CommBiz User Guide

Transaction Purposes

About this guide

This guides takes you through the process of creating Transaction Purposes and assigning them to Transaction Groups, which allows you to restrict viewing of details by users. For example, you might nominate imported EFT payroll files with a transaction purpose of 'Payroll' and only Users who have been granted this transaction purpose will be able to view them.

- 1. Open your internet browser and visit www.commbiz.com.au
- 2. In the Need Help? menu on the right, click My Security Centre. The Security Centre login page is displayed:

Transaction Purposes must be enabled by the Bank before you can use them. If they are not enabled on your service, call 13 23 39.

All Users who have View and Create CommBiz roles will automatically be given access to any new Transaction Purposes that you create. Therefore, to stop Users from viewing transactions belonging to a particular Transaction Purpose, you must change the Users' permissions from View and/or Create to either Custom Permissions or a User Defined Role.

Creating a Transaction Purpose

- 1. Open your internet browser and visit www.commbiz.com.au
- 2. Click on either Log on or Log on to CommBiz in blue then select CommBiz.
- 3. Login using your password and your token.
- 4. On the top menu, mouse over Admin, then select Service.
- 5. From the lefthand page menu, click Preferences.

6. The View Service Preferences page is displayed.

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Hom	e Accounts	Payables Receivables	File Transfer Functions	Admin		Print Page	
	8	View Service Preferenc	es		User Name: X0000000X Service Name: X0000000X		
	ien Craft	Preferences					
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Tran	ounts saction Types	Details Accounts Transa Name & Contact Details	ction Types Caps & Security				
	eivable Reports erences						
Dire	ct Debit uests	Name & Contact Detail Service Display Name:	PBS				
Users		Service Address:					
Audit		Company:	Commonwealth Bank of Austral				
Maint	enance Requests	Postal Address:	Level 2				
		Suburb/City:	120 Pitt Street Sydney				
		State:	NSW				
		Postcode:	2000				
		Country:	Australia				
		Service Contact:					
		Title:	Mr				
		First Name:	John				
		Last Name:	Citizen				
		Job Title:	Manager, CommBiz				
		Туре	Country Code	Area Code	Number		
		Work	61	02	30000 30000		
		Fax Mobile	61 61	02	3000X 3000X 3000X 3000X		
		Email	J.citzen@cba.com.au				
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		Address Recipient A	Postal Address	Suburb/City	State Postcode Co	ountry	🕡 😌 Internet 🔍 1

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- 7. Click on the Transaction Types tab, then the Transaction Purposes tab that is displayed below it.
- 8. A screen showing current Transaction Purposes is displayed.

View Service Preferences - Windows Internet Explorer				
https://login.commbiz.commbank.com.au/Admin/Admin.Web/Preferences/ClientPreferences.	aspx?sessionIncrement=S8requestToken=Gfhhv8CoM1n	nVChCNd0fg		💌 🔒 Commonwealth Securities Limited [Al
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	View Service Preferences	User ID: 100199209 Service ID: 100002001	User Name: Stephen Craft Service Name: PBS	
Stephen Craft	Preferences			
Service				
Accounts	Details Accounts Transaction Types	Caps & Security		
Transaction Types	Authorisations Transaction Purposes	3		
Receivable Reports	and the second second			
Preferences	Transaction Purposes			
Direct Debit Requests	31 purposes found, displaying 1 - 10		1 2 3 4 Nexte	
Users	Purpose Name	Remitter Name	Status	
Audit	ATest ATest2	ATest ATest2	Inactive Inactive	
Maintenance Requests		ATest2 ATest2	Inactive	
Waintenance Requests	ATest4	ATest2	Inactive	
	ATest5	ATest5	Inactive	
	ATest6	ATest2	Inactive	
	ATest7	ATest2	Inactive	
	ATest8	ATest2	Inactive	
	ATest9 creditors	ATest2 PBS Banking Prod	Inactive Active	
	31 purposes found, displaying 1 - 10	PDS banking Flou	1 2 3 4 Next.»	
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9. Click the Edit button to begin creating your own transaction purposes.

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	omBiz
Home Accounts Payables Receivables File Transfer Functions Admin	Print Pag
Edit Service Preferences User ID: 100199209 User Name: Stephen Craft Service ID: 100002001 Service Name: PS	
Stephen Craft Preferences	
Accounts Details Accounts Transaction Types Caps & Security	
Transaction Types Authorisations Transaction Purposes	
Preferences Transaction Purposes	
Direct Debit Requests Purpose Name	
Users Remitter Name:	
Audit	
Maintenance Requests Add	
31 purposes found, displaying 1 - 10 1 2 3 4	
Enable	3 4 Next »
Purpose Name Remitter Name Status	_
ATest ATest Inactive Edit	
ATest2 ATest2 Inactive Edit	
ATest3 ATest2 Inactive Edit	
ATest4 ATest2 Inactive Edit	(III)
ATest5 ATest5 Inactive	
ATest6 ATest2 Inactive Edit	
ATest7 ATest2 Inactive Edit	
ATest8 ATest2 Inactive Edit	
ATest9 ATest2 Inactive Edit	
creditors PBS Banking Prod Active Edit 1 2 3	<u>3 4 Nexta</u>

10. Enter the name of the new Transaction Purpose and the Remitter Name in those fields, then click the **Add** button.

Note: The Remitter Name is the reference that is printed on the recipient's bank statement for manually created transactions. EFT files imported into CommBiz use the Remitter name included in the file.

- 11. The new Transaction Purpose is added to the list. If there are more than 10 Transaction Purposes, you will need to click **Next** >> to view the next page.
- **12.** To create further Transaction Purposes, simply repeat step 9 above.

13. Check the Enable tickbox next to your new Transaction Purpose/s, then click the Save button.

14. The Confirm Save page is displayed.

🖉 Preferences - Windows Internet Explorer				
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Cormonwea	atthBank 🔶		Help Site Map LOG OFF	^
Home Accounts	Payables Receivables	File Transfer Functions Admin	Print Page	
	r dyables Receivables	User ID: 100199209 User Name:	Stephen Craft	
S	Preferences	Service ID: 100199209 User name: Service ID: 10002001 Service Name		
Stephen Craft	Confirm Save			
Service	Please confirm the following p	eferences details.		
Accounts Transaction Types				
Receivable Reports	Transaction Purposes			
Preferences	Purpose Name	Remitter Name	Status	
Direct Debit Requests	Testing	Testing1	Active	
Users	Cancel		(Modify) (Confirm)	
Audit				
Maintenance Requests				
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15. Check the details. To change them, click the **Modify** button. To confirm, click the **Confirm** button.

16. The **Save Advice** page is displayed.

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https://login.commbiz.commbank.com.au/Admin/Admin.Web/Preferences/PreferencesConfirm4	Advice.aspx				🖌 🔒 Commonwealth Sei	
Commonwea			Help Site Map	LOG OFF		^
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Home Accounts	Payables Receivables	File Transfer Functions Admin		Print Page		
3	Preferences	User ID: 100199209 User Name: Service ID: 100002001 Service Nam				
Stephen Craft	Save Advice					
Service Accounts	The following preferences deta	ils have been saved.				
Transaction Types Receivable Reports	Transaction Purposes					
Preferences	Purpose Name	Remitter Name	Status			
Direct Debit Requests	Testing	Testing1	Active			
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Maintenance Requests						
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- **17.** Your new Transaction Purpose has been created.
- **18.** Click the **OK** button. You will be returned to the **Service Preferences** page.

- 19. From the Admin section of CommBiz, select Users from the lefthand menu.
- 20. The Find Users page is displayed.

🖉 Find Users - Windows Internet Explorer												
https://login.commbiz.commbank.com.au/client/admin/loadClientUsersDoAction.aspx?sessionIn	crement=148requestToken=HSR6N	zURpNik8fNirY5CDgQ									💙 🔒 Commonwealth S	Securities Limited [AU]
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Home Accounts	Payables Receivable	s File Transfer F	unctions	Admin						Print Page		
				User ID:	1001993	209 UserN	lame: Ste	ohen Craft			•	
3	Find Users				D: 1000021		e Name: PBS				-)	
Stephen Craft	Search											
Service							Hide Se	arch by User «				
Users												
Profiles	User											
User Security	User ID:	1		Login ID:		-			1			
Roles Profile Verification				110.00000000000								
Audit	First Name:			Last Name	1							
Maintenance Requests	Self Registered:	Select	~	Token Stat	us:	S	elect	~				
	User Status:	All Active										
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							Show So	arch by Role »				
						Shov		Permission »				
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	Results											
	332 users found, displaying 1 - 1 Select First	Last		Self	Token	Role	Role	4 5 6 7 8 9 10	2 Next »	Lastz		
	User ID 🛦 Name	Name Identifier L	ogin ID	Registered	Status	Name	Status	User Status				
	<u>100000014</u> Steve			Yes	Active	Custom p	ermissions		Copy			
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- 21. Use the search fields to find the User by name or other details.
- 22. Once you have found the User, click the Edit button next to their details.

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н	ome Accounts	Payables Receival	bles File Transfer Funct	ions Admin	0	Print Page	
	X	Update User Profile	e.	User ID: 100199209 Service ID: 100002001	User Name: Stephen Craft Service Name: PBS		
St	ephen Craft	User Details					
	rvice	User ID:	100000014				
	ers	User Name:	Steve Frazer				
	rofiles	User Status:	Active				
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	Profile Verification	Individual Details Per	missions Mode Accounts Adm	nin Transactions Receivables	Reports Identification		
	dit	Step 1: Individual	Details				
M	intenance Requests	Title:	Mr				
		First Name:	Steve				
		Last Name:	Frazer				
		Identifier:	THEE				
		User Profile Statu	IS				
		Individual Account Sta	atus: Active				
		User Status:	Active				
		Last Sign In:	26 March 2009, 14:06:36 \$	Sydney time			
		Contact Details					
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		Work	61	02	X000X X000X	-	
		Fax	61				
		Mobile	61				
		Email	xxxxx@cba.com.au				
		Security Token Deli	very Address				
		Recipient:	Steve Frazer	Show address			
		Destal Address.	1			🐻 😝 Internet	100%

23. Select the Permissions Mode tab, and make sure that the 'Assign Custom Permissions' radio button is selected.

🖉 Update User Profile - Windows Internet Explorer		
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Home Accounts	Payables Receivables File Transfer Functions Admin	
	User D: 100199209 User Name: Stephen Craft Update User Profile Service D: 10002001 Service Name: PBS	
Stephen Craft	User Details	
Service	User ID: 100000014	
Users Profiles	User Name: Steve Frazer	
User Security	User Status: Active	
Roles Profile Verification	Individual Details Permissions Mode Accounts Admin Transactions Receivables Reports Identification	
Audit	Step 2: Permissions Mode	
Maintenance Requests	How do you wish to assign permissions to Steve Frazer?	
	Assign a CommBit: Defined Role Assign a User Defined Role Same as existing user Assign Custom Permissions	
	Cancel	
	Valid as at 3 April 2009, 13:12:51 Sydney time. © 2009 Commonwealth Bank of Australia, ABN 48 123 123 124	
Done		

24. Select the Transactions tab

🖉 Update User Profile - Windows Internet Explorer		
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Conmonwealth	Help Site Map	LOG OFF
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Home Accounts Pa	yables Receivables File Transfer Functions Admin	Print Page
V U	date User Profile User Name: Stephen Craft Service D: 100199209 User Name: PBS	
Stephen Craft U	er Details	
Service	er ID: 100000014	
Users	er Name: Steve Frazer	
	er Status: Active	
Boles	dividual Details Permissions Mode Accounts Admin Transactions Receivables Reports Identification	
A. 45	Step 5: Transaction Permissions	
	What transaction permissions would you like to assign to Steve Frazer? ○ All ○ None ② Custom Mointain	
	Enable Permission	
	Maintain Transaction Group Templates Maintain Address Books	
	Import / Export	
	Enable Permission	
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	Modify Import File	
	Transaction Purposes	
	Enable Transaction Purpose Status	
	ATest3 Inactive	
	User Guide Inactive	
Done		🍙 😜 Internet 🔍 100% 💌

25. Under 'Transaction Purposes', tick the checkbox next to the Transaction Purposes you wish to enable.

- 26. Click the Save button.
- 27. The Confirm Save page is displayed.

🖉 Confirm Save - Windows Internet Explorer								293
https://login.commbiz.commbank.com.au/Admin/Admin.Web/Users/Use	erDetails.aspx						💙 🔒 Commonwealth S	Securities Limited [AU]
c	ormonweal	th Bank 🔶			Help Site Map	log off mmBiz		^
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Ste	phen Craft	User Details						
Sen		The following user profile will be	a cound					
Use	ers	The following user profile will be	e saved.					
Pr	rofiles	User ID	First Name	Last Name	Identifier			
Us	ser Security	100000014	Steve	Frazer				
R	oles							
Pr	rofile Verification	Permissions Mode:						
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			© 2009 Commonwealt	h Bank of Australia, ABN 48 123 123 124				
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Done						e de la companya de l	🏹 😜 Internet	🔍 100% 🔻

- 28. Check that the details are correct, then click the **Confirm** button.
- 29. The Save Advice page is displayed.

Save Advice - Windows Internet Explorer https://login.commbiz.com.au/Admin/Admin.Web/Users/UserConfirmSave.aspx					Commonwealth Securities Limited [AU]
Cormonwea	Ith Bank 🔶			Help Site Map LOG OFF	^
Home Accounts	Payables Receivables	File Transfer Functions	Admin	Print Page	
	Save Advice		User ID: 100199209 User Service ID: 100002001 Serv		
Stephen Craft	User Details		36146610.100302001 361	vice name. Poa	
Service		been saved and is awaiting verific	ation. Click here to print a copy.		
Users Profiles	User ID	First Name	Last Name	Identifier	
User Security	100000014	Steve	Frazer		
Roles Profile Verification	What would you like to do nex	10			
Audit Maintenance Requests	1. Edit another user	α /			=
Maintenance Requests	2. Create a user based on	this user			
				(OK)	
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30. To add Transaction Purposes to other individual Users, repeat the steps above.

- 31. From the Admin section of CommBiz, select Users on the lefthand menu, then Roles.
- 32. The Find Roles page is displayed.

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Home	Accounts	Payables	Receivables	File Transfer Functions	Admin		Print Page	
	3					199209 User Name: Stephen Cr.	aft	•
		Find Role	s		Service ID: 1000	002001 Service Name: PBS		
Stephen	Craft	Search						
Service		Role ID:	ſ		Role Name:			
Users								
Profiles		Role Status		All Active				
User Se Roles	ecurity			Awaiting Verification				
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- **33.** Use the search fields to find the Role.
- 34. Once you have found the Role, click the Edit button next to the details.

Commonwealth Securities					/d/d/61Vw				
	Ste Map LOG OFF					>	Ith Bank	monwea	Com
			Admin	Functions	File Transfer	Receivables	Payables	Accounts	Home
	n.	User Name: Stephen Craf	User ID: 100199209					3	Sector Sector
		Service Name: PBS	Service ID: 100002001				Find Roles	_	
							Search	Craft	Stephen (Service
		BP Super	Role Name:				Role ID:		Users
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	Assign Users	Create Role					(Delete)		
		me. 123 123 124	il 2009, 13:26:38 Sydney 3ank of Australia, ABN 48	Commonwea	© 2009				
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35. Details of the Role are displayed.

🖉 Roles - Windows Internet Explorer	
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CommonwealthBank	Log off CommBiz
Home Accounts Payables Receivables File Transfer Functions Admin	Print Page
Roles User D: 10019029 User Name: Stephen Craft Service D: 10002201 Service Name: PB5	
Stephen Craft Details	
Users Role ID: 100246056	
Profiles Role Name: BP Super	
Roles	
Profile Verification Role Details Accounts Admin Transactions Receivables Reports	
Audit Step 1: Role Details	
Role ID: 100246056	
Role Name: BP Super	
Role Status: Active	
Unassigned Users Adama White 10000076 Derek Adama White 10001558 Jamilee Akie 10045592 Patrink Allan 10017467 Jolyme Allard	
100005510 Mayar Allan 10005757 Cram Alvare 1000262520 Cramwell Alvare 1000262520 Cramwell Alvare	
100406213 6111e Arimado 10034980 Luisa Arnaiz 👻	
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36. Click on the Transactions tab.

Roles - Windows Internet Explorer		
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S	Roles Service ID: 10002001 Service Name: PBS	
Stephen Craft		
Service	Details	
Users	Role ID: 100246056	
Profiles	Role Name: BP Super	
User Security	Role Status: Active	
Roles	Role Details Accounts Admin Transactions Receivables Reports	
Profile Verification	Role Details Accounts Multim Hansactions Receivables Reports	
Audit	Step 4: Transaction Permissions	
Maintenance Reques		
	What transaction permissions would you like to assign to BP Super?	
	O All O None Change Mode	
	Custom	
	Maintain	
	Enable Permission	
	Maintain Transaction Group Templates	
	Maintain Address Books	
	Import / Export	
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37. Under 'Transaction Purposes', tick the checkbox next to the Transaction Purposes you wish to enable.

- **38.** Click the **Save** button.
- **39.** The **Confirm Save** page is displayed.

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- **40.** Check that the details are correct, then click the **Confirm** button.
- **41.** If you have profile verification enabled on your CommBiz service (ie someone else needs to verify changes to users or roles), the **Save Advice** page is displayed.

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42. To add Transaction Purposes to other User Defined Roles, repeat the steps above.

Adding a Transaction Purpose to a Transaction Group

- **43.** When you are creating a Transaction Group, you may assign a Transaction Purpose to that group. Transactions Purposes can be assigned to Direct Credit, Priority Payments and International Money Transfers.
- **44.** When you create one of these Transaction Groups, you can select a Transaction Purpose from the dropdown list, as shown below.

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	Ilser D: 100199209 Ilser Name Stenhen Craft	
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Priority Payment	Transaction Purpose: None	
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Transfer	Payroll	
BPAY TradeXchange	Processing Date: (creditors Show Schedule »	
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Schedules	From Accounts	
Templates	Account: Select	
Temporary Transaction Groups	Lodgement Reference:	
Address Book	Amount (S):	
Transaction Group Status List	Trace Account: Select	
Status List	Remitter Name: PBS	
	FB3	
	Add Transaction	
	0 debits found	
	Available Lodgement Trace Account Remitter Account Name Account Number Funds Reference Number Name Amount	
	0 debits, total debit amount: \$0.00	
	0 credits, total credit amount: \$ 0.00	
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	To Accounts	
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	Select v	
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Note: Choosing a different Transaction Purpose changes the Remitter name (which appears on the payee's bank statement).

45. When you import a file, such as a payroll file, in CommBiz, after confirming the file you can assign a transaction purpose to each individual transaction group.

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46. Select the tickbox next to the imported file in the transaction group list.

47. Choose the transaction purpose that you want to assign to this file from the dropdown list.

48. Click the Confirm button.

Note: Once the transaction purpose has been applied via any of the methods described above, only users who have been assigned to the transaction purpose will be able to see details of the payments.