

INTERNET BANKING

BATCH PAYMENTS USER GUIDE

BECAUSE YOU

Police & Nurses Limited (BCU Bank) ABN 69 087651 876
AFSL/Australian Credit Licence 240701

BCU Bank

BATCH PAYMENTS USER GUIDE

There are multiple features within internet banking to help with your business banking including Profiles and Batch Payments.

Profiles allow you to access your different business accounts using one simple login to manage your banking and payees between each of your business and personal profiles.

Batch Payments allow you to process multiple payments within the one transaction, which is perfect for wages, creditors or super contributions.

This guide will help you navigate the business banking features to create and process both manual batches and Cemtex file upload batches.

To request access to Batch Payments within internet banking, or to request a new authorised user be added to your business account, please contact us on **1300 228 228** or visit us in store.

BATCH PAYMENTS

Batch Payments within internet banking will allow you to:

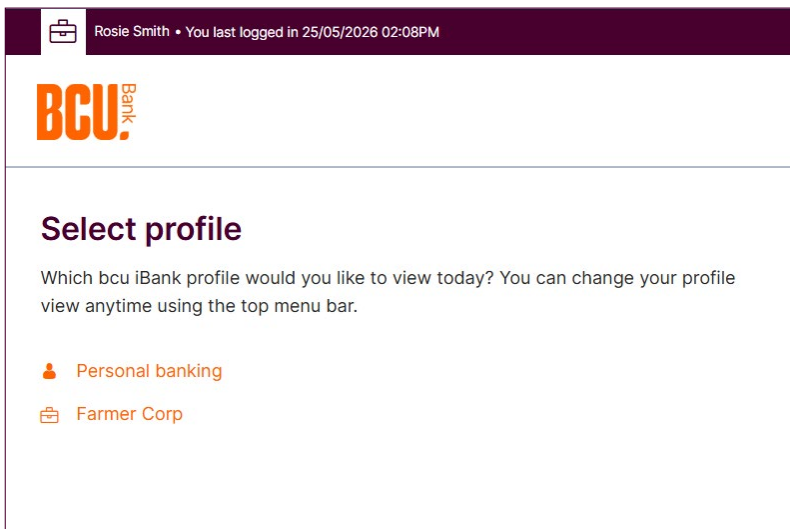
- ✓ Create both manual and imported Cemtex (.aba file) batches.
- ✓ Display Cemtex batch transactions as a single summary transaction with the ability to review using the batch history feature.
- ✓ Add internal, external or BPAY transactions to manual batches.
- ✓ Add internal and external transactions to Cemtex batches.
- ✓ Re-process entire manual batches.
- ✓ Re-process just the failed transactions in all batches.
- ✓ Setup different levels of access for each individual signatory.
- ✓ Define a specific number of approvals required before a batch can be processed.
- ✓ Schedule batches to process at a later date.
- ✓ Easily identify the stage the batch is in.
- ✓ Track each stage of the batch creation and approval process and can be audited to determine which signatory performed which actions and when.

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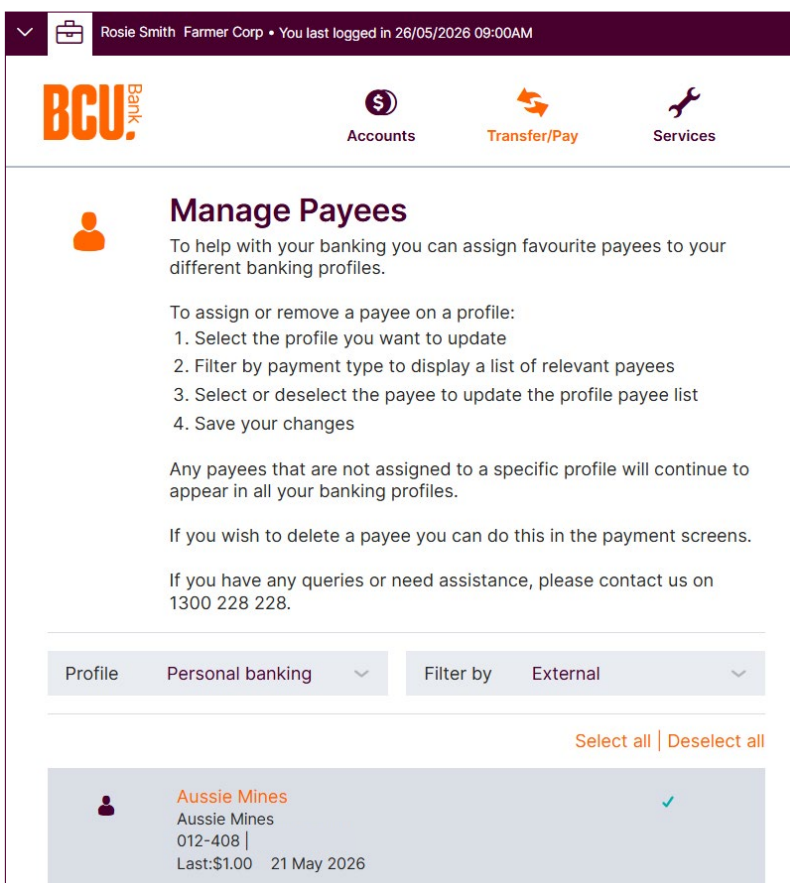
PROFILES AND MANAGE PAYEES

01



The screenshot shows the BCU Bank iBank interface. At the top, a dark purple header contains a briefcase icon, the name 'Rosie Smith', and the text 'You last logged in 25/05/2026 02:08PM'. Below the header is the BCU Bank logo. The main content area is titled 'Select profile' and includes the text: 'Which bcu iBank profile would you like to view today? You can change your profile view anytime using the top menu bar.' There are two profile options listed: 'Personal banking' with a person icon and 'Farmer Corp' with a briefcase icon.

If you conduct your banking for multiple businesses or have both personal and non-personal banking with BCU Bank, Profiles allows you to access all accounts using one simple login.



The screenshot shows the BCU Bank iBank interface for the 'Manage Payees' section. The header is dark purple and contains a dropdown arrow, a briefcase icon, the name 'Rosie Smith', 'Farmer Corp', and the text 'You last logged in 26/05/2026 09:00AM'. Below the header are the BCU Bank logo and three navigation icons: 'Accounts' (dollar sign), 'Transfer/Pay' (arrows), and 'Services' (wrench). The main content area is titled 'Manage Payees' and includes the text: 'To help with your banking you can assign favourite payees to your different banking profiles.' It also provides instructions on how to assign or remove a payee on a profile, a note that unassigned payees will appear in all banking profiles, and information on how to delete a payee. At the bottom, there is a filter section with 'Profile' set to 'Personal banking' and 'Filter by' set to 'External'. Below the filter are 'Select all' and 'Deselect all' links. A table lists one payee: 'Aussie Mines' with a person icon, contact details 'Aussie Mines 012-408 |', and a last payment record 'Last:\$1.00 21 May 2026' with a green checkmark.

If you have different banking profiles with BCU Bank you will also be able to manage your favourite payees within each of your banking Profiles.

- ✓ Go to **Transfer/Pay > Manage Payees** to see all your payees in one listing. Filter by payment type then add or remove payees from that profile view. Any unassigned payees will remain in all your banking profile views.

BATCH PAYMENTS OVERVIEW

02

The screenshot shows the BCU Bank interface for Batch Payments. At the top, it displays the user's name 'Rosie Smith', company 'Farmer Corp', and login time '26/05/2026 09:00AM'. Below the BCU logo are navigation icons for 'Accounts', 'Transfer/Pay', and 'Services'. The main heading is 'Batch Payments' with a sub-heading 'Create a Batch to send a group of payments simultaneously.' A bulleted list provides details: batches can be scheduled for the same day or a future date; processing time depends on the recipient's bank but typically arrives within 1-2 business days; batches can be edited before processing; and they can be created manually or via file upload from business accounting software like MYOB, Quicken, or XERO. Below the text are buttons for 'Create Batch' and 'History'. A search filter for 'PROCESSED DATE' is set from '26/04/2026' to '26/05/2026'. At the bottom, there are buttons for 'ALL', 'NEW', 'FAILED', 'PENDING', 'SCHEDULED', and 'PROCESSED', along with 'SELECT ALL', 'DESELECT ALL', and 'DELETE' options.

A Batch Payment is a group of payments that will be sent simultaneously from your nominated BCU Bank business or non-personal account.

There are two major steps to send a Batch Payment:

1. Create a batch by creating a manual batch or uploading a file.
2. Approve and process the batch:

Depending on the account settings, a batch can be approved by one person, two people OR it may require multiple people to approve.

Once adequate approval is obtained, the payments will be processed immediately (unless scheduled for a future date).

The screenshot shows the 'UNSCHEDULED BATCHES' section. A single batch card is visible for 'BATCH06' with a value of '\$2.00' and '2 Payments'. The card has a status of 'New' and a '2' in a circle. A dropdown arrow is shown below the card. The expanded view of the card shows: 'BATCH06 From Acc 02023230', '\$2.00 2 Payments', and 'Status: New'. At the bottom of the expanded card are four action buttons: '4 Delete', '5 View/Edit', '6 History', and '7 Approve'. A '1' in a circle is next to the batch title, and a '3' in a circle is next to the payment amount.

A summary of the menu and options within the Batch Payment folder is shown.

Batch Payments menu overview

1. More information / open batch menu

To access more menu options, click on the expander (...).

2. Batch status

The batch status will change depending on what actions have been taken previously on the batch—New, Awaiting Approval, Processed or Failed.

3. Batch folder summary

A summary of information related to your Batch Payment:

- ✓ The number of signatories required to process the batch (in this case 2 signatories required).
- ✓ How many payments are contained within the batch (in the example 2 payments).
- ✓ Total batch amount (in the example \$2).
- ✓ Batch status (in the example: new).
- ✓ Account batched payments will be withdrawn from.

4. Delete

To delete the entire batch folder and all the transaction within it, this cannot be undone.

5. View / Edit

To change the details for the batch folder including:

- ✓ Change the from account.
- ✓ Edit / delete the individual payments / transactions.
- ✓ Add another payment.

6. Batch history

If the batch has been run previously, the history will show here. Otherwise no history will be viewable.

7. Process

Set the date the batch is to be processed. This can be today or a future date.

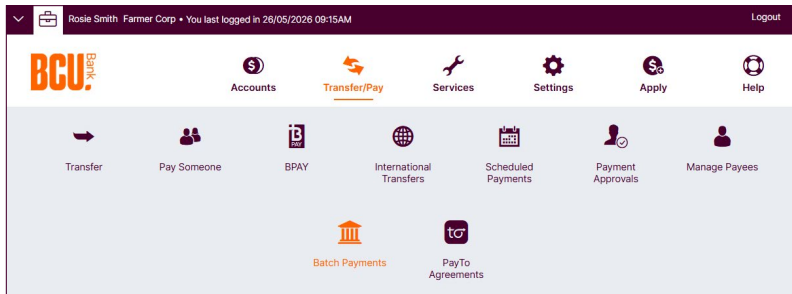
- ✓ The batch folder can be re-used as required—if you are repaying the same accounts the same on a regular basis keep the batch folder and click on process when you are ready to re-use.

Complete Secure Code (SMS Validation) if required.

The menu options will appear slightly different depending what status the batch is in and your level of access authority.

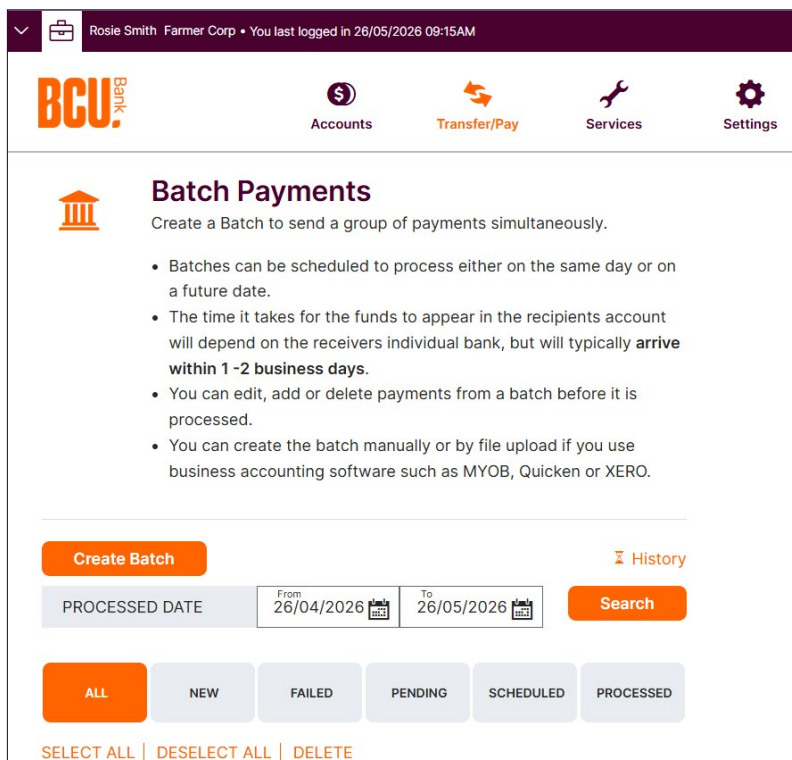
CREATE A MANUAL BATCH

03



To create a batch folder:

- ✓ Login into internet banking and select your business banking profile
- ✓ From the top menu toolbar, select **Transfer/Pay > Batch Payment**



- ✓ Click on **Create Batch**

Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:15AM

BCU Bank Accounts Transfer/Pay Services

Create Batch

Create a manual batch or by file upload.

If you use business accounting software such as MYOB, Quicken or XERO, you will be able to generate bulk payment files. These files are known as Cemtex, or .aba files which allow for multiple transactions to be added to a single file created by the software.

The file must conform to the Australian Payments Clearing Association (APCA) Direct Entry file format before it can be uploaded, and must be in .aba format.

MANUAL BATCH UPLOAD

FROM ACCOUNT:

Business Basic Access Sig 2 BSB 533000 Acc	\$29.26 Current \$29.26
---	-----------------------------------

You have full access to selected account
This account will require two signatures to approve and schedule the batch.

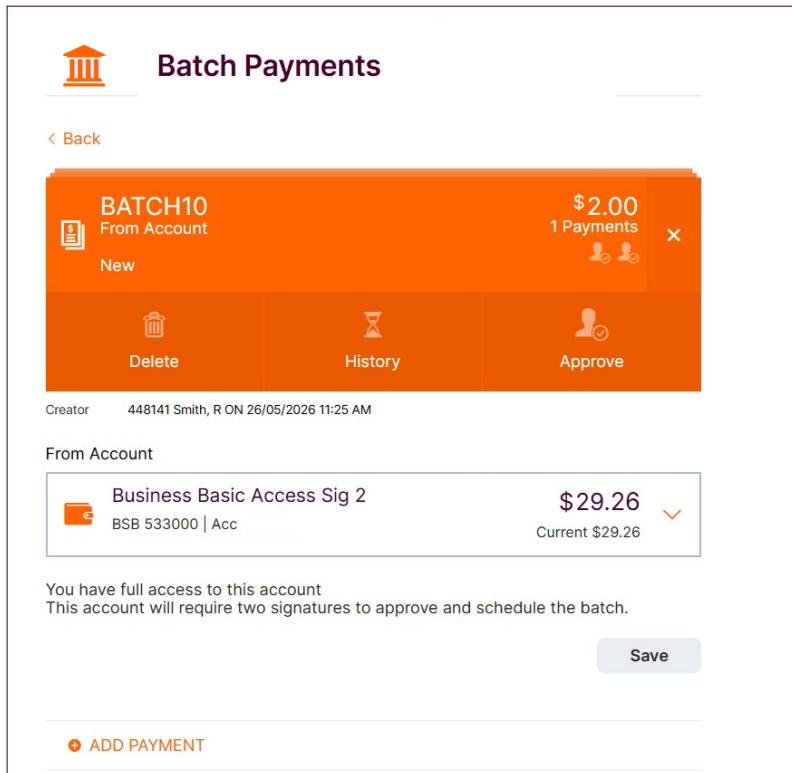
Batch Name: BATCH10

Cancel **Create Batch**

The Create Batch page will appear, select **Manual Batch**, from there:

1. Select the **account** that the funds will be withdrawn from by using the account selector (the account can be changed later).
2. Type in a **Batch Name** (batch folder name cannot be edited or changed later).
3. Click **Create Batch**.

The batch folder has been created and you can now add payments to it.



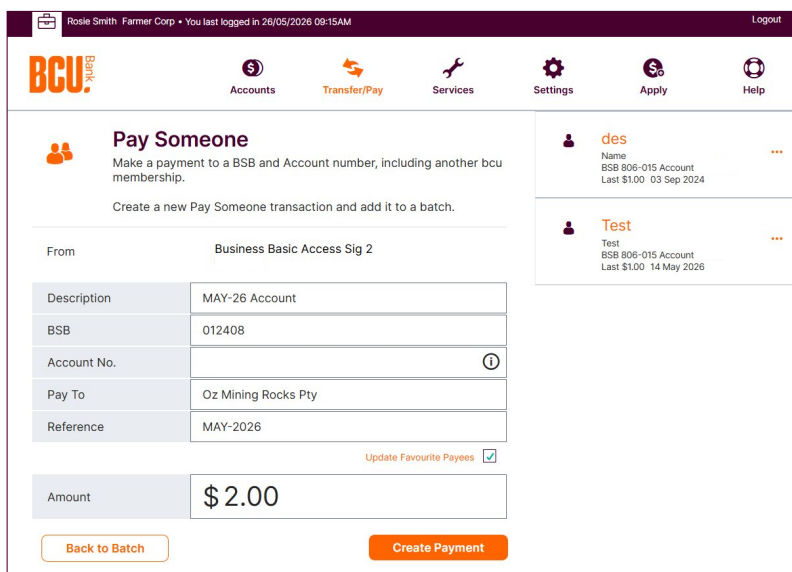
To add a payment to the batch folder, select **Add Payment**, then select the payment type required.

Payment types available:

- ✓ **Transfer**
Between your own BCU Bank accounts.
- ✓ **Pay Someone**
To pay someone using a BSB and account number.
- ✓ **BPAY**
Using a Biller code and CRN (reference number).

Batches can have a mix of payment types or be all the same payment types.

PayID is not available as a payment option for batches at this time.



After selecting the payment type (in this case an external transfer), enter the details and click **Create Payment**.

If you have saved payees you'll be able to select the payee details from your favourites menu.

- ✓ If you want to add a new payee to your favourites, select '**Update Favourite Payees**'.

Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:15AM

BCU Bank Accounts Transfer/Pay Services

Pay Someone

Make a payment to a BSB and Account number, including another bcu membership.

Create a new Pay Someone transaction and add it to a batch.

✓ Payee name matches

The account is in the name of Macey Timber

From	Business Basic Access sig 2
Description	Pay Macey
BSB	ANZ - St Marys - 012408
Account No.	
Pay To	Macey Timber
Reference	RGB Payment
Amount	\$6.00

[< Edit Payment](#) [Confirm](#)

When you pay someone new using a BSB and account number, **Confirmation of Payee** checks to see if the details you've entered match the records held by the other bank. Before you confirm the payment, you'll see a result that helps you decide what to do next—giving you a more confidence your money is going to the right place.

Confirmation of Payee won't stop you from making a payment—it just gives you the information you need to make an informed choice.

1. Match

- ✓ **What it means:**
The details you entered match the bank records of the intended recipient perfectly.
- ✓ **What to do:**
You can confirm your payment with confidence.

Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:15AM Logout

BCU Bank Accounts Transfer/Pay Services Settings Apply Help

Pay Someone

Make a payment to a BSB and Account number, including another bcu membership.

Create a new Pay Someone transaction and add it to a batch.

✓ Payee name matches

Last payee check was run on 21/05/2026, resulting in a payee match. The account is in the name of Oz Mining Rocks Pty Ltd

From	Business Basic Access sig 2
Description	MAY-26 Account
BSB	ANZ - St Marys - 012408
Account No.	
Pay To	Oz Mining Rocks Pty
Reference	MAY-2026
Amount	\$2.00

[< Edit Payment](#) [Confirm](#)

Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:15AM

BCU Bank

Accounts Transfer/Pay Services

Pay Someone

Make a payment to a BSB and Account number, including another bcu membership.

Create a new Pay Someone transaction and add it to a batch.

ⓘ Payee name does not fully match

The account is in the name of Jonathan Mandy

From	Business Basic Access sig 2

Description	Dinner
BSB	ANZ - St Marys - 012408
Account No.	
Pay To	Jonathan Sandy
Reference	Dinner
Amount	\$5.00

< Edit Payment
Confirm

2. Close match

- ✓ **What it means:**
The details are similar but not identical (for example, a spelling mistake or missing middle name).
- ✓ **What to do:**
Double check the details to make sure you're paying the right person before confirming the payment.

BCU Bank

Accounts Transfer/Pay Services

Pay Someone
 Make a payment to a BSB and Account number, including another bcu membership.
 Create a new Pay Someone transaction and add it to a batch.

✘ Payee name does not match

The account name entered does not match the account.

From	Business Basic Access sig 2
Description	Rent
BSB	ANZ - St Marys - 012408
Account No.	
Pay To	Nancy Nolan
Reference	MAY-26 Rent
Amount	\$10.00

[< Edit Payment](#) **Continue**

3. No match

- ✓ **What it means:**
 The details entered don't match the bank records of the intended recipient.
- ✓ **What to do:**
 Stop and verify the BSB, account number, and account name with the recipient. We recommend holding off on making the payment until you're sure.

BCU Bank

Accounts Transfer/Pay Services

Pay Someone
 Make a payment to a BSB and Account number, including another bcu membership.
 Create a new Pay Someone transaction and add it to a batch.

✘ Payee name does not match


The account name entered does not match the account.

Please note that the system was unable to match the provided account name with the actual account name. This mismatch could indicate a potential error or a security risk, such as an attempt to direct funds to an incorrect or fraudulent account. To stay safe and protect your payment, we strongly recommend double-checking the account details and ensuring they are accurate before proceeding.


I understand that the provided account name does not match the actual account name and I accept the underlying risks by proceeding with this transaction

[< Back](#) **Confirm**

📁 Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:15AM



🏠 Accounts
↔️ Transfer/Pay
🔧 Services



Pay Someone

Make a payment to a BSB and Account number, including another bcu membership.

Create a new Pay Someone transaction and add it to a batch.

⊖ Error

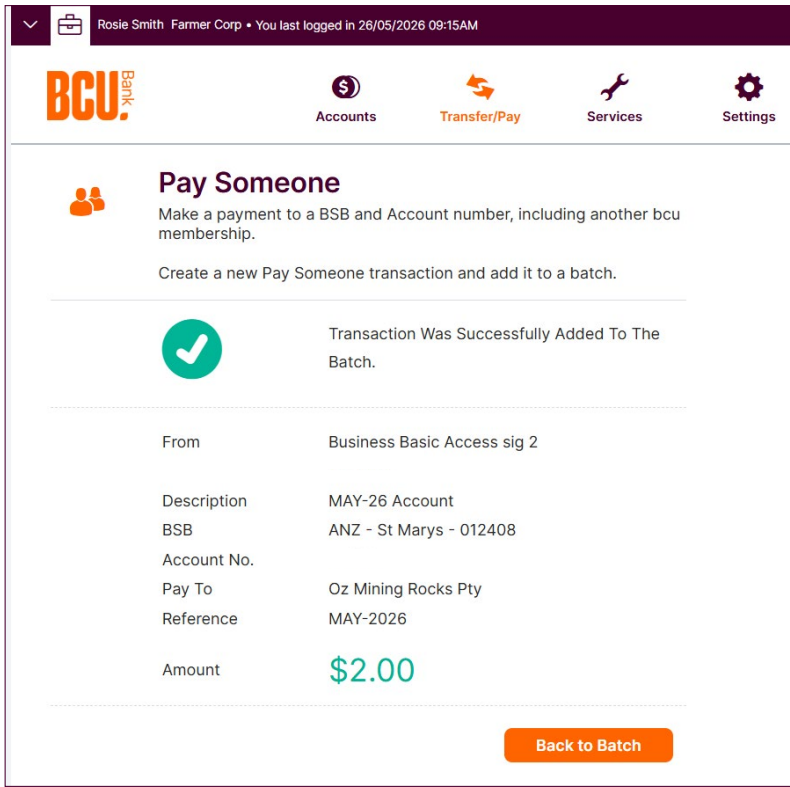
This account is no longer active. Please check with the intended recipient.

From	Business Basic Access sig 2
<hr/>	
Description	Pay Clara
BSB	ANZ - St Marys - 012408
Account No.	
Pay To	Clara Moss
Reference	RGB payment
Amount	\$8.00

< Edit Payment
Confirm

3. Error

- ✓ **What it means:**
 If you see an error instead of a match result, it means the check couldn't be completed. This can happen for a few reasons—for example, a temporary service interruption, the account details you've entered are no longer active, or the account details could not be confirmed.
- ✓ **What to do:**
 Give it another try in a few minutes. If the error keeps appearing, double-check the payee's BSB, account number, and name.



A confirmation message will appear to advise the payment / transaction was successfully added to the batch.

Click **Back to Batch**.

After going **Back to Batch**, the batch payment summary will display.

From the batch summary, you can perform the following actions:

1. Add another payment / transaction to the batch folder.
 - ✓ Repeat the 'add payments' steps to add more payments / transactions).
2. View the transactions or payments already added to the batch folder.

3. Edit the transactions / payments already contained within the batch folder.
 - ✓ Change the payment amount.
 - ✓ Delete the payment.

BCU Bank

Batch details for Rosie Middle Smith, 503600

Date: 27/05/2026

BATCH10
From Account
Awaiting Approval

\$23.00
4 Payments

Creator: 448141 Smith, R ON 26/05/2026 11:25 AM
Approver: 448141 Smith, R ON 26/05/2026 04:45 PM

You have full access to this account
This account will require two signatures to approve and schedule the batch.

Transfer To 'Oz Mining Rocks Pty'	\$2.00
Transfer To 'Jonathan Sandy'	\$5.00
Transfer To 'Nancy Nolan'	\$10.00
Transfer To 'Macey Timber'	\$6.00

- Print off a summary of the batch folder for your records (although batch history will be kept in your batch records too if you wish to save paper).

BATCH10
From Account
New

\$23.00
4 Payments

Creator: 448141 Smith, R ON 26/05/2026 11:25 AM

From Account

Business Basic Access Sig 2	\$29.26
Business Basic Access Sig 2	\$29.26

You have full access to this account
This account will require two signatures to approve and schedule the batch.

Save

- Change the account the payments will be processed from.

Payments within the folder can be added / edited until you process or delete the batch folder.

A batch folder can be re-used, for example if you pay the same group of payees repeatedly, like monthly suppliers.

Next step:

Refer to **Approving a Batch** to process the batch.

CREATE A BATCH BY UPLOADING A FILE

04

The screenshot shows the BCU Bank internet banking interface. At the top, the user is logged in as Rosie Smith, Farmer Corp, with a last login time of 26/05/2026 09:15AM. The navigation menu includes Accounts, Transfer/Pay, and Services. The main content area is titled "Batch Payments" and includes a sub-header "Create a Batch to send a group of payments simultaneously." Below this, there are four bullet points: "Batches can be scheduled to process either on the same day or on a future date.", "The time it takes for the funds to appear in the recipients account will depend on the receivers individual bank, but will typically arrive within 1 -2 business days.", "You can edit, add or delete payments from a batch before it is processed.", and "You can create the batch manually or by file upload if you use business accounting software such as MYOB, Quicken or XERO." Below the text, there is a "Create Batch" button and a "History" link. A search filter is visible with "PROCESSED DATE" selected, showing a date range from 26/04/2026 to 26/05/2026 and a "Search" button. At the bottom, there are buttons for "ALL", "NEW", "FAILED", "PENDING", "SCHEDULED", and "PROCESSED", along with "SELECT ALL", "DESELECT ALL", and "DELETE" options.

If you use business accounting software such as MYOB, Quicken or XERO, you will be able to generate bulk payment files.

These files are known as CEMTEX (or .aba) files which allow for multiple transactions to be added to a single file created by the software.

The file must conform to the Australian Payments Clearing Association (APCA) Direct Entry file format before it can be uploaded, and must be in .aba format.

To use the a CEMTEX file to run a batch perform the following steps:

1. Click **Transfer/Pay > Batch Payments**.
2. Click **Create Batch**.
3. Click **Upload**.
Select the **From Account**.
4. Enter a new **Batch Name**.
5. Click the upload icon and select the **.aba file** you wish to upload, then click **Create Batch**.
6. Once the file has been successfully uploaded you will see your new batch.

If a batch has been uploaded from a file, the only part of the batch that can be edited is the **'From Account'**. Payments cannot be edited in any way.

If there are changes required to the payments, a new file will have to be uploaded and the previous batch will need to be deleted.

Next step:

Refer to **Approving a Batch** to process the batch.

APPROVING A BATCH (ONE TO SIGN)

05

The screenshot shows a mobile app interface for approving a batch payment. At the top, there is a header for 'BATCH12' with a sub-header 'From Account' and a total amount of '\$10.00' with '1 Payments' below it. Below the header are three buttons: 'Delete', 'History', and 'Process'. The 'Process' button is highlighted. Below the buttons is a 'Payment Date' field with the value '26/05/2026'. Below the date field is a warning message: 'This option requires Secure SMS validation. If you wish to proceed, simply click on 'Request SMS Code'. You will receive SMS message containing an SMS code. Please enter the SMS code received and proceed with your action.' Below the warning message is a 'Mobile Number' field with the value '04'. Below the mobile number field is a 'Request SMS Code' button. At the bottom right, there are two buttons: 'Cancel' and 'Process Batch'.

When you have finished adding transactions, you are ready to process the batch.

1. Click on the batch menu expander.
2. Select **Process**.
3. Enter the **Payment Date**, being the date you need the payment to process (option for today or a date in the future).
4. Complete **Secure code** (SMS Validation).
5. Select **Process Batch**.
6. **Confirm** if you are sure you want to process the batch.

Rosie Middle Smith Personal banking • You last logged in 26/05/2026 11:31AM

BCU Bank Accounts Transfer/Pay Services

Batch Payments

The Batch payment below has been created.

You can add to or edit a manual batch, or delete this batch, before it is processed.

Please go back to create another batch payment.

[Back](#)

BATCH12 **\$10.00**
 From Account 1 Payments
 Scheduled

Creator 448141 Smith, R ON 26/05/2026 02:44 PM Processor 448141 Smith, R ON 26/05/2026 02:50 PM

Transfer To 'Macey Timber' **\$10.00**
 TO ACCOUNT:
 BSB: 012-408
 REFERENCE: PAYMENT
 RECEIPT:

7. A confirmation message will advise The batch has now been scheduled for processing.
8. Select **OK**.
9. Status of the batch has now changed to **Scheduled**.

Batch status

- ✓ If the payment date is the same day, in a few moments the payments will be sent from your nominated account, and the status of the batch will change to **Processed on <date>**.
- ✓ If the payment date was a date in the future, the batch will sit in **Scheduled** until it is due to be run.

APPROVING A BATCH (TWO TO SIGN)

06



Batch Payments

Create a Batch to send a group of payments simultaneously.

- Batches can be scheduled to process either on the same day or on a future date.
- The time it takes for the funds to appear in the recipients account will depend on the receivers individual bank, but will typically **arrive within 1 -2 business days**.
- You can edit, add or delete payments from a batch before it is processed.
- You can create the batch manually or by file upload if you use business accounting software such as MYOB, Quicken or XERO.

Create Batch

History

PROCESSED DATE

From 26/04/2026

To 26/05/2026

Search

ALL

NEW

FAILED

PENDING

SCHEDULED

PROCESSED

SELECT ALL | DESELECT ALL | DELETE

UNSCHEDULED BATCHES

BATCH10 \$23.00
From Acc 4 Payments

Status: Awaiting Approval

View History Cancel

Person 1: Creating and approving batch

When you have finished adding all the transactions required to be paid and you are ready to process the batch.

1. Click on the batch menu expander.
2. Select **Approve**.
3. Complete **Secure SMS Validation** (or 2FA).
4. Select **Approve**.
5. Batch status now changes to **Awaiting Approval**.

Person 2: Approving and processing batch

The other approver/s will receive an email notification and when they log into internet banking there will be a notification to advise that there is a batch awaiting approval.

1. Go to the **Transfer / Pay > Batch Payments** (or follow the link from accounts page).
2. Select the batch required, batch status will be **Needs Your Approval**.
3. Click on the batch menu expander.
4. Select **Process**.
5. Enter the date the batch will be processed (today or a date in the future).
6. If required, complete **Secure Code** (SMS Validation).
7. Select **Process Batch**.
8. Select **Yes**, if you are sure you want to process the batch.
9. Confirmation message received. 'The batch has been scheduled for processing'.
10. Select **OK**.
11. If processing date was today, the Batch status will change to '**Processed on MM/MM/YYYY**'.
12. If process date was set in the future, then the batch status will change to '**Scheduled**'.

If any of the other approvers cancel or edit the batch, then the batch status will reset to new and any approvals will be removed. The approval process will start again.

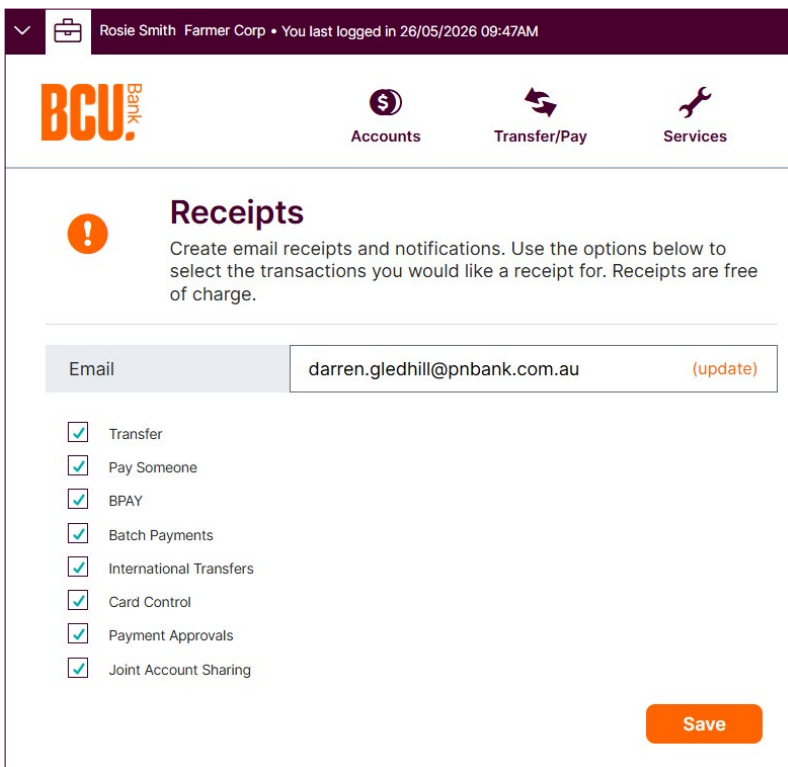
HOW TO IDENTIFY FAILED TRANSACTIONS WITHIN A BATCH

07



- ✓ In the menu, click **Transfer/Pay > Batch Payment**, then select the **Failed** tab.
- ✓ Expand the menu for the failed batch.
- ✓ Click on **View / Edit**

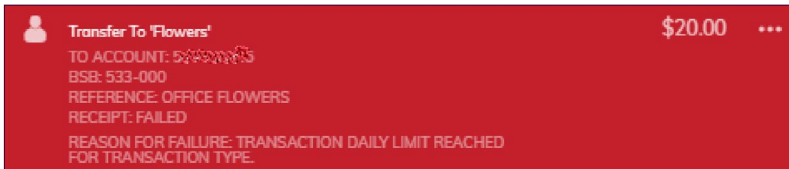
Each of the failed payments will display, including a **Reason for Failure**.



If you have registered for **email receipts**, an email will have been sent to advise the status of all the Batch Payments.

HOW TO RERUN A FAILED PAYMENT FROM A BATCH

08



Click **Transfer/Pay > Batch Payment**, then select the **Failed** tab.

1. Locate the failed batch, and click on the expander.
2. Click on **Redo Failed**.
3. A message will appear advising that only the previously failed payments will be re-processed.
4. Click **Yes** to proceed or **No** to cancel.

HOW TO SET UP EMAIL NOTIFICATIONS FOR BATCH PROCESSING

09

Rosie Smith Farmer Corp • You last logged in 26/05/2026 09:47AM

BCU Bank

Accounts Transfer/Pay Services

Receipts

Create email receipts and notifications. Use the options below to select the transactions you would like a receipt for. Receipts are free of charge.

Email (update)

- Transfer
- Pay Someone
- BPAY
- Batch Payments
- International Transfers
- Card Control
- Payment Approvals
- Joint Account Sharing

Save

We recommend you use email notifications for batch processing.

To set up email notifications click on **Settings** then **Receipts**.

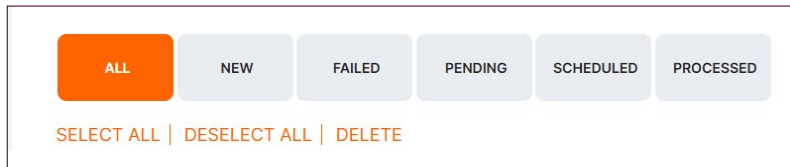
Select **Batch Payments** > then click **Save**.

Email notifications will be sent when:

- ✓ **Batch Payment Confirmation Advice**, when the batch is submitted for processing.
- ✓ **Batch Processing Status Advice**, when the batch is processed.

HOW TO SORT YOUR BATCHES

10



You can sort through your batches quickly and easily using the Processed Date search function and the batch Status filter.

You can also delete a batch or multiple batches at once, simply by using the **Selection** function.

✓ **Processed date**

Enter a specific date range then click search. This will display all batches which have processed during the selected date range.

✓ **Status**

Click either New, Failed, Pending, Scheduled or Processed to display only batches with the selected status.

✓ **Bulk deletion**

Use the Select All, Deselect All and Delete buttons to bulk select and delete batches.

✓ **Manual deletion**

Click the checkbox next to a batch to individually select it. Use this to manually select and delete batches.

HOW TO USE BATCH HISTORY

11

The screenshot shows the BCU Bank internet banking interface. At the top, the user is identified as Rosie Smith, Farmer Corp, with a last login time of 26/05/2026 09:47AM. The navigation menu includes Accounts, Transfer/Pay, and Services. The main content area is titled "Batch Payments" and includes a sub-header "Create a Batch to send a group of payments simultaneously." Below this, there are four bullet points: "Batches can be scheduled to process either on the same day or on a future date.", "The time it takes for the funds to appear in the recipients account will depend on the receivers individual bank, but will typically arrive within 1 -2 business days.", "You can edit, add or delete payments from a batch before it is processed.", and "You can create the batch manually or by file upload if you use business accounting software such as MYOB, Quicken or XERO." At the bottom of the section, there is a "Create Batch" button and a "History" link. Below these, there is a search filter for "PROCESSED DATE" with a date range from 26/04/2026 to 26/05/2026 and a "Search" button. At the very bottom, there are buttons for "ALL", "NEW", "FAILED", "PENDING", "SCHEDULED", and "PROCESSED".

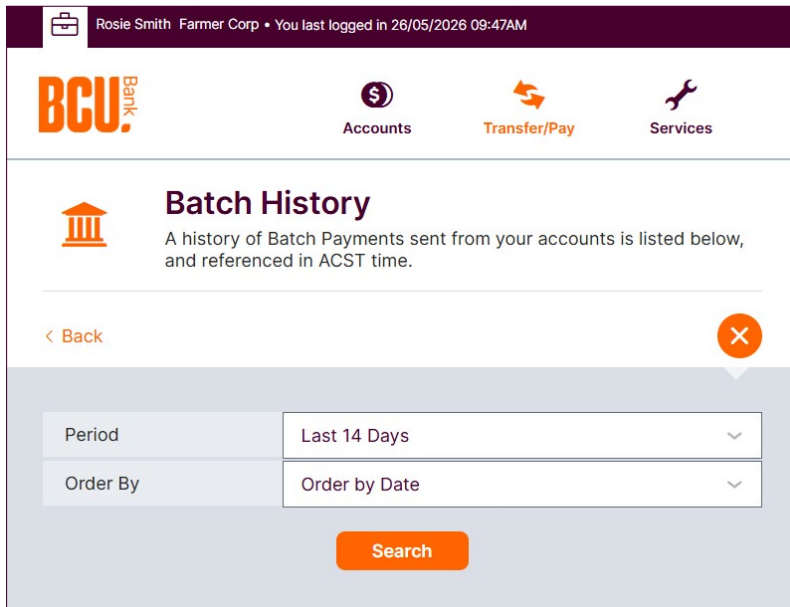
After a batch has been processed, a record of it will appear in the Batch History so that you are able to keep track of your completed batches. Batch history cannot be deleted.

The following steps will help you to navigate the batch history feature.

In the menu, click **Transfer/Pay > Batch Payments**, then click **History**.

The screenshot shows the BCU Bank internet banking interface. At the top, the user is identified as Rosie Smith, Farmer Corp, with a last login time of 26/05/2026 09:47AM. The navigation menu includes Accounts, Transfer/Pay, and Services. The main content area is titled "Batch History" and includes a sub-header "A history of Batch Payments sent from your accounts is listed below, and referenced in ACST time." Below this, there is a "< Back" link and a search icon. The main content area displays "There are no batches to display." and "There was no history found." At the bottom, there is a circular icon with a document and a checkmark.

The **Batch History** shows you the records of all the processed batches.



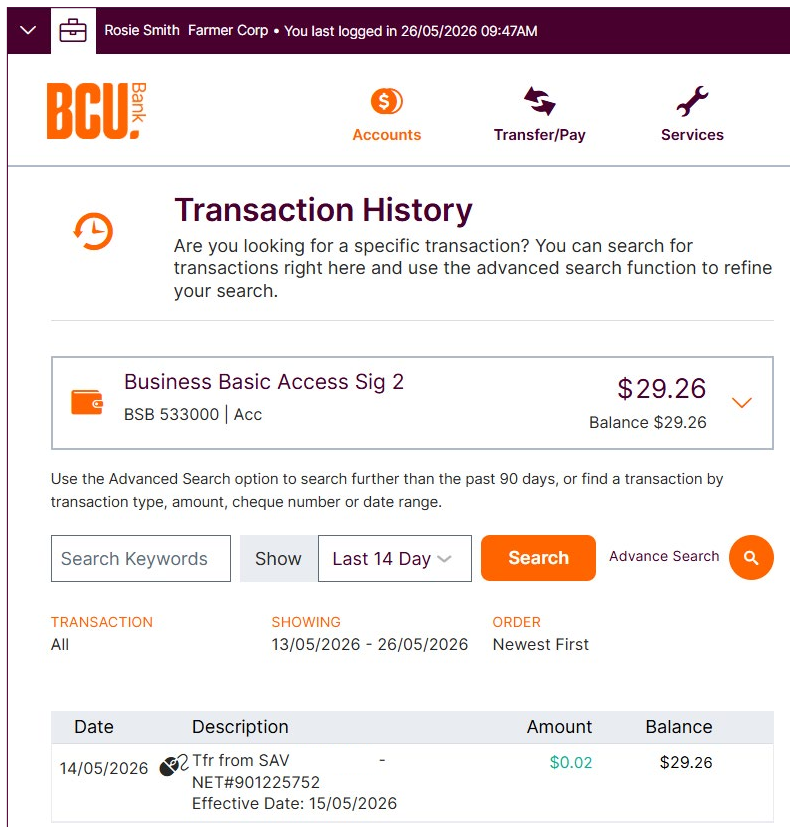
If you can't find the batch you are looking for, you can use search to find it.

Click the **Magnifying Glass** icon.

When you find the batch, click on the expander, and this will display more information about the batch.

HOW TO FIND BATCHES IN TRANSACTION HISTORY

12



The screenshot shows the BCU Bank Transaction History interface. At the top, the user is identified as Rosie Smith, Farmer Corp, with a last login time of 26/05/2026 09:47AM. The navigation bar includes the BCU Bank logo, Accounts, Transfer/Pay, and Services. The main heading is 'Transaction History' with a sub-heading: 'Are you looking for a specific transaction? You can search for transactions right here and use the advanced search function to refine your search.'

A summary card for 'Business Basic Access Sig 2' (BSB 533000 | Acc) shows a balance of \$29.26. Below this, a search bar is available with options for 'Search Keywords', 'Show', 'Last 14 Day', and a 'Search' button. An 'Advance Search' option is also present.

Transaction filters are set to 'All' for TRANSACTION, '13/05/2026 - 26/05/2026' for SHOWING, and 'Newest First' for ORDER.

Date	Description	Amount	Balance
14/05/2026	Tfr from SAV NET#901225752 Effective Date: 15/05/2026	\$0.02	\$29.26



Processed batches will appear in the Transaction History, but with fewer details than the Batch History, as shown.

Manual batch transactions will be displayed in the **Transaction History** as individual transactions.

Cemtex batch transactions will appear in the **Transaction History** as a single summary transaction.

For more info on using internet banking and Batch Payments please view our helpful videos and FAQs on the website.

CONTACT US

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BECAUSE YOU

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