



MACQUARIE
BANK

How to authorise pending transactions

Active Banking

You can use pending authorisation to view and authorise all outstanding transactions, including payments and requests. You can also modify transactions that are not fully authorised.

- 1 Select **Pending Authorisation** and then the type of transaction you want to authorise: **Payments**, **ABA Uploads**, **BPAY® Uploads** or **Account Requests**.

5:34 PM EST, Monday 23 October, 2017 Forms Help Contact us Logout

MACQUARIE BANK

Active Banking

Welcome **Demonstration User** > myhome > My Details and Preferences

- Account Summary
- Accounts & Statements
- Open & Manage Accounts
- Transfers & Payments
- Pending Authorisation**
- Downloads

Pending Authorisation

- Summary
- Payments
- ABA Uploads
- BPAY Uploads
- Account Requests
- Payees

- 2 Select the transaction you wish to authorise by clicking the **check box** next to it.

* **TIP:**
You can authorise more than one transaction at once simply by selecting as many of the transactions as you wish to authorise from the list.

<input type="checkbox"/>	Payment date	Type	Description	From account	To account/ Billers	Amount	Payment ID	Status	Choose an action
<input checked="" type="checkbox"/>	27 Oct 14	BPAY Once-only	Bill adjustment	000000000 SAMPLE REAL ESTATE - TRUST	DEFT LEGAL PAYMENTS 000000000000000	\$1.00	10578957	Pending Auth	View details Modify Delete
<input checked="" type="checkbox"/>	27 Oct 14	Funds Transfer Once-only		000000000 SAMPLE REAL ESTATE - TRUST	182-222 111111111 APG Payment	\$2.00	10578903	Pending Auth	
<input type="checkbox"/>	3 Nov 14	Funds Transfer Recurring	test	000000000 SAMPLE REAL ESTATE - TRUST	062-135 000000 ABC	\$1.00	5362857	Pending Auth	
<input type="checkbox"/>	17 Nov 14	Funds Transfer Recurring	Test	000000000 SAMPLE REAL ESTATE - TRUST	000-000 11111111 Test	\$1.00	8815402	Pending Auth	
<input type="checkbox"/>	27 Feb 15	Funds Transfer Recurring	Test	000000000 FTB VENDOR TO PURCHASER	012-010 0000000 Test	\$12.00	4277807	Pending Auth	

Macquarie Access Code: Calculator Password: [Authorise](#)

- 3 Enter your **Macquarie Access Code (MAC)** and **Calculator Password** at the bottom of the page, and select **Authorise**.

* **TIP:**
You can also view the details of the transaction, make changes to it or delete it before you authorise. Simply select the check box for the transaction and then the relevant button on the right: **View details**, **Modify** or **Delete**.

4 The **Confirmation** page will display.

BPAY Confirmation	
From account	
Account	00000000 - NSW CHQ
Amount	\$111.00
Description of transfer	FOXTEL FOXTEL
To biller	
Biller name	FOXTEL
Biller code	5116
Customer reference number	99999999
Payment information	
Payment created	10 Nov 14
Timing	Once-only
Payment date	10 Nov 14
Payment ID	10529989
Status	Payment Pending MBL Authorisation
Print	

* **TIP:**
All fully authorised payments can be found in the **Payment List**.

Payment List Make this my start page									
Search <input type="text" value="Payment date"/> Go									
<input type="checkbox"/>	Payment date	Type	Filename/Description	From account	To account/Biller	Amount	Payment ID	Status	Choose an action
<input type="checkbox"/>	22 Oct 14	BPAY Once-only	ins	182-222 000000000	DEFT RENT 000000000	\$299.00	10530064	Authorised	View details Modify Delete
<input type="checkbox"/>	22 Oct 14	BPAY Recurring	DEFT 99	182-255 111111111	DEFT RENT 000000000	\$99.00	10530062	Authorised	
<input type="checkbox"/>	22 Oct 14	BPAY Recurring	ins 5000	182-222 000000000	DEFT RENT 000000000	\$5,000.00	10530065	Declined	
<input type="checkbox"/>	22 Oct 14	Funds Transfer	AKS FT	182-222 111111111	182-222 000000000	\$1.01	10529974	Authorised	

* **TIP:**
Some payments may require additional Macquarie Bank authorisation, if so you will be prompted to call us on 1800 620 673.

NOTE:

Once fully authorised, the payment is submitted for processing and cannot be deleted or stopped.

* **NEED HELP?**

The screenshot shows the Macquarie Bank Active Banking interface. At the top, it displays the time '2:39 PM EST, Monday 23 October, 2017' and navigation links for 'Forms', 'Help', 'Contact us', and 'Logout'. The main header area includes the Macquarie Bank logo, the text 'Active Banking', and 'Welcome Demonstration User'. Below this is a navigation menu with options: 'Account Summary', 'Accounts & Statements', 'Open & Manage Accounts', 'Transfers & Payments', 'Pending Authorisation', and 'Downloads'. The 'Help' link in the top navigation bar is circled in red.