Import Payment Request (NAB DE – JSON)

PURPOSE

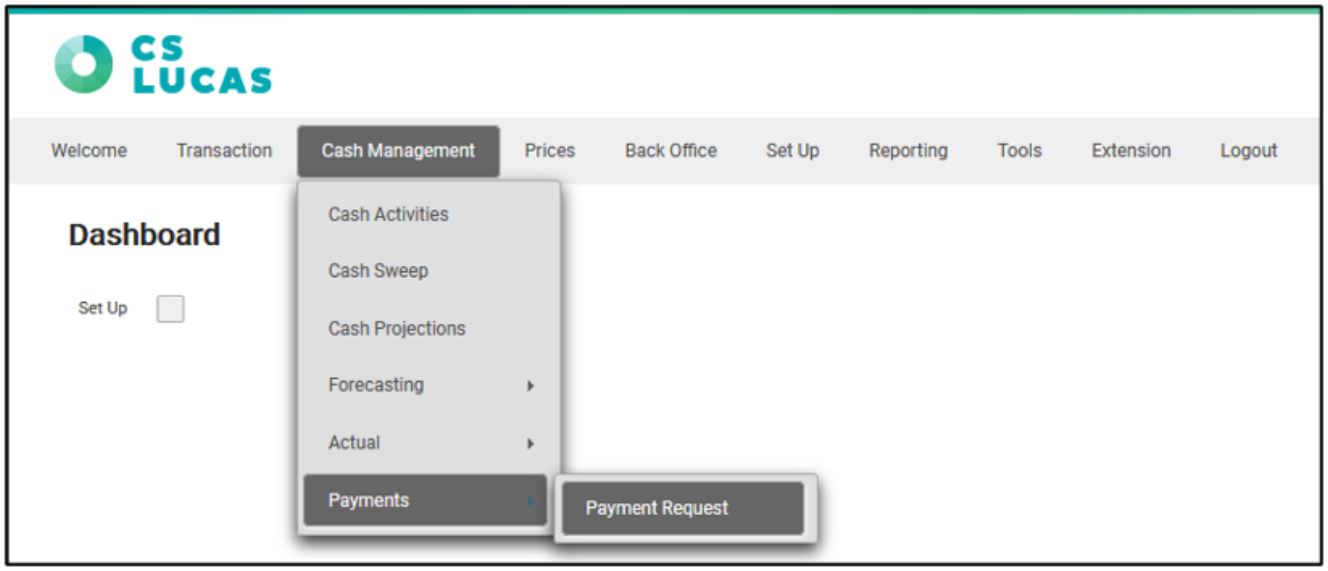
This document shows the procedure on how to import payment request to be sent to National Bank of Australia using a well-formed payment request file in JSON format. These instructions are specific for the Direct Entry Payment Type.

WHY IS THIS IMPORTANT

This allows user to import high volume of payment request to NAB DE payment type using a JSON file format.

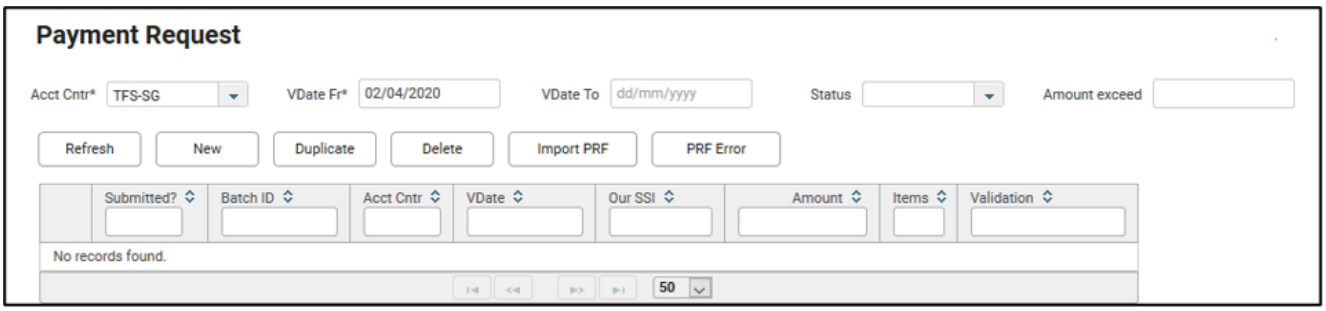
PROCEDURE

1. From the menu, select Cash Management > Payments > Payment Request.

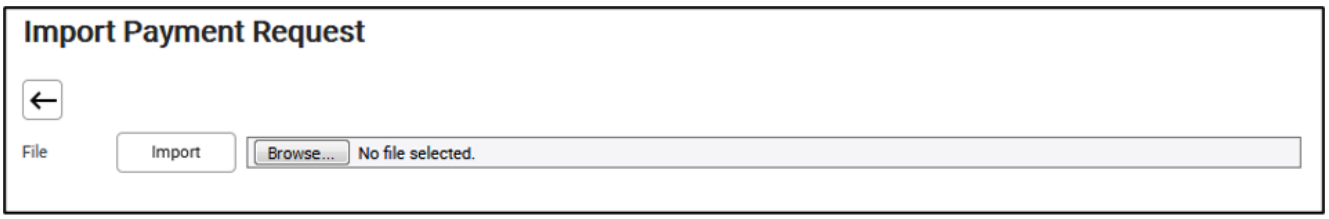


Tip: If you do not see the Payment Request in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19400 Access Payment Request.

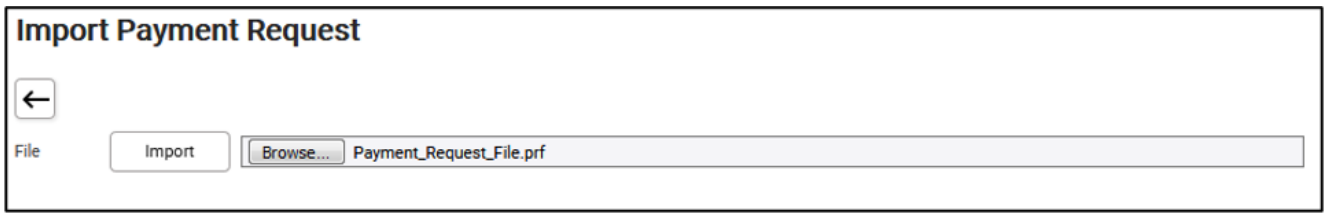
2. The Payment Request screen will be displayed.



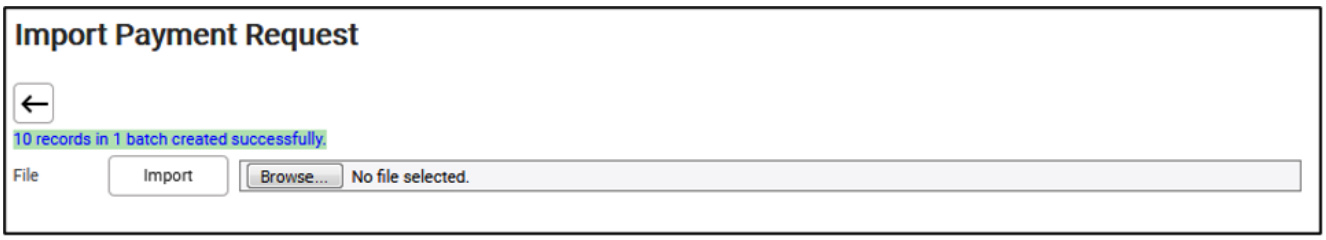
3. Click Import PRF. Import Payment Request displays.



4. Click Browse to browse for the well-formed payment request file (JSON format).



5. Click Import. File is imported successfully.



Note: If there is error in the file, system will prompt the error message and indicate which record has the error.

The following are the system validation checks when importing a payment request file:

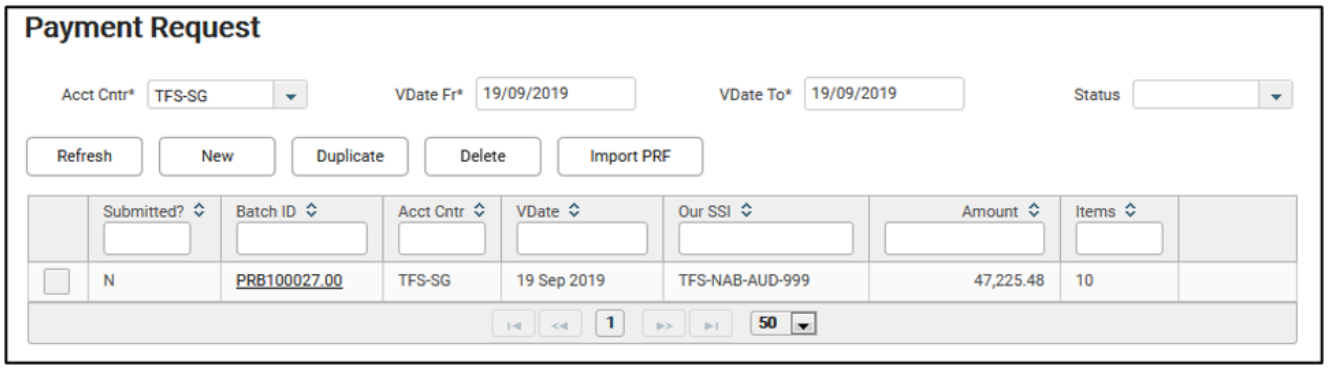
- Invalid file format/ type
- Invalid payment type
- Incorrect data type for VDate, Amount, Bene SSI Account No and Bene BSB No.

- Missing mandatory fields for the payment type.

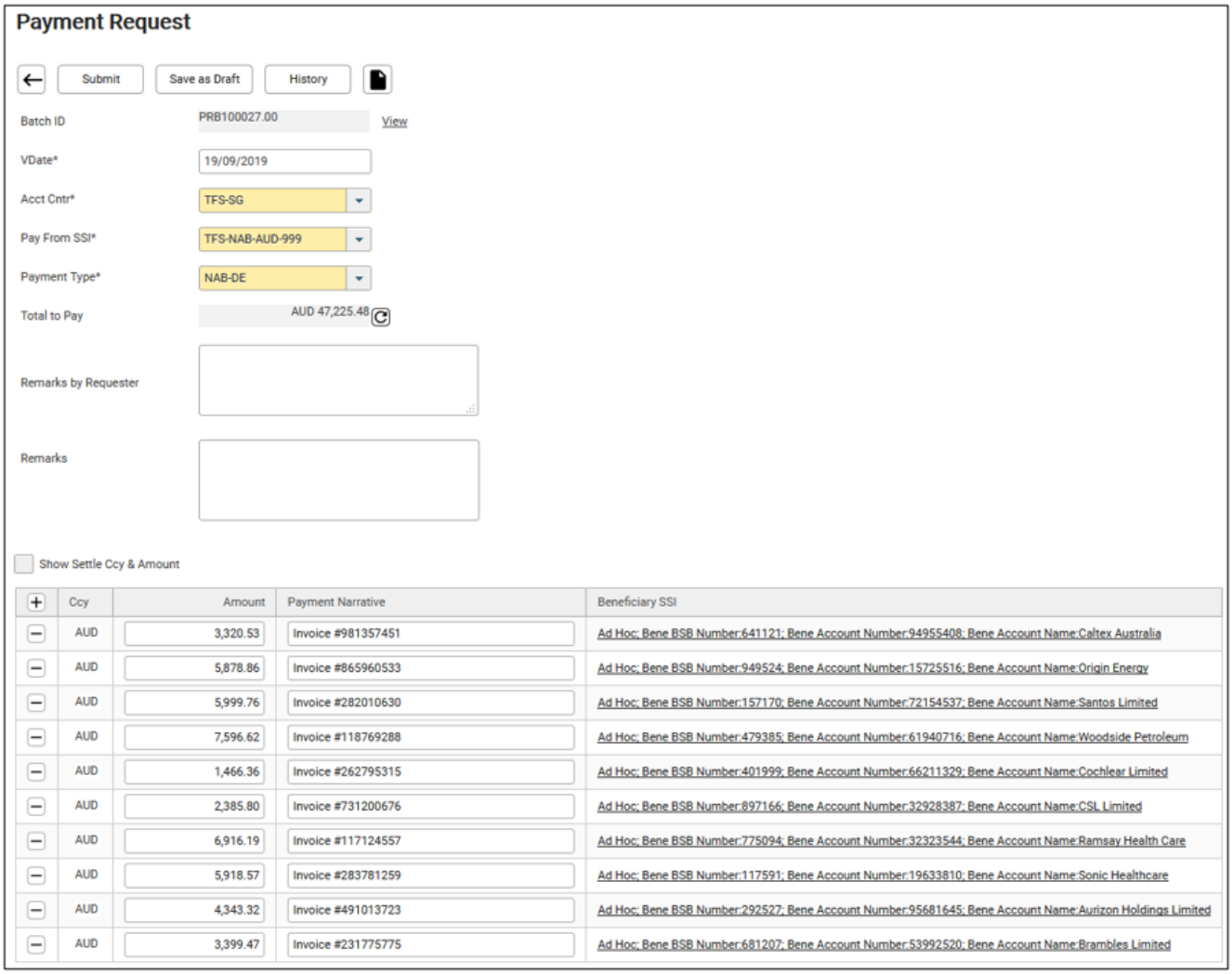
Payment Type	Mandatory Fields
PT_NAB_DE	Payor SSI, BENE SSI Account No, BENE SSI Account Name, BENE BSB No, VDate, Amount, Narrative, FILE URL.

- Missing payment type
- Invalid payor SSI

6. Click  to return to Payment Request listing screen. You will see a new payment batch record created.



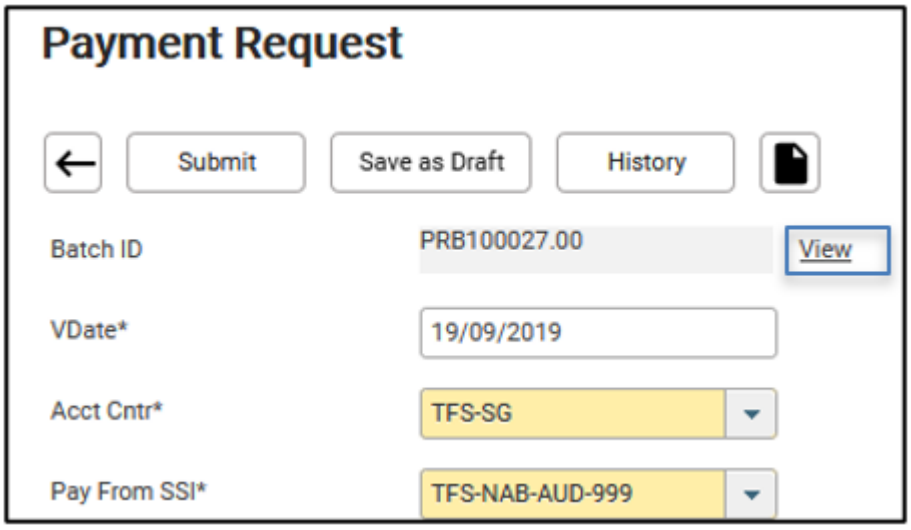
7. Click on Batch ID to drill down to see the payment batch details imported.



8. Audit log of the payment request created, user and timestamp is logged under Change History. To view that, click History.

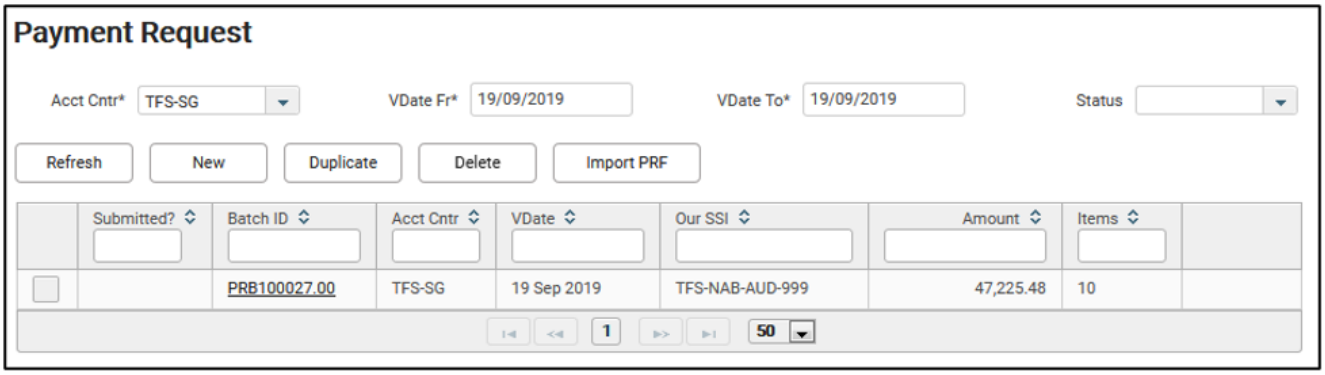
9. You can still amend the payment request file imported if it has not submitted for payment processing. See Amend Payment Request for more details.

10. Check that the payment request details are correct before submit for payment processing. You can view the original client payment instruction by clicking the View hyperlink if this information is available in the payment request file imported.



11. Once checked everything is ok, click Submit to submit for payment processing. For more details on payment processing, see Settlement Control.

12. You will be returned to Payment Request listing screen. Submitted payment request will not have an "N" under "Submitted?" column.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Payment Request

Amend Payment Request

Submit Payment Request

Settlement Control

CHANGE HISTORY

Date	By	Changes
19-Sep-2019	TS	Created.
4-Oct-2019	TS	Updated instruction in step 5.