Authorising or Rejecting Payments on UPS

- On Home page select Pending Authorisations to view payments requiring authorisation

- Or select Authorise Payment from Authorisation dropdown list
- You can use the **Search** box to search within the Authorise Payment list.
To view full Payment details and Payment Details for a Payee, click on any details in row.
• To close this window, click on  in bottom right hand corner
Select which payments you want to Authorise using or and click

- If you have future dated payments, you may wish to authorise these nearer the payment deadline, as once a payment is authorised it cannot be amended.
Select which payments you want to **Reject** using **or** and click **Reject**.

![Select payments to reject](image)

<table>
<thead>
<tr>
<th>#</th>
<th>Created CRSId</th>
<th>Payee</th>
<th>Payment Date</th>
<th>Department</th>
<th>Payment Type</th>
<th>Cost Code</th>
<th>Payment Description</th>
<th>Amount</th>
<th>Status</th>
<th>Action</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AAN20</td>
<td>Smith, Mark</td>
<td>10/11/2012</td>
<td>EA</td>
<td>WA03</td>
<td>U.EA.CJX.GAAA.BBA0.0000</td>
<td>Teaching</td>
<td>£ 504.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AAN29</td>
<td>Smith, Mark</td>
<td>10/11/2012</td>
<td>EA</td>
<td>WA04e</td>
<td>U.EA.CJX.GAAA.ESGF.0000</td>
<td>Postage</td>
<td>£ 15.90</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Home will then show status of remaining payments requiring authorisation, if any

• Rejected payments will show in requesters Pending Requests and Rejections lists for amending and re-authorisation

• The requester will receive an email advising them if payments requests have been authorised or rejected
To **view Payments** for an individual, see ‘Viewing Payments for an individual on UPS’ guide.
To create **Reports**, see ‘Reports on UPS’ guide.

**Reports on UPS**

On **Home** page select Payments by Department from the Reports menu.