



## Electronic Receipts (Direct Debit) Module

The ability to receive Direct Debits is an optional Module that can be purchased from Landmark Systems. This module can be used in conjunction with third party products to collect payments from Customers.

Customers who have agreed to pay by Direct Debit are identified by ticking the DD Mandate Held box on the Bank tab of the Ledger record, having first entered the customer Bank Details.

There is an option to indicate whether the first direct debit has been claimed already. This will automatically update when an electronic payment has been made. It can be reset if a new DD authorisation has been obtained.

A screenshot of a software form titled 'Bank Details'. The form contains several input fields: Bank Name (First Direct), Sort Code (33-44-55), Account Number (0989454), Electronic Ref (EREF), and Account Name (Account Name). At the bottom, there are two checkboxes: 'DD Mandate Held' and 'First DD Claimed Already', both of which are currently unchecked. A red oval highlights these two checkboxes.

New direct debit authorisation details can be sent to the BACS software by running the Generate DD Authorisation report from the Customer ledger reports section; this can also be found by right clicking on the customer in the listing screen.

Direct Debit invoices can be receipted in bulk or individually when using the What to Receive function. The Method needs to be Electronic and further choices can be made when completing the heading section:

A screenshot of the 'What To Receive' window. The window has a title bar and a menu bar. Below the menu bar, there are several fields and options: Bank (01), Current Account, Only Transactions with this Bank (checkbox), Include Purchases (checkbox), and Print List of Receipts (checkbox). Receipt Date and Last Due Date are both set to 15/04/2021. Method is set to Electronic, and Only Transactions with this Method (checkbox) is checked. Payslip No is 102, and Individual Payslip Numbers (checkbox) is checked. On the right side, there is an Electronic Method dropdown menu set to 'Produce File', an Export Folder field with a path, and buttons for Load, Rprint, Renumber, and Postponed List. A red arrow points from the 'Produce File' option in the dropdown menu to the text in the adjacent paragraph.

Whether each receipt will use individual **payslip numbers** or whether they will all have the same payslip number for this batch.

To send the information to the Banking Software the Electronic Method **Produce File** must be selected once the Payment method Electronic is entered.

The default Export folder used for the WTR Bank Export file is defined in the Setup, Preferences, Folders section and is shown on the screen for information when you Save. In order that the file can only be saved to a location determined by an administrator, this cannot be changed through the WTR screen.

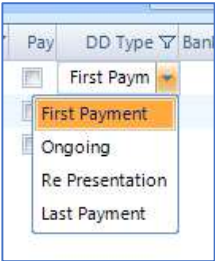
Hold	Trans. No.	Type	Code	Customer	Invoice Date	Due Date	Invoice No	Amount	Outstanding	Cheque No	Total	Advices By	DD Type
N	1734	SI	ADDONS	Addons & Co.	23/01/2021	25/02/2021	SI65	162.00	162.00	0	0.00	Printed	First Payment
N	1735	SI	ADDONS	Addons & Co.	23/01/2021	25/02/2021	SI66	570.82	570.82	0	0.00	Printed	First Payment
N	1714	SI	BRYCE	Bryce Farm Shop	18/12/2020	18/12/2020	SI48	814.05	814.05	0	0.00	Emailed	Ongoing
N	1715	SI	BRYCE	Bryce Farm Shop	18/12/2020	18/12/2020	SI49	814.05	814.05	0	0.00	Emailed	Ongoing
N	1716	SI	BRYCE	Bryce Farm Shop	18/12/2020	18/12/2020	SI50	230.00	230.00	0	0.00	Emailed	Ongoing
N	1470	SI	EVANS	Evans Builders	28/01/2019	28/01/2019	20	93.00	93.00	0	0.00	None	Re Presentati
N	1471	SI	EVANS	Evans Builders	28/05/2019	28/05/2019	21	82.50	82.50	0	0.00	None	Re Presentati
N	1222	SI	FOUNT	Fountain Forestry	01/09/2019	01/09/2019	16	2467.50	2467.50	0	0.00	Printed	Last Payment

If Electronic method and Produce file have been selected on the front screen then on the invoice selection screen there will be a DD Type column which has 4 options:

- First Payment** This will generate two files:  
 A NEW Direct Debit export file to instruct the Bank that a payment is going to be taken.  
 A BACS payment file which has a pay reference of 01 after the Bank Account number to indicate this is the first payment from this account.
- Ongoing** This will generate one BACS file that indicates it is an ongoing payment with a pay reference of 17 after the bank account number.
- Re Presentation** This will generate one BACS file that indicates it is a representation of a declined payment with a pay reference of 18 after the bank account number.
- Last Payment** This will generate one BACS file indicating that this is the final payment from the customer with a pay reference of 19 after the bank account number.

If the First DD claimed is already ticked in the customer ledger then this will default to Ongoing.

If it has not been ticked this column will default to First Payment.



The setting can be changed if required on the WTR screen for the current payment. Once the file(s) have been generated they can be transmitted to the agent who is operating the collection service by picking them up from the location in which they have been saved.

A notification that Payment has been collected can be generated; this can be Printed or Emailed. The Advice note defaults to the method in Invoices By in customer Defaults but can be changed in the WTR screen.

The Direct Debit Notification layout is found in Setup, Layouts, Direct Debits when the module is enabled.

The screenshot shows a settings window with the following fields and options:

- Statement: Statement\_Standard - Template (dropdown menu) with a "Customize" button.
- No of Copies: 1 (spin box).
- To Printer:  (checkbox).
- Statement show:  Outstanding Invoice Only and  On Account Payments (checkboxes).
- Direct Debit Notification: DDNotification\_Standard (dropdown menu) with a "Customize" button. This row is circled in red.