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?