How to authorise a payment in Business Online.





Step 2.

Click on your **Payee's Name** to view the full payment details. **B**

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Step 3.

Once you have confirmed the payment details click **Authorise**. **C**

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ayee Name	Account Number	Particulars	Analysis Code	Reference	Amount		
onn Smith Enterprise	03-0567000	ADC 123		Sundries	Total: \$100.00		
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Step 4.

Enter your login password **D** and click **Confirm**. **E**



Step 5.

A confirmation message will be displayed to confirm the payment has been authorised.

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	Successful Submit: Your payment on 21/05/2021 for \$	100.00 has been succe	ssfully authorised.		

Note: If you require two people to authorise your payments then both Authorisers will need to complete these steps.

Once a payment is fully authorised it will either:

- 1. Move to the **Processed Payments** screen.
- 2. Remain on the **Pending Payments** screen until the payment date with a status of "scheduled" if the payment is scheduled for a future date.