

Pay Run

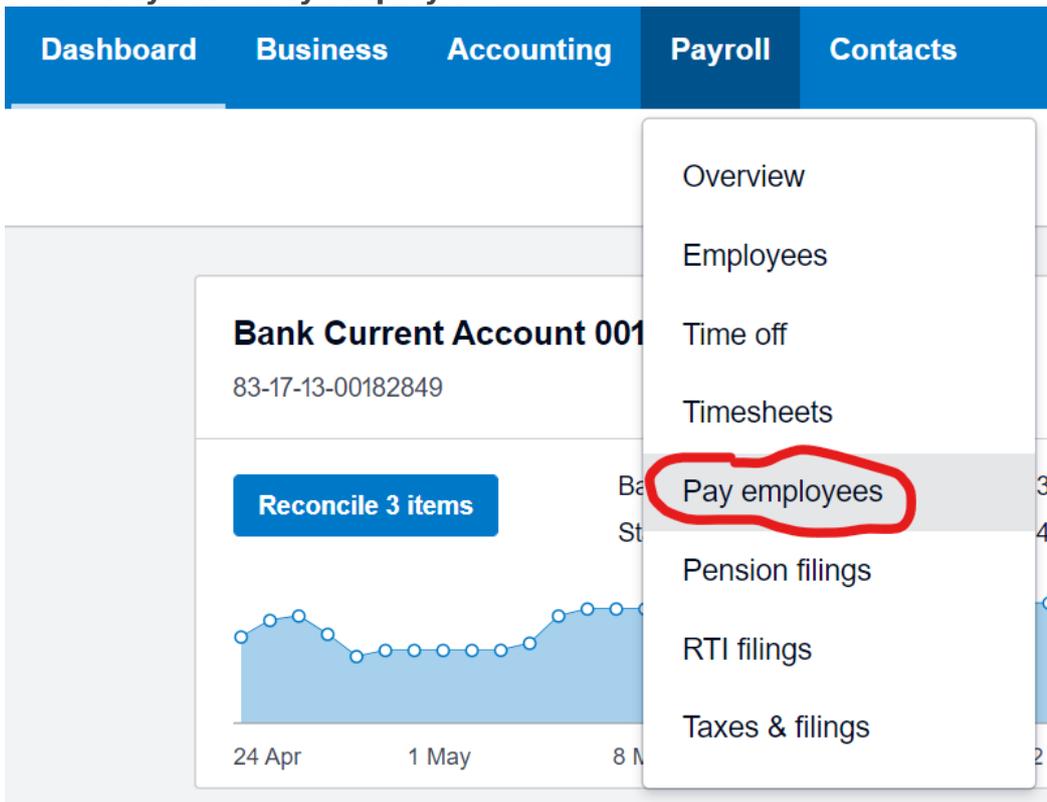
- [What is a Pay Run?](#)
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- [Adding Sick Days](#)
- [Adding Deductions](#)
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What is a Pay Run?

Creating a Pay Run

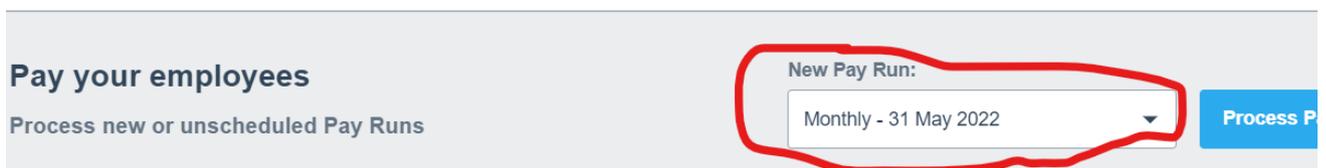
Process for Creating a Pay Run

1. Go to "**Payroll > Pay employees**"

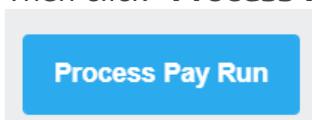


2. Select whether the pay run is either:
 1. A standard pay run (Monthly pay run, runs on the 27th)
 2. Unscheduled pay run (can be run anytime e.g. **leaver pay run**)

Pay Runs



3. Then click "**Process Pay Run**"



4. Enter the date the employees are to be paid

Payment Date:

26 May 2022 

5. You can add a message to be written on the payslips here

Payslip Message:

6. Select the employees to be included in the pay run

Employee
<input type="checkbox"/> Adrian McCombe
<input type="checkbox"/> Andrew Roddie
<input type="checkbox"/> Brendan Caldwell
<input type="checkbox"/> Brian Johnston
<input type="checkbox"/> Frances McCorry
<input type="checkbox"/> Gary Leckie
<input type="checkbox"/> Graham Halley

Unscheduled Pay Runs

When you select an unscheduled pay run, you have to select the tax year and the pay period that the unscheduled pay run is relevant.

Pay calendar

Tax year

Pay period ⓘ

Monthly

Current tax year

April 2022

2021/2022

May 2022

2020/2021

? [Why create an unscheduled pay run?](#)

Cancel

Create

Adding Holidays

EMPLOYEE HOLIDAYS MUST BE ADDED BEFORE A PAY RUN IS STARTED, UNLESS BEING MANUALLY ADDED.

Adding Holidays via the Employee Time Off Screen

Adding Holidays as a Pay Run Line

This technique should only be used as an amendment to a payslip as they are not automatically deducted off an employee's holiday allowance.

On the payslip screen...



Earnings ?			
Earnings Type			
Regular Hours	160.0000	HOURS	9.94
Holiday	16.0000	HOURS	9.94

Add ▼

- Bonus
- Expenses
- Holiday Pay**
- Lieu of Notice
- Nightshift Rate

Enter the number of hours and the rate per hour to pay at

Holiday Pay

16

HOURS

9.943182

159.09 X

Adding Overtime

To add Overtime is done from the employee payslip screen

Overtime is paid at time and a half (1.5 x standard hourly rate)

1. Click "**Add**" and Select "**Overtime**"



2. Enter the number of hours in the box

Overtime Hours	7.0000	HOURS	17.482518	122.36
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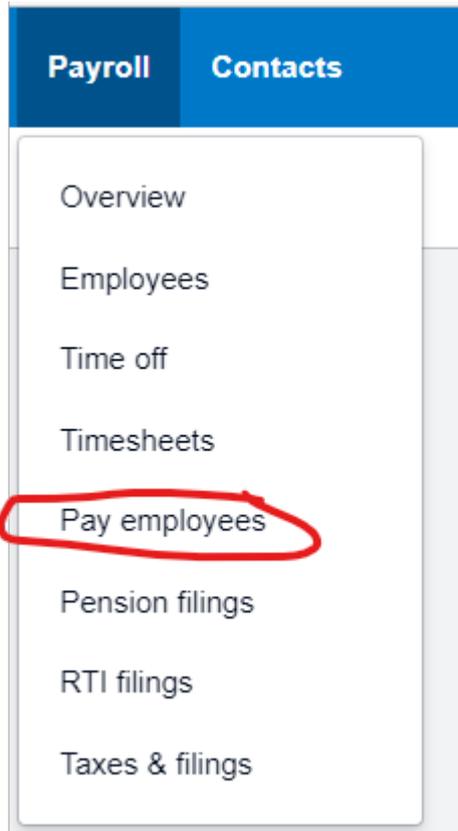
Adding Sick Days

Adding Deductions

Paying via BACs

To start the payment run....

1. Go to the pay run for the month you want to process



2. Click on the pay run you want to pay

Pay Runs

Pay your employees
Process new or unscheduled Pay Runs

New Pay Run: Monthly - 30 Jun 2022 Process Pay R

Filter by

Pay Period	Start Date	End Date	Payment Date	Total Cost	Total Pay	Stat
Monthly ending 31 May 2022	01 May 2022	31 May 2022	26 May 2022			Post

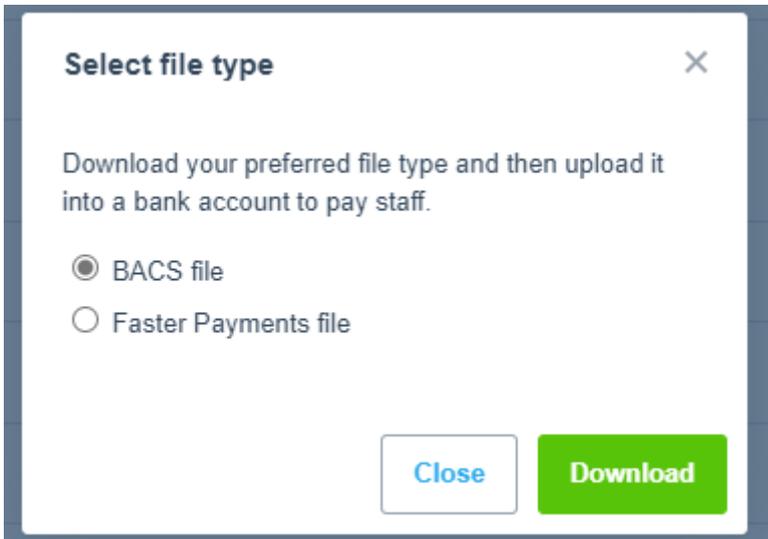
3. Click on **"Options"** then **"Download Bank Payment File"**

A screenshot of a software interface showing a dropdown menu. The menu is open, displaying several options. The option 'Download Bank Payment File' is highlighted with a red circle. Below the menu, there are two buttons: 'Options' and 'Back'. The 'Options' button is also circled in red.

- Email Payslips
- Download Payslips
- View Payroll Activity Details Report
- View Payroll Activity Summary Report
- Download P32
- Download Bank Payment File**

Options Back

4. Select **"BACS File"**



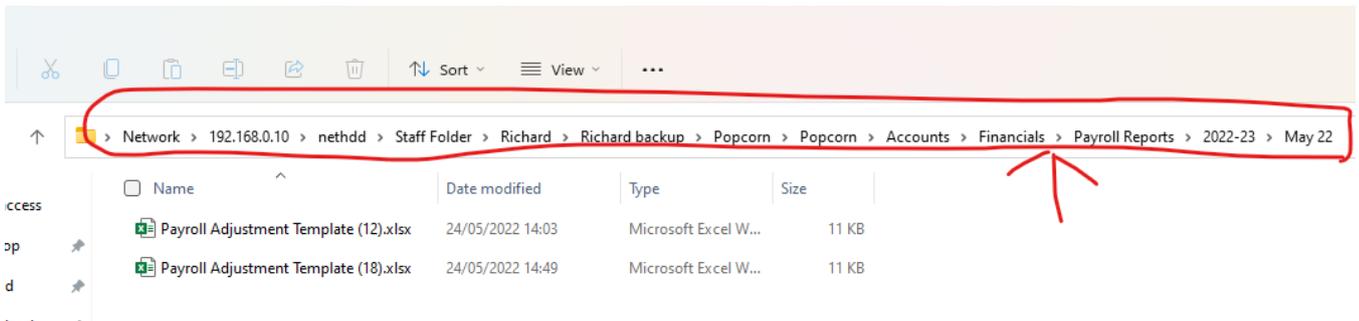
5. Click Download



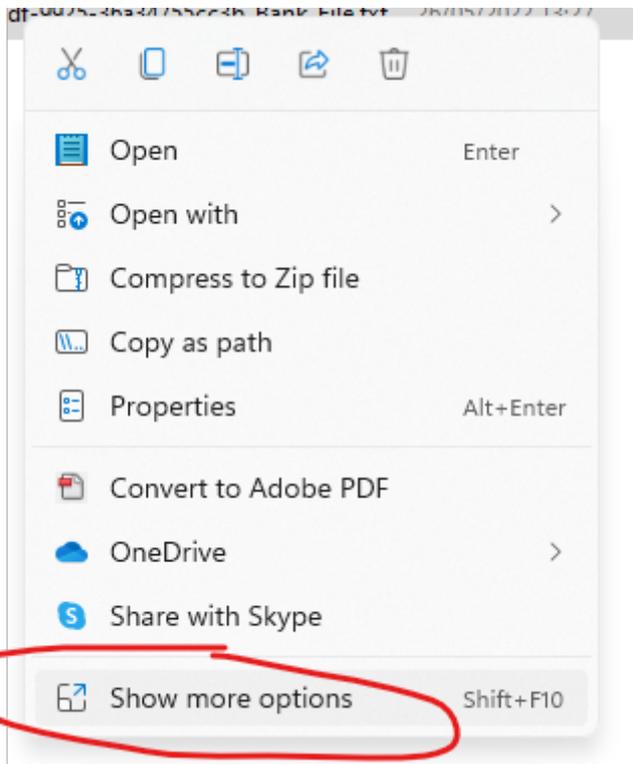
6. The file will be downloaded to your **Downloads** folder

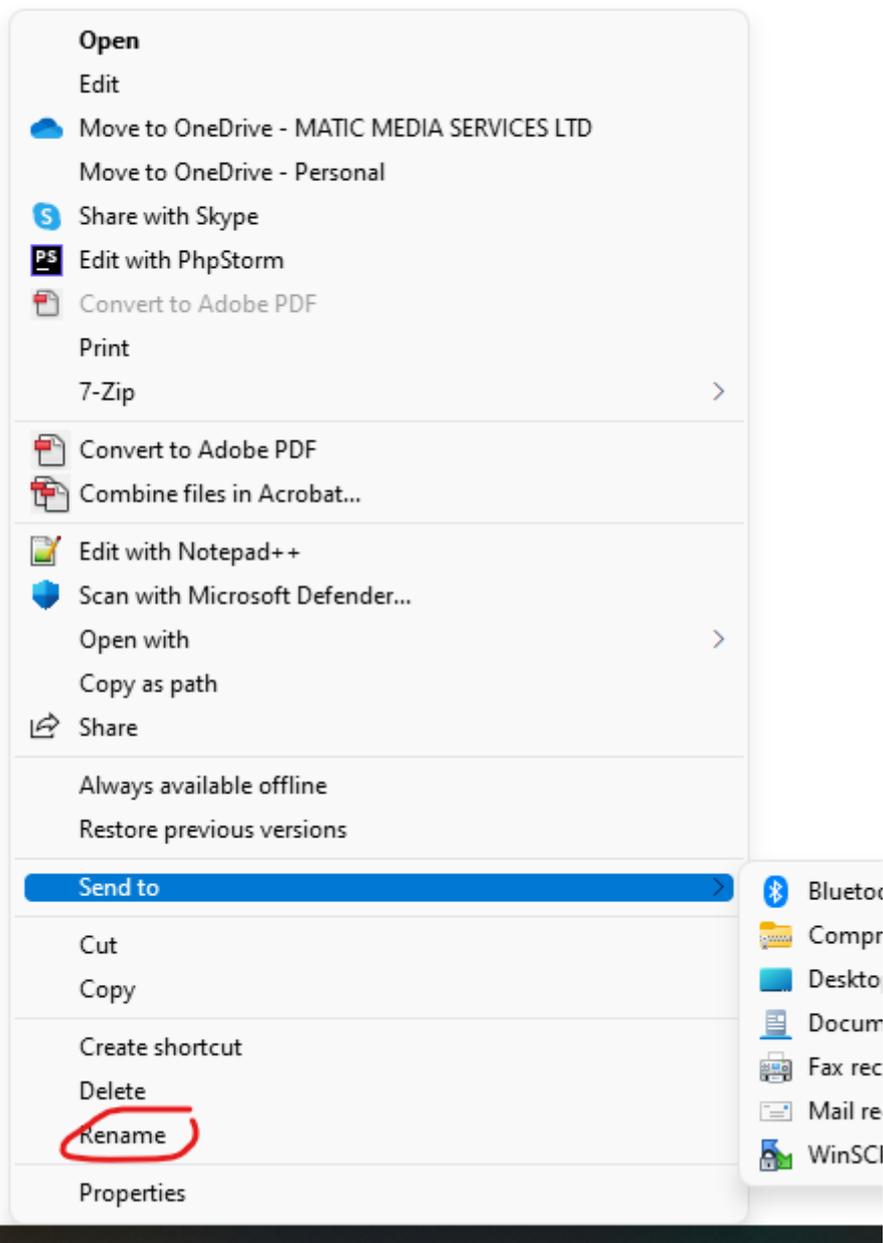
7. Copy the file to the Financials Folder on Nethdd

```
\\192.168.0.10\nethdd\Staff Folder\Richard\Richard backup\Popcorn\Popcorn\Accounts\Financials\Payroll Reports\[ENTER FINANCIAL YEAR HERE]\[ENTER MONTH HERE]
```



8. Rename the Downloaded Bacs File to the month and financial year e.g. May-22-PAYROLL





9. File after being renamed should look like below....



10. Go to BANKLINE
11. Login as per usual
12. Click on "**Payments**" > "**Import Payments**"

Royal Bank of Scotland | Support | Messages | RICHARD MCCOMBE | MATIC MEDIA SERVICES LTD

Dashboard | Accounts | **Payments** | Account Servicing | Admin

Original Bankline | Search

- Payments and transfers**
 - Make a payment or transfer
 - Templates
 - Pay from bulk list
 - Import payments**
- Approvals**
 - Approve payments
- Payment management**
 - Payment summary
 - Search payments
 - Manage bulk lists
 - Standing orders
 - Manage Direct Debits
 - Redirected payments
 - Stop cheque
- Manage these services via our website**
 - Create or amend standing orders
 - Manage credit cards

13. Click "Choose File"

Import payment file

Files you've recently imported are listed below. If you have the import payment privilege, you will also be able to import new files.

Import a file:

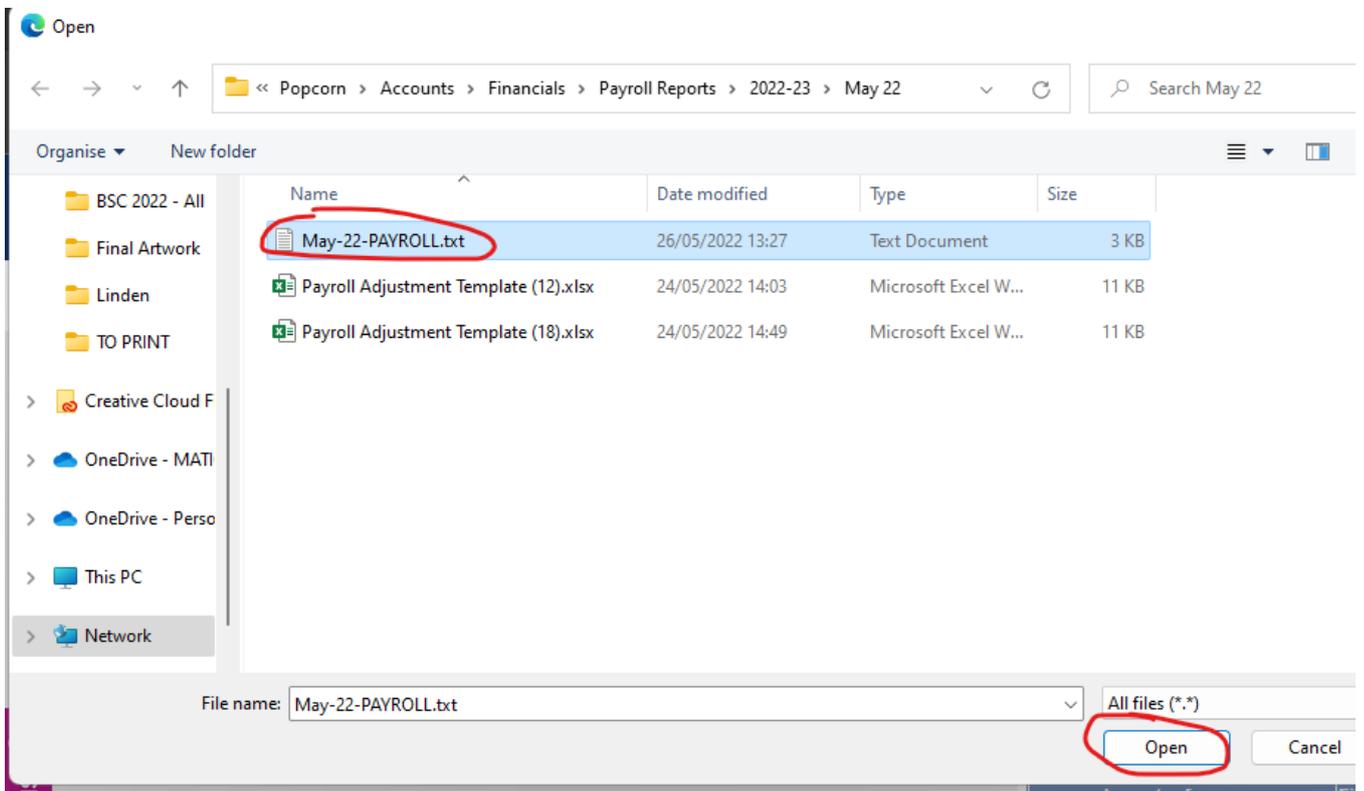
File location: May-22-PAYROLL.txt

Imported Files: 15 | Display: 10 | Imported files per page

Import reference	File name	Date & time of import	No. of payments	Status
6884915	may 22 bacs.txt	26/05/2022 at 13:19	1	Imported successfully
6810173	20220428.bac.txt	26/04/2022 at 12:50	1	Imported successfully
6809753	april 22 payroll.txt	26/04/2022 at 11:23	1	Imported successfully
6809643	april 22 payroll bank upload.txt	26/04/2022 at 10:57	1	Imported successfully
6757536	march 22 bacs.txt	24/03/2022 at 15:32	1	Imported successfully
6755742	payroll upload march 22.txt	24/03/2022 at 11:05	1	Imported successfully
6707466	20220228.bac.txt	24/02/2022 at 13:05	1	Imported successfully
6706940	february 22 payroll.txt	24/02/2022 at 11:40	1	Imported successfully
6657367	jan 22 bacs suppliers.txt	27/01/2022 at 11:04	1	Imported successfully
6652096	january 2022 payroll.txt	25/01/2022 at 12:24	1	Imported successfully

[Refresh page](#) | 1 2 [Next](#)

14. Navigate to the folder from step 7 and select the copied BACs file

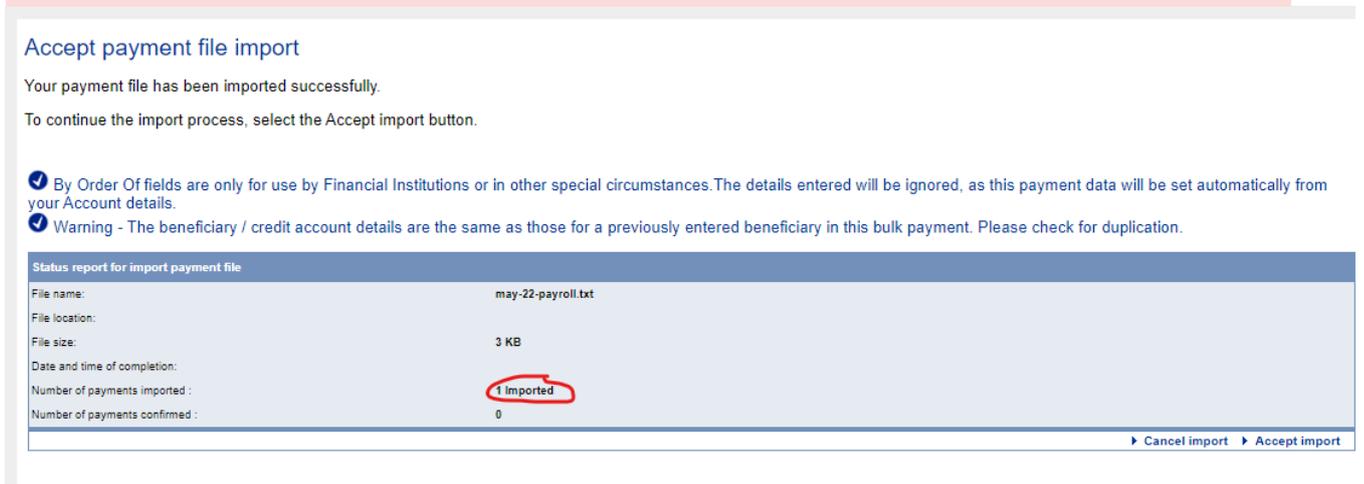


15. Press "GO"



16. You should see a screen like below, with the number of payments imported as 1

IT IS VERY IMPORTANT THAT IS SHOWS THE NUMBER OF IMPORTS AS 1



17. Click "Accept Import"

Accept payment file import

Your payment file has been imported successfully.

To continue the import process, select the Accept import button.

✔ By Order Of fields are only for use by Financial Institutions or in other special circumstances. The details entered will be ignored, as this payment data will be set automatically from your Account details.

✔ Warning - The beneficiary / credit account details are the same as those for a previously entered beneficiary in this bulk payment. Please check for duplication.

Status report for import payment file	
File name:	may-22-payroll.txt
File location:	
File size:	3 KB
Date and time of completion:	
Number of payments imported :	1 Imported
Number of payments confirmed :	0

[Cancel import](#) [Accept import](#)

18. Go to **Payments** and **Approve Payments** from the navigation menu

The screenshot shows a navigation menu with the following items: Dashboard, Accounts, Payments, Account Servicing, and Admin. The 'Payments' menu item is highlighted with a red box. Below the navigation menu, there are four main sections: 'Payments and transfers', 'Approvals', 'Payment management', and 'Manage these services via our website'. The 'Approvals' section contains a sub-item 'Approve payments', which is also highlighted with a red box. Other sub-items in 'Payments and transfers' include 'Make a payment or transfer', 'Templates', 'Pay from bulk list', and 'Import payments'. 'Payment management' includes 'Payment summary', 'Search payments', 'Manage bulk lists', 'Standing orders', 'Manage Direct Debits', 'Redirected payments', and 'Stop cheque'. 'Manage these services via our website' includes 'Create or amend standing orders' and 'Manage credit cards'.

19. If the Raised payment screen shows no payments awaiting approval then go to [Raised payment shows no payments awaiting approval](#) otherwise continue on to step 20.

20. The below value

Raised payment

Print/Export payment

Waiting for approval (1)

Payment status: All | Only show payments I can approve: | Accounts: All | Raised by: All | More filters: None applied

Expiring after today (1)

Approval required by	Approval status	Payment ID	From	To	Payment amount	Type	Estimated arrival date
<input type="checkbox"/> > 23:59 29-MAY-2022	Waiting for approval	416426672	MM - RESER... 10946944 83-17-13 MAY-22-PAY...	Multiple payees		Faster Bulk (one off) Imported	30-MAY-2022

Approve payment | Cancel payment

Should match this value in xero (on the payrun)

Monthly ending 31 May 2022 | 01 May 2022 | 31 May 2022 | 26 May 2022 | | Post

21. Double check the pay dates

The value below should be on or before the 27th of the month

Raised payment

Print/Export payment

Waiting for approval (1)

Payment status: All | Only show payments I can approve: | Accounts: All | Raised by: All | More filters: None applied

Expiring after today (1)

Approval required by	Approval status	Payment ID	From	To	Payment amount	Type	Estimated arrival date
<input type="checkbox"/> > 23:59 29-MAY-2022	Waiting for approval	416426672	MM - RESER... 10946944 83-17-13 MAY-22-PAY...	Multiple payees		Faster Bulk (one off) Imported	30-MAY-2022

- 22. If the date is not correct follow: [Date is not the correct payment date](#)
- 23. Approve the payment as usual
- 24. Transfer enough money to cover wages into reserve account

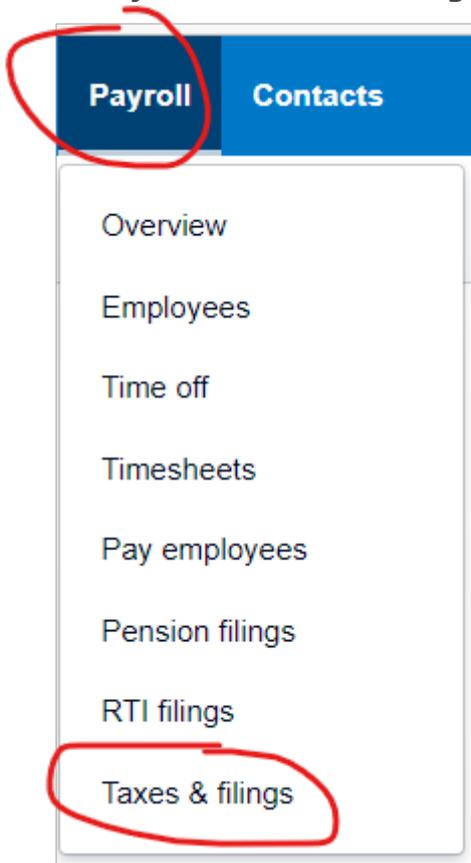
From 2849 to 6944 (round up to nearest £1,000)

DON'T BLOODY FORGET TO DO THIS

- 25. Setup the HMRC Payment

Setup HMRC Payment

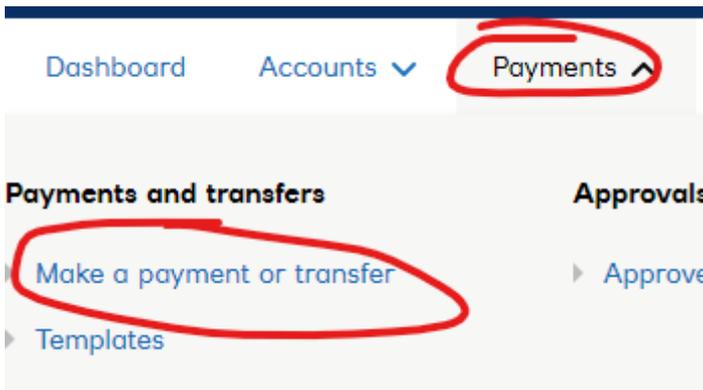
- 1. Go to **Payroll > Taxes & Filings**



- 2. Take this figure here from the month submission:

Tax Period	PAYE	Student Loans	Postgraduate Loans	NICs	Recoveries	Amount
▼ Month 2 (06 May – 05 Jun)	P32 Details					

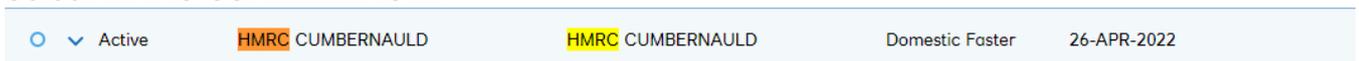
3. Go to BANKLINE
4. Go to **Payments > Make a payment or transfer**



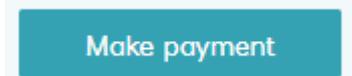
5. Select make a payment from a template



6. Select **HMRC CUMBERNAULD**



7. Select "**Make Payment**"



8. The payment date should be on or before the 16th of the Month i.e. the first working day before the 16th if it falls on a bank holiday or weekend.

9. Take the amount from Step 2 and past it into the amount box

Amount

 GBP

10. Click "**Raise Payment**"

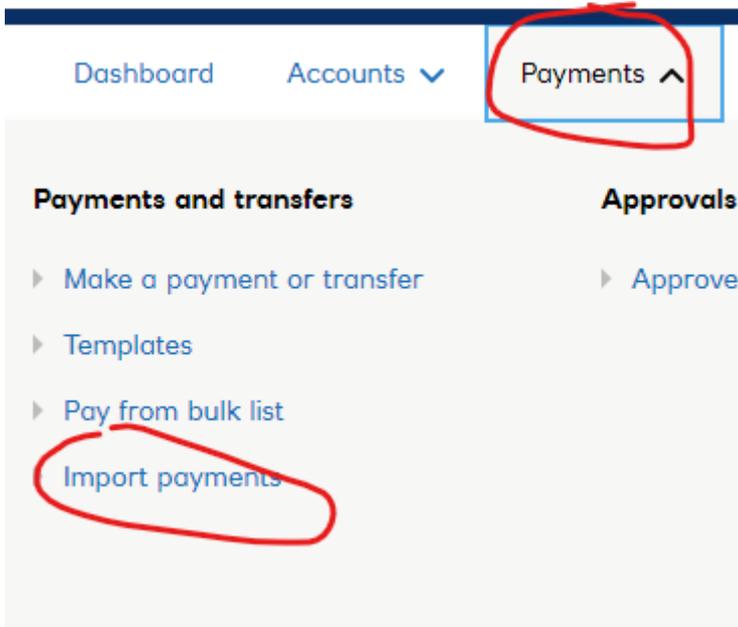


11. Approve the payment as normal

DON'T BLOODY FORGET TO TRANSFER MONEY INTO THE RESERVES ACCOUNT

Date is not the correct payment date

1. Go to Payments > Imports



2. Click on the import

Import reference	File name	Date & time of import	No. of payments	Status
6865147	may-22-payroll-take2.txt	26/05/2022 at 14:04	1	Imported successfully

3. Click on the import on "Awaiting Authorisation"

Import file 6865147 summary

Outgoing	Standard domestic		Volume	C
	Volume	Amount - GBP		
Total ¹	1		0	
With customer to action				
Incomplete	0		-	0
Awaiting authorisation	1			0
Awaiting second authorisation	0		-	0
Awaiting release	0		-	0

4. Click the payment ref

Import file: 6865147 - payment type: Standard - status: Awaiting

Dual Authorisation threshold:

<input type="checkbox"/>	Payment ref	Type	Note	Beneficiary name Beneficiary account details
<input type="checkbox"/>	416426672	FBULK	AH	MAY-22-PAYROLL-TAK See payment details

5. Click **edit payment details**

[▶ Edit payment details](#)

6. Change the date to the date you want the money **to arrive in employee's bank account**

Bulk payment details:

* Date payment to arrive ¹ ⓘ (DD/MM/YYYY)

30/05/2022

7. Click confirm changes

[▶ Confirm changes](#)

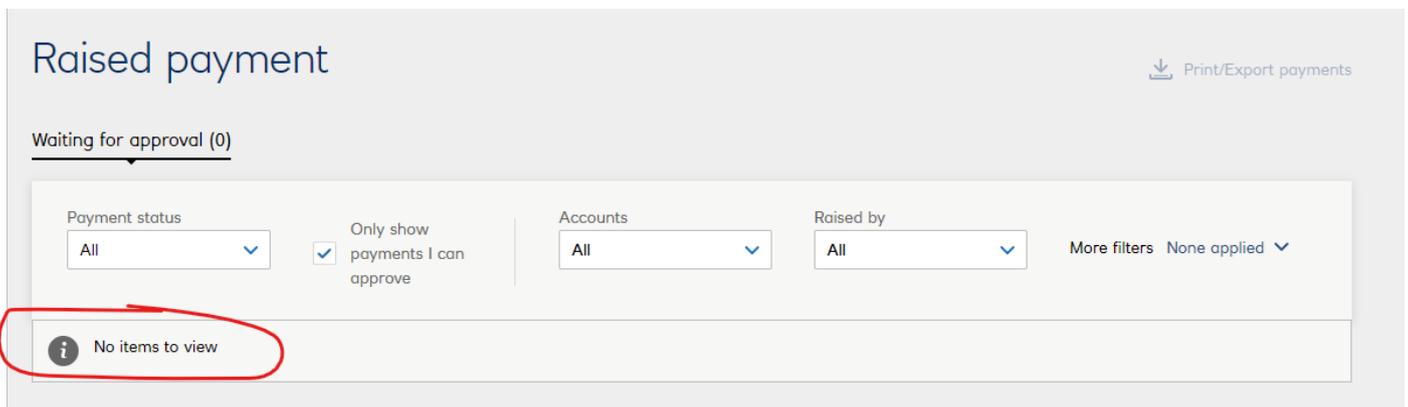
8. Either click "**Confirm payment**"

 Confirm payment

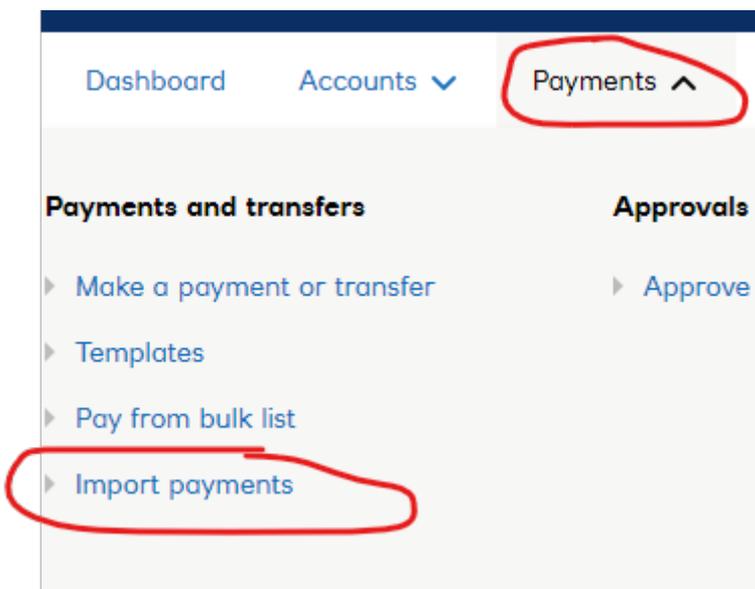
9. Approve the payment as usual

Raised payment shows no payments awaiting approval

If the raised payment screen looks like below....



1. Go to your imports - **Payments** > **Import Payments**



2. Click the file you imported from Step 17 in the above steps



Import reference	File name	Date & time of import	No. of payments	Status
6865023	may-22-payroll.txt	26/05/2022 at 13:40	1	Imported with errors
6864915	may 22 bacs.txt	26/05/2022 at 13:19	1	Imported successfully

3. Under the incomplete row should show one incomplete payment

Import file 6865023 summary

Change display currency for international and other payments: GBP Go

Outgoing	Standard domestic		CHAPS		International		IATs	
	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP
Total ¹	1		0		-	0	-	0
With customer to action								
Incomplete	1		0		-	0	-	0
Awaiting authorisation	0		-	0	-	0	-	0
Awaiting second authorisation	0		-	0	-	0	-	0
Awaiting release	0		-	0	-	0	-	0
Rejected	0		-	0	-	0	-	0
Submitted to Bank								
Processing	0		-	0	-	0	-	0
Held checking funds	0		-	0	-	0	-	0
Future dated	0		-	0	-	0	-	0
Partially accepted	0		-	0	-	0	-	0
Qualified accepted	0		-	0	-	0	-	0
Accepted	0		-	0	-	0	-	0
Cancelled	0		-	0	-	0	-	0
Automatically rescheduled	0		-	0	-	0	-	0

▶ View errors / warnings ▶ Cancel file ▶ Refresh page

4. Click the "1" in the image above

5. Select the Payment ref

Dual Authorisation threshold: Display: 5 items per page [Go](#)

Payment ref	Type	Note	Beneficiary name Beneficiary account details	Your ref	Date committed	Amt ccy	Amount	Status
416422790	PBULK	AH	MAY-22-PAYROLL See payment details	MAY-22-PAYROLL		GBP	[REDACTED]	I W

[View](#) [Print/save details](#) [Print/save list](#) [Expanded View](#) [Refresh page](#)
[Cancel](#) [Print remittance advice](#) [View warnings](#)

[View authorisation summary](#)

I Imported payment	AH Ad hoc bulk payment (without bulk list)	AB Autobooked deal	T Template/bulk list payment	W Payment has a warning
W Amended imported payment	AH Amended ad hoc bulk payment (without bulk list)	PB Pre-booked deal	TP Third Party Provider payment	A Template/bulk list has been amended
I Incomplete	AA Awaiting Authorisation	AS Awaiting Second Authorisation	P Processing	A Accepted
E Expired	H Held Checking Funds	AR Awaiting Release	C Cancelled	F Future Dated
B Back			PA Partially Accepted	R Rejected
			QA Qualified Accepted	

6. You will see one or more errors

Standard bulk payment details

You can Edit or Cancel this payment.

Payment information : 416422790

Status:	Incomplete as at 26/05/2022 at 13:41	Registered by:	MD@0000960011
Date registered:	26/05/2022 at 13:41	Date of import validation:	26/05/2022 at 13:41
Import reference:	6865023		
Bulk list reference:	Ad hoc		

Payment details

Debit account:	83-17-13 10946944	Account name:	RESERVES ACCOUNT
Date payment committed:		Date payment to leave account:	
Payment amount:	[REDACTED]	Funds check date:	
Your reference:	MAY-22-PAYROLL	Confidential :	No

Your remittance advice address

Use company letter head

Number of beneficiaries entered: 19 Display: 10 items per page [Go](#)

Beneficiary name	Beneficiary identifier	Beneficiary reference	Beneficiary account	Amount (GBP)	Remittance advice	Error/Warning
[REDACTED]	-	PAIDOK	30-45-78 12397766	[REDACTED]	No	Error !
[REDACTED]	-	PAIDOK	80-46-74 01145587	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	80-45-78 11822161	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	11-08-94 00269409	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	80-45-78 01199548	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	11-08-98 00112266	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	80-45-78 11822161	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	07-02-46 15136416	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	11-12-54 00018204	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	83-22-26 00101228	[REDACTED]	No	-

[Next beneficiaries](#)

7. Click on the error to see the problem

Bulk payment - beneficiary errors and warnings

Beneficiary name	Beneficiary identifier	Type	Message
[REDACTED]	-	Error	Beneficiary sort code is not valid for this payment type

[Back](#)

8. FIX THE ERROR IN XERO AND RESTART THE IMPORT PROCESS FROM STEP 1 (YOU NEED TO RENAMED THE IMPORT FILE)

9. DON'T FORGET TO CANCEL THE IMPORT AS BELOW

Standard bulk payment details
 You can Edit or Cancel this payment.

Payment information : 416422790

Status: Incomplete as at 26/05/2022 at 13:41
 Date registered: 26/05/2022 at 13:41
 Import reference: 6865023
 Bulk list reference: Ad hoc ⓘ

Registered by: MD@0000960011
 Date of import validation: 26/05/2022 at 13:41

Payment details

Debit account: [REDACTED] Account name: RESERVES ACCOUNT
 Date payment committed: [REDACTED] Date payment to leave account: ⓘ
 Payment amount: [REDACTED] Funds check date: ⓘ
 Your reference: MAY-22-PAYROLL Confidential: No

Your remittance advice address
 Use company letter head

Number of beneficiaries entered: 19 Display: 10 items per page **Go**

Beneficiary name	Beneficiary identifier	Beneficiary reference	Beneficiary account	Amount (£)	Remittance advice	Error/Warning
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	Error !
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-

[Back](#)

[Next beneficiaries](#)
[Cancel payment](#) [Edit payment details](#)
[Print / save record](#)

Then

Confirm

Generating NEST Pension File

Posting Pay Run & Sending Payslips

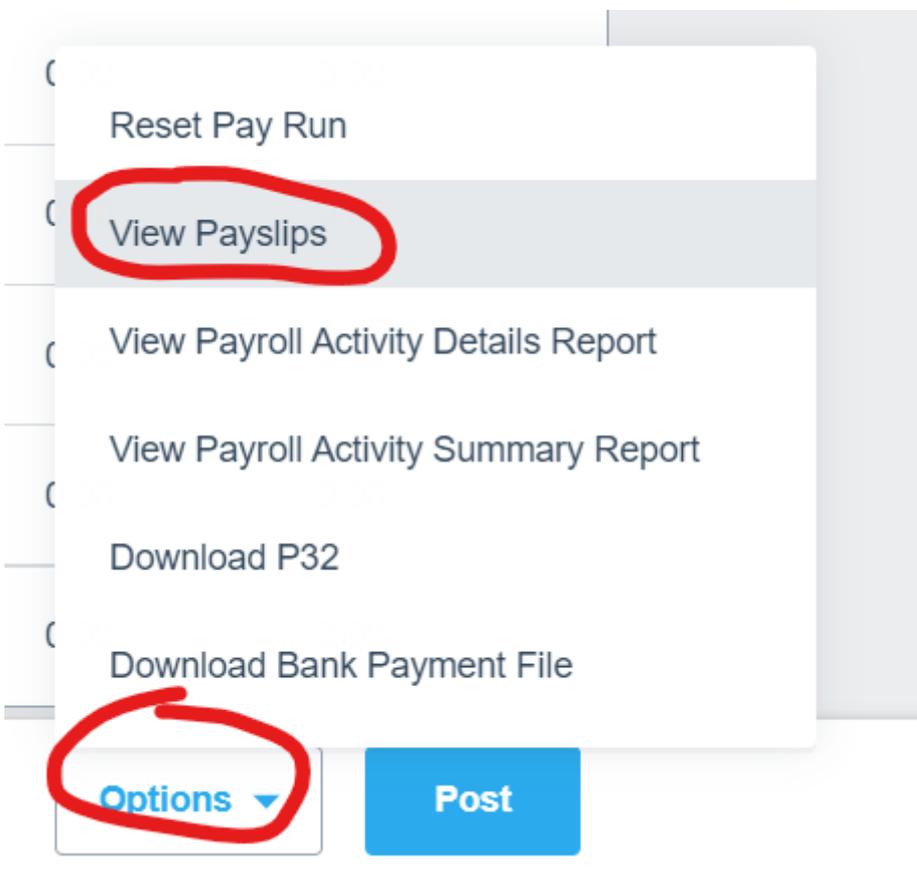
Posting the Pay Run

After making all your payslip changes you can post the pay run by clicking "**Post Run**"

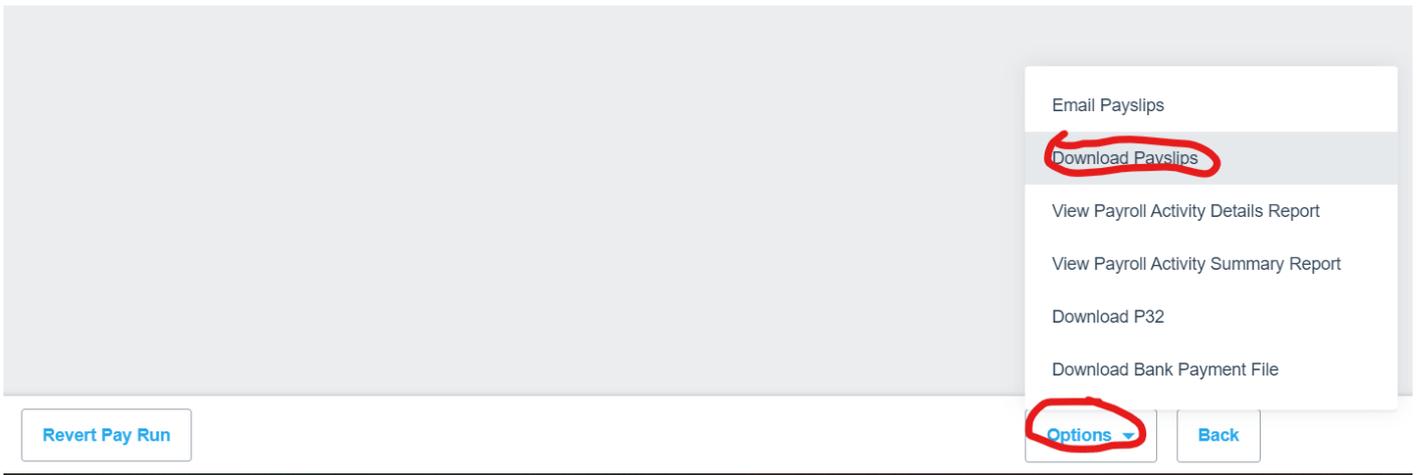


Viewing Payslips

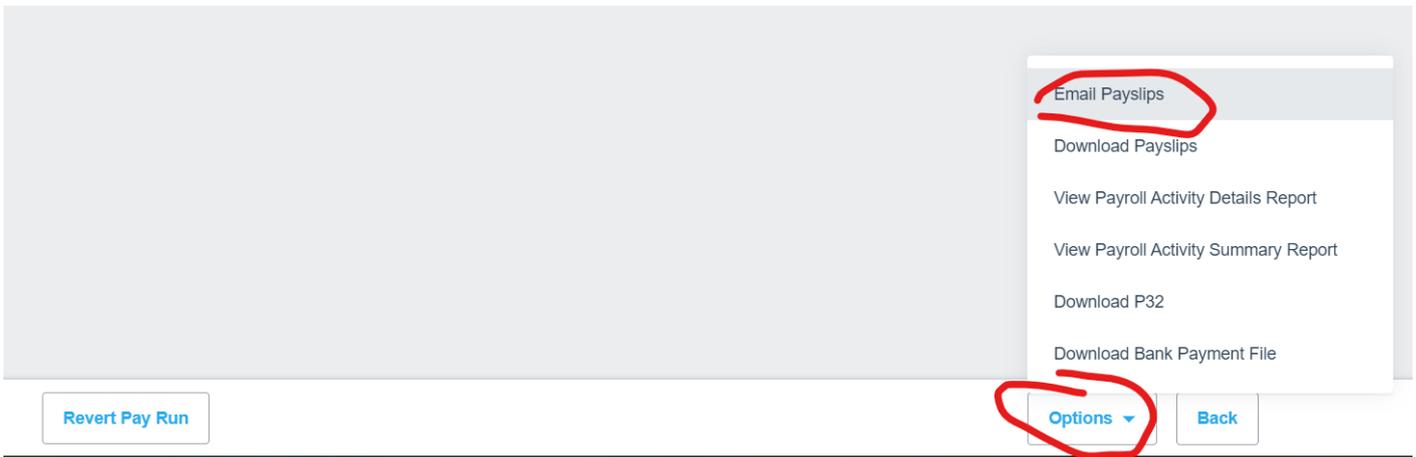
Before a pay run is posted



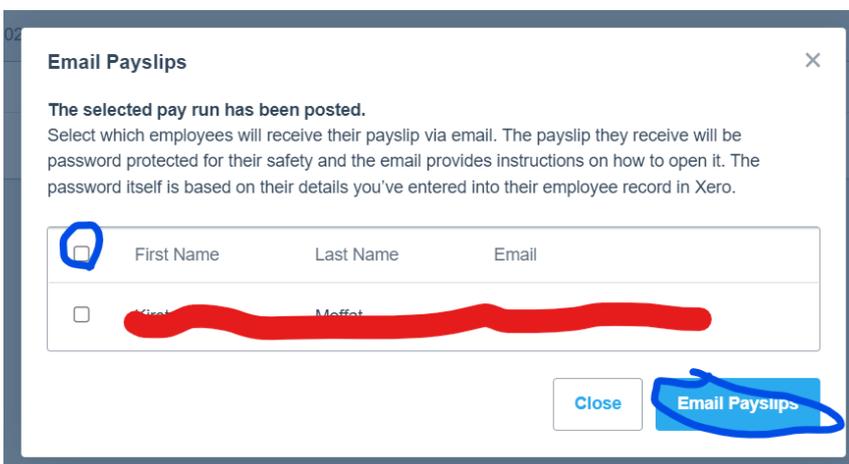
After a pay run is posted



Sending Payslips



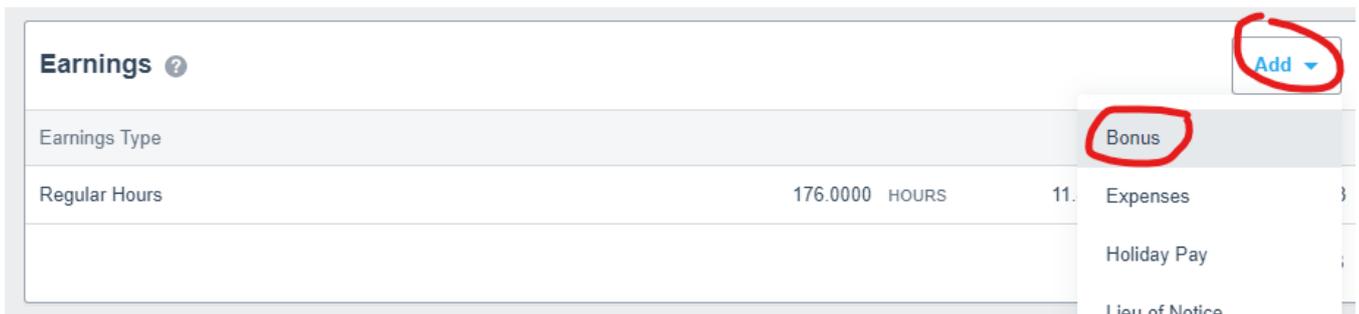
On the next screen, select who you want to send the payslips too and click **"Email Payslips"**



Adding Bonus's / Extra Payments

On the Employee Payslip Screen...

1. Click **"Add"** and **"Bonus"**



Earnings ?				Add ▾
Earnings Type				Bonus
Regular Hours	176.0000	HOURS	11.	Expenses
				Holiday Pay
				Lieu of Notice

2. Enter the amount in pounds of the bonus



Earnings ?				Add ▾
Earnings Type			Rate	Amount
Regular Hours	176.0000	HOURS		[Red Bar]
Bonus				0.00
				[Red Bar]

3. Click "Save"



Amount

Save

Adding Expenses

Paying National Insurance & Tax