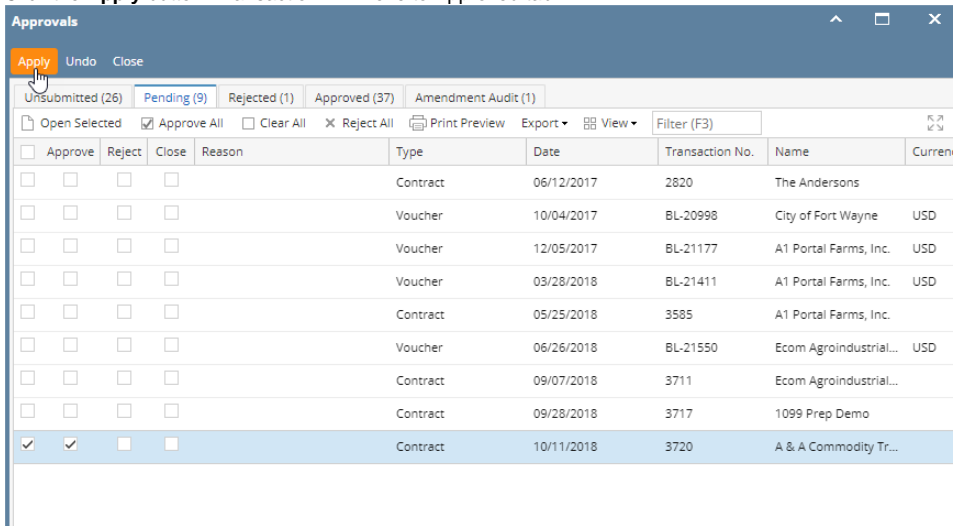
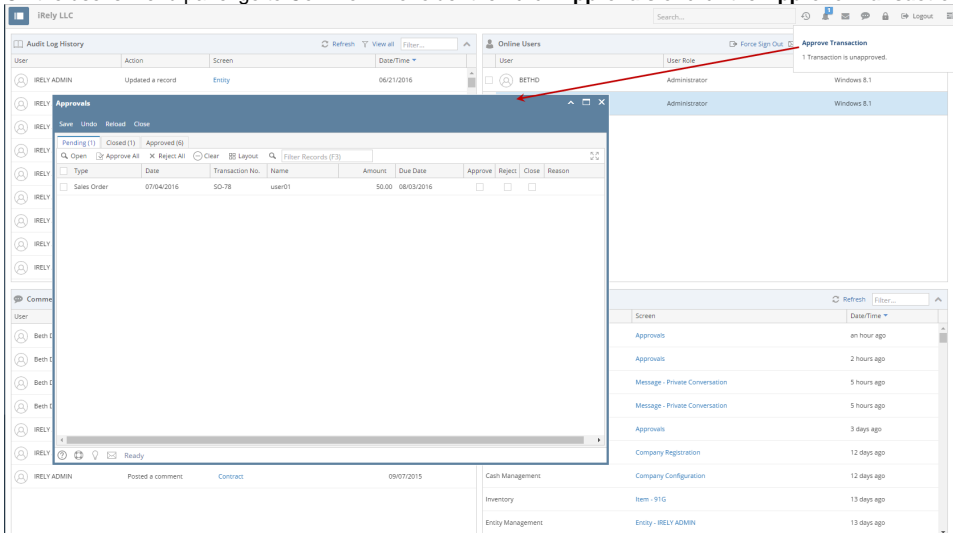


How to Approve a Transaction from Approvals Screen

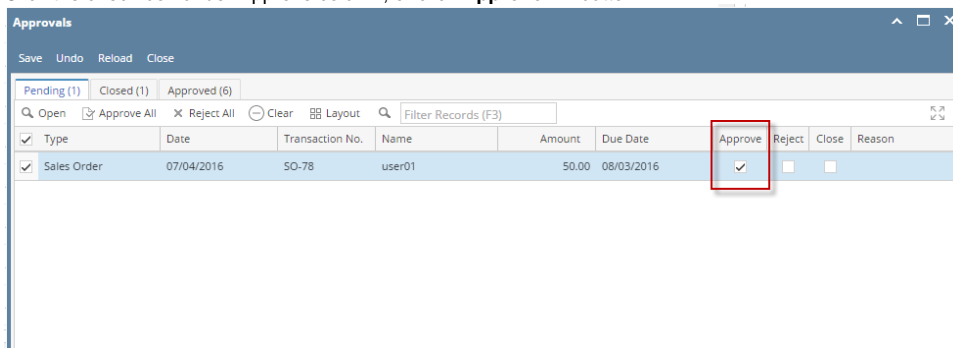
1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification
2. Click the check box under Approve column, or click Approve All button
3. Click the **Apply** button. Transaction will move to Approved tab.



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



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



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