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THINGS  
HAPPEN



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# BETTER BANKING FOR YOU

*HAPPEN*

## BULK PROCESSING GUIDE

Enjoy improved Internet Banking experience with our NEW Banking System.



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# INTRODUCTION

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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	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Anusa	042010000356	070002	22333.06	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Asedi	21000018508	070002	5000.00	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Azizi	21000035405	070002	300.99	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
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.

### b. Upload the CSV file

The screenshot shows the NEDBANK Bulk Upload interface. The top navigation bar includes links for Accounts, Loans, Payments, Manual Bulk Payment, Bulk Transactions, Customer Services, Services, and Transaction Activities. The main heading is "Welcome, Nedbank Client". The left sidebar contains links for Bulk File View, Bulk File Upload, and View Bulk Limit Utilization. The main content area is titled "Bulk Upload" and includes a date "12-05-2017 11:47:59 GMT +0200". Below the heading, there is a section for "Select the type of upload file" with a dropdown menu set to "CSV". A text box below this contains the instructions: "Bulk Upload Transaction can be used to post bulk transaction Entries to the system for Processing. Uploaded file can be of .txt or .csv type. Please click on proceed button and upload your file in the next page." At the bottom right, there is a "Proceed" button.

Numbered callouts in the image:

1. Points to the "Bulk Transactions" link in the top navigation bar.
2. Points to the "Bulk File Upload" link in the left sidebar.
3. Points to the "CSV" dropdown menu under "Select the type of upload file".
4. Points to the "Proceed" button at the bottom right.

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

The screenshot shows the NEDBANK Bulk Transaction Upload page. The interface includes a top navigation bar with links like 'Accounts', 'Loans', 'Payments', and 'Bulk Transactions'. The main content area is titled 'File Upload' and contains several form fields and buttons. Numbered callouts (5-10) highlight specific elements: 5 points to the 'Bulk Transaction Identifier' dropdown; 6 points to the 'File' dropdown; 7 points to the 'Source Account' dropdown; 8 points to the 'Browse...' button; 9 points to the 'Upload File' field; and 10 points to the 'Submit Payment' button. A disclaimer at the bottom states: '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**.

The screenshot shows the NEDBANK website interface. The top navigation bar includes links for Accounts, Loans, Payments, Manual Bulk Payment, Bulk Transactions (highlighted), Customer Services, Services, and Transaction Activities. Below the navigation bar, there's a section titled "File Upload" with a timestamp "12-05-2017 12:16:53 GMT +0200". A green box labeled "11" highlights the "File Reference No.: 000000" field. Below this, a message states: "File Upload Type: SDD000000VM (CSV BULK FILE UPLOAD)" and "Encoding type used for the upload file: UTF-8". It also lists the uploaded files: "test ETTest 1WhiteSimplex SDIC CSV.csv" and "test ETTest 1WhiteSimplex SDIC CSV.csv". A note at the bottom says: "Note: Please navigate to Bulk Transactions, select Bulk File View and search with the File Reference No. to verify the status of your bulk file." On the left sidebar, under "Bulk File View", there are options for "Bulk File Upload", "View Bulk List", and "Utilization". At the bottom right, a green box labeled "12" highlights a button with a magnifying glass icon.

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**.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



## 2 BULK PAYMENTS – CAPTURE MANUAL ENTRIES

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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 Instruction	View Standing Instructions created from the function Pre Defined Payee or Free Format

### 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.

The screenshot shows the Nedbank web interface. The top navigation bar includes 'Manual Bulk Payment', 'Bulk Transactions', 'Customer Services', 'Services', and 'Transaction Activities'. The left sidebar has options: 'Cancel SI Bulk', 'Pre Defined Payee', 'Maintain Beneficiary List' (highlighted with a green box and number 2), and 'View Bulk Standing Instruction'. The main area is titled 'Beneficiary List Maintenance'. It has a 'Beneficiary List Type' dropdown menu (highlighted with a green box and number 3) with options: 'Payments to Accounts at this Bank', 'Payments to Accounts at this Bank and Payments to Other Bank Accounts' (selected), and 'Payments to Other Bank Accounts'. Below this is a 'Beneficiary List Name' input field. A 'Create Beneficiary List' button is highlighted with a green box and number 4. A 'Search' button is at the bottom right. The top right shows the date and time: '12-06-2017 12:32:52'.

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**.

The screenshot shows the 'Maintain Beneficiary List' screen. It has a 'Beneficiary List Type' dropdown set to 'Payments to Accounts at this Bank and Payments to Other Bank Accounts'. Below is a 'Beneficiary List Name' input field (highlighted with a green box and number 5). The main area is divided into two columns: 'Unassigned Beneficiary' and 'Assigned Beneficiary'. The 'Unassigned Beneficiary' column contains a list of beneficiaries with their names and account numbers. The 'Assigned Beneficiary' column is currently empty. Between the columns are three buttons: '<<', '>>', and '<>'. The '>>' button is highlighted with a green box and number 6. At the bottom right, there are 'Cancel' and 'Create' buttons. The 'Create' button is highlighted with a green box and number 7. The top right shows the date and time: '12-06-2017 12:31:47 GMT +0200'.

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 <<.
7. Click on **Create**.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



## b. Capture the payment detail

### Screen 1

The screenshot shows the 'Manual Bulk Payments Pre-Defined' interface. It includes a sidebar with options like 'Pre Defined Payee', 'Maintain Beneficiary List', and 'View Bulk Standing Instruction'. The main area contains fields for 'Initiate To', 'Existing Batch', 'Existing Beneficiary List', 'Bulk Identifier', 'Batch Name', 'Source Account', 'Payment Value Date', 'SI Setup', 'My Statement Description', and a 'Next' button. Numbered callouts (1-9) highlight specific elements: 1 points to the 'Manual Bulk Payments Pre-Defined' title; 2 points to the 'Pre Defined Payee' sidebar option; 3 points to the 'Existing Beneficiary List' dropdown; 4 points to the 'Bulk Identifier' dropdown; 5 points to the 'Batch Name' field; 6 points to the 'Source Account' dropdown; 7 points to the 'Payment Value Date' field; 8 points to the 'My Statement Description' field; and 9 points to the 'Next' button.

1. Go to **Manual Bulk Payment**.
  2. Select **Pre Defined Payee**.
  3. 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**.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



## Screen 2

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/Code	Transfer Amount	Notifier Email	Notifier Mobile	Beneficiary Statement Description	Beneficiary Name
<input type="checkbox"/> 227594582657779	2100000	SMALL MEDIUM ENTERPRISE	1.00			Kama 1	CRDA TIVE P
<input type="checkbox"/> 440270313657779	2100021	SMALL MEDIUM ENTERPRISE	2.00			Kama 1	PRON KINGS
<input type="checkbox"/> 18619383657790	2100037	SMALL MEDIUM ENTERPRISE	3.00			FAIMECIB TRIBUTORS	FAIMECIB TR
<input type="checkbox"/> 594347903657781	2100005	NEDBANK BUSINESS BANKING	4.00			OLEB01	OLENG MAY

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

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.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



### 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

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**.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



## View bulk standing instruction

- 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:

The screenshot shows the 'Cancel Bulk Standing Instruction' form in the Nedbank system. The form is titled 'Cancel Bulk Standing Instruction' and includes a 'Search Criteria' section. The search criteria fields are: Bulk Transaction Identifier (dropdown), Batch Name (text input), Source Account (dropdown), Frequency (dropdown), First Execution Date From (date input), and Last Execution Date To (date input). A 'Search' button is located at the bottom right. Numbered callouts indicate the following steps: 1. Go to Manual Bulk Payment. 2. Select Cancel SI bulk function. 3. Select the Bulk transaction identifier. 4. Enter the Batch name. 5. Select the Source account. 6. Select the First and Last execution date. 7. Click on 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**.

The screenshot shows the search results table. The table has columns: Batch, Batch number, Source Account, Start Date, End Date, Next Execution Date, Frequency, and Initiator. A single record is displayed for Batch MAY3, Batch number 0032797, Source Account 2100000506 - 200, Start Date 12-05-2017 00:00:00, End Date 29-12-2017 00:00:00, Next Execution Date 12-06-2017 00:00:00, Frequency Monthly, and Initiator 3000026794. Numbered callouts indicate the following steps: 8. Select the standing instruction. 9. Click on Cancel and Confirm the cancellation on the next page.

Batch	Batch number	Source Account	Start Date	End Date	Next Execution Date	Frequency	Initiator
MAY3	0032797	2100000506 - 200	12-05-2017 00:00:00	29-12-2017 00:00:00	12-06-2017 00:00:00	Monthly	3000026794

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.

Where user authorisation levels are applicable within your company, the transaction will be awaiting authorisation.



#### 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:

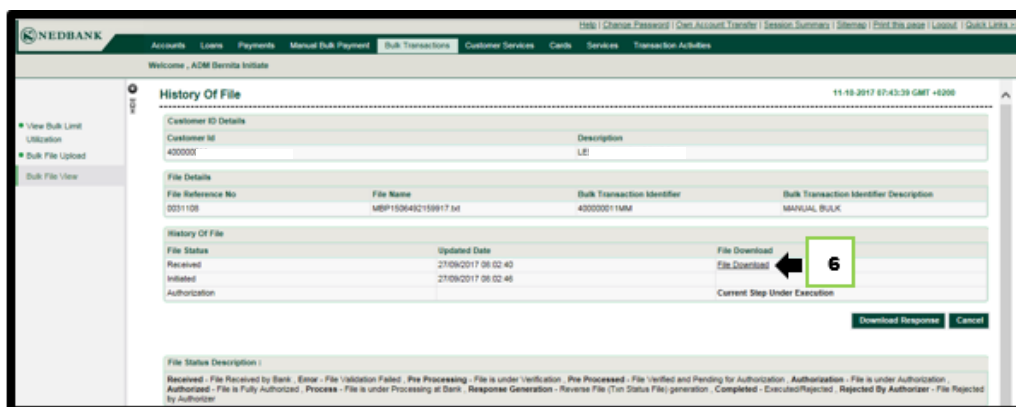
- If you want to use the same batch you used for the previous month, day or week etc. as it is.
- You have lost/misplaced your file on your laptop and want to retrieve and use the same batch you used before.
- If you want to change the same batch file you used before and add more beneficiaries to the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

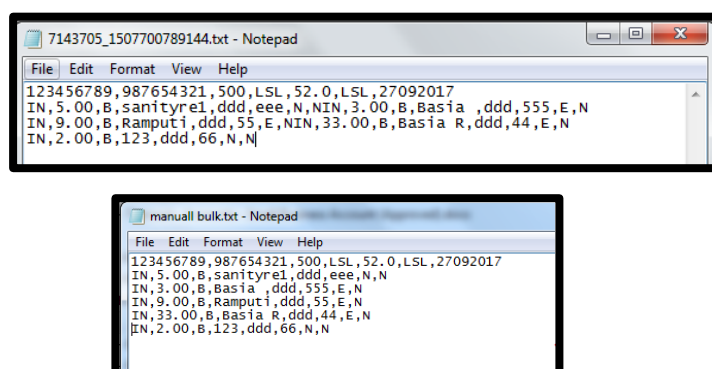
The screenshot shows the Nedbank Bulk File View interface. The top navigation bar includes links for Accounts, Loans, Payments, Manual Bulk Payment, Bulk Transactions, Customer Services, Cards, Services, and Transaction Activities. The main header displays 'Bulk File View' and a timestamp '20-09-2017 14:38:16 GMT +0300'. Below the header, there's a section for 'Customer ID Details' with fields for Customer ID (400000011) and Description (LESOTHO HIGH SCHOOL). A 'Search Criteria' section contains fields for File Name, Bulk Transaction Identifier (400000011NM (CSV BATCH UPLOAD)), Transaction Type (All), File Processing Status (Completed), File Reference No (0020718), Upload Start Date, and Upload End Date. A 'Search' button is located to the right of these fields. Below the search criteria, there are instructions: '\* Click on File Reference Number to view the file records.' and '\*\* Click on File Name to view the file history.' A table at the bottom lists file records with columns: File Reference Number, File Name, Bulk Transaction Identifier, Total Amount, Total Records, Transaction Type, Value Date, File Status, and Source Account. The first record shown is for File Reference Number 0020718, File Name C:\Users\rofl18561\Desktop\Lesotho CSV\_11 Sep.xls, Bulk Transaction Identifier 400000011NM (CSV BATCH UPLOAD), Total Amount 23.00, Total Records 6, Transaction Type Bulk Mixed Payments, Value Date 20-09-2017, File Status Completed, and Source Account 22000243578.

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.

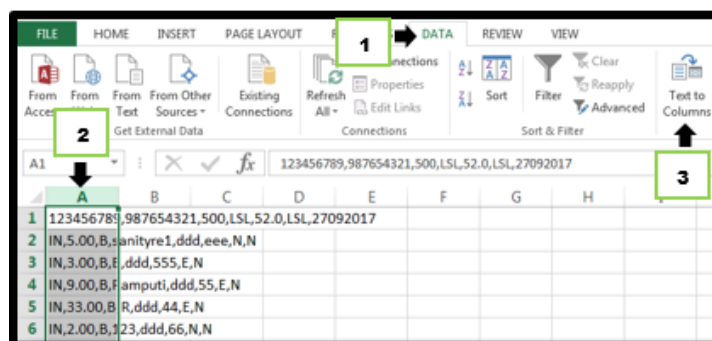


6. Click on File download. A pop out screen will show, with the option to open or save the file download.

### Notepad screen

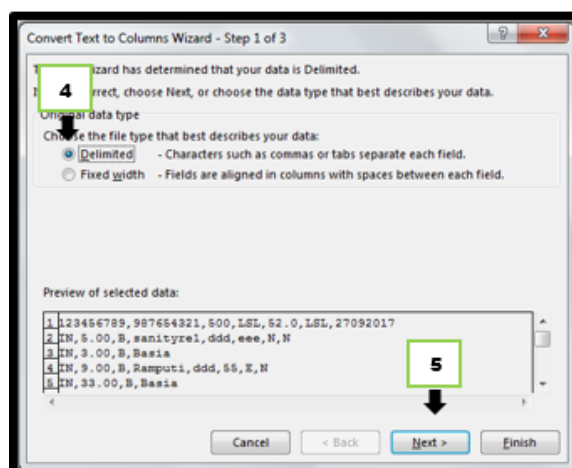


Sort out the data, each row must have a single beneficiary as the screen above. **Select** all the data and copy them to an excel spread sheet.

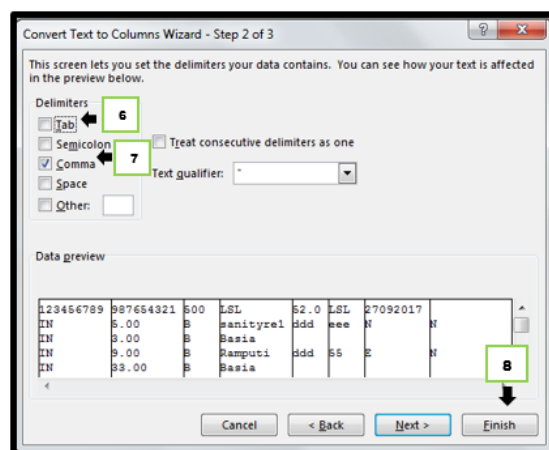


1. Click on **Data**.
2. Select the first Column (Select from row 1 – row 6 in column A).
3. Click on **Text to Columns**.

The below screen will appear.



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



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**.

	A	B	C	D	E	F	G	H
1	123456789	987654321	500	LSL	52	LSL	27092017	
2	IN	987654321	B	sanityre1	ddd	eee	N	N
3	IN	987654321	B	Basia				
4	IN	987654321	B	Ramputi	ddd	55	E	N
5	IN	987654321	B	Basia				
6	IN	987654321	B	123	ddd	66	N	N

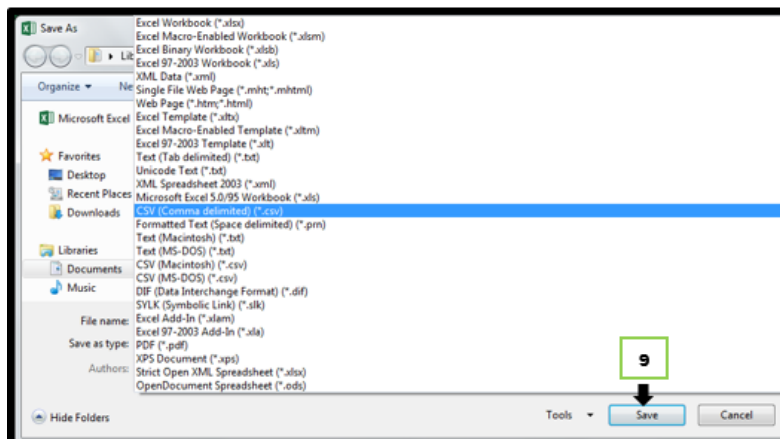
The beneficiary details should be tabulated as above

**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

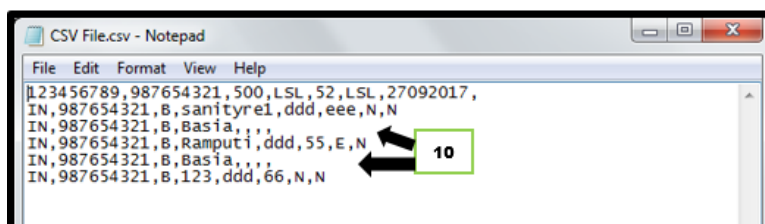


- Make sure the file name is unique, to avoid errors of the file being a duplicate when trying to upload your file.

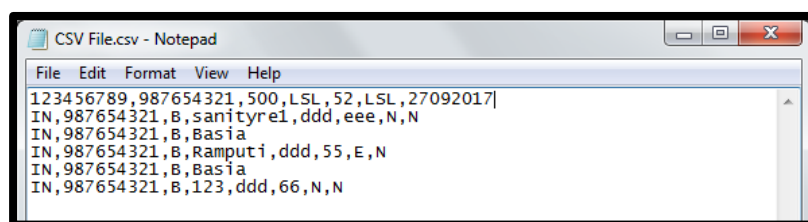


9. Save the excel file as a CSV (Comma delimited) (\*.csv) format, without any column headings.

Reopen the CSV file in notepad.



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



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"



**Bulk File View**

Customer ID Details  
Customer ID: 4000000  
Description: L&L

Search Criteria  
File Name:  Bulk Transaction Identifier: 400000011NM (CSV BATCH UPLOAD) Transaction Type: All File Processing Status: Initiated  
File Reference No:  Upload Start Date:  Upload End Date:

Records 1 to 10 of 25 Page 1 of 3

File Reference Number	File Status	File Name	Total Amount	Total Records	Value Date	Source Account	Bulk Transaction Identifier	Delete File
0002348	Initiated	C:\Users\col16922\Pictures\new PCDB new note.txt	45.0	3	09-10-2017	22000243578	400000011NM (CSV BATCH UPLOAD)	Can't be C
0002348	Initiated	C:\Users\col16922\Pictures\new PCDB new note.txt	45.0	3	09-10-2017	22000243578	400000011NM (CSV BATCH UPLOAD)	Can't be C
0002348	Initiated	CSV.txt	9.0	2	02-10-2017	22000087387	400000011NM (CSV BATCH UPLOAD)	Can't be C
0001426	Initiated	bulkfileprocesssing.txt	9.0	2	27-09-2017	22000087387	400000011NM (CSV BATCH UPLOAD)	Can't be C
0001426	Initiated	C:\Users\col16922\Desktop\Internet Banking Corporate Site.txt	25.0	2	27-09-2017	22000243578	400000011NM (CSV BATCH UPLOAD)	Can't be C

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

**History Of File**

Customer ID Details  
Customer ID: 4000000  
Description: L&L

File Details  
File Reference No: 0002348  
File Name: C:\Users\col16922\Pictures\new PCDB new note.txt  
Bulk Transaction Identifier: 400000011NM  
Bulk Transaction Identifier Description: CSV BATCH UPLOAD

History Of File  
File Status: Initiated  
Updated Date: 09-10-2017 12:50:02  
File Download: [Download](#)  
File Download: [Download](#)  
Current Step Under Execution

File Status Description:  
Received - File Received by Bank - Error - File Validation Failed - Pre Processing - File is under Verification - Pre Processed - File Verified and Pending for Authorization - Authorization - File is under Authorization - Authorized - File is Fully Authorized - Process - File is under Processing at Bank - Response Generation - Reverse File (For Status File) generation - Completed - Executed/Rejected - Rejected By Authorizer - File Rejected by Authorizer

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

File Edit Format View Help

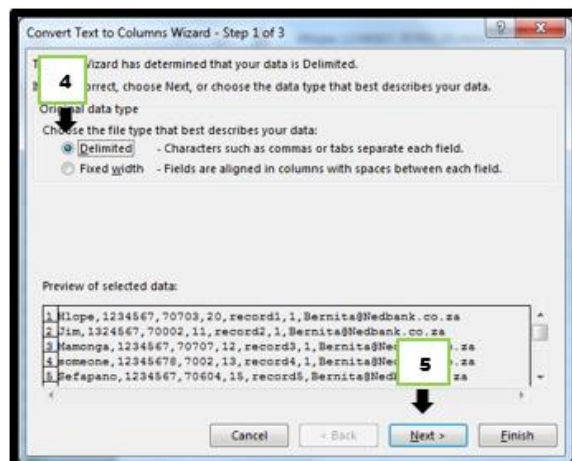
Hlope,1234567890,390161,8,ropp2u22,1,Bernita@Nedbank.co.za  
Jim,987654321,390161,1,repord1p1,1,Bernita@Nedbank.co.za  
Mamonga,123456789,70703,12,record3,1,Bernita@Nedbank.co.za  
Someone,1234567809,70002,13,record4,1,Bernita@Nedbank.co.za  
Sefapano,1234567089,70604,15,record5,1,Bernita@Nedbank.co.za  
Basia,1234567980,70002,2,record6,1,Bernita@Nedbank.co.za

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

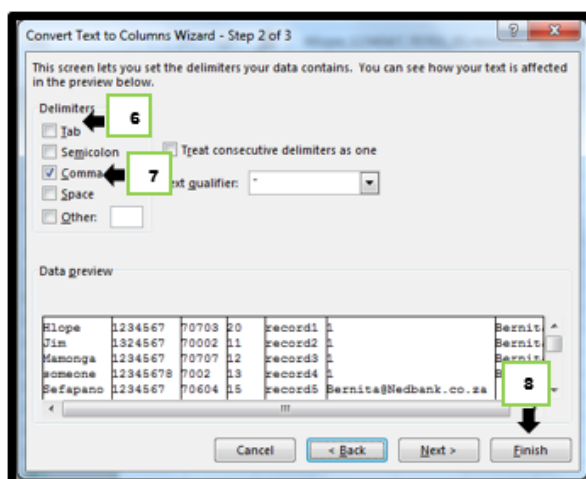
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Hlope,21000030338,390161,103000,record 2,1,Bernita@Nedbank.co.za													
2	Jim,9202501348,390161,23,record 3,1,Bernita@Nedbank.co.za													
3	Mamonga,1,92025002573,390161,13,record 4,1,Bernita@Nedbank.co.za													
4	Someone,62593584884,280061,14,record 5,1,Bernita@Nedbank.co.za													
5	Someone,79219075790,632005,5020000,record 6,1,Bernita@Nedbank.co.za													
6	Basia,2100082918,390161,16,record 1,1,Bernita@Nedbank.co.za													



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**.



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**.

A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.

- 
- A close-up, horizontal photograph showing a person's right hand typing on a silver laptop keyboard. The hand is positioned over the keyboard, with fingers pressing down on the keys. The laptop is resting on a wooden surface. The background is slightly blurred, showing a dark, rounded object, possibly a bag or a piece of furniture. The lighting is soft and natural, coming from the right side.

## b. View and print transaction detail

**Bulk File View**

Customer ID Details: 40000011

Search Criteria:

- File Name: [Empty]
- Bulk Transaction Identifier: 40000011WM (CSV BATCH UPLOAD)
- Transaction Type: All
- File Processing Status: Completed

File Reference No: 0030718

Upload Start Date: [Empty]

Upload End Date: [Empty]

Search

Records 1 to 1 of 1

File Reference Number	File Name	Bulk Transaction Identifier	Total Amount	Total Records	Transaction Type	Value Date	File Status	Source Account
0030718	C:\Users\col15561\Desktop\Lesotho CSV - 11 Sep.txt	40000011WM (CSV BATCH UPLOAD)	23.00	6	Bulk Mixed Payments	20-09-2017	Completed	22000243578

- Go to Bulk Transactions.
- Select Bulk File View.
- To search for a specific file, enter the File Reference No.
  - The file reference View number you copied after making the transaction.
- Click on **Search**.
- 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.

<input type="checkbox"/>	File Reference Number	File Name	Bulk Transaction Identifier	Total Amount	Total Records	Transaction Type	Value Date	File Status	Source Account
<input checked="" type="checkbox"/>	0030718	C:\Users\col15561\Desktop\Lesotho CSV - 11 Sep.txt	40000011WM (CSV BATCH UPLOAD)	23.00	6	Bulk Mixed Payments	20-09-2017	Completed	22000243578
<input type="checkbox"/>	0030713	C:\Users\col15561\Desktop\Batsa CSV - 11 Sep.txt	40000011WM (CSV BATCH UPLOAD)	91.00	6	Bulk Mixed Payments	20-09-2017	Completed	22000243578
<input type="checkbox"/>	0030712	C:\Users\col15561\Desktop\Batsa CSV - 11 Sep.txt	40000011WM (CSV BATCH UPLOAD)	81.00	6	Bulk Mixed Payments	20-09-2017	Completed	22000243578
<input type="checkbox"/>	0030627	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	29.00	10	Bulk Mixed Payments	19-09-2017	Completed	22000243578
<input type="checkbox"/>	0030628	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	29.00	10	Bulk Mixed Payments	19-09-2017	Completed	22000243578
<input type="checkbox"/>	0030616	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	29.00	10	Bulk Mixed Payments	19-09-2017	Completed	22000243578
<input type="checkbox"/>	0030417	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	121.00	10	Bulk Mixed Payments	15-09-2017	Completed	22000087367
<input type="checkbox"/>	0030415	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	28.00	10	Bulk Mixed Payments	14-09-2017	Completed	22000087367
<input type="checkbox"/>	0030414	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	28.00	10	Bulk Mixed Payments	14-09-2017	Completed	22000087367
<input type="checkbox"/>	0030318	C:\Users\col15561\Desktop\Batsa CSV - 11 Sep.txt	40000011WM (CSV BATCH UPLOAD)	179.00	6	Bulk Mixed Payments	13-09-2017	Completed	22000243578

Bulk File Record Details

as of 20-09-2017 14:26:14 GMT +0200

File Reference Number \*

File Name \*\*

Bulk Identifier

Amount

No. of Transactions

Transaction Type

Value Date

Status

: 0030718

: C: Usi

: 40000011WM CSV BATCH UPLOAD

: 23.0

: 6

: Bulk Mixed Payments

: 20-09-2017

: Completed

Bulk File Record Details

Name	Record reference number	Amount	Recipient IBAN	Input Value Date	Status	EBanking Reference No.
Hope	0030718000001	5.0	21000030338	20-09-2017	Completed	101491714248065
Jim	0030718000002	1.0	92025001348	20-09-2017	Completed	152867654248067
Mamogali	0030718000003	7.0	92025002573	20-09-2017	Completed	80110894248069
Someone	0030718000004	1.0	62593564884	20-09-2017	Completed	207968254248071
Someone2	0030718000005	8.0	9219075790	20-09-2017	Completed	934631714248073
Batsa	0030718000006	1.0	21000082918	20-09-2017	Completed	952075014248075

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

### c. Bulk Payment Batch Items Payment Confirmation

MANUAL BULK PAYMENT BULK TRANSACTIONS CUSTOMER SERVICES

Welcome, Nedbank Client

100000050 KAN

Search Criteria

File Name Bulk Transaction Identifier Transaction Type File Processing Status

File Reference No Upload Start Date Upload End Date

Search Clear

\* Click on a Bulk Transaction Identifier (BTID) to view all the files uploaded under this BTID.  
 \*\* Click on any of the links in the file status column to view the details within.

Bulk File Summary

Bulk Transaction Identifier *	Transaction Type	File Status **	No. of Files
000000050MM (PRE DEFINED BENEFICIARY LIST)	Bulk Wixed Payments	Received	1
	Bulk Wixed Payments	Completed	
	Bulk Wixed Payments	Error	
000000050VM (CSV BULK FILE UPLOAD)	Bulk Wixed Payments	Completed	
	Bulk Wixed Payments	Error	0

File Status Description :

Received - File Received by bank and Under Verification - Error - File Validation Failed - Pre Processed/Initiated - File Verified and Pending for Authorization - Authorized - File is Fully Authorized - Response Generation - Reverse File (Tax Status File) generation - Completed - Executed/Rejected - Rejected By Authorizer - File Rejected by Authorizer - Deleted - Deleted file

Disclaimer : Only file level uploads can be deleted from this screen, record level uploads can't be deleted.

Continue from the **View and print transaction detail.**

4. Select the Completed **File status**.

**NEDBANK** Accounts Loans Payments Manual Bulk Payment Bulk Transactions Customer Services Cards Services Transaction Activities

Welcome - MR Pavesi Corp

[View Bulk List](#)  
[Bulk File Upload](#)  
[Bulk File View](#)

Click on File Reference Number to view the file records.  
 Click on File Name to view the file history.

Records 1 to 10 of 25 Page 1 of 3

File Reference Number	File Name	Bulk Transaction Identifier	Total Amount	Total Records	Transaction Type	Value Date	File Status	Source
0030713	C:\Users\ref11389\Documents\Refra1\Leadsa CSV 11 Sep.doc	400000011W (CSV BATCH UPLOAD)	23.00	6	Bulk Used Payments	28-09-2017	Completed	2200024367
0030713	C:\Users\ref11389\Documents\Refra1\Leadsa CSV.doc	400000011W (CSV BATCH UPLOAD)	91.00	6	Bulk Used Payments	28-09-2017	Completed	2200024367
0030712	C:\Users\ref11389\Documents\Refra1\Leadsa CSV.doc	400000011W (CSV BATCH UPLOAD)	81.00	6	Bulk Used Payments	28-09-2017	Completed	2200024367
0030567	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	29.00	10	Bulk Used Payments	18-09-2017	Completed	2200024367
0030569	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	29.00	10	Bulk Used Payments	18-09-2017	Completed	2200024367
0030638	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	29.00	10	Bulk Used Payments	18-09-2017	Completed	2200024367
0030347	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	821.00	10	Bulk Used Payments	15-09-2017	Completed	2200008739
0030345	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	28.00	10	Bulk Used Payments	14-09-2017	Completed	2200008739
0030344	bulMroccosaccapoc361	400000011W (CSV BATCH UPLOAD)	28.00	10	Bulk Used Payments	14-09-2017	Completed	2200008739
0030318	C:\Users\ref11389\Documents\Refra1\Book1.doc	400000011W (CSV BATCH UPLOAD)	170.00	6	Bulk Used Payments	13-09-2017	Completed	2200024367

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 All

Records 1 to 6 of 6

Name	Record reference number	Amount	Recipient IBAN	Input Value Date	Status	Banking Reference No.	Our Account Number
Hipe	00307100000001	5.00	21000030338	20-09-2017	Completed	1014917114240065	22000243578
Jim	00307100000002	1.00	92025001348	20-09-2017	Completed	192967684240067	22000243578
Mamongall	00307100000003	7.00	92025002573	20-09-2017	Completed	601108364240069	22000243578
Someone	00307100000004	1.00	62593584884	20-09-2017	Completed	207968254240071	22000243578
Someone2	00307100000005	8.00	9219075790	20-09-2017	Completed	934631714240073	22000243578
Basia	00307100000006	1.00	21000062918	20-09-2017	Completed	962075014240075	22000243578

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

7. Click on **Payment confirmation**.



## d. Error Files

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**.

File Reference Number	File Name	Bulk Transaction Identifier	Total Amount	Total Records	Transaction Type	Value Date	File Status	Source Account	Delete File
0032004	MP149450087955.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032001	MP149452103993.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032019	MP1494520793301.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032002	MP149450031432.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032000	MP1494507726710.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032016	MP1494500054210.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032013	MP1494500044851.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032019	MP1494504747907.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032007	MP149450003605.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		
0032026	MP1494506137054.xls	500000000000 (PRE DEFINED BENEFICIARY LIST)	0	0	Bulk Mixed Payments	Error	Can't be Deleted		

5. Select the **File Name**.

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.



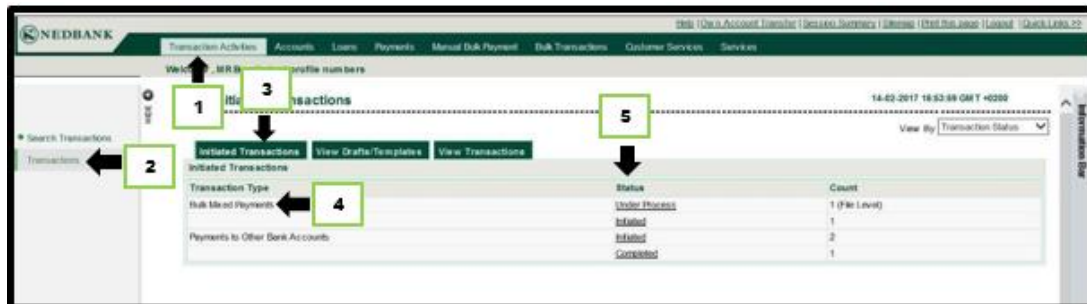
## 4 TRANSACTIONS AWAITING AUTHORISATION

### 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.



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.

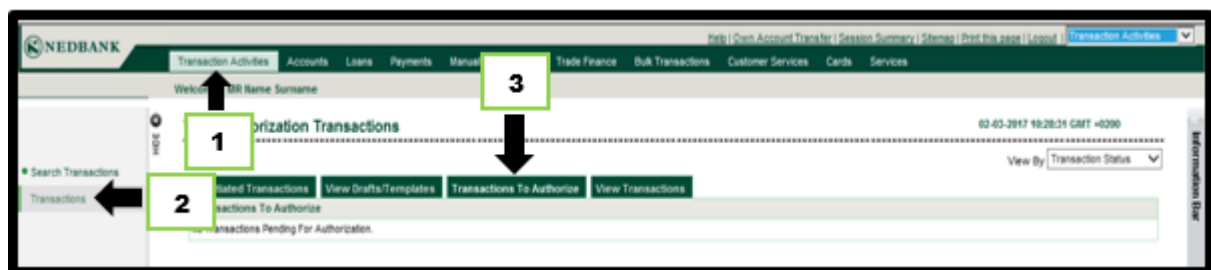


### Transactions awaiting authorisation

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.



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.