

International Money Transfer & Transfer payment notifications

About this Guide

This guide covers how to:

- I. Enable email and Bank message notifications for a CommBiz user
- II. View Bank message notifications

Important information

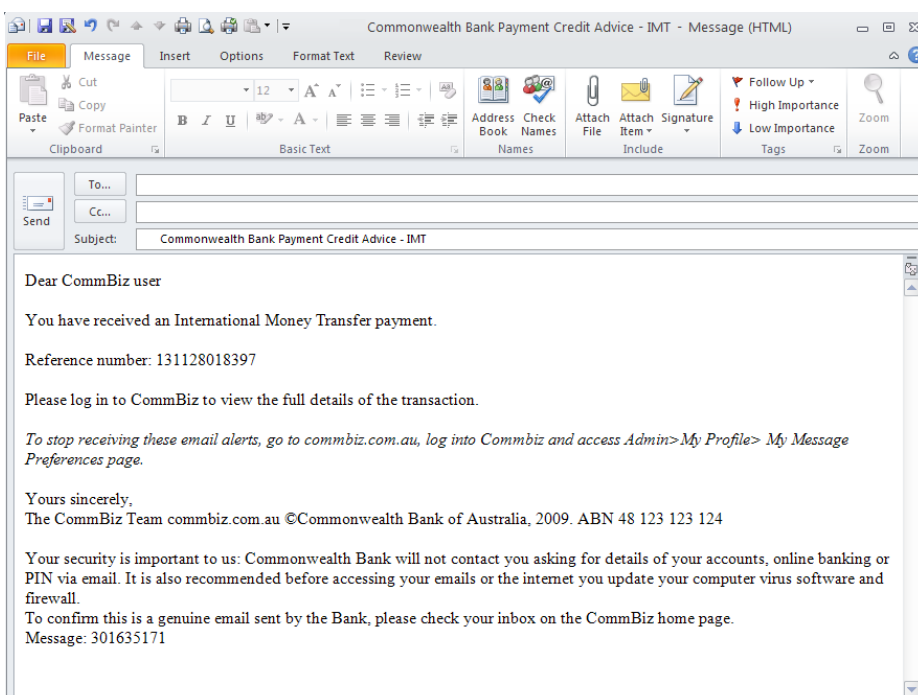
Before you can receive email and Bank messages for International Money Transfer & Transfer Payment notifications (Priority Payments), the functionality must be enabled for your CommBiz service by contacting CommBiz support.

A CommBiz user must have view access for the accounts that they wish to receive notifications for.

Delivery methods

There are two different methods of delivery:

1. **Email** - The email notification will prompt a CommBiz user to log in to CommBiz to view the Bank message. A reference number is included for reconciliation purposes.



Bank message – The bank message contains the full payment advice details.

Transaction Group Status



You have received a new International Money Transfer payment. Please see below for the transaction details.

Transaction Reference Number:	131128018397
Value Date:	28/11/2013
Account Number:	*****523
Exchange Rate:	0.13714034943
Amount:	AUD 167658.52
Debit/Credit:	CR
Payment Details:	PLS REFER TO REMITTANCE ADVICE
Received From	
Customer Details:	ABC Trading Level 7, Acacia Buliding Hong Kong
Original Payment Amount:	AUD 167,668.52
CBA Bank Fee:	AUD 10.00
Amount Sent:	HKD 1,222,605.30

I. Enabling email and Bank message notifications

1. Open your internet browser, visit **www.commbiz.com.au** and log in to CommBiz using your security token.
2. Navigate to Admin > Service > Preferences > Caps & Security > Security. Please make sure to enable email under **Message Delivery Mediums** and save.

The screenshot shows the 'Edit Service Preferences' page. The 'Security' tab is active. The 'Message Delivery Mediums' section is highlighted with a red box. It contains a consent statement and two checkboxes: 'SMS' (unchecked) and 'Email' (checked). Below the checkboxes are 'Cancel' and 'Save' buttons.

3. On the top menu, navigate to **Admin > My message preferences**.
4. Open the **Payment Advice Alerts** tab.

The screenshot shows the 'My Message Preferences' page. The 'Payment Advice Alerts' tab is highlighted with a red box. The page displays a table of message categories with checkboxes for 'SMS', 'Bank Message', and 'Email'.

Category	SMS	Bank Message	Email
<input type="checkbox"/> Payment and Request Status Messages updating you when a payment or request has changed status.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Product and Account Notifications Messages confirming when changes have occurred to your products or accounts in CommBiz.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Security Messages informing you of important security information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> News and Promotions Messages providing you with the latest news, promotions and general information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Select from the following 4 options and delivery. International Money Transfer (Debit/Credit), Transfer Payment (Debit/Credit).

Payment Advice Alerts

Payment Advice Notification
Payment notifications for International Money Transfers and Local Transfers.

	Bank Message	Email
International payments to overseas or payments involving foreign currency accounts (Debit) Messages updating you when International Money Transfers have debited.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
International payments to overseas or payments involving foreign currency accounts (Credit) Messages updating you when International Money Transfers have credited.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payments made in Australian dollars to recipients with Australian bank accounts (Debit) Messages updating you when priority payments and transfers have debited.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payments made in Australian dollars to recipients with Australian bank accounts (Credit) Messages updating you when priority payments and transfers have credited.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

II. Viewing your messages

1. Open your internet browser, visit www.commbiz.com.au and log in to CommBiz.
2. On the home page, click on **My Inbox**.
3. Alternatively, on the top menu, navigate to **Accounts > Functions > Messages**
4. The **Bank message inbox** displays all your payment advice notifications for up to 12 months.

The screenshot shows the CommBiz web interface. At the top, there's a navigation menu with 'Home', 'Accounts', 'Payables', 'Receivables', 'File Transfer', 'Functions' (highlighted), 'Offers & Apply', 'Insights', and 'Admin'. Below the menu, the 'Messages' section is active. It features a search bar with 'Show Search' and a link to 'Update My Message Preferences'. A message summary states: 'Your messages are shown below. Messages will be automatically deleted after 6 months.' Below this, it says 'More than 30 messages found, displaying 1 - 30' with a 'Next >' link. The main content is a table of messages:

<input type="checkbox"/>	Status	Subject	Category	Date received
<input type="checkbox"/>		Today		
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice	✉	24/02/2014 10:12:18 AM
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice - IMT	✉	24/02/2014 10:12:18 AM
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice - IMT	✉	24/02/2014 10:12:18 AM
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice - IMT	✉	24/02/2014 10:12:18 AM
<input type="checkbox"/>		Last Week		
<input type="checkbox"/>	✉	A CommBiz Maintenance Request has been Submitted	✉	20/02/2014 12:21:09 PM
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice - IMT	✉	19/02/2014 3:43:02 PM
<input type="checkbox"/>	✉	Commonwealth Bank Payment Credit Advice - IMT	✉	19/02/2014 2:34:56 PM