Modulr

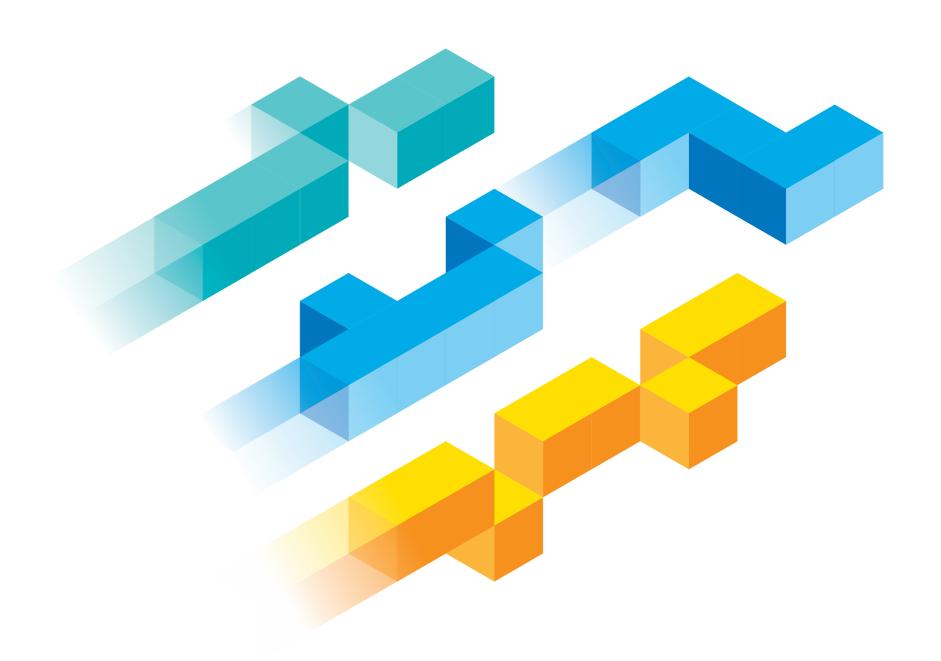**CUSTOMER PORTAL**

Make a payment

How to make a payment to an existing Beneficiary

Salary and
Supplier Payments

Powered by
Modulr

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

sage

System Systems Ltd ⓘ

Lucy D'Zouza 👤

Accounts

Pending payments

Beneficiaries

Approvals 46

Reports

Users

Notifications

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					

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← Customer accounts

SALARY PAYMENT 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	15575.86
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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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

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)

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)

* 'New' (an ad-hoc payment to a new beneficiary) is not currently available.

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

Payment summary

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

Payment response screen

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

Closes and returns to the account view

Close

Awaiting approval

Once approved, successful payments will appear in the **account's transactions**.

Pending or failed payments will appear in **Pending payments**.

View account

View Pending payments

Make another payment

Goes to account view. An immediate successful payment will show in the account transactions

Goes to Pending payments screen

Opens a new 'Make a payment' view