Bred Business Connect- Payroll & Batch local Bank Upload file specifications.

PAYROLL INPUT FILE SPECIFICATIONS

FILE FORMAT

xls; xlsx; csv

FIELDS DESCRIPTION

This table describes the data format expected for each field in the file.

Key:

- X: Numeric
- A: Alphanumeric
- M: mandatory
- O: optional

#	FIELDS NAME	DESCR	FORMAT	MANDATORY
1	BIC	Provide BIC of the receiving bank. BIC is expected in capital, otherwise it fails	A	M
2	Beneficiary Name	Provide beneficiary name not exceeding 35 characters	A (35)	M
3	Employee id	Provide employee Id of the receiver, not exceeding 25 digits	A (25)	M
4	Account Number	Provide account number of the receiver, not exceeding 16 digits.	X (16)	M
5	Amount	Transfer amount to employee. Please follow the following numbering format, e.g., 1000.00	X	M
6	Purpose of Transfer	Purpose of transfer will appear in your statement as well as the beneficiary's statement.	A (140)	M
7	Note	This is will only appear on your statement as it is for internal use.	A (140)	O

FILE TEMPLATE

This template can be downloaded from the Bred Business Connect portal under the "Payroll" feature.

Payroll_sample_files_BFBBF (20).zip

BATCH LOCAL BANK INPUT FILE SPECIFICATIONS

FILE FORMAT

xls; xlsx; csv

FIELDS DESCRIPTION

This table describes the data format expected for each field in the file.

Key:

- X: Numeric
- A: Alphanumeric
- M: mandatory
- O: optional

#	FIELDS NAME	DESCR	FORMAT	MANDATORY	COMMENTS
1	Bank Code	Provide BIC code of the receiving bank. BIC code is expected in capital, otherwise it fails	A	M	
2	Beneficiary Name	Provide beneficiary name not exceeding 35 characters.	A (35)	M	Special characters allowed: a-z A-Z 0-9 . + - : ? , ( ) /
3	Account Number	Provide account number of the beneficiary not exceeding 16 characters.	X (16)	M	
4	Amount	Transfer amount to employee. Please follow the following numbering format, e.g., 1000.00	X	M	
5	Currency	Transfer currency to beneficiary account. Please follow the following format, e.g., USD / EUR / NZD	A	M	
6	Email(s)	Email address(es) may be used to notify beneficiaries of payments to them. Enter email address(es), separated with a space, e.g., janedoe@sample.com johndoe@sample.com	A	O	
7	Purpose of Transfer	Purpose of transfer will appear in your statement as well as the beneficiary's statement.	A (140)	M	
8	Note	This is will only appear on your statement as it is for internal use.	A (140)	O	

FILE TEMPLATE

This template can be downloaded from the Bred Business Connect portal under the "Batch Local Banks" feature.

BatchLocalBanks_sampleFiles (21).zip