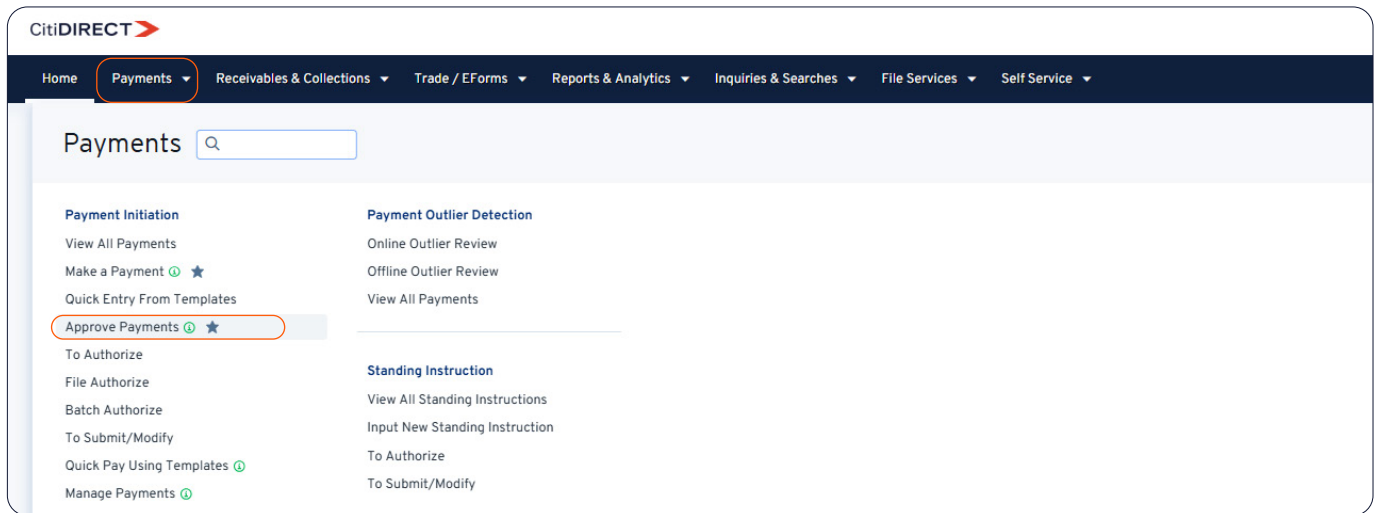
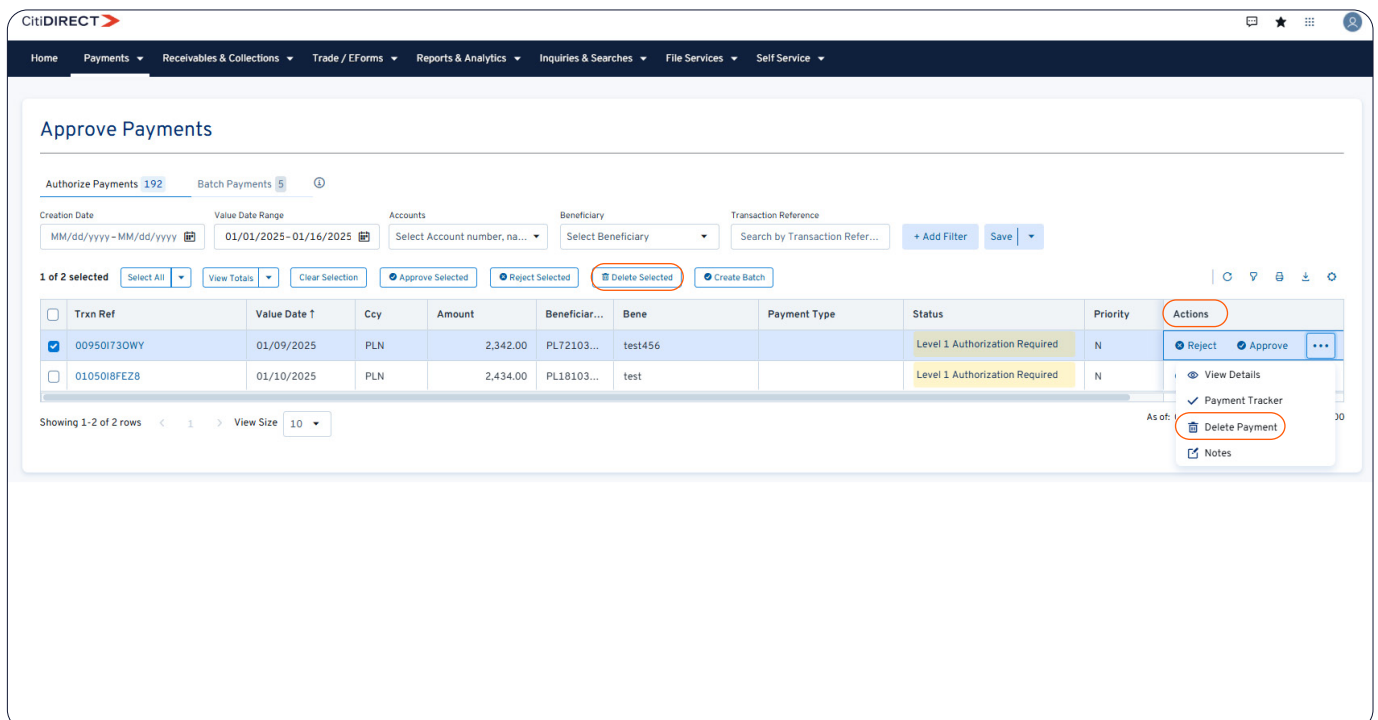


Deleting Payments

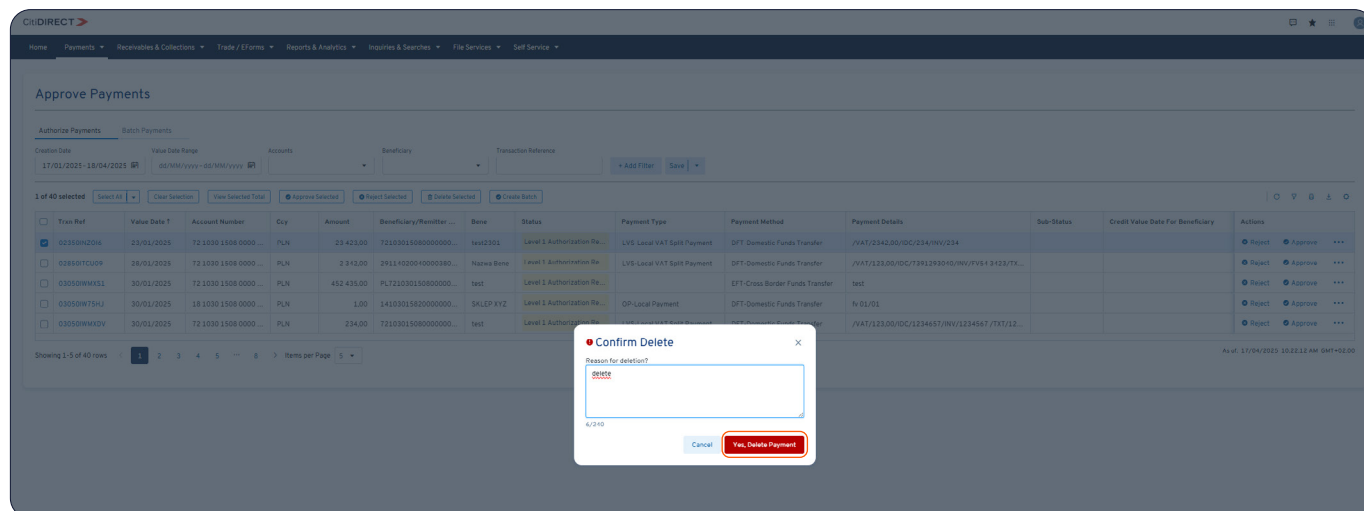
1. From the main menu, select the [Payments](#) tab.
2. Then select [Approve Payments](#).



3. Enter at least one value in the criteria (reference number, amount, beneficiary) in order to find the desired transaction. If you select a search criterion other than Reference Number, remember that you must select either the Value date or the Creation date.
4. Select the payment you're interested in from the list. Then, select one of the two available buttons: [Delete Selected](#) from the menu bar above the table (for one or more payments at once) or [Delete Payment](#) in the [Actions](#) column (for a single payment).



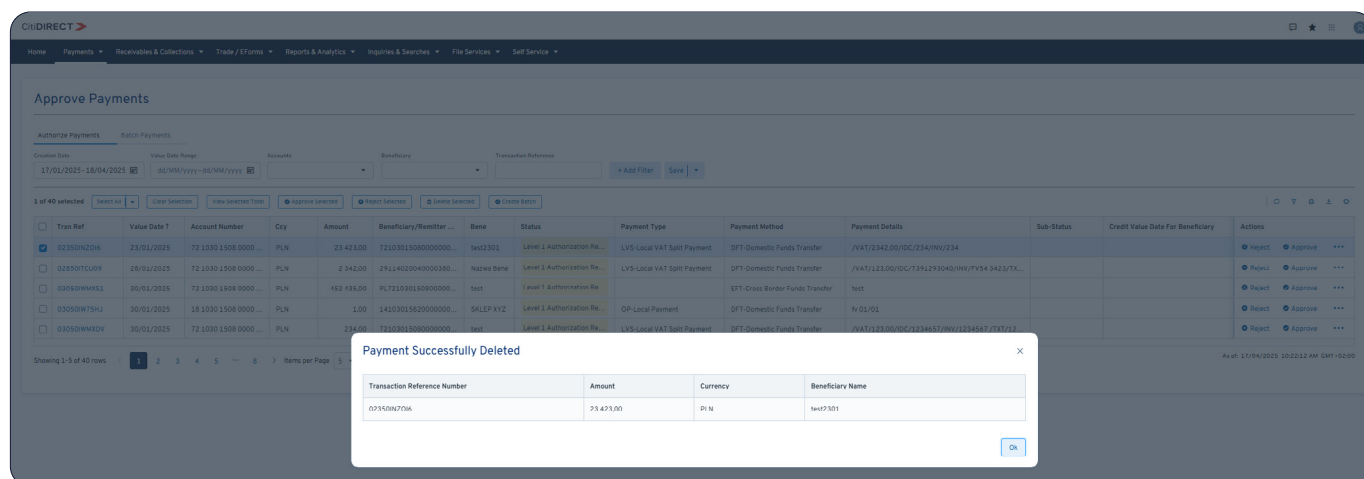
5. To proceed, provide the reason for deleting the payment, then select the [Yes, delete payment](#) button.



The screenshot shows the 'Approve Payments' interface with a table of payment entries. A modal dialog titled 'Confirm Delete' is displayed, asking for a reason for deletion. The dialog has a text input field with the word 'Delete' entered, and two buttons: 'Cancel' and 'Yes, Delete Payment'.

Tran Ref	Value Date	Account Number	Ccy	Amount	Beneficiary/Remitter	Bene	Status	Payment Type	Payment Method	Payment Details	Sub-Status	Credit Value Date For Beneficiary	Actions
02350N2D06	23/01/2025	72 1030 1508 0000	PLN	23 423.00	72103015080000000000	test2301	Level 1 Authorization Re...	LVS-Local VAT Split Payment	DFT-Domestic Funds Transfer	/VAT/2342.00/DC/234/INV/234			Request Approve
02350N2C09	28/01/2025	72 1030 1508 0000	PLN	2 342.00	29114020040000000000	Nazwa Bene	Level 1 Authorization Re...	LVS-Local VAT Split Payment	DFT-Domestic Funds Transfer	/VAT/123.00/DC/7391295040/INV/TV54 3423/TK...			Request Approve
03050NWX11	30/01/2025	72 1030 1508 0000	PLN	452 435.00	PL72103015080000000000	test	Level 1 Authorization Re...		EFT-Cross Border Funds Transfer	test			Request Approve
03050N7SHJ	30/01/2025	18 1030 1508 0000	PLN	1.00	14103015020000000000	SALP XYZ	Level 1 Authorization Re...	OP-Local Payment	DFT-Domestic Funds Transfer	N/01/01			Request Approve
03050NWXDV	30/01/2025	72 1030 1508 0000	PLN	234.00	72103015080000000000	test	Level 1 Authorization Re...	LVS-Local VAT Split Payment	DFT-Domestic Funds Transfer	/VAT/123.00/DC/1234567/INV/1234567/TV54 3423/TK...			Request Approve

6. After providing the reason, the system will inform you that the payment has been successfully deleted.



The screenshot shows the 'Approve Payments' interface with a table of payment entries. A modal dialog titled 'Payment Successfully Deleted' is displayed, showing the details of the deleted payment.

Transaction Reference Number	Amount	Currency	Beneficiary Name
02350N2D06	23 423.00	PLN	test2301