

## 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 Help

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:

\* From account:  [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:  [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:

\* Cardholder surname:

[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.