VIEWING TRANSACTIONS IN WORKS

To view transactions that the user is not the cardholder or the approver for a specific transaction the user must have the accounting role.

NOTE: : If both the cardholder and approver have signed off on the transaction it has moved from all pending status at which point the transaction can only see it by going into the accountant platform.

Click Expenses>Transaction>Accountants
Click the All tab
Click 🔽 next to the date, all dates appear or click ▦ and input date range
All transactions should appear