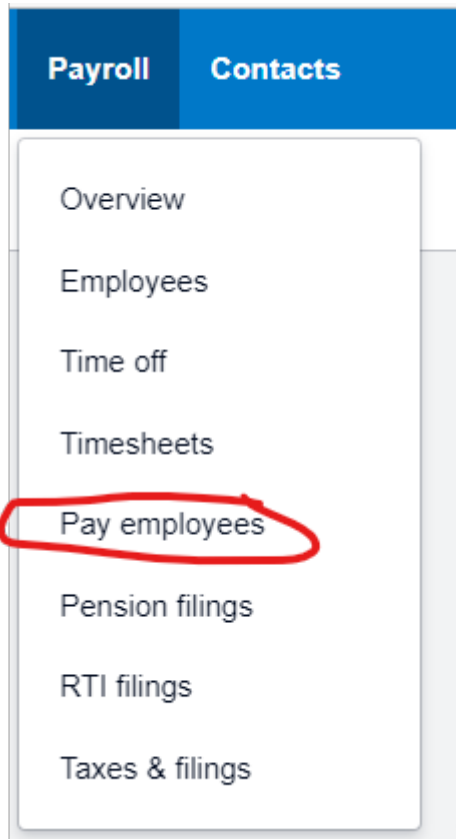


Paying via BACs

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

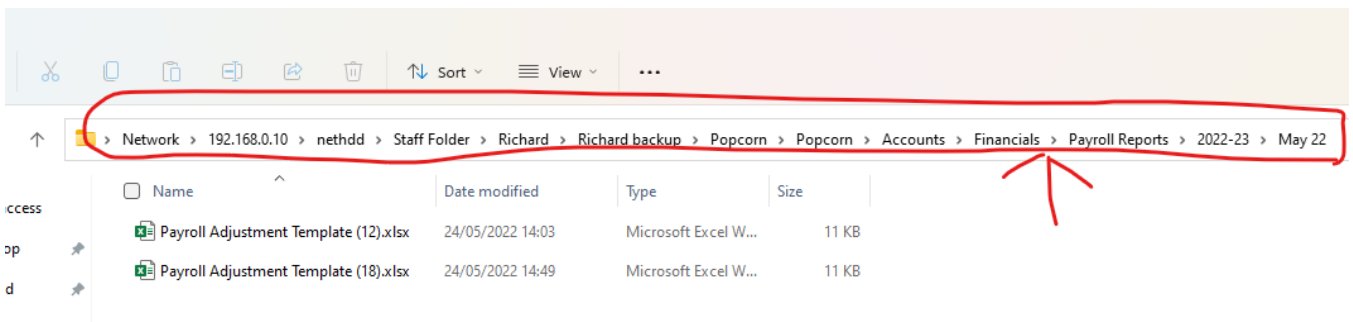
5. Click Download



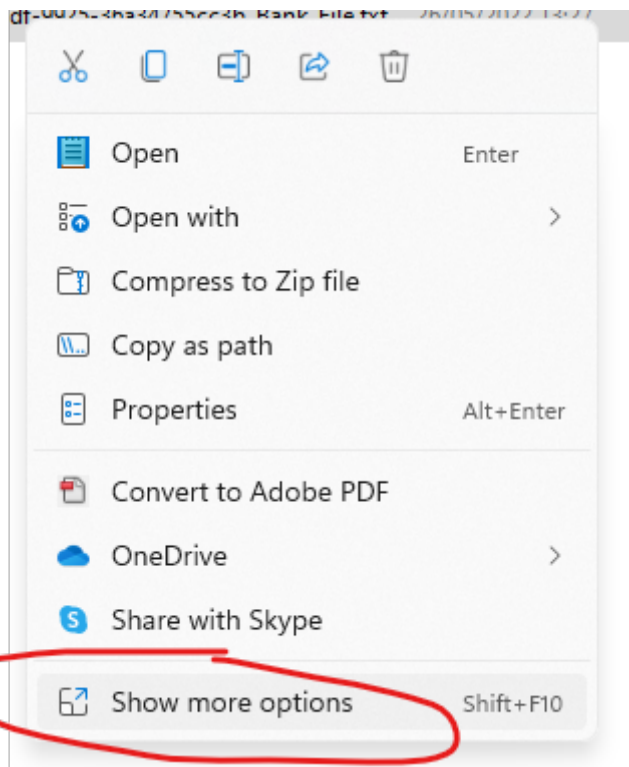
6. The file will be downloaded to your **Downloads** folder

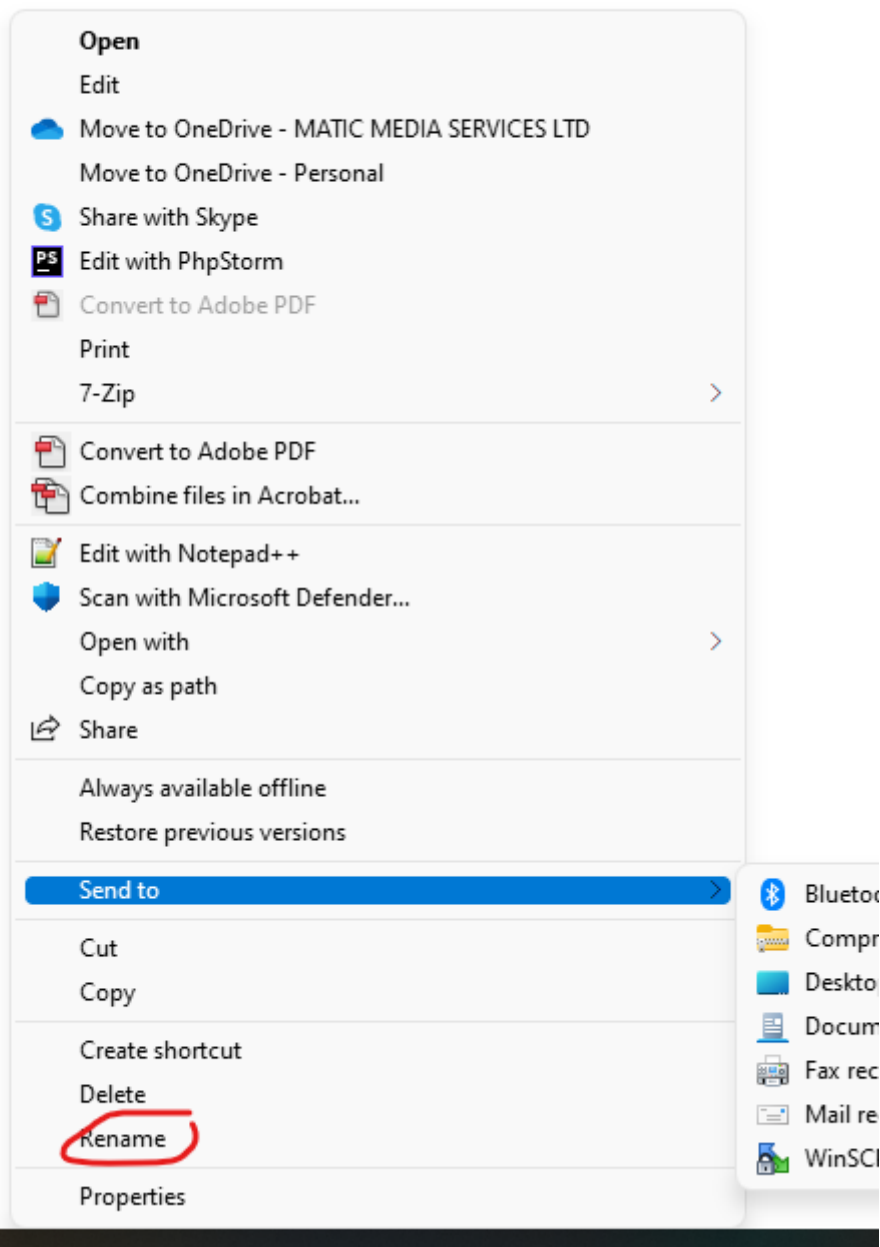
7. Copy the file to the Financials Folder on Nethdd

\\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 |
|--------------------|------------------|---------------|------|

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**

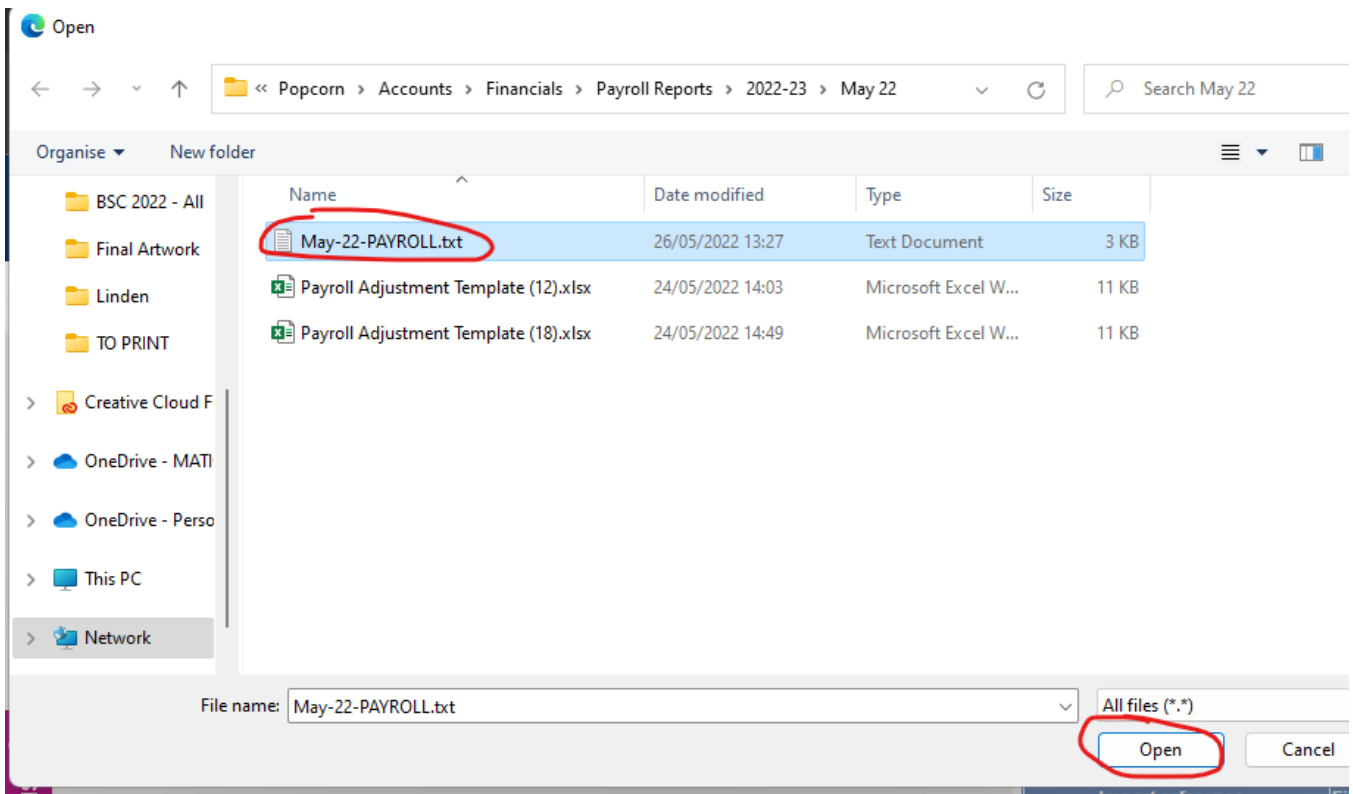
Imported Files: 15 Display: 10 Imported files per page **Go**

| 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

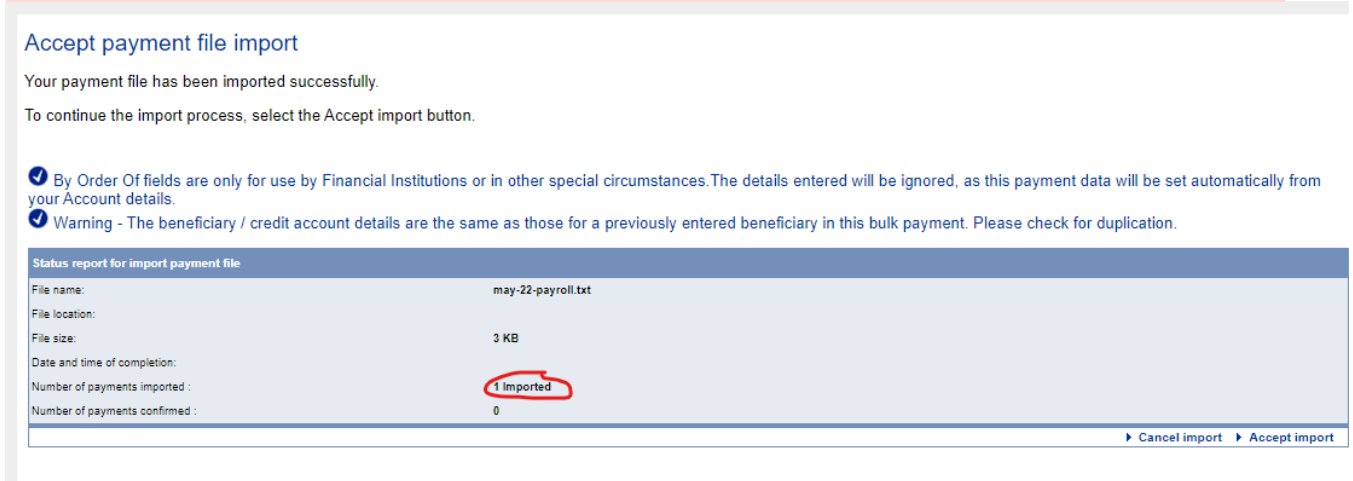


15. Press "GO"



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 |
| Cancel import Accept import | |

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

The screenshot shows a navigation bar with the following items: Dashboard, Accounts, Payments, Account Servicing, and Admin. The 'Payments' item is highlighted with a red box. Below the navigation bar, there are four main sections: Payments and transfers, Approvals, Payment management, and Manage these services via our website. The 'Approvals' section is highlighted with a red box, and within it, the 'Approve payments' link is also highlighted with a red box.

| Payments and transfers | Approvals | Payment management | Manage these services via our website |
|---|--|--|---|
| <ul style="list-style-type: none">Make a payment or transferTemplatesPay from bulk listImport payments | <ul style="list-style-type: none">Approve payments | <ul style="list-style-type: none">Payment summarySearch paymentsManage bulk listsStanding ordersManage Direct DebitsRedirected paymentsStop cheque | <ul style="list-style-type: none">Create or amend standing ordersManage 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

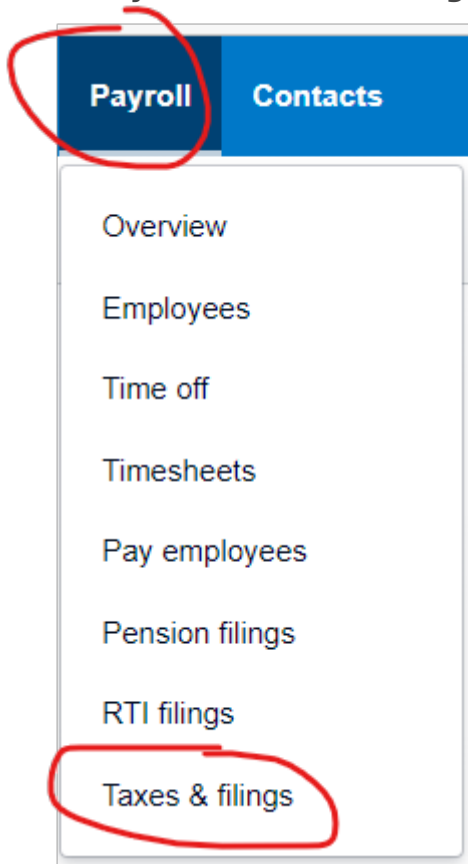
From 2849 to 6944 (round up to nearest £1,000)

DON'T BLOODY FORGET TO DO THIS

25. Setup the HMRC Payment

Setup HMRC Payment

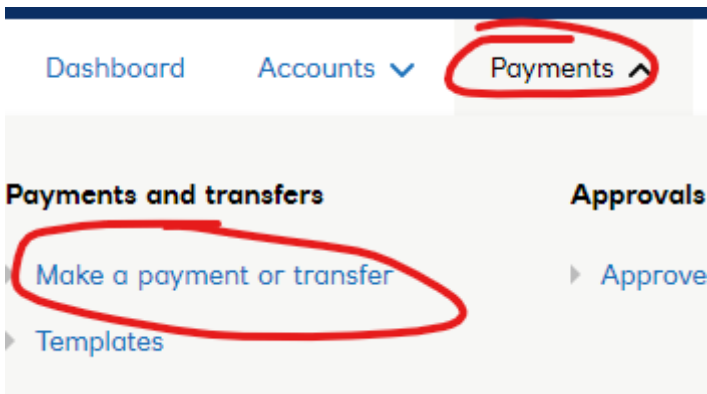
1. Go to **Payroll > Taxes & Filings**



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 |
|------------------------------|-------------------------|-------------------------|-----------------|-------------|

7. Select "**Make Payment**"

[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**"

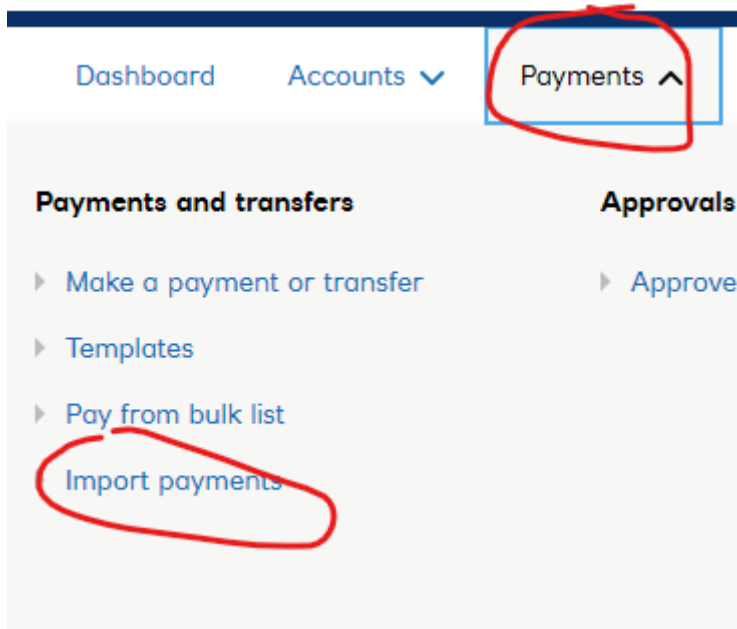
[Raise payment](#)

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](#)

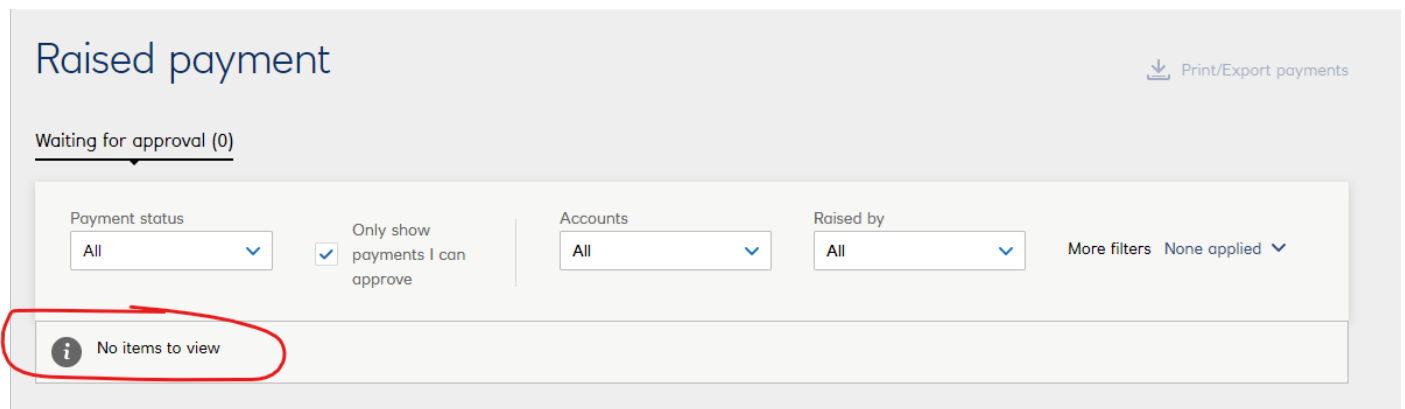
8. Either click "**Confirm payment**"

 Confirm payment

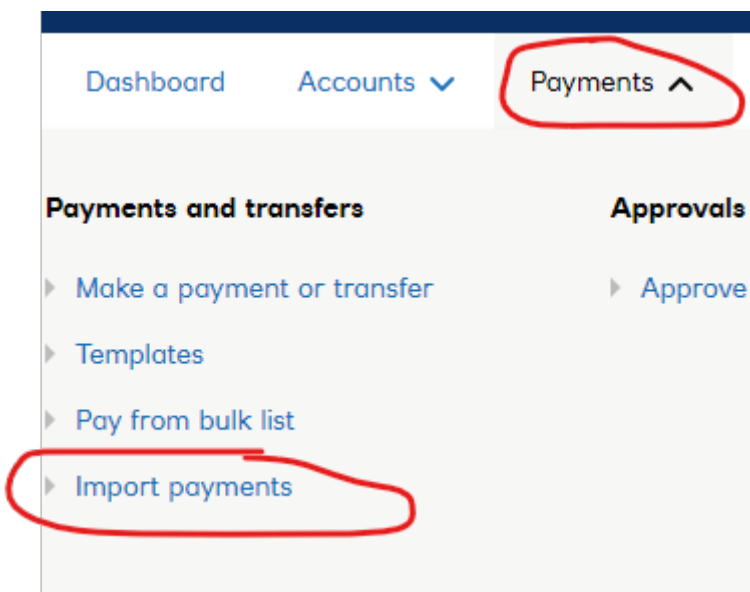
9. Approve the payment as usual

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

Then

[Confirm](#)

Revision #2

Created 24 May 2022 12:48:04 by Admin

Updated 26 May 2022 13:35:10 by Admin