

SmoothPay provides two methods of transferring direct credit schedules 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, the details are all supplied by **SmoothPay**.

## 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 *Direct Credit Output 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

- 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 "*National DirectLink or National AS1 Diskette*" option as required from the drop down box.
- Ensure the appropriate filename for the *Direct Credit Output File* is entered 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.
- 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 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.

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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