

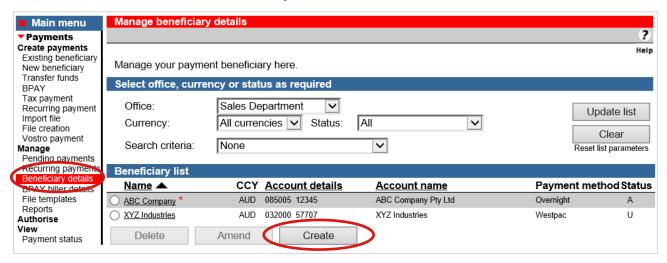
Creating domestic beneficiaries.

Follow this guide to create a beneficiary with an account in the same country as the account the payment will be made.

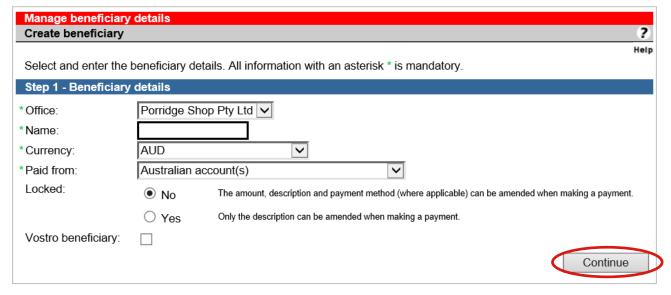
To perform this procedure, you require **Creator** access to the **Manage beneficiary details** feature and the **Currency** the beneficiary is to receive.

1. From the left-hand menu, select Payments > Manage > Beneficiary details.

Corporate Online displays the Beneficiary list screen.



2. Select Create. Corporate Online displays the Beneficiary details screen.

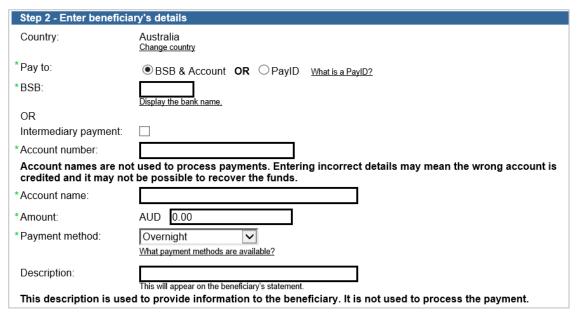


- 3. Complete the details as follows:
 - Select an Office from the list.
 - Enter a Name for the beneficiary unique to the selected office.
 - Select the Currency the beneficiary is to receive.
 - Select Yes to prevent the Amount and Payment method (where applicable) being amended when payments are created from this beneficiary.
 - Select Continue.

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Entering beneficiary details (Bank account in Australia)



- 4. Complete the details as follows:
 - Enter the beneficiary's BSB (Bank, State, Branch number)
 - Enter the beneficiary's Account number.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Select a Payment method from the list.
 - Enter a Reference (Osko only)
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.

Entering beneficiary details (PayID in Australia)



- 4. Complete the details as follows:
 - Select to pay to a PayID (Phone number, Email, ABN or Organisation ID)
 - Select the PayID type. To learn more about PayID's select the What is a PayID? link.
 - Enter the beneficiary's PayID.
 - Select Show PayID name.

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Enter beneficiary's details		
Country:	Australia Change country.	
*Pay to:	O BSB & Account PayID What is a PayID?	
PayID type:	Phone number	
PayID:	+61- 0212345678	
PayID name:	ABC Company Pty Ltd	
	Clear PayID details and search again	
Please review PayID name before continuing.		
Amount:	AUD 0.00	
Payment method:	Osko	
Reference:		
Description:		

- Confirm the PayID name displayed is correct.
- Enter the **Amount** of the payment.
- Enter a **Reference ID** (to a maximum of 35 characters)
- Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details. (to a maximum of 280 characters).

Entering beneficiary details (Bank account in New Zealand)

Step 2 - Enter beneficiary's details		
Country:	New Zealand Change country	
*Bank & Branch No:	Display the bank name.	
*Account number:		
Account names are not used to process payments. Entering incorrect details may mean the wrong account is credited and it may not be possible to recover the funds.		
*Account name:		
*Amount:	NZD 0.00	
*Payment method:	Same day cleared What payment methods are available?	
Description:	Particulars Analysis code Reference This will appear on the beneficiary's statement.	
This description is used to provide information to the beneficiary. It is not used to process the payment.		
Enter notification details		
*Notify payee:	● No	
Email:		

- 4. Complete the details as follows:
 - Enter the beneficiary's Bank & Branch No.
 - Enter the beneficiary's Account number.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Select a Payment method from the list.
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
 - Where the payment method is **Same day cleared** enter the **Email address** of the beneficiary.

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Entering beneficiary details (Bank account in Fiji / Papua New Guinea)

Step 2 - Enter beneficiary's details		
Country:	Papua New Guinea (Independent State) Change country	
*Bank	Choose	
*Account number:		
Account names are not used to process payments. Entering incorrect details may mean the wrong account is credited and it may not be possible to recover the funds.		
*Account name:		
*Amount:	PGK 0.00	
Description:		
	This will appear on the beneficiary's statement.	
This description is used to provide information to the beneficiary. It is not used to process the payment.		

- 4. Complete the details as follows:
 - Select a **Bank** from the list.
 - Enter the beneficiary's Account number.
 - Enter the beneficiary's Account name.
 - Enter the **Amount** of the payment.
 - Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.

Finalising the beneficiary details

- 5. Complete one of the following:
 - Select **Send to authorise** to make the beneficiary available for authorisation.

OR

 Where your access also allows you to authorise beneficiaries select Authorise now.

Authorise now

Send to authorise

OR

 Where your organisation does not require beneficiaries to be authorised select Submit to make the beneficiary immediately available for use in future payments.

Submit

Confirmation

Online Payments displays the **Beneficiary confirmation** screen. If the status of the beneficiary is "Created / unauthorised" or "Partially authorised" authorisation is required before the beneficiary can be used. Ask another user to sign-in and authorise the beneficiary by selecting **Authorise** from the left-hand menu. If the status is "Authorised" the beneficiary is ready to use in payments.

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