



# Batch Payments

Effective date 21 August 2018

Business Members are able to upload ABA files to make Batch Payments using Internet Banking.

## What does an ABA file look like?

The Internet Banking Batch Payment function allows you to import payment details using an Australian Banking Associated file format (.aba) which is also known as the Cemtex format. These files are generally created from within an accounting software program such as MYOB and other accounting software packages.

If prompted, enter the following details:

- > Bank User ID: 000 437
- > Bank Identifier: NEW
- > BSB Number: 650 001
- > Account Number: [your NPBS account to debit]
- > Self-balancing: No

**Important:** When creating a file ensure that the self-balancing function is turned off to allow the file to be uploaded. Please note, once the Batch Payment is uploaded, it cannot be edited.

## To upload a batch file:

The screenshot shows the 'Upload a batch file' interface. At the top, there's a navigation bar with 'HOME', 'ACCOUNTS', 'PAYMENTS', 'SERVICES', 'MAIL', and 'SETTINGS'. Below this, the main heading is 'Upload a batch file'. A progress indicator shows 'Step 1 of 3: File Details'. The form includes a 'File Processing Date' field with a calendar icon, a 'File Path' field with a 'Browse' button, and a 'Debit Account' dropdown menu. A 'File Description' field is also present. A 'Continue' button is at the bottom right. On the right side, there are 'Favourites' and 'Quicklinks' sections. A small banner at the bottom right says 'Get your super working for you'.

1. Log on to Internet Banking
2. Hover over 'Payments' > hover over 'Business Payments' > 'Upload a Batch File'
3. Enter the File Processing Date
4. Under 'File Path', click 'Browse'
5. Choose the ABA file you wish to upload and click 'Open'
6. Select the Debit Account
7. Enter a 'File Description' (maximum of 30 characters)
8. Click 'Continue'

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## If Account is One to Sign:

1. Review 'File Upload Details' and 'Batch Payment Details'
2. Enter the 'SMS Code' (hint: click 'Resend Code' if time has lapsed), or your transaction password
3. Click 'Submit'
4. You have the option to email a copy of the payment receipt to your registered email address from the payment summary screen. Simply click 'Email receipt' (optional).

**Multi-sign Authorisation – Next steps only required if account is multi-sign:**

1. Authoriser/s log on to Internet Banking
2. Hover over 'Payments' > 'Business Payments' > 'Batch payment pending authorisation'
3. Click on the 3 action dots next to the 'File Status' for the 'Batch Payment' you wish to Review
4. From the list that appears, select either 'View History', 'Approve' or 'Reject'  
**Approve** allows you to review the details and approve the payment for processing  
**Reject** allows you to review the details and decline the payment; it will not be processed  
**View history** selecting this will take you to the history of the payment. You will be able to see who initiated the payment and who has already approved the payment before you
5. If Rejecting or Approving, review the 'File Details', 'Batch Payment Details'
6. Complete 'Comments' field
7. Click either 'Approve' or 'Reject' as required

