

Pay Run

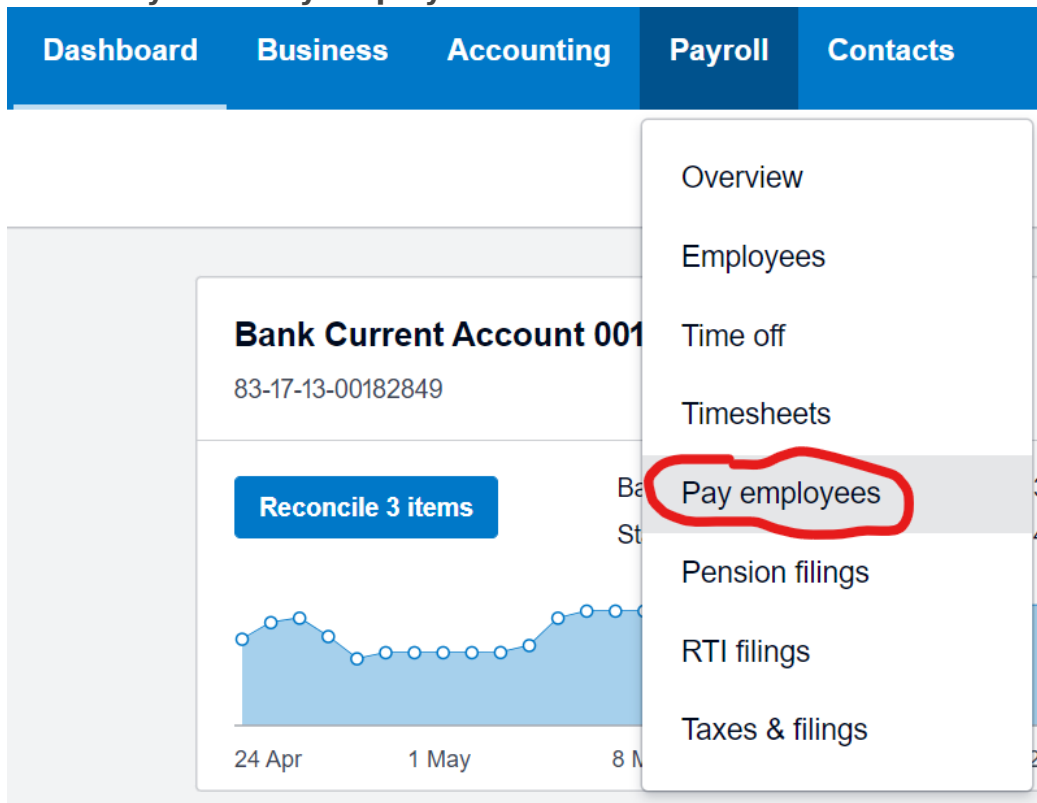
- [What is a Pay Run?](#)
- [Creating a Pay Run](#)
- [Adding Holidays](#)
- [Adding Overtime](#)
- [Adding Sick Days](#)
- [Adding Deductions](#)
- [Paying via BACs](#)
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- [Posting Pay Run & Sending Payslips](#)
- [Adding Bonus's / Extra Payments](#)
- [Adding Expenses](#)
- [Paying National Insurance & Tax](#)

What is a Pay Run?

Creating a Pay Run

Process for Creating a Pay Run

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

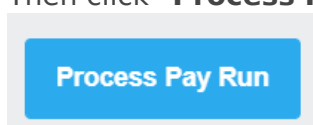


2. Select whether the pay run is either:
 1. A standard pay run (Monthly pay run, runs on the 27th)
 2. Unscheduled pay run (can be run anytime e.g. **leaver pay run**)

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	<input type="text" value="16"/> HOURS	<input type="text" value="9.943182"/>	159.09 ✕
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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**"



A screenshot of a software interface showing a dropdown menu. The menu is open, displaying a list of options. The 'Add' button is circled in red. The 'Overtime Hours' option is also circled in red.

- Bonus
- Expenses
- Holiday Pay
- Lieu of Notice
- Nightshift Rate
- Overtime Hours
- Redundancy
- Regular Hours
- Statutory Adoption Pay
- Statutory Adoption Pay

2. Enter the number of hours in the box



A screenshot of a form showing the 'Overtime Hours' input field. The field contains the value '7.0000'. The field is circled in red. The unit 'HOURS' is displayed next to the input field. The calculated overtime pay is shown as 17.482518, and the total pay is 122.36.

Overtime Hours	7.0000 HOURS	17.482518	122.36
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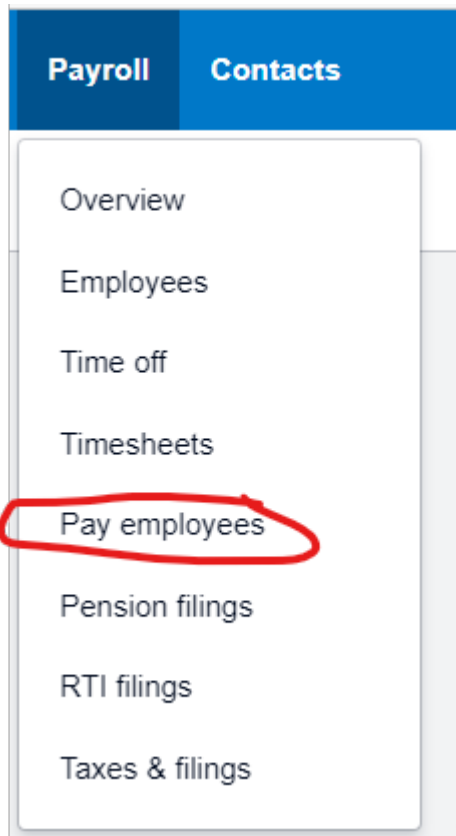
Adding Sick Days

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"**

24.00

74.58

33.33

38.64

14.35

35.00

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"**

Select file type

Download your preferred file type and then upload it into a bank account to pay staff.

☒ BACS file
 ☐ Faster Payments file

Close

Download

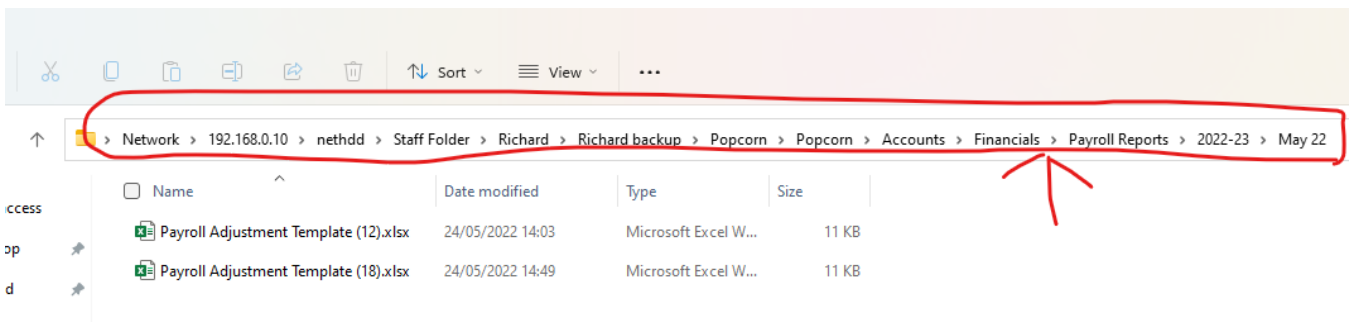
5. Click Download



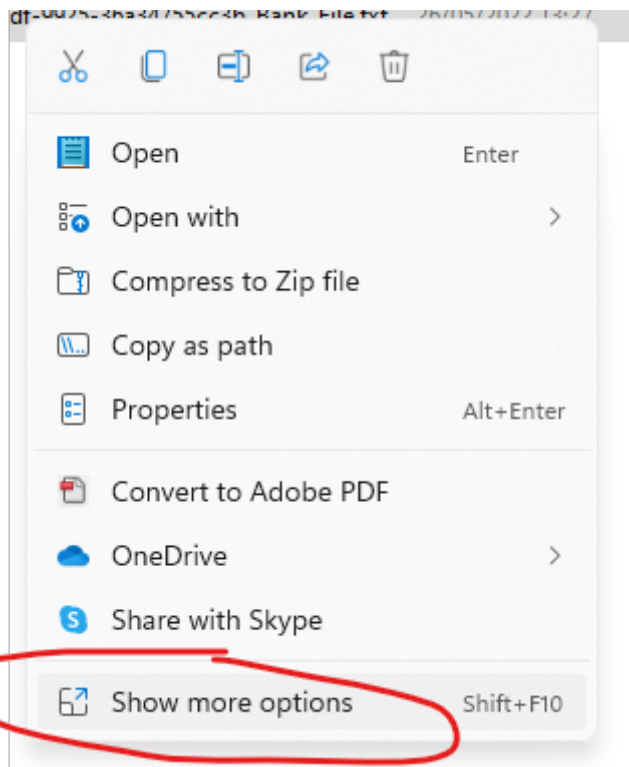
6. The file will be downloaded to your **Downloads** folder

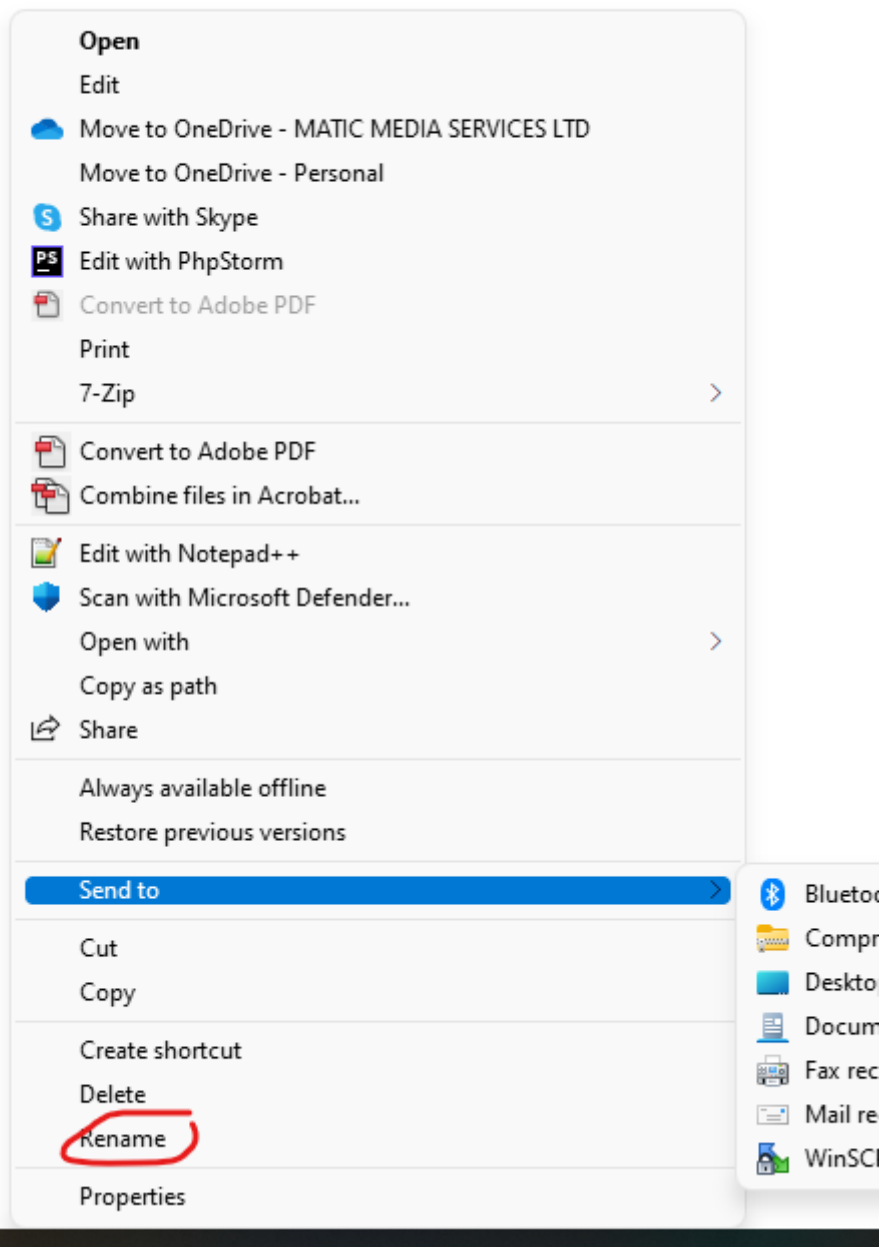
7. Copy the file to the Financials Folder on Nethdd

\\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....

 May-22-PAYROLL.txt	26/05/2022 13:27	Text Document	3 KB
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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: **Choose File** May-22-PAYROLL.txt **Go**

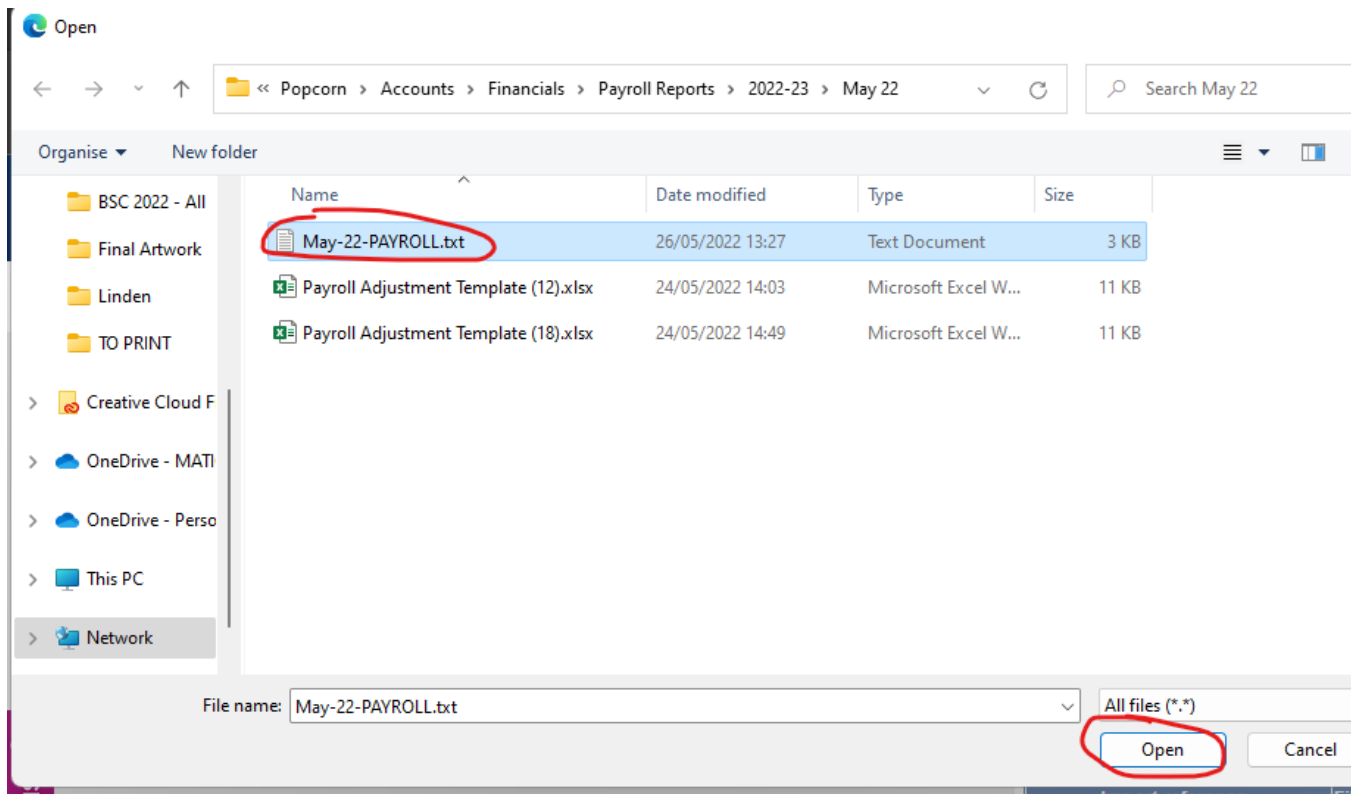
Imported Files: 15 Display: 10 Imported files per page **Go**

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

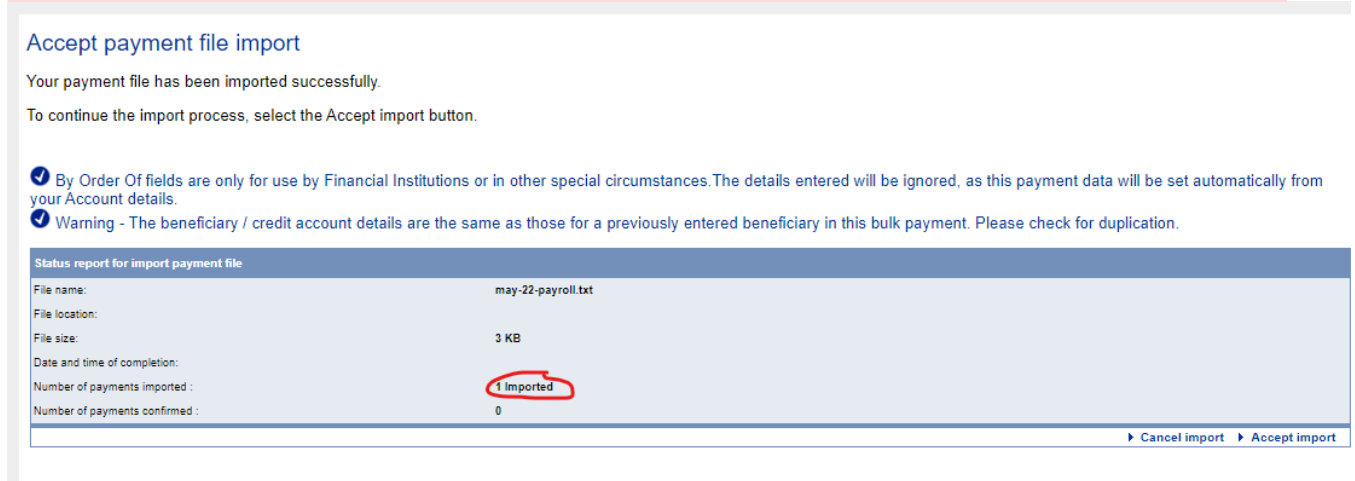


15. Press "GO"



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
<div>Cancel import Accept import</div>	

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

DashboardAccounts ▾Payments ▾Account Servicing ▾Admin ▾Original BanklineSearch

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

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)

<input type="checkbox"/>	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)

<input type="checkbox"/>	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

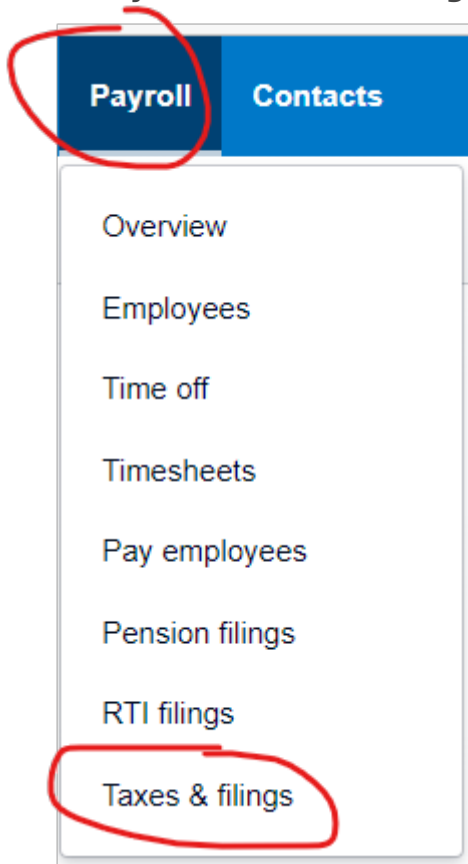
From 2849 to 6944 (round up to nearest £1,000)

DON'T BLOODY FORGET TO DO THIS

25. Setup the HMRC Payment

Setup HMRC Payment

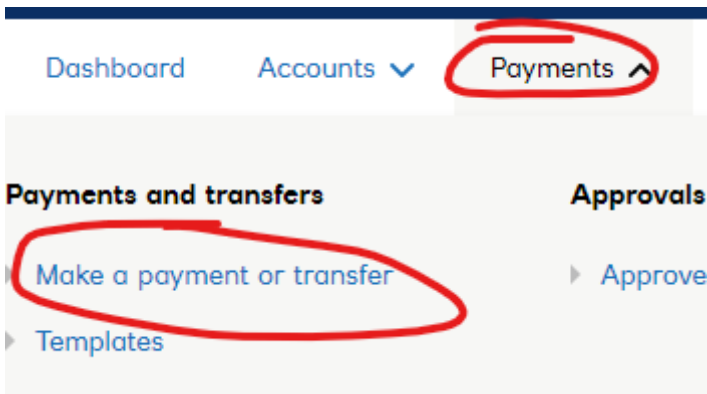
1. Go to **Payroll > Taxes & Filings**



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

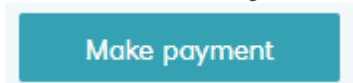


Make payment from a template

6. Select **HMRC CUMBERNAULD**

<input type="radio"/> Active	HMRC CUMBERNAULD	HMRC CUMBERNAULD	Domestic Faster	26-APR-2022
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7. Select "**Make Payment**"



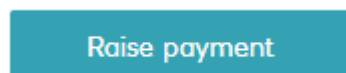
8. The payment date should be on or before the 16th of the Month i.e. the first working day before the 16th if it falls on a bank holiday or weekend.

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

Amount

GBP

10. Click "**Raise Payment**"

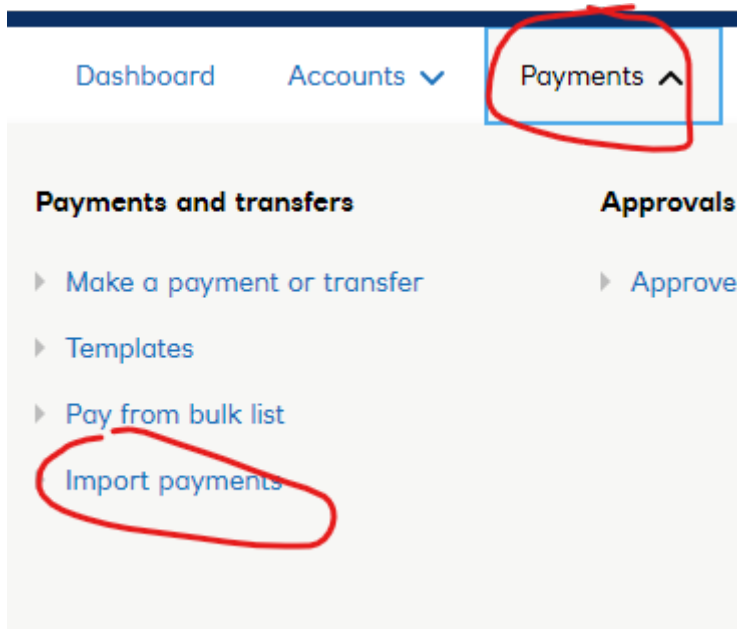


11. Approve the payment as normal

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](#)

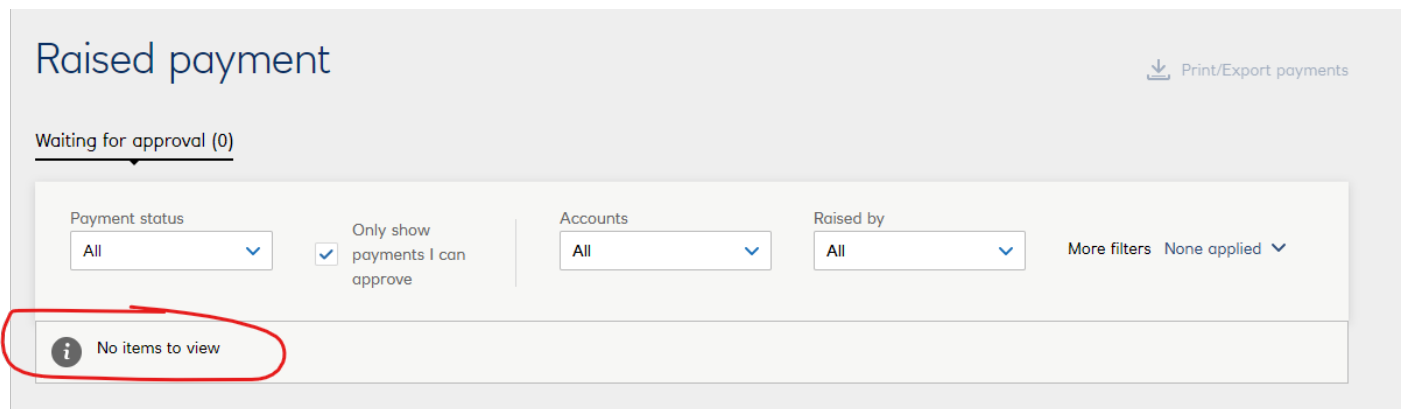
8. Either click "**Confirm payment**"

 Confirm payment

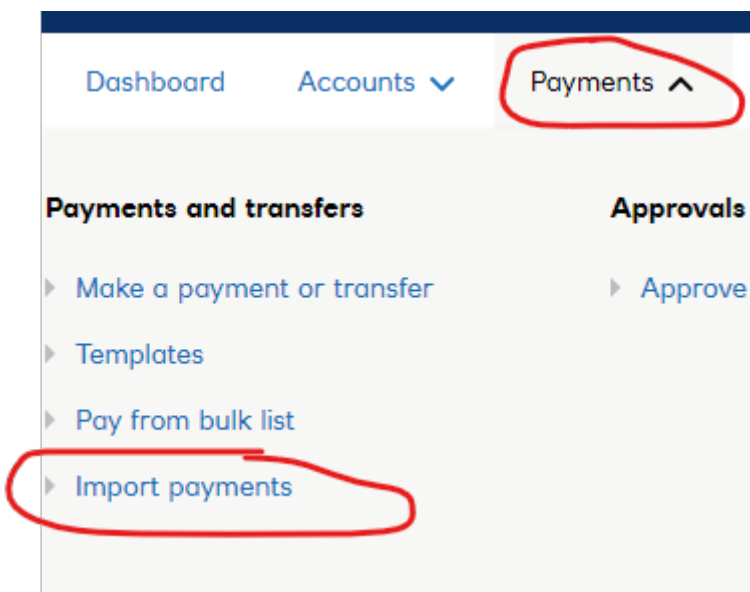
9. Approve the payment as usual

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

Import file: 6865023 - payment type: Standard - status: Incomplete

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
<input type="checkbox"/>	416422790	PBULK	AM	MAY-22-PAYROLL See payment details	MAY-22-PAYROLL		GBP		I W

View Print/save details Print/save list

Expanded View Refresh page

Cancel Print remittance advice View warnings

View authorisation summary

Imported payment	Ad hoc bulk payment (without bulk list)	Autobooked deal	Template/bulk list payment	Payment has a warning
Amended imported payment	Amended ad hoc bulk payment (without bulk list)	Pre-booked deal	Third Party Provider payment	Template/bulk list has been amended
Incomplete	Awaiting Authorisation	Awaiting Second Authorisation	Processing	Accepted
Expired	Held Checking Funds	Awaiting Release	Cancelled	Future Dated
Back			Partially Accepted	Qualified Accepted
				Rejected

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

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: 83-17-13 10946944

Account name: RESERVES ACCOUNT

Date payment committed:

Date payment to leave account:

Payment amount:

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
	-	PAIDOK	30-45-78 12397766		No	Error !
	-	PAIDOK	80-46-74 01145587		No	-
	-	PAIDOK	80-45-78 11822161		No	-
	-	PAIDOK	11-08-94 00269409		No	-
	-	PAIDOK	80-45-78 01199548		No	-
	-	PAIDOK	11-08-98 00112266		No	-
	-	PAIDOK	80-45-78 11822161		No	-
	-	PAIDOK	07-02-46 15136416		No	-
	-	PAIDOK	11-12-54 00018204		No	-
	-	PAIDOK	83-22-26 00101228		No	-

Next beneficiaries

7. Click on the error to see the problem

Bulk payment - beneficiary errors and warnings

Beneficiary name	Beneficiary identifier	Type	Message
	-	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]
Date payment committed: [REDACTED]
Payment amount: [REDACTED]
Your reference: MAY-22-PAYROLL

Account name: RESERVES ACCOUNT
Date payment to leave account: ⓘ
Funds check date: ⓘ
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	-
[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

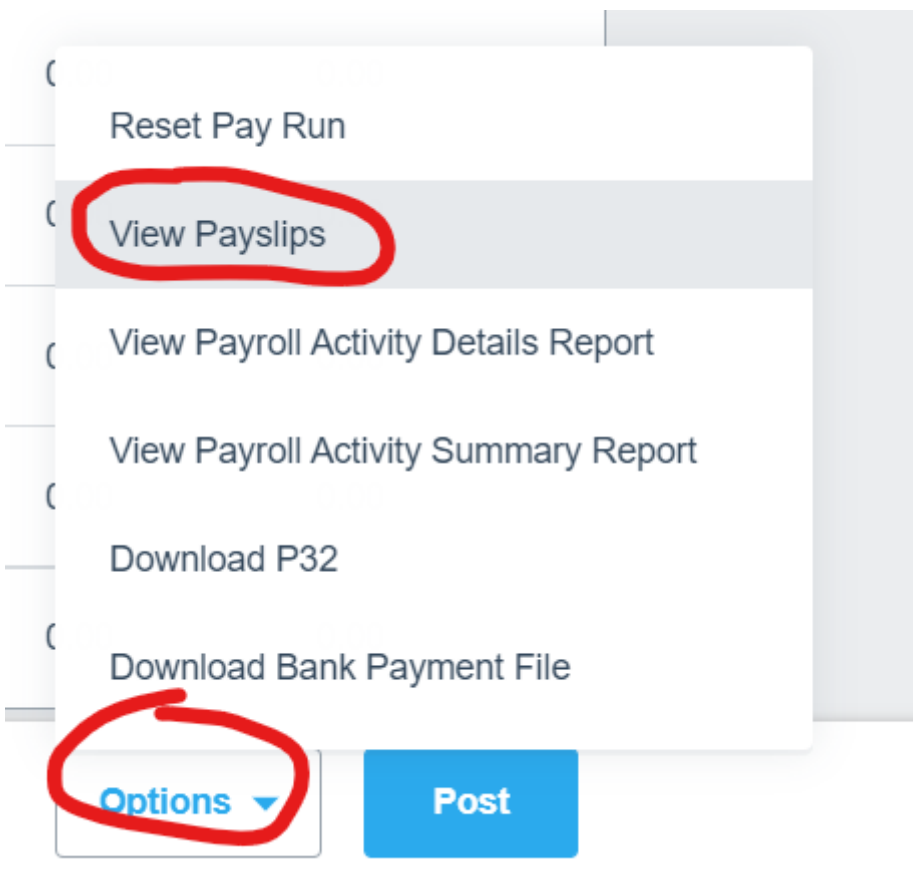
Posting the Pay Run

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

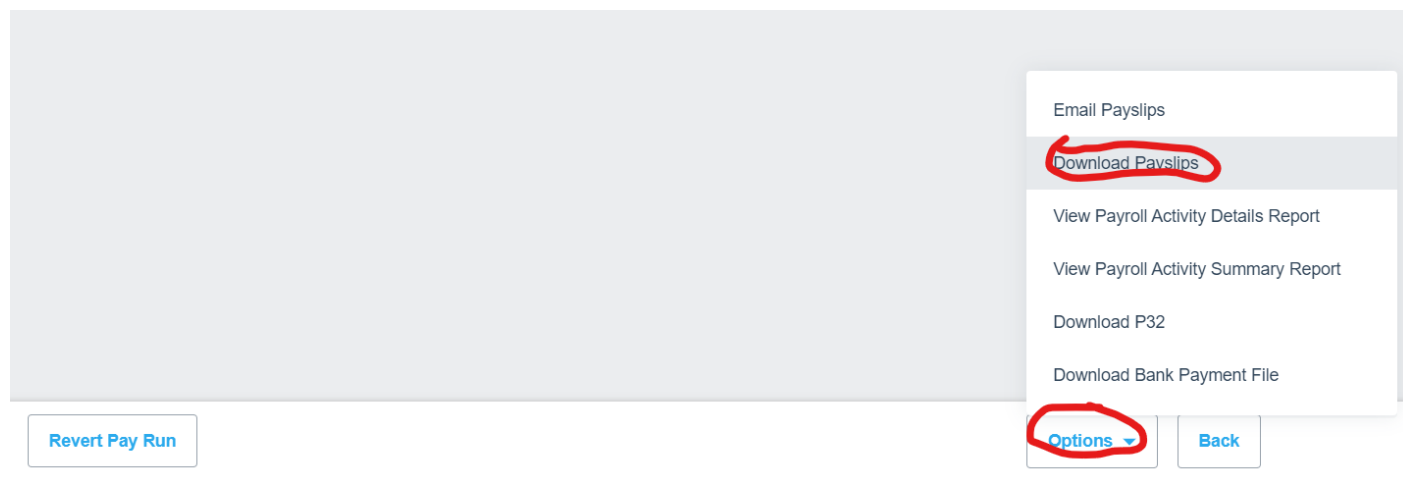


Viewing Payslips

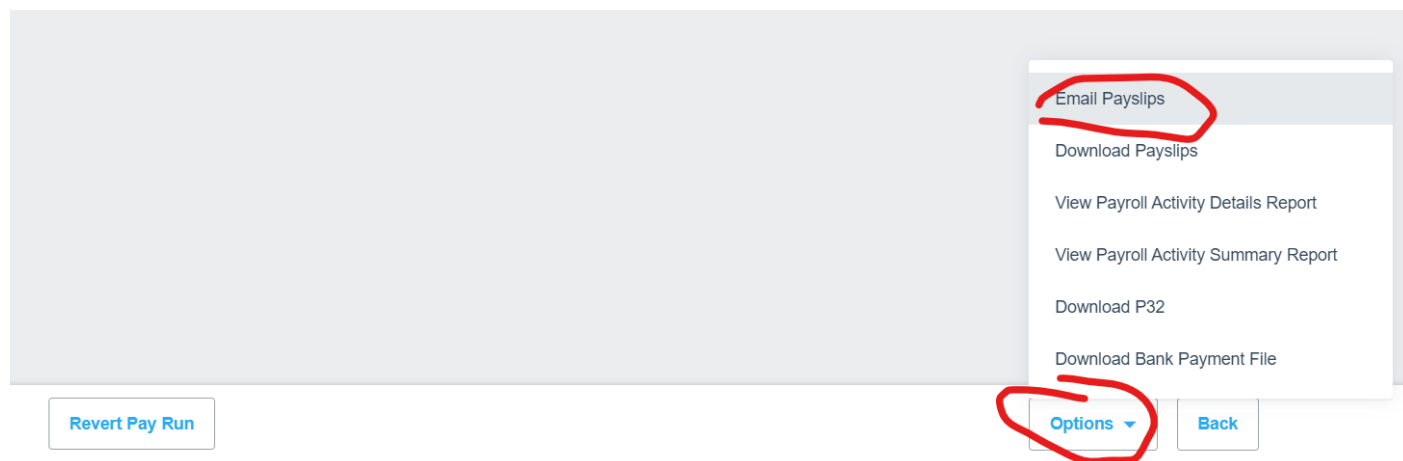
Before a pay run is posted



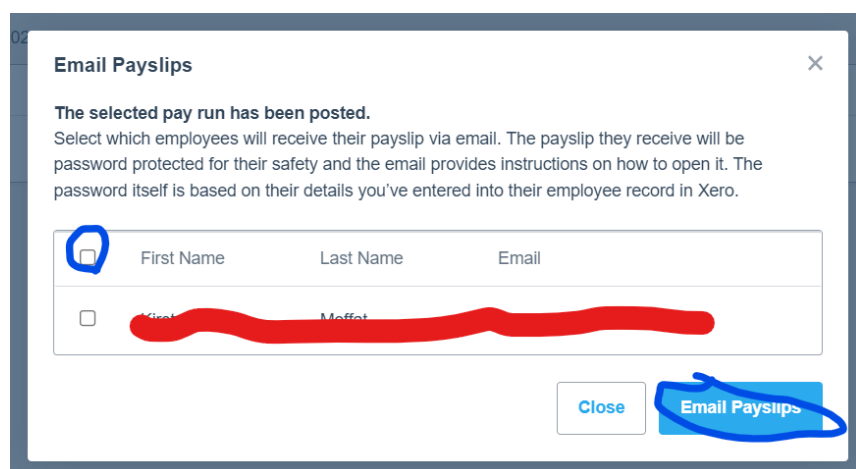
After a pay run is posted



Sending Payslips



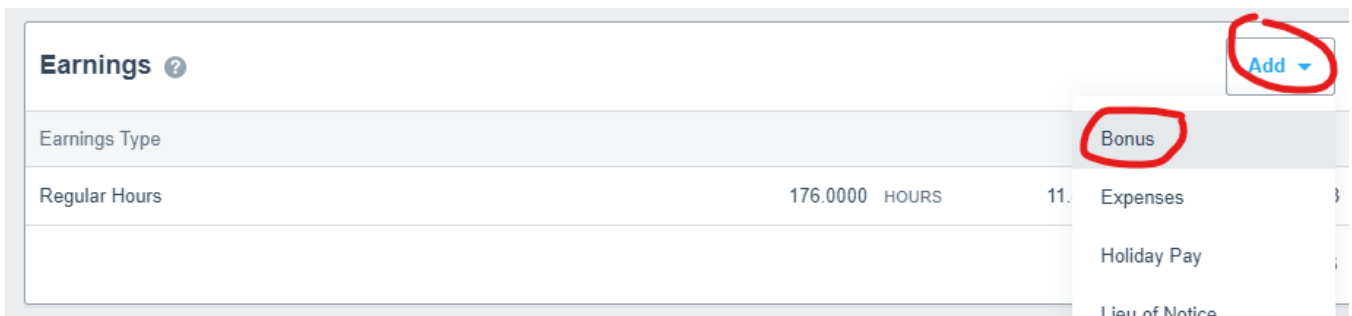
On the next screen, select who you want to send the payslips too and click "**Email Payslips**"



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		
Bonus			0.00	

3. Click "Save"



Amount

Save

Adding Expenses

Paying National Insurance & Tax