NAB Connect
Quick Reference Guide
Create a domestic payment

Background: You can create a domestic payment that can be settled within two hours of entering the payment system (urgent payment) or settled on the next business day (regular payment).

A DE User ID is not required to initiate overnight payments.

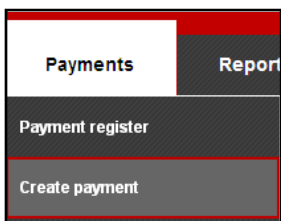**Note**: Only one beneficiary can be selected for an urgent payment.

Process summary

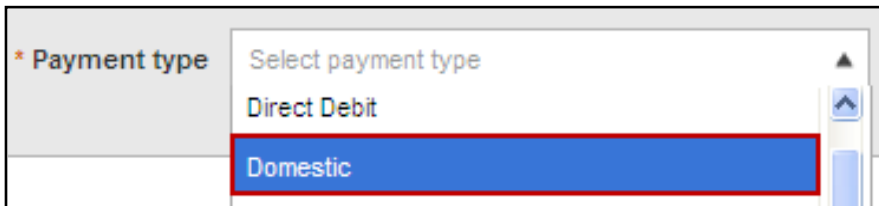|	
1	**Select payment type**
2	**Enter payment details**
3	**Add transactions**
4	**Save as template (optional)**
5	**Submit payment**

Steps

1	**Select payment type**

1.1 Select **Create payment** from the **Payments** tab.

1.2 Select **Domestic** from the **Payment type** drop-down list.

If you want to…	Then
Enter payment details from a template	Select the template you want to use from the Template dropdown list. The payment fields populate with the details from your template. For information on how to create a template go to step 3
Enter payment details using an uploaded file	Refer to the Upload a payment file quick reference guide.
Enter payment details manually	Go to step 2

2	**Enter payment details**

2.1 Populate all mandatory fields, mandatory fields are marked with a red asterisk (*).

Mandatory fields for Domestic payments

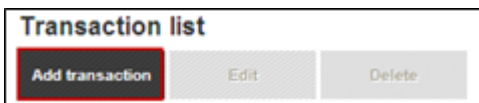| Field name	Description
Priority	Select overnight or Urgent (Real Time Gross Settlement)
Type	Select from one to many or Multiple one to one
Frequency	Defaults to one off payment. If you want to create a recurring payment select Periodic payment from the drop down list.
Value date	Defaults to today's date. Enter the date or use the date picker to specify the date up to 90 days in advance.

Cycle	Select payment frequency. Options are fortnightly, monthly, quarterly or weekly. *Only applies to periodic payments*
First Payment Date	Select or enter the date that you want the first payment to be made. *Only applies to periodic payments*
Last payment date	This information determines the date of your last payment. • select the 'Until further notice' radio button if you want the payment to be ongoing with no specified end date • click the Last payment date radio button and enter/select the date • specify how many payments you want to make, the system will calculate when the last payment date is *Only applies to periodic payments*
Account	Select from the dropdown list the account that you want to use to fund the transaction

3   Add transactions

3.1   Select the **Add Transaction** button.

3.2   Select the **beneficiary** from the drop-down list.

Note: You can select a saved beneficiary from the drop down menu to populate the mandatory fields.

3.3   Populate all mandatory fields

Mandatory fields for Transaction fields

Field name	Description
Account name	Select an account to debit
BSB/Account number	Enter benefciary's BSB and account number
Amount	Enter the amount of payment to the beneficiary
Save beneficiary ☐	Select the checkbox if you want the beneficiary details to be avaliable from the select beneficiary dropdown list for future payments

3.4   Select the **Add and next** button to add another transaction.

3.5   Select the **Add and close** button to finish. The added transactions display in the transaction section. You can select to **Edit** or **Delete** a payment.

4   Save as template (optional)

You can save the payment details for future use by creating a template.
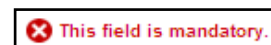
4.1   Select the **Save as template** button.

4.2   Enter the template name.

4.3   Select the save button. Your template is saved and available for use.

5   Submit payment

5.1   Select the **Submit** button.

Note: If you have not populated all mandatory fields an error message displays.

The payment is now ready for authorisation. Refer to the 'Authorise a payment' quick reference guide for instructions on how to authorise a payment.

For further assistance, call the **NAB Connect Client Centre** on **1300 888 413**.