

## Getting Started:

- First time performing bulk payroll payments via a single file upload, please contact Business Call Centre at 1300 888 828 or email to mybusinesscare@cimb.com to request for Organisation Code.
- Upon receiving the Organisation Code (usually within 3 working days), please proceed to Section 1.
- Note: Fields marked with asterisk (\*) in the sections below are mandatory fields.

## Section 1: Bulk payroll file creation

The screenshot shows the website interface for BizChannel@CIMB. At the top, there are logos for CIMB ISLAMIC and CIMB BANK, along with navigation links like AccountServices@CIMB, Payments@CIMB, Collections@CIMB, LiquidityManagement@CIMB, and Delivery Channels. A main banner reads 'Welcome to BizChannel@CIMB'. Below this, there are sections for 'Complimentary Training' and 'Online Tools'. The 'Download Centre' section is highlighted, listing 'CIMB BizConverter v1.2.0.3' and three related guideline files. A note at the bottom of the screenshot states: 'Note: Please follow the steps in the installation guide to install CIMB BizConverter.'

Two ways to create your payment file:

- a) Use your existing payroll software or
- b) Use CIMB BizConverter application to convert payment file in Microsoft Excel format into CIMB's file format. Download BizConverter by following the steps below:
  - i. Go to [www.cimb-bizchannel.com.my](http://www.cimb-bizchannel.com.my) website.
  - ii. Go to 'Online Tools' on the right bottom of the web page and click 'Download Centre'.
  - iii. Click and install 'CIMB BizConverter'. The installation guide is available in the zip file.
  - iv. Download the 'CIMB BizConverter - Guideline for Bulk Payments' on how to generate the payment file.

## Section 2: Bulk payroll file upload



Bulk Payments / Payroll / Uploaded File Status

**Payroll** | **Uploaded File Status**

**File Details**

File Format\* : Autopay TXT

File Type\* :  Non Encrypted  Encrypted **ii**

File Upload\* : C:\Users\nadkm\Desktop Browse...

**Transaction Details**

Pay From\* : 8006928743 - RAVE WORKZ SDN. BHD.(MYR) **iii** Online Balance

Clear Submit for Acceptance **iv**

i) Click '**Bulk Payments**' from the left side menu and select '**Payroll**' from the dropdown list.

ii) **File details:**  
**File Format:** Select '**TXT**' for file generated from BizConverter.  
**File Type:** Select '**Non Encrypted**' for file generated from BizConverter.  
**File Upload:** Upload the payroll payments file.

iii) **Pay From:** Click on magnifier icon and search for an account to pay from.

iv) Click '**Submit for Acceptance**' to validate the file.



Bulk Payments / Payroll / Uploaded File Status

**Payroll** | **Uploaded File Status** **v**

**Result Message: Your file has been submitted for acceptance**

**Search Criteria**

Upload Date\* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number

File Name

Filter by Status

Awaiting Validation  Pending Confirmation

Pending Approval  Unsuccessful

Search

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 10:18:05	-	AP20180213101547.txt	-	-	Awaiting Validation	-

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Refresh Confirm **vi**

v) Click '**Upload File Status**' tab to view validation status.  
 Result Message: Your file has been submitted for acceptance with the status '**Awaiting Validation**'.

vi) Click '**Refresh**' to check the status.

## Section 3: Submit payment file for approval



Bulk Payments / Payroll / Uploaded File Status

**Payroll** | **Uploaded File Status**

**Search Criteria**

Upload Date\* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number

File Name

Filter by Status

Awaiting Validation  Pending Confirmation

Pending Approval  Unsuccessful

Search

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 10:18:05	201802130001036478	AP20180213101547.txt	3	MYR 9,700.00	Pending Confirmation	<b>i</b> Confirm Delete

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Refresh Confirm

i) Once the status has changed to '**Pending Confirmation**', click '**Confirm**' to submit file for authorisation.

ii) Result Message: Your file has been submitted for acceptance with the status '**Pending Approval**'.

Note: The authoriser will need to approve or reject the transaction before it is submitted to the Bank for processing.



Bulk Payments / Payroll / Uploaded File Status

**Payroll** | **Uploaded File Status** **ii**

**Result Message: Your file has been submitted for acceptance**

**Search Criteria**

Upload Date\* : 13/02/2018 - 13/02/2018 (ddmm/yyyy)

Reference Number

File Name

Filter by Status

Awaiting Validation  Pending Confirmation

Pending Approval  Unsuccessful

Search

<input type="checkbox"/>	Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
<input type="checkbox"/>	13-Feb-2018 14:17:37	201802130001036500	AP20180213141543.txt	3	MYR 9,700.00	Pending Approval	Workflow List

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Refresh Confirm

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.