

# ANZ INTERNET BANKING FOR BUSINESS

CUSTOMER USER GUIDE  
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## Viewing your accounts and activity

Learn how to use ANZ Internet Banking for Business to keep track of your accounts, including account activity and interest and charges paid.

Instructions included in this section:

- Logging on to ANZ Internet Banking for Business
- Security Options
- Viewing account activity
- Downloading account activity
- Viewing Business Credit Card and account activity
- Customising your account name(s)
- Viewing a tax invoice
- Moving between business & personal entities

For instructions on viewing the activity of an Operator, please see **Viewing an Operators activities** on page 9 of this guide.

### Logging on to ANZ Internet Banking for Business

1. Select **Internet Banking** on anz.com. Then select **log on**.
2. Enter your Customer Registration Number (CRN) and Password. Then select **log on**.
3. If you're an Operator, enter your **Operator ID**. Then select **log on**.

### Security Options

All ANZ Internet Banking for Business third party payments require authorisation. There are two security options available:

- ANZ Shield (free security app from App Store or Google Play), each Authorised User must download the app and register via ANZ Internet Banking (eligibility criteria apply#)
- ANZ Security Device (a physical device which is posted to the business address), each Authorised User must register via ANZ Internet Banking

### Viewing account activity

The **Your Accounts** page is the first screen you will see once you log on to ANZ Internet Banking for Business.

1. Select an account by clicking the account name. This will take you to more detailed information and options related to the chosen account.

### Downloading account activity

1. From the **Your Accounts** page select an account and **Download Transaction** history as required.
2. Select an account and date range from the available options in the drop down menu.
3. Select a required software package in the drop down box. Then select **Download**.

Please note, you can download your transaction activity into Quicken™, Microsoft Money™, MYOB™, Agrimaster™, Phoenix™, or as a CSV text file.

4. Select a location on your computer to save the file. If required, rename the file. Then select **OK**.

### Viewing Business Credit Card and Account activity

1. On the **Your Accounts** page, select a credit card account.  
You can choose between viewing activities on a card or viewing statement history.
2. To view:
  - Unstated transactions, select **Transactions**.
  - Available statements, select **Statement**.

### Customising your account name(s)

1. Select **Profile** from the menu options and then select **Personalise accounts**.
2. Select **Rename and reorder your accounts**.
3. Select an account. Then select how you wish to customise your account view. Choose between **Move account up**, **Move account down** and **Rename account**.

For the purpose of this guide, select **Rename account**.

4. Enter a new account name. Then select **Save**.

*Please note, this feature only customises your view of account names in ANZ Internet Banking for Business. It will not change ANZ's official or legal records. If changes to your account are required, please contact your ANZ Manager or visit an ANZ branch. Editing of an account name may also be changed by selecting the pencil icon within the **Account Overview** screen.*

### Viewing a tax invoice

1. Select **View Tax Invoice** from **Your Account Quicklinks**

Tax invoices are only issued if fees attracting GST have been incurred during the invoice period. If there are no tax invoices for the account selected, you will receive the following message: **Tax invoices are only issued if fees attracting GST have been incurred during the invoice period and can be viewed and printed on the first day of each calendar month.**

### Moving between business & personal entities

To move between your different business entities and personal entities (if applicable), simply select an entity in the drop down box.

## Making a payment

Learn about the different ways to make a payment to your employees and suppliers accounts at most Australian Financial Institutions. Plus, learn about paying tax and making a payment to your ANZ Credit Card.

Instructions included in this section:

- Making a new single payment
- Making a new multiple payment
- Making a payment by uploading a file from an accounting software
- Making a payment using a saved payment template
- Making a tax payment
- Making a Business Credit Card payment
- Purchasing a bank cheque
- Fixing an unsuccessful payment

### Making a new single payment

1. Choose between **Pay Anyone**, **Pay BPAY® Bills** and **Pay Employees** from the **Payments** menu.

For the purpose of this guide, select **Pay Anyone**.

2. Select **Pay Anyone** then **Single Pay Anyone**.
3. Select the account you would like to make the payment **from**
4. Select the Payee you would like to make the payment **to**
5. Enter the payment amount and a message.
6. If required, edit the date or select **Recurring transfer** to schedule a regular payment alternatively select **Pay now** or **Pay on**. Select **Review details**.
7. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

# For ANZ Shield eligibility, including device models and operating software, please visit [www.anz.com/shield](http://www.anz.com/shield). If selecting ANZ Shield, once registered, ANZ Shield will be used to authorise transactions on all linked CRNs (including all personal CRNs) and any ANZ Security Device(s) will be de-registered from all linked CRNs (unless previously nominated).

### Making a new multiple payment

1. Choose between **Pay Anyone**, **Pay BPAY® Bills** and **Transfer between my accounts** from the **Payments** menu.  
For the purpose of this guide, select **Pay Anyone**.
2. Select **Multiple Pay Anyone**.
3. Select the account you would like to make the payment **from** in the drop down menu. Then enter the date (or pick a date from the calendar) and your business name.
4. Select the Payee you would like to make the payment to in the drop down menu.
5. To amend or add a Payee's details, select **Maintain payee**. Once you are done, select **Save** to return to making your payment. Then select the Payee in the drop down menu.
6. Enter a reference to appear on the payee's statement and the payment amount. Then select **Add to list**.  
To add further payments, repeat Steps 4 - 6.  
If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.
7. To save as a template for future use, tick **Save this payment as a template**. Enter a template name. Then select **Continue**.
8. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

### Making a payment by uploading a file from an accounting software

1. Choose between **Pay Anyone**, **Pay BPAY® Bills** and **Pay Employees** from the **Payments** menu.  
For the purpose of this guide, select **Pay Anyone**.
2. Select **Import a payment file**. Then select **Continue**.
3. To locate the payment file saved on your computer, select **Browse**. Locate the file you would like to import. Select the file. Then select **Continue**.
4. The Payees from the file that has been imported will appear in the Payee list.  
Select the account you would like to make the payment **from** in the drop down menu. Then enter the date (or pick a date from the calendar) and your business name.
5. To amend or add a Payee's details, select **Maintain Payees**. Once you are done, select **Back** to return to making your payment.
6. To add a payment to the list, select the Payee in the drop-down menu. Enter a reference to appear on your statement and the payment amount. Then select **Add to list**. To add further payments, repeat.  
If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.
7. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

### Making a payment using a saved payment template

1. Choose between **Pay Anyone**, **Pay BPAY® Bills** and **Pay Employees** from the **Payments** menu.  
For the purpose of this guide, select **Pay Anyone**.
2. Select **Use a previously saved template**. Then select **Continue**.
3. Select the template required. Then select **Make a payment/transfer**.
4. Select an account you would like to make the payment from in the drop down menu. If required, edit the date (or pick a date from the calendar) and your business name.
5. Your Payee's details will be brought in from the template, but can be amended.  
To amend or add a Payee's details, select **Maintain Payees**. Once you are done, select **Back** to return to making your payment.  
To add a payment to the list, select the Payee in the drop down menu. Enter a reference to appear on your statement and the payment amount. Then select **Add to list**. To add further payments, repeat.  
If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.
6. To save as a new template, tick **Save this payment as a template**. Enter a template name. Then select **Continue**.
7. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

### Making a tax payment

1. Select **Pay Australian Taxation Office** from the **Payments** menu.
2. Select the account you would like to make the payment **from** in the drop down menu.
3. Enter your EFT Code (refer to your Tax Payment advice) and the payment amount.
4. If required, edit the date.
5. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

### Making a Business Credit Card payment

1. Select **Transfer between my Accounts** from the **Payments** menu.
2. Select the account you would like to make the payment from and either the individual Business Credit Card or the Business Credit account to **receive** the payment. Then enter the amount.  
Please note, payments made to an individual Business Credit Card will only be available to that card and are not available to other cards linked to the same billing account. To make a payment to your billing account, always select the Business Credit Card account.
3. If required, edit the date (or pick a date from the calendar) or select **Pay on** or **Pay Every** to schedule a payment. Then select **Review details**.
4. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Review details** and **Confirm**.

## Purchasing a bank cheque

1. Select a cheque/savings account from the **Your Accounts** page.
2. From the **Account Overview** page select **Purchase a Bank Cheque** from the **Account actions** panel.
3. Select the account you would like to make the payment from in the drop down menu.
4. Enter the Payee name, the amount and a description.
5. Enter a delivery address for the bank cheque and an address in the event it is undeliverable. Then select **Continue**.
6. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Fixing an unsuccessful payment

1. Select **Repair Payment/Transfer** from the **Payments** menu. You can also access this information from the top of the **Your Accounts** page
2. Select the payment. Then select **Repair**.  
Alternatively, you can select:
  - View and review the payment. Then select **Repair**.
  - Select **Reject**, input Reason and select **Reject**. Then select **OK**.
3. Repair the payment, as required. Then select **Continue**.
4. If you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**.

## Making an international payment

Learn how convenient and simple it is to make an international payment.

Instructions included in this section:

- Registering for International Services
- Transferring funds overseas
- Purchasing foreign cash and travellers cheques
- Purchasing an International draft

### Registering for International Services

Before you can make an international payment, you must register for International Services. You must also be a registered Pay Anyone user.

1. Select **International Services** from the **Payments** menu.
2. Read and accept the Terms and Conditions. Then select **Apply**.  
Please note, International Services will be available the next time you login after midnight on the date of application.

### Transferring funds overseas

1. Select **International Services** from the **Payments** menu.
2. Select **Transfer Funds Overseas**.
3. Select the Beneficiary you would like to make the payment to or enter the Beneficiary information required by selecting **Add payee** and completing the details
4. Select the account you would like to make the payment **from** in.
5. Enter the amount you wish to pay in Australian dollars or the desired foreign currency.

6. Select **Get Rate** to view the total cost of the transfer including the Issuing Fee in Australian dollars.
7. Acknowledge your understanding of the ANZ international Money Transfer Terms and Conditions ("**Terms**").
8. Enter **Your Details** including full address and **Recipient details, Country and Purpose of Transfer** and select **Review Details**.
9. Review your request.  
If changes are required, select **Back**.  
If no changes are required and
  - you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.
  - you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Request Authorisation**.
10. Transfer message appears to advise of processing requirements. Select **OK** to acknowledge.

## Purchasing foreign cash and travellers cheques

1. Select **International Services** from the **Payments** menu.
2. Select **Order Foreign Cash/Travellers Cheques**.
3. Select the account you would like to make the purchase **from** in the drop down menu.
4. Select a transaction type and foreign currency in the drop down box. Enter the amount of foreign currency required. Select **Calculate** to view the total cost including commission in Australian dollars. To purchase the currency selected, select **Add to list**.  
To purchase another foreign currency, repeat.
5. Then select **Continue** to proceed.
6. Select **Branch locator** to find the most convenient ANZ branch to collect your cash/cheques. Enter a collection date (please allow at least four business days) and your contact details. Then select **Continue**.
7. Review your request.  
If changes are required, select **Back**.  
If no changes are required and
  - you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.
  - you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Purchasing an International draft

1. Select **International Services** from the **Payments** menu.
2. Select **Purchase an International Draft**.
3. Select the account you would like to make the purchase **from** in the drop down menu.
4. Enter the Payee's name. Select the currency of draft required. Then enter the amount you wish to pay in Australian dollars or the desired foreign currency.
5. Select **Calculate** to view the total cost of the transfer including the Issuing Fee in Australian dollars.
6. Select a Purpose of Draft in the drop down menu. If other, enter the details.
7. Enter your delivery details including your ABN (if applicable). Then select **Continue**.

8. Review your request.

If changes are required, select **Back**.

If no changes are required select **I accept**. If

- you are an Operator, you are required to send the payment for authorisation. Select **Request authorisation**.
- you are an Administrator or Authoriser, to proceed with the payment enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Transferring money between your accounts

Learn how to move money between your accounts linked to ANZ Internet Banking for Business.

Instructions included in this section:

- Making a single transfer
- Making a multiple transfer
- Transferring funds using a saved template

*Please note, to move money between business and personal entities accessible with the same logon, see **Making a payment** on pages 3 - 5.*

### Making a single transfer

1. Select **Transfer between my Accounts** from the **Payments** menu.
2. Select **Create a new Single funds transfer**. Then select **Continue**.
3. Select the account you would like to make the payment **from** and the business account to **receive** the funds.

Then enter the amount.

4. If required, edit the date or select **Pay on** or **Pay every** to schedule a regular transfer. Then select **Review details**.
5. If you are an Operator, you are required to send the transfer for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the transfer, enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

### Making a multiple transfer

1. Select **Transfer between my Accounts** from the **Payments** menu.
2. Select **Create a new Multiple funds transfer**. Then select **Continue**.
3. Select an account you would like to make the payment **from** in the drop down menu. Then enter the date (or pick a date from the calendar).
4. Select an account to receive the payment in the drop down menu, and enter the amount. Then select **Add to list**.  
To add further transfers, repeat.
5. If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.
6. To save as a new template, tick **Save this payment as a template**. Enter a template name. Then select **Continue**.
7. If you are an Operator, you are required to send the transfer for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the transfer enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Transferring funds using a saved template

1. Select **Transfer between my Accounts** from the **Payments** menu.
2. Select **Use a previously saved template**. Then select **Continue**.
3. Select the template. Then select **Make a payment/transfer**.
4. Select an account you would like to make the payment **from** in the drop down menu. Then enter the date (or pick a date from the calendar).
5. Select an account to receive the payment in the drop down menu. Enter the amount. Then select **Add to list**.  
To add further transfers, repeat.
6. If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.
7. To save as a new template, tick **Save this payment** as a template. Then enter a template name. Then select **Continue**.
8. If you are an Operator, you are required to send the transfer for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed with the transfer, enter your **Security Device Code/Shield Code**. If this payment requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Collecting a payment using Direct Debit

Learn about the different ways to collect a payment from your customers' bank accounts at most Australian Financial Institutions using Direct Debit.

Instructions included in this section:

- Collecting a new Direct Debit payment
- Collecting a Direct Debit payment by uploading a file from an accounting software
- Collecting a Direct Debit payment using a saved payment template

### Collecting a new Direct Debit payment

1. Select **Setup business Direct Debit** from the **Payments** menu.
2. Select **Create Direct Debit batch manually**.
3. Select the user ID. Then select **Continue**.
4. Check the Direct Debit details.  
If the details are correct, select **Continue**. If the details are incorrect, select **Back**. Then select a different user ID.
5. If required, edit the date (or pick a date from the calendar). Then enter your business name.
6. Select the Client you would like to collect the payment **from** in the drop down menu.  
To amend or add the Client's details, select **Maintain Clients**. Once you are done, select **Back** to return to making your payment. Then select a Client in the drop down menu.
7. Enter a reference to appear on the Client's statement and the payment amount. Then select **Add to list**.  
To add further payments, repeat.
8. If required, change the payment amount by editing the amount box. To delete a payment, select **Remove**.
9. To save as a new template, tick **Save this payment as a template**. Enter a template name. Then select **Continue** to proceed with the payment.
10. If you are an Operator, you are required to send the request to collect from your Clients' accounts for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed collecting the payments enter your **Security Device Code/Shield Code**. If collecting the payments requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Collecting a Direct Debit payment by uploading a file from an accounting software

1. Select **Setup business Direct Debit** from the **Payments** menu.
2. Select **Import File**.
3. To locate the payment file saved on your computer, select **Browse**. Locate the file you want to import. Select the file. Then select **Continue**.
4. Select the user ID. Then select **Continue**.
5. Check the Direct Debit details.  
If the details are correct, select **Continue**. If the details are incorrect, select **Back**. Then select a different user ID.
6. If required, edit the date (or pick a date from the calendar). Then enter your business name.
7. To amend or add the Client's details, select **Maintain Clients**. Once you are done, select **Back** to return to making your payment.  
To add a new payment to the list, select a Client in the drop down menu. Enter a reference to appear on Client's statement and the payment amount. Then select **Add to list**. To add further payments, repeat.
8. If required, change the payment amount by editing the amount box. To delete the payment, select **Remove**.
9. To save as a template, tick **Save this payment as a template**. Enter a template name. Then select **Continue**.
10. If you are an Operator, you are required to send the request to collect from your Clients' accounts for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed collecting the payments enter your **Security Device Code/Shield Code**. If collecting the payments requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

## Collecting a direct debit payment using a saved payment template

1. Select **Setup business Direct Debit** from the **Payments** menu.
2. Select **Create Direct Debit batch using a template**.
3. Select the template. Then select **Set up a Direct Debit**.
4. Select the user ID. Then select **Continue**.
5. Check the Direct Debit details.  
If the details are correct, select **Continue**. If the details are incorrect, select **Back**. Then select a different user ID.
6. If required, edit the date (or pick a date from the calendar). Then enter your business name.
7. To amend or add a Client's details, select **Maintain Clients**. Once you are done, select **Back** to return to making your payment.  
To add a new payment to the list, select a Client in the drop-down menu. Enter a reference to appear on the Client's statement and the payment amount. Then select **Add to list**. To add further payments, repeat.
8. If required, change the payment amount by editing the amount box. To delete a payment, select **Remove**.
9. To save as a new template, tick **Save this payment as a template**. Enter a template name. Then select **Continue**.
10. If you are an Operator, you are required to send the request to collect from your Clients' accounts for authorisation. Select **Request authorisation**.

If you are an Administrator or Authoriser, to proceed collecting the payments enter your **Security Device Code/Shield Code**. If collecting the payments requires authorisation from other Administrators or Authorisers, select **Request authorisation**. If no further authorisation is required, select **Authorise**.

*Direct Debit is available on application. Eligibility criteria and ANZ's normal credit approval criteria apply.*

## Authorising a payment

Learn about authorising and rejecting a payment that has been made and requires your approval.

### How do I know if I have a payment requiring my authorisation?

Each time you log on to ANZ Internet Banking for Business, a message page will display important information including any payments requiring your authorisation. Take a moment to read the message page before clicking **Proceed to Internet Banking**.

Instructions included in this section:

- Viewing the authorisation queue
- Authorising a payment
- Sending a payment back to be changed
- Declining a payment

### Viewing the authorisation queue

1. Select **Authorise Payments/Transfers** from the **Payments** menu.  
*Please note, Authorise Payments/Transfers can only be accessed by Administrators and Authorisers.*
2. Each payment will have a status associated with it. The status of a payment can be any of the following:
  - **For approval** – The payment/transfer requires further authorisation.
  - **Expired** – The payment date for a future-dated payment/transfer has passed, or the payment authorisation period has lapsed. The payment/transfer can no longer be authorised. Payments with a status of 'expired' cannot be authorised and must be created again.
  - **Rejected** – The payment/transfer was rejected by an Administrator or Authoriser and cannot be authorised. Also see **Fixing an unsuccessful payment** on page 5.
  - **Under Repair** – The payment/transfer has been sent for repair and is currently in the 'Repair Payment/Transfers' queue. Only the user who initiated the payment can repair it.

Here you can authorise, send for a repair, view details, reject or immediately delete a payment/transfer.

### Authorising a payment

1. Select **Authorise Payments/Transfers** from the **Payments** menu.
2. Select the payment. Enter your **Security Device Code/Shield Code**. Then select **Authorise**.  
*Please note, if the payment/transfer requires further authorisation, it will remain in the authorisation queue as **Pending**.*
3. Once the required number of Signatories have authorised the payment, a lodgement receipt containing details of your lodgement and receipt numbers will be displayed. The lodgement number is your confirmation that the request has been lodged for processing by ANZ. The receipt number is confirmation that your transfer has been processed by ANZ.

If you set up a future-dated transfer, you should log on to ANZ Internet Banking for Business after the transfer date and select on the 'Past Payment/Transfers' option to confirm that your transfer has been processed. See **Viewing account activity** on page 3 for assistance.

### Sending a payment back to be changed

1. Select **Authorise Payments/Transfers** from the **Payments** menu.
2. Select the payment. Then select **repair**.
3. Enter your reason. Then select **repair**.

### Declining a payment

1. Select **Authorise Payments/Transfers** from the **Payments** menu.
2. Select the payment. Then select **Reject**.
3. Enter your reason. Then select **Reject**.

## Managing payment templates

Learn how to create and manage templates that will save you time when making payments and transfers.

Instructions included in this section:

- Adding a payment template
- Editing a template
- Renaming a template
- Using an existing template to create a new template
- Immediately delete a template

### Adding a payment template

1. Select **Manage Payment Templates** from the **Payments** menu.
2. Select **Add a template**.
3. Select the type of template you would like to create. Choose between **BPAY® Bills**, **Funds Transfer**, **Pay Anyone** or **Payroll** payment template.

For the purpose of this guide, select **Pay Anyone**.

Select **Pay Anyone**. Then select **Continue**.

4. Enter template name and your business name.
5. Select a Payee in the drop down box.  
To amend or add a new Payee's details, select **Maintain Payees**. Amend or enter the required details. Then select **Save** to update and return to creating your template.

6. Enter a reference to appear on the Payee's statement and the payment amount. Then select **Add to list**.

To add further payments, repeat.

7. If required, change a payment amount by editing the amount box. To delete a payment, select **Remove**.

To finalise the template, select **Save**.

### Editing a template

1. Select **Manage Payment Templates** from the **Payments** menu.
2. Select the template. Then select **Edit template**.
3. Amend the template as required.
4. To update the template, select **Save**.

### Renaming a template

1. Select **Manage Payment Templates** from the **Payments** menu.
2. Select the template. Then select **Rename template**.
3. Enter the new template name. Then select **Save**.

### Using an existing template to create a new template

1. Select **Manage Payment Templates** from the **Payments** menu.
2. Select the template. Then select **Copy template**.
3. Enter a template name.
4. Amend the template as required.
5. To complete new template, select **Save**.

### Immediately delete a template

1. Select **Manage Payment Templates** from the **Payments** menu.
2. Select the template. Then select **Immediately delete template**.
3. To confirm request, select **OK**.

## Managing Payee and Biller Lists

Learn how to create and manage a list of your Payees such as employees and suppliers.

Instructions included in this section:

- Adding someone to a list
- Amending an existing list

### Adding someone to a list

1. There are a number of ways to add someone to a list – either by selecting **Pay Anyone**, **Pay BPAY® Bills** or **Payroll**, or by visiting  
For the purpose of this guide, select **Profile** and select the **Manage payees** option.

2. **Manage payees** from the **Profile** menu.
3. Select **Add Payee**.
4. Enter your personal description of the Payee and the Payee's account number and name. Then select **Save**.

### Amending an existing list

1. There are a number of ways to amend a list – either by selecting **Pay Anyone**, **Bill Pay** or **Payroll**, or by visiting **Profile** and select **Manage users**.

For the purpose of this guide, select **Manage Users** from the **Profile** menu.

2. Under 'Additional links', select **Manage payee**.
3. Select the Payee. Then select the amendment you would like to make. Edit the payee or select **Delete**.
4. Edit your personal description of the Payee, and the Payee's account number and name. Then select **Save**.

## Managing Users

Learn how to provide and manage the access of other Users.

Instructions included in this section:

- Adding a new Operator
- Amending an Operators access
- Viewing an Operators activities
- Viewing an Operators account permissions
- Resetting an Operators password

### Adding a new Operator

1. Select **Manage Users** from the **Profile** menu.
2. Select **Add Operator**.
3. Enter the Operator's details including first name, last name and Operator ID. then select **Save**.
4. Select the Operator from the Manage Users list and select on the Edit Access link. Access permissions required for each account. Then select **Save**.
5. If no changes are required, select **Confirm**.
6. You will be provided with a CRN (Customer Registration Number), an Operator ID (as previously nominated) and a temporary password. The Operator is required to enter these details to access ANZ Internet Banking for Business.

*Please note, the Operator will be required to change the password at their initial log on.*

7. For security purposes, the new Operator's access will initially be suspended. To Unsuspend the Operator, select the Operator from the list, select on the Edit Access link. Then select Enabled and select **Save**.



### Amending an Operators access

1. Select **Manage Users** from the **Profile** menu.
2. Select the Operator. Select **Edit Access**
3. Edit the Operators access permissions as required. Then select **Save**.

The Operator's profile has been successfully updated.

### Viewing an Operator's activities

1. Select **Manage Users** from the **Profile** menu.
2. Select **Search activity logs**.
3. Select an Operator (User), the type of activity and the date range must be within the last 120 days you wish to search. Then select **Search**.

### Viewing an Operator's account permissions

1. Select **Manage Users** from the **Profile** menu.
2. Select the Operator. Select **Edit Access**.
3. This screen outlines which account the operator has view and create transaction access to.

### Resetting an Operator's password

1. Select **Manage Users** from the **Profile** menu.
2. Select the Operator. Select **Reset Operator password**.
3. To proceed with resetting the Operator's password, select **Confirm**.
4. The Operator's new password will be displayed. This temporary password needs to be provided to the Operator. They will then need to change this password the next time they log on.

### Editing a User\*

1. Select **Manage Users** from the **Profile** menu.
2. Select the User.
3. Select **Edit User**.
4. Edit a user as required.
5. Review the changes you have made, then select **Save**.

\* Only an Administrator has this functionality.

### Editing a User's access

1. Select **Manage Users** from the **Profile** menu.
2. Administrator selects 'Administrator' or 'Authoriser' type user.
3. Select **Edit Access**.
4. Edit a user's access as required.
5. Review the changes you have made, then select **Save**

*Please note, if the user's access is suspended or locked, administrator cannot edit access permissions for that user. Please call ANZ on 1800 269 242.*

### Deleting a User

1. Select **Manage Users** from the **Profile** menu.
2. Administrator selects 'Operator', another 'Administrator' or 'Authoriser' type user.
3. Select **Delete User**.
5. Review the correct user has selected, then select **Confirm**.

*Please note, this cancel all the user's scheduled payments. Also administrator cannot delete themselves.*

## Update Details

- Linking an account
- Unlinking an account
- Maintaining a Business Profile

### Linking an account

1. Select **Profile** from the menu
2. Administrator clicks on 'Maintain Linked Accounts'
3. Select the account. Select **Edit Link Status**.
4. Select **Link this account**

*Please note, administrator can only add an account where the account is 'anyone to sign'. If the account is 'not anyone to sign', please select Maintenance form link.*

### Unlinking an account

1. Select **Profile** from the menu.
2. Administrator clicks on 'Maintain Linked Accounts' under Internet Banking Settings.
3. Select the account. Select **Edit Link Status**.
4. Select **Unlink this account**

### Maintaining a Business Profile

1. Select **Profile** from the menu.
2. Administrator clicks on 'Maintain business profile' under Internet Banking Settings.
3. Select the account. Select **Edit Profile**.
4. This screen outlines the contacts details and payment authorisation period.
5. Edit the required details, then select **Save**.

## Other administration functions

**Administrators have access to amend the business's daily payment limit and International Service at any time.**

Instructions included in this section:

- Changing or removing the third party daily payment limit
- Immediately removing access to International Services

### Changing or removing the third party daily payment limit

1. Select **Profile** from the menu.
2. To change the limit, select your preferred new daily limit. Then select **Change my Pay anyone limit**.

To remove the daily limit, select **Remove Pay Anyone Access**.

*Please note, when you select **Remove Pay Anyone Access**, the third party limit (and the Pay Anyone facility) will be removed immediately.*

### Immediately removing access to International Services

1. Select **International Services** from the **Payments** menu.
2. Select **Remove International Services**.

*Please note, when you select **Remove International Services**, International Services will be removed immediately.*

## Contacting ANZ via ANZ Internet Banking for Business

Learn how to make enquiries (such as requesting a replacement Commercial Card) in ANZ Internet Banking for Business.

Instructions included in this section:

- Sending and receiving a message
- Making a Commercial Card Enquiry

### Sending and receiving a message

1. Select **SecureMail** from the menu.
2. Select the message. Then select **Read Message**.
3. To reply, select **Reply to this Message**. Enter your message. Then select **Send**.

To delete, select **Delete this Message**.

To return to SecureMail, select **Back to Inbox**.

**How do I know if ANZ has sent me a message?** When you receive a SecureMail from ANZ, you will receive a message the next time you log on to ANZ Internet Banking for Business.

### Making a Commercial Card Enquiry

1. Select the **Contact Us** link at the top of the screen.
2. Select **Commercial Cards Enquiries**.
3. Select the type of enquiry you would like to make. Choose between **Add a charge, Change Card Limits, Request Replacement Card, Cancel Card, Dispute a Transaction, Reward Enquiries and General Commercial Card Enquiries**.  
For the purpose of this guide, select **Request Replacement Card**.
4. Select the account in the drop down menu. Then enter the card number the enquiry relates to.
5. Enter your enquiry details.  
Tip: Select **Save message** to keep your message if you reach your ANZ Internet Banking for Business time out.
6. To finalise the enquiry, enter your contact details. Then select **Submit**.

