

Payment groups

- Payment to be confidential** When you tick this box, only users who are authorised to view and process confidential payments will be able to see them. **Note:** the box can only be ticked by users who have this authorisation.
- Payments to be bulk debited** Tick this box, if you want payments to be withdrawn from your account in one bulk amount instead of debiting each payment individually.
- Sender's account number** Select the account to be debited.
- Text on the sender's account statement** Write the text you want to appear on the account statement beside the bulk amount.
- Payment reason code** Select a payment reason code for the whole payment group.
- Enter the individual employees or beneficiaries. Click the *Add more lines* button to add more rows.
- Create payments from payment group** When you have created the payment group, you can tick this box to create the payments right away. You can also choose to create the payment group without creating the payments simply by not ticking the box and clicking the *OK* button. Subsequently you can select *Create payments* in the *List of payment groups*. Before the payments can be processed, they must be authorised and the folder closed.
- List of payment groups** In the *List of payment groups*, you can select *View*, *Edit*, *Copy* or *Delete* an existing payment group in the function menu.

List of payment groups						
Payment group name	Last edited by	Date	Amount	Currency	Number of beneficiaries	
Salary 1	226029	08-05-2006	3,467.07	EUR	3	
Create payments	94	09-05-2006	12.00	EUR	1	
View payment group	29	17-05-2006	234.00	EUR	1	
Edit payment group amounts						
Edit payment group						
Copy payment group						
Delete payment group						

You can choose *Edit payment group amounts* if you only need to amend an amount. In case you want to amend or delete beneficiary information, e.g. amending an account number or deleting an employee/supplier, choose *Edit payment group*.

Note: If an employee/supplier is registered with a nil amount, the payment will simply be ignored.

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Page help

You can get more help with completing specific fields on the page. Click the question mark in the top right hand corner of the screen to bring up page help and choose the topic you want to know more about.



Related topics:

- My first payment
- Authorise payments