

## **finPOWER Connect – 7 Day Banking**

Configuration Guide

Version 1.02

15<sup>th</sup> May 2023

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## DISCLAIMER

This document is for informational purposes only. As per your Software License Agreement, it is your responsibility to make sure finPOWER Connect is fit for your purposes and you should seek independent professional advice from sources such as Lawyers, Accountants and Government Agencies.

This is a guideline only. It is not intended to be definitive and should not be used in place of legal advice. You are responsible for staying up to date with legislative changes.

This document is correct as at time of writing, but subsequent changes may affect the relevance of the Contents.

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## REVISION HISTORY

Date	Version	By	Details
02/05/2023	1.00	CH	Created
10/05/2023	1.01	RC	Updated
15/05/2023	1.02	RC	Updating with Processing in Advance instructions

## OVERVIEW

From 26<sup>th</sup> May 2023, Banks across New Zealand will be processing payments 365 days a year: including Weekends and Public Holidays. This means, you can choose to process your payments in finPOWER Connect on weekends and/or public holidays. Here's how this change works and how it might affect you:

- Do your existing contracts allow for 7 day banking?
- Will you mature deposits 7 days a week?
- Will you have staff processing 7 days a week? E.g., Direct Debits or Disbursements.

**Whilst you can continue as you do currently, you should carefully explore your options, talk to your advisors, consider the ramifications of any change – both the advantages and disadvantages – before making any change. For example, paying disbursements 365 days may be beneficial and in the future critical to remain competitive.**

**You do NOT have to change immediately – so take your time to review.**

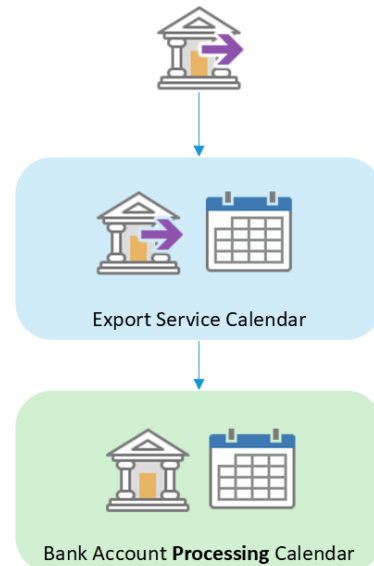
***Please note, not all steps will apply to your business. Only follow the steps that are relevant to the business rules of the Business.***

## CALENDAR USAGE & HIERARCHIES

### Entity Hierarchy



### Bank Account Hierarchy



Processes that use this Hierarchy;

- Account Type, Maturity Date Roll Forward
- Account Type, Payment Grace Days
- Account Type, Overdue Rules
- Deposit Interest Payments
- Deposit Interest Payout Dates
- Cut off times for Payments, Transfers and Withdrawals.

Processes that use this Hierarchy;

- Export Bank Transactions.

**NB: Entity Working Days are only used by Workflows.**

## CALENDAR DEFINITIONS

### BANKING/WORKING CALENDAR(S)

The Banking/Working Day Calendars are the days that either the bank is physically open, or your Business is Operating.

### PROCESSING CALENDAR(S)


The processing day Calendar is the Calendar that Bank Transaction can be processed on by the Bank. Banks may be physically closed on public/ bank holidays and weekends but can still accept electronic processing of transactions.

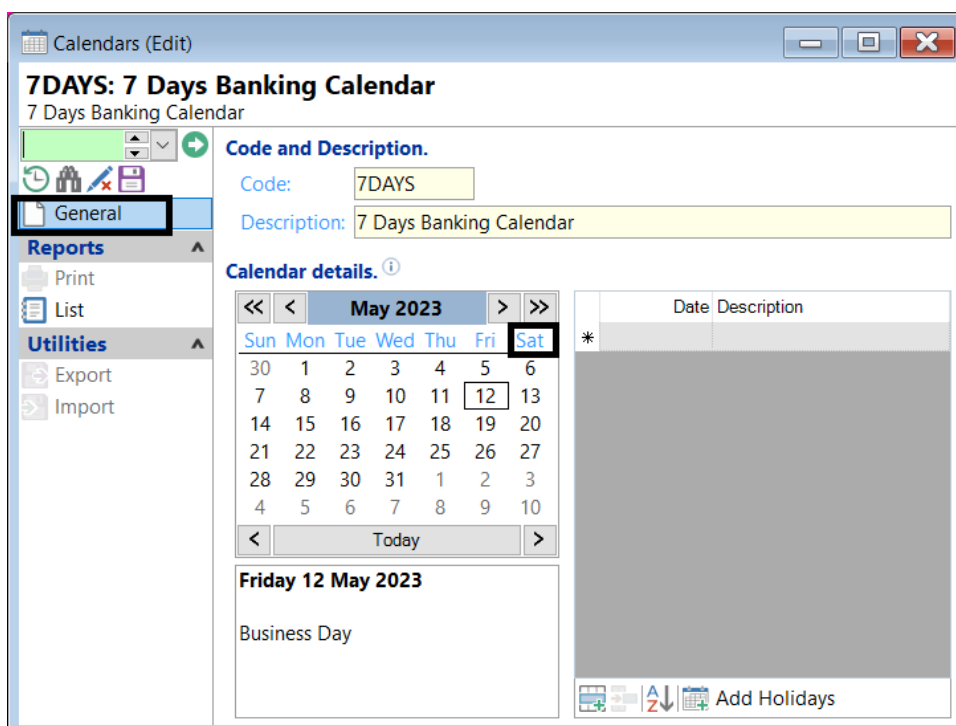
## CONFIGURATION

### CALENDARS

#### Changing Non-Business days to Business days

This is for clients who wish to process Electronic Direct Debit and Credit payments on Weekend days.

1. Go to Admin, Calendars and select the Processing Days Calendar record.  
Or click  to add a new Processing Days Calendar if your processing day calendar is different to your Working Day Calendar.
2. Go to the General page and go into Edit mode.
3. Under the Calendar Details section, double click on the Weekend column i.e., Sat, Sun.



**7DAYS: 7 Days Banking Calendar**  
7 Days Banking Calendar

**Code and Description.**  
Code: 7DAYS  
Description: 7 Days Banking Calendar

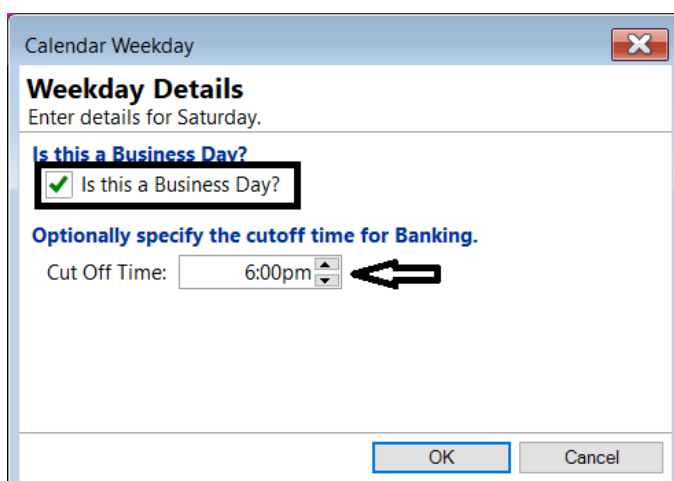
**Calendar details.**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	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	29	30	31	1	2	3
4	5	6	7	8	9	10

Friday 12 May 2023  
Business Day

Add Holidays

4. Within the 'Calendar Weekday' wizard, tick the **Is this a Business Day** checkbox and enter a **Cut off Time** if required.



**Calendar Weekday**

**Weekday Details**  
Enter details for Saturday.

**Is this a Business Day?**  
☒ Is this a Business Day?

**Optionally specify the cutoff time for Banking.**  
Cut Off Time: 6:00pm

OK Cancel

Any transactions entered after the 'Cut Off Time' will be dated the next business day.

5. Click **OK**.
6. Repeat this step for Saturday and Sunday.

**Note: If you have multiple processing Calendars, make sure you repeat for all.**

### Making a Public Holiday a Business Day

1. Go to Admin, Calendars and select the Processing Days Calendar record.
2. Click on the General page and go into Edit mode.
3. Highlight all Public Holiday/s and click delete the selected row(s) button.

**Calendars (Edit)**

**7DAYS: 7 Days Banking Calendar**  
7 Days Banking Calendar

**Code and Description.**

Code: 7DAYS  
Description: 7 Days Banking Calendar

**Calendar details.**

<< < December 2023 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	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	29	30
31	1	2	3	4	5	6

< Today >

**Tuesday 26 December 2023**

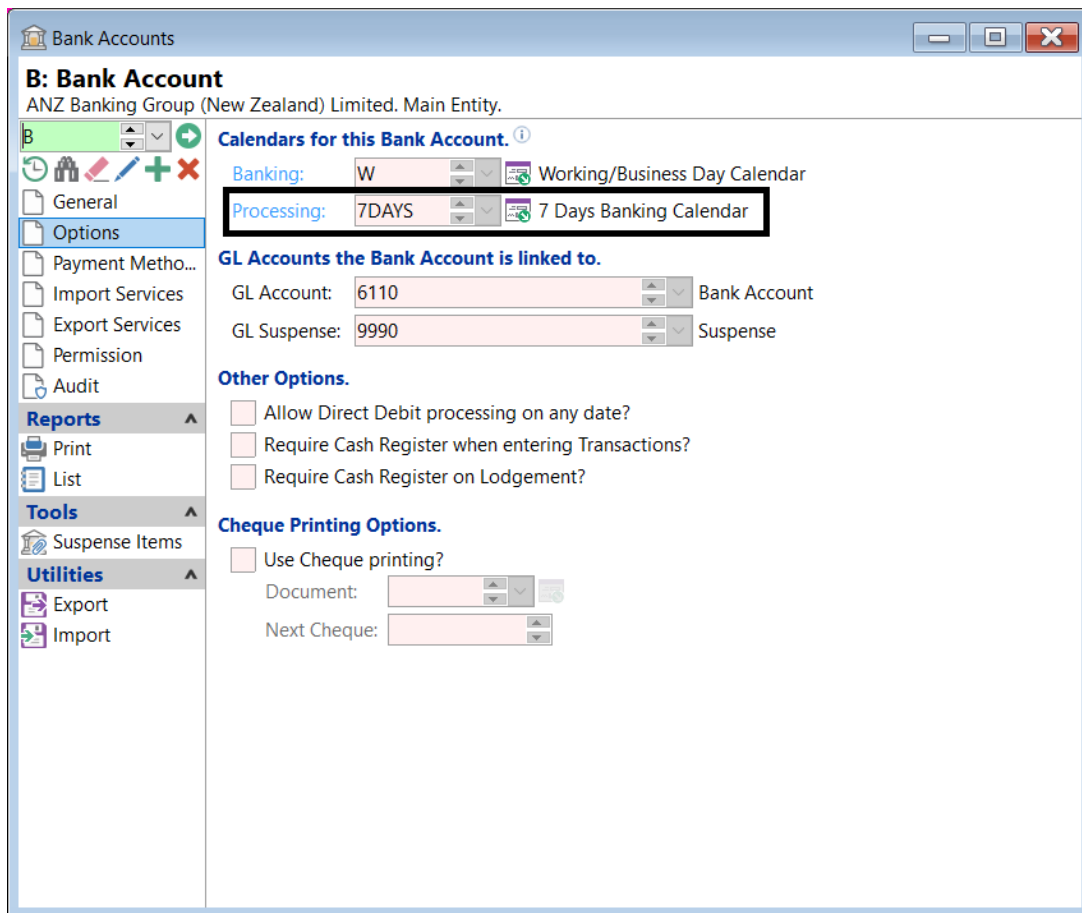
Non Working Day  
**Boxing Day**

Date	Description
02/01/2023	New Year's Day
03/01/2023	New Year's Holiday
06/02/2023	Waitangi Day
07/04/2023	Good Friday
10/04/2023	Easter Monday
25/04/2023	ANZAC Day
05/06/2023	King's Birthday
14/07/2023	Matangi
23/10/2023	Labour Day
25/12/2023	Christmas Day
26/12/2023	Boxing Day

**Add Holidays**

## BANK ACCOUNTS

1. Go to Admin, Bank Accounts and select the Bank Account record.
2. Click on the Options page and go into Edit mode.
3. Update the new Processing Day Calendar.



**B: Bank Account**  
ANZ Banking Group (New Zealand) Limited. Main Entity.

**Calendars for this Bank Account.**

Banking: W Working/Business Day Calendar

Processing: 7DAYS 7 Days Banking Calendar

**GL Accounts the Bank Account is linked to.**

GL Account: 6110 Bank Account

GL Suspense: 9990 Suspense

**Other Options.**

☐ Allow Direct Debit processing on any date?

☐ Require Cash Register when entering Transactions?

☐ Require Cash Register on Lodgement?

**Cheque Printing Options.**

☐ Use Cheque printing?

Document: [Field]

Next Cheque: [Field]

4. Go to the Export Services and select any Export Services that have a different Processing Calendar to the Bank Account e.g., Lodgements.

5. Define the Processing Days Calendar to be used by this Service.

Bank Account Export Service

**Service**  
Enter a description and details for this Service.

**Enter a Code and Description for this Service.**

Code:  ☒ Active?

Description:

**Is this a Lodgement or a Bank Export?**

☒ Lodgement  
☐ Bank Direct Debit  
☐ Bank Direct Credit

**Processing Days Calendar.** ⓘ

Calendar:   Working/Business Day Calendar

**Enter any Notes you wish to record about this Service.**

Cancel < Back **Next >** Finish

6. Click Next, Next and Finish.
7. Click Save.



## ENTITIES

1. Go to Admin, Entities and select your Entity record.
2. Click on the Calendar page and go into Edit mode.
3. Define your Business / Banking Day Calendar, this is the day the Business can Process Bank Transactions.
4. Define your Working Day Calendar, this is the day the Business operates on.

The screenshot shows the 'Entities' window with the 'Main Entity' selected. The left sidebar contains a tree view with categories: General, Calendar, Options, Branches, Account Types, Bank Accounts, Accounts, Credit Reporting, General Ledger, Document, Messaging, Audit, Reports, and Utilities. The 'Calendar' tab is active. The main content area displays the following settings:

- Company's Financial Year and Tax Year.**
  - Year Start: April
  - Tax Year Start: April
- Business/ Banking Day Calendar for this Entity.**
  - Calendar: 7DAYS (7 Days Banking Calendar)
- Working Day Calendar for this Entity.**
  - Calendar: W (Working/Business Day Calendar)
- Length of Withholding Tax Period.**
  - Period: 1 Month

5. Click Save.

**NB: Entity Working Days are only used by Workflows.**

## GLOBAL SETTINGS

1. Go to Global Settings, Accounts, General Page.
2. Check to Allow Account Processes to be future dated.

**Global Settings**

**Accounts**  
General Account settings.

**General**

**Define Next Transaction Batch Id.**

Next Batch Id: [YMD].[Seq]

**Define which Monitor Categories to use and how they should be described.**

Category A: *Overdue* ☒ Use?

Category B: *Non Financial* ☒ Use?

Category C: *Other* ☐ Use?

**Specify Account code check digit method.**

Method: BPAY MOD10V03

Prefix:

Length:

**General Options.**

☐ Allow External Parties to be linked to Account Logs?

☐ Tax Category is Mandatory for 'Open' Accounts?

☒ Combine Addressee information where Last Name is the same?

**Suspend options.**

'Other' label: *Other*

**Specify Account Process Options.**

☒ Allow Account Processes to be future dated?

Maximum days in advance for Payment Due and Standard Transactions: 2

☐ Allow Optimisation?

☐ Update Overdue days at the end of Account Processes?

☐ Automatically process Payments Due on date of Payment Arrangement?

**Specify default actions to perform in the Payment Reversal wizard.**

☒ Send a Document?

Document: APD Account Payment Dishonour

☒ Publish now?

☐ Start a Workflow?

OK Cancel Apply

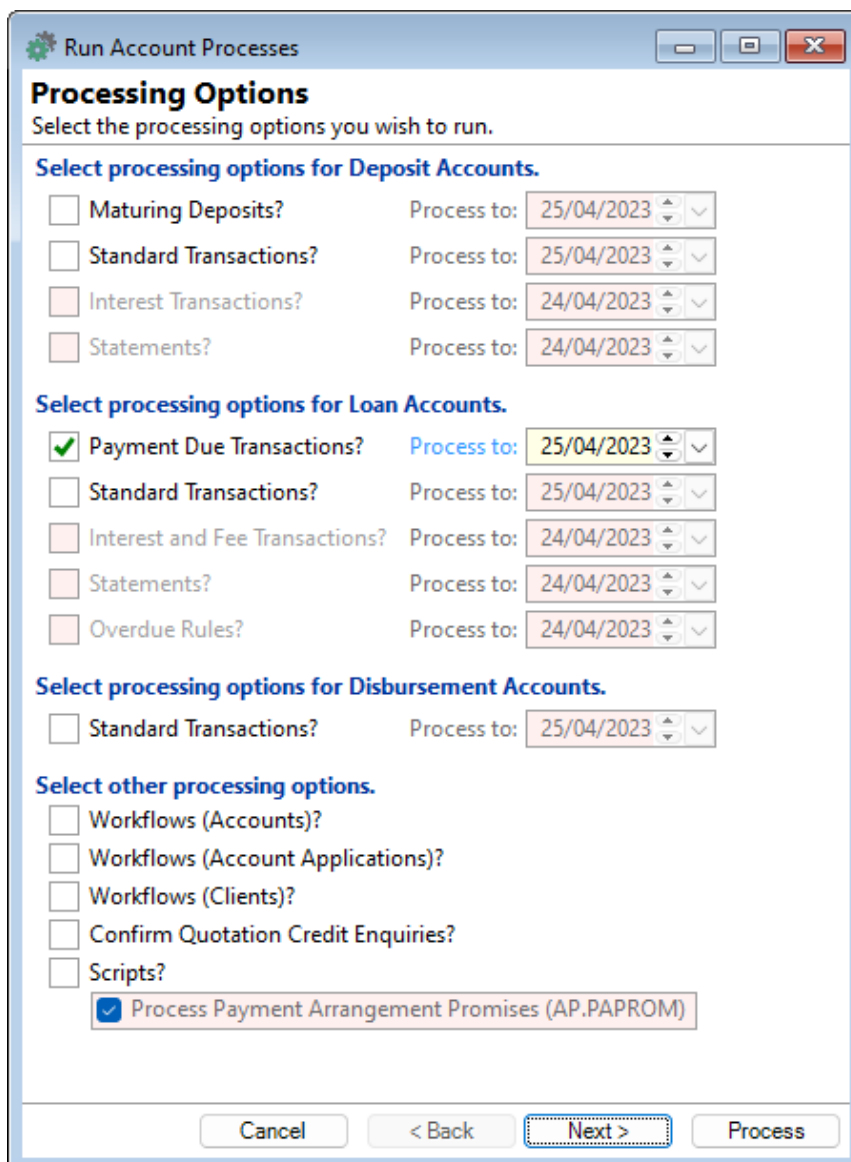
3. Click Ok.

## PROCESSING DIRECT DEBITS IN ADVANCE FOR PUBLIC HOLIDAYS

### PROCESSING INSTRUCTIONS

This is for clients who wish to process Electronic Direct Debit payments on Public Holidays in Advance.

1. Go to the Process Menu and select Run Account Processes.
2. Uncheck all options except Payment Dues.
3. Update the Payment Due Date to the Public Holiday Date to be processed in Advance.



**Run Account Processes**

**Processing Options**  
Select the processing options you wish to run.

**Select processing options for Deposit Accounts.**

<input type="checkbox"/> Maturing Deposits?	Process to: 25/04/2023
<input type="checkbox"/> Standard Transactions?	Process to: 25/04/2023
<input type="checkbox"/> Interest Transactions?	Process to: 24/04/2023
<input type="checkbox"/> Statements?	Process to: 24/04/2023

**Select processing options for Loan Accounts.**

<input checked="" type="checkbox"/> Payment Due Transactions?	Process to: 25/04/2023
<input type="checkbox"/> Standard Transactions?	Process to: 25/04/2023
<input type="checkbox"/> Interest and Fee Transactions?	Process to: 24/04/2023
<input type="checkbox"/> Statements?	Process to: 24/04/2023
<input type="checkbox"/> Overdue Rules?	Process to: 24/04/2023

**Select processing options for Disbursement Accounts.**

<input type="checkbox"/> Standard Transactions?	Process to: 25/04/2023
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**Select other processing options.**

<input type="checkbox"/> Workflows (Accounts)?
<input type="checkbox"/> Workflows (Account Applications)?
<input type="checkbox"/> Workflows (Clients)?
<input type="checkbox"/> Confirm Quotation Credit Enquiries?
<input type="checkbox"/> Scripts?
<input checked="" type="checkbox"/> Process Payment Arrangement Promises (AP.PAPROM)

Cancel < Back **Next >** Process

4. Click Process.
5. Go to the Transaction Menu and select Process Direct Debits.

6. Update the Process Payments due on or before and Date to Post payments on to the Public Holiday Date.

**Process Direct Debit Payments**

**Processing Options**  
Select the Processing Options you wish to run.

**Select the Bank Account to process.**  
Bank Account: B Bank Account

**Process payments due on or before.**  
Payments to: 25/04/2023

**Date to post Payment Transactions on.**  
Process on: 25/04/2023

Cancel < Back Next > Finish

7. Complete the Process Direct Debit Wizard.
8. Update the Export Bank Transactions Process Bank Transactions to date to the Public Holiday Date.

**Export Bank Transactions**

**Options**  
Select Export Service and options and if required, enter ranges to filter information by.

**Select the Bank Account.**  
Bank Account: B Bank Account

**Select the Service.**  
Service: ANZ DIR.DD ANZ Direct Online (Direct Debit)

**Process Bank Transactions due on or before.**  
Payments to: 25/04/2023

**Enter ranges to filter information.**

Accounts:  Accounts

Account Types:  Account Types

Branches:  Branches

Clients:  Clients

Client Groups:  Client Groups

Client Types:  Client Types

Pools:  Pools

Cancel < Back Next > Finish

9. Complete the Export Bank Transactions Wizard and upload to the Bank.

## PROCESSING MATURITY & INTEREST PAYOUTS IN ADVANCE FOR PUBLIC HOLIDAYS

### PROCESSING INSTRUCTIONS

This is for clients who wish to process Electronic Direct Credit payments for Maturity and/or Interest Payouts on Public Holidays.

1. Go to the Process Menu and select Run Account Processes.
2. Uncheck all options except Maturing Deposits, Standard Transactions and Interest Transactions.
3. Update the Payment Due Date to the Public Holiday Date to be processed in Advance.

**Run Account Processes**

**Processing Options**  
Select the processing options you wish to run.

**Select processing options for Deposit Accounts.**

<input checked="" type="checkbox"/> Maturing Deposits?	Process to: 25/04/2023
<input checked="" type="checkbox"/> Standard Transactions?	Process to: 25/04/2023
<input checked="" type="checkbox"/> Interest Transactions?	Process to: 24/04/2023
<input type="checkbox"/> Statements?	Process to: 24/04/2023

**Select processing options for Loan Accounts.**

<input type="checkbox"/> Payment Due Transactions?	Process to: 15/05/2023
<input type="checkbox"/> Standard Transactions?	Process to: 15/05/2023
<input type="checkbox"/> Interest and Fee Transactions?	Process to: 14/05/2023
<input type="checkbox"/> Statements?	Process to: 14/05/2023
<input type="checkbox"/> Overdue Rules?	Process to: 14/05/2023

**Select processing options for Disbursement Accounts.**

<input type="checkbox"/> Standard Transactions?	Process to: 15/05/2023
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**Select other processing options.**

<input type="checkbox"/> Workflows (Accounts)?
<input type="checkbox"/> Workflows (Account Applications)?
<input type="checkbox"/> Workflows (Clients)?
<input type="checkbox"/> Confirm Quotation Credit Enquiries?
<input type="checkbox"/> Scripts?
<input checked="" type="checkbox"/> Process Payment Arrangement Promises (AP.PAPROM)

Cancel < Back **Next >** Process

4. Click Process.
5. Go to the Transaction Menu, select Export Bank Transactions.

6. Update the Export Bank Transactions Process Bank Transactions to date to the Public Holiday Date.

The screenshot shows a window titled "Export Bank Transactions" with a standard Windows interface (minimize, maximize, close buttons). The window contains the following sections:

- Options**: Select Export Service and options and if required, enter ranges to filter information by.
- Select the Bank Account.**: A dropdown menu for "Bank Account" is set to "B".
- Select the Service.**: A dropdown menu for "Service" is set to "ANZ DIR.DC", with the text "ANZ Direct Online (Direct Credit)" displayed next to it.
- Process Bank Transactions due on or before.**: A date picker for "Payments to:" is set to "25/04/2023".
- Enter ranges to filter information.**: A list of filter categories with corresponding input fields:
  - Accounts:
  - Account Types:
  - Branches:
  - Clients:
  - Client Groups:
  - Client Types:
  - Pools:

At the bottom of the window are four buttons: "Cancel", "< Back", "Next >" (which is highlighted with a blue border), and "Finish".

7. Complete the Export Bank Transactions Wizard and upload to the Bank.

**NB: Current System restrictions enforce Maturity Payouts and Interest Payouts to use the same Entity Business/Banking Calendar.**

## REMINDERS

- Update any applicable Automated Processing. For example, Window Scheduled tasks or Cloud Scheduled Task(s).
- Clients with Custom Scripting using Date Filters/Constants to run on set days, these scripts may need reviewing.