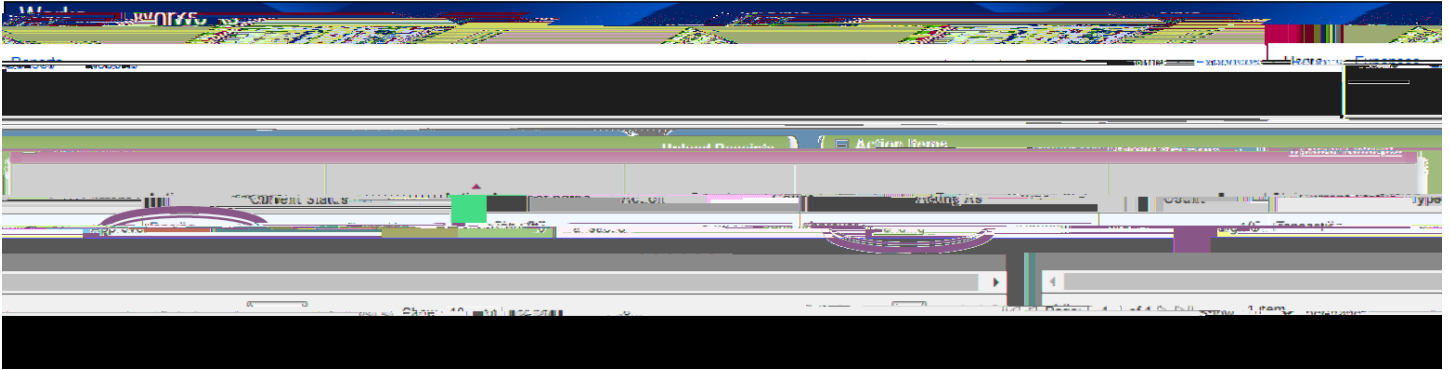As an Approver, to view summary or full transaction details, including allocation, purchase details, you can click on "Pending" on the home screen.

Or complete the following:

1. Click Expenses > Transactions > Approver. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Click the expand icon next to a desired transaction to view general summary details.
3. Select View Full Details to view the Transaction Details screen. The Transaction Details screen displays.

Approvers can flag a transaction to alert members of their group there is an issue with the transaction or if additional information is needed. Flagging does not prevent you from signing-off on a transaction. However, you must flag a transaction before you sign-off the transaction.

To flag one or more transactions, complete the following:

1. Click Expenses >

   Click Flag.
4. Select Raise Flag. (Select Remove Flag to remove a flag.) The Confirm Flag window displays.
5. Enter Comments.

   Note: Comments are required.
6. Click OK. A confirmation message displays.

Approvers are responsible for signing-off on posted transactions that were made by members of their groups.

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