

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.

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

Create payment - transfer funds
Create a funds transfer in the same currency

Enter the details of your funds transfer. All information with an asterisk * is mandatory. Click **Authorise now** to authorise the funds transfer.

Step 1 - Select office and debit account

* Office: Finance department

* From account: AUD 032000431 Working account [Search for an account](#)

Current balance: 845.93+ Available balance: 845.93+ as at 17 March 2025 18:27 AEDT

Description:

Displayed on the debit account's bank statement

* Value Date: 17 March 2025 [Calendar](#)

Step 2 - Enter credit details

* Transfer to: ☒ Bank Account ☐ Credit Card

* To account: Choose

Description:

Displayed on the credit account's bank statement

* Amount: AUD

- 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

- 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.