

The following fact sheet provides assistance on how to Schedule Payments if the Initiator(s) cannot be sure that the Authoriser(s) will be able to approve payment requests on the same day.

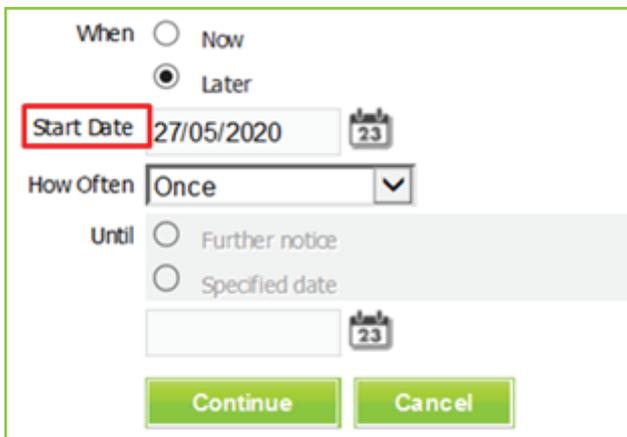
Why should I schedule the payment?

Payments can be scheduled for various reasons such as:

1. To allow a time window for Authorisers to approve payments initiated in advance;
2. To allow a time window when waiting for funds to clear so source accounts to have sufficient funds to make payment.
3. To allow initialization of planned future payments that are to be approved and posted on a scheduled future date; and
4. To post future recurring payments.

How do you set a schedule payment for One to One payment?

1. Click on Transfer Money
2. Select payment type (internal or external)
3. Select Account to debit, key in the beneficiary account details if not saved already
4. Enter Amount & Description
5. Select date on which to post the payment
6. Select how often payment is to be posted, i.e. one-time payment or reoccurring payment
7. Select continue and follow the prompts



When Now
 Later

Start Date 

How Often 

Until Further notice
 Specified date



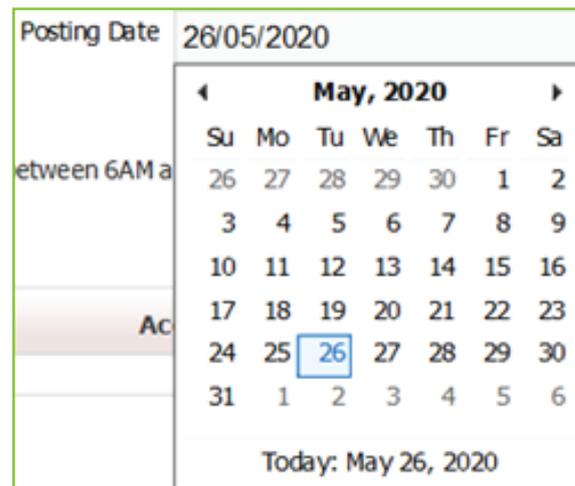
How do you schedule a Batch Payment?

External files

Scheduling of Batches for external files (ABA or CSV) must be set on the actual pay file before it is uploaded onto BSP ONLINE BUSINESS BANKING.

Manual Batches

1. Select Batches panel
2. Click Create Payment Batch
3. Select Manual
4. Click Add and enter beneficiary details or select from your saved payee list.
5. Enter Organisation Name & description
6. Click Save
7. Click Post
8. Select Source account
9. Schedule Date
10. Click Post



Posting Date 26/05/2020

between 6AM a

Ac

May, 2020						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: May 26, 2020

Note:

The “**Start Date**” is the final day allowed for approval if the payment/batch is not approved prior to the date. It is also known as the “Posting Date” or “Due Date”. Cut off time for approvals on the posting date is 23:59. Any payment approved after that will receive the “**Payment Due Date has Lapsed**” error.

For more information visit your nearest Branch, contact your Relationship Manager or email onlineinfor@bsp.com.pg