

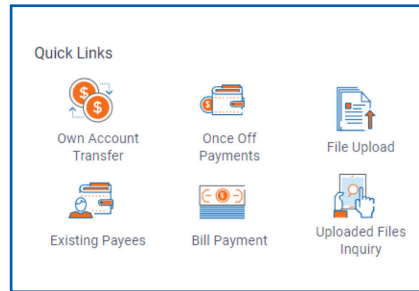


Identifying BULK

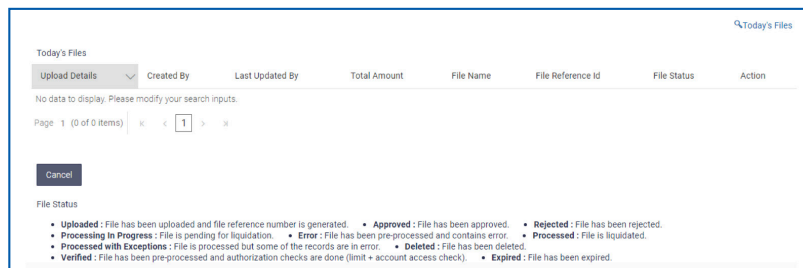
File Errors

For BULK payments with error at VERIED stage, **CHECKER will not see the file to approve** till the MAKER rectifies the errors and uploads successfully.

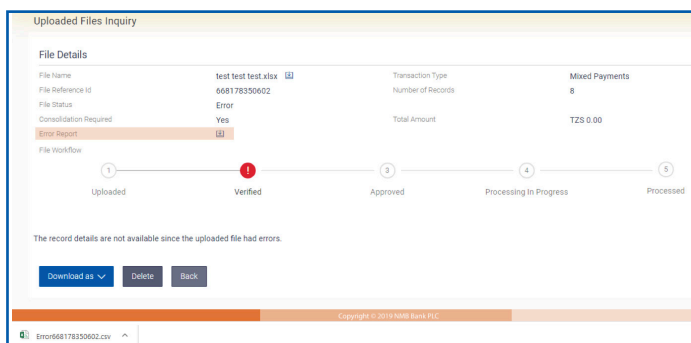
MAKER will click the **'Uploaded Files Inquiry'** on the home page, then open the file reference ID;



IF file is for **past dates**, **CLICK** on the **'search'** lens and insert the date the file was \ processed and search;



Once **file reference ID** is opened, error report will be availed as per below, **CLICK** it and Excel file will open indicating the errors in the uploaded file.



The below file will be displayed with the following error details

- Column A –contains original file row number with error
- Column B- indicates the error found on the row
- Column C –Indicates the cell content which contains the error
- Column D –Contains specific error that needs to be cleared eg. Row no 3 below has invalid credit account

RECORD	ERROR_DETAIL	FIELD	VALUE	RECORD
2	Transaction amount should be greater than the minimum allowed amount.		0	
3	1 Invalid Value	Amount	Beneficiary_Name,Amount,Beneficiary_Account,Payment type,Destination,Narration,Ownreference	
4	3 Invalid credit account.	20101000066	Isaya Maulid Kalimmo,1104669,2041004947,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary	
5	4 Invalid credit account.	20101000066	Anna Lasti Miringa,584500,2061004940,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary	
6	5 Invalid credit account.	20101000066	Maulid ally Nyelele,100000,2091004937,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary	

Initiator will rectify all the indicated errors on the original file and re upload the file for authorizer to be able to see it.