Corporate Online



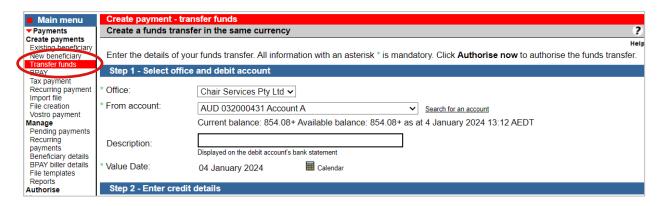
Search

Creating a funds transfer to a credit card.

Follow this guide to create a transfer of funds from your Westpac bank account to a **Commercial / BusinessChoice** card within an assigned credit card facility.

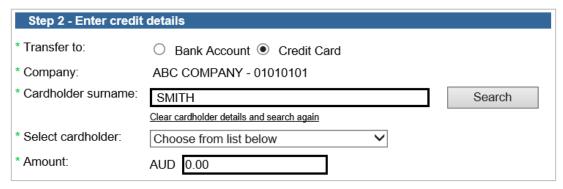
To perform this procedure, you require Creator access to the **Transfer funds** and **Credit cards** features, an **Office** that allows payments, a **Westpac AUD account** held in Australia and a **Credit card** payment service.

1. From the left-hand menu, select Payments > Create payments > Transfer funds.



- 2. Complete the details as follows:
 - Select the Office to make this transfer within.
 - Select a From account. (Must be a Westpac AUD account held in Australia)
 - Enter the Description to appear on the bank statement of the account chosen above.
 - Ensure the Value date is today. (Transfers to cards cannot be forward dated)

Note: Transfers to Credit cards can be made 24 hours, 7 days but cannot be forward dated.



- 3. Complete the details as follows:
 - Select to make the Transfer to a Credit card.
 - Select a card **Company** to make the transfer to.

Enter the Cardholder surname to pay, and then select Search.
Corporate Online refreshes the screen with a list of cardholders meeting your search criteria.

- Select a Cardholder from the list to pay.
- Enter the Amount to be transferred.

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Finalising the transfer

- 4. Complete one of the following:
 - Select **Send to authorise** to make the payment available for authorisation.

OR

• Where your access also allows you to authorise payments select Authorise now.

OR

 Where your organisation does not require funds transfers to be authorised select Submit to send the payment to the Bank for processing. Send to authorise

Authorise now

Submit

Confirmation

Online Payments displays the **Payment confirmation** screen. If the status is "Created / unauthorised" or "Partially authorised" authorisation is required before the transfer is made. Ask another user to sign-in and authorise the payment by selecting **Authorise** from the left-hand menu.

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