

## TRANSACTION APPROVER QUICK REFERENCE CARD

### Overview

This Quick Reference Card is intended for users who are assigned the Transaction Approver role in PaymentNet. It explains how to perform the tasks that are typically the responsibility of transaction approvers, including approving or rejecting transactions that cardholders have reviewed.

### PaymentNet Welcome Screen

The Welcome screen displays each time you log in to PaymentNet; it serves as your starting point or home screen.

Figure 1: Welcome Screen

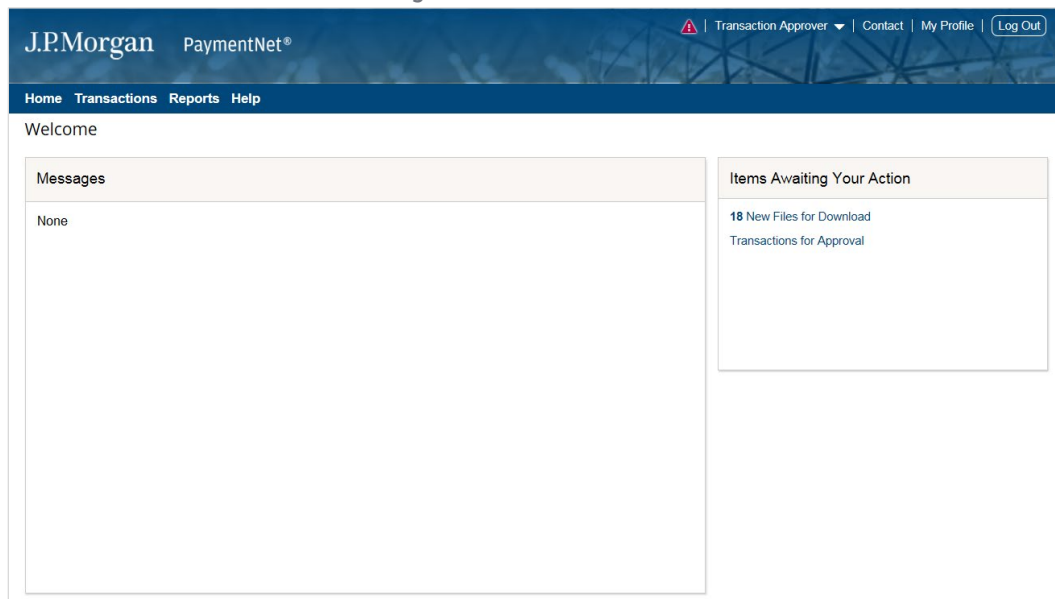


Table 1: Welcome Screen Areas

Area	Description
<b>Menu Bar</b>	Lists the PaymentNet features you are authorized to access. The available menu items depend on your role and permissions. The Help menu is available on every screen; this menu provides resources to answer your questions.
<b>Items Awaiting Your Action</b>	Includes quick links to key actions, such as reviewing transactions and downloading files. Also notifies you when your password will expire and provides a link that allows you to change it.
<b>Messages</b>	Displays important messages from your program administrator or J.P. Morgan.
<b>Toolbar</b>	Provides shortcuts to basic navigation options. The toolbar can be accessed from all PaymentNet screens and includes the following options: <ul style="list-style-type: none"> <li><b>Role Selector</b> Allows you to choose a role (if you have more than one) and complete tasks related to that role. An exclamation point icon displays when items await your action.</li> <li><b>Contact</b> Lists important contact information for your card program.</li> <li><b>My Profile</b> Gives you access to your PaymentNet profile information.</li> <li><b>Log Out</b> Allows you to securely end your PaymentNet session.</li> </ul>

## Viewing Transactions

To view a list of recent transactions, select **Transactions > Manage**. By default, the Transaction List screen includes transactions for the past 30 days.

To view detailed information about a single transaction, click the transaction amount to display the Transaction Detail screen. This screen includes the following tabs:

- **General Information.** Displays basic information about the transaction and lets you perform management functions such as approving the transaction, entering tax information, and applying accounting codes.
- **Receipts.** Lets you view and attach receipts (if your organization uses the Receipt Imaging feature).
- **Addendum.** Displays details such as a tracking number associated with an order and the anticipated delivery date (if the vendor has provided this information).
- **History.** Displays additional transaction audit data.

## Searching for Transactions

Quick queries let you perform a basic search for transactions using system-defined fields such as Account Number, Approval Status, Cardholder Last Name, Merchant Name, Post Date, and Transaction ID.

To perform a quick query:

1. Select **Transactions > Manage**.
2. Select a field from the **New Query** drop-down list.
3. Enter your search criteria in the text box and click **Go**.

System queries allow you to search for transactions using predetermined criteria, such as new transactions in the last 60 days or transactions posted in the last 30 days.

To perform a system query:

1. Select **Transactions > Manage**.
2. Select a query from the drop-down list.

Advanced queries let you set up complex filters by defining the search criteria to locate just the transactions you need. You can also save advanced queries for future use. Detailed information about how to construct advanced queries, save them for future use, and run them on demand can be found in the PaymentNet Help.

## Approving Cardholder Transactions

Once a cardholder reviews transactions and marks them as Reviewed, you can verify that the transactions meet your organizational guidelines and mark them as Approved. Once a transaction has been approved, it is locked from further editing.

To approve a single transaction:

1. Click the transaction amount on the Transaction List screen.
2. Review the transaction and make any necessary changes; for example, you might need to edit the accounting codes.
3. Click **Approve**.
4. If additional levels of approval are required, select the next approver from the list.
5. Click **Save**.

To approve multiple transactions at once:

1. Select **Transactions > Approve** to display a list of the transactions awaiting your approval.
2. On the Transaction List screen, select the transactions you want to approve.
3. Click **Approve**.
4. If additional levels of approval are required, select the next approver from the list.
5. Click **Save**.

---

**Note:** If there are transactions awaiting your approval, a link displays in the Items Awaiting Your Action panel on the Welcome screen. Click this link to see a list of these transactions on the Transaction List screen.

---

## Rejecting Cardholder Transactions

If transactions that a cardholder has reviewed do not meet your organizational guidelines, you can mark them as Rejected. You must provide a reason for the rejection, and you can also give a detailed explanation or further instructions for the cardholder.

When a transaction is rejected, it is returned to the cardholder as a new transaction that needs to be reviewed. The cardholder must address the issues and resubmit the transaction for approval.

To reject a single transaction:

1. On the Transaction List screen, click the transaction to view details.
2. On the Transaction Detail - General Information screen, click **Reject**.
3. Select a reason from the **Reason for Rejecting Transaction** list.
4. Optionally, enter comments in the **Additional Information** field to explain the rejection. Comments are required if the reason you selected is Other.
5. Click **Save**.

To reject multiple transactions at once:

1. Select **Transactions > Approve** to display a list of the transactions awaiting your approval.
2. On the Transaction List screen, select the transactions you want to reject.
3. Click **Reject**.
4. Select a reason from the **Reason for Rejecting Transaction** list.
5. Optionally, enter comments in the **Additional Information** field to explain the rejection. Comments are required if the reason you selected is Other.
6. Click **Reject**.

---

**Note:** If there are transactions awaiting your approval, a link displays in the Items Awaiting Your Action panel on the Welcome screen. Click this link to see a list of these transactions on the Transaction List screen.

---

## Running a Report

Your program administrator determines which reports you can run. See the PaymentNet Help for detailed information about specifying report criteria.

To run a report:

1. Select **Reports > Report List**.
2. Find the report you want to run. You can use the filters and keyword search on the Report List screen to locate a report. You can also click the Plus icon to display detailed information about a specific report.

3. Click the name of the report you want to run.
4. Use the tabs on the Report Detail screen to view and change the report settings as desired.
5. If you want to be able to run the report again with the same criteria, enter a new name for the report and click **Save**. Saved reports are available to run from the Report List screen.
6. To run the report, click **Run**.

Report results are displayed on the Available Downloads screen. To view this screen, select Reports > Downloads. When the report has finished running, the Status column on this screen changes to Successful and a link to the report output appears in the Output column. Click the link to download the output to your local machine.

## Editing Your Profile

You can use the My Profile screen to manage your user settings. For example, you can change your password or email address and specify the events for which you want to receive email notifications. To access this screen, click the **My Profile** link on the PaymentNet toolbar.

*Figure 2: My Profile Screen*

To change your password:

1. Click **Change Password**.
2. Enter your **Current Password**.
3. Enter your **New Password**, then enter it again in exactly the same way in the **Confirm Password** field. Passwords are case-sensitive and must conform to the requirements displayed on the screen.
4. Click **Save**.

**Note:** If your password is due to expire within 30 days, you can change it directly from the Welcome screen. Click the password expiration link in the Items Awaiting Your Action panel.

To change your email address:

1. Click **Change E-mail Address**.
2. Enter your **Current Password**.
3. Enter your new **E-mail Address**.
4. Click **Save**.

To set your email notification preferences:

1. Select the check box next to each type of email notification you want to receive. For example, you might choose to receive notifications when you have transactions awaiting your approval.
2. Click **Save**.

## Support

You can find answers to most of your questions by using PaymentNet Help. To access PaymentNet Help, click **Help > Help Center** on the PaymentNet menu bar.

If you need assistance, contact your program administrator.