



## CMS-i Bulk File Upload User Guide

### Preparing Payments & Authorizations

Version : 7.0  
Last Updated: 14<sup>th</sup> December 2022

**\*\* ALL SCREEN PICTURES SHOWN ARE FOR ILLUSTRATION PURPOSE ONLY. ACTUAL SCREEN MAY VARY DUE TO SYSTEM ENHANCEMENT.**

## Overview

This document will guide you on preparing Bulk and Payroll payment using file upload via CMS-i.



## Section 1: Introduction

## Section 2: Getting Started

- 2.1 *Preparing File Upload*
- 2.2 *Payment File Initiation*
- 2.3 *Payment File Verification*
- 2.4 *Payment File Authorization*
- 2.5 *Payment File Status*

## Section 1: Introduction

In Payment Module, user will be able to perform the types of Transactions below via Cash Management Services-i as shown in the table:

Payment Category	Payment Type	Payment Type Description
Account to Account or Intrabank Fund Transfer (IFT)	Account to Account Transfer (Self)	Transfer between multiple Al - Rajhi bank account for one specific company only [e.g: ABC Sdn Bhd-A/C 1 (Al-Rajhi) transfer to ABC Sdn Bhd-A/C 2 (Al-Rajhi)]
	Account to Account Transfer (Third Party)	Transfer between multiple Al - Rajhi bank account [e.g: ABC Sdn Bhd (Al-Rajhi) transfer to XYZ Sdn Bhd (Al-Rajhi)]
Domestic Payment	Domestic Payment Transfer (IBG) or Interbank GIRO	Transfer from Al-Rajhi bank account to the other bank within the IBG specific limit [e.g : ABC Sdn Bhd (Al-Rajhi) to DEF Sdn Bhd (Maybank)]
	Domestic Payment Transfer (RENTAS)	Transfer from Al-Rajhi bank account to the other bank within the RENTAS specific limit [e.g : ABC Sdn Bhd (Al-Rajhi) to DEF Sdn Bhd (Maybank)]
Jompay	Jompay Payment	Perform payment for utilities bill to the respective biller [e.g: Maxis bill, TNB bill]
Bulk Payment (File Upload)	Bulk Upload	To upload files which contain multiple type of transactions (IFT, IBG or RENTAS or DuitNow) through a single bulk file Applicable for bulk payment for normal fund transfer
	Payroll Upload	To upload files which contain multiple type of transactions (IFT or IBG or DuitNow) through a single bulk file Applicable for bulk payment of Salary or Payroll



DuitNow Type	DuitNow Proxy	Rule of Values
DuitNow to Proxy	Mobile Number	1) First character is “+” sign 2) Prefix with Country Code e.g. for Malaysia is “+60” and follow by mobile phone number and remaining are numerical digits only acceptable, minimum length 11 and maximum length 15 is recommended 3) E.g : +60123456789
	Individual ID Number: Malaysian New IC no. (NRIC) /Army ID no. /Police ID no.	1) To insert ID number without “-” or any special characters 2) E.g : 88888888888888
	Passport Number	1) To insert Passport number followed by country code 2) E.g : A1234567SGP
DuitNow to Proxy	Business Registration Number	1) To insert Business Registration number without any special character 2) E.g : 123456X
DuitNow to Account	Current Account/Saving Account	1) To insert D in front and followed by beneficiary account number 2) E.g: D123456789012345
	Credit Card	1) To insert C in front and followed by beneficiary credit card number 2) E.g: C888888888888888888
	Financing	1) To insert L in front and followed by beneficiary financing number 2) E.g : L1234567890123

**Step 3:** Save the file in the Excel format

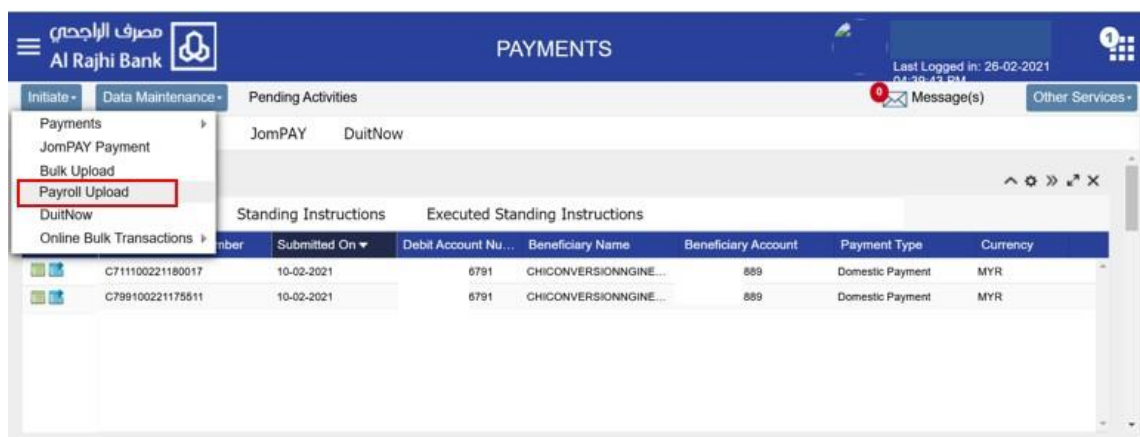
## 2.2 Payment File Initiation

- Step 1:** Maker login to Cash Management Services-i
- Step 2:** Click the Menu icon on top left > Click Payments
- Step 3:** Go to Payments > Initiate > Choose to initiate Normal Bulk payment or Payroll payment as below:

- For Normal Bulk Payment > Go to Bulk Upload



- For Payroll Payment > Go to Payroll Upload



- Step 4:** Template > Select the Template in drop down list

**Step 5:** Go to File Attachment > Select the file to be uploaded

The screenshot shows the 'Bulk Upload' window in the Al Rajhi Bank portal. The 'File Attachment' section is highlighted with a red box, showing a 'Select' button and a file named 'TPT-1303'. The 'Debit Information' section shows 'Debit Type' set to 'Multiple'. The 'Payment Information' section shows 'Debit Reference' set to 'test dr'. The 'Debit Details' section shows 'test dr'.

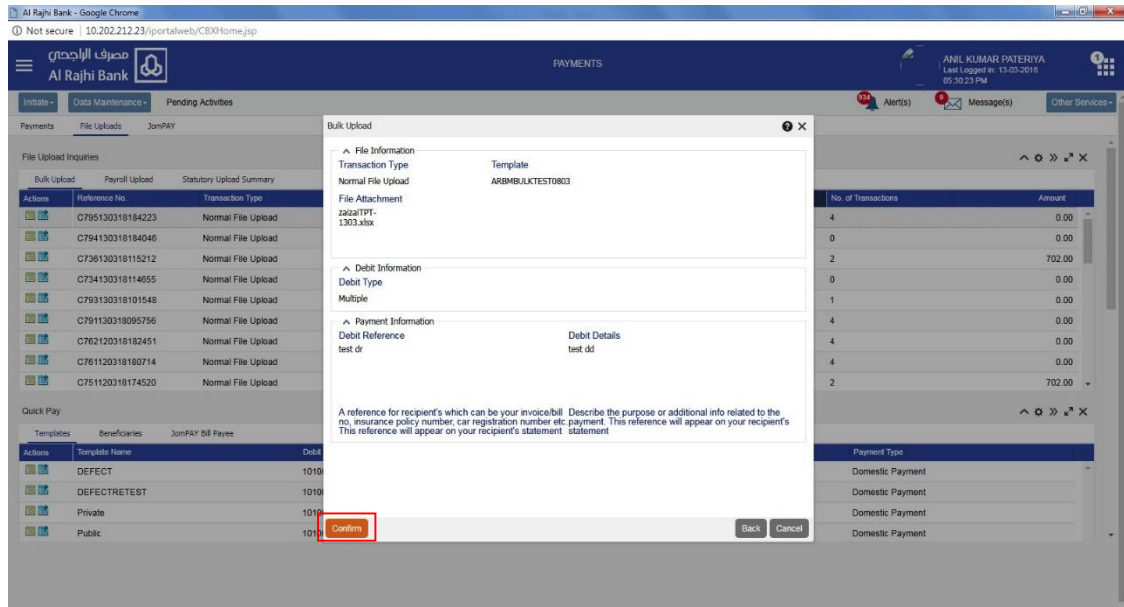
**Step 6:** Select Debit Type as **Single\*** or **Multiple\*** (Bulk Upload only)  
\* *Single - Single Debit, Multiple Credit*

*\*Multiple - Multiple Debit, Multiple Credit*

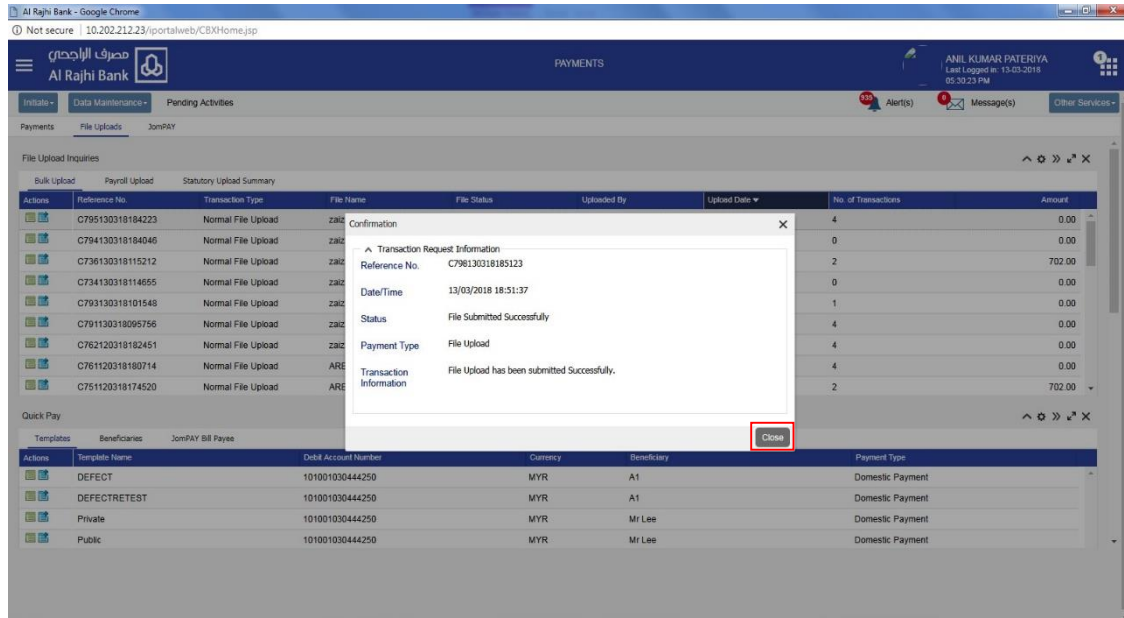
**Step 7:** Click > T & C checkbox

**Step 8:** Click Submit button

## Step 9: Click Confirm



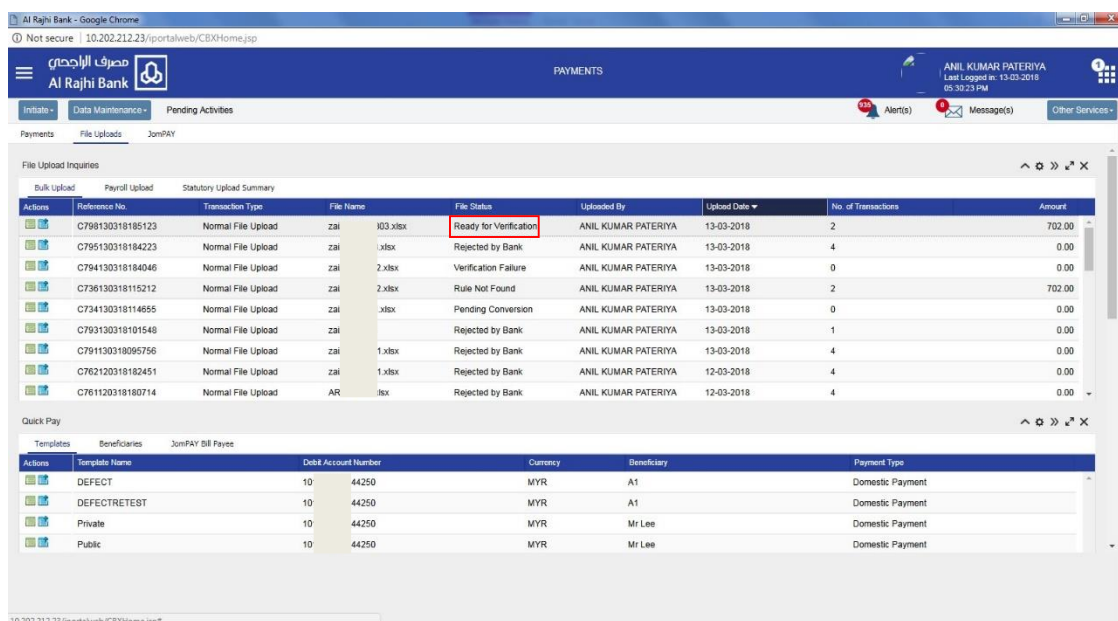
## Step 10: Reference No is generated. Click Close. The uploaded file is ready in Payment File Verification





## 2.3 Payment File Verification

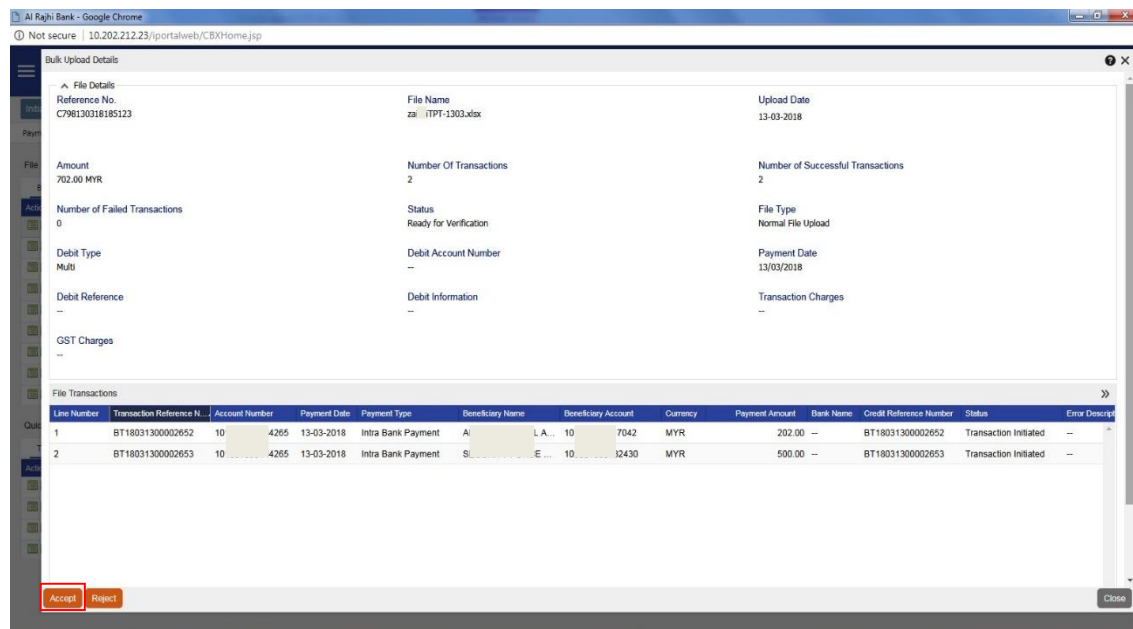
**Step 1:** Maker go to File Uploads > Bulk Upload or Payroll Upload > File Status should be shown as Ready for Verification



Actions	Reference No.	Transaction Type	File Name	File Status	Uploaded By	Upload Date	No. of Transactions	Amount
	C798130318185123	Normal File Upload	zal 103.xlsx	Ready for Verification	ANIL KUMAR PATERIYA	13-03-2018	2	702.00
	C795130318184223	Normal File Upload	zal 1.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	4	0.00
	C794130318184046	Normal File Upload	zal 2.xlsx	Verification Failure	ANIL KUMAR PATERIYA	13-03-2018	0	0.00
	C796130318115212	Normal File Upload	zal 2.xlsx	Rule Not Found	ANIL KUMAR PATERIYA	13-03-2018	2	702.00
	C794130318114655	Normal File Upload	zal 1.xlsx	Pending Conversion	ANIL KUMAR PATERIYA	13-03-2018	0	0.00
	C793130318101548	Normal File Upload	zal 1.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	1	0.00
	C791130318095756	Normal File Upload	zal 1.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	4	0.00
	C762120318102451	Normal File Upload	zal 1.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	12-03-2018	4	0.00
	C761120318100714	Normal File Upload	AR 1.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	12-03-2018	4	0.00

**Step 2:** Go to Pending Activities > File Upload > File Verification

**Step 3:** Select the transaction to be verified > Click Accept or Reject



Line Number	Transaction Reference No.	Account Number	Payment Date	Payment Type	Beneficiary Name	Beneficiary Account	Currency	Payment Amount	Bank Name	Credit Reference Number	Status	Error Description
1	BT18031300002652	10	4265	13-03-2018	Intra Bank Payment	A1	MYR	202.00	---	BT18031300002652	Transaction Initiated	---
2	BT18031300002653	10	4265	13-03-2018	Intra Bank Payment	SL	MYR	500.00	---	BT18031300002653	Transaction Initiated	---

#### Step 4: Click Accept or Reject Bulk Upload Details

**Bulk Upload Details**

<b>File Details</b>	File Name	Upload Date
Reference No. C798130318185123	zai...TPT-1303.xlsx	13-03-2018
Amount 702.00 MYR	Number Of Transactions 2	Number of Successful Transactions 2
Number of Failed Transactions 0	Status Ready for Verification	File Type Normal File Upload
Debit Type Multi	Debit Account Number --	Payment Date 13/03/2018
Debit Reference --	Debit Information --	Transaction Charges --
GST Charges --		

File Transactions	Beneficiary Account	Currency	Payment Amount	Bank Name	Credit Reference Number	Status	Error Description	Recipient Reference	Other Payment Details	ID Type	ID Validation Value
AVEL A...	10	17042	MYR	202.00	BT18031300002652	Transaction Initiated	--	A2A Self	opd tpt	--	--
ORCE ...	10	32430	MYR	500.00	BT18031300002653	Transaction Initiated	--	A2A TPT	OPD A2A TPT	--	--

Accept Reject Close

**Step 5:** Confirmation screen will be shown once bulk payments have been verified

**Step 6:** Click Close. Proceed for Authorization by Checker

**File Verification**

Reference No.	File Type	File Name	File Status	File Uploaded Date	Number Of Transactions	Amount
C714120318124811	Normal File Upload	CopyARBM Moved 0...	Ready for Verification	12-03-2018	4	10,306.71
C71112	Confirmation				4	10,306.71
C79912					2	704.54
C79812					3	199.95
C78212					2	122.66

Reference No.	Amount
C798130318185123	702.00
C7981303181840	0.00
C7361303181152	0.00
C7341303181148	0.00
C7931303181015	0.00
C7911303180957	0.00
C7621203181824	0.00
C7611203181807	0.00

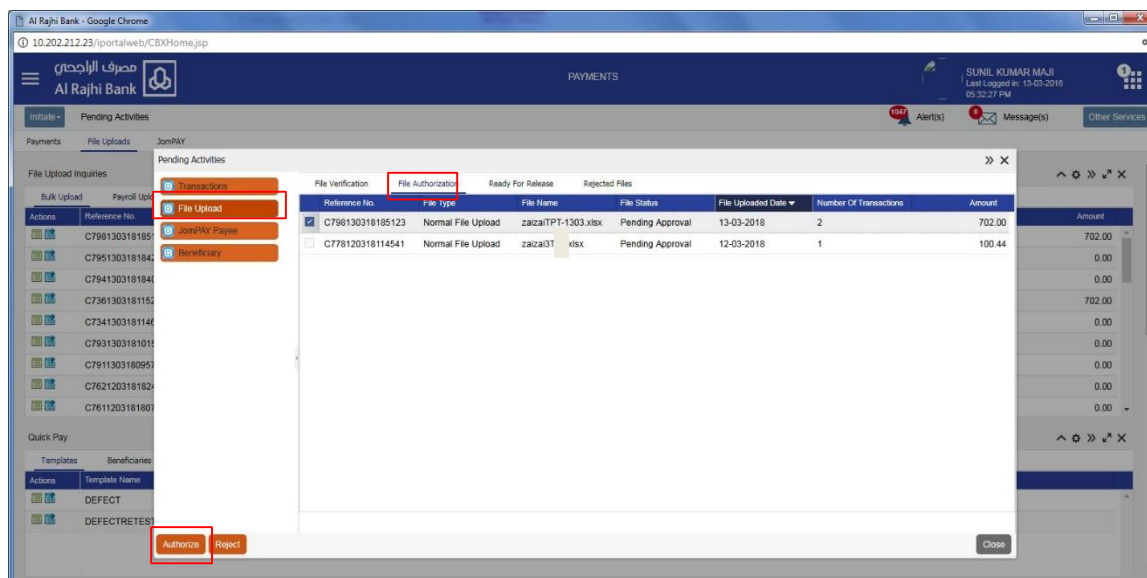
  

Close

**Refer to Section 2.4 : Payment File Authorization**

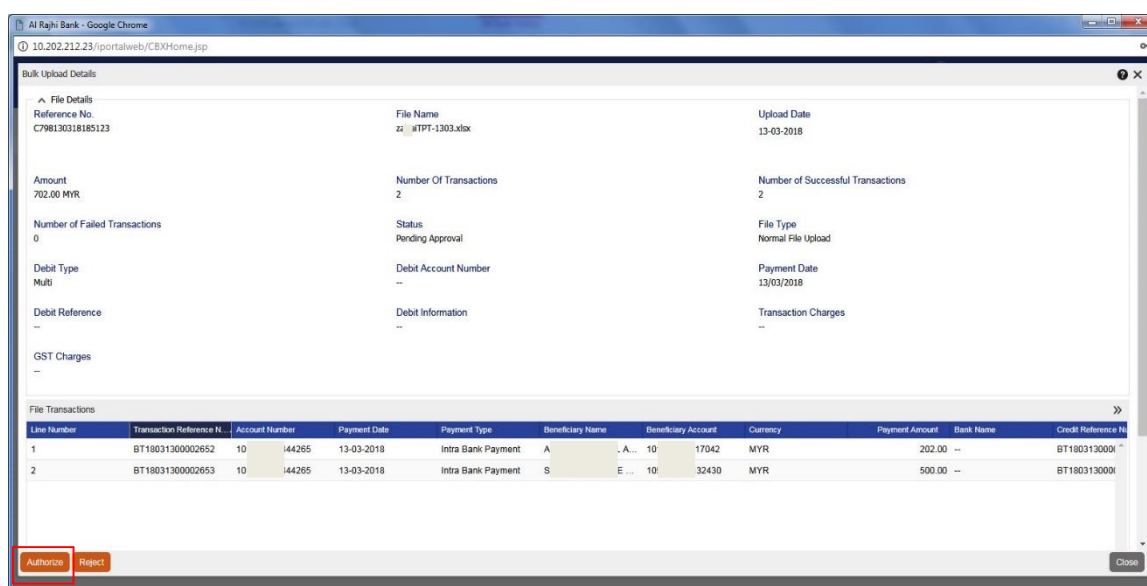
## 2.4 Payment File Authorization

- Step 1:** Checker login to Cash Management Service - i
- Step 2:** Go to Pending Activities > File Upload > File Authorization
- Step 3:** Select the file to be Authorized > Click Authorize or Reject



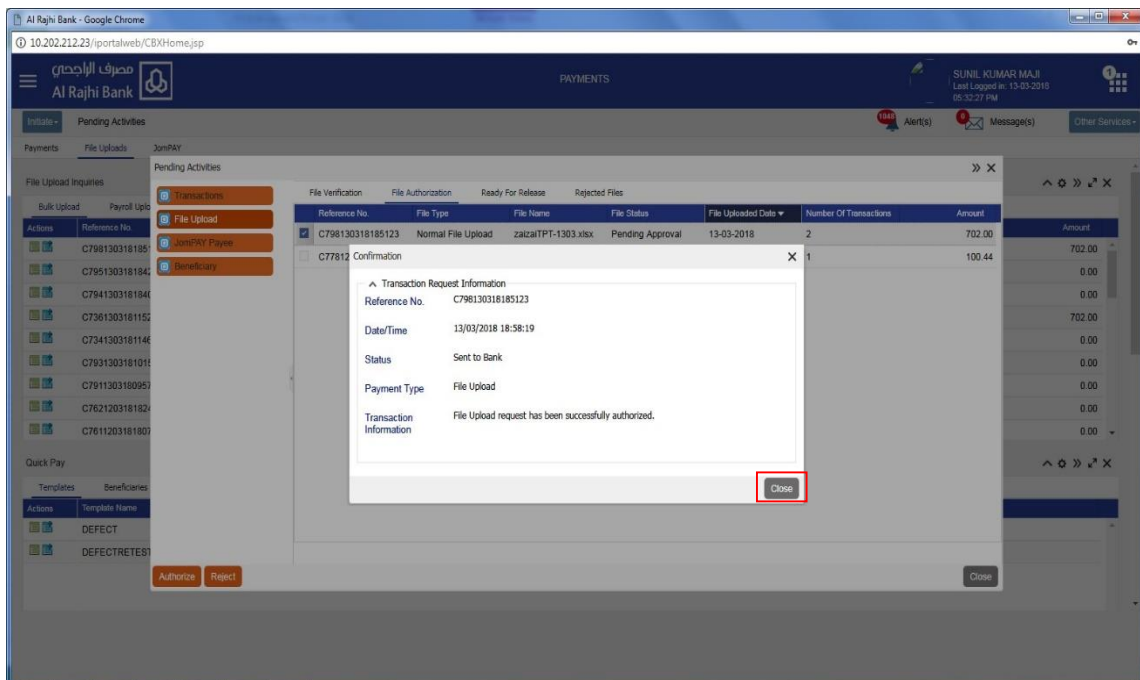
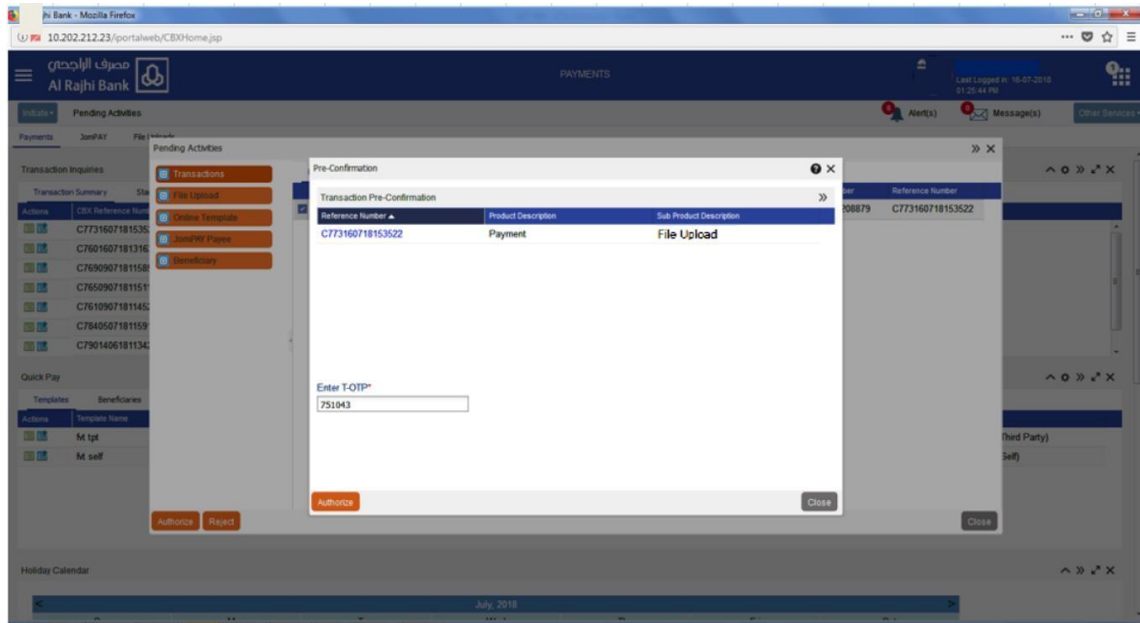
- Step 4:** Choose to **Authorize** (Refer Step 5) or **Reject** (Refer Step 7) in the transaction \*.

*\* The detail of the transactions are available for the Checker to view before the file is being approved or rejected.*



**Step 5:** Pre-Confirmation screen will be prompted and checker to Enter T\_OTP to Authorize

(\*\*T-OTP generated via the Soft Token Application for each login or during authorization)



**Step 6:** Confirmation screen will be shown once file have been authorized. Click **Close**. The authorized file is ready in **Payment File Status**

**Step 7:** Should the action be to reject payment; the system will prompt for a Reject Reason. This message will be visible to the Maker

**Bulk Upload Details**

File Name: 0604-tcf05.xlsx  
Upload Date: 06-04-2018

Amount: 15,555.24 MYR  
Number Of Transactions: 4  
Number of Successful Transactions: 4  
Number of Failed Transactions: 0  
Status: Ready for  
Debit Type: Multi  
Debit Reference: tcf05 debit ref  
GST Charges: -

**File Transactions**

Line Number	Transaction Reference	Account Number	Payment Date	Payment Type	Beneficiary Name	Beneficiary Account	Currency	Payment Amount	Bank Name	Credit Reference Number	Status
1	BT18040600027602	105001080132430	06-04-2018	Account to Account...	SF SB	170105014	MYR	5.06	-	BT18040600027602	Transaction Initiz
2	BT18040600027603	105001080132430	06-04-2018	Account to Account...	Almohit 7042	115117042	MYR	50.06	-	BT18040600027603	Transaction Initiz
3	BT18040600027604	105001080132430	06-04-2018	Domestic Fund Tra...	ambb1	001896	MYR	500.06	AMEB	BT18040600027604	Transaction Initiz
4	BT18040600027605	105001080132430	06-04-2018	Domestic Fund Tra...	ambb2	02594	MYR	15,000.06	AMEB	BT18040600027605	Transaction Initiz

## 2.5 Payment File Status

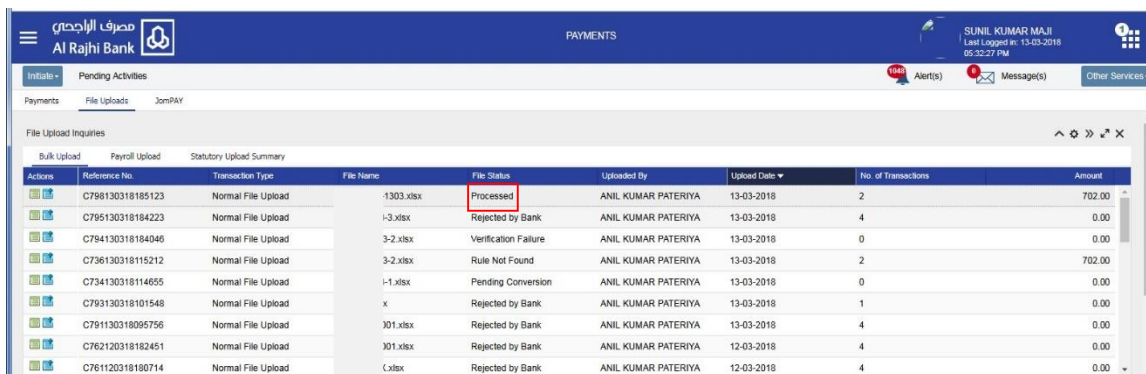
**Step 1:** Go to **Payments > File Uploads > Choose Bulk Upload or Payroll Upload**

**File Upload Inquiries**

**Bulk Upload** **Payroll Upload** Statutory Upload Summary

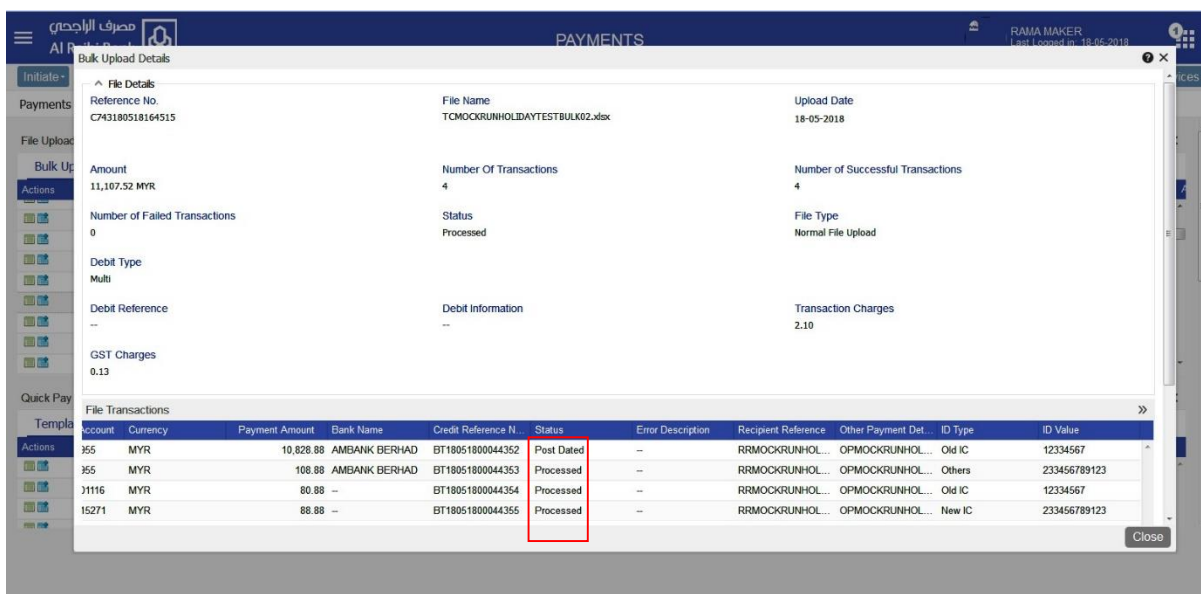
Actions	Reference No.	Transaction Type	File Name	File Status	Uploaded By	Upload Date	No. of Transactions	Amount
	C790230920161931	Normal File Upload	UAT 4 2209202001.xlsx	Conversion	NUR	23-09-2020	16	38,748.00
	C788230920154129	Normal File Upload	UAT 3 2209202001.xlsx	Conversion	NUR	23-09-2020	16	38,748.00
	C785230920153400	Normal File Upload	UAT 2 2209202001.xlsx	Conversion	NUR	23-09-2020	16	30,345.20
	C783230920152631	Normal File Upload	UAT 2209202001.xlsx	Conversion	NUR	23-09-2020	0	0.00

## Step 2: Double click the selected payment file



Actions	Reference No.	Transaction Type	File Name	File Status	Uploaded By	Upload Date	No. of Transactions	Amount
	C798130318185123	Normal File Upload	i-303.xlsx	Processed	ANIL KUMAR PATERIYA	13-03-2018	2	702.00
	C795130318184223	Normal File Upload	i-3.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	4	0.00
	C794130318184046	Normal File Upload	3-2.xlsx	Verification Failure	ANIL KUMAR PATERIYA	13-03-2018	0	0.00
	C736130318115212	Normal File Upload	3-2.xlsx	Rule Not Found	ANIL KUMAR PATERIYA	13-03-2018	2	702.00
	C734130318114655	Normal File Upload	i-1.xlsx	Pending Conversion	ANIL KUMAR PATERIYA	13-03-2018	0	0.00
	C793130318101548	Normal File Upload	x	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	1	0.00
	C791130318095756	Normal File Upload	301.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	13-03-2018	4	0.00
	C762120318182451	Normal File Upload	301.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	12-03-2018	4	0.00
	C761120318180714	Normal File Upload	C.xlsx	Rejected by Bank	ANIL KUMAR PATERIYA	12-03-2018	4	0.00

## Step 3: View all the details and status for succesful transactions should be shown as Processed or Post - Dated (for future value transaction)



Account	Currency	Payment Amount	Bank Name	Credit Reference N.	Status	Error Description	Recipient Reference	Other Payment Det...	ID Type	ID Value
355	MYR	10,828.88	AMBANK BERHAD	BT18051800044352	Post Dated	--	RRMOCKRUNHOL...	OPMOCKRUNHOL...	Old IC	12334567
355	MYR	108.88	AMBANK BERHAD	BT18051800044353	Processed	--	RRMOCKRUNHOL...	OPMOCKRUNHOL...	Others	233456789123
J1116	MYR	80.88	--	BT18051800044354	Processed	--	RRMOCKRUNHOL...	OPMOCKRUNHOL...	Old IC	12334567
15271	MYR	88.88	--	BT18051800044355	Processed	--	RRMOCKRUNHOL...	OPMOCKRUNHOL...	New IC	233456789123





For further inquiries, kindly contact our support at:  
[cmsops@alrajhibank.com.my](mailto:cmsops@alrajhibank.com.my)