

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**.

Main menu	Create payment - transfer funds	
Payments	Create a funds transf	fer in the same currency ?
Create payments Existing beneficiary New beneficiary Transfer funds	Help Enter the details of your funds transfer. All information with an asterisk * is mandatory. Click Authorise now to authorise the funds transfer.	
Tax payment	Step 1 - Select office	and debit account
Recurring payment Import file File creation	* Office:	Chair Services Pty Ltd 🗸
Vostro payment Manage	* From account:	AUD 03200043 ABC Company Pty Ltd Search for an account
Pending payments Recurring		Current balance: 18.38- Available balance: 0.00 as at 2 May 2024 11:24 AEST
Beneficiary details BPAY biller details	Description:	Displayed on the debit account's bank statement
File templates Reports	* Value Date:	02 May 2024 🗰 Calendar
View	Step 2 - Enter credit	details
Payment status File status Export	* Transfer to:	Bank Account O Credit Card
Set preferences Site map	* To account:	Choose 🗸
Your settings Accounts Receipts Agency	Description:	Search for an account Displayed on the credit account's bank statement
Deposits	* Amount:	AUD 0.00

- 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.

Submit

Corporate Online



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.