

## 4 Transfers

### 4.8 Approver Flow (Transfers)

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An Approver can approve, reject or send for repair for all records. Below explains the transaction status:

#### Pending Approval

When the Maker has created the Transfer Payment Record and has submitted the request for approval.

#### Partially Approved

Payment record gets approved from one level of Approver and pending for approval from other Approvers.

#### Fully Approved

When payment has completed all the levels of approvals and is awaiting release.

To view a video tutorial on approving transactions, [click here](#).

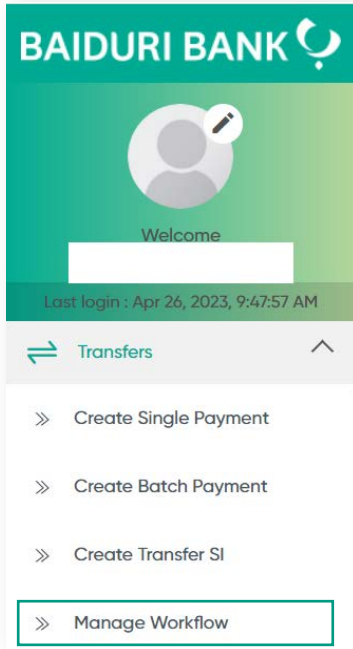


# 4 Transfers

## 4.8.1 Approving Transfers

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From the menu, go to **Transfer** → **Manage Workflow**.



The **Manage Workflow** screen should be displayed.

Under the **Action** column, click the drop-down arrow.

The application displays the sub-menu containing **Approve**, **Reject** and **Amendment**.

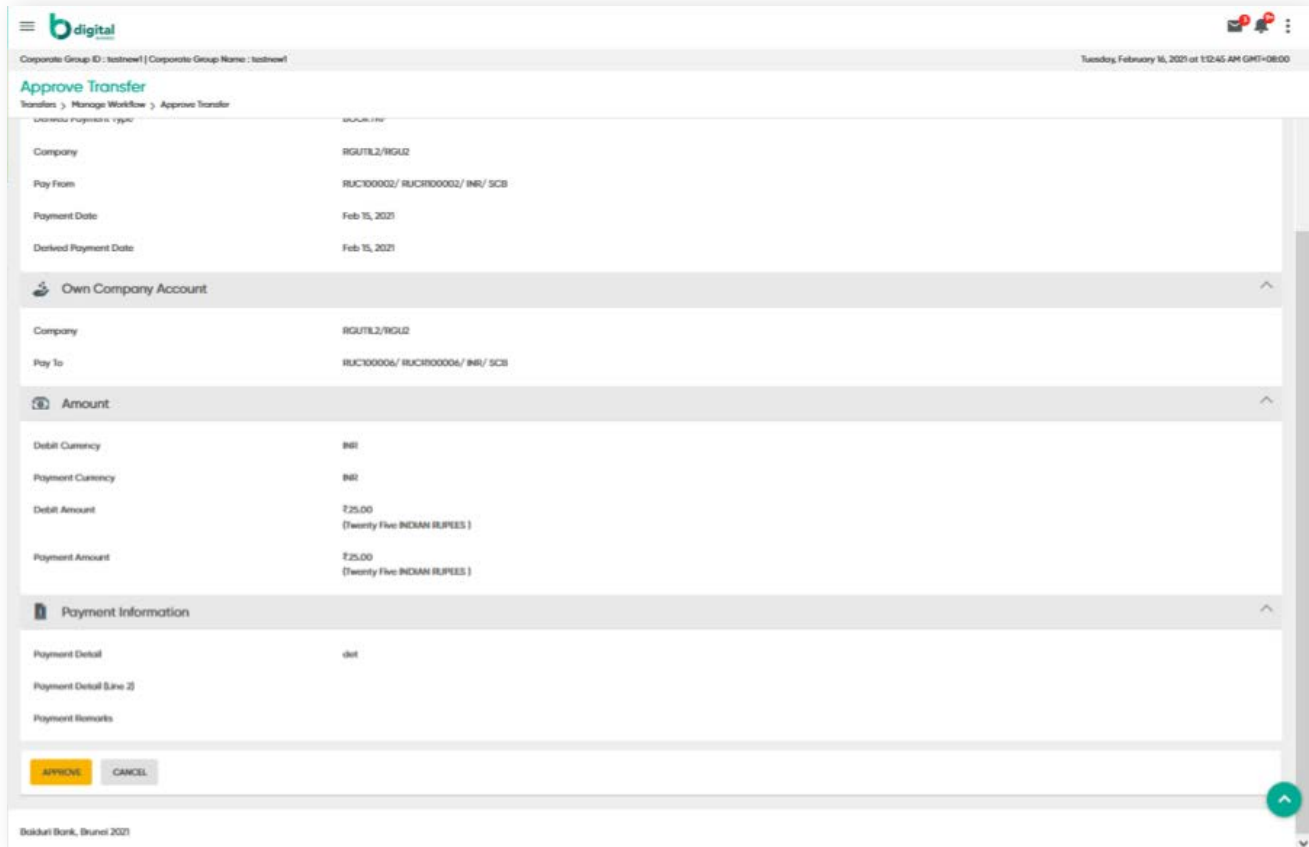
Payment Reference	Pay From	Pay To	Currency	Payment Amount	Payment Date	Payment Method	Status	Action
202302150144791	RGU2 / RUCR00008 / BND / BBE	Black and White Plastics / 87300934434523 / BND / BNY	BND	100.00	Feb 18, 2021	International Transfer	Pending Approval	▼
2023021514750175	RGU2 / RUCR00008 / BND / BBE	Michael Manfred / 20200208111 / BND / BBE	BND	100.00	Feb 15, 2021	Domestic Transfer	Pending Approval	▼
202302151809627	RGU2 / RUCR00002 / INR / SCB	RGU2 / RUCR00006 / INR / SCB	INR	25.00	Feb 15, 2021	Internal Transfer	Pending Approval	▼
20230217121746366	RGU2 / RUCR00002 / INR / SCB	RGU2 / RUCR00006 / INR / SCB	INR	25.00	Feb 12, 2021	Internal Transfer	Pending Approval	▼
2023021718031466	RGU2 / RUCR00002 / INR / SCB	RGU2 / RUCR00006 / INR / SCB	INR	12.00	Feb 12, 2021	Internal Transfer	Pending Approval	▼
2023021720594898	RGU2 / RUCR00002 / INR / SCB	RGU2 / RUCR00006 / INR / SCB	INR	10.00	Feb 12, 2021	Internal Transfer	Pending Approval	▼
2023021703330432	RGU2 / RUCR00008 / BND / BBE	Black and White Plastics / 87300934434523 / BND / BNY	BND	11.11	Feb 12, 2021	International Transfer	Pending Approval	▼
2023021540522757	RGU2 / RUCR00002 / INR / SCB	RGU2 / RUCR00006 / INR / SCB	INR	10.00	Jan 25, 2021	Internal Transfer	Release Failed	▼
2023020834740758	RGU2 / RUCR00032 / AUD / BBE	Michael Manfred / 20200208123456 / BND / BBE	BND	1,000.00	Feb 8, 2021	Domestic Transfer	Pending Approval	▼
20230204124278886	RGU2 / RUCR00008 / BND / BBE	RGU2 / RUCR00004 / BND / BBE	BND	12.00	Feb 12, 2021	Internal Transfer	Pending Approval	▼

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Click **Approve**. The **Approve Transfer** screen will be displayed, where you can verify the updated information.



Click **APPROVE**. Here the 2 Factor Authentication (2FA) screen will be shown and requesting the verification.

Authentication screen reference



Click **SUBMIT**. The Transfers is approved and a confirmation message is prompted. Once payment is approved, the details will be sent to the **Manage List**.

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## 4.8.1 Approve (Transfers)

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**Approve Transfer**  
Transfers > Manage Workflow > Approve Transfer

Payment Reference: 2021021512809627

STEP 1 VERIFY      STEP 2 APPROVE      STEP 3 COMPLETE

✔ Your Payment has been fully approved and can be released for processing.

Payment Reference	2021021512809627
Reference	ref990
Payment Method	Internal Transfer
Derived Payment Type	BOOKTRF
Pay From	RGL2/RUCR00002/INR/SCB
Pay To	RGL2/RUCR00006/INR/SCB
Payment Amount	INR 25
Payment Date	15-Feb-2021
Derived PaymentDate	15-Feb-2021
Fee Amount	INR 0

< MANAGE WORKFLOW

If approval of a transaction fails due to technical issues, the transfer will roll back to **Release Failed** status. You can then select whether to resubmit for approval or to cancel the release.

**Manage Workflow**  
Transfers > Manage Workflow

Filter Transaction: Single Payment

Payment Reference	Pay From	Pay To	Currency	Payment Amount	Payment Date	Payment Method	Status	Action
2021021540522757	RGL2 / RUCR00002 / INR / SCB	RGL2 / RUCR00006 / INR / SCB	INR	10.00	Jan 25, 2021	Internal Transfer	Release Failed	Resubmit Cancel Release
2021020834740758	RGL2 / RUCR000352 / ALIB / BSB	Michael Marfat / 20200208123456 / BND / BBB	BND	1,000.00	Feb 8, 2021	Domestic Transfer	Pending Approval	
2021020412428886	RGL2 / RUCR00008 / BND / BSB	RGL2 / RUCR00004 / BND / BBB	BND	12.00	Feb 12, 2021	Internal Transfer	Pending Approval	

You can view transactions by generating the report under > [Account Balance Report](#)