

How to create RTI BACS

IRIS Payroll, Earnie, Earnie IQ, IRIS PAYE-Master and IRIS GP Payroll



IRIS

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How to Create RTI BACS

IRIS Payroll

To select the **RTI BACS** format:

- 1. Go to Reports | Report Manger
- 2. Select **BACS/Payments** from **Categories**
- 3. Drag RTI BACS to the Selected Reports BACS/Payment Reports section

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Employee Company	Pension Pay Reports Online filing HMRC Year-end Rollback Help	- 8
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Alternatively highlight RTI BACS and click 💌

4. Click Save then Close



To create the **RTI BACS** format:

- 1. Select the Pay Frequency from the sidebar
- 2. Go to Pay | Create BACS File
- 3. Choose RTI BACS
- 4. If you change any of the fields on **Report Options**, click **Refresh** to regenerate the report
- 5. The **BACS Schedule** will be displayed on screen, click **Print** if you require a hard copy of the report or use the **Export** or **Email** option

The **Bacsout.000** file (where 000 is the Company ID) will be created in the program folder (for instance C:\IRIS Payroll)





Earnie

To select the **RTI BACS** format:

- 1. Go to Reports | Library Selection
- 2. Choose **Bank Reports/BACS** and highlight **RTI BACS**
- 3. Click Select
- 4. Click **OK** to the confirmation message, then **Close**

Select Bank Report	×
Search	-
Description	
RBS Royline for Windows BACS	
RBS Royline for Windows BACS V6+	
RBS Standard Domestic	
Royal Bank of Scotland Scotpay	
RTIBACS	
RTI BACS Bottomline	
WinBACS	
Yorkshire/Clydesdale Business Online For EFT	
Yorkshire/Clydesdale Business Online For MFT 🔹	
Choose a report to be copied out of the library.	

To create the **RTI BACS** format:

- 1. Go to Reports | Print BACS
- 2. Choose **RTI BACS** and click **Select**
- 3. Check the **Processing Date** and **Select Period** are correct
- 4. Click **Preview**
- The BACS Schedule will be displayed on screen, click the Print icon if you require a hard copy of the report
- 6. The **Bacsout.000** file (where 000 is the



Company ID) will be created in the program folder (for instance C:\Earnie)



Earnie IQ

To select the **RTI BACS** format:

- 1. Go to Reports | Library Selection
- 2. Choose **Bank Reports/BACS** and highlight **RTI BACS**
- 3. Click OK
- 4. Click **OK** to the confirmation message, then **Close**

De	escription	^
RBS BankLine Internet Pa	ayment File	
RBS Bulk Domestic		
RBS Royline for Windows	BACS	
RBS Standard Domestic		
RTI BACS		
RTI BACS Bottomline		
WinBACS		
WinBACS - Bottomline		
WinBACS - Bottomline E3	2	
WinBACS Secure - Botton	nline	
WinBACS SPU		\sim
Choose a report to be copi	ed out of the library.	

To create the **RTI BACS** format:

- 1. Go to Reports | Print BACS | Pay Employees
- 2. Choose **RTI BACS** and click **OK**
- 3. Check the **Processing Date** and **Select Period** are correct
- 4. Click **Preview**
- A message will be displayed confirming creation of the BACS file and its location, click **OK**

BACS Crea	ted	Х
i	The BACS file has been successfully created in output folder: C:\Program Files (x86)\Intex Software\Earnie IQ\Output Files	
	ОК	

6. The **BACS Schedule** will be displayed on screen, click the **Print** icon if you require a hard copy of the report then **OK**

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K 😂 🖄 🞸] 4						
	Riverside Re BACS Sched Processing F	tailLtd ule for Wages for Week No. bate : 13/12/2016	4 and Month No. 1		Print Date : Time : Page :	13/12/2016 15:48:17 1
	Company	Bank Details:	Bank Name: Barcl Account Name: River Account Number: 76887 Sort Code: 55-66	nys side Retail Corp. 776 44		
	Code	Name & Acc. Name	Bank and Branch	Sortcode	Account No	Amount Hash
	4	BEAN John J Mr J Bean	Lloyds Oxford Street	11-22-45	12586545	550.17 /JLQ
	8	UPP Adam W Mr A Upp	National Westminster Yarm	55-81-44	02347656	371.80 /2IK
	17	BANKS Henry Mr Henry Banks	National Westminster Kings Road	12-12-12	21861564	3514.50 /DKP
	19	READMAN Catherine Miss W. Close	Barclays Kings Road	34-21-66	57546545	1575.67 /MIQ
	21	MONEY Penny Miss P. Money	Lloyds Durham	15-67-27	18542521	584.37 /D1N
	27	LEDGER Annie A. Ledger	National Westminster Grace Road	12-44-55	78647866	1095.09 /4KA



IRIS PAYE-Master

To create the **RTI BACS** format:

- 1. Go to Pay | Data Export
- 2. Choose Bank Export Files
- 3. Choose BACS Standard Format for RTI and select OK
- 4. Check the Pay Frequency and click Create File
- 5. Change the output file name if required and browse to the location you want to save the BACS output file
- 6. Click Save
- If a BACS file with the same name exists a message will be displayed, click Yes to replace it or No to rename the file
- 8. Click **OK** to the message displayed



To print or preview the **RTI BACS** report:

- 1. Go to Pay | Data Export
- 2. Choose Bank Export Reports
- 3. Choose BACS Standard Format for RTI and select OK
- 4. Choose your required Output, either Screen or Printer and click OK

╡ 1 of 1 ▶ ⊨ 🚑 🔲 江 属 + 100%	- Find	Next	_				
		Run Da Printe	te 12/04/1 d 13/12/2	7 016 16:23 BACS 5	IRIS Evaluation STANDARD FORMAT FOR RTI FAYMENT	DETAILS	Page 1
		Total Total	Number of Value of T	Transactions : ransactions :	: 2 700.00	Payer Payer Acc	Sort Code : count Number :
		Emp No	Sort Code	Account No	Name	Amount	Hash Code
		1	010203	12345678	AN JENSON	231.00	/8KH
		2	020304	23456789	T TAYLOR	469.00	/00.
▶							



GP Payroll

How to set up RTI BACS:

- 1. Go to Setup/ Options and select 7 Direct Banking
- 2. From the Electronic Banking section, Select Bank System dropdown, choose RTI BACS
- 3. Click OK

Electronic Banking		
Click to setup Electronic Banking	Select Bank System RTI BA	cs 🔹

To create the RTI BACS Report:

- 1. Go to Print Output / Export Data
- 2. Select the Bank Output tab
- 3. Under **Type of Bank Print-out** choose **File for direct bank payments**
- From the Details of Bank Transfer File section choose either all employees or single employee
- 5. File name for transfer will show the location and name of the file to be created click **Browse** if you want to change this
- 6. Click OK
- 7. A **Successful file creation** message will be displayed, click **OK**
- 8. Click **Print a summary of payments** for a printout of the information contained in the output file
- 9. Click Cancel



Successful	file creation 2	×
1	A file containing employee details has been created.	
	It is formatted for KITBACS	
	C:\PAYROLL\SalariesAPR	
	Your banking program can read this file to complete the transfer of salaries to your staff.	
	You should now print a summary of the information in the file by clicking on 'Print a summary ' button.	
	ОК]



Additional Software and Services Available

IRIS AE Suite™

The IRIS AE Suite[™] works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider* and generate the necessary employee communications.

IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite[™].

IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

Useful numbers

HMRC	online service helpdesk	HMRC	employer helpline
Tel:	0300 200 3600	Tel:	0300 200 3200
Fax:	0844 366 7828	Tel:	0300 200 3211 (new business)
Email:	helpdesk@ir-efile.gov.uk		

Contact Sales (including stationery sales)

For IRIS Payrolls	For Earnie Payrolls
Tel: 0844 815 5700	Tel: 0844 815 5677
Email: sales@iris.co.uk	Email: earniesales@iris.co.uk

Contact support

Your Product	Phone	E-mail
IRIS PAYE-Master	0844 815 5661	payroll@iris.co.uk
IRIS Payroll Business	0844 815 5661	ipsupport@iris.co.uk
IRIS Bureau Payroll	0844 815 5661	ipsupport@iris.co.uk
IRIS Payroll Professional	0844 815 5671	payrollpro@iris.co.uk
IRIS GP Payroll	0844 815 5681	gpsupport@iris.co.uk
IRIS GP Accounts	0844 815 5681	gpaccsupport@iris.co.uk
Earnie or Earnie IQ	0844 815 5671	earniesupport@iris.co.uk



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