Automatic Payments

Dear user,

You must make sure that you have read "Navigating the System" first before reading any other Clarity guides as without a good knowledge of the navigation you will not fully benefit from the features and shortcuts that Clarity will provide for you.

Click here to read Navigating the System:

https://dataflow.co.uk/images/uploads/release_notes/Clarity_-_Navigating_the_System_.pdf

Also at the end of each guide, there may be a list of other supplements for further explanation of features within this routine.
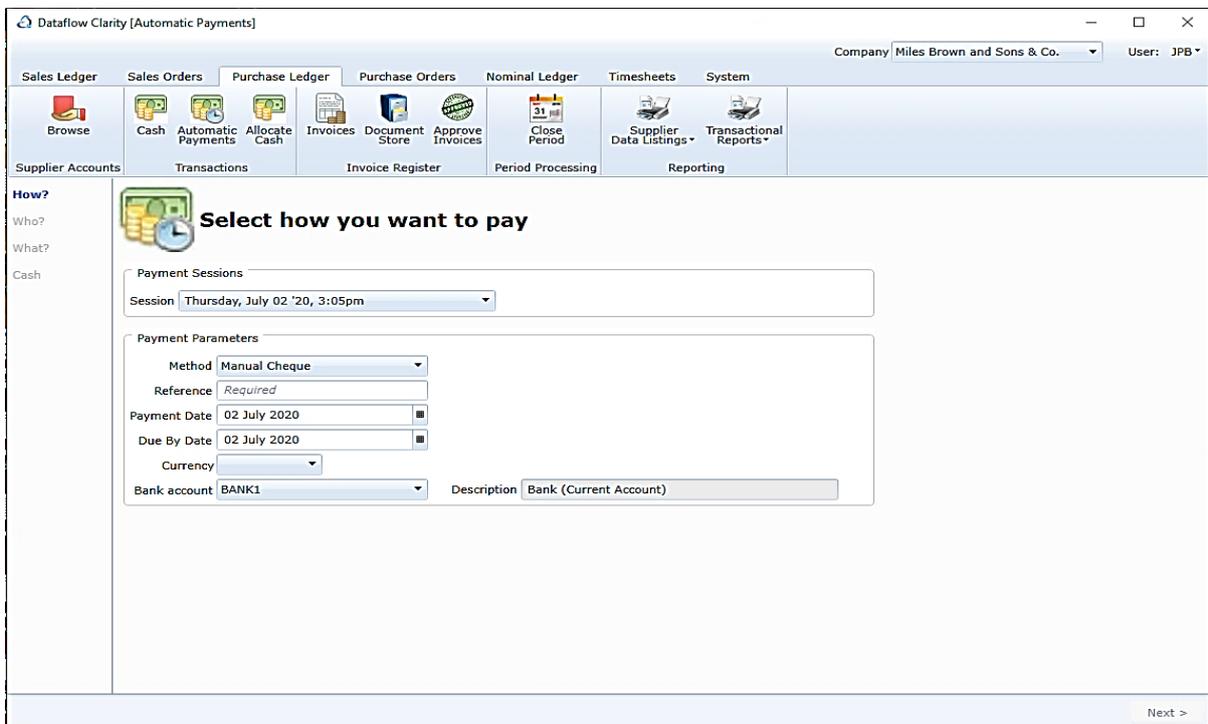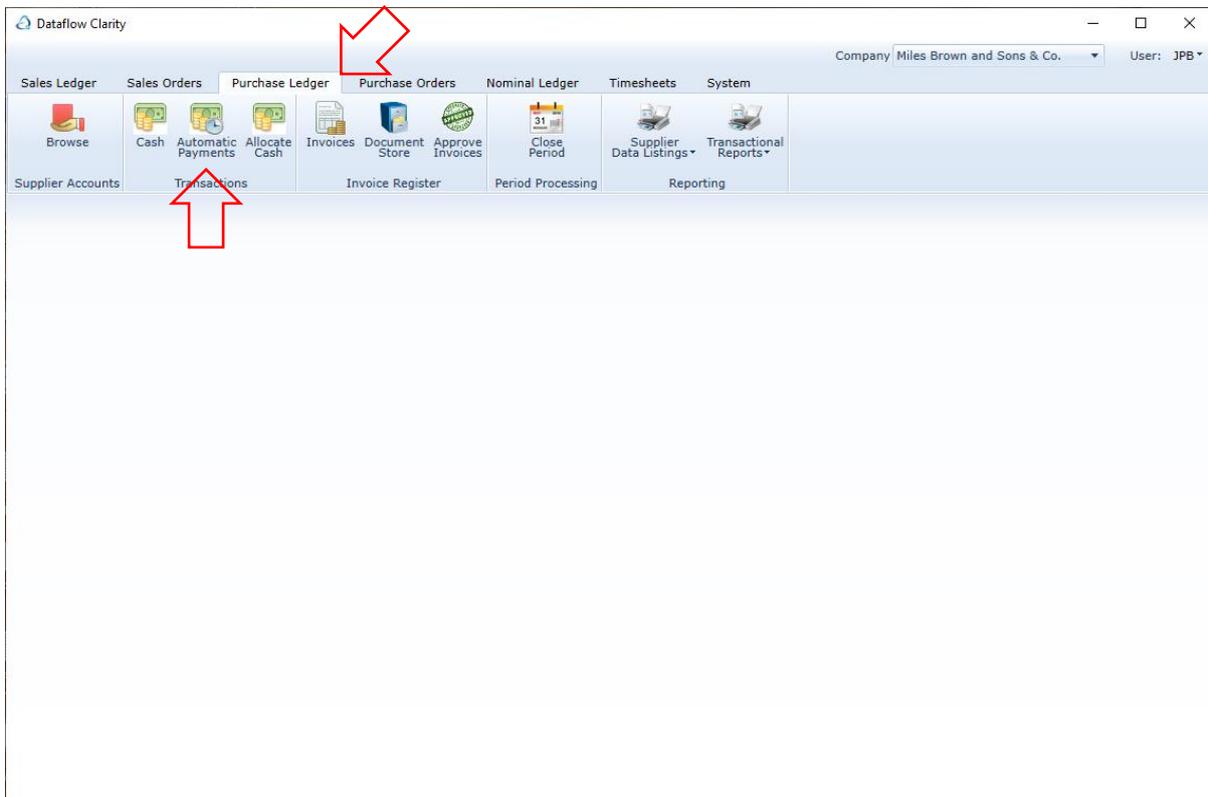
Enjoy exploring Clarity and please do not hesitate to suggest any improvement that you feel will be useful to add to this document.

Warmest regards

Dataflow (UK) Ltd

The Automatic Payments process automatically creates and then allocates the auto created cash counterparts to the Invoices you have chosen to be processed.

<u>How?   Select how you want to pay.</u>

Session: The sessions have a date, time and user ID stamp against each entry. This allows you to have multiple automatic payments session active at any one time. The list also details the current authorisation status of the session.

Right clicking the mouse within this section present the following options:
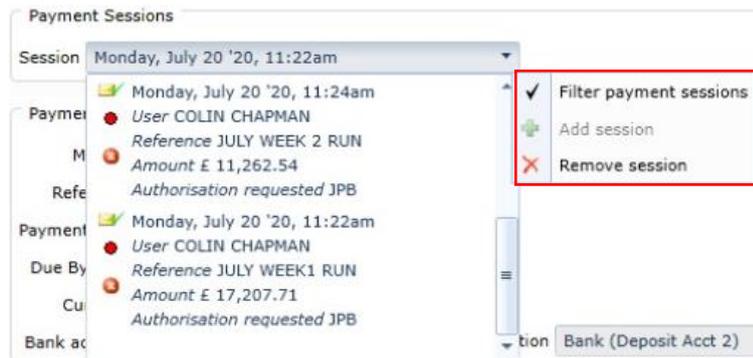
Filter payment sessions: Use this option to filter between open and completed sessions within the sessions dropdown listing.

Add session: Add a new payment session. Your existing incomplete sessions will still be accessible and selectable via the session drop down.

Remove session: Remove an incomplete session no longer required.

Method: The payment method in which the payments are to be processed.

Manual Cheque: Only remittance advices are created.

BACS: Remittance advices are created along with a BACS output file. The BACS will need to be processed manually via your online banking software.

When processing BACS payments an additional section will appear providing the Bank account detail to be included within the BACS output file, Example below:

Reference: The reference entered here will be the reference used for the automatically created cash counterparts.

Payment Date: The date the payment is to be made

Due by Date: The system will process all eligible transactions up to and including the specified Due Date, unless you manually exclude accounts or transactions from payment.

Currency: The system will only process transactions posted with the selected currency.

Bank account: The cash counterparts will be posted to the specified Bank account.
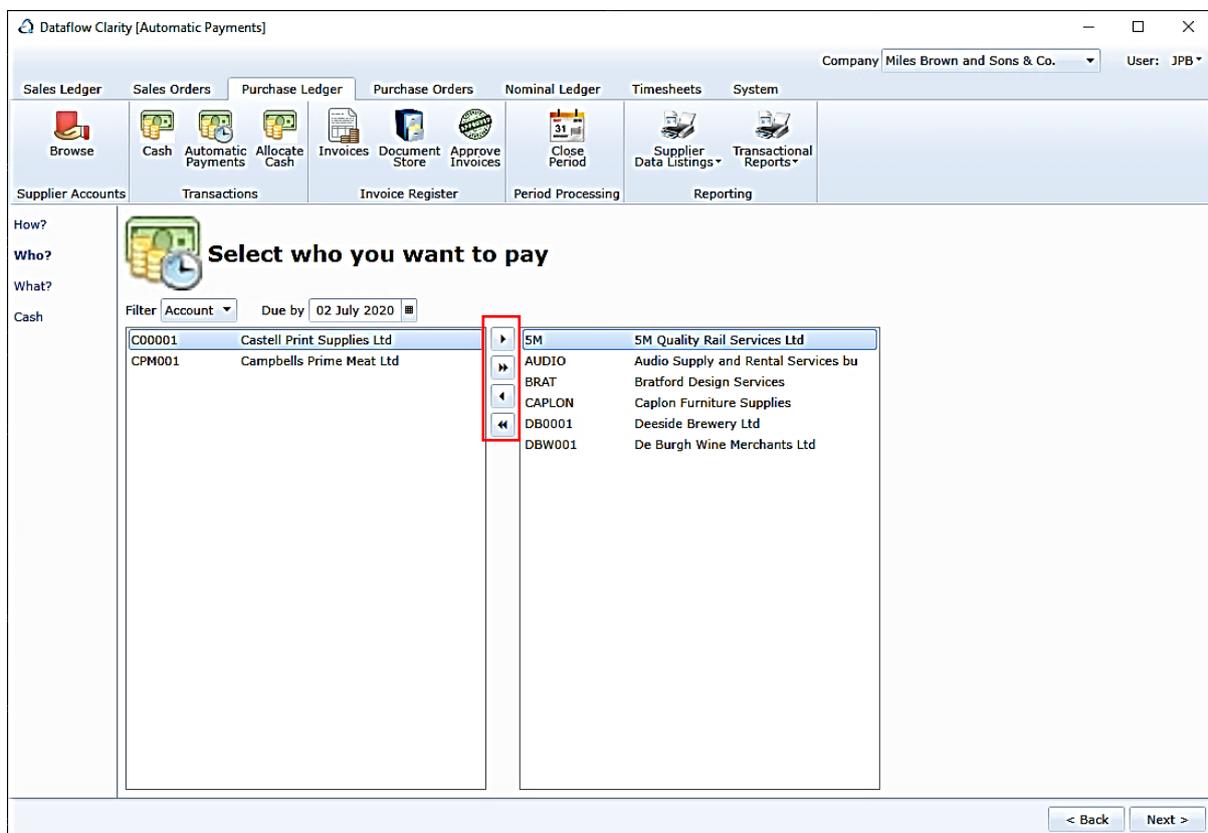
Who?   Select who you want to pay.

The Who? Section is where you define which accounts are to be processed. The accounts on the right are the accounts to be processed. Use the central arrows highlighted in red to move the accounts to the right hand side. The single arrow moves the selected account, the double arrow moves all accounts.

Only accounts with at least one due invoice which needs processing will be included here.

[What? Select what you want to pay.](#)

Once you have chosen who you want to pay you can now define what you want to pay. You can pay the entire amount due indicated within the payment column by leaving the ☑, or you can decide to exclude the account from payment by unticking the line.

You may also chose to only pay specific transactions posted against an account. To do this double click on the chosen line. This will load a new window displaying the transactions that the system is looking to process for the selected account:

Also within this section you may also chose to only pay a proportion of a single transaction by double clicking on Payment Amount value. This will turn the Payment Due field to edit mode where you can enter the exact value you wish to pay:

Once you have completed your How?, Who? and What? sections the total payment to be processed is displayed on the footer:

At any point you are free to return to the previous page, simply navigate using the [< Back Next >] Buttons. You can also navigate between stages by clicking the How?, Who?, What? and Cash sections on the left pane.

Since there may be multiple users carrying out actions that may impact balances of the accounts you are working on [Refresh] button. Using this button will bring the most up-to-date information to this process.

Authorisation

Each Clarity user group can be assigned a maximum payment amount. When this value is breached by the user processing the Automatic payment the system can be set to request authorisation to users assigned to a user group approved to process the requested payment amount.

When a user has breached their approved payment amount a prompt will appear asking the user whether they wish to request authorisation:
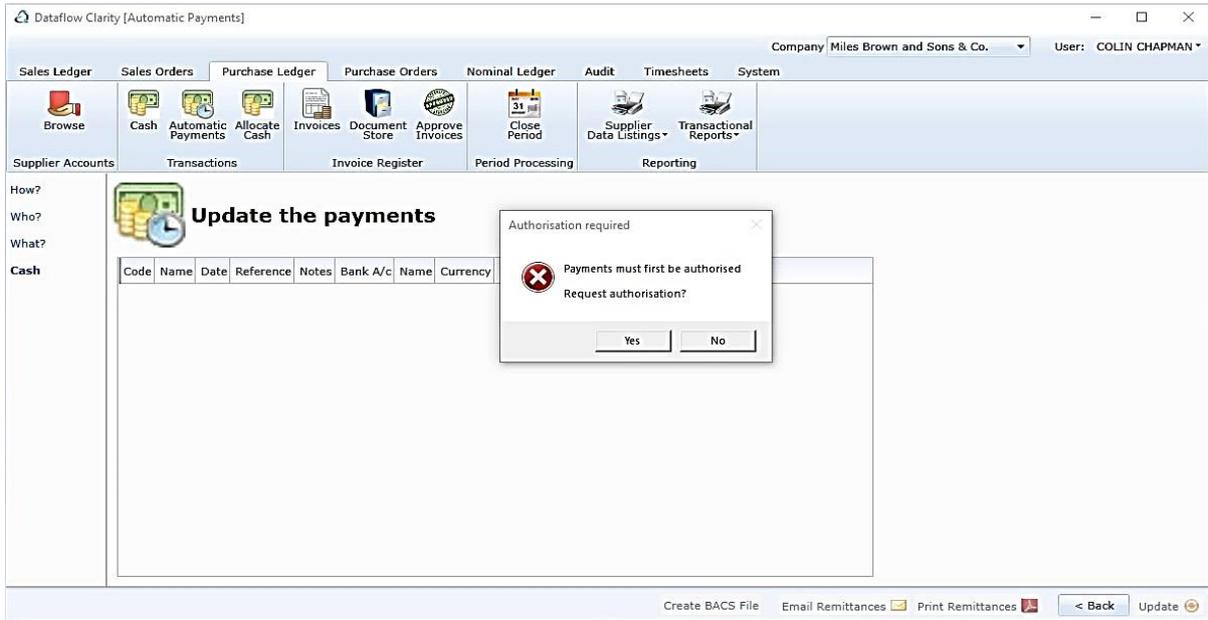
If authorisation is requested a window listing users eligible to authorize the payment amount will be displayed. From here the user can choose who the payment authorization request is sent to:
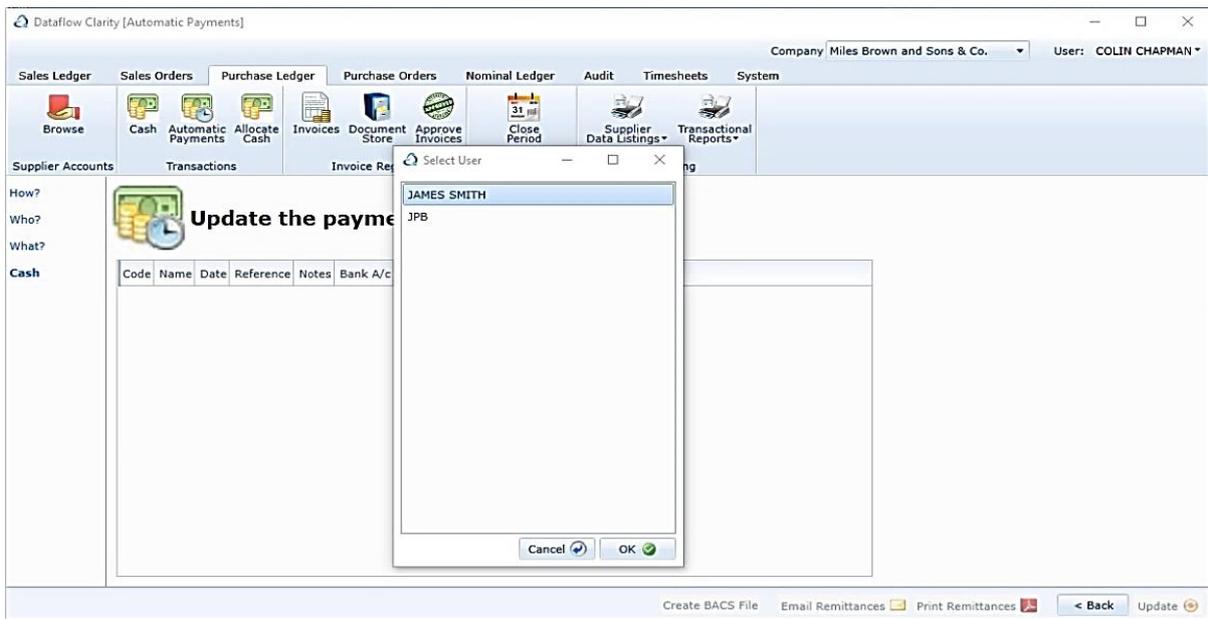
Once the authorization recipient is chosen and confirmed a dialogue will appear:

An email will be automatically sent to the chosen authorisor notifying them that a payment session is awaiting authorisation. An example of the authorisation email content below:

Payment Session Thursday, July 09 '20, 11:56am
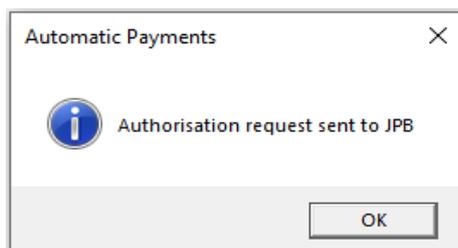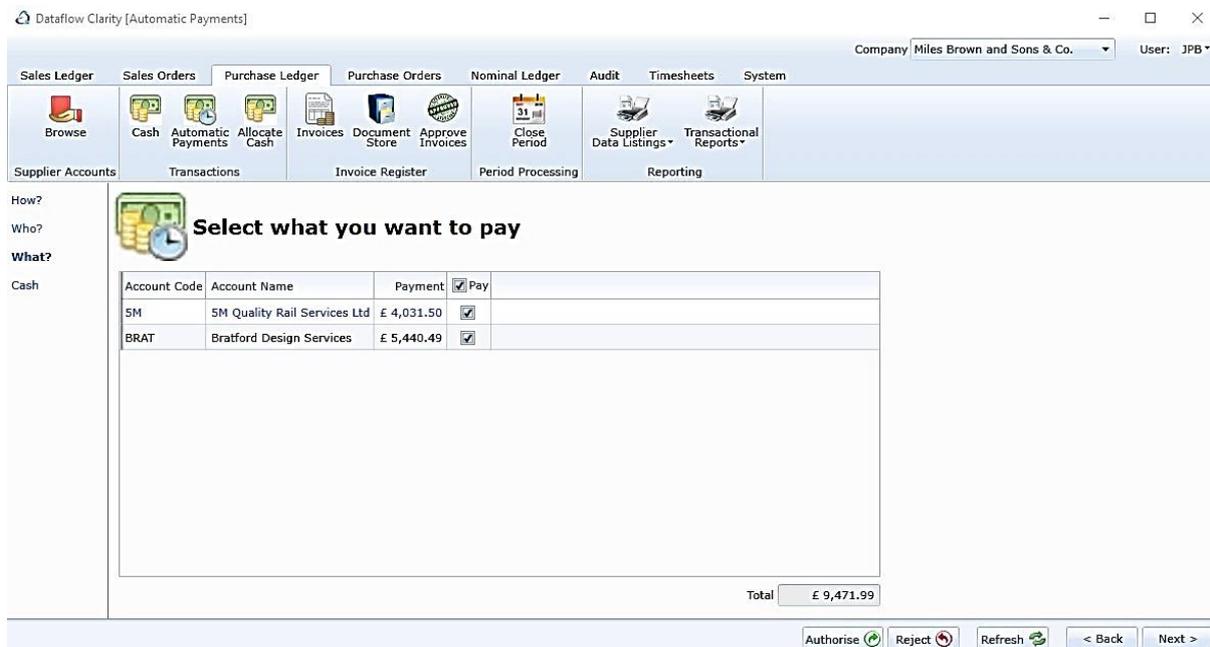
Payment Session raised by COLIN CHAPMAN, requires your authorisation.
For company:: Miles Brown and Sons & Co.
BACS payment
Reference:: REF
Payment Date:: 09-Jul-2020 settling approved invoice due by:: 09-Jul-2020 Payments will be via bank account::
Payment Run Total:: £ 3,985.66

The authorisor will need to login to Clarity, navigate to the Automatic Payments window, select the Session identified within the subject line of the email and click on the What? Section.

From here the authorisor may then choose to authorise all or part of the requested payments by using the ☑ against the entries they chose to authorise payment for:
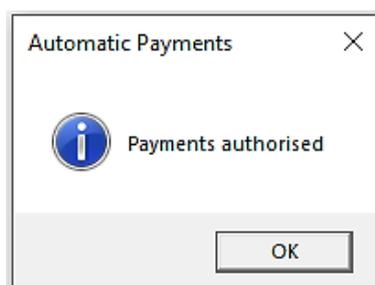

Once the authorisor has selected the payments for authorisation and confirmed the selection using the Authorise button a confirmation dialogue window is displayed:

An email is also automatically sent back to the authorisation requestor notifying them that the payments have been authorised. An example email content below:

Payment Session Thursday, July 09 '20, 11:56am

Payment Run with Reference REF has been authorised by JPB Payment Session:: Thursday, July 09 '20, 11:56am, raised by COLIN CHAPMAN For company:: Miles Brown and Sons & Co. BACS payment
Payment Date:: 09-Jul-2020 settling approved invoice due by:: 09-Jul-2020 Payments will be via bank account::
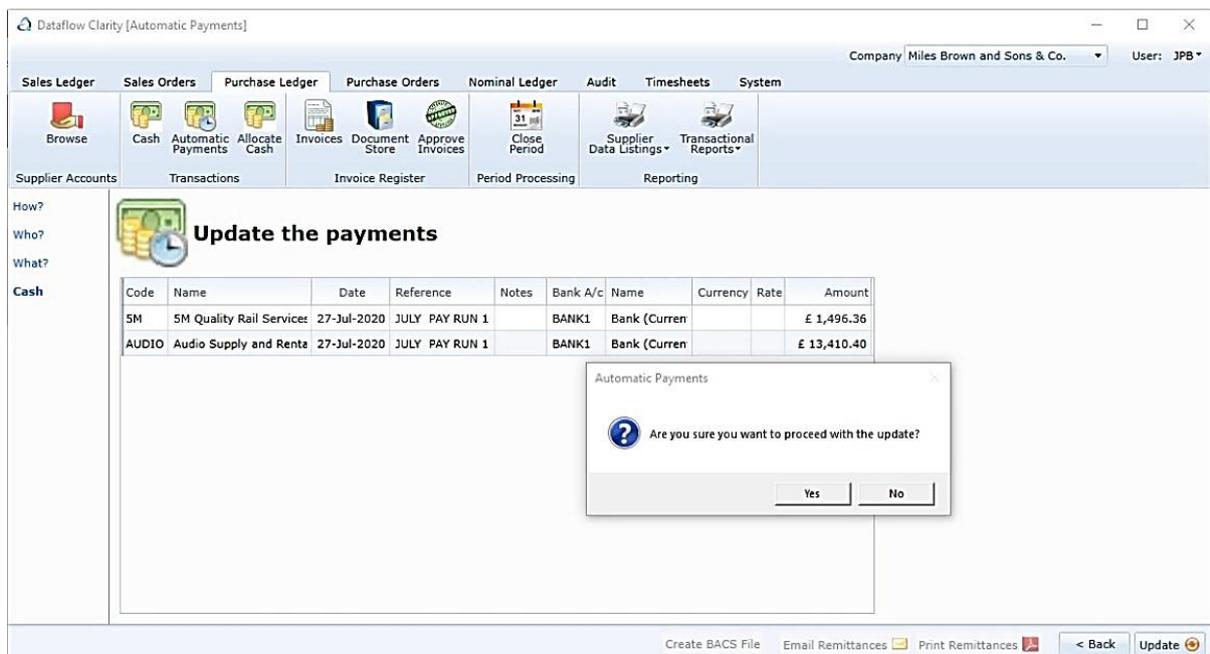Payment Run Total:: £ 3,630.76

Once the authorisation requestor has received notification that the payments have been authorised they will need to login to Clarity, navigate to the Automatic Payments window, select the Session identified within the subject line of the email and click on the What? Section to review which payments have been authorised.

The authorisation requestor may then continue to complete the payment process.

Cash   An overview of who and what you are paying, and from which bank account.

From here you can Create BACS File, Email Remittances, Print Remittances and Update the payment to ledger.

Once you are ready to complete the payment, click on the Update button to update the payments and allocations to ledger. A prompt will open requesting update confirmation:

Once the update is complete the cash counterparts will be automatically created and allocated to the processed invoices.

You then need to Email Remittances or Print Remittances to send to your supplier. If you are processing BACS payments a BACS output file will also need to be created and saved to the specified location ready to upload to your bank for processing.

If the authorisor chooses to Reject the payment process a window will open prompting entry for a rejection explanation. This note is added against the invoice:
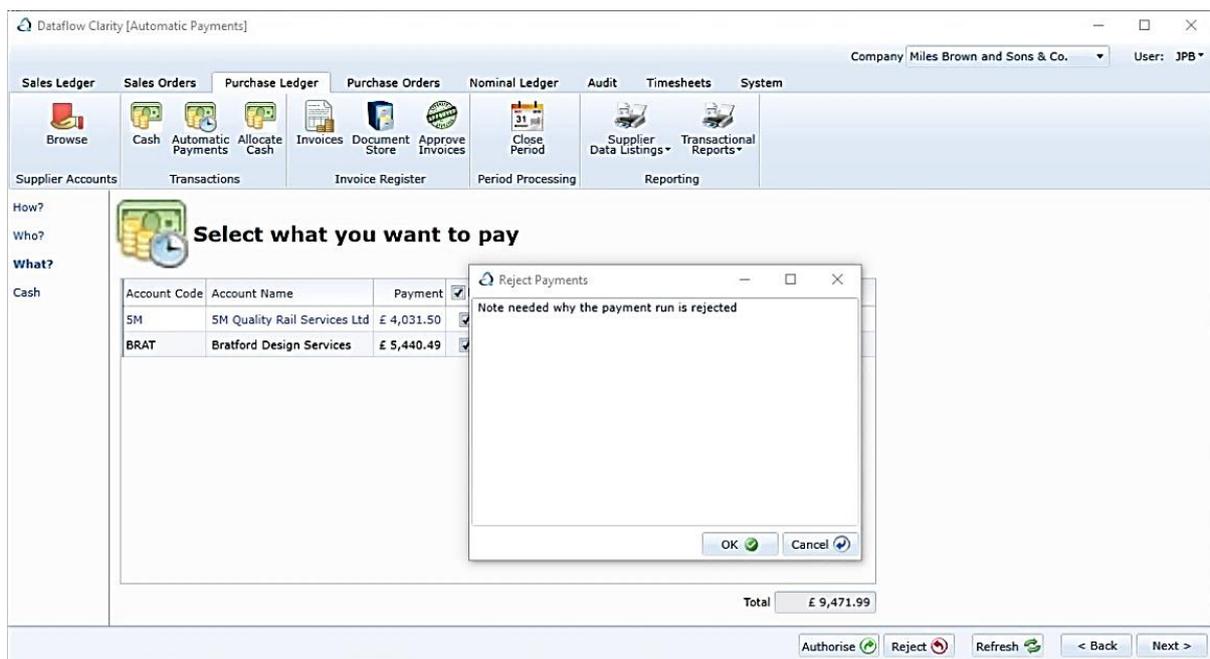
Once the payment rejection notes have been added and confirmed a confirmation dialogue window will appear:
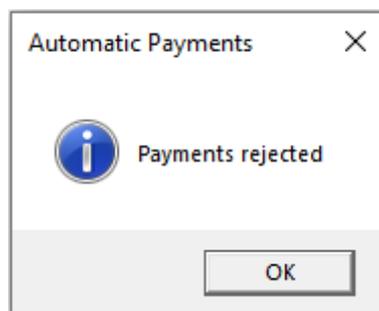
If the payment run has been rejected an email will also automatically be sent back to the authorisation requestor notifying them that the payments have been rejected.