

## Payment runs

The Accounts Payable team will continue to produce twice weekly payment runs, at this time, Tuesday & Thursday. Our usual cut-off points apply:

- **FPM transactions** approved by 5pm Monday/Wednesday will be paid on the Tuesday/Thursday payment run
- **Expenses transactions** approved by 5pm Monday/Wednesday will be paid on the Tuesday/Thursday payment run
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## Foreign payments

Accounts Payable are moving to accepting scanned copies of payments, instead of these requests being sent in via the internal mail. This change is to support business as usual during periods where staff may not have access to printing facilities or a mail service i.e. during working from home arrangements. This process improvement has been accelerated by the current climate, this process change will become a permanent fixture.

With **immediate** effect, you should send in your payment requests to us electronically. We will continue to process paper payment request to the end of the week.

To ensure we continue to receive the information and supporting documents that we need, and provide the best service we can, guidance on the new process is outlined below:

1. Raise your payment in Santander as normal
2. Instead of printing the confirmed payment, please select the printer "Microsoft Print to PDF", select print and you'll see a new screen allowing you to save the document
3. Save the document to an area where you can access it and under a name that makes sense to you and allows the documents to be easily identified i.e. "Transnetyx Inc. Santander Payment 17.03.2020"
4. Prepare an email/call to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk) with the subject line/brief description to say "FAO AP SANTANDER PAYMENT SUBMISSION" – this email/call is to include the PDF confirmed payment print, the supporting invoice or other documentation and approval (via email or electronic signature) from a staff member with sufficient approval limits (as detailed in eAuthorisations)
5. That's it! Accounts Payable will do the rest and continue to make regular submissions to Santander. Any queries relating to the payment will be communicated back to the payment originator.

It is imperative that the email subject line/call brief description is "FAO AP SANTANDER PAYMENT SUBMISSION" as this allows the Finance Helpline team to assign the call to the Accounts Payable team promptly and assists the Accounts Payable team in quickly identifying this workload.

