



MagTek AIF Aggregator

User's Manual

For use with the MagTek Excella Wedge application.

V1. Rev 6

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1 Introduction

The MagTek AIF Aggregator is designed to take intermediate AIF .xml files generated from the MagTek Excella Wedge, compile them into a well-formatted ZIP file, ready for upload to ANZ cheque processing services. This allows the financial institution to submit cheques immediately for processing, over the internet.

This allows the financial institution to submit cheques for processing, multiple times a day, without the need to physically carry the cheque to the processor. This can speed up cheque clearing times significantly.

Using the Excella Wedge utility, the cashier can capture cheque information and images, automatically storing these scans in a central location for further processing. The AIF Aggregator will collect these scans, and aggregate them into a properly formatted AIF ZIP file, ready for digital delivery to the cheque processing centre.

The AIF Aggregator also has the ability to automatically create a default credit note, instructing the cheque processor to deposit the sum total into the configured account. The branch may also manually create credit notes, if they wish to split the depot amongst multiple accounts.

The AIF Aggregator has two generation modes: Intermediate; and End-of-Day.

The Intermediate AIF file can be generated multiple times throughout the day, generating AIF upload files for frequent delivery.

The End-of-Day AIF file may only be generated once a day, and should be used at the end of the day, to signal to the processor that no more AIF uploads are expected for the current day.

1.1 Terminology

Teller terminal

Refers to the actual computer or terminal used by the tellers to scan cheques. May be running the Excella Wedge locally, or in a Terminal Services session.

AIF Aggregator file

This is a file containing information gathered from a scanned cheque, one cheque per file. It contains the cheque images (front and back), MICR data, and captured cheque value. This file is consumed by the AIF Aggregator to produce a consolidated AIF Upload file.

AIF Upload file

This is a file generated from the AIF Aggregator, formatted and consolidated ready for transmission to the cheque processor. It contains cheque images, MICR data, acquirer information, summary/balance totals, and deposit slips.

Excella Wedge

This is the MagTek Excella Wedge application, used to scan cheques and generate AIF Aggregator files for the AIF Aggregator to consume.

AIF Aggregator

MagTek AIF Aggregator

This is the MagTek AIF Aggregator application, used to gather AIF Aggregator files produced by the Excella Wedge, and generate an AIF upload file for submission to the cheque processor.

Cheque Processor

This refers to the financial institution/bank where AIF upload files are to be sent. They are responsible for actually processing the cheques, and transferring funds accordingly.

Network Storage

This is a network file share, either mapped as a network drive, or as a UNC (“\\server\path”) path. It is a location on the network where files may be stored and retrieved in much the same way as files stored and retrieved locally.

Back Office Computer

This refers to a computer inside the organization used to run the AIF Aggregator. This may be the teller terminal itself (in the case of single-computer deployments), or a separate computer.

Virtual Deposit Slip

A “Virtual Deposit Slip” is an optional, electronically-generated deposit slip included in AIF Upload files to make the transactions balance. They consist of account information specified by the AIF Aggregator configuration, generated MICR data, and constructed deposit slip images. While they do not have a physical form, they are stored electronically whenever they are used.

Intermediate AIF

This refers to an AIF Upload file generated at various points throughout the day. Many Intermediate AIF files may be generated as desired. They are generated by clicking the “Intermediate AIF” button in the AIF Aggregator.

End-of-Day AIF

This refers to the final AIF Upload file generated at the end of the day. Only one of these files may be generated in a single day, and no further AIF Uploads will be accepted by the cheque processor, after the End-of-Day AIF has been received. This file is normally generated at the close of business, to finalize the transactions of the day.

1.2 System Overview

The system consists of two main parts: the Excella Wedge; and the AIF Aggregator.

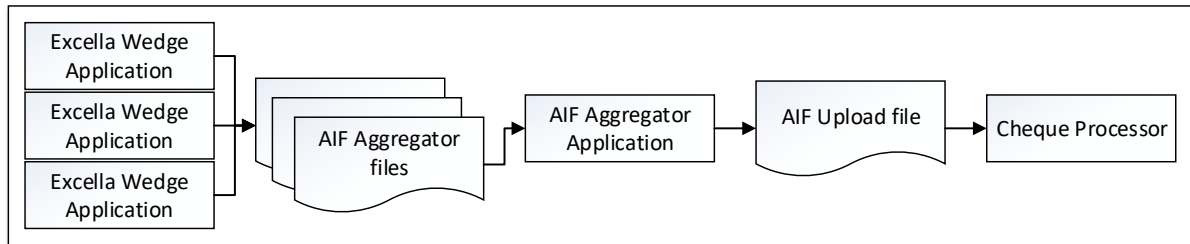
The Excella Wedge scans cheques, and gathers cheque information, including cheque value. The Excella Wedge generates an AIF Aggregator file, one per cheque, and stores it in a configured location.

In a single-terminal deployment, the AIF Aggregator files may be stored locally. In multi-terminal deployments, multiple Excella Wedge installations are used, storing the AIF Aggregator files on a network share.

The AIF Aggregator retrieves the AIF Aggregator files, and consolidates/processes them into a single AIF Upload file. Once the AIF Upload file has been successfully generated, the source AIF Aggregator files are moved into the “Processed” folder, so they don’t get re-processed in the next batch.

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Once an AIF Upload file is generated, it is stored in a configured output location. This file is ready for transmission to the Cheque Processor, by whatever means the operator has in place to do so.

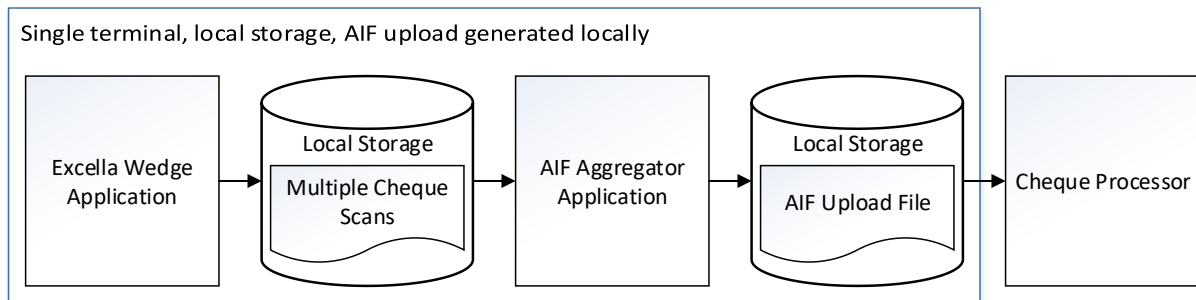


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1.3 Deployment Scenarios

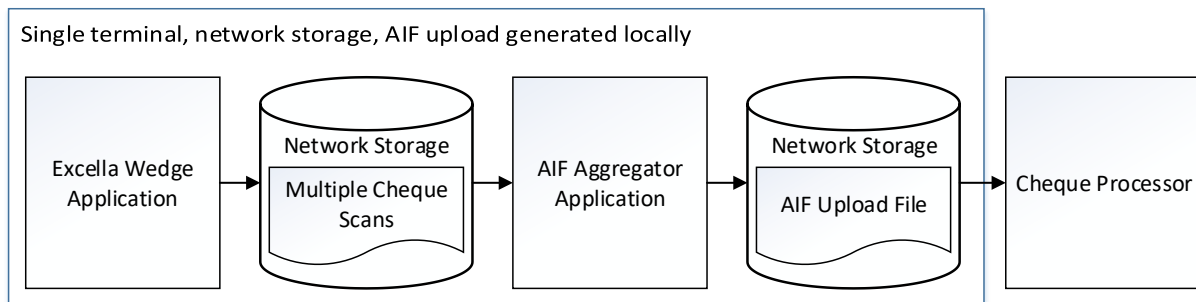
The AIF Aggregator supports a number of deployment scenarios.

1.3.1 Single terminal, local storage, AIF upload generated locally



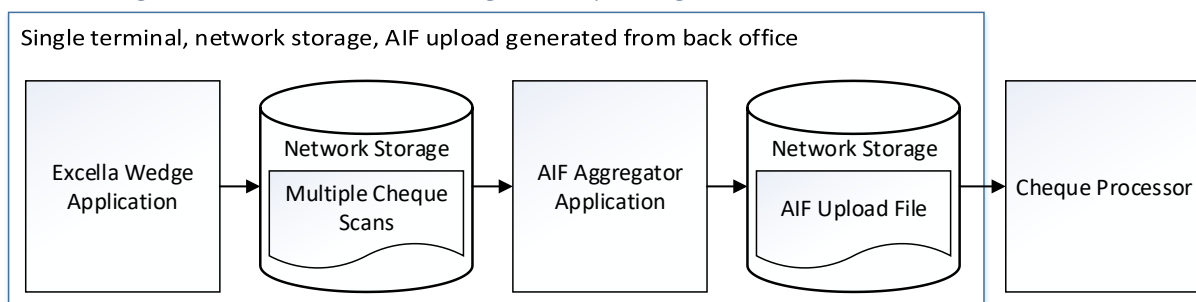
In this scenario, the Excella Wedge and the AIF Aggregator are both run on the same PC. Cheques are scanned and stored locally. AIF uploads are generated and stored locally, before being submitted to the cheque processor.

1.3.2 Single terminal, network storage, AIF upload generated locally



In this scenario, the Excella Wedge and the AIF Aggregator are both run on the same PC. Cheques are scanned and stored on a network share. AIF uploads are generated and stored on a network share, before being submitted to the cheque processor.

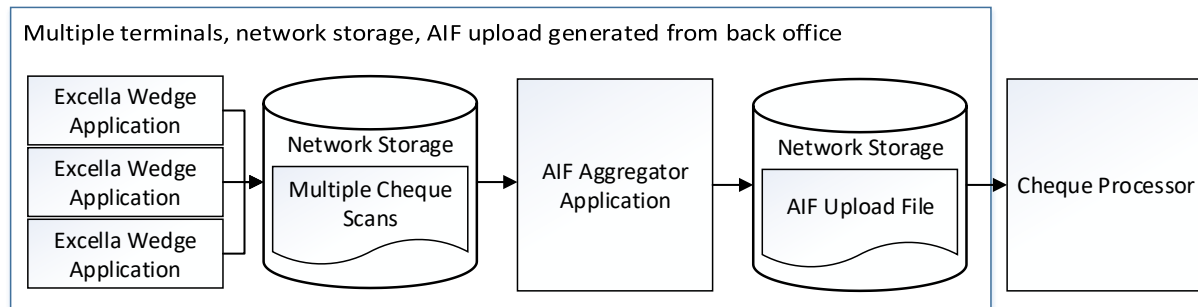
1.3.3 Single terminal, network storage, AIF upload generated from back office



In this scenario, the Excella Wedge is run on the teller terminal, while the AIF Aggregator is run from the back office. Cheques are scanned and stored on a network share. AIF uploads are generated and stored on a network share, before being submitted to the cheque processor.

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1.3.4 Multiple terminals, network storage, AIF upload generated from back office



In this scenario, there are multiple terminals running the Excelsa Wedge, while the AIF Aggregator is run from the back office. Cheques are scanned from multiple terminals and stored on a network share. AIF uploads are generated and stored on a network share, before being submitted to the cheque processor.

2 Requirements

The pre-defined cheque MICR line formats included in this software were designed for Australian APCA industry standard MICR formatted cheques. Cheque formats outside Australia may not work properly with this software.

Windows .NET framework is required to operate this utility.

2.1 System Requirements

Operating System: Windows Vista SP2 or above.

.NET Framework: .NET Framework 4.5 or above.

Memory: 55Mb minimum, 64Mb recommended.

Storage: 600Kb minimum, 1Mb recommended.

Processor: 500MHz single-core minimum, 1GHz dual-core recommended.

3 Installation

The AIF Aggregator requires .NET Framework 4.5. You can download the .NET 4.5 framework here:

<https://www.microsoft.com/en-au/download/details.aspx?id=42643>

The AIF Aggregator is distributed as a MSI installation package. Double-click the installer package to begin installation. Administrator credentials may be required to complete installation.

The Aggregator will place an icon in the Start Menu.

4 First-Time Setup/Configuration

The AIF Aggregator requires some information about your branch in order to populate the upload file correctly. When the AIF Aggregator is started for the first time, you will be required to provide this information before the AIF Aggregator will open.

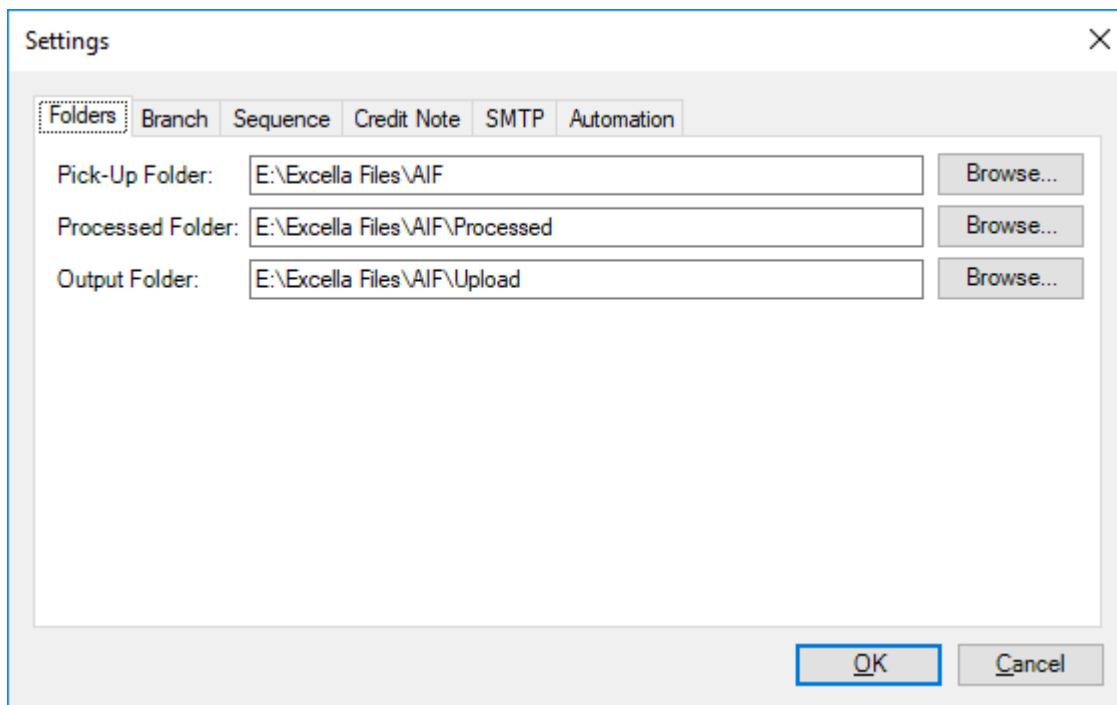
When you start the AIF Aggregator for the first time, the application settings screen will be presented. Fill out any necessary information on these screens, and click “OK” to save. The AIF Aggregator will then start.

To change these settings at any time, open the settings screen from the AIF Aggregator main screen. This is done by click the “Configuration” menu, then clicking the “Settings...” menu item.

All folder paths may be local folders on the system, network share drives, or UNC file paths.

4.1 Folders

The Folders tab is where you specify the folder paths used by the Aggregator.

The screenshot shows a 'Settings' dialog box with a close button (X) in the top right corner. It has six tabs: 'Folders', 'Branch', 'Sequence', 'Credit Note', 'SMTP', and 'Automation'. The 'Folders' tab is selected and highlighted. Inside the 'Folders' tab, there are three rows of text input fields, each followed by a 'Browse...' button. The first row is 'Pick-Up Folder:' with the text 'E:\Excella Files\AIF'. The second row is 'Processed Folder:' with the text 'E:\Excella Files\AIF\Processed'. The third row is 'Output Folder:' with the text 'E:\Excella Files\AIF\Upload'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

Pick-Up Folder: This is the folder where intermediate AIF files will be taken from. These are the files generated by the Excella Wedge. This entry should point to the same folder location where the Excella Wedge stores its intermediate AIF files.

Processed Folder: This is the folder where all successfully processed intermediate AIF files will be stored. AIF files are only moved here when the aggregation process is complete.

Output Folder: This is where the final resulting AIF upload file will be stored. This is the file you will send to your cheque processing centre.

4.2 Branch

The Branch tab is where you enter your financial institution details.

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The screenshot shows a 'Settings' dialog box with a close button (X) in the top right corner. Below the title bar is a tabbed interface with six tabs: 'Folders', 'Branch' (which is selected), 'Sequence', 'Credit Note', 'SMTP', and 'Automation'. The 'Branch' tab contains the following fields:

- 'Appointer Mnemonic': A text input field.
- 'Appointer Name': A text input field with a blue border.
- 'Appointer Branch ID': A text input field.
- 'Appointer Branch Name': A text input field.
- 'State Capital': A dropdown menu with 'Sydney' selected and a downward arrow.
- 'BSB of Collecting FI': A text input field.

At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.

Appointer Mnemonic: This is your three-character appointer mnemonic. E.g. “ANZ”, “INN”, etc... This mnemonic will be provided by ANZ.

Appointer Name: This is the proper name for your institution.

Appointer Branch ID: This is the 6-digit branch ID for your capturing branch. If you don’t have a branch ID, this entry may be left blank.

Appointer Branch Name: This is the branch name for your capturing branch.

State Capital: This is the state capital for your ANZ Transaction Processing Centre.

BSB of Collecting FI: This is the BSB number for your financial institution.

4.3 Sequence

When generating an AIF upload file, the Aggregator needs to know the current sequence number for this generation. To support multiple computers running the AIF Aggregator (failover/disaster recovery), this sequence number can either be stored on the local machine, or on a network file share.

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Settings

Folders Branch Sequence Credit Note SMTP Automation

Store AIF upload sequence numbers:

☐ In the AIF Aggregator settings (per-machine)

☒ On an external network share

\\fileserv01\Banking\Cheques\AIF

OK Cancel

4.4 Credit Note

When enabled, the AIF Aggregator can automatically generate a virtual credit note to balance cheques. Specify your credit details on the “Credit Note” tab.

Settings

Folders Branch Sequence Credit Note SMTP Automation

☒ Generate virtual credit note to balance cheques

BSB:

Account:

Tran Code:

Aux Dom:

Ex Aux Dom:

From:

Authorized By:

Save Folder: Browse...

OK Cancel

BSB: This is the BSB where the cheques are to be deposited. Dashes are supported.

Account: This is the account number where the cheques are to be deposited.

Tran Code: This is the TranCode value to use on the credit note MICR line.

Aux Dom: (Optional) This is the AuxDom value to use on the credit note MICR line.

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Ex Aux Dom: (Optional) This is the ExAuxDom value to use on the credit note MICR line. Often used as an operator ID.

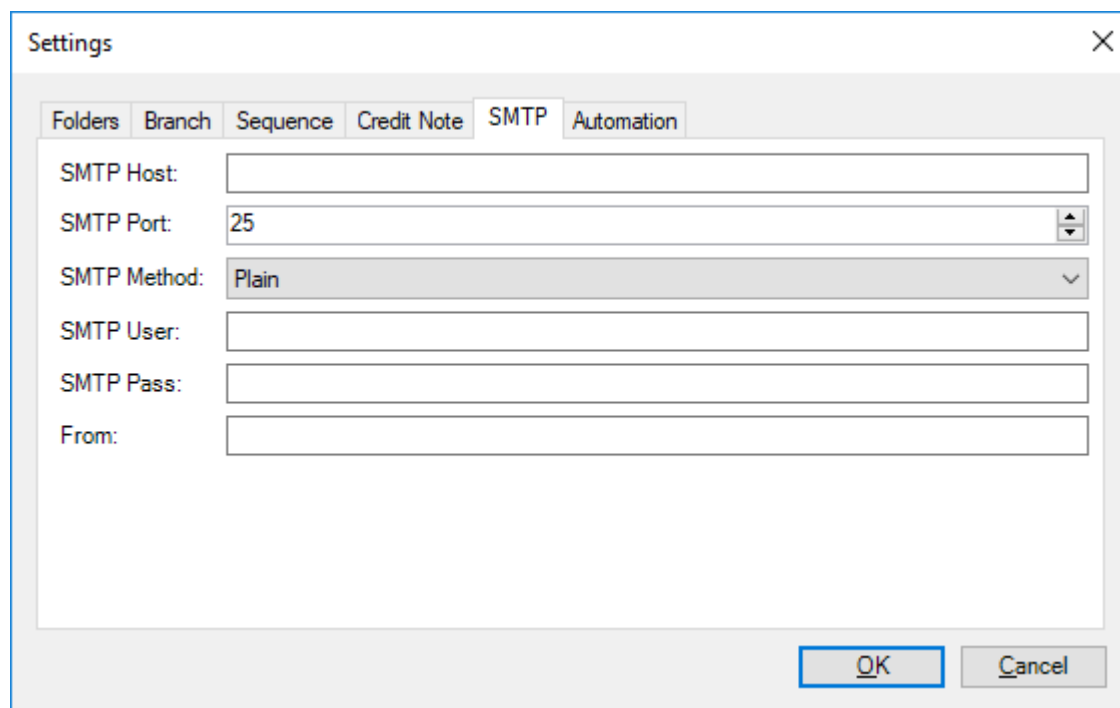
From: This text is placed in the “From” box of the credit note. This is your bank/branch/institution name, and appears on the credit note.

Authorized By: Enter the name of the person who wants to authorize generation of credit notes. This name appears on the credit note.

Save Folder: This folder is where any generated credit notes will be saved. If credit notes cannot be saved, the AIF generation will fail.

4.5 SMTP

When automation is used, the Aggregator can send status reports over e-mail. In order to do this, the Aggregator needs to know how to send e-mails. On this page, you can enter your e-mail server details.

The image shows a screenshot of a 'Settings' dialog box with a close button (X) in the top right corner. The dialog has several tabs: 'Folders', 'Branch', 'Sequence', 'Credit Note', 'SMTP' (which is selected), and 'Automation'. The 'SMTP' tab contains the following fields: 'SMTP Host:' with a text input box; 'SMTP Port:' with a text input box containing '25' and a spin button; 'SMTP Method:' with a dropdown menu showing 'Plain'; 'SMTP User:' with a text input box; 'SMTP Pass:' with a text input box; and 'From:' with a text input box. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

SMTP Host: The SMTP server’s address for sending automated status e-mails.

SMTP Port: The port number to use on the server.

SMTP Method: The method to use when communicating with the SMTP server

Plain: Use the standard plain-text SMTP protocol.

Start TLS: Start a plain-text SMTP session, then switch to TLS encryption, using the STARTTLS command.

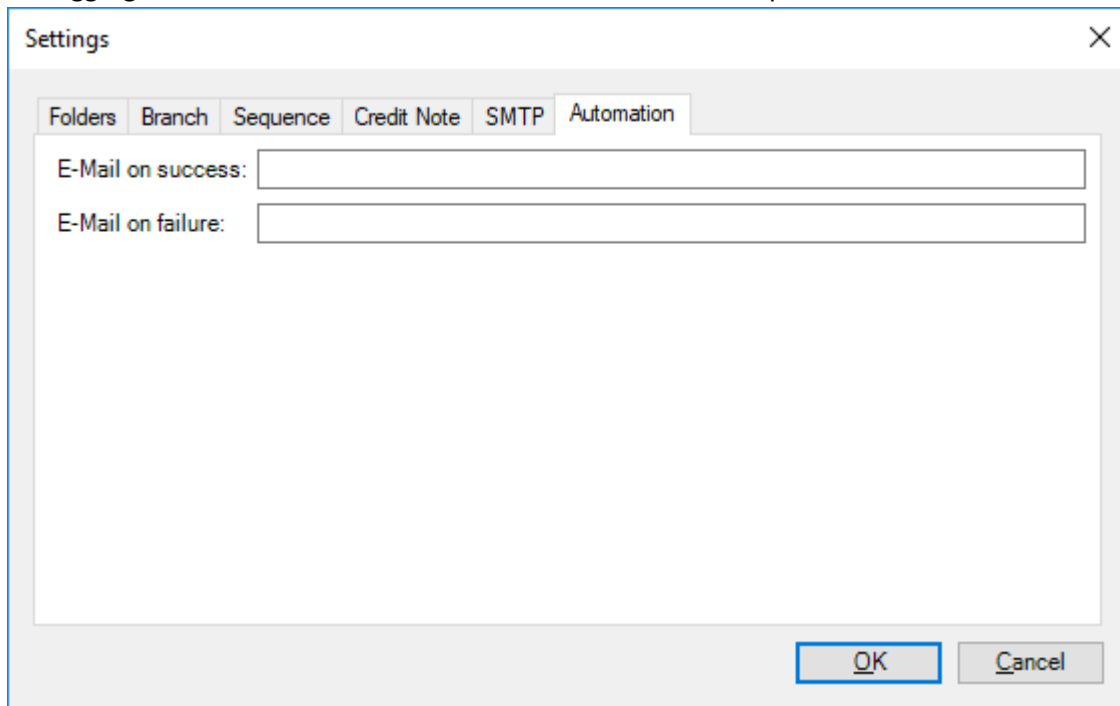
SMTP User: The username to use when authenticating with the SMTP server.

SMTP Pass: The password to use when authenticating with the SMTP server.

From: The e-mail address to use when sending e-mails. This can be different to your SMTP username.

4.6 Automation

When automation is used, the Aggregator can send status reports over e-mail. In order to do this, the Aggregator needs to know what e-mail addresses to send reports to.



The screenshot shows a 'Settings' dialog box with a close button (X) in the top right corner. It features a tabbed interface with the following tabs: 'Folders', 'Branch', 'Sequence', 'Credit Note', 'SMTP', and 'Automation'. The 'Automation' tab is currently selected. Inside this tab, there are two text input fields: 'E-Mail on success:' and 'E-Mail on failure:'. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

E-Mail on success: When running in automation mode, any aggregations with no failures are sent to these addresses. Addresses are separated with a semicolon (;).

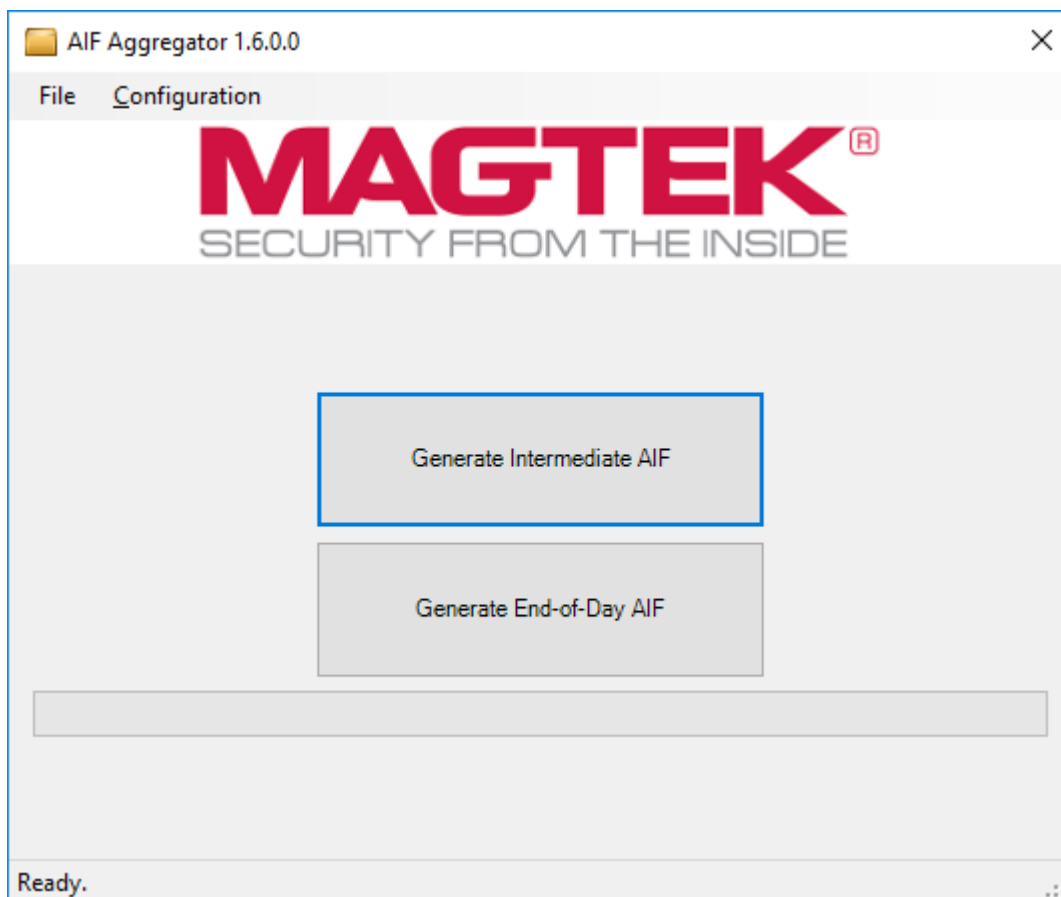
E-Mail on failure: When running in automation mode, any aggregations that have failures are sent to these addresses. Addresses are separated with a semicolon (;).

5 AIF Aggregator Application Overview

The MaTek AIF Aggregator is a companion tool for use with the MagTek Excella Wedge utility. IT will take cheques scanned by the Excella Wedge, and package them up for delivery to an ANZ cheque processing facility.

5.1 Main Screen

The main screen is the main place where you will begin aggregation jobs.



There are two types of aggregation available. Their usage depends on the time of day when you begin aggregation.

5.1.1 Generate Intermediate AIF

The “Generate Intermediate AIF” button will begin processing any available AIF files from the Excella Wedge, into an intermediate upload file.

This type of upload file is for submission to ANZ at various points throughout the day, if more cheques are expected to follow that day. This type of aggregation can be performed at the user’s discretion.

ANZ will accept any number of intermediate uploads throughout the day.

5.1.2 Generate End-of-Day AIF

The “Generate End-of-Day AIF” button will begin processing any available AIF files from the Excella Wedge, into an end-of-day upload file.

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This type of upload is only for use as the final upload of the day. If an end-of-day upload is submitted, no further uploads should be generated for that day.

ANZ will accept only a single end-of-day upload, and no further uploads until the next day.

5.1.3 Menus

The main window's menu bar allows the operator to access items like the settings screen, or the known devices screen.

Both of these screens are available under the "Configuration" menu item.

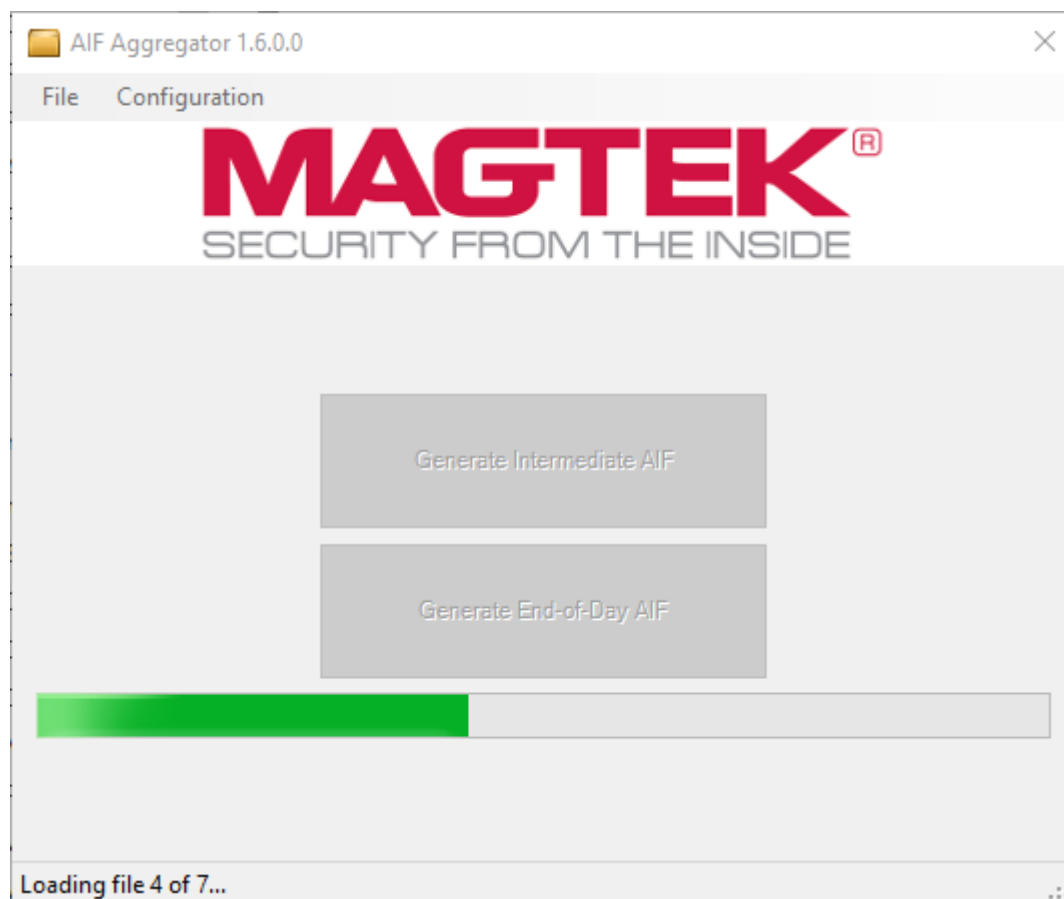
Clicking the "Settings" menu item will show the application settings screen. See [section 4](#) of this manual for more information on these settings.

Clicking the "Devices" menu item will show the application known devices screen. See [section 8](#) of this manual for information on this screen.

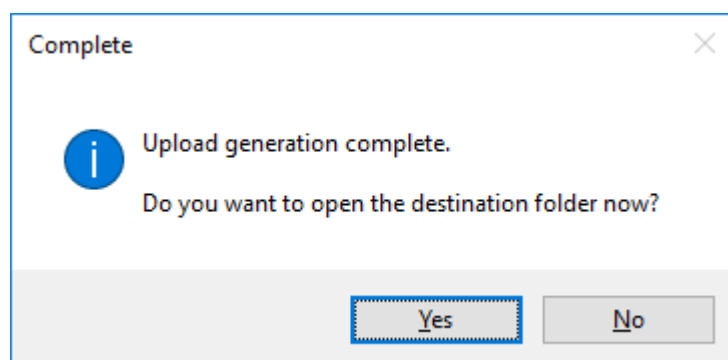
6 Performing AIF Generation

To perform an AIF generation, click the appropriate generation button in the AIF Aggregator.

Aggregation happens in two phases. The first phase collects and loads the individual AIF files from the Excella Wedge into memory. The second phase generates the AIF upload file, and moves the processed files from the Pick-Up Folder to the Processed Folder.



Once an AIF upload file has been generated, you will be asked if you want to open the destination folder.

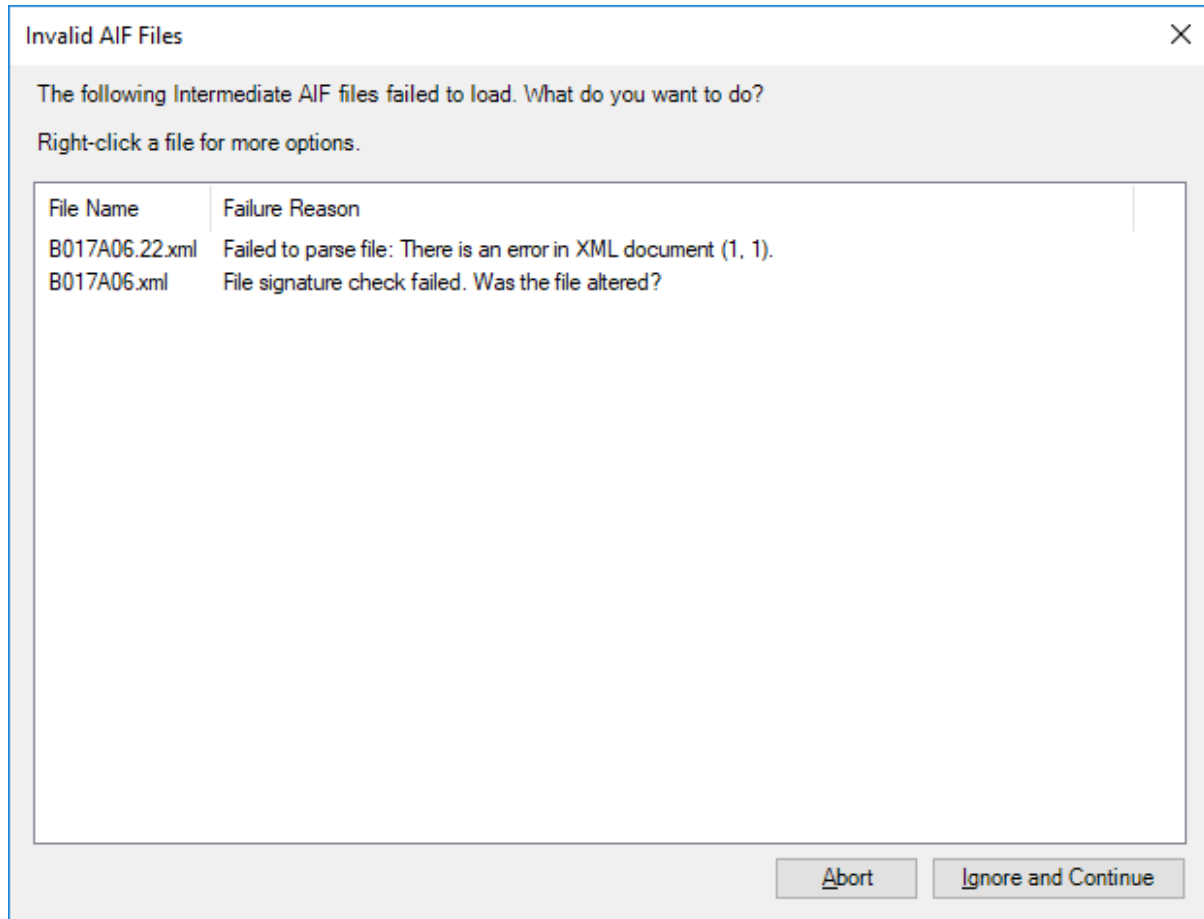


Clicking Yes will take you to the Output Folder in Windows Explorer, and select the newly generated AIF upload file.

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6.1 Bad Files

If a cheque fails to load or validate, the Aggregator will display a pop-up listing any failures. From this screen, the operator may choose to cancel aggregation, or continue with only the files that loaded successfully.



7 Virtual Credit Notes

If configured, the AIF Aggregator is able to generate a virtual credit note for each upload in order to balance each upload file.

Any virtual credit notes generated by the AIF Aggregator MUST be saved to the file system for tracking and accountancy reasons. If the AIF Aggregator is unable to save a generated credit note, the aggregation process will fail. It is the responsibility of the user to make sure the configured output folder exists, and is writable.

7.1 Example Virtual Credit Note

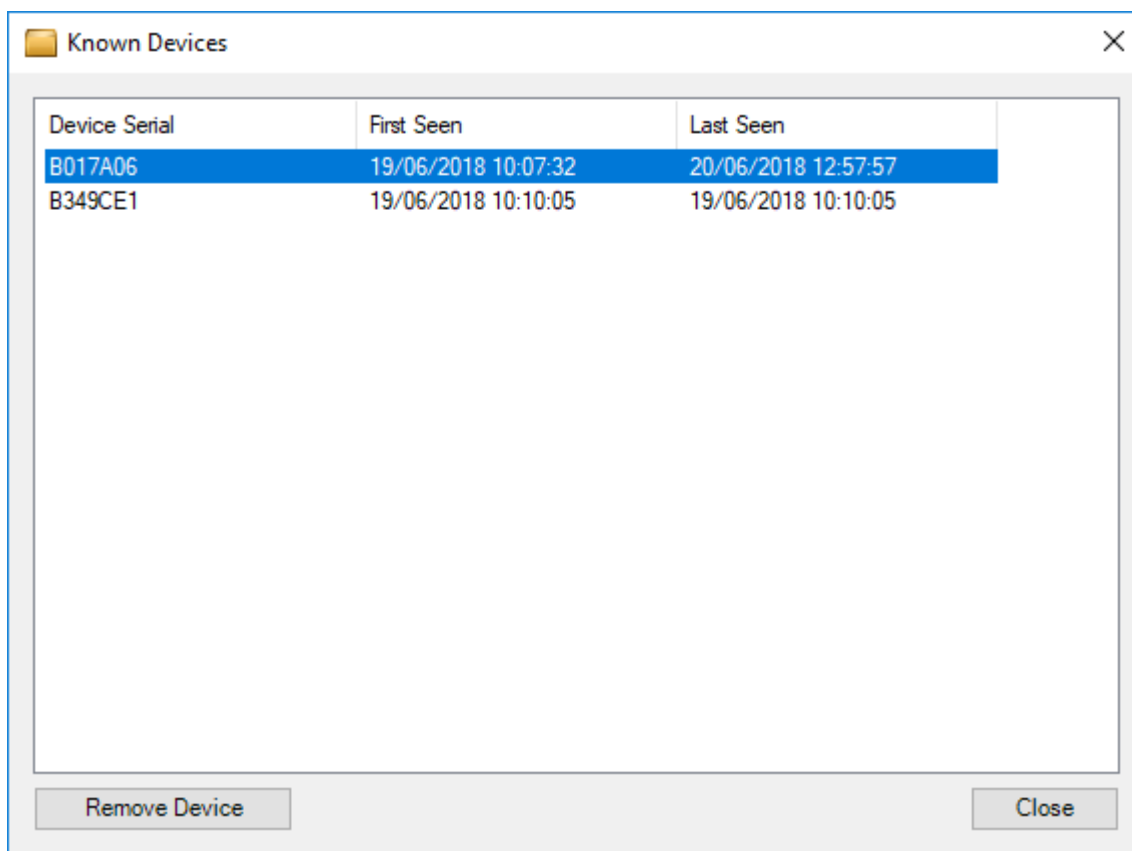
18

8 Known Devices

When cheques are processed, the Aggregator will check the device serial numbers stored in the intermediate AIF file. Any new devices that the Aggregator does not know about are reported to the user, who may choose to accept or reject processing cheques from each device.

Any devices accepted in this step, will be added to a “known device” list. The “Devices...” menu on the main screen will open a window where the user can review the devices the Aggregator will automatically accept cheques from.

This screen also allows the user to view which devices the Aggregator knows about, when the device was first seen, when the device was last seen, and provides the ability to remove a device from the list.



By selecting a device from the list, the operator may click the “Remove Device” button, to tell the Aggregator to forget everything it knows about the selected device.

9 Processing Folders

The AIF Aggregator uses a number of folders for processing cheques.

9.1 Pick-Up Folder

All cheques captured by the Excella Wedge will be stored in a configured folder. The AIF Aggregator looks in this folder for any .XML files generated by the Excella Wedge.

When the aggregation process is complete, the AIF Aggregator will attempt move any files it has processed from this folder, into the Processed Folder. Any new .XML files added to this folder while generation is proceeding will not be moved, as they have not been processed yet.

If the AIF Aggregator is unable to move the file (due to permissions issues, the file is in use by another application, or a file with the same name already exists), it will be left in this folder. It is up to the operator to make sure processed files can move successfully.

9.2 Processed Folder

Any AIF entries that have been successfully processed by the AIF Aggregator will be moved as-is into this folder.

This folder is used as the drop location for any completed AIF entries. Entries are kept on the file system for records purposes, and may be compressed or deleted as the financial institution sees fit.

It is recommended that this folder be included in any periodic backups done by the financial institution.

9.3 Output Folder

After aggregation completes, a ZIP file will be generated containing the cheque images and captured information, ready for submission to the cheque processing centre.

The generated ZIP file will be placed in the output folder, with a unique file name. The operator is responsible for taking this file and submitting it to their cheque processing centre.

It is recommended that this folder be included in any periodic backups done by the financial institution.

9.4 Save Folder

If the setting is enabled, the AIF Aggregator can generate a “virtual” credit note for inclusion with the generated upload file.

For record keeping purposes, these “virtual” credit notes are saved to the Save Folder, in much the same way as the Excella Wedge will store scanned cheque data.

It is recommended that this folder be included in any periodic backups done by the financial institution.

10 Automation

The Aggregator supports command-line automation. By configuring the Aggregator settings in desktop mode, aggregation can be performed automatically by specifying command line options.

Aggregation in this mode works in the same way as clicking the aggregation buttons on the main screen, with the exception of e-mail reports being generated after each automated aggregation.

Refer to [section 4.5](#) and [section 4.6](#) of this document for information on how to set up e-mail reports for automated aggregation.

10.1 Command Line Arguments

Automated aggregation is achieved by specifying the “-auto [I|F]” command line argument. The Aggregator can perform both an intermediate aggregation, and a final aggregation, depending on the command line option specified.

To perform an automated intermediate aggregation, run the aggregator with the following option:

```
AifAggregator.exe -auto I
```

To perform an automated final aggregation, run the aggregator with the following option:

```
AifAggregator.exe -auto F
```

Specifying the “I” option will run an intermediate aggregation. Specifying the “F” option will run a final aggregation.

10.2 E-Mail Reports

As automated aggregation has no user interaction, results of aggregation operations may be delivered via e-mail reports. If the “SMTP” and “Automation” areas of the Aggregator configuration screen have been filled out, the Aggregator will compile and send an e-mail report for any successful or failed aggregations.

Do note that the Aggregator will send one e-mail for every operation. If any file fails aggregation, the email will be a failure e-mail. This is similar to a success e-mail, but contains a list of files, and the reason each file failed.

Scheduled aggregation process completed.

0 cheques processed successfully.

2 cheques failed.

1 cheques failed because the file could not be parsed.

1 cheques failed because alteration was detected.

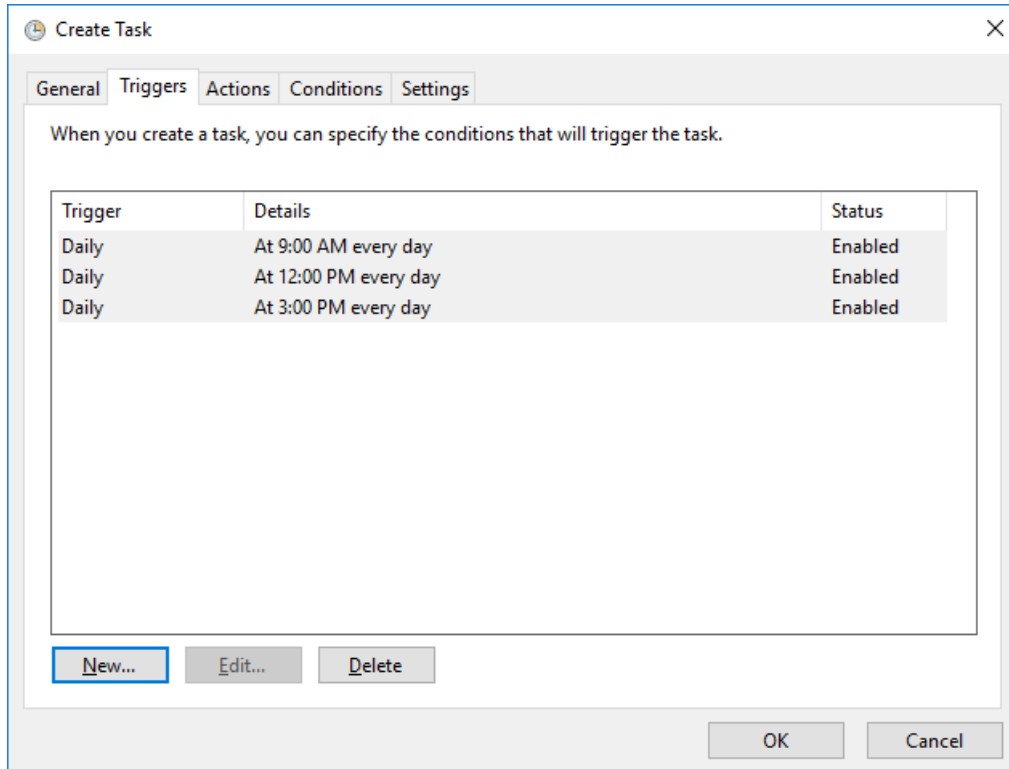
The following files failed to process:

File	Reason
B017A06.22.xml	Failed to parse file: There is an error in XML document (1, 1).
B017A06.xml	File signature check failed. Was the file altered?

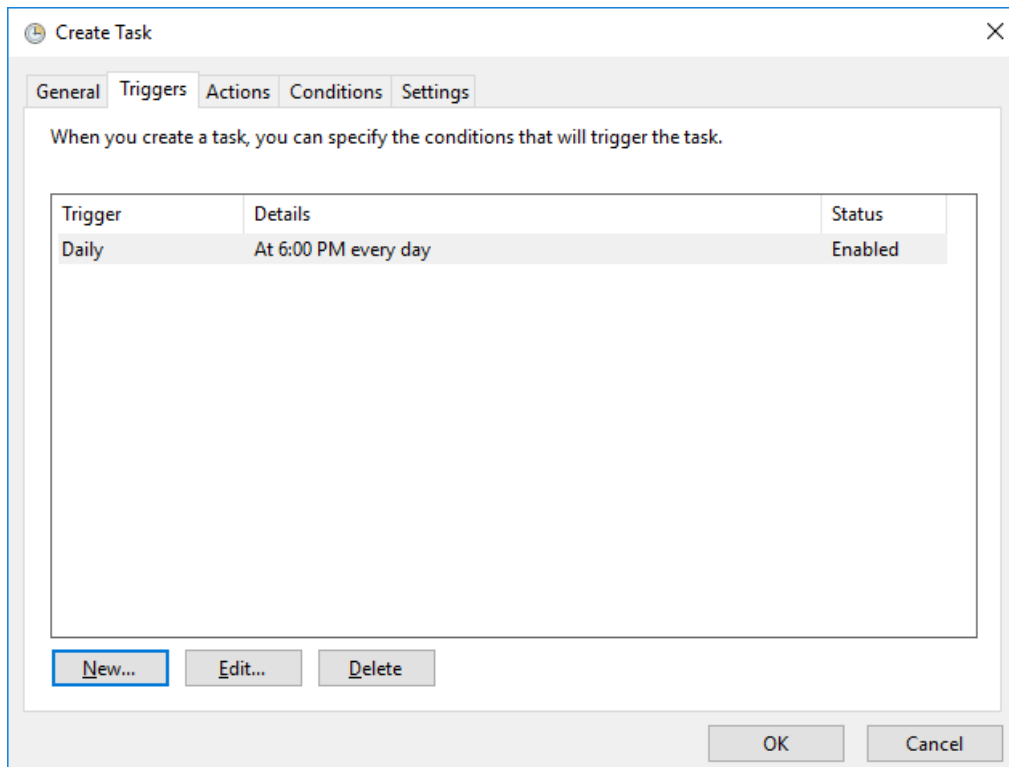
10.3 Scheduling

Scheduling of automated aggregation can be achieved using the Windows Task Scheduler.

By setting up a series of scheduled tasks, intermediate aggregations can be performed at various points throughout the day.



A separate scheduled task can be set up to perform the final, end-of-day aggregation.



11 Exella Wedge Configuration

The Exella Wedge utility must be configured to generate intermediate AIF files in order for the AIF Aggregator to pick up cheques.

From the Exella Wedge, open the wedge configuration.

The tabs we are interested in are the Scanning tab, and the AIF Upload tab.



The AIF Aggregator requires the intermediate AIF files generated from the Exella Wedge to be digitally signed, to prevent tampering and corruption. Please make sure you are using the latest Exella Wedge.

11.1 Scanning Configuration

These are the necessary configuration options for AIF generation.

The screenshot shows the 'MagTek Exella Wedge Settings' window with the 'Scanning' tab selected. The 'Image Format' section has 'Image Resolution' set to '200 x 200 DPI' and 'Image Format' set to 'JPEG File (Greyscale)'. The 'Image Preview' section has 'Enable Preview' checked, 'Preview Location' set to 'Centre', 'Show Cheque Back' checked, 'Enable Preview Timeout' unchecked with 'Default Accept' selected, 'Preview Timeout' set to '10' seconds, and 'Capture Cheque Amount' checked.

Image Resolution: This should be set to “200 x 200 DPI”.

Image Format: This must be set to “JPEG File (Greyscale)”.

Enable Preview: In order to capture cheque amounts, this box must be checked.

Capture Cheque Amount: As above, in order to capture cheque amounts, this box must be checked.

Remember to click the “Save” button while on this tab, to save to configuration, before proceeding.

11.2 AIF Upload Configuration

In order to save intermediate AIF files, this configuration must be completed.

The screenshot shows the 'MagTek Exella Wedge Settings' window with the 'AIF Upload' tab selected. The 'AIF Generation Mode' is set to 'AIF Aggregator File' and the 'Output Path' is 'E:\Exella Files\AIF'.

AIF Generation Mode: This setting must be set to “AIF Aggregator File”.

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Output Path: This setting must point to a writable folder to store the intermediate AIF files. This setting is synonymous with the Pick-Up Folder setting in the AIF Aggregator.

Remember to click the “Save” button while on this tab, to save to configuration, before proceeding.

12 Troubleshooting

Problem: I get the error, “Total credit amount does not match total debit amount.”

Solution: AIF upload files must exactly balance between credits and debits. Check for any missing cheques or credit notes in the Pick-Up Folder. Check for any incorrectly entered cheque/credit values (in the .txt files). If your business process allows, enable credit note generation to balance excessive cheques.

Problem: The Pick-Up Folder is not being cleared when generating the AIF upload file.

Solution: Check to make sure the user running the AIF Aggregator has write/modify permissions on both the Pick-Up Folder and the Processed Folder. Check to make sure the files in the Pick-Up Folder don't already exist in the Processed Folder.



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MagTek Pty Ltd – 8/10 Enterprise Close, West Gosford, NSW, 2250 Australia – Ph: (02) 9472 4800 – www.magtek.com.au – support@magtek.com.au