



GUIDE DOCUMENTATION

Make an internal transfer

How to transfer funds from one Modulr account to another



sage

Salary and
Supplier Payments

Powered by
Modulr



Sage

System Systems Ltd

Lucy D'Zouza

Accounts

Pending payments

Beneficiaries

Approvals

Reports

Users

Notifications

Add new account

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					

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

Sage

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	#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

Powered by Modulr

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

Today

Confirm

Cancel

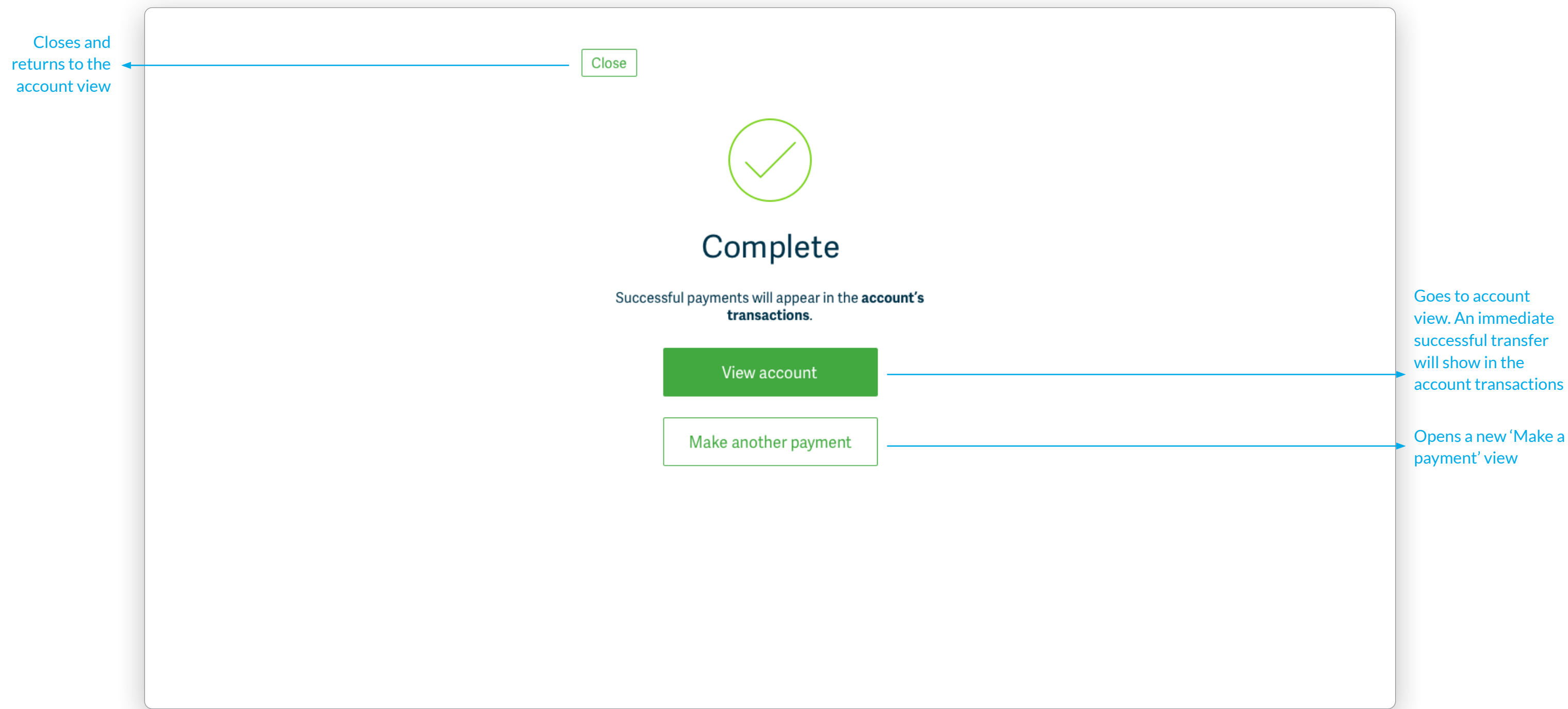
Confirms the details and makes the payment request (if today). Future-dated payments will go into a pending state until the date arrives. Viewable in Pending Payments.

NO AUTHY REQUIRED FOR AN INTERNAL TRANSFER.

Internal transfers don't require approval. The transfer is made immediately.

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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