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## Uniting Online – Pending Authorisation

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**Please note that Names and balances used in these instructions are fictional.**

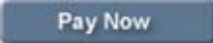

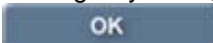
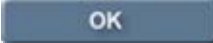


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## Pending Authorisations

The Pending Authorisations function is available to users with access to investments where more than 1 signature is required to authorise payment. It allows signatories to view pending transactions and to authorise those transactions at a later time, even though not all signatories are available at the same time.

### Setting up a Pending Authorisation Transaction

<b>Step 1.1</b>	If processing normal transactions (ie not Multitrans) enter the transaction details and then click on the  or  buttons as appropriate.
<b>Step 1.2</b>	If using Pay Later, enter the payment date(s), etc. and then click on the  button.
<b>Step 1.3</b>	<p>Do one of the following:</p> <ul style="list-style-type: none"><li>• Click on the  button if no further signatory details are required, or</li><li>• Have another authorised signatory enter their Login and Access Code</li><li>• If displayed, click on the  button if further signatories are required. After clicking on the  button, the transaction will be placed in the list of 'Pending Authorisations'.</li></ul>



# List of Pending Authorisations

**Step 2.1**

On the Welcome Page, click on the **Full Pending Authorisations** link in the list of Pending Authorisations.

**OR**

**Step 2.2**

Choose  ,  from the menu.

**Step 2.3**

Your page will look similar to the following:

A check box in the Select column appears only if you can add your authorisation to the payment, i.e. you are an Authority to Operate on the investment and have full access in Uniting Online.

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

A pending authorisation will be automatically deleted if not fully authorised with 14 days from date of loading.

## View Detail of a Pending Authorisation Transaction

**Step 3.1**

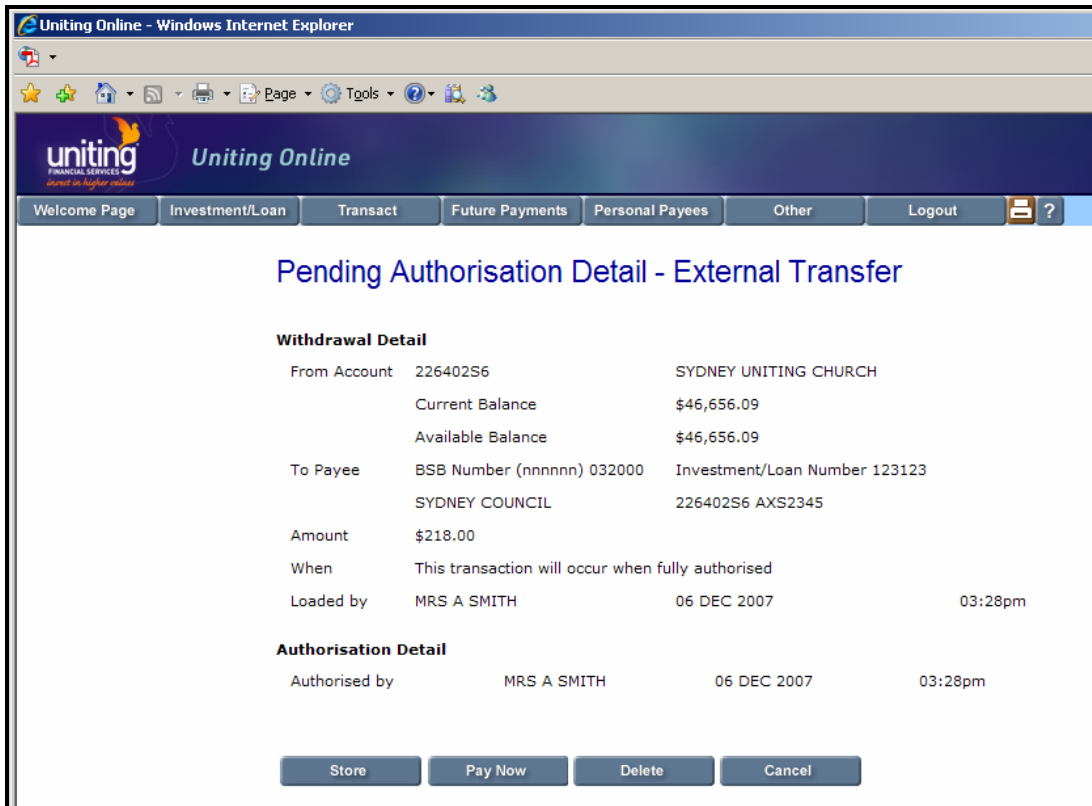
The screenshot shows the Uniting Online interface in Internet Explorer. The 'Pending Authorisations' table is as follows:

Investment/Loan Number	Name of the Investment/Loan	Description	Created	Amount	Detail
226402S6	SYDNEY UNITING CHURCH	Batch 147 Regular Monthly Bills	10 DEC 07	\$1,598.00	<a href="#">Detail</a>
226402S6	SYDNEY UNITING CHURCH	WBC CESSNOCK 1111 SGADFGHGAFH	06 DEC 07	\$56.00	<a href="#">Detail</a>
226402S6	SYDNEY UNITING CHURCH	WBC SYDNEY OFFICE, 275 GEORGE STREET 123123 SYDNEY COUNCIL	06 DEC 07	\$2,800.00	<a href="#">Detail</a>

Below the 'Pending Authorisations' table, there are sections for 'List of Investments/Loans' and 'Future Payments'. The 'Future Payments' section shows a table with columns: Payee, Amount, Due date, Frequency, and Detail. It lists payments for 'A SMITH' and 'L J & A SMITH'.



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

### Step 3.2



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

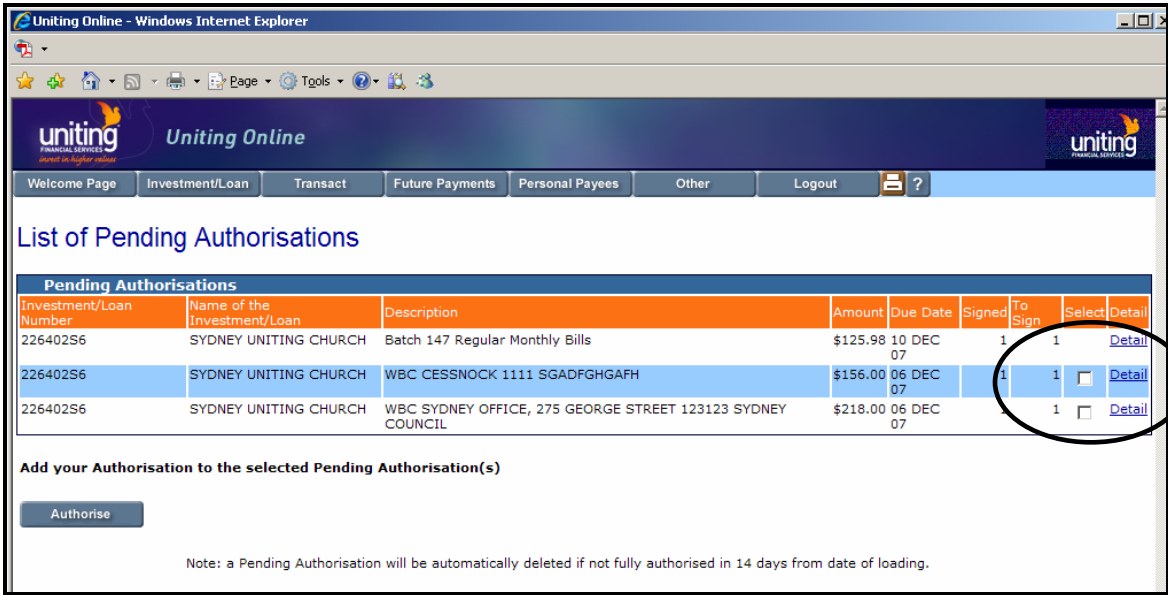
## Authorise a Pending Authorisation Transaction from the Detail View screen

<b>Step 4.1</b>	Click on the <b>Detail</b> link for the transaction in the List of Pending Authorisations.
<b>Step 4.2</b>	Click on the  or  button.

## Authorise Pending Authorisation Transactions from the List

<b>Step 5.1</b>	On the Welcome Page, click on the <b>Full Pending Authorisations</b> link in the list of Pending Authorisations.
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**Step 5.2**



Investment/Loan Number	Name of the Investment/Loan	Description	Amount	Due Date	Signed	To Sign	Select	Detail
226402S6	SYDNEY UNITING CHURCH	Batch 147 Regular Monthly Bills	\$125.98	10 DEC 07	1	1	<input type="checkbox"/>	<a href="#">Detail</a>
226402S6	SYDNEY UNITING CHURCH	WBC CESSNOCK 1111 SGADFGHGAFH	\$156.00	06 DEC 07	1	1	<input type="checkbox"/>	<a href="#">Detail</a>
226402S6	SYDNEY UNITING CHURCH	WBC SYDNEY OFFICE, 275 GEORGE STREET 123123 SYDNEY COUNCIL	\$218.00	06 DEC 07	1	1	<input type="checkbox"/>	<a href="#">Detail</a>

**Add your Authorisation to the selected Pending Authorisation(s)**

Note: a Pending Authorisation will be automatically deleted if not fully authorised in 14 days from date of loading.

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

**Step 5.3**

Click on the  button.