Corporate Online

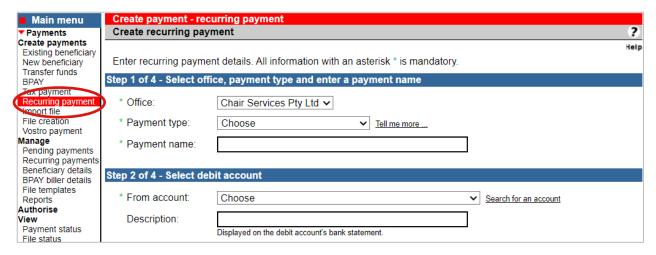


Creating a recurring payment.

Follow this guide to create a payment for automatic processing by the Bank at regular intervals.

To perform this procedure, you require **Creator** access to the type of payment you want to make (i.e.: **Existing beneficiary** (inc Tax), **BPAY** or **Transfer funds**), an **Office** that allows payments and an **Account** within that office to debit the payment from.

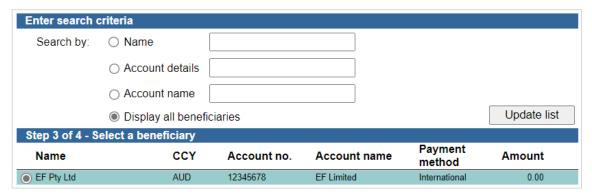
1. From the left-hand menu, select **Payments > Create payments > Recurring payment**. Corporate Online displays the Create recurring payment screen.



- 2. Complete the details as follows:
 - Select an Office from the list.
 - Select a Payment type from the list.
 - Enter a Payment name for the recurring payment unique to the selected office.
 - Select the **Account** to make the payment from.
 - Enter the **Description** to appear on the bank statement of the debit account.

Entering existing beneficiary details

To make a payment to a Bank account not linked to your Corporate Online organisation you will need to create and fully authorise the beneficiary details before creating the recurring payment. To do this select **Payments > Manage > Beneficiary details** from the left-hand menu. Only beneficiaries in the same currency as the chosen debit account will be available for selection.



1. Select the beneficiary to include in the payment and then select Continue.

Continue

Issued: July 2023 Page 1 of 3

Corporate Online

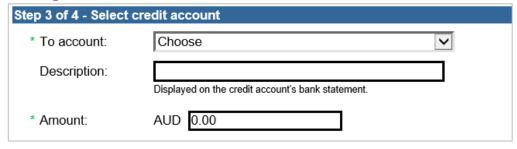




- 2. Complete the details as follows:
 - Enter or update the Amount of the payment (where the beneficiary is not 'Locked').
 - Enter a Reason for payment where the beneficiary country requires
 - Enter the **Description** to appear on the beneficiary's bank statement e.g. invoice details.
 - Select **Continue**. Frequency details are displayed (see next page).

Continue

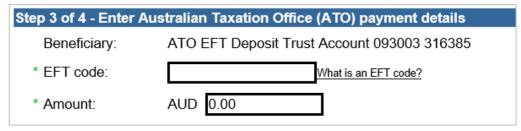
Entering funds transfer details



- 1. Complete the details as follows:
 - Select the Account to transfer the funds to.
 - Enter the **Description** you want to appear on the bank statement of the credit account.
 - Enter the **Amount** of the payment.
 - Select Continue. Frequency details are displayed (see next page).

Continue

Entering tax payment details



- 1. Complete the details as follows:
 - Enter the EFT Code provided to you by the Australian Taxation Office (ATO).
 - Enter the **Amount** of the tax payment.
 - Select **Continue**. Frequency details are displayed (see next page).

Continue

Entering BPAY payment details

| Step 3 of 4 - Select a BPAY biller | | | |
|------------------------------------|-----------------------------|--|--|
| * Pay to: | Select biller and reference | | |
| OR | | | |
| * Enter Biller code: | Show biller name | | |
| Biller name: | | | |
| * Reference number: | | | |
| * Amount: | AUD 0.00 | | |

Issued: July 2023 Page 2 of 3

Corporate Online



- 1. Complete the details as follows:
 - Select a previously saved biller from the Pay to list or enter a Biller code.
 - Enter or update the Reference number.
 - Enter the **Amount** of the bill payment.
 - Select Continue. Frequency details are displayed (see below).

Continue

Entering payment frequency details

| Step 4 of 4 - Select when recurring payments are to be made | | | |
|---|--|----------|--|
| * First payment date: Thursday, 02 September 2021 | | | |
| * Frequency: | Choose | | |
| * If due date is a non business day, make payment: | | | |
| | Next business day | | |
| | O Previous business day | | |
| | | | |
| * Ending: | Until further notice More about ending options | | |
| | O After payments have been made. | | |
| | O Expiry date: | Calendar | |

- 1. Complete the details as follows:
 - Select the First payment date using the Calendar.
 - Select the **Frequency** of the payment (i.e.: Monthly).
 - Select when subsequent payments are to be made.
 - Select when payments are to be made if the due date is a non-business day. Note: Not required where payment type allows 7-day value dating.
 - Select when payments are to End.

Finalising the recurring payment

- 1. Complete the following:
 - Select **Send to authorise** to make the payment available for authorisation.

OR

Where your access also allows you to authorise payments Corporate
 Online displays your available authorisation limits and select Authorise
 now.
 OR

 Where your organisation does not require funds transfers to be authorised select Submit to send the payment to the Bank for processing on the due dates. Send to authorise

Authorise now

Submit

Confirmation

Online Payments displays the Recurring payment confirmation screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.

Issued: July 2023 Page 3 of 3