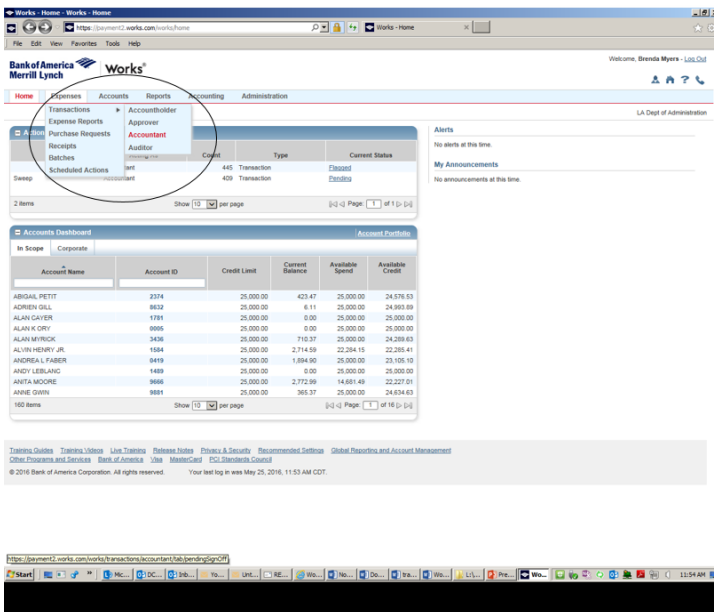


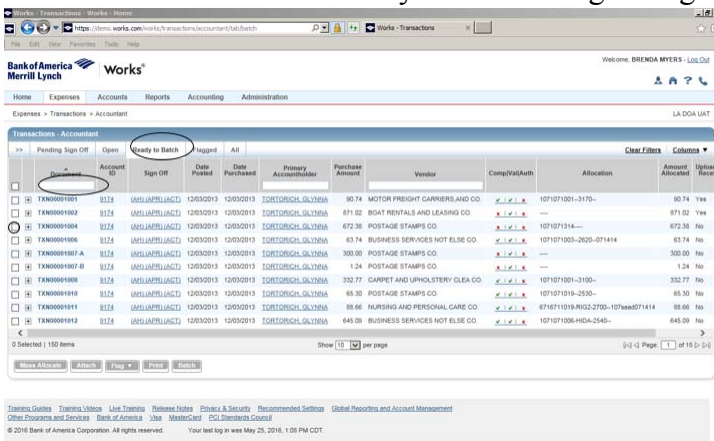
Flagging a Transaction – Approver

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

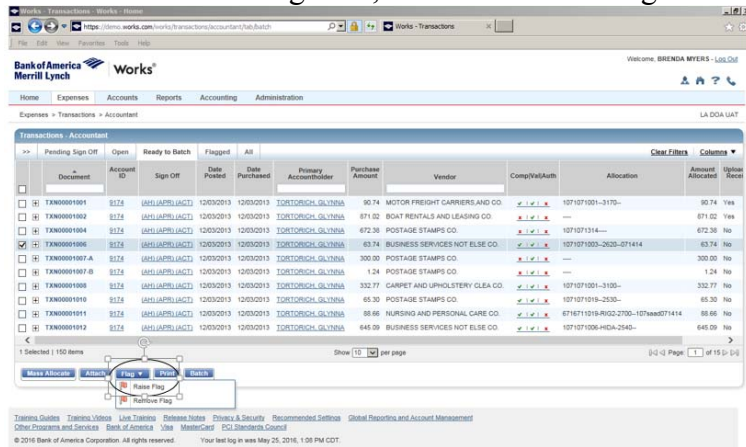
From the Home Screen under Expenses, click Transactions then Accountant



Click the Ready to Batch tab, locate the transaction 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).

The screenshot shows the Bank of America Merrill Lynch Works interface. A table of transactions is displayed with columns for Document, Amount, Date Pooled, Date Purchased, Primary Account Number, Purchase Amount, Status, Completion, Allocation, Amount Allocated, Unallocated Amount, and Receipt. A dialog box titled 'Confirm Return File' is open, showing 'Return Tag for 1 transactions:' and a 'Comments:' field. The dialog has 'OK' and 'Cancel' buttons.

Document	Amount	Date Pooled	Date Purchased	Primary Account Number	Purchase Amount	Status	Completion	Allocation	Amount Allocated	Unallocated Amount	Receipt	
TXN0001155	232	05	05/04/14	05/04/14	332,020,362	771.95	POST-DEBIT	POST-DEBIT	10/10/14-05-05-10/10/14	771.95	Yes	Unknown
TXN0001156	238	05	05/04/14	05/04/14	332,020,362	288.00	TELEMARKETING	TELEMARKETING	10/10/14-05-05-10/10/14	288.00	No	Yes
TXN0001158	228	05	05/04/14	05/04/14	332,020,362	621.26	CARPET AND UPHOLSTERY	CARPET AND UPHOLSTERY	10/10/14-05-05-10/10/14	621.26	Yes	Unknown