

## 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.

The screenshot shows the 'Manage beneficiary details' interface. On the left is a main menu with 'Beneficiary details' highlighted. The main area has a header 'Manage beneficiary details' and a sub-header 'Manage your payment beneficiary here.' Below this is a section 'Select office, currency or status as required' with dropdowns for Office (Sales Department), Currency (All currencies), and Status (All). A 'Search criteria' dropdown is set to 'None'. There are 'Update list' and 'Clear' buttons. Below this is a table titled 'Beneficiary list' with columns: Name, CCY, Account details, Account name, Payment method, and Status. Two entries are listed: 'ABC Company' and 'XYZ Industries'. At the bottom of the table are 'Delete', 'Amend', and 'Create' buttons, with the 'Create' button circled in red.

Name	CCY	Account details	Account name	Payment method	Status
ABC Company *	AUD	085005 12345	ABC Company Pty Ltd	Overnight	A
XYZ Industries	AUD	032000 57707	XYZ Industries	Westpac	U

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

The screenshot shows the 'Create beneficiary' screen. The header is 'Manage beneficiary details' and the sub-header is 'Create beneficiary'. Below this is a message: 'Select and enter the beneficiary details. All information with an asterisk \* is mandatory.' The main section is 'Step 1 - Beneficiary details' with the following fields:
 

- \* Office: Porridge Shop Pty Ltd (dropdown)
- \* Name: (text input)
- \* Currency: AUD (dropdown)
- \* Paid from: Australian account(s) (dropdown)
- Locked:  No (The amount, description and payment method (where applicable) can be amended when making a payment.)  Yes (Only the description can be amended when making a payment.)
- Vostro beneficiary:

 At the bottom right is a 'Continue' button circled in red.

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**.

## Entering beneficiary details (Bank account in Australia)

### Step 2 - Enter beneficiary's details

Country:  [Change country](#)

\* Pay to:  BSB & Account OR  PayID [What is a PayID?](#)

\* BSB:  [Display the bank name.](#)

OR

Intermediary payment:

\* 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: AUD

\* Payment method:  [What payment methods are available?](#)

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:

- 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 ID** (*Osko only*)
- Enter the **Description** to appear on the beneficiary's bank statement e.g., invoice details.

## Entering beneficiary details (PayID in Australia)

### Step 2 - Enter beneficiary's details

Country:  [Change country](#)

\* Pay to:  BSB & Account OR  PayID [What is a PayID?](#)

\* PayID type:

\* PayID:

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**.

**Step 2 - Enter beneficiary's details**

Country: Australia  
[Change country](#)

\* Pay to:  BSB & Account **OR**  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

Payment method: Osko

Reference ID:

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

\* Payment method:    
[What payment methods are available?](#)

Description: 

Particulars	Analysis code	Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

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  Yes

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.

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

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.

Send to authorise

OR

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

Authorise now

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.