



# Multiple Authorisations

Effective date 21 August 2018

As many business accounts require two or more signatures to approve transactions, Business Internet Banking ensures these same rules are applied online for equivalent internet transactions. All transaction types are available to multi-sign accounts (Funds Transfer, Pay Anyone, BPAY®, Osko®, Multiple Payments and Batch Payments).

Multi-sign transactions (initiating and actioning) are only available on Internet Banking.

## How to initiate a payment:

1. Select the payment type you are going to make
2. Select the multi-sign account as the 'From Account'
3. Fill in the details for the payment
4. Click 'Continue'
5. Check the details on the confirmation screen and click 'Proceed with Payment'
6. The payment will now be sent for approval

## How to approve or reject a payment:

Authorisers on accounts can navigate to the Pending authorisation page: Payments > Business Payments > Pending authorisation.

All the payments which are pending for authorisation will be displayed here.

1. Click on the 'More Options' icon next to the payment details. You will have three options:
  - a. **Approve** – Click here. Review the details and click 'Approve'. This approves the payment; it will now process.
  - b. **Reject** – Click here. Review the details and click 'Reject'. This declines the payment; it will not be processed.
  - c. **View history** – Selecting this will take you to the history of the payment. You will be able to see who initiated the payment and who has already approved the payment before you.

## How to approve or reject a Batch Payment:

To action a batch payment, authorisers on accounts can navigate to the Pending authorisation page: Payments > Business Payments > Batch payment pending authorisation.

All the batch payments which are pending for approval will be displayed here.

1. Click on the 'More Options' icon next to the payment details. You will have three options:
  - a. **Approve** – Click here. Review the details and click 'Approve'. This approves the payment; it will now process.
  - b. **Reject** – Click here. Review the details and click 'Reject'. This declines the payment; it will not be processed.
  - c. **View history** – Selecting this will take you to the history of the payment. You will be able to see who initiated the payment and who has already approved the payment before you.

## How to initiate a multi-sign Batch Payment:

1. Navigate to the file upload – Batch Payments screen  
Payments > Business Payments > Upload a batch file
2. Select the file processing date. It will default to today's date
3. Select 'Choose File'
4. Select the .aba file which you are going to upload
5. Select the debit account. Only eligible accounts will be shown here
6. Enter a file description
7. Click 'Continue'
8. The confirmation page will display. Enter comments into the comments field
9. Enter the correct SMS Code or Transaction Password and click 'Submit'
10. The payment has been sent for approval

Payment ID	Transaction Date	Initiator	Frequency	Amount	Transaction Type	Transaction Status
28/08/2018			Once	\$150.00	BPAY	Pending for Approval
27/08/2018			Once	\$8.51	Play Anyone	Pending for Approval
12/04/2018			Once	\$8.51	Play Anyone	Pending for Approval

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