Finabank Online Corporate Banking Manual

Pay your bills easily with Predefined Payees

FinaBank

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Pay bills easily with Predefined Payees

What are Predefined Payees?

For your convenience, Finabank has added the most common institutions and companies that send bills as Predefined Payees in Online Banking. When paying one of their bills, you do not need to enter the account number and other payee details anymore, just select the correct payee for your payment. And: since we have added their Finabank accounts, your payments will be received by them instantly!

This manual explains how to use the new functionality.

Important tips

Before using predefined payees, please take the following important tips into account:

- o When using a predefined payee for the first time, always verify the account number. Cross-check this with the account number on their invoice or bill. Some institutions have several bank accounts, you need to be sure you are using the correct one.
- o Make sure you use the correct currency. The currency of the payee account is shown in the description of the account.
- o Ensure you enter the payment reference according to the instructions of the payee, so they can identify your payment.

Use "Bill Payment" make a payment to a predefined payee

To make a payment to a predefined payee:

1. Select the account to make the payment
2. Then click 'Transfer Payments'.
3. Choose 'Bill Payment' and then Select 'A Company within Finabank'

See the illustrations below.
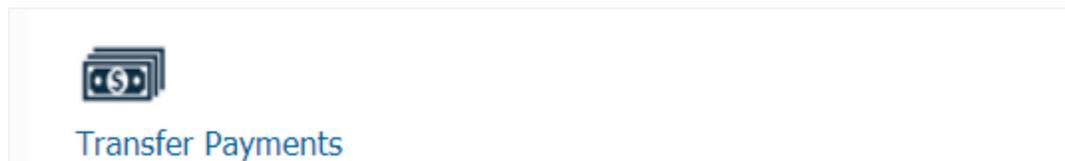
Transfer Payments

Next, fill in the fields as displayed below:

- o To search for a specific company, click 'Search' and fill in the name of the company in the field
- o Find Company: Select company from dropdown list. The listed companies with their respective account numbers in the same currency as your selected account will be displayed in this list.
- o Payment Reference: The Policy number/Estimate number/Invoice number/ Customer Number. With a maximum of 16 characters. The payee will receive this information.
- o Amount: The amount that is to be paid to the company.
- o Payment Description: The description of the payment. This will help you identify the payment on your statements.

See the illustrations below for more help.

- To search for a specific company, click 'Search Company' and fill in the name of the company in the field.

Or

- Select company from dropdown list in 'Find Company'. All the account numbers of the companies with the same currency of your selected account will be displayed in this list.

- Payment Reference: Fill in the Policy number/Estimate number/Invoice number/ Customer Number. With a maximum of 16 characters. This will be visible to the receiver of the payment.

- Fill in the amount to pay. Use a decimal dot (.) for cents, e.g. 100.99

- Fill in 'Payment Description'. The description is for your future reference, to recognize the payment.

Questions?

If you need more information, feel free to send us a message from within Online Banking.