

# ANZ CASHACTIVE VAM FILE FORMAT GUIDE

Australia  
March 2024



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## INTRODUCTION

### Purpose

ANZ Cashactive Virtual Account Management (VAM) is a web-based solution that helps streamline bank account structures, improve transaction data visibility, working capital control and data reconciliation.

This guide applies to the following ANZ Cashactive VAM file formats:

- **Account Opening and Allocation Rule File Formats:**  
virtual account opening via VAM (Import);  
virtual account opening and allocation rule setup via VAM (Import);
- **Domestic Payment File Formats:**  
domestic payments via VAM (Import);
- **Internal Transfer and Receipt File Formats:**  
Internal transfer via VAM (Import);  
Internal receipt via VAM (Import);
- **Reporting File Formats:**  
virtual account Balance and Transaction Report (BTR) via VAM (Export);  
virtual account BTR via H2H (Export);

This document will be updated with new functionality and information when necessary. Please ensure you regularly check the available version to ensure you have the most up-to-date copy.

|                  |                 |                                                                                        |
|------------------|-----------------|----------------------------------------------------------------------------------------|
| <b>Australia</b> | 13 31 99        | 6:00am – 8:00pm AEST                                                                   |
|                  | +61 3 9601 1200 | 6:00am – 9:00pm AEDT (Daylight Savings)<br>Monday – Friday, excluding public holidays. |

Please refer to [anz.com/servicecentres](https://anz.com/servicecentres) for the most up to date information.

## FILE IMPORT: VIRTUAL ACCOUNT OPENING VIA VAM

The **virtual account opening** file allows a user to import a CSV file via the VAM application containing data for one or more Virtual Account Holders.

|                    |                                     |
|--------------------|-------------------------------------|
| <b>File format</b> | CSV (no headers)                    |
| <b>Function</b>    | Single/bulk virtual account opening |

The Virtual Account Import file format consists of one File Record Type:

- File Record Type '1' (Account Holder).

| File Record Type            | Description                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Record Type '1'</b> | <ul style="list-style-type: none"><li>- Mandatory;</li><li>- Should be the first row in the Account Import file;</li><li>- Contains fields used to create one virtual account;</li><li>- Multiple rows can be added in one CSV file for bulk virtual account opening.</li></ul>                                                                                                                                             |
| <b>Character Set</b>        | <p>Fields that are marked '<b>Alpha</b>' (Alphanumeric) in the 'Type' column are limited to:</p> <ul style="list-style-type: none"><li>- Letters A-Z, a-z</li><li>- Numbers 0-9</li><li>- Invalid characters include [¬()*^%\$£\"!/?&lt;&gt;;,:@~#{ }\\= _`+'].</li></ul> <p>Fields that are marked '<b>Numeric</b>' in the 'Type' column are limited to:</p> <ul style="list-style-type: none"><li>- Numbers 0-9</li></ul> |

All fields must be separated by a comma (,) and each record should end with CRLF (carriage return and line feed).

Account Holder Record Type has a pre-determined number of fields. Any data in the CSV file over and above the maximum number of fields will be ignored by the system.

### File Format for Record Type '1' (Account Holder)

Every occurrence of a File Record Type '1' occupies one row in the CSV file and denotes one new Virtual Account.

| Record Position | Field                           | Type             | Description                                                                                                                                                                                                                                                                                                                                                                 | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>File Record Type</b>         | Numeric          | Must be '1'.                                                                                                                                                                                                                                                                                                                                                                | 1           | Mandatory          |
| 2               | <b>Account Holder Reference</b> | Numeric          | User determined Virtual account reference for business reconciliation purposes.<br><br>Once imported, the system will: <ul style="list-style-type: none"><li>- add the 6-character Location code prefix*, and</li><li>- zero [0] fill any Account Holder Reference shorter than 14 digits in length.</li></ul><br>*Location code prefix does not reduce the 14 digit count. | 14          | Mandatory          |
| 3               | <b>Account Holder Name</b>      | Alpha<br>Numeric | Virtual account holder name (entity or individual) for business reconciliation purposes.                                                                                                                                                                                                                                                                                    | 190         | Mandatory          |

| Record Position | Field                                        | Type          | Description                                                                                                                                                                                         | Max. Length | Mandatory/Optional |
|-----------------|----------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 4               | <b>Primary Address</b>                       | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 5               | <b>Primary City</b>                          | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 6               | <b>Primary State</b>                         | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 7               | <b>Primary Post Code</b>                     | Alpha Numeric | -                                                                                                                                                                                                   | 8           | Mandatory          |
| 8               | <b>Date of Birth</b>                         | Numeric       | In the form DD/MM/YYYY                                                                                                                                                                              | 10          | Optional           |
| 9               | <b>Tax File Number</b>                       | Numeric       | Validated TFN, if required. System will lead with a zero [0], if only 8 characters supplied.                                                                                                        | 9           | Optional           |
| 10              | <b>Non-Resident</b>                          | Alpha         | Virtual account holder tax residency in AU ('YES' or 'NO').<br><br>Defaults to 'NO', if not supplied.                                                                                               | 3           | Optional           |
| 11              | <b>Australian Business Number</b>            | Numeric       | Validated ABN, if required.                                                                                                                                                                         | 11          | Optional           |
| 12              | <b>Account Holder Surname</b>                | Alpha Numeric | Virtual account holder surname for business reconciliation purposes, if the Virtual account applies to an individual.                                                                               | 38          | Optional           |
| 13              | <b>Telephone</b>                             | Numeric       | -                                                                                                                                                                                                   | 15          | Optional           |
| 14              | <b>Fax</b>                                   | Numeric       | -                                                                                                                                                                                                   | 15          | Optional           |
| 15              | <b>Country</b>                               | Alpha         | ISO Country Code where the Virtual account is located (e.g. AU).                                                                                                                                    | 2           | Optional           |
| 16              | <b>Email</b>                                 | Alpha Numeric | -                                                                                                                                                                                                   | 50          | Optional           |
| 17              | <b>Default Currency</b>                      | Alpha         | Virtual account currency (e.g. AUD). If not supplied it will default to the currency configured for the user's location.                                                                            | 3           | Mandatory          |
| 18              | <b>Primary Payee Name</b>                    | Alpha Numeric | User determined external individual or entity associated with outgoing transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes. | 35          | Optional           |
| 19              | <b>Primary Account Bank Branch</b>           | Numeric       | User determined external account associated with transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes.                       | 10          | Optional           |
| 20              | <b>Primary Account Number</b>                | Numeric       | User determined external account associated with transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes.                       | 30          | Optional           |
| 21              | <b>Transaction Authorisation Limit Group</b> | Alpha         | A valid transaction authorisation Limit Group code.<br>If not supplied it will default to the globally configured value.                                                                            | -           | Optional           |
| 22              | <b>Credit Limit 1</b>                        | Numeric       | If not supplied will default to '0'.<br>If supplied and the user does not have permission to set credit limits, it will default to '0'.                                                             | -           | Optional           |
| 23              | <b>Credit Limit 2</b>                        | Numeric       | If not supplied will default to '0'.<br>If supplied and the user does not have permission to set credit limits it will default to '0'.                                                              | -           | Optional           |

| Record Position | Field                           | Type             | Description                                                                                                                                                                                     | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 24              | <b>Status</b>                   | Alpha            | 'YES' or 'NO':<br><br>'YES' – when opened, Virtual account status will be Active,<br>'NO' – when opened, Virtual account status will be Inactive.<br><br>If not supplied will default to 'YES'. | 3           | Optional           |
| 25              | <b>Notes</b>                    | Alpha<br>Numeric | User determined. The field can be used for business reconciliation purposes.                                                                                                                    | 255         | Optional           |
| 26              | <b>Alternative Address</b>      | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 27              | <b>Alternative City</b>         | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 28              | <b>Alternative State</b>        | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 29              | <b>Alternative Post Code</b>    | Alpha<br>Numeric | -                                                                                                                                                                                               | 8           | Optional           |
| 30              | <b>Account Holder Type</b>      | Alpha            | '1VA' or '2VA':<br><br>'1VA' – 1 <sup>st</sup> tier Virtual account,<br>'2VA' – 2 <sup>nd</sup> tier Virtual account.                                                                           | 3           | Mandatory          |
| 31              | <b>Account Opening Template</b> | Alpha            | Must be 'PVAAUD'                                                                                                                                                                                | 6           | Mandatory          |

#### Example (multiple Virtual Accounts)

1,12345678,Name,Address,Melbourne,VIC,3000,,,,,,,,AU,email@anz.com,AUD,,,,,,,,,1VA,PVAAUD  
1,9,Name,Address,Melbourne,VIC,3000,,,,,,,,AU,email@anz.com,AUD,,,,,,,,,2VA,PVAAUD

## FILE IMPORT: VIRTUAL ACCOUNT OPENING AND ALLOCATION RULE SETUP VIA VAM

The **virtual account opening** and **allocation rule setup** file allows a user to import a CSV file via the VAM application containing data for one or more Virtual Account Holders as well as one or more allocation rules.

|                    |                                                                     |
|--------------------|---------------------------------------------------------------------|
| <b>File format</b> | CSV (no headers)                                                    |
| <b>Function</b>    | Single/bulk virtual account and transaction allocation rule opening |

This file format consists of two File Record Types:

- File Record Type **'1'** (Account Holder), and
- File Record Type **'4'** (Allocation Rule).

The import file should contain at least one File Record Type **'1'**, and may optionally contain one or more File Record Types **'4'**.

| File Record Type            | Description                                                                                                                                                                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Record Type '1'</b> | <ul style="list-style-type: none"> <li>- Mandatory;</li> <li>- Should be the first row in the Account Import file;</li> <li>- Contains fields used to create one virtual account;</li> <li>- Multiple rows can be added in one CSV file for bulk virtual account opening.</li> </ul>               |
| <b>File Record Type '4'</b> | <ul style="list-style-type: none"> <li>- Optional;</li> <li>- Should not be the first row of the Virtual account import file;</li> <li>- Contains fields used to create one Allocation rule;</li> <li>- Should follow in the next row(s) after the Virtual account to which it applies.</li> </ul> |

|                      |                                                                                                                                                                                                                                                                                    |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Character Set</b> | <p>Fields that are marked <b>'Alpha'</b> (Alphanumeric) in the 'Type' column are limited to:</p> <ul style="list-style-type: none"> <li>- Letters A-Z, a-z</li> <li>- Numbers 0-9</li> <li>- Invalid characters include<br/>[¬()*^%\$£\"!&lt;&gt;;:;.,@~#{ }\\=_ ' +'].</li> </ul> |
|                      | <p>Fields that are marked <b>'Numeric'</b> in the 'Type' column are limited to:</p> <ul style="list-style-type: none"> <li>- Numbers 0-9</li> </ul>                                                                                                                                |

All fields must be separated by a comma (,) and each record should end with CRLF (carriage return and line feed).

All Record Types have pre-determined number of fields. Any data in the CSV file over and above the maximum number of fields will be ignored by the system.

### File Format for Record Type '1' (Account Holder)

Every occurrence of a File Record Type **'1'** occupies one row in the CSV file and denotes one new Virtual Account.

| Record Position | Field                           | Type    | Description                                                                                                                                                                                                                      | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>File Record Type</b>         | Numeric | Must be <b>'1'</b> .                                                                                                                                                                                                             | 1           | Mandatory          |
| 2               | <b>Account Holder Reference</b> | Numeric | <p>User determined Virtual account reference for business reconciliation purposes.</p> <p>Once imported, the system will:</p> <ul style="list-style-type: none"> <li>- add the 6-character Location code prefix*, and</li> </ul> | 14          | Mandatory          |

| Record Position | Field                                        | Type          | Description                                                                                                                                                                                         | Max. Length | Mandatory/Optional |
|-----------------|----------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
|                 |                                              |               | - zero [0] fill any Account Holder Reference shorter than 14 digits in length.<br><br>*Location code prefix does not reduce the 14 digit count.                                                     |             |                    |
| 3               | <b>Account Holder Name</b>                   | Alpha Numeric | Virtual account holder name (entity or individual) for business reconciliation purposes.                                                                                                            | 190         | Mandatory          |
| 4               | <b>Primary Address</b>                       | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 5               | <b>Primary City</b>                          | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 6               | <b>Primary State</b>                         | Alpha Numeric | -                                                                                                                                                                                                   | 38          | Mandatory          |
| 7               | <b>Primary Post Code</b>                     | Alpha Numeric | -                                                                                                                                                                                                   | 8           | Mandatory          |
| 8               | <b>Date of Birth</b>                         | Numeric       | In the form DD/MM/YYYY                                                                                                                                                                              | 10          | Optional           |
| 9               | <b>Tax File Number</b>                       | Numeric       | Validated TFN, if required. System will lead with a zero [0], if only 8 characters supplied.                                                                                                        | 9           | Optional           |
| 10              | <b>Non-Resident</b>                          | Alpha         | Virtual account holder tax residency in AU ('YES' or 'NO').<br><br>Defaults to 'NO', if not supplied.                                                                                               | 3           | Optional           |
| 11              | <b>Australian Business Number</b>            | Numeric       | Validated ABN, if required.                                                                                                                                                                         | 11          | Optional           |
| 12              | <b>Account Holder Surname</b>                | Alpha Numeric | Virtual account holder surname for business reconciliation purposes, if the Virtual account applies to an individual.                                                                               | 38          | Optional           |
| 13              | <b>Telephone</b>                             | Numeric       | -                                                                                                                                                                                                   | 15          | Optional           |
| 14              | <b>Fax</b>                                   | Numeric       | -                                                                                                                                                                                                   | 15          | Optional           |
| 15              | <b>Country</b>                               | Alpha         | ISO Country Code where the Virtual account is located (e.g. AU).                                                                                                                                    | 2           | Optional           |
| 16              | <b>Email</b>                                 | Alpha Numeric | -                                                                                                                                                                                                   | 50          | Optional           |
| 17              | <b>Default Currency</b>                      | Alpha         | Virtual account currency (e.g. AUD). If not supplied it will default to the currency configured for the user's location.                                                                            | 3           | Mandatory          |
| 18              | <b>Primary Payee Name</b>                    | Alpha Numeric | User determined external individual or entity associated with outgoing transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes. | 35          | Optional           |
| 19              | <b>Primary Account Bank Branch</b>           | Numeric       | User determined external account associated with transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes.                       | 10          | Optional           |
| 20              | <b>Primary Account Number</b>                | Numeric       | User determined external account associated with transactions that are usually reflected in this Virtual account. The field can be used for business reconciliation purposes.                       | 30          | Optional           |
| 21              | <b>Transaction Authorisation Limit Group</b> | Alpha         | A valid transaction authorisation Limit Group code.                                                                                                                                                 | -           | Optional           |

| Record Position | Field                           | Type             | Description                                                                                                                                                                                     | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
|                 |                                 |                  | If not supplied it will default to the globally configured value.                                                                                                                               |             |                    |
| 22              | <b>Credit Limit 1</b>           | Numeric          | If not supplied will default to '0'.<br>If supplied and the user does not have permission to set credit limits, it will default to '0'.                                                         | -           | Optional           |
| 23              | <b>Credit Limit 2</b>           | Numeric          | If not supplied will default to '0'.<br>If supplied and the user does not have permission to set credit limits it will default to '0'.                                                          | -           | Optional           |
| 24              | <b>Status</b>                   | Alpha            | 'YES' or 'NO':<br><br>'YES' – when opened, Virtual account status will be Active,<br>'NO' – when opened, Virtual account status will be Inactive.<br><br>If not supplied will default to 'YES'. | 3           | Optional           |
| 25              | <b>Notes</b>                    | Alpha<br>Numeric | User determined. The field can be used for business reconciliation purposes.                                                                                                                    | 255         | Optional           |
| 26              | <b>Alternative Address</b>      | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 27              | <b>Alternative City</b>         | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 28              | <b>Alternative State</b>        | Alpha<br>Numeric | -                                                                                                                                                                                               | 38          | Optional           |
| 29              | <b>Alternative Post Code</b>    | Alpha<br>Numeric | -                                                                                                                                                                                               | 8           | Optional           |
| 30              | <b>Account Holder Type</b>      | Alpha            | '1VA' or '2VA':<br><br>'1VA' – 1 <sup>st</sup> tier Virtual account,<br>'2VA' – 2 <sup>nd</sup> tier Virtual account.                                                                           | 3           | Mandatory          |
| 31              | <b>Account Opening Template</b> | Alpha            | Must be 'PVAUD'                                                                                                                                                                                 | 6           | Mandatory          |

#### File Format for Record Type '4' (Allocation Rule)

Every occurrence of a File Record Type '4' occupies one row in the CSV file and denotes one new Allocation Rule.

| Record Position | Field                        | Type             | Description                                                                                                                                                                                                                                                                                                                                | Max Length | Mandatory/Optional                                                               |
|-----------------|------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------|
| 1               | <b>File Record Type</b>      | Numeric          | Must be '4'.                                                                                                                                                                                                                                                                                                                               | 1          | Mandatory                                                                        |
| 2               | <b>Static Reference</b>      | Alpha<br>Numeric | An expected non-varying transaction reference, e.g. the receiving virtual account number determining to which virtual account this transaction will be added.<br><br>This field applies to outgoing and incoming transactions (debits and credits).<br><br>RECOMMENDED: To be completed for most effective transaction allocation results. | 80         | Conditional<br>Optional**<br><br>**At least one of these fields must be supplied |
| 3               | <b>Bank Transaction Type</b> | Alpha            | A valid Bank Transaction Type code (e.g. TRANSFER)                                                                                                                                                                                                                                                                                         | -          | Conditional<br>Optional**                                                        |

| Record Position | Field                                                | Type             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Max Length | Mandatory/Optional     |
|-----------------|------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|
|                 |                                                      |                  | RECOMMENDED: To be left blank unless transaction type is the key determinant.                                                                                                                                                                                                                                                                                                                                                                                                       |            |                        |
| 4               | <b>Static Reference Case Sensitive</b>               | Alpha            | <p>In the form 'YES' or 'NO'.</p> <p>'YES' – the Static Reference rule should be case sensitive, 'NO' – the Static Reference rule should not be case sensitive.</p> <p>If not supplied will default to 'NO'.</p> <p>RECOMMENDED: 'NO'</p>                                                                                                                                                                                                                                           | 3          | Optional               |
| 5               | <b>Range Min</b>                                     | Numeric          | <p>A minimum value within a transaction reference range (e.g. 1).</p> <p>RECOMMENDED: To be left blank unless a varying numeric transaction reference is expected. This field is required when "Range Max" is specified.</p> <p>When specified, must be smaller than "Range Max".</p>                                                                                                                                                                                               | 10         | Conditional Optional** |
| 6               | <b>Range Max</b>                                     | Numeric          | <p>A maximum value within a transaction reference range (e.g. 100).</p> <p>This field is required only when "Range Min" is specified.</p> <p>When specified, must be greater than "Range Min".</p>                                                                                                                                                                                                                                                                                  | 10         | Conditional Optional** |
| 7               | <b>Ignore Whitespace</b>                             | Alpha            | <p>In the form 'YES' or 'NO'.</p> <p>'YES' – spaces between characters/words/numbers in transaction references should not determine transaction allocation to a virtual account, 'NO' – spaces between characters/words/numbers in transaction references should determine transaction allocation to a virtual account.</p> <p>If not supplied will default to 'YES'.</p> <p>RECOMMENDED: 'YES' unless spaces in this transaction's reference will be a differentiating factor.</p> | 3          | Optional               |
| 8               | <b>Allocation Transaction Description for Debit</b>  | Alpha<br>Numeric | A user determined additional reference to be added by the system if the allocated transaction is a debit.                                                                                                                                                                                                                                                                                                                                                                           | 80         | Optional               |
| 9               | <b>Allocation Transaction Description for Credit</b> | Alpha<br>Numeric | A user determined additional reference to be added by the system if the allocated transaction is a credit.                                                                                                                                                                                                                                                                                                                                                                          | 80         | Optional               |
| 10              | <b>Bank Account Details</b>                          | Alpha<br>Numeric | The account - 'CMM', BSB and account number - of the bank account (Natural Account)                                                                                                                                                                                                                                                                                                                                                                                                 | -          | Conditional Optional** |

| Record Position | Field                              | Type  | Description                                                                                                                                                                                                                                                                                                                                                                       | Max Length | Mandatory/Optional     |
|-----------------|------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|
|                 |                                    |       | <p>against which the rule will be lodged (e.g. CMM013009123456789).</p> <p>If this value is not defined in the file, the system will pre-fill the correct value.</p> <p>If more than one correct value exists for the user, i.e. the user has access to more than one ANZ (Natural) account in Cashactive VAM, the file will produce an error.</p>                                |            |                        |
| 11              | <b>Allocation Transaction Type</b> | Alpha | <p>An allocation type code valid for the account type to which the allocation rule will be attached (e.g. Allocate To Virtual Account, Allocate To General, or Allocate To Interest).</p> <p>If this value is not defined in the file, the system will pre-fill the correct value.</p> <p>If more than one correct value exists for the user, the file will produce an error.</p> | -          | Conditional Optional** |

#### Example (multiple Virtual accounts with Allocation rules)

1,12345678,Name,Address,Melbourne,VIC,3000,,,,,,,,AU,email@anz.com,AUD,,,,,,,,,1VA,PVAAUD  
4,Reference,,,100,1000,YES,,Credit description,CMM013009123456789

## FILE IMPORT: PAYMENT INITIATION VIA VAM

The **payment** file allows a user to import a CSV file via the VAM application containing data for one or more domestic payments.

|                    |                                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>File format</b> | CSV (no headers)                                                                                                |
| <b>Function</b>    | Single/bulk payment initiation (Domestic Payment, Urgent Domestic Payment, Internal Transfer, Internal Receipt) |

| Character Specifications |                                                                                                                                                                                                                                                                               |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Character Set</b>     | Fields that are marked ' <b>Alpha</b> ' (Alphanumeric) in the 'Type' column are limited to: <ul style="list-style-type: none"> <li>- Letters A-Z, a-z</li> <li>- Numbers 0-9</li> <li>- Invalid characters include<br/>[~()*^%\$£\"!?!&gt;&lt;;:,@~#{ }\=\ _` +'].</li> </ul> |
|                          | Fields that are marked ' <b>Numeric</b> ' in the 'Type' column are limited to: <ul style="list-style-type: none"> <li>- Numbers 0-9</li> </ul>                                                                                                                                |

All fields must be separated by a comma (,) and each record should end with CRLF (carriage return and line feed).

### File Format for Payment Initiation: Domestic Payment

Every payment instruction occupies one row in the CSV file and denotes one payment.

| Record Position | Field                              | Type         | Description                                                                                      | Max. Length | Mandatory/Optional |
|-----------------|------------------------------------|--------------|--------------------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>Account Holder Reference</b>    | Alphanumeric | Existing Virtual account holder reference from which the payment will be initiated               | 20          | Mandatory          |
| 2               | <b>Payee Name</b>                  | Alphanumeric | Payee Name                                                                                       | 18          | Mandatory          |
| 3               | <b>Payee BSB</b>                   | Alphanumeric | Payee BSB Number (minimum 6 digits)                                                              | 10          | Mandatory          |
| 4               | <b>Payee Account</b>               | Alphanumeric | Payee Account Number (minimum 8 digits)                                                          | 14          | Mandatory          |
| 5               | <b>Transaction Narrative</b>       | Alphanumeric | Payment Description                                                                              | 18          | Mandatory          |
| 6               | <b>Payment Date</b>                | -            | DD/MM/YYYY (e.g. 01/01/1999)                                                                     | -           | Mandatory          |
| 7               | <b>Amount</b>                      | Numeric      | No decimals and amount must be > 0 (e.g. \$1 should be input as 100)                             | 12          | Mandatory          |
| 8               | <b>Transaction Code</b>            | Alpha        | Transaction type identifier.<br><b>Must be:</b> VAWTH                                            | 6           | Mandatory          |
| 9               | <b>Comments</b>                    | Alphanumeric | If no value is present, then the comments will default to Payee Name + Narrative + Payment Date. | 500         | Optional           |
| 10              | <b>BTA Reference</b>               | -            | Please leave the field blank                                                                     | -           | Optional           |
| 11              | <b>Currency</b>                    | Alpha        | <b>Must be:</b> AUD                                                                              | 3           | Mandatory          |
| 12              | <b>External Payment Generation</b> | Numeric      | Indicates if an external payment should be generated<br><b>Must be:</b> 1                        | 1           | Mandatory          |

| Record Position | Field                        | Type    | Description                   | Max. Length | Mandatory/Optional |
|-----------------|------------------------------|---------|-------------------------------|-------------|--------------------|
| 13              | <b>Payment Category</b>      | Numeric | <b>Must be:</b> 50            | -           | Mandatory          |
| 14-22           | <b>System mapping fields</b> | -       | Please leave the fields blank | -           | Optional           |

111111000000000001234,Name,111111,000000000,Narrative1,01/01/1999,100,VAWTH,Comment,,AUD,1,50,,,,,,,,

### File Format for Payment Initiation: Urgent Domestic Payment

Every payment instruction occupies one row in the CSV file and denotes one payment.

| Record Position | Field                              | Type         | Description                                                                                      | Max. Length | Mandatory/Optional |
|-----------------|------------------------------------|--------------|--------------------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>Account Holder Reference</b>    | Alphanumeric | Existing Virtual account holder reference from which the payment will be initiated               | 20          | Mandatory          |
| 2               | <b>Payee Name</b>                  | Alphanumeric | Payee Name                                                                                       | 18          | Mandatory          |
| 3               | <b>Payee BSB</b>                   | Alphanumeric | Payee BSB Number (minimum 6 digits)                                                              | 10          | Mandatory          |
| 4               | <b>Payee Account</b>               | Alphanumeric | Payee Account Number (minimum 8 digits)                                                          | 14          | Mandatory          |
| 5               | <b>Transaction Narrative</b>       | Alphanumeric | Narrative required for urgent domestic payments                                                  | 18          | Mandatory          |
| 6               | <b>Payment Date</b>                | -            | DD/MM/YYYY (e.g. 01/01/1999)                                                                     | -           | Mandatory          |
| 7               | <b>Amount</b>                      | Numeric      | No decimals and amount must be > 0 (e.g. \$1 should be input as 100)                             | 12          | Mandatory          |
| 8               | <b>Transaction Code</b>            | Alpha        | Transaction type identifier. <b>Must be:</b> VAWTH                                               | 6           | Mandatory          |
| 9               | <b>Comments</b>                    | Alphanumeric | If no value is present, then the comments will default to Payee Name + Narrative + Payment Date. | 500         | Optional           |
| 10              | <b>Description</b>                 | Alphanumeric | Additional optional payment description                                                          | 18          | Optional           |
| 11              | <b>Additional Narrative</b>        | Alphanumeric | Additional narrative required for urgent domestic payments                                       | 35          | Mandatory          |
| 12              | <b>BTA Reference</b>               | Alphanumeric | Please leave blank                                                                               | 20          | Optional           |
| 13              | <b>Currency</b>                    | -            | <b>Must be:</b> AUD                                                                              | 3           | Mandatory          |
| 14              | <b>External Payment Generation</b> | Numeric      | Indicates if an external payment should be generated <b>Must be:</b> 1                           | 1           | Mandatory          |
| 15-23           | <b>System mapping fields</b>       | -            | Please leave the fields blank                                                                    | -           | Optional           |

111111000000000001234,Name,111111,000000000,Narrative1,01/01/1999,100,VAWTH,Comment,Description,Additional Narrative,,AUD,1,,,,,,,,

### File Format for Payment Initiation: Internal Receipt

This payment is to transfer from General Account to Virtual Account.  
Every payment instruction occupies one row in the CSV file and denotes one payment.

| Record Position | Field                           | Type         | Description                                                                        | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|--------------|------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>Account Holder Reference</b> | Alphanumeric | Existing Virtual account holder reference from which the payment will be initiated | 20          | Mandatory          |
| 2               | <b>Date</b>                     | -            | DD/MM/YYYY (e.g. 01/01/1999)                                                       | -           | Mandatory          |
| 3               | <b>Amount</b>                   | Numeric      | No decimals and amount must be > 0 (e.g. \$1 should be input as 100)               | 12          | Mandatory          |
| 4               | <b>TransCode</b>                | Alphanumeric | <b>Must be:</b> GENVA                                                              | 14          | Mandatory          |
| 5               | <b>Comments</b>                 | Alphanumeric | Transaction description                                                            | 500         | Optional           |
| 6               | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 7               | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 8               | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 9               | <b>Currency</b>                 | Alphanumeric | Must be AUD                                                                        | 12          | Mandatory          |
| 10              | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 11              | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 12              | <b>Field 1</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 13              | <b>Field 2</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 14              | <b>Field 3</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 15              | <b>Field 4</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 16              | <b>Field 5</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 17              | <b>Field 6</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |
| 18              | <b>Field 7</b>                  | Numeric      | Populate with 0                                                                    | 1           | Mandatory          |

111111000000000001234,04/12/2023,100,GENVA,Gen to T1 Testing,,,,AUD,,,0,0,0,0,0,0,0,

### File Format for Payment Initiation: Internal Transfer

This payment is to transfer from Virtual Account to General Account.  
Every payment instruction occupies one row in the CSV file and denotes one payment.

| Record Position | Field                           | Type         | Description                                                                        | Max. Length | Mandatory/Optional |
|-----------------|---------------------------------|--------------|------------------------------------------------------------------------------------|-------------|--------------------|
| 1               | <b>Account Holder Reference</b> | Alphanumeric | Existing Virtual account holder reference from which the payment will be initiated | 20          | Mandatory          |
| 2               | <b>Reserved</b>                 | -            | Must be blank                                                                      | -           | Mandatory          |
| 3               | <b>Amount</b>                   | Numeric      | No decimals and amount must be > 0 (e.g. \$1 should be input as 100)               | 12          | Mandatory          |
| 4               | <b>Date</b>                     | -            | DD/MM/YYYY (e.g. 01/01/1999)                                                       | 12          | Mandatory          |
| 5               | <b>Transcode</b>                | Alphanumeric | <b>Must be:</b> VAGEN                                                              | 14          | Mandatory          |

| Record Position | Field           | Type         | Description             | Max. Length | Mandatory/ Optional |
|-----------------|-----------------|--------------|-------------------------|-------------|---------------------|
| 6               | <b>Comments</b> | Alphanumeric | Transaction description | 500         | Optional            |
| 7               | <b>Reserved</b> | -            | Must be blank           | -           | Mandatory           |
| 8               | <b>Currency</b> | Alphanumeric | Must be AUD             | -           | Mandatory           |
| 9               | <b>Reserved</b> | -            | Must be blank           | -           | Mandatory           |
| 10              | <b>Field 1</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 11              | <b>Field 2</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 12              | <b>Field 3</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 13              | <b>Field 4</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 14              | <b>Field 5</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 15              | <b>Field 6</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 16              | <b>Field 7</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 17              | <b>Field 8</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |
| 18              | <b>Field 9</b>  | Numeric      | Populate with 0         | 1           | Mandatory           |

111111000000000000100,,100,15/03/2024,VAGEN,T1 to Gen Testing,,AUD,,0,0,0,0,0,0,0,0,0

## FILE EXPORT: VIRTUAL ACCOUNT DATA EXTRACTION VIA VAM

Virtual account reports allow a user to export a PDF/CSV file via the UI containing data for one or more Virtual accounts.

|                      |                                                             |
|----------------------|-------------------------------------------------------------|
| <b>File format</b>   | PDF; CSV                                                    |
| <b>File function</b> | Virtual account balance, transaction and interest reporting |

Virtual account reports/files available:

- Account History
- Account Holder List
- Account List
- Accrued Interest for All Accounts
- All Balances by Account Group
- All Balances by Account Holder
- Allocation Rule Warnings
- Frequency Statements
- Interest Audit
- Reconciliation (unallocated transaction list)

### Account History File format

| Record Position | Field                     | Description                                                                                                                                              |
|-----------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | <b>Start Settled Date</b> | User requested range start                                                                                                                               |
| 2               | <b>End Settled Date</b>   | User requested range end                                                                                                                                 |
| 3               | <b>Account Holder</b>     | Account Holder Reference                                                                                                                                 |
| 4               | <b>Account</b>            | System generated Virtual account number                                                                                                                  |
| 5               | <b>Currency</b>           | Virtual account currency                                                                                                                                 |
| 6               | <b>Opening Balance</b>    | Virtual account balance upon opening the account                                                                                                         |
| 7               | <b>Settled Date</b>       | Transaction settlement date in the form DD/MM/YYYY                                                                                                       |
| 8               | <b>Transaction Date</b>   | Transaction date in the form DD/MM/YYYY                                                                                                                  |
| 9               | <b>Type</b>               | Transaction type<br>(e.g. MSC – manual allocation of a credit transaction;<br>NFC – unallocated;<br>ASC – automatic allocation of a credit transaction.) |
| 10              | <b>Reference</b>          | Transaction reference                                                                                                                                    |
| 11              | <b>Description</b>        | Transaction description                                                                                                                                  |
| 12              | <b>Amount</b>             | Transaction amount                                                                                                                                       |
| 13              | <b>Running Cleared</b>    | Virtual account running balance at the time of the transaction                                                                                           |
| 14              | <b>Running Forward</b>    | Virtual account running balance at the time of the transaction                                                                                           |
| 15              | <b>Cleared</b>            | Transaction clearing status.<br>In the form 'TRUE' or 'FALSE'.                                                                                           |
| 16              | <b>Closing Balance</b>    | Virtual account balance upon extraction of this report                                                                                                   |
| 17              | <b>Forward Balance</b>    | Virtual account balance upon extraction of this report                                                                                                   |

## FILE EXPORT: VIRTUAL ACCOUNT DATA EXTRACTION VIA ANZ FILEACTIVE

The daily Virtual account Start of Day (SOD) report provided via ANZ H2H solution Fileactive provides a user with a Virtual account balance and transaction CSV file via an established H2H channel.

|                      |                                                                            |
|----------------------|----------------------------------------------------------------------------|
| <b>File format</b>   | CSV                                                                        |
| <b>File function</b> | Virtual account balance and transaction reporting                          |
| <b>Frequency</b>     | Daily, generated by the system for transactions allocated the previous day |

### File format

| Record Position | Field                           | Description                                                                                                                                                                                                                                    |
|-----------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | <b>Account Holder Reference</b> | User created Virtual account reference for business reconciliation purposes                                                                                                                                                                    |
| 2               | <b>Account Holder Name</b>      | User determined Virtual account reference for business reconciliation purposes                                                                                                                                                                 |
| 3               | <b>Account</b>                  | System created Virtual account number                                                                                                                                                                                                          |
| 4               | <b>Account Type</b>             | NAT – Natural (Header) account (system created)<br>CON – Control Virtual account (system created)<br>GEN – General Virtual account (system created)<br>INT – Interest Virtual account (system created)<br>VIR – Virtual account (user created) |
| 5               | <b>Currency</b>                 | Virtual account currency                                                                                                                                                                                                                       |
| 6               | <b>Amount</b>                   | Transaction amount                                                                                                                                                                                                                             |
| 7               | <b>Description</b>              | Transaction description                                                                                                                                                                                                                        |
| 8               | <b>Value Date</b>               | Transaction allocation to the Virtual account date. In the form YYYYMMDD.                                                                                                                                                                      |
| 9               | <b>Transaction Date</b>         | Transaction date. In the form YYYYMMDD.                                                                                                                                                                                                        |
| 10              | <b>Transaction Type</b>         | Transaction type<br>(e.g. MSC – manual allocation of a credit transaction;<br>NFC – unallocated;<br>ASC – automatic allocation of a credit transaction.)                                                                                       |
| 11              | <b>Reference</b>                | Transaction reference                                                                                                                                                                                                                          |
| 12              | <b>Forward Balance</b>          | Virtual account balance upon extraction of this report                                                                                                                                                                                         |
| 13              | <b>Cleared Balance</b>          | Virtual account balance upon extraction of this report                                                                                                                                                                                         |

For unallocated transactions, a transaction type [NFC] will be added.

For Virtual accounts to which there were no transactions allocated that day, a dummy record will be created with empty transaction data fields and a transaction amount of zero [0].

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