

# How to make group payments

## Active Banking

Use group payments to pay multiple accounts or payees in the one payment. You can save a group payment as a template to reuse later.

5:09 PM EST, Monday 23 October, 2017 Forms Help Contact us Logout

**Active Banking**  
Welcome Demonstration User > myhome > My Details and Preferences

1 Select **Transfers & Payments**.

2 Select the account you want to pay from and then click **Group payment**.

3 Previously saved templates available for the selected account display here.

4 To pay from a template, select the template and then click **Create payment using template**, otherwise simply click **Create new payment**.

**Select Account**

Search Account number

Account	Account name	Account type	Available funds	Choose an action
<input type="radio"/> 000000000	SAMPLE REAL ESTATE - GENERAL	Cheque	\$0.00	▶ Funds transfer
<input type="radio"/> 111111111	SAMPLE REAL ESTATE - TRUST	Cheque	\$108.56	▶ BPAY®
<input type="radio"/> 000000000	FTB VENDOR TO PURCHASER	Investment	\$0.10	▶ <b>Group payment</b>
				▶ Telegraphic transfer
				▶ Bank cheque

Showing rows 1-3 of 3 << prev - next >>

**Group Payment Templates**

Account 000000000 - SAMPLE REAL ESTATE - TRUST

Description of template	Number of items	Value	Choose an action
<input type="radio"/> Wages	1	\$10.00	▶ <b>Create payment using template</b>
<input type="radio"/> Sample	3	\$47.00	▶ <b>Create new payment</b>
<input type="radio"/> Wages	1	\$1.00	▶ Modify template
			▶ Delete template



Account Summary	Accounts & Statements	Open & Manage Accounts	Transfers & Payments	Pending Authorisation	Downloads	
Create Payment	Upload	Pending Authorisation	Payment List	Audit List		



**TIP:**

If you wish to authorise the group payment at a later date, or the group payment needs a second level of authorisation, find it on the **Pending Authorisation** page.



**TIP:**

To find a group payment that has been successfully authorised but not yet processed, visit the **Payment List**.



**TIP:**

To find a group payment from within the last 45 days, visit the **Audit List**.

**NOTE:**

Once fully authorised, the payment is submitted for processing and cannot be deleted or stopped.



**NEED HELP?**

The screenshot shows the Macquarie Bank Active Banking interface. At the top, there is a navigation bar with the Macquarie Bank logo on the left and links for Forms, Help, Contact us, and Logout on the right. Below this is a banner for 'Active Banking' with the text 'Welcome Demonstration User' and a link to '> myhome > My Details and Preferences'. At the bottom, there is a secondary navigation bar with the same menu items as the top bar. The 'Help' link in the top navigation bar is circled in blue.