

Approve Payments

To approve payments created in the Payments menu, click Payments and then Current Payments from the left-hand menu.

Click Filter on the Control Bar to find payments in a Pending Approval status. Alternatively, click View and Payments For My Approval from the Control Bar to view all payments Pending Approval.

Select one or more payments and click Approve on the Control Bar or Context Menu.

Alternatively, you can click on a payment in the list to display the Payment Details screen and then click Approve on the Control Bar.

Review the payment details from the Approve Selected Payments window and click Approve.

If you are the final approver, you will need to digitally sign the payment to send to ANZ for processing using your Token or ANZ Digital Key.

If you are approving using **ANZ Digital Key**, approve the payment on your mobile device via a Push Notification or QR Code. If you are approving using a **Token**, generate and enter your authorisation code and click Submit.

As this payment does not require a dynamic rate, a confirmation message is displayed advising that the payment has been submitted and the payment status changes to Processing.

If the payment requires a dynamic rate, the payment status will change to Needs Rate. A user will need to Get Rate before the payment is submitted for processing.

To check the status of your payment, go the Current Payments screen and check the Status column.

For more information on Approve Payments in ANZ Transactive - Global, visit ANZ Digital Services Help.

[Help.online.anz.com](https://help.online.anz.com)

