

Creating BPAY payments.



Follow this guide to create a **BPAY payment**, which can include up to 15 bill payments.

To perform this procedure, you require **Creator** access to the **BPAY** feature, access to an **Office** that allows payments and a **Westpac AUD account** held in Australia within that office.

- From the left-hand menu, select **Payments > Create payments > BPAY**.

Main menu

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Create payment - BPAY

Debit details

Enter your BPAY payment details. All information with an asterisk * is mandatory.

Step 1 - Select office, debit account and value date

* Office: Chair Services Pty Ltd

* From account: AUD 032000431 Account B

Description:

Displayed on the debit account's bank statement

* Value date: 10 November 2021

- Complete the details as follows:
 - Select the **Office** to make this transfer within.
 - Select a **From account**. (Must be a Westpac AUD account held in Australia).
 - Enter the **Description** to appear on the bank statement of the account chosen above.
 - Ensure the **Value date** for the payment. (BPAY payments can be forward dated up to 18 months)
 - Select **Continue**. Corporate Online displays the **Bill payment details** screen.

Step 2 - Enter bill payment details

* Pay to: Select biller and reference

OR

* Enter biller code:

Biller name:

* Reference number:

* Amount: AUD

Save biller details

☒ Save biller details for future use.

* Biller description:

* Save amount? ☐ Yes ☒ No

- Complete the details as follows:
 - Either select a biller from the list of saved Billers **OR** enter a **Biller code** and then select **Show biller name**.
 - Enter the **Reference number** for the payment.
 - Enter the **Amount** of the payment.
 - Select **Continue**. **Payment summary** is displayed.

Payment summary

Payment details				
Office:	Sales Department			
Payment type:	BPAY			
Debit details	Account details	Description	CCY	Value date
Test Account 2	AU03032000	Water bill	AUD	03-Sep-2021
Current balance: 93.74+ Available balance: 93.74+ as at 3 September 2021 12:08 AEST				
Amend				
BPAY bill payment summary				
Biller name	Biller code	Reference number	Amount	
<input type="radio"/> SYDNEY WATER	45435	48152	4.00	
Amend Delete Add bill payment			1 Bill payments totalling AUD 4.00	
Payment cut-off time information				
To allow processing on the selected date, this payment must be fully authorised by the cut-off time below.				
Payment cut-off:	17:30 AEST	03 September 2021	<div> Transaction limit: AUD 20.00 Limit remaining today: AUD 20.00 </div>	
Save as draft Authorise now			To authorise later with other payments click Send to authorise	

4. Complete the following:

- Review the details of the payment and make any amendments.
 - Select **Send to authorise** to make the payment available for authorisation.
- OR
- Where your access also allows you to authorise confirm there are available funds in the from account to make the payment and then select **Authorise now**.

Confirmation

Online Payments displays the **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.