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FILE MANAGEMENT – User Guide



1. Accessing the new Files Management Center
2. Navigation of the Files Management Center (Uploaded / Downloaded Files)
3. Uploading a File
4. Viewing a File (Delete entry, Delete File, Rebatch)

Accessing the new Files Management Center

Click on the “Files” Tab, and access the new “Files Management Center”

The screenshot displays the DBS IDEAL website interface. The top navigation bar includes the DBS IDEAL logo, a user profile with the name 'USER NAME', a company name dropdown, and a 'Logout' button. Below this, a secondary navigation bar features tabs for 'Home', 'Approvals', 'Accounts', 'Payments', 'Files', 'Statements & Reports', 'Forex (FX)', 'Trade Finance', and 'Admin'. The 'Files' tab is selected and highlighted with a red underline. A dropdown menu is open under the 'Files' tab, listing various services: 'File Transfer', 'Payment Files Management', 'File Exchange', 'Upload List', 'Files Management Center' (highlighted with a red box and a mouse cursor), 'Send', 'Upload Profiles', 'Upload File', 'Receive', 'Download List', 'Download File', 'Download Profiles', 'PayNow', and 'File Enquiry'. A dashed line and an arrow labeled 'Before:' point from the 'Files Management Center' option to a separate box showing the previous menu structure, which included 'File Upload', 'Manage Files', 'Manage Download Files', 'Upload File', and 'Download File'. The main content area on the left contains an 'Announcement' section and a date banner for '10 JUN '20'. The right side of the page shows a search bar and a 'Loans' section.

Arrive at the “**Uploaded files**” page –
default view

The screenshot displays the DBS IDEAL Files Management Center interface. At the top, there is a navigation bar with the DBS IDEAL logo, a help icon, user information (USER NAME, COMPANY NAME), a notification bell with a '1220' badge, and a Logout button. Below this is a secondary navigation menu with tabs for Home, Approvals, Accounts, Payments, Files (highlighted), Statements & Reports, Forex (FX), Trade Finance, and Admin. The main content area is titled 'File Management Center' and includes subtext 'View and manage payment files', 'Export PDF', and 'Print' buttons. A tabbed interface shows 'Uploaded files' as the active tab, with 'Downloaded files' as an alternative. Below the tabs is a large 'Upload' button with a cloud icon and the text 'Drag and drop your files anywhere, or browse for files'. A filter bar contains buttons for 'Show all', 'Pending approval (20)', 'Rejected (0)', 'Completed', 'Upload failed (25)', and 'Test files (1)', along with a 'Refresh' button. A search box is labeled 'Filter by file name, no. of items' and includes a 'Show additional filters' dropdown. At the bottom, it shows '46 results found' and pagination options for 'View up to 10 per page' and '100 per page'. A small chatbot icon is visible in the bottom right corner.

Navigation of the Uploaded Files page

1. Default view will show the Uploaded files tab opened

2. Click on “**browse for files**” to search files on your local drive OR **drag and drop** file anywhere on the browser page

3. Click on tabs to view files of various File Statuses

4. To search for certain files, use the **dynamic search bar**, or click on **Show additional filters**

5. Test files will be indicated by a test icon

6. Click on **File Name** to view File details

File Management Center

View and manage payment files

Export PDF Print

Uploaded files Downloaded files

Upload

Drag and drop your files anywhere, or **browse for files**

Show all Pending approval (20) Rejected (0) Completed Upload failed (25) Test files (1) Refresh

Filter by file name, no. of items Show additional filters

46 results found View up to 10 per page 100 per page

Upload date	File Name File Hash / Approval Option	Organisation	No. of items Status
<input type="checkbox"/>	08 Jun 2020 12:20:35	PayNow Payroll 08Jun2020.csv By transaction	DBS SINGAPORE - Upload Failed Show errors
<input type="checkbox"/>	07 Jun 2020 11:30:10	R26.5_PreLV_MixFile_Fileimport_4.csv 565738 - By transaction	DBS SINGAPORE 10 Items Pending Verification Show transactions
<input type="checkbox"/>	07 Jun 2020 09:56:41	UFF-INP-ACT-20200607-FxTx04.csv 504793 - By file	DBS SINGAPORE 2 Items Pending Approval Show transactions
<input type="checkbox"/>	07 Jun 2020 09:56:40	UFF-INP-ACT-20200607-FxTx05.csv 931119 - By transaction	DBS SINGAPORE 2 Items Pending Approval Show transactions
<input type="checkbox"/>	07 Jun 2020 09:29:58	R26.5_PreLV_MixFile_Fileimport_2.csv 111973 - By transaction	DBS SINGAPORE 9 Items Pending Verification Show transactions
<input type="checkbox"/>	07 Jun 2020 09:29:24	R26.5_PreLV_MixFile_Fileimport_2.csv By transaction	DBS SINGAPORE - Upload Failed Show errors
<input type="checkbox"/>	07 Jun 2020 09:28:53	R26.5_PreLV_MixFile_Fileimport_3.csv By transaction	DBS SINGAPORE - Upload Failed Show errors
<input type="checkbox"/>	07 Jun 2020 09:28:02	R26.5_PreLV_MixFile_Fileimport_3.csv By transaction	DBS SINGAPORE - Upload Failed Show errors
<input type="checkbox"/>	07 Jun 2020 09:28:41	07JUNLVUFF.txt 100751 - By transaction Test	DBS SINGAPORE 10 Items Pending Verification Show transactions
<input type="checkbox"/>	07 Jun 2020 09:20:23	LV_PostR16_NEWIBG.txt 979918 - By transaction	DBS SINGAPORE 128 Items Pending Approval Show transactions

View up to 10 per page 100 per page

1 2 3 4 5

Delete file

Filter by file name, no. of items Hide additional filters

Upload date 11 May 2020 to 08 Sep 2020

Organisation COMPANY NAME

Payment type Show all

File Format Show all

Approval option Show all

Search

7. Select files to delete by clicking on the checkbox on the left, and **delete file** at the bottom

8. Click on **Show transactions** or **Show errors** to view file details and **payee details**

Payment Date	Transaction Details	From Account	Payee	Amount
08 Jun 2020	R265REF SG - Bulk Payment	IBG	2 payees View details	SGD 0.02
08 Jun 2020	R265REFF SG - Bulk Collection	IBG	2 payees View details	SGD 0.02
08 Jun 2020	R265REFF SG - Account Transfer	IBG	RECEIVING PARTY NAME	USD 0.01
08 Jun 2020	R265REFF SG - Telegraphic Transfer	IBG	RECEIVING PARTY NAME FULL	EUR 0.01

1. Click on “Create new download file” to Create a new download file

Create new download file

Use this page to set criterias for the transactions you wish to download

Download file name 35 characters left

Organisation

Payment type and file format

From account

Payment date range

Relative dates
Start of current month to End of current month

Absolute dates
08 Jun 2020 to 10 Jun 2020

Status (optional)

Customer reference (optional) 16 characters left

Upload File Name (optional) 35 characters left

File Type Confidential file ⓘ

File Management Center

View and manage payment files

Uploaded files		Downloaded files		
<input type="text" value="Filter by file name"/>				
<input type="button" value="Refresh"/>				
Download request as of	File Name	Format and size	Published	
07 Jun 2020, 09:28	07JUNLVUFF-RET-202006070928169.txt	Universal File Format, 1k	07 Jun 2020, 09:28	<input type="button" value="Download"/>
07 Jun 2020, 09:28	07JUNLVUFF-RET-202006070928613.txt	undefined,	Failed	<input type="button" value="Download"/>
21 Mar 2020, 02:18	usd_uff_file_after_MQ_RESTART_20200315-RET-202003210218064.txt	Universal File Format, 1k	21 Mar 2020, 02:18	<input type="button" value="Download"/>

Before:

Files
File-related services
File Upload
Manage Files
Manage Download Files
Upload File
Download File

2. Click on “Download” button to download previous download request
3. You may filter previously downloaded files by file name

1. To upload a file, either drag and drop your file **anywhere** on the browser page, or click on **browse for files**
2. Select the **Payment type and file format**, as well as the **Approval option** (By transaction or By File – controlled according to user's accesses)
3. Click on **Confirm upload** to upload the file

File Management Center

View and manage payment files

 Export PDF  Print

Uploaded files

Downloaded files

 **Upload**
Drag and drop your files anywhere, or **browse for files**

File Name
FileUploadTransaction.txt 

Organisation
DBS SINGAPORE 

Payment type and file format
Select 

Approval option
By transaction amo...

Amend payment date
DD MMM YYYY 

Confidential file
 Test file

Cancel **Confirm upload**

1. If a user **does not** have the necessary entitlement pertaining to the file, user **will not be able view or delete** the file/entry
2. To access this page, on the main upload page, click on the file name to **View File**
3. If you click on each reference, it will lead you to the corresponding view page:

View Bulk Payment

Hash value: 265349 Export PDF Print

From: 1101101 (SGD) IBG

Payment Type: Singapore Bulk Payment

Your account will be deducted: SGD 0.02

Payment date: 29 Jun 2020
This transfer must be approved by 18:00 hrs 26 Jun 2020 by Approver.

Internal reference: R22REFFS

Batch ID: 30005

Payment summary: Total payees: 2 Total amount (SGD): 0.02

View File

Review the payments

Summary (7 items)

File name	FileUploadTransaction.csv	File status	Pending Verification
File hash	565738	Approval option	By transaction
Next signatory	-	Signature trail	-

Download Print

Summary

Accounts	Currency
IBG You have 1.56 SGD	- SGD (as on 10-Jun-2020 at 19:21) You need 0.09 SGD
	You are collecting 0.02 SGD
	Total transactions 7

Transaction Information

Show all Pending (7) Rejected (0) Completed

Filter by reference, hash value, from account, payee name, payee account or amount Show additional filters

<input type="checkbox"/>	Payment Date	Reference / Type / Hash Value	From Account	Payee	Amount	Status
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - Bulk Payment 265349	IBG	2 payees View details	SGD 0.02	Pending Approval
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - Bulk Collection 286623	IBG	2 payees View details	SGD 0.02	Pending Approval
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - Account Transfer 146425	IBG	RECEIVING PARTY NAME FULL 35 CHARS1 0010651382	USD 0.01	Pending Approval
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - Telegraphic Transfer 175306	IBG	RECEIVING PARTY NAME FULL 35 CHARS1 CITI 1234567890	EUR 0.01	Pending Approval
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - MEPS Payment 343559	IBG	RECEIVING PARTY NAME FULL 35 CHARS1 DBSSSGSXXX 0010651382	SGD 0.01	Pending Approval
<input checked="" type="checkbox"/>	29 Jun 2020	R22REFFS SG - FAST Payment 143519	IBG	RECEIVING PARTY NAME FULL 35 CHARS1 DBSSSGSXXX 0010651382	SGD 0.01	Pending Approval
<input type="checkbox"/>	29 Jun 2020	R22REFFS SG - Payroll 116838	IBG	Confidential (2)	SGD 0.02	Pending Verification

Activity Log

Action	User Name	Date and Time
uploaded	USER NAME	07 Jun 2020 11:30

Cancel Create group / offline approval Add to existing group Rebatch Delete Delete file
[Learn about group / offline approval](#)

4. Download or Print for documentation
5. View a summary of the file
6. Click on the various tabs to zoom in to specific Statuses
7. Users with the necessary entitlements will be able to **delete entry, delete file, Rebatch** by **selecting** the required entry. Users without the necessary entitlements will not see the action buttons at the bottom of the page

Thank You