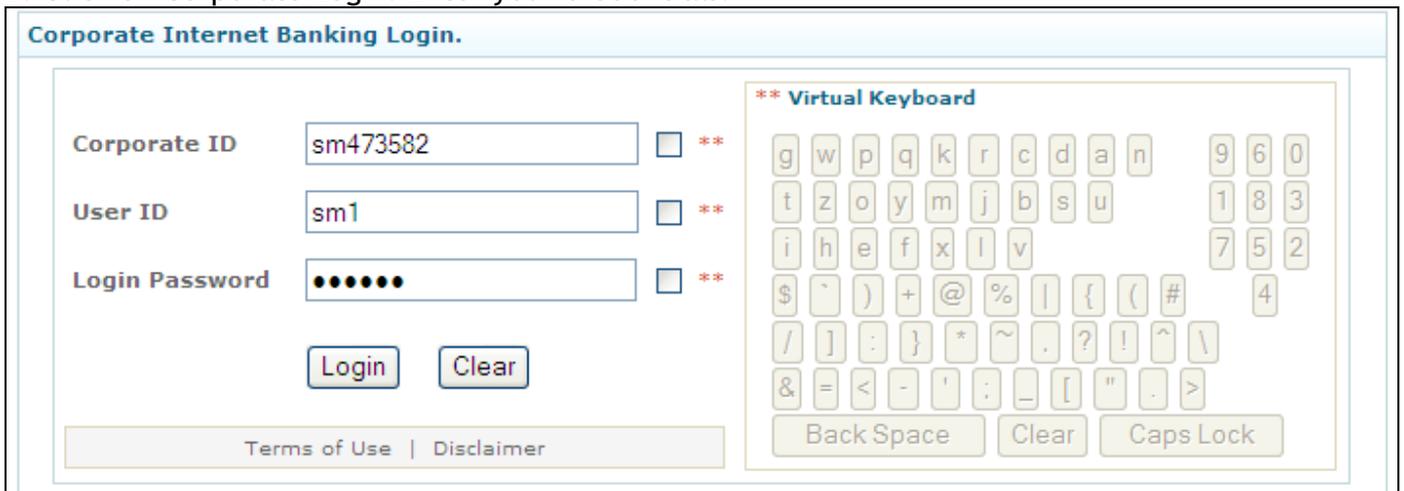


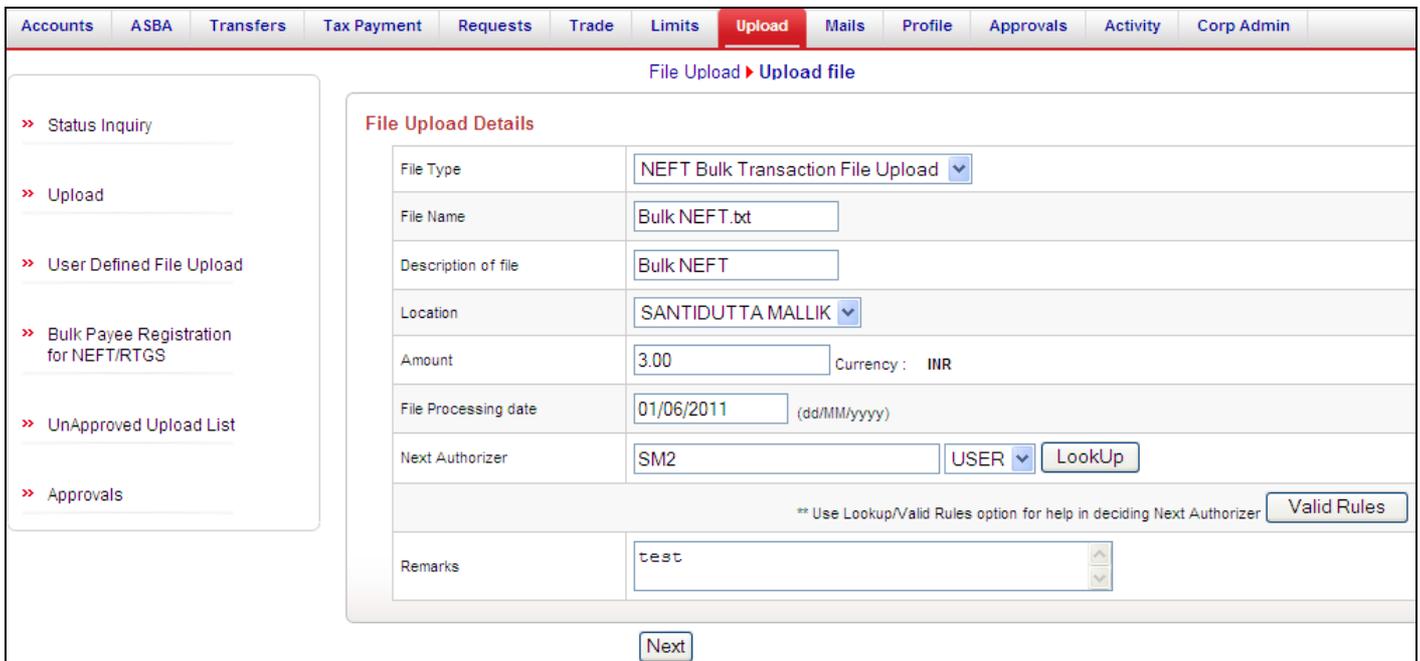
1. Go to www.unionbankonline.co.in



2. Click on Corporate Login. Enter your credentials.



3. After successful login, go to Upload Menu → Upload Submenu → File Type (NEFT Bulk Transaction File Upload). Enter required details in this screen.



4. Click on LookUp button and select next approver if defined for your corporate Id.

Corp User List

SI No.	CorpUser	RoleId	Out Of Office
1	SM2	ADS	N

5. In next screen, browse the file as shown in next image. Put your User Id and transaction password. On successful upload, following confirmation message will appear.

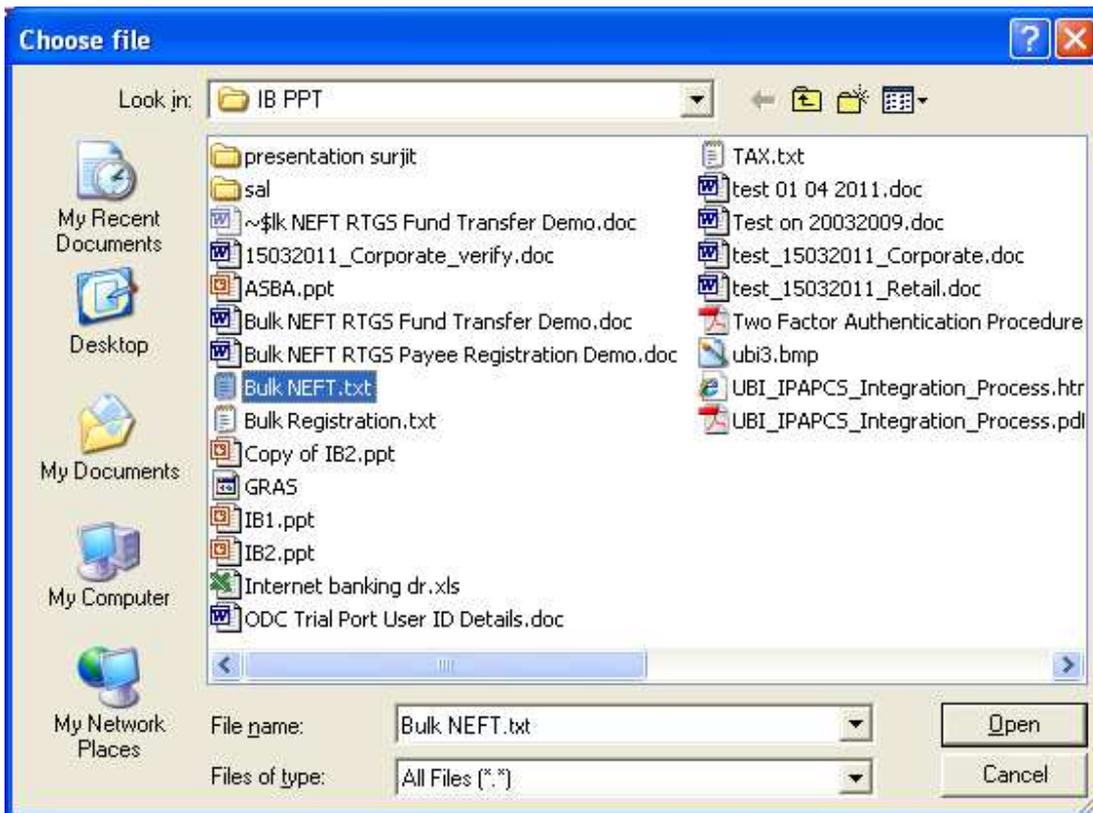
File Upload ▶ Confirm Upload

File Upload Details

File Type	NEFT Bulk Transaction File Upload
File Name	Bulk NEFT.txt
Description of file	Bulk NEFT
Location/Division	Location(s): AA/204645967
File Processing date	01/06/2011
Approver id/role	SM2
Attach your file here	C:\Documents and Sett... <input type="button" value="Browse..."/>

Confirm Transaction !

Enter your User Id	<input type="text" value="sm1"/> 
Enter your Transaction Password	<input type="password" value="....."/> 



6. Login to bank website with approver's credentials.

Corporate Internet Banking Login.

Corporate ID: **

User ID: **

Login Password: **

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**** Virtual Keyboard**

r	i	u	f	d	c	s	n	p	o	4	2	5
y	l	t	e	g	x	k	b	w		0	8	6
q	z	m	j	v	h	a				1	9	7
^	'	\	`	%	.	:	-		_		3	
@	*	#	_	{	\$	<])	?>			
~	!	/	["	}	:	&	+	(=		
Back Space				Clear				Caps Lock				

7. On successful login, go to Approvals menu. Here put reference number in REFNo field that initiator received while initiating the transaction. Click on Retrieve button.

ASBA | Transfers | Tax Payment | Requests | Trade | Limits | Upload | Mails | Profile | **Approvals** | Activity | Corp Admin

Approvals

Search Records Based On Following Criteria

MENU ITEM	<input type="text" value="All Request Type"/>		
DATE	FROM DATE <input type="text"/>	TO DATE	<input type="text"/>
AMOUNT (INR)	FROM AMOUNT <input type="text"/>	TO AMOUNT	<input type="text"/>
REFNo	<input type="text" value="15164"/>		
ENTERED BY	<input type="text"/>	<input type="button" value="SearchUser"/>	
APPROVAL STATUS	<input type="text" value="ALL STATUS"/>		

8. You can see your transaction here. Click on Details button.

Accounts ASBA Transfers Tax Payment Requests Trade Limits Upload Mails Profile Approvals Activity Corp Admin

Approvals ▶ All Transactions

List of All Transactions

Activity Id	Ref Id	Transaction Amount	Currency	Requested By	Date Requested	Record Info	Record Status
BNT	15164	3.00	INR	SM473582.SM1	01/06/2011	Bulk NEFT.txt	Entered

Next Authorizer USER

9. You can Approve or Reject this transaction. Click on Approve/Reject button.

Tax Payment Requests Trade Limits Upload Mails Profile Approvals Activity Corp Admin

File Upload ▶ Details

Details of Bulk NEFT.txt

File Name	Bulk NEFT.txt
File Type	NEFT Bulk Transaction File Upload
File Status	Entered
Uploaded by	SM473582.SM1
Date Of Submission	01/06/2011

10. Here on this screen click on Approve button if you want to approve this transaction or click on Reject button if you want to reject.

ASBA Transfers Tax Payment Requests Trade Limits Upload Mails Profile **Approvals** Activity Corp Admin

File Upload ▶ History

Details of Bulk NEFT.txt

File Name	Bulk NEFT.txt
File Type	NEFT Bulk Transaction File Upload
File Status	Entered

History of Bulk NEFT.txt

Srl. No.	Action	Action By	Action Taken On	Remarks
1	Entered	SM473582.SM1	01/06/2011	test

Next Authorizer USER

Remarks

11. Put User Id and Transaction password to approve or reject the transaction. On successful validation following message will appear.

Accounts ASBA Transfers Tax Payment Requests Trade Limits Upload Mails Profile **Approvals** Activity Corp Admin

Approvals ▶ File Upload Approval

Confirm Transaction !

Enter your User Id 

Enter your Transaction Password 



12. To confirm the status of transactions go to Upload Menu → Status Inquiry. On this screen, select the location from drop down list. Here location means the customer id of the debit account. Click on Retrieve button.

The screenshot shows a web application interface with a navigation menu at the top containing: Accounts, ASBA, Transfers, Tax Payment, Requests, Trade, Limits, Upload (highlighted), Mails, Profile, Approvals, Activity, and Corp Admin. On the left side, there is a sidebar menu with options: Status Inquiry, Upload, User Defined File Upload, Bulk Payee Registration for NEFT/RTGS, UnApproved Upload List, and Approvals. The main content area is titled 'File Upload Status Inquiry' and contains a form with the following fields:

- Uploaded by: [Text Input]
- Location: [Dropdown Menu] (selected: Your Location)
- REFNo: [Text Input]
- Upload Type: [Dropdown Menu] (selected: All)
- Upload Status: [Dropdown Menu] (selected: All Action Code)
- Upload Date Range: from [Text Input] to [Text Input] (format: dd/MM/yyyy (dd/MM/yyyy))

 A 'Retrieve' button is located at the bottom of the form.

13. After retrieving, you can see your transaction here. Click on Details button.

The screenshot shows the 'Status Inquiry List' page. The navigation menu is the same as in the previous screenshot. The sidebar menu is also the same. The main content area is titled 'Status Inquiry List' and displays a table with the following data:

Srl.No.	Ref ID	File Type	File Name	Submitted By	Date of Submission	Status	Uploaded On	Location
1	15164	BNT	Bulk NEFT.txt	SM473582.SM1	01/06/2011	Successfully uploaded	01/06/2011	Your Location

 Below the table, there are four buttons: 'Next', 'Details', 'Cancel Submission', and 'Cancel'.

14. Here you can see current status of the transaction. Whether the transaction is at entered level or has been approved. Click on Show Status button.

Accounts ASBA Transfers Tax Payment Requests Trade Limits **Upload** Mails Profile Approvals Activity Corp Admin

- >> Status Inquiry
- >> Upload
- >> User Defined File Upload
- >> Bulk Payee Registration for NEFT/RTGS
- >> UnApproved Upload List
- >> Approvals

Details of Bulk NEFT.txt

File Sequence Number	15164
File Name	Bulk NEFT.txt
File Type	NEFT Bulk Transaction File Upload
File Status	Successfully uploaded
File Description	Bulk NEFT
Submitted By	SM473582.SM1
Submitted On	01/06/2011
File Processing Date	01/06/2011

History of Bulk NEFT.txt

Sl.No	Action	Action By	Action Taken On	Remarks
1	Entered	SM473582.SM1	01/06/2011	test
2	Approved	SM473582.SM2	01/06/2011	ok
3	DSP	SYSTEM	01/06/2011	
4	DSP	SYSTEM	01/06/2011	

From Record Number

To Record Number

15. In next screen you can see status of each transaction in file and corresponding UTR numbers.

Accounts ASBA Transfers Tax Payment Requests Trade Limits **Upload** Mails Profile Approvals Activity Corp Admin

- >> Status Inquiry
- >> Upload
- >> User Defined File Upload
- >> Bulk Payee Registration for NEFT/RTGS
- >> UnApproved Upload List
- >> Approvals

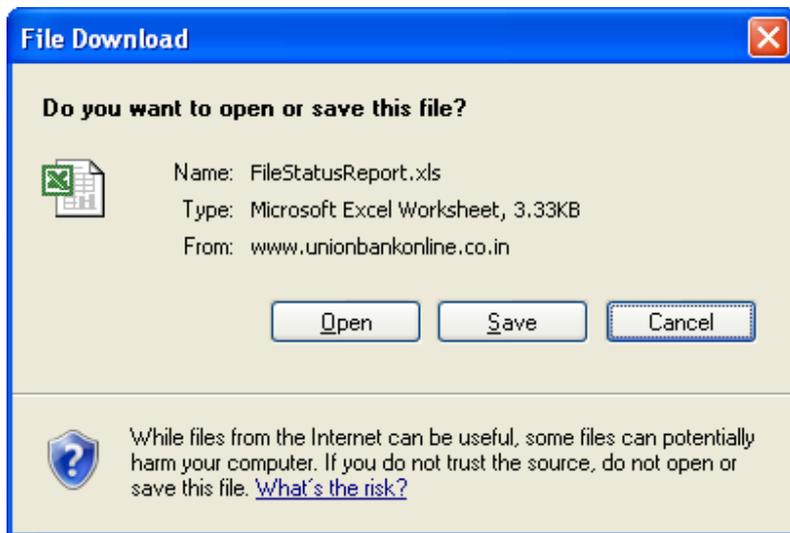
File Upload ▶ Status Report

Status Report

Record No.	Debit Account	Credit Account	Amount	Currency	Response Code	Response Message	Particulars	Remarks
1	566802070000053	00000020059187898	1.0	INR	000	TRAN_SUCCESS	UBINH11152025990	NEFTTxnRe
2	566802070000053	06301000012048	1.0	INR	000	TRAN_SUCCESS	UBINH11152025992	NEFTTxnRe
3	566802070000053	003901226017	1.0	INR	000	TRAN_SUCCESS	UBINH11152025998	NEFTTxnRe

Download in format

16. Customers can save status report in Excel format also. For that select Excel Format from Download in drop-down list and click on Go button. A sample report is attached here.



Microsoft Excel - FileStatusReport[1].xls

File Edit View Insert Format Tools Data Window Help AP5Tools Adobe PDF

File Name: FileStatusReport.xls
Type: Microsoft Excel Worksheet, 3.33KB
From: www.unionbankonline.co.in

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Status Report on File Upload										
File Sequence Number :	15164									
File Name :	Bulk NEFT.txt									
File Type :	BNT									
** File Status :	Upload Successful									
Uploaded by :	SM473582.SM1									
Uploaded on :	1/6/2011									
** File Status is Partially Successful means, not all transactions in the file are successful. Number of Records in report = 3										
Record No.	Debit Account	Credit Account	Txn Amount	Currency	Particulars	Remarks	Status	Res Code	Res Message	Host Message
1	566802070000053	00000020059187898	1.0	INR	UBINH11152025990	NEFTTxnRemarks	S	000	TRAN_SUCCESS	BNT
2	566802070000053	06301000012048	1.0	INR	UBINH11152025992	NEFTTxnRemarks	S	000	TRAN_SUCCESS	BNT
3	566802070000053	003901226017	1.0	INR	UBINH11152025998	NEFTTxnRemarks	S	000	TRAN_SUCCESS	BNT