

## Bulk transacting: fast, secure, simple

Cash Management Account

Bulk transacting helps you efficiently collect fees, make bulk payments and make multi BPAY® payments from your clients' Cash Management Account.

There are no fees or charges to use bulk transacting and it streamlines your administration processes to save you time so you can focus on your clients.

#### Key features

Seamless transfer of fees – bulk transacting supports seamless transfer of funds from your clients' accounts into your business account, so there's no need to wait for cheques.

**Multi BPAY®** – upload BPAY® transactions in bulk, making processing corporate actions and paying your clients' bills simpler.

**Efficient external payments** – with the appropriate client authority, you can transfer funds on your clients' behalf to other financial institutions, overnight.

**Transfer of pension payments** – in a few simple steps, make clients' pension payments from their self-managed super fund (SMSF).

**Tax payments** – with your clients' authority, make client payments directly to the Australian Taxation Office (ATO).

Future dated files - future date your files up to 10 calendar days in advance to upload at a time that suits you.

**Tailored transaction narratives** – attach detailed descriptions on individual transactions to increase the transparency of your cash flow reporting and to monitor individual payments.

**Efficient processing** – populate a payment file, upload and authorise. Your file and report(s) will be processed quickly after authorisation.

**Enhanced security** – segregate office duties, allowing multiple authorisers and operators to log in from different locations. We will issue authorisers with security tokens for one-time passwords to upload and/or authorise files.

**Transfer internal salaries** – your business' salaries and wages can be easily transferred from your business account.

Consolidated reporting - to streamline your reconciliation.

## Getting started is simple

#### Step 1: Log into Macquarie Access

Select *transacting* from the top menu bar.

Then select cash bulk transacting.

#### Step 2: Download the applicable template

Select the applicable template via the *download templates* button.

#### Step 3: Enter the details required

Complete the details of your transactions, taking note of the form guidelines found by holding your mouse over the red arrows. Ensure the file details are correct then save the template as a csv file.

Note – the file can be saved as an Excel spreadsheet template for future use. Please ensure this is re-saved as a csv with the date updated prior to uploading to the website in step 4.

#### Step 4: Upload the file

Return to *cash bulk transacting* in Macquarie Access. Select the *upload file* button and choose your administration office (if applicable). Navigate and open your saved file. Re-enter processing date and select *proceed to review*.

#### Step 5: Review and authorise file

We will provide an overview of the uploaded file, for a snapshot of the transactions, with a detailed table below.

Confirm the transaction details are correct, then enter the password generated by your online security token and select *authorise*.

If the details are incorrect, select *back to upload* and upload a new file or start again.

A confirmation screen will then appear to show the file has been uploaded successfully.

#### Step 6

Make note the reference number for your upload file to be used later when viewing reports.

Note – it is recommended that files are uploaded prior to 2pm (Sydney time).



	A	В	C	D	E			
	1 Macquarie BPAY® Templar	te						
	2 Date	12/02/14						
	3 BPAY® Payments	B						
	4 Version	1401						
	5							
$\circ$	6 Instructions:							
.5	7 1. Limit this file to 3000 rows.							
	8 2. Save file as .csv format to .	your local directory.						
	3. Upload your saved .csv file	via Macquarie Access.						
	10 4. Re-opening your saved .cs	vifile in Excel can result in data	loss or formatting er	rors. Please check file details carefully.				
	11 5. Please note that BPAY payments cannot be reversed once processed.							
	12							
	13							
	14 Client Account Name	Client Account Number	Debit Amount (\$)	Narrative to Appear on Client Account	Biller Code	Cu		
	15 J & R Sample Ltd	96000000	1.00	Sample IPO details	456789	- 99		
	16							
	17							





### Accessing reports

#### Step 1: Log into Macquarie Access

Select transacting from the top menu bar.

Then select cash bulk transacting.

#### Step 2: Go to the Complete tab

Select to view per admin office or all at once from the list on the right hand side.

### Step 3: Select the file type you would like to download

Select *view* under Actions, select the report type and format and generate.

Depending on processing results, different report types are available:

- A **Full** file has been successful. All transactions have been processed.
- B Errors some transactions in the file were unsuccessful. Only those transactions containing errors will be withheld from processing, all other transactions will be processed as requested.
- **C** File failed the complete file has been unsuccessful. No transactions have been processed.

Some examples of the reports available are shown on the right.





	1REF BIJ156C	TIME 09	:12			MACOUAI	RIE GROUP LIMI	TED	
	6886			TRANSACTION	UPLOST 1	POST PRO	CESSING REPORT	- ADMINISTRATION	OFFICE
	ADMIN OFFICE:			1646-461100				REFERENCE NO: 8571	011100
	ADDIN OFFICE.	151 - 1	SI REHIN				TRANSFORTER	REFERENCE NO. 03/1	
_									
	D TRANSACTIONS	PROCESSED	SOCCESSE	OFFA					
	PRODUCT: CMH								
								DVISORY PTY LTD	
	CLIENT	BSB/ACCT	CLIENT AC	COUNT NAME		AMOUNT	NARRATIVE		CR/
		12X0000000X	TEST & 6	TEST A		0.22	FEE PVT		DR
		96300000000	TEST J			0.21	FEE PVT		DR
	-								
	BROKER TOTAL	2				0.43			
	CMH TOTAL	2				0.43			
	onn totan	-				0.15			
	TST TOTAL					0.43			
	151 IOIRL	2				0.43			
	1REF BIJ156C	TIME 09					RIE GROUP LIMI		
	6886			TRANSACTION	UPLOAD I	POST PRO		<ul> <li>ADMINISTRATION</li> </ul>	OFFICE
	ADMIN OFFICE:	. TST - T	ST ADMIN				TRANSPORTER	REFERENCE NO: 8571	

1REF BIJ156B	TIME 09:12	TO INCLOTION .	MACQUARIE	GROUP LIN		TDAN	RETOR	R
ADMIN OFFICE:	TST - TST A	DMIN	т	RANSPORTER	REFERENCE NO:			r.) F
PRODUCT: CMH								
		KER ACCOUNT: 950000000 CLIENT ACCOUNT NAME		E: SANPLE NARRATIVE			CR/DR	MESSA
F	120000000X 1	TEST J	0.23	FEE PVT		DT	DR	INVAL
BROKER TOTAL	1		0.23					
CMH TOTAL	1		0.23					
TST TOTAL	1		0.23					

1REF BIJ154 TIME 16:28	MACQUARIE GROUP LIMITED RUN
6886	TRANSACTION UPLOAD PREPROCESSING REPORT
ADMIN OFFICE: TST TST ADMIN	TRANSFORTER REFERENCE NO: 0273 FILE
REJECT REASON	REJECT DETAIL
FILE REJECTED - POST CUTOFF	TIME REDEMPTION CUTOFF TIME IS 16.00 EST.
CLEARING ACCOUNT HAS AN INVA	
CLEARING ACCOUNT HAS AN INVA	LID ACCOUNT STATUS CNH CLEARING ACCOUNT 00012XXXXXXX HAS STATUS

# If you would like further information about Macquarie's bulk transacting service

call us on 1800 808 508

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