



PT-X DDM Collection Upload Guide

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Introduction

The import function allows you to upload all of the information for your customers in bulk. This can include all of your customer information as well as any collection frequencies and amounts. If a customer record already exists in PT-X, you can also upload frequency information as one-off collections separately and match this against your reference numbers.

Field Key

For the Mandatory column:

N = Not mandatory,

Y = Mandatory

FO = Only mandatory if you are importing collection frequencies.

For the Type column:

n = numeric

a = text characters

an = both text and numeric characters.

Customer Import File

Your customer information must be saved as a CSV file. A spreadsheet will need to be completed for each Collection Profile. The details of what information can be imported are below along with mandatory fields:

Field	Mandatory	Position	Length		Type	Comments
			Min	Max		
Contact Reference	N	1	0	32	an	If left blank, PT-X will automatically generate a unique ID. We recommend that you use the same reference as the mandate reference.
Mandate Reference	Y	2	6	18	an	This reference needs to be unique as it is associated to your customers' DD mandate and will be used to identify this each time you collect. Please refer to Section 7.1.3 of the Direct Debit Scheme rules stipulated by Bacs for more information.
Mandate Status	N	3	0	32	a	(Must be upper case) ACTIVE, SUSPENDED, CANCELLED, DELETED, DRAFT – If left blank, PT-X will default to ACTIVE.
Title	N	4	0	32	a	Only Mr, Mrs, Miss or Dr are supported titles.
First Name	N	5	0	32	a	

Field	Mandatory	Position	Length		Type	Comments
Last Name	Y	6	1	32	a	
Company	N	7	0	60	an	
Address line 1	Y	8	1	60	an	
Address line 2	N	9	0	60	an	
Address line 3	N	10	0	60	an	
City	N	11	0	35	an	
Post Code	Y	12	1	16	an	
County	N	13	0	35	an	
Country	N	14	0	32	an	Not shown in PT-X UI
Telephone	N	15	0	32	n	+ () . and numeric characters only
Email	N	16	0	73	an	If populated, must be a properly formed email address
Alternative Reference	N	17	0	32	an	You can use this as a reference for your own purposes
Account Name	Y	18	1	18	an	
Sort Code	Y	19	6	6	n	
Account Number	Y	20	8	8	n	

Field	Mandatory	Position	Length	Type	Comments	
Plan Index	N	21	0	0		Please leave blank
Frequency Type	FO	22	1	32	a	(Must be upper case) WEEKLY, MONTHLY, MONTHLY_PICK, YEARLY
Start Date	FO	23	10	10	n	Please provide the date in European format of YYYY-MM-DD
End Date	N	24	0	10	n	Please provide the date in European format of YYYY-MM-DD Leave blank for open ended collection plans
Number of occurrences	N	25	0	32	n	The number of collections to be made Leave blank for open ended collection plans
Recurrence	FO	26	1	31	an	Collections will be made every n months or weeks. Please leave blank for yearly plans

Field	Mandatory	Position	Length	Type	Comments	
Frequency Details 1	FO	27	1	32	an	<p>(Must be upper case)</p> <p>Frequency type:</p> <p>WEEKLY – day of the week e.g. MONDAY</p> <p>MONTHLY – day of the month e.g. DAY1</p> <p>MONTHLY_PICK - FIRST, SECOND, THIRD, FOURTH, LAST</p> <p>YEARLY – day of the month e.g. DAY1</p>
Frequency Details 2	FO	28	1	32	a	<p>(Must be upper case)</p> <p>Frequency type:</p> <p>WEEKLY – leave blank</p> <p>MONTHLY – leave blank</p> <p>MONTHLY_PICK – DAY, WORKING_DAY, MONDAY ... FRIDAY</p> <p>YEARLY – month of the year e.g. JULY</p>
Regular Amount	FO	29	4	32	n	<p>This field is not mandatory if you populate the total amount field</p> <p>Format = ##.##</p>

Field	Mandatory	Position	Length		Type	Comments
First Amount	N	30	1	32	a	Populate if the first amount is different from the regular amount Format ###.## No minus sign or pound symbol. E.g. 150.00
Last Amount	N	31	1	32	a	Populate if the last amount is different from the regular amount Format ###.## No minus sign or pound symbol. E.g. 150.00
Total Amount	N	32	1	32	a	Leave blank for open ended collection plans Format ###.## No minus sign or pound symbol. E.g. 150.00
Comments	N	33	1	32	an	This field is not shown in the PT-X UI
Profile Name	Y	34	1	32	an	The name of the PT-X collection profile you wish to import the data into

One-off Collection Import File

One-off collection files can be used if a customer has variable collection values instead of entering the amounts manually each time you want to collect. The following table details the layout and mandatory fields:

Field	Mandatory	Position	Length		Type	Comments
			Min	Max		
Mandate Reference	Y	1	6	18	an	
Amount	Y	2	1	32	n	Format ##.## No minus sign or pound symbol. Eg 150.00
Collection Date	Y	3	10	10	n	Please provide the date in European format of YYYY-MM-DD
Comments	N	4	0	32	an	