



# BETTER BANKING FOR YOU HAPPEN

## **BULK PROCESSING GUIDE**

Enjoy improved Internet Banking experience with our NEW Banking System.





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Bulk payments is a feature on our internet banking platform and can be used to send multiple funds from your Nedbank account to accounts held both at both Nedbank and other banks. You can use the upload for salaries and other general interbank payments.

#### **Bulk Payments**

There are two methods to create bulk payment transactions:

1. CSV File Type upload

This will allow you to pay beneficiaries and non-beneficiaries and the individual records are uploaded in a single action.

2. Manually capture all entries on screen

Create individual records entries for payments to beneficiaries, submitted as a single transactions (a batch). Recurring payments can be created via this option.

#### For both methods – consolidated entries:

- You will only see two lines on your account; one for the debit, and one for the charge. The charge will only be visible the next day. For both entries (debit and charge) the file reference will be displayed on the statement. For detail on individual transactions within the batch, the bulk file dashboard or the transaction dashboard should be consulted.
- If any of the transactions in the file is rejected the entire file will reject.
- If the transaction is submitted after the cut-off time, the date will automatically move to the next business day no need to recapture the transaction. If the transaction is not authorised on the same day on which the transaction is created, the value date will be the date on which the transaction is authorised. For example, if you create a batch today, but do not authorise it today, the value date will be the date on which the transaction is authorised. The authoriser have seven business days to authorise the transaction. Transactions not authorised within seven days will be deleted and must be captured again.
- Your account will be debited immediately when the transaction has been authorised. Please make sure that you have sufficient funds in your account before submitting the file.
- Do not include any payments to Bank Defined beneficiaries or payments to the Revenue Authority.

#### CSV File Type Upload:

- A file is regarded as a duplicate when the content in the file remains unchanged and the file is submitted within a 24 hour window. Where a technical error has occurred and the file could not process, you can change one of the values in the file or change the order of the lines, then resubmit the file.
- There is no limit on the amount of unique files you can submit per day, but please keep your transactional limits and account balances in mind.
- The maximum amount of transactions allowed within a file is 2,000.
- If the format of the file is incorrect, or any values in the file has been captured incorrectly the file will remain in error until the error is fixed.





# 1 BULK PAYMENTS – UPLOAD CSV FILE

#### a. Create a CSV file offline

This is an offline activity and must be completed before using the internet banking bulk file upload function.

- 1. Open your spread sheet (for example Microsoft Excel).
- 2. Complete the information for each column, set out below.

#### **EXAMPLE FILE LAYOUT**

ACCOUNT HOLDER NAME	ACCOUNT NUMBER	BRANCH CODE	AMOUNT	BENEFICIARY STATEMENT DESCRIPTION	BENEFICIARY NOTIFICATION METHOD BY EMAIL (1) or SMS (2)	BENEFICIARY NOTIFICATION DETAIL If the notification method selected is email then the email address must be specified. If the notification method is SMS then mobile number must be specified
Ali	21000011913	070002	10500.03	Salary	1	Bernita@Nedbank.co.ls
Anusa	042010000356	070002	22333.06	Salary	1	Bernita@Nedbank.co.ls
Asedi	21000018508	070002	5000.00	Salary	1	Bernita@Nedbank.co.ls
Azizi	21000035405	070002	300.99	Salary	1	Bernita@Nedbank.co.ls
Banda	032000029757	070703	33500.89	Salary	2	+2668881112220
Banda	051000005081	070604	61234.9	Salary	2	+2668881112220

#### COLUMN HEADING DESCRIPTIONS

Account Holder Name	: The name of the account holder. Only 35 characters allowed (do not include any special characters).
Account Number	: The account number that will be credited. For Payments to Other Banks include the leading zero if applicable.
Branch Code	: The branch code of the account number that will be credited. Only 6 numeric characters allowed. Where the branch/bank code is less than 6 characters please include a leading zero.
Amount	: The amount you would like to pay the beneficiary. Cents to be denoted as indicated in the example ie as 5.01 and not 5,01.
Beneficiary Statement Description	: The reference you would like the beneficiary to see. Only 35 characters allowed (do not include any special characters).
Confirm Type	: The beneficiary notification method. 1 = email, 2 = mobile number.
Confirmation Detail	: The email address or mobile number of the beneficiary. Please note – the country code must be included for mobile numbers.

- 3. Save the file with format CSV (Comma delimited)(\*.csv) without any column headings.
- 4. Always ensure the account number and branch/bank code is displayed correctly to avoid rejections. For this reason we advise you to save a .txt version of the file and upload the .txt version.
- 5. Your file is ready for upload.





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Utilization								4 Proceed

- 1. Go to Bulk Transactions.
- 2. Select Bulk File Upload.
- 3. Select the type of file (CSV).
- 4. Click on **Proceed**.

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		Disclaimer :Current-dated Batch Payments submitted after 3pm will be processed on following working date

- 5. Select the **Bulk Transaction Identifier** with description UPLOAD CSV FORMAT.
- 6. Select the **Source Account**.
- 7. The **Payment Value Date** will default to today's date and cannot be changed.
- 8. Click **Browse**, and search for your CSV file to upload.
- 9. My Statement Description will display and cannot be changed.
- 10. Click Submit Payment.

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- 11. The File Reference No will display and can be used to track the status of your file upload in the Bulk File View function.
- 12. Click Ok.



# **2 BULK PAYMENTS – CAPTURE MANUAL ENTRIES**

You can capture bulk payment is capturing the bulk payment from a screen wizard instead of a file import. You will be able to capture the bulk payment for a list of grouped beneficiaries (payees) or a single beneficiary (payee).

#### Menu definitions

Menu item	Functionality
Cancel SI Bulk	Cancel Standing Instructions created from the function Pre Defined Payee or Free Format
Pre Defined Payee	Create and Submit a batch for a Pre Defined Payee list
Maintain Beneficiary List	Create Pre Defined Payee list for use in Pre Defined Payee function
View Bulk Standing	View Standing Instructions created from the function Pre Defined Payee or Free Format
Instruction	view standing instructions created from the function rie Defined Payee of Free Pormat

#### **Pre Defined Payee Screen definitions**

#### Add

• Here you can add another payment instruction (payment entry).

#### Modify

• Here you can update the details you captured.

#### **Add New Page**

• Here you can add an extra page to enter more beneficiary details or to make new entries.

#### Save as Draft

• Here you can save your payment information so that you can pay it later or make amendments to it.

#### **Initiate All**

• Here you can submit all payments for processing.

#### **Initiate Selected**

• Here you can submit specific payments for processing.



#### a. Create a beneficiary list

Before you can make a manual bulk payment to a beneficiary list, you have to create a beneficiary list.

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- 1. Go to Manual Bulk Payment.
- 2. Select Maintain Beneficiary List.
- 3. Click on **Beneficiary List Type** and select Payments to Accounts at this Bank and Payments to Other Bank Accounts. **Hint \* This option makes searching easier.**

You can also select:

- Payments to accounts at this bank select this option if your list is for beneficiaries at Nedbank only.
- Payments to other bank accounts select this option if your list is only for beneficiaries with accounts at other banks.
- 4. Select Create Beneficiary List.

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If there are no beneficiaries in the unassigned or assigned beneficiary columns you must add the beneficiaries first before you create a list. Beneficiaries are created in the **Payments** menu under **Beneficiary maintenance**.

- 5. Enter a beneficiary list name this is the name of the group of beneficiaries and should be easily identifiable.
- 6. Select the beneficiaries in the unassigned beneficiary column and assign the beneficiary by clicking the move button. The beneficiary will be listed in the assigned beneficiary column. Select the move all button >> to move all unassigned beneficiaries to assigned beneficiaries. If you want to remove a beneficiary from the list, click on the move back button or on the move all back button <<.</p>
- 7. Click on Create.



#### b. Capture the payment detail

#### Screen 1

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- 1. Go to Manual Bulk Payment.
- 2. Select Pre Defined Payee.
- Click on Existing Beneficiary List. The list will be one of the lists created in the function Maintain Beneficiary List.

The option **Existing Batch** is useful when you want to search for batches where you selected **Save as Draft** (please see screen 2 for the option on the screen).

- 4. Select the **Bulk identifier**:
  - CIF +MM (CREATE MANUAL BATCH) Pre-Defined Payee function.
- 5. Enter the batch name the batch name should be unique.
- 6. Select the source account this is the account you want to be debited.
- 7. Select the payment value date.
  - The Payment value date will default to today's date and cannot be changed.
- 8. My statement description defaults to Batch PMT and cannot be changed.
- 9. Click on Next.



Screen 2

	ное о				Transaction Type : Single Debit Payment Type : Bulk Mixed R ment Des cription* :				1	11
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- 10. In the Payment Instruction table, for each record, select the record by clicking in the radio button.
- 11. Enter the amount.
- 12. The **Beneficiary Statement Description** is the description captured when you created the beneficiary.
- 13. Click on Modify.
- 14. Click Initiate All.

If you don't want to initiate the payment you can select **Save as Draft.** This option will save the batch for later use (please see Existing Batch option on screen 1).

If you do not want to make all the payments, mark the individual records and select Initiate Selected.

Linked Reference Number	Destination Account	Destination Branch/Bank Code	Transfer Amount	Notifier Email	Notifier Mobile	Beneficia	y Statement Description	Beneficiary Name	
227694583857778	21000008	SMALL MEDIUM ENTERPRISE	1.00			Kansa		CREA TIVE P	
442070313857779	21000021	SMALL MEDIUM ENTERPRISE	2.00			Kansi		PROM HINGS	
193193363857780	21000037	SMALL MEDIUM EVITERPRISE	3.00			FAMEDIS1	RIBUTORS	FAMEDISTR	
594347903857781	21000005	NEDBANK BUSINESS BANKING	4.00			GLED01		OLENS MV	
									1:

15. When you have verified the transactions details click on **Confirm**.

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- 16. The **File Reference No** will display and can be used to track the status of your file upload in the Bulk File View function.
- 17. Click **OK** to close the screen.



#### c. Create a recurring batch - Standing instruction functionality

Standing Instructions are recurring payments in set frequencies.

• Your account is debited on the future dated date beneficiaries will receive their money only on the future value date.

Frequencies available to you:

- Daily
- Weekly
- Monthly
- Bi-weekly

#### **Create a Standing instruction**

Avenue								Help   Change Password   Own Account Transfer   Session Summary   Stemap   Print this page   Logout   Quick Links	1 >>
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		Other Deta							
		Other Det		Description*: BATCH					
				- paren				5	
								Next	1

- 1. Go to Manual bulk payment.
- 2. Select Pre defined payee.

After completing the mandatory fields, capture the payment and standing instructions details.

- 3. Select SI setup.
- 4. Select SI execution frequency:
  - Capture the First Execution Date.
    - When do you want the execution to start?
  - Capture the Last execution date.
    - When do you want the execution to end?
- 5. Continue to capture the information on screen and click on Next.



- Go to View **bulk standing instruction**.
- Search for all your captured Standing instructions.

#### **Cancel the standing instruction**

Here is how you cancel any of the standing instructions you have created:

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		Cancel Bulk Standing Instructi	
		Search Criteria	
Cancel SI Duk	2	Buk Transaction Identifier : 4 Burch Name : Source Account : Frequency : Fent Execution Date From: Last Execution Date To:	
			Search.

- 1. Go to Manual Bulk Payment.
- 2. Select Cancel SI bulk function.
- 3. Select the **Bulk transaction identifier**.
  - Select the Pre defined beneficiary list.
- 4. Enter the **Batch name**.
- 5. Select the **Source account**.
- 6. Select the **First** and **Last execution date**.
- 7. Click on Search.

earch Criter								
	Bulk Transaction kie	ntifier : 500000050MM(PREDB	FINED BENEFICIARY LIST)					
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	Last Execution D	ate To: Any						
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•flatch	Batch number	Source Account	Start Date	End Date	Next Execution Date	Frequency	Initiator	~
MAY3	0032797	21000005508 - 200	12-05-2017 00:00:00	29-12-2017 00:00:00	12-08-2017 00:00:00	Monthly	30000025784	
								~

- 8. Select the standing instruction.
- 9. Click on **Cancel** and **Confirm** the cancellation on the next page.
  - Please note that all future occurrences of the standing instruction will be cancelled.



# d. Re-use a manually created batch (create an upload template with all your beneficiaries for CSV upload)

You will be able to reuse a manually created batch to create a template for CSV file type upload. You can change the amounts or add more beneficiaries to the template where required.

When to reuse a batch using a template:

- If you want to use the same batch you used for the previous month, day or week etc. as it is.
- You have lost/misplaced your file on your laptop and want to retrieve and use the same batch you used before.
- If you want to change the same batch file you used before and add more beneficiaries to the file or delete some.

Once the beneficiary file has been processed you will be able to download or view the batch once the status of your file is in initiated statuses.

#### Find the batch you want to re-use:

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- 1. Go to Bulk Transactions.
- 2. Select Bulk File View.
- 3. To search for a specific file, enter the File Reference No or File name or search by Date.
  - The file reference number is the number you copied after making the transaction.
- 4. Click on Search.
- 5. File Status: Initiated. Select file name link.



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		File Statu					Updat	led Date				File Download		
		Received					27/08	2017 08:02:40				Elle Download	6 6	
		Initialed					27/09/	2017 08:02:46					-	
		Authorized	ion									Current Step U	nder Execution	

6. Click on File download. A pop out screen will show, with the option to open or save the file download.

#### Notepad screen

7143705_1507700789144.txt - Notepad	
File Edit Format View Help	
123456789,987654321,500,LSL,52.0,LSL,27092017 IN,5.00,B,sanityre1,ddd,eee,N,NIN,3.00,B,Basia ,ddd,555, IN,9.00,B,Ramputi,ddd,55,E,NIN,33.00,B,Basia R,ddd,44,E, IN,2.00,B,123,ddd,66,N,N	
manuall bulk.txt - Notepad File Edit Format View Help 123456789,987654321,500,LSL,52,0,LSL,27092017 IN,5.00,B,Saarityre1,ddd,eee,N,N IN,9.00,B,Baaria,ddd,555,E,N IN,9.00,B,Ramput1,ddd,55,E,N IN,9.00,B,Baaria R,ddd,44,E,N IN,2.00,B,123,ddd,66,N,N	

Sort out the data, each row must have a single beneficiary as the screen above. **Select** all the data and copy them to an excel spread sheet.

F	ILE HO	OME INSER	T PAGE L	AYOUT	4	DATA		REVIEW	VIE	W	
Fro		From From O Text Source	es * Conne	ing Refr	🕈 📰 Prope sh 🗜 🗋 Edit Li	nks	2↓ ⊼↓	Z A Z Sort	Filter	The Clear The Reapply The Advanced	Text to Columns
	2	Get External D	ata		Connection	S		5	ort & Fi	iter	1
A1		$+$ $\pm$ $\times$	$\sqrt{f_x}$	1234567	89,98765432	1,500,LS	L,52.	0,LSL,27	09201	7	3
	A	В	С	D	E	F		G		н	Ľ.
1	1234567	89,98765432	1,500,LSL,5	2.0,LSL,27	092017						
2	IN,5.00,B	,sanityre1,do	id,eee,N,N								
3	IN,3.00,B	,E ,ddd,555,E	,N								
4	IN,9.00,B	,Famputi,dd	d,55,E,N								
5	IN,33.00,	B R,ddd,44,E	,N								
6	IN,2.00,B	,123,ddd,66,	N,N								

- 1. Click on Data.
- 2. Select the first Column (Select from row 1 row 6 in column A).
- 3. Click on **Text to Columns**.

The below screen will appear.





I izard has determined that your data is Delimited.	
1 4 rrect, choose Next, or choose the data type that best describes your data type	ata.
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each	field.
Preview of selected data: 1 1 23456789,987664321,500,LSL,52.0,LSL,27092017 2 LN,5.00,B, sanityrel,ddd,eee,N,N 3 LN,3.00,B,Basia 4 LN,3.00,B,Basia 5 LN,33.00,B,Basia	Î
1123456789,987654321,500,LSL,52.0,LSL,27092017 2[N,5.00,B, sanityrel,ddd,eee,N,N 3[N,3.00,B,Basia 4[N,5.00,B,Ramput,ddd,55,E,N <b>5</b>	

- 4. Select the **Delimited** radio button.
- 5. Click on Next.

Convert Text to Columns	Wizard - Step 2 of 3		₽ <mark>×</mark>
This screen lets you set th in the preview below. Delimiters 6 Semicolon 7 Space Qther: Data greview	e delimiters your data ] Treat consecutive deli xt gualifier:		w your text is affected
123456789 9876543 IN 5.00 IN 9.00 IN 9.00 IN 9.00 IN 83.00	21 500 LSL B sanityre1 B Basia B Ramputi B Basia Cancel	52.0 LSL 2709201 ddd see N ddd 55 E < <u>Eack</u> Ne	N 8

- 6. Untick the **Tab** button.
- 7. Click on the tick button on **Comma**.
  - Make sure the fields are separated correctly under **Data preview**.
- 8. Click on Finish.

FI	LE HO	OME	INSERT	PAGE LAYOU	PAGE LAYOUT FORML		TA REVI	EW VIEW	
Fro	A From From Other Crease Web Text Sources *			Existing Connections	Refresh	Connections Properties Edit Links	<sup>2</sup> 2↓ ZAZ Z↓ Sort	Filter	Clear Reapply Advanced
Get External Data Connectio								Sort & Filte	er 👘
F1	F17 $\mathbf{v}$ : $\mathbf{X} \checkmark f_{\mathbf{X}}$								
	А		В	С	D	E	F	G	Н
1	1234567	89	987654321	500	LSL	52	LSL	27092017	
2	IN		987654321	В	sanityre1	ddd	eee	N	N
3	IN		987654321	В	Basia				
4	IN		987654321	В	Ramputi	ddd	55	E	N
5	IN		987654321	В	Basia				
6	IN		987654321	В	123	ddd	66	N	N

The beneficiary details should be tabulated as above

#### Please note:

- Every single beneficiary detail should be in a separate row as per the above screen.
- Always ensure the account number and branch/bank code is displayed correctly to avoid rejections





• Make sure the file name is unique, to avoid errors of the file being a duplicate when trying to upload your file.

X Save As	Excel Workbook (*.dsx)
MI Save AS	Excel Macro-Enabled Workbook (*.xlsm)
	Excel Binary Workbook (*.xlsb)
J La	Excel 97-2003 Workbook (*.xls)
	XML Data (*.aml)
Organize • Ne	Single File Web Page (*.mht;*.mhtml)
	Web Page (".htm;".html)
Microsoft Excel	Excel Template ("adta)
	Excel Macro-Enabled Template (*.atm)
	Excel 97-2003 Template (*.xlt)
🔶 Favorites	Text (Tab delimited) (*.txt)
Desktop	Unicode Text (*.txt)
	XML Spreadsheet 2003 (*.xml)
Recent Places	Microsoft Excel 5.0/95 Workbook (*.xls)
Downloads	CSV (Comma delimited) (".csv)
	Formatted Text (Space delimited) (".pm)
	Test (Macintosh) (".tst)
Calibraries	Test (MS-DOS) (*.txt)
Documents	CSV (Macintosh) (*.csv)
Last of the second second	CSV (MS-DOS) (*.csv)
Music	DIF (Data Interchange Format) (*.dif)
	SYLK (Symbolic Link) (*.slk)
File name:	Excel Add-In (*.xlam)
	Excel 97-2003 Add-In (*.xla)
Save as type:	PDF (*.pdf)
	XPS Document (*.xps)
Authors:	Strict Open XML Spreadsheet (*.xlsx)
	OpenDocument Spreadsheet (*.ods)
Hide Folders	Tools - Save Cancel
- Inde Polders	

9. Save the excel file as a CSV (Comma delimited) (\*.csv) format, without any column headings.

#### Reopen the CSV file in notepad.

CSV File.csv - Notepad	
File Edit Format View Help	
File Edit Format View Help 123456789,987654321,500,LSL,52,LSL,27092017, IN,987654321,B,Sanityre1,ddd,eee,N,N IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,,, IN,987654321,B,Basia,,, IN,987654321,B,Basia,,, IN,987654321,B,Basia,,, IN,987654321,B,Basia,,	~

10. Make sure the layout of the file is correct and remove all the extra commas.

CSV File.csv - Notepad	
File Edit Format View Help	
123456789,987654321,500,LSL,52,LSL,27092017 IN,987654321,B,sanityre1,ddd,eee,N,N IN,987654321,B,Basia IN,987654321,B,Ramputi,ddd,55,E,N IN,987654321,B,Basia IN,987654321,B,123,ddd,66,N,N	*

Once the layout is correct, **save** the notepad file.

The file is now ready to be uploaded.

#### **CSV** batch upload

Continue from step 4 under "Find the batch you want to re-use"





NEDBANK A		_								100.000.0000	eord   Own Account			And and a second second		
CHEDBANK		Account	ta Loan	s Payments	Manual	luik Payment	Bulk Transactions	Customer Services	Carda Servi	xes Trans	action Activities					
		Welcon	e , AOM B	ornita Initiate												
	0		k File V											11-10-2017 07:48		
	10		nationner ID													
View Bulk Limit			allomer Id	Lectors.					Descrip	600 B						
Utilization			00000						LES							
Bulk File Upload																
Duik File View			arch Criter	la la												
			e Name		_		Transaction Iden	V BATCH UPLOAD:		Transacti	on Type	~		e Processing Stat dialect	tue .	~
			e Reference	Ma	_		ad Start Date	TEATON OPECAD, Y		Upload E	od Parks	÷		08000		-
										OBIORO E						
		C					1								Searc	h Clear
				Reference No		the file records					18				Searc	h Ciew
		-		e Name to vie								Records	1 to 10 of 25	jec ec j		
		-	Click on Fil	e Name to vie	v the file his				Total Amor	nt Total Rev	confly Value Date				Page 1 of 3	
		2	Click on Fil	e Name to vie	v the file his	5	• •	ACDB news note bd		nt Total Rev	cords Vielve Date		d Dulk Transa		Page 1 of 3	33 33
			Click on Fil	e Name to vie	the file hie	5	• •		4		oordin Vialue Date 3 09-10-2017	Source Account	400000011/	action Identifier	Page 1 of 3	ss ss existe Fil A ant be C
			Click on Fil	e Name to vie	* the file his * File State Initiated	5	122 Pictures new		4	10	3 06-10-2017 3 06-10-2017	Source Account 22000243578	400000011# 400000011#	ection Identifier VM (CSV BATCH	Page 1 of 3 UPLOAD) C UPLOAD) C	22 25 exists Fil A ant be C ant be C
			Click on Fil	e Name to vie	* the file his * File State Initiated Initiated	5 Ele Name ** G. Users col 10 G. Users col 10	222 Pictures new		4	1.0	10000 Xishee Date 3 06-10-2017 3 06-10-2017 2 02-10-2017	<b>Source Account</b> 22000243578 22000243578	4000000110 4000000110 4000000110	ection Identifier VM (CSV BATCH VM (CSV BATCH	Page 1 of 3 B UPLOAD) C UPLOAD) C UPLOAD) C	22 23) ant be C ant be C ant be C

5. File Status: Initiated or Completed. Select file name link.

		Welcome , ADM Bernita Initiate					
	-10 O	History Of File				91-963	2017 EF:50:25-GMT +8200
View Bulk Limit		Customer M			Description		
Duk File Upload		40000001			LES		
Bulk File Vew		File Details					
		File Reference No	File Name		Bulk Transaction Identifier	Bulk Transaction M	lentifier Description
		0012348	C. Users coll 1	822 Pictures new FCDB news note tot	400000011/JIM	CSV BATCH UPLOA	0
		History Of File					
		File Status		Updated Date		File Download	6
		Received		09/10/2017 12:50:00		Ele Download	
		initiated		09/10/2017 12:50:07			
		Authorization				Current Step Under Execution	

6. Click on **File download**. A pop out screen will show, with the option to open or save the file download.

🗍 csv bulk.txt - Notepad
File Edit Format View Help
Hlope,1234567890,390161,8,ropp2u22,1,Bernita@Nedbank.co.za Jim,987654321,390161,1,repordlp1,1,Bernita@Nedbank.co.za Mamonga,123456789,70703,12,record3,1,Bernita@Nedbank.co.za someone,1234567809,70002,13,record4,1,Bernita@Nedbank.co.za Sefapano,1234567089,70604,15,record5,1,Bernita@Nedbank.co.za Basia,1234567980 ,70002,2,record6,1,Bernita@Nedbank.co.za

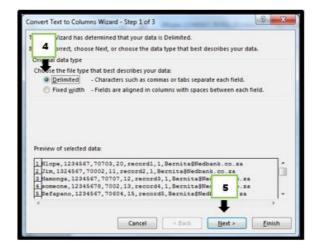
Select all the data and copy them to an excel spread sheet.

FIL	E	HOME		INSER	r - 1	PAGE I	AYOUT	FOR	MULAS 1 DA	ATA RE	EVIEW VIEW				Setshedi, T	(Tsholafelo	19/0
Get Ex	demal ta *	Refresh All •		Conne Prope Edit Li ection	nks		Z A Z Z Sort	Filter	Advanced	Text to Column	Flash Fill Remove D S Cata Valid		Relatio	If Analysis *	Group Congro Subtot	up • -3 al	
AI	2	-	1	×	$\checkmark$	$f_x$	Hlog	pe,2100	0030338,39010	51,103000,	record 2,1,8e	rnita@N	ledbank.o	o.za			
-18	A		в		с		D	E	F	G	н	1	1	κ	L	м	N
1 +	lope,	210003	033	8,390	161,10	3000,	record	2,1,8err	nita@Nedban	k.co.za							
2 1	im,920	25 0013	48,3	9016:	1,23,re	cord	3,1,8em	nita@N	edbank.co.za								
3 1	Namor	iga 1,92	0250	0257	3,3901	61,13	record	4,1,Ben	nita@Nedbar	nk.co.za							
4 S	omeo	ne 6259	9358	4884,	28006	1,14,r	ecord 5	,1,Berni	ta@Nedbank	.co.za							
5 5	iomeo	ne 2,923	1907	5790,	632003	5,5020	0000,ree	cord 6,1	Bernita@Neo	dbank.co.;	za						
6 F	asia.2	100008	2918	.3901	61.16.	recor	d 1.1.84	ernita@	Nedbank.co.z	a							





- 1. Click on Data.
- 2. Select the first Column (Select from row 1 row 6 in column A).
- 3. Click on **Text to Columns**.



- 4. Select the **Delimited** radio button.
- 5. Click on Next.

Convert Text to Columns Wizard - Step 2 of 3
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below. Delimiters 6 Jab 6 Jab 7 Space 7 ott gualifier: • Data greview
Hlope 1234567 70703 20 record1 1 Bernit ^
Jim 1324567 70002 11 record2 1 Bernit Mamonga 1234567 70707 12 record3 1 Bernit
Mamonga 1234567 70707 12 record3 1 Barnin someone 12345678 7002 13 record4 1 B
Sefapano 1234567 70604 15 record5 Bernita@Nedbank.co.za 8
· · · · · · · · · · · · · · · · · · ·
•
Cancel Cancel Next > Einish

- 6. Untick the **Tab** button.
- 7. Click on the tick button on **Comma**.
  - Make sure the fields are separated correctly under **Data preview**.
- 8. Click on Finish.



ŀ	FILE HO	DME IN:	SERT P/	AGE LAYOUT	FORM	IULAS D	DATA R	EVIEW	/IEW		
	om From cess Web		urces • C	Existing onnections	Refresh All -	Connection Properties	Z↓	Sort Filte	🏹 Adva	ply	Text to Columns
		Get Externa	il Data		Con	inections		Sort &	Filter		
G	20	• = >	Κ 🗸	<i>fx</i>							
	Α	В	С	D	E	F	G	н	I	J	
1	Hlope	1234567	70703	20	record1	1	Bernita@	Nedbank.c	o.za		
2	Jim	1324567	70002	11	record2	1	Bernita@	Nedbank.c	o.za		
з	Mamonga	1234567	70707	12	record3	1	Bernita@	Nedbank.c	o.za		
4	someone	12345678	7002	13	record4	1	Bernita@	Nedbank.c	o.za		
5	Sefapano	1234567	70604	15	record5	1	Bernita@	Nedbank.c	o.za		
6	Basia	1234567	70002	2	record6	1	Bernita@	Nedbank.c	o.za		
7											

The beneficiary details should be tabulated as above. Save the excel file as a CSV (Comma delimited) (\*.csv) format, without any column headings.

## **3 BULK PAYMENT – DASHBOARD**

#### a. Bulk transaction status

	Accounts Loans Payments Manual Dul	Represent Built Transactions Contoner Services Services	Transaction Activities			
	Welcome, EXANDONDO					
	2 Customer ID Details				16-05-2017 16:30	
piced	Customer M		Description NEDEA/061			
pood .	500000001		NEDBANK)			
L.m.	Search Criteria					
	File Name	Bulk Transaction Identifier	Transaction Type		File Processing Status	
		AI V	Al	~	AI	~
	File Reference No	Lipitoad Start Date	Upload End Date			
						Search Clear
	- Click on a Bulk Transaction Identifier ( - Click on any of the links in the file stat	IFIC) to view all the files uploaded under this BTIC. us column to view the details within.				Searth Clear
						Search Clear
3	- Click on any of the links in the file stat		Transaction Type		Pite Status "	Soarth Char
3 -	- Click on any of the links in the file stat Bulk File Summary		Bulk Mixed Payments		Rie Status * Pre Processed	
3 -	Click on any of the links in the file stat     Bulk File Summary     Bulk Transaction Identifier *		Bulk Mixed Payments Bulk Mixed Payments		Pro Prox esseed Completed	20011h 2007
3 -	Click on any of the links in the file stat     Bulk File Summary     Bulk Transaction Identifier *		Bulk Mixed Payments		Pre. Prox.es.sed	
3 -	Click on any of the links in the file stat     Bulk File Summary     Bulk Transaction Identifier *		Bulk Mixed Payments Bulk Mixed Payments		Pro Prox esseed Completed	
3 -	- Click on any of the Binks in the file state Burk File Summary Burk Transaction Mentifier * S000000000000000000000000000000000000		Duk Mired Payments Duk Mired Payments Duk Mired Payments Duk Mired Payments	- File is Fully Authorized , B	Pro Prox enseed Completed Enser 1	4

- 1. Go to **Bulk Transactions**.
- 2. Select Bulk File View.
- A summary (dashboard) of all your bulk payments will be displayed with the respective statuses.
   The statuses of importance are Pre Processed, Completed and Error for other statuses please consult the File Status Descriptions for clarification.
- 4. File Status :
  - Initiated/Pre Processed: The bulk transaction file is initiated and awaiting user authorisation.
  - Completed: The bulk file upload is completed.
  - Error: There is an error in the bulk file.





#### b. View and print transaction detail

NEDBANK				Help   C	hange Password   Own Account Tr	anafer   Seaaion Surre	nery   Sitemap   Print this pr	ean   Looput   Quick
June Balan		Accounts Loans Payments Manual Bu	Payment Bulk Transactions Customer Services	Cards Services	Transaction Activities			
		Welcome , MR Pavan Corp						
	0	Bulk File View	1				20-09-2017 14:38:16	
	x	Customer ID Details						
New Duk Linit Nazation		Customer Id		Descript	ion			
uk File Upload	<u>.</u>	400000011		LES				
uk File View	2	Search Criteria						
-		Fie Name	Buk Transaction Identifier		Transaction Type		File Processing Status	
			400000011WW (CSV BATCH UPLOAD)		Al	~	Completed	~
		File Reference No	Upload Start Cate		Upload End Cale			
3		0030718						
	_							
							4 🔫	Search Cle
		* Click on File Reference Number to view						
		" Click on File Name to view the file his	ory.					
		5						
							110 1 011 100 00 1	
		2 Bab _				Record	sitolofi Land Rad	age 1 of 1
		Eile Reference Number." Eile Nam	e." Bulk Transac	tion Mantillan	Total Amount Total Record	Transaction Tons	Makes Sale Sile States	former konnen
			cc016561 Desitop Lesotho CSV 11 Sep.bd 400000011WW				20-09-2017 Completed	
		L MARLIN S. 2005	ANTINE PRODUCTION CON TELEVISION	Care decroit decor		a sole model repriet	20-00-2017 Competing	22000242519

- 1. Go to Bulk Transactions.
- 2. Select Bulk File View.
- 3. To search for a specific file, enter the File Reference No.
  - The file reference number you copied after making the transaction.
- 4. Click on Search.
- 5. File Status: Completed
  - Select the File Reference Number (tick the checkbox) and click **Print.** This will provide you a downloadable transaction listing of all the records in the file to enable you to reconcile.

	File Reference Number *	File Name **	Bulk Transaction Identifier	Total Amount Total Record	Transaction Type	Value Date	File Status	Source Acco
2	0030718	C: Users cc616561 Desktop Lesotha CSV 11 Sep.bd	400000011WM (CSV BATCH UPLOAD)	23.00	Buk liked Payments	20-09-2017	Completed	22000243578
	0030713	C: Users rib613389 Documents Retroft Lesotho CSV cav	400000011WM (CSV BATCH UPLOAD)	91.00	6 Bulk Nixed Payments	20-09-2017	Completed	22000243578
	0030712	C: Users n0613309 Documents Retroft Leaptho CSV.csv	400000011WM (CSV BATCH UPLOAD)	81.00	Buik Mixed Payments	20-09-2017	Completed	22000243578
	9939627	buildleprocessingcev.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	0 Buik Noved Payments	19-09-2017	Completed	22000243578
	0030620	buik/fieprocessingcsv.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	0 Bulk Mixed Payments	19-09-2017	Completed	22000243578
	0030616	built/feprocessingcay.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	0 Bulk Mixed Payments	18-09-2017	Completed	22000243578
	0030417	buildleprocessingcay.bd	400000011WM (CSV BATCH UPLOAD)	121.00 1	0 Bulk Noved Payments	15-09-2017	Completed	22900087387
	0030415	relectionnoreason.txt	400000011WM (CSV BATCH UPLOAD)	28.00 1	D Bulk Hived Payments	14-09-2017	Completed	22000087387
	0030414	buikfleprocessingcav.bd	400000011WM (CSV BATCH UPLOAD)	28.00 1	D Bulk Nixed Payments	14-09-2017	Completed	22000087387
	9930218	C. Users rib013309 Documents Retroft Book1.csv	400000011WM (CSV BATCH UPLOAD)	379.00	6 Bulk Moved Payments	13-09-2017	Completed	22900243578
<								>

			Bulk File R	ecord Details	as of	20-09-2017 14:26:14 GMT +0200
File Reference File Name ** Bulk Identifie Amount No. of Trans. Transaction Value Date Status	er actions		0030718 C: Usi 400000011WM ( 23.0 6 Bulk Mixed Paym 20-09-2017 Completed	CSV BATCH UPLC	DAC	
Bulk File Re Name	Record reference	Amount	Recipient IBAN	Input Value Date	Status	EBanking Reference No.
	number					
Hiope	0030718000001 0030718000002	5.0	21000030338 92025001348	20-09-2017 20-09-2017	Completed	101491714248065 192867684248067
	0030718000002	7.0	92025001348 92025002573	20-09-2017 20-09-2017	Completed	192967684248067 801108364248069
		1.0	92025002573 62593584884		Completed	
Mamongali				20-09-2017	Completed	207968254248071
Mamongali Someone Someone2	0030718000004 0030718000005	80	9219075790	20-09-2017	Completed	934631714248073

• You can select the File Reference Number link to view the detail of the transactions online.



c. Bulk Payment Batch Items Payment Confirmation

	v	Velcome, Nedbank Client							
	0	500000050		KAN					
	ĕ	1							
		Search Criteria							
luk File View	2	File Name	Bulk Transaction Identifier		Transaction Type		File Processing St		
lulk File Upload	_		IA	~	AI	~	AI	~	
/iew Bulk Limit		File Reference No	Upload Start Date		Upload End Date				
Itilization									
			r (BTID) to view all the files uploaded un status column to view the details within.						
		** Click on any of the links in the file s Bulk File Summary							
		** Click on any of the links in the file s Bulk File Summary Bulk Transaction Identifier *	status column to view the details within.		Transaction Type		File Status **	No. of Files	
3	• ] ==	** Click on any of the links in the file s Bulk File Summary	status column to view the details within.		Bulk Mixed Payments		Received	No. of Files	
3	• -	** Click on any of the links in the file s Bulk File Summary Bulk Transaction Identifier *	status column to view the details within.		Bulk Mixed Payments Bulk Mixed Payments		Received Completed		
3	• -	** Click on any of the links in the file s Bulk File Summary Bulk Transaction Identifier * 50000050MM (TRE DEFIELD BENEFICIARY	status column to view the details within.		Bulk Mixed Payments Bulk Mixed Payments Bulk Mixed Payments		Received Completed Error	No. of Files	
3	•	** Click on any of the links in the file s Bulk File Summary Bulk Transaction Identifier *	status column to view the details within.		Bulk Mixed Payments Bulk Mixed Payments		Received Completed		
3	3 -	** Click on any of the links in the file a Bulk The Summary Bulk Transaction Identifier * 500000000MM (PSE DEFINED RENEFICIARY 500000000MM (CSV BULK FLE UN OAD) File Status Description :	status column to view the details within.		Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments		Besetwed Completed Error Completed Error	<b>4</b>	

Continue from the View and print transaction detail.

4. Select the Completed File status.

	Halcon	e , Mill Pavan Corp						
• View Buk Lint Utication • Buk File Uplead Buk File View	-6	ick on file Reference for lick on file Name to view	nber is view the file records. the file hastory.			Records 1 to 10	17 25 🗖 🗖 Page	1 of 3 🛃 🖬
		file Reference Burde	n." Die Berne."	Balk Transaction Mentilier	Total Amount Total	Records Transaction Type 5	Anter Date: File, Mathe	Source Act
	Ť.	2020718	C. Geera colibiliti Desktop Lesotho CSV, 11 Sep.bd	400000011WW (CSV BATCH URLOAD)	23.00	6 Bulk Wand Payments 2	t0-09-2017 Completed	2200034367
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		c						>

- 5. Select the specific file by clicking on the link in **File reference number**.
  - This enables you to verify all records contained in the file.

		Print Format :   List						
		Advice						
								Print Selected Print
		6						
20		<b>_</b>					Records	1 to6 of6 ket et Page 1 of 1 ≫
	Hame	Record reference number	Amount	Recipient IBAN	Input Value Date	Status	Records	1 to 6 of 6 tes es Page 1 of 1 D
		Record reference number		Becipient IBAN 00 21000030338	Input Value Date 20-09-2017	Status Completed		
	Name		5.0				EBanking Reference No.	Our Account Number
	Name Hope	0030718000001	5.0	00 21000030338	20-09-2017	Completed	EBanking Reference No. 101491714248085	Our Account Number 22000243578
	Name Hope Jm	0030718000001 0030718000002	5.0	00 21000030338 00 92025001348	20-09-2017 20-09-2017	Completed Completed	EBanking Reference No. 101491714248065 192867684248067	Our Account Number 22000243578 22000243578
	Name Hope Jim Mamongali	0030718090001 0030718090002 0030718090002	5.0 1.0 7.0 1.0	00 21000030338 00 92025001348 00 92025002573	20-09-2017 20-09-2017 20-09-2017	Completed Completed Completed	EBanking Reference Bo, 101491714248065 192067884248067 801108364248069	Dar Account Number 22000243578 22000243578 22000243578 22000243578

6. Select the **Record reference number** for the **Status** showing as **Completed**.



Accounts Loans Payment Welcome , Nedbank Client Bulk File Record De Reference Number Transaction Type Field Name	tails	Customer Services Ser			12-05-2017 13:48:03 GMT +0200
Bulk File Record De Reference Number Transaction Type					
Reference Number Transaction Type					
Transaction Type			1100000 (000000000		
			112993643656708		
Field Name			Bulk Mixed Payments		
			Value		
Adhoc Flag(A/B)			B		
Beneficiary statement descrip	tion		Kar		
Emai/SMS Flag			N		
IS SI			N		
My statement description					
SI End date					
SIFrequency					
Transaction Amount			11.00		
Audit Details					
Updated By	Updated On	Status	Version	Posting Date	Note
30000026785	12-05-2017 08:25:42	Completed	1	12-05-2017	
30000026785	12-05-2017 08:25:41	Completed	1	12-05-2017	
30000026785	12-05-2017 08:25:40	Completed	1	12-05-2017	7
30000026785	12-05-2017 08:25:08	Pending For Execution	1	12-05-2017	Request timed out Please status of this transaction Transaction activity.
	IS SI My statement description Si End date Si Frequency Transaction Amount Updated By 20000028785 30000028785	S SI Wy statemet description SI find date SI Frequency Transaction Amount Audit Details Updated 0 Updated 0 Updated 0 S0000028785 12-45-017 0625.42 S000028785 12-45-017 0625.40	S SI Wy statemet description SIFind date SIFind date SIFind que Sifind qu	S SI         N           My statement description            St Find date            Audit Details         Updated On           Status         Version           30000020785         12-06-2017 06.25.42         Completed           3000002785         12-06-2017 06.25.41         Completed         1           30000027785         12-06-2017 06.25.40         Completed         1	S SI         N           My statement description            St find det            St find que            Audit Details            Doctorid St         12/45-2017 025:42           Status         Version           Status            Status            Status            Status            Status            Status            Status            Status            St find que            St find que       <

7. Click on **Payment confirmation**.

This is the proof of payment that can be downloaded or printed. It confirms that the payment has went through.

MAKE THINGS HAPPEN NED	9) Dank	
Payment		
Confirmat	Date : 21-09-2017 10:51:24	
This is a notification from	Nedbank Limited that the following payment has been made:	
Transaction Details :		
Date of Payment	20/09/2017	
Transaction Reference Number	164907144249166	
Beneficiary Details		
Beneficiary Name	Jim	
Beneficiary Reference	record 3	
Transfer Amount	23.00	
Beneficiary Bank	NEDBANK	
Beneficiary Bank Code	390161	
Beneficiary Account	92025001348	
Channel	Internet Payment	
Payer Details		
Paid By	ALAIN PATRICK ANDRE	
	Print DownLoad Close	
This notification of payme	nt is sent to you by Nedbank ) Limited, Reg No ( "Nedbank   . Our customer (the Paver) has requested Nedbank   send this	
notification of payment to Any other enquiries show	you. Please therefore contact the payer for enquiries regarding the contents of this notification.	
Nedbank	will not be held responsible for the accuracy of the information on this notification and we ever arising from the transmission and use of the information conveyed in this notification, or	
	damage, expenses, whether direct, indirect or consequential, arising or resulting from the	
u anskrission or unis noon	uation.	1



#### d. Error Files

		come , Nedbank Client							
	0	500000050			KANSAI PLASCON MALAWI LTD				
_	8	Search Criteria							
· · · · ·		File Name	Bulk Transaction Mentifier		Transaction Type		File Processing St	alus	
uk Fie View	-			~	Al	~	Al	~	
ulk File Upload	_	File Reference No	Upload Start Date		Upload End Date				
iew Bulk Limit			C C C C C C C C C C C C C C C C C C C		· ·				
tilization									
		* Click on a Bulk Transaction Identifier ** Click on any of the links in the file st						Sterch Ck	ear
		" Click on any of the links in the file st						Search Ck	ear
		** Click on any of the links in the file st Bulk File Summary							ear
		" Click on any of the links in the file st Bulk File Summary Bulk Transaction Identifier *	latus column to view the details within		Transaction Type		File Status **	Search Ca No. of Files	ear
3		** Click on any of the links in the file st Bulk File Summary	latus column to view the details within		Bulk Mixed Payments		Received		ear
3		" Click on any of the links in the file st Bulk File Summary Bulk Transaction Identifier *	latus column to view the details within		Bulk Mixed Payments Bulk Mixed Payments		Received Completed	No. of Files	ear
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3	]→	" Click on any of the links in the file st Bulk File Summary Bulk Transaction Identifier " 5000000000000000000000000000000000000	latus column to view the details within		Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments		Received Completed Error Completed	No. of Files	ear

- 1. Go to **Bulk Transactions**.
- 2. Select Bulk File View.
- 3. A summary (dashboard) of all your bulk payments will be displayed with the respective statuses.
- 4. Select the **File Status** Error.

	k on File Reference Numb k on File Name to view th		orda.					
20		5				Records 1 to 10	of 15 lev ve	Page 1 of 2 22 2
	File Reference Number *	file Name **	Bulk Transaction Identifier	Total Amount	Total Records Transaction Type	Value Date File Status	Source Account	Delete File
	9933004	M8P1494588867955.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Moved Payments	Error		Can't be Deleted
	0032991	M8P1494521838903.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	0032919	MEP1494520765301.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932092	M8P1494500531422.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932099	MBP1494507736710.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Moved Payments	Error		Can't be Deleted
	0032016	M8P1494506654210.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932813	MBP1494505064483.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Moved Payments	Error		Can't be Deleted
	9032010	MEP1494504747902.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932807	M8P1494503929685.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Moved Payments	Error		Can't be Deleted
	9932736	M0P1494496341354.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mored Payments	Error		Can't be Deleted
<								>

5. Select the File Name.

NEDBANK .				Help   Chanon Pessivo	erd   Own Account Transfer   Seasion Summary   Sitemap   Print this page   Logout   Quick Links >:
<b>WNEDBANK</b>		Accounts Loans Payments Man	us Buik Payment Buik Transactions Customer Service	s Services Transaction Activities	
		Welcome, Nedbank Client			
	0				12.46-2017 13:52:18 GMT +8200
Bulk File View		Customer ID Details			
		Customer M		Description	
Bulk File Upload		\$0000		KAR	
View Bulk Limit Utilization		File Details			
Utilization		File Reference No	File Name	Bulk Transaction Ident	Sfler Bulk Transaction Identifier Description
		0033004	M8P1494500007955.bxt	50000050MM	PRE DEFINED BENEFICIARY LIST
		History Of File			
		File Status	Updated Date		File Download
		Received	12/05/2017 13 34 27		Ele Download
		Error (DuringPre Processing)	12/05/2017 12:34:34		Vestrar 6
					Cancel
		File Status Description :			
		Received - File Received by Bank , En Authorized - File is Fully Authorized , Rejected by Authorizer	or - Fle Validation Failed , Pre Processing - File is under \ Process - File is under Processing at Bank , Response Ge	lerification , Pre Processed - File Vent neration - Reverse File (Txn Status File	led and Pending for Authorization , Astherization - File is under Authorization , ) generation , Completed - ExecutedRejected , Rejected By Authorizer - File
					7
		Do you want to open or save 715	27711494590029442.txt from seo-ga.nedmalawi.net	2	Open Save Cancel × * 10%

6. Select View Error link.

7. A windows pop up screen will appear - Select to **Open** or **Save** the file download to view the error.

71527711494590029442.txt - Notepad	 ×
File Edit Format View Help	
MIXEDPAYHEADER 1 true	^
MIXEDPAYSIBODY 2 true 3 true 4 true	
MIXEDPAYCONTROL 5 false a. Total Debit Amount And Total Credit Amount Do Not Match	



# **4 TRANSACTIONS AWAITING AUTHORISATION**

#### **Transaction statuses**

A transaction snapshot of all initiated transactions, are available for you to view.

All transaction types are grouped together with the respective statuses.

Transaction history of one year will be available.

SNEDBANK	_			Senare Servers ( Sterner ( Perf. Str. 2005) ( Lossof   Dock Lots, 22
Search Transactions  Transactions	0 101	Versite Transactions	Ľ	16-63 2017 16:53 in GMT +0300 Verw Ry [Transaction (Status: V]
	2	Rollated Transactions Transaction Type fluids bland Physicelle 4 Physicells to Other Bank Accounts	Reduce Under Bründe Come	Cenard 1 (Fe Lovi) 1 2

- 1. Go to Transaction Activities.
- 2. Select Transactions.
- 3. Select Initiated Transactions.
- 4. Select the transaction type = **Bulk Mixed Payments**.
- 5. Transaction statuses:

Accepted	_	applicable to non-payment transactions
Completed	_	payment transactions with payment confirmations
Initiated	_	transactions that require authorisation
Semi-authorised	_	transactions require an additional level of authorisation
Pending for execution	_	payments awaiting execution
Rejected	_	transactions initiated on the system but rejected
Rejected for Modify	_	the authoriser selected to return the transaction to the initiator
Rejected by Authoriser	_	the authoriser selected to reject the transaction
Expired	_	transactions not authorised within the 7 day period

The reason why transaction were rejected can be viewed as follows:

- Click on the link in the Status Column with the description **Rejected**.
- Select the transaction and click on the e-banking reference number link.
- The audit detail section and note column will show the reason why the transaction was rejected.



#### Transactions awaiting authorisation

Here you can see a list of transactions that require authorisation. A user with authorisation rights must log in, go to **Transaction activities** and select **Transactions to authorise**.

The authoriser will have the following options:

- Authorise the transaction.
- Reject the transaction.
- Depending on the transaction type, there will be an option Send to Modify which will allow the initiator of the transaction to copy the transaction and make modifications before resubmitting for authorisation again.

© NEDBANK	Hels i Quen Account Transfer i Sension Summary i Stemas i Pret Pin sense i Leoport i Internation Achieve 🗸 🗸	
MEDDANK	Transaction Activities Accounts Loans Payments Manual Trade Finance Bulk Transactions Castomer Services	
	Welco DR Hane Sumare 3	
Search Transactions     Transactions	Defization Transactions     C2-03-2017 Sozial S Call + 0000     View By     Transaction Status     View By     Transaction Status     View Distribution     View Distribution	Information Bar

Go to View transactions to see all transactions in all statuses initiated and authorised by all users.

Transactions awaiting authorisation must be approved within seven working days. If a transaction is not approved within seven working days, the transaction will be deleted, and will have to be re-captured.