CommBiz User Guide

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.

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2. On the top menu, click Accounts.



3. The View Account Balance screen is displayed.

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CommBiz	CommonwealthBark 🧇
Home Accounts	Payables Receivables Markets File Transfer Functions Admin
57	View Account Balance
Balances All Accounts	Search
Reporting Groups Transaction History	Account: Search Favourites
Balance History Account Information	select V
	OR Account Name: Account Number:
	Account type: Pooling Facility U: Clear Search Search
	Results © Rocourt Exard <u>Account Name</u> <u>Account Type</u> <u>Account Number</u> <u>Pooling Facility ID</u> <u>Opening Balance</u> <u>Available Funds</u>
	Valid as at 17 March 2009, 15 00 41 Sydney time. © 2006 Commonwealth Eark of Australia, AEN 46 123 123 124

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.

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35	View Transa	ction History			Ser	vice ID: 100292038	Service Name:	Bug Free CommBb
Balances								
Transaction History	Search							
Full Transaction Detail	Account			Search Favo	urites			
Money Market		CDA 12345678	1 12345678		~			
Balance History	Date:	O All						
Account Information		O Exact:	300					
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		U1/02/2008						
		To: 17/03/2008						
		Show Advanced Se	arch >					
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	Results							
	Process Date: 0	1/02/2008 - 17/03/2008						
	Account Details							
	Name	Account	Account	Actua	I Balance	Available Fr	inds	
	CDA 12345678	Cash Deposit Account	12345678	\$ 263,441.	377.90 CR	\$ 30,387,011.48	CR	
	Transaction Lis	1						
	4 transactions four	nd, displaying 1 - 4						
	Process Date V	Description		Debit	Credit	Interest I	ate	
	12/03/2008	Security Investment-New security		Debit	\$ 100,000.00	7.6	40%	
	12/03/2008	At Call Deposit-Withdrawal		\$ 100,000.00		6.9	00%	
	12/03/2008	Fixed Deposit-New deposit			\$ 100,000.00	7.6	30%	
					\$ 100,000,00	6.9	10.96	
	12/03/2008	At Call Deposit-New deposit			4 100,000.00	0.0	2010	
	12/03/2008 4 transactions four	At Call Deposit-New deposit nd, displaying 1 - 4			4 100,000.00	0.0		
	12/03/2008 4 transactions four	At Call Deposit-New deposit nd, displaying 1 - 4			4 100,000.00	0.5		
	12/03/2008 4 transactions four	At Call Deposit-New deposit nd, displaying 1 - 4		Requ	est Last Statement	Export		

- 8. To view a specific transaction in detail, select Full Transaction Detail from the left-hand menu.
- 9. Follow Steps 5-7 above.

10. 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										Commonwea	rint Help Site Map AlthBank 🔶
Home Accounts	Payables	Receivables	Markets	File Transfer	Functions	Admin					Log off
\$ *	View Transa	ction Detail						User ID: 100513870 Service ID: 100292038	User Name: Service Name	Simogne Highfield Bug Free CommBiz	
Balances											
Transaction History	Transaction L	Details									
Detail	12/03/2008	12345678	er	26602	erence		\$ 100,000,00	CR			
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	Description.				New depi	1511					
	Maturity Date:				N/A						
	Interest Rate:				6.700%						
	Bank Internal Re	eference:			514						
	Peak										
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			Valid	as at 18 March 20	08, 17:47:21 Sy	lney time.					
			© 2006 Cor	nmonwealth Bank i	of Australia, ABN	48 123 123 12	24				
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1											

11. Click the **Back** button to return to the transaction history.

Requesting statements and exporting lists

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

	View Full Trans	action Details			Use Ser	r ID: 100513870 vice ID: 100292038	User Name. Service Name	Sinogne Highfield Bug Free CommBiz
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Transaction History	Search							
Full Transaction Detail	Account	CDA 12345678 12345	578			Q.		
Money Market Interest	Date:	O All	1999.					
Balance History		O Exact.	199					
Account Information		From: 01/02/2008	**					
		To: 17/03/2008						
		Show Advanced Se	arch »					
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	Results							
	Process Date: 01/02	/2008 - 17/03/2008						
	Account Details							
	Account	Account	Account					
	Name	Туре	Number	Actual E	Balance	Available Fi	inds	
	CDA 12345678	Cash Deposit Account	12345678	\$ 263,441,37	7.90 CR	\$ 30,387,011.48	CR	
	Transaction List							
	4 transactions found, d	isplaying 1 - 4						
	Process Date De	scription		Debit	Credit	Interest Rate		
	12/03/2008 23	202 Security Investment-New sec	unity		\$ 100,000.00	7.6	40%	
	12/03/2008 23	202 At Call Deposit-Withdrawal		\$ 100,000.00		6.9	00%	
	12/03/2008 23	001 Fixed Deposit-New deposit			\$ 100,000.00	7.6	30%	
	12/03/2008 22	301 At Call Deposit-New deposit			\$ 100,000.00	6.9	00%	
	4 transactions found, d	isplaying 1 - 4					-	
				(Rec	quest Last Statem	ent Expo	<u>n</u>)	

13. 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.

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Home Accounts	Payables Receivables Markets File Transfer Functions Admin	Log off
\$	View Money Market Interest & Earnings	User ID: 100513870 User Name: Simogne Highfield Service ID: 100232038 Service Name: Bug Free CommBiz
Balances Transaction History Full Transaction Detail	Search To find interest & earnings transactions for your Cash Deposit Accounts or Cash Relationship Account	its
Money Market Interest And Earnings Balance History	Account Select Date: O All	M 4
Account Information	○ Eract ③ From 27/032207 Te: 27/032208 ③ Clear Search	
	Valid es et 27 March 2008, IS-25 26 Sydney time. © 2006 Commonwealth Blenk of Australia, ABN 46 123 123 124	i

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**.

CommBiz		Print Help Site Map
Home Accounts	Payables Receivables Markets File Iranster Functions Admin	Log off
37	View Money Market Interest & Earnings	User ID: 100513870 User Name: Simogne Highfield Service ID: 100232038 Service Name: Bug Free CommBiz
Balances Transaction History Full Transaction Detail	Search To find interest & earnings transactions for your Cash Deposit Accounts or Cash Relationship Accounts	
Money Market Interest And Earnings	Account Select Date: O All	× 4
Account Information	Clear Search Clear Search	
	Valid ar at 22 March 2009, 15 25 26 Sydney time © 2006 Commanwealth Bank of Australia, ABN 45 123 123 124	

- 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.

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ome Account	s Payables R	Receivables Markets File	Transfer Functions	Admin		
57	View Money Ma	arket Interest & Earnings		Use	r ID: 100513870 U rice ID: 100292038 5	User Neme: Sinogne Highfield Service Name: Bug Free CommBiz
Ilances Instaction History Full Transaction Detail	Please note the follo	owing: arch for Cash Deposit Accounts and (Cash Relationship Accounts	is set to previous 12 months.		
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	Results Process Date: 2703 Account Details Account Details CRA: 12346973 Interest List 12 Process Date × 1601/2008 0.141/2009 0.141/2009 0.141/2009 0.141/2007 0.141/2007 0.141/2007 0.140/2007 0.140/2007	Account Type Cash Relationship Account displaying 1-12 Preduct Fixed Tem Deposit 11AM Call Deposit	Account Number 12345078 Description Interest Interest Interest Interest Interest Interest Interest Interest Interest Interest Interest	Actual Balance \$ 17,195,817,05 CR 22,519 18 41,1138 16,800 41 30,461 04 46,11554 46,11554 46,11554 46,11554 46,11554 46,11554 42,17822 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,202 30,774,2	Available Balance \$ 3,000,000,000 00 0 1 Charge 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000000	••• R •• 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	Results Process Date: 27/03 Account Details Account Details Account Details CRA: 12245078 Interest List 12 transactions found; Process Date * 1601/2008 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007	Account Type Cash Relationship Account Cash Relationship Account Cash Relationship Account Tash Call Deposit TraM Call Deposit	Account Humber 12345078 Desciption biterest biterest biterest biterest biterest biterest biterest biterest biterest biterest	Actual Balance \$ 17,195,817.05 CR 22,21919 (8) 41,1132 10,505 42 43,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,5155 44,51555 44,5155 44,5155 44,5155 44,51555 44,5155 44,51555 44,51555 44,515556 44,515556 44,515556 44,515566 44,515566 44,5155666 44,5155666 44,51556666 44,5155666666666666666666666666666666666	Available Balance \$ 3,000,000,00 c 1 Charge 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,000 0,00	ee R D D D D D D D D D D D D D D D D D D
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	Results Process Date: 27/03 Account Details Account Details Account Details CRA: 12345078 Interest List 12 transactions found; Process Date * 1001/2008 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007 01/12/2007	Account Type Cash Relationship Account deplering 1 - 12 Preduct TraM Call Deposit TrAM Call Deposit	Account Number 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 12245078 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- 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.

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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.

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	Account Name Acco CRA 12345578 Cash Product Information	Relationship Account	12345678	\$ 14,211,968.63 CR	\$ 3,151,714.80	CR	
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	Account Name Acco CRA 12345678 Cash Product Information Product A 11AM Call Deposit Fixed Deposit Fixed Deposit	Actual Balance \$ 151,714.60 CR \$ 5,000,000 00 CR \$ 168,890.41 CR	12345678 Available Balance \$ 151,71480 CR \$ 0.00 CR \$ 0.00 CR	\$ 14,211,958,63 CR Interest Rate 6,700% 7,020% 7,120%	\$ 3,151,714.80 Matu 16/04/20 17/03/20	rity 008	
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