

BatchMaster Web – IDFC Bank Integration

User Guide

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About the Manual

Purpose of the Manual

This user guide provides instructions for using BatchMaster Enterprise. The scope of the document is limited to training users on how various BatchMaster modules are inter-related, the purpose of various BatchMaster screens, and the procedural steps to maintain them. The training objective is to help the user get hands-on experience of how BatchMaster Enterprise functions.

This document aids as a hand-out during training and as an introduction to other manuals. It is not as descriptive as other accompanying manuals, but it is packed with necessary and important information that is required for someone to use BatchMaster Enterprise as a new user.

We designed the user guide based on experience obtained from numerous training sessions. This document aims to strengthen user knowledge on the functioning of BatchMaster Enterprise.

Target Audience

This document is intended for a vast group of people which may include Trainers, VARs, Customers, and even BatchMaster employees who are undergoing BatchMaster training. We hope it will be of immense use as a conceptual guide for Trainers, as a resource material for VARs and customers, and as a reference guide for existing BatchMaster Users and employees.

Organization

The user guide is organized module-wise to reduce bulkiness and enhance usability. Each module contains an overview of the module, concepts you must know before you begin using the module, an overview or purpose of the screen, how to maintain data in the screen, Key Points, and FAQs. Examples have been included to help you understand the logic better and maintain data quickly.

Symbols & Conventions

Symbol	Description
	Note
	Mandatory setting
	Tips

Convention	Description
Italicized (Sales Order Entry)	Module name, screen name & components
“ ” (“BatchMaster Web Accounting Guide”)	Reference document

Abbreviation	Description
API	Application Programming Interface
SO	Sales Order

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1 Overview

IDFC Bank is a leading provider of banking services for serving commercial businesses to manage their transactions efficiently. It integrates with third-party applications for importing their transactions and updating the concerned accounts promptly. Integrating BatchMaster Web with IDFC Bank Integration offers following advantages:

- Automating uploading of BatchMaster Web finance transactions to the IDFC bank with efficiency.
- Flexibility to upload transaction manually.
- Easier to monitor the uploaded transaction statuses.
- Secure and flexible transaction uploading to the Bank.
    - Via Excel Sheet (Manual Transaction Uploading)
    - Via API Connection (Bank Payment Dashboard)

2 What is this document all about?

This document outlines the integration basics, prerequisites, and IDFC Bank Integration workflow for the BatchMaster Web. It also details how the transactions are uploaded to IDFC Bank. In response from IDFC Bank, the transaction's status is visible in BatchMaster Web. This document illustrate following aspects of IDFC Bank Integration:

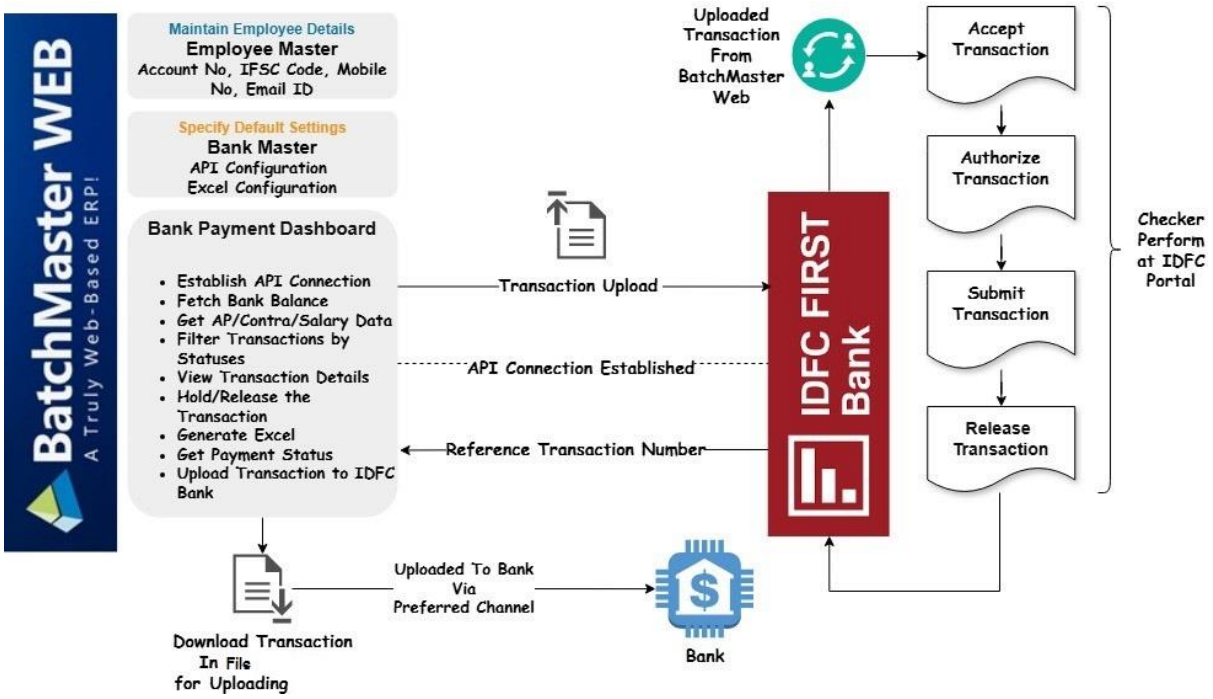
- Brief introduction of integration system via the process flow diagram.
- Explanation of how interaction proceeds between the BatchMaster Web & IDFC Bank.
- Purpose of integrating BatchMaster Web with IDFC Bank Integration, and the role of APIs.

2.1 What is Integration?

Integration is the procedure of linking and syncing the ERP system with added business applications to create a simplified experience for catching, tracing, and examining real-time data. The purpose of the BatchMaster Web - IDFC Bank Integration User Guide is to build an understanding of concepts and stay updated/informed for concerned uploaded transactions to the bank.

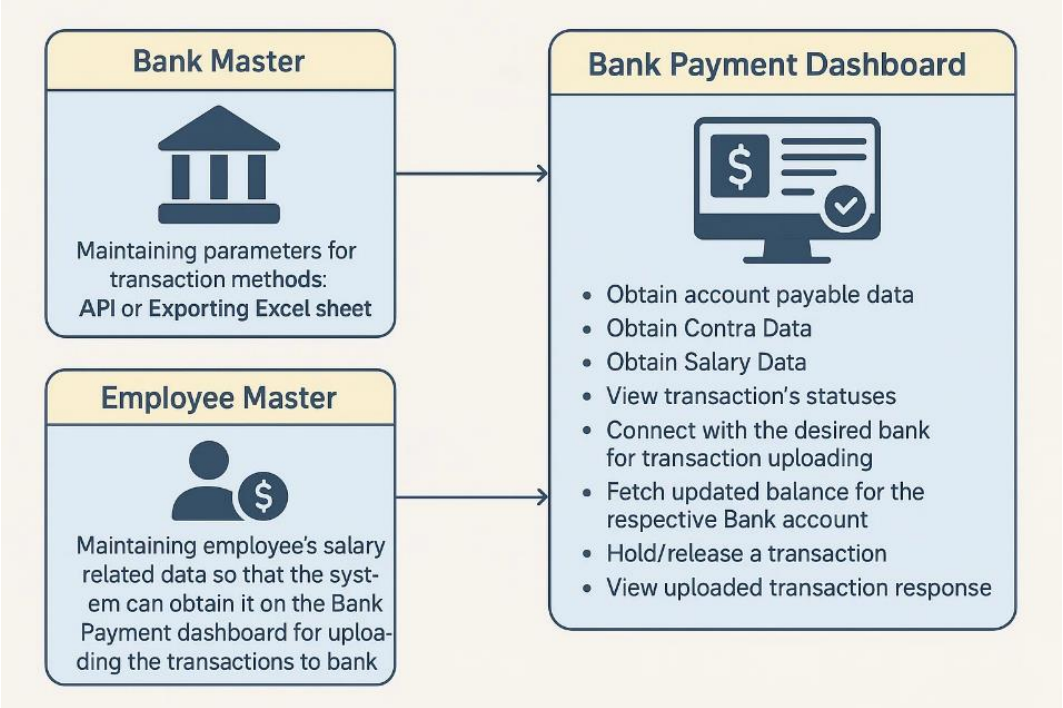
2.2 How does the Information flow?

When IDFC Bank is integrated with BatchMaster Web, it creates a seamless flow of data between the two systems for uploading transaction data and obtaining the uploaded transaction status.



2.3 Key Components & Their Roles

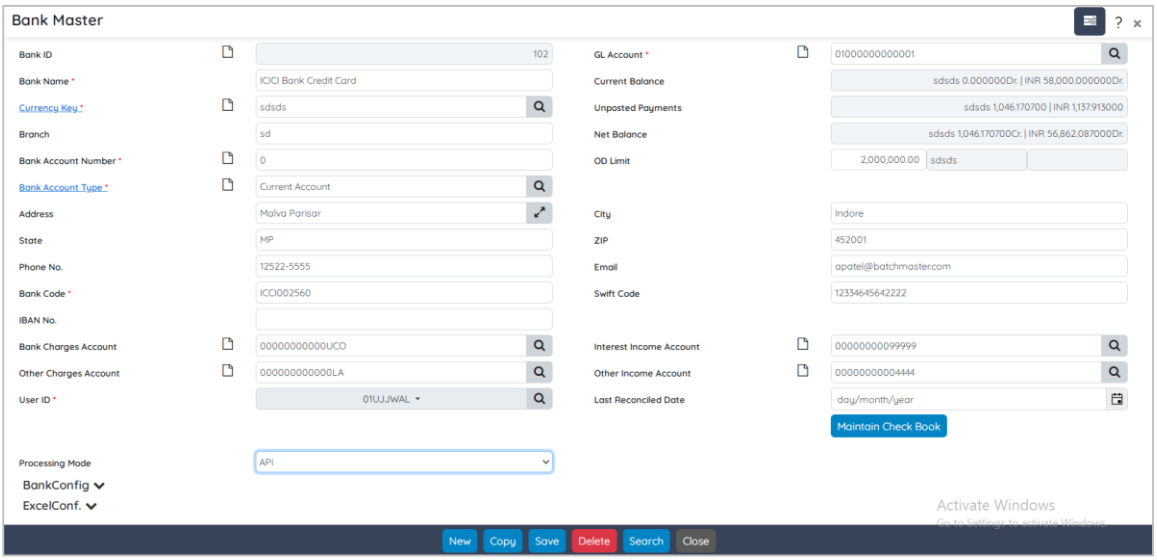
- Maintain transaction method parameters.
- Maintaining Employee's salary related details.
- Posting payment transactions by Bank Payment Dashboard or Manually.



3 Pre Requisites

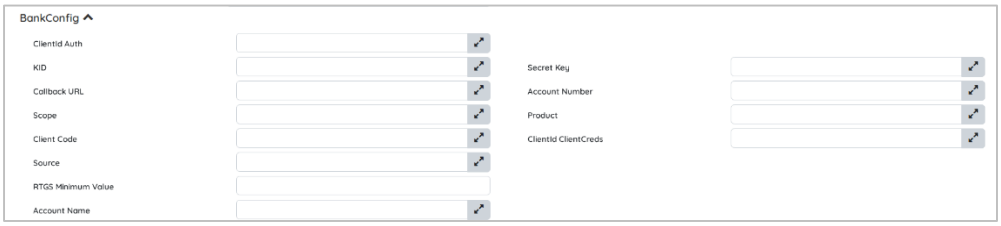
3.1 Bank Master

As a mandatory prerequisite for integrating IDFC with BatchMaster Web, you need to configure the transaction upload method via the *Bank Master* screen. The Bank Configuration and Excel Configuration sections define whether the transaction data uploaded to the bank via API or Excel, depending upon the communication channel supported by the respective bank for uploading the transactions.



Processing Mode: Select one of the option using the dropdown next to the field. The available options in the dropdown are:

- **API:** Some banks provide the facility of posting the data directly via the API. If the selected bank provides the data uploading facility via the API, then select this option. Under the *BankConfig* section, specify the API default settings in the fields so that system retrieves the data from the posted transaction and send the same against correct captions through API. By-default *BankConfig* section is collapsed. When you expand the section then, you need to specify the fields which are required for uploading the data. Here you have to manually maintain the data against the fields applicable for the respective Bank.



***API Params* Section**

ClientId Auth: Use this field to specify the unique identifier used for client authentication.

KID: Use this field to specify the Key Identifier used in encryption or token signing.

Callback URL: Use this field to specify the URL to which the response or status callback is sent. This is a web address (URL) that one application offers to another for receiving a response or data after a process or an action is completed. The callback URL carries data like status updates, access tokens, , or transaction results for updating transaction status to the source application.

Scope: Use this field to specify the level of access or permissions requested.

Client Code: Use this field to specify the unique code that is assigned to the client by the Bank/API provider.

Source: Use this field to specify the origin/source system of the request.

RTGS Minimum Value: Use this field to specify the minimum amount that must be met or exceeded for a transaction to be processed via RTGS (Real-Time Gross Settlement) for the bank as selected in the Bank Code field. This is for ensuring the compliance with bank specific RTGS policies or internal banking business rules.

Account Name: Use this field to specify the account number for which the API transaction falls.

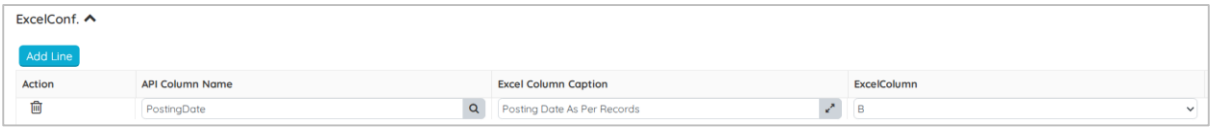
Secret Key: Use this field to specify the confidential key used in conjunction with ClientId for secure API access.

Account Number: Use this field to specify the Bank account number to be used in the transaction.

Product : Use this field to specify the product or service category under which the API transaction falls.

ClientId ClientCreds: Use this field to specify the client credentials that are used in authentication flow.

- **Excel:** If the selected bank do not support data uploading via the API, then select this option. Under the *ExcelConf* section, map the columns of *Bank Payment Dashboard* with the excel file to be generated. This section is used to map the columns of *Bank Payment Dashboard* with the Excel sheet to be generated. Here you have to select the location of each column. If you select the *Excel File* option, you have to maintain the details using which the system generate an Excel File when you process the transaction via the *Bank Payment Dashboard*. By-default this section is collapsed.



ExcelConf Section

Action: Click this button to delete a row from the grid.

API Column Caption: Use this field to select a Dashboard's Column Caption via the lookup. The lookup here obtains the captions of the columns available at the *Bank Payment Dashboard's* lower grid.

Excel Column Caption: Use this field to specify an Excel's Column Caption to enter the caption that is to be used while generating an excel sheet containing transaction details via the *Bank Payment Dashboard*.

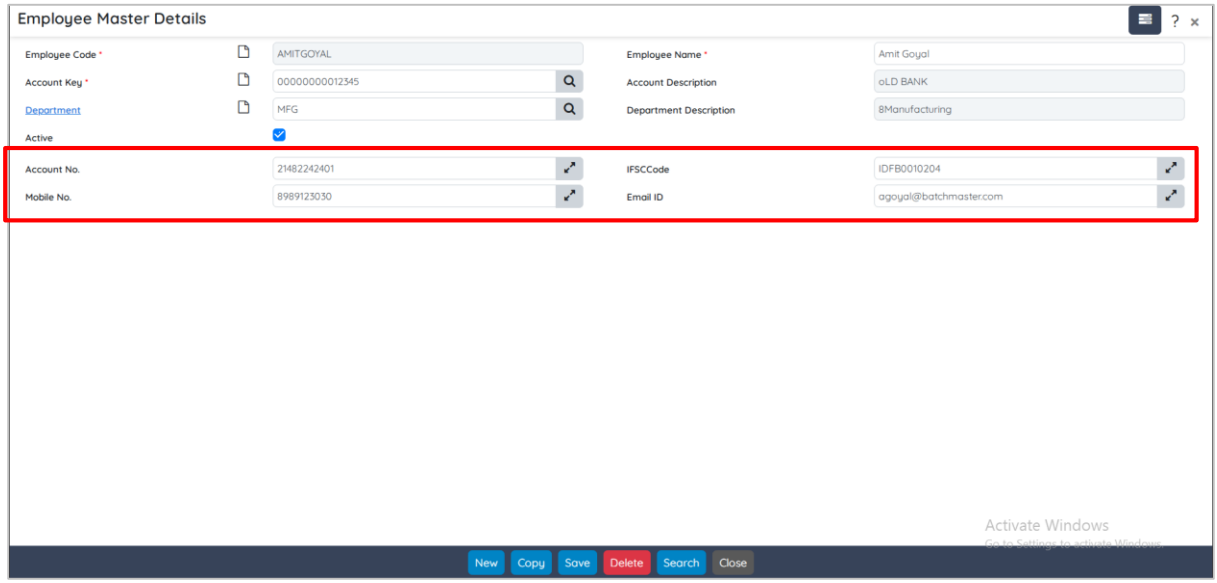
Excel's Column: Use this field to select Excel's Column heading via the lookup. The lookup here obtains the column headings of an excel sheet i.e. A, B, C, etc. This field is for selection of location for each column.

- **ACH:** Select this option for bank transactions—such as payments or deposits that are processed via the ACH (Automated Clearing House) network. This mode secures the electronic fund transfers cost-effectively and is suitable for the purpose of bulk payment

processing. When this mode is selected, the system generates an ACH-format-compatible output file via the *Bank Payment* Dashboard on clicking the *Generate Nacha* button. The generated ACH file adheres to bank-specific regulations and is suitable for initiating and processing the electronic funds transfers in bulk.

3.2 Employee Master

As a mandatory prerequisite for integrating IDFC with BatchMaster Web, the following fields should be specified on the *Employee Master* screen for obtaining salary data on the *Bank Payment* dashboard.



Account Number: Use this field to specify the employee's bank account number where the salary will be credited. This account number is mandatory for identifying the correct recipient within the respective bank's payment system.

IFSC Code: Use this field to specify the Indian Financial System Code (IFSC) the uniquely identifies the employee's bank branch where the above mentioned Account Number is located. This code ensures that the employee's salary is transferred to the correct branch within the bank.

Mobile No: Use this field to specify the mobile number for official communication purpose.

Email ID: Use this field to specify for sending official communication to the employee regarding the relevant updates for salary processing.

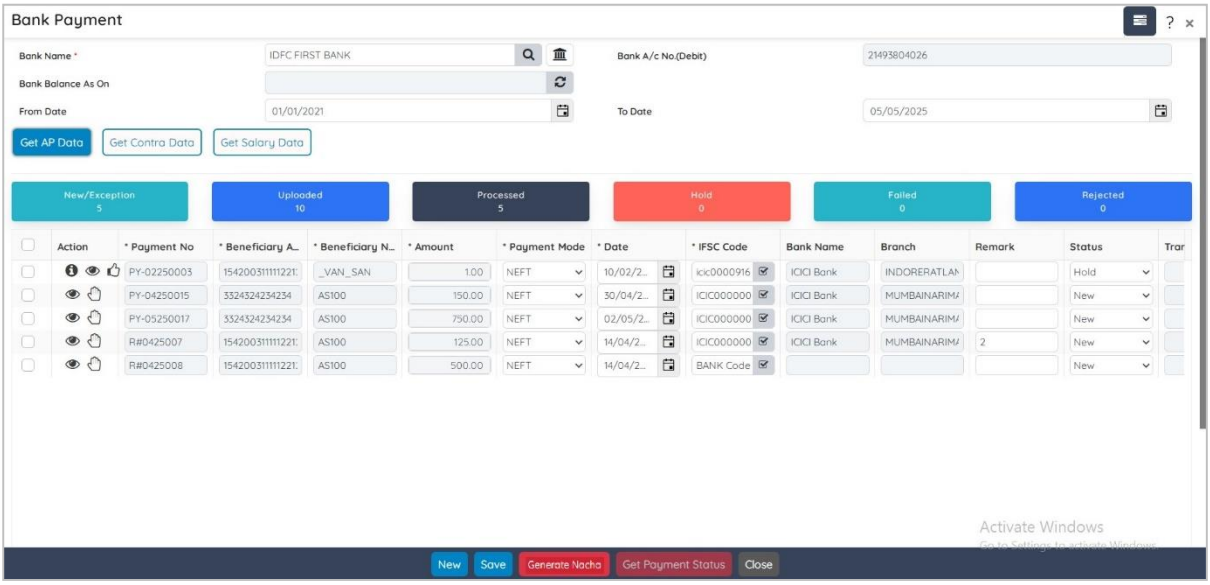
1 Bank Payment Dashboard

The *Bank Payment Dashboard* serve as a convenient platform for posting payment transactions from the BatchMaster Web to the respective Bank. This dashboard provides the following transaction upload methods for posting the transactions:

- **API-Based**: In case where the banks support API connectivity, directly post the transactions from the BatchMaster Web to the bank. The API connectivity reduce errors with faster processing and skips manual transaction uploading procedures.
- **Generate Nacha**: In case where API integration is not available for the selected bank, BatchMaster Web provides an alternative option to export the bulk transactions to an ACH file. Further, this exported ACH file data is uploaded via the bank's preferred channel.

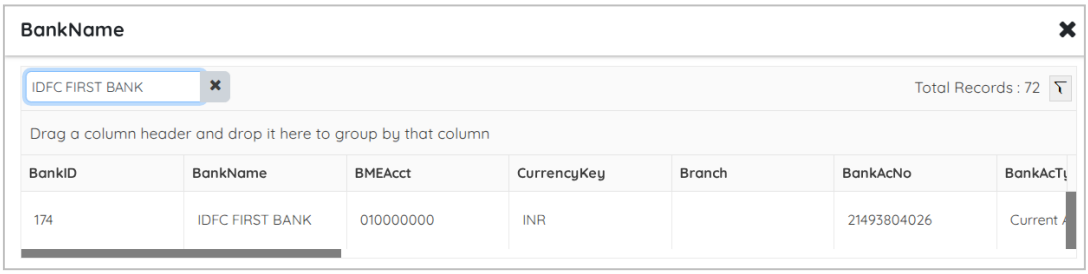
The *Bank Payment Dashboard* provides the dual-mode functionality that ensures compatibility across banks while enhancing the efficiency and accuracy of uploading the payment transaction(s) to the bank.

Go To: Bank/Cash→ Bank/Cash Transaction→ Bank Payment Dashboard.

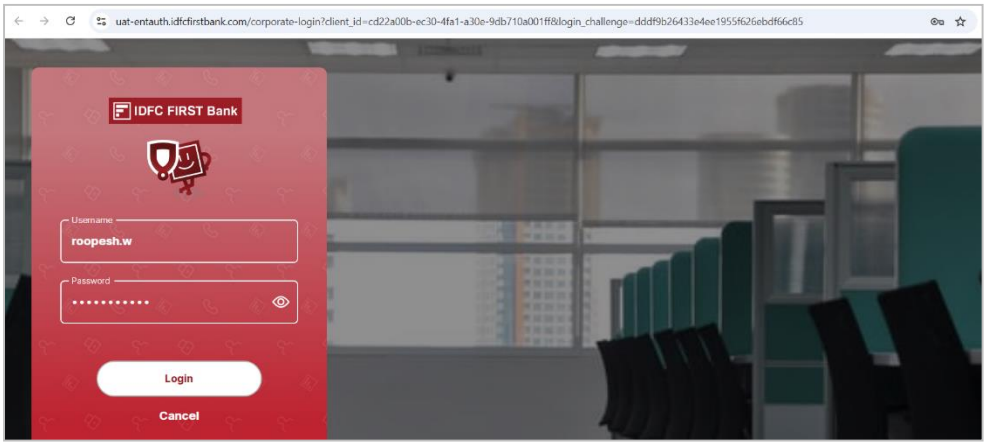


Header Fields

Bank Name: Use this field to select the desired bank whose transaction you want to post from the BatchMaster Web. The lookup here obtains all the records maintained via the *Bank Master* screen.



On clicking the *Connect* button next to the field navigates you to the selected Bank's Login page wherein you have to enter the *User ID* and *Password* to do the login.



Once the login is successful, the system establish the connection with the selected bank. Eventually, the system redirects you to the BatchMaster Web - *Bank Payment Dashboard* and displays a success message regarding the established connection.

Bank A/c No.(Debit): This field displays the bank account number associated with the bank selected via the *Bank Name* field. This is a read-only field.

Bank Balance As On: This field displays the balance of the selected Bank Account with date and time. Click the *Refresh* button next to the field to fetch the current server's date and time. Accordingly, the system fetch the balance of the selected bank account and displays in this field. This is a read-only field.

From Date: Use this field to select the lower value of the desired date range for fetching the transactions.

To Date: Use this field to select the upper value of the desired date range for fetching the transactions.

Get AP Data: Click this button to fetch all the transactions posted either through the *Payment Entry* or *Payment Range Processing* screens using the selected bank account within the selected date range.

Get Contra Data: Click this button to fetch all the transactions posted via the *Contra Entry* screen for the selected bank account and within the selected date range.

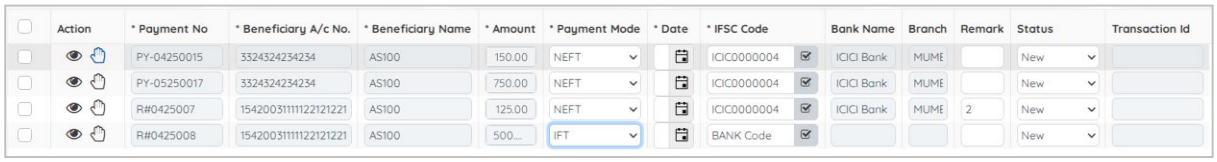
Get Salary Data: Click this button to fetch all the transactions posted via the *Salaries and Advances* screen for the selected bank account and within the selected date range.

Filter Options:

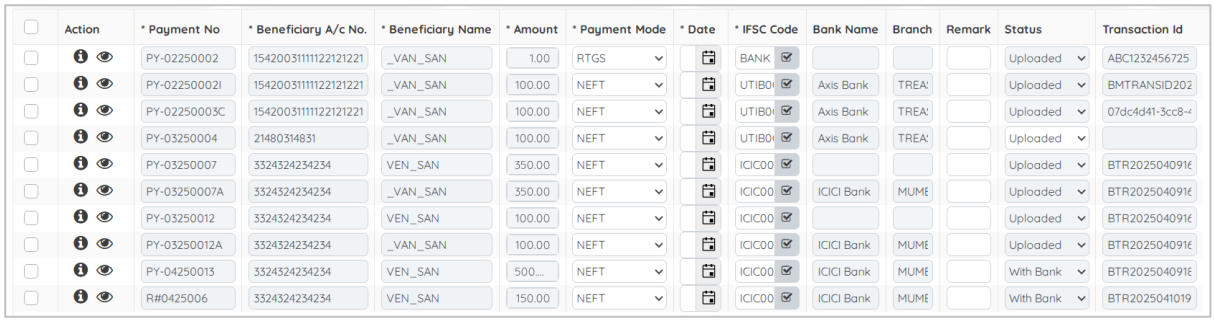


Each filter button displays the count of records. The status based filters are secondary filtering applied on the *Payment/Contra/Salary* records fetched by the system based on the options you select at this screen. By-default the system fetch the *New* or *Exception* status records.

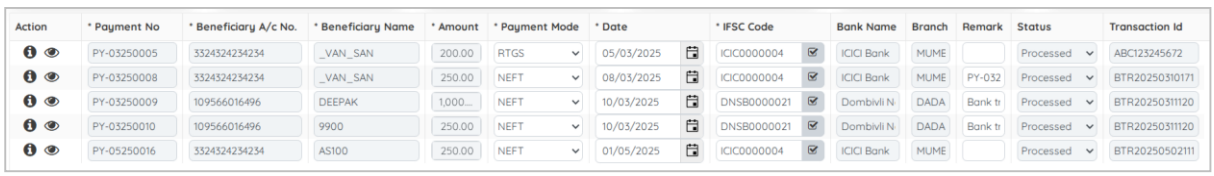
New/Exception: Click this button to fetch the unprocessed records, i.e., *New* or *Exception* in the grid.



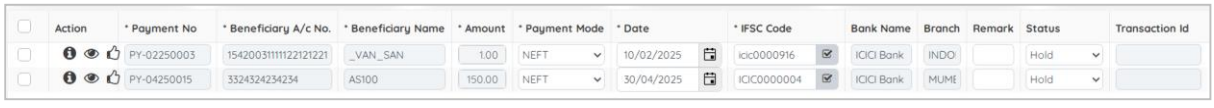
Uploaded: Click this button to fetch the uploaded records, i.e., *With Checker* or *With Bank* in the grid.



Processed: Click this button to fetch only the *Processed* records in the grid.



Hold: Click this button to fetch the *Hold* status records in the grid.



Failed: Click this button to fetch the *Failed* status records in the grid.

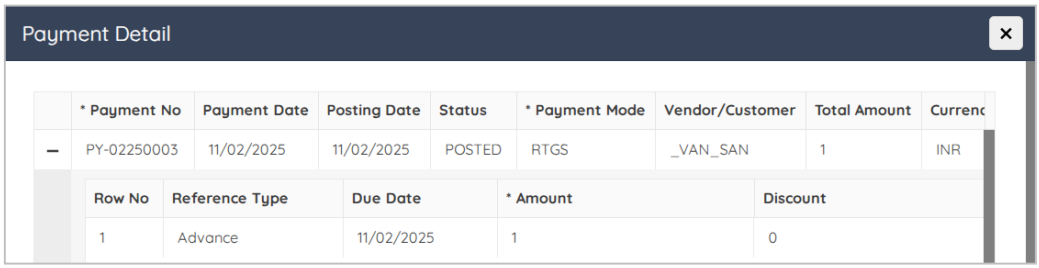
Rejected: Click this button to fetch the *Rejected* status records in the grid. *Rejected* status are the records that are rejected by the checker.

Grid Fields

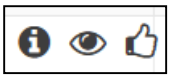
Select: Mark this checkbox to select payment record(s) before you perform any operation. The payment record(s) that you select on the *Bank Payment Dashboard* are affected by the operation.

Action: Use this field to select one of the options as *View* or *Hold/Un-Hold*.

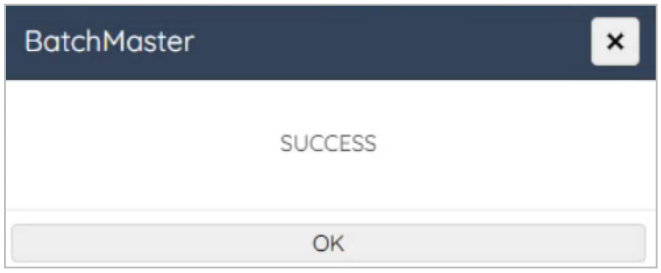
- **View Detail** : Click this option to for viewing the details of the respective transaction in hierarchical data form. The upper row fetch the details from the header section of the *Payment Entry* screen and lower row fetch the details from the lower section/grid of the *Payment Entry* screen.



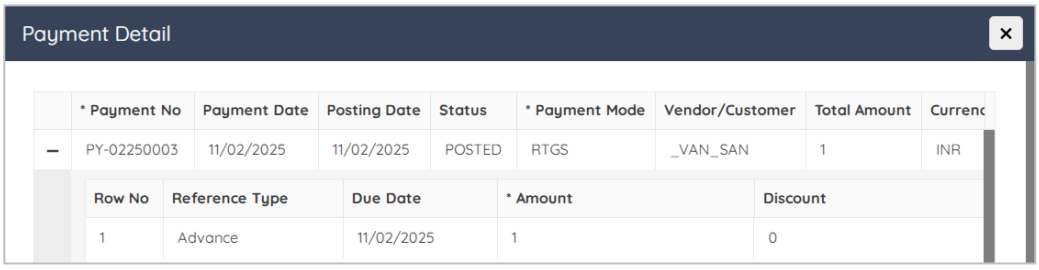
- **Hold** **:** Click this option and *Save* button to keep the respective record on *Hold*. On clicking *Hold* button, the system displays following *Action* options for the respective record:



  - **View Response** : Click this option to view the response of the transaction.



  - **View Detail** : Click this option for viewing the details of the respective transaction in hierarchical data form. The upper row fetch the details from the header section of the *Payment Entry* screen and lower row fetch the details from the lower section/grid of the *Payment Entry* screen.



- **Release** : Click this option to release the transaction i.e., unhold the transaction.

Payment No: This field displays the payment number of the respective payment record. This is a read-only field.

Beneficiary A/c No: This field displays the number of the bank account in which the amount to be deposited. This is a read-only field.

Beneficiary Name: This field displays the name of the partner who will get the money. Depending on the transaction, this field displays either the *Vendor Name*/*Customer Name*/*Bank Name*/*Misc*.

Amount: This field displays the net amount of the respective transaction.

Payment Mode: Select one of the payment mode option using the dropdown next to the field. The available options in the dropdown are:

- **NEFT**: Select this option for electronic fund transfers between banks in short time periodic batches. NEFT option is suitable for the transactions that are commonly used for scheduling payments.
- **IFT**: Select this option for fund transfers within the same bank/financial institution.
- **RTGS**: Select this option for high-value transactions to be processed individually in real-time. RTGS type of payment is useful for urgent payments that require immediate settlement to other bank.
- **IMPS**: Select this option for instant fund transfers across banks. This payment mode is commonly suitable for small/medium transactions.

Depending on the limits set for the respective bank, if you select a *Payment Mode* which isn't within the limit set for that type of *Payment Mode* then, the system displays an error message. Also, if the money is withdrawn or deposited in the bank then, the system by-default select the *IFT* option.

Date: This field displays posting date of the respective transaction. This is a read-only field.

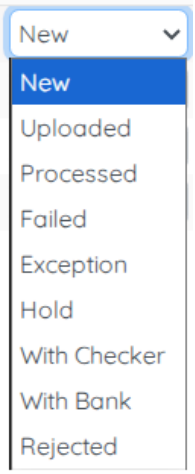
IFSC Code: This field displays IFSC code of the Bank in which the money is to be deposited.

Bank Name: By default, this field is disabled. When you validate the displayed code in the *IFSC Code* field, then the system verify the same and if the displayed *IFSC Code* is found correct, then the system displays the respective bank's name in this field. This is a read-only field.

Branch: By default, this field is disabled. When you validate the displayed code in the IFSC Code field, then the system verify the same and if the displayed *IFSC Code* is found correct, then the system displays the respective bank's branch name in this field. This is a read-only field.

Remark: This field displays the narration of the respective transaction i.e., a brief explanation or description for a financial entry in the data record. The *Remark* field displays the context regarding the transaction's purpose that indicates what the transaction is for.

Status: Select one of the option using the dropdown next to the field. The available options in the dropdown are:



- **New**: Indicates a transaction that has just been created in the BatchMaster Web or initiated but not yet submitted for bank processing.
- **Uploaded**: Signifies that the transaction data has been successfully submitted to the system or uploaded for further processing by the Checker at the IDFC portal.
- **Processed**: Means the transaction has been successfully completed by the Checker at the IDFC portal, including all necessary validations such as Accept transaction, Authorize transaction, Submit transaction and Release transaction.
- **Failed**: The transaction could not be completed due to an error during processing, such as invalid data, system issues, or connectivity problems etc. The issue may require investigation or retry.
- **Exception**: Refers to a transaction that encountered an unexpected or abnormal condition that requires manual intervention or investigation.
- **Hold**: Indicates that the transaction has been temporarily paused or suspended, often due to pending checks, approval or additional verification.
- **With Checker**: The transaction is currently awaiting review or approval from a designated Checker at IDFC portal (often part of a maker-checker approval process).
- **With Bank**: Shows that the transaction has been successfully uploaded to the IDFC portal, and no further processing is required. Indicated final processing is done.

- **Rejected**: Denotes that the transaction has been reviewed and declined either by an internal authority or the bank due to non-compliance or errors.

Save: Click this button to save the data entered/updated in the transactions as shown in the grid.

Generate Nacha: Click this button to generate an ACH (Automated Clearing House) file in accordance with ACH format. The generated file is suitable for uploading bulk payments and processing the supporting transactions. The file-generated format aligns with regulatory requirements set by the receiving bank that enable the seamless bulk processing of funds via the ACH network.

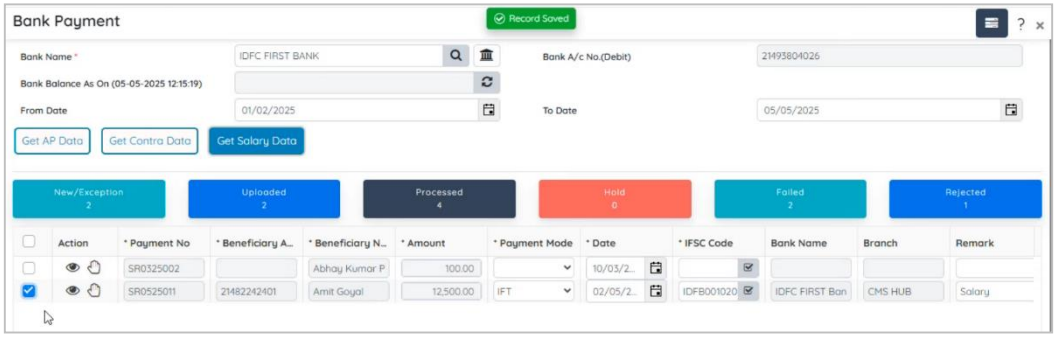
Get Payment Status: Click this button to check the status of records which were uploaded from this Dashboard but not processed by the bank yet. On clicking this button, the system fetch the latest status to show if the records are successfully processed by bank or not or the status is still the same. The system displays a message when you fetch the latest/updated status.

Close: Click this button to close the dashboard.

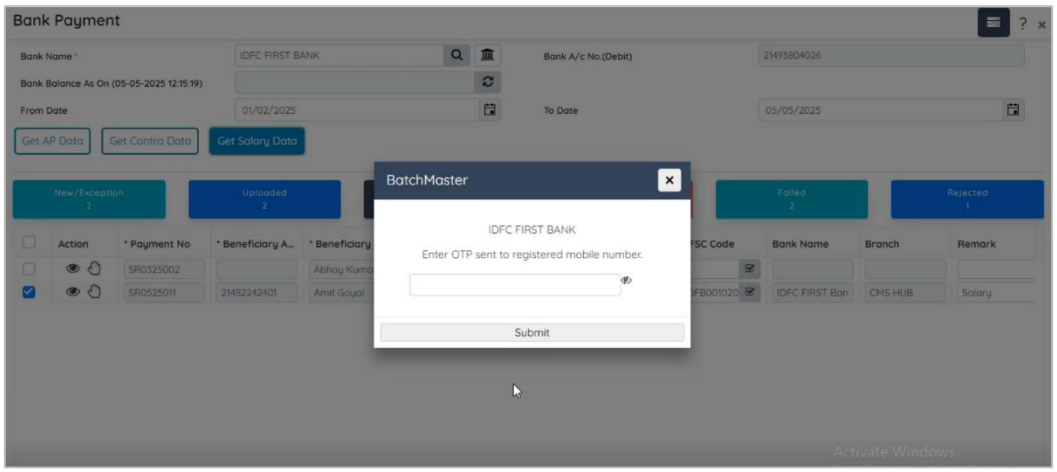
1.1 Posting Transactions via the Bank Payment Dashboard

1. Open the *Bank Payment Dashboard*.
2. Select a bank via the *Bank Name* field. Tap the connect button next to the field to move on to the selected Bank's Login page wherein you have to enter the User ID and Password to do the login. Once the login is successful, the system generate the token that help the BatchMaster Web in establishing the connection with the selected bank. Once the connection gets established, the system redirect you to the BatchMaster Web - Bank Payment Dashboard and displays a message regarding the established connection.
3. Specify the date range via the *From Date* and *To Date* field using the date picker next to the fields.
4. To fetch the transaction data, click the *Get AP Data*/*Get Contra Data*/*Get Salary Data*, as required.
    - On clicking *Get AP Data* button, the system fetch all the transactions posted either through the *Payment Entry* or *Payment Range Processing* screens using the selected bank account within the selected date range.
    - On clicking *Get Contra Data* button**,** the system fetch all the transactions posted via the *Contra Entry* screen for the selected bank account and within the selected date range.
    - On clicking *Get Salary Data* button the system fetch all the transactions posted via the *Salaries and Advances* screen for the selected bank account and within the selected date range.
    - If required, filter the dashboard data by clicking the filter buttons.

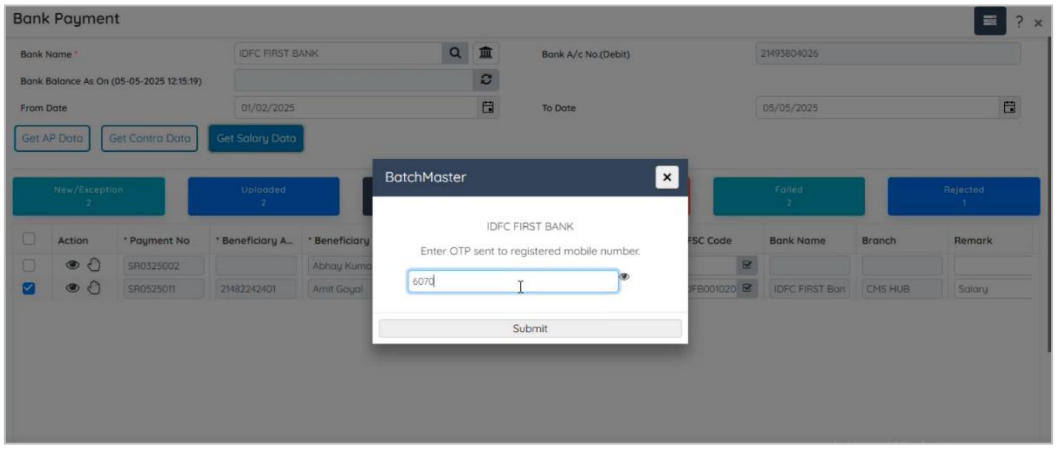
5. Select the desired *Payment Mode*, *Date*, and *IFSC Code*. Validate the IFSC Code by clicking the respective option.
    - If required, fetch status of records by clicking the *Get Payment Status* button. The system obtain the transaction(s) that are uploaded from the *Bank Payment Dashboard* but not processed by the bank yet.
6. Mark the desired transaction(s) in the grid.
7. Click the *Save* button.



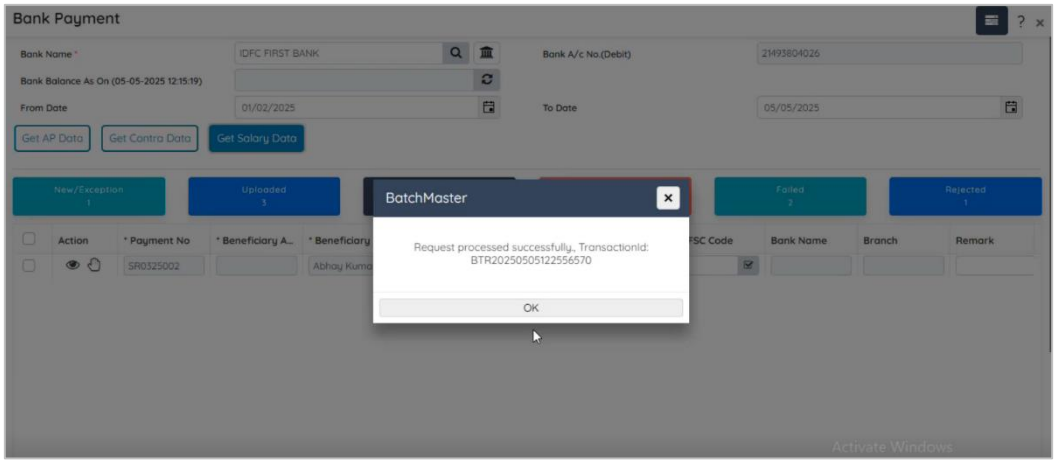
8. Click the *Process* button. On clicking *Process* button, the system populates the OTP(One-Time-Password) to the registered mobile number of the BatchMaster Web User.



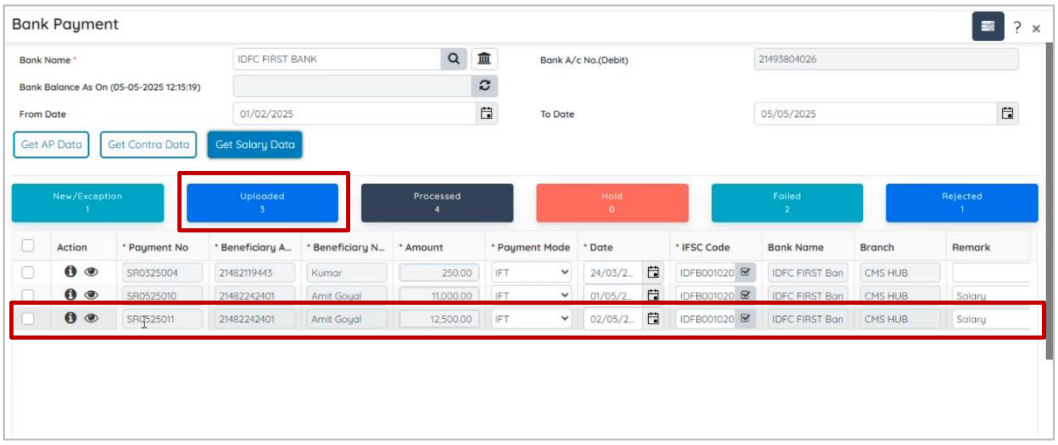
9. Enter the OTP as received on the registered mobile number.



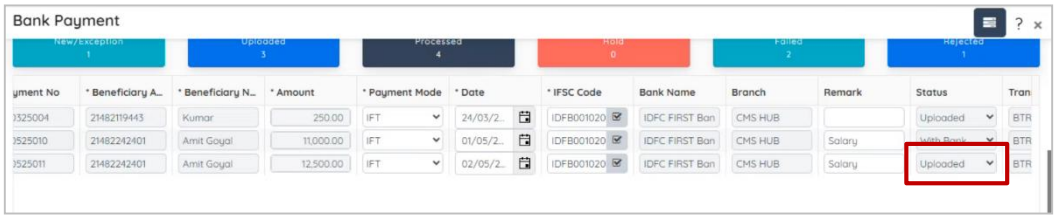
10. Click the *Submit* button. On clicking *Submit* button, the system displays a success message with the reference transaction number. The selected transaction is now submitted successfully to the IDFC Bank.



11. The transaction(s) as selected in the grid are successfully uploaded and visible under the *Uploaded* transaction of the *Bank Payment* Dashboard.



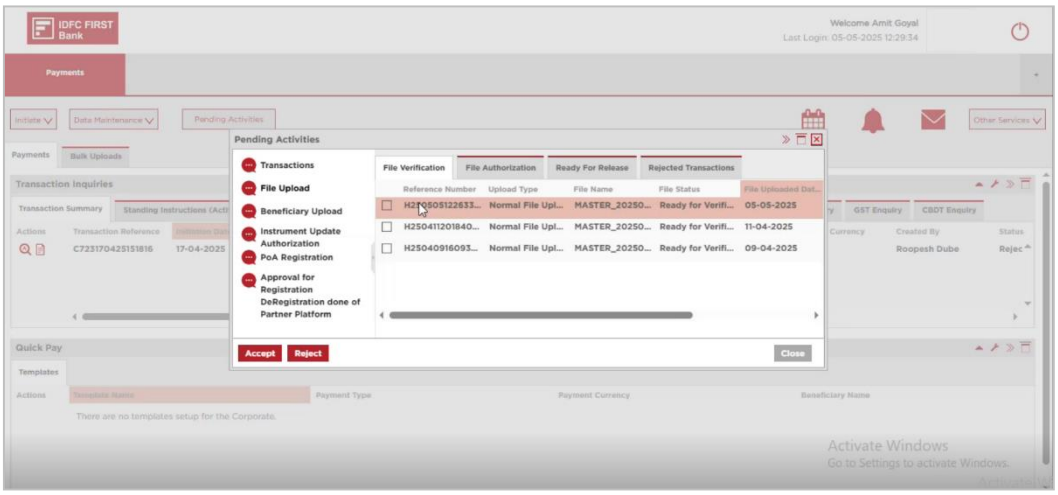
12. The status of the transaction is now visible as *Uploaded* under the *Status* field.



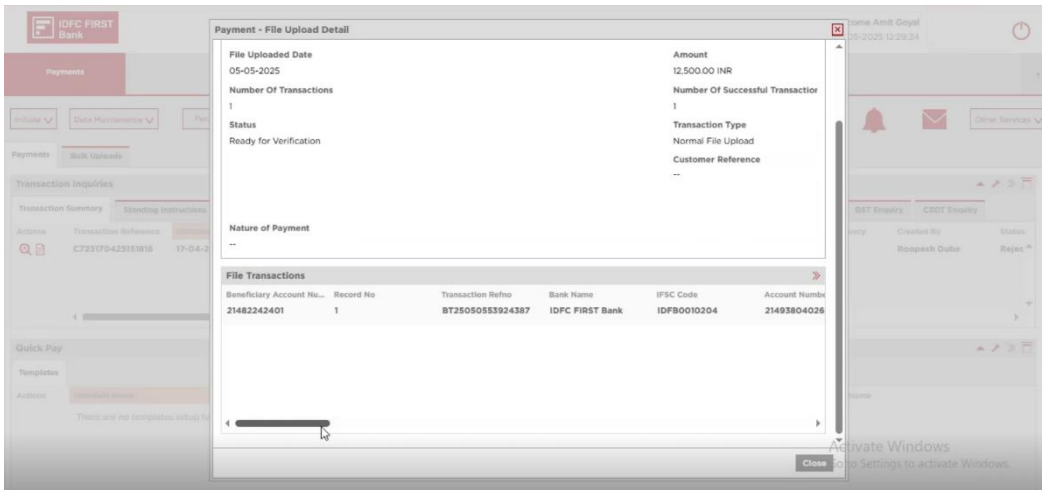
13. Now click the *Get Payment Status* button to know the status of the payment. The status of the completed payment is updated as *With Checker* under the *Status* field and the reference transaction number is visible under the *Transaction Id* field.



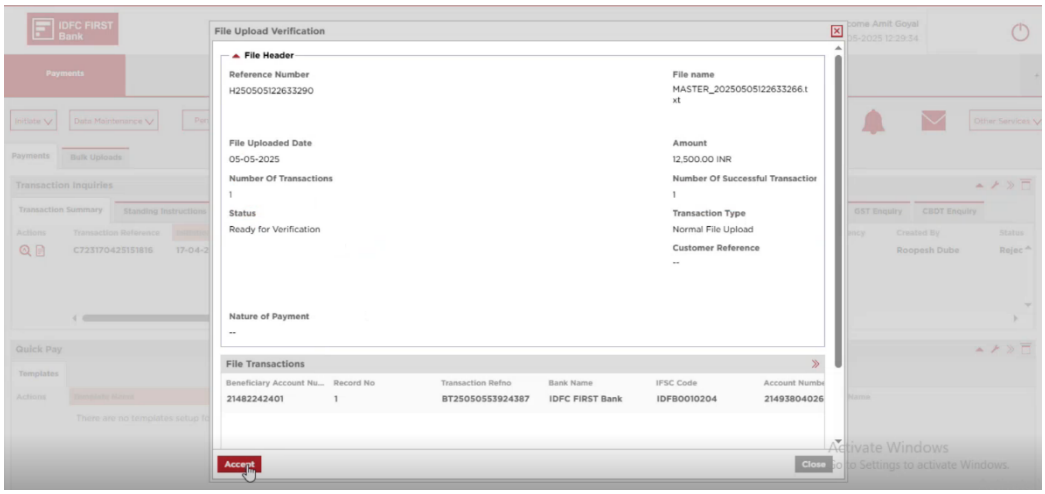
14. When the Checker will verify this transaction at the respective IDFCs bank's portal. The uploaded transaction on the IDFC Bank's portal is shown below:



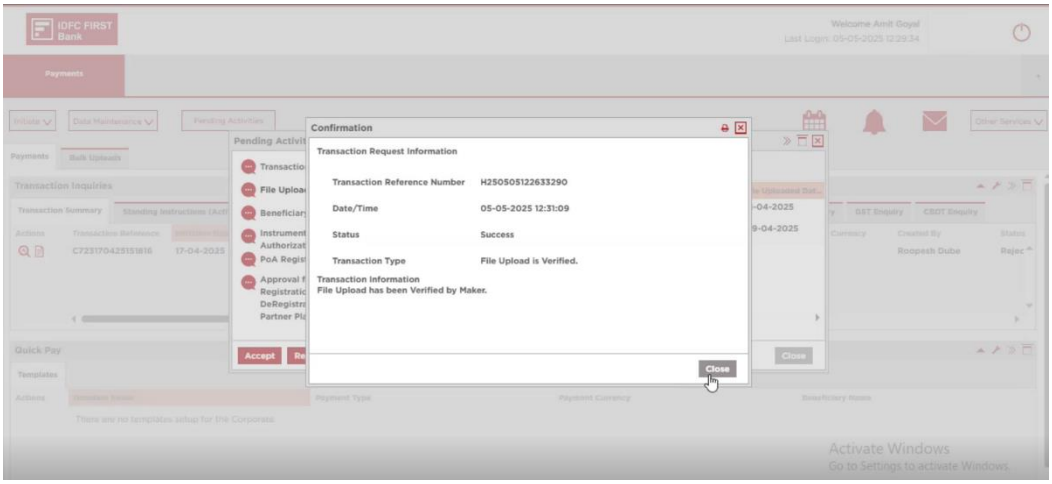
15. Here the checker at the IDFC Bank's end will check the transaction and approve it.



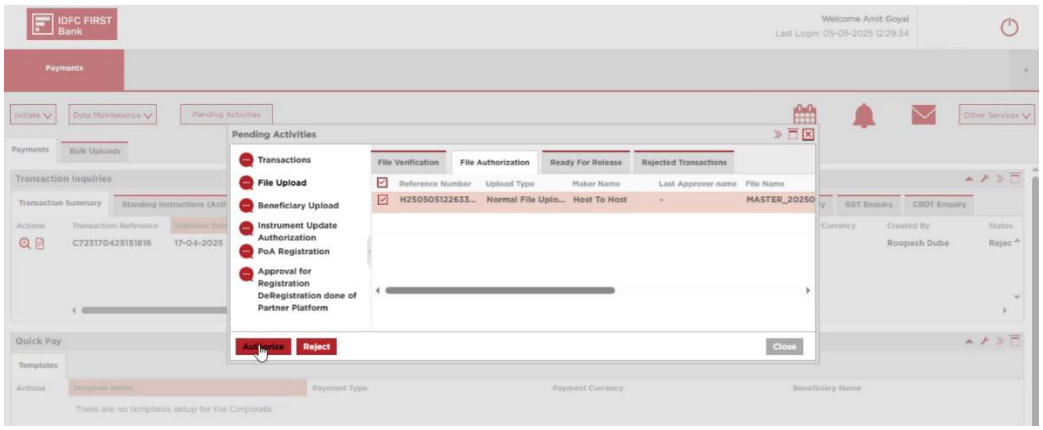
16. The checker will either *Reject* or *Accept* the transaction.



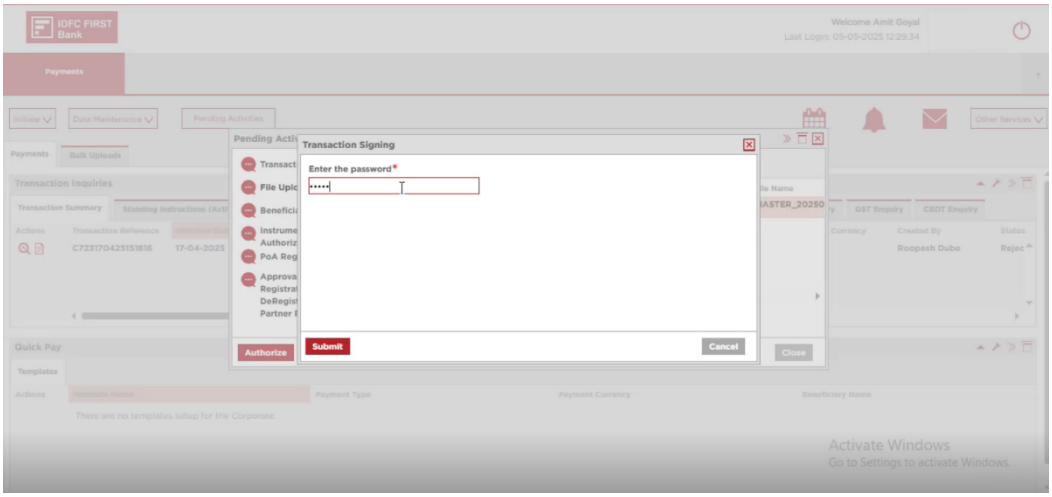
17. Upon *Accepting* transaction, the system displays following success message:



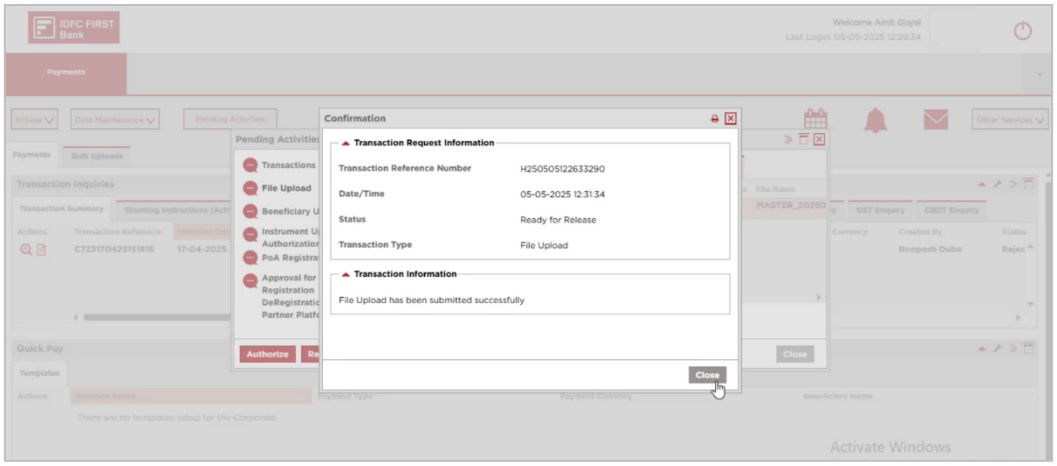
18. The accepted transaction is now available under the *File Authorization* tab. Click the *Authorize* button to authorize the transaction.



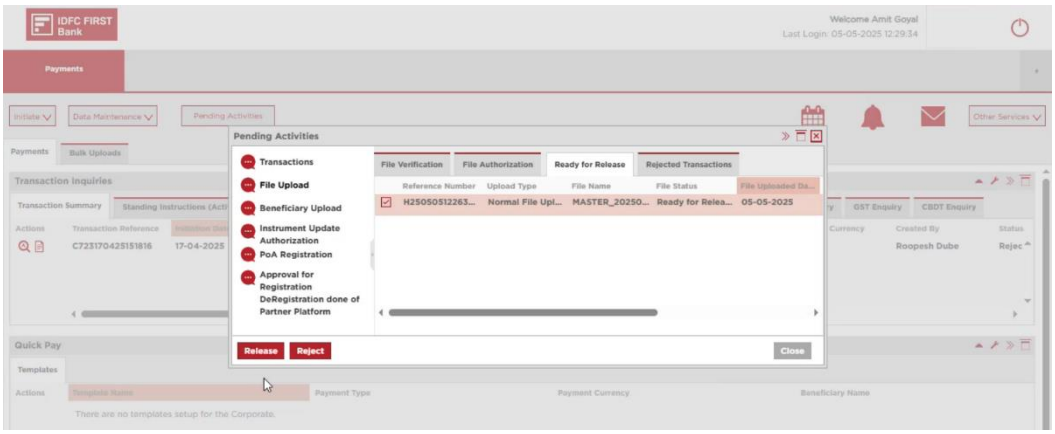
19. The verifier enters the transaction signing password.



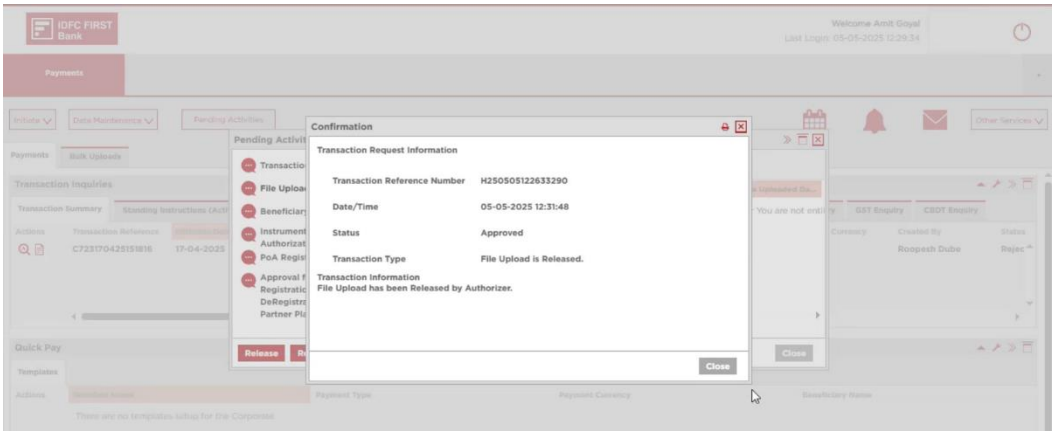
20. On clicking the *Submit* button, the system displays following success message.



21. Once the transaction is submitted successfully, it is available for release under the *Ready for Release* tab.



22. Mark the transaction and click the *Release* button. The system displays a *Transaction Reference Number* with date and time with the status as *Approved*.



23. Now move on to the BatchMaster Web – Bank Payment Dashboard, and view the status of the same transaction. The status of the transaction is now changed to *With Bank* displayed under the *Status* field with the transaction id as shown below:

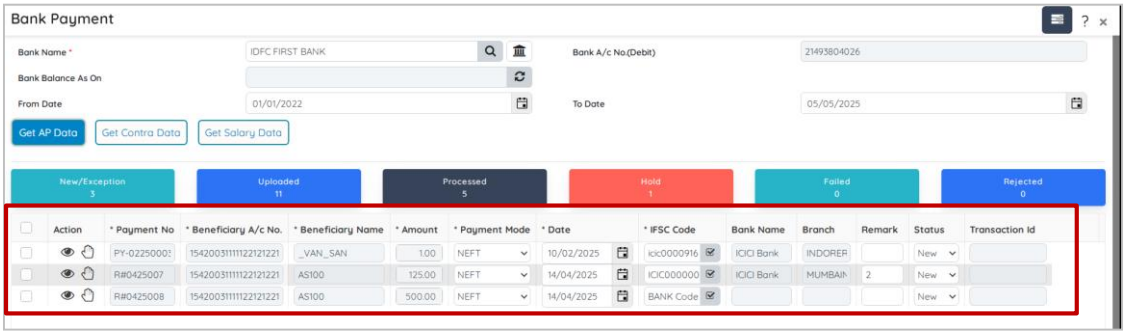


With Bank status with the defaulted transaction ID signifies that the transaction has been successfully uploaded to the IDFC portal, and no further processing is required. Indicated final processing is done.

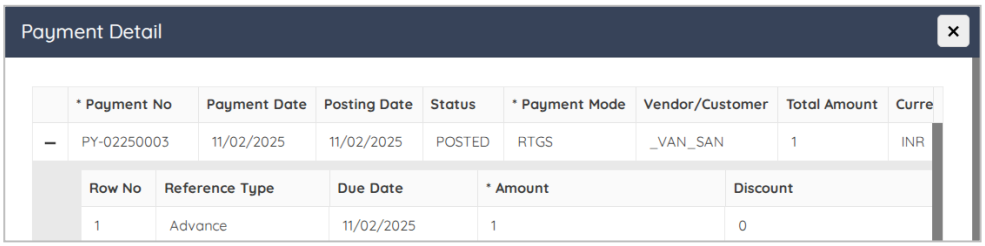
1.2 Downloading Transaction(s) for Posting Manually via Other Channels

1. Open the *Bank Payment Dashboard* screen.

2. Select a bank via the Bank Name field.
3. Specify the date range via the *From Date* and *To Date* field using the date picker next to the fields.
4. To fetch the transaction data, click the *Get AP Data*/*Get Contra Data*/*Get Salary Data*, as required. The relevant transaction records gets fetched in the grid.

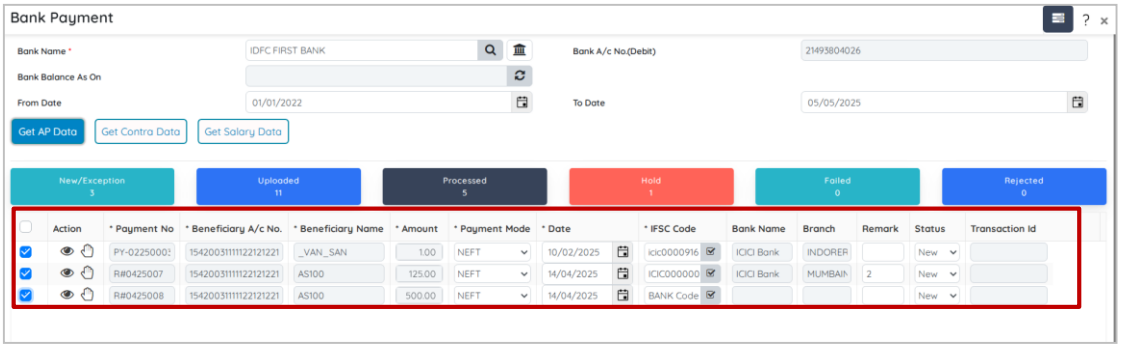


a. Click the *View Detail* option to view the respective transaction details.

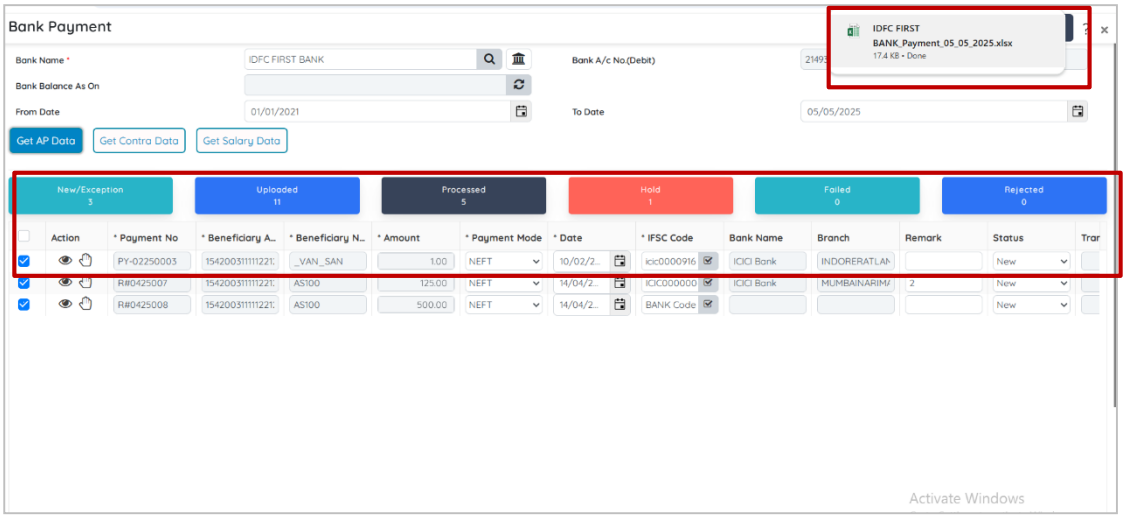


b. If required, you can click the *Hold* button and save button to hold the transaction.

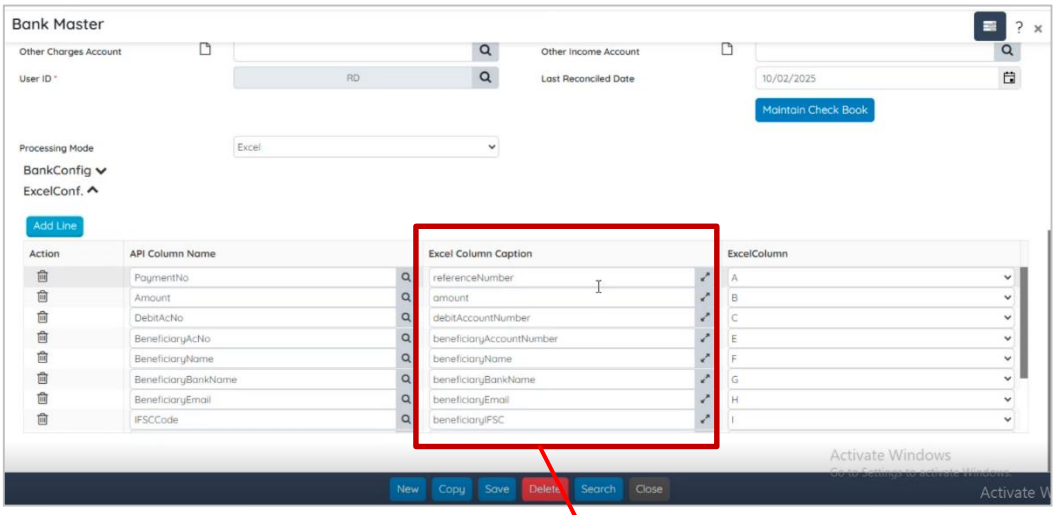
5. Mark the desired transactions for downloading in the excel sheet.

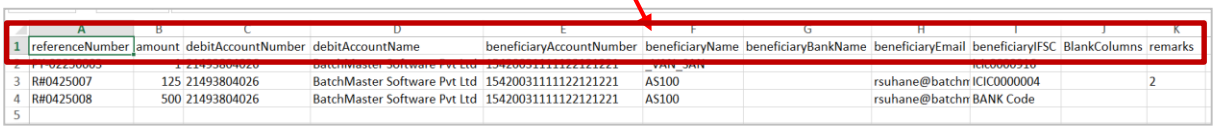


6. Click the *Generate Nacha* button to generate the file.



7. The downloaded file contains details of the selected transactions as shown below: Here the column titles are mapped according to the data you have maintained on the *Bank Master* screen under the *ExcelConf* section depending upon the sequence number provided on the *Excel Column* of the *ExcelConf* section.





	A	B	C	D	E	F	G	H	I	J	K
1	referenceNumber	amount	debitAccountNumber	debitAccountName	beneficiaryAccountNumber	beneficiaryName	beneficiaryBankName	beneficiaryEmail	beneficiaryIFSC	BlankColumns	remarks
3	R#0425007	125	21493804026	BatchMaster Software Pvt Ltd	1542003111112221221	AS100		rsuhane@batchm	ICIC0000004		2
4	R#0425008	500	21493804026	BatchMaster Software Pvt Ltd	1542003111112221221	AS100		rsuhane@batchm	BANK Code		
5											

8. Further, this downloaded ACH file is can be uploaded or submitted via the bank's preferred manual channel to upload the transaction(s) in bulk.