

ANZ TRANSACTIVE – GLOBAL QUICK REFERENCE GUIDE - CREATING PAYMENTS

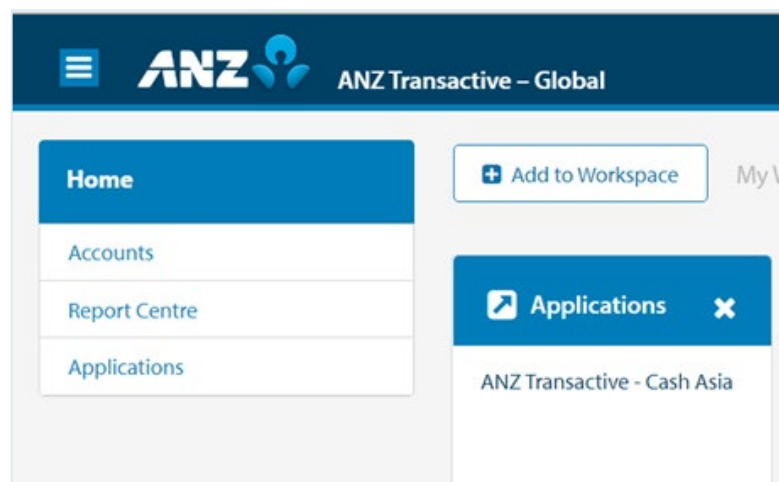
OCTOBER 2020

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CREATING PAYMENTS

- Log on to ANZ Transactive - Global by typing anz.com/transactive into your browser
- Enter your User ID and click Submit.
- If you log on using a pinpad token, unlock token by inputting pin, then click button 1 for the token OTP. If using browser logon screen, enter user password and the Token OTP to get access to Transactive Global. If you log on using ANZ Digital Key, enter your password and follow the onscreen instructions in your browser and on your smartphone to Log on.
- Click **ANZ Transactive - Cash Asia** in Application content or go to the menu and click **Applications > ANZ Transactive-Cash Asia**.



METHODS OF CREATING PAYMENTS

A. Batch Payment

Batch Payments are multiple payment requests in a batch.

B. Quick Payments

Quick Payments are single payment requests.

C. Template

You may create batch/transactions from a new/existing template.

D. Copy

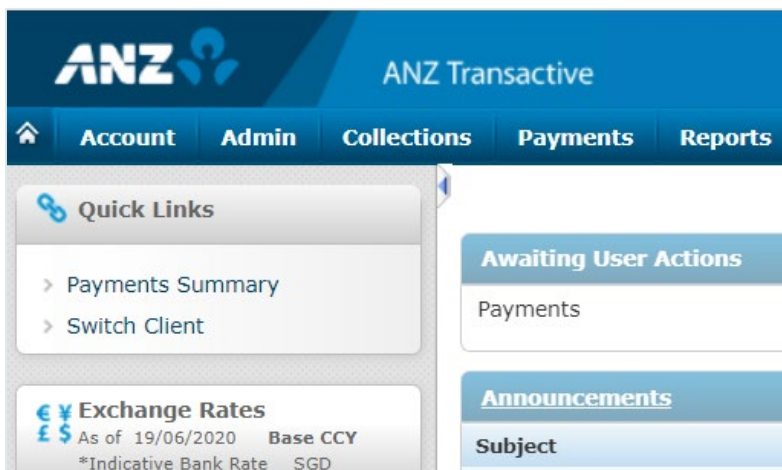
You may create a transaction by copying an existing previous transaction.

E. File Upload

You may use this option to upload your payment transactions file.

CREATE A TRANSACTION

1. On the main menu, click the **Payments** tab.



2. Click **Payments** tab > **Payments** submenu > **Payments Summary**.

The payment summary screen is displayed.

History  - Displays historical details of the product record. The historical details show the Maker-Checker history for the last change made on the record.

View Record  - Displays details of the transaction.

Edit  - Amend existing saved transaction record. This icon will be enabled only if the transaction status shows Draft, Repair or Rejected.

Copy Record  - Copy existing instrument level details to a new record. You may amend the product and amount detail.

No.	Actions	Client	Client Reference	My Product	Beneficiary	Processing Date	Amount	Show All
1	[Icons]	SGSVT	HKVABVT	BVTONLY	PCM Asia - Hong Kong	26/05/2020	HKD 1.00	Processed
2	[Icons]	SGSVT	f3e	ECPAY	dfdsdf	20/05/2020	SGD 1.00	Pending Submit
3	[Icons]	SGSVT	sdsa	ACH	dsad	14/05/2020	SGD 1.00	Pending Submit
4	[Icons]	SGSVT	Beneficiarydetails	TTPYMNT	Beneficiarydetails	06/05/2020	USD 123.00	Pending Submit
5	[Icons]	SGSVT	test	ACH	test	28/04/2020	SGD 11.00	Pending Submit
6	[Icons]	SGSVT	SCRAPALERTNEW	BVTONLY	BVT BENE SG	22/04/2020	SGD 1.00	Deleted
7	[Icons]	SGSVT	SCRAPALERT	BVTONLY	BVT BENE SG	17/04/2020	SGD 1.00	Deleted

3. Click the New  icon to initiate a new transaction.

The New Payment screen opens showing a list of MyProducts. The MyProducts listed with the clock  icon are **Quick Pay MyProducts**. BatchPay MyProducts will not show a clock icon.

Search My Product

My Products :

- ACH-GIRO - Low Value Domestic Payments 
- BCPAPER-Bankers Cheque
- BKTPYMNT-Bank Transfer between ANZ Accounts 
- BVTONLY-For BVT Only
- CASHWRWL-Cash Withdrawal 
- CUSTCHEQUE-Customers Cheque
- CUSTCHEQUE1-Customer Cheque - Client End Printing
- CUSTCHEQUE2-Customer Cheque - Client End Printing
- DFTBULK-Domestic Fund Transfer - Bulk
- ECPAY-All Electronic Payments
- ECPAY1-ALL ELECTRONIC PAYMENTS

For **Batch Pay Transactions** you will be directed to the Batch Header screen.

Example: Multiple payment requests within the same batch to pay one or many beneficiaries e.g. salary.

For **Quick Pay Transactions** you will be directed to the Instrument Entry/Quick Pay Entry screen.

Example: Single payment requests to pay a beneficiary or vendor.

Batch transactions will be displayed under **Batch** tab, while quick pay transactions will be displayed under **Instrument** tab.

A. MAKE A BATCH PAYMENT

1. Select the required **BatchPay MyProduct** from the **MyProducts** list displayed.

Currency	Buy	Sell
AUD	0.95	1.00
CAD	1.00	1.05
EUR	1.56	1.63
GBP	1.70	1.78
THB	0.04	0.05
USD	1.34	1.39
NZD	0.89	0.93
JPY	0.01	0.01
MYR	2.95	3.11

2. Enter the **Batch Header** field details. All fields marked with a * symbol are mandatory fields.
3. Click **Save**. The message **Payment Information Request Successfully Saved is displayed**, together with the internal/unique reference number.

Notes: If you want to modify the batch header information or overwrite the previous information, click the Update  icon.

4. Click on  **Add Instrument** to add transactions to the batch.

B. MAKE A QUICK PAYMENT

1. Select the required **Quick Pay MyProduct** from the **MyProducts** list displayed.
Result: The **Quick Pay Edit** page is displayed.
2. Enter the **Quick Pay Edit** fields details.
3. Click **Save and Submit**.

C. INITIATE A TRANSACTION USING A TEMPLATE

1. Click **Payments** tab > **Payments** submenu > **Payments Summary**

The screenshot shows the ANZ Transactive Payments Summary screen. The top navigation bar includes 'Account', 'Admin', 'Collections', 'Payments', and 'Reports'. The 'Payments' submenu is active, showing 'Payments Summary', 'Payment File Upload', 'Standing Instructions', 'Instrument Printing', and 'Cheque Book Requests'. The main table lists transactions with details such as Client (SGSVT), Client Reference (HKVABVT), My Product (BVTONLY), Beneficiary (PCM Asia - Hong Kong), Processing Date (26/05/2020), Amount (HKD 1.00), and Status (Processed). A sidebar on the left displays 'Exchange Rates' for various currencies including AUD, CAD, EUR, GBP, THB, USD, NZD, JPY, and MYR.

2. Click the **New From Template**  icon.
3. Select from the authorised Templates listed in the **New Transaction from Template** screen to create the batch/transaction.

The 'New Transaction From Template' dialog box is shown. It has a 'Template Name' input field and a list of templates. The templates listed are: demandprint, FROM TEMPLATE, JASONFORTODAY, KATEZHOU, limnancy, LINDAALICETT, REXLUONEW, and SGACH1-TEST. A 'Cancel' button is located at the bottom right of the dialog.

4. Complete the required fields in the **Batch Header** screen or the **Quick Pay Edit** screen.

5. If you have made any changes, click the **Update**  icon to save the changes. A **Payment Information Request Successfully** saved message along with the Batch Reference is displayed.
6. Click  Submit to send the batch to the next step of the payment process.

Note: Validate Header - The header contains a count and value sum of the transactions in the batch. Validate Header checks that the transaction count and value sum of the transactions matches the value in the batch header. If they do not, then the batch header should be updated.

D. COPY EXISTING TRANSACTION TO A NEW RECORD

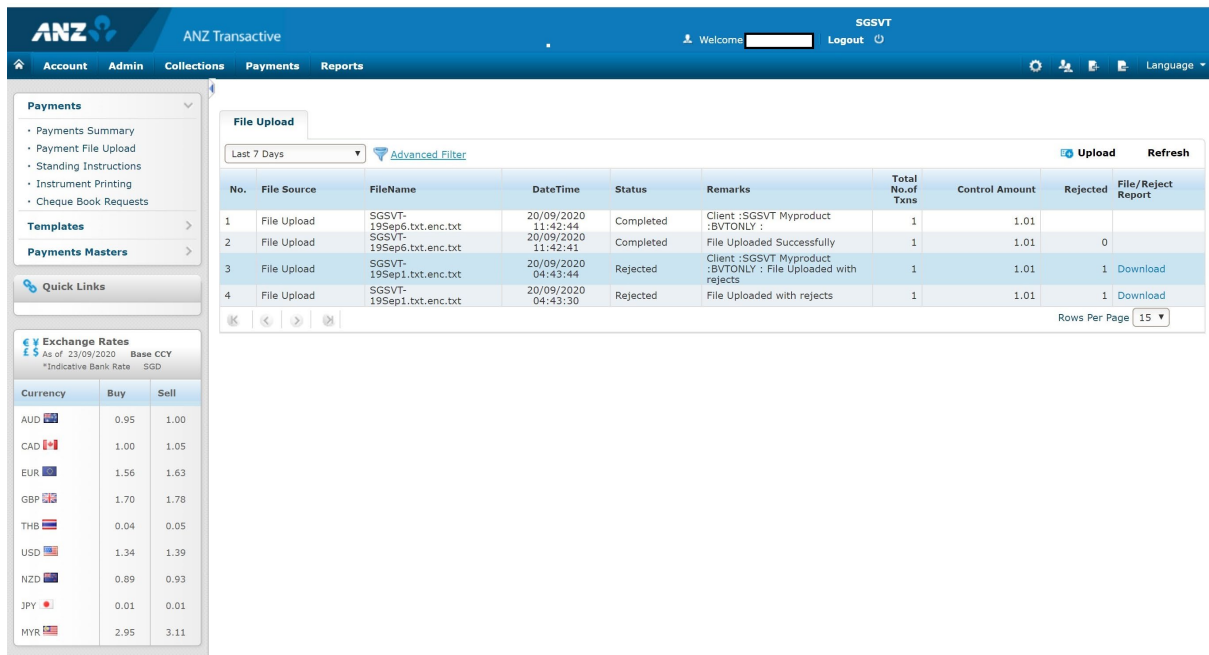
Click on Copy Record  to copy existing instrument level details to a new record. All the details pertaining to that transaction will be populated in the Transaction Entry screen.

You can modify the fields for your requirements. However, the product and amount details are not copied. You need to specify those details for the new entry.

E. UPLOADING PAYMENT FILES

This feature eliminates the need to manually enter payment batches through the batch input screen.

1. Click **Payments** submenu > **Payment File Upload**
2. Click the Upload  icon.



Payments

- Payments Summary
- Payment File Upload
- Standing Instructions
- Instrument Printing
- Cheque Book Requests

Templates

Payments Masters

Quick Links

Exchange Rates
As of 23/09/2020 Base CCY
*Indicative Bank Rate SGD

Currency	Buy	Sell
AUD	0.95	1.00
CAD	1.00	1.05
EUR	1.56	1.63
GBP	1.70	1.78
THB	0.04	0.05
USD	1.34	1.39
NZD	0.89	0.93
JPY	0.01	0.01
MYR	2.95	3.11

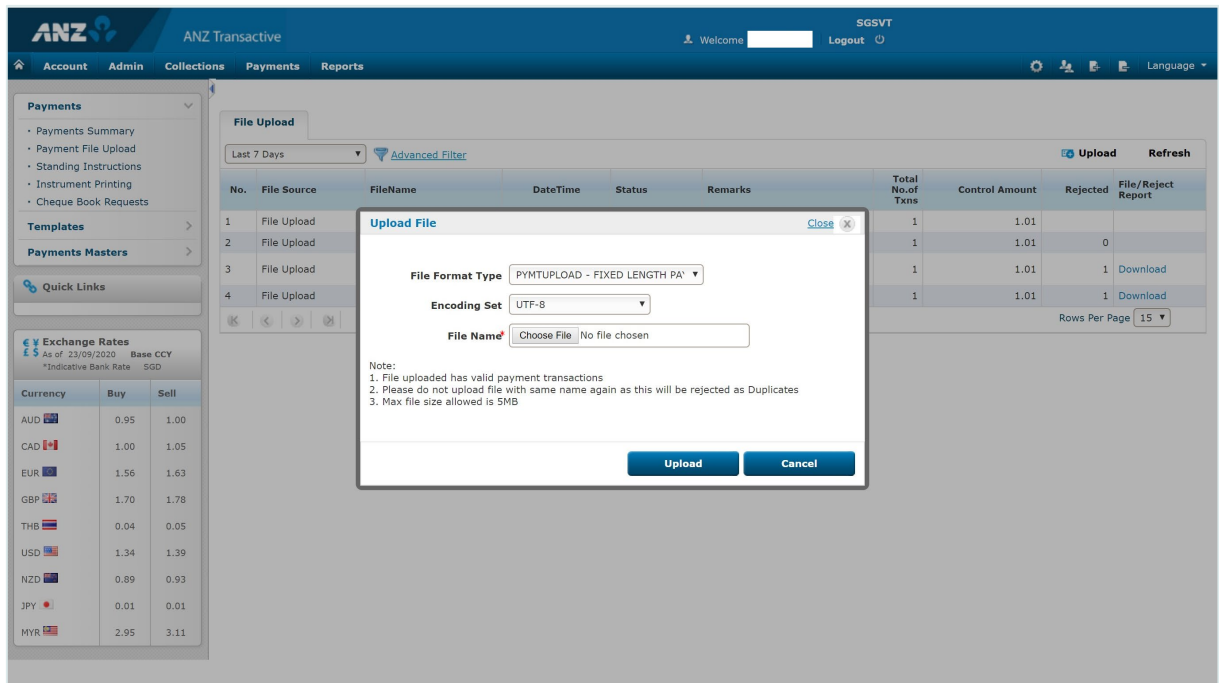
File Upload

Last 7 Days [Advanced Filter](#) **Upload** **Refresh**

No.	File Source	FileName	DateTime	Status	Remarks	Total No. of Txns	Control Amount	Rejected	File/Reject Report
1	File Upload	SGSVT-19Sep6.txt.enc.txt	20/09/2020 11:42:44	Completed	Client :SGSVT Myproduct :BVTONLY :	1	1.01		
2	File Upload	SGSVT-19Sep6.txt.enc.txt	20/09/2020 11:42:41	Completed	File Uploaded Successfully	1	1.01	0	
3	File Upload	SGSVT-19Sep1.txt.enc.txt	20/09/2020 04:43:44	Rejected	Client :SGSVT Myproduct :BVTONLY : File Uploaded with rejects	1	1.01	1	Download
4	File Upload	SGSVT-19Sep1.txt.enc.txt	20/09/2020 04:43:30	Rejected	File Uploaded with rejects	1	1.01	1	Download

Rows Per Page 15

3. In the **File Format Type** drop-down menu select the appropriate payment file type from the available options.
4. In the **Encoding Set** drop-down menu, select the appropriate option.
5. In the **File Name** field select the payment file you wish to upload using **Browse**.



6. Click the **Upload** button to upload or **Cancel** to abort the upload. (Press Refresh button to see upload results).
7. Upon successful upload a **File Uploaded Successfully** message displays.

TRANSACTION STATUS CHANGES TO

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

Pending Authorisation – After transaction is submitted.

Pending Submit – When transaction is saved in draft mode.

NEED HELP?

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

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