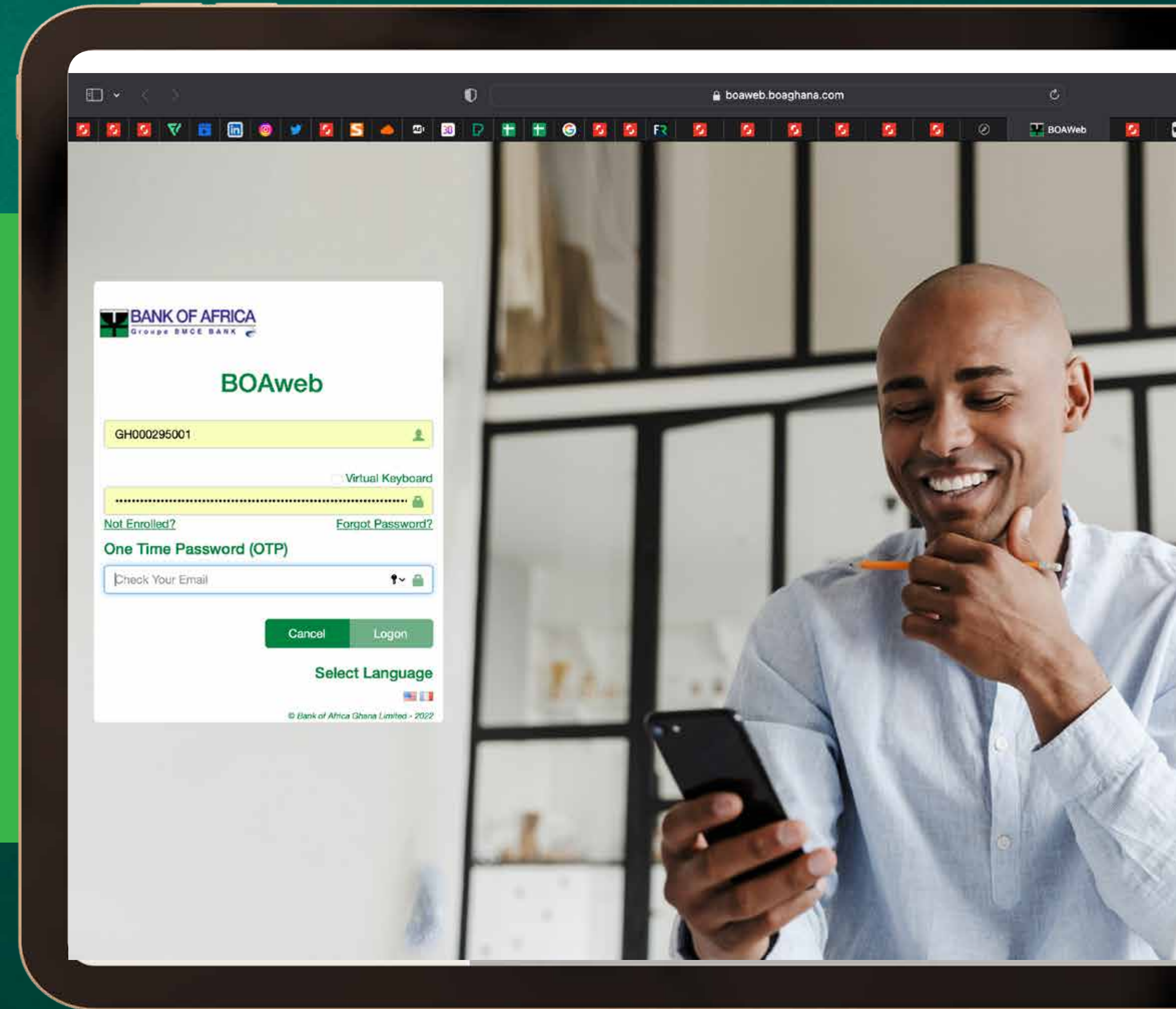
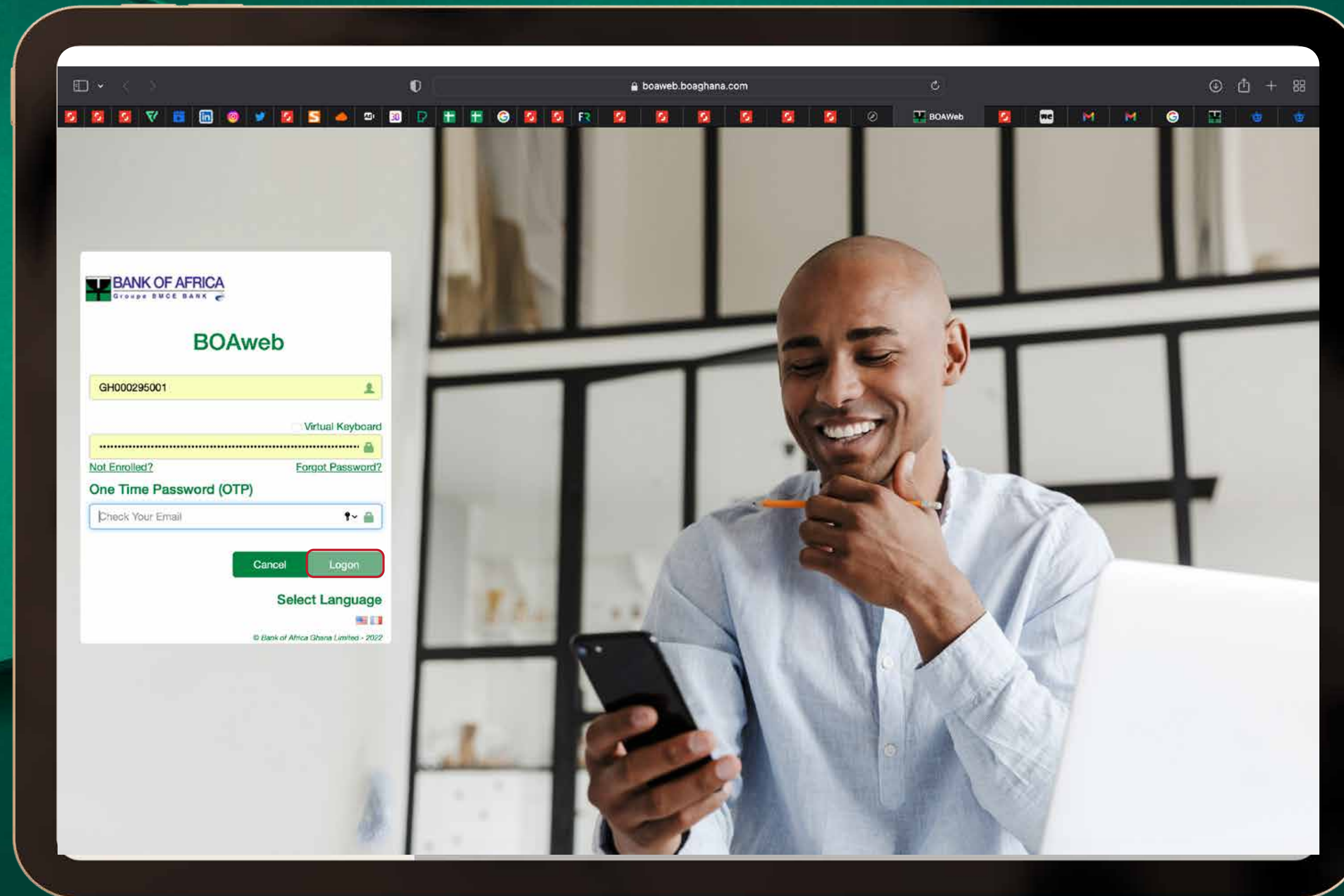


HOW TO PERFORM BULK TRANSFERS



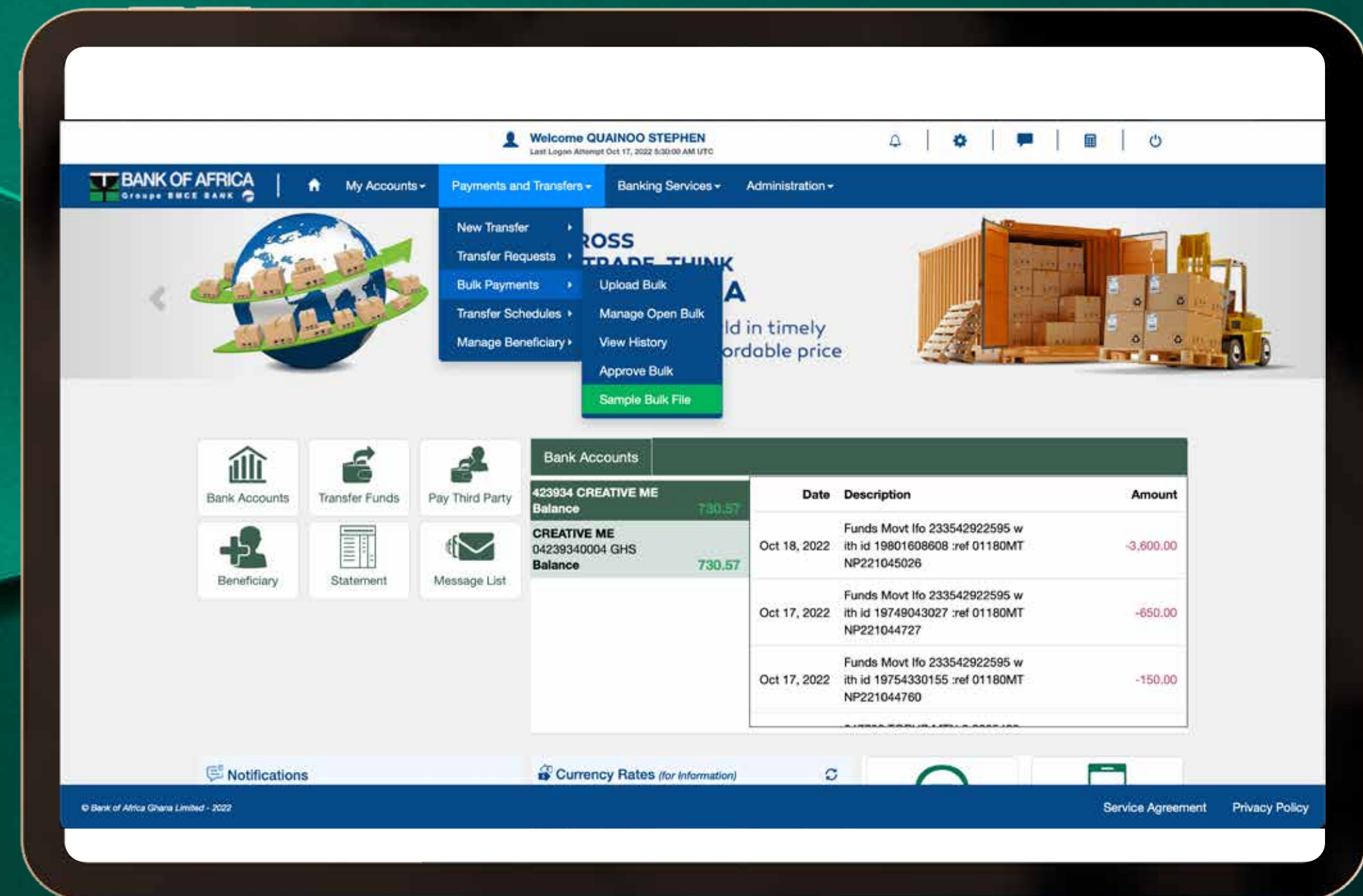
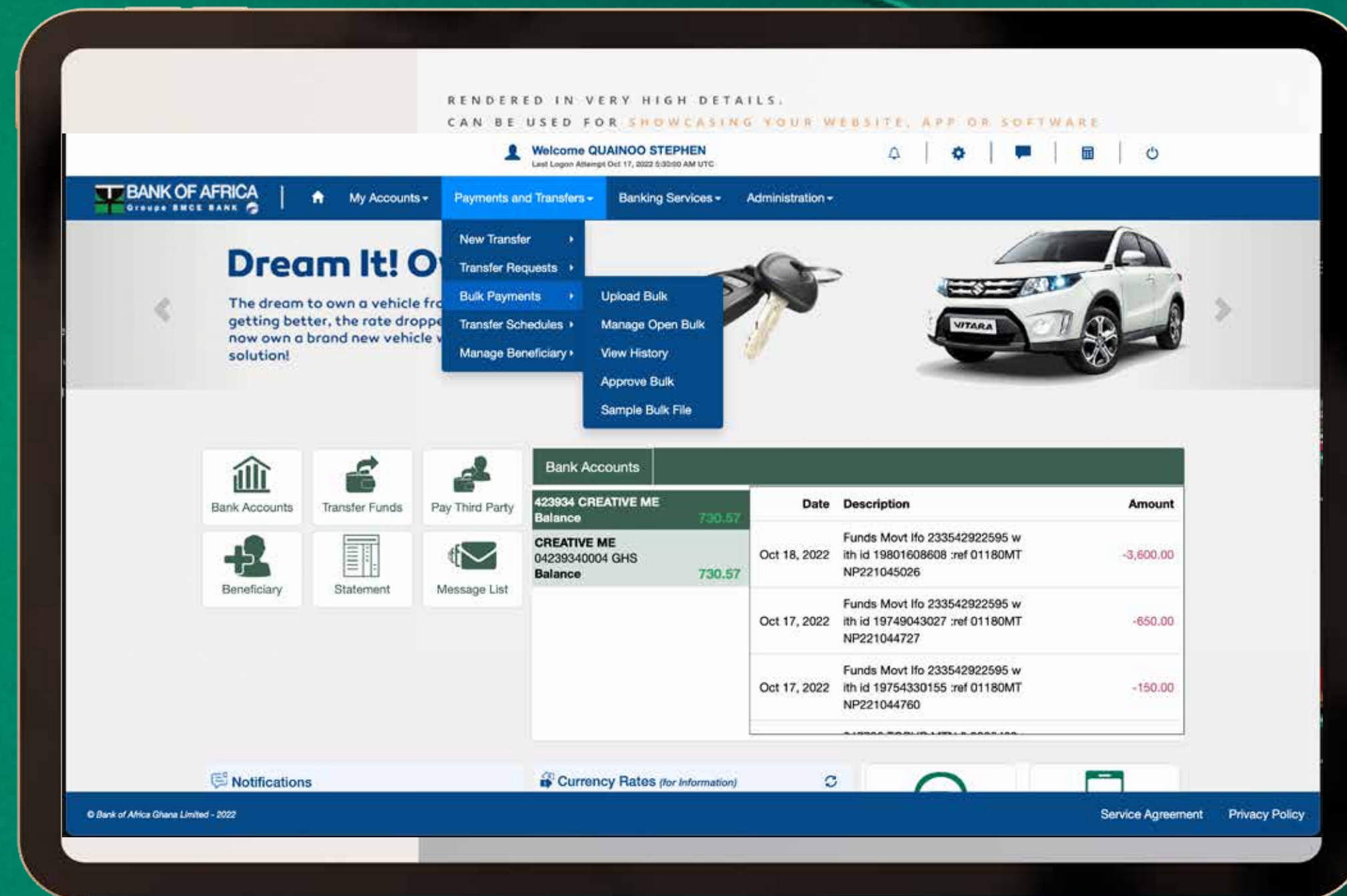
Step 1

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



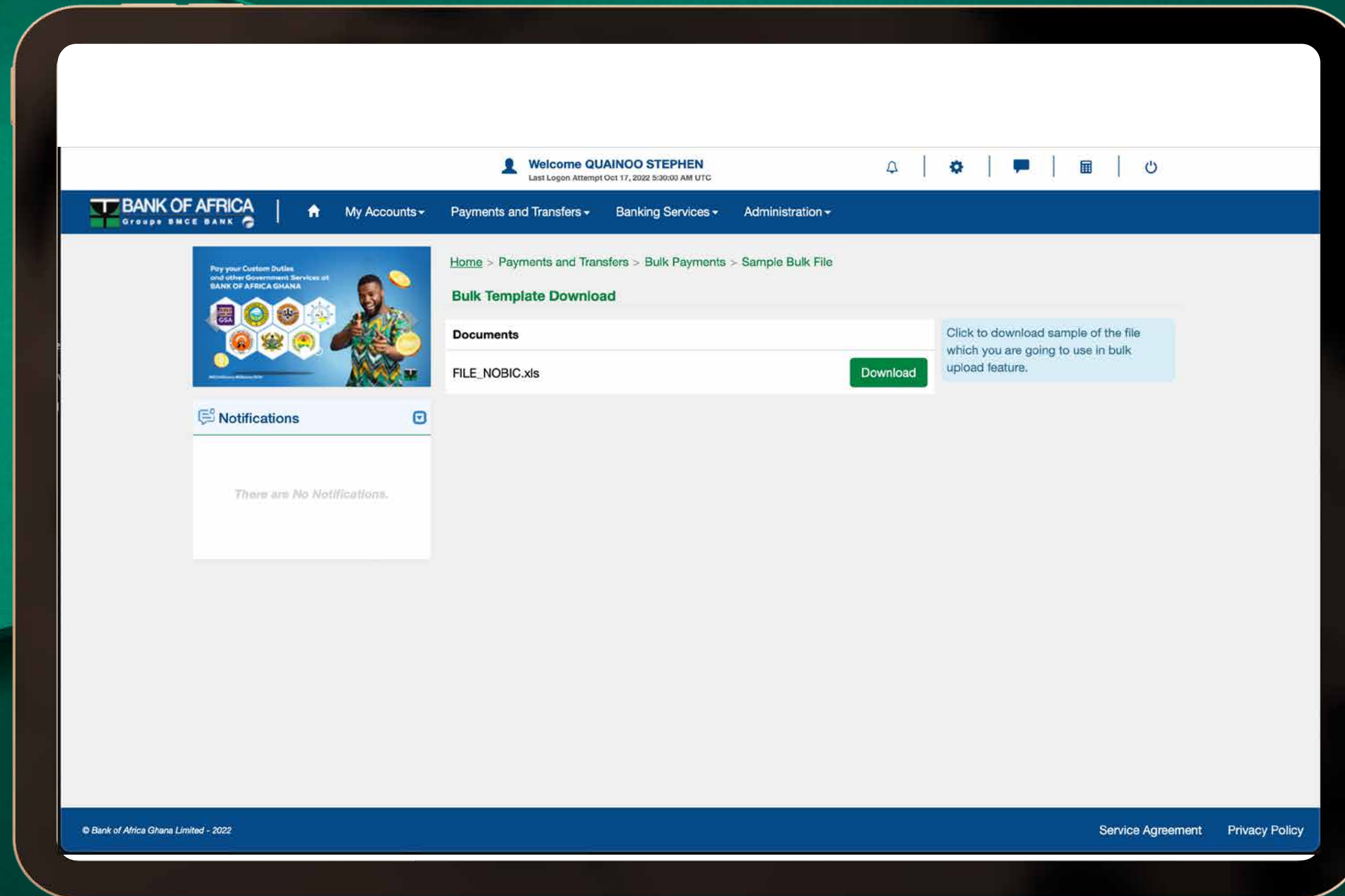
Step 2

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



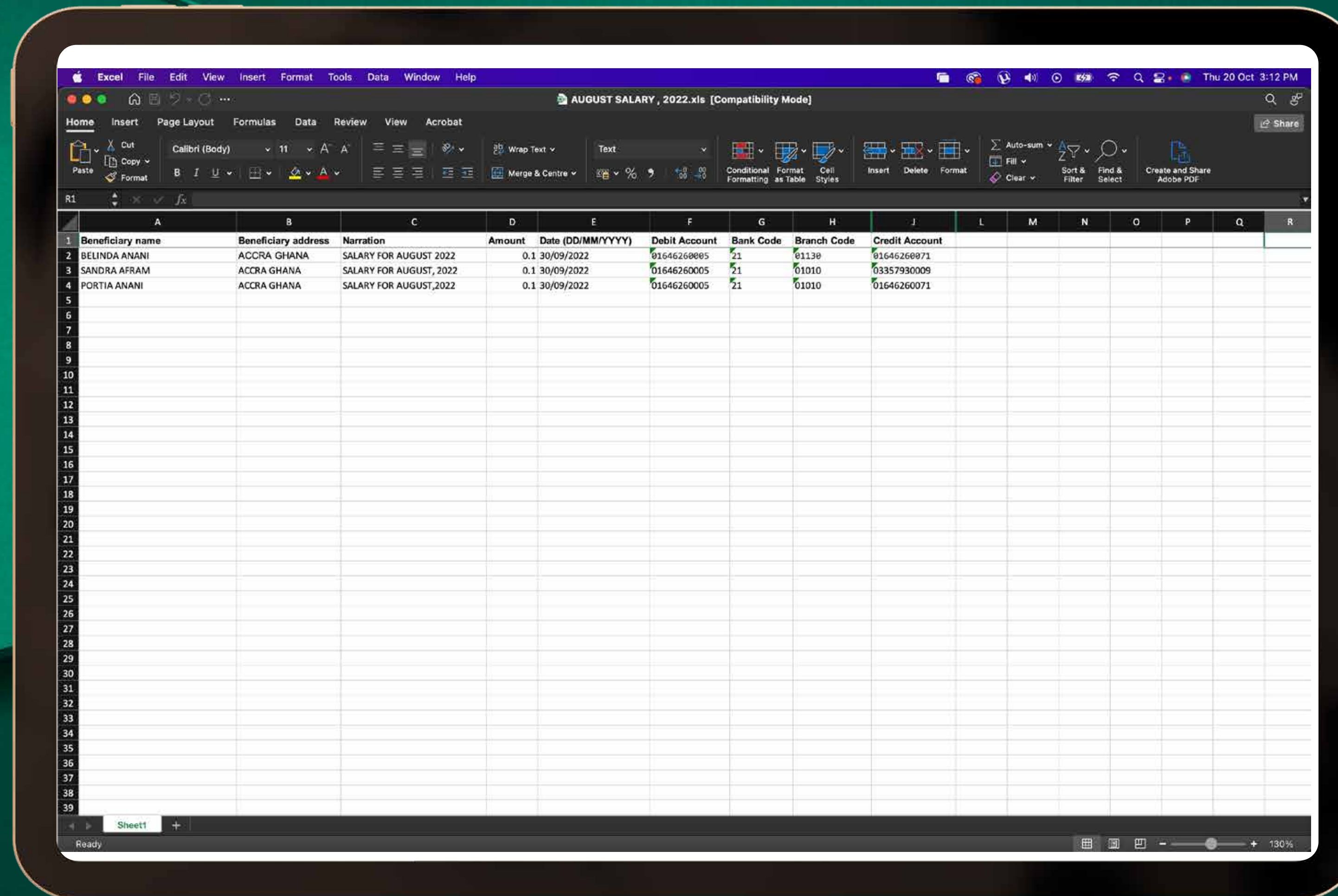
Step 3

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



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.

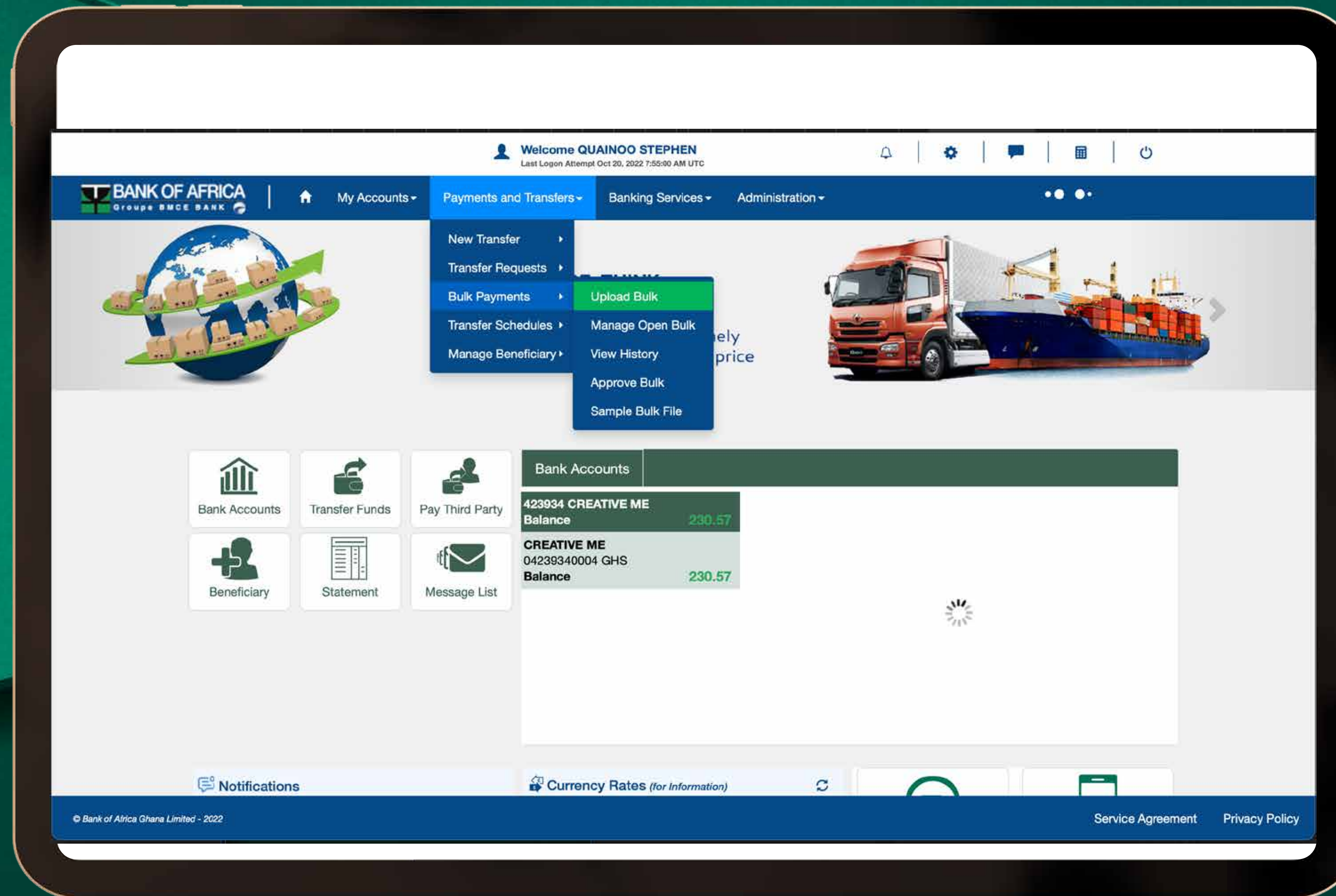


The screenshot shows an Excel spreadsheet titled "AUGUST SALARY, 2022.xls" in Compatibility Mode. The spreadsheet is displayed on a tablet-like device. The data is organized into columns A through J, with rows 1 through 39 visible. The first three rows contain data for August 2022 salaries.

	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R
	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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39																	

Step 5

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



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

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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

Home > Payments and Transfers > Bulk Payments > Upload Bulk

Upload Bulk

1 Upload 2 Summary

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

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.

There are No Notifications.

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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
Groupe BMCE 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 9

Enter your password and check your mail for enter One Time Password then submit.

The screenshot displays the BOA Web portal interface. A modal window titled "Authorization" is centered on the screen, prompting the user to "Enter your Login Password *". The password field is masked with dots. Below the field are "Cancel" and "Submit" buttons. The background shows the user is logged in as "QUAINOO STEPHEN". The main content area is dimmed, showing a "Debit Type" dropdown set to "SINGLE", a "Reset" button, and a "Search" icon. Below these are input fields for "Beneficiary", "Beneficiary Account", "Beneficiary Institution", and "Amount". A table lists three beneficiaries with their respective account details and amounts.

Beneficiary	Beneficiary Institution	Amount
BELINDA ANANI 01646260071	Bank Code 21 Branch Code 01130	0.10
SANDRA AFRAM 03357930009	Bank Code 21 Branch Code 01010	0.10
PORTIA ANANI 01646260071	Bank Code 21 Branch Code 01010	0.10

At the bottom of the modal, there are "Previous" and "Submit" buttons. The footer of the page includes the copyright notice "© Bank of Africa Ghana Limited - 2022" and links to "Service Agreement" and "Privacy Policy".

Step 10 Transaction successful

The screenshot displays the Bank of Africa Ghana web portal. At the top, a navigation bar includes the bank's logo and links for 'My Accounts' and 'Payments and Transfers'. A notification banner at the top right states: 'New Bulk Payment Has Been Created with Reference 20221021052831' and 'Your Bulk Payment has been Approved by the Bank'. The main content area is titled 'Upload Bulk' and shows a summary of the transaction. A table lists the beneficiaries and their respective amounts.

Summary

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

Purpose: Salary payment
Count: 3

Debit Type: SINGLE

Reset **Search**

Beneficiary	Beneficiary Account	Beneficiary Institution	Amount
BELINDA ANANI 01646260071		Bank Code 21 Branch Code 01130	0.10
SANDRA AFRAM 03357930009		Bank Code 21 Branch Code 01010	0.10
PORTIA ANANI 01646260071		Bank Code 21 Branch Code 01010	0.10

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