

# CommBiz User Guide.

## Account Search option in Manage Term Deposit screen

### About this guide.

This guide takes you through the process of:

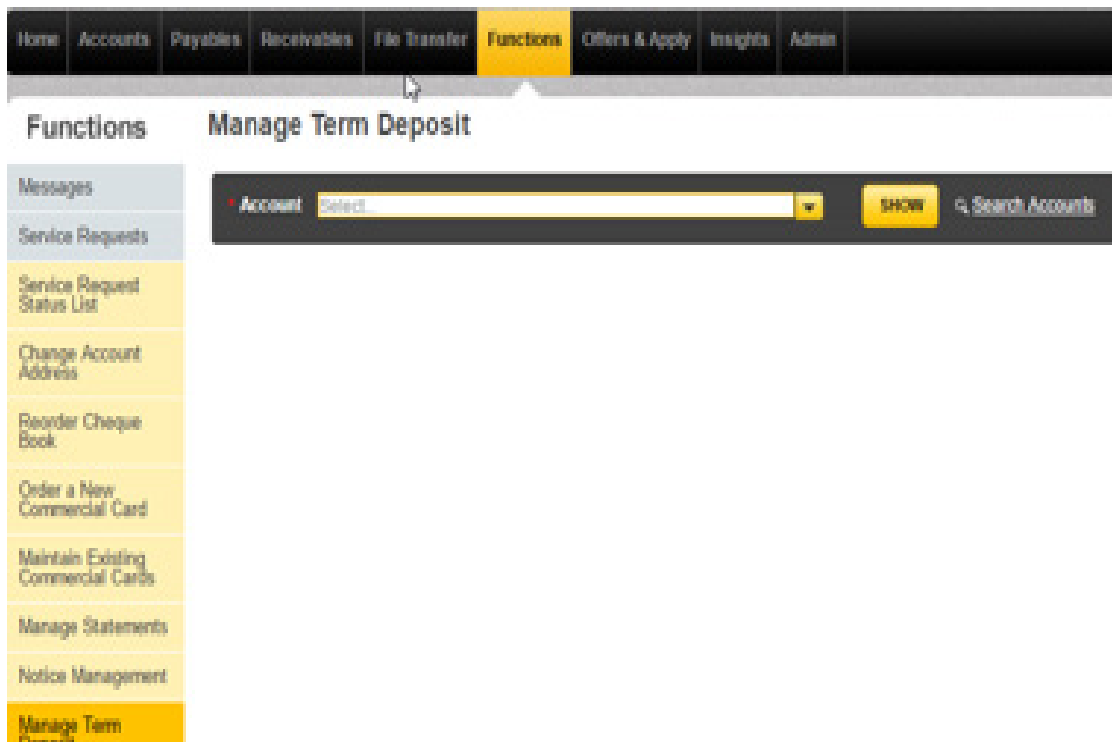
- I. Account Search option in the Manage Term Deposit screen.

### Before you start.

You must have access to view your Retail Term Deposit account in CommBiz. Adding your Term Deposit account requires a CommBiz administrator to complete a maintenance request. You will only be able to add accounts and establish Authorizers if you have been assigned Admin (Administrator) permissions and have a security token. You must have Create SR Permission for creating the Service Request which will set the Maturity Instructions on your Retail Term Deposit Accounts. Authorizers defined on the Term Deposit Accounts will authorize the Service Request.

#### I. Account Search Option for Term Deposit Accounts.

1. On the top menu, click **Function > Service Request > Manage Term Deposit**.
2. The Account Search link is available near the Term Deposit Account dropdown. You can use this Search option if you are unable to locate account in the dropdown'.



3. Click on Account Search, Account Search screen will be opened as below. All the Term Deposit accounts linked to your service will be displayed in the Account Search screen if you have View Access on the Account.

### Select Account

Hide Search

**Search**

Account Name:  Account Number:

**Results**


3 accounts found, displaying 1 - 3

Account Name	Account Number
<a href="#">Acc 1 MD Jun 05</a>	470150082474
<a href="#">Acc 1 MD Jun 06</a>	216250065985
<a href="#">Acc 1 MD Jun 30</a>	269250019822

3 accounts found, displaying 1 - 3

5. A maximum of 30 Term Deposit Accounts will be displayed in one page. On clicking the Page Number link , you can navigate to the next page to view the remaining Accounts.

### Select Account

 [Hide Search](#)

**Search**


Account Name:  Account Number:

#### Results

More than 30 accounts found, displaying 1 - 30		1 2 ... <a href="#">Next</a>
Account Name	Account Number	
<a href="#">1234567890123456789012345</a>	785010242095	
<a href="#">Acc 1 HE MD 07 - Commbiz</a>	253450170889	
<a href="#">Acc 1 HE MD 07 - Commsee</a>	269250622330	
<a href="#">Acc 1 MD 22 Jun</a>	794150000900	
<a href="#">Acc 1 MD 23 Jun</a>	269250019355	
<a href="#">Acc 1 MD 24 Jun</a>	202850118473	
<a href="#">Acc 1 MD Jul 02</a>	207050053894	
<a href="#">Acc 1 MD Jul 03</a>	213350306957	
<a href="#">Acc 1 MD Jul 04</a>	218850231591	
<a href="#">Acc 1 MD Jul 07</a>	326250099154	
<a href="#">Acc 1 MD Jul 08</a>	500650057974	
<a href="#">Acc 1 MD Jul 09</a>	220750110166	
<a href="#">Acc 1 MD Jul 10</a>	269250020276	
<a href="#">Acc 1 MD Jul 11</a>	446250078253	
<a href="#">Acc 1 MD Jul 12</a>	314550145492	
<a href="#">Acc 1 MD Jul 14</a>	600150303030	
<a href="#">Acc 1 MD Jul 21</a>	514550163734	
<a href="#">Acc 1 MD Jul 27 - HE</a>	212050043214	
<a href="#">Acc 1 MD Jul 28 - HE</a>	212150305533	
<a href="#">Acc 1 MD Jul 29 - HE</a>	227150118515	
<a href="#">Acc 1 MD Jun 05</a>	470150082474	
<a href="#">Acc 1 MD Jun 06</a>	216250065985	
<a href="#">Acc 1 MD Jun 30</a>	269250019822	
<a href="#">Acc 1 PW MD 07 - Commbiz</a>	516550040725	
<a href="#">Acc 1 PW MD 07 - Commsee</a>	225150077852	
<a href="#">Acc 1 PW MD 07 - NB</a>	269250388636	
<a href="#">Acc 1 R MD 07 - Commbiz</a>	600050292530	
<a href="#">Acc 1 R MD 07 - Commsee</a>	443250137256	
<a href="#">Acc 1 R MD 07 - NB</a>	200050292626	
<a href="#">Acc 10 MD 22 Jun</a>	600050260475	
More than 30 accounts found, displaying 1 - 30		1 2 ... <a href="#">Next</a>

- Click on the Account Name link to select the Account. On selecting the Account, the Manage Term Deposit screen of the selected Account will be loaded.

## Select Account

Hide Search 

Search

Account Name:  Account Number:

### Results

1 account found, displaying 1 - 1

Account Name	Account Number
<a href="#">Acc 1 MD Jul 10</a>	269250020276

1 account found, displaying 1 - 1

## Manage Term Deposit

Account


Details of selected Term Deposit and maturity instructions are shown below.

### Account Detail


Account number	269250020276
Current balance	\$5,000.00
Investment term	60 months
Start date	10/07/2016
Maturity date	10/07/2021
Interest rate	3.70% p.a.
Interest payment frequency	Paid annually and/or at maturity
Interest payment option	Pay Interest into Other Linked Account
Account to pay interest to 	229310192947

### Maturity Instructions


Maturity Instructions can be submitted or changed any time prior to 10/07/2021. The last submitted instruction will be processed on the maturity date.

Maturity instructions 


Renewal as a maturity instruction means this Term Deposit will be renewed at the interest rate which applies to that amount for the term shown below on the maturity date 10/07/2021. This may be a significantly different interest rate, higher or lower from the current interest rate.

New term 

- Number of months  month(s)
- Maturity date

Interest payment frequency 

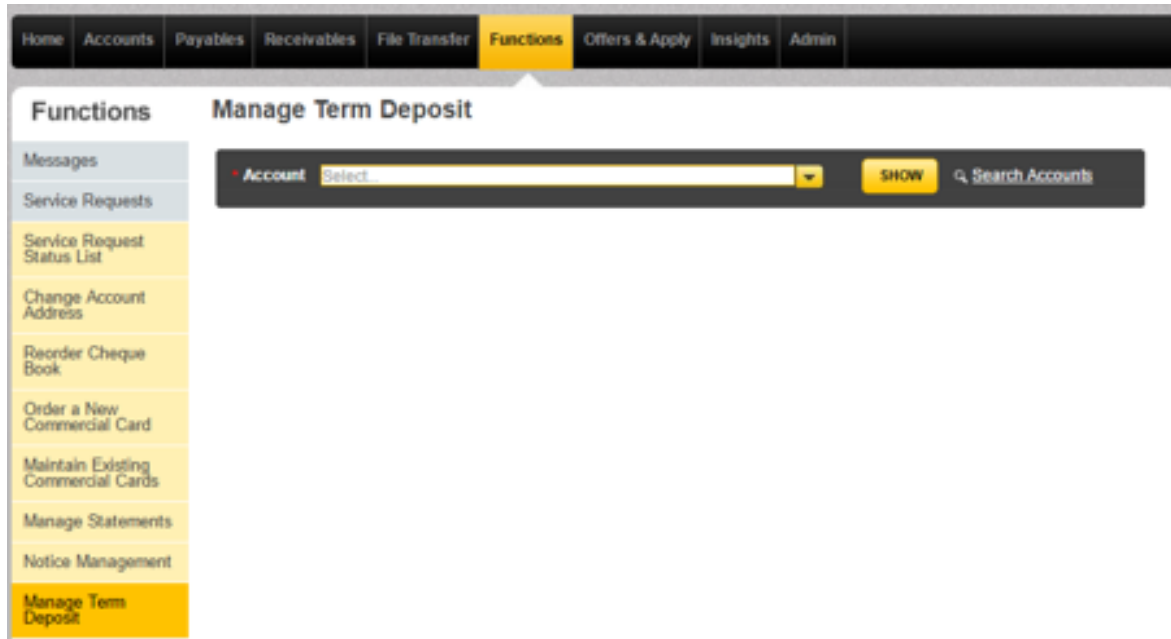
- 4 weekly
- 6 monthly
- Annually

Interest payment option 

- Pay Interest into Same Term Deposit Account
- Pay Interest into Other Linked Account

Account to pay interest to

7. Click on Cancel if you want to close the Account Search screen.



## II. Account Search Option for DDA Accounts.

Once you load the Term Deposit Account in the Manage Term Deposit screen.

1. If Interest Payment Option selected is Pay Interest Into Other Linked Account, the Search Account link will be available next to the Account to pay interest to dropdown.

### New Instructions

Select a standard Term Deposit option

	<input checked="" type="radio"/> Current	<input type="radio"/> Option 1	<input type="radio"/> Option 2	<input type="radio"/> Option 3	<input type="radio"/> Option 4
Interest rate	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.
Term	33 days	4 months	8 months	12 months	36 months
Interest*	\$12.94	\$47.85	\$95.31	\$143.16	\$429.49
Interest payment frequency	Annually	6 monthly	6 monthly	6 monthly	Annually
Maturity date	02/09/2016	30/11/2016	31/03/2017	31/07/2017	31/07/2019

\* Interest payment option

Pay Interest into Same Term Deposit Account

Pay Interest into Other Linked Account

\* Account to pay interest to

Select...

Select a custom Term Deposit option

Select a standard Term Deposit option  
 Select a custom Term Deposit option

• New term ?
 Number of months  month(s)  
 Maturity date  
Matures in 33 days

• Interest payment frequency ?
 4 weekly  6 monthly  Annually

**\$5,302.39 for 33 days**

**2.70% p.a. paid Annually**

Earn a total of **\$13<sup>#</sup>**

• Interest payment option
  Pay Interest Into Same Term Deposit Account  
 Pay Interest Into Other Linked Account

• Account to pay interest to

2. If Account is in Fixed state, and the Maturity Instruction selected is Partial withdrawal or Full withdrawal, the Search Accounts link will be available next to the Account to pay amount to dropdown.

**Functions**

- Messages
- Service Requests
- Service Request Status List
- Change Account Address
- Reorder Cheque Book
- Order a New Commercial Card
- Maintain Existing Commercial Cards
- Manage Statements
- Notice Management
- Manage Term Deposit**
- Stop Cheques
- Authorisations Required
- Business Intelligence
- Report Centre

### Manage Term Deposit

• Account

Details of selected Term Deposit and maturity instructions are shown below.

**Account Detail**

Account number	200050155314
Current balance	\$9,889.83
Investment term	6 months
Start date	28/02/2016
Maturity date	28/08/2016
Interest rate	2.70% p.a.
Interest payment frequency	Paid 6 monthly and/or at maturity
Interest payment option	Pay Interest Into Other Linked Account
Account to pay interest to <span>?</span>	7620001308495

**Maturity Instructions**

Maturity Instructions can be submitted or changed any time prior to 28/08/2016. The last submitted instruction will be processed on the maturity date.

• Maturity instructions ?

• Account to pay amount to

Functions **Manage Term Deposit**

- Messages
- Service Requests
- Service Request Status List
- Change Account Address
- Reorder Cheque Book
- Order a New Commercial Card
- Maintain Existing Commercial Cards
- Manage Statements
- Notice Management
- Manage Term Deposit**
- Stop Cheques
- Authorisations Required
- Business Intelligence
- Report Centre

Account

Details of selected Term Deposit and maturity instructions are shown below.

Account Detail

Account number	200050155314
Current balance	\$9,889.83
Investment term	6 months
Start date	28/02/2016
Maturity date	28/08/2016
Interest rate	2.70% p.a.
Interest payment frequency	Paid 6 monthly and/or at maturity
Interest payment option	Pay interest into Other Linked Account
Account to pay interest to	7620001308495

Maturity Instructions

Maturity instructions can be submitted or changed any time prior to 28/08/2016. The last submitted instruction will be processed on the maturity date.

Maturity instructions 
  
Partial withdrawal as a maturity instruction means the balance of this Term Deposit will be reduced by the withdrawn amount. The reduced balance will be renewed at that amount for the term shown below on the maturity date 28/02/2017. This may be a significantly different interest rate, higher or lower from the current interest rate.

Withdrawal amount \$  You need to retain a minimum of \$5,000.00 in your Term Deposit to renew.

Account to pay amount to

New term  Number of months  month(s) 
  
 Maturity date


Interest payment frequency  4 weekly  6 monthly  Annually

Interest payment option  Pay interest into Same Term Deposit Account
   
 Pay interest into Other Linked Account

Account to pay interest to

4. A maximum of 30 DDA Accounts will be displayed on one page. On clicking the Page Number link , you can navigate to the next page to view the remaining Accounts.

### Select Account

 Hide Search x

**Search**

Account Name:  Account Number:

#### Results

More than 30 accounts found, displaying 1 - 30		1 2 ... <a href="#">Next &gt;</a>
Account Name	Account Number	
<a href="#">1234567890123456789012345678901234567890</a>	785010242065	
<a href="#">1234567890123456789012345678901234567890</a>	213010703331	
<a href="#">1234567890123456789012345678901234567890</a>	700028013644	
<a href="#">200014872025</a>	200014872025	
<a href="#">AED</a>	200014820957	
<a href="#">AUD</a>	200012052856	
<a href="#">AUD.1</a>	785010096707	
<a href="#">AUD.2</a>	785010254218	
<a href="#">AUD.3</a>	200014944582	
<a href="#">AUL1</a>	200014817712	
<a href="#">cap grow acont</a>	200014796472	
<a href="#">Custom GBP</a>	200014871540	
<a href="#">Custom GBP.2</a>	200014871559	
<a href="#">Exemption Rule</a>	226811035969	
<a href="#">FCA AUL</a>	200014871436	
<a href="#">GBP</a>	200014908331	
<a href="#">GBP</a>	269211684360	
<a href="#">GBP.1</a>	200014840513	
<a href="#">GBP.2</a>	200014886308	
<a href="#">GBPFP</a>	200014908147	
<a href="#">geo.usd</a>	200014833229	
<a href="#">hatez</a>	200610844485	
<a href="#">John Ma</a>	271410019753	
<a href="#">JPY-geo</a>	785010340968	
<a href="#">Manila_gbp</a>	200014859031	
<a href="#">Manoj Mathew</a>	600011410055	
<a href="#">Manoj Mathew</a>	200014840795	
<a href="#">Manoj Mathew Main Stateme</a>	200014903346	
<a href="#">MAXTOR CORPORATION</a>	200014829625	
<a href="#">METALINK</a>	400019877761	
More than 30 accounts found, displaying 1 - 30		1 2 ... <a href="#">Next &gt;</a>



- You can also search for an Account by entering Account Name or Account Number and clicking on Search. Click on Clear button if you want to clear the search criteria.

### Select Account

Hide Search

**Search**

Account Name:  Account Number:

**Results**

5 accounts found, displaying 1 - 5

Account Name	Account Number
<a href="#">AUD</a>	200012052656
<a href="#">AUD 1</a>	785010096707
<a href="#">AUD 2</a>	785010254218
<a href="#">AUD 3</a>	200014944682
<a href="#">test aud1</a>	200014700987

5 accounts found, displaying 1 - 5

- Click on the Account Name link to select the Account. On selecting the Account, you will be navigated back to the Manage Term Deposit screen & the corresponding dropdown will be loaded with the selected Account.

### New Instructions

**Select a standard Term Deposit option**

	<input checked="" type="radio"/> Current	<input type="radio"/> Option 1	<input type="radio"/> Option 2	<input type="radio"/> Option 3	<input type="radio"/> Option 4
Interest rate	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.
Term	33 days	4 months	8 months	12 months	36 months
Interest <sup>#</sup>	\$12.94	\$47.85	\$95.31	\$143.16	\$429.49
Interest payment frequency	Annually	6 monthly	6 monthly	6 monthly	Annually
Maturity date	02/09/2016	30/11/2016	31/03/2017	31/07/2017	31/07/2019

\* Interest payment option
  Pay Interest Into Same Term Deposit Account
  Pay Interest Into Other Linked Account

\* Account to pay interest to

- Clicking on Cancel will close the Account Search screen and you will be navigated back to the Manage Term Deposit screen.

### Functions

- Messages
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- Service Request Status List
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- Business Intelligence
- Report Centre

## Manage Term Deposit

Please contact the Bank or Relationship Manager should you wish to withdraw from this Term Deposit account.

Account Acc 2 MD Jul 31 - HF | 269250016218 SHOW Search Accounts

This Term Deposit was renewed on 31/07/2016 with new details provided below. Please note: if no maturity instructions were nominated before the maturity date, this Term Deposit was automatically renewed for the same investment term as before at the rate that applied to that term, or transferred to the holding facility until further instructions are provided to the Bank. Details of renewed Term Deposit are shown below.

#### Account Detail

<b>Account number</b>	269250016218
<b>Current balance</b>	\$5,302.39
<b>Investment term</b>	33 days
<b>Start date</b>	31/07/2016
<b>Maturity date</b>	02/09/2016

Changes to the investment term and interest payment options on this Term Deposit can be submitted and approved in CommBiz at any time prior to 06/08/2016. After this date, no further changes will be allowed. Note: these changes are applied from the start date (31/07/2016) and the renewal interest rate is set at an interest rate current on that date.

#### New Instructions

Select a standard Term Deposit option

	<input checked="" type="radio"/> Current	<input type="radio"/> Option 1	<input type="radio"/> Option 2	<input type="radio"/> Option 3	<input type="radio"/> Option 4
<b>Interest rate</b>	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.
<b>Term</b>	33 days	4 months	8 months	12 months	36 months
<b>Interest<sup>a</sup></b>	\$12.94	\$47.85	\$95.31	\$143.16	\$429.49
<b>Interest payment frequency</b>	Annually	6 monthly	6 monthly	6 monthly	Annually
<b>Maturity date</b>	02/09/2016	30/11/2016	31/03/2017	31/07/2017	31/07/2019

**Interest payment option**

Pay Interest into Same Term Deposit Account

Pay Interest into Other Linked Account

**Account to pay interest to** Select... Search Accounts

Select a custom Term Deposit option