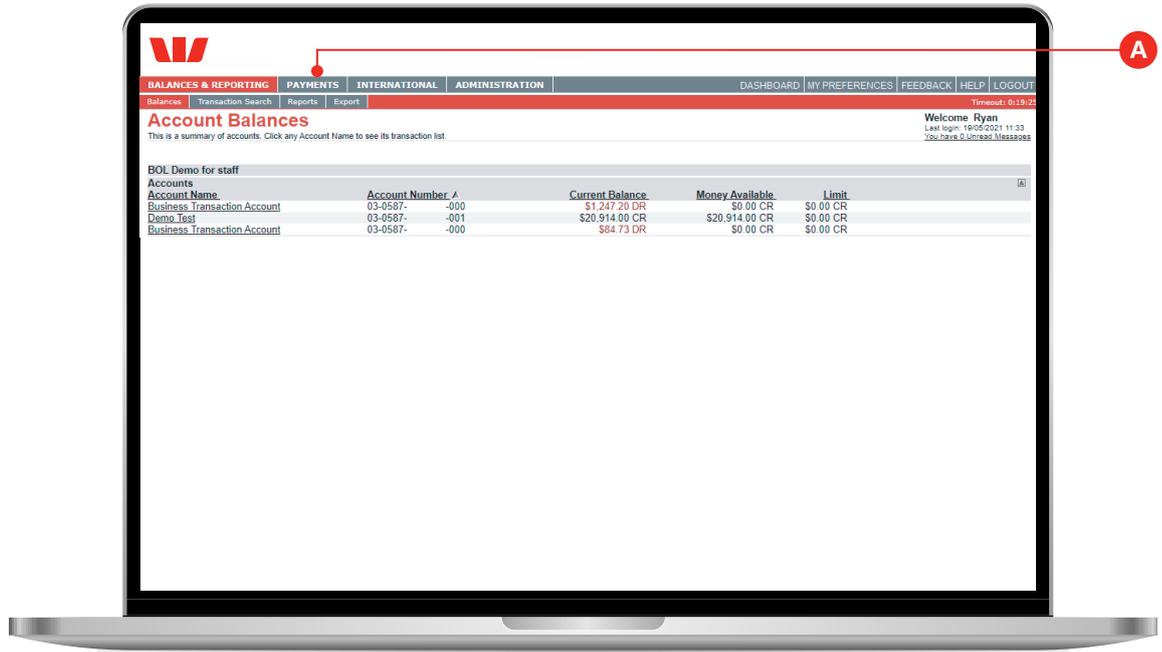


How to make a payment and save your payee's details in Business Online.



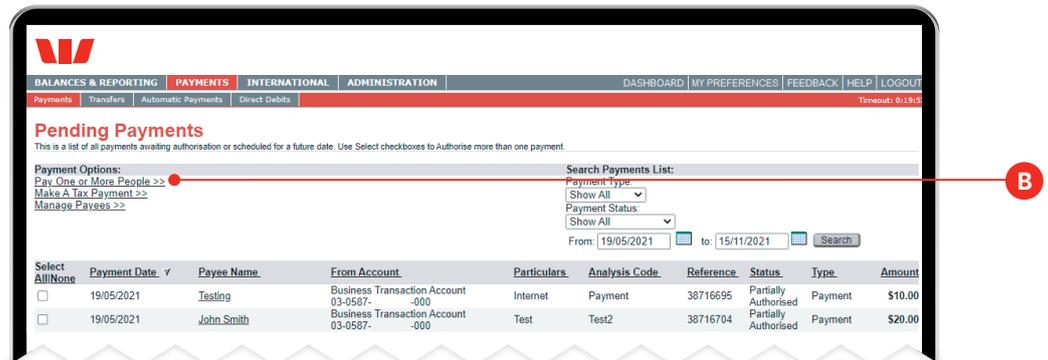
Step 1.

Click on **Payments.** **A**



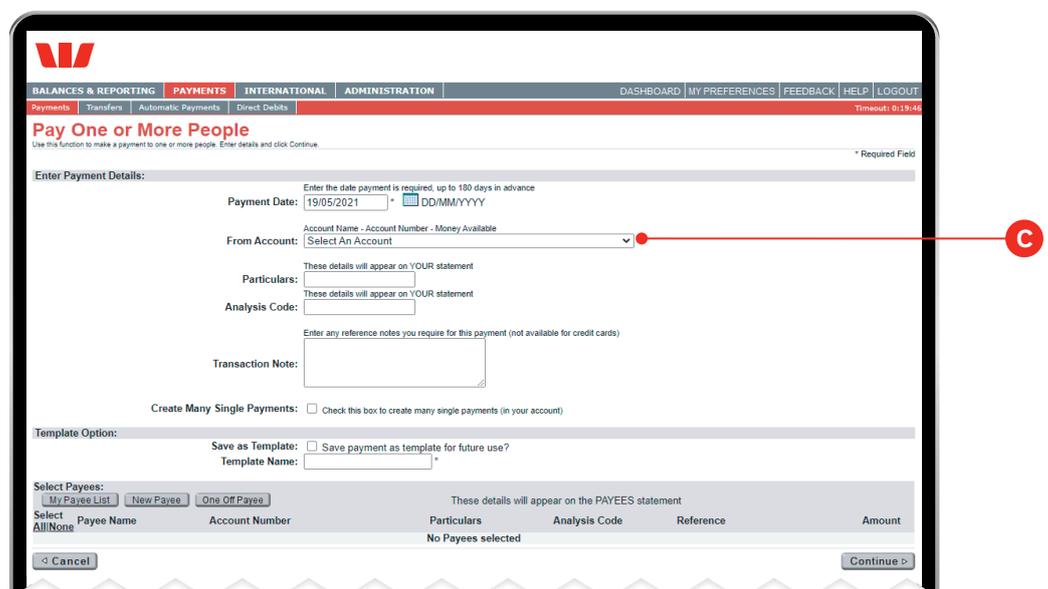
Step 2.

Click **Pay One or More People.** **B**



Step 3.

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



Step 4.

Enter the details to appear on your bank statement. **D**

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.

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:16:4

Pay One or More 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: DD/MM/YYYY

Account Name - Account Number - Money Available
From Account: -000 -- \$0.00 CR

Particulars: These details will appear on YOUR statement

Analysis Code: These details will appear on YOUR statement

Transaction Note: Enter any reference notes you require for this payment (not available for credit cards)

Create Many Single Payments: Check this box to create many single payments (in your account)

Template Option:

Save as Template: Save payment as template for future use?

Template Name:

Select Payees: These details will appear on the PAYEES statement

Select	Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
All/None						
No Payees selected						

Step 5.

Select **New Payee**. **E**

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:16:4

Pay One or More 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: DD/MM/YYYY

Account Name - Account Number - Money Available
From Account: -000 -- \$0.00 CR

Particulars: These details will appear on YOUR statement

Analysis Code: These details will appear on YOUR statement

Transaction Note: Enter any reference notes you require for this payment (not available for credit cards)

Create Many Single Payments: Check this box to create many single payments (in your account)

Template Option:

Save as Template: Save payment as template for future use?

Template Name:

Select Payees: These details will appear on the PAYEES statement

Select	Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
All/None						
No Payees selected						

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. **F**

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:19:2

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.

I will create a payee from the list

(A) AMP Life Ltd - Whole of Life/Trade Endowment
(B) AMP Life Ltd - Lifetrack
(C) AMP Life Ltd - Term Insurance
(D) AMP Life Ltd - Loan on Policy

I can't find the Payee in the list. Move on to enter details

Step 7.

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

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:17:58

Create A New Payee - Step 2 of 2

Enter details and click on Continue. * Required Field

Payee Name Details:

Third Party Name: John Smith Enterprises

Nickname: John Smith Enterprises

Payee Account Details:

Bank -- Branch -- Account -- Suffix

Account Number: 03 0587 000

Particulars: ABC123

Analysis Code:

Reference: Sundries

[Back](#) [Continue](#)

Step 8.

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

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:19:58

Preview Payee Details

Review details and click Confirm.

Payee Details:

Third Party Name: John Smith Enterprises

Nickname: John Smith Enterprises

Payee Account Details:

Account Number: 03-0587-000

Particulars: ABC123

Analysis Code:

Reference: Sundries

[Cancel](#) [Edit](#) [Confirm](#)

Step 9.

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

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

BALANCES & REPORTING | **PAYMENTS** | INTERNATIONAL | ADMINISTRATION | DASHBOARD | MY PREFERENCES | FEEDBACK | HELP | LOGOUT

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 0:19:58

Pay One or More People

Use this function to make a payment to one or more people. Enter details and click Continue. * Required Field

Successful Submit:
Third Party John Smith Enterprise has been created successfully.

Enter Payment Details:

Enter the date payment is required, up to 190 days in advance

Payment Date: 21/05/2021

Account Name - Account Number - Money Available

From Account: Business Transaction Account - 03-0587-000 - \$0.00 CR

Particulars: ABC123

Analysis Code:

Transaction Note: Office Supplies

Create Many Single Payments: Check this box to create many single payments (in your account)

Template Options:

Save as Template: Save payment as template for future use?

Template Name:

Select Payees:

My Payee List | New Payee | One Off Payee

Select	Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
<input checked="" type="checkbox"/>	John Smith Enterprise	03-0587-000013-000	ABC123 Copy		Sundries Copy	

Total: \$0.00

[Cancel](#) [Continue](#)

Step 10.

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

Preview Payment
Review details and click Confirm to complete payment.

Payment Details:

Payment Date: 21/05/2021
From Account: Business Transaction Account -- 03-0587- -000
Other Party Name: John Smith Enterprise
Particulars: ABC123
Analysis Code: Payment
Amount: \$100.00
Transaction Note: Office Supplies
Create Many Single Payments: No

Payee Details:

Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
John Smith Enterprises	03-0587- -000	ABC123		Sundries	\$100.00
					Total: \$100.00

< Cancel < Edit **Confirm** **K**

Step 11.

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

Pending Payments
This is a list of all payments awaiting authorisation or scheduled for a future date. Use Select checkboxes to Authorise more than one payment.

Successful Submit:
Your payment on 21/05/2021 for \$100.00 has been successfully created. The payment needs to be authorised before it will be processed.

Payment Options:
Pay One or More People >>
Make a Tax Payment >>
Manage Payees >>

Search Payments List:
Payment Type: [v]
Show All [v]
Payment Status: [v]
Show All [v]
From: 21/05/2021 to: 17/11/2021 Search

Select	Payment Date	Payee Name	From Account	Particulars	Analysis Code	Reference	Status	Type	Amount
<input type="checkbox"/>	21/05/2021	John Smith Enterprise	Business Transaction Account 03-0587- -000	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”.