Approving Transaction Awaiting Approval in Scribe

Log into Scribe: -

https://app.scribeaccounts.com/Account/SignIn?ReturnUrl=%2F

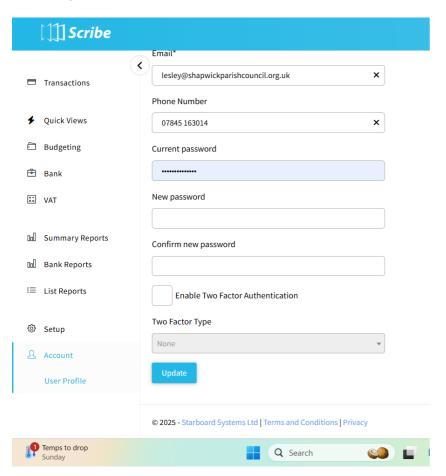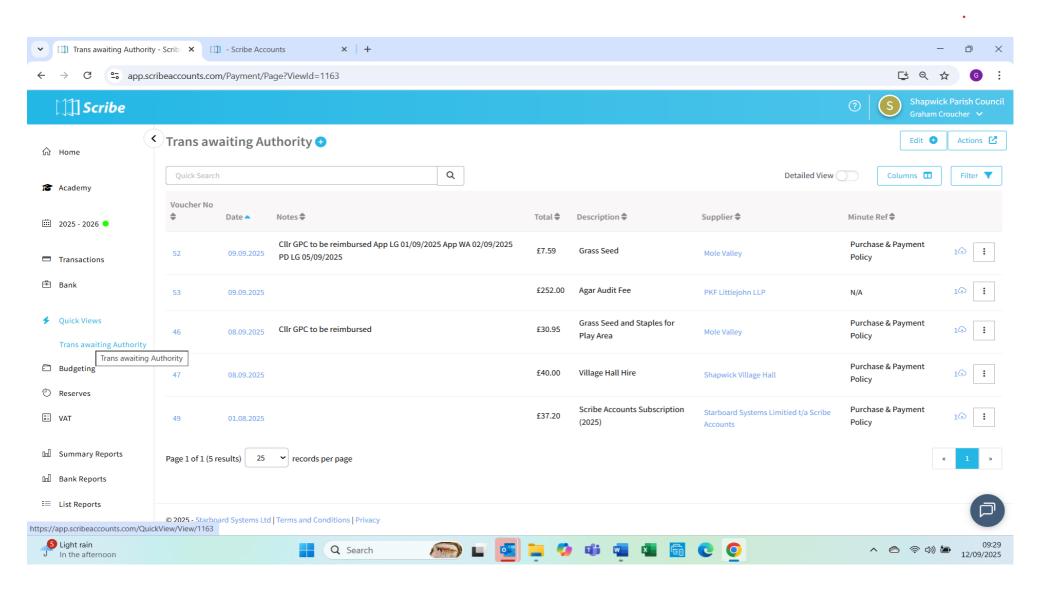Changing Password: - This should, ideally, be done when you first login

You can do this from the side menus, at the bottom of the list, by Choosing Account / User Profile

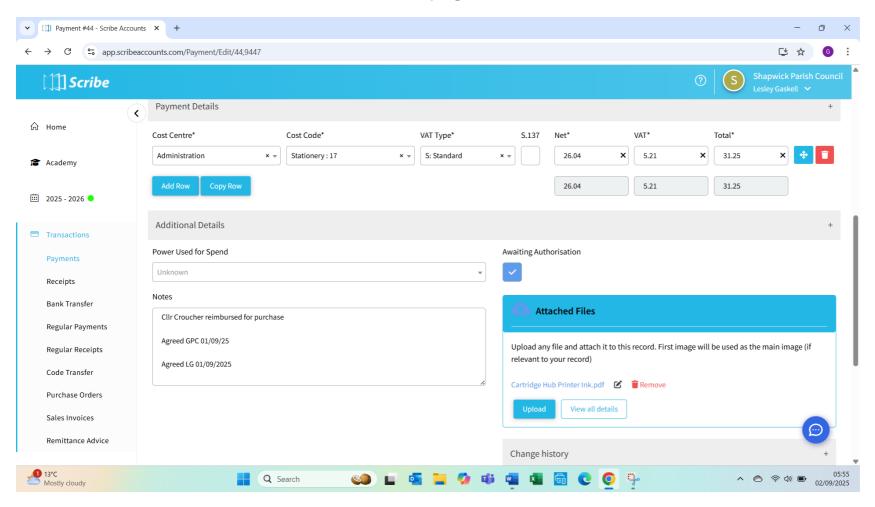No need to enter current password just a new one and them confirm it.

Passwords are a minimum of 12 alphanumeric characters and must contain minimum1 capital, 1 number and 1 non-alphanumeric
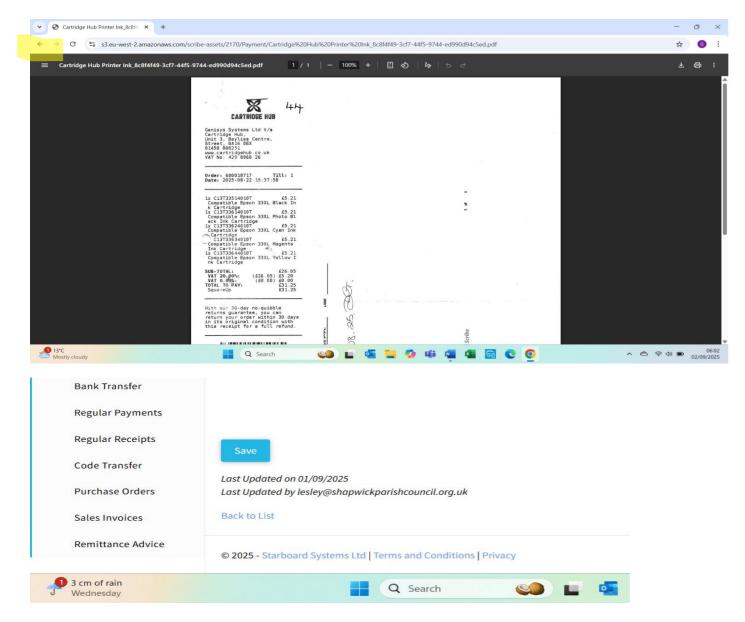
From the side menu select Quick Views/Trans Awaiting Authority. This takes you to report below which shows the information required to select a Transaction for Approval, in particular the NOTES on the Transaction Click on the **date** of the transaction that you want to review>>>>>>

Use the up and down arrows to scroll and review the transaction, in the **"Attached Files"** box you can click on a link to an image of the invoice. (NB See Next Screen Shot). When you have finished your review, enter your approval or non-approval "Initials & Date" in the Notes Box. Then Scroll to the bottom of the screen and click the **Blue Save** button. See final Screen Shot next page.

NB You must ONLY use the highlighted yellow "back button" to return to the Transaction or you will be logged out!!!! And have to do it all over again.
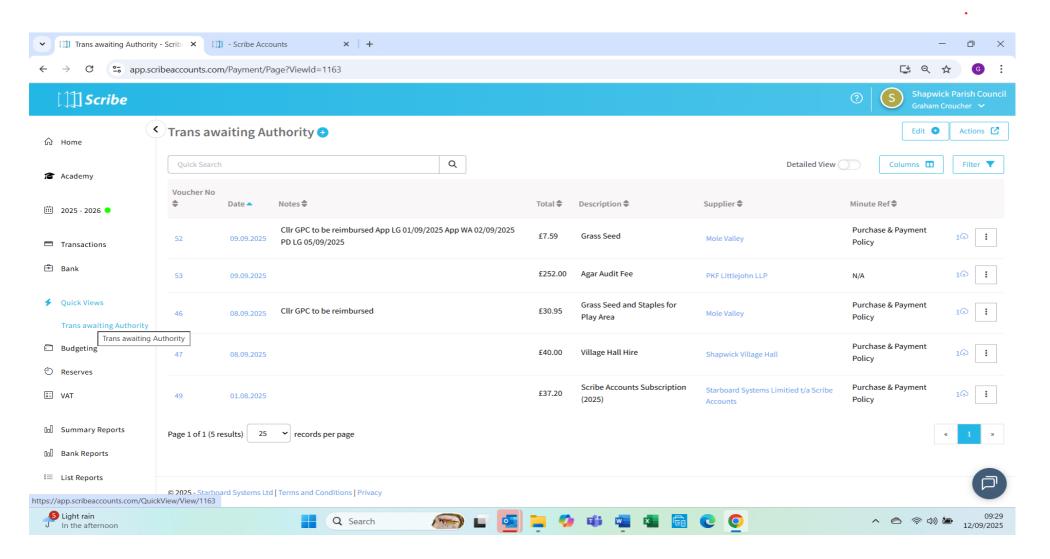
When you SAVE the amended Transaction you are taken back to the full menu choice where you just select Quick View again and select the next Transaction that you want to review

Paying Approved Transactions: - Follow the same Quick Report/Trans Awaiting Approval process above. You can see and SELECT Transactions that have two "Approvals" and make payment through the on-line banking app.

In the full Transaction Screen there are THREE STEPS to be completed as part of the Payment Process

   1) Update the NOTES with your details and Date, 2) Enter Payment Ref 3) Untick AWAITING AUTHORISATION

This screenshot shows how each time a councillor accesses a transaction record it is date and time stamped in the "Change History" log