

09.
One-time
payments

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Payouts ^

Payouts

Batches

+ Create payout

Payouts

Beneficiary	Status	Destination currency	Method
Please select	Please select	All	All
Target delivery date	Funding balance	Destination country	Search
Start date → End date	Please select		Enter payout ID or batch
Creation date	Initiation date	Status transition	Transition date
Start date → End date	Start date → End date	Moved to Status	Please select
	03m 45s		Start date → End date
Latest update 22/04/2026, 15:33:05. FX rate will expire when the timer runs out.			
Search			

Search Results 10 of 345 items

Beneficiary	Status	Payout amount	Funding	Payout country
Wade Warren	Draft	30,100.00 USD	Funding balance alias	United States

This guide is designed to help you get started using Navro. We hope you find it useful. If you need further support please do not hesitate to reach out to us via email support@navro.com

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How to create a one-time payment in the Navro Hub

Creating a one time payment to a recipient can be done in a few different ways:

1. Via an upload file, using our standard template.

This can either reference a beneficiary already created in the system, or it can contain the details of the beneficiary within the file itself.

2. Via the Navro Hub.

Again, this can be either via a beneficiary already saved in the system, or by creating a new payout for a new beneficiary.

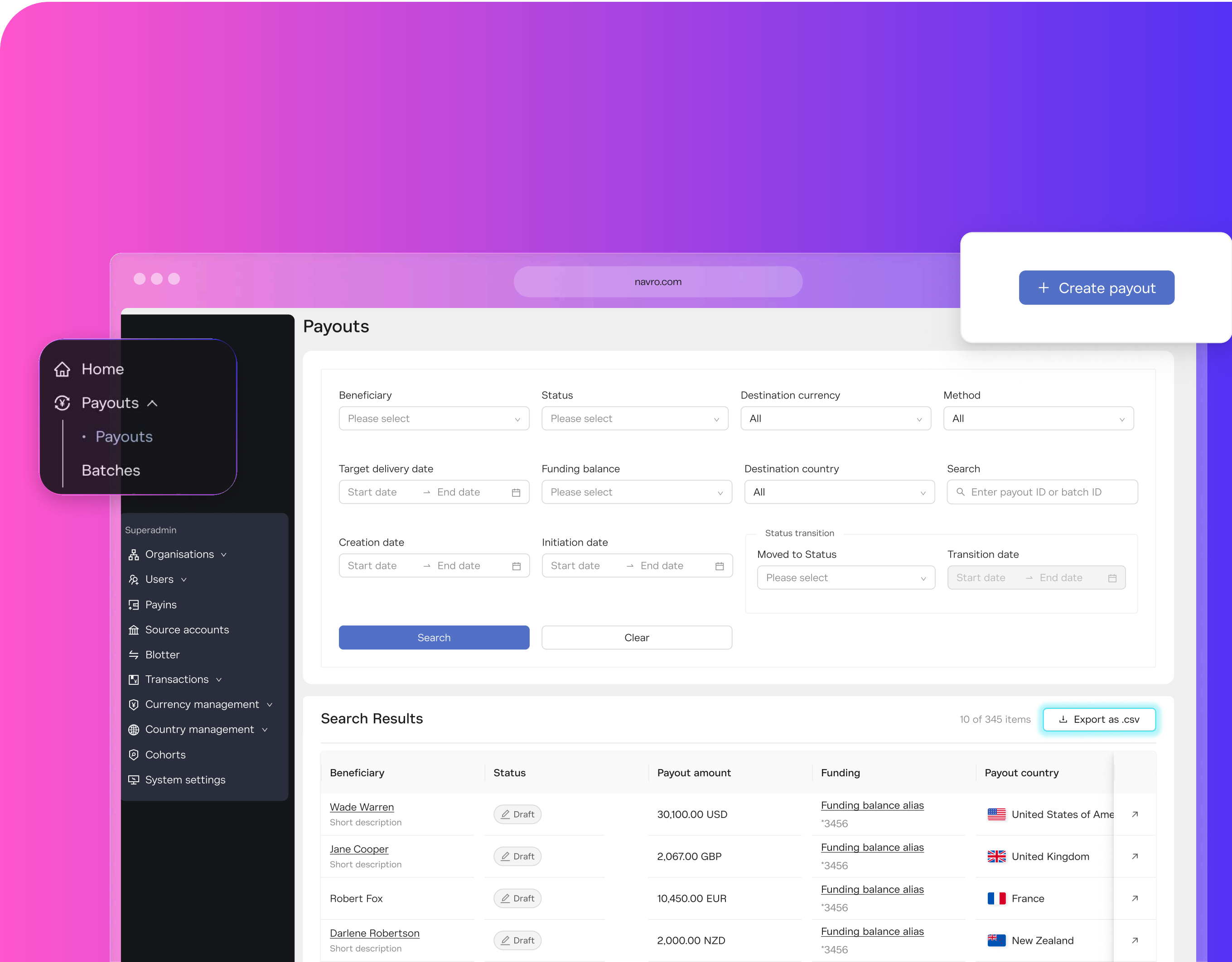
Navro highly recommends using stored beneficiaries in the system, as Navro validates the details provided against what is required by our banking partner, decreasing the chances of experiencing any issues.

For the purpose of this guide, we will focus on paying existing beneficiaries in the system.

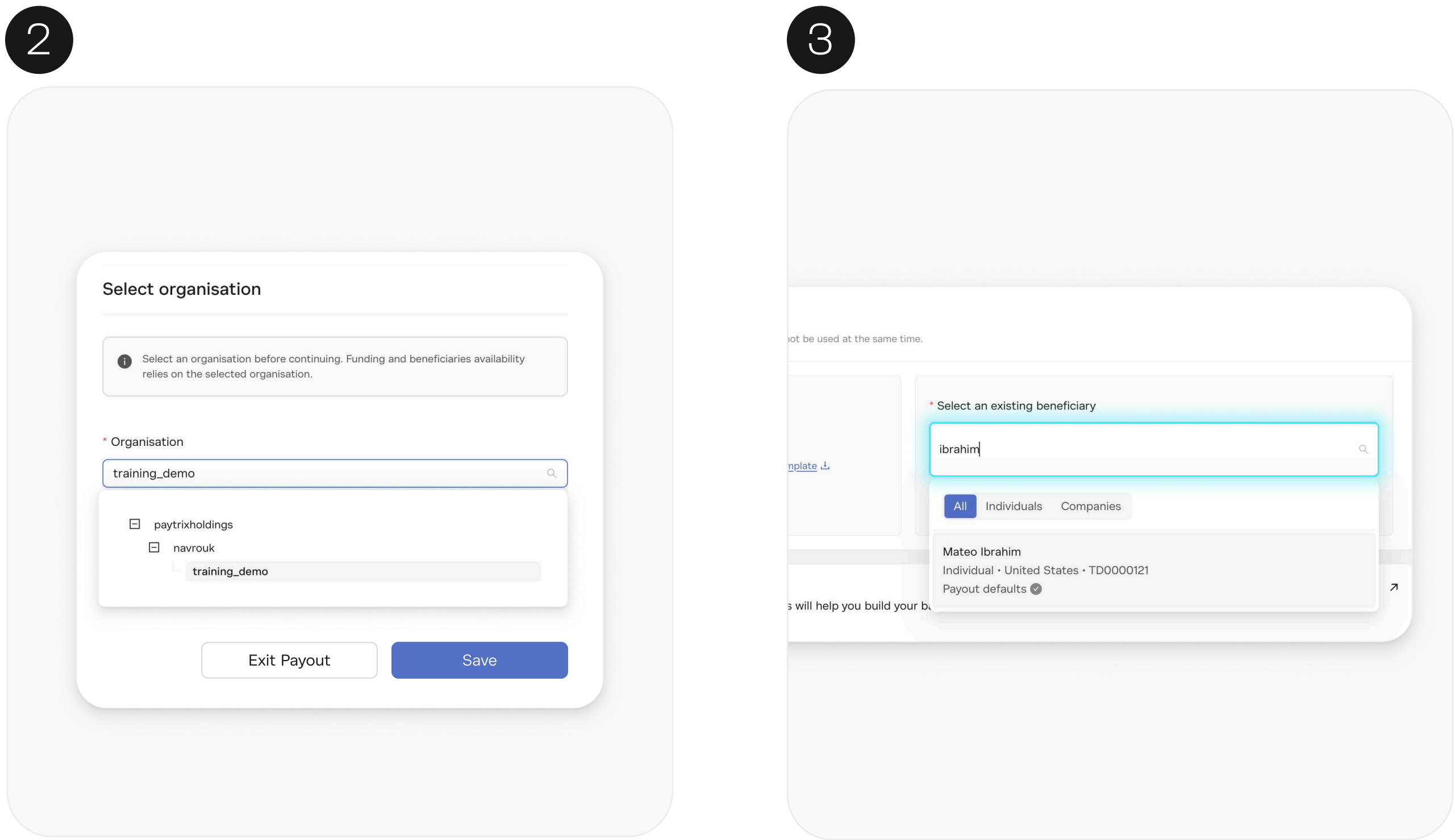
Should you wish to pay a beneficiary not saved in the system, please create this as a new beneficiary first, using the relevant user guide on how to do this.

Finally, it's important to note that all payments done with Navro are done as a **Payout batch**, irrespective of the number of payments, even if you need to do just one payment, this will still be added into a payout batch and processed as such. Details are provided below.

First, navigate to the payouts section of the Hub and press the **Create payout** button



How to create a one-time payment in the Navro Hub



How to create a one-time payment in the Navro Hub

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* Delivery method

Payment method

ACH

Charge code

SHA

Please consider approval times when selecting a date

Reference information

* Purpose of remittance

Pension

Source of funds

Select source

Reference info ⓘ

Training Demo Pension Payment

Payout ID ⓘ

Enter payout ID

* Country purpose code ⓘ

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☐ Best available ⓘ

Cancel

Create payout

Select Payment options

The delivery method and charge code will be pre-populated with what has been defined on the beneficiary, but these can be overridden if needed. You will also be asked for a target delivery date, this is the date at which you want the beneficiary to receive the funds.

Dates available to you will be highlighted as different currencies have different availability. If you are not sure, and would simply like the funds to be delivered as soon as possible, select the **Best available** option.

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Reference information

* Purpose of remittance

Pension

Source of funds

Select source

Reference info ⓘ

Training Demo Pension Payment

Payout ID ⓘ

Enter payout ID

* Country purpose code ⓘ

IAT4

Fill in Reference information

The remaining section of **Reference information** should mostly be completed, however any mandatory fields will be denoted with an asterisk. You can also override certain fields if you so wish, e.g. the reference.

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payout created 22-04-2026

DIPFXNPCKG

Edit batch name and ID

View

View all payouts

Batch summary

1 payout

Currencies	Direction	Payment method	Target delivery	Total payouts	Indicative FX rate	Total funding amount	Total payout amount		
GBP	to	\$ USD	Sell	ACH	Best available	1	1.2672	55.00 GBP	69.70 USD

Booking summary

Booking

Total estimated funding

55.00 GBP

Book

Delete

Save as draft

...

Cancel

Create payout

Create Payout

Press the **Create Payout** button to complete the creation. The system will present you with a summary view of the payout batch to:

1. Add additional payouts into this batch
2. Save it as a draft for completion at a later point
3. Look to complete the process now by **booking the batch**. To do this, press the button with 3 dots and then **book**.

How to create a one-time payment in the Navro Hub

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Authenticate

Authenticate required

Please enter your password and the code displayed in the authenticator app on your device to continue.

Password

Enter password

One-time code

Cancel

Next →

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All payments have been booked. Review payout amounts and confirm the batch.

Rates valid for

03m 45s

Latest update 22/04/2026, 15:33:05.
FX rate will expire when the timer runs out.

Two Factor Authentication

For the booking of a batch you will be required to enter an OTP through your MFA that you have previously setup for login purposes.

Final Review

You will then have one final review of the payment that you are about to book into the system and you will have 4 minutes to confirm the batch.

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✔ Your batch "Batch payout created 22-04-2026" was booked and confirmed

To view your batch, go to Payout/Batches in the Navro Hub.

Batch payout created 22-04-2026

ID PB0PFXNPKXD • training_demo

Status

Committed

Continue creating payouts

Organisation

training_demo

Create payouts

Select one creation option. Uploading a file and building payouts manually cannot be used at the same time.

Upload file

Choose file

Please upload a valid .csv file based on the provided template. [Download template](#)

Select an existing beneficiary

Search beneficiary

Create payout for a new beneficiary

Learn more about payout requirements

Our in-depth guide to cross-border payout requirements will help you build your batch successfully.

Payment confirmation

The payment has now been completed and will have been sent to the banking partner for execution and delivery. You will be redirected to the page below where you can see a confirmation of the batch that you have just booked along with an arrow that can be pressed to navigate to the payout page in the system so you can track details of the payment batch including status updates.

04.

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Appendix

Payment Batch Status

The possible status of a payment batch is outlined here.

Committed is the final status for a batch. Further status updates can be found on the payments contained within a batch.

STATUS	WHEN THIS OCCURS AND WHAT IT MEANS
Duplicated	Someone has already created an identical payout batch within the same organisation. This means payout batch creation fails.
Failed	The format or details of the payout batch you created were invalid. For example, they could reference an inactive organisation. Payout batch creation fails.
Processing	A payout batch briefly enters the Processing status after you create it, before moving onto Draft status.
Cancelled	A payout batch enters the Cancelled status when you cancel it. All of the payouts within a batch also enter the Cancelled status. A payout can enter the Cancelled status from the Processing, Draft or Requested statuses.
Draft	A payout batch enters the Draft status after successful creation. In this status, you can still amend the payout batch and add new payouts to it.
Pending booking	A payout batch enters this status when it needs approval from someone in your organisation before it can proceed. If it isn't approved, it enters the Rejected status.
Rejected	The terminal status a payout batch enters if it's rejected by an approver in your organisation. You will need to create a new payout batch if you need to make the payouts.
Book in progress	A payout batch briefly enters the Book in progress status when you book it. Booking refers to the act of requesting FX rates for a payout batch, but is required even if a batch contains no cross-currency payouts.
Book failed	A payout batch enters the Book failed status if it's not possible to book it.
Requested	A payout batch enters this status after you book it, prior to confirmation. You can still cancel a payout batch in the Requested status.
Confirm in progress	A payout batch briefly enters the Confirm in progress status when you book it. Confirmation refers to locking in FX rates for a payout batch. Once a payout batch is confirmed, you can no longer alter or cancel it.
Confirm failed	A payout batch enters the Confirm failed status if it's not possible to confirm it.
Committed	The terminal success status for payout batches. When a payout batch enters the Committed status, all of the payouts within it have been initiated and are underway. Your account balance may change as the transactions are in progress.



Get in Touch

 support@navro.com

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