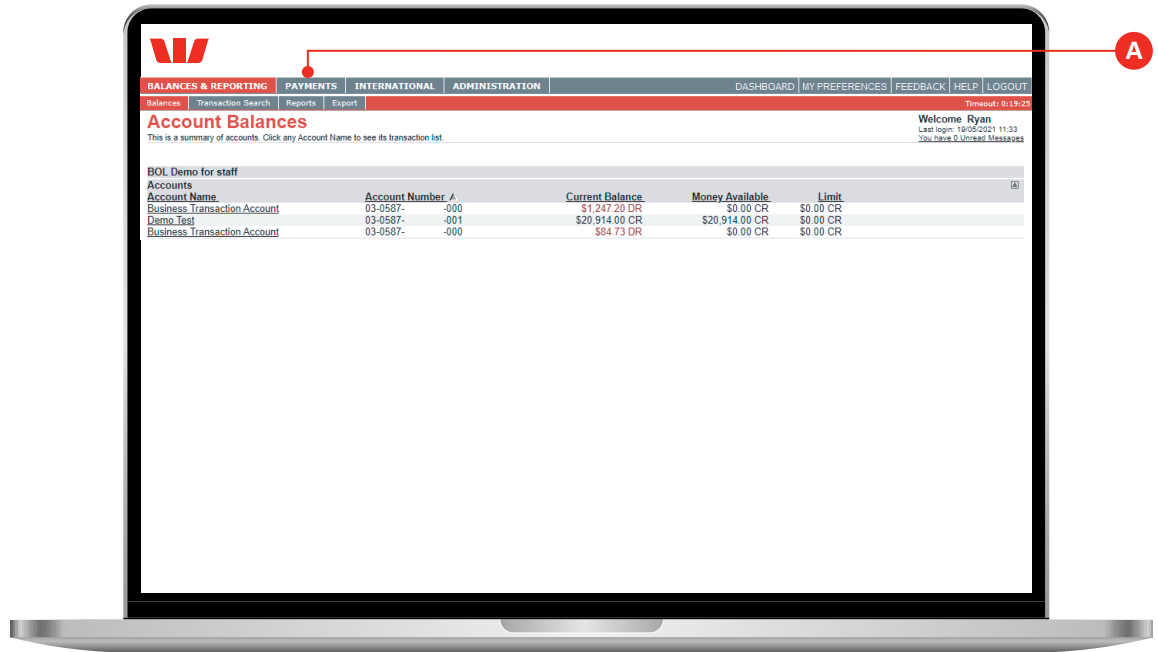


How to authorise a payment in Business Online.



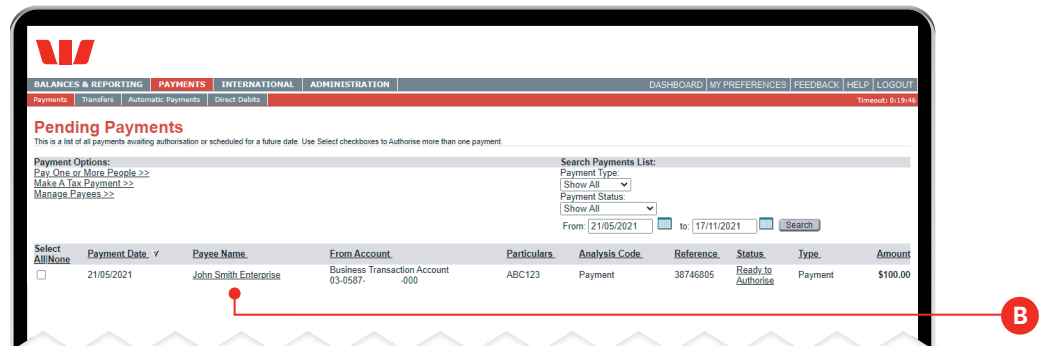
Step 1.

Click on **Payments**.



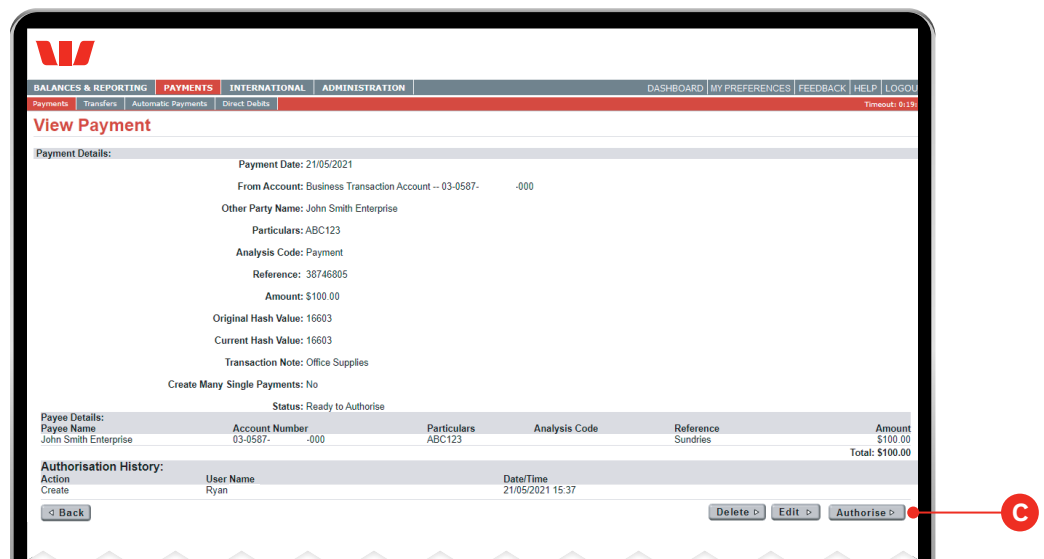
Step 2.

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



Step 3.

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



Step 4.

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

Authorise Payment
To authorise payment enter password where indicated and click Confirm.

Payment Details:

Payment Date: 21/05/2021
From Account: Business Transaction Account -- 03-0587-000
Other Party Name: John Smith Enterprise
Particulars: ABC123
Analysis Code: Payment
Reference: 38746805
Amount: \$100.00
Original Hash Value: 16603
Current Hash Value: 16603
Transaction Note: Office Supplies
Create Many Single Payments: No
Status: Ready to Authorise

Payee Name	Account Number	Particulars	Analysis Code	Reference	Amount
John Smith Enterprise	03-0587-000	ABC123		Sundries	\$100.00
					Total: \$100.00

Password Required: Enter Your Password:

Authorisation History:

Action	User Name	Date/Time
Create	Ryan	21/05/2021 15:37

Step 5.

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

Pending Payments
This is a list of all payments awaiting authorisation or scheduled for a future date. Use Select checkboxes to Authorise more than one payment.

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