

BSP INTERNET BANKING Quick Reference Guide

ADD PAYMENT DESCRIPTIONS TO KUNDUPEI FILES

III BSP

Use this Quick Reference Guide to:

Add payment references to appear across company and beneficiary statements before generating a KunduPei file for processing.

Note: The steps apply to KunduPei V1.53

Add a Payment Reference to Company Statements

- 1. Select File
- 2. Select Global Parameters.



3. Use the 'Name' field to add 18 alphanumeric characters to describe your payment.

Ubai Paran	neters					
Company B	Bank Info	Kun	dupei Version			
Our Bank		▼ Full \	/ersion	•	Current	
					Creditor Batch # 29	
Company					Davrall Ratch # 65	
Code	Na	me			Payroli Dalcri # 00	
123456	3 CO	KE PVT LTD			Debtor Batch # 1	
Payroll Acc	count				Last	
Bank	Branch	Account Nur	nber		Creditor Batch # 28	
088	294	7005601849	7005601849		Creditor Datch # 20	
					Payroll Batch # 64	
Creditor Ad	ccount				D. I	
Bank	Branch	Account Nur	nber		Debtor Batch #	
088	294	7005601849				
Debtor Acc	count				Save	
Bank	Branch	Account Nur	nber			
088	294	7005601849			Cancel	

The details in the 'Name' field will then appear in the company statement.



Add a Payment Reference to the Beneficiaries Statement

- 1. Select File
- 2. Select Clients
- 3. Select Payroll to access the KunduPei File to update.

File Batch Download F	Reports Utilities	lelp Logout	Exit		
Clients 2	Payroll	3			
Accounts +	Creditor				
Global Parameters	Debtor				
Transaction Fee					
Bank					
Branch					
Account Type					
Company					

1. Click 'Add' to enter the payee details

23456SALARYPA	YMNT COCOA CUSCUS			
			1	Add
Client Number	123456SALARYPAYN			Edit
Full Name	COCOA CUSCUS			Delete
Total Amount	500.20	Active Flag	• Yes No	
				Exit

- 1. Enter the employee ID or a unique employee identifier up to 18 alphanumeric characters without spaces in the '**Client Number'** field
- 2. Enter the recipient's name in the 'Full Name' field
- 3. Enter the payment amount in the 'Total Amount' field
- 4. Click Save
- 5. Click Exit

Client List				
SALARY52 T	EABAG			·
				Save
Client Number	SALARY52	1		
Client Number	SALANTUZ			
Full Name	TEA BAG		2	
Total Amount	310	3		
		Active Flag	Yes O No	Exit

Quick Reference Guide: Add Payment Descriptions to KunduPei Files

- 1. Select File
- 2. Select Accounts
- 3. Select Payroll

	🚾 KunduPei V1.53 [alo] - [APPLE CONSULTANTS]		- • •
1	File Batch Download Reports Utilities	lelp Logout Exit	
	Clients Payroll Accounts Payroll Global Parameters Creditors	3	
	Transaction Fee Debtors Bank Branch Account Type Company		

- 1. Use the 'Client List' drop-down menu to select the client
- 2. Click Add

Client List						Add
TEA BAG						Edit
Client Number	SALARY52				ſ	Delete
Full Name	TEA BAG					
Account List						Exit
Account Name	TEA BAG		Ac	▼ tive Flag	(@) Yes	No
Account Name Bank List	TEA BAG		Ac Branch List	• tive Flag	Yes	5 🔘 No
Account Name Bank List BANK SOUTH	TEA BAG	_	Ac Branch List PORT MORES	tive Flag	() Yes	s O No
Account Name Bank List BANK SOUTH Account Type	TEA BAG	•	Ac Branch List PORT MORES Account Number	tive Flag BY er	() Yes	s O No
Account Name Bank List BANK SOUTH Account Type CHEQUE ACC	TEA BAG		Ac Branch List PORT MORES Account Number 088 - 294	tive Flag BY er 00000052:	Yes	s () No
Account Name Bank List BANK SOUTH Account Type CHEQUE ACC Default Amoun	TEA BAG		Ac Branch List PORT MORES Account Number 088 - 294	tive Flag BY er 00000052:	Yes	s () No

Quick Reference Guide: Add Payment Descriptions to KunduPei Files

- 1. Enter the employees name in the 'Account Name' field
- 2. Select the bank from the 'Bank List' drop-down menu
- 3. Select the branch from the 'Branch List' drop-down menu
- 4. Select the account type from the 'Account Type' drop-down menu
- 5. Enter the account number in the 'Account Number' field
- 6. Enter the payment amount in the 'Default Amount' field
- 7. Click 'Save'
- 8. Click 'Exit'

Client Account File	Maintenance			
Client List				7 Save
TEA BAG			-	
Client Number	13553PPE300523>			
Full Name	TEA BAG			
Account List				8 Exit
			-	
1 Account Name	TEA BAG	Activ	ve Flag	
1 Account Name Bank List	TEA BAG	Activ Branch List	ve Flag	Yes No
1 Account Name Bank List BANK SOUTH	TEA BAG	Activ Branch List PORT MORESB	ve Flag Y	• Yes No
1 Account Name Bank List BANK SOUTH Account Type	TEA BAG	Activ Branch List PORT MORESB	ve Flag Y	Yes No ✓
 Account Name Bank List BANK SOUTH Account Type CHEQUE ACC 	TEA BAG I PACIFIC COUNT	Activ Branch List PORT MORESB Account Number	ve Flag Y 00000052	Yes No S
 Account Name Bank List BANK SOUTH Account Type CHEQUE ACC Default Amour 	TEA BAG I PACIFIC COUNT	Activ Branch List PORT MORESB ¹ Account Number 088 - 294	ve Flag Y 00000052	Yes No S
 Account Name Bank List BANK SOUTH Account Type CHEQUE ACC Default Amour 310 	TEA BAG I PACIFIC COUNT	Activ Branch List PORT MORESB Account Number 088 - 294	ve Flag Y 00000052	 Yes No 227 5 t
 Account Name Bank List BANK SOUTH Account Type CHEQUE ACC Default Amount 310 	TEA BAG I PACIFIC COUNT	Activ Branch List PORT MORESB Account Number 088 - 294	ve Flag Y 00000052 Ilt Account	Yes No S

The payment reference entered appears in the '**Description'** field on the beneficiaries statement after the company name is set in the '**Global Parameters'** field

DATE	VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
26-APR-2023	26-APR-2023	Kundupei Payroll COKE PVT LTD-SALARY52-231570104 7435000		310.00	2,601,529.48

Additional Support

Please contact the BSP Customer Call Centre: **Phone:** (+675) 3201212 or 7030 1212 **Email:** customerfeedback@bsp.com.pg

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