# ANZ TRANSACTIVE – GLOBAL PANELS QUICK REFERENCE GUIDE

#### What is a Panel?

Panel approval allows your organisation to setup threshold amounts and approver sequences (up to six approvers), for your payments and direct debit requests. You can also create account rules if your organisation needs restrictions on who can approve based on the funding account.

Examples of where changing to panel approval may assist your organisation:

- > You need at least three users in the payment approval workflow
- > You need to fix the last approver in order to maintain a release step: this user will send payments for processing and will be the only approver who needs a security device
- > You want a particular approver sequence to be followed
- > You want to restrict user's approving payments for certain thresholds: e.g. payments up to \$50,000 need two approvals and payments up to \$100,000 need three approvals
- > You need payments funded from a specific account to be approved by certain users

Panels can be set up in the following orders:

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

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

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

The organisation wants to have only certain employees approving payments for certain thresholds, and they want to fix the order of who approves the payments in some instances. The following Panel has been created to ensure that the authorisation rules are adhered to:

		Authorisation Groups			irou	ps		
Threshold	Sequence	1	2	3	4	5	6	Panel Rules
0 > \$50,000	Not Fixed	С	D					<ul> <li>&gt; A payment up to \$50,000 needs two approvals</li> <li>&gt; The approvals can be actioned in any order</li> <li>&gt; One approval needs to be from Authorisation Group C and one from Authorisation Group D</li> <li>&gt; The last approver will need their security device to send the payment for processing</li> </ul>
0 > \$100,000	Fixed	C	C	В				<ul> <li>A payment up to \$100,000 needs three approvals</li> <li>The first and second approvals needs to be from Authorisation Group C. The last approver needs to be from Authorisation Group B.</li> <li>The last approver from Authorisation Group B will need their security device to send the payment for processing</li> </ul>
0 > \$999,999,999	Fixed Last	A	В	C	В			<ul> <li>A payment up to \$999,999,999 needs four approvals</li> <li>The first, second and third approvals need to be from Authorisation Group A, Authorisation Group B and Authorisation Group C in no order</li> <li>The last approver needs to be from Authorisation Group B</li> <li>The last approver from Authorisation Group B will need their security device to send the payment for processing</li> </ul>



## How do I implement a Panel?

### Step 1: Create the Panel

STEP	ACTION	
1	Go to <b>Administration &gt; Other Settings</b> and click on <b>New Panel</b>	Contribution     Control     Contro     Control     Control     Control </th
2	Enter the <b>Panel Name, Panel Description</b> and <b>Panel Currency</b> , e.g. AUD, NZD.	New Panel  Conservation  Panel Details  PrestGarrisor  Read Garrisor  PrestGarrisor  PrestGarris
3	If you need to add account rules, select <b>Selected</b> under Accounts, click on <b>Add</b> and select one or more accounts from the accounts pop-up window	New Panel  Core  Panel Rules Panel Rule 1  P
4	If you are using account rules, you need to ensure that all accounts are in a rule. To add additional rules, click on <b>Add Rule</b> and click <b>Add</b> to add the other accounts as applicable. You can switch between the rules to assign the thresholds and approval sequences for the accounts in the rule.	New Panel         * Close         Panel Rules         Panel Rule 1         Accounts Selected         * Accounts Number         * Counts Thumber         * Counts Number         * Counts Number         * Output         * Ol3006-897654321         * Add Rule
5	Enter the <b>Threshold Maximum Amount</b> . If this is unlimited, add all 9's. <b>NOTE:</b> You can have as many thresholds as required.	Thresholds Threshold 1 Maximum Amount Threshold 1 Maximum Amount Threshold 1 2 3 4 5 6 Order 1 2 3 4 5 6 Order 2 Add Sequence C Add Sequence C Add New Threshold
6	Enter the <b>Approver Sequences</b> and <b>Order</b> as required. <b>NOTE:</b> You can have as many sequences as required.	Thresholds         Threshold Maximum Amount *         MD       999,999,999,999,00         1       2       3       4       5       6       Order         1       2       3       4       5       6       Order         1       2       3       4       5       6       Order         X       X       Y       Y       Y       Not Fixed       Y         X       B       X       X       Y       Y       Not Fixed       Y         X       B       C       Y       Y       Not Fixed       Y         X       Add Sequence       Image: Add New Threshold       Image: Add New Threshold       Image: Add New Threshold

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STEP	ACTION	
7	After all the panel details have been entered, click Submit. RESULT: A confirmation message is displayed. The result depends on the Administration Model your organisation is setup with:	Add New Threshold      Submit
	<ul> <li>Single Administration Model: The panel status is set to Approved and the panel is ready to be used</li> </ul>	
	<ul> <li><u>Dual/Triple Administration Model</u>: The panel requires additional approval before it can be used and the status is set to <b>Pending Approval</b>.</li> <li>Another Administrator must approve the panel before it can be used.</li> </ul>	

Step 2: Assign the Panel to one or more payment products

STEP	ACTION	
1	Go to <b>Administration &gt; Other Settings</b> and click on the <b>Division</b> in the list	Constraints of the second description o
2	Click <b>Edit</b> on the Control Bar	Division Details         Image: Control of System (Control of System)         Division Details         Division Details <t< th=""></t<>
3	For each product that needs a Panel allocated to it, select the drop-down list in the <b>Authorisation</b> <b>Model</b> column and select <b>Panel</b>	Authorisation Matrix.       Poduct     Payment Pursue     Authorisation Note:       Authorisation Note:     1ts Authorisation Note:       Authorisation State:     1ts Authorisation       Authorisation State:     1ts Authorisation       Authorisation State:     1ts Authorisation       Note:     1ts Authorise:       Niz:     1ts Authorise:
4	Select the Panel to assign to the product from the drop-down list in the <b>Authorisation Panel</b> column	Authorisation Matrix       Poduct     Permet Purpose     Automation Model     Automation Model       AUGPRIC     Table/Interview       AUGPRICE (Sheet)     All     Permet       AUGPRICE (SPTO)     All     V       AUGPRICE (STGO)     All     V       AUGPRICE (STGO)     All     V       AUGPRICE (STGO)     All     V       AUGPRICE (STGO)     All     V

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STEP	ACTION	
5	After the Panels have been assigned to the Products, click <b>Save</b> on the Control Bar. <b>RESULT:</b> A confirmation message is displayed. The result depends on the Administration Model your organisation is setup with: <ul> <li><u>Single Administration Model</u>: The updates to the Authorisation Matrix are implemented</li> <li>Dual/Triple Administration Model: The</li> </ul>	Division Details       Stre     Core       Deadle Beenfury fairs charges for Payments owelld from Tenglates       Authorisation Matrix       Poduct     Payment Prypose       Authorisation Model     Authorisation Real       AldBrill     156 Authorise       AldBrill     Poduct       AldBrill     Poduct       AldBrill     Poduct       AldBrill     Poduct
	<ul> <li><u>Dual/Triple Administration Model:</u> The Authorisation Matrix requires additional approval before it will take effect</li> </ul>	Al Dometric (NPV) Al  V Final

#### Step 3: Ensure the correct Authorisation Groups are assigned to all approvers

STEP	ACTION	
1	Go to <b>Administration</b> > <b>User Management,</b> right-click on an approver in the list and click <b>Edit</b>	Administration Administration Administration User Management User Management Role Management Account Managem
		B Bener
2	Scroll down to the <b>Authorisation Group</b> section and select the appropriate group from the drop-down list	User Management Cose Save All Entitlements All Payment & Account All Payment & Account Authorisation Group Authorisation Group
3	<ul> <li>Click Save on the Control Bar.</li> <li>RESULT: A confirmation message is displayed. The result depends on the Administration Model your organisation is setup with:</li> <li>Single Administration Model: The updates to the user are implemented</li> <li>Dual/Triple Administration Model: The updates to the user requires additional approval before it will take effect</li> </ul>	User Management Close Save All Entitlements All Payment & Account

Your Panel is now setup and the rules you have implemented will take effect.



## How do I edit a Panel?

STEP	ACTION	
1	Go to <b>Administration</b> > <b>Other Settings</b> and click on the panel in the list to be modified. <b>RESULT:</b> The Authorisation Panel Details screen is displayed.	Central Direction - Coldar Autobioration Central Direction Central
2	Click <b>Edit</b> on the Control Bar.	Authorisation Panel Details           If the Authority X Duite           If the Authority           Panel Details           Panel Description           Panel Tescription
3	<ul> <li>Update the panel as required and click Save on the Control Bar.</li> <li><b>RESULT:</b> A confirmation message is displayed. The result depends on the Administration Model your organisation is setup with:</li> <li>Single Administration Model: The panel status is set to Approved and the changes will be implemented</li> <li><u>Dual/Triple Administration Model</u>: The panel requires additional approval and the status is set to Pending Approval. Another Administrator must approve the panel before the changes are implemented.</li> </ul>	Authorisation Panel Details

For further assistance, please contact your local Customer Service Centre. Details can be found at www.anz.com/servicecentres.

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