



GUIDE DOCUMENTATION

Make a payment

How to make a payment to an existing beneficiary



sage

Salary and
Supplier Payments

Powered by
Modulr



Accounts

Pending payments

Beneficiaries

Approvals

Reports

Users

Notifications

46

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System Systems Ltd

Accounts

Search for an account by account name or ID

Enter an account name or ID

Go

Sort by

Account ID (a-z)

Account ID	Account	Alias	Identifier	Currency	Balance
0000000000001	System Systems Ltd	Master account	12-34-56 / 12345678	GBP	12,908.00
0000000000002	System Systems Ltd	Salary payment account	12-34-56 / 12345678	GBP	29,678.00
0000000000003					

System Systems Ltd

Customer accounts

SALARY PAYMENT ACCOUNT

Account options

Sort code12-34-56Account number12345678

GBP

12,908.00

Search and filter transactions

Clear filters

Payment or transfer

Date	Reference	Details	Paid in	Paid out	GBP	Balance
5 Feb 2018 12:53pm	#T12000JVR8	Payment to Joe Bloggs: Salary		1,342.00		12,908.00
5 Feb 2018 12:52pm	#T12000JVR7	Payment to Jane Smith: Salary		1,234.99		14,142.99
5 Feb 2018 12:51pm	#T12000JVR6	Payment to John Smith: Salary		1,432.87		15,575.86
5 Feb 2018 12:50pm	#T12000JVR5	Payment to Belinda Smith: Salary		1,345.33		16,921.19
5 Feb 2018 12:49pm	#T12000JVR4	Payment to David Jones: Salary		1,512.76		18,433.95
5 Feb 2018 12:48pm	#T12000JVR3	Payment to Rebecca Goldson: Salary		1,537.76		19,971.71
5 Feb 2018 12:47pm	#T12000JVR2	Payment to Peter Blake: Salary		976.34		20,948.05
5 Feb 2018	#T12000JVR1	Payment to Carrie Hamill: Salary		1,765.76		22,713.81

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1. Select an account to pay from in the main accounts list screen

Accounts

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System Systems Ltd

Lucy D'Zouza

← Customer accounts

SALARY PAYMENT ACCOUNT

Account options

Sort code

12-34-56

Account number

12345678

GBP

12,908.00

Search and filter transactions

Clear filters

Payment or transfer

Date	Reference	Details	Paid in	Paid out	GBP	Balance
5 Feb 2018 12:53pm	#T12000.JVR8	Payment to Joe Bloggs: Salary		1,342.00		12,908.00
5 Feb 2018 12:52pm	#T12000.JVR7					
5 Feb 2018 12:51pm	#T12000.JVR6					
5 Feb 2018 12:50pm	#T12000.JVR5					
5 Feb 2018 12:49pm	#T12000.JVR4					
5 Feb 2018 12:48pm	#T12000.JVR3					
5 Feb 2018 12:47pm	#T12000.JVR2					
5 Feb 2018	#T12000.JVR1					

Payments & transfers

From

Main account 2

GBP

 243.89

Destination

Beneficiaries

My accounts

To

Start typing name, sort code or account number

Reference message

18

Enter a reference (max 18 characters)

This will appear on the beneficiary's statement

Amount

GBP

 Enter amount

Payment date

Today

Next

Clear fields

2. Select Payment or Transfer from the account view screen

3. 'Payments and transfers' screen opens

The sending account ('From') defaults to the account from where the Payment or Transfer, but users can change this to a different account if they wish

Destination defaults to Beneficiaries (to pay to a Beneficiary that is already set up and approved). My accounts is to send a payment to one of the user's other accounts (internal transfer)

NOTE: ALL users under this Customer will see ALL beneficiaries under this customer in the Beneficiaries dropdown.

Cancel

Cancels the Make a payment screen and returns to the account view

Select to choose the beneficiary to pay to

Enter a reference message for this payment

Enter the amount to send

Select the date the payment should send (default is today)

A summary of the payment setup so the user can check the details before executing

Goes back to form where changes can be made

Back

Confirm payment

Check all the details and confirm if OK.
Go back to make changes.

From

Customer name
ACCOUNT ALIAS
Sort code 00-00-00
Account number 12345678
Balance GBP 243.89

To

Beneficiary name
Sort code 00-00-00
Account number 12345678

Payment reference

CodeRef66575757

Amount

GBP 34.45

Selected payment date

Thursday 20 July 2018

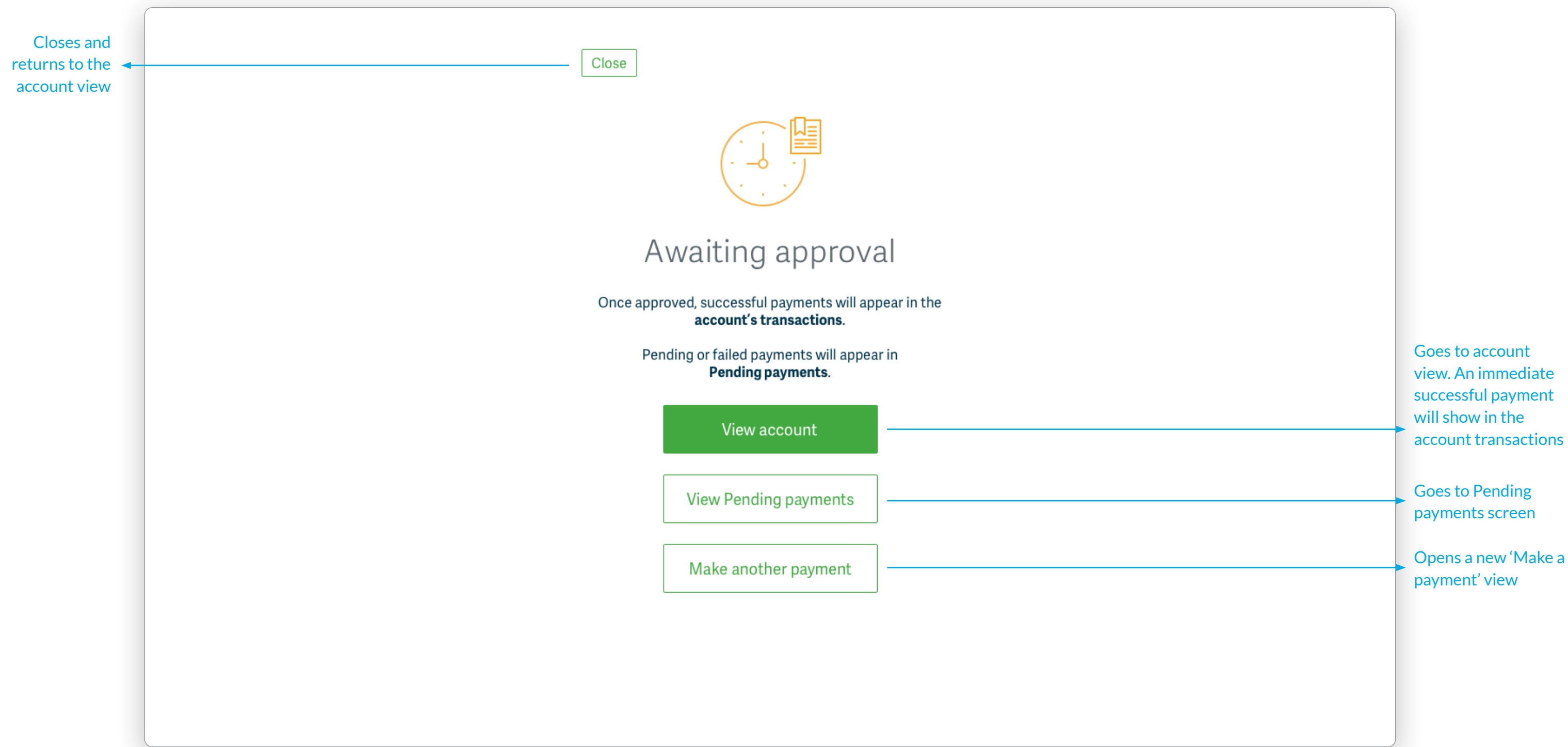
Confirm

Cancel

Confirms the details and makes the payment request (if today). Future-dated payments will go into a pending state until the date arrives. Viewable in Pending Payments. Payments to an external account will require an Authy interaction and Approval (Approvals screen) before the payment is sent.

Cancels payment setup and returns to account

Users will see a screen after the payment has been executed with details of the payment’s status eg Awaiting approval.





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