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).