

**ANZ Bank's Direct PC Banking service** lets you submit *direct credit schedules* electronically via your computer and a modem, and allows you to do most of your other business banking as well.

**SmoothPay** can aid you by producing a *GIFT formatted direct credit file* which can then be imported into **ANZ Direct** and submitted for payment direct to your Employee's Bank Accounts.

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

### Setting Up SmoothPay to generate ANZ Direct Files

- You must obtain the **ANZ Direct** software from the Bank.
- For more information, including minimum specifications, fees and the Terms and Conditions which apply, please contact your Branch or phone **ANZ Direct's HelpDesk** on 0800 800 760.
- 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 "**ANZ Direct**" option from the drop down box.

### 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.

### Direct Credits to Credit Card Accounts

**ANZ** provides a facility to accept direct credit payments to nominated credit card accounts.

The *account number* for the Bank Account should be specified as 01-0126-0995546-00 which is a special suspense account at ANZ. **PLEASE CHECK** this number against information provided by the Employee or Bank.

The *Particulars Field* should contain the *first 12 digits of the nominated credit card number*, and the *remaining 4 digits should be entered into the Code field*.

The Employee's *initials and surname* should appear in the *Reference* field.

### Generating ANZ Direct Files

During the *Finish This Pay* process, the direct credit file name specified in your *Company Setup* will be generated.

This file can then be imported as a new batch into the **ANZ Direct** program and submitted to the Bank for payment.

### Note

This information also applies to **ANZ Online**.

Direct Credit files can also be regenerated from completed pays using the *Wizards...ToolBox* options.

As always, our **HelpDesk** is available to assist you if you have any questions, although you should use the **ANZ Help Desk** on 0800 800 760 if the problem pertains to **ANZ Direct/Online**.

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