

ANZ TRANSACTIVE
USER GUIDE
AUSTRALIA AND NEW ZEALAND
01.2012

Simplifying and connecting your transaction banking
across Australia and New Zealand



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NOTES

- > Australia and New Zealand Banking Group Limited (ANZ Australia) is an authorised deposit taking institution in Australia. ANZ, part of ANZ National Bank Limited (ANZ New Zealand) is a registered bank in New Zealand under the Reserve Bank Act 1989 (New Zealand). ANZ New Zealand is a subsidiary and separate entity from ANZ Australia and is not an authorised deposit-taking institution under the Banking Act 1959 (Australia)

Any Cash Product provided by ANZ New Zealand is neither a deposit with nor liability of ANZ Australia and ANZ Australia is not required to meet the obligations of ANZ New Zealand

ANZ Australia does not guarantee the performance of any Cash Product by ANZ New Zealand

- > References to “Australia(n)” or “AU” with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by Australia and New Zealand Banking Group Limited / ANZ Australia from or within Australia
- > References to “New Zealand” or “NZ” with respect to any payments, products and/or accounts means payment made by, accounts held with and products provided by ANZ National Bank Limited / ANZ New Zealand from or within New Zealand.

INTRODUCTION TO THE ANZ TRANSACTIVE USER TRAINING GUIDE

This User Training Guide is designed to:

- > assist you with completing common and critical tasks in ANZ Transactive
- > guide you after the implementation training
- > be used as a starting point for training new staff, and
- > be used in conjunction with ANZ Transactive Online Help.

User Training Guide versions

This User Training 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.

Welcome Letter

Included in your welcome letter is also a Getting Started Guide to assist you with setting up ANZ Transactive. You may wish to refer to this guide for assistance on:

- > Minimum operating requirements
- > Activating your Security Device
- > Logging on
- > Help features
- > Printing and troubleshooting.

ANZ Transactive Resources

ANZ Transactive continues to grow and develop with your business needs. Resources are available online to ensure that we are constantly providing you with the latest information.

Once you log on to ANZ Transactive, the welcome screen will be displayed. From this location, you can click on Resource Central, or go directly to the site at www.anz.com/ANZTransactiveResourceCentral.

This site is designed to provide you with all ANZ Transactive resources in one place, at your finger tips! For easy access make sure you save this page in your internet browser favourites.

Further assistance

This guide contains information and procedures about general and common tasks. If you require further assistance with completing tasks, refer to ANZ Transactive Online Help.

If you are still unable to complete a task, please contact ANZ on 133 199 (Australia) or 0800 800 760 (New Zealand) between 8am and 5pm local time. Alternatively, if you are calling internationally, you can call +613 9601 1200 during Melbourne business hours.

Updating information and equipment

Please contact your ANZ Representative to:

- > Add, modify or delete:
 - Accounts
 - Products
 - Security Device Users.
- > Order new or replacement:
 - Security devices
 - Smartcard readers
 - Hardware Security Module (HSM).

Fees

Fees apply for using ANZ Transactive. Please refer to the fee schedule for further information.

DOMESTIC PAYMENTS

This section covers the following Domestic Payments topics:

- > AU Domestic Payments
- > Create an AU Domestic Payment
- > NZ Domestic Payments
- > Create a NZ Domestic Payment
- > Future Date a Domestic Payment
- > Approve a Domestic Payment
- > Release a Domestic Payment
- > Enquire on a Domestic Payment
- > Modify a Domestic Payment
- > Unapprove a Domestic Payment
- > Create an AU Domestic Payment Template
- > Create a NZ Domestic Payment Template
- > Import an AU Payment File
- > Australian Import Method One - Importing an ABA file Ready for Approval
- > Australian Import Method Two - Detail Import
- > NZ Payment File Import - Detail Import
- > Using Restricted Templates.

Need further help?

For additional assistance with Domestic Payments, please refer to Online Help in ANZ Transactive.

AUSTRALIAN DOMESTIC PAYMENTS

In ANZ Transactive, to make a Direct Entry Payment you will use Australian (AU) Domestic Payments. AU Domestic Payments can be made into any domestic AUD accounts held at any Australian financial institution.

AU Domestic payments include:

- > Creditor payments
- > Inter-company payments
- > Payroll
- > Direct Debits.

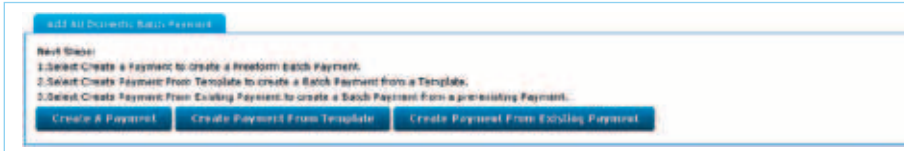
To complete a payment in ANZ Transactive, the payment must be created, approved and released. An AU Domestic payment can be created from:

- > scratch, also known as freeform
- > a template
- > an existing payment, or
- > a file import.

Note: Payment files can be imported into freeform payments or payment templates. To import a payment file, refer to the Importing an Australian Payment File section of this guide.

CREATE AN AUSTRALIAN DOMESTIC PAYMENT

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Enter > AU Domestic and choose the method for creating the payment.



- 3 Complete the *Add AU Domestic Batch Payment* screen and click **Save**.
- Note:** Your DE User ID/Funds will determine what approval type you can select:
- > Credit
 - > Debit or
 - > Both.

Funds Account Time Zone will default once the Direct Entry ID is entered.

- 4 Click **Save**.
- Result:** The *Batch Header* summary screen displays.

DOMESTIC PAYMENTS

STEP ACTION

- 5 Complete the payee details:
- > Select **Add** to enter individual payees manually on the AU Domestic Transaction screen, or;
 - > Select **Detail Import** to import payees via a ABA or CSV file (for further details, please refer to the Detailed Import section).



The screenshot shows the 'AU Domestic Transaction' form. It is divided into three main sections:

- Transaction Information:** Includes fields for 'Payee Account', 'Payee Name', 'Amount' (set to 0.00), and 'Lodgement Reference' (set to Ref 010). There are also fields for 'BSB' and 'Account Number' with an 'Inhold' checkbox.
- Defaults Information:** Includes fields for 'Trace Account', 'Remitter Name' (set to XYZ Ltd), 'Transaction Type' (set to 63), 'Description' (set to Payroll), 'Withholding Tax Indicator', 'Withholding Tax Amount' (set to 0.00), and 'Cost Centre'. There is also an 'Internal Memo' field.
- Audit Information:** Includes a table with columns for 'User Group', 'User ID', and 'Time Stamp'. Rows are provided for 'Entered', 'Modified', 'Status', and 'Error'.

At the bottom of the form, there are three buttons: 'Save', 'Reset', and 'Back'. The 'Save' button is circled in yellow.

-
- 6 Click **Save**, then **OK**.
-
- 7 You can continue to enter additional payee details onto the same batch from the *AU Domestic Transaction* screen.
-
- 8 Select **Back** to return to the *Batch Header summary* screen in **step 4**.
-
- 9 Select **Submit**.

Note: When a payment batch is submitted, if the fields in the batch header and the first detail item are identical to another payment batch created with a payment date plus or minus 6 days from the payment date, the system will flag the payment batch as a possible duplicate. You have the option to enter a reason for continuing to process the batch.

Next steps:

- > Approve the payment, and
 - > Release the payment.
-

NEW ZEALAND DOMESTIC PAYMENTS

In ANZ Transactive, NZ Domestic Payments can be made into any domestic NZ accounts held at any New Zealand financial institution.

NZ Domestic Payments include:

- > Creditor payments
- > Inter-company payments
- > Payroll
- > Direct Debits.

To complete a payment in ANZ Transactive the payment must be created, approved and released.

ANZ Domestic Payment can be created from:

- > scratch, also know as freeform
- > a template, or
- > an existing payment
- > a detailed file import.

Note: Payment files can be imported into freeform payments or payment templates.
To import a payment file, refer to the *NZ Payment File Import - Detail Import*.

DOMESTIC PAYMENTS

CREATE A NEW ZEALAND DOMESTIC PAYMENT

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Enter > NZ Domestic and choose the method for creating the payment.



3	Complete the <i>Add Batch Payment</i> screen.
---	---

Notes:

The DD Code field only displays if Batch Type = Debit.

Funds Account can only be selected after a DD Code is selected.

Funds Account Time Zone will populate when the Funds account has been selected.

The Dishonours Account defaults and cannot be changed.

If Reporting Method = Multiple on the Add Batch Payment screen:

- > additional default information fields display for originator details
- > a maximum of 4,999 transaction items can be added which will display as individual lines on your online statement.

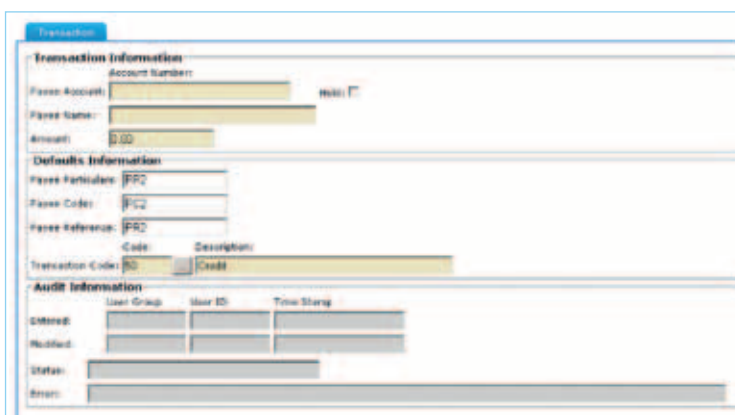
Once 5,000 transactions are added, the Reporting Method reverts to Single; all transactions are aggregated, not listed individually on your online statement

4	Click Save .
---	---------------------

Result: The *Batch Header* summary screen displays.

STEP ACTION

- 5 Complete payee details:
- > Select **Add** to enter individual payees manually on the *Transaction* screen, or
 - > Select **Detail Import** to import payees via a CSV. (For further detail on the Detailed Import option refer to page 24.)



Note: If Reporting Method = Multiple on the Add Batch Payment screen:

- > additional default information fields display for originator details
- > a maximum of 4,999 transaction items can be added which will display as individual lines on your online statement
- > once 5,000 transactions are added, the Reporting Method reverts to Single; all transactions are aggregated, not listed individually on your online statement.

6 Click **Save**, then **OK**.

7 You can continue to enter additional payee details onto the same batch from the *Transaction* screen.

8 Click **Back** to go to the *Batch Header* screen in **step 4**.

9 Click **Submit**.

Note: When a payment batch is submitted, if the fields in the batch header and the first detail item are identical to another payment batch created with a date plus or minus 6 days from the payment date, the system will flag the payment batch as a possible duplicate. You have the option to enter a reason for continuing to process the batch.

Next steps:

- > Approve the payment, and
 - > Release the payment.
-

DOMESTIC PAYMENTS

FUTURE DATE A DOMESTIC PAYMENT

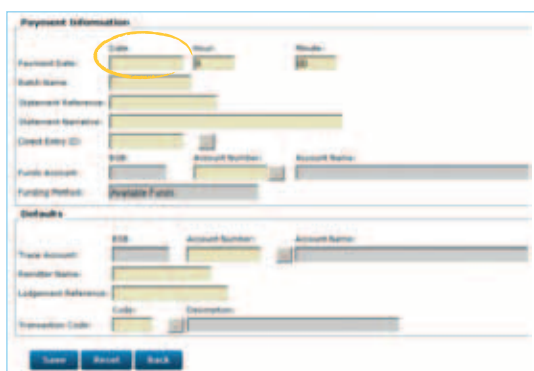
ANZ Transactive offers the option to future date your Domestic Payments.

To future date your payments follow the steps for:

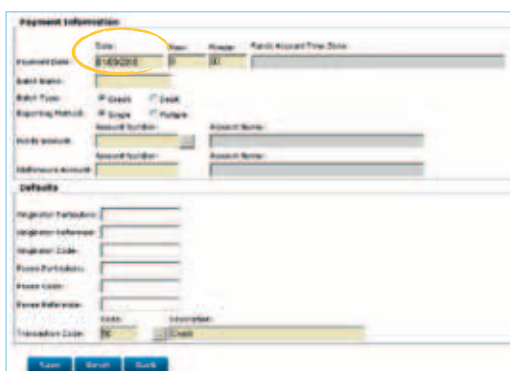
- > Creating an AU Domestic Payment, or
- > Creating a NZ Domestic Payment.

At **step 3** select the desired payment processing date.

Australia



New Zealand



Note: Future dated payments can be Approved and Released prior to the processing date, for example on the day the payment is created. The payment will not be processed until the date selected. Future dated payments can be Unapproved after Release if you want to stop them from processing.

FUTURE DATE A PAYMENT WHEN NOT APPROVED OR RELEASED ON PAYMENT DATE

If a payment has been created and approved with a future payment date but the payment is not released on that payment date, a User with approval or release permissions can amend the payment date to current day or next business day without re-approval of the original approvers and/or other Users. The User may not amend the beneficiary or amount details of the payment.

A pop-up message will appear when the User is approving or releasing such a payment. Please ensure this message is read carefully as it will explain whether or not the payment date may be amended and, if allowable, advise the new payment date.

Note: Please acknowledge for payments with future payment dates:

- > Any payment approval (Votes Approval or Panel Approval) is final approval only of the payment amount and beneficiary. Any approval of a future payment date is indicative only and subject to change without re-approval
- > The User's next day's Account Discretion or the User's Daily Role Discretion may be affected by amending the payment date of such payments.

To minimise the risk of any duplicate, inaccurate or revoked payments being released, any future dated payments not released within 30 days of the original payment date requires re-approval of a new payment date. It is important to monitor the Transaction Summary report for the release of future dated payments to reduce this risk.

APPROVE A DOMESTIC PAYMENT

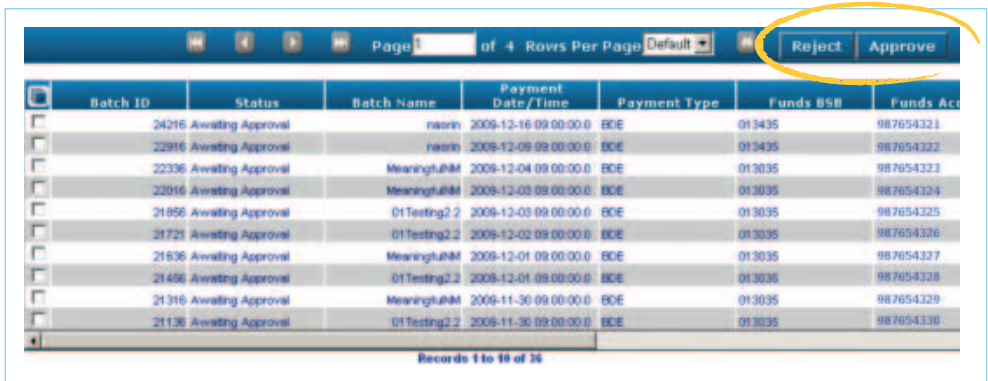
Each payment batch requires a certain number of approvals, as set by your Administrator.

When all approvals are received the batch is approved and then needs to be released before it is processed.

Note: For future-dated payments, the daily approval discretion is calculated on the payment date; not the date the payment is approved.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Approve .
3	Select the required batch(es) and click: > Approve to approve the batch. > Reject to reject the batch.

Note: You should click on each batch to view the payment details before approving.



Batch ID	Status	Batch Name	Payment Date/Time	Payment Type	Funds BSB	Funds Acct
24216	Awaiting Approval	nasim	2009-12-16 09:00:00.0	BCE	013435	987654321
22916	Awaiting Approval	nasim	2009-12-09 09:00:00.0	BCE	013435	987654322
22336	Awaiting Approval	MeaningfulM	2009-12-04 09:00:00.0	BCE	013035	987654323
22016	Awaiting Approval	MeaningfulM	2009-12-03 09:00:00.0	BCE	013035	987654324
21856	Awaiting Approval	01Testing2.2	2009-12-03 09:00:00.0	BCE	013035	987654325
21721	Awaiting Approval	01Testing2.2	2009-12-02 09:00:00.0	BCE	013035	987654326
21636	Awaiting Approval	MeaningfulM	2009-12-01 09:00:00.0	BCE	013035	987654327
21486	Awaiting Approval	01Testing2.2	2009-12-01 09:00:00.0	BCE	013035	987654328
21316	Awaiting Approval	MeaningfulM	2009-11-30 09:00:00.0	BCE	013035	987654329
21136	Awaiting Approval	01Testing2.2	2009-11-30 09:00:00.0	BCE	013035	987654330

Records 1 to 10 of 36

Note: A payment must be Released before it is processed, go to *Release a Domestic Payment* in the next section.

DOMESTIC PAYMENTS

RELEASE A DOMESTIC PAYMENT

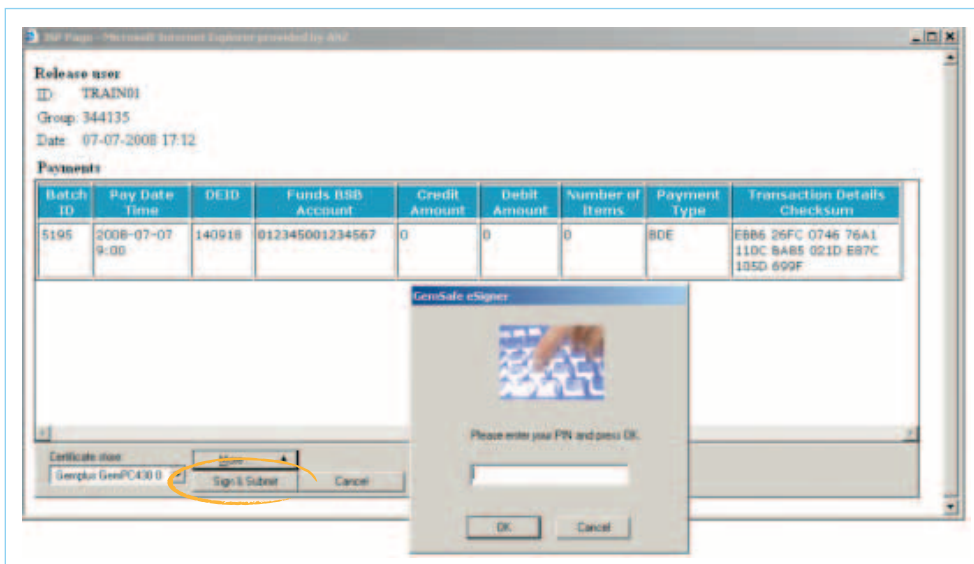
Only Users with a security device are able to release payments.

Note: The following cut-off times* apply for payment processing:

IF PAYMENT PROCESSING IS FOR...	THEN...
Australia	<p>Before 5.00pm Melbourne Time, standard processing fees apply</p> <p>Between 5.00pm – 7.00pm Melbourne Time, the payment may occur a Late Lodgement Fee. Refer to the Fee Schedule for further information</p> <p>After 7.00pm Melbourne Time, the payment will not be processed. An error message will display and the release date will need to be changed for the payment to process. To do this the payment will need to be Unapproved and Modified, before Approving and Releasing</p>
New Zealand	<p>ANZ accounts cut off time is 7.30pm New Zealand Time</p> <p>NBNZ accounts cut off time is 6.30pm New Zealand Time</p>

Release method

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Release .
3	Select the required batch(es) and click Release to release the payment.
	Note: You should click on each batch to view the payment details before releasing.
4	Click Sign & Submit , insert your security device (Smartcard or Smart USB Key) and enter your PIN in the GemSafe eSigner popup window.



Note: The system requests the User to enter their PIN so that their digital signature (contained in the security device) can be attached to the payment(s).

5	Click OK .
	Note: If the GemSafe eSigner does not appear, please refer to your Getting Started Guide to ensure your internet settings are correct.
	Note: To check the status of a Released payment, please refer to <i>Enquire on a Domestic Payment</i> section.

ENQUIRE ON A DOMESTIC PAYMENT

A Domestic Payment enquiry allows view-only access to the batch payments.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Enquire to access the payment summary grid.
3	Click on a batch to view the payment details, including: <ul style="list-style-type: none"> > Status of the payment > Header details > Transaction details, and > Totals/Audit information.

Batch ID	Status	Batch Name	Payment Type	Payment Date/Time	Funds BSB	Full Amount
25598	Awaiting Release	Vehicles BDE		2010-02-16 09:00:00.0	014002	83730
25597	Needs Repair	Emily BDE		2010-02-11 09:00:00.0	014002	83730
25596	Incomplete	Tiffany's BDE		2010-01-29 09:00:00.0	014002	83763
25599	Deleted	Wood BDE		2010-01-14 09:00:00.0	017010	49723
25558	Deleted	Tiffany's BDE		2010-01-13 11:00:00.0	014002	83730
25557	Deleted	TestApprove2 BDE		2010-01-09 09:00:00.0	013345	49481
24827	Deleted	nasrn BDE		2009-12-23 09:00:00.0	013435	83690
24256	Incomplete	Mixed BDE		2009-12-16 09:00:00.0	014002	83730
24216	Needs Repair	nasrn BDE		2009-12-16 09:00:00.0	013435	83690
23936	Incomplete	Batch Pay BDE		2009-12-15 09:00:00.0	013035	83718

Records 1 to 10 of 14

Below are the Important Payment Status' and their definitions:

Incomplete – the payment has not been submitted for Approval

Awaiting Approval – further Approval is required before the payment can be Released

Awaiting Release – the payment has been Approved and is pending Release to ANZ

In process – payment has been Released to ANZ and is currently being processed

Complete – the payment has been processed.

DOMESTIC PAYMENTS

MODIFY A DOMESTIC PAYMENT

You can modify a payment that has not been approved. Approved payments need to be unapproved before they can be modified.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Modify .
3	Click on a batch to view the payment details.

Batch ID	Status	Batch Name	Payment Date/Time	Payment Type	Funds BSB	Fu
25597	Needs Repair	Emily	2010-02-11 09:00:00.0	BDE	014002	83730
25596	Incomplete	Tiffanys	2010-01-26 09:00:00.0	BDE	014002	83763
24256	Incomplete	Mixed	2009-12-16 09:00:00.0	BDE	014002	83730
24216	Needs Repair	nasrn	2009-12-16 09:00:00.0	BDE	013435	83690
23936	Incomplete	BatchPay	2009-12-15 09:00:00.0	BDE	013035	83719
22916	Awaiting Approval	nasrn	2009-12-09 09:00:00.0	BDE	013435	83690
22336	Awaiting Approval	MeaningfulM	2009-12-04 09:00:00.0	BDE	013035	83719
22136	Approver Rejected	01Testing2.2	2009-12-04 09:00:00.0	BDE	013035	83719
22016	Awaiting Approval	MeaningfulM	2009-12-03 09:00:00.0	BDE	013035	83719
21856	Awaiting Approval	01Testing2.2	2009-12-03 09:00:00.0	BDE	013035	83719

Records 1 to 10 of 50

4	Modify the payment details and click Submit .
---	--

UNAPPROVE A DOMESTIC PAYMENT

The Unapprove action:

- > removes all existing approvals, so that the payment can be modified or stopped, and
- > stops future-dated payments after they have been released for processing, but before the processing date and time. They will then need to be re-approved and re-released in order to be processed.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Unapprove .
3	Select the required batch(es) from the summary grid and click Unapprove .

Note: It is recommended that you click on each batch to view the payment details before Unapproving.

Batch ID	Status	Batch Name	Payment Date/Time	Payment Type	Funds BSB	Fun
25596	Awaiting Release	Vehicles	2010-02-16 09:00:00.0	BDE	014002	837306
19376	Awaiting Approval	01Testing2.2	2009-10-06 09:00:00.0	BDE	013035	837192
19336	Awaiting Approval	TestSarah	2009-10-06 09:00:00.0	BDE	014002	837634
19276	Awaiting Approval	ApproveTest5	2009-10-06 09:00:00.0	BDE	017010	4972387
18976	Awaiting Approval	ApproveTest4	2009-10-07 09:00:00.0	BDE	017010	4972387
18956	Awaiting Approval	ApproveTest3	2009-10-07 09:00:00.0	BDE	017010	4972387
18956	Awaiting Approval	Approve Test	2009-10-07 09:00:00.0	BDE	017010	4972387
17757	Awaiting Approval	Test3 2609	2009-09-29 09:00:00.0	BDE	013435	836901

Records 1 to 8 of 8

CREATE AN AUSTRALIAN DOMESTIC PAYMENT TEMPLATE

AU Domestic payment templates containing regularly used details can be created. A template can be created from scratch, from another template or from an existing payment.

If you create a template from an existing template or payment, it will be automatically populated with the details from the template/payment you are copying from. You can then make further changes as required.

Templates require a single approval from an appropriately entitled User before becoming active.

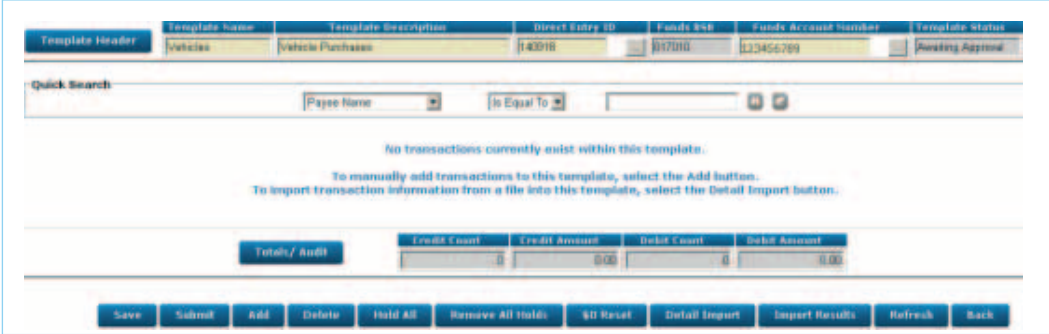
STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Templates > Enter AU Domestic and choose the method for creating the template.
3	Complete the <i>Add AU Domestic Batch Template</i> screen and click Save .

Result: The *Template Header* summary screen displays.

The screenshot shows a web form titled "Payment Information" and "Defaults". The "Payment Information" section includes fields for "Template Name", "Template Description", "Direct Entry ID", "Funds Account" (with sub-fields for BSB, Account Number, and Account Name), and "Funding Method" (set to "Available Funds"). A "Restricted" checkbox is checked and circled in yellow. The "Defaults" section includes fields for "Trace Account" (with sub-fields for BSB, Account Number, and Account Name), "Remitter Name", "Lodgement Reference", and "Transaction Code" (with sub-fields for Code and Description). At the bottom, there are three buttons: "Save", "Reset", and "Back", with the "Save" button circled in yellow.

Note: When you mark a template as Restricted, only Users who have been assigned a relevant Data Role can access and use the template, eg. for Executive payroll accounts. If a User does not have a Data role assigned to them, they will have access to all restricted templates and all accounts.

DOMESTIC PAYMENTS

STEP	ACTION
4	If you want to add payments to the template, click: <ul style="list-style-type: none">> Click Add and complete the <i>AU Domestic Template Transaction</i> screen, or> Click Detail Import to import detail items.
	
5	Click Save , then OK .
6	You can continue to enter additional payee details onto the same batch from the <i>Transaction</i> screen.
7	When the template is complete, click Back , then Submit .
8	Your template will then need to be Approved before being used to create a payment.

Once a domestic payments template has been created, you can establish a schedule to manage recurring payments. Establishing a schedule will ensure payments are generated at defined intervals.

You can specify one of four recurrence patterns:

- > Daily
- > Weekly
- > Monthly, or
- > Yearly.

Note: If you schedule the payment recurrence for a template that has not been approved, the payments will not become active until the template has been approved.

CREATE A NEW ZEALAND DOMESTIC PAYMENT TEMPLATE

NZ Domestic Payment templates containing regularly used details can be created. A template can be created from scratch, from another template or from an existing payment.

If you create a template from an existing template or payment, it will be automatically populated with the details from the template/payment you are copying from. You can then make further changes as required.

Templates require a single approval from an appropriately entitled User before becoming active.

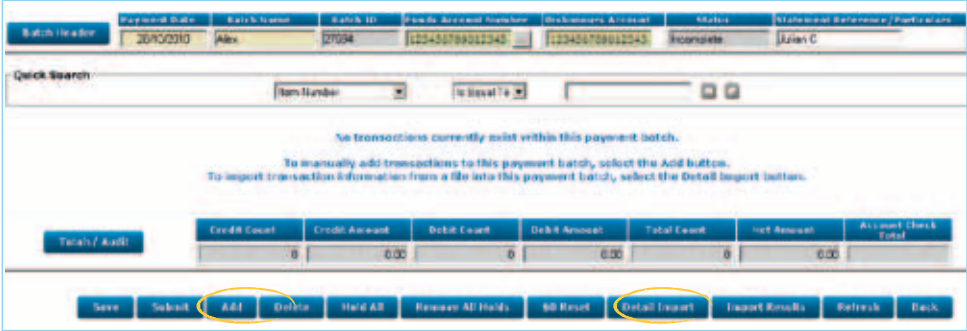
STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Templates > Enter > NZ Domestic and choose the method for creating the template.
3	Complete the <i>Add Batch Payment</i> screen and click Save .

Result: The *Batch Header* summary screen displays.

The screenshot shows a web form titled "Payment Information" and "Defaults". In the "Payment Information" section, the "Restricted" checkbox is checked and highlighted with a yellow circle. Other fields include Template Name, Template Description, Batch Type (Credit/Debit), Reporting Method (Single/Multiple), Funds Account, Dishonours Account, and various fields in the Defaults section like Originator Particulars, Originator Reference, Originator Code, Payee Particulars, Payee Code, Payee Reference, and Transaction Code (50).

Note: When you mark a template as Restricted, only Users who have been assigned a relevant Data Role can access and use the template, eg. for Executive payroll accounts. If a User does not have a Data role assigned to them, they will have access to all restricted templates and all accounts.

DOMESTIC PAYMENTS

STEP	ACTION
4	If you want to add payments to the template: <ul style="list-style-type: none">> Click Add and complete the <i>Transaction</i> screen, or> Click Detail Import to import detail items.
	
5	Click Save , then OK .
6	You can continue to enter additional payee details onto the same batch from the <i>Transaction</i> screen.
7	When the template is complete, click Back , then Submit .

Your template may require approval before being used to create a payment. (if unsure contact your ANZ Transactive Administrator). Once the template is approved follow the instructions to *Create a NZ Domestic Payment*.

IMPORT AN AUSTRALIAN DOMESTIC PAYMENT FILE

ANZ Transactive allows you to import Australian payments from ABA formatted files.

Note: For full specifications of ABA formatted files, please refer to the ANZ Transactive File Formats document for further information.

The image below depicts a sample ABA file.

0013-999877123456 01ANZ YOUR COMPANY NAME 888880TEMPLATENAME0101101301							BATCH HEADER INFO
1083-846384757858	530000047400	DAVID BLOGGS	PAYROLL	013-006298187663	OMEGA DENTAL	00000000	PAYEE DETAIL INFO
1033-847485757483	530000037400	GEOFFREY & HELEN DAVIDSON	PAYROLL	013-006298187663	OMEGA DENTAL	00000000	
1556-000306454144	530000038784	JOHN DAVID SMITH	PAYROLL	013-006298187663	OMEGA DENTAL	00000000	
1083-475347458575	530000037586	MARY THOMPSON	PAYROLL	013-006298187663	OMEGA DENTAL	00000000	
7999-999	000016117000001611700000000000					000004	BATCH TOTALS INFO

The first character in each line is known as the "Record Identifier".
The value entered here lets Transactive know what kind of information is included in the file.

0 = Descriptive Record (Batch Header info)
1 = Detail Record (Payee Detail info)
7 = Batch Control Record (Batch Totals info)

Import methods

AU Domestic Payment files can be imported into ANZ Transactive two ways:

- > Method 1 – Import an ABA File
- > Method 2 – Detail Import (ABA and CSV files).

Refer to the following table to determine which import method you should use.

I want to...	Applicable file formats	Additional requirements for batch header details in import file	Import method
Create a batch manually, then import my payees into it.	ABA or CSV	None	Detail Import
Create batch(es) automatically when I import my file; using header information from my existing template(s).	ABA only	"DE User ID" and "Description of Entries" must match the template you are importing into. See image below.	Import
Create batch(es) automatically when I import my file; using header information specified in my import file.	ABA only	"BSB" and "Account" must be specified and must match "DE User ID". See image below.	Import

The image below indicates the additional requirements for batch header details in the import file.

Account The account you wish to fund the batch with	0013-999877123456 01ANZ YOUR COMPANY NAME	User Identification Number Your DE (Direct Entry) User ID	888880TEMPLATENAME0101101301
BSB BSB of the account you wish to fund the payment with	1083-846384757858 530000047400 DAVID BLOGGS	PAYROLL	013-006298187663 OMEGA DENTAL 00000000
	37400 GEOFFREY & HELEN DAVIDSON	PA	Description of Entries on File If this matches the name of one of your Domestic Payments Templates then the batch will be created using the the corresponding Template's header details
	1083-475347458575 530000037586 MARY THOMPSON	PA	63 OMEGA DENTAL 00000000
	7999-999 000016117000001611700000000000		63 OMEGA DENTAL 00000000

DOMESTIC PAYMENTS

AUSTRALIAN DOMESTIC IMPORT METHOD 1 – IMPORT AN ABA FILE

ABA payment files can be imported directly into ANZ Transactive.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Import > Import ABA File > Import . <i>Result:</i> The <i>ABA File Import into AU Domestic Payment(s)</i> screen displays.
3	Browse to select the file.
4	Click Import .

ABA File Import into Direct Entry Payment(s)

Next Steps:
1. Enter a Statement Reference.
2. Enter a Statement Narrative.
3. Select an ABA file to import using the Browser button.
4. Select the import button.

Statement Reference:

Statement Narrative:

Select Import File:

Note: The Statement Reference and Statement Narrative will appear on your online statement.

5	Click Submit .
6	Click OK .
7	The <i>Detail Import Status Report</i> will display. To view status of the file import select refresh – please refer to the <i>Validating Successful File Import</i> section for further details.

Note: You do not need to wait for this report to populate.

Next steps:

The payment files are ready to be approved.

Import using a template

If you have an existing template where the template name matches the ABA Description of Entries on File field, you do not need to enter the Statement Reference or Statement Narrative.

Note: If the file has not imported successfully:

- > Select **Payments > Modify** to locate the payment. This may occur due to errors within the file imported. For example, payee details or the payment date are invalid. Review the payment to make sure each payee has been imported with a Valid status.
- > Refer to the ANZ Transactive File Formats document to ensure your file is compatible with ANZ Transactive
- > Contact your accounting software vendor, or
- > Contact the ANZ Transactive Helpdesk.

AUSTRALIAN DOMESTIC IMPORT METHOD 2 – DETAIL IMPORT

ABA or CSV formatted files can be imported into an existing payment batch or template.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Enter > AU Domestic .
3	Select: <ul style="list-style-type: none"> > Create a Payment, or > Create Payment from Template.
4	Complete the <i>Add AU Domestic Batch Payment</i> screen and click Save . Result: The <i>Batch Header Summary</i> screen displays.
5	Click Detail Import . Result: The <i>Detail Import</i> screen displays.

Payment Date	Batch Name	Batch ID	Direct Entry ID	Funds #59	Funds Account Number	Status	Statement Ref
28/11/2010	Tiffneys	26206	140910	814000	123456789	Incomplete	Inv 101

Quick Search: Item Number [] % Equal To []

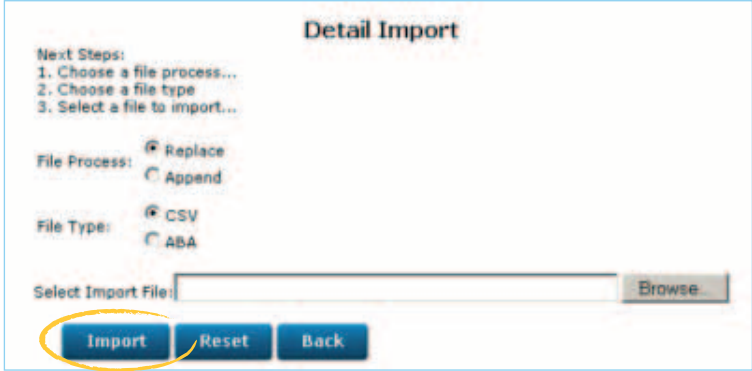
Page 1 of 1. Rows Per Page 10

Item Number	Payee Name	Payee BSB	Payee Account Number	Amount	Debit / Credit	Transaction	Status	Hold
1	No	111111	111111111	\$21,000.00	CR	General Payment	Valid	

Totals / Audit	Credit Count	Credit Amount	Debit Count	Debit Amount	Total Count	Net Amount
	1	21,000.00	0	0.00	1	21,000.00

Buttons: Save, Submit, Add, Delete, Hold All, Remove All Holds, \$0 Reset, **Detail Import**, Import Results, Refresh, Back

DOMESTIC PAYMENTS

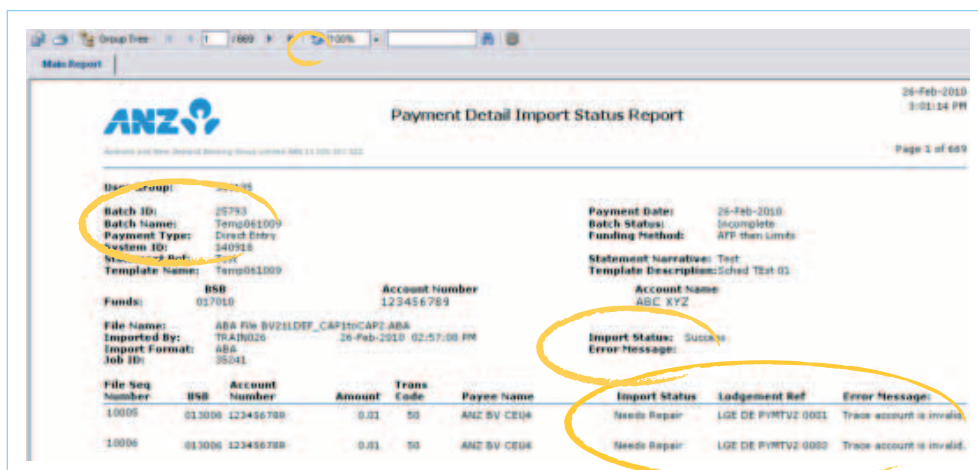
STEP	ACTION
6	<p>Complete the <i>Detail Import</i> screen ensuring you select the correct file type. Browse to select the file.</p> 
7	<p>Click Import. Result: The message <i>File uploaded successfully...</i> displays.</p>
8	<p>Make a note of the Job ID for future reference.</p>
9	<p>Click OK. Result: The <i>Payment Detail Import Status Report</i> screen displays listing the imported payment/s. Next step is to validate the <i>Payment Detail Import Status Report</i>.</p>

Validating Successful File Import

Once the ABA or CSV file has been imported, the *Payment Detail Import Status Report* generates after a file name has been successfully imported.

STEP	ACTION
1	Click Refresh at the top of the <i>Payment Detail Import Status Report</i> screen. Note: During the upload process, ANZ Transactive validates all ANZ accounts and all other Australian Financial Institution BSBs.
2	Check the results of the report import. If the batch import status is... Then the error batch payment file... Success has successfully imported. Go to Step 4. Failed has failed import. Go to Step 3.

Note: If the status is **Failed**, you will need to check the original payment file and make any modifications before attempting to import again.



Note: Refers to the status and message for individual payments.

3	Check the original payment file and make any modifications. <ul style="list-style-type: none"> > Refer to the ANZ Transactive File Formats document > Contact your accounting software vendor, or > Contact the ANZ Transactive Helpdesk. Go to <i>Australian Import Method Two – Detail Import</i> to re-import the file.
4	Check the report for any Error Messages against line items. Note the Batch ID .

DOMESTIC PAYMENTS

STEP ACTION

- 5 Select **Payments > Modify** to view all payments.
- 6 Select the batch payment.

Line Number	Payee Name	Payee BSB	Payee Account Number	Amount	Debit / Credit	Transaction	Status	Add
1	Payee 1	000123	0990055566221	\$2.00	CR	General Debit	Valid	<input type="checkbox"/>
2	Payee 2	000123	0002111119998	\$1.00	CR	General Debit	Valid	<input type="checkbox"/>
3	Party4	030010	940000000	\$9.99	CR	General Debit	Valid	<input type="checkbox"/>
4	Party5	013421	00194677	\$0.00	CR	General Debit	Zero Dollar	<input type="checkbox"/>
5	Line1	010001	000200011	\$5,000.00	CR	General Payment	Needs Repair	<input type="checkbox"/>
6	Line2	010001	000301144	\$5,000.00	CR	General Payment	Needs Repair	<input type="checkbox"/>
7	Line3	010001	00022334	\$5,000.00	CR	General Payment	Needs Repair	<input type="checkbox"/>

Totals / Audit

Credit Count	Credit Amount	Debit Count	Debit Amount	Total Count	Net Amount
0	0.00	3	12.99	3	-12.99

Buttons: Save, Submit, Add, Delete, Hold All, Remove All Holds, \$0 Reset, Detail Import, Import Results, Refresh, Back

Result: The batch payment summary displays.

- 7 You can:
 - > Select a line item and fix errors
 - > Change a line item amount
 - > Hold line items
 - > Delete line items.
- 8 Select **Submit** once all payment details are correct.

Result: The Payment will be **Awaiting Approval**.

IMPORT A NEW ZEALAND DOMESTIC PAYMENT FILE

ANZ Transactive allows you to import New Zealand payments from CSV formatted files.

Note: For full specifications of CSV formatted files, please refer to the ANZ Transactive File Formats document for further information.

Import methods

NZ Domestic payment files can be imported into ANZ Transactive two ways:

- > Method One – Import a CSV File
- > Method Two – Detail Import

Refer to the following table to determine which import method you should use.

I WANT TO...	APPLICABLE FILE FORMATS	ADDITIONAL REQUIREMENTS FOR BATCH HEADER DETAILS IN IMPORT FILE	IMPORT METHOD
Create a batch manually, then import my payees into it.	With Control Record (ANZ) or Without Control Record (NBNZ)	None	Detail Import
Create batch(es) automatically when I import my file; using header information specified in my import file.	CSV only	Batch payment must consist of all debit transaction items or all credit transaction items Must be funded from a single ANZ National	Import

NEW ZEALAND DOMESTIC IMPORT METHOD 1 – IMPORT A CSV FILE

CSV payment files can be imported directly into ANZ Transactive.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Import > Import NZ CSV File > Import . <i>Result:</i> The <i>NZ CSV File Import into NZ Domestic Payment(s)</i> screen displays.
3	Browse to select the file.

NZ CSV File Import into NZ Domestic Payment(s)

Next Steps:

1. Enter the Originator Particulars.
2. Enter the Originator Code.
3. Enter the Originator Reference.

Entering any of Originator Particulars, Code or Reference on this screen will overwrite all Originator details provided in the file.

4. Select a NZ CSV file to import using the Browse button.
5. Select the import button.

Originator Particulars:

Originator Code:

Originator Reference:

Select Import File:

Complete the *NZ CSV File Import into NZ Domestic Payment(s)* screen.

4	Click Import .
---	-----------------------

NZ CSV File Import into NZ Domestic Payment(s)

Next Steps:

1. Enter the Originator Particulars.
2. Enter the Originator Code.
3. Enter the Originator Reference.

Entering any of Originator Particulars, Code or Reference on this screen will overwrite all Originator details provided in the file.

4. Select a NZ CSV file to import using the Browse button.
5. Select the import button.

Originator Particulars:

Originator Code:

Originator Reference:

Select Import File:

Complete the *NZ CSV File Import into NZ Domestic Payment(s)* screen.

5	Click Submit
6	Click OK
7	The <i>Detail Import Status Report</i> will display. To view status of the file import select on the refresh – please refer to <i>Validating Successful File Import</i> for further details.

Note: you do not need to wait for this report to populate

Next steps:

The payment files are ready to be approved.

DOMESTIC PAYMENTS

NEW ZEALAND DOMESTIC IMPORT METHOD 2 - DETAIL IMPORT

ANZ Transactive allows you to import NZ payments from CSV formatted files.

Note: For full specifications of the NZ CSV formatted files, please refer to the ANZ Transactive File Formats document for further information.

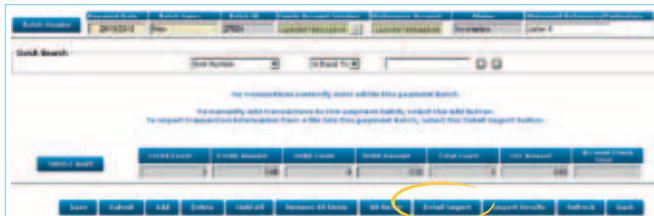
There are two file types available for detail import:

- > ANZ Domestic Payments file with a Control Record
- > NBNZ Domestic Payments file which is without a Control Record.

When importing a file, there are two file process methods:

- > Replace – the Imported Payments will replace the entire content of the batch payment
- > Append – the Imported Payments will append to the existing batch content.

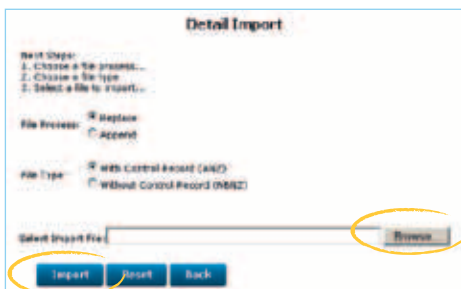
STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Payments > Enter > NZ Domestic .
3	Select: <ul style="list-style-type: none">> Create a Payment, or> Create Payment from Template
4	Complete the <i>Add Batch Payment</i> screen and click Save . Result: The <i>Batch Header Summary</i> screen displays.
5	Click Detail Import .



Result: The *Detail Import* screen displays.

- 6 Complete the *Detail Import* screen ensuring you select the correct file type.

Browse to select the file.



- 7 Click **Import**.

Result: The message **File uploaded successfully...** displays.

- 8 Make a note of the **Job ID** for future reference.

- 9 Click **OK**.

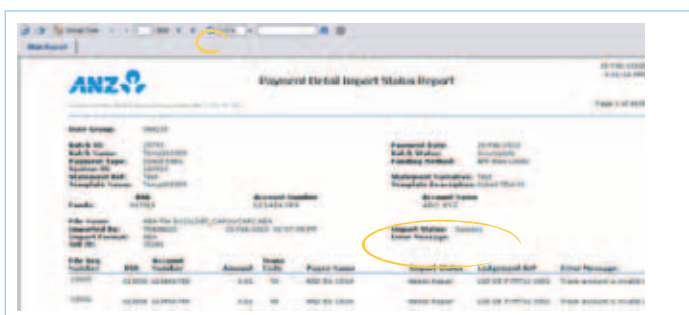
Result: The *Payment Detail Import Status Report* screen displays listing the imported payment/s.

Next step is to validate the *Payment Detail Import Status Report*.

Validating Successful File Import

Once the payment file has been imported the Payment Detail Import Status Reports generated after the file has been successfully imported.

STEP	ACTION
1	Click Refresh at the top of the <i>Payment Detail Import Status Report</i> screen. Note: During the upload process, ANZ Transactive validates all ANZ accounts.
2	Check the results of the report import.
	If the batch import status is... Then the error batch payment file...
	Success has successfully imported. Go to Step 4.
	Failed has failed import. Go to Step 3.



Note: Refers to the status and message for individual payments.

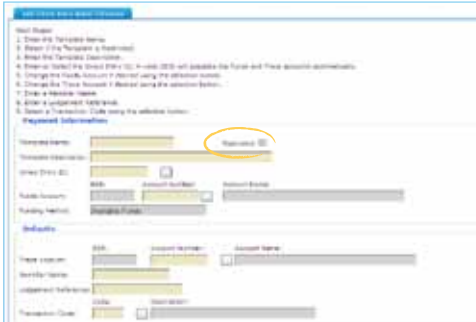

3	Check the original payment file and make any modifications. <ul style="list-style-type: none"> > Refer to the ANZ Transactive File Formats document > Contact your accounting software vendor, or > Contact the ANZ Transactive Helpdesk. Go to <i>NZ Payment File Import – Detail Import</i> to re-import the file.
4	Check the report for any Error Messages against line items. Note the Batch ID .
5	Select Payments > Modify to view all payments.
6	Select the batch payment. Result: The batch payment summary displays.



7	You can: <ul style="list-style-type: none"> > Select a line item and fix errors > Change a line item amount > Hold line items > Delete line items.
8	Select Submit once all payment details are correct. Result: The Payment will be Awaiting Approval .

DOMESTIC PAYMENTS

USING RESTRICTED TEMPLATES

STEP	ACTION
1	To create a Restricted Template complete the following procedure: <ul style="list-style-type: none">> Australia - Create an AU Domestic Payment Template> New Zealand - Create a NZ Domestic Payment Template.
2	Any template can be restricted during the creation process by selecting the Restricted option highlighted below. Australia  New Zealand 
3	Once you have saved the template header your ANZ Transactive Administrator will be required to allocate access to the restricted Template through the use of a Data Role.
4	Once a User has been granted access to the Template, you can then log on to ANZ Transactive select Domestic Payments > Templates > Modify . Once you have selected the Restricted Template you can add payees to the template and then select Submit.
5	Depending on the level of entitlements assigned to you in ANZ Transactive this template may also require approval before it can be used to process payments.

Importing payee details using a Restricted Template

Once you have created a Restricted Template payee information can be imported:

- > Australia - either via the File Import or Detailed Import option.
- > New Zealand - via the Detailed Import option.

Note: If using File Import for Australian payments, the DE User ID and Description of Entries on the importing ABA file must match the restricted template details exactly. If this is not done correctly the restricted import will fail and the confidential payment information will be free for all Users to view.

If you have a hierarchy structure within ANZ Transactive, Restricted Templates can only be used within the parent or Sub Group which created the template.

SINGLE PAYMENTS

This section covers the following Single Payments topics:

- > Single Payment Types and Cut-Off Times
- > Create a Transfer
- > Create an RTGS Payment
- > Create an International Payment
- > Get a Dynamic Exchange Rate
- > Create a Pay Bill Payment
- > Create a Single Payment Template
- > Create an RTGS Payment Template.

Need further help?

For additional assistance with Single Payments, please refer to Online Help in ANZ Transactive.

SINGLE PAYMENTS

SINGLE PAYMENT TYPES AND SAME DAY VALUE CUT-OFF TIMES

In ANZ Transactive, Single Payments refer to:

- > Transfers
- > Real Time Gross Settlements (RTGS)
- > International Payments
- > MultiBank
- > Pay Bill (BPAY®)*.

Each of the payment types are detailed below:

Transfers

Domestic Same Currency Transfers within Australia and New Zealand will be processed same day real time 24/7.

Domestic Cross Currency Transfers within Australia and New Zealand will be processed same day Monday-Friday until 8pm Melbourne time.

International Transfers between Australia and New Zealand in AUD/NZD will be processed same day Monday-Friday until 4pm Melbourne time.

For all other International Transfers, International Payment cut-off times will apply.

Real Time Gross Settlement (RTGS)

Used within Australia for making same day transfers to any bank, credit union or building society.

Used within New Zealand for making irrevocable NZD payments to certain bank accounts in New Zealand within one hour and can provide confirmation to the payer and beneficiary.

International Payments

Transferring funds to nominated beneficiary accounts worldwide using Australian, New Zealand or traded foreign currencies.

MultiBank

MultiBank payments are used for sending payment instructions to another financial institution to process International or Real Time Gross Settlement (RTGS) payments.

Pay Bill

Pay Bill provides BPAY capabilities for the Australian market place. Payments can only be funded by ANZ retail, corporate or institutional accounts that are registered in ANZ Transactive.

* BPAY® is a registered trademark of BPAY Pty Ltd ABN 69 079 137 518.

Cut-Off Times (AU originated payments)

The following table indicates cut-off times for same day payment processing for International, RTGS and Pay Bill payments in Melbourne Time.

DESTINATION	MELBOURNE TIME
New Zealand	10:30
Asia (including Indonesia)	11:00
Foreign Currency to Australian Beneficiary Banks	13:00
Europe/USA	16:00
Real Time Gross Settlement (RTGS) Banks	16:00
Australia Pay Bill	18:00

Cut-Off Times (NZ originated payments)

The following table indicates cut-off times for same day payment processing for International and RTGS payments in New Zealand Time.

DESTINATION	NEW ZEALAND TIME
Asia (including Indonesia)	12:30
Australia	16:00
Europe/USA	16:00
Real Time Gross Settlement (RTGS) Banks	16:30

Future date a payment when not approved or released on payment date

If a payment has been created and approved with a future payment date but the payment is not released on that payment date, a User with approval or release permissions can amend the payment date to current day or next business day without re-approval of the original approvers and/or other Users. The User may not amend the beneficiary or amount details of the payment.

A pop-up message will appear when the User is approving or releasing such a payment. Please ensure this message is read carefully as it will explain whether or not the payment date may be amended and, if allowable, advise the new payment date.

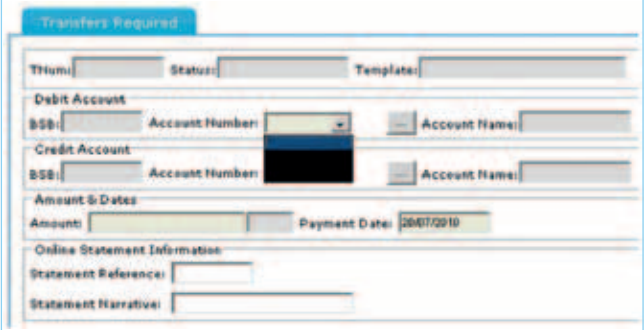
Note: Please acknowledge for payments with future payment dates:

- > Any payment approval (Votes Approval or Panel Approval) is final approval only of the payment amount and beneficiary. Any approval of a future payment date is indicative only and subject to change without re-approval
- > The User's next day's Account Discretion or the User's Daily Role Discretion may be affected by amending the payment date of such payments.

To minimise the risk of any duplicate, inaccurate or revoked payments being released, any future dated payments not released within 30 days of the original payment date requires re-approval of a new payment date. It is important to monitor the Transaction Summary report for the release of future dated payments to reduce this risk.

SINGLE PAYMENTS

CREATE A TRANSFER

STEP	ACTION
1	Click the Single Payments tab.
2	Select Payments > Enter > Transfer . <i>Result:</i> The <i>Transfers Required</i> screen displays.
3	a) Select the Debit Account (i.e. account from where the money comes from) b) Select the Credit Account (i.e. account to where the money will go) 
	<i>Note:</i> You can select the accounts from the drop down list provided, or alternatively select [...] which will also shown account names as well as account number
	c) Enter the amount of the payment <i>Note:</i> For Cross Currency Transfers you can select and enter either the Credit or Debit amount
	d) The payment date will default to todays date. If you need to future date the transfer select the required date for the payment to be processed.
4	Click Submit . Next Steps: <ul style="list-style-type: none">> Approve the payment> Release the payment.

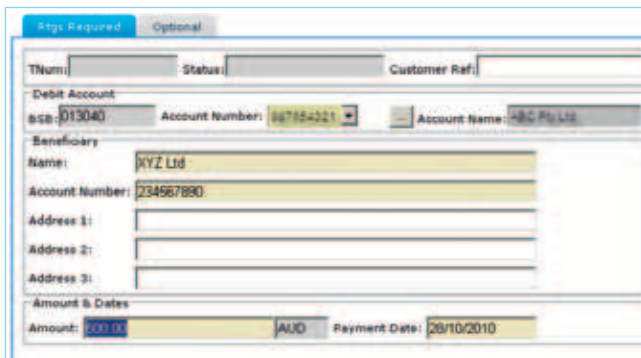
CREATE AN RTGS PAYMENT

RTGS payments can be created from:

- > Scratch, also know as freeform
- > template
- > template sets, and
- > file import.

STEP	ACTION
1	Click the Single Payments tab.
2	Select Payments > Enter > RTGS . Result: The <i>RTGS Required</i> screen displays.
3	a) Select the debit account Note: If the debit account selected is a NZ domiciled ANZ National Bank account with a base currency of NZD, the payment will be automatically identified as a NZ RTGS payment. b) Enter the Beneficiary name c) Enter the beneficiary account number d) Enter the beneficiary address (if known) e) Enter the amount to be paid

The Payment Date will default to today's date. You can future date an RTGS Payment by selecting the required date for the payment to be processed.



The screenshot shows the 'RTGS Required' screen with the following fields:

- TNum: [] Status: [] Customer Ref: []
- Debit Account: BSB: 013040 Account Number: 8878+221 Account Name: ABC Pty Ltd
- Beneficiary: Name: XYZ Ltd Account Number: 234567890 Address 1: [] Address 2: [] Address 3: []
- Amount & Dates: Amount: 200.00 AUD Payment Date: 20/10/2010

SINGLE PAYMENTS

STEP ACTION

- 4 Enter the Bank Code (BSB), if known, and the beneficiary bank address details will automatically pre-populate for you.



The screenshot shows a form titled "Beneficiary Bank". The "Bank Code" field contains "012010". The "Name" field contains "AUSTRALIA AND NEW ZEALAND BANKING G". The "Address 1" field contains "BATHURST STREET.", "Address 2" contains "CASTLEREAGH STREET", and "Address 3" contains "SYDNEY".

Note: If the Bank Code is unknown but you know the Bank address, select [...] to choose from the list of banks and bank codes in Australia.



The screenshot shows the ANZ Transactive interface with a search results table. The table has columns for "Code", "Name", "Address", and "City". The results list various bank codes and their corresponding details.

-
- 5 Click **Submit**.

Note: For NZ RTGS payments, you can uncheck the field 'Requires confirmation fax to Beneficiary?'. However, if this remains checked then you must complete all the fields.

The system populates the Originator fax details. You can uncheck the field 'Requires fax to Originator?' or you can modify any field as required. However, if this remains checked then you must complete all the fields.



The screenshot shows two sections: "Beneficiary fax:" and "Originator fax:". Both sections have a checkbox for "Requires confirmation fax to Beneficiary?" and "Requires fax to Originator?" respectively. Below each checkbox are fields for "Country Code:", "Area Code:", "Number:", and "Attention:". At the bottom of the form are buttons for "Submit", "Save", "Template", "Create Payment from Existing Payment", and "Reset".

CREATE AN INTERNATIONAL PAYMENT

International Payments can be created from:

- > scratch, also known as freeform
- > templates
- > template sets, and
- > file import.

They are then approved and released in the same way as all other payments.

STEP	ACTION
1	Click the Single Payments tab.
2	Select Payments > Enter > International . <i>Result:</i> The <i>International Required</i> screen displays.
3	Complete the <i>International Required</i> screen. Note: When choosing charges: > SHA = Charges are shared between yourself and your customer. > OUR = You pay all the charges.

These options relate to the sending and intermediary banks only. The receiving bank may still charge the end beneficiary a fee which may be deducted from the amount sent.

EXCHANGE RATES:

If you have a Forward Exchange Contract or BID rate organised through your ANZ dealer, please type in the contract ID and the Exchange Rate at this point. When typing the Markets deal number in the Contract ID field, do not enter the starting letter (either S or P).

Alternatively you can use Dynamic Rates function detailed in the *Get a Dynamic Exchange Rate* section.

The screenshot shows the 'International Required' form with the following details:

- Debit Account:** BSB: 01300, Account Number: 12345678, Account Name: THRO ACCOUNT
- Beneficiary:**
 - Name: UAJ Limited
 - Account Number: Other 000000007
 - Address 1: 45 Rue St Jacques
 - Country: FR
 - Beneficiary Bank: Bank Code: SWIFT AAADFR33XX, Name: FISSET ALLOCATION ADVISORS SA
 - Address 1: 3, AVENUE HOUCHE
 - Address 3: PARS
- Amount and Date:**
 - Credit Amount: 25,000.00 USD, Payment Date: 16/02/2010
 - Debit Amount: AUD, Exchange Rate: TBD
 - Charges: SHA

This close-up shows the 'Amount and Date' section with the following details:

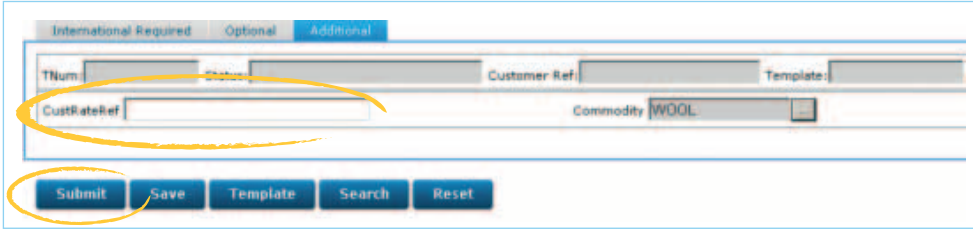
- Credit Amount: 450.00 NZD, Payment Date: 01/09/2010
- Charges dropdown menu showing options: SHA, OUR, SHA.

This close-up shows the 'Beneficiary Fee' and 'Originator Fee' sections:

- Beneficiary Fee:**
 - Requires confirmation fee to beneficiary?
 - Fee details: Country Code, Area Code, Number, Attention
- Originator Fee:**
 - Requires fee to originator?
 - Fee details: Country Code, Area Code, Number, Attention

Note: If sending payments to European Union countries, the beneficiary's International Bank Account Number (IBAN) and beneficiary bank SWIFT code are generally required.

SINGLE PAYMENTS

STEP	ACTION
4	<p>Click on the <i>Optional</i> tab.</p> <p>Note: Mandatory fields have pre-populated.</p>
5	<p>Optional:</p> <p>Click on the <i>Additional</i> tab.</p> <p>If you are using a Markets deal please enter your customer reference number in the <i>CustRateRef</i> field. This is a six digit number that begins with '60' for ANZ clients and '55' for NBNZ clients.</p> <p>This will expedite the processing of your payment.</p>  <p>The screenshot shows a web form with three tabs: 'International Required', 'Optional', and 'Additional'. The 'Additional' tab is active. The form contains several input fields: 'TNum', 'Status', 'Customer Ref', 'Template', 'CustRateRef', and 'Commodity'. The 'CustRateRef' field is highlighted with a yellow circle. Below the form, there are five buttons: 'Submit', 'Save', 'Template', 'Search', and 'Reset'. The 'Submit' button is also highlighted with a yellow circle.</p>
6	<p>Click Submit. Click OK.</p> <p>Next steps:</p> <ul style="list-style-type: none">> Approve the payment> Get a dynamic exchange rate, if a cross currency payment, and> Release the payment.

GET A DYNAMIC EXCHANGE RATE

If you are creating a cross currency payment, you must use the Get Rate function to obtain an exchange rate for your payment.

Only Users with a security device are able to use the Get Rate function.

Note: The payment must be approved before you can apply the *Get Rate* function.

STEP	ACTION
------	--------

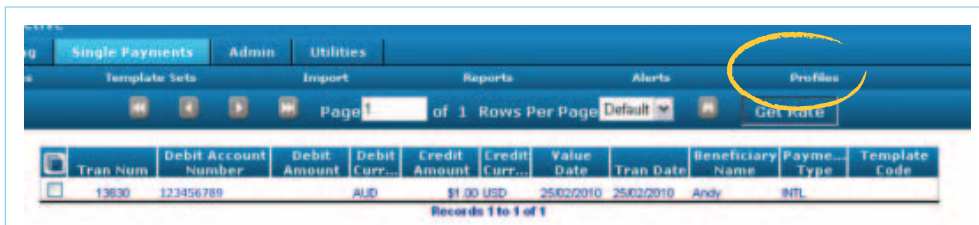
1	Click the Single Payments tab.
---	---------------------------------------

2	Select Payments > Get Rate .
---	--

Result: The *Get Rate* screen is displayed.

3	Select the relevant payment and click Get Rate .
---	---

Result: Get Rate screen updates with current time and time of next refresh.



4	Select the relevant payment and click Trade .
---	--

Notes: Performing a trade on a 'Get Rate' will bind your company to an exchange contract. See the application form for further clarification.

The trade needs to occur within 40 seconds of the 'Get Rate' request, otherwise it will expire.



5	Click OK .
---	-------------------

Note: The payment is now ready to be released.

SINGLE PAYMENTS

PAY BILL (BPAY) PAYMENTS

Create a Bill Pay Payment

Pay Bill provides BPAY capabilities for the Australian market place.

Pay Bill payments can be created from:

- > scratch
- > template
- > template sets, and
- > file import.

STEP	ACTION
1	Click the Single Payments tab.
2	Select Payments > Enter > Paybill . <i>Result:</i> The <i>Pay Bill Required</i> screen displays.
3	Complete the <i>Pay Bill Required</i> screen. Select the Account Number to be debited

Note: Once the account is selected, the BSB and account name will automatically display.

Enter the:

- > Biller ID (this is the BPAY Biller Code)
- > Reference (this is the beneficiary BPAY Biller Reference)
- > Amount and Date.

4	Click on Submit .
5	Click on OK .

Next Steps:

- > Approve the payment
- > Release the payment.

BPAY Biller Reference

When viewing any of the Single Payment summary grids the Beneficiary Account field will display the BPAY Biller Reference. The summary grids are shown when you:

- > Modify Single Payments
- > Repair Single Payments
- > Approve Single Payments
- > Unapprove Single Payments
- > Delete Single Payments
- > Enquire Single Payments
- > Release Single Payments.

The screenshot displays a BPAY Biller Reference form and a summary grid. The form includes fields for Transaction Number (34475), Status (Awaiting Approval), Customer Reference, Debit Account (001101030), Account Number (001101030), Account Name (AARONS PM/JR), Biller ID (7773), Name (TELSTRA BILL), Reference (1234567891234), Amount (\$500.00), Currency (AUD), and Payment Date (15/09/2010). The summary grid below shows a list of transactions with the following columns: Tran Num, Pay Date, Status, Debit Account, Debit Amount, Ccy, Beneficiary Account, Beneficiary Name, Credit Amount, Ccy, and Type. The Beneficiary Account field in the grid is circled in yellow and contains the value 1234567891234.

Tran Num	Pay Date	Status	Debit Account	Debit Amount	Ccy	Beneficiary Account	Beneficiary Name	Credit Amount	Ccy	Type
34475	15/09/2010	Awaiting Approval	001101030	\$500.00	AUD	1234567891234		\$500.00	AUD	PAYBILL
34464	09/09/2010	Awaiting Approval		\$1,000.00	AUD			\$1,000.00	AUD	PAYBILL
34476	15/09/2010	Awaiting Approval		\$500.00	AUD			\$500.00	AUD	PAYBILL

SINGLE PAYMENTS

CREATE A SINGLE PAYMENT TEMPLATE

Creating templates for Single Payments must be done separately for each payment type. The templates vary slightly, however, setting them up is similar. Once you have created one type, you will be able to create others.

For further help with creating templates, please refer to Online Help within ANZ Transactive.

The following procedure demonstrates how to create an RTGS template.

STEP	ACTION
------	--------

- | | |
|---|--|
| 1 | Click the Single Payments tab. |
| 2 | Select Templates > Enter > RTGS . |
| 3 | Complete the <i>RTGS Template Required</i> screen. |

Note: You can restrict this template.

The screenshot displays the 'RTGS Template Required' screen with the following details:

- Debtor Account:** IBAN: GB3038, Account Number: 123456789, Account Name: THRD ACCOUNT
- Beneficiary:** Name: DAJ Limited, Account Number: 000000007, Address 1: [Empty], Address 2: [Empty], Address 3: [Empty]
- Beneficiary Bank:** Bank Code: 010000, Name: AUSTRALIA AND NEW ZEALAND BANKING G, Address 1: 104 ADELAIDE TERRACE, Address 2: [Empty], Address 3: PERTH
- Amount:** 1,000.00 AUD

The **Submit** button is highlighted with a yellow circle.

- | | |
|---|-----------------------|
| 4 | Click Submit . |
|---|-----------------------|

Next Steps:

The template will need to be approved before use.

CREATE A PAYMENT USING A TEMPLATE

- | STEP | ACTION |
|------|---|
| 1 | Click the Single Payments tab. |
| 2 | Select Payments > Enter > the payment type (e.g. International) |
| 3 | Find available Templates, either: <ul style="list-style-type: none"> > Click the Template button at bottom of screen, or > Click the icon next to the Template field. |

- 4 Select the template you wish to use
- Note:** Only approved templates will display.

Template Name	Template Type	Payment Type	Debit Account	Credit Bank Code	Beneficiary Name	Currency
India Test	CC/STP	INTL			Swish Inc. Test	INR

- 5 Complete any missing payment information, for example:
- a) Payment Amount
 - b) FEC/ BID contact ID and Exchange Rate (if known)

- 6 Click **Submit**.

REPORTING

ANZ Transactive allows Users to generate reports for many purposes, for example, statements, payment status reports, User entitlement reports.

This section covers the following reporting topics:

- > Report Description
- > Report Options
- > Downloading and Exporting Files
- > Account Reporting
- > Payment Reporting
- > Reports with Voucher Images.

Need further help?

For additional assistance with reports, please refer to Online Help in ANZ Transactive.

REPORTS DESCRIPTION

The following table outlines the reports available to you and a brief description of each report.

REPORT NAME	DESCRIPTION
CURRENT DAY	
Current Day Balance Enquiry Report	Shows current day account balance information for requested accounts.
Current Day Transactions Report	Shows current day transactions for a requested account.
PRIOR DAY	
Statement	Provides daily balances with debit and credit activities for requested accounts for the prior working day
Daily Balance Report	Presents opening and closing balances, total debit and credit movements and other account information for requested accounts for any prior working day. (9 accounts per page)
Balance History Report	Presents opening and closing balances, total debit and credit movements and other account information for a requested account across a date range.
Transaction Summary Report	Shows a summary of posted transactions for requested accounts.
Transaction Detail Report	Provides a detailed view of posted transactions for requested accounts.
Transaction Summary with Voucher Images Report	This report is identical to the <i>Transaction Summary Report</i> , except that it provides the ability for the User to retrieve and view voucher images associated to the transaction.
RETURNED ITEMS	
Returned Cheques Report	Displays details relating to returned cheques, including reason for returns.
Returned Payments Report	Displays details relating to returned payments, including reason for returns.
CUSTOMER ADMINISTRATION	
Roles Report	Lists detailed entitlements for each role, including access rights (eg. Add, Modify, Approve) and limitations (eg. discretions).
User Entitlements Report	Provides a listing of Users and their associated Roles with drilldown capability to detailed entitlements for the selected Role.
Security Audit Trail Report	Reports on activities performed within ANZ Transactive including logon attempts, reference data updates and changes made to Roles and Users.
Client Consolidated Report	Displays all accounts, Users and Roles associated with a User Group with drilldown capability to account information for the selected account.
Setup Log	This report provides Administrators with a view of activities that have been performed by Users, including changes made to the configuration of file import paths.
Orphaned Payments	This report specifies any Single and Domestic Payments that have been created by a User whose User Group is setup for Panel Approval, however there is no valid panel that can approve the payments.
DE User ID Report	Reports on DE User IDs and their related User Group, approval code, transaction set, funds BSB and funds accounts.

REPORTING

REPORT NAME	DESCRIPTION
DOMESTIC PAYMENT REPORTS	
Payment Audit Trail Report	Provides a summary view of payment batches and their transactions with a drilldown feature to audit trail entries against a selected batch or transaction.
Payment Summary Totals Report	Provides a summary view of payment batches with a drilldown feature to payment detail.
Payment Detail Report	Lists all payment batches and their detail transactions.
External Payment Identifier Tracing Report	<p>This report displays both the External Payment ID and the Transactive batch number.</p> <p>As you may only know one of the numbers, this report provides the linkage between the two.</p> <p><i>For Host-to-Host clients only.</i></p>
File Import Status Report	Lists all imported files used to create payment batches along with the validation results of the import per transaction.
Payment Detail Import Status Report	Lists all detail imports into payment batches along with the validation results of the import per transaction.
Template Audit Trail Report	Provides a summary view of templates with a drilldown feature to audit trail entries against a selected template.
Template Detail Import Status Report	<p>Lists all detail imports into payment batches along with the validation results of the import per transaction.</p> <p>Lists the statuses of all transactions imported into a template.</p>
Domestic Payments Discretions Report	Lists account discretions and utilisations and role-based daily, batch and transaction discretions and utilisations for payment types relating to the Domestic Payments product.

REPORT NAME	DESCRIPTION
SINGLE PAYMENTS REPORTS	
Payment Audit Trail Report	Provides a summary view of payments with a drilldown feature to audit trail entries against a selected payment.
Payment Summary Report	Provides a summary view of payments with a drilldown feature to detail.
Payment Detail Report	Provides a detailed view of payments.
Future Dated Payments Report	Provides a summary view of future dated payments with a drilldown feature to detail.
Payments Pending Approval Report	Provides a summary view of payments pending approval with a drilldown feature to detail.
Payment Data Export	Provides a detailed listing of payments and can be exported immediately to a spreadsheet or other external system.
Template Summary Report	Provides a summary view of payment templates with a drilldown feature to detail.
Template Detail Report	Provides a detailed view of all payment templates.
Template Audit Trail Report	Provides a summary view of templates with a drilldown feature to audit trail entries against a selected template.
Single Payments Discretions Report	Lists account discretions and utilisations and role-based daily and transaction discretions and utilisations for payment types relating to the Single Payments product.
File Import Status Report	Lists all imported files used to create payments along with the validation results of the import per transaction.
Template File Import Status Report	Lists all imported files used to create Templates along with the validation results for the import per transaction.
External Payment Identifier Tracing Report	<p>This report displays both the External Payment ID and the Transactive transaction number (Tnum).</p> <p>As you may only know one of the numbers, this report provides the linkage between the two.</p> <p><i>For Host-to-Host clients only.</i></p>

* Single Payment reports include Pay Bill payments, but the report labels do not use specific BPAY terminology.

REPORTING

PAY BILL REPORTING

The latest update to ANZ Transactive included the addition of Pay Bill (BPAY).

When viewing reports it may not be clear where the Pay Bill information is displayed. The following is a summary of where to find that information.

Filtering For Reports

STEP	ACTION
1	Click the Single Payments tab.
2	Select Reports > Filter > select required report.
3	Select filter options to view the required report.

For Example: You can filter by:

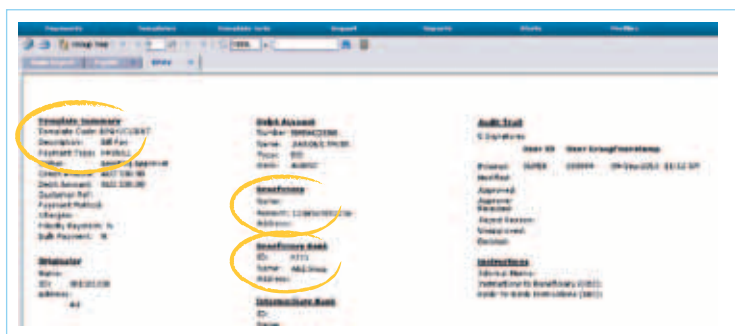
- > Payment Type, and/or
- > Beneficiary Account.



Note: When the search includes the BPAY Biller Reference, use the Beneficiary Account filter field.

View Reports

STEP	ACTION
1	Enter filter criteria for the required report.
2	Click Enter .



Result: The requested report displays.

Note: For a payment type of Pay Bill the:

- > **Beneficiary Account** contains the BPAY Biller Reference
- > **Beneficiary Bank ID** contains the BPAY Biller Code, and
- > **Beneficiary Bank Name** contains the Biller Name.

REPORT OPTIONS

ANZ Transactive allows you to generate a number of reports in three different ways:

- > Standard
- > Filter
- > Profile.

Access a Standard Report

Standard reports are automatically generated using system parameters.

STEP	ACTION
1	Click the Reporting tab.
2	Select Reports > Standard > select the report from either: <ul style="list-style-type: none">> Current Day> Prior Day, or> Returned Items.
Result: The requested report displays.	

REPORTING

Filter Reports

By selecting the Filter option, Users can apply filter criteria, such as date ranges, account numbers and transaction amounts, to narrow the range of information returned on a report. Common uses of filter reports include:

- > Searching for a specific transaction on a statement
- > Searching for transactions outside the date range on a standard report
- > Searching for specific payment types.

STEP	ACTION
1	Click the Reporting tab.
2	Select Reports > Filter > select the report from either: <ul style="list-style-type: none">> Current Day> Prior Day, or> Returned Items.

Result: *The requested report filter screen displays.*

Mandatory	Field Name	Sort	Sort Order
*	Tran Date	None	0
	Account Number	None	0
	Currency	None	0

Selected Filter (Double Click To Modify):

Double Click An Item to Modify.

Enter Reset Profile Save

- 3 Either:
1. Select **Profile** to choose an existing filter if you have created one, or
 2. Select new filter criteria:
 - a. Click **Field Name(s)** for filter options

Result: *The filter screen displays*

b. Depending on the field, either:

- > Highlight and select items using the **>** or **>>** icons, or
 - > Select values from drop down lists
- c. Select Save or Enter, depending on the filter screen.

Note: *Any fields with a red asterisk are mandatory*

- 4 Click **Save** if you want to save the filter criteria as a new Profile.

- 5 Click **Enter**.

Result: *The requested report displays*

Profile Report

Profiles can be set up to save your own filter criteria settings. They can be created from scratch or saved from a filter report.

-
- | STEP | ACTION |
|------|--|
| 1 | Click the Reporting tab. |
| 2 | Select Profiles > Add > Reports > select the report from either: <ul style="list-style-type: none">> Current Day> Prior Day, or> Returned Items. <p><i>Result: The requested report Profile screen displays.</i></p> |
| 3 | Type a name and description for the profile. |
-

Profile

Profile ID: Description:

For User: 344135 Shared:

Group:

Click on a Field Name to Enter Filter Values.

Mandatory	Field Name	Sort	Sort Order
*	Post Date	None	0
	Account Number	None	0
	Currency	None	0

Selected Filter (Double Click To Modify):

Double Click An Item to Modify.

-
- | | |
|---|---|
| 4 | Select new filter criteria: <ul style="list-style-type: none">a. Click Field Name(s) for filter options <p><i>Result: Filter screen displays</i></p> <ul style="list-style-type: none">b. Depending on the field, either:<ul style="list-style-type: none">> Highlight and select items using the > or >> icons, or> Select values from drop down lists.c. Select Save or Enter, depending on filter screen. <p><i>Note: Any fields with a red asterisk are mandatory</i></p> |
| 5 | Click Add . |
-
- Note: You can set up multiple profiles to save you time.*
-

REPORTING

DOWNLOADING AND EXPORTING FILES

Account information can be downloaded into various file formats for uploading into your accounting system.

For further assistance with downloading, please refer to Online Help within ANZ Transactive.

Please refer to the ANZ Transactive File Formats document for complete file format information.

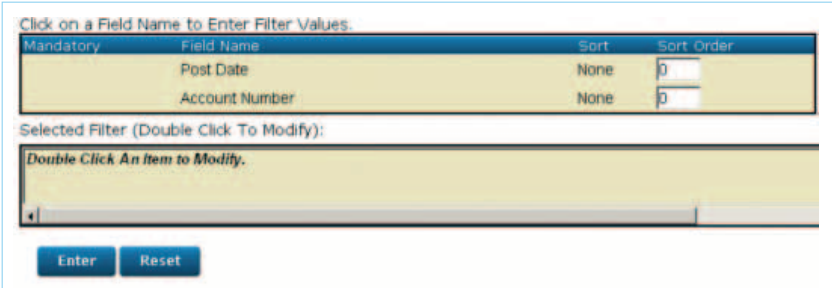
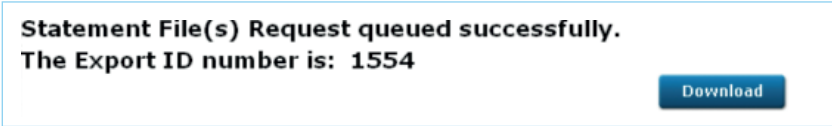
FILE TYPE	NUMBER OF FILES PRODUCED
BAI	One file for all balances and transactions.
Statement	Two separate CSV files for statement: > balances, and > transactions.
SAP Multi-cash	Two separate SAP files for statement: > balances, and > transactions.
Returned Items	Three separate fixed width text formatted files for returned: > debits > credits, and > cheques.

Creating and Downloading Files

There are two steps to downloading account information:

1. Create the file; and
2. Download the file

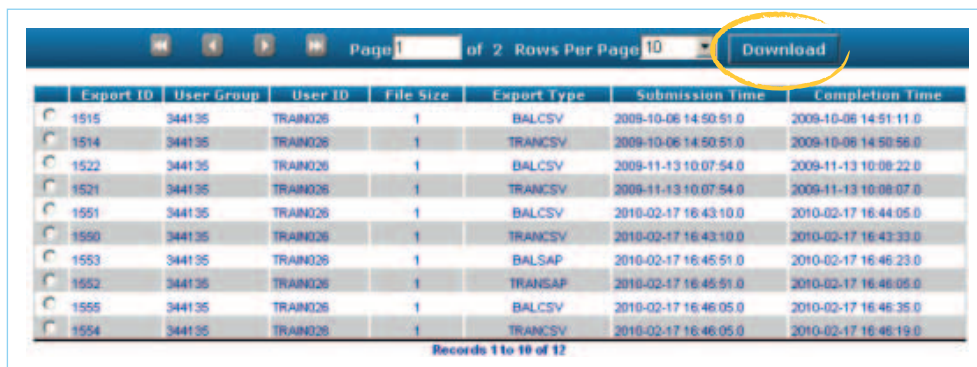
1. Create the file

STEP	ACTION
1	Click the Reporting tab.
2	Select Download > the file type > Create .
3	Select the required filter criteria. 
4	Click Enter . <i>The file(s) are being created.</i>
5	Note the Export ID number for later use. 
6	Click Download to proceed to <i>Step 2: Download a file</i> . Note: Foreign currency account data may arrive later than domestic account data. If you have foreign currency accounts, you may wish to wait until all account information has been received in order to avoid downloading duplicate data.

REPORTING

2. Download the File

STEP	ACTION
1	Click the Submission Time column heading to sort the list. Note: The file submission time stamp will always be identical for files created at the same time.
2	Select the required file from the options displayed.
3	Click Download



4	Save the file in the appropriate location, choosing a relevant file name.
---	---

ACCOUNT REPORTING

Generate a Prior Day Report

The two most common Prior Day reports are:

- > Daily Balance
- > Statements.

For assistance with generating other prior day reports, please refer to Online Help within ANZ Transactive.

STEP	ACTION
1	Click the Reporting tab.
2	Select Reports > Standard > Prior Day > select the report from the menu. Result: The requested report will display.
3	Click the + icon to drill down for further detail on other accounts.

ACCOUNT REPORTING

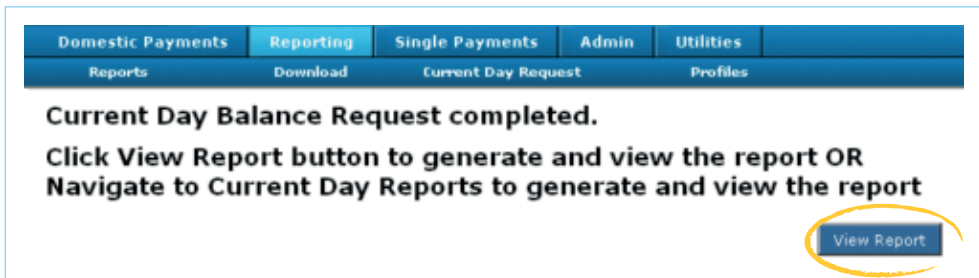
Generate a Current Day Report

In order to obtain the most up-to-date balance and transaction information, you should perform a Current Day Balance/Transaction Request before generating a standard Current day report. This is because the standard Current Day report will only contain the balance/ transaction information that was retrieved by the last Current Day Balance/Transaction Request.

To request a current day report with a live balance* you must select the Current Day Request tab from the Reporting menu.

* Live balances are not available for all account types.

STEP	ACTION
1	Click the Reporting tab.
2	Select Current Day Request > Request Balance .
3	Select the account number using the filter.
4	Select Enter . <i>Result:</i> <i>Current Day Balance Request</i> screen is displayed.
5	Click View Report . <i>Result:</i> The <i>Balance Enquiry Report</i> is displayed. <i>Note:</i> This gives you a live balance and can be generated anytime throughout the day.



REPORTING

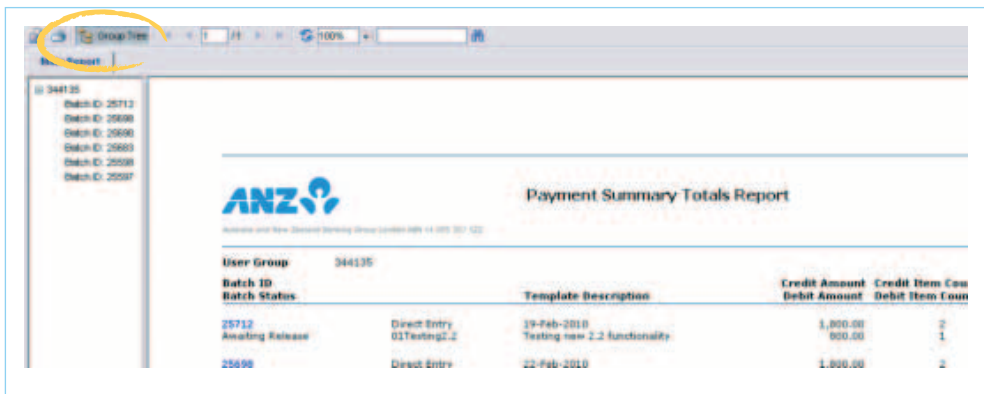
PAYMENT REPORTING

Create a Payment Summary Totals Report

This report is generated as a standard report.

STEP	ACTION
1	Click the Domestic Payments tab.
2	Select Reports > Standard > Payment Reports > Payment Summary Totals .

Result: The *Payment Summary Totals Report* is displayed.



3	Click on Group Tree then click to display individual Batch IDs .
---	--

Note: When you select a Batch ID, it will display the page of the report that the ID details are located on.

PAYMENT REPORTING

Create a Payment Summary Report

This report is generated as a filter report, therefore can be set up as a profile report.

- | STEP | ACTION |
|------|--|
| 1 | Click the Single Payments tab. |
| 2 | Select Reports > Filter > Payment Summary . |
| 3 | Enter the Transaction Date and any other filter criteria. |

Click on a Field Name to Enter Filter Values.

Mandatory	Field Name	Sort	Sort Order
	User Group	None	0
	Tran Num	None	0
	Status	None	0
	Debit Account Number	None	0
	Debit Amount	None	0
	Debit Currency	None	0
	Credit Amount	None	0
	Credit Currency	None	0
	Entry Date	None	0
	Transaction Date	None	0

- Click **Enter**.
Result: The *Payment Summary Report* is generated.
- Click **Group Tree** to locate individual account details.

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Member of ANZ New Zealand Banking Group Limited ABN 11 000 001 022

344135

Trans	Debit Account	Debit Amount	Credit Amount	Value Date	Beneficiary Name	Type	Status
9622	001121344	AUD	5,000.00 USD	12-Nov-2009	basco	INTL	Approved
Debit Total:						1 Transactions	
10502	001121355	AUD	200.00 USD	16-Feb-2010	Rebecca	INTL	Incomplete
Debit Total:						1 Transactions	

REPORTING

REPORT WITH VOUCHER IMAGES

Vouchers associated with individual transactions, for examples cheques, remittance slips and other credit and debit paper items, can be viewed via the Transaction Summary with Voucher Images Report.

Note: Voucher images are only available for retail and corporate/institutional accounts.

STEP	ACTION
1	Click the Reporting tab.
2	Select Reports > Standard or Filter > Prior Day > Transaction Summary with Voucher Images .
3	Filter the search criteria, if required.

Result: The *Transaction Summary with Voucher Images* report displays.

ANZ						Transaction Summary With Voucher Images Report		23-Jan-2010 3:08:33 PM	
Australia and New Zealand Banking Group Limited ABN 11 005 357 522								Page 1 of 62	
						01-Oct-07 to 01-Oct-07			
Account Name		ABC XYZ				Currency		AUD	
Account Number		123456789				Account Type		DD	
Tran Date	Tran Type	Reference	Amount	Narrative					
01-Oct-07	FEE		15.00	DR	ACCOUNT SERVICING FEE				
01-Oct-07	INT EARNED		448.00	CR	CREDIT INTEREST PAID				
Short Narrative		Total Debits		15.00		Number of Debits		1	
Narrative		Total Credits		448.00		Number of Credits		1	
Account Name		ABC XYZ				Currency		AUD	
Account Number		123456789				Account Type		DD	
Tran Date	Tran Type	Reference	Amount	Narrative					

4 Click on the required transaction.

Result: The *Transaction Detail with Voucher Images* Report displays.

5 Click on the **View voucher image(s)** link.

Note: If no voucher images are available, the message **No voucher image(s)** available displays.

ANZ		Transaction Detail with Voucher Images Report		23-Jan-2010 3:08:35 PM	
Australia and New Zealand Banking Group Limited ABN 11 005 357 522				Page 1 of 1	
Account Name	ABC XYZ				
Account Number	123456789				
Currency Code	AUD				
Account Type	DD				
Transaction Date	01-Oct-07				
Transaction Type	CHEQUE				
Reference	220006				
Amount	1,001.00				
Transaction Indicator	DR				
Effective Date	01-Oct-07				
TraceLine	3355P4500300274A002DBE				
Tran Code	000				
BAI Code & Description	475-CHEQUE PAID				
Auxdom	0000220006				
Short Narrative	220006				
Narrative	0000220006 MIDDLE BRIGHTON				
View voucher image(s)					

STEP ACTION

6 Select the voucher you wish to view from the **Voucher Images Summary** grid.

Result: The transaction details and voucher display.

Page 1 of 1 Rows Per Page Default

BSB	Account Number	Cheque Serial Number	Agent Deposit Number	Amount	Paper Trace	Teller Trace
012241	121456789	220006		1,001.00	6202690	2241000000
012241	121456789	220006		1,001.00	4501230	2124450000

Records 1 to 2 of 2

Transaction Details

Account Name	ABC XYZ	Transaction Date	01/10/2007	Transaction Code	0
Account Number	123456789	Transaction Amount	(\$),001.00	BAI Code and Description	475
Transaction Type	CHEQUE	Transaction Indicator	CR	Reference	220006
		AuthDom	0000220006	TraceLine	33559450300074A00000BE

Voucher Details

BSB	012241	Account Number	123456789	Amount	\$1,001.00
Cheque Serial Number	220006	Agent Deposit Number			
Teller Trace	2241000000	Paper Trace	6202690		

012241 TPC 201001999991 9998001

Drawing Debit **Debit**

TO 012241 04/10/2007

TEST For Judy

APPDEVLees2

APPDEVLees2

Debit CMP TEST DBT

\$ 1001.00

* 220006 * 012241 254794688 * 0001001000 *

HOST-TO-HOST

Host-to-Host enables you to:

- > automatically upload payment and payables files created by your accounting system to ANZ for processing.
- > automatically download receivables files from ANZ to be viewed in your accounting system.

Once a file has been uploaded, you can either:

- > manually approve and release the payment in ANZ Transactive, or
- > have your files automatically approved/released without manual intervention (called Straight Through Processing or STP)

You can then track the progress of your payments via either:

- > ANZ Transactive, or
- > 'Reply files' sent to you by ANZ to be viewed in your accounting system.



IMPORTANT

If you would like to know more about any of this functionality, please speak to your ANZ Representative.

NAVIGATION AND TOOLBARS

CREATE A TOOLBAR SHORTCUT BUTTON

To save time when creating reports, you can create toolbar shortcut buttons that will appear at the top of your ANZ Transactive screen.

Examples of shortcut buttons you may want to create would be for:

- > Generating a Prior Day Report
- > Payments Summary Total Report
- > Profile Reports that you have created
- > Creating payments
- > Approving payments.

Note: A shortcut button can not be created for *Current Day Requests*.

STEP	ACTION
1	Click the Utilities tab.
2	Select Toolbar Maintenance > Add from the menu.
3	Select the product, function and action that you wish to save as a shortcut.

4	Click Next .
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NAVIGATION AND TOOLBARS

STEP ACTION

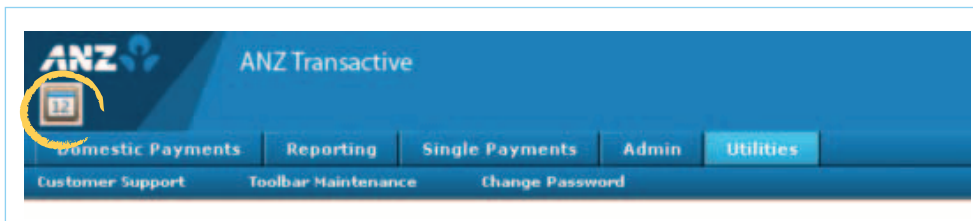
- 5 > Enter a Tooltip to display when you move the mouse over the toolbar button.
> Select an Image for the new toolbar button.

Note: Select the Run automatically at log on option if you want to run the shortcut automatically when you log on to ANZ Transactive.
















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- 6 Click **Save**, then **OK**.

Result: The new Toolbar button is displayed at the top of your screen.



NAVIGATE IN ANZ TRANSACTIVE

Use the table below to assist you with navigating in ANZ Transactive.

FUNCTION	BUTTON	DESCRIPTION
Group Tree		Show the navigation tree to quickly access specific batches, accounts or transactions.
First/ previous page (reports)		Go to the first/ previous page of a multi-page report.
First/ previous page (lists)		Go to the first/ previous page of a multi-page list.
Next/last page (reports)		Go to the next/last page of a multi-page report.
Next/last page (lists)		Go to the next/last page of a multi-page list.
Page number (reports)		Type a page number in the text box. Press Enter to go to that page.
Page number (lists)		Type a page number in the text box. Press Enter to go to that page.
Refresh		Update and re-display the report with the latest data.
Print		Display the <i>Print</i> dialog box.
Export		Display the <i>Export the Report</i> screen.*
Search for text (reports)		Type what you want to find in the text box. Click the binoculars icon to locate it.
Reselect (lists)		Click the binoculars icon to display search criteria for the list.
Zoom		Select a percentage value to zoom in or out.



