

Paymaster Online Tutorial

Setting up your bank import file

Now that your payroll is done, reports saved and payslips printed, you need to pay your staff. The long way round is to go into your online banking, have each employee as a beneficiary, and manually pay your staff one by one. Not fun when you have lots of employees. The easier, faster, better way is to import a bank file into your online banking.

NB! Please make sure that your online banking supports importing of bank batch files.













First step is to set it up. To do this, click on **company, financial, salary payment file**

The screenshot displays the Paymaster Online interface. At the top, there are tabs for 'Company', 'Employee', 'Cloud Analytics', and 'Agency'. A navigation menu is open on the left, listing various options such as 'Add A New Company', 'Basic Company Information', 'Administer Payroll Funds', and 'Financial'. The 'Financial' option is expanded, showing a sub-menu with 'Invoices and Receipts', 'Banking Details', 'Salary Payment Files', 'Third Party Payments Configuration', and 'Third Party Payments Files'. A blue arrow points to the 'Salary Payment Files' option. Below the navigation menu, there is a 'User List' section with a filter by user type and a note: 'To edit a user, please select the relevant user'.


Your screen should now look like this:

Salary Payments File


[Click here to toggle page instructions](#)

Details		
action date for which you would like the file to be processed:	23 October 2015 	
which run are you creating a salary payment file for:	October - 2015 	
* in which format would you like the file returned:	--select one-- 	 
extract the file for:	All Employees 	
* create file for employees in this organisation unit:	<div style="border: 1px solid gray; padding: 2px;"><p>All Employees</p><p>HELPDESK DEMO PTY LTD</p></div> 	
custom field:	--select one-- 	
* Reference to appear on bank accounts:	Salary	
		<input type="button" value="Retrieve File"/>

Make sure that the action date is correct. A lot the banks will reject the batch file if it has the incorrect date on it.

action date for which you would like the file to be processed:	23 October 2015 
----------------------------------------------------------------	-----------------------------------------------------------------------------------------------------

As with all other aspects of the payroll, ensure you have the correct run or month you are paying.

which run are you creating a salary payment file for:	October - 2015 
-------------------------------------------------------	----------------------------------------------------------------------------------------------------

You need to select your bank option from the drop down list next to **in which format would you like the file returned.** Here is the drop down list:

The screenshot shows a 'Details' window with several fields. The field 'in which format would you like the file returned:' is expanded to show a list of bank options. The options include: ABSA Business Integrator, ABSA Cash Focus, Barclays Bank, Bidvest Bank, Capitec Bank ACB, Citi Direct, Citi Direct Cross Border, Citi Direct Cross Border Nigeria, Citi Direct Nigeria, EcoBank File Format, FNB ACB, FNB ACB, HSBC iFile, Mozambique BCI, Mozambique OIC, Nedbank CPS, Nedbank CSV, Nedbank Inform, and PayAccsys. The 'FNB ACB' option is highlighted in blue.

You must now select your bank. For this case, we have gone with FNB ACB

Now, you need to load your banking details into the blocks so that the batch file matches the bank account you are importing it into:

The screenshot shows a form with the following fields and values:

action date for which you would like the file to be processed:	23 October 2015	
which run are you creating a salary payment file for:	October - 2015	
* in which format would you like the file returned:	FNB ACB	
extract the file for:	All Employees	
* create file for employees in this organisation unit:	All Employees HELPDESK DEMO PTY LTD	
custom field:	--select one--	
* Reference to appear on bank accounts:	Salary	
* Nominated Account Number:		
* Branch Code:		

At the bottom right of the form is a button labeled 'Retrieve File'. A large blue arrow points from the right side of the form towards the 'Retrieve File' button.

Your bank account details

Once you have done that, click on retrieve file. The system will extract a text file which you can then save and import into your bank account.