

### Upload a Direct Entry Payment File

This quick reference guide shows you how to upload a payment file for direct entry services, such as Direct Credit, Payroll, Executive Payroll and Direct Debit.

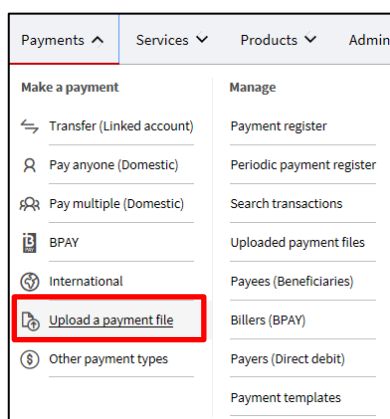
Log into NAB Connect to get started.

## HOW TO

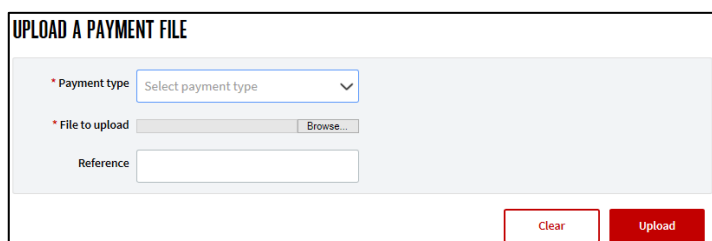
1. Select the payment type
2. Upload your file
3. View your payment

### 1 Select the payment type

1. In the Payments menu, select Upload payment file.



The **UPLOAD A PAYMENT FILE** window displays:



2. Click the **Payment type** drop-down and select the payment type.

**Note:** The payment types available depend on the services you have access to on your NAB Connect site.

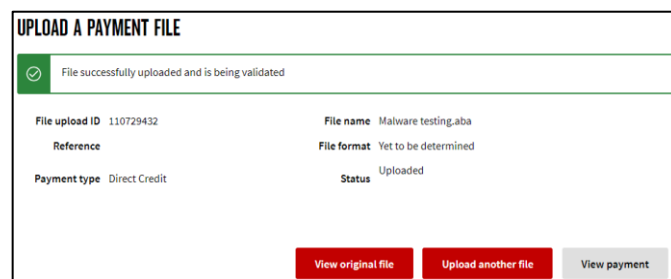
### 2 Upload your file

- You can upload only one file at a time. You can't select a folder to upload multiple files.
- The payment file must be in an acceptable Direct Entry (DE) format, otherwise known as an Australian Bankers Association (ABA) file for the Bulk Electronic Clearance System (also called BECS).

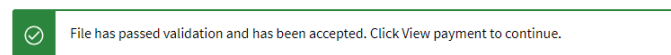
**Need help?** Refer to the [NAB Connect Consolidated File Format Specifications document on the NAB Connect Help File Formats page.](#)

To upload a file:

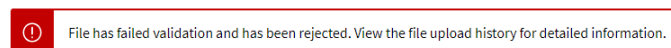
1. Click **Browse** and locate the payment file. The file path displays in the **File to upload** field.
2. In the **Reference** field, type details (up to 21 characters) that will help you to view or search for the file in the future. After you upload the file, the text will display in the list of uploaded files.
3. Click **Upload**.



NAB Connect validates all uploaded files to make sure the file is in the correct ABA format. When the file is validated, a confirmation message displays:



If there's a problem with the format of the file, the file won't pass the validation process and an error message will display:



.../continued

### Upload a Direct Entry Payment File

4. If you want to:

- view the original file, click **View original file**
- find out more information about the uploaded file, click **Show file upload history**. A list of uploaded files displays.

**UPLOAD A PAYMENT FILE**

File has passed validation and has been accepted. Click View payment to continue.

File upload ID 110729432	File name Malware testing.aba
Reference	File format Direct Entry (ABA)
Payment type Direct Credit	Status Accepted

Date & time	Description
31/07/2018 21:23:58 AEST	Payment has failed account validation. Client does not have access to account \$[REDACTED]
31/07/2018 21:23:58 AEST	Payment 121018040 was successfully uploaded by [REDACTED] [62] [REDACTED] [3].
31/07/2018 21:23:58 AEST	Uploaded file Malware testing.aba File upload ID 110729432.

**Tip:** If your **View Payments** button is greyed out, your payment won't be visible in the payments register. This might be due to account access restrictions.

### 3 View your payment

1. Click **View payments**.

When the payment file is error free, the payment has successfully progressed to the next stage and the payment status becomes 'requires authorisation'.

⚠ This payment requires repair. Review the payment history for more details.

**VIEW PAYMENT**

**Payment details**

Payment type Direct Credit	Status <span style="color: red;">●</span> Requires repair
Payment ID 119914046	Value date 12/07/2018
Filename PAYMENT DATA	Total AUD 0.10

Credit transactions 10

**Note:** If there is an error in the payment, an alert message displays. For more information on the error message, click the **Payment history** link (see opposite for an example).

**PAYMENT HISTORY** ✕

Date & time	Description
12/07/2018 10:50:53 AEST	ID of party initiating changed from 304049 to 333732
12/07/2018 10:56:53 AEST	Name of party initiating changed from Test NAB Connect to NAB Connect
12/07/2018 10:56:53 AEST	Value date changed from 2017-03-29 to 2018-07-12
12/07/2018 10:56:53 AEST	Instruction 119914046 repaired by customer user [REDACTED] [62] [REDACTED] [3]
12/07/2018 10:56:53 AEST	Name of the Remitter changed from TestNABConnect to NONE
12/07/2018 10:56:53 AEST	Account name changed from Test Account 1 to NAB Connect Cheque Account 2
12/07/2018 10:56:53 AEST	Transaction 1 [REDACTED] 6.11 repaired by customer user [REDACTED] [62] [REDACTED] [3]
12/07/2018 10:45:04 AEST	Payment is awaiting customer repair.
12/07/2018 10:45:04 AEST	Transaction 11 is invalid.
12/07/2018 10:45:04 AEST	Payment has failed Account Validation. Client 6[REDACTED] no longer able to access DE User ID 3 [REDACTED] 9.
12/07/2018 10:45:04 AEST	The value date is more than 7 days in the past.
12/07/2018 10:45:04 AEST	Payment failed validation and requires repair.
12/07/2018 10:45:03 AEST	Payment 11 [REDACTED] 6 was successfully uploaded by [REDACTED] [62] [REDACTED] [3].

**Note:** For information on how to repair a payment, refer to the [Amend a Payment guide on the NAB Connect Help Payments page](#).

For further assistance, call the NAB Connect Client Centre on 1300 888 413.