Bulk BACS – 2 - no approvals

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**'.

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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'**.

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4.   **A**gain, check the details

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'**.