

ASB Bank's Fastnet Office service lets you submit *direct credit schedules* via the internet and do most of your other business banking online as well.

SmoothPay can aid you by producing an *MT9 formatted direct credit file* (an internet standard file format) which can then be imported into **Fastnet** 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 **Fastnet**, the details are all supplied by **SmoothPay**.

Setting up SmoothPay to generate ASB Fastnet files

- You must establish a **Fastnet Office account** with **ASB**.
- For more information, including minimum specifications, fees and the Terms and Conditions which apply, please call your Business Banking Manager.
- Alternatively, phone **ASB Bank's Fastnet Help Desk** on 0800 CALL ASB (0800 225 527).
- 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 "ASB Fastnet MT9" 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.

Generating ASB Fastnet Direct Credit 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 (remember to specify MT9 format) into **Fastnet** and submitted to the Bank for payment.

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

Our **HelpDesk** is available to assist you if you have any questions, though you should use the **ASB Fastnet Help Desk** if the problem pertains to **Fastnet**.

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