



BSP Business Internet Banking

File Upload Guide

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Introduction

Customers using Business Internet Banking can use the File Upload function to create, manage, and process payment files. Both Makers and Approvers with access to initiate and/or approve file payments can use this function..

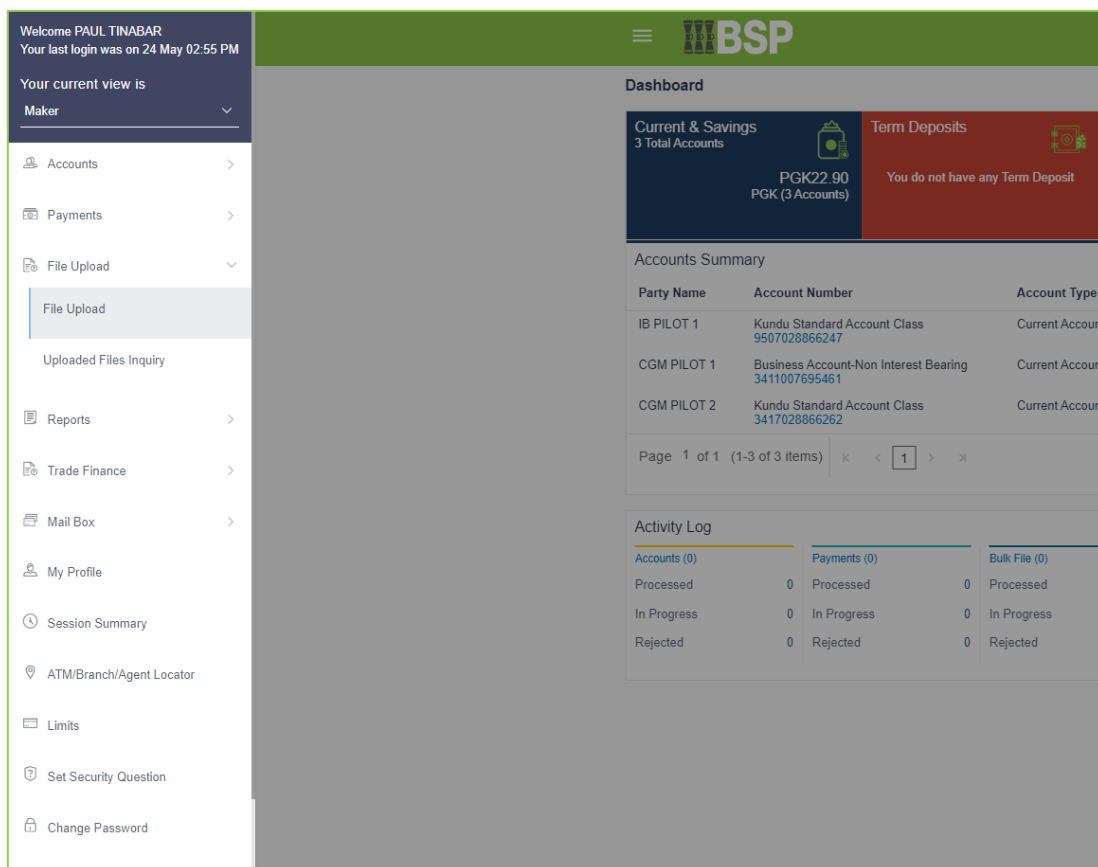
This guide offers simple instructions for processing and uploading an ABA file, commonly known as a KunduPei file. Please contact BSP for help if you need additional details about the ABA file format.

File payments must be initiated and authorized, which needs authentication using an OTP (One Time Password) obtained from the BSP Pay Secure App, SMS/Email, or security questions. The document's initiation and authorization practices show a setup where only one approver is needed to approve the transaction.

Please read this document together with the Business Internet Banking File Upload FAQs.

Uploading a file

1. The Initiator/Maker logs into the Business Internet Banking site.
2. Select the File Upload function from the toggle menu.

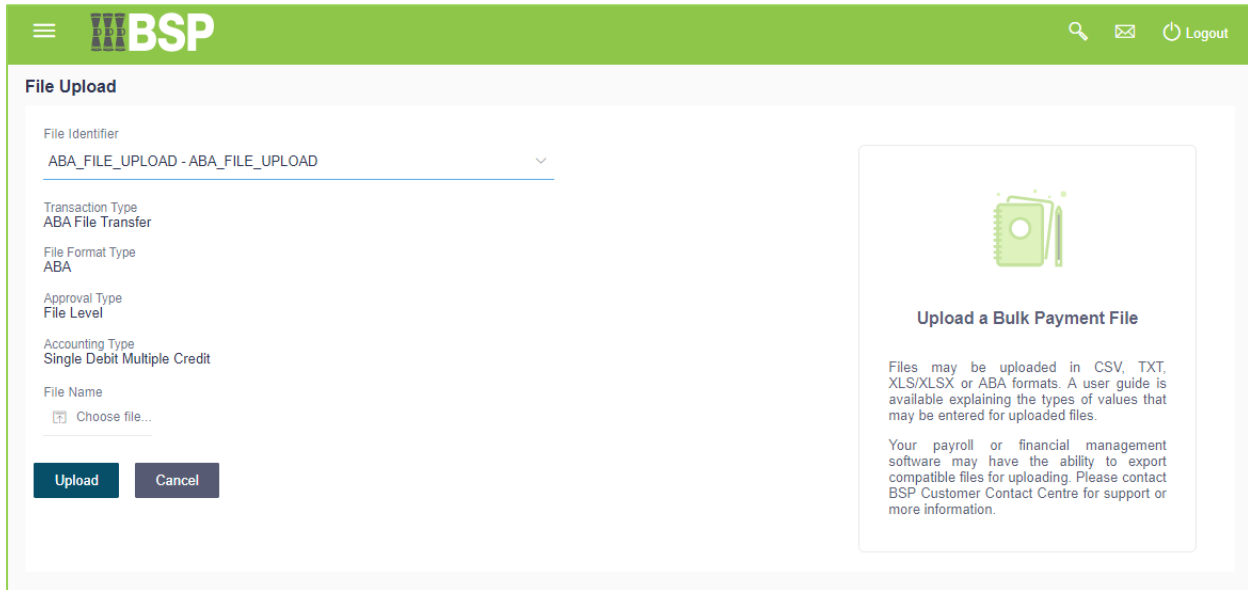


The screenshot shows the BSP Business Internet Banking dashboard. The user is logged in as PAUL TINABAR. The dashboard includes a navigation menu on the left with options like Accounts, Payments, File Upload, Reports, Trade Finance, Mail Box, My Profile, Session Summary, ATM/Branch/Agent Locator, Limits, Set Security Question, and Change Password. The 'File Upload' option is highlighted. The main dashboard area shows a 'Dashboard' section with 'Current & Savings' (3 Total Accounts, PGK22,90 PGK (3 Accounts)) and 'Term Deposits' (You do not have any Term Deposit). Below this is an 'Accounts Summary' table with columns for Party Name, Account Number, and Account Type. The table lists three accounts: IB PILOT 1, CGM PILOT 1, and CGM PILOT 2. At the bottom, there is an 'Activity Log' section with columns for Accounts (0), Payments (0), and Bulk File (0), each with sub-columns for Processed, In Progress, and Rejected, all showing 0 counts.

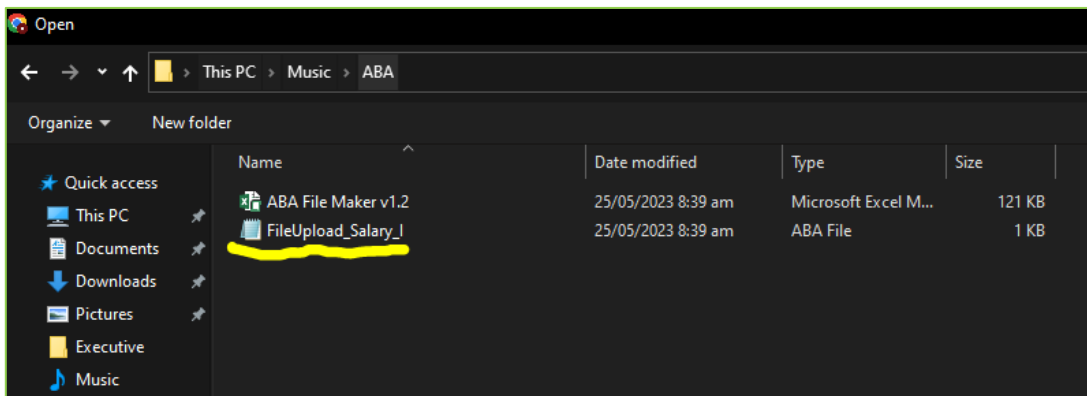
Party Name	Account Number	Account Type
IB PILOT 1	Kundu Standard Account Class 9507028866247	Current Account
CGM PILOT 1	Business Account-Non Interest Bearing 3411007695461	Current Account
CGM PILOT 2	Kundu Standard Account Class 3417028866262	Current Account

Accounts (0)			Payments (0)			Bulk File (0)		
Processed	0		Processed	0		Processed	0	
In Progress	0		In Progress	0		In Progress	0	
Rejected	0		Rejected	0		Rejected	0	

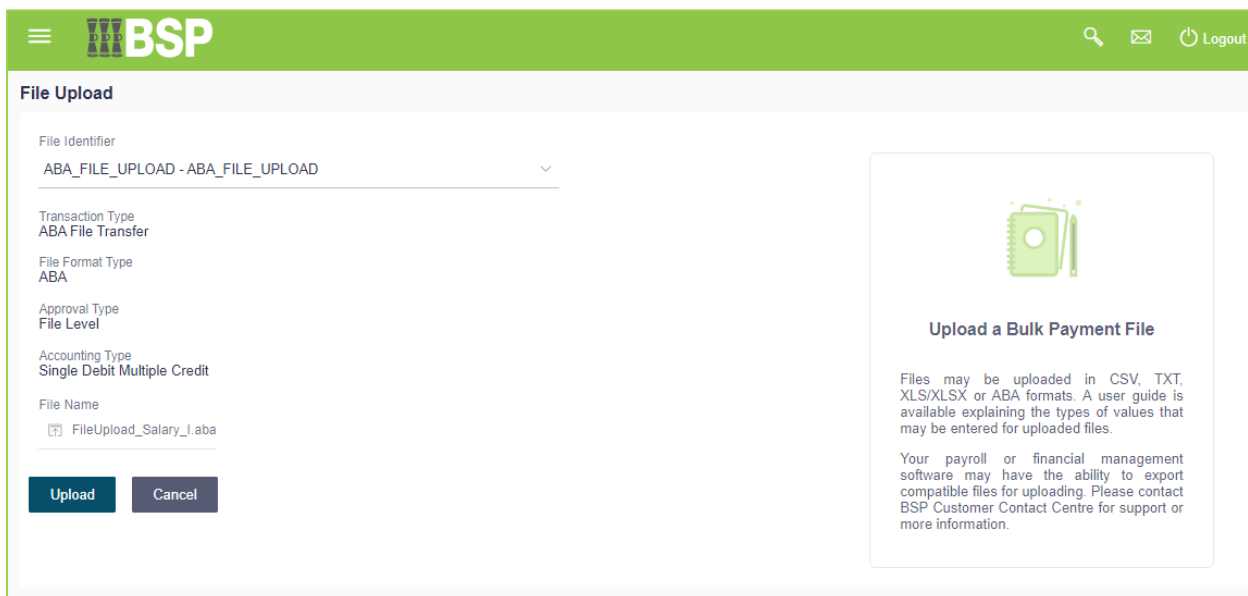
3. From the File Identifier list, select the file identifier. The file identifier details appear.
4. In the File Name field, click on Choose file.



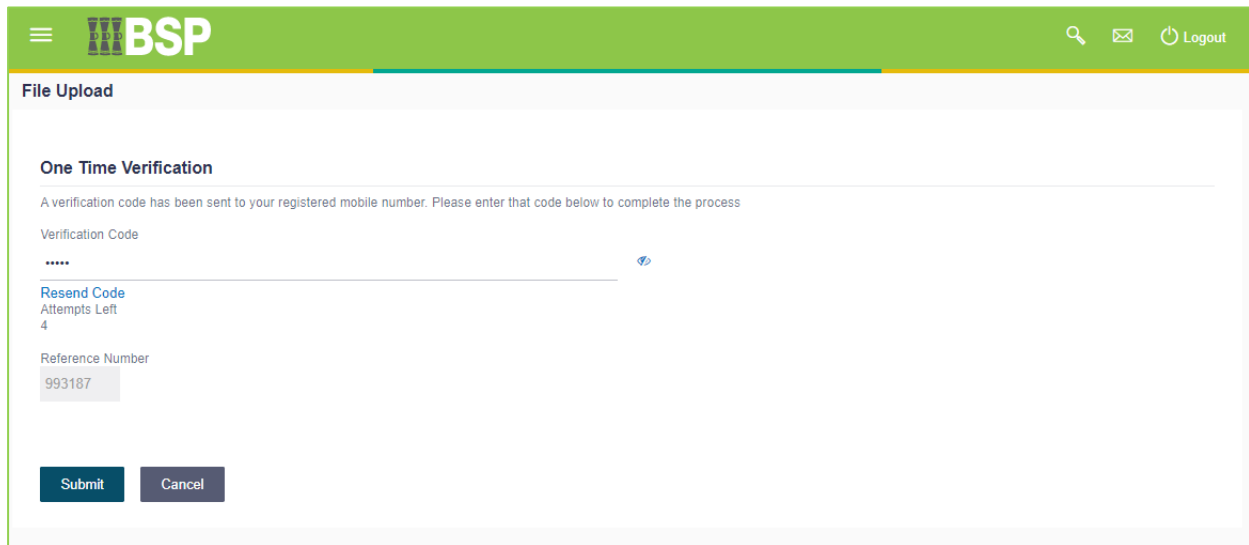
5. A windows dialogue box appears. Select the ABA file that you want to upload.



6. Once the ABA file is selected, click the Upload button to proceed.

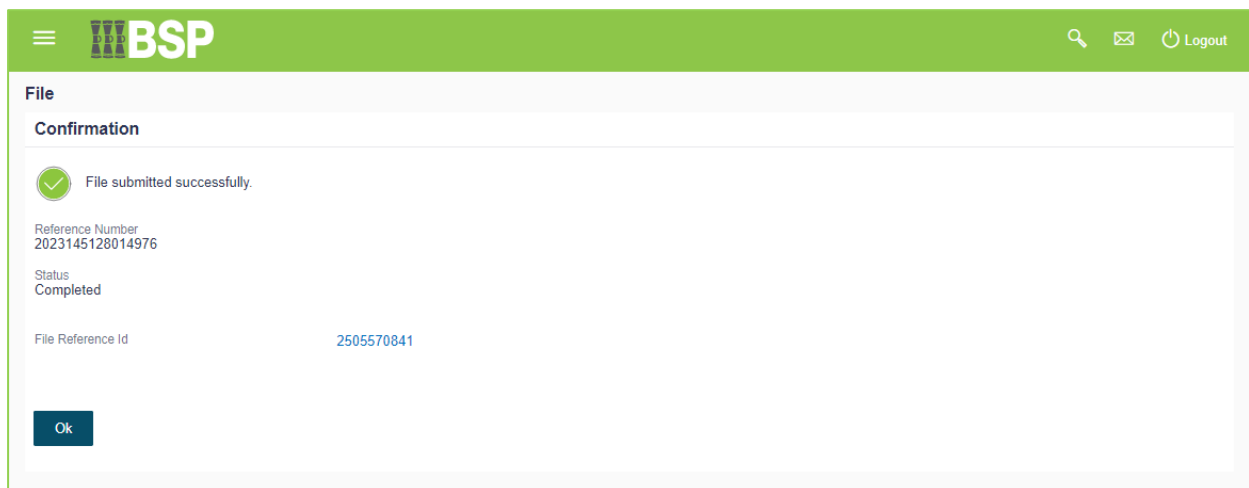


7. Enter the OTP (One Time Password) to verify the transaction.



The screenshot shows the 'File Upload' section of the BSP Online Business Banking interface. It features a green header with the BSP logo and navigation icons. The main content area is titled 'File Upload' and contains a 'One Time Verification' section. A message states: 'A verification code has been sent to your registered mobile number. Please enter that code below to complete the process'. Below this is a text input field for the 'Verification Code' with a blue eye icon for toggling visibility. A 'Resend Code' link is present, along with 'Attempts Left' (4). The 'Reference Number' is displayed as '993187'. At the bottom, there are 'Submit' and 'Cancel' buttons.

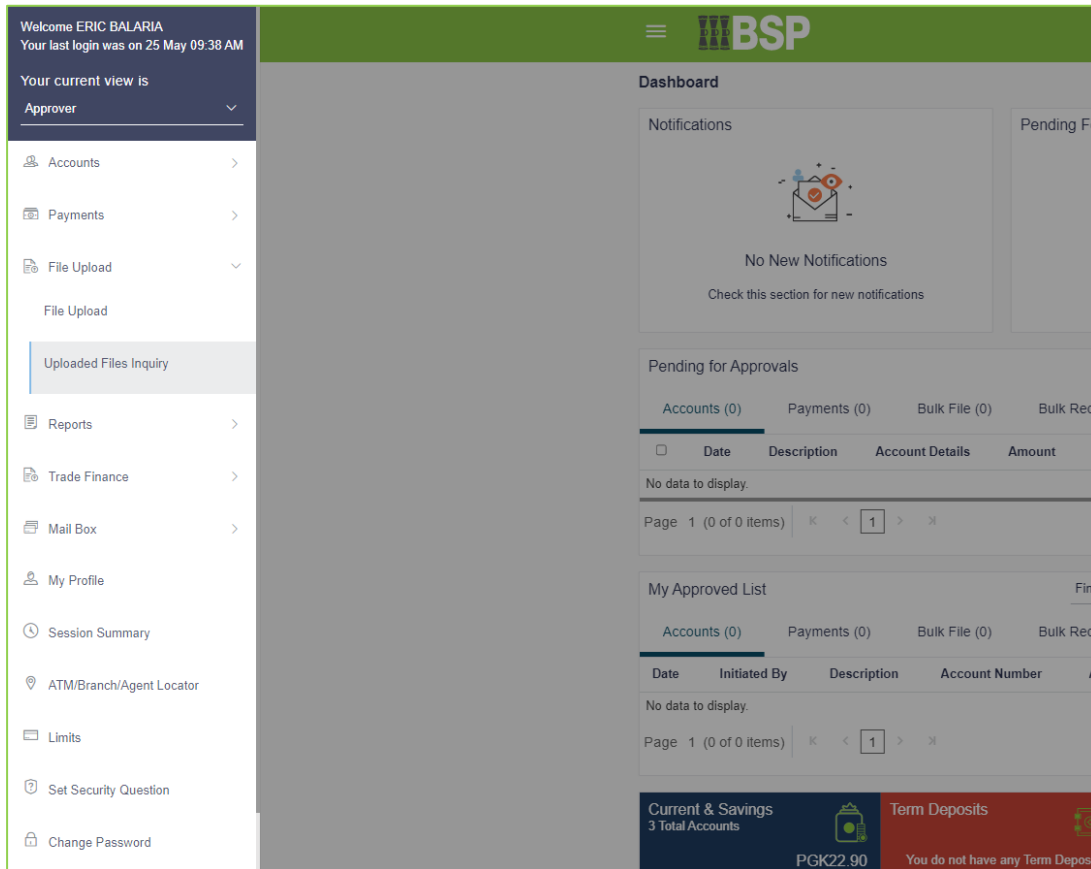
8. The Approver/Checker logs into the Business Internet Banking
9. Under the Pending for Approvals, click on the Bulk File tab.
10. The file is listed. Click on the Reference number (in blue font) to open the File Status screen
11. Click on the Approve button to authorize the file upload.
12. File may be subject to authorization depending on your organization's approval settings.
13. Confirmation of file successfully submitted.



The screenshot shows the 'File' section of the BSP Online Business Banking interface. It features a green header with the BSP logo and navigation icons. The main content area is titled 'File' and contains a 'Confirmation' section. A green checkmark icon is followed by the text 'File submitted successfully.'. Below this, the 'Reference Number' is '2023145128014976' and the 'Status' is 'Completed'. The 'File Reference Id' is '2505570841'. At the bottom, there is an 'Ok' button.

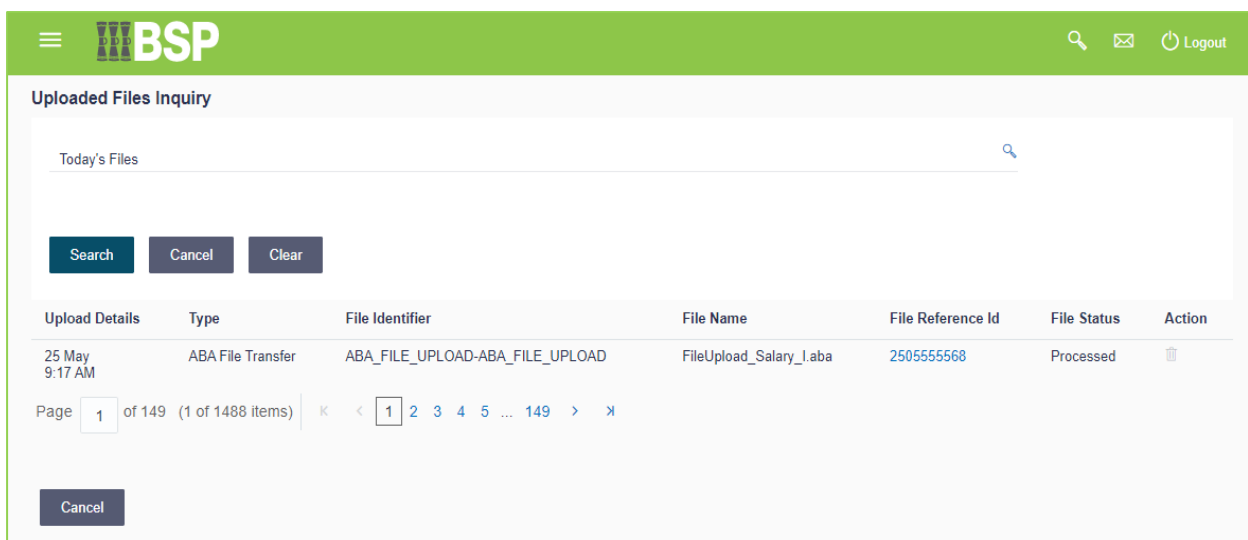
Upload Files Inquiry

14. Select the Uploaded Files Inquiry function from the toggle menu.

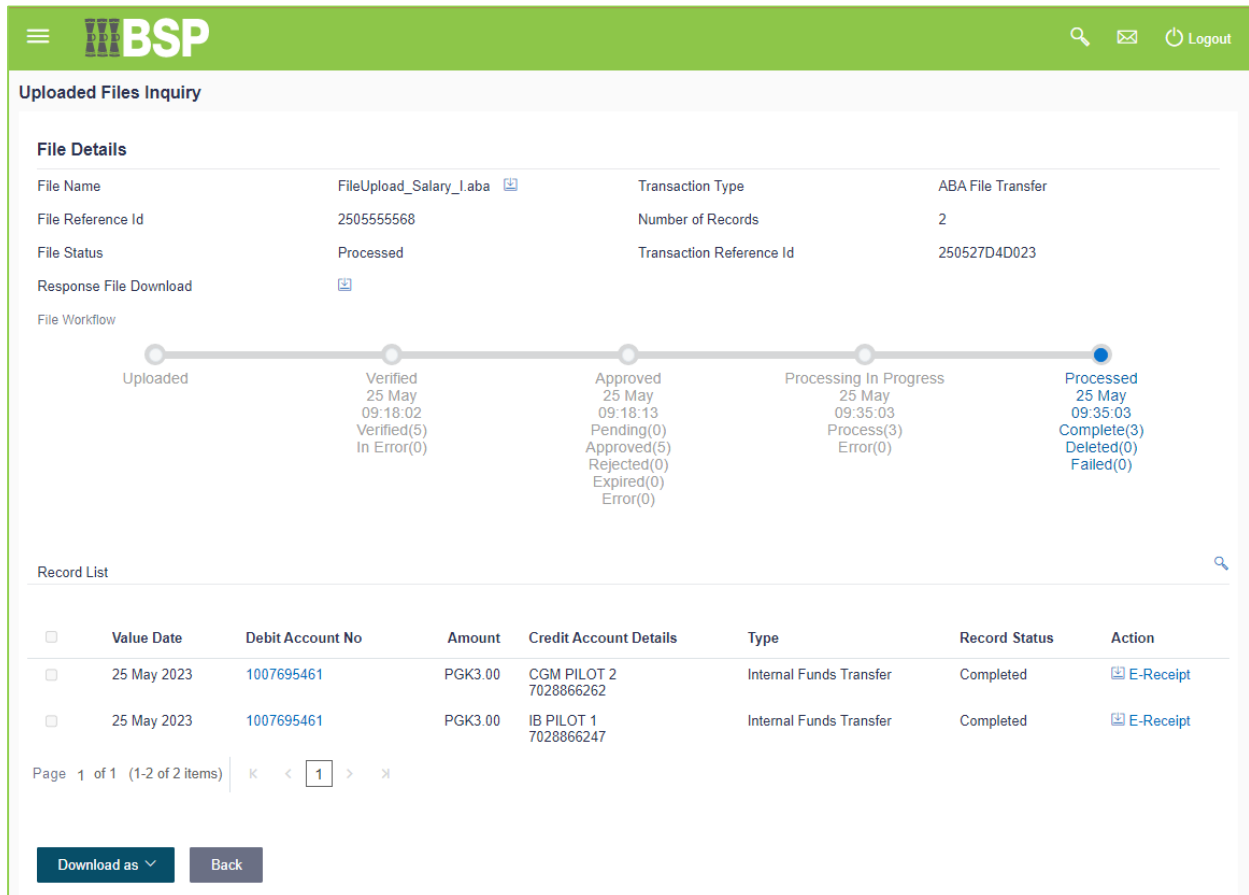


15. Summary is displayed of any files uploaded on the day.

16. Click on the File Reference ID (in blue font) to view the details. The Uploaded File Inquiry - File Details screen appears.



17. The File Details screen displays the workflow and status of the file.
- Uploaded** – File Uploaded and file reference number is generated.
 - Verified** – File has been pre-processed and authorization checks done (limit + account access check). File is now Pending Approval.
 - Approved** – File has been fully approved.
 - Processing in Progress** – File is not yet liquidated.
 - Processed** – File is completely liquidated.



Uploaded Files Inquiry

File Details

File Name	FileUpload_Salary_1.aba	Transaction Type	ABA File Transfer
File Reference Id	2505555568	Number of Records	2
File Status	Processed	Transaction Reference Id	250527D4D023
Response File Download	Download		

File Workflow

```

graph LR
    A((Uploaded)) --> B((Verified  
25 May 09:18:02  
Verified(5)  
In Error(0)))
    B --> C((Approved  
25 May 09:18:13  
Pending(0)  
Approved(5)  
Rejected(0)  
Expired(0)  
Error(0)))
    C --> D((Processing In Progress  
25 May 09:35:03  
Process(3)  
Error(0)))
    D --> E((Processed  
25 May 09:35:03  
Complete(3)  
Deleted(0)  
Failed(0)))
  
```

Record List

<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	E-Receipt
<input type="checkbox"/>	25 May 2023	1007695461	PGK3.00	IB PILOT 1 7028866247	Internal Funds Transfer	Completed	E-Receipt

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18. Separate E-Receipts are created for each payee within the file uploaded. Click on the E-Receipt link (in blue font) to download.