

# ANZ TRANSACTIVE – GLOBAL USER GUIDE

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# PURPOSE

This User Guide is designed to:

- > assist you with completing common and critical tasks in ANZ Transactive – Global
- > assist you after you complete initial system training
- > be used as a starting point for training new staff

This User Guide will be updated with new functionality and information when necessary. Please ensure you regularly check the available version to ensure you have the most up-to-date copy.

## Online Help

In ANZ Transactive – Global, click the Help icon on any window to open a help topic in a separate window.

## Updating Your Information and Equipment

Please contact your ANZ Representative for the following:

- > To add, modify or delete Accounts, Products and ANZ Managed Users
- > To order new or replacement Security devices, Smartcard readers and Hardware Security Module (HSM) (Host-to-Host clients only)

## Fees

Fees apply for using ANZ Transactive – Global. Please refer to the *ANZ Cash Product Fee Schedule* for further information.

## ANZ Transactive – Global Online Resources

You can access the ANZ Transactive – Global Quick Reference Guides, User Guides and other helpful information at <http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>. The Troubleshooting Guide takes you through the settings on your PC that may need to be amended to allow you to access ANZ Transactive – Global.

Once you log on to ANZ Transactive – Global, the Homepage will be displayed. From here, you can click on [Online Resources](#) to open the page.

## Logging In

Log on instructions for both security device users and password users are provided in the *Log On Quick Reference Guide*. If you are having any issues with logging in, refer to:

- > your ANZ Transactive Administrator, and/or
- > ANZ Transactive – Global Online Help (if you have access to it)

## USERS IN ANZ TRANSACTIVE – GLOBAL

Users in ANZ Transactive – Global are either **Company Managed** or **ANZ Managed**. **Company Managed** users are created and managed by Administrators from your organisation and can only logon using a password. These users can perform various tasks depending on the Function and Data Roles they have been assigned.

**ANZ Managed** users require a security device to login to perform:

- > Administration Functions
- > Release Payments
- > Get Rate (obtain exchange rates for cross-currency payments).
- > Reporting on particular Accounts held overseas

ANZ Managed Users still require Function & Data Roles and Mobile entitlements which are managed by your organisation administrator. Administrators can assign, modify and approve the Data and Function Roles and Mobile entitlements required for users within the ANZ Transactive – AU & NZ application.

## FUNCTION ROLES AND DATA ROLES

Each user in ANZ Transactive is assigned a Function Role and a Data Role.

Function Roles specify the payment methods and types you can access in ANZ Transactive, including:

- > Domestic Payments
- > Single Payments, and
- > Reporting

Data Roles give you access to specific accounts and restricted templates at the product and payment type level. This determines what accounts you can access and what type of payments you can make from each account.

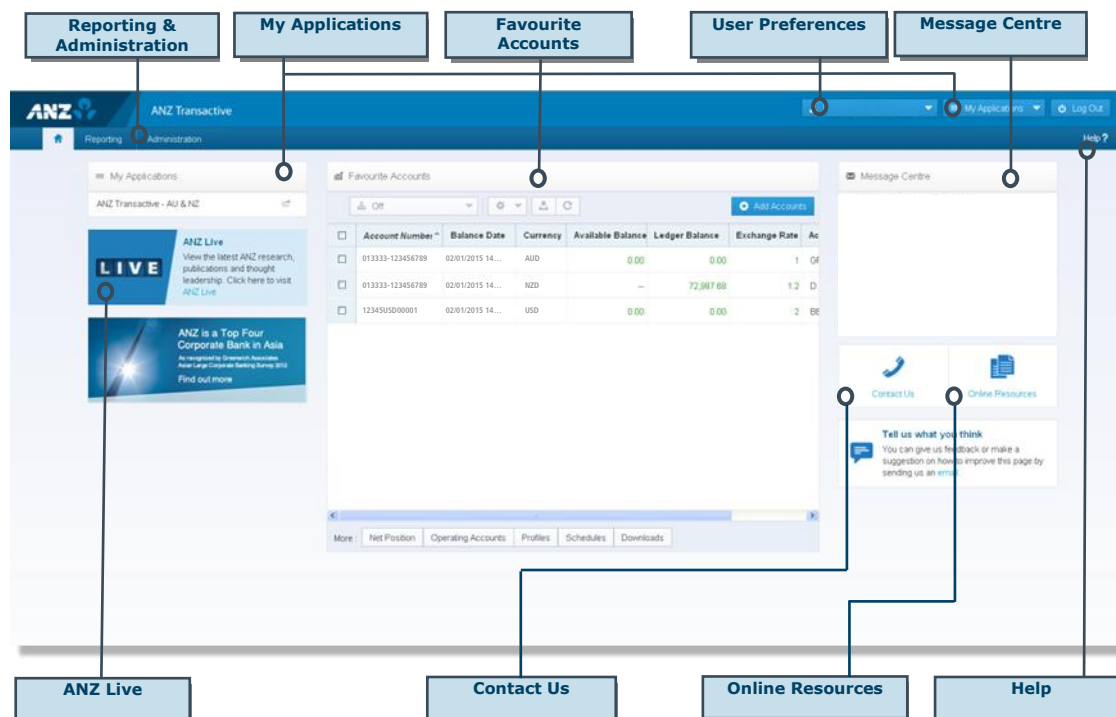
Your ANZ Transactive – Global Administrator(s) can assign and modify Function and Data Roles. If you have questions about your level of access to the system and the functions you can perform, ask your local Administrator.

# GETTING STARTED IN ANZ TRANSACTIVE – GLOBAL

## ANZ TRANSACTIVE – GLOBAL HOMEPAGE

The ANZ Transactive – Global homepage provides you with a dashboard view of your favourite accounts, access to different applications and a range of balances and transactions reporting based on your user entitlements. Other useful tools are accessible on the homepage such as contact details for advice and support, online resources, a message centre, and the latest research and industry insight.

**Note:** Upon initial logon your Favourite Accounts list will be blank. To add accounts, refer to the **Setting up your Favourite Accounts** section.



SECTION	DESCRIPTION
Reporting & Administration tabs	Click to access the Reporting and Administration functionality of ANZ Transactive – Global. These options are only visible if you have been entitled to access them.
My Applications	Click to access your available Cash, Liquidity, Trade and Markets services.

Favourite Accounts	Displays a list of your selected accounts for ease of access. Note that you will only see this if you are entitled to view at least one account.
User Preferences	Click to change the language displayed and manage your preferences.
Message Centre	Provides the latest news and information from ANZ including system availability.
ANZ Live	Provides access to ANZ research, publications and thought leadership.
Contact Us	Click to obtain contact details for obtaining advice and support.
Online Resources	Click to access a wide variety of training and reference material.
Help	Click to display the online help guide.

## USER PREFERENCES MENU

The User Preferences Menu allows you to set the language you would like displayed and manage other preferences. The Menu also provides Contact Us details and links to Online Resources.

To change the language displayed, follow the steps below:

STEP	ACTION
1	Click the <b>User Preferences</b> drop down box in the top right corner of the screen. <b>Hint:</b> Your user name is displayed as the User Preference menu.
2	Select the drop down list next to <b>Language</b> <b>Result:</b> The available languages list is displayed. You can choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.
3	Select your desired language. <b>Result:</b> The page will auto-refresh and display the selected language.

To manage other application preferences, follow the steps below:

STEP	ACTION
1	Click the <b>User Preferences</b> drop down box in the top right corner of the screen. <b>Hint:</b> Your user name is displayed as the User Preference menu.
2	Click <b>Manage Your Preferences</b> <b>Result:</b> The Manage Your Preferences pop up box is displayed.

- 3 Update the fields as required. Ensure the information is relevant to your preferences and location.

FIELD	EXPLANATION
Date Format	You can set the date using the following formats: > mmm dd, yyyy (e.g. Jan 01 2015) > dd/mm/yyyy (e.g. 01/01/2015) > mm/dd/yyyy (e.g. 01/01/2015)
Time Format	You can view the time in 2 formats: > hh24:mi:ss (e.g. 08:34:11) > hh:mi:ss AM/PM (e.g. 08:34:11 AM)
Time Zone	Select a preferred time zone from the drop-down list.
Decimal Separator	The decimal separator for balance and transaction amounts can be displayed as follows: > .(Period) > ,(Comma)
Thousand Separator	The thousand separator for balance and transaction amounts can be displayed as follows: > .(Period) > ,(Comma)
Report Retrieval Code	This will act as a password to access scheduled PDF reports that are sent to you by email. <b>Note:</b> the email address used is registered with ANZ.
Encoding	Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection. Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).
Reference Currency	You can set a Reference Currency that will be used for your Net Position View Report to show the equivalent balance for all accounts in the set currency. Choose an option from the list in the drop-down menu.

- 4 Click on the **Save Changes** button.

## SETTING UP YOUR FAVOURITE ACCOUNTS

You can setup your **Favourite Accounts** to display on the Homepage so that you have a consolidated view of your accounts when you first log into ANZ Transactive – Global. To view balance and transaction details for an account, simply click on an account.

To add accounts to the Favourite Accounts list, follow the steps below:

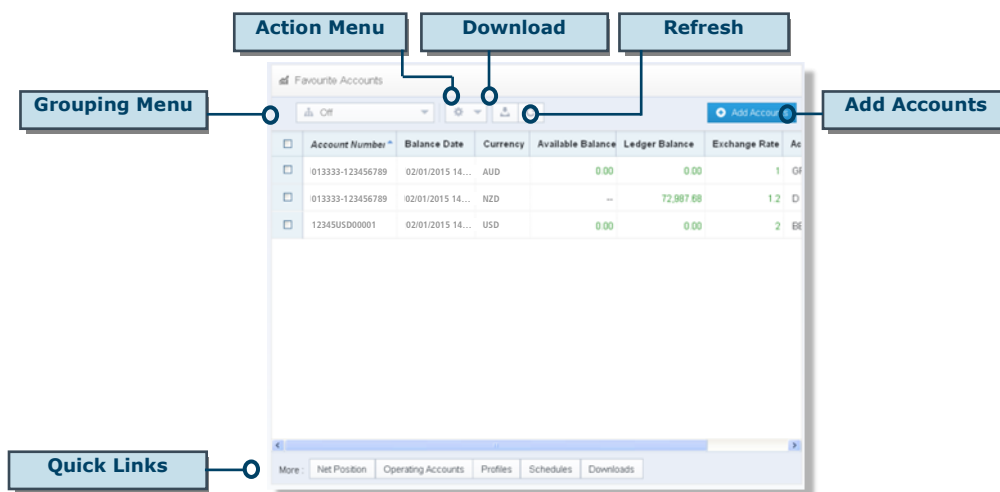
STEP	ACTION
1	Click on the <b>Add Accounts</b> button on the Homepage. <b>Result:</b> The <b>Add Favourite Accounts</b> screen will be displayed with a list of all your entitled Accounts.
2	Find the account(s) you want displayed by scrolling through the list or by specifying a search filter and entering all or part of an account number/ name in the search field
3	Click the checkbox to select the required account(s)
4	Click on the <b>Add Selected Accounts</b> button <b>Result:</b> A confirmation message is displayed and the accounts will appear in your Favourite Accounts list.



## MANAGING YOUR FAVOURITE ACCOUNTS

The Favourite Accounts list provides information on your favourite accounts. To view detailed information on your account balance and transaction details simply click on an account.

Your Favourite Accounts list can be customised by dragging and dropping columns, hiding columns (right-click on any column heading and un-check the checkboxes that appear next to the column name) and sorting columns (click on the column heading you wish to sort). The application will remember these changes the next time you login.



SECTION	DESCRIPTION
Grouping Menu	Click to group your favourite accounts according to the predefined options: > Currency > Type
Action Menu	Click to perform the following actions: > <b>View Account Activity</b> – select a date option (only available for one account at a time) > <b>View Balance Summary</b> – select a date option (only available for one account at a time) > <b>Remove From Dashboard</b> – remove the account(s) from the Favourite Account list > <b>Set Reference Currency</b> - set a reference currency for displaying the equivalent Exchange Rate in the Exchange Rate field. > <b>Remember These Settings</b> – save your reference currency and grouping settings. When you launch the application again, it will remember these saved settings.
Download	Click to open or save the records on screen in a CSV format.
Refresh	Click to refresh the account information on your screen.

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Add Accounts	Click to add accounts to your Favourite Accounts list.
Quick Links	Click on an option to go to one of the following Reporting screens: <ul style="list-style-type: none"><li>&gt; Net Position</li><li>&gt; Operating Accounts</li><li>&gt; Profiles</li><li>&gt; Schedules</li><li>&gt; Downloads</li></ul>

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# PAYMENTS

## ABOUT PAYMENTS IN ANZ TRANSACTIVE – GLOBAL

### Payment Methods

There are two main methods of creating payments within the ANZ Transactive – AU & NZ application:

1. **Domestic Payments** - are payments made from a single funding account to one or more beneficiary accounts within the same country (Australia or New Zealand). See [Domestic Payments](#) on page 13.
2. **Single Payments** - are payments that are made from a single funding account to a single beneficiary account. There are up to five types of Single Payments that can be made in ANZ Transactive – AU & NZ, depending on your location. See [Single Payments](#) on page 14.

### Payments Screen

The Payments Screen is the central screen for managing all payments in ANZ Transactive – AU & NZ. To access the screen, select My Applications > ANZ Transactive – AU & NZ, then the **Payments** tab.

From the Payments Screen you can:

- view all payments and their status
- create new payments
- import payment data from a file
- view and modify payments
- approve, unapprove and reject payments
- release payments (security device required), and
- get a dynamic exchange rate for a cross-currency payment (security device required)

The illustration on the following page highlights the main features of the Payments Screen, which are referred to throughout this User Guide.

The screenshot shows the ANZ Payments interface. The top navigation bar includes 'Payments', 'Reporting', 'Admin', and 'Utilities'. Below this is a sub-navigation bar with 'Payments', 'Templates', 'Template Sets', 'Reports', 'Profiles', and 'Alerts'. The main area displays a table of payments with columns for ID, Batch Name/Beneficiary, Value Date, Status, Funds Account, Debit Amount, DR Ccy, Credit Amount, Currency, Payment Type, No. of Items, and a 'Manage' icon. A filter bar at the top left allows for selecting a filter and clearing it. A 'View' dropdown menu is set to 'Current Payments'. A 'Sort off' dropdown is also visible. At the bottom, there are action buttons: 'Approve', 'Release', 'Get Rate', 'Trade', 'Unapprove', 'Delete', 'Create Payment', 'Quick Entry', 'Create Template', and 'Import'. Red callout boxes with numbers 1 through 9 point to specific features: 1 (Filter Fields), 2 (Columns), 3 (Selection Box), 4 (Context Menu), 5 (Action Buttons), 6 (Payment Creation Buttons), 7 (View Menu), 8 (Customise Columns Icon), and 9 (Save List icon).

NUMBER & NAME	DESCRIPTION
1 Filter Fields	Use these fields to filter the list of payments, for example, to show payments of a particular type or status.
2 Columns	When you display the Payments Screen, a standard set of columns is displayed about each payment. Click a column heading to sort data or drag to re-size the column width.
3 Selection Box	Click this box to select one payment or multiple payments.
4 Context Menu	A Context Menu is accessible for each payment by clicking the 'down arrow' next to the payment. The actions available in the Context Menu will vary, depending on the payment status.
5 Action Buttons	Click these buttons to perform an action on a selected payment or payments, e.g. Approve, Reject or Release.
6 Payment Creation Buttons	Click these buttons to create a new payment (from scratch, Quick Entry or File Import), or to create a new template.
7 View Menu	This menu contains a pre-defined list of views for the Payment Screen e.g. Payments Requiring Approval. By default, <b>Current Payments</b> is selected. You can also create and save customised payment views.
8 Customise Columns Icon	Use this icon to select which columns are displayed on the Payments Screen.
9 Save List icon	Use this icon to save a customised view of the Payments Screen.

# DOMESTIC PAYMENTS

## Types of Domestic Payments

There are two types of Domestic Payments that can be made in ANZ Transactive – AU & NZ:

- Australian (AU) Domestic Payments
- New Zealand (NZ) Domestic Payments

AU Domestic Payments are made from one Australian-domiciled AUD account to one or more Australian-domiciled AUD accounts. They can contain a mix of debit and credit transactions (in relation to or from a single funds account).

NZ Domestic Payments are made from one NZ-domiciled NZD account to one or more NZ-domiciled NZD accounts. They can contain all debit OR all credit transactions (not mixed).

**Note:** Your organisation may be set up for one or both types of Domestic Payments, depending on where you do business.

## Parts of a Domestic Batch Payment

Domestic batch payments consist of two parts:

1. **Payment Header** - contains details that apply to the whole batch, e.g. Funds Account, Batch Name, Trace Account
2. **Payee Details** - the individual transaction items in the batch payment

## Creating Domestic Payments

You can create AU and NZ Domestic Payments using the following methods:

METHOD	SEE ...
<b>From Scratch</b>	<a href="#">Creating a Domestic Payment from Scratch</a> on page 18.
<b>From a Template</b>	<a href="#">Creating Payments from a Template</a> on page 20.
<b>From an Existing Payment</b>	<a href="#">Creating a Payment from an Existing Payment</a> on page 21.
<b>Via File Import</b>	<a href="#">Creating Domestic Payments via File Import</a> on page 23.

# SINGLE PAYMENTS

## Types of Single Payments

There are up to five types of Single Payments that can be created in ANZ Transactive – AU & NZ:

PAYMENT TYPE	DESCRIPTION
International	International Payments are payments made into nominated beneficiary accounts worldwide using any tradeable currency.
MultiBank	MultiBank Payments are payment instructions to fund from an offshore account or a non-ANZ Bank account, sent in the form of an Outward MT101 message via the SWIFT network.
Pay Bill/BPAY®*	Pay Bill (BPAY®*) is a national Australian billing service that enables customers to make payments from their accounts to registered billers within Australia. The funding account is always an ANZ AUD account. * BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.
Real Time Gross Settlement (RTGS)	RTGS Payments are high-value domestic payments that are settled the same day. RTGS payments can be made in both Australia and New Zealand.
Transfers	Transfers are the movement of funds between your organisation's ANZ accounts. That is, from any of your Australian or New Zealand ANZ accounts, to any of your other ANZ accounts. If you bank in one geography only, the types of transfers you can make are: <ul style="list-style-type: none"> <li>&gt; Same Border/Same-Currency Transfers</li> <li>&gt; Same Border/Cross-Currency Transfers</li> </ul> If you bank in two locations (Trans-Tasman customer), the additional types of transfers you can make are: <ul style="list-style-type: none"> <li>&gt; Cross Border/Same-Currency Transfers</li> <li>&gt; Cross Border/Cross-Currency Transfers</li> </ul>

**Note:** Your organisation may be set up for some or all types of Single Payments.

## Creating Single Payments

You can create Single Payments using the following methods:

METHOD	SEE ...
<b>From Scratch</b>	<a href="#">Creating a Single Payment from Scratch</a> on page 19.
<b>From a Template</b>	<a href="#">Creating Payments from a Template</a> on page 20.
<b>From an Existing Payment</b>	<a href="#">Creating a Payment from an Existing Payment</a> on page 21.
<b>Via File Import</b>	<a href="#">Creating Single Payments via File Import</a> on page 27.
<b>Via Quick Entry</b>	<a href="#">Creating Payments via Quick Entry</a> on page 30.

## PAYMENT CYCLE

In ANZ Transactive – AU & NZ, payments move through a process that consists of the following stages:

STAGE	DESCRIPTION	MORE INFORMATION
1	Create the payment	<p>There are several methods for creating payments, e.g. entering details manually, using a template or importing payment data from a file.</p> <p>For Cross Currency Payments, existing contracts can be added during payment creation or a new rate can be retrieved using the Dynamic Rate functionality details in Step 5.</p>
2	Submit the payment for approval	The user who created the payment must submit the payment for approval by a user or users with appropriate entitlements.
3	Approve (or reject) the payment	<p>Selected users are entitled to review and approve payments. The payment may require one or several approvals.</p> <p>Payments can be rejected if they are incorrect. (If a user's role is set up for 'Approve Own' and 'Auto Approve' and only requires one person to approve payments, the payment will be automatically approved.)</p>
4	Release the payment	<p>An entitled user reviews and releases the payment. As a security measure, users who release payments require an ANZ Transactive security device.</p> <p>&gt; If the released payment does not require a dynamic exchange rate, it is extracted for processing by ANZ. Go to Stage 6.</p> <p>&gt; If the released payment requires a dynamic exchange rate, go to Stage 5.</p>
5	Get a dynamic exchange rate for a cross-currency payment	The 'Get Rate' function is used to obtain a real-time exchange rate for a cross-currency payment (security device is required). The payment is then extracted for processing by ANZ.
6	Payment processed by ANZ	The payment is processed and completed by ANZ. If there is a problem with the payment, an error message displays.

## PAYMENT STATUS

The table below explains the various statuses that you will see on the Payments Screen in ANZ Transactive – AU & NZ (in alphabetical order). The status of a payment shows where it is in the payment cycle.

STATUS	DESCRIPTION
Approver Rejected	The payment has been rejected by one of the approvers. It will need to be modified and resubmitted for approval.
Awaiting Approval	The payment has been created and submitted for approval. This status is also displayed for payments that have been partially approved, but require further approvals.
Awaiting Processing	The payment has been approved and released to ANZ, and is waiting processing.
Awaiting Release	The payment has been approved and is waiting to be released by an appropriate user.
Complete	The payment has been successfully processed by ANZ.
Deleted	The payment has been deleted. It will remain visible in the system until it is automatically cleared after a data retention period.
In Process	The payment has been sent from ANZ Transactive – AU & NZ to the ANZ payment processing systems. <b>Note:</b> If a payment doesn't require manual intervention at ANZ (a limit exception or International Payment repair for example), the payment status will change to Complete after a short time.
Incomplete	The payment has been entered or partially entered and saved as a draft. This status may also indicate that a payment is missing required data or contains inaccurate data. Incomplete payments cannot be submitted for approval until data is completed or corrected.
Needs Rate	A cross-currency payment has been approved and released, and now requires a dynamic exchange rate before it can be processed. The rate must be obtained on the payment's Value Date.
Needs Repair	Indicates that there is an error with an imported payment, which needs to be repaired before the payment can be submitted for approval.
Rejected	The payment has been rejected by ANZ.
Trade Failed	The FX deal has not worked and the payment is unable to be fixed. The payment needs to be recreated, and the old one deleted by ANZ (customer doesn't have option to delete).



## CREATING PAYMENTS

Payments can be created in ANZ Transactive – AU & NZ using the following methods:

METHOD	SEE ...
<b>From Scratch</b>	<p>Involves entering payment details 'from scratch' in all the required fields on a screen. This method is useful for one-off payments. See:</p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Creating a Domestic Payment from Scratch</a> on page 18</li> <li>&gt; <a href="#">Creating a Single Payment from Scratch</a> on page 19</li> </ul>
<b>From a Template</b>	<p>Involves creating a payment template and then re-using the template to create payments in the future. Payment templates are useful if a payment is made regularly from the same account and for the same purpose. See: <a href="#">Creating Payments from a Template</a> on page 20.</p>
<b>From an Existing Payment</b>	<p>This method involves copying an existing payment to create a new similar payment. See: <a href="#">Creating a Payment from an Existing Payment</a> on page 21.</p>
<b>Via File Import</b>	<p>This method is used for bulk or batch payments, and involves importing a formatted payment instruction file. <b>Note:</b> Transfers are the only type of payment that cannot be created via file import. See:</p> <ul style="list-style-type: none"> <li>&gt; <a href="#">Creating Domestic Payments via File Import</a> on page 23</li> <li>&gt; <a href="#">Creating Single Payments via File Import</a> on page 27</li> </ul>
<b>Via Quick Entry</b>	<p>Quick Entry is applicable to Single Payment types only. It is similar to creating a payment from a template, but bypasses the standard manual data entry screens and requires you to enter payment details onto a spreadsheet-like grid. See: <a href="#">Creating Payments via Quick Entry</a> on page 30.</p>

## Creating a Domestic Payment From Scratch

Use this procedure to create an AU Domestic Payment or NZ Domestic Payment from scratch in ANZ Transactive – AU & NZ.

**Note:** If you want to import your transaction items, refer to the procedures in [Creating Domestic Payments via File Import](#) on page 23.

STEP	ACTION								
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>								
2	Select the <b>Payments</b> tab to display the Payments screen.								
3	Click the <b>Create Payment</b> button to display the Create Payment screen.								
4	Complete the two fields in the <b>Payment Information</b> section at the top of the screen:								
	<table border="1"> <thead> <tr> <th>FIELD</th> <th>HOW TO COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Payment Method</td> <td>Select <b>Domestic Payments</b></td> </tr> <tr> <td>Payment Type</td> <td>Select <b>AU Domestic</b> or <b>NZ Domestic</b></td> </tr> </tbody> </table>	FIELD	HOW TO COMPLETE	Payment Method	Select <b>Domestic Payments</b>	Payment Type	Select <b>AU Domestic</b> or <b>NZ Domestic</b>		
FIELD	HOW TO COMPLETE								
Payment Method	Select <b>Domestic Payments</b>								
Payment Type	Select <b>AU Domestic</b> or <b>NZ Domestic</b>								
5	The Create Payment screen automatically updates and displays the sections and fields you need to complete for the Domestic Payment. Mandatory fields are highlighted with a red asterisk (*).								
6	In the <b>Payment Header Information</b> section, complete the two sub-sections with details of the payment header: > <b>Payment Information</b> > <b>Defaults</b>								
7	You can manually enter transaction items in the <b>Payee Information</b> section via the Detailed View, Summary View or a combination of both. Each method requires you to enter the mandatory and optional payee and payment details, e.g. Payee Name, Account Number and Amount. For details, see the appropriate topic in Online Help.								
8	Are you ready to submit the payment batch for approval? > If YES, click the <b>Submit</b> button > If NO, click <b>Save Draft</b> button								
9	When the confirmation message is displayed, you have three options::								
	<table border="1"> <thead> <tr> <th>IF YOU WANT TO ...</th> <th>THEN CLICK ...</th> </tr> </thead> <tbody> <tr> <td>view the payment in a <i>Payment Detail Report</i> that you can print and export</td> <td><b>Print Details</b></td> </tr> <tr> <td>start a brand new Domestic Payment</td> <td><b>Create Payment</b></td> </tr> <tr> <td>return to the Payments Screen</td> <td><b>Close</b> on the message window</td> </tr> </tbody> </table>	IF YOU WANT TO ...	THEN CLICK ...	view the payment in a <i>Payment Detail Report</i> that you can print and export	<b>Print Details</b>	start a brand new Domestic Payment	<b>Create Payment</b>	return to the Payments Screen	<b>Close</b> on the message window
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start a brand new Domestic Payment	<b>Create Payment</b>								
return to the Payments Screen	<b>Close</b> on the message window								

## NEXT STEP

> If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see [Modifying Payments](#) on page 31.

> If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

**Note:** If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in **Awaiting Release** status.

## Creating a Single Payment From Scratch

Use this procedure to create a Single Payment from scratch in ANZ Transactive – AU & NZ.

STEP	ACTION						
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .						
2	Select the <b>Payments</b> tab to display the Payments screen.						
3	Click the <b>Create Payment</b> button to display the Create Payment screen.						
4	Complete the <b>Payment Information</b> section at the top as follows:						
	<table border="1"> <thead> <tr> <th>FIELD</th> <th>HOW TO COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Payment Method</td> <td>Select <b>Single Payments</b></td> </tr> <tr> <td>Payment Type</td> <td>Select the appropriate Single Payment Type: <ul style="list-style-type: none"> <li>&gt; International</li> <li>&gt; MultiBank</li> <li>&gt; Pay Bill</li> <li>&gt; RTGS</li> <li>&gt; Transfer</li> </ul> </td> </tr> </tbody> </table>	FIELD	HOW TO COMPLETE	Payment Method	Select <b>Single Payments</b>	Payment Type	Select the appropriate Single Payment Type: <ul style="list-style-type: none"> <li>&gt; International</li> <li>&gt; MultiBank</li> <li>&gt; Pay Bill</li> <li>&gt; RTGS</li> <li>&gt; Transfer</li> </ul>
FIELD	HOW TO COMPLETE						
Payment Method	Select <b>Single Payments</b>						
Payment Type	Select the appropriate Single Payment Type: <ul style="list-style-type: none"> <li>&gt; International</li> <li>&gt; MultiBank</li> <li>&gt; Pay Bill</li> <li>&gt; RTGS</li> <li>&gt; Transfer</li> </ul>						
5	The Create Payment screen automatically updates and displays the sections and fields you need to complete for the Single Payment. Mandatory fields are highlighted with a red asterisk (*).						
6	Complete the sections and sub-sections on the Create Payment screen. Refer to the procedure for the appropriate payment type in Online Help for details of how to complete each section and field.						
7	Are you ready to submit the payment for approval? <ul style="list-style-type: none"> <li>&gt; If YES, click the <b>Submit</b> button</li> <li>&gt; If NO, click <b>Save Draft</b> button</li> </ul> (you must have completed at least the mandatory fields)						

8 When the confirmation message is displayed, you have three options:

IF YOU WANT TO ...	THEN CLICK ...
view the payment in a <i>Payment Detail Report</i> that you can print and export	<b>Print Details</b>
start a brand new Single Payment	<b>Create Payment</b>
return to the Payments Screen	<b>Close</b> on the message window

#### NEXT STEP

> If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see [Modifying Payments](#) on page 31.

> If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

**Note:** If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in an **Awaiting Release** status.

### Creating payments from a Template

Use this procedure to create a payment from a template in ANZ Transactive – AU & NZ. Before you begin to create a payment from a template, the template must have been created and it must be in the **Approved** status (see [Creating a Payment Template](#) on page 37).

If the template is Restricted, you must have the appropriate entitlements to use the Restricted Template and entitlements to the Funding Account used in the template.

**Note:** If you have a file of detailed transactions, you can import these transactions into a template via the Import button on the Payments screen. See Online Help for more information.

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .
2	Select the <b>Payments</b> tab to display the Payments screen.
3	Click the <b>Create Payment</b> button to display the Create Payment screen.
4	In the top right corner of the screen, in the <b>Create From Existing</b> field, ensure that <b>Template</b> is selected.
5	Click the search icon to open the list of available templates.
6	Locate the template you want to use, and click on it to select it.
7	A new payment will be created based on the template and the Create Payment screen displays again. Open the <b>Payment Information</b> section at the top of the screen to confirm that you have selected the correct template.

8	Scroll through the Create Payment screen and note the: > fields that have been completed as part of the template, and > fields that still need to be completed Complete the sections and fields on the Create Payment screen as appropriate, referring to the procedure for the appropriate payment type in Online Help.	
9	Are you ready to submit the payment for approval? > If YES, click the <b>Submit</b> button > If NO, click <b>Save Draft</b> button (you must have completed at least the mandatory fields)	
10	When the confirmation message is displayed, you have three options:	
	<b>IF YOU WANT TO ...</b>	<b>THEN CLICK ...</b>
	view the payment in a <i>Payment Detail Report</i> that you can print and export	<b>Print Details</b>
	start a brand new payment using the same template	<b>Create Payment</b>
	return to the Payments Screen	<b>Close</b> on the message window

#### NEXT STEP

> If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see [Modifying Payments](#) on page 31.

> If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

### Creating a payment from an existing payment

Use this procedure to create a payment from an existing payment in ANZ Transactive – AU & NZ. The payment upon which you want to base the new payment must have been approved at some time in the last 90 days, i.e. in status **Awaiting Release, In Process, Needs Rate** or **Completed**.

The **Payment Method** and **Payment Type** cannot be changed in the new payment, so copy a payment that is the same Method and Type as the one you want to create.

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .
2	Select the <b>Payments</b> tab to display the Payments screen.
3	Locate the payment that you want to copy, and select COPY AS PAYMENT from the context menu. <b>Result:</b> A new payment is created and the Copy As New screen displays.
4	If you copied a Domestic Payment, make a selection about which transaction items you want to copy in the <b>Payment Information</b> section: <b>Held Items Only</b> or <b>All Items</b> .

- 
- 5 You can now add and change any necessary details of the copied payment to create a new payment. The payment amount(s) and date are not copied and will need to be completed at a minimum for the new payment. For detailed instructions, refer to the procedure for the appropriate payment type in Online Help.
- 
- 6 Are you ready to submit the payment for approval?  
 > If YES, click the **Submit** button  
 > If NO, click **Save Draft** button
- 
- 7 When the confirmation message is displayed, you have three options:
- | <b>IF YOU WANT TO ...</b>  | <b>THEN CLICK ...</b>              |
|--|------------------------------------|
| view the payment in a <i>Payment Detail Report</i> that you can print and export | <b>Print Details</b>               |
| start a brand new payment of the same type                                       | <b>Create Payment</b>              |
| return to the Payments Screen  | <b>Close</b> on the message window |
- 

#### NEXT STEP

> If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, see [Modifying Payments](#) on page 31.

> If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

**Note:** If your user profile is set up for 'Approve Own' and 'Auto Approve' and payments only require a single approver, the payment will be automatically approved and will be in **Awaiting Release** status.

## Creating Domestic Payments via File Import

### Methods of File Import

There are two main types of Domestic Payment file import into ANZ Transactive – AU & NZ, using the **Import** button from the Payments screen.

TYPE	DESCRIPTION
Full File Import	Imports a file that contains all required payment information.
Detailed Import	This method requires entering the payment header information manually or from template, then importing the detailed transaction items in a file. <b>Note:</b> Detailed Import can also be used when modifying an existing payment, via the <b>Detail Import</b> button. See <a href="#">Modifying Payments</a> on page 31.

### File Formats

The table below shows the file formats that must be used for Domestic Payment file imports. For full specifications of file formats, please refer to the *ANZ Transactive – Global File Formats*.document on ANZ Transactive – Global [Online Resources](#) (<http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>).

DOMESTIC PAYMENT TYPE	IMPORT METHOD	FILE FORMAT REQUIRED
Australian	Full File Import	ABA file
	Detailed Import	ABA or CSV file
New Zealand	Full File Import	CSV file (NZ Domestic CSV)
	Detailed Import	CSV file: > With Control Record – NZ > Without Control Record – NZ

### Domestic Payments – Full File Import

Use this procedure to import AU Domestic Payments or NZ Domestic Payments via the Full File Import method. Before you begin, payment data must be prepared in a compatible file - refer to the *ANZ Transactive – Global File Formats* document on ANZ Transactive – Global [Online Resources](#) (<http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>). Also see ANZ Transactive Online Help for important information about preparing Domestic Payment files for import to ANZ Transactive – AU & NZ.

**Tip:** If you require the payment to be restricted (e.g. Payroll), consider using the With/Without Control Record (NZ Domestic) or Detail Import ABA/CSV (AU Domestic) file format options with the batch header created from a restricted template.

STEP	ACTION						
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>						
2	Select the <b>Payments</b> tab to display the Payments screen.						
3	Click the <b>Import</b> button to display the Import File window.						
4	In the <b>Format</b> section, select: > <b>ABA</b> for an Australian payments file, or > <b>NZ Domestic CSV</b> for a NZ payments file						
5	In the <b>Import As</b> field, ensure <b>Payments</b> is selected.						
6	In the <b>Payment Information</b> section that is now displayed, complete the additional: > Statement details for an AU Domestic Payment, or > Originator details for a NZ Domestic Payment						
7	In the <b>File</b> section, click the <b>Browse</b> button to locate and select the payment file. <b>Note:</b> If your Administrator has set up a Restricted File Import path for Domestic Payments, you must be entitled to import files via that path.						
8	After you have selected the file, click <b>Import</b> . A 'File Import in Progress' message displays. Close the message to re-display the Payments Screen.						
9	While the payment file is being imported, a moving 'Processing' icon is displayed at the top of the screen. When the import has finished, a 'page' icon is displayed at the top of the screen with the name of the imported file. Click this icon to open the <i>File Import Status Report</i> .						
10	On the File Import Status Report, check the overall <b>Import Status</b> .						
	<table border="1"> <thead> <tr> <th>IF IT IS ...</th> <th>THEN ...</th> </tr> </thead> <tbody> <tr> <td>Failed</td> <td>the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following: &gt; Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive &gt; Contact your accounting software vendor &gt; Contact the Customer Service Centre</td> </tr> <tr> <td>Success</td> <td>check the status of the individual transaction items (Valid or <b>Needs Repair</b>) and note the number of Needs Repair items, if any.</td> </tr> </tbody> </table>	IF IT IS ...	THEN ...	Failed	the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following: > Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive > Contact your accounting software vendor > Contact the Customer Service Centre	Success	check the status of the individual transaction items (Valid or <b>Needs Repair</b> ) and note the number of Needs Repair items, if any.
IF IT IS ...	THEN ...						
Failed	the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following: > Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive > Contact your accounting software vendor > Contact the Customer Service Centre						
Success	check the status of the individual transaction items (Valid or <b>Needs Repair</b> ) and note the number of Needs Repair items, if any.						
11	Close the Import Report and locate the Domestic Payment on the Payments screen. > Domestic Payments that imported with no errors will be in <b>Awaiting Approval</b> status. See <a href="#">Approving (and Rejecting) Payments</a> on page 32. > Domestic Payments that imported with minor errors will be in <b>Needs Repair</b> status. See <a href="#">Repairing Domestic Payments Full File Import</a> in the next section.						



## Repairing Domestic Payments Full File Import

If a Domestic Payment has not imported successfully via Full File Import and the payment is in **Needs Repair** status, do the following:

- > Select to **MODIFY** the payment from the Payments Screen
- > Locate the problem in the **Payment Header**, or the problem transaction item(s) in the **Payee Information** section
- > If a transaction item is in **Needs Repair** status, then click the **View/Edit** link to open the transaction, locate the invalid or missing information and repair the transaction
- > If you can repair the payment and/or transactions, edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair a transaction, consider deleting it or checking the Hold box to hold the transaction from the batch.

## Domestic Payments - Detailed Import

Use this procedure to import AU Domestic Payments or NZ Domestic Payments Transaction Items, where the batch header details originate from an existing Template or are entered manually.

Before you begin:

- > Australian Domestic Payment data must be prepared in an ABA or CSV file
- > New Zealand Domestic Payment data must be prepared in a CSV file (either With Control Record or Without Control Record)

For full file specifications, refer to the *ANZ Transactive – Global File Formats* document on ANZ Transactive – Global [Online Resources](http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp) (<http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>).

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .
2	Select the <b>Payments</b> tab to display the Payments screen.
3	Click the <b>Import</b> button to display the Import File window.
4	In the <b>Format</b> section, select: <ul style="list-style-type: none"> <li>&gt; <b>Detailed ABA</b> or <b>Detailed CSV</b> for an Australian detailed import file, or</li> <li>&gt; <b>With Control Record - NZ</b> or <b>Without Control Record - NZ</b> for a NZ detailed import file</li> </ul>
5	Ensure that <b>Payments</b> is selected in the <b>Import As</b> field.
6	In the <b>Payment Information</b> section, select how you want to enter the Payment Header information: <ul style="list-style-type: none"> <li>&gt; Select <b>Freeform</b> to enter the details manually. Go to <b>Step 7</b></li> <li>&gt; Select <b>Template</b> to obtain the details from an existing template. Go to <b>Step 8</b></li> </ul> <b>Note:</b> Payments can only be restricted where the batch header is created from a Restricted Template.
7	Enter the payment header details in the <b>Payment Information</b> section manually. For assistance, see the appropriate topic in ANZ Transactive Online Help. Then go to <b>Step 9</b> .

8	<ul style="list-style-type: none"> <li>&gt; Click the search icon to display the Template Lookup window</li> <li>&gt; Select the template to use. (You will only see Restricted Templates if you have been given access via your Data Role)</li> <li>&gt; Go to <b>Step 9</b></li> </ul>						
9	<p>In the <b>File</b> Section, click the <b>Browse</b> button to locate and select the import file.</p> <p><b>Note:</b> If your Administrator has set up a Restricted File Import path for Domestic Payments, you must be entitled to import files via that path.</p>						
10	<p>After you have selected the file, click <b>Import</b>.</p> <p>A 'Detail Import in Progress' message displays. Close the message to re-display the Payments screen.</p>						
11	<p>While the transaction items are being imported, a moving 'Processing' icon will be displayed at the top of the screen. When the import has finished, a 'page' icon is displayed at the top of the screen with the imported file name. Click this icon to open the <i>Payment Detail Import Status Report</i>.</p>						
12	<p>On the <i>Payment Detail Import Status Report</i>, check the overall <b>Import Status</b>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;"><b>IF IT IS ...</b></th> <th style="text-align: left; padding: 5px;"><b>THEN ...</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Failed</td> <td style="padding: 5px;">then the file failed to import and you will have to check the import file format, resolve the problems and re-import the file</td> </tr> <tr> <td style="padding: 5px;">Success</td> <td style="padding: 5px;">check the status of the individual transaction items (<b>Valid</b> or <b>Needs Repair</b>) and note the number of Needs Repair items.</td> </tr> </tbody> </table>	<b>IF IT IS ...</b>	<b>THEN ...</b>	Failed	then the file failed to import and you will have to check the import file format, resolve the problems and re-import the file	Success	check the status of the individual transaction items ( <b>Valid</b> or <b>Needs Repair</b> ) and note the number of Needs Repair items.
<b>IF IT IS ...</b>	<b>THEN ...</b>						
Failed	then the file failed to import and you will have to check the import file format, resolve the problems and re-import the file						
Success	check the status of the individual transaction items ( <b>Valid</b> or <b>Needs Repair</b> ) and note the number of Needs Repair items.						
13	<p>Close the Import Report and locate the Domestic Payment on the Payments screen.</p> <ul style="list-style-type: none"> <li>&gt; Domestic Payments that imported with no errors will be in <b>Awaiting Approval</b> status. See <a href="#">Approving (and Rejecting) Payments</a> on page 32.</li> <li>&gt; Domestic Payments that imported with minor errors will be in <b>Needs Repair</b> status. See <a href="#">Repairing Domestic Payments Detailed Import</a> below.</li> </ul>						

### Repairing Domestic Payments Detailed Import

If Domestic Payment transaction items have not imported successfully and the payment is in **Needs Repair** status, do the following:

- > Select to **MODIFY** the Domestic Payment from the Payments screen
- > Scroll to the **Payee Information** section and identify the transactions that are in **Needs Repair** status
- > If you can repair the transaction item, edit the appropriate field(s) in Summary View or Detailed View
- > Try to **Submit** the payment for approval
- > Click the **View/Edit** link to open the transaction, locate the invalid or missing information and repair the transaction
- > If you can repair the transaction(s), edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair a transaction, consider deleting it or checking the Hold box to hold the transaction from the batch

## Creating Single Payments via File Import

### Method of File Import

Single Payments must be imported into ANZ Transactive – AU & NZ using Full File Import, via the **Import** button from the Payments screen.

While multiple Single Payments can be imported in a file, they cannot be processed as a batch. Each payment in the file will be spilt into a Single Payment and will be listed separately on the Payments screen.

### File Formats

The table below shows the file formats that can be used for importing Single Payments. For full specifications of file formats, please refer to the *ANZ Transactive – Global File Formats* document, available on ANZ Transactive – Global [Online Resources](http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp) (<http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>).

SINGLE PAYMENT TYPE	ACCEPTABLE FILE FORMATS	APPLICABLE TO
International	MT101 (preferred)	Australia & New Zealand
	WIRS	Australia only (legacy ANZ Online file format)
	NZ International CSV	New Zealand only
RTGS	MT101 (preferred)	Australia & New Zealand
	WIRS	Australia only (legacy ANZ Online file format)
MultiBank	MT101	Australia & New Zealand
Pay Bill	BPAY® Batch Entry Method file (Single Debit/Single Credit)	Australia only
Transfers	Cannot be imported via file	N/A

**Note:** MT101 files are the preferred file format for all Single Payment types except Pay Bill.  
\* BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.

## Multiple Single Payments

When importing Single Payments via Full File Import, you can include a combination of RTGS, MultiBank and International Payments in the one MT101 file, which will be separated into individual payments in ANZ Transactive.

For example, in the one MT101 file, you could have five International Payments, 10 RTGS Payments and one MultiBank Payment.

## Single Payments File Import Procedure

Use this procedure to import Single Payments via Full File Import. Before you begin, data must be prepared in a compatible file format. For full file format specifications, refer to the *ANZ Transactive – Global File Formats* document on ANZ Transactive – Global [Online Resources](http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp) (<http://www.anz.com/promo/au-nz/ANZTransactiveGlobal-OnlineResources/Default.asp>).

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .
2	Select the <b>Payments</b> tab to display the Payments screen.
3	Click the <b>Import</b> button to display the Import File window.
4	In the Format section, select the appropriate file format: > MT101 (preferred) > WIRS (Australia only) > NZ International CSV (NZ only), or > BPAY (Australia only)
5	In the <b>Import As</b> field, ensure <b>Payments</b> is selected.
6	In the <b>File</b> section, click the <b>Browse</b> button to locate and select the payment file. <b>Note:</b> If your Administrator has set up a Restricted File Import path for Single Payments, you must be entitled to import files via that path.
7	After you have selected the file, click <b>Import</b> . A 'File Import in Progress' message displays. Close the message to re-display the Payments Screen.
8	At the top of the Payments screen, a moving 'Processing' icon displays as the file is being imported. When the file has been imported, a page icon is displayed. Click this icon to open the <i>File Import Status Report</i> .

9	Check the report for the overall Import Status.						
	<table border="1"> <thead> <tr> <th>IF IT IS ...</th> <th>THEN ...</th> </tr> </thead> <tbody> <tr> <td>Failed</td> <td> <p>the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following:</p> <ul style="list-style-type: none"> <li>&gt; Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive</li> <li>&gt; Contact your accounting software vendor</li> <li>&gt; Contact the Customer Service Centre</li> </ul> </td> </tr> <tr> <td>Success</td> <td>check the status of the individual payments in the file (Accepted, Needs Repair or Rejected).</td> </tr> </tbody> </table>	IF IT IS ...	THEN ...	Failed	<p>the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following:</p> <ul style="list-style-type: none"> <li>&gt; Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive</li> <li>&gt; Contact your accounting software vendor</li> <li>&gt; Contact the Customer Service Centre</li> </ul>	Success	check the status of the individual payments in the file (Accepted, Needs Repair or Rejected).
IF IT IS ...	THEN ...						
Failed	<p>the file has not imported and the payment(s) have not been created. Try to identify the problem with the file and re-import it. If you cannot repair the file, try the following:</p> <ul style="list-style-type: none"> <li>&gt; Refer to the <i>ANZ Transactive – Global File Formats</i> document to ensure your file is compatible with ANZ Transactive</li> <li>&gt; Contact your accounting software vendor</li> <li>&gt; Contact the Customer Service Centre</li> </ul>						
Success	check the status of the individual payments in the file (Accepted, Needs Repair or Rejected).						
10	If there are any payments with the status <b>Rejected</b> , click on the item within the <i>File Import Status Report</i> to see details for the reason for the rejection. Close the report when finished.						
11	On the Payments screen, check for the imported Single Payment(s): <ul style="list-style-type: none"> <li>&gt; Single Payments that imported with no errors will be in <b>Awaiting Approval</b> status. See <a href="#">Approving (and Rejecting) Payments</a> on page 32.</li> <li>&gt; Single Payments that imported with minor errors will be in <b>Needs Repair</b> status. See <a href="#">Repairing Imported Single Payments</a> on the next page.</li> </ul>						

### Repairing Imported Single Payments

If a payment or payments in the file has not imported successfully and the payment is in **Needs Repair** status:

- > Select to **REPAIR** the payment from the Payments screen
- > Locate the problem in the payment. Incorrect fields will be highlighted in red
- > If you can repair the payment, edit the appropriate field and try to **Submit** the payment for approval
- > If you cannot repair the payment, try the following:
  - Refer to the *ANZ Transactive – Global File Formats* document to ensure your file is compatible with ANZ Transactive
  - Contact your accounting software vendor
  - Contact the ANZ Transactive Helpdesk

## Creating Payments via Quick Entry

Use this procedure to create Single Payments via the Quick Entry method. You can enter a variety of payment types from a template or template set, and submit them for approval at the same time.

STEP	ACTION								
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>								
2	Select the <b>Payments</b> tab to display the Payments screen.								
3	Click the <b>Quick Entry</b> button to display the Quick Entry screen.								
4	If you know the name of the template or template set, type it in <b>the Template Name</b> field in the first row. If you do not know the name of the template: > Select <b>Template Set</b> or <b>Template</b> at the top right of the screen > Click the Search icon > Locate the template or template set you want to use to create payments, and click on it to select it.								
5	The data in the template/template set is populated as lines on the Quick Entry screen. If you selected a: > template, a single payment (line) will display > template set, multiple payments (lines) will display								
6	Complete the missing data in the payment if necessary (for example, the Statement Reference and Amount). Tip: You can only enter data in the fields surrounded by a black box.								
7	Continue to add payments by repeating this procedure from Step 4.								
8	Are you ready to submit the payments for approval? > If <b>YES</b> , click the <b>Submit</b> button > If <b>NO</b> , you cannot save Quick Entry Payments as a draft. If you exit the screen, the payments you have entered so far will not be saved.								
9	When the confirmation message is displayed, you have three options:								
	<table border="1"> <thead> <tr> <th>IF YOU WANT TO ...</th> <th>THEN CLICK ...</th> </tr> </thead> <tbody> <tr> <td>view the payment(s) in a <i>Payment Detail Report</i></td> <td><b>Print Details</b></td> </tr> <tr> <td>enter new payments using Quick Entry</td> <td><b>Create Another</b></td> </tr> <tr> <td>return to the Payments screen</td> <td><b>Close</b> on the message window</td> </tr> </tbody> </table>	IF YOU WANT TO ...	THEN CLICK ...	view the payment(s) in a <i>Payment Detail Report</i>	<b>Print Details</b>	enter new payments using Quick Entry	<b>Create Another</b>	return to the Payments screen	<b>Close</b> on the message window
IF YOU WANT TO ...	THEN CLICK ...								
view the payment(s) in a <i>Payment Detail Report</i>	<b>Print Details</b>								
enter new payments using Quick Entry	<b>Create Another</b>								
return to the Payments screen	<b>Close</b> on the message window								

### NEXT STEP

The payment(s) you submitted will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

# MODIFYING, APPROVING & RELEASING PAYMENTS

## Modifying Payments

Use this procedure to edit or modify the details of a payment before submitting it for approval. You can modify a payment that is **Incomplete**, **Awaiting Approval** or **Approver Rejected**.

**Note:** To modify a payment that has already been approved and is **Awaiting Release** or a payment in **Needs Rate** status, you must unapprove the payment first.

STEP	ACTION									
1	If you are currently viewing: <ul style="list-style-type: none"> <li>&gt; the Payments Screen, locate the payment that you want to modify and select <b>MODIFY</b> from the context menu</li> <li>&gt; the individual payment in a Details screen, click the <b>Modify</b> button.</li> </ul> <b>Result:</b> The payment is opened in a Modify screen.									
2	Modify or complete the payment details as necessary. <b>Note:</b> For Domestic Payments, this includes the option to append to or replace the existing transaction items via the <b>Detail Import</b> button on the Modify Domestic Payment screen.									
3	Are you ready to submit the payment for approval? <ul style="list-style-type: none"> <li>&gt; If YES, click the <b>Submit</b> button</li> <li>&gt; If NO, click the <b>Save Draft</b> button</li> <li>&gt; If you want to return to the Payments screen without saving your modifications, click <b>Cancel</b></li> </ul>									
4	Are you ready to submit the payment for approval? <ul style="list-style-type: none"> <li>&gt; If YES, click the <b>Submit</b> button</li> <li>&gt; If NO, click the <b>Save Draft</b> button</li> <li>&gt; If you want to return to the Payments screen without saving your modifications, click <b>Cancel</b>.</li> </ul>									
5	When the confirmation message is displayed, you have three options: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF YOU WANT TO ...</th> <th style="text-align: left;">THEN CLICK ...</th> </tr> </thead> <tbody> <tr> <td>view the payment in a <i>Payment Detail Report</i> that you can print and export</td> <td><b>Print Details</b></td> </tr> <tr> <td>start a brand new payment of the same type</td> <td><b>Create Payment</b></td> </tr> <tr> <td>return to the Payments screen</td> <td><b>Close</b> on the message window</td> </tr> </tbody> </table>		IF YOU WANT TO ...	THEN CLICK ...	view the payment in a <i>Payment Detail Report</i> that you can print and export	<b>Print Details</b>	start a brand new payment of the same type	<b>Create Payment</b>	return to the Payments screen	<b>Close</b> on the message window
IF YOU WANT TO ...	THEN CLICK ...									
view the payment in a <i>Payment Detail Report</i> that you can print and export	<b>Print Details</b>									
start a brand new payment of the same type	<b>Create Payment</b>									
return to the Payments screen	<b>Close</b> on the message window									

### NEXT STEP

> If you saved the payment as a draft, it will be listed on the Payments Screen as **Incomplete**. When you are ready to complete and/or submit it for approval, repeat this procedure

> If you submitted the payment for approval, it will display on the Payments Screen as **Awaiting Approval**. See [Approving \(and Rejecting\) Payments](#) on page 32.

## Approving (and Rejecting) Payments

Use this procedure to approve (or reject) payments with a status of **Awaiting Approval**. You must have the appropriate entitlements to approve payments. You can approve or reject payments individually, or several at a time.

If you want to Approve or Reject Payments using your iOS device via the ANZ Transactive Trans-Taman App, refer to the *ANZ Transactive Mobile Quick Reference Guide*.

**Note:** If your user role is set up for Approve Own/Auto Approve and only requires one person to approve payments, payments will be automatically approved and changed to **Awaiting Release** status.

STEP	ACTION	
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .	
2	Select the <b>Payments</b> tab to display the Payments screen.	
3	Locate the payment or payments you need to review, which will have the status of <b>Awaiting Approval</b> . It is recommended you select <b>Payments Requiring Approval</b> from the View menu.	
4	For each payment, select <b>VIEW</b> from the context menu to display the Details screen and check the details of the payment. <b>Note:</b> If you believe that there is an error that needs to be corrected before the payment can be approved, you will need to reject the payment.	
5	When you have finished reviewing the payment, click <b>Close</b> to exit the payment or the <b>Next</b> button to view the next payment in the list (if appropriate).	
6	When you are ready to approve (or reject) the payment(s), refer to the table below:	
	IF YOU WANT TO ...	THEN ...
	approve a single payment	select <b>APPROVE</b> from the payment's context menu, or select the box to the left of the payment and click <b>Approve</b> . Go to <b>Step 7</b> .
	approve multiple payments	check the selection boxes to the left of the payments and click <b>Approve</b> . Go to <b>Step 8</b> .
	reject a single payment	select <b>REJECT</b> from the payment's context menu, and a Reject Reason window displays. Go to <b>Step 9</b> .
	reject multiple payments	check the selection boxes to the left of the payments and click <b>Reject</b> , and a Reject Reason window displays. Go to <b>Step 10</b> .
7	A Payment Approval confirmation message displays. Click: > <b>Print Details</b> to view the <i>Payment Detail</i> Report > <b>Copy As Template</b> to create a template from the approved payment, or > <b>Close</b> to exit the message and redisplay the Payments Screen	



- 
- 8 > If all payments are successfully approved, a confirmation message displays  
> If one or all payments cannot be successfully approved, a message Not all of the items selected are eligible for approval displays. Click **OK** to process the valid transactions or click **Cancel** to re-select payments for approval.
- 
- 9 Enter a reason for rejecting the payment in the **Reject Reason** field and click **OK**.  
**Result:** A Payment Rejection confirmation message displays. Click:  
> **Print Details** to view the Payment Detail Report, or  
> **Close** to exit the message and redisplay the Payments Screen.
- 
- 10 Enter a reason for rejecting the payments in the **Reject Reason** field and click **OK**.  
> If all payments are successfully rejected, a confirmation message displays. Click **Print Details** to view a Payment Detail Report, or **Close** to exit the message and redisplay the Payments Screen  
> If one or all payments cannot be rejected, a message Not all of the items selected are eligible for rejection displays. Click **OK** to process the valid transactions or click **Cancel** to re-select payments for rejection.
- 

#### NEXT STEP

Approved payments will have the status **Awaiting Release**. See [Releasing Payments](#) on page 34.

Rejected payments will have the status **Approver Rejected**. The payment will have to be modified and re-submitted for approval.

## Releasing Payments

Use this procedure to release a payment so it can be sent to ANZ for processing. Payments must be released after they are approved, by an appropriately entitled user with a security device. A payment that is ready to be released will have the status of **Awaiting Release**. Multiple payments can be released at the same time.

STEP	ACTION	
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ</b> .	
2	Select the <b>Payments</b> tab to display the Payments screen.	
3	To view only payments that are ready for release, select <b>Approved Payments</b> from the <b>View</b> menu.	
4	If you want to view the details of a payment before releasing it, select to <b>VIEW</b> the payment from the context menu.	
5	When you are ready to release the selected payment(s), click the <b>Release</b> button. <b>Result:</b> The GemSafe eSigner popup window displays, summarising the payments you have selected to release. <b>Note:</b> If a warning message displays, read it carefully and decide whether you want to proceed with releasing the payment.	
6	<b>IF ...</b>	<b>THEN ...</b>
	If you are using a Smartcard or Smart USB Key	The GemSafe eSigner popup window displays, summarising the payments you have selected to release. Go to <b>Step 7</b> .
	If you are using a Token	The release window displays. Go to <b>Step 8</b> .
7	To release the listed payments with a Smartcard or Smart USB key: > Insert your security device (Smartcard or Smart USB Key) > Click <b>Sign &amp; Submit</b> > Enter your PIN in the GemSafe eSigner popup window > Click <b>OK</b>	
8	To release the listed payments with a Token: > Switch on the Token and enter your PIN > Press <b>2</b> > Enter the 6 digits from the <b>Token Entry Field</b> on the screen into the Token > Press the arrow button to display the Transaction Signature > Enter the Transaction Signature into the <b>Transaction Signature Field</b> on the release screen > Select <b>Submit</b>	
9	If all payments are successfully released, a confirmation message displays.	

### NEXT STEP

Payments that do not require a dynamic exchange rate are sent to ANZ for processing and change to **In Process** or **Awaiting Processing** status.  
Payments that require a dynamic exchange rate change to **Needs Rate** status. Go to [Getting a Dynamic Rate for a Payment](#) on page 35.

## Unapproving Payments

Use this procedure to unapprove a payment that is Awaiting Release, Awaiting Processing or Needs Rate.

Note that you cannot unapprove:

- > a payment that is **In Process**, or
- > a cross-currency payment that has gone through the Get Rate process (i.e. obtained a dynamic exchange rate), although you can unapprove a cross-currency payment that used a pre-determined (Contract) rate.

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>
2	Select the <b>Payments</b> tab to display the Payments screen.
3	Locate the payment that you want to unapprove.
4	Select <b>UNAPPROVE</b> from the context menu.
5	The payment will revert to <b>Awaiting Approval</b> and can now be modified, deleted or re-submitted for approval.

## Getting a Dynamic Rate for a Payment

Use this procedure to get a dynamic exchange rate for a cross-currency payment in the **Needs Rate** status. The payment must be approved and released before it is eligible for a dynamic exchange rate. The 'Get Rate' function can only be used by an appropriately entitled user with an ANZ Transactive security device.

STEP	ACTION
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>
2	Select the <b>Payments</b> tab to display the Payments screen.
3	From the <b>View</b> menu in the top right, select <b>Needs Rate</b> to display payments that are eligible for a dynamic exchange rate (i.e. <b>Value Date</b> = today).
4	To get a rate for: <ul style="list-style-type: none"> <li>&gt; one payment only, select <b>GET RATE</b> from the payment's context menu</li> <li>&gt; multiple payments, select the payments from the list, then click the <b>Get Rate</b> button</li> </ul>
5	After a moment, one of the following will happen: <ul style="list-style-type: none"> <li>&gt; If a rate is successfully obtained, it will display in the <b>FX Rate</b> column and an expiry time will start to count down in the <b>Result</b> column. Go to Step 6</li> <li>&gt; If a rate is not successfully obtained within 15 seconds, the message <i>Awaiting Rate From FX Dealer</i> is displayed. If the rate is successfully obtained after this time, go to Step 6.</li> <li>&gt; If the rate cannot be obtained the message Rate request failed, please retry is displayed and you should try again in a few minutes.</li> </ul>

6	Do you want to accept the displayed exchanged rate?	
	<b>IF ...</b>	<b>THEN ...</b>
	yes	select the payment and click the <b>Trade</b> button or select <b>TRADE</b> from the context menu of the payment. Go to <b>Step 7</b> .
	no	let the time expire. <b>Quote Expired</b> will display in the <b>Result</b> column. To obtain a rate again, repeat this procedure from <b>Step 5</b> .
7	If you trade on the exchange rate, the message <i>Trade in progress</i> displays briefly, then <i>Trade Success</i> and a Contract ID are displayed. The payment is automatically sent to ANZ for processing and the payment status will change to <b>In Process</b> .	

## PAYMENT TEMPLATES

### Introduction

If you make regular payments from the same account and for the same purpose, you can create a Payment Template. You can then use the Payment Template when creating the payment in the future to save time and effort.

### Template Status

Just like payments, once a Payment Template has been created, it must be approved by a user with appropriate entitlements (but does not have to be released).

The Templates screen is the main screen for viewing, creating, modifying and approving templates. Access the screen by selecting **Payments > Templates**.

### Creating Templates

There are several ways to create a payment template:

- > Create from scratch
- > Create from an existing payment
- > Create from an existing template
- > Create via full file import using the **Import** button on the Payments screen (AU Domestic Payments in ABA format or Single Payments in MT101 format only)
- > Create via detailed file import using the **Import** button on the Payments screen

This topic covers the procedure for creating a payment template from scratch.

### Template Sets

You can save several Payment Templates to create a Template Set. A Template Set enables you to quickly create multiple payments of different types via Quick Entry.

### Recurring (Scheduled) Payments

Once you have an Approved template for Domestic Payments, you can set up a schedule for recurring payments. The ability to schedule templates applies to Domestic Payment templates only. Note that recurring payments need to be approved and released at each scheduled time.

## Creating a Payment Template

STEP	ACTION												
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>												
2	Select <b>Payments &gt; Templates</b> to display the Templates screen.												
3	Click the <b>Create Template</b> button to display the Create Template screen.												
4	Complete the fields in the <b>Payment Information</b> section at the top of the screen as follows:												
	<table border="1"> <thead> <tr> <th>FIELD</th> <th>HOW TO COMPLETE</th> </tr> </thead> <tbody> <tr> <td>Payment Method</td> <td>Select <b>Domestic Payments</b> or <b>Single Payment.</b></td> </tr> <tr> <td>Payment Type</td> <td>Select the appropriate payment type for the template you want to create.</td> </tr> <tr> <td>Restrict</td> <td> <p>Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users).</p> <p><b>Note:</b> If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.</p> </td> </tr> <tr> <td>Template Name</td> <td>Enter a template name of up to 12 characters.</td> </tr> <tr> <td>Template Description</td> <td>Enter a short description of the Payment Template (up to 35 characters, including spaces).</td> </tr> </tbody> </table>	FIELD	HOW TO COMPLETE	Payment Method	Select <b>Domestic Payments</b> or <b>Single Payment.</b>	Payment Type	Select the appropriate payment type for the template you want to create.	Restrict	<p>Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users).</p> <p><b>Note:</b> If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.</p>	Template Name	Enter a template name of up to 12 characters.	Template Description	Enter a short description of the Payment Template (up to 35 characters, including spaces).
FIELD	HOW TO COMPLETE												
Payment Method	Select <b>Domestic Payments</b> or <b>Single Payment.</b>												
Payment Type	Select the appropriate payment type for the template you want to create.												
Restrict	<p>Tick this box if you want this to be a restricted template (which must be assigned to a Data Role to make it available to users).</p> <p><b>Note:</b> If you do not tick this box, the template and any payments created from it will be visible to all users with entitlements to the funding account. It is recommended that you use a Restricted template for sensitive payments like Payroll.</p>												
Template Name	Enter a template name of up to 12 characters.												
Template Description	Enter a short description of the Payment Template (up to 35 characters, including spaces).												
5	When you have completed the fields above, click out of the <b>Payment Information</b> section or click <b>Save Draft</b> and the screen will automatically refresh with more sections and fields.												
6	<p>The sections that are displayed on the Create Template screen will vary depending on the payment type chosen. At a minimum, you must complete the mandatory fields, indicated by a red asterisk (*).</p> <p><b>Note: Template Amount</b></p> <p>When creating a Single Payment template, you can specify a payment amount or leave the payment amount as zero.</p> <p>When creating a Domestic Payment template, you can choose to enter:</p> <ul style="list-style-type: none"> <li>&gt; one or more transaction items with amounts</li> <li>&gt; one or more transaction items with no amounts, or</li> <li>&gt; no transaction items at all (i.e. the template contains only Payment Header Information).</li> </ul>												
7	<p>Are you ready to submit the template for approval?</p> <ul style="list-style-type: none"> <li>&gt; If YES, click the <b>Submit</b> button</li> <li>&gt; If NO, click <b>Save Draft</b> button</li> </ul>												

8 When the confirmation message is displayed, decide what to do next:

**IF YOU WANT TO ...**

**THEN CLICK ...**

view the template details in a report that you can print and export

**Print Details**

start a brand new template

**Create Template**

create a payment from the template you just created

**Copy as Payment**

return to the Templates screen

**Close** on the message window

**NEXT STEP**

> If you saved the template as a draft, it will be listed on the Templates screen as **Incomplete**. When you are ready to complete the template, select to modify it and submit it for approval

> If you submitted the template for approval, it will display on the Templates screen as **Awaiting Approval**. It must be reviewed and approved by another user with appropriate entitlements. See [Approving a Payment Template](#) on page 39.

**Note:** After approval, a restricted template must be assigned to an appropriate Data Role by an ANZ Transactive Administrator before it can be used to create payments.

## Approving a Payment Template

Use this procedure to approve (or reject) a template that has been created or modified. You cannot approve a template that you created or modified (unless your User Group is set up for Single Administration).

STEP	ACTION	
1	Select <b>My Applications &gt; ANZ Transactive – AU &amp; NZ.</b>	
2	Select <b>Payments &gt; Templates</b> to display the Templates screen.	
3	Locate the template to approve with the status <b>Awaiting Approval.</b>	
4	Select to <b>VIEW</b> the template from the context menu.	
5	Scroll through the screen to review the template details.	
6	Decide whether the template should be approved or rejected.	
	<b>IF YOU WANT TO ...</b>	<b>THEN CLICK ...</b>
	approve the template	click <b>Approve.</b> Go to Step 7
	reject the template	click <b>Reject.</b> Enter a reason for rejection in the <b>Reject Reason</b> field and click <b>OK.</b> Go to <b>Step 8.</b>
7	When the approve confirmation message is displayed you have three options:	
	<b>IF YOU WANT TO ...</b>	<b>THEN CLICK ...</b>
	view the Payment Template details in a report that you can print and export	<b>Print Details</b>
	use the approved template to create a payment	<b>Copy as Payment</b>
	return to the Templates screen	<b>Close</b> on the message window
8	When the reject confirmation message is displayed you have three options:	
	<b>IF YOU WANT TO ...</b>	<b>THEN CLICK ...</b>
	view the Payment Template details in a report that you can print and export	<b>Print Details</b>
	start a brand new template	<b>Create Template</b>
	return to the Templates screen	<b>Close</b> on the message window.

# REPORTING

The Reporting tab gives you access to your account balance and transaction reports. There are 6 main areas in Reporting:

- Net Position
- Operating Accounts
- Transaction Search
- Report Profiles
- Scheduled Reports
- Download Reports

The below table provides a quick snapshot of where you can find balance and transaction reports within ANZ Transactive – Global.

REPORT NAME	ANZ TRANSACTIVE – GLOBAL SCREENS (Where reports can be created)						
	Net Position	Operating Accounts			Transaction Search	Report Profiles	Scheduled Reports
		Operating Accounts	Account Activity	Balance Summary			
Account Statement Report		✓	✓	✓		✓	✓
Transaction Details Report			✓		✓	✓	✓
Account Summary Report		✓	✓	✓		✓	✓
Balance Summary Report		✓	✓	✓		✓	✓
Returned Items Payment Report						✓	✓
Returned Items Cheque Report						✓	✓
Net Position View Report	✓					✓	✓
Returned Items File						✓	✓
Daily Account Statement Report						✓	
Monthly Account Statement Report						✓	
Daily Account Summary Report						✓	
Monthly Balance Summary Report						✓	

All lists within the Reporting tab can be customised by:

- Dragging and dropping columns
- Hiding columns by right-clicking on any column heading and removing the tick that appears next to the column name
- Sorting columns by clicking on the column heading you wish to sort
- Resizing columns

The application will remember these changes the next time you log on.

## Notes:

- An account balance may appear as "--" if the balance is unavailable. This means the total balances will also display as "--"
- If you have more than 1,000 line items for an account, Previous and Next buttons will be available at the footer of the page to scroll between your account transactions



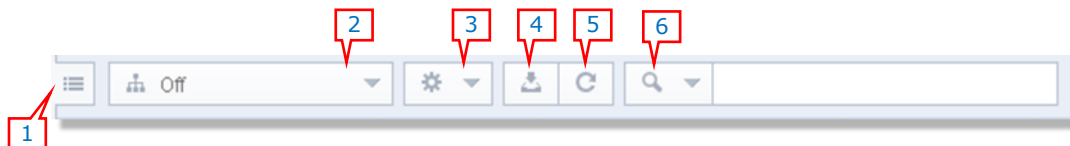
## NET POSITION SCREEN

### Reporting Tab > Net Position screen

This screen shows information for aggregated balances across different accounts that you are entitled to view. Accounts are grouped together by company, country, currency and type. You can view the overall Net Position for all accounts at the bottom right of the screen.

Right-click on any group of accounts to Request a Net Position View Report or View Summary Details (this takes you to the Operating Accounts screen). You will also be taken to the Operating Accounts screen if you select any row.

### Net Position Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Grouping Menu	Click to group accounts by: <ul style="list-style-type: none"> <li>&gt; Company</li> <li>&gt; Country</li> <li>&gt; Currency</li> <li>&gt; Type</li> </ul>
3 Action Menu	Click to perform the following actions: <ul style="list-style-type: none"> <li>&gt; <b>Request Net Position View Report</b> - enter your criteria into the pop-up window for generating the report. See the Net Position View Report section for further details</li> <li>&gt; <b>Set Reference Currency</b> - set a reference currency for the Exchange Rate and Equivalent Balance columns, as well as the Net Position total displayed at the bottom right of your screen</li> <li>&gt; <b>Remember These Settings</b> - save the Grouping and Currency selections as your default settings. . When you launch the application again, it will remember these saved settings</li> </ul>
4 Export	Click to open or save the records on screen in a CSV format.
5 Refresh	Click to refresh the account information on your screen.
6 Search Field	Click to select your search criteria from one of the following fields: <ul style="list-style-type: none"> <li>&gt; Company</li> <li>&gt; Country</li> <li>&gt; Currency</li> <li>&gt; Type</li> </ul>

## Net Position Screen Columns

<b>COLUMN</b>	<b>DESCRIPTION</b>
Company	Company name to which the account is registered.
Country	Country where the account is domiciled.
Type	Account Type, i.e. Operating Account, Deposit, or Nostro.
Currency	Currency code of the account.
Total Amount	The latest available ledger balance grouped by company, country, currency and type.
Exchange Rate	The indicative rate used to consolidate account balances into your preferred currency.
Equivalent Balance	The converted Total Amount based on your selected reference currency.
Number	The number of accounts for which the balance is available, against the number of accounts the user has access to. E.G. If there are 10 Operating Accounts that the user has access to but only 8 have a balance available, this would display as 8(10).

### Net Position Screen Footer

**Net Position Total:** The indicative Net Position balance (grand total) for all accounts. The balance is shown in your selected reference currency.

## Net Position View Report

To generate a Net Position View Report, follow the steps below:

**Note:** This report is not available for the current day.

STEP	ACTION														
1	<p>To request a report either:</p> <ol style="list-style-type: none"> <li>Right-click on any account in the Net Position screen and select <b>Request Net Position View Report</b></li> <li>Select <b>Request Net Position View Report</b> from the Action menu</li> </ol> <p><b>Result:</b> The <b>Request Net Position View Report</b> pop-up will be displayed.</p>														
2	<p>Enter your criteria for generating the Report:</p> <table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Report Format*</td> <td>Choose from CSV, PDF or XLS.</td> </tr> <tr> <td>Report Language</td> <td>Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.</td> </tr> <tr> <td>Report Encoding</td> <td> <p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p> </td> </tr> <tr> <td>Report Name*</td> <td> <p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p> </td> </tr> <tr> <td>Report Description</td> <td>Enter a description for the report (up to 120 characters).</td> </tr> <tr> <td>Show Data For</td> <td> <p>Specify the date range. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> <li>&gt; Specific Date</li> <li>&gt; Date Range</li> </ul> </td> </tr> </tbody> </table>	FIELD	EXPLANATION	Report Format*	Choose from CSV, PDF or XLS.	Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.	Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>	Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>	Report Description	Enter a description for the report (up to 120 characters).	Show Data For	<p>Specify the date range. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> <li>&gt; Specific Date</li> <li>&gt; Date Range</li> </ul>
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Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>														
Report Description	Enter a description for the report (up to 120 characters).														
Show Data For	<p>Specify the date range. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> <li>&gt; Specific Date</li> <li>&gt; Date Range</li> </ul>														

Account Type	Choose the accounts you would like to see in your report. The options are based on the type of accounts you have: Operating Accounts, Nostro Accounts, Deposits and All.
--------------	--

**\*Mandatory fields**

- 3 Click on the Submit button.  
Result: The report will be created and available from within the Download Reports screen.

## OPERATING ACCOUNTS SCREEN

### Reporting Tab > Operating Accounts

This screen provides you with the operating account balances that you are entitled to view. Right-click on any account to View Account Activity, View Balance Summary, Request Account Statement, Request Balance Summary, Request Account Summary or to move the account to a folder that you have created. Select any account to view the Account Activity or Balance History.

### Operating Accounts Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Folder Menu	<p>Folders allow you to create custom groupings of your accounts. Click to change the account folder that is displayed or to create and manage account folders. The accounts Folder menu will display the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>All</b> – display all accounts</li> <li>&gt; <b>Your created Account Folder</b> - display account folders that you have created. Selecting an account folder will update the balances to reflect only those accounts that are in the selected folder</li> <li>&gt; <b>Manage Folders</b> – you can create a new folder or rename or delete existing folders</li> </ul> <p><b>Create a folder:</b></p> <ol style="list-style-type: none"> <li>1. Click on the Folders menu</li> <li>2. Select Manage Folders</li> <li>3. Enter a folder name in the New Folder text box</li> <li>4. Click Save and OK to close the window</li> </ol> <p><b>Add accounts to a folder:</b></p> <ol style="list-style-type: none"> <li>1. Select the account/s by placing a tickbox next to the account in the Operating Accounts list</li> </ol>

	<ol style="list-style-type: none"> <li>2. Select <b>Move To</b> from the action menu <i>OR</i></li> <li>3. Right click on the account and select <b>Move To</b></li> <li>4. Select the Folder to add the account(s) to</li> </ol> <p><b>Remove accounts from a folder:</b></p> <ol style="list-style-type: none"> <li>1. Select the account/s by placing a tickbox next to the account in the Operating Accounts list</li> <li>2. Select <b>Move To &gt; None (Remove from Folder)</b> <i>OR</i></li> <li>3. Right click on the account and select <b>Move To &gt; None (Remove from Folder)</b></li> </ol>
3 Grouping Menu	<p>Click to group accounts by:</p> <ul style="list-style-type: none"> <li>&gt; Account Type</li> <li>&gt; Bank Name</li> <li>&gt; Company</li> <li>&gt; Country</li> <li>&gt; Currency</li> <li>&gt; Folder</li> </ul>
4 Action Menu	<p>Click to perform the following actions on a selected account:</p> <ul style="list-style-type: none"> <li>&gt; <b>View Account Activity</b> – Select a date option</li> <li>&gt; <b>View Balance Summary</b> – Select a date option</li> <li>&gt; <b>Request Account Statement</b> – enter your criteria into the pop-up window for generating an Account Statement Report</li> <li>&gt; <b>Request Balance Summary</b> – enter your criteria into the pop-up window for generating a Balance Summary Report</li> <li>&gt; <b>Request Account Summary</b> – enter your criteria into the pop-up window for generating an Account Summary Report</li> <li>&gt; <b>Move To</b> – select one of your previously created folders or <b>None (Remove From Folder)</b>. You can also access Manage Folders from here</li> <li>&gt; <b>Set Reference Currency</b> – set a reference currency to display the Total Available Balance and the Total Ledger Balance at the bottom right of the screen</li> <li>&gt; <b>Remember These Settings</b> – saves the Folder, Grouping, Currency and Search Item selections as your default settings. When you launch the application again, it will remember these saved settings</li> </ul>
5 Export	Open or save the records on screen in a CSV format.
6 Refresh	Refresh the account information on your screen.
7 Search Field	<p>Click to select your search criteria from one of the following fields:</p> <ul style="list-style-type: none"> <li>&gt; Account Name</li> <li>&gt; Account Number</li> <li>&gt; Available Balance</li> </ul>

- > Available Funds
- > Bank Name
- > Company
- > Country
- > Currency
- > Ledger Balance
- > Opening Available Balance
- > Opening Ledger Balance

## Operating Accounts Screen Columns

COLUMN	DESCRIPTION
Company	Company name to which the account is registered.
Account Number	Registered account number <sup>1</sup> .
Account Name	Registered account name or account short name <sup>1</sup> .
Account Type	Operating Accounts. These will display as Current.
Last Updated	Most recent date and time the account balances have been received.
Currency	Currency code of the account.
Opening Available Balance	The closing available balance of the account from the previous day (without overdraft limit).
Opening Ledger Balance	The closing balance of the account from the previous day including cleared and uncleared funds.
Available Balance	The balance available within the current day (without overdraft limit).
Ledger Balance	The balance of the account for the current day including cleared and uncleared funds.
Available Funds	The current funds available within the current day.
Exchange Rate	The indicative rate used to consolidate account balances into your preferred currency.
Overdraft Limit	Overdraft limit for the account.
Country	Country in which the account is domiciled.
Bank Name	Bank where the account is registered.

### Operating Accounts Screen Footer:

**Total Available Balance:** Sum of total available balances for the accounts shown on-screen. The balance is shown in your selected reference currency.

**Total Ledger Balance:** Sum of total ledger balances for the accounts shown on-screen. The balance is shown in your selected reference currency.

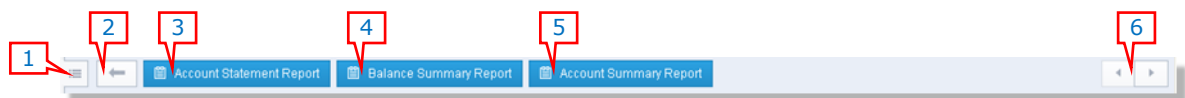
## Operating Accounts Details screen

### Operating Accounts List > select Account

The top of the Operating Accounts Details screen displays the account number, currency and name as well as the opening, current and available balances and funds for the current day.

The Operating Accounts details screen has two main tabs, Account Activity and Balance Summary. To return to the Operating Accounts list, click on the Back Button in the Control Bar.

### Operating Accounts Details Screen Control Bar



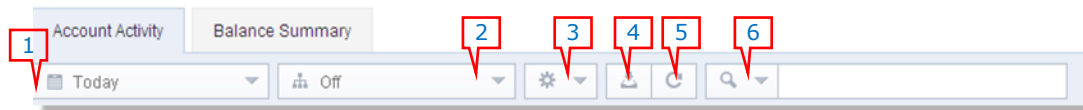
NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Back Button	Click to return to the Operating Accounts list.
3 Account Statement Report Button	Click to request an account statement.
4 Balance Summary Report Button	Click to request a balance summary.
5 Account Summary Report Button	Click to request an account summary.
6 Previous and Next Buttons	Click these buttons to view the details of the account listed before or after the selected account in the Operating Accounts list.

## Account Activity Tab

### Operating Accounts Details screen > select Account > Account Activity Tab

The Account Activity tab gives you a detailed view of your account transactions. By default, today's data is displayed. Click on any transaction to view further transaction details.

#### Account Activity Control Bar



NUMBER & NAME	DESCRIPTION
1 Date Menu	Click to select a date or date range to view corresponding transactions.
2 Grouping Menu	Click to group transactions by: <ul style="list-style-type: none"> <li>&gt; Post Date</li> <li>&gt; Value Date</li> <li>&gt; BAI</li> <li>&gt; Tran Type</li> <li>&gt; SWIFT Code</li> </ul>
3 Action Menu	> <b>Request Transaction Details</b> – opens transaction details request form in a pop up window.
4 Export	Open or save the records on screen in a CSV format.
5 Refresh	Refresh the account information on your screen.
6 Search Field	Select your search criteria. Enter your search parameter in the field provided and the screen will dynamically display matched information for: <ul style="list-style-type: none"> <li>&gt; BAI Code</li> <li>&gt; Bank Reference</li> <li>&gt; Credits</li> <li>&gt; Customer Reference</li> <li>&gt; Debits</li> <li>&gt; Narrative</li> <li>&gt; Running Balance</li> <li>&gt; SWIFT Code</li> <li>&gt; Tran Type</li> </ul>



## Account Activity Screen Columns

COLUMN	DESCRIPTION
Post Date	The date upon which the transaction is reported to the account.
Value Date	When different to the Post Date, is an adjustment to the date upon which interest calculations are made.
Debits	Debit amount of the transaction.
Credits	Credit amount of the transaction.
Running Balance	Balance in the account after this transaction was posted for value. <b>Note:</b> value will only display for certain types of foreign currency accounts.
Narrative	Transaction narrative/description.
Tran Type	Transaction short description.
Swift Code	Swift code (the unique identification code of a particular bank) of the transaction.
BAI Code	BAI code of the transaction.
Bank Reference	Bank reference of the transaction.
Customer Reference	Customer reference of the transaction.
Voucher Image	Indicates if voucher images are available for the transaction, e.g. cheques.
SWIFT message	Indicates if an inbound SWIFT message is available for the transaction.

## Transaction Details

Transaction details will be displayed in a pop-up window when you click on an individual transaction listed in the Account Activity list or from the Transaction Search results list.

The fields displayed are dependent on information available for a transaction. The Previous and Next buttons within the pop-up window allow you to view details for transactions listed before or after the selected transaction in the Account Activity list or the Transaction Search results list.

## Request Transaction Details Report

To view a Transaction Details Report, follow the steps below:

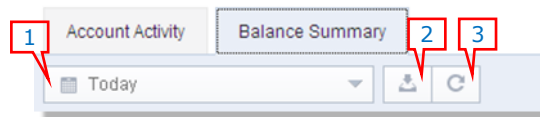
STEP	ACTION												
1	<p>To request the report either:</p> <ul style="list-style-type: none"> <li>a) Right-click on a transaction/s in the Account Activity list or in the Transaction Search results list and select <b>Request Transaction Details</b></li> <li>b) Click on any transaction in the Account Activity list or in the Transaction Search results list to display the Transaction Details pop up window and then click on the <b>Transaction Details Report</b> button</li> <li>c) Select transaction, then click <b>Request Transaction Details</b> from the Action Menu in the Account Activity tab or in the Transaction Search screen</li> </ul> <p><b>Result:</b> The <b>Request Transaction Details</b> pop-up will be displayed.</p>												
2	<p>Fill in the criteria for the report:</p> <table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Report Format*</td> <td>Choose from CSV, XLS or PDF</td> </tr> <tr> <td>Report Language</td> <td>Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.</td> </tr> <tr> <td>Report Encoding</td> <td> <p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p> </td> </tr> <tr> <td>Report Name*</td> <td> <p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p> </td> </tr> <tr> <td>Report Description</td> <td>Enter a brief description for the report (up to 120 characters).</td> </tr> </tbody> </table> <p><b>*Mandatory fields</b></p>	FIELD	EXPLANATION	Report Format*	Choose from CSV, XLS or PDF	Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.	Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>	Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>	Report Description	Enter a brief description for the report (up to 120 characters).
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Report Description	Enter a brief description for the report (up to 120 characters).												
3	<p>Click on the <b>Submit</b> button.</p> <p><b>Result:</b> The report will be created and available from within the Download Reports screen.</p>												

## Balance Summary Tab

### Operating Accounts Details screen > select Account > Balance Summary Tab.

The Balance Summary tab lists the daily balance summary for an account. Click on any row and you will be directed to the Account Activity tab where transactions for the appropriate date will be displayed.

### Balance Summary Control Bar



1 Date Menu	Click to select a date or date range to view corresponding balances.
2 Export	Open or save the records on screen in a CSV format.
3 Refresh	Refresh the account information on your screen.

### Balance Summary Screen Columns

COLUMN	DESCRIPTION
Date	Balance date of the account.
Opening Available Balance	The closing available balance of the account from the previous day (without overdraft limit).
Available Balance	The balance available within the current day (without overdraft limit).
Opening Ledger Balance	The closing balance of the account from the previous day including cleared and uncleared funds.
Ledger Balance	The balance of the account for the current day including cleared and uncleared funds.
Total Debits	Number of debit transactions in the account on that date.
Total Debit Amount	Sum of all debits in the account on the balance date.
Total Credits	Number of credit transactions in the account on the balance date.
Total Credit Amount	Sum of all credits in the account on the balance date.
Debit Interest Rate	If available, the debit interest rate on the account on the balance date.
Accrued Debit Interest	If available, the debit interest payable by the account on the balance date.
Credit Interest Rate	If available, the credit interest rate on the account on the balance date.
Accrued Credit Interest	If available, the credit interest payable to the account on the balance date.
Overdraft Limit	Overdraft limit of the account.

## Request Account Statement Report

An Account Statement Report provides the daily balances and the detail transaction activity for the selected data ranges. **Note:** This report is not available for the current day.

To generate an Account Statement Report, follow the steps below:

STEP	ACTION														
1	<p>To request the report either:</p> <ul style="list-style-type: none"> <li>a) Select an account/s from the Operating Accounts screen and select <b>Request Account Statement</b> from the Action Menu</li> <li>b) Right-click on any account in the Operating Accounts list and select <b>Request Account Statement</b></li> <li>c) Click on the <b>Account Statement Report</b> button in the Operating Accounts Details screen</li> </ul> <p><b>Result:</b> The <b>Request Account Statement</b> pop-up will be displayed.</p>														
2	<p>Fill in the criteria for the report:</p> <table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Report Format*</td> <td>Choose from CSV, XLS, PDF, MT940, BAI2, Multicash Statement files or NZ Statement Files.</td> </tr> <tr> <td>Report Language</td> <td>Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.</td> </tr> <tr> <td>Report Encoding</td> <td> <p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p> </td> </tr> <tr> <td>Report Name*</td> <td> <p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p> </td> </tr> <tr> <td>Report Description</td> <td>Enter a brief description for the report (up to 120 characters).</td> </tr> <tr> <td>Show Data For</td> <td> <p>Specify the period for which you would like to view report data. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon,</li> </ul> </td> </tr> </tbody> </table>	FIELD	EXPLANATION	Report Format*	Choose from CSV, XLS, PDF, MT940, BAI2, Multicash Statement files or NZ Statement Files.	Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.	Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>	Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>	Report Description	Enter a brief description for the report (up to 120 characters).	Show Data For	<p>Specify the period for which you would like to view report data. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon,</li> </ul>
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	<p>Tues of current week)</p> <ul style="list-style-type: none"> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> <li>&gt; Specific Date</li> <li>&gt; Date Range</li> </ul>
Account Statement Header	<p>Available for selection only if XLS or PDF is used as your report format. The options are:</p> <ul style="list-style-type: none"> <li>&gt; One Per Day</li> <li>&gt; One Per Date Range</li> </ul>
Transaction Code	<p>Available for selection only if MT940 is used as your report format. The options are:</p> <ul style="list-style-type: none"> <li>&gt; SWIFT Code</li> <li>&gt; BAI Code</li> </ul>
Multilingual Narrative	<p>Available for selection only if BAI2 or MultiCash is used as your report format. Select the checkbox if you wish to enable it for your report.</p>
Value Date Required	<p>Available for selection only if BAI2 is used as your report format.</p>
<b>*Mandatory fields</b>	
3	<p>Click on the <b>Submit</b> button.</p> <p><b>Result:</b> The report will be created and available from within the Download Reports screen.</p>

## Request Balance Summary Report

A Balance Summary Report provides the balance summary of an operating account across a date range or a particular date. **Note:** This report is not available for the current day.

To generate a Balance Summary Report, follow the steps below:

STEP	ACTION														
1	<p>To request the report either:</p> <ol style="list-style-type: none"> <li>Select an account/s from the Operating Accounts screen and select <b>Request Balance Summary</b> from the Action Menu</li> <li>Right-click on any account in the Operating Accounts list and select <b>Request Balance Summary</b></li> <li>Click on the <b>Balance Summary Report</b> button in the Operating Accounts Details screen</li> </ol> <p><b>Result:</b> The <b>Request Balance Summary</b> pop-up will be displayed.</p>														
2	<p>Fill in the criteria for the report:</p> <table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Report Format*</td> <td>Choose from CSV, XLS or PDF.</td> </tr> <tr> <td>Report Language</td> <td>Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.</td> </tr> <tr> <td>Report Encoding</td> <td> <p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p> </td> </tr> <tr> <td>Report Name*</td> <td> <p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p> </td> </tr> <tr> <td>Report Description</td> <td>Enter a brief description for the report (up to 120 characters).</td> </tr> <tr> <td>Show Data For</td> <td> <p>Specify the period for which you would like to view report data. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> </ul> </td> </tr> </tbody> </table>	FIELD	EXPLANATION	Report Format*	Choose from CSV, XLS or PDF.	Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.	Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>	Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>	Report Description	Enter a brief description for the report (up to 120 characters).	Show Data For	<p>Specify the period for which you would like to view report data. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> </ul>
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- 
- > Previous Week (Mon-Sun of previous week)
  - > Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)
  - > Previous Month
  - > Specific Date
  - > Date Range
- 

**\*Mandatory fields**

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- 3 Click on the **Submit** button.  
**Result:** The report will be created and available from within the Download Reports screen.
- 

## Request Account Summary Report

An Account Summary Report provides the balance summary of all operating accounts that are assigned to a user. **Note:** This report is not available for the current day.

To generate an Account Summary Report, follow the steps below:

STEP	ACTION
1	<p>To request the report either:</p> <ol style="list-style-type: none"> <li>1. Select an account/s from the Operating Accounts screen and select <b>Request Account Summary</b> from the Action Menu</li> <li>2. Right-click on any account in the Operating Accounts list and select <b>Request Account Summary</b></li> <li>3. Click on the <b>Account Summary Report</b> button in the Operating Accounts Details screen</li> </ol> <p><b>Result:</b> The <b>Request Account Summary</b> pop-up will be displayed.</p>

---

2 Fill in the criteria for the report:

<b>FIELD</b>	<b>EXPLANATION</b>
Report Format*	Choose from CSV, XLS or PDF.
Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.
Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>
Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>
Report Description	Enter a brief description for the report (up to 120 characters).
Show Data For	<p>Specify the period for which you would like to view report data. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> <li>&gt; Specific Date</li> <li>&gt; Date Range</li> </ul>

**\*Mandatory fields**

3 Click on the **Submit** button.

**Result:** The report will be created and available from within the Download Reports screen.

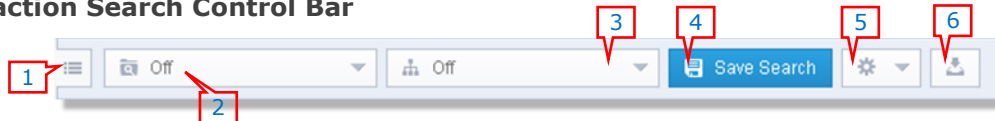


# TRANSACTION SEARCH SCREEN

## Reporting Tab > Transaction Search

This screen allows you to perform advanced searches for account transactions using a combination of different criteria. You can also save frequently used search criteria for future use.

### Transaction Search Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Saved Search Menu	Click to view and manage previously saved searches. The Saved Search Menu will display the following options: <ul style="list-style-type: none"> <li>&gt; <b>Off</b> – will clear the screen</li> <li>&gt; <b>Name of Saved Search</b> – will load and execute your saved search criteria</li> <li>&gt; <b>Manage Saved Searches</b> – you can run, edit, rename or delete any of your saved searches</li> </ul>
3 Grouping Menu	Click to group accounts by: <ul style="list-style-type: none"> <li>&gt; Account Number</li> <li>&gt; Company</li> <li>&gt; Credit/Debit</li> <li>&gt; Currency</li> <li>&gt; Post Date</li> </ul>
4 Save Search	After each search you have the option to save the defined search criteria for future use by clicking the Save Search button. Enter a name for your search in the field provided and click Save. Saved searches will appear in the Saved Search menu.
5 Action Menu	Click to perform the following actions: <ul style="list-style-type: none"> <li>&gt; <b>Request Transaction Details</b> – displays a pop up window for you to enter your criteria for generating a Transaction Details Report</li> <li>&gt; <b>Remember These Settings</b> - saves the Grouping and Search Item selections as your default settings. When you launch the application again, it will remember these saved settings</li> </ul>
6 Export	Open or save the records on screen in a CSV format.

## Search Fields

Searches on fields that are left blank, will return all available data for that field. When the search results are displayed, click on any row to view the Transaction Details or right-click on any row to request a Transaction Details report.

\* To complete any type of search, an account or post date must be specified.

<b>FIELDS</b>	<b>DESCRIPTION</b>
Accounts*	<p>Search by account number. Click the search filter and select one of the following options (note that you do not need to include the BSB for AUD accounts):</p> <ul style="list-style-type: none"> <li>&gt; <b>Equal To</b> - select to search for an exact or partial account number</li> <li>&gt; <b>Not Equal To</b> - select to exclude accounts from the search criteria</li> <li>&gt; <b>In</b> - select to search in multiple accounts (accounts will be separated by a comma)</li> </ul>
Post Date*	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Specific Date</b> - select to pick the exact date from a calendar</li> <li>&gt; <b>Date Range</b> - select to pick a date range in the "from" and "to" calendars</li> <li>&gt; <b>Rolling Dates</b> - select one of the following options: Yesterday, Week to Yesterday, Previous Week, Month to Yesterday and Previous Month</li> </ul> <p>Leave this field blank to search all available dates for the past 15 months.</p>
Value Date	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Specific Date</b> - select to pick the exact date from a calendar</li> <li>&gt; <b>Date Range</b> - select to pick a date range in the "from" and "to" calendars</li> <li>&gt; <b>Rolling Dates</b> - select one of the following options: Yesterday, Week to Yesterday, Previous Week, Month to Yesterday and Previous Month</li> </ul>
Transaction Amount	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Equal To</b> - select to enter an exact Transaction Amount</li> <li>&gt; <b>Not Equal To</b> - select to exclude an amount from the search field</li> <li>&gt; <b>Greater Than</b> - select to search for an amount that is greater than the amount entered in the Transaction Amount field</li> <li>&gt; <b>Less Than</b> - select to search for an amount that is less than the amount entered in the Transaction Amount field</li> <li>&gt; <b>Between</b> - select to search for an amount between the "from" and "to" amounts entered in the Transaction Amount fields</li> </ul>

Bank Reference	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select if you do not know the exact Bank Reference. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact Bank Reference in the Bank Reference field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular Bank Reference from the search criteria</li> </ul>
Customer Reference	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select if you do not know the exact Customer Reference. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact Customer Reference in the Customer Reference field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular Customer Reference from the search criteria</li> </ul>
Swift Code	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select if you do not know the exact Swift Code. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact Swift Code in the Swift Code field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular Swift Code from the search criteria</li> </ul>
BAI Code	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select if you do not know the exact BAI Code. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact BAI Code in the BAI Code field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular BAI Code from the search criteria</li> </ul>
Tran Type	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select if you do not know the exact Tran Type. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact Tran Type in the Tran Type field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular Tran Type from the search criteria</li> </ul>
Narrative	<p>Click the search filter and select one of the following options:</p> <ul style="list-style-type: none"> <li>&gt; <b>Like</b> - select to enter any part of the Narrative. The search will return results that contain the search string entered</li> <li>&gt; <b>Equal To</b> - select to enter the exact Narrative in the Narrative field</li> <li>&gt; <b>Not Equal To</b> - select to exclude a particular Narrative from the search criteria</li> </ul>
Transaction Type	<p>Search for Credit or Debit transactions, or Both. One of these options must be selected.</p>

Search and Reset Buttons	Click the Search button to run your search and return any matching results. Click the Reset button to clear the search criteria and results. To save a search, click on the <b>Save Search</b> button.
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### Transaction Search Result List Columns

COLUMN	DESCRIPTION
Post Date	The date upon which the transaction is reported to the account.
Value Date	When different to the Post Date, is an adjustment to the date upon which interest calculations are made.
Customer Reference	Customer reference of the transaction.
Swift Code	Swift code of the transaction.
BAI Code	BAI code of the transaction.
Tran Type	Transaction short description.
Narrative	Transaction narrative.
Company	Company name to which the transaction belongs.
Account Number	Account number <sup>1</sup> to which the transaction belongs.
Account Name	Account name <sup>1</sup> to which the transaction belongs.
Currency	Currency code of the transaction.
Debit Amount	Debit amount of the transaction.
Credit Amount	Credit amount of the transaction.
Bank Reference	Bank reference of the transaction.
Traceline	Transaction Traceline.
Auxdom	Transaction Auxdom.
Tran Code	Transaction code applicable to the transaction.

## REPORT PROFILES SCREEN

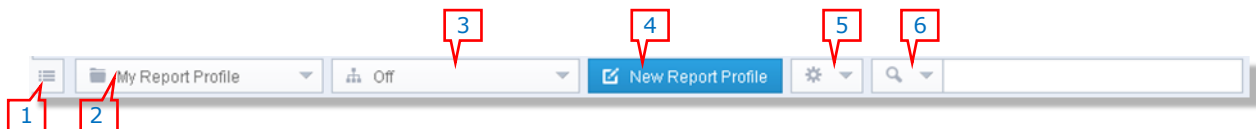
### Reporting Tab > Report Profiles

This screen allows you to setup, manage and share with other users different types of reports to suit your needs. Click on a report profile from the list to view the details and Edit, Delete or Run the Profile Report. Or you can right-click on a report profile in the list to Run, View, Edit or Delete a Report Profile.

There are 4 default reports that are available:

1. Daily Account Statement Report (shows data for yesterday)
2. Monthly Account Statement Report (shows data for last month)
3. Daily Account Summary Report (shows data for yesterday)
4. Monthly Balance Summary Report (shows data for last month)

### Report Profiles Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Folder Menu	<p>Folders allow you to create custom groupings of your accounts. Click to switch between your own Report Profiles and those that have been shared within your company. The options are:</p> <ul style="list-style-type: none"> <li>&gt; <b>My Report Profile</b> – select to view previously created and saved report profiles</li> <li>&gt; <b>Shared Report Profile</b> – select to view any shared report profiles</li> </ul>
3 Grouping Menu	<p>Click to group reports by:</p> <ul style="list-style-type: none"> <li>&gt; Report Type</li> <li>&gt; Shared By</li> </ul>
4 New Report Profile	Click to create a new Report Profile. See <a href="#">Create New Report Profile</a> on page 62 for specific details.
5 Action Menu	<p>Click to perform the following actions:</p> <ul style="list-style-type: none"> <li>&gt; <b>Run</b> – select to run a Report Profile. The report will be created and available from within the Download Reports screen</li> <li>&gt; <b>View</b> – select to view the details of the selected Report Profile</li> <li>&gt; <b>Edit</b> – select to edit the details of the selected Report Profile</li> <li>&gt; <b>Delete</b> – select to delete the selected Report Profile</li> <li>&gt; <b>Remember These Settings</b> – save your configuration settings. When you launch the application again, it will remember these saved settings</li> </ul>

6 Search Field	Click to select your search criteria from one of the following fields: > Report Description > Report Name > Report Type
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### Report Profile Screen Columns

COLUMN	DESCRIPTION
Report Name	Name of the report.
Report Type	Type of report, e.g. Account Statement, Balance Summary.
Report Description	Description of the report.
Shared	Indicates if the report is shared.
Shared By	Indicates the user who shared the report.

### Create New Report Profile

To create a new Report Profile, follow the steps below:

STEP	ACTION				
1	Click the <b>New Report Profile</b> button in the Report Profiles screen. <b>Result:</b> The <b>New Report Profile</b> screen will be displayed.				
2	Fill in the criteria for the report: <table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Report Type*</td> <td>Click here to select report type from the following options: &gt; Account Statement Report &gt; Account Summary Report &gt; Balance Summary Report &gt; Deposit Summary Report (only applicable for ANZ Transactive – Cash Asia users) &gt; Net Position View Report &gt; Returned Item Files &gt; Returned Items Cheque Report &gt; Returned Items Payment Report and &gt; Transaction Details Report</td> </tr> </tbody> </table>	FIELD	EXPLANATION	Report Type*	Click here to select report type from the following options: > Account Statement Report > Account Summary Report > Balance Summary Report > Deposit Summary Report (only applicable for ANZ Transactive – Cash Asia users) > Net Position View Report > Returned Item Files > Returned Items Cheque Report > Returned Items Payment Report and > Transaction Details Report
FIELD	EXPLANATION				
Report Type*	Click here to select report type from the following options: > Account Statement Report > Account Summary Report > Balance Summary Report > Deposit Summary Report (only applicable for ANZ Transactive – Cash Asia users) > Net Position View Report > Returned Item Files > Returned Items Cheque Report > Returned Items Payment Report and > Transaction Details Report				

Report Format*	<p>Choose from CSV, XLS, PDF, MT940, BAI2, Multicash, Statement Files or NZ Statement Files, TXT.</p> <p>The Account Summary, Balance Summary, Net Position, Returned Items Cheque, Returned Items Payment and Transaction Detail Reports are available in CSV, XLS or PDF.</p> <p>Account Statement Reports are available in all formats except TXT.</p> <p>Returned Item Files are only available in TXT.</p>
Report Language	Choose from English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.
Report Encoding	<p>Encoding is only applicable for CSV report format. The Encoding options are based on your language selection. For English, UTF-8 is available as the default pre-selection.</p> <p>Choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p>
Report Name*	<p>Enter a name for the report (up to 20 characters).</p> <p><b>Note:</b> All spaces will be replaced with a "+" in the file name.</p>
Share This Report	Select this checkbox to share this report with all other users in your organisation.
Report Description	Enter a brief description for the report (up to 120 characters).
Show Data For	Once you select a report type, this drop-down menu becomes visible.
Filter By*	This field becomes visible if you have selected the report type as Account Statement Report, Account Summary Report, Balance Summary Report, Returned Items Cheque Report or Returned Items Payment Report. Choose to filter report data by Currency or by Accounts.

Select Currencies	<p>This field becomes visible if you select Currency from the Filter By list.</p> <p>Click the <b>Add</b> button to add currency types to your report profile. Select available currencies from the pop-up and click the <b>Add Selected Currencies</b> button to add them to your report profile.</p> <p>Remove a currency from the report profile list by selecting the currency and clicking the <b>Remove button</b>.</p>
Select Accounts	<p>This field becomes visible if you select Accounts from the Filter By list.</p> <p>Click the <b>Add</b> button to add accounts to your report profile. Select accounts from the pop-up and click the <b>Add Selected Accounts</b> button to add them to your report profile.</p> <p>Remove an account from the report profile list by selecting an account and clicking the <b>Remove button</b>.</p>
Account Type	<p>This field becomes visible if you select Net Position View Report from the Report Type drop-down menu. You can choose from: Operating Accounts, Deposits or Both. Deposits are only applicable to ANZ Transactive – Cash Asia users.</p>
Status	<p>This drop-down menu becomes visible when you select Deposit Summary Report from the Report Type drop-down menu. You can choose from: All, Matured, Outstanding and Rolled Over.</p> <p>This is only available for ANZ Transactive - Cash Asia users.</p>
Deposit Number	<p>This field becomes visible when you select Deposit Summary Report from the Report Type drop-down menu. Enter a number in the space provided. This is only available for ANZ Transactive - Cash Asia users.</p>
Debit/ Credit	<p>This field is only visible if you have selected Transaction Details Report from the Report Type drop-down menu. Choose to filter by Credit, Debit or Both.</p>
BAI Code	<p>This field is only visible if you have selected Transaction Details Report from the Report Type drop-down menu. Enter the BAI Code you would like included in your report.</p>



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Tran Type	This field is only visible if you have selected Transaction Details Report from the Report Type drop-down menu. Enter the Tran Type/s you would like included in your report. Note that the Tran Type is case sensitive.
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**\*Mandatory fields**

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- 3 Click on the **Save Profile** button.  
**Result:** The profile will be created and available from within the Report Profiles screen.
- 

### Run Report Profile

To run a report profile from the Report Profiles screen either:

- a) Select a report from the list and select **Run** from the Action menu
- b) Right click on a report in the list and select **Run**
- c) Click on a report in the list to view the report details and press the **Run** button

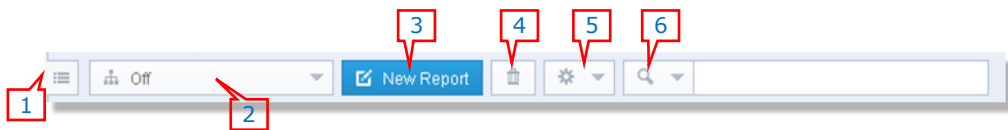
The report will be created and available from within the Download Reports screen.

## SCHEDULED REPORTS SCREEN

### Reporting Tab > Scheduled Reports

From this screen you can setup and manage reports that you would like to run or be emailed to you on a schedule or regular intervals. Click on any report in the list to access the Scheduled Report details or right-click on any report to edit or delete a report.

#### Scheduled Reports Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Grouping Menu	Click to group scheduled reports by: <ul style="list-style-type: none"> <li>&gt; Frequency</li> <li>&gt; Report Type</li> <li>&gt; Status</li> </ul>
3 New Report Button	Click to create a new Scheduled Report. See <a href="#">Create New Scheduled Report</a> on page 67 for specific details.
4 Delete	Click to delete any selected scheduled reports.
5 Action Menu	Click to perform the following actions on one or more of your reports: <ul style="list-style-type: none"> <li>&gt; <b>Edit Report Schedule</b></li> <li>&gt; <b>Delete Report Schedule</b></li> <li>&gt; <b>Remember These Settings</b> - saves the Grouping and Search Item selections as your default settings. When you launch the application again, it will remember these saved settings</li> </ul>
6 Search Field	Click on the Search icon in the drop-down menu to select your search criteria. Enter your search parameter in the field provided and the screen will display matched reports.

## Scheduled Reports Screen Columns

COLUMN	DESCRIPTION
Schedule Name	Name of scheduled report.
Report Type	Type of report, e.g. Account Statement, Balance Summary.
Status	Status of the scheduled report, e.g. Active or Inactive.
Frequency	Frequency of the scheduled report.
Last Run Date	Last date the report was generated.
Next Run Date	Next date the report will be generated.
Start Date	Date the scheduled report started.
End Date	Date the scheduled report will end.

## Create New Scheduled Report

To create a new Scheduled Report, follow the steps below:

STEP	ACTION														
1	Click the <b>New Report</b> button in the Scheduled Reports screen. <b>Result:</b> The <b>New Scheduled Report</b> screen will be displayed.														
2	Fill in the criteria for the report:														
	<table border="1"> <thead> <tr> <th>FIELD</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td>Schedule Name*</td> <td>Enter a name for the scheduled report.</td> </tr> <tr> <td>Time Zone</td> <td>Select a time zone for the report schedule from the drop-down menu.</td> </tr> <tr> <td>Schedule Period*</td> <td>Select the date range for the scheduled report from the calendar. Your start date can be any date from the current date onwards. When editing a scheduled report that began in the past you will need to change the date to a future date.</td> </tr> <tr> <td>Frequency</td> <td>Select the scheduled report frequency by: &gt; Daily &gt; Weekly &gt; Monthly</td> </tr> <tr> <td>Run On</td> <td>This field becomes visible only if you select Weekly or Monthly in the Frequency field. You can choose your preferred day of the week or day of the month in this field.</td> </tr> <tr> <td>Run Time</td> <td>Choose what time of day (using Hours and Minutes) from the relevant drop-down menus in this field. If you require a report for today, ensure the Run Time is not in the past.</td> </tr> </tbody> </table>	FIELD	EXPLANATION	Schedule Name*	Enter a name for the scheduled report.	Time Zone	Select a time zone for the report schedule from the drop-down menu.	Schedule Period*	Select the date range for the scheduled report from the calendar. Your start date can be any date from the current date onwards. When editing a scheduled report that began in the past you will need to change the date to a future date.	Frequency	Select the scheduled report frequency by: > Daily > Weekly > Monthly	Run On	This field becomes visible only if you select Weekly or Monthly in the Frequency field. You can choose your preferred day of the week or day of the month in this field.	Run Time	Choose what time of day (using Hours and Minutes) from the relevant drop-down menus in this field. If you require a report for today, ensure the Run Time is not in the past.
FIELD	EXPLANATION														
Schedule Name*	Enter a name for the scheduled report.														
Time Zone	Select a time zone for the report schedule from the drop-down menu.														
Schedule Period*	Select the date range for the scheduled report from the calendar. Your start date can be any date from the current date onwards. When editing a scheduled report that began in the past you will need to change the date to a future date.														
Frequency	Select the scheduled report frequency by: > Daily > Weekly > Monthly														
Run On	This field becomes visible only if you select Weekly or Monthly in the Frequency field. You can choose your preferred day of the week or day of the month in this field.														
Run Time	Choose what time of day (using Hours and Minutes) from the relevant drop-down menus in this field. If you require a report for today, ensure the Run Time is not in the past.														

Report Type*	Click here to select report type from the following options: Account Statement Report, Account Summary Report, Balance Summary Report, Deposit Summary Report (only applicable for ANZ Transactive – Cash Asia), Net Position View Report, Returned Item Files, Returned Items Cheque Report, Returned Items Payment Report and Transaction Details Report.
Report Format*	<p>Click here to choose a report format from the following options: CSV, XLS or PDF, MT940, BAI2, Multicash, Statement File, NZ Statement File and TXT.</p> <p>The Account Summary, Balance Summary, Net Position, Returned Items Cheque, Returned Items Payment and Transaction Detail Reports are available in CSV, XLS or PDF.</p> <p>Account Statement Reports are available in all formats except TXT.</p> <p>Returned Item Files are only available in TXT.</p>
Report Language	Click here to view the language options for the report. Select from: English, Japanese, Khmer, Simplified Chinese, Traditional Chinese and Vietnamese.
Report Encoding	<p>Encoding is only applicable for CSV report format.</p> <p>Click here and choose from: UTF-8, Traditional Chinese - Big5, US - ASCII, Japanese - JIS, Japanese - Kana, Vietnamese - Windows, Traditional Chinese (Mac), Simplified Chinese (HZ) and Simplified Chinese (GB2312, GB2312-80, ISO2022).</p> <p>Encoding is based on your language selection. For English, UTF-8 is available as the default pre-selection.</p>
Report Name*	Enter a name for your report (can be up to 20 characters). <b>Note:</b> All spaces will be replaced with a "+" in the file name.
Report Description	Enter a brief description for your report (up to 120 characters).
Deliver by Email	<p>Select this checkbox if you would like the scheduled report to be delivered to you via email.</p> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. The email address used will be taken from your user profile information and needs to be registered with ANZ To register your email address with ANZ please contact the Customer Service Centre.</li> <li>2. You must have set up a Report Retrieval Code in Manage User Preferences</li> </ol>

Show Data For	<p>Specify the period for which you would like to view the report. The options are:</p> <ul style="list-style-type: none"> <li>&gt; Yesterday</li> <li>&gt; Week to Yesterday (current week, beginning Monday, to yesterday, e.g. if Wednesday, data will include Mon, Tues of current week)</li> <li>&gt; Previous Week (Mon-Sun of previous week)</li> <li>&gt; Month to Yesterday (current month to yesterday, e.g. if Wednesday 3 Dec, will include Dec 1, 2)</li> <li>&gt; Previous Month</li> </ul>
Account Statement Header	<p>If you are running an Account Statement Report and have chosen either XLS or PDF as the report format, you can choose to show the statement header for each day (One Per Day), or once for the entire date range (One Per Date Range).</p>
Transaction Code	<p>If you are running an Account Statement Report and have chosen the MT940 format, you can choose to between SWIFT or BAI codes.</p>
Multilingual Narrative	<p>If you are running an Account Statement Report and have chosen either the MT940, BAI2 or MultiCash format, you can include the Multilingual Narrative by checking the box.</p>
Filter By	<p>You can view this field only when the selected report type is: Account Statement Report, Account Summary Report, Balance Summary Report, Returned Items Cheque Report or Returned Items Payment Report. Choose to filter report data by Currency or by Account.</p>
Select Currencies	<p>This field becomes visible if you select Currency from the Filter By list.</p> <p>Click the <b>Add</b> button to add currency types to your report profile. Select available currencies from the pop-up and click the <b>Add Selected Currencies</b> button to add them to your report profile.</p> <p>Remove a currency from the profile list by selecting the currency and clicking the <b>Remove</b> button.</p>
Select Accounts	<p>This field becomes visible if you select Accounts from the Filter By list.</p> <p>Click the <b>Add</b> button to add accounts to your report profile. Select accounts from the pop-up and click the <b>Add Selected Accounts</b> button to add them to your report profile.</p> <p>Remove an account from the report profile list by selecting an account and clicking the <b>Remove</b> button.</p>

Status	<p>This drop-down menu becomes visible when you select Deposit Summary Report in the Report Type drop-down menu. You can choose from:</p> <ul style="list-style-type: none"> <li>&gt; All</li> <li>&gt; Matured</li> <li>&gt; Outstanding</li> <li>&gt; Rolled Over</li> </ul> <p>This is only available for ANZ Transactive - Cash Asia users.</p>
Deposit Number	<p>This field becomes visible when you select Deposit Summary Report in the Report Type drop-down menu. Enter a number in the space provided.</p> <p>This is only available for ANZ Transactive - Cash Asia users.</p>
Debit/ Credit	<p>This field is only visible if you have selected Transaction Details Report in the Report Type drop-down menu. Choose to filter by Credit, Debit or Both.</p>
BAI Code	<p>This field is only visible if you have selected Transaction Details Report in the Report Type drop-down menu. Enter the BAI Code you would like included in your report.</p>
Tran Type	<p>This field is only visible if you have selected Transaction Details Report in the Report Type drop-down menu. Enter the Tran Type you would like included in your report.</p>
Account Type	<p>This field becomes visible when you select Net Position View Report in the Report Type drop-down menu. The options are based on the type of accounts you have: Operating Accounts, Nostro Accounts, Deposits and All.</p>
<b>*Mandatory fields</b>	
3	<p>Click on the <b>Save</b> button or the <b>Save and Create Another</b> button</p> <p><b>Result:</b> The scheduled report will be created and available from within the Scheduled Report screen.</p>

## DOWNLOAD REPORTS SCREEN

### Reporting Tab > Download Reports

View all reports that have been generated, either on an ad-hoc request or scheduled for download. From the list, you can select one or more reports in the list and right-click to download or delete them. It is recommended that you delete files that are no longer required on a regular basis.

Note that if you have requested a report that may contain a large amount of data, it may not be available straight away. Simply click the Refresh button (6) to update the downloads available.

### Download Reports Control Bar



NUMBER & NAME	DESCRIPTION
1 Navigation Toggle	Click to hide and expand the left-hand menu.
2 Date Menu	Click to specify the period for which you would like to view reports.
3 Grouping Menu	Click to group reports by: <ul style="list-style-type: none"> <li>&gt; Report Date</li> <li>&gt; Report Format</li> <li>&gt; Report Type</li> <li>&gt; Run Type</li> </ul>
4 Download Button	Select one or more reports to download by placing a tick against each report then click on the Download button to download the selected reports. If you've selected multiple reports to download the reports will be downloaded in a single ZIP file.
5 Delete	Click to delete selected reports.
6 Refresh	Click to refresh the Download Reports view on your screen.
7 Action Menu	Click to perform the following actions on one or more of your reports: <ul style="list-style-type: none"> <li>&gt; <b>Download Selected Files</b> - select this option to initiate the download for the files you have selected</li> <li>&gt; <b>Delete Selected Files</b> - select this option to delete the files you have selected</li> <li>&gt; <b>Remember These Settings</b> - save the Grouping and Search Item selections as your default settings. When you launch the application again, it will remember these saved settings</li> </ul>
8 Search Field	Click on the Search icon in the drop-down menu to select your search criteria. Enter your search parameter in the field provided and the screen will display matched reports.

**Download Reports Screen Columns**

<b>COLUMN</b>	<b>DESCRIPTION</b>
Report Date and Time	Date and time when the report was created.
Report Type	Type of report, e.g. Account Statement, Balance Summary.
Report Name	Name of the report.
Report Format	Format of the report, e.g. CSV, XLS etc.
File Size	File size of the report.
Run Type	Type of download: User Requested or Scheduled.
Report Description	Description of the report.



# UTILITIES IN ANZ TRANSACTIVE – AU & NZ

The Utilities tab in ANZ Transactive – AU & NZ allows you to perform various system setup and maintenance tasks. Refer to the headings below for an explanation of the functionality available and references to additional information in ANZ Transactive Online Help.

## Toolbar Maintenance

Some default shortcuts are set up in the toolbar at the top of the screen when you first access ANZ Transactive – AU & NZ. This option allows you to create new toolbar shortcuts to your most frequently used screens and reports, or remove existing shortcuts. Any shortcuts you create are saved against your user profile and are visible to you only.

## FURTHER ASSISTANCE

This User Guide contains information and procedures about key system tasks. If you require further assistance, refer to the ANZ Transactive Online Help, which also contains answers to Frequent Questions.

If you are still unable to complete a task, please contact the Customer Service Centre:

- > Australia: 133 199 (Mon to Fri, 6.00am – 12.00am Melbourne Time)
- > New Zealand: 0800 800 760 (Mon to Fri, 7.30am – 2.00am NZT)
- > International: +61 3 9601 1200 (Mon to Fri, 6.00am – 12.00am Melbourne Time) or  
+64 4 473 0358 (Mon to Fri, 7.00am – 2.00am NZT)

<sup>1</sup> Account Number and Account Name may be masked if the account is domiciled in a restricted country, due to compliance and regulatory requirements. Restricted countries are Singapore, Hong Kong, China, Philippines, Cambodia, Taiwan, Indonesia and Japan.

This is only applicable to users who log into ANZ Transactive – Global using password credentials, i.e. users who log in using Tokens/Smartcards/Smart USB Keys, will not have account details masked.