

Access Online Renewed

Upload(ed) SEPA and non-SEPA files



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.



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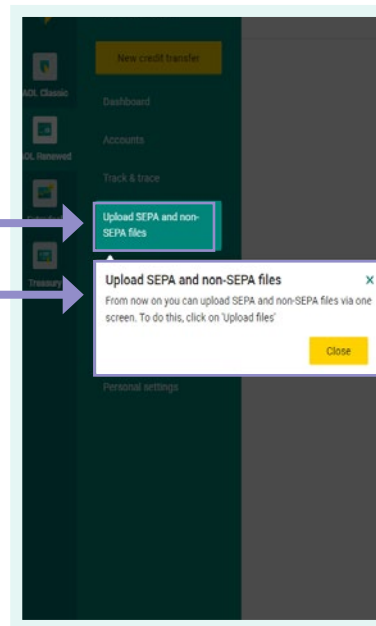


Upload a file

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

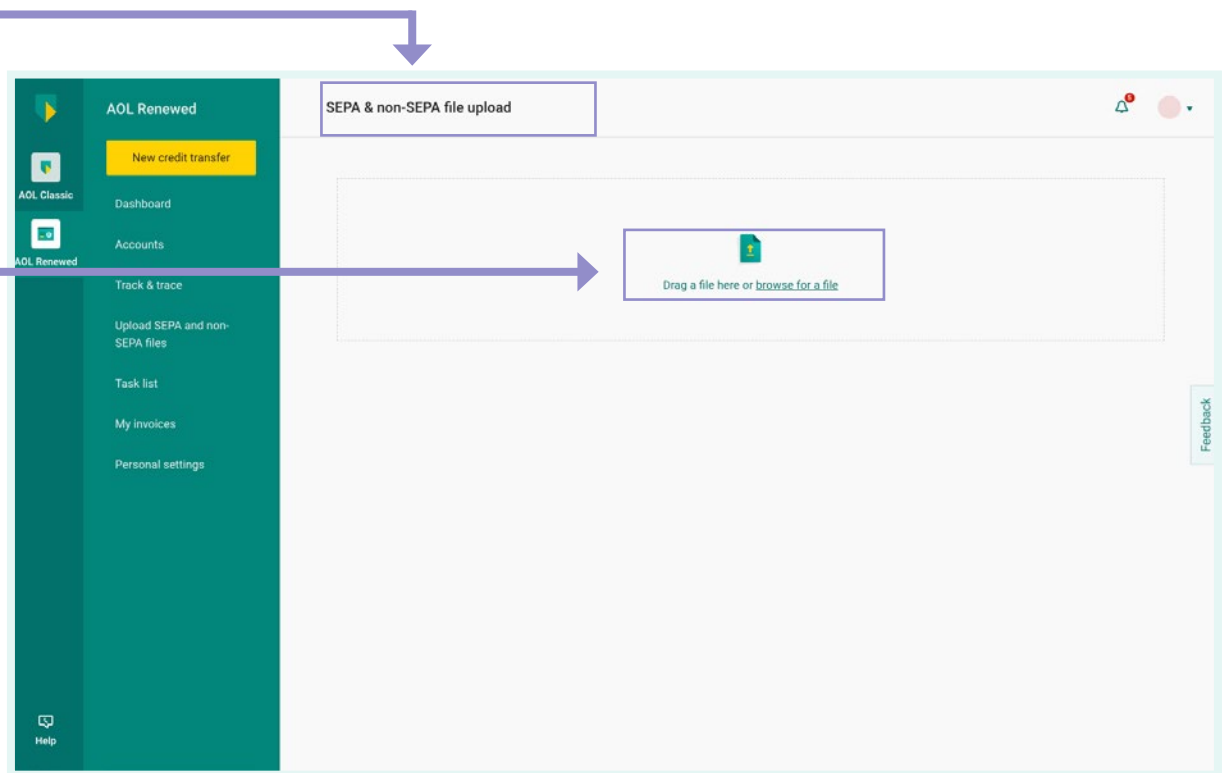
Use

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

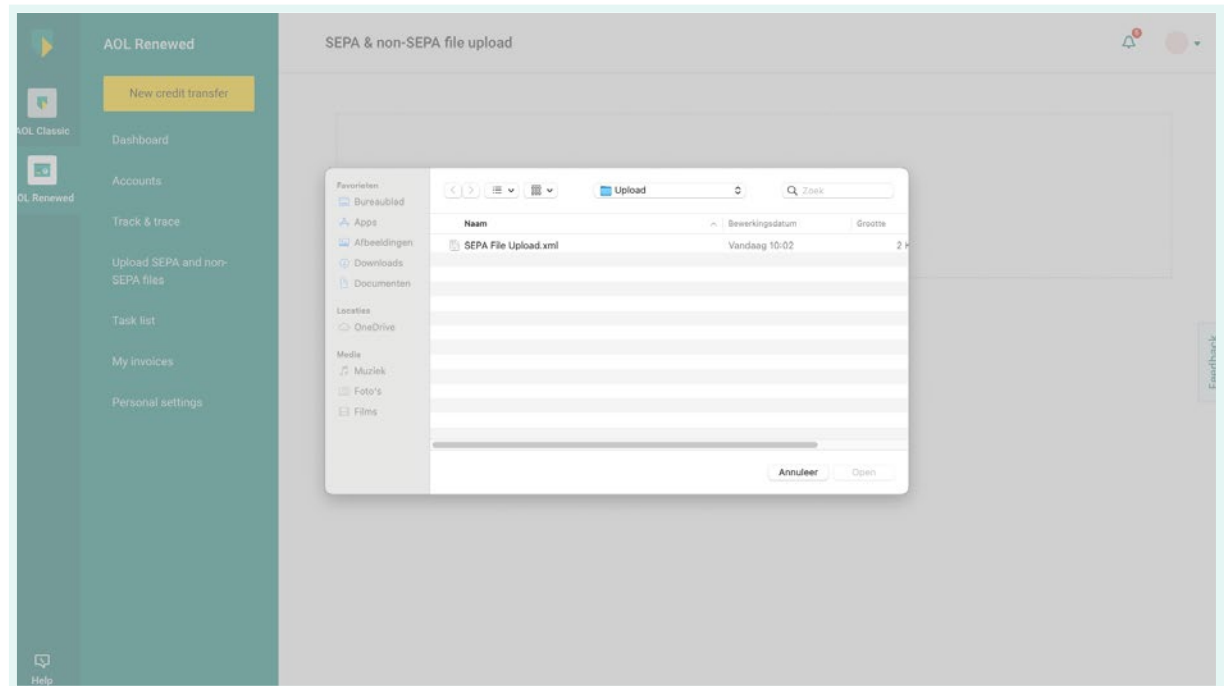
Use

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.

AOL Renewed

SEPA & non-SEPA file upload

New credit transfer

Dashboard

Accounts

Track & trace

Upload SEPA and non-SEPA files

Task list

My invoices

Personal settings

Help

Drag a file here or browse for a file

Files to accept (1)

SEPA File Upload.xml

Upload date 13-03-2024 - 1 transactions - Hash 1f111fe0c69c228f63680195c3ea04527149f110a970a224483a28111275e8e

To accept >

Feedback



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.

← SEPA & non-SEPA file upload / Batch details

SEPA File Upload.xml

Total amount -0,01 EUR

Status [To accept](#)

Batch type Credit transfer batch

Reference SEPA File Upload AOL

Original number of transactions 1 transaction

Original amount -0,01 EUR

New number of transactions 1 transaction

New amount -0,01 EUR

Execution date 13-03-2024

Uploaded by ABNAMRO_USER

Account Name ABN AMRO DEBITEUR

Amount is debited from NL01 ABNA 0123 4567 89

Hash 1f111fe0c69c228f63680195c03ea04527149f110a970a2244a3a28111275e6e

Delete Batch Accept Batch

Batch with 1 transaction

To	Reference Id	Amount
ABN AMRO CREDITEUR NL02 ABNA 0987 6543 21	EndToEndId	-0,01 EUR



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.

The screenshot displays the 'AOL Renewed' interface. The left sidebar contains navigation options: Dashboard, Accounts, Track & trace, Upload SEPA and non-SEPA files, Task list, My invoices, and Personal settings. The main area shows 'SEPA File Upload.xml' with a 'To accept' button. Below this, a table lists transaction details:

Batch with 1 transaction	
To	Reference Id
ABN AMRO CREDITEUR NL02 ABNA 0987 6543 21	EndToEndId

The right-hand side panel, titled 'Transaction details', shows the following information:

- AC
- ABN AMRO CREDITEUR
NL02 ABNA 0987 6543 21
- EUR 0.01
- To accept
- Description: [Rmtinf]
- To be debited from: NL01 ABNA 0123 4567 89
- Batch details:
 - Batch name: SEPA File Upload AOL
 - Batch type: SEPA_CREDIT_TRANSFER
 - Number of transactions: 1
 - Requested execution date: 13-03-2024
- Details:
 - Reference: EndToEndId



Accept a file

Accept

If the batch is okay, click on 'Accept batch'.

Delete

If the batch is not okay, click on 'Delete batch'.

← SEPA & non-SEPA file upload /Batch details

SEPA File Upload.xml

Total amount -0,01 EUR

Status: [To accept](#)

Batch type: Credit transfer batch

Reference: SEPA File Upload AOL

Original number of transactions: 1 transaction

Original amount: -0,01 EUR

New number of transactions: 1 transaction

New amount: -0,01 EUR

Execution date: 13-03-2024

Uploaded by: ABNAMRO_USER

Account Name: ABN AMRO DEBITEUR

Amount is debited from: NL01 ABNA 0123 4567 89

Hash: 1f111fe0c69c228f6368019Sc03ea0427149f110a970a2244a3a28111275e8e

[Delete Batch](#) [Accept Batch](#)

Batch with 1 transaction

To	Reference Id	Amount
ABN AMRO CREDITEUR NL02 ABNA 0987 6543 21	EndToEndId	-0,01 EUR



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'.

The screenshot displays the 'AOL Renewed' interface. On the left is a teal sidebar with navigation links: 'AOL Classic', 'AOL Renewed', 'Dashboard', 'Accounts', 'Track & trace', 'Upload SEPA and non-SEPA files', 'Task list', 'My invoices', 'Personal settings', and 'Help'. The main content area is titled '← SEPA & non-SEPA file upload / Batch details'. It shows details for a 'SEPA File Upload.xml' batch with a status of 'To approve'. The batch type is 'Credit transfer batch' and the reference is 'SEPA File Upload AOL'. It contains 1 transaction with an original amount of -0,01 EUR and a new amount of -0,01 EUR, executed on 13-03-2024. The uploader is 'ABNAMRO_USER' and the account is 'ABN AMRO DEBITEUR' (NL01 ABNA 0123 4567 89). The hash is '1f111fe0c69c228f63680195c03ea04527149f110a970a2244a3a28111275e8e'. The total amount is -0,01 EUR. At the bottom, there is a 'Delete Batch' button and a table for '1 transaction to send'.

To	Reference Id	Amount
ABN AMRO CREDITEUR NL02 ABNA 0987 8543 21	EndToEndId	-0.01 EUR



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.

Task list

Select all (1) Search for a task Delete Select tasks to sign

Credit transfer from 'SEPA File Upload.xml' to approve or release (1)
Hash: cf91628112fccc88541a4062ef8f73bb2bc0044d4359a385cd7b50673c1904d1

From	To	Requested execution	Amount
ABN AMRO DEBITEUR NL01 ABNA 0123 4567 89	ABN AMRO CREDITEUR NL02 ABNA 0987 6543 21	12/03/2024	0.01 EUR
Total			0.01 EUR

Feedback



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.

The screenshot shows a web application interface with a sidebar on the left containing navigation links: 'AOL Renewed', 'AOL Classic', 'Dashboard', 'Accounts', 'Upload SEPA and non-SEPA files', 'Task list', 'My invoices', and 'Personal settings'. The main area displays a 'Task list' with a table of tasks. A modal dialog titled 'Approve tasks' is open on the right. The dialog contains the following fields and information:

- Send transactions code:** 1081 0421
- Response:** 1234 567
- How do I approve tasks?:** A dropdown menu.
- Total amount:** 0,01 EUR
- Task list details:**
 - From: ABN AMRO DEBITEUR (NL01 ABNA 0123 4567 89)
 - To: ABN AMRO CREDITEUR (NL02 ABNA 0987 6543 21)
 - Requested ex: 12/03/2024

At the bottom of the dialog are two buttons: 'Cancel' and 'Approve'.



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'.

The screenshot displays the 'AOL Renewed' interface. The sidebar on the left contains a 'New credit transfer' button and a menu with options: Dashboard, Accounts, Track & trace, Upload SEPA and non-SEPA files, Task list, My invoices, and Personal settings. The main content area is titled 'Track & trace' and features three tabs: 'Track and trace', 'Planned', and 'History'. Below the tabs are three columns: 'To approve (0)', 'Release (0)', and 'Bank Processing (1)'. The 'Bank Processing' column shows a batch for 'ABN AMRO CREDITEUR' with a value of '0.91 EUR', dated '13-03-2024', and marked 'With recipient'. The 'Planned' tab is highlighted with a purple box, and an arrow points from the 'Beware' text to it. Another arrow points from the 'View' text to the 'Bank Processing' column. A third arrow points from the 'New credit transfer' button in the sidebar to the 'Bank Processing' column.

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 EN: Payments – manage upload profile	Not applicable Remark: upload profiles are not needed in AOL Renewed.
Upload files	PAYMENTS_UPLOAD EN: Payments – upload payment files	PAYMENTS_UPLOAD EN: Payments – upload payment files
View upload result	PAYMENTS_UPLOAD_MANAGEMENT EN: Payments – view the result of uploaded payment files	PAYMENTS_PAYMENT_TRACKING EN: Payments – track payments
	For salary batches users also need:	For salary batches users also need:
	PPAYMENTS_SALARY_PAYMENT_DETAILS EN: Payments – view the result of uploaded payment files	PAYMENTS_SALARY_PAYMENT_DETAILS 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 EN: Payments – view the result of uploaded payment files	PAYMENTS_INITIATE_SINGLEACH EN: Payments – initiate single ACH payment
	For salary batches users also need:	For credit transfer batches:
	PAYMENTS_SALARY_PAYMENT_DETAILS EN: Payments – view the result of uploaded payment files	PAYMENTS_INITIATE_BATCHACH EN: Payments – initiate batch
		For salary batches users also need:
		PAYMENTS_SALARY_PAYMENT_DETAILS EN: Payments – view/initiate salary payments
		For direct debit batches:
		PAYMENTS_INITIATE_DIRDEB EN: Payments – initiate direct debit



Questions?



Access Online
[More information](#)



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[More information](#)



Questions?
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