BFSOnline Business

ADMINISTRATOR'S

MANUAL

1. What is BFSOnline Business?

BFSOnline Business focuses on the transactional and account operating needs of Churches, Christian Organisations and business enterprises.

BFSOnline Business allows the same interface and Internet access point to be used for both personal and business clients while at the same time maintaining business security and the separation of personal and business account access enquiry or transaction processes.

BFSOnline Business provides the same functionality that is available to personal internet account access clients with the added ability to specifically tailor Internet account access to the needs of different businesses.

Features of BFSOnline Business include:

- The ability for clients to create and maintain internet account access for Officers and employees without the need to contact BFS. This includes creating and deleting Internet signing authority and data entry/enquiry only logins, as well as changing passwords and access levels.

- Online data entry via the Internet using specialised online Data Entry Operators who can set up transactions, print or download statements, load, and maintain business payees and perform other administrative tasks without the ability to approve transactions.

- Internet Signing Authorities on business accounts for persons with an Authority to Operate on these accounts who can either approve transactions entered by Data Entry Operators or enter the transaction data themselves and then approve payment.

- Increased flexibility to have different levels of access to accounts via the Internet compared to non-Internet account access. A Signatory Authority (Signatory) to an account does not need to be given access to the account via the Internet. If Internet access is provided, then the Signatory may have restrictions and transaction limits on the Internet that are different to their non-Internet account access.

- Signatories do not need to be present in the one location at the same time where more than one signatory is required to authorise an Internet transaction. Transactions can be stored as 'Pending Authorisations' for later approval by Signatories who may have computer internet access anywhere in the world. These signatories receive email notification generated by BFSOnline Business that a transaction is awaiting their approval.

- Ability to upload electronic payment files in ABA file format from popular payroll and accounting software.

2. Introduction to BFSOnline Business Administration

A business client must complete an `Authority for BFSOnline Business Registration' form to register as a BFSOnline Business client. This authority will nominate one or more individuals as Administrator/s who may administer the business account individually or jointly. Where more than one Administrator is registered, all Administrators must be present at the same computer and at the same time to set up or make changes to user logins.

All Administrators must have previously submitted an `Client Identification and Verification ' form (Individuals, Associations, Company, Partnerships and/or Trusts) from www.bfs.org.au in accordance with the government's Australian Transaction Reports and Analysis Centre (`AUSTRAC') requirements and an `Application for BFSOnline Access' form.

The Administrator/s cannot transact on the entity's accounts via BFSOnline unless they are also an Authorised Signatory to the account. They can then only operate the account/s in accordance with the existing `Notice of Authorised Signatories' authority after creating a new Internet Signing Authority login for themselves.

Registration for BFSOnline Business will automatically cancel all previous passwords established for individual BFSOnline users to access accounts under the business client number.

3. Levels of Access for BFSOnline Business

There are different levels of access for BFSOnline Business that control what an individual can do.

3.1 BFSOnline Business Administrator

A BFSOnline Business Administrator (the 'Administrator') manages the Internet Business account access of other users. The Administrator can create logins, determine which accounts are accessible, set authorisation limits and reset passwords.

The Administrator can access `BB Admin' in BFSOnline and manage BFSOnline logins for other users.

The `BB Admin' option is found in the 'Other' menu and will be displayed when BFS provides the BFSOnline Business functionality. An Administrator cannot create other Administrators.

> An Administrator requiring internet access to the accounts must create a separate Data Entry login, Internet Signing Authority Login or View Only Login for themselves as required.

The business account holder can specify the number of Administrator/s required to authorise creation or modification of the Business logins.

3.2 Internet Signing Authority

An Internet Signing Authority is a Business account login that may be created by an Administrator for any client that is an Authorised Signatory (also referred to as an 'ATO') to one or more of the business accounts. The login is linked to the individual client and is limited to accessing only the business accounts set up under the same client number.

An authorisation daily limit is set by the Administrator for the login within the maximum daily limit approved by BFS. The Administrator may set differing limits for each login.

Internet Signing Authorities with authority to operate multiple BFS client numbers are NOT able to access all accounts using the same login.

Internet Signing Authorities may only conduct transactions on behalf of the entity in accordance with the entity's signing authority held by BFS from time to time.

3.3 Data Entry User

A Data Entry user can create transactions but cannot approve them. They do not need to be registered with BFS and therefore cannot authorise transactions.

The purpose of Data Entry logins is to allow administrative tasks such as downloading statement information, preparing payments to be approved, maintaining business payees, etc. to be performed by users who are not authorised signatories on any of the business accounts.

The Administrator may create a Data Entry User login. The login is linked one or more of the accounts set up under the same business client number.

4. Terms and Conditions

The Administrator/s must provide the latest copy of the BFSOnline and BFSOnline Business Terms and Conditions set out in the [Product Disclosure Statement](#) from BFS prior to set up of the login and password for all users including Internet Signing Authorities, Data Entry or View Only Users.

On each occasion that a user accesses BFSOnline, they will be required to acknowledge their acceptance of the latest terms and conditions applying at that time.

The Administrator/s must observe the terms and conditions of BFSOnline and BFSOnline Business and must note the section starting `**The Security of your codes is very important'** particularly in respect of passwords created for other users who have not yet accessed BFSOnline for the first time to establish their own passwords.

5. Using BFSOnline Business

This section of the manual covers:

5.1 Add Data Entry Login
5.2 Change Login Password
5.3 Add Internet Signing Authority Login
5.4 Modify Data Entry Login
5.5 Delete a Data Entry Login
5.6 Modify Internet Signing Authority Login
5.7 Delete an Internet Signing Authority

BFSOnline `BB Admin'

This screen allows you to examine who has access to BFSOnline Business Internet account access and to change access levels. This screen is accessed through the **BB Admin** option and is only available to a BFSOnline Business Administrator/s.

You cannot create or modify BFSOnline Business Administrators. If you need to add or delete a BFSOnline Business Administrator, complete the `[Authority for BFSOnline Business Registration](#)' from the BFS [website](#) and send to **clients@bfs.org.au**.

STEP 1

To access the BFSOnline Business Administration screen, from the BFSOnline menu, click on **Account Options**, and then **Business Viewpoint**.

Some menu options may not be available. Menu names may differ from those displayed above.

Your screen will appear like the following:

STEP 2

Refer to the following table for a description of screen fields, actions, and other options.

Select `Client'	This field is only displayed if you are the BFSOnline Business Administrator for more than one business client. To change clients, select another client from the drop-down list.
`Administrators'	This is a list of all BFSOnline Business Administrators for the selected client.
`Logins and ATO's'	This table contains details of Data Entry logins, ATO's (Authorised Signatories or Internet Signing Authority) and View Only logins.
`Name'	This table contains the name of user logins for Data Entry, View Only and ATO's/Internet Signing Authorities.
`Login Blocked'	This column is only displayed if at least 1 login is blocked (e.g. due to excessive password violations). Resetting the Password will unblock the login. Refer to **Change Login *Password*** for additional information.
`Access Level'	The Access Level for the login. `ATO' will be displayed in the 'Access Level' column if an Authorised Signatory (Authority to Operate) does not have a Login set up to use BFSOnline Business as an Internet Signing Authority.
`Authorisation Limit'	The maximum amount an Internet Signing Authority can approve per day for transfers to an external account.
`Accessible Accounts'	This field will show `ALL' if all accounts for the Business client number can be accessed by the login or ATO. If only selected accounts can be accessed, those accounts will be displayed individually.

`Action(s)'	This column contains links to perform various actions on Logins and ATOs. Refer to **Actions and Other Options** for additional information.
`Modify'	Click on **Modify** to change an existing Access Level or change the accounts that the user can access. You can also remove assess using this option. If you are changing the details of a Data Entry or View Only login, refer to **Modify Data Entry Login**. If you are changing the details of an Internet Signing Authority, refer to **Modify Internet Signing Authority Login**.
`Password'	Click on **Password** to change the Password for a user. See **Change Login *Password***.
`Add'	Click on **Add** to make an ATO (Authorised Signatory) an Internet Signing Authority and create a Login and Password for them. See **Add Internet Signing Authority Login**.
`Add Data Entry Login' (button)	Click on the **Add Data Entry Login** button to create a new login to BFSOnline Business, set up an initial Password and provide access to accounts. See **Add Data Entry *Login***.

5.1 Actions and Other Options

This section of the manual covers…

5.1.1 Add Data Entry *Login*
5.1.2 Change Login *Password*
5.1.3 Add Internet Signing Authority Login
5.1.4 Modify Data Entry Login
5.1.5 Delete a Data Entry Login
5.1.6 Modify Internet Signing Authority Login
5.1.7 Delete an Internet Signing Authority

5.1.1   Add Data Entry Login

Use the `**Add Data Entry Login'** option to create a login to BFSOnline Business, set the initial Password for the login, control the level of access, and which accounts the Login can access.

STEP 1

To access the Add Data Entry Login screen, click on the **Add Data Entry Login** button located on the BFSOnline Business Administration screen.

STEP 2

Enter the appropriate details. Refer to the following table.

`New Login'	Enter the login name. The login name must conform to the rules issued by BFS. This requires a minimum of 5 and maximum number of 12 numbers or characters. Please consult BFS if you are uncertain about the requirements for this field.
`Password'	Enter the password for the new login. The password must conform to the rules issued by BFS. This will require a minimum of 6 and a maximum number of 12 characters including at least 2 numerals. Please consult BFS if you are uncertain about the requirements for this field.
`Confirm Password'	Re-enter the code you entered in the 'Password' box.
`Access Level'	The default Access Level is **Data Entry**. If required, change the Access Level to **View Only**.
`Select Accessible Accounts'	This section controls the accounts that the Login will have access to. By default, all accounts will be selected when you create a new Data Entry Login. Do one of the following: Click on the **Select All** button to select all the accounts shown; or Click on the **Unselect All** button to clear all the account selections; and then Click in the boxes next to the individual accounts to select/deselect one or more accounts. There must be at least 1 accessible account.
`Approve New Login'	This section contains one or more boxes depending on the number of BFSOnline Business Administrators that must approve these changes.
`Password'	The BFSOnline Business Administrator who is currently signed into BFSOnline must enter his or her Password in this box. This field is present only where more than one Administrator is registered.
`Login Name Password'	There will be an extra Login Name and Password box for each additional BFSOnline Business Administrator that must approve the changes. Each administrator must be present at the same time and at the same computer to enter their **Login Name** and **Password** before the changes are saved.

STEP 3

After entering the details and the Passwords for the Administrator/s, click on the **Save** button.

You are returned to the BFSOnline Business Administration screen.
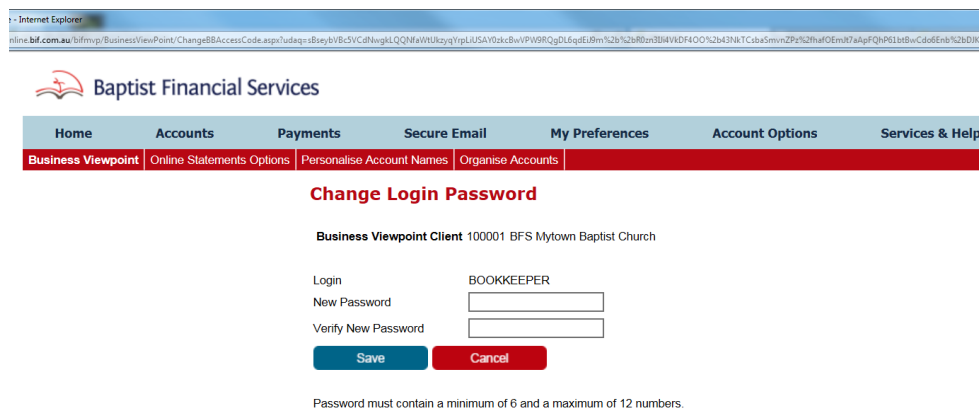
5.1.2 Change Login Password

Use the **Password** link to change the Password for BFSOnline Business logins.

This can include changing the Password when a login is blocked due to excessive password violations, or if a user forgets their Password.

STEP 1

To access the Change Login Password screen, click on the appropriate **Change Login Password** link in the Business Viewpoint column located on the BFSOnline Business Administration screen.

STEP 2

1. Enter the 'New Password' code. Note that rules for the password are displayed under the buttons.

2. Re-enter the `New Password' code in the 'Verify New Password' box.

3. Click on the **Save** button. You are returned to the BFSOnline Business Administration screen.

> Changing the password does not require additional authorisations.

5.1.3   Add Internet Signing Authority Login

Use the **Add** link to create a new Internet Signing Authority login for BFSOnline Business from a user with an ATO (Authority to Operate / Authorised Signatory) over at least one of the Business accounts.

This process provides a new Login and Password for the ATO, specifically for BFSOnline Business for a single business entity. This ensures that personal and business banking are kept separate, and if an ATO has access to several business accounts, operations for each business entity are kept separate.

STEP 1

Click on the **Add Internet Signing Authority Login** link for the ATO you want to make an Internet Signing Authority, located in the Business Viewpoint column

Enter the appropriate details. Refer to the following table.

`Login'	Enter the login name. The login name must conform to the rules issued by BFS. This will require a minimum of 5 and a maximum of 12 numbers or characters. Please consult BFS if you are uncertain about the requirements for this field.
`Password'	Enter the password for the new login. The password must conform to the rules issued by BFS. This will require a minimum of 6 and a maximum number of 12 characters including at least 2 numerals. Please consult BFS if you are uncertain about the requirements for this field.
`Confirm Password'	Re-enter the code you entered in the 'Password' box.
`Accessible Accounts'	This section controls the access to accounts for the Login. By default, all accounts on which the client is an ATO will be selected when you create a new Internet Signing Authority Login. Click in the boxes next to the individual accounts to select/deselect one or more accounts. There must be at least 1 account with 'View Only' or 'Full Access' selected.
`Authorisation Limit	Enter the Authorisation Limit in dollars (the dollar sign itself is not required). The value must be greater than 0.
`Notify when Authorisation Required'	Check the 'Notify when Authorisation Required' box if email verification of pending authorisations is required.
`Email Address'	The 'Notify when Authorisation Required' box must be checked and an email address entered for the user to receive emails to notify of pending authorisations.
`Approve New Login'	This section contains one or more boxes depending on the number of BFSOnline Business Administrators that must approve these changes.

`Password'	The BFSOnline Business Administrator who is currently signed into BFSOnline must enter his or her Password in this box.
	This field is present only where more than one Administrator is registered.
`Login Name Password'	There will be an extra Login Name and Password box for each additional BFSOnline Business Administrator that must approve the changes.
	Each administrator must be present at the same time and at the same computer to enter their **Login Name** and **Password** before the changes are saved.

STEP 3

After entering the details and the Passwords for the Administrator/s, click on the **Save** button.

You are returned to the BFSOnline Business Administration screen.

5.1.4 Modify Data Entry Login

The Modify Data Entry Login screen is displayed when you click on the **Modify** link in the Business Viewpoint for a Data Entry login.

Data Entry logins can be identified by the Login Name in the Name column (rather than the actual name) and the notation 'Data Entry' or 'View Only' in the Access Level column.

STEP 1

To access the Modify Data Entry Login screen, click on the appropriate **Modify** link for a Data Entry login in the Business Viewpoint column in the BFSOnline Business Administration screen.

Logins and ATO's

Name	Login Blocked	Access Level	Authorisation Limit	Accessible Accounts	Action(s)
PAYROLL		View Only		All	Modify Password
BOOKKEEPER		Data Entry		All	Modify Password
Miss The Secretary	Yes	Internet Signing Authority	$2,000.00	All	Modify Password
Mr The Treasurer		ATO		None	Add

The Modify Data Entry Login screen is displayed:

1. Update the appropriate details. Refer **Modify Data Entry Login** for field descriptions.

2. If displayed, enter approval Login Names and Passwords in the **Approve Changes** section.

3. Click on the **Update** button.

5.1.5 Delete a Data Entry Login

You also use the **Modify** link to delete a Data Entry Login.

> ⚠️ You cannot back out of a deletion after clicking on the **Delete** button.

STEP 1

To access the Modify Data Entry Login screen, click on the appropriate **Modify** link for a Data Entry login in the Action(s) column in the BFSOnline Business Administration screen.

Logins and ATO's

Name	Login Blocked	Access Level	Authorisation Limit	Accessible Accounts	Action(s)
PAYROLL		View Only		All	Modify Password
BOOKKEEPER		Data Entry		All	Modify Password
Miss The Secretary	Yes	Internet Signing Authority	$2,000.00	All	Modify Password
Mr The Treasurer		ATO		None	Add

The Modify Data Entry Login screen is displayed:

STEP 2

If displayed, enter approval Login Names and Passwords in the **Approve Changes** section.

Click on the **Delete** button.

5.1.6 Modify Internet Signing Authority Login

The Modify Internet Signing Authority Login screen is displayed when you click on the **Modify** link in the Action(s) for an Internet Signing Authority.

Internet Signing Authority logins can be identified by the actual name of the user in the Name column (rather than the Login Name) and the notation 'Internet Signing Authority' in the Access Level column.

STEP 1

To access the Modify Internet Signing Authority Login screen, click on the appropriate **Modify Password** link for an Internet Signing Authority in the Action(s) column in the BFSOnline Business Administration screen.

Logins and ATO's

Name	Login Blocked	Access Level	Authorisation Limit	Accessible Accounts	Action(s)
PAYROLL		View Only		All	Modify Password
BOOKKEEPER		Data Entry		All	Modify Password
Miss The Secretary	Yes	Internet Signing Authority	$2,000.00	All	Modify Password
Mr The Treasurer		ATO		None	Add

The Modify Internet Signing Authority Login screen is displayed:

STEP 2

1. Update the appropriate details. Refer **Modify Internet Signing Authority Login** for field descriptions.

2. If displayed, enter approval Login Names and Passwords in the **Approve Changes** section.

3. **Click on the** Update **button.**

5.1.7   Delete an Internet Signing Authority

You also use the Modify link to delete an Internet Signing Authority.

> ⚠️ You cannot back out of a deletion after clicking on the **Delete** button.
> Deleting an Internet Signing Authority does not remove the client's Authority to Operate on the accounts.

STEP 1

To access the Modify Internet Signing Authority Login screen, click on the appropriate **Modify** link for an Internet Signing Authority in the Action(s) column in the BFSOnline Business Administration screen.

Logins and ATO's

Name	Login Blocked	Access Level	Authorisation Limit	Accessible Accounts	Action(s)
PAYROLL		View Only		All	Modify Password
BOOKKEEPER		Data Entry		All	Modify Password
Miss The Secretary	Yes	Internet Signing Authority	$2,000.00	All	Modify Password
Mr The Treasurer		ATO		None	Add

The Modify Internet Signing Authority Login screen is displayed:

STEP 2

If displayed, enter approval Login Names and Passwords in the **Approve Changes** section.

Click on the **Delete** button.

6   Working with BFSOnline Business

This section of the manual covers:

6.1   Processing Transactions with BFSOnline Business
6.2   What is different on the Welcome Screen?
6.3   Pending Authorisations
6.4   List of Accounts
6.5   Periodical Payments
6.6   The Transact menu

6.1 Processing Transactions with BFSOnline Business

In most respects, BFSOnline Business users will notice few differences when processing transactions compared to other users, especially if they are familiar with performing transactions in accounts where more than one signature is required.

6.2 What is different on the Welcome Screen?

There is little difference on the Welcome Screen for BFSOnline users and BFSOnline Business users although you may not be familiar with some of the functionality if you are a previous BFSOnline user.

BFS will determine the facilities available to you in BFSOnline. BFS may customise the menu options and the menu names may differ from those shown above.

The following information highlights the main areas of interest as a Data Entry Operator, View Only Operator, or an Internet Signing Authority for BFSOnline Business:

6.3 Pending Authorisations

The 'Pending Authorisations' section is displayed if you have access to BFSOnline Business accounts as a Data Entry User or an Internet Signing Authority and there are payments loaded but not fully authorised (referred to as Pending Authorisations). An Internet Signing Authority is the Internet equivalent of an Authorised Signatory (ATO).

As previously noted, the Pending Authorisations section is also displayed to other BFSOnline users with an account where more than 1 signature is required to authorise payment.

View a full list of Pending Authorisations

Click on the 'Full Pending Authorisations' link in the list of Pending Authorisations or choose **Transact**, **PendAuths** from the menu to view a full listing of all Pending Authorisations.

View detailed information on a single Pending Authorisation

Click on a 'Detail' hyperlink to view details of a single Pending Authorisation transaction. Refer to **Pending Authorisations** for additional information.

6.4 List of Accounts

The 'List of Accounts' section by default displays the full list of your accounts available for internet access. If you are logged in as a BFSOnline Business user, these will include the business accounts that you have access to, either for Data Entry purposes, View Only the details or to operate on the accounts as an Internet Signing Authority.

6.5 Periodical Payments

The 'Periodical Payments' section will display Direct Debit or Periodical Payments that are soon to be due. A link at the end of each line will display more details about the Future Payment.

6.6 The Transact Menu

The Transact menu allows you to perform a variety of different types of transactions on your accounts.

The following types of transaction may be available to you from the Transact menu:
o   Internal Transfer
o   Credit External
o   Debit External
o   MultiTrans
o   PendAuths (Pending Authorisations)

> This contains information on how the processing of transactions by BFSOnline Business users differs from other users. Refer to **BFS** for more assistance with the processing of transactions.

7. What is different with transaction processing using BFSOnline Business?

The processing of transactions is like other BFSOnline users.

7.1 Data Entry Operators

7.2 Internet Signing Authorities

7.3 Upload (MultiTrans)

7.4 Pending Authorisations

7.5 View Detail of a Transaction

7.6 Authorise a Pending Transaction from the Detail View screen

7.1 Data Entry Operators

If you are a Data Entry Operator, you do not have the authority to authorise transactions. Instead, you need to 'Store' the transactions.

When you store the transaction, you may have the ability to notify Internet Signing Authorities via email that there is a transaction ready to be authorised. You can also include notes associated with the transaction.

The process is essentially the same for all users of BFSOnline. After entering in the transaction details and you click on the **Pay Now** or **Pay Later** buttons, you will need to store the transaction as a 'Pending Authorisation'. Before doing so, you can select Internet Signing Authorities to be notified and add a note to the transaction.

The general process is as follows:

STEP 1

Enter the transaction details and then click on the **Pay Now** or **Pay Later** buttons as appropriate.

If using Pay Later, enter the payment date(s), etc. and then click on the **OK** button.

Additional detail will be displayed on the screen:

> The information on the screen will vary, depending on the number of signatures required.

STEP 2

1. If displayed, check the required 'Notify via email' box of 'other signatories' to send email notifications of the Pending Authorisation. The 'other signatories' are also Internet Signing Authorities.

2. If required, enter any notes relevant to this transaction in the 'Notes - record only if Transaction is to be authorised later' section.

STEP 3

Click on the **Store** button. After clicking on the **Store** button, the transaction will be placed in the list of 'Pending Authorisations'.

> ℹ️ If one or more Internet Signing Authorities are present whilst you are processing the transaction, they can enter their Login Names and Passwords after step 1. You can then click on the **OK** button rather than the **Store** button and skip Steps 3 to 5 above.

7.2 Internet Signing Authorities

STEP 1

Enter the transaction details and then click on the **Pay Now** or **Pay Later** buttons as appropriate.

If using Pay Later, enter the payment date(s), etc. and then click on the OK button.
Additional detail will be displayed on the screen:

STEP 2

1. If displayed, enter your Password.

2. If additional signatories are required, and if check boxes are displayed check the 'Notify via email' boxes of 'other signatories' to send email notifications of the Pending Authorisation to other Internet Signing Authorities.

3. If required, enter any notes relevant to this transaction in the 'Notes - record only if Transaction is to be authorised later' section.

> ℹ️ If one or more Internet Signing Authorities are present whilst you are processing the transaction, they can enter their Login Names and Passwords after step 1. You can then click on the **OK** button rather than the **Store** button and skip Steps 4 to 5 above.

Do one of the following:

- Click on the **OK** button if no further signatory details are required, or

- If displayed, click on the **Store** button if further signatories are required. After clicking on the **Store** button, the transaction will be placed in the list of 'Pending Authorisations'.

7.3 Upload (MultiTrans)

BFSOnline Business users have the additional ability to upload files with batches of transactions for multiple transaction processing. The files may be in CEMTEX (ABA) format produced by most popular accounting and payroll software such as MYOB. Make sure the name of the file to be uploaded does not contain any spaces eg `mulitrans' NOT `multi trans'.

STEP 1

Click on the **Upload** button. The `Load a Batch of Credit External Account Transactions' screen is displayed:

STEP 2

1. Select the appropriate 'Document Type' from the drop-down list.

2. Enter the 'File Location' including the file name or click on the **Browse** button and select the file.

3.   Enter a 'Batch Description'.

4.   Select the 'From Account'.

5.   Check 'Post as Total' if you want the batch to appear as a single transaction in your account. If not checked, each transaction in the batch will appear separately in your account.

6.   Enter the 'Reference (to Appear on Statement)'

STEP 3

Click on the **Upload** button.
After the batch has successfully uploaded, you are returned to the Transaction Batch List.
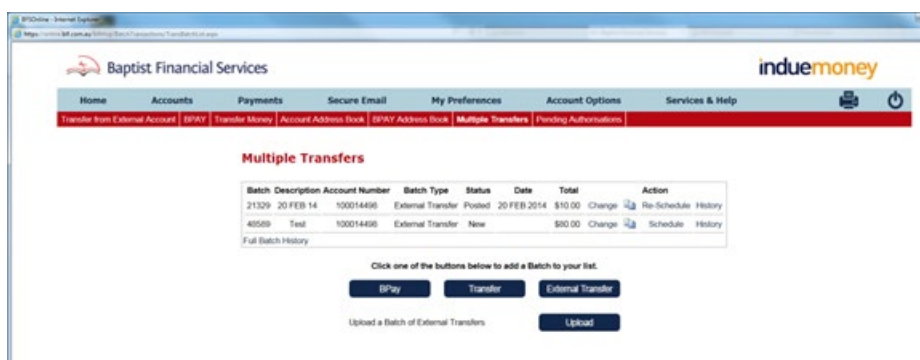
Notes on Uploading Transactions

When you upload a batch, more than one batch may be created in the Transaction Batch List, e.g. separate batches for Internal Transfer and External Transfer.

If there are any invalid entries (e.g. incorrect account numbers, BSB codes, etc), then the Status will display as 'New - contains upload errors'. You will need to click on **Change** link for the batch, and then the individual change links for the incorrect Payees in the batch.

The whole batch may reject if there are discrepancies in the data, e.g. a mismatch of transaction totals to the batch totals, or a mismatch of transaction count to total transactions.

For this type of error, you will need to determine the cause, fix the source data, and upload the batch again. To view details of the Uploaded Batch, click on the **Show Errors** link for the batch. If required, you can delete the details from the 'Uploaded Batches' list by using the **Delete** button for the appropriate item.

7.4 Pending Authorisations

The Pending Authorisations function is available to BFSOnline Business users with access to accounts where more than 1 signature is required to authorise payment. It allows signatories to view pending transactions and to authorise those transactions later.

In addition, BFSOnline Business users may also:

o   Allow Data Entry Operators to enter payment details and create a pending authorisation transaction, even when only one signature is required.

o   Generate an email alert to a signatory (i.e. an Internet Signing Authority), to notify a transaction or batch of transactions is ready to be authorised.

- o Enter, review, and edit notes that have been entered for a pending authorisation.
- o Authorisation of transactions is limited to a pre-set value for each Internet Signing Authority as well as daily debit limit on an account that is set by BFS.

7.4.1 List of Pending Authorisations

STEP 1

Do one of the following:
- On the Welcome Screen, click on the **Full Pending Authorisations** link in the list of Pending Authorisations.

- Choose **Pending Authorisations** from the menu.

Your screen will look like the following:

A check box in the Select column appears only if you can add your authorisation to the payment, i.e. you have full access to the From account as the Internet Signing Authority, your authorisation limit is sufficient to authorise the payment amount, and you have not yet authorised it.

7.4.2 How long do transactions remain in the List of Pending Authorisations?

BFS has pre-defined period where transactions will remain on the system. This is displayed near the bottom of the screen when you are viewing the List of Pending Authorisations.

7.5 View Detail of a Transaction

From the List of Pending Authorisations screen, or the Pending Authorisations section of the Welcome Screen, click on the **Detail** link for the transaction.

The details displayed will vary according to the type of transaction.

If you can authorise this transaction, and password confirmation on updates is required by BFS, a 'Password' box will be displayed.

If you cannot authorise this transaction, you can add notes, notify another signatory, or have another signatory enter their 'Login Name' and 'Password' while the details are displayed.

This account requires 2 more Signatories to authorise a withdrawal.

The other signatories are:

Client	Status	Notify via email
○ Mr T Treasurer		☐
○ Miss T Secretary		☐

Notes - record only if Transaction is to be authorised later

[text box]

[OK] [Store] [Previous] [Cancel]

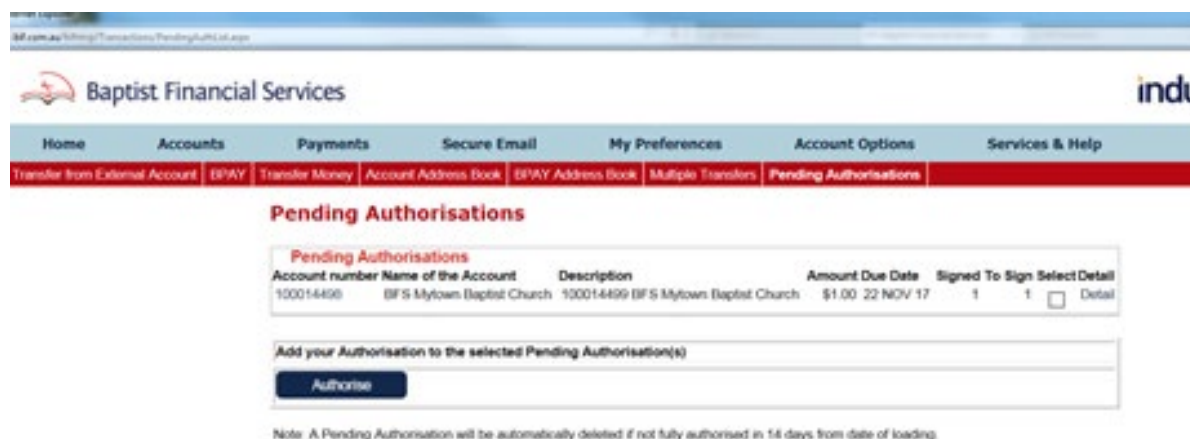### 7.6 Authorise a Pending Transaction from the Detail View screen

STEPS

1. Click on the **Detail** link for the transaction in the List of Pending Authorisations.
2. Enter your 'Password'.
3. Click on the **Pay Now** button.

7.7 Authorise Transactions from the List

STEPS

1. Check the box in the Select column for the transactions you want to authorise.

2. Enter your 'Password'.
3. Click on the **Authorise** button.