

Creating a recurring payment.

Follow this guide to create a payment for automatic processing by the Bank at regular intervals.

To perform this procedure, you require **Creator** access to the type of payment you want to make (i.e.: **Existing beneficiary** (inc Tax), **BPAY** or **Transfer funds**), an **Office** that allows payments and an **Account** within that office to debit the payment from.

- From the left-hand menu, select **Payments > Create payments > Recurring payment**. Corporate Online displays the Create recurring payment screen.

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Create payment - recurring payment

Create recurring payment

Enter recurring payment details. All information with an asterisk * is mandatory.

Step 1 of 4 - Select office, payment type and enter a payment name

* Office:

* Payment type: [Tell me more...](#)

* Payment name:

Step 2 of 4 - Select debit account

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

Description:

Displayed on the debit account's bank statement.

- Complete the details as follows:
 - Select an **Office** from the list.
 - Select a **Payment type** from the list.
 - Enter a **Payment name** for the recurring payment unique to the selected office.
 - Select the **Account** to make the payment from.
 - Enter the **Description** to appear on the bank statement of the debit account.

Entering existing beneficiary details

To make a payment to a Bank account not linked to your Corporate Online organisation you will need to create and fully authorise the beneficiary details before creating the recurring payment. To do this select **Payments > Manage > Beneficiary details** from the left-hand menu. Only beneficiaries in the same currency as the chosen debit account will be available for selection.

Enter search criteria

Search by: ☒ Name

☐ Account details

☐ Account name

☐ Display all beneficiaries

[Update list](#)

Step 3 of 4 - Select a beneficiary

Name	CCY	Account no.	Account name	Payment method	Amount
<input checked="" type="radio"/> EF Pty Ltd	AUD	12345678	EF Limited	International	0.00

Start of list Previous 20 beneficiaries Next 20 beneficiaries End of list

[Back](#) [Continue](#)

- Select the beneficiary to include in the payment and then select **Continue**.

Step 3 of 4 - Confirm payment details

* Beneficiary name: 12345678 EF Limited

* Amount: AUD

* Reason for payment:

Description:

This will appear on the beneficiary's statement.

The description must be provided as it is used to process the payment. The information must include an invoice number or underlying commercial reference with the invoice description. If the description is inaccurate or incomplete the payment may be rejected or delayed by the beneficiary bank and associated fees may be incurred.

Step 4 - Frequency details >>

2. Complete the details as follows:

- Enter or update the **Amount** of the payment (where the beneficiary is not 'Locked').
- Enter a **Reason for payment** where the beneficiary country requires
- Enter the **Description** to appear on the beneficiary's bank statement e.g. invoice details.
- Select **Continue**. **Frequency details** are displayed (see next page).

Entering funds transfer details

Step 3 of 4 - Select credit account

* To account: [Search for an account](#)

Description:

Displayed on the credit account's bank statement.

* Amount: AUD

Step 4 - Frequency details >>

1. Complete the details as follows:

- Select the **Account** to transfer the funds to.
- Enter the **Description** you want to appear on the bank statement of the credit account.
- Enter the **Amount** of the payment.
- Select **Continue**. **Frequency details** are displayed (see next page).

Entering tax payment details

Step 3 of 4 - Enter Australian Taxation Office (ATO) payment details

Beneficiary: ATO EFT Deposit Trust Account 093003 316385

* EFT code: [What is an EFT code?](#)

* Amount: AUD

Step 4 - Frequency details >>

1. Complete the details as follows:

- Enter the **EFT Code** provided to you by the Australian Taxation Office (ATO).
- Enter the **Amount** of the tax payment.
- Select **Continue**. **Frequency details** are displayed (see next page).

Entering BPAY payment details

Step 3 of 4 - Select a BPAY biller

* Pay to:

Select biller and reference

OR

* Enter Biller code:

Show biller name

Biller name:

* Reference number:

* Amount: AUD

0.00

Continue

Step 4 - Frequency details

- Complete the details as follows:
 - Select a previously saved biller from the Pay to list or **enter a Biller code**.
 - Enter or update the **Reference number**.
 - Enter the **Amount** of the bill payment.
 - Select **Continue**. **Frequency details** are displayed (see below).

Entering payment frequency details

Step 4 of 4 - Select when recurring payments are to be made

* First payment date: Tuesday, 23 July 2024

Calendar

More about the [first payment date](#)

* Frequency:

Choose

* If due date is a non business day, make payment:

☒ Next business day
 ☐ Previous business day

* Ending:

☒ Until further notice

More about [ending options](#)

☐ After payments have been made.
 ☐ Expiry date:

Calendar

- Complete the details as follows:
 - Select the **First payment date** using the Calendar.
 - Select the **Frequency** of the payment (i.e.: Monthly).
 - Select when subsequent payments are to be made.
 - Select when payments are to be made if the due date is a non-business day. Note: Not required where payment type allows 7-day value dating.
 - Select when payments are to **End**.

Finalising the recurring payment

- Complete the following:
 - Select **Send to authorise** to make the payment available for authorisation.
 - OR
 - Where your access also allows you to authorise payments Corporate Online displays your available authorisation limits and select **Authorise now**.
 - OR

Send to authorise

Authorise now

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- Where your organisation does not require funds transfers to be authorised select **Submit** to send the payment to the Bank for processing on the due dates.

Submit

Confirmation

Online Payments displays the Recurring 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.