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.

	ANZ 😚		Transactive – Global
*	Add to Workspa	Home	Add to Works
	📞 Message Ce	Accounts	
\$ 🗈		Payments Receivables	Message
*		Report Centre	
▣		Administration	
		Service Requests	

- > 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.

Set Preferences		×
Customer ID	1234557	Î
Date Format	mmm dd, ygyy	
Time Format	bh24miss 👻	
Time Zone	(GMT+11:00) Canberra. Melbourne, Sydney 💙	- 1
Decimal Separator	.(Period) 🗸	
Thousand Separator	. (Comma) 👻	
Retrieval Code	Enter up to 20 characters Show	
Encodina	Defende (1977 6)	
	Cancel Save Changes	

Reporting Enhancement

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

Operating	Accounts	1					
🖹 Reports 💌	X Close	Previous Record	> Next Record				
				Opening	(Mar 08, 2019)	Current	(Mar 08, 2019)
	1			Available Balance		Available Balance	93,720.98
AOD Account	1			Ledger Balance	21,319.03	Ledger Balance	93,720.98
016141-9876543	21 (AUD)			Available Funds		Available Funds	93,720.98
						Uncleared Funds	0.00
Account Activity	Balance	Summary					

Administration Enhancements

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

1. 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.

Administration V	Account Group Management	
Create User	III View: All 🔹 🖸 New 🖾 Approve I Actions 👻 🍸 Filter 🔝 Expor	t C Refresh
User Management	droup Name Group Description	Status
Role Management	Group 1 Group 1 Description	Approved
Account Management	Geosep 2 Geosep 2 Description	Approved
Account Group Management	Group 3 Group 3 Description	Pending Approval - Delete
Other Settings	Group 4 Group 4 Description	Pending Approval - Delete
Download Reports	Group 5 Group 5 Group 5 Group 5	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**.

	Close				
lccou	unts				
0 /	dd 🔒 Remove				
	Account Number	Account Name	Country	Currency	Bank
	012003-987654321	ABC COMPANY FTY LTD	AU	AUD	ANZ Bank, Aus
0	012003-987654322	ABC 2 COMPANY PTY LTD	AU	AUD	ANZ Bank, Aus
8	012003-987654323	ABC 3 COMPANY PTY LTD	AU	AUD	ANZ Bank, Aus
8	012003-987654323	ABC 3 COMPANY PIY LTD	AU	AUD	ANZ Bank

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.

Copy Permissions	from Another User	Add Permissions	🛱 Remove P	ermissions	
Rola Nama	Role Description	Broduct Family	Division	RelaTuna	Cattings

2



For each product to add the account group to, choose **Selected**, click **Add Account Group**s, 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.

ayments	GP Permission Settings
Account Access AU Domestic (Direct Credit) © AI 👻 Selected 💿 None	Payments
Add Account Groups	Account Access All Demetiic (Direct Credit) All All Selected In Adl Account Groups In Add In Add Account Groups In Interventian
No Items Added	Account Group Name Account Group Description Grouped Accounts VicORDuP Victoria group of accounts
	AU Domestic (NPP)
	AU Domestic (RTGS) III AII U Selected U None

2. 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**.

Create User	A COSE
User Management	Confidential Data Group Details
Role Management	
Account Management	Confidential Data Group Name
Account Group Management	DECAMPOL
Other Settings	Confidential Data Group Description
Download Reports	Executive Payroll

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.

Multibank Payments	# All @ Selected @ None		
International Payments	# All @ Selected @ None	Permission Settings	*
Transfers	# All ID Selected ID None	Multibenk Payments 8 Al 0 Selected 0 Hone	1
Payment Purpose	Standard 🗄 Paynoli	International Payments # All 0 Selected 0 None	
Confidential Data Group	© A3 B Selected © None	Transfers 8 Al 0 Selected 0 None	
O Add 0 Terr	No Confidential Data Group has been selected.	Pagment Purpose K Standard D Pagnoli Confidential Data Group Al K Selected D Inone Ad B Remove Confidential Data Group Description	
		E DISCRAPOL Decolver Payol	J
		Approval Discretions	

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- > 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.

Division *	
DIv1 UATCUST01-1	
Selecting a Division will overwrite the Divisions spec	ified in your Payment File.
File Format	File Encoding
ABA 👻	UTF-8 🗸
Payment Reference	Statement Narrative



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).

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

