



BSP INTERNET BANKING Quick Reference Guide

ADD PAYMENT DESCRIPTIONS TO CUSTOMER STATEMENTS



Quick Reference Guide: Add Payment Descriptions to Customer Statements



Use this Quick Reference Guide to:

Add payment descriptions to an Internal Transfer or Domestic Payment to easily identify transactions in your customer statements.

Internal Transfer to Another BSP Account

Add the payment description to the **'Note (Optional)'** field to describe the internal transfer.

A screenshot of the BSP web interface. At the top, there is a green navigation bar with the BSP logo and links for 'Dashboard', 'Trends', and 'Payments'. Below this, a 'View Limits' link is visible. The main section is titled 'Transfer When' and contains two radio buttons: 'Now' (selected) and 'Later'. Below the radio buttons is a text input field labeled 'Note (Optional)'. The field contains the text 'Kids lunch money for the dates 030523 to 100523' and shows '3 Characters Left'. A yellow box highlights the text input field. To the right of the field, a grey tooltip box contains the text 'Enter 1 or more characters, up to a maximum of 80.' with a yellow arrow pointing to the field. At the bottom of the form, there are two buttons: a green 'Transfer' button and a dark grey 'Cancel' button.

The payment description appears in the **'Note'** field when confirming the internal transfer.

A screenshot of the BSP web interface showing the 'Transfer Money' confirmation screen. The top navigation bar is green and includes the BSP logo, 'Dashboard', 'Trends', 'Payments', a search icon, a notification icon with a red '11', and a 'Logout' link. The main content area is titled 'Transfer Money' and displays the following details: 'Transfer To: Test', 'Account Type: Internal', 'Account Number: 2941001241259', 'Account Name: KUPIANO POWER HOUSE', 'Transfer From: 294000007701', 'Amount: PGK20.00', and 'Transfer When: 20 Apr 2023'. Below these details is a text input field labeled 'Note' containing the text 'Kids lunch money for dates 030523 to 100523'. A yellow box highlights the 'Note' field, and a yellow arrow points to it from the right. At the bottom of the form, there are three buttons: a green 'Confirm' button, a dark grey 'Back' button, and a dark grey 'Cancel' button. The footer contains copyright information and links for 'Security Information' and 'Terms and Conditions', along with an 'Activate Windows' watermark.

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This information then appears on customer statements in the **'Description'** field.

Account Currency Code : POK					
Account No : 0000007701					
Account Class : Plus Saver					
Account Type : Saving Account					
Account Currency : Papua New Guinea Kina					

Statement From : 20-APR-2023 To : 20-APR-2023					
Opening Balance : CREDIT 5,020.00					
Total Debits : -70.00					
Total Credits : 0.00					
Closing Balance : CREDIT 4,950.00					
Total Fees and Charges : 0					
Total Interest Paid : 0					
Total Interest Charged : 0					
Total Withholding Tax : 0					

DATE	VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
20-APR-2023	20-APR-2023	Kids lunch money for dates 030523 to 100523	0.00		5,000.00
20-APR-2023	20-APR-2023	FUNDS TRANSFER TO ANOTHER BANK-Family contribution 70004569 Kina Bank-2312301036093000	50.00		4,950.00

Totals			70.00	0.00	4,950.00

			No. of DEBITS 2	AND CREDITS 0	

Domestic Transfer Payment

Add the payment description to the **'Note (Optional)'** field to describe the Domestic Transfer.

Dashboard Trends Payments

View Limits

Transfer When
 Now Later

Note (Optional)
Family contribution
61 Characters Left

Enter 1 or more characters, up to a maximum of 80.

Transfer Cancel

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The payment description appears in the **'Note'** field when confirming the Domestic Transfer.

The screenshot shows the BSP web interface for a Domestic Transfer confirmation. The header includes the BSP logo, navigation links (Dashboard, Trends, Payments), and user options (Logout). A notification banner at the top states: "You initiated a request for Domestic Transfer. Please review details before you confirm!".

Transfer To: Kina Bank
Account Type: Domestic
Account Number: 70004569
Account Name: Kina Bank
Bank Details: 028 Kina Bank Kina Bank 028
Transfer From: 294000007701
Amount: PGK50.00
Transfer When: 20 Apr 2023
Sender Name: Bilas Peles
Address:
Remitter Country: Papua New Guinea

Note: Family contribution

Activate Windows
Go to Settings to activate Windows.

This information also appears on customer statements in the **'Description'** field.

Account Currency Code : KIN
Account No : 0000007701
Account Class : Plus Saver
Account Type : Saving Account
Account Currency : Papua New Guinea Kina

Statement From : 20-APR-2023 To : 20-APR-2023

Opening Balance : CREDIT 5,020.00
Total Debits : -70.00
Total Credits : 0.00
Closing Balance : CREDIT 4,950.00
Total Fees and Charges : 0
Total Interest Paid : 0
Total Interest Charged : 0
Total Withholding Tax : 0

DATE	VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
20-APR-2023	20-APR-2023	Kids lunch money for dates 030523 to 100523 for narrations testing to be verifyd-23123010361520	20.00		5,000.00
20-APR-2023	20-APR-2023	FUNDS TRANSFER TO ANOTHER BANK-Family contribution 70004569 Kina Bank-2312301036093000	50.00		4,950.00

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Additional Support

Please contact the BSP Customer Call Centre:

Phone: (+675) 3201212 or 7030 1212

Email: customerfeedback@bsp.com.pg

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