

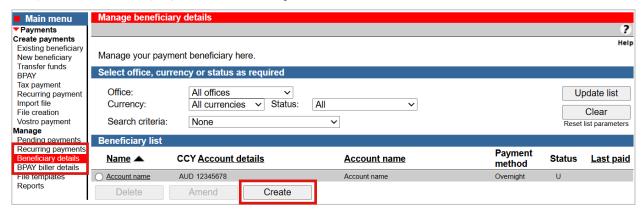
Creating domestic beneficiaries.

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

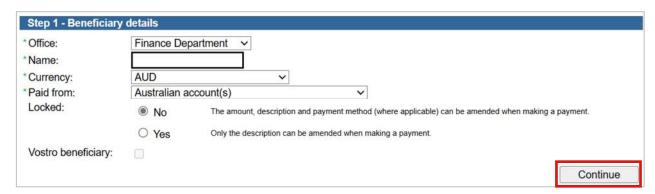
To perform this procedure, you require **Creator** access to the **Manage beneficiary details** feature and the **Currency** the beneficiary is to receive.

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

Corporate Online displays the Beneficiary list screen.



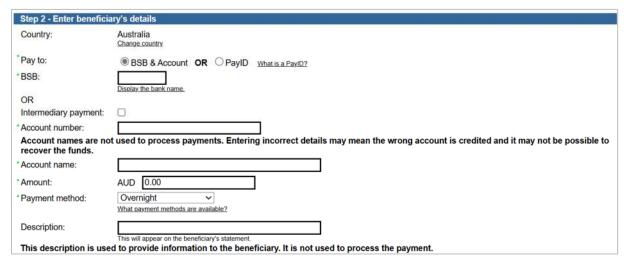
2. Select Create. Corporate Online displays the Beneficiary details screen.



- 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.



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)



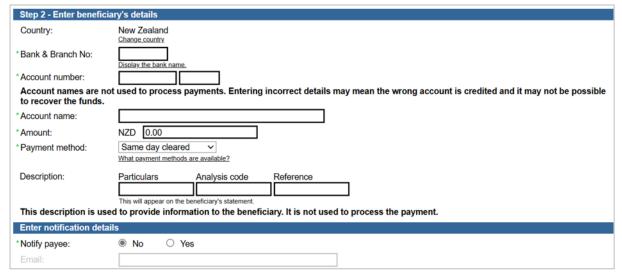
- 4. Complete the details as follows:
 - Select to pay to a PayID (Phone number, Email, ABN or Organisation ID)
 - Select the PayID type. To learn more about PayID's select the What is a PayID? link.
 - Enter the beneficiary's PayID.
 - Select Show PayID name.



Step 2 - Enter beneficiary's details	
Country:	Australia Change country
*Pay to:	○ BSB & Account OR
PayID type:	Phone number
PayID:	+61-400123456
*PayID name:	John Citizen Clear PayID details and search again
Please review PayID name before continuing.	
*Amount:	AUD 0.00
Payment method:	Osko
Reference:	
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.	

- 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).

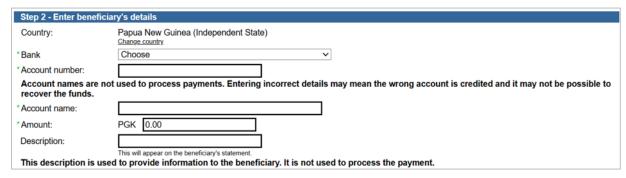
Entering beneficiary details (Bank account in New Zealand)



- 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.
 OR
 - Where your access also allows you to authorise beneficiaries select 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.

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.