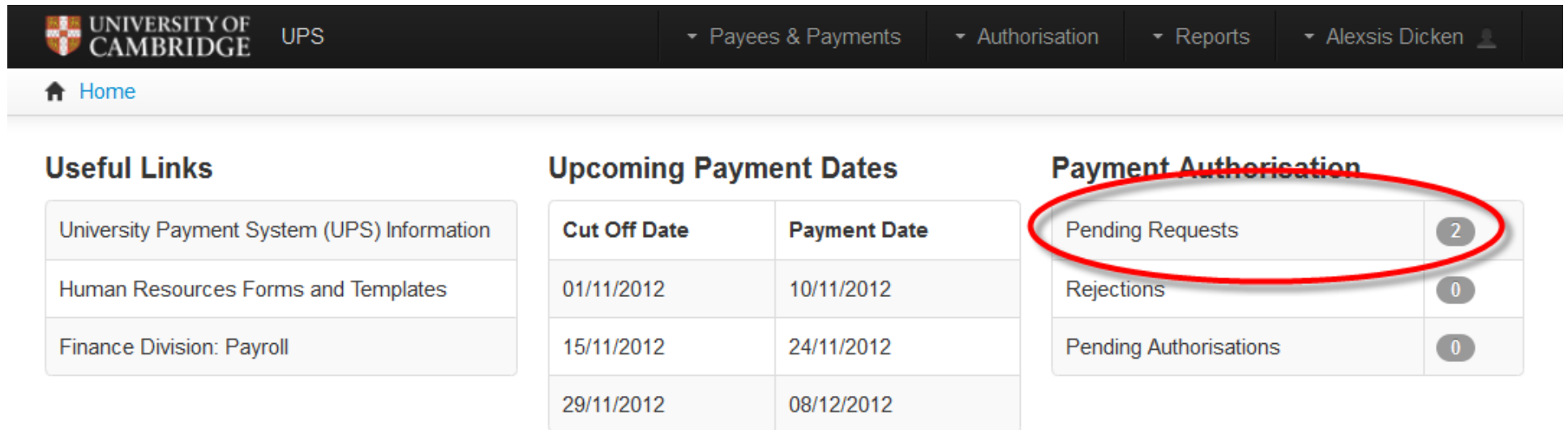


Requesting Authorisation on UPS

- On [Home](#) page select **Pending Requests** to request Payment Authorisation

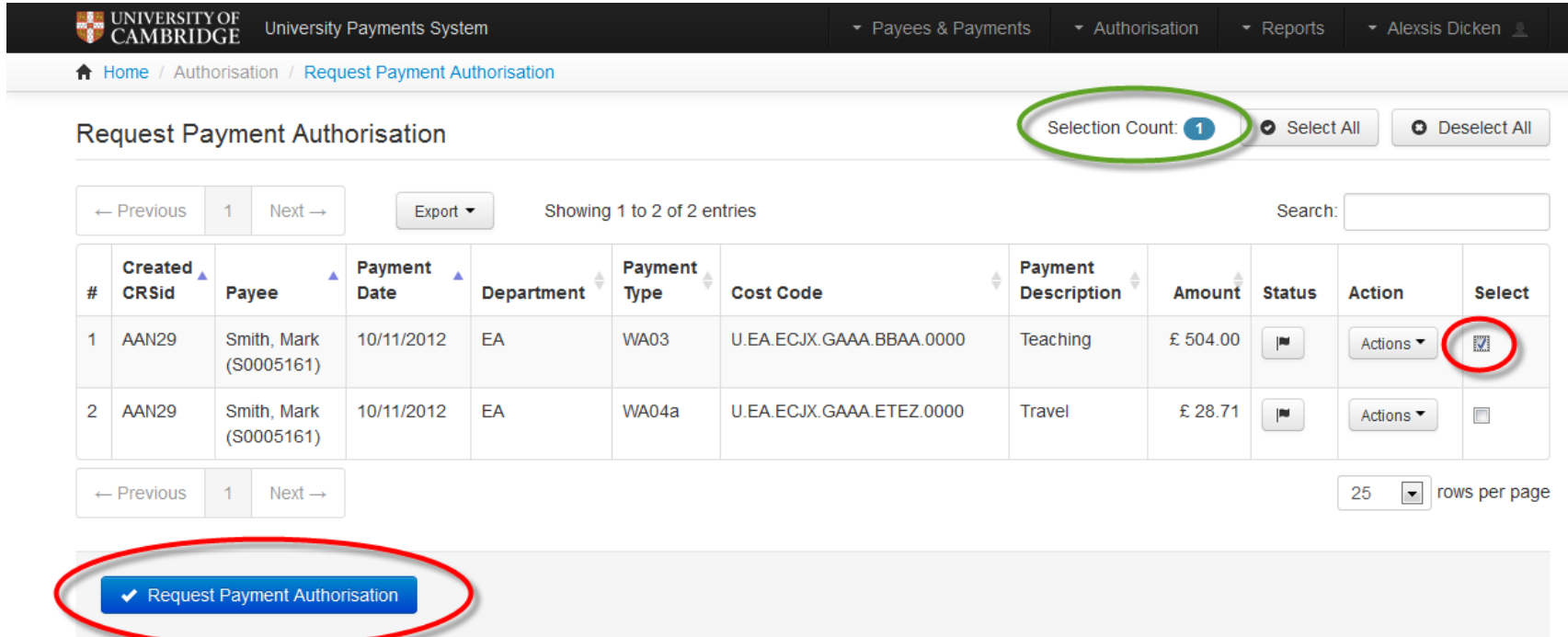


The screenshot shows the UPS interface with a dark navigation bar at the top containing the University of Cambridge logo, 'UPS', and menu items: 'Payees & Payments', 'Authorisation', 'Reports', and 'Alexsis Dicken'. Below the navigation bar is a 'Home' link. The main content area is divided into three sections: 'Useful Links', 'Upcoming Payment Dates', and 'Payment Authorisation'. The 'Payment Authorisation' section contains a table with three rows: 'Pending Requests' (2), 'Rejections' (0), and 'Pending Authorisations' (0). The 'Pending Requests' row is circled in red.

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	0
Pending Authorisations	0

- Select which payments require authorisation using  on right hand side



UNIVERSITY OF CAMBRIDGE University Payments System

Payees & Payments Authorisation Reports Alexis Dicken

Home / Authorisation / Request Payment Authorisation

Request Payment Authorisation


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.EC.JX.GAAA.BBAA.0000	Teaching	£ 504.00		Actions	<input checked="" type="checkbox"/>
2	AAN29	Smith, Mark (S0005161)	10/11/2012	EA	WA04a	U.EA.EC.JX.GAAA.ETEZ.0000	Travel	£ 28.71		Actions	<input type="checkbox"/>

← Previous 1 Next → 25 rows per page

Request Payment Authorisation

- Click  once all payments for authorisation have been selected
- Number of rows selected show in Selection Count **1** at top of page
- You can **Select All** or **Deselect All** payments by using buttons at top right of page

- A dialogue box will appear at top of page showing number of payments for which authorisation has been requested

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

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

You have requested authorisation for 1 payment. ✕

Request Payment Authorisation

Selection Count: 0
Select All
Deselect All

← Previous | 1 | Next →
Export ▾
Showing 1 to 1 of 1 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	WA04a	U.EA.ECJX.GAAA.ETEZ.0000	Travel	£ 28.71		Actions ▾	<input type="checkbox"/>

← Previous | 1 | Next →
25 ▾ rows per page

✓ Request Payment Authorisation

- Remaining payments requiring authorisation will remain on Pending Requests list
- An email will be sent to authorisers requesting payment authorisation