

Batch Payments **user guide**

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How it works

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

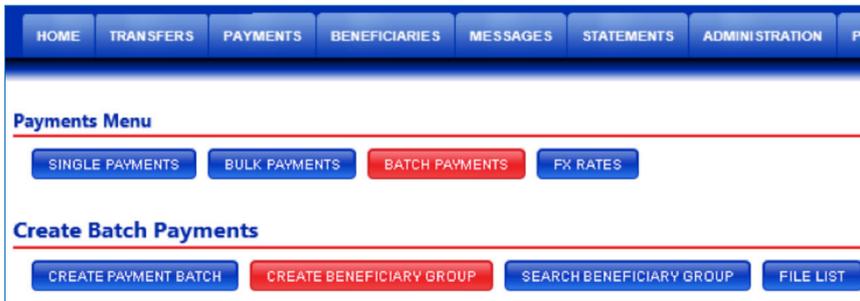
Please note:

- 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 Beneficiary Group' you will have the ability to select a group name and create the group using saved beneficiaries.

Payments Menu

SINGLE PAYMENTS BULK PAYMENTS BATCH PAYMENTS FX RATES

Create Batch Payments

CREATE PAYMENT BATCH CREATE BENEFICIARY GROUP SEARCH BENEFICIARY GROUP FILE LIST

Create Beneficiary Batch

Please input the required details.

Ben Groupname *CORPORATE ENHANCEMENTS

Ben Id	Ben Nickname	Reference	Ben Name	Sort Code	Ben Acc
*BEN1336506209	TESTSURESH	TESTFORZEROBEN	TEST SURESH	404127	12345678
*BEN1430059291	NBENMUTHU2	SAMPLEREF3	MUTHUSAMY1	207174	00000000
*BEN1406611760	TESTBEN	TEST BEN	BEN HSBC	404230	01853015
*BEN1409810849	FROM0AUTH1	FROM0AUTH1	FROM0AUTH1	571757	00000000
*BEN1336506209	TESTSURESH	TEST			
BEN1336509810	TESTSKUMAR	TEST			
BEN1336517307	TESTSTEST5	TEST			
BEN1336559893	MYTEST123	MYT			
BEN1336593007	TEST3TEST4	TEST			

submit Beneficiary ID: Nick Name Ben

TESTSURESH TEST

TESTSKUMAR TEST

TESTSTEST5 TEST

MYTEST123 MYT

TEST3TEST4 TEST

VISIT ON

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.

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Create Beneficiary Batch

This beneficiary GROUP ready to use for Batch Payments. 10223228-1500700024

Ben Groupname CORPORATE ENHANCEMENTS

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.

Payments Menu

SINGLE PAYMENTS BULK PAYMENTS **BATCH PAYMENTS** FX RATES

Create Batch Payments

CREATE PAYMENT BATCH CREATE BENEFICIARY GROUP SEARCH BENEFICIARY GROUP FILE LIST

Make a Batch Domestic Payments

Batch payment input

BenGroup

PayType Back Payment Chaps Payment Faster Payment

DebitAcc *

DebitCcy GBP Total Value

PayDate * Running Value

BenId	Reference	PayAmount	BenCus SortCode BenAcc
.1 <input type="text"/> *	<input type="text"/>	.1 * <input type="text"/>	<input type="text"/>
.2 <input type="text"/> *	<input type="text"/>	.2 * <input type="text"/>	<input type="text"/>
.3 <input type="text"/> *	<input type="text"/>	.3 * <input type="text"/>	<input type="text"/>
.4 <input type="text"/> *	<input type="text"/>	.4 * <input type="text"/>	<input type="text"/>

SaveToGroup

Batch Name

Payments Menu

SINGLE PAYMENTS BULK PAYMENTS **BATCH PAYMENTS** FX RATES

Create Batch Payments

CREATE PAYMENT BATCH CREATE BENEFICIARY GROUP SEARCH BENEFICIARY GROUP FILE LIST

Make a Batch Domestic Payments

Payments submitted for Processing. 10223228-150000114

Pay To Group 10223228-1433500001 SURESH BENEFICIARY GROUP

Payments will be processed on the value date.subject to cleared funds being available.

Search beneficiary

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

The screenshot shows the 'Payments Menu' with four buttons: 'SINGLE PAYMENTS', 'BULK PAYMENTS', 'BATCH PAYMENTS', and 'FX RATES'. Below this is the 'Create Batch Payments' section with four buttons: 'CREATE PAYMENT BATCH', 'CREATE BENEFICIARY GROUP', 'SEARCH BENEFICIARY GROUP', and 'FILE LIST'. A search section titled 'Please enter search criteria' contains two rows: 'Beneficiary Group Name' with a dropdown set to 'equals' and a text input containing 'CORPORATE ENHANCEME', and 'Beneficiary Group ID' with a dropdown set to 'equals' and an empty text input. A magnifying glass icon and the word 'Search' are to the right of the search section.

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

This screenshot shows the same 'Payments Menu' and 'Create Batch Payments' sections as the previous one. Below these sections, search results are displayed. The first row shows 'Beneficiary ID: 10223228-1500700024' and 'Beneficiary Group: CORPORATE ENHANCEMENTS'. Below this, three action buttons are visible: 'Amend' (with a pencil icon), 'Delete' (with a trash can icon), and 'Pay' (with a checkmark icon).

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'

Payments Menu

SINGLE PAYMENTS BULK PAYMENTS BATCH PAYMENTS FX RATES

Create Batch Payments

CREATE PAYMENT BATCH CREATE BENEFICIARY GROUP SEARCH BENEFICIARY GROUP FILE LIST

Record List

Date Time File Type File Name Records Payment Type Total Value Value Date Status
No files found

Processing List

If an individual payment is changed subsequent to processing a bulk file (e.g. refer to bank status) any changes will not be updated v the below file list. Please see your account summary page to view specific transaction details.

Date	Time	File Type	File Name	Records	Payment type	Debit Account	Total Value	Value Date	Status
07 JAN 2015	11:33	BATCHPAY	1500700099	4	Faster Payment	12446373		8 08 JAN 2015	Partly processed View
08 JAN 2015	12:09	BATCHPAY	1500800114	5	Faster Payment	12446799		0.05 15 JAN 2015	Processed View

- 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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