

Sage WageEasy

EFT Banking in Sage WageEasy

Purpose: The purpose of this fact sheet is to explain how to set up the EFT banking facility in Sage WageEasy so you can import data into your banking software.

To set up your company banking details:

- In Sage WageEasy go to File | Company Details | Banking | Bank Account.
- Enter in your business details (see below for an example).
- The USER No is a six-digit number, which identifies your file to the bank, this number you will need to get from your bank. It may be called your User or Client ID.



The screenshot shows the 'Configuration' window with the 'Banking' section selected. The 'Bank Account' tab is active, displaying the following fields and options:

- Bank:** Anz (dropdown)
- Abbreviation:** ANZ
- Account Name:** Great Company
- User No.:** 000455
- BSB:** 013-455
- Acct No.:** 455123
- EFT File Path:** C:\Program Files\Wage Easy Payroll\ANZ.ABA
- EFT File Format:** Australian Banking Association (ABA) (dropdown)
- Self Balancing
- GL Account:** 99887766

Under 'When Paying Wages Include These Payments In EFT File':

- Taxation Deductions
- Superannuation Payments
- Union Payments

Payment Frequency: End of Month (dropdown)

- Select on this screen if you want to include any payments for taxation, superannuation and union within your EFT file and the frequency for inclusion. These items require additional setup within Sage WageEasy in order for payment to proceed. See Taxation for the tax setup, Setup | Superannuation and Setup | Unions for further setup items.

To create your EFT banking file:

- Prior to starting the process, backup your database in case you need to make any changes to employees. Once the EFT file has been created, you will not be able to delete payslips for employees paid in this PPE.
- In Sage WageEasy go into Reports | Banking | EFT Banking.
- In the banking wizard go through the screens and select the payments you want to include in the EFT file.
- At the end, confirm the sums on the EFT Information Summary and compare the amounts with your Payment Summary to ensure they reconcile.
- Choose a location where you want the file to save to by clicking at the ellipsis and selecting a destination.
- Also choose a date to process the file (this should be the date you want your bank to distribute the payments).
- Click Finish and the file will be created in the specified location. Please contact your banking software provider for instructions on how to transfer the file to your bank.

To see a list of payments made using the EFT banking in Sage WageEasy go to Reports | Banking | EFT Reconciliation. Select dates as appropriate. These will look at the date you have saved the file.

For further information, please contact the support team by calling 1300 924 332 or emailing support.wageeasy.au@sage.com