

BNZ's FaxPay service lets you submit direct credit schedules by fax.

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.

All you have to do is sign the header sheet produced by SmoothPay and fax the header page and schedule to the BNZ FaxPay fax number (they will tell you which number to send it to).

Setting up SmoothPay to generate FaxPay schedules

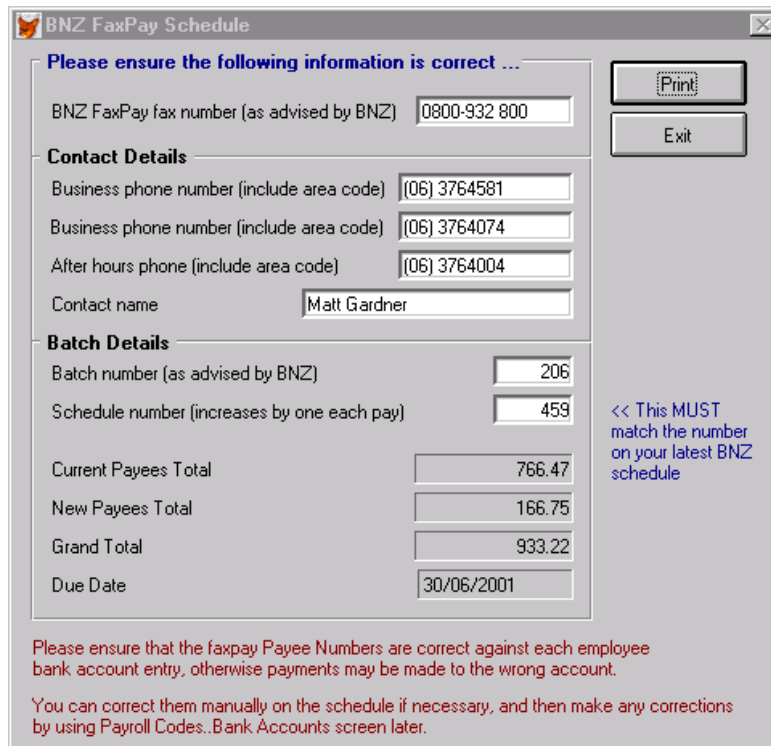
- You must establish a FaxPay account with BNZ. You can contact their HelpDesk on:

BNZ FaxPay HelpDesk 0800-9FAXPAY (0800-932 9729)

- Company Setup..Bank screen must be correctly completed with your company bank account number and the BNZ FaxPay option selected
- 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. Remember to save any new or altered pay input entries as the default pay.
- 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:



The screenshot shows a window titled "BNZ FaxPay Schedule" with a close button in the top right corner. The window contains a form with the following fields and values:

- BNZ FaxPay fax number (as advised by BNZ): 0800-932 800
- Contact Details:
 - Business phone number (include area code): (06) 3764581
 - Business phone number (include area code): (06) 3764074
 - After hours phone (include area code): (06) 3764004
 - Contact name: Matt Gardner
- Batch Details:
 - Batch number (as advised by BNZ): 206
 - Schedule number (increases by one each pay): 459
 - Current Payees Total: 766.47
 - New Payees Total: 166.75
 - Grand Total: 933.22
 - Due Date: 30/06/2001

On the right side of the form, there are two buttons: "Print" and "Exit". Below the form, there is a note: "<< This MUST match the number on your latest BNZ schedule". At the bottom of the window, there is a red warning message: "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. 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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