



ARCHDIOCESAN
DEVELOPMENT
FUND

PROCEDURES

BPOINT BACKOFFICE SYSTEM

17 October 2016

Contents

Administrator BPOINT Login	3
Forgotten BPOINT Password Login	4
Single Payment	6
Payment Details	7
Authorisation Result – Approved	7
Upload and Process a Transaction File	8
Settlement Reporting	9
Transaction Reporting	10
Helpful Hints	11

Administrator BPOINT Login

Login to your BPOINT facility using the password that has just been emailed to you.

home | site index | help | glossary | locate us | contact us

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Biller Back Office Login

Username:

Password:

Merchant No.:

> [Forgotten Password?](#)
> [How to Register?](#)
> [MOBILE Version](#)

Security & Privacy | Site Information | © Commonwealth Bank of Australia 2011 ABN 48 123 123 124

Click on the login button.

home | site index | help | glossary | locate us | contact us

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Your password has expired

Please chose a new password below.
Note, your chosen password must:

- be at least 10 characters long
- have at least one Upper Case letter (A..Z)
- have at least one Lower Case letter (a..z)
- have at least one digit (0..9)
- not be the same as one used previously

Old Password:

New Password:

Retype Password:

Security & Privacy | Site Information | © Commonwealth Bank of Australia 2011 ABN 48 123 123 124

This screen will be presented.

Enter your current password - enter your new password twice paying attention to the parameters required.

Click Update button.

home | site index | help | glossary | locate us | contact us

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Password Updated

Your password has been successfully changed. To proceed click on Continue.

Security & Privacy | Site Information | © Commonwealth Bank of Australia 2011 ABN 48 123 123 124

This screen will appear.

Click Continue.

The BPOINT system will email you confirmation that your password has been changed.

You are now logged on as the Administrator.

You now need to create separate logins for each BPOINT user, including yourself.

Click on the SUPPORT, then User Centre.

Select the document titled QUICK REFERENCE GUIDE and refer to pages 18 & 19 for instructions on how to set up a user.

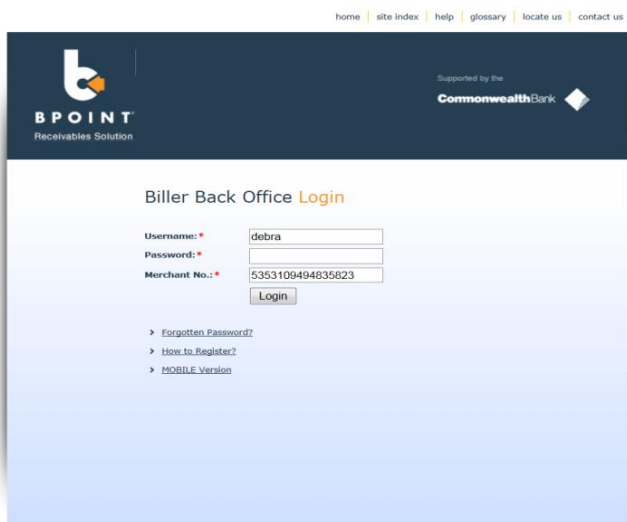
New Logins should be established as T1 options – NOT ADMINISTRATORS

Establish number of logins required including one for you

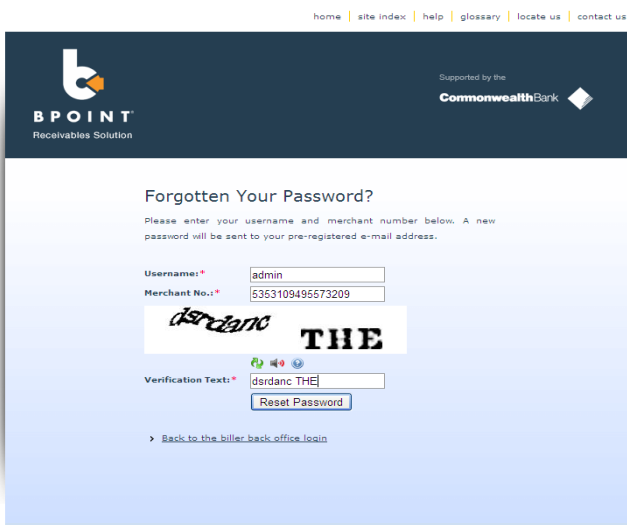
Going forward you should only use the individual login you established **NOT** the Administrator one.

Logout as Administrator and store the login details in the safe.

Forgotten BPOINT Password Login



Complete the user name and merchant number fields and click on the forgotten password button.



This screen will be presented – complete the user name and enter the text shown on the screen in the Verification text box.
Click Reset Password.

The BPOINT system will email you a new password. If you do not receive an email check your junk/spam email. If there is nothing there contact the ADF.

Login using the new password.

home | site index | help | glossary | locate us | contact us

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Your password has expired

Please chose a new password below.
Note, your chosen password must:

- be at least 10 characters long
- have at least one Upper Case letter (A..Z)
- have at least one Lower Case letter (a..z)
- have at least one digit (0..9)
- not be the same as one used previously

Old Password:*

New Password:*

Retype Password:*

Security & Privacy | Site Information | © Commonwealth Bank of Australia 2011 ABN 48 123 123 124

This screen will be presented.
Copy your new password from the email - enter your new password twice paying attention to the parameters required.

Click Update button.

home | site index | help | glossary | locate us | contact us

BPOINT
Receivables Solution

Supported by the
CommonwealthBank

Password Updated

Your password has been successfully changed. To proceed click on Continue.

Security & Privacy | Site Information | © Commonwealth Bank of Australia 2011 ABN 48 123 123 124

This screen will appear.

Click Continue.

You are now logged on.

Processing a Single Payment

- Logon to BPOINT
- Select SINGLE
- Select Single Payment

The screenshot shows the BPOINT 'Single Payments in RealTime' interface. The header includes the BPOINT logo and 'Receivables Solution'. A navigation bar contains 'HOME', 'SINGLE', 'MULTI', 'ADMIN', and 'SUPPORT'. A sidebar on the left lists 'HOME', 'SINGLE', 'MULTI', 'ADMIN', 'SUPPORT', 'YOUR PROFILE', and 'LOG OFF'. The main content area is titled 'Single Payments in RealTime' and contains a 'Single Payment' form with the following fields:

- Customer Reference 1:*
- Customer Reference 2:
- Customer Reference 3:
- Merchant Reference:
- Transaction Source:* (Dropdown menu set to 'Telephone')
- Amount \$:*
- Card Number:*
- Expiry Date (MM/YY):* (MM/YY format)
- CVN: (With CVV2)
- Cardholder Name:
- Receipt Email Address:

A 'Submit Payment' button is located at the bottom of the form. A small asterisk indicates that fields marked with * are mandatory.

Complete this screen.

HINTS:

We would suggest you use all three reference areas as it will assist in receipting payments, and searching for particular payments .

Show your Planned Giving Code or School Reference as Reference 1.

Always select Recurring as the payment method – CVN field is not required if it is a recurring payment.

Receipt email address is optional, however if you select this option the Cardholder will be sent an email confirming the transaction details.

Ensure you configure your email receipt details in ADMIN - SETTINGS

If you are submitting a single payment – the payment is processed immediately and the system will return a response to you and offer you the opportunity to click on a link and print a payment receipt for your records.

Sample of System Generated Receipt

Payment Details

You Have Paid: Demo merchant 008
CRN1: 1300008877
CRN2: WALTERS
CRN3: SCHOOL FEES
Source: Recurring
Payment Amount \$: 35.00
Card Number: 512345...346
Expiry Date: 9900

Authorisation Result - Approved

Type: Payment
Payment Date: 25/10/2012 5:09 PM AEDST
Receipt Number: 28065293469
© Commonwealth Bank of Australia 2007 ABN 48 123 123 124

Sample of Receipt Emailed to Customer's Nominated Email Address

Customer Email receipt

BPOINT Payment Receipt

Payment Details -

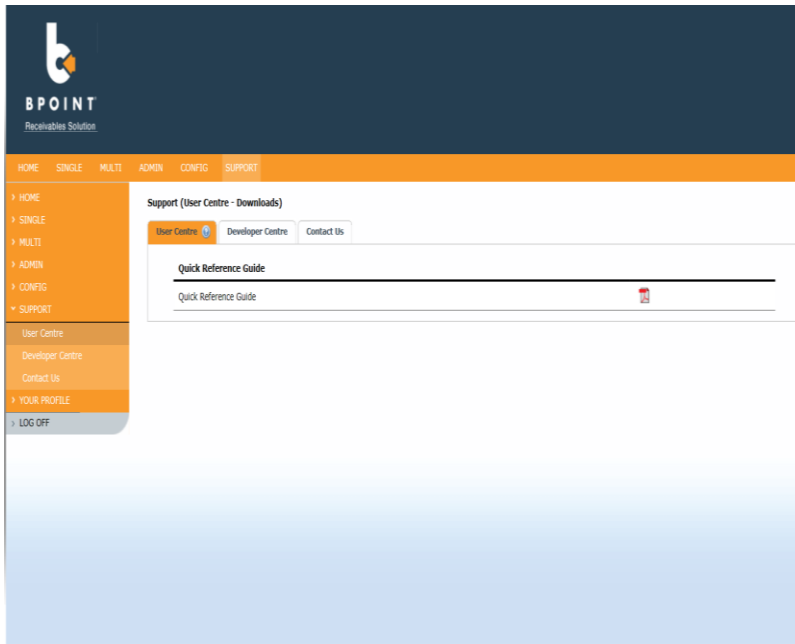
You Have Paid: Demo merchant 008
Customer Reference 1: PG123
Customer Reference 2: Gray
Customer Reference 3: Baptism
Merchant Reference: Baptism
Source: Recurring
Payment Amount \$: 30.00
Card Number: 512345...346
Expiry Date: 9900

Authorisation Result - Approved

Payment Date: 26/10/2012 12:00 PM AEDST
Receipt Number: 28086510791
© Commonwealth Bank of Australia 2011 ABN 48 123 123 124

Upload and Process a Transaction File

- Logon to the BPOINT system
- Select the Support button on the left hand side of the screen.
- Select User Centre



Procedures on how to process a transaction file are located under Multi – Batch Payment Page 7

You can download a PDF version of the procedures.

When you select the file to be processed please ensure you select the correct file for the day.

If you load two files into BPOINT on the same day they cannot be named the same. Make the second one a slightly different name to the first.

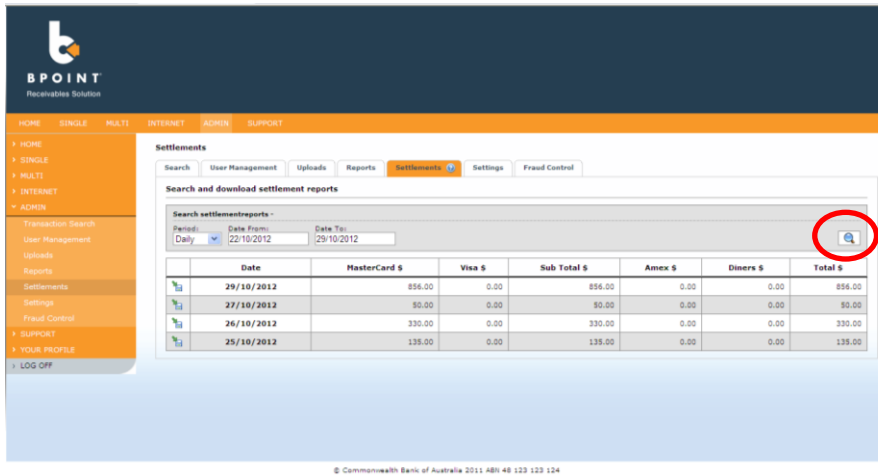
It is advisable to create a folder on your computer and move all processed files into that folder once you have finished uploading them to BPoint.

That way you will not accidentally re-process a file from a previous day.

Settlement Reporting

To reconcile your bank account settlement to the transactions for the day

- Logon to BPOINT
- Select ADMIN
- Select Settlements



Your recent settlements should appear. If you need to access previous dates, enter a Date From and a Date To by clicking into the respective box and selecting the date on the calendar.

Then click on the magnifying glass on the right hand side of the screen.

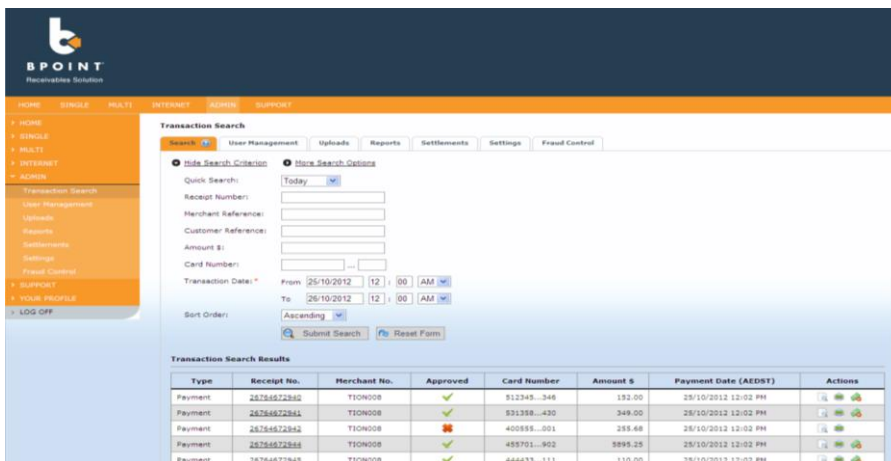
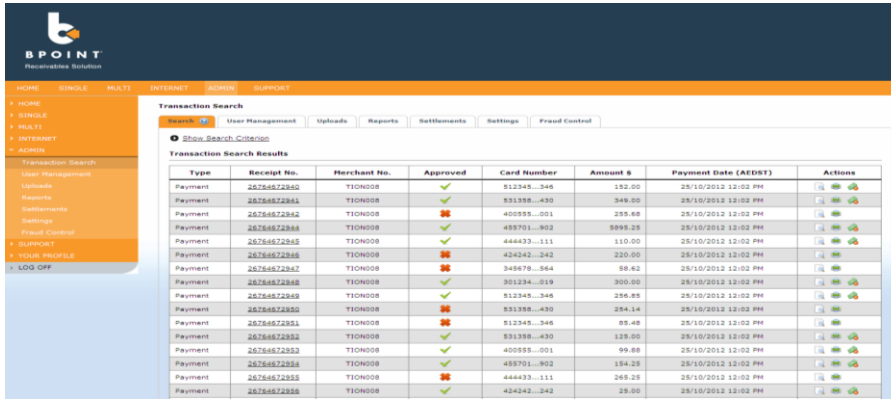
Settlement reports for your selected days will be displayed.

This step is only to verify your settlement amounts – for a full transaction list go to Transaction Reporting.

You will not receive an email advice from the ADF for rejected payments

Transaction Reporting

- Select Admin on the left hand side of the screen
- Click on Transaction Search
- Click on the Show Search Criterion button above the list of transactions shown



This will open up a screen that will allow you to enter the parameters of the search you want to conduct.

To search by a range of dates you need to first click on the reset form button to clear those fields.

- Ensure the Quick Search field at the top of the page is set to “blank”
- Click into the “from” box and select the date on the calendar.
- Click into the “to” box and select the date on the calendar
- Click on submit search.
- Scroll to the bottom of the screen
- Select csv for the file format – click on the export button

Open the file.

You will not receive an email advice from the ADF for rejected payments

Helpful Hints

The BPOINT System offers many helpful hints or guides on performing different functions.

Anywhere on the screen where you see a question mark in a blue circle – hover over the question mark and a detailed set of instructions will be displayed on the screen.