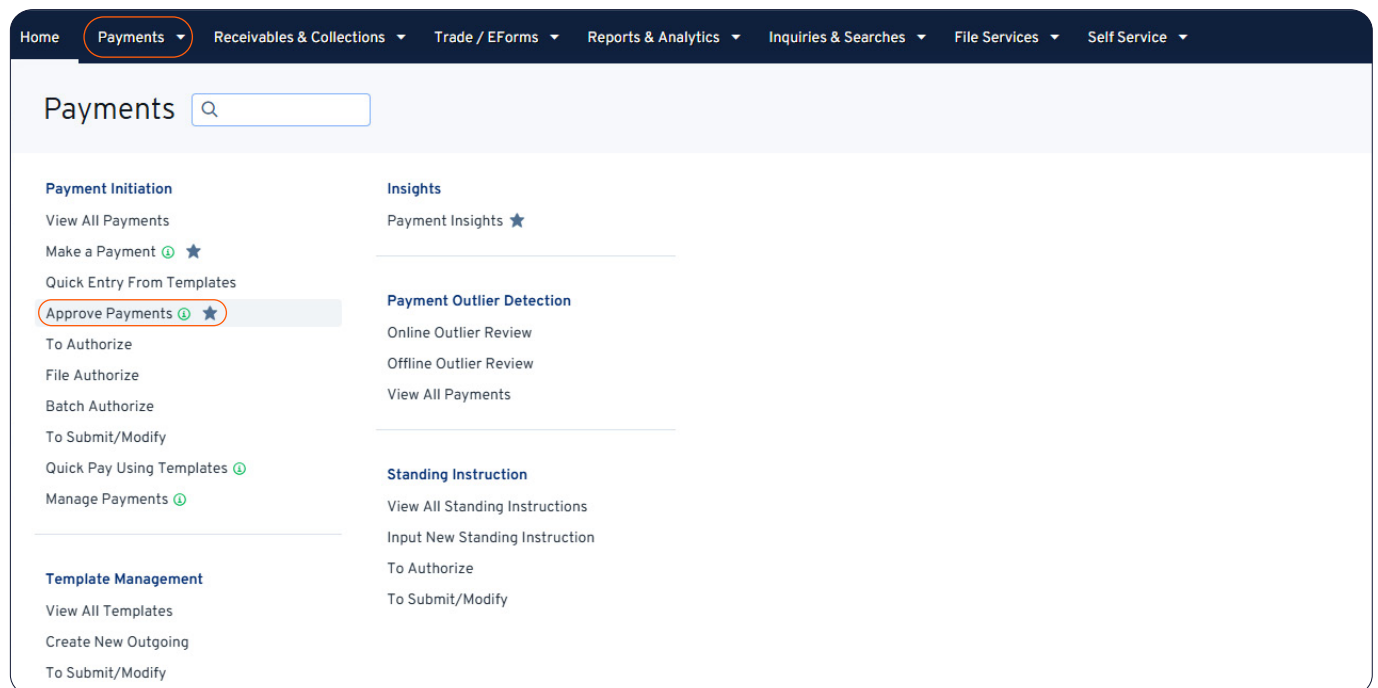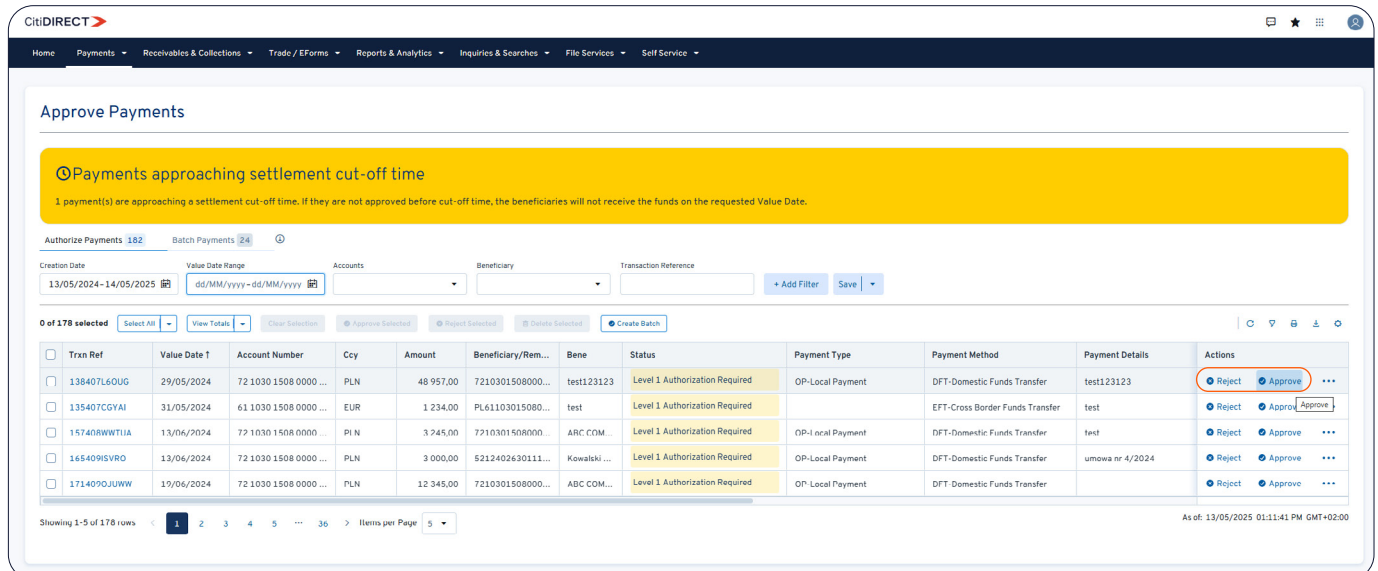# Approve payments in CitiDirect®

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.

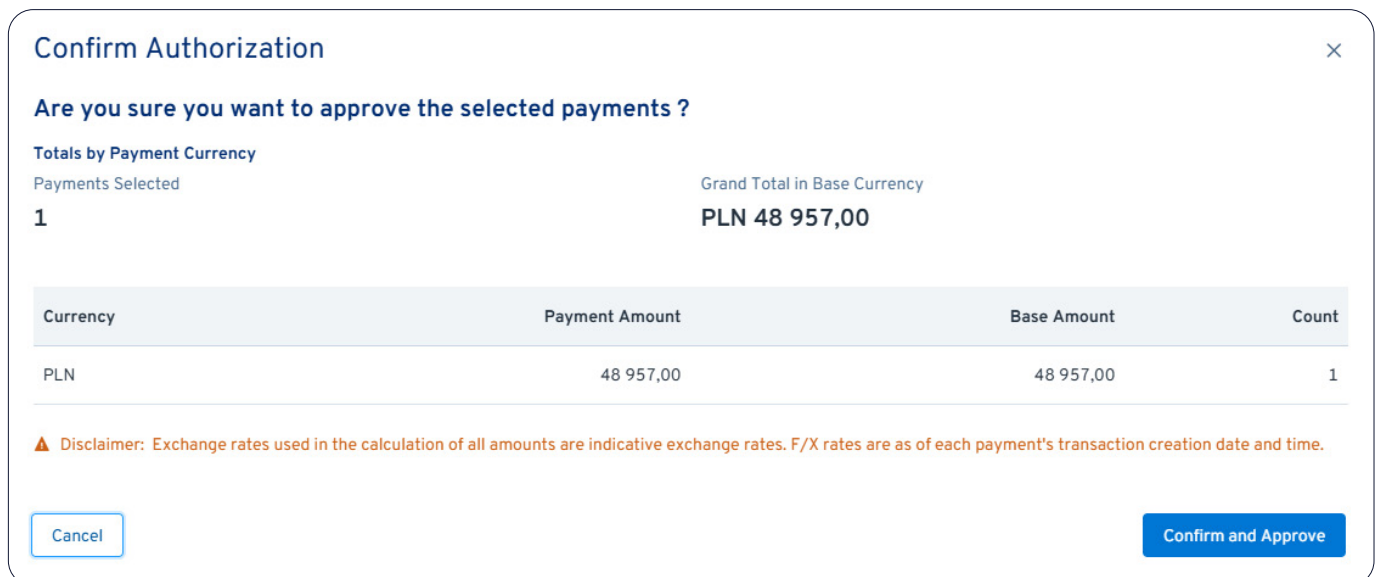2. On the Approve Payments screen, you can Approve or Reject the payment.
   When the daily cut-off time approaches and the transaction has not been accepted, the system will display a notification. Such a transaction should be authorized immediately to avoid the transaction's value date being automatically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

3. 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

1. 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.

Confirm Authorization   ✕

Are you sure you want to approve the selected payments ?

Totals by Payment Currency

Payments Selected	Grand Total in Base Currency
5	**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	0
✔ Successful Payments	✖ 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	23240DAUHMC	19/08/2024	PLN	1,00	fff
5	23340DCIZF0	20/08/2024	CHF	12,00	SPITAL THURGAU AG

OK