

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.

The screenshot shows the 'Supplier Payments' configuration page in the NatWest system. The 'General' tab is active, showing various settings for a payment profile. The settings are numbered 1 through 15, corresponding to the numbered list items in the document. The fields include: Profile name (Supplier Payments), Profile type (Bacs), Connection type (Indirect), Service type (Bacs), Authorisation report type (Full), Transmission type (Live), Service user number (768986), Default transaction type (99 - Direct Credit), Transaction limit (€ 20,000,000.00), Payment batch limit (€ 999,999,999.99), Automatically approve payments (checked), Automatically commit payments (unchecked), Auto archive sent submissions after number of days (7 Days), Auto delete archive batches after (13 Months), and Duplicate filename check (None).

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.

Originator

Sort code: 200000

Account number: 65555555

Account name: BOTTOMLINE TEST

Statement text: SUPPLIER PAYMENTS

Destination

Statement text: BOTTOMLINE TEST

Buttons: 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).

Data entry method

Manual entry

File import

Buttons: 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