Creating a Funds transfer to a Credit card

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

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

Getting started

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

Entering funds transfer 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 you want to appear on the bank statement of the account chosen above.
- Ensure the Value date for the payment is today. (Transfers to cards cannot be forward dated)

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

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 click 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

- Click **Send to authorise** to make the payment available for authorisation.

  OR

- Where your access also allows you to authorise payments click **Authorise now**.

  OR

- Where your organisation does not require funds transfers to be authorised click **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.