

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: Finance department

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

* Payment name:

Step 2 of 4 - Select debit account

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

Description:

Displayed on the debit account's bank statement.

Continue
Step 3 - Select beneficiary >>

- 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"/> Name	AUD	12345678	Account name	Overnight	4.00

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 Account name

* Amount: AUD

* Payment method: Overnight

Find out when your payment will be received.

Description:

This will appear on the beneficiary's statement.

This description is used to provide information to the beneficiary. It is not used to process the payment.

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Clear

Continue

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

Continue

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

Continue

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:

OR

* Enter Biller code:

Biller name:

* Reference number:

* Amount: AUD

Continue

Step 4 - Frequency details >>

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- 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: Wednesday, 26 February 2025

Calendar

More about the [first payment date](#)

* Frequency:

Monthly

* And then on:

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
 - 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.

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.