

Getting Started:

- First time performing bulk payroll payments via a single file upload, please contact Business Call Centre at 1300 888 828 or email to mybusinesscare@cimb.com to request for Organisation Code.
- Upon receiving the Organisation Code (usually within 3 working days), please proceed to Section 1.
- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

Section 1: Bulk payroll file creation

The screenshot shows the website interface for BizChannel@CIMB. At the top, there are logos for CIMB ISLAMIC and CIMB BANK, along with navigation menus for various services like AccountServices@CIMB, Payments@CIMB, Collections@CIMB, LiquidityManagement@CIMB, and Delivery Channels. A main banner area says 'Welcome to BizChannel@CIMB'. Below this, there are sections for 'Complimentary Training' and 'Online Tools'. The 'Download Centre' section is highlighted, listing 'CIMB BizConverter v1.2.0.3' and three related files: 'Biller List File (Updated 22 December 2017)', 'CIMB BizConverter - Guideline for Bulk Payments', and 'CIMB BizConverter - Guideline for Statutory Payments'. A note at the bottom of this section states: 'Note: Please follow the steps in the installation guide to install CIMB BizConverter.'

Two ways to create your payment file:

- Use your existing payroll software or
- Use CIMB BizConverter application to convert payment file in Microsoft Excel format into CIMB's file format. Download BizConverter by following the steps below:
 - Go to www.cimb-bizchannel.com.my website.
 - Go to '**Online Tools**' on the right bottom of the web page and click '**Download Centre**'.
 - Click and install '**CIMB BizConverter**'. The installation guide is available in the zip file.
 - Download the '**CIMB BizConverter - Guideline for Bulk Payments**' on how to generate the payment file.

Section 2: Bulk payroll file upload



Bulk Payments / Payroll / Uploaded File Status

Payroll | **Uploaded File Status**

File Details

File Format* : Autopay TXT

File Type* : Non Encrypted Encrypted **ii**

File Upload* : C:\Users\nadkm\Desktop Browse...

Transaction Details

Pay From* : 8006928743 - RAVE WORKZ SDN. BHD.(MYR) **iii**

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i) Click '**Bulk Payments**' from the left side menu and select '**Payroll**' from the dropdown list.

ii) **File details:**
File Format: Select '**TXT**' for file generated from BizConverter.
File Type: Select '**Non Encrypted**' for file generated from BizConverter.
File Upload: Upload the payroll payments file.

iii) **Pay From:** Click on magnifier icon and search for an account to pay from.

iv) Click '**Submit for Acceptance**' to validate the file.



Bulk Payments / Payroll / Uploaded File Status

Payroll | **Uploaded File Status** **v**

Result Message: Your file has been submitted for acceptance

Search Criteria

Upload Date* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number :

File Name :

Filter by Status : Awaiting Validation Pending Confirmation Pending Approval Unsuccessful

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 10:18:05	-	AP20180213101547.txt	-	-	Awaiting Validation	-

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v) Click '**Upload File Status**' tab to view validation status.
 Result Message: Your file has been submitted for acceptance with the status '**Awaiting Validation**'.

vi) Click '**Refresh**' to check the status.

Section 3: Submit payment file for approval



Bulk Payments / Payroll / Uploaded File Status

Payroll | **Uploaded File Status**

Search Criteria

Upload Date* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number :

File Name :

Filter by Status : Awaiting Validation Pending Confirmation Pending Approval Unsuccessful

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 10:18:05	201802130001036478	AP20180213101547.txt	3	MYR 9,700.00	Pending Confirmation	<input type="button" value="Confirm"/> <input type="button" value="Delete"/>

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i) Once the status has changed to '**Pending Confirmation**', click '**Confirm**' to submit file for authorisation.

ii) Result Message: Your file has been submitted for acceptance with the status '**Pending Approval**'.

Note: The authoriser will need to approve or reject the transaction before it is submitted to the Bank for processing.



Bulk Payments / Payroll / Uploaded File Status

Payroll | **Uploaded File Status** **ii**

Result Message: Your file has been submitted for acceptance

Search Criteria

Upload Date* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number :

File Name :

Filter by Status : Awaiting Validation Pending Confirmation Pending Approval Unsuccessful

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 14:17:37	201802130001036500	AP20180213141543.txt	3	MYR 9,700.00	Pending Approval	<input type="button" value="Workflow List"/>

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For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.