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THINGS  
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*MAKING*

# BETTER BANKING FOR YOU

*HAPPEN*

## BULK PROCESSING GUIDE

Enjoy improved Internet Banking experience with our NEW Banking System.



## Contents

INTRODUCTION.....	3
Bulk Payments.....	3
1 BULK PAYMENTS – UPLOAD CSV FILE .....	4
a. Create a CSV file offline .....	4
b. Upload the CSV file.....	5
2 BULK PAYMENTS – CAPTURE MANUAL ENTRIES .....	6
a. Create a beneficiary list.....	7
b. Capture the payment detail.....	8
c. Create a recurring batch - Standing instruction functionality.....	10
d. Re-use a manually created batch (create an upload template with all your beneficiaries for CSV upload).....	12
3 BULK PAYMENT – DASHBOARD.....	18
a. Bulk transaction status .....	18
b. View and print transaction detail.....	19
c. Bulk Payment Batch Items Payment Confirmation .....	20
d. Error Files .....	22
4 TRANSACTIONS AWAITING AUTHORISATION.....	23



# 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	70002	10500.03	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Anusa	042010000356	70002	22333.06	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Asedi	21000018508	70002	5000.00	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Azizi	21000035405	70002	300.99	Salary	1	<a href="mailto:Bernita@Nedbank.co.ls">Bernita@Nedbank.co.ls</a>
Banda	032000029757	70703	33500.89	Salary	2	+2668881112220
Banda	051000005081	00604	61234.9	Salary	2	+2668881112220

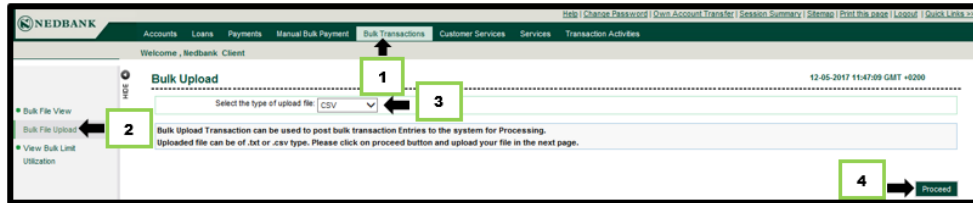
### COLUMN HEADING DESCRIPTIONS

- 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 5 numeric characters allowed. Where the branch/bank code is less than 5 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.

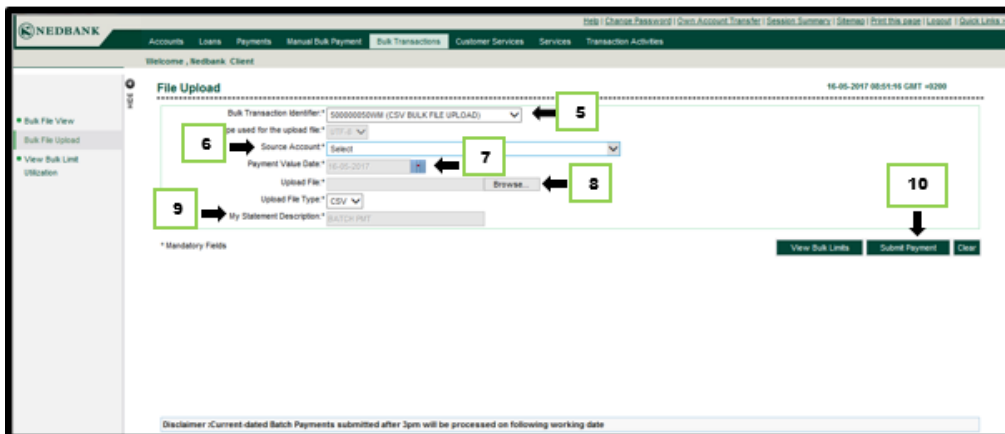
3. Save the file with format CSV (Comma delimited)(\* .csv) without any column headings. In the Example File Layout **ACCOUNT HOLDER NAME, ACCOUNT NUMBER, BRANCH CODE, AMOUNT, BENEFICIARY STATEMENT DESCRIPTION, BENEFICIARY NOTIFICATION METHOD, BENEFICIARY NOTIFICATION DETAIL** are all column headings.
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.



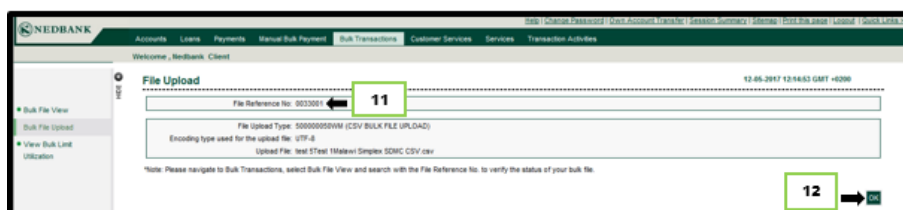
## b. Upload the CSV file



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



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**.



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

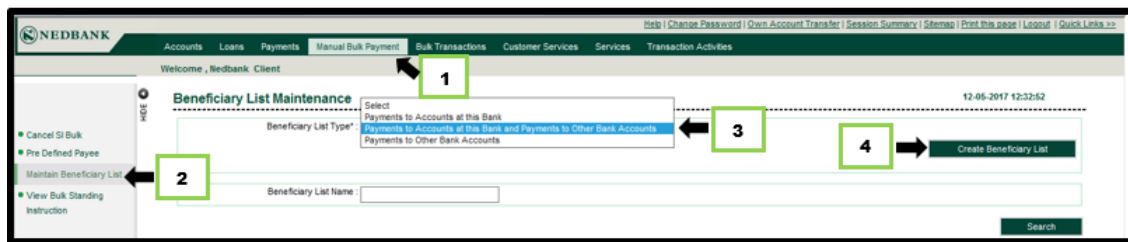
- Here you can submit all payments for processing.

#### 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.

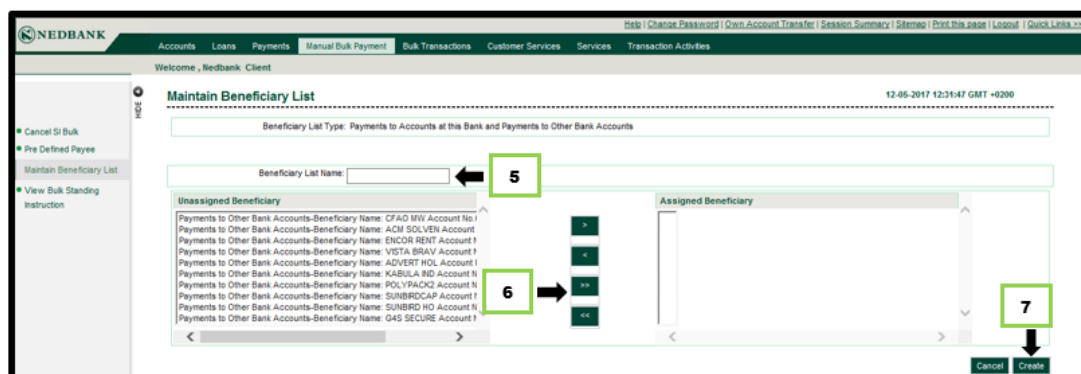


1. Go to **Manual Bulk Payment**.
2. Select **Maintain Beneficiary List**.
3. Click on **Beneficiary List Type** and select **Payments to Accounts at this Bank and Payments to Other Bank Accounts**. **Hint \* This option makes searching easier.**

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**.



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

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

Payment Instruction	Destination Account	Beneficiary Name	Destination Branch/Bank Code	Transfer Amount	Notifier Email	Notifier Mobile	Beneficiary Statement Description	Process Flag
<input type="radio"/> Payment Instruction No 1	21000007	CREDTIVE P	SMALL MEDIUM ENTERPRISE	100			OLEB01	<input type="checkbox"/>
<input type="radio"/> Payment Instruction No 2	21000021	PROCM KNOS	SMALL MEDIUM ENTERPRISE	100			OLEB01	<input type="checkbox"/>
<input type="radio"/> Payment Instruction No 3	21000037	FAME DISTR	SMALL MEDIUM ENTERPRISE	500			OLEB01	<input type="checkbox"/>
<input checked="" type="radio"/> Payment Instruction No 4	21000059	OLENG MV	NEDBANK BUSINESS BANKING	500			OLEB01	<input type="checkbox"/>

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	Beneficiary Statement Description	Beneficiary Name
22789458265779	21000008	SMALL MEDIUM ENTERPRISE	1.00			Kansai Pte Ltd	CREDTIVE P
44027031365779	21000021	SMALL MEDIUM ENTERPRISE	2.00			Kansai Pte Ltd	PROCM KNOS
195193585779	21000037	SMALL MEDIUM ENTERPRISE	3.00			FAME DISTRIBUORS	FAME DISTR
59434790365779	21000059	NEDBANK BUSINESS BANKING	4.00			OLEB01	OLENG MV

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

**Manual Bulk Payments Pre Defined Confirm**

Bulk Transaction Identifier: 50000005000 (PRE DEFINED BENEFICIARY LIST)  
 Payment Date: 12-05-2017  
 Batch Reference Number: 57774385857979  
 Batch Name: batch2  
 Transaction Type: Single Debit Multiple Credit  
 Payment Type: Bulk Inward Payments  
 Source Account: 21000000  
 Batch Year: 2017  
 Total Batch Refs: 4  
 Payment Date: 12-05-2017  
 File Reference No: 0033004

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

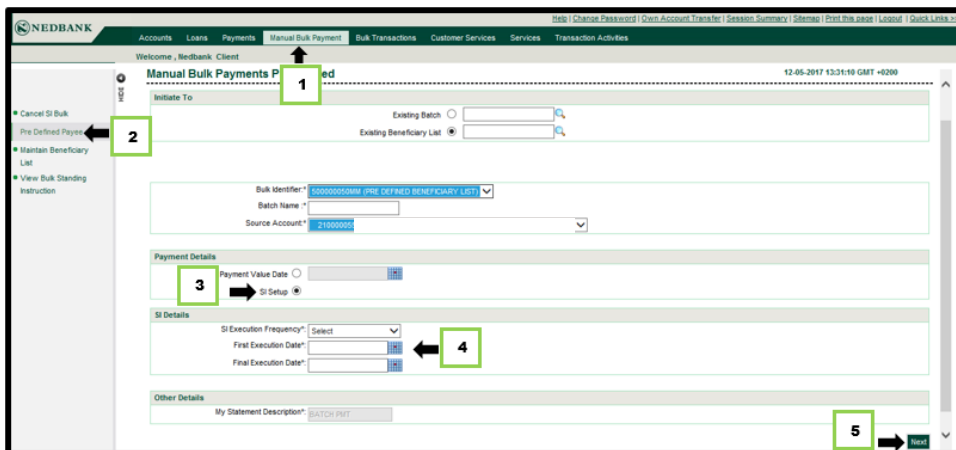
Standing Instructions are recurring payments in set frequencies.

- 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



The screenshot shows the 'Manual Bulk Payments' form in the NEDBANK system. The form is titled 'Manual Bulk Payments' and includes several sections: 'Initiate To', 'Payment Details', 'SI Details', and 'Other Details'. Five green boxes with numbers 1 through 5 are placed on the form to indicate key steps: 1 points to the 'Manual Bulk Payments' header; 2 points to the 'Pre Defined Payee' option in the 'Initiate To' section; 3 points to the 'SI Setup' radio button in the 'Payment Details' section; 4 points to the 'SI Execution Frequency' dropdown menu in the 'SI Details' section; and 5 points to the 'Next' button at the bottom right of the form.

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.

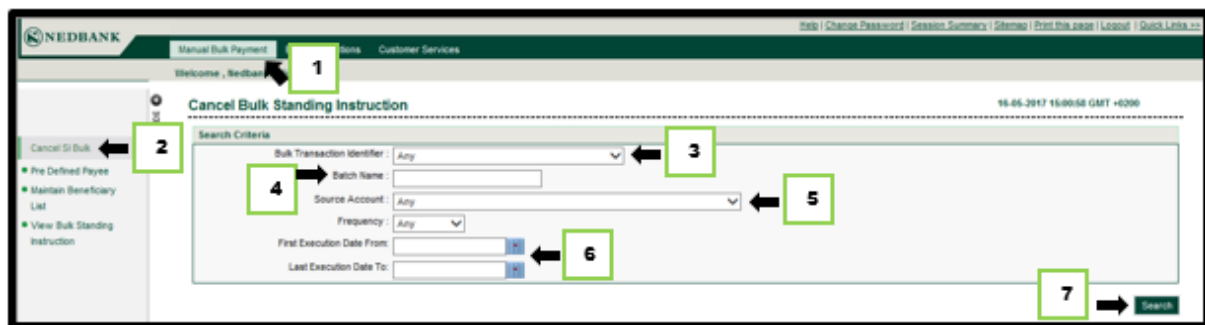


### View bulk standing instruction

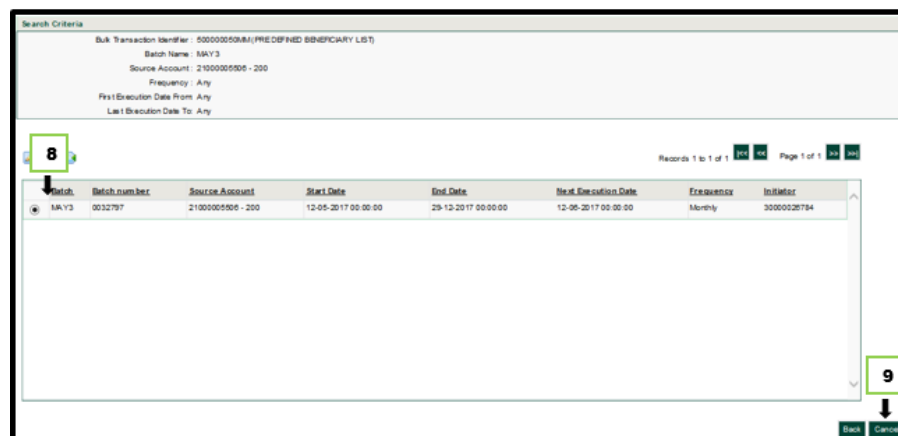
- Go to View **bulk standing instruction**.
- Search for all your captured Standing instructions.

### Cancel the standing instruction

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



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**.



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)

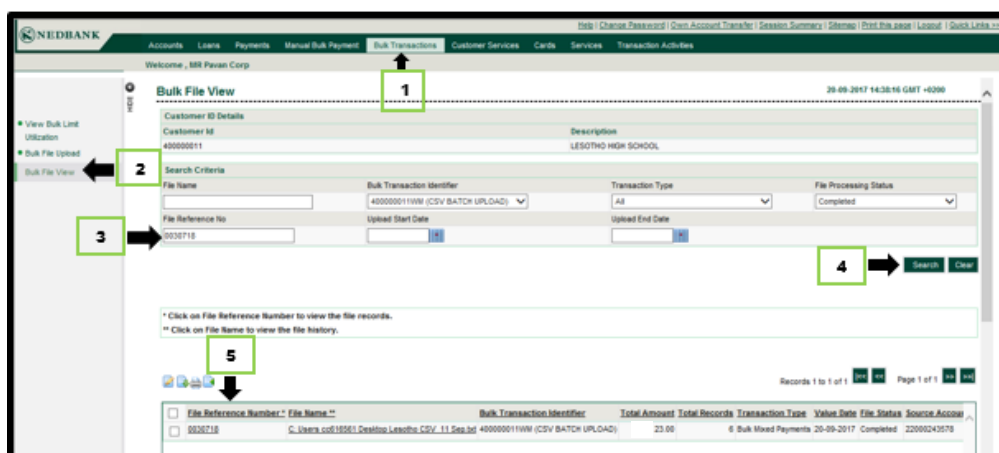
You will be able to reuse a manually created batch to create a template for CSV file type upload. You can change the amounts or add more beneficiaries to the template where required.

#### When to reuse a batch using a template:

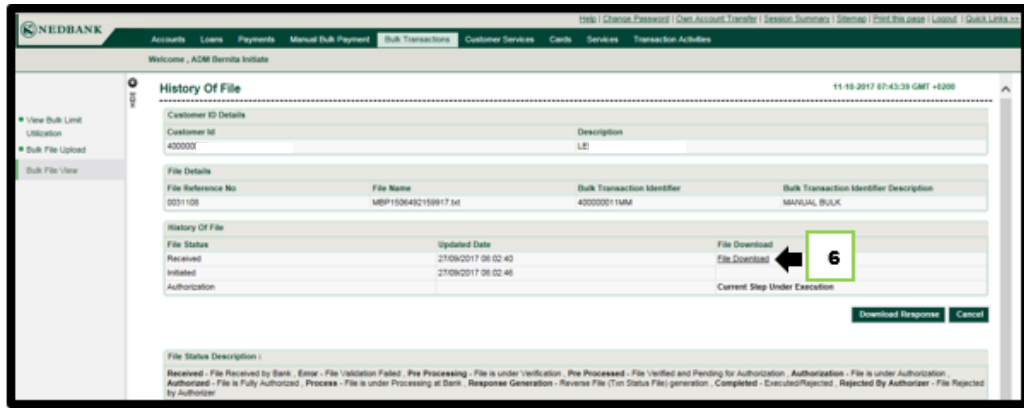
- If you want to use the same batch you used for the previous month, day or week etc. as it is.
- You have lost/misplaced your file on your laptop and want to retrieve and use the same batch you used before.
- If you want to change the same batch file you used before and add more beneficiaries to the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

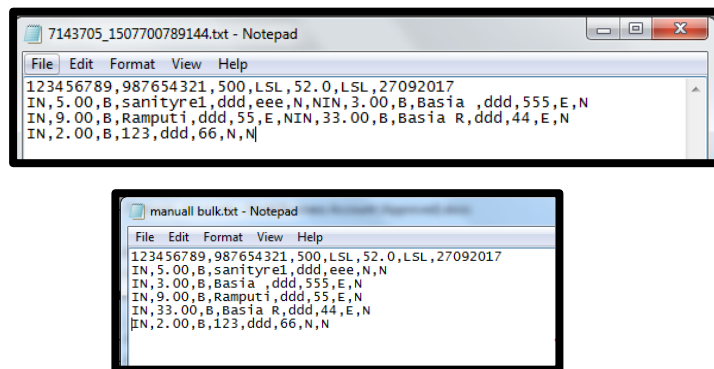


1. Go to **Bulk Transactions**.
2. Select **Bulk File View**.
3. To search for a specific file, enter the File Reference No or File name or search by Date.
  - The file reference number is the number you copied after making the transaction.
4. Click on Search.
5. File Status: **Initiated**. Select file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

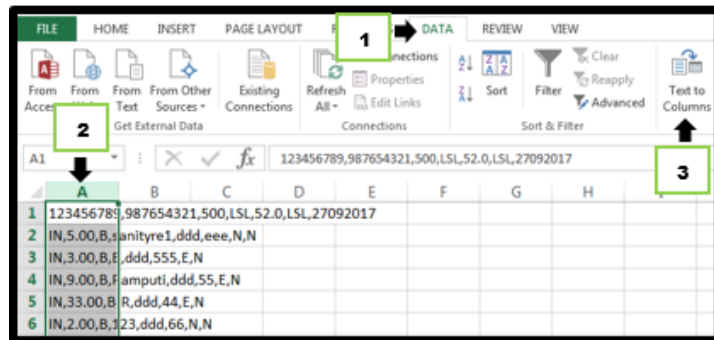


6. Click on File download. A pop out screen will show, with the option to open or save the file download.

### Notepad screen

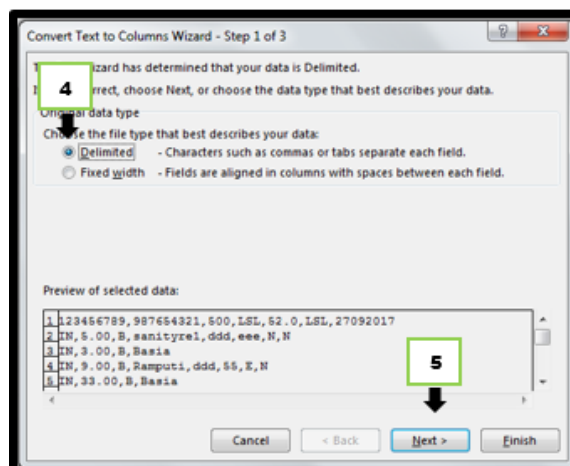


Sort out the data, each row must have a single beneficiary as the screen above. **Select** all the data and copy them to an excel spreadsheet.

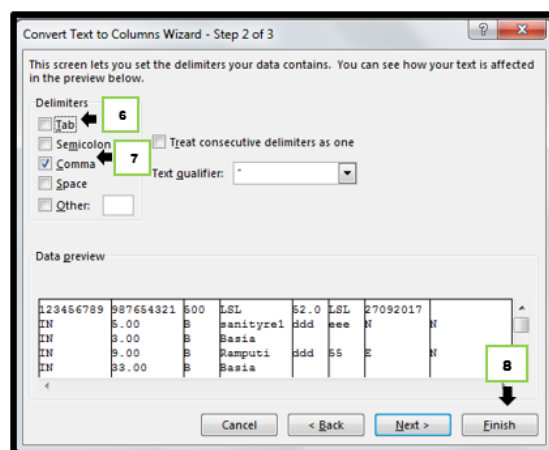


1. Click on **Data**.
2. Select the first Column (Select from row 1 – row 6 in column A).
3. Click on **Text to Columns**.

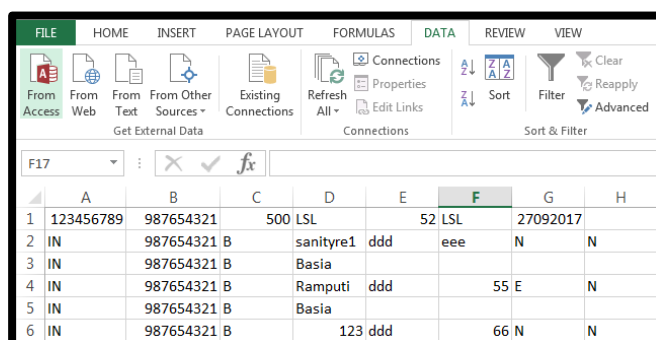
The below screen will appear.



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**.

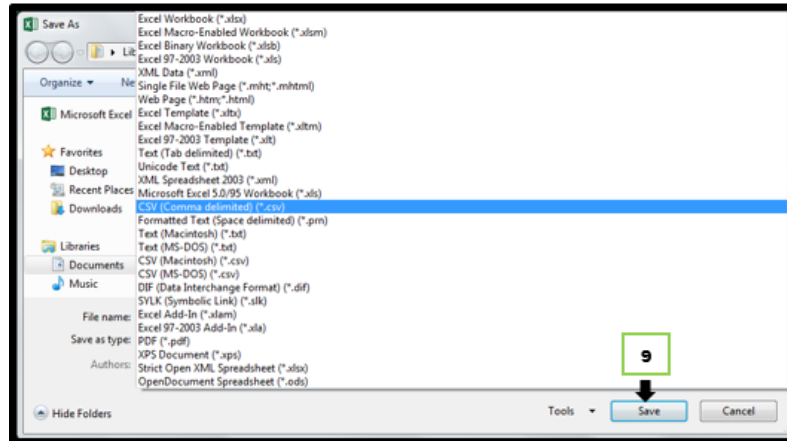


The beneficiary details should be tabulated as above

**Please note:**

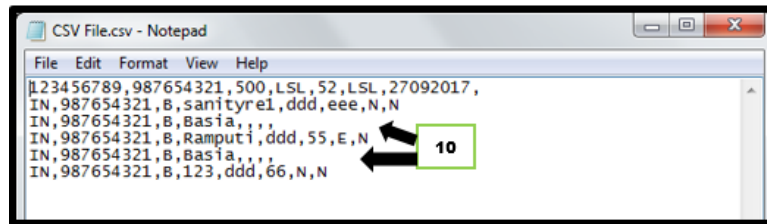
- Every single beneficiary detail should be in a separate row as per the above screen.
- Always ensure the account number and branch/bank code is displayed correctly to avoid rejections

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

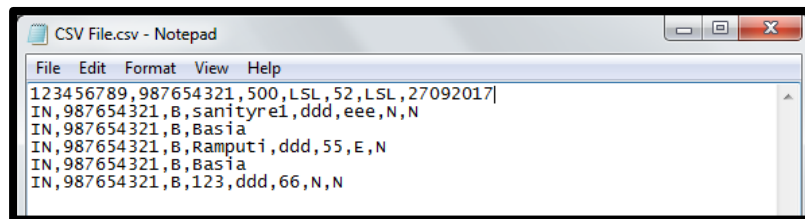


9. Save the excel file as a CSV (Comma delimited) (\*.csv) format, without any column headings.

Reopen the CSV file in notepad.



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

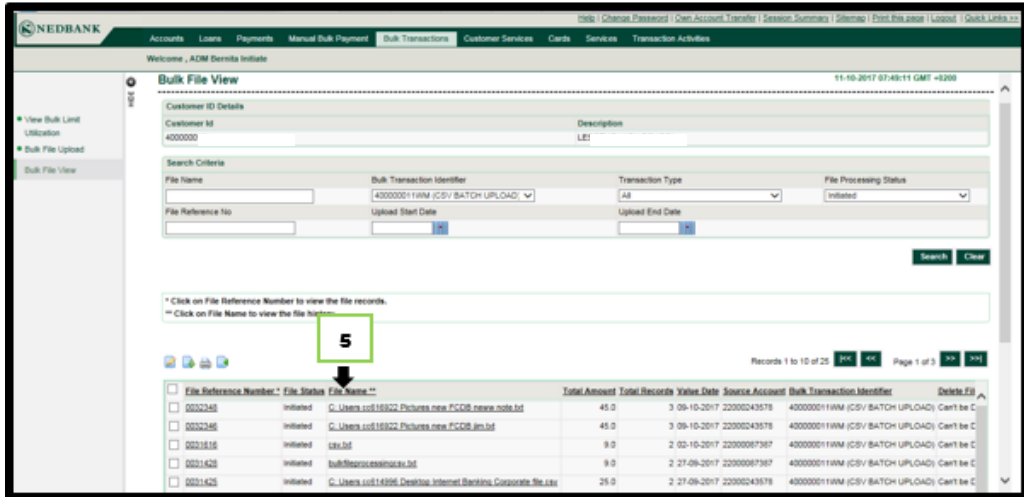


Once the layout is correct, save the notepad file.

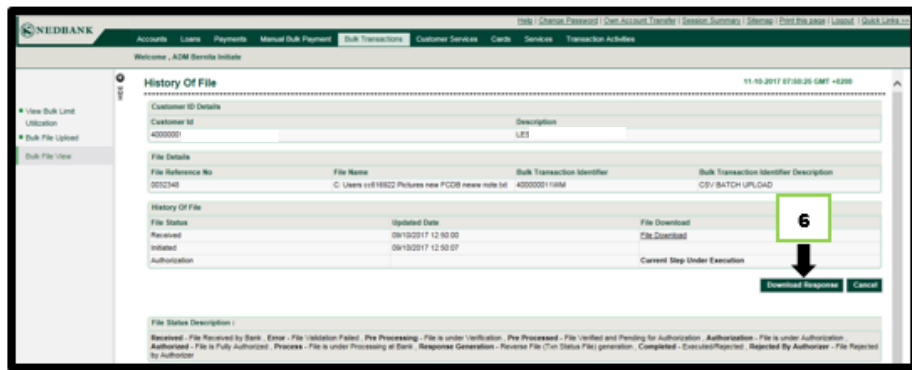
The file is now ready to be uploaded.

## CSV batch upload

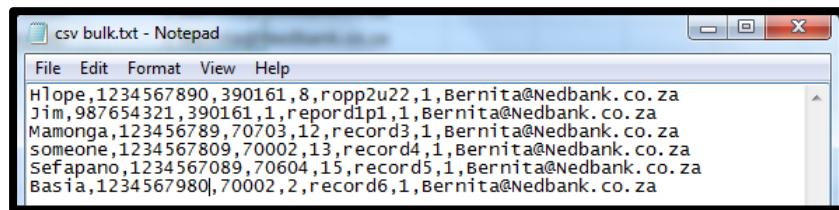
Continue from step 4 under "Find the batch you want to re-use"



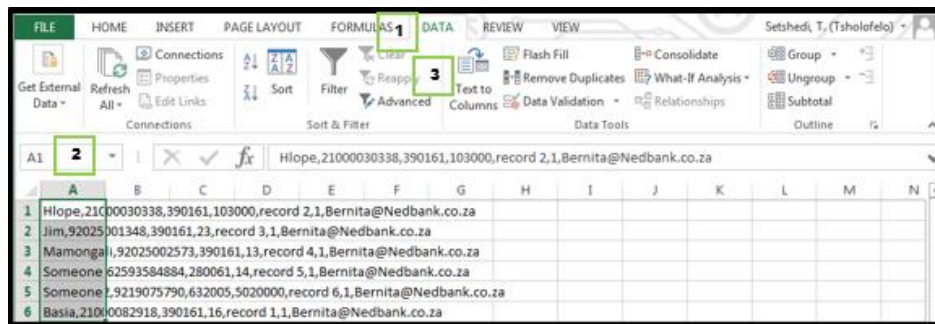
5. File Status: **Initiated** or **Completed**. Select file name link.



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



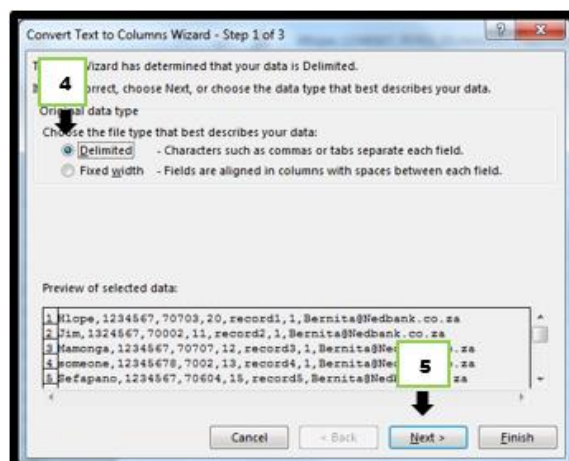
Select all the data and copy them to an excel spreadsheet.



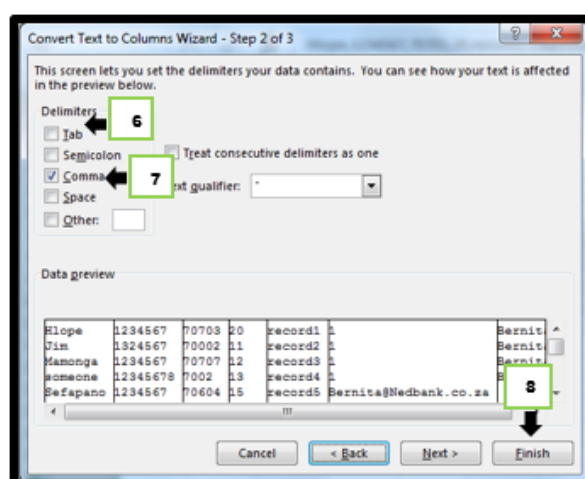




1. Click on **Data**.
2. Select the first Column (Select from row 1 – row 6 in column A).
3. Click on **Text to Columns**.



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**.

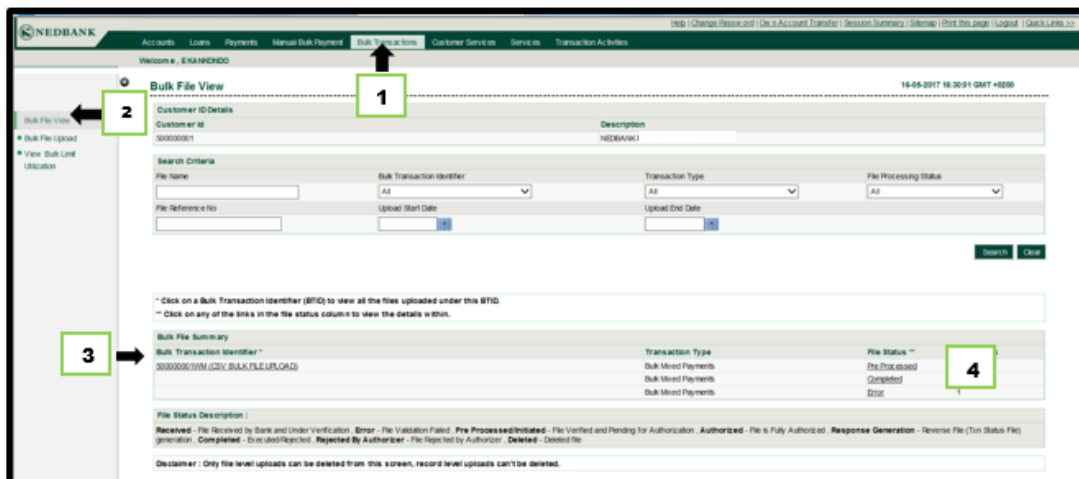


	A	B	C	D	E	F	G	H	I	J
1	Hlope	1234567	70703	20	record1	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
2	Jim	1324567	70002	11	record2	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
3	Mamonga	1234567	70707	12	record3	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
4	someone	12345678	7002	13	record4	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
5	Sefapano	1234567	70604	15	record5	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
6	Basia	1234567	70002	2	record6	1	<a href="mailto:Bernita@Nedbank.co.za">Bernita@Nedbank.co.za</a>			
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

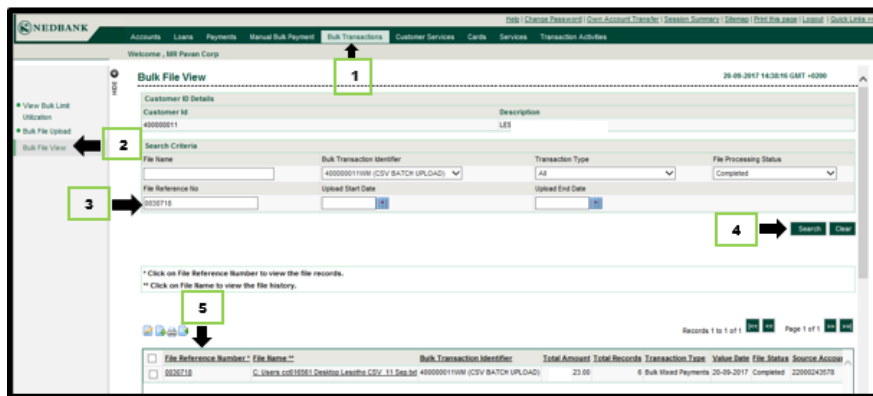
#### a. Bulk transaction status



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. 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



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.

<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\c0616561\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\r0613389\Documents\Betroff Lesotho CSV.csv	40000011WM (CSV BATCH UPLOAD)	91.00	6	Bulk Mixed Payments	20-09-2017	Completed	22000243578
<input type="checkbox"/>	0030712	C:\Users\r0613389\Documents\Betroff Lesotho CSV.csv	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	18-09-2017	Completed	22000243578
<input type="checkbox"/>	0030417	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	121.00	10	Bulk Mixed Payments	15-09-2017	Completed	22000087387
<input type="checkbox"/>	0030415	reachedoncession.txt	40000011WM (CSV BATCH UPLOAD)	28.00	10	Bulk Mixed Payments	14-09-2017	Completed	22000087387
<input type="checkbox"/>	0030414	bulkfileprocessing.csv.txt	40000011WM (CSV BATCH UPLOAD)	28.00	10	Bulk Mixed Payments	14-09-2017	Completed	22000087387
<input type="checkbox"/>	0030218	C:\Users\r0613389\Documents\Betroff Bank1.csv	40000011WM (CSV BATCH UPLOAD)	379.00	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 \* : 0030718  
 File Name \*\* : C: Usi  
 Bulk Identifier : 40000011WM CSV BATCH UPLOAD  
 Amount : 23.0  
 No. of Transactions : 6  
 Transaction Type : Bulk Mixed Payments  
 Value Date : 20-09-2017  
 Status : Completed

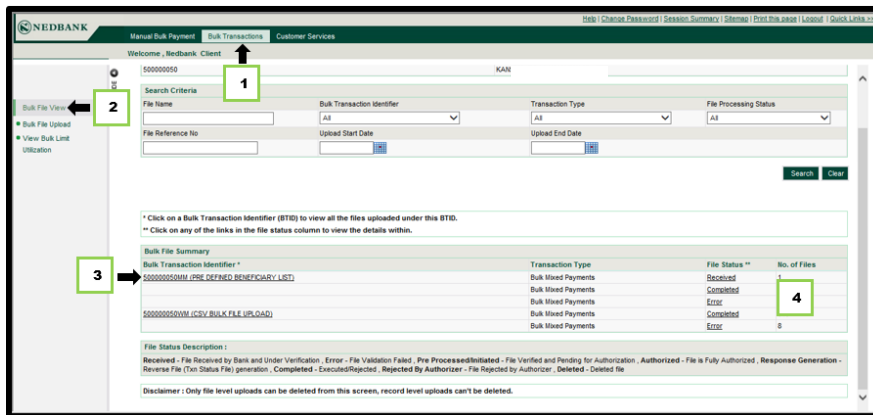
**Bulk File Record Details**

Name	Record reference number	Amount	Recipient IBAN	Input Value Date	Status	EBanking Reference No.
Hope	0030718000001	5.0	21000030338	20-09-2017	Completed	101491714248075
Jem	0030718000002	1.0	9205001348	20-09-2017	Completed	15286763248067
Mamogall	0030718000003	7.0	9205002573	20-09-2017	Completed	801108924248065
Someone	0030718000004	1.0	6293564884	20-09-2017	Completed	20796824248071
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.

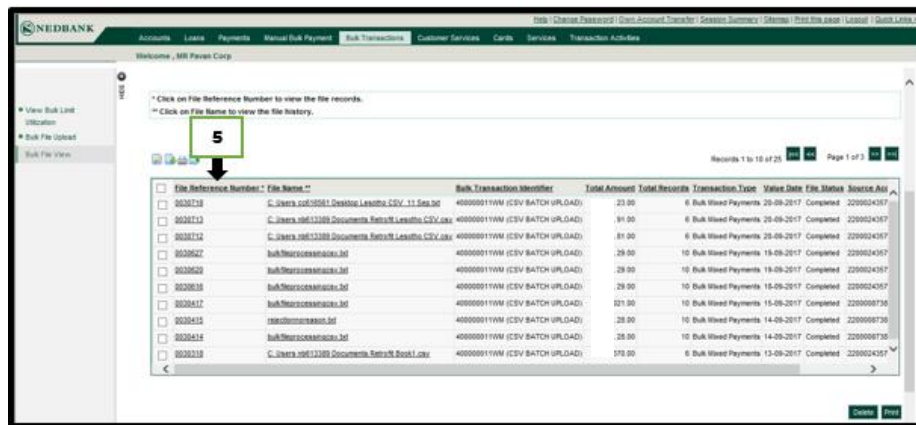


### c. Bulk Payment Batch Items Payment Confirmation



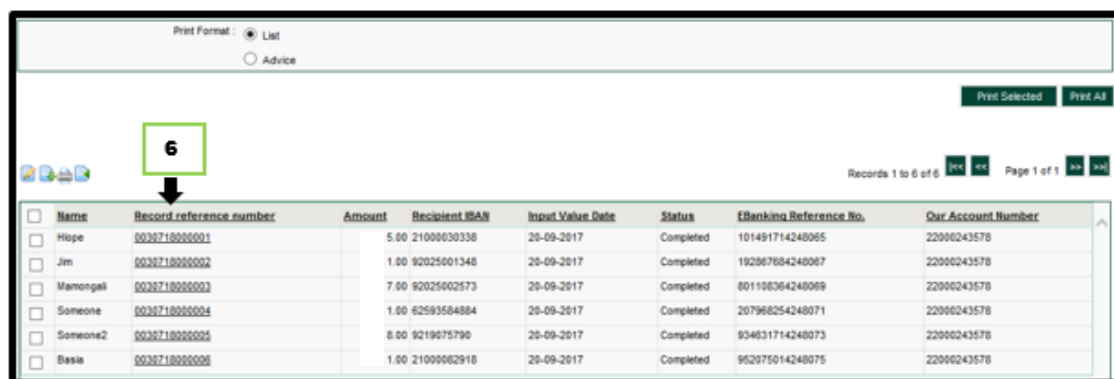
Continue from the **View and print transaction detail**.

4. Select the Completed File status.



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.



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



**Bulk File Record Details** 12-05-2017 13:48:03 GMT +0200

Reference Number	11299043856708
Transaction Type	Bulk Mixed Payments
Field Name	Value
Adhoc Flag(A/B)	B
Beneficiary statement description	Kar
Email/SMS Flag	N
IS SI	N
My statement description	
SI End date	
SI Frequency	
Transaction Amount	11.00

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	
30000026785	12-05-2017 08:25:08	Pending For Execution	1	12-05-2017	Request timed out. Please check status of this transaction activity.

Print Back **Payment Confirmation**

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.

**Payment Confirmation** 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 : ALAN PATRICK ANDRE

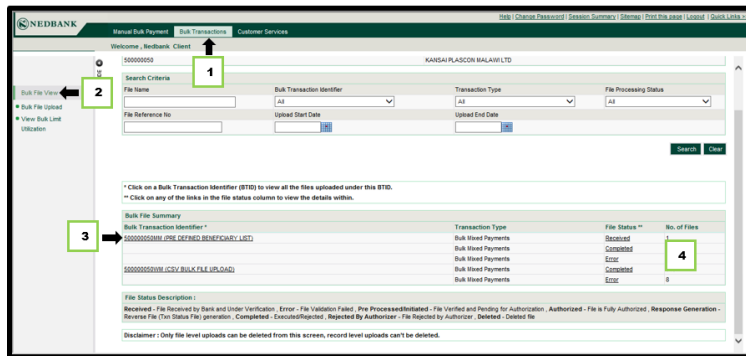
Print Download Close

This notification of payment is sent to you by Nedbank Limited, Reg No 1 (Nedbank) Our customer (the Payer) has requested Nedbank send this notification of payment to you. Please therefore contact the payer for enquires regarding the contents of this notification. Any other enquiries should be directed Nedbank.

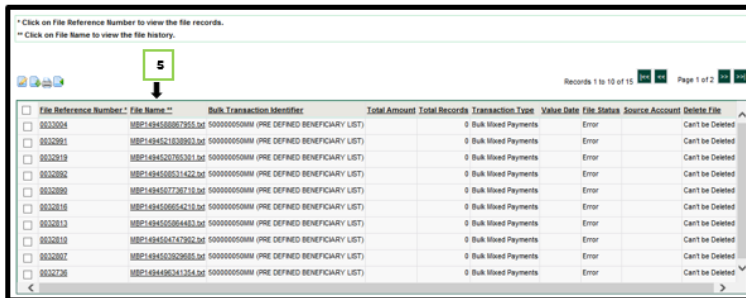
Nedbank will not be held responsible for the accuracy of the information on this notification and we accept no liability whatsoever arising from the transmission and use of the information conveyed in this notification, or from any claims, losses, damage, expenses, whether direct, indirect or consequential, arising or resulting from the transmission of this notification.



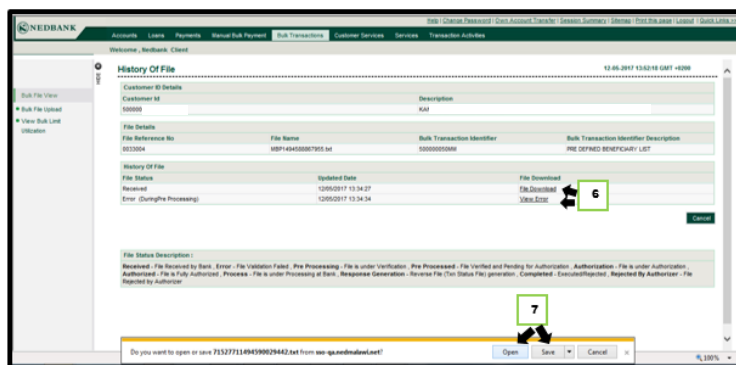
## d. Error Files



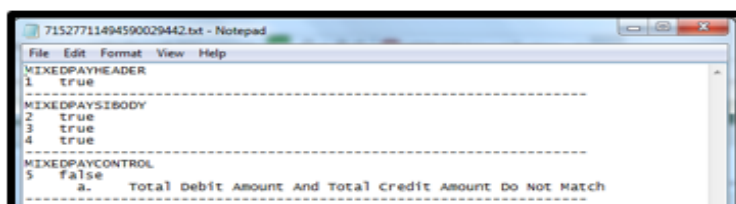
1. Go to **Bulk Transactions**.
2. Select **Bulk File View**.
3. A summary (dashboard) of all your bulk payments will be displayed with the respective statuses.
4. Select the **File Status Error**.



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.





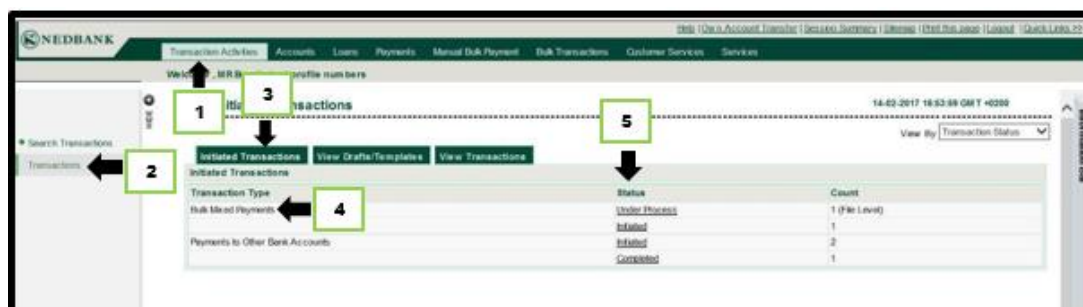
## 4 TRANSACTIONS AWAITING AUTHORISATION

### 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.

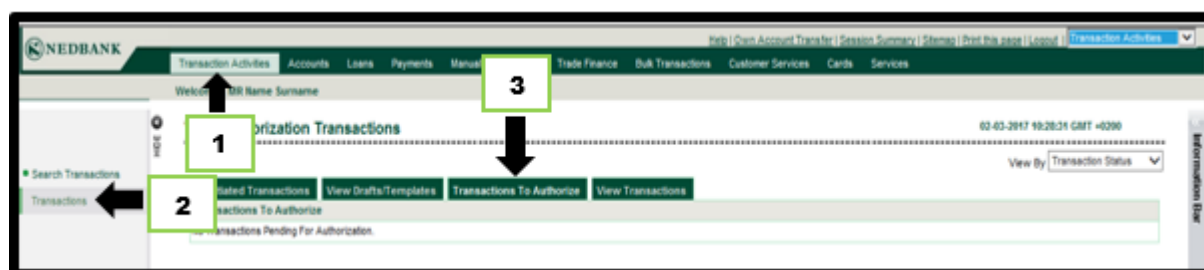


### Transactions awaiting authorisation

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.