



GUIDE DOCUMENTATION

# Making approvals

How to approve payments and beneficiaries



Salary and  
Supplier Payments



1. User signs in and lands on the Accounts screen of the Customer

The screenshot shows the Sage Accounts interface for 'System Systems Ltd'. The user 'Lucy D'Zouza' is logged in. The 'Accounts' section is active, displaying a search bar and a table of accounts. The table lists three accounts for 'System Systems Ltd'.

Account ID	Account	Alias	Identifier	Currency	Balance
0000000000001	System Systems Ltd	Master account	12-34-56 / 12345678	GBP	12,908.00
0000000000002	System Systems Ltd	Salary payment account	12-34-56 / 12345678	GBP	29,678.00
0000000000003	System Systems Ltd	Supplier payment account	12-34-56 / 12345678	GBP	2,089.87

2. Select Approvals in the side menu, view Payment and Beneficiary approvals to do (showing Payments tab here). This is where Beneficiaries and Payments submitted from Sage products will appear ready for approval.

**System Systems Ltd** Lucy D'Zouza

**Payments** 40 **Beneficiaries** 6 **Total payments value** GBP 5,876.87 Clear all Select all

Date	From	To	Reference	Currency	Amount
11 Apr 2018 11:38pm	System Systems Ltd Master account	ZXY Co Ltd	AD56347865	GBP	1,456.43
11 Apr 2018 11:38pm	System Systems Ltd Master account	ABC Tech	DS645673243	GBP	1,432.65
11 Apr 2018 11:38pm	System Systems Ltd Master account	Limited Company	DS46537353	GBP	996.23
11 Apr 2018 11:38pm	System Systems Ltd Master account	PayChex UK	XV645832534	GBP	1,2365.33
11 Apr 2018 11:38pm	System Systems Ltd Master account	ACME Billings	IU8948594859	GBP	1,100.44
11 Apr 2018 11:38pm	System Systems Ltd Master account	123 Business	ER487598278	GBP	1,432.99
11 Apr 2018 11:38pm	System Systems Ltd Master account	MacroTime	DS745893755	GBP	1,064.98
11 Apr 2018 11:38pm	System Systems:Ltd Master account	A Business	LDB64584323	GBP	1,876.32

Select Approvals to view all approvals required for this customer

Each row can be expanded to view more details

3. Select items to approve using checkboxes on the right. Can select all.

**sage** System Systems Ltd Lucy D'Zouza

**Payments** 40 **Beneficiaries** 6 **Total payments value** GBP 5,876.87 Clear all Select all

Date	From	To	Reference	Currency	Amount	
11 Apr 2018 11:38pm	System Systems Ltd Master account	ZXY Co Ltd	AD56347865	GBP	1,456.43	<input type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	ABC Tech	DS645673243	GBP	1,432.65	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	Limited Company	DS46537353	GBP	996.23	<input type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	PayChex UK	XV645832534	GBP	1,2365.33	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	ACME Billings	IU8948594859	GBP	1,100.44	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	123 Business	ER487598278	GBP	1,432.99	<input type="checkbox"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	MacroTime	DS745893755	GBP	1,064.98	<input checked="" type="checkbox"/>

**Selected value** GBP 2,000.00 Reject Approve **Selected** 6

Select items to approve

Approvals action bar. Appears when items are selected

Monetary value of approvals selected

Actions available

Reject = Reject the payments (or Beneficiaries), they will not send  
Approve = Approve the payments (or Beneficiaries), they will send

Number of items selected

Confirmation dialog box appears after action has been selected (approve or reject)

The screenshot shows the Sage Approvals interface for System Systems Ltd. A confirmation dialog box is displayed in the center, asking "Approve 6 payments?" with a "Selected value" of GBP 2,000.00. The dialog has two buttons: "Approve" (green) and "Cancel" (white with green border). The background shows a table of payments with columns for Date, Currency, and Amount. The "Approvals" menu item is highlighted in the left sidebar.

Date	Currency	Amount	Action
11 Apr 2018 11:38pm	GBP	1,456.43	<input type="radio"/>
11 Apr 2018 11:38pm	GBP	1,432.65	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	GBP	996.23	<input type="radio"/>
11 Apr 2018 11:38pm	GBP	1,2365.33	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	GBP	1,100.44	<input checked="" type="checkbox"/>
11 Apr 2018 11:38pm	GBP	1,432.99	<input type="radio"/>
11 Apr 2018 11:38pm	GBP	1,064.98	<input checked="" type="checkbox"/>

Confirm dialog appears displaying confirmation of what is to be approved

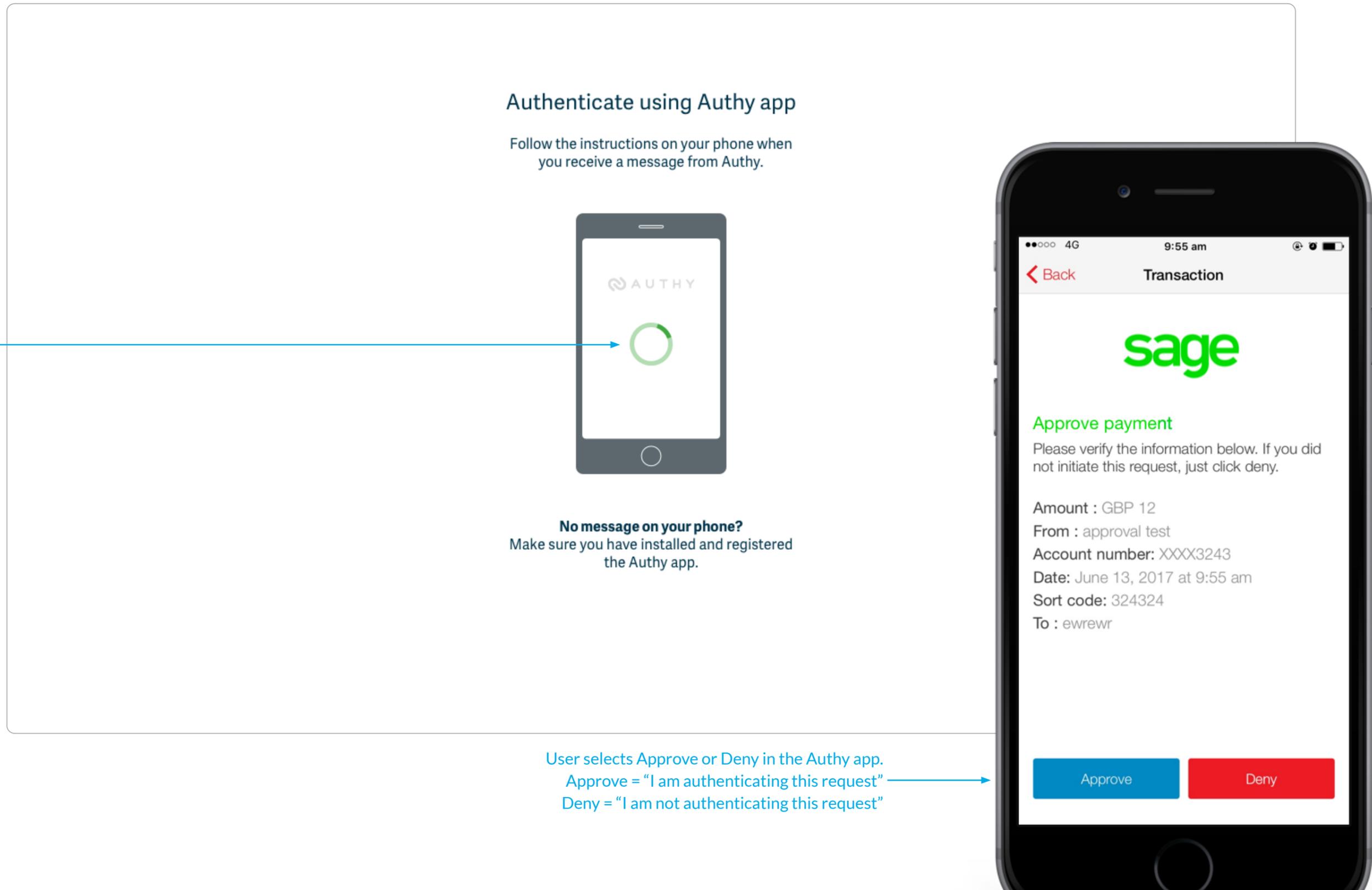
Confirms approval of displayed item(s)

Cancels action. Goes back to previous screen

If 'Reject' is selected in the action bar (previous screen), the confirmation dialog is the same but is confirming the 'Reject' action

4. **Approving** payments or beneficiaries requires an Authy authentication: This screen will appear over the top of the Approvals screen when 'Approve' has been selected in the confirmation dialog.

**NOTE:** Rejecting does **not** require an Authy authentication



5. Success message appears and items are approved. Approved items will clear from the table.  
 If the items were rejected (on page 4), the success message pertains to successful rejection.

'Success' message appears at top confirming action

6 PAYMENTS APPROVED

Payments 34 Beneficiaries 6 Total payments value GBP 3,876.87 Clear all Select all

Date	From	To	Reference	Currency	Amount	
11 Apr 2018 11:38pm	System Systems Ltd Master account	ZXY Co Ltd	AD56347865	GBP	1,456.43	<input type="radio"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	ABC Tech	DS645673243	GBP	1,432.65	<input type="radio"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	Limited Company	DS46537353	GBP	996.23	<input type="radio"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	PayChex UK	XV645832534	GBP	1,2365.33	<input type="radio"/>
11 Apr 2018 11:38pm	System Systems Ltd Master account	ACME Billings	IU8948594859	GBP	1,100.44	<input type="radio"/>

Approved items are no longer in the table

About Modulr

The process to Approve Beneficiaries follows the same steps.



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