DirectLink Online – Bulkloading International Transactions

File specifications – User Guide Supplement

This supplement provides file format specifications for bulkloading international transaction data into DirectLink Online from your accounting and/or payroll software. These specifications are for the IT/technical team in your organisation.

What is bulkloading?

The bulkloading function enables a file of batch data to be imported into the DirectLink Online system without having to manually enter the transactions. Please check with your accounting software supplier to check that your software can produce a file in the required format for bulkloading.

Topics in this supplement include:

- General rules for bulkloading
- Rules for bulkloading deals/covers
- International money transfer bulkloading file format and example format
- International drafts bulkloading file format and example file format.

General rules for bulkloading

- Ensure that the file being bulkloaded is a flat file (i.e. text file). DirectLink Online will display an error message if the file is not a flat file (i.e. has binary characters).
- Ensure that the bulkload file contains 1 record per transaction. Each record must end with an <LF> or <CRLF> character. In text files, these are automatically entered when you press enter to move to the next line.
- The bulkload file must be comma delimited, i.e. each field in the record must be separated by a comma (,).
- Ensure that there are no spaces between fields. There must not be any spaces at the beginning or end of each record.
- You must specify values for the mandatory fields and only non-mandatory fields may be left blank. Use commas to separate non-mandatory fields which remain blank i.e. leave no spaces in between e.g. JR",,
- All specified fields of type 'alphanumeric' must be enclosed in inverted commas (""). The Beneficiary Account number/IBAN field must also be enclosed in inverted commas. Ensure that inverted commas are **not** used anywhere else in the file.
- There must be a minimum of 1 record and a maximum of 1250 records in an international bulkload file.
- There is no set (default) directory location for the bulkload file. You may use any location accessible from your computer and DirectLink Online will remember the location each time you bulkload.
- If the bulkload file has fields containing invalid data then DirectLink Online will display those fields as 'blanks' when you view the batch in DirectLink Online. DirectLink Online will not bulkload the erroneous field values. You must refer to the error report to view any errors.
- DirectLink Online will not bulkload files that have more than 100 errors. Instead, DirectLink Online will produce an error report highlighting the faults in your bulkload file that must be fixed before it can be bulkloaded successfully.

  You can view the errors report by clicking the "Errors Report" button on the bulkload failed message window. You can also view the report when bulkloading is successful in cases where there are less than 100 errors. Note also by default, the error report is stored in the following directory location.

  C:\Documents and Settings\<username>\Local Settings\Application Data\dlink\bulkload

  Please note that this report does not highlight all errors: The bulkloading process performs basic data validations and the remaining checks are performed by DirectLink Online after bulkloading has been done. After bulkloading errors display when you view a batch.
- Data in the bulkload file is **not case sensitive**. Any data in the bulkload file that is in lowercase will automatically be converted to uppercase by DirectLink Online during the bulkload process.

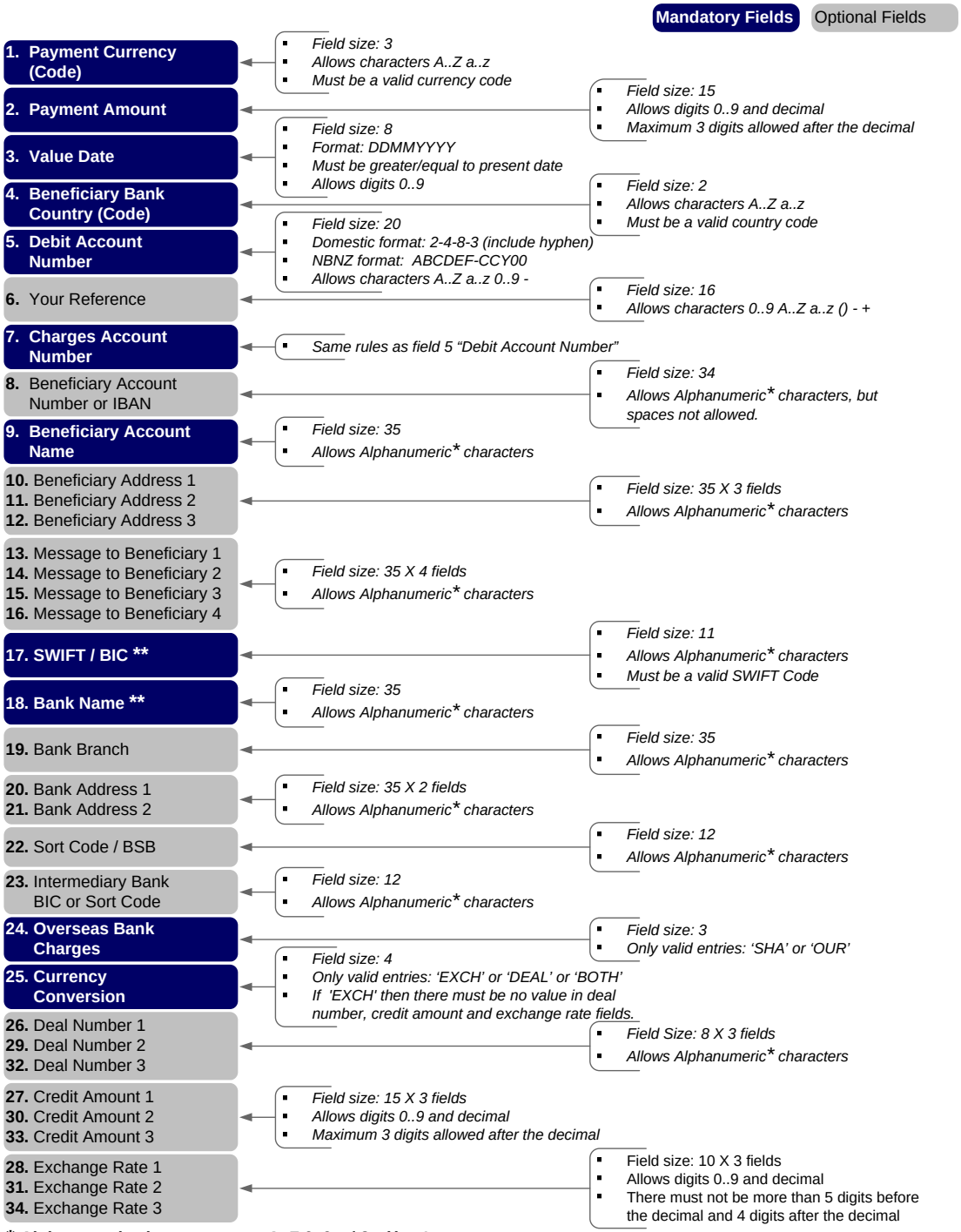
Rules for bulkloading deals

- If you specify the credit amount and exchange rate in the bulkload file but no corresponding deal/cover number, then the bulkloading process will NOT work. These fields will show as having errors in the errors report.
- If you specify the deal / cover number but no corresponding credit amount and / or exchange rate in the bulkload file, then the system will bulkload the deal / cover number and assign the values "0.00" for the corresponding credit amount and exchange rate fields.
- When the payment currency is the same as the currency of the foreign currency account to be debited, you must NOT specify the following fields as the bulkloading process will **not** work:
  - Deal/cover number
  - Credit amount
  - Exchange rate.

  This is because deals/covers are not required in this scenario.

- For currency conversion (field 25 of IMTs and field 16 of international drafts):
    - "EXCH" is used when you use the value date exchange rate only
    - "DEAL / COVER" is used when you use the existing deals / covers only
    - "BOTH" is used when you use deals / covers for part payment and the value date exchange rate for the shortfall.
- For overseas bank charges (field 24 of IMTs):
    - "SHA" is used when any fees set by the overseas bank shall be covered by the payee (beneficiary)
    - "OUR" is used when all the charges are paid by you, including any extra fees set by an overseas bank.

International Money Transfer (IMT) bulkloading file format - example



*** Alphanumeric characters : a..z A..Z 0..9 / ? : ( ) . , ' - +**

Must be enclosed in inverted commas. Size stated above does not include inverted commas. Spaces allowed.

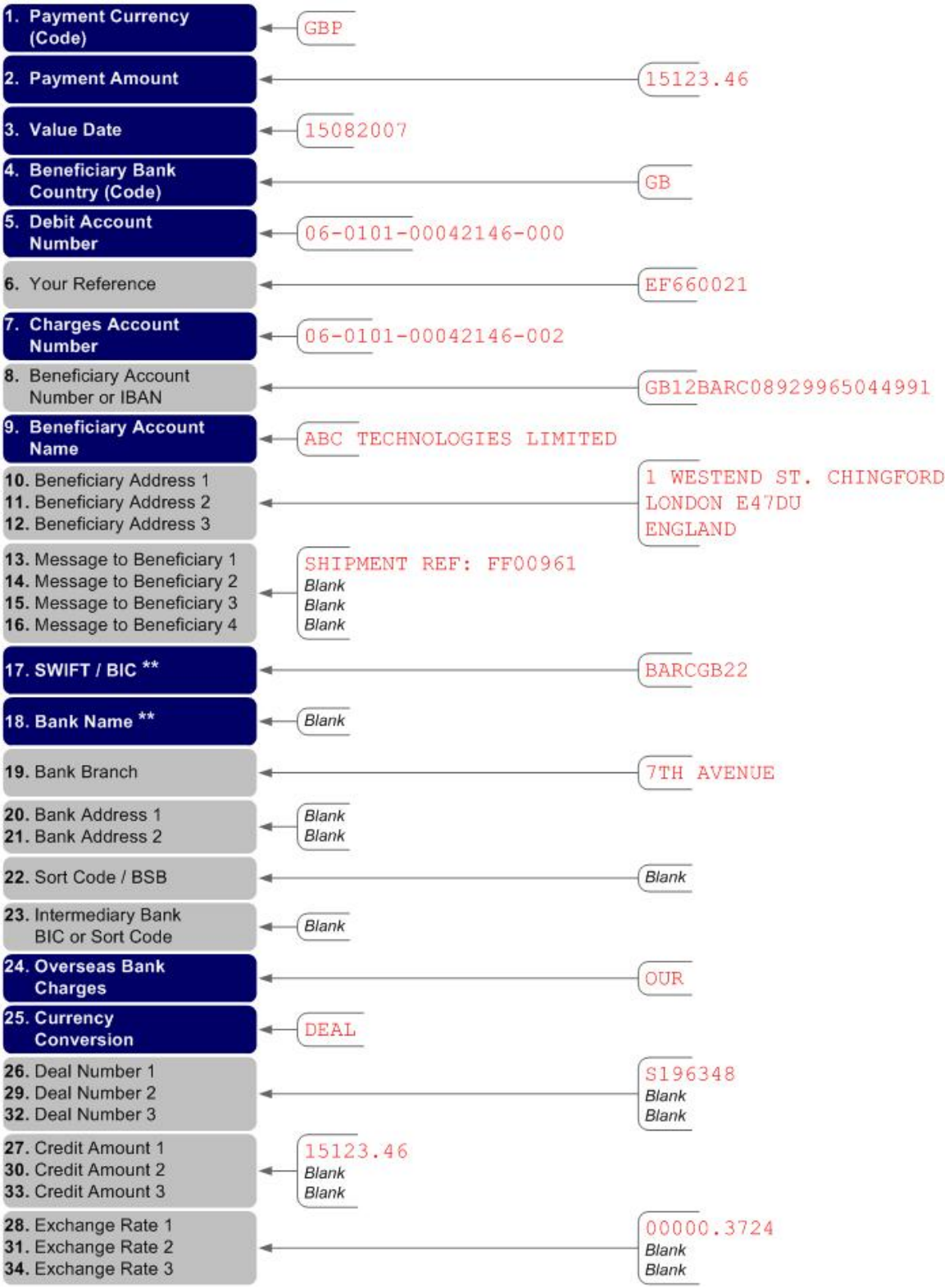
****** You must specify values for either one of the two fields: BIC (SWIFT) or Bank Name

******* You must not enter any deals when the payment currency is the same as the currency of the debit account FCA.

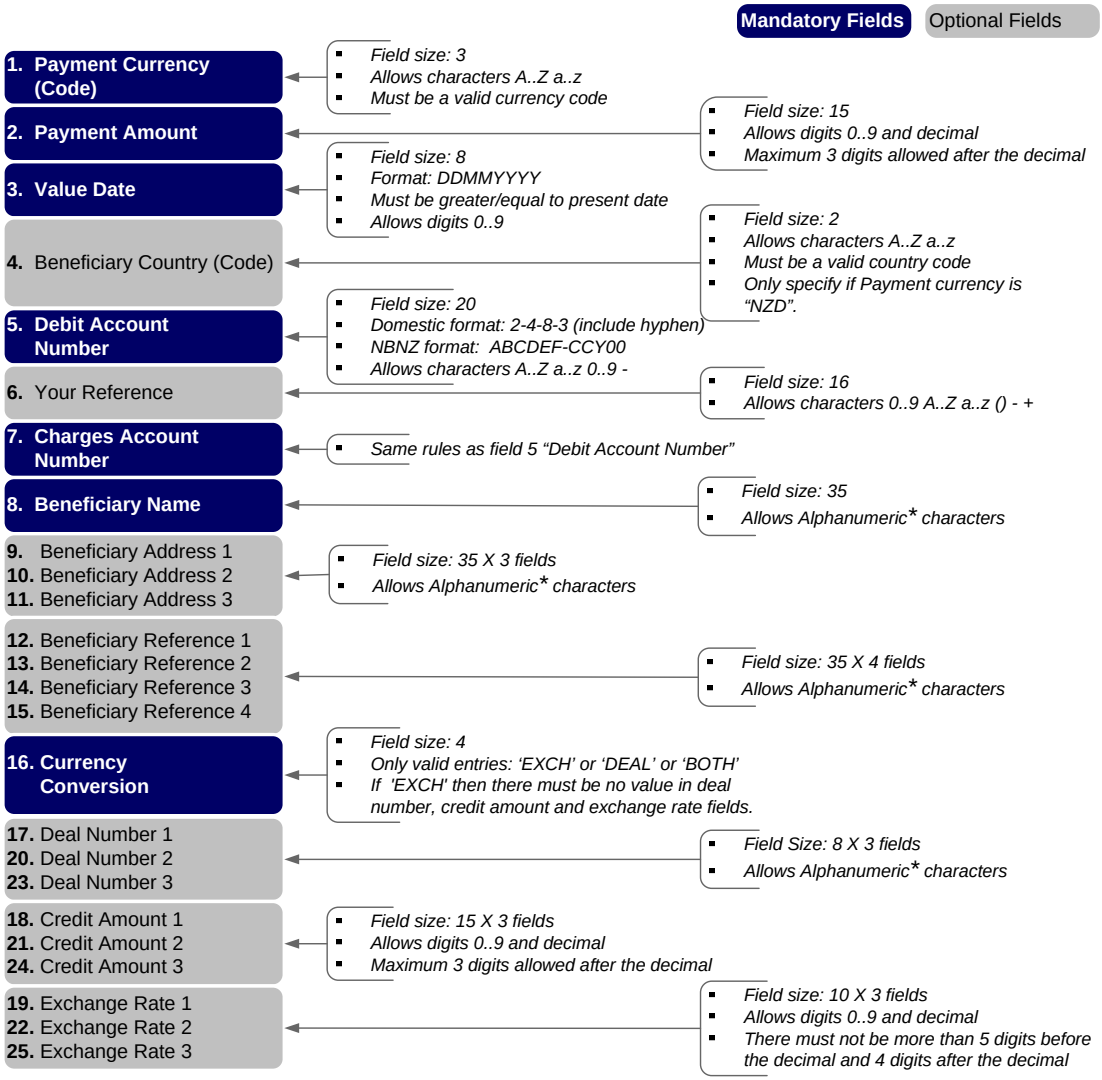
Example of International Money Transfer (IMT) file format

GBP,15123.46,15082007,GB,06-0101-00042146-000,EF660021,
06-0101-00042146-000,"GB12BARC08929965044991",
"ABC TECHNOLOGIES LIMITED","1 WESTEND ST. CHINGFORD",
"LONDON E47DU","ENGLAND","SHIPMENT REF: FF00961",,,,
"BARCGB22",,"7TH AVENUE",,,,,OUR,DEAL,"S196348",15123.46,
00000.3724,,,,,,,

Here's what this format means:



International Drafts bulkloading file format - example



* **Alphanumeric characters : a..z A..Z 0..9 / ? : ( ) . , ' - +**

Must be enclosed in inverted commas. Size stated above does not include inverted commas. Spaces allowed.

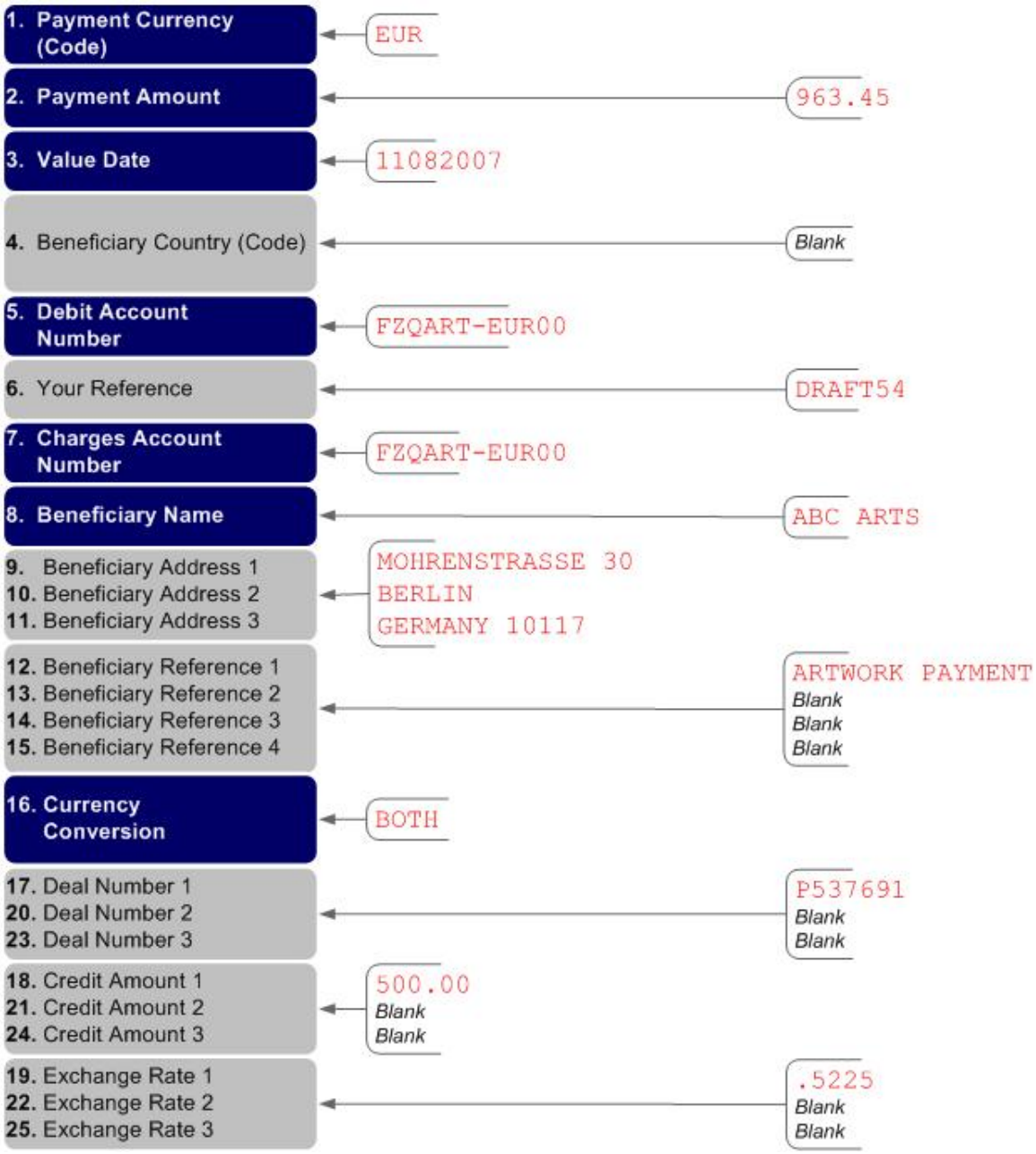
Example of international drafts bulkloading file format

EUR,963.45,11082007,,"FZQART-EUR00",DRAFT54,"FZQART-EUR00",

"ABC ARTS","MOHRENSTRASSE 30","BERLIN","GERMANY 10117",

"ARTWORK PAYMENT",,,,BOTH,"P537691",500.00,.5225,,,,,,

Explanation of example:



The National Bank of New Zealand