

# AGRONetBIZ Section 13: Bulk Payment – File Upload

## 13.1 Single User – Execute Transaction

1. Login to AGRONetBIZ website as below.



2. Click “Bulk Payment” and choose “File Upload”.
3. For Step 1/3; select “File Type”, click “Choose file” and click “Next” to upload file as below.

### Bulk Payment - File Upload

Step 1/3

File Type\*:

File\*:  E5\_BP\_MU.xlsx

*Note (\*): All fields with asterisks (\*) are required.*

4. For step 2/3; complete as requested below.
  - i) Job Type (Single Debit Account – display single debiting at Transaction History; Multiple Debit Account – display multiple debiting at Transaction History)
  - ii) From Account (account to debit).
  - iii) Total Number of Transaction (Number of transaction created in the file uploaded).
  - iv) Total Amount (Total amount in the file uploaded).
  - v) Crediting date
  - vi) Remarks (optional to key in)
  - vii) Key in Security Token PIN
  - viii) Click Confirm

### Bulk Payment - File Upload

Step 2/3

From Account*:	<input type="text" value="1002021000002040 D"/>
Total Number of Transaction*:	<input type="text" value="2"/>
Total Amount*:	<input type="text" value="41"/>
Crediting date*:	<input type="text" value="11/03/2016"/> (Date Format : dd/MM/yyyy)
Remarks:	<input type="text" value="bulk single dbt"/>

Note (\*): All fields with astensks (\*) are required.

▶ Enter Security Token PIN number:

5. The system shows transaction is “Accepted” at step 3/3. Click “Print Receipt” to print transaction receipt or click “Upload Another File” to do another file upload.

### Bulk Payment - File Upload

Step 3/3

From Account:	<b>1002021000002040</b>
Total Number of Transaction:	<b>2</b>
Total Amount:	<b>41</b>
Crediting date:	<b>11/03/2016</b>
Remarks:	<b>bulk single dbt</b>
<b>Status:</b>	<b>Accepted</b>
Batch ID:	<b>11607100365</b>
Reference No.:	<b>0000003860</b>
Transaction Date:	<b>11/03/2016</b>
Transaction Time:	<b>16:36:07</b>

## 13.2 Initiator – Initiate Transaction

1. Login to AGRONetBIZ website as below.



2. Click “Bulk Payment” and choose “File Upload”.
3. For Step 1/3; select “File Type”, click “Choose file” and click “Next” to upload file as below.

### Bulk Payment - File Upload

Step 1/3

File Type\*:

File\*:  E5\_BP\_MU.xlsx

*Note (\*): All fields with asterisks (\*) are required.*

4. For step 2/3, complete as requested below.
  - i) Job Type (Single Debit Account – display single debiting at Transaction History; Multiple Debit Account – display multiple debiting at Transaction History)
  - ii) From Account (account to debit).
  - iii) Total Number of Transaction (Number of transaction created in the file uploaded).
  - iv) Total Amount (Total amount in the file uploaded).
  - v) Crediting date
  - vi) Remarks (optional to key in)
  - vii) Click Confirm

**Bulk Payment - File Upload**

Step 2/3

From Account*:	1002021000002040 D ▾
Total Number of Transaction*:	2
Total Amount*:	41
Crediting date*:	11/03/2016 (Date Format : dd/MM/yyyy)
Remarks:	bulk single dbt

Note (\*): All fields with asterisks (\*) are required.

Back
Confirm

5. The system shows transaction is “Pending Approval” at step 3/3. Click “Print Receipt” to print transaction receipt or click “Upload Another File” to do another file upload.

**Bulk Payment - File Upload**

Step 3/3

From Account:	1002021000002040
Total Number of Transaction:	2
Total Amount:	41
Crediting date:	11/03/2016
Remarks:	bulk single dbt

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Status:	Pending Approval
Batch ID:	11607100365
Reference No.:	0000003860
Transaction Date:	11/03/2016
Transaction Time:	16:36:07

Print receipt
Upload Another File

### 13.3 Approver – Approve Transaction

1. Login to AGRONetBIZ website as below.



2. Click “Authorization” and select related transaction to Approve as below.

**Welcome, Approver**  
Your last login was on  
Tuesday, 08 March 2016,  
15:31:58

You have **1 unread messages**

- Home
- Authorization**
- Message Box
- Profile Management

Logout

IB Reference No.	Transaction Date	Transaction Type	From Account To Account	Amount
0000003803	08/03/2016 15:29:21	Payroll - File Upload	1002021000005020 -	RM 288.00
0000003802	08/03/2016 15:27:34	Bulk Payment - File Upload	1002021000005020 -	RM 248.00
0000003801	08/03/2016 15:26:10	Bulk Payment - File Upload	1002021000005020 -	RM 208.00
0000003186	12/01/2016 11:17:47	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 222.00
0000003170	12/01/2016 10:38:07	Payment to Registered Payee Corporation	1007021000057792 1002021000022540	RM 303.00
0000002947	08/01/2016 13:07:08	Payment to Registered Payee Corporation	1007021000057792 1007391000058724	RM 12.00
0000002946	08/01/2016 13:05:30	Payment to Registered Payee Corporation	1007021000057792 1002021000019446	RM 888.00
0000002945	08/01/2016 13:05:13	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 88.00
0000002944	08/01/2016 13:04:58	Payment to Registered Payee Corporation	1007021000057792 1002021000022540	RM 99.00
0000002943	08/01/2016 13:04:42	Payment to Registered Payee Corporation	1007021000057792 1007021000022048	RM 99.00

3. Choose "Approve", key in Security Token PIN and click "Confirm" as below.

**Welcome, Approver**  
Your last login was on  
Tuesday, 16 February 2016,  
14:32:28

You have **1 unread messages**

Home  
Authorization  
Message Box  
Profile Management

Logout

### Bulk Payment - File Upload

Batch ID:	11604700172
From Account:	1002021000005020
Total Number of Transaction:	2
Total Amount:	RM 30.00
Charges:	RM 0.00
Crediting date:	17/02/2016
Remarks:	bp test time
Status:	Pending Approval
IB Reference No.:	0000003475
Initiator name:	ROSLI AHMAD
Initiator Date:	16/02/2016 14:18:02
Approver Status:	<input checked="" type="radio"/> Approve <input type="radio"/> Reject
Remarks:	<input type="text" value="BP TEST TIME"/>

Enter Security Token PIN number:

4. The system shows transaction is "Accepted" as below.

**Welcome, Approver**  
Your last login was on  
Tuesday, 16 February 2016,  
14:32:28

You have **1 unread messages**

Home  
Authorization  
Message Box  
Profile Management

### Authorization

You have authorised this transaction successfully.  
To view your transaction status, please check your online transaction history.

Transaction Type:	Bulk Payment - File Upload
IB Reference No.:	20160216000000003475
Approver Status:	Approved
Remarks:	BP TEST TIME
Status:	Accepted <small>[The success of your transfer is conditional to the accuracy of information provided]</small>

## 13.4 Bulk Payment History

1. Click “Bulk Payment” and choose “Bulk Payment History”.
2. After did transaction for Bulk Payment, status of the transaction displays at Payroll History as below.
  - i) Single User

### Bulk Payment History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11608400420	24/03/2016	3	RM 96.00	Ready for Processing

- ii) Multiple User – transaction is pending approval

### Bulk Payment History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11604600163	16/02/2016	2	RM 121.00	Validated(Pending Approval)

- iii) Multiple User – transaction has been approved

### Bulk Payment History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status
11608400420	24/03/2016	3	RM 96.00	Ready for Processing

### 13.5 Failed Bulk Payment Transaction Record

1. Click “Bulk Payment” and choose “Failed Bulk Payment Transaction Record”.
2. Failed Bulk Payment Transaction Record displays failed Bulk Payment transaction only.

#### Bulk Payment - Failed Payment History

Batch ID	Crediting date	Total Number of Transaction	Total Amount	Status	
11625300076	09/09/2016	2	RM 1,002,000.08	Failed	<a href="#">Download</a>

3. To download and view details of failed bulk payment transaction at your computer, click “Download” to download a text file to your computer. Then, click the text file to view at your computer.
4. To view details of failed bulk payment transaction only, click “Batch ID” number to display status of the transaction.