# A Guide To Bulk & Salary Payment On SBM Bank (Kenya) Internet Banking **Platform**

# **Bulk & Salary Payments**

SBM Bank online banking platform allows customers to initiate multiple payment entries as a single transaction on the system which enables customers to make payments such as supplier and salary payments with ease and convenience.

Bulk Payment options on SBM Mfukoni Internet Banking platform can be accessed through the channels below:

- Mobile Money payments via M-PESA •
- **Direct to SBM Bank accounts**
- Pay to other banks via EFT and / or RTGS
- Transfer other banks via Pesalink

# **Bulk Payment to other Banks via Pesalink**

Features & Benefits Pesalink bulk payment service

- Instant/Real time Bank to Bank transfer. 1.
- 2. Affordable - The service is far much cheaper compared to the traditional transfer methods at Ksh 80 per transaction for bank to bank transfers.
- Available 24/7/365 even outside regular banking hours, 3. on weekends and during public holidays.
- 4. Conveniently transfer any amount between Ksh 10 and Ksh 999,999 per transaction.
- 5. Ease of making payment by uploading many payments in a single transaction.

Below is a guide on how to process bulk files/transactions for Pesalink payments through SBM Bank's Online banking system. This can be processed any time of day provided the customer accounts are funded.

## a) Accessing the Service:

To access the service, one must be an SBM Kenya Client and be set up on Internet Banking.



Login to SBM Bank internet banking platform via https://ibke.sbmbank.co.ke/sbm-kenya/

## Steps to initiate transactions/file upload: b)

1. On Main Menu Page select Bulk & Salary Payments

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Download sample Pesalink bulk file upload template 2.

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Fill in the transaction record data as per the guidelines provided in the sample bulk file upload 3. template and save the file in a folder on your Computer. All mandatory fields must be completed accurately.

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Complete the required information on Internet banking portal as detailed below and click submit 4. to upload the file.

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- a. Select Paying account Number from the dropdown list, This is the account to DEBIT at SBM Kenya Ltd
- b. Select Bulk\_FT\_To\_Pesalink as the Bulk Payments file type from the dropdown list,
- c. Choose the Upload type (Salary Payments \_for Salaries Processing with single lump sum amount debit on paying account, General Payments \_ for supplier Payments with individual transaction debit on paying account),
- d. Input file Name (e.g. Batch file 001),
- e. Schedule Date/Time of Execution,- This can be a future date/time
- f. Input the Remarks/description,
- g. Select the upload file on your computer and submit transaction.

## Steps to approve a bulk payment transaction: C)

- 1. On Main Menu Page select Pending Approvals,- This is only available for approvers
- 2. Select Approve/Deny Bulk Transaction,
- 3. Select Bulk\_FT\_To\_Pesalink as the Bulk Payments file type to approve from the dropdown list and click submit to display a summary of uploaded bulk file payments pending approval,

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- Select the bulk file payment to approve and click "Approve/Deny", 4.
- Enter remark and transaction approval OTP and Approve to "Approve" transaction of "Deny" to 5. cancel transaction.

### **Steps to view Transaction Status: d**)

- 1. On Main Menu Page select Transaction Status,
- 2. Select Bulk Transaction status,
- 3. Select **Bulk\_FT\_To\_Pesalink** as the Bulk Payments file type to view status from the dropdown list and click submit to display a summary of uploaded bulk file payments,

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4. Select a bulk payment file and click view to display individual record transaction status,

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#### Individual transaction record status will be displayed on the last column as below. 5.

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## **Please note;**

- The status of the transaction may take up to 5 minutes to update. 1.
- 2. Any transaction with failed/cancelled status will be reversed to the customer's account.
- For General type upload, the file will process transactions up to the amount the account is 3. funded. The rest of the transactions will show as failed.
- For Salary type upload, the file will not process if the account is insufficiently funded. All 4. transactions will show as failed.

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