



## AutoPay Help Sheet

### Processing Direct Debits

#### 1. Introduction

To open the Debits Screen, from the main menu, select **Transactions** and then select **Create Debits File** or click on the Toolbar Icon for Debits.



There are three methods of selecting the Customers and entering the Amounts for processing:

1. Selecting Customers by Group
2. Select Customer individually
3. Importing details from a file which has been created by another software application

Each option is described as follows:

#### 2. Selecting Customers by Group

If you will be processing Direct Debits for the same list of customers each time, or if you will have a number of groups of customer, e.g. some customers to process monthly and some to process quarterly, then you can setup groups and assign each customer to the required group. This will allow you to select and process an entire group of customers in one go and make the processing procedure much quicker.

Click on the "Group Post" Button



A list of Groups will be displayed, select the required Group.

All Customers within the Group will be selected and displayed together with the Default Amount setup for each customer.

You may change the Amount for a customer or delete a customer as follows.

#### **Changing the Amount for a Customer**

To change the amount for any particular Customer, click on the Edit button.



The details for that customer will appear on a line above the list.

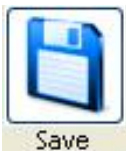
Debits Data Entry

Save Cancel

### Processing Debit Details

A001	ABC Company Ltd.	FRST		65.00	F9
Account #	Customer Name	Transaction Code	Reference	Amount	
A001	ABC Company Ltd.	FRST First Payment		65.00	
B001	Bloggs Ltd.	FRST First Payment		125.00	

You can change the amount. When complete, click on the Save button.



### Deleting a Customer from the list

To Delete a customer from the list, click on the Delete button.



This will delete the Customer from this Direct Debit file, the customer will still remain in the Group and will appear next time.

### Create XML File

Once you are satisfied that all details are correct, close the screen and proceed to Step 5 – Create XML File.

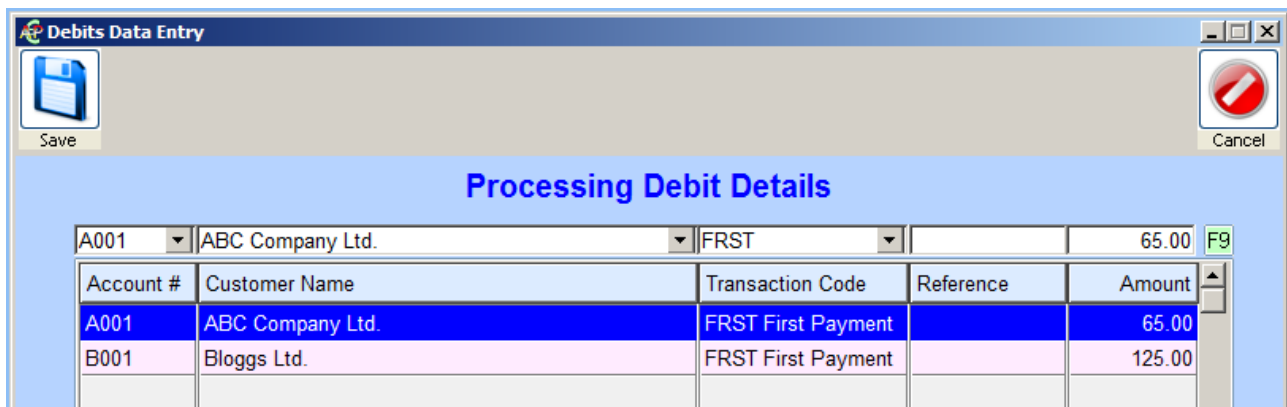
### 3. Selecting Customers Individually

If selecting customers by group is not suitable, you may select the customers individually. This may suit if you do not always process the same customers every time.

Click on the Add button to add a new record.



The new record will appear on the line above the list.



Account #	Customer Name	Transaction Code	Reference	Amount
A001	ABC Company Ltd.	FRST		65.00
A001	ABC Company Ltd.	FRST First Payment		65.00
B001	Bloggs Ltd.	FRST First Payment		125.00

Select the customer in one of the following ways:

- Enter the Customer's Account No. and press Enter or Tab
- Click on the drop-down arrow for the Account field and select the required customer from the List
- Click on the drop-down arrow for the Customer Name field and select the required customer from the List

If you need to enter or change the amount - click on the **Amount** field and enter the required Amount.

The **Transaction Code** should appear as follows:

**FRST** if this is the first SEPA Direct Debit to be processed for this customer

**RCUR** if this is not the first Direct Debit to be processed for this customer and is part of a sequence of Direct Debits for this customer

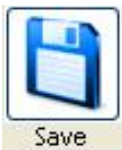
**FNAL** if this is the last Direct Debit in a sequence

**OOFF** if this is a once-off Direct Debit for this customer

The Transaction Code will be determined automatically but you may change the Transaction Code if necessary, by clicking on the drop-down arrow and selecting the required code. You must have entered the amount before changing the Transaction Code.

**Reference** is an optional field which you can use if required.

Save the entry by clicking on the Save button, or by pressing the F9 key.



The entry will then appear in the list of Debit transactions.  
You may repeat the above steps to enter the next Direct Debit transaction.  
You can click on the Edit button to change a transaction.



You can click on the Delete button to delete a transaction.



To exit the Debits screen you can click on the Close button or press the Escape key.



Once you Close the screen, all Debit entries are saved and before you Create an XML file for submission to your bank you may return to the Debits screen to add more transactions or change the transactions that have already been entered.

#### **Create XML File**

Once you are satisfied that all details are correct, close the screen and proceed to Step 5 – Create XML File.

Once you create an XML file no further changes can be made, and the transactions will be cleared from the Debits screen in preparation for the next batch.

#### **4. Importing Debit Details from a File**

If you have another Software Application which has been configured to create an Export File containing details of Direct Debits to be processed, you may Import this file into AutoPay.

Please note that such a file must meet certain conditions and please contact Mercury Software Ltd. for further details if you are interested in using this option.

Click on the “CSV” Button



The default folder for Import Files is **C:\MSL\Import**. You may select a different folder if necessary.

Once you select the correct folder a list of Files in that folder will be displayed and you may select the required file.

If all records appear correctly - select "Continue Processing" x 2

Check that all required Customers and Amounts are displayed

You may edit the Amounts or delete customers as described above in Sections 1 & 2.

### **Create XML File**

Once you are satisfied that all details are correct, close the screen and proceed to Step 5 – Create XML File.

## **5. Create XML File**

Once you have completed entry of the required Debit transactions, you can create an XML file for submission to your bank.

From the main menu, select **Transactions** and then select **Create XML File** or click on the Toolbar Icon for XML File.



Select the option for **Debits: Create XML File**



### **Date to Process**

This is the date on which your customer's bank accounts will be debited and your bank account credited. This date will be set as follows:

If your list of Debits contains any FRST transactions, the date will be set as today's date + 6 working days.

OR

If your list of Debits does not contain any FRST transactions, the date will be set as today's date + 3 working days.

Before using a date earlier than the default dates, you should check with your own bank regarding their payment cycles and the minimum timeframe in which can submit an XML file. You can also set the date later than the default date if required.

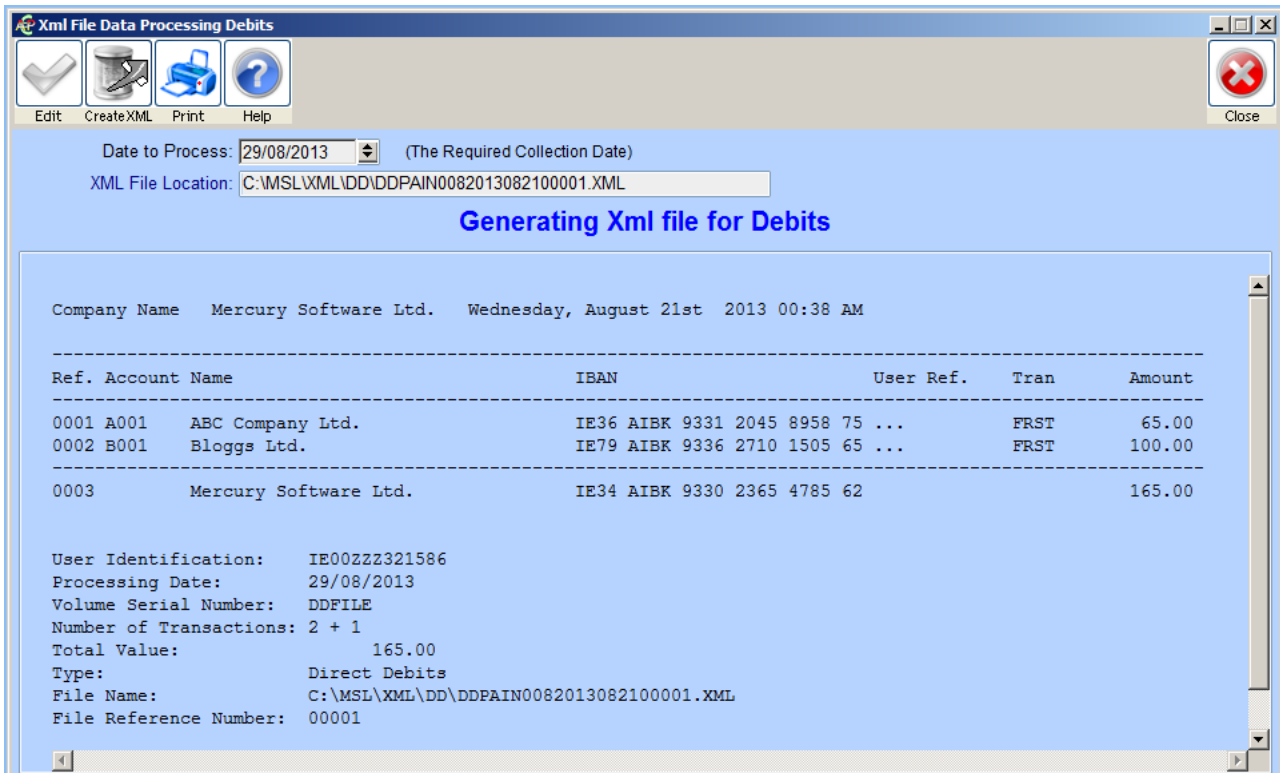
When complete, click on the Save button.



A new series of Buttons will be displayed. Click on button to Create XML File



The XML File will then be created, and a Summary will be displayed on the screen.



Click on the Print button to print this summary. You should print the summary and retain on file as an Audit Trail of Debits processed on the particular date and to allow you to reconcile with your bank statement when payment is received and to cross reference against any debits that are subsequently returned unpaid.



The report which prints also contains some information which will be required when you submit the file to your bank.

The following information is displayed on the report some of which you may be required to input on your banks website when submitting the file:

<b>User Identification</b>	Your SEPA Direct Debit Originators Number
<b>Processing Date</b>	The date which you entered above
<b>Number of Transactions</b>	Shows Total Debits + Total Credits, add together for total
<b>Total Value</b>	Total of all Debits
<b>Type</b>	Direct Debit
<b>File Name</b>	Defaults to C:\MSL\XML\DD\DDPAIN008yyyyymmddnnnnn.XML

The File Name is of particular importance as you will be required to identify this file for later submission to your bank.

The structure of the Folder Path is as follows:

C:\MSL\XML\DD

This refers to the **C:** drive of your computer, within that a folder called **MSL**, within that a sub-folder called **XML** and within that a further sub-folder called **DD**.

The structure of the File Name is as follows:

DDPAIN008yyyyymmddnnnnn.XML (e.g. DDPAIN0082019062000001.XML)

DD	identifies that the file contains Direct Debit
PAIN008	a reference necessary for certain banks
yyyy	year (of the Date that the file was created)
mm	month (of the Date that the file was created)
dd	day (of the Date that the file was created)
nnnnn	file number, starting at 1 for your first XML file and incrementing each time

Each DD XML file that you create will be stored in the above path. When you are sending the latest file to your bank, please ensure that you select the correct file as described on the Summary Report. If you wish, you can delete files later following successful processing.

Close the screen when complete.



## 6. Help File

For more detailed information on using AutoPay, please read the Help File which is available from the Toolbar - select **Help** and **Application Help** or click on the Help button.



There is also a Help button in every screen which will open the Help File section for that screen.