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Approving Payment Notifications

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Payment Notification Approval Process

This guide explains the updated approval process for Payment Notifications within the **Accounting** module. We have introduced a new two-stage process to provide greater control over your accounts. This change separates the review of a payment (Accounts Approved) from the action of it being paid and posted to the ledger (Paid).

Prerequisites

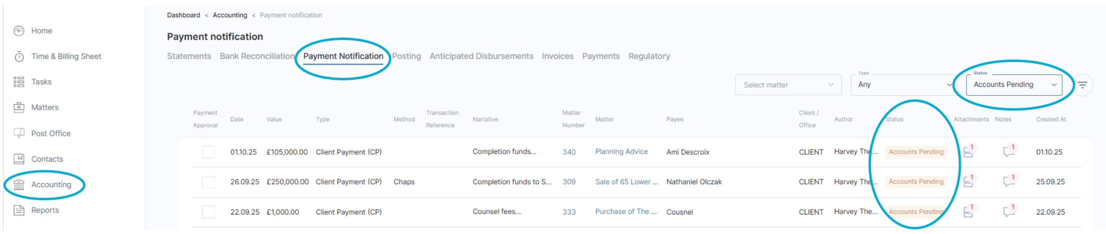
- You must have the necessary permissions to access the **Accounting** module.

Stage 1: Approving a Pending Payment

This first stage is for the accounts team to review a payment notification and confirm it is correct and ready to be paid.

1. Navigate to the **Accounting** module from the main menu on the left.

2. Select the **Payment Notification** tab.



1. By default, you will see the list of notifications with the status Accounts Pending. This list contains all items which are awaiting review by the accounts team.

2. Locate the payment notification which you wish to approve.

3. Click the **three-dot icon** on the far right of the item row to open the context menu.

4. Select **Approve**.

5. A confirmation message, "Payment notification accounts approved!", will appear, and the item will be removed from the **Accounts Pending** list.

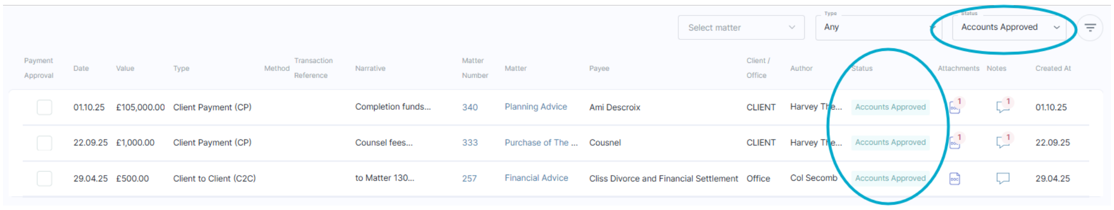
Important Note: This action signifies that the accounts team has reviewed the notification and confirms it is correct. It **does not** post the transaction to the ledger. The notification is moved to the **Accounts Approved** state.

Stage 2: Marking an Approved Payment as Paid

This second stage is performed after the money has actually been transferred (either paid out or received into the bank account). This action posts the transaction to the ledger.

1. On the **Payment Notification** screen, click the status filter dropdown menu (which defaults to **Accounts Pending**).

2. Select **Accounts Approved** from the list.



1. You will now see a list of all notifications which have been approved but have **not yet been paid**.

2. Once you have confirmation that the money has been physically transferred, locate the corresponding item in this list.

3. Click the **three-dot icon** on the far right of the item row.

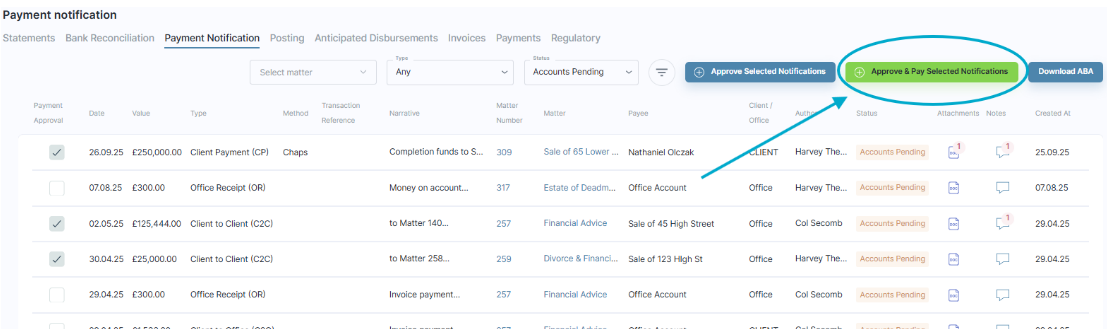
4. Select **Pay.**

5. A confirmation message, "Payment notification paid!", will appear. The item will be removed from the **Accounts Approved** list and posted to the ledger.

Shortcut: How to Approve and Pay in a Single Action

You can also approve and pay items directly from the **Accounts Pending** list. This is useful for processing items in bulk or for when you want to approve and post to the ledger in one step.

1. From the **Accounts Pending** list, tick the **checkboxes** on the left for one or more notifications which you want to process.



1. Two new buttons will appear at the top of the list: Approve Selected Notifications and Approve & Pay Selected Notifications.

2. Choose your action:

- Clicking **Approve Selected Notifications** will move the items to the **Accounts Approved** list (as in Stage 1) and will not post to the ledger.

- Clicking **Approve & Pay Selected Notifications** will bypass the **Accounts Approved** state and post the transactions directly to the ledger in one step.

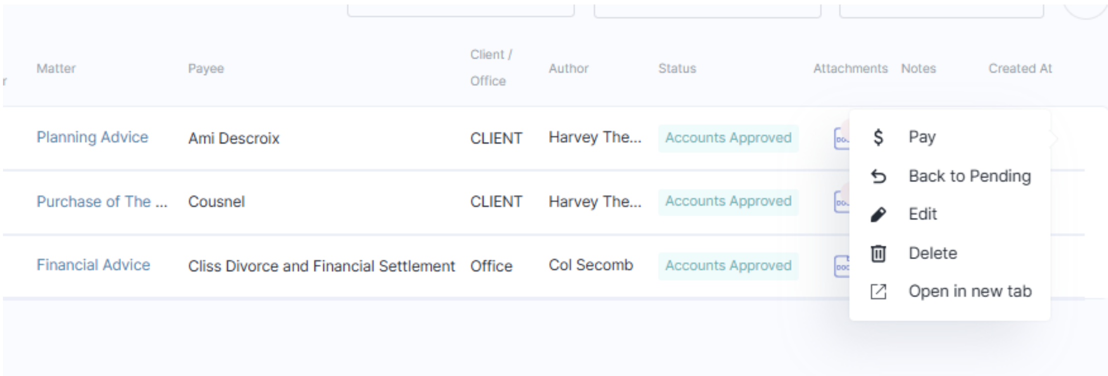
How to Revert an Approved Payment

If a payment was moved to **Accounts Approved** by mistake, you can easily return it to the pending list.

1. Navigate to the **Accounts Approved** list (using the status filter).

2. Locate the item which you wish to revert.

3. Click the **three-dot icon** on the far right of the item row.



1. Select **Back to Pending**.

2. The item will be removed from the **Accounts Approved** list and will reappear in the **Accounts Pending** list for review.