Corporate Online
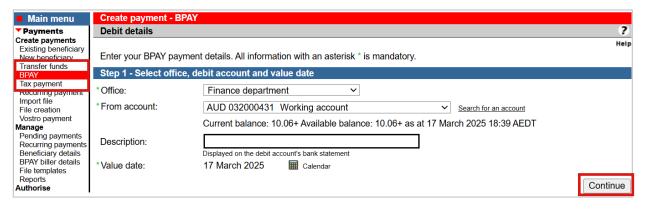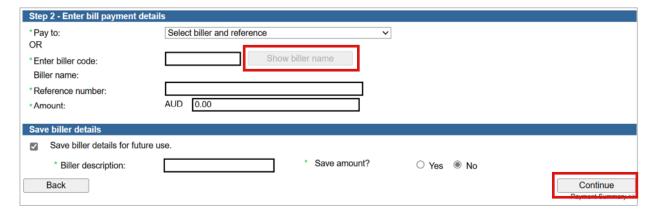
Creating BPAY payments.

Follow this guide to create a **BPAY payment**, which can include up to 15 bill payments.

To perform this procedure, you require **Creator** access to the **BPAY** feature, access to an **Office** that allows payments and a **Westpac AUD account** held in Australia within that office.

1. From the left-hand menu, select **Payments > Create payments > BPAY**.

2. Complete the details as follows:
   - Select the **Office** to make this transfer within.
   - Select a **From account**. (Must be a Westpac AUD account held in Australia).
   - Enter the **Description** to appear on the bank statement of the account chosen above.
   - Ensure the **Value date** for the payment. (BPAY payments can be forward dated up to 18 months)
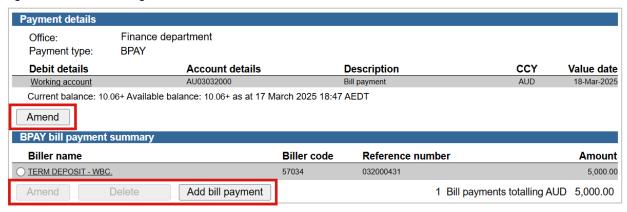   - Select **Continue**. Corporate Online displays the **Bill payment details** screen.

3. Complete the details as follows:
   - Either select a biller from the list of saved Billers **OR** enter **a Biller code** and then select **Show biller name**.
   - Enter the **Reference number** for the payment.
   - Enter the **Amount** of the payment.
   - Select **Continue**. **Payment summary** is displayed.

Payment summary

4. Complete the following:
   - Review the details of the payment and make any amendments.
   - Select **Send to authorise** to make the payment available for authorisation.
     OR
   - Where your access also allows you to authorise confirm there are available funds in the from account to make the payment and then select **Authorise now.**

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.