



donkerhoekdata

Payroll Africa

Finex Money Cards

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Payroll Africa **Finex Money Cards**

Compiled by Donkerhoek Data

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Who is Donkerhoek Data?

It all began in 1982 on the farm Donkerhoek, situated in Simondium. Farmer Robert Koch developed and introduced specialised agricultural software to the industry.

Today this innovation still continues, making Donkerhoek Data an industry-acknowledged service provider to more than 1000 clients. Donkerhoek Data also provides comprehensive hardware services.

Other Donkerhoek Data Products

Farm Management Africa - Spray, fertilizer, record keeping & reports, pest monitoring, vehicle register, Globalgap, Nature's Choice, IPW, IPM points.

Costing Module – Expenses per activity per block - [Link to Payroll Africa](#).

Income Module – Specific income per block can be allocated.

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What you need to start using the Donkerhoek Data Finex Money Card:

1. Donkerhoek Data Finex Cards
2. Donkerhoek Data Software newest version (Please contact our support department if you need assistance to update your software)

NO 'fictional' identification numbers when registering Finex Money Cards for Employees will be allowed! These cards will be blocked if the identification numbers are not corrected. We therefore urge all employers to please ensure that ONLY VALID identification numbers are used.

Acceptable identification numbers include:

- RSA ID Numbers (For registration, Finex requires a copy of both the front and back)
- Passport Numbers (For registration, Finex requires a copy of both the front and back)
- Asylum Seekers Document Numbers (**expired asylum seeker documents will not be accepted**) (For registration, Finex requires a copy of both the front and back)

The issued card's **pin number** can be found in the 'Welcome Letter' behind the new Donkerhoek Data Finex Money Card. **Employees should always be advised to never ask for assistance at an ATM, and should not put their pin numbers on the front of the card, in order to avoid fraud.**

Step 1: Employee setups

Click on the Employees button or navigate to Employees > Employee Information. Double click on the selected Employee, or select the Employee and click on Edit.

Employee Information

Photo <input type="checkbox"/> Active <input checked="" type="checkbox"/> Reduced Working Hours <input type="checkbox"/>		COMPANY Donkerhoek Data		E-mail address Home Phone no Work Phone no... 0218741047 Cell no 0711734508	
Employee Number 108 Surname/Trading Demo First name Demo Initials DEMO Nickname Demo Job description 01 General Worker Employee group 01 310 HERBS Coin group 30 Jun - Aug Coin number 1 Coin number 2 ID number Passport number 123456 Passport/Asylum Expiry date 03/02/2027 Citizenship ZMB Zambia Income tax number Co/CC/Trust nr. Directives Nature of person A Individual with Id / Passport no. Bank Branch Code Bank account nr. 0000000001234567 Account holder payroll card Type of account 8 = Finex Relationship Eie/Own		Dates Birth date (yyyy-mm-dd) - 36 yr 1988-08-27 Starting date (yyyy-mm-dd) 2022-01-23 Orig. Start date (yyyy-mm-dd) 2022-01-23 Termination date (yyyy-mm-dd) Tax start date (yyyy-mm-dd) 2023-02-27 Remuneration Leave accumulate per <input type="radio"/> Hour <input checked="" type="radio"/> Day <input type="radio"/> Period Entitled leave days per year 15 or <input type="checkbox"/> Round off payment to cents 10 or <input checked="" type="checkbox"/> Deduct PAYE fixed rate of label or <input type="checkbox"/> Deduct union fixed rate of or <input checked="" type="checkbox"/> Deduct UIF fixed rate of 1 <input type="checkbox"/> Employee receives in natura. <input type="checkbox"/> Labour broker. <input type="checkbox"/> Voluntary overdeduction of tax. <input type="checkbox"/> Independent contractor. <input type="checkbox"/> Non-permanent employee.		Addresses Residential Postal Work Unit number Complex Street Number Street/Farm Name Street Suburb/District Suburb City/Town City/Town Postal code 8246 Ins Comp Province Eastern Cape Country Code ZA South Africa	
General		ETI/Job Cost.		HR Info	
Payment per Hour/Day Min. Wage Actual ETI Wage Hour 30 33.33		SEZ NON - Non SEZ Employer		User fields (30)	
OK	Cancel	Delete	Pay Screen	Notes	F2 Insert Coin No.1
					F2 Insert Coin No.2
				2025-07-13	

Entering Employee Details:

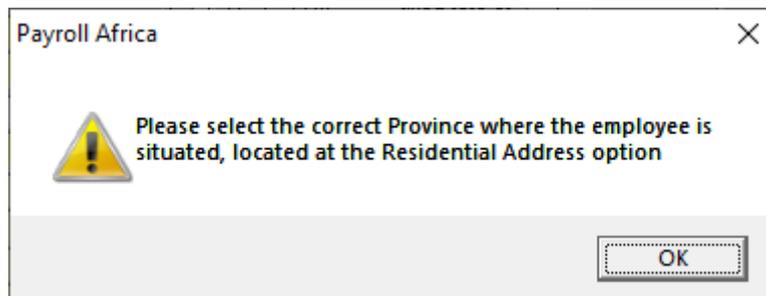
If the employee has a passport or Asylum seeker permit, please ensure that the employee has the correct Passport/Asylum Expiry date entered in the payroll program. As this field requires a value, the current value will default to 01/12/2024, until corrected. It is imperative that the correct expiry date is entered, as the employee registration file will fail, if the default value is not changed.

Passport/Asylum Expiry date 01/12/2024

Please ensure that the correct Province where the employee is situated, is selected. This option is located at the employee’s Residential address.

Residential	Postal	Work
Unit number	<input type="text"/>	Complex <input type="text"/>
Street Number	123	
Street/Farm Name	STREET	
Suburb/District	SUBURB	
City/Town	CITY	
Postal code	1234	Ins Comp <input type="text"/>
Province	-- Select Province --	
Country Code	ZA South Africa	

If the Province was not selected, the following warning message will display:



Please note: Cell phone numbers are not compulsory, but is highly recommended, as in cases where employees do not have cell phone numbers, they will not get an SMS stating their wages/salary was paid into their Donkerhoek Data Finex Money Card. They will also not be able to change PIN numbers, as identity verification is done via cell phone.

Employees without cell phone numbers will need a new card if they've forgotten their PIN.

Continue to enter all Employee’s you wish to register with a Donkerhoek Data Finex Money Card.

Entering banking details:

Bank Branch Code - No branch code must be entered.

Bank account nr. - Please enter the 16-digit **Bank Account Number** of the Employee. **The bank account number will be 9 zeros followed by the 7-digit number on the welcoming letter in the envelope.** (This 7-digit number is also referred to as the **Card ID**)

Account Holder - The Employee or Owner of the Donkerhoek Data Finex Money Card.

Type of Account - Select option **8 = Finex**.

Relationship - Select **Eie/Own**. **The Joint account option cannot be used.** Each employee needs to have their own card number.

Change method of payment to **transfer** under the General tab.

After you have concluded the Once-off setups, you can now create the files to register, and activate the Donkerhoek Data Finex Money Cards.

Step 2: Entering the Finex Card files creation information:

Navigate to Payment Transfers > E Finex

Finex

Select Employees

Finex

Company Code: DD201

Bank File Name: DONKERHOEK DATA

Bank file Directory: c:\africa\finex\

Date of Transfer: 2025-06-27

Action Time: 14:09

Batch Upload file | Payment File | Cancel | Email File

Select Employees: This option will only be used if the Batch Upload (Staff upload), or Payment File needs to be created for specific employees or groups. If this option is not used, the Batch Upload file will be created for all employees with account type 8 = Finex. The payment file will also be created for all employees with account type 8 = Finex, and only for employees with pay input values.

Company Code: Enter your Donkerhoek Data Company Account Number.

The Donkerhoek Data Company Account Number can be found on all Invoices received from Donkerhoek Data. Please contact a Support Consultant to provide you with you Donkerhoek Data Company Account Number, if you are unsure which number to use.

Bank File Name: Enter your Company Name as the Bank File name, or any other name to identify the file. (Please note that no special characters (e.g.; Donkerhoek / Data) may be used.

Bank file Directory: Specify a destination where the file should be saved.

Date of Transfer and Action Time: Select the date and time you want the payments to be released to the employees' Donkerhoek Data Finex Money cards. Please note this is only applicable when the Payment File is created.

Step 3: Creating and uploading the Batch Upload File (Staff upload file):

The Batch Upload File (also referred to as the Staff upload file) is created to link the Employee to the Donkerhoek Data Finex Money Card.

This will only be created the first time you enter the Employee Information details, or whenever an Employee using the Donkerhoek Data Finex Money Card, is added or edited.

VERY IMPORTANT: The staff upload file/s need to be emailed to Finex Money **at the latest 5 working days prior to the payment date of employees. If a file is received after a Wednesday @ 08:00 each week, we cannot guarantee employees will be paid on time.** This also includes copies of employees' IDs/passports/Asylum seeker docs (front and back copies), and proof of address. If an employee doesn't have a personal address, the **employer's address** can be provided. If this is not done, this may cause a delay in employees being paid, as the cards may not be registered on time.

After all information has been entered, please click on **Batch Upload file**.

The file will be created and saved under the **Bank File Directory** specified.
(Example: C:\Africa\PA1)

Open your File Explorer, and navigate to the **Bank File Directory** that was specified e.g.; C:\Africa\PA1.
Please note: The PA* destination might differ depending on how many Donkerhoek Data Payroll Programs you might have.

Inside the PA* folder locate the file/s that read as follows:

1. "Bank File Name" Staff Upload "date".csv e.g.; Donkerhoek Data Staff Upload 2025-07-13.csv

The staff upload file then needs to be emailed to Finex Money at: payroll@finexmoney.com

Finex Money will send an email confirmation after successfully processing the Staff Upload file. This confirmation email signifies that new workers have been linked to their card numbers, and thus their Donkerhoek Data Finex Cards are activated. If you did not receive an email confirmation, you should:

- Email Finex Money at payroll@finexmoney.com
- Or call Finex Money on **086 111 1842 / 086 122 2760**

Step 4: Creating the Bank Transfer Report:

This report will provide you with the total amount that needs to be paid over to the Finex Money account, in order for employees to be paid.

Please ensure **sufficient funds are available** in your designated Finex Money account on the day the payment file is created and emailed to Finex Money. If funds are not available at that time, the **absolute latest** an Electronic Funds Transfer (EFT) can be processed is by 10:00 AM the following morning. It's crucial that **all EFTs are processed as immediate payments**.

Please note: An EFT cannot be processed over weekends or on Public Holidays.

Example: If the wages/salaries need to be loaded on the Donkerhoek Data Finex Money Cards by Friday, the wages/salaries amount needs to be transferred to the Finex Money Account by Thursday morning before 10:00. **It's crucial that all EFTs are processed as immediate payments.**

If a Public Holiday falls on a Friday for example, and wages/salaries needs to be available on the Thursday, please make the payment (EFT) to the Finex Money account on the Wednesday morning before 10:00. **It's crucial that all EFTs are processed as immediate payments.**

Navigate to Payment Transfers > Bank Transfer Report > Select the Date of transfer, if the date differs from the date displayed. Click on OK to create the report for all employees, or the Select Employees option for specific employees or groups (if applicable).

Donkerhoek Data

BANK TRANSFER REPORT FOR Donkerhoek Data - Finex on 23/07/2025 at 12:28

Pay period: 2025-07-13 Date of transfer: 2025/07/23

User Reference:

PLEASE CREDIT THE FOLLOWING PERSON(S)

ACCOUNT NR.	BANKCODE	ACC TYPE	AMOUNT	NAME	NR
0000000001234567	Finex	8	4.95	Finex	108

WITHDRAW FROM:

Total Payment 4.95

SIGNED : _____ SIGNED : _____

1 employee(s) printed.

* NO DUPLICATES FOUND.

The Total Payment, is the amount that needs to be transferred into the Finex Money Account, which is as follows:

Account Name: Finex Money
Bank Zero SA Account Number: 81000000641
Bank Zero Universal Branch Code: 888000
Bank Zero Account type: Cheque
Bank Zero SA Swift Code: ZERMZAJJ

Please note: The employer does not pay any transaction fees. The transaction fee will automatically be deducted from the employees' bank account, after the salary/wage was paid in.

Step 5: Creating the Payment File (only after wages/salaries were completed)

The batch payment file is created to specify what amount needs to be loaded onto each Donkerhoek Data Finex Money Card, for each employee.

Before creating this file, please make sure your Wages/Salaries have been completed and is ready for transfer.

VERY IMPORTANT: To ensure timely payments to Donkerhoek Data Finex Money Cards, please email the payment file to Finex Money at least **one business day in advance, or before 17:00, the same day the payment file was created.** In other words, if employees are paid on the Friday, the payment file **MUST** be sent to Finex Money by Thursday at 17:00. If this is not done, this may cause a delay in employees being paid.

Navigate to Payment Transfers > E Finex

Finex

Select Employees

Finex

Company Code: DD201

Bank File Name: DONKERHOEK DATA

Bank file Directory: c:\africa\Pal\

Date of Transfer: 2025-06-26

Action Time: 16:31

Batch Upload file | Payment File | Cancel | Email File

Date of Transfer: The date on which the wages/salaries should be loaded onto each of the Donkerhoek Data Finex Money Cards.

Action Time: The time the wages/salaries batch should be processed at Finex Money, in order for the wages/salaries to be available on the employees Donkerhoek Data Finex Money Cards.

Click on **Payment File** which will create the file, to the selected bank file directory. (Example C:\Africa\PA1)

The payment file then needs to be emailed to Finex Money at: payroll@finexmoney.com

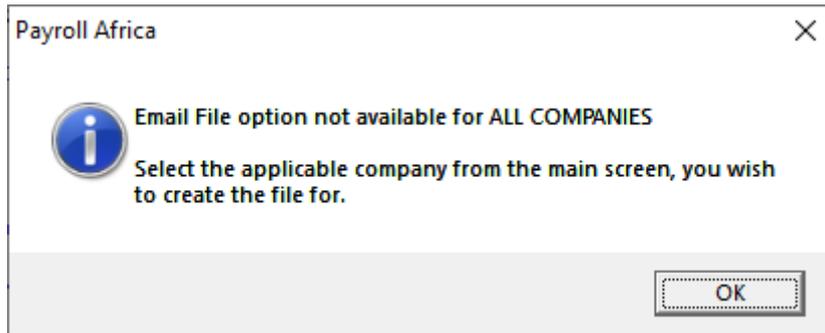
Finex Money will send an email confirmation after successfully processing the Payment file. The employee will also receive an SMS. If you do not receive an email confirmation, you should:

- Email Finex Money at payroll@finexmoney.com
- Or call on **086 111 1842 / 086 122 2760**

From version **1.38.001** and higher, we have added a convenient Email File option to the payroll program. This means you can now directly email payment files for each company to the relevant individual(s) who will then send them to Finex Money.

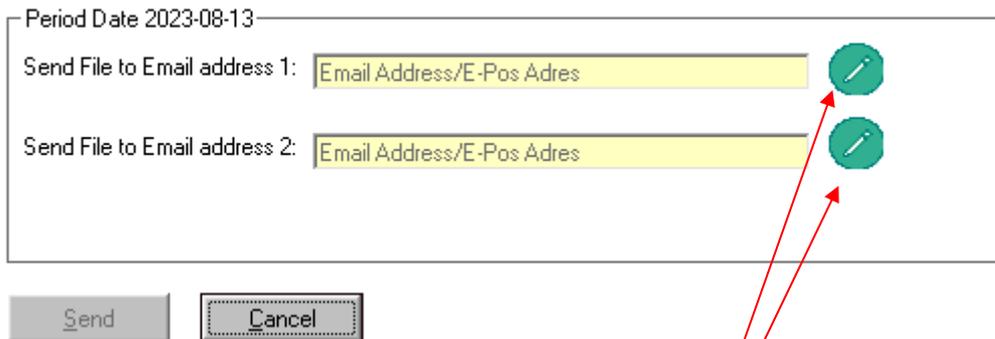


If you have more than one company, you will need to pre-select the company on the main page, before creating the payment file. If this is not done the following validation message will display:



Once you've selected the correct company from the main page, you can create the payment file. Navigate back to Payment Transfers > E Finex. Select the Email File icon next to the cancel button. The following page will display:

Create and Send Finex file



Payment files can be emailed to either one or two email addresses.

To enter an email address, click on the Change E-mail Address icon.

You will then be prompted to enter an authorization code.

Please note that Donkerhoek Data will need a letter from the owner of the company stating which email addresses must be entered, before we will assist with this code. If no letter is provided, no assistance will be given. Donkerhoek Data will log onto your PC to assist with this process. Codes will not be given telephonically.

The 'Generate Code' dialog box contains two input fields: 'Number quoted' and 'Quote number'. Below these fields are two buttons: 'OK' and 'Generate number'.

After the letter of authorization was received, and the above authorization code was entered, the Send File to Email address bar will become editable, and the email addresses can be entered.

Please ensure to remove the wording 'E-Mail Address/E-Pos Adres' and then enter the applicable email address. To save the entered email address, click on the green tick that appears.

The 'Create and Send Finex file' dialog box shows a 'Period Date' of 2023-08-13. It has two input fields for email addresses. The first field, 'Send File to Email address 1', contains 'email@email.co.za' and has a green checkmark icon to its right. The second field, 'Send File to Email address 2', contains the placeholder text 'Email Address/E-Pos Adres' and has a green pencil icon to its right. A red arrow points from the text above to the green checkmark. At the bottom of the dialog are 'Send' and 'Cancel' buttons.

Email address 1 should first be completed and saved, before completing Email address 2.

The Send button will only become available once an email address or addresses were entered and saved. (Only one email address is necessary.)

Please note that the email address/addresses entered will be saved for all the companies. You will not be able to enter separate email addresses for each separate company.

If an email address entered needs to be changed, the current email address will need to be removed first by using the red **X** icon.

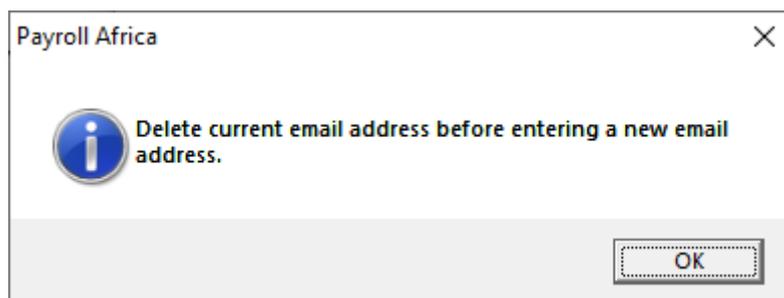
Create and Send Finex file

Period Date 2023-08-13

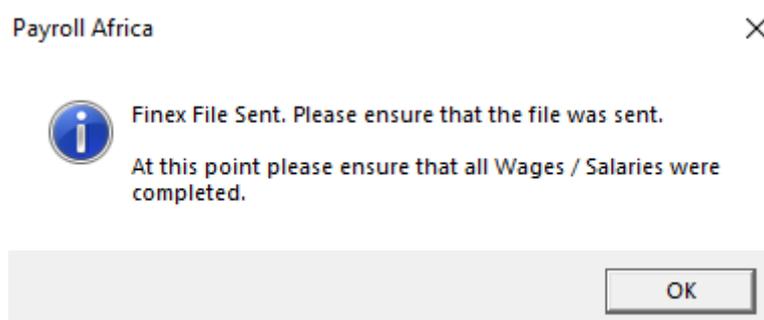
Send File to Email address 1:  

Send File to Email address 2: 

If you try to use the change email address icon to change the current email address entered, the following message will be displayed:



If Send was selected, the following message will display:



The bank file/s will then be mailed. The following is an example only.



The email will include the period date for the applicable company, as well as the computer date and time the file was sent.

Email Finex file for Period 2023-08-13. Sent on 26-06-2025 16:43:03

YP Yolandi Palmer <yolandi@donkerhoekdata.co.za>
To yolandi@donkerhoekdata.co.za

Reply Reply All Forward ...
Thu 26/06/2025 16:43

DONKERHOEK DATA 2025-06-26 1640.csv
223 bytes

NB! Ensure all applicable payment files have been emailed, and that the size of the email is not 0 KB. A 0 KB file indicates that a payment file was created with no information at all.

If you have any interruptions with your internet connection, this may cause any of the following issues:

1. No email created.
2. Email created with no attachment. This was noticed with regards to sending files to Gmail accounts, but can also be applicable with outlook or any other email service. Delays in mails being sent / received can also occur.

Also note that an if you create a file where no wages/salaries was completed, a 0 KB file will be emailed with no information. **No payment files should be emailed until wages/salaries are completed.**

The payroll program will not block you from sending a payment file for the same period twice, as there may be incidents where adjustments need to be made with regards to employees' wages/salaries before the final payment is done. It is the payroll administrator's responsibility to immediately inform the person which is going to process payment files why a second file was sent, in order for the correct bank files to be processed. Donkerhoek Data cannot take responsibility if incorrect bank files were processed.

Log file entries will be written each time a payment file is emailed, as well as if email address 1 or 2 has been changed.

Log file entries with regards to bank files being emailed will include the company name and the email address/es.

User	Message
DD	Finex File Sent via email for Donkerhoek Data to email1@email.co.za and email2@email.co.za

For any general enquiries (**registration and payment files excluded**), contact Finex Money Customer support on 060 019 8966. These will include queries with regards to card replacements, employees who forgot their pins etc. The support department is available from 08:00 – 17:00 from Monday to Fridays. The emergency support line is available from 17:00 -19:00 from Monday to Fridays, and on Saturdays from 08:00 until 14:00.

Finex Money is not open on weekends or public holidays.

For any assistance, you can phone Donkerhoek Data's friendly support team at 021 874 1047 or email us at support@donkerhoekdata.co.za.