# **Corporate Online**



### Creating a domestic payment to an existing beneficiary.

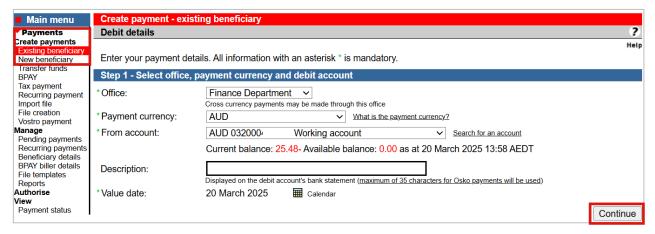
Follow this guide to create a payment for an **existing beneficiary** (i.e., to a beneficiary whose details have been fully authorised) who has an account in the same country as the account the payment is being made from.

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)**



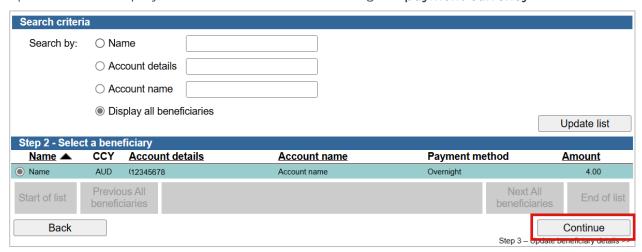
- 2. Complete the details as follows:
  - Select an Office from the list.
  - Select a Payment currency from the list. (i.e.: AUD, NZD, FJD or PGK).
  - Select an Account to make the payment from in the same currency as the payment currency.
  - Enter the **Description** to appear on the bank statement 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.

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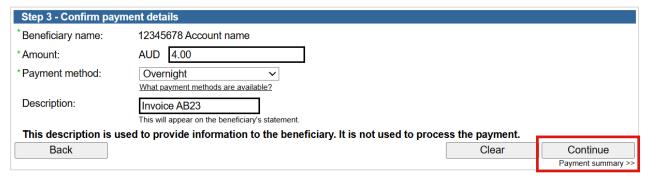


#### Selecting a beneficiary to pay

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

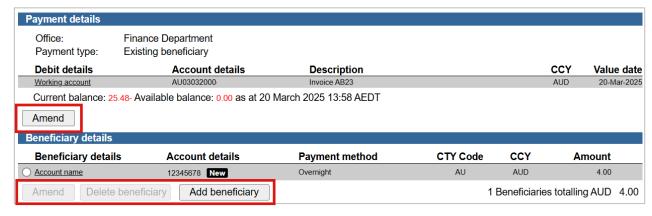


3. Select the beneficiary to include in the payment and then select **Continue**. Corporate Online displays the details of the beneficiary selected above.



- 4. 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**



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#### 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.
- 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.