

## 2023 Anniversary Edition delivers new advanced payment processing to Aqilla users

The latest release (2023.03) of Aqilla sees the introduction of a number of features to provide greater flexibility in the way you can make payments in Aqilla through the Payments Process while adding greater control of who can do what.

The current pre-defined Payment Methods have been replaced by new user-definable Payment Profiles to give greater flexibility in defining how suppliers are paid and in particular enabling payments to be made from multiple bank accounts within the same company.

With this greater flexibility, the process of creating a bank payment file has been enhanced to be able to select which bank the payments are to be processed and in some cases which potentially separate payment format to use.

To achieve this the workflow for the Payments Process has been redesigned to allow for multiple suggested payment runs to be managed and through the use of Workflow Groups greater control is available to define what each user is able to do within the payments process.

Switching over to the new version should be seamless for existing users, as Aqilla will automatically create workflow group permissions for existing Pro Users capable of processing payments.

The new features allow a great deal more fine-tuning of controls, including being able to set pay value permissions at an individual account level as opposed to the overall payment value being authorised.

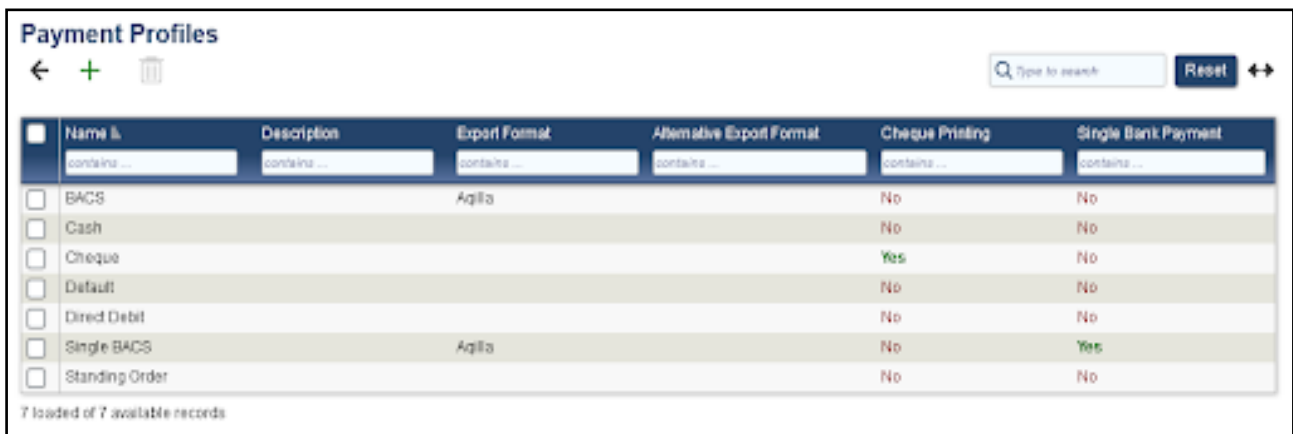
### In particular, users should note certain key changes within this release:

1. Enquiries: *Transaction Status* has been renamed to *Payment Status*
2. In Configuration: the *Payment Export Format* is moved from the Company Definition to the new separate *Payment Profiles section*
3. Transaction Statuses: the “*Entered*” transition state is being renamed “*Standard*”
4. On Creditor accounts: “*Bank Branch*” has been relabelled to “*Bank Branch/Country*”.

## Payment Process Enhancements

Payment Profiles replace the existing predefined Payment Methods in Aqilla. A Payment Profile is used to specify how a payment is to be made, e.g. manual, cheque, bank transfer, etc. If it is a bank transfer the export format can be selected from the list of supported formats:

### Payment Profiles



The screenshot shows a web interface titled "Payment Profiles". It features a search bar with the placeholder "Type to search" and a "Reset" button. Below the search bar is a table with the following columns: Name &, Description, Export Format, Alternative Export Format, Cheque Printing, and Single Bank Payment. The table contains seven rows of data, each with a checkbox in the first column. The "Export Format" and "Alternative Export Format" columns contain the text "Aqilla". The "Cheque Printing" and "Single Bank Payment" columns contain "No" or "Yes".

<input type="checkbox"/>	Name &	Description	Export Format	Alternative Export Format	Cheque Printing	Single Bank Payment
<input type="checkbox"/>	BACS		Aqilla		No	No
<input type="checkbox"/>	Cash				No	No
<input type="checkbox"/>	Cheque				Yes	No
<input type="checkbox"/>	Default				No	No
<input type="checkbox"/>	Direct Debit				No	No
<input type="checkbox"/>	Single BACS		Aqilla		No	Yes
<input type="checkbox"/>	Standing Order				No	No

7 loaded of 7 available records

A second export format can also be specified if it is for the same bank, such as using BACS or Faster Payments. When the user selects a payment file to download, they are given the option of which format to use.

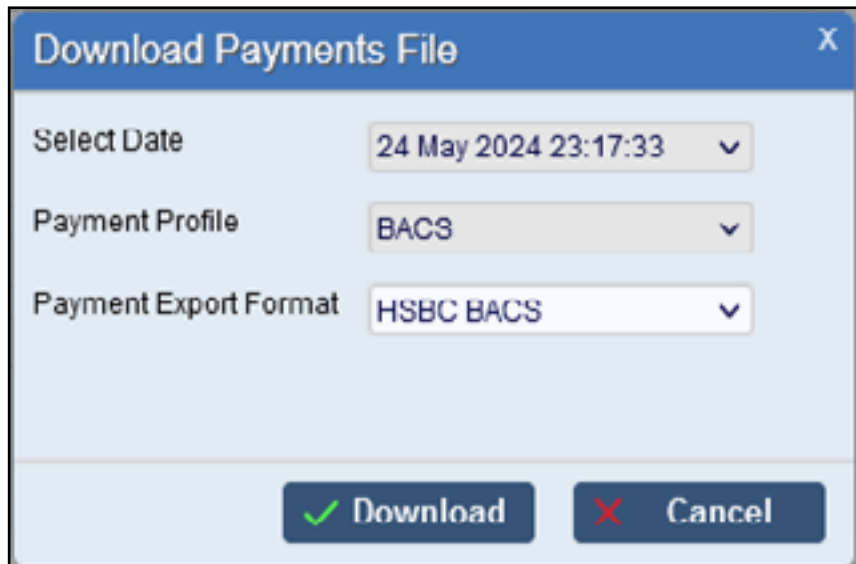
On the initial upgrade, there will be Payment Profiles that correspond to the current Payment Methods. New Profiles may be created and unused profiles deleted.

The Payment Method specified in Creditors and Debtors now refers to the Payment Profile of the same name.

**Important** – if using an export format with current BACS or Single BACS Payment Methods, users are advised to check that the correct format has been assigned to their new Payment Profiles.

## Payments Files

Greater flexibility has been added to the creation of payment files for submission to an Aqilla user's bank. Using multiple Payment Profiles, it is now possible to generate payments to multiple banks.



When downloading a payment file, if multiple Payment Profiles exist for export formats, the user is asked to select which profile to use and if that profile supports multiple export formats, which format to use for this payment file.

## Payments Workflow

The current payments process supports a simple workflow allowing transactions to be transitioned between “Entered” (which in the new release is now renamed as “Standard”), “Withheld”, or “Forced”.

With the new release, the workflow has been enhanced to support **5 additional states** to allow multiple proposed payment runs to be managed.

The workflow is now managed through Workflow Groups, allowing finer control of who may do what.

A new Workflow Group (**Payments and Debits**) has been created for this purpose and populated to give all existing Pro users the equivalent Payments permissions as before the upgrade. These permissions may be tailored to refine an individual's permissions and utilise the additional payment states as required.

**Workflow Groups**

+ Add | Collapse all | Switch to: Person > Workflow Groups |  Show implied

Payments and Debits > Tim Eavesley > Payments/Debits Workflow > Withheld > Standard

▼ Tim Eavesley (0)

- ▶ Budget Header Workflow
- ▶ Document Header Workflow
- ▼ Payments/Debits Workflow **Access**
  - ▼ Forced 

Transition		Approval Limit
Pay, Remit and Debit	<input checked="" type="checkbox"/>	No Limit
Standard	<input checked="" type="checkbox"/>	No Limit
  - ▼ Paid | Debited 
    - ▼ Run 1
    - ▼ Run 2
    - ▼ Run 3
    - ▼ Run 4
    - ▼ Run 5
    - ▼ Standard Payment 

Transition		Approval Limit
Force	<input checked="" type="checkbox"/>	No Limit
Pay, Remit and Debit	<input checked="" type="checkbox"/>	No Limit
Run 1	<input type="checkbox"/>	No Limit
Run 2	<input type="checkbox"/>	No Limit
Run 3	<input type="checkbox"/>	No Limit
Run 4	<input type="checkbox"/>	No Limit
Run 5	<input type="checkbox"/>	No Limit
Withhold	<input checked="" type="checkbox"/>	No Limit
  - ▼ Withheld 

Transition		Approval Limit
Force	<input checked="" type="checkbox"/>	No Limit
Standard	<input checked="" type="checkbox"/>	No Limit

Pay (Pay or Pay & Remit) is only available within the Payments Process.

The remaining transitions must be done in Payment Status (formally Transaction Status).

## HSBC Priority Payments

The HSBC\_pain.001.001.03 international “Priority Payments” format is now supported by Aqilla.

This format requires additional information that is not needed in other bank payment formats. In particular, the address information of the payee needs to be specified in a more rigid format. To help maintain this information, the labels of address lines 3 and 4 have been renamed “Town” and “Region/State/County”.

Supplier Name	APM Momemtum
Address Line 1	Dudnace Lane Industrial Estate
Address Line 2	Pool
Town	Redruth
Region/State/Country	Cornwall
Post Code	TR12 4PL
Country	United Kingdom

Additionally, the “Bank Branch” in the Creditor account is relabelled “Bank Branch/Country”.

## Improved controls on access to Accounts Payable and Receivable accounts

Users with access to **Aged Reports**, **Statement of Accounts**, or the new **Payment Status enquiry** are generally able to select either Debtor or Creditor accounts. With this latest release, It is now possible to limit individual users to one type of account in these functions.

The default setting in **Instance Settings** is **Access Granted** to these account types, and if you wish to deny individual users access to one of the account types, add the Role “No Access to Creditor Accounts” or “No Access to Debtor Accounts”.

Alternatively, if the **Instance Setting** is changed to **Access Denied**, then individual users may be given access by adding the Roles “Access to Creditor Accounts” or “Access to Debtor Accounts”.

## Plaid Renewal of Bank Connection Credentials

The connection credentials between Plaid and your bank account need to be renewed from time to time, typically every 90 days. If the details are not renewed before they expire, statement transactions may be lost, and a new connection must be created in its place.

Aqilla now monitors the expiry date and can send a warning if the expiry is within 14 days. To receive the notification, you must set up a Notification Template as described in [Aqilla Help](#).



Jim Browne

**49 transactions imported from Lloyds Your link expires in 1 days. Please renew.**

**Transactions Import Run Finished (Today 11:09)**

4 minutes ago

For more information and support on using Aqilla, please visit [Aqilla Help](#).



**#CleverAccounting**