ANZ TRANSACTIVE TRADE UPLOAD INVOICES GUIDE

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TABLE OF CONTENTS

INTRODUCTION TO TRADE LOANS – INVOICE DATA UPLOADS 3

ABOUT THIS GUIDE 3
SUPPORT INFORMATION 3
INVOICE UPLOAD MANAGEMENT WORKFLOW 3

INVOICE DEFINITION 4

INVOICE CREATION RULES 5

CREATING AN INVOICE CREATION RULE 6

UPLOADING INVOICE FILES 8

UPLOAD INVOICE(S) 8
CREATE A TRADE LOAN DURING THE UPLOAD INVOICE PROCESS 10
CREATE A TRADE LOAN FROM UPLOADED INVOICE(S) 11
CREATE A TRADE LOAN AND ATTACH UPLOADED INVOICE(S) 12

REMOVE FAILED ITEMS 13

DELETE INDIVIDUAL INVOICES 14

DELETE INVOICES FROM THE LIST VIEW 14
DELETE INVOICES FROM THE TRADE LOAN 14

ADD INDIVIDUAL INVOICES 15

ADD INVOICES FROM WITHIN THE TRADE LOAN 15

VIEW INDIVIDUAL INVOICES 16

VIEW INVOICES FROM THE LIST VIEW 16
VIEW INVOICES FROM THE TRADE LOAN 16

PRINT INVOICES 17

PRINT INVOICES FROM THE LIST VIEW 17
VIEW INVOICES FROM THE TRADE LOAN 17

VALIDATION STATUS 18

TRANSACTION STATUS 19

FUNCTION BUTTONS 19

INTRODUCTION TO TRADE LOANS – INVOICE DATA UPLOADS

ABOUT THIS GUIDE

This document covers essential processes and procedures for ANZ Transactive Trade users to complete an upload of invoice data to create a Trade Loan transaction. It is recommended that Administrators and users read this guide in conjunction with the ANZ Transactive Trade User Guide, Administrator Guide and the Terms Governing the Use of ANZ Transactive Trade.

SUPPORT INFORMATION

Your Trade Relationship Manager will be able to arrange application support and training on your behalf.

INVOICE UPLOAD MANAGEMENT WORKFLOW

File Definition	Invoice Creation Rules	Upload File	Create Trade Loan	Bank Processing
• File Definition to be created in the Reference Data main menu • Define the file format, date format and data requirements	• Invoice Rules to be created in the Reference Data main menu • Define how the invoice files can be grouped to create the Trade Loans	• Upload the Invoice Files into the ANZ Transactive Trade platform • Select the File Definition specific to the file	• Option to create a Trade Loan immediately from invoice uploads; create a loan from the selected invoices or manually create a loan and link the invoices	• Bank to receive the Trade Loans and remit the funds as per the Payables/ Receivables instructions

Figure 01 – Customer issues a Trade Loan via the Invoice Upload functionality

INVOICE DEFINITION

Invoice definitions determine the file layout and format as agreed by your company and the bank. Based on the application, the bank will create and maintain the Invoice Definitions on behalf of your company under the Reference Data tab, which eligible users can view.

For any additional Invoice Definitions or changes to existing Invoice Definitions, please contact your Trade Sales or Implementation Manager for further assistance.

The Invoice Definition file format can be configured by utilising the following options:

1. Define a name and description that is specific to the files being uploaded
2. Define a date format up to 10 characters that is suitable for all available date fields
3. Define a format for the file (e.g., comma, pipe, semicolon or tab delimited format)
4. Define an invoice data file type of either Receivables or Payables
5. Opt to include or exclude the column headings when uploading the file
6. Define additional data that is relevant to the file as 'required' or 'optional'. This includes but is not limited to:
    a. Goods Description
    b. Vessel and/or Carrier
    c. Purchase Order Numbers
    d. Beneficiary Addresses, etc.,

NOTE: At a minimum, the following mandatory fields are required in the Invoice Definition and can be specified in any order. Any other additional fields required can also be defined in any order so long as they appear after the minimum mandatory fields below.

1. Invoice ID
2. Issue Date
3. Due Date
4. Currency
5. Amount
6. Buyer / Seller ID*
7. Buyer / Seller Name*

*Invoice data files must include one or both of the fields marked with an (*). Field names will be specific to the Receivable (Buyer) or Payable (Seller) file to be uploaded.

For more information on fields that are available, character length, character specifications or layouts, please refer to the ANZ Transactive Trade File Format Guide.

INVOICE CREATION RULES

An Invoice Creation Rule is an instruction which can be used to automatically initiate a Trade Loan Request instrument. It can be applied at the time you upload the invoice data file, or at any time after a data file has been uploaded. It defines the parameters for creating a Trade Loan Request.

Predefined Invoice Creation Rules can be established by your company within the Reference Data tab of the ANZ Transactive Trade platform. You can define how your uploaded invoice files can be grouped together to create the Trade Loan request. Eligible users can create, edit and/or delete Invoice Creation Rules.

Multiple Invoice Creation Rules can be configured and maintained using one or more values to determine the grouping specifications. Each rule will need to be linked to an Invoice Definition to determine the values available.

The Invoice Creation Rules can be created by utilising the following options:

1. Define a rule name and description that is specific to the files being uploaded
2. Option to select an available template used by the Creation Rule
3. Option to define a maximum amount of the Trade Loan in the base currency
    a. If an invoice value is greater than the maximum amount, an individual loan will be created for each line item that exceeds this value
    b. If invoice values are less than the maximum amount, the system will consolidate multiple line items and create a loan that equals or is less than the maximum value
4. Option to define a date range based on the due date or payment date
5. Define the Invoice Data Item(s) that will be used to group the invoices
    a. e.g., Currency, Invoice ID, Payment Method
    b. Up to 6 Invoice Data Items can be included in the Creation Rule
6. Define the Value(s) of the data item selected
    a. Option to include one or more values to be grouped
    b. If more than one value is included, each value must be separated by an exclamation mark (no spaces)
    c. Values listed will determine the criteria to be 'included' only
    d. e.g., SellerName1!SellerName2!SellerName3

NOTE: If multiple rules exist when uploading a file, the system will run through a series of sorting options to determine the most suitable Definition and Creation Rule to apply to the file, as follows:

1. Sort invoices based on Invoice Definition to locate all the Invoice Creation Rules
2. Sort the Creation Rules based on the most populated criteria to the least populated
3. System will then try and locate the best possible match to the rules in a descending order
    a. Where multiple scenarios exist, the system will prioritise as follows:
        i. Maximum Amount
        ii. Due / Payment Date Range
        iii. Invoice Data Items
4. Finally, the last filter will be to determine the most recently created rule

INVOICE CREATION RULES

CREATING AN INVOICE CREATION RULE

Follow these instructions to create an Invoice Creation Rule in the ANZ Transactive Trade platform.

STEP	ACTION
1	Select the **Reference Data** tab and then the **Invoice Creation Rules** option from the main menu (Fig.02) > The list view of existing Invoice Creation Rules will be displayed (if any)
2	Select the **New** button
3	Select the radio button against the Invoice Definition that this rule will apply to (Fig.03) > Invoice Definitions will be required to be created by the bank before Invoice Creation Rules can be established
4	Select the **Select** button to continue
5	Enter a **Rule Name** (Fig.04)
6	Enter a **Description** for the rule
7	Select a **Template** option from the drop-down list (if any)
8	Select the **Bank Branch** option from the drop-down list (if multiple branches are available)
9	Enter a **Maximum Amount** for the Trade Loan in the base currency (if required)
10	Enter a **Date Range** of the Due Date or Payment Date (if required)
11	Select an **Invoice Data Item** from the drop-down list Up to 6 Invoice Data Items can be selected per rule > Options in the list can reflect fields that are required in the Invoice Definition file
12	Enter the **Values** specific to the grouping criteria > To include more than one criteria, separate each value by using an exclamation mark with no spaces
13	Select **Save & Close** once completed

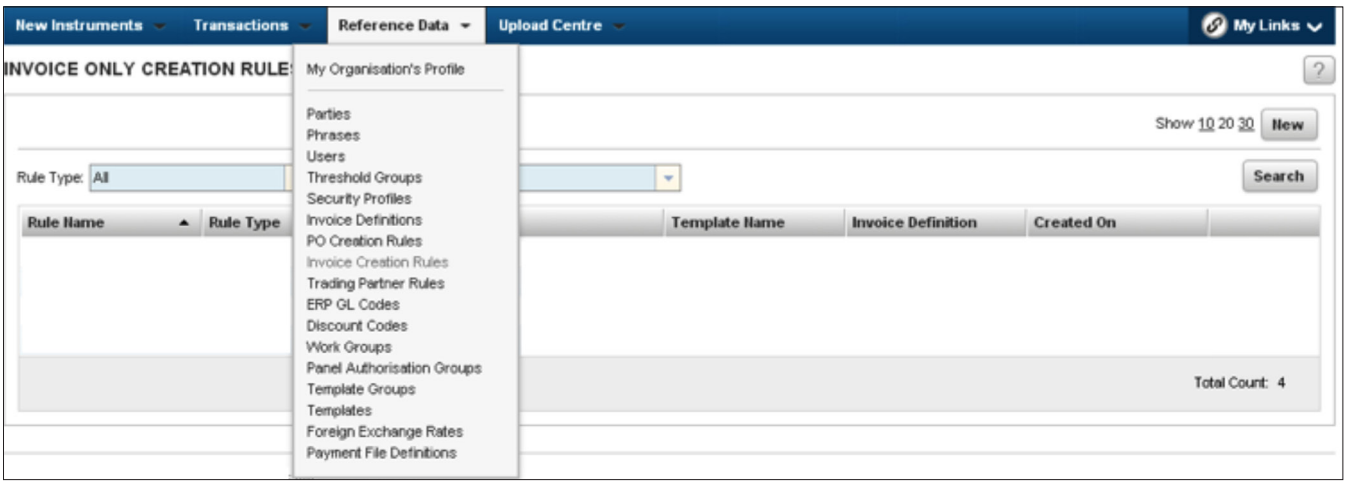

Figure 02 – Invoice Creation Rules

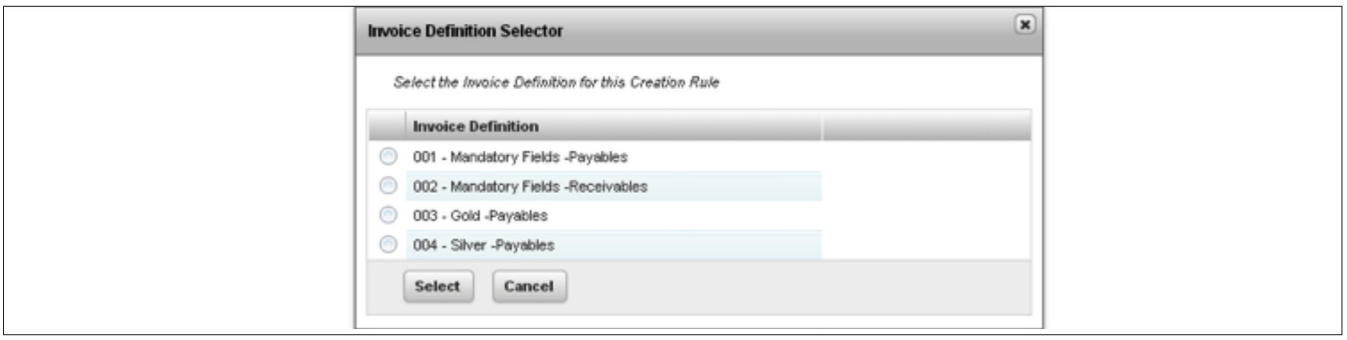

Figure 03 – Invoice Definitions

INVOICE CREATION RULES

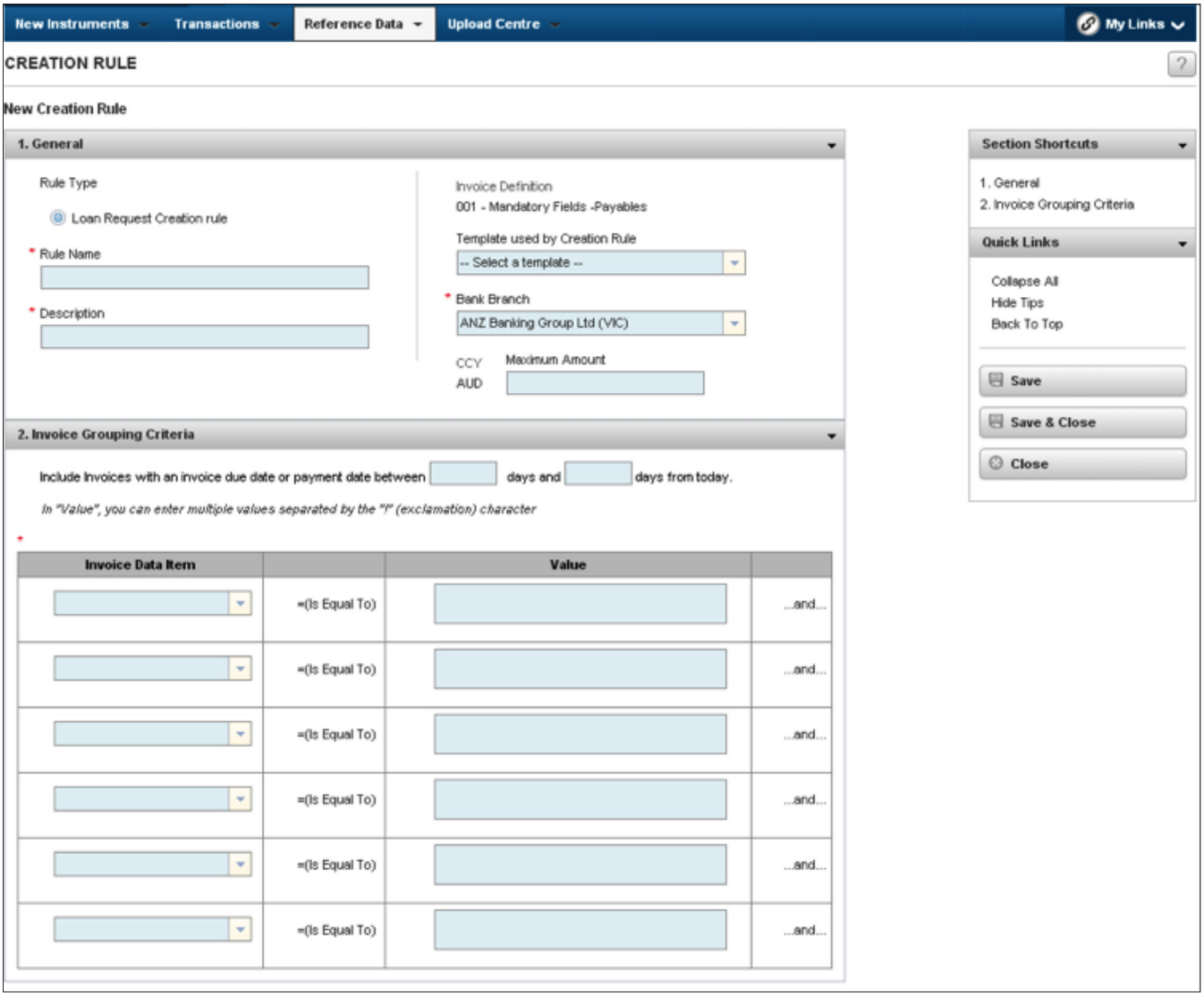

Figure 04 – Creation Rule

UPLOADING INVOICE FILES

Before uploading an invoice file, an Invoice Definition must first be established. The definition will indicate the exact format and criteria required within the file. For further details, please see Invoice Definitions within this document.

Upon uploading the file, you can opt to:

1. Create a Trade Loan immediately using the Invoice Creation Rules
2. Create a Trade Loan from the invoices uploaded at a later stage
   a. Create a Loan Request
   b. Create a Loan Request using Rules
3. Create a Trade Loan and attach the uploaded invoices manually at a later stage

In the event that you opt to create a loan immediately or create a loan request using rules, the Invoice Creation Rules must be configured. For further details, please see Invoice Creation Rules within this document.

UPLOAD INVOICE(S)

You can upload invoices and create a Trade Loan immediately or create a Trade Loan utilising the invoice items at a later stage. This section describes how an invoice file can be uploaded. Following sections will describe how those files can create the Trade Loan immediately or in the future.

STEP	ACTION
1	Click on **Upload Centre** and select **Upload Invoice File** from the main menu (Fig.05)
2	Click the **Browse** or **Choose File** button and search for your invoice file to be uploaded (Fig.06)
3	Select the file to be uploaded. Either, double click the file or click the open button
4	Select the **Invoice File Definition** that is specific to your file format from the **File Definition** drop-down list (Fig.06)

Depending on the type of file being uploaded, e.g. Payable or Receivable, the radio button options on the screen will dynamically change. (See images Fig.06.1 and 06.2)

To create a loan immediately from the uploaded invoices, follow Step 5a and continue on to Step 6

STEP	ACTION
5a	Select 'Group uploaded invoices into instruments based on your Creation Rules for:' and Select **Loan Request** radio button and Select **Loan Type** as Trade Loan from the drop-down list (Fig.06.1 or Fig.06.2)

To upload the invoices to be used at a later stage, follow Step 5b and continue on to Step 6

STEP	ACTION
5b	Select 'Make the invoices available to be manually added to transactions' (Fig.06)

UPLOADING INVOICE FILES

Continue steps after completing either Step 5a or 5b

STEP	ACTION
6	Click the **Upload File** button to commence the upload process (Fig.06) After the File has been uploaded, the file will be displayed in the list view on the screen > If the file being uploaded does not meet the File Definition format, you will be presented with an Error message. Edit and re-upload file again
7	Click the 'refresh icon' button to check the progress of the file upload status (Fig.07) > Do not refresh the page by pressing F5 or using the browser's navigation function as this can duplicate the invoice data being uploaded > Depending on the size of invoice data file, this process can take several minutes > For further details, please see Validation Status within this document
8	Invoice file uploaded will receive a status of **Validation Successful*** (Fig.07) > Select the **View Log** hyperlink > The log can display any reference data warnings per invoice line item or an instrument number if the Trade Loan was to be created immediately
9	Refer to Create a Trade Loan during the Invoice Upload Process within this document Refer to Create a Trade Loan from Uploaded Invoice(s) within this document Refer to Create a Trade Loan and Attach Uploaded Invoice(s) within this document

*'Validation Successful' implies that the format and layout of the file is correct, but may not meet the reference data requirements, e.g. 'Payment method is not valid for country 'Australia' and currency 'USD'. You cannot 'delete' the file and try again since it has not 'failed'. Please contact the bank for further assistance.

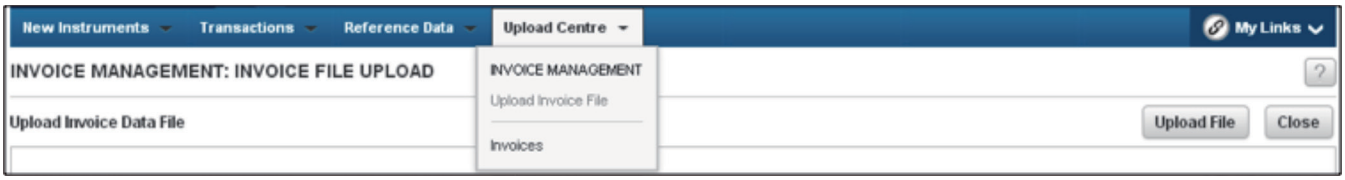

Figure 05 – Upload Invoice File

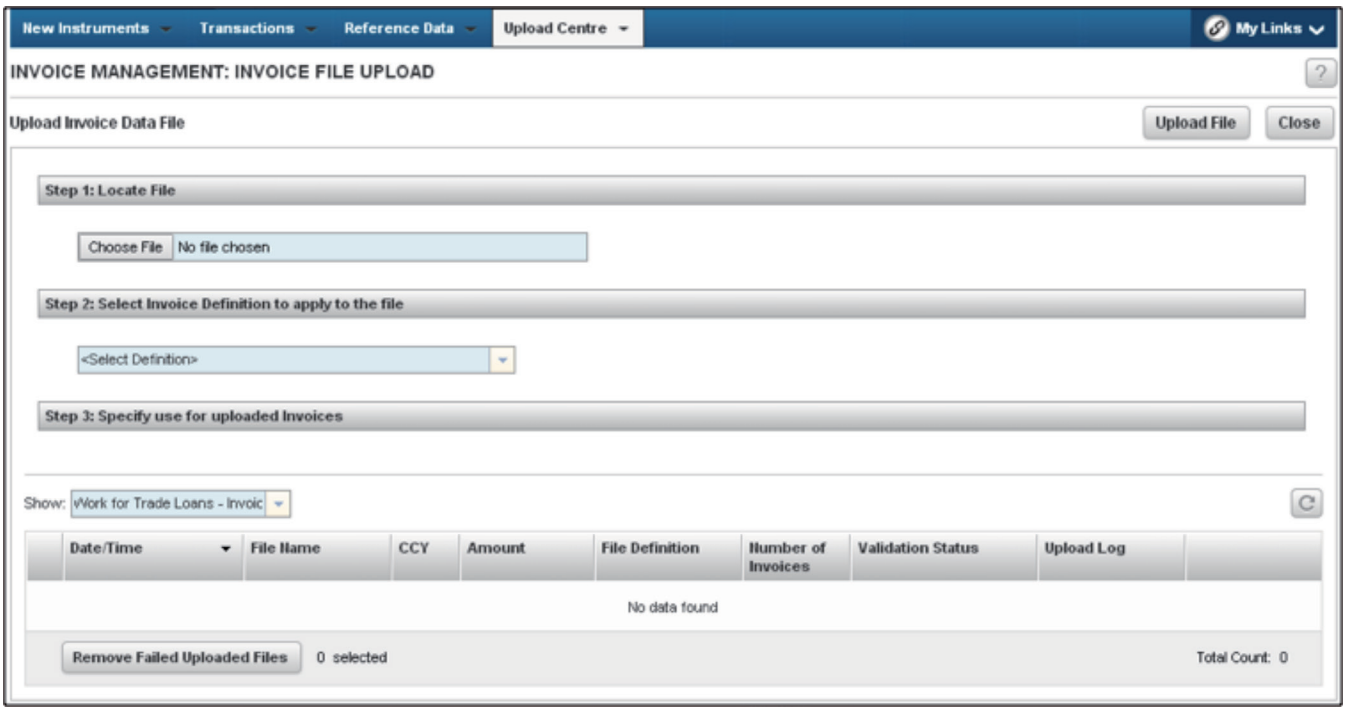

Figure 06 – Browse, Select File Definition, Uses and Upload File

UPLOADING INVOICE FILES

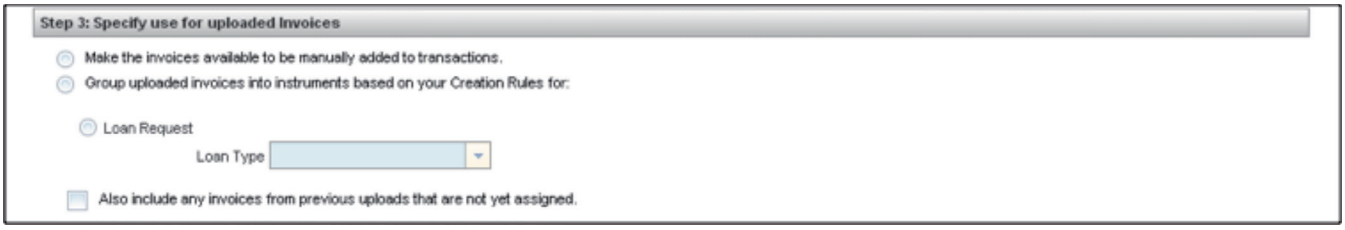

Figure 06.1 – Payables Option

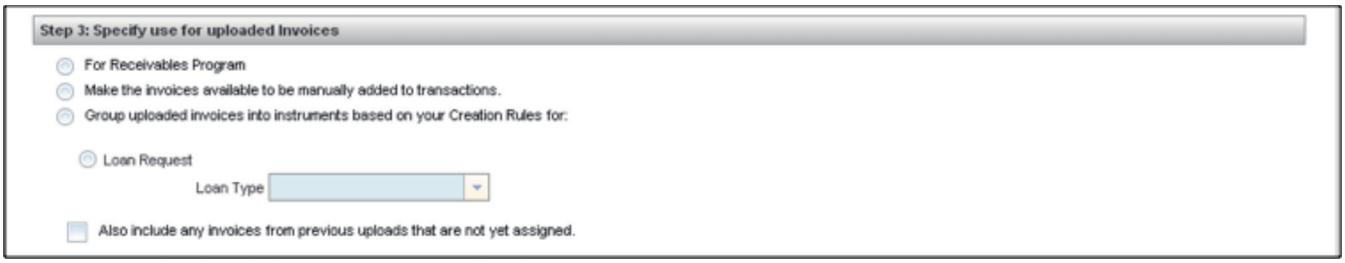

Figure 06.2 – Receivables Option

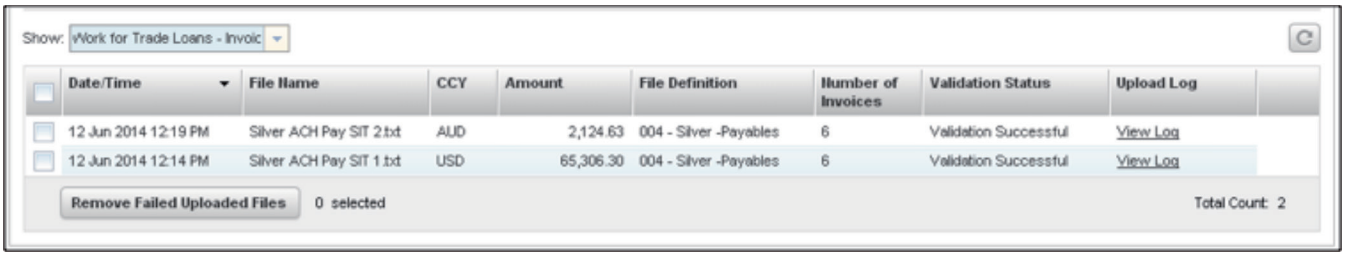

Figure 07 – Refresh Icon and File Validation Status

CREATE A TRADE LOAN DURING THE UPLOAD INVOICE PROCESS

After you have uploaded the invoice file successfully, minimum data is required to complete the pre-populated Trade Loan

STEP	ACTION
1	Select **Transactions** and **Pending Transactions** option from the main menu > All trade pending instruments will be displayed
2	Select the **Issue** hyperlink for the Trade Loan instrument to be validated and verified > Minimal data will be required to be entered before authorisation
3	Enter the **Loan Terms** details Enter the **Loan Maturity** details Enter the **Charges and Interest** details Enter the **Apply Loan Proceeds to** details (required for Receivables only) Select the **Charges** to be applied (required for Receivables only)
4	Select the **Verify Data** button to validate all mandatory fields > Trade Loan will have a Ready to Authorise status > User can Close out of or Authorise the transaction > For further details on authorisation, refer to the ANZ Transactive Trade User Guide

UPLOADING INVOICE FILES

CREATE A TRADE LOAN FROM UPLOADED INVOICE(S)

After uploading invoices, you can select one or more invoices in the same currency from the list view and 'create a loan'. The Trade Loan will pre-populate with most of the required information as consolidated from the selected invoice items.

STEP	ACTION
1	Select **Upload Centre** and **Invoices** option from the main menu
2	Select the radio button against the file type uploaded: (Fig.08) > Payables Invoice Groups, or > Receivables Invoice Groups

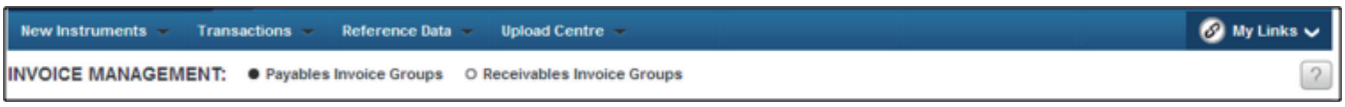

Figure 08 – Invoice Management

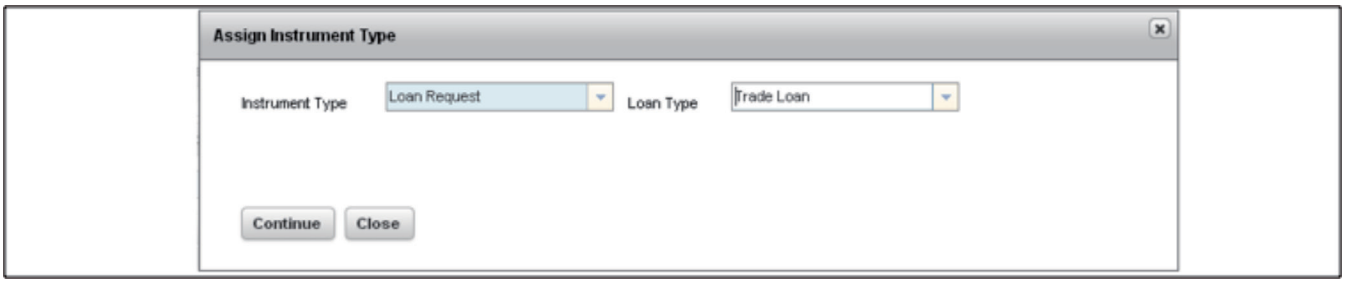

Figure 09 – Assign Instrument Type

FOR PAYABLES:

STEP	ACTION
3	Select the checkboxes against the individual invoice items from the Invoice Pending Action list view
4	Select the **Assign Loan Type** button
5	Select **Loan Request** and **Trade Loan** from the drop-down lists (Fig.09) Select the **Continue** button
6	Select the checkboxes against the individual invoice items from the Invoices for Loan Requests list view with a Pending Action status
7	Select **Create Loan Request** or **Create Loan Request Using Rules** (if Invoice Creation Rules have been established) > Trade Loan instrument will appear in the Trade – Pending Transactions list view
8	Select **Transactions** and **Pending Transactions** option from the main menu > All trade pending instruments will be displayed
9	Select the **Issue** hyperlink for the Trade Loan instrument to be validated and verified > Minimal data will be required to be entered before authorisation
10	Enter the **Loan Terms** details Enter the **Loan Maturity** details Enter the **Charges and Interest** details
11	Select the **Verify Data** button to validate all mandatory fields > Trade Loan will have a Ready to Authorise status > User can Close out of or Authorise the transaction > For further details on authorisation, refer to the ANZ Transactive Trade User Guide

UPLOADING INVOICE FILES

FOR RECEIVABLES:

STEP	ACTION
3	Select the checkboxes against the individual invoice items from the Receivables Invoice Groups list view
4	Select the **Assign Instr. Type** button
5	Select **Loan Request** and **Trade Loan** from the drop-down lists (Fig.09) Select the **Continue** button
6	Select the checkboxes against the individual invoice items from the Receivables Invoice Groups list view
7	Select **Create Loan Request** or **Create Loan Request Using Rules** (if Invoice Creation Rules have been established) > Trade Loan instrument will appear in the Trade – Pending Transactions list view
8	Select **Transactions** and **Pending Transactions** option from the main menu > All trade pending instruments will be displayed
9	Select the **Issue** hyperlink for the Trade Loan instrument to be validated and verified > Minimal data will be required to be entered before authorisation
10	Enter the **Loan Terms** details Enter the **Loan Maturity** details Enter the **Charges and Interest** details Enter the **Apply Loan Proceeds to** details Select the **Charges** to be applied
11	Select the **Verify Data** button to validate all mandatory fields > Trade Loan will have a Ready to Authorise status > User can Close out of or Authorise the transaction > For further details on authorisation, refer to the ANZ Transactive Trade User Guide

CREATE A TRADE LOAN AND ATTACH UPLOADED INVOICE(S)

You can create a trade loan manually and attach uploaded invoices from within the transaction.

STEP	ACTION
1	Select **New Instruments** and Trade – **Loan Request** option from the main menu > A blank Trade Loan instrument will be displayed
2	Enter the required Trade Loan details > Upon selecting the **Loan Type**, an **Invoice Details** section will appear within the Trade Loan application (excluding the Import Loan option) > For further details on Trade Loans, refer to the ANZ Transactive Trade User Guide
3	Select **Add Invoice(s)** button
4	Select the checkboxes against the invoices to be added to the Trade Loan > The listed invoices will be filtered to meet the currency, payment method and date range as entered in the mandatory fields of the Trade Loan request initiated
5	Select the **Add Selected Invoice(s)** button > User will be redirected back to the Trade Loan application where the added invoices now appear in the Invoice Details section of the loan > The amount of the Trade Loan will display the net value of all added invoices
6	Select the **Verify Data** button upon completion of all input details
7	**Authorise** the transactions as the company signing mandate > For further details on authorisation, refer to the ANZ Transactive Trade User Guide

REMOVE FAILED ITEMS

Follow these instructions to Remove Failed Uploaded Invoice Files.

Users with an option to delete, as specified in your security profile, will be able to remove failed files where all of the invoices in the file have failed. In the event that a file has failed, the validation status will appear in the list view as “Validation Failed”.

To determine the errors associated with the file, you can view the log before removing the files from the list.

STEP	ACTION
1	Click on **Upload Centre** and select **Upload Invoice File** option from the main menu
2	Click the **View Errors** hyperlink to view the errors in the file. Each line item will display the potential error that caused the file to fail (Fig.10)
3	Click the **Close** button to return to the list view
4	Click the **Check Box** against the failed file to be removed
5	Click the **Remove Failed Uploaded Files** button
6	Select the **OK** option to confirm deletion of the file The file will be permanently removed from the database

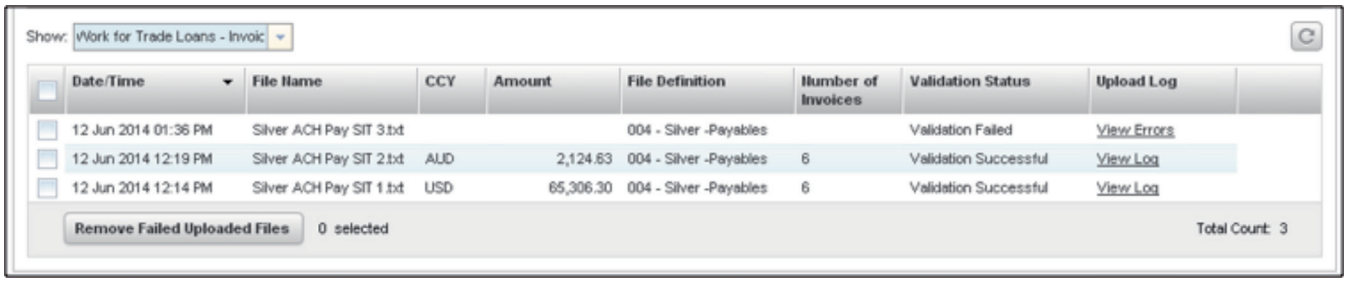

Figure 10 – Removed failed invoice files

DELETE INDIVIDUAL INVOICES

In the event that uploaded invoice(s) are no longer required for the Trade Loan or did not pass all validations, the individual invoices can be deleted from the list view or from within the Trade Loan.

DELETE INVOICES FROM THE LIST VIEW

STEP	ACTION
1	Click on **Upload Centre** and select **Invoice Groups** option from the main menu
2	Select the radio button against the file type uploaded: > Payables Invoice Groups, or > Receivables Invoice Groups
3	From the list view: Select the checkboxes against the individual invoices that need to be deleted
4	Select the **Delete Invoices** button The invoices will now appear in the list view status as 'Deleted' > The invoices will still appear in the Upload Invoice File screen as part of the successful file log

DELETE INVOICES FROM THE TRADE LOAN

STEP	ACTION
1	Click on **Transactions** and select **Pending Transactions** option
2	From the list view: Select the **Issue** hyperlink for the Trade Loan transaction to view the loan details
3	Scroll down to the **Invoice Details** section Select the **Remove Invoice(s)** button
4	From the list view: Select the checkbox against the individual invoices to be removed from the loan
5	Select the **Remove Selected Invoice(s)** button to delete the invoice from the loan > This removed invoice will now appear in the Invoices list view and can be used in another Trade Loan application
6	The loan amount will be automatically adjusted Complete all required fields and select the **Verify Data** button to continue processing

ADD INDIVIDUAL INVOICES

You can add invoices to a Trade Loan that is yet to be authorised and sent to the bank.

ADD INVOICES FROM WITHIN THE TRADE LOAN

STEP	ACTION
1	Click on **Transactions** and select **Pending Transactions** option from the main menu
2	From the list view: Select the **Issue** hyperlink for the Trade Loan transaction to view the loan details > If the Trade Loan has multiple Beneficiary parties added, select the radio button against any one of the Beneficiary names
3	Scroll down to the **Invoice Details** section Select the **Add Invoice(s)** button
4	From the list view: Select the checkbox against the individual invoices to be added to the Trade Loan
5	Select the **Add Selected Invoice(s)** button to add the invoices to the loan
6	The loan amount will be automatically adjusted Complete all required fields and select the **Verify Data** button to continue processing

VIEW INDIVIDUAL INVOICES

You can view the full invoice details of the uploaded individual invoice line items. You can also print the PDF invoice files.

VIEW INVOICES FROM THE LIST VIEW

STEP	ACTION
1	Click on **Upload Centre** and select **Invoice Group** option from the main menu
2	Select the radio button against the file type uploaded: > Payables Invoice Groups, or > Receivables Invoice Groups
3	From the list view: Select the Trading Partner hyperlink for the individual invoices to be viewed
4	From the list view: (required for Payables only) Select the **Invoice ID** hyperlink for the individual invoices to be viewed
5	Select the **Close** button to return to the Invoice Management list view

VIEW INVOICES FROM THE TRADE LOAN

STEP	ACTION
1	Click on **Transactions** and select **Pending Transactions** option from the main menu
2	From the list view: Select the **Issue** hyperlink for the Trade Loan transaction to view the loan details > If the Trade Loan has multiple Beneficiary parties added, select the radio button against any one of the Beneficiary names
3	Scroll down to the **Invoice Details** section Select the **View Invoice(s)** button
4	From the list view: Select the **Invoice ID** hyperlink for the individual invoices to be viewed
5	Select the **Close** button to return to the Assigned Invoices list view
6	Select the **Cancel** button to return to the Trade Loan request

PRINT INVOICES

You can print the full invoice details of the uploaded invoice line items.

PRINT INVOICES FROM THE LIST VIEW

STEP	ACTION
1	Click on **Upload Centre** and select **Invoices** option from the main menu
2	Select the radio button against the file type uploaded: > Payables Invoice Groups, or > Receivables Invoice Groups
	For Receivables only, select the **Print** button to print the entire list of invoices that are displayed in the list view
3	From the list view: Select the Trading Partner hyperlink for the individual invoices to be viewed
4	From the list view: (required for Payables only) Select the **Invoice ID** hyperlink for the individual invoices to be viewed
5	Select the **Print** button to view the invoice details in a PDF format > This PDF view of the invoice will appear as a separate image > User will be required to select the navigational 'File > Print' options or the floating Printer icon
6	Select the **Close** button to return to the Invoice Management list view

PRINT INVOICES FROM THE TRADE LOAN

STEP	ACTION
1	Click on **Transactions** and select **Pending Transactions** option from the main menu
2	From the list view: Select the **Issue** hyperlink for the Trade Loan transaction to view the loan details > If the Trade Loan has multiple Beneficiary parties added, select the radio button against any one of the Beneficiary names
3	Scroll down to the **Invoice Details** section Select the **View Invoice(s)** button
4	From the list view: Select the **Invoice ID** hyperlink for the individual invoices to be viewed
5	Select the **Print** button to view the invoice details in a PDF format > This PDF view of the invoice will appear as a separate image > User will be required to select the navigational 'File > Print' options or the floating Printer icon
6	Select the **Close** button to return to the Assigned Invoices list view
7	Select the **Cancel** button to return to the Trade Loan request

VALIDATION STATUS

When an invoice file has been uploaded and successfully validated against the File Definition requirements, ANZ Transactive Trade will commence a series of validations on the file.

After you have successfully uploaded the invoice data and the file status changes to 'Validation Successful', you can continue to the Invoice Groups sub-tab from the Upload Centre main menu.

Please refer to below table for further instructions if the invoice file failed.

UPLOAD STATUS	OCCURRENCE	SOLUTIONS
File Validation Pending	File has been uploaded to the ANZ Transactive Trade server. When two or more files have been uploaded, the sequential files will be in a Pending status	Select the Refresh icon to check the progress of the uploading file. The system will continue to validate the invoices contained within the file
Validation in Progress	Upon refresh, the file is still being validated	Select the Refresh icon to check the progress of the uploading file
Validation Successful	File has been successfully uploaded to the ANZ Transactive Trade server based on the File Definition criteria	Select the View Log button to determine if any reference data errors have occurred within the file
Validated with errors	Some invoice line items within the file contain an error and will not be uploaded with the file	Select the View Errors hyperlink. View the errors listed. Select the Close button to exit the log
Validation Failed	All the invoices in the uploaded file have failed validation. The entire file will not be uploaded	Click the View Errors hyperlink. View the errors listed. Select the Close button to exit the log. Correct the file and re-upload

UPLOAD LOG	OCCURRENCE	SOLUTIONS
View Log	File has been uploaded to the ANZ Transactive Trade server with no File Definition errors	Click the View Log hyperlink to view the log detail. An instrument ID will be provided if there were no further reference data errors listed. Select the Close button to exit the log
View Errors	File has been uploaded to the ANZ Transactive Trade server with one or more errors	Click the View Errors hyperlink to view the error log details. The user should then determine if they need to correct the invoice and upload the invoice again

TRANSACTION STATUS

As the Loan Request Instrument progresses through the workflow, the transaction status will change.

The table below describes each possible transaction status.

STATUS	DESCRIPTION
Started	The transaction has been created, but not verified
Ready to Authorise	The transaction's data has been verified and the transaction is ready for Authorisation
Authorised	The transaction has been authorised by all required authoriser(s). It is waiting for ANZ to process the transaction
Authorise Failed	Your organisation's user access management criteria have not been met at time of authorisation. e.g. User attempting to authorise a payment over their threshold limit
Partially Authorised	Your organisation requires more than one User to authorise each transaction. Not all required Users have authorised the transaction
Active	Instrument has been processed by bank
Pending	The Instrument is currently at the bank awaiting processing

The 'Authorised Transactions' tab will show all Instruments authorised but not currently processed by bank. The 'History' tab will show all instruments and its respective Instrument status.

FUNCTION BUTTONS

BUTTON	INVOICE MANAGEMENT TYPE	DESCRIPTION
Attach Document	Payables / Receivables	Attach a PDF document to transaction
Delete Document	Payables / Receivables	Delete a PDF document from transaction
Apply Payment Date	Payables / Receivables	Apply a payment date to **one** invoice group for the finance calculation, rather than using the due date
Clear Payment Date	Payables / Receivables	Clear payment date of invoice (if any)
Assign Loan Type	Payables / Receivables	Option to select type of Loan
Create Loan Request	Payables / Receivables	Create a loan from the uploaded invoices
Create Loan Request Using Rules	Payables / Receivables	Create a loan from the uploaded invoices using the Invoice Creation Rules
Delete Invoices	Payables / Receivables	Delete invoices from list view or from within a transaction
Assign Instr. Type	Payables / Receivables	Assign an instrument type of Trade Loan
Accept Financing	Receivables	Accept financing for a group or groups of invoices with a status of "Available for Finance" using Trading Partner Rules
Remove Financing	Receivables	Change the invoice status from "Financing Accepted" to "Pending Action – Unable to Finance". The full amount of the invoice prior to financing will be reinstated and the invoice total will be recalculated
Authorise Invoice(s)	Receivables	Enables user to select one or more groups for authorisation of invoices with a status of "Available for Authorisation"
Offline Authorise Invoice(s)	Receivables	Enables user to authorise the selected invoice(s) offline
Authorise Credit Note(s)	Receivables	Enables the user to authorise a credit note and send it to the bank
Offline Authorise Credit Note(s)	Receivables	Enables the user to authorise a credit note offline
Close Invoice(s)	Receivables	Enables the user to close invoices and automatically authorise and send to the bank

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