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.

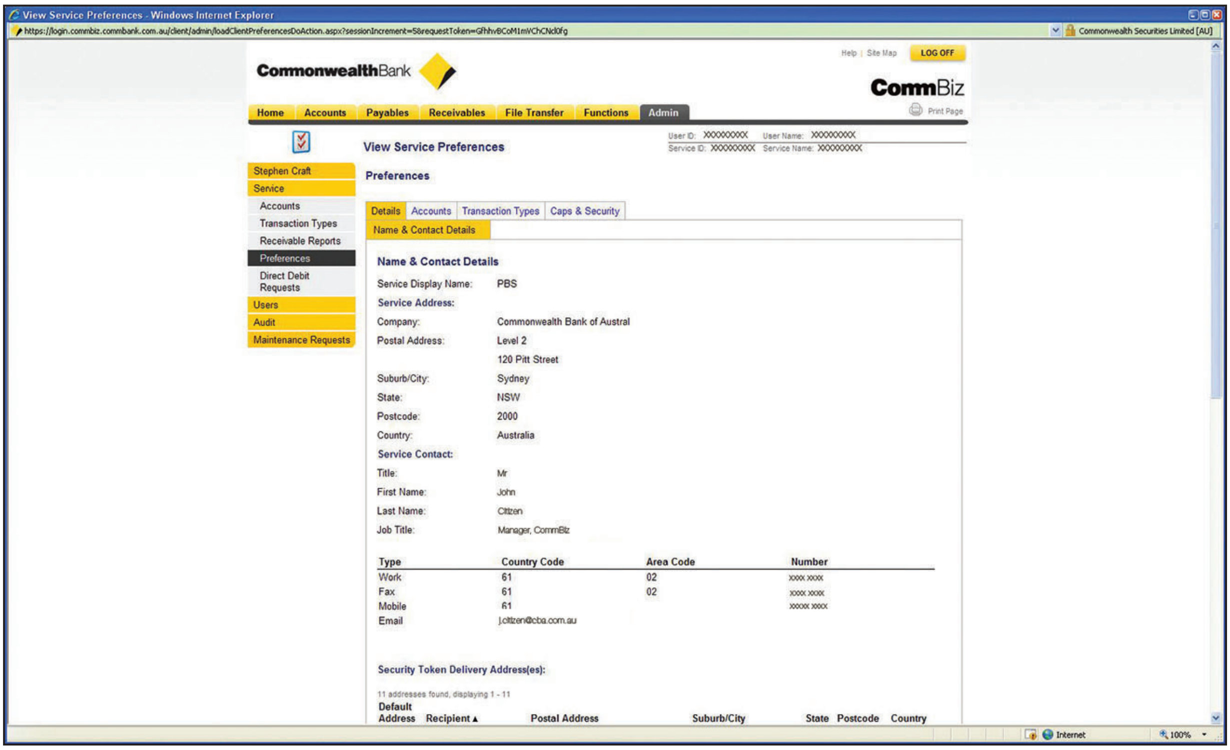
1. Open your internet browser and visit **www.commbiz.com.au**
2. In the **Need Help?** menu on the right, click **My Security Centre**. The Security Centre login page is displayed**:**

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.

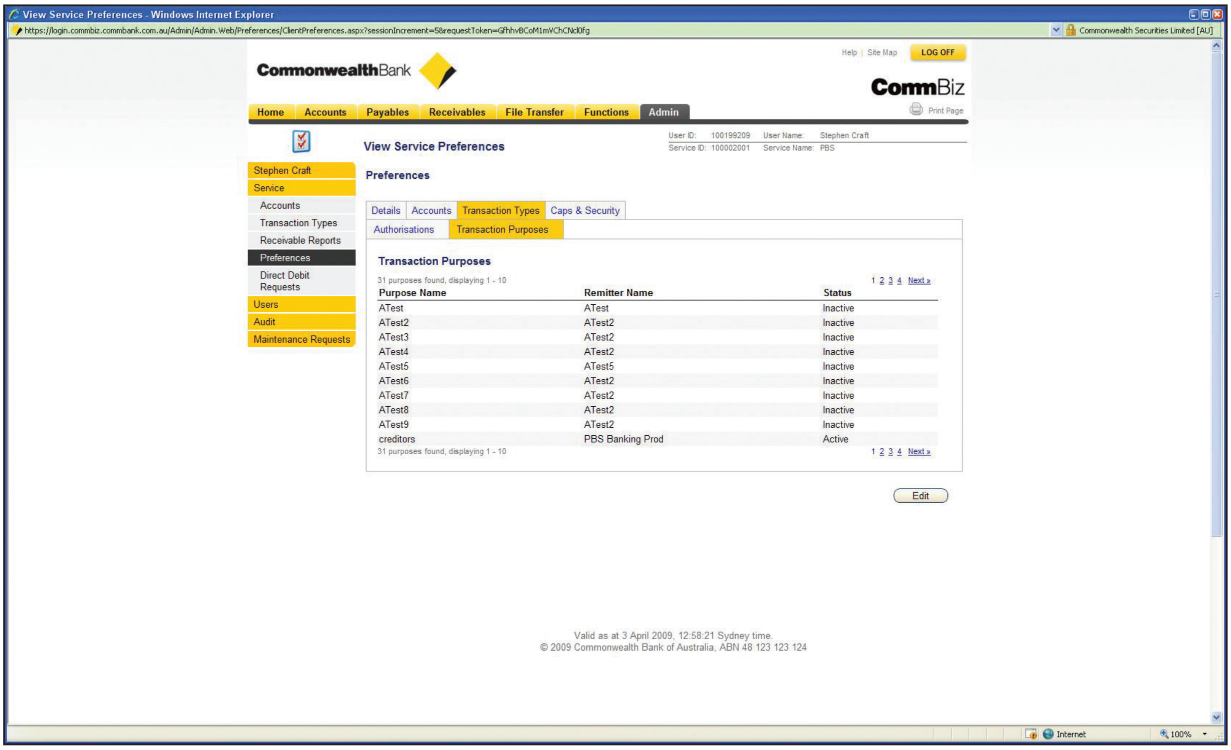
Creating a Transaction Purpose

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.

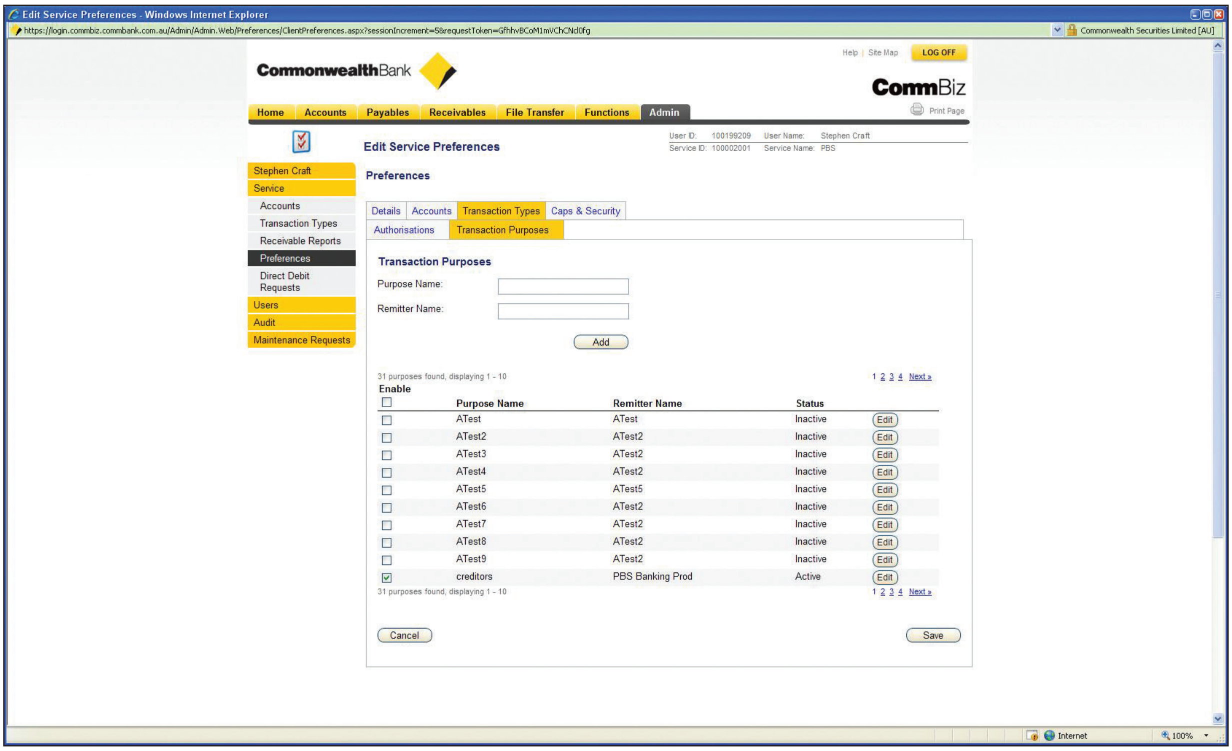


7. Click on the **Transaction Types** tab, then the **Transaction Purposes** tab that is displayed below it.

8. A screen showing current Transaction Purposes is displayed.



9. Click the **Edit** button to begin creating your own transaction purposes.



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

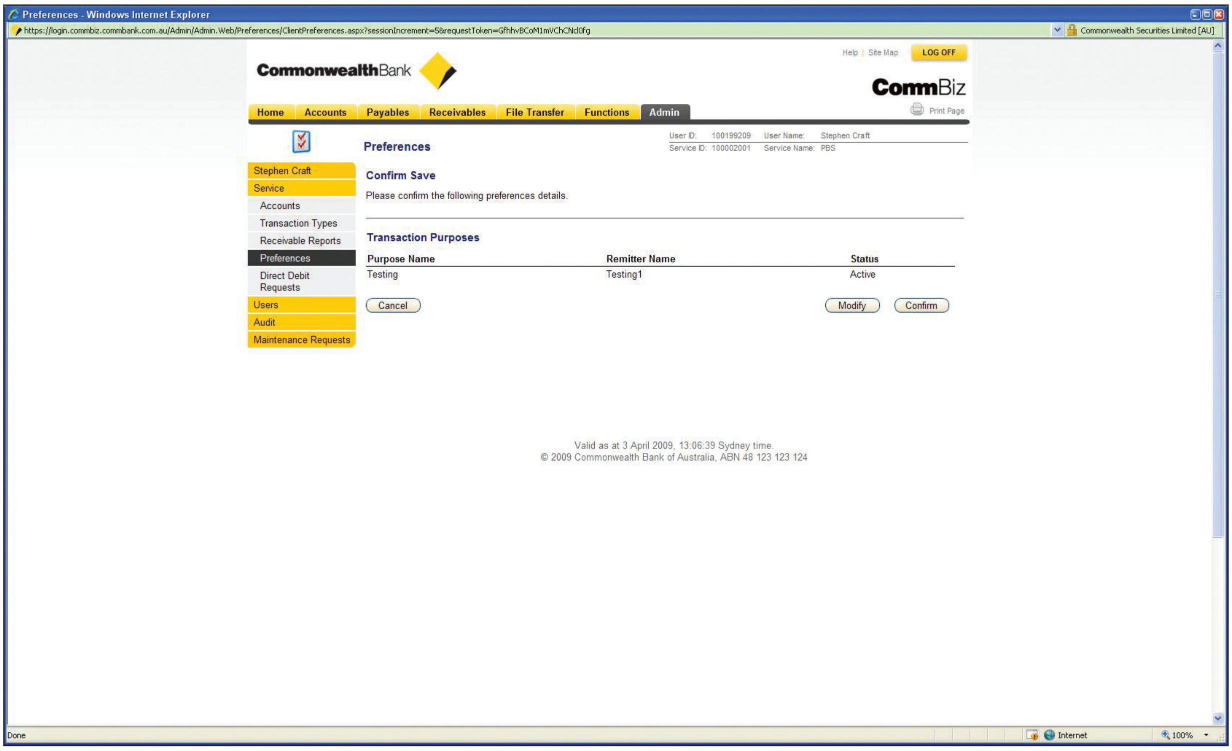
Note: The Remitter Name is the reference that is printed on the recipient's bank statement for manually created transactions. EFT files imported into CommBiz use the Remitter name included in the file.

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.

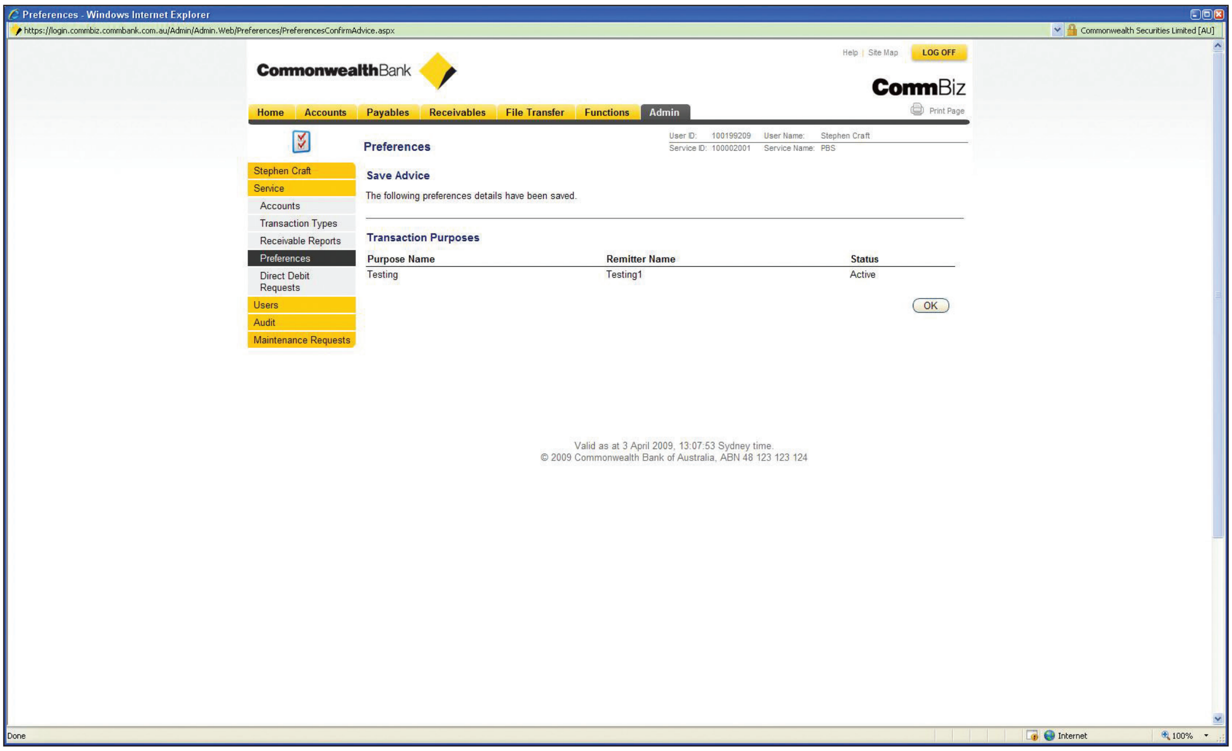
13. Check the **Enable** tickbox next to your new Transaction Purpose/s, then click the **Save** button.

14. The **Confirm Save** page is displayed.



15. Check the details. To change them, click the **Modify** button. To confirm, click the **Confirm** button.

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

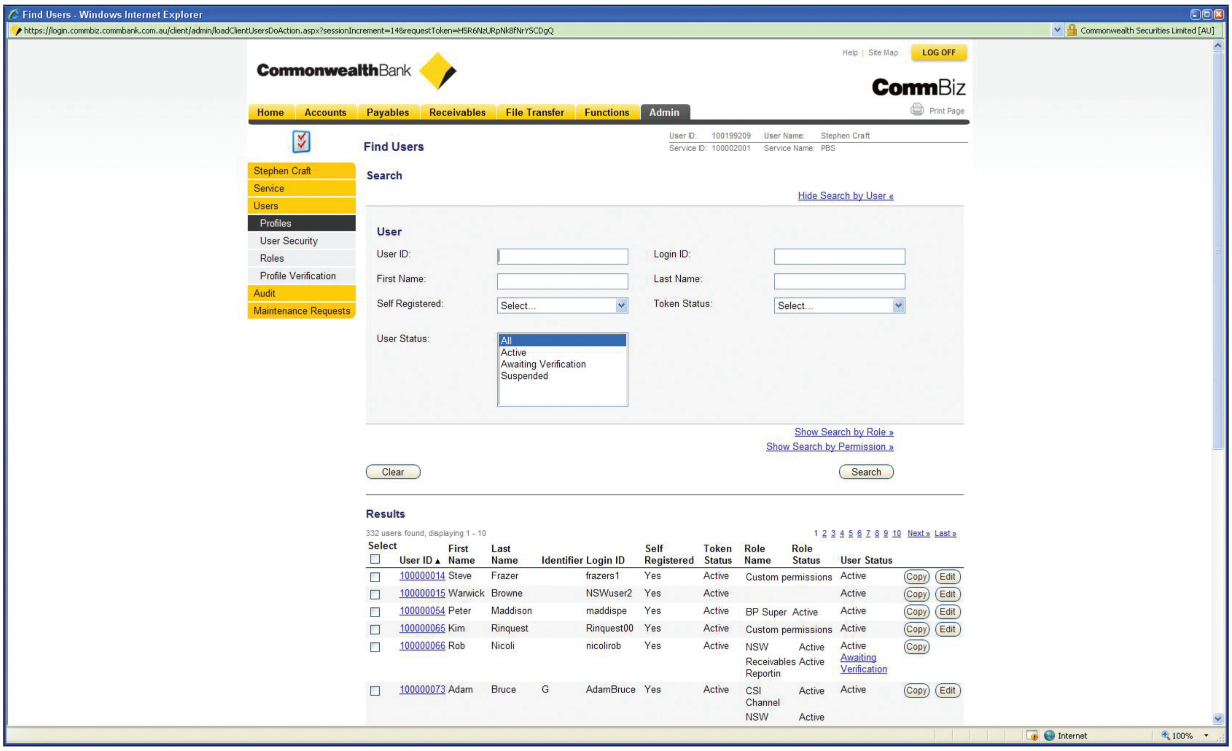


17. Your new Transaction Purpose has been created.

18. Click the **OK** button. You will be returned to the **Service Preferences** page.

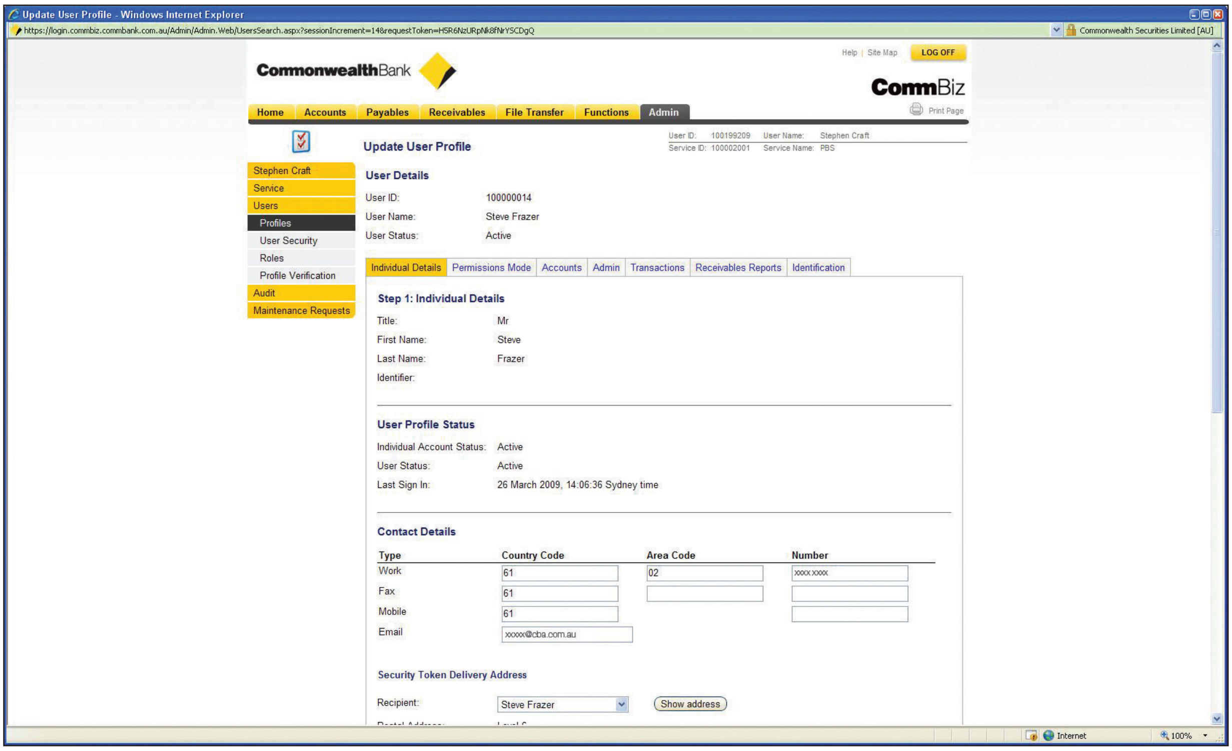
19. From the **Admin** section of CommBiz, select **Users** from the lefthand menu.

20. The **Find Users** page is displayed.

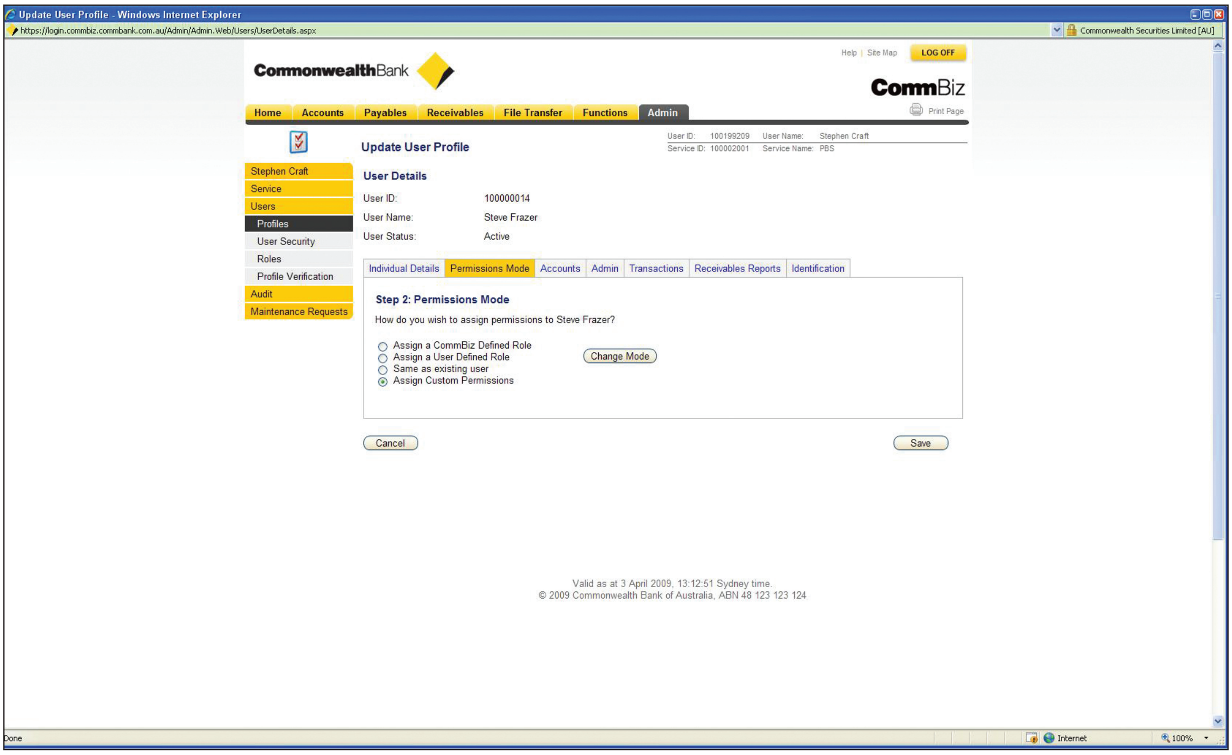


21. Use the search fields to find the User by name or other details.

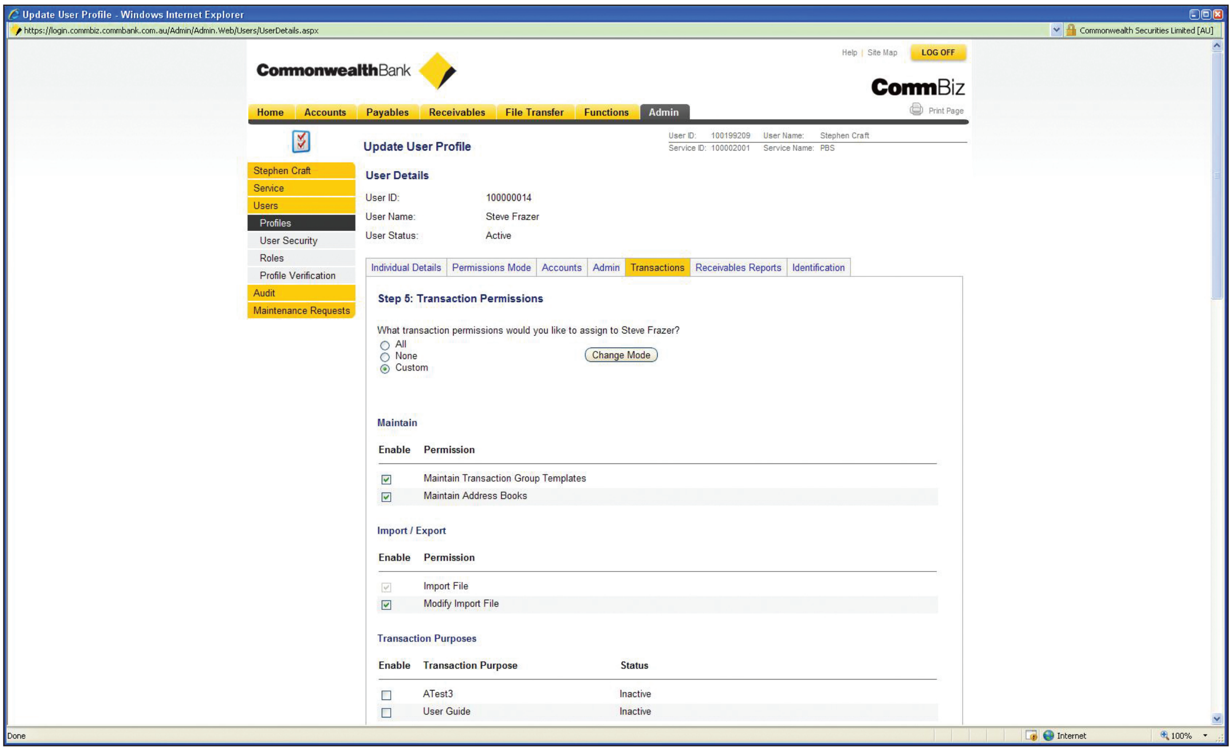
22. Once you have found the User, click the **Edit** button next to their details.



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



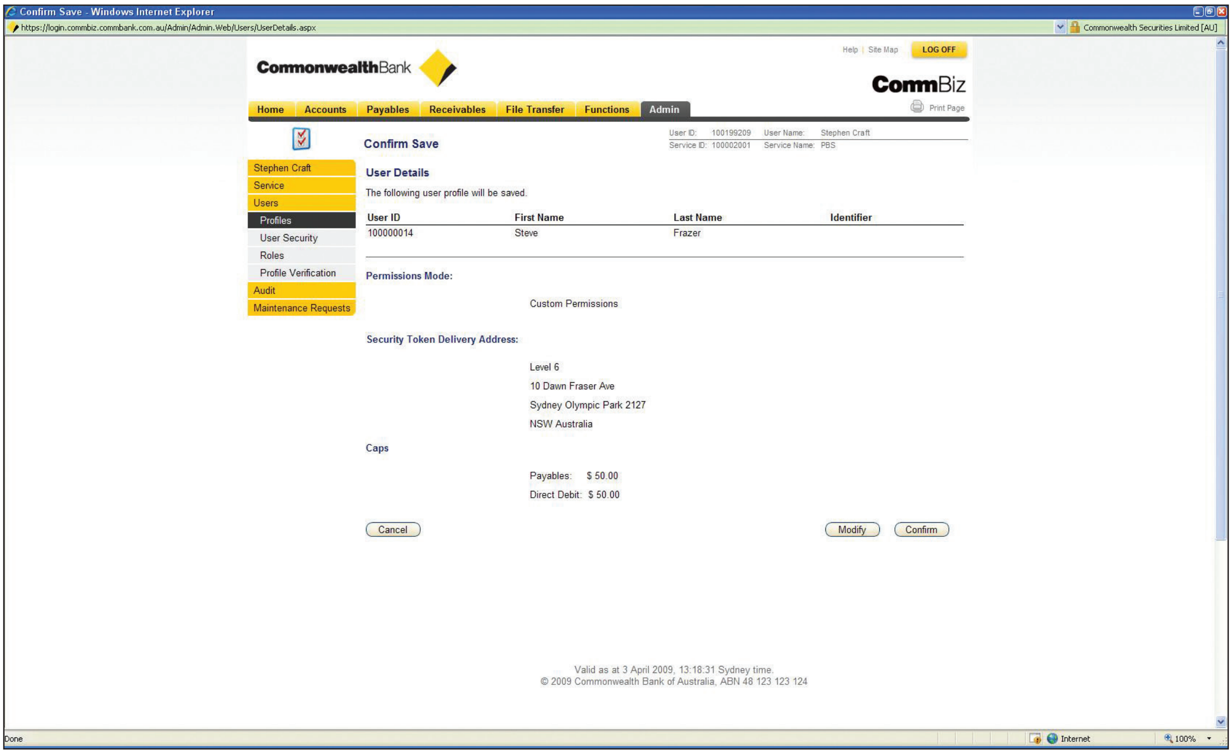
24. Select the **Transactions** tab



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

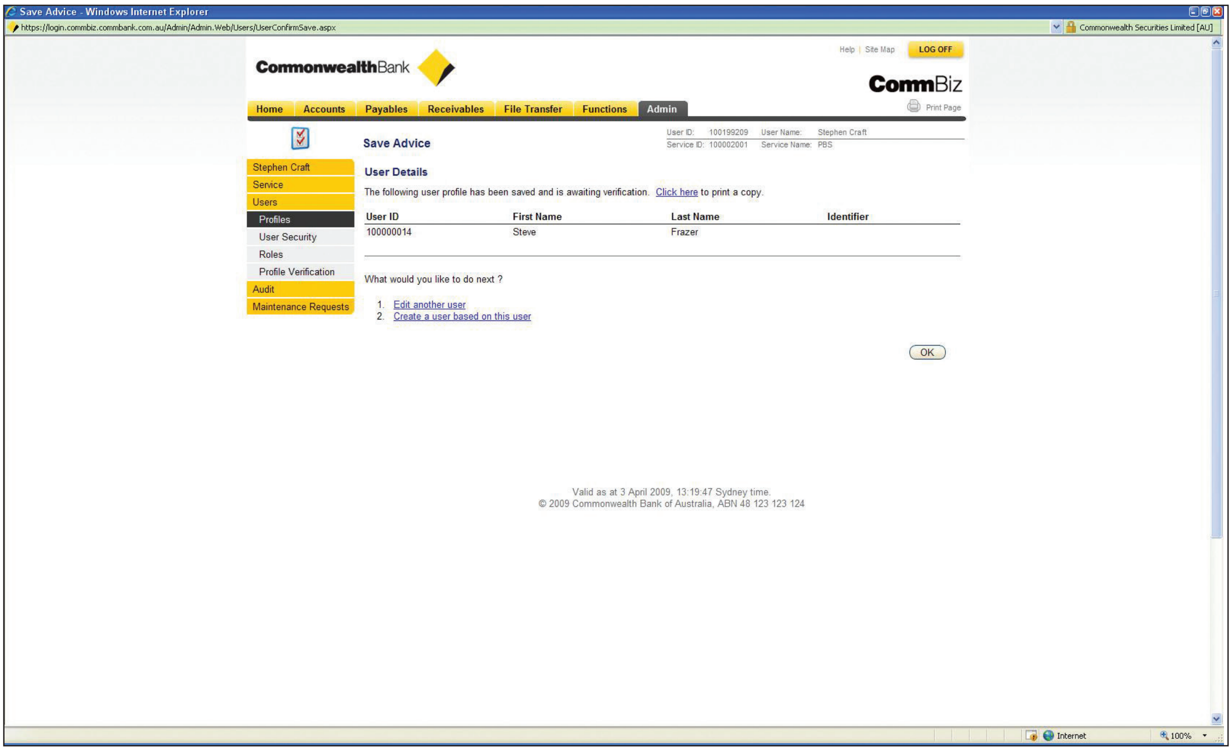
26. Click the **Save** button.

27. The **Confirm Save** page is displayed.



28. Check that the details are correct, then click the **Confirm** button.

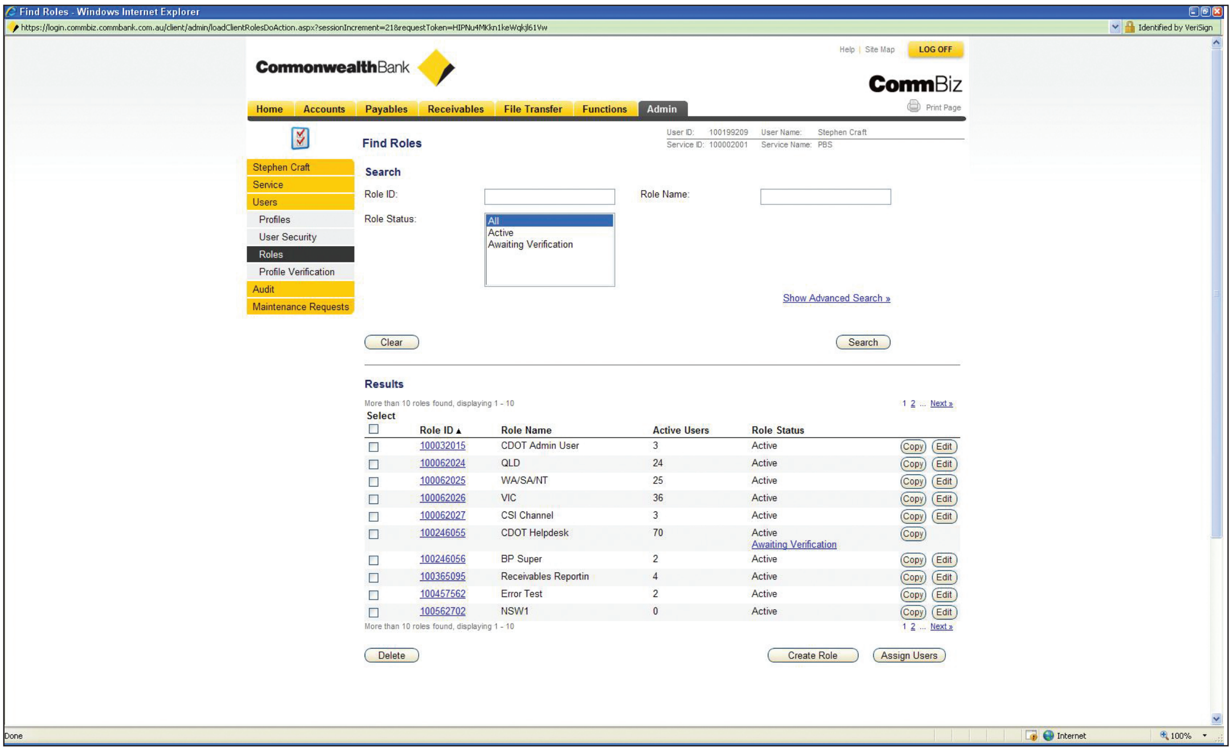
29. The **Save Advice** page is displayed.



30. To add Transaction Purposes to other individual Users, repeat the steps above.

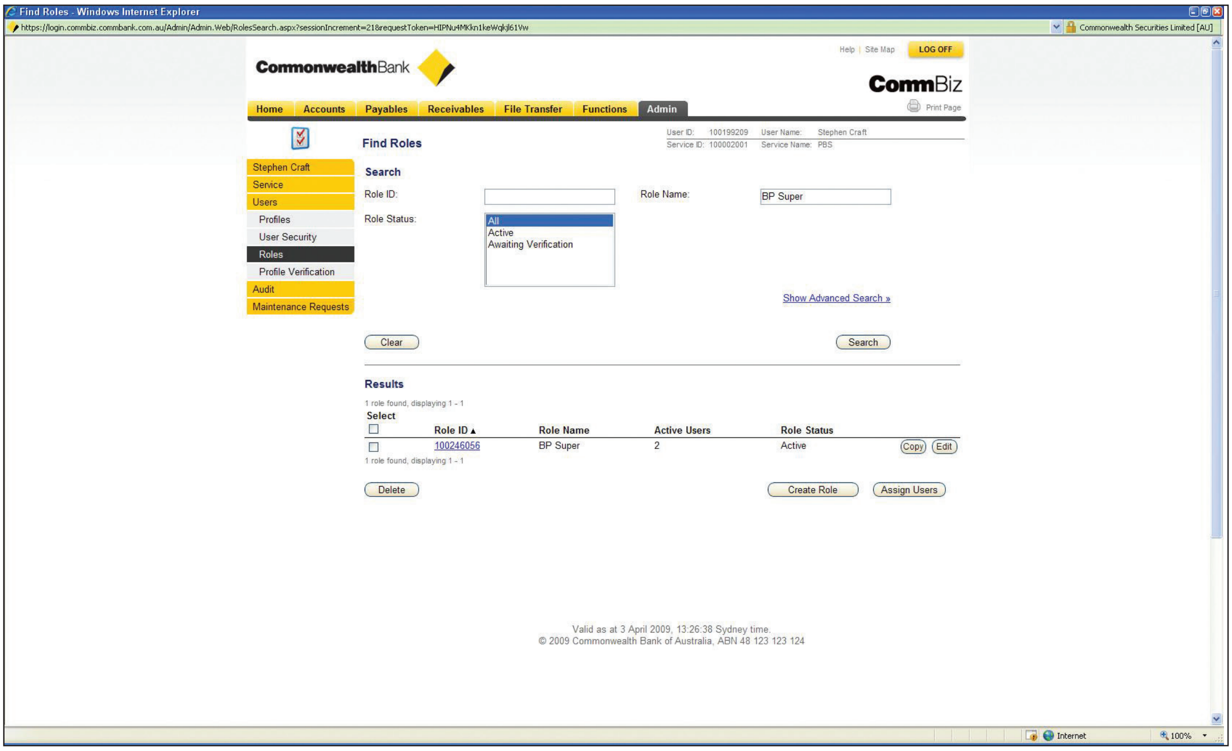
31. From the **Admin** section of CommBiz, select **Users** on the lefthand menu, then **Roles**.

32. The **Find Roles** page is displayed.

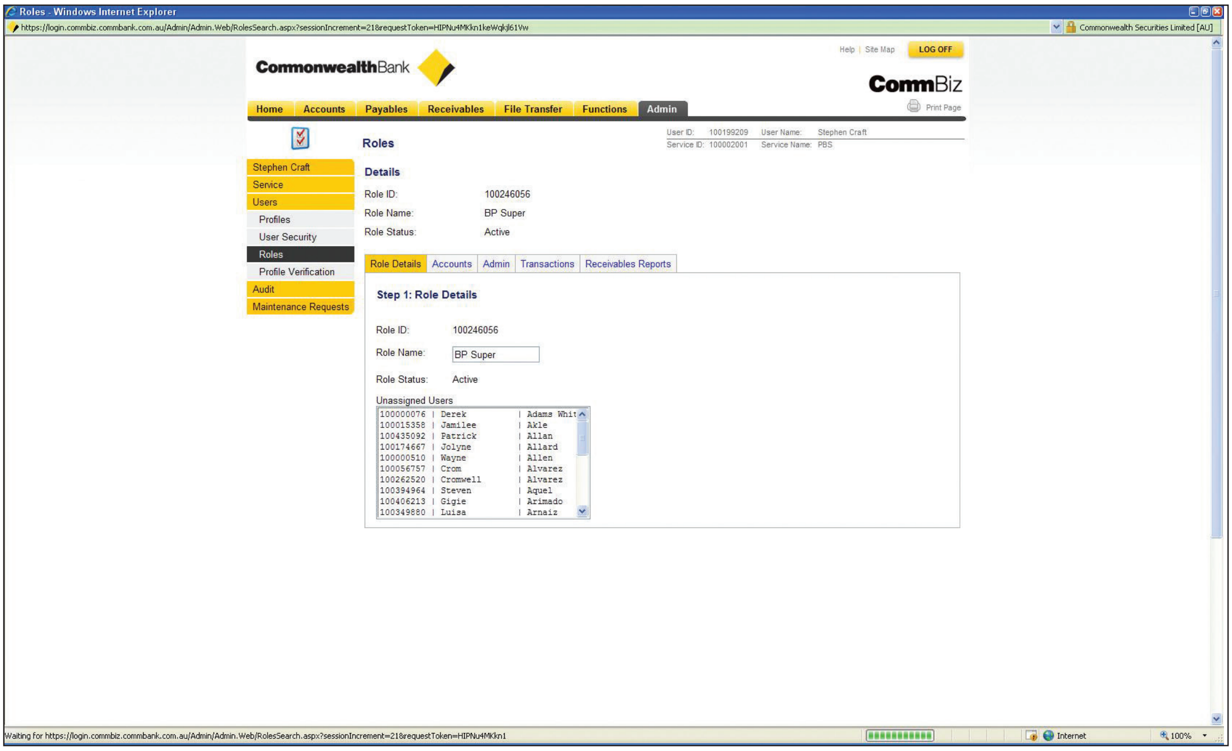


33. Use the search fields to find the Role.

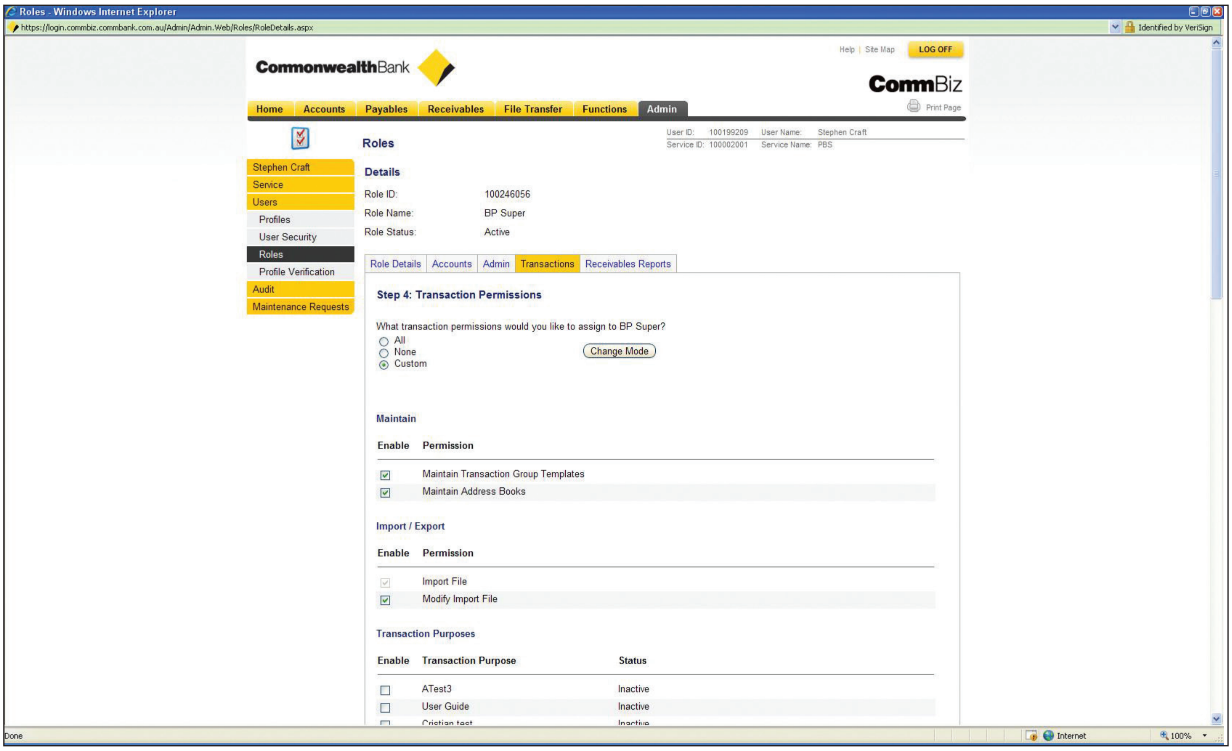
34. Once you have found the Role, click the **Edit** button next to the details.



35. Details of the Role are displayed.



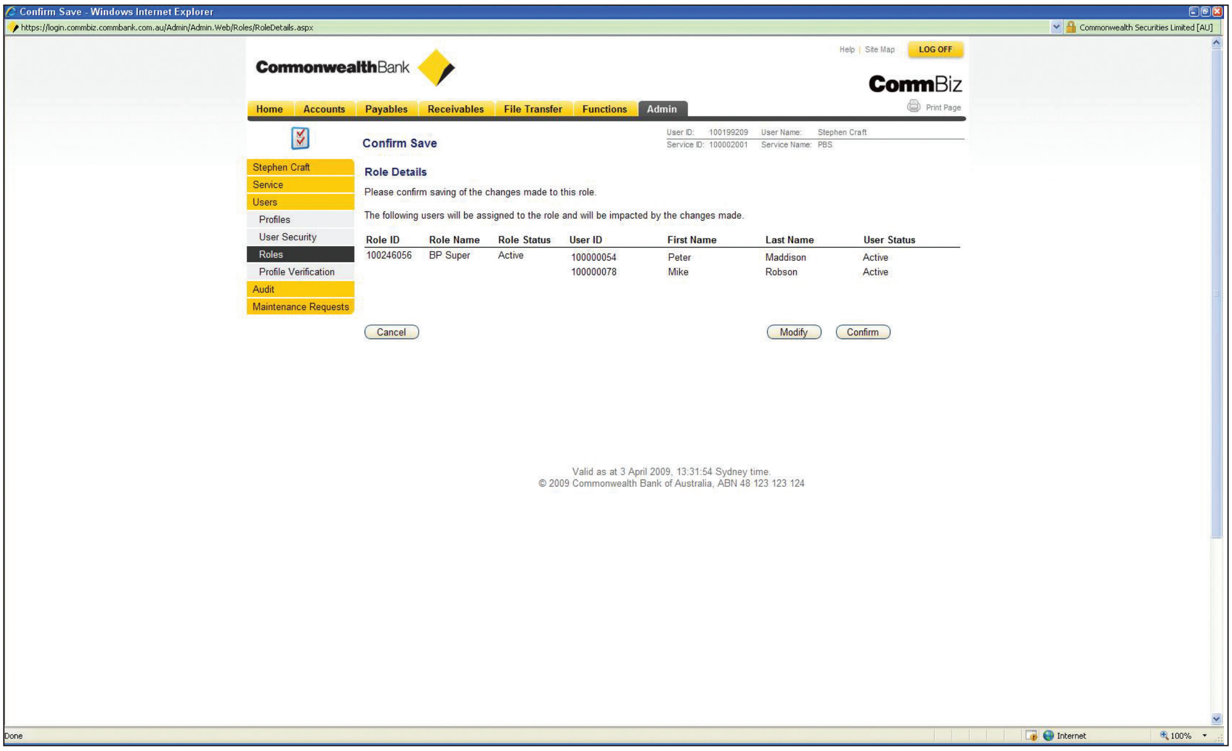
36. Click on the **Transactions** tab.



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

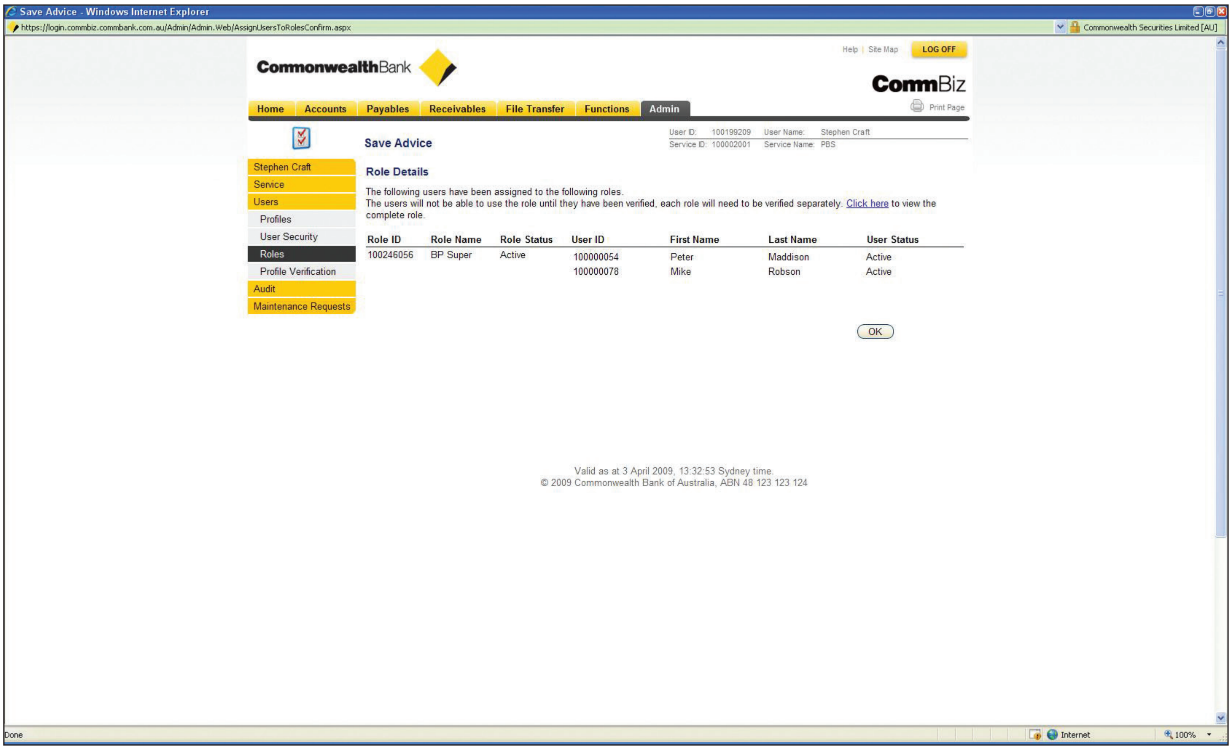
38. Click the **Save** button.

39. The **Confirm Save** page is displayed.



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.

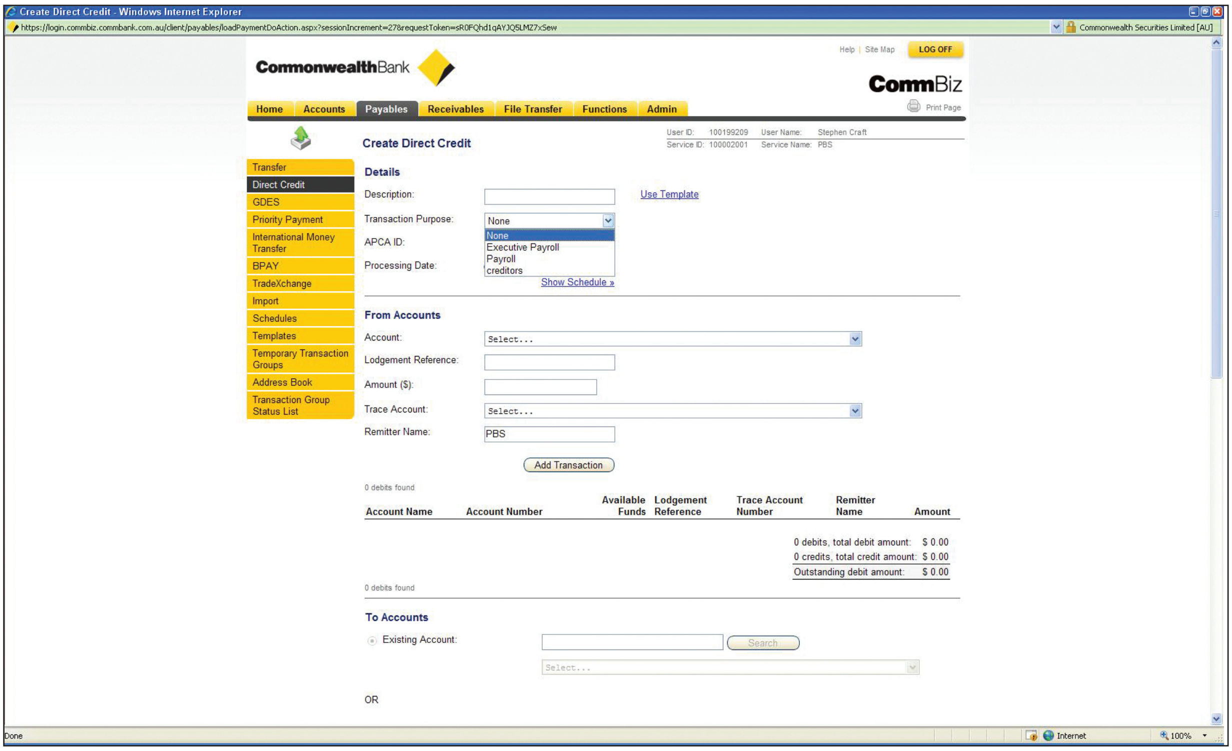


42. To add Transaction Purposes to other User Defined Roles, repeat the steps above.

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.

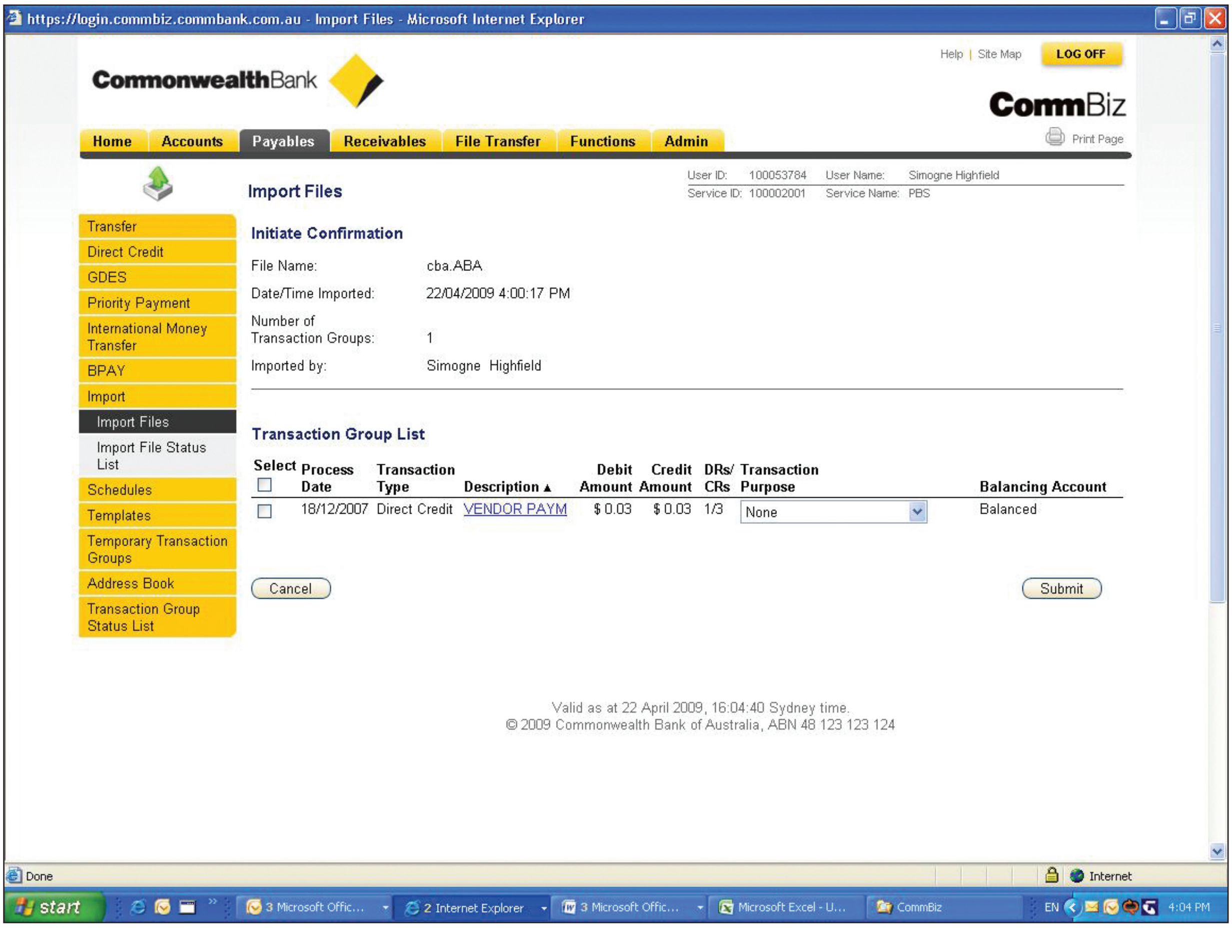
44. When you create one of these Transaction Groups, you can select a Transaction Purpose from the dropdown list, as shown below.



Note: Choosing a different Transaction Purpose changes the Remitter name (which appears on the payee's bank statement).

Adding a transaction purpose to an imported file

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.



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.