

# ANZ ONLINE ENHANCEMENTS

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JUNE 2016



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## WHAT'S NEW IN THIS RELEASE OF ANZ ONLINE?

The following enhancements have been implemented as part of the latest ANZ Online system upgrade.

- New Billing Instrument capability
- New Settlement Instruction and Rollover Transaction types
- Self Service Portal and Email Notifications
- Report Search capability

Note: these changes will only be visible to you if they have been enabled in your Corporate Customer Profile and/or Security Profile as part of your ANZ Online setup.

# NEW BILLING INSTRUMENT FUNCTIONALITY

## WHAT WILL CHANGE?

A new section called **Billing** will be available in the Transactions menu allowing you to view a history of your ad hoc and recurring billing instruments. New notification types will also be introduced to alert you that a new billing event has taken place.

## WHY IS IT CHANGING?

Previously all fees and charges visible to you via ANZ Online had to be related to an underlying transaction. This new enhancement will allow you to view billing items which are not specifically related to a particular transaction. This could include ad hoc and recurring fees and charges such as monthly channel access fees or line fees.

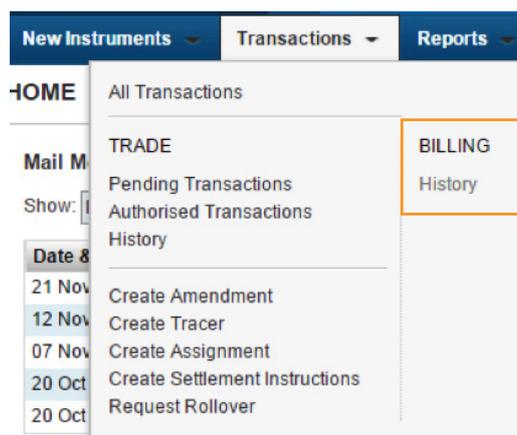
## WHAT DOES THIS MEAN FOR ME?

You will now have online visibility of ad hoc and recurring billing items. In the past you may have been notified of a billing event by other means such as email or via an invoice in the mail. You will be notified in the notification section of a new item and if configured for email notifications, you will also receive an automated email notification.

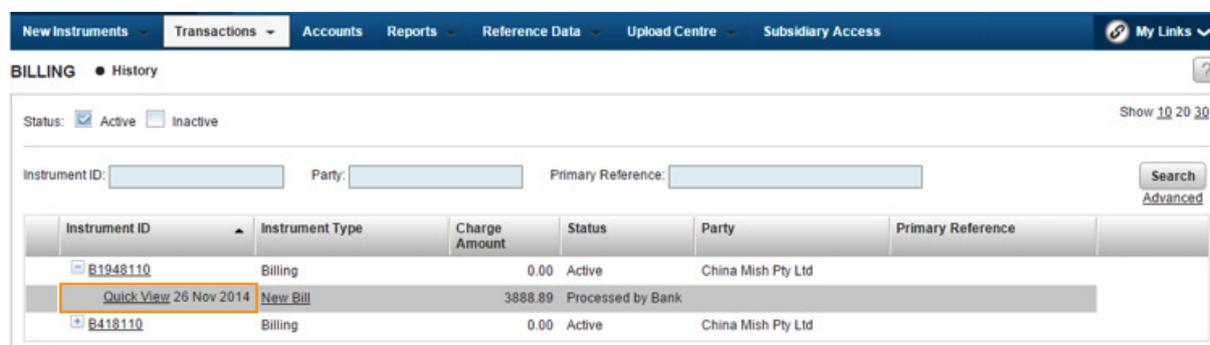
Note: Historic billing items collected prior to this enhancement will not be visible in this feature.

## WHAT WILL IT LOOK LIKE?

A **Billing** section will be available in the Transactions menu. Click on **History** to search for and view details of a billing instrument that has been processed.



You can drill down into the Billing Instrument detail by clicking on the **Instrument ID**, or you can view a quick summary of the fees and any PDF images by clicking "Quick View"



**Transaction Quick View - B1948110 - New Bill**

Documents: [Image PDF](#)

Charges: **Periodic Fee**   **USD 3,888.89**   Settled via: **Account**   A/C: **126680USD00300-CN**

The Notifications functionality in ANZ Online will inform you of any new billing activities that fall in this category. To view details of your Billing Instrument simply click on the **Instrument ID** or **Transaction** from the Notifications section of your homepage dashboard.

**Notifications** Show 5 10 20 of 339

Show:    Status:

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
26 Nov 2014 ...	<a href="#">LM23418110</a>		Import LC	<a href="#">Issue</a>	Tinks Pty Ltd	USD	2,222.22	Processed b...	
26 Nov 2014 ...	<a href="#">B1948110</a>		Billing	<a href="#">New Bill</a>				Processed b...	
07 Nov 2014 ...	<a href="#">CI1388110</a>		Import Collection	<a href="#">Dormant</a>	Michele	USD	0.00	Processed b...	
05 Nov 2014 ...	<a href="#">LX2623073</a>		Export LC	<a href="#">Advise</a>	ZZZ Supplies	AUD	1.00	Processed b...	
05 Nov 2014 ...	<a href="#">LX2633073</a>		Export LC	<a href="#">Advise</a>	ZZZ Supplies	AUD	1.00	Processed b...	

# SETTLEMENT INSTRUCTION AND ROLLOVER TRANSACTIONS

## WHAT WILL CHANGE?

Two new transaction types will become available in the Transactions menu called **Settlement Instructions** and **Rollover**. Additionally, a **Settlement Instructions** section will be added to the existing Import LC Discrepancy Response transaction. There will also be a new type of notification called "**Settlement Instruction Request**" (SIR), requesting you to provide instructions for some maturing trade instruments.

## WHY IS IT CHANGING?

The two new transaction types will allow you to provide authenticated settlement and rollover instructions to the bank securely via ANZ Online. Previously, settlement and rollover instructions may have been advised via a number of alternate forms including emails and mail messages which are not authenticated. Settlement instruction and Rollover transactions can now be sent to the bank for the following instrument types using your existing instrument authorisation framework:

- Import Collections
- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans

Import LC Discrepancy Response transactions will now allow you to include your settlement instructions in the same transaction.

## WHAT DOES THIS MEAN FOR ME?

You will now be required to provide your settlement instructions using the **Settlement Instructions** or **Rollover** transaction. This can be initiated directly from the **Transactions** menu or by replying to a **Settlement Instruction Request (SIR)** notification.

## WHAT WILL IT LOOK LIKE?

### Settlement Instruction Request notification

Upon the maturity of the following instrument types, an automated **Settlement Instruction Request (SIR)** will be sent to ANZ Online.

- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans
- Clean Document Examination – Sight Import LCs

It will be sent to the **Pre-Debit Notifications** section of your homepage. To respond to a Settlement Instruction Request you can create a "**Settlement Instruction Response**" transaction and send it to ANZ.

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
17 Oct 2014 09:30 PM	Settlement Instruction Request - LX02092 - 1		AUD	50.00	17 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - LM2862092 - 2	1222211	USD	1,100.00	13 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8462092 - 1	MY REF	USD	6,000.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8452092 - 1	MY REFERENCE	AUD	5,000.00	16 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - AD8442092 - 1		AUD	1,000.00	14 Oct 2014	

To do this, open the Settlement Instruction request message and press **Reply to Bank**.

**MESSAGE DETAILS**

Settlement Instruction Request - Received from Bank - 15 Oct 2014 09:30 PM

Subject  
Settlement Instruction Request - AD8452092 - 1

Related to Instrument ID  
**AD8452092-1**

Amount      Borrower  
**AUD 5,000.00      Sasscorp Enterprises Pty Ltd**

Loan Start Date    Maturity Date    Loan Terms  
**15 Oct 2014      16 Oct 2014      At fixed maturity date 16 October 2014**

Message  
Please provide instructions for settlement of the related item

Settlement Instruction Response Status  
**Not Yet Started**

**Quick Links**

Hide Tips

Route

**Reply to Bank**

Delete

Close

Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

**INSTRUMENTS: LOAN REQUEST: SETTLEMENT INSTRUCTION**

Loan Request - AD7972092 - Settlement Instruction - (Started)

**1. Settlement Instructions**

Amount	Loan Start Date	Maturity Date	Loan Terms	Other Party
AUD 5,000.00	09 Oct 2014	10 Oct 2014	At fixed maturity date 10 October 2014	

Our Reference:

\* Apply Payment on: 26/11/2014

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Rollover in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD

Rollover Remaining Balance

Rollover Terms

Rollover for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions  
<Select a Phrase>

**Payment Details**

Account

\* Debit Account for Principal

Debit Account for Interest

\* Debit Account for Charges

We have remitted funds to your branch

**Section Shortcuts**

1. Settlement Instructions

2. Foreign Exchange Rate Details

**Quick Links**

Collapse All

Hide Tips

Back To Top

Save

Save & Close

**Verify Data**

Route Transaction

Attach Document

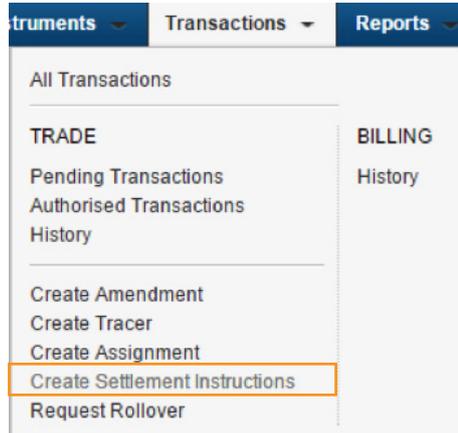
Close

**New Settlement Instruction transaction**

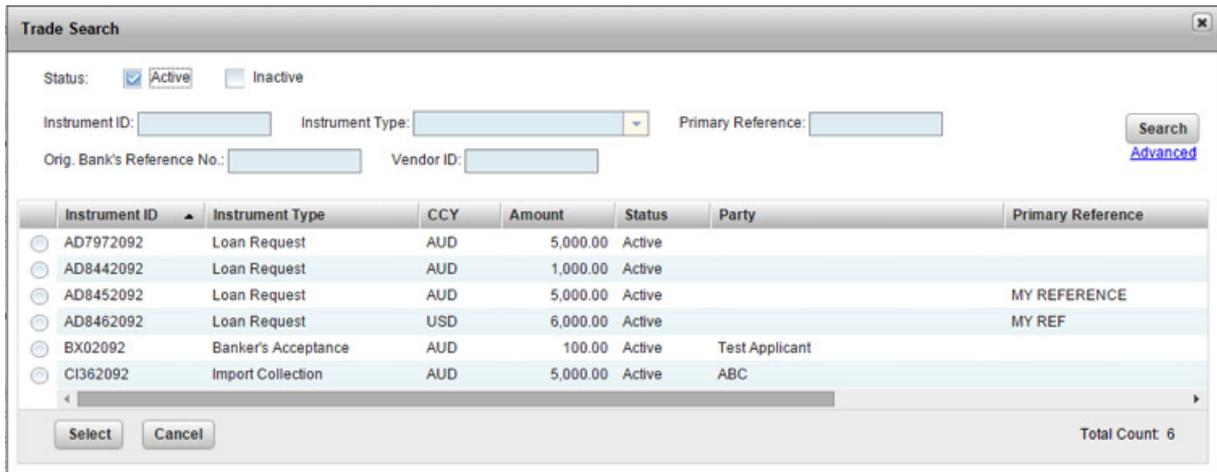
A new Settlement Instruction transaction can be initiated at any time and applies to the following active instruments types:

- Import Collections
- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans

Select the **Create Settlement Instructions** option from the Transactions tab



Select the active Instrument Type you wish to settle/pay from the available list. A Settlement Instruction transaction will be created.



Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

### New Rollover transaction

A Rollover transaction enables you to request an extension to the original expiry date of your outstanding Trade Loan. Accrued interest and charges will still be payable upon the original expiry date, however you can request the principal (or part principal) to be rolled over to mature on a future date. If accepted by the Bank, a new Trade Loan Instrument will be issued for the rolled over principal and linked to the original Trade Loan Instrument.

Select the **Request Rollover** option from the Transactions tab.

Select the active Trade Loan you wish to rollover from the available list. A Settlement Instruction transaction will be created.

**Trade Search**

Status:  Active  Inactive

Instrument ID:  Instrument Type:  Primary Reference:   [Advanced](#)

Orig. Bank's Reference No.:  Vendor ID:

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference
<input type="radio"/> AD7972092	Loan Request	AUD	5,000.00	Active		
<input type="radio"/> AD8442092	Loan Request	AUD	1,000.00	Active		
<input type="radio"/> AD8452092	Loan Request	AUD	5,000.00	Active		MY REFERENCE
<input type="radio"/> AD8462092	Loan Request	USD	6,000.00	Active		MY REF

Total Count: 4

Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

**INSTRUMENTS: LOAN REQUEST: SETTLEMENT INSTRUCTION**

Loan Request - AD8442092 - Settlement Instruction - (Started)

**1. Settlement Instructions**

Amount: AUD 1,000.00    Loan Start Date: 13 Oct 2014    Maturity Date: 14 Oct 2014    Loan Terms: At fixed maturity date 14 October 2014    Other Party:

Our Reference:

\* Please use the following instructions for settlement of the above item:

Rollover in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD

Rollover Remaining Balance

Rollover Terms

Rollover for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

**Section Shortcuts**

1. Settlement Instructions

2. Foreign Exchange Rate Details

**Quick Links**

Collapse All

Hide Tips

Back To Top

\* Apply Payment on: 26/11/2014

**Payment Details**

Account

Debit Account for Interest

\* Debit Account for Charges

We have remitted funds to your branch

## Import LC Discrepancy Response

The Import LC Discrepancy Response transaction will have an additional section called "Settlement Instructions". This will allow you to provide the required information at the same time as submitting your discrepancy response instructions.

### 2. Settlement Instructions

Our Reference:

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: USD

Finance Remaining Balance

Finance Terms

Finance for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

\* Apply Payment on:

#### Payment Details

Account

\* Debit Account for Principal

\* Debit Account for Charges

We have remitted funds to your branch

Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

# SELF-SERVICE NOTIFICATION RULES

## WHAT WILL CHANGE?

A new dataset called **Notification Rules** will be added into the Reference data menu. These rules will define the criteria for automated Portal and email notifications for your organisation.

## WHY IS IT CHANGING?

Portal Notification and email rules were previously managed by the Bank and clients could not easily maintain the rules and email recipients. In response to client feedback, this capability has been transferred into the reference data menu to allow self-service of automated notifications. Additional functionality has also been added enabling customisation of recipients based on the type of instrument and transaction.

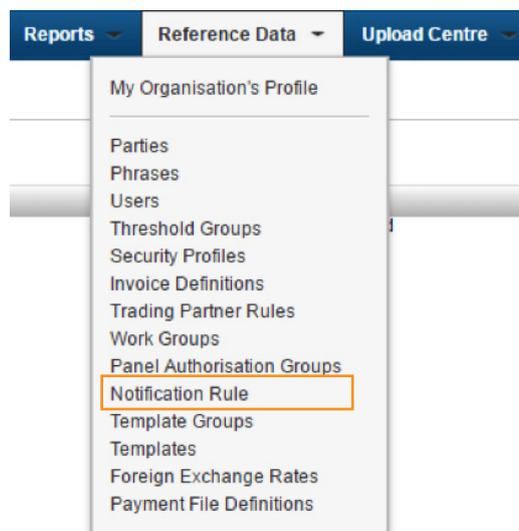
## WHAT DOES THIS MEAN FOR ME?

Default Notification Rules will continue to be set up by the bank during the registration process for new customers, however ongoing maintenance of Notification Rules will no longer be maintained by the bank. Email Notification Rules for existing customers will be copied across to the reference data menu at the time of this enhancement. Company administrators, or users with access to edit the Notification Rules reference data, will be able to maintain the rules and recipients of email notifications going forward. Default Notification Rule templates will be prepared by the bank and available for use.

Additionally you will need to ensure that your companies User Profiles contain accurate and up to date email addresses, as the new notification rules will use the email addresses recorded on the user's profile.

## WHAT WILL IT LOOK LIKE?

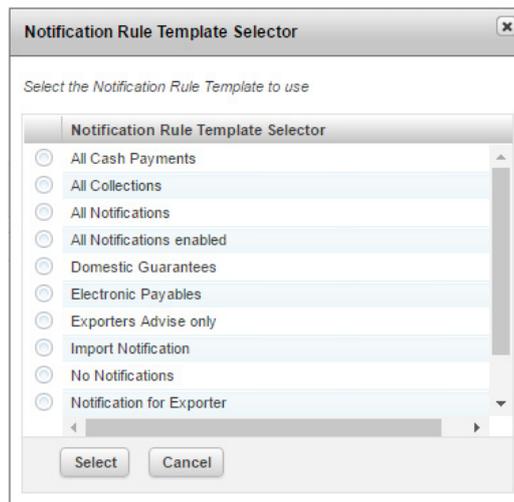
A Notification Rule option will be available in the Reference Data Menu.



There can only ever be one Notification Rule for each organisation. Each rule can then be customised as required.

If no rule exists, you can create a new rule based on the Bank Default Templates available by pressing the **New** button.

Note: the **New** button will not appear if a notification rule already exists.



Clicking on the Notification Rule will Display the Rule details, which can be edited/maintained as required.

**Section 1: Email Alerts and Defaults** define the rules for the frequency of automated emails for each Message, Notification, or transaction received in the portal. One radio button option must be selected.

**Section 1: Default Notification Rule settings for All Instrument Types/Transactions** can be used to apply default rules for all types of Instruments/transactions notifications. Usage of this section is optional, however it is useful if you want to apply the same rules across all instrument types.

There are 4 key areas in this section:

1. **Send Portal Notification** – select one of the following options;
  - a. **Always** – always send a notification to the Portal
  - b. **Never** – Never send a notification to the portal
  - c. **Charges and/or Documents** – Only send if charges have been collected or documents are attached
2. **Send Email** - select one of the following options;
  - a. **Always** – always send an email notification
  - b. **Never** – Never send an email notification
  - c. **Charges and/or Documents** – Only send if charges have been collected or documents are attached
3. **Email Recipients** - Select from the drop-down lists the email recipients to receive email notifications. The values available in the drop-down list will correspond to the User ID's that contains an email address. Up to 24 User ID's can be added
4. **Additional email recipients** - In the event a recipient does not have a User Profile, then an option to add additional email addresses are available. Multiple email addresses may be added in the free-format text field, separated by a comma and up to a maximum of 300 characters.

New Instruments Transactions Accounts Reports Reference Data Upload Centre Customer Access

**NOTIFICATION RULE** ?

**DEFAULT**

**1. Email Alerts and Defaults**

Notification Rule details are defined at the transaction level. Press "Override" for the specific instrument type to see transaction level rule details.

\* Rule Name: DEFAULT \* Description: All Notifications enabled

For each message, notification, or transaction received:

Send an alert for each  
 Send a daily reminder  
 Send both alert and daily reminder  
 Send no Emails (Notifications will be sent)

Default Notification Rule settings for All Instrument Types/Transactions

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: [Dropdowns] [Update Recipients Only] [Add 2 More Recipients]

Additional Email Recipients (separate by comma): [Text Area] [Update Emails Only] [Apply to All Groups] [Clear All]

**2. Billing**

Standard Notification Rule for all Billing Transactions

Send Portal Notification Send Email Email Recipients Additional Email Recipients (separate by comma)

**Section Shortcuts**

1. Email Alerts and Defaults
2. Billing
3. Clean Advance
4. Export Bankers Acceptance
5. Export Deferred Payment
6. Export Indemnity
7. Export Collection Acceptance
8. Import Bankers Acceptance
9. Import Deferred Payment
10. Import Documentary LC
11. Import Collection Acceptance

**Quick Links**

Collapse All  
Hide Tips  
Back To Top

[Save]  
[Save & Close]  
[Close]

To cascade this setting (in Section 1: Default Notification Rules) to all instruments available for this customer, select the **Apply to All Groups** button. This will apply the default rules to all the Instrument Types displayed in the subsequent sections below.

**Note:**

- Pressing this button will override all existing instrument and transaction level rules and Email recipients.
- If you only want to add the Email Recipients to all instruments, but not change the rules, then select the **Update Recipients Only** button. This will add the additional User IDs to the existing list of recipients.
- If you only want to add the additional emails to all instruments, but not change the rules, then select the **Update Emails Only** button. This will add the additional email addresses to the existing list of recipients.

**Customising Email and Notification Rules for specific Instrument types and transactions**

Notification rules can be customised based on specific instrument type/transaction combinations. These can be specified from **Section 2** onwards in the Notification Rule. There are up to 35 additional sections, each of which correspond to a different Instrument Type (Note: you will only see the Instrument types applicable to your organisation's profile). If the **Apply to All Groups** button was used, the default setting would have been copied across to each of these sections. They can then be individually modified to edit the recipients and for each Instrument type/transaction combination.

Applying the settings at each instrument level will apply the rules for every transaction type for that instrument. This is done by pressing the **Apply to all Transactions** button at the instrument level settings.

**10. Import Documentary LC**

Standard Notification Rule for all Import Documentary LC Transactions

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: [Dropdowns] [Update Recipients Only] [Add 2 More Recipients]

Additional Email Recipients (separate by comma): [Text Area] [Update Emails Only] [Apply to All Transactions] [Override] [Clear All]

\* Transaction Level Rules Exist

You can further customise the rules for each transaction type under a particular instrument. For example you may want "John" to receive notifications for Import LC Doc Exam transactions but "Sally" to receive notifications for Import LC Payment transactions. These can be maintained by pressing the **Override** Button. Then simply locate the transaction type you want to maintain and edit the rules as required then press save & close.

**Note:** you will see the note "Transaction Level Rules Exist" in red on each instrument section where transaction level rules exist and can be customised.

**Import Documentary LC Transactions - Notification Rule Overrides**

**Doc Examination**

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: JOHN, [Empty], [Empty], [Empty]

Additional Email Recipients (separate by comma): [Empty]

Buttons: Add 2 More Recipients, Clear All

**Payment**

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: SALLY, [Empty], [Empty], [Empty]

Additional Email Recipients (separate by comma): [Empty]

Buttons: Add 2 More Recipients, Clear All

**Reactivate**

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: [Empty], [Empty], [Empty], [Empty]

Additional Email Recipients (separate by comma): [Empty]

Buttons: Add 2 More Recipients, Clear All

**Reduce**

Send Portal Notification:  Always,  Never,  Charges and/or Documents Only

Send Email:  Always,  Never,  Charges and/or Documents Only

Email Recipients: [Empty], [Empty], [Empty], [Empty]

Additional Email Recipients (separate by comma): [Empty]

Buttons: Add 2 More Recipients, Clear All

# REPORT SEARCH FUNCTIONALITY

## WHAT WILL CHANGE?

A new **Report Name** search field will be available in both the Standard Reports and Custom Reports pages

## WHY IS IT CHANGING?

The Report Name search field has been added to allow you to easily search for a report by name.

## WHAT DOES THIS MEAN FOR ME?

You will no longer need to scroll down the report list to locate a report. The Report Search field will allow you to easily search for the report name in addition to the standard list view.

## WHAT WILL IT LOOK LIKE?

A Report Name search field will appear at the top of the report table you are viewing.

Simply enter part of the report name in the field and press **Search**. The results will be displayed in the table.

