

HOW TO MOVE FUNDS TO BANK FROM A PAYBILL ACCOUNT

STEP ONE: REVENUE SETTLEMENT (Required regardless of whether you have charges to settle to Move fund to MMF) **Initiate a Revenue Settlement**

- a) Login as operator> Select My Functions>Operations>Initiate Revenue Settlement>Select A set of Organization>Click on Add>Key in Short Code (Enter the paybill number)> Click Search>Click on OK>SUBMIT
- b) To approve the Revenue Settlement, Log in as Manager
- Select **Browse Organization**
 - Select **Task List**
 - Select the **Operation** icon next to the settlement you want to approve
 - Select **Approve**> Enter reason > **Submit**

STEP TWO: Withdrawing Funds from M-PESA to the Company's Bank A/C

This process will enable you to withdraw funds you have received from customers.

Organizations' Business Web Manager selects:

My Functions > Initiate Transaction > Transaction Services as **Organization withdrawal from M-PESA** >Receiver Identifier will remain as **SP**

☐ Enter **Amount** and **Reason** >Click **Submit**

B. VIEWING STATEMENTS ON M-PESA

Procedure:

- ✓ Select **Browse Organization**
- ✓ Select **Review Transaction**
- ✓ Select the desired **Account Type**
- ✓ Select the desired transaction status
- ✓ Select **Status** and **Date Range**
- ✓ Click **Search**
- ✓ Select **Export** (formats available: Excel, Excel 2007, C