Creating and Scheduling Reports in ANZ Transactive – Global

Within ANZ Transactive – Global, you have the option to schedule reports to be emailed to you at your preferred intervals, without the need to log in every time to download the reports.

Before scheduling a report for the first time, ensure your details are set up and up-to-date. Click on your name on the top-right hand corner of the screen and click Settings and Preferences to review these details.

All emailed reports are encrypted to maintain privacy. To access these reports, you must create a Report Retrieval Code, which serves as a password to securely open the report.

You can update this case-sensitive code at any time.

Ensure that your email address listed under your profile is accurate and current, as this is where your report will be sent. Click Save Changes to update your settings.

To add or update your email address, contact your company administrator, or submit an Amend User Digital Channels Service Request. Alternatively, complete and submit a User Security Profile Update form.

All Payments and Receivables reports can be scheduled and run from the Report Centre menu. For all other product-specific reports, click the respective menu; we will demonstrate this from the Accounts menu.

Your ability to access the various functionality offered in ANZ Transactive – Global depends on the user entitlements assigned to you by your Administrator/s.

Click Accounts, then Reports.

Click New from the Control Bar, then select your Report Type and Report Format.

Select the data range from the Show Data For drop-down menu and then select Filter By Account Number or Account Currency.

In this example, we will select Account Number and click Add to nominate the desired account/s. Then click Add to confirm your selection.

If you would like to generate the report immediately, click Run Report Now.

In this demonstration, we will schedule the report by selecting Continue to Schedule & Save.

Choose the Repeats frequency, the day the report Repeats On, the Schedule Start and End Dates and Run Time / Time Zone.

Enter a Profile Name and if desired a Profile Description and Filename Prefix.

Click Deliver Report by Email, if you would like to have the report emailed to you.

If required, click Run Report after Saving to also download the report immediately. Click Save Report Profile to finalise scheduling your report.

You will return to the Account Reports screen where your scheduled report will be visible. You can re-run, edit, copy or delete this report profile at any time. You can also see the Next Run Date and End Date.

To edit a scheduled report, click on a report and click Edit and amend the required fields, then click Save Changes to confirm the updates.

For more information on Creating and Scheduling Reports in ANZ Transactive – Global, visit ANZ Digital Services Help.

Help.online.anz.com