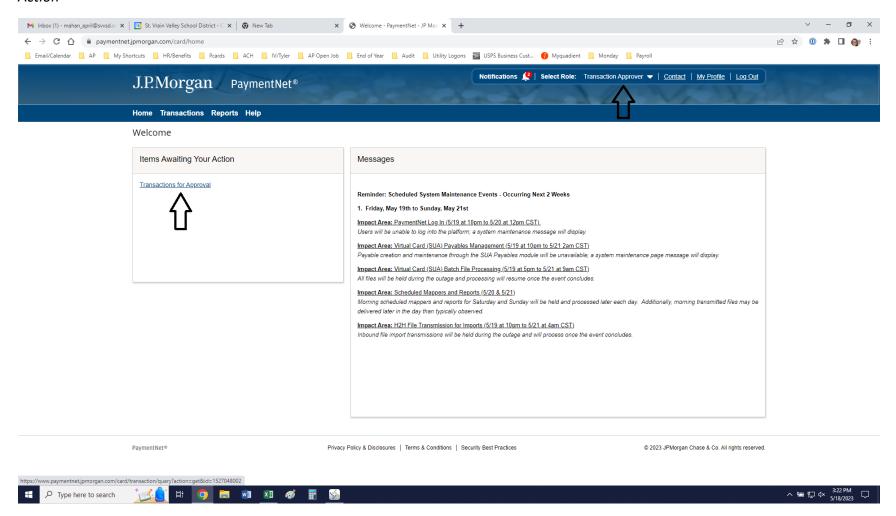
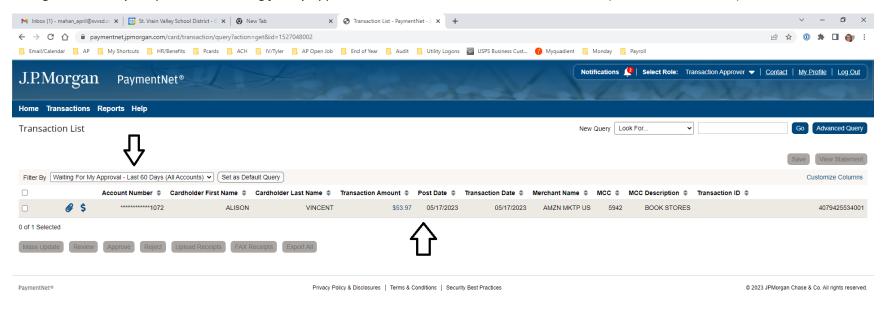
Reviewer Instructions – reviewing a transaction

After logging into PaymentNet, change your role to *Transaction Approver* then click the blue hyperlink under *Items Awaiting Your Action*

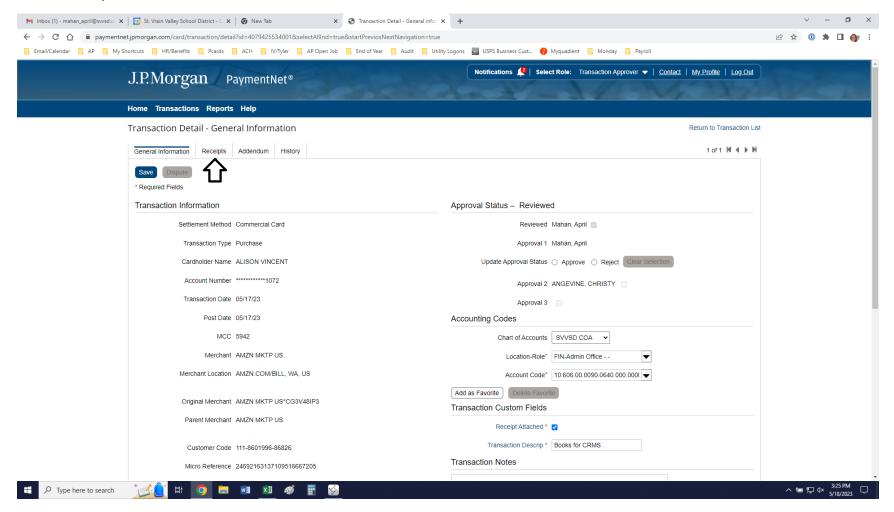


Change the Filter By drop down to Waiting for my approval then click the first transaction in the list (do not check the box)

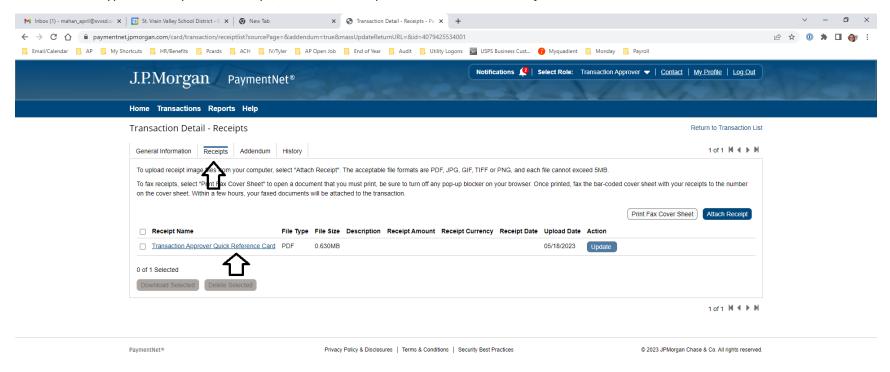




Click the Receipts tab

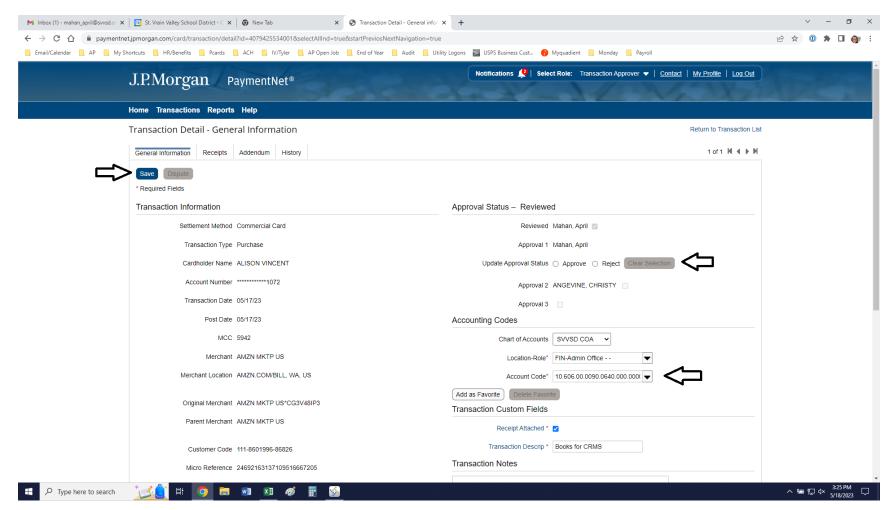


Click the blue hyperlink to open the receipt, review the receipt then click the General Information tab to return to the transaction detail





You are not responsible for ensuring the receipt is sufficient, your job is just to make sure a receipt is attached and understand what was purchased so that you can check the account code is correct. In the Transaction Detail screen, click the approve button, check the account code (change the account if it is not correct), and then click the blue *Save* button. **Do not click the save button until you are sure you want to approve the transaction. You have the ability to choose to reject the transaction but that should only be done if you see the receipt is not for that transaction.**



You can now return to the Transaction List (top right-hand corner) to review the next transaction in the list.