OLAS Quick Guide To

Downloading a BACS Remittance Advice

INTRODUCTION

To be able to search for a transaction, identify the payment status and produce a **BACS Remittance Advice,** users **must have** Purchase Ledger Access. A remittance can be used as proof of payment. This guide also includes how to download a BACS Remittance Advice for a **Factoring Company**.

Start your search by opening the **Purchase Ledger menu > Enquiries > Transaction Enquiries**
The **MGZA- Supplier Selection – Supplier** screen will be displayed
- In the selection window, using the relevant search field either enter the **System Reference** or **Transaction Reference Number** (invoice number) Click **OK**.

The MGEA – Supplier Transaction will appear and the transaction will be listed in the **Supplier Transaction List** section
- Check the transaction displayed is the one that you are looking for.
- The due date is not the payment date and the transaction must have a **Status** of **F/PAID.** This means that the invoice has been paid**.**
- Click on the **Payments Button** at the bottom of the screen for more information.

The **MGEC – Transaction Payments – List** screen displays an overview or the payment

Type - identifies the payment method. **CHQS** indicates a cheque payment. **BACS (**Bankers Automated Clearing Services) are payments made directly into the supplier's bank account.
Due Date - on this screen is either the **Payment date** or date the payment will **credit the payees account**.
Presented Date - for CHQS is the date the cheque was presented to or cashed at the bank. For BACS it is the date that the payment credited (went into) the supplier's bank account.
Transaction Reference - either the **Cheque Number** or the **BACS Payment reference number** – BACS remittances are only available for BACS payments

TO DOWNLOAD THE REMITTANCE

Once on the MGEC – Transaction Payments – List

To view the remittance advice. Click **ONCE** on the V1 icon located in the tool bar between the More icon and the Paperclip icon.

The Remittance may take a few seconds to download and you might be asked to download some soft wear that will enable you to view the remittance.

If the remittance doesn't open hover over your Internet Explorer icon at the bottom of your screen, it may be hiding there

The Remittance can be printed or saved and used as an email attachment by clicking on the relevant icons shown below. The plus/minus icons allow you to enlarge or reduce the onscreen size of the document.

Or alternately
To print - Go to file and print
To email - Save the remittance to a file path of your choice by clicking on the save icon or alternately clicking on File, Save As.

TO DOWNLOAD A REMITTANCE FOR A FACTORING COMPANY

A **Factoring Company** is a company that pays a supplier while they are waiting payment from CCBC.
The supplier is then able to use funds prior to payment being received. The supplier usually produces invoices/credit notes in their own name and the Factoring Company then collects or receives the payments. The Supplier should indicate that a Factoring Company is to be paid.

As above you will need to locate your invoice on the system.

Once **The MGEA – Supplier Transaction appears** In the Current Selection window underneath the supplier number and name the first line of the address has been replaced with **FACTOR IN USE** and the factoring Companies reference number.

FCH is the prefix for Factoring Companies.
Make a note of this supplier number
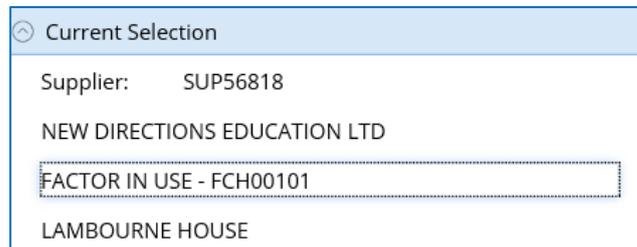
As above if the **Status** of the transaction is showing **F/PAID** click on the **Payments button** at the bottom of the screen.

This time the Current Selection Window will display the Factoring Company details. Make a note of the BACS **Due Date** and the **System Reference Number**

Return back to the **MGZA- Supplier Selection – Supplier screen** by clicking on the cancel icon

Remove your current search and in the **Supplier** search field enter the supplier reference number that starts with **FCH**. Click **OK – The MGEA – Supplier Transaction** will appear

In the **Supplier Transaction List** section, search for the **Due Date**. Once you have located the date cross reference with the **System Reference Number** to ensure that this is the correct Transaction. As above Click on the V1 button and the remittance will start to down load.