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5.0 **BANKING ARRANGEMENTS**

5.1 **Introduction**

5.1.1 The BAFS banking arrangements are detailed in Section 14 of the LMS Procedure Rules.

5.2 **Choice of Banker**

5.2.1 There are certain minimum criteria which any financial institution must adhere to when providing banking facilities for schools. These are listed under **Appendix 2**.

5.2.2 An Approved List of those financial institutions which have agreed to meet these criteria is detailed in **Appendix 1**. This list and the criteria have been reviewed from time to time by the Corporate Director – Strategic Resources in conjunction with the Corporate Director – Children & Young People’s Service. In making their selections schools are restricted to the current Approved List but they can make representations to the Corporate Director – Strategic Resources if they wish to use another institution which may be granted approved status if it subsequently meets the minimum criteria.

5.2.3 NYCC has on behalf of schools conducted a review of services offered by banks and is currently recommending Lloyds Banking Group as the preferred banker. However, within the restrictions described the selection of a banker is a decision for the school’s Governing Body.

5.3 **Opening and Naming Accounts**

5.3.1 Dependent upon the terms offered by particular financial institutions it may be prudent to have either a single or multiple accounts. In naming the account(s) the following principles must be adhered to:-

- (a) It must be styled so as to differentiate it from other school accounts of a private or voluntary nature. Ideally it should start “NYCC -”.
- (b) It must clearly identify the school.
- (c) The names of individuals should not be used.
- (d) Within the above constraints the name should be as short as possible and sensible abbreviations are permissible.

5.3.2 Once a school has selected its institution / accounts from the Approved List it must submit the following details to the Corporate Director – Strategic Resources not less than 25 working days before the first funding instalment is payable to the school by the County Council:-

- Name and Address of Financial Institution (and / or branch if appropriate)
- Title of Account(s)
- Account(s) number plus relevant “sort” code (if multiple accounts to be opened please indicate account to which NYCC payments should be made).
- Names and Titles of proposed cheque signatories - the specific posts must be formally approved by the Schools Governing Body. (Note that for insurance purposes Governors may **not** be signatories on the school accounts).

5.3.3 North Yorkshire LA strongly recommend that schools set up BACS payment arrangements with their preferred Bank / Building Society as this is the most efficient and secure method used to pay suppliers (and endorsed by Veritau) – see 5.10 Appendix 4

5.4 **Cheque Signatories**

5.4.1 As stated under 5.3.2 the specific **posts** which are empowered to sign cheques on the school’s behalf must be formally approved by the School’s Governing Body. If the posts so

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authorised are changed by the Governing Body, the Corporate Director – Strategic Resources must be informed; changes in the personnel occupying the posts need not be notified.

5.4.2 It is required that all cheques bear two authorised signatures and this should be emphasised to your bankers when the account is opened - they will of course require specimen signatures of all authorised personnel. In order to expedite the working arrangements of cheque signing it is recommended that at least three members of staff should be delegated this responsibility. These would normally be the Head Teacher, the Deputy Head Teacher(s) and the School Business Manager or Secretary. Please see the advice on “separation of duties” set out in Section 8.1.3 of the manual. It is not acceptable for non-employees, for example governors, to be signatories to the bank account.

5.5 Cheque Stationery

5.5.1 It is possible to print cheques using the school’s financial systems and, subject to the agreement of Veritau, schools may use this option. In deciding whether or not to use computer produced cheques, schools will no doubt have regard to the number of cheques being produced weekly. Further guidance notes have been prepared by Veritau and are enclosed at **Appendix 3**.

5.5.2 The FMS Team can make arrangements for customised cheques to be printed, at a modest cost, by a firm of security printers. Any design or logo requirements are a matter entirely between the school and its bankers but the following must be displayed:-

- All cheques should be pre-printed with the crossing “ACCOUNT PAYEE - NOT NEGOTIABLE”.
- They must also have the full name of the account pre-printed.

5.5.3 All unused (blank) cheques should be stored in a secure location (i.e. a safe or strong room) and under no circumstances should they be left unattended whilst being processed.

5.5.4 The School Secretary shall maintain a register of cheque books which details the first and last cheque number, the date the book was obtained from the bank and the date on which the final cheque in the book was issued.

5.5.5 **Under no circumstances should cheques be signed in advance by authorised signatories i.e. before the date, payee and amount have been completed.**

5.5.6 If mistakes are made in cheque completion and/or it is necessary to cancel a cheque before issue, “CANCELLED” should be written in block capitals across both the cheque and stub, any completed signature should be totally obliterated and the CHEQUE should then be stapled in the book to its accompanying stub.

5.5.7 Presented cheques will not normally be returned by your bankers but this chargeable service can be requested if and when needed.

5.6 Paying In Books

5.6.1 Each School may have its own particular design and it is not envisaged that difficulties should be encountered in the completion of Paying In Books. The only specific requirements are:-

- A counterfoil or stub must be available in booklet form bearing the date, initials of the person banking the money, the total amount banked and the stamp of the receiving bank.
- Full supporting details of the amount banked must be entered on the SCHOOL’S INCOME RECORD - See Section 11.

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- A list of cheques banked should be provided to the bank. This is usually required to be written on the back of the paying-in slip.

5.7 Bank Cards

5.7.1 It is not appropriate for individual members of staff or the school in general to require the use of cash point, cheque credit or debit cards. In these circumstances and bearing in mind the associated security risk, the LMS Scheme does not permit the use of any form of bank card. However, Purchasing Cards issued under the LA's scheme with Company Barclaycard may be used by schools. Details may be obtained from NYCC Exchequer Services – Exchequer@northyorks.gov.uk.

5.8 Bank Statements

5.8.1 The volume of transactions passing through individual school accounts will obviously vary considerably and schools may find it expedient to obtain weekly statements from their bankers. It is an essential minimum requirement that statements are obtained at least monthly and that reconciliation of the month end balance is performed with the school's financial system - see Section 18.

5.8.2 Apart from the reconciliation aspect, certain other essential checks should be performed on a regular basis:-

- (a) Under no circumstances should the account overdraw and the use of Bank Statements in conjunction with the associated Financial Records should provide regular monitoring information to ensure that this does not occur. Furthermore the bank should not allow this account to become overdrawn.
- (b) Conversely, if the banking arrangements incorporate a current account paying low or zero interest in conjunction with a higher interest bearing deposit or investment account, the current account balance should be kept to a workable minimum. This will need regular monitoring of account balances and the forward profiling of anticipated income and expenditure. It may prove possible to arrange for this monitoring to be automatically performed by your Bank but if this is not the case headteachers should ensure that the responsibility for monitoring bank balances is allocated to a specific member of staff.
- (c) It may be difficult to accurately verify Bank Charges and Interest Payable but if these appear to contravene the arrangements which were negotiated when the account was set up, do not hesitate to raise this with your bankers. Banks do make mistakes. Questioning the bank on their charges and interest calculations may not only detect errors but also identify unfavourable changes in their tariffs.
- (d) Interest should be received "gross" i.e. without deduction of income tax. If it is credited net you should raise the matter with your bankers.

5.8.3 If the bank statement includes entries which are not already entered in the school's accounting records the necessary entries should be made immediately in accordance with the procedures detailed in Section 8 (Payments), Section 11 (Income), Section 18 (Bank Reconciliation) and Section 19 (School Accounting). The entries included on bank statements which require processing may include bank charges, interest, standing orders, direct debits (see below), "bounced cheques" etc.

5.8.4 Internet banking facilities may be used for making transaction and balance enquiries but not for making payments to suppliers unless through a BACS payment facility approved by the Corporate Director – Strategic Resources. Further information can be found at **Appendix 4**.

5.9 Standing Orders and Direct Debits

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- 5.9.1 Standing Orders are arrangements where the school instructs the bank to make payments **of a specified amount**, at a specified time and to a named payee. The school makes the initial instruction and only the school can vary or terminate the order. Schools are permitted to use Standing Orders on their BAFS accounts.
- 5.9.2 Standing Orders are ideal for processing **regular and fixed** payments such as a monthly subscription. There is a consequent saving on cheque preparation and you ensure the payment is not missed. On the other hand you have relinquished control on the timing of the payment. Furthermore any payment which does not arise from the preparation of a cheque complicates the school's accounting arrangements. This is because it is necessary to record the transaction, without the prompt provided by the payment of an invoice/cheque preparation, on the school's financial record. If you delay recording until it appears on the bank statement, the bank reconciliation will be complicated. Furthermore the delayed entry will mean that your previous bank balance projections will have been overstated.
- 5.9.3 Standing Order Instruction Forms, known as mandates, should be obtained from the school's bank and signed according to the same procedures as required for cheques.
- 5.9.4 You will need to remember to update any Standing Orders if, for example, a subscription is changed annually.
- 5.9.5 It is suggested that the School Secretary maintains a diary record of the timing and amount of Standing Orders. This approach will enable the Secretary to update the financial system at the time the Standing Order is due (see Section 8.10). This keeps the financial system up-to-date and avoids the Standing Order complicating the Bank Reconciliation.
- 5.9.6 Direct Debits are arrangements where the school instructs the bank to make payments of **an unspecified amount**, often at an unspecified time, to a named payee. The school makes the initial instruction to the bank but the supplier is then in control. The procedure enables regular payments, **of a varying amount**, to be processed without the preparation of a cheque.
- 5.9.7 Whilst direct debits have the advantages and disadvantages of Standing Orders regarding administrative procedures they also limit the school's negotiating power in matters of dispute and may discourage detailed checks of the "invoice" provided by the supplier.
- 5.9.8 Taking into account the potential risks of direct debit arrangements schools may wish to consult the Corporate Director – Strategic Resources before entering into a direct debit arrangement. The Corporate Director – Strategic Resources will be cautious in approving direct debit arrangements and it is likely that he will recommend their use be restricted to large suppliers where the operation of direct debits is a condition of obtaining advantageous financial terms.
- 5.10 **BACS Payments**
- 5.10.1 North Yorkshire LA strongly recommend that schools set up BACS payment arrangements with their preferred Bank / Building Society as this is the most efficient and secure method used to pay suppliers (and endorsed by Veritau)
- 5.10.2 The full guide to setting up and making BACS payments with RM Finance can be found in Appendix 4.

APPROVED LIST OF FINANCIAL INSTITUTIONS

Barclays Bank

HSBC

Lloyds Banking Group (previously Lloyds TSB)

Nationwide Building Society

RBS Group (Royal Bank of Scotland, NatWest)

Santander UK plc

Virgin Money (previously Yorkshire Bank)

The financial institutions listed above are those approved by the County Council for school operated current and deposit accounts as at September 2021.

This list is not the same as the County Council's own more restrictive approved lending list of financial institutions which is used for investment purposes.

Proposals for opening accounts with a Building Society should be cleared by Integrated Finance - Technical Team before using this organisation to ensure that the account is a "normal" Building Society investment which places the capital at no risk, bearing in mind the fact that Building Societies may offer "link services" to other elements of the financial services sector.

MINIMUM CRITERIA FOR SCHOOL BANK ACCOUNTS

- a) A Current Account with a cheque book for payment and cash withdrawals.
- b) Facilities for standing orders, direct debits and BACS transfers.
- c) Facilities for withdrawals, provided the account stays in credit, without notice and during normal business hours. The use of cash dispensers will NOT be permitted.
- d) Facilities for direct transfers / via the BACS system between the School's account and the County Council bank account.
- e) As a minimum, statements produced on a monthly basis and at 31 March in each year. Duplicates should be made available to the County Council as required.
- f) The retention of cheques, deposit slips and other banking documents.
- g) The provision of interest on credit balances. Any balance of funds may be transferred from the current account into an "investment" account provided the investment carries no risk to the principal sum involved. Any "investment" account must have 'Approved List' status. Any investments for the purposes of earning interest should NOT be made via any intermediary but involve a direct relationship between the school and its chosen financial institution. Any interest credited to a school's account should be made GROSS rather than net of tax.
- h) A school's current account will NOT be permitted to be overdrawn. There will therefore be a need to operate the account so as to prevent overdrawing and this implies immediate notification to the account Holder and the County Council if such a situation seems likely to occur.
- i) In addition to (h) a school will NOT be permitted to take out loans or negotiate any equivalent borrowing or credit facility other than with the written permission of the Secretary of State.
- j) The school AND the County Council to have unreserved access to the account(s). Any facility for 'online' access to the account may be of interest to schools.
- k) Same day clearance of cash income and any County Council credits paid in the account.
- l) The branch at which the account is operated to be open on all school term days.

INTERNAL AUDIT (Veritau) GUIDANCE NOTE

COMPUTERISED CHEQUE PRINTING IN SCHOOLS

1.0 INTRODUCTION

- 1.1 This note has been prepared by Veritau to give guidance to schools intending to print cheques directly from the RM Finance software package.
- 1.2 The primary consideration underpinning this guidance is to safeguard the school and the LA against possible loss due to cheque fraud. Any variations to this guidance should be approved by the Internal Audit Service.

2.0 STATIONERY AND PRINTING ARRANGEMENTS

- 2.1 Cheques should be produced to the APACS3 cheque standard and only security printers approved by the school's bankers should be used.
- 2.2 Cheques may be either cut sheet feed or continuous stationery and should incorporate a remittance advice facility. If a school prints cheques a laser printer approved by PIRA for infilling cheques should be used. This is because school cheques have been intercepted in the post and the payee details and amount have been changed and it is easier to tamper with non-PIRA approved laser printed cheques.

3.0 CHEQUE SECURITY

- 3.1 Apart from the working supply of cheques used in the school all supplies of cheques should be held off site by the schools bankers. We suggest that one year's supply of cheques are ordered at a time and that at most four weeks supply should be held at schools.
- 3.2 Cheques held in school should be stored in a safe or strong-room when not in use.
- 3.3 Access to the safe or strong-room should be strictly controlled.
- 3.4 Cheques must not be pre-signed before printing.
- 3.5 All spoilt cheques should be cancelled and retained until the next audit.
- 3.6 A cheque control log (see Annex 1a for suggested format) should be maintained to account for stocks of cheques.
- 3.7 Any discrepancy in cheque numbering such as the identification of missing cheques should be investigated immediately. The bank should be contacted to stop payment on any missing cheques and the Internal Audit Service should be informed.
- 3.8 A half termly cheque stock reconciliation (see Annex 1b for suggested format) should be performed and all such records should be retained until the next audit visit.

4.0 SYSTEM SECURITY

- 4.1 Only the system administrator and one other member of staff should have access to the cheque print option.

CHEQUE CONTROL LOG

Run Date	First Cheque Number	Last Cheque Number	No of Cheques Used	No of Cheques Cancelled	No of Cheques Issued	Authorised By		
						Operator	First Cheque Signatory	Second Cheque Signatory

CHEQUE STOCK RECONCILIATION

To be completed at the end of each half term. A copy of this document is to be retained until the next Veritau visit.

CHEQUE STOCK RECONCILIATION AS AT

Opening stock of cheques as at

From cheque number to cheque number (A)

Add cheques brought into stock

From cheque number to cheque number + (B)

Less cheques used (taken from cheque control log)

From cheque number to cheque number - (C)

Total cheque stock held (i.e. A+B-C)

(D)

Cheque held on site

(E)

From cheque number to cheque number

Cheque held off site

(F)

From cheque number to cheque number

TOTAL (i.e. E + F)

Must Equal D

Stock check carried out by:

Date:

Headteacher:

Date:

For Veritau use:
Checked By:
Date:

Making payments by BACS/Faster Payments in RM Finance

1. Create a folder for the Bank upload file
2. Update Bank Details
3. Update Supplier Records
4. Process payments
5. Produce Payments Pending Report
6. Create BACS export file (after printing remittances to screen)
7. Upload the file to the Bank Portal
8. Email remittances if required.

1. Making ready for Internet Payments

You need to **create a folder** on your computer to be the 'holding point' for your BACS/Faster Payments report which will be uploaded to your Bank portal. The folder may be created on your c:\ drive or on a network drive if more than one person is involved in processing payments (you will 'browse' and pick up this file when you upload to the Bank Portal). The folder could be called 'BACS Payments' but you are free to give the folder your own name so long as you remember! You will be saving your payments to this folder from RM Finance and you will be 'browsing' from the Bank Portal to pick up the payments.

2. Update Bank Details

Select **System, System setup** then select the **Bank details** tab.

The screenshot shows the 'System setup' interface with the 'Bank details' tab selected. A 'Bank account' dialog box is open, displaying the following fields:

Field	Value
Account name*	School Bank
Account no.	12312312
Sort code	404779
Identifier	
Financial summary	Gross
Default bank	<input checked="" type="radio"/> Yes
Allow BACS payments	<input checked="" type="radio"/> Yes
BACS Transfer format	Yorkshire Bank EFT
Status	Active

Buttons: Cancel, Save

Select the **Edit** 'pencil' alongside the School Bank account.

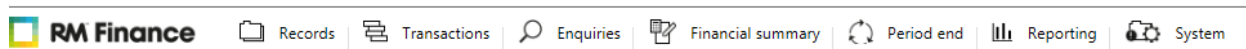
Check that the Account name account and number are correct and the 'green slider' is set to allow BACS payments. Use the dropdown arrow alongside the BACS Transfer format to select the correct format for the transaction list which will be uploaded to your Bank (there are three Yorkshire Bank (now Virgin Money)) formats but the standard one is Yorkshire Bank EFT, for Lloyds there are two formats but the standard one is Lloyds – multiple

BACS Payments – RM Finance

Standard CSV, you may need to check which format is associated with your account),

Save.

3. Update Supplier Records



For each supplier you wish to pay by BACS you need to turn on the BACS option and enter supplier bank and email details.

If an instruction is received from a supplier to change their bank details then this should be verified by the School before any changes are made. The school should contact the supplier using contact details that they already hold on file, the school should record the name of the person they verify the changes with.

Select **Records, Contacts** and search for your Supplier and click the **Edit** key and put a 'tick' in the BACS box (Payment Methods) and enter email address if not already entered.

After ticking the BACS box you will see a BACS tab.

Definition			
Account code *	2 SIMPLE	Type	New Supplier
Sort key		Status	Active

General		BACS	
Full name *	2 Simple	Contact	
Address (Max 4 lines)	2 Simple Software Ltd Enterprise House 2 The Crest,	Phone 1	
		Phone 2	
Postcode		Fax	
VAT no.		Email	2simple@hotmail.co.uk
S16	No	Remittance Email	2@hotmail.co.uk
Payment methods	<input checked="" type="checkbox"/> Cheque <input checked="" type="checkbox"/> BACS <input type="checkbox"/> Direct Debit	Remittance method	Email

The system **can** send Email Remittance Statements but this is not obligatory. If you have populated the Reference box with your customer number the supplier should be able to identify the payment without a remittance. If you want to send an email choose **email** in the remittance **Remittance Method**, if you don't then select **print**.

You then need to enter the Bank Details of your Supplier (BACS tab)

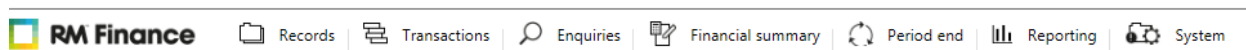
BACS Payments – RM Finance

Definition			
Account code	ABBOTS	Type	Supplier
Sort key		Status	Active

General			
Bank account name	ABBOT AND SON	Account no.	20148857
Sort code	200123	Reference	TEST SCHOOL

The **Reference** is your customer reference with the supplier, to be found on the invoice – the amount of characters in this field are limited so start with the number and then put in a name if possible – **no spaces or other punctuation. SAVE**

4. Making BACS or Faster Internet Payments



Transactions, Expenditure

Alongside the **Reference** box you will see a ‘drop down’ box – you can choose to make a BACS payment, provided the Supplier details have been set up, or create a cheque if that is better in the circumstances or by choosing ‘None’ you can record information about a hand written cheque.

Expenditure					
Expenditure header					
Supplier *	ABS	Advanced Business Systems (Northern)	Alternative payee		
Gross total *	1000.00		Date *	25 AUG 2017	Period 6
Reference *	Ref number	BACS payment			
Bank account *	School Bank £3670.72				
Line details					
Analysis *	EXPEND	expenditure	Detail *	First quarter copying	
Budget *	3371	Photocopying (notICT)	Budget balance	£4009.27	
Gross *	1000.00	VAT code	3 - 20.00 %	VAT	166.67
Invoice no. *	1658901		S16	No	Nett * 833.33
Funding stream			Cost centre		

Complete the information relating to your invoice and **Save line** and then **Post**.

The BACS Payment Method will only be available if you have entered BACS details for a supplier.

BACS payments can be reversed at this stage in the same way as any other payment.

5. Payments Pending Report

When all of your payments have been entered and you are ready to upload your payments to your Bank portal print off a **Payments Pending Report**.

From the **Transactions** drop down list choose **BACS** and then the **Payments Pending Report**

Transactions | BACS

Payments Pending report | Create BACS export file | Re-Print Remittances | Remittance report

Payment pending report

Supplier code to Date to

You can leave the Supplier box blank and enter the date(s) that you have used to enter payments onto RM Finance. Click **Generate report**.

The **Payments Pending Report** should be used as a ‘front cover’ for the invoices awaiting approval with the total checked against the total on the ‘bank portal’ screen, signed by both authorisers and then filed with the relevant ‘batch’ of transactions. Signing this report means that you have satisfied yourself that the payments to each supplier match the invoices that have been presented for payment.

BACS Payments Pending Report		Financial Year 2017/2018, Period 6			
Supplier:	ABBOTS G Abbott & Sons	Sort code:	564565	Account No:	98765412
Bank account name:	ABBOTS COACHES				
		<u>Invoice No:</u>	<u>Amount</u>	<u>Approved</u>	
10 Nov 2017			350.00	<input type="checkbox"/>	
Total payment to:	ABBOTS		350.00		
Supplier:	YPO YORKSHIRE PURCHASING ORGANISATION	Sort code:	124554	Account No:	56256236
Bank account name:	YPO ACCOUNT				
		<u>Invoice No:</u>	<u>Amount</u>	<u>Approved</u>	
10 Nov 2017			250.00	<input type="checkbox"/>	
Total payment to:	YPO		250.00		
Total payment transfer			600.00		
Authorised	_____				
Authorised	_____				
Confirmed by	_____				

6. Create BACS Export File

Click on the **Create BACS export file** tab

BACS Payments – RM Finance

Move the slider from **No** to **Yes** for all of the payments to be included in the upload and enter an anticipated payment date – allow 2-3 days for the authorisers to access the bank portal.

You can select all transactions for payment by clicking on the **Selected** box.

Transactions | BACS

Payments Pending report | Create BACS export file | Re-Print Remittances | Remittance report

BACS header

Anticipated payment date * 14 NOV 2017

BACS payments

Supplier code	Supplier name	Payee code	Payee name	Invoice number	Date	Method	£ Amount	Selected <input type="checkbox"/>
ABBOTS	G Abbott & Sons				10 NOV 2017	Print	350.00	<input type="radio"/> No
YPO	YORKSHIRE PURCHASING ORGANISATION				10 NOV 2017	Print	250.00	<input type="radio"/> No

When you have selected the payments click the **Create Export** option at the bottom of the screen.

You will then see the box below:

Create export ×

You have selected 1 BACS payment that require printing.

Press the **'Generate Printed Remittances'** button to open them in the report viewer for printing.

If everything printed correctly, press the **'Next'** button to continue on to saving the 'BACS' files.

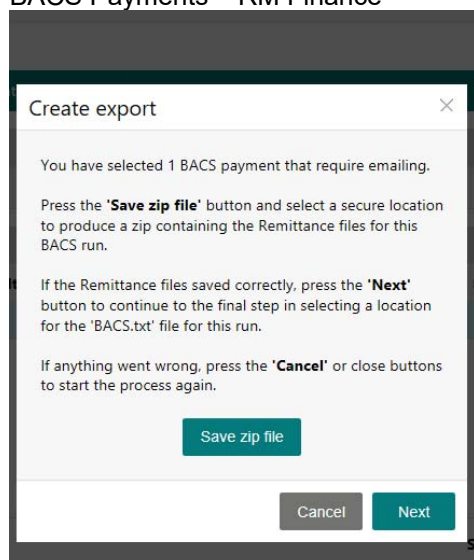
If anything went wrong, press the Generate button to try again or press the **'Cancel'** or close buttons to start the process again.

Generate Printed Remittances

Cancel **Next**

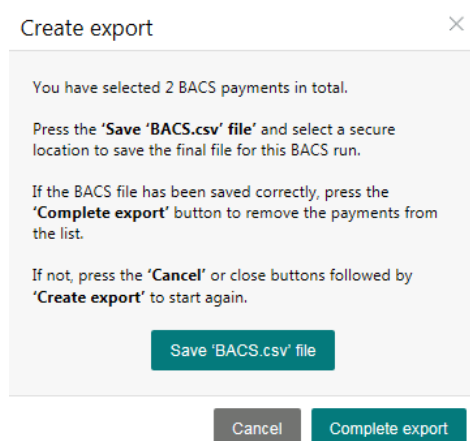
You need to **Generate Printed Remittances** to move to the next action but at this stage of the process you will need to close the printed remittances report when it comes up on screen. If you have an email address for the customers and want to email the suppliers the below screen will appear. Click on **Save zip file** and save to a folder on your computer. Once the suppliers have been emailed the zip file should be deleted.

BACS Payments – RM Finance

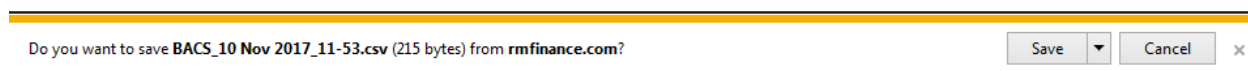


Generate and close the Printed Remittances report.

You will then be able to select the **Next** button. This will give you the box below.



Save the BACS.csv file or BACS.txt (Yorkshire) to the folder you have set up for payment files.



Use the drop down by Save to choose **Save As** and save in the file you created for payment files.

Do a quick check to see the BACS file has been saved and then press the '**Complete Export**' button to remove the payments from the list. For Lloyds files do not open them up before loading them into the bank portal as it can cause formatting issues.

If you are sending the remittances via email the below screen will appear and you need to select the ones you want to send a remittance to via email, then press send.

BACS Payments – RM Finance

Send Mail
✕

The BACs remittance file for each customer will be emailed to each customer as detailed below.
If you deselect any supplier from the email list, and later decide to send the remittance by email, you will have to do this on a supplier by supplier basis, rather than the group send as below.

Selected <input type="checkbox"/>	Remittance advice file	Email address
<input checked="" type="checkbox"/>	Remittance_09 Sep 2020_15-11_ABBOTS_1.txt	dooty@jjjj.co.uk

Email text
(This text will be in the body of the emails sent)

↶ ↷ ¶ B / Ⓔ A¹ A₂ ≡ ≡ ≡ ≡ ≡ ≡ I_x

Cancel
Send email

7. Uploading the File to your Bank Portal

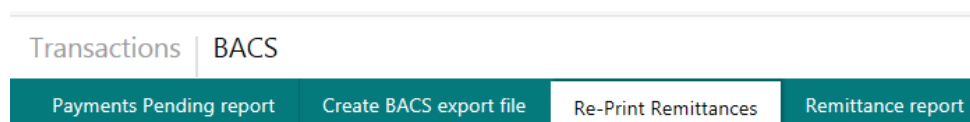
You will then follow the on screen instructions provided by your Bank to upload your payment file.

The two authorisers (who should not be involved with the data entry on RM Finance) should be given the paper invoices with the Payments Pending Report to check that the payments to the suppliers match with the invoices and that the total on the payment pending report matches the total on the banking portal. The two authorisers should then follow the authorisation process that is specified by the bank that the school use.

Once the Payments File has been uploaded and the payments approved in the Bank Portal the export file **should** be deleted from your folder.

8. Emailing Remittances

If you want to email a remittance to a supplier select the **Re-Print Remittances** tab.



You can use the search criteria to select transactions if you wish or leave all search criteria boxes blank.

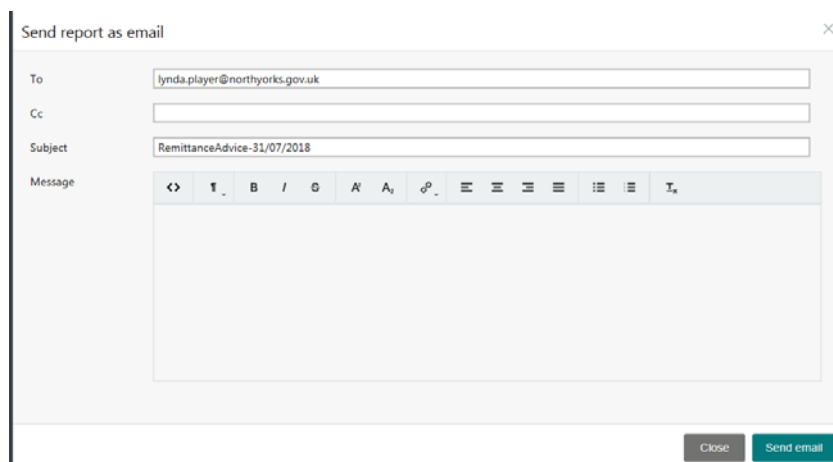
BACS Payments – RM Finance

Move the slider from **No** to **Yes** for the supplier (could be more than one transaction for a supplier) that you want to receive a remittance and click the **Reprint Remittances** box.

At the top of the report screen you will see the new email symbol



Click on the email symbol and you should see an email format prepopulated with the supplier address which will send a report which looks the same as the one you can see on screen.

A screenshot of a web application dialog box titled "Send report as email" with a close button (X) in the top right corner. The dialog contains a form with the following fields: "To" with the value "lynda.player@northyorks.gov.uk", "Cc" which is empty, and "Subject" with the value "RemittanceAdvice-31/07/2018". Below these fields is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, and unlink. The main body of the dialog is a large empty text area. At the bottom right, there are two buttons: "Close" and "Send email".

Click **send email** to send.