

# NAB Connect

## Quick Reference Guide

### Upload a payment file



**Background:** You have the option of manually creating a payment or you can upload a payment file for the following services:

- Direct Credit<sup>1</sup>
- Payroll <sup>1</sup>
- Executive Payroll <sup>1</sup>
- Direct Debit <sup>1</sup>
- International <sup>2</sup>
- NAB Payments <sup>3</sup>

Please refer to the NAB Connect Consolidated file format document for more information on file formats.

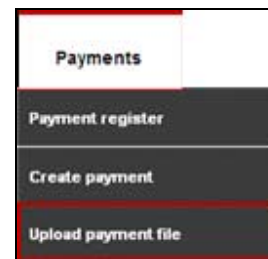
1. *The file uploaded through Direct Entry Services (Direct Credit, Payroll, Executive payroll and Direct Debit) must be an acceptable format for DE (also called BECS or ABA file).*
2. *International payments file format is specific to NAB Connect.*
3. *Payments for the NAB Payments service can only be created by a file upload.*

#### Process summary

1	Select payment type
2	Enter payment details
3	View payment
4	View error details

#### Steps

1	Select payment type
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- 1.1 Select **Upload payment file** from the **Payments** tab. The *Upload payment file* screen displays.

#### Upload payment file

- 1.2 Select the **Payment type** from the Payment type drop-down list.

**Note:** The payment types available from the drop down list will depend on the services registered to your NAB Connect site.

#### 2 Enter payment details

- 2.1 Select the **browse** button to locate the payment file on your computer. The file path of the selected file displays in the File to upload field.

**Note:** Only one file can be uploaded at a time. You cannot select a folder to upload multiple files.

- 2.2 Populate the **Reference** field.

**Note:** Entering reference details is optional but recommended as it assists when viewing or searching for uploaded files

- 2.3 Select the **Upload** button.

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File successfully uploaded and is being validated

File upload ID	124285	File name	Week4DE 1.txt
Reference		File format	Yet to be determined
Payment type	Direct Credit	Status	Uploaded

[View original file](#) [Upload another file](#) [View payment](#)

**Note:** All uploaded files are validated to make sure the file is in the correct payment format. When the file is validated a confirmation message displays:

File has passed validation and has been accepted. Click [View payment](#) to continue.

If there is a problem with the format of the file the file will not pass the validation process, an error message displays:

File has failed validation and has been rejected. [View the file upload history](#) for detailed information.

You can take a look at the original file by clicking the view original file button.

### 3 View payment

3.1 Select the **View payment** button.

**Note:** When the payment is error free the payments status is 'requires authorisation' awaiting authorisers to authorise the payment/s. The payment file is uploaded and the payment has been submitted, awaiting authorisation.

### 4 View error details

If there is an error in the payment, an alert message displays.

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

### View payment

[Authorise](#) [Edit](#) [Print](#) [Export](#) [More](#)

#### Payment details

Payment type	Direct Credit	Status	Requires repair
Payment ID	50215	Value date	17/10/2013
Filename	PAYROLL	Total	AUD 35,095.91
Credit transactions	48		

[Payment history](#)

4.1 Select the **Payment history** button. The payment history pop-up window displays error details.

### Payment history

Date & time	Description
17/10/2013 13:52:23 AEDT	Payment is awaiting customer repair.
17/10/2013 13:52:23 AEDT	Transaction 47 is invalid.
17/10/2013 13:52:23 AEDT	You must enter a valid beneficiary bank and branch.
17/10/2013 13:52:23 AEDT	Payment failed validation and requires repair.
17/10/2013 13:52:22 AEDT	Payment 50215 was successfully uploaded by Aviral Bans [6206499404].

**Note:** For details on how to repair a transaction, refer to the Amend a payment quick reference guide.

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