# CommBiz User Guide

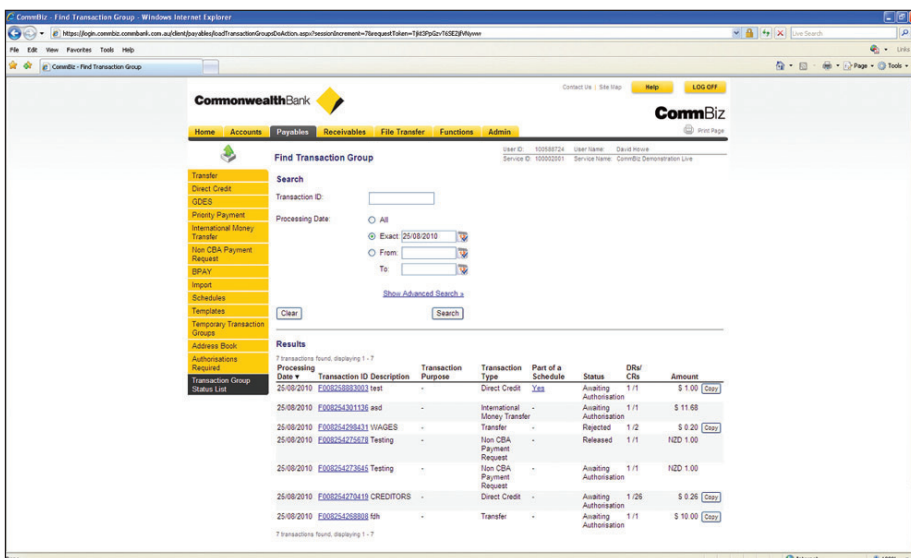# Review Transaction Group Status

About this guide

This guide takes you through the process of checking your Transaction Group Status and also provides detailed definitions of the status types displayed within CommBiz.
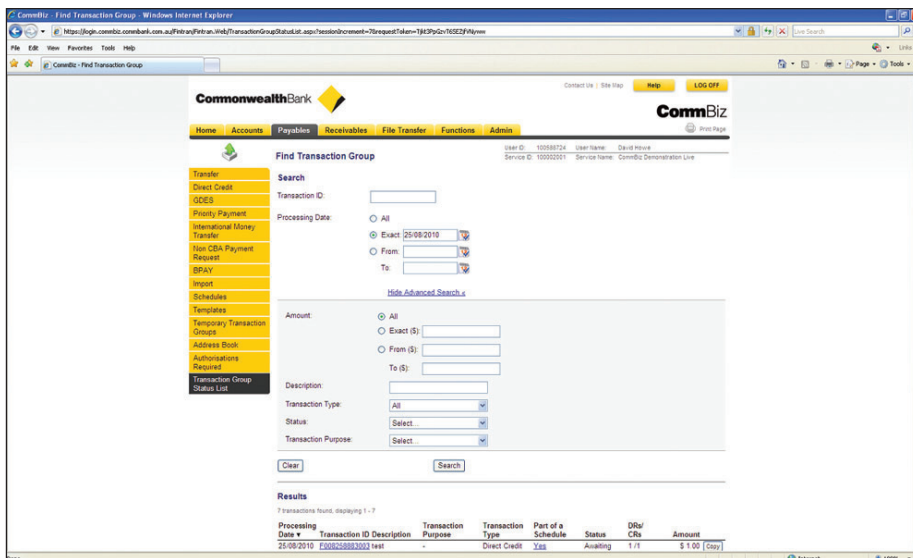
Viewing Transaction Group Status

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

2. On the top menu, click **Payables > Transaction Group Status List.**
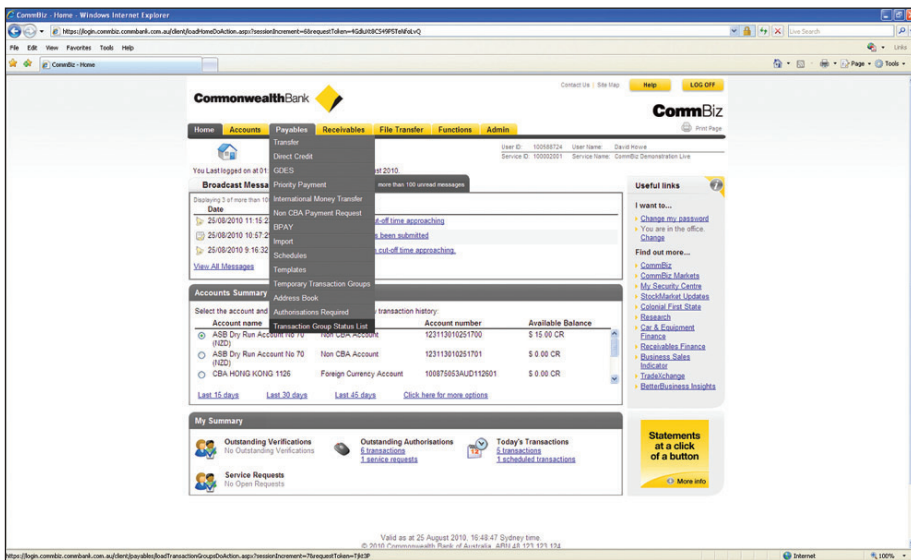

3. All payables and receivables transactions will be displayed in the Transaction Group Status List. Find the Transaction Group that you want to review.

5. If you cannot find the Transaction Group that you want to review, you can use the Search function, searching by 'Transaction ID' or 'Processing Date'.

6. For extra search parameters, click **Show Advanced Search**, which allows you to search by Amount, Description, Transaction Type, Status and Transaction Purpose.

7. When you have located the transaction that you want, click the blue 'Transaction ID' link. The 'Transaction Group Details' will be displayed.
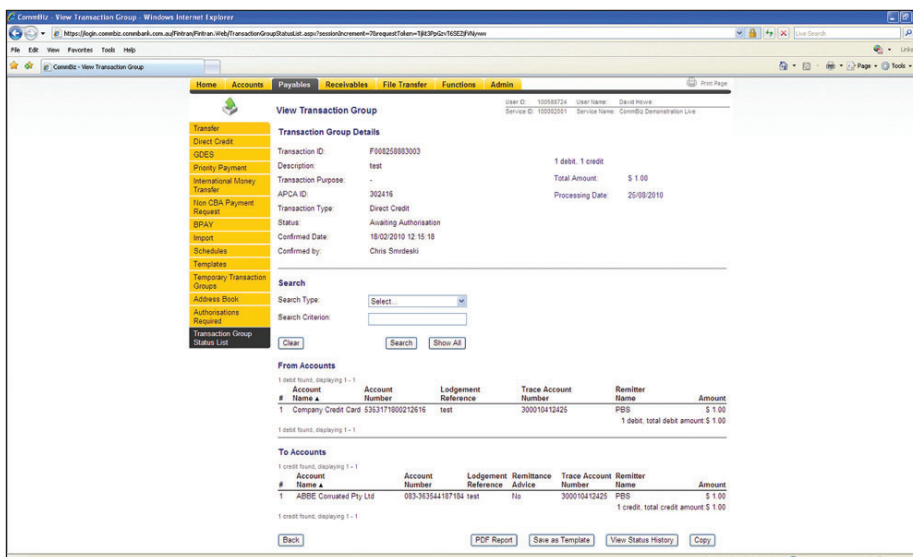
Transaction Status	Definition
Cancelled	Transaction Group has been cancelled by the creating user or a system process (e.g. an account has been disabled).
Confirmed	Transaction Group has been created by a user and confirmed as ready for authorisation.
Expired	A confirmed Transaction Group has passed the expiry date (5 days after being submitted) without being authorised and has been automatically declined by the system.
Approved	Transaction Group has passed all the Bank checks and is waiting to be processed by the Bank.
Authorised Scheduled	Transaction Group has been fully authorised and is scheduled to process on a date in the future.
Authorised Released	Transaction Group has been fully authorised and released to the Bank for processing.
Declined	Transaction Group has failed one or more Bank checks (e.g. limits, stopped account) and was declined by the Bank.
Partially Authorised	Transaction Group has been confirmed and authorised by at least one authoriser, but further authorisations are still required.
Processed	Transaction Group has been successfully processed by the Bank.
Recalled	A fully authorised Transaction Group which has been released to the Bank for processing has been successfully recalled by a user.
Rejected	The authorisation of the Transaction Group has been rejected by one of the authorisers.
Sent For Approval	The Transaction Group has been released to the bank for processing and is undergoing back end limit checks.
Exception Queue	An exception has been raised during the Bank approval process and the Transaction Group has been sent to the Exception Queue for the Bank to review.
Retry	An exception has been raised during the Bank approval process and the Transaction Group has been sent to the Exception Queue, but will be automatically retried at fixed intervals by the system.
Sent For Processing	An approved Transaction Group is being sent for processing.
Authorised Suspended	The Transaction Group has been fully authorised and released to the Bank for processing outside normal processing hours so the Transaction Group is suspended and will be processed at the start of the next processing day.
Recall Requested	The system is processing the recall request of a fully authorised Transaction Group which has been released to the Bank for processing.