



PAYACCSYS ONLINE

USER MANUAL

PayAccSys Services (Pty) Ltd

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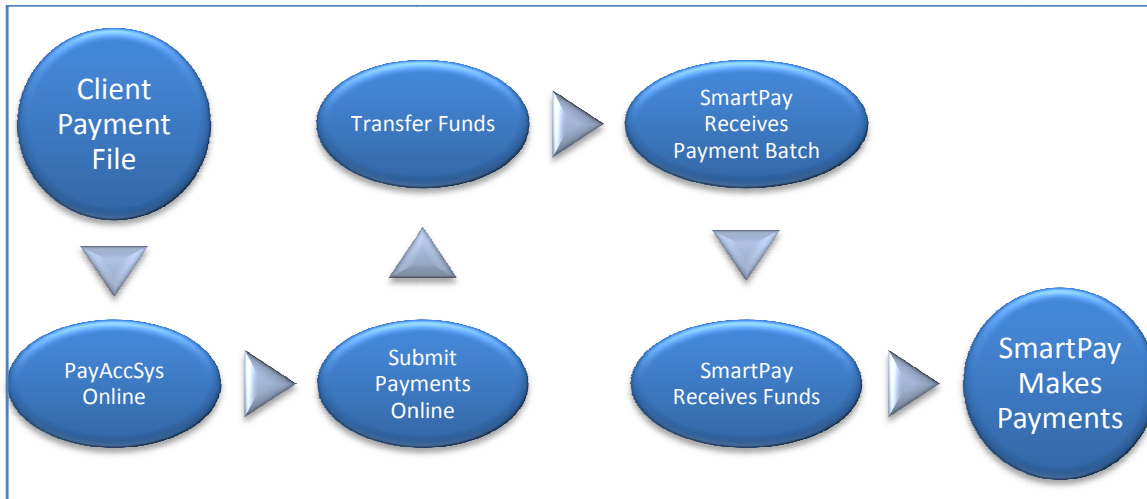
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What is PayAccSys Online?

PayAccSys Online is an online tool to facilitate the processing of Electronic Funds Transfers (EFT). PayAccSys Online can be used to pay payroll employees or third party creditors in a secure and user friendly environment.

This manual will attempt to facilitate and explain the working of the system and will give brief yet adequate explanation on the steps necessary to complete the process of processing your EFTs.

The process flow:



What can you do with PayAccSys Online?

1. Maintain third party creditors.
2. Maintain ad-hoc payment beneficiaries.
3. Make once of un-nominated payments.
4. Make payments to batched payees by importing from an externally generated file.
5. Set up any fixed length or csv format for import.
6. Keep track of all payments made online.
7. Keep track of bank rejected transactions online.
8. Keep track of all submitted batches online.
9. Customize your security needs. Give users only access to certain areas in the system that they should have access to.
10. Modify your company details online.

Getting started.

Please enter your login details to begin.

The login form contains two input fields: 'User Name:' and 'Password:'. A red oval highlights both fields. Below the fields is a blue 'Login' button.

Fig. 1.1

Open your internet browser and type <https://payaccsys.paxsal.co.za> in the address bar. On the page that opens, click on the **Login** button. This will take you to the login page (Fig. 1.1).

Type your User Name and Password and click on the **Login** button. You will be taken to the Client Select page (Fig. 1.2)

Select the entity to work with

ID	Client Code	Com
5	TKGSASTNTP	The Kelly Gro

Fig. 1.2

The Client Select page will display a list of all the client entities that you as a user have access to.

You can only work with one Client Entity at a time. To select one, click on the client entity code link.



Fig. 1.3

You will be routed to the Welcome page (Fig.1.3)

From the Welcome page you can navigate the rest of the site from the menu. What menu items are exposed to you depends on the security setup and access levels linked to the role(s) that your username are linked to.

Menu access in PayAccSys Online are totally customizable to ensure that users only have access to parts of the system that they are supposed to have access to.

To browse to a different location, move the mouse over a menu item and click on a sub menu item to open that section of the site.

The Menu (Overview)

(All the menu items will briefly be explained before going into them in detail later on.)

1. Dashboard

This option exposes two possible sub menu items:

- a. View Batches
 - This menu item will take you to the batch dashboard from where action can be taken on individual batches.
- b. Select a client entity
 - This menu item will take you back to the Client Select page from where a different client entity can be selected.

2. Creditors

This option exposes two possible sub menu items:

- a. Master Files
 - This menu option will let you navigate to the Creditor Master Files page where creditor master details can be added. Master details include Creditor number, Creditor name, Bank Account Number, Bank Branch Code etc.
- b. Batches
 - This menu item will take you to the batch creation wizard, which will allow you to create creditor payment batches.

3. Payees

This option exposes three possible sub menu items:

- a. Master Files
 - This menu option will let you add add-hoc payment beneficiaries. Master File details include Name, Bank Account Number and Bank Branch Code etc.
- b. Batch
 - Will allow the creation of payment batches from the Payees Master Files.
- c. Un-nominated Batch
 - Will allow the creation of a payment batch with 'on the fly' details. Payees can be added into the batch manually.

4. Upload

- a. Upload file
 - This option will allow the creation of a payment batch from an external file import.

5. Reports

- a. Batch reports
 - Allows the user to view and print:
 1. A complete batch history.
 2. Individual transactions within payment batches.
 3. Single payment remittances.
 4. Batch payment instruction.

6. Enquiries

This option exposes three possible sub menu items:

- a. Batch enquiries
 - Allows the user to enquire on the status of batches that have already been submitted to PayAccSys for processing.
- b. Account enquiries
 - Allows the user to query a bank account number that was paid and the rejection of that transaction.
- c. Rejection enquiries
 - Allows the user to enquire on the status of rejections on a specified date.

7. Utilities

This option exposes two possible sub menu items:

- a. Change Password
 - Allows the user change his current password.
- b. Change Company Details
 - Allows the user to change any client entity specific details.

8. Data Format

- a. Allows the user to set up a data import format to be used to import external file formats.

9. Contact

This option exposes five possible sub menu items.

- a. New User Request
 - Allows the user to request that a new user be created.
- b. Cancel Batch Request
 - Allows the user to request that a submitted batch be cancelled.
- c. Contra Request
 - Allows the user to request that a specified transaction be cancelled from a payment batch.
- d. Recall Request
 - Allows the user to request a paid transaction to be recalled.
- e. View Request Status
 - Allows the user to track the progress of a submitted request.

10. Logout

- a. Logout
 - Logs the current user out of the system.

How to?

Use the dashboard

Dashboard > **Creditors** > **Payees** > **Upload** > **Reports** > **Enqu**

Client Entity		Company		
TKGSASTNTP		The Kelly Group		
Batch Number	Date Created	Pay Method	Pay Date	Reco
TKGSASTNTP000002	26 Feb 2007	One Day	27 Feb 2007	

To open the Dashboard, move the mouse pointer over the Dashboard menu item and click on the View Batches sub menu item.

You will be redirected to the Dashboard page. (Fig.2.1)

The Dashboard displays information about all the unprocessed batches.

Fig.2.1

To select a batch to take action on, click on the Batch Number. You will be redirected to the Dashboard Zoom page.

Add, Edit or Delete Creditors/Beneficiaries to/from the Master File

Move the mouse pointer over the Creditors or Payees Menu item and click on the Master File sub menu item. This will redirect you to the Master File page (Fig.2.2)

To view a beneficiary's details, click on its name in the list on the left. The details will display in the text boxes on the left.

Fig.2.2



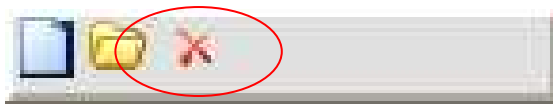
To search for beneficiary, type the name in the search box and click Go.

Fig.2.3



To add a new beneficiary, click on the Add New icon on the toolbar (Fig.2.3). Fill in all the required details and click on the save button.

Fig.2.4



To update a new beneficiary, click on the Open Folder icon on the toolbar (Fig.2.4). Fill in all the required details and click on the save button.

Fig.2.5

To delete beneficiary, click on the Delete icon on the toolbar (Fig.2.5). Confirm the delete.

Pay Creditors/Beneficiaries from the Master file

Fig.2.6

Move the mouse pointer over the Creditors or Payees Menu item and click on the Batches sub menu item. This will redirect you to the Batch Creation page (Fig.2.6)

Start by entering a batch control total. This will ensure that the value of your batch ends up being what was expected.

Code	Name	Reference	Amount
1998 00001 SARS SSSS	5256.32	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Fig.2.7

To add a payment to a beneficiary to the batch, click on the name in the list on the left, or search for it by entering the name in the search box and clicking go. Enter the amount and a reference if it is not the same as the specified default reference. Now click on save line to add this transaction in the batch.

	Record Count	Amount
Records Loaded	1	5,256.32
Errors Loaded	0	0.00
Totals	1	5,256.32
	Fees Excl VAT:	1.90
	Fees Incl VAT:	2.17
	Deposit Amount:	5,258.49

Fig.2.8

All the lines that have been added to the batch will show in the grid at the bottom of the page on the left. (Fig.2.7)

A running total of the batch will be kept in the table at the bottom of the page on the right. (Fig.2.8)

BATCH	STATUS	DATE	RECORDS	BATCH TOTAL	FEES	TOTAL AMOUNT
TKGSASTNTP000003	Created	27 Feb 2007	1	5,262.32	2.17	5,264.49

[View lines](#)

Fig.2.9

Once you are satisfied that all the details on the batch are correct, click on the Next button. This will redirect to a batch summary page where batch totals as well as line details can be viewed. (Fig.2.9)

Batch No: TKGSASTNTP000003
 Records: 1
 Batch Amount: 5,262.32
 Fees: 2.17
 Deposit Amount: 5,264.49

February 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Payment type: One Day Deposit bank: FNB

Fig.2.10

Now click next to specify the payment type, action date and deposit bank. (Fig.2.10)

Once you have specified the action date, payment type and deposit bank, click on the next button to complete and finalise the batch. You will be redirected to a Payment instruction page where a payment instruction can be viewed and printed.

Your batch has been created.

Pay Creditors/Beneficiaries from an external file import



Fig.3.1

Move the mouse pointer over the Upload menu item and click on the Upload File sub menu item. This will redirect you to the File Import wizard. (Fig.3.1)

Select a batch type, click on the Browse button to browse for the file to upload. Click on the Upload File button.

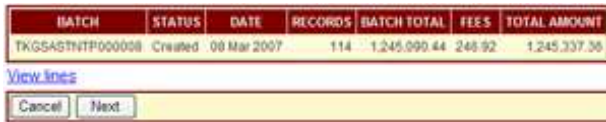


Fig.3.2

The file will be uploaded to the server, opened and the data imported. All the banking details will be validated at this point.

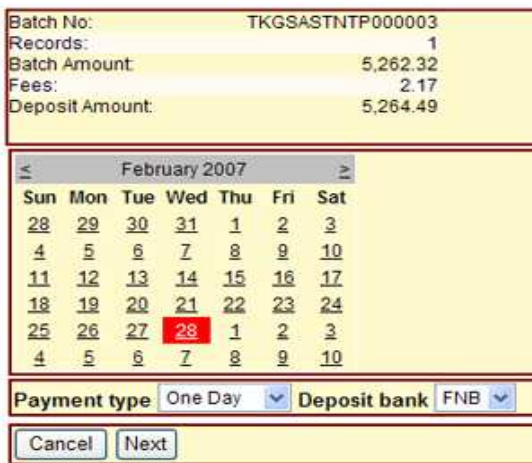


Fig.3.3

Upon completion of this step, a breakdown of the file data will be shown in the table on the screen. If any of the banking details failed validation, it will be shown as errors and can be viewed by clicking on the Error Summary link. If you wish to cancel and fix the source data at this point, click on Cancel.

To proceed with the file import, click Next. This will redirect you to the next screen (Fig.3.2) This page will show a batch header details such as batch number record count, total amount, fees etc. To view the individual transactions in this batch, click on the View Lines link.



Fig.3.4

To cancel the batch at this point, click Cancel. To proceed click Next. This will redirect to the next page (Fig.3.3). On this page select the action date, the bank service type and the deposit bank.

To cancel the batch at this point, click Cancel. To proceed click Next. Once you've clicked next on this page, the batch is finalized and is ready to be authorized and submitted for processing. The following page will allow you to print a payment instruction. To print, right click on the page and select Print... (Fig.3.4)

The payment instruction can be reprinted at any time from the Batch Reports menu item.

View Reports

View	Batch	Trans	Batch amount	Fees amount	Deposit amount	Batch date	Action date	Status
View	TKGASASTNTP000009	114	1,245,090.44	246.92	1,245,337.36	09 Mar 2007	09 Mar 2007	Created
View	TKGASASTNTP000009	114	1,245,090.44	246.92	1,245,337.36	08 Mar 2007	08 Mar 2007	Cancelled
View	TKGASASTNTP000007	31	12,643.72	46.49	12,489.21	07 Mar 2007	09 Mar 2007	Transmitted
View	TKGASASTNTP000004	6,249	3,963,499.39	11,367.17	3,674,776.47	02 Mar 2007	03 Mar 2007	SPresent
View	TKGASASTNTP000004	6,249	3,963,499.39	11,367.17	3,674,776.47	02 Mar 2007	03 Mar 2007	SPresent

Fig.4.1

To view batch reports, move the mouse pointer over the Reports menu item and click on the Batch Reports sub menu item. You will be redirected to the batch report page. This page contains two panels. The top one (Fig.4.1) contains a list of all batches, the second (Fig.4.2) will display all transaction in a selected batch

View	Batch	Tr	Trans No	Name	Reference	Ac. No	Trans Code	Ac. Type	Amount	Trans Status
View	TKGASASTNTP000009	9147	914	Account	000010000000	2070001	91002	1	16,371.90	Valid
View	TKGASASTNTP000009	9244	405	Advocant	71118740282	16420000	16042	1	8,900.23	Valid
View	TKGASASTNTP000009	9245	436	Account	78012071180	6280747102	207000	1	16,902.39	Valid
View	TKGASASTNTP000009	9252	461	Rebetment	711124420000	128201011	623800	1	25,447.93	Valid
View	TKGASASTNTP000009	9251	499	Discontinual	78014400004	60700000	623800	1	14,676.76	Valid
View	TKGASASTNTP000009	9252	493	Rebetment	71704400004	60700000	623800	1	8,907.32	Valid
View	TKGASASTNTP000009	9251	533	Rebet	00007120001	220100010	161000	0	10,517.66	Valid
View	TKGASASTNTP000009	9251	606	Rebet	00004100000	187000041	623800	1	16,798.99	Valid

[Batch report](#) [Error report](#) [Payment instructions](#)

Fig.4.2

To view the transactions within a batch, click on the View link in the first column on the batch line. All transactions will be displayed.

To view a single transaction report, click on the View link in the first column of the transaction line.

To view a batch report, click on the Batch report link below the transaction list panel.

To view an error report, click on the Error report link below the transaction list panel.

To print any of the reports, right click on the page and click Print... .

Change Password

Enter the new password details

Old password:

New password:

Confirm new password:

Fig.5.1

To change your password, move the mouse pointer over the Utilities menu item and click on the Change Password sub menu item. This will redirect you to the Change Password screen (Fig.5.1)

Enter your current password in the space provided. Enter your new password in the space provided and confirm your new password in the space provided.

Click on Submit to update your password. Click on Back to cancel out of changing your password.

Change Company Details

Fig.6.1

To change the details of the currently selected entity, move the mouse pointer over the utilities menu item and click on the Change Company Details sub menu item. This will redirect to the Change Company Details page (Fig.6.1)

Change the item that needs to be updated and click on Submit.

Send a request

To send a request to PayAccSys, move the mouse over the Contact menu item and click on the type of request that you would like to send. This will redirect to the request details screen (Fig.7.1)

Fill in all the required fields and click on the Submit Request button.

Please give a detailed account of what is needed in the comments field as to ensure that PayAccSys has all the relevant details to attend to your request.

View the status of a request

All
 Requested
 Actioned
 Closed

All
 New User
 Cancel Batch
 Contra
 Recall

Type	Comment
13 Cancel Batch	Please cancel this batch.
10 Cancel Batch	cancel
8 Cancel Batch	ccc

Fig.7.1

To view the status of a request, move the mouse over the Contact menu item and click on the View Request Status sub menu item. This will redirect to the Request Status page (Fig.7.1)

Request status can be filtered by status as well as type of request. To view the status of all the types of requests, click on the All radio button in the top row radio buttons and All in the bottom row radio buttons.

To view all New User requests with a requested status, click on the Requested radio button in the top row radio buttons and on the new user radio button in the bottom row radio buttons.

Set up and manage data import formats



Fig.8.1

To manage data import formats, move the mouse pointer over the Data Format menu item and click on the Data Format sub menu item. This will redirect to the Data Format page (Fig.8.1)

To create a new data format, click on the new icon on the toolbar (Fig.8.2). Now type the name you want to give it, select the type from the dropdown box (DAT for fixed length and CSV for comma separated values) and type the default file extension.



Fig.8.2

If you've chosen the DAT format, you will be presented by two text boxes next to each field. In the first box, type the starting position of the relevant field in the fixed length file, i.e. if employee number starts on position 1 one each line type 1 in the first box. In the second box, type the number of characters to include for this field, i.e. if employee number is 10 characters long, type 10 in the second box.



Fig.8.3



Fig.8.4

If you've chosen the CSV format, you will be presented with one text box next to each field. Type the record number of the relevant field in the text box remembering that each record in a csv file is separated by commas, i.e. if employee number appears before the first comma, type 1 in the box.

Not all fields are compulsory. The necessary fields are Employee Number, Name, Amount, Account Number, Branch Code and Reference.

Once you've specified all the fields, enter how many lines to exclude at the top of the file by entering a value for Clip Before as well as how many lines to exclude at the end of the file by entering a value for Clip After. Also enter an amount multiplier. This will ensure that your amount is interpreted as a decimal value. If the Amount value is in decimal value already simply enter 1 as the amount multiplier.

To save the data format, click on Save. To cancel, click on Cancel.

To edit an existing data format, click on the relevant data format in the list on the left and then click on the Open icon on the toolbar (Fig.8.3).

All the field values will become enabled. Change the value(s) that you wish to edit and click on Save to save or Cancel to cancel. All the same rules apply as when adding a new data format.

To delete an existing data format, click on the relevant data format in the list in the left and then click on the delete icon on the toolbar. (Fig8.4) You will be prompted to confirm the delete. Click the delete button to delete or Cancel to cancel.

Once you've added the new data format, please contact payaccsys to link the format to your entity.

Manage created batches

Batch No: 341		B A T C H I N F O R M A T I O N	
Amount	1,245,090.44		Cancel Batch
Date Created	08 Mar 2007		Authorise File
Batch No	TKGSASTNTP000009		Modify Pay Method / Pay Date
Description	TKGSASTNTP000009		Submit file for processing
Pay Method	One Day		
Pay Date	08 Mar 2007		
Records	114		
Batch Amount	1,245,090.44		
Fees	246.92		
Deposit Amount	1,245,337.36		
Authorized	0		
Status	Created		
Deposit Ref	TKGSASTNTP000009		
Bank	FNB		
Type	Imported		

Fig.9.1

Once a batch has been created, there are certain actions that can be taken on it. These are Cancel, Authorise, Modify Date and Pay Method and Transmit for processing. These actions has to be taken on the Dashboard Zoom page.

To get to the Dashboard zoom page, navigate to the Dashboard and select an unprocessed batch by clicking on the link in the first column of the onscreen grid, as explained in an earlier section. This will redirect to the Dashboard Zoom page (Fig.9.1)

The dashboard zoom page will present you with batch information in a table on the left and with action buttons on the right. A user will only be able to take action on a batch if his security level permits such an action.

To cancel a batch, click on the Cancel Button. You will be required to confirm the cancellation by clicking on the Cancel button that appears at the bottom of the page. Only unauthorized batches can be cancelled.

Select the payment method and action date for batch

Payment method: One Day

March 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>

Fig.9.2

To Authorise the batch, click on Authorise file. If any authorizations are due, the batch will be authorized.

To modify the payment date or the payment method of this batch, click on the Modify Pay Method/Pay Date button. This will redirect to the Modify page (Fig.9.2)

Select the new payment method form the dropdown box and chose the new action date on the calendar. Click Submit to update the batch or click Back to cancel.

To submit this batch to PayAccSys for processing, click on the Submit file for processing button. If all required authorizations have been completed, the batch will be submitted and you will be redirected to the dashboard page. The batch just submitted will disappear of the dashboard.