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## 1.0 Getting Started

This guide will show you how to perform Bulk DuitNow transaction using BizChannel@CIMB Web.

Please note the following:

- Fields marked with asterisk (\*) in the sections below are mandatory fields.

### Section 1: Initiation of Transaction

- 1) Update the payment info from the downloaded sample.
- 2) Navigate to “**Bulk Payments**” > “**Bulk DuitNow**” page.
- 3) **File Format**: Select the File Format in .DAT or .CSV
- 4) **File Type**: Encrypted/Non Encrypted
- 5) **File Upload**: Click “**Choose File**” to upload your payment file.
- 6) **Pay from**: Select the debiting account (the account you’re transferring from)
- 7) **Online Balance**: Click to check your latest account balance in real time.
- 8) **Submit for Acceptance**: Submit the Bulk DuitNow file

Money withdrawn from your insured deposit is no longer protected by PIDM

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	24-Jan-2024 16:55:43	-	XXXXXXXXXXXXXXXXXXXX.DAT	-	-	Awaiting Validation	-

## Section 2: Submission of Transaction

Company ID: BNCOMP | Company Name: WTS MANAGEMENT | User Name: user@wts | Main Page | Cash Management | Trade Finance | Account Status | LOG OUT | Last Login: 15-Jan-2025 14:01:12

BizChannel@CIMB Bulk Payments / Bulk Outflow / Uploaded File Status

Search Criteria

Upload Date\* 15/1/2023 - 15/1/2023 (dd/mm/yyyy)

Reference Number

File Name

Filter by Status

Awaiting Validation  Pending Confirmation

Pending Approval  Unsuccessful

Money withdrawn from your insured deposit is no longer protected by PDICB

	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	15-Jan-2025 15:08:26	20250115009820335	BulkOutflow2025011508.00	2	MYR 40.00	Pending Confirmation	Confirm   Delete
<input type="checkbox"/>	15-Jan-2025 14:52:54						

Page 1 of 1 | Go | First Prev | Next Last

Refresh Confirm

- 1) Once submitted, the file will be validated.
- 2) “Confirm” & “Delete” button will appear once validation completed.
- 3) Click “Confirm” to proceed.

**Note:** To process multiple files, select the checkboxes and click the “Confirm” button at the bottom right to proceed.

Company ID: BNCOMP | Company Name: WTS MANAGEMENT | User Name: user@wts | Main Page | Cash Management | Trade Finance | Account Status | LOG OUT | Last Login: 15-Jan-2025 14:01:12

BizChannel@CIMB Bulk Payments / Bulk Outflow / Uploaded File Status

Result Message: Your file has been submitted for acceptance

Search Criteria

Upload Date\* 16/10/2023 - 16/10/2023 (dd/mm/yyyy)

Reference Number

File Name

Filter by Status

Awaiting Validation  Pending Confirmation

Pending Approval  Unsuccessful

Search

- 4) A “Pending Task” will be created which require approval.
- 5) Upon approval, secure TAC will be sent to approver’s BizChannel App
- 6) Once confirm the transaction, the system will process the payment.

Company ID: BNCOMP | Company Name: WTS MANAGEMENT | User Name: USER@WTS | Main Page | Cash Management | Trade Finance | Account Status | LOG OUT | Last Login: 15-Jan-2025 14:20:20

BizChannel@CIMB Pending Task / Pending Task / Confirmation Page / Detail Page

All Task Listing Pending Approval View Expired Transactions Withdrawn / Rejected / Expired Initiated Transaction Business Loan/Financing

Company \*

Search Account

Search By Account No. Account Name

Pending Approval

No.	Creation Date	Reference No.	Memo	Pay From	Transaction Amount	Instruction Mode	Instruction Date	Maker User ID	Status
1	15-Jan-2025 15:15:18	20250115009820335	Bulk Outflow		MYR 40.00	Today	15-Jan-2025		Approval Task Advance

Approve Reject

Notes

1- Maker to go to the Supporting Document Upload service under Payment Management in BizChannel to upload the required supporting documents.

2- Once maker has submitted supporting documents, approver has to approve the uploaded documents before approving the transaction.

## Section 3: Transaction Status

Company ID: SENCOMP | Company Name: WTS MANAGEMENT | User Name: USERMMH | Main Page | Cash Management | Trade Finance | Favourite Menu | LOG OUT | Last Login: 17-Jan-2025 08:30:28 B

**Transaction Status**

Transaction Reference No. \*

Customer Reference No. \*

Date Range \*  Creation Date  Instruction Date

06/01/2025 . . 06/01/2025 (dd/mm/yyyy)

Service \* Bulk Outflow

Customer Account

Transaction Status ALL

Future Payment \*  Future Payment Date  Standing Instruction

Transaction Status ALL

Search

Note:

- Transaction Status is only available for transactions performed from the last 3 months period.
- Please select only 1 of the following options: Transaction Reference No, Customer Reference No, Date Range, OR Future Payment
- Please note that 'Creation Date' refers to the date the transaction(s) was initiated.
- Please note that 'Instruction Date' refers to the date the transaction(s) is processed.

List Action Date	Transaction Reference No.	Customer Reference No.	Service	Customer Account	Amount	Instruction Mode	Instruction Date	Trx Status
06-Jan-2025 17:30:00	20250106008819936		Bulk Outflow		MYR 29.00	Today	06-Jan-2025	Executed Successfully

- 1) Navigate to “**Information Management**” > “**Transaction Status**” page.
- 2) To search for your transaction, input required details in the mandatory fields marked with “\*”.
- 3) Click the “**Search**” button.
- 4) Check the transaction status in the “**Trx Status**” field.