

BILL PAY – PENDING AND APPROVING PAYMENTS

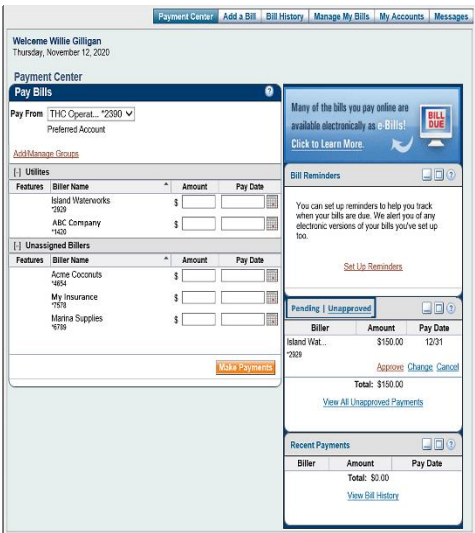
This guide provides instructions for the following:

- Viewing pending payments
- Changing a pending payment
- Approving pending payments

PENDING PAYMENTS

The Pending Payments section provides a quick summary of payments not yet processed.

If your Bill Pay settings require approvals, the Pending Payment section will list only approved pending payments.



Preview Pending Payment Details

Step 1:

A quick view list of Pending Payments is provided. To see the full list of pending payments, click *Pending*.

The Pending Payments section allows the option to approve an unapproved payment.



**Step 2:** To approve a payment from this section, click *Approve*.

**Payment Center**  
**Change Payment**

You can change the pay date, the amount, and the account this bill is paid from.

Billers Name	Confirmation
Island Waterworks	QX-HT1-QDDN3 <a href="#">Cancel This Payment</a>

Pay From: Main Checking \*12345  
 Pay Date: 12/31/2020  
 Amount \$: 150.00  
 Memo:  
 Check Number: 5005

[Save Changes](#) [Save and Approve](#) [Do Not Save Changes](#)

**Invoice Information** Total Amount: \$0.00

Invoice Number	Amount	Description
You have not added any invoices to this bill.		

**Audit Information**

Initiated By	Initiated Date	Modified By	Modified Date	Approved By	Approval Date
abccompanies	11/8/2020	abccompanies	11/8/2020		

### Changing a Payment

To change a payment, click *Change*.

The details of the payment are provided and provides the ability to make changes to the pending payment. Once a payment has been submitted, no changes can be made. The change options include account to pay from, amount, date or memo details.

Change the necessary details,

Click *Save Changes* or *Save and Approve*.

**Pending | Unapproved**

Billers	Amount	Pay Date
Island Wat... *2929	\$150.00	12/31

[Approve](#) [Change](#) [Cancel](#)

**Total: \$150.00**

[View All Unapproved Payments](#)

### Approve Unapproved Payments

There are two options to view unapproved payments and approve – the Payment Center and Pending Payments.

**Step 1:** In the Payment Center, click *Unapproved*.

**Step 2:** This section allows for **Approve**, **Change** or **Cancel**. To approve a payment, click *Approve*.

**Unapproved Payments**

[All Payments](#) | Unapproved Payments

To view payments and bills for a different date range, select an option in **Current View**. Use **Additional Options** to search for specific payments.

Current View: Past 30 days and future

Additional Options  
 Show: All(selected)  
 For:   
[Go](#)

Select the payments you want to approve and click **Continue**.

Approve	Billers Name	Account	Amount	Pay Date	Initiated By	Action
<input type="checkbox"/>	Island Waterworks *32323	Main Checking	\$150.00	12/31/2020	abccompanies	<a href="#">Change</a> <a href="#">Cancel</a>

Check Number: 5005

[Select All](#) [Clear All](#)

[Continue](#)

**Step 3:** If multiple items are listed, Click *View All Unapproved Payments*. This option is also listed within the Pending Payments detail section.

Select the payments to approve by clicking in the line item in the “Approve” column or “Select All”.

**Step 4:** Click *Continue*

**Step 5:** Click *Approve Payments*

**Bill History**  
**Confirm Approve Payments**

You are about to approve the following payments. Review your payment information and click **Approve Payments**.

Billers Name	Account	Amount	Pay Date	Initiated By
Acme Coconuts *11222	Main Checking *12345	\$100.00	11/24/2020	CocoBusiness
		Check Number: 5006		
Island Waterworks *32323	Main Checking *12345	\$150.00	12/31/2020	abccompanies
		Check Number: 5005		
<b>Total:</b>		\$250.00		

[Approve Payments](#) [Cancel](#)

All approved items will appear in the Pending Payments section until scheduled payment date.