

# Bulk BACS – 1 – manual input

## Create a Payment Group

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

- Once logged into FD Online, click on '**Bulk BACS**' on the left-hand-side menu.
- Click on the '**New Group**' button. Choose the correct '**BACS ID**' from the drop down menu. Allocate a relevant '**Group Name**'. Make sure the correct account number is displayed, this is the account to be debited (or credited in the case of collecting Direct Debits). Click on, '**Add Transactions**'.

► Bulk BACS > Payment Group > **New Group**

**Payment Group Details**

BACS ID*	111111 - test ▼
Group Name*	SALARIES
Debit/Collection Account*	0890001234567800-BUSINESS NAME ▼

- Enter the transaction details, '**Sort Code**', '**Account Number**', '**Name**', '**Reference**' if needed, and the '**Amount**'. Click on '**Add to List**'. You will now add the next receiver's details and so on until you have entered as many as required.

► Bulk BACS > Payment Group > **Add Transactions**

**Payment Group Details**

BACS ID	111111
Group Name	TEST
Account	0890008765432100
Transaction Currency	GBP

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**Add Transaction Details**

Sort Code *	089000
Account Number *	12345678
Name *	A USER
Reference	WAGES
Amount *	100.00
Transaction Code *	99-Credit ▼

- Once the payment group is complete, click on '**Save Payment Group**'.

**List of Transactions**

	Reference ID	Sort Code	Account Number	Name	Transaction Amount	Transaction Code
<input type="checkbox"/>	69	089000	12345678	A USER	100.00	99

- You will now enter the **8 digit** passcode generated by your '**Secure Token**', into the '**Secure Device Passcode**' field. Click '**Confirm**'. Next step, '**Create Batch**'.

► Bulk BACS > Payment Groups > **Save Payment Group**

**Payment Group Details**

BACS ID	111111
Batch Name	TEST
Account No	0890001234567800
Transaction Currency	GBP

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**Confirmation Details**

Number to enter into your Secure Device	67804682
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](#).