

How to upload payment list

1- Prepare file template

In excel file must be in formatting :

- total columns must be 9,
- column "TXN_DATE": type = Text, value= in format "dd-mm-yyyy". Ex: 10-06-2022 this format stand for 10 Jun 2022,
- Sheet name= Data

BRANCH_CODE	BRANCH_NAME	PRODUCT_CODE	CONSUMER_NUM	CUSTOMER_NAME	PAID_AMOUNT	PAID_CCY	TXN_DATE	COD_REFERENCE_NO
007	007 Stung Treang C - By Account		APP2202899	Customer Name	72 USD		10-06-2022	FIB2216103466217
007	007 Stung Treang C - By Account		APP2202925	Customer Name	72 USD		10-06-2022	FIB2216103467332
007	007 Stung Treang C - By Account		APP2202969	Customer Name	72 USD		10-06-2022	FIB2216103474023
007	007 Stung Treang C - By Account		APP2202972	Customer Name	72 USD		10-06-2022	FIB2216103474095
007	007 Stung Treang C - By Account		APP2202970	Customer Name	72 USD		10-06-2022	FIB2216103474447
018	018 Kampong Spe C - By Account		APP2202922	Customer Name	41 USD		10-06-2022	FIB2216103467105
018	018 Kampong Spe C - By Account		APP2202907	Customer Name	41 USD		10-06-2022	FIB2216103467357
018	018 Kampong Spe C - By Account		APP2202909	Customer Name	41 USD		10-06-2022	FIB2216103469371
018	018 Kampong Spe C - By Account		APP2202910	Customer Name	41 USD		10-06-2022	FIB2216103469392
024	024 Sandan Distric C - By Cash		APP2202908	Customer Name	41 USD		10-06-2022	FIB2216103466736
024	024 Sandan Distric C - By Account		APP2202934	Customer Name	72 USD		10-06-2022	FIB2216103470168
024	024 Sandan Distric C - By Cash		APP2202718	Customer Name	72 USD		10-06-2022	FIB2216103470968
024	024 Sandan Distric C - By Cash		APP2202914	Customer Name	41 USD		10-06-2022	FIB2216103472681
026	026 Soutr Nikom I.C - By Account		APP2202918	Customer Name	41 USD		10-06-2022	FIB2216103467170
026	026 Soutr Nikom I.C - By Account		APP2202926	Customer Name	72 USD		10-06-2022	FIB2216103468442
026	026 Soutr Nikom I.C - By Account		APP2202958	Customer Name	72 USD		10-06-2022	FIB2216103472117
036	036 Kampong Chh C - By Account		APP2202965	Customer Name	72 USD		10-06-2022	FIB2216103472925
036	036 Kampong Chh C - By Account		APP2202988	Customer Name	41 USD		10-06-2022	FIB2216103476076
037	037 Pursat Provin C - By Account		APP2202904	Customer Name	72 USD		10-06-2022	FIB2216103465385
037	037 Pursat Provin C - By Account		APP2202906	Customer Name	72 USD		10-06-2022	FIB2216103465426
037	037 Pursat Provin C - By Account		APP2202935	Customer Name	41 USD		10-06-2022	FIB2216103468551
037	037 Pursat Provin C - By Account		APP2202963	Customer Name	41 USD		10-06-2022	FIB2216103472343
040	040 Moung Reuss C - By Account		APP2202940	Customer Name	72 USD		10-06-2022	FIB2216103470282
040	040 Moung Reuss C - By Account		APP2202957	Customer Name	72 USD		10-06-2022	FIB2216103471328
044	044 Kampong Cha C - By Account		APP2202928	Customer Name	72 USD		10-06-2022	FIB2216103468001
045	045 Chamkar Leu I.C - By Cash		APP2202943	Customer Name	41 USD		10-06-2022	FIB2216103469727
045	045 Chamkar Leu I.C - By Cash		APP2202942	Customer Name	41 USD		10-06-2022	FIB2216103470192

2- Login

Input user name and password → click login

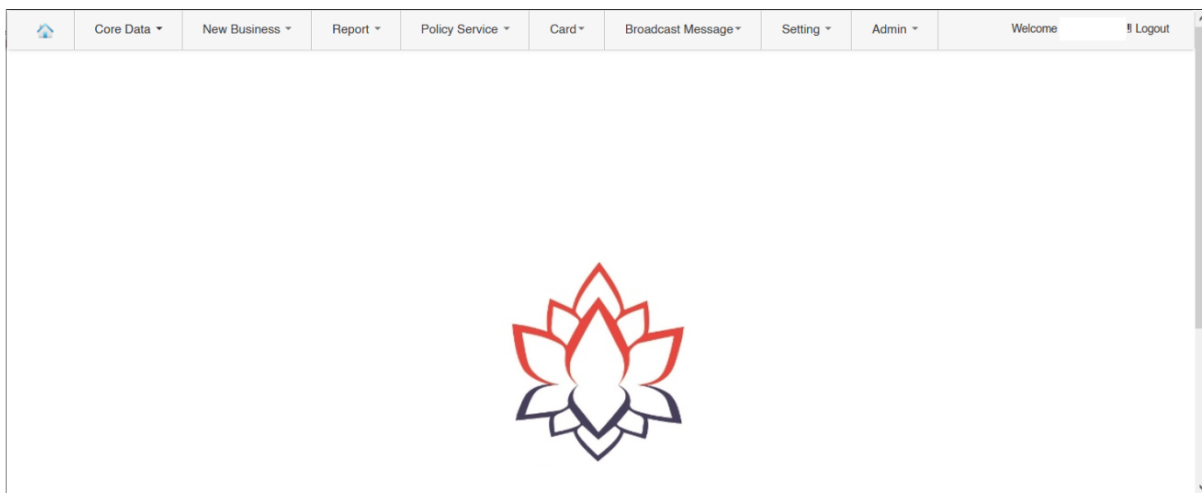
LOGIN

1

2

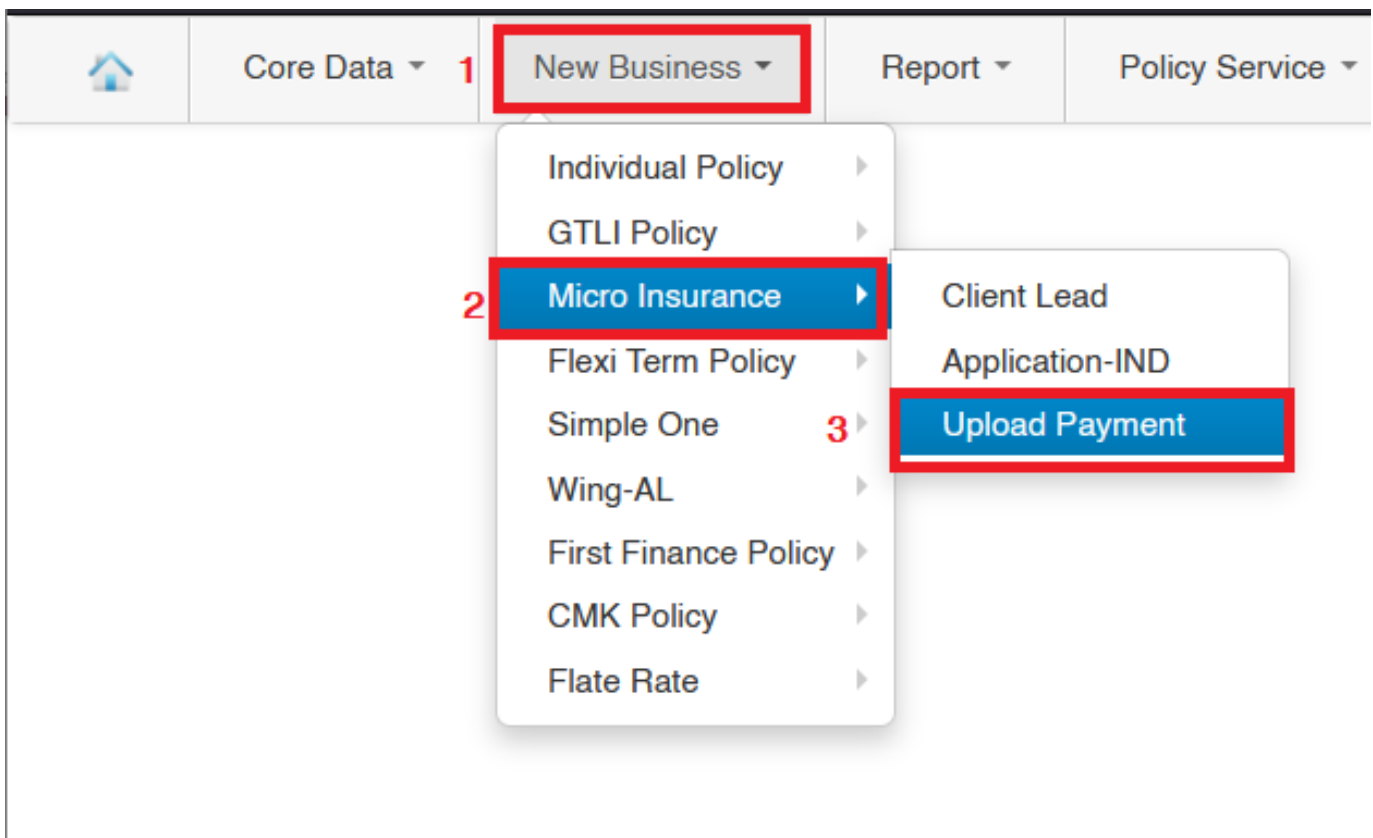
Login

Main Screen display



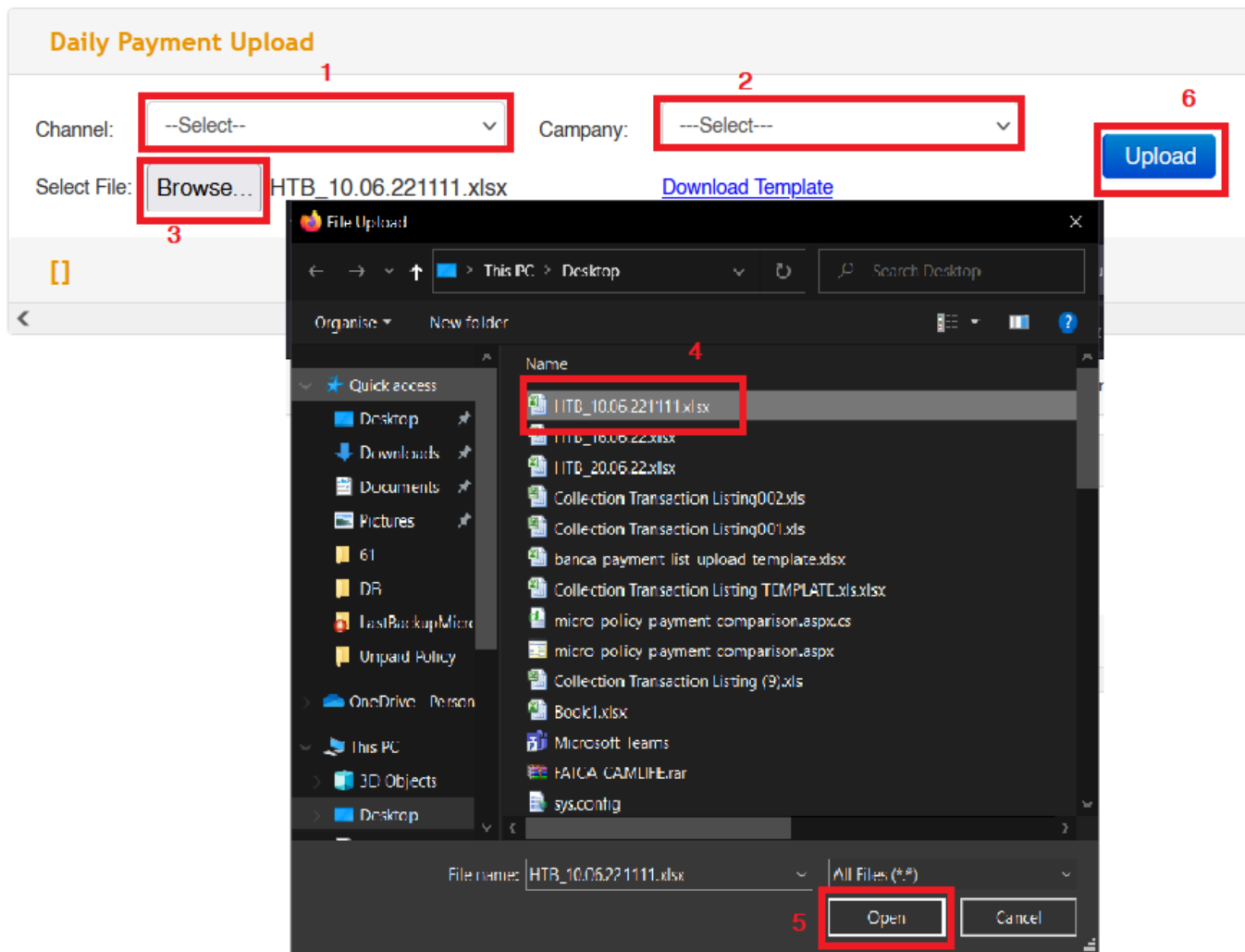
3- Upload

Click **New Business** → click **Micro Insurance** → click **Upload Payment**



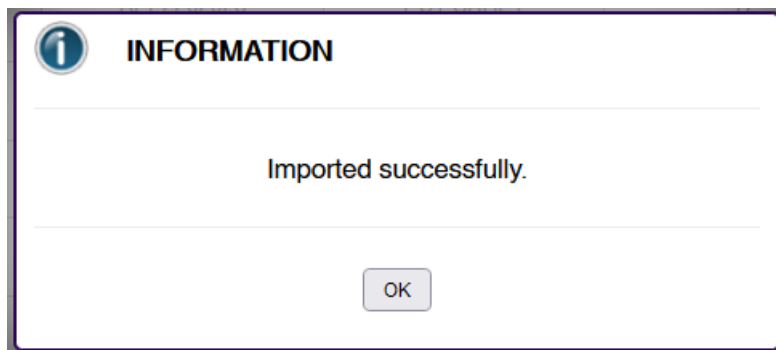
Upload screen display

Select **channel** → select **company** → click **browse** → select file (**valid format**) → click **open** → click **upload**



Notification:

Success



Error or invalid input

