

SmoothPay supports this direct credit bank format, which produces a diskette containing payroll direct credit information for deposit at your bank. The same format is suitable for use with BNZ's PC Banking product.

Before you start using the BNZ Diskette Service, you will need to obtain the BNZ Direct Credit/Debit Service start-up package from your bank. Contact your local branch or Relationship Manager to obtain the pack. The pack contains MTS Schedule forms, diskette labels, diskette envelopes and information about batch numbers, etc.

To use the BNZ Diskette facility:

1. Choose Company Setup..Bank
2. Set MTS bank type to BNZ
3. Set MTS file name 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).
4. Save

Employees to be paid by direct credit must have their bank accounts added or linked to their Pay Input (in the F8 – Net Pay section). Remember to save any new or altered pay input entries as the default pay.

Creating the BNZ Diskette

When you finish the next pay, the process will prompt for a bank batch diskette. Use a blank (or your usual bank batch diskette). The diskette can also be reproduced from any prior payroll batch using the Wizards..ToolBox..Regenerate bank batch option.

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 and Batch Number and Batch Sequence fields which are optional. The filename must be specified as above.

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.