

APPROVING EXPENSE FOLDERS OR INDIVIDUAL TRANSACTIONS

As a Manager you will need to approve single transactions (e.g. department purchasing) or Expense Folders (e.g. travel expense reports).

On your Home Page, do you have Expense Folders to Sign Off?

No

Go to Step #5

Yes

1

Action Required	Count	Type	Acting As	Current State
Sign Off	3	Transaction	Manager	Review
Sign Off	1	Expense Folder	Manager	Pending
Sign Off	1	Reimbursement	Manager	Review

Click either:

- Home Page: Action Required "Signoff" for Expense Folder.
- Left Navigation Bar: Expense Folders Requiring Signoff

2

A listing of all expense folders will be shown. Click on the first expense folder.

Created	Name	Owner	Creator	Documents	Total
04/05/07	2007-12 Recruiting Trip	(Training) Traveler, Tom	(Training) Traveler, Tom	2	\$896.96

3

Review contents of expense folder.

Clicking Print will provide all details including comments.


You can select a line and **Flag** it for more information (see other instructions).

Once reviewed, **click Sign Off**.

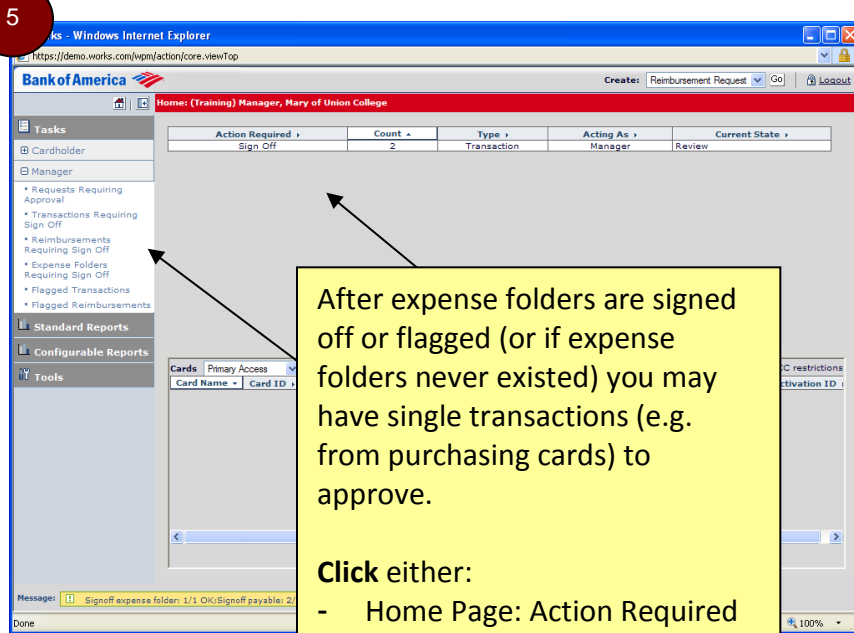
Optional: You will be presented with a comments box. Enter comments if necessary.

4

Repeat steps 2-3 for all expense folders.

Return to your Home Page by clicking on the  icon.

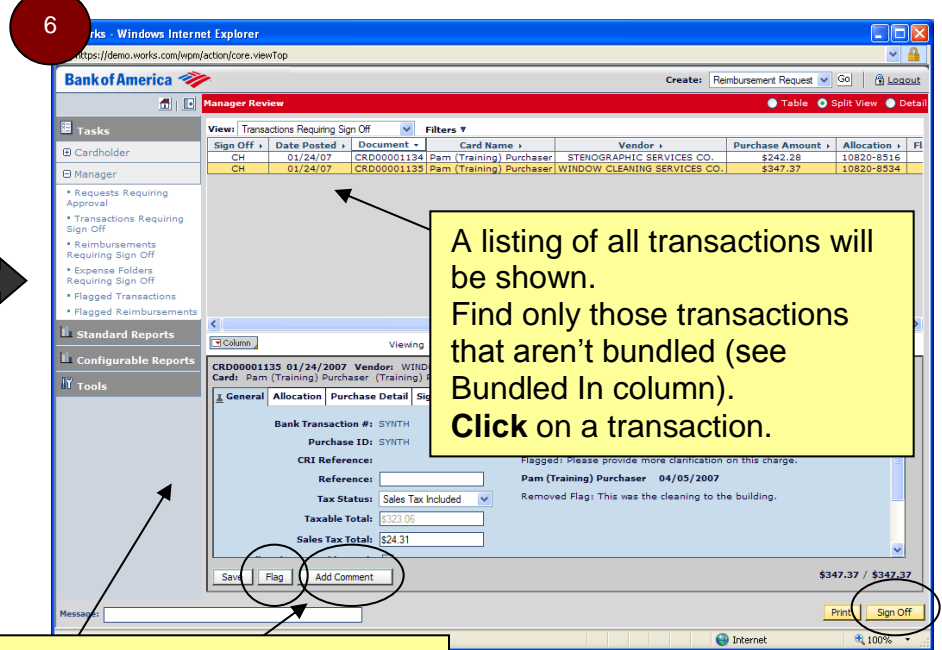
APPROVING EXPENSE FOLDERS OR INDIVIDUAL TRANSACTIONS (CONTINUED)



After expense folders are signed off or flagged (or if expense folders never existed) you may have single transactions (e.g. from purchasing cards) to approve.

Click either:

- Home Page: Action Required "Signoff" for Transactions.
- Left Navigation Bar: Transactions Requiring Signoff



A listing of all transactions will be shown. Find only those transactions that aren't bundled (see Bundled In column). **Click on a transaction.**

Review details and comments.

You may **add comments** if required.

You can **Flag** the transaction it for more information (see other instructions).




Once reviewed, **click Sign Off.**

Optional: You will be presented with a comments box. Enter comments if necessary.



Repeat steps 6-7 for all transactions requiring signoff.

Return to your Home Page by clicking on the  icon. You should have nothing else once everything is approved. Note: Flagged transactions will still remain in the Home Page until resolved by the Cardholder – with flagged transactions, there will be no Action Required.

END