Using the Online Banking System:

All societies use the online banking system called Bank of Ireland | Business Online

Get in touch with Lucy to get set up on the system as a user. You will need to download the HID Approve App onto your phone to use the system. You must have two users on the account – the Treasurer and usually the Chair of the society as they are the two officers that sign the Grant App Declaration at the beginning of the year, taking responsibility for the society’s finances.

The system is useful as it makes it easy to make online transfers to other bank accounts. In this way, if a committee member makes a purchase on behalf of the society, you can reimburse them directly through the online system by setting them up as a Payee. You can also use the system to pay for invoices and other transactions too.

Setting up a Payee:

To set up a Payee, go to the Manage Payees & Payee Groups page under the Payments/Payee tab on the online banking system.
• First search for the Payee to ensure that they are not already set up, so as to avoid any duplicate Payee accounts. You can use the ‘search’ function to do this.

• If no Payee account exists, click the ‘Add a New Payee’ button and fill in their relevant details.

The details you should get from the Payee is their Name, Address and their IBAN (or their BIC, Account Number and Sort-Code). You’ll also need to find out their Bank and Bank Location. If you only have an Account number and Sort Code you can find the IBAN using an IBAN Calculator (e.g. https://www.ibancalculator.com/) If you don’t know where the bank is, you can put the sort code into a sort code finder (e.g. https://bank.codes/ireland-nsc-checker/) The last 8 digits of the IBAN is the society account number. The 6 digits before that is the sort code.
The next page will ask you whether you have verified the account – this means – have you seen a statement or screenshot from their account? You can answer either yes or no and it will work, but please be sure that you are actually paying the money into the correct bank account. Click on the orange ‘Authorise’ bar.
• Once you have inputted all of that information, you must confirm the Payee with the Approve App. You will need to enter the last 4 digits of their IBAN into the App (click on the ‘signature’ tab) to receive the confirmation code which you can enter on the online system.

• You might also need the other user on your account to authorise the Payee, by locating the Payee on the Manage Payees and Payee Groups page and clicking the ‘Authorise’ button. They can do this using the Approve App.

• Finally – please remember to delete any old or unneeded Payees from your online banking system. This is important in order to comply with data protection regulations.
Making Payments:

- Under the Payments/Payees tab, click on ‘Make a Payment’

- Click your society’s account as the account to make the payment from.

- From the Known Payee section, search the relevant Payee and fill in the Payment Details. These include the currency, amount, date, End to End Reference and Payment Message.
  - Please put your Society Name into the End to End Reference and be specific if you put something into the Payment Message as both will appear on the bank statements.
  - BoI payments operate under specific cut-off times, so please note these when selecting the date of your payment. Find out more info here: https://businessbanking.bankofireland.com/payments-and-cards/online-banking/business-online/payment-cut-off-times/#panel5
You’ll then get a message saying that the other user on the account needs to Authorise the payment too, using their Username and their Approve App. Once they have done that the payment will be processed. Any payments requiring further authorisation will appear on the home screen page in the online system. If the second authoriser fails to authorise the payment on or before the date that has been selected for payment, they will need to change the date. They can click on the +sign beside that section when they open the payment, and just amend the date to today or a future date.

Please get in touch with lucy@csc.tcd.ie if you are experiencing any difficulties. Lucy is the Administrator for ALL accounts - DO NOT CONTACT THE BANK DIRECTLY!!!