

## 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	B	C	D	E				
	1	Macquarie BPAY® Template								
	2	Date	12/02/14							
	3	BPAY® Payments	6							
	4	Version	1401							
	5									
$\sim$	6	Instructions:								
5	7	1. Limit this file to 3000 rows.								
$\mathbf{U}$	8	2. Save file as .csv format to yo	ur local directory.							
	-00-	3. Upload your saved .csv file via	a Macquarie Access.							
	110	4. Re-opening your saved .csv file in Excel can result in data loss or formatting errors. 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	'Cus			
	15	J & R Sample Ltd	96000000	1.00	Sample IPO details	456789	999			
	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			MACQUAI	RIE GROUP LI	TITED		
6886			TRANSACTION	UPLOAD	POST PRO	CESSING REPOR	RT - ADMINIS	TRATION	OFFICE
ADMIN OFFICE:	TST - T	ST ADMIN				TRANSPORTED	R REFERENCE NO	: 8571	
TRANSACTIONS	PROCESSED	SOCCESSE	OLLY						
PRODUCT: CMH									
BROKER BSB: 1	82512	BROKER AC	COUNT: 96900000	XX	BROKER N	NAME: SAMPLE	ADVISORY PTY :	LTD	
CLIENT	BSB/ACCT	CLIENT AC	COUNT NAME		AMOUNT	NARRATIVE			CR/
	47000000000	TROP 1 4			0.00				
	960000000	TEST J	1651 A		0.21	FEE PVT			DR
-									
BROKER TOTAL	2				0.43				
CMH TOTAL	2				0.43				
TST TOTAL	2				0.43				
-									
1REF BIJ156C	TIME 09	:12			MACQUAI	RIE GROUP LI	TTED		
6886			TRANSACTION	UPLOAD	POST PRO	CESSING REPOR	RT - ADMINIS	TRATION	OFFICE
ADMIN OFFICE:	TST - T	ST ADMIN				TRANSPORTED	R REFERENCE NO	: 8571	I

1REF BIJ156B	TIME 09:12	E STATE AND A STAT	MACQUARIE GROUP LIMITED	DOTES TO LEGISLATION
ADMIN OFFICE:	TST - TST	ADMIN	TRANSPORTER REFERENCE	E NO: 8571
PRODUCT: CMH				
BROKER BSB: 1 TR CLIEN	82512 BRO F BSB/ ACCT	MER ACCOUNT: 96000000000 CLIENT ACCOUNT NAME	BROKER NAME: SAMPLE ADVISORY AMOUNT NARRATIVE	PTY LTD TC CR/DR ME
F	1200000000	TEST J	0.23 FEE PVT	DT DR IN
BROKER TOTAL	1		0.23	
			0.23	
CMH TOTAL	1			

REF BIJ154 TIME 16:28 6886	MACQUARIE GROUP LIMITED RU TRANSACTION UPLOAD PREPROCESSING REPORT
ADMIN OFFICE: TST TST ADMIN	TRANSPORTER REFERENCE NO: 0273 FIL
REJECT REASON	REJECT DETAIL
FILE REJECTED - POST CUTOFF TIME CLEARING ACCOUNT HAS AN INVALID ACCOUNT STATU CLEARING ACCOUNT HAS AN INVALID ACCOUNT STATU	REDEMPTION CUTOFF TIME IS 16.00 EST. S CHH CLEARING ACCOUNT 00012XXXXXXX HAS STATUS S CHH CLEARING ACCOUNT 00012XXXXXXXX HAS STATUS

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

call us on 1800 808 508

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