



Bank Online Payments Policy

Policy for online CHAPS and Faster Payments ('bank online payments')

Scope and purpose

This policy sets out the rules for requesting online CHAPS and Faster Payments ('bank online payments'). This policy applies to all staff of the University of Edinburgh and its subsidiary companies and applies to all expenditure.

Background

The Finance Department's Cash Office can make ad hoc payments online to staff, students, suppliers and other payees under very limited and specific circumstances where payments are time critical and/or for large payments (over £5M). Making bank online payments can be more expensive than BACS and results in the detailed supplier information not being available on the financial systems, e-Financials. The policy is published on the University's Finance website.

Definitions

BACS payments are the University's standard and low-cost method of paying staff, students, suppliers and other payees ('University payees'). BACS payments take three banking days to process.

CHAPS (Clearing House Automated Payment System) online payments are same working day payments to UK bank accounts (in sterling only) but cost more to process than BACS payments.

Faster payments are quicker than BACS and cheaper than CHAPS. Faster payments are processed by the end of the next working day but are usually processed by the bank within two hours.

Policy

This policy sets out the limited circumstances in which bank online payments can be used as a method of payment to University payees.

Bank online payments should only be requested for:

1. Large payments (£5m+) where the loss of bank interest would outweigh the cost of processing a bank online payment.
2. Where the University has a contractual obligation to make payment by a deadline which cannot be met by using the BACS system.

All other payments should be processed through the BACS systems.

Request for bank online payment

All bank online payments must be submitted using the [RBS Bankline Payment Request Form](#). The form must be signed by two bank authorised signatories and full relevant back-up paperwork must be attached (and a local copy retained). The original form and attachments must be passed to the Cash Office in Charles Stewart House, 9-16 Chambers Street, Edinburgh for processing.



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Due to cut off times and to allow for processing, all payments must be received by the Cash Office before 2pm. Any requests received after 2pm may be processed the next working day.

Inter-account transfers can be requested by email to finance.helpline@ed.ac.uk.

Reason for request

Time urgency must only be considered to be a reason for requesting an online payment when the University has a contractual obligation to pay urgently.

Responsibilities

Responsibility for compliance with this policy rests with all staff making a request for a bank online payment, bank signatories approving requests and Cash Office staff processing requests for bank online payments. Staff have a responsibility to identify required payments in a timely manner to avoid the need for bank online payments.

The Finance Department's Cash Office will process approved requests electronically. Two members of the Cash Office team will process requests using bank card with chip and pin. If for technical reasons Bankline is unavailable, payments must be made directly to the bank using a paper CHAPS form. Following prior agreement with the bank, the Cash Office Manager will arrange for the CHAPS request to be sent to the bank from the designated fax machine securely located in the Cash Office.

The Finance Cash Office Manager will review historic and planned payments to identify which payments should more appropriately be paid through BACS.

Equality and diversity

There are no equality and diversity impacts of this policy.

Support

Please contact the Finance helpline: finance.helpline@ed.ac.uk or further information.

Please also contact finance.helpline@ed.ac.uk if you require this policy in an alternative format.

Useful Links

[Cash Office website](#)

[Bank Online Payment request form](#)

[Finance Policies and procedures](#)



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Approval and review

Date policy approved	20 th August 2018
Final approval by	Terry Fox – Director of Finance Specialist Services
Consultations held	n/a
Date of commencement of policy	20 th August 2018
Date for review of policy	1 st September 2019
Policy review by	Cash Office Manager
Policies superseded by this policy	n/a

Version control

Version	Amendment made	Approval date	Approved by
1.0	First version	20/8/2018	Terry Fox
1.1	Update for Finance helpline contacts	11/1/2019	n/a
1.2	Update for new Payment Request form link	19/12/2022	n/a