

Payables: Direct Credit

About this guide

This guide takes you through the process of creating Direct Credits. You can use Direct Credit to make payments to accounts held at any financial institution in Australia.

Before you start

If you are making a payment to a new account, please make sure you have the details of the account to hand, including account number, name and BSB.

Creating a Direct Credit

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz.
2. On the top menu, click **Payables > Direct Credit**.

The screenshot shows the 'Create Direct Credit' form in a web browser. The form is titled 'Create Direct Credit' and includes the following fields and sections:

- Description:** Test Payment
- Transaction Purpose:** None
- Process On:** 03/12/2009
- Recurring Schedule:** Daily
- Start:** [Date field]
- End:** [End after: [] Times] or [End on: []]
- Pay From Table:**

#	Account Name	BSB	Account Number	Available Funds	Lodgement Ref.	Amount (\$)
1	Search or Select Account				Test Payment	0.00
- Pay To Table:**

#	Account Name	BSB	Account Number	Add to Address Book	Lodgement Ref.	Amount (\$)
1	Select or Add new Beneficiary				Test Payment	0.00
- Summary:**

Trace Account	APCA ID	Remitter Name	1 debit, total debit amount:	\$ 0.00
Search or Select Account	302416	PGS	1 credit, total credit amount:	\$ 0.00

3. If you have a saved template for the Direct Credit transaction you can select **Create Payment from Template** to populate details.
4. Type a short **Description**, such as 'Invoice payment'.
Note: The Description field is limited to 12 characters. Please also note that the description does not appear on the payment recipient's statement.
5. Select a transaction purpose from the dropdown menu (if available), or leave as 'None'.
Note: Transaction Purposes are set up in CommBiz by the administrator, who sets permissions for the service users.

Setting the payment date

6. **Process On** will have today's date as the default date. If you wish the payment to be made today there is no need to modify the date (provided the payment is being created within the payment cut-off times).
7. To set a payment date that is not the current date, change the **Process On** date to the date on which you would like the transaction to occur. You can schedule a payment up to 14 months in the future.
8. For a recurring payment, select the **Recurring Schedule** radio button. Then click the radio button next to **Frequency** and select the frequency of the payment from the dropdown menu. Enter the start date and either the number of times you want the payment to be made or the date of the last payment.

The screenshot shows the 'Create Direct Credit' form in the Commbiz system. The form is divided into several sections:

- Header:** CommonwealthBank logo, Commbiz logo, and navigation tabs (Home, Accounts, Payables, Receivables, File Transfer, Functions, Admin).
- Navigation:** A vertical menu on the left lists various transaction types like Transfer, Direct Credit, GDES, Priority Payment, etc.
- Create Direct Credit Form:**
 - Description:** Test Payment
 - Transaction Purpose:** None
 - Process On:** 03/12/2009
 - Recurring Schedule:** Radio buttons for 'Once on' and 'Frequency: Daily'. Below 'Frequency' are fields for 'Start', 'End after', and 'End on'.
- Pay From:** A table with columns for Account Name, BSB, Account Number, Available Funds, Lodgement Ref., and Amount (\$). It includes a search dropdown and buttons for 'Add New Row', 'Clear Lodgement', and 'Clear Debit Amount'.
- Pay To:** A similar table with columns for Account Name, BSB, Account Number, Add to Address Book, Lodgement Ref., and Amount (\$). It includes a search dropdown and buttons for 'Add New Row', 'Clear Lodgement', and 'Clear Credit Amount'.
- Summary:** A table at the bottom showing 'Trace Account', 'APCA ID', and 'Remitter Name' with associated debit and credit amounts.

Entering account details

9. Add the Pay From Account details. (You can start typing in the Account Name field to search for an Account or click on the dropdown Account list.)
10. Add a Lodgement Reference. This will appear on your (the payer's) statement.
11. Enter the transaction Amount using numerical characters and a decimal point only. Do not enter a \$ symbol.

12. Click **Add New Row** to add additional Pay From accounts. Otherwise, proceed to the Pay To section.

13. Add details of the Pay To Account. You can select an existing account from the dropdown list. You can Add a new Beneficiary by clicking in the Account Name field and entering the details.

14. If you nominate to Add a new Beneficiary, enter the Account Name, BSB and Account Number.

15. Add the New Account to the Address Book. It will then be available from the Account dropdown lists.

16. Add a Lodgement Reference. This will appear on the payment recipient's (the payee's) statement.

17. Type the transaction Amount using numerical characters and a decimal point only. Do not enter a \$ symbol.

18. Click **Add New Row** to add additional Pay To Accounts.

19. The Pay From debit transaction and the Pay To credit transaction have been added. The debit and credit amounts must balance.

Completing other fields

20. If a Direct Credit cannot be processed, the Bank will return the funds to the Trace Account. You can leave this field blank if you would like to use your first Pay From account as the Trace Account. Otherwise, select a Trace Account from the dropdown list.

21. Your default APCA (Australian Payments Clearing Association) ID is displayed. If you have more than one APCA ID, select the APCA ID that applies.

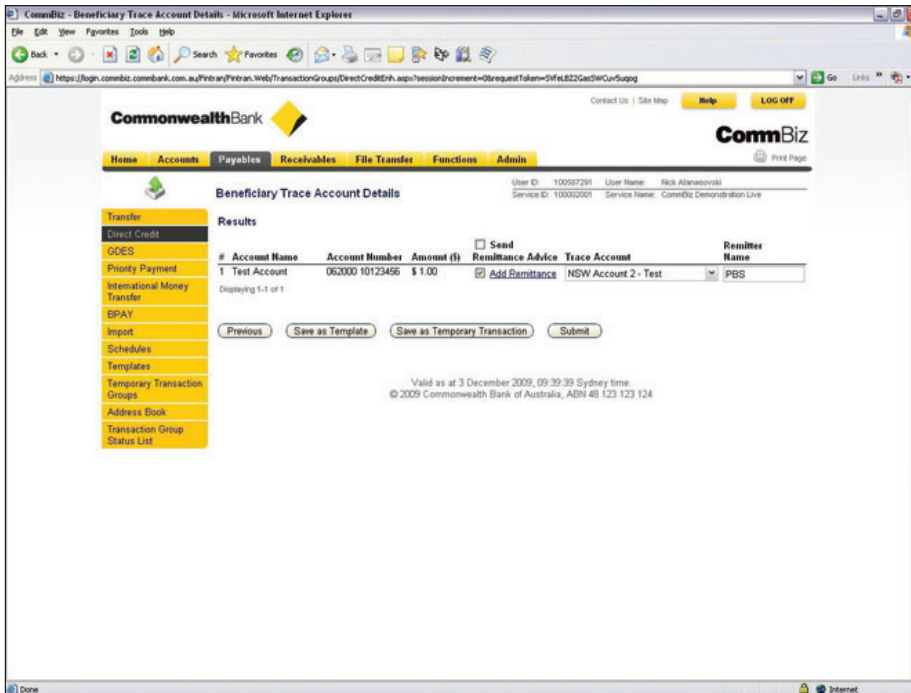
22. Amend the Remitter Name if required.

23. Select Customise Transaction Trace Account & Remitter Name to update these details for each line item, if required.

24. Check Send Remittance Advice if you want to issue a payment confirmation to the recipient for the transaction.

25. Click Submit.

26. If you clicked the Send Remittance Advice tick box, the following page will display.



27. Click Add Remittance.

28. Check and update details, then click **Save**.

CommonwealthBank
CommBiz
 Home Accounts Payables Receivables File Transfer Functions Admin

Enter Remittance Advice Details

User ID: 100007291 User Name: Nick Atanasiou
 Service ID: 100002001 Service Name: CommBiz Demonstration Live

Remittance Details

Account Name: Test Account
 BSB: 063000
 Account Number: 10123456
 Transaction Purpose: -
 Remittance Method: Email

Sender's Details to Appear on Remittance Advice

Contact
 Company or Preferred Name: PBS Banking Products Department or Contact: Steve Frazer
 ABN: 48 123 123 124 Web Address: www.commbiz.com.au

Telephone

Type	Country Code	Area Code	Number
Work Number 1:	61	02	93127441
Work Number 2:	61		
Fax Number:	61		

E-mail: commbiz@cba.com.au

Postal Address

Address: Level 2
 120 Pitt Street
 Suburb/City: Sydney
 State: NSW
 Postcode: 2000
 Country: Australia

Other Address

Address:
 Suburb/City:
 State:
 Postcode:
 Country: Australia

Recipient's Contact Details

Company Details

Company or Preferred Name: CBA Department or Contact:

Contact Details

Type	Country Code	Area Code	Number
Fax number:	61		

E-mail: commbiz@cba.com.au

Postal Address

Address:
 Suburb/City:
 State:
 Postcode:
 Country: Australia

Remittance Advice Details

Processing Date	Reference	Comments	Amount (\$)
03/12/2009	Test Payment		1.00 (Add)

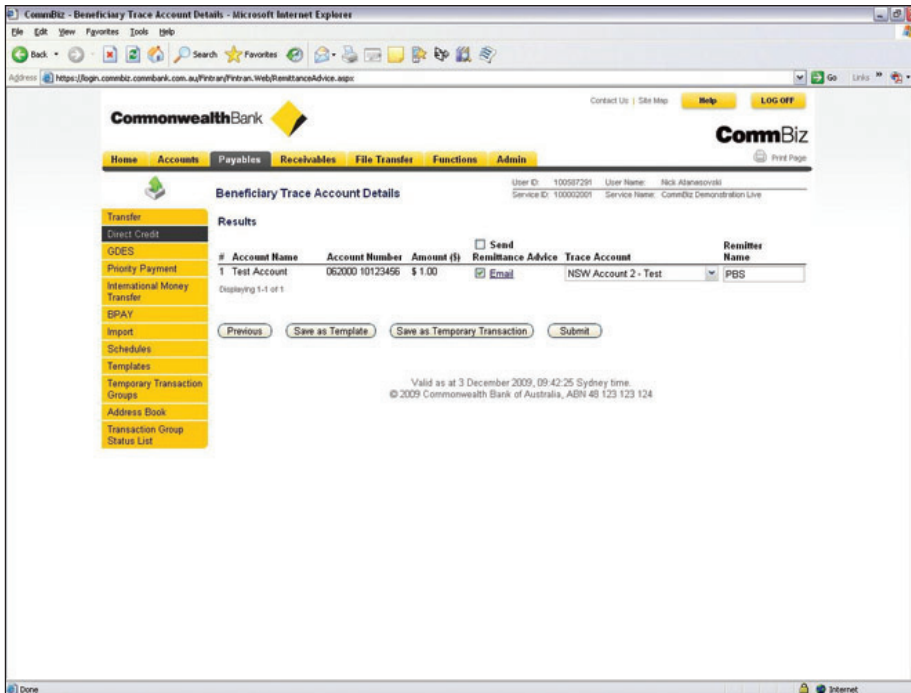
Total: \$ 0.00
 Transaction Amount: \$ 1.00

Additional Comments:

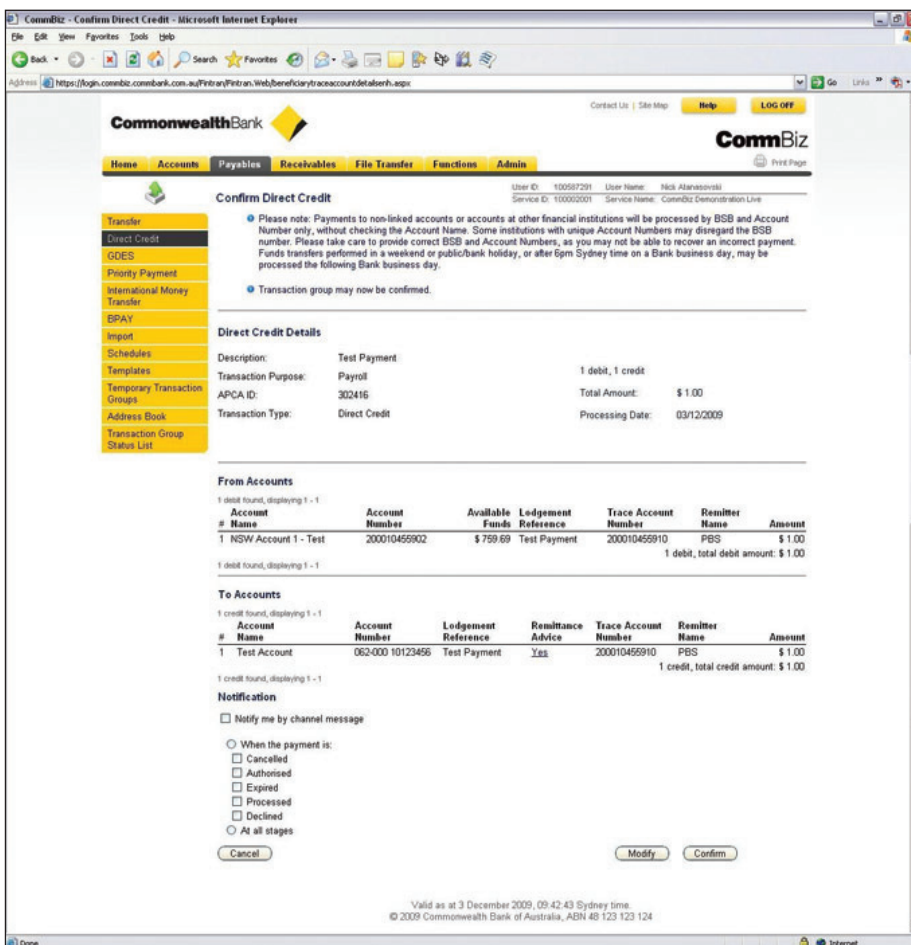
Cancel Clear Save

Valid as at 3 December 2009, 09:40:17 Sydney time.
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29. Click Submit.



30. Check that all the information is correct.

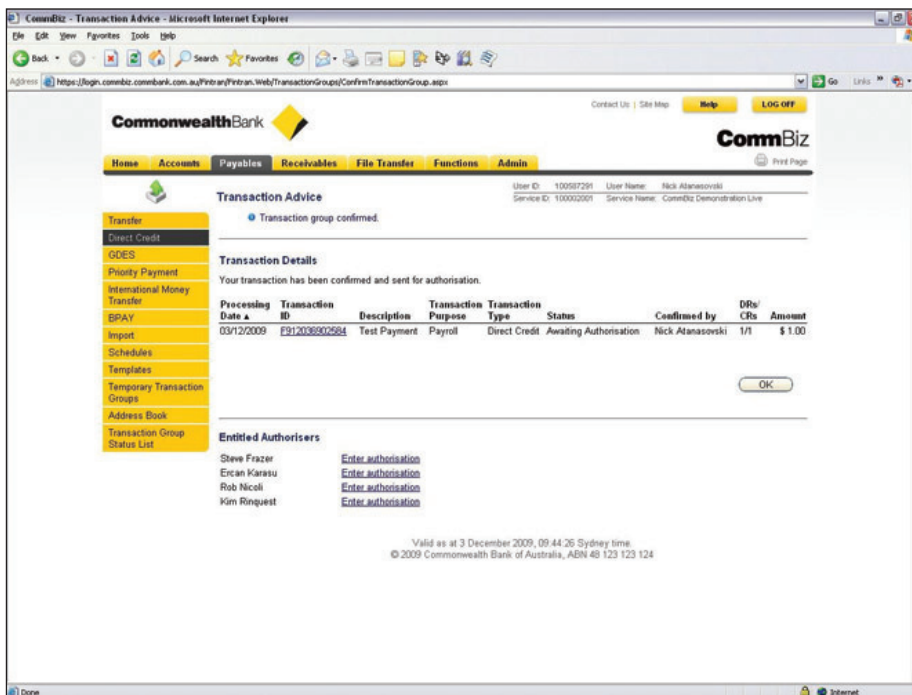


31. If you want to receive a channel message advising you of the progress of the Direct Credit select **Notify me by channel message** and select the relevant tickboxes.

32. Click **Confirm**.

Note: Direct Credits require Authorisation. If an Entitled Authoriser is available they can complete Authorisation.

33. Click **OK**.



34. The Direct Credit is complete. **Transactions Awaiting Authorisation** can be viewed from Today's Transactions on the Home page. They can be Authorised from Outstanding Authorisations on the Home page.