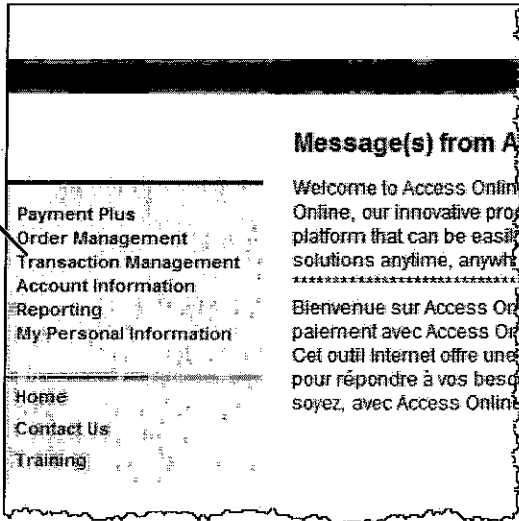
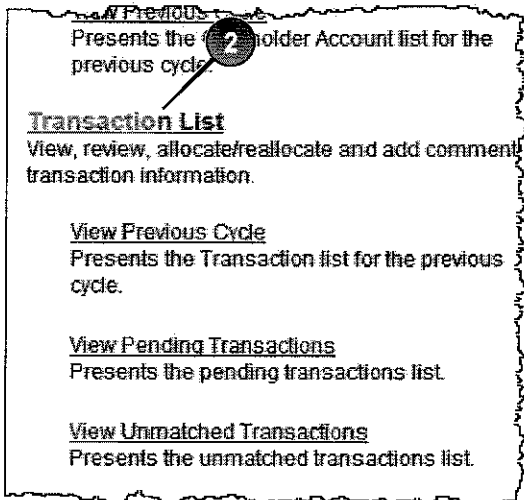


Approve a Transaction

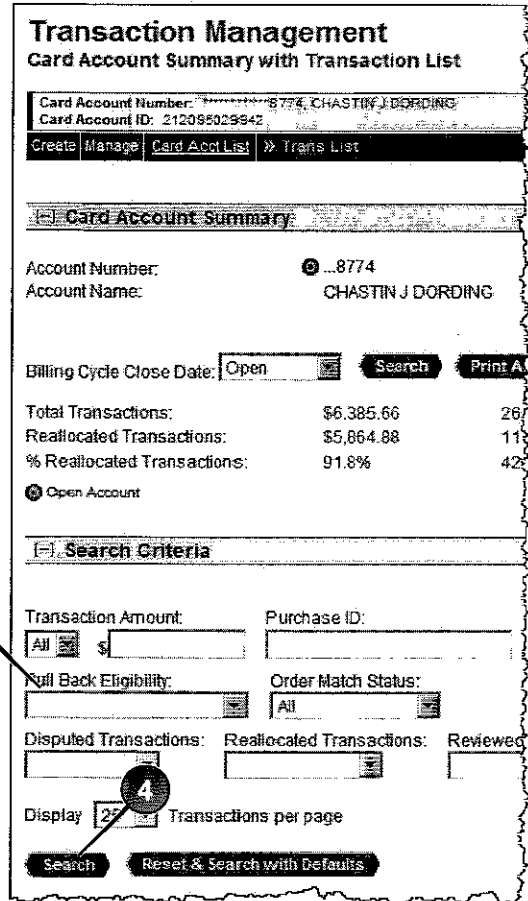
You can use this quick reference guide as a fast reminder of the basic steps for approving a transaction.



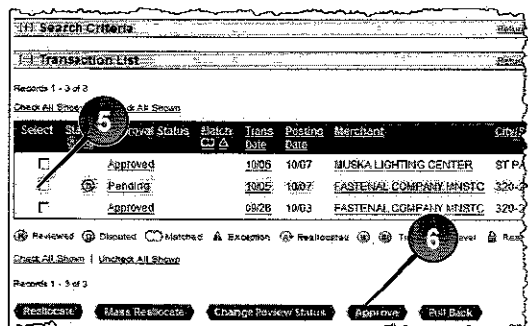
1. Select the **Transaction Management** high-level task.



2. Click the **Transaction List** link.



3. Specify search criteria.
4. Click the **Search** button.



5. Select the transaction's check box.
6. Click the **Approve** button.

Access Online: Approve a Transaction *Quick Reference*

Transaction Management
Approve Transaction(s)

Please select an approver to forward these transaction(s) at this time:

[Select Approver](#)

Summary of Transactions to be Approved
Number of Transactions: 1
Total Dollar Amount: \$805.43

7. Click the **Select Approver** link.

Search & Select an Approver

Enter the approvers full name, or leave blank to view all approvers:

Last Name: First Name:

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input type="radio"/>	TAYLOR, TRACY	T.TAYLOR@ACME.COM

Records 1 - 1 of 1

Set selection as your default approver

8. Type a last name and/or a first name.
9. Click the **Search** button.
10. Select the radio button for the correct approver.
11. Select to make this person your default approver, if desired.
12. Click the **Select Approver** button.

Transaction Management
Approve Transaction(s)

Please select an approver to forward these transaction(s) at this time:

TAYLOR, TRACY

Summary of Transactions to be Approved
Number of Transactions: 1
Total Dollar Amount: \$805.43

13. Click the **Approve** button.

Open Account

Search Criteria

Transaction List

Records 1 - 3 of 3

Select	Status	Approval Status	Match	Trans Date	Posting Date
<input type="checkbox"/>		Approved		10/06	10/07
<input checked="" type="checkbox"/>		Approved		10/05	10/07
<input type="checkbox"/>		Approved		09/28	10/03

Reviewed Matched Exception Realloc

Learn More: For more detailed information, refer to the *Transaction Approval Process* web-based training lesson and user guide.

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