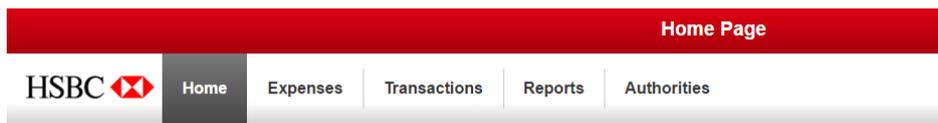
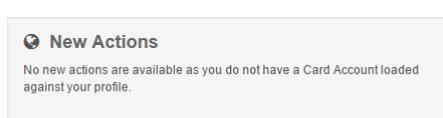


Supervisor Approval

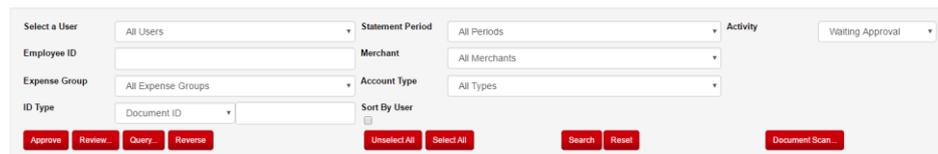


To approve expenses:

- From the Home Page under the Outstanding Tasks heading, click on (No. of) Waiting Approvals.



The Approval Tasks window will open. The approvals list displays transactions for all subordinates that require supervisor approval. The list can be filtered according to the Search Parameters (by user/subordinate, Expense Group, Reference ID, Activity, Merchant).



TIP: Hovering over the ? icon beside individual transactions will display the transactions details for review:

Actions	Select	Document ID	Expense Group	Account Type	Merchant	Date	Purpose	Amount	Waiting Since	Expense Type
Waiting Approval	<input type="checkbox"/>		[C-Callery, Brandon - DEMOAH016]							
	<input type="checkbox"/>		General	VISA Visa		02-12-2015	TRAVEL INSURANCE	52.33	17-09-2016	Purchase
	<input type="checkbox"/>		General	VISA Visa		10-01-2016	TRANLINE.COM	46.23	18-09-2016	Rail Travel
	<input type="checkbox"/>		General	VISA Visa		15-01-2016	TRANLINE.COM	-46.23	18-09-2016	Rail Travel
	<input type="checkbox"/>		General	VISA Visa		17-01-2016	STARBUCKS	2.95	18-09-2016	Purchase
	<input type="checkbox"/>		General	VISA Visa		08-02-2016	HILTON HOTELS	240.88	18-09-2016	Purchase
	<input type="checkbox"/>		General	VISA Visa		10-12-2015	TRANLINE.COM	46.23	21-11-2016	Purchase



- Supervisor Actions – select the transaction(s) for approval/review and click the relevant action icon.

The transactions can be actioned in bulk or individually.

Supervisor Actions

Individual: Click icon beside the transaction:
Bulk: Select one or more transactions for action and click



Approve

Approve – Selected Transaction(s) are approved and progress in Workflow.



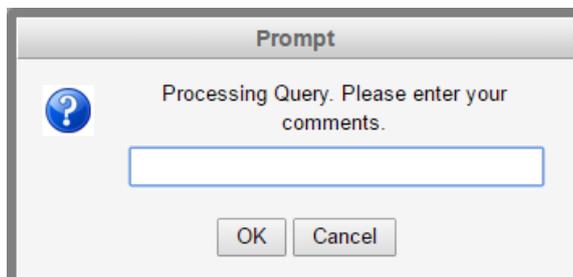
Review...

Review – The Transaction details are displayed. A link to stored receipt images is also provided.



Query...

Query – A query message box is displayed and requires a direct question / comment. On clicking the OK button, the query is reversed in the Workflow back to the User with the Query note on the Transaction display.



Reverse

Reverse – removes the transaction from the Approval stage to the previous workflow stage (usually verification). No query or note will display on the transaction.



N/A

View Attached Notes – opens a new window displaying any additional notes associated with transaction (if available).