

Standard Operating Procedure (SOP)

Name	SOP-03 – ABA File Submission using Treasury ABA Generator
Owner	Chief Financial Systems
Last review date	9/10/2025
Approver	DS Treasury

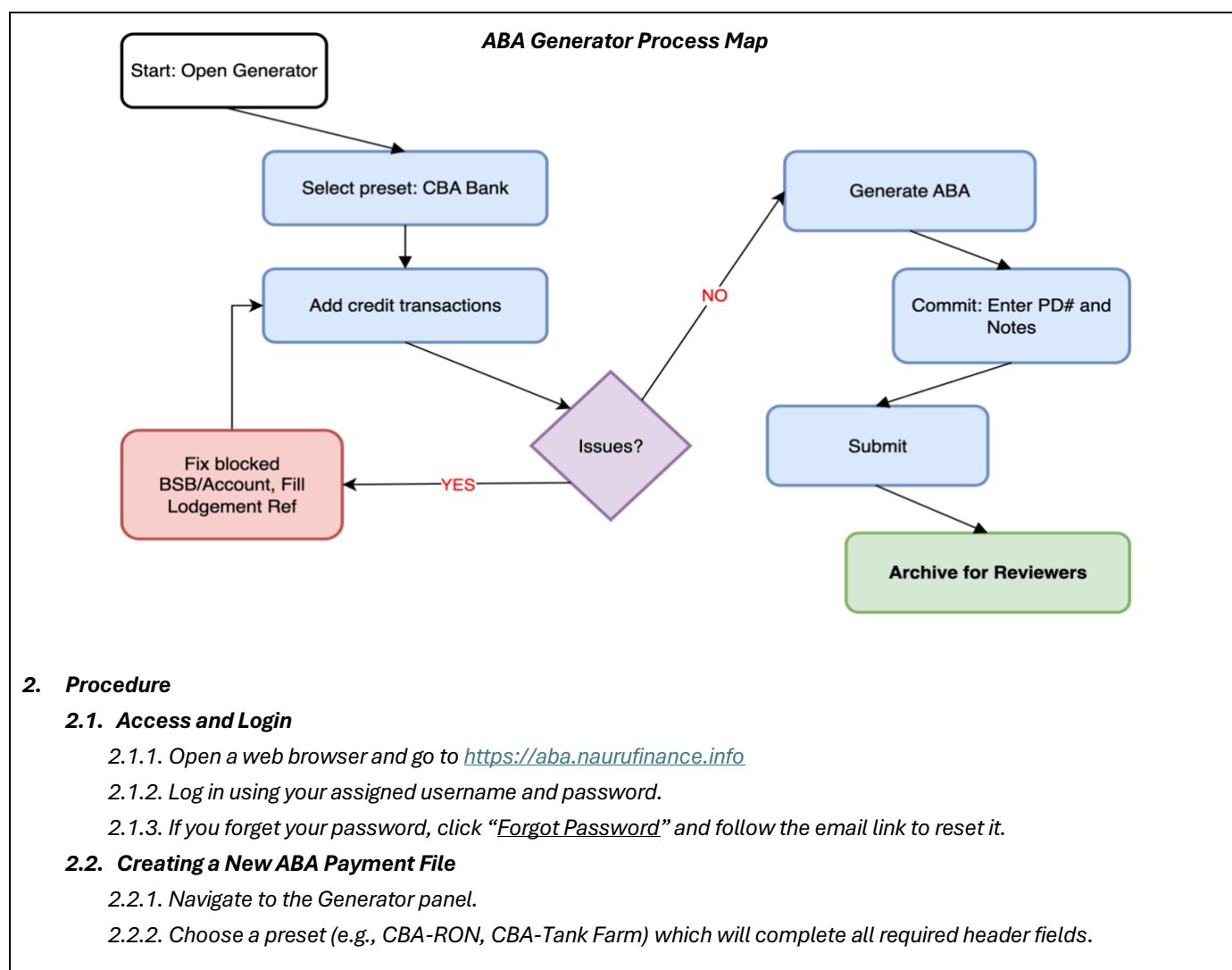
Overview

1. Purpose

This SOP establishes the standard process for preparing and submitting ABA (Australian Bankers' Association) payment files through the Treasury ABA Generator web application, available at <https://aba.naurufinance.info/>

It ensures all payment batches are created, validated, and submitted in a consistent and compliant manner, maintaining accuracy and internal control in the processing of bulk electronic payments to suppliers, staff, and third parties.

Procedure



RON Bank Account Details

Pick a Bank Account:

CBA-RON

Financial Institution

CBA

Switch preset to populate and lock bank fields.

APCA User ID

301500

Reel Sequence

1

Trace BSB, NNN-NNN

064-000

Trace Account

16744795

2.2.3. Complete the Department Specific Fields:

2.2.3.1. Name of User/Department

2.2.3.2. Remitter Name: RON Government

2.2.3.3. Processing Date (defaults to today-date, format DDMMYY)

Department Specific Fields to Complete

Name of User, max 26

Department of Sports

Description, max 12

SUPPLIERS

Processing Date, DDMMYY

091025

Remitter Name, max 16

RON Government

2.3. Payment File Preparation.

Transactions

Import CSV Export Filtered CSV Add Row Clear All Lodgement Ref Apply to All

Search transactions

ROW	BSB	ACCOUNT	AMOUNT	ACCOUNT TITLE	LODGE MENT REF	TXN CODE	ACTIONS
1	633-000	55441235	\$5,000.00	TEST NAME	TEST REF#:25	53	Delete

Transactions: 1 | Credits: \$5,000.00 | Debits: \$0.00

2.3.1. Use the Import/Export function to import templates that users can amend based on a previously exported payment file.

2.3.2. Click Add Row to include additional recipients in the transaction list

2.3.3. Use the Bulk Lodgement Reference Generator to apply a common reference to all listed transactions, useful for large payment files.

2.3.4. Review all transactions to ensure the required fields are correctly entered for each row:

2.3.4.1. BSB (NNN-NNN) - auto-formatted

2.3.4.2. Account number (5–9 digits)

2.3.4.3. Amount (greater than 0)

2.3.4.4. Lodgement Reference (must not be blank)

2.3.4.5. Txn Code: 53 (auto populated)

2.3.5. Verify that the total of all transactions matches the expected total. The following validations occur before submission:

2.3.5.1. Blocked account detected → an error message will appear (you must correct it before proceeding).

2.3.5.2. Missing lodgement references → a list of affected rows will be displayed for correction.

2.4. Generate ABA File

Commit Batch for Review

Local batch ID: a31cfb66-5494-4440-a8bc-b7f6e6befdd6

Batch summary

- Transactions: 1
- Total credits: \$5,000.00
- Total debits: \$0.00
- No duplicate transactions detected.

Department Head FMIS code (first 2 digits)

11

FMIS PD reference

123456

Enter the six-digit FMIS PD number. Do not enter the PD prefix.

Prepared by

CFS Admin

Auto-filled from your login and recorded with the batch.

Notes (optional)

Reference or comments

Notifications about this batch will be sent to fmis@finance.gov.nr.

Cancel Commit Batch

2.4.1. When you click "Generate ABA File" the application runs a final set of validations and opens a helper (submission) modal that guides you through the last checks before the file is created and stored.

2.4.2. What the Summary Screen shows:

2.4.2.1. **Summarises totals:** shows the net total, total credits, number of transactions, and the balancing debit that will be added.

2.4.2.2. **Duplicate summary:** shows potential duplicate groups (same BSB, account, amount, lodgement ref) so you can confirm these are intended or fix them.

2.4.2.3. **Validation checks:** verifies there are no blocked BSB/account combinations, no missing lodgement references, and that amounts and account formats are valid.

2.4.2.4. **PD uniqueness check:** the PD# you enter is validated against all previously submitted batches. If the PD has already been used in a previously submitted batch, the helper will show an error and prevent submission. You must choose a unique PD (or contact an administrator if the PD should be reused for a special case).

2.4.2.5. Once you **Commit the Batch**, you receive a batch code, stored the batch and the Treasury Reviewers will receive an email notification.

2.4.2.6. You will receive an email notification if your batch is rejected by a Reviewer (with comments/reason).

2.5. My Batches

2.5.1. The "My Batches" tab shows batches you created (drafts, submitted, rejected or approved). Use this view to find, manage and review your own submissions.

2.5.2. Actions you can perform:

2.5.2.1. **Search:** type a batch code or PD# in the search box and press Enter or click Refresh.

2.5.2.2. **Refresh:** reload the list from the server to see the latest status.

2.5.2.3. **Open/View:** click the batch code or the View action to open full details in the Reader or a side-panel.

2.5.2.4. **Load into Generator:** for Drafts or Rejected batches you can load the batch back into the Generator to make edits and re-submit.

2.5.2.5. **Delete Draft:** remove draft batches you no longer need. Submitted batches cannot be deleted from this view.

2.6. Reader

2.6.1. Use Reader to open an ABA file and inspect:

2.6.1.1. header, control totals, transactions, and duplicates.

2.6.2. You can "**Load into Generator**" from Reader to recreate/edit (only credits are loaded; headers remain unchanged)

ABA Reader

Open ABA file Load into Generator

Duplicate sets: 3 • Rows: 7

Header, Type 0

FI: CBA

User Name: Nauru Government

APCA: 301500

Description: WAGES

Processing Date, DDMMYY: 270925

Reel: 01

Bank account preset: CBA-RON

Account: 064-000 16744795

2.7. Treasury Reviewers

2.7.1. Use the Reviewer tab to find batches, open them in Reader (to view the actual ABA), check validations and duplicates, see the matched bank account preset, and record a decision. Approved batches can be downloaded.

The screenshot shows the 'Reviewer' tab in a web application. At the top, there are navigation tabs: Generator, My Batches, Reader, SaaS, Reviewer (selected), and Admin. Below the tabs, a yellow banner reads: 'Reviewer access ONLY. Enter the batch code to retrieve the ABA file, inspect the transactions, and record your decision.' The batch code '08-2025102401' is entered in a red-bordered input field. Below this, a list of batch details is shown: Code: 08-2025102401, Stage: Submitted, PD reference: PD187499, Department: 08, Prepared by: Julyn Motusa, Submitted by: julynteleke@gmail.com, Created: 24/10/2025, 15:32:50, Transactions: 3, Total credits: \$192.00, Duplicate sets: 0. The 'Bank account preset: CBA-RON' and 'Account: 064-000 16744795' are highlighted with red boxes. A note below states: 'ABA download becomes available once the batch is approved.' At the bottom, there are three buttons: 'Download ABA' (disabled), 'Open in Reader' (highlighted with a red box), and 'Copy Code'. A footer note reads: 'Notes: NES AMBULANCE SPECIAL ALLOWANCE (PUBLIC HOLIDAY 25/09/25)'.

2.7.2. The Summary panel (above) will show details of the aba payment file, including which bank account preset it was created from.

2.7.3. The ABA file will only be available for Download if the status of the batch has been approved by the Reviewer.

The screenshot shows the 'Reviewer log' form. At the top, there are three buttons: 'Download ABA' (disabled), 'Open in Reader' (disabled), and 'Copy Code' (disabled). Below these, the form has a section for 'Record reviewer decision'. It includes a 'Reviewer name' field with 'CFS Admin' entered. The 'Decision' dropdown menu is highlighted with a red box and a red circle with the number '1'. The selected option is 'Record note only (no stage change)'. Below the decision field is a 'Comments' text area with the placeholder 'Add any notes'. At the bottom right, there is a red circle with the number '2' next to a green 'Save decision' button.

2.7.3.1. **Approve:** select Approve and optionally add reviewer notes. Approval moves the stage to `approved` and unlocks the ABA for download.

2.7.3.2. **Reject:** select Reject and provide mandatory reviewer comments explaining why. Rejecting returns the batch to the submitter for correction (and may trigger an email notification depending on configuration).

2.7.3.3. On **Approval:** the approved file is persisted; you may download the ABA for delivery or record-keeping.

2.7.3.4. On **Rejection:** include actionable comments (line numbers or transaction identifiers) so the submitter can correct and resubmit. Reviewer comments are stored in the stage history.

Responsibilities

- **Department Finance Staff:**
 - *Understand how the ABA application works.*
 - *Generate the ABA file for Treasury's review.*
- **Treasury ABA File Reviewer:**
 - *Understand how the ABA application works.*
 - *Review and process ABA files in a timely manner and in accordance with this procedure.*
- **Chief Financial Systems**
 - *Maintain the availability and performance of the ABA application.*
 - *Ensure appropriate internal controls are in place and operating effectively.*

Key Performance Indicators

1. *Accuracy of ABA files submitted for review (no missing or incorrect information).*
2. *Timeliness of submission and review of ABA files.*
3. *Compliance with established procedures for payment processing.*