



HOLIDAYCOAST
credit union

Business Banking

User Guide

1. Introduction

Welcome to NetTeller Business Banking.

This Quick Start guide is designed to help new and existing business banking user to understand the range of features available to your Business.

The combination of NetTeller Business Banking and Holiday Coast Credit Union, gives you the ability to take control of Business Banking needs.

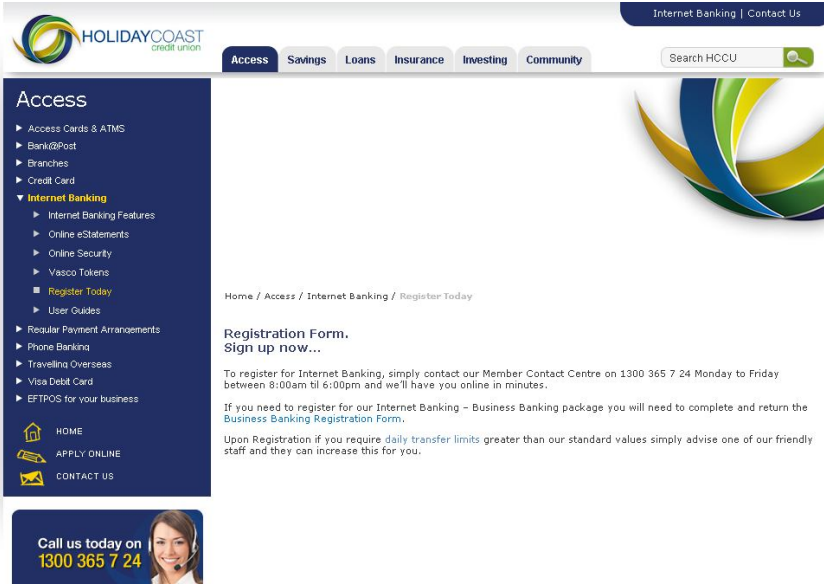
- View transactions and accounts;
- Transfer funds;
- Access Internet BPAY®
- Create and print statements
- Transfer funds to accounts with Holiday Coast or any financial institution
- Schedule future bill payments
- Multiple signature security available;
- Create, view and edit batches from NetTeller or your own business accounting software e.g. MYOB;
- Check interest earned on current or previous financial year;
- Transfer funds to loan accounts;
- Redraw advance loan repayments (available for eligible loan. Conditions apply);
- Contact us securely online.

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2. Register for Business Banking

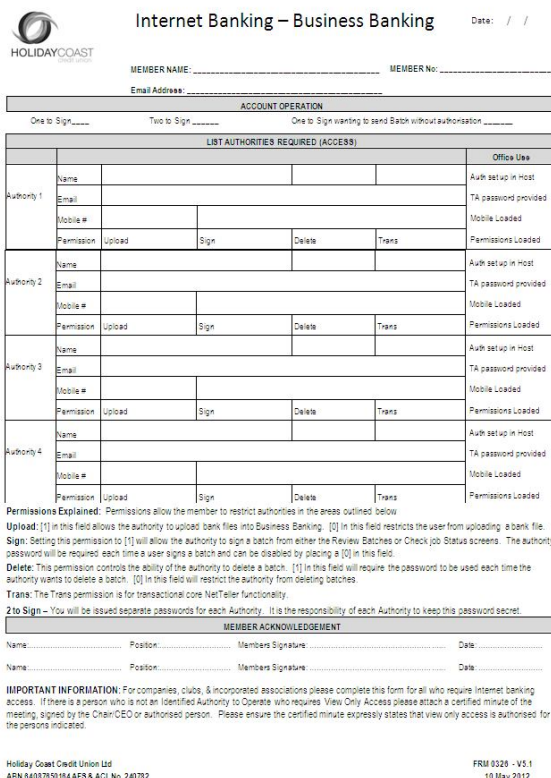
Visit www.hccu.com.au and click Access, Internet Banking, Register Today, Business Banking Registration Form.



The screenshot shows the Holiday Coast Credit Union website. The 'Access' menu is open, showing options like 'Access Cards & ATMS', 'Bank@Post', 'Branches', 'Credit Card', 'Internet Banking', 'Regular Payment Arrangements', 'Phone Banking', 'Travelling Overseas', 'Visa Debit Card', and 'EFTPOS for your business'. Under 'Internet Banking', there is a 'Register Today' link. The main content area shows the 'Registration Form' and instructions for registering for Internet Banking - Business Banking.

Select - Business Banking- Online Banking Application

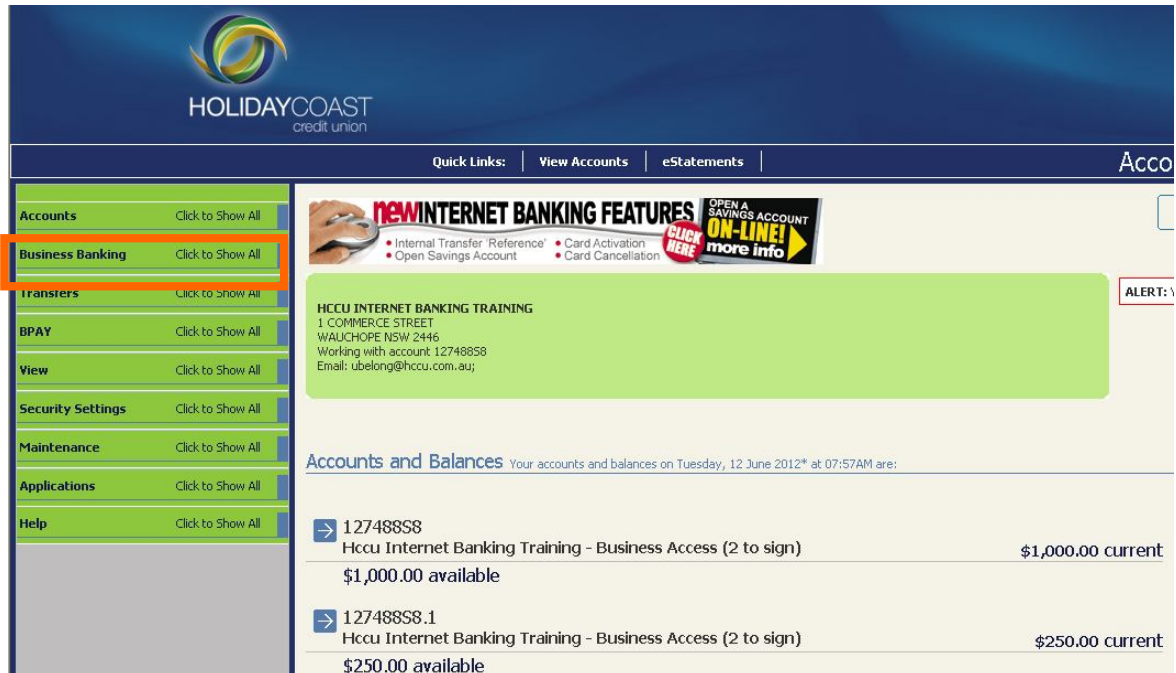
- Click on *online application* Once you have completed the Business Banking form you will need to sign and return to Holiday Coast Credit Union by dropping into your nearest branch, or Post to Holiday Coast Credit Union Ltd, Private Mail Bag 9, Wauchope NSW 2446.



The form is titled 'Internet Banking - Business Banking'. It includes fields for 'MEMBER NAME', 'MEMBER No.', and 'Email Address'. Below these is a section for 'ACCOUNT OPERATION' with checkboxes for 'One to Sign', 'Two to Sign', and 'One to Sign wanting to send Batch without authorisation'. The main section is 'LIST AUTHORITIES REQUIRED (ACCESS)', which is a table with columns for 'Name', 'Email', 'Mobile #', 'Permission', 'Upload', 'Sign', 'Delete', 'Trans', and 'Office Use'. There are four rows for 'Authority 1' through 'Authority 4'. Below the table is a 'PERMISSIONS EXPLAINED' section with details on 'Upload', 'Sign', 'Delete', and 'Trans' permissions. At the bottom is a 'MEMBER ACKNOWLEDGEMENT' section with fields for 'Name', 'Position', 'Members Signature', and 'Date'.

3. Accessing Business Banking

After logging into Online Banking (NetTeller), access Business Banking from the NetTeller Menu by clicking **Business Banking**



HOLIDAYCOAST
credit union

Quick Links: | View Accounts | eStatements | Acco

Accounts Click to Show All

Business Banking Click to Show All

Transfers Click to Show All

BPAY Click to Show All

View Click to Show All

Security Settings Click to Show All

Maintenance Click to Show All

Applications Click to Show All

Help Click to Show All

new INTERNET BANKING FEATURES

- Internal Transfer Reference
- Open Savings Account
- Card Activation
- Card Cancellation

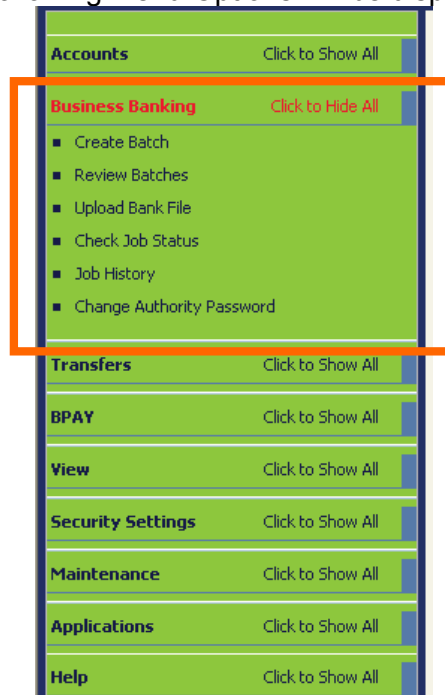
OPEN A SAVINGS ACCOUNT ON-LINE! more info

HCCU INTERNET BANKING TRAINING
1 COMMERCE STREET
WAUCHOPE NSW 2446
Working with account 12748858
Email: ubelong@hccu.com.au;

Accounts and Balances Your accounts and balances on Tuesday, 12 June 2012* at 07:57AM are:

→ 12748858	Hccu Internet Banking Training - Business Access (2 to sign)	\$1,000.00 current
	\$1,000.00 available	
→ 12748858.1	Hccu Internet Banking Training - Business Access (2 to sign)	\$250.00 current
	\$250.00 available	

The following Menu Options will be displayed:



Accounts Click to Show All

Business Banking Click to Hide All

- Create Batch
- Review Batches
- Upload Bank File
- Check Job Status
- Job History
- Change Authority Password

Transfers Click to Show All

BPAY Click to Show All

View Click to Show All

Security Settings Click to Show All

Maintenance Click to Show All

Applications Click to Show All

Help Click to Show All

4. Authority Passwords

Authority Passwords are assigned to individuals who perform operations via Business Banking. Authorities can have the following permissions:

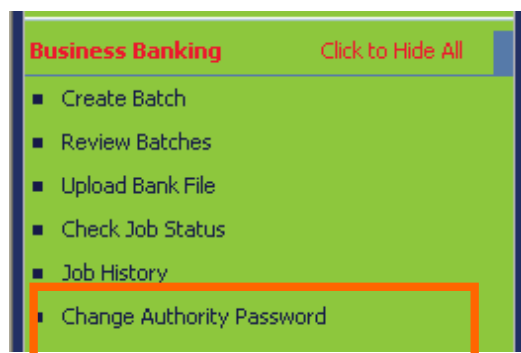
- Upload – upload a bank file created through accounting packages such, as MYOB, which conform to bank file standards;
- Sign – sign a batch for job creation or sign a job for processing (see 8.7 To sign a batch and 9.4 To sign a Job:). This can be done at anytime from any computer, eliminating the need for authorised persons to be present at the time of posting; and
- Delete – delete a batch or job.

These added permission levels allow Members to have greater control of what operations individuals can perform. For example, account holders / signatories to a Membership would have permission to perform all of the above operations whereas admin / clerical staff may only be allowed to create / edit and upload batches with only those with signing authority able to post transactions.

4.1 Change Authority Password

Where an authority has been issued a new password, or where an existing password needs to be changed, Business Banking users can alter the password in the “Change Authority Password” screen

To Access the Change Authority Password Screen, from the Business Banking menu, select **Change Authority Password**.



Note:

Change Authority Password is not relevant for Sole Trader's. Option is still available in menu, however they will not be able to select an authority reference number.

The change authority password screen will be displayed.

HCCU INTERNET BANKING TRAINING

Member number: 127488
Working with account: 12748858

Change multiple authority password for member 127488

Authority: BRAD

Old Password:

New Password:

Confirm New Password:

Click to drag

`	1	2	3	4	5	6	7	8	9	0	-	=	Del
Clear	q	w	e	r	t	y	u	i	o	p	[]	\
Caps	a	s	d	f	g	h	j	k	l	;	'	Enter	
Shift	z	x	c	v	b	n	m	,	.	/	Shift		
Space													

NOTE: Password must be at least four (4) characters, with a maximum of eight (8) characters long, contain at least one number (0-9) and one letter (A-Z, a-z), but no spaces. Remember your new password will be case sensitive.

Important: When Changing / Adding Passwords DO NOT use birth date or common sequential number patterns. Make sure it is difficult for others to guess!

Select the authority from the drop-down list:

BRAD

BRAD

TROY

Note:

Your list of Authorities will display differently depending on the number of authorities you have requested to have sign on your account.

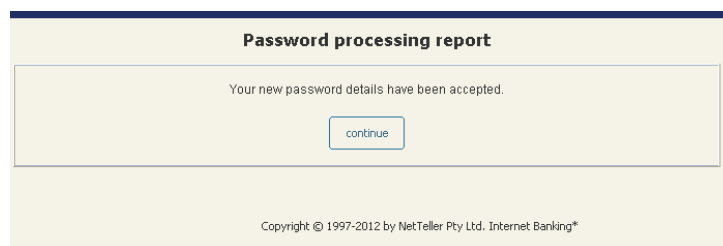
Using the Crypto KeyPad, enter the old password and click enter.



Using the Crypto Keypad, enter the new password and click enter (or click on the next password box).

Using the Crypto Keypad, reconfirm the new password and click enter (or click on submit).

The system will confirm that the password change has been successful.



Once you click on continue you will then be moved to your “view all accounts” page.

Note:

To move your Crypto keypad to another location simply click on the keypad background (not on the keys) once. Move your mouse to the location you would like the crypto keypad to be located and click once more to release the keypad. The Keypad will jump slightly after you click on each key.

5. Manual Batch Processing

Enhanced security functionality, such as multiple signatories, requires all manual transaction processing within Business Banking to occur via batches. The batches can be made up of all Internal, External, or BPAY transactions. But you will not be able to create a batch containing a combination of Internal, External or BPAY transactions. Batches are also able to contain multiple 'From' accounts.

If you have created a batch that you require the same payee's or Biller's regularly refer to 8.8 of this manual

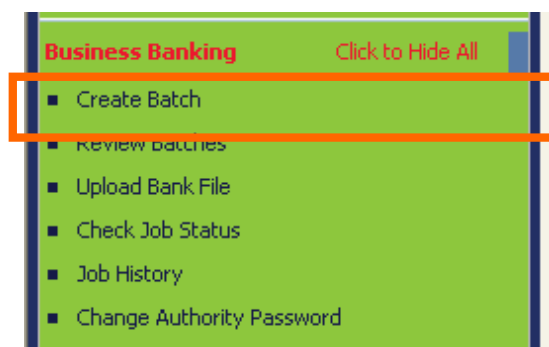
Once a batch is created, it will need to be signed to proceed from the batch stage to becoming a Job.

A job is the final stages of processing a batch. At the job stage, the batch has received its preliminary signing and waits for all required authorities to complete the signing process.

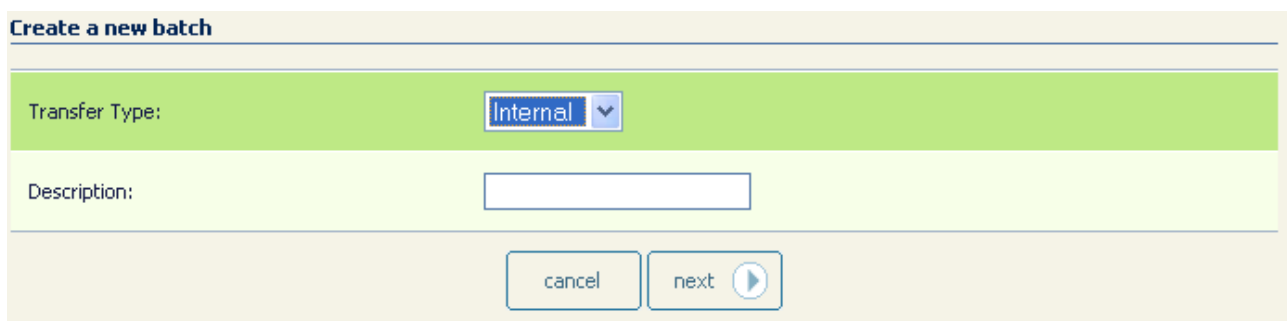
Once the signing process has completed, the job will post in accordance with its release date.

5.1 Creating Batches

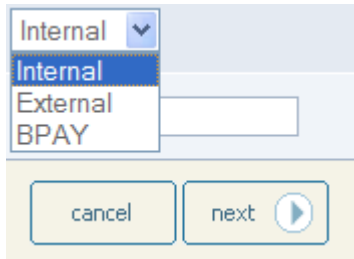
To create a batch, click on Create Batch in the Business Banking menu:



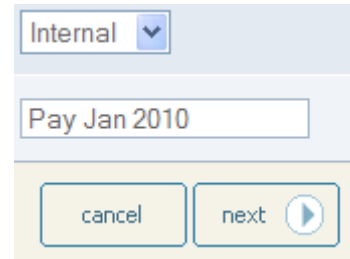
The **Create a New Batch** screen will display:

A screenshot of the 'Create a new batch' form. The form has a light green header with the title 'Create a new batch'. Below the header is a green section with the label 'Transfer Type:' and a dropdown menu showing 'Internal'. Below this is a light green section with the label 'Description:' and an empty text input field. At the bottom of the form are two buttons: 'cancel' and 'next' with a right-pointing arrow.

Select the Batch Type:



Enter a Name for the Batch:



Click next to progress with the batch



You can now start adding the batch transaction details:

The previous steps will be the same for each batch type whether it be Internal, External or BPAY. For further details on Internal Batches refer to 5.2, External Batches refer to 5.3 and BPAY Batches refer to 5.4 of this manual.

Note:

When creating a batch you are only able to use the same type of transaction. For example you will not be able to create a batch that contains both internal and external transactions.

5.2 Creating an Internal Batch

HCCU INTERNET BANKING TRAINING Member number: 127488

Create/Edit a batch

From a/c: 127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00

To a/c: 127488S8.1 (Hccu Internet Banking Training - Business Access)

Amount:

Reference:

update

Description: Manual

Batch Total:

cancel
save
select / unselect

From Account	To Account	Amount	Reference	Edit / Delete / Include

cancel
save
select / unselect

Select the account you wish the funds to come from, multiple from accounts are allowed. You then select the account you wish the funds to be transferred to, from the drop down boxes provided.

Note:

The 'From' or 'To' account selection will also display accounts from other memberships that have been linked to your current Business Banking membership for internal transaction purposes. These additional accounts will not display on your view accounts page.

Once you have checked the transaction details and amounts for that one payment are correct select

update

Once this payment has been registered it will display at the bottom of the create a batch screen as per below image.

From Account	To Account	Amount	Reference	Edit / Delete / Include
127488S8	127488S8.1	50.00	Sample	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">edit</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">delete</div> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center;"> <input checked="" type="checkbox"/> </div> </div>

cancel
save
select / unselect

If you are creating multiple payments in each batch repeat the previous steps to add transactions to the batch. Batch details will now display as follows. Continue until all required transactions have been added to the batch.

From Account	To Account	Amount	Reference	Edit / Delete / Include
12748858	12748858.1	25.00	Manual	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858.1	12748858	15.00	Sample	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

Business Banking will update the Batch Total field with the new transaction amount each time you add a payment to the batch list list:

Description:	Manual
Batch Total:	<input type="text" value="50.00"/>

Business Banking allows for multiple from accounts to be selected when creating batch transactions. When each transaction is entered, a different from account can be selected from the drop down box. When entering multiple transactions to a batch, you will need to reselect your 'To' and 'From' accounts for the next transaction. You will also need to type over the amount and reference details as these will stay populated from the previous transaction. The batch transactions will display at the bottom of the screen showing the multiple from accounts:

From Account	To Account	Amount	Reference	Edit / Delete / Include
12748858	12748858.1	25.00	Manual	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858.1	12748858	15.00	Sample	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

If you do not wish to proceed with creation of the new batch, click on the cancel button to exit the batch creation process.

If you happen to update a transaction that is incorrect you can either edit or delete the transaction, refer to 8.3 and 8.4 of this manual.

Once the batch transactions have been entered/alterd, click the save button:

Business Banking will save the batch details and display a confirmation screen displaying the new Batch ID

Your batch has been successfully saved.

Your batchID is 127488*16229*39543

Click on continue to see your current listing of batches.

[continue](#)

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Review the information the click the continue button:

[continue](#)

Business Banking will take the user to the Review Batches screen where the new batch will be displayed:

HCCU INTERNET BANKING TRAINING Member number: 127488
Working with account: 12748858

Welcome to Internet Banking
Your Batches on Wednesday, 6 June 2012, at 11:14AM, are:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*39543	Manual	Internal	1	50.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*39543	Manual	Internal	1	50.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16222*50288	30 External	External	2	60.00	30MAY12	30MAY12		Authorised	delete edit
127488*16222*46310	30 May	Internal	3	84.00	30MAY12	30MAY12		Authorised	delete edit
127488*16220*34034	28 may 12	BPAY	1	50.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30062	28 external	External	1	12.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30059	28 external	External	1	12.00	28MAY12	28MAY12		Batch submitted for Job authorisation	view delete edit
127488*16220*30052	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*30038	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*29621	28may	Internal	3	34.00	28MAY12	28MAY12		Authorised	delete edit
127488*16214*36815	tuesda14	BPAY	1	52.00	22MAY12	22MAY12		Awaiting Authorisation	view delete sign edit
127488*16214*35850	tuesday12	BPAY	1	23.00	22MAY12	22MAY12		Awaiting Authorisation	view delete sign edit
127488*16214*34424	tues1	External	3	37.00	22MAY12	22MAY12		Authorised	delete edit
127488*16214*34383	tues	Internal	2	146.00	22MAY12	22MAY12		Authorised	delete edit
127488*16213*48909	hmmm	BPAY	2	37.00	21MAY12	21MAY12		Authorised	delete edit

[back to top](#)

[next](#)

Note:

Go to section 8 to find how to view, delete, sign or edit a batch

5.3 Creating an External Batch

For an external batch, complete section 5.1 of this manual, enter the account the funds are being transferred from (refer to 6.1 if you wish to have multiple from accounts) and the account the funds are being transferred to using the existing external account details in the drop down box. If the FTE Payee is not available in your drop down list and/or is a new payee you will need to add them to your list of available payee's. Refer to 7.1 of this manual to create a new payee.

(note once payee selected information fields should pre populate. You will need to check the transfer details as it is possible for you to alter the amount of the payment and your reference if required.)

Create/Edit a batch

From Account:

127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00

Select Payee BSB:

(14 available)[Please select or enter below]

Payee BSB (nnn-rrrr):

To add a new BSB click here: [Add BSB](#)

Payee - Account Number:

Payee - Account Name:

Amount of Payment:

Your Reference (17 chars. limit):

update

Description:

Sample

Batch Total:

cancel

save


select / unselect

From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include
--------------	--------	-----------	-----	---------	------	-------------------------

cancel

save

select / unselect

Select  after the details have been entered for each transaction.

Confirm update by clicking



Once this payment has been registered it will display at the bottom of the create a batch screen as per below.

From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include
12748858	150.00	Brad	802214	12345	Smith	edit delete <input checked="" type="checkbox"/>

[cancel](#)
[save](#)
[select / unselect](#)

Once the batch transactions have been entered/alterd, click the save button:



Business Banking will save the batch details and display a confirmation screen displaying the new Batch ID

Your batch has been successfully saved.

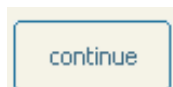
Your batchID is 127488*16229*39543

Click on continue to see your current listing of batches.

[continue](#)

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Review the information the click the continue button:



Business Banking will take the user to the Review Batches screen where the new batch will be displayed:

HCCU INTERNET BANKING TRAINING Member number: 127488
Working with account: 12748858

[Print](#) [logout](#)

Welcome to Internet Banking
Your Batches on Wednesday, 6 June 2012, at 11:14AM, are:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*39543	Manual	Internal	1	50.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*31829	Final in	Internal	2	37.00	06JUN12	06JUN12		Authorised	delete edit
127488*16222*50288	30 External	External	2	60.00	30MAY12	30MAY12		Authorised	delete edit
127488*16222*46310	30 May	Internal	3	84.00	30MAY12	30MAY12		Authorised	delete edit
127488*16220*34034	28 may 12	BPAY	1	50.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30062	28 external	External	1	12.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30059	28 external	External	1	12.00	28MAY12	28MAY12		Batch submitted for Job authorisation	view delete edit
127488*16220*30052	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*30038	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*29621	28may	Internal	3	34.00	28MAY12	28MAY12		Authorised	delete edit
127488*16214*36815	tuesda14	BPAY	1	52.00	22MAY12	22MAY12		Awaiting Authorisation	view delete sign edit
127488*16214*35850	tuesday12	BPAY	1	23.00	22MAY12	22MAY12		Awaiting Authorisation	view delete sign edit
127488*16214*34424	tues1	External	3	37.00	22MAY12	22MAY12		Authorised	delete edit
127488*16214*34383	tues	Internal	2	146.00	22MAY12	22MAY12		Authorised	delete edit
127488*16213*48909	hmm	BPAY	2	37.00	21MAY12	21MAY12		Authorised	delete edit

5.4 Creating a BPAY Batch

For a BPAY Batch, enter the account the funds are being transferred from (to select multiple from accounts refer to 6.2). Then enter the Biller details by selecting existing Biller details from the drop down box or by entering new biller details in the “New Biller” Field, refer to 7.3 for details on how to create a new biller.

Once the correct Biller has been entered, complete the Reference and Amount fields:

Create/Edit a BPAY batch

From Account:

127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00

Previous Biller

(2 available)[Please select or enter below]

New Biller:

To add a new Biller click here: [Add New Biller](#)

Reference:

Amount:

update

Description:

Sample BPay

Batch Total:

cancel

save

select / unselect

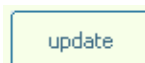
From Account	Biller	Reference	Amount	Edit / Delete / Include

cancel

save

select / unselect

Once the transaction details have been entered, click the update Button after each transaction:



Confirm update by clicking



Note:
When creating new BPAY billers refer to 7.3.

Once this payment has been registered it will display at the bottom of the create a batch screen as per below.

From Account	Billir	Reference	Amount	Edit / Delete / Include		
12748858	2188	0115147092	50.00	edit	delete	<input checked="" type="checkbox"/>
12748858.1	23796	2000049813783	23.00	edit	delete	<input checked="" type="checkbox"/>

[cancel](#)
[save](#)
[select / unselect](#)

Once the batch transactions have been entered/alterd, click the save button:



Business Banking will save the batch details and display a confirmation screen displaying the new Batch ID


Your batch has been successfully saved.

Your batchID is 127488*16229*50163

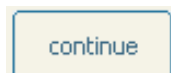
Click on continue to see your current listing of batches.

[continue](#)

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[logout](#)


Review the information the click the continue button:



Business Banking will take the user to the Review Batches screen where the new batch will be displayed:

HCCU INTERNET BANKING TRAINING Member number: 127488
Working with account: 12748858

[Print](#) [logout](#) 

Welcome to Internet Banking
Your Batches on Wednesday, 6 June 2012, at 01:56PM, are:

ALERT: You have Job(s) ready to Sign.

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPAY	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*39543	Manual	Internal	1	50.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*31829	Final in	Internal	2	37.00	06JUN12	06JUN12		Authorised	delete edit
127488*16222*50288	30 External	External	2	60.00	30MAY12	30MAY12		Authorised	delete edit
127488*16222*46310	30 May	Internal	3	84.00	30MAY12	30MAY12		Authorised	delete edit
127488*16220*34034	28 may 12	BPAY	1	50.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30062	28 external	External	1	12.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30059	28 external	External	1	12.00	28MAY12	28MAY12		Batch submitted for Job authorisation	view delete edit
127488*16220*30052	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*30038	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit

6. Multiple 'From' Accounts in Batches

6.1 Multiples in Eternal Batches

If you are creating multiple payments in each batch repeat the previous steps in 5.3 to add transactions to the batch. Batch details will now display as follows. Continue until all required transactions have been added to the batch.

From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include
12748858	150.00	Brad	802214	12345	Smith	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858.1	21.00	may	802214	35435	test	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

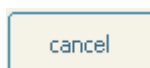
Business Banking will update the Batch Total field with the new transaction amount each time you add a payment to the batch list:

Description:	Manual
Batch Total:	<input type="text" value="50.00"/>

Business Banking allows for multiple from accounts to be selected when creating batch transactions. When each transaction is entered, a different from account can be selected from the drop down box. The batch transactions will display at the bottom of the screen showing the multiple from accounts:

From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include
12748858	150.00	Brad	802214	12345	Smith	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858.1	21.00	may	802214	35435	test	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858.1	22.00	22222222	802214	895121	May	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

If you do not wish to proceed with creation of the new batch, click on the cancel button to exit the batch creation process.



When you click on "Cancel" you will be taken to the "Review Batches" page.

If you happen to update a transaction that is incorrect you can either edit or delete the transaction. Refer to 8.3 and 8.4 of this manual.

6.2 Multiple BPAY Transactions

If you are creating multiple payments in each batch repeat the steps in 5.4 to add transactions to the batch. Batch details will now display as follows. Continue until all required transactions have been added to the batch.

From Account	Billers	Reference	Amount	Edit / Delete / Include
12748858	2188	0115147092	50.00	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858	23796	2000049813783	23.00	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

Business Banking will update the Batch Total field with the new transaction amount each time you add a payment to the batch list:

Description:	Sample
Batch Total:	<input type="text" value="73.00"/>

Business Banking allows for multiple from accounts to be selected when creating batch transactions. When each transaction is entered, a different from account can be selected from the drop down box. The batch transactions will display at the bottom of the screen showing the multiple from accounts:

From Account	Billers	Reference	Amount	Edit / Delete / Include
12748858	2188	0115147092	50.00	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>
12748858	23796	2000049813783	23.00	<input type="button" value="edit"/> <input type="button" value="delete"/> <input checked="" type="checkbox"/>

If you do not wish to proceed with creation of the new batch, click on the cancel button to exit the batch creation process.

When you click on cancel, you will be taken to the “Review Batches” page.

If you happen to update a transaction that is incorrect you can either edit or delete the transaction. Refer to 8.3 and 8.4 of this manual.

7. Creating and Deleting Payees and Billers

7.1 To Add FTE Payees

If you are not already in a batch with existing payee's already updated as a transaction, please refer to and complete section 5.1 of this manual, make sure you select batch type as external. Batch name may be "Adding new FTE's", select next as you would when creating a normal batch . Click on Add BSB as highlighted below.

Payee BSB (nnn- <small>nnn</small>):	<input type="text"/>	To add a new BSB click here: Add BSB
Payee - Account Number:	<input type="text"/>	
Payee - Account Name:	<input type="text"/>	
Amount of Payment:	<input type="text"/>	
Your Reference (17 chars. limit):	<input type="text"/>	
<input type="button" value="update"/>		

Once you have clicked on Add BSB the following screen will display

Create a new FTE BSB

BSB (xxxxxx):	<input type="text"/>
Account Number:	<input type="text"/>
Account Name:	<input type="text"/>
Reference:	<input type="text"/>
Amount of First Payment:	<input type="text"/>
<input type="button" value="clear"/> <input type="button" value="update"/>	

Enter the BSB, Account Name and Account number for the New Payee. Enter the reference for the Payee. This will be the default reference displayed when making payments to this payee. Enter the amount of the First Payment. This will be the default payment amount displayed when making payments to this payee.

Create a new FTE BSB

BSB (xxxxxx):	802214
Account Number:	123456
Account Name:	Mary Poppins
Reference:	Wages
Amount of First Payment:	500
<input type="button" value="update"/>	

Select

The following page will display. Select the “TAPwd” code from the dropdown box provided and using the Crypto keypad

BSB DETAILS	
BSB	802214
Account Number	123456
Account Name	Smith

Please ensure you have your mobile phone with you if you are using SMS security.

Please select your security option from the dropdown list

TAPwd Crypto - 127488

Your one time password may take up to 90 seconds to be delivered to your mobile phone.

Note:

Refer to page 8 for an outline of how the crypto keypad works.

Click on . The following screen will display to confirm the action. Click on Continue

Your BSB details have been submitted for updating.

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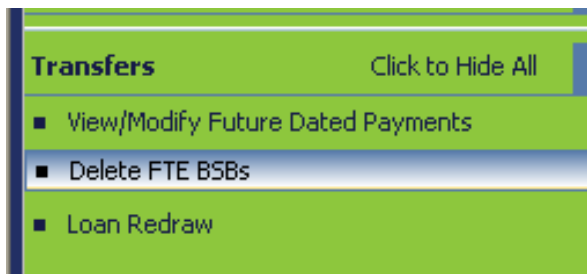
Note:

If creating a new FTD Payee as the first transaction on a batch once you select continue you will be taken to the “View all Accounts” page. This will not create a new batch even though you have given it a name.

If you have already updated your batch with existing FTD Payees, once you select continue you will be back on the at the batch you have been working on. You will then need to go to ‘Select Payee BSB’ the new payee you have just saved will be saved in the drop down list.

7.2 To delete a FTE Payee

From the transfers menu, click the Delete FTE BSB



The system will display the existing Payees for the Business Banking User.

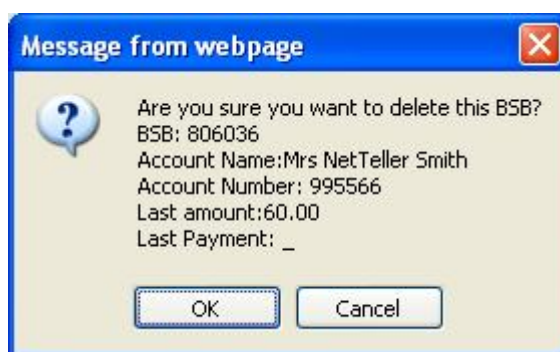
Welcome to Internet Banking
Your External Payees on Wednesday, 6 June 2012, at 01:43PM, are:

Number	BSB	Account Name	Account Number	Amount of last payment	Last payment	Reference	Option
1	802214	Again	98765465	12.00		285	delete
2	802214	charlene	127019	23.00		123	delete
3	802214	guy	45679	13.00		13	delete

From the listing, select the Payee you wish to delete and click the delete option on the left hand side that corresponds to the payee being deleted.

3	802214	guy	45679	13.00		13	delete
---	--------	-----	-------	-------	--	----	------------------------

The System will confirm the deletion




Click OK to continue or Cancel to discontinue with the deletion process.

The system will confirm the Payee details have been deleted.

Your BSB details have been submitted for updating.

[continue](#)

[logout](#) 

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You will come back to the home page

Note:

Please be aware that above images are for illustration purposes only.
Transaction details may vary depending on the type of batch.

7.3 To add BPAY Billers

If you are not already in a batch with existing payee's already updated as a transaction, please refer to and complete section 5.4 of this manual to create a BPAY Batch. Click on "Add New Biller". Select the account you would like the BPAY Biller to be paid from. Manually type in the billers code in the new biller section. Type in the reference provided on your bill in the Customer Reference Number section. Enter the amount.

If you have multiple accounts with the same biller e.g. phone company and one of these accounts has already been added to your list of billers please pay special attention to the reference code and amount.

Create New BPAY Biller	
From Account:	127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00 ▼
Biller Code:	<input type="text"/>
Customer Reference Number:	<input type="text"/>
Amount:	<input type="text"/>
<input type="button" value="clear"/> <input type="button" value="update"/>	

Click the Update button to continue with the creation or click on clear to remove the information from the screen and begin the creation process again.

Note:

If creating a new BPAY Biller as the first transaction on a batch once you select continue you will be taken to the "View all Accounts" page. This will not create a new batch even though you have given it a name.

If you have already updated your batch with existing BPAY Billers, once you select continue you will be back on the at the batch you have been working on. You will then need to go to 'Previous Biller' the new payee you have just saved will be saved in the drop down list.

7.4 To Delete a BPAY Biller

Click on Delete BPAY Billers in the BPAY menu



The system will display the existing Payees for the Business Banking User.

HCCU INTERNET BANKING TRAINING Member number: 127488
1 COMMERCE STREET
WAUCHOPE NSW 2446
Email: ubelong@hccu.com.au;

Welcome to Internet Banking
Your BPAY Billers on Wednesday, 6 June 2012, at 02:12PM, are:

Number	From a/c	Biller Code	Biller Name	Customer Reference	Last Payment amount	Last Payment Date	Option
1	12748858	2188	2188	0115147092	50.00	30 MAY 2012	delete
2	12748858	23796	23796	2000049813783	23.00	30 MAY 2012	delete

[back to top](#)

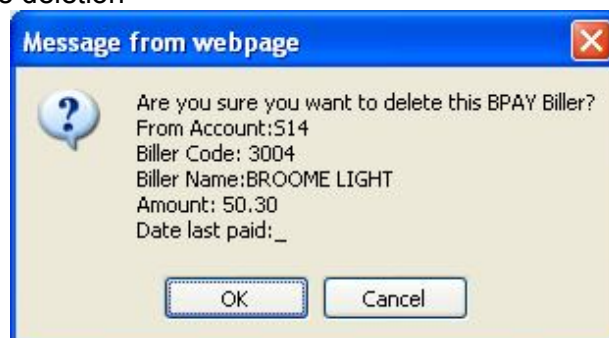
[Print](#) [logout](#)

ALERT: You have Job(s) ready to Sign.

From the listing, select the Biller you wish to delete and click the delete option on the left hand side that corresponds to the payee being deleted.

1	12748858	2188	2188	0115147092	50.00	30 MAY 2012	delete
---	----------	------	------	------------	-------	-------------	------------------------

The System will confirm the deletion



Click OK to continue or Cancel to discontinue with the deletion process. The system will then confirm the Biller details have been deleted

Your BPAY history biller details have been updated.

[continue](#)

[logout](#)

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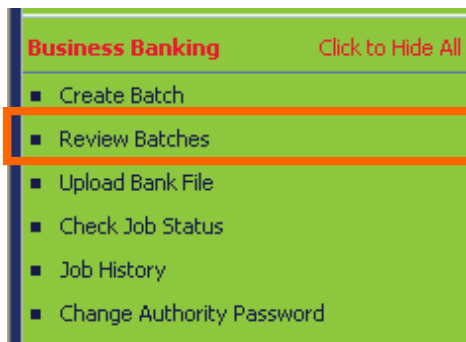
Note:

Please be aware that above images are for illustration purposes only. Transaction details may vary depending on the type of batch.

8. Review Batches


This menu item will display the 'List All Batches' screen, which holds a list of all batches saved on the host. This includes Internal, BPAY and External batches, along with uploaded Bank Files. The user will be able to View, Edit, Delete and Sign batches from this screen depending on the status and type of batch being selected.

To review batches click on Review Batches in the Business Banking menu:



Business Banking will display a listing of the current batches and details such as the total number of transactions in a batch, batch total, last posted date, etc.

HCCU INTERNET BANKING TRAINING Member number: 127488
Working with account: 12748858

Print 
Logout 

Welcome to Internet Banking
Your Batches on Wednesday, 6 June 2012, at 02:30PM, are:

ALERT: You have Job(s) ready to Sign.

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPAY	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*39543	Manual	Internal	1	50.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit
127488*16229*31829	Final in	Internal	2	37.00	06JUN12	06JUN12		Authorised	delete edit
127488*16222*50288	30 External	External	2	60.00	30MAY12	30MAY12		Authorised	delete edit
127488*16222*46310	30 May	Internal	3	84.00	30MAY12	30MAY12		Authorised	delete edit
127488*16220*34034	28 may 12	BPAY	1	50.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30062	28 external	External	1	12.00	28MAY12	28MAY12		Authorised	delete edit
127488*16220*30059	28 external	External	1	12.00	28MAY12	28MAY12		Batch submitted for Job authorisation	view delete edit
127488*16220*30052	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit
127488*16220*30038	28 external	External	1	12.00	28MAY12	28MAY12		Awaiting Authorisation	view delete sign edit

For an overview of the fields displayed in the Business Banking, refer to the Fields and Status Description section 13 of this manual

The Review Batches screen will also provide access to reviewing, editing and posting options.

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPAY	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit



8.1 To view transactions in a batch

Click on the view button that corresponds to the batch you are reviewing:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPay	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit

Business Banking will display the batch and transactions details:

HCCU INTERNET BANKING TRAINING Member number:127488
 Working with account: 12748858

Print
 
 logout
 

Welcome to Internet Banking

Batch ID	Description	Date last saved	Transactions	Batch Total	Type
127488*16229*50163	Sample BPay	06/06/2012	2	73.00	BPAY

Sub Batch Id	Transaction Number	Amount	From Account	Biller Code	Reference
1	1	50.00	12748858	2188	0115147092
1	2	23.00	12748858.1	23796	2000049813783

[Back](#)

ALERT: You have Job(s) ready to Sign.

For an overview of the fields displayed in the Business Banking, refer to the Fields and Status Description section 13 of this manual

8.2 To edit a batch

Click on the edit button that corresponds to the batch you are reviewing:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPay	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit

An editing screen, the same as when loading new batch transactions, will be displayed:

Create/Edit a BPAY batch

From Account: 127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00

Previous Biller: (2 available)[Please select or enter below]

New Biller: To add a new Biller click here: [Add New Biller](#)

Reference:

Amount:

Description: Sample BPay

Batch Total: 73.00

From Account	Bill	Reference	Amount	Edit / Delete / Include
127488S8	2188	0115147092	50.00	edit delete <input checked="" type="checkbox"/>
127488S8.1	23796	2000049813783	23.00	edit delete <input checked="" type="checkbox"/>

From the transaction listing at the bottom of the screen, click the edit option that corresponds to the transaction being reviewed:

From Account	Bill	Reference	Amount	Edit / Delete / Include
127488S8	2188	0115147092	50.00	edit delete <input checked="" type="checkbox"/>
127488S8.1	23796	2000049813783	23.00	edit delete <input checked="" type="checkbox"/>

8.3 To edit a transaction in a batch:

Locate the transaction in the listing then click the edit option

12748858	2188	0115147092	50.00	edit	delete	<input checked="" type="checkbox"/>
----------	------	------------	-------	-------------	--------	-------------------------------------

The transaction will be removed from the transaction listing and the details will populate the transaction creation fields.

This allows the user to edit any of the transaction details, as well as add new transactions to the Batch:

From Account:	127488S8(Hccu Internet Banking Training - Business Access (2 to sign)) \$1,000.00 ▼		
Previous Biller	(2 available)[Please select or enter below] ▼		
New Biller:	<input type="text"/>	To add a new Biller click here: Add New Biller	
Reference:	<input type="text"/>		
Amount:	<input type="text"/>		
<input type="button" value="update"/>			
Description:	Sample BPay		
Batch Total:	<input type="text" value="73.00"/>		
<input type="button" value="cancel"/> <input type="button" value="save"/> <input type="button" value="select / unselect"/>			

Once the transaction details have been entered, click the update button:

Business Banking will update the Batch Total with the new transaction details and the transaction will be again displayed in the Batch Transaction listing at the bottom of the screen.

Click save to confirm the changes to the batch

Note:

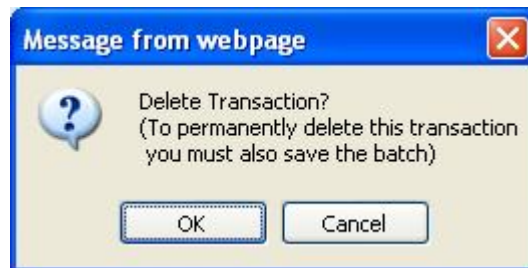
Any changes that have been made and saved to a batch that has been signed by all or signed by one authority will then need to be signed again by all required authorities for the changed to take effect.

8.4 To delete a transaction from a batch:

Locate the transaction in the listing then click the delete option

12748858	2188	0115147092	50.00	edit	delete	<input checked="" type="checkbox"/>
----------	------	------------	-------	------	--------	-------------------------------------

An advice will appear advising you will need to save the batch to permanently delete the transaction:

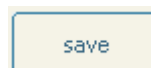


Click OK to continue or Cancel to exit this function

Once deleted, the transaction will be removed from the transaction listing at the bottom of the page:

From Account	Billor	Reference	Amount	Edit / Delete / Include		
12748858.1	23796	2000049813783	23.00	edit	delete	<input checked="" type="checkbox"/>

Click save to confirm the changes to the batch



8.5 To include or exclude a transaction from a batch:

Locate the transaction in the listing then click the Include check box to either include the transaction



or exclude the transaction  from the batch.

Click save to confirm the changes to the batch



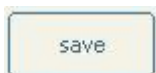
To select all transactions for inclusion/exclusion from a batch, click the select/unselect button:



The system will automatically update the Include check box for all transactions in the batch and adjust the Batch Total to reflect the new total value of the batch:

Select							Unselect						
Batch Total: 232.00							Batch Total: 0.00						
cancel save select / unselect							cancel save select / unselect						
From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include	From Account	Amount	Reference	BSB	A/C no.	Name	Edit / Delete / Include
12748858	30.00	3005	802214	9754364	May Test	edit delete <input checked="" type="checkbox"/>	12748858	30.00	3005	802214	9754364	May Test	edit delete <input type="checkbox"/>
12748858	30.00	30	802214	35621	Testing Again May	edit delete <input checked="" type="checkbox"/>	12748858	30.00	30	802214	35621	Testing Again May	edit delete <input type="checkbox"/>
12748858	22.00	22222222	802214	895121	May	edit delete <input checked="" type="checkbox"/>	12748858	22.00	22222222	802214	895121	May	edit delete <input type="checkbox"/>
12748858	150.00	Brad	802214	12345	Smith	edit delete <input checked="" type="checkbox"/>	12748858	150.00	Brad	802214	12345	Smith	edit delete <input type="checkbox"/>
cancel save select / unselect							cancel save select / unselect						

To save changes to a batch, once the batch transactions have been entered/alterd, click the save button:



8.6 To delete a batch

Click on the delete button that corresponds to the batch you are reviewing:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPay	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit

Business Banking will request authorisation to perform the deletion:

HCCU INTERNET BANKING TRAINING
Member number: 127488
Working with account: 12748858

Delete Bank File Batch

Token: Please select a device
send one time password

Token Value:

submit
clear
view transactions

From the drop down box, select the Authority ID then enter the correct Authority Password:

Delete Bank File Batch

Token: Please select a device
send one time password

Token Value: BRAD - BBAuth Crypto
TROY - BBAuth Crypto

submit
clear
view transactions

Once the device details and password have been entered, the system will confirm the deletion has been successful and the batch will no longer be visible in the review batches screen.

Batch Deleted Successfully

Member Number: 127488
Batch Id: 127488*16214*35850
continue

logout

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You will then be back at the 'Review all Batches' page.

8.7 To sign a batch

Where the business banking action requires transactions to be authorised after being signed (or submitted for processing), the authorisation can be done at anytime from any computer, eliminating the need for authorised persons to be present at the time of posting.

Click on the sign button that corresponds to the batch you are reviewing:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
127488*16229*50163	Sample BPay	BPAY	2	73.00	06JUN12	06JUN12		Awaiting Authorisation	view delete sign edit

Business Banking will request additional information to complete the signing step:

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858

Print
logout

Welcome to Internet Banking

Batch '127488*16229*50163' is ready to be signed

Batch IDDescriptionDate last savedTransactionsBatch TotalType

127488*16229*50163Sample BPay06 JUN 2012273.00BPAY

2 Authorities are required to sign the batch before it can be processed successfully.

Authority Name	Date/Time Signed	Device Used
No entries on file		

Release Date:

Token: Please select a device

send one time password

Token Value:

submitclearview transactions

Enter the Release Date for the batch being signed:

Release Date:

Token: Please select a device

send one time password

Token Value:

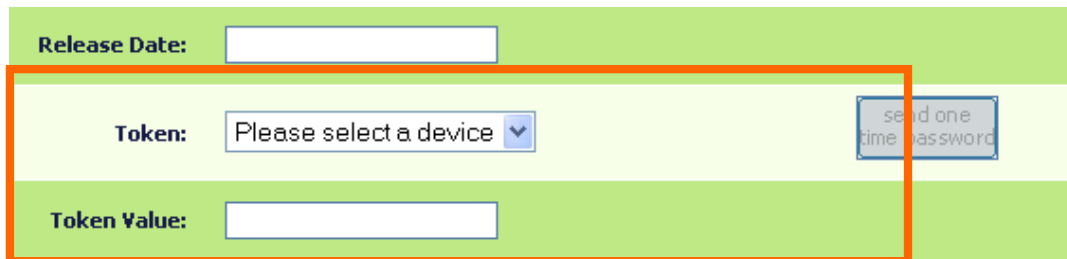
Release Date: 21 JUN 2012

Token: Please select a device

send one time password

Token Value:

From the drop down box, select the Authority ID then enter the correct Authority Password:



Multiple Signatories

Once the device details have been entered, the system will confirm the batch has been successfully signed. The batch will become a Job and will be visible in the “Check Job status Screen” ready for further authorisation. Refer to section 9 of this manual, the following alert will display when a job is waiting to be signed

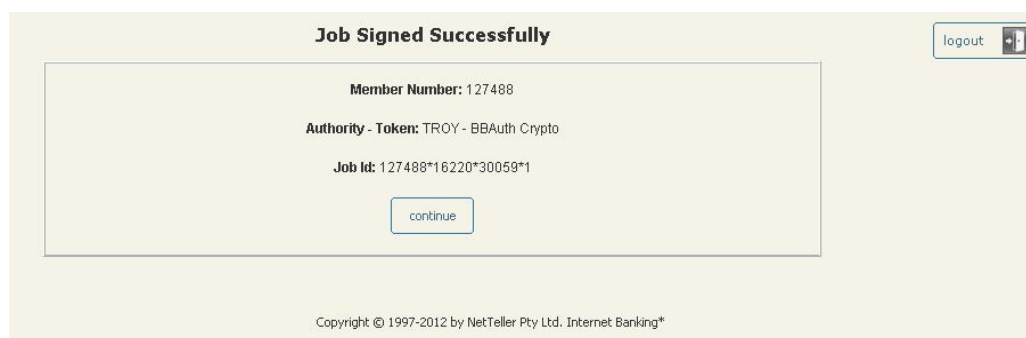
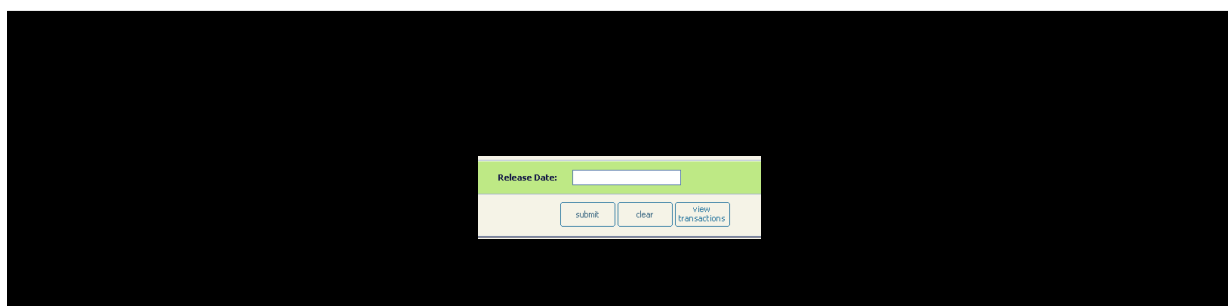
ALERT: You have Job(s) ready to Sign.

If an authority attempts to sign a batch they have already signed for the following message will display

BBV3.0 - Member has already signed this batch

Any to sign

Once the device details have been entered, the system will confirm the batch has been successfully signed. The batch will be posted.

8.8 Forward Dating a Batch

Refer to 6.3 of this manual 'Signing a Batch'. To forward date a Batch simply enter the release date required for this batch. This can be authorised up to 90 days in advance as you require.

8.9 Creating a Regular Batch

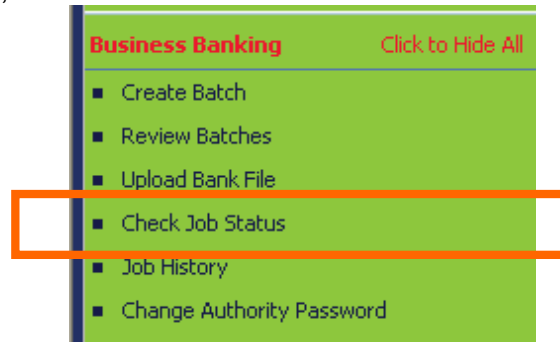
As a Business Banker you will often be required to process the same or similar batches on a regular basis. To save time you do not need to worry about creating a whole new batch each time. You can go to Review Batches and select the original batch once it has been authorised. Edit and update the batch as required. Refer to all sub-points within section 8.2 of this manual should you require further clarification on any of the editing/updating processes. Complete as a regular batch.

9. Check Job Status

This section is not relevant for Sole Trader or One to Sign memberships.

This menu item holds a list of un-posted jobs. This includes Internal, B-Pay and External jobs, along with Bank File jobs. The user is able to Sign and Delete jobs from this screen depending on the status and type of job being selected.

To check the status of a job, click Check Job Status in the Business Banking menu:



Business Banking will display a listing of all Job ID's as well as details such as the total number of transactions in a batch, Batch Total, Last Posted Date, etc.

HCCU INTERNET BANKING TRAINING Member number: 127488 Working with account: 127488S8										Print 	logout 
Welcome to Internet Banking											
Your Jobs on Thursday, 7 June 2012, at 08:04AM, are:											
Job ID	Description	Release Date	Total Trans.	Batch Total	Type	Last Posted Date	Posted Trans.	Unposted Trans.	Status	Audit History	View
127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorise	<input type="button" value="view"/>	<input type="button" value="all"/>
										<input type="button" value="sign"/>	<input type="button" value="delete"/>
back to top											

Additional displays are available to allow users access to more detailed information about jobs. This information is accessed from the columns on the right of the batch details highlighted above.

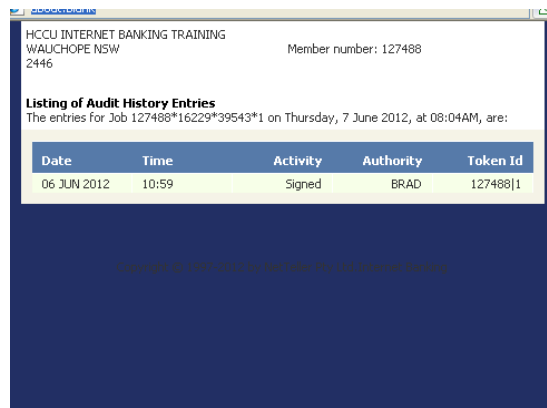
For an overview of the fields displayed in the Business Banking, refer to the Fields and Status Description section, section 13 of this manual

9.1 To view the Audit History

To view the Audit history for a job, click on the view button, in the Audit History column, that corresponds with the job you are reviewing:

127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorised	view	all	sign delete
----------------------	--------	---------	---	-------	----------	--	---	---	------------	-------------	-----	----------------

A pop-up screen will appear showing the history for the selected job:



For an overview of the fields displayed in the Business Banking, refer to the Fields and Status Description section, section 11 of this manual

9.2 To view all transactions in a Job

To view all transactions in Job, click on the all option in the view column that corresponds with the job you are reviewing.

127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorised	view	all	sign delete
----------------------	--------	---------	---	-------	----------	--	---	---	------------	------	------------	----------------

Business Banking will display a list of all transactions in that job:

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858

Print
logout

Welcome to Internet Banking

Job ID	Description	Release Date	Posted Date	Transactions	Job Total	Type
127488*16220*30052*1	28 external	08 JUN 2012		4	197.00	External

Sub Job Id	Transaction Number	Amount	From Account	BSB	To Account	Reference	Status
	1	12.00	12748858	802214	65446	testing	BB-SUBMIT
	2	23.00	12748858	802214	127019	123	BB-SUBMIT
	3	150.00	12748858	802214	12345	Brad	BB-SUBMIT
	4	12.00	12748858	802214	64553	28	BB-SUBMIT

Back

9.3 To Action a Job

The Check Job Status screen allows for Jobs to be actioned in two ways, sign or delete:

HCCU INTERNET BANKING TRAINING Member number: 127488
Working with account: 12748858
Print
logout

Welcome to Internet Banking
Your Jobs on Thursday, 7 June 2012, at 08:04AM, are:

Job ID	Description	Release Date	Total Trans.	Batch Total	Type	Last Posted Date	Posted Trans.	Unposted Trans.	Status	Audit History	View	Action
127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorised	view	all	sign delete

back to top

9.4 To sign a Job:

Where the business banking action requires transactions to be authorised after being signed (or submitted for processing), the authorisation can be done at anytime from any computer, eliminating the need for authorised persons to be present at the time of posting.

To sign a job from the Check Job Status screen, click on sign option in the Action column that corresponds with the Job you are reviewing.

127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorised	view	all	sign delete
----------------------	--------	---------	---	-------	----------	--	---	---	------------	------	-----	----------------

Business Banking will request additional information to complete the signing step.

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858
Print
logout

Welcome to Internet Banking
Job '127488*16220*30052*1' is ready to be signed

Job ID	Description	Date last saved	Transactions	Job Total	Type
127488*16220*30052*1	28 external	07 JUN 2012	4	197.00	External

2 Authorities are required to sign the job before it can be processed successfully.

Authority Name	Date/Time Signed	Device Used
127488	07 JUN 2012 08:14	127488 1

Release Date: 08 JUN 2012

Token: Please select a device
send one time password

Token Value:

submit clear view transactions

From the drop down box, select the Authority ID then enter the correct Authority Password:

Release Date: 08 JUN 2012

Token: Please select a device

send one time password

Token Value:

Once the device details have been entered, the system will confirm the job has been signed.

When the final Authority has signed the job, Business Banking will confirm the Job is posted and the job will be posted on the release date.

Posted jobs will appear in the Job History screen

Welcome to Internet Banking

Your Jobs on Thursday, 7 June 2012, at 08:25AM, are:

Job ID	Description	Release Date	Total Trans.	Batch Total	Type	Last Posted Date	Posted Trans.	Unposted Trans.	Status	Audit History	View
127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all failed posted
127488*16229*50163*1	Sample BPay	07JUN12	2	73.00	BPAY		0	2	Authorised	view	all failed posted
127488*16220*30059*1	28 external	21JUN12	1	12.00	External		0	1	Authorised	view	all failed posted

Note:

If one of the transactions in the batch rejects during the upload process, the entire batch will be rejected.

An uploaded batch cannot be edited with the Business Banking software. In the event that there is incorrect data in the file, the batch will need to be deleted and the file updated. The bank file can then be uploaded again.

9.5 To delete a Job:

Enhanced security functionality through the batch creation process, requires transactions to be edited during the batch stage. Once the batch has been signed and becomes a job, users don't have the option to delete transactions from a Job. In the event that a transaction in a job is incorrect, the Job will need to be deleted and the batch recreated.

To delete a job from the Check Job Status screen, click on the delete option in the Action column that corresponds with the Job you are reviewing:

127488*16229*39543*1	Manual	20JUN12	1	50.00	Internal		0	1	Authorised	view	all	sign delete
----------------------	--------	---------	---	-------	----------	--	---	---	------------	----------------------	---------------------	--

Business Banking will request additional information to complete the deletion step:

HCCU INTERNET BANKING TRAINING
Member number: 127488
Working with account: 12748858

logout

Delete Job

Token:
Please select a device

send one time password

Token Value:

submit
clear
view transactions

From the drop down box, select the Authority ID then enter the correct Authority Password:

Token:
Please select a device

send one time password

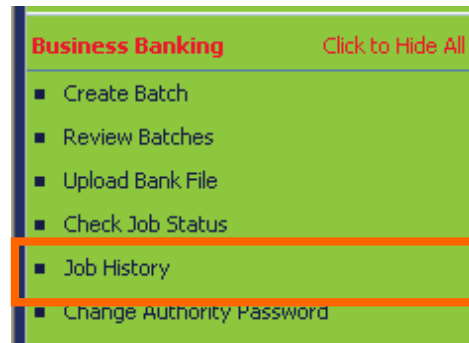
Token Value:

Once the device details have been entered, the system will confirm the Job has been successfully deleted. The Job will no longer be visible in the Check Job status screen

10. Job History

Business Banking allows users to display the history of Jobs created.

To access this information, click on the Job History option from the Business Banking menu:



Business Banking will display a list of Jobs, including details such as the total number of transactions in the Job, batch total, last posted date, etc.

HCCU INTERNET BANKING TRAINING Member number: 127488 Working with account: 12748858										Print	logout
Welcome to Internet Banking											
Your Jobs on Thursday, 7 June 2012, at 08:32AM, are:											
Job ID	Description	Release Date	Total Trans.	Batch Total	Type	Last Posted Date	Posted Trans.	Unposted Trans.	Status	Audit History	View
127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all failed posted
127488*16229*50163*1	Sample BPay	07JUN12	2	73.00	BPAY		0	2	Authorised	view	all failed posted
127488*16220*30059*1	28 external	21JUN12	1	12.00	External		0	1	Authorised	view	all failed posted
127488*16229*31829*1	Final in	06JUN12	2	37.00	Internal		0	2	Authorised	view	all failed posted
127488*16222*52459*1	sdfa	31MAY12	1	50.00	Internal		0	1	Authorised	view	all failed posted
127488*16222*51010*1	30 BPAY	30MAY12	2	73.00	BPAY		0	2	Authorised	view	all failed posted
127488*16222*50288*1	30 External	01JUN12	2	60.00	External		0	2	Authorised	view	all failed posted
127488*16214*34383*1	tues	30MAY12	2	146.00	Internal		0	2	Authorised	view	all failed posted
127488*16222*46310*1	30 May	30MAY12	3	84.00	Internal		0	3	Authorised	view	all failed posted
127488*16220*34034*1	28 may 12	28MAY12	1	50.00	BPAY		0	1	Authorised	view	all failed posted
127488*16220*30062*1	28 external	28MAY12	1	12.00	External		0	1	Authorised	view	all failed posted
127488*16220*29621*1	28may	28MAY12	3	34.00	Internal		0	3	Authorised	view	all failed posted
127488*16214*34424*1	tues1	22MAY12	1	1.00	External		0	1	Authorised	view	all failed posted
127488*16213*48909*1	hmm	21MAY12	2	37.00	BPAY		0	2	Authorised	view	all failed posted
back to top											

Additional displays are available to allow users access to more detailed information about Jobs. This information is accessed from the columns on the right of the batch details:

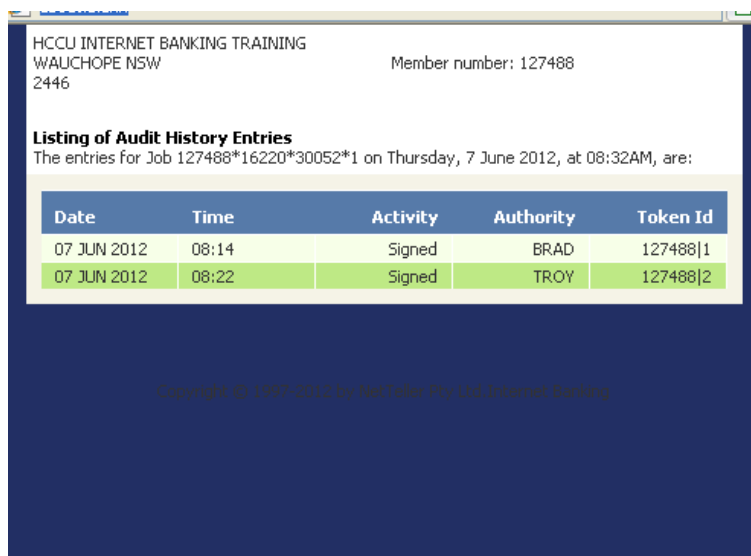
Job ID	Description	Release Date	Total Trans.	Batch Total	Type	Last Posted Date	Posted Trans.	Unposted Trans.	Status	Audit History	View
127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all failed posted

10.1 To view the Audit History

To view the Audit History for a job, click on the View button, from the Audit History column, that corresponds with the Job you are reviewing.

127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all	failed	posted
----------------------	-------------	---------	---	--------	----------	--	---	---	------------	----------------------	---------------------	------------------------	------------------------

A pop-up screen will appear showing the Audit History for the selected Job:



HCCU INTERNET BANKING TRAINING
WAUCHOPE NSW 2446
Member number: 127488

Listing of Audit History Entries
The entries for Job 127488*16220*30052*1 on Thursday, 7 June 2012, at 08:32AM, are:

Date	Time	Activity	Authority	Token Id
07 JUN 2012	08:14	Signed	BRAD	127488 1
07 JUN 2012	08:22	Signed	TROY	127488 2

Copyright © 1997-2012 by Neteller Pty Ltd. Internet Banking

For an overview of the fields displayed in the Business Banking, refer to the Fields and Status Description section, section 13 of this manual

10.2 To view specific transactions in a job:

To view the specific transactions for a job, click on the appropriate option in the view column that corresponds with the Job you are reviewing.

127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all	failed	posted
----------------------	-------------	---------	---	--------	----------	--	---	---	------------	----------------------	---------------------	------------------------	------------------------

10.3 To View all Transactions in a Job

To view all transactions in Job, click on the all option in the view column that corresponds with the Job you are reviewing.

127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all	failed	posted
----------------------	-------------	---------	---	--------	----------	--	---	---	------------	------	-----	--------	--------

Business Banking will display a list of all transactions in that Job:

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858

Print

logout

Welcome to Internet Banking

Job ID	Description	Release Date	Posted Date	Transactions	Job Total	Type
127488*16220*30052*1	28 external	08 JUN 2012		4	197.00	External

Sub Job Id	Transaction Number	Amount	From Account	BSB	To Account	Reference	Status
	1	12.00	12748858	802214	65446	testing	BB-SUBMIT
	2	23.00	12748858	802214	127019	123	BB-SUBMIT
	3	150.00	12748858	802214	12345	Brad	BB-SUBMIT
	4	12.00	12748858	802214	64553	28	BB-SUBMIT

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10.4 To list all failed transactions in a Job:

To view all failed transactions in Job, click on the all option in the view column that corresponds with the Job you are reviewing:

127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all	failed	posted
----------------------	-------------	---------	---	--------	----------	--	---	---	------------	------	-----	--------	--------

Business Banking will display a list of all failed transactions in that Job:

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858

Print

logout

Welcome to Internet Banking

Job ID	Description	Release Date	Posted Date	Transactions	Job Total	Type
127488*16220*30052*1	28 external	08 JUN 2012		4	197.00	External

Sub Job Id	Transaction Number	Amount	From Account	BSB	To Account	Reference	Status
No entries on file							

Back

10.5 To list all posted transactions in a Job:

To view all posted transactions in Job, click on the posted option in the view column that corresponds with the Job you are reviewing:

127488*16220*30052*1	28 external	08JUN12	4	197.00	External		0	4	Authorised	view	all	failed	posted
----------------------	-------------	---------	---	--------	----------	--	---	---	------------	----------------------	---------------------	------------------------	------------------------

Business Banking will display a list of all posted transactions in that Job:

HCCU INTERNET BANKING TRAINING Member number:127488
Working with account: 12748858

Print
logout

Welcome to Internet Banking

Job ID	Description	Release Date	Posted Date	Transactions	Job Total	Type
127488*16220*30052*1	28 external	08 JUN 2012		4	197.00	External

Sub Job Id	Transaction Number	Amount	From Account	BSB	To Account	Reference	Status
No entries on file							

Back

11. Upload Bank File

Business Banking allows users to upload bank files into the batch processing functions. The system accepts .aba files created through accounting packages, such as MYOB, which conform to bank file standards. This allows payroll and payment batches to be created through third party software and then processed through Business Banking.

11.1 Creating the Upload environment

To utilise this functionality, the user's environment needs to meet a set of credentials for the upload to work.

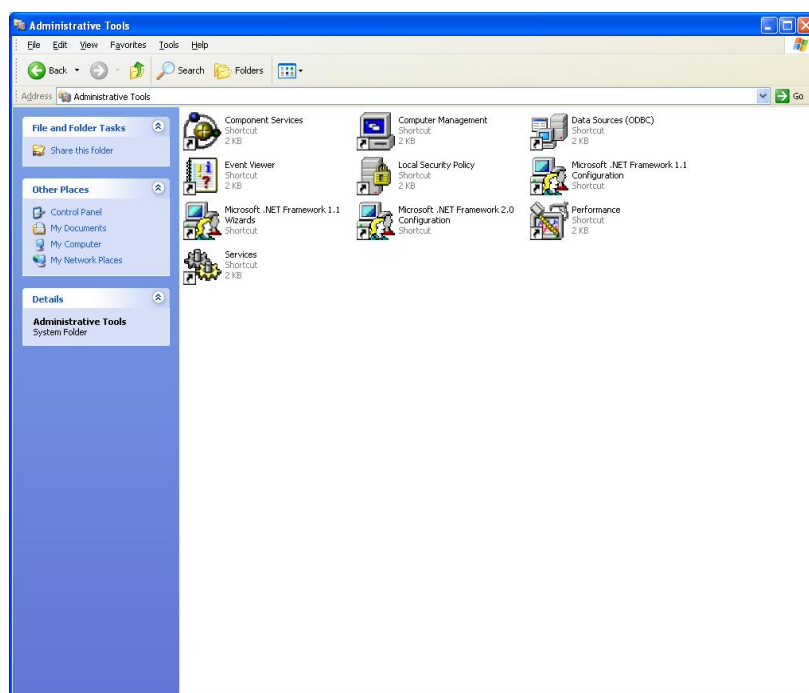
These include:

- .NET 2.0 (or above) Framework (refer to 1.2)
- Specific Business Banking security policy installed on their PC, provided from the institution. (refer to 1.3)
- Browser settings identifying NetTeller as a trusted site (refer to 1.4)
- If installed, McAfee Security suite requires Site Advisor uninstalled. (refer to 1.5)

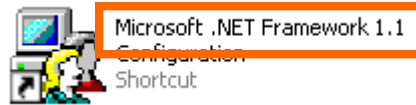
Identifying the .NET version

Microsoft® .NET 2.0 framework is required to utilise the bank file upload option. Framework versions may not always be easy to identify and further investigation may be required.

Go to the Control Panel, either by going to My Computer on your desktop (Control Panel should display on left hand side menu) or Start then Settings then select Control Panel, click on Administrative tools

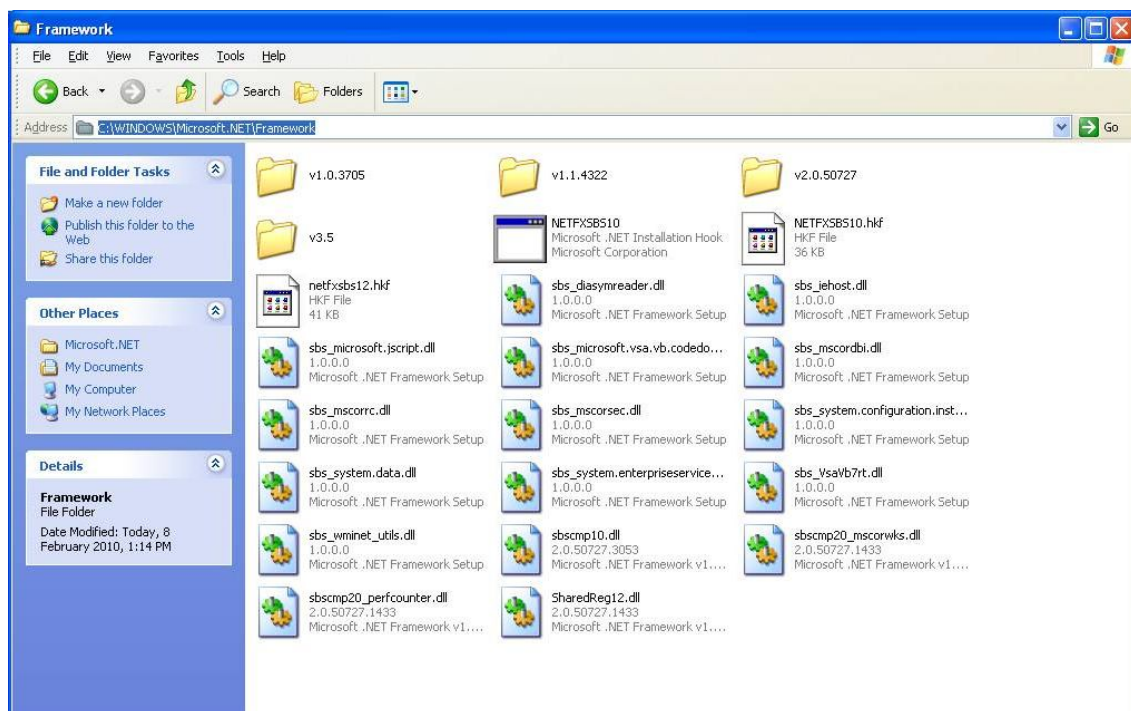


The system will display the .NET configuration icon and the version number which will be displayed in the icon name

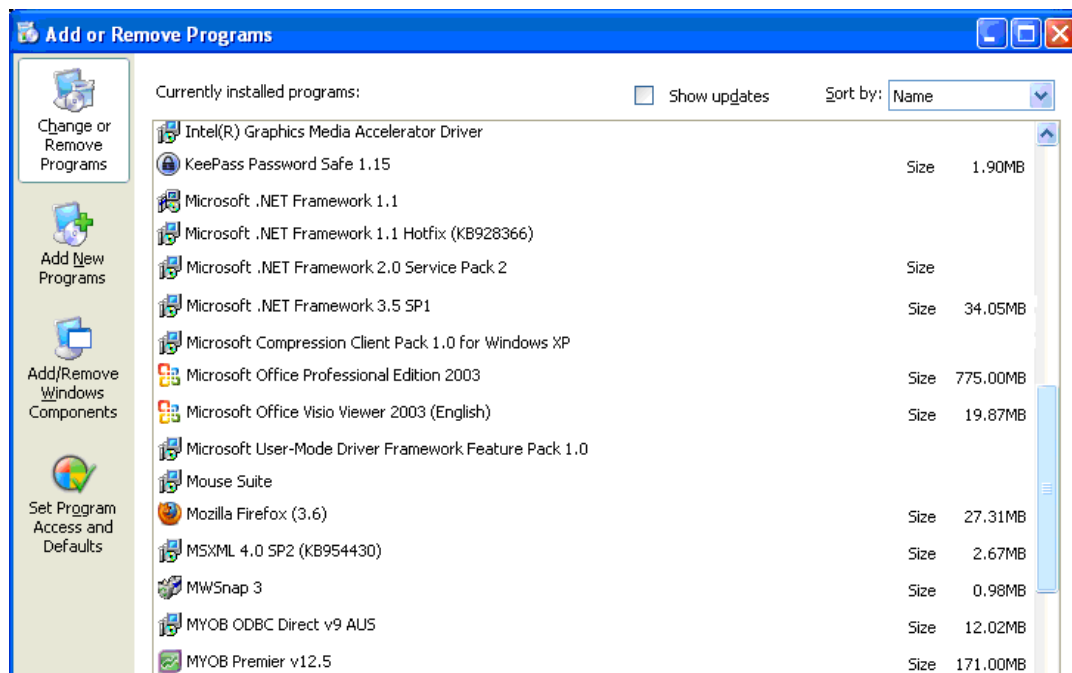


If .NET version 2.0 is installed but the system doesn't have the 2.0 configuration icon present, this may not be a true representation of the environment and additional confirmation is required.

Confirm the presence of .NET 2.0 systems files in C:\WINDOWS\Microsoft.NET\Framework

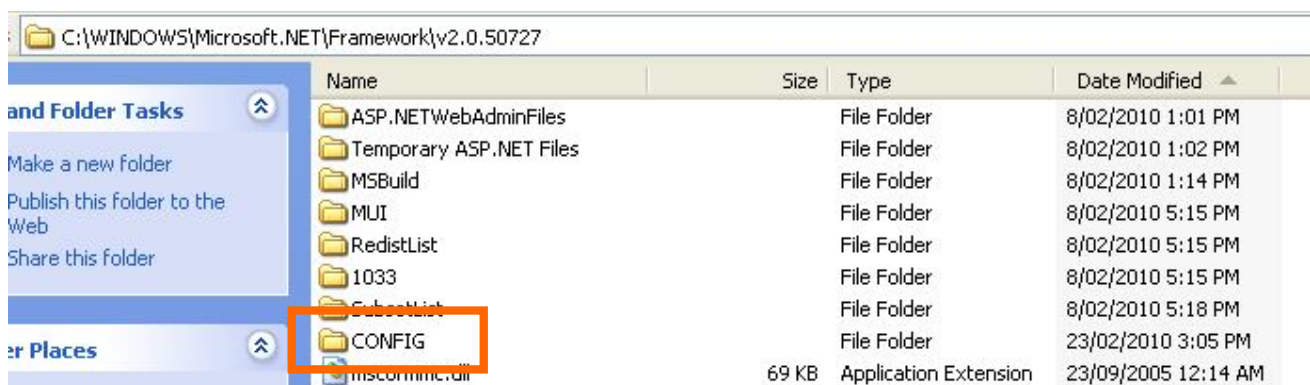


The information in this folder should reflect the information that is displayed in the “Add/Remove” programs screen.



The Windows files identify a 2.0 folder however the Add/Remove software screen shows this as a Service Pack and not the Framework.

To reconfirm this, go to the Windows 2.0 file and confirm that it holds a CONFIG folder.



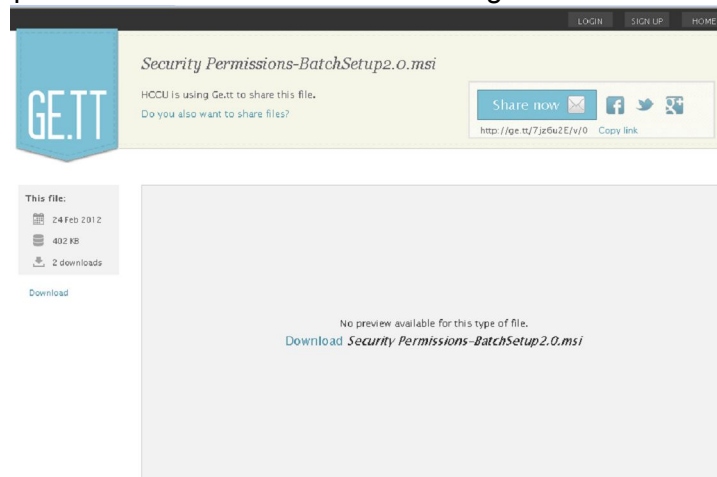
If the config folder for 2.0 cannot be found, the user will need to install Microsoft .NET Version 2.0 from a trusted site. The .NET Version 2.0 Configuration Wizard icon (GUI Interface) may also need to be installed.

Note:

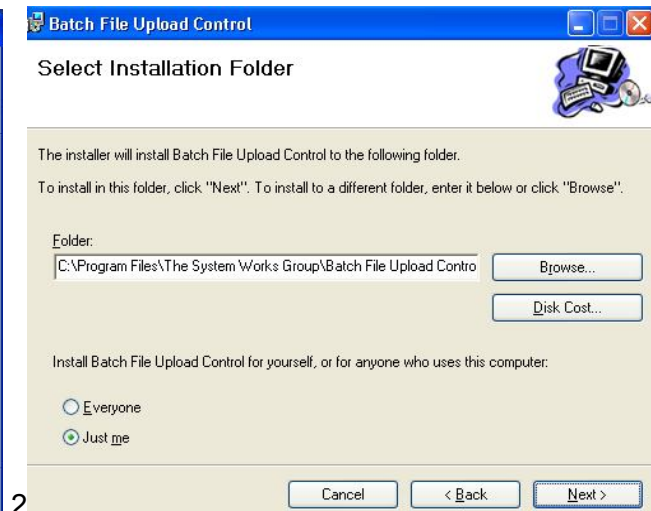
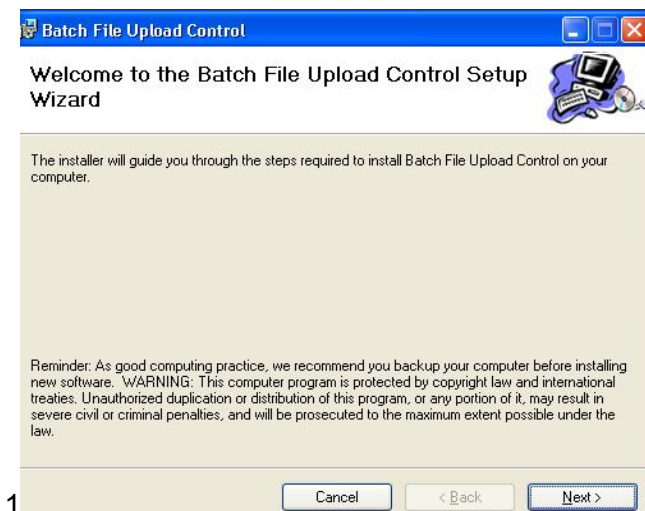
There are multiple versions of the .NET2.0 framework available. These cater for different Operating System versions such as 64 bit Vista, etc. To identify the specific version required for your operating system, refer to the 'System Requirements' identified by the source of your upgrade software.

Install the Security Permission

Go to <http://www.ge.tt/7jz6u2E/v/0?c>, run the install program to install the Security Permissions. These are required to upload Bank Files in Business Banking.

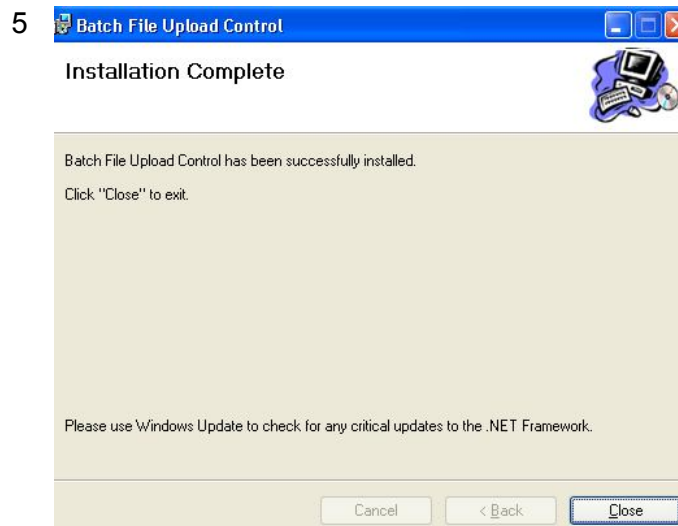
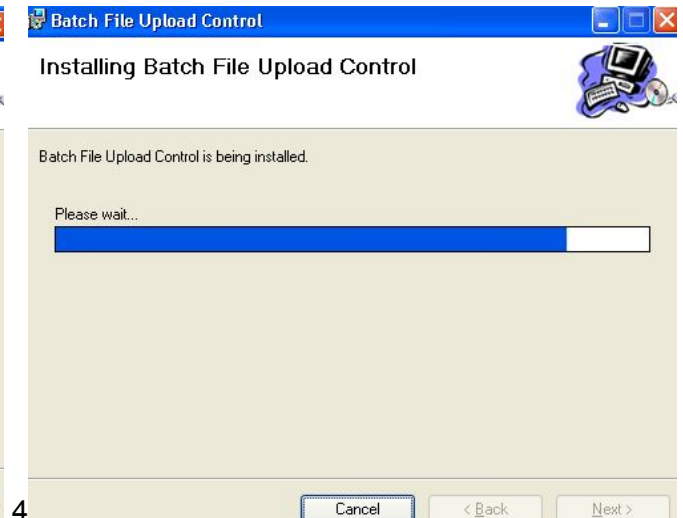
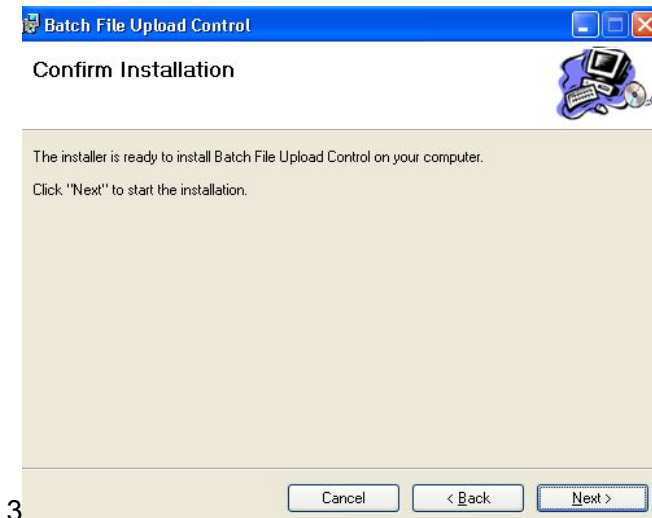


Once the installation begins, follow the screen prompts until the installation complete.



Note:

Depending on the security settings on your computer, you may receive a security message requesting that you do not run this program. You may need to find more options to be able to proceed and complete the run.

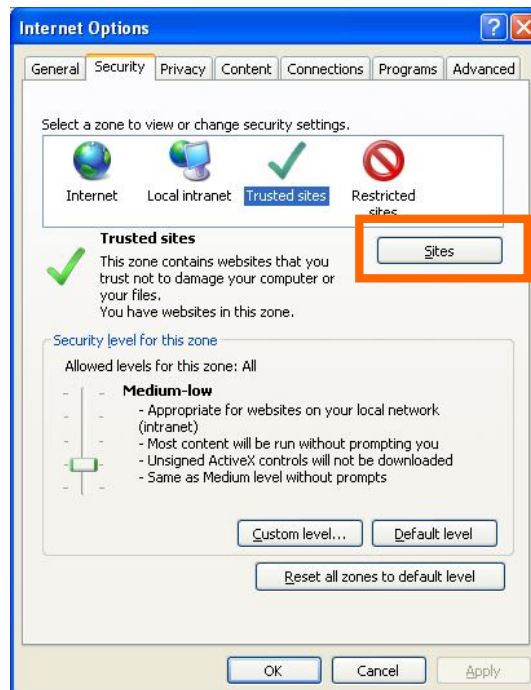


Browser Trusted sites

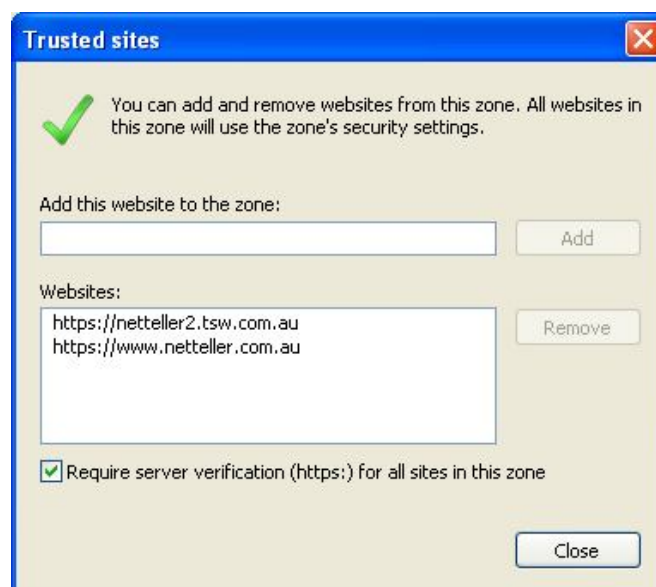
The NetTeller internet banking site needs to be added as a trusted site in Internet Explorer.

Open Internet Explorer, go to the Tools menu, access Internet Options and go to the Security tab.

Click on the Trusted Sites option then click on the Sites button.



In the sites listing click on the Add button to add NetTeller Internet Banking as a trusted site.



McAfee Site Advisor

McAfee Site Advisor / Site Advisor Plus is not supported by Business Banking

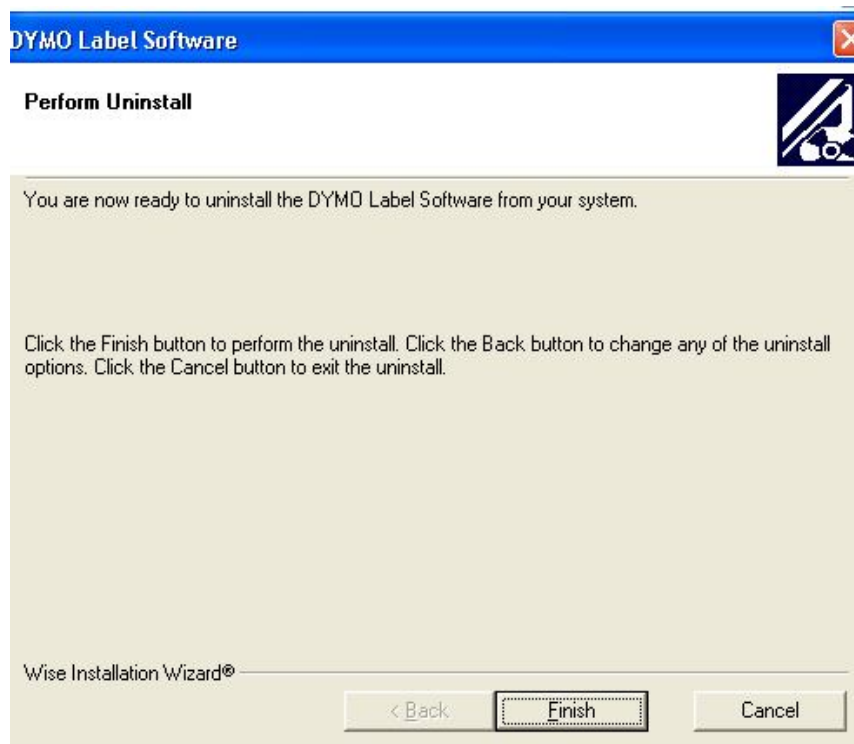
McAfee Site Advisor is a free download from McAfee website designed to rate the risk level of websites as they are visited and reduce the risk of browsing the internet. McAfee Site Advisor Plus is an enhanced version of the product available as part of the McAfee Total Protection Suite. Both versions of Site Advisor cause issues with Business Banking, specifically affecting the ability to upload batches in Business Banking.

In order to use all the features of Business Banking, McAfee Site advisor / Site Advisor Plus must be uninstalled. Adding the Business Banking website to the safe list or disabling the product still results in issues.

The McAfee Site Advisor software is available for Internet Explorer and Firefox browsers only.

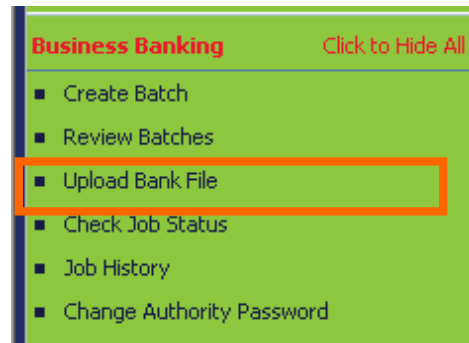
To identify if you have McAfee installed you will need to go to the Control Panel, either by going to My Computer on your desktop (Control Panel should display on left hand side menu) or Start then Settings then select Control Panel, click on Administrative tools. The system will display McAfee if the software has been installed. NOTE: on some computers McAfee may display in the Control Panel before you select Administrative Tools.

You will need to now uninstall this software go to Control Panel, select Add/Remove Programs or Windows Components. Highlight the McAfee symbol, button should appear for you to Change/Remove. Select this button. Screen will display
Select Finish



12. Uploading a bank file

To upload a Bank File, from the Business Banking Menu, click on Upload Bank File from the Business Banking menu



The system will confirm the user permissions and the account the payments are to be debited from:

NETTELLER BUSINESS ACCOUNT PTY LTD		Member number: 122048
		Working with account: 122048S14
Bank File Upload		
Please authorise the upload		
From account:	122048S14(Operational Nubusiness Banking Account - Community Support (2 to sign)) \$47,652.13 ▼	
Token:	Please select a device ▼	<input type="button" value="SEND ONE TIME PASSWORD"/>
Token Value:	<input type="text"/>	
<input type="button" value="submit"/>		<input type="button" value="clear"/>

- Select the From account from the drop down list.
- Select the Authority ID that relates to the user.
- Enter the Authority Password

The system will display the upload page

NETTELLER BUSINESS ACCOUNT PTY LTD, Member number: 122048
449 LOGAN RD
STONES CORNER 4120
Email: business@isp.com.au;

Upload Bank File

File Location	<input type="text"/>	Select
Desc in file		
Release date		
Batch total		
No of subbatches		
Entries in batch		
Description	<input type="text"/>	

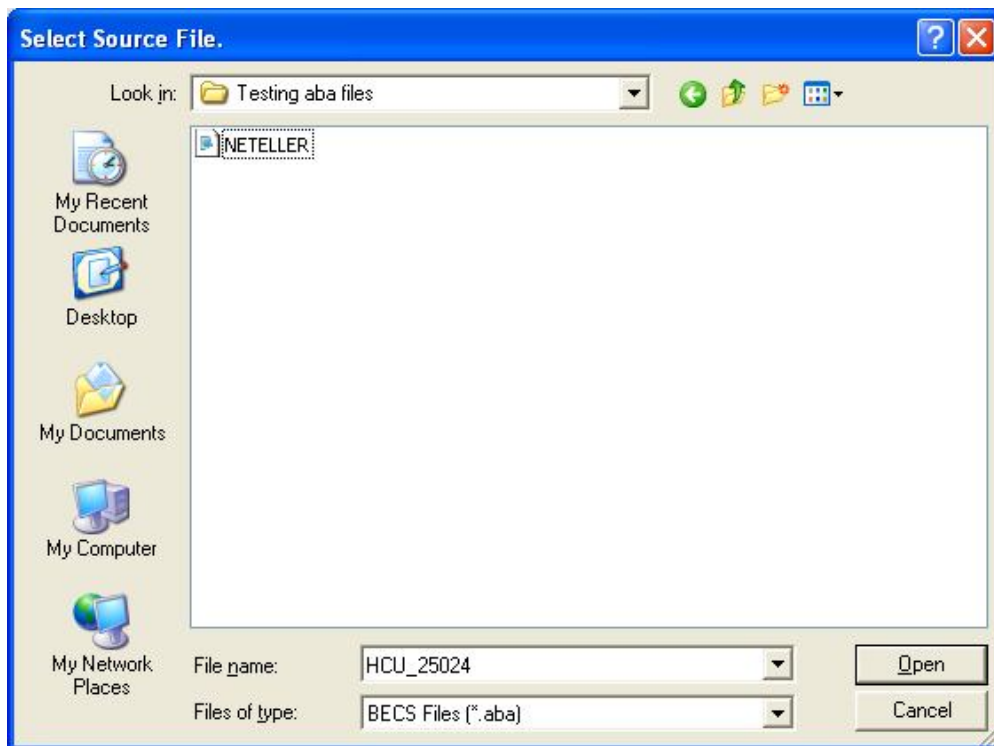
Confirm Cancel

Upload Another Bank File

Use the select option to identify the ABA file to be uploaded

File Location	<input type="text"/>	Select
---------------	----------------------	--------

The system will open an explorer window



Select the file to be uploaded then click on the Open button.

The system will populate the display with the batch information and the batch can now be uploaded.

File Location	...ktop\Testing aba files\NETELLER.ABA	Select
Desc in file	PAYMENT DATX	
Release date	17 March 2020	
Batch total	\$5,630.00	
No of subbatches	0	
Entries in batch	16	
Description	PAYMENT DATX	
Confirm Cancel		
Reading batch file details... Read batch file details		

Click on the Confirm button to continue or the Cancel button to clear the upload file details.

Upload Bank File

File Location **Select**

Desc in file PAYMENT DATA


Release date 17 March 2010

Batch total \$1,634.46

No of subbatches 0

Entries in batch 3

Description


100%

Upload completed.
Batch Id is: 122048*15417*57657

Reading batch file details...

Read batch file details

Confirming batch file for upload. Please wait...

Confirm completed

Batch file is confirmed. Starting upload...

Upload started...

About to update status...

Sending block of data...

updating status

Upload Another Bank File

The system will confirm that the upload is complete and provide the user with the Batch ID. To exit this screen, click the **Upload Another Bank File** button to be returned to the start of the upload process.

The Batch will now appear in the Review Batches screen

Your Batches on Wednesday, 17 March 2010, at 03:02PM, are:

Batch ID	Description	Type	No. in batch	Batch Total	Date created	Date last saved	Date last posted	Status	Action
122048*15417*57657	PAYMENT DATA	Bank File	3	1634.46	17MAR10	17MAR10		Awaiting Authorisation	view delete sign

ALERT: You have Job(s) ready to Sign.

Once the Batch has been successfully uploaded and can be viewed in the Review Batches screen, the process of signing the batch to create a job is the same as when processing a manually created Batch.

13. Field and Status Descriptions

Business Banking utilises a number of fields to identify information about batches and jobs.

An overview of each of the permissions is as follows:

Batch ID

This is the batch or job Identification number issued by Business Banking.

Description

When a batch is created, the user specifies a description for the batch. The description for the batch is displayed in this field.

No. in Batch

Total number of transactions in the batch or job

Batch Total

The total combined transaction value of the batch or job

Date Created

The date the original batch or job was saved

Date Last Saved

The last date the batch or job was saved.

Date Last Posted

The last date the batch or job was posted

Status

Depending on the progress of the batch, the current status will be displayed in this field. The status indicates the status of the Batch and the Job status is displayed separately in the Check Job Status screen.

Release Date

Anticipated release date of the batch or job

Transactions

Total Number of Transactions

Type

Batch Type – Bank File, Internal, External or BPAY

Sub Batch ID

This field is not applicable to Business Banking and will always display 1 for the primary batch.

Posted Date

The date the Job was posted

Activity

The activity that was performed by the corresponding Authority

Authority

The authority performing an activity

Token

The Authority ID used to perform the activity

An overview of each of the statuses displayed in this field is as follows:

Upload in Progress	Bank File Upload is currently in progress
Upload Incomplete	Bank File Upload has not completed
Upload Aborted	Bank File Upload has been cancelled prior to completion
Upload Failed	Bank File has failed to upload
Duplicate Batch	Bank File is a duplicate to one previously uploaded
Awaiting Authorisation	When a Batch is saved, or a Bank File is successfully uploaded, it will show this status to indicate it is waiting signing, to move it to the job phase.
Expired	Batch has not been Signed by the Posting date
9/3	Batch has been authorised and 3 Authorities are still to sign
Authorised	Batch has received its initial authorisation
Batch Submitted for Job Authorisation	Batch has received its initial authorisation and has progressed to the Job phase

14. Glossary

Authority	An individual who performs operations via Business Banking
Authority Password	An individual user's password. Used to upload, sign and delete batches / jobs – Conditions apply.
Bank File	An .aba file created through third-party accounting packages e.g. MYOB.
Batch	<ul style="list-style-type: none"> • A template containing one or many individual transactions; • A batch can only be of 1 type (Internal, External or BPAY); • Can be edited to add or exclude individual transactions; • When authorised (signed): <ul style="list-style-type: none"> ○ is posted immediately or on the release date (for one to sign); or ○ becomes a job pending authorisation by another Authority (for two or more to sign).
BPAY Batch	A template of one or more BPAY transactions.
External Batch	A template of one or many external transfer transactions.
FTE BSB	A record of Funds Transfer External recipients. Records BSB and account numbers, Account name, last payment amount and date and reference details.
Internal Batch	A template of one or many NICU internal transfer transactions.
Job	A batch that has been authorised for posting
Multiple Signatories	Applies to accounts that require more than one Authority to operate.
MYOB (http://myob.com.au/)	An acronym for "Mind Your Own Business". MYOB provide accounting and finance software including payroll solutions. Payroll files can be created in MYOB and imported into Business Banking as a batch.