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.
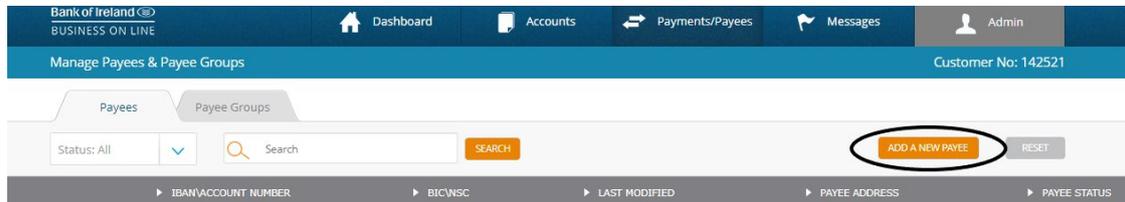
- The details you should get from the Payee is their Name, Address and their IBAN (or their BIC, Account Number and Sort-Code). You'll also need to find out their Bank and Bank Location. If you only have an Account number and Sort Code you can find the IBAN using an IBAN Calculator (e.g. https://www.ibancalculator.com/) 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.

Account details > New Payee ⊖

BIC Address ⓘ	BOFIIE2DXXX	☑ This BIC is system derived based on the IBAN provided.
IBAN*	IBAN IE13 BOFI 9▇▇▇▇	
NSC	NSC Number	
Account Number	Account Number	
Bank Name	Bank Name	
Bank Street Address*	College Green	
Bank City*	Dublin 2	

RESET   CONTINUE

Bank of Ireland
BUSINESS ON LINE

🏠 Dashboard   📄 Accounts   ⇄ Payments/Payees   🚩 Messages   👤 Admin

← Add New Payee   Customer No: 142521

① Personal details > **John Smith, House 6, Ireland** ⊕

② Account details > **BOFIIE2DXXX, IBANIE13BOFI9▇▇▇▇▇▇, College Green, Dublin 2** ⊕

③ **Confirm** > Pending Authorisation ⊖

PAUSE AND CHECK - PROTECT YOURSELF AGAINST PAYMENT FRAUD

It is your responsibility to verify that the account details you have entered are genuine and belong to the company, organisation or individual you want to pay.

If an existing payee requests a change of payment details, always verify the change by contacting someone you know in the company directly using contact details held on record. Keep in mind that links or contact details contained in the email or letter requesting the change could be fraudulent.

This also applies to requests received from colleagues within your organisation (even the most senior). Be especially vigilant where a request is 'urgent' and has not been received in line with normal procedure.

Please note that once you have authorised a payment it may not be possible for us to recover funds on your behalf. Visit bankofireland.com/security-zone/protect-your-business for more information.

Have you verified the account details for your new payee with a known contact?   [Yes ▾]

AUTHORISE

SAVE

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'
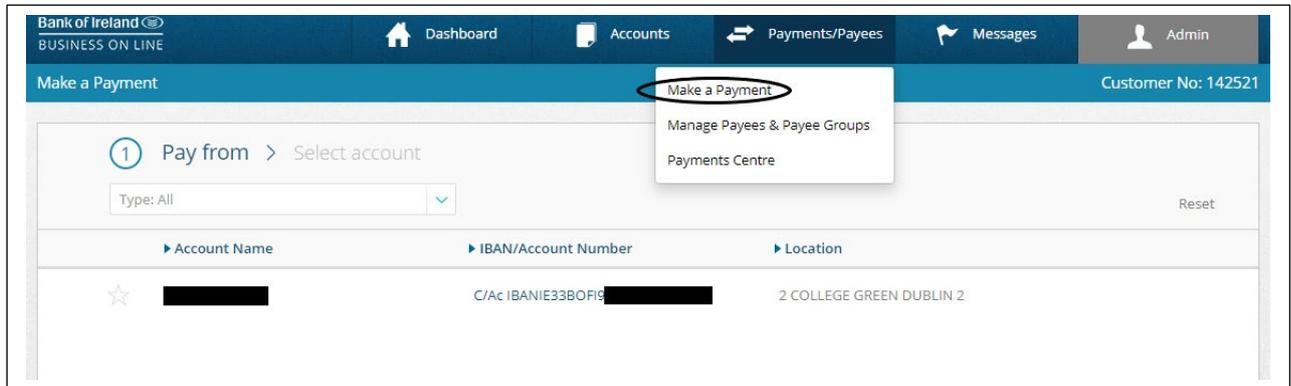
- Click your society's account as the account to make the payment from.
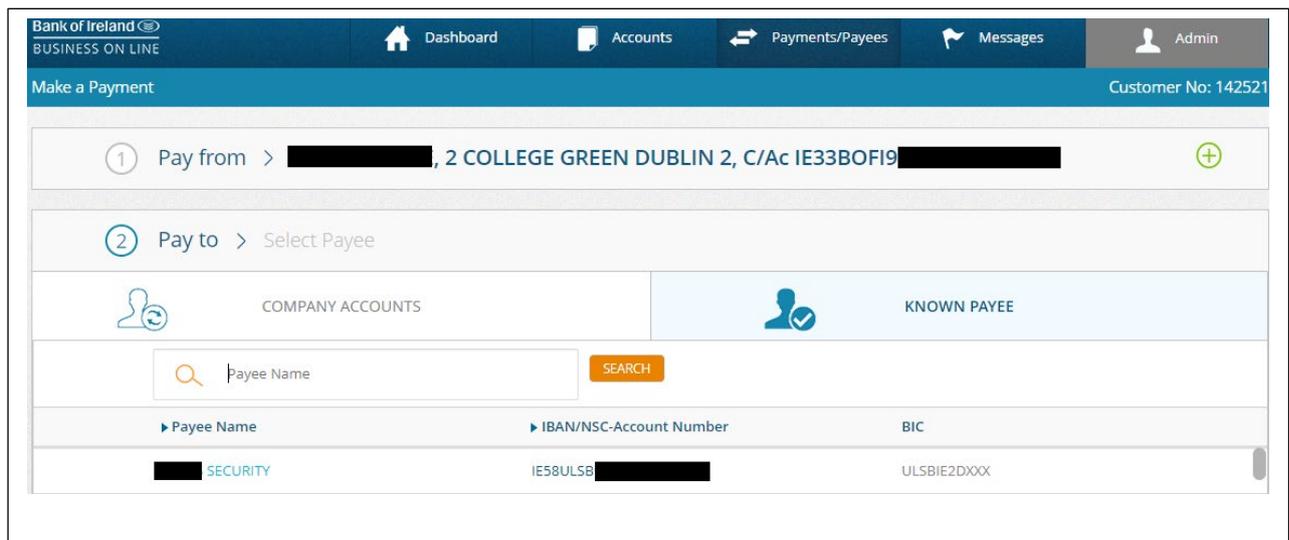
- From the Known Payee section, search the relevant Payee and fill in the Payment Details. These include the currency, amount, date, End to End Reference and Payment Message.
  - Please put your Society Name into the End to End Reference and be specific if you put something into the Payment Message as 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

① Pay from > ██████, 2 COLLEGE GREEN DUBLIN 2, C/Ac IE33BOFI90001784533938   ⊕

② Pay to > ██████ SECURITY, IE58 ULSB 9█████████   ⊕
Address: Dublin Ireland

③ Payment details > Insert transaction details

Payment Currency	Euro ⌄
Payment Type	Standard ⌄
Payment Amount	50.00
Payment Date	02/08/2022 📅
	The payment date is the date the funds will leave your account
End to End Reference	YOUR SOCIETY
Payment Message	Security at event 2.2.22

RESET   SAVE PAYMENT DETAILS

④ Confirm

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① Pay from > ██████, 2 COLLEGE GREEN DUBLIN 2, C/Ac IE33BOFI90██████████   ⊕

② Pay to > █████SECURITY, IE58 ULSB 9█████████   ⊕
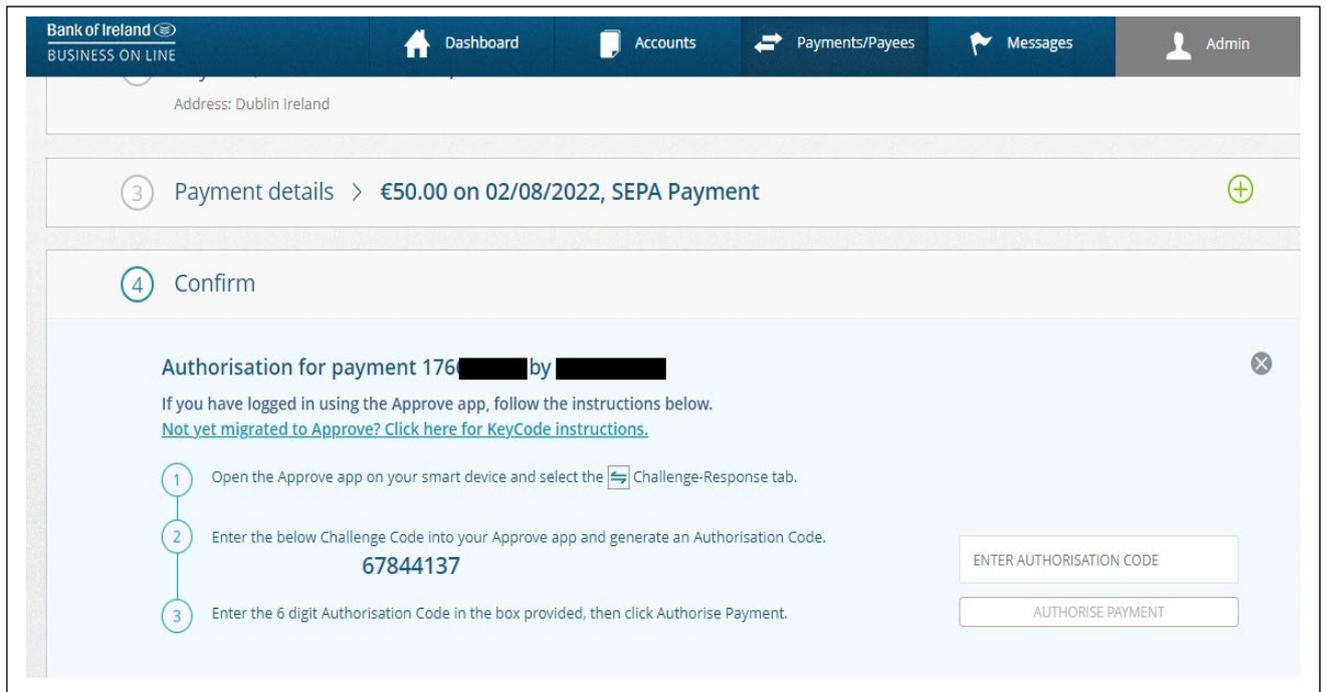Address: Dublin Ireland

③ Payment details > €50.00 on 02/08/2022, SEPA Payment   ⊕

④ Confirm

Send Payment Now
AUTHORISE PAYMENT

Save payment for later
SAVE PAYMENT

Reset payment
RESET

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!!!