Batch Payments
user guide

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METRO BANK

How it works

'Batch Payments' allow Users to simultaneously make a number of payments to various Beneficiaries.

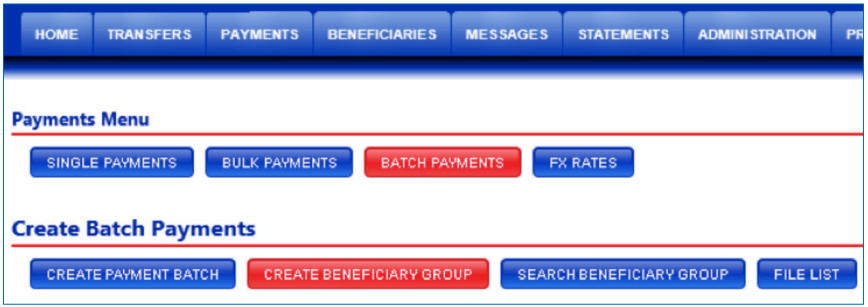
Please note:

- All payments must be drawn from a single Metro Bank account
- Payment amendments will need to be authorised in line with the Sole or Dual Control procedure
- Batch payments require a Metro Bank Hard Token.

Batch Payments can be found under the Payments menu.

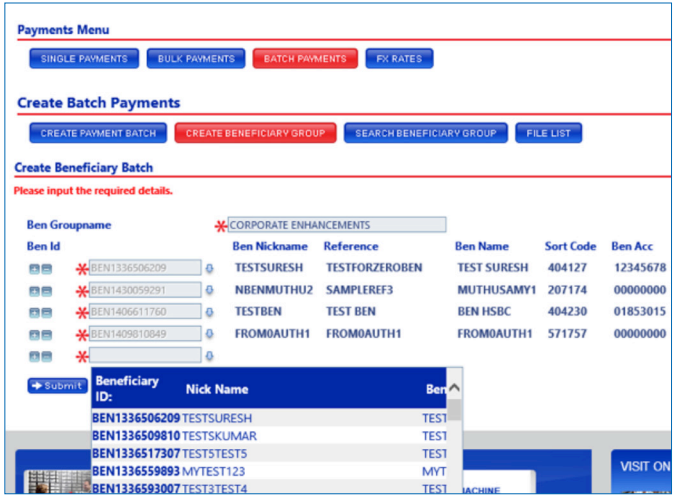
Here users will have three options

- **Create Beneficiary Group –** To create a new beneficiary group using the beneficiaries already saved
- **Create Batch Payment** – To create payments for a group of beneficiaries
- **Search Beneficiary Group**
- **File List** - To Authorise the batch payment of payments in one go (if on dual authorisation). If company is set to single authorisation, file list will display the status of payments

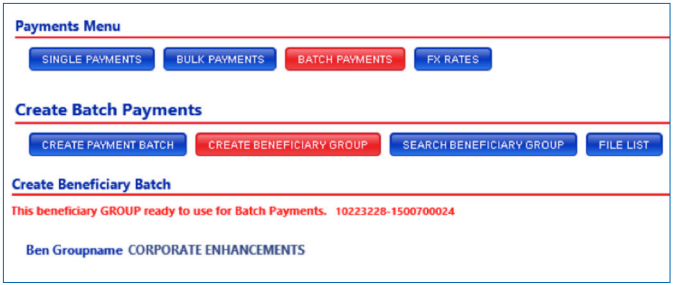


Create beneficiary group

Once you select '**Create Beneifcary Group**' you will have the ability to select a group name and create the group using saved beneficiaries.

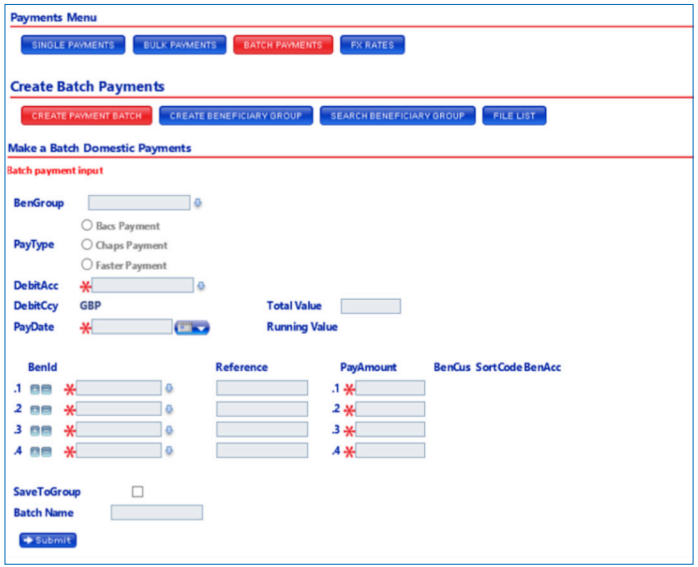


Once a group has been created, a summary screen will give you the option to review the group and once confirmed, the following screen will appear.

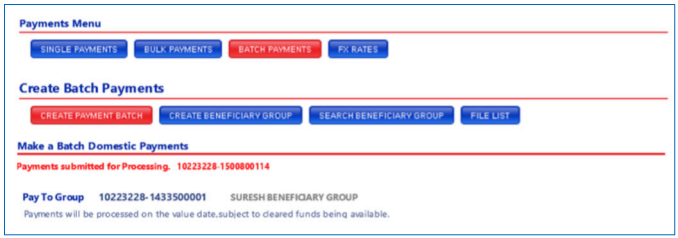


Create payment batch

To process a batch payment go to '**Create Payment Batch**' and complete the mandatory information i.e. saved batch payment group, the amounts etc.

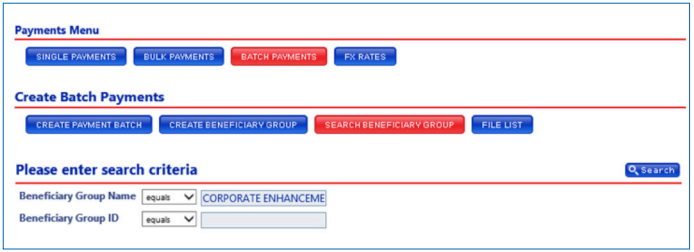


Once all the details are completed and the payment is submitted the confirmation screen will appear. For companies set up for **single authorisation**, this confirmation is confirmation that payments have left the account.

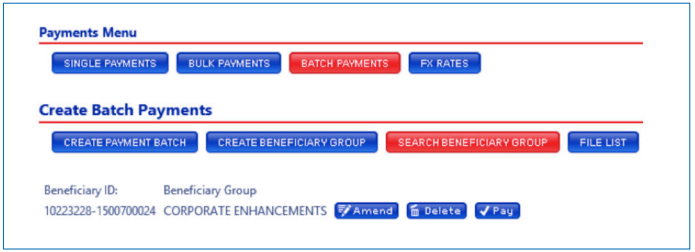


Search beneficiary

Users can use the '**Search Beneficiary Group**' button to look for the required beneficiary group record.



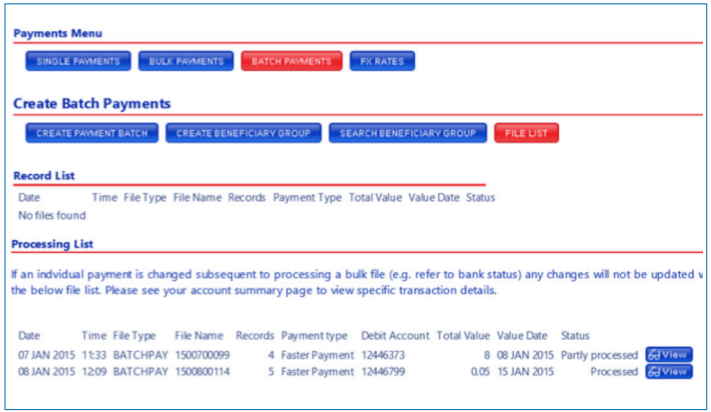
The '**Search Beneficiary Group**' also gives you the ability to amend beneficiary groups.



File list

If the company is set-up for **dual authorisation** a second authorised User should go to '**File List**'.

- A summary of the payment batch will be detailed under 'Record List'
- Payments can be viewed and then released by clicking on the 'Process' button or 'Reject' if you no longer wish to process the batch of payments
- You can review payments within the batch file when you click on 'Process'. If any payments come up with 'refer to bank' please re-confirm the account details entered were correct.
- Once processed the batch payment is complete and the file will say 'Processed'



- Once the above steps have been completed, the Dual Control procedure has been satisfied, no further authorisation is required via the 'Approval List' tab
- Please note a security hard token will be required to commit this Batch beneficiary payment record.

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