

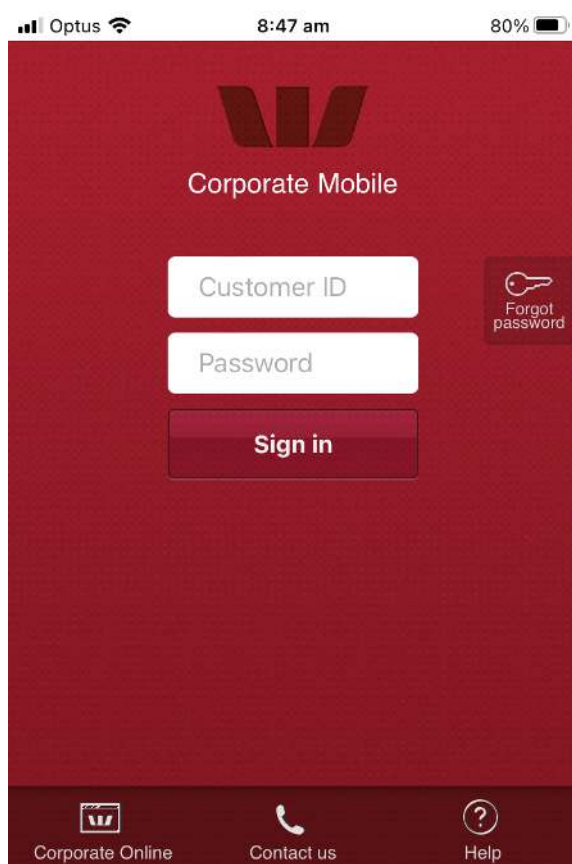
## Creating payments.

Follow this guide to create payments in **Corporate Mobile**.

To perform this procedure you require **Creator** access to the **Transfer funds**, **BPAY** or **Existing beneficiary payment** features, access to an **Office** that allows payments and a **Debit account** within that office.

Please refer to the **How to access Corporate Mobile** quick reference guide for assistance on how to sign in to Corporate Mobile.

## Getting started



**Step 1:** Enter your 8 digit **Customer ID** and case sensitive **Password** , and then select **Sign in**.

Remember your sign-in password is case sensitive.

## Next steps ...

- To make a payment to a single authorised **existing beneficiary** refer to page 2.
- To **transfer funds** between two accounts refer to page 3.
- To make a **BPAY** payment refer to page 4.

The options displayed are based on your Corporate Online access.

**Step 2:** Select **Create payments**

Note: Where your access allows you to both Create and Authorise payments you will be required to enter your token details.

## Creating an existing beneficiary payment

1 Beneficiary

2 From account: Sydney Central Office  
Test Account 1  
032000 431376 - AUD

3 Description: Optional  
Appears on your account

4 To: + Add beneficiary

Date: 25 Jul 2023

Authorise now

Cancel Send to authorise

Beneficiary payment

From account: Sydney Central Office  
Test Account 2  
032000 431384 - AUD

Description: Payment to ABC  
Appears on your account

To: ABC Company  
032000 431376 - AUD

Amount AUD: \$0.06

Payment method: Osko

Reference: Up to 35 characters

Description: Up to 280 characters

Date: 25 Jul 2023

Please ensure there are available funds before [authorising this payment](#).

Please ensure account details are correct as they are used to process the payment. Check [payment cut-off times](#).

Authorise now

Cancel Send to authorise

**Step 1:** Select the **Beneficiary** tab at the top of the screen.

**Step 2:** Select **From account** to choose the account to make the payment from.

**Step 3:** Enter the **Description** to appear on the From account statement.

**Step 4:** Select **Add beneficiary** to search for and select the beneficiary to pay.

### Notes:

Only 1 beneficiary can be added to the payment and its account details must be in the same currency and country as the debit account.

**Step 5:** Enter or update the **Amount** of the payment.

**Step 6:** Confirm or update the **Payment method**. (where applicable based on payment type)

Note: These values can only be changed when the selected beneficiary's details are not locked.

**Step 7:** Confirm or update the **Reference** (Osko payments in Australia only) and **Description** to be passed to the beneficiary

**Step 8:** Confirm or update the **Date** the beneficiary is to receive payment.

**Step 9:** If your access allows select **Authorise now**, otherwise select **Send to authorise**.

Corporate Mobile displays confirmation that the payment has been created or created and authorised plus the payment status.

Select **OK** to return to the Main menu.

## Creating a Funds Transfer

**Step 1:** Select the **Transfer** tab at the top of the screen.

**Step 2:** Select **From account** to choose the account to make the transfer from.

**Step 3:** Enter the **Description** to appear on the From account statement.

**Step 4:** **Select account** to search for and select the account to transfer to.

**Step 5:** Enter the **Amount** to be transferred.

**Step 6:** Enter the **Description** to appear on the To account statement.

**Step 7:** Confirm or update the **Date** the transfer is to occur.

**Step 8:** Where no authorisation is required select **Submit**

or

If your access allows select **Authorise now**, otherwise select **Send to authorise**.

Corporate Mobile displays confirmation that the payment has been created or created and authorised plus the payment status.

Where the status indicated is “Unauthorised” or “Partially authorised” further authorisation is required before the payment will be made on the selected date.

Select **OK** to return to the Main menu.

## Creating a BPAY payment to an existing biller

**Step 1:** Select the **BPAY** tab at the top of the screen.

**Step 2:** Select **From account** to choose the account to make the payment from.

**Step 3:** Enter the **Description** to appear on the From account statement.

**Step 4:** Select **Add biller** to search for and select the biller to pay.

Note: Only 1 biller can be added to the payment

**Step 5:** Confirm or update the **Biller reference**.

**Step 6:** Confirm or update the **Amount** of the bill.

**Step 7:** Confirm or update the **Date** the biller is to receive payment.

**Step 8:** If your access allows select **Authorise now**, otherwise select **Send to authorise**.

Corporate Mobile displays confirmation that the payment has been created or created and authorised plus the payment status.

Where the status indicated is "Unauthorised" or "Partially authorised" further authorisation is required before the payment will be made on the selected date.

Select **OK** to return to the Main menu.