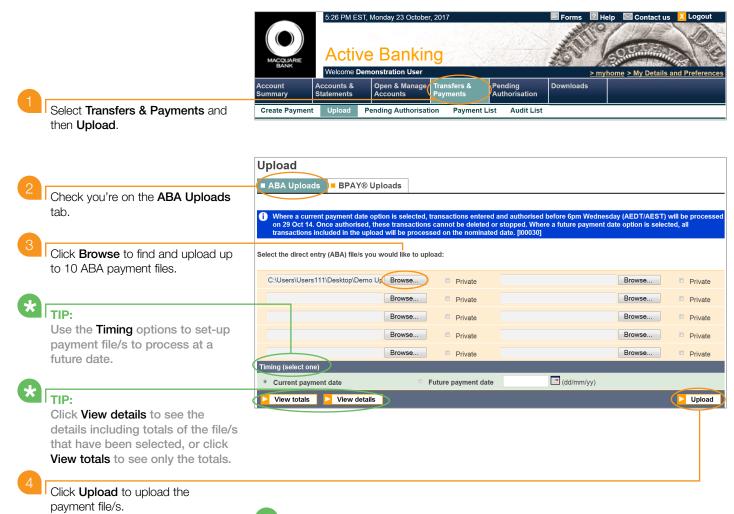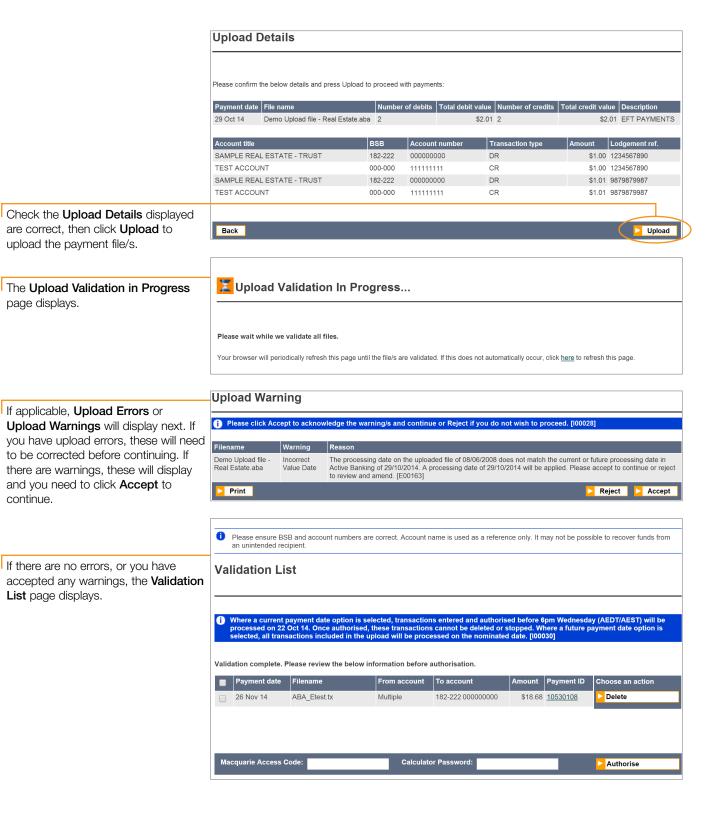MACQUARIE
BANK

How to upload direct entry files

Active Banking

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

5:26 PM EST, Monday 23 October, 2017   Forms   Help   Contact us   Logout

Active Banking

Welcome **Demonstration User**   > myhome   > My Details and Preferences

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

Create Payment   Upload   Pending Authorisation   Payment List   Audit List

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

Upload

■ **ABA Uploads**   ■ **BPAY® Uploads**

2 Check you're on the **ABA Uploads** tab.

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. [I00030]

Select the direct entry (ABA) file/s you would like to upload:

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

C:\Users\Users111\Desktop\Demo Up Browse... ☐ Private   Browse... ☐ Private

Browse... ☐ Private   Browse... ☐ Private

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

Browse... ☐ Private   Browse... ☐ Private

Browse... ☐ Private   Browse... ☐ Private

Browse... ☐ Private   Browse... ☐ Private

Timing (select one)

✱ **TIP:**
Click **View details** to see the details including totals of the file/s that have been selected, or click **View totals** to see only the totals.

◉ **Current payment date**   ○ **Future payment date**   ▦ (dd/mm/yy)

▶ View totals   ▶ View details   ▶ Upload

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

✱ **TIP:**
ABA 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.

Upload Details

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

Payment date	File name	Number of debits	Total debit value	Number of credits	Total credit value	Description
29 Oct 14	Demo Upload file - Real Estate.aba	2	$2.01	2	$2.01	EFT PAYMENTS

Account title	BSB	Account number	Transaction type	Amount	Lodgement ref.
SAMPLE REAL ESTATE - TRUST	182-222	000000000	DR	$1.00	1234567890
TEST ACCOUNT	000-000	111111111	CR	$1.00	1234567890
SAMPLE REAL ESTATE - TRUST	182-222	000000000	DR	$1.01	9879879987
TEST ACCOUNT	000-000	111111111	CR	$1.01	9879879987

Back · Upload

5 Check the **Upload Details** displayed are correct, then click **Upload** to upload the payment file/s.

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.

6 The **Upload Validation in Progress** page displays.

Upload Warning

ℹ **Please click Accept to acknowledge the warning/s and continue or Reject if you do not wish to proceed. [I00028]**

Filename	Warning	Reason
Demo Upload file - Real Estate.aba	Incorrect Value Date	The processing date on the uploaded file of 08/06/2008 does not match the current or future processing date in Active Banking of 29/10/2014. A processing date of 29/10/2014 will be applied. Please accept to continue or reject to review and amend. [E00163]

Print · Reject · Accept

7 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.

ℹ Please ensure BSB and account numbers are correct. Account name is used as a reference only. It may not be possible to recover funds from an unintended recipient.

Validation List

ℹ **Where a current payment date option is selected, transactions entered and authorised before 6pm Wednesday (AEDT/AEST) will be processed on 22 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. [I00030]**

Validation complete. Please review the below information before authorisation.

	Payment date	Filename	From account	To account	Amount	Payment ID	Choose an action
☐	26 Nov 14	ABA_Etest.tx	Multiple	182-222 000000000	$18.68	10530108	Delete

Macquarie Access Code: _____ Calculator Password: _____ Authorise

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

9 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

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

✱ TIP:

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

✱ TIP:

To find an ABA payment file/s 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.

✱ NEED HELP?

2:39 PM EST, Monday 23 October, 2017		▤ Forms ? Help ✉ Contact us X Logout

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