

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.

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

Main menu

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Create payment - transfer funds

Create a funds transfer in the same currency

Enter the details of your funds transfer. All information with an asterisk * is mandatory. Click **Authorise now** to authorise the funds transfer.

Step 1 - Select office and debit account

* Office: Chair Services Pty Ltd

* From account: AUD 032000431 Account A [Search for an account](#)

Current balance: 854.08+ Available balance: 854.08+ as at 4 January 2024 13:12 AEDT

Description:

Displayed on the debit account's bank statement

* Value Date: 04 January 2024 [Calendar](#)

Step 2 - Enter credit details

- 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.

Step 2 - Enter credit details

* Transfer to: ☐ Bank Account ☒ Credit Card

* Company: ABC COMPANY - 01010101

* Cardholder surname: [Search](#)

[Clear cardholder details and search again](#)

* Select cardholder:

* Amount: AUD

- 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.

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.