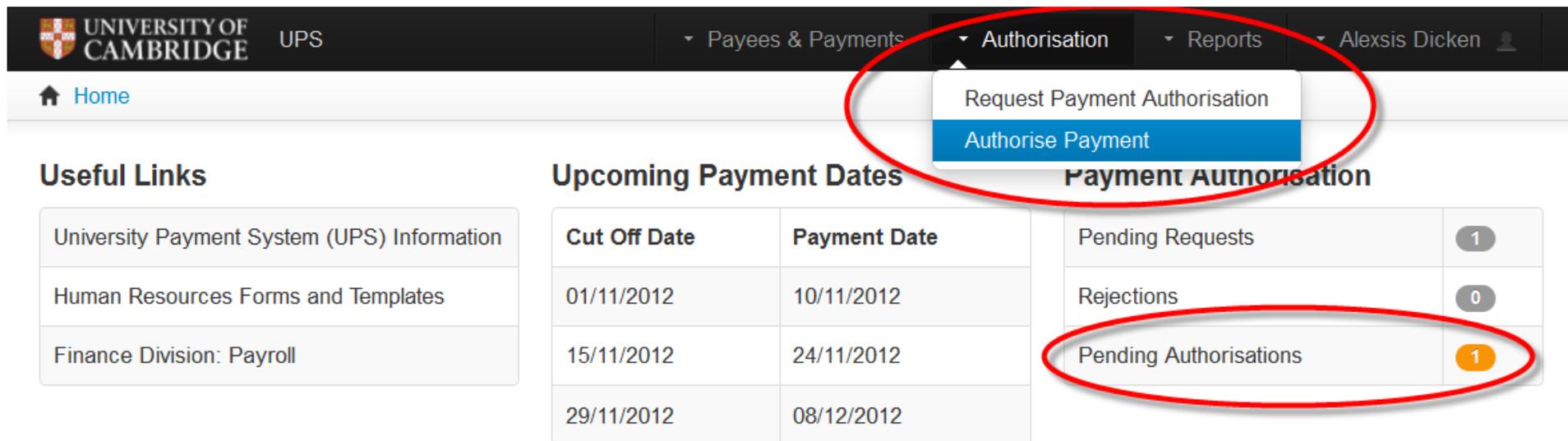


Authorising or Rejecting Payments on UPS

- On [Home](#) page select **Pending Authorisations** to view payments requiring authorisation



The screenshot shows the University Payment System (UPS) interface. The top navigation bar includes the University of Cambridge logo, 'UPS', and a dropdown menu for 'Alexsis Dicken'. The 'Authorisation' dropdown menu is open, showing 'Request Payment Authorisation' and 'Authorise Payment' (highlighted in blue). The 'Payment Authorisation' table shows 'Pending Authorisations' with a count of 1, which is circled in red. The 'Upcoming Payment Dates' table shows dates from 01/11/2012 to 08/12/2012.

Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation	
Pending Requests	1
Rejections	0
Pending Authorisations	1

- Or select **Authorise Payment** from Authorisation dropdown list

- You can use the **Search** box to search within the Authorise Payment list


Payees & Payments | Authorisation | Reports | Alexis Dicken

[Home](#) / [Authorisation](#) / [Authorise Payment](#)

Authorise Payment

Selection Count: 1
✔ Select All
✖ Deselect All

← Previous 1 Next →
Export ▾
Showing 1 to 2 of 2 entries

Search:

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action	Select
1	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA03	U.EA.ECJX.GAAA.BBAA.0000	Teaching	£ 504.00		Actions ▾	
2	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA04e	U.EA.ECJX.GAAA.ESGF.0000	Postage	£ 15.90		Actions ▾	

← Previous 1 Next →

25 ▾ rows per page

✔ Authorise
✖ Reject

- To view full Payment details and Payment Details for a Payee, click on any details in row


University Payments System

[Payees & Payments](#)
[Authorisation](#)
[Reports](#)
Alexsis Dicken

[Home](#) / [Authorisation](#) / [Authorise Payment](#)

Authorise Payment

Selection Count: 1

 Select All
 Deselect All

← Previous 1 Next →
Export ▾
Showing 1 to 2 of 2 entries
Search:

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action	Select
1	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA03	U.EA.ECJX.GAAA.BBAA.0000	Teaching	£ 504.00		Actions ▾	<input type="checkbox"/>
2	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA04e	U.EA.ECJX.GAAA.ESGF.0000	Postage	£ 15.90		Actions ▾	<input checked="" type="checkbox"/>

← Previous 1 Next →
25 ▾ rows per page

✓ Authorise
✗ Reject

- To close this window, click on  in bottom right hand corner

View Payment

Person Reference	S0005161	Status	Worker Agreement
Name	Smith, Mark	Payment Method	BACS
Date of Birth	20/05/1960	Sort Code	111003 - Halifax (Blackpool 20 Clifton St)
NI Number	AB123456A	Account Number	12345678

Payment Date 24/11/2012

#	Department	Payment Type	Start Date / End Date	Earn Date	No. Sessions	Hrs Worked	Cost Code / Payment Description	Amount	
1	AB	Insufficient security to view payment details.							
2	EA	WA03	15/10/2012 19/10/2012	19/10/2012	5	14.00	U.EA.ECJX.GAAA.BBAA.0000 Teaching	504.00	

Request Payment Authorisation 

- Select which payments you want to **Authorise** using  or and click

 UNIVERSITY OF CAMBRIDGE
Payees & Payments | Authorisation | Reports | Alexis Dicken

Home / Authorisation / Authorise Payment

Authorise Payment

Selection Count: **1**

← Previous | 1 | Next →
Export ▾
Showing 1 to 2 of 2 entries
Search:

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action	Select
1	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA03	U.EA.ECJX.GAAA.BBAA.0000	Teaching	£ 504.00		Actions ▾	<input checked="" type="checkbox"/>
2	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA04e	U.EA.ECJX.GAAA.ESGF.0000	Postage	£ 15.90		Actions ▾	<input type="checkbox"/>

← Previous | 1 | Next →
25 rows per page

- 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

 UNIVERSITY OF CAMBRIDGE

Home / Authorisation / Authorise Payment

Authorise Payment

Selection Count: 1

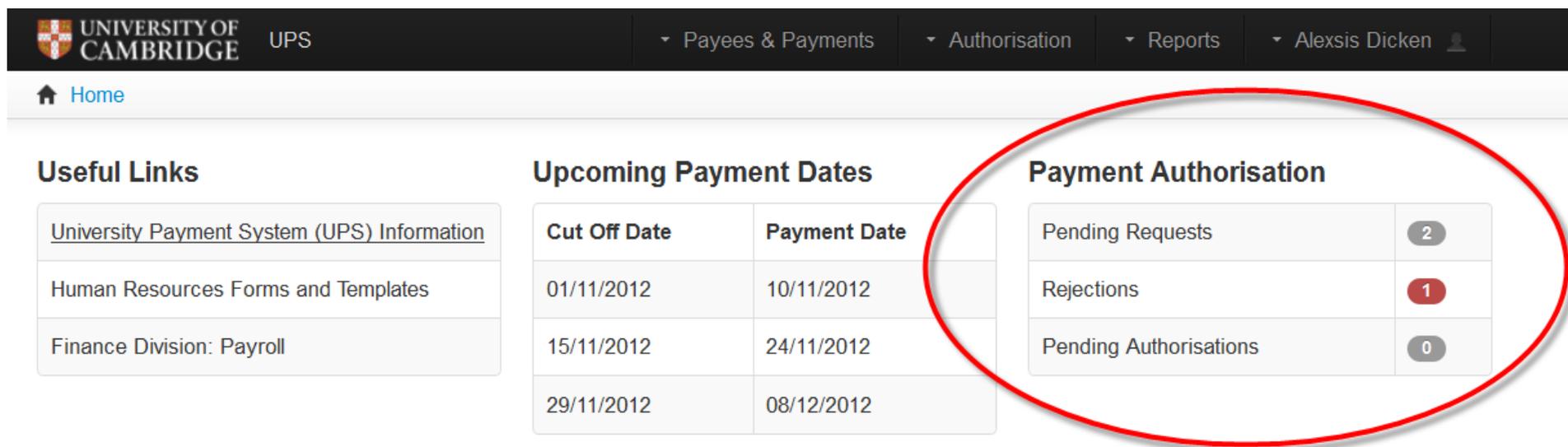
← Previous 1 Next →

Showing 1 to 2 of 2 entries
Search:

#	Created CRSid	Payee	Payment Date	Department	Payment Type	Cost Code	Payment Description	Amount	Status	Action	Select
1	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA03	U.EA.ECJX.GAAA.BBAA.0000	Teaching	£ 504.00		Actions ▾	<input type="checkbox"/>
2	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA04e	U.EA.ECJX.GAAA.ESGF.0000	Postage	£ 15.90		Actions ▾	<input checked="" type="checkbox"/>

← Previous 1 Next →
25 rows per page

- [Home](#) will then show status of remaining payments requiring authorisation, if any



UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

[Home](#)

Useful Links

- [University Payment System \(UPS\) Information](#)
- Human Resources Forms and Templates
- Finance Division: Payroll

Upcoming Payment Dates

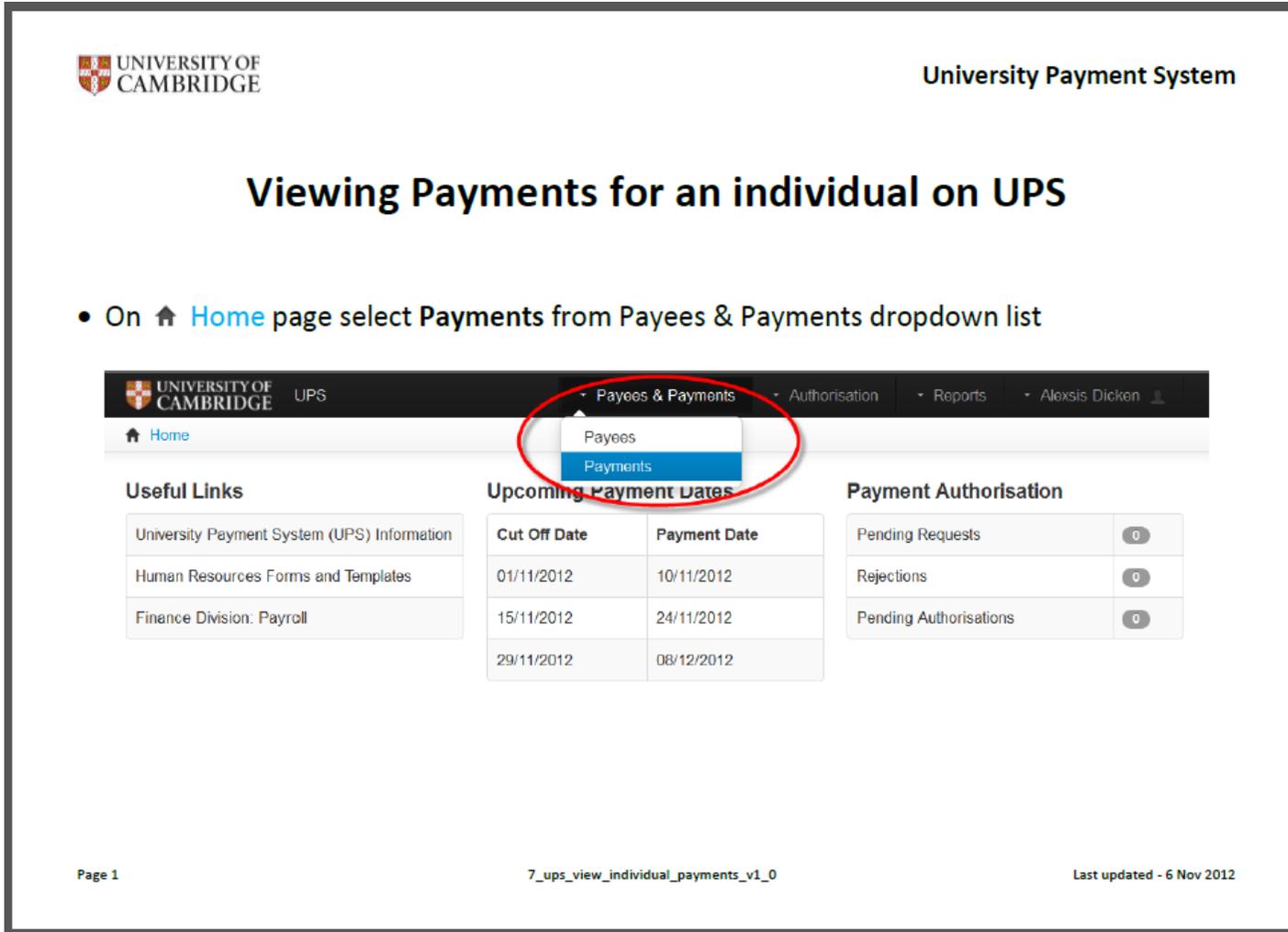
Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation

Pending Requests	2
Rejections	1
Pending Authorisations	0

- 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



UNIVERSITY OF CAMBRIDGE University Payment System

Viewing Payments for an individual on UPS

- On [Home](#) page select **Payments** from Payees & Payments dropdown list

UNIVERSITY OF CAMBRIDGE UPS

Payees & Payments Authorisation Reports Alexis Dicken

Home

Useful Links

- University Payment System (UPS) Information
- Human Resources Forms and Templates
- Finance Division: Payroll

Upcoming Payment Dates

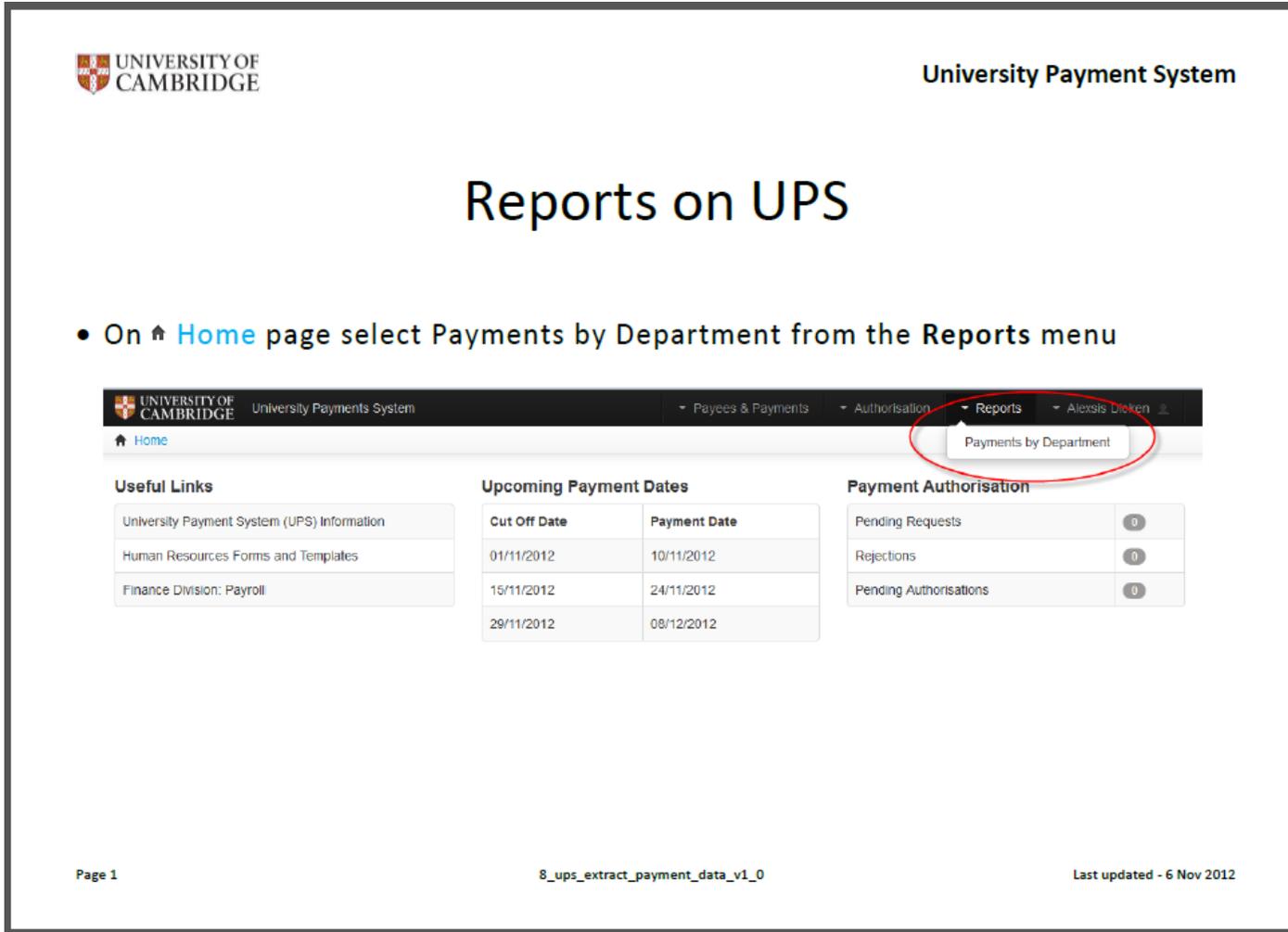
Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation

Pending Requests	0
Rejections	0
Pending Authorisations	0

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- To create **Reports**, see 'Reports on UPS' guide



UNIVERSITY OF CAMBRIDGE University Payment System

Reports on UPS

- On [Home](#) page select Payments by Department from the Reports menu

UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments Authorisation **Reports** Alexsis Dieken

Home

Payments by Department

Useful Links

- University Payment System (UPS) Information
- Human Resources Forms and Templates
- Finance Division: Payroll

Upcoming Payment Dates

Cut Off Date	Payment Date
01/11/2012	10/11/2012
15/11/2012	24/11/2012
29/11/2012	08/12/2012

Payment Authorisation

Pending Requests	0
Rejections	0
Pending Authorisations	0

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