Authorization - Approve or Reject

Description: In this topic, the user will learn how to approve or reject an authorization.

Role Required: Super User, Authorization

Permission Required: Authorization Admin

- 1. Log in to personal profile
- 2. Click Authorization on the main menu
- 3. Click Pending Authorizations on the submenu
- 4. Locate the pending authorization in the table below the search box or utilize filters (i.e., start date or end date of the authorization, client name etc.)
- 5. Click Search
- 6. To approve the pending entry, select the A then click Yes to confirm the approval
 - 1. A green bar will display to notify the user of the approval
- 7. To reject the pending entry, select the R then click Yes to confirm the rejection
 - 1. A red bar will appear to notify the user of the rejection
- 8. Approved and rejected authorizations will disappear from the pending authorizations list
- 9. Once approved, the authorization is ready and available to use.

Related articles

- Roles Overview
- Business Rule List
- Authorizations Overview
- System Set-Up Admin Guide
- Where does the bill rate on a billing entry come from?