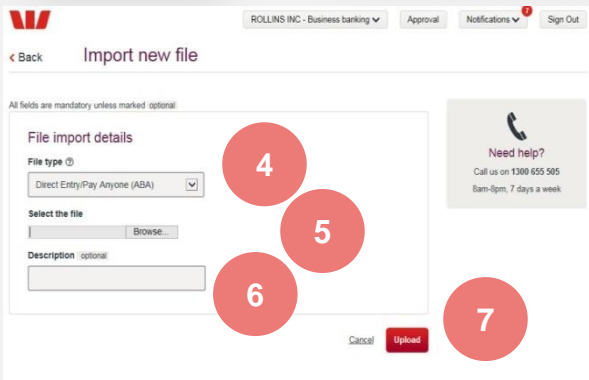
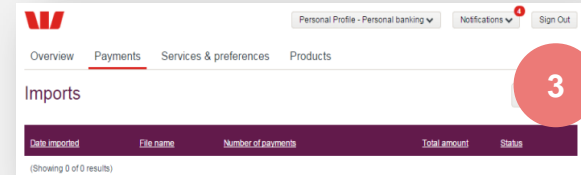
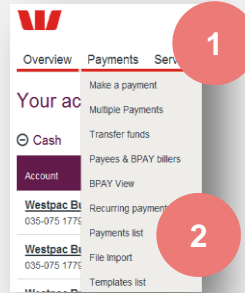


Importing payment details (.aba/Pay Anyone file type)?

1. Hover over **Payments** menu
2. Select **File Imports**
3. Click **Import new file**
4. Select Direct Entry/Pay Anyone (.aba)
5. Click **Choose File**, browse and select the .aba file
6. Enter a **Description** for the imported file
7. Click **Upload** After the file has been uploaded it will be viewable in the file import list and it will display a status of 'Imported'
8. Click **View details** to review the payment
9. Click **Confirm**

Tip :Some accounting software packages will not allow you to edit the file description prior to importing the payment file into Westpac Live. File descriptions cannot be amended once the payment file is uploaded into Westpac Live.

- The maximum number of payees or payments that can be imported is 500
- Payments can be made 24 months in advance
- The new description you have entered will appear on confirmation and receipt pages of your import
- Changing the file description is only available when importing files that contain credit transactions only
- If you import a file using your Westpac Direct Entry facility, you can only view the new description in the payment details summary and approvals section, not in the transaction history
- Westpac Live won't process after the 20th error has been found. The payment summary screen will display the error message of 'Import failed'
- A full [Import Payments guide](#) can be found on our website



Date imported	File name	Number of payments	Total amount	Status
02 Feb 2015	CSV-Sheya.csv			Imported
22 Apr 2015	import_Test_22_april.aba	4	\$0.40	Imported
02 Feb 2015	importTest.aba	4	\$0.40	Imported

