



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	70002	10500.03	Salary	1	Bernita@Nedbank.co.ls
Anusa	042010000356	70002	22333.06	Salary	1	Bernita@Nedbank.co.ls
Asedi	21000018508	70002	5000.00	Salary	1	Bernita@Nedbank.co.ls
Azizi	21000035405	70002	300.99	Salary	1	Bernita@Nedbank.co.ls
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 Confirmation Detail	: The beneficiary notification method. 1 = email, 2 = mobile number. : The email address or mobile number of the beneficiary. Please note – the country code must be included for mobile numbers.

- 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

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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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- 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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		Note: Please navigate to this Transactions, select this File View and search with the File Reference Io. to verify the Malos of your bulk file.

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

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 granted from the function Dre Defined Dayse or Free Format
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.

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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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			Paym	si Setup 🔘			7					
		8	My Sta	stement Description*: B.c	тсн рит						•	9 Next

- 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
el SI Buik		Data to be Entered								-
fined Payee		Select Trans ad	ion." Payments to Ao	counts at this Bank	O Payments to Other	r Bank Accounts				t
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10	→	Payment instruction	Destination Account	Beneficiary Name	Destination Branch/Bank Code	Transfer Am ount	Notifier Email	Notfier Mobile	Beneficiary Statement Description	Page 1 of 1 34
10	→	O Payment instruction	Destination Account	Beneficiary Name			Notifier Email	NotFier Mobile	Deneficiary Statement	Process Flag
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10	→	O Payment instruction			Branch/Bank Code	100	Notfier Email	NotFier Mobile	Beneficiary Statement Description	Page 1 of 1 50
10	→	Payment Instruction No 1 Payment Instruction No 2 Payment Instruction	210000087	CREATIVE P	Branch Bank Code	100	Notfier Email	Notfier Mobile	Beneficiary Statement Description Kansai Plas con Kansai Plas con	Process Flag
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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 Satement 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			FAMEDIS	REUTORS	FAMEDISTR	
594347903857781	21000005	NEDBANK BUSINESS BANKING	4.00			OLED01		OLENS MV	
									1

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

NEDBANK								Help Change Password Own Account Transfer Session Summary Stemap Print this page Lopout Quick Links >:
NEDBANK	Accou		Payments	Manual Bulk Payment	Bulk Transactions	Customer Services		Transaction Activities
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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

@								Help Change Password Own Account Transfer Session Summary Stemap Print this page Logout Ouick Links >>
© NEDBANK	,	Accounts Loans	Payments Manua	al Bulk Payment	Bulk Transactions	Customer Services	Services	Transaction Activities
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			Final Execution D	ate*:				
		00.00						
		Other Details	My Statement Descript	ION": RATCH PL				
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- 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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	_	rual Bulk Payment Sons Cus kome , Nedban	stoner Services
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Cancel SI but • Ne Defined Payee • Mantan Berefcary Lat • View But Standing Instruction	2	Search Criteria Bult Transaction Identifier : Bult Transaction Identifier : Bult Transaction Identifier : Source Account: Frequency : First Execution Date To: Last Execution Date To:	

- 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.

But Branchen Kaville: 5000050404//FECBFNED SBHBF/GAVIYLET) Bach Res: V312 Strong Accura: 1000005080-200 Frequency Arg Lat theoretic Date From Arg Lat theoretic Date To Arg	earch Criteria								
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5 m									~
									Back

- 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:

			<u>Heip</u> (Change Password Own Account Tra	enafer i Seaaion Summery i S	temep Print this page Loops	d <u>Quick Links >></u>
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	" Click on File Name to view the fil	lie history.					
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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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Bulk File View		File D	tails														
		File Re	ference N	9			File Name				Bulk Transa	action	Identifier		Bulk Transa	action Identifier Description	
		003110	8				MBP150640215	00173	bil.		4000000115	м			MANUAL BU	JUK .	
		Histor	OfFile												_	_	
		File St	eute					Upd	lated Date					File Download			
		Receiv	ed						06/2017 08:02:40		File Download			File Download 4		6	
		Initiate						27.0	09/2017 08:02:48						-		
		Author	cation											Current Step Un	der Execution	en e	
																Download Response Cance	•
		File St	alus Desc	ription :													
		Receiv Author by Auth	iped - File	eceived by Ba Is Fully Autho	ank , Emo orized , Pr	r - File Validati ocesa - File is	on Failed , Pre P under Processin	at Da	sing - File is under Veri nk , Response Genera	ication , P tion - Rev	e Processed orse File (Tur	1 - File 1 Statu	Verified and Pendi a File)-generation ,	ng for Authorizatio Completed - Exe	n , Authorizat cuted Rejected	dion - File is under Authorization , d , Rejected By Authorizer - File Rejecte	rd

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,E IN,9.00,B,Ramputi,ddd,55,E,NIN,33.00,B,Basia R,ddd,44,E,N 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,Sanityre1,ddd,eee,N,N IN,3.00,B,Basia, ddd,555,E,N IN,9.00,B,Ramputi,ddd,555,E,N IN,9.00,B,Basia, 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 INSE	RT PAGE L	AYOUT		DATA	REVIEW	VIE	W	
Fro		From From O Text Source Get External D	es * Conne	ing Re	Fresh Edit U	nks 1	Sort	Filter	The Clear The Reapply The Advanced Rer	Text to Columns
A1	1	• : 🗙	$\checkmark f_x$	123456	789,98765432	1,500,LSL	52.0,LSL,2	709201	7	3
- 24	Ă	В	C	D	E	F	G		н	لبقبا
1	1234567	89,98765432	1,500,LSL,5	2.0,LSL,2	7092017					
2	IN,5.00,B	,sanityre1,d	dd,eee,N,N							
3	IN,3.00,B	,E,ddd,555,E	E, N							
4	IN,9.00,B	,Famputi,dd	d,55,E,N							
5	IN,33.00,	B R,ddd,44,8	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.





Convert Text to Columns Wizard - Step 1 of 3
2 Zard has determined that your data is Delimited. 4 rect, choose Next, or choose the data type that best describes your data.
Chouse the file type that best describes your data:
Preview of selected data:
[2] EN, 5.00, B, sanityrel, ddd, eee, N, N [1] M, 30, 00, B, Basia [4] NN, 33.00, B, Basia (4)
Cancel < Back Next > Finish

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

Convert Text to Columns Wizard - St	tep 2 of 3	8	x
This screen lets you set the delimiter in the preview below. Delimiters Semicolon Treat cons Comma 7 Space Qther: Data greview	secutive delimiters as one	an see how your text is aff	ected
TN 5.00 B TN 3.00 B TN 9.00 B TN 9.00 B TN 33.00 B	LSL 52.0 LSL sanityrei ddd see Basia Ramputi ddd 55 Basia Cancel < <u>B</u> ack	27092017 N E N <u>R</u> N E E N E E Inis	

- 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	E HOME INSERT		PAGE LAYOU	JT FORM	IULAS DA	TA REVI	EW VIEW	
Fro			Existing Connections	Refresh	Connections Properties	² 2↓ ZAZ	Filter	Clear Reapply Advanced	
		Get Ex	ternal Data		Con	nections		Sort & Filte	er 👘
F1	F17 \bullet : $\times \checkmark f_x$								
	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	Ν
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	*

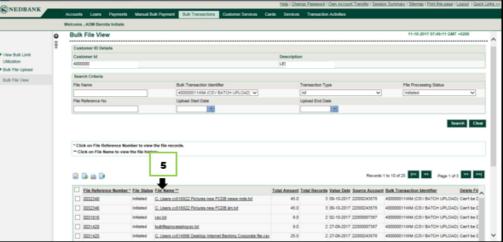
Once the layout is correct, **save** the notepad file.

The file is now ready to be uploaded.

CSV batch upload

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

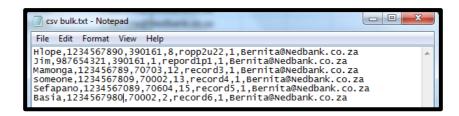




5. File Status: Initiated or Completed. Select file name link.

		Nelcome , ADM Bernita Initiate					
	ett o	History Of File				11.10.2	917 67:68:25-GMT +8200
Vew Bulk Limit		Customer M			Description		
Dulk File Upload		40000001			LES		
Dulk File View		File Details					
		File Reference No	File Name		Bulk Transaction Identifier	Bulk Transaction Ide	etitier Description
		0052348	C. Users coll 1	IB22 Pictures new FCDB news note tot	40000001148M	CSV BATCH UPLOAD	p
		History Of File					
		File Status		Updated Date		File Download	6
		Received		08/10/2017 12:50:00		File 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.



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

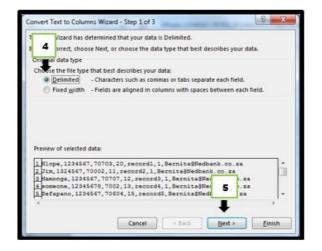
FIL	LE	HOME		INSER	1 - I	AGE	LAYOUT	FOR	MULAS 1 DA	TA RE	EVIEW VI	EW		0	Setshedi, 1	T, (Tsholafek	0/2/5	A
Get E	atemal ita *	Refresh All -		Conne Prope Edit Li ection	nks	21 31	Z A Z Z Sort	Filter Sort & Fi	Advanced	Test to Column	😰 Flash Fil Remove s 😹 Data Va	Duplicates	R [®] _{El} Relatio	If Analysis *	Group Charles Subto Outil	sup • −∃ tal		~
Al	2	-	1	×	\checkmark	f_x	Hlop	pe,2100	0030338,39016	51,103000	record 2,1,i	Bernita@f	Vedbank.o	o.za				~
4	A		в		c		D	E	F	G	н	1	1	κ	L	м	N	
1	Hlope,	210003	033	8,390	161,10	3000,	record	2,1,8ern	ita@Nedbanl	k.co.za								
2 1	lim,920	25 0013	48,3	9016	1,23,re	cord	3,1,8em	nita@Ne	edbank.co.za									
3 1	Mamor	iga 1,92	0250	00257	3,3901	61,13	record	4,1,Ben	nita@Nedban	k.co.za								
4.	Someo	ne 6259	9358	4884,	280061	1,14,r	ecord 5	,1,Berni	ta@Nedbank	.co.za								
5	Someo	ne 2,923	1907	5790,	632005	5,502	0000,re	cord 6,1,	Bernita@Neo	bank.co.	za							
6 1	Basia, 2	100008	2918	8.3901	61.16.	recor	d 1.1.84	ernita@	Nedbank.co.z	a								1

NEDBANK





- 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 Seglicolon 7 Treat consecutive delimiters as one Seglicolon 7 sxt gualifier: Space 0 Data greview	đ
Hope 1234567 00703 20 record1 Bernit Jin 1324567 70002 11 record2 Bernit Mamonga 1234567 70707 12 record3 Bernit scneene 1234567 70707 12 record3 Bernit	
Sefapano 1234567 70604 15 record5 Bernita@Nedbank.co.za	
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				16-06-2017 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 Coor
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	30811h Clear 4
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 links in the file state Bulk File Summary Bulk Transaction Identifier * S000000000/M (CDV BULK FILE URLCAD) File Status Description : Received - Tile Excerved by Bark and Linder		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						Heb Ch	ange Pasaword Own Accou	nt Tranafer Seasion Summ	nery Stemep Print this p	eoe Looput <u>Quick L</u>
NEDBANK		Accounts Loans Payments	Manual Bulk Payment	Buk Transactions Cu	stomer Services	Cards Services	Transaction Activities			
		Welcome , MR Pavan Corp		_						
	0	Bulk File View		1					20-09-2017 14:38:10	
Vew Duk Lint	x	Customer ID Details		_						
Utilization		Customer M				Descriptio	948			
Buik File Upload	<u>. </u>	400000011				LES				
buik File View	2	Search Criteria								
-	-	Fie Name		luk Transaction Identifier			Transaction Type		File Processing Status	
				400000011WW (CSV BA7	CH UPLOAD) 💙		Al	~	Completed	~
		File Reference No		/pload Start Cale			Upload End Cale			
3		0030718								
									4 🌩	Search Clear
		* Click on File Reference Numb	er to view the file rea	ords.						
		" Click on File Name to view th	e file history.							
		5						Records	s 1 lo 1 of 1	Page 1 of 1 🎫 🙀
		Elle Reference Bumber.* 0020710		Http://www.csv/iise	Bulk Transac		Total Amount Total Rec		Value Date File Status 20-09-2017 Completed	
		<u> </u>								

- 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	s 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	6 Bulk Word 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 r0613389 Cocuments Retroft Leadtho CSV.csv	400000011WM (CSV BATCH UPLOAD)	00.78	6 Buik Mixed Payments	20-09-2017	Completed	22000243578
	9930627	buildleprocessingcev.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	0 Buik Noved Payments	19-09-2017	Completed	22000243578
	0030620	buikfleprocessingcsv.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	D Bulk Nixed Payments	19-09-2017	Completed	22000243578
	0030616	built/fieprocessingcav.bd	400000011WM (CSV BATCH UPLOAD)	29.00 1	D Buik Mixed Payments	18-09-2017	Completed	22000243578
	9930417	buildieprocessingcay.bd	400000011WM (CSV BATCH UPLOAD)	121.00 1	0 Bulk Noved Payments	15-09-2017	Completed	22900087387
	0030415	rejectionnoreason.bd	400000011WM (CSV BATCH UPLOAD)	28.00 1	0 Bulk Mixed Payments	14-09-2017	Completed	22000087387
	0030414	buikfleprocessingcav.bd	400000011WM (CSV BATCH UPLOAD)	28.00 1	D Buik Wixed Payments	14-09-2017	Completed	22000087387
	9930218	C. Users nb013389 Documents Retroft Book1.csv	400000011WM (CSV BATCH UPLOAD)	370.00	6 Bulk Moved Payments	13-09-2017	Completed	22000243578
4								>

			Bulk File Re	ecord Details		
					as of	20-09-2017 14:26:14 GMT +0200
File Referen	ea Number *	10	0030718			
File Name **		÷.,	C: Use			
Bulk Identifi	er	÷.	400000011WM (CSV BATCH UPLO	DAD	
Amount		4.7	23.0			
No. of Trans	actions		6			
		50	Bulk Mixed Paym	onte		
Transaction	Type	30		ents		
Value Date		÷	20-09-2017			
Status		÷	Completed			
Bulk File Re	Record Details	Amount	Recipient IBAN	Input Value Date	Status	EBanking Reference No.
100000	0030718000001		21000030338	30.00.3017	Completed	101101711010007
and a second	0030718000001	5.0	92025001348	20-09-2017 20-09-2017	Completed	101491714248065 192867684248067
Hiope	003071800002		92025001545	20-09-2017	Completed	801108364248069
Hope	0030718000002	7.0				
Hiope	0030718000002 0030718000003 0030718000004	7.0	92025002573 62593584884	20-09-2017	Completed	207968254248071
Hlope Jim Marrongali	0030718000003					207968254248071 934631714248073 952075014248075

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



c. Bulk Payment Batch Items Payment Confirmation

	W	elcome , Nedbank Client 🔶							
	0	500000050		KAN					
	ö	Search Criteria							
	-	Search Criteria	Bulk Transaction Identifier		Transaction Type		File Processing St	****	
Bulk File View	2	File Name	Al	~	Al	~	AI	atus	
Bulk File Upload	_		1	•		~	A	~	
View Bulk Limit		File Reference No	Upload Start Date		Upload End Date				
Utilization									
		* Click on a Bulk Transaction Identifier (B		er this BTID.					
		** Click on any of the links in the file statu	is column to view the details within.						
		Bulk File Summary							
	٦	Bulk Transaction Identifier *			Transaction Type		File Status **	No. of Files	
3		500000050MM (PRE DEFINED BENEFICIARY LIS	<u>an</u>		Bulk Moxed Payments		Received	4	
	_				Bulk Mixed Payments		Completed		
					Bulk Moxed Payments		Error	4	
		500000050WM (CSV BULK FLE UPLOAD)			Bulk Mixed Payments		Completed		
					Bulk Moxed Payments		Error	8	
		File Status Description :							
					Verified and Pending for Authorizat				

Continue from the View and print transaction detail.

4. Select the Completed File status.

	Halcon	e , Mill Pavan Corp						
• Vero Bok Lost Utilization • Bok File Uplead Bok File Vero	-6	ick on file Beterence Num lick on file Name to view the 5	der is view the file records. the file hatory.			Necurds 1 to 10	#25 🗖 🗖 Pag	1973 🖬 🖬
	1	file Reference Number	" file Same."	Bulk Transaction Mentifier	Total Amount Total Reco	ants Transaction Type	Value Date File Matur	Source Act
	É.	0020718	C. Stera col/HS81 Desktop Lesotha CSV, 11 Sep.5d	KORODOD11WW (CSV BATCH UPLOAD)	23.00	6 Bulk Wand Payments	29-09-2017 Completed	220003×367
	C	0020712	C. Jinera rold 13309 Documenta Retroft Leadtho CSV care	400000011WW (CSV BATCH URLOAD)	91.00	6 Bulk Mixed Payments	20-09-2017 Companied	220003×367
	1	0030212	C. Stern rid 13389 Documents Retort Leastho CDV.cov	KODDDD11WM (CSV BATCH UPLOAD)	81.00	6 Bulk Mixed Payments	28-09-2017 Completed	2200034367
	10	0030627	building constraint, let	400000011WM (CSV BATCH UPLOAD)	29.00	10 Bulk Mared Paymenta	15-05-2017 Completed	220003×367
	T.	9030629	huk/Searaumseaans.ht	400000011WW (CEV BATCH UR.OAD)	29.00	10 Bulk Mined Payments	19-09-2017 Completed	Z29002×367
	1	10220818	building scenarious. Isl	400000011WH (CSV BATCH UPLOAD)	29.00	10 Bulk Ward Payments	15-05-2017 Completed	2200024057
	1	0000A17	Juk Neuroceanaces. Int	400000011WW (CSV BATCH UPLOAD)	021.00	10 Bulk Wared Payments	15-08-2017 Completed	2200008738
			mischermensauer, Inf	400000011WM (CSV BATCH UPLOAD)	28.00	10 Dub Haved Payments	14-09-2017 Completed	2200008738
		0000414	hulk Steeroonaan access bet	400000011WW (CSV BATCH UPLOAD)	25.00	10 Bulk Ward Paymenta	14-09-2017 Completed	2200006738
		0030318	C. Usera 10013309 Occurrente Retroft Book1.cov	400000011WM (CSV BATCH UPLOAD)	578.00	6 Duk Ward Paymenta	13-09-2017 Completed	220002×357
		<						>

- 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						
		O Advice						
								Print Selected Print
		6						
20		.					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		Recipient IBAN 00 21000030338	Input Value Date 20-09-2017	Status Completed		
	Name		5				EBanking Reference No.	Our Account Number
	Name Hope	0030718000001	5.	00 21000030338	20-09-2017	Completed	EBanking Reference No. 101491714248085	Our Account Number 22000243578
	Name Hope Jm	0030718000001 0030718000002	5.	00 21000030338 00 92025001348	20-09-2017 20-09-2017	Completed Completed	EBanking Reference No. 101491714248065 192867684248067	Our Account Number 22000243578 22000243578
	Name Hispe Jim Mamongali	0030718000001 0030718000002 0030718000003	5.	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**.



NEDBANK			Payments	Manual Bulk Payment	Bulk Transactions						
	w					Customer Services	Services	Transaction Act	tivities		
		elcome , Nedbank	Client								
ų,		Bulk File Re								12-05-2017 13:48:03 GMT +0200	
	E	Reference Number	er					112993643856708			
lk File View		Transaction Type						Bulk Mixed Payment	ts		
ik File Upload		Field Name						Value			
ew Bulk Limit		Adhoc Flag(A/B)						в			
lization		Beneficiary state	ment description					Kar			
		Emai/SMS Flag						N			
		15 SI						N			
		My statement des	cription								
		SI End date									
		SIFrequency									
		Transaction Amount						11.00			
		Audit Details									
		Updated By		Updated On		Status		Version	Posting Date	Note	
		30000026785		12-05-2017 08:25:4	2	Completed		1	12-05-2017		
		30000026785		12-05-2017 08:25:4	1	Completed		1	12-05-2017		
		30000026785		12-05-2017 08:25:4	0	Completed		1	12-05-2017	7	
		30000026785		12-05-2017 08:25:0	В	Pending For Execution		1	12-05-2017	Request timed out Pleas- status of this transaction Transaction activity.	0

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	: ALAN PATRICK ANDRE	
	Print DownLoad Close	
This notification of payme	int is sent to you by Nedbank) Limited, Reg No (("Nedbank I). Our customer (The Payer) has requested Nedbank I send this	
notification of payment to Any other enquiries show	you. Please therefore contact the payer for enquiries regarding the contents of this notification.	
from any claims, losses	will not be held responsible for the accuracy of the information on this notification and we oever 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 ratio.	
transmission of this notif		



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				
lew 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
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		Received Completed Error		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		Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments Buik Mixed Payments		Received Completed Error Completed	No. of Files	ear
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		Received Completed Error	No. of Files	ear
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.

	on File Reference Numb k on File Name to view the		rds.					
		5 I				Records 1 to	10 of 15 Ref. 44	Page 1 of 2 22
	file Reference Number *	file Name **	Bulk Transaction Identifier	Total Amount	Total Records Transaction Type	Value Date File St	atus Source Account	Delete File
	0033004	M8P1494588867955.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed 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
	9932892	M8P1494500531422.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	0032090	MBP1494507736710.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932816	M8P1494506654210.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	0032813	MBP1494505064483.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932819	MEP1494504747902.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	0032007	M8P1494503929685.bd	500000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
	9932736	MEP1494496341354.bd	S00000050MM (PRE DEFINED BENEFICIARY LIST)		0 Bulk Mixed Payments	Error		Can't be Deleted
1								

5. Select the File Name.

NEDBANK .				Help Change Pesson	ord I Own Account Transfer I Session Summary Stemas Prixt this page Logout Quick Links >
WNEDBANK		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		KAB	
View Bulk Limit Utilization		File Details			
		File Reference No	File Name	Bulk Transaction Iden	tifier Bulk Transaction Identifier Description
		0033004	M8P1494500007955.bxt	50000050MM	FRE DEFINED BENEFICIARY LIST
		History Of File			
		File Status	Updated Date		File Download
		Received	12/05/2017 13 34 27		fite.Download
		Error (DuringPre Processing)	12/05/2017 12:34:34		Vesting P 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	fed and Pending for Authorization , Anthorization - 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 x 100%

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	0	2
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	_			Series Senters (Senters) (Series (Series) (Loss) (DockLobs)
Search Transactions Transactions	0 101	Versite Transactions	Ľ	14-03-2017 16:53-36 GBT +0500 View By [Transaction (Status: V]
	2	Rollated Transactions Transaction Type fluids bland Physicelle 4 Physicells to Other Bank Accounts	Reduce Under Bründe Hinder Correct	Ceant 1 (He Level) 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	Kelp Quan Account Transfer Session Summary Stemap Evid this paper Loopol Transaction Activities 🔽
CALEBRANK	Transaction Activities Accounts Learns Peyments Manual Trade Finance Buik Transactions Customer Services Cards Services
	Welcon DR Name 3
Search Transactions Transactions	O O

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.