

# Creating an Australian Direct Entry Domestic Payment in ANZ Transactive – Global

Select Payments from the left-hand menu, which will take you to the Create Payments screen.

This will present you with a number of payment methods and types depending on your user entitlements.

Click the Domestic Payment tile to begin.

Select the funding account by either using the drop-down menu or the search function.

Select Direct Entry.

To process the payment on the same day, leave the default Value Date as Today.

We will demonstrate a future-dated payment by clicking Later and nominating a date. Set a Release Time, if required.

Complete the Payment Details fields with the mandatory information.

Enter a Payment Name that will appear on payment reports available in ANZ Transactive - Global.

Enter a Payment Reference that will appear as part of the narrative on the Debit account and beneficiary's statement, and again on payment reports.

Enter a Statement Narrative that will appear as part of the narrative on the funding account statement.

Select a Direct Entry User ID.

Click Add to create a Beneficiary Details record in the grid.

To reduce the risk of fraud, ANZ recommends you always confirm beneficiary details when processing a payment.

Select an existing beneficiary from the Beneficiary Name drop-down list or click Add New Beneficiary to create a new ad-hoc beneficiary, if you are entitled to do so.

The Reference field is populated with the Payment Reference. If required, this can be changed for each beneficiary.

Add the amount to pay the beneficiary in the Amount field.  
You can also add this in the Beneficiary Payment Details pop-up window.

Click on the Details icon.

Below the Beneficiary Name and Payment Details, you may notice that the Lodgment Reference is pre-populated and can be updated as required.

This reference is the same as the Payment Reference which was used in the Payment Details screen.

Enter Remittance Information and if required, enter Invoice Details. This will appear on the Beneficiary Advice and Payment Detail Report.

To send a beneficiary advice, ensure the Email Beneficiary Advice is ticked.

Pre-populated email addresses are derived from the beneficiary's details in the Beneficiaries list.

Click Save.

Click Review & Submit.

You will be presented with a Review Payment screen to verify your payment.

Under Review Payment, you can see the Value Date is set to the future-dated payment and the scheduled Release Time.

Review the payment details. If the payment details are not correct, click Previous to return to the previous screen and edit the payment details as required.

Click Submit to send the payment for approval.

A confirmation pop-up will appear with your Payment ID and also options to Request Payment Summary Report, Save Payment as Template or View this Payment.

Click OK to return to the Current Payments screen.

Your payment will be displayed with a Pending Approval status.  
If you are an approver, click on the payment to begin the approval process.

Depending on your authorisation matrix, the payment may require one or more approvals.

Review the payment details and click Approve on the Control Bar.

An Approve Selected Payments pop-up window will appear. Click Approve.

The final approver will then need to digitally sign the payment using their ANZ Digital Key or physical security device.

**For more information on Creating an Australian Direct Entry Domestic Payment in ANZ Transactive – Global, visit ANZ Digital Services Help.**

[Help.online.anz.com](https://help.online.anz.com)