

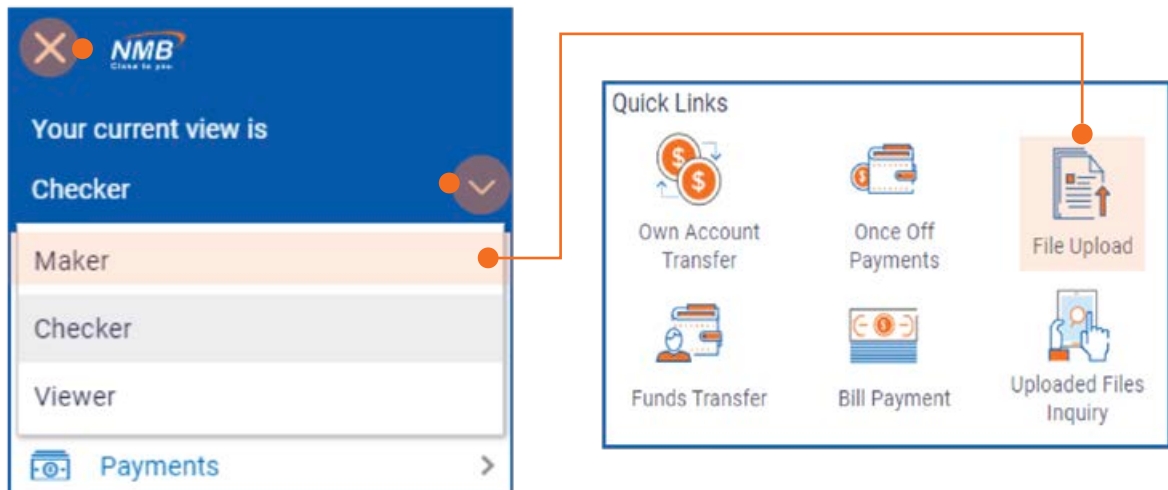


Bulk Upload

Corporate User Guide

Bulk file can only be initiated by maker,

1. First stage go to main menu and select maker from the drop down arrow, then close main menu bar by clicking the “x”
2. Then Go to quick links and select file upload



3. Download bulk file from the system and prepare the file and enter the required details for file upload transaction

Note: Download Destination Bank short codes to confirm on the Destination bank when uploading bulk file

File Upload

File Identifier
 Select File Identifier: [Dropdown] [Download Bulk Template] [Download Destination Bank Short Codes]

Consolidation Required
 Yes
 No

Debit Account
 xxxxxxxxxxxxxxx006... [Dropdown]
 Balance: TZS 1,466,480,731.51

Amount: [Input Field]

Note: [Input Field]
 Note#: [Input Field]

File Name: [Input Field] [Browse File]

How to upload file and the sample of excel file to be uploaded:

File upload accepts mixed transactions e.g The file may contain Payments to MNO (TigoPesa, MPESA, Airtel Money etc), Internal transfers, Domestic transfers and TISS all in a single file

The below image is a sample of the file to be used for Bulk upload.

Beneficiary Name	Amount	Beneficiary Account	Payment Type	Destination	Narration	Own Reference
FRED DAVID	10000	123456789	INTERNAL	NMB	Salary	JAN
JOHN FRANCIS	20000	98765432	DOMESTIC	STANBIC	Salary	JAN
ALLY ISSA	30000	324567888	TISS	CRDB	Salary	JAN
AHMED YUSUFH	40000	713019903	MNO	TIGOPESA	Salary	JAN
JUMA ALY	50000	754221213	MNO	MPESA	Salary	JAN

Note:

- Please do not include the total debit sum in the file.
- On the column of **Payment type** in the file, please use only capital letters.
- For internal transfers make sure the **name** and **account number** of the beneficiary in the file appears the same as in the system account.
- Use **number format on Excel** for amount and account number.
- Do not use comas, dots or special characters in the excel file.

Sample of the uploaded file

1	Beneficiary_Name	Amount	Beneficiary_Account	Payment type	Destination	Narration	Ownreference
2	Said Ally Juma	2450000	12110000929	INTERNAL	NMB	Jan 20 Salary	Jan 20 Salary
3	Isaya Maulid Kalinimo	1104669	20410044947	INTERNAL	NMB	Jan 20 Salary	Jan 20 Salary
4	Anna Laisi Mkinga	984500	20610044940	INTERNAL	NMB	Jan 20 Salary	Jan 20 Salary
5	Maulid ally Nyelele	100000	20910044937	INTERNAL	NMB	Jan 20 Salary	Jan 20 Salary
6	Monica Maganzo	100000	20110014160	INTERNAL	NMB	Jan 20 Salary	Jan 20 Salary
7	ALLY ISSA	30000	324567888	TISS	CRDB	Jan 20 Salary	Jan20 Salary
8	AHMED YUSUPH	50000	719019903	MNO	TIGOPESA	Jan 20 Salary	Jan20 Salary
9	JUMA ALLY	50000	755221213	MNO	MPESA	Jan 20 Salary	Jan20 Salary

4. After preparing the file then go to file upload transaction on the top left and fill by filling the required field.

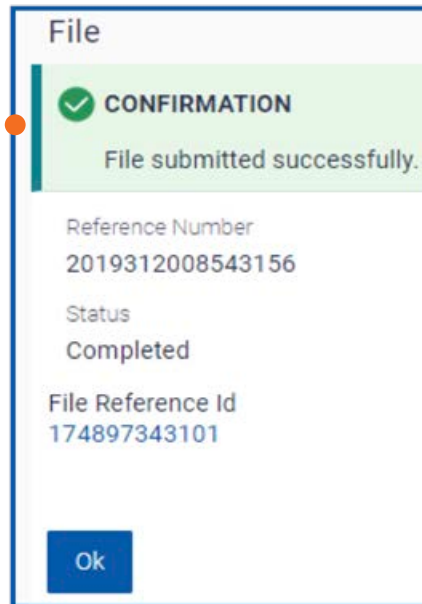
- Select file identifier (pick the one availed)
- Consolidation required select **YES** or **NO** (YES will mean there will be one debit on the statement with the file total amount, while NO will mean the bank statement will contain single debits for each entry)
- Select account to be debited (take note of the file currency and pick appropriate account)
- Insert amount, note, then browse the file from desktop and Upload
- Bulk file can only allow TZS transactions and no other foreign currencies

NOTE: Total amount in the file should be exact equivalent to the one inserted on the upload screen during upload (see below for more details).

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

- File Identifier:** 001729054 - SDMC
- Transaction Type:** Mixed Payments
- File Format Type:** CSV,XML,XLS,XLSX
- Approval Type:** File Level
- Consolidation Required:** Yes (selected)
- Debit Account:** xxxxxxxxxxxx006...
- Balance:** TZS 1,466,480,731.51
- Amount:** TZS7,959,945.00
- Note:** Salary
- File Name:** Browse File
- Buttons:** Upload, Cancel

- After the file is successfully uploaded customer will receive a confirmation note



- After the file is successful uploaded maker will see its records and status from the activity log ,under bulk file , **Click in progress to see file details**

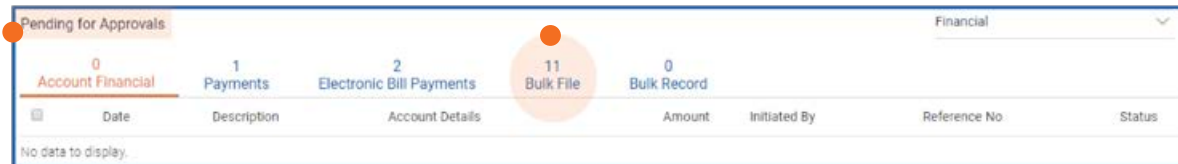
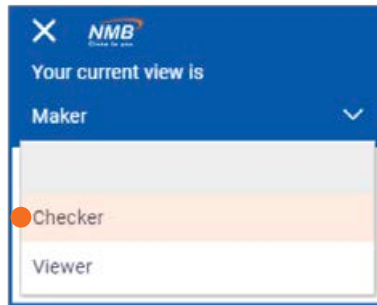
Activity Log						Financial	🔍		
Accounts (0)		Payments (0)		Bill Payments (0)		Bulk File (2)		Bulk Record (0)	
Processed	0	Processed	0	Processed	0	Processed	0	Processed	0
In Progress	0	In Progress	0	In Progress	0	In Progress	2	In Progress	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0

Below you will see file details including status of the file which is In progress await for checker approval to finalize the file upload transaction

Activity Log							Financial	🔍	
Accounts (0)		Payments (0)		Bill Payments (0)		Bulk File (2)		Bulk Record (0)	
Processed	0	Processed	0	Processed	0	Processed	0	Processed	0
In Progress	0	In Progress	0	In Progress	0	In Progress	2	In Progress	0
Rejected	0	Rejected	0	Rejected	0	Rejected	0	Rejected	0
Date	Description	Transaction Type	File Name	File Amount	Reference No	Status			
31 Jan 10:49 AM	SDMC	MIXED Uploaded	test test test 1.xlsx	TZS 6,906,500.00	174897343101	🔄 In Progress			
31 Jan 10:09 AM	SDMC	MIXED Uploaded	test test test.xlsx	TZS 7,959,945.00	808746373101	🔄 In Progress			

7. Bulk file approval by Checker

After the file is successfully uploaded by maker, checker is to approve by login to the system and go to pending for approval. First step is to ensure that user is on -- section below;



Click bulk file to approve the transaction by clicking reference number of a particular transaction

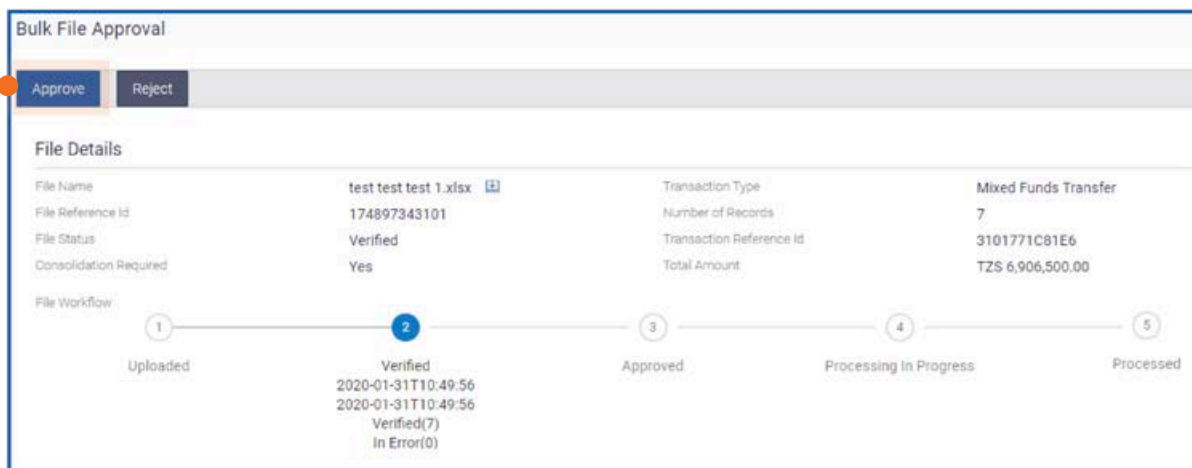


A table titled "Pending for Approvals" with a "Financial" dropdown. It shows counts for "Account Financial" (0), "Payments" (1), "Electronic Bill Payments" (2), "Bulk File" (10, circled in orange), and "Bulk Record" (0). The table has columns: Date, Description, Transaction Type, File Name, File Amount, Initiated By, Reference No, and Status. Two rows are shown, with the first row highlighted in orange.

Date	Description	Transaction Type	File Name	File Amount	Initiated By	Reference No	Status
31 Jan 10:49 AM	SDMC	MIXED Uploaded	test test test 1.xlsx	TZS 6,906,500.00	nhif maker	174897343101	In Progress
30 Jan 9:48 AM	SDMC	MIXED Uploaded	vjay.xlsx	TZS 6,214,400.00	nhif maker	942408733001	In Progress

When reference number clocked, below screen will populate for approval and verification of file details.

Select Approve to finalize the transaction

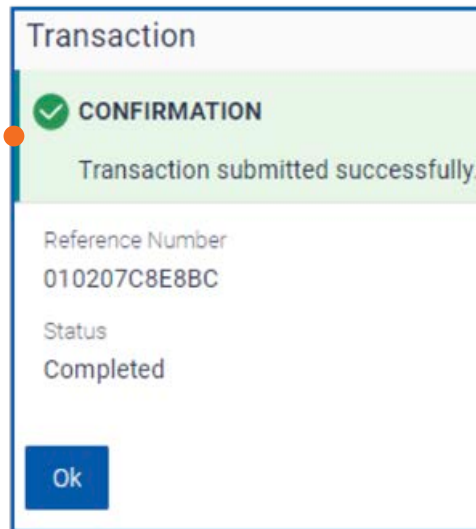


A screen titled "Bulk File Approval" with "Approve" and "Reject" buttons. Below is a "File Details" section with a table of file information and a "File Workflow" section with a progress bar.

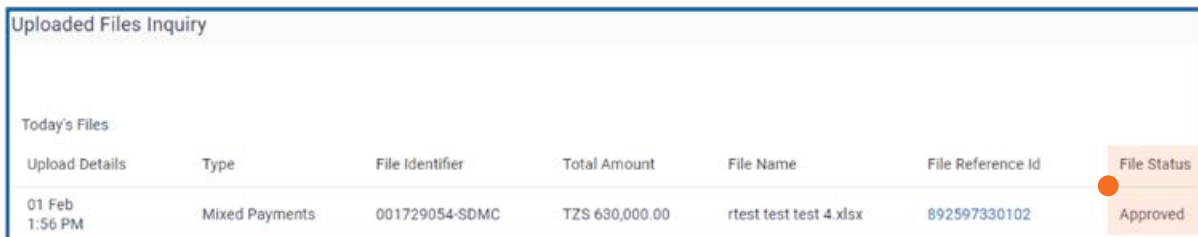
File Name	Transaction Type
test test test 1.xlsx	Mixed Funds Transfer
File Reference Id	Number of Records
174897343101	7
File Status	Transaction Reference Id
Verified	3101771C81E6
Consolidation Required	Total Amount
Yes	TZS 6,906,500.00

File Workflow: 1 Uploaded → 2 Verified (2020-01-31T10:49:56, 2020-01-31T10:49:56, Verified(7), In Error(0)) → 3 Approved → 4 Processing In Progress → 5 Processed

After approval customer will receive confirmation note as seen below



Transaction status will change from verified to approved



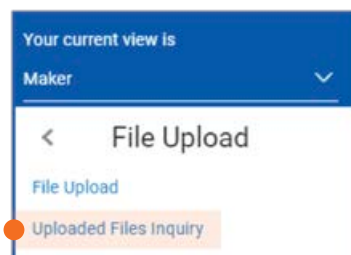
Uploaded Files Inquiry

Today's Files

Upload Details	Type	File Identifier	Total Amount	File Name	File Reference Id	File Status
01 Feb 1:56 PM	Mixed Payments	001729054-SDMC	TZS 630,000.00	rtest test test 4.xlsx	892597330102	Approved

In case you encounter file error when uploading file

To identify error, **MAKER (Initiator)** will go to Uploaded Files Inquiry (also available on home page quick links)



In case you don't see the file after clicking Uploaded Files Inquiry **click the button below** and specify file processing date

Upload Details	Type	File Identifier	Total Amount	File Name	File Reference Id	File Status	Action
06 Feb 9:48 AM	Mixed Payments	001729054-SDMC	TZS 0.00	test test test.xlsx	668178350602	Error	-

Page: 1 of 1 (1 of 1 items) | < 1 >

Once you identify the file with error click **file reference id** to get the error report

File Details

File Name	test test test.xlsx	Transaction Type	Mixed Payments
File Reference Id	668178350602	Number of Records	8
File Status	Error	Total Amount	TZS 0.00
Consolidation Required	Yes		
Error Report	[i]		

File Workflow

- 1 Uploaded
- 2 Verified
- 3 Approved
- 4 Processing In Progress
- 5 Processed

Click on the error link and the file will be availed at the left-bottom as indicated below, open it to view the error report

File Details

File Name	test test test.xlsx	Transaction Type	Mixed Payments
File Reference Id	668178350602	Number of Records	8
File Status	Error	Total Amount	TZS 0.00
Consolidation Required	Yes		
Error Report	[i]		

File Workflow

- 1 Uploaded
- 2 Verified
- 3 Approved
- 4 Processing In Progress
- 5 Processed

The record details are not available since the uploaded file had errors.

[Download as](#) [Delete](#) [Back](#)

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Error668178350602.csv

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

A	B	C	D	E	F	G	H	I	J	K	L	M
1	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 Kalinimo,1104669,20410044947,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary								
5	4	Invalid credit account.	20101000066	Anna Laisi Mkinga,984500,20610044940,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary								
6	5	Invalid credit account.	20101000066	Maulid ally Nyelele,100000,20910044937,INTERNAL,NMB,Jan 20 Salary,Jan 20 Salary								

Initiator will rectify all the indicated errors on the original file and re upload the file