

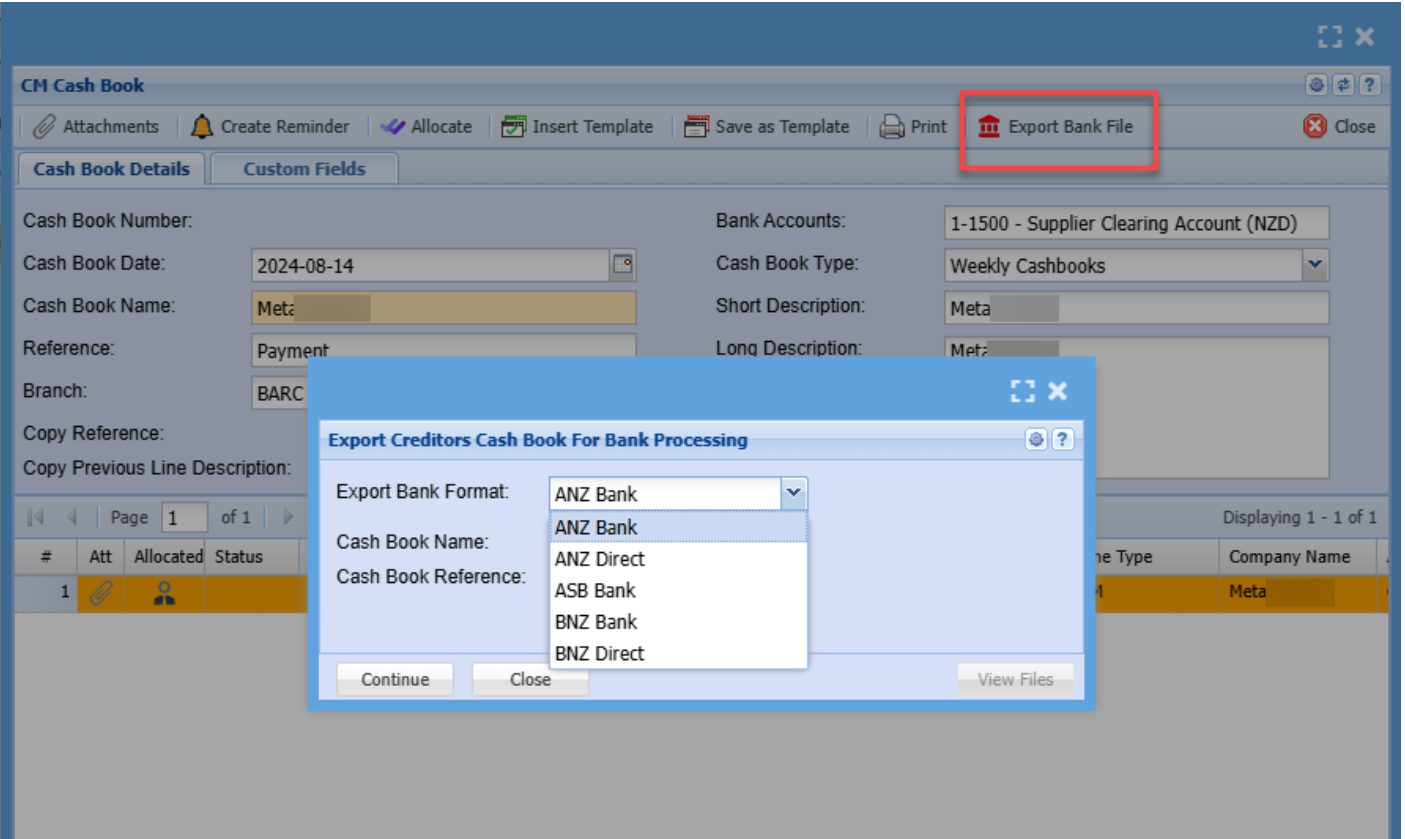
Bank Payment Schedule Export

Bulk supplier payment Export bank file

Supported banks

- 1. ANZ Bank
- 2. ANZ Direct
- 3. ASB Bank
- 4. BNZ Bank
- 5. BNZ Direct

Bank export files have specific algorithms which check for any changes to bank accounts and amounts. This is to ensure that files are not tampered with, so be careful on opening the file to make any changes. This will create the file invalid.



Reference fields

Setup reference fields for suppliers for bank references

A	Supplier code used
B	Supplier name
C	Supplier account number
D	Beneficiary reference

Some banks have limits on beneficiary reference, please check how many characters are allowed

Edit Creditor

Creditor Details

Attachment Memo Create Reminder Alerts View Attachments Functions Standard

Creditor Code: **METALIM** Creditors Name: **Met**

Details Addresses Contacts Acct Details Bank Details Statutory Info Custom F

Creditor Code: METALIM **A**

Name: Meta **B**

Short Name: Metal IM

Contact Person: Mel

Website: http://ww

Registration No:

GST Number:

Creditors Image:

Print Statement: ☒ Email Statement: ☒

Active: ☒ Sync to Mobile: ☒

Is Head Office: ☐

Division: E: ☐

Region: E: ☐

Acc Manager:

Creditors Status:

Creditors Type:

Clearing Agent: ☐ Forwarding Agent:

Retailer: ☐ Network:

Our Account No: 123 **C**

Comment: AKL - Met

Save & New Save & Close Save Close

Edit Creditor

Creditor Details

Attachment Memo Create Reminder Alerts View Attachments Functions

Creditor Code: **METALIM** Creditors Name: **Meta**

Details Addresses Contacts Acct Details Bank Details Statutory

Bank:

Account Number: 02-

Account Type:

Branch:

Branch Code:

Beneficiary Reference (20): **D**

Payment Type:

Payment Frequency:

Payment Code:

GL Category:

Classification:

PDF Passwords:

PO Password:

GRV Password:

Return To Supplier (RTS) Password:

ANZ Bank and ANZ Direct reference fields

After the bank file has been imported these are the fields that will show.

Meta \$ 397.13 14/08/2024 ☐ Make all payments on this date

[Close reference details ^](#)

Details on your statement		Details on their statement	
Particulars	Payment Code	Particulars	Payment Code
Meta	METALIM	Barcode Prod	123
	Reference		Reference

A **B** **C** **D** **E** **F**

[Pay another payee](#) [Add payee](#) Make up to 19 more payments.

This information helps you and the payee identify your payment. Any changes you make will only apply to this payment.

A	Supplier Name ((Limited to 12 characters)
B	Hardcoded to say Payment
C	Supplier Code
D	Beneficiary reference (Limited to 12 characters)
E	Hardcoded to say Payment
F	Our Account Number (supplier account number)

Bank export file is a txt file

1 to 9 are positions in the bank file

FileEditView

1

2

3

4

5

6

7

8

9

1,,,,,,,,20240814,20240814
2,0202,50,00000039713,Meta, ,BARC01,Payment,
3,00000039713,00001,2,533,Barcode Prod,
~~,Payment,METALIM~~,Meta,