15 August 2021

TRANSACTIVE GLOBAL PAYNOW GUIDES

ANZ

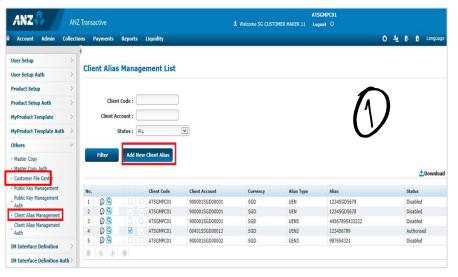# HOW TO REGISTER AN ALIAS

HOW TO REGISTER AN ALIAS

In order to register an alias in TG, please follow the below steps. Maker-checker process applies.
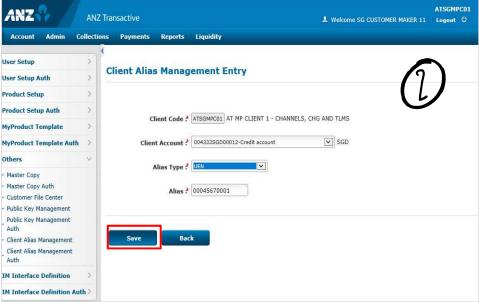
Client Alias Entry (Maker process)

Path: _Admin → Others → Client Alias Management_

- When you click on Add new client alias, _Client Alias Management Entry_ screen appears.
- Select the pre-populated values from the dropdown. Each client account is linked to an unique Alias.

- _Select the Account you wish to register_
- _Alias: UEN number will auto populate when Alias type is selected_
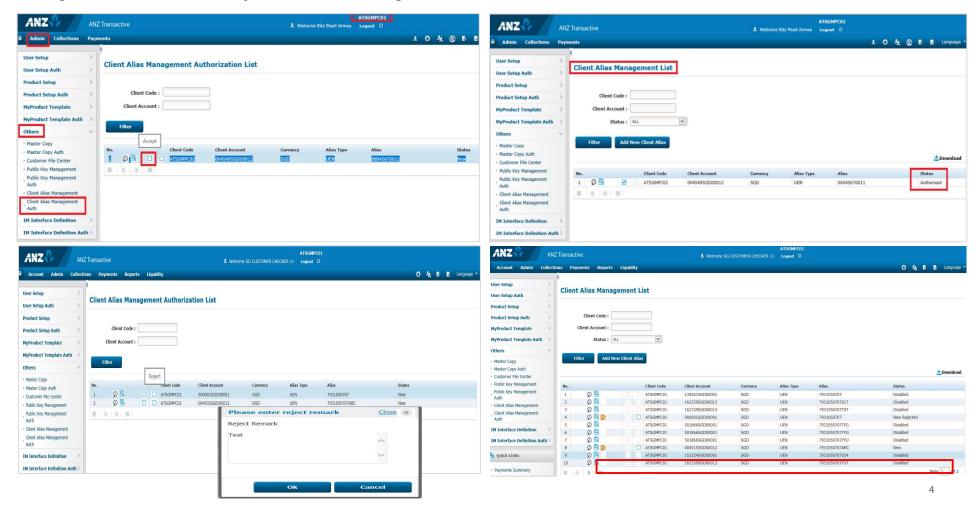- _Enter the 3 suffix (alphanumeric) and click Save_

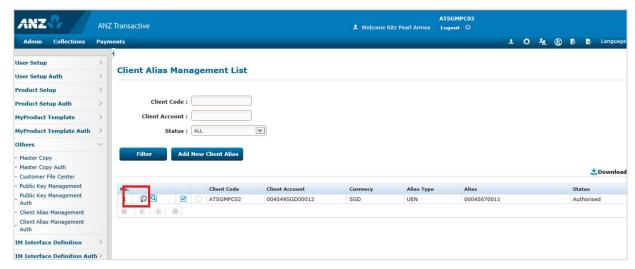# HOW TO REGISTER AN ALIAS

Client Alias Authorisation

Path: *Admin → Others → Client Alias Management Auth*

From the list, select the request pending authorisation and click *Accept* or *Reject* on the new record to verify. If approved, the status changes to 'Authorised' and if rejected the status changes to 'Disabled'. Refer to screenshots for details

AUDIT TRAIL

Click on History 🕓 button to view the alias record that has been requested and approved or rejected

HOW TO DE-REGISTER AN ALIAS

HOW TO DE-REGISTER AN ALIAS
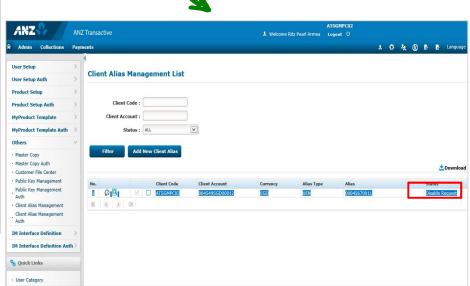
To de-register an Alias

Client Alias Disable request

Path: *Admin → Others → Client Alias Management*

To de-register an Alias, select Disable from the list

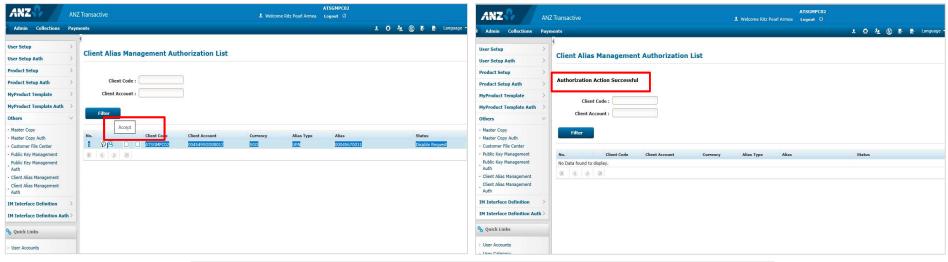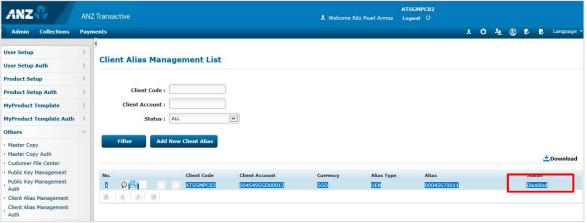*Status will change to Disable Request pending for approval*

HOW TO DE-REGISTER AN ALIAS

Client Alias Disable request

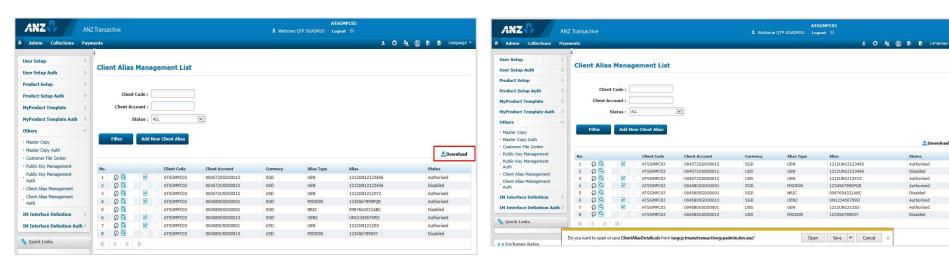**Path:** *Admin → Others → Client Alias Management Auth*

- Click on the Accept button to authorise the disabling of an Alias.
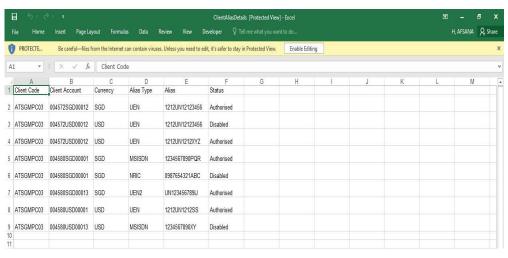- Status will change to Disabled after the above action completed

REPORTS – TO CHECK ACTIVE/NON-ACTIVE ALIASES

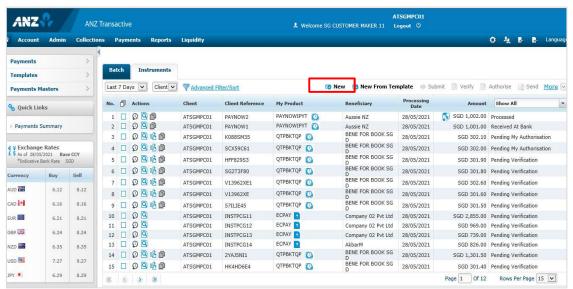The list of Aliases can be downloaded from "Client Alias Management List" for checking

PAYNOW PAYMENTS

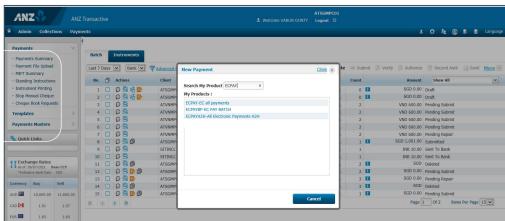# PAYNOW PAYMENT INITIATION
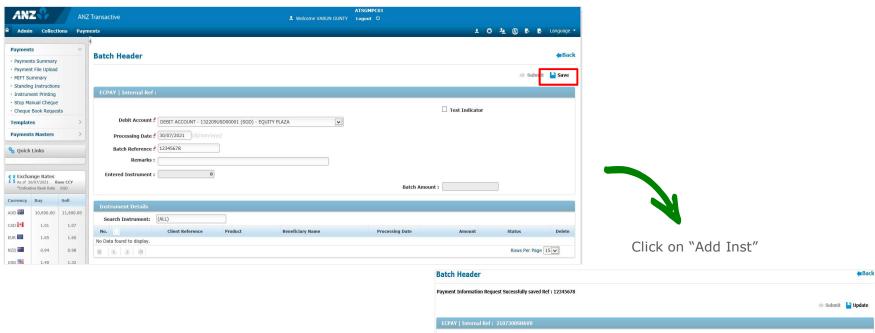
__Initiating Payment__

__Path:__ Payments → Payments Summary → New

Any of the below payment types can be used for Alias payments

1. ECPAY-EC all payments
2. ECPAYBP-EC PAY BATCH

PAYNOW PAYMENT INITIATION
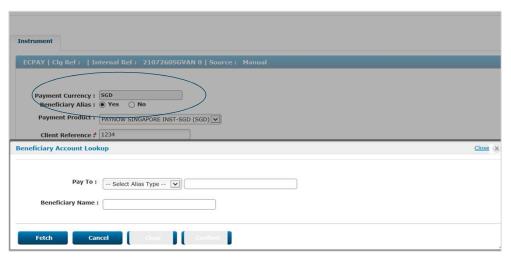
Initiating Payment

- Select the Debit account from the dropdown list, check the processing date and update the Batch reference.
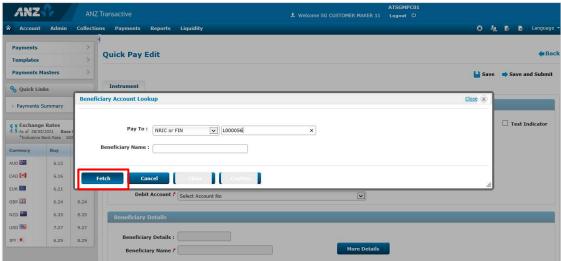- Click on Save to generate the reference.

Click on "Add Inst"

PAYNOW PAYMENT INITIATION

Initiating Payment

Click on 'Yes' for Beneficiary Alias which will populate the Beneficiary Account Lookup box
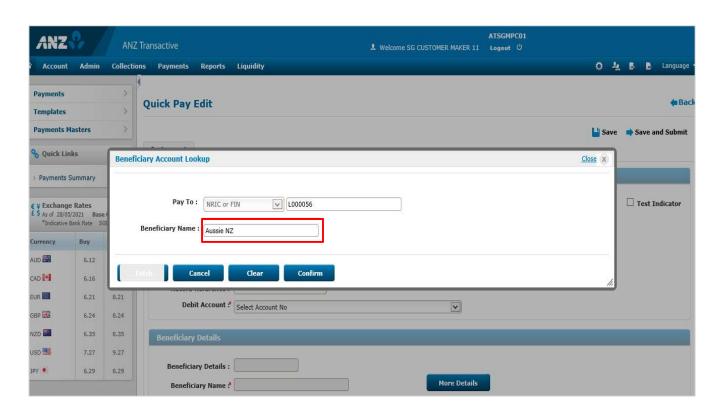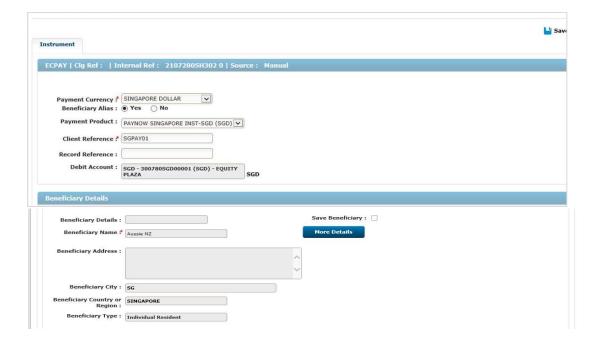

- Select the appropriate Alias Type from the dropdown box and enter the associated Alias value
- Click on the Fetch button

PAYNOW PAYMENT INITIATION

Initiating Payment

- Beneficiary Name will be populated. The beneficiary's name will be populated based on the name that has been registered their Bank (e.g. "Peter Tan Ding Dong" could show up as Peter T.)

- Click on the confirm button to continue after checking the name or cancel if the name is incorrect
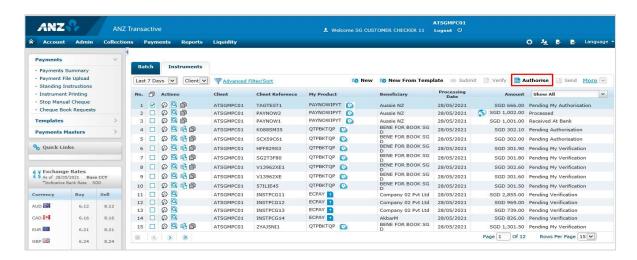
PAYNOW PAYMENT INITIATION

Initiating Payment

PAYNOW PAYMENT INITIATION

Initiating Payment

• Input Payment Amount, Purpose code, Charge to (Shared /OUR / Beneficiary)
• Input any further information in the Additional information field
• Save and Submit for approval

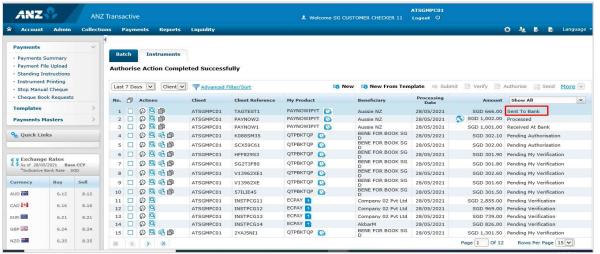Non-editable Fields

PAYNOW PAYMENT AUTHORISATION

Payment Authorisation

Path: *Payments* → *Payment Summary* → *Authorise*

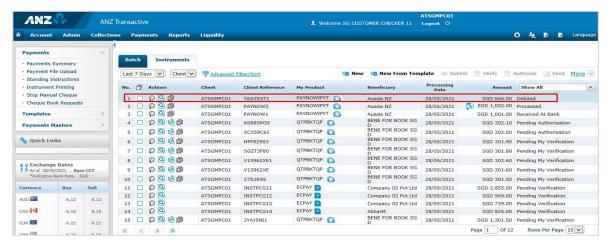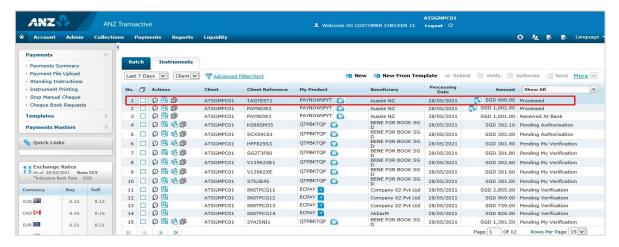Once authorised, the payments status changes to "sent to bank"

PAYNOW PAYMENT PROCESSING

Payment Processing

Status will change to
- "Debited" when accounting entries completed
- "Processed" when payment is received from Bene Bank

PAYNOW PAYMENT – POSSIBLE NEGATIVE SCENARIOS

Negative scenarios / error message

When an incorrect Alias Reference is input, error message will be displayed