







DebiCheck: Instalment Maintenance Bulk File Generator quick guide – V2

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**Purpose:** The user will be able to load multiple Maintenance transactions on Instalment level onto one file, to send up to the bank for processing. This functionality is available on Merchant, Group and Sub-group level.

The following changes can be made to an existing mandate under the Instalment Maintenance functionality:

- 1. Recall Instalment (IR)
- 2. Add Instalment (IA)
- 3. Instalment Maintenance (IM)
- 4. Instalment Cancellation (IC)
- 5. Reschedule Instalment (RM)

## A. Creating the Bulk File Generator



## Process

**Step 1:** Access the Instalment Maintenance Bulk File generator on the NuPayments website.

#### Link: <u>www.nupayments.co.za</u>

1.1 Click DebiCheck Media → Documentation → DebiCheck instalment Maintenance Bulk File Generator V 1.5.

1.2 Complete all fields on the Instalment Maintenance Bulk File generator, see Fig 1.

		Generate		laintenan	ice Bulk File		A DIVISION OF ALTRON	
B 9 0		Clear Data	_ ``	Gene	erator		Click on field heading for more inform	natio
2 m	andateID	accessID	instalment	submitDate	amount	trackingIndicator	changeType	
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4	Inform	nation DebiChec	k Bulk File Generator	Tracking Codes Chang	e Types 🛛 🕀			



The table below explains the function of each field on the Bulk File Generator.

Field	Description
Validate	Validates that all information is captured correctly onto the spreadsheet, if there is an error the field will be highlighted in yellow.
Generate	Generates a file and saves it to the User desktop called DebiCheck exports. A message is displayed which indicates the Merchant number, the file name the date and time for easy reference.
Clear Data	Removes all previous data and allows the User to capture a new batch file
mandateID	Similar to a Transaction ID
accessID	Merchant number
instalment	Enter the instalment number that the user will be making changes to.
submitDate	The NEW date that the user will debit the debtors bank account. The date may be amended, or it can be left unchanged. The format to capture the date is YYYMMDD.
amount	The NEW collection/instalment amount that the user will debit from the debtor's bank account for. The amount may be amended, or it can remain unchanged.
trackingIndicator	The NEW number of Tracking days that the user has selected for the instalment. The tracking days may be amended, or it can remain unchanged. The user may refer to the Tracking Codes tab at the bottom of the generator for assistant in selecting the correct Tracking days.
changeType	Enter the change type abbreviation (in CAPITAL letters) that must be applied to the selected instalment. The user may refer to the Change Types tab at the bottom of the generator for assistance in selecting the correct abbreviation. <b>Note:</b> This is not a default field and must be entered by the user. If left blank, the field will be highlighted when the user validates the generator, see Fig 2. Refer to Table 2.



4 5 6 7 8		Validate Generate		ebiCheck laintenar	Instalmen ice Bulk Fil	e		A DIVISION OF ALTRON
9 10 11		Clear Data		Gene	erator			
12	mandateID	accessID	instalment	submitDate	amount	tra	ackingIndicator	 hangeType
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	Intor	mation Debiche	K BUIK File Generator	Tracking Codes Chang	e types (+)			

Fig 2 – Change Type field error screen

Code	Description	Fields required				
IR	Recall Instalment	Mandate ID, Card Acceptor, Instalment Number, Change Type				
IA	Add Instalment	Mandate ID, Card Acceptor, Instalment Number, Change Type				
IM	Instalment Maintenance	Mandate ID, Card Acceptor, Instalment Number, Change Type ( <b>dependant on change required</b> : Submit Date / Instalment Amount / Tracking Indicator)				
IC	Instalment Cancellation	Mandate ID, Card Acceptor, Instalment Number, Change Type				
RM	Reschedule Instalment	Mandate ID, Card Acceptor, Instalment Number, Submit Date, Amount, Tracking Indicator, Change Type				
	Table 2 – Change Type table					



### Step 2: Click Validate

If the information was captured incorrectly, the "specific" cell will be highlighted in yellow, and is required to be corrected by the User, see Fig 3, in order to proceed to the next step.

If the information is correctly captured the user will be able to Generate the file.

3 Merchant 4 5 6 7 8 9 9 10 11	S50000008 Validate Generate Clear Data		ebiCheck Aaintenar Geno	: Instalment nce Bulk File erator		<b>DIVISION OF ALTRON</b> Click on field heading for more information	
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1 DebiCheck Bulk File Generator Tracking Codes							
			F	ig 3 – An erro	or displayed		

3 Merchant 4 5 6 7 8 9 10 11	S50000008 Validate Generate Clear Data	De Ma	biCheck Iı intenan ™ Gene <mark></mark> #	Instalment icrosoft Excel	X ktop/DEBICHECK	A DIVISION OF ALTRON
12 mandatelD 13 12123 Manda	accessID 0008	instalment 2	submitDate 20211230			changeType IM
14 Manda	te ID	-			ОК	
15 of the	mandate					
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Inform	nation DebiCheck Bu	Ik File Generator Tra	cking Codes   Change Typ	Des (+)		1.4
			anange typ			1 1
			Fig 4	4 – Generate scre	en	

**Step 3:** Once all the errors have been corrected, Click Generate, see Fig 4.



**Step 4:** A folder named DEBICHECK Exports will be automatically generated and saved to the Users' desktop, see Fig 5.

	Recycle Bin
	Firefox
	DEBICHECK Exports
F	ig 5 – DEBICHECK Exports folder created on the Users' desktop

**Step 5:** The User will be able to select the required file, to upload onto the NuPayments website, see Fig 6.

#### Note:

The file string will guide the User to identify the correct bulk file in the DebiCheck Exports folder. It will be the same string as seen in Fig 4.

If the User would like to confirm the context of the file, the file must be opened with Notepad.

> This PC > OS (C:) > Users > Jacquim.ALTRON > Deskto	D > DEBICHECK Exports	
^	Name	Date modified
	5500000008_IRM_1130102714	2021/11/30 10:27
Fig 6 – Instalment Mainten	ance Bulk File saved in the DEBICHECK Expo	orts folder



# B: Importing the Bulk File onto the NuPayments website

Link: www.nupayments.co.za

Step 1: Select Bulk Transaction Upload, see Fig 7.

Home DEBICHECK   Transaction Upload   Maintenance   Custom Transaction   Upload   Bulk Transaction Upload   Bulk Transaction Upload   DebiCheck Media   Log out   Notifications   No Notifications   No Notifications   Read More		
Transaction Upload   Maintenance   Custom Transaction   Upload   Bulk Transaction Upload   Debicheck Media   Log out   Notifications   No Notifications   No Notifications   Read More		
Maintenance   Custom Transaction   Poload   Bulk Transaction Upload   DebicAck Media   Log out   Notifications   No Notifications   Read More   Available Functions   Important Informat   NuPay - Internal Debic   2020-12-23 14:04   2020-12-24   2020-12-24   2020-12-25   2020-12-24   2020-12-24   2020-12-24   2020-12-24   2020-12-24   2020-12-24   2020-12-24   2020-12-24   2020-12-24		
Custom Transaction   Bulk Transaction   Plobad   Important Informat   NuPay - Internal Debic   Reporting   Debicheck Media   Log out   Notifications   No Notifications   Read More		
Custom Transaction   Bulk Transaction Upload   Bulk Transaction Upload   Reporting   DebiCheck Media   Log out   Notifications   No Notifications   Read More	on:	ormation:
Bulk Transaction Upload   Reporting   DebiCheck Media   Log out   Notifications   No Notifications   No Notifications   Read More	heck Error Codes	I DebiCheck Error Codes V1.1.pdf
Dark markedom       202       Bulk Transaction Upload       Early Morning Transaction         Reporting       3       Transaction Maintenance       Affican Bank       4         Log out       3       Transaction Maintenance       Bidvest       4         Notifications       No Notifications       Site Visit Request       Request a Call-back       No Notifications         Read More       4		
Reporting   DebiCheck Media   Log out   Notifications   Notifications   No Notifications   Reparting   Request a Call-back	on Processing Stat	ransaction Processing Status
DebiCheck Media ABSA   Log out Transaction Maintenance   No Notifications Reporting   No Notifications Site Visit Request   Request a Call-back Ubank	ed at Bank % Res	4 Received at Bank % Responses Receiv
DebiCheck Media African Bank   Log out Bidvest   Notifications Reporting   No Notifications Site Visit Request   Read More Ubank	YES	YES 100 %
Log out Bidvest   Notifications Reporting   No Notifications Site Visit Request a Call-back   Read More Ubank	YES	YES 100 %
Notifications       Reporting       Capitec       FNB       FNB       FNB       Modbank       Indebank       Indebank </td <td>YES</td> <td>YES 100 %</td>	YES	YES 100 %
Notifications     Site Visit Request     Request a Call-back     Nedbank     Medbank     Medba	YES	YES 100 %
Notifications     Nedbank     Nedbank       No Notifications     Site Visit Request     Request a Call-back       Read More	YES	YES 100 %
No Notifications     Site Visit Request     Request a Call-back     SBSA       Ubank     Ubank	YES	YES 100 %
Ubank Ubank	YES	YES 100 %
Read More	YES	YES 100 %
Read More		
Fig 7 – DebiCheck homepage		

**Step 2:** Select File Instalment Maintenance, then select File Instalment Maintenace from the drop-down menu and Click Continue, see Fig 8.

Home	Bulk Transaction Upload
Home DEBICHECK	Bulk File Options
Transaction Upload	
Maintenance	<ul> <li>File Upload</li> <li>DebiCheck Pre-Stage File Upload</li> </ul>
Custom Transaction Upload	File Instalment Maintenance
Bulk Transaction Upload	Select-One
Deporting	Select-One
Reporting	File Instalment Maintenance
DebiCheck Media	



Step 3: Click Choose file, see Fig 9.

Merchant: File:	S500000008 - STIFFIN DEBI CHECK TESTING       Choose File       No file chosen
File:	Choose File No file chosen
	Import Back
	Fig.(

**Step 4:** The User will be directed to the DEBICHECK Exports folder, which was created and saved on their desktop. Click to open the folder, see Fig 10.

	)= • II 🕜 o	urce portal for regular updates on the pan	
Mame  DEBICHECK Exports	Date modified	Logged on as:	
	files V Open Cancel	×	
Fig 10 – DE	BICHECK Exp	orts folder screen	



	Date modified	Lessed en e
5500000008 IRM 0513160109	2021/05/13 16:01	Logged on a
□ ■ 550000008_IRM_0514091601	2021/05/14 09:16	
□ ■ 550000008_IRM_0514101020	2021/05/14 10:10	
550000008_IRM_0514130722	2021/05/14 13:07	
550000008_IRM_0514131659	2021/05/14 13:16	
550000008_IRM_0519093712	2021/05/19 09:37	
550000008_IRM_0526090817	2021/05/26 09:08	
550000008_IRM_0922112710	2021/09/22 11:27	
550000008_IRM_1130102714	2021/11/30 10:27	
550000008_Prestage_TransactionUpload	2021/05/26 16:06	<b>*</b>
35000000008_BUC_TT2_0524082805	2021/05/24 08:28 🗸	
<	>	
<ul> <li>✓ All files</li> </ul>	~	
Open	Cancel	

Step 5: The User will be able to select the required file, then click Open, see Fig 11.

Step 6: The file will be uploaded onto the NuPayments website, Click Import, see Fig 12.

A DIVISION OF ALTRON	NuP Nun Ema	ay Contact Centre nber: 010 060 4444, 011 617 1750 iil Address: contactcentre@nupay.co.za
Home	Bulk Trans	saction Upload
Home DEBICHECK	Bulk File U	pload Details
Transaction Upload	Merchant:	550000008 - STIFFIN DEBI CHECK TESTING
Maintenance Þ	File:	Choose File 550000008_IRM_0419105500.csv
Custom Transaction Upload		Import Back
Bulk Transaction Upload		1
		Fig 12 – Bulk Files Import screen



Bulk Trans	saction Upload		
Bulk File U			
Merchant:		Bulk File Upload Confirmations	×
File:	Choose File No file	The file was uploaded successfully	
	Import	The life was uploaded successfully.	
			Close

**Step 7:** A confirmation screen will be displayed, see Fig 13, Click Close.

#### Rules:

- 1. The upload function works exactly like NAEDO, once the file is successfully uploaded, the User will receive an out file with the respective statuses.
- 2. The User must be opted-in on Merchant, Group and Sub-Group level to receive the required out file.
- 3. It is highly recommended that the User loads the transactions at least three working days prior to the submit date, to avoid any disappointment.
- 4. Each field must be completed in the requested format on the Bulk File Generator (the format is explained by clicking on the heading of the required field) or viewing the additional information tabs.
- 5. The User can select Group or Sub-group level, by clicking on the Merchant dropdown, see Fig 14.

3 4 5	Merchant Group Subgroup Merchant	<b>•</b>	Validate		Del	biChec	k Insta	lment
6 7			Generate	]	Ma	intena	nce Bu	lk File
8 9			Clear Data			0		
10						Gen	erator	
12	mandateID	acce	ssID	instalment		submitDate	amount	
13	Fill in Data							
14								
15								
17								
18								
			Fig 14	–Group o	r Sub-gr	oup selection		

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- 6. Access ID field: When selecting the Group or Sub-group option, the User must enter the Merchant numbers that are linked to the specific Group or Sub-group number.
- If the user enters a Merchant number that is not linked to the selected Group or Subgroup number, the User will receive a Failed response in the out file, see Fig 15.
   Note: in the below example, merchant number 550000008 was not linked to Group number entered.

card_acceptor	mandate_i d	change _type	apply_ to_all	instalment		submit_date	tracking_ indicator	source	status	user_up dated	date_updat ed	user_crea ted	date_creat ed	cycle_dat e	disputa ble	respons e_code	response_descriptior
											2021-11-15						
											13:29:31.02	dc_webser					
550000002	5600293	IA	0	1	1	2021/10/29 00:00	1	webservice	Р	jacoc	3000	vice_user	2021-11-15	20220129	0	500000	Success
											2021-11-15		2021-11-15				
											13:29:31.03	dc_webser	13:15:24.8				Invalid Access ID/ Mand
550000008	5600292	IM	0	1	1.1	2021/10/29 00:00	1	webservice	С	jacoc	3000	vice_user	27000			500004	ID.
											2021-11-15						
											13:29:31.40	dc_webser					
550000002	6120336	IM	0	3	1.2	2022/01/22 00:00	5	webservice	Р	jacoc	7000	vice_user	2021-11-15	2022/01/20	1	500000	Success

Fig 15 - Failed response received in the out file