Company Management - Payments
Creating a Payment Definition
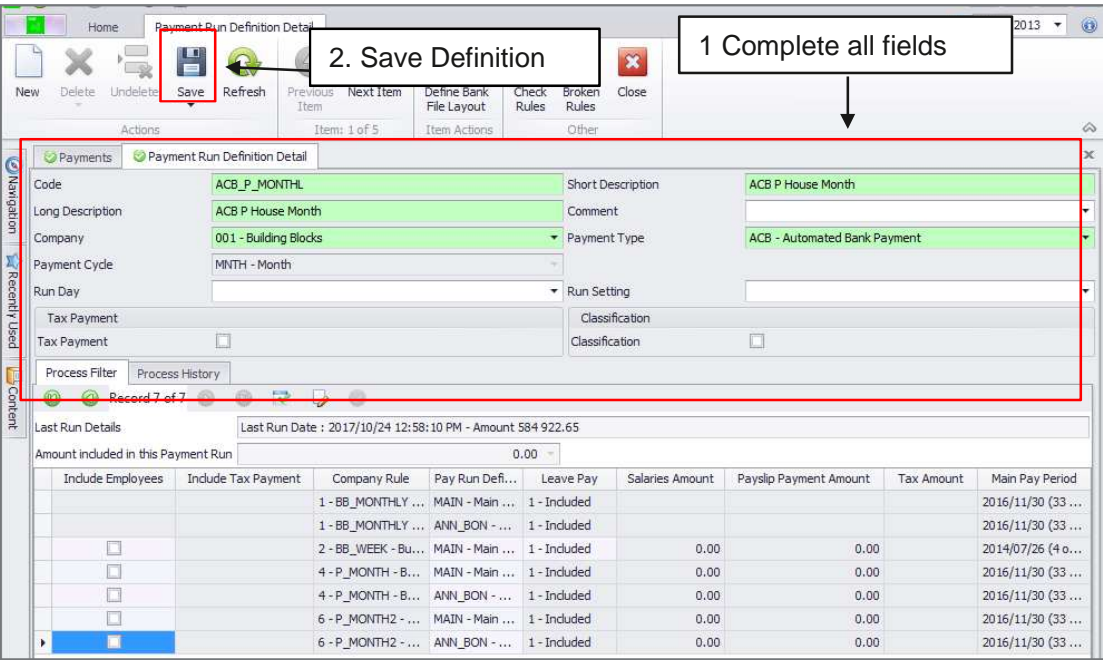
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From the Navigation pane

Expand	**Company Management**
Double-click on	**Payments**
Click on	**New**

The Payment Run Definition Detail Screen will display.

Field	Description
Company	Click on the drop-down arrow to select the applicable company
Payment Type	**Cash**: select this option when employees are paid in cash. Cheque: select this option when employees are paid with a cheque. **Electronic Fund Transfer**: select this option when employees are paid by entering the payments online, e.g. internet banking (EFT). **Automatic Bank Payment (ACB):** select this option when employees are paid electronically via banking software, by creating an ACB export file.
Payment Cycle	Select the frequency in which this payment run will be used. The options are: Monthly, Fortnightly, Weekly, Daily, and Custom
Run Day	This field refers to the day in the cycle that this payment should be processed. The People system will generate a notification on the day specified in this field. No auto processing will be done. For example, if this value is 5, the notification

	will be scheduled for the fifth day of the cycle, regardless of the cycle type selected
Run Setting	This field is used to select what must happen with notifications that fall on a non-business day. The options are: Next Business Day, Previous Business Day, Monday after Sunday, and None
Tax Payment	Tick this box if the payment run is done for any SARS related payment, for example, AA88 payments or monthly tax payments. A specific payment run must be defined for any payments to SARS
Definition Classification	Check the Classification checkbox and select the applicable Payment Classification. Note: This will be used to pay a specific deduction definition e.g. Advance

Define ACB Layout

If the Payment Type was selected as ACB, the Define ACB Layout button on the ribbon becomes active.

Click on   **Define ACB Layout**

The ACB Layout Screen will display.