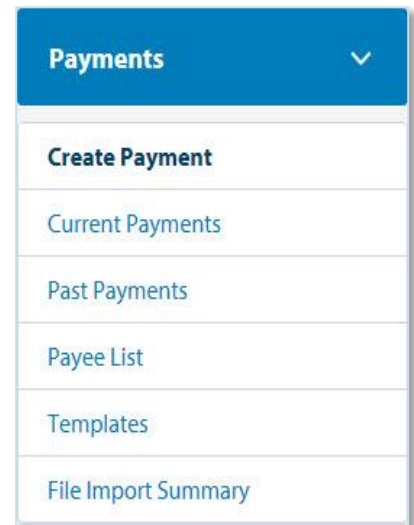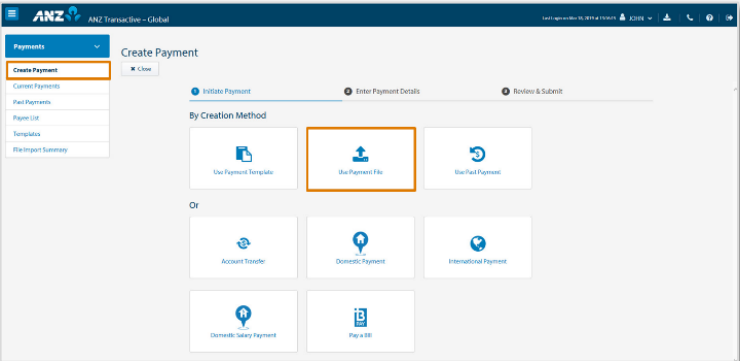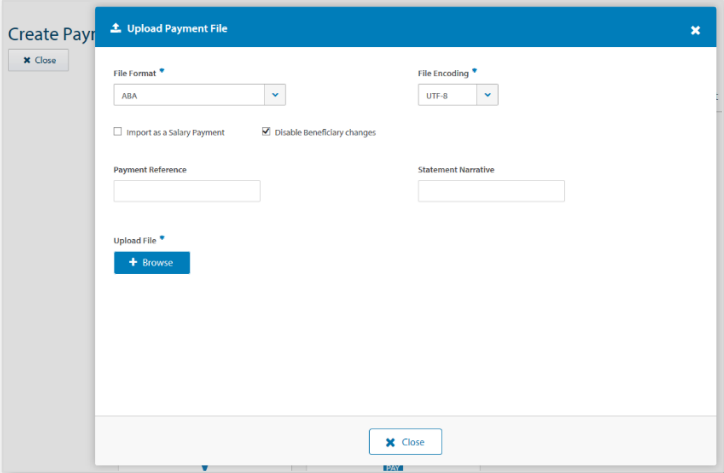# ANZ TRANSACTIVE – GLOBAL CREATE DOMESTIC PAYMENT (AUD) QUICK REFERENCE GUIDE

Access a range of intuitive payments functionality via the **Left Hand Menu:**

> **Create Payment** – allows you to create a payment using a Payment Template, Payment File, Past Payment or ad hoc payments
> **Current Payments** - 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
> **Past Payments** – allows you to perform a search for payments processed through ANZ Transactive – Global that are in a completed, completed with error or bank rejected status within the last 24 months
> **Payee List** - 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** – allows you to view, create and maintain templates
> **File Import Summary** – provides you with summary information of payment files that have been uploaded

Create a domestic payment via File Import

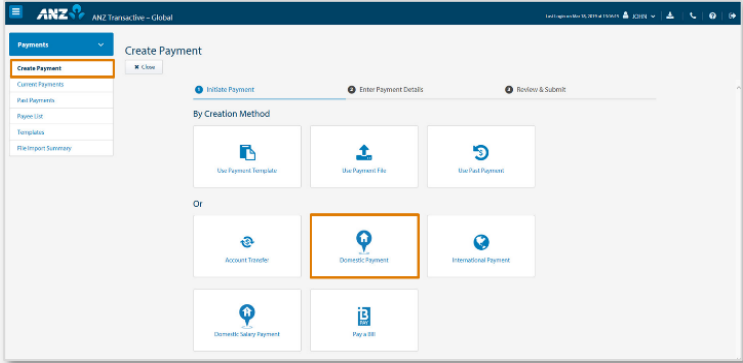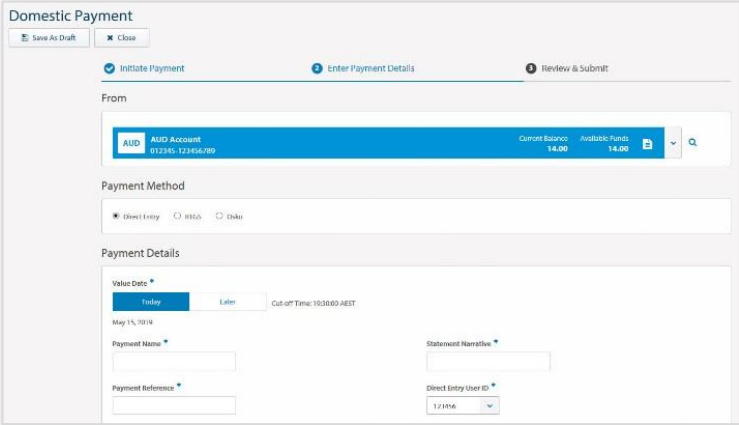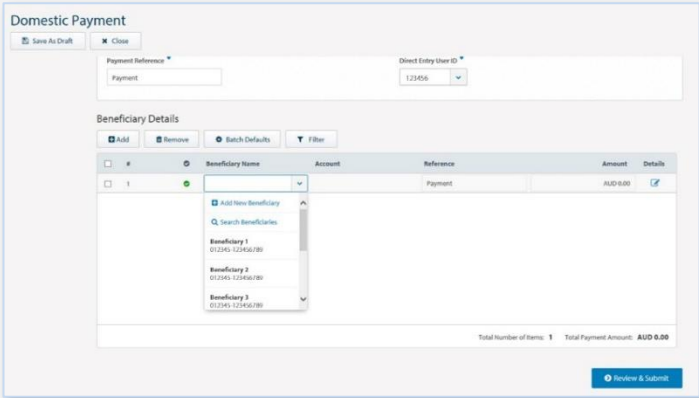| STEP	ACTION
1	> Click **Create Payment** > Click **Use Payment File**
2	> Select **File Format (**fields then update according to file format selected) > You can disable beneficiary changes to prevent users adding new beneficiaries or editing details of existing beneficiaries in payments created from this payment file > Click **Browse** to find and select the payment file to import > Click **Start Upload**

STEP	ACTION
3	> 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 Payment Reference: SalaryPMT Statement Narrative: Salary Payment Upload File * + Browse This file has been **successfully uploaded**. It will now be scanned and processed. You can find this file in the Payments File Summary screen with **File ID: 20000141363** ✕ Close
4	**To Approve a Payment:** > Click **Current Payments** > Change **View** to display **Payments For My Approval** > You can use the **View** button to filter **My Payments, Payments For My Action, Payments For My Approval, Needs Rate, Payments For Repair, Approved Payments, Rejected Payments** or **Future Dated Payments** > Use the **Filter** to search through the payments on the screen > An alert indicator will advise if a payment: • Is a possible duplicate • Has been modified since creation • Beneficiaries have been updated as a result of Payee List changes

Create a domestic payment from the Payee List

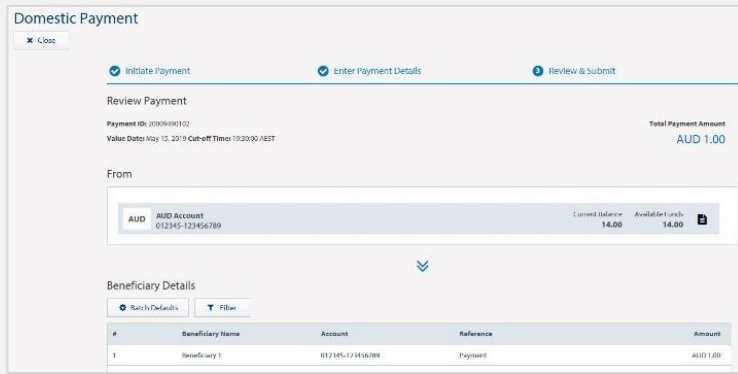| STEP	ACTION
1	> Click **Create Payment** > Click **Domestic Payment**
2	> Select the account the funds are being debited from > Click **Direct Entry** as the Payment method > The **Value Date** is the date on which the payment is to be processed. By default, **Today** is selected. To select an alternative **Value Date**, click on **Later** and choose a future date, up to 120 calendar days, from the calendar

3	> Click **Add** to add an additional beneficiary
	> 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
	> 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**

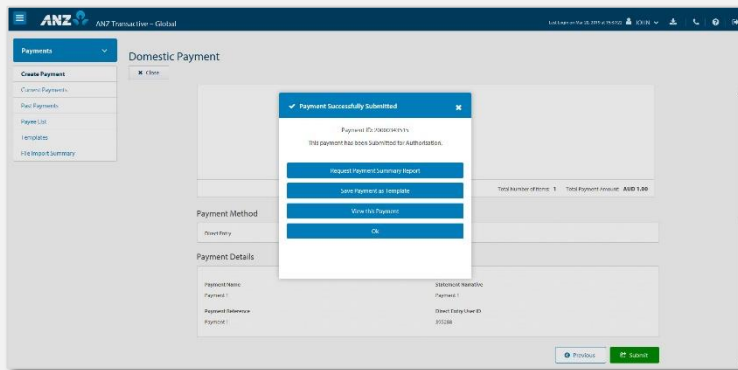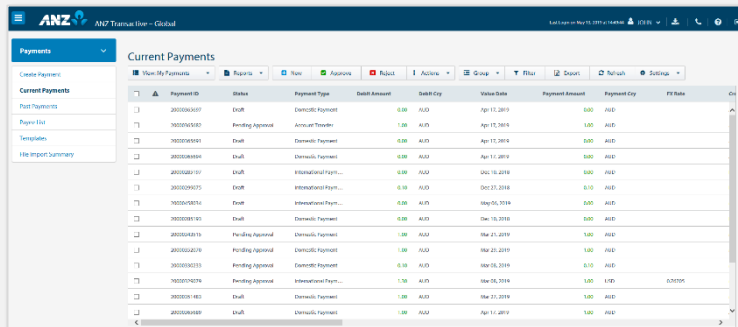| STEP	ACTION

4	> Click on the **Edit Beneficiary Payment Details icon** to the right of the beneficiary row.
	> **The Beneficiary Payment Details** popup allows you to edit the payment and beneficiary details including
	
	  • Payment Currency & Amount
	  • Lodgment Reference
	  • Remitter Name
	  • Withholding Tax Indicator & Amount
	  • Transaction Code
	  • Trace Account
	  • Remittance Information
	  • Invoice Details
	  • Email Beneficiary Advice

5	> Tick **Email Beneficiary Advice** and enter an email address to have a Beneficiary Advice for this payment sent to the email address
	  • 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
	> Click **Save**

STEP	ACTION
6	> Before submitting the payment, you can review the details of the payment > Click **Review & Submit** at the bottom of the screen
7	> After you have submitted the payment, 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, **View Payment** to review the payment details or **OK** to return to the Current Payments screen

8	**Approve a Payment**
	> Click **Current Payments**
	> Change **View** to display **Payments For My Approval**
	> The filter allows you to search through the payments on the screen
	> You can use the **View** button to filter My Payments, Payments For My Action, Payments For My Approval, Needs Rate, Payments For Repair, Approved Payments, Rejected Payments or Future Dated Payments
	> An alert indicator will advise if a payment:
	  • Is a possible duplicate
	  • Has been modified since creation
	  • Beneficiaries have been updated as a result of **Payee List** changes

For more detailed guidance, please refer to the ANZ Transactive - Global Payments User Guide at www.anz.com/onlineresources.
For further assistance, please contact your local Customer Service Centre. Details can be found at www.anz.com/servicecentres.