

**BNZ's FaxPay service** lets you submit *direct credit schedules* by **Fax**. **Note:** This service is being phased out by **BNZ**.

**SmoothPay** can aid you by printing the entire schedule, which 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**.

All you have to do is sign the *Header PAGE* produced by **SmoothPay** and **Fax** the *Header Page and Schedule* to the **BNZ FaxPay fax number**, they will notify you which number to send it to.

## Setting up SmoothPay to generate BNZ FaxPay schedules

- 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 *Company Setup...Bank*. This screen must be correctly completed with your *Company Bank Account Number*.
- Set the *Banking System* to the "BNZ FaxPay" option from the 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.

## 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 BNZ FaxPay schedules

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

**BNZ FaxPay Schedule**

Please ensure the following information is correct ...

BNZ FaxPay fax number (as advised by BNZ)

**Contact Details**

Business phone number (include area code)

Business phone number (include area code)

After hours phone (include area code)

Contact name

**Batch Details**

Batch number (as advised by BNZ)

Schedule number (increases by one each pay)

Current Payees Total

New Payees Total

Grand Total

Due Date

**Print**

**Exit**

<< This MUST match the number on your latest BNZ schedule

Please ensure that the faxpay Payee Numbers are correct against each employee bank account entry, otherwise payments may be made to the wrong account.

You can correct them manually on the schedule if necessary, and then make any corrections by using Payroll Codes..Bank Accounts screen later.

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.

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

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