# **Comm**Biz User Guide

# Viewing Voucher Images

## About this guide

This guide takes you through the process of viewing voucher images in CommBiz. Vouchers include cheques, deposit slips, quick deposits and Lockbox and Agency Payment Facility (APF) vouchers.

### **Important information**

To view voucher images in CommBiz, you must have Voucher View Permission. You must be a CommBiz Administrator to add this permission for yourself or another user.

Viewing Voucher Images

- 1. Log in to CommBiz.
- 2. On the top menu, click Accounts > Transaction History.
- 3. The View Transaction History page is displayed.

					Print Page Contact Us Site Map Help LOG OFF				
Conmonwe		/						Co	<b>omm</b> Biz
Home Account	s Payables	Receivables	File Transfer	Functions	Insights	Admin			
					User ID: Service ID:	100588724		David Howe CommBiz Demons	stration Live
Balances	View Trans	action Hist	orv						
Transaction History									
View Transaction History	*Account S	earch or Selec	t Account			•	SHOW Sea	arch Accoun	ts
Full Transaction Detail									
Money Market Interest And Earnings	<ul> <li>Hide more</li> </ul>	criteria - date:	s, description an	<u>d amounts</u>					
Balance History	Transactio	n search							
Account Information Online Statements	Dates	⊙ All		-					
		O Exact	dd/mm/yyyy						
		From	dd/mm/yyyy		dd/mm/y	/yy 🛄 (	Jp to 15 month	ns 😗	
	Description	E.g. cheq	ue number or BP/	ΑY					
	Amount	From \$		То	\$			SHOW	v

**Note:** You can also access images for Lockbox and Agency Payment Facility vouchers from the Receivables menu (if available)

4. Select the account you wish to view.

**Note:** You can select the account from the drop down list or type any part of the account name or number within the 'Account' field.

- 5. If you are looking for a transaction in a particular date range, check the radio button next to **Exact** or **From** and complete the relevant dates. Otherwise leave **All** selected.
- 6. Click the Show button

**Note:** The default selection of All will retrieve 15 months worth of transaction data, unless the account is newer than 15 months old.

7. The list of located transactions is displayed.

	nk 🤶			🖨 Prin	t Page Contact	Js Site Map	Help LOG OF
							CommB
Accounts Payat	les Receit	vables File Tra	nsfer Function			aaaaa	
3				User ID: Service ID:		Jser Name: Service Name:	
View	Transactio	nn History					
History	mansaca	on matching					
action							
*Acc	ount	Images   30001	0412425		SH SH	ow Search Act	counts
rket Id Accor	int Name	Account Type	Account Number	Pooling Facility ID	Opening Balance	Available Balance	View Statement
		Cheque Acct	Number	r doincy ib	Dulunce	Balance	otatoment
tory	Images	Bearing Interest	300010412425		\$79.19 CR	\$79.19 CR	View
imation ments		Interest					
	arch more crit	eria - dates, desc	rintion and amoun	its			
Trans	actions Sect	tion					
More th	an 30 transacti	ons found, displaying	1-30 transactions				1 <u>Next</u>
Date	- Desc	ription			Debit	Credit	Balanc
21/11	/2011 COMN	IBIZ TRANSFER pe	tty cash swansto		\$1.00		\$79.19 C
17/11	/2011 (T)DE	RET FEE					\$80.19 C
		ian Reimbursemen	ts		\$0.50		\$80.19 C
17/11	/2011 DE A/	C CLOSED 191414				\$0.50	\$80.69 C
		SIT 3010				\$2.50	\$80.19 C
		ANSACTION S Pay			\$5.00		\$77.69 C
		ANSACTION S Pay			\$2.00		\$82.69 C
		IBIZ TRANSFER to			\$1.00		\$84.69 C
4/05/		IBIZ TRANSFER Te			\$1.00		\$85.69 C
4/05/		IBIZ TRANSFER Te	st1		\$1.00		\$86.69 C
	/2011 PBS t				\$0.01		\$87.69 C
		IBIZ TRANSFER tra			\$1.00		\$87.70 C
		T NAME LODGE RE			\$0.20		\$88.70 C
3/02/		IBIZ TRANSFER we			\$1.00		\$88.90 C
3/02/	2011 COMN	IBIZ TRANSFER TO			\$1.00 \$1.00		\$89.90 C
3/02/ 3/02/ 31/01	2011 COMM /2011 (T)DE	IBIZ TRANSFER TO RET FEE	BOS			t0.01	\$89.90 C \$90.90 C
3/02/ 3/02/ 31/01 31/01	2011 COMM /2011 (T)DE /2011 DE IN	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI	BOS L 1002			\$0.01	\$89.90 C \$90.90 C \$90.90 C
3/02// 3/02// 31/01 31/01 31/01	2011 COMM /2011 (T)DE /2011 DE IN /2011 DE NO	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI ACCOUNT PAYRO	BOS L 1002 LL 1005			\$0.01	\$89.90 C \$90.90 C \$90.90 C \$90.89 C
3/02/ 3/02/ 31/01 31/01 31/01	2011 COMM /2011 (T)DE /2011 DE IN /2011 DE NO /2011 DE NO	IBIZ TRANSFER TO RET FEE VALID BSB PAYROL ACCOUNT PAYRO ACCOUNT PAYRO	BOS L 1002 LL 1005				\$89.90 C \$90.90 C \$90.90 C \$90.89 C \$90.88 C
3/02/ 3/02/ 31/01 31/01 31/01 31/01 28/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI ) ACCOUNT PAYRO ) ACCOUNT PAYRO RET FEE	BOS LL 1002 LL 1005 LL 1004		\$1.00	\$0.01	\$89.90 C \$90.90 C \$90.90 C \$90.89 C \$90.88 C \$90.88 C
3/02/ 3/02/ 31/01 31/01 31/01 28/01 28/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         VIC D	IBIZ TRANSFER TO RET FEE VALID BSB PAYROD ACCOUNT PAYRO ACCOUNT PAYRO RET FEE EMO SERVICE PAY	BOS L 1002 LL 1005 LL 1004 S			\$0.01 \$0.01	\$89.90 C \$90.90 C \$90.90 C \$90.89 C \$90.88 C \$90.87 C \$90.87 C
3/02/ 3/02/ 31/01 31/01 31/01 31/01 28/01 28/01 28/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         VIC D           /2011         DE NO           /2011         VIC D           /2011         DE NO	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI 0 ACCOUNT PAYRO 0 ACCOUNT PAYRO RET FEE EMO SERVICE PAY 0 ACCOUNT PAYRO	BOS LL 1002 LL 1005 LL 1004 S LL 1001		\$1.00	\$0.01 \$0.01 \$0.02	\$99.90 C \$90.90 C \$90.90 C \$90.89 C \$90.88 C \$90.87 C \$90.87 C \$90.87 C
3/02/ 3/02/ 31/01 31/01 31/01 31/01 31/01 28/01 28/01 28/01 28/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         (T)DE           /2011         DE NO           /2011         VIC D           /2011         DE NO	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI ) ACCOUNT PAYRO ) ACCOUNT PAYRO RET FEE EMO SERVICE PAY ) ACCOUNT PAYRO VALID BSB PAYROI	BOS LL 1002 LL 1005 LL 1004 S LL 1001 LL 1003		\$1.00	\$0.01 \$0.01	\$89.90 C \$90.90 C \$90.89 C \$90.88 C \$90.87 C \$90.87 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C
3/02/ 3/02/ 31/01 31/01 31/01 28/01 28/01 28/01 28/01 28/01 28/01 28/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         COMM	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI ) ACCOUNT PAYRO ACCOUNT PAYRO RET FEE EMO SERVICE PAY ) ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2		\$1.00	\$0.01 \$0.01 \$0.02 \$0.02 \$0.01	\$99.90 C \$90.90 C \$90.89 C \$90.89 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.91 C \$90.90 C
3/02// 3/02/ 31/01 31/01 31/01 28/01 28/01 28/01 28/01 28/01 27/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         DE NO           /2011         VIC D           /2011         DE NO           /2011         DE NO           /2011         DE NO           /2011         DE IN           /2011         COMM           /2011         COMM	IBIZ TRANSFER TO RET FEE VALID BSB PAYROI ) ACCOUNT PAYRO ACCOUNT PAYRO RET FEE EMO SERVICE PAY ) ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr IBIZ TRANSFER Tr	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2 ans D2 to D1		\$1.00	\$0.01 \$0.01 \$0.02 \$0.01 \$10.00	\$99.90 C \$90.90 C \$90.89 C \$90.89 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.91 C \$90.90 C \$90.90 C
3/02/ 3/02/ 3/02/ 31/01 31/01 31/01 28/01 28/01 28/01 28/01 28/01 27/01 27/01	2011         COMM           20211         (T)DE           20201         DE IN           20201         DE IN	IBIZ TRANSFER To RET FEE VALID BSB PAYROI D ACCOUNT PAYRO D ACCOUNT PAYRO RET FEE EMO SERVICE PAY D ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2 ans D2 to D1 ans D2 to D1		\$1.00	\$0.01 \$0.01 \$0.02 \$0.01 \$10.00 \$1.00	\$99.90 C \$90.90 C \$90.89 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.91 C \$90.90 C \$90.90 C \$91.90 C \$81.90 C
3/02/ 3/02/ 3/02/ 31/01 31/01 28/01 28/01 28/01 28/01 28/01 27/01 27/01 27/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         COMM           /2011         COMM	IBIZ TRANSFER To RET FEE VALID BSB PAYROI D ACCOUNT PAYRO ACCOUNT PAYRO RET FEE EMO SERVICE PAY D ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2 ans D2 to D1 ans D2 to D1 ans D2 to D1		\$1.00	\$0.01 \$0.01 \$0.02 \$0.01 \$10.00 \$1.00 \$1.00	\$99.90 C \$90.90 C \$90.89 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.91 C \$90.90 C \$91.90 C \$81.90 C \$80.90 C
3/02// 3/02// 31/01 31/01 31/01 28/01 28/01 28/01 28/01 28/01 27/01 27/01 27/01 27/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         COMM           /2011         COMM           /2011         COMM           /2011         COMM	IBIZ TRANSFER To RET FEE VALID BSB PAYROI O ACCOUNT PAYRO O ACCOUNT PAYRO O ACCOUNT PAYRO O ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER TR	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2 ans D2 to D1 ans D2 to D1 ans D1 to D2 to d1		\$1.00	\$0.01 \$0.01 \$0.02 \$0.01 \$10.00 \$1.00 \$1.00 \$1.00	\$99.90 C \$90.90 C \$90.87 C \$90.87 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.93 C \$90.90 C \$90.90 C \$91.90 C \$80.90 C \$79.90 C
3/02// 3/02/ 3/01/ 31/01 31/01 28/01 28/01 28/01 28/01 28/01 27/01 27/01 27/01 27/01 27/01 27/01	2011         COMM           /2011         (T)DE           /2011         DE IN           /2011         DE NO           /2011         COMM           /2011         COMM           /2011         COMM           /2011         COMM	IBIZ TRANSFER To RET FEE VALID BSB PAYROI D ACCOUNT PAYRO ACCOUNT PAYRO RET FEE EMO SERVICE PAY D ACCOUNT PAYRO VALID BSB PAYROI IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr IBIZ TRANSFER Tr	BOS L 1002 LL 1005 LL 1004 S LL 1001 L 1003 ansfer D2 ans D2 to D1 ans D2 to D1 ans D1 to D2 to d1		\$1.00	\$0.01 \$0.01 \$0.02 \$0.01 \$10.00 \$1.00 \$1.00	\$99.90 C \$90.90 C \$90.89 C \$90.87 C \$90.87 C \$90.87 C \$90.93 C \$90.91 C \$90.90 C \$91.90 C \$81.90 C \$80.90 C

Note: If there are more than 30 transactions listed, you will need to click Next » to view subsequent pages.

- 8. Transactions for which Voucher Views are available have a link under Description (underlined text).
- 9. Click the link.
- 10. The Voucher Summary Details screen is displayed.

CommonwealthBank								
Home Accounts	Payables Receivabl	es File Transfer	Functions 0	ffers & Apply	Admin			
<b>\$</b>	Voucher Summary [	)etails		User ID: 100 Service ID: 100		r Name: vice Name:		
Balances Transaction History View Transaction	• Fees apply for information.	retrieving each vouch	her image. Please	refer to the Co	nmBiz Tern	is and Cond	Show me a Demo	
History	3 items found, displaying 1 - 3 Posting Date v	Account Number	Serial/	°ha No	Dr/Cr	Amount	View Image	
Full Transaction Detail	21/01/2011	06300010412425	Serial	ang no	Cr	\$ 2.50	wiew image	
Money Market Interest And Earnings	21/01/2011	06301010582365	000009		Dr	\$ 1.00		
	21/01/2011	06301010582365	000010		Dr	\$ 1.50	<b></b>	
Balance History	3 items found, displaying 1 - 3							
Account Information Online Statements	Back							

**11.** To view a voucher, click the **and** icon under **View Image**.

**Note:** Fees apply for retrieving each voucher image. Please refer to the CommBiz Terms and Conditions for pricing information.

**12.** The voucher is displayed.

https://login.comnibiz.commbank.com.au/Accounts/Accoun	a section of a section	Voi			🛩 🛃 Go
ON Contrast Authenticated					· • • • • • • • • • • • • • • • • • • •
	Cormonwealth	Bank	Admin		
	🌮 v	oucher Image	User ID: 100199209 User Name Service ID: 100002001 Service Name	Stephen Craft x PBS	
		Dopositor's Memo: Secial Mumber Checke Value 000 5 1.00 Cam	Chart Sumaries 3 0.00	Perific path 31002200 31002200 31002200 3100200 3100200 3100200 3100200 3100200 3100200 3100200 3100200 3100200 3100200 Amenat 3100200	
	C	Back )	Sme As		

#### Saving the voucher view

- **13.** To save the voucher view, click the **Save As** button.
- 14. A pop-up box will give you the options to Open, Save or Cancel the JPG file.

File Dov	vnload	
Do you	want to open or save this file?	
	Name: NewFile.JPG Type: JPEG Image, 112 KB From: login.commbiz.commbank.com.au Open <u>S</u> ave Cancel	
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>	

- 15. If you click **Open**, the file will be opened by your default image viewer and you can then save or print it.
- 16. If you click Save, you will be prompted to save the file to a location on your computer.
- 17. Once you have saved your file, you can click the **Back** button to select another voucher to view.