

apron.

PAYMENT APPROVAL PROCESS

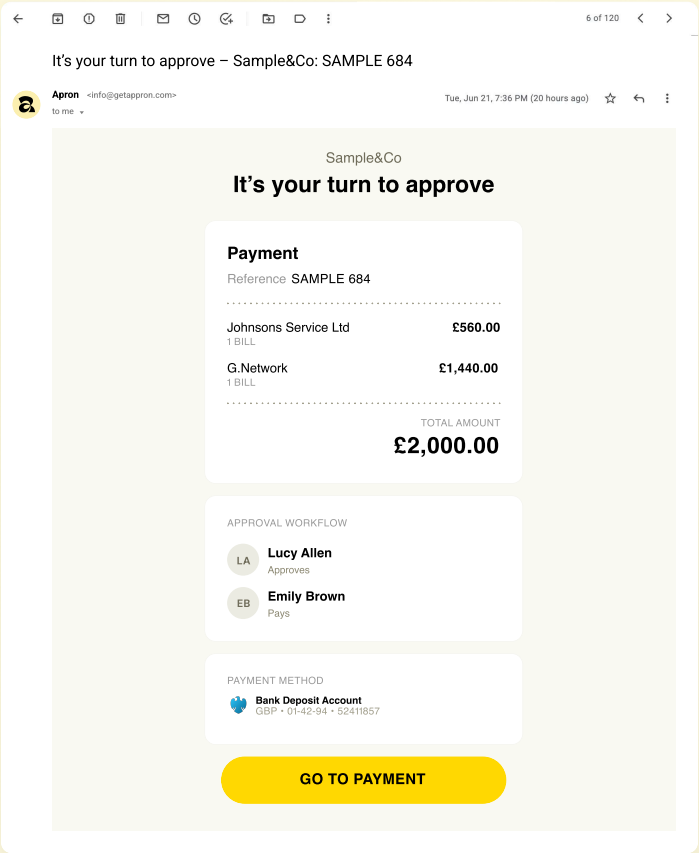
Smooth out approvals. Decide who does what for complete clarity,
control and peace of mind.



Inform
ACCOUNTING

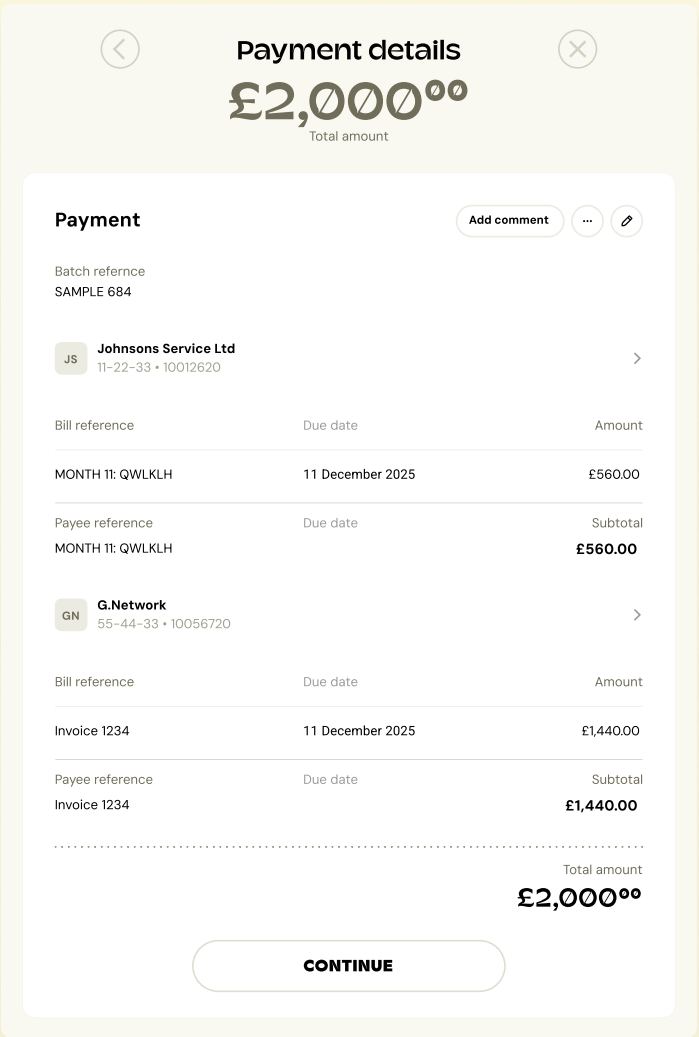
Step #1

- When we've set up a new batch payment, you'll receive an email that looks like this.
- The title will start with – It's your turn to approve and the email will come from info@getapron.com
- For the next steps, click on 'GO TO PAYMENT' at the bottom of the email



Step #2

- You will be asked to log in, just use the details we provided you. On the following screen you'll see a list of invoices.
- These are grouped per supplier and you can:
 - leave any comments using the 'add comments' button at the top
 - use the pencil button and make changes to the total amount
 - use the rubbish bin icon next to the total of each invoice to remove
- Once you've added any details, click apply changes and/or continue.



Step #3

- Ⓐ This screen is a summary of the total amount paid to each supplier and the bank account that will fund the payrun. If you're an approver and happy with the summary, click the Approve button and your job is done here!
- Ⓑ If you're the person with bank access, you will see a 'Pay' button for you to click.
- Ⓒ Apron has a partnership with Virgin so you can earn points when paying suppliers. The toggle shows how many points you can earn and will only be visible if you have bank access as there is a cost for the points which you will see when you turn it on.

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Review and confirm

×

Payment

Reference SAMPLE 684

Johnsons Service Ltd

£560.00

All Greens

£1,440.00

Total amount

£2,000⁰⁰



Virgin Points

Earn rewards on this payment

☐

Payment method

 Bank Deposit Account

GBP • 01-42-94 • 52411857

▼

Approvers

LA

Lucy Allen

Approves

EB

Emily Brown

Pays

✎

APPROVE

Step #4

- Ⓐ If you are the authorised person to pay you will see either the open banking or bank transfer.
- Ⓑ We recommend open banking where possible but if you use the bank transfer please ensure you enter in the details correctly and then click "I have paid" once you have made the transfer from your bank.

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Complete payment

×

£2,000⁰⁰

Total amount

☐ Pay instantly via Open Banking

Unavailable for your first payment with Barclays.

☒ Pay via bank transfer

You'll send money to Apron manually. We'll provide the bank details.

CONTINUE