

Bulk BACS - 1

Create a Payment Group – importing files

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

1. Once logged into FD Online you will see a menu on the left hand side

- [Accounts Information](#)
- [Statements or Reports](#)
- [Internal Transfers](#)
- [UK Payments](#)
- [Foreign Payments](#)
- [Import Payments](#)
- [Beneficiaries](#)
- [Bulk BACS](#)
- [Cheque Management](#)

Click on 'Bulk BACS'.....→

You will be taken to the 'Payment Group' screen.....

- [Internal Transfers](#)
- [UK Payments](#)
- [Foreign Payments](#)
- [Import Payments](#)
- [Beneficiaries](#)
- [Bulk BACS](#)
 - [Payment Groups](#)
 - [Status Enquiry](#)
 - [Approvals](#)
- [Cheque Management](#)

2. Click on the 'New Group' button, (you **must** create a new group each time you import a file). 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 'Import Group'.

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

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

3. Enter the path or click 'Browse' to locate the file to be imported.

Payment Group Details	
BACS ID	111111
Group Name	SALARIES
Debit/Collection Account	0890001234567800
Transaction Currency	GBP
Location of the file to be imported *	EXAMPLEwages.txt <input type="button" value="Browse..."/>

Confirmation Details	
Number to enter into your Secure Device	30154378
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](#).

Turn your secure token on. Enter your secret **4 digit** number, **don't** press 'OK'. Enter the **8 digit** number displayed as above into the token and press 'OK'. Enter the **new 8 digit** number displayed into the 'Secure Device Passcode' field and click on 'Confirm'. Click 'Payment Groups' on the left-hand-side. Select the new group and click 'Create Batch'.