Create Domestic Salary Payment

Simplifying and connecting your digital services

Domestic Salary Payments

When looking to make restricted payments, for example payroll, Transactive - Global allows you to achieve this by creating payments that only certain users can see in the system.

There are two methods that you can use to restrict access to payments, either using Domestic Salary Payments (which will be the focus of this video) or Confidential Data Groups.

Let's look at how we can upload a domestic payroll file which can only be viewed by certain users.

Step 1 of 2 User Entitlements

Firstly, we need to add the Payroll entitlement to the user.

Under User Management in Administration, you can use the filter to find the user, then right click and Edit.

Scroll down and under Permissions, click on the Edit icon under Settings for the role.

In the pop-up, you can see the user's permissions for the role. Scroll down about half way, select the Payroll box and then click SAVE.

Enabling this function means that the user can make and see payroll payments.

To finalise, click the save icon and you will receive a confirmation message. To complete the change, your organisation may require additional approvals from an Administrator.

The user will now see Domestic Salary Payments icon in the Create Payments screen and will also be able to see all Domestic Salary payments in the Current Payments grid.
Our user is now setup to make Payroll payments.

Step 2 of 2 Create a Payment

Once a user has the Payroll entitlement, they will be able to create a payroll payment using either the Domestic Salary Payment option from the Create Payments screen or via File Upload.

In this example we will show you how to upload a payroll file.

Click on the Use Payment File icon

If your organisation is a part of a hierarchy, select the Division under which the payment will be made.

Then select the format of the file. In this example we will use ABA.

Ensure that Import as a Salary Payment is selected.

If you want to make sure that beneficiary details cannot be changed after the file import, the Disable Beneficiary Changes checkbox must be selected. Note that you can still change the Amount and Lodgement Reference.

Enter in the relevant file narrative, then Browse to find your file and click Start Upload.

You will then receive a notification informing you that Transactive – Global has processed the file and a File ID reference. This does not mean the payments have been processed successfully.

In order to verify, the next step is to go to the File Import Summary.

Locate the file, click into it and you will see a summary of the status. In this case, we have one payment in the file that was rejected and requires repair due to an incorrect Account Number.

The other payments in the file which were successful will be viewable in the Current Payments screen, which can be quickly accessed through the shortcut as shown here.

Click into the record and you will see the breakdown of individual payments that make up the file.

Click close to return to Current Payments, where It is also possible to view ALL Payroll payments by filtering the Salary Column by YES.

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