

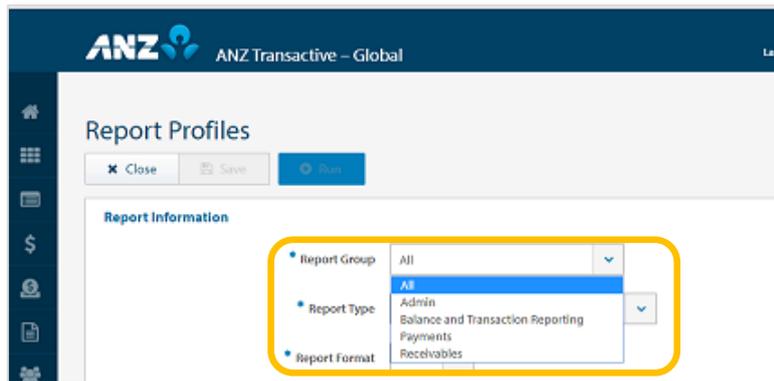
ANZ TRANSACTIVE – GLOBAL JANUARY 2019 UPDATES

QUICK REFERENCE GUIDE

When you log into ANZ Transactive - Global from **Monday 21 January 2019**, you will notice the following changes:

Reporting Enhancement

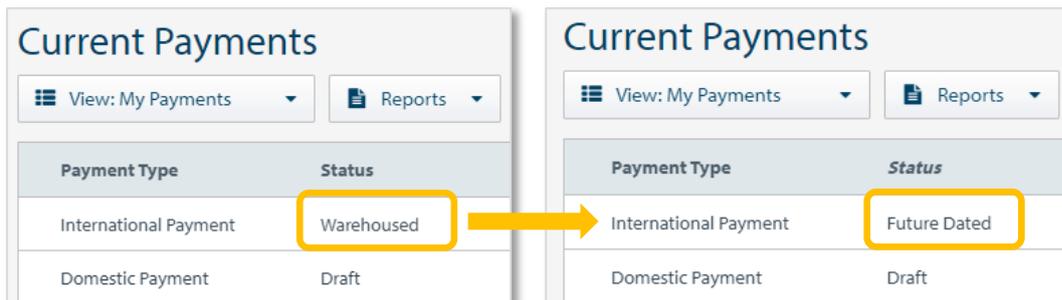
Report categories have been added into the **Report Profiles** and **Scheduled Reports** screens to make it easier for you to filter through the various reports. Simply select the **Report Group** drop-down list and choose Admin, Balance and Transaction Reporting, Commercial Cards, Payments or Receivables. The relevant reports will then be available to select from the **Report Type** drop-down list.



Payment Enhancement

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

The **Warehoused** payment status has been renamed to **Future Dated**:



Administration Enhancement (Australia customers only)

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

Authorisation Panels are now available

Panel approval allows your organisation to setup threshold amounts and approver sequences (up to six approvers), for your payments and direct debit requests.

Panels can be set up in the following orders:

- > **Fixed First:** Fix the first person to approve with any other approvers in random order
- > **Fixed:** Fix the entire approval path
- > **Fixed Last:** Fix the last person to approve with any other approvers in random order
- > **Fixed First & Last:** Fix the first and last person to approve with the other approvers in random order
- > **Not Fixed:** The order of approval is random

Let's look at an example where an organisation has eight approvers where:

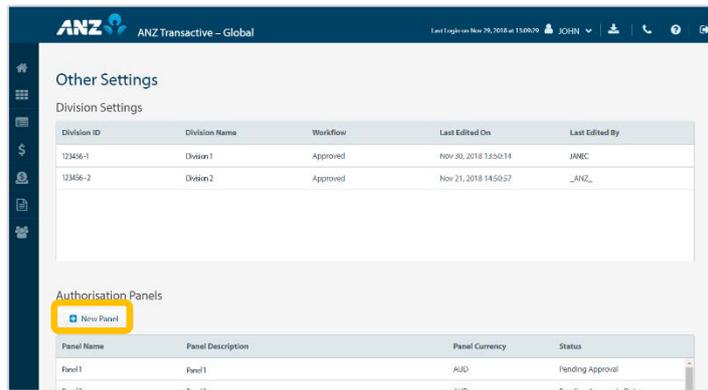
- > One approver who is assigned to Authorisation Group A
- > Three approvers are assigned to Authorisation Group B
- > Two approvers are assigned to Authorisation Group C
- > Two approvers are assigned to Authorisation Group D

The organisation wants to have only certain employees approving payments for certain thresholds, and they want to fix the order of who approves the payments in some instances.

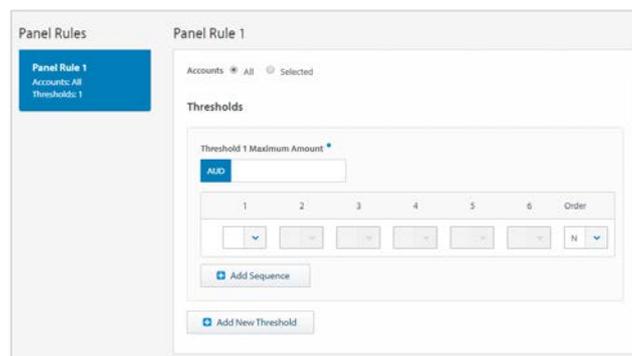
The following Panel has been created to ensure that the authorisation rules are adhered to:

Threshold	Sequence	Authorisation Groups						Panel Rules
		1	2	3	4	5	6	
<\$50,000	Not Fixed	C	D					<ul style="list-style-type: none"> > A payment less than \$50,000 needs two approvals > The approvals can be actioned in any order > One approval needs to be from Authorisation Group C and one from Authorisation Group D > The last approver will need their security device to release the payment for processing
>\$50,000 & < \$100,000	Fixed	C	C	B				<ul style="list-style-type: none"> > A payment greater than \$50,000 and less than \$100,000 needs three approvals > The first and second approvals needs to be from Authorisation Group C. The last approver needs to be from Authorisation Group B. > The last approver from Authorisation Group B will need their security device to release the payment for processing
> \$100,000	Fixed Last	A	B	C	B			<ul style="list-style-type: none"> > A payment greater than \$100,000 needs four approvals > The first, second and third approvals need to be from Authorisation Group A, Authorisation Group B and Authorisation Group C in no order > The last approver needs to be from Authorisation Group B > The last approver from Authorisation Group B will need their security device to release the payment for processing

To create a panel, go to **Administration > Other Settings** and click on the **New Panel** button:



Enter the Panel Details, Thresholds, Approver Sequences and Order as required:



Save and approve the panel and ensure that all approvers have the correct **Authorisation Groups** assigned. After this has been completed, the panel is ready to be used.

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

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