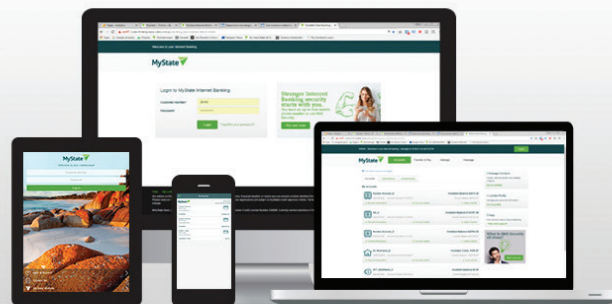


Internet Banking Guide

Manage Group Transfers



With MyState Business Internet Banking you can combine multiple transactions from many accounts into a single transaction.

Batch processing and Templates

Batch processing allows you to combine several Internet Banking transactions into a single transaction. You can set up a Payment Batch to be posted immediately or for a specified future date. A batch can only be posted once—it is not possible to edit a posted batch and then repost it. To achieve this result, you will need to create a Batch Template that can be saved and used to create multiple batches.

MyState Accounts Transfer & Pay Manage Message

You have 0 unread messages You have 1 pending authorisations

Authorisation Batch

Batch Payments Batch Templates

Create a new batch template

Batch details

Organisation Name* Maximum 30 characters

Description* Maximum 30 characters

Total Amount \$0.00 Maximum 30 characters

Contact Details

Contact Options* Saved Contact New Contact

To Phone Contact

Regular Payment \$

Their Description Maximum 30 characters

Click 'Add Contact' to add the contact to the Batch Template.

Creating a batch

There are three ways you can create a batch from the Batches Panel:

- New – select this option to create a batch from start to finish
- Template – You can use a batch template to create a batch. Select Batch From ‘Templates’ to choose from a list of templates. Once you have selected your template, the information you provide will be used to populate the appropriate fields of the batch template.
- File – when you select the File option you will be prompted to upload a file in Cemtex* format. The contents of this file will be loaded into the appropriate fields on screen. You can then add further payments to the batch or modify its details.

Batch Payments Batch Templates

Create a new batch payment

Payment details

Source Account*

Posting Date*

Batch details

Batch From* New Template File

Organisation Name*

Description*

Total \$0.00

Contact details

Contact Options* Saved Contact New Contact

To

Amount

Their Description

Click 'Add Contact' to add the contact to the Batch Payment.

Batch Payments Batch Templates

Create a new batch payment

Payment details

Source Account*

Posting Date*

Batch details

Batch From* New Template File

Select file

Organisation Name*

Description*

Total \$0.00

Contact details

Contact Options* Saved Contact New Contact

To

Amount

Their Description

Click 'Add Contact' to add the contact to the Batch Payment.

*A Cemtex ABA file is used by banks to allow for Batch Transactions and has specifications issued by the Australian Bankers Association. An ABA file is also known as a Direct Entry file or a Cemtex File. This file has the extension .aba.

An ABA can be created manually or generated automatically using an ABA file generator, which can be integrated with the application used by the customer, such as a Payroll system.

All batches must contain an Organisation Name and Description.

You can manually add a payment to any batch by clicking on the Add Contact link on the Create Batch page. This displays a summary of the batch details and allows you to specify the Account Name, BSB, Account Number and Description for a payment, exactly as if you were transferring money to a third party payee. Select Add to add the payment to the batch and return to the Batch details page.

To manually edit a payment in a batch, select the pencil icon in the Payments list. Editing payments is only possible for pending batches.

To delete a payment from a batch, select the x icon on right of the payment record. For deletion, you will be prompted to confirm your choice prior to permanent removal of the payment from the batch.

To save any batch, click the 'Save for Later' button. If you select 'Save for later', the information you have entered will also be saved to your Batch Templates list. This enables you to create batches in the future using the same details.

Batch Payments Batch Templates

Create a new batch payment

Payment details

Source Account*

Pending Date*

Batch details

Batch From* New Templates File

Organisation Name*

Description*

Total \$0.00

Contact details

Contact Options* Saved Contact New Contact

To

Amount \$

Their Description

Add Contact

Click 'Add Contact' to add the contact to the Batch Payment.

Total Batch Payments: 3

Batch From* New Templates File

Select Template*

Organisation Name*

Description*

Total \$36.00

Contact details

Contact Options* Saved Contact New Contact

To

Amount \$

Their Description

Add Contact

Click 'Add Contact' to add the contact to the Batch Payment.

Account Name	BSB	Account Number	Description	Amount	
Shalut	655000	2055700	test1	\$24.00	<input type="button" value="edit"/> <input type="button" value="X"/>
craps	555555	111111111	6666	\$12.00	<input type="button" value="edit"/> <input type="button" value="X"/>

Total Batch Payments: 2

Batch templates

- While creating a batch, you can save the details as a template by ticking the box 'Save for Later'.
- You can also click on the 'Continue' box to post the batch.

Account Name	BSB	Account Number	Description	Amount	
Shalut	655000	2055700	test1	\$24.00	<input type="button" value="edit"/> <input type="button" value="X"/>
craps	555555	111111111	6666	\$12.00	<input type="button" value="edit"/> <input type="button" value="X"/>

Total Batch Payments: 2

Authorisation

If a batch requires further authorization, you will see the number of authorisers required as well as the list of staff in your organization that are able to authorize this transaction .

Many To Sign authorisation request

The transaction you have initiated requires further authorisation to proceed. To request authorisers to approve the transaction, enter a short message and click 'Post Now'.

Authorisations obtained 1/2

Authorised by	Walter
---------------	--------

Pending Authorisers	John
	Jim
	J.Jones

Authorisation expiry

Message to authorisers

You can send an optional secure message to all authorisers with this authorisation request.

Save 'Batch' and 'Contact details to Batch Templates

Batch troubleshooting

The following applies to posting batch payments:

- When a future-dated or immediate batch is executed, a check will occur comparing the total amount of the batch with the available funds in the account to be debited. A Secure Message is only sent when a future dated payment fails. Immediate Batches will display an error message and will not be processed if there are insufficient funds.