

## CitiDirect® Payment Approval Quick Reference Guide

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This Quick Reference Guide will help you navigate the Payment Approval menu in the new CitiDirect platform.

To get started, please click on

 Approvals

*If this option is not visible to you, please contact CitiDirect Technical Support Representative or Security Administrator for assistance.*

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## Getting Ready to Authorize and/or Release Payments

From the Approvals page you will be able to authorize and/or release payments. Depending on the settings for your company, when you authorize a payment, it may be sent directly to Citi Handlowy for processing. Or it may be held until it is released by someone with the entitlement to release payments.

When you release a payment, it will be sent to Citi Handlowy for processing. Your ability to authorize and/or release payments depend on your entitlements in CitiDirect, and as managed by your Security Administrator.

On this page you can also filter, print and export the list of pending payments.

The screenshot shows the 'Approvals' page in CitiDirect. It features a navigation bar with a back arrow and the title 'Approvals'. Below this is a tabbed interface with 'Authorize Payments' selected. The main content area displays a table of approvals with the following columns: Value Date, Currency, Amount, Beneficiary, Transaction, Account Number, and Account Name. The table shows two entries: one for TWD (26,00) and one for INR (154,00). Each entry has a checkbox in the first column and a three-dot menu icon in the last column. Above the table, there are options for 'Print', 'Export', and 'Filter'.

<input type="checkbox"/>	Value Date ^	Currency	Amount	Beneficiary	Transaction ...	Account Nu...	Account Name	Actions
<input type="checkbox"/>	07/14/2020	TWD	26,00	BENENAME	BKT2D02	5022204019	XXX XXXXX...	...
<input type="checkbox"/>	07/15/2020	INR	154,00	SG BENE NA...	IND-FFIL-CP3	8429006	XXXXX - 84...	...

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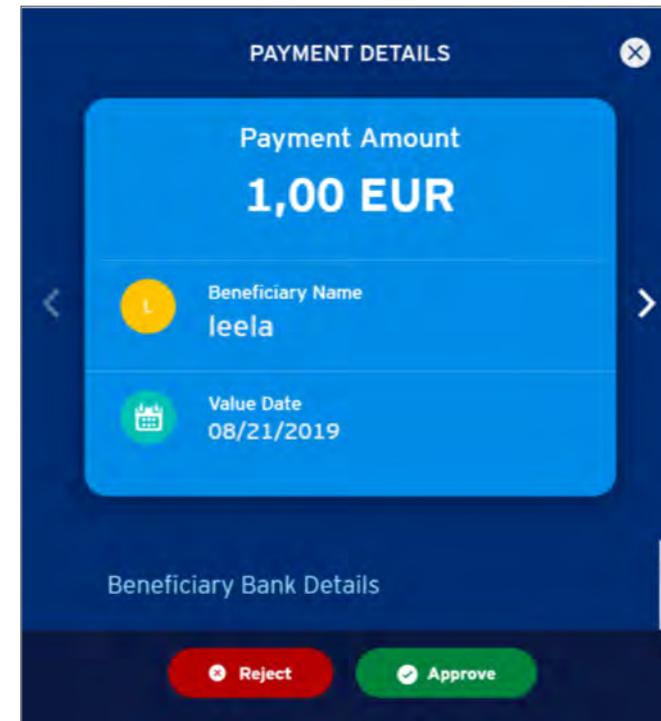
### Approving Individual Payments

You can hover your cursor over a payment, three buttons appear. These will allow you to get additional details on the payment, allow you to reject, or allow you to approve the payment.

<input type="checkbox"/>	Value Date ^	Currency	Amount	Beneficiary	Transaction ...	Account Nu...	Account Name	Actions
<input type="checkbox"/>	08/21/2019	EUR	1,00	leela	021220244...	9876543210	asdfgh	  

When you select to view the payment details they will be presented on screen to access all details as shown on the right.

And it provides you the option to **REJECT** or **APPROVE** the payment.



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### Approving Multiple Payments

You can approve multiple payments at once by selecting the check boxes at each row you wish to approve. On screen you will be prompted to **REJECT** or **APPROVE** the payments.

<input type="checkbox"/>	Value Date ^	Currency	Amount	Beneficiary	Transaction ...	Account Nu...	Account Name	Actions
<input checked="" type="checkbox"/>	08/21/2019	EUR	1,00	leela	021220244...	9876543210	asdfgh	
<input checked="" type="checkbox"/>	08/21/2019	USD	123,00	NAME	TEST65657	85749713	Testing	
<input type="checkbox"/>	08/21/2019	EUR						

Unselect All    2 Payments Selected of 550       

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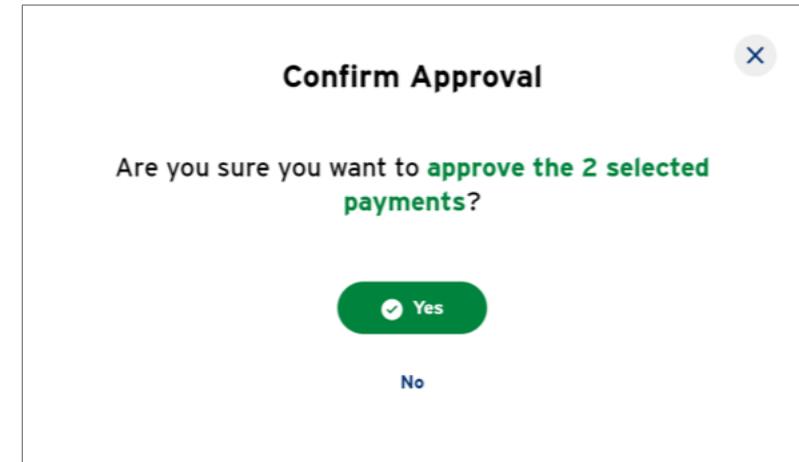
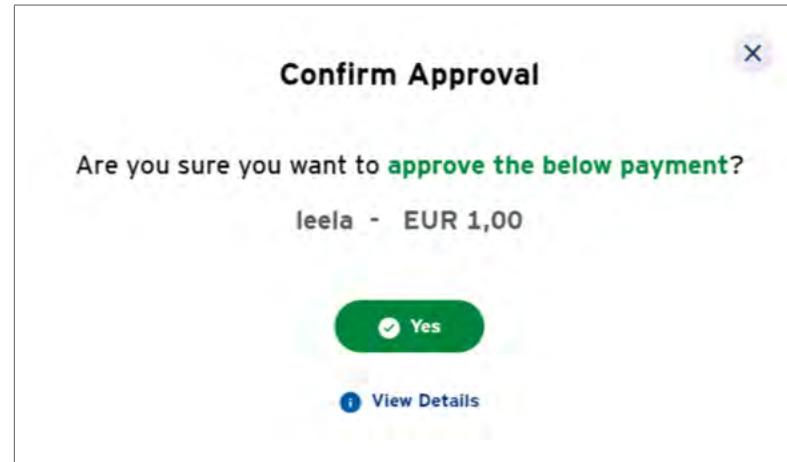
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## Approving Payments

When you chose to approve a single or multiple payments, you will be presented a message to confirm your approval.



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## Rejecting Payments

When you chose to reject a single or multiple payments, you will be presented a message to confirm your rejection.

