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OVERVIEW

1.1 Introduction

Payment search allows you to locate a payment batch or payment within the system by completing one or more of the fields provided. The more fields you complete the more refined your search results will be.

1.2 Payment search – search criteria

Search scope: Allows you to choose to search for a payment or a payment batch.

Payment batch name: The name of the payment batch or payment.

Payment PFE reference: The PFE reference number of the payment. This has the format PFE-XXXXXX-YYYYY-ZZZZZZ where XXXXXX is your zero padded customer number, YYYYYY is the zero padded identifier for the payment’s batch and ZZZZZZ is the unique number of the payment in the batch.

Payment batch PFE reference: The PFE reference number of the payment batch. This has the format PFE-XXXXXX-YYYYY where XXXXXX is your zero padded customer number and YYYYYY is the zero padded identifier for the payment batch.

Payment type: The type of payment you wish to make e.g. a BACS payment.

Payment status: Search for payments or payment batches with a specific status.

Created from: The earliest date in the range you want to search within. This field can work in conjunction with Created to. The date can either be entered manually, in the standard British format: DD/MM/YY or by using the calendar which can be viewed by selecting the calendar icon to the right of this field. To enter a date from the calendar, select the square containing the date of your choice. To view a different month from that displayed, either use the arrows at the top of the calendar screen to move through the year or move directly to a month or year by using the drop-down menus.

Created to: The latest date in the range you wish to search.

Actions

Search: Searches for the template or payment using the information entered in the search criteria.

New search: Resets the fields to their default values.

Reset: Resets the fields to show the contents shown when the screen was loaded.

Advanced search: Perform an advanced search.

1.3 Using Payment search

This screen displays the key details of any results returned from performing a payment search. For more information move to the Payment details screen by selecting the Batch PFE reference link corresponding to the payment you want to view.
1.4 Options

**Sort:** By using the drop-down menu your search results can be sorted by the:

- Created date and time
- Batch name

The results can be ordered in ascending or descending order.

**Refine search:** Returns you to the search screen to refine your search or amend the information that you searched on.

**New search:** Resets the fields to their default values.

Any results found are listed in the above table, showing its key details. For more information move to the Payments details screen by selecting the Batch PFE reference link of the required batch.
2.1 Introduction

The Payments diary enables you to create new diary events and view created diary events.

The display initially shows today’s date selected with any events for the current month; however you can use the navigation links or calendar control to navigate to a desired date. You can also switch to a weekly view of events; you may wish to do this if you have a lot of events as this view can show more entries per day.

From this screen you can also view, edit or delete an event by clicking on the event name, or you can create a new event by first selecting the day on which you want to create the event.

2.2 Creating a new event

This screen enables you to create a new diary event. All mandatory fields are highlighted with an asterisk (*).

1. Select Payments diary and the following screen is displayed.

2. Select New event and the following screen is displayed.

3. Enter the mandatory fields and click Save event, you are directed back to the Payments diary home page where the save event will be displayed, see below.

2.3 Editing a diary event

2.1 Select the relevant diary event by clicking the link and the following screen is displayed.

2.2 To edit the event select Edit event and the following screen is displayed.

3. Make the relevant amends and select Save event, you will be directed back to the Payments diary home page.
2.4 Deleting diary events

1. Select the diary event you wish to delete, by clicking the link of event, the following screen is displayed.

2. Click the Delete event, diary event will be deleted and you will be directed back to the Payments diary home page.

2.5 Viewing created diary events

You have the option to view weekly, monthly or today’s diary events, by selecting the appropriate action button.

1. Select Weekly View and the following screen is displayed.

Note: You have the option to move to the following week by clicking Next week or you can view the previous week by clicking Previous week. Alternatively you can enter a specific date.

2. Select Monthly View and the following screen is displayed.

Note: You have the option to move to the following month by clicking the relevant month or you can view the previous month. Alternatively you can enter a specific date.

3. Select View Today’s Date and the following screen is displayed.

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