Create Payment Template

Payment templates provide you with a convenient way to create payments for beneficiaries that you regularly pay.

To create a payment template, click Templates from the Payments menu.

Click New on the Control Bar.

Select the type of payment template to create.

If you are entitled to more than one Division, select the Division under which the template will be created.

Select the account the funds will be debited From.

Select a Payment Method which will vary depending on the type of template and account being used.

Complete the Payment Details fields as required. Detailed instructions for each field can be found on ANZ Digital Services Help.

Click Add to add a payment instruction to the list and either add a beneficiary from your Payee List or create a new beneficiary.

Enter the Amount to pay the beneficiary or leave the amount as zero
(then enter the amount when you create the payment from the template).

After you have completed all of the template information, click Review & Submit.

If your organisation approves templates, the template will need to be approved before it can be used to create a payment.