ANZ Direct Online User Guide

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Welcome

This Guide provides you with step-by-step instructions for how to use ANZ Direct Online.

Most topics provide procedural steps explaining how to do something in ANZ Direct Online. Each procedure refers to the procedure which precedes it and the procedure which follows it so you can work your way through the functions of ANZ Direct Online in sequence.

Online help

You can find the same help information online in the Online Help accessible via the Help menu when you are logged into ANZ Direct Online.

You can also find Online Help topics that relate to the functionality of a specific screen by clicking on the Help ❓ icon or by selecting the **Help for this Screen** from the main Help menu.

Getting started with ANZ Direct Online

If you are new to ANZ Direct Online, we recommend reading the:

- Introduction to ANZ Direct Online

- Setting Up the System for the First Time (for administrators)

- Activate Authorisation Device (for signatories/authorisers)

- Terms of access and conditions of use
  www.anz.co.nz/content/dam/anzconz/documents/business/ADO-Conditions-of-Use.pdf.

We also recommend that you check that your technical environment meets all of the minimum requirements to use ANZ Direct Online by going to www.anzdirect.co.nz/check.

Making international payments

If you use ANZ Direct Online for domestic payments and want to start also processing international payments, please ring the Help Desk on 0800 269 347 or contact your Relationship Manager.

Frequently used functions

To make the use of ANZ Direct Online easier, we recommend that you refer to the following topics:

- Unlock Batch - if a 🔒 icon appears next to a batch on the Batch Groups screen

- Reset Password (for administrators only)

- Unlock Password (for administrators only)

- To refresh a ANZ Direct Online screen: Click on Refresh ↻ in the right corner of the top banner to update the display of your screen at any time.

Telephone support

If you require personal assistance and this User Guide has not answered your questions, please ring the ANZ Direct Online Help Desk on 0800 269 347.

Contact Us

Current Bank contact details are available via the Help Menu in the ANZ Direct Online (see Navigating around ANZ Direct Online).

The Contact Us page lists contact details for:

- ANZ Direct Online Help Desk

- Bank contact details for various products available via ANZ Direct Online

- General Bank enquires

Introduction

Topics Included in the Introduction Chapter

This chapter covers the following topics:

- The purpose of ANZ Direct Online
- The features and benefits of ANZ Direct Online
- Managing transactions in batches
- Moving batches through the batch lifecycle
- Navigating around ANZ Direct Online
- Welcome Screen
- Online Transaction Report

Purpose of ANZ Direct Online

ANZ Direct Online is the ANZ Bank's online domestic and international payment and banking system for its Business and Institutional customers. ANZ Direct Online provides your organisation with secure access to a number of banking services via the convenience of the Internet.

With ANZ Direct Online, authorised personnel in your organisation can perform banking functions, such as:

- set up and **authorise credit** and **debit** domestic, international payments and same day cleared payments for processing by the Bank
- transfer funds between domestic bank accounts
- access balances and statements, and other reporting information
- import/export transaction and payroll data to and from your in-house accounting software (if you use it)
- set up and manage your system administration functions e.g. add new user, and
- send secure instructions (**secure mail**) requesting Bank personnel to action a request on your behalf e.g. setting up an automatic payment.

Features and Benefits of ANZ Direct Online

ANZ Direct Online makes banking more convenient. It provides greater control of cash flows, saves time and reduces transactional costs.

Some features and benefits of ANZ Direct Online are:

Feature 1: Provides a web-based solution for domestic and international payments

Benefits:

- The Bank manages system upgrades so you do not have to do these manually.
- You can eliminate your requirement for multiple sites.
- Your information is held securely on the Bank's system.

Feature 2: Communicates with the Bank via the Internet

Benefits:

- You will be able to securely access the system from any computer that meets the minimum system requirements and has a broadband Internet connection.
- You will be able to deliver larger sized batches and handle account reporting volumes more efficiently.

Feature 3: Provides administrators with control over access rights

Benefits:

- Your **super user**/**system administrator** controls who has access to the system and what levels of access are assigned to the users.
- Supports division of work so specific information is kept confidential to approved operators i.e. wages and salary payments.

Feature 4: Requires two-factor authentication to authorise all domestic and international payments i.e. a hand-held authorisation device.

Benefits:

- Only users who are authorised on the ANZ account mandate for each account they're able to transact on have the ability to authorise transactions in ANZ Direct Online and can do so from any location
- Only these authorisers have access to the VASCO authorisation device through the use of a personal identification number (PIN), or the ANZ Direct Auth app
- The authorisation steps are kept completely separate from the system process and are verified by the Bank

Feature 5: Provides an audit log with search functionality

Benefits:

- You are able to monitor your users' activities.

- You can search on specific dates, times, functions and users, to obtain a clear picture of what has happened on the system.

Managing Transactions in Batches

ANZ Direct Online gives your organisation the ability to process one or more transactions at a time by grouping transactions into batches.

All transactions must be assigned to a **batch**(es) and a batch(es) must be organised into one or more batch groups (depending on what your organisation requires).
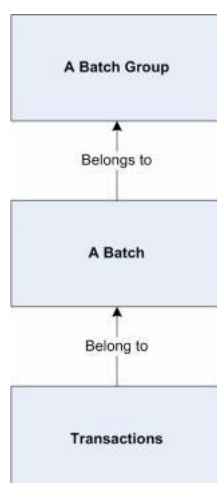
The main procedures for getting your batch groups and batches ready:

- Set Up Batch Group - your organisation's **super user**/**system administrator** creates a **batch group**

- Create New Batch - an advanced user, standard user or super user creates a new batch in the appropriate batch group

- Add Domestic Transactions into Batch - a user with domestic batch functions enabled can add domestic transaction data into a domestic batch using 1 of 3 data entry options (see diagram below)

- Add International Transactions into Batch - a user with international batch functions enabled can add international transaction data into an international batch using 1 of 3 data entry options (see diagram below)
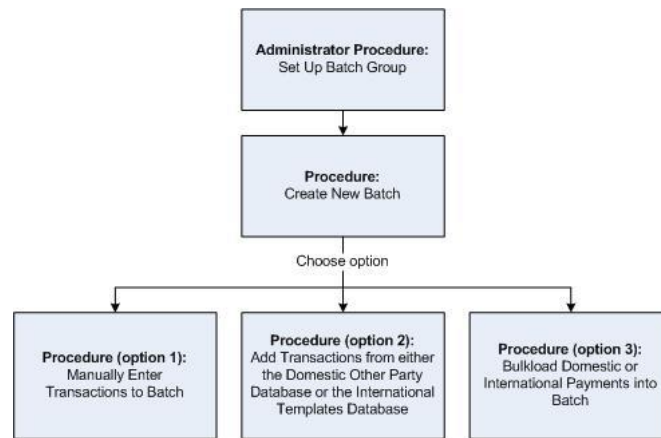
Purpose of batch groups

Batch groups serve two purposes:

- They help you manage your batches by organising them into sensible groupings.
- They enable you to control who has access to what batches (because you can determine which roles have access to which batch groups).

How to structure your batches

Batches are normally made up of similar transactions e.g. all **creditor** transactions to be paid on the 20th of the month are typically processed at the same time in one batch. A super user/system administrator can create as many batches as your organisation needs.

Before deciding what batches to create, it is helpful to think about the different types of transactions your organisation processes. For example, your organisation may have:

- **creditor** transactions
- **debtor** transactions
- payroll transactions
- reimbursement of staff expenses transactions, etc
- transfers between your own accounts.

Your organisation may want to process each type of transaction in a separate batch. For example, you may wish to manage domestic transactions in separate batch groups from international transactions.

Your organisation may also want to break its batches down further according to the frequency of **payment**.

For example, you may want to create a separate batch for domestic and international creditor transactions depending on when payment is due, that is, a separate batch for:

- weekly creditor transactions
- fortnightly creditor transactions
- creditor transactions due on the 20th of the month
- monthly creditor transactions, and
- one-off, ad hoc creditor transactions.

Example: This example shows how a company with creditor and debtor transactions may set up its batch groups and batches:
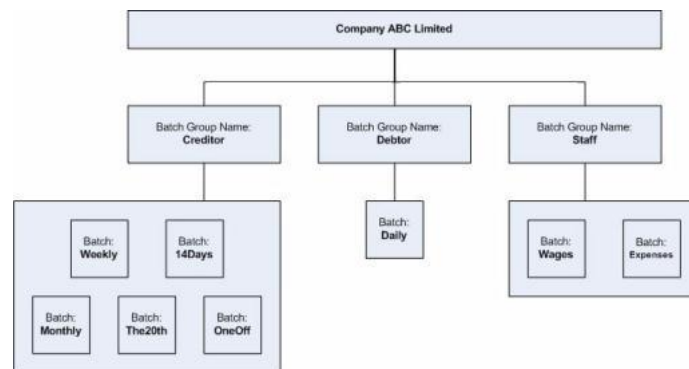
Related topics

Set Up System for the First Time – for more detailed information, particularly for super users / system administrators, on how to structure batch groups and batches

Moving Batches Through the Batch Workflow

Each batch moves through the batch workflow, comprising 5 different stages.

This topic provides an overview of the **Batch Workflow** and its stages, from the Working stage, where authorised users can add/change **transaction** data right through to the Processed stage, which signifies that a **batch** has been processed by the Bank.
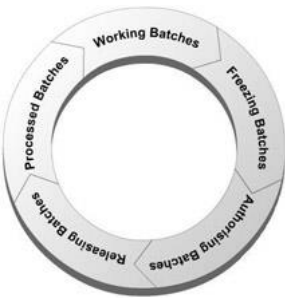
The Batch Groups screen below is where you move batches through the workflow.

The process of moving a batch through the batch workflow

Authoriser / Signatory | User | Bank

Select existing batch group

Working State

Create new batch

Complete batch details and add transaction data to batch

Freeze batch and perform final checks on batch

Frozen State

Print Batch Transactions Report or Batch Summary Report

Authorise more than 1 batch at once?

If no, start process again with new batch

Yes

Bundle batches for authorisation of more than 1 batch at the same time

No

If yes, reuse batch; Batch moves back to Working State

Authorise batch with hand-held Authentication Device

Notify authorisers / signatories that batch or bundle of batches is ready

Released State

Bank processes batch or bundle of batches on due date

Authorised State

Release batch

View processed batches report and other reports

Processed State

Want to reuse batch?

When do batches appear in the PROCESSED column (the last stage of the batch workflow)?

Batches appear in the **PROCESSED** column when they have been processed by the Bank. The time period when a batch moves from the **RELEASED** to the **PROCESSED** column differs depending on the batch type.

- Domestic batches and transfers are processed immediately by the bank and will appear in the **PROCESSED** column.

- International batches appear in the **PROCESSED** column as soon as they have been processed through the Bank's systems. If an international batch has transactions that are future dated, the batch will not appear in the **PROCESSED** column until all of the transactions in the batch have been processed.

- Same day cleared payments appear in the **PROCESSED** column as soon as they have been processed through the Bank's systems.

- Secure mail batches appear in the **PROCESSED** column 15 minutes after they have been released by you.

Related topics

The following topics are part of the batch workflow process:

In the Setting Up Batches Chapter:

- Create New Batch (domestic and international payments)
- Open Batch (domestic and international payments)
- Manually Enter Domestic Transactions to Batch (domestic payments)
- Manually Enter an International Money Transfer (IMT) into a Batch (international payments)
- Bulkload Domestic Payments into Batches (domestic payments)
- Bulkload International Payments into Batches (international payments)

In the Processing Batches Chapter:

- Move Batch from Working to Frozen Stage (i.e. freeze batch)
- Print Batch Transactions Report
- Bundle Batches for Authorisation (optional)
- Authorise and Release Batch(es)
- Stop or Amend Released Domestic Batch – if you want to prevent a domestic batch in the **RELEASED** column from being processed by the Bank
- Failed Domestic Funds Transfer
- Stop or Amend Released International Batch or Transactions – if you want to prevent an international batch in the **RELEASED** column from being processed by the Bank
- View Processed Batches
- Reuse Batch (optional).

Navigating Around ANZ Direct Online

This topic shows you the different ways you can navigate around and perform tasks in ANZ Direct Online.

This topic covers basic navigation techniques in relation to:

- the main menu
- the sub-menus

- selecting a batch group and batch type

- recognising batch types

- opening a batch

- moving a batch through the batch workflow

- viewing and managing processed batches

- administering ANZ Direct Online

- using the calendar

- refreshing your browser

- reading the terms and conditions of this system.

Main menu
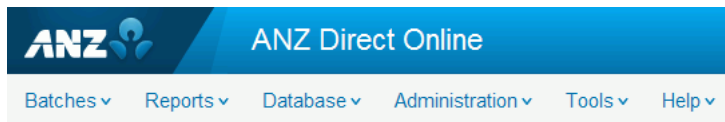
Sub-menus

Batches Sub-menu
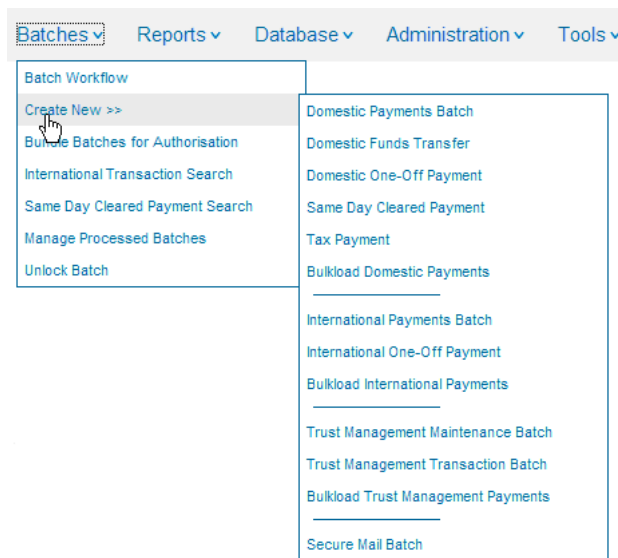
Reports Sub-menu
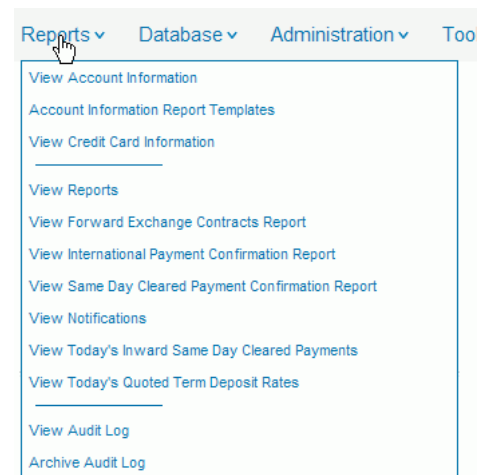
Database Sub-menu

Administration Sub-menu
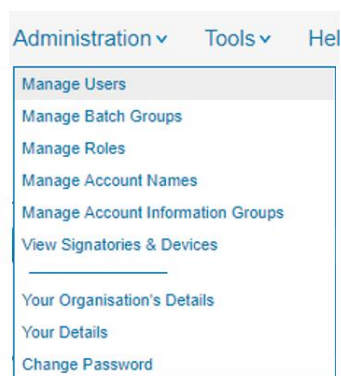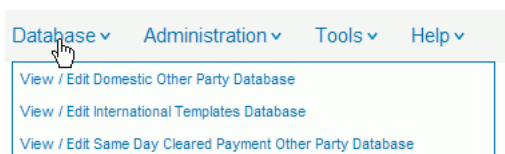
Help Sub-menu
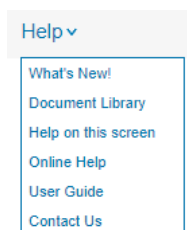
Tools Sub-menu
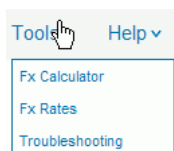
Other Top Banner Features
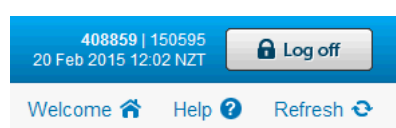
Selecting an existing batch group and batch type

Select a **batch group** from the **--SELECT BATCH GROUP--** drop-down list near the top right corner of the main **Batch Groups** screen.

If you have a lot of batches in your chosen batch group and want to limit the number of batches that display on screen, you can choose the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list. This is optional.

Select Batch Group Drop-down List
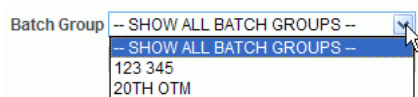
Show All Batch Types Drop-down List
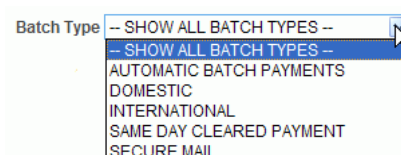
Recognising batch types

There are 14 different types of batches in ANZ Direct Online. Each batch type has its own unique icon. Below is a list and image of each batch type.

Icon	Batch Type
CR	Domestic Credit Batch
DR	Domestic Debit Batch
1	Domestic One-Off Payment
FT	Domestic Funds Transfer
✉	Secure Mail Message
🌐	International Money Transfer (IMT)
FCA	Foreign Currency Funds Transfer
🌐	International One-Off Payment
SCP	Same Day Cleared Payment
CR	Automatic Batch Payment - Credit
DR	Automatic Batch Payment - Debit
⏳	Term Deposit
▭	Bundled Batches
⊠	Delete Batches
CR	Failed Batch
CR	Partially Processed Batch

Opening a batch

There are two ways of opening a **batch**:

| Option 1: Left-click once on batch | Option 2: Right-click on batch and select OPEN from pop-up menu |
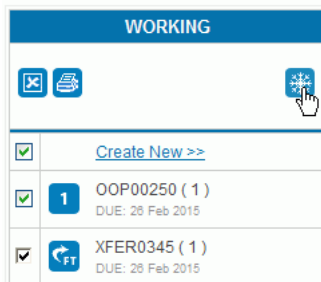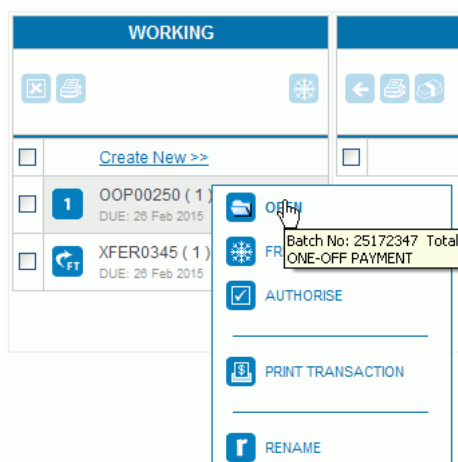
Copying and pasting field information in secure mail batches:

An editing function is also available for **secure mail** batches. You can cut / copy information in one field and paste it into another field. Right-click on the field and choose from the pop-up editing menu as per below. Alternatively, you can use the normal shortcut keys on your keyboard: CTRL + X (cut), CTRL + C (copy) and CTRL + V (paste).
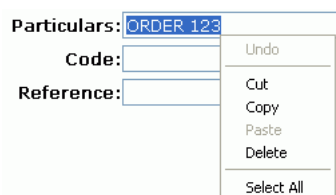
Moving a batch through the batch lifecycle

There are two ways of moving a batch through the **lifecycle** on the Batch Groups screen.

| Option 1: Tick checkbox next to | Option 2: Right-click and select |

batch and click icon at top of column
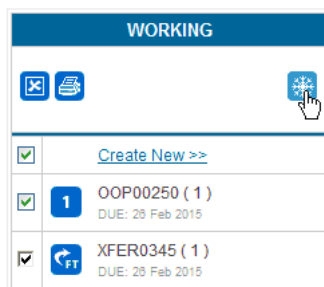
from menu
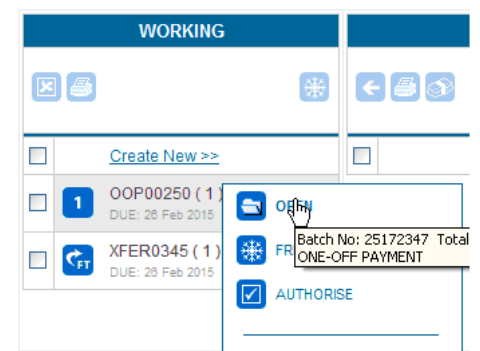
Viewing and managing processed batches

You can view processed batches from the **PROCESSED column** of the **Batch Groups** screen:
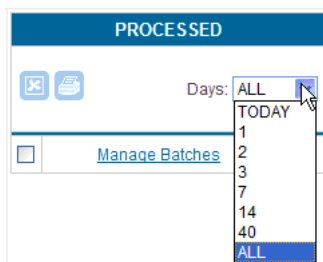
You can access the **Manage Processed Batches** screen from 2 different locations:

Option 1: Click on Manage Batches link
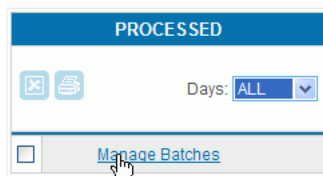
Option 2: Go to Batches menu

Administering ANZ Direct Online

The **Administration** screens have buttons for each function you can perform.

For example, on the **Manage Roles** screen:

Add roles   Copy roles   Delete roles

Add New   Copy   Delete

To navigate through a list of administration records, use the back and next links.

back | next

You can change the number of records that display on an Administration screen:

Display 10 ▼ records per page
10
20
30
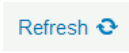
Using the calendar to specify dates

The **View Balances/Statements** screen, the **View Audit Log** screen and the **Manage Processed Batches** screen use a pop-up calendar to make selecting dates quicker and easier:

◄ Feb ▼ 2014 ▼ ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
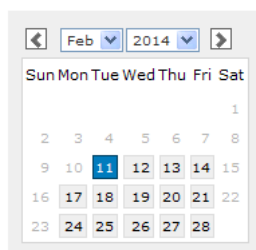
Refreshing your browser to view the latest data

Refreshing your browser is a function common to all web sites and web-based applications. By refreshing your browser, you know that you are viewing the most up-to-date data on screen.

To refresh a ANZ Direct Online screen, click on Refresh ↻ in the right corner of the top banner to update the display of your screen at any time.

Reading the Conditions of Use and the Terms of Access

In the footer of every ANZ Direct Online screen and on the main website found at anz.co.nz/content/dam/anzconz/documents/business/ADO-Conditions-of-Use.pdf, you can find the conditions of use and terms of access for this system. Please refer all your staff, who use this system, to read these terms and conditions in advance of use.

Welcome Screen

After you log on you are directed to the Welcome Screen. This screen provides a summary of Domestic, Foreign Currency and Credit Card Account Balances and links to Online Transaction Reporting. This page also displays links to any Account Information Report Templates you have established.

Domestic Account Balances

- You can sort by **Account Number** and **Account Name** by clicking on each title.

- You can change the accounts you view by clicking on **Select Accounts** button. This will take you to a separate screen which allows you to select and de-select the accounts you want to view on the Welcome Screen.

   Note 1: You can select up to 40 domestic accounts to appear.

- The blue **Account Number** hyperlink will take you to an Online Transaction report of that account.

Foreign Currency Account Balances

- You can sort by Account Number and Account Name by clicking on each title.

- You can change the accounts you view by clicking on **Select Accounts** button. This will take you to a separate screen which allows you to select and de-select the accounts you want to view on the Welcome Screen

Note 2: You can select up to 15 foreign currency accounts to appear.

- The blue **Account Number** hyperlink will take you to an Online Transaction report of that account.

Credit Card Account Balances

- You can sort by Account Number and Account Name by clicking on each title.

- You can change the accounts you view by clicking on **Select Accounts** button. This will take you to a separate screen which allows you to select and de-select the
  accounts you want to view on the Welcome Screen.

  Note 3: You can select up to 15 credit card accounts to appear.

- The blue **Account Number** hyperlink will take you to an Online Transaction report of that account.

Account Information Report Templates

- Existing account information report templates you have established for quick report generation.

- You can change the templates you view by clicking on the **Select Template** button. This will take you to a separate screen which allows you to select and de-select the templates you want to view on the Welcome Screen.

Turn off the Welcome Screen

Each user can turn off the Welcome Screen if it is not required by removing the tick in the **Always show me this screen after log on checkbox.** The Administrator can also disable the screen, by removing the tick on the **Edit User Page.**

What next?

Continue button takes you to the main **Batch Group Screen**

Related topics
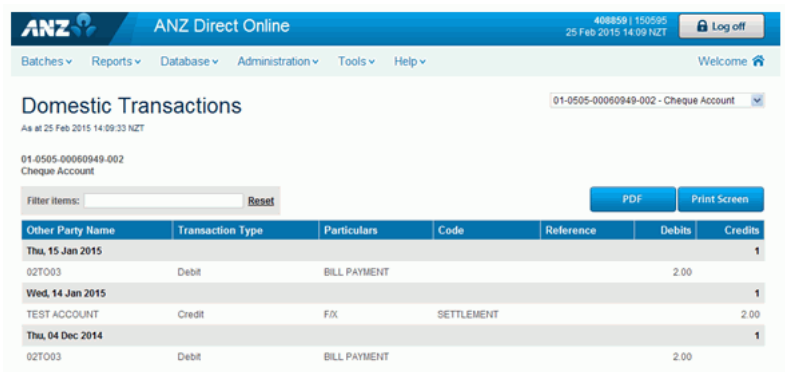
Enable / Disable Welcome Screen

Online Transaction Report

Follow this procedure to view and print up to date domestic, foreign currency and credit card Account Information.
Note: The balances are correct as at the time shown at the top of the screen.

- You can view up to 92 calendar days or 1,000 transactions on a single account. If you require earlier account information, please use the **View Account Information** menu option. **Note:** The current day's transactions are displayed first and updated throughout the day. Some information for current day transactions may be unavailable until the next day.

- The **Opening Balance** shows the closing balance as of the previous day.

- The **Actual Balance** shows the amount of funds you have in your account and may include uncleared funds.

- The **Available Balance** shows the amount of funds you are currently able to withdraw. It includes any overdraft or credit facilities you have loaded on the account.

- Transactions that occur on **non-business days** (such as Saturday or Sunday), these will show within the online transaction report with the next available business days date (such as Monday).

1. To print the transaction report, click on the **Print Screen** button or for a PDF report, click on the **PDF** button.

2. To search for an item, click in the **Filter items** field and enter the details to search (such as Amount, Name etc).

Result: Procedure is complete.

Logging On / Off and Passwords

Topics Included in the Logging On / Off and Passwords Chapter

This chapter covers the following topics:

- Logging on to ANZ Direct Online for the first time or when you have been issued with a new password

- Logging off from ANZ Direct Online which you must do each time you complete your work or leave your workstation

- Changing your password which you will be prompted to do by the system periodically if your site administrator has enabled password expiry.

Please refer to your organisation's **system administrator** / **super user**, if you:

- are locked out of ANZ Direct Online because you have entered a wrong **User ID** or password five consecutive times whilst trying to log on. The administrator can reactivate your password so you can log on with the same password.

- have forgotten your password. The administrator can create a new password on your behalf.

- want to change the time frame in which your password expires, or to set your password to never expire.

Related topics
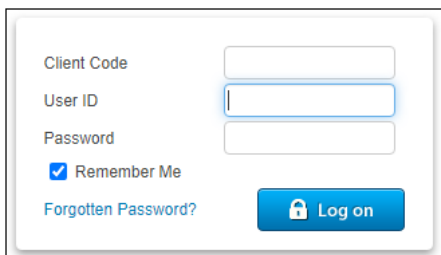
Unlock Password (administrator only)

Reset Password (administrator only)

Log On for the First Time

Follow this procedure to log on to ANZ Direct Online for the first time or when you have been issued with a new password (for example, in cases where you forgot your password). The first time you log on you will be prompted to change your password.

1. If you are not a **system administrator** / **super user** of ANZ Direct Online, go to your administrator to get your organisation's **client code**, your **User ID** and your temporary log-on password.

2. Go to anzdirect.co.nz and click on the **Log On** button in the top right corner of the main ANZ Direct Online banner.

3. Enter the client code, your User ID and your temporary password in the fields provided.

4. Tick the **Client Code Remember** checkbox (if logging on from the computer you use most of the time) and click the **LOG ON** button.

5.   The **Change Password** screen displays. Enter your temporary password into the **Old Password** field.

6.   Choose a new and unique password and enter this in the **New Password** and **Confirm New Password** fields.

7.   **Tip 1:** The password is case sensitive. It must contain a minimum of 8 and a maximum of 20 characters, at least 1 uppercase and 1 lowercase letter and at least 2 numbers, symbols are allowed. For security reasons, you will be periodically prompted by the system to change your password. Ensure your **Caps Lock** button is NOT on.

8.   Click **CONFIRM**.

Result: You have logged on and changed your password successfully.

Related topics

Log Off

Change Password

Log On as a System Administrator for the First Time
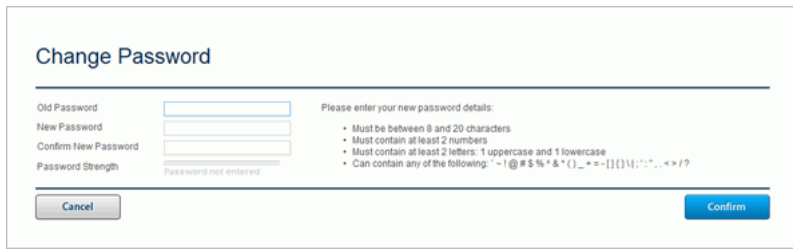
Change Password

Follow this procedure to change your password. If you forget your password, please contact your ANZ Direct Online administrator who will create a new password for you.

Before you start, go to:

Log On

1. From the **Administration** menu, select **Change Password**.

2. Enter your current password into the **Old Password** field.

3. Choose a new and unique password and enter this in the **New Password** and **Confirm New Password** fields.

4. **Tip:** The password is case sensitive. It must contain a minimum of 8 and a maximum of 20 characters, at least 1 uppercase and 1 lowercase letter and at least 2 numbers, symbols are allowed. Ensure your **Caps Lock** button is NOT on.

5. Click **CONFIRM**.

Result: You have changed your password successfully.

Related topics

Unlock Password (administrator only)

Reset Password (administrator only)

Log Off

Follow this procedure to log off from ANZ Direct Online each time you have completed your work or leave your workstation. For security reasons, it is imperative you log off when you leave your workstation unattended even for a short time.

1. From the top right corner of the main ANZ Direct Online banner, select the
    button.

2. When the Log Off page displays, close the browser by clicking on the cross ⊠ in the top right corner.

Result: You have logged off and your most recent ANZ Direct Online session has been properly closed.

Setting Up Batches

Topics Included in the Setting Up Batches Chapter

This chapter provides step-by-step procedures on how to enter and manage transaction data in a **batch**. These procedures differ for domestic, international, SCPs and Term Deposit batches.

Topics on setting up domestic batches:

- The 2 methods that you can use to enter **transaction** data into a domestic batch, being:
    - manually entering domestic transaction data
    - bulkloading domestic payments into batches
- Transferring funds between your own domestic bank accounts
- Making one-off domestic payments

Topics on setting up Same Day Cleared Payment batches:

- Manually Enter a Same Day Cleared Payment

Topics on setting up international batches:

- The 2 methods that you can use to enter **transaction** data into an international batch are:
    - manually entering international money transfers (IMTs) into a batch
    - bulkloading international payments into a batch
- Searching across many batches for an international transaction - in cases where you cannot remember in which batch an international transaction is stored.

Topics for both domestic and international batches:

- Creating a new batch
- Opening an existing batch
- Moving a batch from one batch group to another.

Refer:

Sending Secure Mail Requests - for procedures on how to create and send **secure mail** correspondence requesting the Bank to:

- add, amend, delete or suspend automatic payments

- add or delete originator bank accounts

- add or delete signatories and authorisers, or

- action any other free format request you may have.

Using the Databases - for how to use the **domestic other party database** and the **international templates database** and same day cleared payment database

Unlock Batch - if a 🔒 icon appears next to a batch on the Batch Groups screen

Create New Batch

Follow this procedure to set up a new batch in ANZ Direct Online.

Before you start, go to:

Set Up the System for the First Time – if you are creating a **batch** for the first time and you want more information on how to structure batch groups and batches

Sending Secure Mail Requests – if you want the Bank to add, change, suspend, recommence or delete an automatic payment, update your originator bank account details and/or add/delete a **signatory**.

1. From the **Batches** menu, select **Batch Workflow**.

2. Click on the **Create New >>** link on the screen and select either **Domestic Payments Batch**, **International Payments Batch**, or **Secure Mail Batch** (to send a secure mail batch) from the menu. The **Create New Batch** pop-up window appears.

3.   From the pop-up, select the **Batch Group** in which this batch is to belong from the drop-down list.

   Tip: If none of the batch groups in the drop-down list are suitable, a **System Administrator** will need to create a new batch group.

4.   Check that the required **Batch Type** is already showing.

   Domestic batches:

   From the **Transaction Type** drop-down list, select either **Credit (pay other party)** or **Debit (direct debit other party)**. If you select **Debit** (only available

for DD initiators), you must also select the **Direct Debit Authorisation Code** from the **DD AuthCode** drop-down list.

International batches:

From the **Transaction Type** drop-down list, select **International Money Transfer**, depending on what type of international payment you want to make.

Tip: You can enter more than one international transaction into a batch

5.   Complete the **Batch Name** field.

Tip: Each batch name in ANZ Direct Online must be UNIQUE: It cannot be the same as any other batch in the WORKING, FROZEN or AUTHORISED states. A batch name can contain up to 8 characters.

Note: The Open Batch checkbox will automatically default to ticked, which will open the batch immediately to start loading payments. If you don't want the batch to open, remove the tick from the checkbox.

6.   Click **OK** (if required).

Result: New batch was created successfully. New batch appears open in the **WORKING** column for the relevant batch group.

What next?

Open Batch (if required) – to enter transaction data into a batch manually

Related topics

Set Up the System for the First Time

Sending Secure Mail Requests

Open Batch

Follow this procedure to open an existing batch.

Before you start, go to:

Create New Batch (if required)

1. From the **Batches** menu, select **Batch Workflow**.

2. Go to the **BATCH GROUP** drop-down list in the top right of the screen and select the relevant batch group. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

3. From the batches in the **WORKING** column, select the batch you want to add transactions to.

4. Left-click once on the batch (or hover over the batch and when it changes colour, right-click and select **Open** from the pop-up menu). Wait for the batch to download.

Result: Batch opens.

What next?

Manually Enter Domestic Transactions into Batch – to enter **domestic transaction** details

Manually Enter an International Money Transfer (IMT) to an International Batch – to enter **IMT** details

Domestic Batches

Manually Enter Domestic Transactions into a Batch

Complete the following steps for each domestic transaction you wish to manually enter into a Domestic Payments Batch.
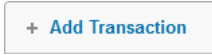
Before you start, go to:

Create New Batch

Open Batch

1. Complete the **Batch Information** section

   - Due Date: defaults to today's date, but can be set up to 90 days in advance

   - Description: optional field, if completed the description will be printed on Batch Summary reports.

   - Your Account: the default account for transactions added to the batch. For Credit batches, this can be changed (if required) when adding each transaction to the batch.

- Bank Charges: the account that transaction fees for the batch are charged to. 'Bank Default' is the fees account that was initially selected when the ANZ Direct Online site was set up.

- Their Account (Other Party) and Your Account (Originator): optional fields, Particulars, Code and Reference details entered in these fields will be used as defaults when adding transactions to the batch. These can be updated for each transaction (if required) when adding transactions to the batch.

- Statement Reporting: select **Single** to show the total batch amount only on your bank statement, or **Multiple** to show each transaction.

- Recurring Batch: Provides options to creating an automatically recurring batch.

2. Add transactions to the batch by clicking [+ Add Transaction] to open the **Add Transaction** pop-up.

3. To enter the details of the **Other Party** using a **Short Code**:

- if the details about the Other Party have been added to the **Other Party Database**, start typing the Short Code or Account name and select the Other Party from the list.

- the Account Number and Account Name will populate automatically. If Particulars, Code and Reference details were held in the Other Party Database, these will be populated as well (and will overwrite any defaulted values).

4. To enter the details of the **Other Party** manually:

- leave the Short Code field blank

- Add the Other Party's Account Number and Account Name

- Optional step: add Particulars, Code and Reference details to be shown on the **Other Party's** statement

Tip: To save a new **Other Party** to your **Domestic Other Party Database**, enter a unique **Short Code** and click [Save to Database].

5. Select your Account Number (if not already defaulted)

- Optional step, add Particulars, Code and Reference details to be shown on **Your** statement

6. Add the Transaction Amount

7. To add another transaction to the batch click [Add Another], otherwise click [OK]

8. Click either **SAVE**, **FREEZE**, **AUTHORISE** or **CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Tip: New or edited Transactions will be displayed in bold text until saved. Click [Save] regularly to save your data on the Bank's server.

Result: You have entered the transaction data into the batch.

See also:

Domestic Payments Batch Editor

Bulkload Domestic Payments into a Batch

Using the Domestic Other Party Database

What next?

Authorise and Release Batches
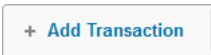
Domestic Payments Batch Editor

This page describes the features of the transaction batch editor for Domestic payments.

Before you start, go to:

Manually Enter Domestic Transactions to Batch

Add transactions using the batch editor

- Click [+ Add Transaction] to open the **Add Transaction** dialogue box.
- Enter a Short Code for a Payee who is already loaded in your Other Party Database, or

- Enter the Other Party's Account Number & Account Name.

- Complete the other fields as required and click OK, or to add another transaction, click Add Another.

- New transactions entered will display in the batch in **bold** text. Click Save to save the changes or Cancel to discard them.

Edit transactions using the batch editor

- Double click / right click on the field to be edited to open the **Edit Transaction** dialogue box.

- Use the **Edit Previous | Edit Next** to quickly move through transactions within the batch.

   Tip: In the batch editor, double click on the value to be updated (eg. Amount), clicking will move to that field on the previous|next transaction.

- Edited fields will display in the batch in **bold** text. Click Save to save the changes or Cancel to discard them.

Delete transactions using the batch editor

- Double click on the transaction to open the Edit Transaction dialogue box, then select Delete. Or,

- Right click on the transaction and select Delete from the menu.

- Click Save to save the deletion or Cancel to discard the change.

Keyboard Shortcuts

The following functions can be performed by using keyboard shortcuts, simply press and hold the 'alt' button, and then press the required key to perform the action:

- Alt + N - Add new transaction to a batch

- Alt + E - Edit the selected transaction

- Alt + Up or Down Arrow - Edit the previous or next transaction

- Alt + Delete - Delete the selected transaction

- Enter (or Alt + Enter) - Update the batch with the transaction and close the Add Transaction/Edit Transaction pop-up window

- Esc - Close the Add Transaction/Edit Transaction pop-up window without updating the batch

- Alt + S - Save the changes made to the batch

- Alt + F - Save the changes made to the batch and move the batch to the Frozen column

- Alt + A - Save the changes made to the batch and open the Authorise window

- Alt + P - Print/Export the batch in the selected format.

Use the filter to find transactions within a batch

- To filter transactions within a batch, start typing in the Filter field.

- With [All Fields] selected, the filter will return results from all columns that match the text you've typed.

- To narrow filter results, select a specific column to filter on from the drop down list.

- To clear the filtered results, click the x on the right side of the Filter field.

Sort transactions within a batch

- Click on the column headings to sort the batch in ascending order based on that column.

- Click the column heading again to change the sort order to descending.

Activate/Deactivate transactions within a batch

- Click on the check box to the left of the transaction to deactivate that transaction. Or,

- Double click / right click on the transaction to open the Edit Transaction dialogue box and click on the Active check box.

- Inactive transactions will be displayed in light grey, italicised text. The transaction details will remain in the batch, but will not be paid when the batch is processed.

- To activate the transaction, click the check box located to at the left side of the Batch Editor.

- Click Save to save the Active/Inactive state of the transactions, or Cancel to discard the change.

- Transactions will be active by default after creation, unless you choose to deactivate them.

Locate transactions in a batch that have errors

- Batches that include transactions with errors will display an error column at the left side of the Batch Editor.

- Click on the red x to sort by transactions with errors, this will move these transactions to the top of the Batch Editor.

- Mouse hover over the red x for a description of the error.

- To fix the error, refer to 'Edit Transactions using the Batch Editor' section above

Change the number of transactions displayed on each page

- By default Batch Editor will display 250 transactions per page, to change the number displayed select the 'Records per page' drop down box.

- To move through pages of transactions, either key in the page number you want to view, or click the arrows on either side of the page number.

See also:

Manually Enter Domestic Transactions into a Batch

Bulkload Domestic Payments into a Batch
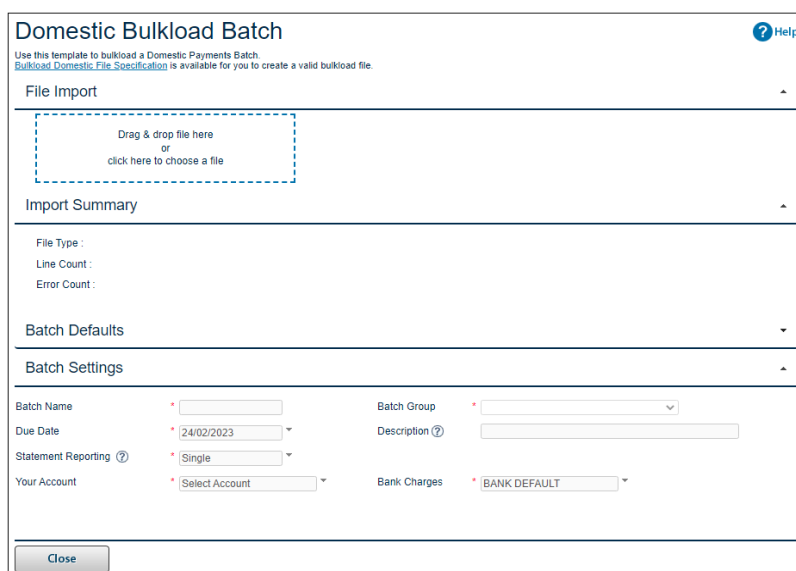
Using the Domestic Other Party Database

Bulkload Domestic Payments into a Batch

Complete the following steps to bulkload domestic transactional data directly from your accounting or payroll software into a batch (if your organisation imports transaction files).

1. Click on the **Create New >>** link at the top of the **WORKING** column on the **Batch Workflow** screen.

2. Select **Bulkload Domestic Payments** from the pop-up menu.

   Tip 1: You can also launch **Bulkload Domestic Payments** by selecting **Create New >>** from the **Batches** menu and then selecting **Bulkload Domestic Payments** from the sub-menu.

3. The **Bulkload Domestic Payments** pop-up opens. To import a transaction file in preparation for bulkloading either:

1. On your computer, open the folder that contains the transaction file that you want to **bulkload**, click on the file then drag and drop it on the Bulkload Domestic Payments pop-up, or

2. In the File Import section, click within the dashed rectangle to open the file picker. Locate the file that you want to **bulkload** and click on the **Open** button to select it.

File Import

```
┌ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┐
│                           │   Filename :   Bulkload File.txt              ┌──────────┐
│      Drag & drop file here│                                               │  Import  │
│             or            │   Status :     Ready for import               └──────────┘
│     click here to choose a file
│                           │
└ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ─ ┘
```

4. Click on the Import button to load the transaction file in preparation for bulkloading, when the file is successfully imported, the Import Summary and Batch Settings sections will be populated with information about the transaction file.

TIP 2: If the file is invalid, an error message will be displayed in the Import Summary section, select a different transaction file and click on the Import button again.

TIP 3: If transactions within the file contain errors, a count of errors will be displayed. Click 'Show Error Report' to produce a PDF report of the errors. To fix the errors, amend the transaction file and import it again, or continue the bulkload process and correct the errors in the batch editor.

Batch Defaults   ▲

Default Values

To apply default values to **all** transactions in the batch, tick the box and enter the updated details. A field that is ticked but is left blank will result in no details in that field within the batch. **Note:** Any Code or Reference information included in the bulkload file will be overwritten with these default values.

Their Details (Defaults)   **Your Details (Defaults)**

Particulars	☐		Particulars	☐	
Code	☐		Code	☐	
Reference	☐		Reference	☐	

4. In the **Batch Defaults** section select the fields that default values are required for any values entered here will override the values in the bulkload file.

5. In the **Batch Settings** section, complete the fields as required:

- The **Batch Name** field will be automatically populated, but can be updated if required.

- Select a **Batch Group**

- The **Due Date** field will either default to today's date, or be set to the date specified in the Transaction File (dependant on the Transaction File type).

- The **Description** field is optional, if completed the description will be printed on Batch Summary reports.

- **Statement Reporting**: select **Single** to show the total batch amount only on your bank statement, or **Multiple** to show each transaction.

- The **Your Account** field is set to the Originator account specified in the Transaction File, or will need to be selected manually (dependant on the Transaction File type).

- The **Transaction Type** field (only for sites authorised to process Direct Debits) is set to Credit or Debit as specified in the Transaction File, or will need to be selected manually (dependant on the Transaction File type).

> **Tip 4:** If you choose the **Debit** batch type the **Direct Debit Authorisation Code** field will appear and you will also need to select your **Direct Debit Authorisation Code** from the drop-down list.

> **Note 1:** The **Domestic** file format does not contain a Control record so will not populate **Due Date**, **Your Account** or **Transaction Type** fields. The **Domestic Extended** file format contains a Control record. The **Domestic Full** file format contain a complete bulkload record and won't require additional fields to be completed.

5.   Click on the **BULKLOAD** button.

   Result: File has been bulkloaded successfully as a new batch as confirmed by the Status message.

14. Click **CLOSE** to finish or **BULKLOAD ANOTHER** if you want to bulkload another domestic transaction file.

Result: Procedure is complete.

What next?

Open Batch

Related topics

Domestic Payments Batch Editor

Bulkload Domestic File Specifications - for file formats required to bulkload successfully

Make One-Off Domestic Payment
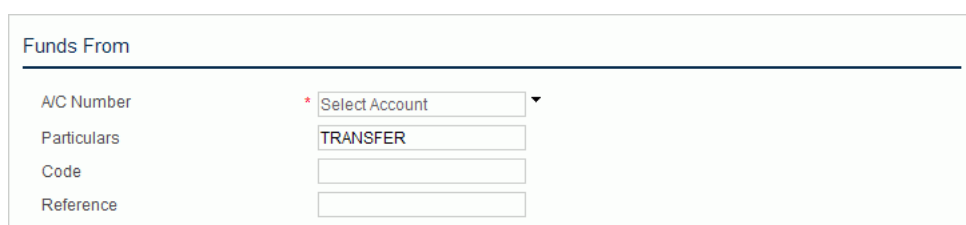
Follow this procedure to make a **One-Off Domestic Payment** from one of your domestic bank accounts to any bank account in New Zealand. This is

a single payment (rather than a batch of payments).But like a batch, it proceeds through the batch lifecycle and is processed on the hour by the Bank. Note One-Off payments can be forward-dated up to 60 days in advance.

Before you start, go to:

Set Up the System for the First Time – if you are creating a **batch** or making a payment for the first time and you want more information on how to structure batch groups and batches

1. From the **Batches** menu, go to **Select Batch Group**.

2. Click on the **Create New >>** link at the top of the WORKING column and select **One-Off Payment** from the pop-up menu. The **One-Off Payment** window appears.

Funds From	
A/C Number	* Select Account ▾
Particulars	TRANSFER
Code	
Reference	

3.   From the **Account Number** drop-down list, select the **debit** account for this payment.

4.   Enter the **Particulars, Code** and **Reference** information for your **domestic one-off payment**. This information will appear on your bank statement.

Tip 1: Each field can contain up to 12 characters.
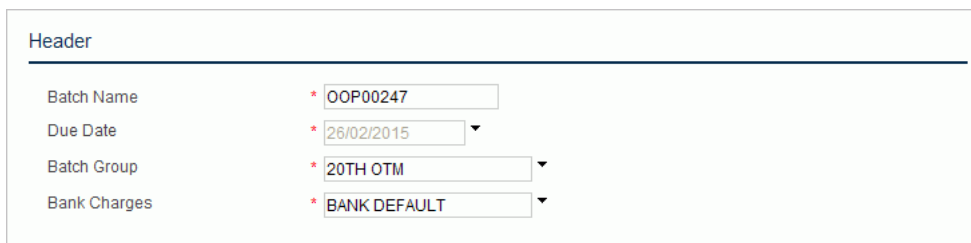
Other Party		
Short Code	⑦	Enter Short Code or Name
A/C Number	⑦ *	
A/C Name	*	
Particulars		
Code		
Reference		

5.   You can enter a **Short Code** or type in the first letters of the short code or the payee name and a dropdown list will display the payees starting with those letters. This will allow a quick selection of the payee that you wish to pay (Note this action does not open the database).

6. Or you can manually the **Other Party Account Number** and **Account Name** of the party to be credited.

7.   Enter the **Particulars, Code** and **Reference** information to appear on the other party's bank statement.

Tip 2: Each field can contain up to 12 characters.

Details		
Amount	*	0.00

8. Enter the amount of the payment in the **Amount** field.

Header		
Batch Name	*	OOP00247
Due Date	*	26/02/2015 ▼
Batch Group	*	20TH OTM ▼
Bank Charges	*	BANK DEFAULT ▼

9. From the **Header** section, change the **Batch Name** if you want to. This field defaults to OOPnnnn (e.g. OOP0001 and so on).

> **Tip 3:** Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

10. Select the date on which the transfer is to be processed from the **Due Date** pop-up calendar.

> **Tip 4:** The Due Date defaults to today's date. Payments can be scheduled up to 60 days in advance. The cut-off time for each day is 10pm.

11. From the **Batch Group** drop-down list, select the batch group to which this payment is to be added.

12. From the Account Number drop-down list, select the account you want the **Bank Charges** to be debited from. The account defaults to your Bank Default charges Bank Account.

13. Click **CONTINUE** to proceed with the payment. (CANCEL will close the payment without saving).

14. Click either **CANCEL**, **AMEND, SAVE, FREEZE** or **AUTHORISE** as required.

> **Cancel** will close the payment window without saving it.

> **Amend** allows you to overtype or change details of the one-off payment.

> **Save** will save the data on the Bank's server and close the one-off payment window.

> **Freeze** will move the one-off payment to the FROZEN column.

Authorise will advance you to the Authorise pop-up window.

Result: You have entered the details of the domestic one-off payment.

What Next?

Authorise and Release Batches

Related Topics

Print Batch Transactions Report

Use VASCO Authorisation Device

Transfer Funds Between Your Own Domestic Accounts

Follow this procedure to transfer funds between your own domestic bank accounts and credit cards. A domestic funds transfer is a single payment (rather than a batch of payments). But like a batch, it proceeds through the batch lifecycle. Note domestic transfers can be forward-dated up to 60 days in advance.

Before you start, go to:

Set Up the System for the First Time – if you are creating a **batch** or making a payment for the first time and you want more information on how to structure batch groups and batches

1. From the **Batches** menu, go to **Select Batch Group**.

2. Click on the **Create New >>** link at the top of the **WORKING** column and select **Domestic Funds Transfer** from the pop-up menu. The **Domestic Funds Transfer** window appears.

Funds From

A/C Number	* Select Account	▼
Particulars	TRANSFER	
Code		
Reference		

3. Select the debit account from the **Account Number** drop-down list.

4. Enter the **Particulars**, **Code** and **Reference** information for the transfer. This information will appear on your bank statement.

Note 1: The Particulars field defaults to TRANSFER but you can change this if you want.

Funds To		
A/C Number	* Select Account ▼	
Particulars	TRANSFER	
Code		
Reference		

5. From the **Funds To Account Number** drop-down list, select the account you want your funds transferred to.

6. Enter the **Particulars, Code** and **Reference** information for the transfer. This information will appear on your bank statement.

Note 2: The Particulars field defaults to **TRANSFER** but can be amended if required.

Tip 1: Each field can contain up to 12 characters.

Details	
Amount	* 0.00

7. Enter the amount of the transfer in the **Amount** field.

Header	
Batch Name	* XFER0342
Due Date	* 26/02/2015 ▼
Batch Group	* SOLTIUS ▼
Bank Charges	* BANK DEFAULT ▼

8. In the **Header** section, change the **Batch Name** if you want to. This field defaults to XFERnnnn (e.g. XFER0001 and so on).

Tip 2: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

9. Select the date on which the transfer is to be processed from the **Due Date** pop-up calendar.

Tip 3: The Due Date defaults to today's date. Transfers can be scheduled up to 60 days in advance.

10.   From the **Batch Group Name** drop-down list, select the batch group to which the batch is to be added.

11.   From the Account Number drop-down list, select the account you want the **Bank Charges** to be debited from. The account defaults to your Bank Default charges Bank Account.

12.   Click **CONTINUE** to proceed with the payment.

13.   Click either **CANCEL**, **AMEND, SAVE, FREEZE** or **AUTHORISE** as required.

> **Cancel** will close the payment window without saving it.
>
> **Amend** allows you to overtype or change details of the transfer.
>
> **Save** will save the data on the Bank's server and close the transfer window.
>
> **Freeze** will move the one-off payment to the FROZEN column.
>
> **Authorise** will advance you to the Authorise pop-up window.

> Tip 4: Failed batches (e.g. due to insufficient funds) will show in the processed column with a red icon:

Result: You have entered the details of your domestic funds transfer.

What Next?

Authorise and Release Batches

Related Topics

Print Batch Transactions Report

Use VASCO Authorisation Device

Make a Tax Payment

Follow this procedure to make a one-off payment to the IRD. The payment will be processed on the hour by the Bank once the batch has been authorised and released to the Bank. All IRD payments are made to the IRD's bank account 03-0049-00001100-027.
Please note: You are responsible for ensuring that payments are made
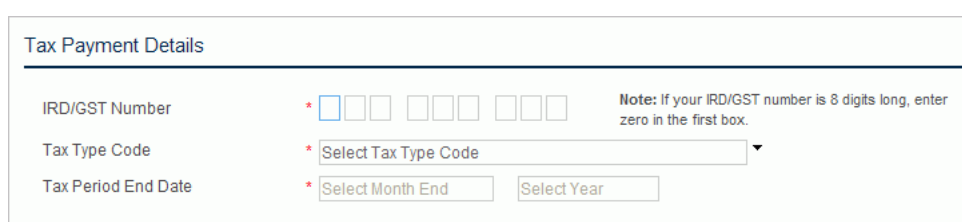
according to the IRD's policies and time-frame. For more information on tax payments, please visit the IRD website or call IRD on 0800 205 900. Note: Tax payments can be forward-dated up to 60 days in advance.

Before you start, go to:

Set Up the System for the First Time - if you are creating a batch or making a payment for the first time and you want more information on how to structure batch groups and batches.

1. From the **Batches** menu, go to **Select Batch Group.**

2. Click on the <u>**Create New >>**</u> link at the top of the WORKING column and select **Tax Payment** from the pop-up menu. The **Tax Payment** window appears.

3. Enter the 9 digit **IRD/GST** Number in the boxes.

Note 1: If your IRD/GST is 8 digits long enter zero in the first box.

4. Select the **Tax Type Code** from the drop-down list.

Note 2: The Tax Type Code determines the Tax Period End Dates

5. Select the **Tax Period End Date** Month and Year from the drop-down lists.

6. From the **Account Number** drop-down list, select the debit account for this payment.

7. The **Particulars, Code** and **Reference** fields are completed with your tax payment information (but you can change these if you want). This information will appear on your bank statement.

Tip 1: Each field can contain up to 12 characters.

8.   Enter the amount of the payment in the **Amount** field.

9.   From the **Header** section, change the **Batch Name** if you want to. This field defaults to TAXnnnnn (e.g. TAX00001 and so on)

Tip 2: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

10.   Select the date on which the transfer is to be processed from the **Due Date** pop-up calendar.

Tip 3: The Due Date defaults to today's date. Payments can be scheduled up to 60 days in advance. The cut-off time for each day is 10pm.

11.   From the **Batch Group** drop-down list, select the batch group to which this payment is to be added.

12.   From the Account Number drop-down list, select the account you want the **Bank Charges** to be debited from. The account defaults to your Bank Default charges Bank Account.

13.   Click **CONTINUE** to proceed with the payment. (CANCEL will close the payment without saving).

14.   The Confirmation screen will appear. Click either **CANCEL**, **AMEND, SAVE, FREEZE** or **AUTHORISE** as required.

        Cancel will close the payment window without saving it.

        Amend allows you to overtype or change details of the payment.

        Save will save the data on the Bank's server and close the payment window.

        Freeze will move the one-off payment to the FROZEN column.

Authorise will advance you to the Authorise pop-up window.

Result: You have entered the details of the Tax Payment.

What next?

Authorise and Release Batches

Related topics

Print Batch Transactions Report

Use VASCO Authorisation Device

Same Day Cleared Payments

Manually Entering a Same Day Cleared Payment (SCP)

Follow this procedure to make **Same Day Cleared Payments (SCP)** from one of your domestic bank accounts to any bank account in New Zealand. This is a single payment (rather than a batch of payments). Like a **batch**, it proceeds through the batch **lifecycle**, but is processed immediately by the Bank.

Note: SCP's are irrevocable which means you can't stop the payment once you have released the payment to the Bank.

Before you start, go to:

Create New Batch

Open Batch

1. From the **Batches** menu, go to **Select Batch Group.**

2. Click on the **Create New >>** link at the top of the WORKING column and select **Same Day Cleared Payment** from the pop-up menu. The **Same Day Cleared Payment** window appears.

Your Details (Originator)

Batch Name	* SCP00001		Batch Group	*
Your Account	* Select Account ▼		Bank Charges	* Select Account ▼
Your Email Address ⑦		⊗	Reference ⑦	

In the **Your Details (Originator)** section:

3.　　　Change the **Batch Name** if you want to. This field defaults to SCPnnnnn (e.g. SCP00001 and so on).

Tip 1: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

4.　　From the **Group Name** drop-down list, select the batch group to which this payment is to be added.

5.　　　Select **Your Account** to be debited from the drop-down list.

6.　Select the **Bank Charges** account number to be debited from the drop-down list.

　　　Note: The **Bank Charges** account will default to the **Your Details (Originator)** account to be debited. Please check that you select the correct account for any bank charges.

7.　　　Add your email address to receive a payment confirmation.

8.　Enter **Your Reference** details. This reference can contain up to 12 characters.

Details
_____

Amount　　　　　*　[　　　　0.00　]

In the **Details** section:

8.　　　Enter the amount of the payment in the Amount field.

Their Details (Other Party)
_____

Short Code ?	Enter Short Code or Name	Account Number	* [ ][ ][ ]
Account Name	* [　　　　]	Message to Other Party ?	[　　　　]
Account Address	[　　　　]		[　　　　]
	[　　　　]	Confirmation to Other Party ?	☑
	[　　　　]		

Their Confirmation Details (Other Party)

| Email ? | * [　　　　] | Attention | [　　　　] |

[Save to Database]

In the **Their Details (Other Party)** section:

9.　Enter the amount of the payment in the Amount field.

10.　　Use either the **Short Code** drop-down list to select a payee from your Same Day Cleared Payment Other Party Database or enter the **Account Number** for the party to be credited.

11.　　Enter the **Account Name, Account Address** and **Message to Other Party.**

Tip 2: The Account Address and Message to Other Party are optional fields. The message to other party will appear on the other party's fax and bank statement. These 3 fields can contain up to 12 characters.

12. Tick the **Confirmation to Other Party** tickbox to send payment confirmations to the Other Party. Enter the **Other Party Email Details.**

13. Click either **SAVE, FREEZE, AUTHORISE** or **CANCEL** as required.

Save will save the data on the Bank's server.

Freeze will move the batch to the FROZEN Column.

Authorise will advance you to the Authorise pop-up window.

Cancel will close the batch without saving it.

Result: You have entered the details of the same day cleared payment.

What next?

Processing Batches

Authorise and Release Batches

Search Multiple Batches for a Same Day Cleared Payment Transaction

Follow this procedure to search for a **Same Day Cleared Payments (SCP)** transaction when you cannot remember which batch it is in i.e. search across many batches.

1. From the **Batches** menu, select **Same Day Cleared Payment Search.**

   Note:To get the best search results, enter as many of the following details, if known:

Same Day Cleared Payment Search

Use this screen to search for Same Day Cleared Payment transactions across multiple batches.

Released Date (from)	▼ (to) ▼
Amount (between)	(and)
Originator A/C Number	-- ALL ACCOUNTS -- ▼
Other Party A/C Name (contains)	
Lifecycle State	☑ Working ☑ Frozen ☑ Authorised ☑ Released ☑ Processed
Batch Group	-- ALL GROUPS -- ▼

Search

Display 30 ▼ records per page

2. Using the **Released Date** pop-up calendars, select the date or range of dates for the period on which you want to search.

3. Enter a dollar amount or a range of amounts in the **Amount** fields. If you leave these field(s) blank your search will include all amounts.

4. If known, select from the **Originator Account** drop-down list, otherwise your search will include all of your debit accounts.

5. If known, complete the **Other Party Account Name** field, otherwise your search will include all other party account names.

6.   De-select one or more of the **Lifecycle** checkboxes, if you know in which stage of the **batch lifecycle** the transaction you are searching for is located.

7. If known, select from the **Batch Group** drop-down list, otherwise search will include all of your batches..

8. Click on the **SEARCH** button to start the search.

   Result: All transaction records that meet your search criteria will display at the bottom of the **Search** window. The transactions will be sorted alphabetically by batch group.

9.   From the **Display records per page** drop-down list you can choose to display 10, 20, 30 or 50 search results per page.

   Tip: If the number of search results obtained is more than can be displayed on the screen, use the **back | next** links to browse through the search results.

10.   If you want to find out more about a particular transaction, click on it. The batch for that transaction will open displaying all of the transaction details.

Related Topics:

View and Print SCP Confirmation Reports

International Batches
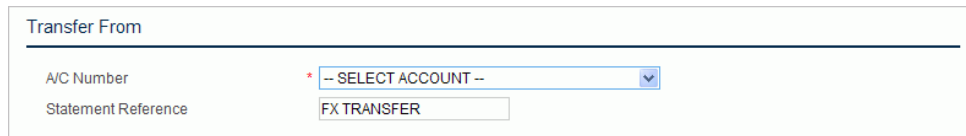
Create a Foreign Currency Funds Transfer

Follow this procedure to transfer funds between your own foreign currency bank accounts and/or domestic bank accounts. Both the foreign currency and domestic accounts must be loaded as originator accounts on ANZ Direct Online. A foreign currency funds transfer is a single payment (rather than a batch of payments). Just like a batch, it proceeds through the batch lifecycle. Note: foreign currency funds transfers can be forward-dated up to 60 days in advance.
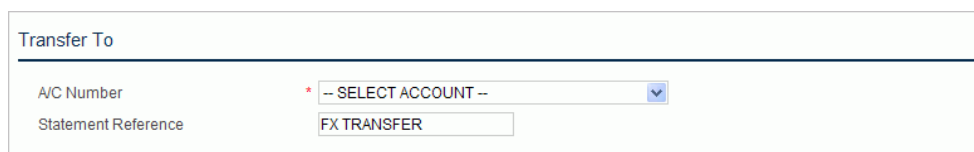
Before you start, go to:

Set Up the System for the First Time – if you are creating a **batch** or making a payment for the first time and you want more information on how to structure batch groups and batches

1. From the **Batches** menu, go to **Select Batch Group**.

2. Click on the **Create New >>** link at the top of the **WORKING** column and select **Foreign Funds Transfer** from the pop-up menu. The **Foreign Currency Funds Transfer** window appears.
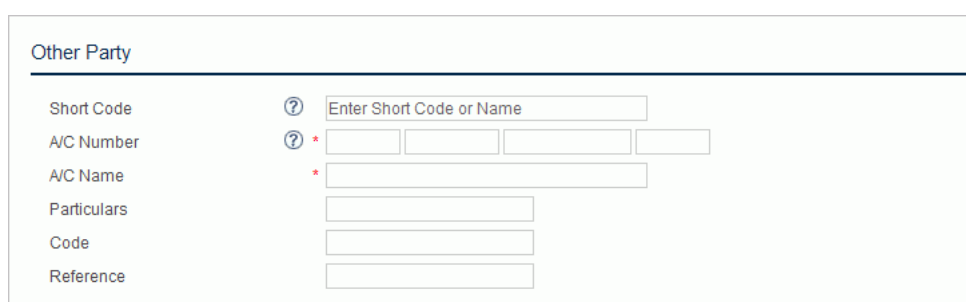
Transfer From	
A/C Number	* -- SELECT ACCOUNT -- ▾
Statement Reference	FX TRANSFER

3. Select the **debit** account from the **Transfer to Account Number** drop-down list.

4. Enter a **Statement Reference** for the transfer. This information will appear on your bank statement.

Note 1: The field defaults to **FX TRANSFER** but you can change this if you want.

Transfer To	
A/C Number	* -- SELECT ACCOUNT -- ▾
Statement Reference	FX TRANSFER

5. From the **Transfer To Account Number** drop-down list, select the account you want your funds transferred to.

6. Enter a **Statement Reference** for the transfer. This information will appear on your bank statement.

Note 2: The field defaults to **FX TRANSFER** but you can change this if you want.

---

7.   Select the Currency from drop-down list and enter the **Amount**.

8.   Select the **Value Date** on which the transfer is to be processed from the pop-up calendar.

Tip 2: The **Value Date** defaults to today's date. Foreign Currency Funds Transfers can be scheduled up to 60 days in advance. The cut-off time for each business day is 5.57pm.

Note 3: Any required currency conversion will be offered to you when you release the batch or when the Bank processes your future dated transaction.

9.   Change the **Batch Name** if you want to. This field defaults to FXFTnnnn (e.g. FXFT0001 and so on).

Tip 2: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the **WORKING**, **FROZEN** or **AUTHORISED** columns. A name can contain up to 8 characters.

10. From the **Batch Group Name** drop-down list, select the **batch group** to which the foreign currency funds transfer is to be added .

11.   Click **CONTINUE** to proceed with the payment.

12.   Click either **CANCEL, AMEND, SAVE, FREEZE**, or **AUTHORISE** as required.

>   **Cancel** will close the transfer window without saving it.
>
>   **Amend** allows you to over-type or change details of the transfer.
>
>   **Save** will save the data on the Bank's server and close the transfer window.
>
>   **Freeze** will move the transfer to the FROZEN Column.
>
>   **Authorise** will advance you to the Authorise pop-up window.

Result: You have entered the details of your foreign currency funds transfer.

What Next?

Related Topics

Print Batch Transactions Report

Use VASCO Authorisation Device

Create an International One-Off Payment

Follow this procedure to make an International One-Off Payment (IOOP) from one of your domestic or foreign currency accounts. This is a single payment (rather than a batch of payments). But like a batch, it proceeds through the batch lifecycle. International One-off payments can be forward-dated up to 60 days in advance.

Before you start, go to:

Set Up the System for the First Time – if you are creating a **batch** or making a payment for the first time and you want more information on how to structure batch groups and batches

1. From the **Batches** menu, go to **Batch Workflow**.

2. Click on the **Create New >>** link at the top of the WORKING column and select **International One-off Payment** from the pop-up menu. The **International One-off Payment** page appears.

Payment Details

Template ID	⑦	Enter Template ID or Name
Your Account	*	-- SELECT ACCOUNT -- ▼
Beneficiary Bank Country	*	--SELECT COUNTRY-- ▼
Reference	⑦	
Make payment in	⑦ *	-- SELECT CURRENCY -- ▼
for the amount of	*	▼ 0.00
Value Date	⑦ *	28/04/2017 ▼
ANZ Bank Charges	⑦ *	-- SELECT ACCOUNT -- ▼
Other Bank Charges	⑦	Beneficiary To Pay (SHA) ▼
Reason for Payment	⑦	--- SELECT REASON --- ▼

3. You can enter a **Template ID** or type in the first letters of the Template ID or the beneficiary name and a dropdown list will display the beneficiaries starting with those letters. This will allow a quick selection of the payee that you wish to pay (Note: this action does not open the database).

Tip 1: To save a new **Other Party** to your **international templates database**, enter a unique **Template ID** and click Save as Template .

Tip 2: If field information is greyed out, this means it contains data from an international template. If you wish to change this field, you need to change or clear it in the international template before re-importing the template into this batch.

4.   From the **Account Numbe**r drop-down list, select the debit account for this payment.

Tip 3: Note that your debit account can be in a different currency from the payment.

5.   Select the **Beneficiary Bank Country** from the dropdown list.

Tip 4: Countries are listed in alphabetical order. You can type the first letter of the country and the first country in the list, starting with that letter, will display. Subsequent depressions of the same letter will take you to the next country in the list starting with that letter.

6. Enter a reference for your internal accounting purposes in the **Reference** field. This will display on your International Payments Confirmation Report.

7.   Select the Payment Currency from the **Make payment in** dropdown box.

Tip 5: Currency codes are listed in order of the 6 most used currencies followed by all other currency codes listed in alphabetical order. If you know the code for your chosen currency, simply type in the first letter of the currency code. The first code starting with that letter will display. Subsequent depressions of the same letter will take you to the next currency code in the list starting with that letter.

8.   Select either the currency or NZD equivalent from the dropdown box and enter the **Amount** of the payment (expressed in the chosen currency).

9.   Enter the date the transaction is to be paid in the **Value Date** field by clicking on the ⏷ button and selecting the date from the pop-up calendar.

Tip 6: The value date can be today's date or up to 60 calendar days in the future

10.   From the **ANZ Bank Charges Account** Number drop-down list, select the account from which any ANZ charges incurred are to be debited.

Tip 7: This will default to the bank account selected for debiting the international payment so you only need to select from the drop-down if it's a different account.

11.   Select the appropriate option in the **Overseas Bank Charges** field. The most usual option is Beneficiary to Pay (SHA).

12.   Select an option from the **Reason for Payment** field, this is mandatory for payments to some countries.

13.   Enter the beneficiary's (payee's) account number / IBAN in the **Account Number** field. If the transaction is destined for a bank account in the European Union (EU), then enter the IBAN (International Bank Account Number) number in this field instead. Note: If you do not enter a valid IBAN, additional charges may be incurred.

14.   Enter the **Full Beneficiary Name** and their **Address, City** and **County** in the corresponding fields.

15.   You can type a **Message** that MAY appear on the beneficiary's bank statement e.g. their invoice number. This message can be up to 3 lines of text or up to 35 characters.

16.   Enter the **SWIFT Code (BIC)** if known. SWIFT Codes are typically 8 or 11 characters. Examples of SWIFT Codes are CHASU33, ANZBAU3M and DEUTDEFF.

17.   You can search for the **SWIFT Code (BIC)** by clicking on the **SWIFT Code (BIC)** Lookup button 🔍. The BIC Lookup pop-up window will open.

18. Select the **Bank Country** from the drop-down box if not already completed.

19. Choose the search criteria starts with or contains from the **Bank Name** drop-down box and enter the search data into the text box.

20. Repeat the same steps for the **SWIFT Code (BIC)** search if required.

21. Click on the **FIND** button.

- The **BIC Lookup** will now search for the **SWIFT Code (BIC)** and will report the first 150 valid results in the table at the bottom of the window.

- If you find the **SWIFT Code (BIC)** you are searching for, double click on the entry and the details will transfer back into the transaction. If the details do not appear, refine your search in steps 16 and 17 to try again or click on the **CANCEL** button to exit the BIC Lookup screen.

> **Note 1:** If you are not absolutely certain that the **SWIFT Code (BIC)** you have chosen is correct, DO NOT COMPLETE THIS FIELD as delivery of the payment may be delayed or misdirected to the wrong bank.

22. If you do not know the **SWIFT Code (BIC)**, select the **Bank Name** radio button and enter the name of the beneficiary's bank in the **Bank Name** field.

23. Complete the **Beneficiary Bank Details** section by entering the **Beneficiary Bank Name** and **Bank Branch**.

24. Enter the **Sort Code/BSB** if known. This code represents the bank and branch details, which have different formats depending on the country.

25. From the **Batch Details** section, change the **Batch Name** if you want to. This field defaults to IOOPnnnn (e.g. IOOP0001 and so on).

> **Note 2**: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment

name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

26.   From the **Batch Group** drop-down list, select the batch group to which this payment is to be added.

27.   Click **CONTINUE** to proceed with the payment. (CANCEL will close the payment without saving).

28. Click either **CANCEL**, **AMEND, SAVE, FREEZE** or **AUTHORISE** as required.

Cancel will close the payment window without saving it.

Amend allows you to overtype or change details of the one-off payment.

Save will save the data on the Bank's server and close the one-off payment window.

Freeze will move the one-off payment to the FROZEN column.

Authorise will advance you to the Authorise pop-up window.

Result: You have entered the details of the International one-off payment.

What Next?

Authorise and Release Batches

Enter an International Money Transfer (IMT) as part of an International Payments Batch

Complete the following steps for each International Money Transfer (IMT) to be processed in this batch.

Before you start, go to:

Create New Batch

Open Batch

For each **IMT** to be entered into this batch, complete the fields on the **Add Transaction** pop-up by following these steps:

1. To add a new IMT, click on the **+ Add Transaction** button in the **Transactions** section.

Payment Details section

2. To enter an IMT using details from your International Templates Database:

   - Start typing the Template ID or Name in the **Template ID** field and select the correct template from the list.

   - Fields that were completed in the International Template Database will be added to the IMT, other fields will need to be completed manually.

3. To enter an IMT manually:

   - leave the **Template ID** field blank and complete the other fields as described below.

Tip: The **Template ID** field is only used if you are creating this payment from a pre-prepared template stored in the **international templates database**.

Tip 2: To save a new **Other Party** to your **international templates database**, enter a unique **Short Code** and click **Save as Template** .

4. Enter the date the transaction is to be paid in the **Value Date** field by clicking on the list button and selecting the date from the pop-up calendar.

Tip: Today's date is shown in bold on the calendar while other dates available for use are in black.

Tip: The **value date** can be today's date or up to 60 calendar days in the future.

5. Select the **Beneficiary Bank Country** from the drop-down list.

Tip: Countries are listed in alphabetical order. You can type the first letter of the country and the first country in the list, starting with that letter, will display.

6. From the **Your Account** drop-down list, select the account from which the payment is to be debited from. The corresponding **Account Name** will automatically display.

Tip: Note that your debit account can be in a different currency from the payment.

7. From the **ANZ Bank Charges** drop-down list, select the account from which any ANZ charges incurred are to be debited. The corresponding **Account Name** will automatically display.

8.   From the Other Bank Charges drop-down list, select if the Other Bank charges are to be paid by the beneficiary or by you. The most usual option is **Beneficiary to Pay (SHA)**.

9.   In the **Make payment in** field, select the currency in which the payment is to be made from the drop-down list

> **Tip:** Currency codes are listed in order of the 6 most used currencies followed by all other currency codes listed in alphabetical order. If you know the code for your chosen currency, simply type in the first letter of the currency code. The first code starting with that letter will display.

10.   In the **for the amount of** field, select either the currency or NZD equivalent from the dropdown box and enter the **Amount** of the payment (expressed in the chosen currency).

11.   Select a **Reason for Payment.** This is mandatory for payments with a Beneficiary Bank Country of Jordan or Malaysia, and when making CNY Payments to China from your CNY Foreign Currency account.

12.   Enter a reference for your internal accounting purposes in the **Reference** field. This will display on your **International Payments Confirmation Report**.

13. De-select the **Is Active** checkbox only if you want this transaction to be inactive i.e. not processed. For example, this may apply if you are reusing a batch.

Beneficiary Details section

14.   Enter the beneficiary's (payee's) IBAN or account number in the **IBAN** / **Account Number** field. If the transaction is destined for a bank account where IBANs are required (eg. banks in the European Union) you must enter a valid **IBAN** (International Bank Account Number) number in this field. If you do not enter a valid IBAN, an error message will be displayed.

15.   Enter the beneficiary's account name in the **Beneficiary Name** field and their address in the **Address, City and Country** fields.

> **TIP:** Beneficiary Names can be up to 66 characters in length.
> Names longer than 33 characters will reduce the number of Address fields available.

16.   You can type a message in the **Message to Beneficiary** fields that MAY appear on the beneficiary's bank statement e.g. their invoice number. This message can be up to 3 lines of text, of up to 35 characters per line.

Beneficiary Bank Details section

17.   Enter the **SWIFT Code (BIC)** if known. SWIFT Codes are typically 8 or 11 characters. Examples of Swift Codes are CHASUS33, ANZBAU3M, and DEUTDEFFXXX.

18. You can search for the **SWIFT Code (BIC)** by clicking on the **SWIFT Code (BIC)** lookup button. The **BIC Lookup** pop-up window will be displayed.

> **Note 1:** If you are not absolutely certain that the **SWIFT Code (BIC)** you have chosen is correct, DO NOT COMPLETE THIS FIELD as delivery of the payment may be delayed or misdirected to the wrong bank.

> **Note 2:** If a **SWIFT Code (BIC)** is selected then the **Sort Code/BSB** field is not mandatory.
> Likewise if the **Sort Code/BSB** field and the **Bank name** field are completed then the **SWIFT Code (BIC)** field is not mandatory.

19. If you do NOT know the **SWIFT Code (BIC)** enter the beneficiary's bank details into the **Bank Name** and **Bank Branch** fields.

20. Enter the **Sort Code / (BSB)** if known. This code represents the bank and branch details, which have different formats depending on the country. The field will not be activated unless a Code is valid for the currency selected.

Country	Common name	Code format	Correct format (where n = number; a = alpha; c = character)
Australia	BSB Number	AU (6 digits)	AUnnnnnn
United States	Fedwire Number	FW (9 digits)	FWnnnnnnnnn
South Africa	NPS Code	ZA (6 digits)	ZAnnnnnn
United Kingdom	Sort Code	SC (6 digits)	SCnnnnnn
Canada	Bank & Transit Numbers	CC (4+5 digits)	CCnnnnnnnnn
India	Indian Financial System Code	4 letter bank code +0 + 6 characters	aaaa0cccccc

Intermediary Bank section (not displayed by default)

21. The **Intermediary Bank** is NOT usually required and should be completed only if you have special instructions from the beneficiary to provide this information (an intermediary bank collects funds on behalf of a beneficiary bank).

> **TIP:** If the **Intermediary Bank** section is not displayed, and you have been given special instructions by the beneficiary to provide

this information, please contact ANZ Direct Online Support on 0800 269 347.

Currency Conversion Details section

22.   Click in the required **Currency Conversion** option. You can convert funds to pay for the transaction in 1 of 3 ways:

- If you select **the exchange rate at the time of conversion** radio button – if the value date is today, a foreign exchange rate will be offered to you as you release the batch, otherwise, the Bank will arrange conversion on your behalf at the foreign exchange rate on the value date.

- If you select the **existing deals only** radio button – you can select up to 8 foreign exchange **Deal** numbers from the DEAL LOOKUP, which you have organised in advance, to pay for the IMT.

- If you select the **deals for part payment and the exchange rate for the shortfall** radio button – you can select up to 8 foreign exchange **Deals** from the DEAL LOOKUP , which you have organised in advance, to pay for the IMT. The shortfall will appear in the **FX Rate field** and if the value date is today, a foreign exchange rate will be offered to you as you release the batch, otherwise, the Bank will arrange conversion on your behalf at the foreign exchange rate on the value date.

23.   If you wish to use a deal, click on the **+ Add Deal** button, a pop-up box will appear. Refer to **View Foreign Exchange Deals LookUp** for more information.

27.   Repeat the above steps for each IMT until all IMTs for the batch are entered.

28.   Click either **SAVE**, **FREEZE**, **AUTHORISE** or **CLOSE** as required.

Save will save the data on the Bank's server.

Freeze will move the batch to the Frozen Column.

Authorise will advance you to the Authorise pop-up window.

Close will close the batch without saving it.

Note: It is recommended that you save your data to the Bank's server at least every 10 minutes or so.

Result: You have entered the IMT transaction into the batch.

What next?

Authorise and Release Batches

Related Topics

Add Template to the International Templates Database

List of Error Messages for Invalid International Transactions

View and Print International Payments Confirmation Report

Bulkload International Payments into a Batch

Search Multiple Batches for an International Transaction

Follow this procedure to search for an international transaction when you cannot remember which batch it is in i.e. search across many batches.

1. From the **Batches** menu, select **International Transaction Search**.

   To get the best search results, enter as many of the following details, if known:

2. Using the **Value Date** pop-up calendars, select the **value date** or range of value dates for the period on which you want to search.

3. If known, select the **Beneficiary Country** from the drop-down list, otherwise your search will include all countries.

   Tip 1: Countries are listed in alphabetical order. You can type the first letter of the country and the first country in the list, starting with that letter, will display. Subsequent depressions of the same letter will take you to the next country in the list starting with that letter.

4. If you want to search on a particular currency, select it from the **Payment Currency** drop-down list, otherwise your search will include all currencies.

   Tip 2: Currency codes are listed in order of the 6 most used currencies followed by all other currency codes listed in alphabetical order. If you know the code for your chosen currency, simply type in the first letter of the currency code. The first code starting with that letter will display. Subsequent depressions of the same letter will take you to the next currency code in the list starting with that letter.

5. Enter a dollar amount or a range of amounts in the **Amount** fields. If you leave these field(s) blank your search will include all amounts.

6. If known, select from the **Debit Account** drop-down list, otherwise your search will include all of your debit accounts.

7. If known, complete the **Beneficiary Name** field, otherwise your search will include all **Beneficiaries**.

Tip 3: You can search on part of an account name if you cannot remember the whole name. You can search on upper / lower case letters, numbers, and the valid SWIFT characters / - ? : ( ) . , " + { } Cr Lf and Space.

8.   De-select one or more of the **Lifecycle** checkboxes, if you know in which stage of the **batch lifecycle** the transaction you are searching for is located.

9.   The default selection in the **Type** field is **International Money Transfer (IMT).**

10.   Click on the **SEARCH** button to start the search.

Result: All transaction records that meet your search criteria will display at the bottom of the **Search** window. The transactions will be sorted alphabetically by batch group.

11.   From the **Display records per page** drop-down list you can choose to display 10, 20, 30 or 50 search results per page.

Tip 4: If the number of search results obtained are more than can be displayed on the screen, use the **back | next** links to browse through the search results.

12.   If you want to find out more information on a particular transaction, click once on the desired transaction and the batch to which it belongs will open displaying all of the transaction details.

Related topics

View and Print International Payments Confirmation Report

Bulkload International Payments into a Batch

Complete the following steps to bulkload international transactional data directly from your accounting or payroll software into a batch (if your organisation imports transaction files).

1. Click on the **Create New >>** link at the top of the **WORKING** column on the **Batch Workflow** screen.

2. Select **Bulkload International Payments** from the pop-up menu.

Tip 1: You can also launch **Bulkload International Payments** by selecting **Create New >>** from the **Batches** menu and then selecting **Bulkload International Payments** from the sub-menu.

3.   The **Bulkload International Payments** pop-up opens. To import a transaction file in preparation for bulkloading either:

1. On your computer, open the folder that contains the transaction file that you want to **bulkload**, click on the file then drag and drop it on the Bulkload International Payments pop-up, or

2. In the File Import section, click within the dashed rectangle to open the file picker. Locate the file that you want to **bulkload** and click on the **Open** button to select it.

4.   Click on the Import button to load the transaction file in preparation for bulkloading, when the file is successfully imported, the Import Summary and Batch Settings sections will be populated with information about the transaction file.

TIP 2: If the file is invalid, an error message will be displayed in the Import Summary section, select a different transaction file and click on the Import button again.

TIP 3: If transactions within the file contain errors, a count of errors will be displayed. Click 'Show Error Report' to produce a PDF report of the errors. To fix the errors, amend the transaction file and

import it again, or continue the bulkload process and correct the errors in the batch editor.

5.   In the **Batch Settings** section, complete the fields as required:

- The **Batch Name** field will be automatically populated, but can be updated if required.

- Select a **Batch Group**

- The **Description** field is optional, if completed the description will be printed on Batch Summary reports

6.   Click on the **BULKLOAD** button.

Result: File has been bulkloaded successfully as a new batch as confirmed by the Status message.

7.   Click **CLOSE** to finish or **BULKLOAD ANOTHER** if you want to bulkload another International transaction file.

Result: Procedure is complete.

What next?

Open Batch

Related topics

Bulkload International File Specifications - for file formats required to bulkload successfully

Processing Batches

Topics Included in the Processing Batches Chapter

This chapter covers the following topics:

- Moving a batch from the Working to the Frozen stage

- Editing a frozen batch

- Printing a Batch Summary Report

- Printing a Batch Transactions Report

- Bundling batches together for authorisation of multiple batches in one step

- Activate ANZ Direct Auth app for new authorisers

- Authorising a batch or bundle of batches

- Use ANZ Direct Auth app

- Managing Failed Batches

- Unbundling batches

- Editing an authorised batch/bundle

- Viewing processed batches

- Reusing a batch

- Copying a batch

- Deleting a batch

- Unlocking a batch

- Renaming a batch

- Stopping or amending a domestic batch after its released

- Stopping or amending an international batch or transaction after its released

Refer:

Unlock Batch - if a 🔒 icon appears next to a **batch** on the Batch Groups screen

Introduction to ANZ Direct Online - for information about the batch **lifecycle**, from creating a batch to moving it through the various lifecycle stages – working, frozen, authorised, released and processed.

Move Batch from Working to Frozen Stage

Follow this procedure to move a batch from the Working to the Frozen stage of the batch lifecycle. Once frozen, a batch cannot be edited, unless you move it back to the Working column.

Note that you can skip the Frozen stage and move straight to authorising if you prefer. However, the Bank recommends that checking a batch in the Frozen stage provides an ideal opportunity to complete a final check before authorising and releasing a batch to the Bank for processing.

Before you start, either:

Add Domestic Transactions into Batch - domestic payments

Add International Transactions into Batch - international payments

Reuse Batch

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the --**SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. In the **WORKING** column, find the batch you want to freeze.

3. Right-click on the batch and select **FREEZE** from the right-click menu or tick in the boxes next to each batch and click on the ❄ icon.

Result: Batch moves to the **FROZEN** column.

What next?

Print Batch Transaction Report

Related Topics

Authorise and Release Batches

Edit a Frozen Batch

Follow this procedure to move a batch back to the Working column for editing. Frozen batches cannot be edited without being moved back to the Working column.

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the --**SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. Find the batch in the **FROZEN** column that you want to change.

Note: Once part of a **bundle**, a batch cannot be edited. If you want to edit a batch which has already been bundled with other batches, you must unbundle the batches first. Right-click on the bundle and select **UNBUNDLE**.

3. Right-click on the batch and select **BACK TO WORKING** from the right-click menu.

Note: If you move a batch back to Working and the due date has expired, the system will change the due date back to the current date. The system will leave the due date unchanged if batch is **future-dated**. A message will alert you to the change.

Result: Batch moves to the **WORKING** column and can be edited. Batch must move through each **lifecycle** stage again before it can be **RELEASED** to the Bank for processing.

Print Batch Summary Report

Follow this procedure to print a Batch Summary Report. This can be done at any stage in the batch lifecycle, but is most often done when a batch is in the frozen column to highlight any batch amendments before authorisation.

1. From the **Batches** menu, go to Select **Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. Find the batch you want to print a summary report for.

Tip: Print this report for all batches in the **FROZEN** column if you wish to give a **transaction** print-out to your signatories/authorisers to check before authorising a batch.

3.   Right-click on the batch and select **PRINT SUMMARY** from the menu, and wait for the batch to download.

4.   Wait for **Adobe** to generate a **PDF** report.

5.   Click on the print icon at the top in the **Adobe Acrobat** toolbar or select **Print** from the **File** menu.

6.   Click **OK** when the print options box displays.

Result: Batch Summary Report prints.

What next?

It is highly recommended that you store a physical record of this report with your bank statements.

Related topics

Print Batch Transactions Report

Print Batch Transactions Report

Follow this procedure to print a Batch Transactions Report. This can be done at any time during the batch lifecycle, but is most often done when signatories need to check the transactions within a batch before authorising the batch.

1.   From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2.   Find the batch you want to print a **transaction** report for.

Tip 1: Print this report for all batches in the **FROZEN** column if you wish to give a transaction print-out to your signatories/authorisers to check before authorising a batch.

Tip 2: If you require the transactions to be sorted prior to printing, open the batch and click on the relevant column header i.e. Amount to sort numerically or Other Party Name to sort alphabetically.

3. Right-click on the batch and select **PRINT TRANSACTION** from the menu, and wait for the batch to download.

4. Wait for **Adobe** to generate a **PDF** report.

5. Click on the print icon at the top in the **Adobe Acrobat** toolbar or select **Print** from the **File** menu.

6. Click **OK** when the print options box displays.

Result: Batch Transactions Report prints.

What next?

- Bundle Batches for Authorisation – if you want to authorise multiple batches in one step using one **challenge code**.

- Authorise and Release Batch(es) – if you only want to **authorise** one batch.

- It is highly recommended that you store a physical record of this report with your bank statements. Bank statements record the total dollar value of a batch. This Batch Transactions Report provides the information for each individual transaction within a batch.

Related topics

Print Batch Summary Report

Bundle Batches for Authorisation

Follow this procedure to bundle (group together) multiple batches if you want your signatories to be able to authorise multiple batches in one step using only one Challenge Code. This procedure saves a lot of time for signatories who have many batches to authorise at the same time.

You can **bundle** together **Domestic Transaction**, **Secure Mail**, **Same Day Cleared Payments (SCP)** and **International Transaction** batches. **Recurring Payment** batches are unable to be bundled.

Before you start, go to:

Move Batch from Working to Frozen Stage

1. From the **Batches** menu, go to **Select Batch Group** and select --**SHOW ALL**-- from the --**SELECT BATCH GROUP**-- drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the --**SHOW ALL BATCH TYPES**-- drop-down list (optional).

2. Tick the checkboxes next to the frozen batches that you want to **bundle** for authorisation and click on the **Bundle Batches for Authorisation** icon at the top of the **FROZEN** column.

3. The **Bundle Batches for Authorisation** window will open.

> **Tip:** Only frozen batches can be bundled. Click on each batch in the listing to view the **Batch Summary** report.

> **Note 1:** Each bundled batch is assigned a name BUNDnnn (e.g. BUND001 and so on). You can overwrite the name if you want.

4. Click **SAVE** if you want to perform the authorisation process at another time, or click **AUTHORISE** if you want to continue on to the authorisation procedure now.

> **Note 2:** Once part of a bundle, a batch cannot be edited. Right-click on the bundle and select **UNBUNDLE** if you want to do something with a singular batch.

Result: Batches are bundled.

What next?

Authorise and Release Batch(es)

Related topics

Unbundle Batches

Activate ANZ Direct Auth app for new authorisers

Users who are authorised on the ANZ account mandate can download the ANZ Direct Auth app on your IOS or Android smartphone to generate a response code used to authorise a payment.

The ANZ Direct Auth app is a stand-alone app, independent of ANZ Direct Online, so no data or information is passed between ADO and the authorisers smart phone and can be used to generate a response code even when you have no data or WIFI connection.

1. New authorisers are automatically assigned the ANZ Direct Auth app via an SMS advising them when the app is available for activation.

2. On ANZ Direct Online, navigate to the Administration menu > Manage Devices.

3. Click on the 'Activate' link if not already on the Activate Device screen and then follow the onscreen prompts.

Existing authorisers can complete an ADD / Remove Authorisation Device secure mail on ANZ Direct Online. Once assigned, the authoriser will receive an SMS with details on how to activate the app.

What next?

Authorise and Release Batch(es)

Use ANZ Direct Auth app or VASCO Authorisation Device

Authorise and Release Batch(es)

Follow these steps to authorise a batch to be processed by the Bank.

1. Verify the transactions in the batch to be authorised by viewing online via the batch workflow screen, or by printing out a batch transactions report.

2. In the **FROZEN** column, right-click on the batch and select **AUTHORISE**.

3. An authoriser pop-up window will open displaying the **challenge code** with designated authorisers for this batch or bundle listed on the right hand side.

4. You can click on Authorise Advice button to populate an email template from your email system to notify the authorisers the details of this batch; **batch group**, batch name, batch type, and the challenge code.

5. Click the All Summaries button to download or print a **Batch Summary Report**.

6. Request the authoriser(s) to enter the **Challenge Code** into their ANZ Direct Auth app or VASCO authentication device to generate a response code(s).

7. Select the authorisers name from the **Signatory** drop-down list and enter the response code(s).

8. Click the save button for the batch to remain in the **FROZEN** column, or click **RELEASE** if all response codes have been entered.

The batches move into the **RELEASED** column and are locked while the Bank performs it's verifications.

When do batches move from the RELEASED to the PROCESSED column?

Batches appear in the **PROCESSED** column when they have been processed by the Bank. The time period when a batch moves from the **RELEASED** to the **PROCESSED** column differs depending on the batch type.

- Domestic batches and transfers appear in the **PROCESSED** column immediately after they have been released, or after 7am on the due date if the batch has been future dated.

- International batches appear in the **PROCESSED** column as soon as they have been processed through the Bank's systems. If an international batch has transactions that are future dated, the batch will not appear in the **PROCESSED** column until all of the transactions in the batch have been processed.

- Same day cleared payment batches appear in the **PROCESSED** column as soon as they have been processed through the Bank's systems.

- Secure mail batches appear in the **PROCESSED** column 15 minutes after they have been released by you.

What next?

Stop or Amend Released Domestic Batch – if you want to prevent a domestic batch in the **RELEASED** column from being processed by the Bank

Stop or Amend Released International Batch or Transactions – if you want to prevent an international batch in the **RELEASED** column from being processed by the Bank

View Processed Batches – to see what batches were processed by the Bank overnight

Use ANZ Direct Auth app or VASCO Authorisation Device

Authorisers can use the ANZ Direct Auth app or a VASCO authorisation device to generate a response code used to authorise batches before they can be released to the Bank for processing

We may at any time without prior notice, remove any accounts viewable by Authorisers if that Authoriser has not used ANZ Direct Online for at least 18 months. If you require support or need your Authoriser to access these accounts again in the future, please send your request via a Free Format secure mail message, and ensure they are on your ANZ mandate with authority to transact on the specified accounts.

Authorise a batch using the ANZ Direct Auth app

1. Open the ANZ Direct Auth app on your smart phone and enter the access pin.

2. Enter the **Challenge Code** number from your ANZ Direct Auth batch.

3. A 7-digit response code is generated and displayed for you to enter into ANZ Direct Online, or record on the Batch Transactions Report.

Authorise a batch using a VASCO authorisation device

1. Press the button to turn the VASCO device on and enter your pin.

2. Press **1** when the screen displays **APPLI -**.

3. Enter the **Challenge Code** number from your ANZ Direct Online batch.

4. A 7-digit response code is generated and displayed for you to enter into ANZ Direct Online, or record on the Batch Transactions Report.

5. Press the button twice to turn the VASCO device off.

Changing your VASCO authorisation device pin

1. Press the button to turn the VASCO authorisation device on and enter your pin.

2. Press and hold the button for 3 seconds. **NEW PIN** will now display.

3. Enter the new 6-digit PIN. **PIN CONF** will display.

4. Reenter the PIN to confirm. **NEW PIN CONF** will display.

5. Press the button twice to turn the VASCO off.

Managing Failed Batches

This topic explains differences in processed batch status and how to manage failed batches.

Batch Statuses

Once a batch is released the batch status will be shown in the **PROCESSED** column as one of either:

Processed CR	Batch has successfully processed and will show with a blue icon.
Insufficient Funds CR	Batch has failed due to insufficient funds and will show with a red icon.
Partially Processed CR	Part of the batch has failed due to insufficient funds. This is where the batch has multiple originator accounts in the batch and some of the funding accounts have sufficient funds, and others do not. The batch will display with a split blue/red icon.

How to view failed transactions in a 'Partially Processed' Batch?

- The **Print Summary** report will include the status for each originator account in the 'Originator Account Summary' section.

- The **Print Transaction** report will also include the status by each originator account and each transaction is marked with either a √ or ✗ to indicate at a transaction level what has been processed or failed.

    TIP: To produce a Print Summary or Print Transaction report, right click on the batch and select the appropriate option.

How to manage a failed Batch?

Once the funds are available you can re-release a failed batch. The batch will be sent back to ANZ for processing without having authorisers approve the batch again.

To re-release a batch, right-click on the failed batch and select the **RE-RELEASE** option.

The re-released batch will displayed as a new, separate batch and is grouped with the initial failed batch.

NOTE: You can only re-release a batch on the same day the batch was due. For Partially Processed batches, only the transactions that failed will

be re-released. Transactions that have already been successfully processed will not be re-released.

Unbundle Batches

Follow this procedure to unbundle a group of batches that have been bundled together for authorisation. Bundled batches cannot be changed.

1. From the **Batches** menu, go to **Select Batch Group** go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. Find the **bundle** of batches that you want to unbundle either in the **FROZEN** or **AUTHORISED** columns.

3. Right-click on the bundle and select **UNBUNDLE** from the right-click menu.

Result: Bundle of batches returns to the **FROZEN** column as separate batches.

Edit an Authorised Batch

Follow this procedure to move a batch back to the Working stage for editing. Authorised batches cannot be edited without being moved back to the Working column.

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the --**SELECT BATCH GROUPS--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. Find the batch in the **AUTHORISED** column that you want to change.

   Note: Once part of a **bundle**, a batch cannot be edited. If you want to edit a batch which has already been bundled with other batches, you must unbundle the batches first. Right-click on the bundle and select **UNBUNDLE**.

3.   Right-click on the batch to be edited and select **BACK TO WORKING** from the pop-up menu.

Result: Batch moves to the **WORKING** column and can be edited. Batch must move through each **lifecycle** stage again i.e. batch must be frozen, bundled (if required) and authorised again by your signatories/authorisers before it can be processed.

Accept Foreign Exchange Rate and Deal Summary

Follow this procedure if you have set up any international payments or foreign currency funds transfers value dated today that don't have a deal attached or if the deal(s) don't cover the full payment amount (i.e. there is a shortfall). As you release the international batch(es) to the Bank, we will offer foreign exchange rates for you to review and accept or reject. Note: When you accept the foreign exchange rates you are entering into a foreign exchange contract with the Bank.

Before you start, go to:

Moving a batch from the Working to the Frozen stage

Authorise and Release Batch(es)

1. As you move the batch(es) from the Authorised column to the Released column, the Bank will obtain live FX rates that are client specific and display an offer of FX rates for all international payments and foreign currency funds transfers valued dated today that don't have a deal attached or if there is a shortfall.

2. Review the payments that are in bold that have a **Rate to accept** (see Message column)

   Note 1: Deals attached to a payment with display alongside the rates to accept. These do not require any further action.

3. If you are happy to accept all the rates displayed, read the **Conditions of Offer** and click in the tick box that your have read, understood and accepted the above conditions.

Note 2: FX rates and pre-booked deals attached to future dated transactions will not display on this page.

4.   Click either Accept or Reject as required.

Note 3: You must either **Accept** or **Reject all** the FX rates offered within the 2 minutes (refer to the timer at the top right hand corner). If you run out of time, you can release the batch again and new FX rates will be offered. Alternatively, you can wait until later in the day to release the batch again.

Note 4: International Payments must be released before 4.57pm and Foreign Currency Funds transfers must be released before 5.57pm on business days to get value today.

Result: International Batch will be released to the Bank.

Note 5: International batches appear in the PROCESSED column as soon as they have been processed through the Bank's systems. If an international batch has transactions that are future dated, the batch will not appear in the PROCESSED column until all of the transactions in the batch have been processed.

Reuse Batch

Follow this procedure to copy the transaction data from a processed batch so you can reuse and process the batch again.

1. In the **PROCESSED** column, from the **Days** drop-down list, select the number of days for which you want to view processed batches.

   Tip: The system will remember the number of days each user last selected in the **Days** drop-down list. This can be changed at any time. To view all processed batches, select **ALL** in the drop-down list.

2. Right-click on the batch and select **RE USE** from the pop-up menu. The **Re-use Batch** window opens.

3. Enter a new name for the batch in the **Batch Name** field if required.

4. Set your preferences for the new batch by selecting the appropriate options provided:

Options available for all batch types:

- **Transaction Status –** to select the status of the all transactions in the batch
- **Amounts –** to set all transactions to a dollar amount of zero

Domestic batches only:

1.

- **Defaults Values –** to select what appears on the Defaults tab in the batch:
    - Your Account - to set a default 'Your Account (originator account) for all transactions within the batch.
    - Their Details - to set a default value for Particulars, Code and Reference for all transactions within the batch.
    - Your Details - to set a default value for Particulars, Code and Reference for all transactions within the batch.

TIP: To remove Particulars, Code or Reference values from all transactions within a batch, select the tickbox but leave the corresponding field blank.

International batches only:

- **Value date** - to change the value date on all transactions to a new common date
- **Your reference** - to keep the same reference or delete the existing reference.

5.   If you are sure you want to reuse the batch, click **OK** (otherwise click **Cancel**).

Result: New batch appears in the **WORKING** column, ready for editing and moving through the batch **lifecycle** again.

What next?

Open Batch

Move Batch from Working to Frozen Stage

Related topics

Copy Batch

View Processed Batches

Follow this procedure to view domestic, international, same day cleared payment or secure mail batches that have been processed successfully. You can access 13 weeks of data. For international batches, this is calculated from the earliest value date.

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. In the **PROCESSED** column, from the **Days** drop-down list, select the number of days for which you want to view processed batches.

   Tip: The system will remember the number of days each user last selected in the **Days** drop-down list. This can be changed at any time. To view all processed batches, select **ALL** in the drop-down list.

Result: All batches for the selected period of days display in the **PROCESSED** column.

Related topics

Store and Archive Processed Batches - to archive copies of your domestic and secure mail batches after Bank processing

Search Across Many Batches for an International Transaction

View Rejected Batch Report

View Stop Batch Report

Copy Batch

Follow this procedure to copy a batch.

1. Find the batch you want to copy in either the **WORKING**, **FROZEN**, **AUTHORISED** or **RELEASED** columns.

2. Right-click on the batch and select **COPY** from the pop-up menu. The **Copy Batch** window opens.

3. If required, select a different batch group from the **Group Name** drop-down list and/or enter a new name for the batch in the **Batch Name** field.

4. Set your preferences for the new batch by selecting the appropriate options provided:

Options available for all batch types:

1.

- **Transaction Status –** to select the status of the all transactions in the batch

- **Amounts –** to set all transactions to a dollar amount of zero

Domestic batches only:

- **Defaults Values –** to select what appears on the Defaults tab in the batch:

    2.

    - Your Account - to set a default 'Your Account (originator account) for all transactions within the batch.

    - Their Details - to set a default value for Particulars, Code and Reference for all transactions within the batch.

    - Your Details - to set a default value for Particulars, Code and Reference for all transactions within the batch.

    TIP: To remove Particulars, Code or Reference values from all transactions within a batch, select the tickbox but leave the corresponding field blank.

3. ### International batches only:

- **Value date** - to change the value date on all transactions to a new common date

- **Your reference** - to keep the same reference or delete the existing reference.

5. If you are sure you want to copy the batch, click **OK** (otherwise click **Cancel**).

Result: New batch appears in the **WORKING** column, ready for moving through the batch **lifecycle** again.

What next?

Open Batch

Move Batch from Working to Frozen Stage

Related topics

Reuse Batch

Delete Batch

Follow this procedure to delete a batch permanently.

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. From either of the WORKING or **PROCESSED** stages, find the batch you want to delete.

   Tip: You cannot delete batches in the **FROZEN**, **AUTHORISED** or **RELEASED** columns. If you want to prevent a batch in the **RELEASED** column from being processed by the Bank, go to:

   Stop or Amend Released Domestic Batch - for domestic batches

   Stop or Amend Released International Batch or Transactions - for international batches

3. Right-click on the batch and select **DELETE** from the pop-up menu or tick in the boxes next to each batch and click on the 🗵 icon.

4. If you are sure you want to delete the batch, click **OK** (otherwise click **Cancel**).

Result: Batch has been deleted.

Unlock Batch

Use one of the following procedures if a 🔒 icon appears next to a batch on the Batch Groups screen at any time.

Before you start:

Click on Refresh ⟳ in the top right of your screen to **refresh** your browser. If the 🔒 next to your batch disappears, the batch is no longer locked and you can continue work.

1. From the **Batches** menu, go to **Unlock Batch**.

2. Click on the **UNLOCK** link to the right of the batch to be unlocked.

Alternatively, from the Batch Workflow,

1. Right click on the batch

2. Click **UNLOCK BATCH**

Note: The right click unlock functionality will not be available when the batch is locked due to a System Lock operation occurring.

Result: Batch has been unlocked and now you can continue to work with that batch.

Rename Batch

Follow this procedure to rename a batch.

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. Right-click on the batch you want to rename and select **Rename** in the pop-up menu. The **Rename Batch** window opens.

3. Type in a new name in the **Batch Name** field. Each batch name in ANZ Direct Online must be UNIQUE; It cannot be the same as any other batch in the **WORKING**, **FROZEN** or **AUTHORISED** states. A batch name can contain up to 8 characters.

4. Click **OK**.

Result: Batch has been renamed. All other batch settings will remain the same.

Move Batch to Another Batch Group

Follow this procedure to move a batch from one batch group to another. Administrators must follow this procedure after importing legacy data from an old version of the product to this web-based version. This is

because the import process deposits all the transaction data into one batch group.

Before you start, go to:

Import Legacy Data - if you are setting up ANZ Direct Online for the first time

1. From the **Batches** menu, go to **Select Batch Group**.

2. Go to the **Batch Group** drop-down list in the top right of the screen and select the batch group you want to move the batch from. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

3. Find the batch you want to move and right-click on the batch and select **Move** from the menu.

4. From the **Move Batch** pop-up, select the batch group from the drop-down list that you want to move the batch to.

Result: Batch has been moved from one batch group to another.

Stop or Amend Released Domestic Batch

Follow this procedure to stop a future dated domestic batch in the Released column before it is processed by the Bank (e.g. due to errors in the batch). You have up until 7am on the date the batch is due to stop a batch successfully.

Note: Batches that are due same day are processed immediately and cannot be stopped unless you have previously opted out of 'Intraday Processing'

1. From the **Batches** menu, go to **Select Batch Group** and select the relevant batch group from the **--SELECT BATCH GROUP--** drop-down list. To limit the number of batches that display on screen, you can also select the **batch type** from the **--SHOW ALL BATCH TYPES--** drop-down list (optional).

2. In the **RELEASED** column, find the batch you want to stop.

3. Right-click on the batch and select **STOP** from the menu.

4. If you are sure you want to stop the batch, click **OK** (otherwise click **Cancel**).

Result: Batch has been stopped. Batch appears in the **PROCESSED** column with the ⊗ icon alongside the batch, indicating that it has been stopped.

What next?

Reuse Batch - if you want to reuse the batch data or resolve any errors and resubmit the batch for processing

Related topics

Stop or Amend Released International Batch or Transactions - for the equivalent procedure for international batches

Reuse Batch

Stop or Amend Released International Batch or Transactions

Please ring the Bank as soon as possible on 0800 220 400 (option 2) or +64 4 436 6275 (from overseas) to enquire if it is possible to stop or amend an international batch or a single international transaction after the batch has moved into the Released column.

If it is possible, please confirm your request in writing by sending a **secure mail** message to the Bank by following the procedure below. Once received, the Bank will process your request as soon as possible. If the **payment** has already left the Bank, there may be extra charges including, any losses incurred by the Bank as a result of the exchange rate being applied to convert or reconvert the funds and **overseas bank charges** that apply to amend / cancel a payment.

Please REFRAIN from sending email to the Bank as this is not a secure means of communication.

1. Call the Bank on **0800 220 400** and choose option **2** or **+64 4 436 6275** (from overseas). Clarify with the Bank whether a particular payment may be stopped or amended. If it is possible, then follow the steps below to confirm your request in writing.

2. From the **Batches** menu, go to **Select Batch Group**.

3. Click on the **Create New >>** link at the top of the **WORKING** column and select **Secure Mail Batch** from the menu. The **Create Batch** window appears.

4. From the **Batch Group** drop-down list in the **Create Batch** window, select the Batch Group in which this batch is to belong.

5. Check the Batch Type is showing **Secure Mail.**

6. From the **Secure Mail Type** drop-down list, select **Free Format Message**.

7. Complete the **Batch Name** field (up to 8 characters).

> **Tip:** The batch name can be up to 8 characters and must be unique. It cannot have the same name as an existing batch in the **WORKING**, **FROZEN** or **AUTHORISED** states.

8.   Click **OK**. The Free Format secure mail template has been created and will appear open in the **WORKING** column on the **Batch Groups** screen. The following template will display:

9.   In the **Subject** field, enter a descriptive subject line for your free format message / request e.g. Stop International Payment or Amend International Payment.

10.   In the **Enquiry** details text box, type clear and concise instructions for the Bank to follow e.g. Please cancel **IMT** with reference for amount in favour of beneficiary name>.

11.   Enter your **Contact Name** and **Contact Number** in the fields provided.

12.   Click **SAVE** and **CLOSE**.

Result: Free Format Message template is complete. New secure mail batch appears in the **WORKING** column for the relevant batch group.

What next?

Move Batch from Working to Frozen Stage - to move secure mail batch through the **batch lifecycle** as required for any other batch

Related topics

Stop or Amend Released Domestic Batch - for the equivalent procedure for domestic batches

View Stop Batch Report

Sending Secure Mail Chapter – for more on when to use secure mail

Stopping or Amending an Automatic Batch Payment

Follow this procedure to stop or amend an Automatic Batch Payment.

1. Automatic Batches can only be stopped, or amended, if they are sitting in the Released Column (once they are in Processed status the batch has been completed). Right Click on the Batch you would like to stop or amend. Select **Stop.**

   A pop-up message will remind you that stopping this batch will cease all future postings of this batch.

2. The Automatic Batch will move to the Processed column but will have a status of **Stopped.** Right Click on the batch and select **Reuse**. The Reuse Batch window will open; select the options that are applicable to this batch (refer to Re-use Batch for more information on this).

3.   The Batch will now be moved back to the Working Column and can be edited or deleted from here.

CAUTION: The batch will no longer be an Automatic Batch Payment, you will need to return to the **Auto Batch Set-up** tab and enter the Automatic Batch details.

4. Once amendments have been made you will need to move the batch manually through the batch lifecycle again, including releasing and authorising.

Result: A Notification Message will be produced advising that the **Automatic Batch Payment** has been Stopped.

What next?

Processing Batches

Authorise and Release Batches

Related Topics

Reuse Batch

View Processed Batches

Accessing Account Information, Reports and the Audit Log

Topics Included in the Account Information, Reports and Audit Log Chapter

This chapter covers the following topics:

- Adding, deleting, editing and running Account Information Templates

- Viewing and printing Account Information Reports for both domestic and/or foreign currency accounts i.e. balances, statements, etc

- Exporting data from ANZ Direct Online and importing this into accounting software for reconciliation (if your organisation uses accounting software)

- Viewing and printing International Payments Confirmation Report

- Viewing and printing Same Day Cleared Payment Confirmation Report

- Viewing and printing Inward Same Day Cleared Payment Report

- Viewing and printing client-specific reports such as the **Stop Batch Report** and **Rejected Batch Report**

- Viewing the Audit Log which provides a record of activities performed by your users.

Refer:

Please also refer to the following related information:

- the Glossary for a definition of each report type and each file format type

- Storing and Archiving Data - for information on how to store and archive report information and data which you will be required to do ON A REGULAR BASIS

- Processing Batches - for instructions on how to view and print the Batch Summary Report and the Batch Transactions Report.

Account Information Report Templates

Managing Account Information Report Templates

About Managing Account Information Report Templates

This topic covers the following:

- Add Account Information Report Templates
- Edit Account Information Report Templates
- Delete Account Information Report Templates
- Run Account Information Report Templates

Add Account Information Report Templates

Follow this procedure to set up new domestic or foreign currency Account information Report Templates

1. From the **Reports** menu, select **Account Information Report Templates.**

2. Click on with the [Add New Domestic] or [Add New Foreign] button

    Note 1: If you don't have any foreign currency accounts loaded on your site, you will not see the ADD NEW FOREIGN button

3. The Add New Account Information Report Template appears. Complete the **Account Information Report Template Name** field.

    Note 2: Each template name in ANZ Direct Online must be UNIQUE - up to 20 characters.

4. Select one or more Accounts/Information Groups in the left column and click on the [>>] . The accounts selected will appear in the right column.

5. Select the report you want from the **Report Name** drop-down list.

6. Select the report format your want from the **Format** drop-down list.

7. Use the radio button to select either the **Specified Period** or select the **Date Range** option and select the required Start Date and the End Date from the pop-up calendar.

    Note 3: If you select Date Range, you will be asked to enter the Start and End Dates manually every time the report is to be run.

8. Click on SAVE.

Result: Account Information Report Template was created successfully.

What next?

Run Account Information Report Templates

Related topics

Delete Account Information Report Templates

Edit Account Information Report Templates

Edit Account Information Report Templates

Follow this procedure to edit an existing Account Information Report Template

1. From the **Report** menu, select the **Account Information Report Templates.**

2. Search for or find the template to be edited in the **Template Name** column, and click on the link for that template.

Template Name	Account Type	Report Name	Specified Period	Action	Select
ALL ACCS PORT	Domestic	Statements - Portrait	Current Week	Create PDF	☐
ALL LAST WEEK PDF	Domestic	Balances	Previous Week	Create PDF	☐
CSV REPORT	Domestic	Transactions Extended	Previous Business Day	Create CSV	☐

3. If you want to change the Account or Information groups, assign one or more

   Accounts/Information Groups in the left column and click on [>>] . The Accounts/Information Groups selected will appear in the right column. If you want to remove one or more of Accounts/Information Groups in the right column, click

   on [<<] . The **Account/Information Groups** will appear back in the left column.

4. If you want to change the report type, select the new account report type from the **Report Name** drop-down list.

5. If you want to change the report format, select the new report format form the **Format** drop-down list.

6. If you want to change the date period or range, use the radio button to select either the **Specified Period** or select the **Date Range** option and select the required Start Date and the End Date from the pop-up calendar.

   Note: If you select the Date Range, you will be asked to enter the Start and End date manually each time the report is to be run.

7. Click SAVE to finish.

Result: Account Information Report Template was edited successfully.

Related topics

Run Account Information Report Templates

Add Account Information Report Templates

Delete Account Information Report Templates

Delete Account Information Report Templates

Follow this procedure to delete an existing Account Information Report Template for either domestic or foreign currency accounts.

1. From the **Reports** menu, select **Account Information Report Templates.**

2. Search for or find the template to be deleted in the **Template Name** column.

Template Name	Account Type	Report Name	Specified Period	Action	Select
ALL ACCS PORT	Domestic	Statements - Portrait	Current Week	Create PDF	☐
ALL LAST WEEK PDF	Domestic	Balances	Previous Week	Create PDF	☐
CSV REPORT	Domestic	Transactions Extended	Previous Business Day	Create CSV	☐

3. Tick the checkbox alongside the template you want to delete in the **Select** column (on the right).

   Tip: You can delete multiple templates at a time by ticking multiple check-boxes in the **Select** column.

4. Click on the **Delete** button directly above the **Select** column. If you are sure you want to delete the selected template(s), click on **OK** when prompted, otherwise click on Cancel.

Result: Template was deleted successfully.

Related topics

Add Account Information Report Templates

Edit Account Information Report Templates

Run Account Information Report Templates

Run Account Information Report Templates

Follow this procedure to run an Account Information Report Template. Note: Established Templates can be run from the Account Information Report Templates screen, the Welcome screen and the Account Information screen.

1. From the **Reports** menu, select the **Account Information Report Templates.**

2. Click on the required template **Action** i.e. Create a PDF to generate the report.

Template Name	Account Type	Report Name	Specified Period	Action	Select
ALL ACCS PORT	Domestic	Statements - Portrait	Current Week	Create PDF	☐
ALL LAST WEEK PDF	Domestic	Balances	Previous Week	Create PDF	☐
CSV REPORT	Domestic	Transactions Extended	Previous Business Day	Create CSV	☐

Tip 1: Template Reports can also be run directly from the Welcome screen by clicking on the required template Action.

Template Name	Account Type	Report Name	Specified Period	Action
STATEMENTS YEST	Domestic	Statements	Previous Business Day	Create PDF
TEST 1	Domestic	Basic Statement	Current Week	Create PDF

Tip 2: Template Reports can also be run form the Account Information screen by ticking the Use Templates box in the top right hand corner and selecting the required template then clicking **GO.**

Result: Template report is generated.

Related topics

Add Account Information Report Templates

Edit Account Information Report Templates

Delete Account Information Report Templates

View and Print Account Information Reports

Follow this procedure to view and print reporting information about your domestic and/or foreign currency accounts e.g. balances, transactions and statements.

1. From the **Reports** menu, select **View Account Information**.

2. Choose either the **Domestic Accounts** tab or the **Foreign Currency Accounts** tab.
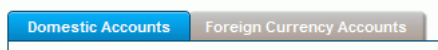
> **Note:** If you don't have any foreign currency accounts loaded on your site, you will not see the tabs.

3. Tick the **Use Template** box and Select the **Report Template** from the drop-down box if required.

4. Select the accounts that you want to report on in the **Accounts** column and click on . The accounts selected will appear in the **Selected Accounts** column.

> **Tip 1:** Click on the **SELECT ALL** button to select all the accounts in the **Accounts** column.

5. Select the account report you want from the **Report Name** drop-down list.

The available domestic **Account Information** reports include:

- **Balances Report** (XLS, **PDF** and **CSV** formats)

- **Balances Consolidate** (XLS, **PDF** and **CSV** formats)

- **Basic Statement - Landscape** (XLS, **PDF** and **CSV** formats)

- **Basic Statement - 365** (XLS, **PDF** and **CSV** formats)

- **Dishonoured Transactions Report** (XLS, **PDF** and **CSV** formats)

- **Profiles Report** (XLS, **PDF** and **CSV** formats)
- **Statements Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Statement – Portrait** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions - 365** (XLS, **PDF**, **CSV** formats)
- **Transactions Extended** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions Extended - 365** (XLS, **PDF**, **CSV** formats).

The available Foreign Currency Account Information reports include:

- **Balances Report** (XLS, **PDF** and **CSV** formats)
- **Transactions Report** (XLS, **PDF** and **CSV** formats)
- **Transactions Extended** Report (XLS, **PDF** and **CSV** formats).

6. Select the report format you want from the **Format** drop-down list.

Printing tip: Select PDF format if you want to print the account information or save it in PDF format.

Tip 2: If you select CSV format you have the option to include column headers in the report.

7. Select the **Start Date** and the **End Date** from the pop-up calendar, then click **GO**.

Tip 3: The pop-up calendar is colour-coded to make choosing appropriate dates easier:

- Red Italics – Past dates where information is no longer available
- Black Bold – Information is available
- Black Italics – Future dates, information is not yet available.

Tip 4: Up to 13 months of account information can be obtained but only 3 months of data can be viewed at a time.

Result: Selected report for selected account(s) generates.

8. To print the PDF, open it and select Print from the Adobe Acrobat Software File menu.

Note: ANZ Direct Online will remember the account information options you have selected for the next time you visit this screen.

9. If you wish to use this report again, you can save the format by entering a Name in the templates field and click on **Save As Template.**

| DAILY BALANCES | Save As Template |

Result: Procedure is complete.

What next?

Store and Archive Account Information Reports - this is required at least every 6 weeks and is recommended on the first working day of every month

Related topics

View and Print International Payments Confirmation Report - for PDF copies of international reports

Export Account Information Data to Reconcile with Accounting Software – if your organisation uses accounting software to manage its accounts

Print Batch Summary Report

Print Batch Transactions Report

View and Print International Payments Confirmation Report

Follow this procedure to view and print a PDF of the International Payments Confirmation Report, which confirms international payments successfully made using ANZ Direct Online as well as any future dated payments.

1. From the **Reports** menu, select **View International Payment Confirmation Report**. The International Payment Confirmation screen opens.

2. Choose the date range that you would like to report on by selecting the **Start** and **End** dates from the pop-up calendars.

   Tip 1: The reports are held online for a maximum period of 3 months but can be viewed in groups of 14 days.

   Click on the **SEARCH** button to generate the requested report.
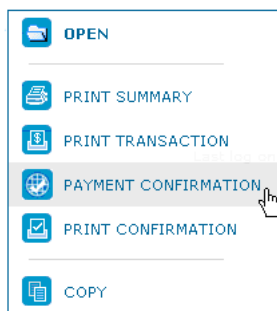
   Tip 2: These reports can also be generated by right-clicking on the batch and selecting PRINT CONFIRMATION from the menu. This is available for individual batches with a status of RELEASED or PROCESSED.

   Tip 3: You can also generate an individual payment confirmation PDF by right-clicking on PAYMENT CONFIRMATION from the menu. This is available for individual batches with a status of RELEASED or PROCESSED.

Result: Report generates. Use the functions in Adobe Acrobat Software to save and / or print the report as required.

What next?

Store and Archive Processed Batches - this is required every 13 weeks at least (preferably at the beginning of each month)

Store and Archive International Payment Confirmation Report

Related topics

Add International Transactions into Batch

Print Batch Summary Report
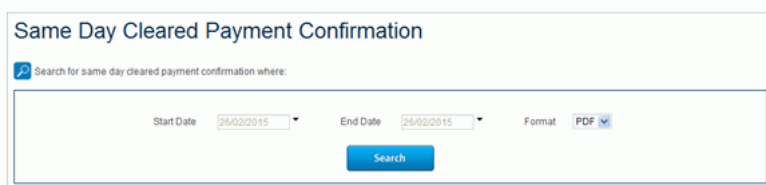
Print Batch Transactions Report

International Bulkload File Specifications - for file formats required to bulkload successfully

View and Print Same Day Cleared Payments Confirmation Report

Follow this procedure to view and print a PDF of the **Same Day Cleared Payments (SCP)** Confirmation Report, which confirms same day cleared payments successfully made using ANZ Direct Online.

1. From the **Reports** menu, select **View Same Day Cleared Payment Confirmation Report.** The Same Day Cleared Payment Confirmation screen opens.

2. Choose the date range that you would like to report on by selecting the Start and **End** dates from the pop-up calendars.

   Tip: The reports are held online for a maximum period of 3 months but can be viewed in groups of 14 days.

3. Click on the **SEARCH** button to generate the requested report.

Result: Report generates. Use the functions in Adobe Acrobat to save and / or print the report as required.

View and Print Inward Same Day Cleared Payment Report

Follow this procedure to view Today's Inward Same Day Cleared Payments report, which displays confirmed inward same day cleared payments (SCP's) successfully received today from remitters using an ANZ Bank online payments system.

1. From the Reports menu, select **View Today's Inward Same Day Cleared Payments**.
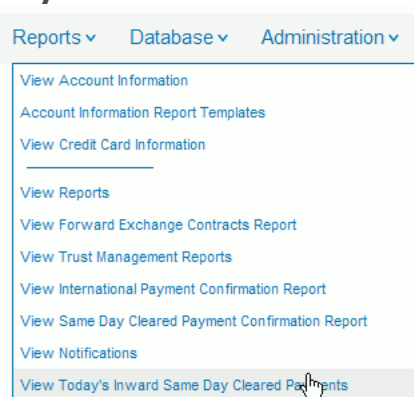
This screen shows all **Inward Same Day Cleared Payments** paid into your ANZ Direct Online Accounts from ANZ Bank customers who are using ANZ or compatible online payments systems.

Note: SCP's displayed on this screen are cleared funds and should be reflected in your **Real Time Balances and Transactions report.** These payments can be drawn on immediately.

Tip: This screen will only show SCP's paid today. It will not include payments made from banks other than ANZ Bank.

2. To print this information click on the **Print Screen** button.

Result: Report generates. Use the functions in **Adobe Acrobat** to save and / or print the report as required.

Related Topics:

Store and Archive Same Day Cleared Payment Reports

View and Print Other Bank Reports

Follow this procedure to view and print bank reporting information.

1. From the **Reports** menu, select **View Reports**. **Bank Reports** are listed in date order.

Reports ∨   Database ∨   Administration ∨

View Account Information

Account Information Report Templates

View Credit Card Information

View Reports

View Forward Exchange Contracts Report
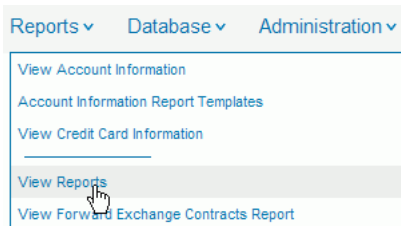
2. Click on the **PDF** link located next to the report you require.

Bank reports include:

- **Monthly Charges Report** (PDF format)
- **Broadcast** from the Bank (PDF format)

3. From the **Reports** pop-up, select either the **VIEW** or the **PRINT** button as required.

Result: Selected report generates. Note you can use the functions in Adobe Acrobat Software to save and / or print the report as required.

What next?

Store and Archive Other Bank Reports - this is required every 10 days for client-specific reports

Related topics

Print Batch Summary Report

Print Batch Transactions Report

Export Account Information Data to Reconcile with Accounting Software

Follow this procedure to export reporting data about your domestic and/or foreign currency accounts from ANZ Direct Online into your accounting software for reconciliation. This procedure only applies to organisations that use accounting software to manage their accounts.

1. From the **Reports** menu, select **View Account Information**.

2. Choose either the **Domestic Accounts** tab or the **Foreign Currency Accounts** tab.

3. Select the account that you want to export data from in the **Accounts** column

   and click on [>>]. The account selected will appear in the **Selected Accounts** column.

4. Select the account report you want from the **Report Name** drop-down list.

   The available Domestic **Account Information** Reports, which can be exported, include:

   - **Balances Report** (XLS, **PDF** and **CSV** formats)
   - **Balances Consolidate** (XLS, **PDF** and **CSV** formats)
   - **Basic Statement - Landscape** (XLS, **PDF** and **CSV** formats)
   - **Basic Statement - 365** (XLS, **PDF** and **CSV** formats)
   - **Dishonoured Transactions Report** (XLS, **PDF** and **CSV** formats)
   - **Profiles Report** (XLS, **PDF** and **CSV** formats)
   - **Statements Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
   - **Statement – Portrait** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
   - **Transactions Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
   - **Transactions - 365** (XLS, **PDF**, **CSV** formats)
   - **Transactions Extended** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
   - **Transactions Extended - 365** (XLS, **PDF**, **CSV** formats).

   The available Foreign Currency Account Information Reports, which can be exported, include:

   - **Balances Report** (XLS, **PDF** and **CSV** formats)
   - **Transactions Report** (XLS, **PDF** and **CSV** formats)
   - **Transactions Extended** Report (XLS, **PDF** and **CSV** formats).

5. Select either CSV or the appropriate QIF format from the **Format** drop-down list.

6. Select the **Start Date** and the **End Date** from the pop-up calendar, then click **GO**.

   Result: File generates in the chosen file format.

7. Save the file on your network or local hard drive.

8. Import the file into your accounting software. Please refer to the help information provided by your accounting software on how to import the data file after you have exported it from ANZ Direct Online.

Note: ANZ Direct Online will remember the account information options you have selected for the next time you visit this screen.

Result: File has been exported.

What next?

Store and Archive Account Information Reports - this is required at least every 6 weeks and is recommended on the first working day of every month

Related topics

Print Batch Summary Report

Print Batch Transactions Report

Export Domestic ANZ Account Information File Specifications

Export Foreign Currency Account File Specifications

View Audit Log

Only a Super user or a System Administrator with System Functions enabled can access the audit log. Follow this procedure to view a log of all activities performed by your organisation's users over the past 4 months on ANZ Direct Online.

The log always provides 4 months (123 days) of activity from today's date. It is recommended that you archive the previous month's audit log on the FIRST WORKING DAY of the month.

1. From the **Reports** menu, select **View Audit Log**.

2. Select a user from the **User ID** drop-down list.

3.   Select a category from the **Category** drop-down list.

Tip 1: Select **All** from both drop-down boxes if you want to view an **Audit Log** showing all activities performed by all users for the selected period.

4.   Select the **Start Date** and the **End Date** from the pop-up calendar, then click **GO**.

Result: Audit Log generates for chosen dates beneath the search fields.

Related topics

Store and Archive the Audit Log - to archive copies of your audit log.

View Foreign Exchange Calculator

Follow this procedure to use the Foreign Exchange calculator. Note: the rates used in these calculations are only indicative.

1. From the **Tools** menu, select **FX Calculator**.

2. Select the required currency medium either **International Money Transfer,** or **Foreign Currency Funds Transfer.**

3. Select the **Convert from** currency from the drop-down box.

   Tip: Currency codes are listed in order of the 6 most used currencies followed by all other currency codes listed in alphabetical order. If you know the code for your chosen currency, simply type in the first letter of the currency code. The first code starting with that letter will display. Subsequent depressions of the same letter will take you to the next currency code in the list starting with that letter.

4. Enter the **Amount.**

5. Select the **Convert to** currency from the drop-down box.

6. Click on either **Calculate**, **Reset** or **Close.**

Result: Your selected Exchange Rate calculation displays.

   Note: you can use the toggle button 🔼 to switch the 'Convert from' and 'Convert to' currencies.

View Foreign Exchange Rates

View the latest Foreign Exchange Rates in ANZ Direct Online. Note: Rates are indicative only and subject to change at any time without notice.
Click the calculator button to the right to open the foreign exchange calculator.
A report can be generated in CSV, XLS or PDF by clicking the button.

Automatic Payments

Select Accounts to View Automatic Payments

Follow this procedure to select the domestic accounts to view Automatic Payments.

1. From the **Reports** menu, select **View Automatic Payments**. The Automatic Payments screen appears.

2. Click on the Select Accounts button.

3. Select the **Domestic Bank Accounts** you want to view information on. You can select up to 15 accounts to view at a time.

4. Select one or more accounts in the left column and click on the [>>] button. The account selected will appear in the right column.

Tip: You can double click on an account to move between the columns.

5.   To remove the account, select one or more accounts in the right column and click on ![<<]. The accounts removed will appear in the left column.

6.   Click **SAVE** or **CANCEL** as required.

See also:

View Automatic Payments

Maintaining an Automatic Payment

View Automatic Payments

Follow this procedure to view and print reporting information about your Automatic Payments.

1. From the **Reports** menu, select **View Automatic Payments**. The Automatic Payments screen appears.

   Tip: To change the domestic bank accounts that display, click on the Select Accounts button.

2.   To filter transactions enter details into the Filter field and select the filter criteria.

3.   To view further detailed information on an Automatic Payment click on the payment. The additional information will display under the payment.

Result: Procedure is complete.

4.   To export the Automatic Payment list, select the report required and click on the **Export** button.

See also:

Select Accounts to View Automatic Payments

Maintaining an Automatic Payment

Maintaining Automatic Payments

To add, amend, delete or suspend an Automatic Payment, complete one of the following Secure Mail templates and send to the Bank for processing.

Request New Automatic Payment

Change Existing Automatic Payment

Delete Automatic Payment

Request Suspension of Automatic Payment

See also:

Select Accounts to View Automatic Payments

View Automatic Payments

Credit Cards

Select Credit Card Accounts

Follow these procedures to select the Credit Card accounts to view on the Credit Card Overview screen.

1. From the **Reports** menu, select **View Credit Card Information**. The Credit Card Summary screen appears

2. Click on the SELECT ACCOUNTS button.

3. Select the **Credit Card Accounts** you want to view information on. You can select up to 15 cards to view at a time.

4. Select one or more accounts in the left column and click on the [>>] button. The account selected will appear in the right column.

   Tip: You can double click on an account to move between the columns.

5. To remove an account, select one or more accounts in the right column and click on [<<] . The accounts removed will appear in the left column.

6. Click **SAVE** or **CANCEL** as required.

Result: Procedure is complete.

See also:

View Credit Card Summary

View Credit Card Overview

Credit Card Account Transaction Search

View Pending Credit Card Transactions

View Credit Card Summary

Follow this procedure to view and print reporting information about your ANZ Bank Credit Cards accounts loaded on your ANZ Direct Online site.

1. From the **Reports** menu, select **View Credit Card Information**. The Credit Card Summary screen appears

    Tip: To change the card numbers that display, click on the SELECT ACCOUNTS button.

    Note: The Available Balances are up dated at regular intervals throughout a business day.

2.   Click on the **Account Number** link to view Credit Card transactions for each card.

Result: Procedure is complete.

3. To print the Credit Card Summary list, click on the **PRINT** button or for a PDF report,click on the PDF button.

See also:

Select Credit Card Accounts

View Credit Card Overview

Credit Card Account Transaction Search

View Pending Credit Card Transactions

View Credit Card Overview

Follow this procedure to view and print reporting information about your ANZ Bank Credit Cards accounts loaded on your ANZ Direct Online site e.g. balances, transactions and statements.

1. From the **Reports** menu, select **View Credit Card Information**. The Credit Card Summary screen appears

2. Click on the **Account Number** link to view the Credit Cards transactions for the selected cards. The Credit Card Overview screen displays.

   Note 1: You can select another account if required from the drop-down list.

3. Select the required Statement Date from the drop-down list.

   Note 2: The default view is the **Current Incomplete Statement** which displays the current transactions since the last statement was produced.

   Note 3: The last three months statements are available for selection to view.

4. Select the report format you want from the **Format** drop-down list.

   Printing tip: Select **PDF** format if you want to print the account information or save it in **PDF** format.

   Tip 1: If you select **CSV** or **XLS** format you have the option to include column headers in the report.

Result: Selected report for credit card generates.

See also:

Select Credit Card Accounts

View Credit Card Summary

Credit Card Account Transaction Search

View Pending Credit Card Transactions

Credit Card Account Transaction Search

Follow this procedure to search for a Credit Card transaction over the past 90 days. Note: To get the best search results, enter as many of the details as possible.

1. From the **Reports** menu, select **View Credit Card Information**. The Credit Card Summary screen appears.

2. Click on the **Credit Card account number** that you wish to view transactions for.

3. Click on the **Transactions** tab at the top.

4. Click on the **Transaction History Search** link.

5. Select the **Date Range** from the drop-down list either 7, 14, 30, 60 or 90 days or the **From** and **To** dates from the pop-up calendars.

5. Enter details in the **Transaction Details Contain** field (if known).

6. Enter an amount into the **Amounts** fields.

4. Enter the **Card Used** (if known).

5. Select the **Transaction** type, either **All Transactions, All Credits, or All Debits**.

6. Click on **SEARCH** or **CANCEL**.

Result: All transaction records that meet your search criteria will display at the bottom of the Search window.

> **Tip 2:** If the number of search results obtained is more than can be displayed on the screen, use the **back | next** links to browse through the search results.

See also:

Select Credit Card Accounts

View Credit Card Summary

View Credit Card Overview

View Pending Credit Card Transactions

View Pending Credit Card Transactions

Follow this procedure to view and print pending transactions on your ANZ Credit Card.

Pending includes transactions that are not fully processed, and pre-authorisations (e.g. a hold placed by a hotel). Once the transaction has been fully processed it will display under the Transactions tab. Pre-authorisations will no longer display in the Pending screen once the hold has expired or has been processed as a transaction.

1. From the **Reports** menu, select **View Credit Card Information**. The Credit Card Summary Screen appears.

2. Click on the Credit Card account number to open the **Credit Card Account Overview.**

   Tip 1: Click on **Select Accounts** if the credit card account is not displayed, a maximum of 15 accounts can be displayed at one time.

3. Click on the **Pending** tab at the top.

   Tip 2: If the number of transactions is more than can be displayed on the screen, use the **back | next** links to browse through the search results.

Result: All pending transaction records for the Credit Card account will display.

See also:

Select Credit Card Accounts

View Credit Card Summary

View Credit Card Overview

Credit Card Account Transaction Search

Using Databases

Topics Included in the Databases Chapter

ANZ Direct Online offers 3 databases for managing data within this system:

- the **domestic other party database** which you can use to manage domestic data
- the **international templates database** which you can use to manage international data
- the **Same Day Cleared Payments Other Party Database** which you can use to manage your **Same Day Cleared Payments (SCP)** data

This chapter covers the following topics:

- Using the Domestic Other Party Database
- Using the Same Day Cleared Payment Database
- Adding a template to the international templates database
- Importing Domestic Database

Using the Domestic Other Party Database

This topic provides step-by-step procedures on how to add, edit and delete records from the Domestic Other Party Database.

Add Record to Domestic Other Party Database

Follow this procedure to add an other party record to your domestic other party database.

Before you start:

Ensure you have permissions to view and edit the **domestic other party database**.

1. From the **Database** menu, select **View/Edit Domestic Other Party Database**. The Domestic Other Party Database will display in a pop-up window.

2. To add a new record, click on the + Add Record icon.

3. Enter a unique code in the **Short Code** field, add the **Account Number** and **Account Name**.

- *Optional Step* - add **Particulars**, **Code** and **Reference** details (these will display on the Other Party's statement)

Tip: An information icon will be displayed if the account number matches another record that is already in the database. Use the filter to find matching records, or continue to the next step.

4. To add another record, click [Add Another], otherwise click [OK]

Tip: New or edited Other Party records will be displayed in **bold text** until saved. Click [Save] regularly to save your data on the Bank's server.

Result: A new record has been successfully added to the Domestic Other Party Database.

Edit or Delete a Record in the Domestic Other Party Database

Follow this procedure to edit or delete records in the Domestic Other Party Database.

1. From the **Database** menu, select **View/Edit Domestic Other Party Database**. The Domestic Other Party Database will display in a pop-up window.

2. Double click (or right click) on the record to be edited/deleted. To edit, make the required changes and click OK, or click Delete to remove the record.

Tip: Use the Filter to find the record/s that require editing or deleting, use the [All Fields] drop down box to filter by specific columns.

Tip: Edited Other Party records will be displayed in **bold text** until saved. Click [Save] regularly to save your data on the Bank's server.

Result: This record or template has been changed and saved in the Domestic Other Party Database.

Exporting the Domestic Other Party Database

A report of the Domestic Other Party Database is available, this allows the database to be exported and then either:

- Imported to another ANZ Direct Online site, or
- Saved to an internal folder as required

1. Select the report type and format using the **Print / Export** [Database (PDF) ▼] button, available formats are PDF, CSV and XLS.

> **Note:** To create a file to import the Domestic Other Party Database to another ANZ Direct Online site **CSV** format is required.

Result: Procedure is complete.

Related Topics:

Import Domestic Database

Using the Same Day Cleared Payment Database
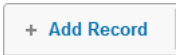
This topic provides step-by-step procedures on how to add, edit and delete records from the Same Day Cleared Payment Other Party Database.

Add Record to Same Day Cleared Payments Other Party Database

Follow this procedure to add an other party record to your Same Day Cleared Payments Other Party Database.

Before you start:

Ensure you have permissions to view and edit the **Same Day Cleared Payments Other Party Database**.

1. From the **Database** menu, select **View/Edit Same Day Cleared Payment Other Party Database**. The Other Party Database will display in a pop-up window.

2. To add a new record, click on the [+ Add Record] icon.

3. Enter a unique code in the **Short Code** field, add the **Account Number** and **Account Name**.

   - *Optional Step 1* - add **Particulars**, **Code** and **Reference** details (these will display on the Other Party's statement)

- *Optional Step 2* - add **Fax** and **Attention** details for up to two recipients (they'll be send a confirmation when the payment is processed successfully).

- Option Step 3 - add an **Email** address in preparation for the upcoming Payments Industry move to Email SCP confirmations.

Tip: An information icon will be displayed if the account number matches another record that is already in the database. Use the filter to find matching records, or continue to the next step.

4.   To add another record, click [Add Another], otherwise click [OK]

Tip: New or edited Other Party records will be displayed in **bold text** until saved. Click [Save] regularly to save your data on the Bank's server.

Result: A new record has been successfully added to the Same Day Cleared Payment Other Party Database.

Edit or Delete a Record in the Same Day Cleared Payments Other Party Database

Follow this procedure to edit or delete records in the Same Day Cleared Payments Other Party Database.

1. From the **Database** menu, select **View/Edit Same Day Cleared Payment Other Party Database**. The Other Party Database will display in a pop-up window.

2.   Double click (or right click) on the record to be edited/deleted. To edit, make the required changes and click OK, or click Delete to remove the record.

Tip: Use the Filter to find the record/s that require editing or deleting, use the [All Fields] drop down box to filter by specific columns.

Tip: Edited Other Party records will be displayed in **bold text** until saved. Click [Save] regularly to save your data on the Bank's server.

Result: This record or template has been changed and saved in the Same Day Cleared Payment Other Party Database.

Add Template to International Templates Database

You can store the details of International Money Transfers (IMTs) as templates in the International Templates Database for reuse. This means you can avoid having to re-enter all beneficiary and transaction details each time you want to pay the same overseas beneficiary.

Only some fields (shown with an *) are compulsory when setting up a template. For other fields, it is your choice to enter them in the template or enter them when adding the payment to a batch.

> Note: Templates can also be added to the International Template Database directly from your International Payment.

Before you start:

Ensure you have permissions to view and edit the **international templates database**.

Follow this procedure to enter IMT data into reusable templates.

1. From the **Database** menu, select **View / Edit International Templates Database**. The International Templates Database will be displayed in a new window.

2. To add a new template, click on the + Add Template button.

Payment Details section

3. Enter a unique name for this **IMT** template in the **Template ID** field (e.g. the **Beneficiary** name) then click **OK**.

4. Select the **Beneficiary Bank Country** from the drop-down list.

> **Tip 1:** Countries are listed in alphabetical order. You can type the first letter of the country and the first country in the list, starting with that letter, will display.

5. From the **Your Account** drop-down list, select the account from which the payment is to be debited from. The corresponding **Account Name** will automatically display.

> **Tip 2:** Note that your debit account can be in a different currency from the payment.

6. From the **ANZ Bank Charges** drop-down list, select the account from which any ANZ charges incurred are to be debited. The corresponding **Account Name** will automatically display.

7.   From the Other Bank Charges drop-down list, select if the Other Bank charges are to be paid by the beneficiary or by you. The most usual option is **Beneficiary to Pay (SHA)**.

8. In the **Make payment in** field, select the currency in which the payment is to be made from the drop-down list

Tip 3: Currency codes are listed in order of the 6 most used currencies followed by all other currency codes listed in alphabetical order. If you know the code for your chosen currency, simply type in the first letter of the currency code. The first code starting with that letter will display.

9. Leave the **for the amount of** field EMPTY (unless the dollar amount is the same each time you pay this beneficiary using this IMT template).

Tip 4: It is recommended you enter the actual dollar amount in the IMT after you have imported this template record into a batch at the time of paying the beneficiary.

10. Select a **Reason for Payment**

Tip 5: This is mandatory for payments with a Beneficiary Bank Country of Jordan or Malaysia, and when making CNY Payments to China from your CNY Foreign Currency account.

11. Leave the **Reference** field EMPTY (unless the reference is the same each time you pay this beneficiary using this IMT template). It is recommended you enter a reference for your internal accounting purposes when you import this IMT template record into a batch at the time of paying the beneficiary. This reference will display on your International Payments Confirmation Report.

Beneficiary Details section

12. Enter the beneficiary's (payee's) IBAN or account number in the **IBAN** / **Account Number** field. If the transaction is destined for a bank account where IBANs are required (eg. banks in the European Union) you must enter a valid **IBAN** (International Bank Account Number) number in this field. If you do not enter a valid IBAN, an error message will be displayed.

13. Enter the beneficiary's account name in the **Beneficiary Name** field and their address in the **Address, City and Country** fields.

Tip 6: Beneficiary Names can be up to 66 characters in length. Names longer than 33 characters will reduce the number of Address fields available.

14.   Leave the **Message to Beneficiary** fields EMPTY if you want to customise a message for the beneficiary each time you pay this beneficiary e.g. their invoice number.

Note that this message MAY appear on the beneficiary's bank statement, and can be up to 3 lines of text or up to 35 characters.

Beneficiary Bank Details section

15. Enter the **SWIFT Code (BIC)** if known. SWIFT Codes are typically 8 or 11 characters. Examples of Swift Codes are CHASUS33, ANZBAU3M, and DEUTDEFFXXX.

16. You can search for the **SWIFT Code (BIC)** by clicking on the **SWIFT Code (BIC) Lookup** button. The **BIC Lookup** pop-up window will be displayed.

> **Note:** If you are not absolutely certain that the **SWIFT Code (BIC)** you have chosen is correct, DO NOT COMPLETE THIS FIELD as delivery of the payment may be delayed or misdirected to the wrong bank.

17. If you do NOT know the **SWIFT Code (BIC)** enter the beneficiary's bank details into the **Bank Name** and **Bank Branch** fields.

18. Enter the **Sort Code / (BSB)** if known. This code represents the bank and branch details, which have different formats depending on the country. The field will not be activated unless a Code is valid for the currency selected.

Country	Common name	Code format	Correct format (where n = number)
Australia	BSB Number	AU (6 digits)	AUnnnnnn
United States	Fedwire Number	FW (9 digits)	FWnnnnnnnnn
South Africa	NPS Code	ZA (6 digits)	ZAnnnnnn
United Kingdom	Sort Code	SC (6 digits)	SCnnnnnn
Canada	Bank & Transit Numbers	CC (4+5 digits)	CCnnnnnnnnn
India	Indian Financial System Code	4 letter bank code +0 + 6 characters	aaaa0cccccc

19. Repeat the above steps for each record until all template records are entered.

20. Click **SAVE** often to save your data on the Bank's server.

Result: A new template has been successfully added to the international templates database.

What next?

Create an International One-Off Payment

Create an IMT as part of an International Payments Batch

Import Domestic Database

Complete the following steps to import other party records into the Domestic Other Party Database.

1. From the Database menu, select **Import Domestic Database**

2. The **Import Domestic Database** pop-up opens. To import a file either:

   1. On your computer, open the folder that contains the file that you want to **Import**, click on the file then drag and drop it on the Import Domestic Database pop-up, or

   2. In the File Import section, click within the dashed rectangle to open the file picker. Locate the file that you want to **Import** and click on the **Open** button to select it.

3. Click on the Import button, when the file is successfully imported the Import Summary section will be populated with information about the file.

> **TIP 1:** If the file is invalid, an error message will be displayed in the Import Summary section, select a different file and click on the Import button again.

TIP 2: If records within the file contain errors, a count of errors will be displayed. Click 'Show Error Report' to produce a PDF report of the errors. To fix the errors, amend the file and import it again, or continue the import process and correct the errors in the Domestic Other Party Database.

4. From the Database menu open the **Domestic Other Party Database** and confirm the imported records have been created.

Result: Procedure is complete.

Related topics

Importing Domestic Other Party Database File Specifications - for file formats required to successfully import other party records

Sending Secure Mail

Topics Included in the Sending Secure Mail Chapter

Email is not a secure environment for sending instructions to the Bank and often requires additional separate communication to verify customer instructions. For this reason, the Bank has included several secure mail templates for customers to send instructions and requests to the Bank via ANZ Direct Online. There are a number of predefined templates for specific requests and a free format message template to be used if the other templates do not meet your needs.

All **secure mail** requests require authorisation before being released to ANZ for action. If a secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on those accounts will show as an available Authoriser to approve the request. Your request will be processed in line with the timeframe set out on the secure mail template used, and ANZ will contact you if more information is needed.

This chapter provides procedures for you to send secure mail requests to:

Automatic Payments

- Set up (add) an automatic payment

- Amend (change) an existing automatic payment

- Deleting (stopping) an automatic payment

- Suspend an existing automatic payment for a period of time

Account Maintenance

- Add an existing bank account you have permission to view and transact on ANZ Direct Online

   Note: This secure mail request only relates to accounts which are already open. You cannot use this secure mail template to open a new bank account.

- Delete an originator account(s) from ANZ Direct Online

   Note: This secure mail request does not close the account. It simply removes it from the list of bank accounts available via ANZ Direct Online.

Signatory Maintenance

- Add an authoriser to ANZ Direct Online

- Remove (delete) an existing authoriser from ANZ Direct Online

  Note: This secure mail request stops the signatory/**authoriser** from authorising any payments from the specified date via ANZ Direct Online. This request does not affect any other rights this authoriser is entitled to and does not remove them from your ANZ account mandate. Please call the ANZ Direct Online helpdesk on 0800 269 347 to make further amendments.

- Add Accounts to Authoriser

Service Requests

- Amend your Contact Details

  Note: These details can be viewed from the Administration Menu.

- Free format message template

- Trust Management Free format message template

- Setting up a new term deposit

- Setting up a new Trust Management term deposit

- Loan Payment Request

- Voucher Search

- Enable Same Day Cleared Payments

Disclosure Authority

- Xero - Account Disclosure Authority

- MYOB - Account Disclosure Authority

- Expensify - Account Disclosure Authority

Credit Cards

- Limit Maintenance - Visa Business Card

- Limit Maintenance - Commercial Credit Cards

- Replacement Credit Card

- Additional Credit Card - Visa Business Card

- Additional Card - Commercial Credit Cards

- Close Card

Choose Secure Mail Template

Follow this procedure to choose one of the Bank's secure mail templates. The Bank provides different templates for instructions relating to automatic payments, originator accounts and signatories.

1. From the **Batches** menu, go to **Select Batch Group**.

2. Click on the **Create New >>** link at the top of the **WORKING** column and select **Secure Mail Batch** from the menu. The **Create Batch** pop-up window appears.

3. From the **Group Name** drop-down list in the **Create Batch** window, select the batch group in which this batch is to belong.

4. Check **Secure Mail** is already showing as the **Batch Type**.

5. From the **Secure Mail Type** drop-down list, select the template type relevant to the instructions you want to send to the Bank.
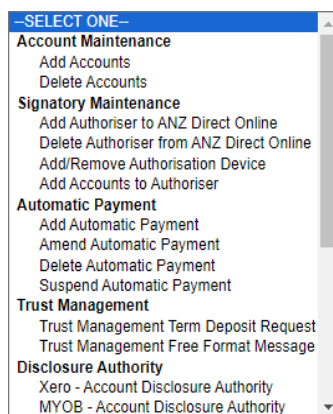
6. Complete the **Batch Name** field (up to 8 characters).

   Note: The Open Batch checkbox will default to being ticked, which will open the batch immediately to start loading. If you don't want the batch to open, remove the tick from the checkbox.

7. Click **OK** (if required).

Result: The **secure mail** template has been created and will appear open in the **WORKING** column on the **Batch Groups** screen.

What next?

Choose the topic below that relates to the template you have created:

- Add Existing Originator Account

- Remove Originator Account

- Add Authoriser to ANZ Direct Online

- Delete Authoriser from ANZ Direct Online

- Add Accounts to Authoriser

- Request New Automatic Payment

- Change Existing Automatic Payment

- Delete Automatic Payment

- Request Suspension of Automatic Payment

- Xero - Account Disclosure Authority

- MYOB - Account Disclosure Authority

- Expensify - Account Disclosure Authority

- Voucher Search

- Term Deposit Request

- Loan Payment Request

- Amend Your Organisation's Contact Details

- Trust Management Term Deposit Request

- Trust Management Free Format Message

- Send Free Format Message to Bank

- Enable Same Day Cleared Payments

- Limit Maintenance - Visa Business Card

- Limit Maintenance - Commercial Credit Cards

- Replacement Credit Card

- Additional Credit Card - Visa Business Card

- Additional Card - Commercial Credit Cards

- Close Card

Add Existing Originator Account

Request to add a term deposit, loan or an existing bank account you have permission to view and transact on as described in the Application Form for ANZ Direct Online.

If you would like your account(s) to be hosted on a third party's ANZ Direct Online site, or if you would like to host a third party's account(s) on your ANZ Direct Online site, the account holder needs to sign an ADO Third Party Authorisation Form appointing the ANZ Direct Online site owner as their agent, and authorising them to view their account information and personal information, and to transact on their account. The account mandate must also be updated to reflect the third party agent is authorised to transact on their account (including whether they have 'joint' or 'several' authority).

Note: This secure mail request only relates to accounts which are already open. You CANNOT use this secure mail template to open a new bank account.

This procedure involves:

- choosing the **Add Accounts secure mail** template
- completing the template with the details of the originator account
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   Complete the **Domestic Accounts** section to add a domestic account. For each account to be added, complete the **Account Name** and Account Number fields (**Bank, Branch**, **Account and Suffix**).

3.   Tick the:

- **Debit** checkbox if this account is to be an originator account and you wish to create debit or credit transactions for this account.

- **View** checkbox if you wish to view balance and transaction information for this account

- To remove an account added incorrectly from the template, click the
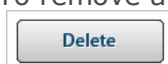
 button located below that account.

- Specify the signatory(s) / authoriser(s) to have authorisation rights on this account. To do this, select the All radio button or the Selected radio button.

    Tip 1: If you only want to select certain signatories, choose the Selected radio button and then tick the checkboxes alongside the relevant names. For each account to be added, complete the **Account Name** and **Account Number** fields (Bank, Branch, Account and Suffix).

4.   To add more accounts click **ADD NEW** and repeat steps 2 to 4 for each additional account to be added.

5.   Complete the **Foreign Currency Accounts** section to add a foreign currency account as per steps 2 to 5 above.

Tip 2 : The **Account Number** fields for the foreign currency accounts can be made up of either a 6 character alpha account number, followed by a 3 character alpha currency code and a 3 character numerical account suffix or a 6 digit numerical account number, followed by a 3 character alpha currency code and a 5 character numerical account suffix.

Note: The maximum number of accounts you can add per template is 5. If you want to add more than 5 accounts, please create additional templates as required.

6. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** once you have added all accounts.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Tip 3: If you want to add more than one account and each account requires different combinations of signatories / authorisers, you will need to complete a separate Secure Mail - Add Accounts template.

Result: Add Accounts template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Remove Originator Account (Delete Account)

Request to delete a bank account or loan from ANZ Direct Online. To close a bank account or loan please contact your Relationship Manager.

For third party accounts, the account holder must notify ANZ in writing to terminate or change the appointment of a third party agent, that has been appointed under an ADO Third Party Authorisation Form.

Note: This **secure mail** procedure DOES NOT CLOSE accounts but only removes accounts from ANZ Direct Online.

This procedure involves:

- choosing the **Delete Accounts** secure mail template
- completing the template with the details of the originator account
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   Select the appropriate **radio button** to specify whether you want to **delete** the selected accounts or change the selected accounts to **view only**.

> **Note:** You can only request one action per secure mail request – either deleting or changing accounts to view only.

3. Tick the checkbox alongside each relevant account.

4.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** once you have added all accounts.

> Save will save the data on the Bank's server.
>
> Freeze will move the batch to the Frozen Column.
>
> Authorise will advance you to the Authorise pop-up window.
>
> Close will close the batch without saving it.

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Delete Accounts template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Add Authoriser to ANZ Direct Online

Request to add an Authoriser to ANZ Direct Online. Please note that the person you are appointing as an Authoriser must be authorised on the ANZ account mandate to operate the account, and the Authorisers approving this request must be authorised on the ANZ account mandate to open new accounts.

Where you tell us that transactions must be approved by two authorisers, ANZ Direct Online cannot distinguish where a specific combination of authorisers is required and you must select this combination when entering the response code into ANZ Direct Online.

If you tell us that an authoriser can act with 'Joint' or 'Single' authority, that authoriser will have the same authority across all Accounts in ANZ Direct Online. ANZ Direct Online cannot distinguish where an Authoriser can act jointly for some Accounts and severally for others, for example.

You are responsible for checking that :

- Your users are current and up-to-date from time to time,

- Anyone authorised to transact on your accounts in ANZ Direct Online is also authorised to transact on such accounts on your ANZ account mandate (including whether they have 'joint' or 'several' authority), and for making any changes that are necessary to ensure that is the case

You can ask us to update your ANZ account mandate at any branch, or by calling the ANZ Direct Online helpdesk on 0800 296 347, or discuss with your relationship manager.

This procedure involves:

- choosing the **Add Authoriser to ANZ Direct Online** secure mail template
- completing the template with the details of the originator account
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open).

2. In the **Signatory / Authoriser Details section**, enter:

- the signatory's / authoriser's **Name**

- select the radio button to specify whether the **Authority** is to sign Single or joint
- select the **ANZ Direct Online User** to link with the Signatory / Authoriser
  - If the Signatory / Authoriser isn't an **ANZ Direct Online User**, complete the Add User steps first.
- the **Effective Date** their rights are to be activated in ANZ Direct Online.
- select the radio button if the signatory / authoriser will reuse an existing VASCO device that they use from another company's ANZ Direct Online site.

Note: Additional VASCO devices may attract additional monthly fees. Please refer to your ANZ Direct Online Application and Customer Agreement or call the Help Desk on 0800 269 347.

Note: The **Effective Date** can be today's date or any date up to one month in advance.

3.   In the **Accounts to be accessed** fields, select the appropriate radio button to specify whether this signatory has authorisation rights on all, none or only selected domestic and/or foreign currency accounts.

Tip: If you only want to select some accounts, choose the **Selected** radio button and then tick the checkboxes alongside the relevant accounts.

Note: You can only view foreign currency account balances and transactions.

4.   Enter in the **Authoriser's Mobile Number,** a text will be sent to their mobile advising when the ANZ Direct Auth app is available for activation

5. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Add Authoriser to ANZ Direct Online template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Delete Authoriser from ANZ Direct Online

Request to delete an Authoriser from ANZ Direct Online, or change the bank accounts assigned to them. This request does not affect other rights this Authoriser is entitled to, and does not remove them from your ANZ account mandate. Please note that the Authorisers approving this request must be authorised on the ANZ account mandate to open new accounts. Please call the ANZ Direct Online helpdesk on 0800 269 347 to make further amendments.

This procedure involves:

- choosing the **Delete Authoriser from ANZ Direct Online** secure mail template
- completing the template with the details of the originator account
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the **secure mail** batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. From the **Name** drop-down list, select the name of the **authoriser** you want to delete.

3. From the pop-up calendar, select the **Effective Date** (the date this authoriser's authorisation rights will cease in ANZ Direct Online).

   Note: The **Effective Date** can be today's date or any date up to one month in advance.

4. In the **Accounts to be deleted** fields, select the appropriate radio button to specify whether this authoriser's rights should be removed from **All**, **Selected** domestic and / or foreign currency accounts or **None**.

   Tip: If you only want to select some accounts, choose the **Selected** radio button and then tick the checkboxes alongside the relevant accounts.

   In the **Device Management** section, select to either return the VASCO device, or retain it. If you choose to retain the VASCO device, it can later be allocated to a new authoriser.

   Note: If the **authoriser** being deleted will no longer use their **authorisation device** please return the **VASCO** to the Help Desk for re-programming.

5. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Delete Authoriser from ANZ Direct Online template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Add or Remove Authorisation Device

Follow this procedure to send a secure mail request to the Bank instructing the Bank to either add, remove or replace an authorisation device for an existing authoriser on ANZ Direct Online.

This procedure involves:

*   choosing the **Add / Remove Authorisation Device** secure mail template
*   completing the template with the details of the originator account
*   moving the secure mail batch through the batch life cycle as you would any other batch.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open).

2. In the Signatory / Authoriser Details section, from the drop-down box select the signatory / authoriser's **Name**

   Note 1: If the Authoriser is already linked to an ADO User then this field will be auto-completed and is unable to be edited.

   Note 2: If the Signatory / Authoriser isn't an ADO User, complete the Add User steps first.

3. In the Authorisation Device Instructions section, select the appropriate radio button to specify whether this signatory would like to **add, remove** or **replace** an authorisation device.

To **add a device**

1. In the Signatory /Authoriser Details section, select the **ADO User** that the Signatory / Authoriser uses to logon to ADO (this will become visible once the Add ANZ Direct Auth app option is chosen in the Authorisation Device section.

2. Add a mobile number (if this field is not already populated)

   Note 3: Additional authorisation devices may attract additional monthly fees. Please refer to your ANZ Direct Online Application and Customer Agreement or call the Help Desk on 0800 269 347.

To **remove a device**

1. Select the device to be removed

To **replace a device**

1. Select the device to be replaced if more than one is held by that Authoriser

2. Add a mobile number (if this field is not already populated)

   Note 4: Physical devices will be replaced with the ANZ Direct Auth app.

4. Click either **SAVE, FREEZE, AUTHORISE or CLOSE as required**.

   Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Add / Remove Authorisation Device template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen Stage

Add Accounts to Authoriser

Request to add existing Domestic or FCA accounts to an existing Authoriser. Please note that the person you are appointing as an Authoriser must be authorised on the ANZ account mandate to operate the account, and the Authorisers approving this request must be authorised on the ANZ account mandate to open new accounts.

This procedure involves:

- choosing the **Add Accounts to Authoriser secure mail** template
- completing the template
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

Add Accounts to Authoriser

Request to add existing Domestic or FCA accounts to an existing Authoriser. **Please note that the person you are appointing as an Authoriser must be authorised on the ANZ account mandate to operate the account, and the Authorisers approving this request must be authorised on the ANZ account mandate to open new accounts.**

Header

| Name | ADDAC |
| Subject | Add Accounts to Authoriser |

Signatory

| Authoriser | * Select Authoriser |

Select Accounts

Please select an Authoriser.

Please allow up to **3 business days** for ANZ to review your request. We will contact you if more information is needed. For urgent matters please contact the ANZ Direct Online helpdesk on 0800 269 347.

[Close] [Save] [Freeze] [Authorise]

2.   For accounts to be added, complete both the **Signatory** section and **Select Accounts** section.

3.   Select an Authoriser from the dropdown menu in the **Signatory** section.

4.   Select the account(s) you wish to add the selected authoriser by ticking the checkbox from **Select Accounts** section.

5. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** once you have added all the accounts.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Result: Add Accounts to Authoriser template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Request New Automatic Payment (Add Automatic Payment)

Follow this procedure to send a secure mail request to the Bank instructing the Bank to set up a new automatic payment.

This procedure involves:

- choosing the **Add Automatic Payment** secure mail template
- completing the template with the details of the automatic payment
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Once received by the Bank, your request will be processed or if, for some reason this is not possible, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

Add Automatic Payment   ❓Help

Request to set up a new Automatic Payment. Please note, a $5.00 administration fee will apply.

Alternatively, ANZ Direct Online has the ability to create, edit and delete recurring payments when creating a new domestic batch, at no additional cost. On the Batch Workflow screen select 'Create New' then 'Domestic Payments Batch', and tick the box "Make this a recurring batch" to enable this feature.

Header

Name	ADDAP
Subject	Add Automatic Payment

Payer Details (account being debited)

Account *	06-0287-00433099-000 - Morrison Kent ▾
Particulars	
Code	
Reference	
Contact Name *	
Contact Email	
Contact Phone Number	

2. In the **Payer Details** section, choose the account from which you want to make the automatic payment using the **--SELECT ACCOUNT--** drop-down list.

3. Enter the **Particulars**, **Code** and **Reference** details to appear on your bank statement.

4. In the **Payee Details** section, enter the **Payee Account Name** and **Account Number** for the person you want to pay.

5. Enter the **Particulars**, **Code** and **Reference** details to appear on the payee's bank statement.

6. Complete the remaining fields provided in the template specifying:

Payee Details (account being credited)

Payee Account Name *	
Account Number *	☐ - ☐ - ☐ - ☐
	bank branch account suffix
Particulars	
Code	
Reference	
First Payment Date *	▾
Last Payment Date *	▾ ☐ Until Further Notice
Frequency Of Payment	◉ Weekly ○ Fortnightly ○ Monthly ○ Four Weekly ○ Specify
Other Frequency	
Fixed Amount *	0.00
Vary Amount	◉ None ○ First ○ Last
Variable Amount	

Please allow up to **3 business days** for ANZ to review your request. We will contact you if more information is needed. For urgent matters please contact the ANZ Direct Online helpdesk on 0800 269 347.

[Close]   [Save]   [Freeze]   [Authorise]

- The **First Payment Date**.

Note: The minimum notice period ANZ requires to add an automatic payment is shown on the bottom of the secure mail template. The **First Payment Date** must be forward dated, and can be dated up to 6 months in advance**.**

- The **Last Payment Date** or check the **Until Further Notice** box.

- The **Frequency of Payment**, or, if none of the options provided are suitable, enter an alternative in the **Other Frequency** field e.g. the 1st and 15th of every month.

- The **Fixed Amount** of the payment in both figures and words.

- The **Vary Amount** (if required) for the **First** or **Last** Payment and enter the **Variable Amount** of the payment in both figures and words.

- Your **Contact Name** and **Contact Telephone Number**.

7. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

   Save will save the data on the Bank's server

   Freeze will move the batch to the Frozen Column

   Authorise will advance you to the Authorise pop-up window

   Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: New Automatic Payment template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Change Existing Automatic Payment (Amend Automatic Payment)

Follow this procedure to send a secure mail request to the Bank instructing the Bank to change an existing automatic payment.

This procedure involves:

- choosing the **Amend Automatic Payment** secure mail template
- completing the template with the details of the automatic payment
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Once received by the Bank, your request will be processed or, if for some reason this is not possible, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   From the pop-up calendar, select the **As from** date (the date the change is to take effect which DOES NOT HAVE TO BE the same DATE as the FIRST PAYMENT date).

Note: The minimum notice period ANZ requires to change an automatic payment is shown on the bottom of the secure mail template. The First Payment Date must be forward dated, and can be dated up to 6 months in advance.

3.   In the **Existing Authority for** field, enter the current amount of the automatic payment.

4.   In the **Payer Details** section, choose the account being debited from the **-- SELECT ACCOUNT--** drop-down list.

5.   Enter the **Particulars**, **Code** and **Reference** details to appear on your statement.

5.   In the **Payee Details** section, enter the **Payee Account Name** and **Account Number** for the person being paid.

6.   Enter the **Particulars**, **Code** and **Reference** details to appear on the payee's bank statement.

7.   Complete the remaining template fields that are affected by the change:

- The **First Payment** Date.

- The **Last Payment** Date or check the **Until Further Notice** box.

- The **Frequency of Payment** or, if none of the options provided are suitable, enter an alternative in the **Other Frequency** field e.g. the 1st and 15th of every month.

- The new **Fixed Amount** in figures and words.

- The **Vary Amount** (if required) for the **First** or **Last** Payment and enter the **Variable Amount** of the payment in both figures and words.

- Your **Contact Name** and **Contact Telephone Number**.

8.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Amend Automatic Payment template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Delete Automatic Payment

Follow this procedure to send a secure mail request to the Bank instructing the Bank to stop an existing automatic payment.

This procedure involves:

- choosing the **Delete Automatic Payment** secure mail template
- completing the template with the details of the automatic payment
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Once received by the Bank, your request will be processed or, if for some reason this is not possible, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   From the pop-up calendar, select the date for the Automatic Payment to be deleted.

> **Tip 1:** If there is a payment attached to this authority that is due on the date you have selected above, the payment will not be made.

3.   In the **Payer Details** section, choose the account being debited from the **-- SELECT ACCOUNT--** drop-down list.

4.   Enter the **Particulars**, **Code** and **Reference** details that appear on your bank statement.

5.   In the **Payee Details** section, enter the **Payee Account Name** being credited, and the **Amount**, **Particulars**, **Code** and **Reference** which appear on the payee's statement.

6. Enter your **Contact Name** and **Contact Telephone Number** in the fields provided.

7.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Delete Automatic Payment template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Request Suspension of Automatic Payment (Suspend Automatic Payment)

Follow this procedure to send a secure mail request to the Bank instructing the Bank to suspend an existing automatic payment.

This procedure involves:

- choosing the **Suspend Automatic Payment secure mail** template.
- completing the template with the details of the automatic payment.
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Once received by the Bank, your request will be processed or if, for some reason this is not possible, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   From the first pop-up calendar, select the suspension start date.

> **Tip 1:** If there is a payment attached to this authority that is due on the date you have selected above, the payment will not be made.

3.   From the second pop-up calendar, select the date on which the automatic payments are to start again, if applicable/known. If you do not know the recommencement date, leave this field blank and the automatic payment will remain suspended indefinitely.

4.   In the **Payer Details** section, choose the account being debited from the **--SELECT ACCOUNT--** dropdown list.

5.   Enter the **Particulars**, **Code** and **Reference** details that appear on your bank statement.

6.   In the **Payee Details** section, enter the **Payee Account Name** and **Account Number** being credited.

7.   Enter the **Amount**, **Particulars**, **Code** and **Reference** which appear on the payee's bank statement.

8.   Enter your **Contact Name** and **Contact Telephone Number** in the fields provided.

9.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Suspend Automatic Payment template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Xero - Account Disclosure Authority

Follow this procedure to send a secure mail template requesting the Bank to disclose account transaction information to Xero.

This procedure involves:

- choosing the **Xero Account Disclosure Authority** secure mail template

- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open).

2. Enter your Xero ID and Business Name in the **Xero ID and Business Name** fields.

Header		
Name	XERO	
Subject	Xero - Account Disclosure Authority	
Your Xero Client Details		
Xero ID *		(Xero login email address)
Business Name *		(Business name as registered with Xero)

3. Select the **Action Date** from the calendar.

4. Tick the boxes of the accounts you wish to have transaction information disclosed to Xero.

5. Enter your **Contact Name, Phone Number and Email Address** in the fields provided.

6. Open and read the **ANZ Direct Online - Account Disclosure Authority Terms and Conditions** link then check the tick box confirming your agree to the Terms and Conditions.

7. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Result: The template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

MYOB - Account Disclosure Authority

Follow this procedure to send a secure mail template requesting the Bank to disclose account transaction information to MYOB.

Note: This secure mail template is used for both MYOB and Banklink requests.

This procedure involves:

- choosing the **MYOB Account Disclosure Authority** secure mail template

- moving the **Secure Mail** batch through the **Batch Lifecycle** as you would any other **Batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open).

2. Enter your MYOB business reference number in the **MYOB Business Reference** field.

   Note: Your MYOB Reference Number (7 or 8 digits) can be found in your MYOB account under Bank Feed Passcode.

3. Select the **Action Date** from the calendar.

4. Tick the boxes of the accounts you wish to have transaction information disclosed to MYOB.

5. Enter your **Contact Name, Contact Phone Number** and **Contact Email** in the fields provided.

6. Open and read the **ANZ Direct Online - Account Disclosure Authority Terms and Conditions** link, then check the tick box confirming your agree to the Terms and Conditions.

7. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

   Save will save the data on the Bank's server

   Freeze will move the batch to the Frozen Column

   Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: The template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Expensify - Account Disclosure Authority

Follow this procedure to send a secure mail template requesting the Bank to disclose credit card transaction information to Expensify.

This procedure involves:

- choosing the **Expensify Account Disclosure Authority** secure mail template

- moving the **Secure Mail** batch through the **Batch Workflow** as you would any other **Batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. Enter the email address you use to log into your Expensify account.

3. Check the boxes of the credit cards for which you wish to have transaction information disclosed to Expensify.

5.   Enter your **Contact Name, Phone Number** and **Email Address** in the fields provided.

6.	Open and read the **ANZ Direct Online - Account Disclosure Authority Terms and Conditions** link, then check the tick box confirming your agree to the Terms and Conditions.

7.	Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Result: The template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Voucher Search

Follow this procedure to send a secure mail message to the Bank requesting a copy of a deposit made into one of your accounts.
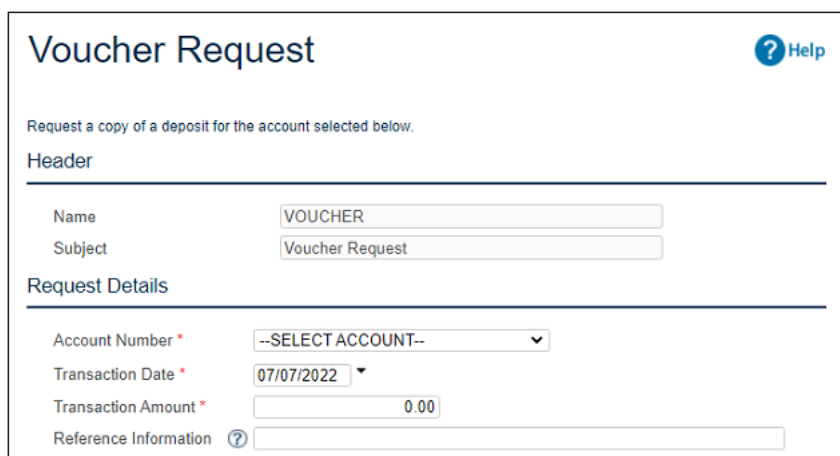
This procedure involves:

- choosing the **Voucher Search secure mail** template
- completing the template with the details of the account
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. Select the **Account Number** from the dropdown box.

3. Select the **Transaction Date** from the calendar.

4. Enter the **Transaction Amount.**

5. Enter any **Reference Information** you know about the transaction.

> **Note 1:** This transaction information is generally found in the particulars field on your bank statement.

6.   In the **Contact Details** section, enter your **Name, Telephone Number** and **Email Address** and **Fax Number** as required.

7.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

        Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Free Format Message template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Term Deposit Requests

Follow this procedure to send a request to set up a new **term deposit** request to the Bank. The minimum term deposit amount is $10,000.00.

Once received by the Bank, your request will be processed or, if for some reason this is not possible, the Bank will contact you.

Note 1: Under New Zealand law ANZ must collect a self-certification, including your tax residency details, before opening any new accounts. This means that unless ANZ holds this information for you or your business already this needs to be provided prior to a new Term Deposit being established.

Before you start, go to:

Choose Secure Mail Template

1. Enter the **Batch Name** and click **OK**. Then the **Term Deposit Request** window opens.

Term Deposit Request ?Help

Request the Bank to create a new Term Deposit.

Under New Zealand law, ANZ must collect a self-certification from you about your tax residency status. You must provide this information to us before we can open a new account for you. Unless you have provided this information before, please complete a self-certification form and return it to us by fax to 0800 163 340 or email to anznztermdeposit@anz.com. You can find our self-certification forms for entities and individuals in the ANZ Direct Online *Document Library* under the *Help* menu.

Header

Batch Name *	TD REQUE
Batch Group *	CLIENT TRANSACTIONS
Customer Reference	

2. In the **Header** section, the **Batch Name** and **Batch Group** appears. You can change the Batch Name and Batch Group if required.

Note 2: Each payment or batch in ANZ Direct Online must have a UNIQUE name: It cannot be the same as any other batch / payment name in the WORKING, FROZEN or AUTHORISED columns. A name can contain up to 8 characters.

3.   Enter details in the **Customer Reference** field if required. These details can be used to identify the purpose of the Term Deposit.

Note 3: Any details entered in this customer reference field will only display on the Term Deposit Confirmation Report within ANZ Direct Online.

4.   In the **Funding Details & Term** section, select the funding **Account Number** for the term deposit,and enter the **Amount** to be deposited.

Note 4: The term deposit will be opened in the same name as the selected funding account.
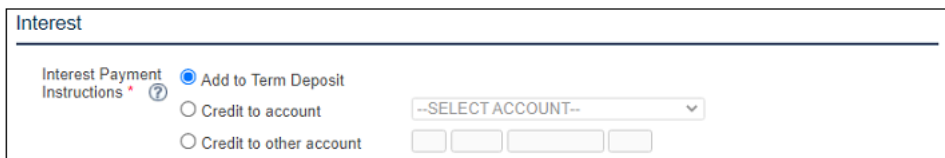
Note 5: The minimum amount is $10,000.00

5.   **Select a Term (on maturity)** and **Current Interest Rate** from the table available through ANZ Direct Online. Rates are available for the day you set up your term deposit and are subject to change.

Note 4: If the term or interest frequency you require is not displayed in the **Term Deposit Rates** table, contact your Relationship Manager.

6.   Select whether the new term deposit account should be added to ANZ Direct Online once opened.

7.   In the **Interest** section, select one of the options to instruct the Bank on how you would like any interest on the term deposit to be paid on the maturity date.

- Added to Term Deposit - Any interest will be added to the term deposit.
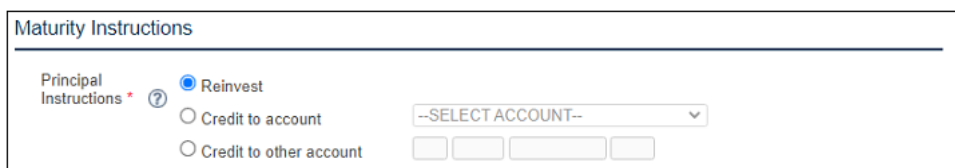
- Credit to account - Any interest will be paid to one of your pre-loaded originator accounts. Only originator accounts currently loaded onto your ANZ Direct Online site will be display in the drop-down list. If the account is another ANZ account enter the account number in the **Credit to other account** option directly below.

- Credit to other account – Any interest will be paid to the bank account you enter in these fields.

8.   In the **Maturity Instruction** section, select one of the options to instruct the Bank on how you would like the principal deposit to be paid on the maturity date.

- Reinvest - The Bank will reinvest the deposit on a similar term.

- Credit to Account - The principal will be paid to one of your pre-loaded originator accounts. Only originator accounts currently loaded onto your ANZ Direct Online site will display in the drop-down list. If the account is another ANZ account, enter the account number in the **Credit to other bank account** option directly below.

- Credit to other bank account – The principal will be paid into the other bank account you enter in these fields.

9.   In the **Client Contact Details** enter your **Contact name, Contact Phone Number** and **Contact Email Address(es)** as required. A confirmation email will be sent to the contact email address(es).

10.   Click **CONTINUE** to proceed with the request. (CANCEL will close the request without saving).

11. The **Term Deposit Request Summary** page will display. Please check the details are correct and then click on the link to read a copy of the Bank's General Terms and Conditions.

12.   Click either AMEND, FREEZE, AUTHORISE or CANCEL as required.

Authorise will advance your request to the Authorise pop-up window

Freeze will move your request to the FROZEN column

Amend will take you back to the term deposit request screen

Cancel will close the request without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: You have completed a term deposit request. The term deposit batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Loan Payment Request

Follow this procedure to send a secure mail template requesting the Bank to make a Loan payment.

This procedure involves:

- choosing the **Loan Payment Request** secure mail template

- moving the **Secure Mail** batch through the **Batch Lifecycle** as you would any other **Batch**.

If your request is received before 3pm, your request will be processed that business day, after 3pm the next business day. If for some reason this is not possible, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open).

---

2. Select the **Account** you wish the funds to be debited from.

Funds from (account being debited)

Account * --SELECT ACCOUNT-- ▼

3. Enter the **Loan Account Name** in the field provided.

4. Enter the **Loan Account Number** in the fields provided.

5. Enter a **Reference** in the field provided.

6. Enter an **Amount**.

Note 1: The minimum amount is $1000.00

Funds to (account being credited)

Loan Account Name *

Loan Account Number * [ ] - [ ] - [ ] - [ ]
bank   branch   account   suffix

Reference *

Amount *

7. Enter your **Contact Name, Contact Phone Number** and **Contact Email** in the fields provided.

Contact Details

Name *

Phone Number *

Email Address *

8. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Note 2: Please ensure you read and understand the conditions that the loan payment is subject to. For any questions or urgent requests, please contact your Relationship Manager.

Note 3: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: The template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Amend Your Organisation's Contact Details

Follow this procedure to send a secure mail message instructing the Bank to amend Your Organisation's Details. This is to ensure that ANZ Direct Online has current contact details for your organisation. These details can be viewed via the Administration Menu.

This procedure involves:

- choosing the **Change Your Organisation's Details** secure mail template
- completing the template with the details of the changes that are to be made
- moving the secure mail batch through the batch lifecycle as you would any other batch.

Before you start, go to:

Choose Secure Mail Template and select the **Change Your Organisation's Details** template.

1. Left-click once on the secure mail batch in the WORKING column to open it (if the batch is not already open). The following template will display:

2. Enter details in the field that require changes. Fields that are to remain unchanged leave blank.

3. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the Frozen Column
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Result: Change Your Organisation's Details template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Send Free Format Message to Bank

Follow this procedure to send a secure mail message to the Bank advising the Bank of your requirements. Only use this template if the other secure mail templates do not meet your needs.

This procedure involves:

- choosing the **Free Format Message secure mail** template
- completing the template with the details of the originator account
- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.	In the **Subject** field, enter a descriptive subject line for your free format message/request.

3.	In the **Enquiry** details text box, type clear and concise instructions for the Bank to follow (up to 1,000 characters).

4.	Enter your **Contact Name** and **Contact Telephone Number** in the fields provided.

5.	Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

>	Save will save the data on the Bank's server

>	Freeze will move the batch to the Frozen Column

>	Authorise will advance you to the Authorise pop-up window

>	Close will close the batch without saving it

Result: Free Format Message template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Enable Same Day Cleared Payments

Request to enable Same Day Cleared Payments for your accounts on ANZ Direct Online. This feature can only be requested for domestic accounts loaded for debiting.

This procedure involves:

- choosing the **Enable Same Day Cleared Payments secure mail** template.

- completing the template with the details of the account.

- moving the secure mail batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. Select the **Account(s)** you would like to enable for Same Day Cleared Payments by ticking the check-boxes in the **Account Details** section.

3. Read the Terms and Conditions then tick the check-box confirming that you agree to the Terms and Conditions.

4. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

      Save will save the data on the Bank's server

      Freeze will move the batch to the Frozen Column

      Authorise will advance you to the Authorise pop-up window

      Close will close the batch without saving it

Note: As this secure mail template references specific accounts, only Authorisers who have permission to authorise and transact on these accounts will show as an available Authoriser to approve the request.

Result: Enable Same Day Cleared Payments template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch.

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Limit Maintenance - Visa Business Card

Follow this procedure to send a secure mail request to the Bank to request changes to your Visa Business Card monthly spend or cash advance limits.

This procedure involves:

- choosing the **Limit Maintenance** secure mail template
- completing the template with the details of the limit maintenance request
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Your request will be processed same day if released to the Bank before 5pm. If additional information is required, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. In the **Card Account Number Limit Maintenance** section:

   - select the Visa Business Card **account number** from the drop down list, once selected the current credit limit will be displayed

   - in the **Card Number** column, enter the last 4 digits of the Visa Business Card

   - in the **Card Holder Name** column, enter the card holder's name.

   - in the **Spend & Cash Advance Limit** fields, enter the new limit required.

   - to add more than one Visa Business Card to the request, click **+ New Record**

3. In the **Contact Details** section, enter your name, phone number (optional) & email address.

   Note: We'll use this information to contact you if we need further information.

4. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Limit Maintenance template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Limit Maintenance - Commercial Credit Cards

Replacement Credit Card

Additional Credit Card - Visa Business Card

Limit Maintenance - Commercial Credit Cards

Follow this procedure to send a secure mail request to the Bank to request changes to your Commercial Credit Card's credit limit, cash advance and/or transaction limits.

This procedure involves:

- choosing the **Limit Maintenance secure mail** template
- completing the template with the details of the limit maintenance request
- moving the secure mail **batch** through the **batch lifecycle** as you would any other batch.

Your request will be processed same day if released to the Bank before 5pm. If additional information is required, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. In the **Card Account Number Limit Maintenance** section:

   - in the **Card Account Number** column, select the card **account number** from the drop down list, once selected the current **credit** limit will be displayed

   - in the column,

   - in the **New Credit Limit, Cash Advance Limit and Transaction Limit** fields, enter the new limit/s required.

   - to add more than one Card Account to the request, click **+ New Record**

3. In the **Contact Details** section, enter your name, phone number (optional) & email address.

   Note: We'll use this information to contact you if we need further information.

4.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

> Save will save the data on the Bank's server
>
> Freeze will move the batch to the **Frozen Column**
>
> Authorise will advance you to the Authorise pop-up window
>
> Close will close the batch without saving it

Result: Limit Maintenance template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Limit Maintenance - Visa Business Card

Replacement Credit Card

Additional Card - Commercial Credit Cards

Replacement Credit Card

Follow this procedure to send a secure mail request to the Bank to request a replacement Commercial Credit Card. **Do not** use this request to report Lost or Stolen credit cards.

This procedure involves:

- choosing the **Replacement Card** secure mail template
- completing the template with the details of the replacement card request
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Your replacement card will be delivered in 3 - 5 working days for addresses within New Zealand. If additional information is required, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. In the **Card Details** section:

   - in the **Card Account Number** field, select the card **account number** from the drop down list.

     Note: for Visa Business Cards, in the **Card Number** field, enter the last four digits of the Visa Business Card number.

   - enter the **Card Holder's Name**.

3. In the **Delivery Details** section, select if you require courier delivery (delivery charges may apply):

Note: for cards other than Visa Business Card, select the delivery address. When choosing Alternative Address, complete the address details.

4.   In the **Contact Details** section, enter your name, phone number (optional) & email address.

Note: We'll use this information to contact you if we need further information.

5.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Replacement Card template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Limit Maintenance - Visa Business Card

Limit Maintenance - Commercial Credit Cards

Additional Credit Card - Visa Business Card

Additional Card - Commercial Credit Cards

Additional Card Request - Visa Business Card

Follow this procedure to send a secure mail request to the Bank to request an additional Visa Business Card.

This procedure involves:

- choosing the **Additional Card Request** secure mail template
- completing the template with the details of the additional card request
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Your additional card will be delivered in 3 - 5 working days for addresses within New Zealand. If further information is required, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2.   In the **Card Details** section:

- in the **Card Account Number** field, select the card **account number** from the drop down list, once selected the current credit limit will be displayed

3. In the **New Card Details** section, enter the following details:

- new card holder's name, date of birth and personal address

- monthly spend limit and monthly cash advance limit

- to request more than one additional card to the request, click **Add New**

4.   In the **Contact Details** section, enter your name, phone number (optional) & email address.

> **Note:** We'll use this information to contact you if we need further information.

5.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Additional Card template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Replacement Credit Card

Limit Maintenance - Visa Business Card

Additional Card - Commercial Credit Cards

Additional Card Request - Commercial Credit Cards

Follow this procedure to send a secure mail request to the Bank to request an additional Commercial Credit Card.

This procedure involves:

- choosing the **Additional Card Request** secure mail template
- completing the template with the details of the additional card request

- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Your additional card will be delivered in 3 - 5 working days for addresses within New Zealand. If further information is required, the Bank will contact you.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

3.   In the **New Card Details** section, enter the following details:

- select the Commercial Card product type (Visa Purchasing, Visa Corporate, Visa Company).

- new card holder's name, date of birth, mobile number and personal address

- complete the applicable limit fields as required.

- to request more than one additional card to the request, click **Add New**

4.   In the **Contact Details** section, enter your name, phone number (optional) & email address.

Note: We'll use this information to contact you if we need further information.

5.   Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

Save will save the data on the Bank's server

Freeze will move the batch to the Frozen Column

Authorise will advance you to the Authorise pop-up window

Close will close the batch without saving it

Result: Additional Card template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Replacement Credit Card

Limit Maintenance - Commercial Credit Cards

Additional Credit Card - Visa Business Card

Close Card

Request to close a business credit card.

This procedure involves:

- choosing the **Close Card** secure mail template.
- completing the template with the details of the credit card.
- moving the **secure mail** batch through the **batch lifecycle** as you would any other **batch**.

Before you start, go to:

Choose Secure Mail Template

1. Left-click once on the secure mail batch in the **WORKING** column to open it (if the batch is not already open). The following template will display:

2. In the **Card Details** section:

    - In the **Card Account Number** field, select the card account number from the drop down list.

      Note: For Visa Business Cards, in the Card Number field, enter the last four digits of the Visa Business Card number.

    - Enter the **Card Holder's Name**.

3. In the **Contact Details** section, enter your name, phone number (optional) and email address.

   Note: We'll use this information to contact you if we need further information.

4. Click either **SAVE, FREEZE, AUTHORISE or CLOSE** as required.

   Save will save the data on the Bank's server

   Freeze will move the batch to the Frozen Column

   Authorise will advance you to the Authorise pop-up window

   Close will close the batch without saving it

Result: Close Card template is complete. New secure mail batch appears in the Batch Workflow for the relevant batch group.

What next?

Move Batch from Working to Frozen State – to move secure mail batch through the batch lifecycle as required for any other batch.

Related topics

The Batch Lifecycle

Processing Batches

View Processed Batches

Administering this System

Topics Included in the Administration Chapter

This chapter covers the following administrator topics:

- Setting up the system for the first time - how to identify your users, structure your **batch groups** and how to customise roles

- Logging on as system administrator for the first time

- Managing users - adding, searching for, editing and deleting users

- Managing batch groups - adding, searching for, editing and deleting batch groups

- Using Bank-defined default roles

- Managing roles - adding, searching for, editing, deleting and copying roles

- Managing passwords on behalf of other users who have either forgotten their password or who are locked out of ANZ Direct Online because they have entered incorrect log-on details 5 consecutive times.

- Managing Account Information Groups - adding, editing,searching and deleting groups

Log On as System Administrator / Super User for the First Time

Follow this administrator procedure to log on to ANZ Direct Online for the first time.

The first time you log on, you are automatically assigned to the default **System Administrator** role, and the default **Super User** role.

If you are the nominated administrator of ANZ Direct Online, you will receive a Bank-issued welcome letter with instructions on how to log on for the first time using your organisation's **Client Code**, nominated **User ID** and a Bank-issued temporary password.

1. Go to www.anzdirect.co.nz and click on **Log On** in the left menu.

2. Enter the Client Code, your User ID and your temporary password in the fields provided.

   Tip 1: If you have an Alpha Client Code, your client code is made up of 2 parts: first six letters followed by **2 spaces** and then 2 more letters. If you omit the 2 spaces you cannot log on.

3. Tick the Client Code **Remember** checkbox and click the **LOG ON** button.

4. On the **Change Password** screen, enter your temporary password into the **Old Password** field.

5. Choose a new and unique password and enter this in the **New Password** and **Confirm New Password** fields. Click **CONFIRM**.

> **Tip 2:** The password is case sensitive. It must contain a minimum of 8 and a maximum of 20 characters, at least 1 uppercase and 1 lowercase letter and at least 2 numbers, symbols are allowed.

6. Choose one of the two options:

> **Option 1:** If you are the main user and administrator of ANZ Direct Online and need access to all functions, then increase your **permissions** by assigning yourself as a **Super User**. To do this follow steps 7 to 10 below.

> **Option 2:** If you do NOT use ANZ Direct Online for anything other than managing other users' profiles i.e. IT support, then keep the Default – System Administrator role. If you choose option 2, this procedure is complete.

7. From the **Administration** menu, select **Manage Roles**.

8. Click on **Default – Super User** link in the **Role** column, this opens the **Edit Role** window.

9. Click on your **User ID** in the left column and click on the [>>] button. Your **User ID** will appear in the right column.

10. Click **UPDATE**.

Result: You have now logged on to the system and changed your permissions (by assigning a different Bank-defined Default role) if required.

What next?

Set Up the System for the First Time

Use Bank-defined Default Role

Manage Roles

Manage Users

Setting Up This System for the First Time

About Setting Up this System for the First Time

This topic provides system administrators/super users (i.e. administrator-type roles) with the end-to-end set up process to be followed BEFORE AN ORGANISATION can use ANZ Direct Online to process transactions.

This topic covers the following:

- An overview of the setting up process
- Identifying your system users
- Understanding how to structure batch groups to suit your organisation's needs
- Understanding roles in this system
- Deciding what roles to set up for your organisation

Refer:

anzdirect.co.nz/check - to check that your technical environment meets all of the minimum requirements to use ANZ Direct Online.

Overview of Setting Up Process

Follow this administrator process to customise ANZ Direct Online settings for your organisation. There are a number of things you need to think about in advance, including who are your system users, the type of banking transactions your organisation makes, how to structure your batch groups, and what permissions to set for each system role.

```
┌─────────────────────┐
│ Identify who needs  │
│ access to this system│
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Set up user profile │
│ for each user       │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Consider what type  │
│ of transactions your│
│ organisation processes│
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Set up batch groups │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Set up roles        │
└─────────────────────┘
```
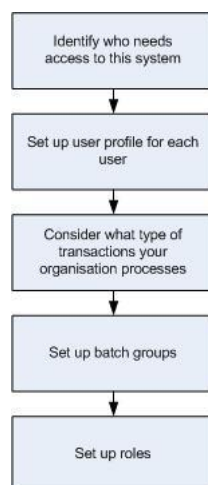
What next?

Identify Your System Users – for the next procedure in the set up process

Identify Your System Users

Each person in your organisation that needs to use ANZ Direct Online as part of their job is a system user. As an administrator, you need to set up each user with a user profile in ANZ Direct Online before they can log on.

A user profile simply records the details of a person e.g. name. It does not govern what tasks a user can or cannot perform as this is defined in the ANZ Direct Online roles.

What next?

Understand Batch Groups – for the next procedure in the set up process

Related topics

Add User – for the steps you must follow to add system users for each person requiring access

Understand Batch Groups

ANZ Direct Online gives your organisation the facility to process one or more transactions at once by processing transactions in batches. All transactions must be organised into batches and batches must be organised into one or more batch groups (depending on what you require). You must set up your batch groups and then your batches before you can enter any transaction data.
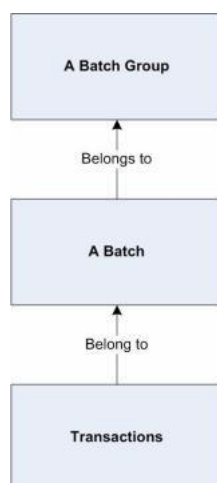
A Batch Group

↑ Belongs to

A Batch

↑ Belong to

Transactions

Batches are normally made up of similar transactions e.g. all **creditor** transactions to be paid on the 20th of the month are typically processed at the same time in one **batch**. You can create as many batches as your organisation needs.

Before deciding what batches to create, it is helpful to think about the different types of transactions your organisation processes. For example, your organisation may have:

- **creditor** transactions
- **debtor** transactions
- payroll transactions
- reimbursement of staff expenses transactions, etc
- transfers between your own accounts.

You may wish to process each type of **transaction** in a separate batch. For example, you may wish to manage domestic transactions in separate batch groups from international transactions.

Your organisation may also want to break its batches down further according to the frequency of **payment**.

For example, you may want to create a separate batch for domestic and international creditor transactions depending on when payment is due, that is, a separate batch for:

- weekly creditor transactions
- fortnightly creditor transactions
- creditor transactions due on the 20th of the month
- monthly creditor transactions, and
- one-off, ad hoc creditor transactions.

Batch groups serve two purposes:

- They help you manage your batches by organising them into sensible groupings.
- They enable you to control who has access to what batches (because you can determine which roles have access to which batch groups. More on this later in this topic.)

Once you have considered how to structure your batches according to the type and frequency of the transactions to be processed, you need to create your batch groups.

Example 1: This example shows how a company with creditor and debtor transactions may set up its batch groups:
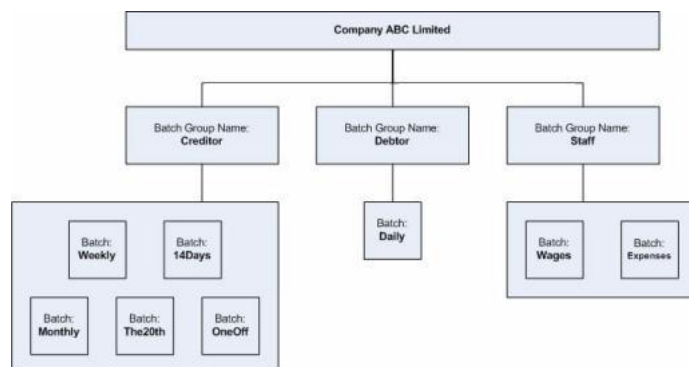
Example 2: If you use ANZ Direct Online to process transactions for more than one organisation, you may wish to consider creating different batch groups for each separate entity.

The example below shows how a holding company may set up its batch groups. In this example, the payroll for all companies is managed by one person and therefore, it makes sense to have one **batch group** for all staff-related transactions for all companies in the holding company.
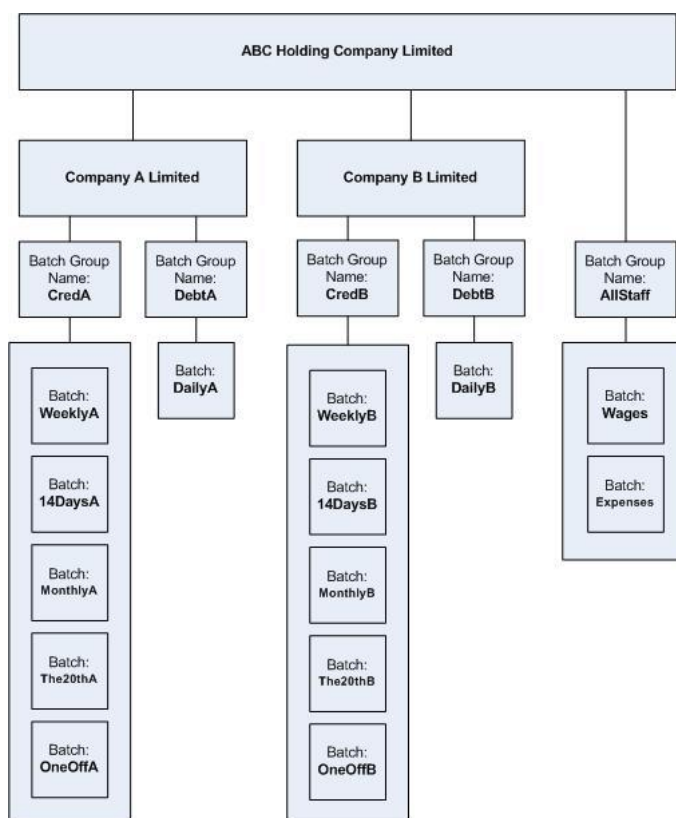
Note about naming batch groups and batches: Batch group names are limited to 8 characters, hence the batch group name for creditor transactions for Company A Limited in the above example is CredA. All batches must have unique names. You cannot have two batches in two different batch groups with the same name.

What next?

Understand Roles – for the next procedure in the set up process

Related topics

Add Batch Group – for the steps you must follow to add new batch groups

Use Bank-defined Default Role

Understand Roles

A role is a set of permissions, or in other words, a set of rights or privileges to perform tasks or view account information in ANZ Direct Online. Each user is assigned to a role(s), and what a user can or cannot see and do in ANZ Direct Online depends on the permissions attached to that role(s). This means setting up roles is an important aspect of ANZ Direct Online security.

Some examples of typical roles an organisation may set up and use are:

- ANZ Direct Online Administrator **role**
- **Standard user** role
- Payroll clerk role.

The diagram below shows that roles are central to the relationship between users, **permissions**, batch groups and account viewing rights in ANZ Direct Online.
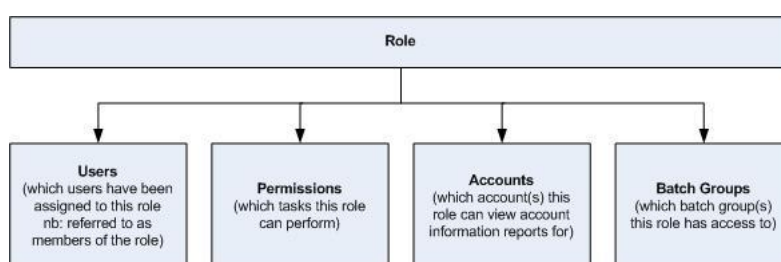
Once you have set up your users and your batch groups, you are required to set up roles. To each role, you assign permissions, account viewing rights, batch groups and users. Users assigned to a role are referred to as members of that role. Users can be members of more than one role.

Bank-defined default roles

You can choose to use the default roles which have been set up by the Bank already. If you use the default roles, this means you may not have to set up your own roles. You can use a combination of default roles and customised roles.

As an administrator, when you first log on you are assigned to the Default - **System Administrator** role which gives you access to 'system' functions only (see the table below). As an administrator, you may wish to increase your permissions by assigning yourself to the Default - **Super User** role, which gives you access to all functions. For each organisation, it is recommended that at least two people have access to system functions (just in case someone is away).

The table below gives you an overview of what each Bank-defined default role can and cannot see and do:

Default Role	Which permissions this role has (summary)	Which accounts this role can view reports for	Which batch groups this role can access
Default - **Super User**	Has unrestricted access	All	All
Default - **System Administrator**	Has access to 'systems' functions only e.g. managing user access	None	None
Default - **Advanced User**	Has access to all permissions except 'system' functions	All	All
Default - **Standard User**	Has access to basic 'domestic' functions	All	All
Default - **Account Information Only**	Has access to basic all Account Information Reporting only	All	None

Default - Authoriser	Has access to permissions required to enter authorisation **Response Code** and Release payments to the bank.	None	All

As you can see from the table above, default roles are useful if, for example, you are satisfied to give all your standard users access to all batch groups and rights to view all reports for all accounts. If you want to exclude some users from accessing some batch groups and from viewing some account information reports, you need to create new roles to define what these users can and cannot see and do.

What next?

Decide What Roles to Set Up for Your Organisation – for the next procedure in the set up process

Use Bank-defined Default Role – for the steps you must follow if you want to use the Default roles

Decide What Roles to Set Up for Your Organisation

If you do not want to use the default roles or need additional roles then you need to create a separate role for each unique combination of permissions, account viewing rights and batch groups. Your roles may relate to different job titles in your organisation.

Example: The following example shows what roles an organisation may use if they have different people responsible for processing payroll batches from other types of batches:
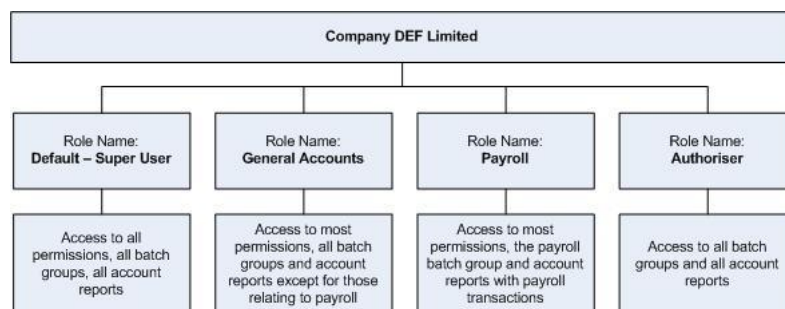
Mock up your own scenario on paper first

Refer:

Refer above to examples 1 and 2 and on a piece of paper, mock up a diagram of how you would structure your **batch groups** and batches for your organisation. Now do the same for your **roles**. Refer to example above .

Set Up Batch Groups - for 2 examples of how to set up your batch groups and batches.

What next?

- Refer to the Glossary for a definition of what each permission in the **Manage Roles** area means/permits a user to do

- Add Role – for steps on how to add a new **role**

- Rename/Change Migrated Roles – if your organisation has been using ANZ Direct Online (this web-based version) prior to June 2006

- Use Bank-defined Default Role – if you prefer to use the roles already set up by the Bank

- Setting Up Batches – for information on how to create a batch and how to add **transaction** data to a batch

Managing Users

About Managing Users

This administrator topic covers the following:

- Adding a new user

- Searching for a user

- Editing an existing user

- Deleting a user

- Suspending a user

- Reactivating a suspended user

- Checking what permissions a user has

Add User

Follow this administrator procedure to set up a new ANZ Direct Online user.

Before you start, go to:

Set Up the System for the First Time - if you are creating a user for the first time and want more information on how to identify who your users are.

1. From the **Administration** menu, select **Manage Users**.

2. To add a new user, click on the **ADD NEW** button.

3. Complete the fields in the **User Details** tab.

   - Enter a temporary password in the **Password** and **Confirm Password** fields in the **User Details** tab**.** The password is case sensitive. It must contain a minimum of 8 and a maximum of 20 characters, at least 1 uppercase and 1 lowercase letter and at least 2 numbers, symbols are allowed.

   TIP: Each user, when they log on for the first time, will be required to change this temporary password. Provide each user with the temporary password, along with their assigned **User ID** and your organisation's **client code**.

   - You can nominate how often users are required to change their password by keying a number into the **Password Expire Days** field. This can be up to a maximum of 99 days, or the password can be set to never expire (the default setting).

   - Check **Status** is showing **Active**.

   - Remove tick from checkbox if user does not require access to **View Welcome Screen**.

5. Update the **Transaction Limits** section to apply maximum transaction amounts that the user can enter in ADO.

6. Click on the **NEXT>>** button if you want to assign an existing **role** to this user, otherwise click **SAVE** as the final step.

7. To assign an existing role to this user, select one or more roles in the left column and click on [>>] . The roles assigned to this user will appear in the right column.

   Tip 3: If you are creating users for the first time and do NOT want to use bank default roles, then leave step 5 out for now. You can do this step as part of the Add Role procedure.

6. Click **SAVE**.

Result: User was created successfully.

What next?

Add Batch Group - if you are setting up ANZ Direct Online for the first time and you have finished creating all your new users

---

Related topics

Log On for the First Time

Log Off

Change Password

Manage Payment Limits

Search for User

Follow this administrator procedure to search for an existing user.

1. From the **Administration** menu, select **Manage Users**.

2. From the **Search** drop-down box (located directly under this screen's heading), choose either **User ID**, First Name or Last Name, depending on what you want to base your search on.

3. Depending on your selection in step 2, enter the User ID or name in the **Contains** field.

    Tip: You can search on part of a name or User ID if you cannot remember the whole name or User ID. You can search on letters, numbers, spaces, hyphens and underscores.

4. Click **SEARCH**.

Result: User profiles that meet your search criteria will display.

Edit User

Follow this administrator procedure to edit the details or change the roles assigned to an existing ANZ Direct Online user. Note that a user cannot edit their own profile.

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. If required, edit the fields in the **User Details** tab.

4. Click on the **NEXT>>** button if you want to either assign or remove a **role**(s) from this user, otherwise click **UPDATE** as a final step.

5. To assign an existing role to this user, select one or more roles in the left column and click on ▣ . The roles assigned to this user will appear in the right column.

6. To remove an existing role from this user, select one or more roles in the right column and click on ▣ . The roles removed from this user will appear in the left column.

7. Click **UPDATE**.

Result: User was updated successfully.

Delete User

Follow this administrator procedure to delete a user permanently from ANZ Direct Online records.

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column.

   Tip 1: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the checkbox alongside the user you want to delete in the **Select** column (on the far right).

   Tip 2: You can delete multiple users at a time by ticking multiple check-boxes in the **Select** column.

4. Click the **DELETE** button directly above the **Select** column.

5. If you are sure you want to delete the selected user(s), click **OK** when prompted, otherwise click **CANCEL**.

Result: User deleted successfully.

Related topics

Suspend User

Suspend User

Follow this administrator procedure to suspend an existing user (for example, if a staff member goes on secondment or long-term leave).

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Select **Suspend** from the **Status** drop-down list in the **User Details** tab.

Status	Active ▾
	Active
	Suspend
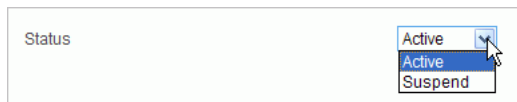
4. Click **UPDATE**.

Result: User suspended successfully.

Related topics

Reactivate User

Delete User

Reactivate User

Follow this administrator procedure to reactivate a suspended user.

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Select **Active** from the **Status** drop-down list in the **User Details** tab.
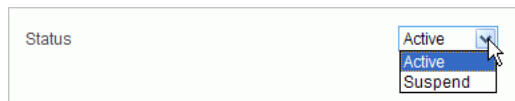
4. Click **UPDATE**.

Result: User reactivated successfully.

Related topics

Suspend User

Check What Permissions a User Has

Follow this administrator procedure to check what permissions a user has. This requires finding out what role(s) a user has been assigned to and then checking what permissions are assigned to that role(s).

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip 1: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3.	Click on the **Roles** tab to see what roles have been assigned to this user. Take a note of the **role**(s) listed in the right column.

4.	From the **Administration** menu, select **Manage Roles**.

5.	Search for or find a role assigned to this user in the left **Role** column, and click on the link for that role.

> **Tip 2:** The **Role** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 roles listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

6.	Click on the **Permissions** tab to view what permissions are assigned to that role.

> **Tip 3:** To view all permissions, click on the ▣ icon in the top left corner above the function links. To view the permissions relating to one function (i.e. one set of permissions) only, click on the ▣ icon alongside one of the function links or click on the function link itself.

7.	Complete steps 5 and 6 for each separate role assigned to this user (if more than one role).

> **Note:** A user enjoys the combined permissions of all roles assigned to that user.

> **Tip 4:** To print out a report on permissions that a user has been assigned, add a tick in the User ID checkbox, and then click on the **PRINT** button. A **User Permission Report** is displayed in a **PDF** format.

Result: Procedure is complete.

Managing Batch Groups

About Managing Batch Groups

This administrator topic covers the following:

- Adding batch groups
- Searching for batch groups
- Renaming/editing an existing batch group
- Deleting a batch group.

Add Batch Group

Follow this administrator procedure to add a new batch group.

Before you start, go to:

Set Up the System for the First Time - if you are creating a **batch group** for the first time and want more information on how to structure batch groups

1. From the **Administration** menu, select **Manage Batch Groups**.

2. To add a new batch group, click on the [Add New] button.

3. Complete the Batch Group Name field. Each batch group name in ANZ Direct Online must be UNIQUE - up to 20 characters.

    Batch Group Name [   ]

    Default Roles with access to Group: Default - Super User
    Default - Standard User
    Default - Advanced User

4. If you want to assign an existing role to this batch group, select one or more roles in the left column and click on the [>>] button. The roles assigned to this batch group will appear in the right column.

    Tip: If you are creating batch groups for the first time and do NOT want to use bank default roles, then leave step 4 out for now. You can do this step as part of the Add Role procedure.

5. Click **SAVE** to finish.

Result: Batch Group was created successfully.

What next?

Add Role – if you are setting up ANZ Direct Online for the first time and you have finished creating all your batch groups

Create New Batch – if you want to add a batch(es) to this batch group

Related topics
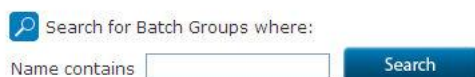
Set up the System for the First Time

Add User

Search for Batch Group

Follow this administrator procedure to search for an existing batch group.

1. From the **Administration** menu, select **Manage Batch Groups**.

2. Enter the **batch group** name in the **Search** field (located directly under this screen's heading).

   Tip: You can search on part of a batch group name if you cannot remember the whole name. You can search on letters, numbers, spaces, hyphens and underscores.

3. Click on **SEARCH**.
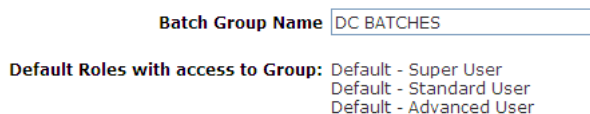
Result: Batch groups with names that meet your search criteria will display.

Rename / Edit Batch Group

Follow this administrator procedure to change the name of an existing batch group or to assign or remove an existing role from a batch group.

1. From the **Administration** menu, select **Manage Batch Groups**.

2. Search for or find the **batch group** in the left **Batch Group** column, and click on the link for that group.

   Tip: The **Batch Group** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 batch groups listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. To rename this batch group, enter a new name in the **Batch Group Name** field.

4. To assign an existing role to this batch group, select one or more roles in the left column and click on the ⟩⟩ button. The roles assigned to this batch group will appear in the right column.

5. To remove an existing role from this batch group, select one or more roles in the right column and click on ⟨⟨ . The roles removed from this batch group will appear in the left column.

6. Click **UPDATE** to finish.

Result: Batch Group was updated successfully.

Delete Batch Group

Follow this administrator procedure to delete a batch group permanently from ANZ Direct Online records.

Important note: Deleting a **batch group** will automatically DELETE BATCHES in that batch group. It is recommended that you check the batches in a batch group before deleting the batch group.

1. From the **Administration** menu, select **Manage Batch Groups**.

2. Search for or find the batch group in the left **Batch Group** column.

   Tip 1: The **Batch Group** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 batch groups listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the checkbox alongside the batch group you want to delete in the **Select** column (on the right).

Tip 2: You can delete multiple batch groups at a time, by ticking multiple check-boxes in the **Select** column.

4.   Click the **DELETE** button directly above the **Select** column.

5.   If you are sure you want to delete the selected batch group(s), click **OK** when prompted, otherwise click **Cancel**.

Result: Batch Group was deleted successfully.

Related topics

Delete Batch

Reuse Batch

Copy Batch

Move Batch into Another Batch Group

Managing Roles

About Managing Roles

This administrator topic covers the following:

- Using a Bank-defined default role
- Adding a new role
- Searching for a role
- Editing an existing role
- Copying an existing role (or merging two roles to create one new **role**).
- Deleting a role.

Use Bank-defined Default Role

Follow this administrator procedure to search for an existing role.

Before you start, go to:

Set Up the System for the First Time - if you are creating a **role** for the first time and want more information on Bank-defined default roles and how to customise your own roles.

1. From the **Administration** menu, select **Manage Roles**.

2. In the list of roles, you will see roles with names starting with 'Default'. These **Default Roles** are created by the Bank for your convenience and are not editable. The following table summarises the access **permissions** for the default roles:

Default Role	Which permissions this role has (summary)	Which accounts this role can view reports for	Which batch groups this role can access
Default - **Super User**	Has unrestricted access	All	All
Default - **System Administrator**	Has access to 'systems' functions only e.g. managing user access	None	None
Default - **Advanced User**	Has access to all permissions except 'system' functions	All	All
Default - **Standard User**	Has access to basic 'domestic' functions	All	All
Default - **Account Information Only**	Has access to all Account Information Reporting only	All	None
Default - **Authoriser**	This person must be authorised in the ANZ account mandate to transact on that account and must have the access permissions required to enter an authorisation **Response Code** and release payments to the	None	All

	bank for processing		

3.   If one of the default roles is appropriate for one of your user(s), open the role by clicking on the link for that role (in the left column).

4. Go to the **Permissions** tab, to see what permissions this role has (as indicated by a tick).

   Tip: Go to the Glossary to view what each permission checkbox represents

5.   In the **Members** tab, if you want to assign an existing user(s) to this role, select

one or more users in the left column and click on . [>>] The users assigned to this role will appear in the right column.

6.   Click **UPDATE**.

Result: The selected user(s) has been assigned to this default role.

Related topics

Add Role - to set up your own roles if the Bank-defined roles do not suit your organisation

Copy Role – if you want to copy an existing role then customise it with your own preferences

Add Role

Follow this administrator procedure to add a new role.

Before you start, go to:

Use Bank-defined Default Role - to consider whether roles set up the Bank already suit your organisation, instead of setting up your own roles

Set Up the System for the First Time - if you are creating a **role** for the first time and want more information on Bank-defined default roles and how to customise roles if required:

1. From the **Administration** menu, select **Manage Roles**.

2. To add a new role, click on the **ADD NEW** button.

3. In the **Members** tab, complete the **Role Name** field.

4. If you want to assign an existing user(s) to this role, select one or more users in the left column and click on [>>] . The users assigned to this role will appear in the right column.

5. Click on the **NEXT>>** button to go to the **Permissions** tab.

6. In the **Permissions** tab, click on the ⧉ icon to view what permissions can be assigned to this role.

> **Tip 1:** Go to the Glossary to view what each permission means.

> **Tip 2:** To view all permissions, click on the ⧉ icon in the top left corner above the function links. To view the permissions relating to one function (i.e. one set of permissions) only, click on the ⊞ icon next to the function you want to view or click on the function link itself.

| Members | Permissions | View Accounts | Batch Groups |

⧉⧉

⊞ **Batch Functions - Automatic**

⊞ **Batch Functions - Domestic**

⊞ **Batch Functions - Trust Management Transaction**

⊞ **Batch Functions - Secure Mail**

⊞ **Batch Functions - International**

7. Tick the check-boxes for the permissions you want to assign to this role.

> **Tip 3:** Click on the **SELECT ALL** button at the bottom of the list of permissions, to select all of the check-boxes in one click.

> **Tip 4:** For DOMESTIC and INTERNATIONAL permissions, tick the relevant check-boxes both within Batch functions and Database functions.

⊟ **Batch Functions - Domestic**

☑ Create New Batch	☑ Delete	☑ Edit Header	☑ Bulkload
☑ Freeze	☑ Rename	☑ Modify Batch Type	☑ Re-use
☑ Authorise	☑ Move Batch	☑ Edit Transaction	☑ Print
☑ Release	☑ Copy Batch	☑ One-Off Payment	☑ Stop
☑ Bundle	☑ Funds Transfer		
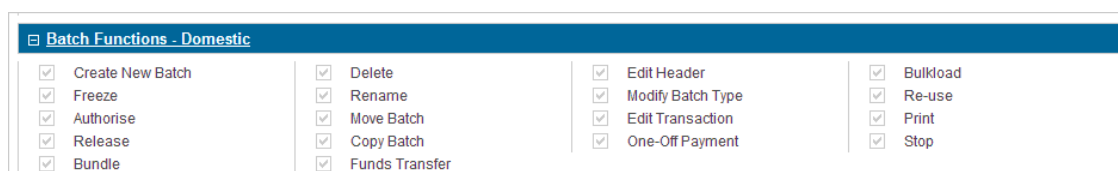
8. Click on the **NEXT>>** button to go to the **View Accounts** tab. Here you will find three sub-tabs, one for **Domestic** Accounts, one for **Foreign Currency** Accounts and one for **Account Groups**.

Note: If you don't have any FCA accounts loaded on your site, you will not see the Domestic and Foreign Currency tabs.
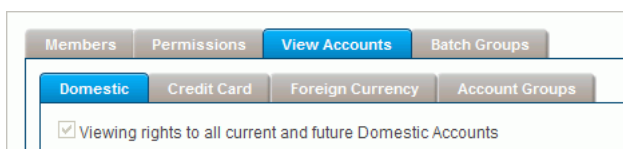
9. In the **Domestic** sub-tab, you can specify for which accounts this role can view information. To do this, select one or more domestic accounts in the left column and click on . The domestic accounts viewable by this role will appear in the right column.

> **Tip 5:** If you want this role to be able to view **account information** for all existing domestic accounts and any domestic accounts added to ANZ Direct Online in the future, then tick the checkbox provided. All accounts listed in the left column move to the right column.

> **Note:** If you don't have any FCA accounts loaded on your site, you will not see the **Foreign Currency** tab.
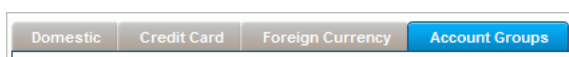
10. Click on the **NEXT>>** button to go to the **Foreign Currency** sub-tab

11. In the **Foreign Currency** sub-tab, you can specify for which accounts this role can view information. To do this, select one or more foreign currency accounts in the left column and click on . The foreign currency accounts viewable by this role will appear in the right column.

> **Tip 5:** If you want this role to be able to view foreign currency account information for all existing foreign currency accounts and any foreign currency accounts added to ANZ Direct Online in the future, then tick the checkbox provided. All accounts listed in the left column move to the right column.

12. Click on the **NEXT>>** button to go to the **Account Groups** tab.

13. In the **Account Groups** sub-tab, you can specify the account groups this role can view information on. To do this, select one or more account groups in the left column and click on the account groups viewable by this role will appear in the right column.

> **Tip 6:** If you want this role to be able to view all existing account groups and any new account groups added to ANZ Direct Online in the future, then tick the checkbox provided. All groups listed in the left column move to the right column.

14. Click on the **NEXT>>** button to go to the **Batch Groups** tab.

15. To assign an existing **batch group** to this role, select one or more batch groups in the left column and click on [>>] . The batch groups assigned to this role will appear in the right column.

> **Tip 7:** If you want this role to be able to access all existing batch groups and any batch groups added in future to ANZ Direct Online, then tick the checkbox provided. All of the accounts listed in the left column move to the right column.

16. Click **SAVE**.

Result: Role was created successfully.

Related topics

Add Batch Group

Add User

Set Up the System for the First Time

Copy Role – if you want to copy an existing role then customise it with your own preferences

Search for Role

Follow this administrator procedure to search for an existing role.

1. From the **Administration** menu, select **Manage Roles**.

2. Enter the Role Name in the **Search** field (located directly under this screen's heading).

> **Tip:** You can search on part of a name if you cannot remember the whole **role** name. You can search on letters, numbers, spaces, hyphens and underscores.

3. Click **SEARCH**.

Result: Roles that meet your search criteria will display.

Related Topics

Edit Role

Delete Role

Copy Role

Edit Role

Follow this administrator procedure to change the users' permissions and/or the batch groups assigned to a role. You can also change the accounts for which a role can view account information.

1. From the **Administration** menu, select **Manage Roles**.

2. Search for or find the **role** in the left **Role** column, and click on the link for that role.

    Tip: The **Role** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 roles listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Click on the first tab with the details you want to change.

4. Click on the **NEXT>>** button if you want to change the details of the next tab. The **NEXT>>** button saves the details of the tab you have been working on before taking you to the next tab.

5. Click on **UPDATE** when you have edited all the tabs requiring change.

Result: Role was edited successfully.

Related topics

Add Role

Copy Role

Follow this administrator procedure to copy an existing role in order to create a new role.

The copy function is helpful when you want to create a **role** based on the details of an existing role but with only a few differences (for example if you want to base a role on a Bank **default role** but with some customised changes). Once you have copied the role, simply edit the new role to reflect the differences.

You can also use the copy function to merge two or more existing roles into one new role.

1. From the **Administration** menu, select **Manage Roles**.

2. Search for or find the role to be copied in the left **Role** column.

   Tip 1: The **Role** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 roles listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the checkbox next to the role you want to copy in the **Select** column (on the right).

   Tip 2: You can merge two or more existing roles to create one new role. The new role is an amalgamation of the details of the copied roles. To merge roles, tick 2 or more check-boxes in the **Select** column.

4. Click the **COPY** button directly above the **Modified Date** column.

5. The **Add New Role** window opens.

6. Click on the first tab and amend the details you want to change.

7. Click on the **NEXT>>** button if you want to change the details of the next tab. The **NEXT>>** button saves the details of the tab you have been working on before taking you to the next tab.

8. Click on **SAVE** when you have edited all the tabs requiring change.

Result: Role was copied successfully.

What next?

Edit Role – to edit the new role as required

Related topics

Add Role

Delete Role

Delete Role

Follow this administrator procedure to delete a role permanently from ANZ Direct Online records. Before you can delete a role you must first remove all users who are assigned to that role.

1. From the **Administration** menu, select **Manage Roles**.

2. Search for or find the **role** to be deleted in the left **Role** column.

   Tip 1: The **Role** column is sorted in alphabetical order in groups of 20 records. If you have more than 20 roles listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Click on the link for this role to move to the **Edit Role** screen.

4. Select the **Members** tab and move all of the users assigned to this role by clicking on each user-name and selecting to move the user back into the left column.

5. Select the **UPDATE** button to save the changes. All users assigned to this role have now been removed.

6. From the **Administration** menu, select **Manage Roles.**

7. Tick the checkbox next to the role you want to delete in the **Select** column (on the far right).

   Tip 2: You must remove all users assigned to the role before you before you delete it.

   Tip 3: You can delete multiple roles at a time, by ticking multiple check-boxes in the Select column.

8. Click the **DELETE** button directly above the **Select** column.

9. If you are sure you want to delete the selected role(s), click **OK** when prompted, otherwise click **Cancel**.

Result: Role was deleted successfully.

Related topics

Delete User

Edit Role

Search for Role

Managing Passwords

About Managing Passwords

This administrator topic covers the following:

- Unlocking a user's log-on credentials - an administrator procedure to enable a user who has locked themselves out of ANZ Direct Online to continue using the same password

- Resetting a user's password - an administrator procedure to create a new password for a user, for example, in cases where a user has forgotten their password.

Unlock Password

Follow this administrator procedure to enable a user who has locked themselves out of ANZ Direct Online to continue using the same password. Users lock themselves out when they enter an incorrect Client Code, User ID or Password 5 consecutive times.

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the **Reset to 'Able to Log On'** checkbox.

4. Click on **UPDATE**.

Result: The user can log on with their old password.

Reset Password

Follow this administrator procedure to create a new password for a user, for example in cases where a user has forgotten their password.

1. From the **Administration** menu, select **Manage Users**.

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip 1: The **User ID** column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the **Reset Password** checkbox.

Reset Password	☑	
New Password		⊞ Password Criteria
Confirm Password		

4. Enter a temporary password into the **New Password** field and the **Confirm Password** field.

   Tip 2: The password is case sensitive. It must contain a minimum of 8 and a maximum of 20 characters, at least 1 uppercase and 1 lowercase letter and at least 2 numbers, symbols are allowed. ANZ Direct Online will remember the last 12 passwords used.

5. Click on **UPDATE**.

6. Advise the user of the new temporary password and they will be prompted to change their password to a new, unique password when they next log on.

Result: The user can log on with the new password.

Managing Account Information Groups

About Managing Account Information Groups

This administrator topic covers the following:

- Adding account information groups
- Editing an existing account information groups

- Search for an account information group

- Deleting an account information group

Add Account Information Group

Follow this administrator procedure to add a new account information group.

1. From the **Administration** menu, select **Manage Account Information Groups.**

   - To add a new account information group, click on the

     Add New Domestic button or **Add New Foreign** button.

   Note: If you don't have any foreign currency accounts loaded on your site, you will not see the ADD NEW FOREIGN button.

2. Complete the **Account Information Group Name** field. Each account information group name must be UNIQUE - up to 20 characters.

3. Assign the accounts you want to include in the **Account Information Group** by selecting on the Account(s) and clicking on the >> button. The accounts selected will appear in the Accounts assigned to Group column.

   Note: Bank Default roles will have access to the Account Information Groups.

4. Select the **Roles** tab if you want to assign the Account Information Group to any roles you may have set up. Click on the >> button and the roles selected will appear in the right hand column.

5. Click **SAVE** to finish.

Result: New Account Information Group was created successfully.

What next?

View and Print Account Information Reports

Related topics

Delete Account Information Group

Edit Account Information Group

Search for Account Information Group

Editing an Existing Account Information Group

Follow this administrator procedure to edit an existing account information group.

1. From the Administration menu, select **Manage Account Information Groups.**

2. To edit an existing account information group, click on the **Account Information Group** you want to change.

   Tip : The Account Information Group column is sorted in alphabetical order in groups of 20. If you have more than 20 groups listed, chose either a greater number of records to display from the Display drop-down list or click on the next link to view the next 20 records.

3. Click on the account(s) you want to remove from the **Account Information Group** and click on the [<<] button. The accounts selected will appear back in the left hand column.

   Note: All Bank Default roles will have access to all Account Information Groups.

4. Click on the **Roles** tab if you want to remove any roles with access to group. Click on the [<<] button and the accounts selected will appear back in the left hand column.

5. Click **UPDATE** to finish.

Result: Account Information Group was edited successfully.

What next?

View and Print Account Information Reports

Related topics
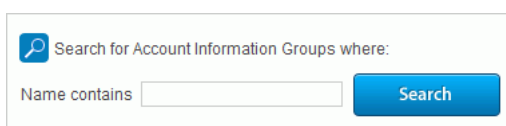
Add Account Information Group

Delete Account Information Group

Search for Account Information Group

Follow this administrator procedure to search for an existing account information group.

1. From the **Administration** menu, select **Manage Account Information Groups.**

2. Enter the **Account Information Group** name in the Search field (located directly under this screen's heading).

> **Tip:** You can search on part of an account information group name, if you cannot remember the whole name. You can search on letters, numbers, hyphens and underscores.

3. Click **SEARCH**.

Result: Account information Group that meet your criteria will display.

Related topics

Add Account Information Group

Delete Account Information Group

Edit Account Information Group

Delete Account Information Group

Follow this administrator procedure to delete an account information group permanently from your records.

1. From the **Administration** menu, select **Manage Account Information Groups.**

Account Information Group	Group Type	No of Accounts	Creator	Creation Date	Modified Date	Select
BALANCES	Domestic	5	150595	10 Mar 2015		☐
FCA BAL	Foreign	1	150595	10 Mar 2015		☑

showing **1-2** back | next

showing **1-2** back | next

Delete

2. Select the **Account Information Group** you want to delete in the **Select** column (on the right).

3. Click the **DELETE** button directly above the Select column.

4. If you are sure you want to delete the selected group(s), click on **OK** when prompted.

Result: Account information group was deleted successfully.

Related topics

Add Account Information Group

Edit Account Information Group

Search for Account Information Group

Manage Account Names

Follow this administrator procedure to add, edit or delete a preferred account name to an account. This permission is available to any established role with the Manage Access permission activated but is limited to the System Administrator and Super User default roles. Once a preferred name has been added to an account all users within the site can view this account name.

1. From the **Administration** menu select **Manage Account Names**.

2. To amend the name on any Domestics Accounts, search for accounts using the options in the drop down box or select the **Account Number** in the boxes below to add, edit or delete the **Preferred Account Name**.

3. Select the **Credit Cards** tab if you wish to add, edit or delete a preferred account name.

   Note 1: If you don't have any credit card accounts loaded on your site, you will not see the tab.

4. Enter, amend or delete the **Preferred Account Name.**

5.   Click on **SAVE** or **CANCEL**.

6.   Select the **Foreign Currency Account** tab if you wish to add, edit or delete a preferred account name.

> **Note 2:** If you don't have any foreign currency accounts loaded on your site, you will not see the tab.

7.   Enter, amend or delete the **Preferred Account Name.**

8.   Click on **SAVE** or **CANCEL**.

Result: The procedure is complete.

Manage Payment Limits

Follow this administrator procedure to add or change optional payment limits for your ADO Site and your Users. Permission to access this page can be added to any customer-established roles, but for default roles it's only available for the System Administrator and Super User roles.

Daily payment limits for your ADO site, and transaction limits for your Users are optional and by default are set to unlimited. Follow these procedures to manage the payment limit amounts for your site and users.

Before you start:

To access the Manage Payment Limits menu item, you must be assigned a **Role** that includes the Manage Payment Limits permission. The Default roles, Super User and System Administrator roles both include this permission.

User Limits can also be updated via the **Manage Users** page, which requires the **Manage Access** permission.

Updating Daily Payment Limits for your ADO Site

1. From the **Administration** menu, select **Manage Payment Limits**

2. In the **Site Limits** section, limits are displayed for each payment type that you have enabled; Domestic Payments, International Payments and Same Day Cleared Payments. The default option is Unlimited.

3. To set a Daily payment limit, un-tick the **Unlimited** check box and enter the payment limit amount in the corresponding field.

Note: The daily site limit assesses the value of all payments in the **Batch Workflow**, from the **Frozen Column** through to the **Processed Column** for any given payment due date. It includes payments that have been processed by the Bank which have since been deleted from the **Processed Column**, and also includes **Recurring Payment**s.

4. Scroll to the bottom of the page, and click **Save** to update the payment limits.

Updating Users' Transaction Limits

1. From the **Administration** menu, select **Manage Payment Limits**

2. In the **User Limits** section, locate the user by using the search facility or scrolling through the list of users. Each user will have limits are displayed for each payment type that you have enabled.

3. To set a User's payment limit, overtype the amount that is displayed in the limit field/s. The default amount is $999,999,999.99.

    Note: The Users' transaction limits are assessed as payments are being entered in ADO. Entering a payment amount greater than the user's limit will result in an error message being displayed.

3. Scroll to the bottom of the page, and click **Save** to update the payment limits.

    Note: Limits for International Payment are set as an NZD equivalent amount, which is based off the indicative currency exchange rate at the time.

Related Topics:

Add User

Check What Permissions a User Has

Your Devices

This page is available for Users who are also Authorisers so they can view and manage their authorisation device details.

1. Depending on what device/s you have allocated both the Physical Vasco authorisation device and the ANZ Direct Auth app will show in the table on this page.

2. The columns are as follows:

   - Serial ID - the unique identifier for your device

   - Device Type - App or Physical (handheld authorisation device)

   - Device Name - the app can be given a nickname to identify it

   - Status - Active / Inactive

   - Actions - Reset PIN, Activate Device, Edit Device

3. The Information section provides help on different scenarios in which you may need to contact the bank for support around your devices.

   - **Call the Helpdesk** (0800 269 347) if you are locked out of have forgotten your PIN, have lost your phone/tablet, are replacing your phone/tablet,or need to reset your phone/tablet (and set up all apps again).

   - **Complete an Add / Remove Authorisation Device** secure mail request if you would like to get a new app, remove an existing app or physical device, or replace an expired/faulty physical device.

Note: To be able to view this page your User ID must be lined to your Signatory profile. This can be requested via a Secure Mail request.

Enable / Disable Welcome Screen

Follow this administrator procedure to enable or disable a user to view the Welcome Screen.

1. From the **Administration** menu, select **Manage Users.**

2. Search for or find the user in the left **User ID** column, and click on the link for that user.

   Tip: The User ID column is sorted in alphabetical order in groups of 20. If you have more than 20 users listed, either choose a greater number of records to display from the **Display** drop-down list or click on the **next** link to view the next 20 records.

3. Tick the **View Welcome Screen** checkbox to enable the user to view the welcome screen or remove the tick from the checkbox if access is not required for that user.

4.   Click on **UPDATE**.

Result: The user has either been enabled or disabled as appropriate to view the welcome screen from the next time they sign in.

Your Details

This page is available to Users when their Security Details must be reviewed or when they want to manage their Security Details.

Until you have answered the Security Details you will be prompted. If you have answered the Security Details, then you will not be asked again.

From this page, you can

1. Click **ASK ME LATER** (this will prompt you for your Security Details in 2 weeks)

OR

1. Enter in your mobile number

2. Select your Security Questions

3. Enter your answers

4. Click **CONFIRM**

Alternatively, to manage your Mobile Number or Security Details

1. From the **Administration** menu, select **Your Details**

2. Enter your new Mobile Number

3. Click **CONFIRM** to update your mobile only

OR

1. To change your security questions, click **RESET**

2. Select your new security questions

3. Enter in your answers

4. Click **CONFIRM**

Note: hovering over the **Show Answers** will temporarily reveal the answers you provided.

Storing and Archiving Data

Topics Included in the Storing and Archiving Chapter

Batches that have completed processing will be permanently deleted from ANZ Direct Online after 13 weeks. For international batches, this 13-week period is calculated from the earliest value date. Note that the earliest value date may be 60 days prior of the last value date.

The Bank recommends that you save a copy of your processed domestic, international, same day cleared payments and **secure mail batches** for your records on the FIRST WORKING DAY OF EVERY MONTH.

The Bank recommends that you save a copy of the audit log for your records on the FIRST WORKING DAY OF EVERY MONTH.

This chapter covers the following topics:

- Viewing and actioning notifications - to view important **notifications** about which of your processed batches are due for automatic deletion from this system
- Storing and archiving account information reports
- Storing and archiving bank reports
- Store and Archive Processed Batches
- Storing and archiving international payment confirmation reports
- Storing and archiving audit log.

View and Action Notifications

The Notifications screen provides a list of important notices that you should read and action, including notices about when your processed batches are due for automatic deletion from ANZ Direct Online. Items due for deletion should be archived (saved) by you in advance.

You will be advised if there are no notifications for you to view.

1. From the **Reports** menu, select **View Notifications**. We recommend that you read and action **notifications** on a regular basis.

2. From this screen, you can click on a hyperlink to the **Manage Processed Batches** screen to **archive** processed domestic, international and **secure mail batches** due for deletion.

3. Then from the main **Reports** menu, select **Archive Audit Log** to archive **audit log** records due for deletion.

   Result: Once you have actioned any notifications as required, this procedure is complete.

Note: This screen also appears the first time a user logs on to ANZ Direct Online each week.

Related topics

Store and Archive Audit Log - to archive copies of your audit log

Store and Archive Processed Batches - to archive copies of your domestic and secure mail batches after Bank processing

Store and Archive Account Information Reports

Follow this procedure to store and archive reporting information about your domestic and/or foreign currency accounts e.g. balances, transactions and statements.

A designated user in your organisation, typically a **super user** / system administrator, must store and archive data at least EVERY 6 WEEKS, however, we recommend that you schedule it as an activity for the FIRST WORKING DAY OF EACH MONTH. This is because ANZ Direct Online does NOT store your reporting information and data for longer periods of time.

1. From the **Reports** menu, select **View Account Information**.

2. Choose either the **Domestic Accounts** tab or the **Foreign Currency Accounts** tab.

    Note: If you don't have any FCA accounts loaded on your site, you will not see the tabs.

3. Select the accounts for which you want to store/archive **transaction** data in the

    Accounts column and click on >> . The accounts selected will appear in the **Selected Accounts** column.

    Tip 1: Click on the **Select All** button to select all the accounts in the **Accounts** column. The accounts will move into the **Selected Accounts** column.

4. Select the account report you want to store from the **Report Name** drop-down list.

    The available Domestic **Account Information** reports include:

- **Balances Report** (XLS, **PDF** and **CSV** formats)
- **Balances Consolidate** (XLS, **PDF** and **CSV** formats)
- **Basic Statement - Landscape** (XLS, **PDF** and **CSV** formats)
- **Basic Statement - 365** (XLS, **PDF** and **CSV** formats)
- **Dishonoured Transactions Report** (XLS, **PDF** and **CSV** formats)
- **Profiles Report** (XLS, **PDF** and **CSV** formats)
- **Statements Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Statement – Portrait** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions Report** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions - 365** (XLS, **PDF**, **CSV** formats)
- **Transactions Extended** (XLS, **PDF**, **CSV**, **QIF** 2 digit year and **QIF** 4 digit year formats)
- **Transactions Extended - 365** (XLS, **PDF**, **CSV** formats).

The available Foreign Currency Account Information reports include:

- **Balances Report** (XLS, **PDF** and **CSV** formats)
- **Transactions Report** (XLS, **PDF** and **CSV** formats)
- **Transactions Extended** Report (XLS, **PDF** and **CSV** formats).

Tip 2: As a minimum, it is recommended that you store/archive at least the Transactions Report (for both your domestic and foreign currency accounts) and the Profiles Report (for domestic accounts only) depending on the accounting and audit requirements of your organisation.

5.   Select the report format you want from the **Format** drop-down list.

Use PDF format: If you want to print account information or store it electronically in PDF format, select PDF format from the **Format** drop-down list.

Use CSV and QIF formats: If you want to export data into your accounting package, select either CSV or the appropriate QIF format from the **Format** drop-down list.

6.   Select the **Start Date** and the **End Date** from the pop-up calendar, then click **Go**.

Result: Selected report for selected account(s) generates.

7. Choose from the appropriate option(s) below:

- Store electronic copies of each report by opening the PDF and selecting Save As from the Adobe File menu.

- Store the PDF on:

    - your organisation's network, or

    - if your organisation is not networked, on a backed-up hard drive or on a CD-Rom to be filed in storage.

- Store printed hard copies of the reports in your organisation's paper filing system. To print the PDF, open it and select Print from the Adobe File menu.

- Store back-up copies offsite as a further precautionary measure

- Save the data and import this data into your accounting software for reconciliation, if your organisation uses accounting software. Please refer to the help information provided by your accounting software on how to import the data file. It is recommended that you back-up and archive the data in your accounting software on a regular basis as per your internal policies.

Result: Procedure is complete.

Related topics

View and Print International Payments Confirmation Report - to get PDF copies of international reports for your own records

View and Print Account Information Reports

Export Account Information Data to Reconcile With Accounting Software

Export Domestic Account Information - File Specifications

Export Foreign Currency Account Information - File Specifications

Store and Archive Other Bank Reports

Follow this procedure to store and archive Bank Reports provided on ANZ Direct Online.

A designated user in your organisation, typically a **super user** / **system administrator**, must store and archive these **Bank Reports**, specifically client-specific reports: the **Monthly Charges Report** and the **Forward Exchange Contract** report. These reports are accessible from this screen for at least 10 WORKING DAYS.

1. From the **Reports** menu, select **View Reports**. **Bank Reports** are listed in reverse date order.

2. Click on the **PDF** link to view the report you require.

Bank Reports include:

- **Monthly Charges Report** (PDF format)
- **Broadcast** from the Bank (PDF format).

3. From the **Reports** pop-up, select **View**.

4. Choose from the appropriate option(s) below:
   - Store electronic copies of each report by selecting **Save As** from the **Adobe Acrobat** File menu on:
     - your organisation's network, or
     - if your organisation is not networked, on a backed-up hard drive or on a CD-Rom to be filed in storage.
   - Store printed hard copies of the reports in your organisation's paper filing system by selecting Print from the **Adobe File** menu.

Result: Procedure is complete.

Related topics

View and Print Other Bank Reports

Store and Archive Processed Batches

Follow this procedure to store and archive domestic, international, same day cleared payments and secure mail batches after they have been processed by the Bank (including stopped and rejected batches).

Before you start:

Ensure you have software that is capable of opening ZIP files, e.g. WinZip, 7-Zip

The Manage Processed Batches screen provides 13 WEEKS of data. For international batches, this is calculated from the earliest value date in the batch.

We recommend that you archive the previous month's processed batches on the FIRST WORKING DAY of each month.
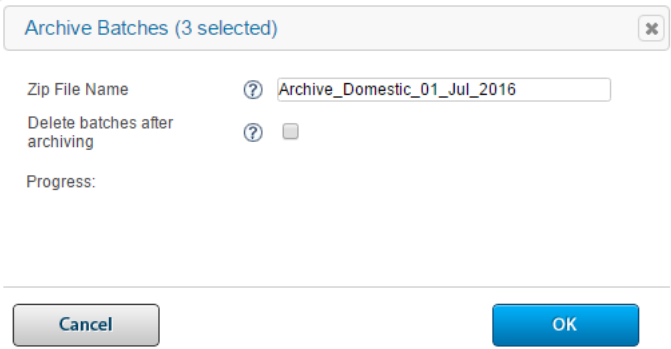
1. From the **Batches** menu, select **Manage Processed Batches** or click on the <u>**PROCESSED**</u> heading link at the top of the **PROCESSED** column.

2. Select either the **Domestic**, **International, Same Day Cleared Payment** or **Secure Mail radio button** depending on the type of batch you want to **archive**.

3. Enter the **batch** name in the **Batch Name** field if known and if your search relates to one processed batch only.

4. If known, select the batch group from the **Group** drop-down list and the transaction type from the **Type** drop-down list.

5. Select the **Due Date (From)** and **(To)** dates from the pop-up calendars to specify the date range of your search, and then click **SEARCH**.

    Result: Processed batches that meet your search criteria display.

6. Select all the batches in the list that you want to store/archive by ticking the checkbox to the left of each batch row.

    Tip 1: Click on the **SELECT ALL** button to select all batches listed.

7. Click on 🖫 located above the batch listing.

Archive Batches (3 selected)		✖
Zip File Name	⑦	Archive_Domestic_01_Jul_2016
Delete batches after archiving	⑦	☐
Progress:		

    Cancel   OK

8. The **Archive Batches** dialog will be displayed. Update the filename or leave as the defaulted value as required. Select the tickbox to delete the selected batches from the Bank's server after the archiving process is complete.

9. Once archiving is complete, you will be prompted to choose a location to save the ZIP file, we recommend saving on:

   - your organisation's network, or
   - if your organisation is not networked, on a backed-up hard drive.

10. If more than one batch has been archived, the ZIP file will contain a folder structure organised by years and months. This folder structure can be extracted to a location on your computer, if you extract subsequent ZIP files to this same location the new archive files will be added to the folder structure.

[Archive_Domestic_01_Jul_2016.zip]
archive
  2015
    Jul
  2016
    May
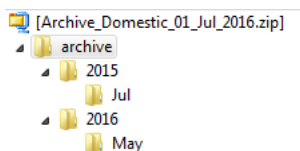
11. Click on the 🖨 button located above the batch listing to print the **Batch Summary Reports. File these reports** if your organisation maintains a paper audit trail.

Result: Procedure is complete. These processed batches will no longer be available to view on ANZ Direct Online.

Related topics

View Processed Batches

Store and Archive International Payment Confirmation Report

Follow this procedure to store and archive International Payment reports. Confirmation reports in are produced in PDF and CSV formats.

1. From the **Reports** menu, select **View International Payment Confirmation Report**. The International Payment Confirmation screen opens.

2. Choose the date range that you would like to report on by selecting the **Start** and **End dates** from the pop-up calendars.

   Tip: The maximum report date range you can select must be within the last 14 calendar days.

3. From **Adobe Acrobat**, choose from the appropriate option(s) below:

   - Store electronic copies of each **PDF** report by selecting **Save As** from the Adobe File menu on:

     - your organisation's network, or

     - if your organisation is not networked, on a backed-up hard drive or on a CD-Rom to be filed in storage.

- Store printed hard copies of the reports in your organisation's paper filing system by selecting Print from the **Adobe File** menu.

Result: Procedure is complete.

Store and Archive Same Day Cleared Payment Reports

Follow this procedure to store and archive Same Day Cleared Payments (SCP) reports. Confirmation reports in are produced in PDF and CSV formats.

1. From the Reports menu, select **View Same Day Cleared Payment Confirmation Report**. Same Day Cleared Payment Confirmation screen opens.

2. Choose the date range that you would like to report on by selecting the **Start** and **End** dates from the pop-up calendars.

   Tip: The maximum report date range you can select must be within the last 14 calendar days.

3. From **Adobe Acrobat**, choose from the appropriate option(s) below:

   Store electronic copies of each PDF report by selecting Save As from the Adobe File menu on:

   - your organisation's network, or

   - if your organisation is not networked, on a backed-up hard drive or on a CD-Rom to be filed in storage.

4. Store printed hard copies of the reports in your organisation's paper filing system by selecting Print from the Adobe File menu.

Result: Procedure is complete.

Store and Archive the Audit Log

Only a user, who has been assigned audit log permissions, can access the audit log. Follow this procedure to store and archive a log of all activities performed by your organisation's users over the past 4 months on ANZ Direct Online.

The log provides 4 months (123 days) of activity from today's date i.e. older records are deleted automatically.

We recommend that you archive the previous month's audit log on the FIRST WORKING DAY of each month.

1. From the **Reports** menu, select **Archive Audit Log**.

2. Select the correct month from the **Period** drop-down list.

3. Click **GO**.

4. The audit log report is now generating. Click **Refresh** or return to the **Archive Audit Log** screen at a later time to view or download the generated log.

   Note: Large audit logs may take some time to generate.

   Result: Audit Log generates for the chosen period in **CSV**, XLS and **PDF** formats. Once generated, the audit log will be available from this screen FOR UP TO 3 DAYS before being automatically deleted.

5. Click on the link for the required format to download the Audit Log.

Result: Procedure is complete.

Related topics

View Audit Log

Appendices

About the Appendices

These appendices provide:

- a list of error messages for invalid international transactions.

And file specifications for:

- exporting domestic account information from this system
- exporting domestic account information from this system (if previously used DirectLink Online)
- exporting foreign currency account information from this system
- exporting dishonour report information from this system
- bulkloading domestic data from your accounting or payroll software into this system
- bulkloading international data from your accounting or payroll software into this system.

List of Error Messages for Invalid International Transactions

An invalid international transaction will prevent an entire batch from being released to and processed by the Bank.

The following is a list of error messages that display if there is an invalid transaction in an international batch.

Refer to the right-hand column below for instructions on how to resolve each error.

Error message	How to resolve this error
Invalid currency code (blank)	The Currency Code field is blank. Please select the required currency code for your payment from the drop-down list.
Payment amount invalid	Enter a valid amount in the Payment Amount field.
Payment amount too big	Enter a valid amount in the Payment Amount field.

Value date invalid	Choose a valid payment date from the Value Date pop-up calendar.
Value date cannot be before today	Choose a valid payment date from the Value Date pop-up calendar.
Value date cannot be future dated that far in advance	Choose a valid payment date from the Value Date pop-up calendar.
Value date cannot fall on a holiday or weekend	Choose a valid payment date from the Value Date pop-up calendar.
Invalid beneficiary bank country (blank)	The Beneficiary Bank Country field is blank. Please select the beneficiary bank's country from the drop-down list.
Invalid debit account (blank)	The Debit Account field is blank. Select an account to be debited from the drop-down list.
Debit account '" + account + "' has been deleted	The debit account selected has been closed. Please select a different account from the drop-down list.
Invalid charges account (blank)	The Bank Charges Account field is blank. Please select an account from the drop-down list.
Charges account '" + account + "' has been deleted	The Bank Charges Account selected has been closed. Please select a different account from the drop-down list.
Charges account must be debit or any domestic account	If you chose a domestic account as your Debit Account, you can only choose a domestic account for your Bank Charges Account.
Invalid beneficiary name (blank)	The Beneficiary Name field is blank.
Invalid beneficiary bank SWIFT format	You have entered an invalid beneficiary bank SWIFT code. Please enter the correct code or leave this field blank.
Invalid beneficiary bank (blank)	The Beneficiary Bank field has been left blank. Please enter the beneficiary bank in this field.
Invalid beneficiary bank	The Beneficiary Bank Branch field has been left blank. Please enter the

branch (blank)	beneficiary bank branch name.
Invalid beneficiary bank address (blank)	The Beneficiary Bank Address field has been left blank. Please enter the beneficiary bank address.
Invalid beneficiary bank sort code format	An invalid beneficiary bank sort code has been entered. Please enter a valid beneficiary bank sort code or leave this field blank.
Valid IBAN required as currency is EUR and beneficiary bank country (country name).	Enter a valid IBAN (International Bank Account Number) in the beneficiary Account Number field.
Valid SWIFT code (BIC) is required for Euro currency to beneficiary bank country.	Enter a valid SWIFT code (BIC) in the beneficiary bank field or use a the Look Up button to locate required Bank.
Sort Code must be blank as currency is EUR and beneficiary country is (country name)	Delete the sort code from the beneficiary bank field
The sort code does not match the beneficiary bank country.	Enter a valid sort code ie AUD payments to Australia (AU+6 digits), GBP payments to UK (SC+6 digits) USD payments to US (FC + 9 digits), CAD payments to Canada (CC+9 digits)
Should not use a sort code when sending USD to (country)	Delete the sort code in the sort code/BSB field when sending USD, as a sort code is not required.
Invalid deal number, amount or exchange rate.	Enter a valid deal number, amount or exchange rate.

Export Domestic Account Information - File Specifications

Below are the CSV file format specifications for exporting domestic account balance, transaction and profile records.

ANZ Direct Online will allow you to export information into another application such as a spreadsheet or accounting software. The exported files are produced in one order only in **CSV** format. The files can then be manipulated to sort the row of information into any order Microsoft Excel allows.

This topic provides standard file specifications for:

- domestic account balances

- domestic account transactions (including account balances)

- domestic account profiles.

This topic also provides specific file specifications for:

- domestic account - specific reports

The content of each text file is comma-delimited. Each account balance, **transaction** or profile is a single line or record in the file.

Some fields are generated as quoted strings. e.g. "DEPOSIT 0819". Refer to the examples below.

Dates must be Year 2000 compliant (DD/MM/YYYY).

Refer to the Extract File Format section for file content and format details

Example of a domestic account balance export file:

666666,"01-0111-0012345-00", 0.00, 0.00, 62.65, 62.65,"31/10/2011","ABC LTD"

Example of a domestic account transaction export file:

3,666666,"01-0001-0011111-00",-
219.45,000000000000,000,"DC","SMITH","","","ERGO","26/10/2011"

5,666666,"01-0001-0011111-00",219.45,,,"OPENING BALANCE","","","BOB AND BOB","26/10/2011",""

6,666666,"01-0001-0011111-00",0.00,,,"CLOSING BALANCE","",""," BOB AND BOB ","26/10/2011",""

8,666666,"01-0001-0011111-03",2.00,1,050,"CREDITS","","","","04/10/2011",""

9,999999,"99-9999-9999999-99",-4.00,1,000,"DEBITS","","","","29/09/2011",""

Example of a domestic account profile export file:

666666," 01-0001-0011111-
00","31/10/2011","SMITH",62.65,"C",0.00,0.00,0.00,0.00,0.00,0.000,0.00,0.000,0.00,0
.000,0.00,0.000,0.00,0.000,0.00,0.000,0.00,0.000

File specifications for domestic account balances - Standard

The domestic account balance extract file contains a single record for each account within each date. The format of this record is shown in the table below.

Example:

666666,"01-0111-0012345-00", 0.00, 0.00, 62.65, 62.65,"31/10/2011","ABC LTD"

Domestic Account Balance Record		
Name	**Size - Max**	**Contents**
Corporate ID	6 Numeric	Account Group identifier for bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Opening Balance	17 Numeric	Preceded by sign (- for **debit**, blank for **credit**) + 9 Numeric + Decimal Point + 2 Decimal Places
Total Debit Transactions	17 Numeric	Preceded by sign (- for debit, blank for credit) + 9 Numeric + Decimal Point + 2 Decimal Places
Total Credit Transactions	17 Numeric	Preceded by sign (- for debit, blank for credit) + 9 Numeric + Decimal Point + 2 Decimal Places
Closing Balance	17 Numeric	Preceded by sign (- for debit, blank for credit) + 9 Numeric + Decimal Point + 2 Decimal Places
Transaction Date	10 Characters	DD/MM/YYYY
Account Name	25 Characters	The account name

File specifications for domestic account transactions - Standard

The domestic account transactions extract file is made up of a number of different record types. These record types are identified by the contents of the first field, as detailed in the following table:

First Field	Record Type
3	Account Transactions
5	Opening Balance
6	Closing Balance
8	Account Totals
9	Date Totals

Transaction records for each record type

For each record an example of the text file is given. The tables give a detailed description of each record file.

Record type 3 - Transaction record

There is at least one transaction record for each account within each date. If there are no transactions across an account for a particular date, then no records are created. i.e. Records 5,6,8,9 cannot be created without at least one record 3.

Example:

3,666666,"01-0001-0011111-00",-219.45,000000000000,000,"DC","SMITH","","","ERGO","26/10/2011"

Domestic Account Transactions - Record Type 3 (Transaction Record)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	3
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is debit)
Serial Number	12 Numeric	Cheque Serial Number

Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY

Record type 5 - Opening balance record

There is one opening balance record for each account within each date.

Example:

5,666666,"01-0001-0011111-00",219.45,,,"OPENING BALANCE","","","BOB AND BOB","26/10/2011",""

Domestic Account Transactions - Record Type 5 (Opening Balance)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Numeric	5
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Opening Balance	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is debit)
Null		Empty Field
Null		Empty Field

Particulars	15 Characters	"OPENING BALANCE"
Null		Blank Field i.e.""(Double Quotes)
Null		Blank Field i.e.""(Double Quotes)
Account Name	25 Characters	The account name
Transaction Date	10 Characters	DD/MM/YYYY
Null		Blank Field i.e.""(Double Quotes)

Record type 6 - Closing balance record

There is one closing balance record for each account within each date.

Example:

6,666666,"01-0012-0654321-25",0.00,,,CLOSING BALANCE","","","BOB AND BOB","05/06/2010", ""

Domestic Account Transactions - Record Type 6 (Closing Balance Record)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Numeric	6
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Closing Balance	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is debit)
Null		Empty Field
Null		Empty Field

Particulars	15 Characters	"CLOSING BALANCE"
Null		Blank Field i.e.""(Double Quotes)
Null		Blank Field i.e.""(Double Quotes)
Account Name	25 Characters	The account name
Transaction Date	10 Characters	DD/MM/YYYY
Null		Blank Field i.e.""(Double Quotes)

Record type 8 - Account total record

There are two of these records for each account within each date, one for debit and one for credit transactions.

Example:

8,666666,"01-0001-0011111-03",2.00,1,050,"CREDITS","","","","04/10/2011",""

8,666666,"01-0001-0011111-03",2.00,1,000,"DEBITS","","","","04/10/2011",""

Domestic Account Transactions - Record Type 8 (Account Total Record)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Numeric	8
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Total Amount of Transactions for the account	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is debit)
Number Of Transactions	8 Numeric	Total number of (Cr or Dr) transactions for the account and date
Transaction Code	3 Numeric	000 For Debits, 050 For Credits

Particulars	7 Numeric	Either "DEBITS" or "CREDITS"
Null		Blank Field i.e.""(Double Quotes)
Null		Blank Field i.e.""(Double Quotes)
Null		Blank Field i.e.""(Double Quotes)
Transaction Date	10 Characters	DD/MM/YYYY
Null		Blank Field i.e.""(Double Quotes)

Record type 9 - Date total record

There are two of these records for each date, one for debit transactions and one for credit transactions. These records are the total of all the accounts for the date.

Example:

9,999999,"99-9999-9999999-99",-4.00,1,000,"DEBITS","","","","29/09/2011",""
9,999999,"99-9999-9999999-99",2.00,1,050,"CREDITS","","","","29/09/2011",""

Domestic Account Transactions - Record Type 9 (Date Total Record)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Numeric	9
Corporate ID	6 Numeric	999999
Account Number	18 Characters	99-9999-9999999-99
Total Amount of All Account Transactions for the Date	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is debit)
Number Of Transactions	8 Numeric	Total number of (Cr or Dr) transactions for all accounts for the date.
Transaction Code	3 Numeric	000 For Debits, 050 For Credits
Particulars	7 Characters	Either "DEBITS" or "CREDITS"
Null		Blank Field i.e.""(Double Quotes)

Null		Blank Field i.e.""(Double Quotes)
Null		Blank Field i.e.""(Double Quotes)
Transaction Date	10 Characters	DD/MM/YYYY
Null		Blank Field i.e.""(Double Quotes)

File specifications for domestic account profiles - Standard

The domestic account profiles extract file contains a single record for each account within each date. The format of this record is shown in the table below.

Example:

666666," 01-0001-0011111-
00","31/10/2011","SMITH",62.65,"C",0.00,0.00,0.00,0.00,0.00,0.000,0.00,0.000,0.00,0
.000,0.00,0.000,0.00,0.000,0.00,0.000,0.00,0.000

Domestic Account Profile Record		
Field Name	**Size - Max**	**Contents**
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS or BB-BBBB-AAAAAAAAAA-SSSS
Date	10 Characters	DD/MM/YYYY
Account Name	25 Characters	The account name
Current Balance	17 Characters	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros
Balance Type	1 Characters	C = Credit or D = Debit
Debit Interest Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Credit Interest Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000

Service Fees Accrued	17 Numeric	Default 0.00
Bank Fees Accrued	17 Numeric	Default 0.00
Charges In Transit	17 Numeric	Default 0.00
Credit Rate One	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Credit Limit One	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Credit Rate Two	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Credit Limit Two	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Credit Rate Three	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Credit Limit Three	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Debit Rate One	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Debit Limit One	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Debit Rate Two	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Debit Limit Two	17Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Debit Rate Three	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. No leading zeros. Default 0.00
Debit Limit Three	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places, no leading zeros. Default 0.000
Setoff Rate	6 Numeric	Default 0.000

File specifications for specific reports

ADO will allow you to extract information into another application such as a spreadsheet or an accounting package. The files extracted are produced in CSV format. The files can then be manipulated to sort the row of information into any order Excel allows.

File Details for Domestic Account Transaction files

- The content of each text file is comma delimited. Each account transaction is a single line or record in the file. The Extract File Format section of this document provides more detail on content.

- Dates must be Year 2000 compliant (DD/MM/YYYY).

- The naming conventions for AI domestic transaction files are:TRNddmmm[1].D00.CSV where dd is the date (numeric), mmm is the month (character)e.g.TRN19APR[1].D00.CSV represents the transaction file for 19 April. You may find that your browser inserts [1], [2] etc. into the file name as the file name is only a suggestion (TRNddmmm[1][1].D00.CSV

- There is at least one transaction record for each account within each date. If there are no transactions across an account for a particular date, then no records are created. I.e. Records 5,6,8,9 cannot be created without at least one record 3.

Transactions: TRNddmmm[1].D00.CSV

Transactions Record		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit)
Serial	12 Numeric	Cheque Serial Number

Number		
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY

Transactions 365: TRNddmmm[1].D00.CSV

Transactions Record		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the

		amount is Debit)
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY
Value Date	10 Characters	DD/MM/YYYY

Transactions Extended: TRNddmmm[1].D00.CSV

Note: The Excel format does not contain the Type 1 record.

Transactions Extended		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)

Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS or BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY
Originator Other Party Account	6 Characters 16 Characters	The bank & branch number of the originator of the transaction in BBbbbb format (BB = bank number & bbbb = branch number). Or this number will be shown in full if permission has been granted in BBbbbbAAAAAAASSS format (BB = bank number, bbbb = branch number, AAAAAAA = account base, SSS = account suffix).

Transactions Extended 365: TRNddmmm[1].D00.CSV

Note: The Excel format does not contain the Type 1 record.

Transactions Extended

Field Name	Size - Max	Contents
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS Or BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY
Originator	6 Numeric	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number).
Other Party Account	16 Numeric	(OR this number will be shown

		in full if permission has been granted - as BB-BBBB-AAAAAAA-SS)
Value Date	10 Characters	DD/MM/YYYY

Balances: BALddmmm [1].D00.CSV

Domestic Account Balance Record		
Name	**Size - Max**	**Contents**
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Opening Balance	17 Numeric	Preceded by sign (- for debit, blank for credit) + 13 Numeric + Decimal Point + 2 Decimal Places
Total Debit Transactions	17 Numeric	Preceded by sign (- for debit, blank for credit) + 13 Numeric + Decimal Point + 2 Decimal Places
Total Credit Transactions	17 Numeric	Preceded by sign (- for debit, blank for credit) + 13 Numeric + Decimal Point + 2 Decimal Places
Closing Balance	13 Numeric	Preceded by sign (- for debit, blank for credit) + 13 Numeric + Decimal Point + 2 Decimal Places
Transaction Date	10 Characters	DD/MM/YYYY
Short Name	25 Characters	The account name

Profiles: PRFddmmm[1].D00.CSV

Profile Record		
Field Name	**Size - Max**	**Contents**
Corporate ID	6 Numeric	Account Group identifier for Bank use
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Date	10 Characters	DD/MM/YYYY
Account Name	25 Characters	The account name
Current Balance	17 Characters	13 Numeric + Decimal Point + 2 Decimal Places
Balance Type	1 Characters	C = Credit or D = Debit
Debit Interest Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Credit Interest Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Service Fees Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Bank Fees Accrued	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Charges In Transit	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Credit Rate One	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Credit Limit One	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Credit Rate Two	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Credit Limit Two	17 Numeric	13 Numeric + Decimal Point + 2 Decimal

		Places. Default 0.00. No leading zeros.
Credit Rate Three	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Credit Limit Three	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Debit Rate One	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Debit Limit One	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Debit Rate Two	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Debit Limit Two	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Debit Rate Three	6 Numeric	2 Numeric + Decimal Point + 3 Decimal Places. Default 0.000. No leading zeros.
Debit Limit Three	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places. Default 0.00. No leading zeros.
Setoff Rate	6 Numeric	Default 0.000

Statement File: TRNddmmm[1].D00.CSV

Basic Statement Report		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group

		identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY

Statement Portrait: TRNddmmm[1].D00.CSV

Statement Portrait Report		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group

		identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY
Statement Line 1	40 Characters	Statement Description Line1
Statement Line 2	40 Characters	Statement Description Line2
Statement Line 3	40 Characters	Statement Description Line3
Statement Line 4	40 Characters	Statement Description Line4

Basic Statement Report: TRNddmmm[1].D00.CSV

Basic Statement Report		
Field Name	**Size - Max**	**Contents**

Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY

Basic Statement 365 Report: TRNddmmm[1].D00.CSV

Basic Statement Report

Field Name	Size - Max	Contents
Record Type	1 Character	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
Corporate ID	6 Numeric	CMS ID (Account Group identifier for bank use)
Account Number	23 Characters	In format: BB-BBBB-AAAAAAA-SS 0r BB-BBBB-AAAAAAAAAA-SSSS
Transaction Amount	17 Numeric	13 Numeric + Decimal Point + 2 Decimal Places (Preceded by - sign only if the amount is Debit).
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	e.g. 000 = debit
Source Code	2 Characters	e.g. AP = Automatic Payment
Particulars	12 Characters	Statement details
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY
ValueDate	10 Characters	DD/MM/YYYY

Export Domestic Account Information - File Specifications

(USE THESE IF YOU PREVIOUSLY USED DIRECTLINK ONLINE)

ANZ Direct Online will allow you to export information in the **same format as you used in DirectLink Online** into another application such as a spreadsheet or accounting software. The exported files are produced in one order only in **CSV** format. The files can then be manipulated to sort the row of information into any order Microsoft Excel allows.

This topic provides standard file specifications for:

- domestic account balances
- domestic account **transactions** (including account balances)
- domestic account profiles.

This topic also provides specific file specifications for:

- domestic account - specific reports

All **account information** is stored on the Bank's servers for a period of 6 weeks. Users with viewing rights on accounts can export account information in various formats.

About exporting account information files

Your account information can be exported in CSV, **PDF** or **QIF** formats and either imported to your accounting software or saved on your network or hard drive. You are able to configure the type, format and date range of the data to be exported.

> **Note:** When exporting data, please be aware that the files are being moved from the Bank's secure environment to your local network or computer. Ensure that any sensitive information is stored in an appropriate location.

File naming conventions

The naming conventions for domestic account information CSV files are as follows:

Account Information	CSV File Name
Transaction file	TRNddmmm[1].D00.CSV
Transactions 365	TRNddmmm[1].Dnn.CSV

Transactions Extended	TXNddmmm[1].D00.CSV
Transactions Extended 365	TRNddmmm[1].Dnn.CSV
Balance file	BALddmmm[1].D00.CSV
Profile file	PRFddmmm[1].D00.CSV
Statement	TRNddmmm[1].D00.CSV
Basic Statement 365	TRNddmmm[1].Dnn.CSV

Example:

Where dd is the date (numeric), mmm is the month (character) and nn is a sequential number starting from 00, e.g. TRN19APR[1].D00.CSV represents the **transaction** file for 19 April. You may find your browser inserts [1], [2], etc into the file name as the file name is only a suggestion.

File structure

Domestic Account Information CSV export files are in standard comma-delimited format. All fields are separated by commas and alphanumeric fields are delimited by double quotes (""). All records are separated by a carriage return/line feed character.

Transaction file - TRNddmmm.D00.CSV

Each transaction file contains five different types of record:

- Type 3 Transaction record

- Type 5 Opening balance record

- Type 6 Closing balance record

- Type 8 Total debits / total credits records

- Type 9 Grand total debits / grand total credits records.

There is one transaction file per client per day. A transaction file may therefore contain data on a number of individual accounts.

There may be any number (including zero) type 3 records for each account. The type 3, 5, 6 and 8 records are repeated in order for each account. Type 9 records summarise all accounts and are only present once at the end of the file.

Example:

Account 1

Type 3 "transaction" record

Type 3 "transaction" record

Type 3 "transaction" record

Type 5 "opening balance" record

Type 6 "closing balance" record

Type 8 "total debits" record

Type 8 "total credits" record

Account 2

Type 3 "transaction" record

Type 5 "opening balance" record

Type 6 "closing balance" record

Type 8 "total debits" record

Type 8 "total credits" record

Account 3

:etc for each account

File Summary

Type 9 "grand total debits" record (i.e. sum of total debits for all accounts)

Type 9 "grand total credits" record (i.e. sum of total credits for all accounts)

Transaction file - Transaction (Type 3) Record

There is one type 3 record for each **debit** or **credit** transaction.

Field #	Field Description	Field Format	Comments
1	Record Type	N(1)	'3'
2	CMS ID	N(6)	Bank use only
3	Account	A(23)	The account number in 2-4-7-2 format,

	Number		e.g.
			06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g 06-0000-0123456789-1001
			bank-branch-account base-account suffix
			Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the originator side of the transaction was completed in ANZ Direct Online, it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the originator side of the transaction was completed in ANZ Direct Online, it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the originator side of the transaction was completed in ANZ Direct Online, it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.

| 12 | Originating Bank/Branch | A(7) | The Bank and branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes. |

Transaction file - Opening Balance (Type 5) Record

There is one type 5 record for each account in the transaction file.

Field #	Field Description	Field Format	Comments
1	Record Type	N(1)	'5'
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Opening balance amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number		Blank i.e. ""
6	Transaction Code		Blank i.e. ""
7	Particulars	A(15)	Always OPENING BALANCE
8	Analysis Code		Blank i.e. ""
9	Reference		Blank i.e. ""
10	Short Name	A(25)	Same as the account name from the Profile download file. Surrounded by double quotes

| 11 | Transaction Date | A(10) | The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes. |
| 12 | Originating Bank/Branch | | Blank i.e. "" |

Transaction file - Closing Balance (Type 6) Record

There is one type 6 record for each account in the transaction file.

Field #	Field Description	Field Format	Comments
1	Record Type	N(1)	'6'
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Closing balance amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number		Blank i.e. ""
6	Transaction Code		Blank i.e. ""
7	Particulars	A(15)	Always CLOSING BALANCE
8	Analysis Code		Blank i.e. ""
9	Reference		Blank i.e. ""
10	Short Name	A(25)	Same as the account name from the Profile download file. Surrounded by

			double quotes
11	Transaction Date	A(10)	The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch		Blank i.e. ""

Transaction file - Total Debit / Credit (Type 8) Record

There are 2 type 8 records for each account in the transaction file - one for total debits and one for total credits.

Field #	Field Description	Field Format	Comments
1	Record Type	N(1)	'8'
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	The sum of all type 3 debit or credit records (as appropriate) for this account. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Number of Transactions	N(8)	The number of all type 3 debit or credit records (as appropriate) for the this account.
6	Transaction Code	N(3)	'000' if this is a total debits record; '050' if this is a total credits record.
7	Particulars	A(7)	'DEBITS' if this is a total debits record; 'CREDITS' if this is a total credits record.

8	Analysis Code		Blank i.e. ""
9	Reference		Blank i.e. ""
10	Other Party		Blank i.e. ""
11	Transaction Date	A(10)	The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch		Blank i.e. ""

Transaction file - Grand Total Debit/Credit (Type 9) Record

There are 2 type 9 records at the end of each transaction file - one for grand total debits and one for grand total credits.

Field #	Field Description	Field Format	Comments
1	Record Type	N(1)	'9'
2	CMS ID	N(6)	Bank use only
3	Account Number	A(18)	99-9999-9999999-99 bank-branch-account base-account suffix Surrounded by double quotes.
4	Amount	N(17)	The sum of all type 3 debit or credit records (as appropriate) for all accounts. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit.
5	Number of Transactions	N(8)	The number of all type 3 debit or credit records (as appropriate) for all accounts.
6	Transaction Code	N(3)	'000' if this is a total debits record; '050' if this is a total credits record.
7	Particulars	A(7)	'DEBITS' if this is a total debits record; 'CREDITS' if this is a total credits record.

8	Analysis Code		Blank i.e. ""
9	Reference		Blank i.e. ""
10	Other Party		Blank i.e. ""
11	Transaction Date	A(10)	The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch		Blank i.e. ""

Balance file - BALddmmm.D00.CSV

There is one balance record for each account.

Field #	Field Description	Field Format	Comments
1	CMS ID	A(6)	Bank use only
2	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
3	Opening Balance	N(17)	The opening balance of the account at the start of the day being reported. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
4	Total Debits	N(17)	The total of all debit transactions processed to this account for this day. Explicit decimal point. No '000 separators. Leading negative sign.
5	Total Credits	N(17)	The total of all credit transactions processed to this account for this day. Explicit decimal point. No '000

			separators.
6	Closing Balance	N(17)	The closing balance of the account after the day's transactions have been processed through HP (formerly EDS). The relationship between these fields is as follows:
			Opening Bal - Total Debits + Total Credits = Closing Bal
			Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
7	Transaction Date	A(10)	The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes.

Profile file - PRFddmmm.D00.CSV

There is one profile record for each account.

Field #	Field Description	Field Format	Comments
1	CMS ID	N(6)	Bank use only
2	Account Number	A(23)	The account number in 2-4-7-2 format, e.g.
			06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001
			bank-branch-account base-account suffix
			Hyphens included. Surrounded by double quotes.
3	Transaction Date	A(10)	The date the transactions were processed through HP (formerly EDS) in DD/MM/YYYY format. Surrounded by double quotes.
4	Account Name	A(25)	Account short name. Surrounded by double quotes.
5	Balance	N(17)	The closing balance of the account after the day's transactions have been processed through HP (formerly EDS).

			Explicit decimal point. No '000 separators. Unsigned. No leading zeros.
6	Balance Type	A(1)	'D' if the balance is debit; 'C' if the balance is credit
7	Debit Interest Accrued	N(17)	The $ amount of debit interest accrued (i.e. owed but not yet debited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
8	Accrued Overdraft Management Fee	N(17)	The $ amount of service commitment fees accrued (i.e. owed but not yet debited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
9	Bank Fees Accrued	N(17)	The $ amount of bank fees accrued (i.e. owed but not yet debited) on this account as at "Date". No '000 separators. Unsigned. Default 0.00. No leading zeros.
10	Debit Rate 1	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn up to Debit Limit 1. Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
11	Debit Limit 1	N(17)	The first breakpoint where tiered debit interest rates are used for overdraft interest calculation. Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
12	Debit Rate 2	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn up to Debit Limit 2 (if Debit Limit 2 has been set). Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
13	Debit Limit 2	N(17)	The second breakpoint where tiered debit interest rates are used for overdraft interest calculation. This is optional. Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.

14	Debit Rate 3	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn beyond Debit Limit 2 (if Debit Limit 2 has been set).Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
15	Setoff Rate	N(6)	The interest rate used when calculating the set off between several accounts i.e. where debit interest charged on some account(s) is netted off against credit interest earned on other account(s). Explicit decimal point. 3 decimal places. Unsigned. Default 0.000.
16	Average Credit Balance	A(17)	The rolling average credit balance of the account over the current interest cycle. Explicit decimal point. No '000 separators. Unsigned. Default 0.00. Unsigned.
17	Number of Days in Credit	N(3)	The number of days in the current interest cycle that the account has been in credit.
18	Average Debit Balance	A(17)	The rolling average debit balance of the account over the current interest cycle. Explicit decimal point. No '000 separators. Unsigned. Default 0.00. Unsigned.
19	Number of Days in Debit	N(3)	The number of days in the current interest cycle that the account has been in debit.
20	Credit Interest Accrued	N(17)	The $ amount of credit interest accrued (i.e. owed but not yet credited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.

Examples:

Balances - BAL21NOV.D00.CSV

666666,"06-0001-0012345-00",420136.22,0.00,0.00,420136.22,"21/11/2011"

666666,"06-0317-0012345678-1004",-1007672.26,0.00,0.00,-1007672.26,"21/10/2011"

Transactions - TRN21NOV.D00.CSV

3,666666,"06-0001-0012345-50",243.43,000000000000,050,"DIRECT CREDI","FRE","DV","BOB SMITH","30/09/2011","06-0594"

3,666666,"06-0001-0012345-50",101.06,000000000000,067,"GROSS CREDIT","INTEREST PA","ID","","30/09/2011",""

5,666666,"06-0001-0012345-50",47241.56,,,"OPENING BALANCE","","","J V JONES ","30/09/2011",""

6,666666,"06-0001-0012345-50",37568.36,,,"CLOSING BALANCE","","","JV JONES","30/09/2011",""

8,666666,"06-0001-0012345-50",0.00,0,050,"CREDITS","","","","03/10/2011",""

9,999999,"99-9999-9999999-99",-22050.87,5,000,"DEBITS","","","","30/09/2011",""

Profiles - PRF21NOV.D00.CSV

666666,"06-0001-0012345-01","12/10/2011"," INSU",7907.98,"C",0.00,0.00,0.00,24.750,0.00,0.000,0.00,0.000,24.750,0.00,0,0.00,0, 0.00

Individual file formats

Below are the required specifications:

TRANSACTION FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-

			0123456789-1001
			bank-branch-account base-account suffix
			Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.

10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes.

TRANSACTION 365 FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix

			Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double

			quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes.
13	Value Date	A(10)	Value date is the date the transaction occurred. This can be on a business day or non-business day. Also known as the effective date.

TRANSACTION EXTENDED FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0000-0123456789-1001 bank-branch-account base-

			account suffix
			Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.

11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes.
13	Source Code	A(2)	Transaction Source code e.g. PS Eftpos AP Automatic **Payment** DD Direct Debit DC Direct Credit AT ATM Debit SW Social Welfare MM Money Market **FX** Foreign Exchange IP ATM Debit (International Eftpos) IA ATM (International ATM)
14	Other Party Account	A(16)	Other party account number (where permission has been granted) in BBbbbbAAAAAAASSS format (BB = bank number, bbbb = branch number, AAAAAAA = account base, SSS = account suffix). Surrounded by double quotes.

TRANSACTION EXTENDED 365 FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks

1	Record Type	N(1)	Can contain the following:
			'3' (Transaction)
			'5' (Opening Balance)
			'6' (Closing Balance)
			'8' (Total Debits/Credits)
			'9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g.
			06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0000-0123456789-1001
			bank-branch-account base-account suffix
			Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.

8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes.
13	Source Code	A(2)	Transaction Source code e.g. PS Eftpos AP Automatic **Payment** DD Direct Debit DC Direct Credit AT ATM Debit SW Social Welfare MM Money Market **FX** Foreign Exchange IP ATM Debit (International Eftpos)

			IA ATM (International ATM)
14	Other Party Account (optional)	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
15	Value Date	A(10)	Value date is the date the transaction occurred. This can be on a business day or non-business day. Also known as the effective date.

BALANCE FILE ~ BALddmmm.Dnn

There is one balance record for each account.

Field	Number	Field Description	Field Format Remarks
1	CMS ID	N(6)	Bank use only
2	Account Number	A(18)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-000-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
3	Opening Balance	N(17)	The opening balance of the account at the start of the day being reported. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
4	Total Debits	N(17)	The total of all debit transactions processed to this account for this day. Explicit decimal point. No '000 separators. Leading negative sign. No leading zeros.
5	Total Credits	N(17)	The total of all credit transactions

			processed to this account for this day. Explicit decimal point. No '000 separators. No leading zeros.
6	Closing Balance	N(17)	The closing balance of the account after the day's transactions have been processed through HP. The relationship between these fields is as follows: Opening Bal - Total Debits + Total Credits = Closing Bal Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
7	Transaction Date	A(10)	The date the transactions were processed through HP in DD/MM/YYYY format. Surrounded by double quotes.

PROFILE FILE ~ PRFddmmm.Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	CMS ID	N(6)	Bank use only
2	Account Number	A(18)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
3	Transaction Date	A(10)	The date the transactions were processed through HP. DD/MM/YYYY format.

			Surrounded by double quotes.
4	Account Name	A(25)	Account short name. Surrounded by double quotes.
5	Balance	N(17)	The closing balance of the account after the day's transactions have been processed through HP. Explicit decimal point. No '000 separators. Unsigned. No leading zeros.
6	Balance Type	A(1)	'D' if the balance is debit; 'C' if the balance is credit
7	Debit Interest Accrued	N(17)	The $ amount of debit interest accrued (i.e. owed but not yet debited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
8	Accrued Overdraft Management Fee	N(17)	The $ amount of service commitment fees accrued (i.e. owed but not yet debited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
9	Bank Fees Accrued	N(17)	The $ amount of bank fees accrued (i.e. owed but not yet debited) on this account as at "Date". No '000 separators. Unsigned. Default 0.00. No leading zeros.
10	Debit Rate 1	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn up to Debit Limit 1. Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
11	Debit Limit 1	N(17)	The first breakpoint where tiered debit interest rates are used for overdraft interest calculation. Explicit decimal point. No '000 separators. Unsigned. Default

			0.00. No leading zeros.
12	Debit Rate 2	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn up to Debit Limit 2 (if Debit Limit 2 has been set). Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
13	Debit Limit 2	N(17)	The second breakpoint where tiered debit interest rates are used for overdraft interest calculation. This is optional. Explicit decimal point. No '000 separators. Unsigned. Default 0.00. No leading zeros.
14	Debit Rate 3	N(6)	The debit interest rate (expressed as %) charged if the account is overdrawn beyond Debit Limit 2 (if Debit Limit 2 has been set). Explicit decimal point. 3 decimal places. Unsigned. Default 0.000. No leading zeros.
15	Setoff Rate	N(6)	The interest rate used when calculating the set off between several account i.e. where debit interest charged on some account(s) is netted off against credit interest earned on other account(s). Default 0.000.
16	Average Credit Balance	A(17)	The rolling average credit balance of the account over the current interest cycle. Explicit decimal point. No '000 separators. Unsigned. Default 0.00.
17	Number of Days in Credit	N(3)	The number of days in the current interest cycle that the account has been in credit.
18	Average Debit Balance	A(17)	The rolling average debit balance of the account over the current interest cycle. Explicit decimal point. No '000 separators. Unsigned. Default

Field Number	Field Description	Field Format	Remarks
			0.00.
19	Number of Days in Debit	N(3)	The number of days in the current interest cycle that the account has been in debit.
20	Credit Interest Accrued	A(17)	The $ amount of credit interest accrued (i.e. owed but not yet credited) on this account as at "Date". Explicit decimal point. No '000 separators. Unsigned. Default 0.00.

STATEMENT FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.

4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit. No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Payment Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format.

Field Number	Field Description	Field Format	Remarks
			Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & branch number of the originator of the transaction. BB-bbbb format (BB=bank number & bbbb = branch number). Surrounded by double quotes.

STATEMENT – PORTRAIT FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit.

			No leading zeros.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & the branch number of the originator of the transaction. BB-bbbb format (BB = bank number & bbbb =

			branch number). Surrounded by double quotes.

BASIC STATEMENT FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and

			050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party Account	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & the branch number of the originator of the transaction. BB-bbbb format (BB = bank number & bbbb = branch number).

Surrounded by double quotes. |

BASIC STATEMENT 365 FILE ~ TRNddmmm[1].Dnn.CSV

There is one profile record for each account.

Field Number	Field Description	Field Format	Remarks
1	Record Type	N(1)	Can contain the following: '3' (Transaction) '5' (Opening Balance) '6' (Closing Balance) '8' (Total Debits/Credits) '9' (Grand Total Debits/Credits)
2	CMS ID	N(6)	Bank use only
3	Account Number	A(23)	The account number in 2-4-7-2 format, e.g. 06-0501-0123456-00 or 2-4-10-4 for Loans and Term Deposits e.g. 06-0501-0123456789-1001 bank-branch-account base-account suffix Hyphens included. Surrounded by double quotes.
4	Amount	N(17)	Transaction amount. Explicit decimal point. No '000 separators. Leading negative sign if the amount is a debit.
5	Serial Number	N(12)	The transaction serial number from the form MICR line (generally the cheque number). Padded with zeros.
6	Transaction Code	N(3)	The HP transaction code. Values in the range 000-049 for debit transactions and 050-099 for credit transactions.
7	Particulars	A(12)	Particulars given to the transaction by its originator. If the Particulars field in the Originator side of the transaction was completed in

			ANZ Direct Online it will appear here. Surrounded by double quotes.
8	Analysis Code	A(12)	Analysis code given to the transaction by its originator. If the Analysis Code field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
9	Reference	A(12)	Reference given to the transaction by its originator. If the Reference field in the Originator side of the transaction was completed in ANZ Direct Online it will appear here. Surrounded by double quotes.
10	Other Party Account	A(20)	The name of the other party to the transaction (if it has been completed). Surrounded by double quotes.
11	Transaction Date	A(10)	The date the transaction was processed through HP in DD/MM/YYYY format. Surrounded by double quotes.
12	Originating Bank/Branch	A(7)	The bank & the branch number of the originator of the transaction. BB-bbbb format (BB = bank number & bbbb = branch number). Surrounded by double quotes.
13	Value Date	A(10)	Value date is the date the transaction occurred. This can be on a business day or non-business day. Also known as the effective date.

Export Foreign Currency Account Information - File Specifications

Below are the file format specifications for exporting foreign currency account balance and transaction records.

This topic includes:

- file specifications for foreign currency account balance records
- file specifications for foreign currency account transaction records.

File specifications for foreign currency account balances

The foreign currency account balance export file contains a single record for each account within each date. The format of this record is shown in the table below.

Example:

"123456USD00001","17/07/2006","USD","15611.34","4388.66","","","1.75000000","13.92","2.85000000",
"1.24","4388.66",""

Foreign Currency Account Balance Record	
Field Name	**Contents**
Account Number	In the format 999999CCY00001, e.g. 123456USD00001 or ABCDEF-CCY00, e.g. ABCDEF-EUR00
Inquiry Date	In the format DD/MM/YYYY
Currency Code	The 3 character currency of the account, e.g. USD
Opening Ledger Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is – for Dr amount)
Ledger Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Empty Field	Empty field

Empty Field	Empty field
Credit Interest Rate	1 numeric + decimal point + 8 decimal places
Credit Interest Accrued	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Debit Interest Rate	1 numeric + decimal point + 8 decimal places
Debit Interest Accrued	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Ledger Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Empty field	Empty field

If you previously used DirectLink Online:

"2", "ABCDEF-USD00","5.81000000","0","87.41","DR","87.41","DR","87.41","DR"

Foreign Currency Account Balance Record (DirectLink Online)	
Field Name	**Contents**
Record Type	Type 1 is unused, Type 2 = Balance Record
Account Number	In the format ABCDEF-CCY00, e.g. ABCDEF-USD00
Debit Interest rate	1 numeric + decimal point + 8 decimal places
Credit Interest rate	1 numeric + decimal point +

	8 decimal places
Opening Ledger Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places
Opening Ledger Balance Type	CR or DR
Current Available Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places
Current Available Balance Type	CR or DR
Ledger Balance	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places
Ledger Balance Type	CR or DR

File specifications for foreign currency account transactions

There are two types of transaction reports available.

- The transaction report uses the Value Date
- The extended transaction report contains both the Value and the Post Date

The Transaction Report

The foreign currency account transaction export file contains a single record for each transaction based on the post date. The format of this record is shown in the table below.

Example:

"123456EUR00001","14/07/2006","EUR","-36000.00","INV 1234","IFT4061296547 XYZ LTD

"123456EUR00001","17/07/2006","EUR","20000.00","INV 1234","0607140099491179 XYZ LTD (FINANC"

Foreign Currency Account Transaction Record	
Field Name	**Contents**

Account Number	In the format 999999CCY00001, e.g. 123456EUR00001 or ABCDEF-CCY00, e.g. ABCDEF-EUR00
Post Date	In the format DD/MM/YYYY
Currency Code	The 3 character currency of the account, e.g. EUR
Transaction Amount	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Reference	8 alpha numeric characters
Narrative	40 characters of free format narrative

The Extended Transaction Report

The foreign currency account transaction export file contains a single record for each transaction based on the post date but also displays the value date. The format of this record is shown in the table below.

Example:

"123456EUR00001","14/07/2006","16/07/2006","EUR","-36000.00","INV 1234","IFT4061296547 XYZ LTD

"123456EUR00001","17/07/2006","17/07/2006","EUR","20000.00","INV 1234","0607140099491179 XYZ LTD (FINANC"

Foreign Currency Account Extended Transaction Record	
Field Name	**Contents**
Account Number	In the format 999999CCY00001, e.g. 123456EUR00001 or ABCDEF-CCY00, e.g. ABCDEF-EUR00
Value Date	In the format DD/MM/YYYY
Post Date	In the format DD/MM/YYYY
Currency Code	The 3 character currency of the account, e.g. EUR

Transaction Amount	Maximum 16 characters 12 or 13 numeric + decimal point + 2 decimal places (note sign is - for Dr amount)
Reference	8 alpha numeric characters
Narrative	40 characters of free format narrative

If you previously used DirectLink Online:

Transaction Report

Example: "3","ABCDEF-USD00","PU","VS0M/002","1000006094","PYMT B000001","20000.00","CR","10/03/2008"

Foreign Currency Account Transaction Record (DirectLink Online)	
Field Name	**Contents**
Record Type	3 - this signifies a transaction record
Account Number	In the format ABCDEF-CCY00, e.g. ABCDEF-EUR00
Transaction Type	2 character transaction type
Transaction Reference	8 characters giving the system reference
Reference	Up to 32 characters of free format narrative includes the reference added by the user in an international payment made using DLO. The total of above field and this field is 40 characters
Transaction Amount Maximum 16 characters	12 or 13 numeric + decimal point + 2 decimal places
Transaction Amount Type	CR or DR

Post Date	Date transaction valued to account in the format dd/mm/yyyy

Extended Transaction Report

Example: "3","ABCDEF-USD00","PU","VS0M/002","1000006094","PYMT B000001","20000.00","CR","10/03/2008", "12/03/2008"

Foreign Currency Account Extended Transaction Record (DirectLink Online)	
Field Name	**Contents**
Record Type	3 - this signifies a transaction record
Account Number	In the format ABCDEF-CCY00, e.g. ABCDEF-EUR00
Transaction Type	2 character transaction type
Transaction Reference	8 characters giving the system reference
Reference	Up to 32 characters of free format narrative includes the reference added by the user in an international payment made using DLO. The total of above field and this field is 40 characters
Transaction Amount Maximum 16 characters	12 or 13 numeric + decimal point + 2 decimal places
Transaction Amount Type	CR or DR
Value Date	Date transaction valued to account in the format dd/mm/yyyy
Post Date	Date transaction posted to account in the format

	dd/mm/yyyy

Export Dishonour Report Information - File Specifications

The Dishonour Report is a Bank-generated report which provides a list of dishonoured transactions for DD Auth codes that start with 01.

The Dishonour Report is currently available through ANZ Direct Online and contains a list of all dishonoured transactions for a selected range of account(s) and day(s).

This topic provides the:

- file specifications for exporting dishonoured transaction information
- a list of dishonour transaction codes and associated reasons

File specifications for exporting in CSV format

The **CSV** export file is only made up of type "3" records. There is at least one **transaction** record for each account within each date. If there are no transactions across an account for a particular date, then no records are created.

The record type is identified by the contents of the first field, as detailed in the following table:

First Field	Record Type
3	Account Transactions

Sorting order

Account Number: ascending order

(Within Account Number): ascending date order

Example:

3,111111,"01-0505-0009999-00",-000000091.39,000000201753,001,"DD","DISHONOUR-01","","201753","D MORTON CONT","04/05/2006"

Domestic Account Transactions - Record Type 3 (Transaction Record)		
Field Name	**Size - Max**	**Contents**
Record Type	1 Character	3
Corporate ID	6 Numeric	CMS ID (Account Group identifier for Bank use)
Account Number	18 Characters	In format: BB-BBBB-AAAAAAA-SS (ANZ use a 2-4-7-2 format for their other reports)
Transaction Amount	13 Numeric	Sign "-" + 9 Numeric + Decimal Point + 2 Decimal Places
Serial Number	12 Numeric	Cheque Serial Number
Transaction Code	3 Numeric	Always be "001" for dishonoured transactions
Statement Code	2 Characters	Statement code
Particulars	12 Characters	Particulars Dishonour Code is in the Particulars field e.g. "DISHONOUR-01" = Authorisation not held. See below for dishonour codes/reasons.
Analysis Code	12 Characters	Statement details
Reference	12 Characters	Statement details
Other Party Name	20 Characters	Statement details
Transaction Date	10 Characters	DD/MM/YYYY

Dishonour transaction codes and reasons

Dishonour Code	**Reason**
01	Authorisation Not Held

02	Accounts closed/transferred
03	Insufficient Funds (where **debtor** banks at other than ANZ, BNZ or WBC)
04	Authorisation Stopped
05	Authority Cancelled
06	Account Closed
07	Account Transferred
08	Payment Limit Exceeded
30	Account Invalid

Bulkloading Domestic Transactions - File Specifications

Below are the MTS file format specifications for bulkloading domestic transaction data.

ANZ Direct Online includes a **bulkload** function that allows a file of domestic transactions to be imported directly into an ANZ Direct Online Domestic or Trust Management Transaction **batch** instead of being keyed in manually. There are three formats available:

- Domestic
- Domestic Extended (Includes header, transactions and control record)
- Domestic Full (Includes header, transactions and control record)

Note: ANZ Direct Online will automatically recognise the appropriate file format once a valid file is chosen for bulkloading.

Many accounting software packages are (or can be made) capable of producing a file of domestic **payment** transactions in the format required by the bulkload function.

Please check with your accounting software supplier to check that your software can produce a file in the required format for bulkloading.

Format One: Domestic

The Domestic File details are detailed below:

- The file can have any name. ANZ Direct Online uses both drag & drop functionality and the standard "file open" window for the user to locate and select the file to be bulkloaded. The bulkload file format is comma-delimited text.

- The file should contain one record per transaction. Each transaction record should be separated by a < CRLF > (Carriage Return Line Feed character).

- Each field present within a record should be separated by a comma.

- The following characters are NOT allowed in a domestic batch **[ ] { } \ | ` ~ ^**

Example:

This is an example of a file:

123.45,06050100059000000,Expense Act,N1002,T0015,ABC Ltd,Expenses,A12223,Smith
678.90,06050100091633000,Travel Act,B7825,T0015,XYZ Ltd,Travel Exp,B11224,Brown
123.45,06050100059000000,Expense Act,N1002,T0015,ACME Ltd,Expenses,N11445,Graham

The table below explains the properties of each field in more detail:

Field #	Field Name	Field Length Max	Field Type	Description
1	Transaction Amount	11	Numeric	The dollar amount of the transaction. This can be expressed either in whole dollars or in cents, e.g. 12 is read as 12.00 12. is read as 12.00 12.3 is read as 12.30 12.34 is read as 12.34 Do NOT use commas to separate '000s. The minimum acceptable value is $0.01. The maximum allowable value is $999,999,999.99.
2	Account Number	16	Numeric	In Form BBbbbbAAAAAAASS or BBbbbbAAAAAAASSS (For Trust Management Bulkload please use the Trust Account number)
3	Other Party Name	20	Char/Numeric	The name of the other party. Free format

				alphanumeric text.
4	Originator Reference	12	Char/Numeric	The Reference that will appear on your bank statement. Free format alphanumeric text.
5	Originator Analysis Code	12	Char/Numeric	The Analysis Code that will appear on your bank statement. Free format alphanumeric text.
6	Originator Particulars	12	Char/Numeric	The Particulars that will appear on your bank statement. Free format alphanumeric text.
7	Other Party Reference	12	Char/Numeric	The Reference that will appear on the other party's bank statement. Free format alphanumeric text.
8	Other Party Analysis Code	12	Char/Numeric	The Analysis Code that will appear on the other party's bank statement. Free format alphanumeric text.
9	Other Party Particulars	12	Char/Numeric	The Particulars that will appear on the other party's bank statement. Free format alphanumeric text.

Notes:

- Only the first 3 fields (transaction amount, account number, other party name) are mandatory. Any or all of the remaining reference fields can be omitted, although they must still be correctly separated by commas.

- Character fields support A..Z, 0..9, spaces and most other keyboard characters (Note: Commas are treated as field separators). The following characters are NOT allowed in a domestic batch **[ ] { } \ | ` ~ ^**

- Lowercase characters will be transformed to their uppercase equivalents. Leading and trailing space characters will be removed from fields.

- Any invalid transactions will still be loaded into ANZ Direct Online, but they will be made inactive so the errors have to be corrected before processing.

Option Two Domestic Extended

The Domestic File Extended file details are detailed below:

- A domestic payment file is made up of 3 record types. A valid file must have a Header Record, one or more Transaction Records and a Control Record (including a hash total).

- The delimiter between fields is a comma, so text fields such as Other Party Name should not contain commas.

- Each transaction record can vary in length.

- Each line must end with a carriage return (CR=x'oD') and line feed (LF=x'oA') pair of characters in that order.

- Numeric fields should only have digit values (0 - 9). Character fields can contain both alpha and numeric values.

- The following characters are NOT allowed in a domestic batch [ ] { } \ | ` ~ ^

Example:

This is an example of a complete MTS file:

1,,,,,,20060725,20060725,

2,0101230456789000,50,221300,TEST CUST1,,,,WAGES,DEMONSTRATION COMP,,,WAGES

2,0604750123456002,50,80000,TEST CUST2,,,,WAGES,DEMONSTRATION COMP,,,WAGES

2,0303210987654030,50,82400,TEST CUST3,,,,WAGES,DEMONSTRATION COMP,,,WAGES

2,1161001234567040,50,119700,TEST CUST4,,,,WAGES,DEMONSTRATION COMP,,,WAGES

3, 503400,4,70192802466

File specifications for bulkloading

Record 1 - MTS header record

Example:

1,,,,,,20060725,20060725,

Field Name	Field Length Max	Field Type	Description	Mandatory
MTS Header Record				
Record Type	1	Numeric	1	Yes
Originator ID	16	Numeric	*Empty field	No

Batch Number	2	Numeric	*Empty field	No
Null	4	Numeric	*Empty field	No
Originator Account Number	15	Numeric	*Empty field	No
Batch Type	1	Numeric	*Empty field	No
Batch Due Date	8	Numeric	In the form YYYYMMDD	Yes
Batch Creation Date	8	Numeric	In the form YYYYMMDD	Yes

* These fields can contain data but ANZ Direct Online ignores this information.

Record 2 - Transaction record

Example:

2,0101230456789000,50,221300,TEST CUST1,,,,WAGES,DEMONSTRATION COMP,,,WAGES

2,0604750123456002,50,80000,TEST CUST2,,,,WAGES,DEMONSTRATION COMP,,,WAGES

Field Name	Field Length Max	Field Type	Description	Mandatory
Transaction Record				
Record Type	1	Numeric	2	Yes
Account Number	16	Numeric	In Form BBbbbbAAAAAAAASS or BBbbbbAAAAAAASSS (For Trust Management Bulkload please use the Trust Account number)	Yes
Transaction Code	2	Numeric	Refer Below for Transaction Codes	Yes

Amount	11	Numeric	The amount is in cents. No Dollar Signs, Commas or Decimal Points.	Yes
Other Party Name	20	Char/Num	Party Receiving Payment	Yes
Other Party Reference	12	Char/Num	Other Party Statement Details	No
Other Party Analysis Code	12	Char/Num	Other Party Statement Details	No
Other Party Alpha Reference	12	Char/Num	Not Used (but must be allowed for)	No
Other Party Particulars	12	Char/Num	Other Party Statement Details	No
Originator Name	20	Char/Num	Name of Party Making Payment	No
Originator Analysis Code	12	Char/Num	Details on Your Statement	No
Originator Reference	12	Char/Num	Details on Your Statement	No
Originator Particulars	12	Char/Num	Details on Your Statement	No

Notes:

- Transaction Code - The following codes are available:
    - **50** - Standard **Credit**
    - **00** - Standard **Debit**
- Account Numbers can be 15 or 16 digits long dependent on the suffix length. For example if a 00 suffix is entered it will automatically be padded out to 000. If a 25 suffix is enter it will be padded to 025. A suffix cannot be greater than 99.

Please note that for a bulk batch that any statement details (Particulars, Reference, etc) loaded against individual transactions will not appear on your own statement.

Record 3 - Control record

Example:

3, 503400,4,70192802466

Field Name	Field Length Max	Field Type	Description	Mandatory
Control Record				
Record Type	1	Numeric	3	Yes
Batch Total Amount	11	Numeric	The amount is in cents. No dollar signs, commas or decimal points	Yes
Number of Transactions	5	Numeric	Total number of Transactions	Yes
Hash Total	11	Numeric	Sum of Branch / Account Numbers, Overflow Ignored	Yes

The hash total is calculated using the branch and base account numbers in each transaction record. The bank number and account suffix are not used when calculating the hash total.

Account number Example: 01-0123-0456789-00

Bank number	Branch number	Base Account number	Suffix
01	0123	0456789	00
Not used for calculation	Used for calculation	Used for calculation (Uses the last 7 digits only)	Not used for calculation

To calculate the Hash Total use the following example:

Account Numbers:	Branch and Base numbers combined:
01-0123-0456789-00	1,230,456,789
06-0475-0123456-02	4,750,123,456

03-0321-0987654-30	3,210,987,654
11-6100-1234567-040	61,001,234,567
	70,192,802,466

The hash total is therefore 70192802466.

Note: The hash total is calculated adding the branch and the account numbers in each transaction record.

The bank number and account suffix are not used when calculating the hash total.

If the Base number is 8 digits then the left most digit is excluded from the calculations.

If the hash total is more than 11 characters, exclude the extra characters on the left end.

Option Three Domestic Full

The NZ Domestic Payments import file format allows a user to import a Domestic Payment file into ANZ Direct Online as a batch of payment instructions.

File Naming Convention

The length of the filename - inclusive of colons and file extensions – must be no more than 22 characters in order that the whole file name is included in the reply file.

File Layout and Character Set

A Domestic Payments file can contain one or more transactions. The records in the file to be imported must follow a defined order. Each batch must:

- Start with a Header Record.
- Contain one or more Detail Record(s)
- Each Record must finish with a Carriage Return Line Feed
- End with a Control Record.

The format specifications for each of these record types are outlined in detail further in this document. The following character set is allowed in an Domestic Payment file:

- Character fields can contain both alpha and numeric values
- Numeric fields should only have digit values (0-9)

- The delimiter between fields is a comma, so text fields such as Other Party Name should not contain commas. There may optionally be a comma after the final field.

- Numeric fields should only have digit values (0 - 9). Character fields can contain both alpha and numeric values.

- The following characters are NOT allowed in a domestic batch [ ] { } \ | ` ~ ^

Header Record

Example:

1,C,20141114,1000,20141114,060580000108400,,M,,BATCH001,ORP HDR,ORC HDR,ORR HDR,,,

Header Record					
Field #	**Field Name**	**Field Length Max**	**Field Type**	**Description**	**Mandatory/Optional**
1	Record Type	1	Numeric	Must be "1"	Mandatory
2	Batch Type	1	Char/Num	"D" = Debit Batch / "C" = Credit	Mandatory
3	Payment Date	8	Numeric	In The Form YYYYMMDD (e.g., 20100130). If no Payment Date is provided in the file, the bulkloader will automatically populate the field with today's value date, or, if it's after the cut-off time, the next available day will populate. Optional	Optional
4	Payment Time	4	Numeric	HHMM (e.g. 1330 is 1.30pm)	Optional
5	Batch Creation Date	8	Numeric	Value may be omitted or a YYYYMMDD format value	Optional

6	Funds Account	16	Numeric	In Form BBbbbbAAAAAAASS or BBbbbbAAAAAAASSS (For Trust Management Bulkload please use the Trust Account number)	Optional
7	DD Code	7	Numeric	Mandatory for Debit Batches	Conditional (N/A for Trust Management)
8	Reporting Method	1	Char/Num	"S" = Single / "M" = Multiple. The Multiple Reporting Method has a threshold of 4999 transaction items. If the threshold is exceeded ADO will update the Reporting Method to 'Single' upon validation of the file.	Mandatory
9	Dishonour Account	16	Numeric	In Form BBbbbbAAAAAAASS or BBbbbbAAAAAAASSS	Ignored
10	Batch Name	8	Char/Num	The name given to the batch being created. The Batch Name is to be truncated if name is greater than 8 characters.	Mandatory
11	Originator Particulars	12	Char/Num	Reference details which are captured by the originator.	Optional
12	Originator Analysis	12	Char/Num	Reference details which are captured by the originator.	Optional
13	Originator Reference	12	Char/Num	Reference details which are captured by the originator.	Optional

14	Not Used	-	-	*Empty field	Optional
15	Not Used	-	-	*Empty field	Optional
16	Not Used	-	-	*Empty field	Optional

Transaction Record

Example:

2,060580000108400,050,10000,NAME,OT PART,OT CODE,OT REF,OR PART,OR CODE,OR REF,,,

2,060580000108400,050,10000,NAME,OT PART,OT CODE,OT REF,OR PART,OR CODE,OR REF,,,

2,060580000108400,050,10000,NAME,OT PART,OT CODE,OT REF,OR PART,OR CODE,OR REF,,,

2,060580000108400,050,10000,NAME,OT PART,OT CODE,OT REF,OR PART,OR CODE,OR REF,,,

Transaction Record					
Field #	**Field Name**	**Field Length Max**	**Field Type**	**Description**	**Mandatory/Optional**
1	Record Type	1	Numeric	Must be "2"	Mandatory
2	Account Number to be CREDITED or DEBITED	16	Numeric	In Form BBbbbbAAAAAAASS or BBbbbbAAAAAAASSS (For Trust Management Bulkload please use the Trust Account number)	Mandatory
3	Transaction Code	2	Numeric	The transaction code for the item. The following codes are available: 50 - Credit 52 - Credit	Optional

				00 - Debit NB: 52 code to be treated as 50.	
4	Amount	11	Numeric	Amount must be less than or equal to 999,999,999.99 No decimal places are required as value is in cents (e.g., $10.21 is recorded as 1021)	Mandatory
5	Other Party Name	32	Numeric	Party Receiving Payment	Optional
6	Other Party Particulars	12	Numeric	Other Party Statement Details	Optional
7	Other Party Analysis Code	12	Numeric	Other Party Statement Details	Optional
8	Other Party Reference	12	Numeric	Other Party Statement Details	Optional
9	Originator Particulars	12	Numeric	Only applicable if Reporting Method is "M". If blank, will populate with Originator Particulars in Batch Header.	Optional
10	Originator Analysis Code	12	Numeric	Only applicable if Reporting Method is "M". If blank, will populate with Originator Code in Batch Header.	Optional
11	Originator Reference	12	Numeric	Only applicable if Reporting Method is "M". If blank, will populate with Originator Reference in Batch Header.	Optional
12	Not Used	-	-	*Empty field	
13	Not Used	-	-	*Empty field	

| 14 | Not Used | - | - | *Empty field | |

Notes:

Transaction Code - The following codes are available:

• 50 - Standard Credit

• 00 - Standard Debit

Account Numbers can be 15 or 16 digits long dependent on the suffix length. For example if a 00 suffix is entered it will automatically be padded out to 000. If a 25 suffix is enter it will be padded to 025. A suffix cannot be greater than 99.

Please note that for a bulk batch that any statement details (Particulars, Reference, etc) loaded against individual transactions will not appear on your own statement.

Batch Control Record

The Control Record contains details relating to the Hash Total, the total number of items and the debit/credit totals for a batch.

Example:

3,0,50000000,5000,5420000,,,

The following table describes the format of the Control Record:

Control Record					
Field #	**Field Name**	**Field Length Max**	**Field Type**	**Description**	**Mandatory / Optional**
1	Record Type	1	Numeric	Must be "3"	Mandatory
2	Batch Debit Total	11	Numeric	Value of all Debit transactions in the batch. No decimal places are required as value is in cents e.g., $10.21 is recorded as 1021). If batch debit total is zero, then batch credit total also cannot be zero.	Mandatory
3	Batch Credit	11	Numeric	Value of all Credit transactions in the	Mandatory

				batch. No decimal places are required as value is in cents (e.g., $10.21 is recorded as 1021). If batch credit total is zero, then batch debit total also cannot be zero.	
4	Batch Total Item Count	6	Numeric	Total number of Transactions in the batch	Mandatory
5	Hash Total	11	Numeric	Sum of Branch / Account Numbers	Optional
6	Not Used	-	-	*Empty field	Optional
7	Not Used	-	-	*Empty field	Optional
8	Not Used	-	-	*Empty field	Optional

The **Hash Total** is calculated using the branch and base account numbers in each transaction record. The bank number and account suffix are not used when calculating the hash total.

Account number Example: 01-0123-0456789-00

Bank number	Branch number	Base Account number	Suffix
01	0123	0456789	00
Not used for calculation	Used for calculation	Used for calculation (Uses the last 7 digits only)	Not used for calculation

To calculate the Hash Total use the following example:

Account Numbers:	Branch and Base numbers

	combined:
01-0123-0456789-00	1,230,456,789
06-0475-0123456-02	4,750,123,456
03-0321-0987654-30	3,210,987,654
11-6100-1234567-040	61,001,234,567
	70,192,802,466

The hash total is therefore 70192802466.

Note: The hash total is calculated adding the branch and the account numbers in each transaction record.

The bank number and account suffix are not used when calculating the hash total.

If the Base number is 8 digits then the left most digit is excluded from the calculations.

If the hash total is more than 11 characters, exclude the extra characters on the left end.

Bulkloading International Transactions - File Specifications

Below are the file format specifications for bulkloading international transaction data into ANZ Direct Online from your accounting and / or payroll software. These specifications are for the IT / technical team in your organisation.

What is bulkloading?

The bulkloading function enables a file of **batch** data to be imported into the ANZ Direct Online system without having to manually enter the transactions.

Check with your software supplier

Please check with your accounting software supplier to check that your software can produce a file in the required format for bulkloading.

Topics in this supplement:

General rules for bulkloading

Rules for bulkloading deals

International money transfer bulkloading file format and example format

General rules for bulkloading

1. Ensure that the file being bulkloaded is a flat file (i.e. text file). ANZ Direct Online will display an error message if the file is not a flat file (i.e. has binary characters).

2. Ensure that the bulkload file contains 1 record per transaction. Each record must end with <LF> or <CRLF> character. In text files, these are automatically entered when you press enter to move to the next line.

3. The bulkload file must be comma delimited, i.e. each field in the record must be separated by a comma (,).

4. Ensure that there are no spaces between fields. There must not be any spaces at the beginning or end of each record.

5. You must specify values for the mandatory fields and only non-mandatory fields may be left blank. Use commas to separate non-mandatory fields which remain blank i.e. leave no spaces in between e.g. JR",,:

6. All specified fields of type 'alphanumeric' must be enclosed in inverted commas ("). The Beneficiary Account number / **IBAN** field must also be enclosed in inverted commas. Ensure that inverted commas are NOT used anywhere else in the file.

7. There must be a minimum of 1 record and a maximum of 1250 records in an international bulkload file.

8. There is no set (default) directory location for the bulkload file. You may use any location accessible from your computer, ANZ Direct Online will not remember the last used location.

9. If the bulkload file has fields containing invalid data then ANZ Direct Online will display those fields as 'blanks' when you view the batch in ANZ Direct Online. ANZ Direct Online will not bulkload the erroneous field values. You must refer to the error report to view any errors.

10. ANZ Direct Online will not bulkload files that have more than 100 errors. Instead, ANZ Direct Online will produce an error report highlighting the faults in your bulkload file that must be fixed before it can be bulkloaded successfully.

    You can view the errors report by clicking the "Errors Report" button on the bulkload failed message window. You can also view the report when bulkloading is successful in cases where there are less than 100 errors. Note also by default,

the error report is stored in the following directory location:
C:\Documents and Settings\<username>\Local Settings\Application Data\anzdir\bulkload

Please note that this report does not highlight all errors: The bulkloading process performs basic data validations and the remaining checks are performed by ANZ Direct Online after bulkloading has been done. After bulkloading errors display when you view a batch.

11. Data in the bulkload file is NOT CASE SENSITIVE. Any data in the bulkload file that is in lowercase will automatically be converted to uppercase by ANZ Direct Online during the bulkload process.

12. There are 3 currencies that do not expect a decimal place. These currencies are **JPY**, **VUV** and **XPF.** If these currencies are part of a bulkload batch, an error message for that transaction may be displayed and will need a manual adjustment.

13. Address line 1 and Address line 3 are mandatory fields in IMT bulkload files. For the Address line 3 field, enter the country's 2-digit country code, followed by a hyphen and then the name of the city. Eg. Melbourne, Australia should be entered as "AU-MELBOURNE".

Rules for bulkloading deals

1. If you specify the **credit** amount and exchange rate in the bulkload file but no corresponding **deal** number, then the bulkloading process will NOT work. These fields will show as having errors in the errors report.

2. If you specify the deal number but no corresponding credit amount and / or exchange rate in the bulkload file, then the system will bulkload the deal number and assign the values "0.00" for the corresponding credit amount and exchange rate fields.

3. When the payment currency is the same as the currency of the **foreign currency account** to be debited, you must NOT specify the following fields as the bulkloading process will NOT work:

   - Deal number
   - Credit amount
   - Exchange rate.

   This is because deals are not required in this scenario.

4. For currency conversion (field 25 of IMTs) :

   - "EXCH" is used when you use the **value date** exchange rate only
   - "DEAL" is used when you use the existing deals only
   - "BOTH" is used when you use deals for part payment and the value date exchange rate for the shortfall.

5. For overseas bank charges (field 24 of IMTs):

- "SHA" is used when any fees set by the overseas bank shall be covered by the payee (beneficiary)

- "OUR" is used when all the charges are paid by you, including any extra fees set by a overseas bank.

International money transfer bulkloading file format

Field Description Comments

Field #	Field Description	Format	Comments	
1	Payment Currency (Code)	A(3)	Allows characters A-Z a-z Must be a valid currency code	Mandatory
2	Payment Amount	A(15)	Allows digits 0 -9 and decimal and characters A-Z for currency There must be no more that 2 digits after the decimal point. CCY is **optional** but if entered must be to the right of the numeric value entered and without spaces e.g. 500.00AUD Note:CCY must equal the Payment Currency Debit Account Currency Must be a valid Currency.	Mandatory
3	Value Date	N(8)	Format DDMMYYYY Must be greater or equal to present date Allows digits 0-9	Mandatory
4	Beneficiary Country Code	A(2)	Allows characters A-Z a-z Must be a valid country code Only specify if Payment	Mandatory

			currency is "NZD"	
5	Debit Account Number	A(20)	Domestic format 2-4-8-3 (include hyphen) FCA format: NNNNNNAAANNNNN or ABCDEF-ABC12 Allows characters A-Z a-z 0-9	Mandatory
6	Your Reference	A(16)	Allows characters 0-9 A-Z a-z()-+	Optional
7	Charges Account Number	A(20)	Domestic format 2-4-8-3 (include hyphen) FCA format: NNNNNNAAANNNNN or ABCDEF-ABC12 Allows characters A-Z a-z 0-9	Mandatory
8	Beneficiary Account Number or IBAN	A(34)	Spaces not allowed	Mandatory
9	Beneficiary Name	A(35)		Mandatory
10	Beneficiary Address 1	A(33)	Street or Business number and name	Mandatory
11	Beneficiary Address 2	A(33)		Optional
12	Beneficiary Address 3	A(33)	CountryCode-City EG. AU-Melbourne	Mandatory
13 14 15 16	Beneficiary Reference 1 Beneficiary Reference 2 Beneficiary Reference 3 Beneficiary Reference 4	A(35) A(35) A(35) A(35)	Beneficiary Reference 4 is no longer used.	Optional Optional Optional Optional

17	SWIFT/BIC **	A(11)	You must specify values for one of either field 17 or 18	Mandatory**
18	Bank Name**	A(11)	You must specify values for one of either field 17 or 18	Mandatory**
19	Bank Branch	A(35)		Optional
20	Bank Address 1	A(35)		Optional
21	Bank Address 2	A(35)		Optional
22	Sort Code / BSB	A(12)		Optional
23	Intermediary Bank BIC or Sort Code	A(12)		Optional
24	Overseas Bank Charges	A(3)	Only valid entries are 'SHA' or'OUR'	Mandatory
25	Currency Conversion	A(4)	Only valid entries are 'EXCH' or 'DEAL' or 'BOTH' If 'EXCH' there must be no value in deal number, credit amount and exchange rate fields	Mandatory
26 29 32	Deal Number 1 Deal Number 2 Deal Number 3	A(20) A(20) A(20)	Allows digits 0-9 and characters A-Z a-z Fields must be left blank when a currency conversion is "EXCH".	Optional Optional Optional
27 30 33	Credit Amount 1 Credit Amount 2 Credit Amount 3	N(15) N(15) N(15)	Allows digit 0-9 and decimal Maximum 3 digits allowed after the decimal	Optional Optional Optional

28	Exchange Rate 1	N(10)	Allows digit 0-9 and decimal	Optional
31		N(10)	There must be no more than 5 digits before the decimal and 5 digits after the decimal	Optional
34	Exchange Rate 2	N(10)		Optional
	Exchange Rate 3			

Example of an IMT bulkloading file format

GBP,15123.46,15082007,GB,01-0505-00050949-003,EF660021,

01-0505-00050949-003,"GB12BARC08929965044991",

"ABC TECHNOLOGIES LIMITED","1 WESTEND ST.","CHINGFORD E47DU",

"GB-London","SHIPMENT REF: FF00961",,,,

"BARCGB22",,"7TH AVENUE",,,,,OUR,DEAL,"S196348",15123.46,

00000.37245,,,,,,

Explanation of example

Field Description	Comments
Payment Currency (Code)	GBP
Payment Amount	15123.46
Value Date	15082007
Beneficiary Country Code	GB
Debit Account Number	01-0505-00050949-003
Your Reference	EF660021
Charges Account Number	01-0505-00050949-003
Beneficiary Account Number or IBAN	GB12BARC08929965044991
Beneficiary Account	ABC TECHNOLOGIES

Name	LIMITED
Beneficiary Address 1	1 WESTEND ST.
Beneficiary Address 2	CHINGFORD E47DU
Beneficiary Address 3	GB-London
Message to Beneficiary1	SHIPMENT REF: FF00961
Message to Beneficiary 2	BLANK
Message to Beneficiary3	BLANK
Message to Beneficiary 4	BLANK
SWIFT/BIC **	BARCGB22
Bank Name**	BLANK
Bank Branch	7TH AVENUE
Bank Address 1	BLANK
Bank Address 2	BLANK
Sort Code / BSB	BLANK
Intermediary Bank BIC or Sort Code	BLANK
Overseas Bank Charges	OUR
Currency Conversion	DEAL
Deal Number 1	S196348
Deal Number 2	BLANK
Deal Number 3	BLANK
Credit Amount 1	15123.46
Credit Amount 2	BLANK
Credit Amount 3	BLANK
Exchange Rate 1	00000.37245
Exchange Rate 2	BLANK
Exchange Rate 3	BLANK

Bulkloading Trust Management Maintenance - File Specifications

Below are the file format specifications for bulkloading Trust Management Clients and Accounts into ANZ Direct Online.

Trust Management Maintenance bulkloading file format

1. The file can have any name. ANZ Direct Online uses both drag & drop functionality and the standard "file open" window for the user to locate and select the file to be bulkloaded.

2. Ensure that the file being bulkloaded is a flat file (i.e. plain text file). ANZ Direct Online will display an error message if the file is not a flat file (i.e. has binary characters).

3. Ensure that the bulkload file contains 1 record per transaction. Each record must end with <LF> or <CRLF> character. In text files, these are automatically entered when you press enter to move to the next line.

4. Each field present within a record should be separated by a comma.

5. The delimiter between fields is a comma. If the text fields such as 'Address' contains a comma, the field should be wrapped within double quotation marks. See example below.

6. Ensure that there are no spaces between fields. There must not be any spaces at the beginning or end of each record.

7. You must specify values for the mandatory fields and only non-mandatory fields may be left blank. Use commas to separate non-mandatory fields which remain blank. IRD Number field is a mandatory field but can be left blank which means 'Not Specified'.

8. The following characters are ONLY allowed in address fields: [ ] { } \ | ` ~ ^

9. If the bulkload file has fields containing invalid data then ANZ Direct Online will display those fields as 'blanks' when you view the batch in ANZ Direct Online. ANZ Direct Online will not bulkload the erroneous field values. You must refer to the error report to view any errors.

10. Any invalid transactions will still be loaded into ANZ Direct Online, but they will be made invalid so the errors have to be corrected before processing.

11. Data in the bulkload file is NOT CASE SENSITIVE. Any data in the bulkload file that is in lowercase will automatically be converted to uppercase by ANZ Direct Online during the bulkload process.

12. If the bulkload file contains field header then the header must be in correct format as per example below.

Note:

Please use plain text only. Copying and pasting from certain software may cause our system to not recognise the character inserted. Any unrecognised characters will be replaced by a space and can be manually updated on the screen once the file has been imported successfully.

Example:

This is an example of a file:

Without Header

New Zealand Food ltd,NZ,123-456-789,28.00,123 Auckland Road,"Auckland, 9999",New Zealand,NZ Only,New Business,AccountGroup,5000.00,Client C,Client R,Account P,Account C,Account R

NZ Family Trust,NZ,111-222-333,33.00,123 Wellington Street,"Wellington, 8888",New Zealand,NZ Only,1234-00,,,,,,,

SouthAfrica ltd,ZA,,0.00,South Road,South Africa,,Exempt,1145-939,AIgroup3,10000.00,,New Client,,,New Account

With Header

Client Name,Country,IRD Number,Tax Status,Address (1),Address (2),Address (3),Foreign Tax Details,Description,Account Information Group,Deposit,Other Party Code,Other Party Reference,Originator Particulars,Originator Code,Originator Reference

New Zealand Food ltd,NZ,123-456-789,28.00,123 Auckland Road,"Auckland, 9999",New Zealand,NZ Only,New Business,AccountGroup,5000.00,Client C,Client R,Account P,Account C,Account R

NZ Family Trust,NZ,111-222-333,33.00,123 Wellington Street,"Wellington, 8888",New Zealand,NZ Only,1234-00,,,,,,,

SouthAfrica ltd,ZA,,0.00,South Road,South Africa,,Exempt,1145-939,AIgroup3,10000.00,,New Client,,,New Account

The table below explains the properties of each field in more detail:

Field #	Field Name	Field Length Max	Field Type	Mandatory	Description
1	Client Name	40	Char/Num	Mandatory	The name of the other party. Free format alphanumeric text.
2	Country	2	Characters	Mandatory	The country of the other party. Country code must be used.

					List of country code can be found in below link, please use Alpha-2 code: https://www.iban.com/country-codes
3	IRD Number	11	Char/Num	Mandatory	Unique number issued by Inland Revenue. If you do not have a valid NZ IRD number for the client, leave this field blank or enter 000-000-000. Hyphen is optional. **Example** '012-345-678' '012345678' '12-345-678' '12345678' or '000-000-000' = Not specified
4	Tax Status	5	Char/Num	Mandatory	Tax status of the other party. Do NOT use '%'. **Note:** Foreign Tax Status is subject to change. Value: '00.00' = Not required - Trust Manager RWT Exempt - 0.0% '10.50' = RWT Low Rate - With IRD # On File - 10.5% '17.50' = RWT Mid Rate - With IRD # On File - 17.5% '30.00' = RWT Mid Rate - With IRD # On File - 30.0% '33.00' = RWT High Rate - With IRD # On File - 33.0% '28.00' = Company Tax Rate - With IRD # On File - 28.0% '39.00' = RWT High Rate -

					With IRD # On File - 39.0%
					'45.00' = RWT Non-Declared - No IRD # On File - 45.0%
					'10.00' = Non-Resident - Tax Country Dependent - 10.0%
					'15.00' = Non-Resident - Tax Country Dependent - 15.0%
					'02.00' = Approved Issuer Levy - 2.0%
					Non-Resident - Tax Country Dependent - 10.0% is available tax rate for: - AU - Australia - BE - Belgium - CA - Canada - CH - Switzerland - CN - China - DE - Germany - DK - Denmark - FI - Finland - FJ - Fiji - FR - France - GB - United Kingdom - HK - Hongkong - ID - Indonesia - IE - Ireland - IN - India - IT - Italy - JP - Japan - KR - Korea - NL - Netherlands - NO - Norway - PG - Papua New Guinea - PH - Philipines - RU - Russia - SE - Sweden - SG - Singapore - TW - Taiwan - US - United States - VN - Viet Nam

					• WS - Samoa
5	Address (1)	40	Char/Num	Mandatory	Other party address **Note** Optional if you are Non-Solicitor and other party country is New Zealand.
6	Address (2)	40	Char/Num	Optional	Other party address
7	Address (3)	40	Char/Num	Optional	Other party address
8	Foreign Tax Details	7	Characters	Mandatory	**SOLICITOR ONLY** (Leave this field blank if you are Non-Solicitor) Foreign Tax Details of the other party. Only valid entries are 'Exempt', 'NZ Only' or 'Other'. **'Exempt'** • The account meets CRS and FATCA exempt account criteria e.g. an escrow or deceased estate account. **'NZ Only'** • The trust client is not a financial institution and all account holders are NZ tax resident only. Where the trust client is a Passive NFE, the trust client and all controlling persons are NZ tax resident only. **'Other'** • The trust client is a Financial Institution, or any account holder is tax resident in a country other than NZ. Where the trust client is a Passive NFE, the trust

					client or any controlling person is tax resident in a country other than NZ.
9	Description	12	Char/Num	Optional	Description of the trust account. Free format alphanumeric text.
10	Account Information Group	20	Char/Num	Optional	Add new trust account to the existing Account Information Group. Free format alphanumeric text.
11	Deposit	12	Char/Num	Optional	The dollar amount of the deposit. Deposit amount must be greater than 0. Amount can be expressed either in whole dollars or in cents, e.g. 12 is read as 12.00 12. is read as 12.00 12.3 is read as 12.30 12.34 is read as 12.34 Do NOT use commas to separate '000s. The minimum acceptable value is $0.01. The maximum allowable value is $999999999.99
12	Other Party Code	12	Char/Num	Optional	The Code that will appear on the other party's bank statement. Free format alphanumeric text. **This field should only be entered when there is a deposit.**
13	Other Party Reference	12	Char/Num	Optional	The Reference that will appear on the other party's bank statement. Free format alphanumeric text. **This field should only be**

					entered when there is a deposit.
14	Originator Particulars	12	Char/Num	Optional	The Particulars that will appear on your bank statement. Free format alphanumeric text. **This field should only be entered when there is a deposit.**
15	Originator Code	12	Char/Num	Optional	The Code that will appear on your bank statement. Free format alphanumeric text. **This field should only be entered when there is a deposit.**
16	Originator Reference	12	Char/Num	Optional	The Reference that will appear on your bank statement. Free format alphanumeric text. **This field should only be entered when there is a deposit.**

International Payment Cut Off Times and Holidays

Payment Cut-off times - ANZ Direct Online

Payment Destination	Currency Code	Currency Cut-off Time (NZST)
New Zealand		
New Zealand	NZD	16:30
Australia		
Australia	AUD	17:00
North America		

Canada	CAD	17:00
United States of America	USD	17:00
Europe		
United Kingdom	GBP	17:00
Switzerland	CHF	17:00
Denmark	DKK	17:00
European Union	EUR	17:00
Norway	NOK	17:00
Sweden	SEK	17:00
Asia		
Hong Kong	HKD	13:30
Indonesia	IDR	16:30
India	INR	17:00
Japan	JPY	13:30
Sri Lanka	LKR	16:30
The Philippines	PHP	16:00
Singapore	SGD	13:30
Thailand	THB	13:30
Pacific		
Fiji	FJD	13:30
Papua New Guinea	PGK	13:30
Solomon Islands	SBD	13:30
Tonga	TOP	13:30

Vanuatu	VUV	13:30
Samoa	WST	13:30
New Caledonia and French Polynesia	XPF	16:30
Middle East		
United Arab Emirates	AED	17:00
Kuwait	KWD	17:00
Saudi Arabia	SAR	16:30
Africa		
Mauritius	MUR	16:30
South Africa	ZAR	17:00

Important Notes:

1. In most cases, payments submitted before the Currency Cut-off time specified in the table above will be processed with the same value date stamp by ANZ's correspondent banks and the beneficiary banks. This is however subject to ANZ, it's correspondent banks and the beneficiary banks receiving the correct payment data, and that the payment does not require manual intervention or repair and it passes all the international and local regulatory requirements.

2. ANZ Direct Online channel cut-off time is 17:00 NZST. All international payments submitted prior to this channel cut-off time will be processed and will appear on your Balances and Transactions Reporting with the same value date stamp.

3. Both Currency Cut-off time and ANZ Direct Online channel cut-off time are subject to change.

4. All New Zealand public holidays are treated as currency holidays. These dates won't be available to select as value dates when creating payments in ANZ Direct Online in any currency.

International Currency Holidays

The following is a list of International Currency Holidays for 2022, 2023 and 2024.

Please note that ANZ Direct Online is unable to process any International Payment that is value dated to go to a country OR in their currency on their country holiday(s).

E.g. If the United Kingdom is on holiday, neither GBP International Payments nor those with the UK as the beneficiary country (but in a different currency) can be processed.

Payments made in Euro are an exception, in that these can be made to a member country, if another member country is on holiday e.g. a Euro payment to France on a German holiday can be processed.

You have two options if affected by International Currency Holidays:

1. Value date the payment on the next business day, or

2. ANZ Direct Online will automatically hold the payment over as unprocessed until the next business day.

   Note: Dates marked with an asterisk are subject to change at short notice.

For further assistance regarding International Payments please call 0800 220 440 (option 2) or +64 4 436 6275 (from overseas).

2023

January		
Date	**Country Code**	**Country**
02-Jan-23	AE	United Arab Emirates
02-Jan-23	AF	Afghanistan
02-Jan-23	AG	Antigua and Barbuda
02-Jan-23	AI	Anguilla
02-Jan-23	AL	Albania
02-Jan-23	AM	Armenia
02-Jan-23	AN	Netherlands Antilles
02-Jan-23	AO	Angola
02-Jan-23	AQ	Antarctica

02-Jan-23	AR	Argentina
02-Jan-23	AS	American Samoa
02-Jan-23	AU	Australia
02-Jan-23	AW	Aruba
02-Jan-23	AZ	Azerbaijan
02-Jan-23	BB	Barbados
02-Jan-23	BD	Bangladesh
02-Jan-23	BF	Burkina Faso
02-Jan-23	BG	Bulgaria
02-Jan-23	BH	Bahrain
02-Jan-23	BI	Burundi
02-Jan-23	BJ	Benin
02-Jan-23	BM	Bermuda
02-Jan-23	BN	Brunei Darussalam
02-Jan-23	BO	Bolivia
02-Jan-23	BR	Brazil
02-Jan-23	BS	Bahamas
02-Jan-23	BT	Bhutan
02-Jan-23	BW	Botswana
02-Jan-23	BY	Belarus
02-Jan-23	BZ	Belize
02-Jan-23	CA	Canada
02-Jan-23	CC	Cocos (Keeling) Islands
02-Jan-23	CD	Congo
02-Jan-23	CF	Central African Republic

02-Jan-23	CH	Switzerland
02-Jan-23	CK	Cook Islands
02-Jan-23	CL	Chile
02-Jan-23	CM	Cameroon
02-Jan-23	CN	China
02-Jan-23	CO	Colombia
02-Jan-23	CR	Costa Rica
02-Jan-23	CV	Cape Verde
02-Jan-23	CW	Curacao
02-Jan-23	CX	Christmas Island
02-Jan-23	DJ	Djibouti
02-Jan-23	DM	Dominica
02-Jan-23	DO	Dominican Republic
02-Jan-23	DZ	Algeria
02-Jan-23	EC	Ecuador
02-Jan-23	EG	Egypt
02-Jan-23	EH	Western Sahara
02-Jan-23	ER	Eritrea
02-Jan-23	ET	Ethiopia
02-Jan-23	FJ	Fiji
02-Jan-23	FK	Falkland Islands (Malvinas)
02-Jan-23	FM	Micronesia, Federated States of
02-Jan-23	GA	Gabon
02-Jan-23	GB	United Kingdom
02-Jan-23	GD	Grenada

02-Jan-23	GE	Georgia
02-Jan-23	GG	Guernsey
02-Jan-23	GH	Ghana
02-Jan-23	GM	Gambia
02-Jan-23	GN	Guinea
02-Jan-23	GQ	Equatorial Guinea
02-Jan-23	GS	South Georgia and the South Sandwich Islands
02-Jan-23	GT	Guatemala
02-Jan-23	GU	Guam
02-Jan-23	GW	Guinea-Bissau
02-Jan-23	GY	Guyana
02-Jan-23	HK	Hong Kong
02-Jan-23	HM	Heard and McDonald Islands
02-Jan-23	HN	Honduras
02-Jan-23	HT	Haiti
02-Jan-23	IC	Channel Islands
02-Jan-23	ID	Indonesia
02-Jan-23	IL	Israel
02-Jan-23	IM	Isle of Man
02-Jan-23	IN	India
02-Jan-23	IO	British Indian Ocean Territory
02-Jan-23	IQ	Iraq
02-Jan-23	JE	Jersey
02-Jan-23	JM	Jamaica
02-Jan-23	JO	Jordan

02-Jan-23	JP	Japan
02-Jan-23	KE	Kenya
02-Jan-23	KG	Kyrgystan
02-Jan-23	KH	Cambodia
02-Jan-23	KI	Kiribati
02-Jan-23	KM	Comoros
02-Jan-23	KN	Saint Kitts and Nevis
02-Jan-23	KR	Korea, Republic of
02-Jan-23	KW	Kuwait
02-Jan-23	KY	Cayman Islands
02-Jan-23	KZ	Kazakstan
02-Jan-23	LA	Lao, People's Democratic Republic of
02-Jan-23	LB	Lebanon
02-Jan-23	LC	Saint Lucia
02-Jan-23	LI	Liechtenstein
02-Jan-23	LK	Sri Lanka
02-Jan-23	LS	Lesotho
02-Jan-23	LY	Libyan Arab Jamahiriya
02-Jan-23	MA	Morocco
02-Jan-23	MD	Moldova, Republic of
02-Jan-23	MG	Madagascar
02-Jan-23	MH	Marshall Islands
02-Jan-23	ML	Mali
02-Jan-23	MM	Myanmar
02-Jan-23	MN	Mongolia

02-Jan-23	MO	Macau
02-Jan-23	MP	Northern Mariana Islands
02-Jan-23	MR	Mauritania
02-Jan-23	MS	Montserrat
02-Jan-23	MU	Mauritius
02-Jan-23	MV	Maldives
02-Jan-23	MW	Malawi
02-Jan-23	MX	Mexico
02-Jan-23	MY	Malaysia
02-Jan-23	MZ	Mozambique
02-Jan-23	NA	Namibia
02-Jan-23	NE	Niger
02-Jan-23	NF	Norfolk Island
02-Jan-23	NG	Nigeria
02-Jan-23	NI	Nicaragua
02-Jan-23	NP	Nepal
02-Jan-23	NR	Nauru
02-Jan-23	NU	Niue
02-Jan-23	NZ	New Zealand
02-Jan-23	OM	Oman
02-Jan-23	PA	Panama
02-Jan-23	PE	Peru
02-Jan-23	PG	Papua New Guinea
02-Jan-23	PH	Philippines
02-Jan-23	PK	Pakistan

02-Jan-23	PN	Pitcairn
02-Jan-23	PR	Puerto Rico
02-Jan-23	PW	Palau
02-Jan-23	PY	Paraguay
02-Jan-23	QA	Qatar
02-Jan-23	RS	Serbia
02-Jan-23	RU	Russian Federation
02-Jan-23	RW	Rwanda
02-Jan-23	SA	Saudi Arabia
02-Jan-23	SB	Solomon Islands
02-Jan-23	SC	Seychelles
02-Jan-23	SG	Singapore
02-Jan-23	SH	Saint Helena
02-Jan-23	SL	Sierra Leone
02-Jan-23	SN	Senegal
02-Jan-23	SO	Somalia
02-Jan-23	SR	Suriname
02-Jan-23	ST	Sao Tome and Principe
02-Jan-23	SV	El Salvador
02-Jan-23	SY	Syrian Arab Republic
02-Jan-23	SZ	Swaziland
02-Jan-23	TC	Turks and Caicos Islands
02-Jan-23	TD	Chad
02-Jan-23	TG	Togo
02-Jan-23	TH	Thailand

02-Jan-23	TJ	Tajikistan
02-Jan-23	TK	Tokelau
02-Jan-23	TL	Timor L'Est
02-Jan-23	TM	Turkmenistan
02-Jan-23	TN	Tunisia
02-Jan-23	TP	East Timor
02-Jan-23	TT	Trinidad and Tobago
02-Jan-23	TV	Tuvalu
02-Jan-23	TW	Taiwan
02-Jan-23	TZ	Tanzania, United Republic of
02-Jan-23	UA	Ukraine
02-Jan-23	UG	Uganda
02-Jan-23	UM	United States Minor Outlying Islands
02-Jan-23	US	United States
02-Jan-23	UY	Uruguay
02-Jan-23	UZ	Uzbekistan
02-Jan-23	VC	Saint Vincent and the Grenadines
02-Jan-23	VE	Venezuela
02-Jan-23	VG	Virgin Islands British
02-Jan-23	VI	Virgin Islands US
02-Jan-23	VN	Viet Nam
02-Jan-23	VU	Vanuatu
02-Jan-23	WS	Western Samoa
02-Jan-23	YE	Yemen
02-Jan-23	ZA	South Africa

02-Jan-23	ZM	Zambia
02-Jan-23	ZW	Zimbabwe
03-Jan-23	CK	Cook Islands
03-Jan-23	JP	Japan
03-Jan-23	NU	Niue
03-Jan-23	NZ	New Zealand
03-Jan-23	PN	Pitcairn
03-Jan-23	TK	Tokelau
03-Jan-23	TW	Taiwan
03-Jan-23	WS	Western Samoa
06-Jan-23	SE	Sweden
09-Jan-23	JP	Japan
16-Jan-23	AE	United Arab Emirates
16-Jan-23	AF	Afghanistan
16-Jan-23	AG	Antigua and Barbuda
16-Jan-23	AI	Anguilla
16-Jan-23	AL	Albania
16-Jan-23	AM	Armenia
16-Jan-23	AN	Netherlands Antilles
16-Jan-23	AO	Angola
16-Jan-23	AQ	Antarctica
16-Jan-23	AR	Argentina
16-Jan-23	AS	American Samoa
16-Jan-23	AW	Aruba
16-Jan-23	AZ	Azerbaijan

16-Jan-23	BB	Barbados
16-Jan-23	BD	Bangladesh
16-Jan-23	BF	Burkina Faso
16-Jan-23	BG	Bulgaria
16-Jan-23	BH	Bahrain
16-Jan-23	BI	Burundi
16-Jan-23	BJ	Benin
16-Jan-23	BM	Bermuda
16-Jan-23	BN	Brunei Darussalam
16-Jan-23	BO	Bolivia
16-Jan-23	BR	Brazil
16-Jan-23	BS	Bahamas
16-Jan-23	BT	Bhutan
16-Jan-23	BW	Botswana
16-Jan-23	BY	Belarus
16-Jan-23	BZ	Belize
16-Jan-23	CD	Congo
16-Jan-23	CF	Central African Republic
16-Jan-23	CL	Chile
16-Jan-23	CM	Cameroon
16-Jan-23	CN	China
16-Jan-23	CO	Colombia
16-Jan-23	CR	Costa Rica
16-Jan-23	CV	Cape Verde
16-Jan-23	CW	Curacao

16-Jan-23	DJ	Djibouti
16-Jan-23	DM	Dominica
16-Jan-23	DO	Dominican Republic
16-Jan-23	DZ	Algeria
16-Jan-23	EC	Ecuador
16-Jan-23	EG	Egypt
16-Jan-23	EH	Western Sahara
16-Jan-23	ER	Eritrea
16-Jan-23	ET	Ethiopia
16-Jan-23	FM	Micronesia, Federated States of
16-Jan-23	GA	Gabon
16-Jan-23	GD	Grenada
16-Jan-23	GE	Georgia
16-Jan-23	GH	Ghana
16-Jan-23	GM	Gambia
16-Jan-23	GN	Guinea
16-Jan-23	GQ	Equatorial Guinea
16-Jan-23	GS	South Georgia and the South Sandwich Islands
16-Jan-23	GT	Guatemala
16-Jan-23	GU	Guam
16-Jan-23	GW	Guinea-Bissau
16-Jan-23	GY	Guyana
16-Jan-23	HN	Honduras
16-Jan-23	HT	Haiti
16-Jan-23	ID	Indonesia

16-Jan-23	IL	Israel
16-Jan-23	IN	India
16-Jan-23	IO	British Indian Ocean Territory
16-Jan-23	IQ	Iraq
16-Jan-23	JM	Jamaica
16-Jan-23	JO	Jordan
16-Jan-23	KE	Kenya
16-Jan-23	KG	Kyrgystan
16-Jan-23	KH	Cambodia
16-Jan-23	KM	Comoros
16-Jan-23	KN	Saint Kitts and Nevis
16-Jan-23	KR	Korea, Republic of
16-Jan-23	KW	Kuwait
16-Jan-23	KY	Cayman Islands
16-Jan-23	KZ	Kazakstan
16-Jan-23	LA	Lao, People's Democratic Republic of
16-Jan-23	LB	Lebanon
16-Jan-23	LC	Saint Lucia
16-Jan-23	LK	Sri Lanka
16-Jan-23	LS	Lesotho
16-Jan-23	LY	Libyan Arab Jamahiriya
16-Jan-23	MA	Morocco
16-Jan-23	MD	Moldova, Republic of
16-Jan-23	MG	Madagascar
16-Jan-23	MH	Marshall Islands

16-Jan-23	ML	Mali
16-Jan-23	MM	Myanmar
16-Jan-23	MN	Mongolia
16-Jan-23	MO	Macau
16-Jan-23	MP	Northern Mariana Islands
16-Jan-23	MR	Mauritania
16-Jan-23	MS	Montserrat
16-Jan-23	MU	Mauritius
16-Jan-23	MV	Maldives
16-Jan-23	MW	Malawi
16-Jan-23	MX	Mexico
16-Jan-23	MY	Malaysia
16-Jan-23	MZ	Mozambique
16-Jan-23	NA	Namibia
16-Jan-23	NE	Niger
16-Jan-23	NG	Nigeria
16-Jan-23	NI	Nicaragua
16-Jan-23	NP	Nepal
16-Jan-23	OM	Oman
16-Jan-23	PA	Panama
16-Jan-23	PE	Peru
16-Jan-23	PH	Philippines
16-Jan-23	PK	Pakistan
16-Jan-23	PR	Puerto Rico
16-Jan-23	PW	Palau

16-Jan-23	PY	Paraguay
16-Jan-23	QA	Qatar
16-Jan-23	RS	Serbia
16-Jan-23	RU	Russian Federation
16-Jan-23	RW	Rwanda
16-Jan-23	SA	Saudi Arabia
16-Jan-23	SC	Seychelles
16-Jan-23	SL	Sierra Leone
16-Jan-23	SN	Senegal
16-Jan-23	SO	Somalia
16-Jan-23	SR	Suriname
16-Jan-23	ST	Sao Tome and Principe
16-Jan-23	SV	El Salvador
16-Jan-23	SY	Syrian Arab Republic
16-Jan-23	SZ	Swaziland
16-Jan-23	TC	Turks and Caicos Islands
16-Jan-23	TD	Chad
16-Jan-23	TG	Togo
16-Jan-23	TH	Thailand
16-Jan-23	TJ	Tajikistan
16-Jan-23	TL	Timor L'Est
16-Jan-23	TM	Turkmenistan
16-Jan-23	TN	Tunisia
16-Jan-23	TP	East Timor
16-Jan-23	TT	Trinidad and Tobago

16-Jan-23	TZ	Tanzania, United Republic of
16-Jan-23	UA	Ukraine
16-Jan-23	UG	Uganda
16-Jan-23	UM	United States Minor Outlying Islands
16-Jan-23	US	United States
16-Jan-23	UY	Uruguay
16-Jan-23	UZ	Uzbekistan
16-Jan-23	VC	Saint Vincent and the Grenadines
16-Jan-23	VE	Venezuela
16-Jan-23	VG	Virgin Islands British
16-Jan-23	VI	Virgin Islands US
16-Jan-23	VN	Viet Nam
16-Jan-23	VU	Vanuatu
16-Jan-23	WS	Western Samoa
16-Jan-23	YE	Yemen
16-Jan-23	ZM	Zambia
16-Jan-23	ZW	Zimbabwe
23-Jan-23	CN	China
23-Jan-23	HK	Hong Kong
23-Jan-23	NZ	New Zealand (Markets customers only)
23-Jan-23	SG	Singapore
24-Jan-23	CN	China
24-Jan-23	HK	Hong Kong
24-Jan-23	SG	Singapore
25-Jan-23	CN	China

25-Jan-23	HK	Hong Kong
26-Jan-23	AU	Australia
26-Jan-23	BT	Bhutan
26-Jan-23	CC	Cocos (Keeling) Islands
26-Jan-23	CN	China
26-Jan-23	CX	Christmas Island
26-Jan-23	HM	Heard and McDonald Islands
26-Jan-23	IN	India
26-Jan-23	KI	Kiribati
26-Jan-23	NF	Norfolk Island
26-Jan-23	NR	Nauru
26-Jan-23	TV	Tuvalu
27-Jan-23	CN	China
30-Jan-23	NZ	New Zealand (Markets customers only)
February		
01-Feb-23	MU	Mauritius
06-Feb-23	CK	Cook Islands
06-Feb-23	NU	Niue
06-Feb-23	NZ	New Zealand
06-Feb-23	PN	Pitcairn
06-Feb-23	TK	Tokelau
06-Feb-23	TW	Taiwan
20-Feb-23	AE	United Arab Emirates
20-Feb-23	AF	Afghanistan

20-Feb-23	AG	Antigua and Barbuda
20-Feb-23	AI	Anguilla
20-Feb-23	AL	Albania
20-Feb-23	AM	Armenia
20-Feb-23	AN	Netherlands Antilles
20-Feb-23	AO	Angola
20-Feb-23	AQ	Antarctica
20-Feb-23	AR	Argentina
20-Feb-23	AS	American Samoa
20-Feb-23	AW	Aruba
20-Feb-23	AZ	Azerbaijan
20-Feb-23	BB	Barbados
20-Feb-23	BD	Bangladesh
20-Feb-23	BF	Burkina Faso
20-Feb-23	BG	Bulgaria
20-Feb-23	BH	Bahrain
20-Feb-23	BI	Burundi
20-Feb-23	BJ	Benin
20-Feb-23	BM	Bermuda
20-Feb-23	BN	Brunei Darussalam
20-Feb-23	BO	Bolivia
20-Feb-23	BR	Brazil
20-Feb-23	BS	Bahamas
20-Feb-23	BT	Bhutan
20-Feb-23	BW	Botswana

20-Feb-23	BY	Belarus
20-Feb-23	BZ	Belize
20-Feb-23	CA	Canada
20-Feb-23	CD	Congo
20-Feb-23	CF	Central African Republic
20-Feb-23	CL	Chile
20-Feb-23	CM	Cameroon
20-Feb-23	CN	China
20-Feb-23	CO	Colombia
20-Feb-23	CR	Costa Rica
20-Feb-23	CV	Cape Verde
20-Feb-23	CW	Curacao
20-Feb-23	DJ	Djibouti
20-Feb-23	DM	Dominica
20-Feb-23	DO	Dominican Republic
20-Feb-23	DZ	Algeria
20-Feb-23	EC	Ecuador
20-Feb-23	EG	Egypt
20-Feb-23	EH	Western Sahara
20-Feb-23	ER	Eritrea
20-Feb-23	ET	Ethiopia
20-Feb-23	FM	Micronesia, Federated States of
20-Feb-23	GA	Gabon
20-Feb-23	GD	Grenada
20-Feb-23	GE	Georgia

20-Feb-23	GH	Ghana
20-Feb-23	GM	Gambia
20-Feb-23	GN	Guinea
20-Feb-23	GQ	Equatorial Guinea
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20-Feb-23	GT	Guatemala
20-Feb-23	GU	Guam
20-Feb-23	GW	Guinea-Bissau
20-Feb-23	GY	Guyana
20-Feb-23	HN	Honduras
20-Feb-23	HT	Haiti
20-Feb-23	ID	Indonesia
20-Feb-23	IL	Israel
20-Feb-23	IN	India
20-Feb-23	IO	British Indian Ocean Territory
20-Feb-23	IQ	Iraq
20-Feb-23	JM	Jamaica
20-Feb-23	JO	Jordan
20-Feb-23	KE	Kenya
20-Feb-23	KG	Kyrgystan
20-Feb-23	KH	Cambodia
20-Feb-23	KM	Comoros
20-Feb-23	KN	Saint Kitts and Nevis
20-Feb-23	KR	Korea, Republic of
20-Feb-23	KW	Kuwait

20-Feb-23	KY	Cayman Islands
20-Feb-23	KZ	Kazakstan
20-Feb-23	LA	Lao, People's Democratic Republic of
20-Feb-23	LB	Lebanon
20-Feb-23	LC	Saint Lucia
20-Feb-23	LK	Sri Lanka
20-Feb-23	LS	Lesotho
20-Feb-23	LY	Libyan Arab Jamahiriya
20-Feb-23	MA	Morocco
20-Feb-23	MD	Moldova, Republic of
20-Feb-23	MG	Madagascar
20-Feb-23	MH	Marshall Islands
20-Feb-23	ML	Mali
20-Feb-23	MM	Myanmar
20-Feb-23	MN	Mongolia
20-Feb-23	MO	Macau
20-Feb-23	MP	Northern Mariana Islands
20-Feb-23	MR	Mauritania
20-Feb-23	MS	Montserrat
20-Feb-23	MU	Mauritius
20-Feb-23	MV	Maldives
20-Feb-23	MW	Malawi
20-Feb-23	MX	Mexico
20-Feb-23	MY	Malaysia
20-Feb-23	MZ	Mozambique

20-Feb-23	NA	Namibia
20-Feb-23	NE	Niger
20-Feb-23	NG	Nigeria
20-Feb-23	NI	Nicaragua
20-Feb-23	NP	Nepal
20-Feb-23	OM	Oman
20-Feb-23	PA	Panama
20-Feb-23	PE	Peru
20-Feb-23	PH	Philippines
20-Feb-23	PK	Pakistan
20-Feb-23	PR	Puerto Rico
20-Feb-23	PW	Palau
20-Feb-23	PY	Paraguay
20-Feb-23	QA	Qatar
20-Feb-23	RS	Serbia
20-Feb-23	RU	Russian Federation
20-Feb-23	RW	Rwanda
20-Feb-23	SA	Saudi Arabia
20-Feb-23	SC	Seychelles
20-Feb-23	SL	Sierra Leone
20-Feb-23	SN	Senegal
20-Feb-23	SO	Somalia
20-Feb-23	SR	Suriname
20-Feb-23	ST	Sao Tome and Principe
20-Feb-23	SV	El Salvador

20-Feb-23	SY	Syrian Arab Republic
20-Feb-23	SZ	Swaziland
20-Feb-23	TC	Turks and Caicos Islands
20-Feb-23	TD	Chad
20-Feb-23	TG	Togo
20-Feb-23	TH	Thailand
20-Feb-23	TJ	Tajikistan
20-Feb-23	TL	Timor L'Est
20-Feb-23	TM	Turkmenistan
20-Feb-23	TN	Tunisia
20-Feb-23	TP	East Timor
20-Feb-23	TT	Trinidad and Tobago
20-Feb-23	TZ	Tanzania, United Republic of
20-Feb-23	UA	Ukraine
20-Feb-23	UG	Uganda
20-Feb-23	UM	United States Minor Outlying Islands
20-Feb-23	US	United States
20-Feb-23	UY	Uruguay
20-Feb-23	UZ	Uzbekistan
20-Feb-23	VC	Saint Vincent and the Grenadines
20-Feb-23	VE	Venezuela
20-Feb-23	VG	Virgin Islands British
20-Feb-23	VI	Virgin Islands US
20-Feb-23	VN	Viet Nam
20-Feb-23	VU	Vanuatu

20-Feb-23	WS	Western Samoa
20-Feb-23	YE	Yemen
20-Feb-23	ZM	Zambia
20-Feb-23	ZW	Zimbabwe
21-Feb-23	VU	Vanuatu
22-Feb-23	SA	Saudi Arabia
23-Feb-23	JP	Japan
March		
06-Mar-23	VU	Vanuatu
07-Mar-23	BT	Bhutan
07-Mar-23	IN	India
21-Mar-23	JP	Japan
21-Mar-23	ZA	South Africa
22-Mar-23	BT	Bhutan
22-Mar-23	ID	Indonesia
22-Mar-23	IN	India
22-Mar-23	MU	Mauritius
23-Mar-23	PK	Pakistan
30-Mar-23	BT	Bhutan
30-Mar-23	IN	India
April		
05-Apr-23	CN	China
05-Apr-23	HK	Hong Kong

06-Apr-23	BV	Bouvet Island
06-Apr-23	DK	Denmark
06-Apr-23	FO	Faroe Islands
06-Apr-23	GL	Greenland
06-Apr-23	NO	Norway
06-Apr-23	PH	Philippines
06-Apr-23	SJ	Svalbard and Jan Mayen
06-Apr-23	TH	Thailand
07-Apr-23	AD	Andorra
07-Apr-23	AT	Austria
07-Apr-23	AU	Australia
07-Apr-23	BA	Bosnia and Herzegovina
07-Apr-23	BE	Belgium
07-Apr-23	BT	Bhutan
07-Apr-23	BV	Bouvet Island
07-Apr-23	CA	Canada
07-Apr-23	CC	Cocos (Keeling) Islands
07-Apr-23	CH	Switzerland
07-Apr-23	CK	Cook Islands
07-Apr-23	CX	Christmas Island
07-Apr-23	CY	Cyprus
07-Apr-23	CZ	Czech Republic
07-Apr-23	DE	Germany
07-Apr-23	DK	Denmark
07-Apr-23	EE	Estonia

07-Apr-23	ES	Spain
07-Apr-23	FI	Finland
07-Apr-23	FJ	Fiji
07-Apr-23	FK	Falkland Islands (Malvinas)
07-Apr-23	FO	Faroe Islands
07-Apr-23	FR	France
07-Apr-23	GB	United Kingdom
07-Apr-23	GF	French Guiana
07-Apr-23	GG	Guernsey
07-Apr-23	GI	Gibraltar
07-Apr-23	GL	Greenland
07-Apr-23	GP	Guadeloupe
07-Apr-23	GR	Greece
07-Apr-23	HK	Hong Kong
07-Apr-23	HM	Heard and McDonald Islands
07-Apr-23	HR	Croatia
07-Apr-23	HU	Hungary
07-Apr-23	IC	Channel Islands
07-Apr-23	ID	Indonesia
07-Apr-23	IE	Ireland
07-Apr-23	IM	Isle of Man
07-Apr-23	IN	India
07-Apr-23	IS	Iceland
07-Apr-23	IT	Italy
07-Apr-23	JE	Jersey

07-Apr-23	KI	Kiribati
07-Apr-23	LI	Liechtenstein
07-Apr-23	LK	Sri Lanka
07-Apr-23	LT	Lithuania
07-Apr-23	LU	Luxembourg
07-Apr-23	LV	Latvia
07-Apr-23	MC	Monaco
07-Apr-23	ME	Montenegro
07-Apr-23	MK	Macedonia
07-Apr-23	MQ	Martinique
07-Apr-23	MT	Malta
07-Apr-23	NC	New Caledonia
07-Apr-23	NF	Norfolk Island
07-Apr-23	NL	Netherlands
07-Apr-23	NO	Norway
07-Apr-23	NR	Nauru
07-Apr-23	NU	Niue
07-Apr-23	NZ	New Zealand
07-Apr-23	PF	French Polynesia
07-Apr-23	PG	Papua New Guinea
07-Apr-23	PH	Philippines
07-Apr-23	PL	Poland
07-Apr-23	PM	Saint Pierre and Miquelon
07-Apr-23	PN	Pitcairn
07-Apr-23	PT	Portugal

07-Apr-23	RE	Reunion
07-Apr-23	RO	Romania
07-Apr-23	SB	Solomon Islands
07-Apr-23	SE	Sweden
07-Apr-23	SG	Singapore
07-Apr-23	SH	Saint Helena
07-Apr-23	SI	Slovenia
07-Apr-23	SJ	Svalbard and Jan Mayen
07-Apr-23	SK	Slovakia
07-Apr-23	SM	San Marino
07-Apr-23	TF	French Southern Territories
07-Apr-23	TK	Tokelau
07-Apr-23	TO	Tonga
07-Apr-23	TR	Turkey
07-Apr-23	TV	Tuvalu
07-Apr-23	TW	Taiwan
07-Apr-23	VA	Holy See (Vatican City State)
07-Apr-23	VU	Vanuatu
07-Apr-23	WF	Wallis and Futuna Islands
07-Apr-23	WS	Western Samoa
07-Apr-23	YT	Mayotte
07-Apr-23	ZA	South Africa
10-Apr-23	AD	Andorra
10-Apr-23	AT	Austria
10-Apr-23	AU	Australia

10-Apr-23	BA	Bosnia and Herzegovina
10-Apr-23	BE	Belgium
10-Apr-23	BV	Bouvet Island
10-Apr-23	CC	Cocos (Keeling) Islands
10-Apr-23	CH	Switzerland
10-Apr-23	CK	Cook Islands
10-Apr-23	CX	Christmas Island
10-Apr-23	CY	Cyprus
10-Apr-23	CZ	Czech Republic
10-Apr-23	DE	Germany
10-Apr-23	DK	Denmark
10-Apr-23	EE	Estonia
10-Apr-23	ES	Spain
10-Apr-23	FI	Finland
10-Apr-23	FJ	Fiji
10-Apr-23	FK	Falkland Islands (Malvinas)
10-Apr-23	FO	Faroe Islands
10-Apr-23	FR	France
10-Apr-23	GB	United Kingdom
10-Apr-23	GF	French Guiana
10-Apr-23	GG	Guernsey
10-Apr-23	GI	Gibraltar
10-Apr-23	GL	Greenland
10-Apr-23	GP	Guadeloupe
10-Apr-23	GR	Greece

10-Apr-23	HK	Hong Kong
10-Apr-23	HM	Heard and McDonald Islands
10-Apr-23	HR	Croatia
10-Apr-23	HU	Hungary
10-Apr-23	IC	Channel Islands
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10-Apr-23	IS	Iceland
10-Apr-23	IT	Italy
10-Apr-23	JE	Jersey
10-Apr-23	KI	Kiribati
10-Apr-23	LI	Liechtenstein
10-Apr-23	LT	Lithuania
10-Apr-23	LU	Luxembourg
10-Apr-23	LV	Latvia
10-Apr-23	MC	Monaco
10-Apr-23	ME	Montenegro
10-Apr-23	MK	Macedonia
10-Apr-23	MQ	Martinique
10-Apr-23	MT	Malta
10-Apr-23	NC	New Caledonia
10-Apr-23	NF	Norfolk Island
10-Apr-23	NL	Netherlands
10-Apr-23	NO	Norway
10-Apr-23	NR	Nauru

10-Apr-23	NU	Niue
10-Apr-23	NZ	New Zealand
10-Apr-23	PF	French Polynesia
10-Apr-23	PG	Papua New Guinea
10-Apr-23	PL	Poland
10-Apr-23	PM	Saint Pierre and Miquelon
10-Apr-23	PN	Pitcairn
10-Apr-23	PT	Portugal
10-Apr-23	RE	Reunion
10-Apr-23	RO	Romania
10-Apr-23	SB	Solomon Islands
10-Apr-23	SE	Sweden
10-Apr-23	SH	Saint Helena
10-Apr-23	SI	Slovenia
10-Apr-23	SJ	Svalbard and Jan Mayen
10-Apr-23	SK	Slovakia
10-Apr-23	SM	San Marino
10-Apr-23	TF	French Southern Territories
10-Apr-23	TK	Tokelau
10-Apr-23	TO	Tonga
10-Apr-23	TR	Turkey
10-Apr-23	TV	Tuvalu
10-Apr-23	TW	Taiwan
10-Apr-23	VA	Holy See (Vatican City State)
10-Apr-23	VU	Vanuatu

10-Apr-23	WF	Wallis and Futuna Islands
10-Apr-23	WS	Western Samoa
10-Apr-23	YT	Mayotte
10-Apr-23	ZA	South Africa
13-Apr-23	LK	Sri Lanka
13-Apr-23	TH	Thailand
14-Apr-23	BT	Bhutan
14-Apr-23	IN	India
14-Apr-23	LK	Sri Lanka
14-Apr-23	TH	Thailand
19-Apr-23	SA	Saudi Arabia
20-Apr-23	KW	Kuwait
20-Apr-23	SA	Saudi Arabia
21-Apr-23	AE	United Arab Emirates
21-Apr-23	BT	Bhutan
21-Apr-23	IN	India
21-Apr-23	KW	Kuwait
21-Apr-23	LK	Sri Lanka
21-Apr-23	MU	Mauritius
21-Apr-23	PH	Philippines
21-Apr-23	PK	Pakistan
21-Apr-23	SA	Saudi Arabia
25-Apr-23	AU	Australia
25-Apr-23	CC	Cocos (Keeling) Islands
25-Apr-23	CK	Cook Islands

25-Apr-23	CX	Christmas Island
25-Apr-23	HM	Heard and McDonald Islands
25-Apr-23	KI	Kiribati
25-Apr-23	NF	Norfolk Island
25-Apr-23	NR	Nauru
25-Apr-23	NU	Niue
25-Apr-23	NZ	New Zealand
25-Apr-23	PN	Pitcairn
25-Apr-23	TK	Tokelau
25-Apr-23	TO	Tonga
25-Apr-23	TV	Tuvalu
25-Apr-23	TW	Taiwan
27-Apr-23	ZA	South Africa
May		
01-May-23	AD	Andorra
01-May-23	AT	Austria
01-May-23	BA	Bosnia and Herzegovina
01-May-23	BE	Belgium
01-May-23	BT	Bhutan
01-May-23	BV	Bouvet Island
01-May-23	CH	Switzerland
01-May-23	CN	China
01-May-23	CY	Cyprus
01-May-23	CZ	Czech Republic

01-May-23	DE	Germany
01-May-23	EE	Estonia
01-May-23	ES	Spain
01-May-23	FI	Finland
01-May-23	FK	Falkland Islands (Malvinas)
01-May-23	FR	France
01-May-23	GB	United Kingdom
01-May-23	GF	French Guiana
01-May-23	GG	Guernsey
01-May-23	GI	Gibraltar
01-May-23	GP	Guadeloupe
01-May-23	GR	Greece
01-May-23	HK	Hong Kong
01-May-23	HR	Croatia
01-May-23	HU	Hungary
01-May-23	IC	Channel Islands
01-May-23	ID	Indonesia
01-May-23	IE	Ireland
01-May-23	IM	Isle of Man
01-May-23	IN	India
01-May-23	IS	Iceland
01-May-23	IT	Italy
01-May-23	JE	Jersey
01-May-23	LI	Liechtenstein
01-May-23	LK	Sri Lanka

01-May-23	LT	Lithuania
01-May-23	LU	Luxembourg
01-May-23	LV	Latvia
01-May-23	MC	Monaco
01-May-23	ME	Montenegro
01-May-23	MK	Macedonia
01-May-23	MQ	Martinique
01-May-23	MT	Malta
01-May-23	MU	Mauritius
01-May-23	NC	New Caledonia
01-May-23	NL	Netherlands
01-May-23	NO	Norway
01-May-23	PF	French Polynesia
01-May-23	PH	Philippines
01-May-23	PK	Pakistan
01-May-23	PL	Poland
01-May-23	PM	Saint Pierre and Miquelon
01-May-23	PT	Portugal
01-May-23	RE	Reunion
01-May-23	RO	Romania
01-May-23	SE	Sweden
01-May-23	SG	Singapore
01-May-23	SH	Saint Helena
01-May-23	SI	Slovenia
01-May-23	SJ	Svalbard and Jan Mayen

01-May-23	SK	Slovakia
01-May-23	SM	San Marino
01-May-23	TF	French Southern Territories
01-May-23	TH	Thailand
01-May-23	TR	Turkey
01-May-23	VA	Holy See (Vatican City State)
01-May-23	VU	Vanuatu
01-May-23	WF	Wallis and Futuna Islands
01-May-23	YT	Mayotte
01-May-23	ZA	South Africa
03-May-23	JP	Japan
04-May-23	JP	Japan
04-May-23	TH	Thailand
05-May-23	BT	Bhutan
05-May-23	DK	Denmark
05-May-23	FO	Faroe Islands
05-May-23	GL	Greenland
05-May-23	IN	India
05-May-23	JP	Japan
08-May-23	TH	Thailand
15-May-23	WS	Western Samoa
17-May-23	BV	Bouvet Island
17-May-23	NO	Norway
17-May-23	SJ	Svalbard and Jan Mayen
18-May-23	BV	Bouvet Island

18-May-23	CH	Switzerland
18-May-23	DK	Denmark
18-May-23	FO	Faroe Islands
18-May-23	GL	Greenland
18-May-23	ID	Indonesia
18-May-23	LI	Liechtenstein
18-May-23	NO	Norway
18-May-23	SE	Sweden
18-May-23	SJ	Svalbard and Jan Mayen
18-May-23	VU	Vanuatu
19-May-23	DK	Denmark
19-May-23	FO	Faroe Islands
19-May-23	GL	Greenland
22-May-23	CA	Canada
26-May-23	HK	Hong Kong
29-May-23	AE	United Arab Emirates
29-May-23	AF	Afghanistan
29-May-23	AG	Antigua and Barbuda
29-May-23	AI	Anguilla
29-May-23	AL	Albania
29-May-23	AM	Armenia
29-May-23	AN	Netherlands Antilles
29-May-23	AO	Angola
29-May-23	AQ	Antarctica
29-May-23	AR	Argentina

29-May-23	AS	American Samoa
29-May-23	AW	Aruba
29-May-23	AZ	Azerbaijan
29-May-23	BB	Barbados
29-May-23	BD	Bangladesh
29-May-23	BF	Burkina Faso
29-May-23	BG	Bulgaria
29-May-23	BH	Bahrain
29-May-23	BI	Burundi
29-May-23	BJ	Benin
29-May-23	BM	Bermuda
29-May-23	BN	Brunei Darussalam
29-May-23	BO	Bolivia
29-May-23	BR	Brazil
29-May-23	BS	Bahamas
29-May-23	BT	Bhutan
29-May-23	BV	Bouvet Island
29-May-23	BW	Botswana
29-May-23	BY	Belarus
29-May-23	BZ	Belize
29-May-23	CD	Congo
29-May-23	CF	Central African Republic
29-May-23	CH	Switzerland
29-May-23	CL	Chile
29-May-23	CM	Cameroon

29-May-23	CN	China
29-May-23	CO	Colombia
29-May-23	CR	Costa Rica
29-May-23	CV	Cape Verde
29-May-23	CW	Curacao
29-May-23	DJ	Djibouti
29-May-23	DK	Denmark
29-May-23	DM	Dominica
29-May-23	DO	Dominican Republic
29-May-23	DZ	Algeria
29-May-23	EC	Ecuador
29-May-23	EG	Egypt
29-May-23	EH	Western Sahara
29-May-23	ER	Eritrea
29-May-23	ET	Ethiopia
29-May-23	FK	Falkland Islands (Malvinas)
29-May-23	FM	Micronesia, Federated States of
29-May-23	FO	Faroe Islands
29-May-23	GA	Gabon
29-May-23	GB	United Kingdom
29-May-23	GD	Grenada
29-May-23	GE	Georgia
29-May-23	GG	Guernsey
29-May-23	GH	Ghana
29-May-23	GL	Greenland

29-May-23	GM	Gambia
29-May-23	GN	Guinea
29-May-23	GQ	Equatorial Guinea
29-May-23	GS	South Georgia and the South Sandwich Islands
29-May-23	GT	Guatemala
29-May-23	GU	Guam
29-May-23	GW	Guinea-Bissau
29-May-23	GY	Guyana
29-May-23	HN	Honduras
29-May-23	HT	Haiti
29-May-23	IC	Channel Islands
29-May-23	ID	Indonesia
29-May-23	IL	Israel
29-May-23	IM	Isle of Man
29-May-23	IN	India
29-May-23	IO	British Indian Ocean Territory
29-May-23	IQ	Iraq
29-May-23	JE	Jersey
29-May-23	JM	Jamaica
29-May-23	JO	Jordan
29-May-23	KE	Kenya
29-May-23	KG	Kyrgystan
29-May-23	KH	Cambodia
29-May-23	KM	Comoros
29-May-23	KN	Saint Kitts and Nevis

29-May-23	KR	Korea, Republic of
29-May-23	KW	Kuwait
29-May-23	KY	Cayman Islands
29-May-23	KZ	Kazakstan
29-May-23	LA	Lao, People's Democratic Republic of
29-May-23	LB	Lebanon
29-May-23	LC	Saint Lucia
29-May-23	LI	Liechtenstein
29-May-23	LK	Sri Lanka
29-May-23	LS	Lesotho
29-May-23	LY	Libyan Arab Jamahiriya
29-May-23	MA	Morocco
29-May-23	MD	Moldova, Republic of
29-May-23	MG	Madagascar
29-May-23	MH	Marshall Islands
29-May-23	ML	Mali
29-May-23	MM	Myanmar
29-May-23	MN	Mongolia
29-May-23	MO	Macau
29-May-23	MP	Northern Mariana Islands
29-May-23	MR	Mauritania
29-May-23	MS	Montserrat
29-May-23	MU	Mauritius
29-May-23	MV	Maldives
29-May-23	MW	Malawi

29-May-23	MX	Mexico
29-May-23	MY	Malaysia
29-May-23	MZ	Mozambique
29-May-23	NA	Namibia
29-May-23	NE	Niger
29-May-23	NG	Nigeria
29-May-23	NI	Nicaragua
29-May-23	NO	Norway
29-May-23	NP	Nepal
29-May-23	OM	Oman
29-May-23	PA	Panama
29-May-23	PE	Peru
29-May-23	PH	Philippines
29-May-23	PK	Pakistan
29-May-23	PR	Puerto Rico
29-May-23	PW	Palau
29-May-23	PY	Paraguay
29-May-23	QA	Qatar
29-May-23	RS	Serbia
29-May-23	RU	Russian Federation
29-May-23	RW	Rwanda
29-May-23	SA	Saudi Arabia
29-May-23	SB	Solomon Islands
29-May-23	SC	Seychelles
29-May-23	SH	Saint Helena

29-May-23	SJ	Svalbard and Jan Mayen
29-May-23	SL	Sierra Leone
29-May-23	SN	Senegal
29-May-23	SO	Somalia
29-May-23	SR	Suriname
29-May-23	ST	Sao Tome and Principe
29-May-23	SV	El Salvador
29-May-23	SY	Syrian Arab Republic
29-May-23	SZ	Swaziland
29-May-23	TC	Turks and Caicos Islands
29-May-23	TD	Chad
29-May-23	TG	Togo
29-May-23	TH	Thailand
29-May-23	TJ	Tajikistan
29-May-23	TL	Timor L'Est
29-May-23	TM	Turkmenistan
29-May-23	TN	Tunisia
29-May-23	TP	East Timor
29-May-23	TT	Trinidad and Tobago
29-May-23	TZ	Tanzania, United Republic of
29-May-23	UA	Ukraine
29-May-23	UG	Uganda
29-May-23	UM	United States Minor Outlying Islands
29-May-23	US	United States
29-May-23	UY	Uruguay

29-May-23	UZ	Uzbekistan
29-May-23	VC	Saint Vincent and the Grenadines
29-May-23	VE	Venezuela
29-May-23	VG	Virgin Islands British
29-May-23	VI	Virgin Islands US
29-May-23	VN	Viet Nam
29-May-23	VU	Vanuatu
29-May-23	WS	Western Samoa
29-May-23	YE	Yemen
29-May-23	ZM	Zambia
29-May-23	ZW	Zimbabwe
June		
01-Jun-23	ID	Indonesia
01-Jun-23	WS	Western Samoa
02-Jun-23	SG	Singapore
05-Jun-23	CK	Cook Islands
05-Jun-23	DK	Denmark
05-Jun-23	FO	Faroe Islands
05-Jun-23	GL	Greenland
05-Jun-23	NU	Niue
05-Jun-23	NZ	New Zealand
05-Jun-23	PN	Pitcairn
05-Jun-23	TH	Thailand
05-Jun-23	TK	Tokelau

05-Jun-23	TO	Tonga
05-Jun-23	TW	Taiwan
06-Jun-23	SE	Sweden
09-Jun-23	SB	Solomon Islands
12-Jun-23	AU	Australia
12-Jun-23	CC	Cocos (Keeling) Islands
12-Jun-23	CX	Christmas Island
12-Jun-23	HM	Heard and McDonald Islands
12-Jun-23	KI	Kiribati
12-Jun-23	NF	Norfolk Island
12-Jun-23	NR	Nauru
12-Jun-23	PG	Papua New Guinea
12-Jun-23	PH	Philippines
12-Jun-23	TV	Tuvalu
16-Jun-23	ZA	South Africa
19-Jun-23	AE	United Arab Emirates
19-Jun-23	AF	Afghanistan
19-Jun-23	AG	Antigua and Barbuda
19-Jun-23	AI	Anguilla
19-Jun-23	AL	Albania
19-Jun-23	AM	Armenia
19-Jun-23	AN	Netherlands Antilles
19-Jun-23	AO	Angola
19-Jun-23	AQ	Antarctica
19-Jun-23	AR	Argentina

19-Jun-23	AS	American Samoa
19-Jun-23	AW	Aruba
19-Jun-23	AZ	Azerbaijan
19-Jun-23	BB	Barbados
19-Jun-23	BD	Bangladesh
19-Jun-23	BF	Burkina Faso
19-Jun-23	BG	Bulgaria
19-Jun-23	BH	Bahrain
19-Jun-23	BI	Burundi
19-Jun-23	BJ	Benin
19-Jun-23	BM	Bermuda
19-Jun-23	BN	Brunei Darussalam
19-Jun-23	BO	Bolivia
19-Jun-23	BR	Brazil
19-Jun-23	BS	Bahamas
19-Jun-23	BT	Bhutan
19-Jun-23	BW	Botswana
19-Jun-23	BY	Belarus
19-Jun-23	BZ	Belize
19-Jun-23	CD	Congo
19-Jun-23	CF	Central African Republic
19-Jun-23	CL	Chile
19-Jun-23	CM	Cameroon
19-Jun-23	CN	China
19-Jun-23	CO	Colombia

19-Jun-23	CR	Costa Rica
19-Jun-23	CV	Cape Verde
19-Jun-23	CW	Curacao
19-Jun-23	DJ	Djibouti
19-Jun-23	DM	Dominica
19-Jun-23	DO	Dominican Republic
19-Jun-23	DZ	Algeria
19-Jun-23	EC	Ecuador
19-Jun-23	EG	Egypt
19-Jun-23	EH	Western Sahara
19-Jun-23	ER	Eritrea
19-Jun-23	ET	Ethiopia
19-Jun-23	FM	Micronesia, Federated States of
19-Jun-23	GA	Gabon
19-Jun-23	GD	Grenada
19-Jun-23	GE	Georgia
19-Jun-23	GH	Ghana
19-Jun-23	GM	Gambia
19-Jun-23	GN	Guinea
19-Jun-23	GQ	Equatorial Guinea
19-Jun-23	GS	South Georgia and the South Sandwich Islands
19-Jun-23	GT	Guatemala
19-Jun-23	GU	Guam
19-Jun-23	GW	Guinea-Bissau
19-Jun-23	GY	Guyana

19-Jun-23	HN	Honduras
19-Jun-23	HT	Haiti
19-Jun-23	ID	Indonesia
19-Jun-23	IL	Israel
19-Jun-23	IN	India
19-Jun-23	IO	British Indian Ocean Territory
19-Jun-23	IQ	Iraq
19-Jun-23	JM	Jamaica
19-Jun-23	JO	Jordan
19-Jun-23	KE	Kenya
19-Jun-23	KG	Kyrgystan
19-Jun-23	KH	Cambodia
19-Jun-23	KM	Comoros
19-Jun-23	KN	Saint Kitts and Nevis
19-Jun-23	KR	Korea, Republic of
19-Jun-23	KW	Kuwait
19-Jun-23	KY	Cayman Islands
19-Jun-23	KZ	Kazakstan
19-Jun-23	LA	Lao, People's Democratic Republic of
19-Jun-23	LB	Lebanon
19-Jun-23	LC	Saint Lucia
19-Jun-23	LK	Sri Lanka
19-Jun-23	LS	Lesotho
19-Jun-23	LY	Libyan Arab Jamahiriya
19-Jun-23	MA	Morocco

19-Jun-23	MD	Moldova, Republic of
19-Jun-23	MG	Madagascar
19-Jun-23	MH	Marshall Islands
19-Jun-23	ML	Mali
19-Jun-23	MM	Myanmar
19-Jun-23	MN	Mongolia
19-Jun-23	MO	Macau
19-Jun-23	MP	Northern Mariana Islands
19-Jun-23	MR	Mauritania
19-Jun-23	MS	Montserrat
19-Jun-23	MU	Mauritius
19-Jun-23	MV	Maldives
19-Jun-23	MW	Malawi
19-Jun-23	MX	Mexico
19-Jun-23	MY	Malaysia
19-Jun-23	MZ	Mozambique
19-Jun-23	NA	Namibia
19-Jun-23	NE	Niger
19-Jun-23	NG	Nigeria
19-Jun-23	NI	Nicaragua
19-Jun-23	NP	Nepal
19-Jun-23	OM	Oman
19-Jun-23	PA	Panama
19-Jun-23	PE	Peru
19-Jun-23	PH	Philippines

19-Jun-23	PK	Pakistan
19-Jun-23	PR	Puerto Rico
19-Jun-23	PW	Palau
19-Jun-23	PY	Paraguay
19-Jun-23	QA	Qatar
19-Jun-23	RS	Serbia
19-Jun-23	RU	Russian Federation
19-Jun-23	RW	Rwanda
19-Jun-23	SA	Saudi Arabia
19-Jun-23	SC	Seychelles
19-Jun-23	SL	Sierra Leone
19-Jun-23	SN	Senegal
19-Jun-23	SO	Somalia
19-Jun-23	SR	Suriname
19-Jun-23	ST	Sao Tome and Principe
19-Jun-23	SV	El Salvador
19-Jun-23	SY	Syrian Arab Republic
19-Jun-23	SZ	Swaziland
19-Jun-23	TC	Turks and Caicos Islands
19-Jun-23	TD	Chad
19-Jun-23	TG	Togo
19-Jun-23	TH	Thailand
19-Jun-23	TJ	Tajikistan
19-Jun-23	TL	Timor L'Est
19-Jun-23	TM	Turkmenistan

19-Jun-23	TN	Tunisia
19-Jun-23	TP	East Timor
19-Jun-23	TT	Trinidad and Tobago
19-Jun-23	TZ	Tanzania, United Republic of
19-Jun-23	UA	Ukraine
19-Jun-23	UG	Uganda
19-Jun-23	UM	United States Minor Outlying Islands
19-Jun-23	US	United States
19-Jun-23	UY	Uruguay
19-Jun-23	UZ	Uzbekistan
19-Jun-23	VC	Saint Vincent and the Grenadines
19-Jun-23	VE	Venezuela
19-Jun-23	VG	Virgin Islands British
19-Jun-23	VI	Virgin Islands US
19-Jun-23	VN	Viet Nam
19-Jun-23	VU	Vanuatu
19-Jun-23	WS	Western Samoa
19-Jun-23	YE	Yemen
19-Jun-23	ZM	Zambia
19-Jun-23	ZW	Zimbabwe
22-Jun-23	CN	China
22-Jun-23	HK	Hong Kong
23-Jun-23	CN	China
23-Jun-23	SE	Sweden
26-Jun-23	KW	Kuwait

26-Jun-23	SA	Saudi Arabia
27-Jun-23	AE	United Arab Emirates
27-Jun-23	KW	Kuwait
27-Jun-23	SA	Saudi Arabia
28-Jun-23	AE	United Arab Emirates
28-Jun-23	KW	Kuwait
28-Jun-23	LK	Sri Lanka
28-Jun-23	PH	Philippines
28-Jun-23	PK	Pakistan
28-Jun-23	SA	Saudi Arabia
29-Jun-23	BT	Bhutan
29-Jun-23	ID	Indonesia
29-Jun-23	IN	India
29-Jun-23	KW	Kuwait
29-Jun-23	PK	Pakistan
29-Jun-23	SA	Saudi Arabia
29-Jun-23	SG	Singapore
30-Jun-23	KW	Kuwait
July		
03-Jul-23	CA	Canada
03-Jul-23	PK	Pakistan
04-Jul-23	AE	United Arab Emirates
04-Jul-23	AF	Afghanistan
04-Jul-23	AG	Antigua and Barbuda

04-Jul-23	AI	Anguilla
04-Jul-23	AL	Albania
04-Jul-23	AM	Armenia
04-Jul-23	AN	Netherlands Antilles
04-Jul-23	AO	Angola
04-Jul-23	AQ	Antarctica
04-Jul-23	AR	Argentina
04-Jul-23	AS	American Samoa
04-Jul-23	AW	Aruba
04-Jul-23	AZ	Azerbaijan
04-Jul-23	BB	Barbados
04-Jul-23	BD	Bangladesh
04-Jul-23	BF	Burkina Faso
04-Jul-23	BG	Bulgaria
04-Jul-23	BH	Bahrain
04-Jul-23	BI	Burundi
04-Jul-23	BJ	Benin
04-Jul-23	BM	Bermuda
04-Jul-23	BN	Brunei Darussalam
04-Jul-23	BO	Bolivia
04-Jul-23	BR	Brazil
04-Jul-23	BS	Bahamas
04-Jul-23	BT	Bhutan
04-Jul-23	BW	Botswana
04-Jul-23	BY	Belarus

04-Jul-23	BZ	Belize
04-Jul-23	CD	Congo
04-Jul-23	CF	Central African Republic
04-Jul-23	CL	Chile
04-Jul-23	CM	Cameroon
04-Jul-23	CN	China
04-Jul-23	CO	Colombia
04-Jul-23	CR	Costa Rica
04-Jul-23	CV	Cape Verde
04-Jul-23	CW	Curacao
04-Jul-23	DJ	Djibouti
04-Jul-23	DM	Dominica
04-Jul-23	DO	Dominican Republic
04-Jul-23	DZ	Algeria
04-Jul-23	EC	Ecuador
04-Jul-23	EG	Egypt
04-Jul-23	EH	Western Sahara
04-Jul-23	ER	Eritrea
04-Jul-23	ET	Ethiopia
04-Jul-23	FM	Micronesia, Federated States of
04-Jul-23	GA	Gabon
04-Jul-23	GD	Grenada
04-Jul-23	GE	Georgia
04-Jul-23	GH	Ghana
04-Jul-23	GM	Gambia

04-Jul-23	GN	Guinea
04-Jul-23	GQ	Equatorial Guinea
04-Jul-23	GS	South Georgia and the South Sandwich Islands
04-Jul-23	GT	Guatemala
04-Jul-23	GU	Guam
04-Jul-23	GW	Guinea-Bissau
04-Jul-23	GY	Guyana
04-Jul-23	HN	Honduras
04-Jul-23	HT	Haiti
04-Jul-23	ID	Indonesia
04-Jul-23	IL	Israel
04-Jul-23	IN	India
04-Jul-23	IO	British Indian Ocean Territory
04-Jul-23	IQ	Iraq
04-Jul-23	JM	Jamaica
04-Jul-23	JO	Jordan
04-Jul-23	KE	Kenya
04-Jul-23	KG	Kyrgystan
04-Jul-23	KH	Cambodia
04-Jul-23	KM	Comoros
04-Jul-23	KN	Saint Kitts and Nevis
04-Jul-23	KR	Korea, Republic of
04-Jul-23	KW	Kuwait
04-Jul-23	KY	Cayman Islands
04-Jul-23	KZ	Kazakstan

04-Jul-23	LA	Lao, People's Democratic Republic of
04-Jul-23	LB	Lebanon
04-Jul-23	LC	Saint Lucia
04-Jul-23	LK	Sri Lanka
04-Jul-23	LS	Lesotho
04-Jul-23	LY	Libyan Arab Jamahiriya
04-Jul-23	MA	Morocco
04-Jul-23	MD	Moldova, Republic of
04-Jul-23	MG	Madagascar
04-Jul-23	MH	Marshall Islands
04-Jul-23	ML	Mali
04-Jul-23	MM	Myanmar
04-Jul-23	MN	Mongolia
04-Jul-23	MO	Macau
04-Jul-23	MP	Northern Mariana Islands
04-Jul-23	MR	Mauritania
04-Jul-23	MS	Montserrat
04-Jul-23	MU	Mauritius
04-Jul-23	MV	Maldives
04-Jul-23	MW	Malawi
04-Jul-23	MX	Mexico
04-Jul-23	MY	Malaysia
04-Jul-23	MZ	Mozambique
04-Jul-23	NA	Namibia
04-Jul-23	NE	Niger

04-Jul-23	NG	Nigeria
04-Jul-23	NI	Nicaragua
04-Jul-23	NP	Nepal
04-Jul-23	OM	Oman
04-Jul-23	PA	Panama
04-Jul-23	PE	Peru
04-Jul-23	PH	Philippines
04-Jul-23	PK	Pakistan
04-Jul-23	PR	Puerto Rico
04-Jul-23	PW	Palau
04-Jul-23	PY	Paraguay
04-Jul-23	QA	Qatar
04-Jul-23	RS	Serbia
04-Jul-23	RU	Russian Federation
04-Jul-23	RW	Rwanda
04-Jul-23	SA	Saudi Arabia
04-Jul-23	SC	Seychelles
04-Jul-23	SL	Sierra Leone
04-Jul-23	SN	Senegal
04-Jul-23	SO	Somalia
04-Jul-23	SR	Suriname
04-Jul-23	ST	Sao Tome and Principe
04-Jul-23	SV	El Salvador
04-Jul-23	SY	Syrian Arab Republic
04-Jul-23	SZ	Swaziland

04-Jul-23	TC	Turks and Caicos Islands
04-Jul-23	TD	Chad
04-Jul-23	TG	Togo
04-Jul-23	TH	Thailand
04-Jul-23	TJ	Tajikistan
04-Jul-23	TL	Timor L'Est
04-Jul-23	TM	Turkmenistan
04-Jul-23	TN	Tunisia
04-Jul-23	TO	Tonga
04-Jul-23	TP	East Timor
04-Jul-23	TT	Trinidad and Tobago
04-Jul-23	TZ	Tanzania, United Republic of
04-Jul-23	UA	Ukraine
04-Jul-23	UG	Uganda
04-Jul-23	UM	United States Minor Outlying Islands
04-Jul-23	US	United States
04-Jul-23	UY	Uruguay
04-Jul-23	UZ	Uzbekistan
04-Jul-23	VC	Saint Vincent and the Grenadines
04-Jul-23	VE	Venezuela
04-Jul-23	VG	Virgin Islands British
04-Jul-23	VI	Virgin Islands US
04-Jul-23	VN	Viet Nam
04-Jul-23	VU	Vanuatu
04-Jul-23	WS	Western Samoa

04-Jul-23	YE	Yemen
04-Jul-23	ZM	Zambia
04-Jul-23	ZW	Zimbabwe
07-Jul-23	SB	Solomon Islands
14-Jul-23	CK	Cook Islands
14-Jul-23	NU	Niue
14-Jul-23	NZ	New Zealand
14-Jul-23	PN	Pitcairn
14-Jul-23	TK	Tokelau
14-Jul-23	TW	Taiwan
17-Jul-23	JP	Japan
19-Jul-23	AE	United Arab Emirates
19-Jul-23	ID	Indonesia
19-Jul-23	KW	Kuwait
24-Jul-23	PG	Papua New Guinea
24-Jul-23	VU	Vanuatu
28-Jul-23	BT	Bhutan
28-Jul-23	IN	India
28-Jul-23	PK	Pakistan
28-Jul-23	TH	Thailand
31-Jul-23	VU	Vanuatu
August		
01-Aug-23	CH	Switzerland
01-Aug-23	LI	Liechtenstein

01-Aug-23	TH	Thailand
07-Aug-23	AU	Australia
07-Aug-23	CA	Canada
07-Aug-23	CC	Cocos (Keeling) Islands
07-Aug-23	CX	Christmas Island
07-Aug-23	HM	Heard and McDonald Islands
07-Aug-23	KI	Kiribati
07-Aug-23	NF	Norfolk Island
07-Aug-23	NR	Nauru
07-Aug-23	TV	Tuvalu
09-Aug-23	SG	Singapore
09-Aug-23	ZA	South Africa
11-Aug-23	JP	Japan
14-Aug-23	PK	Pakistan
14-Aug-23	TH	Thailand
14-Aug-23	WS	Western Samoa
15-Aug-23	BT	Bhutan
15-Aug-23	IN	India
15-Aug-23	VU	Vanuatu
17-Aug-23	BT	Bhutan
17-Aug-23	ID	Indonesia
17-Aug-23	IN	India
21-Aug-23	PH	Philippines
28-Aug-23	FK	Falkland Islands (Malvinas)
28-Aug-23	GB	United Kingdom

28-Aug-23	GG	Guernsey
28-Aug-23	IC	Channel Islands
28-Aug-23	IM	Isle of Man
28-Aug-23	JE	Jersey
28-Aug-23	PH	Philippines
28-Aug-23	SH	Saint Helena
September		
04-Sep-23	AE	United Arab Emirates
04-Sep-23	AF	Afghanistan
04-Sep-23	AG	Antigua and Barbuda
04-Sep-23	AI	Anguilla
04-Sep-23	AL	Albania
04-Sep-23	AM	Armenia
04-Sep-23	AN	Netherlands Antilles
04-Sep-23	AO	Angola
04-Sep-23	AQ	Antarctica
04-Sep-23	AR	Argentina
04-Sep-23	AS	American Samoa
04-Sep-23	AW	Aruba
04-Sep-23	AZ	Azerbaijan
04-Sep-23	BB	Barbados
04-Sep-23	BD	Bangladesh
04-Sep-23	BF	Burkina Faso
04-Sep-23	BG	Bulgaria

04-Sep-23	BH	Bahrain
04-Sep-23	BI	Burundi
04-Sep-23	BJ	Benin
04-Sep-23	BM	Bermuda
04-Sep-23	BN	Brunei Darussalam
04-Sep-23	BO	Bolivia
04-Sep-23	BR	Brazil
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04-Sep-23	BT	Bhutan
04-Sep-23	BW	Botswana
04-Sep-23	BY	Belarus
04-Sep-23	BZ	Belize
04-Sep-23	CA	Canada
04-Sep-23	CD	Congo
04-Sep-23	CF	Central African Republic
04-Sep-23	CL	Chile
04-Sep-23	CM	Cameroon
04-Sep-23	CN	China
04-Sep-23	CO	Colombia
04-Sep-23	CR	Costa Rica
04-Sep-23	CV	Cape Verde
04-Sep-23	CW	Curacao
04-Sep-23	DJ	Djibouti
04-Sep-23	DM	Dominica
04-Sep-23	DO	Dominican Republic

04-Sep-23	DZ	Algeria
04-Sep-23	EC	Ecuador
04-Sep-23	EG	Egypt
04-Sep-23	EH	Western Sahara
04-Sep-23	ER	Eritrea
04-Sep-23	ET	Ethiopia
04-Sep-23	FM	Micronesia, Federated States of
04-Sep-23	GA	Gabon
04-Sep-23	GD	Grenada
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04-Sep-23	MW	Malawi
04-Sep-23	MX	Mexico
04-Sep-23	MY	Malaysia
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04-Sep-23	NA	Namibia
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04-Sep-23	PH	Philippines
04-Sep-23	PK	Pakistan
04-Sep-23	PR	Puerto Rico
04-Sep-23	PW	Palau
04-Sep-23	PY	Paraguay
04-Sep-23	QA	Qatar
04-Sep-23	RS	Serbia

04-Sep-23	RU	Russian Federation
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04-Sep-23	SA	Saudi Arabia
04-Sep-23	SC	Seychelles
04-Sep-23	SL	Sierra Leone
04-Sep-23	SN	Senegal
04-Sep-23	SO	Somalia
04-Sep-23	SR	Suriname
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04-Sep-23	TN	Tunisia
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04-Sep-23	TT	Trinidad and Tobago
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04-Sep-23	UG	Uganda

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04-Sep-23	US	United States
04-Sep-23	UY	Uruguay
04-Sep-23	UZ	Uzbekistan
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04-Sep-23	YE	Yemen
04-Sep-23	ZM	Zambia
04-Sep-23	ZW	Zimbabwe
07-Sep-23	FJ	Fiji
18-Sep-23	BT	Bhutan
18-Sep-23	IN	India
18-Sep-23	JP	Japan
18-Sep-23	MU	Mauritius
18-Sep-23	TO	Tonga
25-Sep-23	ZA	South Africa
27-Sep-23	ID	Indonesia
28-Sep-23	AE	United Arab Emirates
28-Sep-23	FJ	Fiji
28-Sep-23	KW	Kuwait

28-Sep-23	LK	Sri Lanka
28-Sep-23	PK	Pakistan
29-Sep-23	CN	China
October		
02-Oct-23	AU	Australia
02-Oct-23	CA	Canada
02-Oct-23	CC	Cocos (Keeling) Islands
02-Oct-23	CN	China
02-Oct-23	CX	Christmas Island
02-Oct-23	HK	Hong Kong
02-Oct-23	HM	Heard and McDonald Islands
02-Oct-23	KI	Kiribati
02-Oct-23	NF	Norfolk Island
02-Oct-23	NR	Nauru
02-Oct-23	TV	Tuvalu
05-Oct-23	VU	Vanuatu
09-Oct-23	AE	United Arab Emirates
09-Oct-23	AF	Afghanistan
09-Oct-23	AG	Antigua and Barbuda
09-Oct-23	AI	Anguilla
09-Oct-23	AL	Albania
09-Oct-23	AM	Armenia
09-Oct-23	AN	Netherlands Antilles
09-Oct-23	AO	Angola

09-Oct-23	AQ	Antarctica
09-Oct-23	AR	Argentina
09-Oct-23	AS	American Samoa
09-Oct-23	AW	Aruba
09-Oct-23	AZ	Azerbaijan
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09-Oct-23	BD	Bangladesh
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09-Oct-23	BJ	Benin
09-Oct-23	BM	Bermuda
09-Oct-23	BN	Brunei Darussalam
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09-Oct-23	BR	Brazil
09-Oct-23	BS	Bahamas
09-Oct-23	BT	Bhutan
09-Oct-23	BW	Botswana
09-Oct-23	BY	Belarus
09-Oct-23	BZ	Belize
09-Oct-23	CA	Canada
09-Oct-23	CD	Congo
09-Oct-23	CF	Central African Republic
09-Oct-23	CL	Chile

09-Oct-23	CM	Cameroon
09-Oct-23	CN	China
09-Oct-23	CO	Colombia
09-Oct-23	CR	Costa Rica
09-Oct-23	CV	Cape Verde
09-Oct-23	CW	Curacao
09-Oct-23	DJ	Djibouti
09-Oct-23	DM	Dominica
09-Oct-23	DO	Dominican Republic
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09-Oct-23	EH	Western Sahara
09-Oct-23	ER	Eritrea
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09-Oct-23	GA	Gabon
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09-Oct-23	HN	Honduras
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09-Oct-23	LA	Lao, People's Democratic Republic of
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09-Oct-23	NA	Namibia
09-Oct-23	NE	Niger
09-Oct-23	NG	Nigeria
09-Oct-23	NI	Nicaragua
09-Oct-23	NP	Nepal

09-Oct-23	OM	Oman
09-Oct-23	PA	Panama
09-Oct-23	PE	Peru
09-Oct-23	PH	Philippines
09-Oct-23	PK	Pakistan
09-Oct-23	PR	Puerto Rico
09-Oct-23	PW	Palau
09-Oct-23	PY	Paraguay
09-Oct-23	QA	Qatar
09-Oct-23	RS	Serbia
09-Oct-23	RU	Russian Federation
09-Oct-23	RW	Rwanda
09-Oct-23	SA	Saudi Arabia
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09-Oct-23	SL	Sierra Leone
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09-Oct-23	SO	Somalia
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09-Oct-23	YE	Yemen
09-Oct-23	ZM	Zambia
09-Oct-23	ZW	Zimbabwe
10-Oct-23	FJ	Fiji

23-Oct-23	CK	Cook Islands
23-Oct-23	HK	Hong Kong
23-Oct-23	NU	Niue
23-Oct-23	NZ	New Zealand
23-Oct-23	PN	Pitcairn
23-Oct-23	TK	Tokelau
23-Oct-23	TW	Taiwan
November		
01-Nov-23	MU	Mauritius
01-Nov-23	NC	New Caledonia
01-Nov-23	PF	French Polynesia
01-Nov-23	PH	Philippines
01-Nov-23	WF	Wallis and Futuna Islands
02-Nov-23	MU	Mauritius
03-Nov-23	JP	Japan
06-Nov-23	TO	Tonga
13-Nov-23	CA	Canada
13-Nov-23	SG	Singapore
14-Nov-23	FJ	Fiji
14-Nov-23	LK	Sri Lanka
14-Nov-23	MU	Mauritius
20-Nov-23	TO	Tonga
23-Nov-23	AE	United Arab Emirates
23-Nov-23	AF	Afghanistan

23-Nov-23	AG	Antigua and Barbuda
23-Nov-23	AI	Anguilla
23-Nov-23	AL	Albania
23-Nov-23	AM	Armenia
23-Nov-23	AN	Netherlands Antilles
23-Nov-23	AO	Angola
23-Nov-23	AQ	Antarctica
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23-Nov-23	AS	American Samoa
23-Nov-23	AW	Aruba
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23-Nov-23	BF	Burkina Faso
23-Nov-23	BG	Bulgaria
23-Nov-23	BH	Bahrain
23-Nov-23	BI	Burundi
23-Nov-23	BJ	Benin
23-Nov-23	BM	Bermuda
23-Nov-23	BN	Brunei Darussalam
23-Nov-23	BO	Bolivia
23-Nov-23	BR	Brazil
23-Nov-23	BS	Bahamas
23-Nov-23	BT	Bhutan
23-Nov-23	BW	Botswana

23-Nov-23	BY	Belarus
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23-Nov-23	CD	Congo
23-Nov-23	CF	Central African Republic
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23-Nov-23	CM	Cameroon
23-Nov-23	CN	China
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23-Nov-23	PK	Pakistan
23-Nov-23	PR	Puerto Rico
23-Nov-23	PW	Palau
23-Nov-23	PY	Paraguay
23-Nov-23	QA	Qatar
23-Nov-23	RS	Serbia
23-Nov-23	RU	Russian Federation
23-Nov-23	RW	Rwanda
23-Nov-23	SA	Saudi Arabia
23-Nov-23	SC	Seychelles
23-Nov-23	SL	Sierra Leone
23-Nov-23	SN	Senegal
23-Nov-23	SO	Somalia
23-Nov-23	SR	Suriname
23-Nov-23	ST	Sao Tome and Principe
23-Nov-23	SV	El Salvador

23-Nov-23	SY	Syrian Arab Republic
23-Nov-23	SZ	Swaziland
23-Nov-23	TC	Turks and Caicos Islands
23-Nov-23	TD	Chad
23-Nov-23	TG	Togo
23-Nov-23	TH	Thailand
23-Nov-23	TJ	Tajikistan
23-Nov-23	TL	Timor L'Est
23-Nov-23	TM	Turkmenistan
23-Nov-23	TN	Tunisia
23-Nov-23	TP	East Timor
23-Nov-23	TT	Trinidad and Tobago
23-Nov-23	TZ	Tanzania, United Republic of
23-Nov-23	UA	Ukraine
23-Nov-23	UG	Uganda
23-Nov-23	UM	United States Minor Outlying Islands
23-Nov-23	US	United States
23-Nov-23	UY	Uruguay
23-Nov-23	UZ	Uzbekistan
23-Nov-23	VC	Saint Vincent and the Grenadines
23-Nov-23	VE	Venezuela
23-Nov-23	VG	Virgin Islands British
23-Nov-23	VI	Virgin Islands US
23-Nov-23	VN	Viet Nam
23-Nov-23	VU	Vanuatu

23-Nov-23	WS	Western Samoa
23-Nov-23	YE	Yemen
23-Nov-23	ZM	Zambia
23-Nov-23	ZW	Zimbabwe
29-Nov-23	VU	Vanuatu
30-Nov-23	PH	Philippines
December		
01-Dec-23	AE	United Arab Emirates
04-Dec-23	TO	Tonga
08-Dec-23	PH	Philippines
25-Dec-23	AD	Andorra
25-Dec-23	AE	United Arab Emirates
25-Dec-23	AF	Afghanistan
25-Dec-23	AG	Antigua and Barbuda
25-Dec-23	AI	Anguilla
25-Dec-23	AL	Albania
25-Dec-23	AM	Armenia
25-Dec-23	AN	Netherlands Antilles
25-Dec-23	AO	Angola
25-Dec-23	AQ	Antarctica
25-Dec-23	AR	Argentina
25-Dec-23	AS	American Samoa
25-Dec-23	AT	Austria
25-Dec-23	AU	Australia

25-Dec-23	AW	Aruba
25-Dec-23	AZ	Azerbaijan
25-Dec-23	BA	Bosnia and Herzegovina
25-Dec-23	BB	Barbados
25-Dec-23	BD	Bangladesh
25-Dec-23	BE	Belgium
25-Dec-23	BF	Burkina Faso
25-Dec-23	BG	Bulgaria
25-Dec-23	BH	Bahrain
25-Dec-23	BI	Burundi
25-Dec-23	BJ	Benin
25-Dec-23	BM	Bermuda
25-Dec-23	BN	Brunei Darussalam
25-Dec-23	BO	Bolivia
25-Dec-23	BR	Brazil
25-Dec-23	BS	Bahamas
25-Dec-23	BT	Bhutan
25-Dec-23	BV	Bouvet Island
25-Dec-23	BW	Botswana
25-Dec-23	BY	Belarus
25-Dec-23	BZ	Belize
25-Dec-23	CA	Canada
25-Dec-23	CC	Cocos (Keeling) Islands
25-Dec-23	CD	Congo
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25-Dec-23	CH	Switzerland
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25-Dec-23	CL	Chile
25-Dec-23	CM	Cameroon
25-Dec-23	CN	China
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25-Dec-23	CR	Costa Rica
25-Dec-23	CV	Cape Verde
25-Dec-23	CW	Curacao
25-Dec-23	CX	Christmas Island
25-Dec-23	CY	Cyprus
25-Dec-23	CZ	Czech Republic
25-Dec-23	DE	Germany
25-Dec-23	DJ	Djibouti
25-Dec-23	DK	Denmark
25-Dec-23	DM	Dominica
25-Dec-23	DO	Dominican Republic
25-Dec-23	DZ	Algeria
25-Dec-23	EC	Ecuador
25-Dec-23	EE	Estonia
25-Dec-23	EG	Egypt
25-Dec-23	EH	Western Sahara
25-Dec-23	ER	Eritrea
25-Dec-23	ES	Spain
25-Dec-23	ET	Ethiopia

25-Dec-23	FI	Finland
25-Dec-23	FJ	Fiji
25-Dec-23	FK	Falkland Islands (Malvinas)
25-Dec-23	FM	Micronesia, Federated States of
25-Dec-23	FO	Faroe Islands
25-Dec-23	FR	France
25-Dec-23	GA	Gabon
25-Dec-23	GB	United Kingdom
25-Dec-23	GD	Grenada
25-Dec-23	GE	Georgia
25-Dec-23	GF	French Guiana
25-Dec-23	GG	Guernsey
25-Dec-23	GH	Ghana
25-Dec-23	GI	Gibraltar
25-Dec-23	GL	Greenland
25-Dec-23	GM	Gambia
25-Dec-23	GN	Guinea
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25-Dec-23	KG	Kyrgystan
25-Dec-23	KH	Cambodia
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25-Dec-23	KM	Comoros
25-Dec-23	KN	Saint Kitts and Nevis

25-Dec-23	KR	Korea, Republic of
25-Dec-23	KW	Kuwait
25-Dec-23	KY	Cayman Islands
25-Dec-23	KZ	Kazakstan
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25-Dec-23	LU	Luxembourg
25-Dec-23	LV	Latvia
25-Dec-23	LY	Libyan Arab Jamahiriya
25-Dec-23	MA	Morocco
25-Dec-23	MC	Monaco
25-Dec-23	MD	Moldova, Republic of
25-Dec-23	ME	Montenegro
25-Dec-23	MG	Madagascar
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25-Dec-23	MZ	Mozambique
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25-Dec-23	NI	Nicaragua
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25-Dec-23	NU	Niue
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25-Dec-23	OM	Oman
25-Dec-23	PA	Panama

25-Dec-23	PE	Peru
25-Dec-23	PF	French Polynesia
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25-Dec-23	PK	Pakistan
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25-Dec-23	SC	Seychelles
25-Dec-23	SE	Sweden
25-Dec-23	SG	Singapore
25-Dec-23	SH	Saint Helena
25-Dec-23	SI	Slovenia

25-Dec-23	SJ	Svalbard and Jan Mayen
25-Dec-23	SK	Slovakia
25-Dec-23	SL	Sierra Leone
25-Dec-23	SM	San Marino
25-Dec-23	SN	Senegal
25-Dec-23	SO	Somalia
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25-Dec-23	TO	Tonga
25-Dec-23	TP	East Timor
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25-Dec-23	TT	Trinidad and Tobago

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25-Dec-23	VU	Vanuatu
25-Dec-23	WF	Wallis and Futuna Islands
25-Dec-23	WS	Western Samoa
25-Dec-23	YE	Yemen
25-Dec-23	YT	Mayotte
25-Dec-23	ZA	South Africa
25-Dec-23	ZM	Zambia
25-Dec-23	ZW	Zimbabwe
26-Dec-23	AD	Andorra
26-Dec-23	AT	Austria

26-Dec-23	AU	Australia
26-Dec-23	BA	Bosnia and Herzegovina
26-Dec-23	BE	Belgium
26-Dec-23	BV	Bouvet Island
26-Dec-23	CA	Canada
26-Dec-23	CC	Cocos (Keeling) Islands
26-Dec-23	CH	Switzerland
26-Dec-23	CK	Cook Islands
26-Dec-23	CX	Christmas Island
26-Dec-23	CY	Cyprus
26-Dec-23	CZ	Czech Republic
26-Dec-23	DE	Germany
26-Dec-23	DK	Denmark
26-Dec-23	EE	Estonia
26-Dec-23	ES	Spain
26-Dec-23	FI	Finland
26-Dec-23	FJ	Fiji
26-Dec-23	FK	Falkland Islands (Malvinas)
26-Dec-23	FO	Faroe Islands
26-Dec-23	FR	France
26-Dec-23	GB	United Kingdom
26-Dec-23	GF	French Guiana
26-Dec-23	GG	Guernsey
26-Dec-23	GI	Gibraltar
26-Dec-23	GL	Greenland

26-Dec-23	GP	Guadeloupe
26-Dec-23	GR	Greece
26-Dec-23	HK	Hong Kong
26-Dec-23	HM	Heard and McDonald Islands
26-Dec-23	HR	Croatia
26-Dec-23	HU	Hungary
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26-Dec-23	IM	Isle of Man
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26-Dec-23	IT	Italy
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26-Dec-23	KI	Kiribati
26-Dec-23	LI	Liechtenstein
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26-Dec-23	LV	Latvia
26-Dec-23	MC	Monaco
26-Dec-23	ME	Montenegro
26-Dec-23	MK	Macedonia
26-Dec-23	MQ	Martinique
26-Dec-23	MT	Malta
26-Dec-23	NC	New Caledonia
26-Dec-23	NF	Norfolk Island
26-Dec-23	NL	Netherlands

26-Dec-23	NO	Norway
26-Dec-23	NR	Nauru
26-Dec-23	NU	Niue
26-Dec-23	NZ	New Zealand
26-Dec-23	PF	French Polynesia
26-Dec-23	PG	Papua New Guinea
26-Dec-23	PL	Poland
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26-Dec-23	PN	Pitcairn
26-Dec-23	PT	Portugal
26-Dec-23	RE	Reunion
26-Dec-23	RO	Romania
26-Dec-23	SB	Solomon Islands
26-Dec-23	SE	Sweden
26-Dec-23	SH	Saint Helena
26-Dec-23	SI	Slovenia
26-Dec-23	SJ	Svalbard and Jan Mayen
26-Dec-23	SK	Slovakia
26-Dec-23	SM	San Marino
26-Dec-23	TF	French Southern Territories
26-Dec-23	TK	Tokelau
26-Dec-23	TO	Tonga
26-Dec-23	TR	Turkey
26-Dec-23	TV	Tuvalu
26-Dec-23	TW	Taiwan

Date	Country Code	Country
26-Dec-23	VA	Holy See (Vatican City State)
26-Dec-23	VU	Vanuatu
26-Dec-23	WF	Wallis and Futuna Islands
26-Dec-23	WS	Western Samoa
26-Dec-23	YT	Mayotte
26-Dec-23	ZA	South Africa

2024

January

Date	Country Code	Country
01-Jan-24	AD	Andorra
01-Jan-24	AE	United Arab Emirates
01-Jan-24	AF	Afghanistan
01-Jan-24	AG	Antigua and Barbuda
01-Jan-24	AI	Anguilla
01-Jan-24	AL	Albania
01-Jan-24	AM	Armenia
01-Jan-24	AN	Netherlands Antilles
01-Jan-24	AO	Angola
01-Jan-24	AQ	Antarctica
01-Jan-24	AR	Argentina
01-Jan-24	AS	American Samoa
01-Jan-24	AT	Austria
01-Jan-24	AU	Australia
01-Jan-24	AW	Aruba

01-Jan-24	AZ	Azerbaijan
01-Jan-24	BA	Bosnia and Herzegovina
01-Jan-24	BB	Barbados
01-Jan-24	BD	Bangladesh
01-Jan-24	BE	Belgium
01-Jan-24	BF	Burkina Faso
01-Jan-24	BG	Bulgaria
01-Jan-24	BH	Bahrain
01-Jan-24	BI	Burundi
01-Jan-24	BJ	Benin
01-Jan-24	BM	Bermuda
01-Jan-24	BN	Brunei Darussalam
01-Jan-24	BO	Bolivia
01-Jan-24	BR	Brazil
01-Jan-24	BS	Bahamas
01-Jan-24	BT	Bhutan
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01-Jan-24	BZ	Belize
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01-Jan-24	CD	Congo
01-Jan-24	CF	Central African Republic
01-Jan-24	CH	Switzerland

01-Jan-24	CK	Cook Islands
01-Jan-24	CL	Chile
01-Jan-24	CM	Cameroon
01-Jan-24	CN	China
01-Jan-24	CO	Colombia
01-Jan-24	CR	Costa Rica
01-Jan-24	CV	Cape Verde
01-Jan-24	CW	Curacao
01-Jan-24	CX	Christmas Island
01-Jan-24	CY	Cyprus
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01-Jan-24	EE	Estonia
01-Jan-24	EG	Egypt
01-Jan-24	EH	Western Sahara
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01-Jan-24	ES	Spain
01-Jan-24	ET	Ethiopia
01-Jan-24	FI	Finland

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01-Jan-24	FM	Micronesia, Federated States of
01-Jan-24	FO	Faroe Islands
01-Jan-24	FR	France
01-Jan-24	GA	Gabon
01-Jan-24	GB	United Kingdom
01-Jan-24	GD	Grenada
01-Jan-24	GE	Georgia
01-Jan-24	GF	French Guiana
01-Jan-24	GG	Guernsey
01-Jan-24	GH	Ghana
01-Jan-24	GI	Gibraltar
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01-Jan-24	KG	Kyrgystan
01-Jan-24	KH	Cambodia
01-Jan-24	KI	Kiribati
01-Jan-24	KM	Comoros
01-Jan-24	KN	Saint Kitts and Nevis
01-Jan-24	KR	Korea, Republic of

01-Jan-24	KW	Kuwait
01-Jan-24	KY	Cayman Islands
01-Jan-24	KZ	Kazakstan
01-Jan-24	LA	Lao, People's Democratic Republic of
01-Jan-24	LB	Lebanon
01-Jan-24	LC	Saint Lucia
01-Jan-24	LI	Liechtenstein
01-Jan-24	LK	Sri Lanka
01-Jan-24	LS	Lesotho
01-Jan-24	LT	Lithuania
01-Jan-24	LU	Luxembourg
01-Jan-24	LV	Latvia
01-Jan-24	LY	Libyan Arab Jamahiriya
01-Jan-24	MA	Morocco
01-Jan-24	MC	Monaco
01-Jan-24	MD	Moldova, Republic of
01-Jan-24	ME	Montenegro
01-Jan-24	MG	Madagascar
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01-Jan-24	SG	Singapore
01-Jan-24	SH	Saint Helena
01-Jan-24	SI	Slovenia
01-Jan-24	SJ	Svalbard and Jan Mayen

01-Jan-24	SK	Slovakia
01-Jan-24	SL	Sierra Leone
01-Jan-24	SM	San Marino
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02-Jan-24	TK	Tokelau
02-Jan-24	TW	Taiwan
02-Jan-24	WS	Western Samoa
15-Jan-24	AE	United Arab Emirates
15-Jan-24	AF	Afghanistan
15-Jan-24	AG	Antigua and Barbuda
15-Jan-24	AI	Anguilla
15-Jan-24	AL	Albania
15-Jan-24	AM	Armenia
15-Jan-24	AN	Netherlands Antilles
15-Jan-24	AO	Angola
15-Jan-24	AQ	Antarctica
15-Jan-24	AR	Argentina
15-Jan-24	AS	American Samoa
15-Jan-24	AW	Aruba
15-Jan-24	AZ	Azerbaijan
15-Jan-24	BB	Barbados
15-Jan-24	BD	Bangladesh
15-Jan-24	BF	Burkina Faso
15-Jan-24	BG	Bulgaria
15-Jan-24	BH	Bahrain

15-Jan-24	BI	Burundi
15-Jan-24	BJ	Benin
15-Jan-24	BM	Bermuda
15-Jan-24	BN	Brunei Darussalam
15-Jan-24	BO	Bolivia
15-Jan-24	BR	Brazil
15-Jan-24	BS	Bahamas
15-Jan-24	BT	Bhutan
15-Jan-24	BW	Botswana
15-Jan-24	BY	Belarus
15-Jan-24	BZ	Belize
15-Jan-24	CD	Congo
15-Jan-24	CF	Central African Republic
15-Jan-24	CL	Chile
15-Jan-24	CM	Cameroon
15-Jan-24	CN	China
15-Jan-24	CO	Colombia
15-Jan-24	CR	Costa Rica
15-Jan-24	CV	Cape Verde
15-Jan-24	CW	Curacao
15-Jan-24	DJ	Djibouti
15-Jan-24	DM	Dominica
15-Jan-24	DO	Dominican Republic
15-Jan-24	DZ	Algeria
15-Jan-24	EC	Ecuador

15-Jan-24	EG	Egypt
15-Jan-24	EH	Western Sahara
15-Jan-24	ER	Eritrea
15-Jan-24	ET	Ethiopia
15-Jan-24	FM	Micronesia, Federated States of
15-Jan-24	GA	Gabon
15-Jan-24	GD	Grenada
15-Jan-24	GE	Georgia
15-Jan-24	GH	Ghana
15-Jan-24	GM	Gambia
15-Jan-24	GN	Guinea
15-Jan-24	GQ	Equatorial Guinea
15-Jan-24	GS	South Georgia and the South Sandwich Islands
15-Jan-24	GT	Guatemala
15-Jan-24	GU	Guam
15-Jan-24	GW	Guinea-Bissau
15-Jan-24	GY	Guyana
15-Jan-24	HN	Honduras
15-Jan-24	HT	Haiti
15-Jan-24	ID	Indonesia
15-Jan-24	IL	Israel
15-Jan-24	IN	India
15-Jan-24	IO	British Indian Ocean Territory
15-Jan-24	IQ	Iraq
15-Jan-24	JM	Jamaica

15-Jan-24	JO	Jordan
15-Jan-24	KE	Kenya
15-Jan-24	KG	Kyrgystan
15-Jan-24	KH	Cambodia
15-Jan-24	KM	Comoros
15-Jan-24	KN	Saint Kitts and Nevis
15-Jan-24	KR	Korea, Republic of
15-Jan-24	KW	Kuwait
15-Jan-24	KY	Cayman Islands
15-Jan-24	KZ	Kazakstan
15-Jan-24	LA	Lao, People's Democratic Republic of
15-Jan-24	LB	Lebanon
15-Jan-24	LC	Saint Lucia
15-Jan-24	LK	Sri Lanka
15-Jan-24	LS	Lesotho
15-Jan-24	LY	Libyan Arab Jamahiriya
15-Jan-24	MA	Morocco
15-Jan-24	MD	Moldova, Republic of
15-Jan-24	MG	Madagascar
15-Jan-24	MH	Marshall Islands
15-Jan-24	ML	Mali
15-Jan-24	MM	Myanmar
15-Jan-24	MN	Mongolia
15-Jan-24	MO	Macau
15-Jan-24	MP	Northern Mariana Islands

15-Jan-24	MR	Mauritania
15-Jan-24	MS	Montserrat
15-Jan-24	MU	Mauritius
15-Jan-24	MV	Maldives
15-Jan-24	MW	Malawi
15-Jan-24	MX	Mexico
15-Jan-24	MY	Malaysia
15-Jan-24	MZ	Mozambique
15-Jan-24	NA	Namibia
15-Jan-24	NE	Niger
15-Jan-24	NG	Nigeria
15-Jan-24	NI	Nicaragua
15-Jan-24	NP	Nepal
15-Jan-24	OM	Oman
15-Jan-24	PA	Panama
15-Jan-24	PE	Peru
15-Jan-24	PH	Philippines
15-Jan-24	PK	Pakistan
15-Jan-24	PR	Puerto Rico
15-Jan-24	PW	Palau
15-Jan-24	PY	Paraguay
15-Jan-24	QA	Qatar
15-Jan-24	RS	Serbia
15-Jan-24	RU	Russian Federation
15-Jan-24	RW	Rwanda

15-Jan-24	SA	Saudi Arabia
15-Jan-24	SC	Seychelles
15-Jan-24	SL	Sierra Leone
15-Jan-24	SN	Senegal
15-Jan-24	SO	Somalia
15-Jan-24	SR	Suriname
15-Jan-24	ST	Sao Tome and Principe
15-Jan-24	SV	El Salvador
15-Jan-24	SY	Syrian Arab Republic
15-Jan-24	SZ	Swaziland
15-Jan-24	TC	Turks and Caicos Islands
15-Jan-24	TD	Chad
15-Jan-24	TG	Togo
15-Jan-24	TH	Thailand
15-Jan-24	TJ	Tajikistan
15-Jan-24	TL	Timor L'Est
15-Jan-24	TM	Turkmenistan
15-Jan-24	TN	Tunisia
15-Jan-24	TP	East Timor
15-Jan-24	TT	Trinidad and Tobago
15-Jan-24	TZ	Tanzania, United Republic of
15-Jan-24	UA	Ukraine
15-Jan-24	UG	Uganda
15-Jan-24	UM	United States Minor Outlying Islands
15-Jan-24	US	United States

15-Jan-24	UY	Uruguay
15-Jan-24	UZ	Uzbekistan
15-Jan-24	VC	Saint Vincent and the Grenadines
15-Jan-24	VE	Venezuela
15-Jan-24	VG	Virgin Islands British
15-Jan-24	VI	Virgin Islands US
15-Jan-24	VN	Viet Nam
15-Jan-24	VU	Vanuatu
15-Jan-24	WS	Western Samoa
15-Jan-24	YE	Yemen
15-Jan-24	ZM	Zambia
15-Jan-24	ZW	Zimbabwe
22-Jan-24	NZ	New Zealand (Markets customers only)
25-Jan-24	MU	Mauritius
26-Jan-24	AU	Australia
26-Jan-24	CC	Cocos (Keeling) Islands
26-Jan-24	CX	Christmas Island
26-Jan-24	HM	Heard and McDonald Islands
26-Jan-24	KI	Kiribati
26-Jan-24	NF	Norfolk Island
26-Jan-24	NR	Nauru
26-Jan-24	TV	Tuvalu
29-Jan-24	NZ	New Zealand (Markets customers only)
February		

01-Feb-24	MU	Mauritius
05-Feb-24	PK	Pakistan
06-Feb-24	CK	Cook Islands
06-Feb-24	NU	Niue
06-Feb-24	NZ	New Zealand
06-Feb-24	PN	Pitcairn
06-Feb-24	TK	Tokelau
06-Feb-24	TW	Taiwan
08-Feb-24	ID	Indonesia
08-Feb-24	KW	Kuwait
12-Feb-24	HK	Hong Kong
12-Feb-24	SG	Singapore
19-Feb-24	AE	United Arab Emirates
19-Feb-24	AF	Afghanistan
19-Feb-24	AG	Antigua and Barbuda
19-Feb-24	AI	Anguilla
19-Feb-24	AL	Albania
19-Feb-24	AM	Armenia
19-Feb-24	AN	Netherlands Antilles
19-Feb-24	AO	Angola
19-Feb-24	AQ	Antarctica
19-Feb-24	AR	Argentina
19-Feb-24	AS	American Samoa
19-Feb-24	AW	Aruba
19-Feb-24	AZ	Azerbaijan

19-Feb-24	BB	Barbados
19-Feb-24	BD	Bangladesh
19-Feb-24	BF	Burkina Faso
19-Feb-24	BG	Bulgaria
19-Feb-24	BH	Bahrain
19-Feb-24	BI	Burundi
19-Feb-24	BJ	Benin
19-Feb-24	BM	Bermuda
19-Feb-24	BN	Brunei Darussalam
19-Feb-24	BO	Bolivia
19-Feb-24	BR	Brazil
19-Feb-24	BS	Bahamas
19-Feb-24	BT	Bhutan
19-Feb-24	BW	Botswana
19-Feb-24	BY	Belarus
19-Feb-24	BZ	Belize
19-Feb-24	CA	Canada
19-Feb-24	CD	Congo
19-Feb-24	CF	Central African Republic
19-Feb-24	CL	Chile
19-Feb-24	CM	Cameroon
19-Feb-24	CN	China
19-Feb-24	CO	Colombia
19-Feb-24	CR	Costa Rica
19-Feb-24	CV	Cape Verde

19-Feb-24	CW	Curacao
19-Feb-24	DJ	Djibouti
19-Feb-24	DM	Dominica
19-Feb-24	DO	Dominican Republic
19-Feb-24	DZ	Algeria
19-Feb-24	EC	Ecuador
19-Feb-24	EG	Egypt
19-Feb-24	EH	Western Sahara
19-Feb-24	ER	Eritrea
19-Feb-24	ET	Ethiopia
19-Feb-24	FM	Micronesia, Federated States of
19-Feb-24	GA	Gabon
19-Feb-24	GD	Grenada
19-Feb-24	GE	Georgia
19-Feb-24	GH	Ghana
19-Feb-24	GM	Gambia
19-Feb-24	GN	Guinea
19-Feb-24	GQ	Equatorial Guinea
19-Feb-24	GS	South Georgia and the South Sandwich Islands
19-Feb-24	GT	Guatemala
19-Feb-24	GU	Guam
19-Feb-24	GW	Guinea-Bissau
19-Feb-24	GY	Guyana
19-Feb-24	HN	Honduras
19-Feb-24	HT	Haiti

19-Feb-24	ID	Indonesia
19-Feb-24	IL	Israel
19-Feb-24	IN	India
19-Feb-24	IO	British Indian Ocean Territory
19-Feb-24	IQ	Iraq
19-Feb-24	JM	Jamaica
19-Feb-24	JO	Jordan
19-Feb-24	KE	Kenya
19-Feb-24	KG	Kyrgystan
19-Feb-24	KH	Cambodia
19-Feb-24	KM	Comoros
19-Feb-24	KN	Saint Kitts and Nevis
19-Feb-24	KR	Korea, Republic of
19-Feb-24	KW	Kuwait
19-Feb-24	KY	Cayman Islands
19-Feb-24	KZ	Kazakstan
19-Feb-24	LA	Lao, People's Democratic Republic of
19-Feb-24	LB	Lebanon
19-Feb-24	LC	Saint Lucia
19-Feb-24	LK	Sri Lanka
19-Feb-24	LS	Lesotho
19-Feb-24	LY	Libyan Arab Jamahiriya
19-Feb-24	MA	Morocco
19-Feb-24	MD	Moldova, Republic of
19-Feb-24	MG	Madagascar

19-Feb-24	MH	Marshall Islands
19-Feb-24	ML	Mali
19-Feb-24	MM	Myanmar
19-Feb-24	MN	Mongolia
19-Feb-24	MO	Macau
19-Feb-24	MP	Northern Mariana Islands
19-Feb-24	MR	Mauritania
19-Feb-24	MS	Montserrat
19-Feb-24	MU	Mauritius
19-Feb-24	MV	Maldives
19-Feb-24	MW	Malawi
19-Feb-24	MX	Mexico
19-Feb-24	MY	Malaysia
19-Feb-24	MZ	Mozambique
19-Feb-24	NA	Namibia
19-Feb-24	NE	Niger
19-Feb-24	NG	Nigeria
19-Feb-24	NI	Nicaragua
19-Feb-24	NP	Nepal
19-Feb-24	OM	Oman
19-Feb-24	PA	Panama
19-Feb-24	PE	Peru
19-Feb-24	PH	Philippines
19-Feb-24	PK	Pakistan
19-Feb-24	PR	Puerto Rico

19-Feb-24	PW	Palau
19-Feb-24	PY	Paraguay
19-Feb-24	QA	Qatar
19-Feb-24	RS	Serbia
19-Feb-24	RU	Russian Federation
19-Feb-24	RW	Rwanda
19-Feb-24	SA	Saudi Arabia
19-Feb-24	SC	Seychelles
19-Feb-24	SL	Sierra Leone
19-Feb-24	SN	Senegal
19-Feb-24	SO	Somalia
19-Feb-24	SR	Suriname
19-Feb-24	ST	Sao Tome and Principe
19-Feb-24	SV	El Salvador
19-Feb-24	SY	Syrian Arab Republic
19-Feb-24	SZ	Swaziland
19-Feb-24	TC	Turks and Caicos Islands
19-Feb-24	TD	Chad
19-Feb-24	TG	Togo
19-Feb-24	TH	Thailand
19-Feb-24	TJ	Tajikistan
19-Feb-24	TL	Timor L'Est
19-Feb-24	TM	Turkmenistan
19-Feb-24	TN	Tunisia
19-Feb-24	TP	East Timor

19-Feb-24	TT	Trinidad and Tobago
19-Feb-24	TZ	Tanzania, United Republic of
19-Feb-24	UA	Ukraine
19-Feb-24	UG	Uganda
19-Feb-24	UM	United States Minor Outlying Islands
19-Feb-24	US	United States
19-Feb-24	UY	Uruguay
19-Feb-24	UZ	Uzbekistan
19-Feb-24	VC	Saint Vincent and the Grenadines
19-Feb-24	VE	Venezuela
19-Feb-24	VG	Virgin Islands British
19-Feb-24	VI	Virgin Islands US
19-Feb-24	VN	Viet Nam
19-Feb-24	VU	Vanuatu
19-Feb-24	WS	Western Samoa
19-Feb-24	YE	Yemen
19-Feb-24	ZM	Zambia
19-Feb-24	ZW	Zimbabwe
21-Feb-24	VU	Vanuatu
26-Feb-24	KW	Kuwait
March		
05-Mar-24	VU	Vanuatu
08-Mar-24	MU	Mauritius
12-Mar-24	MU	Mauritius

12-Mar-24	PK	Pakistan
21-Mar-24	ZA	South Africa
28-Mar-24	BV	Bouvet Island
28-Mar-24	DK	Denmark
28-Mar-24	FO	Faroe Islands
28-Mar-24	GL	Greenland
28-Mar-24	NO	Norway
28-Mar-24	PH	Philippines
28-Mar-24	SJ	Svalbard and Jan Mayen
29-Mar-24	AD	Andorra
29-Mar-24	AT	Austria
29-Mar-24	AU	Australia
29-Mar-24	BA	Bosnia and Herzegovina
29-Mar-24	BE	Belgium
29-Mar-24	BV	Bouvet Island
29-Mar-24	CA	Canada
29-Mar-24	CC	Cocos (Keeling) Islands
29-Mar-24	CH	Switzerland
29-Mar-24	CK	Cook Islands
29-Mar-24	CX	Christmas Island
29-Mar-24	CY	Cyprus
29-Mar-24	CZ	Czech Republic
29-Mar-24	DE	Germany
29-Mar-24	DK	Denmark
29-Mar-24	EE	Estonia

29-Mar-24	ES	Spain
29-Mar-24	FI	Finland
29-Mar-24	FJ	Fiji
29-Mar-24	FK	Falkland Islands (Malvinas)
29-Mar-24	FO	Faroe Islands
29-Mar-24	FR	France
29-Mar-24	GB	United Kingdom
29-Mar-24	GF	French Guiana
29-Mar-24	GG	Guernsey
29-Mar-24	GI	Gibraltar
29-Mar-24	GL	Greenland
29-Mar-24	GP	Guadeloupe
29-Mar-24	GR	Greece
29-Mar-24	HM	Heard and McDonald Islands
29-Mar-24	HR	Croatia
29-Mar-24	HU	Hungary
29-Mar-24	IC	Channel Islands
29-Mar-24	ID	Indonesia
29-Mar-24	IE	Ireland
29-Mar-24	IM	Isle of Man
29-Mar-24	IS	Iceland
29-Mar-24	IT	Italy
29-Mar-24	JE	Jersey
29-Mar-24	KI	Kiribati
29-Mar-24	LI	Liechtenstein

29-Mar-24	LT	Lithuania
29-Mar-24	LU	Luxembourg
29-Mar-24	LV	Latvia
29-Mar-24	MC	Monaco
29-Mar-24	ME	Montenegro
29-Mar-24	MK	Macedonia
29-Mar-24	MQ	Martinique
29-Mar-24	MT	Malta
29-Mar-24	NC	New Caledonia
29-Mar-24	NF	Norfolk Island
29-Mar-24	NL	Netherlands
29-Mar-24	NO	Norway
29-Mar-24	NR	Nauru
29-Mar-24	NU	Niue
29-Mar-24	NZ	New Zealand
29-Mar-24	PF	French Polynesia
29-Mar-24	PG	Papua New Guinea
29-Mar-24	PH	Philippines
29-Mar-24	PL	Poland
29-Mar-24	PM	Saint Pierre and Miquelon
29-Mar-24	PN	Pitcairn
29-Mar-24	PT	Portugal
29-Mar-24	RE	Reunion
29-Mar-24	RO	Romania
29-Mar-24	SB	Solomon Islands

29-Mar-24	SE	Sweden
29-Mar-24	SG	Singapore
29-Mar-24	SH	Saint Helena
29-Mar-24	SI	Slovenia
29-Mar-24	SJ	Svalbard and Jan Mayen
29-Mar-24	SK	Slovakia
29-Mar-24	SM	San Marino
29-Mar-24	TF	French Southern Territories
29-Mar-24	TK	Tokelau
29-Mar-24	TO	Tonga
29-Mar-24	TR	Turkey
29-Mar-24	TV	Tuvalu
29-Mar-24	TW	Taiwan
29-Mar-24	VA	Holy See (Vatican City State)
29-Mar-24	VU	Vanuatu
29-Mar-24	WF	Wallis and Futuna Islands
29-Mar-24	WS	Western Samoa
29-Mar-24	YT	Mayotte
29-Mar-24	ZA	South Africa
April		
01-Apr-24	AD	Andorra
01-Apr-24	AT	Austria
01-Apr-24	AU	Australia
01-Apr-24	BA	Bosnia and Herzegovina

01-Apr-24	BE	Belgium
01-Apr-24	BV	Bouvet Island
01-Apr-24	CC	Cocos (Keeling) Islands
01-Apr-24	CH	Switzerland
01-Apr-24	CK	Cook Islands
01-Apr-24	CX	Christmas Island
01-Apr-24	CY	Cyprus
01-Apr-24	CZ	Czech Republic
01-Apr-24	DE	Germany
01-Apr-24	DK	Denmark
01-Apr-24	EE	Estonia
01-Apr-24	ES	Spain
01-Apr-24	FI	Finland
01-Apr-24	FJ	Fiji
01-Apr-24	FK	Falkland Islands (Malvinas)
01-Apr-24	FO	Faroe Islands
01-Apr-24	FR	France
01-Apr-24	GB	United Kingdom
01-Apr-24	GF	French Guiana
01-Apr-24	GG	Guernsey
01-Apr-24	GI	Gibraltar
01-Apr-24	GL	Greenland
01-Apr-24	GP	Guadeloupe
01-Apr-24	GR	Greece
01-Apr-24	HM	Heard and McDonald Islands

01-Apr-24	HR	Croatia
01-Apr-24	HU	Hungary
01-Apr-24	IC	Channel Islands
01-Apr-24	IE	Ireland
01-Apr-24	IM	Isle of Man
01-Apr-24	IS	Iceland
01-Apr-24	IT	Italy
01-Apr-24	JE	Jersey
01-Apr-24	KI	Kiribati
01-Apr-24	LI	Liechtenstein
01-Apr-24	LT	Lithuania
01-Apr-24	LU	Luxembourg
01-Apr-24	LV	Latvia
01-Apr-24	MC	Monaco
01-Apr-24	ME	Montenegro
01-Apr-24	MK	Macedonia
01-Apr-24	MQ	Martinique
01-Apr-24	MT	Malta
01-Apr-24	NC	New Caledonia
01-Apr-24	NF	Norfolk Island
01-Apr-24	NL	Netherlands
01-Apr-24	NO	Norway
01-Apr-24	NR	Nauru
01-Apr-24	NU	Niue
01-Apr-24	NZ	New Zealand

01-Apr-24	PF	French Polynesia
01-Apr-24	PG	Papua New Guinea
01-Apr-24	PL	Poland
01-Apr-24	PM	Saint Pierre and Miquelon
01-Apr-24	PN	Pitcairn
01-Apr-24	PT	Portugal
01-Apr-24	RE	Reunion
01-Apr-24	RO	Romania
01-Apr-24	SB	Solomon Islands
01-Apr-24	SE	Sweden
01-Apr-24	SH	Saint Helena
01-Apr-24	SI	Slovenia
01-Apr-24	SJ	Svalbard and Jan Mayen
01-Apr-24	SK	Slovakia
01-Apr-24	SM	San Marino
01-Apr-24	TF	French Southern Territories
01-Apr-24	TK	Tokelau
01-Apr-24	TO	Tonga
01-Apr-24	TR	Turkey
01-Apr-24	TV	Tuvalu
01-Apr-24	TW	Taiwan
01-Apr-24	VA	Holy See (Vatican City State)
01-Apr-24	VU	Vanuatu
01-Apr-24	WF	Wallis and Futuna Islands
01-Apr-24	WS	Western Samoa

01-Apr-24	YT	Mayotte
01-Apr-24	ZA	South Africa
08-Apr-24	SA	Saudi Arabia
09-Apr-24	KW	Kuwait
09-Apr-24	MU	Mauritius
09-Apr-24	PH	Philippines
09-Apr-24	SA	Saudi Arabia
10-Apr-24	AE	United Arab Emirates
10-Apr-24	ID	Indonesia
10-Apr-24	KW	Kuwait
10-Apr-24	MU	Mauritius
10-Apr-24	PH	Philippines
10-Apr-24	PK	Pakistan
10-Apr-24	SA	Saudi Arabia
10-Apr-24	SG	Singapore
11-Apr-24	AE	United Arab Emirates
11-Apr-24	ID	Indonesia
11-Apr-24	KW	Kuwait
11-Apr-24	PK	Pakistan
12-Apr-24	AE	United Arab Emirates
25-Apr-24	AU	Australia
25-Apr-24	CC	Cocos (Keeling) Islands
25-Apr-24	CK	Cook Islands
25-Apr-24	CX	Christmas Island
25-Apr-24	HM	Heard and McDonald Islands

25-Apr-24	KI	Kiribati
25-Apr-24	NF	Norfolk Island
25-Apr-24	NR	Nauru
25-Apr-24	NU	Niue
25-Apr-24	NZ	New Zealand
25-Apr-24	PN	Pitcairn
25-Apr-24	TK	Tokelau
25-Apr-24	TO	Tonga
25-Apr-24	TV	Tuvalu
25-Apr-24	TW	Taiwan
26-Apr-24	DK	Denmark
26-Apr-24	FO	Faroe Islands
26-Apr-24	GL	Greenland
May		
01-May-24	AD	Andorra
01-May-24	AT	Austria
01-May-24	BA	Bosnia and Herzegovina
01-May-24	BE	Belgium
01-May-24	BV	Bouvet Island
01-May-24	CH	Switzerland
01-May-24	CY	Cyprus
01-May-24	CZ	Czech Republic
01-May-24	DE	Germany
01-May-24	EE	Estonia

01-May-24	ES	Spain
01-May-24	FI	Finland
01-May-24	FR	France
01-May-24	GF	French Guiana
01-May-24	GI	Gibraltar
01-May-24	GP	Guadeloupe
01-May-24	GR	Greece
01-May-24	HR	Croatia
01-May-24	HU	Hungary
01-May-24	ID	Indonesia
01-May-24	IE	Ireland
01-May-24	IS	Iceland
01-May-24	IT	Italy
01-May-24	LI	Liechtenstein
01-May-24	LT	Lithuania
01-May-24	LU	Luxembourg
01-May-24	LV	Latvia
01-May-24	MC	Monaco
01-May-24	ME	Montenegro
01-May-24	MK	Macedonia
01-May-24	MQ	Martinique
01-May-24	MT	Malta
01-May-24	MU	Mauritius
01-May-24	NC	New Caledonia
01-May-24	NL	Netherlands

01-May-24	NO	Norway
01-May-24	PF	French Polynesia
01-May-24	PH	Philippines
01-May-24	PK	Pakistan
01-May-24	PL	Poland
01-May-24	PM	Saint Pierre and Miquelon
01-May-24	PT	Portugal
01-May-24	RE	Reunion
01-May-24	RO	Romania
01-May-24	SE	Sweden
01-May-24	SG	Singapore
01-May-24	SI	Slovenia
01-May-24	SJ	Svalbard and Jan Mayen
01-May-24	SK	Slovakia
01-May-24	SM	San Marino
01-May-24	TF	French Southern Territories
01-May-24	TR	Turkey
01-May-24	VA	Holy See (Vatican City State)
01-May-24	WF	Wallis and Futuna Islands
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01-May-24	ZA	South Africa
06-May-24	FK	Falkland Islands (Malvinas)
06-May-24	GB	United Kingdom
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06-May-24	IC	Channel Islands

06-May-24	IM	Isle of Man
06-May-24	JE	Jersey
06-May-24	SH	Saint Helena
09-May-24	BV	Bouvet Island
09-May-24	CH	Switzerland
09-May-24	DK	Denmark
09-May-24	FO	Faroe Islands
09-May-24	GL	Greenland
09-May-24	ID	Indonesia
09-May-24	LI	Liechtenstein
09-May-24	NO	Norway
09-May-24	SE	Sweden
09-May-24	SJ	Svalbard and Jan Mayen
10-May-24	DK	Denmark
10-May-24	FO	Faroe Islands
10-May-24	GL	Greenland
13-May-24	WS	Western Samoa
17-May-24	BV	Bouvet Island
17-May-24	NO	Norway
17-May-24	SJ	Svalbard and Jan Mayen
20-May-24	BV	Bouvet Island
20-May-24	CA	Canada
20-May-24	CH	Switzerland
20-May-24	DK	Denmark
20-May-24	FO	Faroe Islands

20-May-24	GL	Greenland
20-May-24	LI	Liechtenstein
20-May-24	NO	Norway
20-May-24	SB	Solomon Islands
20-May-24	SJ	Svalbard and Jan Mayen
22-May-24	SG	Singapore
23-May-24	ID	Indonesia
27-May-24	AE	United Arab Emirates
27-May-24	AF	Afghanistan
27-May-24	AG	Antigua and Barbuda
27-May-24	AI	Anguilla
27-May-24	AL	Albania
27-May-24	AM	Armenia
27-May-24	AN	Netherlands Antilles
27-May-24	AO	Angola
27-May-24	AQ	Antarctica
27-May-24	AR	Argentina
27-May-24	AS	American Samoa
27-May-24	AW	Aruba
27-May-24	AZ	Azerbaijan
27-May-24	BB	Barbados
27-May-24	BD	Bangladesh
27-May-24	BF	Burkina Faso
27-May-24	BG	Bulgaria
27-May-24	BH	Bahrain

27-May-24	BI	Burundi
27-May-24	BJ	Benin
27-May-24	BM	Bermuda
27-May-24	BN	Brunei Darussalam
27-May-24	BO	Bolivia
27-May-24	BR	Brazil
27-May-24	BS	Bahamas
27-May-24	BT	Bhutan
27-May-24	BW	Botswana
27-May-24	BY	Belarus
27-May-24	BZ	Belize
27-May-24	CD	Congo
27-May-24	CF	Central African Republic
27-May-24	CL	Chile
27-May-24	CM	Cameroon
27-May-24	CN	China
27-May-24	CO	Colombia
27-May-24	CR	Costa Rica
27-May-24	CV	Cape Verde
27-May-24	CW	Curacao
27-May-24	DJ	Djibouti
27-May-24	DM	Dominica
27-May-24	DO	Dominican Republic
27-May-24	DZ	Algeria
27-May-24	EC	Ecuador

27-May-24	EG	Egypt
27-May-24	EH	Western Sahara
27-May-24	ER	Eritrea
27-May-24	ET	Ethiopia
27-May-24	FK	Falkland Islands (Malvinas)
27-May-24	FM	Micronesia, Federated States of
27-May-24	GA	Gabon
27-May-24	GB	United Kingdom
27-May-24	GD	Grenada
27-May-24	GE	Georgia
27-May-24	GG	Guernsey
27-May-24	GH	Ghana
27-May-24	GM	Gambia
27-May-24	GN	Guinea
27-May-24	GQ	Equatorial Guinea
27-May-24	GS	South Georgia and the South Sandwich Islands
27-May-24	GT	Guatemala
27-May-24	GU	Guam
27-May-24	GW	Guinea-Bissau
27-May-24	GY	Guyana
27-May-24	HN	Honduras
27-May-24	HT	Haiti
27-May-24	IC	Channel Islands
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27-May-24	JE	Jersey
27-May-24	JM	Jamaica
27-May-24	JO	Jordan
27-May-24	KE	Kenya
27-May-24	KG	Kyrgystan
27-May-24	KH	Cambodia
27-May-24	KM	Comoros
27-May-24	KN	Saint Kitts and Nevis
27-May-24	KR	Korea, Republic of
27-May-24	KW	Kuwait
27-May-24	KY	Cayman Islands
27-May-24	KZ	Kazakstan
27-May-24	LA	Lao, People's Democratic Republic of
27-May-24	LB	Lebanon
27-May-24	LC	Saint Lucia
27-May-24	LK	Sri Lanka
27-May-24	LS	Lesotho
27-May-24	LY	Libyan Arab Jamahiriya
27-May-24	MA	Morocco
27-May-24	MD	Moldova, Republic of
27-May-24	MG	Madagascar

27-May-24	MH	Marshall Islands
27-May-24	ML	Mali
27-May-24	MM	Myanmar
27-May-24	MN	Mongolia
27-May-24	MO	Macau
27-May-24	MP	Northern Mariana Islands
27-May-24	MR	Mauritania
27-May-24	MS	Montserrat
27-May-24	MU	Mauritius
27-May-24	MV	Maldives
27-May-24	MW	Malawi
27-May-24	MX	Mexico
27-May-24	MY	Malaysia
27-May-24	MZ	Mozambique
27-May-24	NA	Namibia
27-May-24	NE	Niger
27-May-24	NG	Nigeria
27-May-24	NI	Nicaragua
27-May-24	NP	Nepal
27-May-24	OM	Oman
27-May-24	PA	Panama
27-May-24	PE	Peru
27-May-24	PH	Philippines
27-May-24	PK	Pakistan
27-May-24	PR	Puerto Rico

27-May-24	PW	Palau
27-May-24	PY	Paraguay
27-May-24	QA	Qatar
27-May-24	RS	Serbia
27-May-24	RU	Russian Federation
27-May-24	RW	Rwanda
27-May-24	SA	Saudi Arabia
27-May-24	SC	Seychelles
27-May-24	SH	Saint Helena
27-May-24	SL	Sierra Leone
27-May-24	SN	Senegal
27-May-24	SO	Somalia
27-May-24	SR	Suriname
27-May-24	ST	Sao Tome and Principe
27-May-24	SV	El Salvador
27-May-24	SY	Syrian Arab Republic
27-May-24	SZ	Swaziland
27-May-24	TC	Turks and Caicos Islands
27-May-24	TD	Chad
27-May-24	TG	Togo
27-May-24	TH	Thailand
27-May-24	TJ	Tajikistan
27-May-24	TL	Timor L'Est
27-May-24	TM	Turkmenistan
27-May-24	TN	Tunisia

27-May-24	TP	East Timor
27-May-24	TT	Trinidad and Tobago
27-May-24	TZ	Tanzania, United Republic of
27-May-24	UA	Ukraine
27-May-24	UG	Uganda
27-May-24	UM	United States Minor Outlying Islands
27-May-24	US	United States
27-May-24	UY	Uruguay
27-May-24	UZ	Uzbekistan
27-May-24	VC	Saint Vincent and the Grenadines
27-May-24	VE	Venezuela
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27-May-24	VI	Virgin Islands US
27-May-24	VN	Viet Nam
27-May-24	VU	Vanuatu
27-May-24	WS	Western Samoa
27-May-24	YE	Yemen
27-May-24	ZM	Zambia
27-May-24	ZW	Zimbabwe
June		
03-Jun-24	CK	Cook Islands
03-Jun-24	NU	Niue
03-Jun-24	NZ	New Zealand
03-Jun-24	PN	Pitcairn

03-Jun-24	TK	Tokelau
03-Jun-24	TO	Tonga
03-Jun-24	TW	Taiwan
05-Jun-24	DK	Denmark
05-Jun-24	FO	Faroe Islands
05-Jun-24	GL	Greenland
06-Jun-24	SE	Sweden
07-Jun-24	SB	Solomon Islands
10-Jun-24	AU	Australia
10-Jun-24	CC	Cocos (Keeling) Islands
10-Jun-24	CX	Christmas Island
10-Jun-24	HM	Heard and McDonald Islands
10-Jun-24	KI	Kiribati
10-Jun-24	NF	Norfolk Island
10-Jun-24	NR	Nauru
10-Jun-24	PG	Papua New Guinea
10-Jun-24	TV	Tuvalu
12-Jun-24	PH	Philippines
17-Jun-24	AE	United Arab Emirates
17-Jun-24	ID	Indonesia
17-Jun-24	KW	Kuwait
17-Jun-24	PK	Pakistan
17-Jun-24	SA	Saudi Arabia
17-Jun-24	SG	Singapore
17-Jun-24	ZA	South Africa

18-Jun-24	KW	Kuwait
18-Jun-24	PK	Pakistan
18-Jun-24	SA	Saudi Arabia
19-Jun-24	AE	United Arab Emirates
19-Jun-24	AF	Afghanistan
19-Jun-24	AG	Antigua and Barbuda
19-Jun-24	AI	Anguilla
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19-Jun-24	AZ	Azerbaijan
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19-Jun-24	BG	Bulgaria
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19-Jun-24	BI	Burundi
19-Jun-24	BJ	Benin
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19-Jun-24	BT	Bhutan
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19-Jun-24	BZ	Belize
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19-Jun-24	CL	Chile
19-Jun-24	CM	Cameroon
19-Jun-24	CN	China
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19-Jun-24	DM	Dominica
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19-Jun-24	MG	Madagascar
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19-Jun-24	ML	Mali
19-Jun-24	MM	Myanmar
19-Jun-24	MN	Mongolia
19-Jun-24	MO	Macau
19-Jun-24	MP	Northern Mariana Islands
19-Jun-24	MR	Mauritania
19-Jun-24	MS	Montserrat
19-Jun-24	MU	Mauritius
19-Jun-24	MV	Maldives

19-Jun-24	MW	Malawi
19-Jun-24	MX	Mexico
19-Jun-24	MY	Malaysia
19-Jun-24	MZ	Mozambique
19-Jun-24	NA	Namibia
19-Jun-24	NE	Niger
19-Jun-24	NG	Nigeria
19-Jun-24	NI	Nicaragua
19-Jun-24	NP	Nepal
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19-Jun-24	PA	Panama
19-Jun-24	PE	Peru
19-Jun-24	PH	Philippines
19-Jun-24	PK	Pakistan
19-Jun-24	PR	Puerto Rico
19-Jun-24	PW	Palau
19-Jun-24	PY	Paraguay
19-Jun-24	QA	Qatar
19-Jun-24	RS	Serbia
19-Jun-24	RU	Russian Federation
19-Jun-24	RW	Rwanda
19-Jun-24	SA	Saudi Arabia
19-Jun-24	SC	Seychelles
19-Jun-24	SL	Sierra Leone
19-Jun-24	SN	Senegal

19-Jun-24	SO	Somalia
19-Jun-24	SR	Suriname
19-Jun-24	ST	Sao Tome and Principe
19-Jun-24	SV	El Salvador
19-Jun-24	SY	Syrian Arab Republic
19-Jun-24	SZ	Swaziland
19-Jun-24	TC	Turks and Caicos Islands
19-Jun-24	TD	Chad
19-Jun-24	TG	Togo
19-Jun-24	TH	Thailand
19-Jun-24	TJ	Tajikistan
19-Jun-24	TL	Timor L'Est
19-Jun-24	TM	Turkmenistan
19-Jun-24	TN	Tunisia
19-Jun-24	TP	East Timor
19-Jun-24	TT	Trinidad and Tobago
19-Jun-24	TZ	Tanzania, United Republic of
19-Jun-24	UA	Ukraine
19-Jun-24	UG	Uganda
19-Jun-24	UM	United States Minor Outlying Islands
19-Jun-24	US	United States
19-Jun-24	UY	Uruguay
19-Jun-24	UZ	Uzbekistan
19-Jun-24	VC	Saint Vincent and the Grenadines
19-Jun-24	VE	Venezuela

19-Jun-24	VG	Virgin Islands British
19-Jun-24	VI	Virgin Islands US
19-Jun-24	VN	Viet Nam
19-Jun-24	VU	Vanuatu
19-Jun-24	WS	Western Samoa
19-Jun-24	YE	Yemen
19-Jun-24	ZM	Zambia
19-Jun-24	ZW	Zimbabwe
21-Jun-24	SE	Sweden
28-Jun-24	CK	Cook Islands
28-Jun-24	NU	Niue
28-Jun-24	NZ	New Zealand
28-Jun-24	PN	Pitcairn
28-Jun-24	TK	Tokelau
28-Jun-24	TW	Taiwan
July		
01-Jul-24	CA	Canada
01-Jul-24	PK	Pakistan
04-Jul-24	AE	United Arab Emirates
04-Jul-24	AF	Afghanistan
04-Jul-24	AG	Antigua and Barbuda
04-Jul-24	AI	Anguilla
04-Jul-24	AL	Albania
04-Jul-24	AM	Armenia

04-Jul-24	AN	Netherlands Antilles
04-Jul-24	AO	Angola
04-Jul-24	AQ	Antarctica
04-Jul-24	AR	Argentina
04-Jul-24	AS	American Samoa
04-Jul-24	AW	Aruba
04-Jul-24	AZ	Azerbaijan
04-Jul-24	BB	Barbados
04-Jul-24	BD	Bangladesh
04-Jul-24	BF	Burkina Faso
04-Jul-24	BG	Bulgaria
04-Jul-24	BH	Bahrain
04-Jul-24	BI	Burundi
04-Jul-24	BJ	Benin
04-Jul-24	BM	Bermuda
04-Jul-24	BN	Brunei Darussalam
04-Jul-24	BO	Bolivia
04-Jul-24	BR	Brazil
04-Jul-24	BS	Bahamas
04-Jul-24	BT	Bhutan
04-Jul-24	BW	Botswana
04-Jul-24	BY	Belarus
04-Jul-24	BZ	Belize
04-Jul-24	CD	Congo
04-Jul-24	CF	Central African Republic

04-Jul-24	CL	Chile
04-Jul-24	CM	Cameroon
04-Jul-24	CN	China
04-Jul-24	CO	Colombia
04-Jul-24	CR	Costa Rica
04-Jul-24	CV	Cape Verde
04-Jul-24	CW	Curacao
04-Jul-24	DJ	Djibouti
04-Jul-24	DM	Dominica
04-Jul-24	DO	Dominican Republic
04-Jul-24	DZ	Algeria
04-Jul-24	EC	Ecuador
04-Jul-24	EG	Egypt
04-Jul-24	EH	Western Sahara
04-Jul-24	ER	Eritrea
04-Jul-24	ET	Ethiopia
04-Jul-24	FM	Micronesia, Federated States of
04-Jul-24	GA	Gabon
04-Jul-24	GD	Grenada
04-Jul-24	GE	Georgia
04-Jul-24	GH	Ghana
04-Jul-24	GM	Gambia
04-Jul-24	GN	Guinea
04-Jul-24	GQ	Equatorial Guinea
04-Jul-24	GS	South Georgia and the South Sandwich Islands

04-Jul-24	GT	Guatemala
04-Jul-24	GU	Guam
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04-Jul-24	JO	Jordan
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04-Jul-24	KM	Comoros
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04-Jul-24	KR	Korea, Republic of
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04-Jul-24	KY	Cayman Islands
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04-Jul-24	MS	Montserrat
04-Jul-24	MU	Mauritius
04-Jul-24	MV	Maldives
04-Jul-24	MW	Malawi
04-Jul-24	MX	Mexico
04-Jul-24	MY	Malaysia
04-Jul-24	MZ	Mozambique
04-Jul-24	NA	Namibia
04-Jul-24	NE	Niger
04-Jul-24	NG	Nigeria
04-Jul-24	NI	Nicaragua
04-Jul-24	NP	Nepal

04-Jul-24	OM	Oman
04-Jul-24	PA	Panama
04-Jul-24	PE	Peru
04-Jul-24	PH	Philippines
04-Jul-24	PK	Pakistan
04-Jul-24	PR	Puerto Rico
04-Jul-24	PW	Palau
04-Jul-24	PY	Paraguay
04-Jul-24	QA	Qatar
04-Jul-24	RS	Serbia
04-Jul-24	RU	Russian Federation
04-Jul-24	RW	Rwanda
04-Jul-24	SA	Saudi Arabia
04-Jul-24	SC	Seychelles
04-Jul-24	SL	Sierra Leone
04-Jul-24	SN	Senegal
04-Jul-24	SO	Somalia
04-Jul-24	SR	Suriname
04-Jul-24	ST	Sao Tome and Principe
04-Jul-24	SV	El Salvador
04-Jul-24	SY	Syrian Arab Republic
04-Jul-24	SZ	Swaziland
04-Jul-24	TC	Turks and Caicos Islands
04-Jul-24	TD	Chad
04-Jul-24	TG	Togo

04-Jul-24	TH	Thailand
04-Jul-24	TJ	Tajikistan
04-Jul-24	TL	Timor L'Est
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04-Jul-24	VU	Vanuatu
04-Jul-24	WS	Western Samoa
04-Jul-24	YE	Yemen
04-Jul-24	ZM	Zambia
04-Jul-24	ZW	Zimbabwe

08-Jul-24	ID	Indonesia
08-Jul-24	SB	Solomon Islands
23-Jul-24	PG	Papua New Guinea
August		
01-Aug-24	CH	Switzerland
01-Aug-24	LI	Liechtenstein
05-Aug-24	AU	Australia
05-Aug-24	CA	Canada
05-Aug-24	CC	Cocos (Keeling) Islands
05-Aug-24	CX	Christmas Island
05-Aug-24	HM	Heard and McDonald Islands
05-Aug-24	KI	Kiribati
05-Aug-24	NF	Norfolk Island
05-Aug-24	NR	Nauru
05-Aug-24	TV	Tuvalu
09-Aug-24	SG	Singapore
09-Aug-24	ZA	South Africa
12-Aug-24	WS	Western Samoa
15-Aug-24	MU	Mauritius
26-Aug-24	FK	Falkland Islands (Malvinas)
26-Aug-24	GB	United Kingdom
26-Aug-24	GG	Guernsey
26-Aug-24	IC	Channel Islands
26-Aug-24	IM	Isle of Man

26-Aug-24	JE	Jersey
26-Aug-24	PG	Papua New Guinea
26-Aug-24	SH	Saint Helena
September		
02-Sep-24	AE	United Arab Emirates
02-Sep-24	AF	Afghanistan
02-Sep-24	AG	Antigua and Barbuda
02-Sep-24	AI	Anguilla
02-Sep-24	AL	Albania
02-Sep-24	AM	Armenia
02-Sep-24	AN	Netherlands Antilles
02-Sep-24	AO	Angola
02-Sep-24	AQ	Antarctica
02-Sep-24	AR	Argentina
02-Sep-24	AS	American Samoa
02-Sep-24	AW	Aruba
02-Sep-24	AZ	Azerbaijan
02-Sep-24	BB	Barbados
02-Sep-24	BD	Bangladesh
02-Sep-24	BF	Burkina Faso
02-Sep-24	BG	Bulgaria
02-Sep-24	BH	Bahrain
02-Sep-24	BI	Burundi
02-Sep-24	BJ	Benin

02-Sep-24	BM	Bermuda
02-Sep-24	BN	Brunei Darussalam
02-Sep-24	BO	Bolivia
02-Sep-24	BR	Brazil
02-Sep-24	BS	Bahamas
02-Sep-24	BT	Bhutan
02-Sep-24	BW	Botswana
02-Sep-24	BY	Belarus
02-Sep-24	BZ	Belize
02-Sep-24	CD	Congo
02-Sep-24	CF	Central African Republic
02-Sep-24	CL	Chile
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02-Sep-24	CN	China
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02-Sep-24	EC	Ecuador
02-Sep-24	EG	Egypt
02-Sep-24	EH	Western Sahara

02-Sep-24	ER	Eritrea
02-Sep-24	ET	Ethiopia
02-Sep-24	FM	Micronesia, Federated States of
02-Sep-24	GA	Gabon
02-Sep-24	GD	Grenada
02-Sep-24	GE	Georgia
02-Sep-24	GH	Ghana
02-Sep-24	GM	Gambia
02-Sep-24	GN	Guinea
02-Sep-24	GQ	Equatorial Guinea
02-Sep-24	GS	South Georgia and the South Sandwich Islands
02-Sep-24	GT	Guatemala
02-Sep-24	GU	Guam
02-Sep-24	GW	Guinea-Bissau
02-Sep-24	GY	Guyana
02-Sep-24	HN	Honduras
02-Sep-24	HT	Haiti
02-Sep-24	ID	Indonesia
02-Sep-24	IL	Israel
02-Sep-24	IN	India
02-Sep-24	IO	British Indian Ocean Territory
02-Sep-24	IQ	Iraq
02-Sep-24	JM	Jamaica
02-Sep-24	JO	Jordan
02-Sep-24	KE	Kenya

02-Sep-24	KG	Kyrgystan
02-Sep-24	KH	Cambodia
02-Sep-24	KM	Comoros
02-Sep-24	KN	Saint Kitts and Nevis
02-Sep-24	KR	Korea, Republic of
02-Sep-24	KW	Kuwait
02-Sep-24	KY	Cayman Islands
02-Sep-24	KZ	Kazakstan
02-Sep-24	LA	Lao, People's Democratic Republic of
02-Sep-24	LB	Lebanon
02-Sep-24	LC	Saint Lucia
02-Sep-24	LK	Sri Lanka
02-Sep-24	LS	Lesotho
02-Sep-24	LY	Libyan Arab Jamahiriya
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02-Sep-24	MD	Moldova, Republic of
02-Sep-24	MG	Madagascar
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02-Sep-24	ML	Mali
02-Sep-24	MM	Myanmar
02-Sep-24	MN	Mongolia
02-Sep-24	MO	Macau
02-Sep-24	MP	Northern Mariana Islands
02-Sep-24	MR	Mauritania
02-Sep-24	MS	Montserrat

02-Sep-24	MU	Mauritius
02-Sep-24	MV	Maldives
02-Sep-24	MW	Malawi
02-Sep-24	MX	Mexico
02-Sep-24	MY	Malaysia
02-Sep-24	MZ	Mozambique
02-Sep-24	NA	Namibia
02-Sep-24	NE	Niger
02-Sep-24	NG	Nigeria
02-Sep-24	NI	Nicaragua
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02-Sep-24	PA	Panama
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02-Sep-24	PH	Philippines
02-Sep-24	PK	Pakistan
02-Sep-24	PR	Puerto Rico
02-Sep-24	PW	Palau
02-Sep-24	PY	Paraguay
02-Sep-24	QA	Qatar
02-Sep-24	RS	Serbia
02-Sep-24	RU	Russian Federation
02-Sep-24	RW	Rwanda
02-Sep-24	SA	Saudi Arabia
02-Sep-24	SC	Seychelles

02-Sep-24	SL	Sierra Leone
02-Sep-24	SN	Senegal
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02-Sep-24	UA	Ukraine
02-Sep-24	UG	Uganda
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02-Sep-24	US	United States
02-Sep-24	UY	Uruguay
02-Sep-24	UZ	Uzbekistan

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02-Sep-24	WS	Western Samoa
02-Sep-24	YE	Yemen
02-Sep-24	ZM	Zambia
02-Sep-24	ZW	Zimbabwe
09-Sep-24	FJ	Fiji
16-Sep-24	AE	United Arab Emirates
16-Sep-24	FJ	Fiji
16-Sep-24	KW	Kuwait
16-Sep-24	PG	Papua New Guinea
17-Sep-24	TO	Tonga
23-Sep-24	SA	Saudi Arabia
24-Sep-24	ZA	South Africa
October		
07-Oct-24	AU	Australia
07-Oct-24	CC	Cocos (Keeling) Islands
07-Oct-24	CX	Christmas Island
07-Oct-24	HM	Heard and McDonald Islands
07-Oct-24	KI	Kiribati

07-Oct-24	NF	Norfolk Island
07-Oct-24	NR	Nauru
07-Oct-24	TV	Tuvalu
10-Oct-24	FJ	Fiji
14-Oct-24	AE	United Arab Emirates
14-Oct-24	AF	Afghanistan
14-Oct-24	AG	Antigua and Barbuda
14-Oct-24	AI	Anguilla
14-Oct-24	AL	Albania
14-Oct-24	AM	Armenia
14-Oct-24	AN	Netherlands Antilles
14-Oct-24	AO	Angola
14-Oct-24	AQ	Antarctica
14-Oct-24	AR	Argentina
14-Oct-24	AS	American Samoa
14-Oct-24	AW	Aruba
14-Oct-24	AZ	Azerbaijan
14-Oct-24	BB	Barbados
14-Oct-24	BD	Bangladesh
14-Oct-24	BF	Burkina Faso
14-Oct-24	BG	Bulgaria
14-Oct-24	BH	Bahrain
14-Oct-24	BI	Burundi
14-Oct-24	BJ	Benin
14-Oct-24	BM	Bermuda

14-Oct-24	BN	Brunei Darussalam
14-Oct-24	BO	Bolivia
14-Oct-24	BR	Brazil
14-Oct-24	BS	Bahamas
14-Oct-24	BT	Bhutan
14-Oct-24	BW	Botswana
14-Oct-24	BY	Belarus
14-Oct-24	BZ	Belize
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14-Oct-24	CM	Cameroon
14-Oct-24	CN	China
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14-Oct-24	CR	Costa Rica
14-Oct-24	CV	Cape Verde
14-Oct-24	CW	Curacao
14-Oct-24	DJ	Djibouti
14-Oct-24	DM	Dominica
14-Oct-24	DO	Dominican Republic
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14-Oct-24	WS	Western Samoa
14-Oct-24	YE	Yemen
14-Oct-24	ZM	Zambia
14-Oct-24	ZW	Zimbabwe
November		
01-Nov-24	NC	New Caledonia
01-Nov-24	PF	French Polynesia
01-Nov-24	SG	Singapore
01-Nov-24	WF	Wallis and Futuna Islands
04-Nov-24	TO	Tonga
11-Nov-24	AE	United Arab Emirates
11-Nov-24	AF	Afghanistan
11-Nov-24	AG	Antigua and Barbuda
11-Nov-24	AI	Anguilla
11-Nov-24	AL	Albania
11-Nov-24	AM	Armenia
11-Nov-24	AN	Netherlands Antilles
11-Nov-24	AO	Angola
11-Nov-24	AQ	Antarctica

11-Nov-24	AR	Argentina
11-Nov-24	AS	American Samoa
11-Nov-24	AW	Aruba
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11-Nov-24	BT	Bhutan
11-Nov-24	BW	Botswana
11-Nov-24	BY	Belarus
11-Nov-24	BZ	Belize
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11-Nov-24	QA	Qatar
11-Nov-24	RS	Serbia
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28-Nov-24	YE	Yemen

28-Nov-24	ZM	Zambia
28-Nov-24	ZW	Zimbabwe
December		
02-Dec-24	AE	United Arab Emirates
02-Dec-24	TO	Tonga
03-Dec-24	AE	United Arab Emirates
16-Dec-24	ZA	South Africa
24-Dec-24	BV	Bouvet Island
24-Dec-24	DK	Denmark
24-Dec-24	FO	Faroe Islands
24-Dec-24	GL	Greenland
24-Dec-24	NO	Norway
24-Dec-24	SE	Sweden
24-Dec-24	SJ	Svalbard and Jan Mayen
25-Dec-24	AD	Andorra
25-Dec-24	AT	Austria
25-Dec-24	AU	Australia
25-Dec-24	BA	Bosnia and Herzegovina
25-Dec-24	BE	Belgium
25-Dec-24	BV	Bouvet Island
25-Dec-24	CC	Cocos (Keeling) Islands
25-Dec-24	CH	Switzerland
25-Dec-24	CX	Christmas Island
25-Dec-24	CY	Cyprus

25-Dec-24	CZ	Czech Republic
25-Dec-24	DE	Germany
25-Dec-24	DK	Denmark
25-Dec-24	EE	Estonia
25-Dec-24	ES	Spain
25-Dec-24	FI	Finland
25-Dec-24	FJ	Fiji
25-Dec-24	FK	Falkland Islands (Malvinas)
25-Dec-24	FO	Faroe Islands
25-Dec-24	FR	France
25-Dec-24	GB	United Kingdom
25-Dec-24	GF	French Guiana
25-Dec-24	GG	Guernsey
25-Dec-24	GI	Gibraltar
25-Dec-24	GL	Greenland
25-Dec-24	GP	Guadeloupe
25-Dec-24	GR	Greece
25-Dec-24	HM	Heard and McDonald Islands
25-Dec-24	HR	Croatia
25-Dec-24	HU	Hungary
25-Dec-24	IC	Channel Islands
25-Dec-24	IE	Ireland
25-Dec-24	IM	Isle of Man
25-Dec-24	IS	Iceland
25-Dec-24	IT	Italy

25-Dec-24	JE	Jersey
25-Dec-24	KI	Kiribati
25-Dec-24	LI	Liechtenstein
25-Dec-24	LT	Lithuania
25-Dec-24	LU	Luxembourg
25-Dec-24	LV	Latvia
25-Dec-24	MC	Monaco
25-Dec-24	ME	Montenegro
25-Dec-24	MK	Macedonia
25-Dec-24	MQ	Martinique
25-Dec-24	MT	Malta
25-Dec-24	NC	New Caledonia
25-Dec-24	NF	Norfolk Island
25-Dec-24	NL	Netherlands
25-Dec-24	NO	Norway
25-Dec-24	NR	Nauru
25-Dec-24	PF	French Polynesia
25-Dec-24	PG	Papua New Guinea
25-Dec-24	PL	Poland
25-Dec-24	PM	Saint Pierre and Miquelon
25-Dec-24	PT	Portugal
25-Dec-24	RE	Reunion
25-Dec-24	RO	Romania
25-Dec-24	SB	Solomon Islands
25-Dec-24	SE	Sweden

25-Dec-24	SG	Singapore
25-Dec-24	SH	Saint Helena
25-Dec-24	SI	Slovenia
25-Dec-24	SJ	Svalbard and Jan Mayen
25-Dec-24	SK	Slovakia
25-Dec-24	SM	San Marino
25-Dec-24	TF	French Southern Territories
25-Dec-24	TO	Tonga
25-Dec-24	TR	Turkey
25-Dec-24	TV	Tuvalu
25-Dec-24	VA	Holy See (Vatican City State)
25-Dec-24	WF	Wallis and Futuna Islands
25-Dec-24	WS	Western Samoa
25-Dec-24	YT	Mayotte
25-Dec-24	ZA	South Africa
26-Dec-24	AD	Andorra
26-Dec-24	AT	Austria
26-Dec-24	AU	Australia
26-Dec-24	BA	Bosnia and Herzegovina
26-Dec-24	BE	Belgium
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26-Dec-24	MQ	Martinique
26-Dec-24	MT	Malta
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26-Dec-24	NL	Netherlands
26-Dec-24	NO	Norway
26-Dec-24	NR	Nauru
26-Dec-24	PF	French Polynesia
26-Dec-24	PG	Papua New Guinea
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26-Dec-24	PT	Portugal
26-Dec-24	RE	Reunion
26-Dec-24	RO	Romania
26-Dec-24	SB	Solomon Islands
26-Dec-24	SE	Sweden

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26-Dec-24	SI	Slovenia
26-Dec-24	SJ	Svalbard and Jan Mayen
26-Dec-24	SK	Slovakia
26-Dec-24	SM	San Marino
26-Dec-24	TF	French Southern Territories
26-Dec-24	TR	Turkey
26-Dec-24	TV	Tuvalu
26-Dec-24	VA	Holy See (Vatican City State)
26-Dec-24	WF	Wallis and Futuna Islands
26-Dec-24	WS	Western Samoa
26-Dec-24	YT	Mayotte
31-Dec-24	SE	Sweden

Importing Domestic Other Party Database - File Specifications

Below are the file format specifications for importing records into the Domestic Other Party Database.

ANZ Direct Online includes an **import** function that allows a file of domestic other party records to be imported directly into the ANZ Direct Online Domestic Other Party Database instead of being keyed in manually.

The Domestic Other Party Database File details are below:

- The file can have any name. ANZ Direct Online uses both drag & drop functionality and the standard "file open" window for the user to locate and select the file to be imported. The file format is comma-delimited text (CSV format).

- The file should contain one line per record. Each record should be separated by a < CRLF > (Carriage Return Line Feed character).

- Each field present within a record should be separated by a comma.

- The following characters are NOT allowed in a domestic other party database record **"**

- A comma should only be used to separate fields within a record and not be included as part of a field

Example:

This is an example of a file:

Test1,Test Customer,06050100059000000,HERE,THERE,
Test2,Test 2 Limited,06050100091633000,NOW1,,LATER123
Test3,Test Incorporated,06050100059000000,,UP,DOWN
Test4,Test Ltd,0101020998907000,,,

The table below explains the properties of each field in more detail:

Field #	Field Description	Size - Max	Type	Comments
1	Short Code	25 characters	Char/Numeric	The short code of the other party record. Free format alphanumeric text.
2	Other Party Name	20 characters	Char/Numeric	The name of the other party. Free format alphanumeric text.
3	Account Number	20 digits	Numeric	In Form BBBBBBAAAAAAASS or BBBBBBAAAAAAASSS
4	Other Party Reference	12 characters	Char/Numeric	The Reference that will appear on the other party's bank statement. Free format alphanumeric text.
5	Other Party Analysis Code	12 characters	Char/Numeric	The Analysis Code that will appear on the other party's bank statement. Free format alphanumeric text.
6	Other Party Particulars	12 characters	Char/Numeric	The Particulars that will appear on the other party's bank statement. Free format alphanumeric text.

Notes:

- Only the first 3 fields (short code, other party name, account number) are mandatory. Any or all of the remaining reference fields can be omitted, although they must still be correctly separated by commas.

- Character fields support A..Z, 0..9, spaces and most other keyboard characters (Note: Commas are treated as field separators). The following characters are NOT allowed in a domestic batch **"**

- Lowercase characters will be transformed to their uppercase equivalents. Leading and trailing space characters will be removed from fields.

- A comma should only be used to separate fields within a record and not be included as part of each field