How to make a payment and save your payee's details in Business Online.





Step 2.

Click **Pay One or** More People.

SALANCE	5 & REPORTING	AYMENTS INTERNATI	ONAL ADMINISTRATION		DASHBOA	RD MY PREFER	RENCES FEE	DBACK HEL	PLOGOUT
Payments	Transfers Automatic	Payments Direct Debits						Ti	meout: 0:19:5
Pend	ing Paymen	te							
his is a list	of all payments awaiting aut	horisation or scheduled for a fut	ture date. Use Select checkboxes to Authorise mo	re than one payment.					
Payment	Options:			So	arch Paymonte List				
Pay One	or More People >>			Pa	yment Type.				
Make A Ta	x Payment >>			Show All 🗸					
1000000	0110.00 >>				ilour an a				
Manage F	<u>ayees >></u>			Pa	yment Status:	1			
Manage F	<u>ayees >></u>			Pa	yment Status: how All]		Country	
<u>Manage F</u>	<u>ayees >></u>			Pa Si Fr	yment Status: how All ~ om: 19/05/2021	to: 15/11	/2021	Search	
<u>Manage F</u> Select AllINone	<u>ayees >></u> <u>Payment Date</u> ₹	Payee Name	From Account	Par Si <u>Particulars</u>	wment Status: how All ~ om: 19/05/2021 Analysis Code	to: 15/11	/2021	Search	Amount
Select AllINone	<u>Payment Date</u> ▼ 19/05/2021	<u>Payee Name</u> Testing	Erom Account Business Transaction Account 03-0567 - 000	Particulars Internet	how All om: 19/05/2021 Analysis Code Payment	to: 15/11 <u>Reference</u> 38716695	/2021 <u>Status</u> Partially Authorised	Search I <u>ype</u> Payment	<u>Amount</u> \$10.00

Step 3.

Select the account you wish to make the payment from. C

BALANCES & REPORTING PAYMENTS INTERNATIONAL A	DMINISTRATION	DASHBOAR	D MY PREFERENCES FEEDBAC	K HELP LOGOUT
Payments Transfers Automatic Payments Direct Debits				Timeout: 0:19:46
Pay One or More People				
Use this function to make a payment to one or more people. Enter details and click Continue.				* Required Field
5 · D · P · P				ridger ou ridge
Enter Payment Details: Enter the da	le payment is required, up to 180 days in adv	ance		
Payment Date: 19/05/202	21 * 🛄 DD/MM/YYYY			
Account Nac	na - Account Number - Monay Available			
From Account: Select Ar	Account	~		
These detail	s will appear on VOLID statement			
Particulars:	s will appear on 100K statement			
These detail	s will appear on YOUR statement			
Analysis Code:				
Enter any re	ference notes you require for this payment (ne	ot available for credit cards)		
Transaction Note:				
	1			
Create Many Single Payments: Ochecks	his box to create many single payments (in ye	our account)		
Template Ontion:				
Save as Template: Save	payment as template for future use?			
Template Name:	*			
Select Payees:				
My Payee List New Payee One Off Payee	These details v	vill appear on the PAYEES stateme	nt	
Select Dayso Namo Account Number	Particulars	Analysis Code	Reference	Amount
AlliNone Payee Name Account Number	raraoanaro			

Step 4.

Enter the details to appear on your bank statement.

Note: Tick 'Create Many Single Payments' if you are paying more than one person and wish to see them as separate lines on your statement.

	ATMENTS	ADMINISTRATION	DASHBOARD M	Y PREFERENCES FEEDBAG	LK HELP LOGOUT
Payments Transfers Automation	Payments Direct Debits				Timeout: 0:16:43
Pay One or More	e People				
Use this function to make a payment to one or	more people. Enter details and click Continue.				* Required Field
Enter Payment Details:					
	Enter the date p Payment Date: 19/05/2021	ayment is required, up to 180 days i	in advance		
	Account Name From Account: Business Tr	Account Number - Money Available ansaction Account - 03-0587	000 \$0.00 CR	*	
	Particulars: ABC123 These details w Analysis Code:	II appear on YOUR statement			
	Enter any refere Office Suppl Transaction Note:	nce notes you require for this payments	ent (not available for credit cards)		
Create Many	Single Payments: Check this	box to create many single payment	s (in your account)		
Template Option:	Save as Template: Save pay	ment as template for future us	se?		
	Template Name:	*			
Select Payees:	e One Off Pavee	These details	will appear on the PAYEES s	statement	
My Payee List New Paye					



Step 6.

Create a **New Payee** by either choosing it from the list of pre-registered organisations, or by clicking on the second option and then entering their name.

BALANCES & REPORTING PAYMENTS INTERNATIONAL ADMINISTRATI	ON DASHBOARD MY PREFERENCES FEEDBACK HELP LOGOUT
Payments Transfers Automatic Payments Direct Debits	Timeout: 0:19:29
Create A New Payee - Step 1 of 2 Use the list of pre-registered billers to select an existing Payee or enter a payee name	
	O I will create a payee from the list
	(A) AMP Life Ltd - Whole of Life/Trade Endowment
	(B) AMP Life Ltd - Lifetrack
	(D) AMP Life Ltd - Loan on Policy
	I can't find the Payee in the list. Move on to enter details
	John Smith Enterprises

Step 7.

Enter your new payee's account number and any details to appear on their statement G and click **Continue**. H

ments Transfers Automatic Payments Direct Debit	5 J		Timeout: 0:17:58	
reate A New Payee - Step 2	2 of 2			
			* Required Field	
yee Name Details:	Third Party Name	: John Smith Enterprises *		
	Nicknam	: John Smith Enterprises *		
yee Account Details				
	Account Numbe	Bank Branch Account Suttix r: 03 0587 000 *		
	Particular	ABC123		
	Analysis Code	:		
	Reference	: Sundries		

Step 8.

Check the details of the payee are correct before you click **Confirm**.

LANCES & REPORTING PAYMENTS	INTERNATIONAL ADMIN	ISTRATION	DASHBO	NRD MY PREFERENCES FEED	BACK HELP LOGOUT
Payments Transfers Automatic Payments	Direct Debits				Timeout: 0:19:58
Preview Payee Details Review details and click Confirm.					
Payee Details:					
		Inird Party Name: John Smith E	nterprises		
		Nickname: John Smith E	interprises		
Payee Account Details					
		Account Number: 03-0587-	-000		
		Particulars: ABC123			
		Analysis Code:			
		Reference: Sundries			
					Confirm 5

Step 9.

Your payee is now saved for future use. Next, enter the payment amount and then click **Continue.**

Note: Saved payees can be chosen from the My Payee List for future payments.

Descende Transform		NAL ADMINISTRATION			K HELP LOGOU	
Payments mansiers	Automatic Payments Direct Debits				Timeout: 0:19:4	
Pay One or Use this function to make a pays	More People ment to one or more people. Enter details and click Contin					
Successful Third Party	Submit: John Smith Enterprise has been created	successfully.			" Required Field	
Enter Payment Detai	ils:					
	Enter the da Payment Date: 21/05/20	te payment is required, up to 180 day 21 * DD/MM/YYYY	s in advance			
	From Account: Business	me - Account Number - Money Availat a Transaction Account - 03-058	Ne 37000 \$0.00 CR	v *		
	Particulars: ABC123	is will appear on YOUR statement				
	Analysis Code:	Is will appear on YOUR statement				
	Enter any re Office Su Transaction Note:	nerence notes you require for this pay pplies	ment (not available for credit cards)			
Cre	ate Many Single Payments: Check	this box to create many single payme	nts (in your account)			
Template Option:	Save as Template: Save Template Name:	payment as template for future	use?			
Select Payees:	New Payee One Off Payee	These details	will appear on the PAYEES s	tatement		
				Peference	Amount	
Select Payee Name	e Account Number	Particulars	Analysis Code	Reference	Amount	

Step 10.

Please check the payment details are correct before you click **Confirm**.



Step 11.

A confirmation message will be displayed to confirm the payment was successfully created.

BALANCE	S & REPORTING	PAYMENTS	INTERNATIONAL	ADMINISTRATION		DASHBOARD	MY PREFER	ENCES FEI	EDBACK HEL	P LOGOUT	
Pend This is a list	Pending Payments This is a list of all payments awailing authorisation or scheduled for a future date. Use Select checkboxes to Authorise more than one payment.										
Payment	Successful Submit: Your payment on 21/0 Options:	5/2021 for \$100	0.00 has been succe	ssfully created. The payn	nent needs to be auth S	orised before it will b earch Payments Lis	e processed. .t:				
Pay One Make A Ta Manage F	ax Payment >> ax Payment >> ayees >>				P S P S F	ayment Type: Show All All All All All All All All	•] 🛄 to: [1]	7/11/2021	Searc	h	
Select All/None	Payment Date ▼	Payee Name	Fron	Account	Particulars	Analysis Code	Reference	Status	<u>Type</u>	Amount	
	21/05/2021	John Smith E	nterprise Busin 03-0	ness Transaction Accoun 587000	It ABC123	Payment	38746805	Ready to Authorise	Payment	\$100.00	

Important: You have now created a payment. The payment still needs to be fully authorised before it can go to the other party. See instructions on **"How to authorise a payment in Business Online"**.