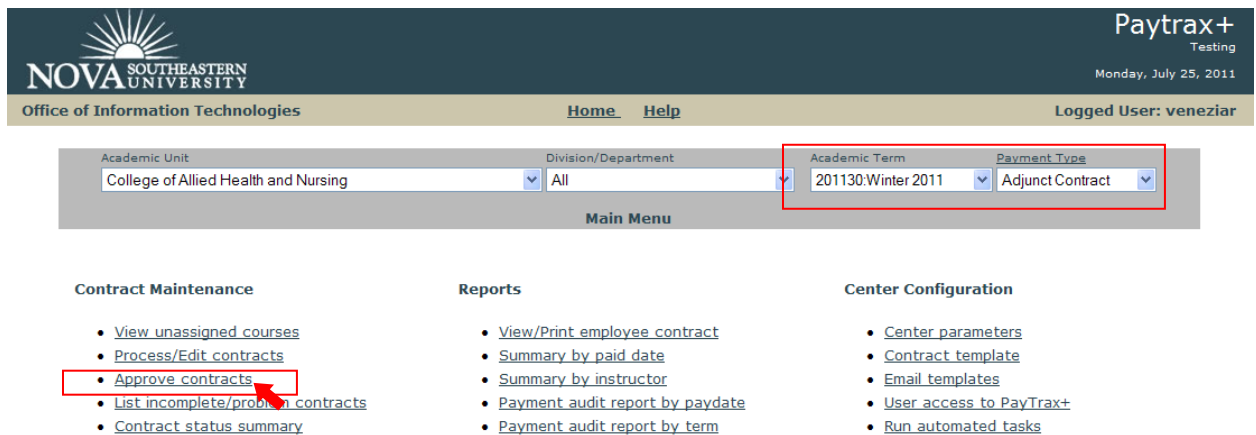


Approving Payments

Approving payments in Paytrax+ can be done either by following the link in the notification email received, or by navigating the system.

To navigate the system:

1. Using your internet browser, go to <https://paytrax.nova.edu/ptx-main.cgi> to log in to Paytrax+. Login using your NSU e-mail/Sharklink User Name and Password. You may wish to add this address to your Favorites in your browser for future reference.
2. Choose the **Academic Term** from the drop down menu, and/or Payment Type **Adjunct Contract**. For **Other** Payment Type, no term needs to be selected. Next, click on Approve Contracts.



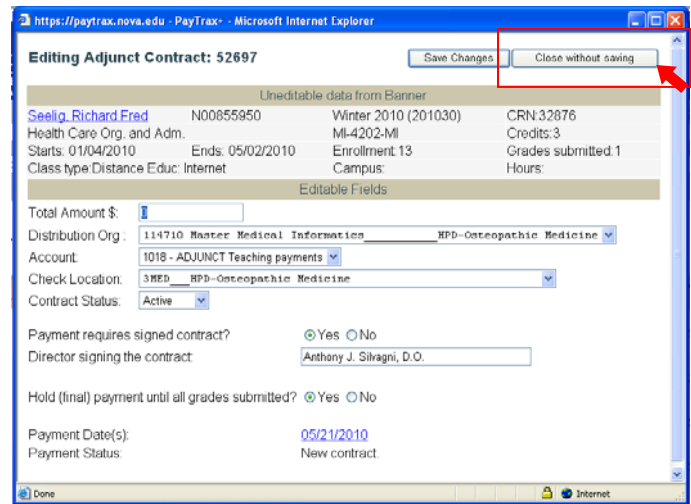
3. A list of payments awaiting approval will display. To review the contract or payment to ensure you agree with the information, click on the Edit link on the left. A window will pop open and display contract/payment information.

Displays only unapproved contracts

Line No.	Edit Adjunct Contract	Course Code	Title	Adjunct (mailto)	Enroll. Grades	Amount	Org	Account	Approve All <input type="checkbox"/>
1 +	<a href="#">Edit</a>	AUD-6502-0	Hearing Conservation	<a href="mailto:Rahe, Frederick A">Rahe, Frederick A</a>	10.0	\$1,000	113640	1018	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 +	<a href="#">Edit</a>	AUD-6502-0	Hearing Conservation	<a href="mailto:Rahe, Frederick A">Rahe, Frederick A</a>	11.0	\$1.50	113640	1018	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Erica Friedland

(Be sure your Internet browser pop-up blocker is disabled; see Tools > Pop Up Blocker > Turn Off Pop Up Blocker.)

If you are satisfied with payment information as it appears in the display, click the button labeled **Close without saving** at the top of the window.



- On the main approver page, click on the box corresponding with your approver level (i.e., 2<sup>nd</sup> level = 2<sup>nd</sup> box, etc.) and click the button labeled Approve Selected Contracts.

Line No.	Edit Adjunct Contract	Course Code	Title	Adjunct (mailto)	Enroll. Grades	Amount	Org	Account	Approve All <input type="checkbox"/>
1 +	<a href="#">Edit</a>	AUD-6502-0	Hearing Conservation	<a href="mailto:Rahe.Frederick.A">Rahe, Frederick A</a>	10.0	\$1,000	113640	1018	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 +	<a href="#">Edit</a>	AUD-6502-0	Hearing Conservation	<a href="mailto:Rahe.Frederick.A">Rahe, Frederick A</a>	11.0	\$1.50	113640	1018	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additional system information by clicking the [Help](#) link located at the top of the page.



**Paytrax+**  
Testing

Monday, July 25, 2011

Office of Information Technologies

[Home](#) [Help](#)

Logged User: veneziar

Academic Unit	Division/Department	Academic Term	Payment Type
College of Allied Health and Nursing	All	201103/Winter 2011	Adjunct Contract