NUPAY
A DIVISION OF ALTRON

DebiCheck: Instalment Maintenance Bulk File
Generator quick guide – V2

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

Follow the below process.

Step1: Complete all fields in the DebiCheck Instalment Maintenance Bulk File Generator	→	Step 2: Click on Validate to make sure that all of the information is captured accurately	→	Step 3: Click Generate	→	Step 4: The file will be saved on your Desktop

Process

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

Link: www.nupayments.co.za

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.

Fig 1 – Instalment Maintenance Bulk File generator spreadsheet

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. **Note:** 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.

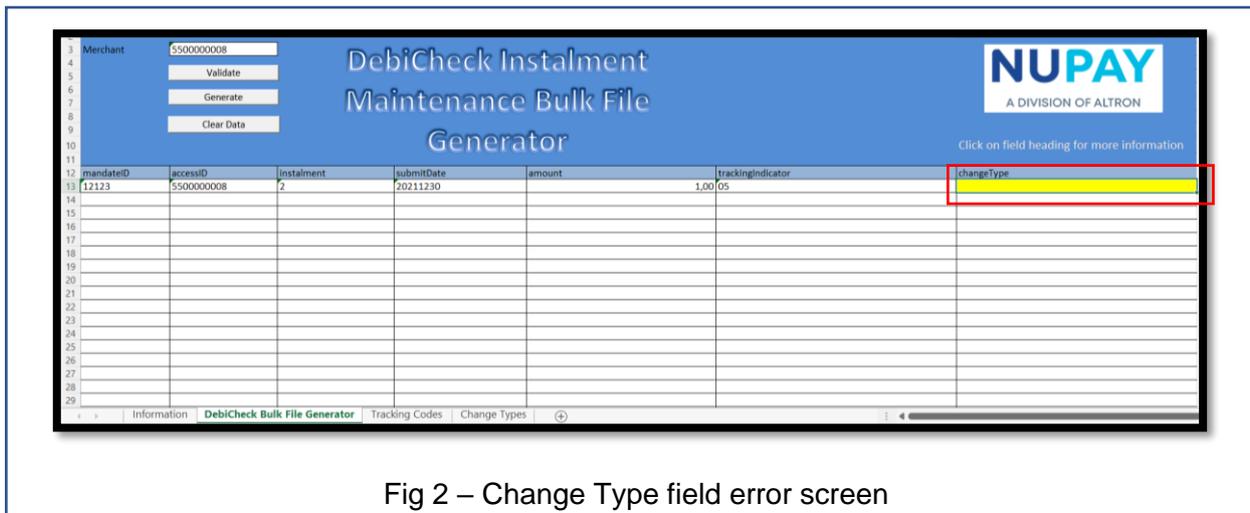Table 1 – Bulk File Generator - Headings Description table

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 (**dependant on change required**: 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.
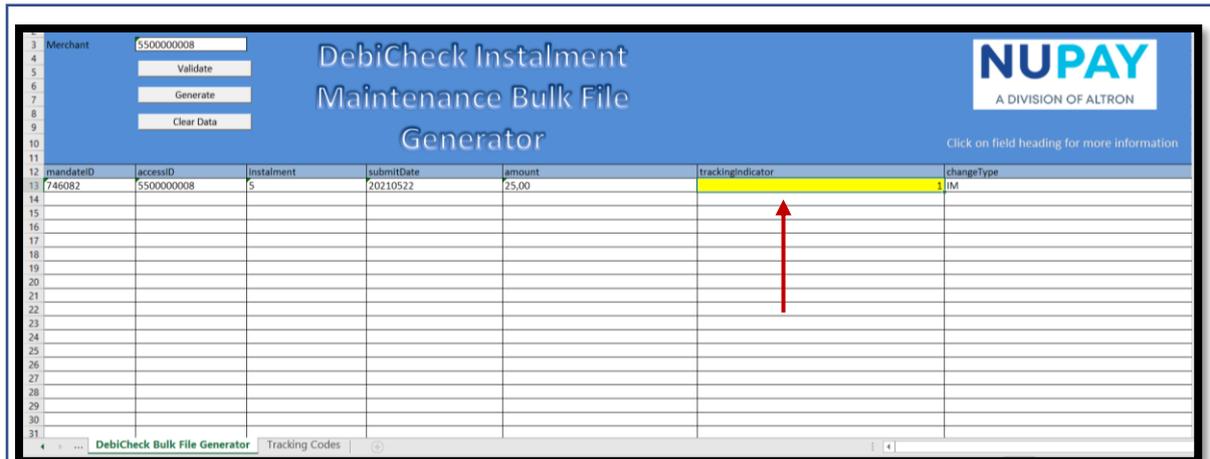
Fig 3 – An error displayed

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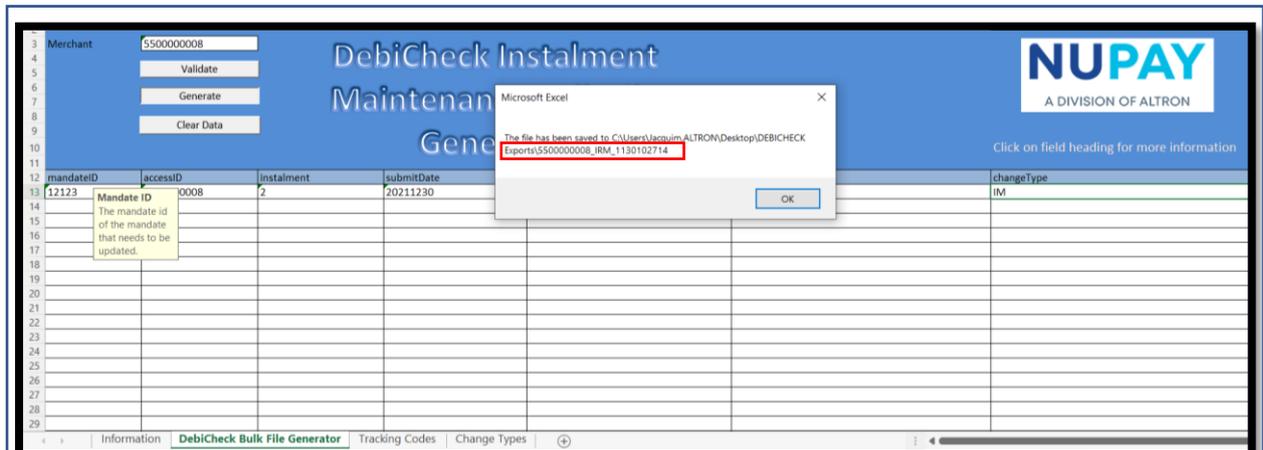
Fig 4 – Generate screen

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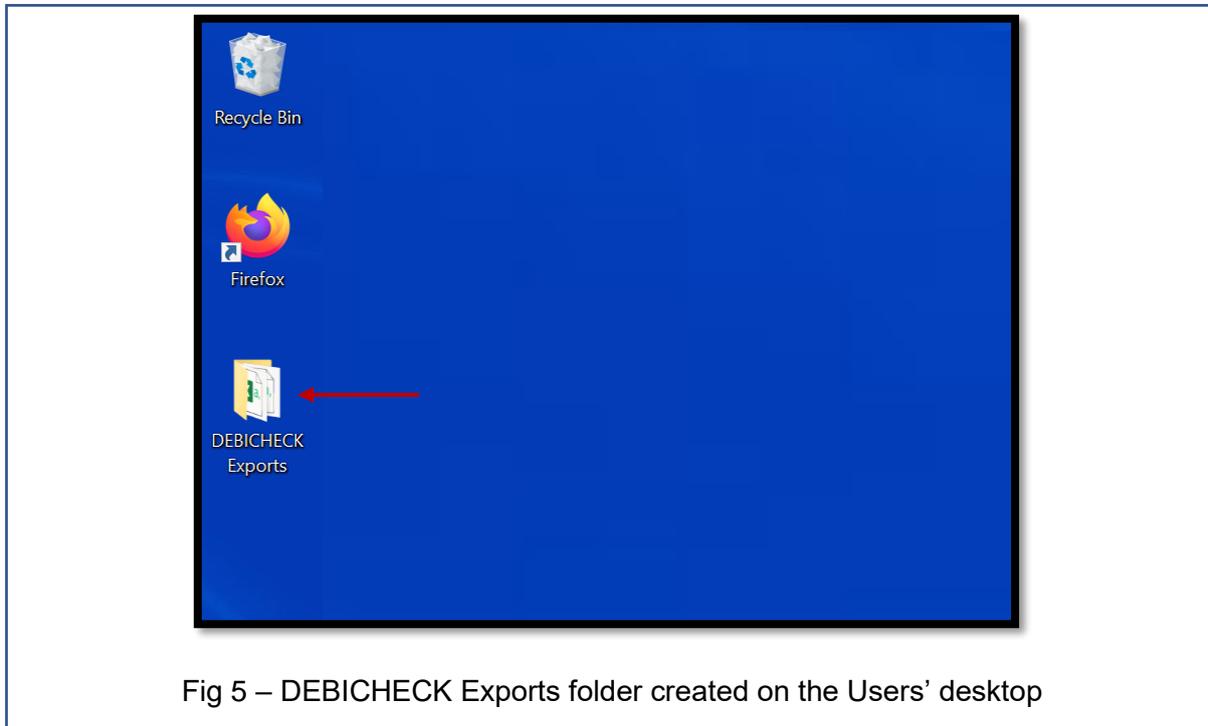
Fig 5 – DEBICHECK Exports folder created on the Users' desktop

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.
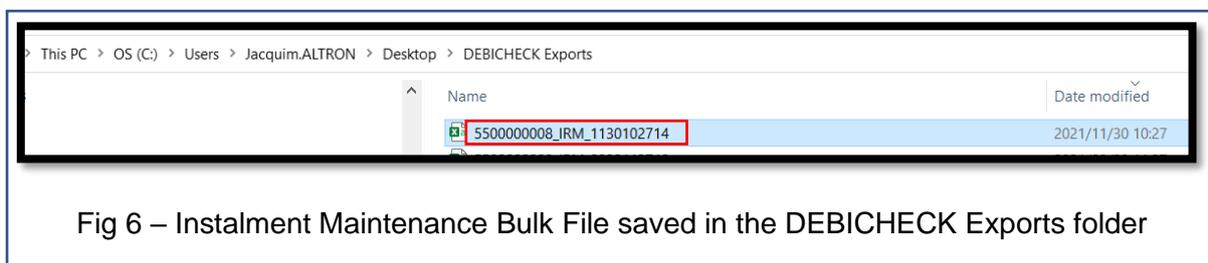
Fig 6 – Instalment Maintenance Bulk File saved in the DEBICHECK Exports folder

B: Importing the Bulk File onto the NuPayments website

Link: www.nupayments.co.za

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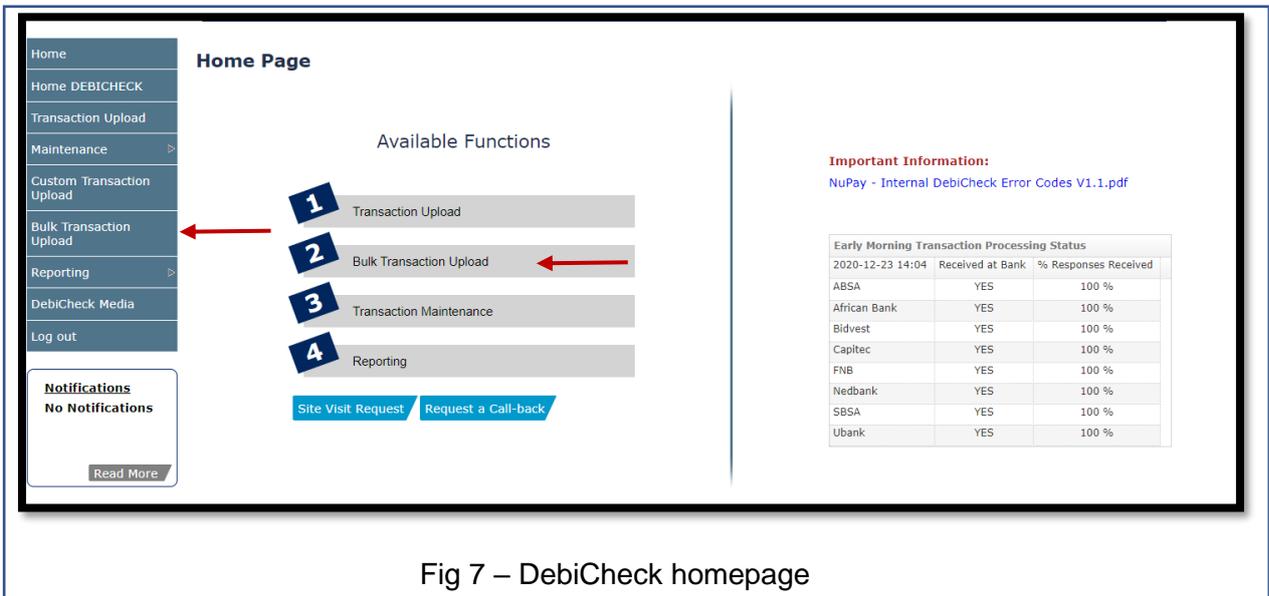
Fig 7 – DebiCheck homepage

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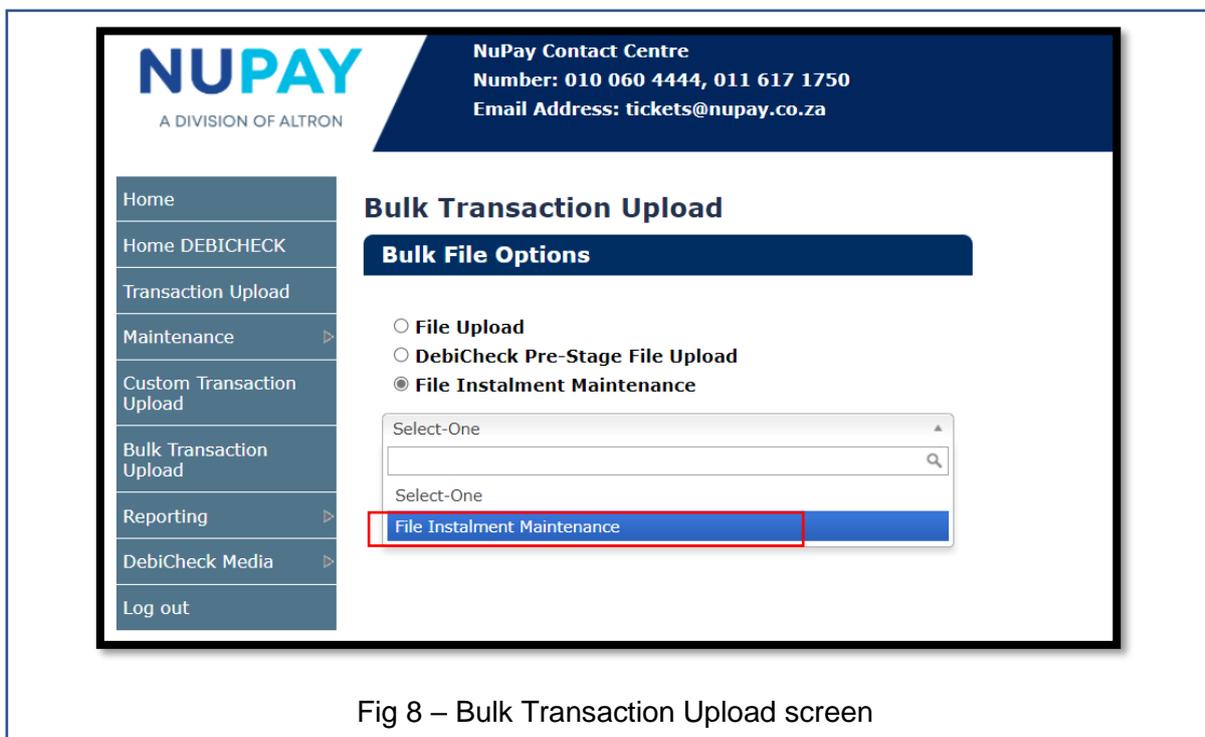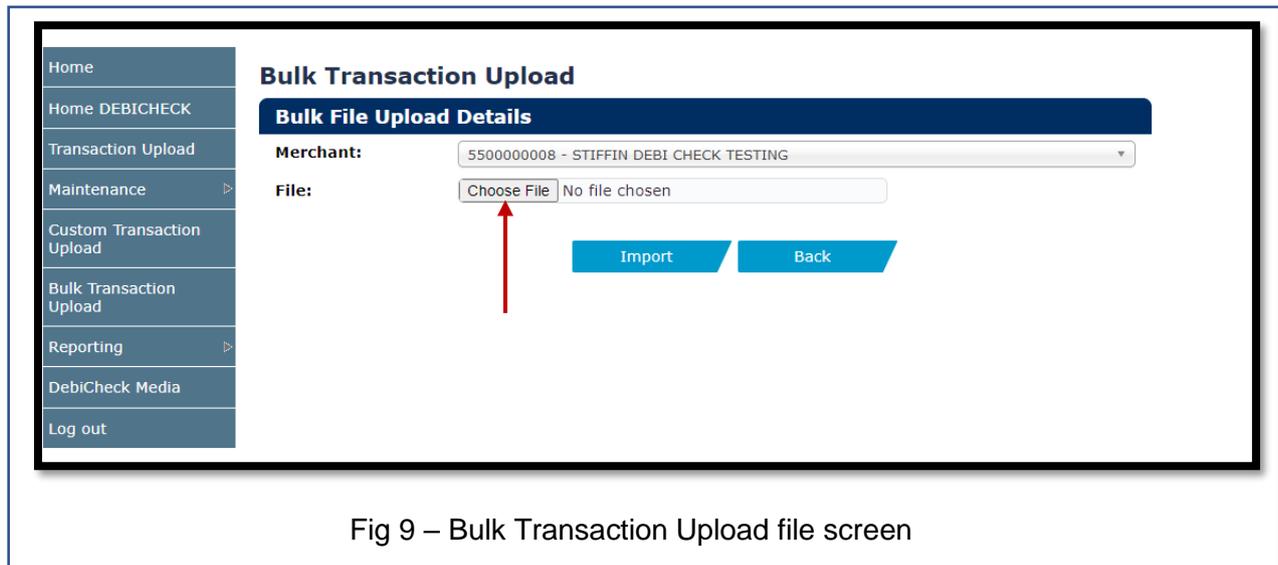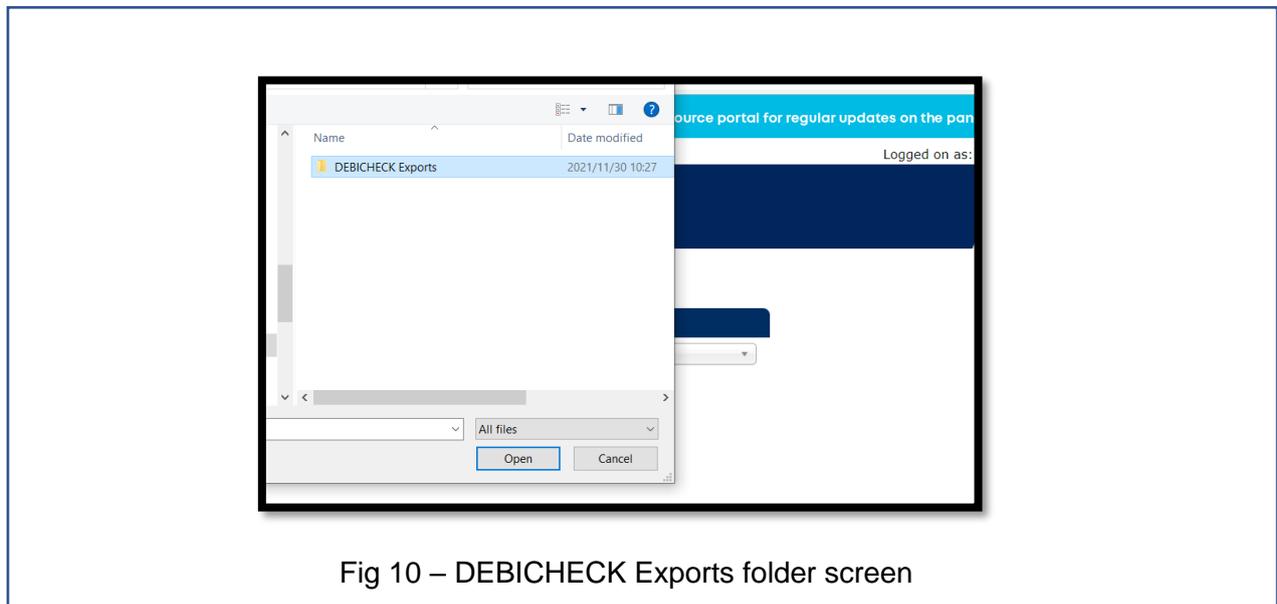

Fig 8 – Bulk Transaction Upload screen

Step 3: Click Choose file, see Fig 9.

Fig 9 – Bulk Transaction Upload file screen

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.

Fig 10 – DEBICHECK Exports folder screen

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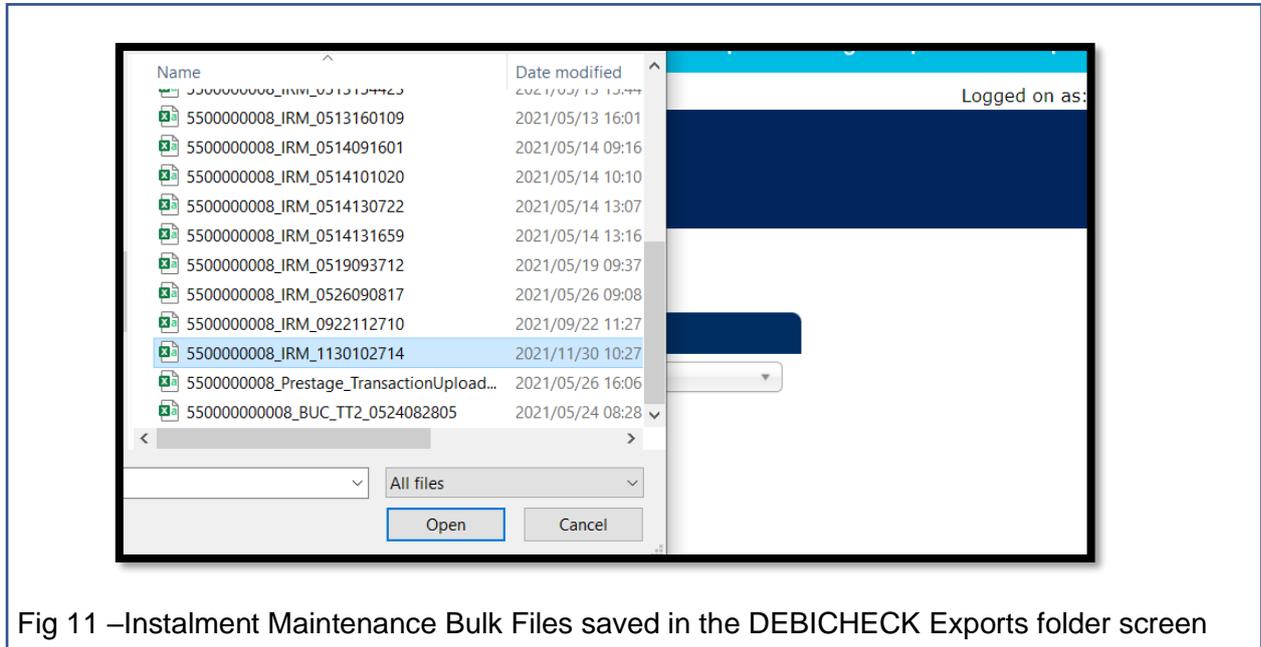

Fig 11 –Instalment Maintenance Bulk Files saved in the DEBICHECK Exports folder screen

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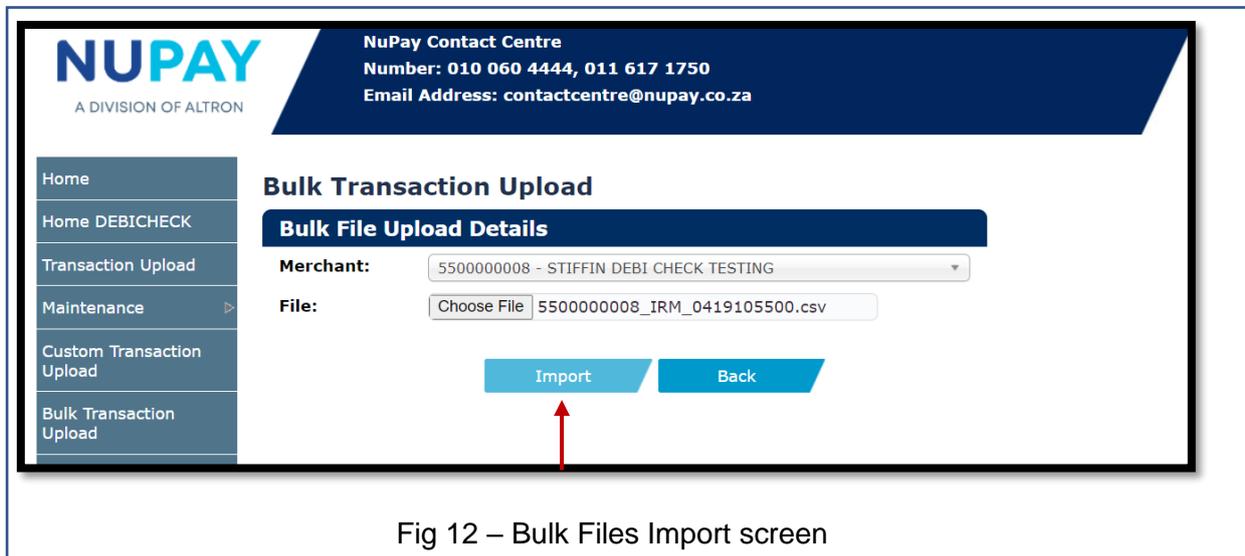

Fig 12 – Bulk Files Import screen

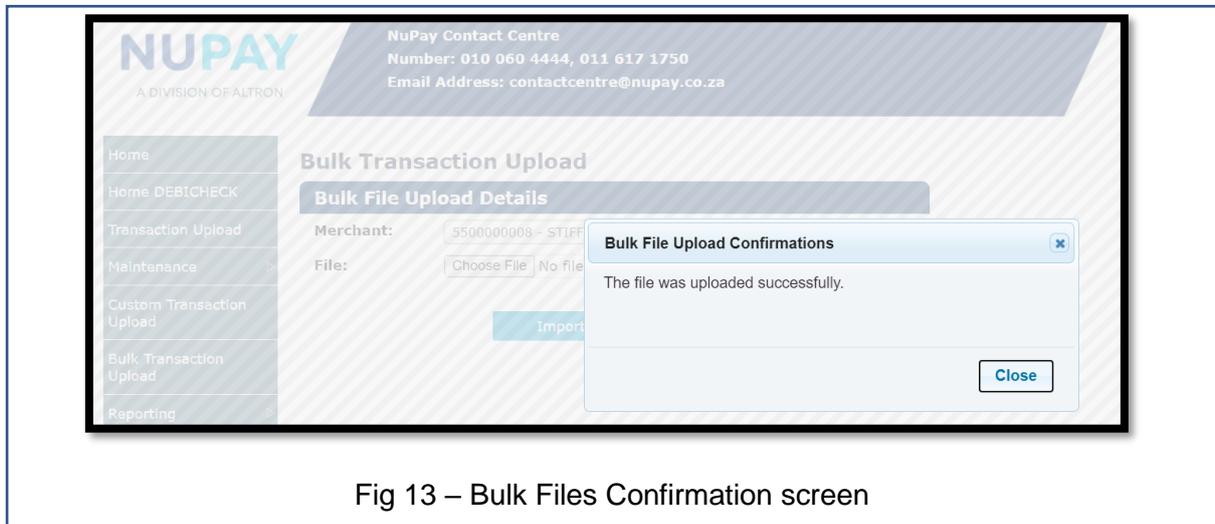**Step 7:** A confirmation screen will be displayed, see Fig 13, Click Close.

Fig 13 – Bulk Files Confirmation screen

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 drop-down, see Fig 14.
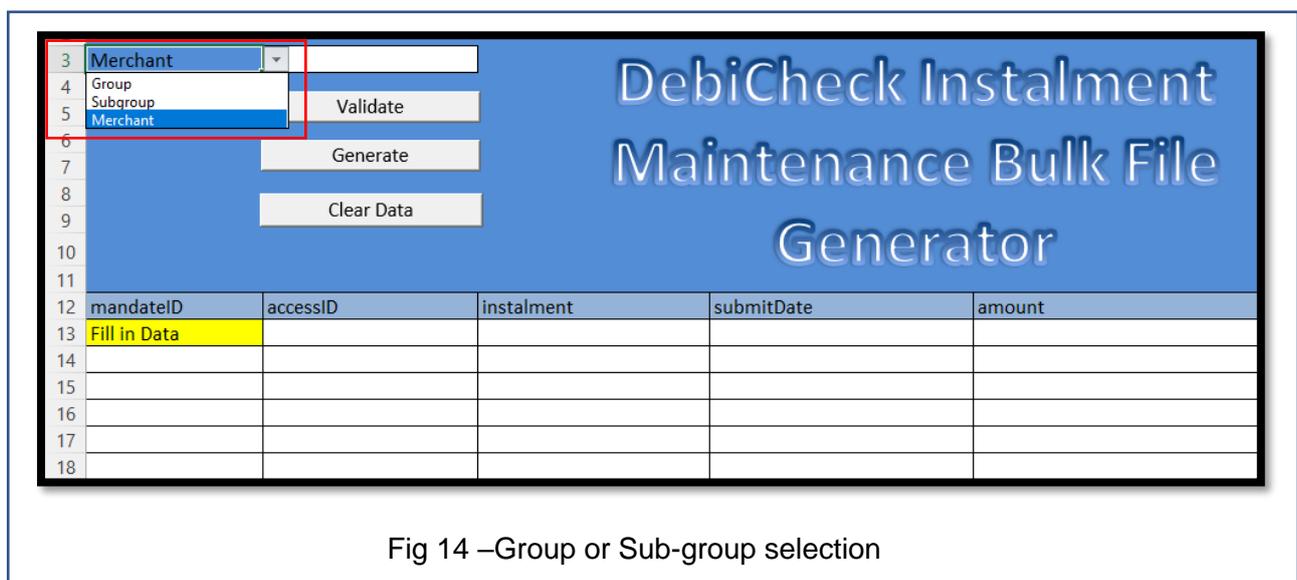

Fig 14 –Group or Sub-group selection

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.

7. If the user enters a Merchant number that is not linked to the selected Group or Sub-group number, the User will receive a Failed response in the out file, see Fig 15.
Note: in the below example, merchant number 5500000008 was not linked to Group number entered.

card_acceptor	mandate_id	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_description
5500000002	5600293	IA	0	1	1	2021/10/29 00:00	1	webservice	P	jacoc	2021-11-15 13:29:31.02 3000	dc_webser vice_user	2021-11-15	20220129	0	500000	Success
5500000008	5600292	IM	0	1	1.1	2021/10/29 00:00	1	webservice	C	jacoc	2021-11-15 13:29:31.03 3000	dc_webser vice_user	2021-11-15 13:15:24.8 27000			500004	Invalid Access ID/ Mandate ID.
5500000002	6120336	IM	0	3	1.2	2022/01/22 00:00	5	webservice	P	jacoc	2021-11-15 13:29:31.40 7000	dc_webser vice_user	2021-11-15	2022/01/20	1	500000	Success

Fig 15 – Failed response received in the out file