How to Approve a Transaction from Approvals Screen

- On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification
 Click the check box under Approve column, or click Approve All button
- 3. Click the Apply button. Transaction will move to Approved tab.

Арр	ly Undo	Close							
Un	submitted	(26)	Pending ((9) Rejected (1) Approved (37)	Amendment Audi	t (1)			
ß	Open Sele	cted 🖟	Approv	ve All 🗌 Clear All 🛛 🗙 Reject All	Print Preview	Export - 🔡 View -	Filter (F3)		K N
	Approve	Reject	Close	Reason	Туре	Date	Transaction No.	Name	Curren
					Contract	06/12/2017	2820	The Andersons	
					Voucher	10/04/2017	BL-20998	City of Fort Wayne	USD
					Voucher	12/05/2017	BL-21177	A1 Portal Farms, Inc.	USD
					Voucher	03/28/2018	BL-21411	A1 Portal Farms, Inc.	USD
					Contract	05/25/2018	3585	A1 Portal Farms, Inc.	
					Voucher	06/26/2018	BL-21550	Ecom Agroindustrial	USD
					Contract	09/07/2018	3711	Ecom Agroindustrial	
					Contract	09/28/2018	3717	1099 Prep Demo	
~	~				Contract	10/11/2018	3720	A & A Commodity Tr	

1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification

Audit Log History	Action	Screen	Refresh Y View all Filter	Online Users User	Liser Role	Out D Approve Transaction
IRELY ADMIN	Updated a record	Entity	06/21/2016	ETHD	Administrator	Windows 8.1
IRELY. Approvals				· □ >	< Administrator	Windows 8.1
IRELY Save Undo	Reload Close					
Pending (1)	Closed (1) Approved (6)					
Q, Open	Approve All X Reject All	Clear BE Layout Q. Filter Records	(F3)	20		
IRELY. Type	Date	Transaction No. Name	Amount Due Date	Approve Reject Close Reason	-	
IRELY Sales Orde	tr 07/04/2016	SD-78 user01	50.00 08/03/2016			
RELY.						
RELY.						
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RELY.						
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					screen	Labertime *
Beth E					Approvals	an hour ago
Beth I					Approvals	2 hours ago
sech L					Message - Private Corversation	5 nours ago
Beth C					Message - Private Conversation	5 hours ago
2011					Annual	2 days and
(•	Albenan	5 days ago
RELY 🕐 🗘 🖓	Ready				Company Registration	12 days ago
RELY ADMIN	Posted a comment	Contract	09/07/2015	Cash Management	Company Configuration	12 days ago
				Inventory	Item - 91G	13 days ago
				Encity Management	Encity - IRELY ADMIN	13 days ago

2. Click the check box under Approve column, or click Approve All button

Approvals									
Save Undo Reload Clo									
Pending (1) Closed (1)	Approved (6)								
🔍 Open 🛛 🕞 Approve All	🗙 Reject All 🕞 C	lear 🔠 Layout	Q Filter Records (F3	3)					К.Л Ц Ч
🗸 Туре	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject Close	Reason	
Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016	~			
						-			

3. Click the Save button. Transaction will move to Approved tab.