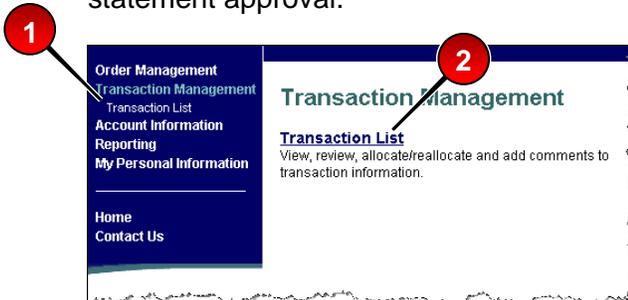
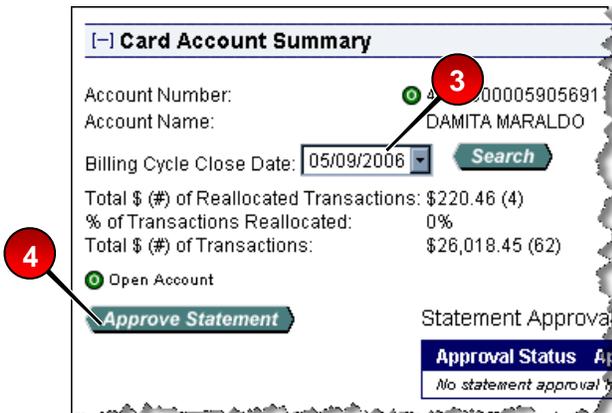


Approve a Statement

You can use this quick reference guide as a fast reminder of the basic steps for approving a statement. Before you approve a statement, make sure you know your organization's internal policies and procedures for transaction and statement approval.



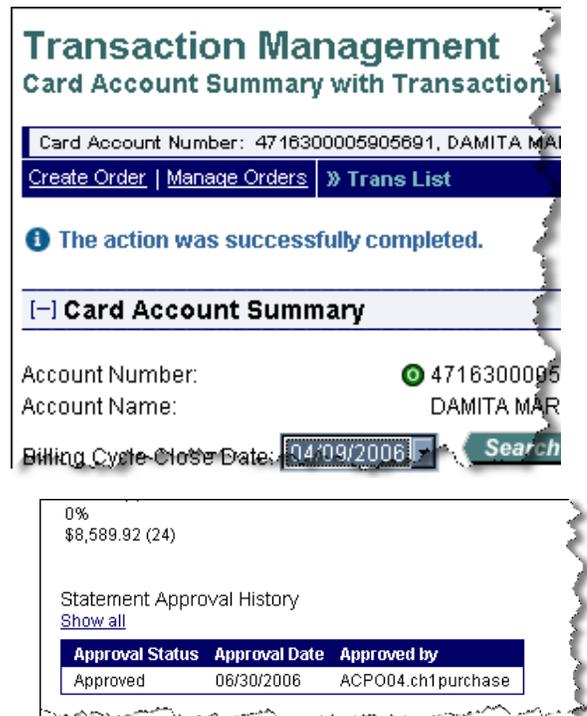
1. Select the **Transaction Management** high-level task.
2. Click the **Transaction List** link.



3. Select the correct cycle.
4. Click the **Approve Statement** button.



5. Read the text (unique to your organization).
6. Click the **Agree** button.



➤ *Learn More:* For more detailed information, refer to the *Account Approval Process* web-based training lesson and user guide available at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most current passwords.

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