ANZ TRANSACTIVE – GLOBAL

QUICK REFERENCE GUIDE - AUTHORISING PAYMENTS

OCTOBER 2020



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AUTHORISATION PROCESS

The number of authorisers required to approve a payment will vary according to the product or account level authorisation matrix defined when the account was set-up.

AUTHORISING A PAYMENT TRANSACTION

- 1. Log onto **ANZ Transactive-Global** by typing <u>anz.com/transactive</u> into your browser.
- 2. Enter your User ID and click Submit.
- 3. If you log on using a token, enter your password and the token OTP response and click on Log on.
- Click ANZ Transactive Cash Asia in Application content or go to the menu and click Applications
 > ANZ Transactive-Cash Asia.

| | nsactive – Global |
|---|--|
| Applications V | Applications |
| Application Links | ANZ Transactive - Cash Asia |
| Home | Transactive – Global Add to Workspace Works |
| Accounts Report Centre Applications | Applications X |
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 Click the **Payments tab > Payments** submenu > **Payments Summary** (Batch transactions will be displayed under the Batch tab, while quick pay transactions will be displayed under the instrument tab).



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| Account | Admin | Collecti | ons Payments Reports | | | | | 0 | 4 | è 🕒 | Language 👻 |
| % Quick Lin | iks | | 3 | | | | | | | | |
| | | | Awaiting User Actions | | | Account Balances | | | | | |
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| *Indicative E | Bank Rate | SGD | Announcements | View | w all 🗊 | | | | | | |
| Currency | Buy | Sell | Subject Eff | fective Date | Doc | | and the second se | | | | |
| AUD 🚟 | 0.95 | 1.00 | Banking safely online – Protect yourself Ap | or 6, 2020 6:45:35 PM | 8 | | | | | | |
| CAD 🛃 | 1.00 | 1.05 | | | | | download failed | | | | |
| FUR | 1.56 | 1.63 | Messages (6) New | View | <u>w all</u> | | | | | | |
| Lon | 1.50 | 1.05 | Subject | Date/Time | View | | | | | | |
| GBP | 1.70 | 1.78 | Alert: Transaction(s) Pending Authorisation - Ref: ewrew | 5 hours agol | | | | | | | |
| IND | 0.04 | 0.05 | Alert: Transaction(s) Pending Authorisation - Ref: | Sep 18, 2020 - 02:36 PM | | Reports (Last 5) | | | | | |
| USD 🚟 | 1.34 | 1.39 | ewrew | | ~ | Name | Last Generated | | | | View |
| NZD 🏭 | 0.89 | 0.93 | Alert: Transaction(s) Pending Authorisation - Ref: ewrew | Sep 17, 2020 - 06:42 PM | | | No pre-generated reports availa | able | | | |
| JPY 🔳 | 0.01 | 0.01 | Alert: Transaction(s) Pending Authorisation - Ref: A | XCH2 Sep 16, 2020 - 03:24 PM | | | | | | | |
| MYR 🖾 | 2.97 | 3.12 | Alert: Transaction(s) Pending Authorisation - Ref: A | Aug 26, 2020 - 05:13 PM | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

- 6. Click either the **Batch** or **Instrument** tab to authorise payments.
- 7. Click the **Status** drop-down menu and select the **Pending My Authorisation** status to retrieve batches or transactions awaiting your authorisation. Filter on the date range (if required) to widen or narrow your search.

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| Account | Admin | Collect | ions | Pa | yme | nts Reports | | | | | | | 0 | 4 | 6 B | Language 👻 |
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| Payments S Payment File Standing In | ummary e Upload structions | | L | ast 7 | Day | s 🔻 Client 🔻 | Advance | ed Filter/Sort | 📧 New | 📧 New From T | emplate | Submit 📄 Verify | 🖹 Auth | norise | Send | More 🗸 |
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| Cheque Boo | k Requests | 5 | | 1 | | o 🔍 🛍 🗾 | SGSVT | das | ECPAY | 23/09/2020 | 0 | 5GD 0.00 | Show | N All | | <u>^</u> |
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| Payments M | asters | > | | 4 | | P 🛛 🖷 | SGSVT | Test06 | BVTONLY 1 | 21/09/2020 | 1 | \$ SGD 1.01 | C | | | |
| S Quick Lin | ke | | | 5 | | 0 Q | SGSVT | Test01 | BVTONLY 1 | 21/09/2020 | 1 | SGD 0.00 | Pend | ling My | Authorisa | tion |
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| | | | K | | < | 8 | | | | | | | Pend | ling Re | lease | |
| Exchange Rates S As of 23/09/2020 Base CCY *Indicative Bank Rate SGD | | | | | | | | | | | | | Pend Pend | ling Re ling Su | pair bmit | - |
| Currency | Buy | Sell | | | | | | | | | | | | | | |
| AUD 🔛 | 0.95 | 1.00 | | | | | | | | | | | | | | |
| CAD 🛃 | 1.00 | 1.05 | | | | | | | | | | | | | | |
| EUR 🖸 | 1.56 | 1.63 | | | | | | | | | | | | | | |
| GBP 🔠 | 1.70 | 1.78 | | | | | | | | | | | | | | |
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| USD 🎫 | 1.34 | 1.39 | | | | | | | | | | | | | | |
| NZD 🎫 | 0.89 | 0.93 | | | | | | | | | | | | | | |
| JPY . | 0.01 | 0.01 | | | | | | | | | | | | | | |
| MYR 📟 | 2.97 | 3.12 | | | | | | | | | | | | | | |
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8. Click the checkbox of the batch or transaction you want to authorise. Click the Ruthorise button. You may select more than one batch or instrument to approve.

| 1 | Batch | Instruments | | | | | | | |
|---|--------|-----------------|--------------|------------------|-------------|-----------------------|--------------------|----------|----------------------------|
| | Last 7 | Days 🔻 Client 🔻 | Advanced Fil | ter/Sort | 📄 Verif 🚬 📄 | Authorise Send More 🗸 | | | |
| | No. | Actions | Client | Client Reference | My Product | Beneficiary | Processing Date | Amount | Pending My Authorisation 💌 |
| | 1 | 🔊 🔉 🖻 🖗 | SGSVT | ewrew | BKTPYMNT | | 17/09/2020 | SGD 1.00 | Pending My Authorisation |
| | | K () | | | | | | | Rows Per Page 15 V |

Transactions can be authorised using the following devices:

- > a pinpad token or
- > ANZ Digital Key

The device you may use to authorise transactions is entitlements driven.

TO AUTHORISE USING A TOKEN

| AUTHORISE USING A TOKEN |
|---|
| a. Switch on the token and enter your PIN. |
| b. For an online signature press (2) . |
| c. Enter the token entry ID as displayed in the Token Entry field into your token. |
| d. When you see (2) . displayed on your token, press \odot to retrieve the digital signature response. |
| Control Links Play Under Play Under Play Under Play Under Play Under Van Sports Van Van Van Van Van Van Van Van Van |
| e. Enter the response into the Digital signature field, and click on Sign & Submit . |
| Please note: Taiwan customers will need to select the Token option from the pop up menu, before commencing steps a,b,c and d above. |

TO AUTHORISE USING ANZ DIGITAL KEY

Note: Details shown will vary depending on the type (batch or instrument) and count of payments to be authorised.

| ANZ | Se / | | Z Transactive | STITPDBU 1. Welcome SITTWUS2SITTWUS2 Logout එ | | | | |
|--|---------------------------------------|---------------|---------------|--|--------|----------------|--|--|
| Accoun | t Admin | Collecti | ions Payments | Reports | 0 4 | 📑 📑 Language 🔻 | | |
| Payments | | > | | | | | | |
| Templates | 5 | > | Instrumen | <u>Close</u> | | | | |
| Payments | Masters | > | No. Interna | ANZ Digital Key Required | Amount | Account Number | | |
| % Quick L | inks | | | A notification has been sent to your activated device. | | | | |
| > Payments | s Summary | | Cancel | To proceed, please tap on the notification or open the ANZ Digital Key App in order to authorise this transaction. | | | | |
| | | | | Unique Reference Number : | | | | |
| € ¥ Exchan £ \$ As of 12/ *Indicativ | ge Rates 08/2019 Ba e Bank Rate | se CCY TWD | | 023001640 | | | | |
| Currency | Buy | Sell | | 214 | | | | |
| USD 🧱 | 1.00 | 30.00 | | | | | | |
| SGD 🧮 | 22.81 | 23.07 | | If you select Cancel, you may authorise at a later time. | | | | |
| | | | | Cancel Use QR Code Authorisation | | | | |
| | | | | ANZ Digital Key Help | | | | |
| | | | , i | m | | | | |





9. The message Authorise Action Completed successfully will be displayed.

TRANSACTION STATUS

The status of your transaction will be displayed as one of the following:

Pending Authorisation – When a transaction is submitted or when there is more than one authoriser required.

Pending Release - Transaction needs to be sent to the Bank.

Sent to Bank – When the final authoriser has authorised the transaction and when the transaction has been released to the Bank.

AUTHORISATION PROCESS FOR NEW BENEFICIARIES

When a new beneficiary record is created in the **Beneficiaries List**, it must be authorised before use.

AUTHORISING A NEW BENEFICIARY

- 1. Click the Payments tab > Payments Masters submenu > Beneficiaries Auth.
- 2. Click the **Filter** button to retrieve a particular beneficiary definition based on your inputs in the fields:
 - Beneficiary Code
 - Beneficiary Name
- 3. Accept Check this box if you accept the entry.
- 4. The accepted entry can be viewed on the **Beneficiary List** screen with the status as **Authorised**.

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| Account | Admin | Paymen | ts Rep | orts | | | | | | 0 | 4 B | 📑 Language |
| Payments Templates | | > | Bene | ficiary Auth | orizatio | n List | | | | | | |
| Payments M - Powenciary - Beneficiary - Ordening Pa - Ordering Pa - User Templ | Auth Auth arty arty Auth | ~ | Be | eneficiary Code : neficiary Name : rilter | | | | | | | | |
| User Templ Guick Lin | ate Auth | | No. | Actions | Accept | Reject | Beneficiary Code | Beneficiary Name | Beneficiary Account Number | Currency | Status | |
| | | | 1 | D Q | | | 12312312 | JENNIFER TAN | 515123456789 | SGD | New | |
| | | | 2 | Q Q | | | 11223344 | RACHEL CHONG | 123123123 | SGD | New | |
| €¥ Exchange | Rates | | 3 | Q Q | | | 12345678 | STEVEN TAY | 000111222 | USD | New | |
| Exchange Rates S As of 24/09/2020 Base CCY Sindicative Bank Bate SGD | | | 4 | 9 प | | | NCCTEST | NCC TEST | 123456 | | New | |
| -Tudicative t | bank kate | 560 | 5 | φ <u>μ</u> | <u> </u> | <u> </u> | SGBVT26JUL | SG BVT 26JUL BENE | 123456789 | | New | |
| Currency | Buy | Sell | 6 | Q Q | | | UCH0101607 | USD Cheque Beneficiary | | | New | |
| AUD (10) | 0.04 | 1.00 | 7 | s d | | | SCK0103172 | SGD Cheque Beneficiary | | | New | |
| AUD L | 0.94 | 1.00 | 8 | 9 प | | | JTANBVT | ANZ PCM Internal Acct | 13926100013 | | New | |
| CAD | 1.00 | 1.05 | 9 | 9 <u>9</u> | | | EFGCCL | EFG Company Limited | | | New | |
| FUR | 1.57 | 1.64 | 10 | 10 M | | | ABCCL | ABC Company Limited | 123456789 | | New | |
| | 2.07 | 1.04 | (K) | K () | | | | | | | Pa | ge 1 Of 55 |
| GBP 👬 | 1.71 | 1.79 | | | | | | | | | | |
| тнв 💻 | 0.04 | 0.05 | | | | | | | | | | |
| | | | | | | | | | | | | |
| USD 🛄 | 1.35 | 1.40 | | | | | | | | | | |
| NZD 🎬 | 0.88 | 0.92 | | | | | | | | | | |
| 10V . | 0.01 | 0.01 | | | | | | | | | | |
| 201 💌 | 0.01 | 0.01 | | | | | | | | | | |
| MYR 🛄 | 2.94 | 3.14 | | | | | | | | | | |
| | | | | | | | | | | | | |

History - click on this icon to open a pop-up summary of the **Beneficiaries Master** for a particular entry.

View Details - click on this icon to access the **Beneficiary Master View** screen. You can confirm the Beneficiary Details, Contact Details and Intermediary Bank Details on this screen. You can only view details on this screen, you cannot edit. Once complete, click the **Back** button to return to the **Beneficiaries Authorisation List** screen.

Reject – Check this box if you are rejecting the entry. A window will pop up and you must input a reason or reasons for rejecting the record. The message **Reject Action Successful** will be displayed upon completion and the record will no longer appear in the Authorisation list. The status of the record will be **New Rejected** and can be discarded.

NEED HELP?

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



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