**BACS Schedule Payments Process – Care Leavers**

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| **Stage 1**  **Updating Schedule**  The BACS schedule needs to be updated on a Monday morning so that it can be sent out to the manager’s for signing. The schedule is found in SN01/Admin/Leaving Care Admin/ Care Leavers Schedule. Click on the relevant folder e.g. 2013-2014 then clock on the last regular payments schedule.  Change the dates on the schedule to the next week coming up (the dates are at the top of the first page and the bottom of the last page). Adjust the payments according to the Payment Amendment forms received. |
| **Stage 2**  **Getting the Schedule signed**  Print off the Schedule and staple the pages together. The Schedule then needs to be taken to the managers to sign. The managers are: Julie Woodthorpe, Lisa Hunter, Pat Jarvis and Louise Shires. Once the schedule has been returned by the managers it can be inputted onto Oracle. |
| **Stage 3**  **Inputting the Schedule**  The schedule needs to be inputted no later than a Fridays so that it can be validated on the following Monday.  Click on Oracle Login/HCC Developer AP Process, Invoices/Entry/Invoice Batches. Press F11 to search for past batches (the cell will turn blue). Press CAPS and enter YPSS- enter last batch number then % e.g. 0049% then control and F11. Type in the next YPSS batch number in the Yellow Cell and then click invoice. Type in the supplier number (if no number is on the schedule then search in supplier name). Enter in the date (click button on the right hand side for automatic date). In Invoice number type in “PAYMENT W/COM (today’s date e.g. 17-SEP-2013). If it is a supported lodgings payment then enter the care leavers name e.g. re: Joe Bloggs.  Enter Gross Invoice amount, date invoice received (today’s date). If it is a cheque payment then the “pay alone” box must be ticked. If the address has changed then type “Please send BACS advice to” and the new address in the Special Instructions box.  Make sure that the payment terms are “URGENT”, if it is not defaulted to urgent then change the date in scheduled payments to the date of inputting.  Enter Cheque or BACS, according to the schedule. Tax code should always be NON. Click distributions, type in net amount, VAT code NON, click on search at the right side of accounts, enter cost code from the schedule, click ok. Click calculate tax. Close distributions by clicking X at the top right of the page.  Pass to supervisor to check and validate payments. |

**Tips**

**To copy cell from above press control and F5**

**To copy line from above press control and F6**

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| Date Completed | 4/10/13 |
| Author | Maria M |
| Signed off by |  |
| Date Revised and initial |  |