ANZ TRANSACTIVE – GLOBAL PAYMENTS USER GUIDE

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INTRODUCTION

About this guide

This user guide contains information and procedures for the Payments component of ANZ Transactive – Global. This user guide will be updated when there is new and/or updated information. Please ensure you regularly check the available version for the most up-to-date information. We recommend that you read this guide in conjunction with the applicable product terms and conditions.

Online Help

The online help in ANZ Transactive – Global allows you to access screen specific help and frequently asked questions.

Online Resources

You can access the ANZ Transactive – Global Quick Reference Guides, User Guides and other information from the Online Resources page. To access the page, click on the Help icon within the application and then the Online Resources link.

Further Assistance

If you require further assistance, please contact your local Customer Service Centre. Details can be found at anz.com/servicecentres.

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PAYMENTS

OVERVIEW

Payments in ANZ Transactive – Global provides you with the ability to create and view payments for your organisation.

Payments menu options

The following table contains the list of menu options that are available.

MENU	DESCRIPTION
Create Payment	This screen provides the types of payments and methods that you can use to Create Payment. To create a payment from the beginning, select one of the following payment types: • Account Transfer • Domestic Payment • International Payment • Domestic Salary Payment • International Salary Payment (China only) • Pay a Bill (Australia only) Alternatively, you can choose to create a payment using one of the following payment methods: • Using a Payment Template • Uploading a Payment File • Using a Past Payment
Current Payments	This screen provides you with a list of all your current payments that have not yet been sent for processing as well as those that have been processed within the last 30 calendar days.
Past Payments	This screen provides you with a list of all your payments that have been processed by ANZ in the last 24 months and are in a Completed, Completed with Error or a Bank Rejected status.
Payee List	This screen allows you to set up and manage a list of beneficiaries that you commonly make payments to, so that the beneficiary details can be used for future payments.
Templates	This screen allows you to view, create and maintain payment templates.
File Import Summary	This screen provides you with summary information of payment files that have been uploaded.

Payment Types

The following payment types can be created in ANZ Transactive – Global:

PAYMENT TYPE	DESCRIPTION
Account Transfer	An account transfer allows you to move funds between two ANZ accounts that you have registered to ANZ Transactive – Global.
Domestic Payment	A domestic payment is a payment made from a single funding account to one or more beneficiary domestic accounts within the same country.
International Payment	An international payment is a payment made from a single funding account to one or more nominated beneficiary accounts worldwide using any ANZ supported and tradeable currency.
Domestic Salary Payment	A domestic salary payment is a payment made from a single funding account to one or more beneficiary domestic accounts within the same country. This functionality can only be accessed by users with the appropriate permissions. **NOTE:** This payment type cannot have individual debits.
International Salary Payment	An international salary payment is a payment made from a single funding account to one or more nominated beneficiary accounts worldwide using any ANZ supported and tradeable currency. This functionality can only be accessed by users with the appropriate permissions. **NOTE:** This payment type cannot have individual debits and is available in China only.
Pay a Bill	Pay a Bill (BPAY®*) is a national Australian billing service that enables customers to make payments from their AU domestic accounts to registered billers within Australia. These are

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PAYMENT TYPE	DESCRIPTION
	payments made to any organisation that is a registered biller within Australia. The funding account is always an ANZ AUD account domiciled in Australia. * BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.

Payment Statuses

As a payment moves through the payment workflow, it goes through a number of different statuses as a result of the actions performed on it. The following table details each payment status.

PAYMENT STATUS	DESCRIPTION
Draft	The payment has been created and saved but not yet submitted for approval.
Pending Approval	The payment has been created and submitted for approval. If the payment requires multiple approvals, it will remain in this status until the final approval has been actioned. Once fully approved, it will move to an Approved status.
Approver Rejected	The payment has been rejected by one of the approvers. It will need to be edited if necessary and resubmitted for approval. Alternatively it can be deleted.
Deleted	The payment has been deleted. A payment can only be deleted if it is in a Draft, Pending Approval, Approver Rejected or Needs Repair status. Deleted payments will remain visible in the system for 30 days.
Approved	The payment has been fully approved and will begin processing by ANZ.
Needs Rate	The payment is a cross-currency International Payment or Account Transfer that is fully approved but requires an exchange rate before it can be processed. **NOTE:** Available in Australia only.
Trade Successful	The request for Needs Rate is successful and will begin processing,
Trade Unsuccessful	The request for Needs Rate is unsuccessful. The payment will remain in a Needs Rate status.
Needs Repair	Indicates that there is an error with the payment which needs to be repaired before it can be approved.
Processing	The payment has been fully approved and dynamic rates applied (if applicable) and is being processed by ANZ. The status will be updated once ANZ has processed the payment.
Future Dated	The payment has been approved and is being held for processing on the nominated value date. Payments can be future dated up to 120 calendar days.
Insufficient Funds	The payment has been submitted for processing and has failed due to insufficient funds in the funding account. The payment can be resent once the funding account has sufficient funds by using the Resubmit action. In this instance, the payment will not require additional approval but needs to be resubmitted prior to the cut-off time on the same value date. If the payment is not resent prior to this time, the status will automatically change to Bank Rejected.
Completed	The payment has been successfully processed by ANZ.
Completed with Error	The payment contains one or more instructions that could not be processed by ANZ.
Bank Rejected	The payment has been rejected by ANZ.

Payment processing & cut-off times

Payment processing and cut-off times vary depending on the payment types and currencies used. The system determines the cut-off time based on the following attributes: the Debit Account Currency, the Debit Account Country and the Payment Type.

You can view the cut-off time for a payment in the Cut-off Time column located in the Current Payments screen. The time is displayed in the Time Zone set up in the Settings & Preferences menu.

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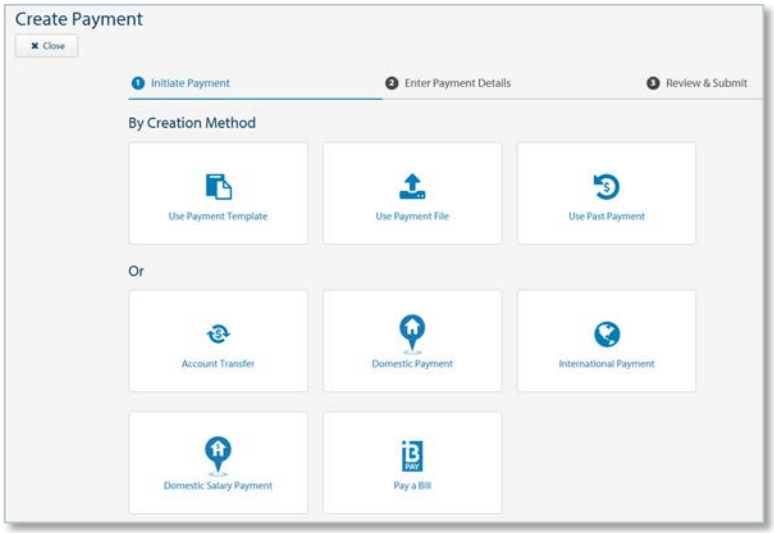
CREATE PAYMENT

Menu > Payments > Create Payment

The Create Payment screen can be accessed from the Payments Menu.



Choose to create a payment using one of the following methods:

- Use Payment Template
- Use Payment File
- Use Past Payment

Alternatively, select one of the following payment types to create a payment from the beginning:

- Account Transfer
- AU Domestic Payment (Direct Entry, RTGS)
- NZ Domestic Payment (Domestic)
- International Payment
- Domestic Salary Payment
- International Salary Payment (China only)
- Pay a Bill (BPAY) (Australia only)

Create an Account Transfer

To create an account transfer, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk. You may not see all of the fields as they may only be required in specific markets.

STEP	ACTION
1	Click **Account Transfer** on the Create Payment screen.
2	Complete the **From** and **To** fields: **FIELD** — **DESCRIPTION** Division* — Select the Division under which the transfer will be made. **NOTE:** Available if your Organisation is set up with a hierarchy. Debit Account* — Select the account the funds are being transferred from. **NOTE:** You will only have access to debit accounts that you have permissions for and that are set up under the selected Division. Credit Account* — Select the account the funds are being transferred to. **NOTE:** You will be able to select all accounts that you have permissions for across all divisions.
3	Complete the **Payment Details** section: **FIELD** — **DESCRIPTION**

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STEP	ACTION
	Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Payment Reference* — Enter a payment reference up to 10 characters. This will appear as part of the narrative on the Debit Account, Debit Advice and Payment Reports. Payment Currency & Amount* — Enter the amount of the transfer in the Payment Currency & Amount field. By default, the Payment Currency is the currency of the credit account. Debit Currency & Amount — Available if the debit and credit account are different currencies and displays the debit amount. Enter Amounts in Debit Currency — Available if the debit and credit account are different currencies. If you prefer to specify the debit amount, tick this option and enter the amount in the Debit Currency & Amount field. The equivalent credit amount will be displayed. Debit Statement Narrative — Enter a Debit Statement Narrative up to 160 characters. This will appear as part of the narrative on the Debit Account. Credit Statement Narrative — Enter a Credit Statement Narrative up to 160 characters. This will appear as part of the narrative on the Credit Account.
4	Complete the **FX Details** section: **NOTE:** This field is visible if the debit and credit accounts are different currencies. By default, the carded/dynamic rate type is selected and details of the equivalent foreign exchange rate are displayed. **FIELD** — **HOW TO COMPLETE** Rate Type — Select either Carded/Dynamic or Contract from the drop-down list. **NOTE:** To obtain an FX Contract, contact your local ANZ Markets dealer. Contracts will appear in ANZ Transactive – Global for selection after they have been booked. Add FX Contracts — Available if Contract Rate is selected. Click on this to search for and add FX Contracts. **NOTE:** > If the debit account is AU or NZ AU domiciled, up to nine Contracts can be added > If the debit account is CN domiciled, up to five Contracts can be added Use Carded/Dynamic Rate for Remaining Amount — Tick this checkbox to use a carded rate or a dynamic rate (depending on your region) for the amount not covered by the FX Contracts. **NOTE:** > If this is ticked and the debit account is AU or NZ domiciled, you can only add eight Contracts > If this is ticked and the debit account is CN domiciled, you can only add four Contracts
5	Complete the **Remittance Information** section (optional): **FIELD** — **DESCRIPTION** Debit Advice Description — Enter a debit advice description up to 140 characters. This will appear as part of the narrative on the Debit Advice. Invoice Details — You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report.
6	Complete the **Supporting Documents** section if you need to upload a file to accompany your payment. Click **Attach Document** to find and attach the required file. **NOTES:** > Available for China customers only > A maximum of 5 files can be uploaded. The total file size of all files must not exceed 5MB. The supported file extensions include: doc, docx, jpg, jpeg, pdf.
7	China customers will need to complete the **Additional Information** section if the payment requires additional regulatory information. See the Additional Information section of this guide for further instructions. **NOTE:** This section will appear only if the payment requires this information.
8	Review the details on screen, then choose one of the following actions: **ACTION** — **STEPS**

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STEP	ACTION	
	Save the transfer as a draft	Click **Save As Draft** on the Control Bar. **RESULT:** The transfer is saved in a draft status and can be reviewed and edited in the Current Payments screen. A confirmation pop-up window is displayed providing the Payment ID.
	Cancel transfer	Click **Close** on the Control Bar. **RESULT:** The transfer is discarded and the Current Payments screen is displayed.
	Review and submit the transfer	> Click **Review & Submit** at the bottom of the screen > If the transfer details are not correct, click **Previous** to return to the previous screen and edit the payment as desired > If the transfer details are correct, click **Submit** to submit the payment for approval. **RESULT:** A confirmation pop-up window is displayed advising that the transfer has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **Ok** to return to the Current Payments screen.

Create a Domestic Payment — Australia

To create an Australian domestic payment, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION	
1	Click **Domestic Payment** or **Domestic Salary Payment** from the Create Payment screen. **NOTE:** Domestic Salary Payments can only be accessed by users with the appropriate permissions.	
2	Complete the **From** fields:	
	FIELD	**HOW TO COMPLETE**
	Division*	Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy.
	Debit Account*	Select the account the funds are being debited from.
3	Select the **Payment Method**. Direct Entry is the Payment Method required for Domestic Payments.	
4	Complete the **Payment Details** fields:	
	FIELD	**HOW TO COMPLETE**
	Value Date*	Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar.
	Payment Name*	Enter a name up to 16 characters which may be a payment or beneficiary name. This will appear on payment reports.
	Payment Reference*	Enter a payment reference up to 18 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
	Statement Narrative*	Enter a Statement Narrative up to 40 characters. This will appear as part of the narrative on the funding account statement.
	Direct Entry User ID*	Select a Direct Entry User ID from the drop-down list.
	Confidential Data Group	Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the payment.
5	Click **Batch Defaults** to set the default Trace Account, Remitter Name and Transaction Code for the batch.	
	FIELD	**HOW TO COMPLETE**
	Trace Account*	Select a Trace Account (defaults to the debit account). Any transactions that are rejected by other banks will be returned to this account. This will appear as part of the narrative on the debit account statement.
	Remitter Name*	By default the Account Short Name of the debit account is displayed but can be changed if necessary. The Remitter Name can be up to 16 characters and will appear

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STEP	ACTION
	as part of the narrative on the beneficiary's statement.
	Transaction Code* — Select the appropriate transaction code for the batch payment. Possible codes are: • 50 — General Payment • 51 — Commonwealth Interest • 52 — Family Allowance • 53 — Payroll • 54 — Pension • 55 — Allotment • 56 — Dividend • 57 — Debenture Interest
	Update existing beneficiary payment instructions with these values — If ticked, any changes made to these fields will be updated for each beneficiary in the payment.
6	Complete the **Beneficiary Details** section. Follow the steps below:

STEP	ACTION
6.1	Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed.
6.2	Add beneficiary details to each payment instruction in the list. **a) <u>To add an existing beneficiary from the Payee List:</u>** Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary **b) <u>To create a new beneficiary:</u>** > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** **NOTES:** • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • See the Create a Payee section for further instructions
6.3	Add the amount to pay the beneficiary either directly into the **Amount** field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Lodgement Reference*	By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Lodgement Reference can be up to 18 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
Remitter Name*	By default the Remitter Name in the Batch Defaults is displayed but can be changed for this beneficiary if necessary.
Withholding Tax Indicator & Amount	If tax is to be withheld from the payment, choose a Withholding Tax Indicator and enter in the amount withheld.
Transaction Code	By default the Transaction Code in the Batch Defaults is selected but can be changed for this beneficiary if necessary.
Trace Account*	By default the Trace Account in the Batch Defaults is selected but can be changed for this beneficiary if necessary.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Invoice Details	You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report.
Email Beneficiary Advice	Tick this checkbox and enter an email address to have a Beneficiary

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STEP	ACTION
	Advice for this payment sent to the email address. **NOTES:** > You cannot edit the email address unless the checkbox is ticked. > Pre-populated email addresses are derived from the beneficiary details in the Payee List. 6.4 Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed. 6.5 Repeat steps 6.1–6.4 for each payment instruction in the payment. **TIPS:** • To remove one or more payment instructions from the list, tick the checkbox next the beneficiary number and click **Remove** • To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click **Edit Beneficiary** next the Beneficiary Name.
7	Choose one of the following actions: **ACTION** / **STEPS** Save the payment as a draft: Click **Save As Draft** on the Control Bar. **RESULT:** The payment is saved in a Draft status and you are taken to the Current Payments screen. The payment can be accessed for editing from this screen. Cancel the payment: > Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The payment is discarded and the Current Payments screen is displayed. Review and submit the payment: > Click **Review & Submit** at the bottom of the screen **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired > If the payment details are correct, click **Submit** to submit the payment for approval **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **OK** to return to the Current Payments screen.

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Create a Domestic Payment — China

To create a China domestic payment, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Click **Domestic Payment** or **Domestic Salary Payment** from the Create Payment screen. **NOTE:** Domestic Salary Payments can only be accessed by users with the appropriate permissions.
2	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds are being debited from.
3	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Payment Name* — Enter a name up to 16 characters which may be a payment or beneficiary name. This will appear on payment reports. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports. Payment Currency* — Select the currency that the funds will be credited in. By default, the currency of the debit account is displayed. Debit Advice Description — Enter a debit advice description up to 140 characters. This will appear as part of the narrative on the Debit Advice. Enter Amounts in Debit Currency — If ticked, enter the amounts to credit the beneficiaries in the currency of the debit account instead of the credit account. **NOTE:** This option is only available if the debit account currency is different to the payment currency. Individual Debits — If ticked, the payment is debited at a transaction level and will appear on the statement as single entries, i.e. a debit for each beneficiary **NOTE:** Individual Debits are not available for Domestic Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch. Urgent — If ticked, this option defaults the payment instructions to use the fastest available clearing method.
4	Complete the **Beneficiary Details** section. Follow the steps below: **STEP** — **ACTION** 4.1 — Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed. 4.2 — Add beneficiary details to each payment instruction in the list. a) <u>To add an existing beneficiary from the Payee List:</u> Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on **Search Beneficiaries** to search for a beneficiary b) <u>To create a new beneficiary:</u> > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** NOTES: • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • If the beneficiary's bank is not supported by the payment type, an error message will be displayed • See the Create a Payee section for further instructions 4.3 — Add the amount to pay the beneficiary either directly into the Amount field or enter the details in the

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STEP	ACTION
	Beneficiary Payment Details pop-up window. This can be accessed by clicking the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Method*	Choose from Low Value Payment or High Value Payment.
Reference*	By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Reference can be up to 16 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
Payment Currency & Amount*	Enter the amount to pay the beneficiary in the Payment Currency selected.
Debit Currency & Amount*	Enter the amount to pay the beneficiary in the currency of the Debit Account. Available if the debit and credit account are different currencies.
Charges*	Select who will incur the charges associated with cross-border payments: • BEN — the beneficiary pays all transfer charges and receives the payment minus the transfer charges • OUR — you pay all transfer charges and the beneficiary receives the full amount of the payment • SHA — you pay outgoing transfer charges and the beneficiary pays the correspondent bank charges. The beneficiary will receive the payment minus the correspondent bank charges. **NOTE:** Available if the Payment Method is High Value Payment System (HVPS).
Remitter Name	By default the Account Short Name of the debit account is displayed but can be changed for this beneficiary if necessary. The Remitter Name can be up to 16 characters and will appear as part of the narrative on the beneficiary's statement.
Purpose Code	Select a Purpose Code from the drop-down list. **NOTE:** Available if the Payment Method is a cross-border HVPS (High Value Payment System).
Debit Advice Description	Enter a Debit Advice Description up to 140 characters. This will appear as part of the narrative on the Debit Advice. **NOTE:** Available if you have ticked the Individual Debits checkbox.
FX Details	Complete the **FX Details** section. **NOTE:** Available if the debit and credit currencies are different and you have selected Individual Debits.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Instructions Remarks	Enter Instruction Remarks if required. **NOTE:** Available if Payment Type is BEPS (Bulk Electronic Payment System) or HVPS (High Value Payment System).
Invoice Details	You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report.
Email Beneficiary Advice	Tick this checkbox and enter an email address to have Beneficiary Advice for this payment sent to the email address. You cannot edit the email address unless the checkbox is ticked.
Supporting Documents	Click **Attach Document** to attach a file to accompany your payment. The document will be submitted to ANZ. **NOTE:** A maximum of 5 files can be uploaded. The total file size

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STEP	ACTION
	of all files must not exceed 5MB. The supported file extensions include: doc, docx, jpg, jpeg, pdf.
	Additional Information: Complete the **Additional Information** fields if required. See the Additional Information section for further instructions.
	4.4 Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed.
	4.5 Repeat steps 4.1–4.4 for each payment instruction in the payment.
	TIPS: • To remove one or more payment instructions from the list, tick the checkbox next the beneficiary number and click **Remove** • To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click **Edit Beneficiary** next the Beneficiary Name.
5	Complete the **FX Details** section: **NOTE:** Available if the debit and credit currencies are different and Individual Debits has not been selected. By default, the carded rate type is selected and details of the equivalent foreign exchange rate are displayed.
	FIELD / **HOW TO COMPLETE** Rate Type: Select either Carded or Contract from the drop-down list. **NOTE:** To obtain an FX Contract, contact your local ANZ Markets dealer. Contracts will appear in ANZ Transactive – Global for selection after they have been booked. Add FX Contracts: This button is visible if Contract Rate is selected. Click on this to search for and add FX Contracts. **NOTE:** Up to five FX Contracts can be added to the payment. Use Carded Rate for Remaining Amount: Tick this checkbox to use a carded rate for the amount not covered by the FX Contracts. **NOTE:** If this is ticked, only four FX Contracts can be used.
6	Choose one of the following actions:
	ACTION / **STEPS** Save the payment as a draft: Click **Save As Draft** on the Control Bar. **RESULT:** The payment is saved in a Draft status and you are taken to the Current Payments screen. The payment can be accessed for editing from this screen. Cancel the payment: > Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The payment is discarded and the Current Payments screen is displayed. Review and submit the payment: > Click **Review & Submit** at the bottom of the screen **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired > If the payment details are correct, click **Submit** to submit the payment for approval **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **Ok** to return to the Current Payments screen.

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Create a Domestic Payment — New Zealand

To create a New Zealand domestic payment, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Click **Domestic Payment** or **Domestic Salary Payment** from the Create Payment screen. **NOTE:** Domestic Salary Payments can only be accessed by users with the appropriate permissions.
2	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds are being debited from.
3	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Particulars — Enter Particulars up to 12 characters that will appear as part of the narrative on the debit account statement. Code — Enter a Code up to 12 characters that will appear as part of the narrative on the debit account statement. Reference — Enter a Reference up to 12 characters that will appear as part of the narrative on the debit account statement. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the payment. Individual Debits — If ticked, the payment is debited at a transaction level and will appear on the statement as single entries, i.e. a debit for each beneficiary. **NOTE:** Individual Debits are not available for Domestic Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch.
4	Click **Batch Defaults** to set the default Remitter Name, Transaction Code, Particulars, Code and Reference for the batch. **FIELD** — **HOW TO COMPLETE** Remitter Name* — By default the Account Short Name of the debit account is displayed but can be changed if necessary. The Remitter Name can be up to 16 characters and will appear as part of the narrative on the beneficiary's statement. Transaction Code* — Select the appropriate transaction code for the batch payment. Possible codes are: • 50 — General Payment • 52 — Payroll Particulars — Enter Particulars up to 12 characters that will appear as part of the narrative on the beneficiary's statement Code — Enter a Code up to 12 characters that will appear as part of the narrative on the beneficiary's statement Reference — Enter a Reference up to 12 characters that will appear as part of the narrative on the beneficiary's statement. Update existing beneficiary payment instructions with these values — If ticked, any changes made to these fields will be updated for each beneficiary in the payment.
5	Complete the **Beneficiary Details** section. Follow the steps below: **STEP** — **ACTION** 5.1 — Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed.

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STEP	ACTION
	5.2 Add beneficiary details to each payment instruction in the list. a) <u>To add an existing beneficiary from the Payee List:</u> Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary b) <u>To create a new beneficiary:</u> > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** NOTES: • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • See the Create a Payee section for further instructions
	5.3 Enter or update the Particulars, Code and Reference details.
	5.4 Add the amount to pay the beneficiary either directly into the **Amount** field or in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can be updated:

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Remitter Name*	By default the Account Short Name of the debit account is displayed but can be changed for this beneficiary if necessary.
Transaction Code	By default the Transaction Code e in the Batch Defaults is selected but can be changed for this beneficiary if necessary.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Invoice Details	You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report.
Email Beneficiary Advice	Tick this checkbox and enter an email address to have a Beneficiary Advice for this payment sent to the email address. NOTES: > You cannot edit the email address unless the checkbox is ticked. > Pre-populated email addresses are derived from the beneficiary details in the Payee List.

	5.5 Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed.
	5.6 Repeat steps 5.1–5.4 for each payment instruction in the payment.
	TIPS: • To remove one or more payment instructions from the list, tick the checkbox next the beneficiary number and click **Remove** • To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click **Edit Beneficiary** next the Beneficiary Name.
6	Choose one of the following actions:

ACTION	STEPS
Save the payment as a draft	Click **Save As Draft** on the Control Bar. **RESULT:** The payment is saved in a Draft status and you are taken to the Current Payments screen. The payment can be accessed for editing from this screen.
Cancel the payment	> Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The payment is discarded and the Current Payments screen is displayed.
Review and submit the payment	> Click **Review & Submit** at the bottom of the screen **RESULT:** If a payment instruction has errors, an error icon will appear next to that

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STEP	ACTION
	payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired > If the payment details are correct, click **Submit** to submit the payment for approval **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **OK** to return to the Current Payments screen.

Create an International Payment

To create an international payment, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk. Some fields may not be available depending on your region, payment method and payment type.

STEP	ACTION
1	Click **International Payment** or **International Salary Payment** on the Create Payment screen. **NOTE:** International Salary Payments are only available in China and can only be accessed by users with the appropriate permissions.
2	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds are being debited from.
3	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Payment Name* — Enter a payment name up to 16 characters which may be a payment or beneficiary name. This will appear on payment reports. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports. Payment Currency* — Select the currency that the funds will be credited in. By default, the currency of the debit account is displayed. Debit Advice Description — Enter a debit advice description up to 140 characters. This will appear as part of the narrative on the Debit Advice. **NOTE:** Only available for International Payments with a CNY debit account. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the payment. Enter Amounts in Debit Currency — Tick this box to enter the amounts to credit the beneficiaries in the currency of the debit account. **NOTE:** This option is only available if the debit account currency is different to the payment currency. Individual Debits — Tick this box if you want the payment debited at a transaction level and each item will appear on the statement as single entries, i.e. a debit for each beneficiary. **NOTES:** • Only available for International Payments with a CNY debit account. • Individual Debits are not available for International Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch.

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STEP	ACTION
4	Complete the **Beneficiary Details** section. Follow the steps below:

STEP	ACTION
4.1	Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed.
4.2	Add beneficiary details to each payment instruction in the list. **a) <u>To add an existing beneficiary from the Payee List:</u>** Click on the "Beneficiary Name" field in a row and select a beneficiary from the drop-down list, or click on **Search Beneficiaries** to search for a beneficiary. **b) <u>To create a new beneficiary and add them to a payment instruction:</u>** > Click on the "Beneficiary Name" field in a row and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** **NOTES:** • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • If the beneficiary's bank is not supported by the payment type, an error message will be displayed • See the Create a Payee section for further instructions
4.3	Add the amount to pay the beneficiary either directly into the Amount field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Debit Currency & Amount*	Enter the amount to pay the beneficiary in the currency of the Debit Account. Available if the debit and credit account are different currencies.
Charges*	Select who will incur the charges associated with the payment: • BEN — the beneficiary pays all transfer charges and receives the payment minus the transfer charges (not available in Australia or New Zealand) • OUR — you pay all transfer charges and the beneficiary receives the full amount of the payment • SHA — you pay outgoing transfer charges and the beneficiary pays the correspondent bank charges. The beneficiary will receive the payment minus the correspondent bank charges.
Client Reference*	By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Client Reference can be up to 16 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
FX Details	Complete the **FX Details** section. **NOTE:** Available if the debit and credit currencies are different and you have selected Individual Debits.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Debit Advice Description	Enter a Debit Advice Description up to 140 characters. This will appear as part of the narrative on the Debit Advice. **NOTE:** Available if you have selected Individual Debits.
Invoice Details	Complete the **Invoice Details** section if required. You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report.
Email Beneficiary Advice	Tick this checkbox and enter an email address to have Beneficiary

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STEP	ACTION

		Advice for this payment sent to the email address. You cannot edit the email address unless the checkbox is ticked.
	Supporting Documents	Click **Attach Document** to attach a file to accompany your payment. **NOTES:** > Available for China customers only > A maximum of 5 files can be uploaded. The total file size of all files must not exceed 5MB. The supported file extensions include: doc, docx, jpg, jpeg, pdf.
	Additional Information	China customers will need to complete the **Additional Information** section if the payment requires additional regulatory information. See the Additional Information section of this guide for further instructions. **NOTE:** This section will appear only if the payment requires this information.

4.4 Click **Save**.
RESULT: The Beneficiary Payment Details are saved and the pop-up window is closed.

4.5 Repeat steps 4.1–4.4 for each payment instruction in the payment.

TIPS:

- To remove one or more payment instructions from the list, tick the checkbox next to the beneficiary number and click **Remove**
- To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click **Edit Beneficiary** next the Beneficiary Name

5 Complete the **FX Details** section.

NOTE: This field is visible if the debit and credit currencies are different and Individual Debits has not been selected. By default, the Carded/Dynamic Rate type is selected and details of the equivalent foreign exchange rate are displayed.

FIELD	HOW TO COMPLETE
Rate Type	Select either Carded or Contract from the drop-down list. **NOTE:** To obtain an FX Contract, contact your local ANZ Markets dealer. Contracts will appear in ANZ Transactive – Global for selection after they have been booked.
Add FX Contracts	Available if Contract Rate is selected. Click on this to search for and add FX Contracts. **NOTE:** > If the debit account is AU or NZ domiciled, up to nine Contracts can be added > If the debit account is CN domiciled, up to five Contracts can be added
Use Carded/Dynamic Rate For Remaining Amount	Tick this checkbox to use a carded rate or a dynamic rate for the amount not covered by the FX Contracts. **NOTE:** > If this is ticked and the debit account is AU or NZ domiciled, you can only add eight Contracts > If this is ticked and the debit account is CN domiciled, you can only add four Contracts

6 Choose one of the following actions:

ACTION	STEPS
Save the payment as a draft	Click **Save As Draft** on the Control Bar. **RESULT:** The payment is saved in a Draft status and you are taken to the Current Payments screen. The payment can be accessed for editing from this screen.
Cancel the payment	Click **Close** on the Control Bar. **RESULT:** The payment is discarded and the Current Payments screen is displayed.
Review and submit the payment	> Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired. > If the payment details are correct, click **Submit** to submit the payment for approval

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STEP	ACTION
	RESULT: A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **Ok** to return to the Current Payments screen.

Create an RTGS Payment — Australia

To create a Real Time Gross Settlement (RTGS) payment that allows you to make a same day domestic payment, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Click **Domestic Payment** from the Create Payment screen.
2	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds are being debited from.
3	Select **RTGS** as the **Payment Method.**
4	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Payment Name* — Enter a name up to 16 characters which may be a payment or beneficiary name. This will appear on payment reports. Payment Reference* — Enter a payment reference up to 18 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the payment.
5	Complete the **Beneficiary Details** section. Follow the steps below: **STEP** — **ACTION** 5.1 — Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed. 5.2 — Add beneficiary details to each payment instruction in the list. a) To add an existing beneficiary from the Payee List: Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary b) To create a new beneficiary: > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** NOTES: • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • See the Create a Payee section for further instructions 5.3 — Add the amount to pay the beneficiary either directly into the **Amount** field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated: **FIELD** — **HOW TO COMPLETE** Payment Currency & Amount* — Enter the amount to pay the beneficiary.

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STEP	ACTION
	Payment Reference* — By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Payment Reference can be up to 16 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports. Charges — The default charges are **SHA** where you pay outgoing transfer charges and the beneficiary pays the correspondent bank charges. The beneficiary will receive the payment minus the correspondent bank charges. Remittance Information — Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report. Invoice Details — You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report. Email Beneficiary Advice — Tick this checkbox and enter an email address to have a Beneficiary Advice for this payment sent to the email address. **NOTES:** > You cannot edit the email address unless the checkbox is ticked. > Pre-populated email addresses are derived from the beneficiary details in the Payee List. 5.4 Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed. 5.5 Repeat steps 5.1–5.4 for each payment instruction in the payment. **TIPS:** • To remove one or more payment instructions from the list, tick the checkbox next the beneficiary number and click **Remove** • To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click **Edit Beneficiary** next the Beneficiary Name.
6	Choose one of the following actions: **ACTION** — **STEPS** Save the payment as a draft — Click **Save As Draft** on the Control Bar. **RESULT:** The payment is saved in a Draft status and you are taken to the Current Payments screen. The payment can be accessed for editing from this screen. Cancel the payment — > Click Close on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The payment is discarded and the Current Payments screen is displayed. Review and submit the payment — > Click **Review & Submit** at the bottom of the screen **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired > If the payment details are correct, click **Submit** to submit the payment for approval **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **OK** to return to the Current Payments screen.

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Create a Pay a Bill Payment

To create a Pay a Bill payment, follow the steps below.

NOTE: Only available in Australia. Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Click **Pay a Bill** on the Create Payment screen.
2	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the payment will be made. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds are being debited from. **NOTE:** You will only have access to debit accounts that you have permissions for and that are set up under the selected Division.
3	Complete the **Payment Details** fields: **FIELD** — **DESCRIPTION** Value Date* — Select the date on which the payment is to be processed. By default, "Today" is selected. To select an alternative Value Date, click on "Later" and choose a future date, up to 120 calendar days, from the calendar. Payment Name* — Enter a name up to 16 characters which may be a payment or beneficiary name. This will appear on payment reports. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative. This is NOT your BPAY customer reference number. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the payment.
4	Complete the **Biller Details** section. Follow the steps below: **STEP** — **ACTION** 4.1 — Click **Add** to add one or more payment instructions to your payment. **RESULT:** A new line item is displayed in the list. 4.2 — Enter biller details for each payment instruction in the list. a) <u>To add an existing biller from the Payee List:</u> Click on the "Biller Code" field in a row in the list and select a biller from the drop-down list, or click on Search Biller to search for a beneficiary. b) <u>To create a new biller and add them to a payment instruction:</u> > Click on the "Biller Code" field in a row in the list and click **Add New Biller** from the drop-down list > Enter the Biller Code and your Customer Reference Number (CRN), then click **Proceed** NOTES: • You will only see "**Add New Biller**" if you have permissions to create new billers • When creating a new biller, you can add the biller to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox 4.3 — Add the amount to pay the biller either directly into the Amount field or enter the details in the **Biller Payment Details** pop-up window. This can be accessed by clicking on the **Edit Biller Payment Details** icon to the right of a biller row. The following details can also be updated: **FIELD** — **DESCRIPTION** Payment Currency & Amount* — Enter the amount to pay the biller. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative. This is NOT your BPAY customer reference number. 4.4 — Repeat steps 4.1– 4.3 until all billers have been added to the payment.

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STEP	ACTION
	TIPS: • To remove one or more payment instructions from the list, tick the checkbox next the payment instruction number and click **Remove** • To edit a biller in the list, click on the **Edit Biller Payment Details** icon to the right of a biller row and click on **Edit Biller** next the Biller Name. Note that your Customer Reference Number is in the Reference field.
5	Review the details on screen, then choose one of the following actions: **ACTION** — **STEPS** Save the payment as a draft — Click **Save as Draft** on the Control Bar. **RESULT:** The payment is saved in a draft status and can be reviewed and edited in the Current Payments screen. A confirmation pop-up window is displayed providing the Payment ID. Cancel payment — Click **Close** on the Control Bar. **RESULT:** The payment is discarded and the Current Payments screen is displayed. Review and submit the payment — > Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired. > If the payment details are correct, click **Submit** to submit the payment for approval. **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **Ok** to return to the Current Payments screen.

Create a Payment using a Payment Template

To create a payment using a payment template, follow the steps below.

NOTE: Templates can be set to restrict changes to beneficiaries or billers. If a template is restricted, you will not be able to add new beneficiaries or billers or edit details of existing beneficiaries or billers in payments created from that template.

STEP	ACTION
1	Click **Use Payment Template** on the Create Payment screen. **RESULT:** The Use Payment Template pop-up window is displayed with a list of available templates.
2	To search for a template, enter the search criteria into any of the Template Name, Template Description, Debit Account or Debit Currency fields and click **Search**. **RESULT:** Templates that match the search criteria will be displayed.
3	Select the template to use to create the payment and click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed providing the Payment ID. The payment is ready to be edited and submitted for approval.

Create a Payment using a Payment File

To create a payment using a payment file, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk. Some fields may not be available depending on the file format selected.

STEP	ACTION
1	To upload a Payment File, use one of the following methods: • Click **Use Payment File** on the **Create Payment** screen • Click **Upload Payments File** on the **File Import Summary** screen **RESULT:** The Upload Payment File pop-up window is displayed.
2	Complete the following details:

FIELD	HOW TO COMPLETE
File Format*	Choose from: > Australia customers: ABA, ABA - Osko, BPAY, CSV, MT101 > China customers: ISO XML, Fixed Length > New Zealand customers: NZ CSV without Control Record, NZ CSV with Control Record, NZ CSV, MT101
File Encoding*	Options available are based on your language selection. For English, UTF-8 is available as the default pre-selection. Choose from: > English (UTF-8, US-ASCII) > Traditional Chinese (Big5, UTF-8) > Japanese (Shift-JIS, 1byte Kana, UTF-8) > Vietnamese (Windows, UTF-8) > Khmer (UTF-8) > Simplified Chinese (GB2312, UTF-8)
Import as Salary Payment	Tick to import as a Salary Payment so that only those users with access to salary payments will be able to view and action the payment. **NOTE:** Only available for ABA, CSV, NZ CSV without Control Record, NZ CSV with Control Record and NZ CSV file formats.
Disable Beneficiary changes	Tick to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this payment file.
Individual Debits	Tick if you want the payment debited at a transaction level and each item will appear on the statement as single entries, i.e. a debit for each beneficiary. **NOTE:** Only available for NZ CSV without Control Record and NZ CSV with Control Record file formats.
Payment Reference	Enter a Payment Reference up to 18 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports. If left blank, this will default to the Description of entries on File in the file Descriptive record. **NOTE:** Only available for ABA and ABA – Osko file formats.
Statement Narrative	Enter a Statement Narrative up to 40 characters. This will appear as part of the narrative on the funding account statement. If left blank, this will default to the Description of entries on File + the User Identification Number in the file Descriptive record. **NOTE:** Only available for ABA file formats.
CSV header fields	For CSV files, enter the payment header information: Account Number*, Value Date*, Payment Name*(up to 16 characters), Statement Narrative*, Payment Reference* and Direct Entry User ID*
NZ Control Record header fields	For NZ CSV without Control Record and NZ CSV with Control Record files, enter the payment header information: Account Number*, Value Date*, Payment Name*(up to 16 characters), Particulars, Code and Reference.
NZ CSV header fields	For NZ CSV files, enter the payment header information: Particulars, Code and Reference.

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STEP	ACTION
	Confidential Data Group — Select a Confident Data Group or **Derive from the file** from the drop-down list. If deriving from the file, ensure the full Confidential Data Group Name is in the file. Only users with access to this group will be able to view the payment. Upload File* — Click **Browse** to find and select the payment file to import.
4	Select one of the following actions: **ACTION** — **STEPS** Start Upload — Click **Start Upload**. **RESULT:** A confirmation message is displayed advising that the file will be scanned and processed and a File ID is provided. You can view the status of the file in the File Import Summary screen. If processed successfully, payments will be created and available to view in the Current Payments Screen. Cancel Upload — Click **Cancel**.

Create a Payment from a Past Payment

To create a payment using a past payment, follow the steps below.

STEP	ACTION
1	Click **Use a Past Payment** on the Create Payment screen. **RESULT:** The Use a Past Payment pop-up window is displayed with a list of available past payments.
2	To search for a payment, enter the search criteria into any of the Payment Name, Debit Account, Payment Type, Payment Currency, Payment Amount or Value Date fields and click **Search**. **RESULT:** Payments that match the search criteria will be displayed.
3	Select the payment to use and click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed providing the Payment ID. The payment is ready to be edited and submitted for approval.

Additional Information section

If your payment requires additional regulatory information, you will need to complete the Additional Information section. Note that if you complete the BOP form in ANZ Transactive — Global, you do not need to provide a hard copy of the form to the bank.

NOTE: Applicable to payments in China only. Mandatory fields for payments are marked with an asterisk. There are no mandatory fields for Templates.

FIELD	HOW TO COMPLETE
Provided BOP form manually to bank	If you have provided the BOP (Balance Of Payments) form manually to the bank, select this checkbox. **NOTE:** If selected the remaining fields will no longer be visible.
Amount in Words*	Enter the amount of the payment in words. **NOTE:** This will be auto-populated in English if an amount has been entered.
BOP Transaction Code 1*	Select the appropriate BOP Transaction Code.
BOP Transaction Description 1*	This will be auto-populated based on the BOP Transaction Code 1 selected. You can update the description if required.
BOP CCY1*	This will be auto-populated based on the Payment Currency or Debit Currency being used.
BOP Amount 1*	Enter the BOP Amount for BOP Transaction Code 1.
BOP Transaction Code 2	If required, select the appropriate BOP Transaction Code. **NOTE:** This needs to be a different Transaction Code to BOP Transaction Code 1.
BOP Transaction Description 2	This will be auto-populated based on the BOP Transaction Code 2 selected. You can update the description if required.
BOP CCY 2	If you are using BOP Amount 2, enter the transaction currency.
BOP Amount 2	Enter the BOP Amount 2 for BOP Transaction Code 2. **NOTE:** BOP Amount 1 plus BOP Amount 2 should equal the total BOP amount.
Unit Code*	Enter the 9 digit Unit Code of your organisation.
Beneficiary Resident Country/Region Name*	This will be auto-populated based on the remitter's bank country name.
Beneficiary Resident Country/Region Code*	This will be auto-populated based on the remitter's bank country code.
Payment Nature*	Select the nature of the payment from the drop-down list. **NOTE:** This should be based on the declaration document.
Tax Free Goods*	Select Yes or No.
Type of Payment*	Select the type of payment from the drop down list.
Contract Number*	If there is a contract for this transaction, enter the Contract Number or enter "N/A".
Invoice Number*	If there is an invoice for this transaction, enter the Invoice Number or enter "N/A".
Safe Batch/Registration Number	Enter the 20 digit Safe Batch/Registration Number or enter "N/A".
BOP Reporting Type*	Select the BOP reporting type from the drop-down list.

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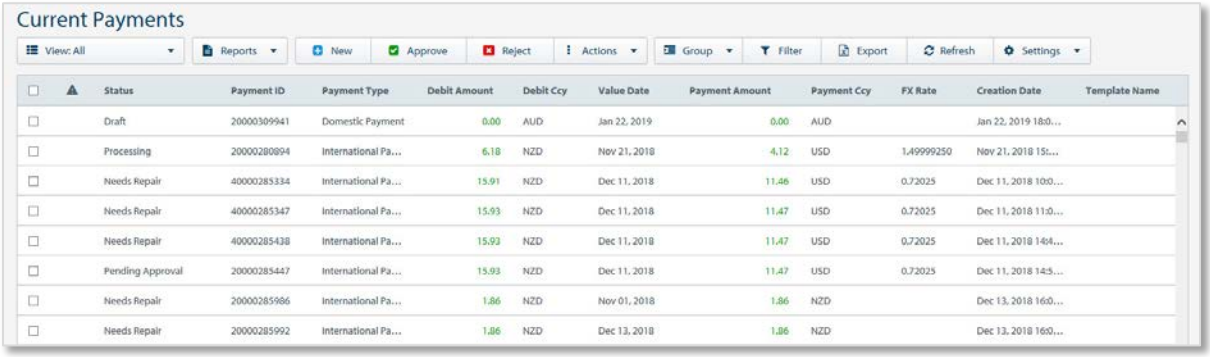
CURRENT PAYMENTS

Menu > Payments > Current Payments

The Current Payments screen can be accessed from the Payments Menu. This screen provides you with a summary of your current payments that have not yet been sent for processing as well as those that have been processed within the last 30 calendar days.



- Use the **Control Bar** to quickly and easily access key tasks. See the Getting Started User Guide for full details
- Change the **View** to display My Payments, Payments For My Action, Payments For My Approval, Needs Rate, Payments For Repair, Approved Payments, Rejected Payments or Future Dated Payments
- Click **New** to create a payment
- Use **Settings** to save the View and Group selected
- Click on a row to view the details screen
- Right-click on a row to Edit, Approve, Reject, Recall, Resubmit, Stop, Get Rate, Copy, Create Template From, Delete or generate a Payment Summary Report, Payment Detail Report or Payment Audit Report

Current Payments Columns

COLUMN	DESCRIPTION
Payment Alerts	If a payment has an alert, you can click on the warning indicator to view the details. An alert will be issued to advise you of the following: > The payment is a possible duplicate > The payment has been modified since creation > Beneficiaries within the payment have been updated as a result of Payee List changes
Beneficiary/Payment Name	The payment name entered when creating the payment. **Note:** If the payment only contains one beneficiary, the Beneficiary Name will be displayed.
Payment ID	System generated Payment ID.
Debit Amount	The amount that is being debited to fund the payment.
Debit Account	The account number used to fund the payment.
Debit Ccy	The currency that the funds will be debited in.
Status	The status of the payment.
Value Date	The date on which the payment will be processed.
Template Name	If a template has been used to create the payment, the name of the template.
Payment Type	The Payment Type: Account Transfer, Domestic Payment, International Payment and Pay Bill.
Debit Account Name	The account name used to fund the payment.
Payment Amount	The amount that is being paid.
Payment Ccy	The currency that the funds will be credited in.
Beneficiary Account	The beneficiary's account number. If there are multiple beneficiaries in the payment, this field will be blank.
Beneficiary Bank Name	The beneficiary's Bank Name. If there are multiple beneficiaries in the payment, this field will

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COLUMN	DESCRIPTION
	be blank.
FX Rate	The FX Rate used for cross currency payments. If Individual Debits was selected making the payment debited at a transaction level, Multiple will be displayed.
Created By	The User ID of the person that created the payment.
Creation Date	The date and time the payment was created.
Last Modified By	The User ID of the person that last modified the payment.
Last Approved By	The User ID of the person that last approved the payment.
Last Modified Date	The date and time the payment was last modified.
Last Action Time	The date and time the last action was performed on the payment.
No. of Items	The number of Payment Instructions (beneficiaries) in the payment.
Cut-off Time	The payment cut-off time based on the following attributes; the Debit Account Currency, the Debit Account Country and the Payment Type. The time is displayed in the Time Zone you have set up in the Settings & Preferences menu.
File Name	If the payment was created using a payment file, the name of the file will be displayed.
File ID	If the payment was created using a payment file, the system generated File ID.
FX Contract ID	The FX Contract ID used to fund the payment. If multiple FX Contracts were used, Multiple will be displayed. If a carded rate was used, Carded will be displayed.
Division Name	The name of division under which the payment was made.
Salary	A flag (Yes or No) to indicate if the payment is a Salary payment.

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Payment Details Screen

To view payment details from the Current Payment screen, select a payment from the list. Details of the payment are displayed including any errors or alerts associated with the payment.

Control Bar

NOTE: Options available are dependent on the status of the payment.

NAME	DESCRIPTION
Close	Return to the Current Payment list.
Edit	Edit a payment that is in a Draft, Needs Repair or Approver Rejected status.
Submit	Submit a payment for approval.
Approve	Approve a payment that is in a Pending Approval status.
Reject	Reject a payment that is in a Pending Approval status.
Recall	Recall a payment that has been submitted for approval and is in a Pending Approval status. This will change the status of the payment to Draft in order to enable editing. **NOTE:** Any approvals for the payment will be removed after it has been recalled.
Resubmit	Retry sending a payment that has been rejected due to insufficient funds. The payment will not require additional approval but needs to be resubmitted prior to the cut-off time on the same value date.
Stop	Stop a payment that is in a Future Dated status.
Copy	Copy a payment that is in a Bank Rejected, Completed, Completed with Error, Future Dated or Processing status.
Delete	Delete a payment in a Draft, Pending Approval, Needs Repair or Approver Rejected status.
Copy Template From	Enter a Template Name and Template Description into the pop-up window to create a template from the payment.
Reports	Generate the following reports: • Payment Summary Report — enter your criteria into the Request Payment Summary Report pop-up window to generate the report for the payment. • Payment Detail Report — enter your criteria into the Request Payment Detail Report pop-up window to generate the report for the payment. • Payment Audit Report — enter your criteria into the Request Payment Audit Report pop-up window to generate the report for the payment. • **Payment Audit History** — Display a Payment Audit History pop-up window where you can view the audit details on screen or click **Payment Audit Report** to request a report • **Debit Advices** — enter your criteria into the Debit Advice pop-up window to generate the debit advice for the payment. • **Beneficiary Advices** — enter your criteria into the Generate Beneficiary Advices pop-up window to generate the beneficiary advices for the payment. **NOTE:** For further instructions on payment reports and advices, see the ANZ Transactive — Global Report Centre User Guide
Filter	Appears in the Beneficiary Details section. Select to display text fields in each column. Enter text into each field to display only Payment Instructions matching that data.

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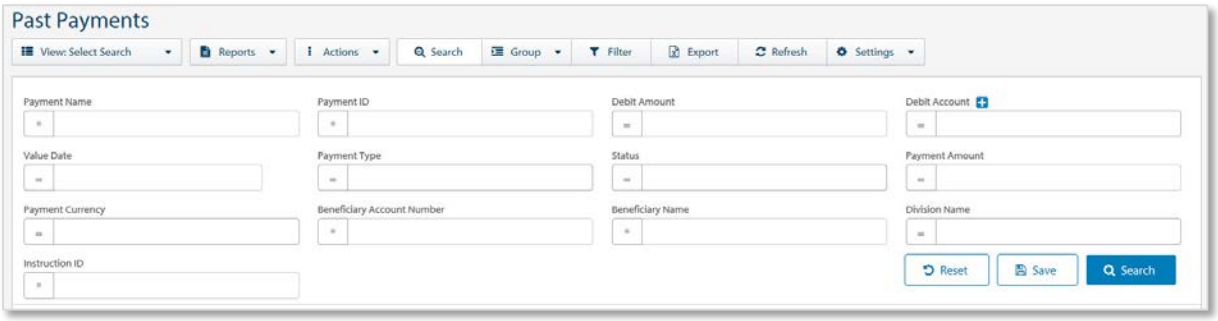
PAST PAYMENTS

Menu > Payments > Past Payments

The Past Payments screen can be accessed from the Payments Menu. This screen allows you to perform a search for payments processed through ANZ Transactive – Global that are in a Completed, Completed with Error or a Bank Rejected status within the last 24 months.



- Use the **Control Bar** to quickly and easily access key tasks. See the Getting Started User Guide for full details.
- Use the **View** menu to display and manage saved searches
- Use **Settings** to save the View and Group selected
- Use the **Save** button to save a search for future use
- Click on a row to view the details screen
- Right-click on a row to copy the payment or request a payment report

Past Payments Search Fields

Click the **Advanced Search** button on the Control Bar to display or hide the search criteria fields. To complete any type of search, at least one search criteria must be entered. Searches on fields that are left blank, will return all available data for that field.

FIELD	DESCRIPTION
Payment Name	Add a payment name to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Like** — enter any part of the payment name. The search will return results that contain the search string entered. • **Equal To** — enter a payment name to add to the search • **Not Equal To** — enter a payment name to exclude from the search
Payment ID	Add a Payment ID to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Like** — enter any part of the Payment ID. The search will return results that contain the search string entered. • **Equal To** — enter a Payment ID to add to the search • **Not Equal To** — enter a Payment ID to exclude from the search
Debit Amount	Add a debit amount or debit amount range to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — enter an amount to add to the search • **Not Equal To** — enter an amount to exclude from the search • **Greater Than** — search for an amount that is greater than this amount • **Less Than** — search for an amount that is less than this amount • **Between** — search for an amount between these two amounts
Debit Account	Add a debit account to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — enter one or more accounts to add to the search • **Not Equal To** — enter one or more accounts to exclude from the search To add accounts, use one of the following methods: 1. Click **Search Accounts** to display the Add Debit Accounts pop-up window. Select the accounts to include in the search criteria and click **Add**. 2. Add accounts directly into the Debit Account field by placing the mouse cursor in field and typing

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FIELD	DESCRIPTION
	any part of account name, BSB or number
Value Date	Add a value date or value date range to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Specific Date** — choose an exact value date from a calendar to add to the search • **Date Range** — search for a value date that is between the "From" and "To" entered into the search fields • **Rolling Dates** — choose from Today, Yesterday, Week to Date, Last Week, Month to Date and Last Month
Payment Type	Add a payment type to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — select one or more payment types to add to the search • **Not Equal To** — select one or more payment types to exclude from the search
Status	Add a payment status (Completed, Completed with Error or Bank Rejected) to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — select one or more payment statutes to add to the search • **Not Equal To** — select one or more payment statutes to exclude from the search
Payment Amount	Add a payment amount or payment amount range to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — enter an amount to add to the search • **Not Equal To** — enter an amount to exclude from the search • **Greater Than** — search for an amount that is greater than this amount • **Less Than** — search for an amount that is less than this amount • **Between** — search for an amount between these two amounts
Payment Currency	Add a payment currency to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — select one or more payment currencies to add to the search • **Not Equal To** — select one or more payment currencies to exclude from the search
Beneficiary Account	Add a beneficiary account to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Like** — enter any part of the beneficiary account. The search will return results that contain the search string entered. • **Equal To** — enter a beneficiary account to add to the search • **Not Equal To** — enter a beneficiary account to exclude from the search
Beneficiary Name	Add a beneficiary name to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Like** — enter any part of the beneficiary name. The search will return results that contain the search string entered. • **Equal To** — enter a beneficiary name to add to the search • **Not Equal To** — enter a beneficiary name to exclude from the search
Division Name	If you have multiple divisions, you can add specific divisions to your search criteria. Clicking on the search filter will enable you to choose from the following options: • **Equal To** — select one or more divisions to add to the search • **Not Equal To** — enter one or more divisions to exclude from the search
Instruction ID	Add an Instruction ID to your search criteria to find the payment an Instruction ID belongs to. Clicking on the search filter will enable you to choose from the following options: • **Like** — enter any part of the Instruction ID. The search will return results that contain the search string entered. • **Equal To** — enter an Instruction ID to add to the search • **Not Equal To** — enter an Instruction ID to exclude from the search
Reset and Search Buttons	> Click **Reset** to clear the search criteria and results > Click **Search** to run your search and return any matching results. When a search is run, the search criteria options will not be displayed. To view these, click **Show Search Criteria** on the Control Bar. > To save a search, click **Save Searches** in the Control Bar

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Past Payments Search Result Columns

COLUMN	DESCRIPTION
Debit Account	The account number used to fund the payment.
Value Date	The date on which the payment was processed.
Payment Type	The Payment Type: Account Transfer, Domestic Payment and International Payment.
Status	The status of the payment.
Payment Ccy	The currency that the funds were credited in.
Payment Amount	The amount that was paid.
Beneficiary/Payment Name	The payment name entered when creating the payment.
Payment ID	System generated Payment ID.
Debit Amount	The amount that was debited to fund the payment.
Debit Ccy	The currency that the funds were debited in.
Debit Account Name	The account name used to fund the payment.
Beneficiary Account	The beneficiaries account number. If there are multiple beneficiaries in the payment, Multiple will be displayed
Beneficiary Bank Name	The beneficiaries Bank Name. If there are multiple beneficiaries in the payment, Multiple will be displayed
Beneficiary Bank ID	The beneficiaries Bank ID. If Individual Debits was selected, Multiple will be displayed.
FX Rate	The FX Rate used for cross currency payments. If Individual Debits was selected making the payment debited at a transaction level, Multiple will be displayed.
No. of Items	The number of Payment Instructions (beneficiaries) in the payment.
File Name	If the payment was created using a payment file, the name of the file.
File ID	If the payment was created using a payment file, the system generated File ID.
FX Contract ID	The FX Contract ID used to fund the payment. If multiple FX Contracts were used, Multiple will be displayed. If a carded rate was used, Carded will be displayed.
Division Name	The name of division under which the payment was made.
Salary	A flag (Yes or No) to indicate if the payment was a Salary payment.

Past Payments Details Screen

To view payment details from the Past Payments screen, select a payment from the list. Details of the payment are displayed including any errors or alerts associated with the payment.

Control Bar

NOTE: Options available are dependent on the status of the payment.

NAME	DESCRIPTION
Reports	Generate the following reports: • Payment Summary Report —enter your criteria into the Request Payment Summary Report pop-up window to generate the report for the payment. • Payment Detail Report — enter your criteria into the Request Payment Detail Report pop-up window to generate the report for the payment. • Payment Audit Report — enter your criteria into the Request Payment Audit Report pop-up window to generate the report for the payment. • **Payment Audit History** — displays a Payment Audit History pop-up window where you can view the audit details on screen or click on the Payment Audit Report button to request a report. • **Debit Advices** — enter your criteria into the Debit Advice pop-up window to generate the debit advice for the payment • **Beneficiary Advices** — enter your criteria into the Generate Beneficiary Advices pop-up window to generate the beneficiary advices for the payment **NOTE:** For further instructions on payment reports and advices, see the ANZ Transactive — Global Report Centre User Guide
Create a Template	Enter a Template Name and Template Description into the pop-up window to create a template from the payment
Copy	Copy a payment that is in a Bank Rejected, Completed or Completed with Error status.
Close	Return to the Past Payments list.

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PAYMENT ACTIONS

Edit a Payment

To edit details of a payment that is in a **Draft**, **Needs Repair** or **Approver Rejected** status, follow the steps below.

NOTE: To edit a payment that has already been submitted for approval and is in a Pending Approval status, you must recall the payment first.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to edit the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Edit** Method 2: Right-click on the payment and click **Edit** Method 3: Select the payment and click **Actions > Edit** **RESULT:** The payment is in edit mode.
3	Edit the payment details as required. **TIPS:** • To remove one or more beneficiaries from the list, tick the checkbox next the beneficiary number and click **Remove** • To edit a beneficiary in the list, click on the beneficiary and edit the details in the **Edit A Payment Instruction** pop-up window
4	Select one of the following actions: **ACTION** — **STEPS** Close payment — > Click **Close** > Click **Yes** in the confirmation pop-up window **RESULT:** Any changes made to the payment will not be saved. Review and submit the payment — > Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the payment details. > If the payment details are not correct, click **Previous** to return to the previous screen and edit the payment as desired. > If the payment details are correct, click **Submit** to submit the payment for approval **RESULT:** A confirmation pop-up window is displayed advising that the payment has been submitted for approval. Click **Request Payment Summary Report** to request a report (see the Request Payment Summary Report section), **View Payment** to review the payment details or **Ok** to return to the Current Payments screen. View payment audit history — > Click **Payment Audit History** **RESULT:** A Payment Audit History pop-up window is displayed > View the audit details on screen or click **Payment Audit Report** to request a report

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Recall a Payment

To recall a payment for editing that has been submitted for approval and is in a **Pending Approval** status, follow the steps below. This will change the status of the payment to Draft in order to enable editing.

NOTE: You can recall payments individually, or several at a time.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to recall the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Recall**. **NOTE:** Only one payment at a time can be recalled using this method. Method 2: Right-click on the selected payment and click **Recall** Method 3: Select the payment and click **Actions > Recall** **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed advising that the payment has been recalled and the payment status changes to Draft.

Approve or Reject a Payment

To approve or reject a payment that is in a **Pending Approval** status, follow the steps below. It is recommended that you view payment details prior to approving payments.

NOTE: You must have the appropriate permissions to approve payments. You can approve or reject payments individually, or several at a time.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Click **View** > **Payments For My Approval** from the Control Bar. **RESULT:** Payments that you are entitled to approve will be displayed.
3	Choose one of the following methods to display the approve and reject actions: Method 1: Click on the payment in the Current Payments list. **RESULT:** The Payment Details screen is displayed. **NOTE:** Only one payment at a time can be actioned using this method. Method 2: Right-click on the selected payment. **RESULT:** The Actions menu is displayed. Method 3: Select the payment and click **Actions**
4	To **APPROVE** the payment, follow the steps below: **STEP** **ACTION** 4.1 > Click **Approve** > Click **Yes** in the confirmation pop-up window **RESULT:** • If the payment requires additional approvals, a confirmation message is displayed advising that the payment has been approved. It will remain in a Pending Approval status until all approvals are obtained. Skip remaining steps. • If this is the final approval, the Approve Selected Payments pop-up window will be displayed and you will need to sign the transaction in order to release it to the bank Go to Step 4.2. 4.2 Check the details of the payment in the Approve Selected Payments pop-up window and click **Approve**. **RESULT:** You will be prompted to enter your security credentials. 4.3 Enter your security credentials into the eSigner pop-up window. **RESULT:** • If the payment does not require a dynamic rate, a confirmation message is displayed advising that the payment has been submitted and the payment status changes to **Processing** • If the payment requires a dynamic rate, the payment status will change to **Needs Rate**

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STEP	ACTION
	To **REJECT** the payment, follow the steps below: STEP — ACTION 4.1 — Click **Reject**. **RESULT:** An Enter A Reason For Rejection pop-up window is displayed. 4.2 — Enter a reason for rejecting the payment and click **OK** **RESULT:** A confirmation message is displayed advising that the payment has been Rejected and the payment status changes to Approver Rejected.

Get a Dynamic Rate

Requesting a dynamic rate is required for cross-currency International Payments or Account Transfers that are set to use a dynamic rate. This action is performed after a payment is fully approved and is in Needs Rate status. To get a dynamic rate for a payment in Needs Rate status, follow the steps below.

NOTES:

- Required in Australia and New Zealand only
- Only users with a security device and the appropriate permissions can use the dynamic Get Rate function
- You can only get a dynamic rate for one payment at a time
- If a payment is Future Dated, you cannot obtain a dynamic rate until the date of the payment (i.e. the Value Date). On the Value Date the payment status will change to Needs Rate and a Get Rate action will need to be performed in order for the payment to be processed.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Click **View** > **Needs Rate** from the Control Bar. **RESULT:** Payments that require a dynamic rate will be displayed.
3	Locate the payment and use one of the following methods to get a dynamic rate: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Get Rate** on the Control Bar. Method 2: Right-click on the selected payment and click **Get Rate.** Method 3: Tick the payment and click **Actions > Get Rate** **RESULT:** The amount and dynamic rate are displayed with a 30-second countdown until it expires.
4	To **accept** the displayed exchange rate, click **Trade** before the rate expires. **RESULT:** A confirmation pop-up window is displayed and the payment status will change to **Trade Successful** before it begins processing. **NOTE:** To **reject** the displayed exchange rate, click **Cancel** or wait until the countdown expires.

Reject an Instruction in a Payment

To reject an instruction in a payment that is in a **Pending Approval** status, follow the steps below.

NOTE: You must have the appropriate permissions to reject instructions.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Click **View** > **Payments For My Approval** from the Control Bar. **RESULT:** Payments that you are entitled to approve will be displayed.
3	Locate and click on the payment to display the Payment Details screen
4	Locate and click on the instruction in the Payment Instructions section. **RESULT:** The Payment Instruction pop-up window is displayed.
5	Click **Reject**. **RESULT:** An Enter A Reason For Rejection pop-up window is displayed.
6	Enter a reason for rejecting the instruction and click **OK**. **RESULT:** A confirmation message is displayed advising that the instruction has been rejected.

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Resubmit a Payment

To retry sending a payment that has been rejected due to insufficient funds, follow the steps below.

NOTES:

- The payment will not require additional approval but needs to be resubmitted prior to the cut-off time on the same value date once there is sufficient funds in the account
- You can resubmit payments individually or several at a time

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to retry sending the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Resubmit**. **NOTE:** Only one payment at a time can be retried for processing using this method. Method 2: Right-click on the selected payment and click **Resubmit** Method 3: Select the payment and click **Actions > Resubmit** **RESULT:** The payment has been resubmitted for processing. Check the payment status to confirm if the payment has been processed.

Stop a Payment

To stop a payment that is in a **Future Dated** status, follow the steps below.

NOTE: You can stop payments individually, or several at a time.

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to stop the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Stop**. **NOTE:** Only one payment at a time can be stopped using this method. Method 2: Right-click on the selected payment and click **Stop** Method 3: Select the payment and click **Actions > Stop** **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed advising that the payment has been stopped and the payment status changes to Draft.

Copy a Payment

To copy the details of a payment in a **Completed**, **Completed with Error**, **Future Dated** or **Processing** status in the **Current Payments** screen, follow the steps below:

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to copy the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Copy** Method 2: Right-click on the payment and click **Copy** Method 3: Select the payment and click **Actions > Copy** **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** The new payment details are displayed.

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To copy the details of a payment in a **Completed** or **Completed with Error** status in the **Past Payments** screen, follow the steps below:

STEP	ACTION
1	Go to the **Payments** > **Past Payments** screen.
2	Search for the payment using the search criteria options and use one of the following methods to copy the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Copy** Method 2: Right-click on the payment and click **Copy** Method 3: Select the payment and click **Actions > Copy** **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** The new payment details are displayed.

Create a Template from a Payment

To create a template from a payment in a **Bank Rejected**, **Completed**, **Insufficient Funds**, **Needs Repair**, **Pending Approval**, **Processing** or **Future Dated** status, follow the steps below:

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to create a template from the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Create a template** on the Control Bar Method 2: Right-click on the payment and click **Copy Template From** Method 3: Select the payment and click **Actions > Copy Template From** **RESULT:** A **Create Template from this Payment** pop-up window is displayed.
3	Enter a **Template Name** and **Description** and press the **OK** button. **RESULT:** A confirmation message is displayed.

Delete a Payment

To delete a payment that is in a **Draft**, **Pending Approval**, **Needs Repair** or **Approver Rejected** status, follow the steps below.

NOTES:

- Deleted payments will remain in the system for 30 calendar days
- You can delete payments individually, or several at a time

STEP	ACTION
1	Go to the **Payments** > **Current Payments** screen
2	Locate the payment and use one of the following methods to delete the payment: Method 1: Click on the payment in the list to display the Payment Details screen and then click **Delete**. **NOTE:** Only one payment at a time can be deleted using this method. Method 2: Right-click on the selected payment and click **Delete** Method 3: Select the payment and click **Actions > Delete** **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed advising that the payment has been deleted and the payment status changes to Deleted.

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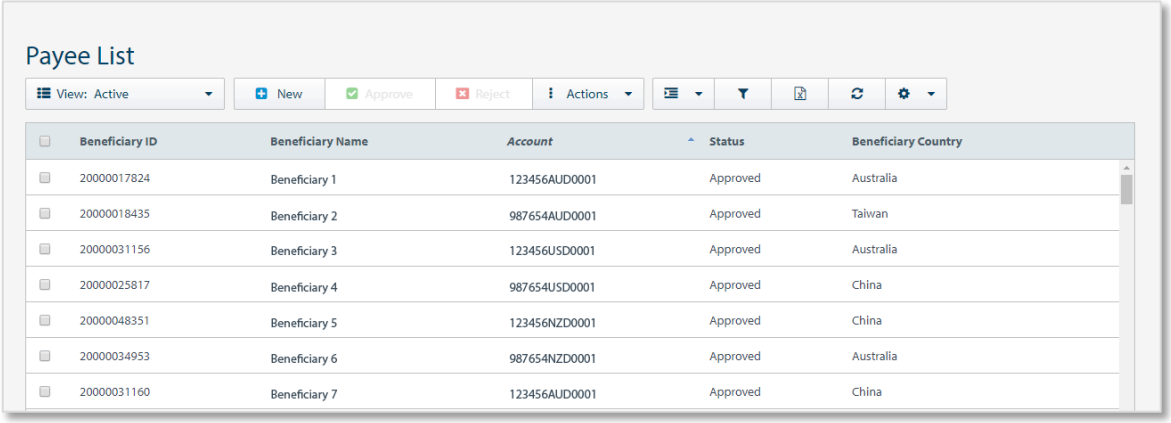
PAYEE LIST

Menu > Payments > Payee List

The Payee List screen can be accessed from the Payments Menu. This screen allows you to set up and manage a list of beneficiaries that you commonly make payments to, so that the beneficiary details can be used for future payments.

If your organisation needs to approve beneficiaries, each beneficiary must be approved by another user with appropriate permissions before it can be used.



- Use the **Control Bar** to quickly and easily access key tasks. See the Getting Started User Guide for full details.
- Change the **View** to display beneficiaries Awaiting Approval, Active or Rejected or those that are in one of your folders.
- Click **New** to Create a Payee.
- Upload a beneficiary file from the **Actions** menu. You can download the template using the **Download file template** link if required. Note that you need to click **Create CSV** and save the beneficiary information before uploading to ANZ Transactive – Global.
  NOTE: This feature is only available for beneficiaries with SWIFT bank details.
- Create and manage folders containing beneficiaries that you want to view from the **Actions** menu.
- Use **Settings** to save the View and Group selected.
- Click on a row to view the details screen.
- Right-click on a row to View, Edit, Delete, Approve, Reject, or to move the beneficiary to a folder you have created.

Payee List Columns

COLUMN	DESCRIPTION
Beneficiary ID	System generated Beneficiary ID.
Account	The beneficiary's account number.
Beneficiary Name	The name of the beneficiary.
Beneficiary Name (Local Language)	The name of the beneficiary in their local language.
My Beneficiary ID	The Beneficiary Code that is typically in your ERP system.
Status	The status of the beneficiary.
Beneficiary Country	The country the beneficiary resides in.
Beneficiary Bank Name	The beneficiary's Bank Name.
Branch Name	The beneficiary's Bank Branch Name.
Swift Code	The beneficiary's bank Swift Code.
Clearing Code	The beneficiary's Bank local Clearing Code.
Beneficiary Bank Country	The beneficiary's Bank country.
Division Name	The Division under which the beneficiary is saved and available for use.

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COLUMN	DESCRIPTION
Biller Code	The biller's BPAY Biller Code, as provided by your biller.
Reference	The reference number provided to a Biller when a Pay a Bill payment is made.
Beneficiary Bank Name (SWIFT)	For Swift BIC beneficiaries, the Bank Name.
Bank Branch Name (SWIFT)	For Swift BIC beneficiaries, the Bank Branch Name.

Payee Statuses

The following table details each of the payee statuses.

NOTE: You may not see all of the statuses if your organisation has not been set up with the approve payee workflow.

BENEFICIARY STATUS	DESCRIPTION
Pending Approval	The beneficiary has been created and is awaiting approval. Once approved, it will move to an Approved status.
Creation Rejected	The creation of a beneficiary has been rejected by an Approver. It will need to be edited if necessary and resubmitted for approval.
Modification Pending Approval	The beneficiary details have been modified and are awaiting approval by an Approver.
Deletion Pending Approval	The beneficiary has been deleted from the Payee List and is awaiting approval by an Approver.
Deleted	The beneficiary has been deleted from the Payee List.
Modification Rejected	The modifications made to a beneficiary or the deletion of a beneficiary has been rejected.
Approved	The beneficiary is ready for use.

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Create a Payee

To create a payee, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Click **New** on the Payee List screen Control Bar. **RESULT:** The Add New Payee screen is displayed.
2	Complete the Division details: Select the Division under which the beneficiary will be saved and available for use. **NOTE:** Available if your Organisation is set up with a hierarchy.
3	Complete the **Beneficiary Details**: **FIELD** — **HOW TO COMPLETE** Beneficiary Name* — Enter the name of the beneficiary. Beneficiary Name (Local Language) — Enter the name of the beneficiary in your local language. Email Address — Enter the email address of the beneficiary. My Beneficiary ID* — Enter a Beneficiary Code that is typically in your ERP system. **NOTE:** If a Beneficiary Code is provided in a payment file, the beneficiary information, including the beneficiary bank details (Bank, Branch, Account Number, Account Currency, IBAN), are derived from the matching My Beneficiary ID in the Payee List and the values in the file will be ignored. Address — Enter the address details of the beneficiary. City — Enter the city where the beneficiary resides. Country — Select the beneficiary's country from the drop-down menu.
4	Select the **Beneficiary Bank Country** from the drop-down list. **NEXT STEP:** > If beneficiary's bank is in Australia, go to Step 5 > If beneficiary's bank is in New Zealand, go to Step 6 > If beneficiary's bank is NOT in Australia or New Zealand, go to Step 7
5	For beneficiaries where their bank is in Australia, complete the **Beneficiary Bank Information**: **FIELD** — **HOW TO COMPLETE** Select Payment Address Type* — Choose from: • BSB - Account Number – select to send domestic payments to the beneficiary • Swift BIC – select to send international payments to the beneficiary • BPAY – select to pay bills to the beneficiary • PayID - Email Address† • PayID - Phone Number† • PayID - ABN/CAN† • PayID - Organisation ID† †This functionality will be available when OSKO is commercialised Payment Address Type = **BSB Account** BSB* — Enter the 6-digit BSB associated to the beneficiary's account number (no spaces or hyphens). Account Number* — Enter the beneficiary's 9-digit account number (no spaces or hyphens). Payment Address Type =**SWIFT BIC** Swift BIC — Choose from: • **SWIFT**: Type in the bank's Swift Code (11 digits) into the textbox. Alternatively, click on the search icon to Find a Swift Clearing Code • **Australian Bank State Branch (BSB) Code (AU) – AU:** Type in the bank's BSB Code (6 digits) into the textbox. Alternatively, click on the search icon to Find a Clearing Code **NOTE:** If you cannot find the Beneficiary Bank, contact the ANZ Customer Service Centre for assistance.

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STEP	ACTION	
	Account Number*	Enter the full account number provided to you with no spaces or hyphens.
	Bank Name	Details will be auto-populated based on the Swift BIC selected.
	Branch Name	Details will be auto-populated based on the Swift BIC selected.
	Bank Address	Details will be auto-populated based on the Swift BIC selected.
	Payment Address Type = **BPAY**	
	Biller Code*	Enter the BPAY Biller Code, as provided by your biller. To find a biller, click on the Search icon to display the Find a Biller pop-up window.
	Biller Name	This field is automatically populated with the biller's name, based on the Biller Code entered. Check this name to confirm that you have entered the correct Biller Code.
	Reference	Enter your Reference number, as provided by the biller.
	Next Step: Go to Step 8	
6	For beneficiaries where their bank is in New Zealand, complete the **Beneficiary Bank Information**:	
	FIELD	**HOW TO COMPLETE**
	Select Payment Address Type*	Choose from: • Bank Account Number - select to send domestic payments to the beneficiary • Swift BIC – select to send international payments to the beneficiary
	Payment Address Type = **Bank Account Number**	
	Account Number*	Enter the beneficiary's account number; bank (two digits), branch (four digits), the body (seven digits) and the suffix (two or three digits).
	Payment Address Type =**SWIFT BIC**	
	Swift BIC	Type in the bank's Swift Code (11 digits) into the textbox. Alternatively, click on the search icon to Find a Swift Clearing Code **NOTE:** If you cannot find the Beneficiary Bank, contact the ANZ Customer Service Centre for assistance.
	Account Number*	Enter the full account number provided to you with no spaces or hyphens.
	Bank Name	Details will be auto-populated based on the Swift BIC selected.
	Branch Name	Details will be auto-populated based on the Swift BIC selected.
	Bank Address	Details will be auto-populated based on the Swift BIC selected.
	Next Step: Go to Step 8	
7	For beneficiaries where their bank is NOT in Australia or New Zealand, complete the **Beneficiary Bank Information** details: **NOTE:** Available fields are based on the Country selected.	
	FIELD	**HOW TO COMPLETE**
	Account Number*	Enter the full account number provided to you with no spaces or hyphens. **Examples:** • IBAN: BE88320034713441 GR1011012500000000012300695 • Other: 099445344211 06098821346720 **NOTE:** If sending payments to European Union countries, you must use an IBAN.
	Account Type	Select the beneficiary's account type. Choose from Individual Resident, Individual Non-Resident, Corporate Resident and Corporate Non-Resident.
	Local Clearing Information	
	Clearing Code	Click on the search icon to Find a Local Clearing Code. Enter the Bank Name, Branch Name or Clearing Code and click **Search**. Select the Bank from the results. **NOTE:** You can enter part of the Bank Name, Branch Name or Clearing Code.
	Bank Name	Details will be auto-populated based on the Local Clearing Code selected.
	Branch Name	Details will be auto-populated based on the Local Clearing Code selected.
	Address	Details will be auto-populated based on the Local Clearing Code selected.

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STEP	ACTION
	SWIFT Clearing Information Swift Code: Type the bank's Swift Code (11-digits) into this field. Alternatively, click the search icon to Find a Swift Clearing Code. **NOTE:** If you cannot find the Beneficiary Bank, contact the ANZ Customer Service Centre for assistance. Bank Name: Details will be auto-populated based on the Swift Code selected. Branch Name: Details will be auto-populated based on the Swift Code selected. Address: Details will be auto-populated based on the Swift Code selected. City: Details will be auto-populated based on the Swift Code selected.
8	Select one of the following actions: **ACTION** — **STEPS** Cancel — Click **Cancel**. **RESULT:** The beneficiary will not be saved and you will be returned to the Payee List screen. Submit the beneficiary — > Click **Submit** > Click **Yes** in the confirmation pop-up window **RESULT:** A confirmation message is displayed advising that the beneficiary has been created. **NOTE:** If your organisation does not need to approve beneficiaries, the beneficiary status changes to **Approved**. If your organisation needs to approve beneficiaries, the beneficiary status changes to **Pending Approval** and the beneficiary will need to be approved by another user. See the Approve or Reject a Beneficiary section for further instructions.

View a Beneficiary

To view the details of a beneficiary, follow the steps below.

STEP	ACTION
1	Go to the **Payments** > **Payee List** screen
2	Locate the beneficiary and use one of the following methods to view the beneficiary details: Method 1: Click on the beneficiary in the list Method 2: Right-click on the beneficiary and click **View** Method 3: Select the beneficiary and click **Actions > View** **RESULT:** The **Beneficiary Details** screen is displayed. Click **Close** to exit the screen.

Edit a Beneficiary

To edit the details of a beneficiary, follow the steps below.

NOTE: To reduce the risk of fraud, ANZ recommends you always confirm beneficiary detail changes directly with the beneficiary before changing details.

STEP	ACTION
1	Go to the **Payments** > **Payee List** screen
2	Locate the beneficiary and use one of the following methods to edit the beneficiary details: Method 1: Click on the beneficiary in the list to display the Beneficiary Details screen and click **Edit** Method 2: Right-click on the selected beneficiary and click **Edit** Method 3: Select the beneficiary and click **Actions > Edit** **RESULT:** The beneficiary is in edit mode.
3	Edit the beneficiary details as required
4	Select one of the following actions:

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STEP	ACTION	
	ACTION	**STEPS**
	Cancel	> Click **Cancel** > Click **Yes** in the confirmation pop-up window **RESULT:** Any changes made to the beneficiary will not be saved.
	Submit the changes to the beneficiary	> Click **Submit** > Click **Yes** in the confirmation pop-up window If there are any impacts to current payment and templates as a result of the changes, an Impact Summary pop-up window will be displayed. You can click on the numbers in the table to view which payments and templates are affected. To continue, click **Yes**. **RESULT:** A confirmation message is displayed advising that the beneficiary has been submitted. **NOTE:** If your organisation does not need to approve beneficiaries, the beneficiary status changes to **Approved**. If your organisation needs to approve beneficiaries, the beneficiary status changes to **Modification Pending Approval** and the changes need to be approved before the beneficiary can be used in a payment. See the Approve or Reject a Beneficiary section for further instructions.

Delete a Beneficiary

To delete a beneficiary that is in a **Pending Approval**, **Creation Rejected**, **Modification Rejected**, **Modification Pending Approval** or **Approved** status from the Payee List, follow the steps below.

NOTE: You can delete beneficiaries individually or several at a time.

STEP	ACTION
1	Go to the **Payments** > **Payee List** screen
2	Locate the beneficiary and use one of the following methods to delete the beneficiary from the Payee List: Method 1: Click on the beneficiary in the list to display the Beneficiary Details screen and click **Delete**. **NOTE:** Only one beneficiary at a time can be deleted using this method. Method 2: Right-click on the selected beneficiary and click **Delete** Method 3: Select the beneficiary and click **Actions > Delete** **RESULT:** A confirmation pop-up window is displayed.
3	> Click **Yes** in the confirmation pop-up window. If there are any impacts to current payment and templates as a result of the deletion, an Impact Summary pop-up window will be displayed. You can click on the numbers in the table to view which payments and templates are affected. To continue, click **Yes**. **RESULT:** A confirmation message is displayed advising that the beneficiary has been deleted. **NOTE:** If your organisation does not need to approve beneficiaries, the beneficiary status changes to **Deleted**. If your organisation needs to approve beneficiaries, the beneficiary status changes to **Deletion Pending Approval** and the deletion needs to be approved. See the Approve or Reject a Beneficiary section for further instructions.

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Approve or Reject a Beneficiary

To approve or reject a beneficiary that is in a **Deletion Pending Approval**, **Modification Pending Approval** or a **Pending Approval** status, follow the steps below. It is recommended that you view beneficiary details prior to approving.

NOTES:

- If your organisation has not been set up to approve beneficiaries, you will not be required to complete this action
- You must have the appropriate permissions to approve or reject beneficiaries
- You can approve or reject beneficiaries individually, or several at a time

STEP	ACTION
1	Go to the **Payments** > **Payee List** screen.
2	Click **View** > **Awaiting Approval** from the Control Bar. **RESULT:** Beneficiaries that are awaiting approval will be displayed.
3	Choose one of the following methods to display the approve and reject actions: Method 1: Click on the beneficiary in the Payee List. **RESULT:** The Beneficiary Details screen is displayed. **NOTE:** Only one beneficiary at a time can be actioned using this method. Method 2: Right-click on the selected beneficiary. **RESULT:** The Actions menu is displayed. Method 3: Tick the beneficiary and click **Actions**
4	Follow the steps below to approve or reject the beneficiary. **ACTION** — **STEPS** Approve the request — > Click **Approve** > Click **Yes** in the confirmation pop-up window If there are any impacts to current payment and templates as a result of the changes, an Impact Summary pop-up window will be displayed. You can click on the numbers in the table to view which payments and templates are affected. To continue, click **Yes**. **RESULT:** A confirmation message is displayed advising that the beneficiary has been approved. If the request was to approve a new or edited beneficiary, the beneficiary status changes to Approved. If the request was to approve deleting a beneficiary, the beneficiary status changes to Deleted. Reject the request — > Click **Reject** > Click **Yes** in the confirmation pop-up window **RESULT:** A confirmation message is displayed advising that the beneficiary has been Rejected. If the request is to reject a new beneficiary, the beneficiary status changes to Creation Rejected. If the request is to reject a beneficiary that has been edited or that has been deleted, the beneficiary status changes to Modification Rejected.

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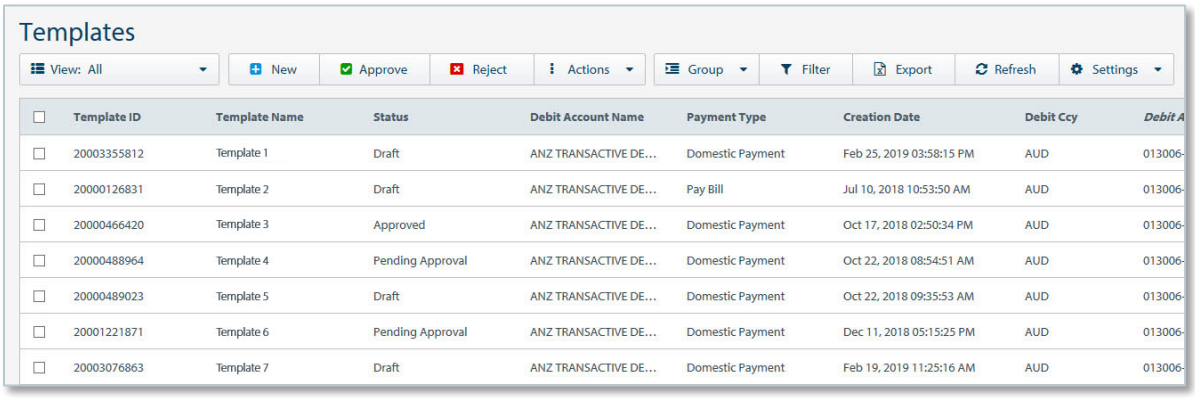
TEMPLATES

Menu > Payments > Templates

The Templates screen can be accessed from the Payments Menu. This screen allows you to view, create and maintain Templates.

If your organisation needs to approve templates, each template must be approved by a user with appropriate permissions before it can be used to create a payment.



Template ID	Template Name	Status	Debit Account Name	Payment Type	Creation Date	Debit Ccy	Debit A
20003355812	Template 1	Draft	ANZ TRANSACTIVE DE...	Domestic Payment	Feb 25, 2019 03:58:15 PM	AUD	013006-
20000126831	Template 2	Draft	ANZ TRANSACTIVE DE...	Pay Bill	Jul 10, 2018 10:53:50 AM	AUD	013006-
20000466420	Template 3	Approved	ANZ TRANSACTIVE DE...	Domestic Payment	Oct 17, 2018 02:50:34 PM	AUD	013006-
20000488964	Template 4	Pending Approval	ANZ TRANSACTIVE DE...	Domestic Payment	Oct 22, 2018 08:54:51 AM	AUD	013006-
20000489023	Template 5	Draft	ANZ TRANSACTIVE DE...	Domestic Payment	Oct 22, 2018 09:35:53 AM	AUD	013006-
20001221871	Template 6	Pending Approval	ANZ TRANSACTIVE DE...	Domestic Payment	Dec 11, 2018 05:15:25 PM	AUD	013006-
20003076863	Template 7	Draft	ANZ TRANSACTIVE DE...	Domestic Payment	Feb 19, 2019 11:25:16 AM	AUD	013006-

- Use the **Control Bar** to quickly and easily access key tasks. See the Getting Started User Guide for full details.
- Change the **View** to display templates Pending Approval, Approved or requiring action or those that are in one of your folders
- Click **New** to create a template
- Create and manage folders containing templates that you want to view from the **Actions** menu
- Use **Settings** to save the View and Group selected
- Click on a row to view the details screen
- Right-click on a row to View, Edit, Submit, Approve, Reject, Recall, Copy, Delete, Create Payment or to move the template to a folder you have created

Payment Template Columns

COLUMN	DESCRIPTION
Template ID	System generated Template ID.
Template Name	The name of the template.
Template Description	The description of the template.
Debit Account	The account number that will be used to fund the payment.
Debit Account Name	The account name that will be used to fund the payment.
Debit Amount	The amount that will be debited to fund the payment.
Debit Ccy	The currency that the funds will be debited in.
Payment Amount	The amount that is being paid.
Payment Ccy	The currency that the funds will be credited in.
Payment Type	The Payment Type: Account Transfer, Domestic Payment, International Payment and Pay Bill
Status	The status of the template.
No. of Items	The number of Payment Instructions in the template.
Division Name	The name of division under which the template was created.
Creation Date	The date and time the template was created.

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Templates Details Screen

To view payment template details from the Templates screen, select a template from the list. Details of the template are displayed including any errors or alerts associated with the template.

Control Bar

NOTE: Options available are dependent on the status of the template.

NAME	DESCRIPTION
Close	Return to the Templates list.
Edit	Edit a template that is in a Draft, Needs Repair, Approver Rejected or Approved status.
Submit	Submit a template for approval.
Approve	Approve a new template or approve modifications made to a template.
Reject	Reject a new template or reject modifications made to a template.
Recall	Recall a template that has been submitted for approval and is in a Pending Approval status. This will change the status of the template to Draft in order to enable editing.
Copy	Create a new template with the same details as an existing template.
Delete	Delete a template in a Draft, Needs Repair, Approver Rejected or Approved status.
Create Payment	Create a payment using the template.
Template Audit History	View the Payment Template Audit History pop-up window.

Payment Template Statuses

The following table details each of the payment template statuses.

TEMPLATE STATUS	DESCRIPTION
Draft	The template has been created and is in a Draft status.
Pending Approval	The template has been created and is awaiting approval.
Approver Rejected	The template has been rejected by an Approver. It will need to be edited if necessary and resubmitted for approval.
Needs Repair	Indicates that there is an error with the template which needs repair before it can be approved.
Approved	The template has been approved and is ready for use.
Deleted	The template has been deleted.

Public

Create a Domestic Payment Template — Australia

To create an Australian domestic payment template, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	On the Templates screen, click **New** on the Control Bar. **RESULT:** The Create Payment Template screen is displayed.
2	Click **Domestic Payment Template** or **Domestic Salary Payment Template**. **NOTE:** Domestic Salary Templates can only be accessed by users with the appropriate permissions.
3	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the template will be used to create a payment. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds will be debited from.
4	Select the **Payment Method**. Direct Entry is the Payment Method required for Domestic Payments.
5	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Template Name* — Enter a template name up to 16 characters. This will become the Payment Name when you create a payment from this template. Template Description* — Enter a template description up to 40 characters. Payment Reference* — Enter a payment reference up to 18 characters. This will appear as part of the narrative on the debit account and beneficiary's statement and on payment reports. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the template and payments created from the template. Statement Narrative* — Enter a Statement Narrative up to 40 characters. This will appear as part of the narrative on the funding account statement. Direct Entry User ID* — Select a Direct Entry User ID from the drop-down list. Disable Beneficiary changes for Payments created from this Template (checkbox) — Tick to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this template.
6	Click **Batch Defaults** to set the default Trace Account, Remitter Name and Transaction Code for the batch. **FIELD** — **HOW TO COMPLETE** Trace Account* — Select a Trace Account (defaults to the debit account). Any transactions that are rejected by other banks will be returned to this account. This will appear as part of the narrative on the debit account statement. Remitter Name* — By default the Account Short Name of the debit account is displayed but can be changed if necessary. The Remitter Name can be up to 16 characters and will appear as part of the narrative on the beneficiary's statement. Transaction Code* — Select the appropriate transaction code for the batch payment. Possible codes are: • 50 — General Payment • 51 — Commonwealth Interest • 52 — Family Allowance • 53 — Payroll • 54 — Pension • 55 — Allotment • 56 — Dividend • 57 — Debenture Interest
7	Complete the **Beneficiary Details** section. Follow the steps below to add beneficiaries to the template: **NOTE:** At least one beneficiary must be added to the template before it can be submitted for approval.

Public

STEP	ACTION

STEP	ACTION
7.1	Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed.
7.2	Add beneficiary details to each payment instruction in the list. **a) <u>To add an existing beneficiary from the Payee List:</u>** Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary. **b) <u>To create a new beneficiary:</u>** > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** **NOTES:** > You will only see "Add New Beneficiary" if you have permission to create new beneficiaries > When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox > See the Create a Beneficiary section for further instructions
7.3	If the amount to pay the beneficiary is the same each time the template is used, add the amount either directly into the Amount field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Lodgement Reference*	By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Lodgement Reference can be up to 18 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
Remitter Name*	By default the Remitter Name in the Batch Defaults is displayed but can be changed for this beneficiary if necessary.
Withholding Tax Indicator & Amount	If tax is to be withheld from the payment, choose a Withholding Tax Indicator and enter in the amount withheld.
Transaction Code	By default the Transaction Code in the Batch Defaults is selected but can be changed for this beneficiary if necessary.
Trace Account*	By default the Trace Account in the Batch Defaults is selected but can be changed for this beneficiary if necessary.

STEP	ACTION
7.4	Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed.
7.5	Repeat steps 7.1–7.4 until all beneficiaries have been added to the template.

STEP	ACTION
8	Select one of the following actions:

ACTION	STEPS
View template audit history	Click **Template Audit History**. **RESULT:** A Payment Template Audit History pop-up window is displayed. View the audit summary on screen. Click **Close** to close the pop-up window.
Close the template	> Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The template is discarded and the Templates screen is displayed.
Save the template as a draft	Click **Save as Draft** on the Control Bar. **RESULT:** The template is saved in a Draft status and you are taken to the Templates screen. The template can be accessed for editing from this screen.
Submit the template	> Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the template details.

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STEP	ACTION
	> If the template details are not correct, click **Previous** to return to the previous screen and edit the template as desired. > If the template details are correct, click **Submit** to submit the template for approval. **RESULT:** > If your organisation approves templates, a confirmation pop-up window is displayed advising that the template has been submitted for approval. The template will need to be approved before it can be used to create a payment. See the Approve or Reject a Template section for further instructions. > If your organisation does not approve templates, a confirmation pop-up window is displayed and the template is ready to be used to create a payment. Note that if you may need to approve new beneficiaries added to the template before a payment can be made.

Public

Create a Domestic Payment Template — China

To create a China domestic payment template, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	On the Templates screen, click **New** on the Control Bar. **RESULT:** The Create Payment Template screen is displayed.
2	Click **Domestic Payment Template** or **Domestic Salary Payment Template**. **NOTE:** Domestic Salary Templates can only be accessed by users with the appropriate permissions.
3	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the template will be used to create a payment. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds will be debited from.
4	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Template Name* — Enter a template name up to 16 characters. This will become the Payment Name when you create a payment from this template. Template Description* — Enter a template description up to 40 characters. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiary's statement and on payment reports. Payment Currency* — Select the currency that the funds will be credited in. By default, the currency of the debit account is displayed. Enter Amounts in Debit Currency — If ticked, enter the amounts to credit the beneficiaries in the currency of the Debit Account **NOTE:** This option is only available if the debit account currency is different to the payment currency. Individual Debits — If ticked, the payment is debited at a transaction level and will appear on the statement as single entries, i.e. a debit for each beneficiary **NOTE:** Individual debits are not available for Domestic Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch. Urgent — If ticked, this option defaults the payment instructions to use the fastest available clearing method. Debit Advice Description — Enter a debit advice description up to 140 characters. This will appear as part of the narrative on the Debit Advice. Disable Beneficiary changes for Payments created from this Template (checkbox) — Tick to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this template.
5	Complete the **Beneficiary Details** section. Follow the steps below to add beneficiaries to the template: **NOTE:** At least one beneficiary must be added to the template before it can be submitted for approval. **STEP** — **ACTION** 5.1 — Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed. 5.2 — Add beneficiary details to each payment instruction in the list. a) <u>To add an existing beneficiary from the Payee List:</u> Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary. b) <u>To create a new beneficiary:</u> > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** **NOTES:**

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STEP	ACTION
	• You will only see "Add New Beneficiary" if you have permission to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by tick the **Add this beneficiary to Address Book** checkbox • If the beneficiary's bank is not supported by the payment type, an error message will be displayed on screen See the Create a Beneficiary section for further instructions
	5.3 If the amount to pay the beneficiary is the same each time the template is used, add the amount either directly into the Amount field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Method*	Choose from Low Value Payment or High Value Payment.
Reference*	By default the Payment Reference is displayed but can be changed for this beneficiary if necessary. The Reference can be up to 16 characters and will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
Payment Currency & Amount*	Enter the amount to pay the beneficiary in the Payment Currency selected.
Debit Currency & Amount*	Enter the amount to pay the beneficiary in the currency of the Debit Account. Available if the debit and credit account are different currencies.
Charges*	Select who will incur the charges associated with cross-border payments: • BEN — the beneficiary pays all transfer charges and receives the payment minus the transfer charges • OUR — you pay all transfer charges and the beneficiary receives the full amount of the payment • SHA — you pay outgoing transfer charges and the beneficiary pays the correspondent bank charges. The beneficiary will receive the payment minus the correspondent bank charges. **NOTE:** Available if the Payment Method is High Value Payment System (HVPS).
Remitter Name	By default the Account Short Name of the debit account is displayed but can be changed for this beneficiary if necessary. The Remitter Name can be up to 16 characters and will appear as part of the narrative on the beneficiary's statement.
Purpose Code	Select a Purpose Code from the drop-down list. **NOTE:** Available if the Payment Method is a cross-border HVPS (High Value Payment System).
Debit Advice Description	Enter a Debit Advice Description up to 140 characters. This will appear as part of the narrative on the Debit Advice. **NOTE:** Available if you have ticked the Individual Debits checkbox.
FX Details	Complete the **FX Details** section. **NOTE:** Available if the debit and credit currencies are different and you have selected Individual Debits.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Instructions Remarks	Enter Instruction Remarks if required. **NOTE:** Available if Payment Type is BEPS (Bulk Electronic Payment System) or a HVPS (High Value Payment System).

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STEP	ACTION
	Invoice Details: Complete the **Invoice Details** section if required. You can enter 80 x 60 lines of data that will be displayed on the Beneficiary Advice, Debit Advice and Payment Detail Report. Email Beneficiary Advice: Tick this checkbox and enter an email address to have Beneficiary Advice for this payment sent to the email address. You cannot edit the email address unless the checkbox is ticked. Supporting Documents: Click **Attach Document** to attach a file to accompany your payment. The document will be submitted to ANZ. **NOTE:** A maximum of 5 files can be uploaded. The total file size of all files must not exceed 5MB. The supported file extensions include: doc, docx, jpg, jpeg, pdf. Additional Information: Complete the **Additional Information** fields if required. See the Additional Information section for further instructions. 5.4 Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed. 5.5 Repeat steps 5.1–5.4 until all beneficiaries have been added to the template.
6	Select one of the following actions: **ACTION** / **STEPS** View template audit history: Click **Template Audit History**. **RESULT:** A Payment Template Audit History pop-up window is displayed. View the audit summary on screen. Click **Close** to close the pop-up window. Close the template: > Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The template is discarded and the Templates screen is displayed. Save the template as a draft: Click **Save as Draft** on the Control Bar. **RESULT:** The template is saved in a Draft status and you are taken to the Templates screen. The template can be accessed for editing from this screen. Submit the template: > Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the template details. > If the template details are not correct, click **Previous** to return to the previous screen and edit the template as desired. > If the template details are correct, click **Submit** to submit the template for approval. **RESULT:** > If your organisation approves templates, a confirmation pop-up window is displayed advising that the template has been submitted for approval. The template will need to be approved before it can be used to create a payment. See the Approve or Reject a Template section for further instructions. > If your organisation does not approve templates, a confirmation pop-up window is displayed and the template is ready to be used to create a payment. Note that if you may need to approve new beneficiaries added to the template before a payment can be made.

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Create a Domestic Payment Template — New Zealand

To create a New Zealand domestic payment template, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	On the Templates screen, click **New** on the Control Bar. **RESULT:** The Create Payment Template screen is displayed.
2	Click **Domestic Payment Template** or **Domestic Salary Payment Template**. **NOTE:** Domestic Salary Templates can only be accessed by users with the appropriate permissions.
3	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the template will be used to create a payment. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds will be debited from.
4	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Template Name* — Enter a template name up to 16 characters. This will become the Payment Name when you create a payment from this template. Template Description* — Enter a template description up to 40 characters. Particulars — Enter Particulars up to 12 characters that will appear as part of the narrative on the debit account statement. Code — Enter a Code up to 12 characters that will appear as part of the narrative on the debit account statement. Reference — Enter a Reference up to 12 characters that will appear as part of the narrative on the debit account statement. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the template and payments created from the template. Individual Debits — If ticked, the payment is debited at a transaction level and will appear on the statement as single entries, i.e. a debit for each beneficiary. **NOTE:** Individual Debits are not available for Domestic Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch. Disable Beneficiary changes for Payments created from this Template (checkbox) — Tick to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this template.
5	Click **Batch Defaults** to set the default Remitter Name, Transaction Code, Particulars, Code and Reference for the batch. **FIELD** — **HOW TO COMPLETE** Remitter Name* — By default the Account Short Name of the debit account is displayed but can be changed if necessary. The Remitter Name can be up to 16 characters and will appear as part of the narrative on the beneficiary's statement. Transaction Code* — Select the appropriate transaction code for the batch payment. Possible codes are: • 50 — General Payment • 52 — Payroll Particulars — Enter Particulars up to 12 characters that will appear as part of the narrative on the beneficiary's statement. Code — Enter a Code up to 12 characters that will appear as part of the narrative on the beneficiary's statement. Reference — Enter a Reference up to 12 characters that will appear as part of the narrative on the beneficiary's statement. Update existing — If ticked, any changes made to these fields will be updated for each beneficiary in

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STEP	ACTION
	beneficiary payment instructions with these values — the payment.
6	Complete the **Beneficiary Details** section. Follow the steps below to add beneficiaries to the template: **NOTE:** At least one beneficiary must be added to the template before it can be submitted for approval.

STEP	ACTION
6.1	Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed.
6.2	Add beneficiary details to each payment instruction in the list. **a) <u>To add an existing beneficiary from the Payee List:</u>** Click on the "Beneficiary Name" field and select a beneficiary from the drop-down list, or click on Search Beneficiaries to search for a beneficiary. **b) <u>To create a new beneficiary:</u>** > Click on the "Beneficiary Name" field and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** **NOTES:** > You will only see "Add New Beneficiary" if you have permission to create new beneficiaries > When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox > See the Create a Beneficiary section for further instructions
6.3	If the amount to pay the beneficiary is the same each time the template is used, add the amount either directly into the Amount field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:
6.4	Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed.
6.5	Repeat steps 6.1–6.4 until all beneficiaries have been added to the template.

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Remitter Name*	By default the Remitter Name in the Batch Defaults is displayed but can be changed for this beneficiary if necessary.
Transaction Code	By default the Transaction Code in the Batch Defaults is selected but can be changed for this beneficiary if necessary.
Particulars	Enter Particulars up to 12 characters that will appear as part of the narrative on the beneficiary's statement
Code	Enter a Code up to 12 characters that will appear as part of the narrative on the beneficiary's statement
Reference	Enter a Reference up to 12 characters that will appear as part of the narrative on the beneficiary's statement.

STEP	ACTION
7	Select one of the following actions:

ACTION	STEPS
View template audit history	Click **Template Audit History**. **RESULT:** A Payment Template Audit History pop-up window is displayed. View the audit summary on screen. Click **Close** to close the pop-up window.
Close the template	> Click **Close** on the Control Bar > Click **Yes** in the confirmation pop-up message **RESULT:** The template is discarded and the Templates screen is displayed.
Save the template as a draft	Click **Save as Draft** on the Control Bar. **RESULT:** The template is saved in a Draft status and you are taken to the Templates screen. The template can be accessed for editing from this screen.
Submit the template	> Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that

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STEP	ACTION
	payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the template details. > If the template details are not correct, click **Previous** to return to the previous screen and edit the template as desired. > If the template details are correct, click **Submit** to submit the template for approval. **RESULT:** > If your organisation approves templates, a confirmation pop-up window is displayed advising that the template has been submitted for approval. The template will need to be approved before it can be used to create a payment. See the Approve or Reject a Template section for further instructions. > If your organisation does not approve templates, a confirmation pop-up window is displayed and the template is ready to be used to create a payment. Note that if you may need to approve new beneficiaries added to the template before a payment can be made.

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Create an International Payment Template

To create an international payment template, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk. Some fields may not be available depending on your region, payment method and payment type.

STEP	ACTION
1	On the Templates screen, click **New** on the Control Bar. **RESULT:** The Create Payment Template screen is displayed.
2	Click **International Payment Template** or **International Salary Payment Template**. **NOTE:** International Salary Templates are only available in China and can only be accessed by users with the appropriate permissions.
3	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which the template will be used to create a payment. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds will be debited from.
4	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Template Name* — Enter a template name up to 16 characters. This will become the Payment Name when you create a payment from this template. Template Description* — Enter a template description up to 40 characters. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiary's statement and on payment reports. Payment Currency* — Select the currency that the funds will be credited in. By default the currency of the Debit Account is displayed. Debit Advice Description — Enter a debit advice description up to 140 characters. This will appear as part of the narrative on the Debit Advice. **NOTE:** Only available for International Payments with a CNY debit account. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the template and payments created from the template. Enter Amounts in Debit Currency (checkbox) — Tick to enter the amounts to credit the beneficiaries in the currency of the debit account. **NOTE:** This option is only available if the debit account currency is different to the payment currency. Individual Debits (checkbox) — Tick if you want the payment debited at a transaction level and each item will appear on the statement as single entries, i.e. a debit for each beneficiary. **NOTES:** • Only available for International Payments with a CNY debit account. • Individual Debits are not available for International Salary Payments. By default these payments are bulk debited, i.e. a debit for each batch. Disable Beneficiary changes for Payments created from this Template (checkbox) — Tick to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this template.
5	Complete the **Beneficiary Details** section. Follow the steps below: **NOTE:** At least one beneficiary must be added to the template before it can be submitted for approval. **STEP** — **ACTION** 5.1 — Click **Add** to add a payment instruction to the list. **RESULT:** A new line item is displayed. 5.2 — Add beneficiary details to each payment instruction in the list. a) <u>To add an existing beneficiary from the Payee List:</u>

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STEP	ACTION
	Click on the "Beneficiary Name" field in a row and select a beneficiary from the drop-down list, or click **Search Beneficiaries** to search for a beneficiary b) <u>To create a new beneficiary and add them to a payment instruction:</u> > Click on the "Beneficiary Name" field in a row and click **Add New Beneficiary** from the drop-down list > Enter the details on screen and click **Proceed** NOTES: • You will only see "Add New Beneficiary" if you have permissions to create new beneficiaries • When creating a new beneficiary, you can add the beneficiary to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox • If the beneficiary's bank is not supported by the payment type, an error message will be displayed • See the Create a Beneficiary section for further instructions
	5.3 If the amount to pay the beneficiary is the same each time the template is used, add the amount either directly into the Amount field or enter the details in the **Beneficiary Payment Details** pop-up window. This can be accessed by clicking on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row. The following details can also be updated:

FIELD	HOW TO COMPLETE
Payment Currency & Amount*	Enter the amount to pay the beneficiary.
Debit Currency & Amount*	Enter the amount to pay the beneficiary in the currency of the Debit Account. Available if the debit and credit account are different currencies.
Charges*	Select who will incur the charges associated with the payment: • BEN — the beneficiary pays all transfer charges and receives the payment minus the transfer charges (not available in Australia) • OUR — you pay all transfer charges and the beneficiary receives the full amount of the payment • SHA — you pay outgoing transfer charges and the beneficiary pays the correspondent bank charges. The beneficiary will receive the payment minus the correspondent bank charges
Client Reference*	Enter a Client Reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiaries statement and on payment reports.
Remittance Information	Enter remittance information up to 140 characters. This will appear on Debit and Beneficiary Advices and the Detailed Payment Report.
Additional Information	Complete the **Additional Information** section if the payment will require additional regulatory information. See the Additional Information section of this guide for further instructions. **NOTE:** Only applicable for China customers.

5.4	Click **Save**. **RESULT:** The Beneficiary Payment Details are saved and the pop-up window is closed.
5.5	Repeat steps 5.1– 5.4 for each payment instruction in the payment.

TIPS:
- To remove one or more payment instructions from the list, tick the checkbox next to the beneficiary number and click **Remove**
- To edit a beneficiary in the list, click on the **Edit Beneficiary Payment Details** icon to the right of a beneficiary row and click on **Edit Beneficiary** next the Beneficiary Name

6	Choose one of the following actions:

ACTION	STEPS
View template audit	Click **Template Audit History**.

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STEP	ACTION	
	history	**RESULT:** A Payment Template Audit History pop-up window is displayed. View the audit summary on screen. Click **Close** to close the pop-up window.
	Close template	> Click **Close** on the Control Bar. > Click **Yes** in the confirmation pop-up message. **RESULT:** The template is discarded and the Templates screen is displayed.
	Save the template as a draft	Click **Save as Draft** on the Control Bar. **RESULT:** The template is saved in a Draft status and you are taken to the Templates screen. The template can be accessed for editing from this screen.
	Submit the template	> Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the template details. > If the template details are not correct, click **Previous** to return to the previous screen and edit the template as desired. > If the template details are correct, click **Submit** to submit the template for approval. **RESULT:** > If your organisation approves templates, a confirmation pop-up window is displayed advising that the template has been submitted for approval. The template will need to be approved before it can be used to create a payment. See the Approve or Reject a Template section for further instructions. > If your organisation does not approve templates, a confirmation pop-up window is displayed and the template is ready to be used to create a payment. Note that if you may need to approve new beneficiaries added to the template before a payment can be made.

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Create a Pay Bill Template

To create a Pay Bill template, follow the steps below.

NOTE: Only available in Australia. Mandatory fields are marked with an asterisk.

STEP	ACTION
1	On the Templates screen, click **New** on the Control Bar. **RESULT:** The Create Payment Template screen is displayed.
2	Click **Pay Bill Template**. **RESULT:** The Pay Bill Template screen is displayed.
3	Complete the **From** fields: **FIELD** — **HOW TO COMPLETE** Division* — Select the Division under which template will be used to create a payment. **NOTE:** Available if your Organisation is setup with a hierarchy. Debit Account* — Select the account the funds will be debited from. **NOTE:** You will only have access to debit accounts that you have permissions for and that are set up under the selected Division.
4	Complete the **Payment Details** fields: **FIELD** — **HOW TO COMPLETE** Template Name* — Enter a template name up to 16 characters. This will become the Payment Name when you create a payment from this template. Template Description* — Enter a template description up to 40 characters. Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative on the debit account and beneficiary's statement and on payment reports. This is NOT your BPAY customer reference number. Confidential Data Group — Select a Confident Data Group from the drop-down list. Only users with access to this group will be able to view the template and payments created from the template. Disable Biller changes for Payments created from this Template (checkbox) — Tick to prevent users adding new billers or editing details of existing billers in payments created from this template.
5	Complete the **Biller Details** section. Follow the steps below: **NOTE:** At least one biller must be added to the template before it can be submitted for approval. **STEP** — **ACTION** 5.1 — Click **Add** to add one or more payment instructions to your payment. **RESULT:** A new line item is displayed in the list. 5.2 — Enter biller details for each payment instruction in the list. a) <u>To add an existing biller from the Payee List:</u> Click on the "Biller Code" field in a row in the list and select a biller from the drop-down list, or click on **Search Biller** to search for a beneficiary. b) <u>To create a new biller and add them to a payment instruction:</u> > Click on the "Biller Code" field in a row in the list and click **Add New Biller** from the drop-down list > Enter the Biller Code and your customer reference number, then click **Proceed** NOTES: • You will only see "Add New Biller" if you have permissions to create new billers • When creating a new biller, you can add the biller to the Payee List for future use by ticking the **Add this beneficiary to Address Book** checkbox 5.3 — Add the amount to pay the biller either directly into the Amount field or enter the details in the **Biller Payment Details** pop-up window. This can be accessed by clicking on the **Edit Biller Payment Details** icon to the right of a biller row. The following details can also be updated: **FIELD** — **DESCRIPTION** Payment Currency & Amount* — Enter the amount to pay the biller.

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STEP	ACTION
	Payment Reference* — Enter a payment reference up to 16 characters. This will appear as part of the narrative. This is NOT your BPAY customer reference number. 5.4 Repeat steps 5.1– 5.3 until all billers have been added to the template. **TIPS:** • To remove one or more payment instructions from the list, tick the checkbox next the payment instruction number and click **Remove** • To edit a biller in the list, click on the **Edit Biller Payment Details** icon to the right of a biller row and click on **Edit Biller** next the Biller Name. Note that your Customer Reference Number is in the Reference field.
6	Choose one of the following options: **ACTION** — **STEPS** View template audit history — Click o **Template Audit History**. **RESULT:** A Payment Template Audit History pop-up window is displayed. View the audit summary on screen. Click **Close** to close the pop-up window. Close template — > Click **Close** on the Control Bar. > Click **Yes** in the confirmation pop-up message. **RESULT:** The template is discarded and the Templates screen is displayed. Save the template as a draft — Click **Save as Draft** on the Control Bar. **RESULT:** The template is saved in a Draft status and you are taken to the Templates screen. The template can be accessed for editing from this screen. Submit the template — > Click **Review & Submit** at the bottom of the screen. **RESULT:** If a payment instruction has errors, an error icon will appear next to that payment instruction. Click on the Edit icon to view and correct the errors. If there are no errors, you will be taken to a page to review the template details. > If the template details are not correct, click **Previous** to return to the previous screen and edit the template as desired. > If the template details are correct, click **Submit** to submit the template for approval. **RESULT:** > If your organisation approves templates, a confirmation pop-up window is displayed advising that the template has been submitted for approval. The template will need to be approved before it can be used to create a payment. See the Approve or Reject a Template section for further instructions. > If your organisation does not approve templates, a confirmation pop-up window is displayed and the template is ready to be used to create a payment. Note that if you may need to approve new billers added to the template before a payment can be made.

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View a Template

To view the details of a template, follow the steps below.

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Locate the template and use one of the following methods to view the template details: Method 1: Click on the template in the list Method 2: Right-click on the template and click **View** Method 3: Select the template and click **Actions > View** **RESULT:** The **Payment Template Details** screen is displayed. Click **Close** to exit the screen

Edit a Template

To edit the details of a template that is in a **Draft**, **Needs Repair**, **Approver Rejected** or **Approved** status, follow the steps below.

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Locate the template and use one of the following methods to edit the template details: Method 1: Click on the template in the list to display the Payment Template Details screen and then click **Edit** Method 2: Right-click on the selected template and click **Edit** Method 3: Select the template and click **Actions > Edit** **RESULT:** The template is in edit mode.
3	Edit the template details as required.
4	Select one of the following actions: **ACTION** — **STEPS** Cancel — > Click **Close** > Click **Yes** in the confirmation pop-up window **RESULT:** Any changes made to the template will not be saved. Submit the changes to the template — Click **Review & Submit** **RESULT:** A confirmation message is displayed advising that the template has been updated. **NOTE:** If your organisation does not need to approve templates, the template status changes to Approved. If your organisation needs to approve templates, the template status changes to Pending Approval and the changes need to be approved before the template can be used in a payment. See the Approve or Reject a Template section for further instructions. View template audit history — > Click **Template Audit History** **RESULT:** A Payment Template Audit History pop-up window is displayed > View the audit summary on screen and click **Close**

Recall a Template

To recall a template that has been submitted for approval and is in a **Pending Approval** status, follow the steps below.

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Locate the template and use one of the following methods to recall the template so that it can be edited: Method 1: Click on the template in the list to display the Payment Template Details screen and then click **Recall** Method 2: Right-click on the selected template and click **Recall** Method 3: Select the template and click **Actions > Recall** **RESULT:** A message is displayed advising that the template has been recalled. The template can be edited as required.

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Approve or Reject a Template

To approve or reject a template that is in a **Pending Approval** status, follow the steps below. It is recommended that you view template details prior to approving.

NOTES:

- If your organisation has not been set up to approve templates, you will not be required to complete this action
- You must have the appropriate permissions to approve or reject templates
- You can approve or reject templates individually, or several at a time

STEP	ACTION
1	Go to the **Payments** > **Templates** screen.
2	Click **View** > **Pending Approval** from the Control Bar. **RESULT:** Templates that you are entitled to approve will be displayed.
3	Choose one of the following methods to display the approve and reject actions: Method 1: Click on the template in the list. **RESULT:** The Payment Template Details screen is displayed. **NOTE:** Only one template at a time can be actioned using this method. Method 2: Right-click on the selected template. **RESULT:** The Actions menu is displayed. Method 3: Tick the template and click **Actions**
4	Follow the steps below to approve or reject the template. **ACTION** — **STEPS** Approve the request — > Click **Approve** > Click **Yes** in the confirmation pop-up window **RESULT:** A confirmation message is displayed advising that the template has been approved and the template status changes to Approved. Reject the request — > Click **Reject** > Enter a reason for rejecting the template in the pop-up window and click **OK**. **RESULT:** A confirmation message is displayed advising that the template has been rejected and the template status changes to Approver Rejected.

Delete a Template

To delete a payment template that is in a **Draft**, **Needs Repair**, **Approver Rejected** or **Approved** status, follow the steps below.
NOTE: You can delete templates individually or several at a time.

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Locate the template and use one of the following methods to delete the template: Method 1: Click on the template in the list to display the Payment Template Details screen and then click **Delete**. **NOTE:** Only one template at a time can be deleted using this method. Method 2: Right-click on the selected template and click **Delete.** Method 3: Select the template and click **Actions > Delete**. **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** A confirmation message is displayed advising that the template has been deleted.

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Copy a Template

To copy a payment template that is in an **Approved** or **Deleted** status, follow the steps below.
NOTE: You can only copy templates individually.

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Locate the template and use one of the following methods to copy the template: Method 1: Click on the template in the list to display the Payment Template Details screen and then click **Copy**. Method 2: Right-click on the selected template and click **Copy.** Method 3: Select the template and click **Actions > Copy**. **RESULT:** A confirmation pop-up window is displayed.
3	Click **Yes** in the confirmation pop-up window. **RESULT:** The template details are copied into a new template that can be edited, saved as a draft or submitted for approval.

Create Payment from Template

To create a payment from a template that is in **Approved** status, follow the steps below.
NOTE: You can only create payments from one template at a time.

Method 1:

STEP	ACTION
1	Go to the **Payments** > **Templates** screen
2	Click on the template. **RESULT:** A confirmation pop-up window is displayed.
3	Click **Create Payment** on the Control Bar. **RESULT:** A payment is created with the payment details from the template automatically filled in.
4	Enter the remaining payment details as required. For more information, see the Create Payment section.

Method 2:

STEP	ACTION
1	Go to the **Payments** > **Create Payments** screen
2	Click **Use Payment Template**. **RESULT:** The Use Payment Template pop-up window is displayed.
3	> Use the search fields to filter the list of templates as desired. > Click on the desired template in the list. > Click **Yes** in the confirmation pop-up message box. **RESULT:** A message is displayed providing the Payment ID.
4	Enter the remaining payment details as required. For more information, see the Create Payment section.

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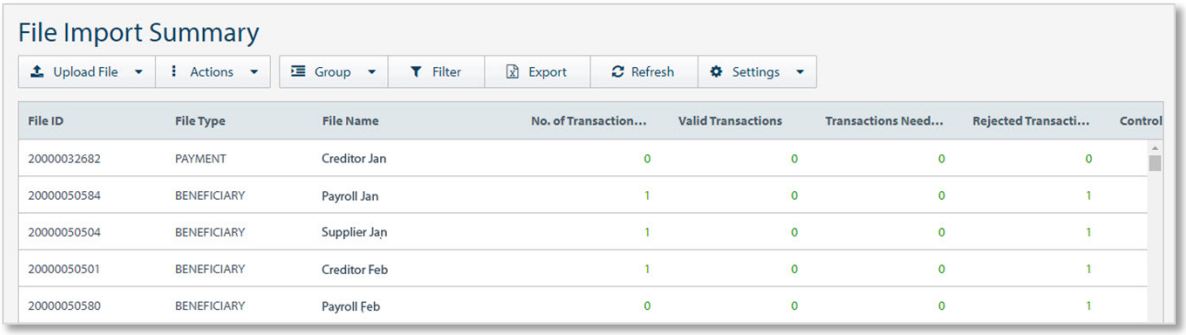
FILE IMPORT SUMMARY

Menu > Payments > File Import Summary

The File Import Summary screen can be accessed from the Payments Menu. This screen provides you with summary information of payment files that have been uploaded.



- Use the **Control Bar** to quickly and easily access key tasks. See the Getting Started User Guide for full details.
- Use Upload File to upload Payment Files and Beneficiaries. See the Create a Payment using a Payment File section for more details.
- Download a Bank Library file from the **Actions** menu.
- Click on a row to view the details screen. From this screen you can click **View Current Payments** in the Control Bar to view the payments created from the file.

File Import Summary Columns

COLUMN	DESCRIPTION
File ID	System generated File ID.
File Name	The name of the file.
No. of Transactions in File	The number of transactions in the file.
Valid Transactions	The number of valid transactions in the file.
Transactions Needing Repair	The number of transactions in the file that need repair after the file import. To view the transactions that need repair, click on the file and click **View Current Payments** from the Control Bar. Click on the payment in a Needs Repair status to view the transaction details and associated error messages.
Rejected Transactions	The number of transactions in the file that have been rejected.
Control Amount	The total of all amounts in the file, across all payments, without decimal points.
Division	The Division under which the payment belongs to.
Uploaded on	The date and time the payment file was uploaded.
Uploaded by	The User ID of the person that last uploaded the file.
Status	The status of the payment file – Completed, Processing or Rejected.

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PAYMENT REPORTS AND ADVICES

Payment reports and advices can be generated using one of the following methods:

- Selecting a payment in the Current Payments or Past Payments screens and choosing the report type from the Reports menu
- Right-clicking on a payment in the Current Payments or Past Payments screens and selecting the report type from the menu
- Creating a new Report Profile within the Report Centre section
- Creating a new Scheduled Report within the Report Centre section

Payment Audit Report

To generate a Payment Audit Report from the **Request Payment Audit Report** pop-up window, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Enter your criteria for generating the Report: **FIELD** — **DESCRIPTION** Report Format* — Choose from XLSX, CSV or PDF. Report Language* — Choose from English or Simplified Chinese. Report Encoding — Available for selection if CSV is used as your report format. The encoding options are based on your language selection. Choose from: • English: UTF-8, US-ASCII • Simplified Chinese: GB2312, UTF-8 Report Name — Enter a name for the report (up to 20 characters). Report Description — Enter a description for the report (up to 100 characters).
2	Click **Submit**. **RESULT:** The report will be created and available at the bottom of your screen, in the Download Centre or in Report Centre > Download Reports.

Payment Detail Report

To generate a Payment Detail Report from the **Request Payment Detail Report** pop-up window, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Enter your criteria for generating the Report: **FIELD** — **DESCRIPTION** Report Format* — Choose from XLSX, CSV or PDF. Report Language* — Choose from English or Simplified Chinese. Report Encoding — Available for selection if CSV is used as your report format. The encoding options are based on your language selection. Choose from: • English: UTF-8, US-ASCII • Simplified Chinese: GB2312, UTF-8 Report Name — Enter a name for the report (up to 20 characters). Report Description — Enter a description for the report (up to 100 characters).
2	Click **Submit**. **RESULT:** The report will be created and available at the bottom of your screen, in the Download Centre or in Report Centre > Download Reports.

Public

Payment Summary Report

To generate a Payment Summary Report from the **Request Payment Summary Report** pop-up window, follow the steps below.

NOTE: Mandatory fields are marked with an asterisk.

STEP	ACTION
1	Enter your criteria for generating the Report: **FIELD** — **DESCRIPTION** Report Format* — Choose from XLSX, CSV or PDF. Report Language* — Choose from English or Simplified Chinese. Report Encoding — Available for selection if CSV is used as your report format. The encoding options are based on your language selection. Choose from: • English: UTF-8, US-ASCII • Simplified Chinese: GB2312, UTF-8 Report Name — Enter a name for the report (up to 20 characters). Report Description — Enter a description for the report (up to 100 characters).
2	Click **Submit**. **RESULT:** The report will be created and available at the bottom of your screen, in the Download Centre or in Report Centre > Download Reports.

Public

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