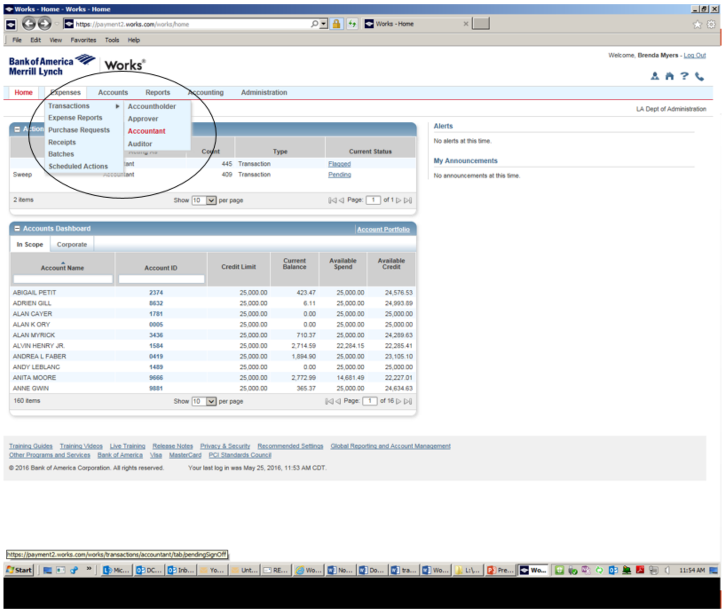
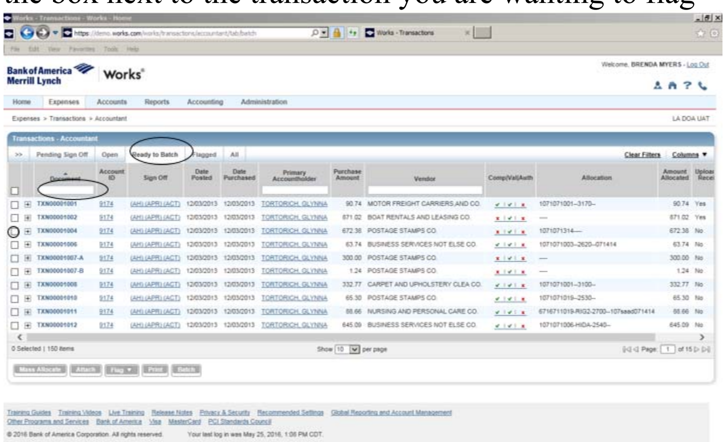
Flagging a Transaction – Approver

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

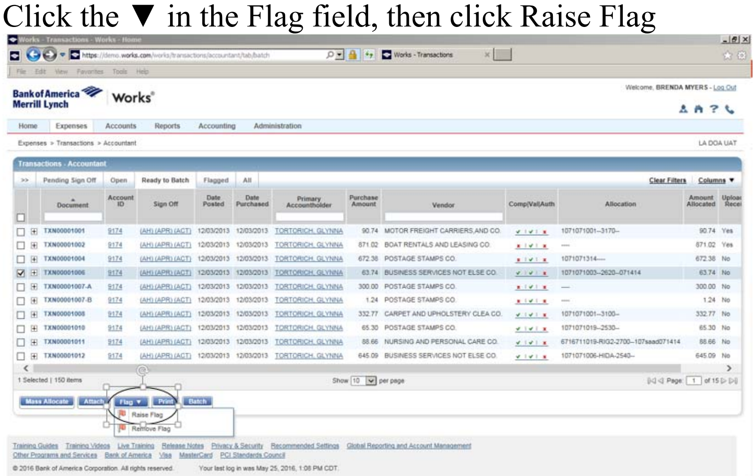
From the Home Screen under Expenses, click Transactions then Accountant



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



Click the ▼ in the Flag field, then click Raise Flag



In the Comments enter the reason for returning the transaction back, click OK (note requires a comment).