

## WebSeries 6

### BACSTel-IP Non-Processing Dates Update

Due to recent issues seen by BACSTel-IP when dealing with transmissions containing invalid dates for payments, Bottomline Technologies have released this non-processing dates reminder for BACS-IP from HSBC software users.

***The addition of the BACS-IP from HSBC 'Bacs Holiday' dates is the responsibility of its users and must be performed on an annual basis so that files sent to BACS adhere to valid BACS processing dates.***

The standard bank holiday dates for England, Scotland and Wales as published by the government

[www.direct.gov.uk/en/Governmentcitizensandrights/LivingintheUK/DG\\_073741](http://www.direct.gov.uk/en/Governmentcitizensandrights/LivingintheUK/DG_073741))

For the next three years, are shown below. For users based in Northern Ireland we recommend you contact your sponsoring bank to discuss any extra holiday dates which may be applicable. Any additional dates would then need to be entered into your software via the manual method highlighted below.

<b>England Scotland and Wales Bank Holidays</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
New Year's Day	01 Jan	01 Jan	01 Jan
Good Friday	29 Mar	18 Apr	03 Apr
Easter Monday	01 Apr	21 Apr	06 Apr
Early May Bank Holiday	06 May	05 May	04 May
Spring Bank Holiday	27 May	26 May	25 May
Summer Bank Holiday	26 Aug	25 Aug	31 Aug
Christmas Day	25 Dec	25 Dec	25 Dec
Boxing Day	26 Dec	26 Dec	28 Dec

The official 'BACS Processing Calendar' is released at the beginning of each year and can be accessed using the link below. It is recommended that BACS 'Non-Processing' dates are checked on an annual basis as they may differ to normal bank holidays.

[www.bacs.co.uk/Bacs/Businesses/Resources/Pages/ProcessingCalendar.aspx](http://www.bacs.co.uk/Bacs/Businesses/Resources/Pages/ProcessingCalendar.aspx)

### Updating Holiday Dates Procedure in WebSeries 6

#### 1) Automatic Update

- i) Browse to the EISCD folder ([WebSeries install folder]\hub\datafiles\eiscd)
- ii) Copy the 'holiday.txt' file downloaded with these instructions to this folder.
- iii) Ensure the UKHOLS event is scheduled and running in the 'Hub Event Monitor'

#### 2) Manual Update



**Bottomline Technologies Europe**

115 Chatham Street, Reading, Berkshire RG1 7JX UK

tel +44 118 925 8250 fax +44 118 956 9990 web [www.bottomline.co.uk](http://www.bottomline.co.uk)

Registered in England No: 1911956

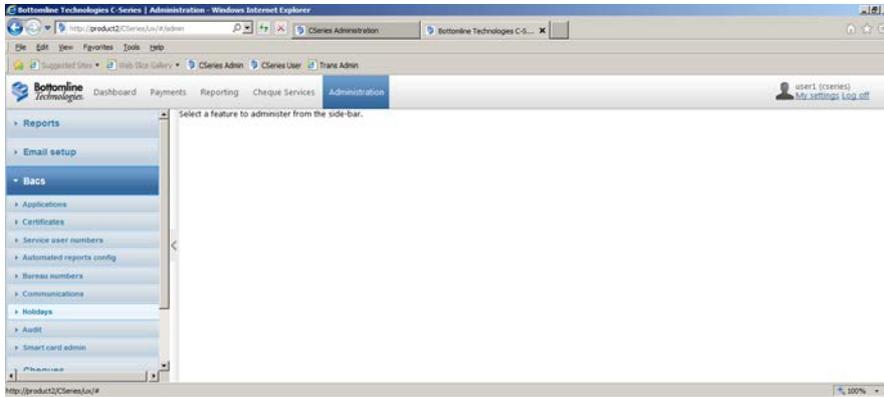


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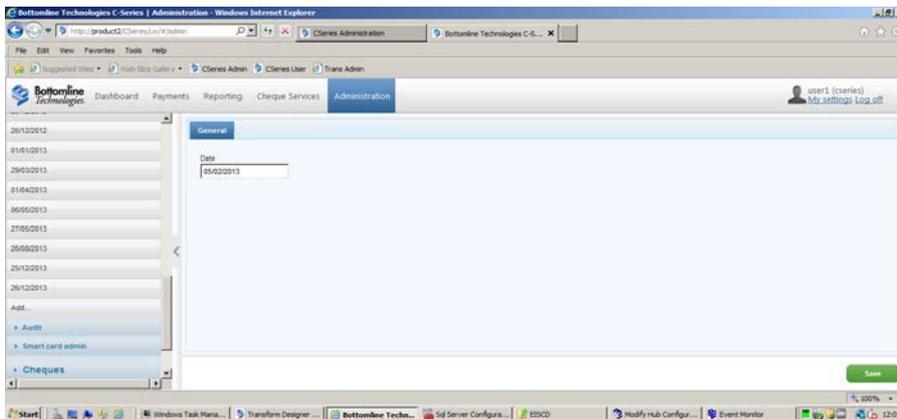
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Log into WebSeries 6 User site (You will need administrative privileges on this site).

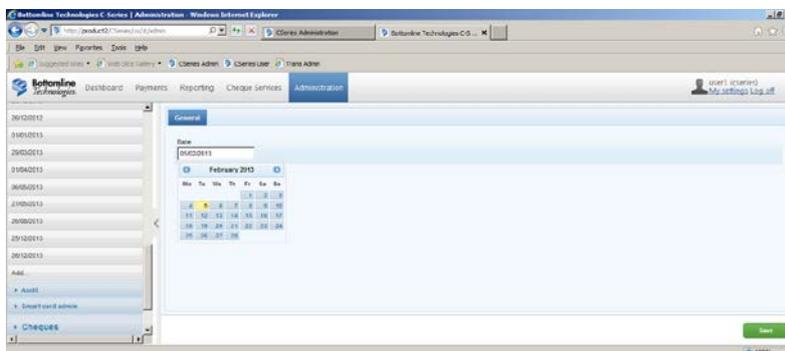
1. Click on Administration
2. Select 'Bacs' and then 'Holidays' from the menu.



3. Select 'Add' and the add date screen appears.



4. Click in the date window and the calendar appears. Select the required date and click on 'Save'



5. Repeat for all required dates.

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