

LEPHALALE

LOCAL Municipality



PROCEDURE FOR ELECTRONIC FUNDS TRANSFERS AND ONLINE BANKING SYSTEMS 2026/2027

TRANSFERS AND ONLINE BANKING SYSTEMS

Procedure Objective:

To provide a framework for the control and administration of Council's electronic funds transfers and online banking systems..

Procedure Scope:

This procedure is designed to provide reasonable assurance of the accuracy and suitability of Council's electronic funds transfers and online banking systems by addressing key processes, applications, approvals and audit controls.

The procedure will address the following through the administrative

- There is to be a separation of duties between key functions, inter alia payment approval, processing, remittance and confirmation.
- There is to be restricted access to banking processes by limiting work stations and through password control.
- There is to be approval, according to Council's Delegation of Authority prior to funds be transfer and independent confirmation after transfer has been completed.
- There is to be a documented approval and review procedure for processing exceptions and interruptions.
- There are to be independent bank reconciliation and audit trail records.

Definitions:

(a) TERM DEFINITION

EFT	Electronic Funds Transfer
-----	---------------------------

(b) ELECTRONIC FUNDS TRANSFERS AND ONLINE BANKING SYSTEMS

Administrative Procedures

1. Accounts Payable

- a) Council encourages payment of supplier accounts by EFT.

- b) Supplier invoices are only released for payment once approved per Councils Delegation of Authority for Payments and based on confirmed service completion and/or delivery.
- c) The Accountant Creditors ensures that invoices released for payment are in accordance with Council's payment terms and conditions.
- d) Creditors Clerks reconcile supplier statements to individual supplier records monthly including payment validation
- e) Creditors Clerk generates and sign a proposed payment report for EFT payments for approval by cheque signatories.
- f) A file for account payable is given to the Accountant Creditors for upload.

2. Pay Office

- a) Staff payments are processed by EFT only, direct to a nominated bank account.
- b) Staff payments are restricted to existing employees based on pay conditions and recorded in Council's payroll system.
- c) The Pay Office does not have access to create or amend employee bank details, pay rates or terms and conditions.
- d) The Paymaster undertakes a payroll reconciliation to validate the accuracy of net pay amounts and completes a final run for the pay period.
- e) The final run is provided to the Manager Expenditure and then to the
- f) Chief Financial Officer for approval per Council's Delegation of Authority.
- g) An authorised Payroll Transmission Log is given to the Pay Master by the Banking Officer.

3. EFT Payment

- a) A separate detailed banking procedure is maintained by the Financial Accounting section of Council
- b) Creditor payments - Authorised Funds Transfer Transmission File is given to Accountant Creditors by Accounts Payable for upload.

- c) Payroll /Wages payments - Authorised Payroll Transmission file is given to Accountant Creditors Officer by Pay Office for upload.

Accountant Creditors:

- (i) Check requests are fully authorised.
- (ii) Open ABSA Business Integrator
<https://bionline.absa.co.za/businessintegrator>
- (iii) Sign in using unique Customer sign in and password.
- (iv) Click on "Create Batch" tab and Import
- (v) Select Batch type " Singles or Multiples"
- (vi) Click on "Browse" and select the drive and path for the file type you are transmitting and click on open
- (vii) Click on Format "Select SALARIES or CREDITORS" (viii) Click on Field Specifications "Select DATE and Decimal Point"
- (ix) Print Payment validation Report
- (x) Manage Local Batch —Select batch and click on transmit
- (xi) Enter batch description and select "Next"
- (xii) Click Confirm
- (xiii) Click OK

2nd Manager Budget and Treasury:

- (i) Open ABSA Business integrator
<https://bionline.absa.co.za/businessintegrator>
- (ii) Sign in using unique Customer sign in and password
- (iii) Click on Outstanding Authorisations

4. EFT Confirmation

Banking officer to print off Payment File Reports the next Business day

- (a) Sign on ABSA Business Integrator
<https://bionline.absa.co.za/businessintegrator>
- (b) Click on Receivables tab and "Transaction Group Status List"
- (c) Processing Date - Exact: Date of transactions
- (d) Click on Search
- (e) Click on "Print Page" top RH corner under ABSA
- (f) Print number of copies required
- (g) Check amounts, and attached report to back of paperwork
- (h) Check amounts agree to Bank Statement
- (i) Give paperwork to Controls Officer

5. Bank Reconciliation and Audit Trail

- (a) The Controls Officer:
 - (i) Undertakes daily bank reconciliation.
 - (ii) Confirms EFT transfer amounts processed through the bank statement to the approved payment report/ Pay Certificate.
 - (iii) (An audit log is produced confirming operator, date and time
 - (iv) and transaction details and is retained in a secure location on Council's network for audit purposes.
 - (iv) Amendment and delete access to audit trail report is restricted to the Systems Administrator.
- (b) The Systems Administrator must undertake independent review of system audit logs.

6. Access controls

- a) Access to Council's online banking system is to be restricted to Council's Banking Officer in the first instance, Council's Financial Accountant and one other independent backup operator.
- b) Operators are to be allocated unique password and user identities to enable operator verification on audit trail. Passwords are to be memorised and not disclosed to other personnel.
- c) Banking workstations are to be located within the Finance branch and are to require logon after 10 minutes inactivity.
- d) Banking workstations are not left unattended while signed into Online Banking.
- e) Operators are to follow bank operating and security procedures, as per Council's banking services provider, when using online banking.
- f) Access to banking website will be terminated on resignation of the user, or user is suspended from work, or on any other valid reason warranting user to be removed from the municipal banking environment. The termination process is facilitated by the internal bank admin user by completing a termination form on the banking website

and the form will be authorized by the Chief Financial officer or Accounting Officer.

- g) The change in access rights is facilitated by the bank admin user and the access change form will be authorized by the Chief Financial officer or Accounting Officer on the banking environment.
- h) The periodic reviews of appropriateness of users' access rights is done annually and when there is a necessary review required.

7. Review of User logs

On a monthly basis the System administrator will download the user logs, print them and present it to the Municipal Manager to review.

8. COMMENCEMENT ,REVIEW AND APPROVAL

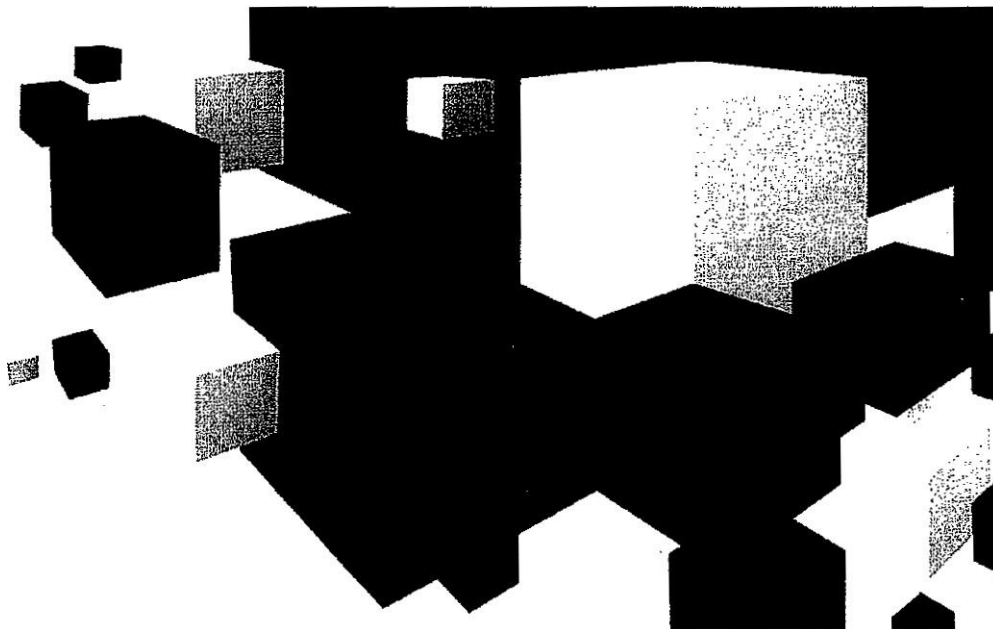
The content of this policy will be reviewed and approved by Council as and when required, to reflect the current stance on the appointment of consultants within Lephalale Municipality

Annexures:

Business Integrator Online Quick reference Guide

Self Service Password Reset

Screen prints on the Creation of a batch on Business Integrator



Business Integrator Online

Quick Reference Guide

Disclaimer: All information contained herein, including information in the respect of the Terms and Conditions, is subject to change in accordance with system changes and industry specifications

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31 1. CREATE USERS (OPERATORS)

Click on Admin

Click on Users

Click on Create

Type in all the information (cell phone number must have following format *27824006745)

Note no spaces by email address and telephone numbers

Click Next

Assign applicable rights

Approval Setup on top and assign approval levels and limits for this user

Click on Set Limits and add appropriate Click

Next

Link Account to user

Click Next

Link Own Account Groups to user

Click Next

Link beneficiary account groups to user

Create temp password for user (8 — 16 Characters, Alpha Numeric, Must consist of an upper Case and special character Fl 8 symbols &,+-()./.) Click Next

Click Confirm

Click Approve

Select Register User

Click View (Optional if you want to view transaction before approving)

Click Cancel (If you viewed)

Select Register User

Click Approve

Click Approve

Click Admin

Click Digital Certificates on Eeft

Select relevant criteria

Click Next

Search for user name and take down reference number provided or print the PDF document to hand to the user(s)

User will then receive sms with auth code Link

to download certificate

<https://2048trustweb.tawtrust.co.za/fenro'Va>

[bsa](#)

32 2. SELF SERVICE PASSWORD

Logon to system

Select questions and answer accordingly (CASE SENSITIVE)

Scroll downs enter SurePhrase

Scroll down, enter personal details (Optional)

Click Finish



2.1. RESET PASSWORD

Click Forgot Password

Answer questions, at least 3 have to answered correctly

Click Proceed

Enter one time password received via sms

Click Next

Enter new password

Click Proceed

Once passwords revoked RESUME button will display

2.2. SYSTEM MANAGER RESET PASSWORD

Select Admin

Select Users

Reset password

Select user to reset

Click on Next

Click Approve

Select transaction

Click Approve

2.3. CHANGE PASSWORD CHALLENGE QUESTIONS

Click My Profile

Click Challenge Questions

Enter password

Click Next

Change relevant questions

Click Update

3. BENEFICIARIES

3.1. BENEFICIARIES • MATCHED

Click Payments & Collections

Click Beneficiaries

Click Create

Enter branch code or Select "branch code" by searching for the code or search for branch code by selecting the bank and branch name Click Next

Complete all fields under beneficiary details

Click Next

Confirm beneficiary details

Click interim Audit Report

Select the transaction

Click submit for approval

Select the transaction

Click Approve

Click "Approve" again



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3.2. IMPORT BENEFICIARIES

Click Payments & Collections
Click Beneficiaries
Click Create
Select Importing Beneficiaries Option

Click Next

Click Browse and choose a file and select the CSV file containing your beneficiaries
Associate with the relevant beneficiary Account Group
Enter the batch Name (create a batch name for importing these beneficiaries) Click
Next

Wait for the beneficiary validation report

Click Next

Read disclaimer

Select agree

Click proceed

Click interim Audit Report

Select the transaction

Click submit for approval

Select the transaction

Click proceed

Click Approvals on main menu

Select Batches

Click on Beneficiaries

Select the Batch

Click Approve

Click Approve again

3.3. MANAGE BENEFICIARIES

Click Payments & Collections

Click Beneficiaries

Click Manage

Select All to retrieve all your beneficiaries or search for a specific beneficiary using the selections on
screen

Click Retrieve Beneficiaries

Select Beneficiary/ Beneficiaries you would like to delete

Click Unlock

Select Beneficiary/ Beneficiaries you would like to delete

Click Delete

Click Confirm

Click Approve

Select Transaction

Click Approve



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3.4. CREATE BENEFICIARY ACCOUNT GROUP

Click Payments & Collections

Click Beneficiaries
Click Create account group
Enter Name (Beneficiary Account Group)
Enter Description (Beneficiary Account Group)

Click Next

Select the beneficiaries you'd like to add to this group
Click the right arrow to move the beneficiaries to the bag
Click Next

Select user(s) to have access to this bag

Click right arrow to link to bag

Click Next

Click Confirm
Click Approve
Select Transactions Click
Approve
Click Approve

33 4. CREATING BATCH PAYMENTS

4.1. CREAT A SINGLES BATCH

Click on Payments and Collections
Click Payments on left side menu
On sub menu Click Create Batch
Enter a unique batch name

Click Next

Select your Beneficiary Account Group (BAG) — Select "All Beneficiaries" to view all beneficiaries on the system Click Proceed

Select all relevant beneficiaries by ticking the box next to every beneficiary you'd like to pay Click

Next

Select drop down box — Select own description
Enter a description (Description should pull through from the beneficiary details)
Select an action date for every transaction Enter
amount for every transaction .
Click on the red button right of the amount
Select your from account by clicking on the red button
Select the Frequency of this batch. "Ad-hoc" is once only and used most of the time
Click Proceed

Click Next

Click Confirm
Click Submit for Transmission
Enter batch description

Click Next

Click Confirm
If you need a report for this batch, you can print it by either selecting condensed or comprehensive Click
Print
Click Approve (If you have the rights)



Select batch

Click Mew

Click Approve

4.2. CREATE A MULTIPLES BATCH

Click on Payments and Collections

Click Payments on left side menu

On sub menu Click Create Batch

Enter a unique batch name

Click Multiples

Click on Credits

Click Next

Select your Beneficiary Account Group (BAG) Select "All Beneficiaries" to view all beneficiaries On the system Click Proceed

Select all relevant beneficiaries by ticking the box

Click Next

Select drop down — Chose own Account description

Enter a description (Descriptions should pull through from the beneficiary details)

Select an action date

Enter amount for every transaction

Click on the red button right of the amount

Select your from account by clicking on the red button

Select the Frequency of this batch. "Ad-hoc" is once only and used most of the time

Click Proceed

Click Next

Click Confirm

Click submit for Transmission

Enter batch description

Click Next

Click Confirm

Click Comprehension or Condensed

Click Print

Click Approve (If you have the rights)

Select batch

Click View

Click Approve

4.3. IMPORTING

Click on Payments and Collections

Click Payments on left side menu

On sub menu Click Create Batch Select

Import New

Enter a unique batch name

Click on Browse

Select the file containing your transactions to import

Select batch type Multiple Credits

Select Format

Select Record



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Select (E.g. To Account Name, To Account Number, To account Branch Code, To account Description, Transactional Amount)

Select Comma

Click Next

Click Field Specification

Select Own Account

Enter own account description

Select action date

Click Proceed

Left hand side, select Manage Local Batch Select relevant batch and confirm information

Select batch and Click Transmit

Enter batch description,

Click Next

Click Confirm

Click Approve

Click Approve (If you have the rights)

Select batch

Click View

Click Approve

4.4. IPI STATUS REPORT

Click Payment and Collections

Click Payments

Click Status Report/immediate interbank payment status report

Select from account

Select completed

Select action date

Click Next

Select

transaction Click

View

34 5. DELETE FUTURE DATED PAYMENTS

5.1. SINGLES

Click Payments and Collections

Click Payments

Click Cancel Single

Select from account details

Select Date

Select all pending transfers YES

Click Next

Select transaction to cancel

Click Cancel Payment

Click Confirm

Click Approve

Select transaction

Click View

Click Approve

5.2. CANCELLING FUTURE DATED BATCH

Click Payments & Collections

Click Payments

Click Manage Transmitted Batch

Click Cancel Batch

Select batch

Click Cancel

Click Proceed

Click Approve

Select cancel batch

Click approve

Click Approve

6. CASHSEND BENEFICIARIES

Select Payments and Collections

Select CashSend Beneficiary

Create

Click Next

Enter Beneficiary name

Enter Beneficiary Code

Enter Celt Number (staff with +27)

Associate with CashSend Beneficiary Group

Click Confirm

Click Approve

6.1. IMPORT CASHSEND BENEFICIARIES

Select Payments and Collections

Select CashSend Beneficiaries

Create

Select Importing CashSend Beneficiaries

Click Next

Click Browse

Select file containing the CashSend Beneficiaries to import

Associate with Beneficiary Group

Enter Batch name

Click Next

Wait for Beneficiary to import and view validation report to confirm details

Validation Report

Click Next

Click Approve

Select Batch

Click Approve

Click Approve



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6.2. CASHSEND PAYMENTS

Select Payments and Collections

Select CashSend Payments

Create Single

Select from account

Select CashSend Beneficiary

Click Next

Enter from account description

Enter transaction amount

Enter a six (6) digit access code

Click Next

Click Confirm

Click Approve

Select transaction

Click Approve

Click Approve

6.3, CASHSEND RESET ACCESS CODE

Click Payments and Collections

Select Reset Access code for CashSend Payment

Select from account

Enter reference number (Found in Audit Trail)

35 7. AUDIT TRAIL

Click on Audit Trail

Select Audit Trail type (Select "Financial Transactions" for all transaction on the system or "Batches"

— Transfers for transaction in batches only)

Include deleted items (If you want to do this) .

Select from and to dates

Click Next

Select relevant transaction

Click View, select print if you need to print proof of payment

36 8. SWEEPING

Select Cash Management Click

Sweeping Create

Select nominated account

Select sweeping type (Payment Surplus, Payment Full Credit, Augment Deficit, Maintain Balance)

Select Frequency

Select to account and/or from account

Select to account description and/or from account

Click Next

Click Confirm

Click Approve

Select transaction

Click Approve



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8.1. CANCEL SWEEPING

Select Cash Management

Select Sweeping

Click Cancel

Select nominated account

Click Next

Select sweeping instruction

Click View

Click Delete

Click Confirm

Click Approve

Select transaction

Click Approve

8.2. VIEW SWEEPING INSTRUCTION

Select Cash Management

Click Sweeping

Click View

Click Next

Select instruction

Click View

8.3. STATEMENT ENQUIRIES

Select Enquiries

Select Statements

Select Enquiry

Select Group Specific

Select Own Account Group

Select Account

Click show all

Specify date range

Click Next

End of Quick Guide

Single password and SurePhrase™

16 May 2011

Single password

Users no longer need to key in two passwords to log onto Business Integrator Online. The single password you key in will expire every 30 days and Business Integrator Online will prompt you to change the password every 30 days. You may choose to change your password more frequently if you need to.

SurePhrase™

The SurePhrase sentence or word you key in on your first or subsequent logons will be returned to you whenever you log onto Business Integrator Online. If you have already captured a SurePhrase sentence and do not see the SurePhrase sentence when you log onto Business Integrator Online then do not key in your password and contact the Absa Support desk on 0860 227 232. Your SurePhrase sentence will be displayed back to you in a large font and will always be situated on the screen between your User ID and the input box for your password. If you see your SurePhrase sentence on the log-on screen, then this will provide you the assurance that the Business Integrator Online web site you are about to log onto is legitimate. You can amend your SurePhrase sentence at any time by clicking on My Profile, SurePhrase

ABSA Business Integrator

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ABSA

ENRUEL J JOOSTE (2011002), You are logged into Business Integrator

Payments & Collections Create Batch

Payments

- Create Single
- Cancel Single
- Create Batch
- Manage Local Batch
- Manage Transmitted Batch
- Resend Payment Confirmation
- Status Report
- Immediate Interbank Payment Status Report

Dated Services

Beneficiaries

Account Holder Verification

Stop Cheques

Bank Branch Search

Audit Trail

Creation Type

- Create New
- Import New

Batch Name

Batch Type

- Singles
- Multiplus

Important Notice for Payments: To view cut-off times click here.
No reversals can be done on payments.

Reset Previous Next Cancel

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ENRUEL J JOOSTE (2011002), You are logged into Business Integrator

Payments & Collections Create Batch

Payments

- Create Single
- Cancel Single
- Create Batch
- Manage Local Batch
- Manage Transmitted Batch
- Resend Payment Confirmation
- Status Report
- Immediate Interbank Payment Status Report

Dated Services

Beneficiaries

Account Holder Verification

Stop Cheques

Bank Branch Search

Audit Trail

Creation Type

- Create New
- Import New

Batch Name

File Name

Batch Type

Format

Delimiter Specification

Field Specification

Field Delimiters

Comma

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Payments & Collections

Payments

Create Single

Cancel Single

Create Batch

Manage Local Batch

Manage Transmitted Batch

Reversal Payment Confirmation

Status Report

Immediate Interbank Payment Status Report

Dated Services

Beneficiaries

Account Holder Verification

Stop Cheques

Bank Branch Search

Audit Trail

Create Batch

Creation Type

Create New

Import New

Batch Name

2015 10 21

File Name

C:\absa\ABSA\75040912

Batch Type

Single Batch

Format

CRDT005

Delimiter Specification

None

Field Specifications

Interbank Local

Field Delimiters

Comma

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Payments & Collections

Payments

Create Single

Cancel Single

Create Batch

Manage Local Batch

Manage Transmitted Batch

Reversal Payment Confirmation

Status Report

Immediate Interbank Payment Status Report

Dated Services

Beneficiaries

Account Holder Verification

Stop Cheques

Bank Branch Search

Audit Trail

Create Batch

Import New

Format Specifications

Field Specifications

The full list of fields being imported is displayed below. Please note if the length of the data is not long the data will wrap automatically.

Field Name	Selected Value	Start Position	End Position	Length	
From Account Extension Code	"632005"	48	52	5	Assign View
From Account Number	"14700000038"	0	16	16	Assign View
From Account Name	"LEWISVILLE MUNICIPALITY"	15	46	30	Assign View
From Account Description	"15024059"	52	72	20	Assign View
To Account Branch Code	"550005"	918	124	6	Assign View
To Account Number	"5500000966"	72	86	16	Assign View
To Account Name	"CRUZZIATON 9064000"	60	116	50	Assign View
To Account Description	"CRUZZIATON 9064000"	124	141	20	Assign View
Date	"2015-10-21"	145	153	10	Assign View
Amount	"5000.00"	155	163	10	Assign View
Batch Name	"2015 10 21"	165	173	10	Assign View
Batch Type	"Single Batch"	174	182	10	Assign View
Batch Format	"CRDT005"	183	191	10	Assign View
Batch Delimiter	"Comma"	192	196	10	Assign View
Batch Field Specifications	"Interbank Local"	197	205	10	Assign View
Batch Field Delimiters	"Comma"	206	210	10	Assign View

Previous Save Format Next Cancel

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create Batch

create Batch

[illegible]

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Payments & Collections **Transmit Batch**

Payments

- Create Single
- Cancel Single
- Create Batch
- Manage Local Batch
- Manage Transmitted Batch
- Reversal Payment Confirmation
- Status Report
- Immediate Interbank Payment Status Report

Enter Batch Description: 2015 10 21

Confirm Batch details:

Batch Name: 2015 10 21

Owner: 002

No. Trans: 3

Total: R54,829.53

Transactions	Number of Transactions	Value
Normal Transactions	3	R54,829.53
Immediate Interbank Payments	0	0.00
Batch Total	3	R54,829.53

Batch Services

- Beneficiaries
- Account Holder Verification
- Stop Cheques
- Bank Branch Search
- Audit Trail

Important Notice for Payments: To view cut-off times click here.
No reversals can be done on payments.

Previous Next Cancel

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create Batch

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Approvals Pending

Payments & Collections

Payments

- Create Single
- Cancel Single
- Create Batch
- Manage Local Batch
- Manage Transmitted Batch
- Reversal Payment Confirmation
- Status Report
- Immediate Interbank Payment Status Report

Dated Services

Batch Services

Account Holder Transaction

Stop Cheques

Bank Branch Search

Audit Trail

Transmit Batch

BATCH TRANSMITTED SUCCESSFULLY

Batch Name	2015 10 21
Batch Description	2015 10 21
Multiple	No
Consolidated	No

Transactions	654,829.53
Transmitted to Host	3
Accepted	3
Rejected	0

Transactions	Number of Transactions	Value
Normal Transactions	3	654,829.53
Immediate Interbank Payments	0	0.00
Batch Total	3	654,829.53

Important Notice for Payments: To view out-of-hours cash line, No reversals can be done on payments.

Approve New Batch Audit Trail Cancel/Revoke Cancel/Revoke

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09:28 PM 2015/10/21