

Create Asia & Pacific Payment – Use Payment File

Asia & Pacific Payments: Use Payment File

Asia & Pacific Payments is available in 11 jurisdictions:

1. Cook Islands
2. Japan
3. Solomon Island
4. Tonga
5. Kiribati
6. Fiji
7. Timor-Leste
8. Papua New Guinea
9. Vanuatu
10. Samoa
11. Laos

Select Asia & Pacific Payments from the menu to create, approve and manage payments based on your user entitlements.

From the Create Payment menu, click Use Payment File to upload your preconfigured pipe delimited or fixed file format payment file.

If you are entitled to more than one Division, select the Division under which the payment will be made.

Click Browse to search and select the payment file and then click Start Upload.

A message is displayed advising the status of the uploaded file. Click File Import Summary to view the uploaded file from the grid.

For payments in the Pending Approval status, you can approve the payment via the Approve Payments menu or View Payment button.

Then click Approve and Approve again.

Click on a row to view the Payment File Import Detail screen and view the payment summary.

Depending on the status, you can Edit, Confirm or Reject the upload beneficiaries or view the payment details.

If required, click Edit Payment to view and update the details of the payment.

If required, click Attach Document to upload supporting documents.

Click Review & Submit, then Submit.

The payment is now ready for verification.