

Payroll Pro HRM

Using the RBC Royal Bank interface

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1. RBC Bank interface

With this optional interface for Payroll Pro HRM, employee net payments and 3rd party deductions after a payroll run can be uploaded on the RBC Royal Bank Netbank or the new Online Banking website for payment. The systems allows you to make payments from the employer RBC account to the local bank accounts of employees. The employees bank account can be with RBC and other local bank accounts. Payments in Antillean Guilders (ANG) and in American Dollars (USD) can be created. The system is quick and easy to use, avoids errors and can be easily monitored.

2. Requirements

- The RBC Royal Bank interface is as an option available for Payroll Pro HRM, contact Antek for more information.
- User access to the RBC Royal Bank Netbank website with rights to send the payment file.
- Check if you see the option File transfer in the RBC Royal Bank Netbank menu. If not contact your account manager at the RBC bank for more information.

3. Setup

Net pay items of employees, and deducted payments for example of loans and pensions can be linked to the RBC bank for payment transmission.

3.1. Setting item 900 Net Pay

For every employee to be paid online, select on item 900 "Net pay" their local (Sint Maarten) bank and enter the account number details.

At **Pay with** select Bank transfer.

Select at **Bank** the employees bank. All local (Sint Maarten) banks can be selected for either Guilders (ANG or NAF) or Dollars (USD or \$). No banks on other islands can be selected here. Note: The currency setting on the values page of item 900 has no relationship with bank transfers. That setting is only for payment with checks or cash.

Enter the employee bank account number at **Acc#**, make sure to enter the complete bank account number without spaces, dashes or letters. Do not precede the account number with DDA or SAV.

Select the account **Type, checking** if the above entered account number is a checking (DDA) account, or **Savings** for a savings (SAV) account.

Mark **Restricted** if users with less authority in the system are not allowed to edit the bank settings.

900 Net pay

Description

Item settings:

Hide item

Print on payslip

Print balance on payslip

G/L Main [Select](#)

G/L sub account [Select](#)

Item code number [Select](#)

Pay with Check Cash

Bank Bank transfer

Bank [Select](#)

Acc# Restricted

Type Checking Savings

[Values](#)

3.2. Setting 3rd party bank

Items which require for direct payment to 3rd parties, for example payment of bank loans, insurance and etc., can be linked to the bank of that 3rd party and can be included in the transfer file through the RBC bank for direct payment.

The procedure for entering the bank details of the 3rd party is very similar as for the net pay to employees.

The following payroll items allow payment to a 3rd party:
 132, 300, 305, 310, 315, 318, 320, 330, 335, 390, 641, 800, 805, 810, 890.

An example of entering bank details for payment to the 3rd party.
Note: enter a **Description** in the item which is clear for the 3rd party as this description will be send to the RBC bank for the transfer.

300 Deduction post tax

Description

Item settings:

Disable item

Hide item

Print on payslip

Print balance on payslip

G/L Main [Select](#)

G/L sub account [Select](#)

Item code number [Select](#)

Transfer to bank

Bank [Select](#)

Acc# Restricted

Type Checking Savings

[Values](#)

4. Creating the transfer file

To create the file which is used to upload on the RBC Royal Bank Netbank website, go to Menu > Reports > interfaces > Export Interfaces > RBC Bank.

The screenshot shows the 'R.B.C. Bank Export' application window. The title bar includes 'R.B.C. Bank Export' and a close button. Below the title bar is a toolbar with icons for 'Generate File', 'Save', 'Recall', and a help icon. The main area is titled 'Payroll Specifications' and contains the following fields and options:

- Select payroll:** Radio buttons for Pending and Posted.
- Select pending payroll:** A dropdown menu showing 'March 2018 - from 01/03/2018 to 31/03/2018 [Calculated]'.
- Reporting groups:** All, One.
- Departments:** All, Multiple departments, One department.
- Employees:** All, Multiple employees, One employee.
- Payfrequency:** All, One.
- Description:** Text box containing 'Pay 01/03/2018 - 31/03/2018'.
- Pay date:** Text box containing '23/03/2018' with a calendar icon.
- Account # ANG:** Text box containing '8200001278646892'.
- Account # USD:** Text box containing '8200000987764321'.
- Target path:** Text box containing 'C:\USERS\KLAAS\DOCUMENTS\' with a [Browse](#) link.
- File name:** Text box containing 'RBC-ANG-201805041657.txt' with a [Select file](#) link.
- Banks:** All, R.B.C., Except R.B.C.
- Including:** All, Net pay, Others.
- Totalize:** No, Yes.
- Currency:** ANG, USD.

The file can be created from a **pending** or **posted** payroll. Select the payroll first.

Filter.

Within the selected payroll a filter can be applied by **Reporting Groups**, **Departments**, **Employees** and **Pay frequency**. If all employees need to be paid which are set to be paid by RBC bank transfer in item 900, select **All** for the four filters.

The **Description** is added on the bank statement transaction and is created with the selection of the payroll, but can be overwritten if so desired.

The **Pay date** is copied from the payment date of the payroll and is used by the bank as payment date. It can be changed if so desired. Post payment dates are ignored as the payment is immediate after the transfer is processed.

The **Account # ANG** and **Account # USD** are the 16 digit employer debit account numbers used to pay the payroll. The system allows payments in ANG and/or USD currency, but in separate ANG and USD transfer files.

Target path, browse to the location where the RBC Netbank transfer file is to be created.

File name is created by the system, you should not change the name, unless there is a very good reason to do so.

Pay to **Banks** defaults to all, but only one bank, or all except RBC bank can be selected.

Including defaults to all, but it is possible to create a file only for salaries (Net pay) or 3rd parties (Others).

Totalize defaults to No. Yes allows totalizing the same credit bank accounts, if they happen to be used, which is seldom in normal situations. For example if two employees use the same bank account and do not want to have 2 transactions on the statement.

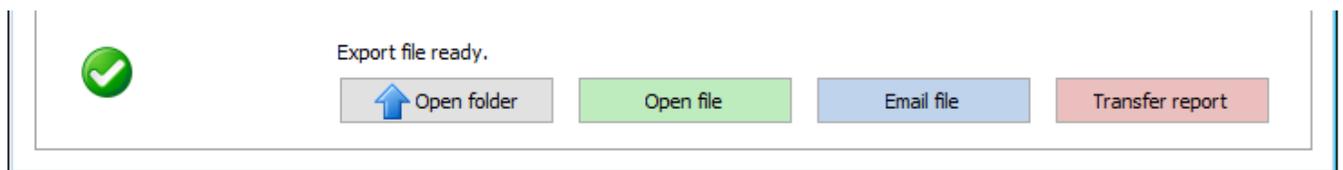
Currency, select what currency payments will be in the transfer file, ANG or USD. If ANG is selected only payments in ANG will be included in the file, and the ANG debit account will be used for payment. If USD is selected, the USD debit account is used for payment, and includes only the USD payments.

Note: if there are payments in ANG and USD two files have to be created, one for ANG and one for USD payments.

The files have to be uploaded one by one on the RBC Netbank website.

The fields are sticky, so the selections are the same next time when the screen is opened again.

Click  **Generate File** when all selections are made, to generate the transfer upload file. The following buttons appear, if the file was created properly:



If there is no data to build an export, a “no records found” message will appear:



 opens the Windows File Explorer on the location where the file has been created.

 opens the file in notepad. Make no changes to the file, even a space makes the file unusable. See file sample below:

```

rbc-ang-201805041606.txt - Notepad
File Edit Format View Help
30 507040000000022334455ANG00000000029500 ANG20180323Pay 01/03/2018 - 31/03/2018 Medical Insurance Mr. Gaston RichaaRichaardsson, Gaston Richaardsson, Gaston
30 507040000000023456789ANG000000000322980 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Vega, Roberto Vega, Roberto
30 50704000000008123456789ANG000000000208413 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Williaams, Alicio Williaams, Alicio
30 08200000000123456ANG000000000209038 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Juliett, Eddine Juliett, Eddine
30 08200000000654321ANG000000000200758 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Higgs, Abraham Higgs, Abraham
30 50200000000016012345ANG000000000290569 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Powwel, Jolanda Powwel, Jolanda
30 50010000000003456789ANG000000000124534 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay Rhones, Julie Rhones, Julie
30 5007000000002468013579ANG000000000331282 ANG20180323Pay 01/03/2018 - 31/03/2018 Net pay De Bruin, Jose De Bruin, Jose
30 08200001278646892ANG0000000001717074-ANG20180323Pay 01/03/2018 - 31/03/2018 March 2018
90 0000002732642700009

```

Email file

creates an email with the exported file attached, just add the receiving party email address.

Transfer report

creates a report with all transfer information contained in the transfer file. See sample below:

RBC Transfer Report

License : DISTRIBUTORS LICENSE 2018 v.3.437.11

Company : Payroll Sint Maarten demo

Bank account : 8200001278646892

File name : C:\USERS\KLAAS\DOCUMENTS\RBC-ANG-201805041606.txt

Hashcode : 00000027326427

Total Entries : 8

Printed : 04/05/2018 16:17, by ADM

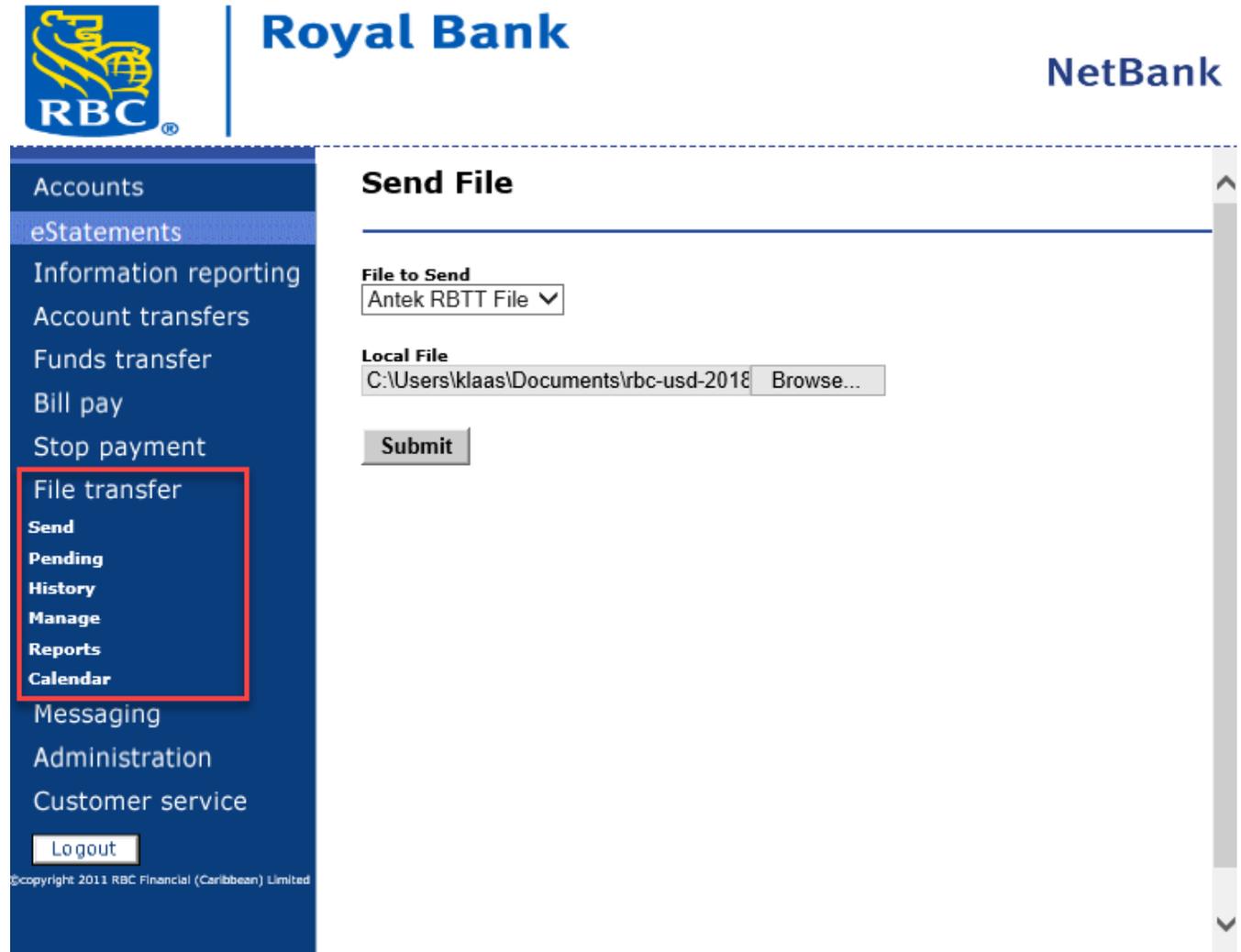
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ID Number	Name	Account	Amount
Bank BANCO DI CARIBE (NAF) - SXM - PHILIPSBURG			
1984061300	De Bruin, Jose	2468013579	3,312.82 ANG
Subtotal			3,312.82
Bank BANK OF NOVA SCOTIA (NAF) - SXM - PHILIPSBURG			
1990061670	Powwel, Jolanda	16012345	2,905.69 ANG
Subtotal			2,905.69
Bank FIRST CARIBBEAN INTERNATIONAL BANK (NAF) - SXM - PHILIPSBURG			
1976031972	Rhones, Julie	34567890	1,245.34 ANG
Subtotal			1,245.34
Bank RBC BANK (NAF) - SXM - PHILIPSBURG			
1980021370	Juliett, Eddine	8200000000123456	2,090.38 ANG
1986020470	Higgs, Abraham	8200000000654321	2,007.58 ANG
Subtotal			4,097.96
Bank THE WINDWARD ISLANDS BANK (NAF) - SXM - PHILIPSBURG			
1952091800	Richaardsson, Gaston	22334455	295.00 ANG
1959032700	Williaams, Alicio	8123456789	2,084.13 ANG
1969120477	Vega, Roberto	23456789	3,229.80 ANG
Subtotal			5,608.93
Total			17,170.74

5. Uploading the file.

The transfer file can be send with RBC Royal Netbank. Login to the online bank system and go to Menu > File transfer > Send. If the File transfer option in the menu is missing, contact the RBC bank to enable this option.



The screenshot shows the RBC NetBank interface. The RBC logo is on the left, and 'Royal Bank NetBank' is on the right. A navigation menu on the left lists various services, with 'File transfer' highlighted in a red box. The 'Send File' page is displayed, featuring a 'File to Send' dropdown menu with 'Antek RBTT File' selected. Below this is a 'Local File' field containing the path 'C:\Users\klaas\Documents\rbc-usd-2018' and a 'Browse...' button. A 'Submit' button is located at the bottom of the form area.

In **File to Send** select your company file format

At **Local File** browse to the location where the transfer file was saved, and select the file which was created in section 4. If more than 1 file was created, select one by one.

Click **Submit** to upload the file.

For further information on processing the sending of payment transfer files and possible errors, please refer to the documentation of the RBC Royal bank.