

SmoothPay provides *three methods* of transferring Direct Credit (MTS) data to Westpac Bank.

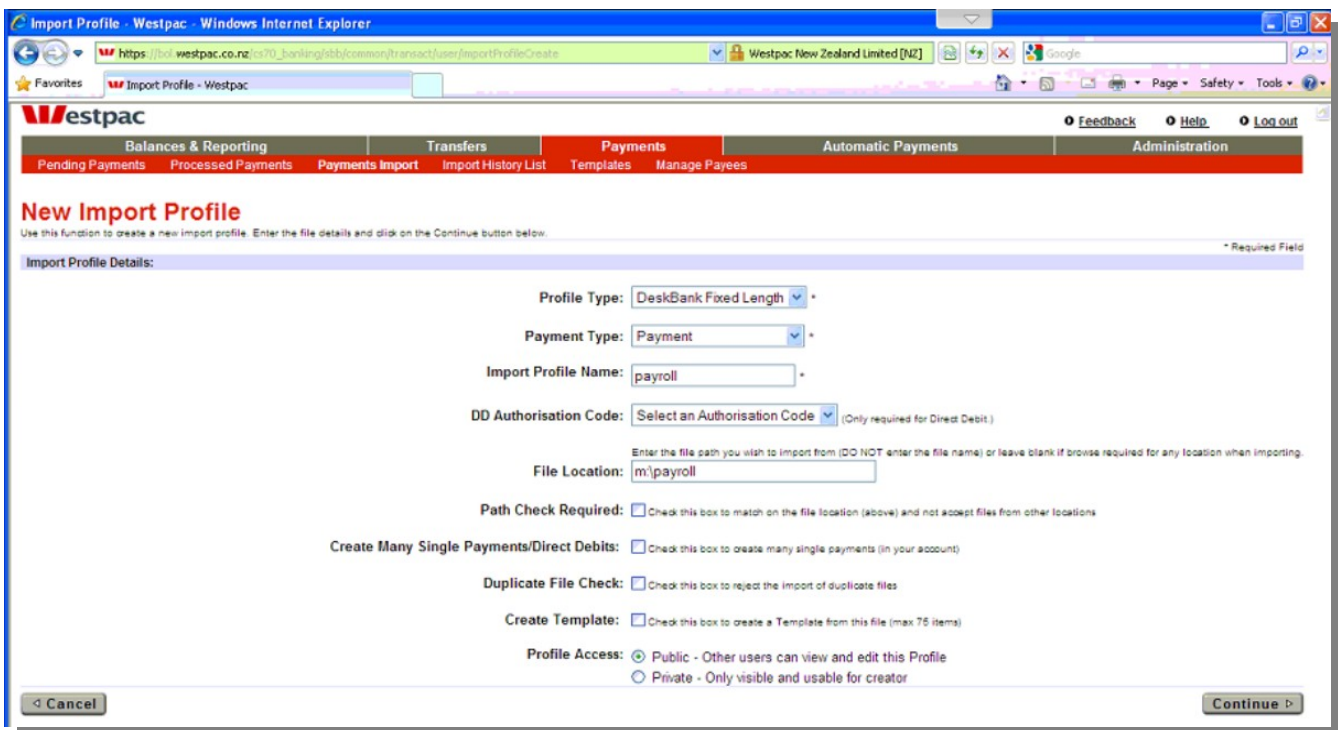
These facilities allow you transfer information from **SmoothPay** to the Bank electronically, which saves you time and ensures accuracy by you not having to manually enter the payment amounts and any new Employee accounts into **Westpac** – the details are all supplied by **SmoothPay**.

## Business Online Internet Banking

**Business Online** is **Westpac's** internet banking portal, which provides for the *importing and sending* Direct Credit Files from *payroll and creditors systems*.

To generate files in the correct format for import using Business Online, select the “**Westpac Deskbank and Internet**” in the **SmoothPay Control Centre...Company Setup...Bank**. This creates “*fixed-length Deskbank*” files which can be transferred using an **import “Profile”** in your Internet Banking System.

The following screenshot illustrates correct “Profile” settings. You need to ensure the *path name* specified suits your *direct credit folder location* as per **SmoothPay's Company Setup...Bank** settings



**Westpac** Import Profile - Westpac

Use this function to create a new import profile. Enter the file details and click on the Continue button below.

**Import Profile Details:**

Profile Type: DeskBank Fixed Length

Payment Type: Payment

Import Profile Name: payroll

DD Authorisation Code: Select an Authorisation Code (Only required for Direct Debit)

File Location: m:\payroll

Path Check Required:  Check this box to match on the file location (above) and not accept files from other locations

Create Many Single Payments/Direct Debits:  Check this box to create many single payments (in your account)

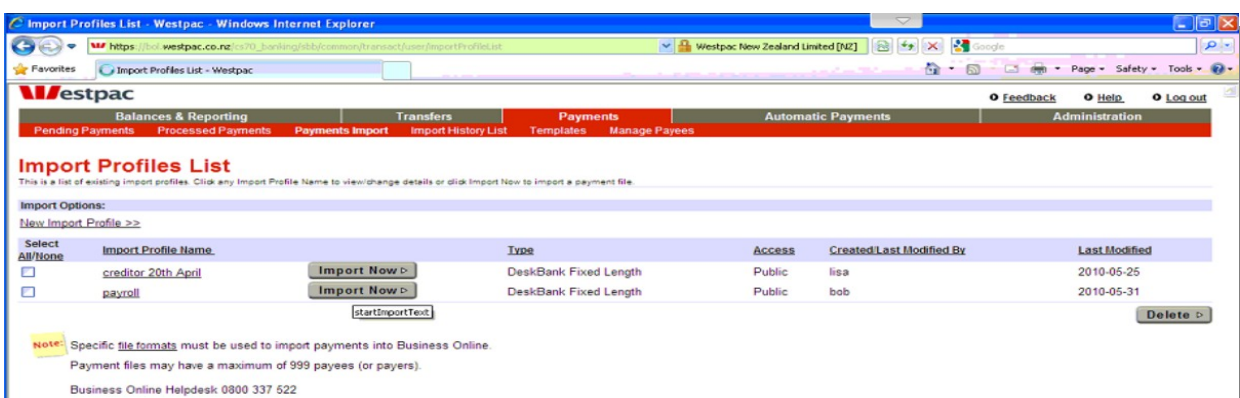
Duplicate File Check:  Check this box to reject the import of duplicate files

Create Template:  Check this box to create a Template from this file (max 75 items)

Profile Access:  Public - Other users can view and edit this Profile  
 Private - Only visible and usable for creator

Buttons: Cancel, Continue

Once you have created a *Payroll Profile*, you simply call it up each time you want to transfer the *Payroll Payments Batch* by selecting *Payments Import* and the *Profile* you created, then *Locate* the file you wish to import. With luck it'll start in the *Folder* you specified when you created the *Profile*



**Westpac** Import Profiles List - Westpac

This is a list of existing import profiles. Click any Import Profile Name to view/change details or click Import Now to import a payment file.

**Import Options:**

New Import Profile >>

Select All/None	Import Profile Name	Type	Access	Created/Last Modified By	Last Modified
<input type="checkbox"/>	creditor 20th April	DeskBank Fixed Length	Public	lisa	2010-05-25
<input type="checkbox"/>	payroll	DeskBank Fixed Length	Public	bob	2010-05-31

Buttons: Import Now, startImportText, Delete

**Note:** Specific file formats must be used to import payments into Business Online. Payment files may have a maximum of 999 payees (or payers).

Business Online Helpdesk 0800 337 522

Please contact the **Westpac Business Online HelpDesk** on **0800 177 188** for more information.

Refer to the “*Setting up SmoothPay for Direct Credits*” Section below to complete your system support for this method.

## DeskBank - Desktop Banking

**DeskBank** is Westpac'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 **Westpac DeskBank HelpDesk** on 0800 657 064 for more information or to obtain the *DeskBank software*.

Refer to the “*Setting up SmoothPay for Direct Credits*” Section below to complete your system support for this method.

## QuickPay – Diskette Transfer

An alternative is the production of a *Diskette* (in **Westpac's QuickPay diskette file** format) that contains the direct credit data, for deposit at the Bank. **Westpac** then process the Diskette for you, in much the same way as they would process a manual Direct Credit Schedule.

You will need to obtain the *QuickPay pack* for full information - call the **QuickPay HelpDesk** on 0800 177 377. The pack contains MTS Schedule forms, information about batch numbers, etc.

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 be set to **A:\b201wage.pc1** This assumes you have established with the Bank a batch numbered 201 for Wages - it could be another number, if so use that).
- 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 MTS Schedule form.

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 filename specification we use is slightly different from theirs, but it has the essential components:

A: -> Diskette,  
b201 ->Batch 201 (or the Batch Number assigned by the Bank),  
wage ->Payroll Batch (QuickPay normally uses the due date in format DDMM),  
.pc1 ->the File Type Extension

Refer to the “*Setting up SmoothPay for Direct Credits*” Section below to complete your system support for this method.

### NOTE:

**PLEASE do not send** the Bank a *payroll backup diskette* – the *Bank Batch Diskette* should contain **ONLY** the **B201WAGE.PC1** file.

## Setting Up SmoothPay for Direct Credits

In *Company Setup...Bank* tab, tick the MTS (means Money Transfer Service, or Direct Credit) Check box and complete the *Company Bank* options, choosing *Westpac DeskBank* or *Westpac QuickPay 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 added to the *Net Pay (F8)* section of the *Pay Input* screen. An Employee can have as many Bank Accounts as they may need.
- 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.
- Each account can be established as either an *amount per pay period*, a *net pay account*, a *percentage*, or a *GST account* (for Contractors and Agents).
- When the Employee's *Bank Accounts* have been added to their *Pay Input*, click on the *Save Input as Standard Pay* button, so you don't have to re-enter the Bank Accounts next pay.

## Generating Direct Credit Files

During the *Finish This Pay* process, the Direct Credit File 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.

Direct Credit files can also be regenerated from completed pays using the *Wizards...ToolBox* options.

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

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