

## Edit an Electronic Account Authority

### About this guide

An Electronic Account Authority defines who can authorise transactions on your CommBiz service. It is comprised of a list of Account Authorisers and an Electronic Method of Operation.

Electronic Account Authorities established for your CommBiz Service only apply to CommBiz and do not replace any existing authorities (signatories) on these accounts.

### Important

If an account has been registered as a transactable account (i.e. an account on which you can process transactions via CommBiz), it will require an Electronic Account Authority.

Only Administrators can submit requests to edit Electronic Account Authorities.

### Editing an Electronic Account Authority for an account on CommBiz

1. Open your internet browser, visit [commbiz.com.au](http://commbiz.com.au) and log into CommBiz using your password and token password from your security token.
2. On the top menu, select **Admin > Maintenance Requests**.

The screenshot displays the Commonwealth Bank CommBiz user interface. At the top, there is a navigation bar with the Commonwealth Bank logo and the CommBiz logo. The main navigation menu includes Home, Accounts, Payables, Receivables, File Transfer, Functions, and Admin. The Admin menu is expanded, showing options: My Profile, Service, Users, Audit, and Maintenance Requests. The user's name is David Howe, and the service name is CommBiz Demonstration Live. The interface also shows a message inbox with a broadcast message about an international payment holiday on 31/03/2011. Below the messages is an Accounts Summary table with columns for Account name, Account type, Account number, and Available Balance. The table lists three accounts: ASB Dry Run Account No 70 (NZD), ASB Dry Run Account No 70 (NZD), and CBA HONG KONG 1126. The My Summary section shows Outstanding Verifications (1 template requests), Outstanding Authorisations (1 transactions, 1 service requests), and Today's Transactions (3 transactions, 3 scheduled transactions). A Service Requests section shows No Open Requests. A yellow button in the bottom right corner says 'Complete our CommBiz survey.'

Account name	Account type	Account number	Available Balance
ASB Dry Run Account No 70 (NZD)	Non CBA Account	123113010251700	\$ 15.00 CR
ASB Dry Run Account No 70 (NZD)	Non CBA Account	123113010251701	\$ 0.00 CR
CBA HONG KONG 1126	Foreign Currency Account	100875053AUD112601	\$ 0.00 CR

3. On the left-hand menu, select **Edit an Electronic Account Authority**.

**CommonwealthBank** **CommBiz**

Home Accounts Payables Receivables File Transfer Functions Admin

User ID: 100588724 User Name: David Howe  
Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Find Maintenance Request**

Search

Date:  All  
 Exact:   
 From:   
To:

Request Type:

Request Number: 100002001 -

614 Maintenance Requests found, displaying 1 - 10 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >](#) [Last >](#)

Date Created	Request Number	Created By	Request Type	Status
04/04/2011	<a href="#">100002001-614</a>	David Howe	Add an Electronic Account Authority	Rejected
30/03/2011	<a href="#">100002001-613</a>	David Howe	Edit an Electronic Account Authority	Rejected
25/03/2011	<a href="#">100002001-612</a>	Bank User	Edit an Electronic Account Authority	Submitted
24/03/2011	<a href="#">100002001-611</a>	Navleen Sharan	Add Account(s)	Processed
22/03/2011	<a href="#">100002001-610</a>	Bank User	Edit an Electronic Account Authority	Cancelled
22/03/2011	<a href="#">100002001-609</a>	Navleen Sharan	Card Administrator Group Maintenance	Processed
21/03/2011	<a href="#">100002001-608</a>	David Howe	Edit an Electronic Account Authority	Processed
21/03/2011	<a href="#">100002001-607</a>	Bank User	Edit an Electronic Account Authority	Awaiting Authorisation
21/03/2011	<a href="#">100002001-606</a>	Bank User	Edit an Electronic Account Authority	Awaiting Authorisation
21/03/2011	<a href="#">100002001-605</a>	Bank User	Add an Electronic Account Authority	Submitted

614 Maintenance Requests found, displaying 1 - 10 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >](#) [Last >](#)

4. Select the account whose Electronic Account Authority you want to change and click the **Edit** button next to the account.

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Home Accounts Payables Receivables File Transfer Functions Admin

User ID: 100588724 User Name: David Howe  
Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Account Summary**

When defining a new Electronic Account Authority for multiple accounts the Product Type and Account Holder Type must be the same across these accounts.

Select one or more accounts to define an Electronic Account Authority.

**Savings/Cheque Account**

Account Type	Account Holder Type	Account Name	Account Number	Electronic Account Authority	
<input type="checkbox"/> Savings/Cheque Account	Company	NSW Account 1 - Test	2000 10455902	Awaiting verification	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	NSW RTGS Account 2	2000 10527312	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	NSW Account 2 - Test	2000 10455910	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/> Savings/Cheque Account	Company	Department Account - 3	3010 10582365	<a href="#">Custom</a>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	CBM PRODUCTION VERIFICATI	2000 13781340	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	Vivianne Khoury BOS	2000 11784150	Awaiting verification	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	test	2000 13405636	Awaiting verification	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	QLD Account 2	4013 10006886	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/> <b>Group</b>				<a href="#">Custom</a>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 1	3000 10412425		
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 4	3010 10582373		
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 2	3000 10412433	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>
<input type="checkbox"/> Savings/Cheque Account	Company	QLD 1	4013 10006851	<a href="#">Awaiting verification</a>	<input type="button" value="Edit"/>

**Credit Card - MasterCard**

**Foreign Currency Account**

**Non CBA Account**

Select this button if you wish to define a new electronic account authority for the account(s) selected above.

5. You are now prompted to select one of the following Methods of Operation:

- One authoriser required means that only one authoriser must authorise transactions on the account regardless of the transaction value (no monetary bands).
- More than one authoriser required means that MULTIPLE authorisers are required to authorise transactions on an account regardless of transaction value (no monetary bands).
- Custom means you determine the number of authorisers required to authorise transactions based on monetary values that you select.

Choose the appropriate method and click **Next**.

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David Howe User ID: 100588724 User Name: David Howe  
Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Electronic Method of Operation Function**

How would you like the Electronic Method of Operation to function?

One authoriser required  
 More than one authoriser required  
 Custom (multiple authorisers with rules)

Cancel Next

Valid as at 4 April 2011, 16:05:19 Sydney time.  
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6. The current Method of Operation will be displayed. Make the necessary changes to the Electronic Account Authority and click **Apply Authority**.

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User ID: 100588724    User Name: David Howe  
 Service ID: 100002001    Service Name: CommBiz Demonstration Live

David Howe

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Add Account(s)

Add an Electronic Account Authority

Edit an Electronic Account Authority

Enable a Transaction Type / Report

Add an APCA ID

Add a Direct Debit Request

Enable Foreign Exchange

Service Delegate

Card Administrator

### Account Authorisers

**Custom Electronic Method of Operation**

Please define your custom Electronic Method of Operation. The following must apply:

- A maximum of five bands may be defined (you may define up to five rules for each band)
- The bands you define must be continuous
- Each rule must result in at least one authoriser required

Monetary Bands		Rule for Number of authorisers required					
Lower Limit (\$)	Upper Limit (\$)	List A and	List B and	List C and	List D and	List E	
0.00	0.20	1	-	-	-	-	Delete
0.00	0.20	-	1	-	-	-	Delete
0.00	0.20	-	-	1	-	-	Delete
0.21	10.00	1	1	-	-	-	Delete
0.21	10.00	-	2	-	-	-	Delete
0.21	10.00	-	-	1	-	-	Delete
10.01	50.00	-	2	-	-	-	Delete
10.01	50.00	-	-	1	-	-	Delete
50.01	No Limit	-	2	1	-	-	Delete

New Row

### Account Authorisers List

Selecting existing Identified users from the list below or select 'Add Authoriser' from the list to add an existing user as an authoriser on this authority.

Identified Users: Add Authoriser Add

Authoriser	Assigned to List	Identified			
Mr Julian Panga	List A	✓	Edit	Delete	
Mr Gary Roach	List C	✓	Edit	Delete	
Mr Colin Perkins	List A	✓	Edit	Delete	
Ms Navleen Sharan	List A	✓	Edit	Delete	
Ms Fotini Michalopoulos	List A	✓	Edit	Delete	
Mr Conrad White	List A	✓	Edit	Delete	
Mr Peter Maddison	List B	✓	Edit	Delete	
Mr Joni Lay	List A	✓	Edit	Delete	
Mr Ricardo Pinto	List B	✓	Edit	Delete	

Cancel
Previous
Apply Authority

7. The account summary page is displayed. If you want to modify another Electronic Account Authority, select the **Edit** button and repeat Steps 5-6.

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User ID: 100588724 User Name: David Howe  
Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Account Summary**

When defining a new Electronic Account Authority for multiple accounts the Product Type and Account Holder Type must be the same across these accounts.

Select one or more accounts to define an Electronic Account Authority. [Show me a Demo](#)

Account Type	Account Holder Type	Account Name	Account Number	Electronic Account Authority	
<input type="checkbox"/> Savings/Cheque Account	Company	NSW Account 1 - Test	2000 10455902	Awaiting verification	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	NSW RTGS Account 2	2000 10527312	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	NSW Account 2 - Test	2000 10455910	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Savings/Cheque Account	Company	Department Account - 3	3010 10582365	<a href="#">Custom</a>	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	CBM PRODUCTION VERIFICATI	2000 13781340	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	Vivianne Khoury BOS	2000 11784150	Awaiting verification	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	test	2000 13405636	Awaiting verification	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	QLD Account 2	4013 10006886	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/> Group				<a href="#">Custom</a>	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 1	3000 10412425		
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 4	3010 10582373		
<input type="checkbox"/> Savings/Cheque Account	Company	Department Account - 2	3000 10412433	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>
<input type="checkbox"/> Savings/Cheque Account	Company	QLD 1	4013 10006851	<a href="#">Awaiting verification</a>	<a href="#">Edit</a>

**Credit Card - MasterCard**

**Foreign Currency Account**


**Non CBA Account**

Select this button if you wish to define a new electronic account authority for the account(s) selected above. [Define Authority](#)

[Cancel](#) [Next](#)

8. Once all the Electronic Account Authorities have been updated, click **Next**.

9. The Confirm Details pages will display for every Electronic Account Authority that you have edited. Check the details are correct and click **Confirm**.



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David Howe

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Enable a Transaction Type / Report

Add an APCA ID

Add a Direct Debit Request

Enable Foreign Exchange

Service Delegate

Card Administrator

User ID: 100588724    User Name: David Howe  
 Service ID: 100002001    Service Name: CommBiz Demonstration Live

### Confirm Details

• A new maintenance request to edit this Electronic Account Authority may not be created until this request is processed or cancelled.

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#### Savings/Cheque Account

Accounts (Transactable)

Account Type	Account Holder Type	Account Name	Account Number
Savings/Cheque Account	Company	Department Account - 3	3010 10582365

Electronic Method of Operation

Lower Limit (\$)	Upper Limit (\$)	List A	and List B	and List C	and List D	and List E
0.00	0.20	Either 1	-	-	-	-
		Or -	1	-	-	-
		Or -	-	1	-	-
0.21	10.00	Either 1	1	-	-	-
		Or -	2	-	-	-
		Or -	-	1	-	-
10.01	50.00	Either -	2	-	-	-
		Or -	-	1	-	-
50.01	No Limit	Only -	2	1	-	-

Authorisers

Name	Assigned to List	Identified
Mr Colin Perkins	A	✓
Mr Conrad White	A	✓
Mr David Howe	A	✓
Ms Fotini Michalopoulos	A	✓
Mr Joni Lay	A	✓
Mr Julian Panga	A	✓
Ms Navleen Sharan (Channel Associate)	A	✓
Mr Peter Maddison	B	✓
Mr Ricardo Pinto	B	✓
Mr Gary Roach	C	✓

Cancel
Modify
Confirm

10. The request is submitted for authorisation. If you have Service Delegates on your service, they can select their name from the 'Entitled Authorisers' list.

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Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Edit an Electronic Account Authority - Confirmed**

Electronic Authorisers

Click the Request Number for more information on the change requiring authorisation.

Created Date	Request Number	Created By	Description	Status
04/04/2011	<a href="#">100002001-615</a>	David Howe	Edit an Electronic Account Authority	Awaiting Authorisation

**Entitled Authorisers**

Service Delegates (One to Authorise)

Click the users below and then have them authorise this request

[Nick Atanasovski](#) [Peter Maddison](#) [Ricardo Pinto](#) [Simogne Highfield](#)

Valid as at 4 April 2011, 16:46:00 Sydney time.

11. The Service Delegate is required to enter their Login ID, Login Password and Token Password then select **Authorise**.

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Home Accounts Payables Receivables File Transfer Functions Admin

User ID: 100588724 User Name: David Howe  
Service ID: 100002001 Service Name: CommBiz Demonstration Live

**Authorisation**

Click on the Request ID link below for more information on each request, otherwise enter your log in details below to authorise all Maintenance Request(s) listed

Created Date	Request Number	Created By	Request Type	Status
04/04/2011	<a href="#">100002001-615</a>	David Howe	Edit an Electronic Account Authority	Awaiting Authorisation

**Authorisation Details**

Login ID:\*

Login Password:\*

Token Password:\*