

INSTRUCTIONS ABOUT HOW TO UPLOAD BULK TRANSACTIONS THROUGH SBI NET BANKING.

SBI bulk transactions are uploaded in 2 steps.

They are: 1. Bulk Third Parties upload and 2. Bulk Transactions Upload.

1. Bulk Third Parties Upload:

Before uploading transactions make sure that the 3rd parties relating to the transactions are already added to your profile. If not, then first of all add those. It can be done both by one by one or all at a time using the bulk 3rd party uploading format.

Here all you have to do is to put the Party name in the column given, followed by account no.(minimum 11 digits) and branch code thereafter. Here it is obvious to say that the branch code should contain at least 5 characters. If it contains lesser figures please fill the same by putting 0 before the figures. Most importantly it should be in the text format.

After you fill the columns with the data, please copy the yellow cells; paste it to a note pad and save it to your computer. Now using SBI Net banking Uploader, one can upload the bulk 3rd parties at a time.

STEPS: Bulk Upload > Upload Third Parties> Click on Intra Bank> Browse the note pad saved to your machine> Click Upload.

Wait for a few minutes for the necessary processing. Then Click on Batch Inbox. If you find the same processed then logon through Administrator ID and authorize the same. Your Bulk third parties upload completed.

2. Bulk Transactions Upload:

It can be done by using Bulk transactions uploader in a simple way. In serial no. 001 and in Account no. column please put the 11 digits account no. of the SBI account to be debited, followed by branch code, Date of Transactions, Amount, Unique Ref. no., Account Name and Description if any.

From serial no.002 onwards all the data should relate to credit account. Like bulk 3rd party upload here also the branch code should contain 5 character and in Text Format. Make sure that the amount also is in Text Format only. The format is prepared for 200 transactions at a time. After you feed data, please copy the required portion from the yellow cells, paste the same to a note pad and save it to your computer. Before you save please check the note pad from Top to Bottom, if you find any irregularity please make the necessary correction manually and then save.

Now, using SBI Netbanking uploader one can upload the bulk transaction at a time.

STEPS: Bulk Upload > Upload Transactions> Click on Intra Bank> Browse the note pad saved to your machine> Click Upload.

Wait for a few minutes for the necessary processing. Then Click on Batch Inbox. If you find the same processed then logon through Authorizer and authorize the same. Your Bulk transactions upload completed.

Cautions: Before you authorize you are advised to check the data properly by clicking on the INB File. And further to state that no one will be held responsible if any wrong data is fed to the tools.

IMPORTANT TIPS:- Save your third party details in an excel sheet separately so that you can copy and paste the same coloumn wise in the Tools while filling it up. Use "Format Painter" to copy the Format of Each Coloumn and drag it to your data to save the time consumption.

With Regards-

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