

A Guide to Paying Salaries on Coutts Bankline

To be able to make salary payments on Coutts Bankline you first need to create a library of beneficiaries, within the Bulk List option, which is then used to initiate the BACS payment to the recipients. The total of the salary payments are debited from your account as one single amount, thus keeping the details private. Access to the payroll information can be restricted by making the Bulk list confidential and granting access only to those that need it.

Step 1: Restricting access to the Payroll

Note: this is only necessary where the payroll information is to be restricted from some Bankline users, if this is not the case go straight to Step 2

The system administrator(s) must first create the new role(s) i.e. key payroll, authorise payroll or key & authorise payroll. The new role must then be allocated to the individual users. To do this, follow the steps below:

- System administrator logs in
- Select Administration
- Select Manage Roles
- Create Role
- Enter Role Name e.g. create payroll, authorise payroll or key and authorise payroll
- Enter Role Description as above
- Select Payments from the drop down box and Save & Go
- Tick the following privileges depending on the role requirements
 - ✓ Add confidential bulk list – User will be able to create the beneficiary library
 - ✓ Add domestic payment from confidential bulk list - User will be able to create the payroll payments
 - ✓ Authorise confidential bulk payment - User will be able to authorise the payroll payments
 - ✓ Authorise own confidential bulk payment - User will be able to authorise the payroll payments that they have entered
 - ✓ Check confidential bulk list - User will be able to check the bulk list if dual checking of bulk lists is switched on
 - ✓ Maintain confidential bulk list - User will be able to make changes to the payroll library
 - ✓ Maintain confidential bulk payment - User will be able to make change to the payroll payments
 - ✓ Suspend & reinstate confidential bulk list - User will be able to suspend and reinstate the library
 - ✓ View confidential bulk list – user can view the payroll library
 - ✓ View confidential bulk payment – user can view the payroll payment - allocate to all roles
- Select Continue
- Select the account(s) that you will make the salary payments from
- Select continue
- Select confirm new role
- Repeat if more than one role required

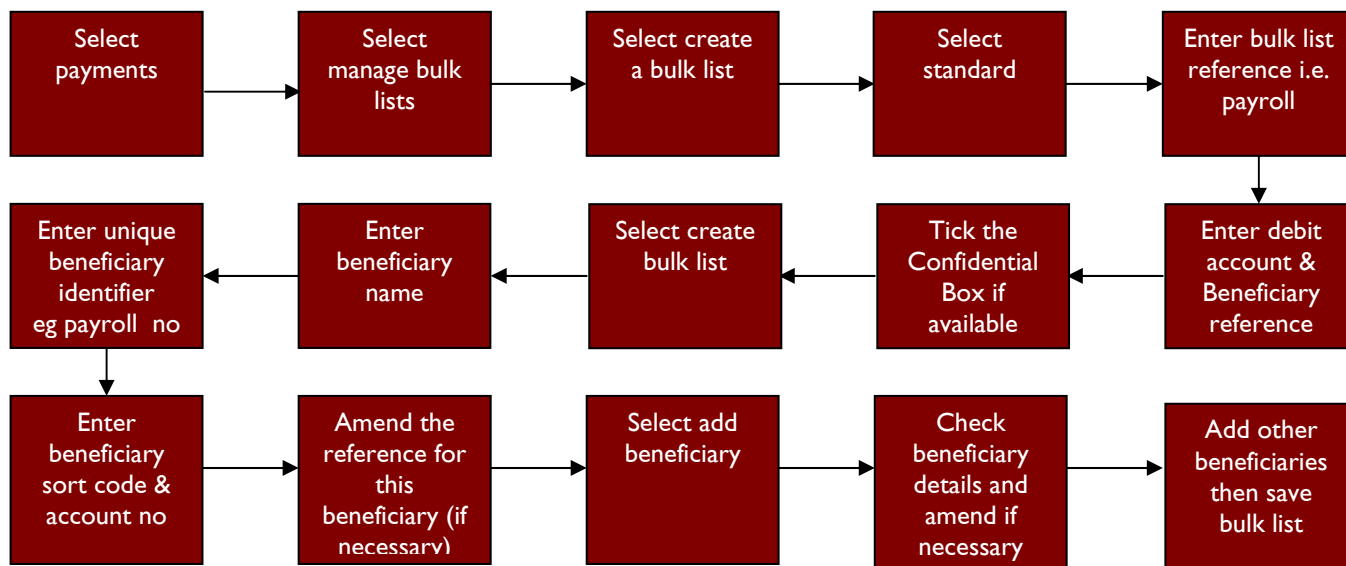
The new role(s) then have to be allocated to the user(s) that require access to the payroll. To do this, follow the steps below:

- Select Administration
- Select Manage Users
- Choose the user from the list
- Select Edit Roles/Smartcard
- Select the new role for this user
- Select continue
- Confirm changes

Repeat for all users that require the new role, once completed go to Smartcard Authorisation and authorise the users in the list using your smartcard. If you have not made payments via Bankline before you must ensure that the users also have the roles Key All Pymts, Auth All Pymts or Key & Auth All Pymts as required

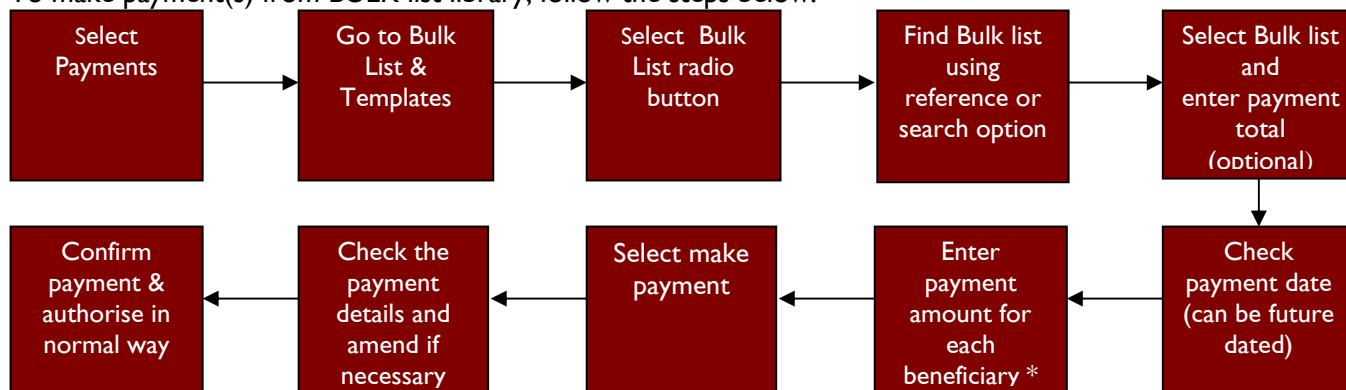
Step 2: Creating the Payroll Library

Firstly, create a BACS Bulk List library by following the steps below:



Step 3: Making Payroll Payments

To make payment(s) from BULK list library, follow the steps below:



*For beneficiaries you do not wish to pay, the payment amount should be left as zero

Important Information

To ensure that payments are not delayed, available funds must be in the account the payment is originating from, prior to the payment being made. The cut off time for BACS payments is 6.15pm however, payments submitted after 4.30pm but before 6.15pm, will automatically be processed provided that you have sufficient funds available. When the payment is submitted, the status will immediately show as “accepted”, which means it has been accepted by the Bank for processing. However, if insufficient funds are available, then the payment will be rejected and the status will be subsequently updated to reflect this. We therefore recommend that for all payments submitted after 4.30pm, you check the status of the payment to ensure that it has not been amended to “rejected”. Please ensure you allow approximately five minutes before performing this check, to allow for any changes in the status to be reflected.

Existing BACS Bulk list libraries can be edited or deleted by selecting Payments, Manage bulk lists and selecting the required bulk list from the list

It is possible to import BACS Bulk Lists and Bulk List Payments into Bankline and guidelines on importing formats and requirements can be found on www.coutts.com/Bankline.

The standard tariff for making a BACS Bulk list is 25p per individual payment. All Coutts Bankline charges will be collated on a quarterly basis and charged to the billing account you have registered on Bankline. Please contact the Bankline Help Desk should you wish to change your billing account.

If you require further assistance with regard to setting up Bulk Lists please contact the Bankline Help Desk on 0207 770 0004

Calls may be recorded.