


How to upload BPAY® payment files


Active Banking

Use BPAY uploads to load the direct entry BPAY payment files you have generated with business management software into Active Banking.


1 Select **Transfers & Payments** and then **Upload**.



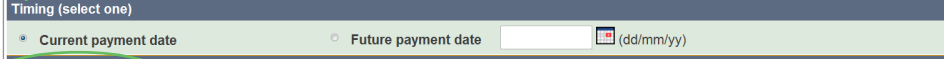
2 Select **BPAY Uploads** tab.




3 Click **Browse** to find and upload up to 10 BPAY payment files.



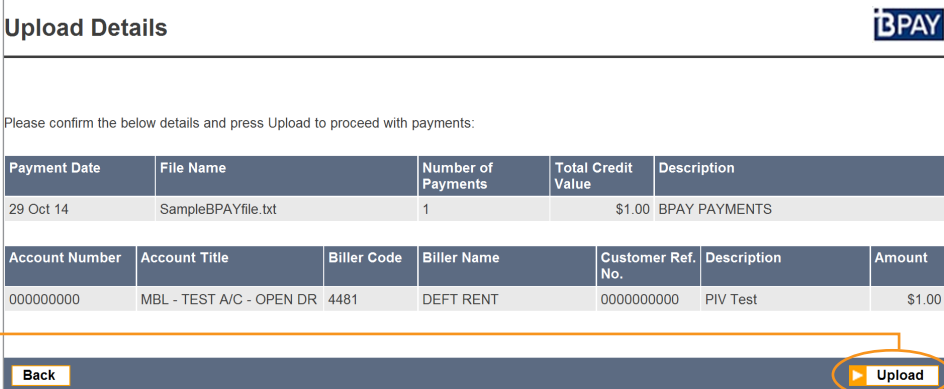
*** TIP:**
Use the **Timing** options to set-up BPAY payment file/s to process at a future date.



*** TIP:**
Click **View details** to see the details of the file/s that have been selected.



4 Click **Upload** to upload the BPAY payment file/s.



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Account Summary	Accounts & Statements	Open & Manage Accounts	Transfers & Payments	Pending Authorisation	Downloads
Create Payment	Upload	Pending Authorisation	Payment List	Audit List	

Upload BPAY

☐ ABA Uploads ☒ **BPAY® Uploads**

i Where a current payment date option is selected, transactions entered and authorised before 6pm Wednesday (AEDT/AEST) will be processed on 29 Oct 14. Once authorised, these transactions cannot be deleted or stopped. Where a future payment date option is selected, all transactions included in the upload will be processed on the nominated date. [000030]

Select the BPAY® file/s you would like to upload:

C:\Users\Users111\Desktop\SampleB	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...
	Browse...	Browse...

Timing (select one)

☒ Current payment date ☐ Future payment date (dd/mm/yy)

▶ View details ▶ Upload

Upload Details BPAY

Please confirm the below details and press Upload to proceed with payments:

Payment Date	File Name	Number of Payments	Total Credit Value	Description
29 Oct 14	SampleBPAYfile.txt	1	\$1.00	BPAY PAYMENTS

Account Number	Account Title	Billor Code	Billor Name	Customer Ref. No.	Description	Amount
000000000	MBL - TEST A/C - OPEN DR	4481	DEFT RENT	0000000000	PIV Test	\$1.00

Back **▶ Upload**

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The **Upload Validation In Progress** page displays.

Upload Validation In Progress...

Please wait while we validate all files.

Your browser will periodically refresh this page until the file/s are validated. If this does not automatically occur, click [here](#) to refresh this page.

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If applicable, **Upload Errors** or **Upload Warnings** will display next. If you have upload errors, these will need to be corrected before continuing. If there are warnings, these will display and you need to click **Accept** to continue.

Upload Errors



The following file/s contain errors. None of your files have been processed. Please correct the errors and upload all files. [E00068]

File Error - For further assistance, please contact your software provider.

Filename	Reference	Error	Reason
SampleBPAYfile2.txt		File Error	File is not a valid BPAY Upload file. [E00395]
Back		Print	

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If there are no errors, or you have accepted any warnings, the **Validation List** page displays.

Validation List



Where a current payment date option is selected, transactions entered and authorised before 6pm Tuesday (AEDT/AEST) will be processed on 25 Nov 14. Once authorised, these transactions cannot be deleted or stopped. Where a future payment date option is selected, all transactions included in the upload will be processed on the nominated date. [I00030]

Validation complete. Please review the below information before authorisation.

<input type="checkbox"/>	Payment date	Filename	From account	Billor Name	Amount	Payment ID	Choose an action
<input type="checkbox"/>	26 Nov 14	SampleBPAYfile.txt	182-222 000000000	DEFT RENT	\$1.00	10795290	Delete

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Authorise by entering your **Macquarie Access Code (MAC)** and **Calculator Password** at the bottom of the page, and clicking **Authorise**.

Macquarie Access Code: Calculator Password: [Authorise](#)



TIP:

- BPAY payment files must be created using independent business management software. Your software provider must have the file specifications enabled in order for the file to be in the correct format.
- You will be unable to upload any file/s if you do not have sufficient account access.

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TIP:

If you wish to authorise the BPAY payment file/s at a later date, or the payment needs a second level of authorisation, find it on the **Pending Authorisation** page under **BPAY Uploads**.

Account Summary	Accounts & Statements	Open & Manage Accounts	Transfers & Payments	Pending Authorisation	Downloads	
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TIP:

To find a BPAY payment file/s upload from the last 45 days, visit the **Audit List**.

NOTE:

Once fully authorised, the payment is submitted for processing and cannot be deleted or stopped.

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NEED HELP?

2:39 PM EST, Monday 23 October, 2017

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Account Summary	Accounts & Statements	Open & Manage Accounts	Transfers & Payments	Pending Authorisation	Downloads
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