

This guide provides you with an introduction to using the Bulk Transactions function in Heartland Internet Banking.

Some accounting/payroll systems will allow you to load a number of payments in your system and then export a Bulk Transaction file. These payment files can then be uploaded into Heartland Bank's Internet Banking site which will automatically create a Bulk Transaction batch for processing.

When exporting from your accounting/payroll system you should select the Heartland Bank file format option, if there is no Heartland Bank option, then please select the Westpac file format option. The file must be a text (.txt) or Comma Separated Value (.csv) file. This file must be saved to your computer before it can be uploaded to Internet Banking.

It is important to remember to check the status of your bulk transaction file after you have completed the upload.

Bulk File Upload

Upload File

To upload a new bulk transaction file for processing

1. Select the 'Bulk File Upload' option
2. Complete all mandatory fields as per below:

File Upload 01-09-2016 14:02:55 GMT +1200

Bulk Identifier:* CSV228190 ← Select CSV or TXT option based on file type

Encoding type used for the upload file:* DEFAULT ← Leave as 'Default'

From Account:* 03-1903-0123456-000 ← Select account to debit

Date: 30-09-2016 ← Select payment date

Description: Payments 30 September 2016 ← Can type payment description

Upload File:* Choose file ← Click 'Choose file' and browse and select the file to upload

Upload File Type:* CSV ← Select CSV or TXT option based on file type

* Mandatory Fields

Initiate Clear

File format (Bulk Identifier and Upload File Type) can either be:

- TXT or
- CSV

3. When you are ready to process the upload click 'Initiate'.

IMPORTANT: Once you click Initiate the payments will be submitted and you cannot reverse/delete the payment file.

4. You will receive a confirmation that the file has been uploaded. Click on the File Reference number to check the status of the payment.

Check File Upload Status

It is important to check the status of the file to ensure it has not failed.

1. Scroll across to view the last column.

File Upload 01-09-2016 14:28:38 GMT +1200

File has been uploaded, please check the processing status by clicking on the File Reference Number

File Reference Number: 0000210

File Upload Type: CSV228190

Encoding type used for the upload file: Default

From Account: 03-1903-0123456-000

Date: 30-09-2016

Description: Payments 30 September 2016

Upload File: TEST CSV file upload.csv

Upload File Type: CSV

OK

HEARTLAND INTERNET BANKING BULK TRANSACTIONS USER GUIDE

2. File Status's:

Status	Status Description
Received	File has been received and is still processing.
Pre Processed	File has been verified and is still processing. May be awaiting further authorisation from other users.
Authorised	File has been fully authorised and is still processing.
Processed	File has been validated successfully and is still awaiting completion.
Completed	File has completed successfully.
Error	The file has failed to process. Click on View Error to download the error txt log. For more information refer to the Understanding Errors section below.

3. To view the File Details please click on the File Name to view the File Details:

This file is awaiting completion:

History Of File 01-09-2016 15:58:17 GMT +1200

File Reference No	File Name	Bulk Transaction Identifier	Bulk Transaction Identifier Description
0000213	TEST CSV file upload.csv	CSV228190	CSV PAYMENT FILE

File Status	Updated Date	File Download
Received	01/09/2016 15:2630	File Download
Pre Processed	01/09/2016 15:2631	
Authorised	01/09/2016 15:2633	
Processed	01/09/2016 15:2634	
Completion Current Step Under Execution		

[Cancel](#)

File Status Description :

Received - File Received by Bank . **Error** - File Validation Failed . **Pre Processing** - File is under Verification . **Pre Processed** - File Verified and Pending for Authorisation . **Authorisation** - File is under Authorisation . **Authorised** - File is Fully Authorised . **Process** - File is under Processing at Bank . **Response Generation** - Reverse File (Txn Status File) generation . **Completed** - Executed/Rejected . **Rejected By Authoriser** - File Rejected by Authoriser

This file has completed successfully:

History Of File 15-11-2016 17:49:50 GMT +1300

File Reference No	File Name	Bulk Transaction Identifier	Bulk Transaction Identifier Description
0000211	Test payments A 3204.csv	CSV000231131	UPLOAD CSV FILE

File Status	Updated Date	File Download
Received	15/11/2016 16:4648	File Download
Pre Processed	15/11/2016 16:4650	
Authorised	15/11/2016 16:4652	
Processed	15/11/2016 16:4653	
Completed	15/11/2016 16:4816	

[Cancel](#)

File Status Description :

Received - File Received by Bank . **Error** - File Validation Failed . **Pre Processing** - File is under Verification . **Pre Processed** - File Verified and Pending for Authorisation . **Authorisation** - File is under Authorisation . **Authorised** - File is Fully Authorised . **Process** - File is under Processing at Bank . **Response Generation** - Reverse File (Txn Status File) generation . **Completed** - Executed/Rejected . **Rejected By Authoriser** - File Rejected by Authoriser

OR

4. To view Payment Details click on the Reference number

Bulk File Record Details 02-12-2016 18:00:00 GMT +1300

Entity: Internet Banking

Filter Criteria

Value Start Date	Value End Date	Record Status
<input type="text"/>	<input type="text"/>	Any

Column Name	Operator	Data
Credit Account No.	EQUAL	<input type="text"/>

[Filter](#) [Clear](#) [Cancel](#)

Word Wrap | [Customize Columns](#) | [Print](#)

Record reference number	Bene Name	Customer Id	Amount	Credit Account No	Input Value Date	Status	EBanking
0000310000001	Test Payee 1	000232125	NZD 0.45	01-1801-0012345-01	09-12-2016	Under Process	166157895
0000310000002	Test Payee 2	000232125	NZD 0.89	03-1234-0123789-02	09-12-2016	Under Process	816062715

Records 1 to 2 of 2 Page 1 of 1

Understanding Errors

1. If the status is Error please click the View Error message to understand why the bulk file has failed.

History Of File

15-11-2016 17:57:46 GMT +1300

File Reference No	File Name	Bulk Transaction Identifier	Bulk Transaction Identifier Description
0000214	Amanda Test - Fail - over limit 100K.csv	CSV000231131	UPLOAD CSV FILE

File Status	Updated Date	File Download
Received	15/11/2016 17:57:37	File Download
Pre Processed	15/11/2016 17:57:38	
Error (DuringAuthorization)	15/11/2016 17:57:39	View Error

1. Click here

File Status Description :

Received - File Received by Bank , **Error** - File Validation Failed , **Pre Processing** - File is under Verification , **Pre Processed** - File Verified and Pending for Authorisation , **Authorisation** - File is under Authorisation , **Authorised** - File is Fully Authorised , **Process** - File is under Processing at Bank , **Response Generation** - Reverse File (Txn Status File) generation , **Completed** - Executed/Rejected , **Rejected By Authoriser** - File Rejected by Authoriser

2. Open Error here

Dashboard Bulk File View Bulk File Upload

1558614791852364....txt ^

2. An error file will download, and appear on the bottom left of the screen. Click the ^ and select Open.
3. The Error message will open in Notepad.

What do the errors mean?

User is over their daily Internet banking limit:

```
15586147918523640.txt - Notepad
File Edit Format View Help
1. Transaction amount 144,680.61 NZD exceeds maximum initiation amount of 25,000.00 NZD (25,000.00 NZD)
```

Incorrect account number:

```
122751480899761601.txt - Notepad
File Edit Format View Help
HBLMIXEDPAYBODY
1 false
a. Invalid Account Number as per Modulus.
2 false
a. Invalid Account Number as per Modulus.
-----
HBLMIXEDPAYCONSOL
3 true
-----
HBLMIXEDPAYCONTROL
4 true
-----
```

File format - special characters included in the payee code field:

```
197601479265772204.txt - Notepad
File Edit Format View Help
HBLMIXEDPAYBODY
1 false
a. Invalid Payee Code.
2 true
-----
HBLMIXEDPAYCONSOL
3 true
-----
HBLMIXEDPAYCONTROL
4 true
-----
```

Deleting a Bulk Transaction batch

A Bulk transaction batch cannot be deleted by the user once it has been uploaded. Please contact us, as in some situations we may be able to delete the batch for you.

Authorising Bulk Transactions

For more information about Authorising Payments please refer to the Authorising Payments User Guide.

Payment File Format

The technical file format's that will be accepted are displayed below. Special characters can not be included in the payment file, such as &,(,*)\$-.

Payment Header Record (Optional)

1	2	8	10	14	44	151	180
Sequence Number	Origin Branch	Customer Name			Customer Number	Blank	
Description		Due Date	Blank				
Blank							
Blank							

Payment Detail Record

1	2	8	10	14	22	26	28	30	45	151	180
Sequence Number	Bank Branch	Payee Account		Amount	Payee	Blank					
Name		Particulars	Analysis Code	Reference		Blank					
Payer Account		Payer Name		Blank		Blank					

Payment Header Record (Optional)

Payment or Direct Debit Import Header Record (Optional)

Field	Type	Size
<u>Record Type</u> The ASCII literal 'A'	Char	1
<u>Sequence Number</u> Each record should have a unique sequence number for ease of identification. Right justified, zero filled.	Num	6
<u>Originating Bank</u> Must contain ASCII literal '03'.	Num	2
<u>Originating Branch</u> Must contain a valid Branch number. Right justified, zero filled.	Num	4
<u>Customer Name (optional)</u> Left justified, blank filled, upper case.	Char	30
<u>Customer Number (not currently used)</u> Blank filled.	Num	6
<u>Description (optional)</u> Left justified, blank filled, upper case. Description will appear in the Other Party Name field on the aggregated debit/credit	Char	20
<u>Due Date</u> Enter the value or due date of the records in 'DDMMYY' format where 'DD' is Day, 'MM' is Month and 'YY' is Year	Num	6
<u>Spare</u> Blank filled	Char	105

Payment or Direct Debit Import Detail Record

Field	Type	Size
<u>Record Type</u> The ASCII literal 'D'	Char	1
<u>Sequence Number</u> Each record should have a unique sequence number for ease of identification. Right justified, zero filled	Num	6
<u>Payee/Payer Account:</u>		
<u>Bank</u> Must contain a valid Bank number. Right justified, zero filled	Num	2
<u>Branch</u> Must contain valid Branch number. Right justified, zero filled	Num	4
<u>Account</u> Must contain valid Account number. Right justified, zero filled	Num	8
<u>Suffix</u> Right justified, zero filled	Num	4
<u>Transaction Code</u> Direct Debits are '00'. Payments are '50'. Payroll payments may be '52'.	Num	2
<u>MTS Source</u> Direct Debit MTS Source is 'DD'. Payment MTS Source is 'DC'.	Char	2
<u>Amount</u> Enter the value of the transaction in cents without a decimal point. Right justified, zero filled	Num	15
<u>Payee/Payer Name (optional)</u> Enter the name of the account to be credited/debited. Left justified, blank filled	Char	20
<u>Payee/Payer Particulars (optional)</u> This data will appear in the payee's/payer's statement particulars field. Left justified, blank filled, upper case.	Char	12
<u>Payee/Payer Analysis Code (optional)</u> This data will appear in the payee's/payer's statement analysis code. Left justified, blank filled, upper case.	Char	12
<u>Payee/Payer Reference (optional)</u> Numeric data will appear in the payee's/payer's statement reference field. Right justified, blank filled, upper case.	Char	12
<u>Payer/Payee Account:</u>		
<u>Bank</u> Must contain a valid Bank number. Right justified, zero filled.	Num	2
<u>Branch</u> Must contain a valid Branch number. Right justified, zero filled.	Num	4
<u>Account</u> Must contain a valid Account number. Right justified, zero filled.	Num	8
<u>Suffix</u> Right-justified zero-filled.	Num	4
<u>Payer/Payee Name (optional)</u> Enter the name of the account to be debited/credited. Left justified, blank filled, upper case.	Char	20
<u>Spare</u> Blank filled.	Char	42