

Understanding a Payment Profile

Autopay Online



NatWest

Understanding a Payment Profile

Payment profiles allow you to set up different payment templates and different controls around them. A payment profile contains the originating account details from which payment files are credited or debited. A payment profile also contains additional settings to manage the configuration and work-flows of payments.

This guide provides an explanation of the fields in a payment profile and which fields you're able to amend. If you would like to set up a new payment profile, please call our Support Team on 0330 6781051.

A payment profile consists of three tabs; General, Banking details and File import.

General

The **General** tab is the configuration information which details how your payment file is sent.

NatWest Payments Settings

Supplier Payments

General Banking details File import

1 Profile name
Supplier Payments
47 characters remaining

2 Profile type
Bacs

3 Connection type
Indirect

4 Service type
Bacs

5 Authorisation report type
☒ Full
☐ Summary
☐ Include errors and warnings on Bacs authorisation report
☐ Include audit history on Bacs authorisation report
☐ Enable HMRC RTI validation

6 Transmission type
Live

7 Service user number
768986

8 Default transaction type
99 - Direct Credit

9 Transaction limit
£ 20,000,000.00
The maximum value of any single transaction in a batch of payments

10 Payment batch limit
£ 999,999,999.99
The maximum total value for a batch of payments

11 ☒ Automatically approve payments
12 ☐ Automatically commit payments
13 ☒ Auto archive sent submissions after number of days
7 Days

14 Auto delete archive batches after
13 Months

15 Duplicate filename check
None

Save changes Delete profile Cancel

1 Profile name – The name you've assigned to the payment profile corresponding to the payments you'll submit.

2 Profile type – Default Bacs.

3 Connection type – Default Indirect.

4 Service type – Default Bacs.

5 Authorisation report type – The option to download a full report or summary. You also have the option to tick or untick to include errors and warnings, audit history and the HMRC validation.

6 Transmission type – Default Live.

7 Service user number – This is your six digit unique identifier.

8 Default transaction type – This will default to 99 for direct credit payments. Choose other options from the drop down menu.

9 Transaction limit – The maximum value of any single transaction in a payment file.

10 Payment batch limit – The maximum total value for a payment file.

11 Automatically approve payments –
Untick, to select up to three approvers.

12 Automatically commit payments –
Tick or untick this option.

13 Auto archive sent submissions after number of days – Choose the number of days from the drop down menu; default is 90 days.

14 Auto delete archive batches after –
Choose the timings from the drop down menu; default will be 90 days. The maximum retention is 12 months.

15 Duplicate filename check –
Allows you to deny the import of two files with the same filename on a given time range.

Banking details

The **Banking details** tab contains the details of the bank account which will be credited or debited.

NatWest Payments Settings

Supplier Payments Direct

General **Banking details** File import

Originator

1 Sort code 200000

2 Account number 55555555

3 Account name BOTTOMLINE TEST

4 Statement text SUPPLIER PAYMENTS

Destination

5 Statement text BOTTOMLINE TEST

Save changes Delete profile Cancel

1 Sort code – Six digits, no hyphens.

2 Account number – Eight digits.

3 Account name – The name of the account that will be credited or debited.

4 Originator statement text – This text will appear on your bank statement to help you identify the payment .

5 Destination statement text – This text will appear on the beneficiary's/payer's bank statement to help them identify the payment.

File import

The **File import** tab is where you can select how you will enter your payments for the payment profile. You can select from either Manual Data Entry (MDE) or manual file import (upload).

NatWest Payments Settings

Supplier Payments Direct

General Banking details **File import**

Data entry method

☒ Manual entry

☐ File import

Save changes Delete profile Cancel

Need Help? Contact Support

If you need further help, please call our Support Team on 0330 6781051 or email support@autopay.natwest.com