

## Upload Payment File

ANZ Transactive – Global allows you to create payments using a number of different file formats.

To upload a payment file, click Use Payment File in the Create Payment screen.

If you are entitled to more than one Division, select the Division under which the payment will be made.

Select the type of file you are uploading from the File Format drop-down list.

You can disable beneficiary changes to prevent users adding new beneficiaries or editing details of existing beneficiaries after the file is imported.

Complete the fields as required. Detailed instructions for each file format can be found on ANZ Digital Services Help.

Click Browse to find and select the payment file to upload.

Click Start Upload.

A confirmation message is displayed advising that the file will be scanned and processed and a File ID is provided.

You can view the status of the file import in the File Import Summary screen.

Click on a row to view the Payment File Summary screen where you can see if a payment has been created successfully.

And you can see if any transactions were rejected or need repair.

If a payment has been successfully created, View Current Payments will be visible on the Control Bar. Click this to view the details of the payment.