Corporate Online

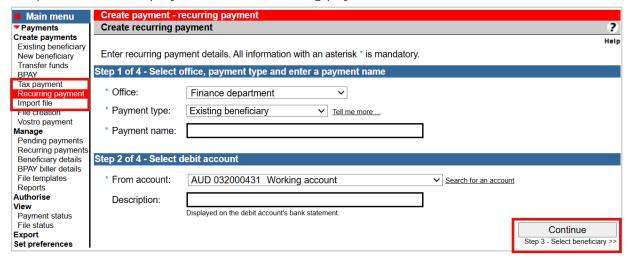


Creating a recurring payment.

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.

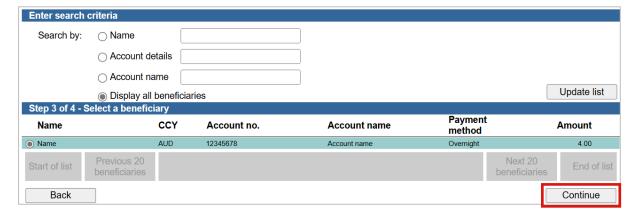
1. From the left-hand menu, select Payments > Create payments > Recurring payment. Corporate Online displays the Create recurring payment screen.



- 2. 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

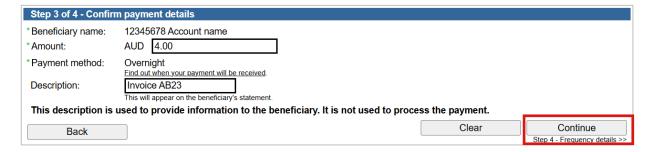
To make a payment to a Bank account not linked to your Corporate Online organisation you will need to create and fully authorise the beneficiary details before creating the recurring payment. To do this select **Payments > Manage > Beneficiary details** from the left-hand menu. Only beneficiaries in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



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

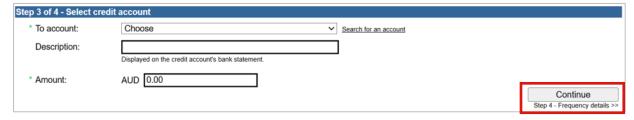
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- 2. Complete the details as follows:
 - Enter or update the Amount of the payment (where the beneficiary is not 'Locked').
 - Enter a Reason for payment where the beneficiary country requires
 - Enter the **Description** to appear on the beneficiary's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

Entering funds transfer details



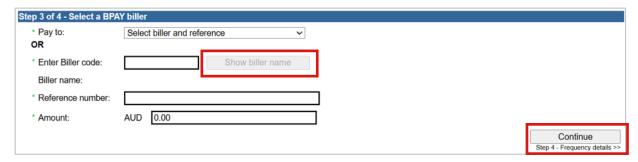
- 1. Complete the details as follows:
 - Select the Account to transfer the funds to.
 - Enter the **Description** you want to appear on the bank statement of the credit account.
 - Enter the **Amount** of the payment.
 - Select Continue. Frequency details are displayed (see next page).

Entering tax payment details



- 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

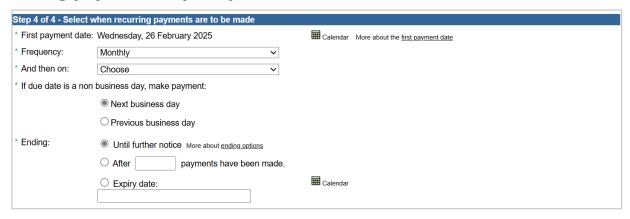


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- 1. Complete the details as follows:
 - Select a previously saved biller from the Pay to list or enter a Biller code.
 - Enter or update the Reference number.
 - Enter the Amount of the bill payment.
 - Select Continue. Frequency details are displayed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

Entering payment frequency details



- 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.
 - 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.