



GUIDELINES ON THE USE OF THE ELECTRONIC PAYMENT TEMPLATE FOR PAYROLL AND MISCELLANEOUS CREDITS

Our ACH system can be used to process both payroll payments and other miscellaneous credits, like payments to suppliers and vendors.

Below you will find the steps for creating your payment files for each type of payment (whether payroll or miscellaneous credit), which will be required before the payments can be uploaded via NetBank and processed by the ACH system.

SECTION 1 File creation for Payroll Processing

In Microsoft Excel, create a work sheet with 5 columns as shown below.

Employee Name	Employee ID	RT #	A/C Number	Amount

1. Enter the names of your employees in this column

Employee Name
John Public
Jane Public-Jones

2. The employee ID is assigned by you and is entered in this column

Employee ID
Jones1561
PubJon1427

3. RT numbers or Routing numbers identify the bank to which the payment is being sent.

These routing numbers are 9 digits long with the first digit being a zero. **The Zero is important.**

RT Numbers :	
RBC Royal Bank	010100039
Scotia Bank	010100026
Republic Bank	010100903
Citibank	010100055
First Citizens Bank	010100013
Intercommercial Bank	010100505
Bank of Baroda	010100107

4. Account number lengths vary from bank to bank. We include a general guide. Do not include spaces or dashes in the account number.

BANK	ACCOUNT NUMBER LENGTH
RBC Royal Bank	10 or 15 digits
Scotia Bank	Up to 12 digits
Republic Bank	12 digits
Citibank	Up to 12digits
First Citizens Bank	7 or 12 digits
Intercommercial Bank	Up to 10 digits
Bank of Baroda	14 digits

5. Amounts are to two decimal places. Do not include dollar signs, commas or spaces.

Amount
1234.56
2345.67

6. Do not submit any employee names with zero as the payment. This can cause your entire file to be rejected by the system. **Please delete these items.**

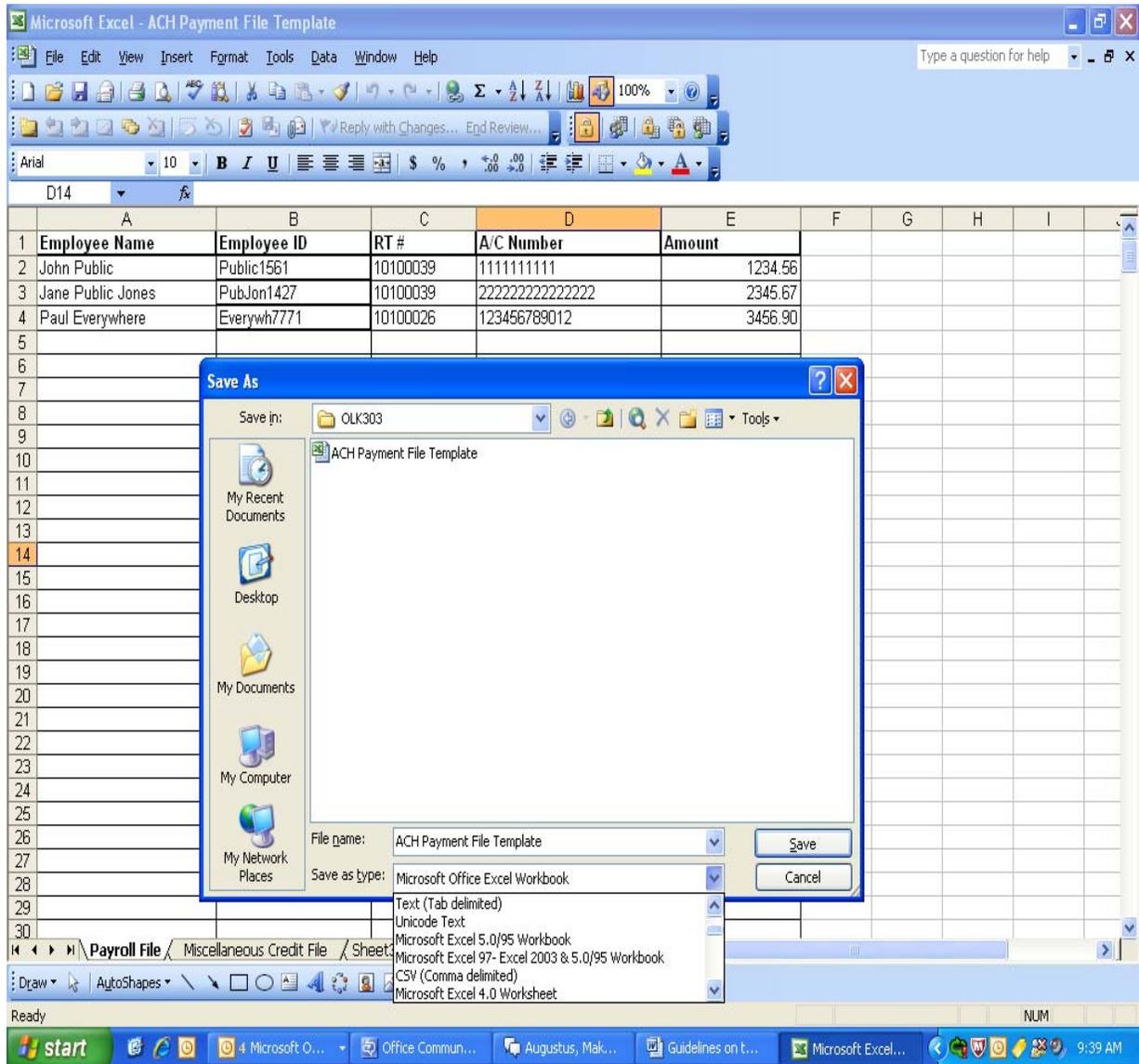
7. Your payroll file should look like this:

Employee Name	Employee ID	RT #	A/C Number	Amount
John Public	Public1561	010100039	1111111111	1234.56
Jane Public Jones	PubJon1427	010100039	22222222222222	2345.67
Paul Everywhere	Everywh7771	010100026	123456789012	3456.90

When you are finished creating the payroll file, save it as either a Text (Tab delimited) or CSV (Comma delimited) file.

To do so, click on: File→Save As

When the Save As window opens, click on the drop down arrow in the Save As Type box, scroll and choose either the Text (Tab delimited) or CSV (Comma delimited) option. Then click Save.



Your file can then be uploaded to NetBank for processing.

SECTION 2**File creation for Miscellaneous Credit Processing (e.g. Payments to Vendors)**

In Microsoft Excel, create a work sheet with 6 columns as shown below:

Receiving Company Name	Identification Number	Addenda Record	RT #	A/C Number	Amount

1. The recipient name must not exceed 22 characters

Receiving Company Name
XYZ Hardware Supplies
ABC Air conditioning

2. The Identification number must not exceed 15 characters. This is an identifier created by you, using a brief transaction description and a sequential number if you so require. Sequential numbers must be two digits and longer if used.

Identification Number
Supplies Invoice01
Air Con Repair01

3. The Addenda Record column is available for your use, if you wish to enter additional transaction details to help with your account reconciliation. Please note that only the first 22 characters that are entered in the Addenda Record will be reflected in the transaction description on your account statement.

Addenda Record
Monthly purchases for office
Emergency repairs

All remaining steps are the same as those for Payroll Processing above (Steps 3 – 6)

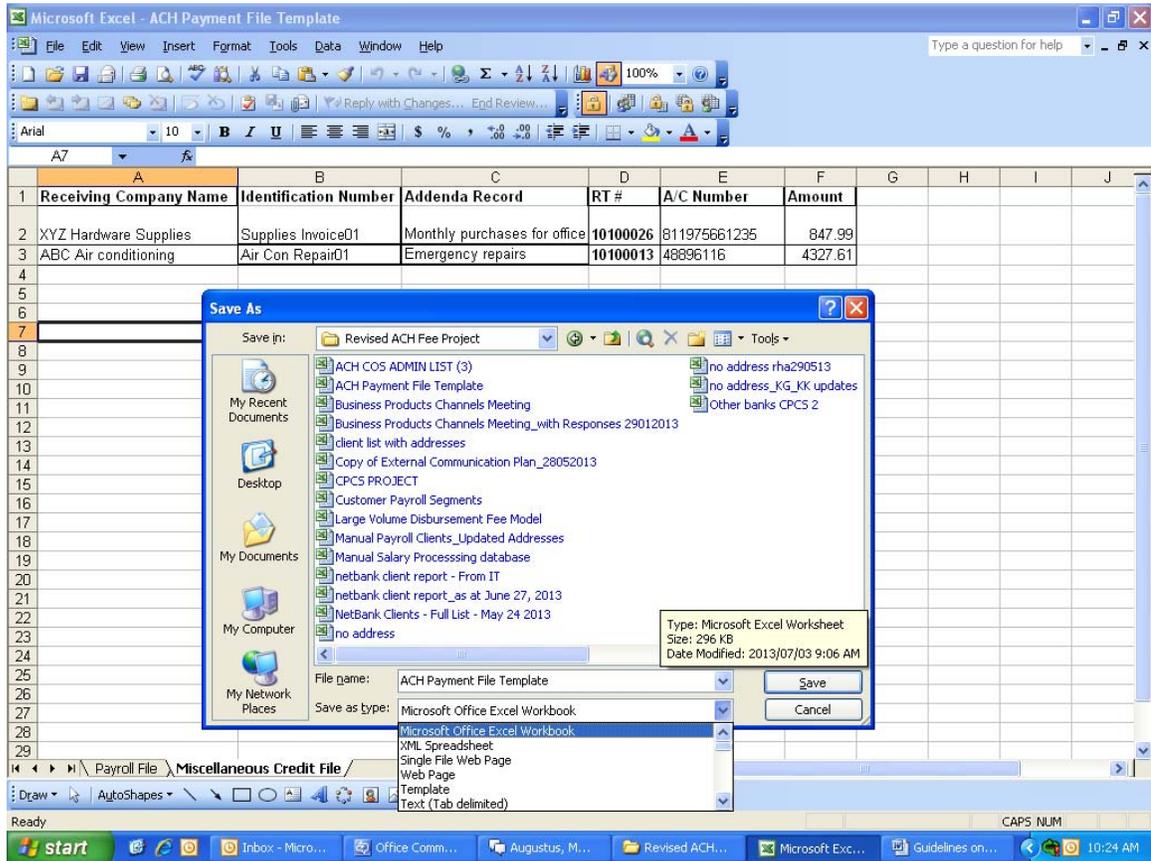
7. Your miscellaneous credits file should look like this:

Receiving Company	Identification Number	Addenda Record	RT #	A/C Number	Amount
XYZ Hardware Supplies	Supplies Invoice01	Monthly purchases for office	010100026	811975661235	847.99
ABC Air conditioning	Air Con Repair01	Emergency repairs	010100013	48896116	4327.61

When you are finished creating the payroll file, save it as either a Text (Tab delimited) or CSV (Comma delimited) file.

To do so, click on: File→Save As

When the Save As window opens, click on the drop down arrow in the Save As Type box, scroll and choose either the Text (Tab delimited) or CSV (Comma delimited) option. Then click Save.



Your file can then be uploaded to NetBank for processing.

How to replicate the templates

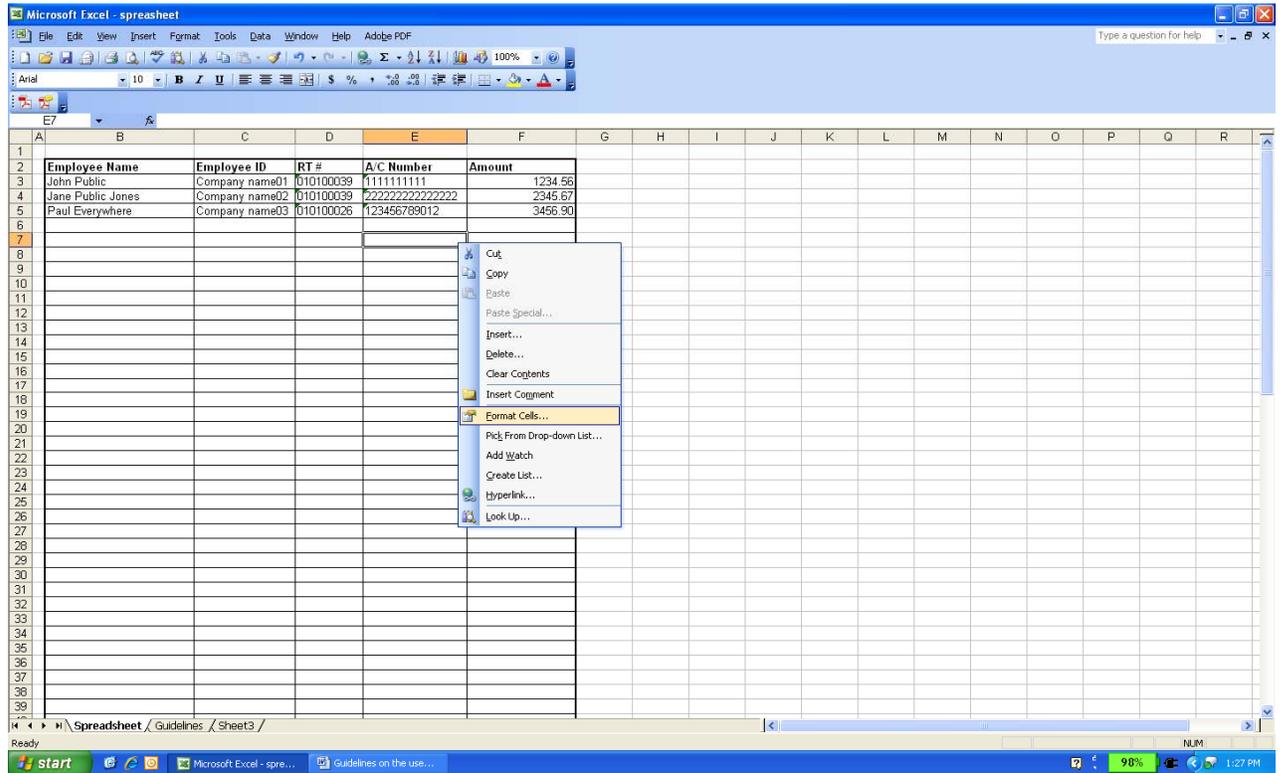
In the event that the templates need to be replicated, here are some guidelines to ensure that the data is captured correctly.

The columns for Employee name, employee ID, Receiving Company Name, Identification Number, Addenda Record and Amount are general with no specific format. However, both the RT number and Account Number columns need to be 'text' formatted.

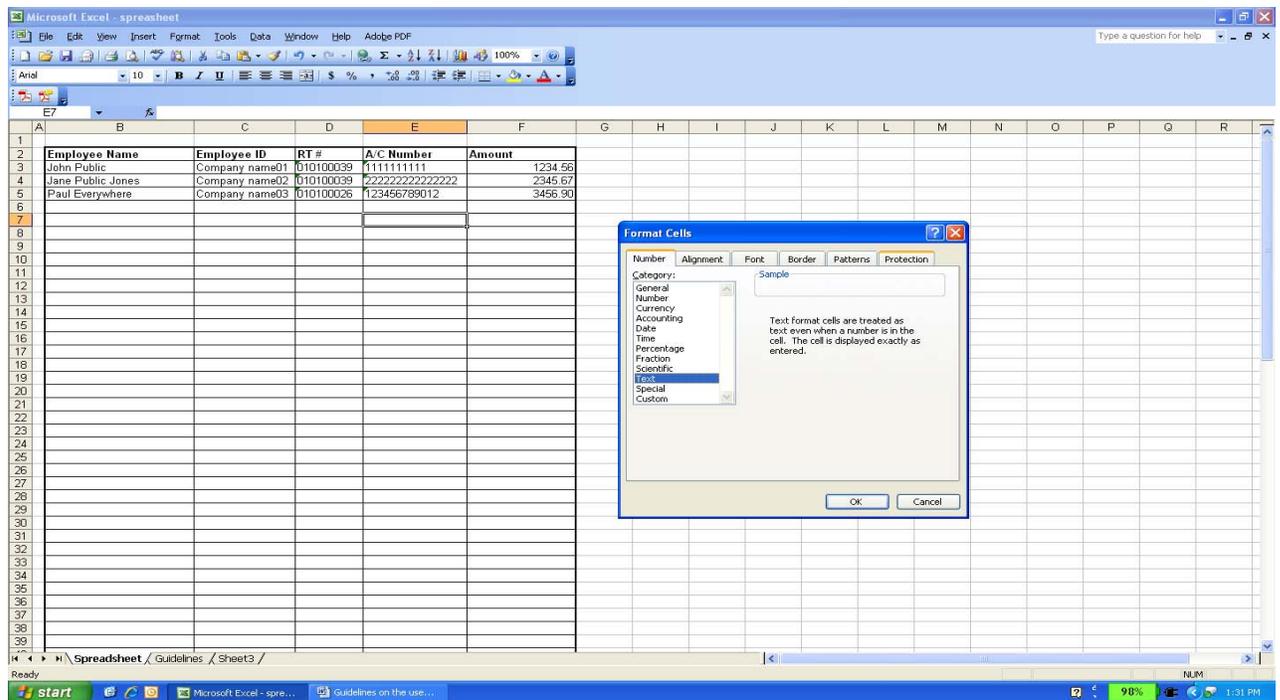
This type of format can be locked into the cell and it needs to be done prior to inputting information into the cell.

To 'lock' the format into the cell

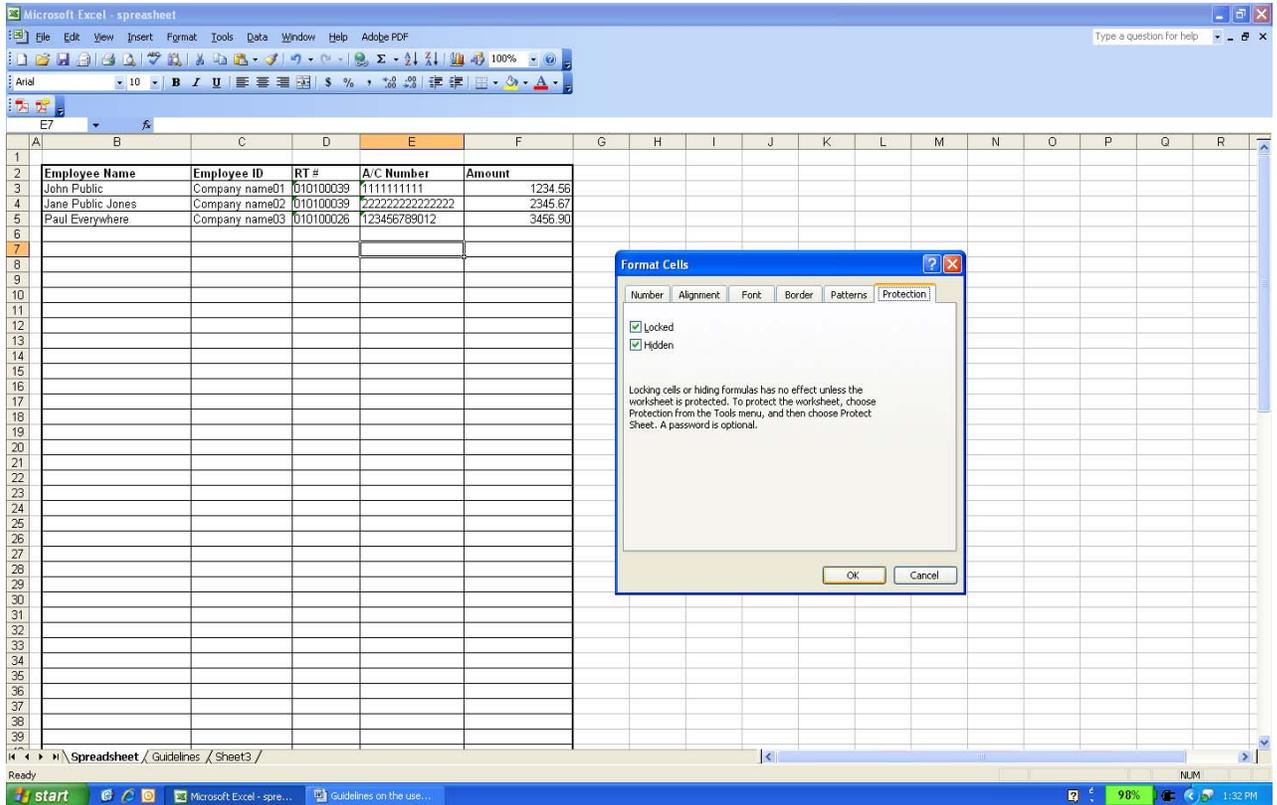
Right click on cell. Click on 'format cell'



Click on 'text' then click on 'protection'



Click on 'locked' and 'hidden' then click 'ok'



This will 'lock' the format into the cell and ensure that the data stays in the format as it was intended.

This can also be done to more than one cell at a time by highlighting the area to be formatted and following the steps.