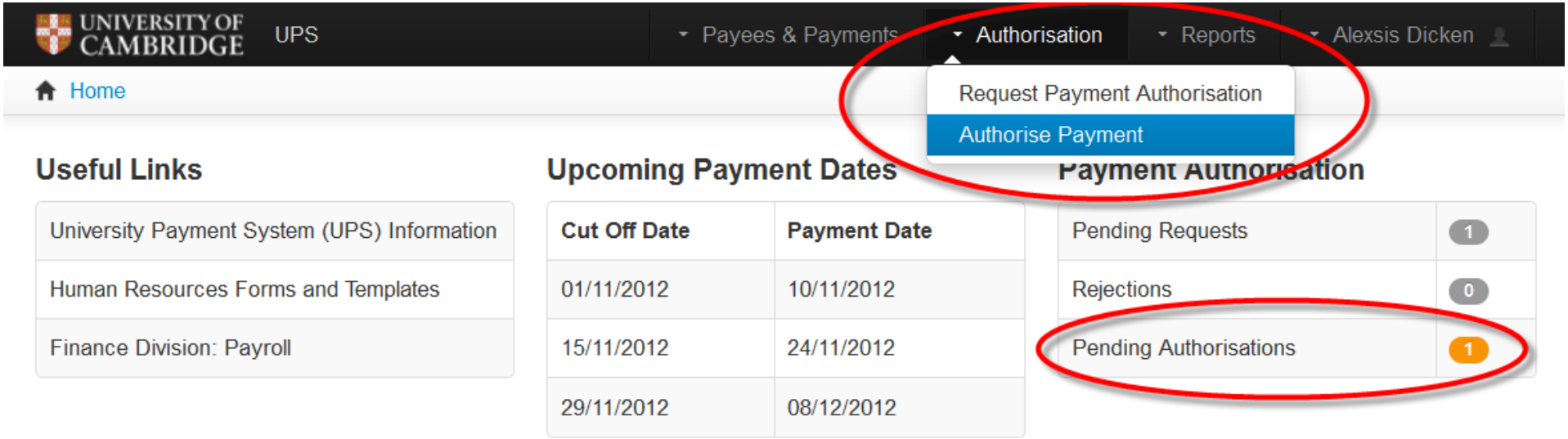
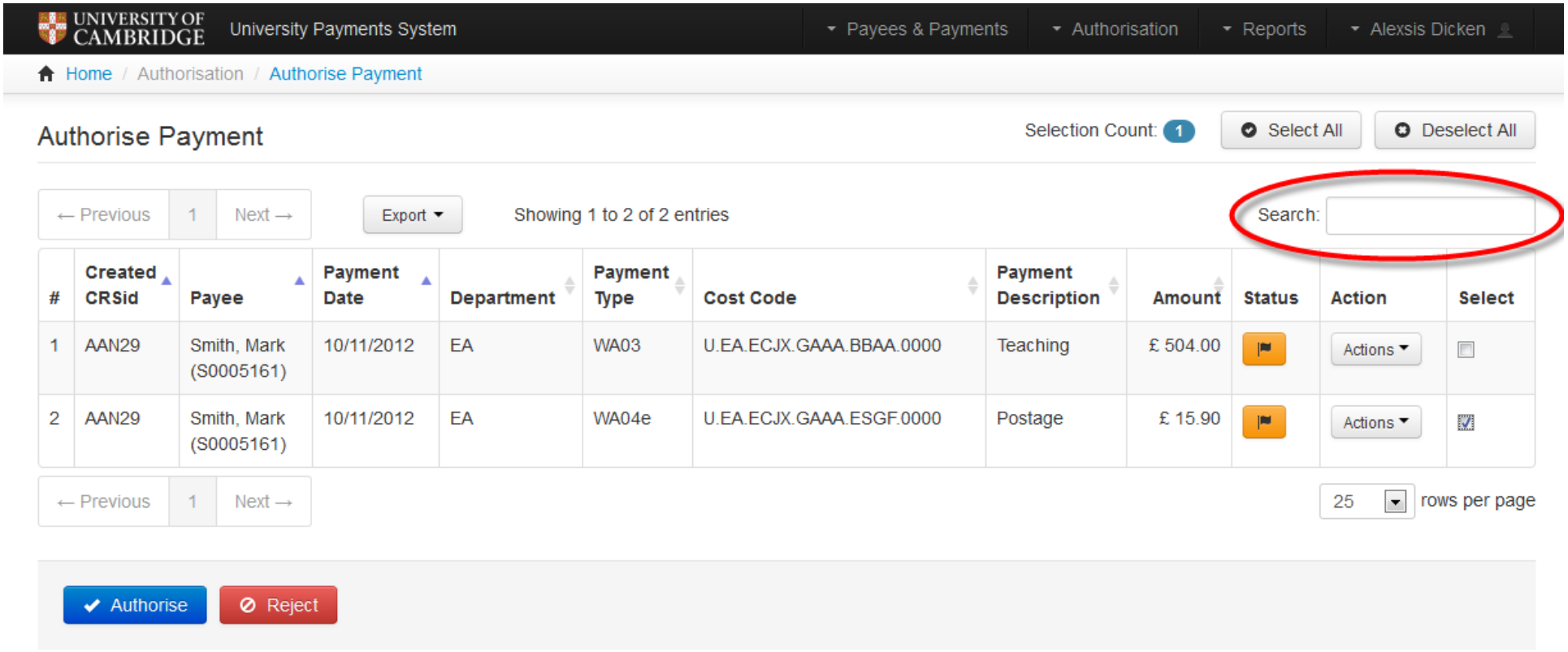
Authorising or Rejecting Payments on UPS

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

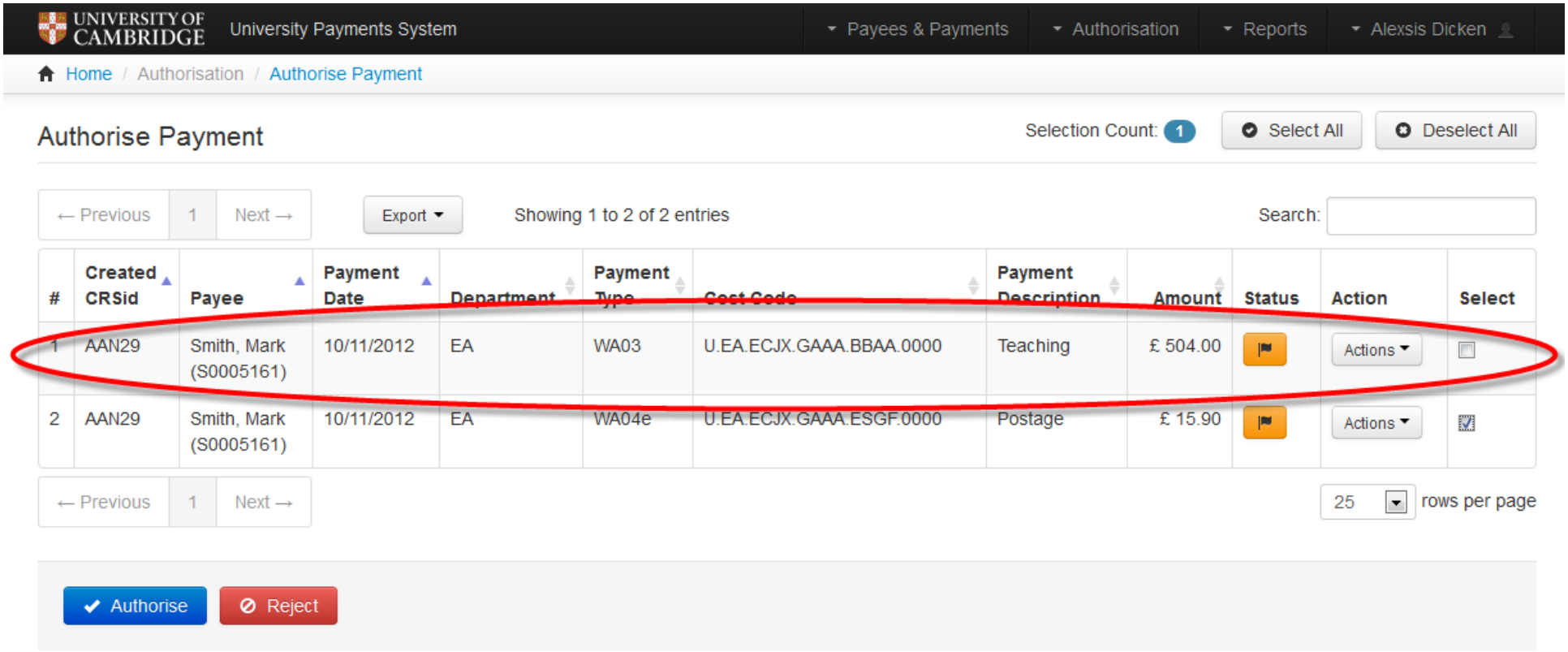


- Or select **Authorise Payment** from Authorisation dropdown list

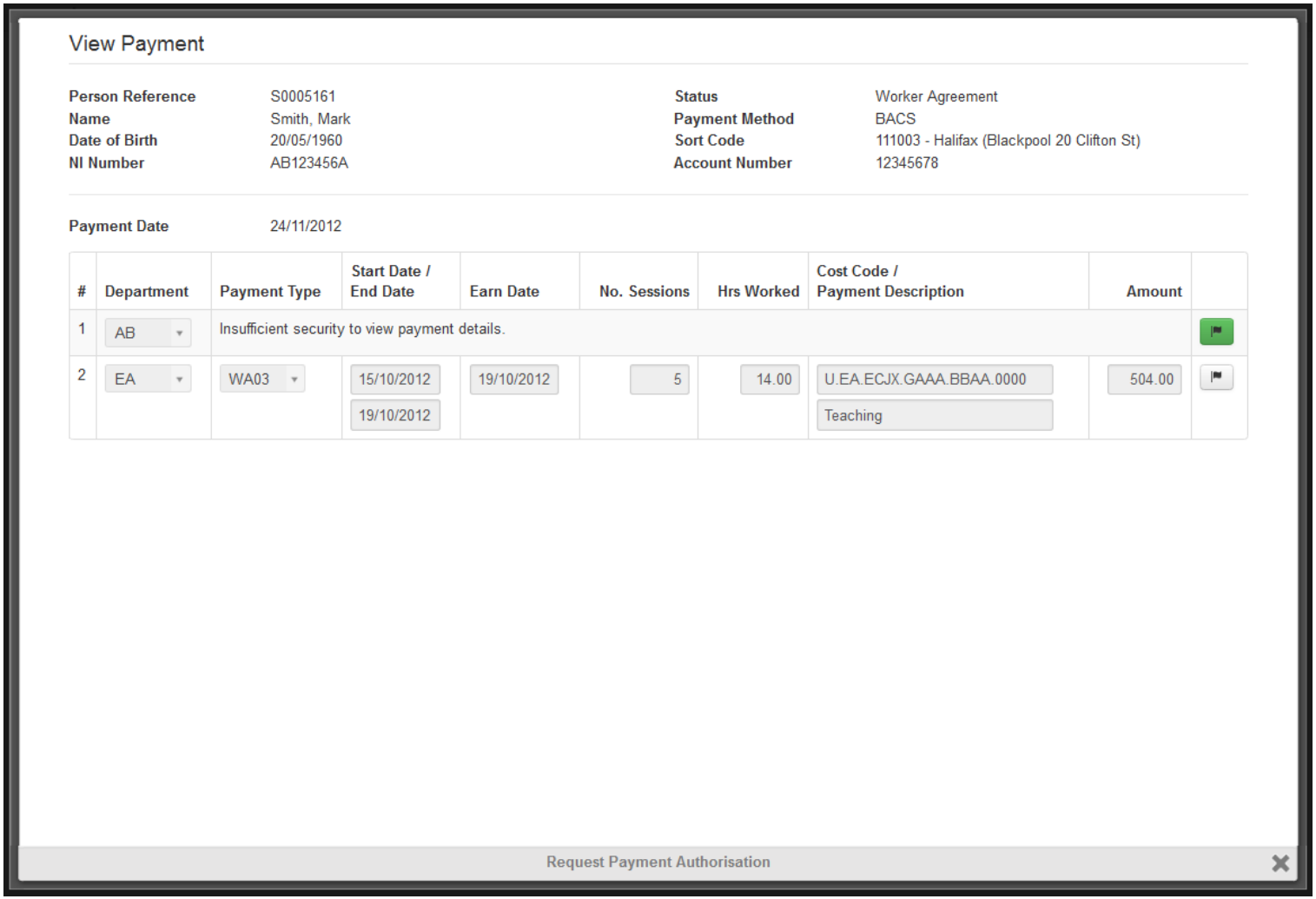
- You can use the **Search** box to search within the Authorise Payment list



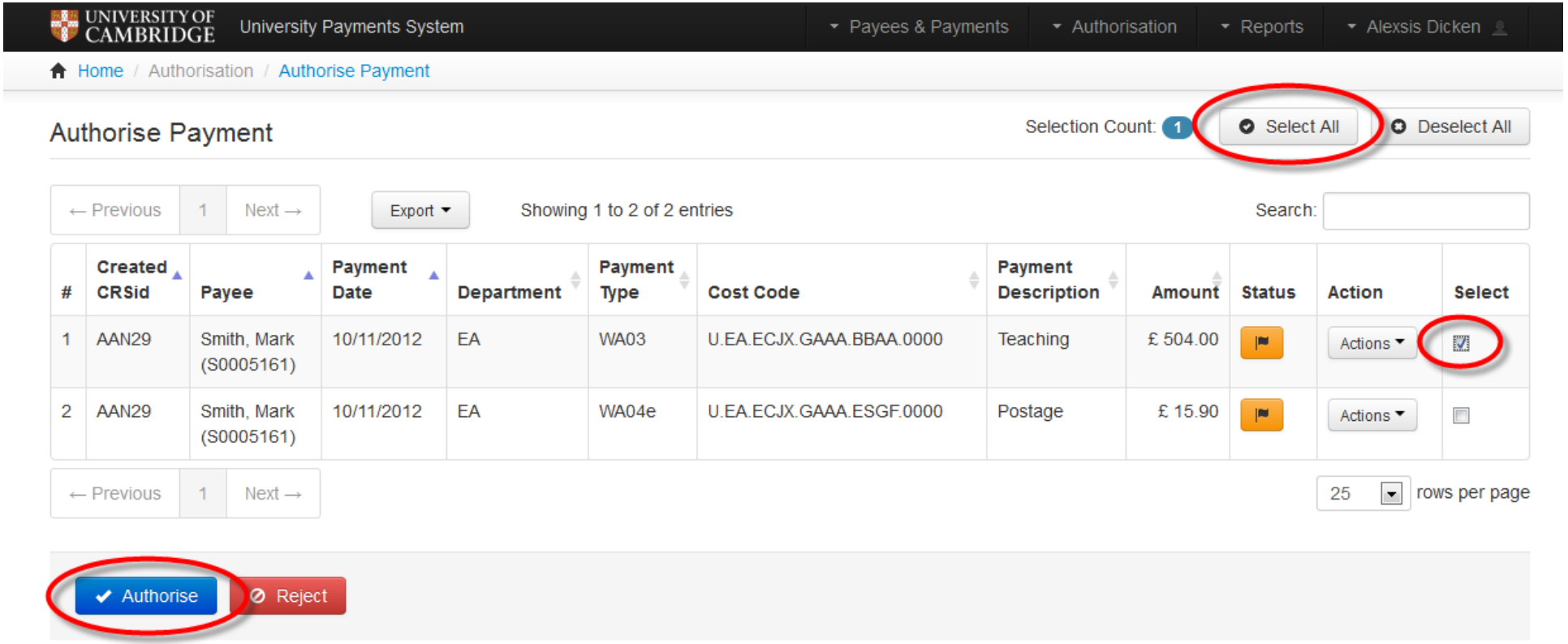
- To view full Payment details and Payment Details for a Payee, click on any details in row



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

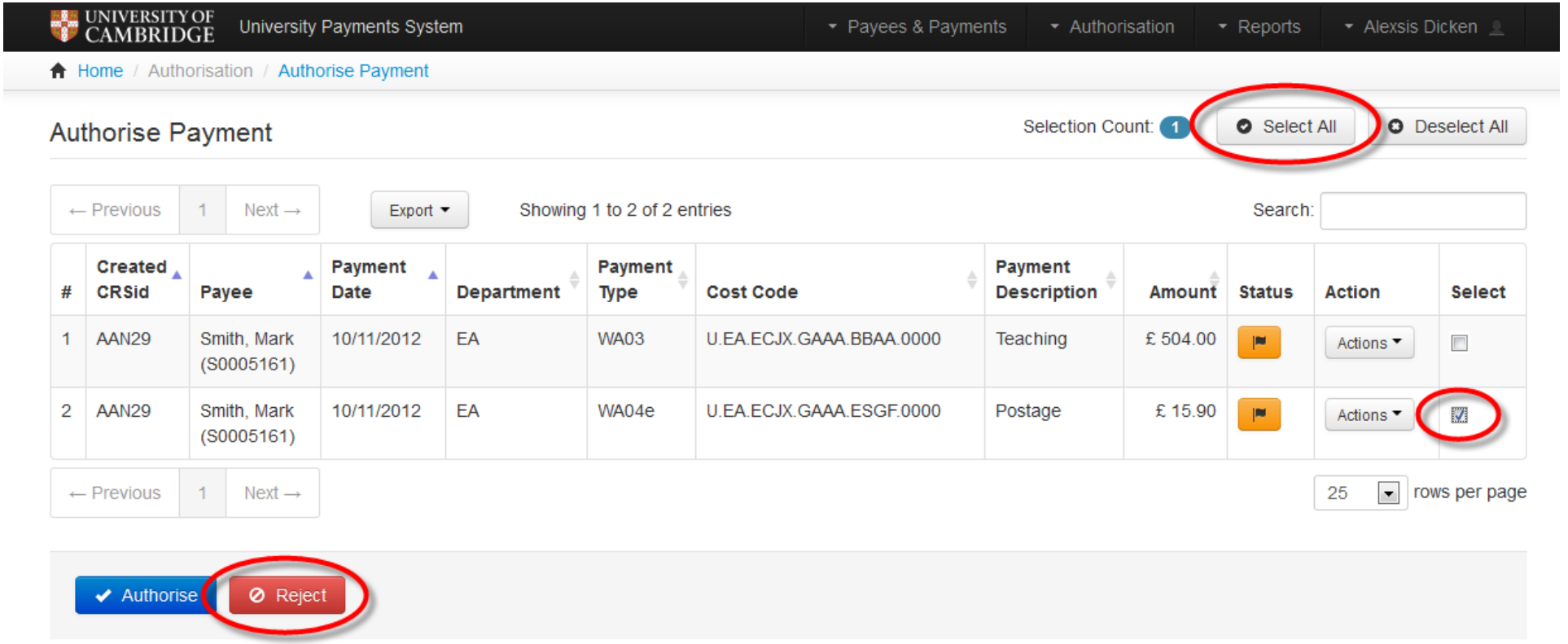


- Select which payments you want to **Authorise** using ☑ or Select All and click Authorise

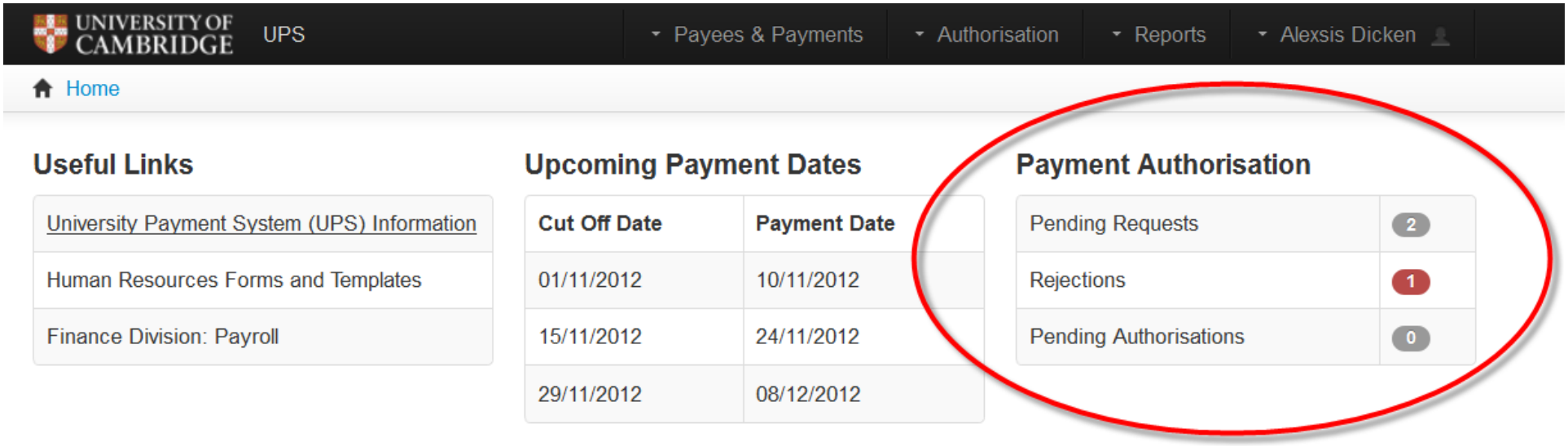


- If you have future dated payments, you may wish to authorise these nearer the payment deadline, as once a payment is authorised it cannot be amended

- Select which payments you want to **Reject** using ☑ or Select All and click Reject

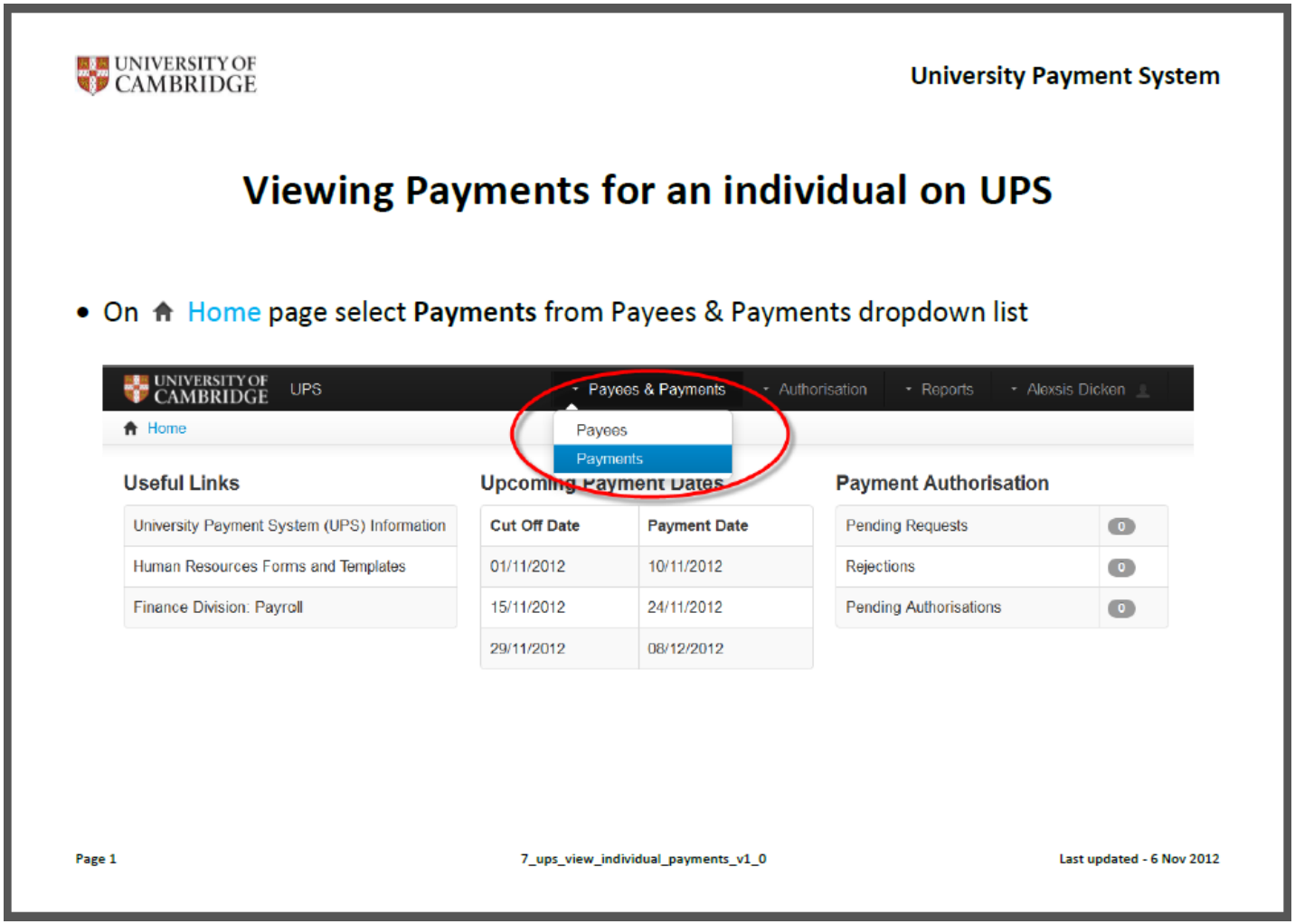
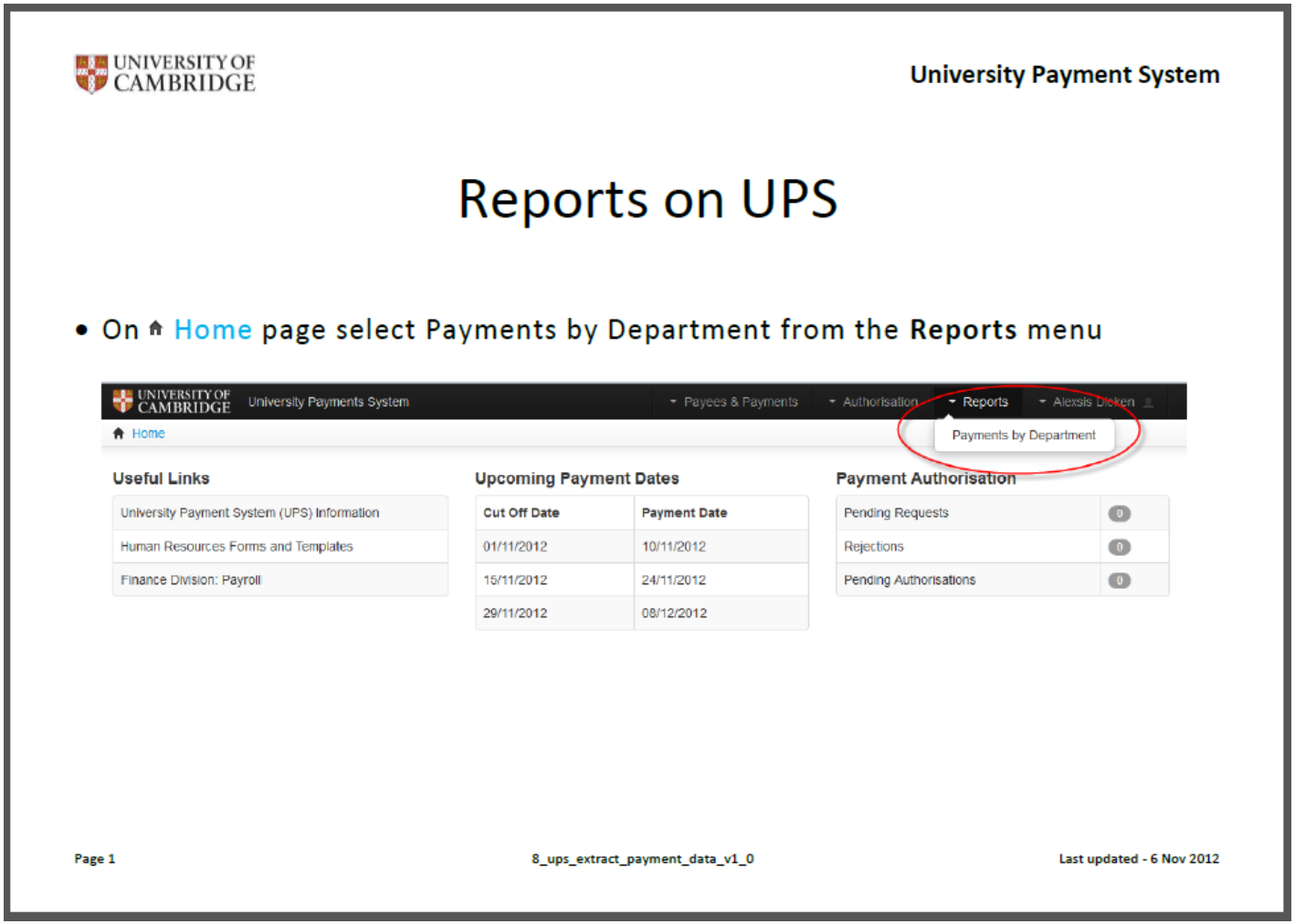


- Home will then show status of remaining payments requiring authorisation, if any



- 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