

Creating Payments From Templates

About this guide

This guide takes you through the process of creating payments from templates. Templates can help you save time by not having to create each payment from scratch. You could, for example, create templates for monthly payroll, GST payments or regular direct debits.

Important information

If you are unable to view or access Templates in CommBiz, please contact your Administrator to enable the permission.

Before you start

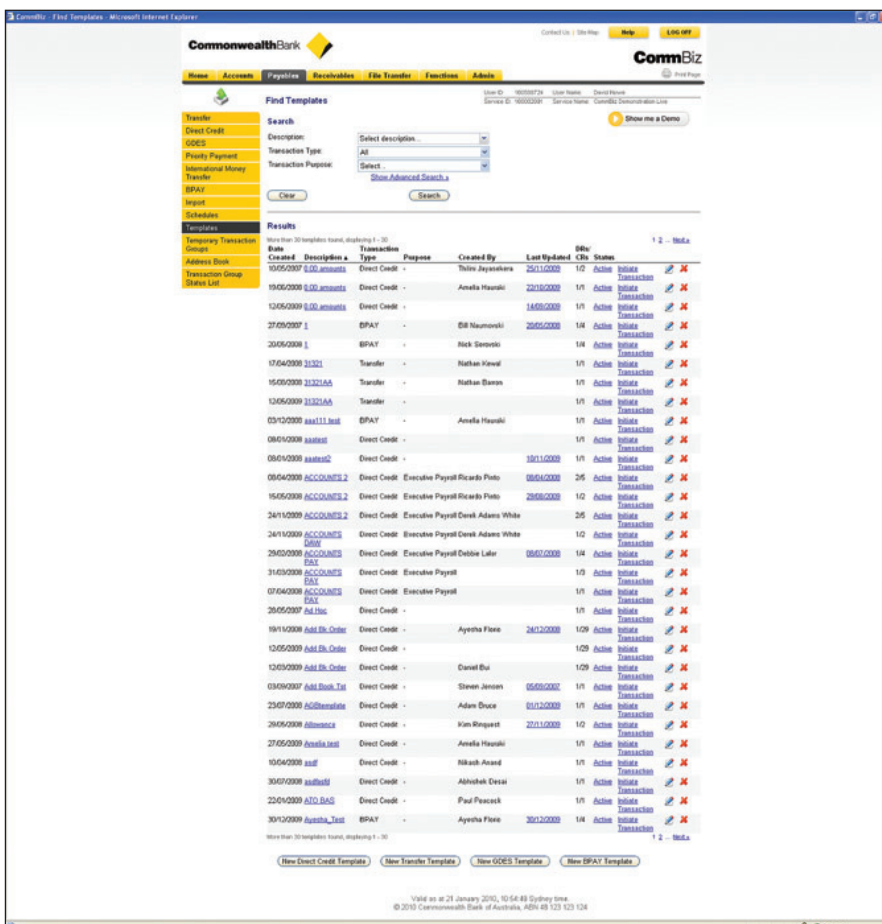
For more about setting up the templates, see the Payables: Creating Templates guide.

Logging on

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz.
2. On the top menu, click **Payables** to make a payment or **Receivables** to create a direct debit transaction, then **Templates**.

Finding a template

3. The Find Templates page is displayed.



- To search for a template, enter your search criteria (Description, Transaction Purpose, Transaction Type) and click the **Search** button.

Note: If you click the Show Advanced Search link you can also sort by creation date, date last updated and the name of the person who created the template.

Creating the payment

- Click the Initiate Transaction link for the template you want to use.
- The Create transaction page is displayed according to the template type you chose, showing the template details. This example shows a BPAY payment, but the details are similar across all payment types.

The screenshot shows the 'Create BPAY' page in the CommBiz system. The page is divided into several sections:

- Details:** Includes fields for Description (with a 'Use Template' link), Processing Date (with 'Process Now' and 'Show Schedule' links), and From Account (with a dropdown menu showing 'Rental Collection | 200019455902 | \$519.68 CR').
- To Billers:** Includes a dropdown for 'Biller Details', an 'OR' section, and a 'New Biller' section with fields for 'Biller Code' and 'Biller Name' (with sub-fields for Nickname, Customer Ref Number, and an 'Add to Biller Address Book' checkbox).
- Amount (\$):** A field for entering the payment amount.
- Table:** A table showing 4 bills found, displaying 1-4. The table has columns for Biller Name, Biller Nickname, Biller Code, Customer Ref Number, and Amount.

Biller Name	Biller Nickname	Biller Code	Customer Ref Number	Amount	(Edit)	(Delete)
CBA WCS	Madeline Test	303008	10094835	\$ 1.00	(Edit)	(Delete)
CBA WCS	Madeline Test	303008	10094835	\$ 1.00	(Edit)	(Delete)
CBA WCS	Madeline Test	303008	10094835	\$ 1.00	(Edit)	(Delete)
VODAFONE POSTPAID	Mobile	52225	203856684	\$ 1.00	(Edit)	(Delete)

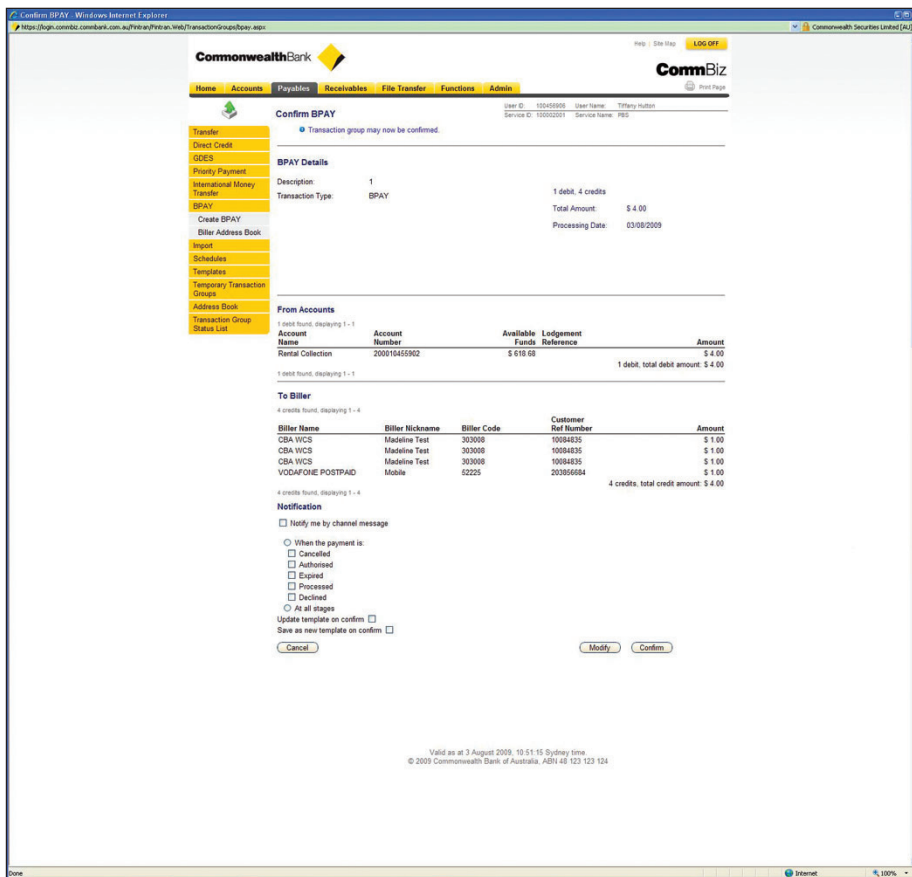
At the bottom of the form, there are buttons for 'Cancel', 'Update Template', 'Save as New Template', 'Save as Temporary Transaction', and 'Submit'. A footer note states: 'Valid as at 3 August 2009 10:44:36 Sydney time © 2009 Commonwealth Bank of Australia. ABRN 48 123 123 124'.

- Complete and customise the template as required.

Note: You can change details of the transaction, including the amount, the To and From accounts, etc. You can also add new debit and credit transactions.

- To save the transaction as a new template, click the **Save as new template** button.
- When you have finished creating the payment, click the **Submit** button.

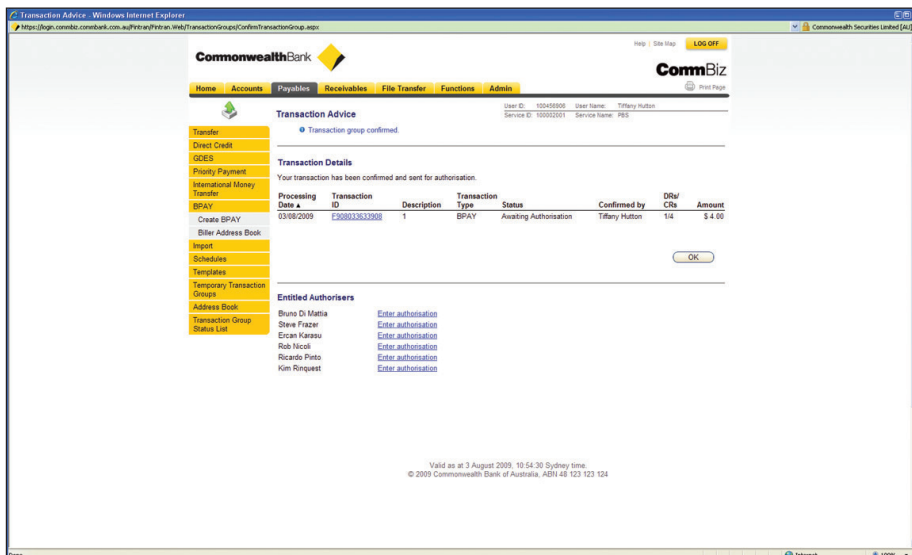
10. The Confirm transaction page is displayed.



11. To receive a CommBiz message when the transaction is processed, check the Notify me by channel message tickbox, then select the notification types that you would like to receive.

12. If the details of the transaction are correct, click the **Confirm** button.

13. The Transaction Advice page is displayed.



14. If an Entitled Authoriser is available, they can complete authorisation by clicking their name on the screen.

15. Click the OK button to return to the Find Templates page.