

# **INTERNET BANKING BULK PAYMENTS GUIDE**

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### **About Bulk Payments**

Bulk Payments is an additional non-cash payment facility provided by Rural Bank to customers who register for this service.

Bulk Payments allows customers who have compliant accounting or farm management software programs to create electronic payments to third parties. The payment file is created in the accounting or farm management software and is then exported into the Bank's Internet Banking service for settlement the next business day.

This service is typically beneficial to high transactional volume users.

Fees and charges apply. Refer to the current Schedule of Fees and Charges for information.

#### Assistance

This guide has been written to provide customers with an overview of Rural Bank Internet Banking Bulk Payments functionality.

If you have any enquiries about, or require assistance with Bulk Payments or Internet Banking, please contact Rural Bank Phone and Internet Banking Support Services on 1300 651 839.

#### **Making Bulk Payments**

To view bulk payments, click on the "**Move Money**" link. For customers that are registered for bulk payments, they will see an additional option to move money, labelled "**Bulk Payments**".

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

If you click on the link "Bulk payments".

RURAL BANK		Move Money	
Accounts	Account Transfer		×
S Move Money	Pay a BPAY Bill		×
E Activity	💄 Pay Anyone		3
Contacts	Bulk Payments		>
Support	Common Transfers Favourites		
	Statement Multi -Sig	s	tatement Account -KJ01
	Statement Account -KJ01		Statement Multi -Sig
	Statement Multi -Sig	s	atement AccountAJ01
🔅 Settings			
E Log Out			



You will then see the Bulk Payments file upload screen.

💐 RURAL BANK	÷	Bulk Payments	
- Accounts	+ Upload New Payment File		
S Move Money			
E Activity			
Contacts			
Support			

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

RURALBANK +		Review Upload
= Accounts	Bulk Payment //om Statement Multi -Sig	\$5.00
3 Move Maney	Playment .	http://www.interest
E Acovity 4	Number of records	5
Contacts	ANNOUL	2000 P
O Support	Mutter inte	
	X. Decentioned	V Cetter (gaus)
	103	
	1	\$1.00
	1	\$1.00
	1	\$1.00
	l	\$1.00
Similar 1		\$1.00
🗃 Log Out		

The upload confirmation screen will be displayed. Click Accept this Bulk Payment.

	testbulk_rural.aba was successfully uploaded	
S Move Money	Payment Date	
🗐 Activity 🔳	File name	ral.aba
Contacts	# Number of records	5
Support	X Decline	<ul> <li>Accept Bulk Payment</li> </ul>
	Please be aware that the Effective Date for this file has passed.	
	This payment will be effective immediately.	
	_	
📩 Settings	Bulk Payment Details	
	# Acknowledgement	187
E Log Out	Created on	4 May 2018
	PAYROLL1	

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Enter your security token details and select accept.

💐 RURAL BANK	← Enter	token
Accounts	Bulk Payment from Statement Multi -Sig	<b>*</b> \$5.00
S Move Money	Payment Date	9 Mar 2018
E Activity 1	File name	testbulk_rural.aba
Contacts	# Number of records	5
? Support	Enter your security token	
	1288	
	Ac	cept
🔅 Settings	FROM	
➔ Log Out	Statement Multi -Sig 633 111 / 300 556 552	>

The bulk upload pending screen will be displayed. (For Single Signatory users, based on the date Status will be Paid or Scheduled)

🄾 RURAL BANK	← Bulk Payment	
Accounts	Bulk Payment from Statement Multi -Sig	<b>*</b> \$5.00
S Move Money	Payment Date	9 Mar 2018
Activity	File name	testbulk_rural.aba
Contacts	# Number of records	5
? Support	📑 Print receipt	
	Please be aware that the Effective Date for this file has passed.	
	This payment will be effective immediately, pending authorisation	1.
	Approvals	
Settings	Approvals	1 of 2
→ Log Out	✓ Approved by you	4 May
	X Cancel	





## **Viewing and approving Bulk Payments**

If a bulk payment has been set up and is pending approval a badge <sup>1</sup> is displayed on the **Activity** menu. Click on the **Activity** menu, then the **Actionable** tab to see bulk payments pending approval.

🔾 RURAL BANK	<del>с</del> А	ctivity
Accounts	Actionable 2 Past Upcoming	
S Move Money	NEEDS APPROVAL	
E Activity 2	Bulk Payment from Statement Multi -Sig	◆\$5.00 >
Contacts	Approvals	1 of 2
Support 1	X Decline	Approve
	AP Arrow project	\$1.00 >
	Approvals	1 of 2
Settings	X Decline	Approve
- Seungs	App	rove All
➔ Log Out		

From here you will be able to view the details of bulk payments you created in your Internet Banking.

💐 RURAL BANK	← Ac	tivity
Accounts	Actionable 2 Past Upcoming	
S Move Money	NEEDS APPROVAL	
E Activity 2	Bulk Payment from Statement Multi -Sig	+ \$5.00 >
🔼 Contacts	Approvals	1 of 2
Support 1	X Decline	Approve
	AP Arrow project	\$1.00 >
	Approvals	1 of 2
Sottings	X Decline	✓ Approve
- Settings	Appr	ove All
➔ Log Out		

If you click on the payment, you will see the transaction details. You can **approve** or **decline** from this screen.



RURAL BANK	Accounts		\$
Accounts	NEW FEATURE		×
S Move Money	*		
E Activity	You can now upload, accept and approve Bulk	Payments right here!	
Contacts	Make a Bulk Payment		
Support	Statement Account - Hidden account -KJ01 633 111 / 300 557 873	\$8.16 Available	\$8.16 > Balance
	Last 20 transactions	<u> </u>	\$300 \$250 \$300 \$150 \$100 \$50 \$50 \$0 Hide Chart
	😝 Transfer 💄 Pay Anyone	1	Pay Bill
	Statement Multi -Sig 633 111 / 300 556 552	\$18,082.47 Available	\$18,082.47 Balance
🔅 Settings	😝 Transfer 💄 Pay Anyone	1	Pay Bill
E Log Out	Statement Account-AJ01 633 111 / 300 556 651	\$20,290.12 Available	\$20,290.12 Balance



If you approve the transaction, you will see the payment approved screen.

		Payment appr	oved
S Move Money		PAID File name	testbulk rural.aba
E Activity	1	# Number of records	5
💶 Contacts			Print receipt
? Support	1		
		Bulk Payment Details	
		# Acknowledgement	187
		PAYROLL1	
		IZEE APCA	GOOD FILE (111555)
🔹 Settings		Effective date	9 Mar 2018 at 12:00am
➔ Log Out		Accepted date	4 May 2018 at 2:02pm
		FROM	

#### Want to find out more?

Simply visit www.ruralbank.com.au or call 1300 660 115.

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