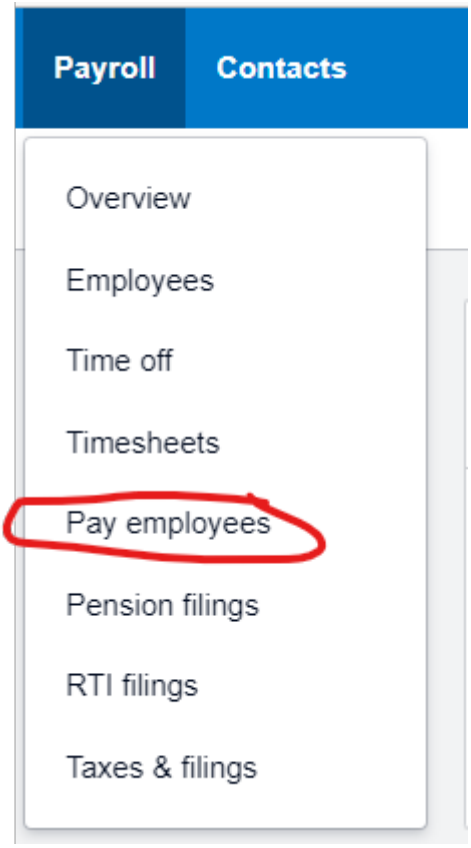
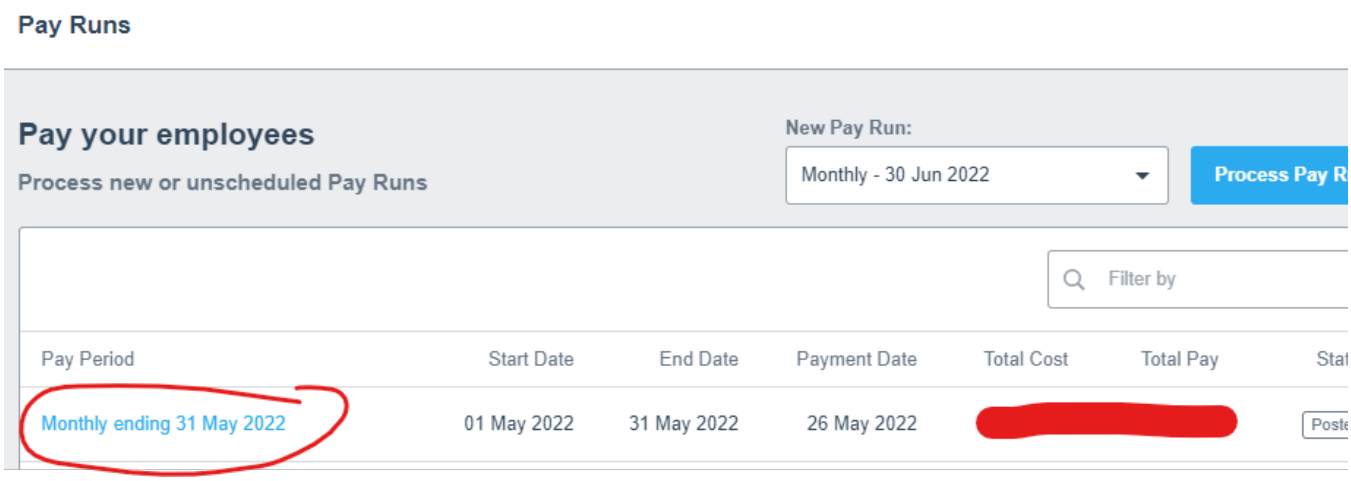
Paying via BACs

To start the payment run....

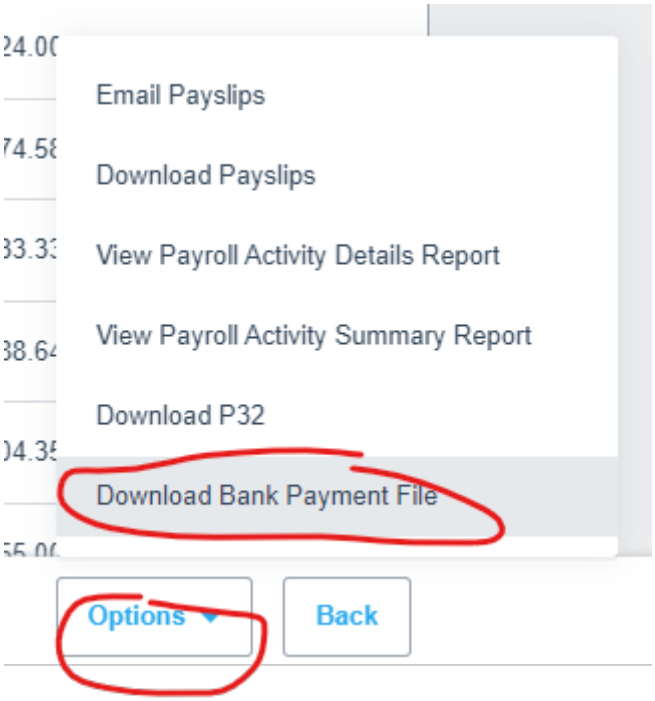
1. Go to the pay run for the month you want to process



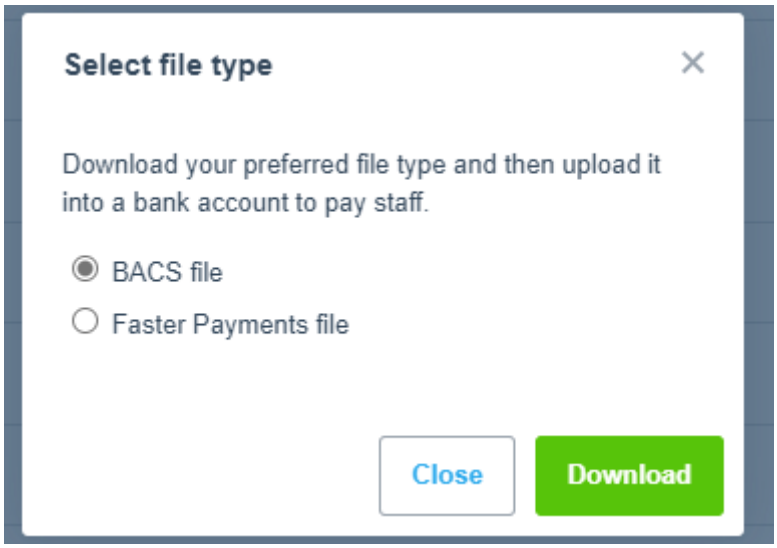
2. Click on the pay run you want to pay



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



4. Select **"BACS File"**



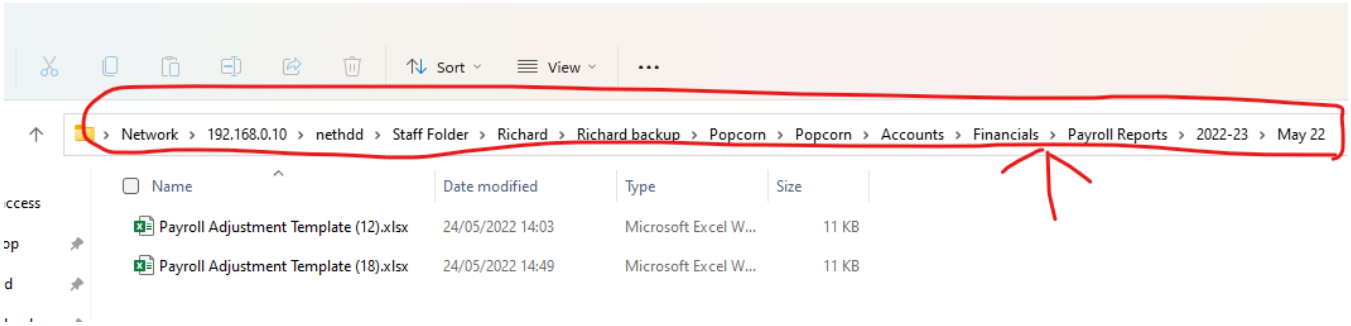
5. Click Download



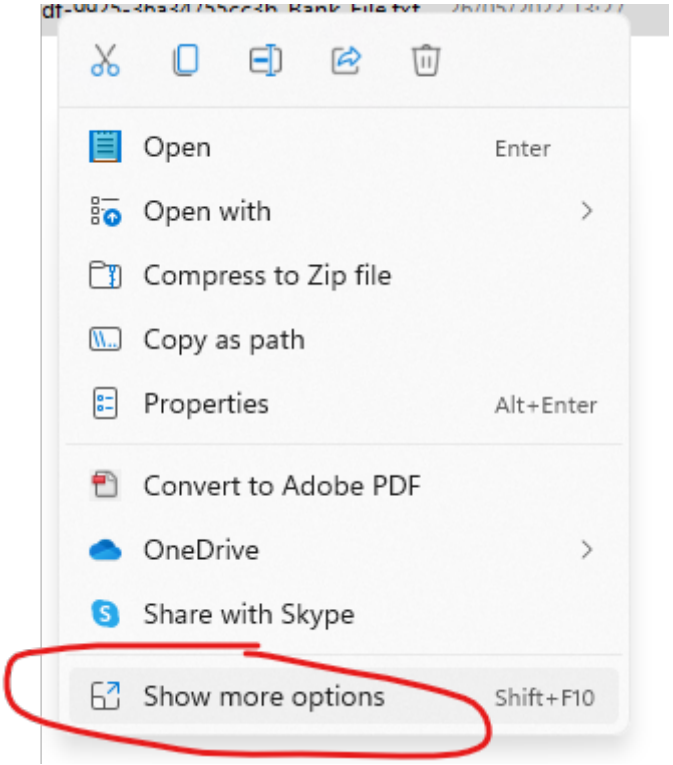
6. The file will be downloaded to your **Downloads** folder

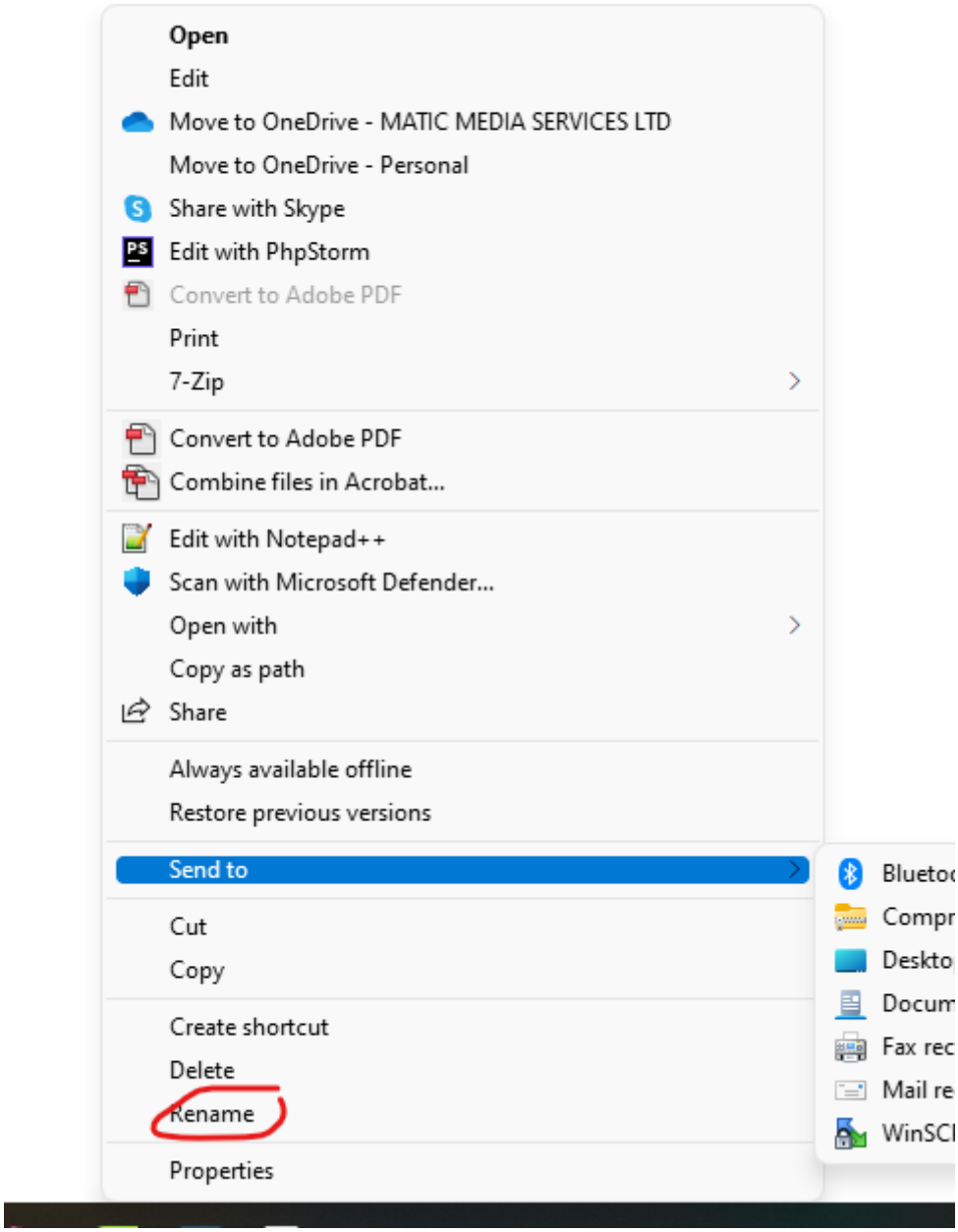
7. Copy the file to the Financials Folder on Nethdd

> \\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

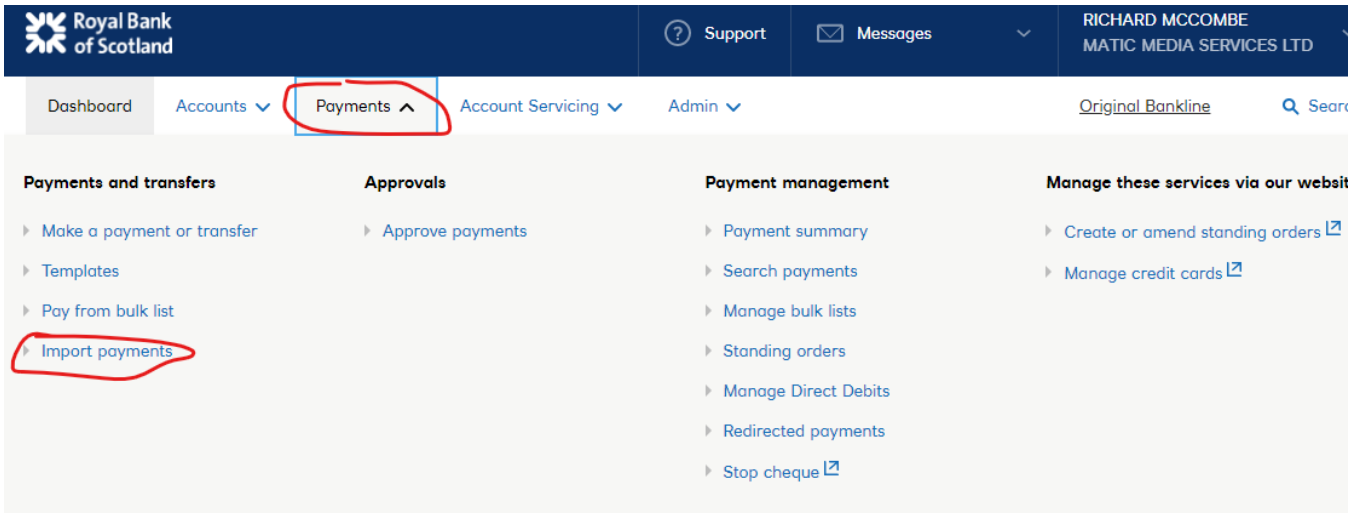

Open
Enter
Open with
Compress to Zip file
Copy as path
Properties
Alt+Enter
Convert to Adobe PDF
OneDrive
Share with Skype
Show more options
Shift+F10



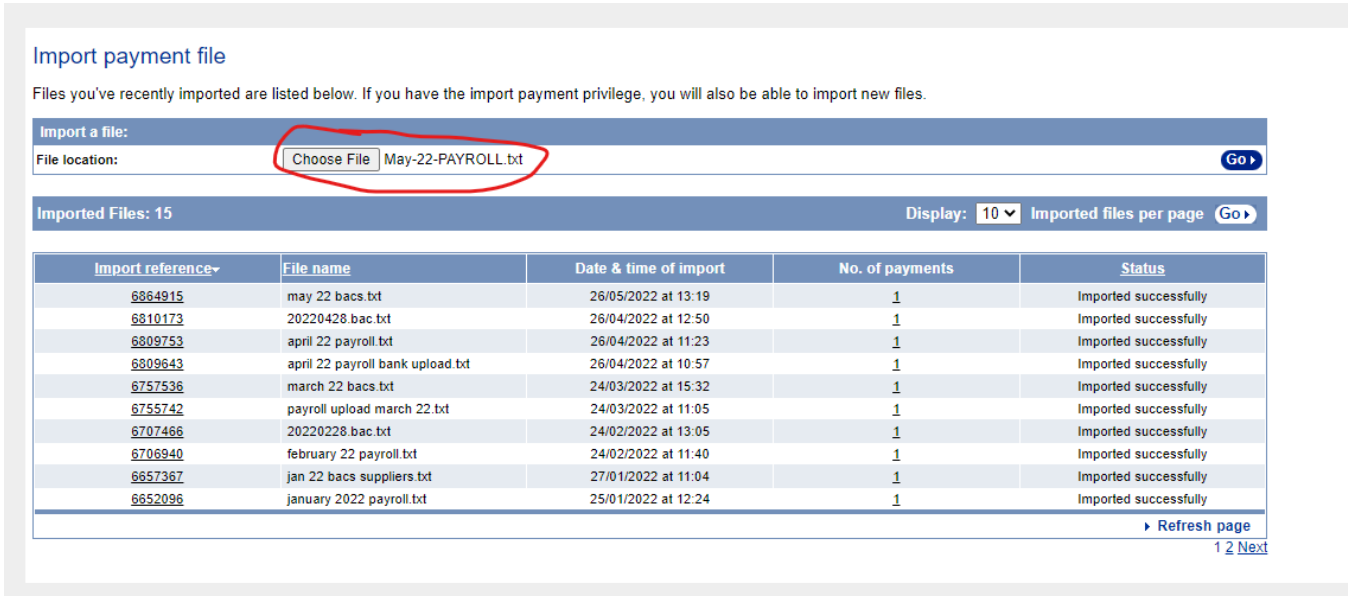
9. File after being renamed should look like below....



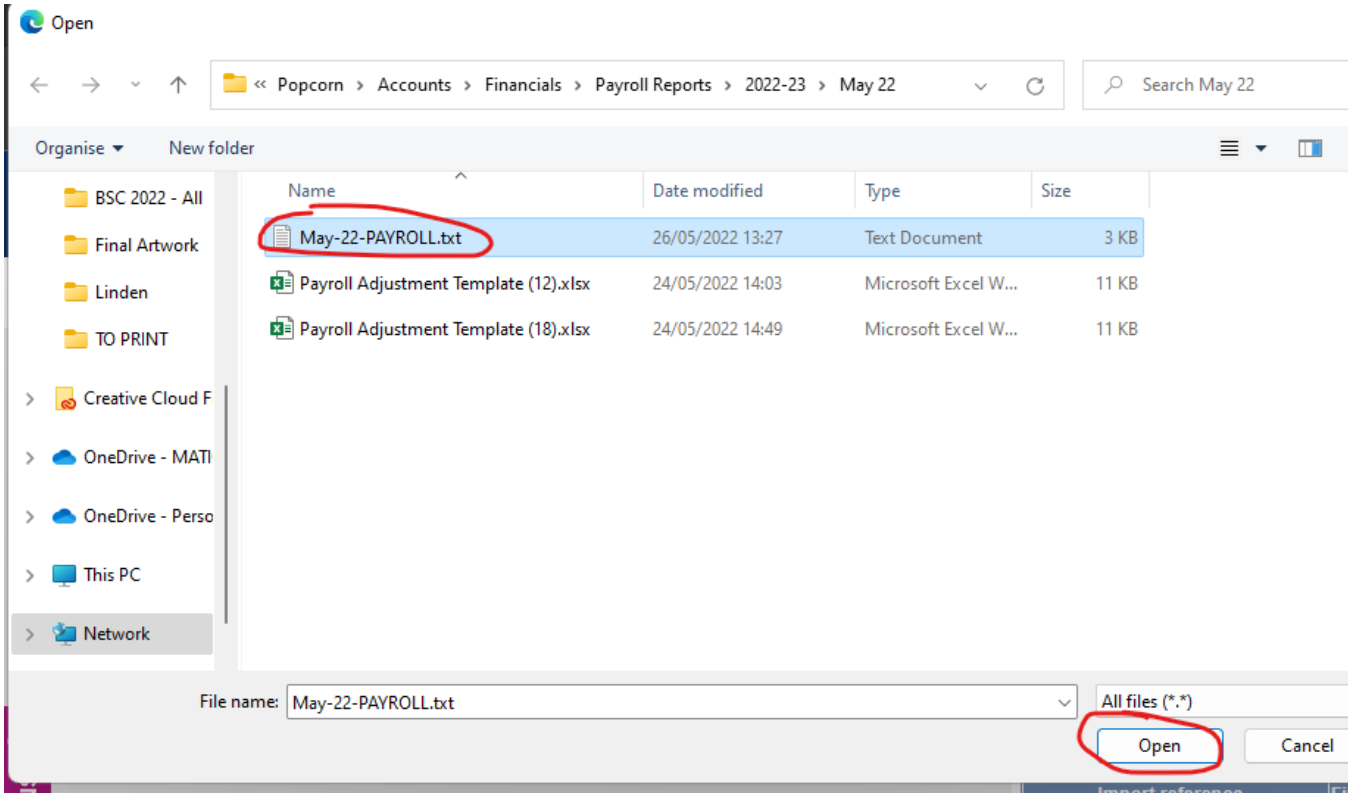
10. Go to BANKLINE
11. Login as per usual
12. Click on **"Payments"** > **"Import Payments"**



13. Click **"Choose FIle"**



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

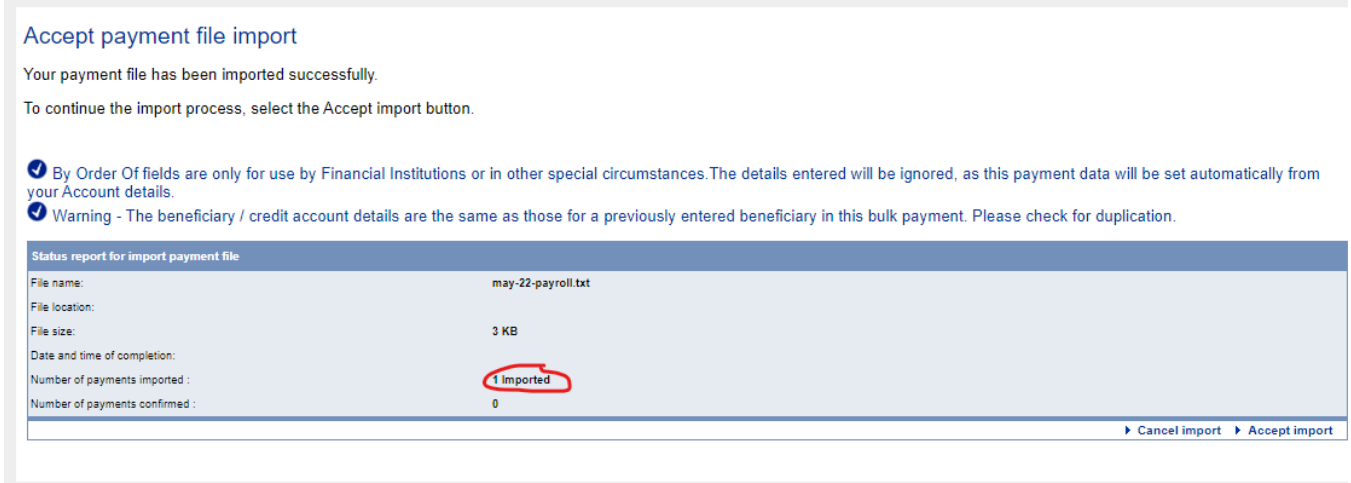


15. Press "GO"

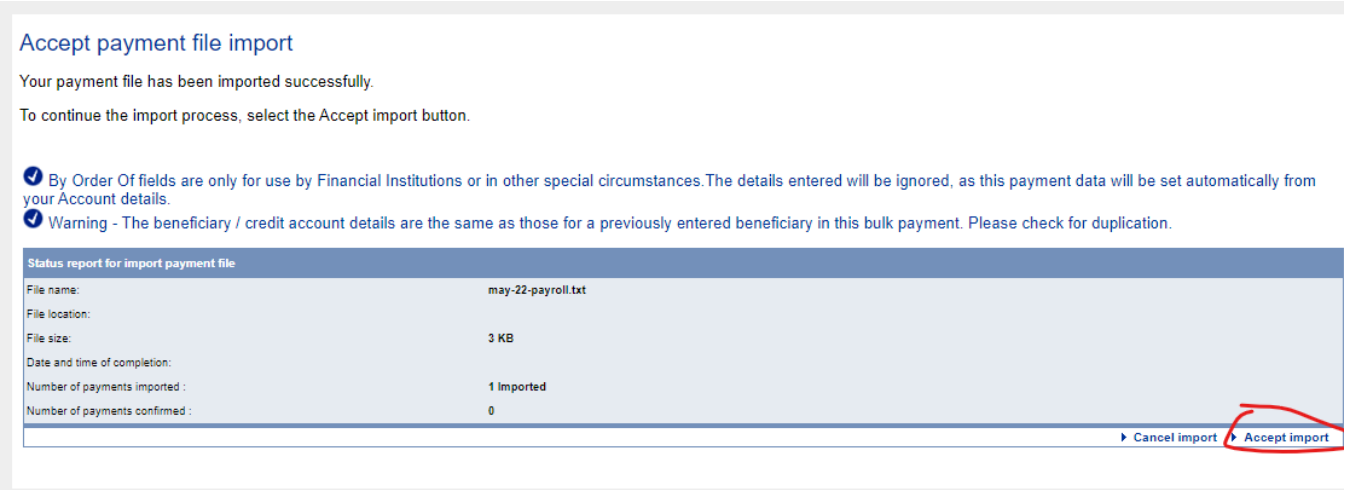


16. You should see a screen like below, with the number of payments imported as 1

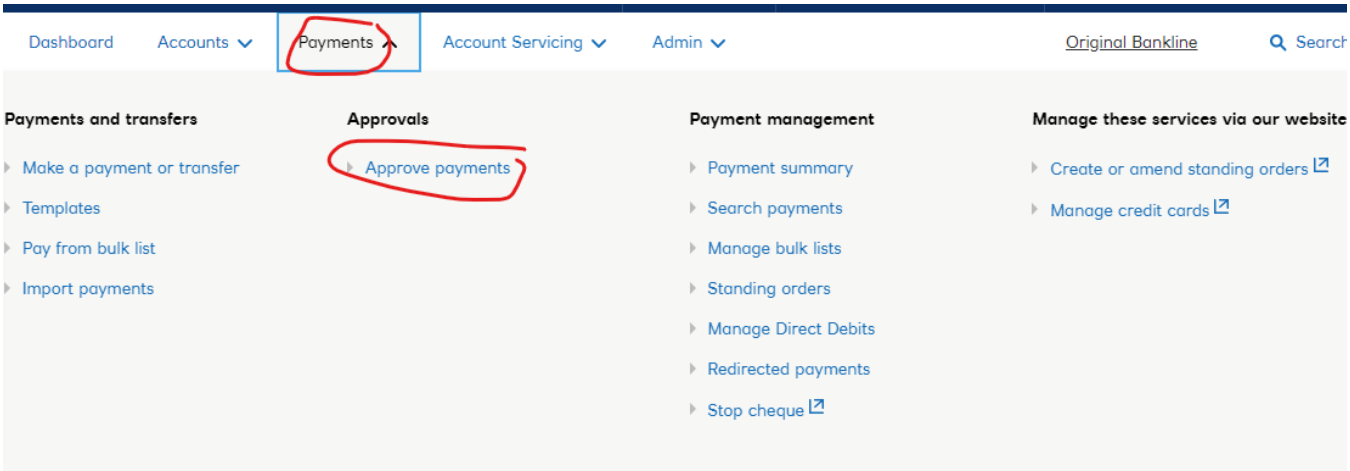
IT IS VERY IMPORTANT THAT IS SHOWS THE NUMBER OF IMPORTS AS 1



17. Click "Accept Import"

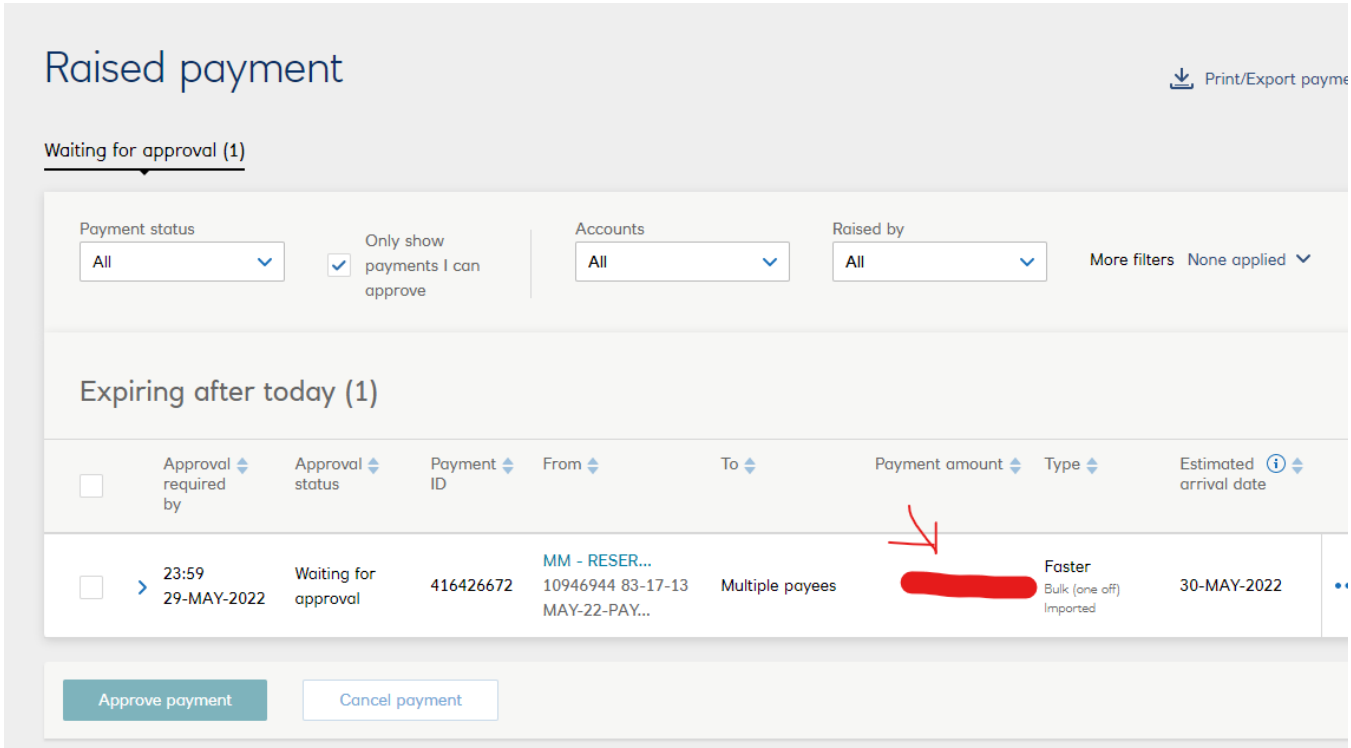


18. Go to **Payments** and **Approve Payments** from the navigation menu

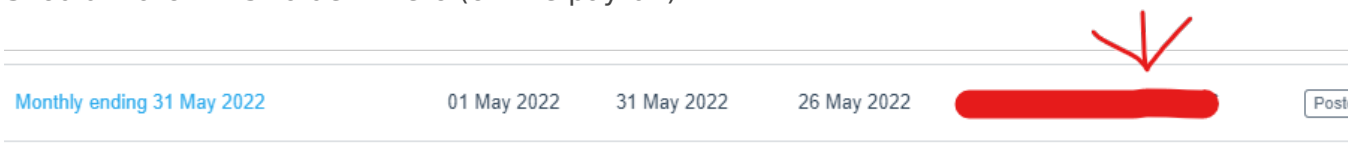


19. If the Raised payment screen shows no payments awaiting approval then go to Raised payment shows no payments awaiting approval otherwise continue on to step 20.

20. The below value

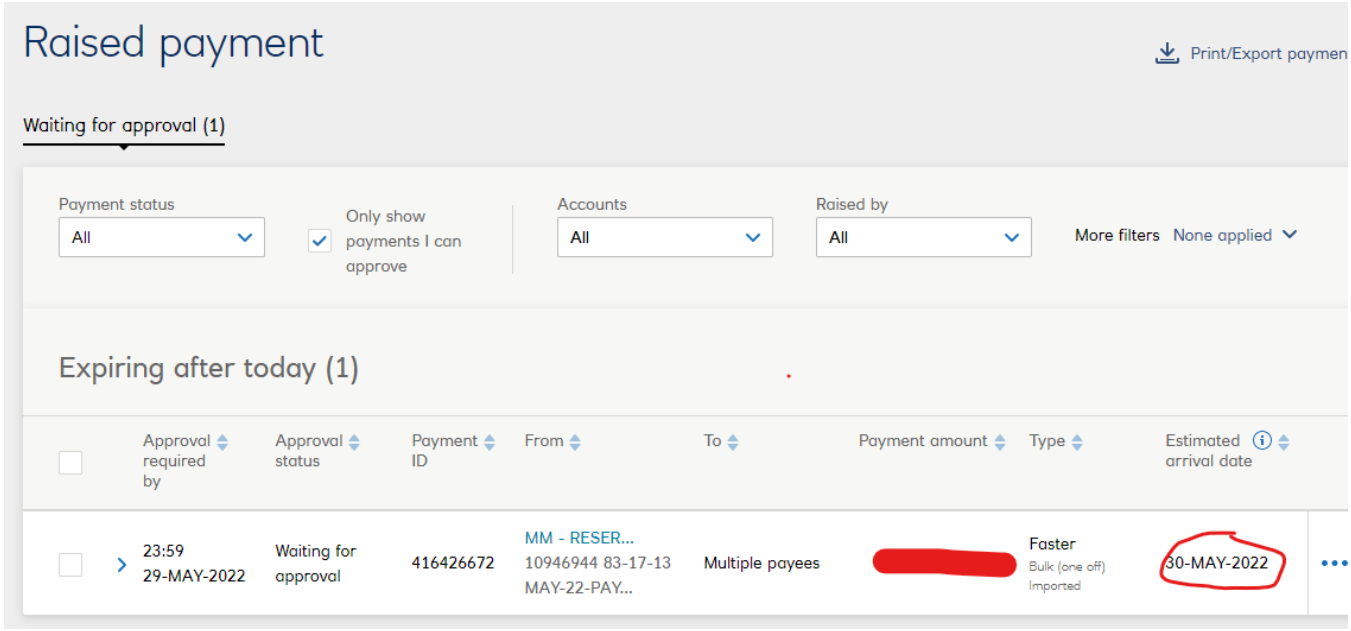


Should match this value in xero (on the payrun)



21. Double check the pay dates

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



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

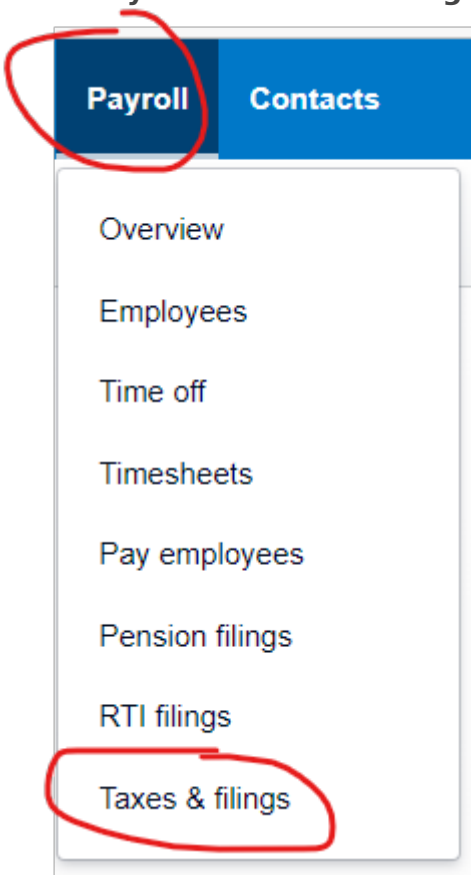
    From 2849 to 6944 (round up to nearest £1,000)

    DON'T BLOODY FORGET TO DO THIS

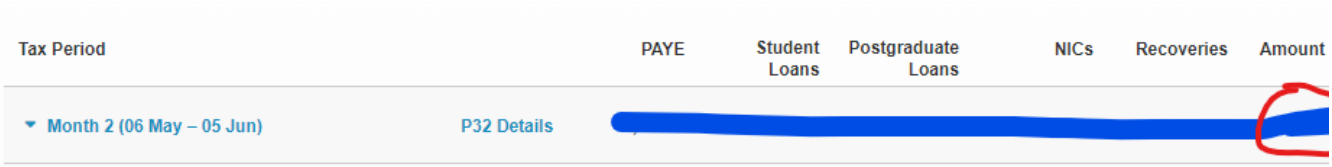
25. Setup the HMRC Payment

Setup HMRC Payment

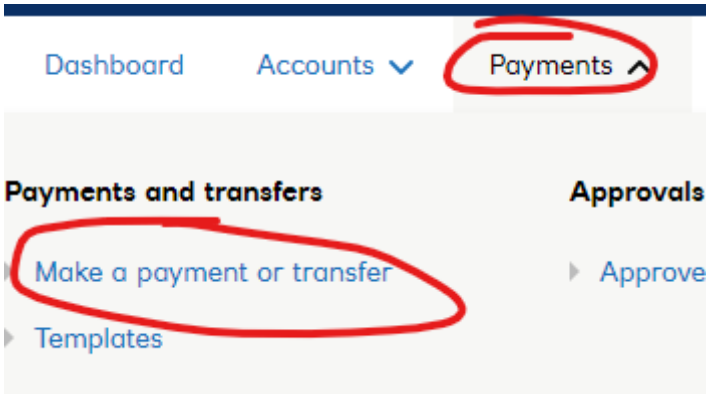
1. Go to **Payroll** > **Taxes & Filings**



2. Take this figure here from the month submission:



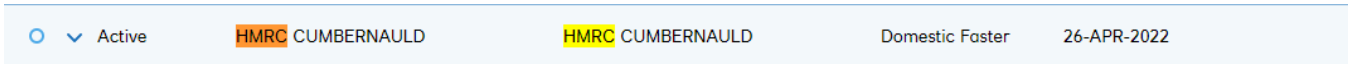
3. Go to BANKLINE
4. Go to **Payments** > **Make a payment or transfer**



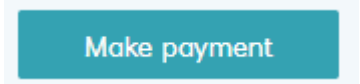
5. Select make a payment from a template



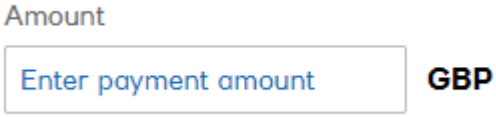
6. Select **HMRC CUMBERNAULD**



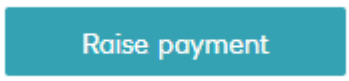
7. Select "**Make Payment**"



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



10. Click "**Raise Payment**"

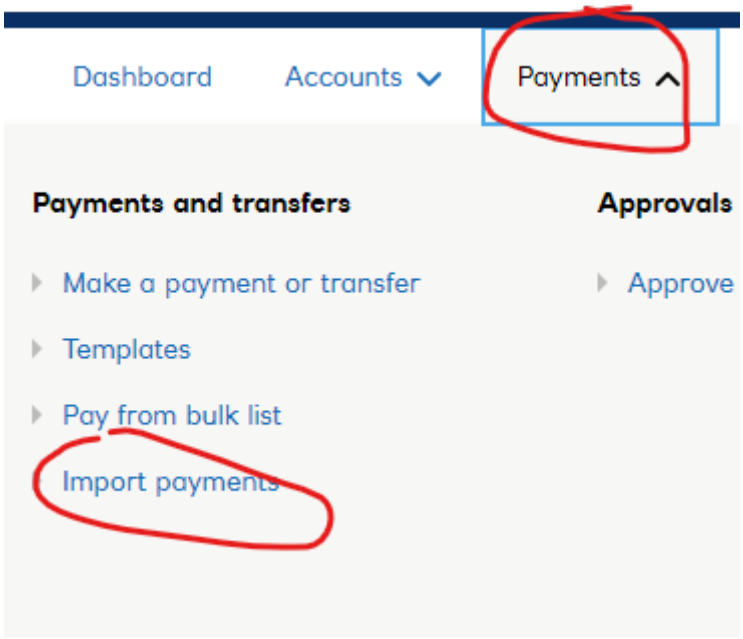


11. Approve the payment as normal

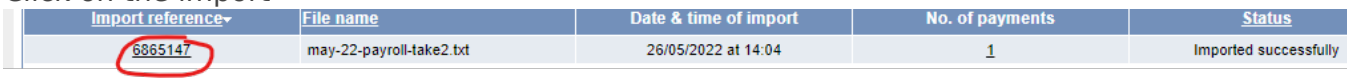
DON'T BLOODY FORGET TO TRANSFER MONEY INTO THE RESERVES ACCOUNT

Date is not the correct payment date

1. Go to Payments > Imports

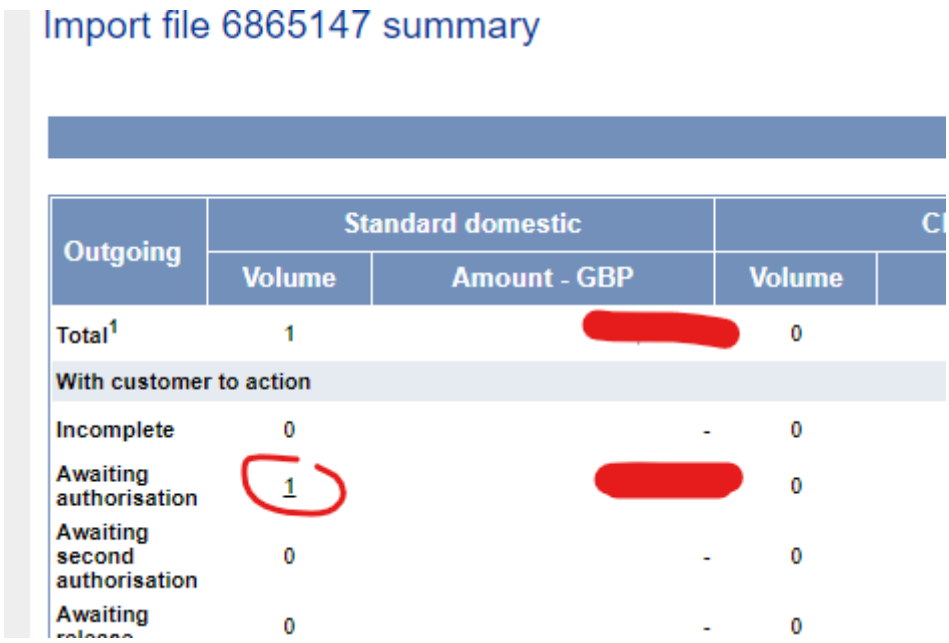


2. Click on the import

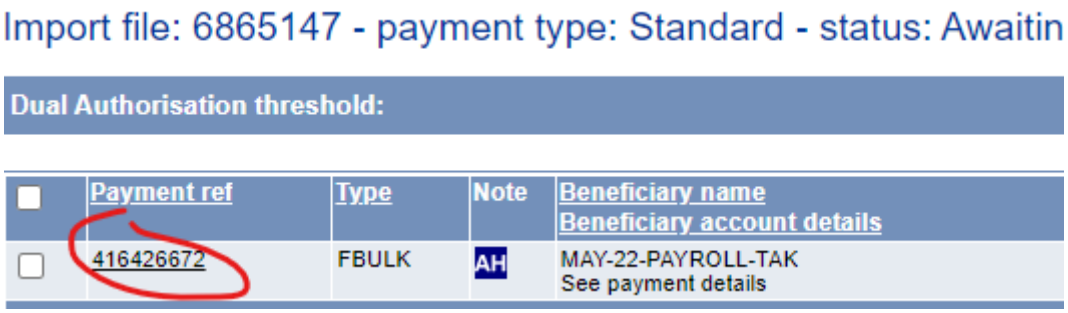


Import reference	File name	Date & time of import	No. of payments	Status
6865147	may-22-payroll-take2.txt	26/05/2022 at 14:04	1	Imported successfully

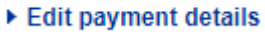
3. Click on the import on "Awaiting Authorisation"



4. Click the payment ref



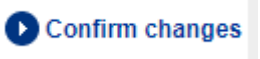
5. Click **edit payment details**



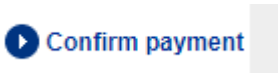
6. Change the date to the date you want the money **to arrive in employee's bank account**



7. Click confirm changes



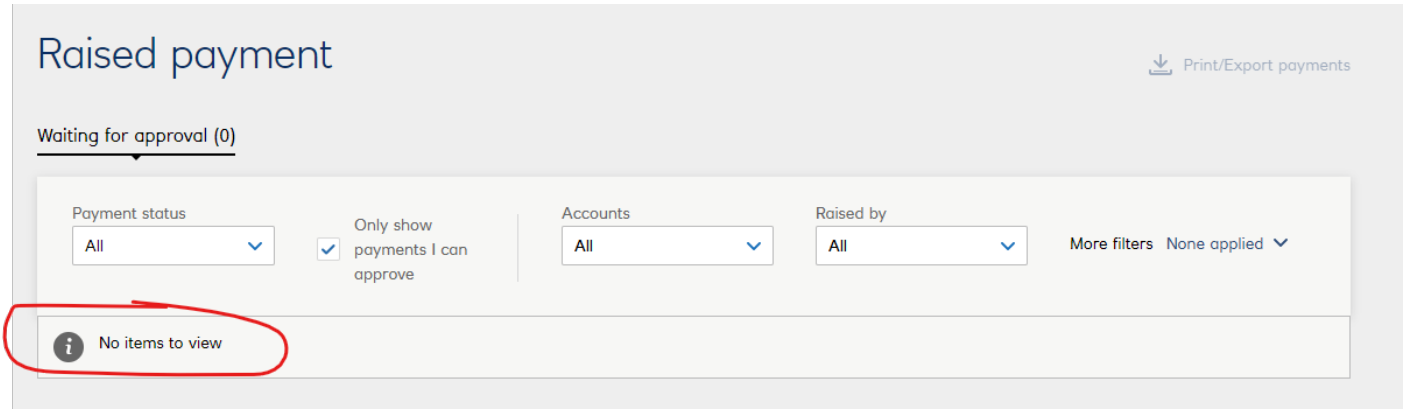
8. Either click **"Confirm payment"**



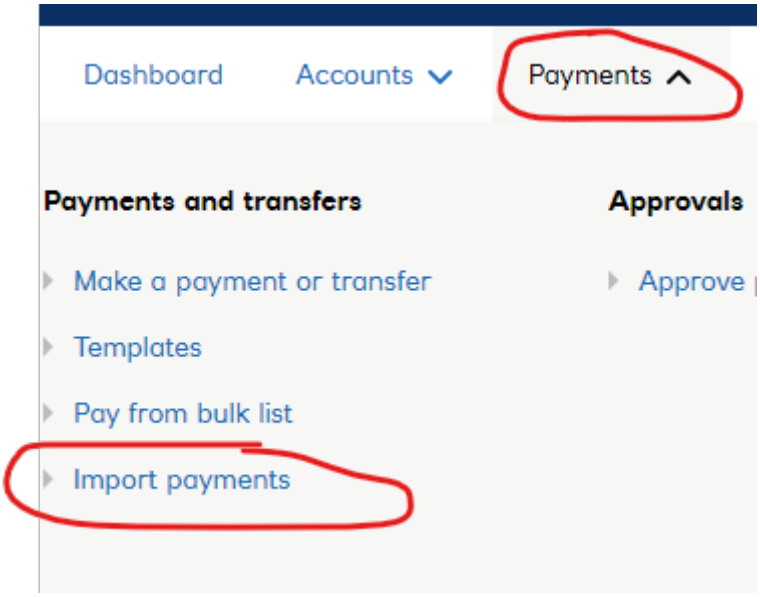
9. Approve the payment as usual

Raised payment shows no payments awaiting approval

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



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

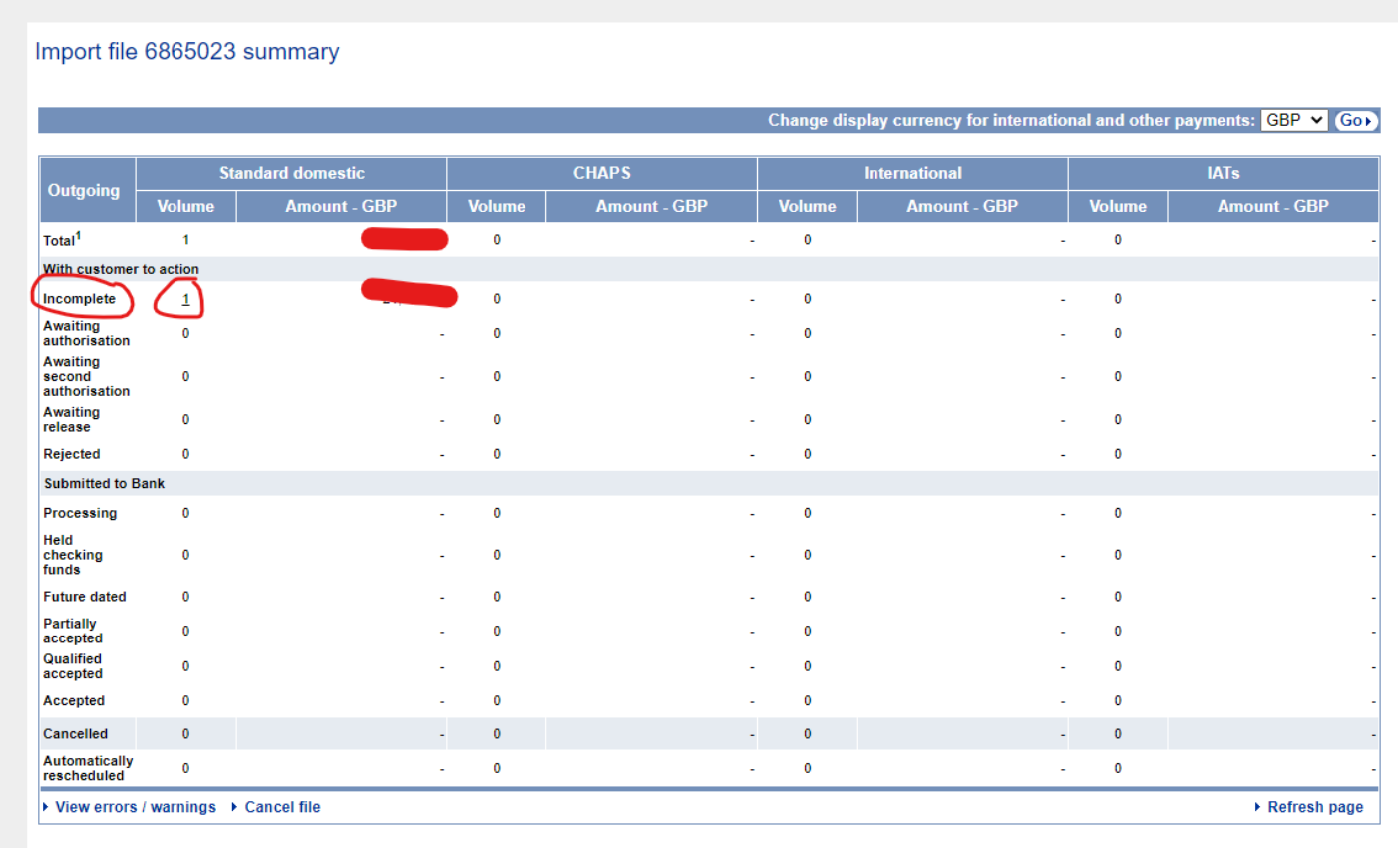


2. Click the file you imported from Step 17 in the above steps



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

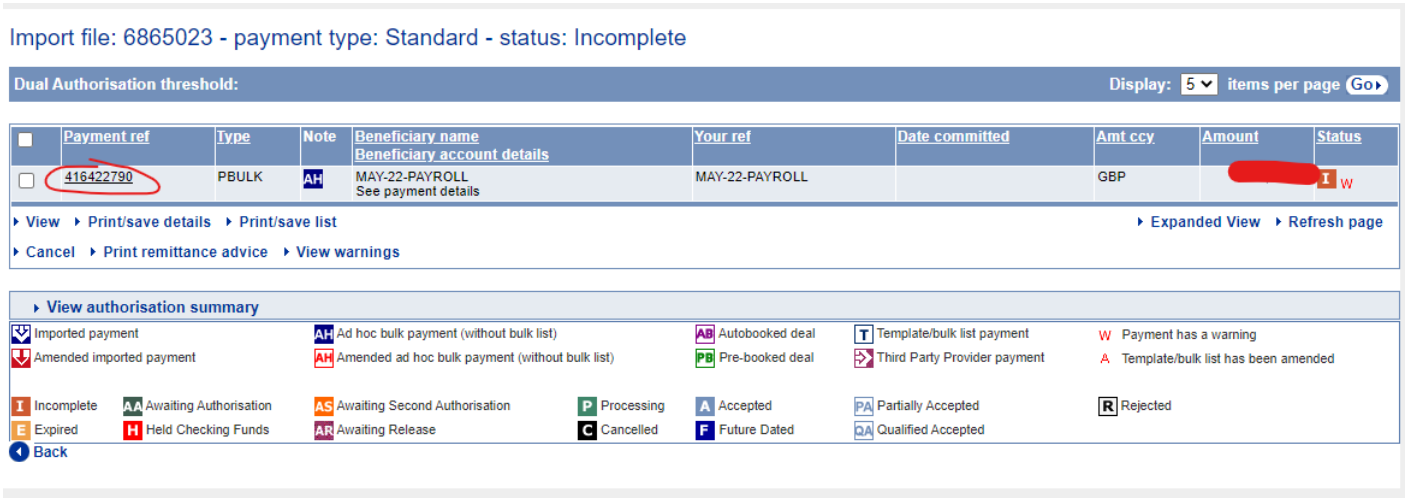
Change display currency for international and other payments: GBP Go

Outgoing	Standard domestic		CHAPS		International		IATs	
	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP
Total[1]	1	[redacted]	0	-	0	-	0	-
With customer to action								
Incomplete	1	[redacted]	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	-

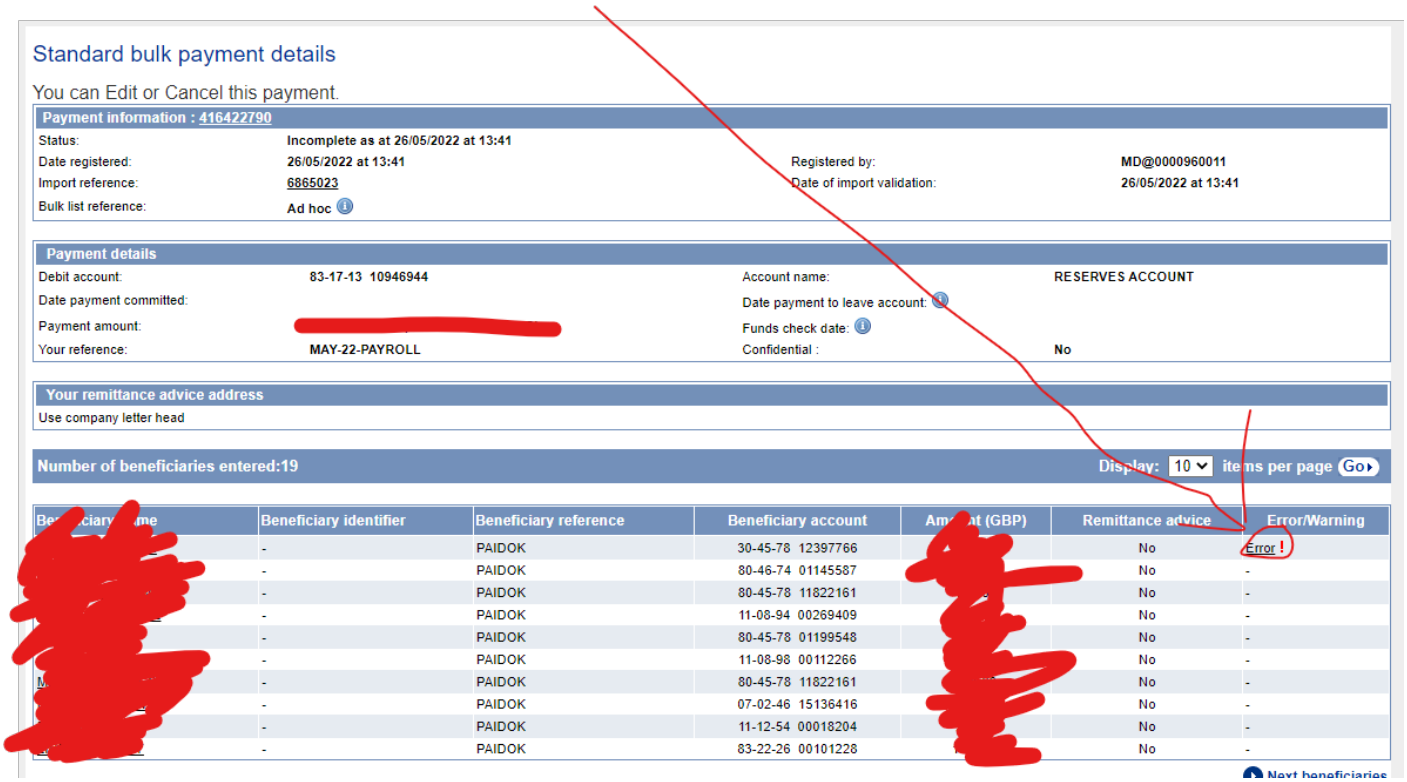
View errors / warnings Cancel file Refresh page

4. Click the "1" in the image above

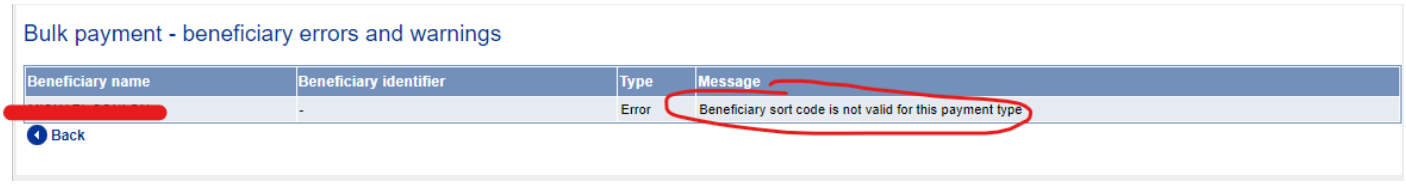
5. Select the Payment ref



6. You will see one or more errors

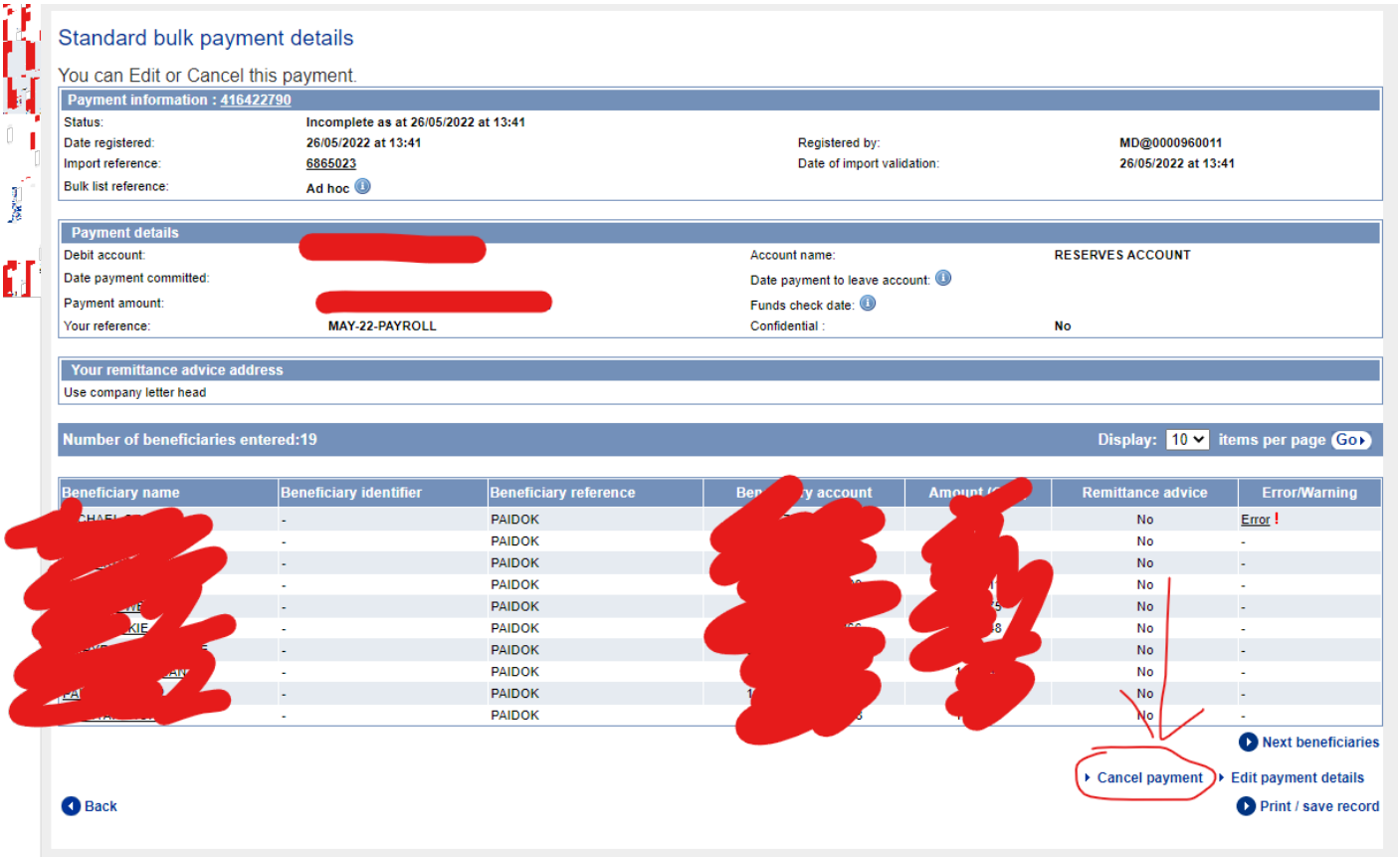


7. Click on the error to see the problem



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



Then



Revision #2
Created 24 May 2022 12:48:04 by Admin
Updated 26 May 2022 13:35:10 by Admin