



Purpose

Use this procedure to nominate a bank account to make direct payments from when paying returns and transactions using **OSRconnect**.

Trigger

Perform this procedure to add your bank account details for the first time, to change account details or to add additional accounts.

Menu Path

Use the following menu paths to begin this transaction:

- **OSR** Homepage
- **OSRconnect**
- **Update Details** tab.

Helpful Hints

- **Note:** when entering bank account details for the first time, you must select the **Country Code** as **AU—Australia** before the remaining account details can be completed and saved.

Procedure



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1. Once the bank account is setup for direct debit you can pay returns/transactions immediately after lodging, using the **Pay** function at the **Confirmation** screen.
2. Click the **Update Details** tab.



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3. Select **Client Details**.



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4. The **Taxpayer Data** screen opens. This screen displays your current details.



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5. Scroll down and click **Additional Bank Data** in the **Bank Accounts** section.



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6. Click **Add**.
7. **Note:** when adding a Bank Account for the first time, the **Country Key** must be selected from the drop-down list.
8. Click the **Country Key** list arrow.



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9. Select **AU Australia** from the list. **Note:** only Australian accounts can be entered.



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10. Enter the **Bank Name**.
11. Enter the **Account Number**.
12. Enter the **Bank BSB** details.
13. Enter the **Account Holder** name.
14. Enter a **Valid To** date for this account. Date format: **dd/mm/yyyy** or use the calendar link.
15. Once all details have been entered—click **Apply**.
16. The status message advises the process was successful.
17. Click **OK** to continue.



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18. The **Bank Account** details are now displayed on the **Taxpayer Data** screen.



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19. Click **Save**.



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20. Click **OK** to confirm.



21. We now detail the process for editing accounts or adding additional accounts.



22. Click **Client Details** (to return to the **Taxpayer Data** screen).



23. Scroll down and click **Additional Bank Data**.



24. Click **Edit** to change the details for the selected account (highlighted in orange).



25. Or click **Add** to enter an additional account.



26. A new blank entry appears (highlighted in orange).



27. Enter/amend the account details in the fields and then click **Apply** to save your changes/additions.



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28. Or click **Cancel** to exit this screen without saving.



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29. Click **Save** (if you made any changes).



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30. The status message advises that changes have been successfully saved.



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31. You can now use the **Direct Payment** facility to pay your returns/transactions immediately when you submit them. Refer to the tutorial **Making a Direct Payment** for instructions on this process.



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32. End of process.