# EFT USER GUIDE

## CONTENTS

## ! SETTING UP THE EMPLOYER

1. Navigate to your main list of employees and click 'Select Employer' from the top menu.

2. Highlight the correct Employer and click the 'Edit' button

3. Navigate to the 'Bank details' Tab. You will see a category titled 'Electronic Funds Transfer settings'

4. Select the required Bank EFT Format by clicking the drop down list. This drop down list will only contain the available EFT Formats for the bank you have setup. If you have not setup the bank correctly or there is currently no EFT format available for the concerned bank, a warning message will appear stating this.
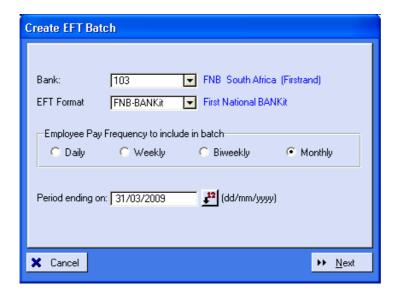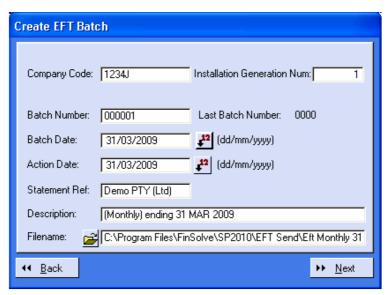*(If you receive a message requesting the completion of a Bank and Branch conversion process, then click 'Yes')*



5. The Bank EFT Reference Code is supplied to you by the associated bank. If you currently do not have this code please contact your bank representative in order to obtain this code.

6. You have the option to move the EFT action date to before or after public holidays and weekends. You can select this by clicking the 'Move EFT action date' drop down. Once this date has been setup it is still possible to change this date when creating an EFT Batch.

7. The Default EFT Export Folder is the location where the finalized EFT batch will be exported to. This directory can be changed to a location of your choice but upon installation defaults to: C:\Program Files\Vanilla\SP2010\EFT Send

8. Nedinform users will see an additional entry field called EFT Seed Code. This code is supplied to you by Nedbank and should you not have this code please contact your bank representative in order to obtain this code.
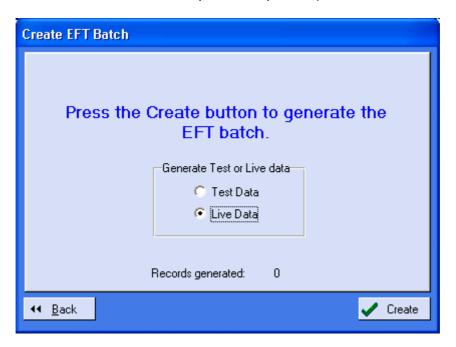
## ! CREATING AN EFT BATCH

1. It is necessary to firstly create an EFT batch before an Electronic Funds Transfer can take place. Once you have created the EFT Batch, you will need to export the EFT Batch in order for your banking system (supplied by your bank) to import this information.

2. Once you have completed the payslips for the required period, it is then possible to create the EFT Batch.

3. Click 'EFT' located in the top menu. (If you receive a message requesting the completion of a Bank and Branch Conversion process, then click the 'Yes' button to complete this process)

4. Choose 'Create EFT Batch' from the list. The 'Create EFT Batch' window appears (see below) with the settings specified under the employer record. You do have the option, if necessary, to change the bank and associated EFT Format at this stage.



5. Select the required frequency to be included in the batch and specify the period ending date. Click the 'Next' button.

6. The information shown on the window below was automatically completed based on the employer setup and should therefore be correct. You do have the ability, at this stage, to edit any of this information. The action date must be entered and it is recommended that all other information not be edited unless required.
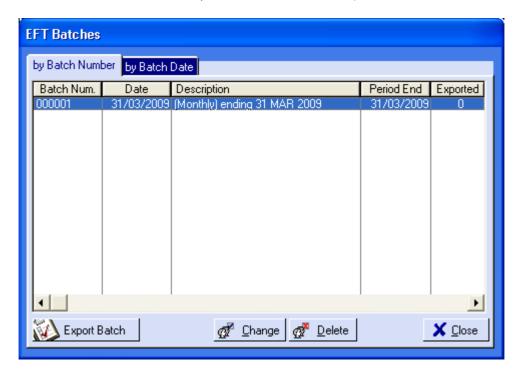


3

7. The Installation GenNumber is utilized only by First National Bank and should follow the last number of submission. This number will automatically increment by '1' once entered and it should not be necessary to edit this number again. Click the 'Next' button.

8. Select the 'Live' radio button and then click the 'Create' button. (The 'test' button is only used when requested to do so by the applicable bank or for test purposes. The 'Test' option also allows the EFT Batch to be exported multiple times)

## ! EXPORTING AN EFT BATCH FOR PAYMENT

1. Before your banking system (supplied by your bank) can import the EFT Batch file, we need to export this file from Vanilla Payroll.

2. If you have just created an EFT Batch then the 'EFT Batches' window will open automatically. If you created an EFT Batch at a previous stage and now wish to export the batch, click 'EFT' (situated in the top menu); click 'Export EFT Batch' from the list.

3. The 'EFT Batches' window opens containing all of your current and past EFT batches. The example below only contains 1 batch which has not yet been exported as per the status in the right hand column. If this batch has already been exported, the status would be set to '1'. Once a batch has been exported it cannot be exported again. To re-export this batch you will firstly need to delete the batch and create another batch for this period, which could then be exported. (A batch can only be exported more than once if the batch was created on the 'Test' status. However the Export status will remain as '0')



4. Highlight the correct EFT Batch and then click 'Export Batch'

5. An 'EFT Export' window opens. Click the 'Export' button.

6. The information message below should now appear. Click 'OK' and then click 'Close' on the next window.



7. Click the 'Close' button to close the 'EFT Batches' window.

8. You have now successfully exported your EFT Batch file. This file can now be found in the directory that you specified while editing the employer. The default setting is: C:\Program Files\Vanilla\SP2010\EFT Send
*For more information about editing this location, refer to 'Setting up the employer' on pg 2.*

5

## ! PRINTING AN EFT BATCH

1. Click 'EFT' located in the top menu

2. Choose 'Print EFT Batch'

3. Highlight the required batch and click 'Print'

Vanilla Payroll  CC

T: 0861 000 661  |  F: 0866 157 870

info@vanillapayroll.com

www.vanillapayroll.com