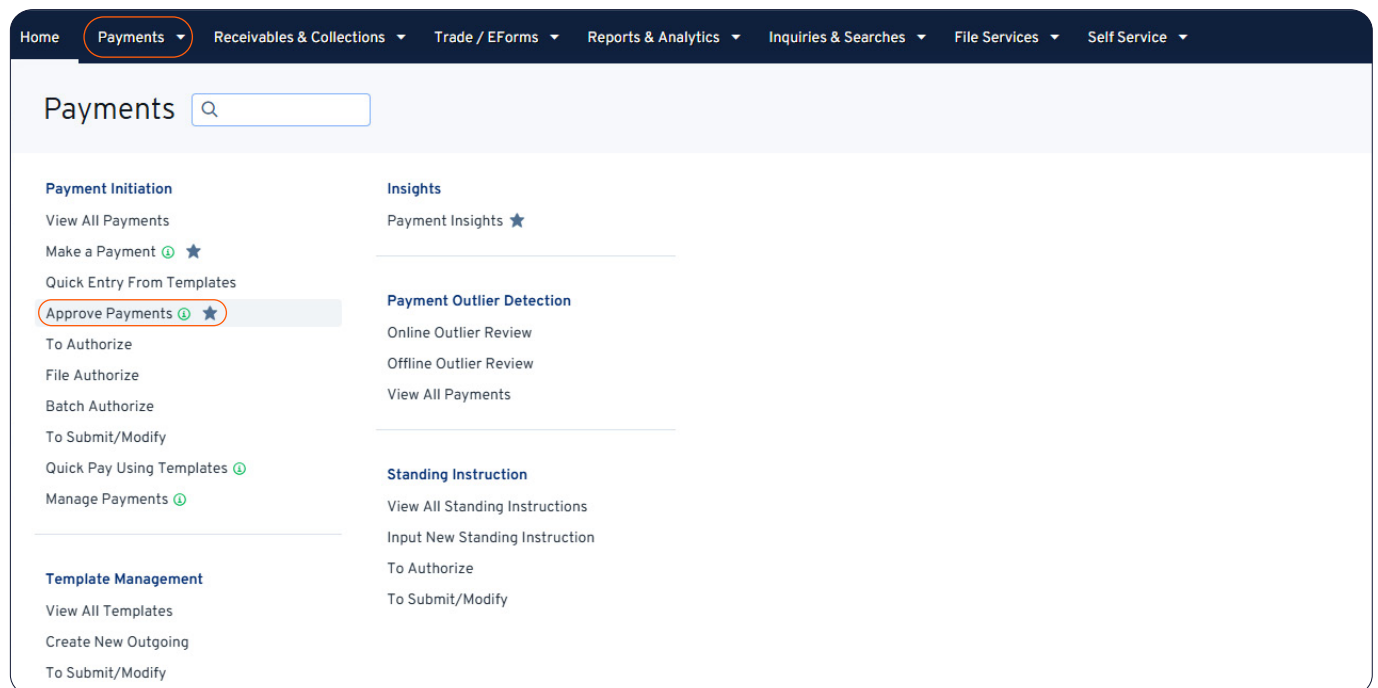


Approve payments in CitiDirect®

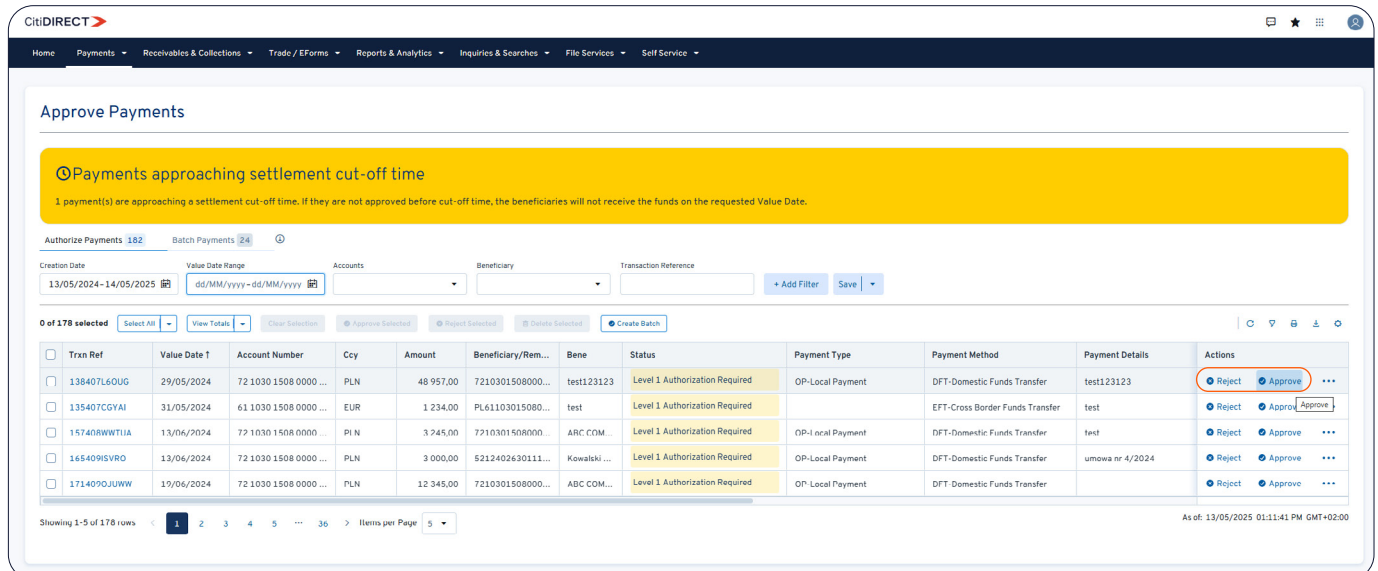
Depending on the authorization scheme defined in your company and the users authorized by the System Administrator, payment approval may proceed directly to execution, but may also require the approval of one or more people.

1. From the main menu, select the [Payments](#) tab. In the Payments tab, select [Approve Payments](#).

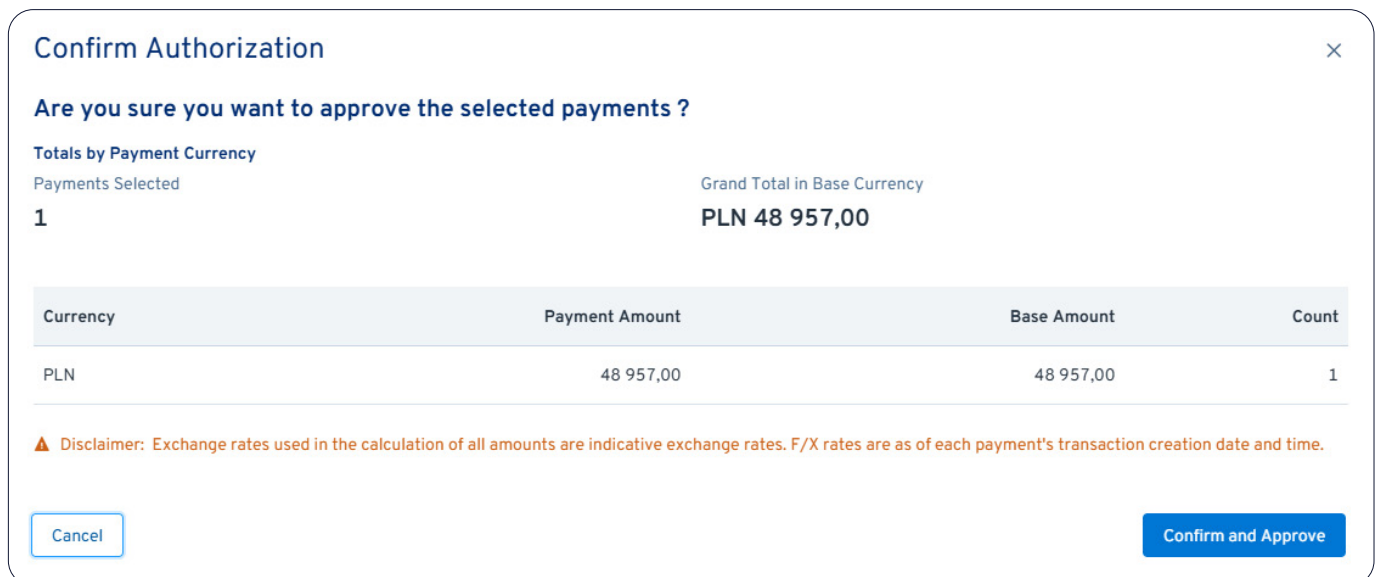


The screenshot shows the CitiDirect web application interface. At the top, a dark blue navigation bar contains several tabs: Home, Payments (selected), Receivables & Collections, Trade / EForms, Reports & Analytics, Inquiries & Searches, File Services, and Self Service. Below the navigation bar, the 'Payments' section is displayed. On the left, a sidebar menu lists various payment-related actions. The 'Approve Payments' option is highlighted with a red circle. The main content area on the right is divided into several sections: 'Payment Initiation' (with options like View All Payments, Make a Payment, Quick Entry From Templates, and Approve Payments), 'Insights' (with Payment Insights), 'Payment Outlier Detection' (with Online Outlier Review, Offline Outlier Review, and View All Payments), and 'Standing Instruction' (with View All Standing Instructions, Input New Standing Instruction, To Authorize, and To Submit/Modify).

- On the Approve Payments screen, you can [Approve](#) or [Reject](#) the payment.
When the daily cut-off time approaches and the transaction has not been accepted, the system will display a notification. Such a transaction should be authorized immediately to avoid the transaction's value date being automatically shifted to the following day.



- You can authorize each individual transaction by selecting the [Approve](#) button. You will receive a message summarizing the transaction and confirming payment acceptance.



4. Once the transaction has been successfully authorized, the system will display a message as below.

Payment Authorization Confirmation

Total payments submitted for authorization: **1**

1
 Successful Payments

0
 Failed Payments

#	Trxn Ref	Value Date	Ccy	Amount	Bene
1	138407L6OUG	29/05/2024	PLN	48 957,00	test123123

OK

Approving multiple payments at once

- To authorize more than one transaction, search and select them from the list of pending transactions. Then, select the **Approve Selected** button, after which the system will ask you to confirm your acceptance.

CitiDIRECT

Home Payments Receivables & Collections Trade / Forms Reports & Analytics Inquiries & Searches File Services Self Service

Approve Payments

⚠ Payments approaching settlement cut-off time
1 payment(s) are approaching a settlement cut-off time. If they are not approved before cut-off time, the beneficiaries will not receive the funds on the requested Value Date.

Authorize Payments: 177 Batch Payments: 25

Creation Date: 13/05/2024 - 14/05/2025 Value Date Range: dd/MM/yyyy - dd/MM/yyyy Accounts: Beneficiary: Transaction Reference: Add Filter Save

5 of 173 selected Select All View Totals Clear Selection Approve Selected Reject Selected Delete Selected Create Batch

Trxn Ref	Value Date	Account Number	Ccy	Amount	Beneficiary/Rem...	Bene	Status	Payment Type	Payment Method	Payment Details	Sub-Status	Credit Value Date For Beneficiary	Actions
23240DAURMC	19/05/2024	18 1030 1508 0000 ...	PLN	1,00	6129100000000...	ITF	Wymagana autoryzacja poziomu 1	OP-Przelew zwykly	EFT-Przelew krajowy				Reject Approve ...
23340DCZ7FO	20/05/2024	61 1030 1508 0000 ...	CHF	12,00	CH26007841520...	SPTAL T...	Wymagana autoryzacja poziomu 1	EFT-Przelew zagraniczny	SW				Reject Approve ...
ORDERINGPARTY	21/05/2024	18 1030 1508 0000 ...	EUR	5,20	4810301508000...	BENEFICJ...	Wymagana autoryzacja poziomu 1	EFT-Przelew zagraniczny	SZCZEGOLY PLATNOSCI				Reject Approve ...
ORDERINGPARTY	21/05/2024	18 1030 1508 0000 ...	EUR	5,20	4810301508000...	BENEFICJ...	Wymagana autoryzacja poziomu 1	EFT-Przelew zagraniczny	SZCZEGOLY PLATNOSCI				Reject Approve ...
BEZORDERV1	21/05/2024	18 1030 1508 0000 ...	EUR	5,20	4810301508000...	BENEFICJ...	Wymagana autoryzacja poziomu 1	EFT-Przelew zagraniczny	SZCZEGOLY PLATNOSCI				Reject Approve ...

Showing 21-25 of 173 rows 1 6 35 Items per Page 5

As of: 13/05/2025 01:42:14 PM GMT+02:00

Confirm Authorization

Are you sure you want to approve the selected payments ?

Totals by Payment Currency

Payments Selected: **5** Grand Total in Base Currency: **PLN 121,62**

Currency	Payment Amount	Base Amount	Count
CHF	12,00	54,39	1
EUR	15,60	66,23	3
PLN	1,00	1,00	1

⚠ Disclaimer: Exchange rates used in the calculation of all amounts are indicative exchange rates. F/X rates are as of each payment's transaction creation date and time.

Cancel
Confirm and Approve

2. The system will confirm successful payment authorization – as indicated below.

Payment Authorization Confirmation

Total payments submitted for authorization: 5

5

Successful Payments

0

Failed Payments

#	Trxn Ref	Value Date	Ccy	Amount	Bene
1	ORDERINGPARTY	21/08/2024	EUR	5,20	BENEFICJENT2 s.a
2	ORDERINGPARTY	21/08/2024	EUR	5,20	BENEFICJENT2 s.a
3	BEZORDERIY1	21/08/2024	EUR	5,20	BENEFICJENT2 s.a
4	23240DAUHCM	19/08/2024	PLN	1,00	fff
5	23340DCIZF0	20/08/2024	CHF	12,00	SPITAL THURGAU AG

OK