

SmoothPay provides two methods of transferring direct credit (MTS) data to the National Bank.

These facilities allow you transfer information from SmoothPay to the bank electronically, which saves you time and ensures accuracy by you not having to manually enter the payment amounts and any new employee accounts etc.

DirectLink – Desktop Banking

DirectLink is National's desktop banking software package, which provides for the downloading of bank statement information, processing of transactions, and importing and sending SmoothPay's direct credit files.

Please contact the National Bank DirectLink helpdesk on 0800-804 449 for more information.

Diskette Method

An alternative is the production of a diskette (National's **AS1 diskette file** format) that contains the direct credit data, for deposit at the bank. National then process the diskette for you, in much the same way as they would process a manual direct credit schedule.

The following conditions apply:

- The diskette you use must be new or freshly formatted (SmoothPay will not do this for you).
- The MTS file name must have the suffix MTS (e.g. A:\PAYROLL.MTS).
- You must write-protect the diskette once the batch file has been generated, apply the appropriate label, and forward to the bank with the appropriate "Schedule for EDP Input".
- The batch number is fixed by SmoothPay at '01'.
- Please refer to the MTS Customer Conditions and Guidelines available from National Bank for further information.

Setting up SmoothPay for Direct Credits

Company Setup

In Company Setup, choose the Bank tab, tick the MTS checkbox and complete the company bank options (choosing National DirectLink or National AS1 Diskette option as required).

Make sure the correct company bank account information is entered, and make sure you enter the appropriate filename for the direct credit file as per the rules above.

Pay Input

Each employee paid by direct credit should have their bank account/s (they can have as many as you want to add) added to the F8 section of the Pay Input screen – 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.

Once the employee's bank accounts have been added to their payslip, save the pay input as their default pay, so you don't have to reenter the bank accounts next pay.

Generating Bank File

During the Finish This Pay process, the direct credit file name and format will be produced.

If the filename specified in Company Setup indicates a diskette is required, you will be prompted to insert the direct credit diskette when required.

As always, our HelpDesk is available to assist you.

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