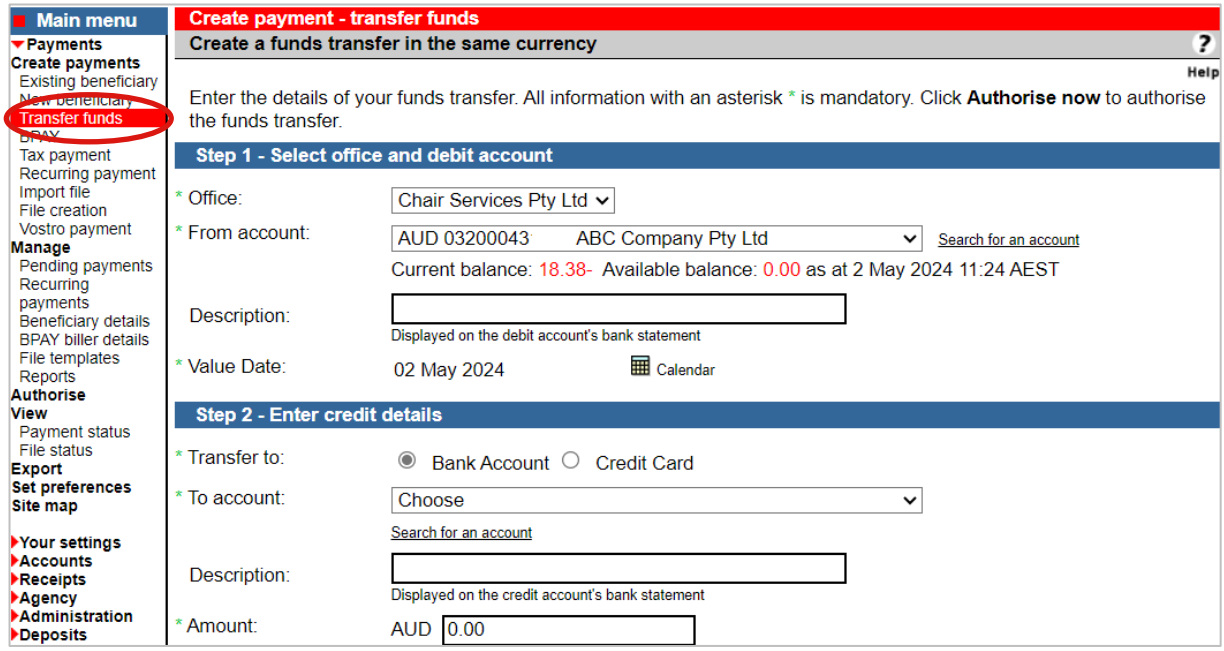
Creating a funds transfer to a bank account.

Follow this guide to create a transfer of funds between two Westpac accounts linked to your Corporate Online organisation.

To perform this procedure, you require **Creator** access to the **Transfer funds** feature, and access to two Westpac accounts in the same currency within an office.

1. From the left-hand menu, select **Payments** > **Create payments** > **Transfer funds**.



2. Complete the details as follows:
   - Select an **Office** from the list.
   - Select the account to transfer the funds **from**. You will see only Westpac-held accounts.
   - Enter the **Description** to appear on the bank statement of the from account.
   - Use the calendar to select the **Value date** for the transfer.
   - Select the account to transfer the funds **to**.
   - Enter the **Description** to appear on the bank statement of the to account.
   - Enter the **Amount** to be transferred.

Finalising the transfer

3. Complete one of the following:
   - Select **Send to authorise** to make the payment available for authorisation.
     OR
   - Where your access also allows you to authorise payments select **Authorise now.**
     OR
   - Where your organisation does not require funds transfers to be authorised select **Submit** to send the payment to the Bank for processing.

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status is “Created / unauthorised” or “Partially authorised” authorisation is required before the transfer is made. Ask another user to sign-in and authorise the transfer by selecting **Authorise** from the left-hand menu.