

SmoothPay supports the **BNZ PC Banking** file format for transfer of direct credit information from SmoothPay to the **BNZ** via their electronic banking package, their business internet service, diskette and fax.

**Please note that FaxPay and Diskette options are being phased out by BNZ.**

This saves you time and ensures accuracy by you not having to manually enter the payment amounts and any new Employee accounts into **BNZ**, the details are all supplied by SmoothPay.

### Setting up SmoothPay to produce BNZ PC Banking/BNZ Diskette facility format Files

- In **SmoothPay**, click on *Company Setup...Bank*. This screen must be correctly completed with your *Company Bank Account* number.
- Set the *Banking System* to the "BNZ PC and Internet" or "BNZ FaxPay" option from the drop down box.
- Enter your *Company Bank Account*.
- **BNZ PC/Internet Banking:** Set the *Direct Credit Output File* to A:\BANK.AFI (or any other drive, path and filename).
  - **Note:** the filename extension MUST be AFI though Internet banking will accept a suffix of TXT).
- **BNZ Diskette Facility:** Set the *Direct Credit Output File* to A:\PTGD0001.TXT (assuming that you have established with the Bank a batch numbered "1" for wages - it could be another number, if so substitute that number).
  - **Note:** it must be four digits, eg. batch 45 would require a filename of A:\PTGD0045.TXT to be entered).
- **BNZ FaxPay:** Set the *Banking System* to "BNZ FaxPay". No filename is required.
- Choose *Save*

### Pay Input

- Each Employee paid by *direct credit* should have their Bank Account/s added to the *Net Pay (F8)* section of the *Pay Input* screen.
- Numerous accounts can be established as *Amount Per Pay Period*, and one account as the *Net Pay to this Account*.
- These can be selected from existing Accounts already set up in *Payroll Codes...Bank Accounts* maintenance, or can be added "*on the fly*" just by entering a suitable *descriptive code* (like "BANK" or "SAVING") and answering *Yes* when asked if you want to add a new Bank Account.
- When the Employee's Bank Accounts have been added to their *Pay Input*, click on *Save Input as Standard Pay*, so you don't have to re-enter the Bank Account numbers each pay

### Creating the BNZ Diskette

When you *Finish this Pay*, the process will prompt for a *Bank Batch Diskette*, if you specified A: or B: as the Drive letter for the file to be created on. Otherwise it will simply be created on your Hard Drive without prompting.

The file created by this process can then be imported into **PC Banking** or the **BNZ Business Internet website** and submitted electronically to the Bank.

**bnz**

Account Info **Transfers & Payments** Other Services Administration

Internet Banking for Business Current Time: 14:28, 31/03/09 Last Login: 13:36, 31/03/09

### Make a Direct Credit Payment

A direct credit payment is a single payment from a payer (you) to multiple third party payees (per total amount of the direct credit payment will show as one line item on your statement).

To make a new direct credit payment, select one of the three options below and click the Next button.

The maximum number of credit items in one payment is 250.

- Make a direct credit payment manually
- Make a direct credit payment from a template (a reusable list of direct credit payees)
- Import a file of direct credits, e.g. payroll payments from an accounting package

Next

**NOTE: BNZ Business Internet Banking** is limited to importing *50 payment transactions only* as it is intended for small businesses only.

## BNZ Diskette creation – BEING PHASED OUT!

When you *Finish This Pay*, the process prompts for a *Bank Batch Diskette*. Use a blank (or your usual *bank batch diskette*).

All Diskettes used must have a “**BNZ DIRECT CREDIT/DEBIT SERVICE**” label affixed and have your *Company Name and Batch Number* written on it. A supply of labels is included in the Start-up Package provided by the **BNZ**. Additional labels are available from any Branch of the BNZ.

All Diskettes must be delivered to the Bank *sealed in a Diskette Envelope*, with the *authorised signatory* signing across the flap, together with the *completed Authority Form*.

The file specification used is the GIFTS file format, however it has empty Initiator, Batch Number and Batch Sequence fields, which are optional. The filename must be specified as above.

The Diskette can also be regenerated from any completed payroll batch using the *Wizards...ToolBox...Regenerate Bank Batch* option.

If the Bank reports any errors with processing your *Batch Diskette*, check that you have followed the above instructions exactly. If you cannot resolve the issue, contact **SmoothPay HelpDesk** for further assistance.

## Setting up SmoothPay to generate FaxPay schedules – BEING PHASED OUT!

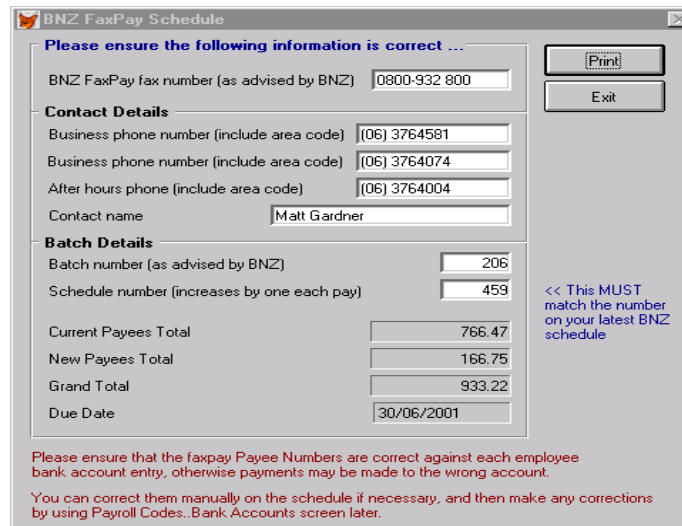
- You must establish a **FaxPay account** with **BNZ**. You can contact the **BNZ FaxPay HelpDesk** on 0800-9FAXPAY (0800-932 9729)
- In **SmoothPay**, click on the *Company Setup...Bank* screen. It must be correctly completed with your *Company Bank Account Number* and the *BNZ FaxPay* option selected from the *Banking System* drop down box
- *Company Setup phone, fax and contact name* **must** be entered correctly. Phone and fax numbers **must** be

prefixed by your area code

- Employees to be paid by direct credit must have their Bank Accounts added or linked to their *Pay Input*.
- Employee Bank Accounts must be tagged with the PAYEE NUMBER as shown on the *FaxPay Schedule* supplied to you by the **BNZ**. This is done using the *Payroll Codes...Bank Accounts* screen.

## Generating FaxPay Schedules

During the *Finish This Pay* process, the following screen will be displayed:



You must ensure that the following information is entered correctly, otherwise the *Schedule* may not be processed:

- The *BNZ FaxPay fax number* that you have been given by the **BNZ** must be entered correctly
- The *Batch number* must be the one supplied by the **BNZ**. **Note:** after initial setup in this screen, this number does not normally need to be changed.
- The *Schedule number* increases automatically by one each pay period, *however* you may need to alter this number the first time you use the program to match the *Schedule Number* expected by the **BNZ**.
- If the information on the *Schedule* produced by **SmoothPay** is incorrect, due to missing payments, incorrect contact details etc, you should use the **BNZ's Manual Schedule** and make the appropriate corrections in **SmoothPay** so the *Schedule* is correct next time. It is essential that the correct *Payee Numbers* are used and are kept up to date for new accounts.

## Important Points to Note

### Employee Changes Banks or Accounts

If an Employee changes Banks or Bank accounts, we suggest that you **DO NOT REUSE** any of their old account number records, as they are handy for historical purposes ie. reprinting an old Payslip or Bank Account Deductions reporting etc.

Instead, you should create a *new bank account record* and leave the Payee Number empty until advised by the **BNZ** of the *Payee Number to be assigned to that employee's account*.

If you do re-use an old account record, simply *delete the Payee Code* assigned previously by the **BNZ**. This will cause the record to be treated as **NEW** on the *Schedule*, and the Bank will then assign a *new Payee Code for the next Schedule*.

## **BNZ continue to send Schedules**

**BNZ** will continue to send you replacement *Schedules* as confirmation of payments made and to advise new *Account Payee Codes*.

Each *new Schedule* also shows the *Schedule Number* expected by the **BNZ** for the *next Schedule*.

## **New Payees**

New *Payee Codes* (for new Bank Account Numbers) will be on the *Schedule* sent by the **BNZ** after the new payment has been created.

Please contact the **BNZ Helpdesk** on 0800 269 4242 (*Business Internet Banking*), or 0800 280 269 (*PC Banking*) if you need any further information or assistance with *BNZ PC Banking software* or the business banking website.

As always, our **HelpDesk** is available to assist you.

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