



ARCHDIOCESAN
DEVELOPMENT
FUND

PROCEDURES

BPOINT CHECKOUT SYSTEM

17 October 2016

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Administrator BPOINT Login

Login to BPOINT as the Administrator and establish individual logins for each of the people who are going to use BPOINT

Login to your BPOINT facility using the password that has just been emailed to you - **this is the Administrators Login.**

The screenshot shows the BPOINT Biller Back Office Login page. At the top, there is a navigation menu with links for home, site index, help, glossary, locate us, and contact us. The BPOINT logo is on the left, and it is supported by Commonwealth Bank. The main heading is "Biller Back Office Login". Below this, there are three input fields: Username, Password, and Merchant No., each with a red asterisk indicating a required field. A "Login" button is positioned below the Merchant No. field. There are also three links: "Forgotten Password?", "How to Register?", and "MOBILE Version". At the bottom, there is a footer with "Security & Privacy", "Site Information", and "© Commonwealth Bank of Australia 2011 ABN 48 123 123 124".

Click on the login button.

The screenshot shows the BPOINT password expiration page. At the top, there is a navigation menu with links for home, site index, help, glossary, locate us, and contact us. The BPOINT logo is on the left, and it is supported by Commonwealth Bank. The main heading is "Your password has expired". Below this, there is a message: "Please chose a new password below. Note, your chosen password must:" followed by a list of requirements: "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)", and "not be the same as one used previously". There are three input fields: "Old Password", "New Password", and "Retype Password", each with a red asterisk. An "Update" button is positioned below the Retype Password field. At the bottom, there is a footer with "Security & Privacy", "Site Information", and "© 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.

The screenshot shows the BPOINT Password Updated confirmation page. At the top, there is a navigation menu with links for home, site index, help, glossary, locate us, and contact us. The BPOINT logo is on the left, and it is supported by Commonwealth Bank. The main heading is "Password Updated". Below this, there is a message: "Your password has been successfully changed. To proceed click on Continue." and a "Continue" button. At the bottom, there is a footer with "Security & Privacy", "Site Information", and "© 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

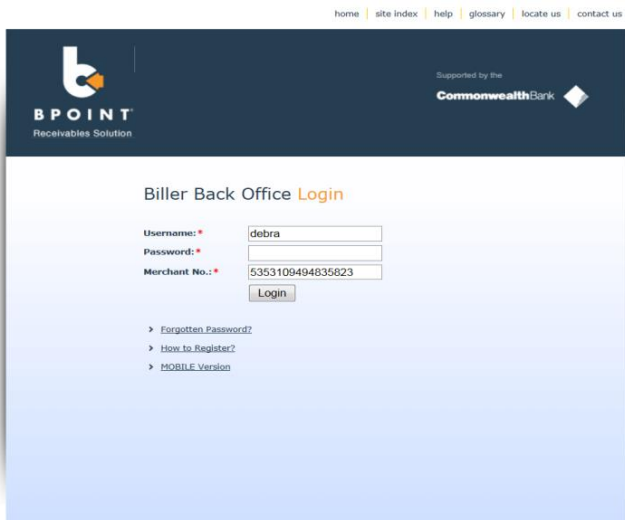
Establish number of logins required including one for you

To modify a user

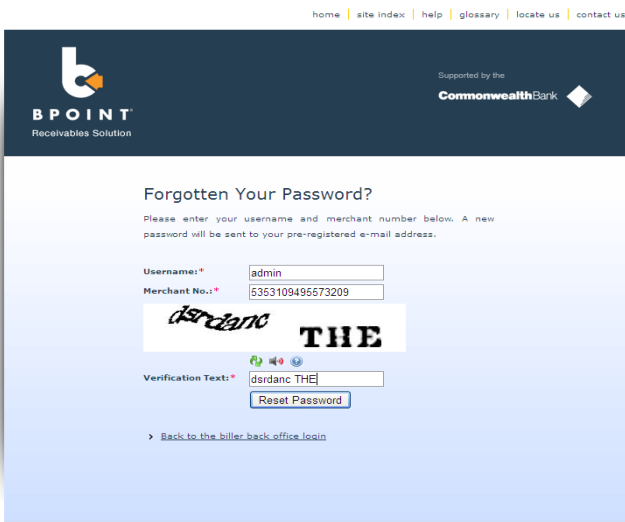
Select the user by ticking the box to the left of the user name – then click anywhere on the record for the user.

Logout as Administrator and store the password details in a secure place.

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

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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

Supported by the
Commonwealth Bank

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

A single payment will occur immediately.

If you wish to forward date a single payment it must be entered into BPOINT as a once off annual payment – go to page 10.

- Logon to BPOINT
- Select SINGLE
- Select Single Payment

The screenshot shows the BPOINT web interface. The header includes the BPOINT logo and navigation tabs: HOME, SINGLE, MULTI, INTERNET, ADMIN, SUPPORT. A sidebar on the left lists navigation options: HOME, SINGLE (expanded to show Single Payment, Register, Schedule), MULTI, INTERNET, ADMIN, SUPPORT, YOUR PROFILE, and LOG OFF. The main content area is titled 'Single Payments in RealTime' and contains a form with the following fields and values:

- Biller Code: [Dropdown]
- Customer Reference 1: * 1300006987
- Customer Reference 2: BERRILL
- Customer Reference 3: BUILDING FUND
- Buttons: Find Customer, Reset Form
- Merchant Reference: [Text]
- Transaction Source: * Recurring
- Amount \$: * 100.00
- Card Number: * 5123456789012346 (MasterCard logo)
- Expiry Date (MM/YY): * 99 / 00
- CVN: [Text] (With 3 CVN?)
- Cardholder Name: D Berrill
- Receipt Email Address: berrilld@bne.catholic.net.au
- Submit Payment button

* Mandatory

Complete this screen.

Note: Biller Code is not mandatory.

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

Setting Up a Recurring Schedule

- Logon to BPOINT
- Select SINGLE
- Select Register
- Complete screen as shown:

When setting up a recurring payment you first need to “register” the person in the BPOINT system.

We strongly suggest you use all three reference fields when registering a new person as shown below.

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

There is no need to expand the “Show Extra Fields” area.

You must acknowledge that you have identified the person before submitting the registration.

Once you have registered the person, the system will “Tokenise” the card number (as shown on the right hand side of the screen) and give you the opportunity to click on a link to schedule a recurring payment.

Description: Not required

Frequency: Use the drop down arrow to select the frequency.

For forward dated once only transactions select annual and end after 1 payment.

Start Date: Click in the box – earliest possible date will be tomorrow.

End: Select any **ONE** of the options available.

Ensure the end date is an anniversary of the payment date.

Schedule payments

Single Payment Register Schedule

Billers Code: [Dropdown]

Customer Reference 1: * 237000689

Customer Reference 2: HUMPHRIES

Customer Reference 3: BUILDING FUND

Find Customer Reset Form

Registered details

Card Number: 512345...346

Expiry Date (MM/YY): 99 / 00

Cardholder Name: Karita Humphries

Email Address: bernilld@bne.catholic.net.au

[Click here](#) to process single payment using these details

Add new schedule payment

Description: Payment Building

Recurring Amount: * 65.00

Frequency: * Weekly

Start Date: * 30/10/2012

End: * No end date

End after [] payments

End on []

I have identified the customer and advised that the conditions of the Direct Debit will be made available within 7 days

Schedule Payment

* Mandatory

Manage existing schedule payments

When scheduling the payment you will need to tick the Customer Identification Box before submitting.

Add a new schedule

Description: [Text Box]

Recurring Amount (AUD): * [Text Box]

Frequency: * Weekly

Start Date: * [Text Box]

End: * No end date

End after [] payments

End on []

I have identified the customer and advised that the conditions of the Direct Debit will be made available within 7 days

Schedule Payment

* Mandatory

Manage existing schedules

Status	Description	Next Payment	Processed Payments	SCY	Amount Collected	Actions
FINISHED	Import from file: 3		21	AUD	10,267.95	[Icons]
DELETED	2014 Fees	23/02/2015	10	AUD	2,625.00	[Icons]
FINISHED	2015 school fees		16	AUD	3,892.00	[Icons]
SCHEDULED	2016 school fees	20/05/2016	7	AUD	1,540.00	[Icons]

All times are displayed in: Sydney, Australia time

When the payment is accepted you can view, suspend, edit or delete the payment by clicking on the icons on the bottom right hand side of the screen where the payment detail is shown.

One Off Payment for an Existing Datavault Record

- Logon to BPOINT
- Select SINGLE
- Select Single Payment

Single Payments in RealTime

Single Payment Register Schedule

Billers Code: [Dropdown]

Customer Reference 1: * 1300006987

Customer Reference 2: BERRILL

Customer Reference 3: BUILDING FUND

Find Customer Reset Form

Merchant Reference: [Text Box]

Transaction Source: * Recurring

Amount \$: * 100.00

Card Number: * 5123456789012346

Expiry Date (MM/YY): * 99 / 00

CVN: [Text Box]

Cardholder Name: D Berrill

Receipt Email Address: bernilld@bne.catholic.net.au

Submit Payment

* Mandatory

Enter any one of the customer references in the 'Customer Reference 1' field.

Click on "Find Customer".

This will display the details of the existing record.

Enter the payment amount.

Submit payment.

Complete the email address (if not already completed) and the system will send a confirmation email to the customer.

Ensure you configure your email receipt details in ADMIN – SETTINGS.

Altering Details on an Existing Schedule







- Logon to BPOINT
- Select SINGLE
- Select SCHEDULE

Enter any one of the customer references in the 'Customer Reference 1' field

Click on the find customer button.

Scroll to the bottom of the screen.

This will display the details of any records for that customer.

Status	Description	Next Payment	Processed Payments	\$CY	Amount Collected	Actions
FINISHED	Import from file: 3		21	AUD	10,267.95	
DELETED	2014 Fees	23/02/2015	10	AUD	2,625.00	
FINISHED	2015 school fees		16	AUD	3,892.00	
SCHEDULED	2016 school fees	20/05/2016	7	AUD	1,540.00	  

To edit payment details – click on the pencil icon on the right hand side of the screen

Update Schedule

Edit Payment Schedule

Description: 2016 school fees

Recurring Amount (AUD): * 308.00

Frequency: * Fortnightly

Next Payment Date: * 20/05/2016

End: *

No end date

End after [] payments

End on 28/11/2016

Edit Payment Details

Card Number: * 552033...602

Expiry Date (MM/YY): * 03 / 19

Cardholder Name: A Scholz-Cullane

I have identified the customer and advised that the conditions of the Direct Debit will be made available within 7 days

CAUTION: Editing payment details will update the payment details for all scheduled payments associated with this customer.

Cancel Update Schedule

A pop up box will appear.

Edit any of the fields marked with an asterisk.

Click Update Schedule and then OK on the following screen.

Save a record of the changes you have made as there is no reporting to support your changes.

Suspending or deleting Recurring Payments

- Logon to BPOINT
- Click on SINGLE
- Click on SCHEDULE
- Complete Customer Reference 1 field with either CRN 1, 2 or 3 but you must use Customer reference 1 field.
- Click on the Find Customer button

Status	Description	Next Payment	Processed Payments	SCY	Amount Collected	Actions
FINISHED	Import from file: 3		21	AUD	10,267.95	
DELETED	2014 Fees	23/02/2015	10	AUD	2,625.00	
FINISHED	2015 school fees		16	AUD	3,892.00	
SCHEDULED	2016 school fees	20/05/2016	7	AUD	1,540.00	

The record will now be displayed.

Tick the applicable box to the right hand side of the record.

Action as appropriate and save changes.

Settlement Reporting

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

- Logon to BPOINT
- Select ADMIN
- Select Settlements

Date	MasterCard \$	Visa \$	Sub Total \$	Amex \$	Diners \$	Total \$
29/10/2012	856.00	0.00	856.00	0.00	0.00	856.00
27/10/2012	80.00	0.00	80.00	0.00	0.00	80.00
26/10/2012	330.00	0.00	330.00	0.00	0.00	330.00
25/10/2012	138.00	0.00	138.00	0.00	0.00	138.00

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.

Transaction Reporting and Refund Payments

- 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

Type	Receipt No.	Merchant No.	Approved	Card Number	Amount \$	Payment Date (AEDST)	Actions
Payment	26764672946	TION008	✓	512345...346	192.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672941	TION008	✓	531358...430	349.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672942	TION008	✗	400955...001	255.48	28/10/2012 12:02 PM	[Icons]
Payment	26764672944	TION008	✓	458701...902	899.25	28/10/2012 12:02 PM	[Icons]
Payment	26764672945	TION008	✓	444433...111	110.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672946	TION008	⚡	424242...242	220.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672947	TION008	⚡	345678...564	88.42	28/10/2012 12:02 PM	[Icons]
Payment	26764672948	TION008	✓	301234...039	300.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672949	TION008	✓	512345...346	256.85	28/10/2012 12:02 PM	[Icons]
Payment	26764672950	TION008	⚡	531358...430	294.14	28/10/2012 12:02 PM	[Icons]
Payment	26764672951	TION008	⚡	512345...346	85.48	28/10/2012 12:02 PM	[Icons]
Payment	26764672952	TION008	✓	531358...430	128.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672953	TION008	✓	400955...001	99.88	28/10/2012 12:02 PM	[Icons]
Payment	26764672954	TION008	✓	458701...902	184.25	28/10/2012 12:02 PM	[Icons]
Payment	26764672955	TION008	✗	444433...111	268.25	28/10/2012 12:02 PM	[Icons]
Payment	26764672956	TION008	✓	424242...242	28.00	28/10/2012 12:02 PM	[Icons]

Transaction Search

Quick Search: [Today]

Receipt Number: []

Merchant Reference: []

Customer Reference: []

Amount \$: []

Card Number: []

Transaction Date: From [25/10/2012 12:00 AM] To [26/10/2012 12:00 AM]

Sort Order: [Ascending]

[Submit Search] [Reset Form]

Type	Receipt No.	Merchant No.	Approved	Card Number	Amount \$	Payment Date (AEDST)	Actions
Payment	26764672950	TION008	✓	512345...346	192.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672941	TION008	✓	531358...430	349.00	28/10/2012 12:02 PM	[Icons]
Payment	26764672942	TION008	✗	400955...001	255.48	28/10/2012 12:02 PM	[Icons]
Payment	26764672944	TION008	✓	458701...902	899.25	28/10/2012 12:02 PM	[Icons]
Payment	26764672945	TION008	✓	444433...111	110.00	28/10/2012 12:02 PM	[Icons]

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, always change the time to 12pm.
- 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

To refund a payment:

- Locate that particular payment in the list of transactions.
- Ensure the payment has a green tick against it.
- In the “Actions” box on the right hand side there is an option to refund the payment.
- You can refund the whole amount, or a partial amount.
- There is also an option to submit the reason for the refund in the bottom box on the pop up screen.

Report on Expiring Cards

To access details on cards coming up for expiry

- Logon to BPOINT
- Click on Multi
- Click on Data Vault

The screenshot shows the BPOINT Data Vault interface. The left sidebar contains navigation options: HOME, SINGLE, MULTI, INTERNET, ADMIN, SUPPORT, and LOG OFF. The main content area is titled "Secure Card Details (Data Vault)" and includes a search bar with fields for Token, Account, Type, Expiry date, and Reference. Below the search bar is a table with the following data:

Token	Account	Type	Expiry date	CRN 1	CRN 2	CRN 3
5999991415138165	512345...346	MC	9900	87263786		
5999991415138207	531388...430	MC	9900	65273912		
5999991415138314	400555...001	VC	9900	83749289		
5999991415138421	455701...902	VC	9900	8726323344		
5999991415138512	444433...111	VC	9900	120900028		
5999991415138629	424242...242	VC	9900	38293483		
5999991415138744	345678...564	AX	9900	2938493879		

The following screen will appear.

In the box labelled expiry date – enter the date of the month you want to view (for example 01/13) and click on the magnifying glass on the right hand side of the screen.

The screenshot shows the BPOINT Data Vault interface with the "Expiry date" filter set to "09/00". The table displays the following data:

Token	Account	Type	Expiry date	CRN 1	CRN 2	CRN 3
5999991415138165	512345...346	MC	9900	87263786		
5999991415138207	531388...430	MC	9900	65273912		
5999991415138314	400555...001	VC	9900	83749289		
5999991415138421	455701...902	VC	9900	8726323344		
5999991415138512	444433...111	VC	9900	120900028		
5999991415138629	424242...242	VC	9900	38293483		
5999991415138744	345678...564	AX	9900	2938493879		
5999991415138892	301234...019	DC	9900	298877383		
5999991415138918	400555...001	VC	9900	223454656		
5999991415139049	345678...564	AX	9900	234535966		
5999991435944063	512345...346	MC	9900	1760003333	SIMPSON	Josh Year 3
5999991436131967	512345...346	MC	9900	ENV001	White	Planned Giving
5999991436937383	512345...346	MC	9900	237000689	HUMPHRIES	BUILDING FUND

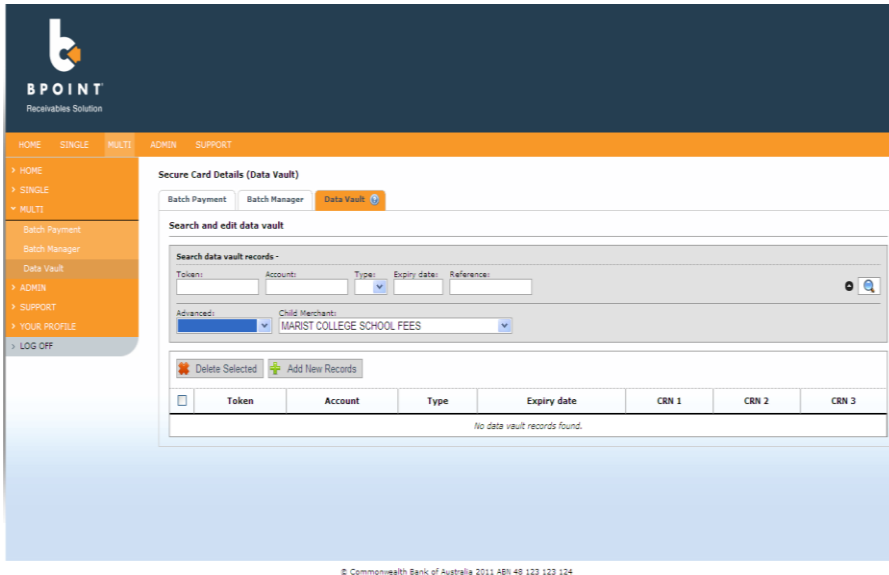
At the bottom of the table, there is an "Export Records:" section with a "Select File Format:" dropdown and an "Export" button.

The records will be displayed and you can easily identify individual details from the CRN 1, 2 and 3 fields.

Report on Changes you have Actioned on Data Vault Records

To access details on changes you have made to a Datavault record.

- Logon to BPOINT
- Click on Multi
- Click on Data Vault



This screen will appear.

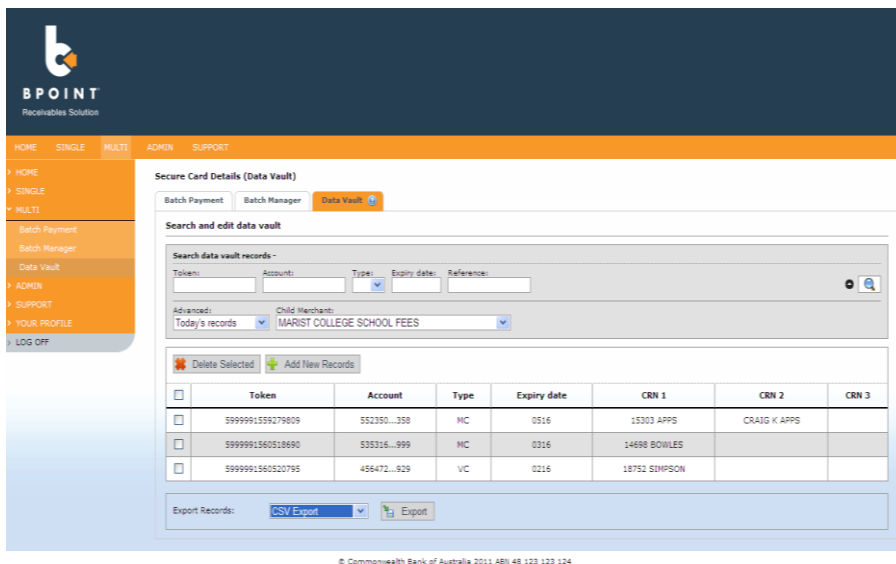
In the advanced search area there are a number of options available to choose from.

To select the advanced search options click on the small icon to the left of the magnifying glass.

Use the drop down arrow to select the option you want.

If you want to access a report for the changes you have actioned today – select “Today’s Records”.

Click on the magnifying glass on the right hand side of the screen.



The records will now display on the screen.

Use the selection box below the records to the left of the screen to request a csv file.

Export and Open the file.

Changing details of the CRN's, Card Number, Cardholder Name, Expiry Date

To change details on an existing record

- Logon to BPOINT
- Click on Multi
- Click on Data Vault

	Token	Account	Type	Expiry date	CRN 1	CRN 2	CRN 3
<input type="checkbox"/>	59999155908176	455701...737	VC	0714	0094 PURNOT	MR MARCEL H PURNOT	
<input type="checkbox"/>	59999155908200	531356...520	MC	0714	SORBY 0082	MR SEAN J SORBY	
<input type="checkbox"/>	59999155908358	456448...145	VC	1113	MCDONALD 0127	MRS ANDREE N MCDONALD	
<input type="checkbox"/>	59999155908499	407220...539	VC	1113	BROCK 0327	MS HARVEE BROCK	
<input type="checkbox"/>	59999155908572	552350...777	MC	1014	PONTKIS 0168	MS KERRY E MCHAHON	
<input type="checkbox"/>	59999155908663	552033...666	MC	0115	SLADEN 0390	MISS CATHERINE SLADEN	
<input type="checkbox"/>	59999155908739	498415...223	VC	1214	LESZCZYNSKI 0379	MRS SIAN LESZCZYNSKI	
<input type="checkbox"/>	59999155908812	455702...831	VC	1115	MORISAKI 0243	MRS SUSANA MORISAKI	
<input type="checkbox"/>	59999155908929	455701...852	VC	0615	CASSADY 0116	MR GRAEME CASSADY	

This screen will appear.

Find the Card record you want.

Click on the box on the left hand side of the screen.

The line of information will now be highlighted.

Double click anywhere on the highlighted line.

Edit data vault record

- Edit the values below and click **Save Changes** button to save the changes.
 - Click **Delete Record** button if you wish to delete the record.
 - **CAUTION:** Once deleted the record can not be retrieved back.
 - Click **Cancel** button if you do not wish to proceed.

Edit values below

Token: 59999155908929
 CRN1: CASSADY 0116
 CRN2: MR GRAEME CASSADY
 CRN3:
 Card Number: 455701 852
 Expiry Date: 0615

Update / Delete Multiple Entries for This Card Number **CAUTION:** This option will change card details for multiple tokens in real-time

Show Extra Fields

Cancel **Delete Record** **Save Changes**

This screen will appear.

Make the changes you want.

Click Save Changes.

Checking who is Registered on Checkout

To see all the records you have registered

- Logon to BPOINT
- Click on Multi
- Click on Data Vault
- Click on the magnifying glass on the right hand side of the screen

	Token	Account	Type	Expiry date	CRN 1	CRN 2	CRN 3
<input type="checkbox"/>	599991494880711	456468...231	VC	0615	430	MR AARON L HINTON	
<input type="checkbox"/>	599991494880885	456457...658	VC	0516	414	G MELIT	
<input type="checkbox"/>	599991494880935	546827...093	MC	0615	607	MRS LORAINNE CASLEY	
<input type="checkbox"/>	599991494881081	550201...938	MC	0713	600	D MORIARTY	
<input type="checkbox"/>	599991494881156	456462...605	VC	1115	400	MRS S T DAVEY	
<input type="checkbox"/>	599991494881289	456472...738	VC	1014	404	MARIE P CAIRNS	
<input type="checkbox"/>	599991494881321	443438...092	VC	0513	406	MAREE T STEVENS	
<input type="checkbox"/>	599991494881479	531358...847	MC	1013	407	MRS LYNN I WESTON	
<input type="checkbox"/>	599991494881511	463797...221	VC	0313	408	MR STEPHEN KEMP	
<input type="checkbox"/>	599991494881677	455701...857	VC	1013	412	H HICKEY	
<input type="checkbox"/>	599991494881776	414726...607	VC	0914	409	KENNETH W CASLEY	
<input type="checkbox"/>	599991494881867	455701...196	VC	0915	411	MRS VICKIE A KERRIN	
<input type="checkbox"/>	599991494881966	405498...046	VC	1213	444	MR P R I CLARKE	
<input type="checkbox"/>	599991494882048	456432...814	VC	0114	420	FANDL THOMPSON	
<input type="checkbox"/>	599991494882139	535316...363	MC	0615	472	MAURICE R QUANTOCK	
<input type="checkbox"/>	599991494882253	550200...775	MC	0515	427	MATILDA J HICKENNA	
<input type="checkbox"/>	599991494882378	516337...757	MC	0614	474	J A FALLON	
<input type="checkbox"/>	599991494882428	494053...492	VC	0913	451	WILLIAM A WARD	

All of your records will be listed on the screen.

You can make changes to card details through this screen if you wish.

Refer page 15.

If you wish to delete a record permanently from BPOINT it is easier to just delete the card record which will then delete the payment schedule as well.

- Logon to BPOINT
- Click on Multi
- Click on Data Vault
- Click on the magnifying glass on the right hand side of the screen

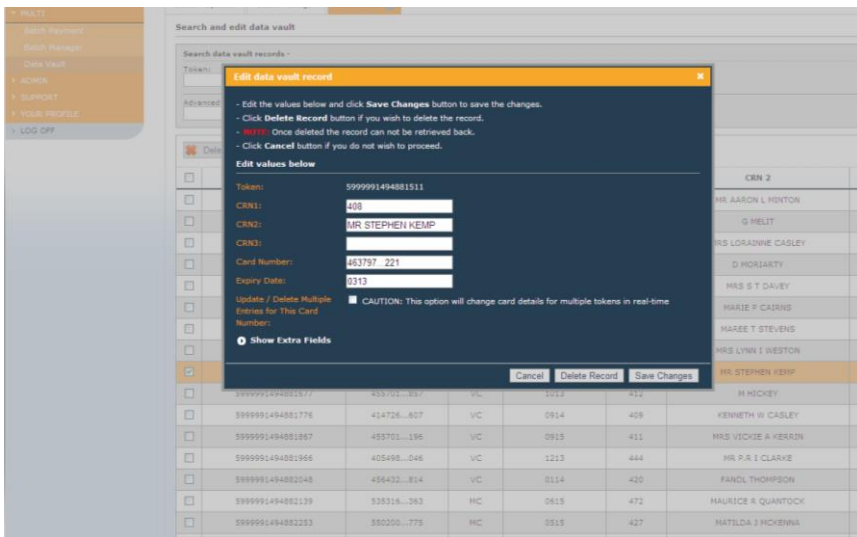
	Token	Account	Type	Expiry date	CRN 1	CRN 2	CRN 3
<input type="checkbox"/>	599991494880711	456468...231	VC	0615	430	MR AARON L HINTON	
<input type="checkbox"/>	599991494880885	456457...658	VC	0516	414	G MELIT	
<input type="checkbox"/>	599991494880935	546827...093	MC	0615	607	MRS LORAINNE CASLEY	
<input type="checkbox"/>	599991494881081	550201...938	MC	0713	600	D MORIARTY	
<input type="checkbox"/>	599991494881156	456462...605	VC	1115	400	MRS S T DAVEY	
<input type="checkbox"/>	599991494881289	456472...738	VC	1014	404	MARIE P CAIRNS	
<input type="checkbox"/>	599991494881321	443438...092	VC	0513	406	MAREE T STEVENS	
<input type="checkbox"/>	599991494881479	531358...847	MC	1013	407	MRS LYNN I WESTON	
<input type="checkbox"/>	599991494881511	463797...221	VC	0313	408	MR STEPHEN KEMP	
<input type="checkbox"/>	599991494881677	455701...857	VC	1013	412	H HICKEY	
<input type="checkbox"/>	599991494881776	414726...607	VC	0914	409	KENNETH W CASLEY	
<input type="checkbox"/>	599991494881867	455701...196	VC	0915	411	MRS VICKIE A KERRIN	
<input type="checkbox"/>	599991494881966	405498...046	VC	1213	444	MR P R I CLARKE	
<input type="checkbox"/>	599991494882048	456432...814	VC	0114	420	FANDL THOMPSON	
<input type="checkbox"/>	599991494882139	535316...363	MC	0615	472	MAURICE R QUANTOCK	
<input type="checkbox"/>	599991494882253	550200...775	MC	0515	427	MATILDA J HICKENNA	
<input type="checkbox"/>	599991494882378	516337...757	MC	0614	474	J A FALLON	
<input type="checkbox"/>	599991494882428	494053...492	VC	0913	451	WILLIAM A WARD	

All of your records will be listed on the screen.

Click on the box beside the payment you wish to alter.

The line will be highlighted.

Click anywhere on the highlighted line – the following screen will appear.



Click on Delete Record.

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.