

SmoothPay provides correctly formatted direct credit (MTS) data to **Rabobank** internet banking system in the required ABA file format.

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 **Rabobank**, the details are all supplied by **SmoothPay**.

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 "Rabobank" option from the drop down box.
- Make sure your correct *Company Bank Account* information is entered
- Ensure you enter the appropriate filename for the *Direct Credit Output File*.
- **Rabobank** files must have the extension .ABA.

NOTE: The .ABA file format provides only for the "Particulars" entry to be included in the *direct credit file*. "Code" and "Reference" entries are NOT processed.

If you are using Deductions or Bank Account entries for Court Fines, Welfare Repayments, IRD Repayments or Group Scheme Deductions, please ensure the identifying information is entered into the *Particulars* entry **only**.

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 Direct Credit Files

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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