

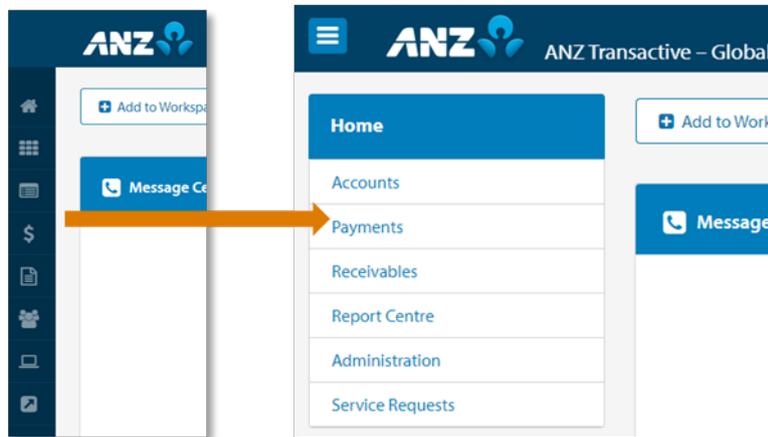
ANZ TRANSACTIVE – GLOBAL MARCH 2019 UPDATES

QUICK REFERENCE GUIDE

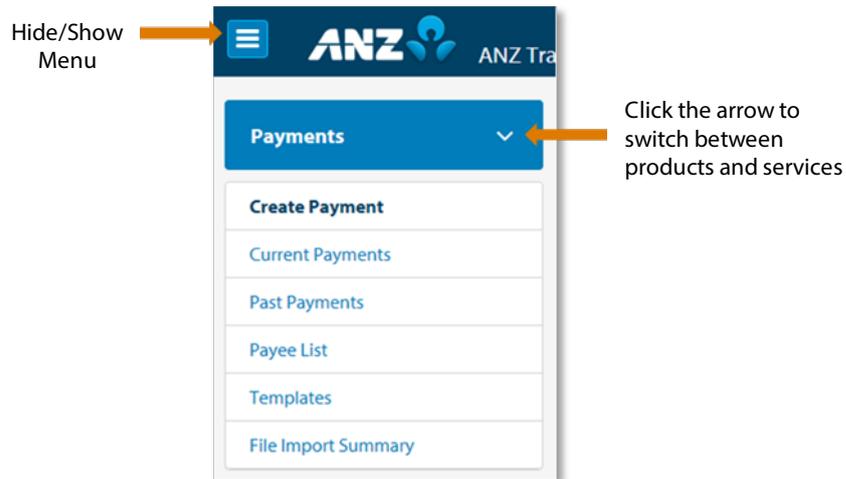
When you log into ANZ Transactive - Global from **Monday 25 March 2019**, you will notice the following changes:

Menu Enhancement

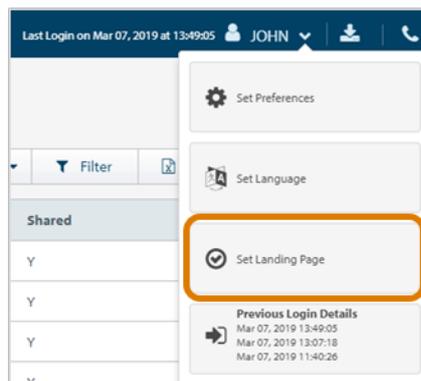
Our left hand menu has been updated to a more user friendly design.



- > After you have selected a product or service from the **Menu**, a list of available options are displayed based on your permissions
- > Click the **Hide/Show Menu** icon in the top left hand corner to hide or show the menu
- > Click the arrow in the **Menu** to switch between products and services or to go to the Home screen to view your widgets

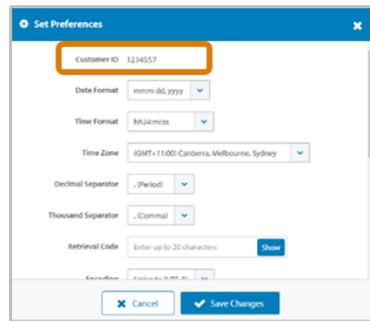


NOTE: You can set a landing page which will display every time you log in. To do this go to the page you would like as your landing page, click on the **Settings & Preferences** menu, and click **Set Landing Page**.



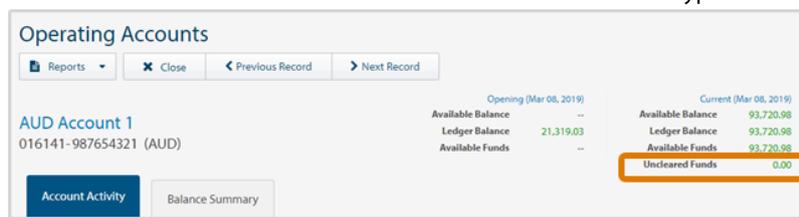
Customer ID

Your Customer ID is available in **Settings & Preferences**, under **Set Preferences**. Use this if you need to contact the Customer Service Centre.



Reporting Enhancement

Uncleared Funds is now available in the Account Details screen for some AUD account types.

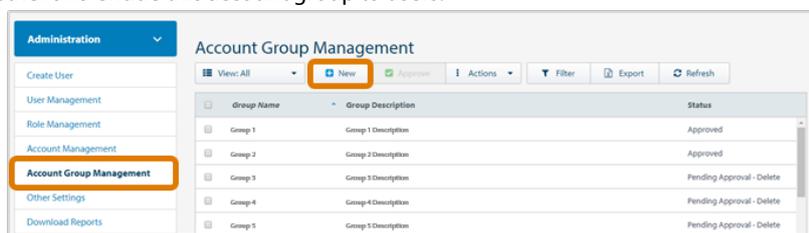


Operating Accounts	
AUD Account 1 016141-987654321 (AUD)	
Opening (Mar 08, 2019)	Current (Mar 08, 2019)
Available Balance --	Available Balance 93,720.98
Ledger Balance 21,319.03	Ledger Balance 93,720.98
Available Funds --	Available Funds 93,720.98
	Uncleared Funds 0.00

Administration Enhancements

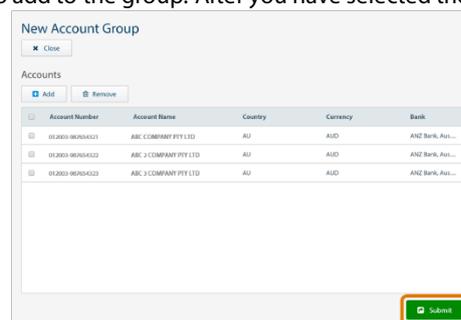
Applicable only to AU and NZ customers who are creating payments in ANZ Transactive – Global.

- Account Group Management** is now available in Administration to enable your organisation to group a set of accounts together and entitle this account group to users.



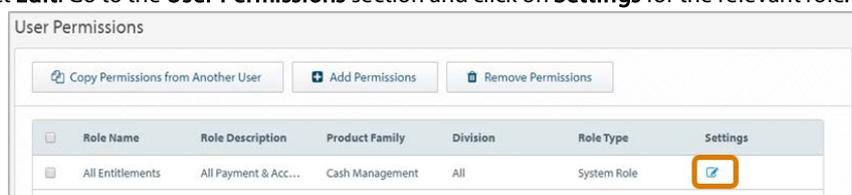
Group Name	Group Description	Status
Group 1	Group 1 Description	Approved
Group 2	Group 2 Description	Approved
Group 3	Group 3 Description	Pending Approval - Delete
Group 4	Group 4 Description	Pending Approval - Delete
Group 5	Group 5 Description	Pending Approval - Delete

To create a new account group, click **New** on the Control Bar, enter a **Group Name** and **Group Description**, and click **Add** to select the accounts to add to the group. After you have selected the accounts, click on **Submit**.



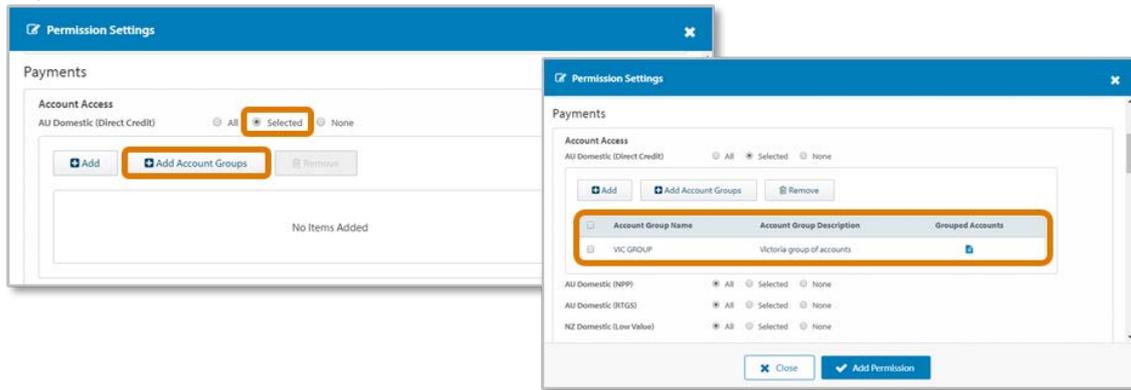
Account Number	Account Name	Country	Currency	Bank
012003-987654321	ABC COMPANY PTY LTD	AU	AUD	ANZ Bank, Aus...
012003-987654322	ABC 2 COMPANY PTY LTD	AU	AUD	ANZ Bank, Aus...
012003-987654323	ABC 3 COMPANY PTY LTD	AU	AUD	ANZ Bank, Aus...

To entitle a group of accounts to users in your organisation, go to the **User Management** screen, right click on a user and select **Edit**. Go to the **User Permissions** section and click on **Settings** for the relevant role.



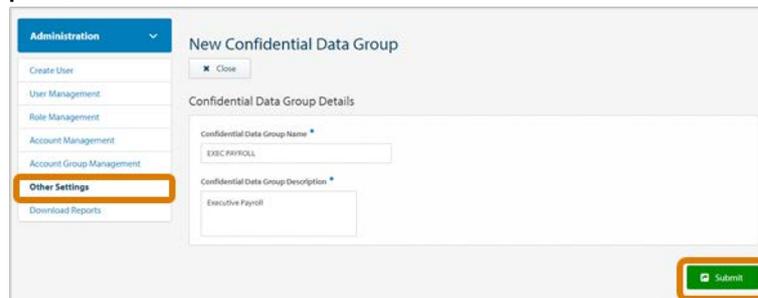
Role Name	Role Description	Product Family	Division	Role Type	Settings
All Entitlements	All Payment & Acc...	Cash Management	All	System Role	

For each product to add the account group to, choose **Selected**, click **Add Account Groups**, select the Account Groups from the pop-up window and click **OK**. The user will now only be able to view the accounts in the group for the product selected.

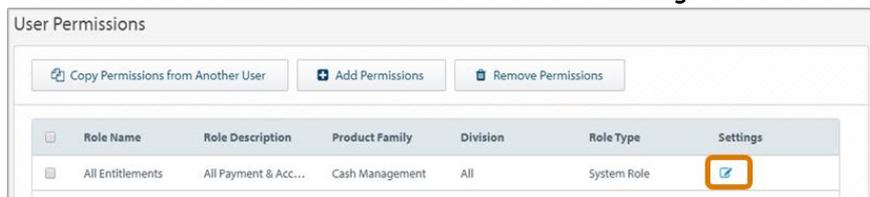


- Confidential Data Groups** are now available in **Other Settings** to enable your organisation to mark payments and templates as confidential and exclude access for users who are not entitled to the Confidential Data Group. Note that this functionality is not available for Account Transfers.

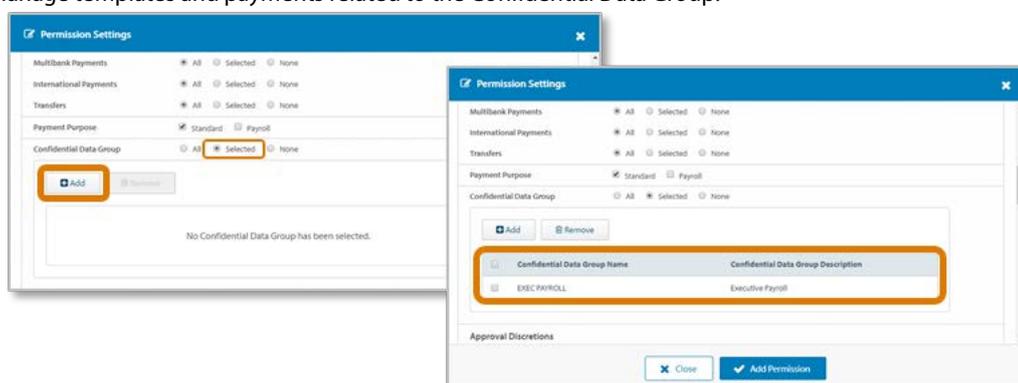
To create a new Confidential Data Group, click **New**, enter a **Confidential Data Group Name** and **Confidential Data Group Description**, and click **Submit**.



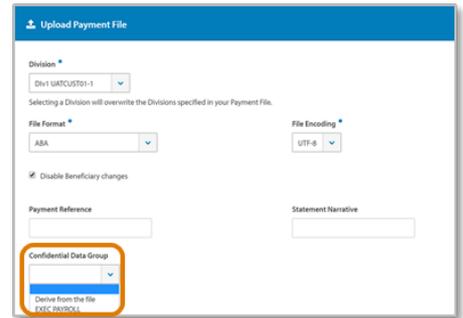
To entitle **Confidential Data Group** to users in your organisation, go to the **User Management** screen, right click on a user and select **Edit**. Go to the **User Permissions** section and click on **Settings** for the relevant role.



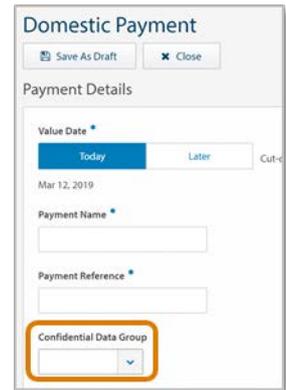
Under **Confidential Data Groups**, choose **Selected**, click **Add**, select the Confidential Data Groups from the pop-up window and click **OK**. Only users who have permission to a particular Confidential Data Group will be able to create and manage templates and payments related to the Confidential Data Group.



- > To use a Confidential Data Group when importing an AU ABA or a NZ CSV file from the **Upload Payment File** screen, you can either:
 1. Choose the Confidential Data Group from the drop-down list
 2. Choose **Derive from the file** from the drop-down list and include the full **Confidential Data Group Name** in the following field:
 - > For AU ABA, add to the **Description of Entries on File** field (12 characters) in the ABA Descriptive Record
 - > For NZ CSV, add to the **Batch Name** field (12 characters) in the Descriptive Record



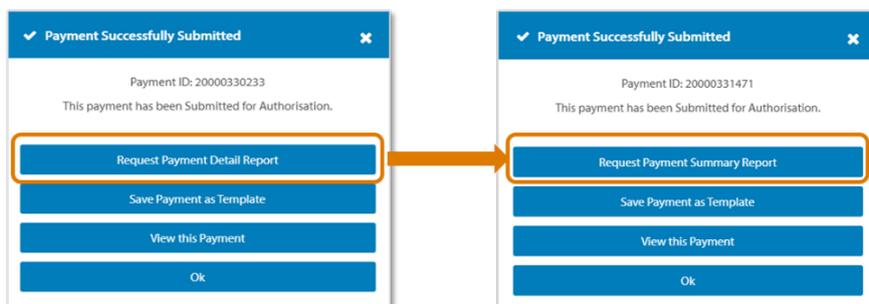
- > To use a Confidential Data Group when creating a template or payment, select the relevant group in the Payment Details section.



Payment Enhancements

Applicable only to customers who are creating payments in ANZ Transactive – Global.

After you submit a payment, the **Payment Summary Report** is now the default report that can be requested from the confirmation pop-up window. This report provides payment summary information and includes individual line items for each payee. If you need the Payment Detail Report, you can request this from the Current Payments or Payment Details screens.



For more information on these features, refer to the user guides on [Online Resources \(anz.com/onlineresources\)](http://anz.com/onlineresources).

We will continue to make changes in the coming months to improve your experience.