

# Bulk BACS – 2 - no approvals

## Creating a Batch

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


- Once 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.

- Select 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

- Check 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	<input type="text"/>
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- <input type="text" value="1.00"/>	99-Credit 

- Again, check the details

► 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		<input type="text"/>			
<b>Total Amount : GBP 1.00</b>					

Confirmation Details	
Number to enter into your Secure Device	<input type="text" value="02000100"/>
Secure Device PassCode	<input type="password" value="*****"/>
	<p><b>Security token step by step instructions</b></p> <ul style="list-style-type: none"> <li>Press the OK/power button on your security token.</li> <li>Enter your PIN.</li> <li>Enter the number from the orange box above and then click the OK/power button.</li> <li>Type the passcode from your security token's screen into the white box above.</li> <li>Click the blue 'Confirm / Submit / Approve / Reject' button on the screen below.</li> </ul> <p>If you need any further help please view our <a href="#">common enquiry</a> or <a href="#">online demo</a>.</p>

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**'.