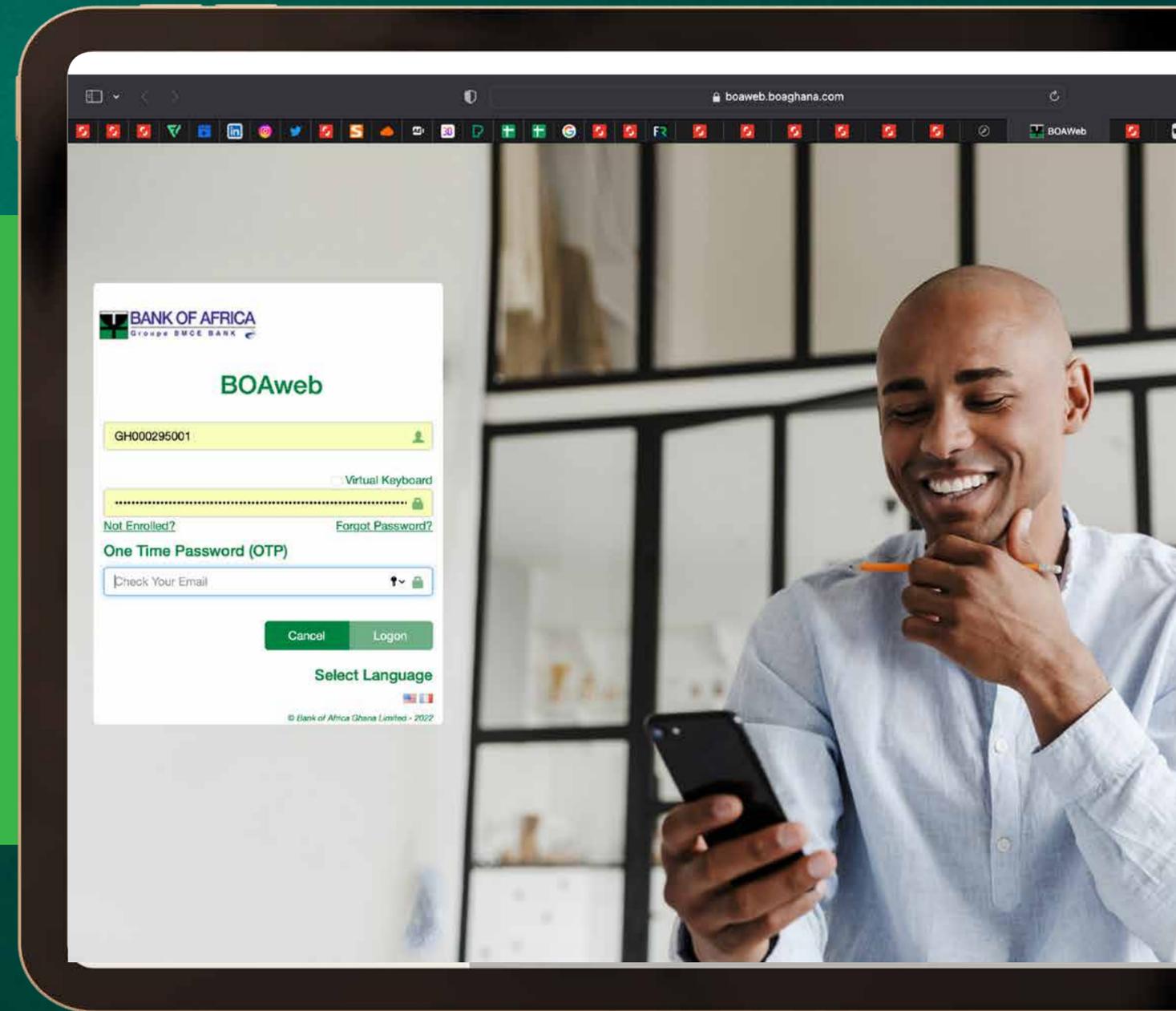
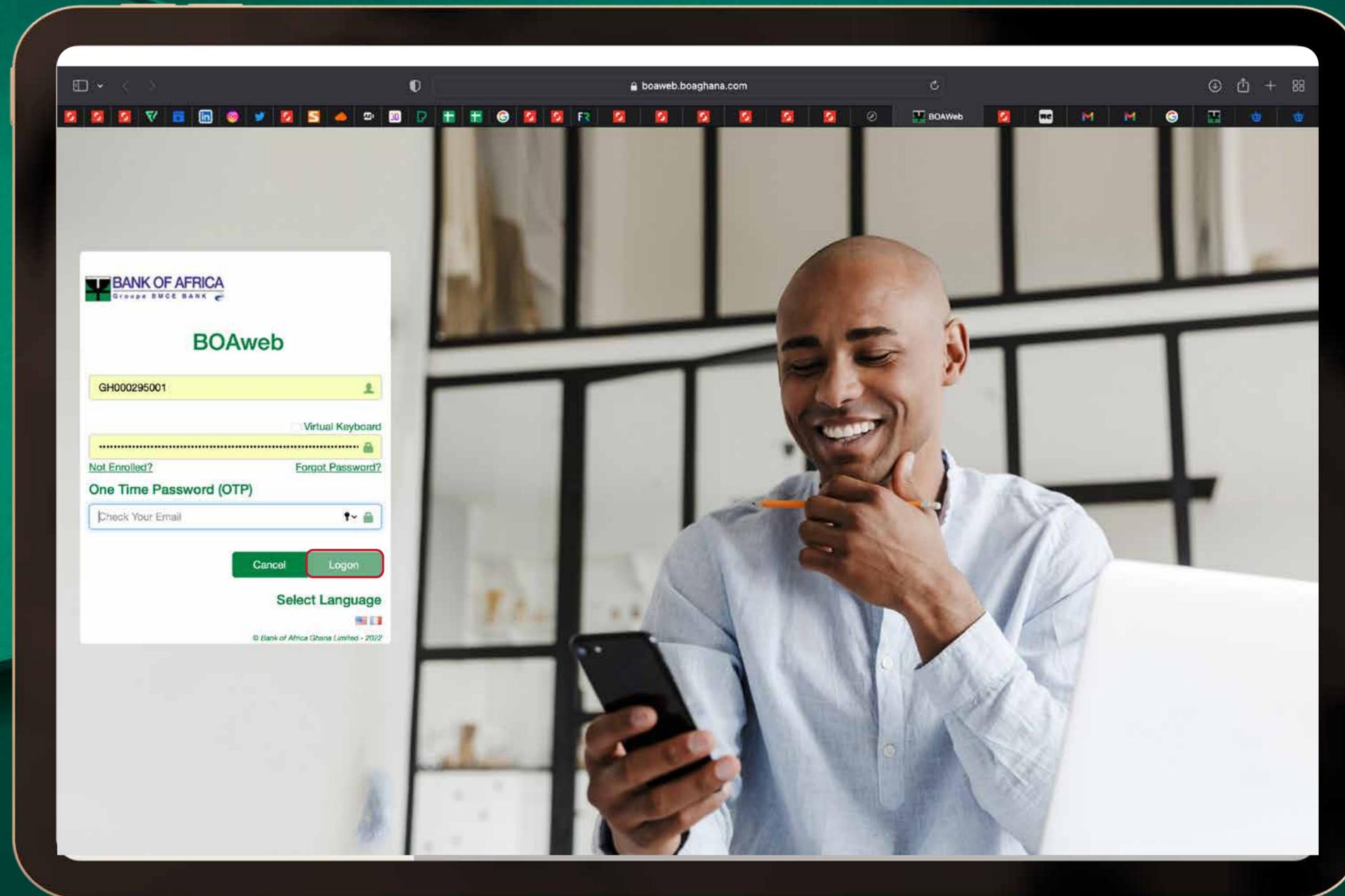


HOW TO PERFORM BULK TRANSFERS



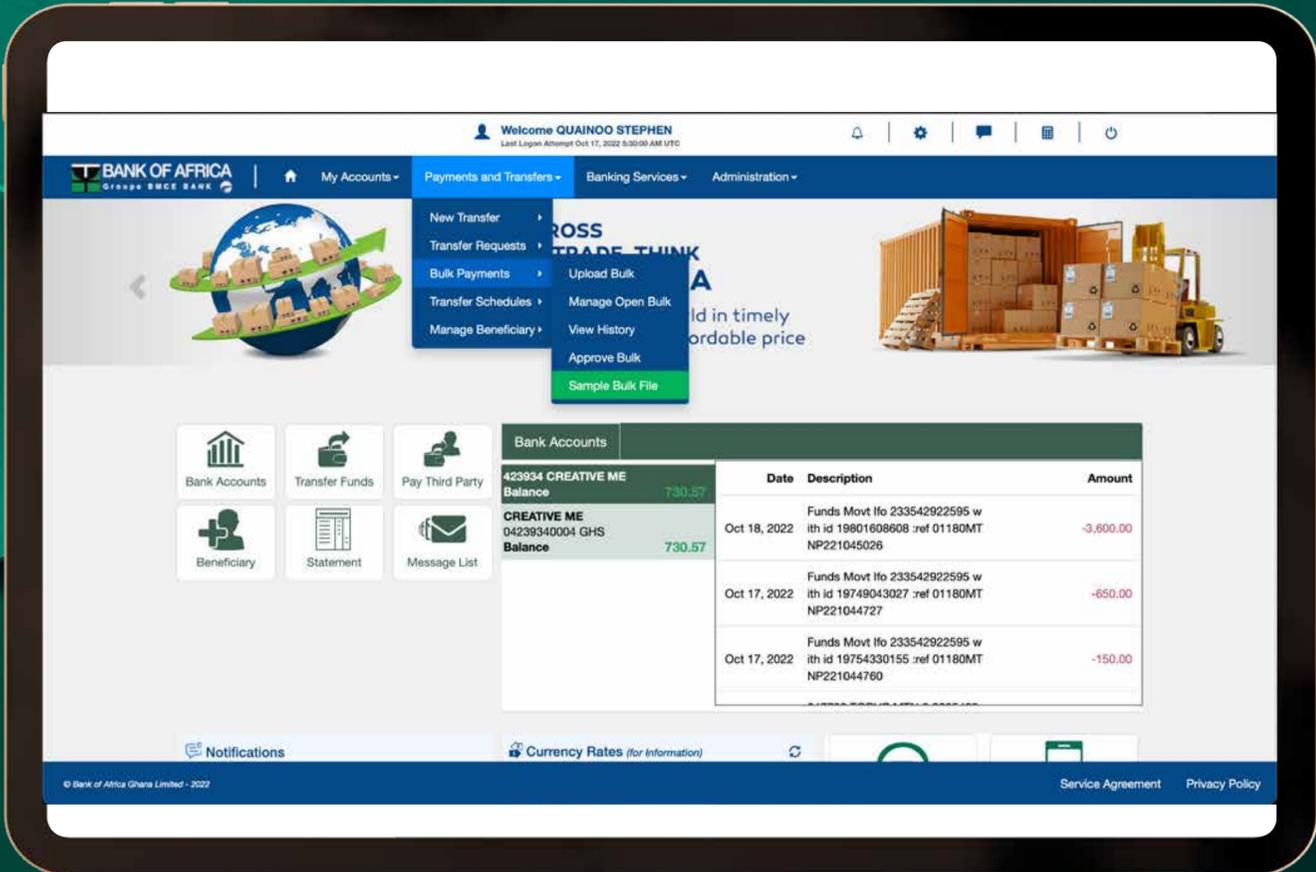
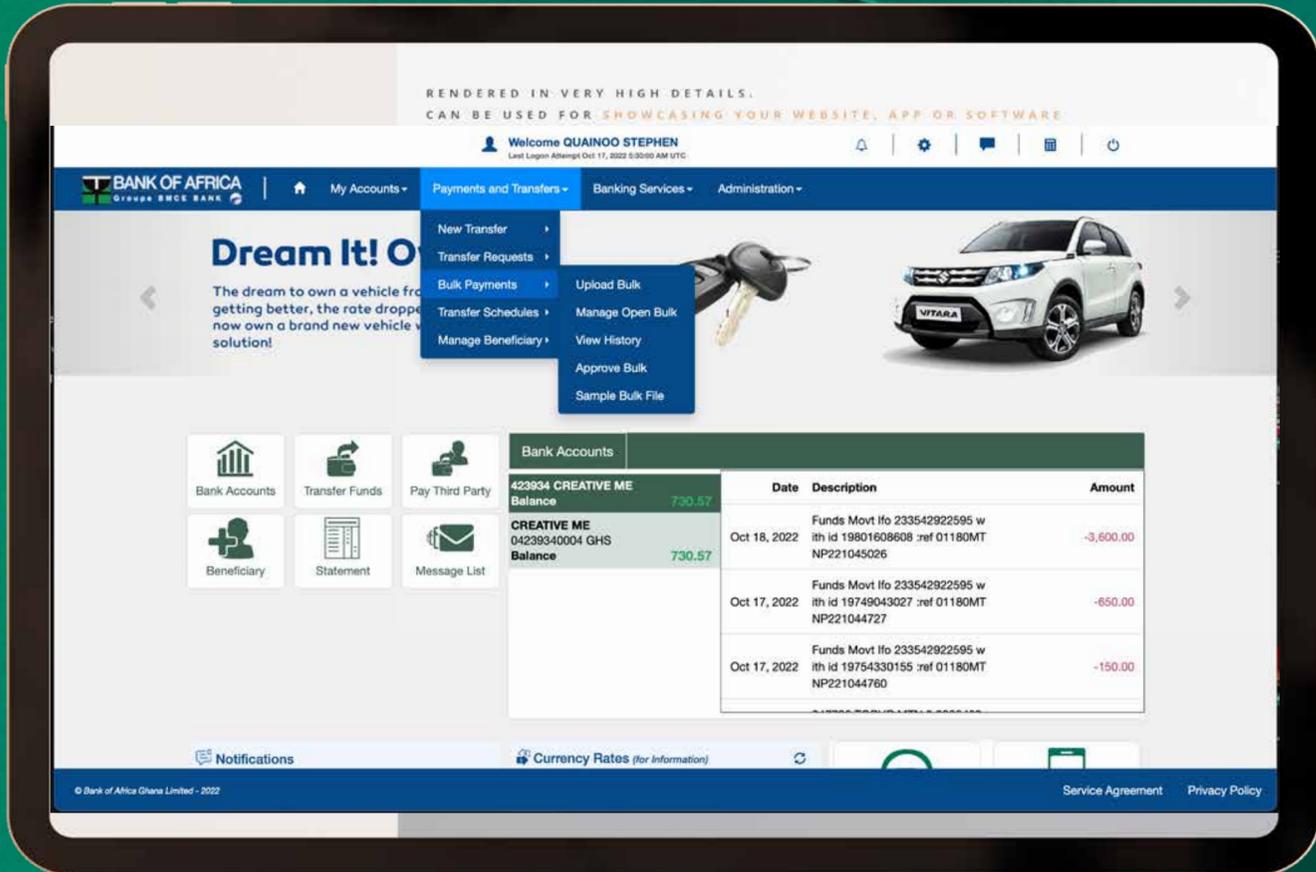
Step 1

Click on <https://boaweb.boaghana.com/>.
Key in your LOGON ID and PASSWORD. Then select logon



Step 2

Click on “Payments and Transfers”, select “Bulk Payments” and “Sample Bulk File”



Step 3

Download a sample of the excel sheet to enable you populate the data for your bulk transfer

The screenshot displays the Bank of Africa Ghana online banking portal. At the top, a user is logged in as QUAINOO STEPHEN. The navigation menu includes 'My Accounts', 'Payments and Transfers', 'Banking Services', and 'Administration'. The current page is 'Bulk Template Download' under the 'Bulk Payments' section. A breadcrumb trail shows the path: Home > Payments and Transfers > Bulk Payments > Sample Bulk File. A 'Documents' table lists a file named 'FILE_NOBIC.xls' with a 'Download' button. A callout box next to the button instructs the user to click to download a sample of the file for use in the bulk upload feature. A 'Notifications' section on the left shows 'There are No Notifications.' The footer contains the copyright notice '© Bank of Africa Ghana Limited - 2022' and links for 'Service Agreement' and 'Privacy Policy'.

Step 4

Fill each column on the excel sheet with the necessary details. Ensure that you provide the right information to prevent the rejection of the transfer.

	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R
1	Beneficiary name	Beneficiary address	Narration	Amount	Date (DD/MM/YYYY)	Debit Account	Bank Code	Branch Code	Credit Account								
2	BELINDA ANANI	ACCRA GHANA	SALARY FOR AUGUST 2022	0.1	30/09/2022	01646260005	21	01130	01646260071								
3	SANDRA AFRAM	ACCRA GHANA	SALARY FOR AUGUST, 2022	0.1	30/09/2022	01646260005	21	01010	03357930009								
4	PORTIA ANANI	ACCRA GHANA	SALARY FOR AUGUST,2022	0.1	30/09/2022	01646260005	21	01010	01646260071								
5																	
6																	
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Step 5

After filling the excel, come back to the portal, select “Payments and Transfers”, “Bulk Payment” then select “Upload Bulk”

The screenshot displays the Bank of Africa mobile banking interface. At the top, a user is logged in as QUAINOO STEPHEN. The navigation menu includes 'My Accounts', 'Payments and Transfers', 'Banking Services', and 'Administration'. The 'Payments and Transfers' menu is expanded, showing options like 'New Transfer', 'Transfer Requests', 'Bulk Payments', 'Transfer Schedules', and 'Manage Beneficiary'. The 'Bulk Payments' option is selected, and a sub-menu is open, highlighting 'Upload Bulk'. Other sub-menu options include 'Manage Open Bulk', 'View History', 'Approve Bulk', and 'Sample Bulk File'. Below the navigation, there are several service tiles: 'Bank Accounts', 'Transfer Funds', 'Pay Third Party', 'Beneficiary', 'Statement', and 'Message List'. A 'Bank Accounts' table is visible, showing two accounts for 'CREATIVE ME' with a balance of 230.57. The bottom of the screen features a footer with 'Notifications', 'Currency Rates (for information)', 'Service Agreement', and 'Privacy Policy'.

Bank Accounts	
423934 CREATIVE ME	Balance 230.57
CREATIVE ME 04239340004 GHS	Balance 230.57

Step 6

Click the “From Account” space and select the account number you want to perform the transfer from. Key the “Total Amount” you want to pay as calculated on your excel. Select the “currency” type

Bank of Africa mobile app interface showing the 'Upload Bulk' screen. The user is logged in as QUAINOO STEPHEN. The screen displays the 'Upload Bulk' form with the following fields:

- From Account:** A dropdown menu is open, showing a list of accounts. The selected account is '04239340004 CREATIVE ME (230.57 GHS)'. A tooltip indicates: 'Select the account you want to pay the funds from for the bulk payment. Reorder this list via the up/down arrows icon.'
- Total Amount:** 230.57
- Currency:** GHS
- Purpose:** Salary payment
- Type:** Multi with IBAN
- Count:** 1
- Debit Type:** SINGLE

Buttons: Previous, Next

Bank of Africa mobile app interface showing the 'Upload Bulk' screen. The user is logged in as QUAINOO STEPHEN. The screen displays the 'Upload Bulk' form with the following fields:

- From Account:** A dropdown menu is open, showing a list of accounts. The selected account is '04239340004 CREATIVE ME (230.57 GHS)'. A tooltip indicates: 'The currency of the total amount entered. This can be different from the currency of the account you are transferring from.'
- Total Amount:** 0.30
- Currency:** GHS
- Purpose:** Salary payment
- Type:** Multi with IBAN
- Count:** 1
- Debit Type:** SINGLE

Buttons: Previous, Next

Step 7

Select whether it's a "Salary Payment" or "Bulk Payment", key the number of people you are paying at the "Count" space, upload the file and select "Next".

Welcome QUAINOO STEPHEN
Last Logon Attempt Oct 21, 2022 5:28:00 AM UTC

BANK OF AFRICA
Groupe BMCE BANK

My Accounts ▾ Payments and Transfers ▾ Banking Services ▾ Administration ▾

Home > Payments and Transfers > Bulk Payments > Upload Bulk

Upload Bulk

1 Upload 2 Summary

For all your mass transfers, be sure to enclose the signed and scanned transfer order.

Select the reason why you are making this bulk payment.

From Account *
04239340004 CREATIVE ME [230.2] ↕

Total Amount *
0.30

Currency *
GHS

Purpose *
✓ Salary payment
Bulk Payments

Type *
Multi with IBAN

Count *
3

Upload File *
Choose File AUGUST SALARY , 2022x.xls

Debit Type *
SINGLE

Previous Next

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Step 8

A screen will pop up with a summary of the payment schedule for you to confirm if all the information provided are correct. Then click on Submit(circle submit).

Welcome QUAINOO STEPHEN
Last Logon Attempt Oct 20, 2022 4:42:00 PM UTC

BANK OF AFRICA
Group BCE BANK

My Accounts ▾ Payments and Transfers ▾ Banking Services ▾ Administration ▾

1 Upload 2 Summary

For all your mass transfers, be sure to enclose the signed and scanned transfer order.

From Account 04239340004 CREATIVE ME [230.57] **Total Amount** 0.30 **Currency** GHS

Purpose Salary payment **Count** 3

Debit Type SINGLE

Reset Search

Beneficiary	Beneficiary Account	Beneficiary Institution	Amount
<input type="checkbox"/>			
<input type="checkbox"/>	BELINDA ANANI 01646260071	Bank Code 21 Branch Code 01130	0.10
<input type="checkbox"/>	SANDRA AFRAM 03357930009	Bank Code 21 Branch Code 01010	0.10
<input type="checkbox"/>	PORTIA ANANI 01646260071	Bank Code 21 Branch Code 01010	0.10

Previous Submit

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Step 10

Transaction successful

