ANZ DIRECT ONLINE PLANNING SHEET

USE THIS TEMPLATE TO PLAN HOW BEST TO SET UP ANZ DIRECT ONLINE FOR YOUR ORGANISATION

If you need more detailed instructions at any time, please refer to chapter 9, Setting Up the System for the First Time, available in the Online Help and User Guide.

SOME CONSIDERATIONS:

A. Your users

Ask: Who are the people who use ANZ Direct Online as part of their jobs?

B. Your batches and batch groups

ANZ Direct Online allows you to pay a batch of transactions at the same time.

Transactions are organised into batches and batches are organised into batch groups. A batch group is simply a folder where you can file or store like batches together.

Batches are typically made up of similar transactions e.g. all creditor transactions payable on the 20th in one batch.

To consider the best way to set up your batches and batch groups, ask:

- What types of transactions do we make?
- Do we make payments at regular intervals e.g. every day, every week, on the 20th?
- Would it be helpful to group all credit/debit transactions payable on the same date in one batch?
- Do we need to limit access to some batches, e.g. payroll batch?

In the template, add what batch groups and batches you need to set up in ANZ Direct Online.

C. Your roles

A role is a set of access rights or permissions. For each role, you can define which functions a role can or cannot use. Each user's access rights are governed by what role(s) they have. Ask:

- Can we use the default roles already set up by ANZ?
- Do we need to create our own roles?
- Or do we need both?

A. USERS

Start Here

Record your users' names/user IDs here

B. BATCH GROUPS AND BATCHES

Batch group	Batch group	Batch group
Record name of batch group here		
Batch	**Batch**	**Batch**
Record name of batch here		
Batch	**Batch**	**Batch**
Batch	**Batch**	**Batch**
Batch	**Batch**	**Batch**

A Batch Group

↑ Belongs to

A Batch

↑ Belong to

Transactions

COMPANY ABC LIMITED

Batch Group Name: Creditor	Batch Group Name: Debtor	Batch Group Name: Staff	
Batch: weekly	**Batch: daily**	**Batch: salaries**	**Batch: wages**
Batch: 14 Days / Batch: monthly			
Batch: the 20th / Batch: one off			

C. ROLES

Record roles you want to create here

Tick which Bank-defined default roles you want to use here

- ☐ Super user
- ☐ System administrator
- ☐ Advanced user
- ☐ Standard user
- ☐ Account Information Only

ROLE

USERS	PERMISSIONS	ACCOUNTS	BATCH GROUPS
(which users have been assigned to this role NB: referred to as members of the role)	(which tasks this person can perform)	(which account(s) this role can view account information reports for)	(which batch group(s) this role has access to)

BANK-DEFINED DEFAULT ROLES

Super user role: can do everything.
System administrator role: can only use system administration functions.
Advanced user: can do everything except for system administration functions.

Standard user: can only perform basic functions with domestic batches.
Account Information Only: access to view account information only – payments functions are disabled.
Authoriser: can only authorise and release batches.