How to Submit Transactions for Approval

Your company may require that Transactions in @Work Reconciliation be submitted for Manager Approval. You can Submit transactions for approval from the Transaction List view, or the Transaction Detail view.

Submitting Transactions for Approval from the Transaction List View

1. Select the desired transactions by using the Transaction Selection checkbox in the leftmost column of the Transaction List.
2. Select the Submit button above the Transaction Headings to submit the transactions for Manager Approval. **Note:** your company may require that you Submit Transactions for Approval individually. In this case, if you select more than one transaction, the Submit button will be grayed out and not selectable.
3. If you are in the Transaction Detail view – you can submit a transaction for Approval from any of the Detail tabs – by clicking the Submit button.