

Payroll Pro HRM

Using the Windward Islands Bank interface

POS Systems N.V. dba Antek IT Solutions
Kudu Drive 2
Belair roundabout

P.O. Box 805
Philipsburg
Sint Maarten

Tel: +1-721 543-2112

E-Mail: payrollpro@antek.sx

Web: www.antek.sx

Updated by Klaas van Sloten

Version 3.437

Date 4-May-2018

Table of Contents

1.	WIB Bank interface	3
2.	Requirements	3
3.	Setup	3
3.1.	Setting item 900 Net Pay	3
3.2.	Setting 3 rd party bank	4
4.	Creating the upload file	6
5.	Uploading the file.....	9

1. WIB 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 Windward Islands Bank WIB Direct Corporate website for payment. The system allows you to make payments from the employer WIB account to the bank accounts of employees. The employees bank account can be with WIB 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 WIB bank interface is as an option available for Payroll Pro HRM, contact Antek for more information.
- Originator ID's for ANG and/or for USD need to be obtained from the Windward Islands Bank before payment files can be uploaded. Contact your account manager at the WIB bank for more information.
- User access to the WIBDirect Corporate website with rights to upload the payment (FEP) file.

3. Setup

Net pay items of employees, and deducted payments for example of loans and pensions can be linked to the WIB 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 banks can be selected for either Guilders (ANG or NAF) or Dollars (USD or \$). 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, checkings** if the above entered 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: Net pay

Item settings:

Hide item

Print on payslip

Print balance on payslip

G/L Main: 2320 [Select](#)

G/L sub account: [Select](#)

Item code number: [Select](#)

Pay with: Check Cash

Bank Bank transfer

Bank: THE WINDWARD ISLANDS BANK NAF [Select](#)

Acc#: 23456789 Restricted

Type: Checking Savings

[Values](#) [Info](#) [Save](#) [Revert](#)

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 upload file through the WIB 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 WIB 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](#)

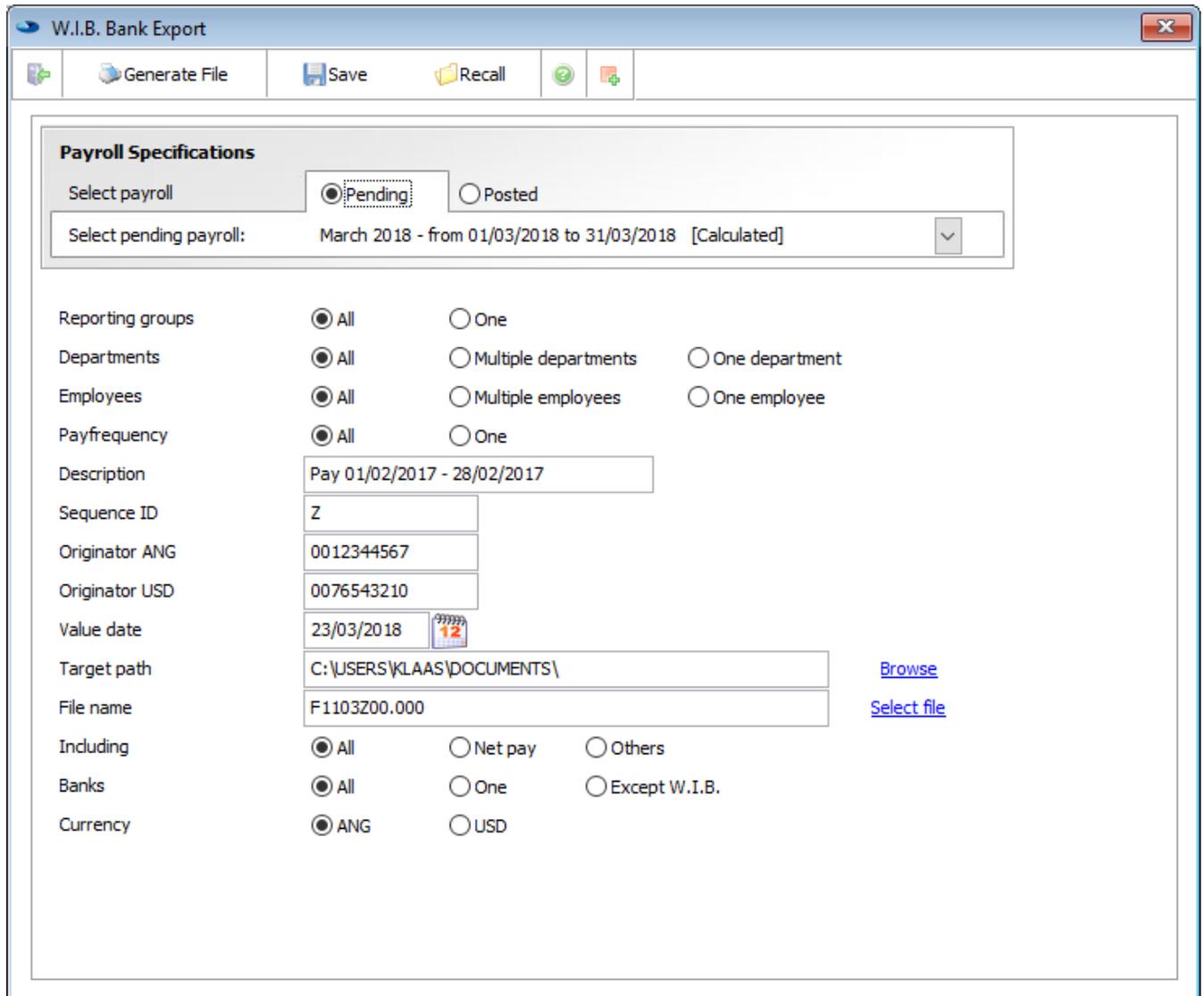
Acc# Restricted

Type Checking Savings

[Values](#)

4. Creating the upload file

To create the file which is used to upload on the WIBDirect Corporate website, go to Menu > Reports > interfaces > Export Interfaces > WIB interface.



The screenshot shows the 'W.I.B. Bank Export' application window. The title bar includes 'W.I.B. 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 content area is titled 'Payroll Specifications' and contains the following fields and options:

- Select payroll:** Radio buttons for Pending and Posted.
- Select pending payroll:** Text field containing 'March 2018 - from 01/03/2018 to 31/03/2018 [Calculated]' and a dropdown arrow.
- Reporting groups:** All, One.
- Departments:** All, Multiple departments, One department.
- Employees:** All, Multiple employees, One employee.
- Payfrequency:** All, One.
- Description:** Text field containing 'Pay 01/02/2017 - 28/02/2017'.
- Sequence ID:** Text field containing 'Z'.
- Originator ANG:** Text field containing '0012344567'.
- Originator USD:** Text field containing '0076543210'.
- Value date:** Text field containing '23/03/2018' and a calendar icon.
- Target path:** Text field containing 'C:\USERS\KLAAS\DOCUMENTS\' and a [Browse](#) link.
- File name:** Text field containing 'F1103200.000' and a [Select file](#) link.
- Including:** Radio buttons for All, Net pay, Others.
- Banks:** Radio buttons for All, One, Except W.I.B.
- Currency:** Radio buttons for 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 WIB 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.

File **Sequence ID** defaults to Z. If more than one file is created on the same day, use Y for the 2nd file, X for the 3rd file and so on.

The **Originator ANG** and **Originator USD** are 10 digit codes which are assigned by the WIB bank. The correct originator is entered in the file by selecting the currency.

The **Value 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.

Target path, browse to the location where the WIB Direct upload 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.

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

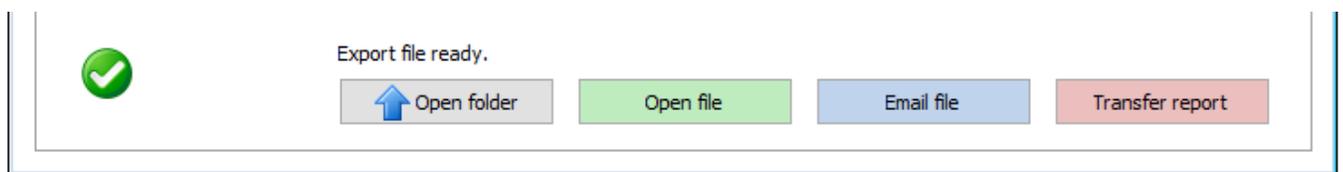
Pay to **Banks** defaults to all, but only one bank, or all except WIB bank can be selected.

Currency, select what currency payments will be in the upload file, ANG or USD. If ANG is selected only payments in ANG will be included in the file, and the ANG originator will be used. If USD is selected, the USD originator is used, 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. Don't forget to set the sequence ID for the 2nd file to Y. The files have to be uploaded one by one on the WIB Direct Corporate website.

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

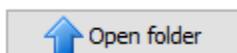
Click  **Generate File** when all selections are made, to generate the FEP upload file. The following buttons appear, if the file was created properly:



If there is no data to build an export, an error message will appear:



An error occurred.



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:

```

f0928z00.000 - Notepad
File Edit Format View Help
XX ANTEK PAYROLL PRO PAYMENTS FILE
FH 201709281321Z0012344567Payroll Sint Maarten
HT 105 000504506DDA820000000123456 20170228C 2087.88Juliectt, Eddine
TA Pay 01/02/2017 - 28/02/2017, Eddine Juliectt
HT 106 000504506SAV820000000654321 20170228C 2005.16Higgs, Abraham
TA Pay 01/02/2017 - 28/02/2017, Abraham Higgs
HT 111 000500102DDA34567890 20170228C 1245.34Rhones, Julie
TA Pay 01/02/2017 - 28/02/2017, Julie Rhones
HT 109 000502003DDA16012345 20170228C 3209.93Powwel, Jolanda
TA Pay 01/02/2017 - 28/02/2017, Jolanda Powwel
HT 102 000054551DDA23456789 20170228C 3224.18Vega, Roberto
TA Pay 01/02/2017 - 28/02/2017, Roberto Vega
HT 103 000054551SAV8123456789 20170228C 2089.46Williaams, Alicia
TA Pay 01/02/2017 - 28/02/2017, Alicia Williaams
HT 117 000500704DDA2468013579 20170228C 3307.61De Bruin, Jose
TA Pay 01/02/2017 - 28/02/2017, Jose De Bruin
TS 000007000017169.5600000000000000.0000007000017169.56
XX ***** End of File*****

```

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 file. See sample below:

W.I.B. Transfer Report

License : DISTRIBUTORS LICENSE 2017 v.3.427

Company : Payroll Sint Maarten demo

Value date : 28/02/2017

Originator : 0012344567

File name : C:\USERS\KLAA\S\DOCUMENTS\F0928Z00.000

Total entries : 7

Printed : 28/09/2017 13:21, by ADM

Page : 1 of 1



Employee#	Name	Account	Amount	
Bank RBC BANK (NAF) - SXM				
105	Juliectt, Eddine	820000000123456	2,087.88	ANG
106	Higgs, Abraham	820000000654321	2,005.16	ANG
Subtotal			4,093.04	
Bank FIRST CARIBBEAN INTERNATIONAL BANK (NAF) - SXM				
111	Rhones, Julie	34567890	1,245.34	ANG
Subtotal			1,245.34	
Bank BANK OF NOVA SCOTIA (NAF) - SXM				
109	Powwel, Jolanda	16012345	3,209.93	ANG
Subtotal			3,209.93	
Bank THE WINDWARD ISLANDS BANK NAF - SXM				
102	Vega, Roberto	23456789	3,224.18	ANG
103	Williaams, Alicia	8123456789	2,089.46	ANG
Subtotal			5,313.64	
Bank BANCO DI CARIBE (NAF) - SXM				
117	De Bruin, Jose	2468013579	3,307.61	ANG
Subtotal			3,307.61	
Total			17,169.56	

5. Uploading the file.

The upload (FEP) file can be uploaded in WIBDirect Corporate. Login to the online bank system and go to Menu > Payments > Send File. If the send file option in the menu is missing, contact the WIB bank to enable this option.

Send File

Payment Groups

Create New Group

Send File

Authorization Log

Browse for the file you would like to send, select the file contents and enter the Number and the Amount of Credits in the file, then click the **Submit** button.

File Location:	C:\Users\klaas\Documents\f0228z00.000	Browse...
File Type:	FEP	
File Contents:	<input checked="" type="radio"/> Credits <input type="radio"/> Pre-Authorized Debits (<u>Requires enrollment</u>)	
Number of Credits:	<input type="text" value="7"/>	
Amount of Credits:	<input type="text" value="17169.58"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

The Windward Islands Bank Ltd.

Browse to the **File Location** where the upload file was located, and select the file which created in section 4.

File Contents defaults to Credits, do not change.

At **Number of Credits** enter the number of entries of payment. This number can be found in the header of the WIB transfer report.

At Amount of Credits enter the total amount of the transfer. This is the total amount at the end of the WIB transfer report.

Click **Submit** to upload the file.

For further information on processing the uploading of payment files and possible errors, please refer to the manual available from the WIB bank:

WIBDirect Corporate

Uploading a payment file