## Corporate Online

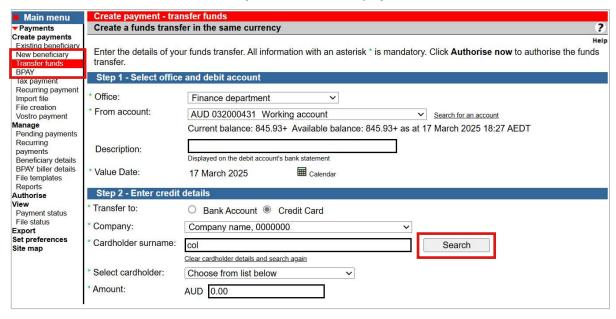


### Creating a funds transfer to a credit card.

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.

- 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

- 3. 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.

# **Corporate Online**



#### 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.