

## HOW TO APPROVE PAYMENTS IN COMMERCIAL BANKING ONLINE

Value Date	Template Name	Pay	Status	Status
07/01/2019		Transfer	Entered	Entered
07/01/2019				Entered
26/12/2018		Transfer	Entered	Completed
			Incomplete	

Buttons: Create Transfers, Quick Entry, Create Template, Import

### Step 1

Click on **Manage Payments** to go to the **Payment Management** screen and find the **Payment** you want to approve. If the payment is ready for approval it will have the status **Entered** or **Incomplete Approval** if the payment is only partially approved.

Payment Management

Filter: Select field | View Filters | Advanced | Clear Filter | Refresh

Selected 0 of 3 on Page 1 of 1 Records: 1 - 3 of 3

Actions	Beneficiary Name	Client Payment	Amount	Currency Code	De
<input type="checkbox"/>					30
<input type="checkbox"/>					30

Context Menu: REJECT, VIEW, MODIFY, DELETE, PRINT

Buttons: Get Rate, Trade, Unapprove, Delete

### Step 2

After checking all of the **Payment** details are correct, select the drop-down option beside the **Payment** you want to approve and select **Approve**. To approve more than one **Payment**, tick the boxes of the ones you want to approve and then click **Approve** at the bottom of the screen.



**Authenticate**

1. Insert your Security card into your card reader and press **RESPOND**.
2. Key your Security card PIN into your card reader and press **OK**.
3. Key the challenge code shown on this screen into your card reader and press **OK**.
4. Enter the response code shown on your card reader in the field below.


Please check the details of the action or transaction you are authenticating before you proceed. If you are not sure whether to proceed with the action or transaction, do not proceed. Please contact your Primary Administrator or the Helpdesk.

Challenge code 01236527

\* Response code

[Click here for more help.](#)

Standard payment charging information can be found using the link in the footer, through your terms and conditions or upon request.



## Step 3

Follow the steps on the screen to authenticate.

Clear Filter | Refresh

**✓ Payment Approved** ✕

Payment Approved Successfully

Client Payment ID: 3

To: SOCTESTLIVETRIALGR2675 301775-12426860

Debit Account: SOCTESTLIVETRIALGR2674 301775-12426168

Amount: 0.01 GBP

Value Date: 07/01/2019

Payment Type: Inter Account Transfer

## Step 4

Once authenticated, the **Payment** will show as **Approved**. Click the **cross** to return to the **Payments Management Screen**.

## Tips

- Approved payments will have an incomplete approval status if additional approval is required.
- If you have approved multiple payments at the same time, click + on the **Payment Approval** to view the summary of a specific payment.
- Ensure you have the correct permissions to approve payments and if not please speak to your administrator.