



# BSP BUSINESS INTERNET BANKING

## Quick Reference Guide

**BUSINESS BANKING YOUR WAY**  
REVIEW AN UPLOADED BULK  
PAYMENT FILE





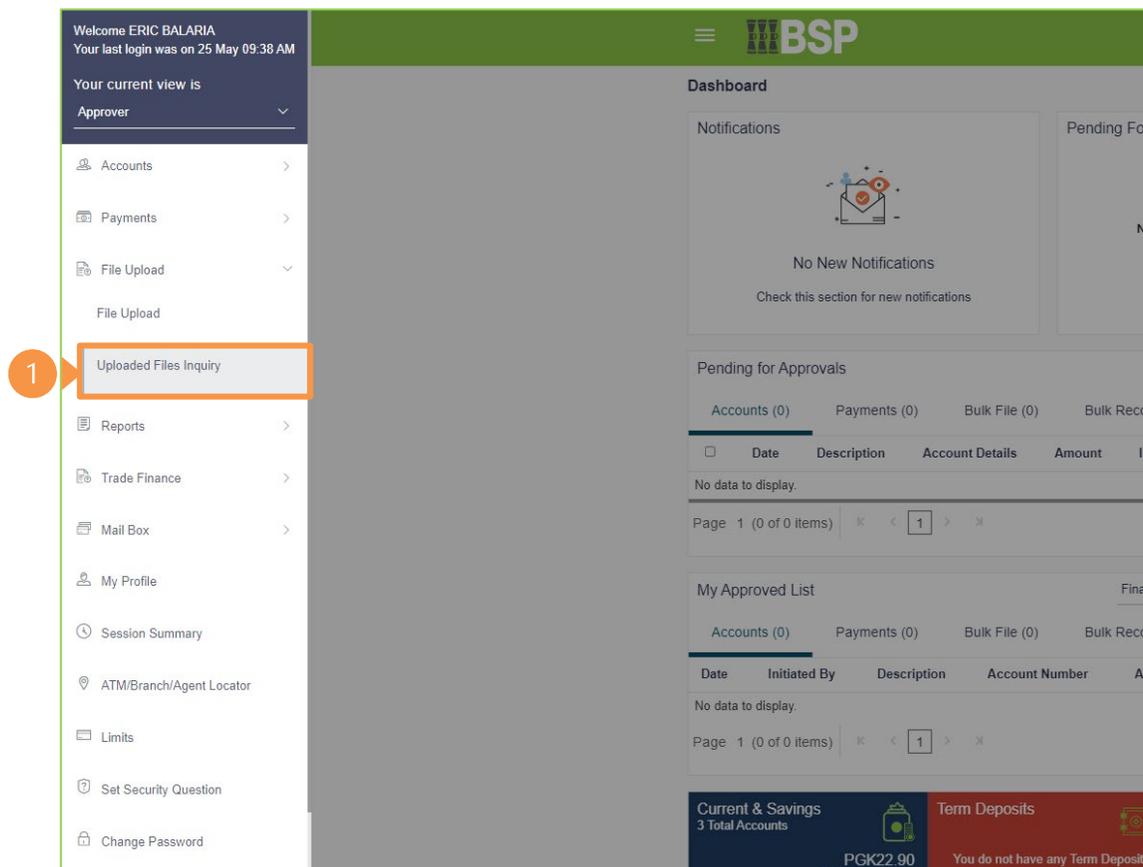
### Use this Quick Reference Guide to:

Review an Uploaded Bulk Payment File in BSP Business Internet Banking.

### Review an Uploaded Bulk Payment File

Log in to **BSP Business Internet Banking** as an **Approver** and use the **Uploaded Files Inquiry** function to review uploaded Bulk Payment files.

1. Select **Uploaded Files Inquiry** from the toggle menu



## Quick Reference Guide: Business Internet Banking – Review an Uploaded Bulk Payment

2. Select the **File Reference ID** (in blue font)

Uploaded Files Inquiry

Today's Files

Search Cancel Clear

Upload Details	Type	File Identifier	File Name	File Reference Id	File Status	Action
25 May 9:17 AM	ABA File Transfer	ABA_FILE_UPLOAD-ABA_FILE_UPLOAD	FileUpload_Salary_I.aba	2505555568	Processed	

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Cancel

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The **File Details** screen displays the workflow and status of the file.

The screenshot shows the 'Uploaded Files Inquiry' screen in the BSP system. The 'File Details' section includes:

- File Name: FileUpload\_Salary\_I.aba
- File Reference Id: 2505555568
- File Status: Processed
- Response File Download: [Download icon]
- Transaction Type: ABA File Transfer
- Number of Records: 2
- Transaction Reference Id: 250527D4D023

The 'File Workflow' section shows a progress bar with five stages:

- Uploaded
- Verified (25 May 09:18:02): Verified(5), In Error(0)
- Approved (25 May 09:18:13): Pending(0), Approved(5), Rejected(0), Expired(0), Error(0)
- Processing In Progress (25 May 09:35:03): Process(3), Error(0)
- Processed (25 May 09:35:03): Complete(3), Deleted(0), Failed(0)

The 'Record List' section contains a table with the following data:

<input type="checkbox"/>	Value Date	Debit Account No	Amount	Credit Account Details	Type	Record Status	Action
<input type="checkbox"/>	25 May 2023	1007695461	PGK3.00	CGM PILOT 2 7028866262	Internal Funds Transfer	Completed	<a href="#">E-Receipt</a>
<input type="checkbox"/>	25 May 2023	1007695461	PGK3.00	IB PILOT 1 7028866247	Internal Funds Transfer	Completed	<a href="#">E-Receipt</a>

Navigation elements include a 'Download as' dropdown menu and a 'Back' button. The page is on 1 of 1 (1-2 of 2 items).

Separate **E-Receipts** are created for each payee within the uploaded file. There are two ways to download an **E-Receipt**.

- Option 1 – Select the **check box** for each E-Receipt you would like to download
- Option 2 – Select the **E-Receipt** (in blue font) to download

### Additional Support

Please contact the BSP Customer Call Centre:

**Phone:** (+675) 3201212 or 7030 1212

**Email:** [servicesbsp@bsp.com.pg](mailto:servicesbsp@bsp.com.pg)

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