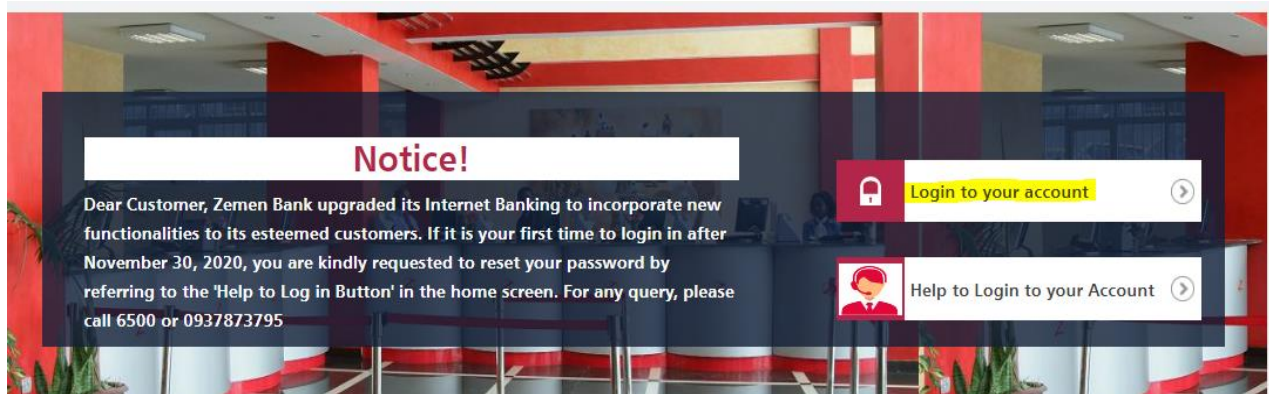


Batch Upload / Bulk Payments

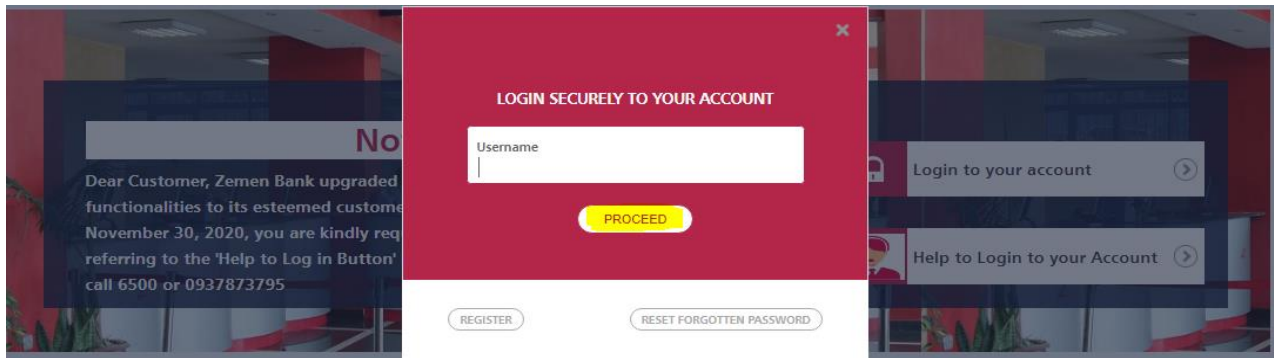
Batch uploading or data ingestion is uploading multiple files in an automated manner. In Zemen, digital banking a customer can upload salary and other bulk payments in EXCEL format through batch upload.

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

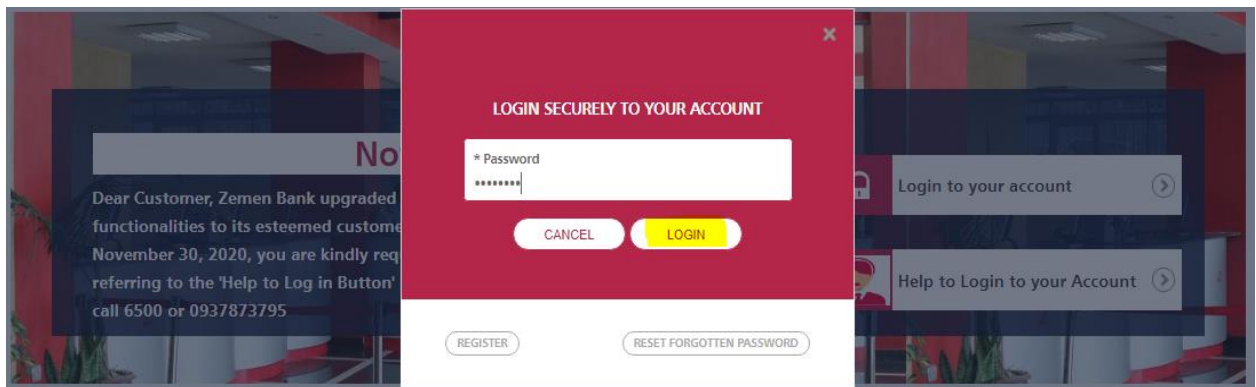
1. Login to your account



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”

The screenshot shows the Zemen Bank Online Dashboard. The left sidebar contains a menu with options: Home, Payments & Transfers, Foreign Banking Service, Cards, Mail, Products, Delegation, and Settings. The 'Payments & Transfers' menu is expanded, showing sub-options: Transfer to own Account, Transfer to Other Account, Transfer to Other Wallet, Bill Payments and telebirr, Z-Cash Purchase, Z-Cash Redeem, Scheduled Transactions, Incomplete Requests, Incomplete Transactions, Batches, and Find a Transaction. The 'Batches' option is highlighted. The main content area displays the 'NET AVAILABLE BALANCE OF ACCOUNTS' as ETB 0.37. Below this, there are sections for 'CURRENT BALANCE' and 'AVAILABLE BALANCE' for different accounts, showing values like ETB 15,685.46 and ETB 0.00. On the right, there is an 'ACTIVITY CALENDAR' for July 2022 and an 'ONLINE SUPPORT' section with a chat icon and the text 'Do you need help with your online banking?'.

5. Click on “UPLOAD BATCHES” on the right corner.

The screenshot shows the Zemen Bank Online Dashboard, specifically the 'Batches' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Batches' and features an 'UPLOAD BATCH' button in the top right corner. Below the button, there is a section titled 'UPLOADED BATCHES' which contains a table of uploaded batches. The table has columns for STATUS, BATCH ID, BATCH FILENAME, ACCOUNT, DATE, and AMOUNT. Two batches are listed, both with a status of 'SUBMITTED'. The first batch has a batch ID of 1634 and a filename of 'BatchFileNew'. The second batch has a batch ID of 1623 and a filename of 'BatchFileNewTest'. Both batches are associated with the account 1031410033671010 and were uploaded on 31 Mar 2022. Below the table, there is a 'GO TO APPROVALS' button. The top right corner of the dashboard shows the user's name 'YEKOYE MHIRET FERERE' and their last login and failed login times.

STATUS	BATCH ID	BATCH FILENAME	ACCOUNT	DATE	AMOUNT
SUBMITTED	1634	BatchFileNew	1031410033671010	31 Mar 2022	0.00 dr
SUBMITTED	1623	BatchFileNewTest	1031410033671010	31 Mar 2022	0.00 dr

Figure 2.0 uploaded excel file format for Batch upload.

XYZ Ethiopia				
Payroll				
C:\Users\yekoye.mhired\Desktop\Salary\BatchFileNew				
S/N	Employee Name	A/C No	Net Pay	Narration
1	Abrham Seyoum	103111000008018	0.50	Salary payment for month of mar 2022
2	Firaol Solomon	110111000006010	0.50	Salary payment for month of mar 2022
3	Tadesse Fikremarkos	103111000008018	0.50	Salary payment for month of mar 2022
		Total	1.50	

Note:-

Submitted –

Uploaded –

Completed –

Completed With Errors -