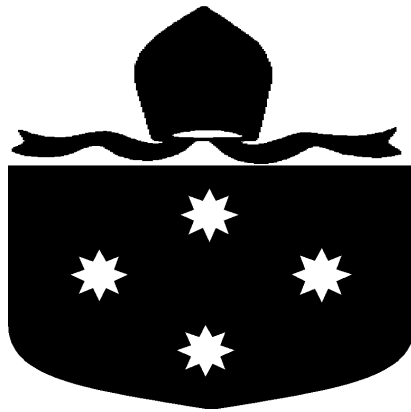


Anglican Church Diocese of Sydney



Glebe Income Accounts

GIA On-line

New features

June 2006


GLEBE

REWARD WITHOUT COMPROMISE

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1.0 Overview

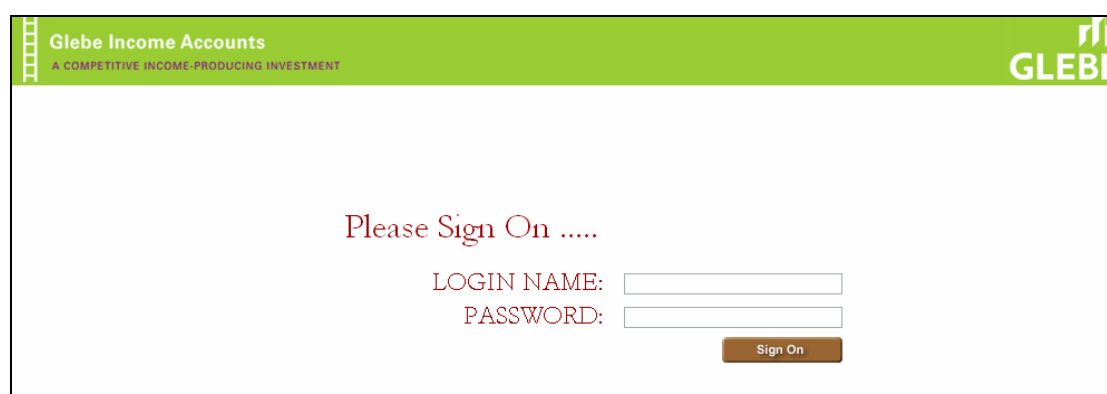
This document outlines the new features available on GIA On-line as from 6 June 2006.

1.1 Has anything changed to the way I access GIA On-line?

Authorised clients / signatories log on to GIA On-line in exactly the same way by going to:

<https://gia.glebegroup.com.au/>

then enter their Login Name and password previously notified by Glebe.



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GLEBE

Please Sign On

LOGIN NAME:

PASSWORD:

Sign On

1.2 Getting Started

Authorised clients / signatories will require Internet Explorer version 5.0 or later releases or Netscape version 6.1 as a minimum to be able to access GIA On-line.

1.3 Initial Passwords and Login Names

Upon applying for GIA On-line through Glebe Investor Centre, the Login Name and a password will be mailed out to authorised clients / signatories. This password needs to be changed upon first log in and can be made up of 6 to 20 characters containing at least 1 number. Passwords do not expire.

The Login Name can also be customised on GIA On-line to a new one made up of between 6 and 20 characters and should contain at least 1 number. This can be done from

Customise

under the

Other

menu.

1.4 Change/Reset of Passwords

A new password will be issued and sent by express post to the authorised clients / signatories after notifying the Glebe Investor Centre.

Passwords can also be changed on GIA On-line from **Other** Menu.

1.5 Access Blocked

GIA On-line access is blocked for authorised clients / signatories after inputting their password incorrectly three times. A message will appear on screen asking them to contact the Glebe Investor Centre. Your access will be unblocked upon your notification and appropriate identification checks.

1.6 List of Accounts under Accounts Menu

The **List of Accounts** by default displays the full list of accounts that an authorised client/ signatory has access to. The full list of accounts for an authorised client/ signatory will include the Parish / Organisation / Company accounts that an authorised client/ signatory has access to, either to view the details or to operate on.

This access can be split between personal accounts and accounts that belong to the Parish / Organisation / Company for an authorised signatory by applying for multiple login names through the Glebe Investor Centre (Refer to Section 4.0).

To print this list you will need to change the printer settings to landscape.

2.0 What's new on GIA On-line?

The following features will be available on GIA On-line as from 6 June 2006:

- PendAuths (Pending Authorisations known as Dual Sign On)
- Multiple login names
- Receipt Number
- Reference field length

Each one of these new functionalities will be described in detail.

3.0 Dual Sign on / Pend Auths

3.1 What's a PendAuth?

The 'Pending Authorisations' section is displayed on GIA On-line if you have access as an authorised client / signatory to GIA On-line and there are payments loaded but not fully authorised (referred to as Pending Authorisations).

The Pending Authorisations function is available to GIA On-line users with full access to accounts where more than 1 signature is required to authorise a 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.

3.2 How do I load PendAuths?

A Pending Authorisation of a withdrawal can be created for an account which requires more than one signature to authorise a withdrawal, by storing the transaction until another authorised client / signatory logs on to authorise it.

A Pending Authorisation can be created for:

- an immediate transaction
- a periodical payment to be created
- a transaction batch to be scheduled.

This is described in detail in the section 3.3 of this document.

3.3 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 are available from the Transact menu:

- Transfer
- Credit External
- Cheque
- Multi Trans
- PendAuths (Pending Authorisations)

The screenshot displays the 'Glebe Income Accounts' web interface. The top navigation bar includes 'Welcome Page', 'Accounts', 'Transact', 'Future Payments', 'Personal Payees', 'Other', and 'Logout'. The 'Transact' menu is expanded, showing options: Transfer, Credit External, Cheque, MultiTrans, and PendAuths. The 'Account Transactions' section shows a table with columns for Posted Date, Cheque Date, Description, Cheque #/Reference, Debit, Credit, and Balance. Below this is the 'Pending Authorisations' section with a table of account numbers, names, descriptions, creation dates, and amounts. At the bottom, there are two summary tables: 'List of Accounts' and 'Future Payments'.

Posted Date	Cheque Date	Description	Cheque #/Reference	Debit	Credit	Balance
23 MAY 2006	08 JUN 2006	TRF TO COVER CHQS				\$26,768.64
23 MAY 2006	08 JUN 2006	TRF to 104495S8		\$5,000.00		\$26,768.64
23 MAY 2006	02 JUN 2006	TESTING AFTER TO AND FROM				\$31,768.64
23 MAY 2006	02 JUN 2006	TRF to 104495S8		\$5.00		\$31,768.64
22 MAY 2006		RESTORATION PYT TO COUNCIL				\$31,773.64

Account number	Name of the Account	Description	Created	Amount	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	GLEBE ADMIN BOARD 100001234 ABC LTD	07 JUN 06	\$15.00	Detail

Account Number	Account Name	Current Balance	Available Balance
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	\$26,768.64	\$26,768.64
104495S7.1	ABC ANGLICAN CHURCH BUILDING FUND	\$45,244.68	\$45,244.68
104495S8	ABC ANGLICAN CHURCH EDUC FUND	\$25,181.74	\$25,181.74


Payee	Amount	Due date	Frequency	Detail
THE LAKE CHURCH INC	\$100.00	12 JUN 2006	Weekly	More
ABC ANGLICAN CHURCH EDUC FUND	\$150.00	22 JUN 2006	Monthly	More

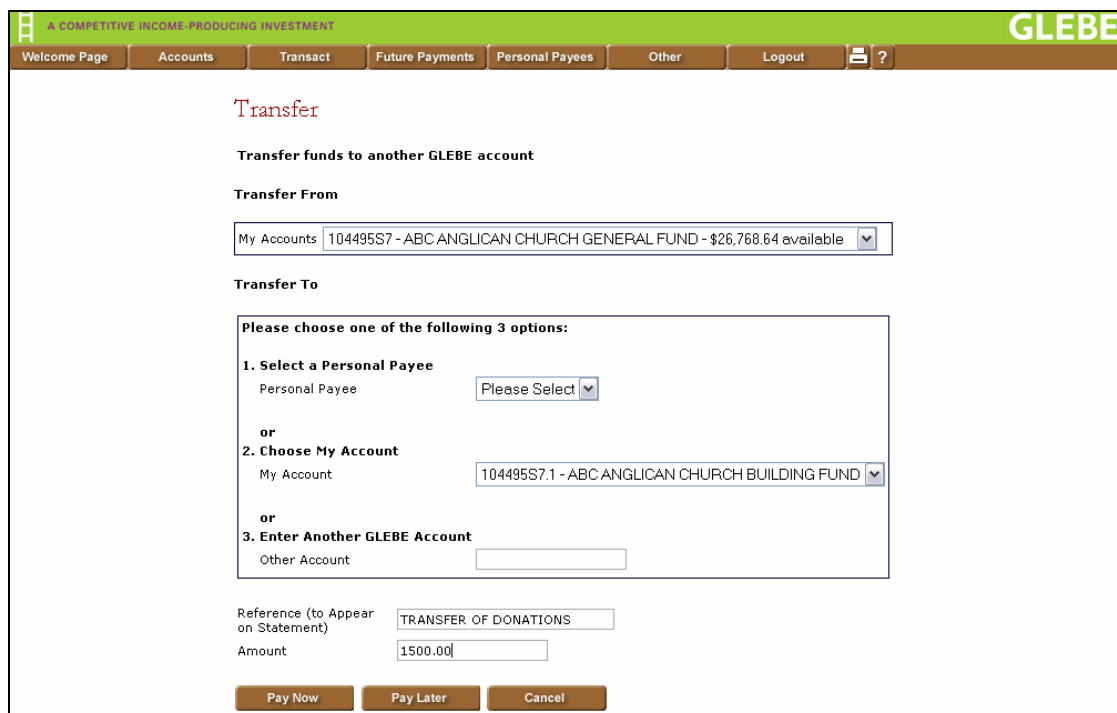
3.3.1 Transact menu - Transfer

This option allows an authorised client/ signatory with full access to create a transfer between two Glebe Income Accounts.

The FROM Account, which is the account that will be debited with the amount of the transfer, can only be one for which an authorised client / signatory has full access.

Step 1

Enter the transaction details and then click .



The screenshot shows the 'Transfer' page in the GLEBE online system. The page title is 'Transfer' and the subtitle is 'Transfer funds to another GLEBE account'. The 'Transfer From' field is a dropdown menu showing 'My Accounts' with the selected account being '104495S7 - ABC ANGLICAN CHURCH GENERAL FUND - \$26,768.64 available'. The 'Transfer To' section is titled 'Please choose one of the following 3 options:' and contains three options: 1. 'Select a Personal Payee' with a 'Personal Payee' dropdown set to 'Please Select'; 2. 'Choose My Account' with a 'My Account' dropdown set to '104495S7.1 - ABC ANGLICAN CHURCH BUILDING FUND'; 3. 'Enter Another GLEBE Account' with an empty 'Other Account' text box. Below these options, there are two text boxes: 'Reference (to Appear on Statement)' containing 'TRANSFER OF DONATIONS' and 'Amount' containing '1500.00'. At the bottom, there are three buttons: 'Pay Now', 'Pay Later', and 'Cancel'.

Step 2

If additional signatories are required and are present, they can authorise the transaction by entering their Login Names and Password on your computer.

Welcome Page	Accounts	Transact	Future Payments	Personal Payees	Other	Logout	?
--------------	----------	----------	-----------------	-----------------	-------	--------	---

Confirm Transfer

You have requested the following transfer.

From Account	104495S7 - ABC ANGLICAN CHURCH GENERAL FUND
Current Balance	\$26,768.64
Available Balance	\$26,768.64
To Account	104495S7.1 - ABC ANGLICAN CHURCH BUILDING FUND
Reference (to Appear on Statement)	TRANSFER OF DONATIONS
Amount	\$1,500.00
When	This transaction will occur immediately

Enter a description below if you would like to save this Personal Payee for future use

This account requires 1 more Signatory to authorise a withdrawal.

The other signatories are:

Name	Status
MR A MCKAY	
MRS D BROWN	
MS A WIDS	

LOGIN NAME	PASSWORD
<input type="text"/>	<input type="text"/>

Or else you can click on **Store** to save the transaction as a **PendAuths** until an authorised client / signatory logs on to authorise it.

Step 3

If using **Pay Later**, select the frequency and enter the payment date(s), then click **OK**.

Single Future Payment

Use this option for a ONCE only payment

Payment date

Regular Future Payment

Use this option to make a REGULAR payment

First payment date

Pay ▼

Last payment date

(Leave blank for payments which are to continue until further notice)

Step 4

Do one of the following:

- Click if no further signatory details are required, or if the Login Names and Password for the required number of Authorised clients / signatories have been entered.

Or

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

This payment will become a Future Payment and will be available under menu.

Glebe Income Accounts						
A COMPETITIVE INCOME-PRODUCING INVESTMENT						
Welcome Page Accounts Transact Future Payments Personal Payees Other Logout						
List of Future Payments						
Future Payments						
Payee	Amount	Due date	Frequency	Debit	Detail	More
ABC ANGLICAN CHURCH GENERAL FUND	\$1,500.00	20 JUN 2006	Monthly	104495S8 ABC ANGLICAN CHURCH EDUC FUND		More
Sydney City Local Council	\$5,300.00	28 JUN 2006	Once-Off	104495S7 ABC ANGLICAN CHURCH GENERAL FUND		More

Note

1. Modifying future payments:

When a future payment from an account that requires more than 1 signature needs to be modified, one of the two options is available:

- a) Delete the future payment and re-enter with new details.
- b) With one or more signatories present, modify the payment. This option requires the authorisations to be entered within the same GIA On-line session.


2. The additional reference field "Reference (to appear on Statement)" is available. This information will appear on the Glebe Income Account statement and also on the GIA On-line statement.

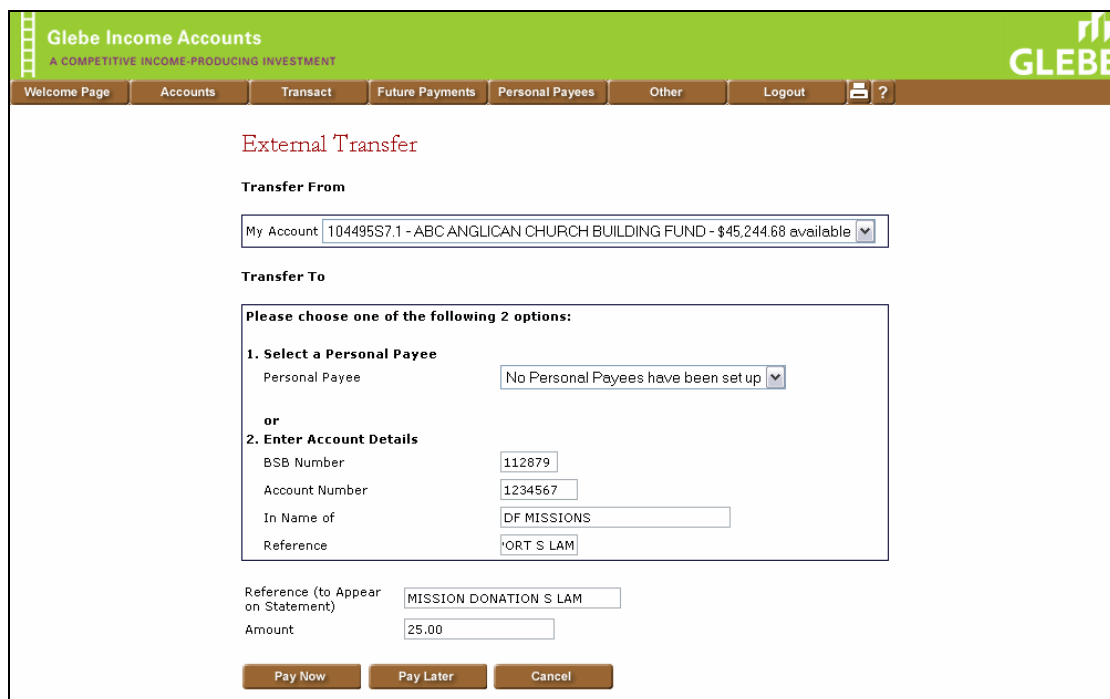
3.3.2 Transaction Menu – External Transfer

This option allows an authorised client/ signatory with full access to create a transfer between a Glebe Income Account and an account held with another Financial Institution.

The FROM Account, which is the account that will be debited with the amount of the transfer, can only be a Glebe Income Account for which an authorised client/ signatory has full access.

Step 1

Enter the transaction details and then click .



The screenshot shows the 'External Transfer' form in the Glebe Income Accounts system. The form is titled 'External Transfer' and is part of the 'Transaction' menu. It includes a navigation bar with 'Welcome Page', 'Accounts', 'Transact', 'Future Payments', 'Personal Payees', 'Other', and 'Logout'. The form fields are as follows:

- Transfer From:** A dropdown menu showing 'My Account | 104495S7.1 - ABC ANGLICAN CHURCH BUILDING FUND - \$45,244.68 available'.
- Transfer To:** A section titled 'Please choose one of the following 2 options:'.
 - 1. Select a Personal Payee:** A dropdown menu showing 'No Personal Payees have been set up'.
 - OR**
 - 2. Enter Account Details:**
 - BSB Number: 112879
 - Account Number: 1234567
 - In Name of: DF MISSIONS
 - Reference: 'ORT S LAM
- Reference (to Appear on Statement):** MISSION DONATION S LAM
- Amount:** 25.00

At the bottom of the form, there are three buttons: 'Pay Now', 'Pay Later', and 'Cancel'.

Step 2

If additional signatories are required and are present, they can authorise the transaction by entering their Login Names and Password on your computer.

Welcome Page	Accounts	Transact	Future Payments	Personal Payees	Other	Logout	?
--------------	----------	----------	-----------------	-----------------	-------	--------	---

Confirm External Transfer

You have requested the following transfer.

From Account	104495S7.1 - ABC ANGLICAN CHURCH BUILDING FUND	
	Current Balance	\$45,244.68
	Available Balance	\$45,244.68
To BSB Number	112879 - STG SYDNEY - NSW	
	Account	1234567 - DF MISSIONS
	Reference	SUPPORT S LAM
Reference (to Appear on Statement)	MISSION DONATION S LAM	
Amount	\$25.00	
When	Your account will be debited immediately	

Enter a description below if you would like to save this Personal Payee for future use

This account requires 1 more Signatory to authorise a withdrawal.

The other signatories are:

Name	Status
MR A MCKAY	
MRS D BROWN	
MS A WIDS	

Or else you can click on **Store** to save the transaction as a **PendAuths** until an authorised client / signatory logs on to authorise it.

Step 3

If using **Pay Later**, select the frequency and enter the payment date(s), then click **OK**.

Single Future Payment

Use this option for a ONCE only payment

Payment date

Regular Future Payment

Use this option to make a REGULAR payment

First payment date

Pay ▼

Last payment date

(Leave blank for payments which are to continue until further notice)

Step 4

Do one of the following:

- Click if no further signatory details are required, or if the Login Names and Password for the required number of authorised clients / signatories have been entered.

Or

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

This payment will become a Future Payment and will be available under menu.

Glebe Income Accounts						
A COMPETITIVE INCOME-PRODUCING INVESTMENT						
Welcome Page	Accounts	Transact	Future Payments	Personal Payees	Other	Logout
List of Future Payments						
Future Payments						
Payee	Amount	Due date	Frequency	Debit	Detail	More
ABC ANGLICAN CHURCH GENERAL FUND	\$1,500.00	20 JUN 2006	Monthly	104495S8 ABC ANGLICAN CHURCH EDUC FUND		More
DF MISSIONS	\$25.00	22 JUN 2006	Monthly	104495S7.1 ABC ANGLICAN CHURCH BUILDING FUND		More
Sydney City Local Council	\$5,300.00	28 JUN 2006	Once-Off	104495S7 ABC ANGLICAN CHURCH GENERAL FUND		More

Note

1. Modifying future payments:

When a future payment from an account that requires more than 1 signature needs to be modified, one of the two options is available:

- a) Delete the future payment and re-enter with new details.
- b) With one or more signatories present, modify the payment. This option requires the authorisations to be entered within the same GIA On-line session.


2. The additional reference field "Reference (to appear on Statement)" is available. This information will appear on the Glebe Income Account statement and also on the GIA On-line statement.

3.3.3 Transact menu - Cheque

This option allows an authorised client / signatory to create a cheque payment from a Glebe Income Account for which the authorised client / signatory has full access.

The Cheque will be posted within 3 business days to the address entered on GIA On-line.

Step 1

Enter the transaction details and then click .

Send a Cheque

Pay From

My Account

Cheque To

Please choose one of the following 3 options:

1. Select a Personal Payee

Personal Payee

or

2. Search for an Institution Payee

The Institution Payee details may already be on file for you to use.
Try searching for an Institution Payee, and if unsuccessful, enter the details in option 3, below.

Institution Payee Name

or

3. Enter the Payee details

Name of the Payee

Address of the Payee

Reference

Step 2

If additional signatories are required and are present, they can authorise the transaction by entering their Login Names and Password on your computer.

From Account	104495S7 - ABC ANGLICAN CHURCH GENERAL FUND																
Current Balance	\$25,253.64																
Available Balance	\$25,253.64																
To Name	Sydney City Local Council																
Address	P O Box 123 SYDNEY NSW 2000																
Reference	Refurbishment Invoice 0001734																
Delivery	Post																
Amount	\$5,300.00																
When	This transaction will occur immediately																
<hr/> Enter a description below if you would like to save this Personal Payee for future use <input type="text"/> <hr/>																	
<p>This account requires 1 more Signatory to authorise a withdrawal.</p> <p>The other signatories are:</p> <table> <thead> <tr> <th>Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>MR A MCKAY</td> <td></td> </tr> <tr> <td>MRS D BROWN</td> <td></td> </tr> <tr> <td>MS A WIDS</td> <td></td> </tr> </tbody> </table> <table> <thead> <tr> <th>LOGIN NAME</th> <th>PASSWORD</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <table> <tr> <td><input type="button" value="OK"/></td> <td><input type="button" value="Store"/></td> <td><input type="button" value="Previous"/></td> <td><input type="button" value="Cancel"/></td> </tr> </table>		Name	Status	MR A MCKAY		MRS D BROWN		MS A WIDS		LOGIN NAME	PASSWORD	<input type="text"/>	<input type="text"/>	<input type="button" value="OK"/>	<input type="button" value="Store"/>	<input type="button" value="Previous"/>	<input type="button" value="Cancel"/>
Name	Status																
MR A MCKAY																	
MRS D BROWN																	
MS A WIDS																	
LOGIN NAME	PASSWORD																
<input type="text"/>	<input type="text"/>																
<input type="button" value="OK"/>	<input type="button" value="Store"/>	<input type="button" value="Previous"/>	<input type="button" value="Cancel"/>														

Or else you can click on to save the transaction as a until an authorised client / signatory logs on to authorise it.

Step 3

If using , select the frequency and enter the payment date(s), then click .

Single Future Payment

Use this option for a ONCE only payment

Payment date

Regular Future Payment

Use this option to make a REGULAR payment

First payment date

Pay

Last payment date

(Leave blank for payments which are to continue until further notice)

Step 4

Do one of the following:

- Click if no further signatory details are required, or if the Login Names and Password for the required number of Authorised clients / signatories have been entered.

Or

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

This payment will become a Future Payment and will be available under menu.

List of Future Payments

Future Payments					
Payee	Amount	Due date	Frequency	Debit	Detail
ABC ANGLICAN CHURCH GENERAL FUND	\$1,500.00	20 JUN 2006	Monthly	104495S8 ABC ANGLICAN CHURCH EDUC FUND	More
Sydney City Local Council	\$5,300.00	28 JUN 2006	Once-Off	104495S7 ABC ANGLICAN CHURCH GENERAL FUND	More

Note

1. Modifying future payments:

When a future payment from an account that requires more than 1 signature needs to be modified, one of the two options is available:


- a) Delete the future payment and re-enter with new details.
- b) With one or more signatories present, modify the payment. This option requires the authorisations to be entered within the same GIA On-line session.

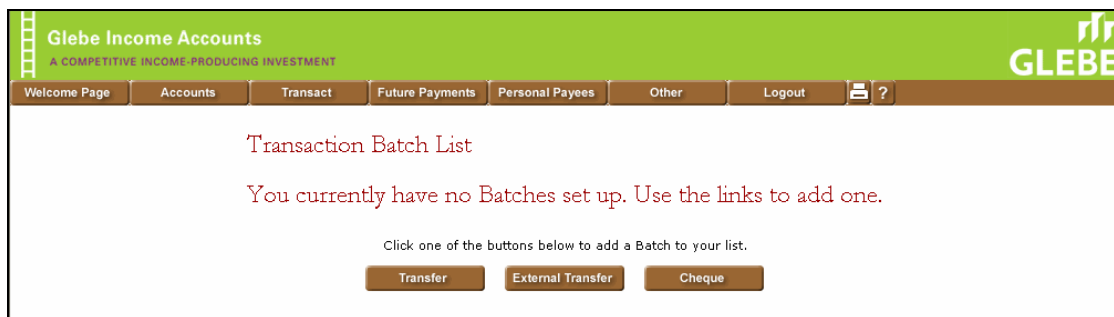
2. The additional reference field "Reference (to appear on Statement)" is available. This information will appear on the Glebe Income Account statement and also on the GIA On-line statement.

3.3.4 Transaction Menu – Multi Trans

This option allows an authorised client / signatory with full access to create multiple transactions by transfer, external transfer and/or cheque.

Step 1

Select payment method. The example below outlines payment by . Follow the same steps for the other payment methods.



Glebe Income Accounts
A COMPETITIVE INCOME-PRODUCING INVESTMENT

Welcome Page Accounts Transact Future Payments Personal Payees Other Logout ?

Transaction Batch List

You currently have no Batches set up. Use the links to add one.

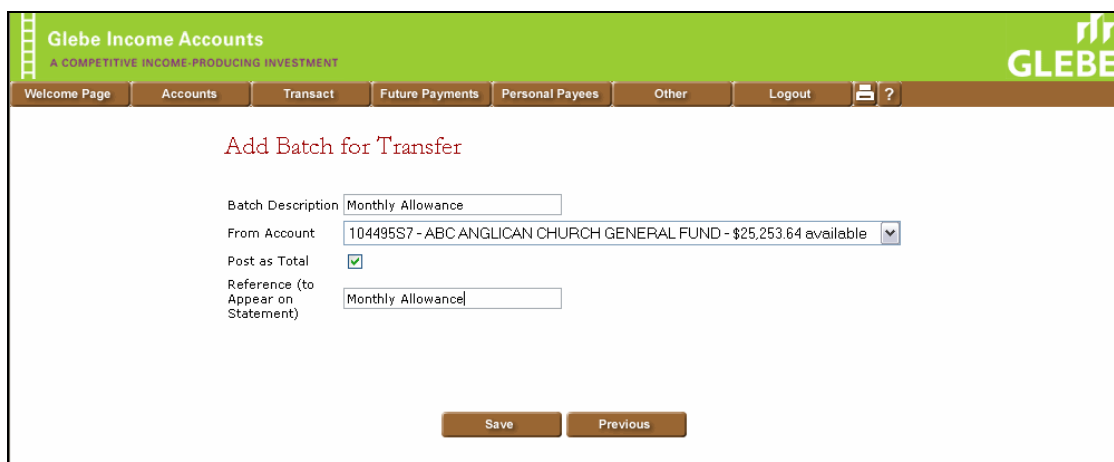
Click one of the buttons below to add a Batch to your list.

Transfer External Transfer Cheque

Step 2

Enter batch details for each payment method.

Select the Glebe Income Account to be debited and tick whether you would like this batch to appear as a total amount on your statement or as separate amounts.



Glebe Income Accounts
A COMPETITIVE INCOME-PRODUCING INVESTMENT

Welcome Page Accounts Transact Future Payments Personal Payees Other Logout ?

Add Batch for Transfer

Batch Description

From Account

Post as Total

Reference (to Appear on Statement)

Save Previous

Click .

The screen will look like this:

Step 3

Click on **Add Payee to Batch** and enter payee details.

Click **Save**. When you finish adding payees, your screen will look like this:

Glebe Income Accounts

GLEBE

Welcome Page
Accounts
Transact
Future Payments
Personal Payees
Other
Logout
?

Change Batch for Transfer

Batch Description

From Account

Status

Date

Regular Total \$800.00

Scheduled Total \$800.00

Post as Total

Reference (to Appear on Statement)

Payees for this Batch

Batch Payee	Description	Regular Amount	Actions
70	Admin	\$375.00	Change Delete
71	Admin 2	\$425.00	Change Delete

Add a New or existing Personal Payee

Click

When a batch transaction is loaded, an authorised client / signatory can select one of the Personal Payees to be added to the batch or load a new payee. If a new payee is loaded it can be saved as a Personal Payee for future use.

Step 4

After loading a transaction batch, the screen will change and the following actions will be available:

- Change
- Schedule
- History

Glebe Income Accounts
A COMPETITIVE INCOME-PRODUCING INVESTMENT

Welcome Page Accounts Transact Future Payments Personal Payees Other Logout ?

Transaction Batch List

Batch	Description	Account Number	Batch Type	Status	Date	Total	Action
29	Monthly Allowances	104495S7	Internal Transfer	New		\$530.00	Change Schedule History
30	abc	104495S7	Internal Transfer	New			Change Schedule History
32	Monthly Allowance	104495S7	Internal Transfer	New		\$800.00	Change Schedule History
31	abc	104495S7.1	Cheque	New			Change Schedule History

[Full Batch History](#)

Click one of the buttons below to add a Batch to your list.

[Transfer](#) [External Transfer](#) [Cheque](#)

If the account requires more than one signature, a pending authorisation is loaded on scheduling a transaction. The batch status on the Transaction Batch List page is displayed as “Pending Authorisation”.

If batch details are modified the pending authorisation is deleted.

If additional signatories are required and are present, they can authorise the transaction by entering their Login Names and Password on your computer.

If there are insufficient funds for the entire batch to go through, the status will be displayed as “Posted with Errors”. The part of the batch transaction that did not go through needs to be set up as an individual payment or another separate batch if more than one part failed. It is not possible to reschedule part of a batch transaction to go through again without deleting the part of the batch that successfully went through.

3.4 Where do I view PendAuths?

The Pending Authorisations section is displayed to GIA On-line authorised clients/ signatories with an account where more than one signature is required to authorise payment.

A list of Pending Authorisations for withdrawals from all accessible accounts appears:

- on the **Welcome Page**
- and can be accessed via the **PendAuths** under the **Transact** menu.

The Pending Authorisation Detail accessible on the **Welcome Page** or via the **PendAuths** displays:

- withdrawal details
- who loaded the pending authorisation and when
- who authorised the transaction and when
- and allows authorisations to be added by entering login name / password combinations of signatories who have not authorised it yet.

Glebe Income Accounts
A COMPETITIVE INCOME-PRODUCING INVESTMENT

Navigation: Welcome Page | Accounts | Transact | Future Payments | Personal Payees | Other | Logout

Account Transactions

Account	Current Balance	Available Balance
ABC ANGLICAN CHURCH GENERAL FUND Account - (104495S7)	\$26,768.64	\$26,768.64

Posted Date	Effective Date	Description	Cheque #/ Reference	Debit	Credit	Balance
23 MAY 2006	08 JUN 2006	TRF TO COVER CHQS				\$26,768.64
23 MAY 2006	08 JUN 2006	TRF to 104495S8		\$5,000.00		\$26,768.64
23 MAY 2006	02 JUN 2006	TESTING AFTER TO AND FROM				\$31,768.64
23 MAY 2006	02 JUN 2006	TRF to 104495S8		\$5.00		\$31,768.64
22 MAY 2006		RESTORATION PYT TO COUNCIL				\$31,773.64

[Full transaction History](#)

Pending Authorisations

Account number	Name of the Account	Description	Created	Amount	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	GLEBE ADMIN BOARD 100001234 ABC LTD	07 JUN 06	\$15.00	Detail

List of Accounts

Account Number	Account Name	Current Balance	Available Balance
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	\$26,768.64	\$26,768.64
104495S7.1	ABC ANGLICAN CHURCH BUILDING FUND	\$45,244.68	\$45,244.68
104495S8	ABC ANGLICAN CHURCH EDUC FUND	\$25,181.74	\$25,181.74

[Full Account List](#)

Future Payments

Due Before or On the 22 JUN 2006

Payee	Amount	Due date	Frequency	Detail
THE LAKE CHURCH INC	\$100.00	12 JUN 2006	Weekly	More
ABC ANGLICAN CHURCH EDUC FUND	\$150.00	22 JUN 2006	Monthly	More

[Full Future Payments list](#)

The List of Pending Authorisations in **PendAuths** menu option of the **Transact** menu allows an authorised client / signatory to authorise all or some of the pending authorisations, by ticking the check box in the “Select” column and then clicking on **Authorise**.

Glebe Income Accounts
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List of Pending Authorisations

Pending Authorisations							
Account number	Name of the Account	Description	Amount	Due Date	Signed	To Sign	Select Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	GLEBE ADMIN BOARD 100001234 ABC LTD	\$15.00	07 JUN 06	1	1	<input type="checkbox"/> Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	104495S7.1 ABC ANGLICAN CHURCH BUILDING FUND	\$1,500.00	20 JUN 06	1	1	<input type="checkbox"/> Detail
104495S7.1	ABC ANGLICAN CHURCH BUILDING FUND	STG SYDNEY - NSW 1234567 DF MISSIONS	\$25.00	20 JUN 06	1	1	<input type="checkbox"/> Detail
104495S8	ABC ANGLICAN CHURCH EDUC FUND	Monthly 104495S7 ABC ANGLICAN CHURCH GENERAL FUND	\$1,500.00	20 JUN 06	1	1	<input type="checkbox"/> Detail

Add your Authorisation to the selected Pending Authorisation(s)

Authorise

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

If a pending authorisation is loaded on scheduling a transaction batch, the batch status on the Transaction Batch List page under the Transact Menu is displayed as “Pending Authorisation”.

If batch details are modified the pending authorisation is deleted.

A Pending Authorisation stores information about the withdrawal, who loaded the pending authorisation and when and who has authorised it. Information about a withdrawal cannot be modified. If withdrawal details need to be changed an existing Pending Authorisation should be deleted and a Pending Authorisation with the new withdrawal detail loaded.

3.5 How do I view a full list of Pending Authorisations?

Step 1

Click on the [Full Pending Authorisations](#) link in the **Welcome Page**

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Account Transactions

Account	Current Balance	Available Balance
ABC ANGLICAN CHURCH GENERAL FUND Account - (104495S7)	\$26,768.64	\$26,768.64

Posted Date	Effective Date	Description	Cheque #/ Reference	Debit	Credit	Balance
24 MAY 2006	08 JUN 2006	TRF TO COVER CHQS				\$26,768.64
24 MAY 2006	08 JUN 2006	TRF to 104495S8		\$5,000.00		\$26,768.64
23 MAY 2006	02 JUN 2006	TESTING AFTER TO AND FROM				\$31,768.64
23 MAY 2006	02 JUN 2006	TRF to 104495S8		\$5.00		\$31,768.64
22 MAY 2006		RESTORATION PYT TO COUNCIL				\$31,773.64

[Full transaction History](#)

Pending Authorisations

Account number	Name of the Account	Description	Created	Amount	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	GLEBE ADMIN BOARD 100001234 ABC LTD	07 JUN 06	\$15.00	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	104495S7.1 ABC ANGLICAN CHURCH BUILDING FUND	20 JUN 06	\$1,500.00	Detail
104495S7.1	ABC ANGLICAN CHURCH BUILDING FUND	STG SYDNEY - NSW 1234567 DF MISSIONS	20 JUN 06	\$25.00	Detail
104495S8	ABC ANGLICAN CHURCH EDUC FUND	Monthly 104495S7 ABC ANGLICAN CHURCH GENERAL FUND	20 JUN 06	\$1,500.00	Detail

[Full Pending Authorisations list](#)

List of Accounts

Account Number	Account Name	Current Balance	Available Balance
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	\$26,768.64	\$26,768.64

Future Payments

Due Before or On the 23 JUN 2006

Payee	Amount	Due date	Frequency	Detail
THE LAKE CHURCH INC	\$100.00	12 JUN 2006	Weekly	More

- or choose **PendAuths** from the **Transact** menu.

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List of Pending Authorisations

Pending Authorisations

Account number	Name of the Account	Description	Amount	Due Date	Signed	To Sign	Select	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	GLEBE ADMIN BOARD 100001234 ABC LTD	\$15.00	07 JUN 06	1	1	<input type="checkbox"/>	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	104495S7.1 ABC ANGLICAN CHURCH BUILDING FUND	\$1,500.00	20 JUN 06	1	1	<input type="checkbox"/>	Detail
104495S7.1	ABC ANGLICAN CHURCH BUILDING FUND	STG SYDNEY - NSW 1234567 DF MISSIONS	\$25.00	20 JUN 06	1	1	<input type="checkbox"/>	Detail
104495S8	ABC ANGLICAN CHURCH EDUC FUND	Monthly 104495S7 ABC ANGLICAN CHURCH GENERAL FUND	\$1,500.00	20 JUN 06	1	1	<input type="checkbox"/>	Detail

Add your Authorisation to the selected Pending Authorisation(s)

Authorise

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

A check box in the Select column appears only if an authorised client / signatory can authorise the payment and if that authorised client / signatory has not yet authorised it.

3.6 How do I view detailed information on a single Pending Authorisation?

Step 1

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

The screenshot displays the 'Glebe Income Accounts' web interface. At the top, there is a navigation menu with options: Welcome Page, Accounts, Transact, Future Payments, Personal Payees, Other, and Logout. The main content area is divided into several sections:

- Account Transactions:** A table showing transactions for the account 'ABC ANGLICAN CHURCH GENERAL FUND'. It includes columns for Posted Date, Effective Date, Description, Cheque #/Reference, Debit, Credit, and Balance. Transactions include 'TRANSFER OF DONATIONS', 'TRF to 104495S7.1', 'TEST BSB', 'EXT TRF 704998 100001234', and 'TRF TO COVER CHQS'.
- Pending Authorisations:** A table listing pending transactions. One entry is highlighted with a red circle around the 'Detail' link: Account number 104495S7, Name of the Account ABC ANGLICAN CHURCH GENERAL FUND, Description 104495S8 ABC ANGLICAN CHURCH EDUC FUND, Created 21 JUN 06, Amount \$1,500.00.
- List of Accounts:** A summary table of accounts with columns for Account Number, Account Name, Current Balance, and Available Balance. Accounts listed include 'ABC ANGLICAN CHURCH GENERAL FUND', 'ABC ANGLICAN CHURCH BUILDING FUND', and 'ABC ANGLICAN CHURCH EDUC FUND'.
- Future Payments:** A section for payments due before or on 23 JUN 2006. It lists a payment to 'ABC ANGLICAN CHURCH GENERAL FUND' for \$1,500.00 on 20 JUN 2006, with a 'More' link.

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

Welcome Page	Accounts	Transact	Future Payments	Personal Payees	Other	Logout	?
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Pending Authorisation Detail - Internal Transfer

Withdrawal Detail

From Account	104495S7	ABC ANGLICAN CHURCH GENERAL FUND	
Current Balance		\$25,253.64	
Available Balance		\$25,253.64	
To Payee	Account number	104495S8	ABC ANGLICAN CHURCH EDUC FUND
Amount	\$1,500.00		
When	This transaction will occur when fully authorised		
Loaded by	MR A GLADES	21 JUN 2006	11:05am

Authorisation Detail

Authorised by	MR A GLADES	21 JUN 2006	11:05am
---------------	-------------	-------------	---------

This account requires 1 more Signatory to authorise a withdrawal.

The other signatories are:
MR A MCKAY
MRS D BROWN
MS A WIDS

LOGIN NAME	PASSWORD
<input type="text"/>	<input type="text"/>

Pay Now	Delete	Cancel
---------	--------	--------

3.7 How do I authorise a Pending Transaction?

Step 1

Click on the [Detail](#) link for the transaction in the [Welcome Page](#).

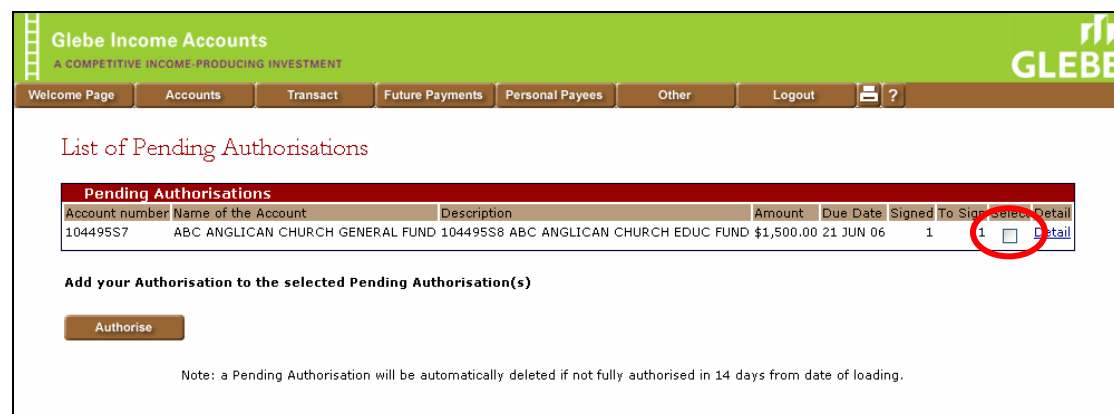
Step 2

Select [Pay Now](#) or [Store](#).

Or else

Step 1

From the [PendAuths](#) under the [Transact](#), check the box in the Select column for the transactions you want to authorise.



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List of Pending Authorisations

Account number	Name of the Account	Description	Amount	Due Date	Signed To	Signed	Select	Detail
104495S7	ABC ANGLICAN CHURCH GENERAL FUND	104495S8 ABC ANGLICAN CHURCH EDUC FUND	\$1,500.00	21 JUN 06	1	1	<input type="checkbox"/>	Detail

Add your Authorisation to the selected Pending Authorisation(s)

[Authorise](#)

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

Step 2

Click on [Authorise](#).

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

In the bottom of the page when you are viewing the List of Pending Authorisations, you will be able to see the number of days for how long the Pend Auths will be stored.

A pending authorisation not fully authorised within the 14 days “Purge Period for Pending Authorisations” from the date of loading is automatically deleted when a client who can access that authorisation logs in.

3.9 Can a Pend Auth be deleted?

A pending authorisation can be deleted by any login which can access it. No password confirmations are required.

4.0 Multiple Login Names

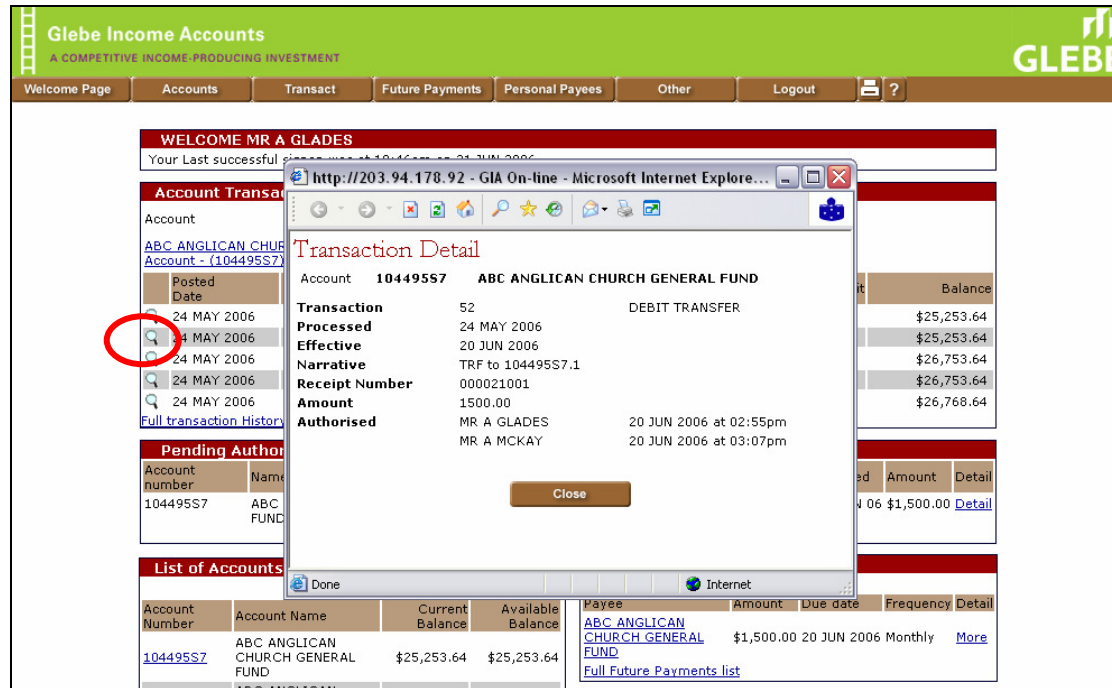
You can now access your Personal accounts and the Parish / Organisation / Company's accounts separately by applying for this through contacting the Glebe Investor Centre.

5.0 Receipt Numbers

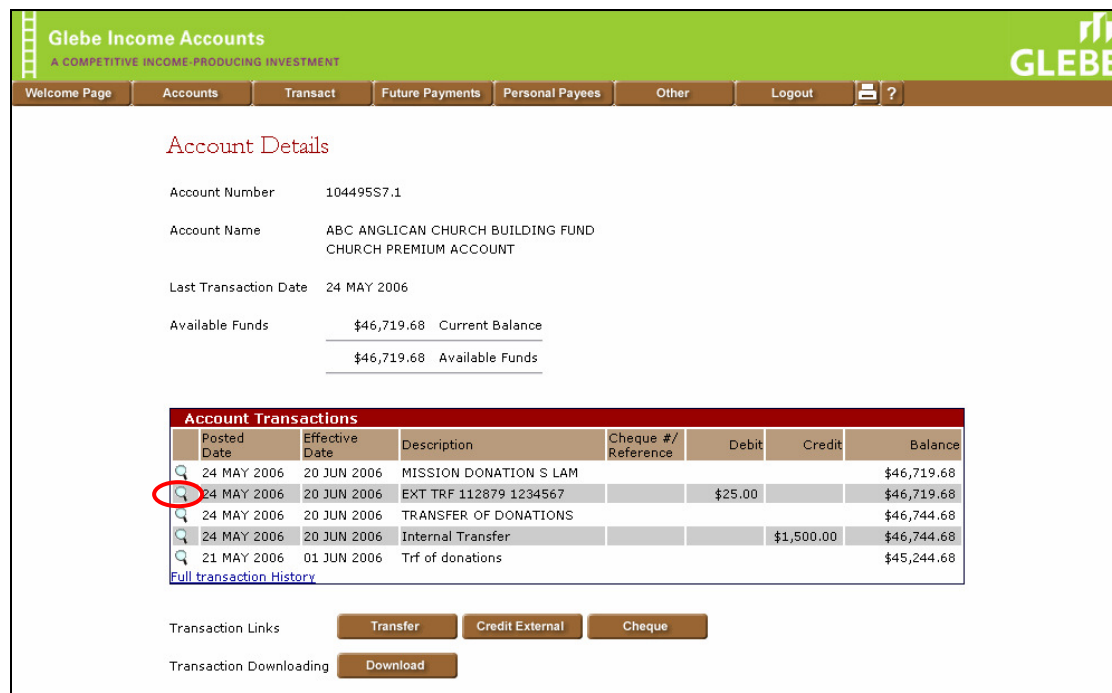
Upon successful completion of each transaction, a receipt number will be allocated to each transaction.

The receipt number can be viewed by clicking on the “magnifying glass” icon which appears:

- in the first column of the transaction listing on the **Welcome Page**



- and on the account details screen under the **Accounts** menu.



6.0 Reference field

While setting up External transfers under the Transact menu, a reference of up to 18 characters can be entered. This reference will be reflected in the recipient's external account.

The additional reference field "Reference (to appear on Statement)" is also available. This information will appear on the Glebe Income Account statement and also on the GIA On-line statement.

Glebe Income Accounts
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External Transfer

Transfer From

My Account: 104495S7.1 - ABC ANGLICAN CHURCH BUILDING FUND - \$45,244.68 available

Transfer To

Please choose one of the following 2 options:

1. Select a Personal Payee

Personal Payee: No Personal Payees have been set up

or

2. Enter Account Details

BSB Number: 112879
Account Number: 1234567
In Name of: DF MISSIONS
Reference: PORT S LAM

Reference (to Appear on Statement): MISSION DONATION S LAM

Amount: 25.00

Pay Now Pay Later Cancel