

Approving payments overview

A drafted payment must be approved before it is processed. User rights control the ability to approve payments.

When a user drafts a payment, it appears with a status **Drafted** on the Activity Center page. When an eligible approver approves the payment, the payment is scheduled for processing and the status changes to **Pending**.

To be eligible to approve a transaction, a user must have the **Approve** right for the Transaction Type. In addition, the payment cannot exceed the user's approval transaction limits.

When an eligible approver logs in, the number of pending approvals appears on the tabs on the Activity Center page. Business transactions require only one approval whereas corporate transactions can require between 1-5 approvals according to Company policy.

In addition, pending approvals may appear in the Quick Actions on the Home page. If Quick Actions include pending approvals, the list contains the total number of pending approvals and the number of approvals for each Transaction Type.

Tip: You cannot approve a transaction after its processing date. If the processing date is in the past, you can copy the transaction to create a new transaction with a new effective date.

Depending on your security needs and how your account is configured, some transactions may require action by two users. In Business, if dual action is required for a transaction, the same user cannot draft the transaction and approve it.