

SmoothPay supports the BNZ PC Banking file format for transfer of direct credit information from SmoothPay to the BNZ via their electronic banking package, and also used by their Business Internet banking website.

This facility saves you time and ensures accuracy by you not having to manually enter the payment amounts and any new employee accounts.

### Setting SmoothPay to produce BNZ PC Banking format files

- Choose Company Setup..Bank
- Set MTS bank type to BNZ
- Set MTS file name to A:\BANK.AFI (or any other drive, path and filename – note the filename extension MUST be AFI).
- Save Company Setup
  
- 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.

### Generating the Direct Credit File

When you finish the next pay, the process will prompt for a bank batch diskette (if you specified A: or B: as the drive letter for the file to be created on, otherwise it will simply be created on your hard drive without prompting).

The file created by this process can then be imported into PC Banking or the BNZ Business Internet website and submitted electronically to the bank.

PLEASE NOTE: BNZ Business Internet Banking is limited to importing 50 payment transactions only – it is intended for small businesses only.

Please contact the BNZ helpdesk on 0800 269 4242 (Business Internet Banking), or 0800 280 269 (PC Banking) if you need any further information or assistance with BNZ PC Banking software or the business banking website.

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### BNZ Diskette Service, BNZ FaxPay Service

A separate HelpNote is available for each of these methods of Direct Credit, however the brief instruction is to set the 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).

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As always, our HelpDesk is available to assist you.

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