Approve a Transaction

You can use this quick reference guide as a fast reminder of the basic steps for approving a transaction.

1. Select the Transaction Management high-level task.

2. Click the Transaction List link.

3. Specify search criteria.

4. Click the Search button.

5. Select the transaction’s check box.

6. Click the Approve button.
Access Online: Approve a Transaction Quick Reference

7. Click the Select Approver link.

8. Type a last name and/or a first name.

9. Click the Search button.

10. Select the radio button for the correct approver.

11. Select to make this person your default approver, if desired.

12. Click the Select Approver button.

13. Click the Approve button.

Note the Approved status.

Learn More: For more detailed information, refer to the Transaction Approval Process web-based training lesson and user guide.

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