

Exporting to Bank Software

1. Introduction

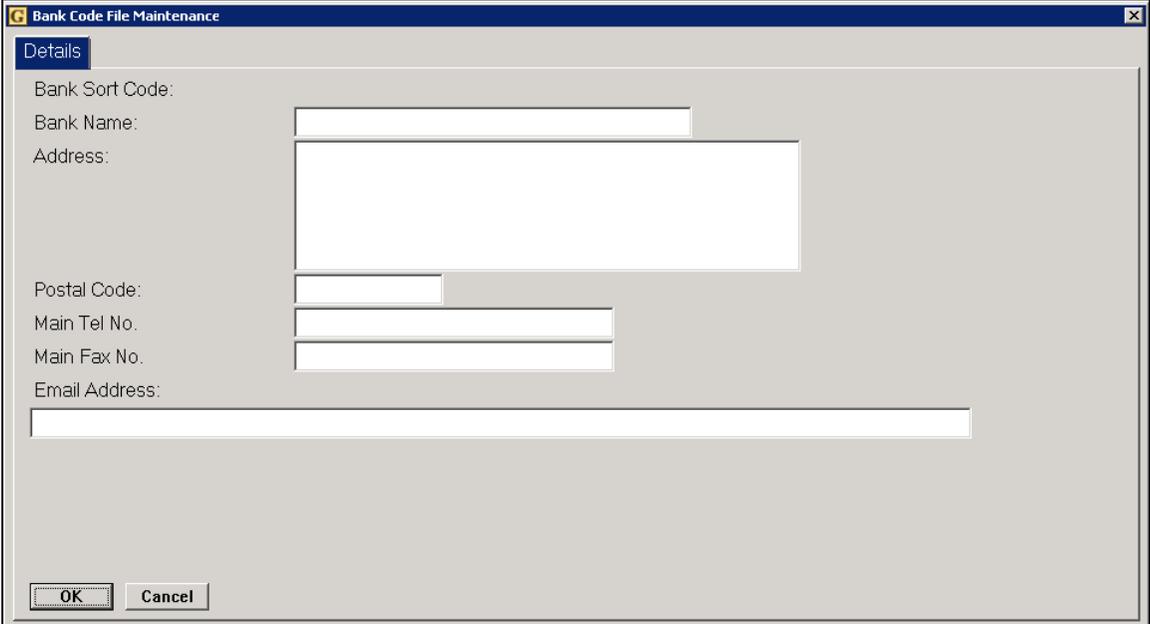
Payments may be generated in either the Purchase Ledger, or Payroll, and then exported to software supplied by a Bank for onward transmission by modem to their clearing system.

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.



The screenshot shows a Windows-style dialog box titled "Bank Code File Maintenance". It has a "Details" tab selected. The form contains the following fields:

- Bank Sort Code: []
- Bank Name: []
- Address: []
- Postal Code: []
- Main Tel No.: []
- Main Fax No.: []
- Email Address: []

At the bottom left, there are "OK" and "Cancel" buttons.

- **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.

- **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.

- **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.

The screenshot shows the 'Supplier Maintenance' dialog box with the 'General' tab selected. The 'Name' is 'Main Franchise Supplier' and 'Supplier A/c.' is '1133'. The 'Account Type' is 'Open Item'. The 'Payment Method' is set to 'Bacs'. Other fields include 'Currency Code' (GBP), 'V.A.T. Number', 'Nominal A/c.', 'Default VAT Code', 'Payment Priority' (1), 'Carriage Uplift%' (0.00%), 'Emergency Part Orders Pricing' (No), and 'Send Orders By' (Post).

Enter the Supplier’s Bank information on the “Bank/Electronic” tab.

The screenshot shows the 'Supplier Maintenance' dialog box with the 'Bank/Electronic' tab selected. The 'Name' is 'Main Franchise Supplier' and 'Supplier A/c.' is '1133'. Fields for 'Bank Name', 'Bank Sortcode', 'Bank Account No.', and 'BACS Auth. Code' are present. 'Electronic Parts Zero VAT Default' and 'Electronic Parts Std VAT Default' are both set to '0'.

- **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.

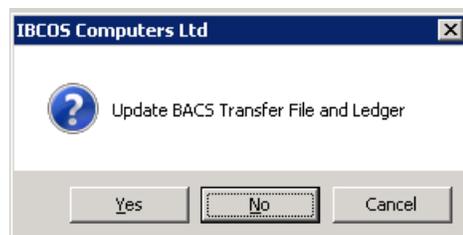
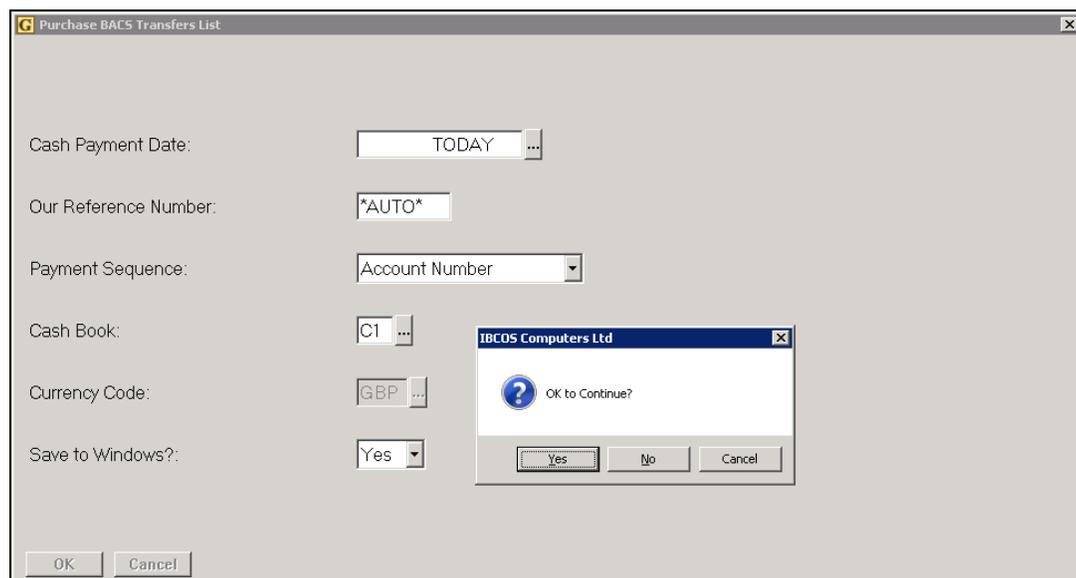
3. Processing the Export

- **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'.



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

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.