How to make a payment

Login via the Account Login page at the following URL: https://secure.cashflows.com/

Enter your unique email address and password (Note: Your password is case sensitive) and select the Login button.

To make a payment from your CashFlows Business Account select a Business Account from the Overview screen then 'Make a Payment' from the Business Account's Top Menu. The Make a Payment page enables you to make one off payments, Standing Orders (recurring scheduled payments) or upload Batch Payments.

The first time you visit the 'Make a Payment' page you will be requested to set a Payment Password. Enter your password and press the Save Payment Password button, you will then receive an email requiring you to verify the password creation.

To make a one off payment select the CashFlows Business Account that you wish the funds to be taken from then enter the amount to be paid and the beneficiary's bank details.

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Merchant Accounts	Account Statement Make a Payment Request a Payment Pricing	ng Plan	
Profile details	Make a Payment		
Gateway transactions	Make a Payment Standing Order Batch Payments		
Virtual Terminal	Payment Details		
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Gateway administration	romence.		
	Beneficiary		
	Beneficiary - Please select -		
	Beneficiary Address 1:		
	Beneficiary Address 2		
	Beneficiary Address 3		
	Beneficiary Bank		
	Bank Country: United Kingdom		
	Swift Code:		
	Intermediary Swift Code:		
	IBAN:		
	Make a Payment		

Select the 'Make a Payment' button and you will be presented with a confirmation page, which requires you to confirm your payment details by entering your login password and a selection of characters from your Payments Password.

Note: If the beneficiary details are new or have changed from the previously stored version you will receive an email with a unique beneficiary passcode. To confirm the beneficiary details and payment you will also need to enter this passcode into the confirmation page.

When a beneficiary has been saved you can select their name from the drop down list, their bank details will then be automatically populated, saving you both time and effort.

Select the 'Confirm' button to make the payment, you will then be presented with the payment result page enabling you to make another payment or view your account's payments.



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Create a Standing Order

To create a standing order or scheduled payment, select the Standing Order tab and enter the payment amount and the beneficiary's bank details.

To setup up the payment schedule, enter the start date of the schedule and a Payment Interval. The payment interval is set by stating the number of weeks, months or years between the payments. You must then set when the payments will finish, either until further notice, to a specified end date or by number of payments.

Select the 'Create Standing Order' button and you will be presented with a confirmation page, which requires you to confirm your Standing Order details by entering your password and a selection of characters from your memorable word, then selecting the 'Confirm' button.

When you have created your standing orders you can amend their details by selecting the description from the Scheduled Payments Report or delete them using the delete icon within the report.

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	Beneficiary	
	Beneficiary: - Please select -	
	Deneticiary name:	
	Deneticiary Address 1.	
	Denenciary Address 2	
	Demonstary Audress 3.	
	Beneficiary Bank	
	Bank Country: United Kingdom	
	Swift Code:	
	Intermediary Swift Code:	
	IB4N	
	Schedule Details	
	Start date: Apr 10, 2014	
	Occurrence: 1 Month	
	Pay Until: Further Notice	
	Create Standing Order	
	A shaddad Barmanta	
	Scheduled Payments	

Creating batch payments

To upload a set of batch payments you will need to create either a CSV or XML batch file for the payment requests.

Note: Within the CVS batch file the last four columns (business_id, business_name, payment_count and currency_summary) must be identical for each row, to prevent an error in the uploading of the file. The last column (currency_summary) is used to check the contents of the file, therefore it must be in the following format:

currency_iso=total_currency_amount;currency_iso2=total_ currency_amount2i.e. GBP=210;EUR=500

Once you have uploaded a CSV or XML batch file successfully, it will appear in the Batch Payment table enabling you to select multiple files to process.

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Virtual Terminal	Choose File							
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	Batch ID	Import Date	Import Source	Submit Date	Record Cou	int	Status	
		25 Jan 2013 11:39:28	25 Jan 20	13 11:39:28	2	Pe	nding	
		25 Jan 2013 11:53:12	25 Jan 20	13 15:17:04	2	Inc	omplete	
		25 Jan 2013 15:11:49	25 Jan 20	13 15:13:42	2	Inc	omplete	
	Password Payment Passwor	4						
	Character 2: a	Character 6: a V Chara	cter 7: a 🔹 Delete	Process				

Select the batch files you wish to process by checking the checkbox next to the batch's ID, Enter your login password and a selection of characters from your Payments Password, then select the Process button to run the batch payments.

To view the payments that make up the batch, select the Batch ID. The Batch Payment Transaction screen displays each payment request and the status of the request. If the batch has not yet been processed you can run the batch by entering your login password and a selection of characters from your Payments Password, then selecting the Process button.

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