Comm**Biz** User Guide

Payables: BPAY Payments

About this guide

This guides takes you through the process of creating BPAY payments, including setting up regular payments and adding new billers to your address book.

Creating a BPAY payment

1. Open your internet browser, visit **www.commbiz.com.au** and log in to CommBiz.

2. On the top menu, click **Payables > BPAY**.

3. The Create BPAY page is displayed.

Selecting payment details

4. If you have saved a template for the BPAY payment you can select **Use Template** to populate details.

5. For a new bill, enter a description such as 'BAS Payment'. This description will help you if you need to search for a bill's details later.

6. Select Process Now if you wish the payment to be made immediately.

7. To set a payment date that is not the current date, click Show Schedule and choose the date from the calendar. You can schedule a payment up to 14 months into the future and you can also specify whether this is a recurring payment.

8. From the dropdown menu, choose the account you wish the payment to be made from.

9 . Enter a Lodgement Reference. This reference will appear on your statement.

Entering biller details

10. If you are paying an existing biller, select Biller Details and then choose the biller from the dropdown list.

11. If you are paying a new biller, choose New Biller. Enter the Biller Code and click Show Biller. The Biller name will appear.

12. If you wish, you can create a Nickname for this Bill. This will help you identify the bill.

13. You must also enter the Customer Reference Number, which the biller provides to you on your bill.

Entering payment details

14. Enter the amount you wish to pay, then click the **Add Transaction** button.

**15.** Details of your payment are displayed.

Submitting the payment

16. If you don't wish to proceed with the transaction straight away, click the **Save as Temporary Transaction** button and you will be able to return to the payment when you are ready.

17. Click the **Submit** button to send your transaction for authorisation and processing.

Saving as template

18. If your user entitlements allow, you can save the bill as a template so it can be re-used for similar Bᴘᴀʏ payments. Just click the **Save as Template** button.

19. The Confirm Bpay screen is displayed.

Note: You can choose to be notified of the transaction's status by checking the 'Notify me by channel message' and selecting the notifications you require.
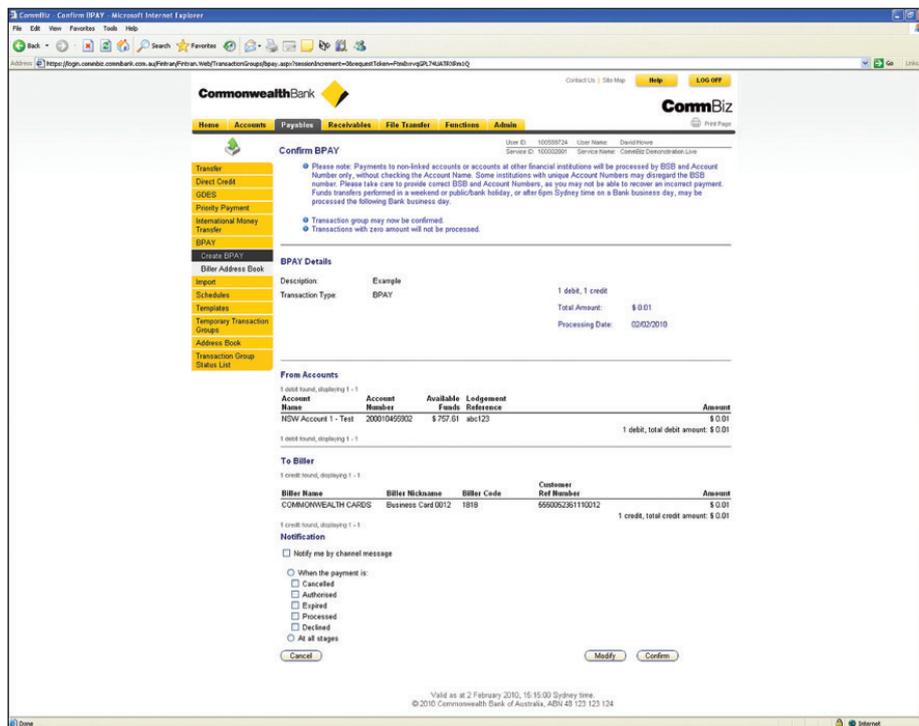
20. Check the transaction details, then click the **Confirm** button.

21. The Transaction Advice screen is displayed, advising that the Bpay Payment is now awaiting authorisation.
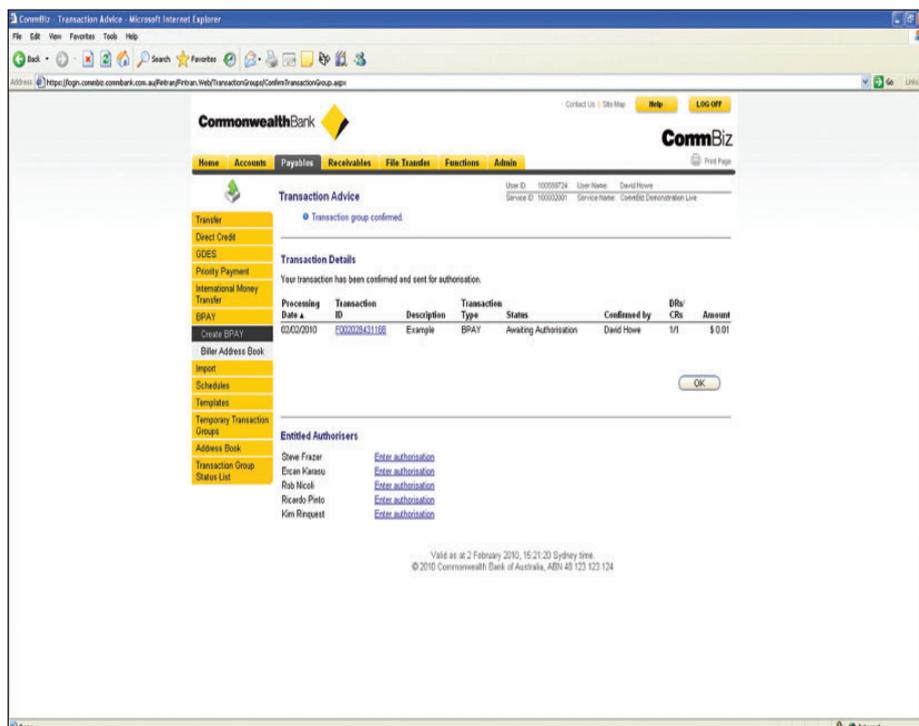
22. If you are entitled to authorise the request, click on your name in the Entitled Authorisers list and complete the steps that follow.

23. Click the **OK** button, you will be returned to the Create Bpay screen.