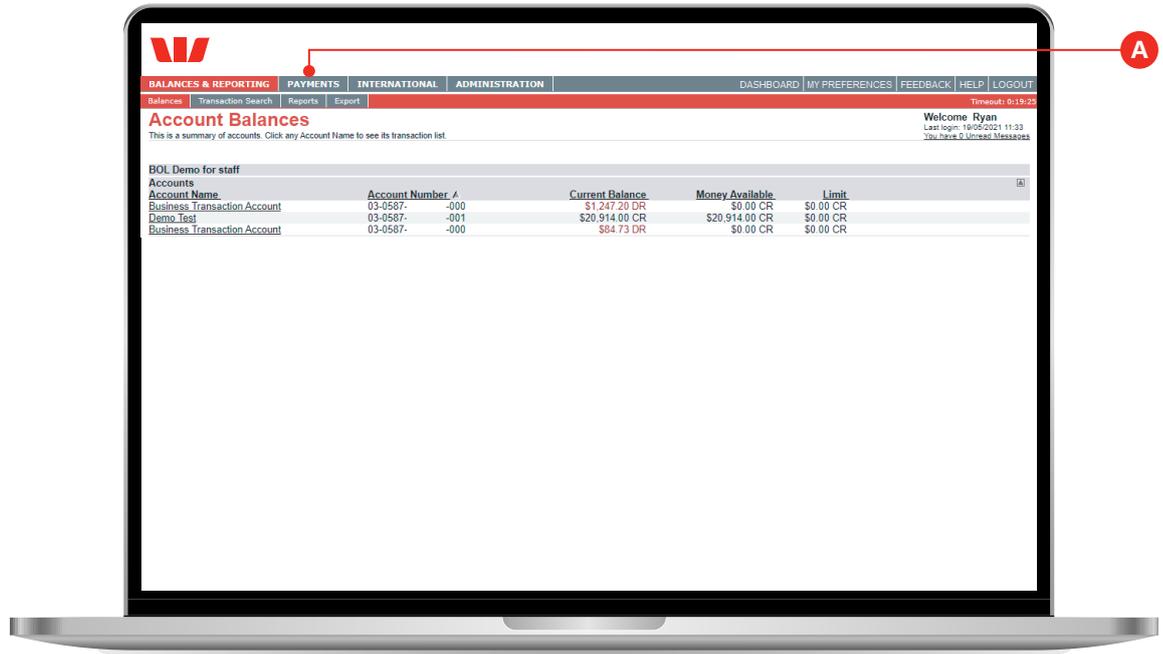


# How to create a one-off payment in Business Online.



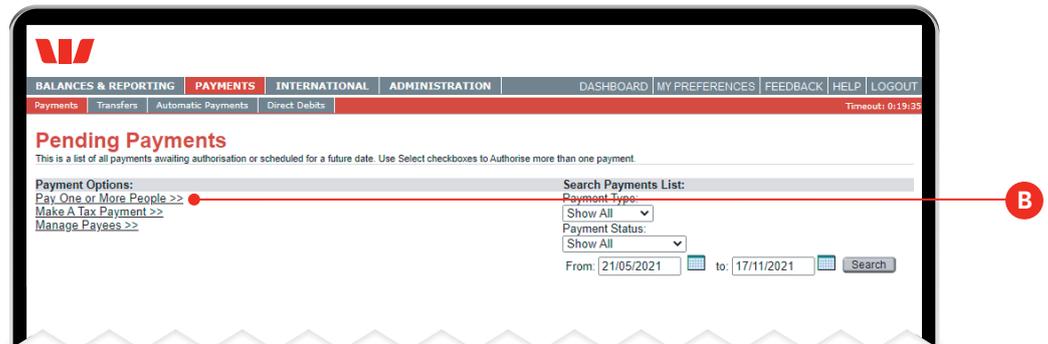
## Step 1.

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



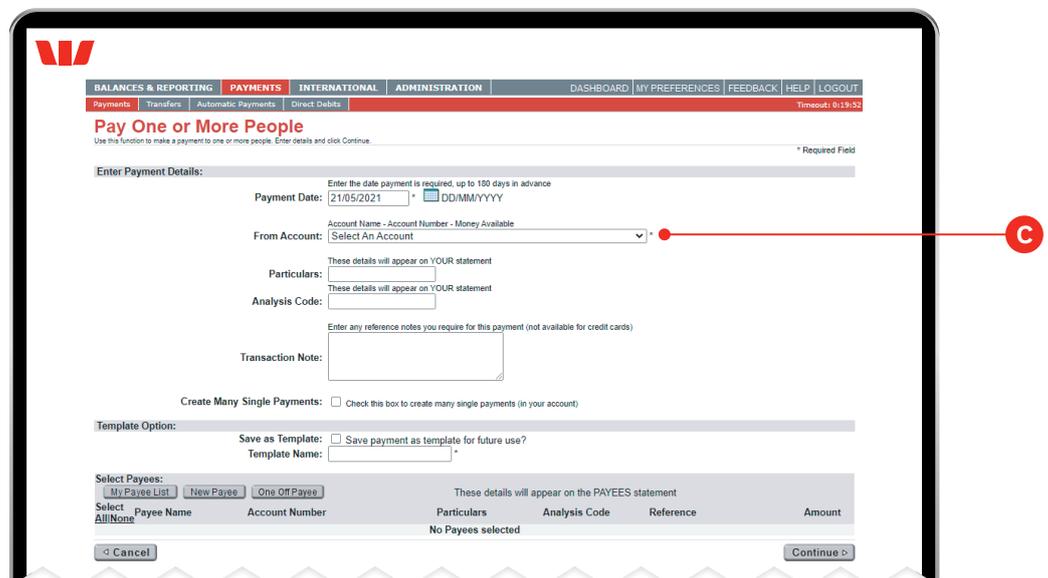
## Step 2.

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.

The screenshot shows the 'Pay One or More People' form. A red box highlights the 'Particulars', 'Analysis Code', and 'Transaction Note' fields. The 'Particulars' field contains 'ABC123', the 'Analysis Code' field is empty, and the 'Transaction Note' field contains 'Office Supplies'. A red circle with the letter 'D' is positioned to the right of the box, with a line pointing to the highlighted area.

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

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

### 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: 21/05/2021 DD/MM/YYYY

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

Particulars: ABC123  
These details will appear on YOUR statement

Analysis Code:   
These details will appear on YOUR statement

Transaction Note: Office Supplies  
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: My Payee List | New Payee | One Off Payee

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

< Cancel Continue >

## Step 5.

Select **One off Payee**. **E**

The screenshot shows the 'Pay One or More People' form. A red circle with the letter 'E' is positioned to the right of the 'One Off Payee' button, with a line pointing to it. The rest of the form is identical to the previous screenshot.

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

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

### 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: 21/05/2021 DD/MM/YYYY

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

Particulars: ABC123  
These details will appear on YOUR statement

Analysis Code:   
These details will appear on YOUR statement

Transaction Note: Office Supplies  
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: My Payee List | New Payee | One Off Payee

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

< Cancel Continue >

## Step 6.

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

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

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 6:19:5

### 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: 21/05/2021 (DD/MM/YYYY)

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

Select Payees:  All None  New Payee  One Off Payee

Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
John Smith Ltd	03   0587	ABC123	Copy	Copy Invoice	\$ 100
					Total: \$100.00

## Step 7.

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

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

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 6:19:5

### 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 Ltd

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 Ltd	03-0587 -000	ABC123		Invoice	\$100.00
					Total: \$100.00

## Step 8.

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

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

Payments | Transfers | Automatic Payments | Direct Debits | Timeout: 6:19:5

### 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 >>](#) [Search Payments List:](#)

[Make A Tax Payment >>](#) [Payment Type:](#)

[Manage Payees >>](#) [Show All](#)

[Show All](#)

From: 21/05/2021 to: 17/11/2021

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	36746805	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”.