NAB INVOICE FINANCE
Client User Guide

July 2021

Version 1.3

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1. ACCESSING THE SYSTEM

1.1 Access

The NAB Invoice Finance (NABIF) system is a service provided via NAB Connect.

A "single sign-on" User ID and Password from NAB Connect and NABIF will be provided for each designated system user. If you do not have a User ID and Password, please talk to your Account Manager or Relationship Manager.

1.2 Logging In

Access to NABIF is available via NAB Connect. Users can log into NAB Connect by

going to www.nab.com.au

- Select "NAB Connect" from the drop-down box and Select "Login"
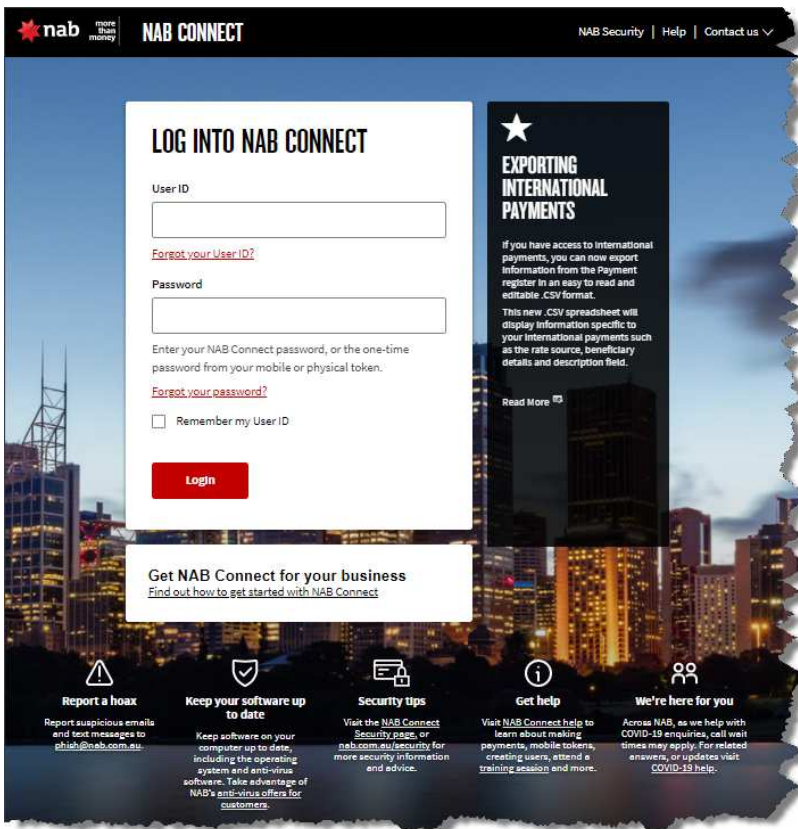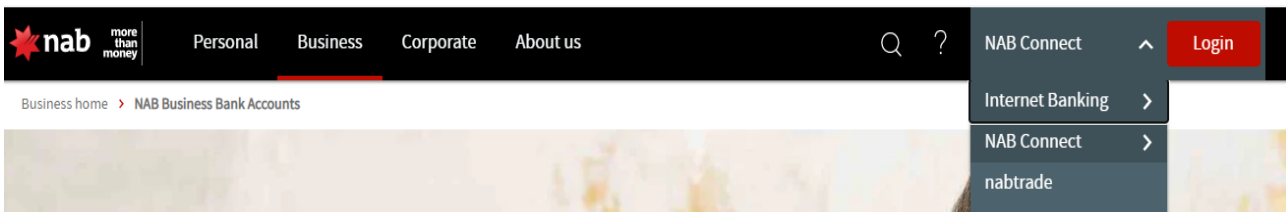
- Log in using your User ID and Password
- Hover mouse over "Products" and Select "NAB Invoice Finance

1.3 Logging Out

A user can log out at any time by Selecting "NABCONNECT HOME" in the top right-hand corner of the NABIF application

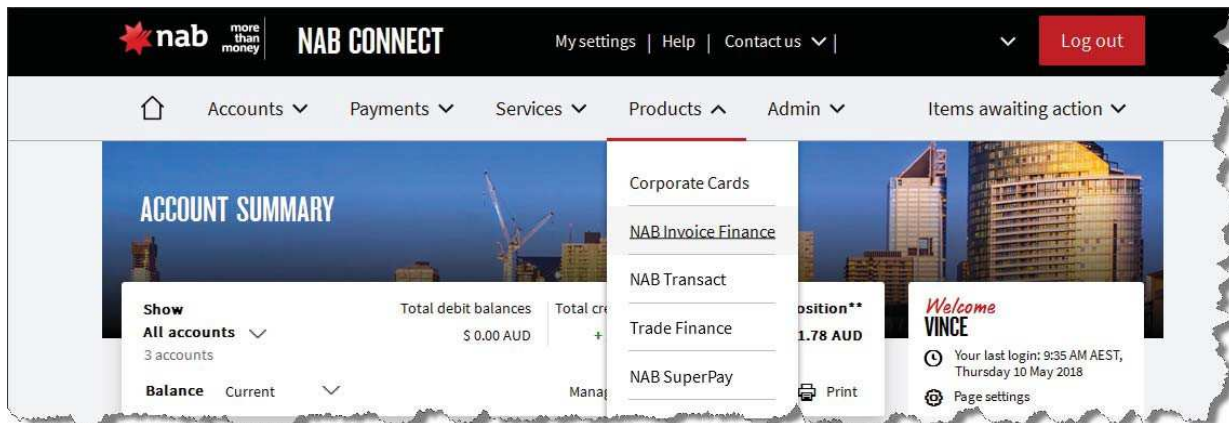- Select logout in the top right-hand corner of the NAB Connect page

1.4 System Operating Hours

The NABIF system is locked between 9:00pm and 7:15am Eastern Standard Time/Eastern Daylight Time (EST/EDT). Locking of the system enables transactions involving data transfer from other bank systems to be updated.

While the system is locked, information can still be entered and viewed, however, no processing of transactions will occur until the system is un-locked.

2. SYSTEM OVERVIEW

2.1   System Sections and Screens

NABIF Home	Main functions of the Home screen are: • Outstanding Task and Alerts • Outstanding Funding Requests • Summary of your ledger • Return to NAB Connect
Funding	Main functions of the Funding screen are: • Enter Funding Requests • View history of Funding/Refund requests • View details of Deposits
Data	Main functions of the Data screen are: • Upload invoices and credit notes • Attach supporting documents • View Batch History • Complete end of month reconciliations
Search	The Search option assists with finding a specific transaction within the system including; • Invoice Batches • Funding Requests • Task and Alerts

Manage	Main functions of the Manage screen are:
	
	• View summary of your ledger
	  ○ Available Funds
	  ○ Funds Drawn
	• View Bank Accounts
	• Edit user permissions and information
	• Company information and contacts

2.2 "Breadcrumb" selection trail

When options are selected from each menu, the names of the screens that have been visited are displayed in a "breadcrumb" trail, across the top of the screen.

The name of the currently displayed screen is shown in red. Selecting any of the other screens in the "breadcrumb" trail will return you to that screen.

Browser Back Button – do not use

It is recommended that when using the NABIF system, the browser back button is not used to go back to the previously visited screen.

3. NABIF HOME PAGE

When you first log into NABIF you are directed to the NABIF Home Page.

3.1 Task and Alerts

A list of Task and Alerts are displayed, in date order, at the top of the Home page. Selecting the "Show More Tasks" button will open any additional pages.

- Tasks – require you to take action
- Alerts – are a notification message

To see more details about a Task or Alert, select the date (hyperlink) to the left of the task/alert, you will then be directed to further details. Follow the hyperlinks on the page for more information.

3.2 Outstanding Funding Requests

The Outstanding Funding Requests section in the middle of the home screen displays details about Funding Requests which are awaiting approval. Select the request ID (hyperlink) to see more information about the Funding Request.

3.3 Ledgers

The ledgers section shows a summary of the facility position at the current point in time, including the Borrowing Base amount, Funds Drawn and Funds Available

Select the Borrowing Base (hyperlink) to view the Borrowing Base details

4. OPERATING YOUR FACILITY

4.1 Creating a Batch of Invoices/Credit Notes

Invoices can be sold to NAB via a batch upload into the NABIF system. The information is extracted from your accounting package and uploaded directly into the NABIF system for processing.

Data must be extracted from your accounting package into an excel (CSV Comma Delimited) file format and must only include the following details:

- Date
- Invoice/Credit note number
- Debtor Name
- Amount (inclusive of GST) Example of acceptable file is below

	A	B	C	D	E	F	G	H
1	03/21/2013	Invtest01	Deb1	1000				
2	02/21/2013	Invtest02	Deb1	5000				
3	02/21/2013	CNtest01	Deb1	-800				
4	04/21/2013	invtest03	Deb2	200				
5	04/21/2013	invtest04	Deb2	15000				
6	05/02/2013	invtest05	Deb3	50000				
7	05/04/2013	cntest02	Deb3	-12000		Amount		
8	06/../2013	invte..06	Deb3	6000				
9								
10	Date	Invoice		Debtor				
11		number		Name				

4.2 Formatting of the file

The file must follow the below formatting rules

- Only four columns
- The file must not have headings
- Date must be in U.S format (MM/DD/YYYY)
- Invoices must be a positive value
- Credit notes must be a negative value
- Amounts are in number format with no dollar signs or commas
- Amounts are allowed two decimal places
- No totals
- File must be saved as a CSV (Comma Delimited) file

For further details on how to format your file please refer to Appendix A

4.3   Uploading Invoices

To upload your file and sell invoices to NAB you will need to;

- Log into NAB Connect

- Navigate to NABIF (for assistance refer to section "Logging in")

- Select Data from the top menu

- Select Upload file

- Select "Choose File" (if using Google Chrome or Microsoft Edge) or "Browse" (if using Internet Explorer) and select the saved CSV file you created from your Accounting Package

- Read the disclaimer and check the box if you agree

- Select "Upload File"

Note: You will be unable to select upload unless the check box has been selected

You should receive a message on the screen advising "The file was successfully uploaded"

The file was successfully uploaded.

4.4   Errors When Uploading

If the file is not in the required format, as detailed above, you will be unable to successfully complete the upload.

The NABIF system will advise you of any errors found in your file.

Errors were found. The file was not uploaded successfully.

Line #	Error	Field Name	Description
1	MISSING_REQUIRED_FIELD	Invoice Number	The required field is missing.
1	INVALID_MONEY_FORMAT	Invoice Amount	Invalid dollar amount "50,000.00".
2	INVALID_DATE_FORMAT	Invoice Date	Invalid date "13/04/2013". Required format is MM/DD/YYYY.
4	INVOICE_FORWARD_DATED		The invoice date is in the future. Invoices cannot be forward dated.

The system advises which line in the file has the error and then provides a description regarding the cause of the error.

Errors must be fixed prior to uploading successfully.

Fixing the error may be as simple as re-formatting the file, or you may be required to extract the information from your Accounting Package again, e.g. in the instance a required field is missing

4.5   Straight Through Processing

When you upload your batch into the system, if your data meets the required criteria, your invoices are approved for funding immediately.

Intervention is needed only for exceptions. When an exception occurs, you will be alerted by a system-generated message (known as a task) and you may also be contacted by a member of our Customer Service Team. You do not need to wait to be contacted by our Customer Service team. The quickest way to ensure the invoice is processed and funds are made available is to action the task by providing the requested documentation (a copy of the tax invoice and evidence of job completion). Refer to section 4.7 (Pending Invoices) for further information on how to provide the required documentation.

4.6   Reviewing your Batch Upload

Once you have successfully completed an upload you can review your batch at any time. The system holds details of each batch upload.

To locate:

- Select the Data Menu
- Click on the Batch History

Each batch upload is listed in order of most recent to oldest.

To view the batch details, click on the Batch number I.D., this will direct you to the batch details screen.

At the top of this screen is a matrix advising the user:

- Date of Upload
- Status of Batch i.e. pending, closed
- Number and value of items approved, rejected, or pending
- Cost of Purchase Charge associated with upload if applicable

Below the matrix, you will find invoice summaries, which make up your batch upload. The system separates invoices and credit notes for each month into their own 'Invoice Summary' as shown above.

By clicking on the 'Invoice Summary' name, you are directed to the Invoice Document page and a list of invoices, which are included in the summary, will be displayed.

Other features included on this screen are:

- <u>Type</u> – details the type of document included in the summary, i.e. invoices or credit notes
- <u>Approved</u> – amount which has been approved for the summary
- <u>Pending Approval</u> – amount awaiting approval, supporting documents required (Refer to Part 4.7

below)

- <u>Total</u> – sum of approved and pending approval

- <u>Number Approved</u> – not applicable

- <u>Required Approval</u> – not applicable

- <u>Status</u> – Status of the invoice summary itself – does not advise the status of the invoices included in the summary, it is important to refer to the pending approval column to identify whether any invoices require supporting documentation

- <u>Error Description</u> – not applicable

4.7   Pending Invoices

Depending on the parameters of your facility, you are required to provide supporting documentation for invoices if requested by NAB. Supporting documentation includes a copy of the invoice and other documentation which shows the goods/services relating to that invoice have been completed/delivered in full.

Invoices in a pending status will require you to supply supporting documentation. The system generates a task for you and displays this on your NABIF home page.

Actioning the task will require you to attach the supporting documentation. The invoices cannot be funded until appropriate supporting documentation has been received and approved by NAB.

> *Note: Only the invoice in a pending status will be withheld from funding, all other invoices with a 'complete' status will be funded.*

To attach supporting documentation within the system you can:

- Follow the links within the task; or

- Navigate to your batch upload – through the data menu

By following the links within the task (on home page) you will be directed to the batch upload which contains the pending item.

Once in the 'Batch Details' screen you can scan the pending approval column and locate which invoice summary contains the pending item.

- Click into the invoice summary with the pending item

- Sort the status field by 'Pending'

- Click on the relevant 'Invoice Number' and then select the Attachments tab.

You are now able to locate the relevant documents (previously saved on your computer) and upload by clicking 'Browse', selecting the file, then clicking 'Upload All'.

> *Note: You can select up to 5 files to upload at one time. If you need to upload more than 5 files you can upload the first 5 then repeat the process.*

Once supporting documents have been uploaded our Customer Service Team will review and action, by either approving or disapproving your invoices. Should the Customer Service Team require any additional information, either they or your Account Manager will contact you to discuss. Once all invoices have been actioned your batch status will be updated to 'Closed' and any additional funding will be released.

4.8   Locating a Batch Document Type

Each batch received and processed by the system is listed on the Batch History Screen with the most recent appearing at the top.

You can search for a batch that contains a specific document type by selecting the document type from the drop-down box.

Document types which can be searched are as follows:

- Invoice
- Credit Note
- Journal Entry
- Summary Reconciliation
- Certificate of Debtors

4.9   Accessing Available Funds

Once funds are made available you are able to transfer funds, as needed, via the Invoice Finance system.

All transfers made via the Invoice Finance system will be directed to a nominated NAB trading account.

Your Account/Sales Manager will work with you to confirm this Trading Account when your facility commences.

To Transfer funds:

- Log into NAB Connect
- Navigate to NABIF
- Select 'Funding' from the top menu
- Select Enter Funding Requests

- Select ledger name (hyperlink)
- Enter amount you would like to draw down, note it must not exceed the Total

    Available amount

- Select Next and then Select next again

- Select Submit

Note: When you transfer funds, the system may separate the request within NABIF into two categories. Funding Requests and Refund Requests.

A Funding Request is the amount available as a result of invoices sold to NAB (i.e. 80%, or advance rate as it applies to you, of invoice value)

A Refund Request is the amount available due to other reasons such as a retention release (i.e. 20% of deposits received, or retention rate as it applies to you)

All transfers requested are actioned as one amount and will display in your trading account as the one value requested. The separation into two categories is a display feature within NABIF only.

Unless further approval is required, funds will be transferred to your nominated Trading account. You can select NABCONNECT HOME in the top right-hand corner of your screen to return to NAB Connect where you can review your trading account and transact further.

Note: If you have not completed the submission of your Certificate of Debtors by the 15th business day all funding requests will need to be approved by NAB upon request. (See 4.11 Certificate of Debtors)

You can view past funding requests completed via the Invoice Finance system, to do this;

- Select 'Funding' from the top menu
- Select 'Funding Requests', and/or
- Select 'Refund Requests'

4.10 Completing your End of Month Reconciliation

Each month you are required to reconcile the transactions processed to your debtor's ledger with the transactions processed by NAB.

To complete the reconciliation in NABIF you are required to:

- Submit the Certificate of Debtors
- Attach a copy of your debtor's ledger (from your Accounting Package)

In addition, you may attach any other supporting documentation that will assist with reconciliation of your facility.

Once the above information has been supplied, NAB will validate the data, process any adjustments required and complete your End of Month reconciliation.

Upon completion of your End of Month reconciliation you may see a change in your

borrowing base (see section 5). To understand these changes please see section below 'Summary of your End of Month Reconciliation'.

4.11 Certificate of Debtors

The certificate of debtors (COD) is a submission of your end of month receivables ledger and is a required process to ensure NABs funding of your facility reconciles back to data held within your accounting package.

The COD starts with your opening balance (closing balance from prior month) and asks you to enter your Funded Debtors Aged Trial Balance as at the last day of the month.

The COD is only available to complete once each month. If you have submitted your COD and later realised you have made a mistake, please contact our Customer Service Team or your Account Manager for assistance.

Note: *The terms and conditions of the facility require your Certificate of Debtors to be submitted within the first 5 business days of each month, unless otherwise agreed in writing by NAB.*

To submit your Certificate of Debtors

- Select the Data Menu
- Select Certificate of Debtors
- Select Ledger name

- Enter the aging of your debtor's ledger as at the end of the month under current, 1 month, 2 month, 3 month etc.

	Current	1 Month	2 Month	3 Month	>3 Months
*Debtors Aged Trial Balance	0.00	0.00	0.00	0.00	0.00	0.00
Percentage		0%	0%	0%	0%	0%

The system will calculate the total Debtors Aged Trial Balance based on the values you enter.

Note: The debtors aged trial balance must be aged by invoice date.

If you have any excluded debtors do not include these in the totals. The values entered on this page should relate to funded debtors only

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The field labelled 'NAB's Funded Debtors Balance as at <date>" is the actual total value of receivables held by NAB as at the same date. This value is calculated by taking the opening balance, adding any invoices purchased for the month, subtracting any credit notes purchased, subtracting deposits received and adjusting for any other items processed during the month by NAB.

The system will check the value of the Total Debtors Aged Trial Balance, as entered by you and compare it to the NAB's Funded Debtors Aged Trial Balance.

If these two figures do not match the system will advise there is a variance and the variance value will be shown in the field labelled ''Variance Aged Trial Balance''.

> Note: Unless the variance relates to a timing difference, and you have advised us of this in the note section, the system will process the variance as a journal adjustment to ensure NAB's Funded Debtors Aged Trial Balance matches yours.
>
> Important: If this variance is a negative your available funds will decrease

In the event there is a variance the system will display some guidance notes to assist you in determining why.

If, after you enter the aging of your debtor's ledger, the two values balance, this note will disappear.

A Current Period Details report is also available to assist with reconciling and shows all items processed by NAB during the month.

The report is accessible via the 'Current Period Details' tab on the left-hand menu whilst completing the COD.

- Enter a comment in the note section if a variance exists or if you have any information you feel you need to advise NAB.
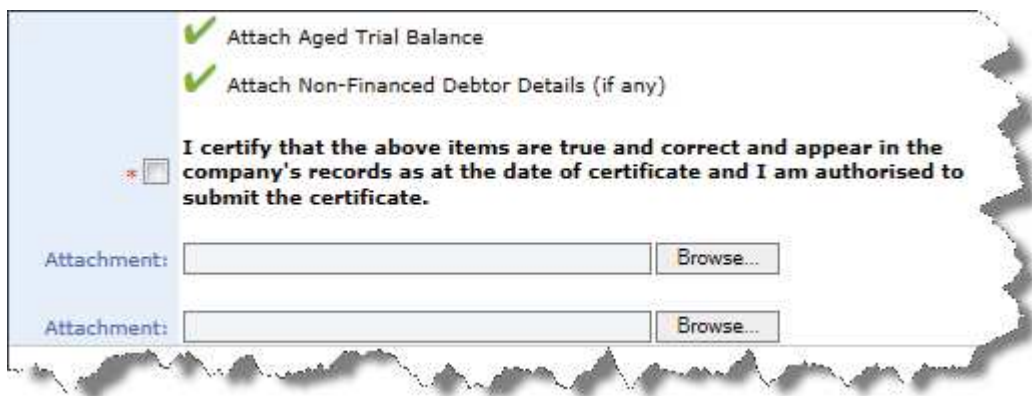
> *Note: You will be unable to submit the COD if there is a variance and you have not entered a note. If this is the case, you will receive the message below*
>
> Please provide Notes to explain the Variance.
>
> OK
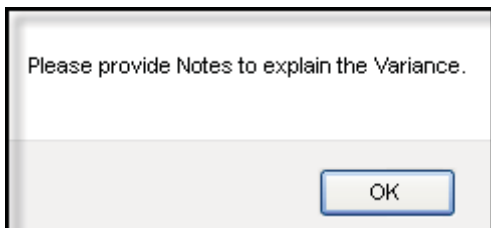
- Read the certification and tick the checkbox if you agree

Note: The COD cannot be submitted unless the check box is ticked

- Attach a copy of the debtor's ledger, and any other supporting documents below the note section
- Select 'submit'

✔ Attach Aged Trial Balance
✔ Attach Non-Financed Debtor Details (if any)

* ☐ I certify that the above items are true and correct and appear in the company's records as at the date of certificate and I am authorised to submit the certificate.

Attachment: [   ] Browse...

Attachment: [   ] Browse...

4.12 Summary of your End of Month Reconciliation

Upon submission of your Certificate of Debtors NAB will reconcile your debtor's ledger with the records held by NABIF.

Details of how your ledger was reconciled, any adjustments required and the impact to your funding are available for you to view once the End of Month has been completed.

To view these details:

- Go to Data
- Go to Batch History
- Search the Document Type 'Summary Reconciliation'

Document Type: [Summary Reconciliation ▼]

- Select search
- Select the most recent batch number (sorted by date)
- Select the Invoice Summary number for type 'Summary Reconciliation'

This page allows you to view

- Value of Debtors ledger NAB reconciled against

- Debtors exceeding the set limit

- The value of any items carried as timing

- The value of journal adjustments processed to balance

- The impact the journal adjustment had on your available funds

- Your closing balance

- Movement in value of recourse debt from what was being held in the borrowing base before the reconciliation to the amount entered on this end of month

- Movement in value of debtors not funded due to their limit (if any)

- Value of retention being released from deposits received (not already released)

- Total impact the reconciliation had on your available funds, i.e. an increase or decrease to available funds

- Expected funds available after completion of the end of month reconciliation (taken at the time the end of month was being processed)

You can also view a Period Details report which tells you the value of invoices, credit notes, journal adjustments and deposits NAB had processed during the reconciled month. These are the transactions which were considered when determining NAB's Funded Debtors Balance on the COD and therefore the variance between NAB's balance and the ledger you entered. These details may assist you in understanding the outcome of your reconciliation.

To access -

- When viewing the summary reconciliation batch select 'Period Details' tab in the left-hand menu
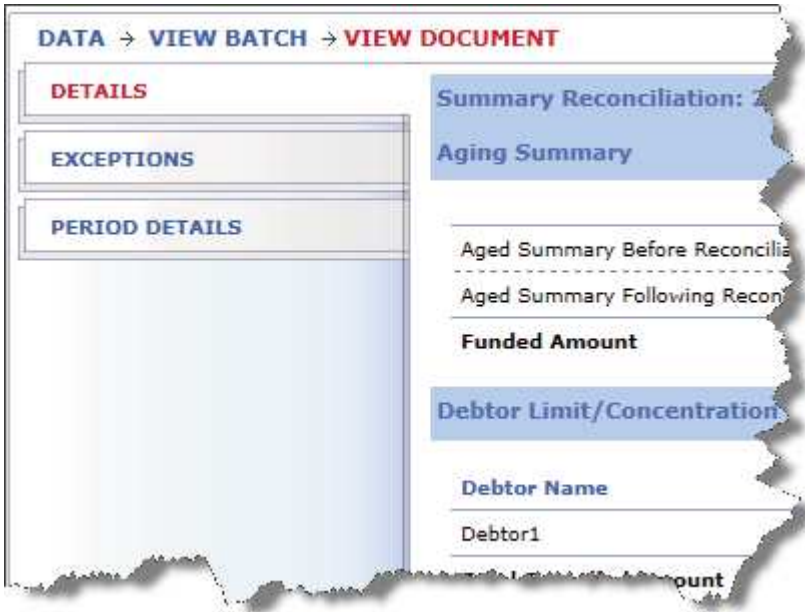
When you select 'Period Details' you will see the following -
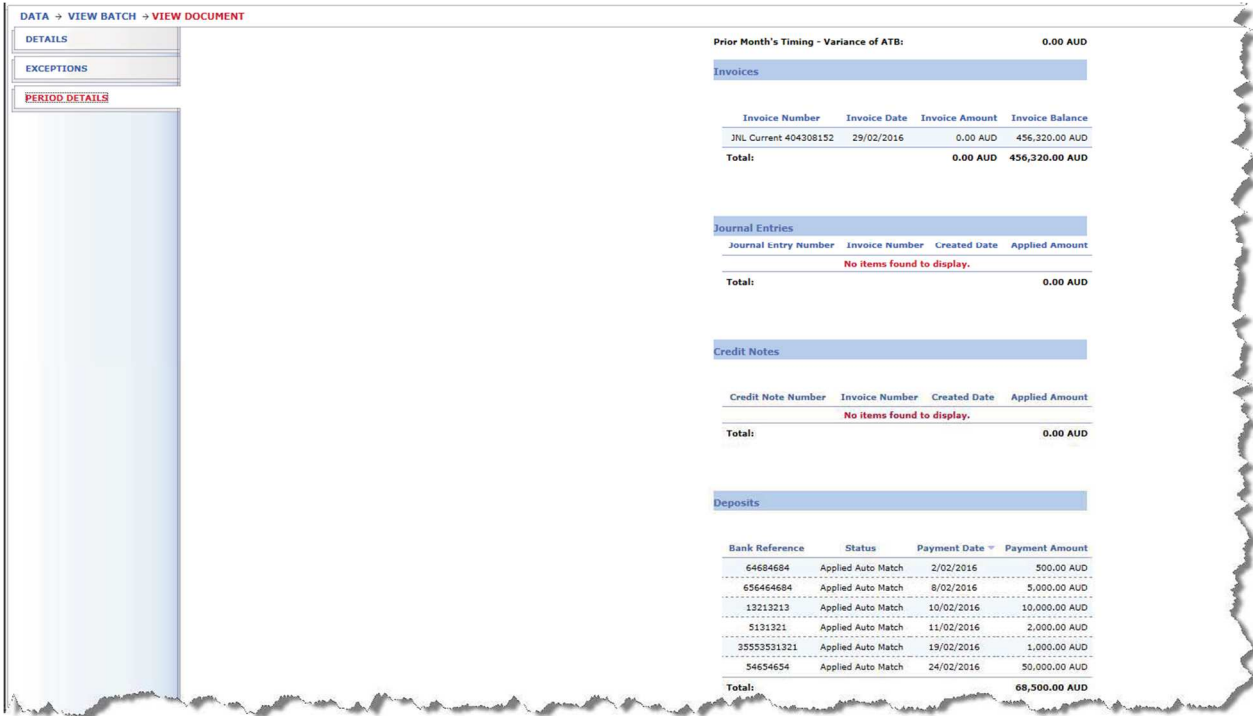
You can go back to the summary reconciliation at any time by selecting 'Details' on the left-hand menu.

5.   UNDERSTANDING YOUR BORROWING BASE

To access the Borrowing Base

- Select 'Manage' tab
- Select the Borrowing Base hyperlink

The Borrowing Base screen outlines the various factors that influence the total value of funds available to you. It starts with Total Invoices and subtracts each line item to arrive at the Final Borrowing Base. The underlined sub-headings listed within the Borrowing Base are hyperlinks, which enable you to view the detail behind each contributing item.

- Total Invoices
  - Invoices assigned to NAB
- Funded Debtors Negative Invoices
  - Credit notes assigned to NAB
- Excluded Debtors
  - Not applicable
- Total Financed Debtors
  - Total invoices less total negative invoices
- Exceeded Limit
  - There may be some debtors on your ledger for which there is a limit on the maximum dollar amount outstanding. Should the invoice totals for such a debtor exceed the dollar limit, the portion above that limit will not be funded.
  - By clicking on the 'Exceeded Limit' hyperlink, you are taken to a screen that details any Debtor whose limit has been exceeded and therefore has a portion of its invoices that are unfunded.
- Concentrations
  - A debtor concentration refers to an approved percentage applied to each debtor. The approved percentage sets out funding rules for the level of sales attributed to one debtor. For example, your debtor may be approved to a concentration of 25%. If a single debtor has total invoices exceeding 25%, of the overall Funded Debtor's ledger, funding will only be made available for this debtor up to 25% of the overall funded ledger value.
  - Should a debtor's concentration exceed the limit, your Account Manager will review and may contact you to discuss the option of an increased limit.
  - By clicking on the 'Less Concentrations' hyperlink, you will be taken to a screen which shows those debtors, if any, exceeding the concentration percentage set.
- Funded Debtors Recoursed Invoices
  - NABIF allows funding on your invoices for a maximum number of days, usually 90. This means that any debtor that has not paid within 90 days, after the end of the month in which the invoice is dated, will no longer be funded. At this point it becomes 'recoursed'. The Borrowing Base screen adjusts the funds available to you by removing the value of any recourse invoices.
- Discount Value
  - The Discount Value represents the total of all retentions (usually 20% of applicable invoices) held by NAB until funded invoices are paid.

- Portion Not Advanced

    - The Portion Not Advanced relates to the retention available for refund, due to incoming deposits, that have not yet been returned to you. If you are on a daily retention release frequency, there will usually be a zero in this field. The 'Portion Not Advanced' hyperlink will take you to the Reserve Account Summary screen.

    - Depending on your retention release frequency, any amount recorded in this section will be added to your available funds balance at the time of your retention release: daily, weekly or monthly.

- Retention Adjustment

    - This item relates to any adjustments to the retention held by NAB as a result of a required buffer.

- Manual Retention Adjustment

    - This item relates to any adjustment to the retention held by NAB

- Unreconciled Deposits

    - Unreconciled Deposits relate to deposits that have been deposited into your bank account but have not yet been reconciled against invoices within the NABIF system. The value in the Borrowing Base screen represents all deposits in an unreconciled state and may be adjusted by the 20% retention released upon receipt of payment. These deposits will be reconciled by the NABIF system upon completion of your end of month reconciliation.

- Final Borrowing Base

    - The Final Borrowing Base is calculated by taking into account all items explained above.

Borrowing Base Summary		
Detail	**Amount**	**Subtotal**
Total Invoices	11,010,000.00 AUD	11,010,000.00 AUD
Less Funded Debtor's Negative Invoices	0.00 AUD	11,010,000.00 AUD
Less Excluded Debtors	0.00 AUD	11,010,000.00 AUD
= Total Financed Debtors	**11,010,000.00 AUD**	
Less Debtor Conc./Limits Exceeded	0.00 AUD	11,010,000.00 AUD
Less Funded Debtor's Recoursed Invoices	10,000.00 AUD	11,000,000.00 AUD
Less Discount Value	2,200,000.00 AUD	8,800,000.00 AUD
Less Portion Not Advanced	0.00 AUD	8,800,000.00 AUD
Less Manual Retention Adjustments	0.00 AUD	8,800,000.00 AUD
Less Retention Buffer Adjustment	0.00 AUD	8,800,000.00 AUD
Less Unreconciled Deposits	0.00 AUD	8,800,000.00 AUD
= Final Borrowing Base	**8,800,000.00 AUD**	

Export To: CSV | Excel | PDF

6. MANAGING YOUR COMPANY'S USER ACCESS

Each user has permissions allocated within the Invoice Finance system that allow them to complete particular tasks explained in this user guide.

NAB will set up one user (as advised by the Director) within your company with Administration (admin) access. The admin user is then able to edit the user permissions for staff members who have been granted access to Invoice Finance via NAB Connect (see 1.1)

6.1 Creating a new role

Permissions for each user are controlled via a "Role". You have the option of utilising an existing role or you can create a new role type. NAB will create the first role for you being "Administration". The admin role will have all possible permissions allowed.

You may choose to assign this admin role to other users (see 6.2) within your company or you can create a new role and choose the functions within the system you would like that role to have access to.

To create a new role:

- Select 'Manage' from the top menu

- Select 'Permissions Manager' on the left-hand side

> *Note: If at this point you would like to view permission allocated to an existing role you can click on the role name and you will be directed to a new page that lists all permission allowed for that role. You may edit the role by Selecting "Edit". However, if you change the role it will change the permissions for all users associated to that role.*

- Select 'Add'
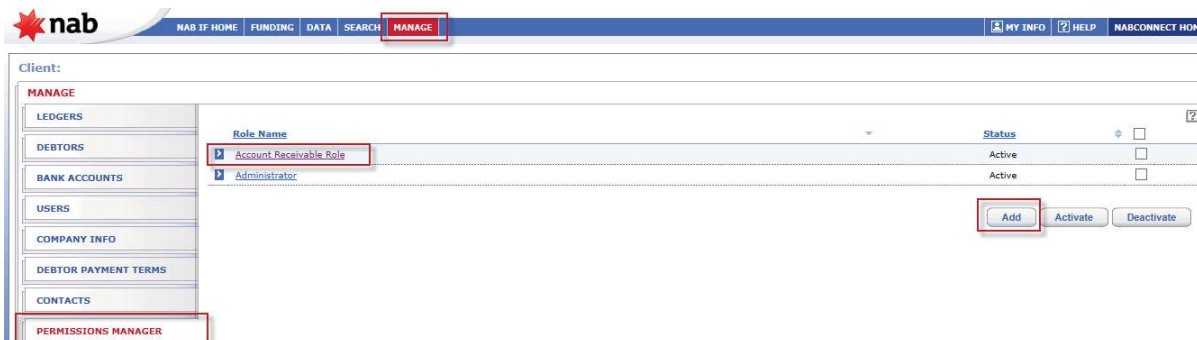
- Enter a name for the role you are creating (i.e. you may like to name the role after the job title)

- Select all permissions you would like the new role to have access to

- Select "Save"

At this point you have created a new role however it has not yet been assigned to a user (See 6.2).

A user without a role assigned will not yet have permissions.

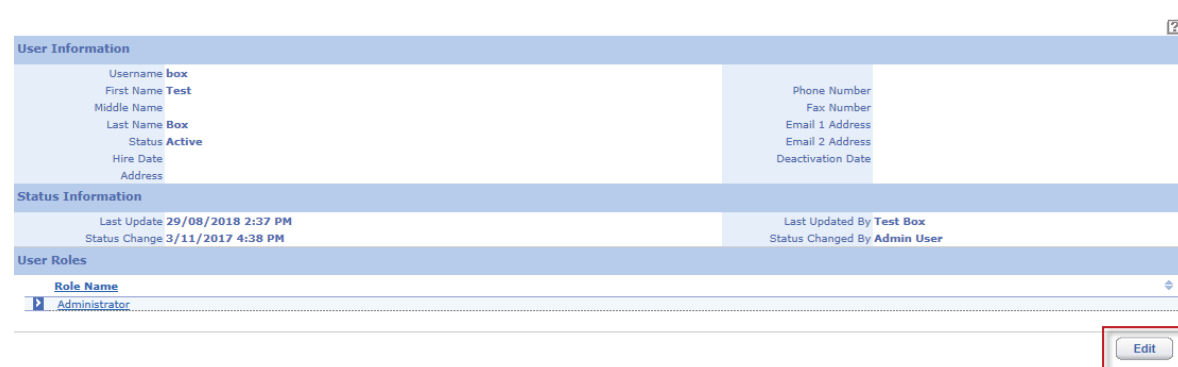## 6.2 Associating a role to a user

You may change the role linked to a user at any time. However, you can only do this if you have been given the permission to do so (the admin user will have permissions to do this)

To associate a role to a user

- Select 'Manage' from the top menu
- Select the 'users' from the left-hand side
- Select users name

- Select 'edit'

- Select the role you want associated to this user. If they already have a role selected, you may un-tick and select a new role to change their permissions

- Select 'Save'

The user will now have permissions (or changed permissions) next time they log in to access the system.

> Note: If the user was already logged in when this change was made, they will need to log out and log back in again to see the change take effect

7. INTEREST CALCULATION AND CHARGING

We calculate the applicable interest at the end of each day on the outstanding loan balance (also known as debit account balance). It is charged to the Invoice Finance Account on the last Business Day of each month and on the Final Repayment Date of the facility.

You can access information relating to your indicator rate, customer margin, daily interest costs and the total amount of interest calculated for each period (including the current month) and previous months by accessing the facility accrual screen within NABIF.

To do this:

- Click on Manage tab
- Click on Ledger name link

- Click on Facility Accruals tab available in left pane
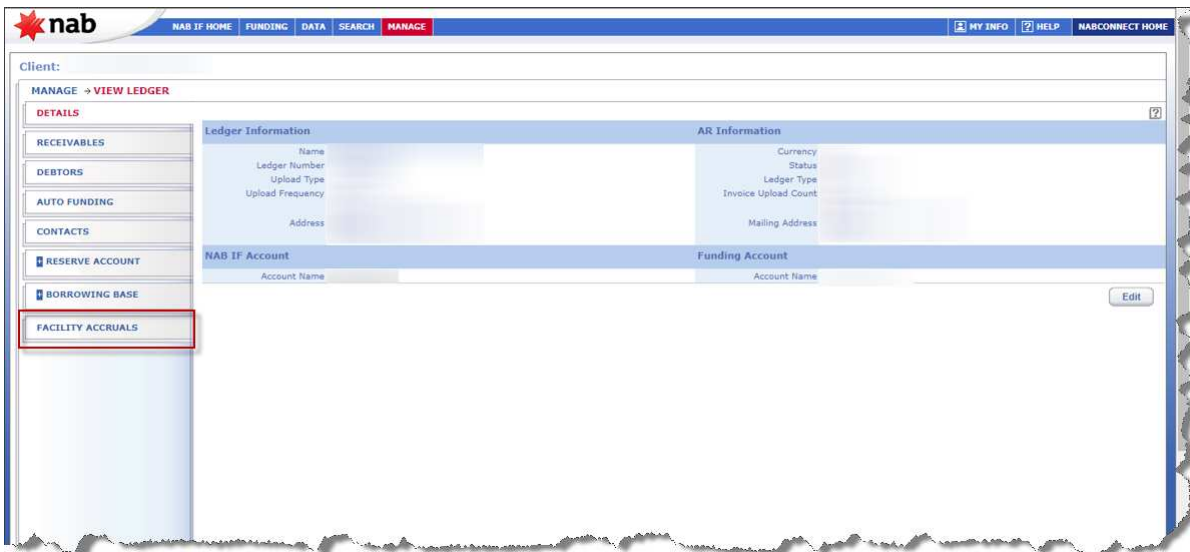
- Select the effective date to see a daily calculation of the interest rate, drawn balance and the day's accrual.
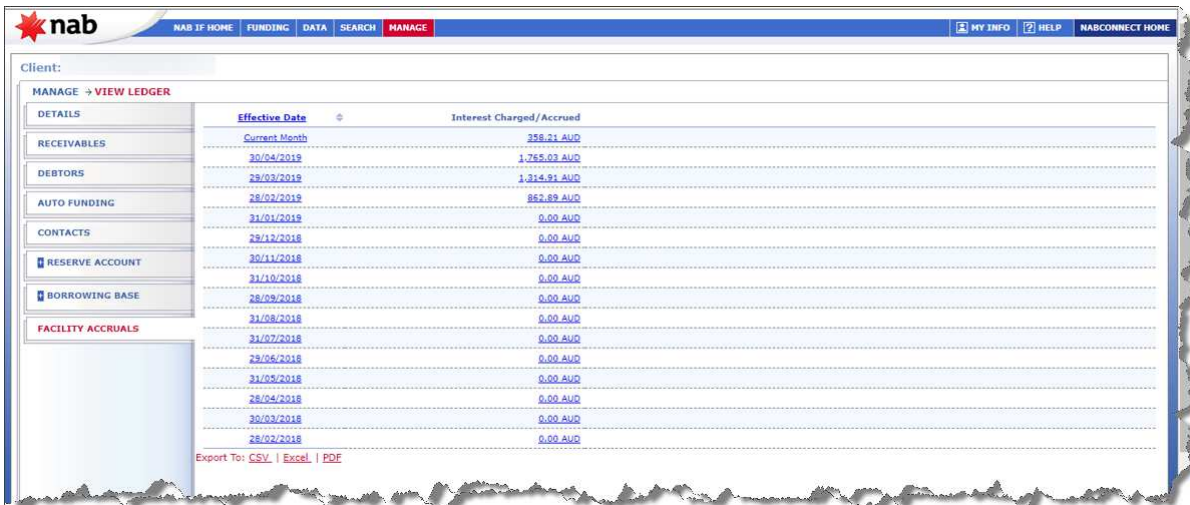
APPENDIX A

Excel File Details

In order to sell invoices to NAB you will need to export an invoice listing from your Accounting Package into an excel format. The excel file can then be uploaded into NABIF.

When exporting only the following fields are required:

- Invoice / Credit Note Date
- Invoice / Credit Note Number
- Debtor Name
- Amount (inclusive of GST)

Below is an example of a valid file

Formatting of the file

The file must follow the below formatting rules:

- Only four columns
- The files must not have headings
- Date must be in American format MM/DD/YYYY
- Invoices must be a positive value
- Credit Notes must be a negative value
- Invoice amounts are in a number format with no dollar signs or commas
- Invoice amounts are allowed two decimal places
- No total
- File must be saved as a CSV (Comma delimited) file

How to Format Each Section of the File

- Column A

    - Column A must consist of the Invoice/Credit note date

    - Any other text entered into this field will not be accepted by the system

    - Date must be in American date format MM/DD/YYYY

If data is not exported from the Account Package with the date in the correct order you can reformat within excel by:

Incorrect

- Highlight column A by clicking on the A at the top of the spreadsheet

- Hover mouse over the shaded area

- Right Click the mouse button

- Select Format Cells

- Select Custom

- Type mm/dd/yyyy

- Click OK
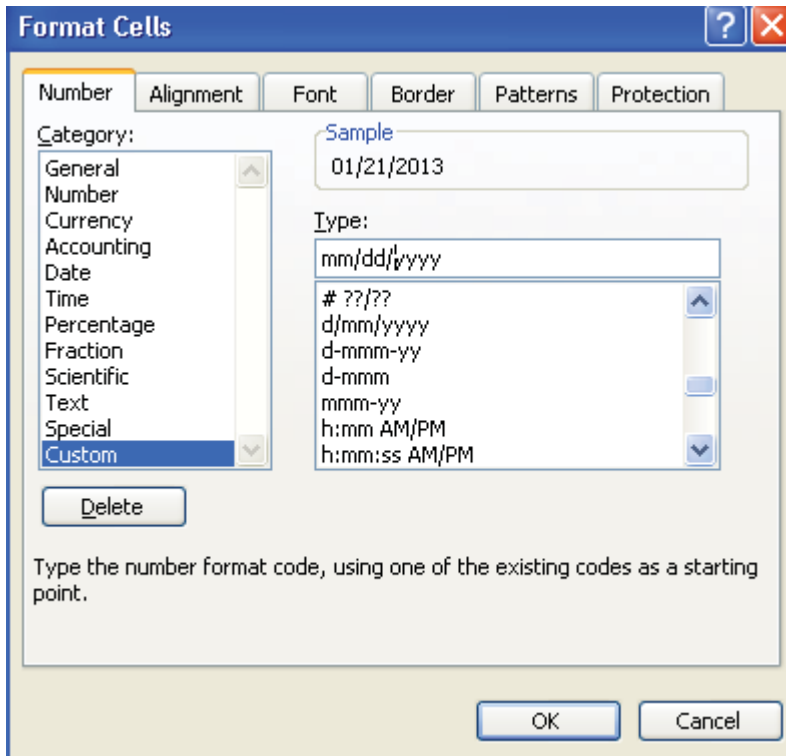
- Column B

  - Column B must consist of the Invoice/Credit Note number

  - Invoice number can consist of numbers and letters

If, upon exporting from the Accounting Package, the invoice/credit note number is not in the correct column order you can reformat within excel by following the below steps:

Incorrect

- Highlight the column by clicking on the letter at the top of the spread sheet
- Hover mouse over the shaded area
- Right click the mouse button
- Select cut
- Right click on cell B at the top
- Select insert cut cells

Correct

- Column C
  - Column C must consist of the Debtor's name
  - Debtor name can consist of letters and numbers

If the Debtor name is not in the correct column follow the following steps:

Incorrect

- Highlight the column by clicking on the letter at the top of the spread sheet
- Hover mouse over the shaded area
- Right click the mouse button
- Select cut
- Right click on cell c at the top
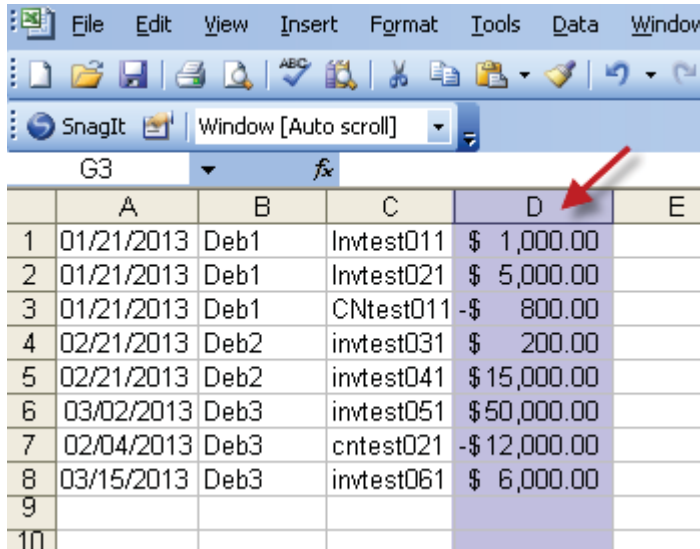- Select insert cut cells

Correct

- Column D
  - Column C must consist of the Invoice / Credit Note amount
  - Invoices must be positive
  - Credit Notes must be negative
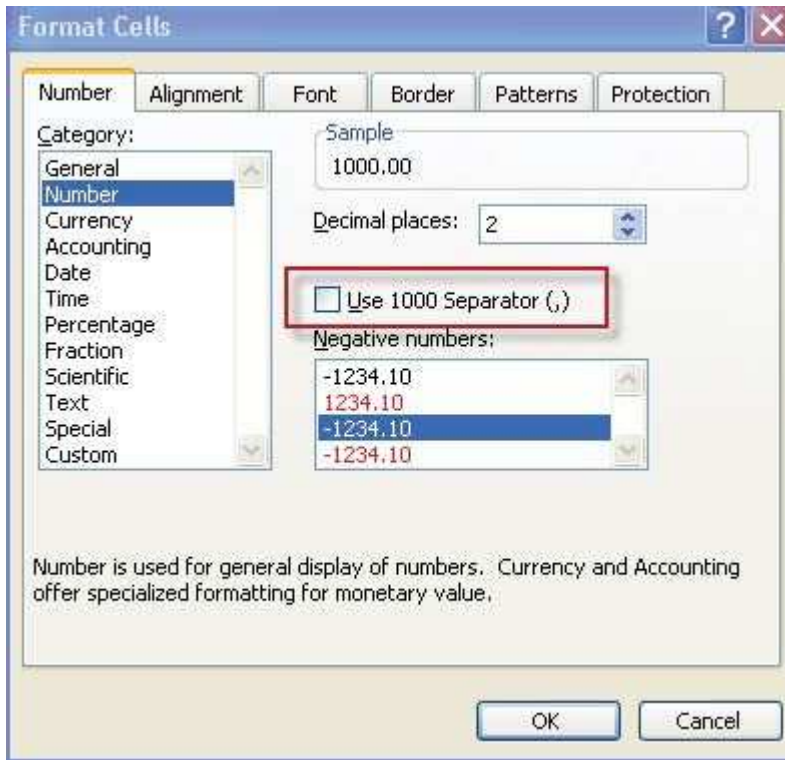 - No commas
  - No dollar signs

- 2 Decimal places allowed

- Numbers only

- Must be inclusive of GST

If upon exporting from the Accounting Package the amount is not in the correct format follow the below steps:

Incorrect

- Highlight column d by clicking on the d at the top of the spread sheet

- Hover mouse over shaded area

- Right click the mouse button

- Select format cells

- Select number

- Select 2 decimal places

- Un-tick the 'use 1000 separator (,)' field

- Click ok

Correct

> Note: Data must not exist in any other columns. If any other data has been exported, it must be deleted from the excel spread sheet

Saving the File as a CSV

Once the file is in the correct format it must be saved as a CSV (Comma delimited file)

> Note: If the file is not saved as a CSV the file cannot be uploaded into NABIF

- Click on File

- Select Save As

- Locate where the file should be saved on your computer

- Name the file (can be named anything)

- From the drop-down list next to 'Save as Type' select CSV (Comma Delimited)
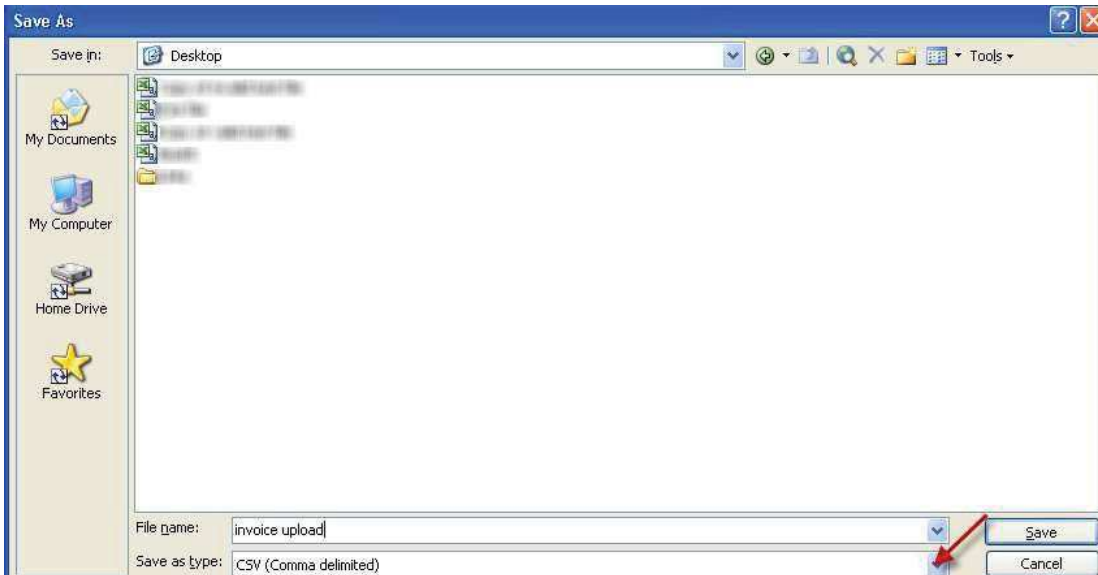
- Select 'Save'

- Close File

Note: Do not re-open file until it has been uploaded as formatting can revert upon re-opening of the file. If you do open file close without saving and formatting will remain. Alternatively, you can leave file open after first formatting while you upload provided it has been saved correctly.