

# ANZ TRANSACTIVE – GLOBAL QUICK REFERENCE GUIDE CREATING PAYMENTS

1. Log on to ANZ Transactive - Global via <https://transactive.online.anz.com>
2. Enter your User ID and click Submit.
3. If you log on using a token, enter your password and the Token OTP response and click Log on.  
If you log on using a smart card, insert your smart card in the reader and click Log on. Enter your PIN and press OK.
4. Click **ANZ Transactive - Cash Asia** in My Application content or go to the menu and click **My Application> 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

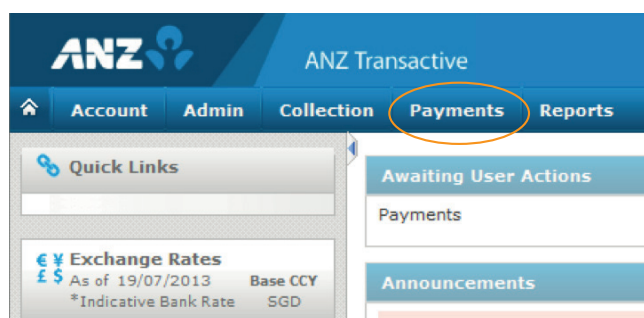
You may create a transaction by copying an existing saved transaction.

### 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**.

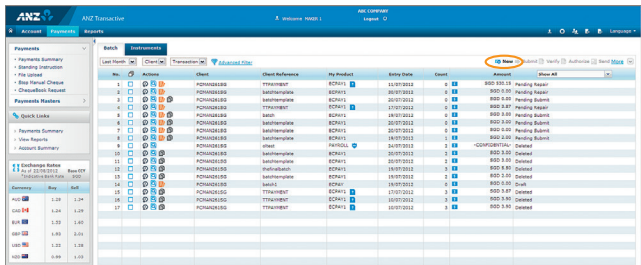
The payment summary screen is displayed.

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.

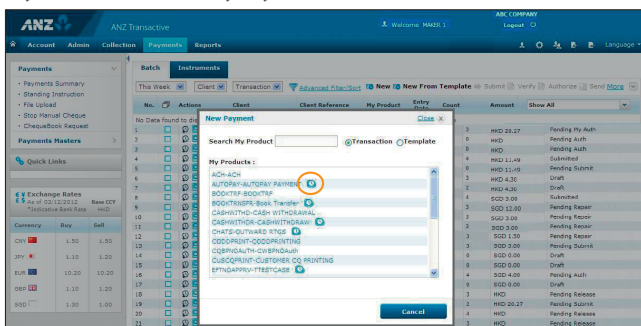
Copy Record  - Copy existing instrument level details to a new record. You may amend the product and amount detail.



No.	Actions	Client	Client Reference	My Product	Entry Date	Entry Count	Amount	Show All
1		POHONGSIS	TTTRANHPT	EDPA15	15/07/2012	1	\$50 55.15 Pending Input	
2		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Input	
3		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
4		POHONGSIS	TTTRANHPT	EDPA15	17/07/2012	2	\$50 3.87 Pending Input	
5		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
6		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
7		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
8		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
9		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
10		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
11		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
12		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
13		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
14		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
15		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
16		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
17		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	

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 QuickPay MyProducts. BatchPay MyProducts will not show a clock icon.



No.	Actions	Client	Client Reference	My Product	Entry Date	Entry Count	Amount	Show All
1		POHONGSIS	TTTRANHPT	EDPA15	15/07/2012	1	\$50 55.15 Pending Input	
2		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Input	
3		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
4		POHONGSIS	TTTRANHPT	EDPA15	17/07/2012	2	\$50 3.87 Pending Input	
5		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
6		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
7		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
8		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
9		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
10		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
11		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
12		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
13		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
14		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
15		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
16		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
17		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
18		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
19		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
20		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	
21		POHONGSIS	SAKHANGPA	EDPA15	20/07/2012	2	\$50 5.00 Pending Release	

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.

ANZ

ANZ Transactive

Account Admin Collection Payments Reports

ANZ Corporate  
Inquiry O

Language

Payments

Payments Summary  
Standing Instruction  
File Upload  
Stop Manual Cheque  
Chequebook Request

Payments Monitor

Quick Links

Exchange Rates  
Rate of 105.122012  
Base CNY  
Indicative Bank Rate

Batch Header

Batch Reference: 1507

Remarks

Instrument

Entered Instrument: 0

☐ Test Indicator


Instrument Details

Search Instrument: 1507

No.	Client Reference	Product	Beneficiary Name	Processing Date	Amount	Status	Delete
1	1507	BATCH	1507	15/07/2012	\$50 55.15	Pending Input	

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.

**ANZ Transactive** | Welcome QUEEN GSB INITIATOR 5 | Logout | Language

Account Admin Collections Payments Reports Liquidity

**Quick Pay Edit** | Back

Save Save and Submit

**Instrument**

TIP/MNT | Internal Reference : 0 | Source : Manual

Payment Currency : USD

Payment Product : INTERNATIONAL TELEGRAPHIC TRANSFER-USD (USD)

Client Reference :

Record Reference :

Debit Account :

☐ Test Indicator

**Author Beneficiary Details**

Beneficiary Code :

Beneficiary Name :

Beneficiary Address :

Beneficiary Country :

Beneficiary Type :

**Beneficiary Account Details**

Account Number/IBAN :

Account Type :

Account Currency :

**Beneficiary Bank Details**

Beneficiary Bank :

Country :

Swift code :

National Clearing Code :

Domestic Clearing Code :

Bank Name (English/Local) :

Branch Name (English/Local) :

Bank Branch Address :

State/Province :

City :

**Payments Details**

Processing Date : 06/08/2014

Payment Amount :

Purpose Code :

Purpose Code Description :

**Processing Details**

Charge to :

Central Bank Reference :

[View Details...](#)

**Beneficiary Notification Details**

Email :

**Additional Information**

Debit Reference :

Debit Details :

Credit Reference :

Credit Details :

Type Code :

Sender To Receiver Info :

Remarks :

Save Save and Submit

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

No.	Action	Client	Client Reference	My Product	Entry Date	Count	Amount
1	[Icon]	SGPHY	BTBENRBL010	BTBSPOR	01/05/2013	1	SGD 53.00 Sent To Bank
2	[Icon]	SGPHY	TPPAY13229	TPBNQAL	03/05/2013	8	SGD 27,650.00 Pending Submit
3	[Icon]	SGPHY	TPPAY13229	TPBNQAL	03/05/2013	8	SGD 27,650.00 Pending Submit
4	[Icon]	SGPHY	TPPAY13228	TPBNQAL	02/05/2013	8	SGD 27,650.00 Pending Submit
5	[Icon]	SGPHY	TPPAY13228	TPBNQAL	02/05/2013	8	SGD 27,650.00 Pending Repair
6	[Icon]	SGPHY	TPPAY13223	TPBNQAL	02/05/2013	8	SGD 27,650.00 Pending Repair
7	[Icon]	SGPHY	TPPAY13224	TPBNQAL	02/05/2013	8	SGD 27,650.00 Pending Repair
8	[Icon]	SGPHY	23123	TPBNQAL	02/05/2013	1	SGD 0.00 Draft
9	[Icon]	SGPHY	CHQTESTSG001	CUSTCHQAT	02/05/2013	1	SGD 48.00 Sent To Bank
10	[Icon]	SGPHY	CHQTESTSG001	CUSTCHQAT	02/05/2013	1	SGD 48.00 Pending Submit
11	[Icon]	SGPHY	CHQTESTUS001	CUSTCHQAT	02/05/2013	1	USD 57.00 Sent To Bank
12	[Icon]	SGPHY	CHQTESTUS001	CUSTCHQAT	02/05/2013	1	USD 57.00 Pending Submit
13	[Icon]	SGPHY	CHQSG07W01	CUSTCHQAT	02/05/2013	1	SGD 46.00 Pending Repair
14	[Icon]	SGPHY	DIRECT433	ADELNE	02/05/2013	2	SGD 1,897.00 Submitted
15	[Icon]	SGPHY	CHQSG07W01	CUSTCHQAT	02/05/2013	1	SGD 46.00 Sent To Bank
16	[Icon]	SGPHY	CASHWDCW9501	CASHWDR	02/05/2013	1	SGD 33.00 Pending Repair
17	[Icon]	SGPHY	CASHWDCW9502	CASHWDR	02/05/2013	1	SGD 36.55 Pending Repair
18	[Icon]	SGPHY	CHQSG07W01	CUSTCHQAT	30/04/2013	1	SGD 46.00 Pending Submit
19	[Icon]	SGPHY	BachTemplateK	BTBSPOR	30/04/2013	1	SGD 1,246.00 Pending My Verification
20	[Icon]	SGPHY	BTBENRBL010	BTBSPOR	30/04/2013	1	SGD 1,246.00 Sent To Bank
21	[Icon]	SGPHY	TESTCASHW	CASHWDR	30/04/2013	1	SGD 0.00 Pending Submit
22	[Icon]	SGPHY	RTGSSP	RTGSSPS	30/04/2013	2	SGD 17.00 Submitted
23	[Icon]	SGPHY	TRSP	TRSPR	30/04/2013	2	SGD 14.00 Submitted
24	[Icon]	SGPHY	SRFRSP	PAYROLLS	22/04/2013	4	SGD 450.00 Draft
25	[Icon]	SGPHY	WERFERGF	PAYROLLS	18/04/2013	3	AUD 222.00 Draft
26	[Icon]	SGPHY	CWDL	CASHWDR	17/04/2013	1	SGD 112.20 Pending Authorisation
27	[Icon]	SGPHY	CWD	CASHWDR	17/04/2013	1	SGD 112.20 Pending Repair
28	[Icon]	SGPHY	CWD	CASHWDR	17/04/2013	1	SGD 112.20 Pending Repair
29	[Icon]	SGPHY	CASHWDRBNE2	CASHWDR	16/04/2013	1	SGD 112.20 Pending Repair
30	[Icon]	SGPHY	CASHWDRBNE1	CASHWDR	16/04/2013	1	SGD 112.20 Pending Repair
31	[Icon]	SGPHY	SGTEPLATE004	CASHWDR	15/04/2013	1	SGD 47.00 Pending Repair
32	[Icon]	SGPHY	SGTEPLATE003	CASHWDR	15/04/2013	1	SGD 47.00 Pending Repair
33	[Icon]	SGPHY	BENETRY	BTBSPOR	15/04/2013	1	SGD 112.20 Pending Submit
34	[Icon]	SGPHY	SUTPHR ATFR000	CASHWDR	15/04/2013	1	SGD 47.00 Pending Submit

### 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.

Template Name:

Templates:

- ADMINCHECK
- ERUNLOCK
- ARUNLOCK
- ARUNTERPLATE
- BATCHTEMP
- BTBSPOR
- BTBENRBL
- BN152
- BN156

Cancel

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

Batch Header

Payment Currency:  SGD

Payment Product:  BTBENRBL010

Order Account:  000000000000

Processing Date:  05/07/2013

Batch Reference:  000000000000


Amount:  53.00 SGD

Submit

### 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.


## D. COPY EXISTING TRANSACTION TO A NEW RECORD.

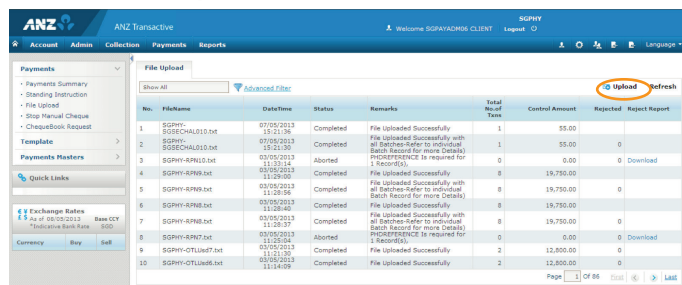
Click on Copy Record  to copy existing instrument level details to a new record. All the details pertaining to that transaction will be populated in the Transaction Entry screen.

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

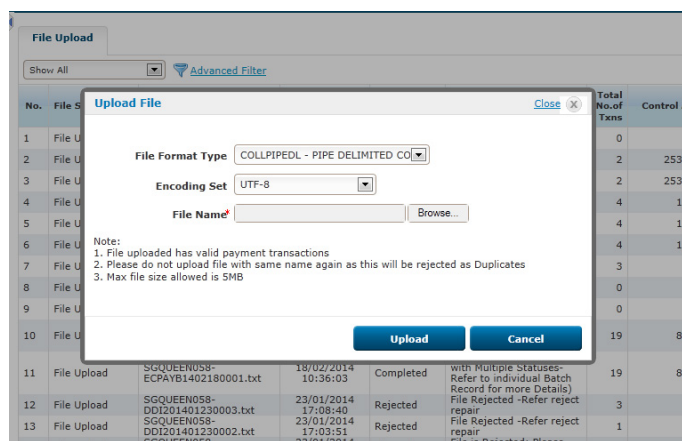
This feature eliminates the need to manually enter payment batches through the batch input screen.

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



No.	Filename	Datetime	Status	Remarks	Total No. of Txns	Control Amount	Reported	Report Report
1	SGPRH-EGSECHAL010.dat	07/08/2013 15:21:36	Completed	File Uploaded Successfully	1	\$5.00	0	
2	SGPRH-EGSECHAL010.dat	07/08/2013 15:21:39	Completed	File Uploaded Successfully with all batches refer to individual Batch Record for more Details	1	\$5.00	0	
3	SGPRH-KRM010.dat	07/08/2013 15:21:14	Aborted	PROCESSED - is required for 1 Record(s)	0	0.00	0	Download
4	SGPRH-KRM010.dat	07/08/2013 11:29:00	Completed	File Uploaded Successfully	8	16,765.00	0	
5	SGPRH-KRM010.dat	07/08/2013 11:28:56	Completed	File Uploaded Successfully with all batches refer to individual Batch Record for more Details	8	16,765.00	0	
6	SGPRH-KRM010.dat	07/08/2013 11:28:40	Completed	File Uploaded Successfully	8	16,765.00	0	
7	SGPRH-KRM010.dat	07/08/2013 11:28:37	Completed	File Uploaded Successfully with all batches refer to individual Batch Record for more Details	8	16,765.00	0	
8	SGPRH-KRM010.dat	07/08/2013 11:28:04	Aborted	PROCESSED - is required for 1 Record(s)	0	0.00	0	Download
9	SGPRH-OTL007.txt	07/08/2013 11:21:05	Completed	File Uploaded Successfully	2	12,800.00	0	
10	SGPRH-OTL007.txt	07/08/2013 11:21:09	Completed	File Uploaded Successfully	2	12,800.00	0	

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**.



**File Upload**

Show All Advanced Filter

**File Format Type** COLLPIPEDL - PIPE DELIMITED CO

**Encoding Set** UTF-8

**File Name**  Browse...

Note:  
1. File uploaded has valid payment transactions  
2. Please do not upload file with same name again as this will be rejected as Duplicates  
3. Max file size allowed is 5MB

Upload Cancel

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

**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 can be found at [www.anz.com/servicecentres](http://www.anz.com/servicecentres).