PAYMENT SERVICES USER MANUAL 1

VIEW THE DOCUMENT HISTORY..... 1

DISTRIBUTE OR APPROVAL SCREENS.....1

AUDIT REPORT.....2

PAYMENT SERVICES USER MANUAL

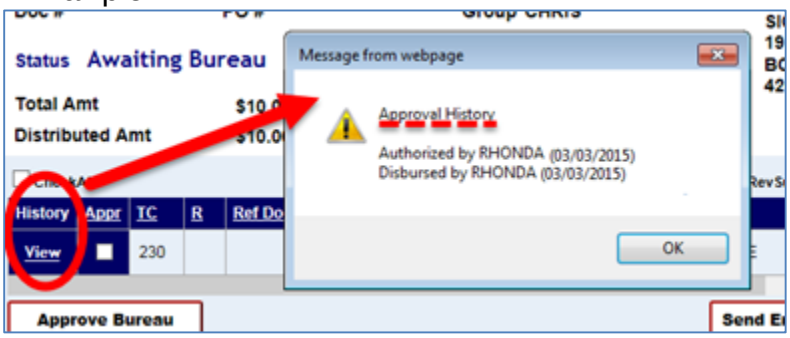
VIEW THE DOCUMENT HISTORY

To view the document history, including when it was distributed (fiscal coding) approved, unapproved, etc.:

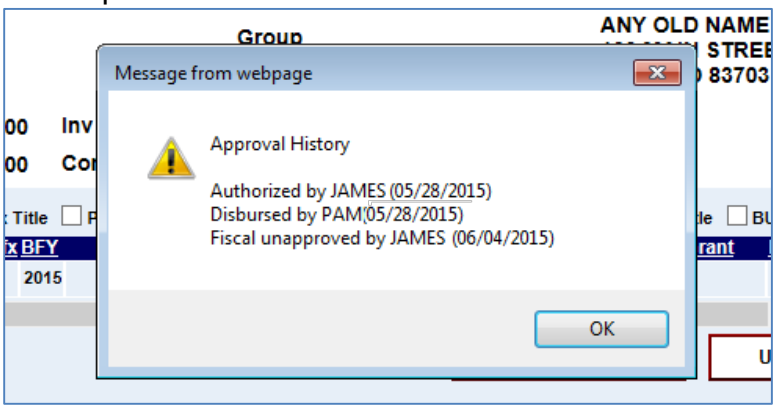
DISTRIBUTE OR APPROVAL SCREENS

1. In Payment Services **Distribute** or **Approval** screens - Click the **View** link in the **History** column.

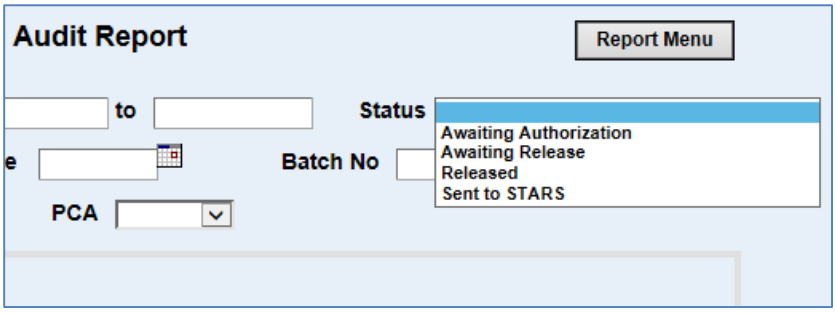
1 Example



2 Example



2. In Payment Services **Recurring Payments Distribute** or **Approval** screens - Click **View History** or the **View** link in the **History** column.

AUDIT REPORT

1. On the Payment Services or Recurring Payments main screen, click the **Reports** tab.
2. Select **Audit Report**.
3. Select a **Status**.
4. Click **PDF Report**.