**NB.** Bulk processing of outward payments involves 4 steps:

1.Uploading the file on menu CUPOR.(File should be in Finacle readable format e.g notepad)

2.Verifying the file on menu CUPOR.

3.Retrieving the success and failure report on PQR of the verifier in step 2 above.

4.Verifying each payment order generated on the success report above on menu MPOR.

**UPLOADING OF THE FILE**

1.Invoke menu CUPOR.

2.Under action select Upload.

3.Choose a file and click upload.

4.Click on the upload document icon to attach any supporting document.

5.Click Go to submit the upload.

**VERIFICATION OF THE FILE**

1.Invoke menu CUPOR.

2.Under action select Verify.

3.Click the searcher under file name,Select the appropriate file and click Go.

4.Select approved or rejected under approval status

5.Select the entries you want to approve and expand the columns to view the details populated in comparison with customer instruction in the original file uploaded.

6.If the details match click the submit button to send the sucess and failure report to PQR.

**NB.** -The failure report will show the entries that failed and the reason for the same.

-The success report will show the entries/records that passed and the payment order generated for each .

-The payment orders generated on PQR are singly verified by a different user on menu MPOR.