



BSP INTERNET BANKING

Quick Reference Guide

ADD PAYMENT DESCRIPTIONS TO KUNDUPEI FILES

Quick Reference Guide: Add Payment Descriptions to KunduPei Files



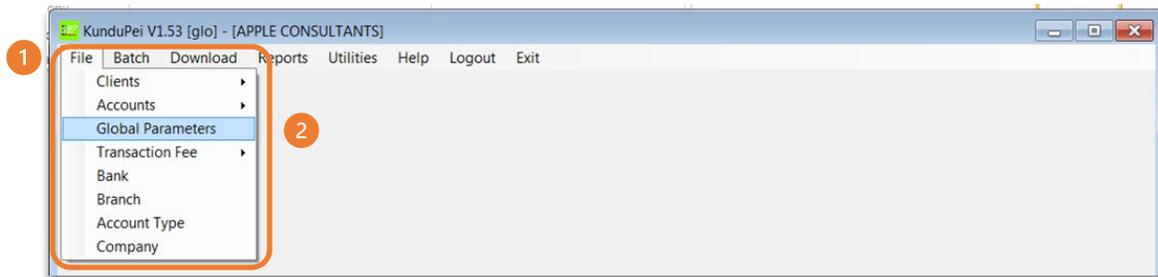
Use this Quick Reference Guide to:

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

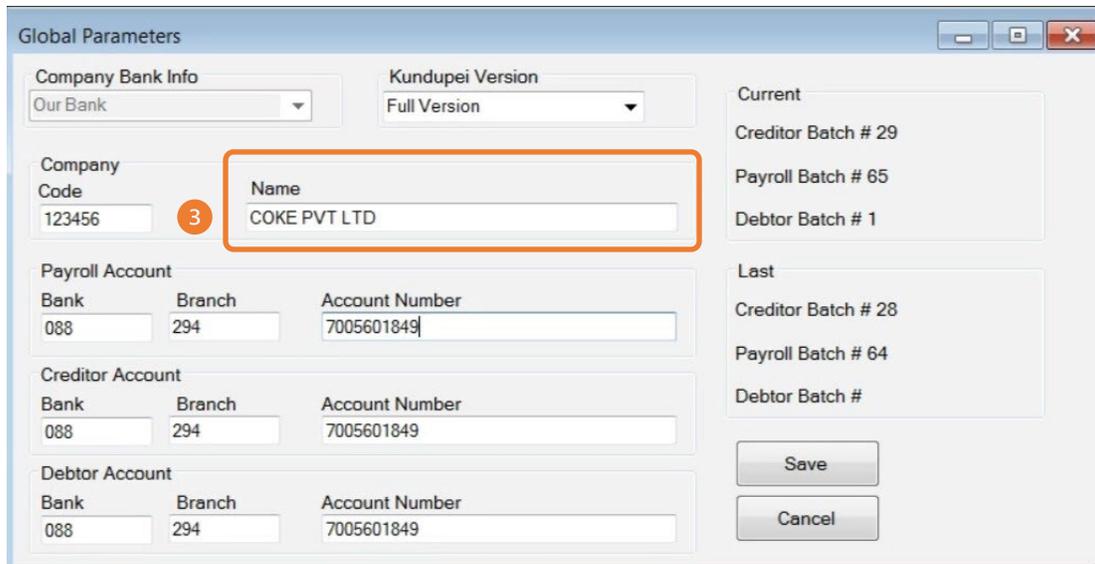
Note: The steps apply to KunduPei V1.53

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.



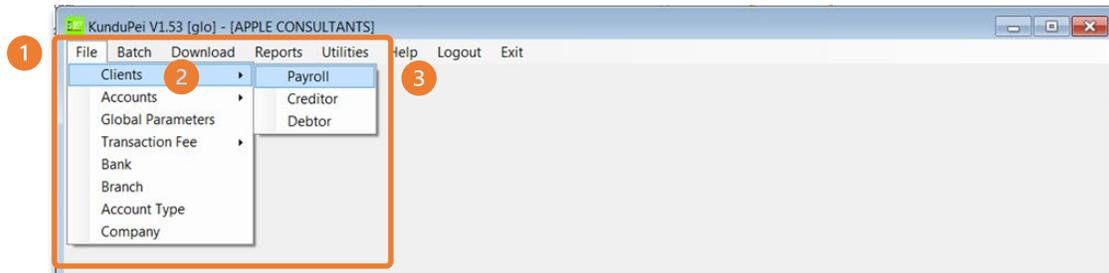
The details in the '**Name**' field will then appear in the company statement.

DATE	VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
26-APR-2023	26-APR-2023	Kundupeii Payroll COKE PVT LTD-PAYROLL 20230426-2315701047669 000	1,400.00		521,577.75

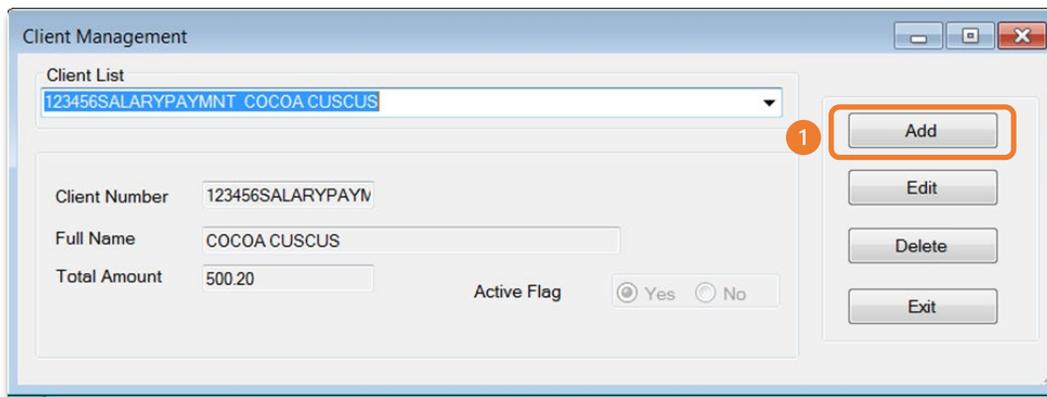
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Add a Payment Reference to the Beneficiaries Statement

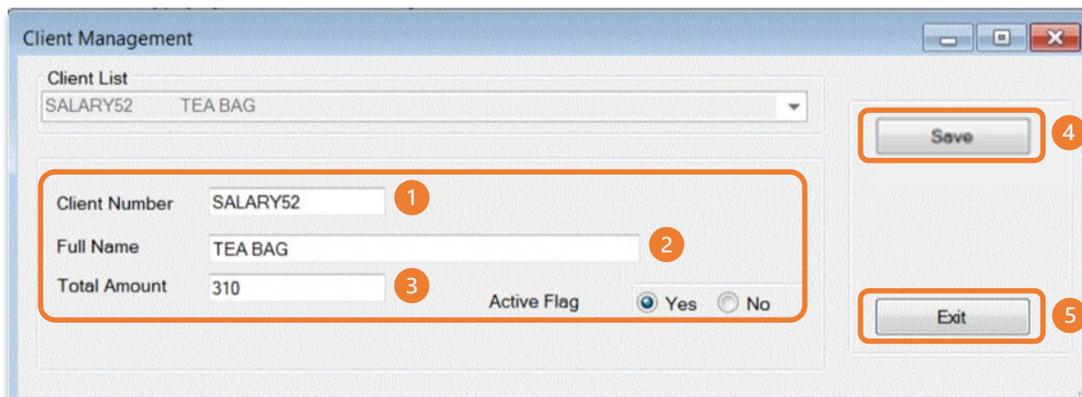
1. Select **File**
2. Select **Clients**
3. **Select Payroll** to access the KunduPei File to update.



1. Click '**Add**' to enter the payee details

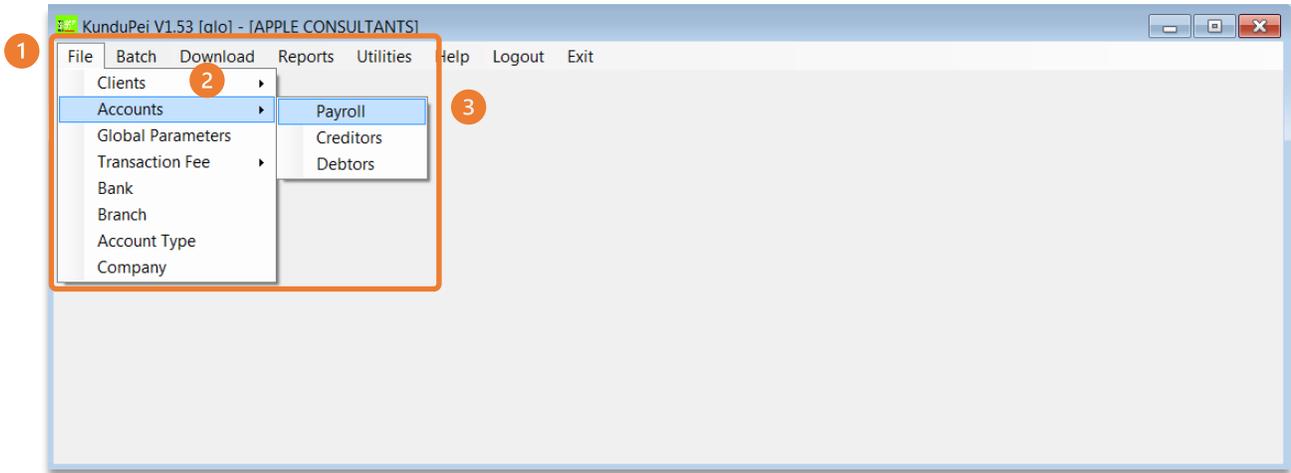


1. Enter the employee ID or a unique employee identifier up to 18 alphanumeric characters without spaces in the '**Client Number**' field
2. Enter the recipient's name in the '**Full Name**' field
3. Enter the payment amount in the '**Total Amount**' field
4. Click **Save**
5. Click **Exit**

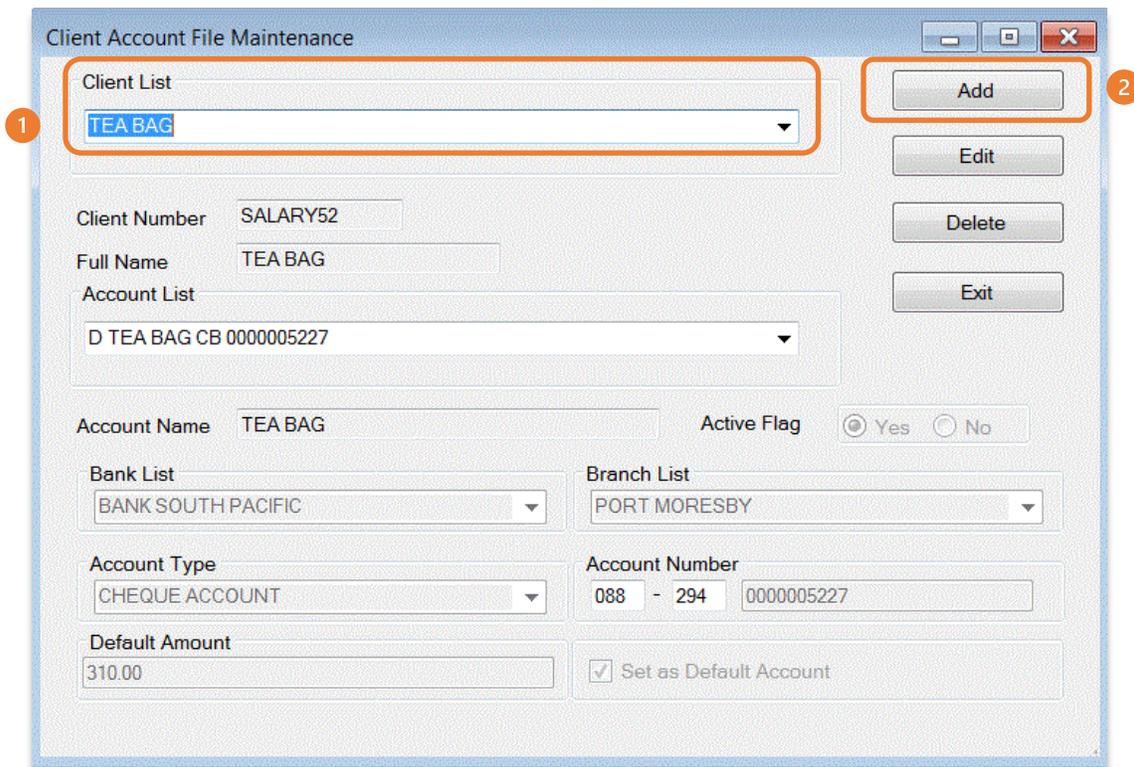


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1. Select **File**
2. Select **Accounts**
3. Select **Payroll**



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



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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: TEA BAG

Client Number: 13553PPE300523

Full Name: TEA BAG

Account List:

1 Account Name: TEA BAG Active Flag: Yes No

2 Bank List: BANK SOUTH PACIFIC 3 Branch List: PORT MORESBY

4 Account Type: CHEQUE ACCOUNT 5 Account Number: 088 - 294 0000005227

6 Default Amount: 310 Set as Default Account

7 Save

8 Exit

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 FVI LTD-SALARY52-231570104 7435000		310.00	2,601,529.48

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Additional Support

Please contact the BSP Customer Call Centre:

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