

BACS



It is possible to use WS Finance to produce a BACS export file that can be uploaded to the online school bank account. The BACS export file will contain payment instructions for the bank to process and make payments from the bank account to each respective supplier listed in the instructions.

The process has been completely integrated into the current suppliers menu and integrates into the current method of recording invoices, making payments and reconciling the bank account. There is simply an extra BACS Export button that allows you to create a text file that can be read by your bank.

It is important to consider the financial management procedures that the school already has in place are continued to be followed and where necessary procedures are updated to take account of the BACS process. The BACS processing system is as secure as cheque payments however unsecure financial management procedures must be made secure under any circumstances.

Activating BACS

If the Local Authority are the administrators for your school bank account then you will need to ask them to activate BACS on your online account. The Local Authority may provide you forms to complete that will indicate the authorised staff that can process BACS payments and those that can authorise BACS payments.

If the school is the account holder for the bank account then please contact your bank account to activate the facility to upload BACS files.

Finance Version

The Finance version that is required for BACS exports is 9.6.3 or greater. You can download the latest full upgrade for Finance from

<http://wautonsamuel.co.uk/downloads/software/#ws-finance>

You will also require Microsoft Access 2010.

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Security

In order to use the BACS Export process in WS Finance you must setup users as the administrator account will not allow BACS Export files to be created.

You can setup users in the system security menu:



You will then be required to allocate functions to each user based on their permissions:



Each user can login and update their passwords:



WS Finance will create a new BACS folder within the WSDData folder on your server. This is where the BACS Export files and Remittance advices for suppliers will be saved. It is advisable to ensure that the permissions on this folder are set for authorised staff only.

Please also note that the school are advised to archive files that have been uploaded or remittance advice have been sent to suppliers. This could form a new folder for each payment file in the BACS folder. Speak to your IT Support for further information.

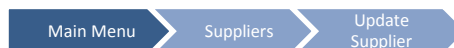
Update Bank Accounts

The school bank account details will need to be updated and a BACS File Format must be selected (if you are not sure please contact us). You can do this by clicking on Menu, Bank Accounts and then Bank Accounts.



Update Supplier Details

In order to process BACS payments each supplier will need to be updated with the following information:



- Bank Account Number
- Sort Code
- Reference for Payment (usually an abbreviated supplier name)
- Remittance Method

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- Default Payment Method (Set this to BACS)

Bank Account:	55666666	Reference For Payments:	WautonSamuel
Sort Code:	123456	Our Account Number:	
Remittance:	Report	Default Payment	BACS

Making Payments

The process to mark invoices as being paid is the same as would be used for cheques except the payment method will now default to BACS:



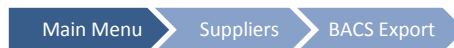
It is also possible to pay several invoices on a single payment for multiple suppliers using the bulk payment option for BACS:



You can use the bulk option screen to indicate which invoices you would like to include in the payments for suppliers. Once the payments have been processed, the system will ask you if you would like to either export all outstanding BACS payments or just those that have been processed.

BACS Export

To export a BACS file click on BACS Export, then select a bank account and enter an expected payment date. The expected payment date is the date you would like the payment to clear the bank account, although not guaranteed, the bank will attempt to make the payments on this day.



Select the payments that you would like to include in the export and then click on Exit.

An authorisation form will open which can be printed and used for authorisation as part of your financial management procedures:

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08 May 14 12:38		BACS AUTHORISATION FORM		Page 1	
EXPECTED PAYMENT DATE: 31/08/2013					
<hr/>					
02	Your reference is 6464646, 555	Lloyds TSB	31-Aug-13		
d		Invoice No: 555	04-Aug-13	£182.40	
1		Invoice No: 6464646	05-Aug-13	£184.80	
				Total	£367.20
<hr/>					
Wauton Samuel & Co Ltd	Your reference is 646464111	Lloyds TSB	10-Aug-13		
g		Invoice No: 646464111	01-Aug-13	£666.00	
				Total	£666.00
<hr/>					
BACS AUTHORISATION					
Signed	-----	Signed	-----		
Position	-----	Position	-----		
Date	-----	Date	-----		

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The system will export the BACS Authorisation report as a pdf to WSDData\BACS and will inform you of the name and location of the file in case you need to reprint the form. This will be in the format:

[08052014_1513_BACS_Export_310813.pdf](#)

- Where 08052014 is the date the file was created.
- Where 1513 is the time the file was created.
- Where BACSExport indicates this is the file to upload to your bank account.
- Where 310813 indicates the expected payment date to clear your account.

Once the BACS authorisation form has been signed click OK to continue. The system will now create the BACS export file and also a remittance advice for each supplier payment.

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Export File

The export file will be saved in the folder WSDData\BACS. The name of the file will be in the format

ddmmyy_hhnn_BACSEExport_ddmmyyy.txt

for example:

08052014_1513_BACSEExport_310813.txt

- Where 08052014 is the date the file was created.
- Where 1513 is the time the file was created.
- Where BACSEExport indicates this is the file to upload to your bank account.
- Where 310813 indicates the expected payment date to clear your account.
- Where .txt indicates this is the file to upload to your bank account.

✓ **This is the file that needs to be uploaded to your bank account.**

Upload to Bank

Please contact your bank to obtain instructions on how to upload the BACS Export file. If you are unsure please contact Wauton Samuel and we will try our best to assist with the requirements.

Supplier Remittance Advice

The remittance advice for each supplier will be saved in the folder WSDData\BACS. The name of the file will be in the format:

xxxxxxx_999_BACSRemittance_999931082013

for example:

WautonSamuel_250.22_BACSRemittance_754831082013.pdf

- Where WautonSamuel is the date the file was created.
- Where 250.22 is the time the file was created.
- Where BACSRemittance indicates this is the file to upload to your bank account.
- Where 7548 is a unique identifier for this payment.
- Where 310813 indicates the expected payment date to clear your account.

✓ **You can email or print and post this remittance advice to the supplier.**

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BACS Copy of Remittance

At any point you can reprint a remittance advice for a supplier.



This will display the following the title BACS AUTHORISATION FORM [COPY] and will also indicate which file date the payment was authorised in and also the expected payment date.

08 May 14 12:50	BACS AUTHORISATION FORM [COPY]				Page 1
AUTHORISED IN FILE: 30/04/2014 PAYMENT DATE:07/08/2013					
Wauton Samuel & Co Ltd	Your reference is 1, 2	Lloyds TSB	31-Aug-13		
1		Invoice No: 1	04-Aug-13	£600.00	
s		Invoice No: 2	07-Aug-13	£660.00	
				Total	£1,260.00
BACS AUTHORISATION					
Signed	-----	Signed	-----		
Position	-----	Position	-----		
Date	-----	Date	-----		

Additional Notes:

Please Note:

If you delete a payment that has been included in a BACS Export file and then include that payment on another invoice you may duplicate the payment. You must ensure that the deleted payment in the system is also deleted / removed from your online BACS processing / authorisation page.

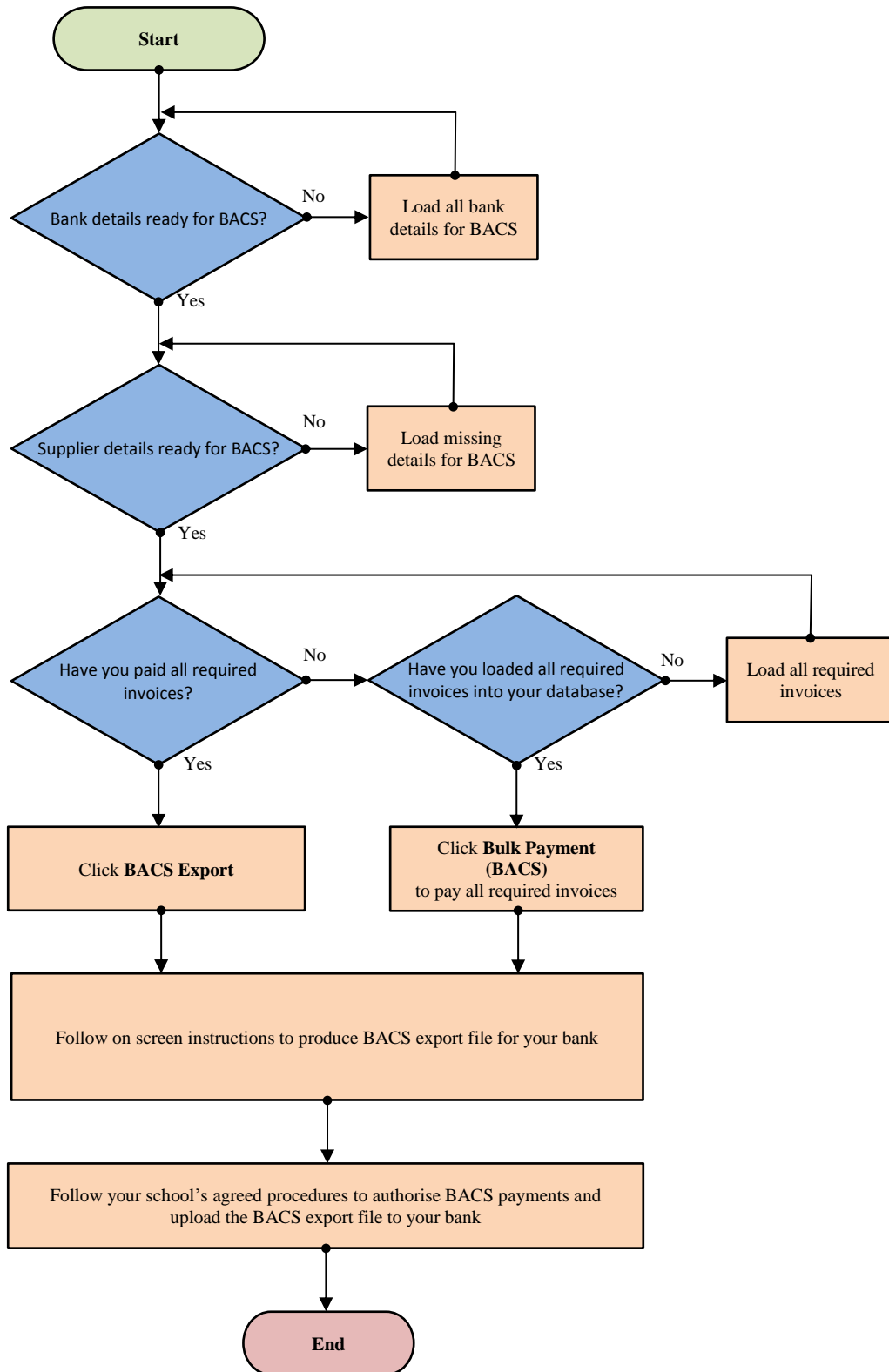
Your Bank Reconciliations will display the payment date, supplier name and amount which will replicate the information that you receive on your bank statement.

If you have any questions please contact our support team on 020 8318 1700.

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