

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**.

- 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.

 - 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

- 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.

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.