

Payroll and supplier file requirements

Table of Contents

Overview	2
Payroll File Specifications:	3
Payees that Have Accounts with Credit Unions:	5
Routing Numbers	6
Credit Union Details	8
Steps to generate payroll file from an excel spreadsheet.....	9

Overview

The file uploaded by the user to make a Salary or a Supplier payment must have less than **21,000** records and match the following rules:

- All accounts listed in the file must be **BBD only**.
- The allowed extension will be csv
- The field delimiter will be the “|” and the end of line character the “;”
- If the maximum length for a field is exceeded, an error will be shown when parsing the file
- Not validations will be made over duplicate records
- The expected fields on the file are the following:
 - BANK_ROUTING_NUM
 - CREDIT_ACC
 - CREDIT_ACCOUNT_TYPE
 - PAYEENAME
 - CURRENCY
 - TXN_AMT
 - REMARKS

Payroll File Specifications

Below are detailed the validations that will be made by each field on the uploaded file:

● BANK_ROUTING_NUM

Field required	Field position	Field type	Field length	Other validation
Yes	1	Char	32	This field will be validated against the data defined in BackOffice for Banks. Numerical ONLY

● CREDIT_ACC

Field required	Field position	Field type	Field length	Other validation
Yes	2	Char	20	For accounts within RBL it will be validated Numerical ONLY The value is numeric up to 12. For accounts within other Banks, it will be validated that the value is alphanumeric up to 20.

● CREDIT_ACCOUNT_TYPE

Field required	Field position	Field type	Field length	Other validation
Yes	3	Char	3	For Republic Bank Accounts ONLY – there will be a validation on the account type.

● PAYEENAME

Field required	Field position	Field type	Field length	Other validation
Yes	4	Char	80	No special characters will be allowed except for spaces.

● CURRENCY

Field required	Field position	Field type	Field length	Other validation
Yes	5	Char	3	Barbados currency only - BBD

- TXN_AMT

Field required	Field position	Field type	Field decimals	Field length	Other validation
Yes	6	Numeric	2	13	Numerical/Decimal Values only E.g. 1.00

- REMARKS

Field required	Field position	Field type	Field length	Other validation
No	7	Char	80	Alpha-Numeric Values only. NO special characters will be allowed. Only the ';' at the end of the Remarks to Ensure no spaces after the 'semi-colon' ;

Sample uploaded file data

```
00001038801|000000001234|CHQ|Josh Doe|BBD|1|Forthnight Salaries;
00132069510|000000004444|SAV|Jane Doe|BBD|2|Forthnight Salaries;
99999035000|000000001111|SAV|Jude Doe|BBD|3|Forthnight Salaries;
99999035000|000000002222|CHQ|Jill Doe|BBD|4|Forthnight Salaries;
99999035000|000000001112|SAV|Jake Doe|BBD|5|Forthnight Salaries;
99999035000|000000001113|CHQ|Julie Doe|BBD|6|Forthnight Salaries;
99999035000|000000004445|SAV|Jack Doe|BBD|7|Forthnight Salaries;
99999035000|000000001478|SAV|Jacob Doe|BBD|7|Forthnight Salaries;
```

Payees that Have Accounts with Credit Unions

Please note that the record for Credit Unions is slightly different to other payroll records for Bank beneficiaries.

- The expected fields on the file are the following:
 - BANK_ROUTING_NUM
 - CREDIT_ACC
 - CREDIT_ACCOUNT_TYPE
 - **PAYEE NAME - CREDIT UNION NAME (e.g. BPW or COB)**
 - CURRENCY
 - TXN_AMT
 - **REMARKS - CUSTOMER NAME & ACCOUNT NUMBER WITH CREDIT UNION**

Sample Credit Union Record on Payroll File:

```
99999035000|018009292009|CHQ|BPW|BBD|100.50|4321 Jane Doe;  
99999035000|018009292009|CHQ|BPW|BBD|200|3333 John Doe;  
99999035000|018011762001|CHQ|COB|BBD|300|6789 Mariah Carey;  
99999035000|018011762001|CHQ|COB|BBD|400|5678 Smith John;
```

Routing Numbers

RepublicOnline Routing Numbers	
Bank Name	Routing Number (11-Digit)
Republic Bank Ltd	99999035000
Central Bank of Barbados	00000000013
Scotiabank (Barbados) Ltd. - Warrens	36285000026
Scotiabank (Barbados) Ltd. - Broad Street	40055000026
Scotiabank (Barbados) Ltd. - Haggatt Hall	66555000026
Scotiabank (Barbados) Ltd. - Rockley\Coconut Walk	70565000026
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Worthings\Rendezvous	09616000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Holetown	09646000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Fontabelle	08006000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Sheraton	09586000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Broad Street	09606000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Speightstown	09636000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Oistins	09286000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Warrens Supercentre	09326000107
CIBC FirstCaribbean International Bank (Barbados) Ltd. - Wildey	09127000107
First Citizens (Barbados) Ltd. - Broad Street	00001000097
First Citizens (Barbados) Ltd. - Collymore Rock	00002000097
First Citizens (Barbados) Ltd. - Big B Rendezvous	00003000097
First Citizens (Barbados) Ltd. - J B's - Sargeant's Village	00004000097
First Citizens (Barbados) Ltd. - Sommerley	00007000097
First Citizens (Barbados) Ltd. - Welches	00008000097

First Citizens (Barbados) Ltd. - Coverley	00009000097
First Citizens (Barbados) Ltd. - Wildey	00010000097
RBC Royal Bank (Barbados) Ltd. - St. Lawrence	05605000039
RBC Royal Bank (Barbados) Ltd. - Private Banking	06465000039
RBC Royal Bank (Barbados) Ltd. - University Hill	09415000039
RBC Royal Bank (Barbados) Ltd. - Sunset Crest\Holetown	09425000039
RBC Royal Bank (Barbados) Ltd. - Broad Street	09435000039
RBC Royal Bank (Barbados) Ltd. - Lanterns/Hastings	09545000039
RBC Royal Bank (Barbados) Ltd. - Speightstown	09565000039
RBC Royal Bank (Barbados) Ltd. - Chelston Park\Collymore Rock	09785000039
RBC Royal Bank (Barbados) Ltd. - Lower Broad Street	00001000039
RBC Royal Bank (Barbados) Ltd. - Hastings	00003000039
RBC Royal Bank (Barbados) Ltd. - Six Roads	00004000039
RBC Royal Bank (Barbados) Ltd. - Sunset Crest	00005000039
Sagicor Bank (Barbados) Ltd.	00000000136

Credit Union Details

Full Name of Credit Union	Acronym (To be used in "Payee Name" Column)	Account Type	Account Number	Routing Number
Barbados Public Workers' Co-Operative Credit Union	BPW	CHQ	018009292009	99999035000
Barbados Workers' Union Cooperative Credit Union	BWU	CHQ	018330772001	99999035000
BET Co-Operative Credit Union	BET	CHQ	058050632001	99999035000
City of Bridgetown Co-Operative Credit Union	COB	CHQ	018011762001	99999035000
Lifetime Co-Operative Credit Union	LIF	CHQ	018028852002	99999035000
United Enterprise Co-Operative Credit Union	UNI	CHQ	058059122001	99999035000


Steps to generate payroll file from an excel spreadsheet

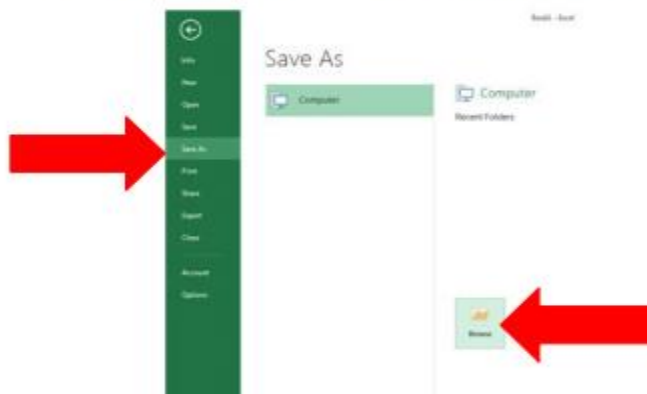
Steps to generate payroll file from excel spreadsheet

1. Go your payroll excel spreadsheet and ensure the following information is captured on 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) – *BBD Only. All accounts listed in the file must be BBD only.*
 - f. Amount (Number)
 - g. Description/Remarks (Text - ending with semicolon ;)
2. Remove any headers from the file (top line).
3. Ensure there are no spaces after the information on each column
4. Save the excel file as a backup copy on your computer.
5. Close file
6. Open the file again and save as .CSV (Comma Delimited). See *Image below*

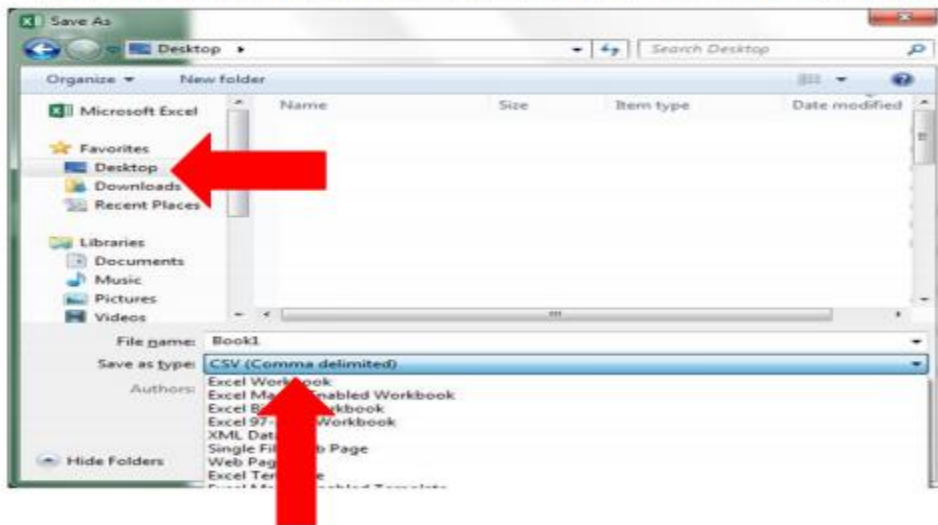
After formatting and entering the specific information, the MS Excel file has to be saved in CSV Format.

Always save a copy of the excel file first before saving in CSV format.

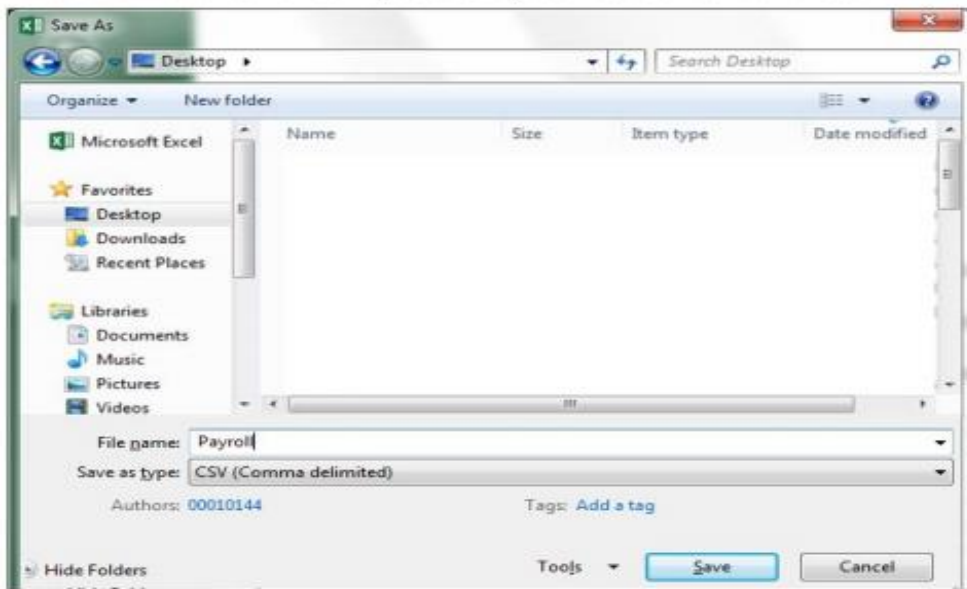
1. On the excel spreadsheet select  → Save As → Browse



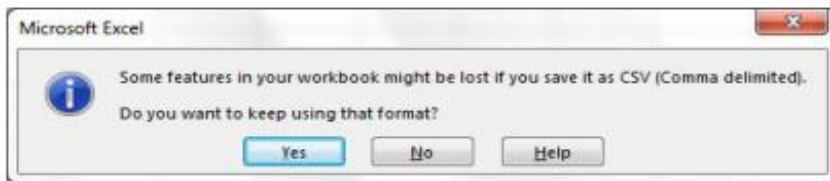
2. On the 'Save as' Window, select the location where the file should be saved (e.g. Desktop) then, click on the drop down box for 'Save as type' and select 'CSV (Comma Delimited)'



Amend the file name to something that suits you or leave as is and click 'Save'

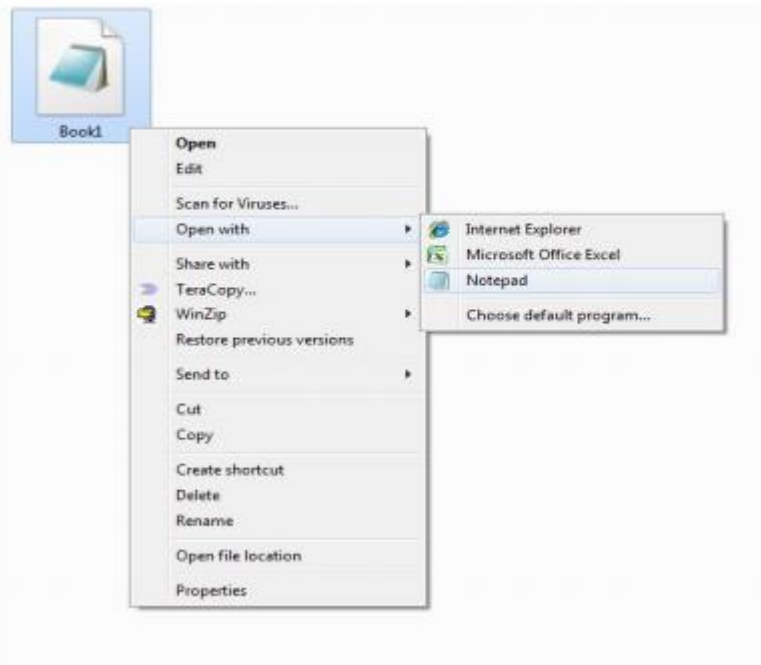


Select 'Yes'



7. Open .CSV file in notepad. See image below

To review the CSV file open it in Notepad → right click on CSV file, select 'Open with' and choose Notepad



*Payroll test File - Notepad

File Edit Format View Help

9999900035000,123456789123,CHQ,Ellie Charles,BBD,103.25,Test File;

Note: Replace all commas with ‘|’ (found below the backspace) by following the steps below:

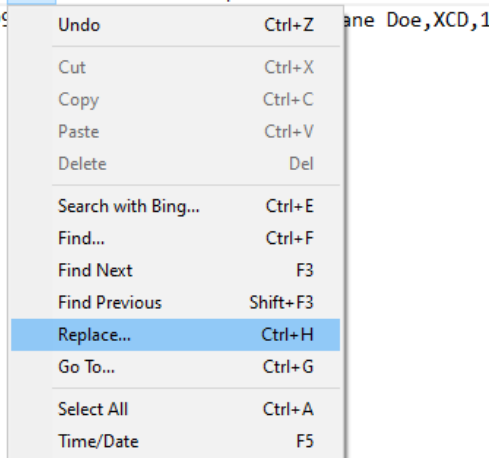
8. Select “Edit”

9. Select “Replace”

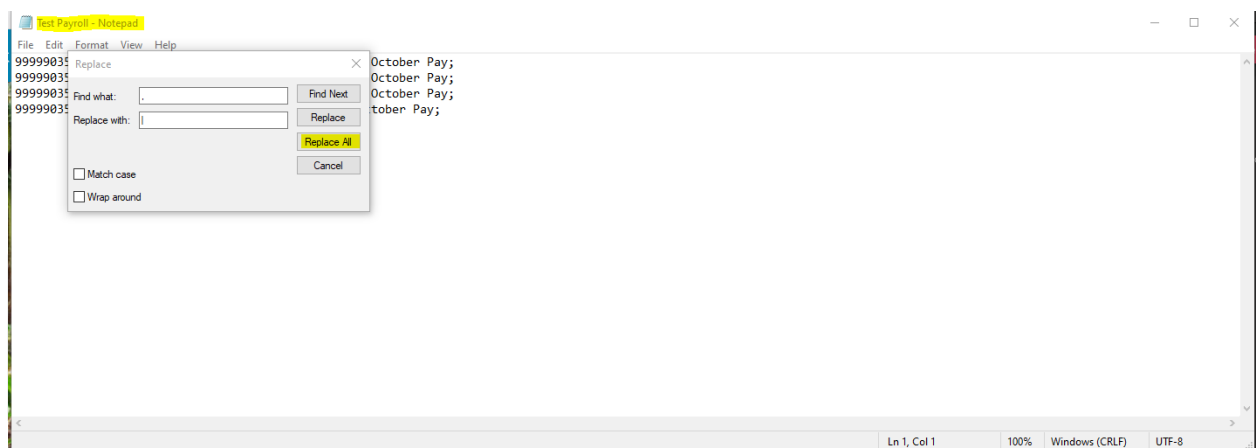
*Test 2 - Notepad

File Edit Format View Help


9999900035000,123456789123,CHQ,ellie Doe,XCD,1



10. Replace (Find what: ‘,’ Replace with: ‘|’ {found below the backspace})



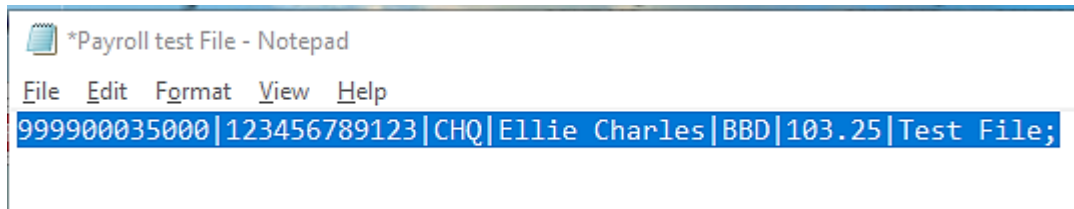
11. Your file will be converted to:

 *Payroll test File - Notepad

File Edit Format View Help

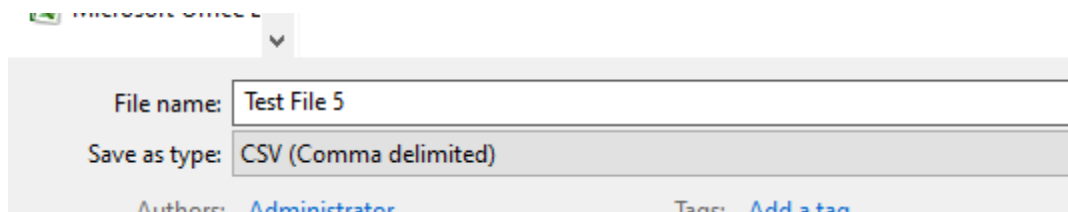
999900035000|123456789123|CHQ|Ellie Charles|BBD|103.25|Test File;

12. Copy all information from the .txt file and paste on a new excel spreadsheet



	A	B	C	D	E	F	G
1	999900035000	123456789123	CHQ	Ellie Charles	BBD	103.25	Test File;
2							

13. Save the excel spreadsheet as a .CSV (Comma Delimited) file



14. Close .CSV file

15. Proceed to upload your file to the Internet Banking Service.