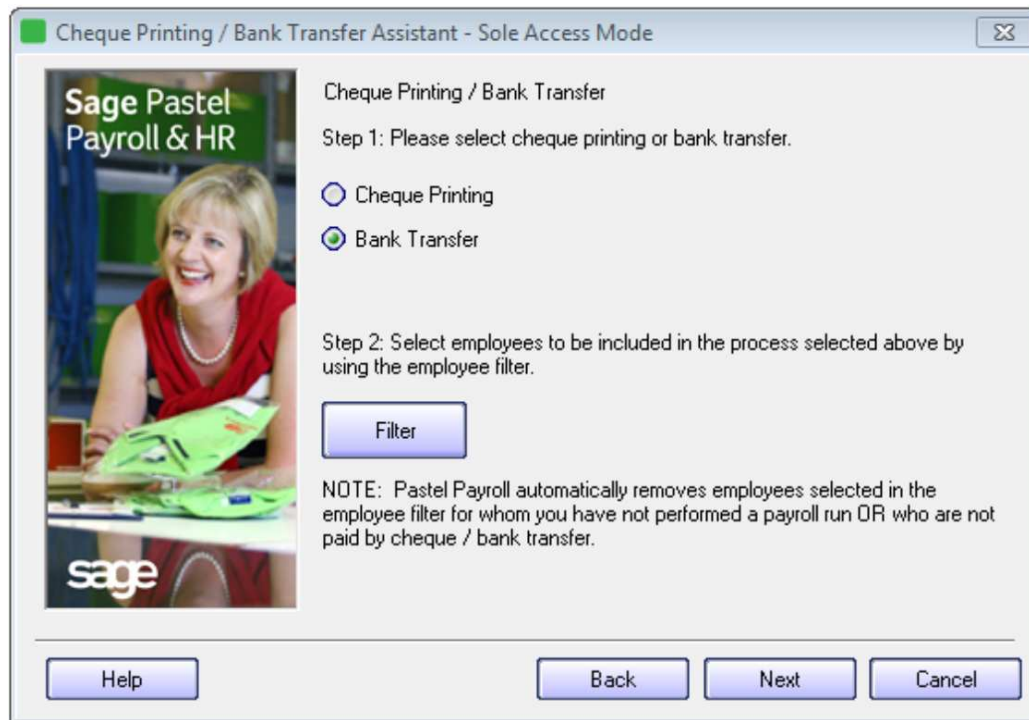
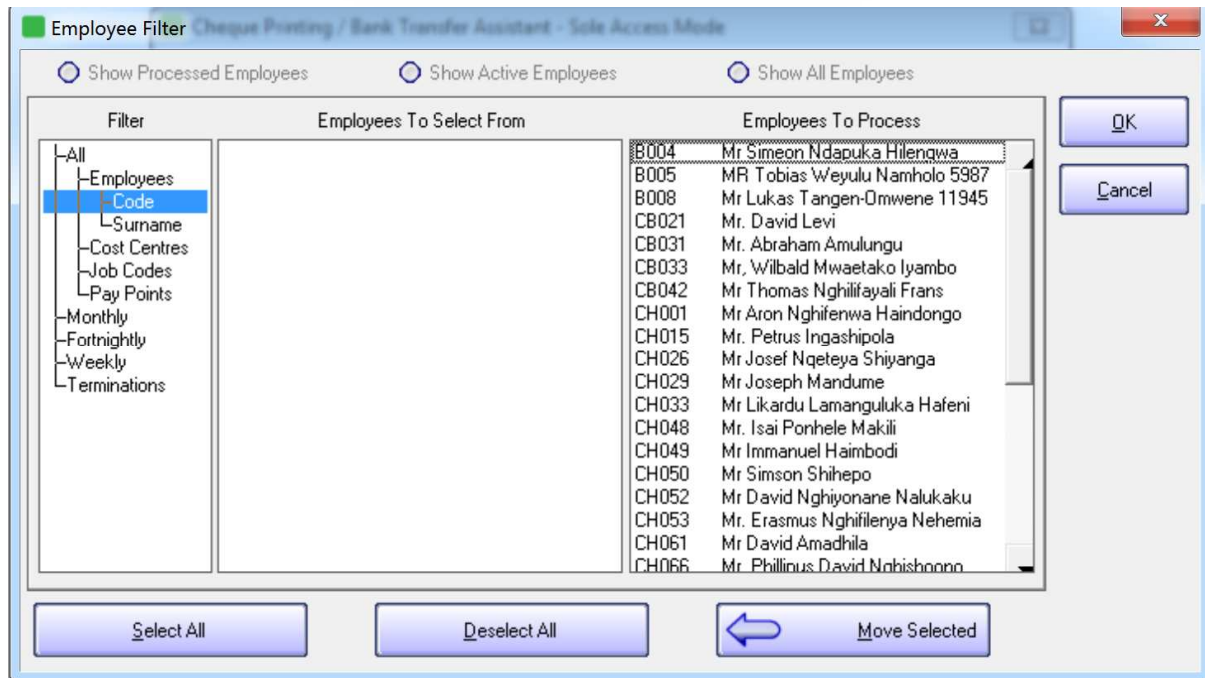


How to import your employee monthly payment into FNB

Process Bank and Cheques Transfers

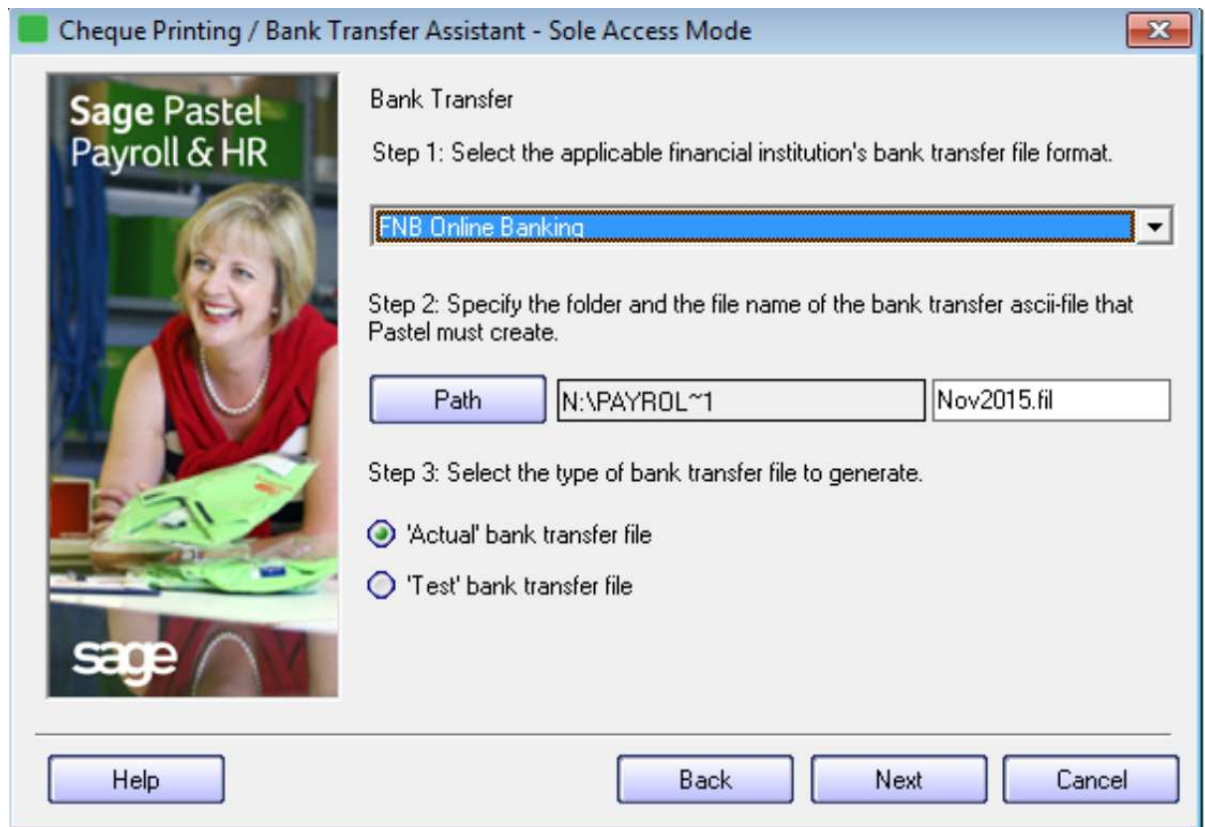


Click Filter

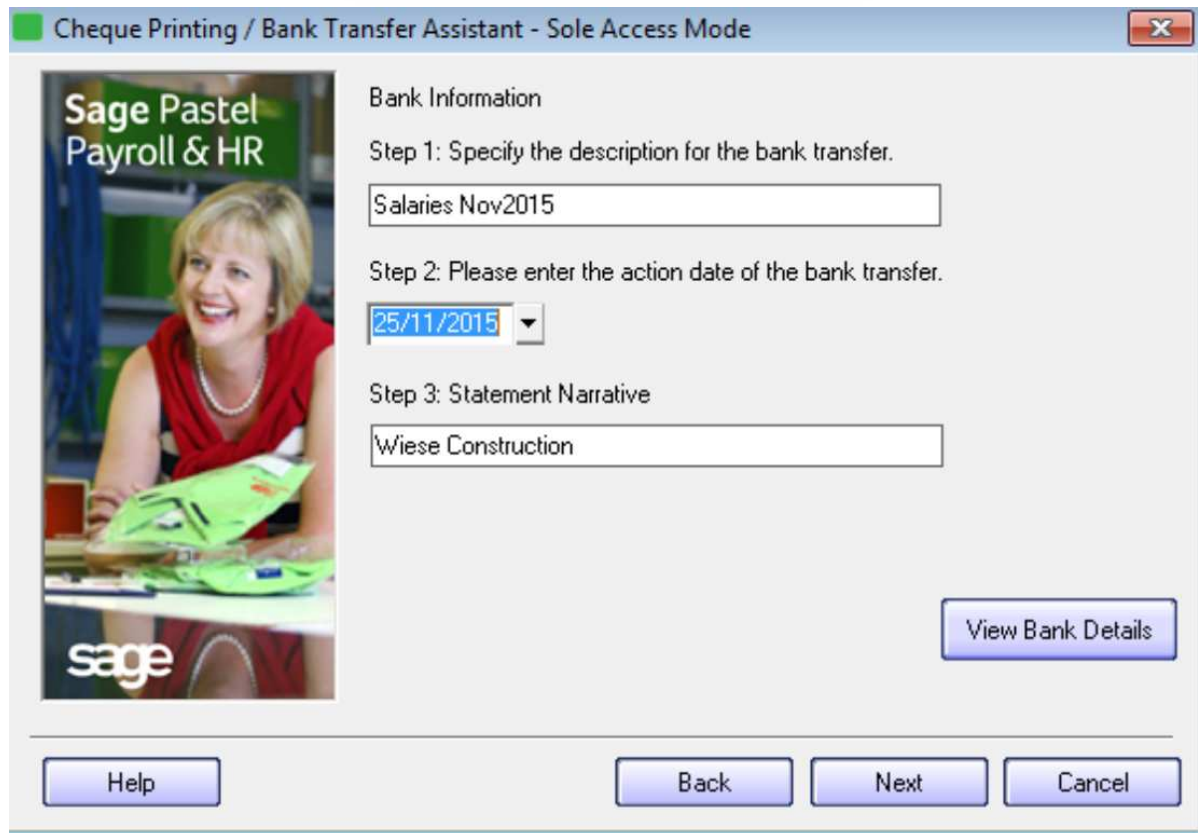


Click on Ok

Choose your path



Select the Actual Bank transfer file option



Sage Pastel Payroll & HR

Bank Information

Step 1: Specify the description for the bank transfer.
Salaries Nov2015

Step 2: Please enter the action date of the bank transfer.
25/11/2015

Step 3: Statement Narrative
Wiese Construction

View Bank Details

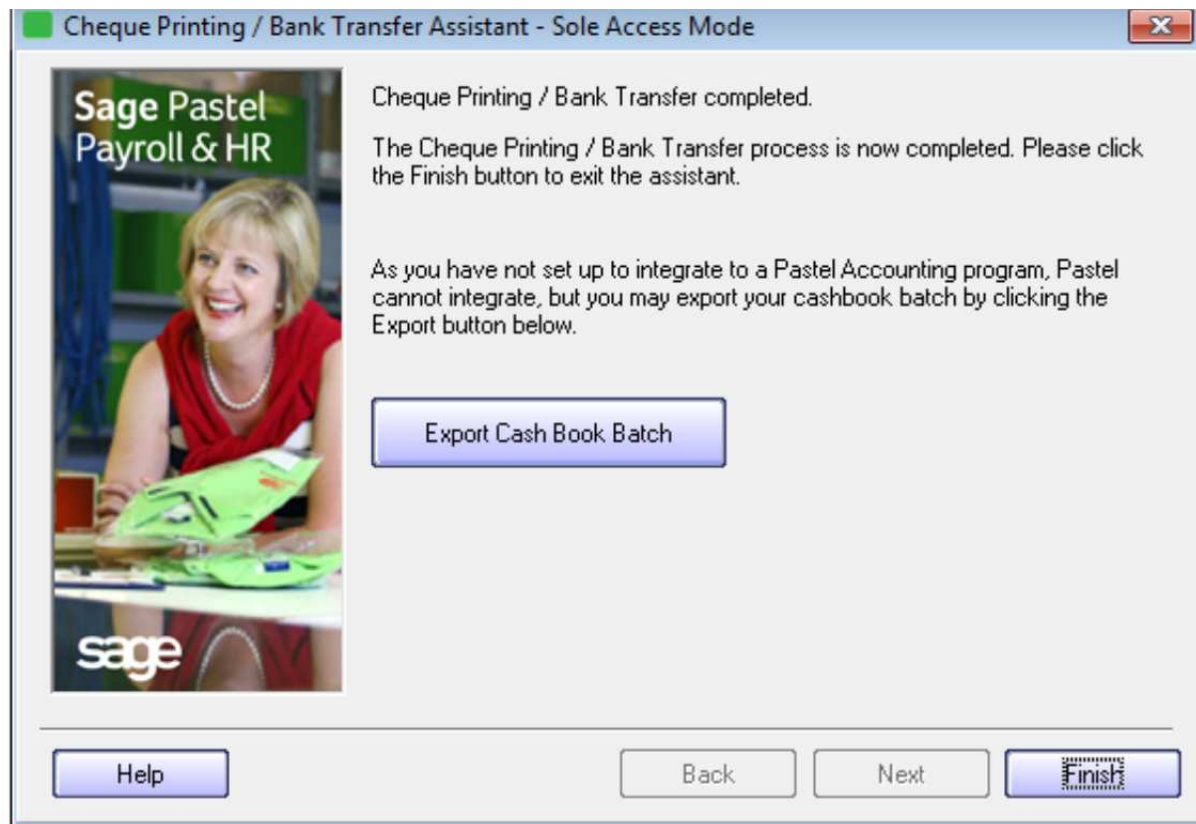
Help Back Next Cancel

Step1: Is what you will see on your bank statement

Step2: Is the date you want to pay the salaries

Step3: is what the Employee will see on his bank

Click Next

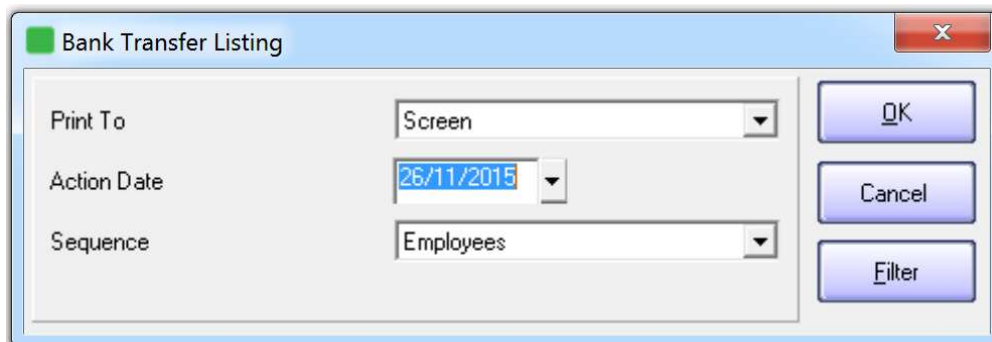


Click Finish

Go to View Payroll Reports

Bank and cheques Transfers Listing

Click OK to select all employees



Please remember to change the date to the same date as on your process transfer screen

Then click on Ok

Open your FNB Online Banking

Go to the payments tab

Select add – import

Remember your import file type must be acb

Import your payments and authorize