J.P. Morgan PaymentNet 4.0

Approving Transactions

If your User ID is assigned the Transaction Approver role, you can approve transactions. Using multi-select, you can approve up to 100 transactions at the same time. Once you approve a transaction, it is no longer available for editing.

Note: Although you can select up to 100 individual records on the page to approve, the total number of records you can select is dependant on the number of records displayed. In the My Profile section of PaymentNet, you can choose to display 20, 50, or 100 records on a page at a time. To change the number of records that display, see Setting Up Screen Views.

To approve a transaction:

1. Select Transactions > Approve.

2. On the Transaction List, do one of the following:
   - Click the transaction you want to approve.
   - Use the multi-select tool to select the transactions you want approve and then click the Approved button. For information about multi-select, see Using Multi-Select.

Note: To approve multiple transactions at the same time, the transactions must be assigned to you and be in a hierarchy to which you have a scope of view.

   If you select multiple transactions in the list and any are in a hierarchy to which you do not have the correct scope of view, or you are not assigned as the approver, the Approved button will be unavailable.

3. On the Transaction List, click the transaction you want to approve.

4. Review the transaction to make necessary changes.
   PaymentNet displays the General Information screen.

5. Select the Approval checkbox.

7. Click Save.
   The transaction is marked as Approved and locked from further editing.