



## Pay HMRC (and others) by BACS

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## Contents

<b>Introduction .....</b>	<b>3</b>
<b>Initial Configuration .....</b>	<b>4</b>
<b>HMRC Payments .....</b>	<b>5</b>
To configure HMRC Payments by BACS: .....	5
To pay HMRC by BACS: .....	5
To configure paying Pension Contributions by BACS: .....	6
To pay Pension Providers via BACS:.....	6
<b>Attachment of Earnings Orders.....</b>	<b>7</b>
To configure the payment of AEOs by BACS:.....	7
Configure AEO Agency .....	7
Assign AEO Agency to a deduction .....	8
To pay AEO Agencies via BACS:.....	8
<b>Other Deductions .....</b>	<b>9</b>
Configure Other Deductions BACS.....	9
To pay Other Deductions via BACS: .....	9
<b>View BACS Payment Schedule .....</b>	<b>10</b>

## Introduction

You can now create the following BACS files and reports directly from the payroll software:

- HMRC – a single payment to HMRC for the monthly PAYE liability
- Pensions – to pay a pension provider, a single payment per pension fund
- AEOs – to pay AEO agencies, a single payment per employee, per AEO
- Other - to pay other deductions such as GAYE or Union Fees, a single payment per deduction
- Multiple – a file that can contain multiple entries e.g. GAYE plus AEO

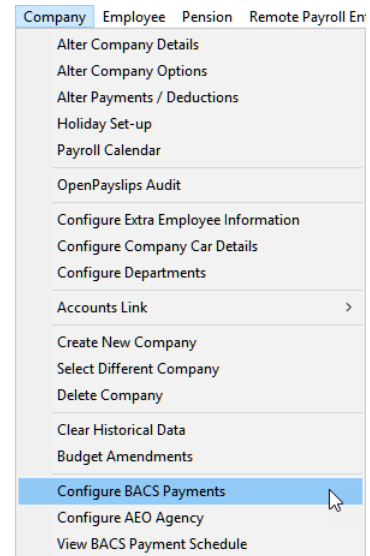
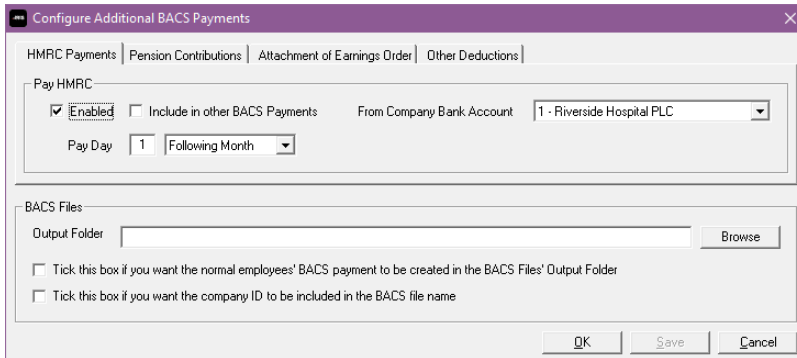
This guide describes how to configure these BACS files for use, and how to create each one when needed. Please note, the process can only be used with the BACS layouts RTI BACS, RTI BACS Bottomline and RTI BACS with SUN (same as RTI BACS but including Service User Number at the end of each payment row).

To create the new BACS layouts, your login must have access to all employees in the company

# Initial Configuration

Go to the **Company** menu and select **Configure BACS Payments**.

This opens a screen, with the following tabs and options, to enable you to set up the various types of BACS payment:



- **HMRC Payments**
- **Pension Contributions**
- **Attachment of Earnings Orders**
- **Other Deductions**

You need to click on the tab relating to the payment you wish to make, and tick the **Enabled** box on that screen. This will allow you to complete the rest of the screen for that BACS type.

Go to the guide section for each type of BACS payment for more details of each

Use the bottom option, **BACS Files – Output Folder**, to specify the location where you want to save the BACS files. You can type directly into the box or click the **Browse** button to select a folder.

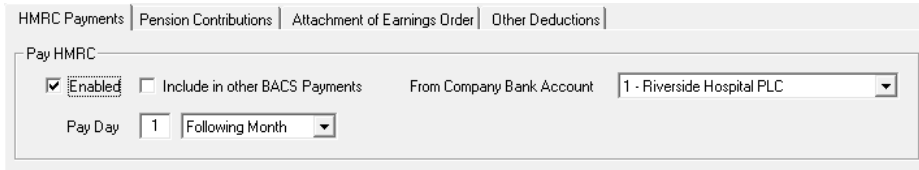
- Tick the box if you also want the normal employees' BACS payment file to be created in this **BACS Files' Output Folder**
- If you want the company ID to be included in the BACS file name, tick the box

You also need to go to **Company | Alter Company Details | Bank Details** and make sure your company bank account details are up to date.

# HMRC Payments

## To configure HMRC Payments by BACS:

1. Go to **Company | Configure BACS Payments | HMRC Payments**



HMRC Payments | Pension Contributions | Attachment of Earnings Order | Other Deductions

Pay HMRC

Enabled  Include in other BACS Payments From Company Bank Account 1 - Riverside Hospital PLC

Pay Day 1 Following Month

2. Tick the **Enabled** box
3. Tick **Include in other BACS Payments** if you want to create a BACS file with **Multiple Payments**
4. Select the relevant **Company Bank Account** from the drop down menu
5. Select the **Pay Day**
6. Click **Save** then **OK** if you want to close the screen, otherwise select the next tab you want to set up

## To pay HMRC by BACS:



When you are ready to create the BACS file:

1. Go to **Reports | Print BACS | HMRC**

If you have set HMRC and at least one more BACS type to **Include in other BACS Payments** you will see the menu item **Multiple Payments** here instead

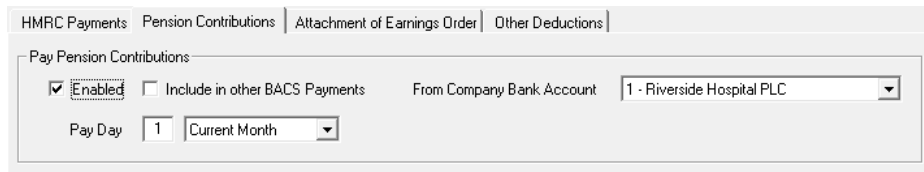
2. Select the BACS report you require
3. Select **Print** (or **Preview**) to create the report and file

# Pension Contributions

## To configure paying Pension Contributions by BACS:

Your payroll software must be Licensed for Automatic Enrolment to enable this section

1. Go to **Company | Configure BACS Payments | Pension Contributions**



2. Tick the **Enabled** box
3. Tick **Include in other BACS Payments** if you want to create a BACS file with **Multiple Payments**
4. Select the relevant **Company Bank Account** from the drop down menu
5. Select the **Pay Day**
6. Click **Save** then **OK**
7. Go to **Pension | Configure Pension Fund** and select a **Pension Fund** that you wish to pay by BACS. Click **Edit**
8. Go to the **Bank Details** tab and tick the **Include in BACS** box
9. Repeat the last two steps for each **Pension Fund** you require

## To pay Pension Providers via BACS:

When you are ready to create the BACS file:

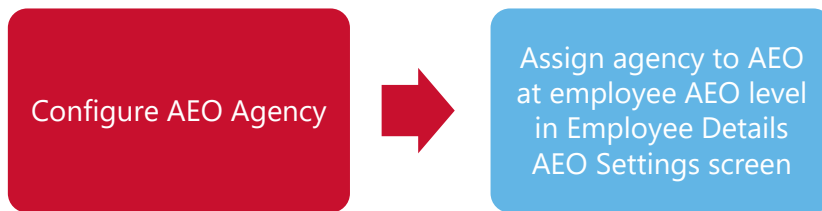
10. Go to **Reports | Print BACS | Pensions**

If you have set Pensions and at least one more BACS type to **Include in other BACS Payments** you will see the menu item **Multiple Payments** here instead

11. Select the BACS report you require
12. Select **Print** (or **Preview**) to create the report and file

# Attachment of Earnings Orders

To configure the payment of AEOs by BACS:

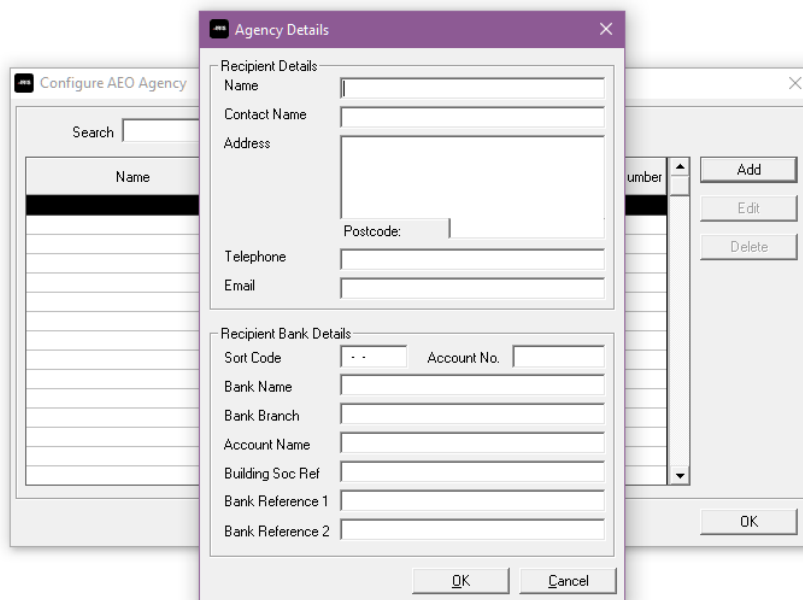


## Configure AEO Agency

1. From the **Company** menu select **Configure AEO Agency**

This screen shows a list of the agencies/organisations you have set up

2. To add a new agency or organisation click **Add**



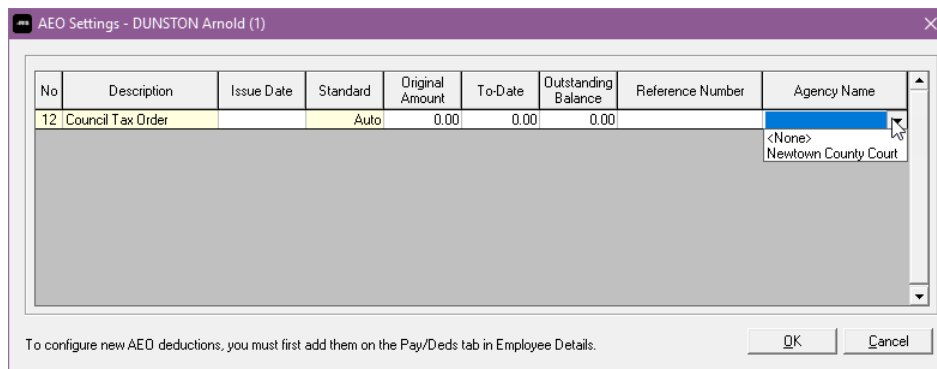
3. Complete the **Agency Details** screen
4. Click **OK** then **Close**

## Assign AEO Agency to a deduction

You then need to assign an agency to each deduction at employee level in **Employee details**.

To assign an **Agency** to an **AEO**:

5. Go to **Employee | Select Employee** and select the employee you wish to edit
6. Click the **Pay/Deds** tab and then the **AEO Settings** button
7. Click in the **Agency Name** column and select the appropriate Agency from the drop down menu



8. Click **OK**

## To pay AEO Agencies via BACS:

When you are ready to create the BACS file:

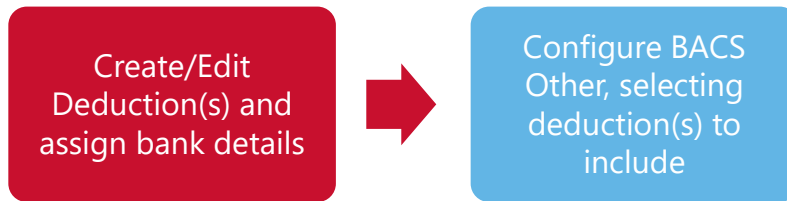
9. Go to **Reports | Print BACS | Attachment of Earnings Orders**

If you have set **Attachment of Earnings Orders** and at least one more other BACS type to **Include in other BACS Payments**, you will see the menu item **Multiple Payments** here instead

10. Select the BACS report you require
11. Select **Print** (or **Preview**) to create the report and file



## Other Deductions



### Configure Other Deductions BACS

In order to include particular deductions in an **Other Deductions** BACS file, you will need to make sure the deduction is set to **Include in BACS** and has **Bank Details** set up.

To do this:

12. Go to **Company | Alter Payments/Deductions**
13. Select the deduction you want to include in the **Other Deductions** BACS (or **Add** a new one and complete the other set up fields as required)
14. Click **Edit**
15. Tick the **Include in BACS** field
16. Click **Bank Details**
17. Complete the **Bank Details** screen (with the bank details you need to pay the deduction amount into) and click **OK**

The **Bank Details** button and **Include in BACS** tick box are available if **+ or –** is set to **Deduction, Deduction Exempt from Community Charge** or **Deduction with Compound Interest**. They are not available for deductions that are also **Attachment of Earnings Orders**.

### To pay Other Deductions via BACS:

When you are ready to create the BACS file:

18. Go to **Reports | Print BACS | Other Deductions**  
If you have set **Other Deductions** and at least one more other BACS type to **Include in other BACS Payments**, you will see the menu item **Multiple Payments** here instead
19. Select the BACS report you require
20. Select **Print** (or **Preview**) to create the report and file

## View BACS Payment Schedule

The **BACS Payment Schedule** screen displays the BACS schedules due in a month you select, and indicates dates sent/signed-off.

- To view the screen go to **Company | View BACS Payment Schedule**

No	Company Name	Type	Last BACS	Date Sent	Sign Off	Pay Day
0000	Riverside Hospital PLC	HMRC	27/06/2019			01/07/2019
0000	Riverside Hospital PLC	AEO	29/05/2019			31/05/2019
0000	Riverside Hospital PLC	Others	29/05/2019			31/05/2019
0000	Riverside Hospital PLC	Pensions	29/05/2019			31/05/2019

Total number of BACS schedules = 4

Total number of BACS files required = 4

Print OK Save Cancel

- Change the **Year** and **Month** at the top of the screen to view other Months
- Click **Print** for a printed copy of the information on screen





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