose File to be uploaded (in the txt or csv format given below) → Click on 'Continue'**

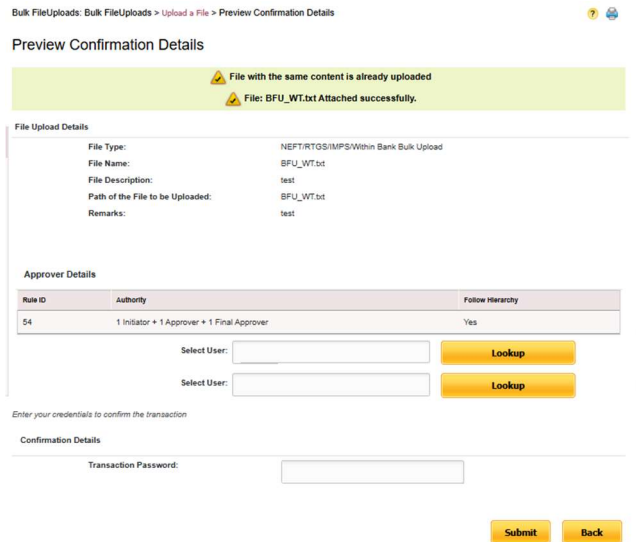


The screenshot shows the 'Upload a File' form with the following fields and values:

- File Type:** Salary Upload
- File Name:** TEST
- File Description:** TESTING
- Amount to be Debited:** INR 1
- File Processing Date (dd-MM-yyyy):** 17-11-2022
- Path of the File to be Uploaded:** Choose File | SAL\_sample.txt (Please select a valid file)
- Remarks:** (Empty text area)

At the bottom, there are buttons for 'DOWNLOAD SAMPLE FORMATS: As Excel, As Text', and 'Continue', 'Reset'. A 'GUIDELINES FOR UPLOAD:' section is also visible at the bottom left.

- iii. Click on **Lookup** to select user for authorization (as per defined workflow and user role mapping) →



Bulk FileUploads: Bulk FileUploads > Upload a File > Preview Confirmation Details

Preview Confirmation Details

File Upload Details

File Type: NEFT/RTGS/IMPS/Winin Bank Bulk Upload  
 File Name: BFU\_WT.txt  
 File Description: test  
 Path of the File to be Uploaded: BFU\_WT.txt  
 Remarks: test

Approver Details

Rule ID	Authority	Follow Hierarchy
54	1 Initiator + 1 Approver + 1 Final Approver	Yes

Select User:  **Lookup**

Select User:  **Lookup**

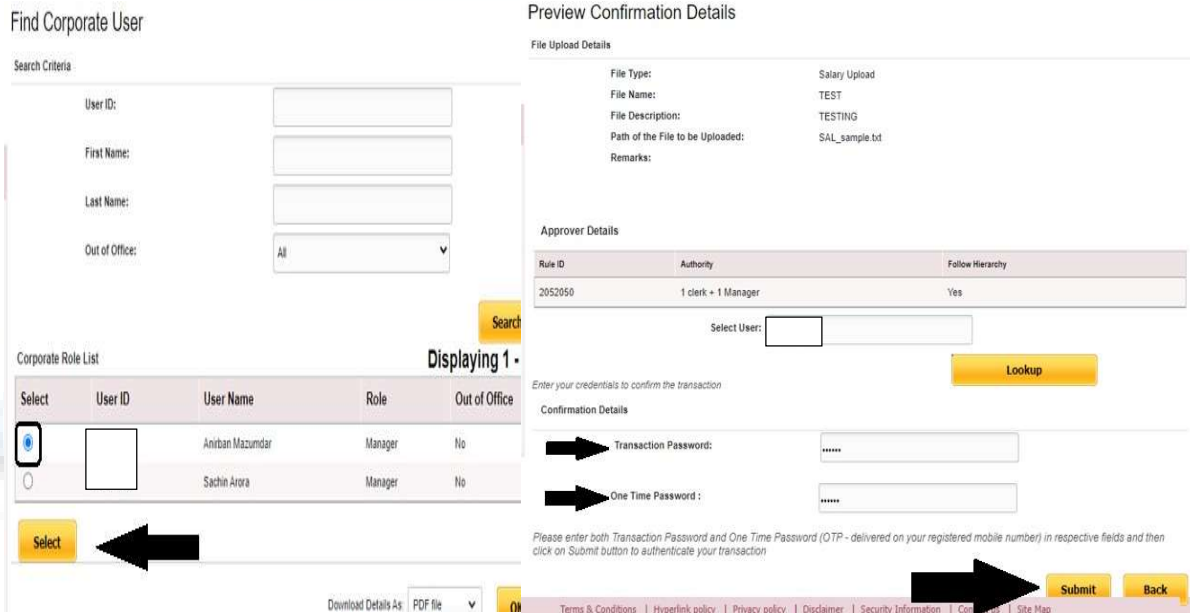
Enter your credentials to confirm the transaction

Confirmation Details

Transaction Password:

**Submit** **Back**

- iv. Select the **User** → Enter Transaction Password & OTP → Click **Submit** →



Find Corporate User

Search Criteria

User ID:   
 First Name:   
 Last Name:   
 Out of Office: All

Corporate Role List

Displaying 1 -

Select	User ID	User Name	Role	Out of Office
<input type="radio"/>	<input type="text"/>	Anirban Mazumdar	Manager	No
<input type="radio"/>		Sachin Arora	Manager	No

**Select**

Preview Confirmation Details

File Upload Details

File Type: Salary Upload  
 File Name: TEST  
 File Description: TESTING  
 Path of the File to be Uploaded: SAL\_sample.txt  
 Remarks:

Approver Details

Rule ID	Authority	Follow Hierarchy
2052050	1 clerk + 1 Manager	Yes

Select User:  **Lookup**

Enter your credentials to confirm the transaction

Confirmation Details

Transaction Password:

One Time Password:

Please enter both Transaction Password and One Time Password (OTP - delivered on your registered mobile number) in respective fields and then click on Submit button to authenticate your transaction

**Submit** **Back**

- v. File reference number is generated



Bulk Upload Bulk FileUploads Transactions General Services Personal Settings Mails Trade F

Bulk FileUploads: Bulk FileUploads > Upload a File > Select a Product Type

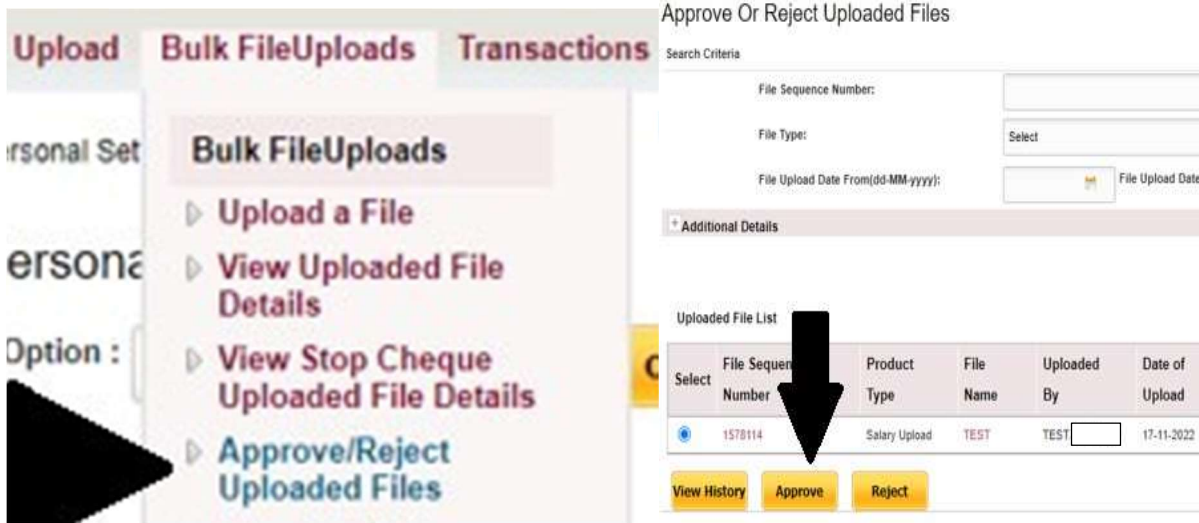
File upload request is sent for approval. Your reference number is **1578114**

Select a Product Type

Product Type:  **OK**

**STEP 2 (Verifying the file with Approver):**

Login with user selected for authorization → Click on **'Bulk FileUploads'** → Click on **'Approve/Reject'** Uploaded Files → Click on **'Approve'** for approval or **'Reject'** to reject the file respectively →



**Approve Or Reject Uploaded Files**

Search Criteria

File Sequence Number:

File Type:

File Upload Date From(dd-MM-yyyy):

Additional Details

Uploaded File List

Select	File Sequence Number	Product Type	File Name	Uploaded By	Date of Upload
<input checked="" type="checkbox"/>	1578114	Salary Upload	TEST	TEST	17-11-2022

[View History](#) [Approve](#) [Reject](#)

Enter remarks & Click on **'Continue'** → Enter transaction password & OTP → Click **'Submit'**



**Approve Uploaded Files**

Approval Details

File Sequence Number: 1578114  
 Product Type: Salary Upload  
 File Type: SAL  
 File Name: TEST  
 Amount: 800 ( 00)  
 Uploaded By:   
 Date of Upload: 17-11-2022  
 Upload Remarks:  
 File Status: Entered  
 Remarks:

[Continue](#)

**Preview Confirmation Details**

File Details

File Sequence Number: 1578114  
 Product Type: Salary Upload  
 File Name: TEST  
 Uploaded By:   
 Date of Upload: 17-11-2022  
 Upload Remarks:  
 File Status: Entered  
 Remark:

Enter your credentials to confirm the transaction

Confirmation Details

Transaction Password:

One Time Password:

Please enter both Transaction Password and One Time Password (OTP - delivered on your registered mobile number) in respective fields and click on Submit button to authenticate your transaction

[Submit](#)

**TXT FORMAT for Bulk Transfer:**

Transaction type, Debit Account No., Amount, Currency, Beneficiary Account Number, Beneficiary IFSC Code, Remarks

**For Example:**

PMT,5353210000125,10000,INR,10360110011111,PUNBORRBBGB,TEST

NFT,5353210000125,10000,INR,123456789,SBIN0001651,TESTing

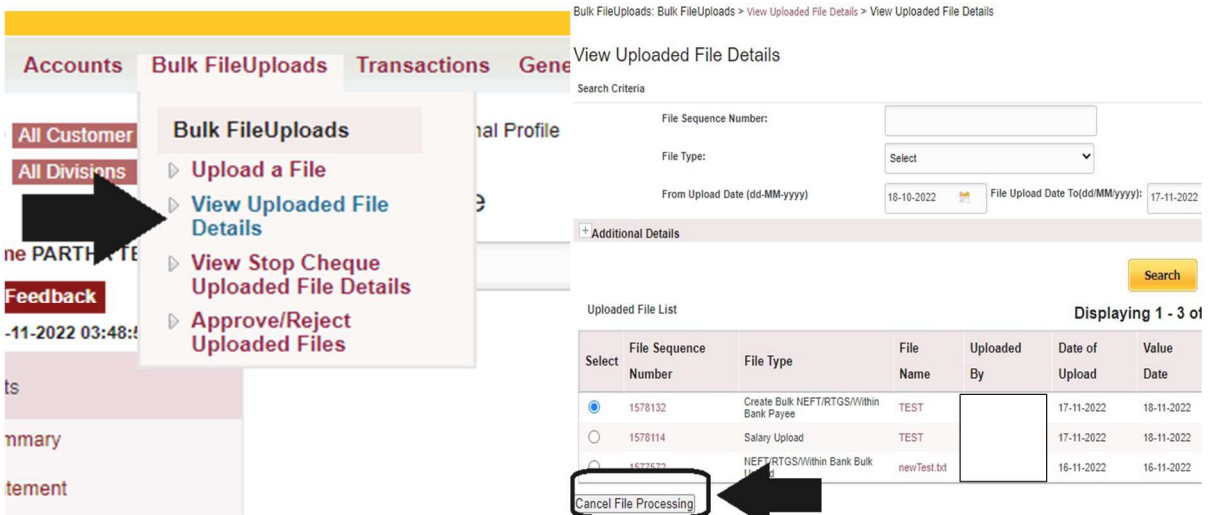


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গ্রামীণ ব্যাঙ্ক

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**B. Cancel File Processing before verification by approver:**

- i. Click on **'Bulk FileUploads' → 'View Uploaded File Details' → Select File to be cancelled → Click 'Cancel File Processing' →**



Bulk FileUploads: Bulk FileUploads > View Uploaded File Details > View Uploaded File Details

**View Uploaded File Details**

Search Criteria

File Sequence Number:

File Type:

From Upload Date (dd-MM-yyyy)  File Upload Date To(dd/MM/yyyy):

+ Additional Details

Uploaded File List Displaying 1 - 3 of 3

Select	File Sequence Number	File Type	File Name	Uploaded By	Date of Upload	Value Date
<input checked="" type="radio"/>	1578132	Create Bulk NEFT/RTGS/Within Bank Payee	TEST		17-11-2022	18-11-2022
<input type="radio"/>	1578114	Salary Upload	TEST		17-11-2022	18-11-2022
<input type="radio"/>	1578132	NEFT/RTGS/Within Bank Bulk	newTest.txt		16-11-2022	16-11-2022

- ii. Click on **'Continue' → Enter Transaction Password & OTP → Click 'Submit' →**

**Cancel File Processing**



**File Details**

File Sequence Number: 1578132

File Name: TEST

File Type: Create Bulk NEFT/RTGS/Within Bank Payee

File Status: Rejected

File Description: TESTING

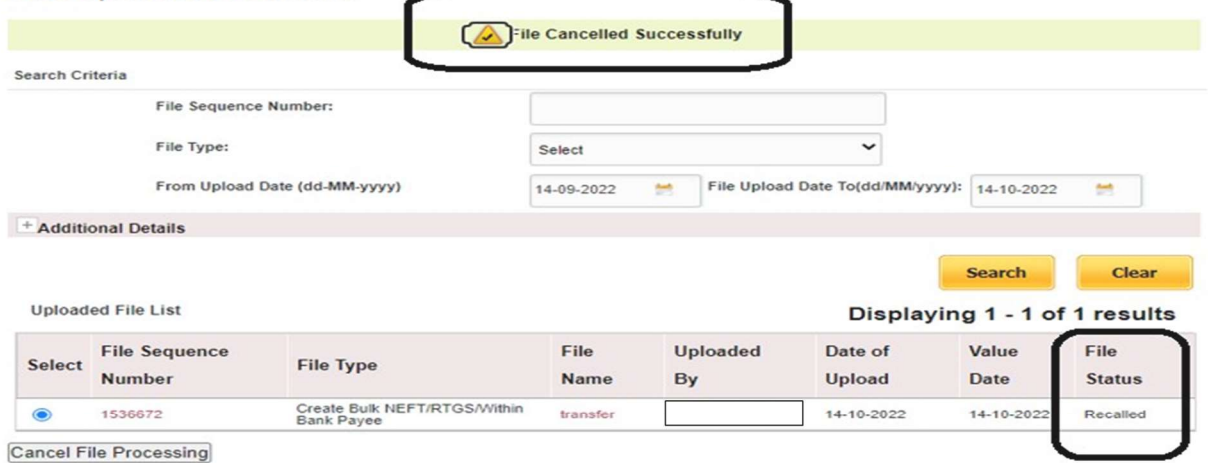
Uploaded By:

Upload Date: 17-11-2022

Remarks:

- iii. After that the page with message **"File Cancelled Successfully"** will be displayed and **File Status** will change from **"Entered"** to **"Recalled"**

**View Uploaded File Details**



**File Cancelled Successfully**

Search Criteria

File Sequence Number:

File Type:

From Upload Date (dd-MM-yyyy)  File Upload Date To(dd/MM/yyyy):

+ Additional Details

Uploaded File List Displaying 1 - 1 of 1 results

Select	File Sequence Number	File Type	File Name	Uploaded By	Date of Upload	Value Date	File Status
<input checked="" type="radio"/>	1536672	Create Bulk NEFT/RTGS/Within Bank Payee	transfer	<input type="text"/>	14-10-2022	14-10-2022	Recalled

## 11. General Services:

**Bulk File Uploads   General Services   Personal Settings**

ShortCuts: My ShortCu

**Accounts**

Account Name/NickName

Account Currency: All

Account

Account Currency: All

Account

**General Services**

- Positive Pay Services
- Service Requests
- Stop Cheque
- Income Tax e-Filing Login

General Services: General Services > Service Requests > Service Request

### Service Request

Option :

- Select
- New Requests
- Approve Request
- Recall Request
- Query on Request

### New Requests

Option :

#### New Requests

##### Request Type

Operative Accounts - Destroy Cheque

Operative Accounts - Stop Cheque

### Operative accounts destroy cheque:

### Destroy Cheque

Option :

#### Destrop Cheque

Account:\*

Destroy Cheque:

Cheque Number :

Destroy Multiple Cheques:

Start Cheque Number :  End Cheque Number :

**Income Tax e-Filing:**

**General services** → 'Income Tax e-filing Login' → Select account & Click on 'Submit' →



**12. Flowcharts for quick reference:**

**1. How to get Admin User ID & Password (for details click [here](#)):**



**2. How to create other users (for details click [here](#)):**

