

# **Payroll and Supplier File Requirements (Suriname)**



# RepublicOnline

## Internet Banking – Payroll/Supplier File Specifications

The following file format will be required for uploading your Payroll and/or Supplier payments files via Corporate Internet Banking.

*Below are the expected fields with the detailed validations:*

| Field name          | Field required | Field position | Field type | Decimals | Max. Field length | Delimiter | Other validation                                                                                                                                                                                        |
|---------------------|----------------|----------------|------------|----------|-------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Routing Number | Yes            | 1              | Character  |          | 32                |           | This field will be validated against the bank data defined in BackOffice.<br><b>Numerical ONLY.</b>                                                                                                     |
| Credit Account      | Yes            | 2              | Character  |          | 20                |           | <b>ONLY Republic Bank accounts</b> will be validated and the value is numeric up to 10.<br>For accounts in other banks, the value is numeric up to 20.                                                  |
| Credit Account Type | Yes            | 3              | Character  |          | 3                 |           | <b>ONLY Republic Bank account type</b> will be validated.<br>The account types are:<br><b>CHQ</b> (for chequing account) or <b>SAV</b> (for saving account)                                             |
| Payee Name          | Yes            | 4              | Character  |          | 80                |           | No special characters will be allowed except for spaces and apostrophe.                                                                                                                                 |
| Currency            | Yes            | 5              | Character  |          | 3                 |           | Only 1 type of ccy allowed in 1 file (e.g. <b>SRD</b> , <b>USD</b> or <b>EUR</b> )                                                                                                                      |
| Transaction Amount  | Yes            | 6              | Numeric    | 2        | 13                |           | Numerical/Decimal values only (e.g. 1.00)                                                                                                                                                               |
| Remarks             | No             | 7              | Character  |          | 80                | ;         | Alpha-Numeric values only.<br><b>NO special characters</b> will be allowed except for spaces and apostrophe.<br>Only the semi-colon ‘;’ at the end of the Remarks<br>No spaces after the semi-colon ‘;’ |

**Other validations are:**

- All accounts listed in the file must be in one currency only (**SRD, USD or EUR**)
- The allowed extensions of the file are **.csv** and **.txt**
- The field delimiter is the pipe symbol “|” and the end of line character is the semicolon “;”  
(meaning: each field will be separated by “|” and the end of line character is “;”)
- If the maximum length for a field is exceeded, an error will be shown when processing the file
- No validations will be performed on duplicate records
- The file must have less than **4000** records

**Below are the bank routing numbers:**

| Bank Routing Number | Name                                      |
|---------------------|-------------------------------------------|
| <b>001</b>          | De Surinaamsche Bank N.V. (DSB)           |
| <b>002</b>          | Republic Bank (Suriname) N.V. (RBSR)      |
| <b>003</b>          | Hakrinbank N.V. (HKB)                     |
| <b>005</b>          | Surinaamse Postspaarbank (SPSB)           |
| <b>006</b>          | Volkscredietbank (VCB)                    |
| <b>007</b>          | Finabank N.V. (FNB)                       |
| <b>009</b>          | Coöperatieve Spaar- en Kredietbank (GODO) |
| <b>011</b>          | Trustbank Amanah (TBA)                    |
| <b>012</b>          | Southern Commercial Bank (SOU)            |

**Sample upload file data:**

002|1000123456|CHQ|John Doe|SRD|10000.00|Salary;  
 002|0522336612|CHQ|Jane Doe|SRD|12000.00|Salary;  
 002|7001461234|SAV|Josh Doe|SRD|15000.00|Salary;

**Below are the default Corporate Daily Limits (in SRD):**

| Feature                  | Maximum Daily Amount  |
|--------------------------|-----------------------|
| <b>Supplier Payments</b> | <b>999,999,999.00</b> |
| <b>Payroll Payments</b>  | <b>999,999,999.00</b> |

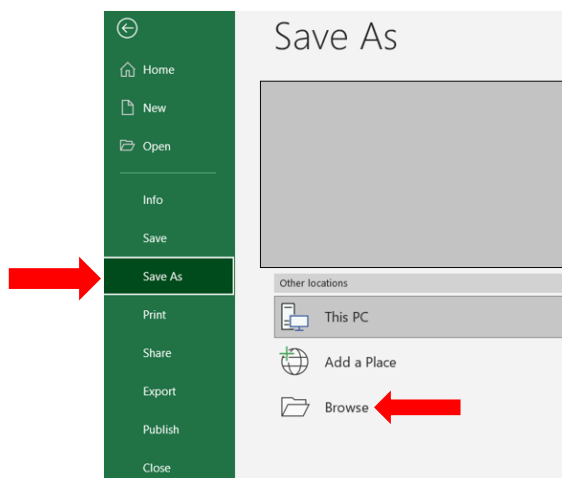
### **Below are the steps to manually generate a payroll/supplier file from an Excel spreadsheet**

(Note: A Payroll Software can be configured to export payroll payments in the required file format. To implement this functionality, please contact your Payroll Software vendor)

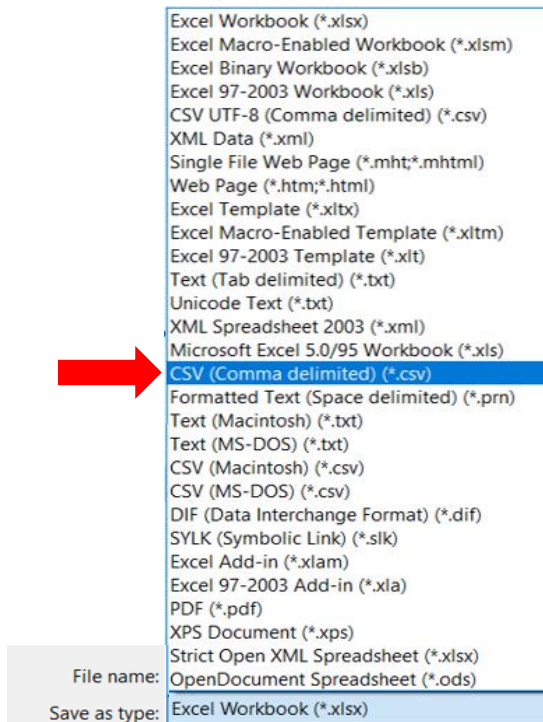
1. Open your payroll or supplier Excel spreadsheet and ensure the following required information is captured in separate columns. **Note: Special characters are not allowed in any of the columns.**
  - A. Routing Number (Text)
  - B. Account Number (Text)
  - C. Account Type (Text) – **SAV** for Savings or **CHQ** for Chequing
  - D. Customer Name (Text)
  - E. Currency (Text) – 1 type of ccy in 1 file ONLY. All accounts listed in the file must be in 1 ccy only.
  - F. Amount (Number) – maximum of 2 decimals
  - G. Remarks (Text) – ending with semicolon ;
2. Remove any headers from the file (first line), if there are any headers.
3. Ensure there are no spaces after every information on each column.

|   | A   | B          | C   | D        | E   | F     | G       |
|---|-----|------------|-----|----------|-----|-------|---------|
| 1 | 002 | 1000123456 | CHQ | John Doe | SRD | 10000 | Salary; |
| 2 | 002 | 0522336612 | CHQ | Jane Doe | SRD | 12000 | Salary; |
| 3 | 002 | 7001461234 | SAV | Josh Doe | SRD | 15000 | Salary; |
| 4 |     |            |     |          |     |       |         |

4. Once the payroll/supplier file has been finalized, save the excel file.
5. And save the file once again, but then as **.csv (Comma delimited)** file – see following instructions
6. On the Excel spreadsheet select: **File → Save As → Browse.**



7. On the **Save as** Window, select the location where the file should be saved (e.g. Desktop) then, click on the drop down box for **Save as type** and select **CSV (Comma delimited) (\*.csv)**

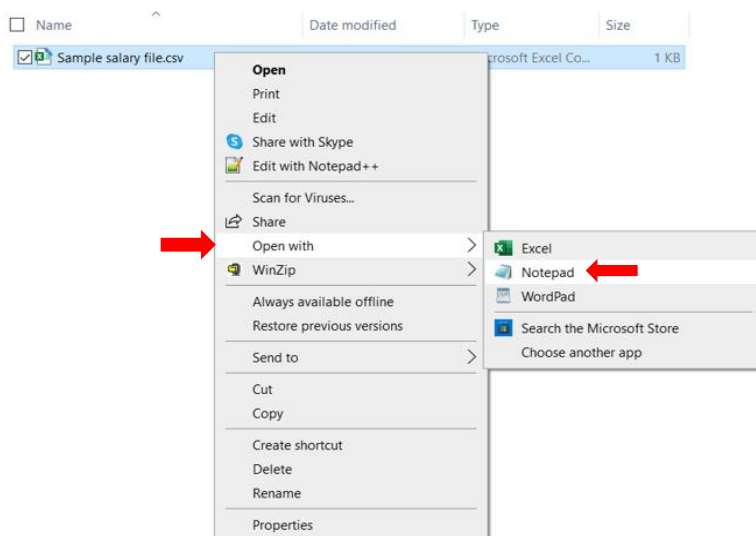


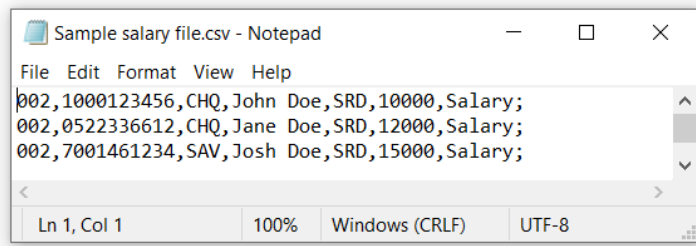
8. Rename the file name, if necessary or leave as is and then select **Save**.

File name: Sample salary file.csv

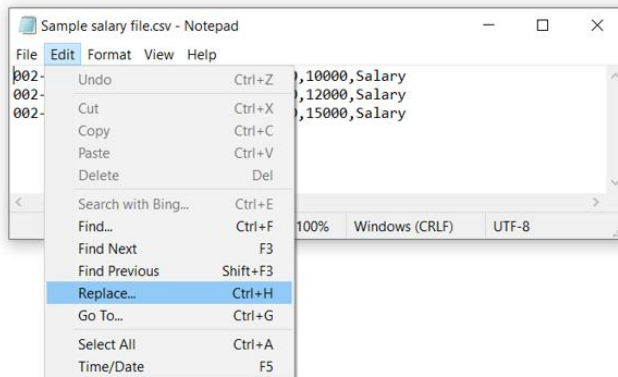
Save as type: CSV (Comma delimited) (\*.csv)

9. And then close the Excel file.
10. Open the saved **.csv** file in notepad.
11. Right click on the **.csv** file, select **Open with** and choose **Notepad**.

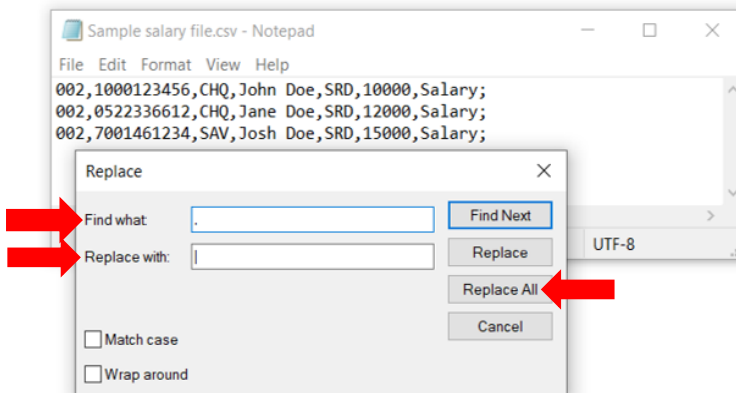




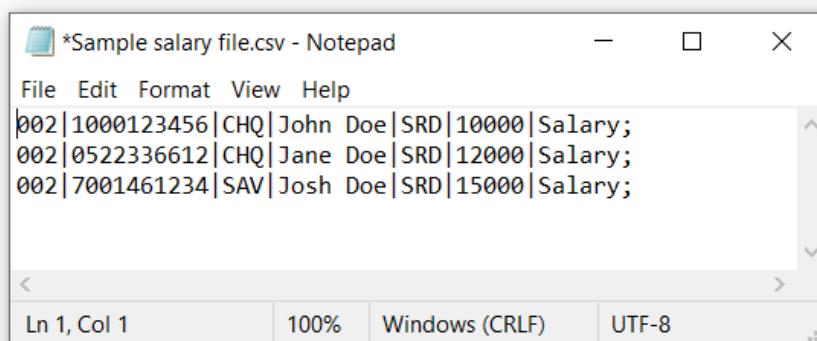
12. Replace all commas with **|** by following the steps below:  
(The **|** pipe symbol can be found below the <Backspace> key and above the <Enter> key on the keyboard)
13. Select **Edit**.
14. Select **Replace**.



15. **Find what:** ,
16. **Replace with:** | (no empty spaces before and after the '|')
17. **Replace All**



18. The file will be converted to:

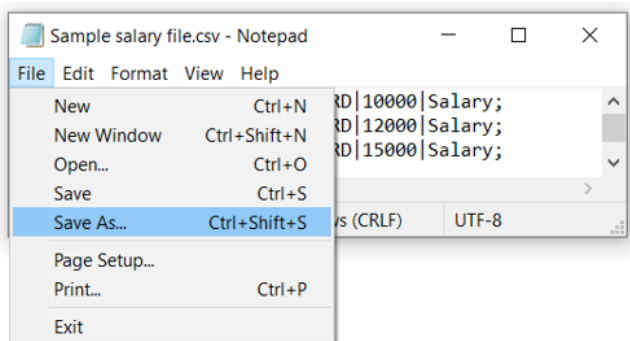


19. Save this **.csv** file (**File → Save**)

And now the **.csv** file is finished and ready to upload.

But if you prefer a **.txt** file, you can save this **.csv** file to a **.txt** file – *by following the next steps*

20. **File, Save As**, select **Save as type: Text Documents (\*.txt)**, **File name:** <name of the file>.**.txt**



21. Proceed to upload the **.csv** or **.txt** file on Corporate RepublicOnline.

22. Go to the **Pay** menu and select **Payroll** or **Suppliers**.

23. And under **Payment Type**, select **By File**.

**For further information, please contact our Customer Care Department at (597) 425441 or via email at [rbsribsupport@republicbanksr.com](mailto:rbsribsupport@republicbanksr.com)**