Instructions for creating an importable file

The following sets of instructions are applicable more for large firms who have a large number of payments e.g. more than 25, and to those who already have existing payment files. For those firms that have a small number of payments to be made, there is a function in Online Business Banking called, 'Manage Multiple Payment Templates', where a template can be created and re-used whenever needed via the Online Banking platform.

Introduction:

You can set up Multiple Payments using a file of payments in a system external to Online Banking, and import it into the Online Banking application. When the file has been imported, the payments appear in the Payments list in the same way as payments created manually through the 'Set up a new Bulk payment' functionality. Imported payments can later be amended and deleted in the same way as other payments.

Step 1: What should the file include?

Top row (Row 1):

You should include:

- Column A, type in PAYMENT

- Column B, type in HEADER

- Column C, type in the date that you will import the file, in the format: ddmmyyyy

- Column D, type in your preferred payment reference

- Column E, type in a file sequence number, an integer from 1 to 9999 inclusive (this is the number of the uploads you have made)

This is an example of how your excel file should look up to this point:

	A	B	C	D	E	F	G	H	I	J
1	PAYMENT	HEADER	20082013	BACS19082013	1					
2										
3										
4										
5										
6										

Once the details of the top row have been entered, you can now enter the payments you want to make, starting from row 2, in the following format:

Payments section:
You should include:

- Column A, type in PAYMENT

- Column B, type in MULTIBACS

- Column C, type in the 6 digit sort code and 8 digit account number of your account (with no spaces or dashes and must be the same account for all payments)

- Column D, type in the payee's name (maximum of 35 characters and no special characters except "&", "-" and "/") e.g. John Smith

- Column E, type in the payee's sort code (with no spaces or dashes)

- Column F, type in the payee's account number (with no spaces or dashes)

- Column G, type in the amount you want to pay in this format: 15.20

- Column H, type in the day you want the payment to debit your account in the format ddmmyyyy (the date must be the same for all payees)

- Column I, type in the payee's payment reference (maximum of 35 characters and no special characters except "&", "-" and "/") e.g. employee wage

Important:

- When typing in the sort codes and account numbers make sure the o's do not disappear. If they do, please enter ' before the digits e.g. '090126

- You are only able to make up to 9999 payments per file

For each payment you wish to make, create a new row and use the outlined instructions above.

This is an example of how your excel file should look at this point, the number of rows dependent on the number of payments you set up:

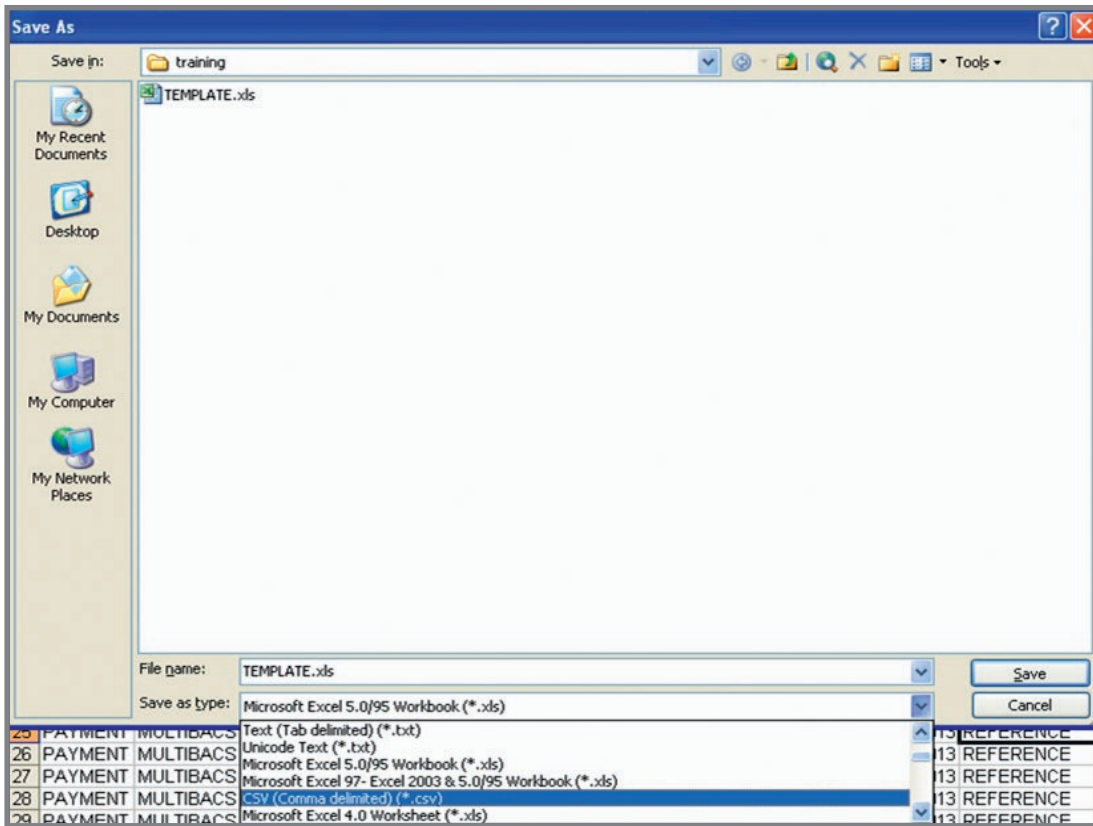| 2 | PAYMENT | MULTIBACS | 12345611111111 | ABC LTD | | 654321 | 98765432 | 78.72 | 17102013 | REFERENCE |
3	PAYMENT	MULTIBACS	12345611111111	DEF LTD		654321	98765432	131.92	17102013	REFERENCE
4	PAYMENT	MULTIBACS	12345611111111	GHI LTD		654321	98765432	393.61	17102013	REFERENCE
5	PAYMENT	MULTIBACS	12345611111111	JKL LTD		654321	98765432	183.56	17102013	REFERENCE
6	PAYMENT	MULTIBACS	12345611111111	MNO LTD		654321	98765432	162	17102013	REFERENCE
7	PAYMENT	MULTIBACS	12345611111111	PQR LTD		654321	98765432	594	17102013	REFERENCE
8	PAYMENT	MULTIBACS	12345611111111	STW LTD		654321	98765432	88.8	17102013	REFERENCE
9	PAYMENT	MULTIBACS	12345611111111	XYZ LTD		654321	98765432	90	17102013	REFERENCE
10	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	69.95	17102013	REFERENCE
11	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	549.78	17102013	REFERENCE
12	PAYMENT	MULTIBACS	12345611111111	DEFG LTD		654321	98765432	128.18	17102013	REFERENCE
13	PAYMENT	MULTIBACS	12345611111111	GHIJ LTD		654321	98765432	1050	17102013	REFERENCE
14	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	162	17102013	REFERENCE
15	PAYMENT	MULTIBACS	12345611111111	MNOP LTD		654321	98765432	164.02	17102013	REFERENCE
16	PAYMENT	MULTIBACS	12345611111111	PQRS LTD		654321	98765432	535.84	17102013	REFERENCE
17	PAYMENT	MULTIBACS	12345611111111	STWX LTD		654321	98765432	23.76	17102013	REFERENCE
18	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	363.6	17102013	REFERENCE
19	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	660	17102013	REFERENCE
20	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	1064.4	17102013	REFERENCE
21	PAYMENT	MULTIBACS	12345611111111	DEFG LTD		654321	98765432	334.37	17102013	REFERENCE
22	PAYMENT	MULTIBACS	12345611111111	GHIJ LTD		654321	98765432	34.5	17102013	REFERENCE
23	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	800.58	17102013	REFERENCE
24	PAYMENT	MULTIBACS	12345611111111	MNOP LTD		654321	98765432	302.04	17102013	REFERENCE
25	PAYMENT	MULTIBACS	12345611111111	PQRS LTD		654321	98765432	178.46	17102013	REFERENCE
26	PAYMENT	MULTIBACS	12345611111111	STWX LTD		654321	98765432	212.81	17102013	REFERENCE
27	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	1495.9	17102013	REFERENCE
28	PAYMENT	MULTIBACS	12345611111111	GHIJ LTD		654321	98765432	1530	17102013	REFERENCE
29	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	562.8	17102013	REFERENCE
30	PAYMENT	MULTIBACS	12345611111111	MNOP LTD		654321	98765432	358.78	17102013	REFERENCE
31	PAYMENT	MULTIBACS	12345611111111	PQRS LTD		654321	98765432	743.22	17102013	REFERENCE
32	PAYMENT	MULTIBACS	12345611111111	STWX LTD		654321	98765432	278.6	17102013	REFERENCE
33	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	332.62	17102013	REFERENCE
34	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	420	17102013	REFERENCE
35	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	34.38	17102013	REFERENCE

You should include:

- Column A, type in PAYMENT

- Column B, type in TRAILER

- Column C, type in the total value of all the payments included in the spreadsheet

- Column D, type in the total number of payments to be made

This is an example of how your excel file should look at this point, the number of rows dependent on the number of payments you set up:

2	PAYMENT	MULTIBACS	12345611111111	ABC LTD		654321	98765432	78.72	17102013	REFERENCE
3	PAYMENT	MULTIBACS	12345611111111	DEF LTD		654321	98765432	131.92	17102013	REFERENCE
4	PAYMENT	MULTIBACS	12345611111111	GHI LTD		654321	98765432	393.61	17102013	REFERENCE
5	PAYMENT	MULTIBACS	12345611111111	JKL LTD		654321	98765432	183.56	17102013	REFERENCE
6	PAYMENT	MULTIBACS	12345611111111	MNO LTD		654321	98765432	162	17102013	REFERENCE
7	PAYMENT	MULTIBACS	12345611111111	PQR LTD		654321	98765432	594	17102013	REFERENCE
8	PAYMENT	MULTIBACS	12345611111111	STW LTD		654321	98765432	88.8	17102013	REFERENCE
9	PAYMENT	MULTIBACS	12345611111111	XYZ LTD		654321	98765432	90	17102013	REFERENCE
10	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	69.95	17102013	REFERENCE
11	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	549.78	17102013	REFERENCE
12	PAYMENT	MULTIBACS	12345611111111	DEFG LTD		654321	98765432	128.18	17102013	REFERENCE
13	PAYMENT	MULTIBACS	12345611111111	GHIJ LTD		654321	98765432	1050	17102013	REFERENCE
14	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	162	17102013	REFERENCE
15	PAYMENT	MULTIBACS	12345611111111	MNOP LTD		654321	98765432	164.02	17102013	REFERENCE
16	PAYMENT	MULTIBACS	12345611111111	PQRS LTD		654321	98765432	535.84	17102013	REFERENCE
17	PAYMENT	MULTIBACS	12345611111111	STWX LTD		654321	98765432	23.76	17102013	REFERENCE
18	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	363.6	17102013	REFERENCE
19	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	660	17102013	REFERENCE
20	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	1064.4	17102013	REFERENCE
21	PAYMENT	MULTIBACS	12345611111111	DEFG LTD		654321	98765432	334.37	17102013	REFERENCE
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23	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	800.58	17102013	REFERENCE
24	PAYMENT	MULTIBACS	12345611111111	MNOP LTD		654321	98765432	302.04	17102013	REFERENCE
25	PAYMENT	MULTIBACS	12345611111111	PQRS LTD		654321	98765432	178.46	17102013	REFERENCE
26	PAYMENT	MULTIBACS	12345611111111	STWX LTD		654321	98765432	212.81	17102013	REFERENCE
27	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	1495.9	17102013	REFERENCE
28	PAYMENT	MULTIBACS	12345611111111	GHIJ LTD		654321	98765432	1530	17102013	REFERENCE
29	PAYMENT	MULTIBACS	12345611111111	JKLM LTD		654321	98765432	562.8	17102013	REFERENCE
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33	PAYMENT	MULTIBACS	12345611111111	XYZA LTD		654321	98765432	332.62	17102013	REFERENCE
34	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	420	17102013	REFERENCE
35	PAYMENT	MULTIBACS	12345611111111	ABCD LTD		654321	98765432	34.38	17102013	REFERENCE
36	PAYMENT	TRAILER	14113.2		34					

Once your Excel file has been finished and saved in the Excel format, you will need to open it again and 'Save As' a CSV (Comma delimited) file.
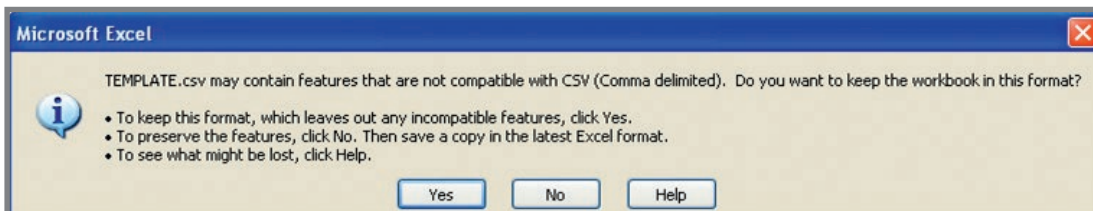

If when pressing save,
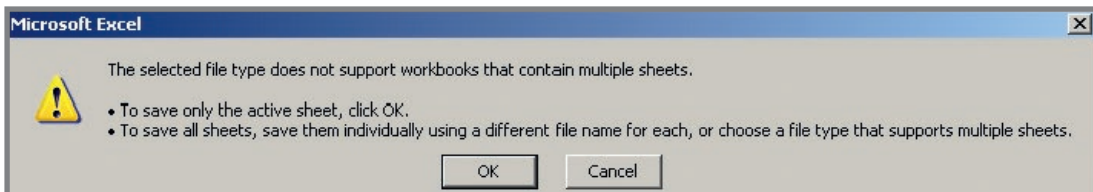
Click 'OK'

If then,

Click 'Yes'

Then, you will have to open the CSV file with Notepad (this is done by right clicking the file and choosing the option 'Open With', and then 'Notepad').

Once the file is opened in Notepad, make sure there are no additional commas at the end or in between each of the fields. If there are, please delete them.

Save the Notepad file by clicking save and upload the CSV file, with the changes made in Notepad, onto the Online Banking site by selecting 'Import & make payment' and by pressing 'Go'.

Step 3: How to upload the file onto the Online Business Banking site?

When you are on the 'Import Multiple Payments' page, click the 'Create a Multiple payments import file' link.

This will take you to the page below:

Enter the 'Profile Name'. This will help you remember the details of the profile you are about to set up. Next, if you wish to check that there are no duplicate files already existing on your account; tick the 'Duplicate file check' box. Also, you can check that the total number of payments given in the import file is in line with the total specified in the bottom row of it by ticking the 'Number of payments check' box. In addition, you can tick the 'Value of payments check' box to ensure that the total value of all payments given in the import file is added up correctly.

If the total number of payments or the total value of all payments (which are the fields in the bottom row of your file) are not correct in the file you upload, this will be stated as an error when uploading the file. Please go back to your excel file, correct the fields and redo step 2 (How to save the file for Online Business Banking?).

Press 'Continue' and the OTP will be sent to your mobile phone number. Please enter this code into the required field and press confirm.

This will take you to the summary page outlining the details of the profile you have just set up:

Create a Multiple payments import profile

🖨 Print   ❓ Help with this page

1. Enter details   **2. Confirm details**   **3. Summary**

Before we carry out your request, please check that the following details are correct:

You are about to create a Multiple payment import profile with the following details:

Profile name:

test100

Duplicate file check:

No

Number of payments check:

No

Value of payments check:

No

Profile access:

Private

Go back to the 'Import Multiple payments' page and the profile you have set up should appear. Then select the 'Import & make payment' option from the drop-down menu and click 'Go'. Using the browse option, select your CSV file (modified using notepad) and press 'continue'.

This will take you through to the 'Confirm details' page. This means your file has been successfully set up. You then need to enter the new OTP that has been sent through to your mobile phone and press 'Confirm', to confirm your payment. A summary of your multiple payments will then appear.