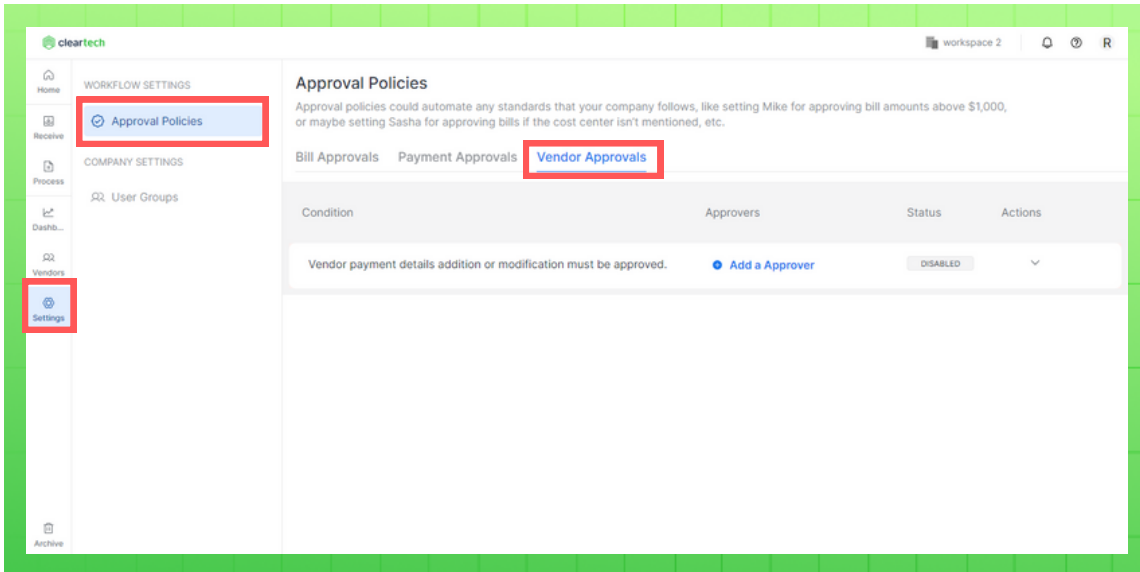# How to set vendor approvals

As a security measure to prevent payment fraud, with ClearTech all vendor ACH or Check details can be made to go through an approval step. Use this guide to learn how to set up vendor payment approvals.
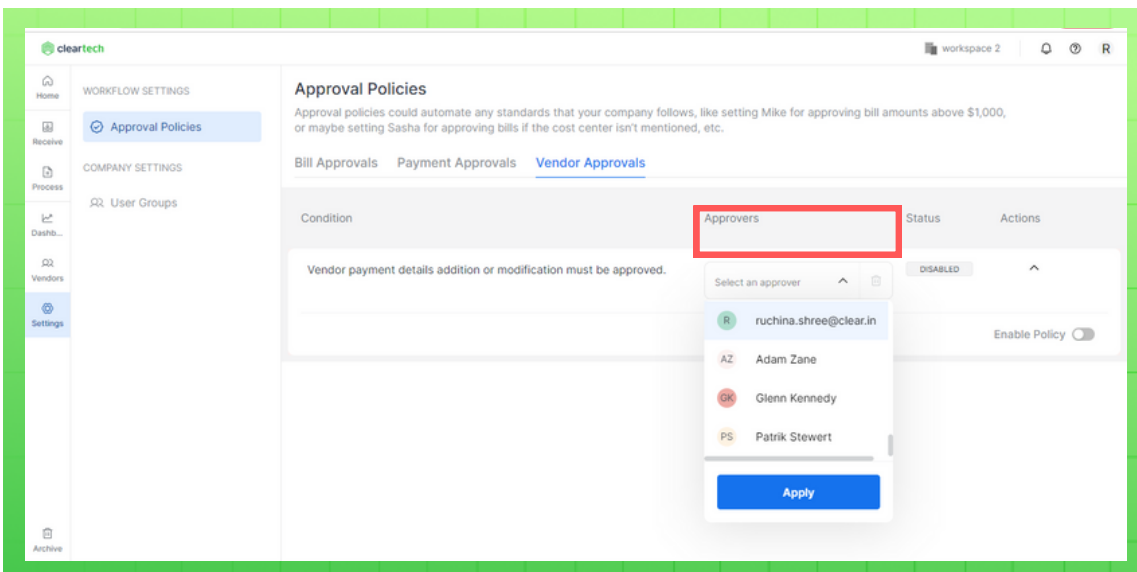
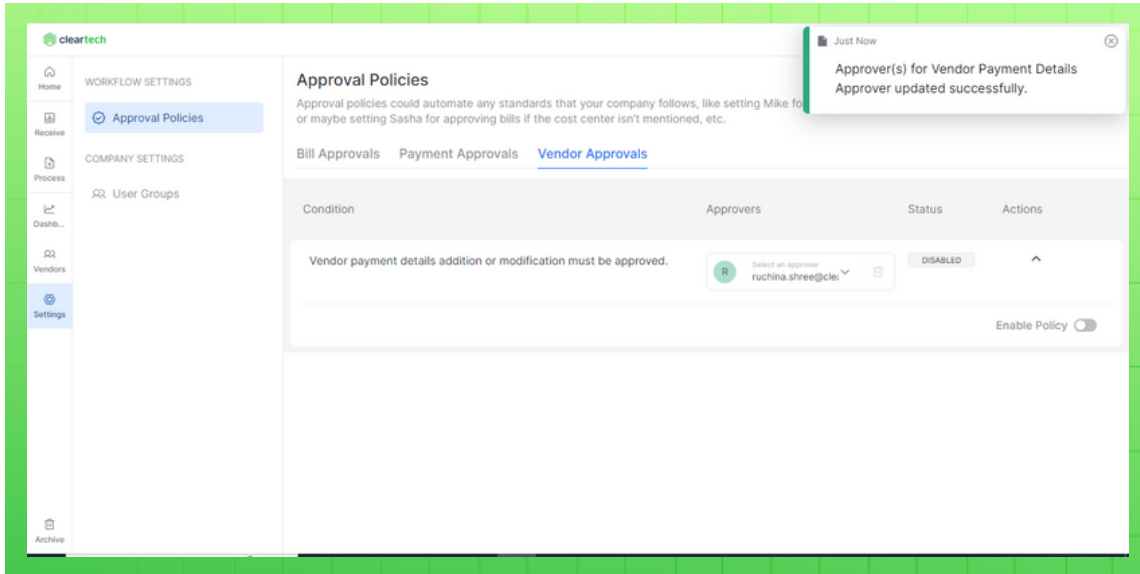## Step 1: Navigate to vendor approvals

From the "Settings" tab on the left sidebar, go to "Approval Policies". From there, go to "Vendor Approvals" from the top bar.


Step 2: Add approver

Click on "Add a Approver" and select an approver from the dropdown. Note that only payment approvers can create or update a policy for vendor approvals.

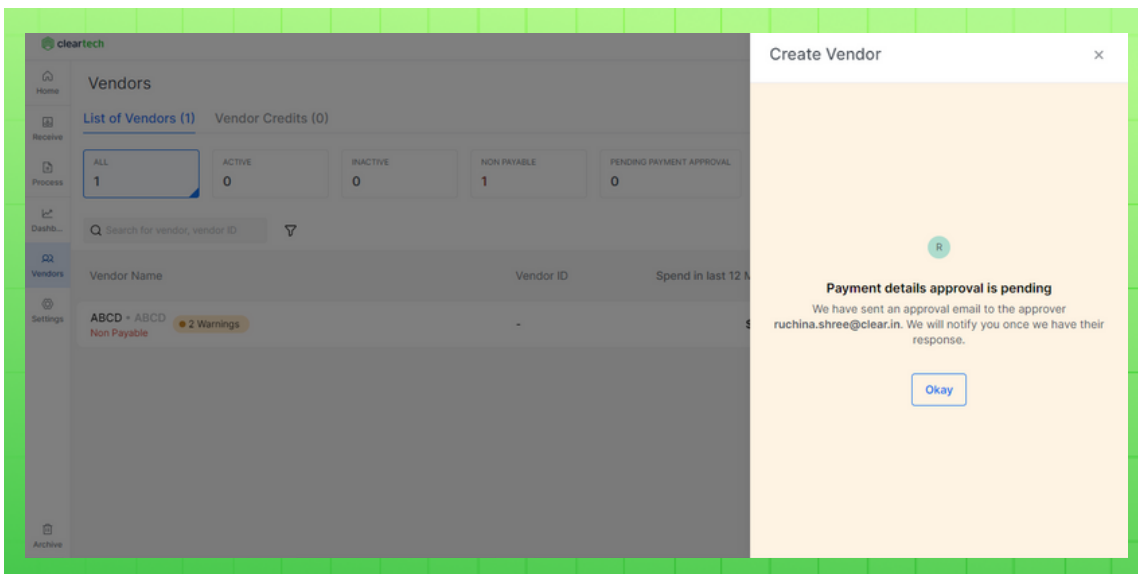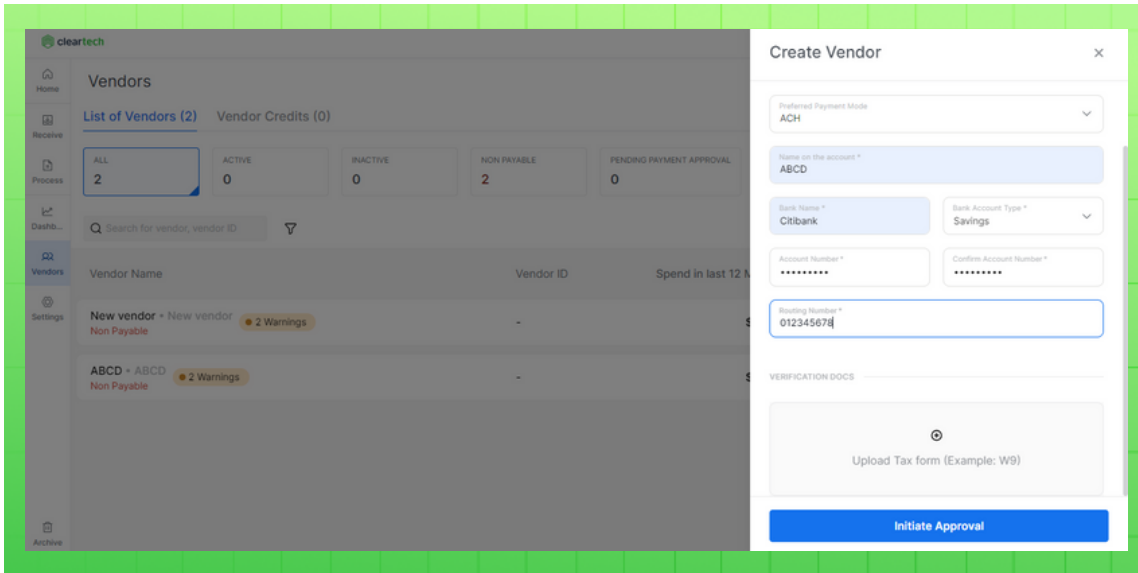## Step 3: Enable/disable existing approval policy

Approval policies can be enabled / disabled by clicking the enable policy radio button. A policy cannot be disabled if any approvals for vendor payment details are pending.
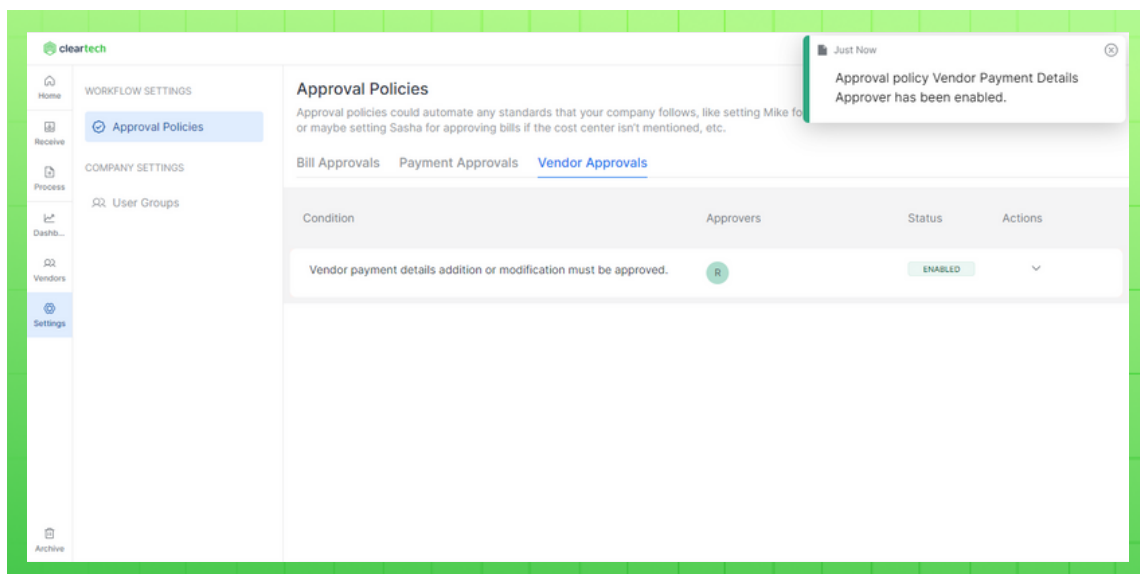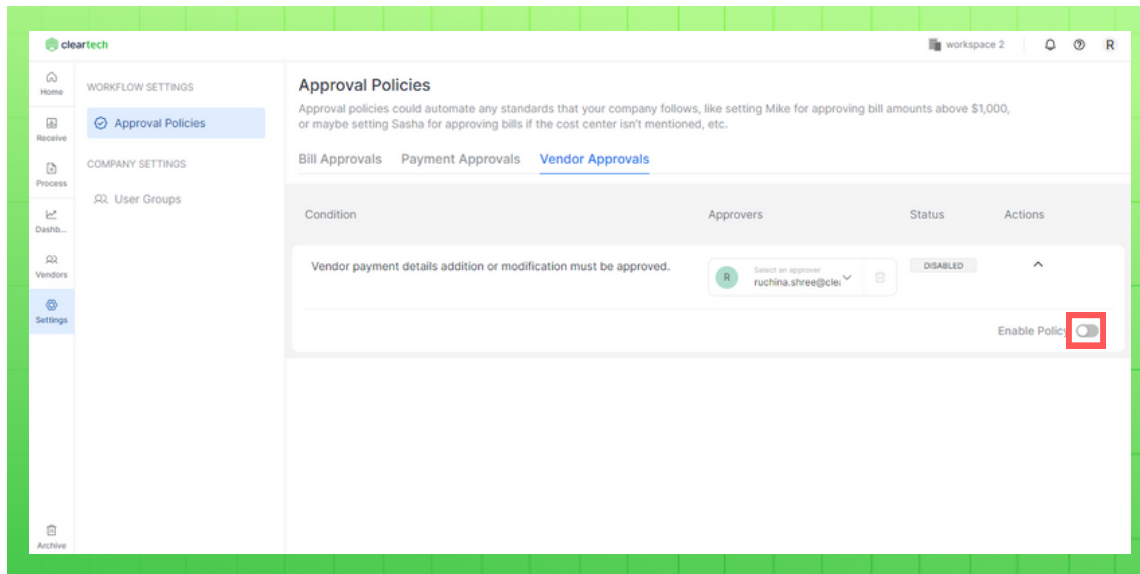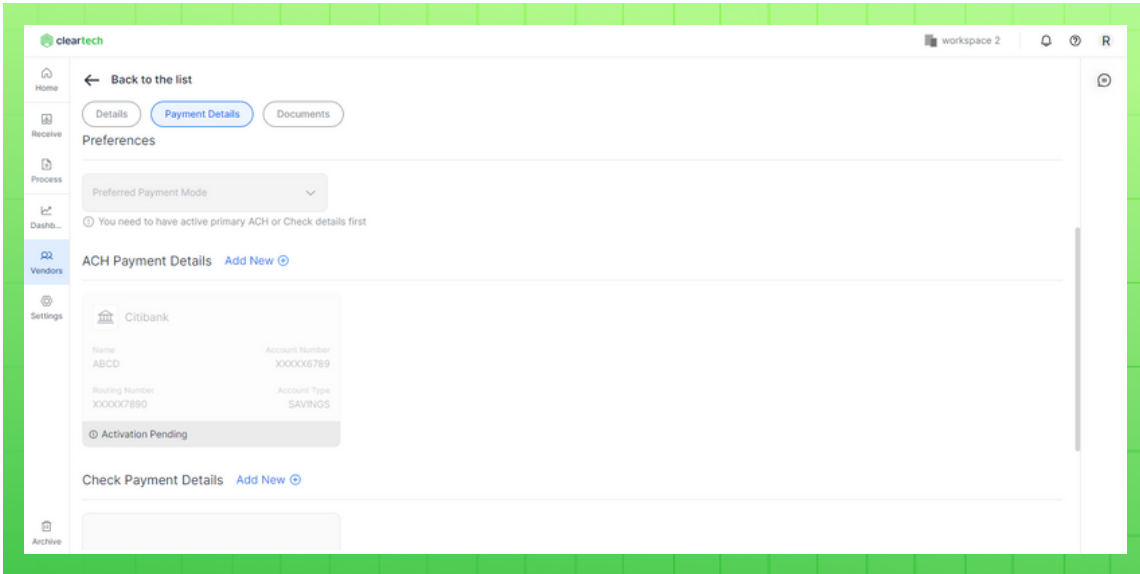
Step 4: Add payment details for approval

After an approver has been set up, all payment details for a vendor need to be approved before bill payments can be processed.

You can add vendor payment details while creating the vendor which will be sent for approval.

You can also send payment details of already created vendors for approval. Add payment details for the vendor directly on the vendor page. The payment details indicate "Activation pending" until they are approved or rejected.

Step 5: Approve or reject action on payment details

The approver can now approve or reject the payment details. The reason for rejection can be found on the vendor page. After approval, the ACH or Check details are sent for verification, and once verified, bill payments can be made using the new vendor payment details.