ANZ TRANSACTIVE – GLOBAL

QUICK REFERENCE GUIDE - AUTHORISING PAYMENTS

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PUBLIC

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AUTHORISATION PROCESS

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

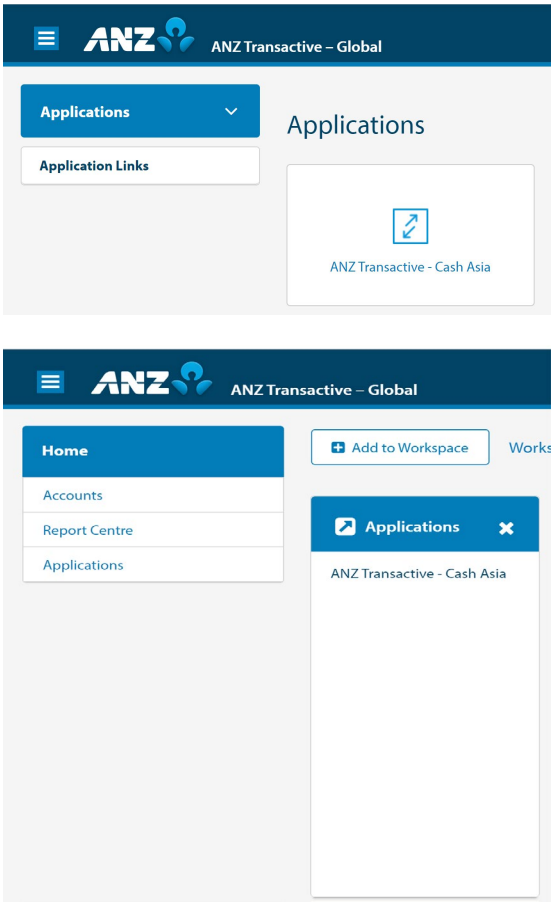
AUTHORISING A PAYMENT TRANSACTION

1. Log onto **ANZ Transactive-Global** by typing anz.com/transactive into your browser.

2. Enter your **User ID** and click **Submit.**

3. If you log on using a token, enter your password and the token OTP response and click on **Log on.**

4. Click **ANZ Transactive - Cash Asia** in Application content or go to the menu and click **Applications > ANZ Transactive-Cash Asia**.



5. Click the **Payments tab > Payments** submenu > **Payments Summary** (Batch transactions will be displayed under the Batch tab, while quick pay transactions will be displayed under the instrument tab).

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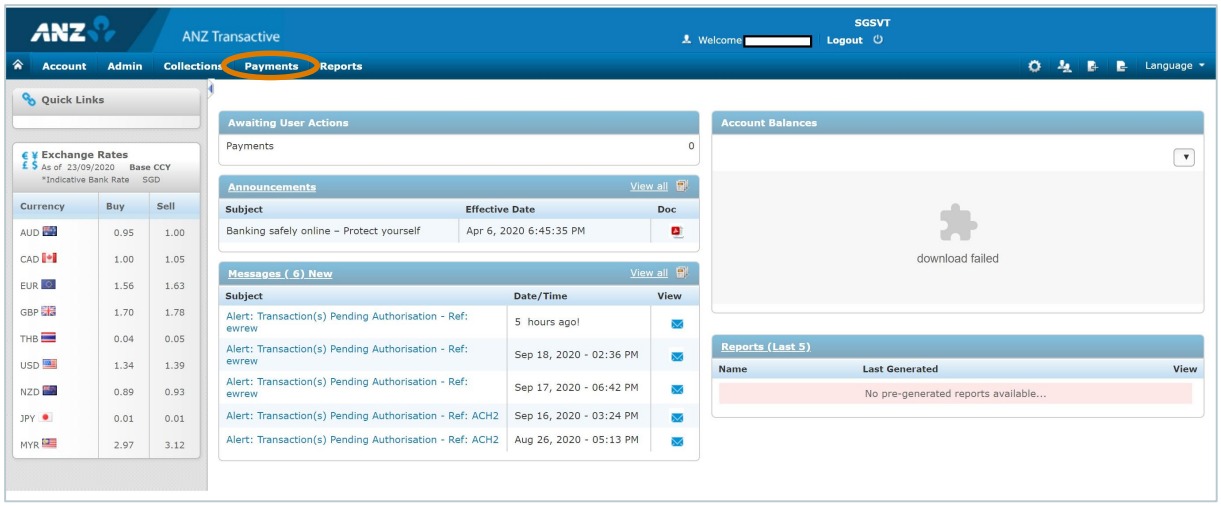
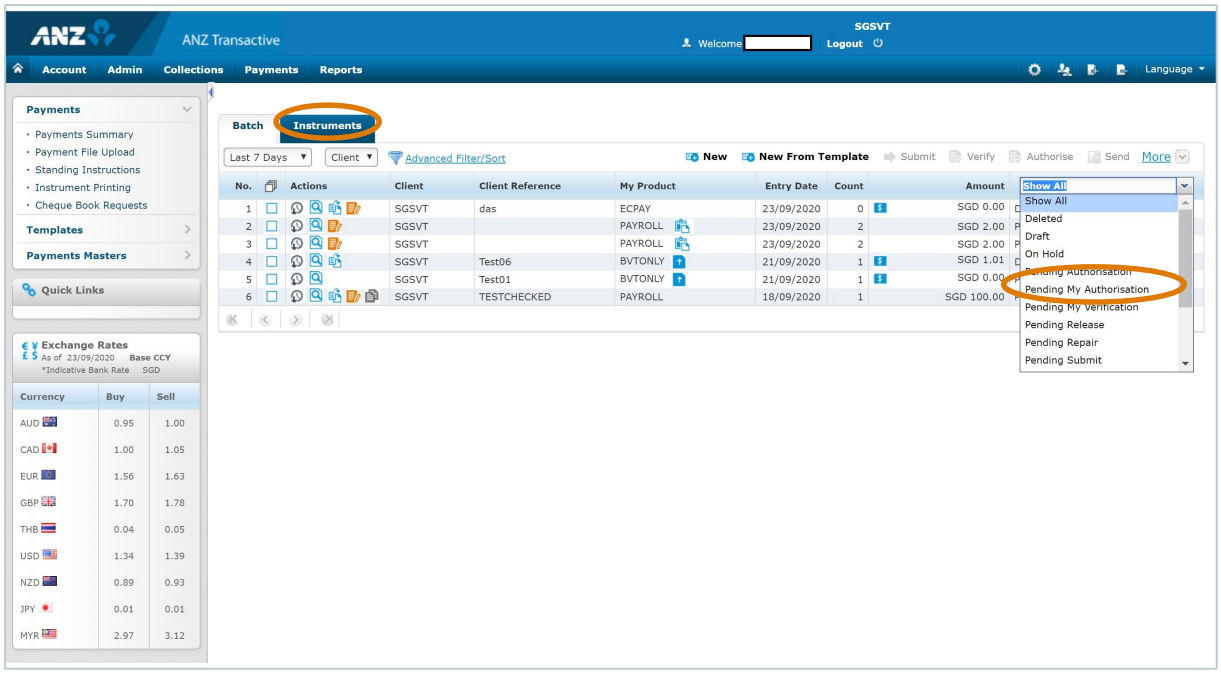
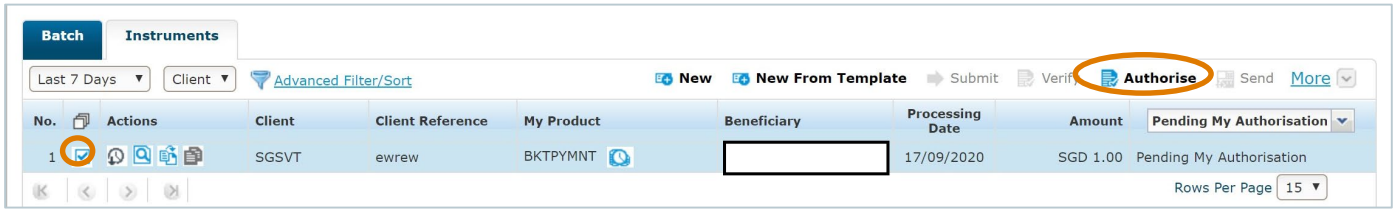


6. Click either the **Batch** or **Instrument** tab to authorise payments.

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



8. Click the checkbox of the batch or transaction you want to authorise. Click the Authorise button. You may select more than one batch or instrument to approve.



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Transactions can be authorised using the following devices:

- a pinpad token or
- ANZ Digital Key

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

TO AUTHORISE USING A TOKEN

AUTHORISE USING A TOKEN

a. Switch on the token and enter your PIN.

b. For an online signature press SIG 2.

c. Enter the token entry ID as displayed in the Token Entry field into your token.

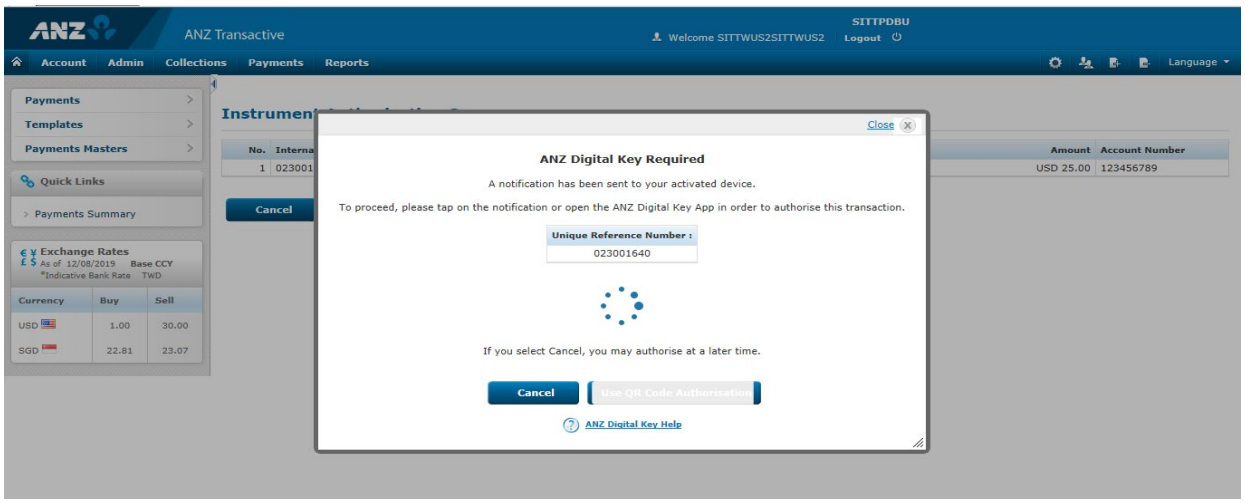
d. When you see SIG 2. displayed on your token, press ◂ to retrieve the digital signature response.

e. Enter the response into the **Digital signature** field, and click on **Sign & Submit**.

Please note: Taiwan customers will need to select the Token option from the pop up menu, before commencing steps a,b,c and d above.

TO AUTHORISE USING ANZ DIGITAL KEY

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



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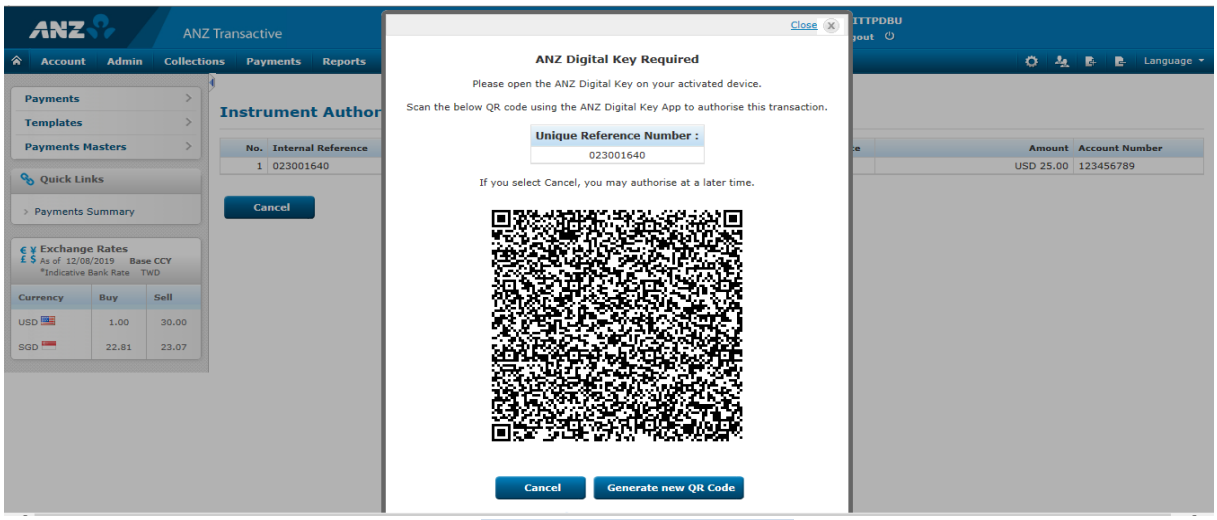

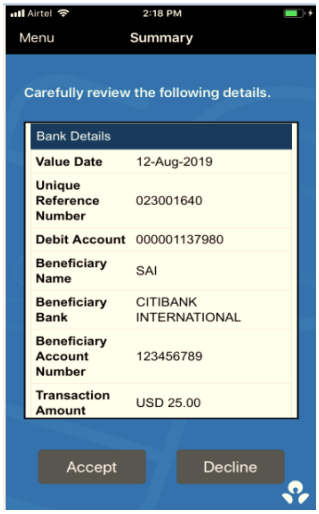

9. The message **Authorise Action Completed successfully** will be displayed.

TRANSACTION STATUS

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

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

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

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

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AUTHORISATION PROCESS FOR NEW BENEFICIARIES

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

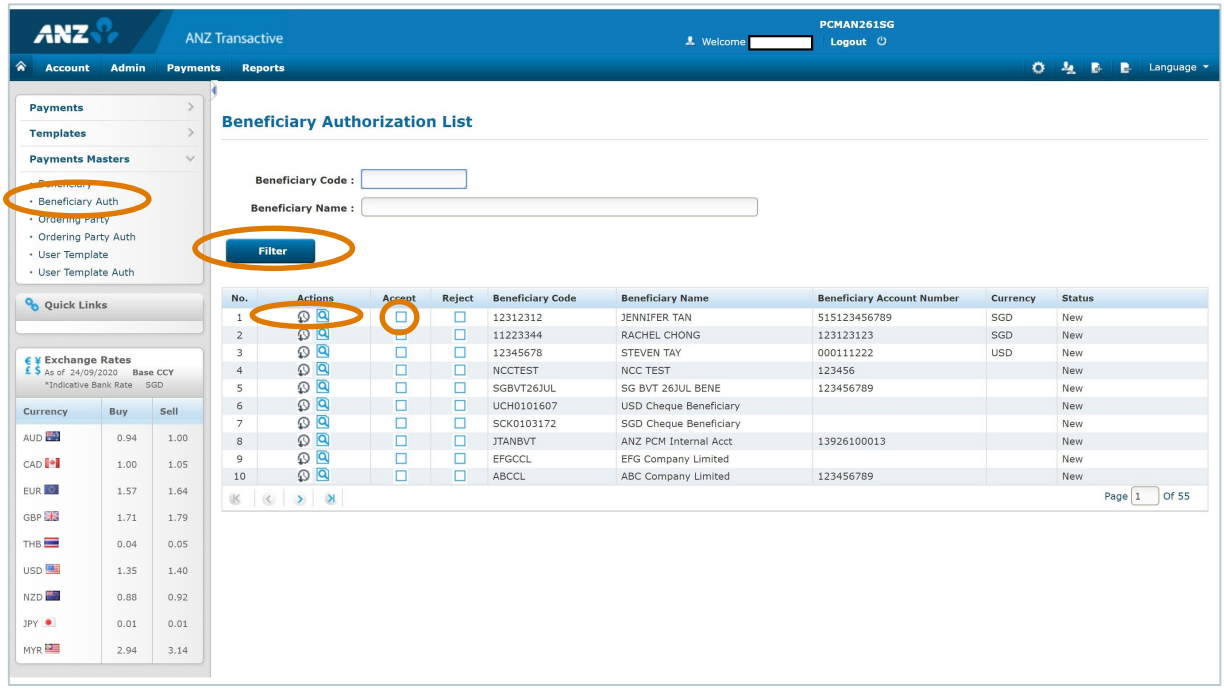
AUTHORISING A NEW BENEFICIARY

1. Click the Payments tab > Payments Masters submenu > Beneficiaries Auth.

2. Click the **Filter** button to retrieve a particular beneficiary definition based on your inputs in the fields:
   - Beneficiary Code
   - Beneficiary Name

3. **Accept** – Check this box if you accept the entry.

4. The accepted entry can be viewed on the **Beneficiary List** screen with the status as **Authorised**.



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

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

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

NEED HELP?

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

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