

## Item Authorization

### Cash Management → Transactions → Item Authorization

The Cash Management Item Authorization screen allows users with the proper permissions to authorize unauthorized ACH items.

Unapproved ACH Batches						ACH Approval Options	
ALL	Name	Debits	Credits	Approval	Created		
<input type="checkbox"/>	<a href="#">ABC Payment</a>	\$70.00 (1)	\$0.00 (0)	1 of 2	12/29/2016 11:29 AM	<input type="checkbox"/> Approve All <input type="checkbox"/> Approve Selected	
Unapproved Wire Transfers							
ALL	From Account	To Name	To Account	Approval	Amount		
<input type="checkbox"/>	<a href="#">Charles Checking</a>	John Doe	784578	1 of 2	\$250.00		
Unapproved Tax Payments							
ALL	Company Name	Account	Amount	Approval	Due Date		
<input type="checkbox"/>	<a href="#">Brooke's Bakery</a>	Charles Checking	\$150.00	1 of 2	12/30/2016		

To approve:

- All displayed ACH items, click *Approve All*.
- Only selected items, select the check box associated with the transaction(s), then click *Approve Selected*.

Once items have been approved, a screen will display indicating which items were approved.

The following tax payments have been approved:  
Brooke's Bakery :: \$150.00 (Requires Bank approval)

The following wire transfers have been approved:  
 \$250.00 to John Doe [784578] (Requires Bank approval)  
 \$550.00 to Johnny Johnson [789789] (Requires Bank approval)

The following ach batches have been approved:  
ABC Payment (Requires Bank approval)