Bulk BACS – 2 with approvers

Creating a Batch

Note: Cut-off time to send Bulk BACS Payments is **5:30pm.**

1. **O**nce logged into FD Online you will see a menu on the left hand side. Click on '**Bulk BACS'.** You will be taken to the '**Payment Groups**' screen.

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2. **S**elect the desired '**Payment Group**' to be processed and click on '**Create Batch**'.

▶ Bulk BACS > **Payment Groups**

Existing Payment Groups

	BACS ID	Group Name	Account Number
◉	111111	SALARIES	0890001234567800

Delete Payment Group	Modify Payment Group	New Group	Create Batch

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3. **C**heck the details on the screen. Make sure the '**Settlement Date**' is the required date of payment and check the '**List Of Transactions'.** Click on '**Submit Batch'.**

Payment Group Details

Batch Name	SALARIES
Account	0890001234567800
Expected Total Amount	
Settlement Date	09/08/2010

List Of Transactions

	Reference Id	Sort Code	Account Number	Name	Transaction Amount	Transaction Code
1	49	089000	12345678	me	GBP- 1.00	99-Credit

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4. **A**gain, check the details and if an approver is required, click on '**Look Up'** and click on '**Select'.**

Initiate Payment Details

BACS ID	111111
Batch Name	SALARIES
Account Number	0890001234567800
Expected total amount	
Settlement Date	09/08/2010
Transaction Currency	GBP

Next Authorizer	APP	ROLE ▼	Look Up	Show Valid Rules

Confirmation Details

Number to enter into your Secure Device	44150100
Secure Device PassCode	••••••••

Security token step by step instructions
- Press the OK/power button on your security token.
- Enter your PIN.
- Enter the number from the orange box above and then click the OK/power button.
- Type the passcode from your security token's screen into the white box above.
- Click the blue 'Confirm / Submit / Approve / Reject' button on the screen below.

If you need any further help please view our common enquiry or online demo.

Back	Confirm

Generate an **8 digit** secure passcode from your '**Secure Token**' and enter this into the '**Secure Device Passcode**' field. Click '**Confirm**'.
You will be taken back to the **'Payment Groups'** screen. The message at the top of this screen should read '**Batch Created Successfully'. The batch must be approved now**.

Approving the Batch

1. **A** delegated approver logs into FD Online. Click on to '**Bulk BACS'** on the left-hand-side menu and then click '**Approvals'**. To check the details are correct, click on '**Details**'.

Bulk Bacs > Approvals

Approvals

	BACS ID	Sending Account	Batch Total	Highest Amount	Settlement Date	Entries Count
⦿	111111	0890001234567800	GBP 1.00	GBP 1.00	09/08/2010	1

Approve   Reject   View History   Details

If the details are correct, click on the '**Approve'** button.

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2. **Y**ou will be taken to the '**Approve**' screen.

Bulk Bacs > Approvals > **Approve**

Approve

BACS ID	Sending Account	Batch Total	Highest Amount	Settlement Date	Entries Count
111111	0890001234567800	GBP 1.00	GBP 1.00	09/08/2010	1

Remarks:
Total Amount : GBP 1.00

Confirmation Details

Number to enter into your Secure Device: 02000100

Secure Device PassCode: ••••••••

Security token step by step instructions
- Press the OK/power button on your security token.
- Enter your PIN.
- Enter the number from the orange box above and then click the OK/power button.
- Type the passcode from your security token's screen into the white box above.
- Click the blue 'Confirm / Submit / Approve / Reject' button on the screen below.

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Back   Confirm

If needed, you can enter details into the 'Remarks' field. Generate an **8 digit** secure passcode and enter this into the '**Secure Device Passcode**' field and click on '**Confirm**'.

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3. **T**he message '**Approved Successfully'** should appear at the top of the next screen.

4. **O**n the left-hand-side menu click on '**Bulk BACS'** and then click on '**Status Enquiry'.** A status of '**Submitted**' should be seen at the side of the batch.

Bulk BACS > Status Enquiry

Status Enquiry

	BACS ID	Batch Name	Account No.	Batch Total	Settlement Date	Created By	Status
⦿	111111	SALARIES	0890001234567800 (GBP)	GBP 1.00	09/08/2010	R99ABX.MCONNE	Cancelled
○	111111	SALARIES	0890001234567800 (GBP)	GBP 1.00	09/08/2010	R99ABX.MCONNE	Submitted
○	111111	SALARIES	0890001234567800 (GBP)	GBP 1.00	09/08/2010	R99ABX.MCONNE	Cancelled

Details   Print Preview

Every hour, on the hour, throughout the day the status of sent batches is updated. You should, after the hour, have a new status of '**Processing Completed'**. Also check the '**BACS Batch Advice**' report found under the left-hand-side menu '**Statements or Reports'**. This will provide more details of the payments.