

Meeting Date: 19/12/13 : Meeting Called by: SH Meeting Lasted 10 Minutes

Ad-Hoc Meeting - Ad-Hoc Meeting		<input type="checkbox"/> VST	<input type="checkbox"/> VANDAGRAPH	<input type="checkbox"/> VIAMED
#47440 Ad-Hoc Meeting				
<input type="checkbox"/> Catherine Spence	<input type="checkbox"/> Catrin Hird	<input type="checkbox"/> Claire Parker	<input type="checkbox"/> Derek Lamb	<input checked="" type="checkbox"/> Helen Lamb
<input type="checkbox"/> Jean Lamb	<input type="checkbox"/> John Lamb	<input type="checkbox"/> Jonathan Connor	<input type="checkbox"/> Keith Taylor	<input type="checkbox"/> Linda Shearing
<input type="checkbox"/> Lisa Leggoe	<input type="checkbox"/> Michael Green	<input type="checkbox"/> Michael Lamb	<input type="checkbox"/> Philip Crossley	<input type="checkbox"/> Robert Connor
<input type="checkbox"/> Ruth Hardaker	<input type="checkbox"/> Ryan Swaine	<input type="checkbox"/> Sophie Lines	<input checked="" type="checkbox"/> Steve Hardaker	<input type="checkbox"/> Steve Nixon

a how to on the Edured
web site for employers.

Login
order/invoice creation
users
etc.

Seems simple notes from SH
attached.

Edenred Childcare Voucher Scheme

The childcare voucher scheme is government approved and is managed by Edenred.

Vouchers are purchased in advance of payday and paid for by the employer, the value in vouchers has to match the amount of salary that has been sacrificed by the employee monthly.

To login to the website to place orders for vouchers etc:

Website: www.childcare.co.uk

Account No: C10229173

The username and password have been added to a private issue to you under the heading "VIAMED Management Meeting - Passwords Codes other Private information" #47438.

Once logged in, the menu on the left allows you to place orders and generally manage the account. It is fairly straightforward.

STATEMENT - shows all account activity

ORDERS - Shows pending orders not yet processed

CREATE ORDER - click this to create a new order, if all the details are the same as the last month, click Copy Recent Order. If it is different, use Manual Entry.

On the Next page, you use a purchase order number if required or leave blank. The field Cost Centre is just a reference for filtering statements later on, they recommend using the month and year.

Select the Release Date, which should ideally be on the day the salaries are released, no later.

Select the beneficiaries (staff members that have signed up to the scheme and submitted a salary sacrifice form) and the amounts to each, you can add multiple purchases to your basket and process them all as one order.

Once the order is submitted, an invoice is created, which can be saved as PDF or printed. The payment must have cleared before the release date or the vouchers will not be released, so BACS clearing time needs to be factored in. A direct debit can be set up to make payment easier.

BENEFICIARIES - If you leave the search field blank it will show all beneficiaries currently registered, or you can search by name. You can add new beneficiaries by clicking the appropriate link.

The rest of the menu links on the left are admin tools that are self-explanatory if you click into them.

£263 monthly each month
cannot sacrifice below £63 per
change