Exporting to Bank Software

1. Introduction

Payments may be generated in either the Purchase Ledger, or Payroll, and then exported to software supplied by a Bank for onward transmission by modem to their clearing system.

For any banks not listed in this document, there is a facility to generate a report detailing payments to be made.

2. Preparation

• Bank Details

(System Management, Payroll Security & Bank, Bank Maintenance)

The Bank details for all Banks to which payments will be made, whether these are to Supplier or Employee, must have been created within the system. Similarly, details of your own Bankers must have been entered.

G Bank Code File Maintenance	×
Details	
Bank Sort Code:	
Bank Name:	
Address:	
Postal Code:	
Main Tel No.	
Main Fax No.	
Email Address:	
OK Cancel	

• System Details

(System Management, Payroll Security & Bank, Company Maintenance)

The company bank information must be set up for the system to handle the exporting process correctly.

(2011 Company Name: Company Address:	4)
Company Name: Company Address:	
Company Address:	
Company Address:	
Accounts Office Reference Number:	
Tax Office Number:	
Tax Reference Number:	
Tax District Name:	
Contractor UTR Number:	
Bank Sort Code:	
Bank Account Number:	
Bacs Number:	
OK Cancel Pen Sch Add/Ded Nominal Prd Det Options	

• Company Control Files

(System Management, Company Control File, Accounts, Purchase)

The Company Control File must be set to identify the bank in use for BACS.

G Company Control File Maintenance			
Company:			
Company General Parts Workshop (WHO	DLEGD} Plant Hire Accounts (CRM Plan.Mnt.	
G Purchase - Amend			
Age Purchase Transactions: Purchase Approval System In Use: Purchase Invoice Direct User: Giro Format: Bacs:	Transaction Date No New Format Not Used		
Remittance Advice Type: Cheque Format: Print Supplier Fax No on Remittances?:	Lloydslink Online - Lloyds BACS Standard 18 Bankline Bulk List-NatWest UBAMTS - Ulster Bank Bank of Ireland ROI Bankline Standard - NatWest AIBEMTS - Allied Irish Bank HOBS BACS Direct - BoS Payaway - NatWest Not Used	Centre File Output Clydesdale Bank EDI Masterpay - RBoS Hexagon - HSBC Royline - RBoS CHOBS - BoS Business Master Broadband Santander MultiBACS Northern Bankline Adhoc - NatWest/RBS	
OK Cancel	BACS Output Print Only Business Master II - Barclays Lloydslink PCPay - Lloyds		

Supplier Details

(Purchase Ledger, Account Maintenance)

Any Supplier to be paid by BACS MUST have Bank details set up on their Supplier Account. This may either be entered as part of the creation of an account, or by amending an existing record. The Payment Method must be set as BACS on the "General" tab.

G Supplier Maintenance				×
Name & Address General Terms/In	trastats Bank/Electronic CIS Pad			
Name:	Main Franchise Supplier		Supplier A/c.:	1133
Account Type:	Open Item	•		
Account Ref No.:	V.A.T	. Number:		
Currency Code:	GBP Nomir	hal A/c:	<u>.</u>	
Payment To A/c.:	1133 Defau	ilt VAT Code:	<u> </u>	
Payment Method:	Bacs	Payment Priority:	1	
Carriage Uplift%:	0.00%	Delivery Days:		
Emergency Part Orders Pricing:	No 💌			
Send Orders By:	Post 💌			
To:				
Send Warranty By:	Post 🗾			
То:				
Send Remittances By:	Post 🗾			
То:				
OK Cancel Contact				

Enter the Supplier's Bank information on the "Bank/Electronic" tab.

G Supplier Maintenance			×
Name & Address General Terms/In	trastats Bank/Electronic CIS Pad		
Name:	Main Franchise Supplier	Supplier A/c.:	1133
Bank Name:			
Bank Sortcode:			
Bank Account No.:			
BACS Auth. Code:			
Bank Account Type:			
Electronic Parts Zero VAT Default:	0		
Electronic Parts Std VAT Default:	0		
OK Cancel			

• Payroll Employee Details

Any Employee to be paid by Bank Transfer MUST have the Bank details set up on their Payroll Employee record in Payroll Employee Maintenance. This may either be entered as part of the creation of the employee, or by amending an existing record. The key to the operation is the entry for Payment Method, which must be set as BACS. In Insert mode, on completing the first screens, you will automatically be taken to the Bank Details, to enter the Employee's Bank information.

3. Processing the Export

• Suppliers

This follows the standard procedures of

- Stop / Release Inv. for Payment
- Remittance Advice & Payment List
- BACS Payments.

To export the file, ensure that the "Save to Windows" option is set to 'Yes'.

G Purchase BACS Transfers List	X
Cash Payment Date:	TODAY
Our Reference Number:	*AUTO*
Payment Sequence:	Account Number
Cash Book:	C1 IBCOS Computers Ltd
Currency Code:	GBP OK to Continue?
Save to Windows?:	Yes V Cancel
OK Cancel	
IBCOS Computers Ltd	X
Update BACS Transfer File ar	d Ledger

Responding 'Yes' completes the Purchase Ledger update postings, and prompts for the electronic file transfer details.

Yes

No

Cancel

Check the file transfer details displayed.

See Factsheet 7 on Electronic File Transfer for more information.

• Payroll

After Pay Data Input, running the Payroll Analysis and Printing Payslips, select the Cheques/Giros or BACS List option.

Print Cheques, Giros or BACS – select BACS Enter the Posting Reference or accept the default reference. Enter the Due Date.

"Save File on Dos PC Hard Disk" – select 'Yes'.

See Factsheet 7 on Electronic File Transfer for more information.