



MACQUARIE

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*.

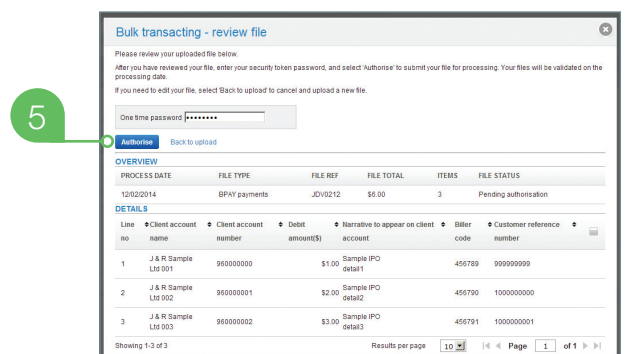
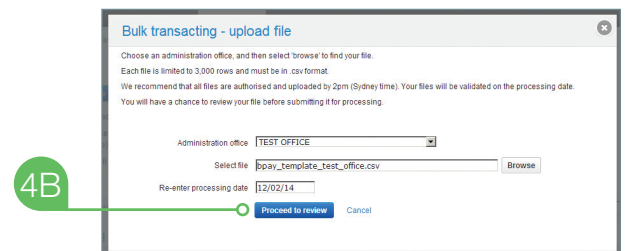
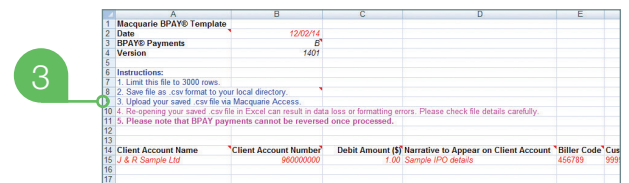
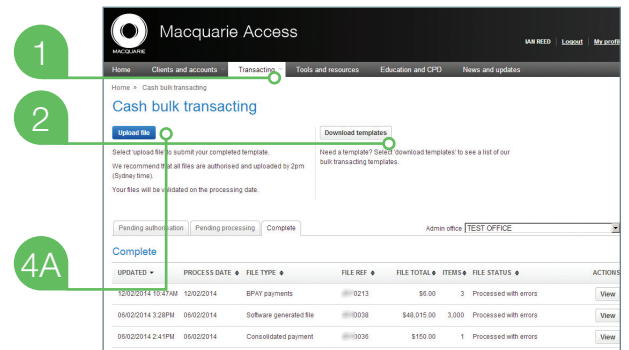
If the details are incorrect, select *back to upload* and upload a new file or start again.

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).



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.

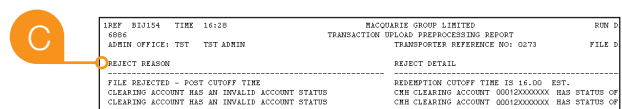
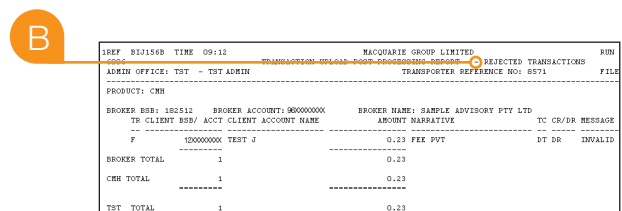
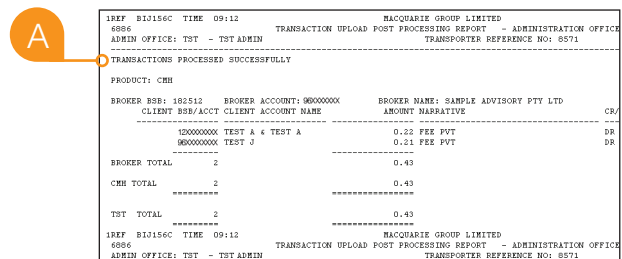
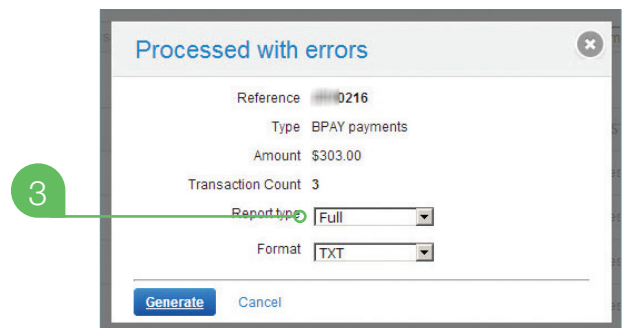
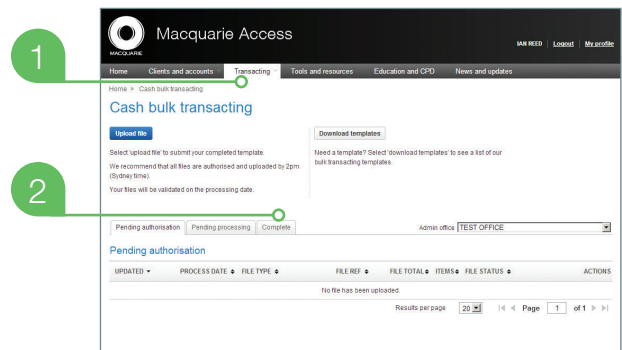
Step 3: Select the file type you would like to download

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.



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

call us on 1800 808 508

This information is provided for the use of financial services professionals only. Under no circumstances is it to be used by a person for the purposes of making a decision about a financial product or class of financial products. The Macquarie Cash Management Account is a deposit account provided by Macquarie Bank Limited ABN 46 008 583 542 ("MBL"). As a licensed Australian bank, MBL is subject to regulation by the Australian Prudential Regulation Authority. MBL also holds Australian Financial Services Licence No. 237502 and is subject to regulation by the Australian Securities and Investments Commission. Fees and charges may be payable. Terms and conditions apply and are available on request. © Registered to BPAY Pty Ltd ABN 69 079 137 518.