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How do I Approve or Reject payments?

3 years ago · Updated

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▼ For Headquarters, Supervisor, Sales Manager user access roles only
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Home > Payments

If a payment has been updated for a booking, you will have the option to either approve the payment or reject it if there were any complications.

1. Beforehand, Headquarter must allow the user to "Allow to edit unit's details"

USER INFORMATION

✕ Cancel🖨 Update

John Doe

MHub HQ
August 16th 2022, 4:41 pm

Name	John Doe	Business Unit	MHub HQ
Preferred name	John Doe	Access Role	Headquarters
Mobile	Malaysia (60) 60 123456789	Access	Active
Phone	Malaysia (60) 60 Phone Number	☒ Has access ☐ Allow to edit unit's price ☒ Allow to edit unit's details ☐ Require password update next login	
Email	johndoe@mhub.my	Projects Access	All Projects (Set by Business Unit)

2. Click **Payments** at the Showroom homepage

3. Click on either **Approve** or **Reject** next to the related booking number

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