

## Managing Notice Saver accounts.

Follow this guide to view and manage the balances of Notice Saver accounts.

To perform this procedure, you require **Creator** access to the **View and print Notice saver** and **Manage Notice saver** features and be an **Authoriser** to confirm the notice details.

### Getting started

- From the left-hand menu, select **Deposits > Manage > Notice saver**.

Corporate Online displays the account balance, accrued interest, and a list of current notices for the account.

**Main menu**

- Deposits
- Manage
  - Notice saver**
  - Term deposit quotes
  - Term deposits
  - Pending tasks
- Authorise
- Set preferences
- Site map

**Notices**

**Current notices** | **Historical notices** ?

View or print balance details and notices of withdrawal for the selected account. To view individual notice details, click the Reference link.

**Select account**

Account:  Update list

**Account details**

Notice period:		31	days
<b>Balances</b>		<b>Amount</b>	<b>Interest rates</b>
Account balance:	AUD	5.62+	
Funds on hold:	AUD	4.62+	4.55%
Funds on notice:	AUD	0.00+	2.35%
Funds at call:	AUD	1.00+	0.00%
Uncleared funds:	AUD	0.00+	

**Accrued interest**

as at 18 Oct 2023 13:43 AEDT

**List of notices**

Reference	Start Date of Notice	Final Date of Notice	Amount	Status
<input type="radio"/> 0000008	31 Oct 2023	17 Oct 2023	10.00+	Scheduled
<input checked="" type="radio"/> 0000010	21 Oct 2023	20 Nov 2023	1.00+	Scheduled
<input type="radio"/> 0000009	18 Oct 2023	17 Nov 2023	10.00+	Scheduled

Create notice Cancel notice Create reinvestment Print preview

- Complete any of the following:
  - Select **Print preview** to print the list of current notices.
  - To reinvest a portion of the 'Funds at call' balance and add to the 'Funds on hold' balance select **Create reinvestment**.
  - To create a notice of withdrawal for all or part of the 'Funds on hold' balance select **Create notice**.
  - To cancel a notice of withdrawal, select the notice to be cancelled and then select **Cancel notice**. Confirmation is displayed, refer to next page.

### Reinvesting funds

**Reinvestment details**

Account details: Account name 032000 1234

Funds at call: AUD 1.00

Reinvestment amount: AUD



Cancel Send to authorise

- Complete the details as follows:
  - Enter the **Reinvestment amount** which must be less than or equal to the 'Funds at call' amount shown.

- Select **Send to authorise**. Confirmation is displayed.

Note: Providing the reinvestment is fully authorised by the cut-off time, it will be processed, and the 'Funds on Hold' updated overnight.

## Entering notice of withdrawal details

Notice of withdrawal details	
Account details:	Account name 032000 1234
Funds on hold:	AUD 4.62
Withdrawal amount:	AUD <input type="text"/>
Start Date of Notice:	-- Choose --  Calendar
Final Date of Notice:	-- Choose --  Calendar
*Note: The final day of notice should be the business day before you want the funds at call.	
<input type="button" value="Cancel"/>	<input type="button" value="Send to authorise"/>

1. Complete the details as follows:

- Enter the **Amount** to withdraw.  
Note: Withdrawal amount entered must be less than or equal to the Funds on Hold on the Start Date of Notice.
- Select the **Start date of Notice**. The 'Final date of notice' will update to be the notice period based on the type of account.  
**OR**
- Select the **Final date of Notice**. The 'Start date of notice' will update to be the notice period based on the type of account.  
Note: The 'Final date of notice' should be the business day before you want the 'Funds at call'.
- Select **Send to authorise**. Confirmation is displayed.

## Confirmation

The task is now ready for authorisation. Depending on the Authorisation model used by your Organisation for deposits accounts "single" or "dual" authorisation may be required.

Additional information	
Status:	Unauthorised
Created by:	J. Citizen
Last updated by:	J. Citizen
Date and time:	1 April 2025 13:22 AEDT
Date and time:	2 April 2025 09:39 AEDT
<input type="button" value="Go to Pending tasks"/>	<input type="button" value="Amend"/>
<input type="button" value="Authorise now"/>	<input type="button" value="Print preview"/>

2. Where your access allows, review the notice details, and then select **Authorise now**.

Corporate Online updates the status of the notice and displays the **Authorise** list. If the task is displayed with a status of 'Part authorised', ask another user to sign-in and second authorise the task by selecting **Authorise** from the left-hand menu.