# How to create a one-off payment in Business Online.





Step 2.

Click **Pay One or** More People.

BALANCE Payments	Transfers	Automatic Payments	Direct Debits	ADMINISTRATION	DASHBOARD MY PREFERENCES   FEEDBACK   HELP   LOGOU	25
Pend This is a list Payment	t of all payments : Options:		r scheduled for a future date	e. Use Select checkboxes to At	uthorise more than one payment. Search Payments List: Payment Tunci	
Make A T Manage F	ax Payment > Payees >>	>			Show All  Payment Status: Show All	
<u>manage i</u>	<u>ayees &gt;&gt;</u>				Payment Status: Show All   From: 21/05/2021  to: 17/11/2021  Search	

## Step 3.

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

BALANCES & REPORTING	YMENTS INTERN	ATIONAL ADMINISTRATION	DASHBOARD	MY PREFERENCES FEE	DBACK HELP LOGOUT	
Payments Transfers Automatic #	Payments Direct Debi	ts			Timeout: 0:19:52	
Pay One or More	People					
Use this function to make a payment to one or make	ure people. Enter details and cliv	.ck Continue.			* Required Field	
Enter Payment Details:						
Enter Fuginent Detailor	E	nter the date payment is required, up to 180 days in	1 advance			
	Payment Date: 2	21/05/2021 * DD/MM/YYYY				
	A	ccount Name - Account Number - Money Available				
	From Account:	Select An Account		<u> </u>		
	p	hese details will appear on YOUR statement				
	Particulars:					
	Analysis Code:	tese details will appear on YOUR statement				
	E C	nter any reterence notes you require for this payme	nt (not available for credit cards	)		
	Transaction Note:					
	L					
Croate Many	Single Paymente:					
Create many	single i dyments.	<ul> <li>Crieck tris box to create many single payments</li> </ul>	(in your account)			
Template Option:	Save as Template:	Save payment as template for future up	02			
	Template Name:	- Save payment as template for luttire day				
Salaat Dawaaa						
My Payee List New Payee	One Off Payee	These details	will appear on the PAYEES	statement		
Select Payoo Namo	Account Number	Particulars	Analysis Code	Reference	Amount	

### 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.

	AYMENTS INTERNATIONAL	ADMINISTRATION	DASHBOARD	MY PREFERENCES   FE	EDBACK   HELP   LOGOUT
Payments Transfers Automatic	Payments Direct Debits				Timeout: 0:19:0
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:					
	Payment Date: 21/05/2021	payment is required, up to 180 days in	advance		
	Account Name From Account: Business 1	- Account Number - Money Available ransaction Account - 03-0587-	-000 \$0.00 CR	*	
	These details Particulars: ABC123 These details Analysis Code:	vill appear on YOUR statement			
	Enter any refe Office Supp Transaction Note:	rence notes you require for this payme lites	nt (not available for credit cards)		
Create Man	y Single Payments:  Check thi	s box to create many single payments	(in your account)		
Template Option:					
	Save as Template: Save pa Template Name:	yment as template for future us	3?		
Select Payees: My Payee List New Payer	e One Off Payee	These details	vill appear on the PAYEES	statement	

### Step 5. Select One off Payee.

BALANCES & REPORTING	PAYMENTS INT	RNATIONAL	DMINISTRATION	DASH	BOARD MY	PREFERENCES	FEEDBACK HE	LP LOGOUT	
Payments Transfers Auton	natic Payments Direct	Debits					1	limeout: 0:19:0	
Pay One or Mo	re People								
Use this function to make a payment to or	e or more people. Enter details a	nd click Continue.						Required Field	
Fata Davant Datalla									
Enter Payment Details:		Enter the date paym	ent is required, up to 180 da	rys in advance					
	Payment Date	: 21/05/2021	- • DD/MM/YYYY						
		Account Name - Acc	ount Number - Money Avail	able					
	From Account	: Business Trans	action Account - 03-05	87000 \$	0.00 CR 🗸	*			
		These details will ap	pear on YOUR statement						
	Particulars	: ABC123							
	Analysis Code	These details will ap	pear on YOUR statement						
	Analysis Code	•							
		Enter any reference	notes you require for this pa	ryment (not available for cr	edit cards)				
	Transaction Note								
Create N	lany Single Payments	Check this box	to create many single paym	ents (in your account)					
Template Option:		_							
	Save as lemplate	Save payme	nt as template for future	use?					
	plate Hallie	·							
Select Payees:			These data	de uill eene ee en the l	DAVEES at a	ement			
Select Davies Name	Account Numb		Destiguiere	Analysia C		Deference		A	
All/None Payee Marine	Account Numb	81	Faruculars	Analysis Ci	bue	Reference		Amount	_

#### Step 6.

Enter the details of the person you're paying **F** and then click **Continue**. **G** 

BALANCES & REPORTING	PAYMENTS INTERNATIONAL	ADMINISTRATION			DASHBOARD MY PRE	FERENCES FEEDE	BACK HELP LOGOUT
Payments Transfers Autom	atic Payments Direct Debits						Timeout: 0:19:2
Pay One or Mo	re People						
Use this function to make a payment to one	or more people. Enter details and click Continue.						* Required Field
Enter Payment Details:							
	Payment Date:	Enter the date payment is required	, up to 180 days in advanc )/MM/YYYYY	28			
	r ajmont bata	211032021					
	From Account:	Business Transaction Acco	Money Available unt - 03-0587-	-000 \$0.00 CR 🗸 *			
		These details will appear on YOUR	statement				
	Particulars	ABC123					
	Analysis Code:	These details will appear on YOUR	statement				
	,	Entre entre entre entre entre	in the this second last	interior and a second se			
		Office Supplies	are for this payment (not a	valiable for credit cards)			
	Transaction Note:						
	Create Many Single Payments:	Check this box to create many	r single payments (in your	account)			
Template Option:							
	Save as Template:	Save payment as templa	te for future use?				
	Template Hame.	L					
Select Payees: My Payee List New Par	yee One Off Payee		These detail:	s will appear on the PAYEES stater	nent		
Select Payee Name	Account Number		Particulars	Analysis Code	Reference		Amount
John Smith Ltd	* 03 0587	000 *	ABC123	Copy	Copy Invoice	Copy \$	100
							Total: \$100.00

#### Step 7.

Check the payment details are correct before you click **Confirm**.

BALANCES & REPORTIN	G PAYMENTS INTERNATIONAL	ADMINISTRATION		DASHBOARD MY PREFERENCES FE	EDBACK HELP LOGOU
ayments Transfers Au	tomatic Payments Direct Debits				Timeout: 0:19:
Preview Payn Review details and click Confirm to co	ment mplete psyment.				
Payment Details:					
	Payment Date: 21/05/2	021			
	From Account: Busines	s Transaction Account 03-0	587000		
	Other Party Name: John Sr	nith Ltd			
	Particulars: ABC123	3			
	Analysis Code: Paymer	nt			
	Amount: \$100.00	)			
	Transaction Note: Office S	upplies			
	Create Many Single Payments: No				
Pavee Details:		Destioulese	Analysis Codo	Peference	Amount
Payoo Namo	Account Number			INCICICITUC	

#### Step 8.

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

BALANCE	S & REPORTING	PAYMENTS	INTERNATIONA	L ADMINISTRATION		DASHBOARE	D MY PREFER	ENCES FEE	DBACK HELP	LOGOU
Payments	Transfers Autom	atic Payments	Direct Debits						Tim	eout: 0:19:
Pend	ing Payme of all payments availing	ents authorisation or s	scheduled for a future da	ite. Use Select checkboxes to Au	thorise more than one payment.					
	Successful Submi Your payment on 21	:: /05/2021 for \$1	100.00 has been suc	cessfully created. The payr	ment needs to be authorised	before it will be processed	i.			
Payment	Options:					Search Payments List:				
<u>Pay One (</u> Make A Ta	ix Payment >>					Show All V				
<u>Manage F</u>	ayees >>					Payment Status:				
						From: 21/05/2021	to: 17/11/2	2021	Search	
Select	Payment Date	Payee N	ame_	From Account	Particulars	Analysis Code F	Reference S	tatus ]	<u>fype</u>	Amou
ΔIIINone		1.1.0	ith Enternaine	Business Transaction Ac	count ABC123	Payment 3	38746805 B	eady to	Payment	\$100.0

**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**".