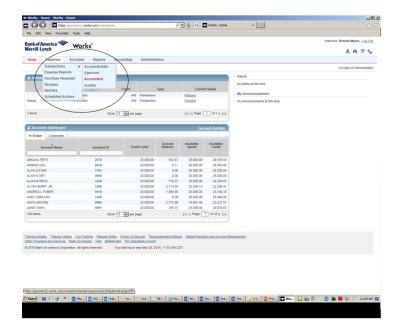
## Flagging a Transaction – Approver

Note: The accountant will have to sweep the transaction to move it to their view

From the Home Screen under Expenses, click Transactions then Accountant



Click the Ready to Batch tab, locate the tranction by typing the number in the document field. Put a check in the box next to the transaction you are wanting to flag

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3		Account	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val(Auth	Allocation	Amount Allocated	Upie
1 1 1	TXN00001001	9174	(AHL (APRIL/ACT)	12/03/2013	12/03/2013	TORTORICH, OLYNNA	90.74	MOTOR FREIGHT CARRIERS AND CO.		1071071001-3170-	90.74	Yes
1 191	TXN00001002	9174	(AHI (APRI (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	871.02	BOAT RENTALS AND LEASING CO.			671.02	Yes
) =	TXN00001004	9174	CAND CAPRD CACTD	12/03/2013	12/03/2013	TORTORICH OLYNNA	672.36	POSTAGE STAMPS CO		1071071314	672.38	No
1 1	TXN00001005	9174	(AND (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	63.74	BUSINESS SERVICES NOT ELSE CO.		1071071003-2620-071414	63.74	140
1 10	TXN00001007-A	9174	(AH) (APRI (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	300.00	POSTAGE STAMPS CO.			300.00	No
] #	TXN00001007-B	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH OLYNNA	1.24	POSTAGE STAMPS CO.		-	1.24	No
] B	TXN00001008	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	332.77	CARPET AND UPHOLSTERY CLEA CO.		1071071001-3100-	332.77	140
E	TXN00001010	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	65.30	POSTAGE STAMP5 CO		10710710192530	65.30	No
B	TXN00001011	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	88.66	NURSING AND PERSONAL CARE CO.		6716711019-8002-2700107sabd071414	05.00	No
] (E	TXN00001012	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH_OLYNNA	645.00	BUSINESS SERVICES NOT ELSE CO.		1071071006-HIDA-2540	645.09	No
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## Click the $\mathbf{\nabla}$ in the Flag field, then click Raise Flag

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	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Vall/Auth	Allocation	Amount Allocated	Upl
1 🕀	TXN00001001	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	90.74	MOTOR FREIGHT CARRIERS AND CO.		1071071001-3170-	90.74	Yes
Ð	TXN00001002	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	871.02	BOAT RENTALS AND LEASING CO.		-	671.02	Yes
	TXN00001004	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	672.38	POSTAGE STAMPS CO.		1071071314	672.38	No
<b>7</b> +	TXN00001006	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	63.74	BUSINESS SERVICES NOT ELSE CO.	1414	1071071003-2620-071414	63.74	No
<b>)</b> 🕀	TXN00001007-A	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	300.00	POSTAGE STAMPS CO.			300.00	No
	TXN00001007-B	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	1.24	POSTAGE STAMPS CO.			1.24	No
1 1	TXN00001005	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	332.77	CARPET AND UPHOLSTERY CLEA CO.	- 141 x	1071071001-3100-	332.77	No
	TXN00001010	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	65.30	POSTAGE STAMPS CO.	+ 1+1 +	1071071019-2530-	65.30	No
	TXN00001011	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH GLYNNA	88.66	NURSING AND PERSONAL CARE CO.	+ 1+1 +	6716711019-RIG2-2700-107saad071414	88.66	No
	TXN00001012	9174	(AH) (APR) (ACT)	12/03/2013	12/03/2013	TORTORICH, GLYNNA	645.09	BUSINESS SERVICES NOT ELSE CO.		1071071006-HIDA-2540	645.09	No
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In the Comments enter the reason for returning the transaction back, click OK (note requires a comment).

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