AncillaryPay File Generator

Disclaimer

By using the AncillaryPay File Generator, you expressively agree to the following Terms and Conditions details below. AncillaryPay File Generator is a product of Enterprise Banking Solution, Malayan Banking Berhad.

1. Under no circumstances including, but not limited to, negligence, shall bank be liable for any direct, indirect, incidental, special of consequential damages arising out of the use of or inability to use AncillaryPay File Generator.
2. The transaction generated via the AncillaryPay File Generator will not be deemed as an official payment instruction to the bank. It will be the user responsibility to verify, confirm and authorize the payment instruction after the uploading of the generated file.
3. Payment instruction uploaded and authorized via Maybank2e.net will be deemed as an official payment instruction to the bank. Any dispute on the transaction will be based on the authorized transaction uploaded into Maybank2e.net.
4. Bank will not be responsible for the inability to use the AncillaryPay File Generator if there are any amendment to the layout and the coding.
5. You should only use the value given by bank for these field below:
    a. Client Code

User Manual

Setting

You must set the Macro security setting to low before you start using AncillaryPay File Generator. This is a one time exercise.

For Microsoft Office XP :-

1. Open the Microsoft Excel application.
2. On the **Tools** menu, point to **Macro**, and click **Security**. The **Security** dialog box will appear.
3. Click on the **Security** tab.
4. Click on the **Low** and click **OK**.
5. Close the Microsoft Excel application with saving.

For Microsoft Office 2003 : -

1. Open the Microsoft Excel application.
2. On the **Tools** menu, point to **Macro**, and click **Security**. The **Security** dialog box will appear.
3. Click on the **Security** tab.
4. Click on the **Low** and click **OK**.
5. Close the Microsoft Excel application with saving.

For Microsoft Office 2007 : -

1. Open the Microsoft Excel application.
2. Please ensure that you will be able to see **Developer** menu. Otherwise, please turn on the developer menu by doing the below step:
    a. Click on the **Office** icon button on the top left.
    b. Click on **Excel Option** button at the bottom of the dialog box.
    c. Tick on the box for "**Show developer tab in the Ribbon**".
    d. Click OK.
3. On the **Developer** menu, click **Macro Security**. The **Trust Center** dialog box will appear.
4. Click on the **Macro Setting** from the left menu.
5. Select/Mark "**Enable all macros"** and click **OK**.
6. Close the Microsoft Excel application with saving.

Guideline on filling up the transaction detail

1. **Client Code**
   - Value will be given by the bank.
2. **PIR Reference No.**
   - Mandatory field
   - File reference determined by you
3. **Mode of Processing**
   - **BATCH** = transaction will be processed according to the 7 batch processing window.
   - **ONLINE =** transaction will be processed immediately upon SEND PIR. Maximum transaction allowed per file is 10 transactions only.
   - If not selected, the processing mode will be defaulted to Batch.
4. **Testing File**
   - **YES** = the file generated is for testing purposes only.
   - **NO =** the file is an actual payment file.
   - If not selected, the file will be deemed as an actual payment file.
5. **Confidential**
   - **YES** = detail in the file is not viewable by anyone except those who has confidential rights.
   - **NO** = detail in the file is viewable by anyone who has access to PAYMENT/SALARY
   - **No value =** same as **N**
6. **Debit Account Number**
   - Mandatory field
   - the company account number to pay from
7. **Transaction Ref No**
   - Optional field
   - Transaction reference determined by you. Example : invoice no, billing no. and etc..
8. **Amount**
   - Mandatory field.
   - Format = 00.00
   - Transaction amount to pay
9. **Debit Ref**
   - Optional field (maximum length 14. If more than that, it will be truncated)
   - Value determined by you and will be shown at your account statement for easy reconciliation.
10. **Debit Description**
    - Optional field (maximum length 45. If more than that, it will be truncated)
    - Value determined by you and will be shown at your account statement for easy reconciliation.
11. **Payment Date**
    - Mandatory field

- Format = YYYYMMDD. Example 20081231
- You can indicate future payment date here. The transaction will be processed on the mentioned date.

12. Receiving Bank Code
- Mandatory field
- The bank which you want to pay to
- Please use the bank code listed on **Bank Code** sheet

13. Bene Account No.
- Mandatory field
- The bank account number of the person/company that you want to pay to

14. Bene Name
- Mandatory field
- Name of the account holder that you want to pay to

15. Bene New IC/Old IC/Business Reg No/Passport No
- Mandatory field (at least 1 of the above must have a value)
- New IC format = 801231018888 (without dash)

16. Credit Ref
- Optional field (maximum length 14)
- Value determined by you. This value will appear in the beneficiary current account statement.

17. Credit Description
- Optional field (maximum length 45)
- Value determined by you. This value will appear in the beneficiary current account statement.

After completing filling up the transaction details, follow the step below:

1. Click **Generate Maybank2e.net Payment File**.
2. Please select the folder/location to save the generated file in the new window. You may rename the file name. The file name cannot be duplicated.
3. Click **OK**.