

ANZ TRANSACTIVE
USER GUIDE
AUSTRALIA AND NEW ZEALAND
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Version 1.03

Simplifying and connecting your transaction
banking across Australia and New Zealand

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INTRODUCTION TO THE USER GUIDE

INTRODUCTION TO THE USER GUIDE

Purpose

This User Guide is designed to:

- > assist you with completing common and critical tasks in ANZ Transactive
- > assist you after you complete initial system training
- > be used as a starting point for training new staff, and
- > be used in conjunction with ANZ Transactive Online Help.

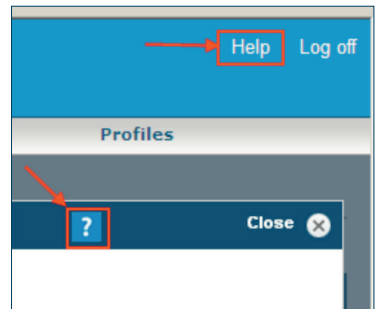
This Guide will be updated with new functionality and information when necessary. Please ensure you regularly check the available version to ensure you have the most up-to-date copy.

Online Help



This Guide has been developed for new users of ANZ Transactive, and must be used in conjunction with the comprehensive ANZ Transactive Online Help. References to additional information in Online Help are indicated by this icon.

In ANZ Transactive, click the Help link at the top of the main screen or the help icon on any window to open a context-appropriate help topic in a separate window.



Updating Your Information and Equipment

Please contact your ANZ Representative for the following:

- > To add, modify or delete Accounts, Products and Security Device Users
- > To order new or replacement Security devices, Smartcard readers and Hardware Security Module (HSM) (Host-to-Host clients only).

Fees

Fees apply for using ANZ Transactive. Please refer to the *ANZ Transactive Fee Schedule* for further information.

INTRODUCTION TO THE USER GUIDE

INFORMATION AND SUPPORT

Getting Started Guide

Included with your Welcome Letter from ANZ is a *Getting Started Guide* to assist you with setting up ANZ Transactive. Refer to this guide for assistance with:

- > Minimum operating requirements
- > Activating your Security Device (if you are a Security Device User)
- > Logging on for the first time
- > Help features
- > Printing and troubleshooting.

ANZ Transactive Resource Central

ANZ Transactive continues to grow and develop with your business needs. Resources are available online to ensure that we are constantly providing you with the latest information.

Once you log on to ANZ Transactive, the Welcome screen will be displayed. From here, you can click on a link to **Resource Central**, or go directly to the site at www.anz.com/ANZTransactiveResourceCentral. This site provides you with all ANZ Transactive resources in one place. For easy access make sure you save this page in your internet browser favourites.

Logging In

Login instructions for both security device users and password users are provided in the *Getting Started Guide*. If you are having any issues with logging in, refer to:

- > your ANZ Transactive Administrator, and/or
- > ANZ Transactive Online Help (if you have access to it).



ANZ Transactive Online Help > Getting Started > Logging In

Further Assistance

This Guide contains information and procedures about key system tasks. If you require further assistance, refer to the comprehensive ANZ Transactive Online Help, which also contains answers to Frequent Questions and a Glossary.

If you are still unable to complete a task, please contact ANZ:

- > In Australia on **133 199** between 7am and 7pm Melbourne time
- > In New Zealand on **0800 800 760** between 7:30am and 7pm New Zealand Time
- > If you are calling internationally, on **+613 9601 1200** between 7am and 7pm Melbourne time.

INTRODUCTION TO THE USER GUIDE

USERS IN ANZ TRANSACTIVE

There are two types of Users in ANZ Transactive:

USER TYPE	DESCRIPTION
Administrators	<p>Administrators are special users of ANZ Transactive who can perform user and system maintenance tasks. All Administrators require a security device.</p> <p>Administrators should also refer to the separate <i>ANZ Transactive Administrator Guide</i>.</p>
Operators	<p>Operators can perform various tasks in ANZ Transactive, depending on the role(s) that have been assigned to them. For example, and Operator may be able to:</p> <ul style="list-style-type: none">> create payments> create payment templates> generate reports, and> approve payments. <p>Operators can be Security Device Users and/or Password Users. Operators require a security device if they need to:</p> <ul style="list-style-type: none">> Release payments, or> Obtain a dynamic exchange for a cross-currency payment (the 'Get Rate' function).

Function Roles and Data Roles

Each user in ANZ Transactive is assigned a Function Role and a Data Role.

Function Roles specify the payment methods and types you can access in ANZ Transactive, including:

- > Domestic Payments
- > Single Payments, and
- > Reporting.

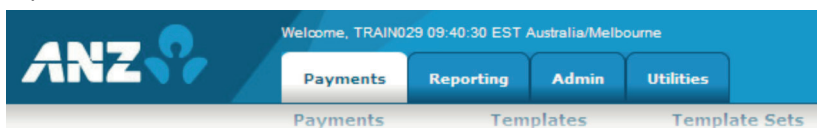
Data Roles give you access to specific accounts and restricted templates at the product and payment type level. This determines what accounts you can access and what type of payments you can make from each account.

Your ANZ Transactive Administrator(s) can assign and modify Function and Data Roles. If you have questions about your level of access to the system and the functions you can perform, ask your local Administrator.

FUNCTIONS IN ANZ TRANSACTIVE

Main Tabs

When you log into ANZ Transactive, the home screen is displayed, with your Username and local time at the top of the screen. There are (up to) four main tabs displayed, which are explained below.



TAB	DESCRIPTION
Payments	Used to make payments, create payment templates and generate payment reports. By default, this tab displays the main Payments Screen where you can view, create, modify, approve and release payments. For more information, see <i>About Payments in ANZ Transactive</i> on page 9.
Reporting	Provides access to a variety of Balance & Transaction Reports. See also <i>Reporting</i> on page 55.
Admin	This tab is visible to Administrators only, and contains ANZ Transactive Administration functions.
Utilities	Contains tools for: <ul style="list-style-type: none">> Managing Toolbar Shortcuts> Changing Your Password (for Password Users)> See also <i>Utilities</i> on page 63.

Working with Screens

There are a number of helpful features that can be used with ANZ Transactive screens that are described in Online Help. For example:

- > Working with lists
- > Filtering and sorting data
- > Using Action Buttons
- > Using Context Menus
- > 'Type-ahead' function.



ANZ Transactive Online Help > Getting Started > Working With ANZ Transactive

ABOUT PAYMENTS IN ANZ TRANSACTIVE

ABOUT PAYMENTS IN ANZ TRANSACTIVE

Payment Methods

There are two main methods of payment you can make in ANZ Transactive:

1. **Domestic Payments** - Domestic Payments are payments made from a single funding account to one or more beneficiary accounts within the same country (Australia or New Zealand). See *Domestic Payments* on page 11.
2. **Single Payments** - In ANZ Transactive, Single Payments are payments that are made from a single funding account to a single beneficiary account. There are up to five types of Single Payments that can be made in ANZ Transactive, depending on your location. See *Single Payments* on page 12.

Payments Screen

The Payments Screen is the central screen for managing all payments in ANZ Transactive. To access the screen, select the **Payments** tab.

From the Payments Screen you can:

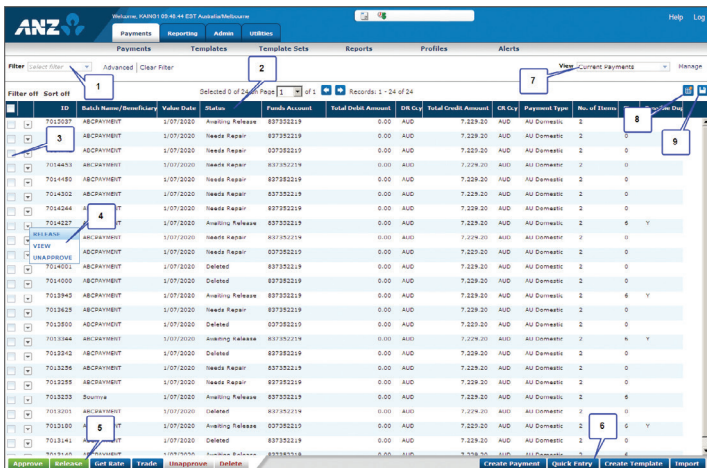
- > view all payments and their status
- > create new payments
- > import payment data from a file
- > view and modify payments
- > approve, unapproved and reject payments
- > release payments (security device required), and
- > get a dynamic exchange rate for a cross-currency payment (security device required).



ANZ Transactive Online Help > Payments > Working with the Payments Screen

The illustration on the following page highlights the main features of the Payments Screen, which are referred to throughout this Guide.

ABOUT PAYMENTS IN ANZ TRANSACTIVE



NUMBER & NAME	DESCRIPTION
1 Filter Fields	Use these fields to filter the list of payments, for example, to show payments of a particular type or status.
2 Columns	When you display the Payments Screen, a standard set of columns is displayed about each payment. Click a column heading to sort data or drag to re-size the column width.
3 Selection Box	Click this box to select one payment or multiple payments.
4 Context Menu	A Context Menu is accessible for each payment by clicking the 'down arrow' next to the payment. The actions available in the Context Menu will vary, depending on the payment status.
5 Action Buttons	Click these buttons to perform an action on a selected payment or payments, e.g. Approve, Reject or Release.
6 Payment Creation Buttons	Click these buttons to create a new payment (from scratch, Quick Entry or File Import), or to create a new template.
7 View Menu	This menu contains a pre-defined list of views for the Payment Screen e.g. Payments Requiring Approval. By default, Current Payments is selected. You can also create and save customised payment views.
8 Customise Columns icon	Use this icon to select which columns are displayed on the Payments Screen.
9 Save List icon	Use this icon to save a customised view of the Payments Screen.

DOMESTIC PAYMENTS

Types of Domestic Payments

There are two types Domestic Payments that can be made in ANZ Transactive:

- > Australian (AU) Domestic Payments
- > New Zealand (NZ) Domestic Payments.

AU Domestic Payments are made from one Australian-domiciled AUD account to one or more Australian-domiciled AUD accounts. They can contain a mix of debit and credit transactions (in relation to or from a single funds account).

NZ Domestic Payments are made from one NZ-domiciled NZD account to one or more NZ-domiciled NZD accounts. They can contain all debit OR all credit transactions (not mixed).

Note: Your organisation may be set up for one or both types of Domestic Payments, depending on where you do business.

Parts of a Domestic Batch Payment

Domestic batch payments consist of two parts:

1. **Payment Header** - contains details that apply to the whole batch, e.g. Funds Account, Batch Name, Trace Account.
2. **Payee Details** - the individual transaction items in the batch payment.

Creating Domestic Payments

You can create AU and NZ Domestic Payments using the following methods:

METHOD	SEE...
From Scratch	<i>Creating a Domestic Payment from Scratch</i> on page 18.
From a Template	<i>Creating Payments from a Template</i> on page 22.
From an Existing Payment	<i>Creating a Payment from an Existing Payment</i> on page 24.
Via File Import	<i>Creating Domestic Payments via File Import</i> on page 26.



ANZ Transactive Online Help > Payments > Creating Payments >
Australian Domestic Payments
New Zealand Domestic Payments

ABOUT PAYMENTS IN ANZ TRANSACTIVE

SINGLE PAYMENTS

Types of Single Payments

There are up to five types of Single Payments that can be created in ANZ Transactive:

PAYMENT TYPE	DESCRIPTION
International	International Payments are payments made into nominated beneficiary accounts worldwide using any tradeable currency.
MultiBank	MultiBank Payments are payment instructions to fund from an offshore account or a non-ANZ Bank account, sent in the form of an Outward MT101 message via the SWIFT network.
Pay Bill /BPAY®* (Australia only)	Pay Bill (BPAY®*) is a national Australian billing service that enables customers to make payments from their accounts to registered billers within Australia. The funding account is always an ANZ AUD account. * BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.
Real Time Gross Settlement (RTGS)	RTGS Payments are high-value domestic payments that are settled the same day. RTGS payments can be made in both Australia and New Zealand.
Transfers	Transfers are the movement of funds between your organisation's ANZ accounts. That is, from any of your Australian or New Zealand ANZ accounts, to any of your other ANZ accounts. If you bank in one geography only, the types of transfers you can make are: <ul style="list-style-type: none">> Same Border/Same-Currency Transfers> Same Border/Cross-Currency Transfers. If you bank in two locations (Trans-Tasman customer), the additional types of transfers you can make are: <ul style="list-style-type: none">> Cross-Border/Same-Currency Transfers> Cross-Border/Cross-Currency Transfers.

Note: Your organisation may be set up for some or all types of Single Payments.



ANZ Transactive Online Help > Payments > Understanding Payments in ANZ Transactive > Payment Types

Creating Single Payments

You can create Single Payments using the following methods:

METHOD	SEE...
From Scratch	<i>Creating a Single Payment from Scratch</i> on page 20.
From a Template	<i>Creating Payments from a Template</i> on page 22.
From an Existing Payment	<i>Creating a Payment from an Existing Payment</i> on page 24.
Via File Import	<i>Creating Single Payments via File Import</i> on page 32.
Via Quick Entry	<i>Creating Payments via Quick Entry</i> on page 36.



ANZ Transactive Online Help > Payments > Creating Payments >
International Payments
MultiBank Payments
Pay Bill Payments
RTGS Payments
Transfers

ABOUT PAYMENTS IN ANZ TRANSACTIVE

PAYMENT CYCLE

In ANZ Transactive, payments move through a process that consists of the following stages:

STAGE	DESCRIPTION	MORE INFORMATION
1	Create the payment	<p>There are several methods for creating payments in ANZ Transactive, e.g. entering details manually, using a template or importing payment data from a file.</p> <p>For Cross Currency Payments, existing contracts can be added during payment creation or a new rate can be retrieved using the Dynamic Rate functionality details in Step 5.</p>
2	Submit the payment for approval	<p>The user who created the payment must submit the payment for approval by a user or users with appropriate entitlements.</p>
3	Approve (or reject) the payment	<p>Selected users are entitled to review and approve payments. The payment may require one or several approvals.</p> <p>Payments can be rejected if they are incorrect.</p> <p>(If a user's role is set up for 'Approve Own' and 'Auto Approve' and only requires one person to approve payments, the payment will be automatically approved.)</p>
4	Release the payment	<p>An entitled user reviews and releases the payment. As a security measure, users who release payments require an ANZ Transactive security device.</p> <ul style="list-style-type: none">> If the released payment does not require a dynamic exchange rate, it is extracted for processing by ANZ. Go to Stage 6.> If the released payment requires a dynamic exchange rate, go to Stage 5.
5	Get a dynamic exchange rate for a cross-currency payment	<p>The ANZ Transactive 'Get Rate' function is used to obtain a real-time exchange rate for a cross-currency payment (security device is required).</p> <p>The payment is then extracted for processing by ANZ.</p>
6	Payment processed by ANZ	<p>The payment is processed and completed by ANZ.</p> <p>If there is a problem with the payment, an error message displays in ANZ Transactive.</p>

 ANZ Transactive Online Help > Payments > Understanding Payments in ANZ Transactive > Payment Approval & Release Process

PAYMENT STATUS

The table below explains the various statuses that you will see on the Payments Screen in ANZ Transactive (in alphabetical order). The status of payment shows where it is in the payment cycle.

STATUS	DESCRIPTION
Approver Rejected	The payment has been rejected by one of the approvers. It will need to be modified and resubmitted for approval.
Awaiting Approval	The payment has been created and submitted for approval. This status is also displayed for payments that have been partially approved, but require further approvals.
Awaiting Processing	The payment has been approved and released to ANZ, and is waiting processing.
Awaiting Release	The payment has been approved and is waiting to be released by an appropriate user.
Complete	The payment has been successfully processed by ANZ.
Deleted	The payment has been deleted. It will remain visible in the system in this status until it is automatically cleared after a data retention period.
In Process	The payment has been sent from ANZ Transactive to the ANZ payment processing systems. Note: If a payment doesn't require manual intervention at ANZ (a limit exception or International Payment repair for example), the payment status will change to Complete after a short time.
Incomplete	The payment has been entered or partially entered and saved as a draft. This status may also indicate that a payment is missing required data or contains inaccurate data. Incomplete payments cannot be submitted for approval until data is completed or corrected.
Needs Rate	A cross-currency payment has been approved and released, and now requires a dynamic exchange rate before it can be processed. The rate must be obtained on the payment's Value Date.
Needs Repair	Indicates that there is an error with an imported payment, which needs to be repaired before the payment can be submitted for approval.
Rejected	The payment has been rejected by ANZ.



ANZ Transactive Online Help > Payments > Understanding Payments in ANZ Transactive > Payment Status

CREATING PAYMENTS

CREATING PAYMENTS

Payments can be created in ANZ Transactive using the following methods:

METHOD	DESCRIPTION
From Scratch	<p>Involves entering payment details 'from scratch' in all the required fields on a screen. This method is useful for one-off payments.</p> <p>See:</p> <ul style="list-style-type: none">> Creating a Domestic Payment from Scratch on page 18> Creating a Single Payment from Scratch on page 20.
From a Template	<p>Involves creating a payment template and then re-using the template to create payments in the future.</p> <p>Payment templates are useful if a payment is made regularly from the same account and for the same purpose.</p> <p>See: Creating Payments from a Template on page 22.</p>
From an Existing Payment	<p>This method involves copying an existing payment to create a new similar payment.</p> <p>See: Creating a Payment from an Existing Payment on page 24.</p>
File Import	<p>This method is used for bulk or batch payments, and involves importing a formatted payment instruction file into ANZ Transactive.</p> <p>Note: Transfers are the only type of payment that cannot be created via file import.</p> <p>See:</p> <ul style="list-style-type: none">> Creating Domestic Payments via File Import on page 26> Creating Single Payments via File Import on page 32.
Quick Entry	<p>Quick Entry is applicable to Single Payment types only. It is similar to creating a payment from a template, but bypasses the standard manual data entry screens and requires you to enter payment details onto a spreadsheet-like grid.</p> <p>See: Creating Payments via Quick Entry on page 36.</p>



ANZ Transactive Online Help > Payments > Understanding Payments in ANZ Transactive > Payment Creation Methods

CREATING PAYMENTS

CREATING A DOMESTIC PAYMENT FROM SCRATCH

Use this procedure to create an AU Domestic Payment or NZ Domestic Payment from scratch in ANZ Transactive. More detailed steps are provided in Online Help:



ANZ Transactive Online Help > Payments > Creating Payments > Australian Domestic Payments > AU Domestic Payments from Scratch

ANZ Transactive Online Help > Payments > Creating Payments > New Zealand Domestic Payments > NZ Domestic Payments from Scratch

Note: If you want to import your transaction items, refer to the procedures in *Creating Domestic Payments via File Import* on page 26.

STEP	ACTION						
1	Select the Payments tab to display the Payments screen.						
2	Click the Create Payment button to display the Create Payment screen.						
3	Complete the two fields in the Payment Information section at the top of the screen.						
	<table border="1"><thead><tr><th>FIELD</th><th>HOW TO COMPLETE</th></tr></thead><tbody><tr><td>Payment Method</td><td>Select Domestic Payments.</td></tr><tr><td>Payment Type</td><td>Select AU Domestic or NZ Domestic.</td></tr></tbody></table>	FIELD	HOW TO COMPLETE	Payment Method	Select Domestic Payments .	Payment Type	Select AU Domestic or NZ Domestic .
FIELD	HOW TO COMPLETE						
Payment Method	Select Domestic Payments .						
Payment Type	Select AU Domestic or NZ Domestic .						
4	The Create Payment screen automatically updates and displays the sections and fields you need to complete for the Domestic Payment. Mandatory fields are highlighted with a red asterisk (*).						
5	In the Payment Header Information section, complete the two sub-sections with details of the payment header: <ul style="list-style-type: none">> Payment Information> Defaults.						
6	You can manually enter transaction items in the Payee Information section via the Detailed View, Summary View or a combination of both. Each method requires you to enter the mandatory and optional payee and payment details, e.g. Payee Name, Account Number and Amount. For details, see the appropriate topic in Online Help.						

STEP	ACTION	
7	Are you ready to submit the payment batch for approval? > If YES, click the Submit button > If NO, click Save Draft button.	
8	When the confirmation message is displayed, you have three options:	
	IF YOU WANT TO...	THEN CLICK...
	view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.
	start a brand new Domestic Payment	Create Payment.
	return to the Payments Screen	Close on the message window.

Next Step

- > If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see *Modifying Payments* on page 39
- > If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.

Note: If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in **Awaiting Release** status.

CREATING PAYMENTS

CREATING A SINGLE PAYMENT FROM SCRATCH

Use this procedure to create a Single Payment from scratch in ANZ Transactive. More detailed steps are provided in Online Help:



ANZ Transactive Online Help > Payments > Creating Payments > Creating a Payment from Scratch

STEP	ACTION						
1	Select the Payments tab to display the Payments screen.						
2	Click the Create Payment button to display the Create Payment screen.						
3	Complete the Payment Information section at the top as follows:						
	<table border="1"><thead><tr><th>FIELD</th><th>HOW TO COMPLETE</th></tr></thead><tbody><tr><td>Payment Method</td><td>Select Single Payment.</td></tr><tr><td>Payment Type</td><td>Select the appropriate Single Payment type:<ul style="list-style-type: none">> International> Multi Bank> Pay Bill> RTGS> Transfer.</td></tr></tbody></table>	FIELD	HOW TO COMPLETE	Payment Method	Select Single Payment .	Payment Type	Select the appropriate Single Payment type: <ul style="list-style-type: none">> International> Multi Bank> Pay Bill> RTGS> Transfer.
FIELD	HOW TO COMPLETE						
Payment Method	Select Single Payment .						
Payment Type	Select the appropriate Single Payment type: <ul style="list-style-type: none">> International> Multi Bank> Pay Bill> RTGS> Transfer.						
4	The Create Payment screen automatically updates and displays the sections and fields you need to complete for the Single Payment. Mandatory fields are highlighted with a red asterisk (*).						
5	Complete the sections and sub-sections on the Create Payment screen. Refer to the procedure for the appropriate payment type in Online Help for details of how to complete each section and field.						
6	Are you ready to submit the payment for approval? <ul style="list-style-type: none">> If YES, click the Submit button> If NO, click Save Draft button (you must have completed at least the mandatory fields).						

STEP	ACTION	
8	When the confirmation message is displayed, you have three options:	
	IF YOU WANT TO...	THEN CLICK...
	view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.
	start a brand new Single Payment	Create Payment.
	return to the Payments Screen	Close on the message window.

Next Step

- > If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see *Modifying Payments* on page 39
- > If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.

Note: If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in **Awaiting Release** status.

CREATING PAYMENTS

CREATING PAYMENTS FROM A TEMPLATE

Use this procedure to create a payment from a template in ANZ Transactive. Before you begin to create a payment from a template, the template must have been created and it must be in the **Approved** status (see *Creating a Payment Template* on page 50).


If the template is Restricted, you must have the appropriate entitlements to use the Restricted Template and entitlements to the Funding Account used in the template.

For more detailed steps, refer to Online Help:



ANZ Transactive Online Help > Payments > Creating Payments > Creating a Payment from a Template

Note: If you have a file of detailed transactions, you can import these transactions into a template via the Import button on the Payments screen. See Online Help for more information.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Click the Create Payment button to display the Create Payment screen.
3	In the top right corner of the screen, in the Create From Existing field, ensure that Template is selected.
4	Click the search icon  to open the list of available templates.
5	Locate the template you want to use, and click on it to select it.
6	A new payment will be created based on the template and the Create Payment screen displays again. Open the Payment Information section at the top of the screen to confirm that you have selected the correct template.
7	Scroll through the Create Payment screen and note the: > fields that have been completed as part of the template, and > fields that still need to be completed. Complete the sections and fields on the Create Payment screen as appropriate, referring to the procedure for the appropriate payment type in Online Help.

STEP	ACTION								
8	<p>Are you ready to submit the payment for approval?</p> <ul style="list-style-type: none"> > If YES, click the Submit button > If NO, click Save Draft button (you must have completed at least the mandatory fields). 								
9	<p>When the confirmation message is displayed, you have three options:</p> <table border="1"> <thead> <tr> <th>IF YOU WANT TO...</th> <th>THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td>view the payment in a <i>Payment Detail Report</i> that you can print and export</td> <td>Print Details.</td> </tr> <tr> <td>start a brand new payment using the same template</td> <td>Create Payment.</td> </tr> <tr> <td>return to the Payments screen</td> <td>Close on the message window.</td> </tr> </tbody> </table>	IF YOU WANT TO...	THEN CLICK...	view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.	start a brand new payment using the same template	Create Payment.	return to the Payments screen	Close on the message window.
IF YOU WANT TO...	THEN CLICK...								
view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.								
start a brand new payment using the same template	Create Payment.								
return to the Payments screen	Close on the message window.								

Next Step

- > If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see *Modifying Payments* on page 39
- > If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.

CREATING PAYMENTS

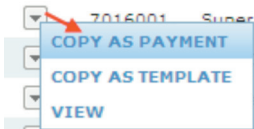
CREATING A PAYMENT FROM AN EXISTING PAYMENT

Use this procedure to create a payment from an existing payment in ANZ Transactive. The payment upon which you want to base the new payment must have been approved at some time in the last 90 days, i.e. in status **Awaiting Release, In Process, Needs Rate or Completed**.

The **Payment Method** and **Payment Type** cannot be changed in the new payment, so copy a payment that is the same Method and Type as the one you want to create.



ANZ Transactive Online Help > Payments > Creating Payments > Creating a Payment from an Existing Payment

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Locate the payment that you want to copy, and select COPY AS PAYMENT from the context menu. 
	Result: A new payment is created and the Copy As New screen displays.
3	If you copied a Domestic Payment, make a selection about which transaction items you want to copy in the Payment Information section: Held Items Only or All Items .
4	You can now add and change any necessary details of the copied payment to create a new payment. The payment amount(s) and date are not copied and will need to be completed at a minimum for the new payment. For detailed instructions, refer to the procedure for the appropriate payment type in Online Help.
5	Are you ready to submit the payment for approval? > If YES, click the Submit button > If NO, click Save Draft button.

STEP	ACTION								
6	When the confirmation message is displayed, you have three options:								
	<table border="1"> <thead> <tr> <th>IF YOU WANT TO...</th> <th>THEN CLICK...</th> </tr> </thead> <tbody> <tr> <td>view the payment in a <i>Payment Detail Report</i> that you can print and export</td> <td>Print Details.</td> </tr> <tr> <td>start a brand new payment of the same type</td> <td>Create Payment.</td> </tr> <tr> <td>return to the Payments screen</td> <td>Close on the message window.</td> </tr> </tbody> </table>	IF YOU WANT TO...	THEN CLICK...	view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.	start a brand new payment of the same type	Create Payment.	return to the Payments screen	Close on the message window.
IF YOU WANT TO...	THEN CLICK...								
view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.								
start a brand new payment of the same type	Create Payment.								
return to the Payments screen	Close on the message window.								

Next Step

- > If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see *Modifying Payments* on page 39
- > If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.

Note: If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in **Awaiting Release** status.

CREATING PAYMENTS

CREATING DOMESTIC PAYMENTS VIA FILE IMPORT

Methods of File Import

There are two main types of Domestic Payment file import into ANZ Transactive, using the **Import** button from the Payments screen.

TYPE	DESCRIPTION
Full File Import	Imports a file that contains all required payment information.
Detailed Import	This method requires entering the payment header information manually or from template, then importing the detailed transaction items in a file. Note: Detailed Import can also be used when modifying an existing payment, via the Detail Import button. See <i>Modifying Payments</i> on page 39.

File Formats

The table below shows the file formats that must be used for Domestic Payment file imports. For full specifications of file formats, please refer to the *ANZ Transactive File Formats* document on ANZ Transactive Resource Central.

DOMESTIC PAYMENT TYPE	IMPORT METHOD	FILE FORMAT REQUIRED
Australian	Full File Import	ABA file
	Detailed Import	ABA or CSV file
New Zealand	Full File Import	CSV file (NZ Domestic CSV)
	Detailed Import	CSV file: > With Control Record - NZ > Without Control Record - NZ.



ANZ Transactive Online Help > Payments > Creating Payments > Australian Domestic Payments > AU Domestic Payments via File Import

ANZ Transactive Online Help > Payments > Creating Payments > New Zealand Domestic Payments > NZ Domestic Payments via File Import

Domestic Payments - Full File Import

Use this procedure to import AU Domestic Payments or NZ Domestic Payments via the Full File Import method. Before you begin, payment data must be prepared in a compatible file - refer to the *ANZ Transactive File Formats* document on ANZ Transactive Resource Central. Also see ANZ Transactive Online Help for important information about preparing Domestic Payment files for import to ANZ Transactive.

Tip: If you require the payment to be restricted (e.g. Payroll), consider using the With/Without Control Record (NZ Domestic) or Detail Import ABA/CSV (AU Domestic) file format options with the batch header created from a restricted template.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Click the Import button to display the Import File window.
3	In the Format section, select: > ABA for an Australian payments file, or > NZ Domestic CSV for a NZ payments file.
4	In the Import As field, ensure Payments is selected.
5	In the Payment Information section that is now displayed, complete the additional: > Statement details for an AU Domestic Payment, or > Originator details for a NZ Domestic Payment.
6	In the File section, click the Browse button to locate and select the payment file. Note: If your Administrator has set up a Restricted File Import path for Domestic Payments, you must be entitled to import files via that path.
7	After you have selected the file, click Import .
8	A 'File Import in Progress' message displays. Close the message to re-display the Payments Screen.

CREATING PAYMENTS

STEP	ACTION
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- 9 While the payment file is being imported, a moving 'Processing' icon is displayed at the top of the screen. When the import has finished, a 'page' icon is displayed at the top of the screen with the name of the imported file.



Click this icon to open the *File Import Status Report*.

-
- 10 On the File Import Status Report, check the overall **Import Status**.

IF IT IS...	THEN...
-------------	---------

Failed	the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following: <ul style="list-style-type: none">> Refer to the <i>ANZ Transactive File Formats</i> document to ensure your file is compatible with ANZ Transactive> Contact your accounting software vendor> Contact the ANZ Transactive Helpdesk.
--------	---

Success	check the status of the individual transaction items (Valid or Needs Repair) and note the number of Needs Repair items, if any.
---------	--

- 11 Close the Import Report and locate the Domestic Payment on the Payments screen.
- > Domestic Payments that imported with no errors will be in **Awaiting Approval** status. See *Approving (and Rejecting) Payments* on page 41
 - > Domestic Payments that imported with minor errors will be in **Needs Repair** status. See *Repairing Domestic Payments Full File Import* below.
-

Repairing Domestic Payments Full File Import

If a Domestic Payment has not imported successfully via Full File Import and the payment is in **Needs Repair** status, do the following:

- > Select to **MODIFY** the payment from the Payments Screen
- > Locate the problem in the **Payment Header**, or the problem transaction item(s) in the **Payee Information** section

- > If a transaction item is in **Needs Repair** status, then click the **View/Edit** link to open the transaction, locate the invalid or missing information and repair the transaction
- > If you can repair the payment and/or transactions, edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair a transaction, consider deleting it or checking the Hold box to hold the transaction from the batch.

Domestic Payments - Detailed Import

Use this procedure to import AU Domestic Payments or NZ Domestic Payments Transaction Items, where the batch header details originate from an existing Template or are entered manually.


Before you begin:

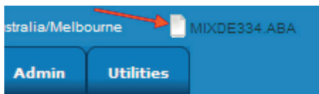
- > Australian Domestic Payment data must be prepared in an ABA or CSV file
- > New Zealand Domestic Payment data must be prepared in a CSV file (either With Control Record or Without Control Record).

For full file specifications, refer to the *ANZ Transactive File Formats* document on ANZ Transactive Resource Central.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Click the Import button to display the Import File window.
3	In the Format section, select: <ul style="list-style-type: none"> > Detailed ABA or Detailed CSV for an Australian detailed import file, or > Detailed With Control Record for a NZ detailed import file, or > Detailed Without Control Record for a NZ detailed import file
4	Ensure that Payments is selected in the Import As field.

CREATING PAYMENTS

STEP	ACTION
5	<p>In the Payment Information section, select how you want to enter the Payment Header information:</p> <ul style="list-style-type: none">> Select Freeform to enter the details manually. Go to Step 6> Select Template to obtain the details from an existing template. Go to Step 7. <p>Note: Payments can only be restricted where the batch header is created from a Restricted Template.</p>
6	<p>Enter the payment header details in the Payment Information section manually. For assistance, see the appropriate topic in ANZ Transactive Online Help. Then go to Step 8.</p>
7	<ul style="list-style-type: none">> Click the search icon  to display the Template Lookup window> Select the template to use. (You will only see Restricted Templates if you have been given access via your Data Role)> Go to Step 8.
8	<p>In the File Section, click the Browse button to locate and select the import file.</p> <p>Note: If your Administrator has set up a Restricted File Import path for Domestic Payments, you must be entitled to import files via that path.</p>
9	<p>When you have selected the file, click Import.</p> <p>A 'Detail Import in Progress' message displays. Close the message to re-display the Payments screen.</p>
10	<p>While the transaction items are being imported, a moving 'Processing' icon will be displayed at the top of the screen.</p> <p>When the import has finished, a 'page' icon is displayed at the top of the screen with the imported file name.</p>



Click this icon to open the *Payment Detail Import Status Report*.

STEP	ACTION
11	<p>In the <i>Payment Detail Import Status Report</i>, check the overall file Import Status.</p> <ul style="list-style-type: none"> > If Failed, then the file failed to import and you will have to check the import file format, resolve the problems and re-import the file > If Success, check the status of the individual transaction items (Valid or Needs Repair) and note the number of Needs Repair items.
12	<p>Close the Import Report and locate the Domestic Payment on the Payments screen.</p> <ul style="list-style-type: none"> > Domestic Payments that imported with no errors will be in Awaiting Approval status. See <i>Approving (and Rejecting) Payments</i> on page 41 > Domestic Payments that imported with minor errors will be in Needs Repair status. See <i>Repairing Domestic Payments Detailed Import</i> below.

Repairing Domestic Payments Detailed Import

If Domestic Payment transaction items have not imported successfully and the payment is in **Needs Repair** status, do the following:

- > Select to **MODIFY** the Domestic Payment from the Payments screen
- > Scroll to the **Payee Information** section and identify the transactions that are in **Needs Repair** status
- > If you can repair the transaction item, edit the appropriate field(s) in Summary View or Detailed View
- > Try to **Submit** the payment for approval
- > Click the **View/Edit** link to open the transaction, locate the invalid or missing information and repair the transaction
- > If you can repair the transaction(s), edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair a transaction, consider deleting it or checking the Hold box to hold the transaction from the batch.

CREATING PAYMENTS

CREATING SINGLE PAYMENTS VIA FILE IMPORT

Method of File Import

Single Payments must be imported into ANZ Transactive using Full File Import, via the **Import** button from the Payments screen.

While multiple Single Payments can be imported in a file, they cannot be processed as a batch. Each payment in the file will be spilt into a Single Payment and will be listed separately on the Payments screen.

File Formats

The table below shows the file formats that can be used for importing Single Payments. For full specifications of file formats, please refer to the *ANZ Transactive File Formats* document, available from ANZ Transactive Resource Central.

SINGLE PAYMENT TYPE	ACCEPTABLE FILE FORMATS	APPLICABLE TO...
International	MT101 (preferred)	Australia & New Zealand
	WIRS	Australia only (legacy ANZ Online file format)
	NZ International CSV	New Zealand only
RTGS	MT101 (preferred)	Australia & New Zealand
	WIRS	Australia only (legacy ANZ Online file format)
MultiBank	MT101	Australia & New Zealand
Pay Bill	BPAY® Batch Entry Method file (Single Debit/Single Credit)	Australia only
Transfers	Cannot be imported via file	N/A

Note: MT101 files are the preferred file format for all Single Payment types except Pay Bill.

* BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.

Multiple Single Payments

When importing Single Payments via Full File Import, you can include a combination of RTGS, MultiBank and International Payments in the one MT101 file, which will be separated into individual payments in ANZ Transactive.

For example, in the one MT101 file, you could have 5 International Payments, 10 RTGS Payments and one MultiBank Payment.

Single Payments File Import Procedure

Use this procedure to import Single Payments via Full File Import. Before you begin, data must be prepared in a compatible file format. For full file format specifications, refer to the *ANZ Transactive File Formats* document on ANZ Transactive Resource Central.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Click the Import button to display the Import File window.
3	In the Format section, select the appropriate file format: <ul style="list-style-type: none">> MT101 (preferred)> WIRS (Australia only)> NZ International CSV (NZ only), or> BPAY (Australia only).
4	In the Import As field, ensure Payments is selected.
5	In the File section, click the Browse button to locate and select the payment file. Note: If your Administrator has set up a Restricted File Import path for Single Payments, you must be entitled to import files via that path.
6	After you have selected the file, click Import . A 'File Import in Progress' message displays. Close the message to re-display the Payments screen.

CREATING PAYMENTS

STEP	ACTION
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- 7 At the top of the Payments screen, a moving 'Processing' icon displays as the file is being imported.
- When the file has been imported, a page icon is displayed. Click this icon to open the *File Import Status Report*.



- 8 Check the report for the overall Import Status.
- > If **Failed**, then the file has not imported correctly and no payments have been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following:
 - Refer to the *ANZ Transactive File Formats* document to ensure your file is compatible with ANZ Transactive
 - Contact your accounting software vendor
 - Contact the ANZ Transactive Helpdesk.
 - > If **Success**, then check the status of the individual payments in the file (Accepted, Needs Repair or Rejected).

- 9 If there are any payments with the status **Rejected**, click on the item within the *File Import Status Report* to see details for the reason for the rejection.
- Close the report when finished.

- 10 On the Payments screen, check for the imported Single Payment(s):
- > Single Payments that imported with no errors will be in **Awaiting Approval** status. See *Approving (and Rejecting) Payments* on page 41
 - > Single Payments that imported with minor errors will be in **Needs Repair** status. See *Repairing Imported Single Payments* on the next page.
-

Repairing Imported Single Payments

If a payment or payments in the file has not imported successfully and the payment is in **Needs Repair** status:

- > Select to **REPAIR** the payment from the Payments screen
- > Locate the problem in the payment. Incorrect fields will be highlighted in red
- > If you can repair the payment, edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair the payment, try the following:
 - Refer to the *ANZ Transactive File Formats* document to ensure your file is compatible with ANZ Transactive
 - Contact your accounting software vendor
 - Contact the ANZ Transactive Helpdesk.

CREATING PAYMENTS

CREATING PAYMENTS VIA QUICK ENTRY

Use this procedure to create Single Payments via the Quick Entry method. You can enter a variety of payment types from a template or template set, and submit them for approval at the same time.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Click the Quick Entry button to display the Quick Entry screen.
3	<p>If you know the name of the template or template set, type it in the Template Name field in the first row.</p> <p>If you do not know the name of the template:</p> <ul style="list-style-type: none">> Select Template Set or Template at the top right of the screen> Click the Search icon> Locate the template or template set you want to use to create payments, and click on it to select it.
4	<p>The data in the template/template set is populated as lines on the Quick Entry screen. If you selected a:</p> <ul style="list-style-type: none">> template, a single payment (line) will display> template set, multiple payments (lines) will display.
5	<p>Complete the missing data in the payment if necessary (for example, the Statement Reference and Amount).</p> <p>Tip: You can only enter data in the fields surrounded by a black box.</p>
6	Continue to add payments by repeating this procedure from Step 3 .
7	<p>Are you ready to submit the payments for approval?</p> <ul style="list-style-type: none">> If YES, click the Submit button> If NO, you cannot save Quick Entry Payments as a draft. If you exit the screen, the payments you have entered so far will not be saved.

STEP	ACTION	
8	When the confirmation message is displayed, you have three options:	
	IF YOU WANT TO...	THEN CLICK...
	view the payment(s) in a <i>Payment Detail Report</i>	Print Details.
	enter new payments using Quick Entry	Create Another.
	return to the Payments screen	Close on the message window.

Next Step

The payment(s) you submitted will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.

MODIFYING, APPROVING & RELEASING PAYMENTS

MODIFYING, APPROVING & RELEASING PAYMENTS

MODIFYING PAYMENTS

Use this procedure to edit or modify the details of payment before submitting it for approval. You can modify a payment that is **Incomplete**, **Awaiting Approval** or **Approver Rejected**.

Note: To modify a payment that has already been approved and is **Awaiting Release** or a payment in **Needs Rate** status, you must unapprove the payment first.

STEP	ACTION								
1	<p>If you are currently viewing:</p> <ul style="list-style-type: none">> the Payments Screen, locate the payment that you want to modify and select MODIFY from the context menu> the individual payment in a Details screen, click the Modify button. <p>Result: The payment is opened in a Modify screen.</p>								
2	<p>Modify or complete the payment details as necessary.</p> <p>Note: For Domestic Payments, this includes the option to append to or replace the existing transaction items via the Detail Import button on the Modify Domestic Payment screen.</p>								
3	<p>Are you ready to submit the payment for approval?</p> <ul style="list-style-type: none">> If YES, click the Submit button> If NO, click the Save Draft button> If you want to return to the Payments screen without saving your modifications, click Cancel.								
4	<p>When the confirmation message is displayed, you have three options:</p> <table border="1"><thead><tr><th>IF YOU WANT TO...</th><th>THEN CLICK...</th></tr></thead><tbody><tr><td>view the payment in a <i>Payment Detail Report</i> that you can print and export</td><td>Print Details.</td></tr><tr><td>start a brand new payment of the same type</td><td>Create Payment.</td></tr><tr><td>return to the Payments screen</td><td>Close on the message window.</td></tr></tbody></table>	IF YOU WANT TO...	THEN CLICK...	view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.	start a brand new payment of the same type	Create Payment.	return to the Payments screen	Close on the message window.
IF YOU WANT TO...	THEN CLICK...								
view the payment in a <i>Payment Detail Report</i> that you can print and export	Print Details.								
start a brand new payment of the same type	Create Payment.								
return to the Payments screen	Close on the message window.								

MODIFYING, APPROVING & RELEASING PAYMENTS

Next Step

- > If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, repeat this procedure
- > If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See *Approving (and Rejecting) Payments* on page 41.



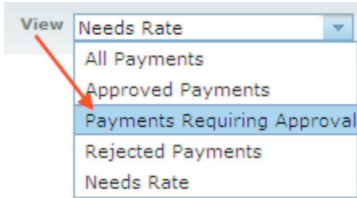
ANZ Transactive Online Help > Payments > Working with Payments > Modifying a Payment

APPROVING (AND REJECTING) PAYMENTS

Use this procedure to approve (or reject) payments with a status of **Awaiting Approval**. You must have the appropriate entitlements to approve payments. You can approve or reject payments individually, or several at a time.

If you want to Approve or Reject Payments using your iOS device via the ANZ Transactive Trans-Taman App, refer to the *ANZ Transactive Mobile User Guide*.

Note: If your user role is set up for 'Approve Own'/'Auto Approve' and only requires one person to approve payments, payments will be automatically approved and changed to **Awaiting Release** status.

STEP	ACTION
1	Select the Payments tab to display the main Payments screen.
2	Locate the payment or payments you need to review, which will have the status of Awaiting Approval . It is recommended you select Payments Requiring Approval from the View menu. 
3	For each payment, select VIEW from the context menu to display the Details screen and check the details of the payment. Note: If you believe that there is an error that needs to be corrected before the payment can be approved, you will need to reject the payment.
4	When you have finished reviewing the payment, click Close to exit the payment or the Next button to view the next payment in the list (if appropriate).

MODIFYING, APPROVING & RELEASING PAYMENTS

STEP	ACTION										
5	When you are ready to approve (or reject) the payment(s), refer to the table below. <table border="1"><thead><tr><th>IF YOU WANT TO...</th><th>THEN...</th></tr></thead><tbody><tr><td>approve a single payment</td><td>select APPROVE from the payment's context menu, or select the box to the left of the payment and click Approve. Go to Step 6.</td></tr><tr><td>approve multiple payments</td><td>check the selection boxes to the left of the payments and click Approve. Go to Step 7.</td></tr><tr><td>reject a single payment</td><td>select REJECT from the payment's context menu, and a Reject Reason window displays. Go to Step 8.</td></tr><tr><td>reject multiple payments</td><td>check the selection boxes to the left of the payments and click Reject, and a Reject Reason window displays. Go to Step 9.</td></tr></tbody></table>	IF YOU WANT TO...	THEN...	approve a single payment	select APPROVE from the payment's context menu, or select the box to the left of the payment and click Approve . Go to Step 6 .	approve multiple payments	check the selection boxes to the left of the payments and click Approve . Go to Step 7 .	reject a single payment	select REJECT from the payment's context menu, and a Reject Reason window displays. Go to Step 8 .	reject multiple payments	check the selection boxes to the left of the payments and click Reject , and a Reject Reason window displays. Go to Step 9 .
IF YOU WANT TO...	THEN...										
approve a single payment	select APPROVE from the payment's context menu, or select the box to the left of the payment and click Approve . Go to Step 6 .										
approve multiple payments	check the selection boxes to the left of the payments and click Approve . Go to Step 7 .										
reject a single payment	select REJECT from the payment's context menu, and a Reject Reason window displays. Go to Step 8 .										
reject multiple payments	check the selection boxes to the left of the payments and click Reject , and a Reject Reason window displays. Go to Step 9 .										
6	A Payment Approval confirmation message displays. Click: <ul style="list-style-type: none">> Print Details to view the <i>Payment Detail</i> Report> Copy As Template to create a template from the approved payment, or> Close to exit the message and redisplay the Payments Screen.										
7	<ul style="list-style-type: none">> If all payments are successfully approved, a confirmation message displays> If one or all payments cannot be successfully approved, a message Not all of the items selected are eligible for approval displays. Click OK to process the valid transactions or click Cancel to re-select payments for approval.										
8	Enter a reason for rejecting the payment in the Reject Reason field and click OK . Result: A Payment Rejection confirmation message displays. Click: <ul style="list-style-type: none">> Print Details to view the Payment Detail Report, or> Close to exit the message and redisplay the Payments Screen.										

STEP	ACTION
9	<p>Enter a reason for rejecting the payments in the Reject Reason field and click OK.</p> <ul style="list-style-type: none"> > If all payments are successfully rejected, a confirmation message displays. Click Print Details to view a Payment Detail Report, or Close to exit the message and redisplay the Payments Screen > If one or all payments cannot be rejected, a message Not all of the items selected are eligible for rejection displays. Click OK to process the valid transactions or click Cancel to re-select payments for rejection.

Next Step

Approved payments will have the status **Awaiting Release**. See *Releasing Payments* on page 44.

Rejected payments will have the status **Approver Rejected**. The payment will have to be modified and re-submitted for approval.



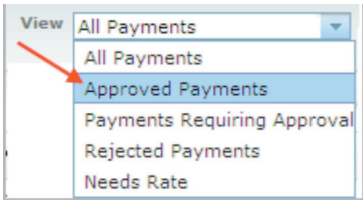
ANZ Transactive Online Help > Payments > Working with Payments > Approving or Rejecting a Payment

MODIFYING, APPROVING & RELEASING PAYMENTS

RELEASING PAYMENTS

Use this procedure to release a payment in ANZ Transactive, so it can be sent to ANZ for processing. Payments must be released after they are approved, by an appropriately entitled user with a security device. A payment that is ready to be released will have the status of **Awaiting Release**. Multiple payments can be released at the same time.

If you want to Release Payments using your iOS device via the ANZ Transactive Trans-Taman App, refer to the *ANZ Transactive Mobile User Guide*.

STEP	ACTION						
1	Select the Payments tab to display the Payments screen.						
2	To view only payments that are ready for release, select Approved Payments from the View menu. 						
3	If you want to view the details of a payment before releasing it, select to VIEW the payment from the context menu.						
4	When you are ready to release the selected payment(s), click the Release button. Result: The GemSafe eSigner popup window displays, summarising the payments you have selected to release. Note: If a warning message displays, read it carefully and decide whether you want to proceed with releasing the payment.						
5	<table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>If you are using a Smartcard or Smart USB Key</td><td>The GemSafe eSigner popup window displays, summarising the payments you have selected to release. Go to Step 6.</td></tr><tr><td>If you are using a Token</td><td>The release window displays. Go to Step 7.</td></tr></tbody></table>	IF...	THEN...	If you are using a Smartcard or Smart USB Key	The GemSafe eSigner popup window displays, summarising the payments you have selected to release. Go to Step 6 .	If you are using a Token	The release window displays. Go to Step 7 .
IF...	THEN...						
If you are using a Smartcard or Smart USB Key	The GemSafe eSigner popup window displays, summarising the payments you have selected to release. Go to Step 6 .						
If you are using a Token	The release window displays. Go to Step 7 .						

STEP	ACTION
6	<p>To release the listed payments with a Smartcard or Smart USB key:</p> <ul style="list-style-type: none"> > Insert your security device (Smartcard or Smart USB Key) > Click Sign & Submit > Enter your PIN in the GemSafe eSigner popup window > Click OK.
7	<p>To release the listed payments with a Token:</p> <ul style="list-style-type: none"> > Switch on the Token and enter your PIN > Press 2 > Enter the 6 digits from the Token Entry Field on the screen into the Token > Press ◀ to display the Transaction Signature> Enter the Transaction Signature into the Transaction Signature Field on the release screen > Select Submit.
8	<p>If all payments are successfully released, a confirmation message displays.</p>

Next Step

Payments that do not require a dynamic exchange rate are sent to ANZ for processing and change to **In Process** or **Awaiting Processing** status.

Payments that require a dynamic exchange rate change to **Needs Rate** status. Go to *Getting a Dynamic Rate for a Payment* on page 47.



ANZ Transactive Online Help > Payments > Working with Payments > Releasing a Payment

MODIFYING, APPROVING & RELEASING PAYMENTS

UNAPPROVING PAYMENTS

Use this procedure to unapprove a payment that is **Awaiting Release, Awaiting Processing** or **Needs Rate**.

Note that you cannot unapprove:

- > a payment that is In **Process**, or
- > a cross-currency payment that has gone through the Get Rate process (i.e. obtained a dynamic exchange rate), although you can unapprove a cross-currency payment that used a pre-determined (Contract) rate.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	Locate the payment that you want to unapprove.
3	Select UNAPPROVE from the context menu.
4	The payment will revert to Awaiting Approval and can now be modified, deleted or re-submitted for approval.

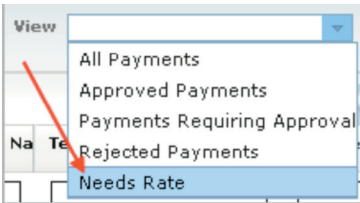


ANZ Transactive Online Help > Payments > Working with Payments > Unapproving a Payment

GETTING A DYNAMIC RATE FOR A PAYMENT

Use this procedure to get a dynamic exchange rate for a cross-currency payment in the **Needs Rate** status. The payment must be approved and released before it is eligible for a dynamic exchange rate. The 'Get Rate' function can only be used by an appropriately entitled user with an ANZ Transactive security device.

If you want to get a rate for a Payments using you iOS device via the ANZ Transactive Trans-Taman App, refer to the *ANZ Transactive Mobile User Guide*.

STEP	ACTION
1	Select the Payments tab to display the Payments screen.
2	From the View menu in the top right, select Needs Rate to display payments that are eligible for a dynamic exchange rate (i.e. Value Date = today). 
3	To get a rate for: <ul style="list-style-type: none">> one payment only, select GET RATE from the payment's context menu> multiple payments, select the payments from the list, then click the Get Rate button.
4	After a moment, one of the following will happen: <ul style="list-style-type: none">> If a rate is successfully obtained, it will display in the FX Rate column and an expiry time will start to count down in the Result column. Go to Step 5> If a rate is not successfully obtained within 15 seconds, the message <i>Awaiting Rate From FX Dealer</i> is displayed. If the rate is successfully obtained after this time, go to Step 5.> If the rate can not be obtained the message <i>Rate request failed, please retry is displayed and you should try again in a few minutes.</i>

MODIFYING, APPROVING & RELEASING PAYMENTS

STEP	ACTION						
5	Do you want to accept the displayed exchanged rate?						
	<table border="1"><thead><tr><th>IF...</th><th>THEN...</th></tr></thead><tbody><tr><td>yes</td><td>select the payment and click the Trade button or select TRADE from the context menu of the payment. Go to Step 6.</td></tr><tr><td>no</td><td>let the time expire. Quote Expired will display in the Result column. To obtain a rate again, repeat this procedure from Step 4.</td></tr></tbody></table>	IF...	THEN...	yes	select the payment and click the Trade button or select TRADE from the context menu of the payment. Go to Step 6 .	no	let the time expire. Quote Expired will display in the Result column. To obtain a rate again, repeat this procedure from Step 4 .
IF...	THEN...						
yes	select the payment and click the Trade button or select TRADE from the context menu of the payment. Go to Step 6 .						
no	let the time expire. Quote Expired will display in the Result column. To obtain a rate again, repeat this procedure from Step 4 .						
6	<p>If you trade on the exchange rate, the message <i>Trade in progress</i> displays briefly, then <i>Trade Success</i> and a Contract ID are displayed.</p> <p>The payment is automatically sent to ANZ for processing and the payment status will change to In Process.</p>						



ANZ Transactive Online Help > Payments > Working with Payments > Getting a Rate for a Cross-Currency Payment

PAYMENT TEMPLATES

PAYMENT TEMPLATES

Introduction

If you make regular payments from the same account and for the same purpose, you can create a Payment Template. You can then use the Payment Template when creating the payment in the future to save time and effort.

Template Status

Just like payments, once a Payment Template has been created, it must be approved by a user with appropriate entitlements (but does not have to be released).

The Templates screen is the main screen for viewing, creating, modifying and approving templates. Access the screen by selecting **Payments > Templates**.



ANZ Transactive Online Help > Payments > Payment Templates > The Templates Screen

Creating Templates

There are several ways to create a payment template:

- > Create from scratch
- > Create from an existing payment
- > Create from an existing template
- > Create via full file import using the **Import** button on the Payments screen (AU Domestic Payments in ABA format or Single Payments in MT101 format only)
- > Create via detailed file import using the **Import** button on the Payments screen.

This topic covers the procedure for creating a payment template from scratch.

Template Sets

You can save several Payment Templates to create a Template Set. A Template Set enables you to quickly create multiple payments of different types via Quick Entry.



ANZ Transactive Online Help > Payments > Payment Template Sets

Recurring (Scheduled) Payments

Once you have an Approved template for Domestic Payments, you can set up a schedule for recurring payments. The ability to schedule templates applies to Domestic Payment templates only.



ANZ Transactive Online Help > Payments > Payment Templates > Setting Up a Payment Template Schedule (Recurring Payments)

PAYMENT TEMPLATES

CREATING A PAYMENT TEMPLATE

STEP	ACTION												
1	Select Payments > Templates to display the Templates screen.												
2	Click the Create Template button to display the Create Template screen.												
3	Complete the fields in the Payment Information section at the top of the screen as follows: <table><thead><tr><th>FIELD</th><th>HOW TO COMPLETE</th></tr></thead><tbody><tr><td>Payment Method</td><td>Select Domestic Payments or Single Payment.</td></tr><tr><td>Payment Type</td><td>Select the appropriate payment type for the template you want to create.</td></tr><tr><td>Restrict</td><td>Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users). Note: If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.</td></tr><tr><td>Template Name</td><td>Enter a template name of up to 12 characters.</td></tr><tr><td>Template Description</td><td>Enter a short description of the Payment Template (up to 35 characters, including spaces).</td></tr></tbody></table>	FIELD	HOW TO COMPLETE	Payment Method	Select Domestic Payments or Single Payment .	Payment Type	Select the appropriate payment type for the template you want to create.	Restrict	Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users). Note: If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.	Template Name	Enter a template name of up to 12 characters.	Template Description	Enter a short description of the Payment Template (up to 35 characters, including spaces).
FIELD	HOW TO COMPLETE												
Payment Method	Select Domestic Payments or Single Payment .												
Payment Type	Select the appropriate payment type for the template you want to create.												
Restrict	Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users). Note: If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.												
Template Name	Enter a template name of up to 12 characters.												
Template Description	Enter a short description of the Payment Template (up to 35 characters, including spaces).												
4	When you have completed the fields above, click out of the Payment Information section or click Save Draft and the screen will automatically refresh with more sections and fields.												

STEP ACTION

- 5 The sections that are displayed on the Create Template screen will vary depending on the payment type chosen. At a minimum, you must complete the mandatory fields, indicated by a red asterisk (*).

Note: Template Amount

When creating Single Payment template, you can specify a payment amount or leave the payment amount as zero.

When creating a Domestic Payment template, you can choose to enter:

- > one or more transaction items with amounts
- > one or more transaction items with no amounts, or
- > no transaction items at all (i.e. the template contains only Payment Header Information).



For details on completing each section, refer to the procedure for the appropriate procedure in ANZ Transactive Online Help.

-
- 6 Are you ready to submit the template for approval?
- > If YES, click the **Submit** button
 - > If NO, click **Save Draft** button.

-
- 7 When the confirmation message is displayed, decide what to do next:

IF YOU WANT TO...

THEN CLICK...

view the template details in a report that you can print and export

Print Details.

start a brand new template

Create Template.

create a payment from the template you just created

Copy as Payment.

return to the Templates screen

Close on the message window.

PAYMENT TEMPLATES

Next Step

- > If you saved the template as a draft, it will be listed on the Templates screen as **Incomplete**. When you are ready to complete the template, select to modify it and submit it for approval
- > If you submitted the template for approval, it will display on the Templates screen as **Awaiting Approval**. It must be reviewed and approved by another user with appropriate entitlements. See *Approving a Payment Template* on page 53.

Note: After approval, a restricted template must be assigned to an appropriate Data Role by an ANZ Transactive Administrator before it can be used to create payments.



ANZ Transactive Online Help > Payments > Payment Templates >
Creating a Payment Template

APPROVING A PAYMENT TEMPLATE

Use this procedure to approve (or reject) a template that has been created or modified. You cannot approve a template that you created or modified (unless your User Group is set up for Single Administration).

STEP	ACTION	
1	Select Payments > Templates to display the Templates screen.	
2	Locate the template to approve with the status Awaiting Approval .	
3	Select to VIEW the template from the context menu.	
4	Scroll through the screen to review the template details.	
5	Decide whether the template should be approved or rejected.	
	IF YOU WANT TO...	THEN...
	approve the template	click Approve . Go to Step 6 .
	reject the template	click Reject . Enter a reason for rejection in the Reject Reason field and click OK . Go to Step 7 .
6	When the approve confirmation message is displayed you have three options:	
	IF YOU WANT TO...	THEN CLICK...
	view the Payment Template details in a report that you can print and export	Print Details .
	use the approved template to create a payment	Copy as Payment .
	return to the Templates screen	Close on the message window.
7	When the reject confirmation message is displayed you have three options:	
	IF YOU WANT TO...	THEN CLICK...
	view the Payment Template details in a report that you can print and export	Print Details .
	start a brand new template	Create Template .
	return to the Templates screen	Close on the message window .



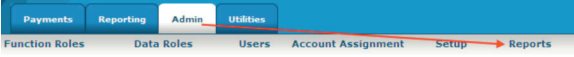


ANZ Transactive Online Help > Payments > Payment Templates > Approving or Rejecting a Payment Template

REPORTING

Types of Reports

There are three types of reports available in ANZ Transactive

REPORT TYPE	DESCRIPTION/LOCATION
Balance & Transaction Reports	Account-level reports accessed from the Reporting tab of ANZ Transactive.  A screenshot of the ANZ Transactive interface showing the top navigation bar with tabs for Payments, Reporting, Admin, and Utilities. Below the Reporting tab, there are three sub-items: Reports, Download, and Current Day Request. A red arrow points from the Reporting tab to the Reports sub-item. <i>See Balance & Transaction Reports on page 58.</i>
Payment Reports	Payment Reports accessed from the Reports option of the Payments tab.  A screenshot of the ANZ Transactive interface showing the top navigation bar with tabs for Payments, Reporting, Admin, and Utilities. Below the Payments tab, there are three sub-items: Payments, Templates, and Template Sets. Below the Reporting tab, there is a sub-item: Reports. A red arrow points from the Reports sub-item under the Reporting tab to the Reports sub-item under the Payments tab. <i>See Payment Reports on page 60.</i>
Administration Reports	System reports available to Administrators only, accessed from the Reports option of the Admin tab.  A screenshot of the ANZ Transactive interface showing the top navigation bar with tabs for Payments, Reporting, Admin, and Utilities. Below the Admin tab, there are five sub-items: Function Roles, Data Roles, Users, Account Assignment, and Setup. Below the Reporting tab, there is a sub-item: Reports. A red arrow points from the Reports sub-item under the Reporting tab to the Reports sub-item under the Admin tab. <i>See the ANZ Transactive Administrator Guide.</i>

Report Modes

Most reports in ANZ Transactive can be generated in three modes:

MODE	DESCRIPTION
Standard	Standard reports are pre-defined, automatically generated reports. When you select a Standard report, it is generated immediately.
Filter	Filter reports are those where you can apply filter criteria to narrow the range of information returned on a report, such as: <ul style="list-style-type: none">> a date range> account numbers, and> payment types.
Profile	Profile reports are reports that use a saved set of user-defined criteria to generate the report. The report criteria or 'profile' is created by a user either from scratch, or saved from a Filter report. Report Profiles are normally created for reports that you generate frequently.

REPORTING

GENERATING A REPORT

Decide which report you want to generate and in what mode.

To Generate Report in Standard Mode:

STEP	ACTION
1	Select the Standard report you want to generate from the appropriate menu. For example, to generate the <i>Transaction Detail Report</i> , select: Reporting > Reports > Standard > Prior Day > Transaction Detail Result: The report generates and displays in the Report window.

To Generate Report in Filter Mode:







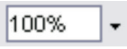

STEP	ACTION
1	Select the Filter report you want to generate from the appropriate menu. For example, to generate the <i>Future-Dated Payments Report</i> , select: Payments > Reports > Filter > Single Payment Reports > Future-Dated Payments Result: A report Filter/Sort screen displays.
2	Select the Filters and Sort order(s) you want to apply to the report. Depending on the report selected, you may be able to filter by Payment Status, Date, Amount, Account Number and Currency. When you have specified the report criteria, click View Results . Result: The report generates and displays in the Report window.

To Generate Report in Profile Mode (you must have created a Report Profile first):

STEP	ACTION
1	Select the Profile report you want to generate from the appropriate menu. For example, to generate the <i>Prior Day Statement Report</i> from a Profile, select: Reporting > Reports > Profile Result: A list of available report profiles displays.
2	Select the Report Profile you want to use and click Use Selected Item . Result: The report generates and displays in the Report window.

Working with Reports

When the Report window displays, the following tools are available for viewing the report.

BUTTON/TOOL	DESCRIPTION
	Click to export and save report in a selection of formats.
	Click to print a report.
 Group Tree	The Group Tree button to display links to sub-sections of relevant report. Click the button again to hide the sub-sections. Note: For some reports, this button has no additional function.
	Use these icons and field to navigate through the pages of a report: <ul style="list-style-type: none">> First page> Previous page> Type the page number you want to go to and press Enter> Next page> Last page.
	Click this button to refresh the report contents.
	Use this box to search for specific text on the currently displayed page of a report. Type in a key word or reference number and click the 'binoculars' button. If the data is found, the search term will be highlighted on the report. Note: The search will clear when you move to another page of the report.
	Use this drop-down box to zoom the report view in or out.
	Click this button to return to the filter screen to re-select the report parameters. Note: This button only display on Filter reports.

REPORTING

BALANCE & TRANSACTION REPORTS

Reports Available

The following Balance & Transaction Reports are available via the **Reporting** tab, **Reports** option. All reports are available in Standard and Filter mode, and Profile mode if you create a report profile.

If you want to view Balances and Transactions on your iOS device using the ANZ Transactive Trans-Taman App, refer to the *ANZ Transactive Mobile User Guide*.

REPORT GROUP	REPORT
Current Day	Balance Enquiry
	Current Day Transaction
Prior Day	Statement
	Transaction Summary
	Transaction Summary with Voucher Images (AU only)
	Daily Balance
	Transaction Detail
	Balance History
Returned Items (AU only)	Returned Payments
	Returned Cheques

Current Day Reports

Current Day Reports display account balance information for selected accounts using the most recent balance data requested. To request real-time data, you must first download the current day balance details from ANZ using the **Current Day Request** function on the **Reporting** tab.



ANZ Transactive Online Help > Balance & Transaction Reports > Generating Balance & Transaction Reports > Current Day Reports >

Requesting & Viewing Current Day Balance Data

Requesting & Viewing Current Day Transaction Data

Reporting Downloads

Account information can be automatically downloaded from ANZ Transactive into various file formats for uploading into your accounting system via the **Download** option on the **Reporting** tab.



ANZ Transactive Online Help > Balance & Transaction Reports > Downloading Reporting Data

Reporting Profiles

You can set up customised Profiles for frequently used Balance & Transaction Reports via the **Profiles** option on the **Reporting** tab. You can choose to share the profile with all ANZ Transactive users or have it visible to you only.



ANZ Transactive Online Help > Balance & Transaction Reports > Balance & Transaction Report Profiles

Generating Balance & Transaction Reports

To generate Balance & Transaction Reports, see the following topic in Online Help:



ANZ Transactive Online Help > Balance & Transaction Reporting > Generating Balance & Transaction Reports

REPORTING

PAYMENT REPORTS

Reports Available

The following reports are available via the **Payments** tab > **Reports** option.

- > All reports are available in Filter Mode
- > All Domestic Payment reports are available in Standard Mode
- > All reports are available in Profile Mode if you create a Report Profile.

REPORT GROUP	REPORT
Domestic Payment Administrative Reports	Payment Audit Trail
Domestic Payment Reports	Payment Summary Totals
	Payment Detail
	File Import Status
	Payment Detail Import Status
	Domestic Payments Discretions
Domestic Template Reports	Template Detail Import Status
	Template File Import Status
	Template Audit Trail
Single Payment Administrative Reports	Payment Audit Trail
Single Payment Reports	Future-Dated Payments
	Payment Data Export
	Payment Detail
	Payments Pending Approval
	Payment Summary
	Single Payments Discretions
	File Import Status
Single Template Reports	Template Detail
	Template Summary
	Template Audit Trail
	Template File Import Status

Payment Reporting Profiles

You can set up customised Profiles for frequently used Payment Reports via the **Profiles** option on the **Reporting** tab. You can choose to share the profile with all ANZ Transactive users or have it visible to you only.



ANZ Transactive Online Help > Payments > Payment Report Profiles

Generating Payment Reports

To generate Payment Reports, see the following topics on Online Help:



ANZ Transactive Online Help > Payments > Payment Reports > Generating Payment Reports

UTILITIES

UTILITIES

Introduction

The **Utilities** tab allows you to perform various system setup and maintenance tasks. Refer to the headings below for an explanation of the functionality available and references to additional information in ANZ Transactive Online Help.

Toolbar Maintenance

Some default shortcuts are set up in the toolbar at the top of the screen when you first access ANZ Transactive. This option allows you to create new toolbar shortcuts to your most frequently used screens and reports, or remove existing shortcuts.

Any shortcuts you create are saved against your user profile and are visible to you only.



ANZ Transactive Online Help > Utilities > Toolbar Maintenance

Change Password

If you are a password user, this option allows you to change your ANZ Transactive password yourself. For security reasons, you should change your password regularly. The system will prompt you to change your password every 30 days.

Note: You will be locked out of the system if you enter your password incorrectly three times. If this happens, contact your local ANZ Transactive Administrator to re-set your password.



ANZ Transactive Online Help > Utilities > Change Your Password

NOTES

- > ANZ Transactive and ANZ Transactive - Mobile are provided by Australia and New Zealand Banking Group Limited (ACN 005 357 522).
- > References to “Australia(n)” or “AU” with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by Australia and New Zealand Banking Group Limited / ANZ Australia from or within Australia.
- > References to “New Zealand” or “NZ” with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by ANZ Bank New Zealand Limited from or within New Zealand.

Abbreviations

AUD = Australian Dollars

NZD = New Zealand Dollars

ANZ NZ = ANZ Bank New Zealand Limited

ERP = Enterprise Resource Planning System

BTR = Balance & Transaction Reporting

