Bulk Payments User Guide

AL / 1



Bulk Payment uploads

To access Bulk Payments, logon to e-banking and choose 'Move Money', then 'Bulk Payments'.

Only customers that are registered for Bulk Payments will have this option.

B	Bendigo Bank			Move Money
😂 A	Accounts	_	←,	Account Transfer
\$ N	Move Money			Pay a BPAY Bill
E A	Activity	1		
A C	Contacts			Pay Anyone
	Cards 4	-	чш.	Telegraphic Transfer
		L	<u>`0.</u>	Bulk Payments
© C	Online FX		B	BPAY View

You see the Bulk Payments file upload screen where you can select your file for upload.

🔋 Bendigo Bank		←	Bulk Payments	
S Accounts	1			t
8 Move Money	l	Upload New Payment File		

Your Bulk Payments file will be uploaded. Select 'Confirm Upload' if details are correct.

endigo Bank	← R	eview Upload
ccounts		
Move Money	Bulk Payment from Statement Account 10	
Activity	File name	
Contacts	Number of records	
	Description	
rds 🚺	APCA	1769901 /
line FX	Effective date	
Vhat's New		
Support	X Discard Upload	✓ Confirm Upload
	File contents visibility	
	Payees will be visible to all signatories.	
	PAYEES	
ings	F FIZZ HEYWOOD 633-000 / 9876 54321 IB RELASE	
.og Out	COLLING WOOD	

Organisations who have multiple staff using the Bulk Payments service can limit the visibility of sensitive payment files. e.g. Staff payroll.

After a payment file has been uploaded use the '**File contents visibility**' option to select who should have access to view the file contents.

Note:

- · All signatories on the account will still be able to see the total file value.
- The option to limit file contents visibility will only be available if there are more signatories on the account than the total number of signatories required to approve payments.

The upload confirmation screen will be displayed. Choose 'Accept Payment'.

k	← Bulk Pa	yment
	Bulk Payment from	
	Bulk Payment from Statement Account 10	\$57.50
	Payment Date	8 Oct 2021
	File name	Test_File.aba
	Number of records	5
	X Decline	J Accept
	① This payment will be effective immediately.	
	Bulk Payment Details	
	Acknowledgement	24973
	Created on	8 Oct 2021
	Description	bbl TEST

Enter your security token details and select 'Accept'.

🖁 Bendigo Bank	← Enter token	
Accounts Move Money	Bulk Payment from Statement Account 10	+\$5
Activity 1	Payment Date	8 Oct
图 Contacts	File name	Test_Fi
- Cards (4)	Number of records	
	Enter your security token	
Online FX		
🛠 What's New		
⑦ Support	Accept	

The Bulk	Payment	upload	pending	screen	will be	displaye	ed.

endigo Bank
Accounts
Nove Money
ty
tacts
•
-x
New

Viewing and approving Bulk Payments in e-banking

If a Bulk Payment has been set up and is pending approval a badge **1** is displayed on the Activity menu. Select the **'Activity'** menu, then the **'Actionable'** tab to see payments pending approval.

3	Bendigo Bank		Activity				
\$	Accounts	Acti	onable 1 Past Upcoming Interest & Charges				
\$	Move Money	NEEDS APPROVAL					
	Activity 1		Bulk Payment from Statement Account 10	\$57.50 >			
A	Contacts	·					
	Cards		Approvals	1 of 2			
∻	What's New 💷		J DYLAN PAUL	08 Oct			
0	Support		X Decline / Approve				
			Approve All				

From here you'll be able to view the details of Bulk Payments uploaded in e-banking. You can approve or decline the Bulk Payment from this screen, or you can choose the line item for more information.

If you select the payment, you'll see the transaction details. You can 'Approve' or 'Decline' from this screen.

igo Bank	- Bulk Payment	
ints	Bulk Payment from Statement Account 10	
oney 1	Statement Account 10 PENDING Payment Date	3
	File name	Te
	Number of records	
E11		
	① This payment will be effective immediately, pending approval.	
	Approvals	
	Approvals	
	J DYLAN PAUL	
	X Decline	✓ Approve

If you approve the transaction, you'll see the payment approved screen.

Bendigo Bank	Bulk Pa	yment
Accounts	Bulk Payment from	
Move Money	Bulk Payment from Statement Account 10	\$57.50
Activity	File name	Test_File.aba
Contacts	Number of records	5
Cards	Print receipt	Pay another
What's New 💷	Approvals	
pport	Approvals	2 of 2
	J DYLAN PAUL	08 Oct
	J PURNA RAJ (You)	08 Oct
	Bulk Payment Details	
Settings	Payment Date	8 Oct 2021 at 12:16pm
Log Out	Acknowledgement	Payment approved

Future payment files

Future-dated payment files can be located under the 'Activity' link in the 'Upcoming' transaction section.

Files can be cancelled by the party that completed the upload prior to the effective processing date.

】 Bendigo Bank			Activity
	Past	Upcoming	Interest & Charges

For help, call **1300 236 344** (1300 BENDIGO)

Subject to terms and conditions. Fees and charges apply. This material contains general advice only. Please consider your situation and read the Terms and Conditions available online at www. bendigobank.com.au or from any Bendigo Bank branch before making any decisions. Bendigo and Adelaide Bank Limited, The Bendigo Centre, Bendigo, VIC 3550. ABN 11 068 049 178, AFSL 237879. (1659998-1659869) (09/21)