1 Purpose

To upload payments made by customers paid at the bank by EFT or deposits and sent to SEC by the banks, Standard Bank (std), Nedbank (ned), First National (fnb).

2 Scope

This procedure provides clear steps on how to upload online payments into the billing system. It shows how customer accounts paid via internet banking. It is done periodically as and when the Banks, which are mainly Nedbank, send them. This procedure is complete and successful when the file SPSABP10_??_1<with the days date> is generated. Possible errors could be that the file is not correct e.g. wrong account number or no account number, so it is very important to view the file before you upload it.

3 References
SEC I.T Policies

4 Definitions
N/A

5 Responsibilities

Business Systems Operator – the business systems operator is responsible for uploading internet banking payments into the billing system.

Systems Administrator – in the absence of the business systems operator the systems administrator is responsible for uploading internet banking payments into the billing system.

6 Procedure

6.1 Payments are sent by e-mail from the bank and the file is named by date .e.g.NED??????.txt

- The file is usually sent through email from the banks. The files should be on a notepad file and the data in the file should be that of a 24 digit number and 13 spaces to end of line, including the amounts. Should the file be different from these specifications, it should NOT be uploaded but be sent back to the sender to correct the file.
- Move the file to billing system to the directory nat/sps/pctlib/extdatausing the tool WinSCP
- Then change the file's permission: **usr/home/SAG/nat/sps/pctlib/extdata =>**

- **/usr/home/SAG/nat/sps/pctlib/extdata** =>**chmod 776 NED*** or**chmod 776 STD***

6.2 Transferring the file to Billing System

- Go to billing and login as **seb524**
- Type **BAN**, then enter
- **YES,** then enter
- ned* or std*
- Type **TXR, then enter**
- On name <dt99*.txt> for Nedbank and <dt88*.txt> for Standard Bank
- Type **PTX,** press enter twice and you will see the file in the txt file
- Press F2
- Type **RQ1**
- On Payment Extract put **X**
- Type **EAJ**, Press enter twice
- Wait for it to update, if it has been completed time should be 0:00:00

7 Records

N/A