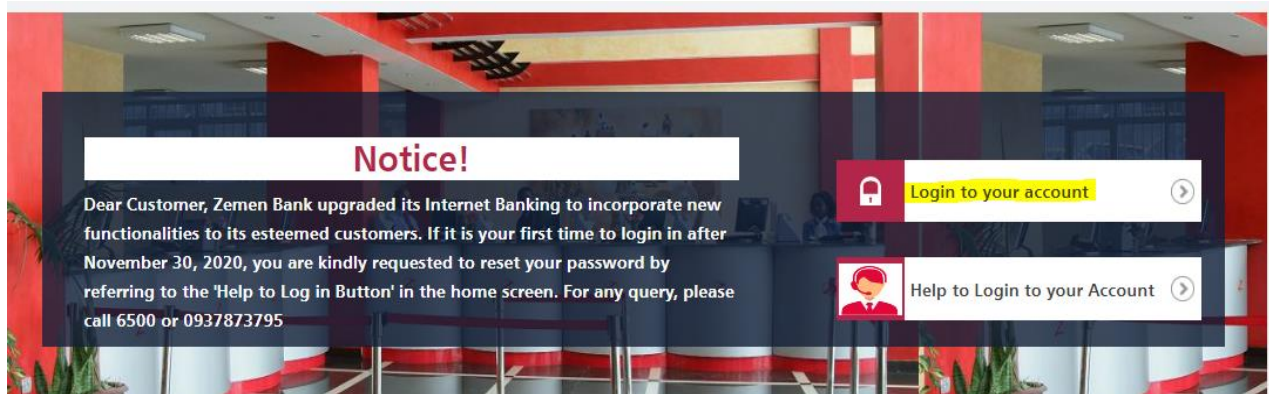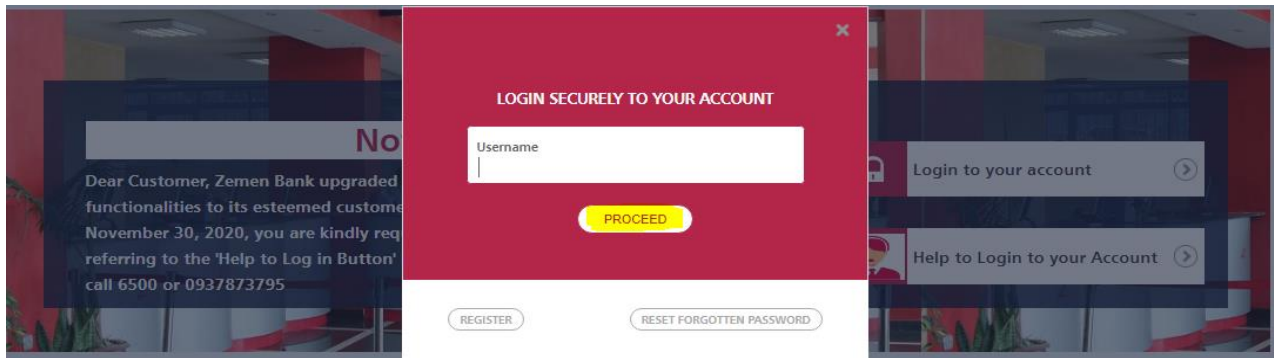# Batch Upload / Bulk Payments

Batch uploading or data ingestion is uploading multiple files in an automated manner. In Zemen, digital banking a customer can upload salary and other bulk payments in EXCEL format through batch upload.

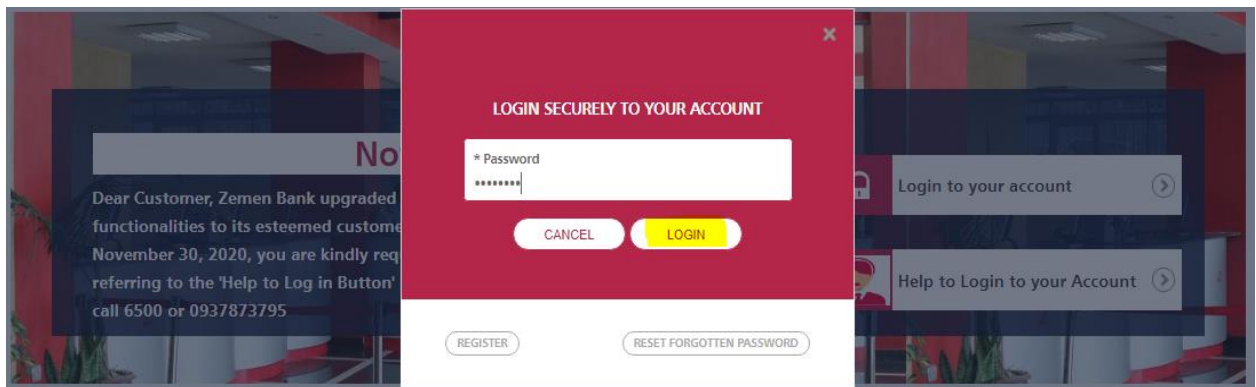Please follow the following procedures to upload batches and bulk payments.

1. Login to your account



2. Enter username and click "Proceed"



3. Enter Password and click "login

4. In the Dashboard Select "Payments and transfers " and Navigate and Click on "Batches"



5. Click on "UPLOAD BATCHES" on the right corner.

6. Click browse and select the supported file format you have prepared(XLS and XLSX)

Figure 2.0 uploaded excel file format for Batch upload.

| S/N | Employee Name | A/C No | Net Pay | Narration |
|---|---|---|---|---|
| | **XYZ Ethiopia** | | | |
| | **Payroll** | | | |
| | **C:\Users\yekoye.mhiret\Desktop\Salary\BatchFileNew** | | | |
| 1 | Abrham Seyoum | '1031▮▮▮▮▮▮▮3018 | 0.50 | Salary payment for month of mar 2022 |
| 2 | Firaol Solomon | 11011▮▮▮▮▮▮6010 | 0.50 | Salary payment for month of mar 2022 |
| 3 | Tadesse Fikremarkos | 10311▮▮▮▮▮▮018 | 0.50 | Salary payment for month of mar 2022 |
| | | **Total** | **1.50** | |

**Note:-**

Submitted –

Uploaded –

Completed –

Completed With Errors -