Viewing Summary and Full Transaction Details

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.

Flagging Transactions

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 > Transactions > Approver. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the check box for each desired transaction.
3. 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.
Viewing Receipts and Signing-off on Transactions

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

1. Click Expenses > Transactions > Approver. The Transactions screen with transactions in the Pending Sign Off queue displays.
2. Select the check box for each desired Transaction.
3. Hover mouse over Transaction number (TXN00....)
4. Click on down arrow and choose Manage Receipt.
5. Clock on View PDF to view attached receipt. Click Close.
6. Click Sign Off.
7. Click OK. A confirmation message displays.

Note: #’s 3 through 5 are optional if you don’t need to view receipts attached to transactions.

After you sign off on a transaction, you can no longer make any changes to the transaction. If actions need to be taken on a transaction after signing off, an Accountant must perform those actions in Works.

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