

# Suncorp Bank Business Payments

**Pay your staff and  
suppliers with ease**



Whether you run a small business payroll or need to pay a few hundred suppliers each month, Suncorp Bank Business Payments can simplify and automate your bulk payments without the need to write endless cheques or set up manual transfers. Business Payments allows you to focus on running your business, rather than it running you.

Suncorp Bank Business Payments allows you to make bulk credit payments with Internet Banking. You can either set up templates with Internet Banking or upload a compatible file from your payroll or accounting software directly into Suncorp Bank Internet Banking. These payments are made from your nominated Suncorp Bank account to either other Suncorp Bank accounts or to external accounts in one simple process.

If using templates, you can create and save up to 20, and have up to 1000 transaction details stored within each. For example, if you need to set up a payroll for 60 staff, simply enter their bank account details into a Business Payments template. You can then set up a payment amount, which can be edited later if details change. Suncorp Bank Business Payments makes paying your staff easy.

For added convenience, you can also search previous Business Payments and bring up details of previous transactions.



## Export MYOB and Quicken data into Business Payments

If you use accounting software, you can export your bulk payment information as an ABA (Australian Banking Association) file that can be uploaded into Internet Banking, with all details being populated and calculated for you.

## Ensure security with 2 to sign payments and 2 factor authentication

If you utilise signatories and multi-to-sign setups on your business accounts, Business Payments accommodates this and allows other signatories to go in and approve the Business Payment to ensure control and management of your cash flow. You can even log on to Mobile Banking and approve Business Payments when you're on the road! A great way to keep your payments moving if you can't access a computer.

## How to use

1. Once you're a registered Internet Banking and Business Payments customer, log on and select 'Business Payments'.
2. To create a new business template, select the 'manual entry' option. You'll then be able to add transactions into the table, similarly to an online spreadsheet.
3. If you use MYOB or Quicken, you can upload a payment file directly into Business Payments, saving you time with manual entry.
4. Finally, select the accounts you wish to use and you're done. Payments submitted before 4pm will generally be available to recipients on the next business day.

## How to apply

All you need to use Business Payments is an eligible Suncorp Bank business account, an external password or security token – which can be obtained by calling us on 13 11 75 or by ordering via Internet Banking – and a Credit APCA (Australian Payments Clearing Association) ID.

### Key features

#### Convenient

- Pay suppliers, creditors or staff without having to visit a bank.
- Make overnight payments or schedule them for a future date.

#### Secure

- Access via Suncorp Bank Internet Banking.

#### Upload from accounting software

- Upload ABA files for easy bulk upload of transactions.

#### Easy to use

- Step-by-step help and call centre support available.

#### Approve payments on the go

- Use your mobile or tablet to approve payments on the go.

### For more information.



[suncorpbank.com.au](https://www.suncorpbank.com.au)



Call 13 11 75



local branch

