Access Online Renewed

# Upload(ed) SEPA and non-SEPA files

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# Contents

SEPA and non-SEPA files can be uploaded quickly and easily via one screen in Access Online Renewed. There you can also approve and send the batches submitted through the Accounting Link, the Business Account Payment API, or Corporate Payment Services. SEPA files can be submitted in the old or in the new file format.

**Beware:** uploading SEPA files via Access Online Classic will not change. Here you use the old file format.

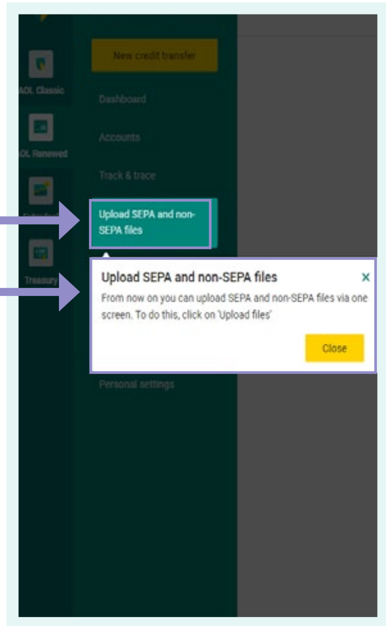
In this document you find information on how the new screens look like and how to upload SEPA and non-SEPA files.

# Upload a file

## Route

After logging in you select the AOL Renewed menu and click on ‘Upload SEPA and non-SEPA files’.

When clicking on it for the first time, a notification is displayed.



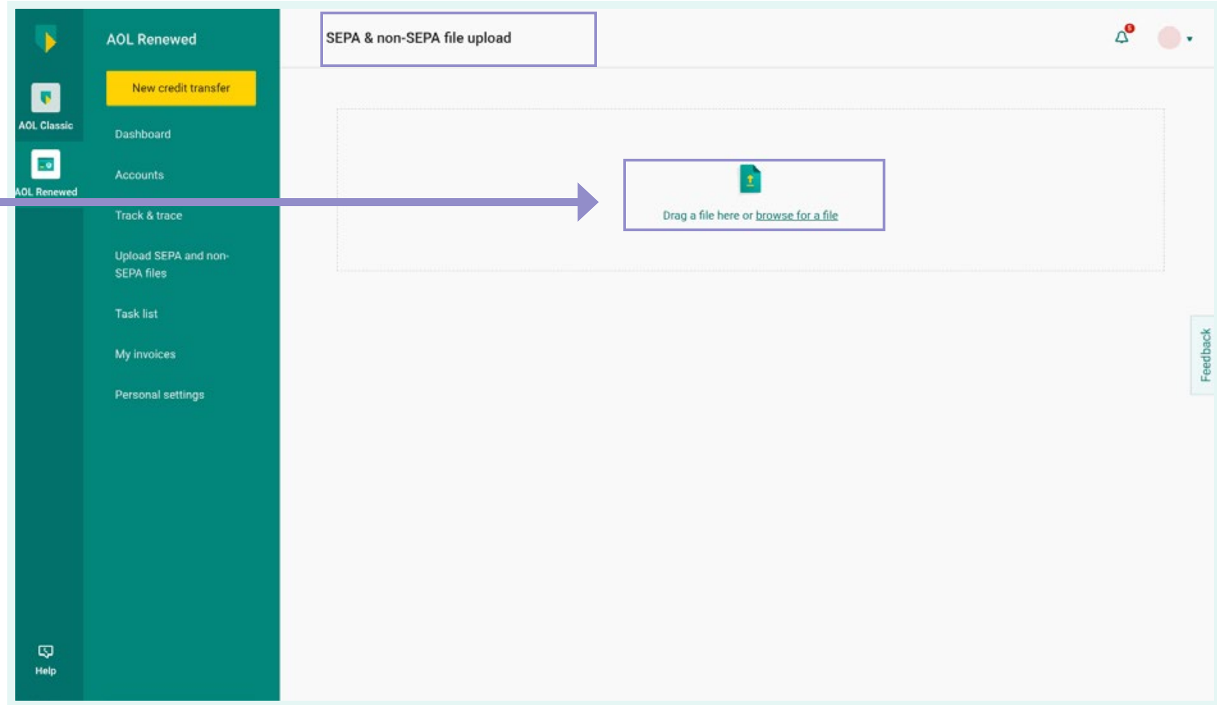
# Upload a file

## Use

Then you end up in the new screen ‘SEPA and non-SEPA file upload’.

Drag a file to the white area at the top of the screen or click the ‘browse for a file’ link.

**Beware:**
SEPA files imported via Access Online Classic are not visible in this new screen.



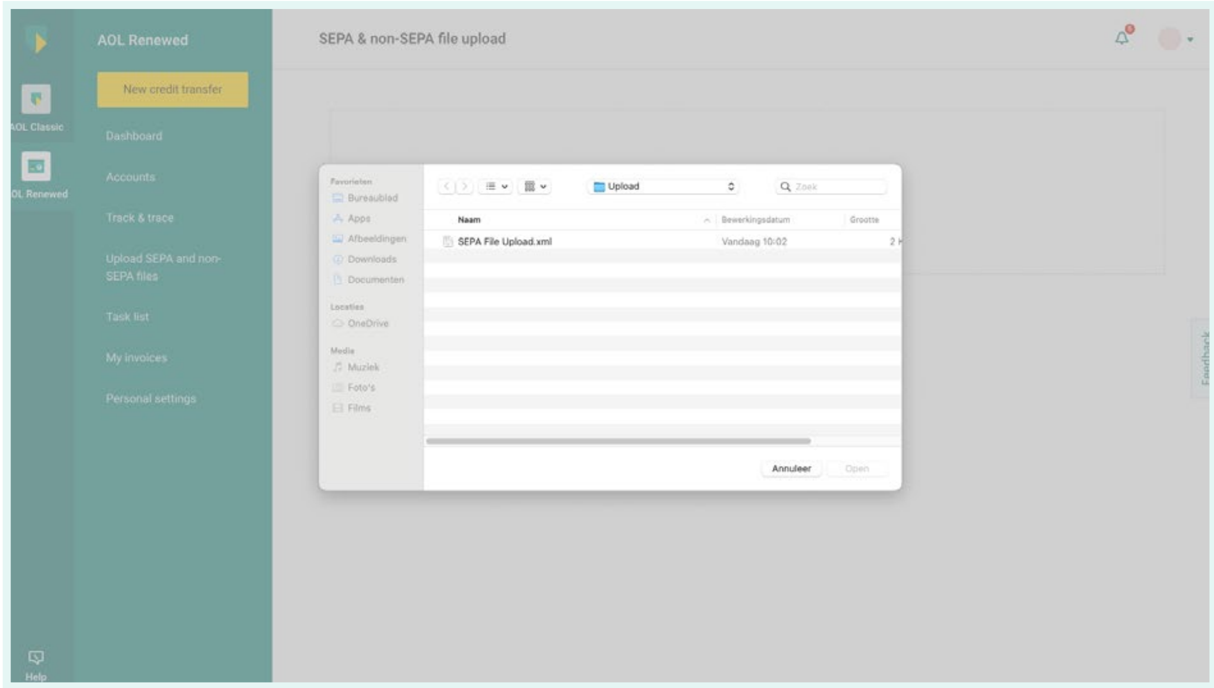
# Upload a file

## Use

Click on the file you want to upload.

Click on ‘Open’.

**Beware:**
The screen on your computer to browse for the file may look different from the one in this example.



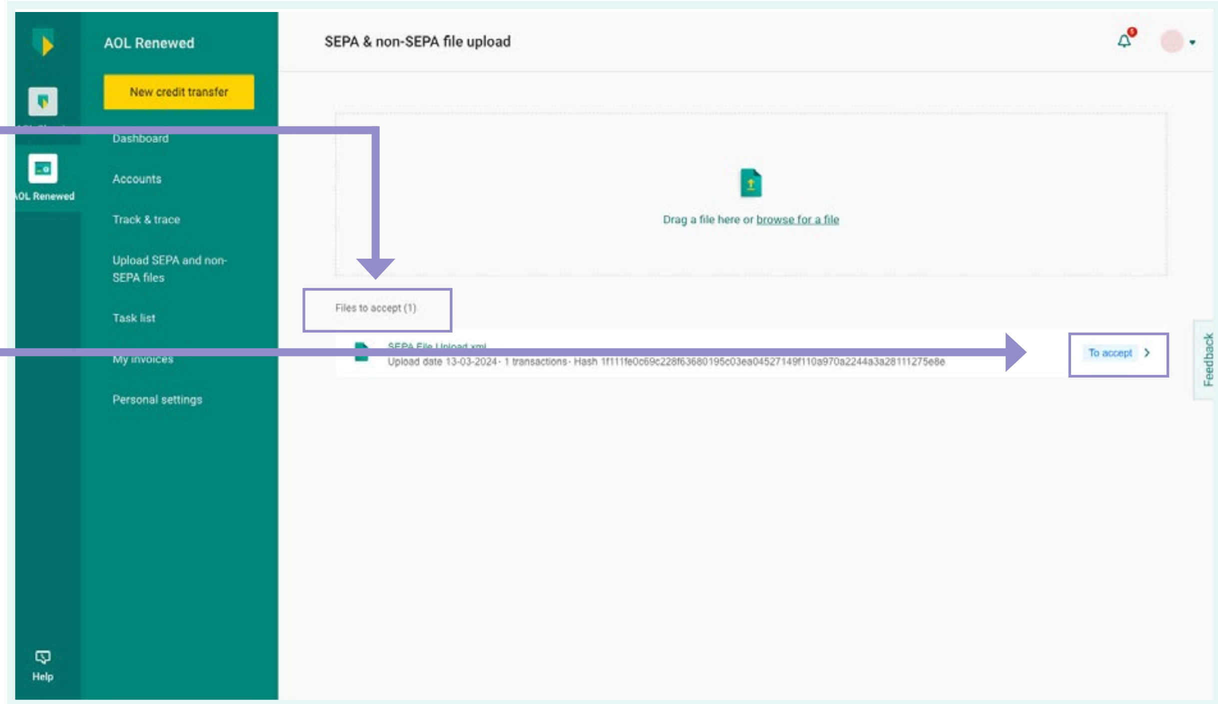
# Upload a file

## View

You can find the file in the overview ‘Files to accept’. The number shows how many files are listed.

For every file the status of the file is displayed. For this file the status is ‘To accept’.

Click on the file to see the details.



# Accept a file

## View

If the file contains just one batch, you immediately see the batch details.

In case the file contains several batches, you first see an overview of the batches. Then, click on the batch to see the details.

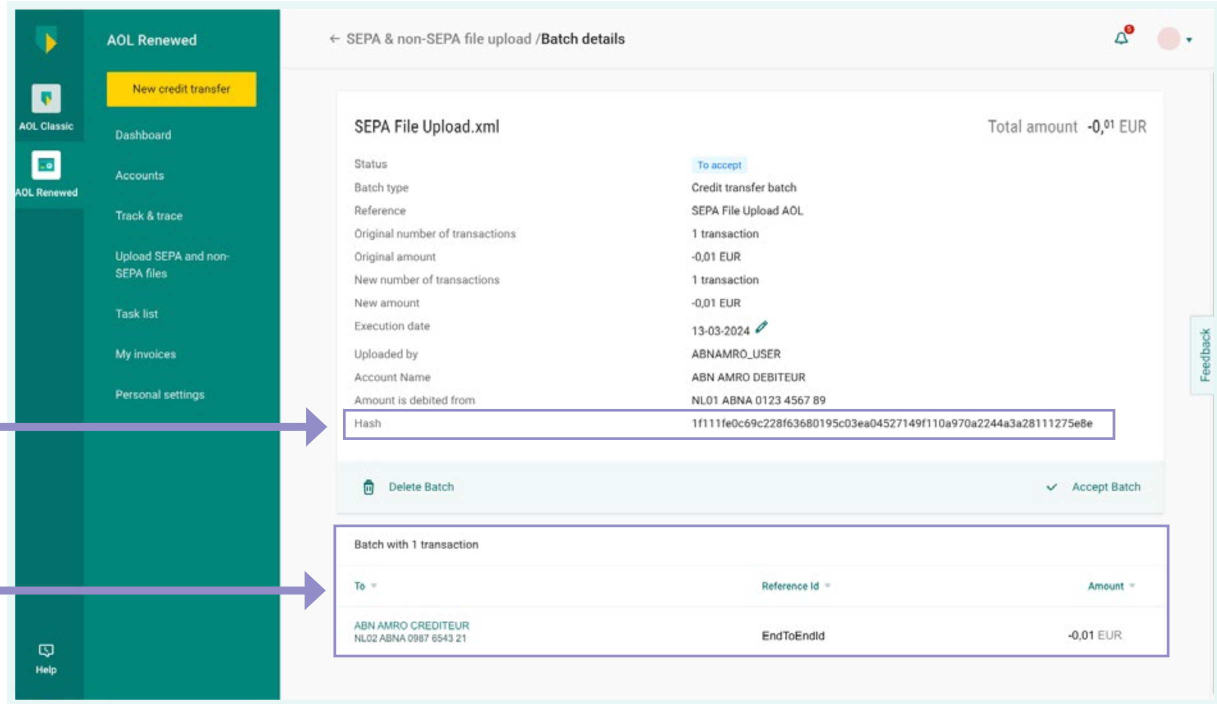
## Check

With the 'Hash' you can check whether the batch is the same as the one you created from your accounting system.

## View

The number of transactions in the batch is displayed.

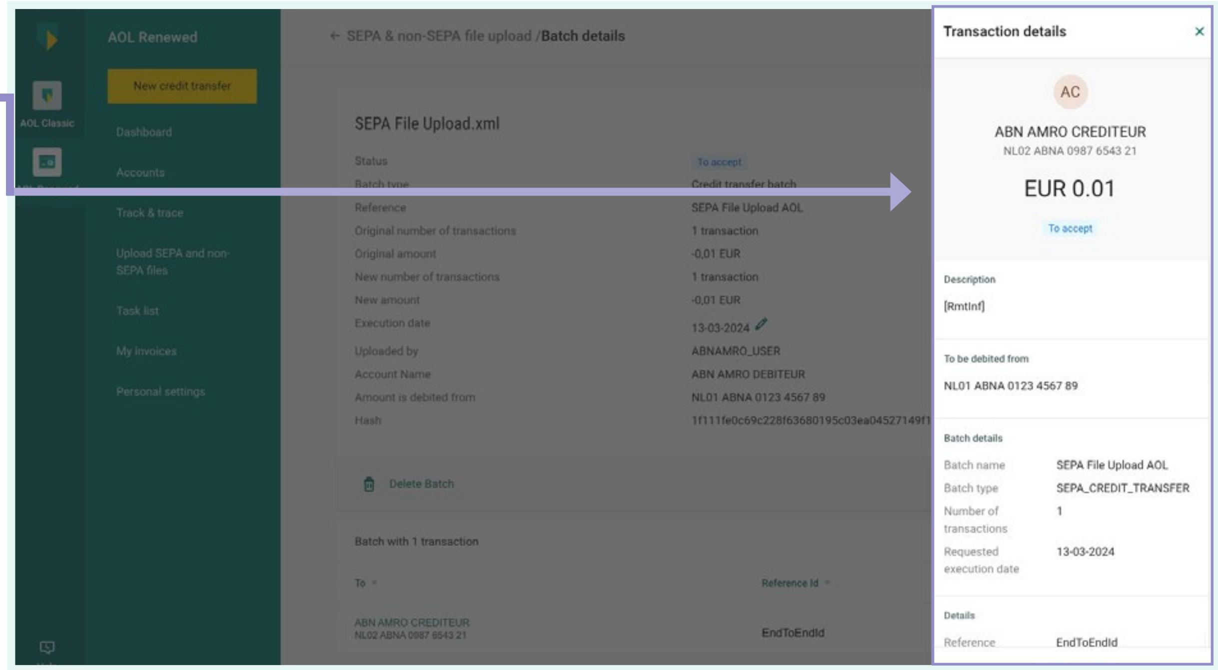
Also a list of all transactions in the batch is shown. Click on a transaction to see the details.



# Accept a file

## View

When you click on a transaction, the details are displayed in a panel on the right-hand side of the screen.



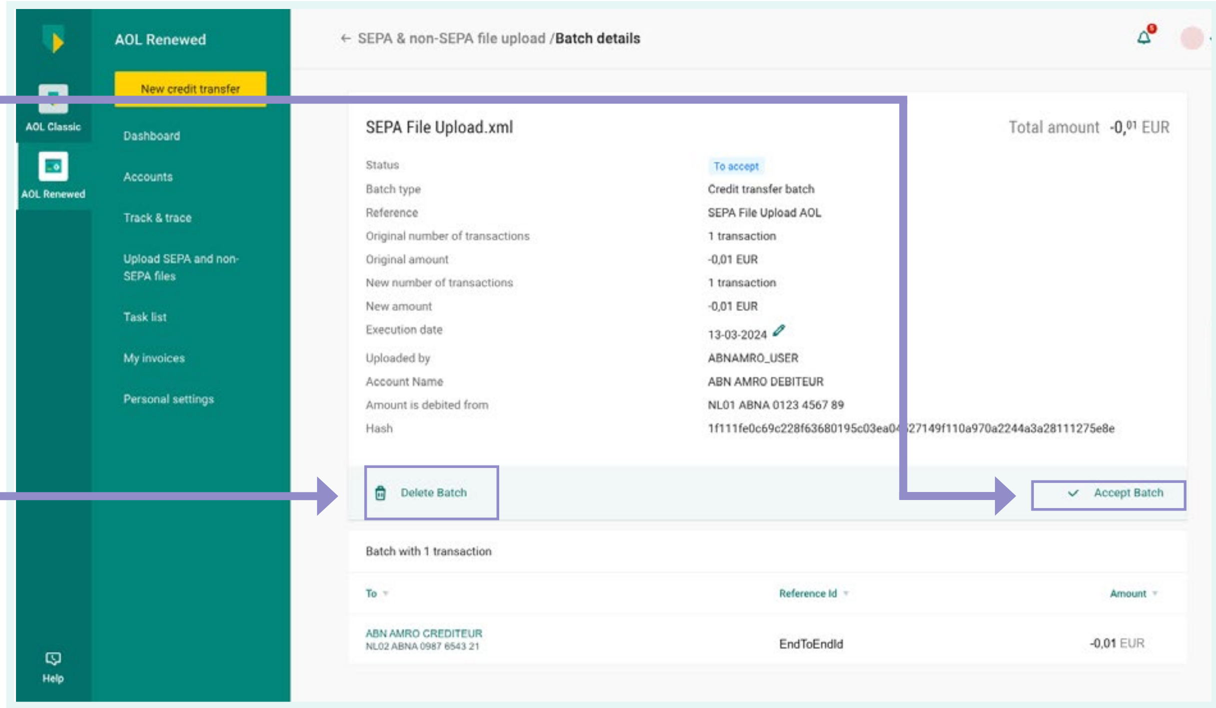
# Accept a file

## Accept

If the batch is okay, click on ‘Accept batch’.

## Delete

If the batch is not okay, click on ‘Delete batch’.



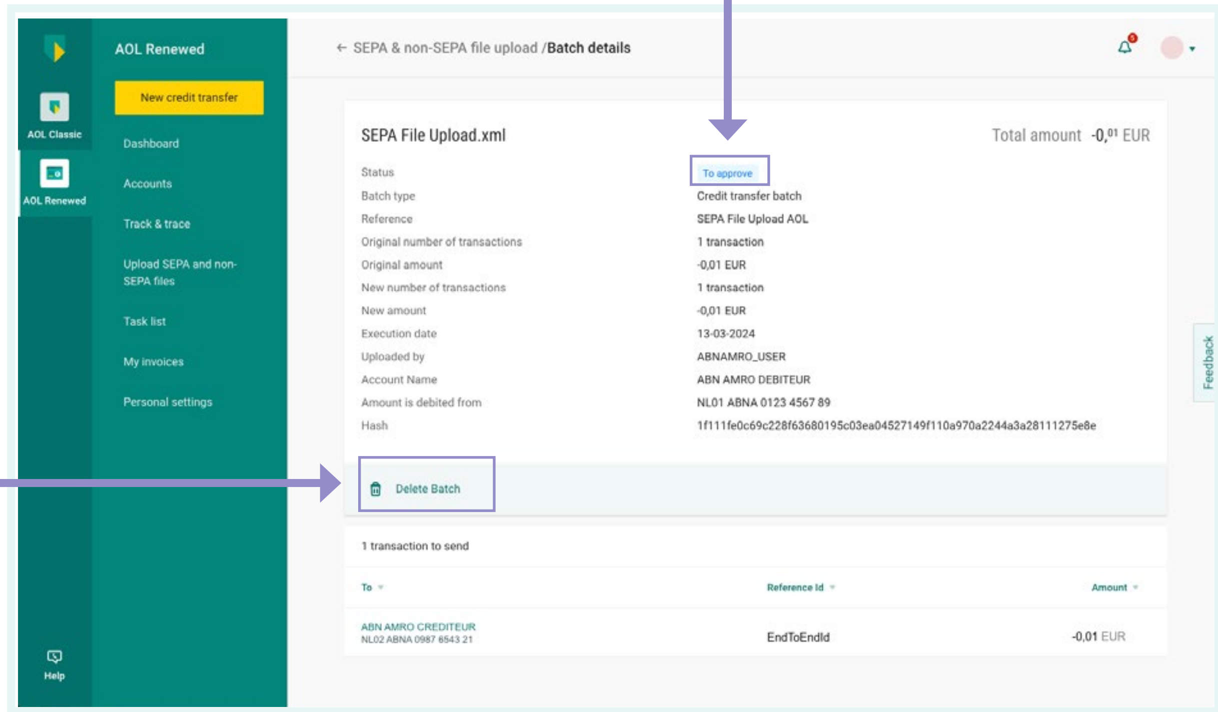
# Approve a batch

## View

After accepting, the status of the batch changes to 'To approve'.

You can also still delete the batch if you want to.

**Beware:**
For batches submitted via the Accounting Link, the Business Account Payment API or Corporate Payment Services, this process has been automated. Check the next page to see how to approve these batches via the 'Task list'.



# Approve a batch

## View

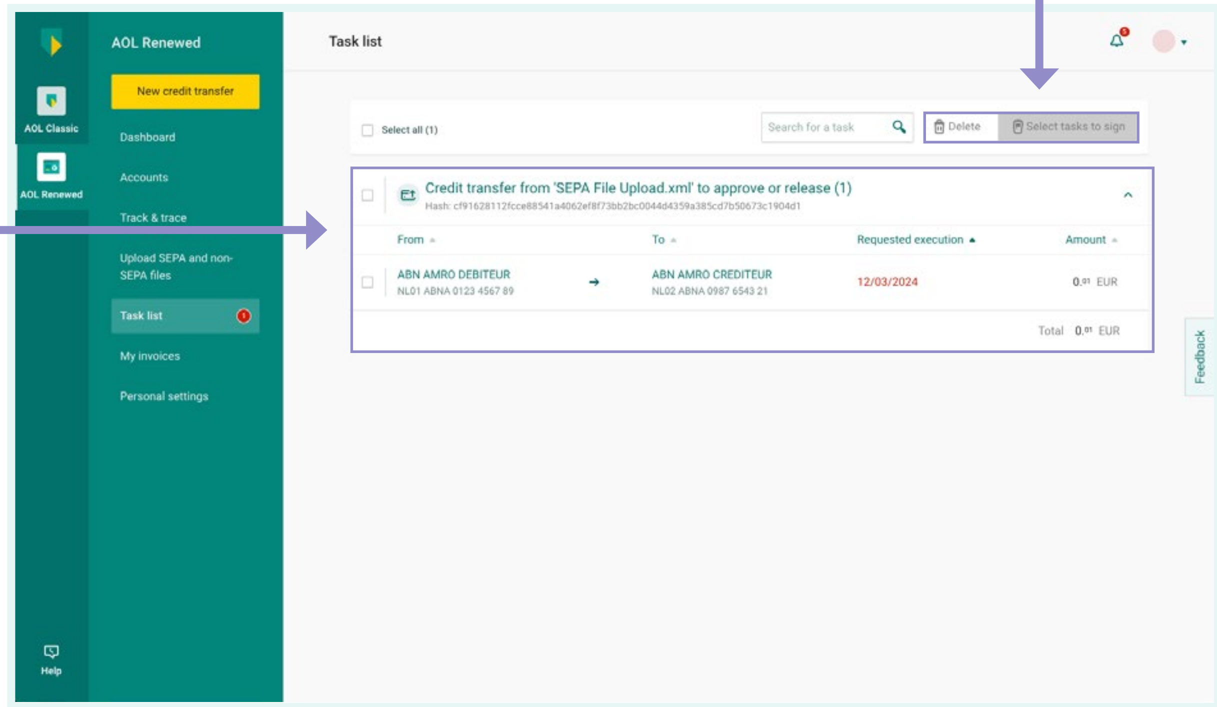
Go to the ‘Task list’ in the ‘AOL Renewed’ menu and find the batch.

Click on the batch in case you want to see the details.

Select the batch and click on the button to sign it.

**Beware:**
The batch in this example contains only one transaction. After accepting a credit transfer batch with just one transaction, it will automatically be adjusted to a single credit transfer.

The Task list will then show the single credit transfer instead of the batch.



# Approve a batch

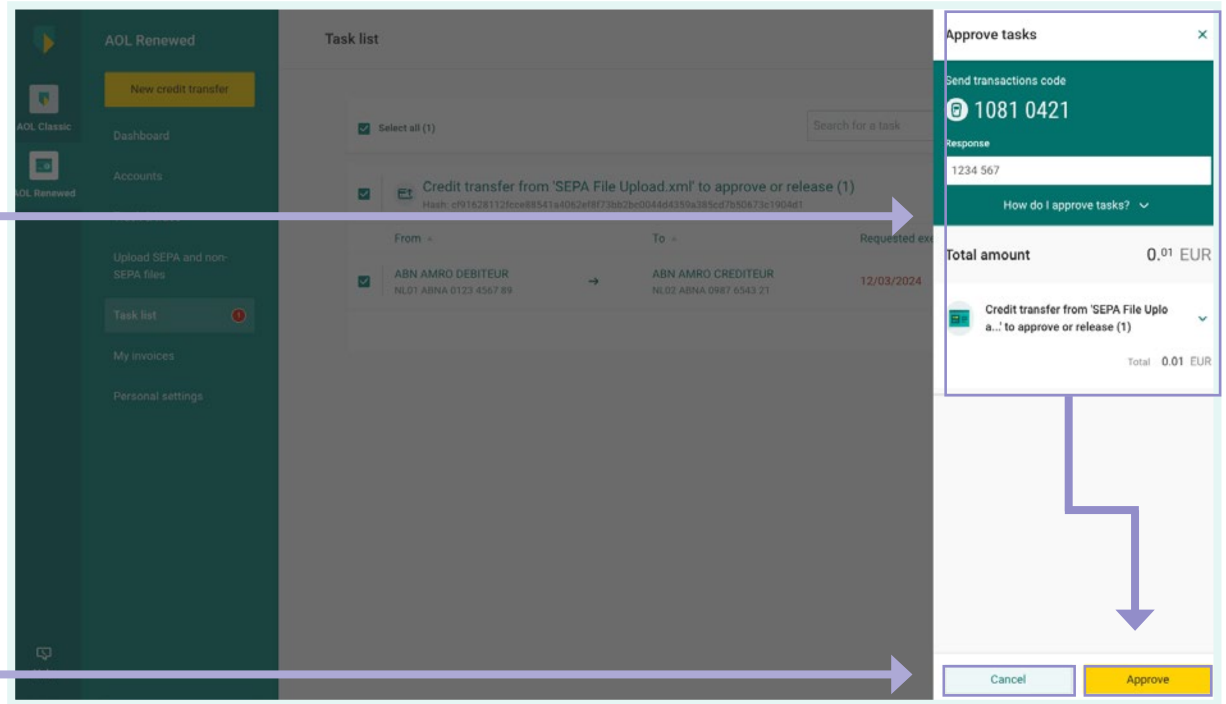
## Approve

Use the e.dentifier to approve the batch (or the single credit transfer) and enter the response.

Then click 'Approve' to send the batch.

## Cancel

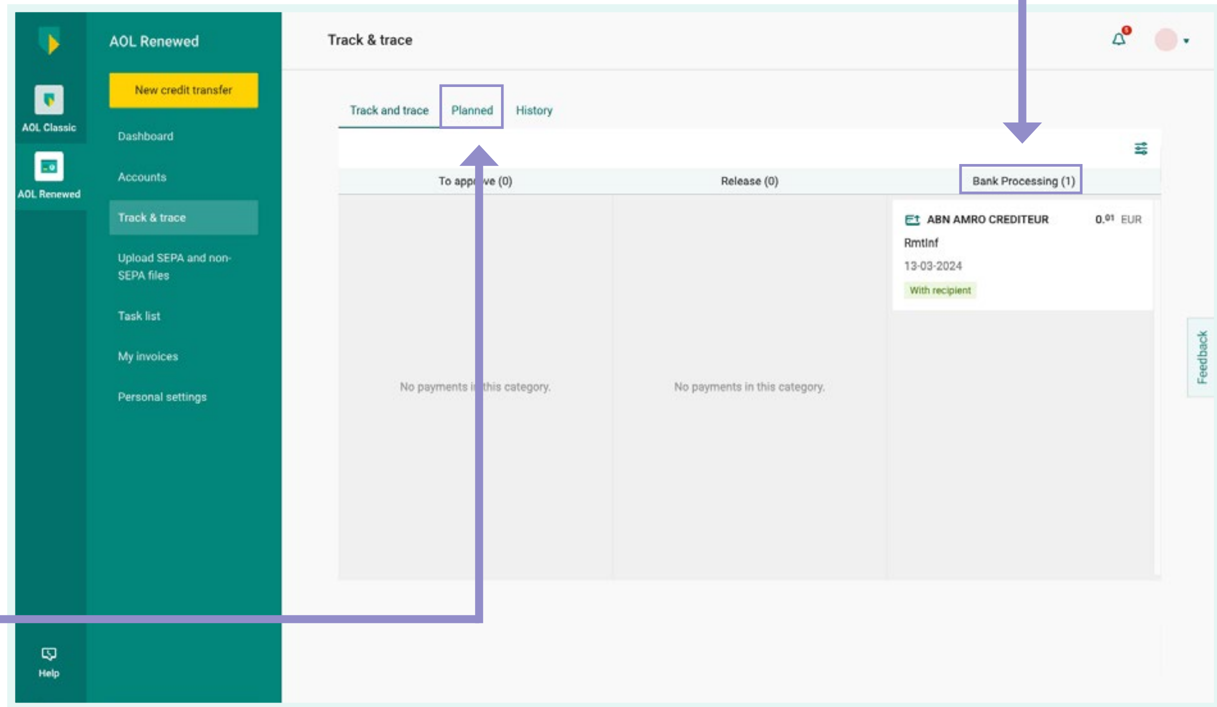
Click 'Cancel' in case you do not want to send the batch.



# Approve a batch

## View

After approving and sending the batch, the batch is displayed in ‘Track & trace’, in the column ‘Bank Processing’.




**Beware:**
In case the batch that you just approved has a future execution date, it is displayed under the tab ‘Planned’.

# Adapt

For some actions you need new roles in Access Online Renewed.

Check this overview.

| Action | User role AOL Classic | User role AOL Renewed |
|---|---|---|
| **Create upload profile** | PAYMENTS_UPLOAD_SETUP<br>EN: Payments – manage upload profile | Not applicable<br>Remark: upload profiles are not needed in AOL Renewed. |
| **Upload files** | PAYMENTS_UPLOAD<br>EN: Payments – upload payment files | PAYMENTS_UPLOAD<br>EN: Payments – upload payment files |
| **View upload result** | PAYMENTS_UPLOAD_MANAGEMENT<br>EN: Payments – view the result of uploaded payment files | PAYMENTS_PAYMENT_TRACKING<br>EN: Payments – track payments |
| | **For salary batches users also need:** | **For salary batches users also need:** |
| | PPAYMENTS_SALARY_PAYMENT_DETAILS<br>EN: Payments – view the result of uploaded payment files | PAYMENTS_SALARY_PAYMENT_DETAILS<br>EN: Payments – view/initiate salary payments |
| **Accept batches and single credit transfers from files** | **For single credit transfers, credit transfer batches and direct debit batches:** | **For single credit transfers:** |
| | PAYMENTS_UPLOAD_MANAGEMENT<br>EN: Payments – view the result of uploaded payment files | PAYMENTS_INITIATE_SINGLEACH<br>EN: Payments – initiate single ACH payment |
| | **For salary batches users also need:** | **For credit transfer batches:** |
| | PAYMENTS_SALARY_PAYMENT_DETAILS<br>EN: Payments – view the result of uploaded payment files | PAYMENTS_INITIATE_BATCHACH<br>EN: Payments – initiate batch |
| | | **For salary batches users also need:** |
| | | PAYMENTS_SALARY_PAYMENT_DETAILS<br>EN: Payments – view/initiate salary payments |
| | | **For direct debit batches:** |
| | | PAYMENTS_INITIATE_DIRDEB<br>EN: Payments – initiate direct debit |

# Questions?

**Access Online**
More information

**Test via Swift MyStandards**
More information

**Questions?**
Contact our service desk:
Service & contact - Business - ABN AMRO

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