

Creating a domestic payment to an existing beneficiary.

Follow this guide to create a payment for an **existing beneficiary** (i.e., to a beneficiary whose details have been fully authorised) who has an account in the same country as the account the payment is being made from.

To perform this procedure, you require **Creator** access to the **Existing beneficiary payment** feature, access to a **Debit account** and the appropriate **Payment currency**.

1. From the left-hand menu, select **Payments > Create payments > Existing beneficiary**.

Corporate Online displays the **Debit details** screen.

Entering payment debit details (Bank account)

Main menu Payments Create payments Existing beneficiary New beneficiary Transfer funds BPAY Tax payment Recurring payment Import file File creation Vostro payment Manage Pending payments Recurring payments Beneficiary details BPAY biller details File templates Reports Authorise View Payment status	Create payment - existing beneficiary
Debit details ?	
<p>Enter your payment details. All information with an asterisk * is mandatory.</p> <p>Step 1 - Select office, payment currency and debit account</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>* Office: Finance Department ▼ <small>Cross currency payments may be made through this office</small></p> <p>* Payment currency: AUD ▼ What is the payment currency?</p> <p>* From account: AUD 032000 Working account ▼ Search for an account</p> <p>Current balance: 25.48 - Available balance: 0.00 as at 20 March 2025 13:58 AEDT</p> <p>Description: </p> <p>Displayed on the debit account's bank statement (maximum of 35 characters for Osko payments will be used)</p> <p>* Value date: 20 March 2025 📅 Calendar</p> </div> <div style="width: 45%; text-align: right;"> <p>Help</p> <p>Continue</p> </div> </div>	

2. Complete the details as follows:
 - Select an **Office** from the list.
 - Select a **Payment currency** from the list. (i.e.: AUD, NZD, FJD or PGK).
 - Select an **Account** to make the payment from in the same currency as the payment currency.
 - Enter the **Description** to appear on the bank statement of the account chosen.
 - Use the calendar to select the **Value date** for the payment up to 90 days into the future. (Note: Value date must be 'Today' for Osko payments in Australia).
 - Select **Continue**.

Selecting a beneficiary to pay

Corporate Online displays a list of beneficiaries' matching the **payment currency** selected.

Search criteria

Search by:
☐ Name

☐ Account details

☐ Account name

☒ Display all beneficiaries

Update list

Step 2 - Select a beneficiary

Name ▲	CCY	Account details	Account name	Payment method	Amount
<input checked="" type="radio"/> Name	AUD	12345678	Account name	Overnight	4.00

Start of list
Previous All beneficiaries
Next All beneficiaries
End of list

Back
Continue

Step 3 – Update beneficiary details >>

- Select the beneficiary to include in the payment and then select **Continue**. Corporate Online displays the details of the beneficiary selected above.

Step 3 - Confirm payment details

* Beneficiary name: 12345678 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.

Back
Clear
Continue
Payment summary >>

- Complete the details as follows:
 - Enter or update the **Amount** of the payment (where the beneficiary is not 'Locked').
 - Confirm or update the **Payment method** (where the beneficiary is not 'Locked').
 - Enter a **Reference** (Osko payments in Australia only).
 - Enter or update the **Description** to appear on the beneficiary's bank statement e.g., invoice details.
 - Select to **Notify payee** and enter an email address (Same day cleared payments in New Zealand only).
 - Select **Continue**. **Payment summary** is displayed.

Summary

Payment details

Office: Finance Department

Payment type: Existing beneficiary

Debit details	Account details	Description	CCY	Value date
Working account	AU03032000	Invoice AB23	AUD	20-Mar-2025

Current balance: 25.48- Available balance: 0.00 as at 20 March 2025 13:58 AEDT

Amend

Beneficiary details

Beneficiary details	Account details	Payment method	CTY Code	CCY	Amount
<input type="radio"/> Account name	12345678 New	Overnight	AU	AUD	4.00

Amend
Delete beneficiary
Add beneficiary

1 Beneficiaries totalling AUD 4.00

5. Complete the following:

- Review the details of the payment and make any amendments. You can add up to 99 beneficiaries.
 - 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 and that you have sufficient available authorisation limits 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.