

CHECKER Approval Guide

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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;

Pending For Action	Financial A P	Coounis Nyments	Net Worth TZS 7,726,650,491.88 Current & Savings Term Deposits	Position By Currency	88
92% Pending for Approvals		A Record	Current & Savings Ove	Financial	Liabilities
0 Account Financial	33 Payments	0 Electronic Bill Payments B	3 0 Sulk File Bulk Record		
Date Date	Description	Account Details	Amount Initiated By	Reference No	Status
o data to display.					
ige 1 (0 of 0 items)	ĸ - < 1 →	ж			

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'

Activity Log								Financial	~ Q,
Accounts (0)		Payments (1)		Bill Payments (0)		Bulk File (0)		Bulk Record (0)	
Processed In Progress Rejected	0	Processed In Progress Rejected	1 0 0	Processed In Progress Rejected	0 0 0	Processed In Progress Rejected	0	Processed In Progress Rejected	0
Date	Description	From A	count	Amou	nt Pay	ee Account Details	Reference	No St	atus
19 Nov 8:18 AM	Domestic Paym	sent xxxxxxxx	000000066	TZS 10,000,00	0.00 abd	om 000000003123	1911000	D2A13	

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

Initiation	Approval	Completion
0	0	0
maker 19 Nov 08:18 AM		Processed Reference No : 2010PI8193120003 19 Nov 08:18 AM
19 Nov 08:18 AM		Reference No : 2010PiB193120003 19 Nov 08:18 AM