PAYING CONTRACTORS

DB GURUS INTERNAL TRAINING

1. SET UP SPREADSHEET

Set up a spreadsheet with all of the contractors and what we owe them.
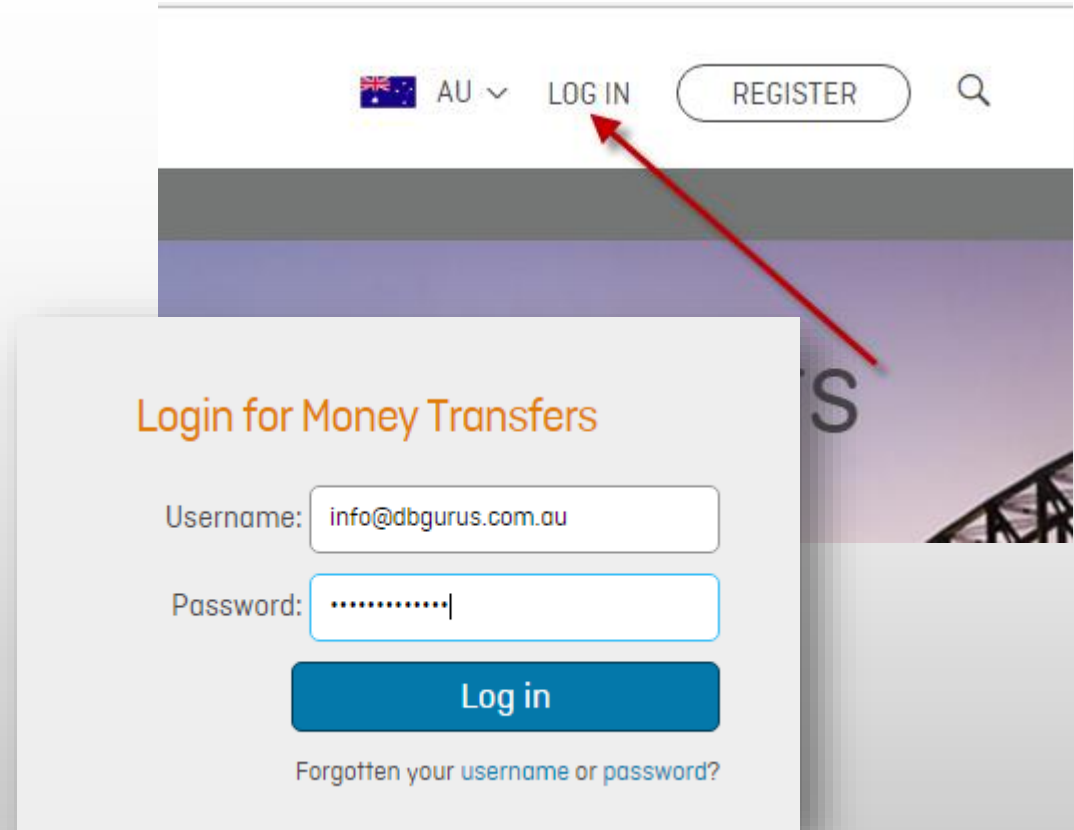
Have columns for:

- Name
- Local Currency
- $ AUD

Subcontractor	Febuary Invoices		
Phillippines	PHP	AUD	Entered
Anna	123,456	$9,999	6-Mar
Cathe	234,567	$9,999	6-Mar
Edgie	234,567	$9,999	6-Mar
Jelai			
Jemu	234,567	$9,999	6-Mar
KHEN	234,567	$9,999	6-Mar
Mich	234,567	$9,999	6-Mar
Leste	234,567	$9,999	6-Mar
Redf	234,567	$9,999	6-Mar
PHP Sub Total	1,765,425	$79,992	<-- OFX

DB GURUS

2. LOGIN TO OFX

https://www.ofx.com/en-au/

3. CHECK ALL RECIPIENTS

Check that all recipients have been set up.

It is important to do this before you start the transfer

DB GURUS
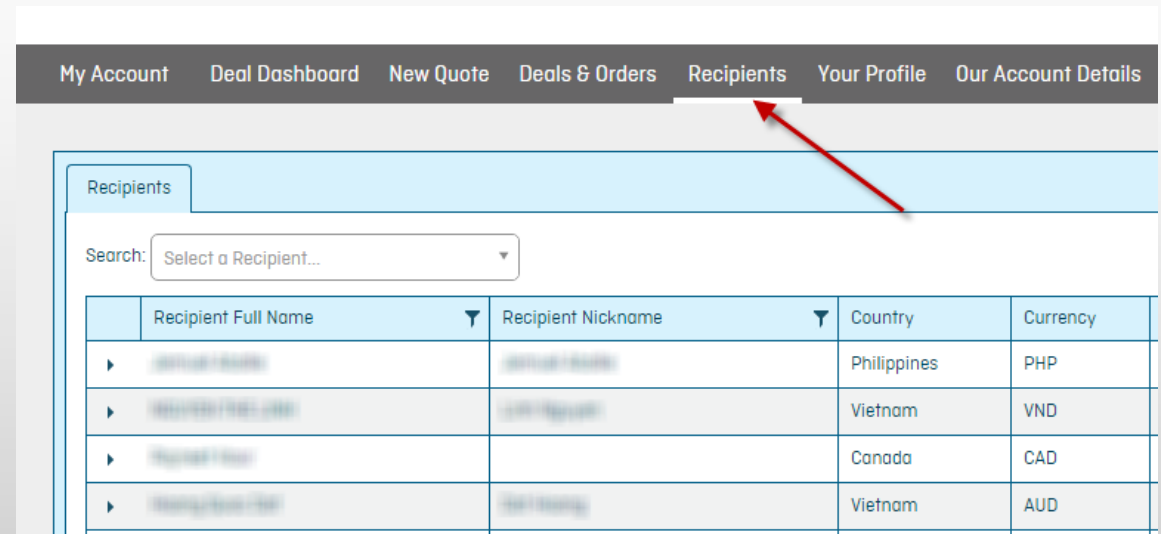
4. NEW QUOTE

1. Click on New Quote

2. Enter the Amount

3. Select Currency

4. Click Get Quote

5. Click Contine

5. STEP TWO

1. Enter the Number of Recipients

2. Set the recipients

3. Set the Amounts

4. Click Finalise Transfer

6. TRANSFER FUNDS

1. Using the details on the final page

    2. Go to our online bank

    3. Transfer the money to OFX

    4. Biller Code: 293464

    5. Ref: 136361318

7. AUTO TRANSFER

1. OFX sends text messages to JB at each stage of the process

2. OFX phones JB for a new recipient or suspicious behaviour

3. Money is sent automatically on receipt