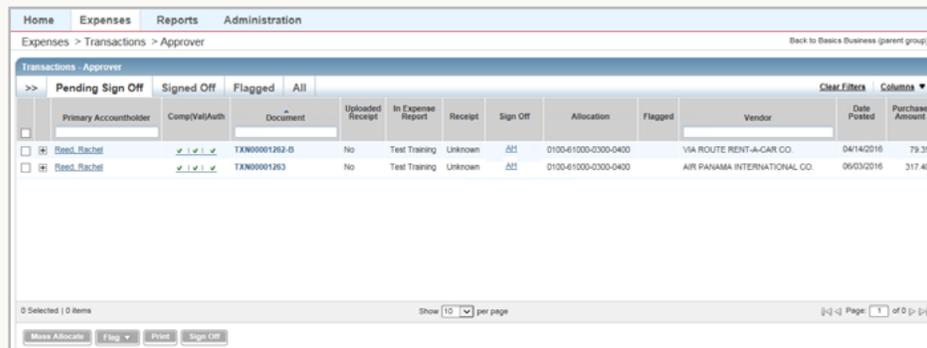


Approvers can change a transaction's general information or edit its GL allocation. If you must edit a transaction, you must do so before you sign off on the transaction.

Approvers can flag a transaction to alert other users there is an issue with the document. After the transaction is reviewed and action is taken, the flag can be removed.

Approvers should sign off on transactions after they have edited, reallocated, and/or flagged, as necessary. 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 sign off, an Accountant must perform those actions.



1 Mass Allocate Transactions

To allocate one or more transactions, complete the following:

1. Click **Expenses > Transactions > Approver**. The Pending Sign Off screen displays by default.
2. Select the check box for each desired **Document**.
3. Click **Mass Allocate**.
4. Click in each **GL#** field to select an allocation code to identify how the segment will be allocated.
5. Select an option from the **Empty Segment Field(s)**:
 - **Retain original codes(s)** - This option maintains the current value if a GL segment is left blank when allocating.
 - **Delete original codes(s)** - This option replaces the current value with a blank field if a GL segment is left blank when allocating.
6. Click **OK**. A confirmation message displays.

2 Allocate/Edit a Transaction

To allocate and/or edit a single transaction, complete the following:

1. Click **Expenses > Transactions > Approver**.
2. Click the desired **Document** number.
3. Select **Allocate / Edit**. The Allocation Details screen displays.
4. Complete any of the following, as needed:
 - Add an allocation line**
 - Click **Add**.
 - Select the number of allocation lines to add. The new line(s) are added.
 - To remove an allocation line**
 - Select the check box beside the allocation line(s) to be removed.
 - Select **Remove**. The line(s) are removed.
 - Duplicate an allocation line**
 - Select the check box beside the allocation line(s) to duplicate.
 - Click **Duplicate**.
 - Select the number of lines to add. The new lines are added and contain the allocation data from the original line.

Edit an allocation line

- Select an option to allocate by from the **Value** drop-down menu.
- Enter the amount or percentage of the total purchase to be allocated in **Value**.
Note: As amounts/percentages are edited, other allocation lines may need to be edited to maintain a 100% **Allocation Total**.
- Enter text in the **Description** field for the allocation line.
- Click in each **GL** field to select an allocation code to identify how the segment will be allocated.
- Select an option from the expense **Category** drop-down menu, if needed.
Note: You may need to use the scroll bar to view the **Category** field.

Edit Reference & Tax information

- Click the expand icon (+) next to **Reference & Tax** to display the fields.
- Enter comments in the **Reference** field.
- Select an option from the **Personal** menu, if applicable.
- Select an option from the **Tax Status** menu, if needed:
 - **Sales Tax Included** - Items in the transaction are subject to sales tax, and sales tax has been applied (tax has been applied and remitted by the merchant).
 - **Non Taxable Purchase** - Items in the transaction are not subject to either sales or use tax.
 - **Subject to Use Tax** - Items are subject to Use tax, but it has not been applied.
- Select the **Adjust Amount** check box and enter the **Goods & Services** amount, as needed.
- Enter the following, as needed:
 - **Tax Total** amount
 - **Use Tax** amount
 - **Shipping ZIP**

load the next transaction for editing.

Important: Using the **Save and Allocate Next** button loads the next transaction within the Transactions table. Users can first filter and sort the table list to get to the transactions they want to allocate, and the “Next” feature will move down that list one transaction at a time.

3 Flagging a Transaction or Removing a Flag

To flag a transaction or remove a flag, complete the following:

1. Click **Expenses > Transactions > Approver**.
2. Complete one of the following:
 - To raise a flag**
 - Select the check box for one or more **Document(s)**.
 - Click **Flag**.
 - Select **Raise Flag**.
 - Enter **Comments**.
 - Click **OK**. A confirmation message displays.
 - To remove a flag**
 - Select the **Flagged** tab.
 - Select the check box for one or more **Document(s)**.
 - Select **Remove Flag**.
 - Enter **Comments**.
 - Click **OK**. A confirmation message displays.

4 Signing Off on a Transaction

To sign off on a transaction, complete the following:

1. Click **Expenses > Transactions > Approver**.
2. Select the check box for each desired **Document**.
3. Click **Sign Off**.
4. Enter **Comments**.
Note: Comments may be required, depending on your organization’s configuration.
5. Click **OK**. A confirmation message displays.

5. Complete **one** of the following:

- Click **Save**. The allocation fields update.
- Click **Save and Allocate Next** to save the current edits and