**Making A Payment On eQ Banking**

Select Payments from the top of the screen

Select New Payment

Select Common Set

Select Account ending 3032 (LD Client Account Business Reserve)

Payment Type –Inter Account Transfer

BACS

To: enter details.

References – client’s initials

Save Payment

NB: There is a private patient’s account which is used for transferring payment for Day Centre invoices.

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Go back to the payment screen

Highlight the payment you have just saved

Click on Batch at the bottom of the screen

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You then need to ask Shelley, Colin or Leanne to authorise the payment.

Select authoriser

It will give you an option for them to approve the payment on your screen with their own card reader – this is the easiest option as it saves them having to log on to the system themselves.

Once the payment has been authorised select ‘accounts’ from the top of the screen then check the individual accounts to ensure that the payment has been made.

Notify the relevant managers that their payment has been processed.

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