

Approving transactions in WORKS

Once the accountholder has signed off on the transactions, the expense will move to the Approver, pending status

| Action | Acting As | Count | Type | Current Status |
|----------|-----------|-------|-------------|-------------------------|
| Sign Off | Approver | 10 | Transaction | Pending |

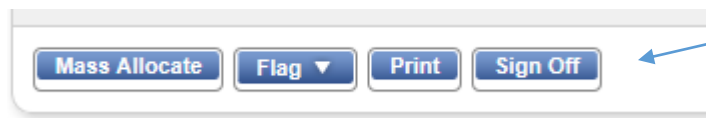
Click pending

| Transactions - Approver | | | | | | | | | |
|--|--------------------------|-------------|------------|----------|----------------|------------------|---------------|------------------|--|
| >> Pending Sign Off Signed Off Flagged All | | | | | | | | | |
| | | Document | Account ID | Sign Off | Date Purchased | Uploaded Receipt | Allocation | Amount Allocated | |
| <input type="checkbox"/> | <input type="checkbox"/> | TXN00001003 | 7430 | AH | 02/25/2016 | Yes | 110005-[]-NA | 750.00 | |

Please review the expense which includes the budget (allocation), amount and items purchased for acceptance of your approval.

The receipt should be attached and available for review any item in blue provides additional data. The column on the right will should show receipt status, it should always be a YES for receipt.

If the transaction meets your approval, click the box on the left of the document number hit **SIGN OFF** on bottom of dashboard



A comment box will appear, a comment is optional. If you approve; hit **OK**

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

Confirmation of sign off will appear at the top of the dashboard

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Approver

Signed off 1 transaction. [View Details](#)

The expense will be charged to the budget assigned to the allocation listed after review by audit staff.