

Viewing Voucher Images

About this guide

This guide takes you through the process of viewing voucher images in CommBiz. Vouchers include cheques, deposit slips, quick deposits and Lockbox and Agency Payment Facility (APF) vouchers.

Important information

To view voucher images in CommBiz, you must have Voucher View Permission. You must be a CommBiz Administrator to add this permission for yourself or another user.

Viewing Voucher Images

1. Log in to CommBiz.
2. On the top menu, click **Accounts > Transaction History**.
3. The **View Transaction History** page is displayed.

The screenshot shows the Commonwealth Bank CommBiz interface. At the top, there's a navigation bar with 'Home', 'Accounts', 'Payables', 'Receivables', 'File Transfer', 'Functions', 'Insights', and 'Admin'. Below this, there's a sidebar with options like 'Balances', 'Transaction History', 'View Transaction History', 'Full Transaction Detail', 'Money Market Interest And Earnings', 'Balance History', 'Account Information', and 'Online Statements'. The main content area is titled 'View Transaction History' and contains a search bar for accounts, a 'SHOW' button, and a 'Transaction search' section with radio buttons for 'All', 'Exact', and 'From', along with date input fields and a 'SHOW' button.

Note: You can also access images for Lockbox and Agency Payment Facility vouchers from the Receivables menu (if available)

4. Select the account you wish to view.
Note: You can select the account from the drop down list or type any part of the account name or number within the 'Account' field.
5. If you are looking for a transaction in a particular date range, check the radio button next to **Exact** or **From** and complete the relevant dates. Otherwise leave **All** selected.
6. Click the **Show** button
Note: The default selection of All will retrieve 15 months worth of transaction data, unless the account is newer than 15 months old.

7. The list of located transactions is displayed.

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CommBiz

Home Accounts Payables Receivables File Transfer Functions Offers & Apply Admin

User ID: 10062766 User Name:
Service ID: 100264152 Service Name:

Balances
Transaction History
View Transaction History
Full Transaction Detail
Money Market Interest And Earnings
Balance History
Account Information
Online Statements

View Transaction History

* Account: Images | 300010412425 SHOW Search Accounts

Account Name	Account Type	Account Number	Pooling Facility ID	Opening Balance	Available Balance	View Statement
Images	Cheque Acct Bearing Interest	300010412425		\$79.19 CR	\$79.19 CR	View

Search more criteria - dates, description and amounts

Transactions Section

More than 30 transactions found, displaying 1-30 transactions 1 Next

Date	Description	Debit	Credit	Balance
21/11/2011	COMMBIZ TRANSFER petty cash swansto	\$1.00		\$79.19 CR
17/11/2011	(T)DE RET FEE			\$80.19 CR
17/11/2011	Victorian Reimbursements	\$0.50		\$80.19 CR
17/11/2011	DE A/C CLOSED 191414		\$0.50	\$80.69 CR
14/11/2011	<u>DEPOSIT 3010</u>		\$2.50	\$80.19 CR
15/07/2011	IB TRANSACTION S Payroll 15/07/11	\$5.00		\$77.69 CR
11/07/2011	IB TRANSACTION S Payroll 11/07/11	\$2.00		\$82.69 CR
19/05/2011	COMMBIZ TRANSFER to D2	\$1.00		\$84.69 CR
4/05/2011	COMMBIZ TRANSFER Test 2	\$1.00		\$85.69 CR
4/05/2011	COMMBIZ TRANSFER Test1	\$1.00		\$86.69 CR
16/03/2011	PBS test ELB	\$0.01		\$87.69 CR
15/02/2011	COMMBIZ TRANSFER trans a to b	\$1.00		\$87.70 CR
14/02/2011	CLIENT NAME LODGE REF MICHALOP	\$0.20		\$88.70 CR
3/02/2011	COMMBIZ TRANSFER weekly tfr	\$1.00		\$88.90 CR
3/02/2011	COMMBIZ TRANSFER To BOS	\$1.00		\$89.90 CR
31/01/2011	(T)DE RET FEE			\$90.90 CR
31/01/2011	DE INVALID BSB PAYROLL 1002		\$0.01	\$90.90 CR
31/01/2011	DE NO ACCOUNT PAYROLL 1005		\$0.01	\$90.89 CR
31/01/2011	DE NO ACCOUNT PAYROLL 1004		\$0.01	\$90.88 CR
28/01/2011	(T)DE RET FEE			\$90.87 CR
28/01/2011	VIC DEMO SERVICE PAYS	\$0.06		\$90.87 CR
28/01/2011	DE NO ACCOUNT PAYROLL 1001		\$0.02	\$90.93 CR
28/01/2011	DE INVALID BSB PAYROLL 1003		\$0.01	\$90.91 CR
27/01/2011	COMMBIZ TRANSFER Transfer D2	\$1.00		\$90.90 CR
27/01/2011	COMMBIZ TRANSFER Trans D2 to D1		\$10.00	\$91.90 CR
27/01/2011	COMMBIZ TRANSFER Trans D2 to D1		\$1.00	\$81.90 CR
27/01/2011	COMMBIZ TRANSFER Trans D1 to D2		\$1.00	\$80.90 CR
27/01/2011	COMMBIZ TRANSFER d2 to d1		\$1.00	\$79.90 CR
25/01/2011	COMMBIZ TRANSFER Trans D2 to D1		\$1.00	\$78.90 CR
21/01/2011	<u>QUICK DEPOSITS 3770</u>		\$2.50	\$77.90 CR

More than 30 transactions found, displaying 1-30 transactions 1 Next

Note: If there are more than 30 transactions listed, you will need to click **Next »** to view subsequent pages.

8. Transactions for which Voucher Views are available have a link under **Description** (underlined text).

9. Click the link.

10. The **Voucher Summary Details** screen is displayed.

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Voucher Summary Details

Fees apply for retrieving each voucher image. Please refer to the [CommBiz Terms and Conditions](#) Show me a Demo

3 items found, displaying 1 - 3

Posting Date	Account Number	Serial/Chq No	Dr/Cr	Amount	View Image
21/01/2011	06300010412425		Cr	\$ 2.50	View Image
21/01/2011	06301010582365	000009	Dr	\$ 1.00	View Image
21/01/2011	06301010582365	000010	Dr	\$ 1.50	View Image

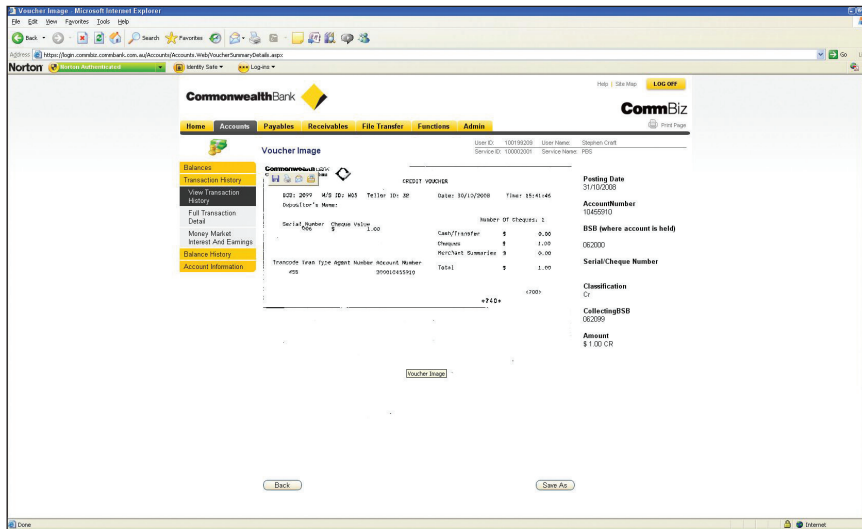
3 items found, displaying 1 - 3

[Back](#)

11. To view a voucher, click the  icon under **View Image**.

Note: Fees apply for retrieving each voucher image. Please refer to the CommBiz Terms and Conditions for pricing information.

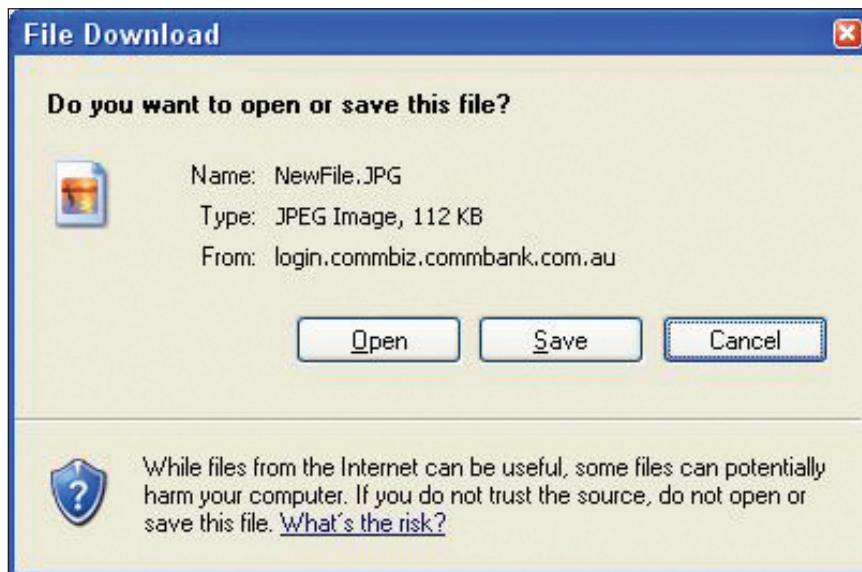
12. The voucher is displayed.



Saving the voucher view

13. To save the voucher view, click the **Save As** button.

14. A pop-up box will give you the options to **Open**, **Save** or **Cancel** the JPG file.



15. If you click **Open**, the file will be opened by your default image viewer and you can then save or print it.

16. If you click **Save**, you will be prompted to save the file to a location on your computer.

17. Once you have saved your file, you can click the **Back** button to select another voucher to view.