

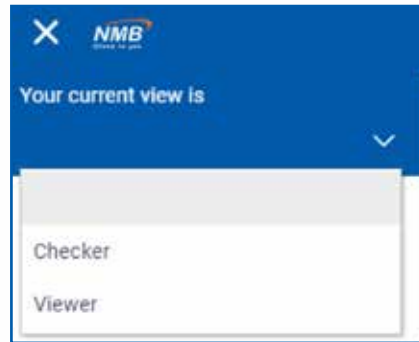


CHECKER

Approval Guide

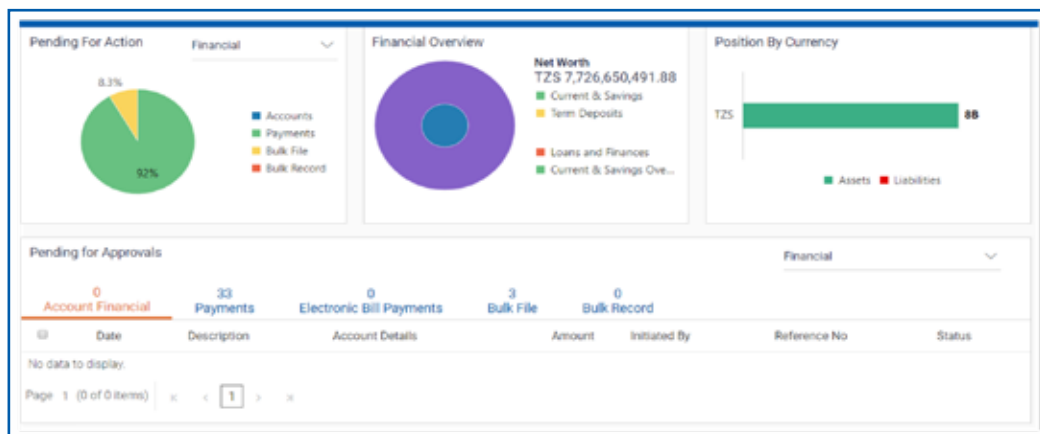
STEP 1:

Confirm user is on CHECKER view to authorize;



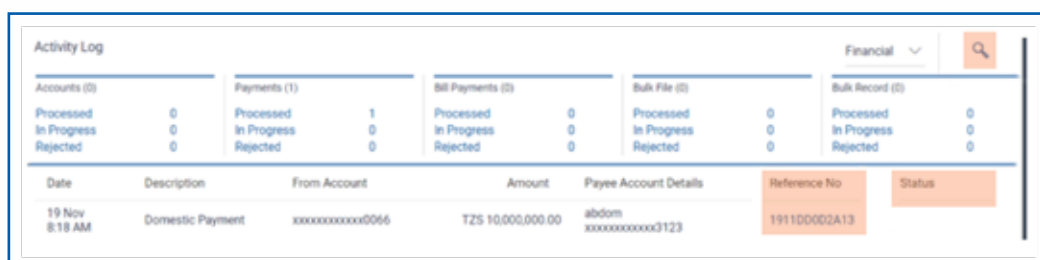
STEP 2:

Under the **Activity log**, payments will be indicated of the 'Pending for action' section at the top pictorial;



STEP 3:

IF unable to find payment, confirm **payment date** then select VIEWER option above and search for the payment on the **activity log** by clicking the 'search' lance. 'Once **'Reference No.'** is selected, approver will view the payment details and approve the payment'

A screenshot of the 'Activity Log' section in the NMB system. It features a search bar and a table with columns for Date, Description, From Account, Amount, Payee Account Details, Reference No, and Status. The table contains one entry: a payment of TZS 10,000,000.00 on 19 Nov 8:18 AM, described as 'Domestic Payment', with a reference number of 1911D0002A13. Above the table, there are summary statistics for various categories: Accounts (0), Payments (1), Bill Payments (0), Bulk File (0), and Bulk Record (0). Each category has sub-rows for 'Processed', 'In Progress', and 'Rejected'.

Insert the **payment date** OR reference number (you may go as far back as when the customer started using the system, but the search dates should be for **3 days range**).

STEP 4:

Click on the File Reference ID for 'Transaction Journey' status;

IF payment **is approved**, it will indicate **which authorizer** has already approved

IF **rejected** it will also show which user has rejected the payment

IF payment **has error**, it will also be indicated on this stage

