

## 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. Help

**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

**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

- 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.

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).

[Continue](#)

## Entering funds transfer details

**Step 3 of 4 - Select credit account**

\* To account:

Description:   
Displayed on the credit account's bank statement.

\* Amount: AUD

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).

[Continue](#)

## 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

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).

[Continue](#)

## Entering BPAY payment details

**Step 3 of 4 - Select a BPAY biller**

\* Pay to:

**OR**

\* Enter Biller code:  [Show biller name](#)

Billor name:

\* Reference number:


\* Amount: AUD


1. 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).

Continue

## Entering payment frequency details

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

\* First payment date: Thursday, 02 September 2021  Calendar

\* Frequency:  

\* 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

1. 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

1. 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
  - 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.

Send to authorise

Authorise now

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.