BSP Business Internet Banking

File Upload Guide

Contents

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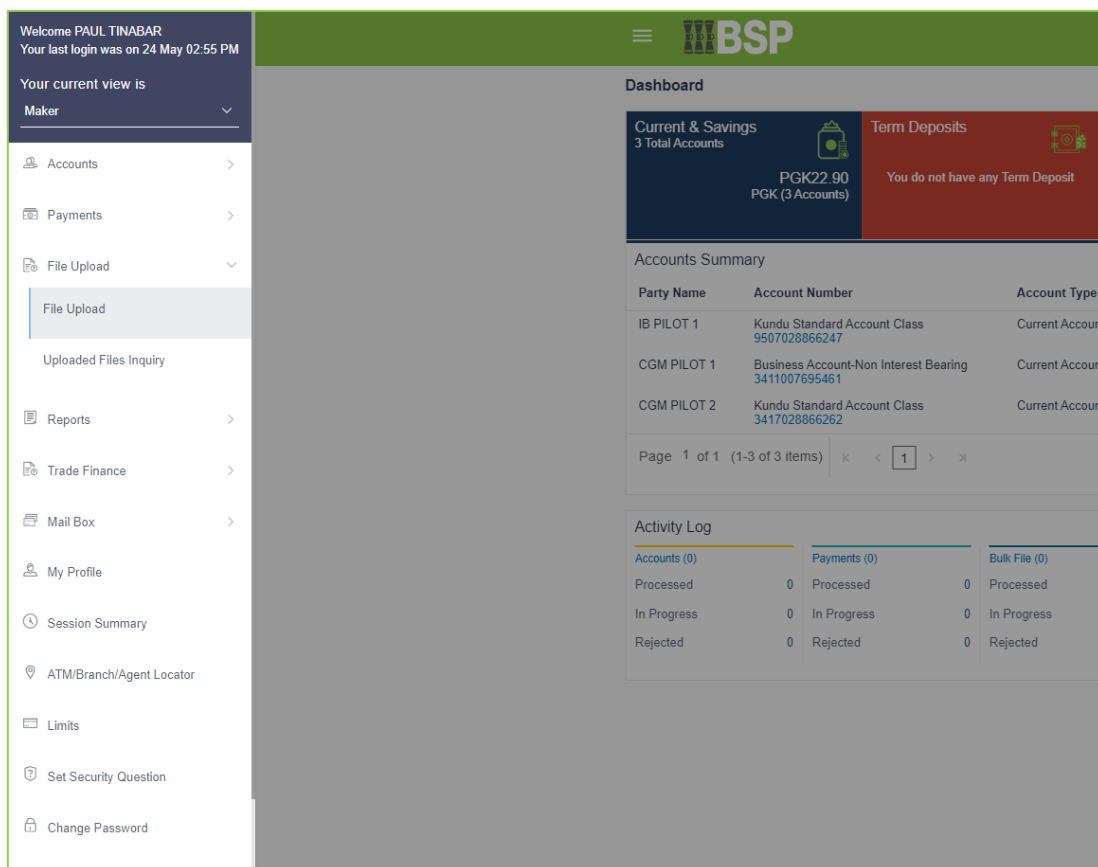
This guide offers simple instructions for processing and uploading an ABA file, commonly known as a KunduPei file. Please contact BSP for help if you need additional details about the ABA file format.

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.
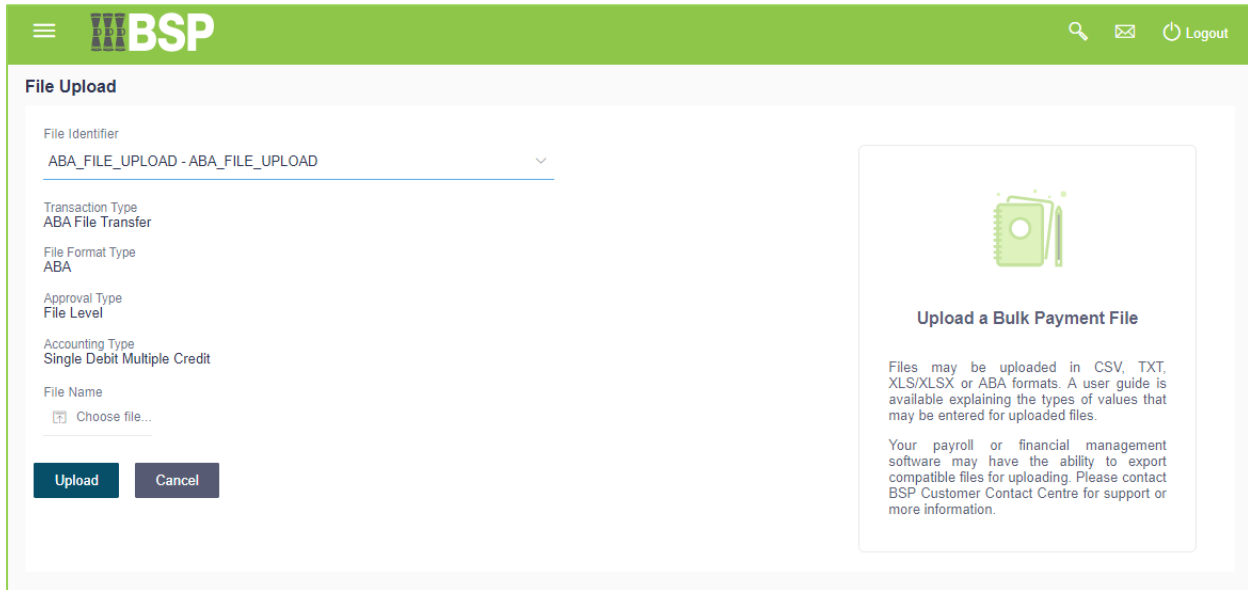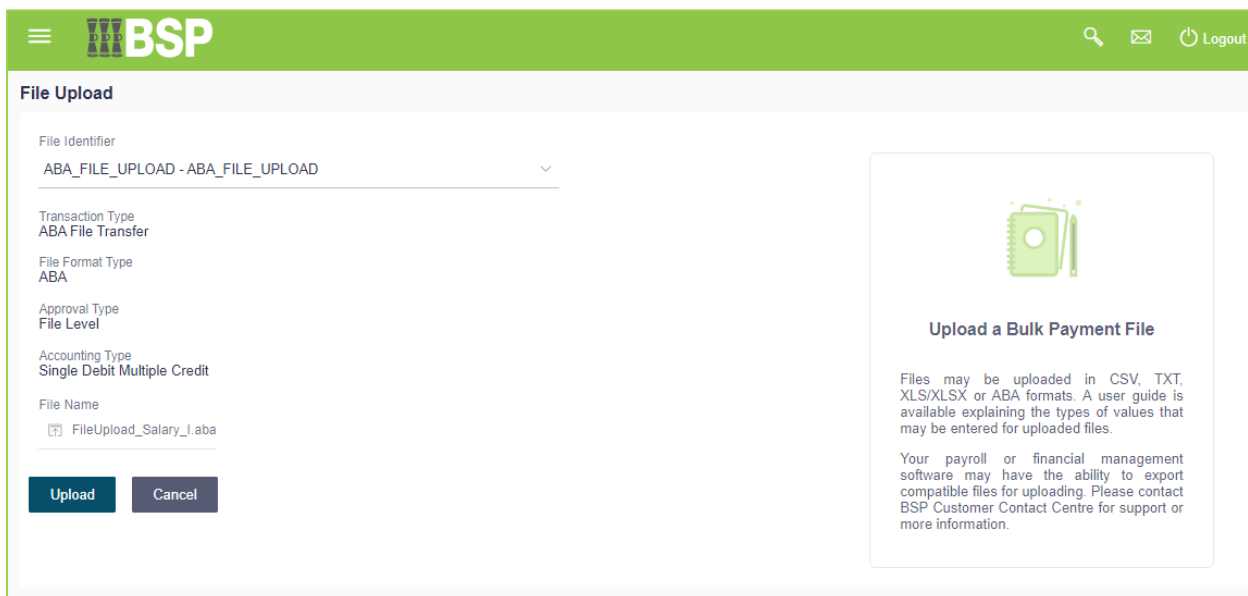2. Select the File Upload function from the toggle menu.

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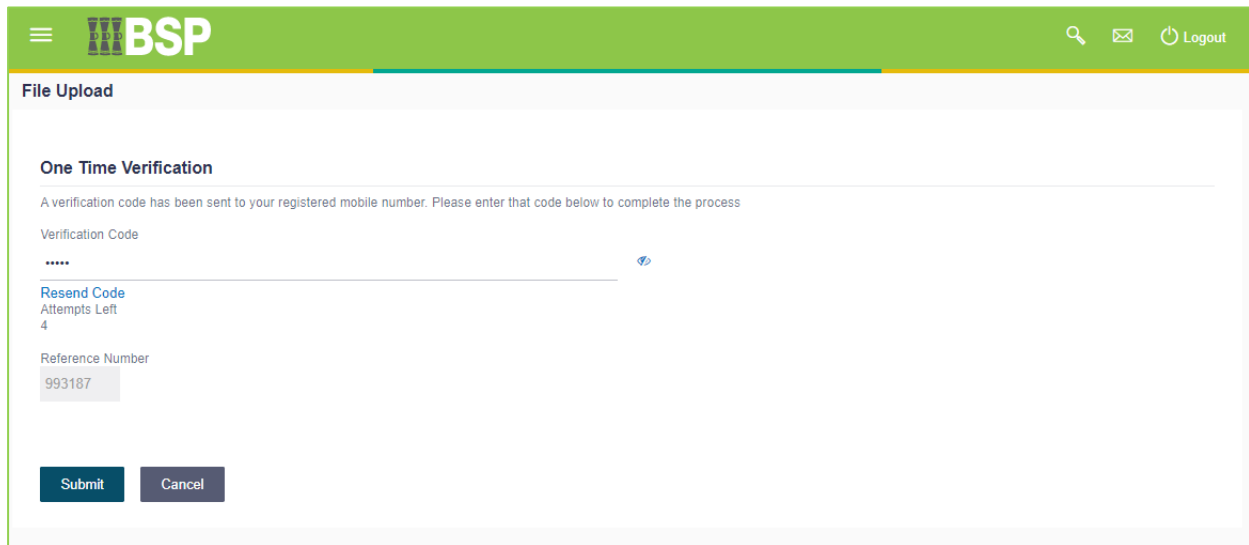4. In the File Name field, click on Choose file.

5. A windows dialogue box appears. Select the ABA file that you want to upload.
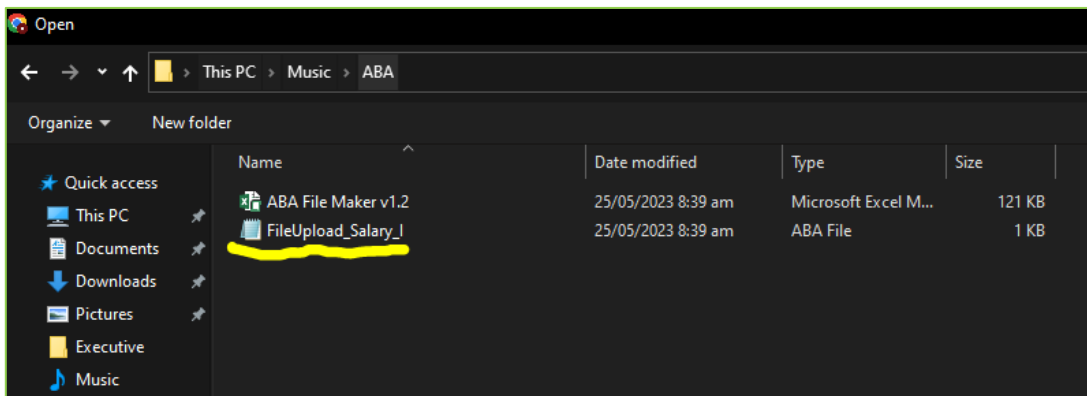
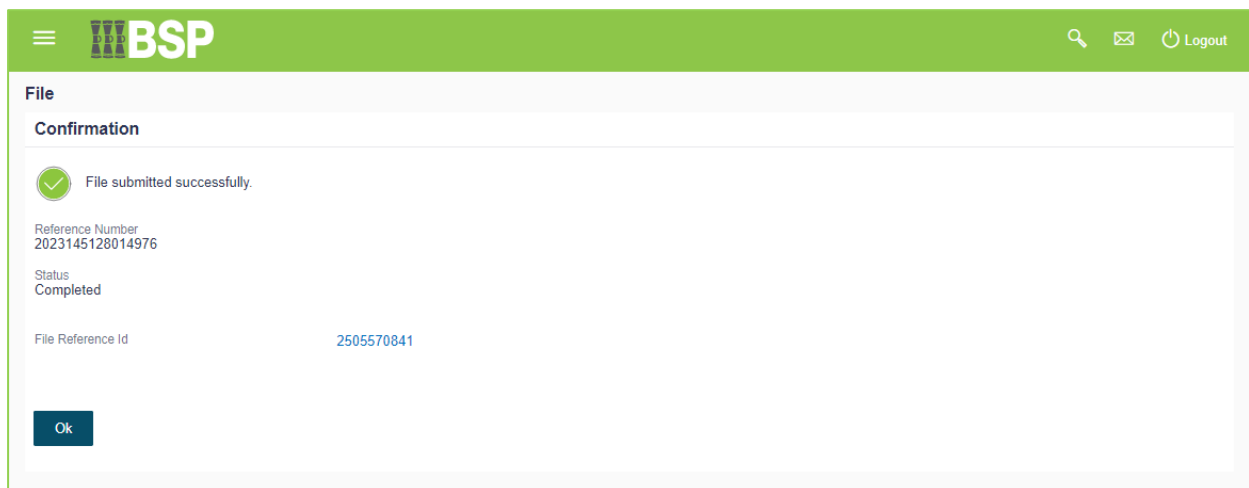6. Once the ABA file is selected, click the Upload button to proceed.

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

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.
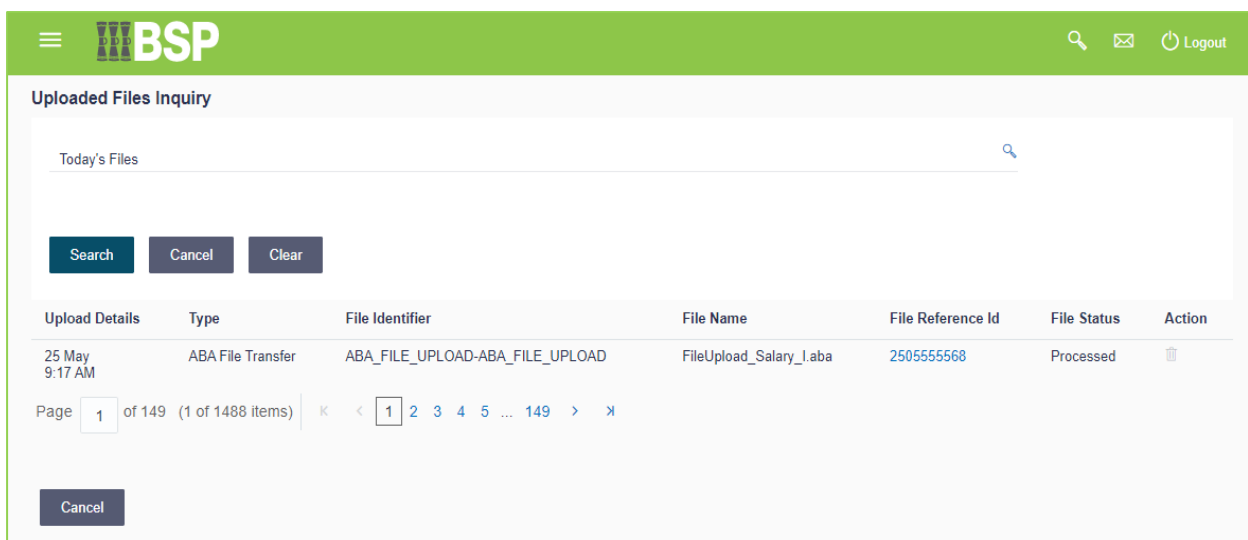13. Confirmation of file successfully submitted.

Upload Files Inquiry

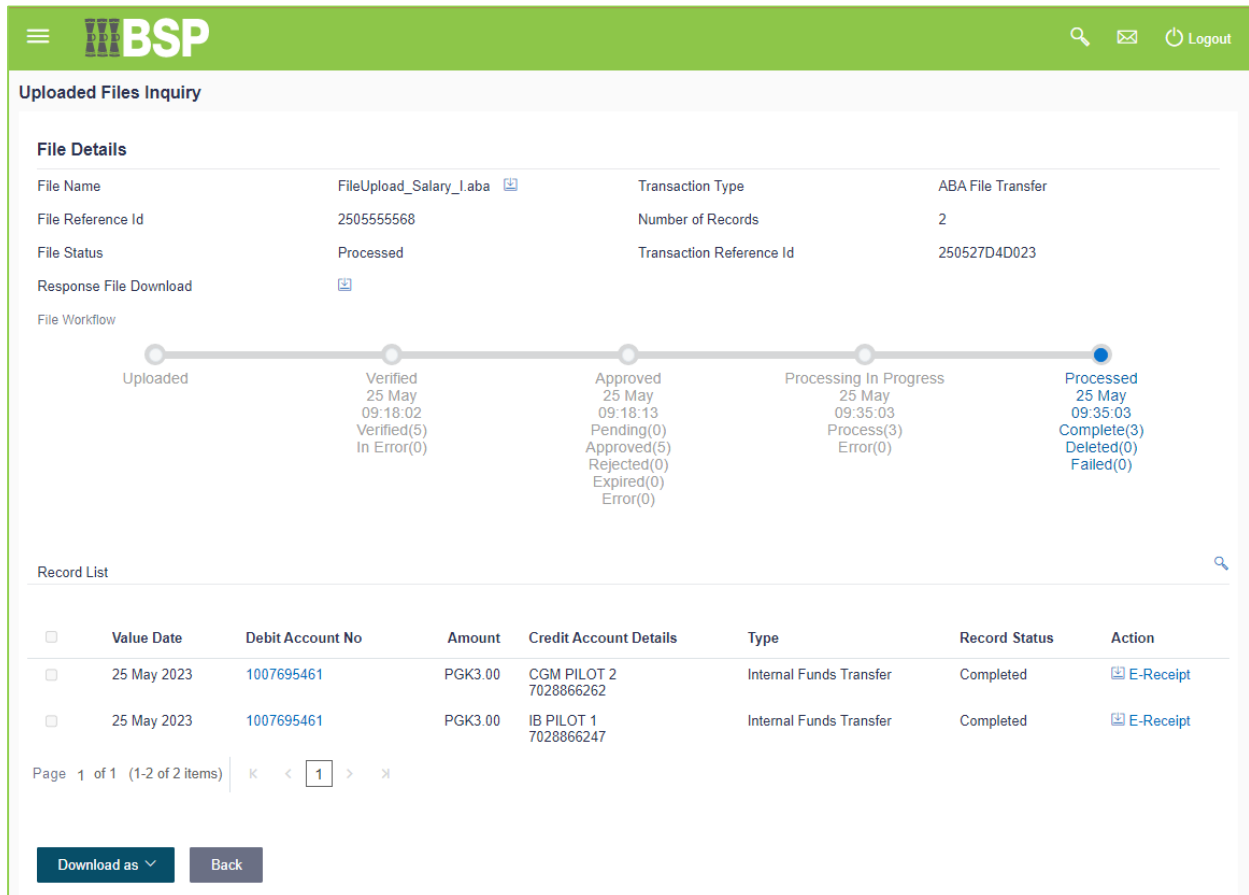14. Select the Uploaded Files Inquiry function from the toggle menu.
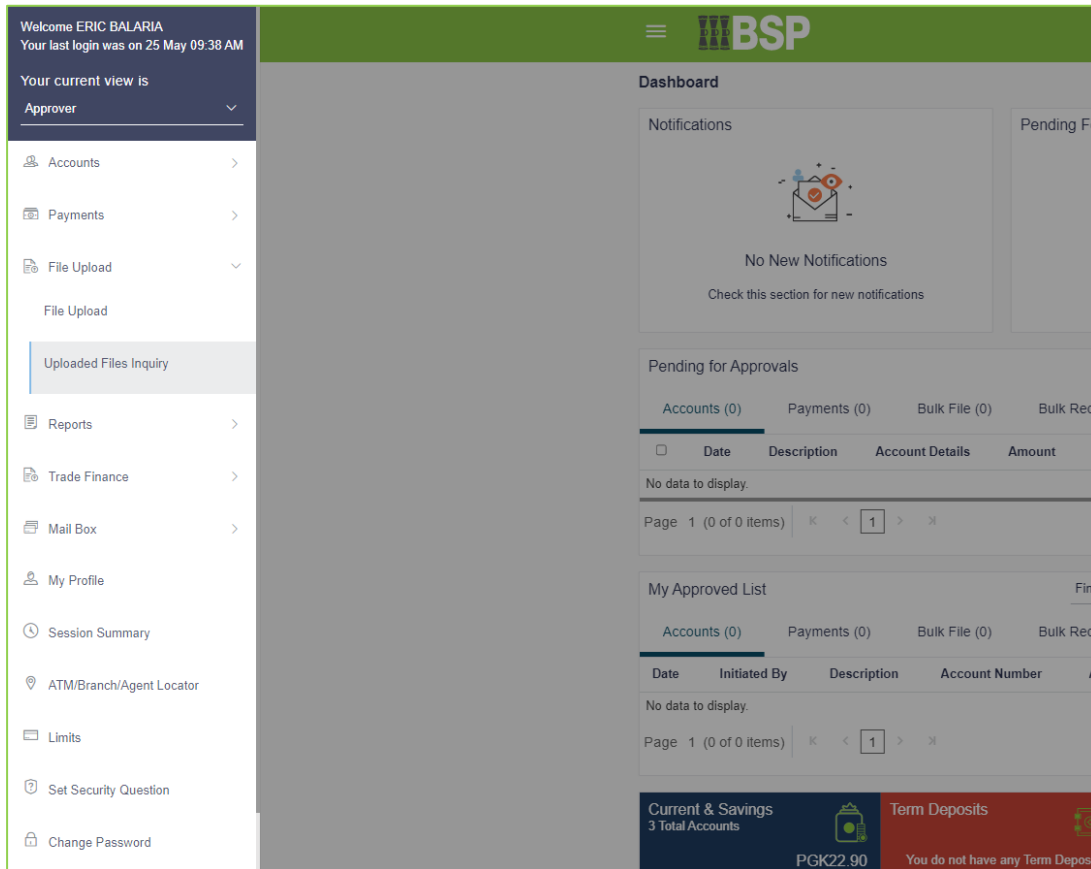
15. Summary is displayed of any files uploaded on the day.
16. Click on the File Reference ID (in blue font) to view the details. The Uploaded File Inquiry - File Details screen appears.

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

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