

**FIHRST Bulk Payment Process:**

1. How does this function work?

- Abacus makes use of Net1 FIHRST to distribute Nett Salaries as calculated by Abacus Payroll Software.
- An export file containing all selected employees’ Nett salaries, is generated by Abacus Payroll Software and automatically e-mailed to Abacus HQ.
- Abacus HQ uploads this file to FIHRST Connect software while the employer transfers the total payroll amount to FIHRST’s Trust account for distribution on a selected date.

2. How do I start using Abacus/FIHRST bulk payments?

- **Step 1:** Complete the fields indicated in yellow on the “Take-on” sheet available from Abacus HQ and forward this to [naomi@abacuspayroll.co.za](mailto:naomi@abacuspayroll.co.za)

	A	B
1	<b>Company Information Required</b>	
2		
3	Please complete this column:	
4		
5	Company Name (in full):	
6	Company Registration Number:	
7	Company Physical Address:	
8	Company Postal Address:	
9	Company Bank Account Details:	
10	Number of Employees:	
11	Product Type:	FHRST Connect
12	Business Development Manager:	
13	Support Consultant:	Werner Schultz
14		
15	<b>Contact Person:</b>	
16	Tel:	
17	Fax:	
18	E-Mail:	
19	Cell (Optional):	
20		
21	<b>Data Contact Person:</b>	Naomi Oosthuizen
22	Telephone:	012-5432757
23	Fax:	
24	E-Mail:	<a href="mailto:naomio@abacuspayroll.co.za">naomio@abacuspayroll.co.za</a>
25	Cell (Optional):	0727300209
26		
27	<b>Funding Contact Person:</b>	
28	Telephone:	
29	Fax:	
30	E-Mail:	
31	Cell (Optional):	
32		
33	<b>IT Contact Person:</b>	
34	Telephone:	

- **Step 2:** Complete the Employer information in your Abacus Payroll software under the “Bulk Payments”-tab. This will automatically send an email to Abacus HQ to load the Employer on the FIHRST-Connect system.

The screenshot shows the 'Employer Information' window. The 'Bulk Payments Information' tab is active and highlighted with a red circle. A red arrow points to the 'Activate Bulk Payments' checkbox. The 'Banking Details' section includes fields for Bank, Account number, Account Holder, Branch Name, Type of Account, and Branch Code. The 'Bulk Payments Contact Person' section includes fields for Full Name, Tel, Email, Fax, and Mobile. 'Save' and 'Cancel' buttons are at the bottom right.

3. How will the weekly/monthly process work?

- After finalising payslips for the required employees in Payslip Control, go to *Reports* and select the *Export Reports*-tab.
- Select *Bulk Payments* from the drop-down

The screenshot shows the 'Reports' window with the 'Export Reports' tab selected. The 'Employer' dropdown is set to 'Example Company A1'. The 'Report to Export' dropdown is open, showing 'Bulk Payments (FIRST Report)' selected. Other fields include 'Tax Year' (2013/2014) and 'Period Ending'. There is a 'Browse...' button for 'Change Default Export Folder' and an 'Export Report' button.

- Select the Payroll Period and the Employees you wish to include in the Payment batch and then select the Payment Release Date (this is the date employees will receive their salaries)

**Process Payments**

Cost Centre: Select Cost Centre... Pay Group: Pay Point:

Payroll Period: June/2013 Week No: All Weeks Payment Release Date: 2013/06/30

All Employees  Monthly Employees  Fortnightly Employees  Weekly Employees

Select Employee	Employee Name	Employee Number	Payment Frequency	Week No	Bank Account Type	Name of Bank	Bank Branch Code	Bank Account No	Mobile Number	Current Nett	Pay Date	Update Bank Details
<input checked="" type="checkbox"/>	Arendse, Esther	12345675	Monthly	0	Savings	Standard Bank	012345	333242444	0825555555	14,112.72	2013/06/30	Update
<input checked="" type="checkbox"/>	Harmse, Frank	12345674	Monthly	0	Current/Chequ	FNB	012345	999888777	0825555555	8,959.44	2013/06/30	Update
<input checked="" type="checkbox"/>	Naidoo, Daniel	12345676	Monthly	0	Savings	Nedbank	012345	444556598	0825555555	12,302.84	2013/06/30	Update
<input checked="" type="checkbox"/>	Alberts, William	12345678	Monthly	0	Current/Chequ	ABSA	012345	98745632	0825555555	10,489.05	2013/06/30	Update
<input checked="" type="checkbox"/>	Baloyi, Charles	12345677	Monthly	0	Current/Chequ	ABSA	012345	123456987	0825555555	17,074.35	2013/06/30	Update

I accept the terms and conditions (incl costs) as per the Bulk Payment User Agreement

Note: Only finalised payslips will be available for payment

Accept the T&C's and click on *Create Net Pay export file*

- The Bulk Payment file will automatically be e-mailed to Abacus for submission into FHRST Connect. A report will be saved in your Abacus folder under ...\\Abacus\BulkPaymentsReports\... displaying the list of payments as well as the processing fee that will be included in the bulk payment.

**Net Pay Export Report Report** June/2013 Payment Release Date: 2013/07/09

Cost Centre: Pay Group: Pay Point:

Employer: Example Company A1

Last Name	First Name	Employee No	ID Number	Mobile Number	Bank	Account Type	Branch Code	Bank Account No	Amount
Arendse	Esther	12345675	7503304162015	0825555555	StandardBank	Savings	012345	333242444	14 112.72
Harmse	Frank	12345674	7503307867002	0825555555	FNB	Current/Cheque	012345	999888777	8 959.44
Naidoo	Daniel	12345676	7503308483011	0825555555	Nedbank	Savings	012345	444556598	12 302.84
Alberts	William	12345678	7801307893010	0825555555	ABSA	Current/Cheque	012345	98745632	10 489.05
Baloyi	Charles	12345677	7801301971002	0825555555	ABSA	Current/Cheque	012345	123456987	17 074.35
<b>Total Net Pay Amount</b>									62 938.40
<b>Bulk Processing Fee</b>									18.00
<b>VAT on Processing Fee</b>									2.52
<b>Total Amount Payable</b>									20.52

- You will receive an upload confirmation sms and e-mail that the payment file-upload was successful. This will include the total amount and a PENI- reference number to be used when making this payment to FHRST. (This PENI- code will be your unique number to be used with all future payments to FHRST)
- Make a payment to the amount received per sms/e-mail into FHRST's account at the bank corresponding with your bank:
  - ABSA branch 632005 (FHRST Employer Protection Trust) Acc no: 4050857550
  - FNB branch 255005 (FHRST Employer Protection Trust) Acc no: 62019644899
  - Nedbank branch 146905 (FHRST Employer Protection Trust) Acc no: 1469134497
  - Standard Bank branch 000205 (FHRST Employer Protection Trust) Acc no: 000518794
- A Payment confirmation will be e-mailed to the nominated person on the evening before payments are released.
- Bulk payments are made from 00H01 on the selected Payment Release Date, and funding as well as the payment file needs to be received by 12H00 the previous day.

4. Additional Information

- Who is Net 1 FIHRST?** FIHRST is a Payroll Transaction Management Service based in Johannesburg, South Africa.  
FIHRST currently processes payments exceeding R77.7 billion on behalf of clients every year, enabling salaries departments to achieve greater levels of efficiency and employee service. They have been chosen as the preferred payment partner by more than 1,250 employer groups of all sizes across all sectors of the economy, representing 850,000 employees
- How much will this function cost me?** A processing fee of R3.75 (incl VAT) is charged per transaction (single employee nett salary) plus R1.77 (incl VAT) additional per upload. These fees are automatically included in the file which is uploaded and specified on the *Nett Pay Export Report*.  
This cost is more affordable than similar services offered by the major South African banks.
- How secure is my information?** All data transmission encryption confirms to legislation regarding the electronic transmission of data.
- How long is my agreement to use this service?** This service is available to Abacus clients and there is no contractual obligation once a client has used the service. The full User Agreement is available in Abacus Payroll and has to be accepted each time the service is used.

Process Payments

Cost Centre:  Pay Group:  Pay Point:

Payroll Period:  Week No:  Payment Release Date:

All Employees  Monthly Employees  Fortnightly Employees  Weekly Employees

Select Employee	Employee Name	Employee Number	Payment Frequency	Week No	Bank Account Type	Name of Bank	Bank Branch Code	Bank Account No	Mobile Number	Current Nett	Pay Date	Update Bank Details
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