



DebiCheck: TT2 Bulk File Generator – Quick Guide – V1

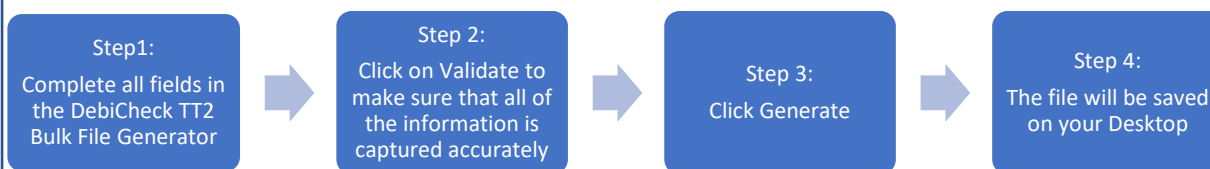
(External use)



Purpose: The Merchant will be able to load multiple transactions onto one file to send up to the bank for processing.

A. Creating the Bulk File Generator

Follow the below process.



Process

Step 1: Complete all fields in the DebiCheck TT2 Bulk File Generator, see Fig 1.

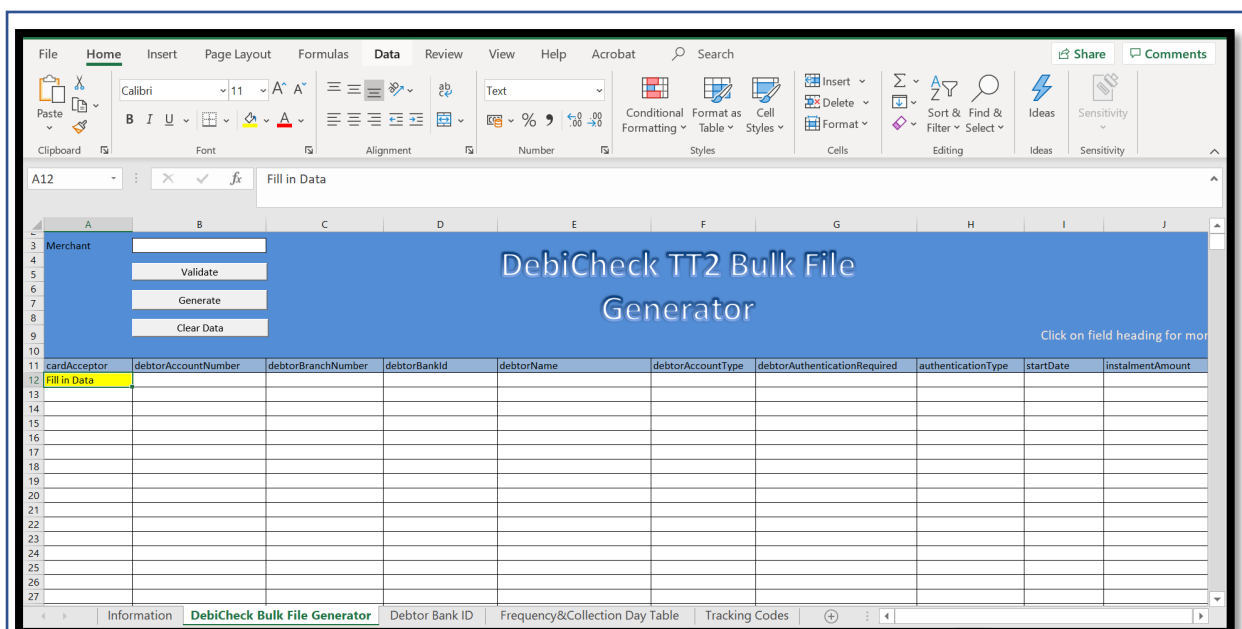


Fig 1 – Bulk File Generator excel spreadsheet

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 Merchants desktop called DebiCheck exports. A message is displayed which indicates the Merchant number, the file name the date and time for easy reference. E.g. file string TT2_0114143034 [Date = 0114 or 14 January; Time: 14:30:34]
Clear Data	Removes all previous data and allows the Merchant to capture a new batch file

Field	Description
cardAcceptor	Merchant number
debtorAccountNumber	Client's bank account number
debtorBranchNumber	Universal branch codes, refer to the Debtor Bank ID tab
debtorBankId	A unique code used to identify the specific bank i.e. SBSA = 1; Nedbank = 2 etc. Refer to the Debtor Bank ID tab
debtorName	The Client's name or the Account holder's name, as it appears on their bank statement
debtorAccountType	A code which identifies the account type i.e. Current Account = 1; Savings Account = 2 etc.
debtorAuthenticationRequired	Defaulted to 0227 - TT2 Bulkfile (Note that the 0 is mandatory and must appear in this field).
authenticationType	Type in BATCH (Note that this field is case sensitive, so please ensure that the CAPS lock is on).
startDate	This is the date that the Merchant wants to start collecting the first instalment. (YYYYMMDD)
instalmentAmount	The collection/instalment amount.
maxCollectionAmount	The Merchant must calculate the 1.5 times the instalment amount or just capture the instalment amount into this field (Note that this field does not auto calculate the max collection amount).
frequency	Indicates how often the clients account will be debited i.e. WEEK = Weekly; QURT = Quarterly etc. Refer to the Frequency&Collection Day Table tab.
collectionDay	Denoted by a code and is relative to the Frequency selected i.e. A Collection that occurs weekly, every Monday, the table denotes Monday as a code 01, so the Merchant will capture 01 in this field. Refer to the Frequency&Collection Day Table tab.
debitValueTypeId	This field denotes whether the Transaction was loaded as a Fixed, Variable or Usage mandate type i.e. Fixed = 1 etc.
instalments	How many payments is the Client going to make to pay-off the initial debt amount i.e. 1,2,10,12,24 cycles/payments.
entryClass	Defaulted to the commonly used debit type which is 0033 - Loan Repayment.
dateAdjustmentRule	Defaulted to Y, if the Merchant decides to enter N, the system will default it to Y in the backend, however on this spreadsheet the N will be identified as an error/invalid character when the Merchant runs the validations.
debtorIdType	Indicates the Clients ID Type i.e. Passport = 1; ID = 2
debtorId	The Clients ID/Passport number, relative to the ID type that was selected in the previous field.
clientReference	The Contract or Loan number.
trackingIndicator	This field indicates the number of tracking days selected by the Merchant, note that on DebiCheck there is 0-10 tracking days available. Refer to the Tracking Codes tab.

Step 2: Click Validate

If the information was captured incorrectly, the said cell will be highlighted in yellow, and is required to be corrected by the user, see Fig 2.

If the information is correctly captured the Merchant/User will be able to Generate the file.

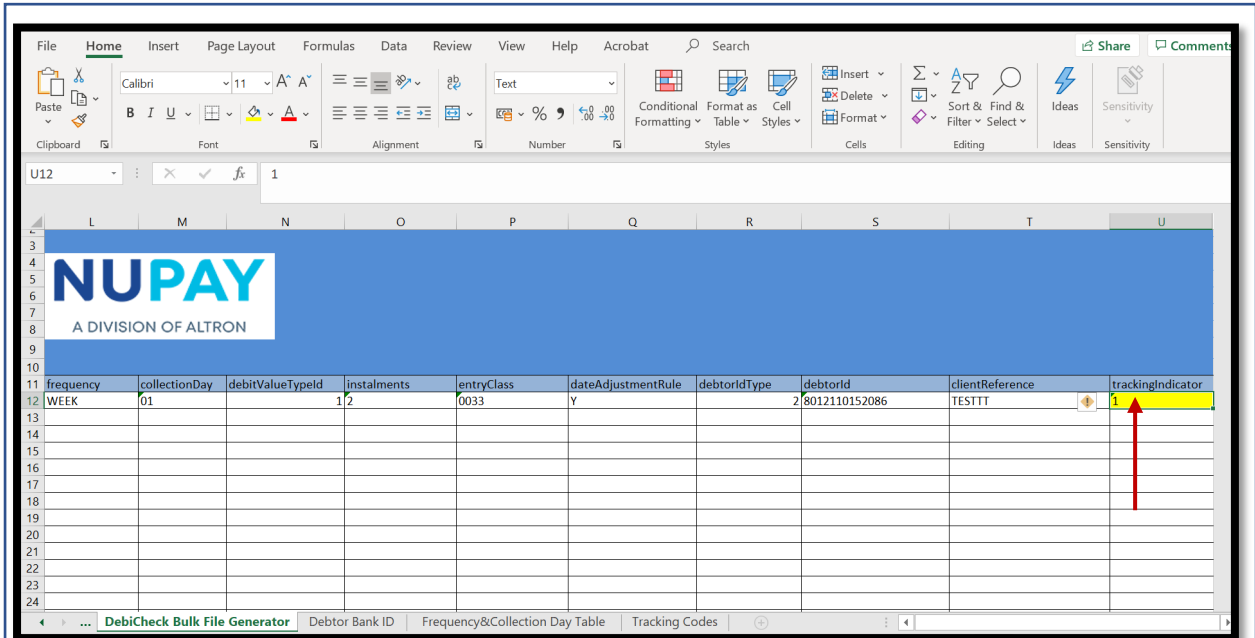


Fig 2 – An error displayed

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

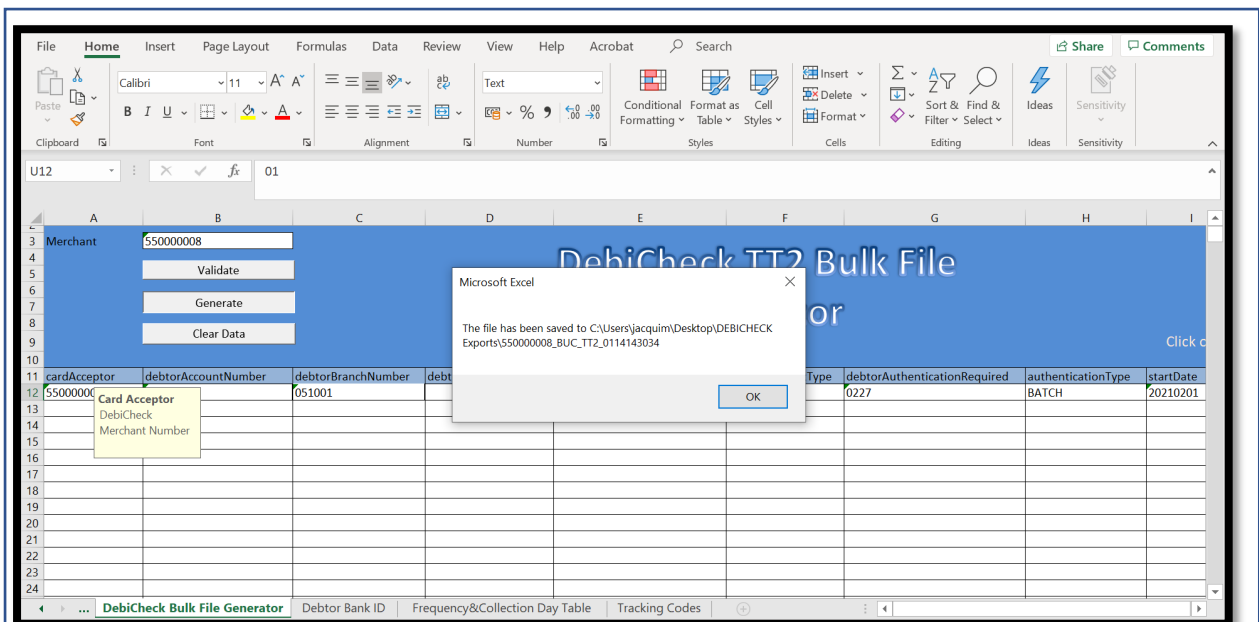


Fig 3 – Generate screen

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

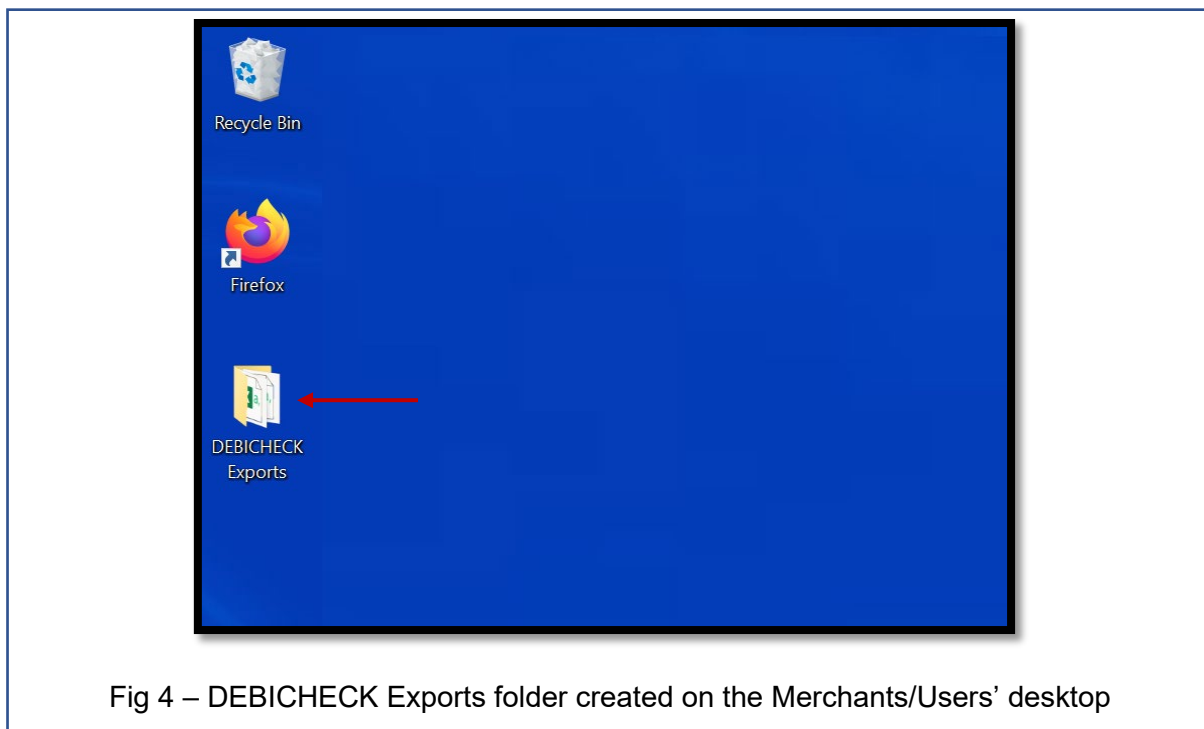


Fig 4 – DEBICHECK Exports folder created on the Merchants/Users' desktop

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

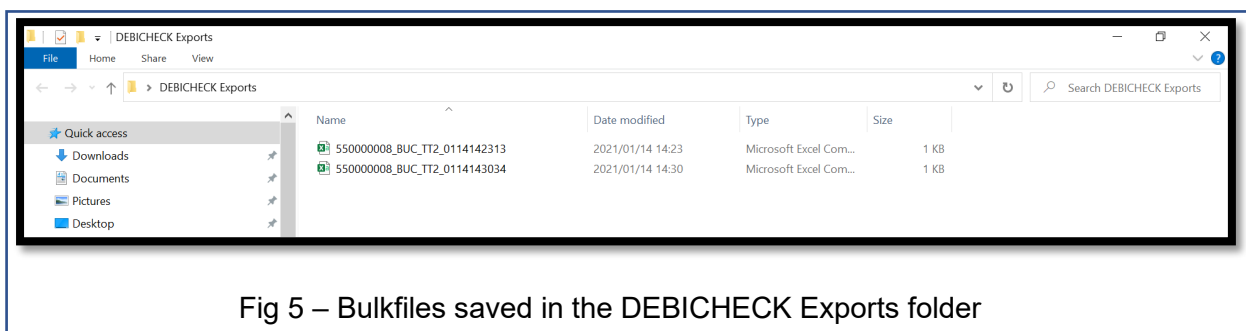


Fig 5 – Bulkfiles saved in the DEBICHECK Exports folder

B: Importing the Bulkfile onto the NuPayments website

Link: www.nupayments.co.za

Step 1: Select Bulk Transaction Upload, see Fig 6.

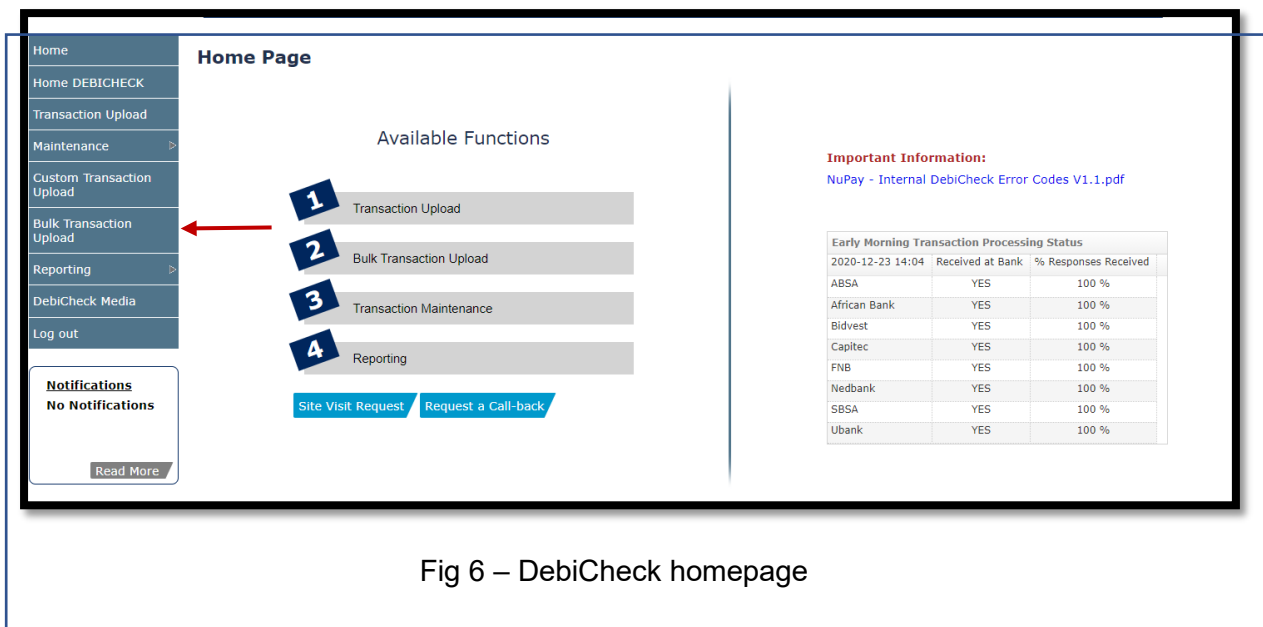


Fig 6 – DebiCheck homepage

Step 2: Select File Upload and Click Continue, see Fig 7.

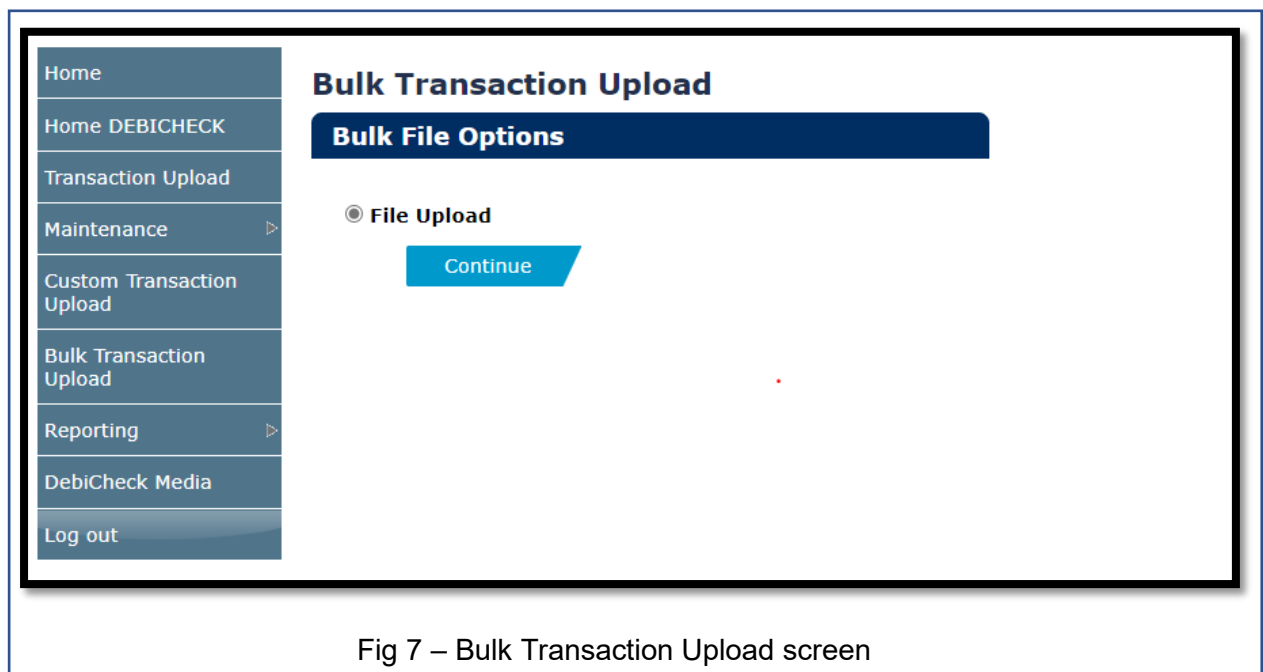


Fig 7 – Bulk Transaction Upload screen

Step 3: Click Choose file, see Fig 8.

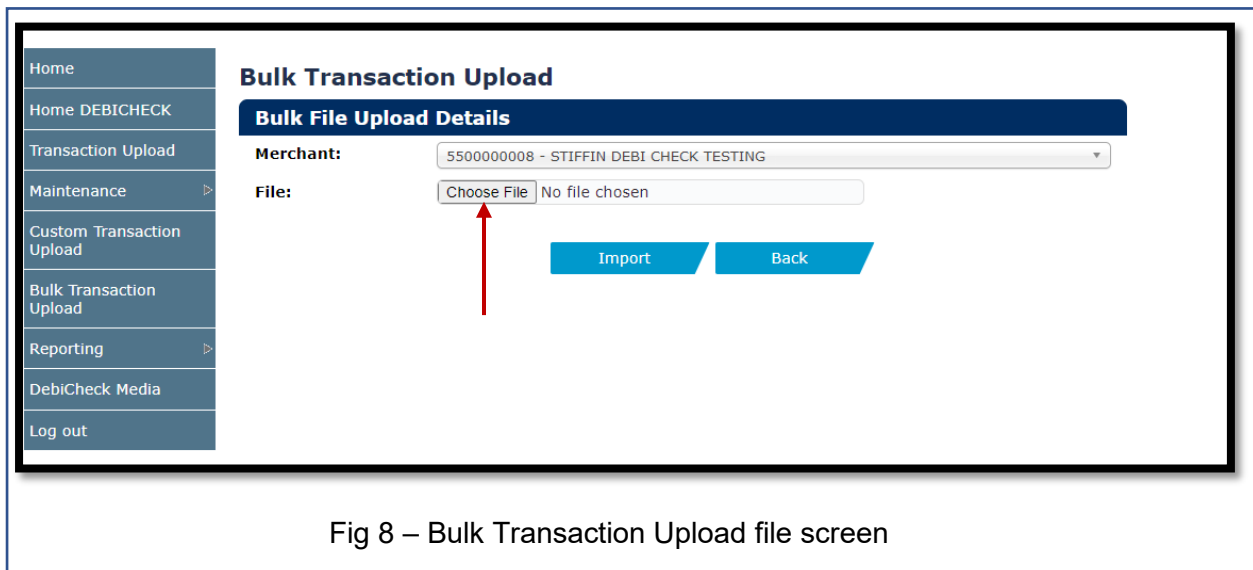


Fig 8 – Bulk Transaction Upload file screen

Step 4: The Merchant/User will be directed to the DEBICHECK Exports folder, which was created and saved on their desktop. Click to open the folder, see Fig 9.

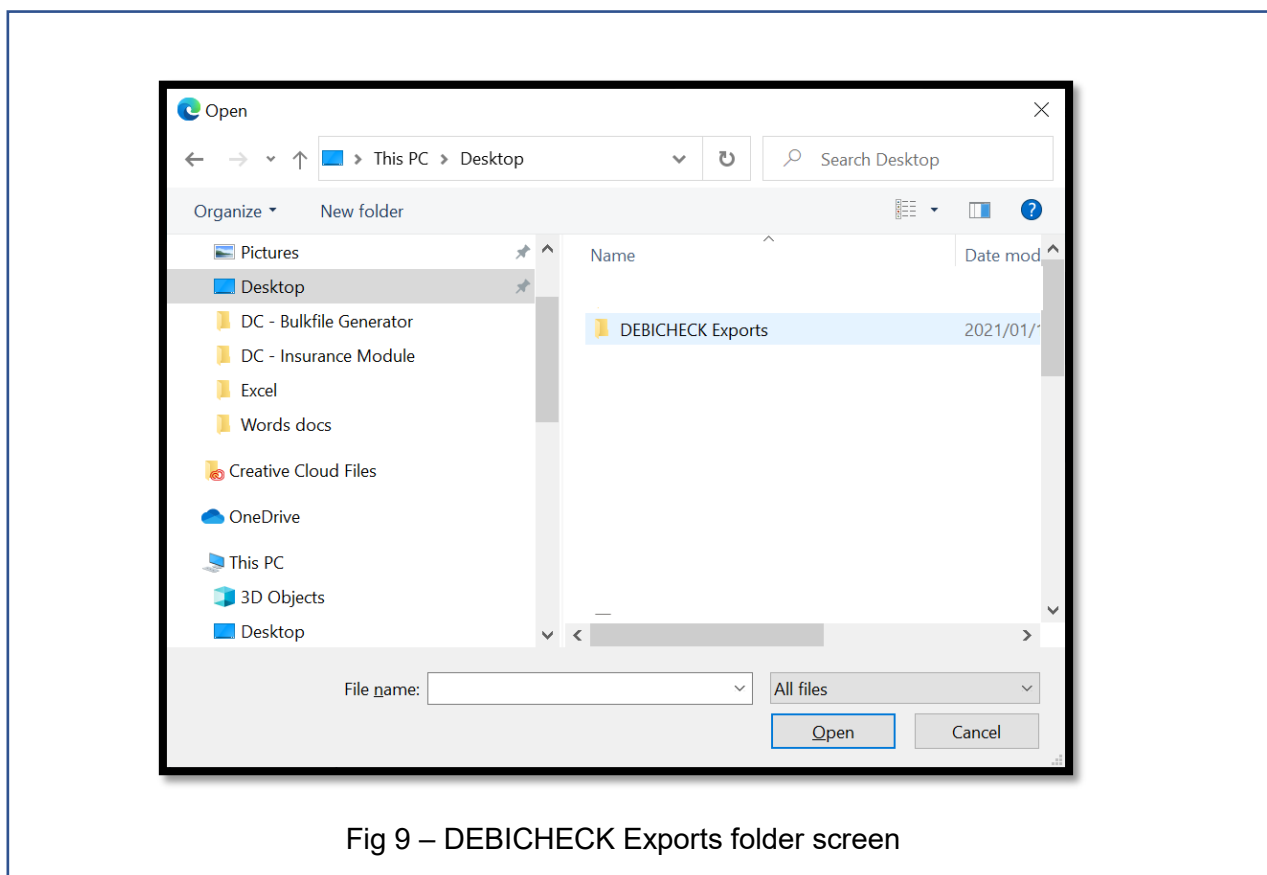


Fig 9 – DEBICHECK Exports folder screen

Step 5: The Merchant/User will be able to select the required file, by clicking on it, see Fig 10.

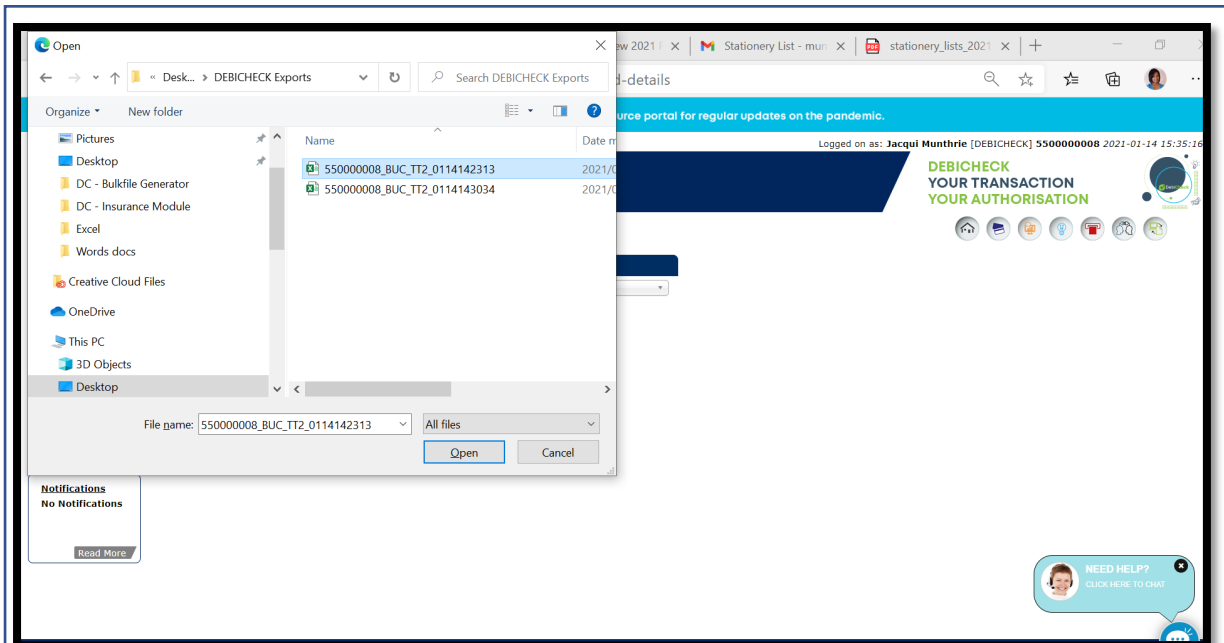


Fig 10 – List of Bulkfiles saved in the DEBICHECK Exports folder screen

Step 6: The file will be uploaded onto the NuPayments website, Click Import, see Fig 11.

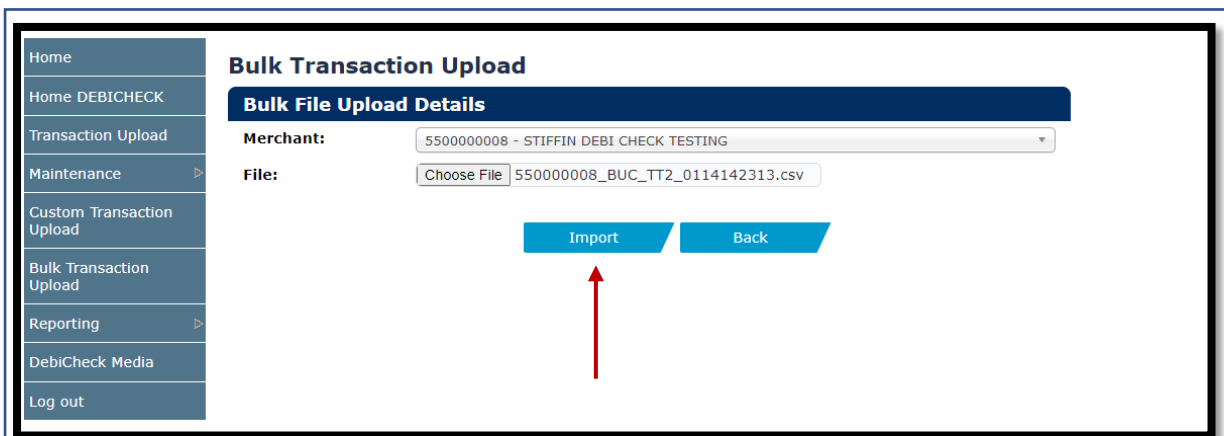


Fig 11 – Bulkfiles Import screen

Step 7: A confirmation screen will be displayed, see Fig 12.

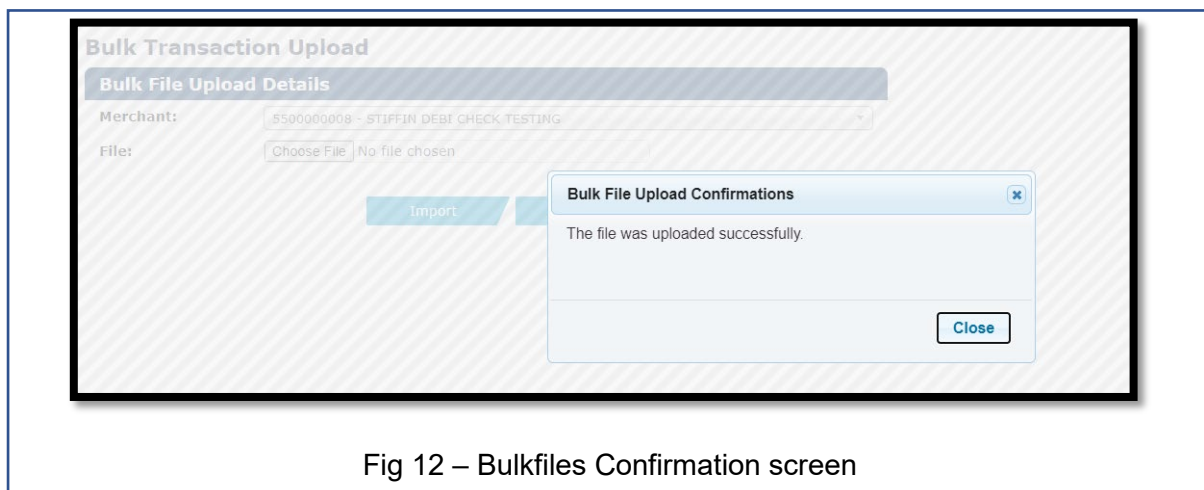


Fig 12 – Bulkfiles Confirmation screen

Rules:

1. The upload function works exactly like NAEDO, once the file is successfully uploaded, the merchant/user will receive an out file with the respective statuses.
2. The status on the report must read as **“posted”**.

Z	AA	AB	AC	AD	AE
collect_day	date_adjus	debit_value	auth_type	entry_class	status
11	Y	1	BATCH	33	posted
11	Y	1	BATCH	33	posted

3. The extraction takes place twice a day at 11:30am and 15:30pm.
Note: It is highly recommended that the merchant 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).
5. The Contract reference number is not required on the Bulk File generator spreadsheet. This number will be generated for the Merchant, as is the case on the website.
Note: This field is validated by NuPay as well as by the Bank, so once the Contract reference number is used, it cannot be used again on the same Merchant number.

