

## Money Markets - view balances, transaction and interest/earnings history

This guide takes you through the process of viewing your Cash Deposit Account (CDA) balances, transaction history and interest/earnings history in CommBiz Markets (Markets).

### Important

Refer to the CommBiz Terms and conditions for more information.

### Login to CommBiz

1. Open your internet browser and go to **www.commbiz.com.au**, then login with your Login ID and password.

CommBiz  
CommonwealthBank

CommBiz  
Log In

Welcome  
Please log in.

Login ID\*

Login Password\*

Token Password:

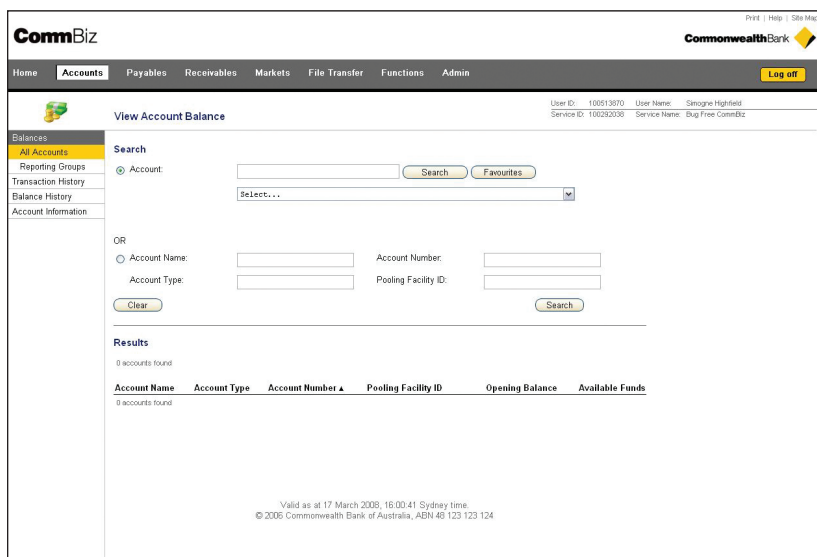
[Forgotten Password?](#)

[CommBiz - Terms & Conditions](#)

[CommBiz Terms & Conditions \(printer friendly version\)](#)

2. On the top menu, click **Accounts**.

3. The View Account Balance screen is displayed.



## Viewing your transaction history

4. On the left-hand page menu, click **Transaction History**.

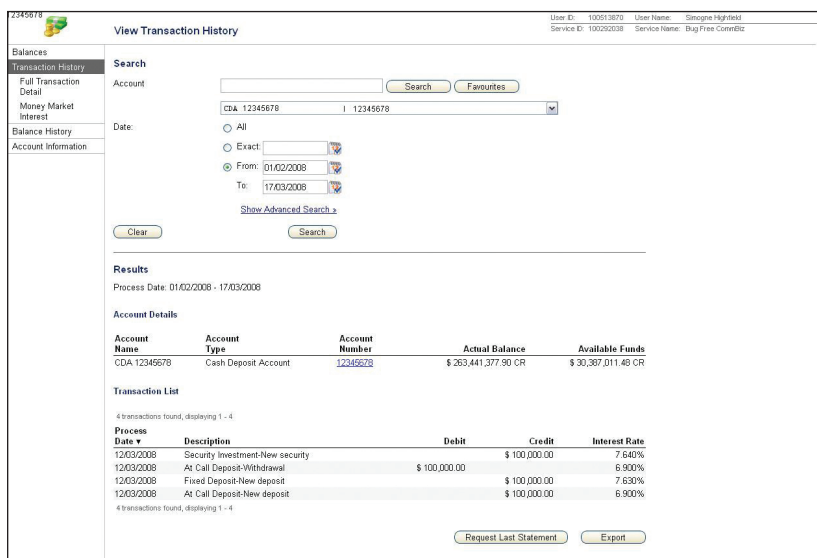
5. Choose the CDA you want to view from the **Account** dropdown list or via the Search function.

**Note:** The Search function is an extra feature to assist users who have more than 30 accounts in CommBiz. This additional function allows the user to search by account name or number.

6. Choose the date/s you wish to view from the three options:

- > **All** - to view the whole transaction history for the CDA (note: 12 months of history is available in Markets).
- > **Exact** - to view as at a specific date.
- > **From - To** - to view specific periods.

7. Click the lower **Search** button to generate the transaction history or **Clear** to start again.



8. To view a specific transaction in detail, select **Full Transaction Detail** from the left-hand menu.

9. Follow Steps 5-7 above.

- In this view, there is a hyperlink to each transaction that has been conducted. Click on the hyperlink to view the details of that transaction. The View Transaction Detail screen is displayed.

**CommBiz** CommonwealthBank

Home Accounts Payables Receivables Markets File Transfer Functions Admin **Log off**

User ID: 100515870 User Name: Simagne Highfield  
Service ID: 100292038 Service Name: Bug Free CommBiz

**View Transaction Detail**

Transaction Details

Date	Account Number	Transaction Reference	Amount	Debit/Credit
12/03/2008	12345678	26602	\$ 100,000.00	CR

Product: 11AM Call Deposit  
Description: New deposit  
Maturity Date: N/A  
Interest Rate: 6.700%  
Bank Internal Reference: 514

[Back](#)

Valid as at: 18 March 2008, 17:47:21 Sydney time  
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- Click the **Back** button to return to the transaction history.

## Requesting statements and exporting lists

- On the View Full Transaction Details screen, there are two buttons at the bottom of the page - **Request Last Statement** and **Export**.

**View Full Transaction Details**

User ID: 100515870 User Name: Simagne Highfield  
Service ID: 100292038 Service Name: Bug Free CommBiz

Search

Account: CDA 12345678 | 12345678

Date:  All  Exact:

From: 01/02/2008

To: 17/03/2008

[Show Advanced Search >](#)

[Clear](#) [Search](#)

**Results**  
Process Date: 01/02/2008 - 17/03/2008

**Account Details**

Account Name	Account Type	Account Number	Actual Balance	Available Funds
CDA 12345678	Cash Deposit Account	12345678	\$ 263,441,377.90 CR	\$ 30,387,011.48 CR

**Transaction List**  
4 transactions found, displaying 1 - 4

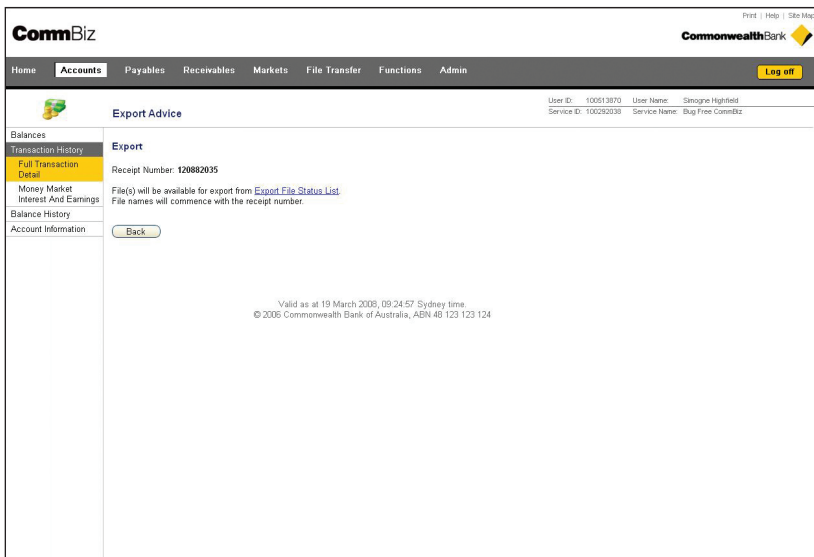
Process Date	Description	Debit	Credit	Interest Rate
12/03/2008	2302 Security Investment-New security		\$ 100,000.00	7.640%
12/03/2008	2302 24 Call Deposit-Withdrawal	\$ 100,000.00		6.900%
12/03/2008	2301 Fixed Deposit-New deposit		\$ 100,000.00	7.630%
12/03/2008	2281 At Call Deposit-New deposit		\$ 100,000.00	6.900%

4 transactions found, displaying 1 - 4

[Request Last Statement](#) [Export](#)

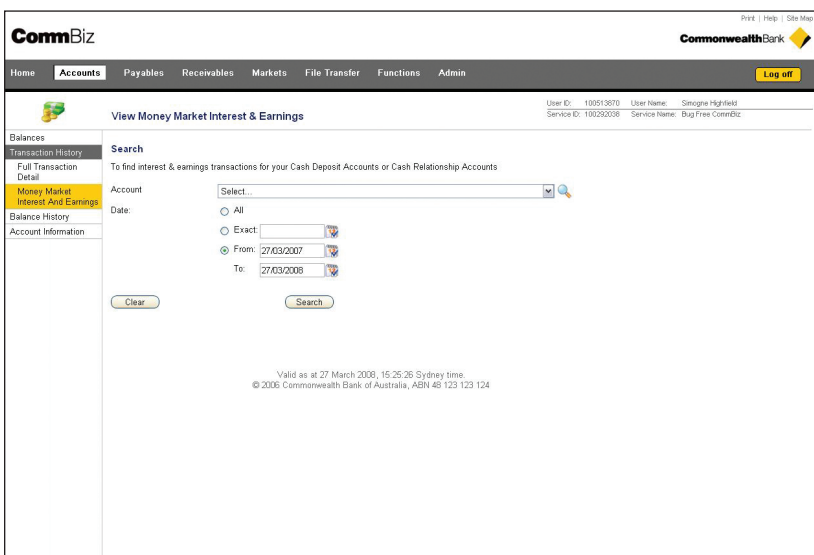
- Click the **Request Last Statement** button and your most recent statement will be posted to you within 48 hours.

14. To export the list, click the **Export** button. The Export Advice screen is displayed.



15. Note the receipt number as you will need this on the next page.

16. Click on the **Export File Status List** hyperlink. The Find Export File screen is displayed.



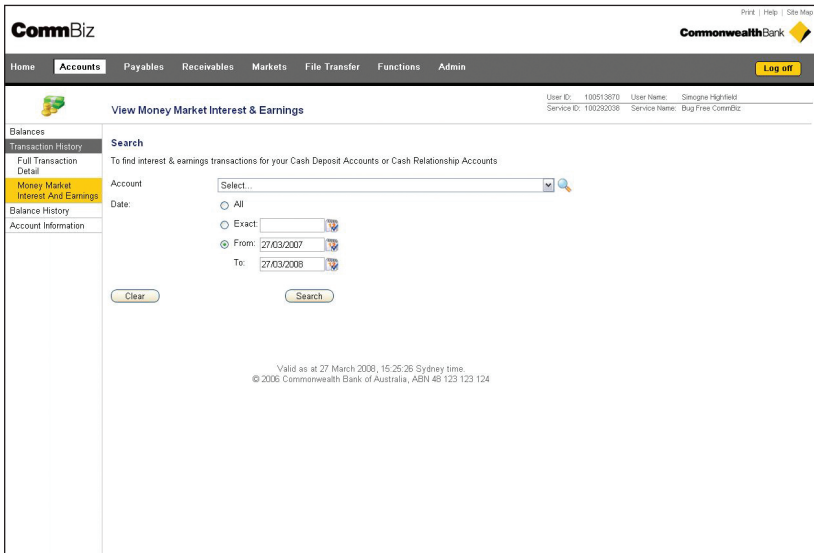
17. In the **Results** list, find the receipt number noted in Step 15.

**Note:** Export requests are listed in time order, with the most recent request first.

18. Click on the hyperlink. You will be prompted to save the file on your computer or open it without saving.

19. From the **Accounts** tab select **Money Market Interest and Earnings** on the left-hand menu. The View Money Market Interest and Earnings screen is displayed.

**Note:** If **Money Market Interest and Earnings** does not appear on the left-hand menu, select **Transaction History** first, then **Money Market Interest and Earnings**.

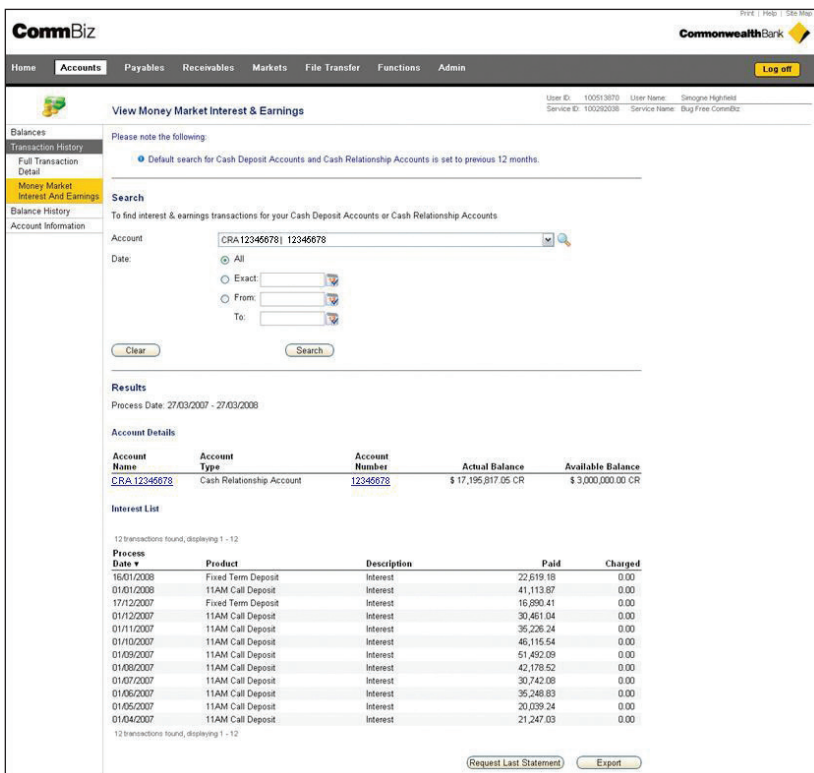


20. Choose the CDA you want to view from the **Account** dropdown list.

21. Select the date/s to view as described in Step 6.

22. Click the **Search** button to generate an interest and earnings list for the dates selected, or **Clear** to start again.

23. At this point you can request a statement or export the information, as described in Steps 14–18.



## Viewing your balances

24. From the **Accounts** tab select **Balances** from the left-hand menu.
25. Choose the CDA you want to view from the **Account** dropdown list.
26. Click the lower **Search** button to view your CDA balance.

**CommBiz** CommonwealthBank

Home **Accounts** Payables Receivables Markets File Transfer Functions Admin **Log off**

User ID: 100012870 User Name: Sirogra HighRisk  
Service ID: 10002039 Service Name: Bug Free CommBiz

**View Account Balance**

Search

Account:

OR

Account Name:  Account Number:   
Account Type:  Pooling Facility ID:

**Results**

1 account found, displaying 1 - 1

Account Name	Account Type	Account Number	Pooling Facility ID	Opening Balance	Available Funds
<a href="#">CRA12345678</a>	Cash Relationship Account	12345678		\$ 14,311,958.63 CR	\$ 3,000,000.00 CR

1 account found, displaying 1 - 1

Total Available Balance for Found AUD Accounts: **\$ 3,000,000.00 CR**

Valid as at 25 March 2008, 14:38:13 Sydney time  
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27. To export the list, follow Steps 14-18.
28. To view the details of an account, including transaction history and balances, click the account name or number hyperlink in the **Results** section of the screen.

## Viewing account information

29. From the **Accounts** tab select **Account Information** from the left-hand menu.
30. Choose the CDA you want to view from the **Account** dropdown list.
31. Click the **Search** button to generate a list of all the products and balances under that account.

**CommBiz** CommonwealthBank

Home **Accounts** Payables Receivables Markets File Transfer Functions Admin **Log off**

User ID: 100012870 User Name: Sirogra HighRisk  
Service ID: 10002039 Service Name: Bug Free CommBiz

**View Account Information**

Select Account

Account:

**Account Details**

Account Name	Account Type	Account Number	Actual Balance	Available Balance
<a href="#">CRA12345678</a>	Cash Relationship Account	12345678	\$ 14,211,958.63 CR	\$ 3,151,714.80 CR

**Product Information**

Product	Actual Balance	Available Balance	Interest Rate	Maturity
11AM Call Deposit	\$ 151,714.80 CR	\$ 151,714.80 CR	6.700%	
Fixed Deposit	\$ 5,000,000.00 CR	\$ 0.00 CR	7.020%	16/04/2008
Fixed Deposit	\$ 1,016,880.41 CR	\$ 0.00 CR	7.130%	17/03/2008
Fixed Deposit	\$ 3,000,000.00 CR	\$ 3,000,000.00 CR	6.900%	19/02/2008
Security Investment	\$ 5,043,263.42 CR	\$ 0.00 CR	7.380%	22/04/2008

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