

How to handle a Court Order and send details within your SEPA credit transfer file to the bank

Go into Configuration – File Maintenance – Extra References

Add in the extra reference as below.

The screenshot shows a web browser window with the title 'Payroll [2014]'. The address bar displays '10.0.0.5:8087'. The main heading is 'Payroll Extra Reference'. Below the heading are three buttons: 'Back to List', 'Edit', and 'Delete'. The form contains the following fields:

Table Type	PAEmployee ▼
Field Description	Court Order
Field Type	Alpha ▼
Default Value	
Min Length	0
Max Length	0
Required	Mandatory ▼

At the bottom, there are two summary fields: 'Last User' with the value 'SPROFILE' and 'Last Update' with the value '18/02/2014 15:12:18'.

Now go into your employee that has the court order – you will see “Court Order” in the list – click “Info” and add in the reference.

Payroll [2014] x

10.0.0.5:8087

Back to List Menu Options Nom Conf N of Kin >

Record Count: 7 Filter

Reference	Value	Info
Court Order	CAO/3001213	Info
CSO - Job Category	B=Clerical, Sales & Service Workers	Info
CSO - Job Type	Full Time	Info
CSO - Minimum Wage	NO	Info
CSO - Pensioner	NO	Info
CSO - Standard Hours	38	Info
CSO - Standard Mins	0	Info

Page Size: 10 Page: 1 of 1

Now when you create a “SEPA” file in the payroll run – this reference will be added to the “EndToEndId”. E.G. below

It has the employee code, pay period, period number, payment sequence and court order reference. Ensure this never exceeds 35 characters or the bank will reject it.

004: W:01:2014:1//CAO/3001213