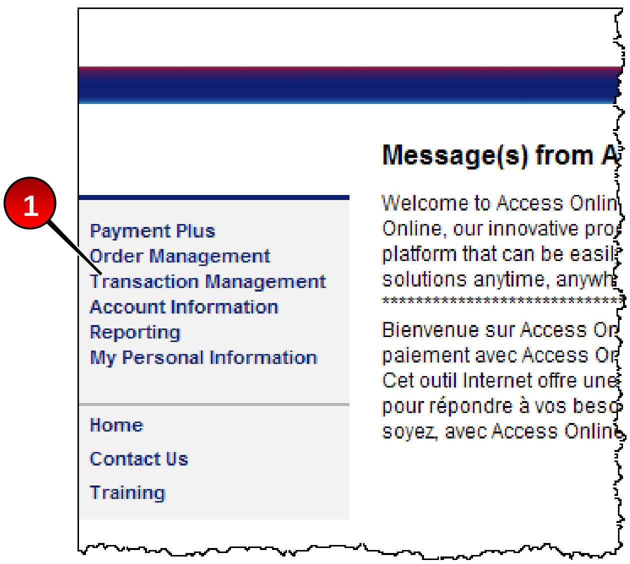
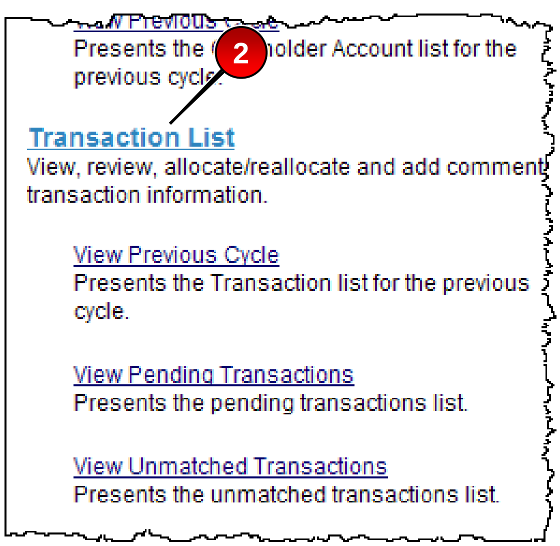
Approve a Transaction

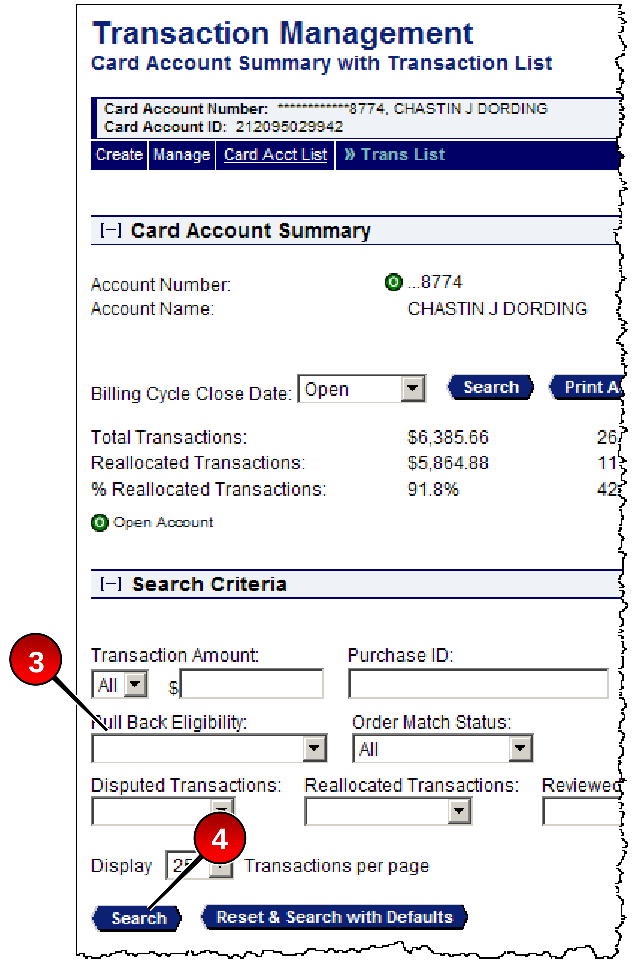
You can use this quick reference guide as a fast reminder of the basic steps for approving a transaction.



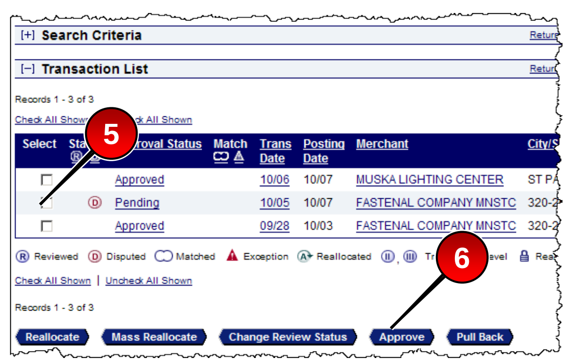
1. Select the **Transaction Management** high-level task.



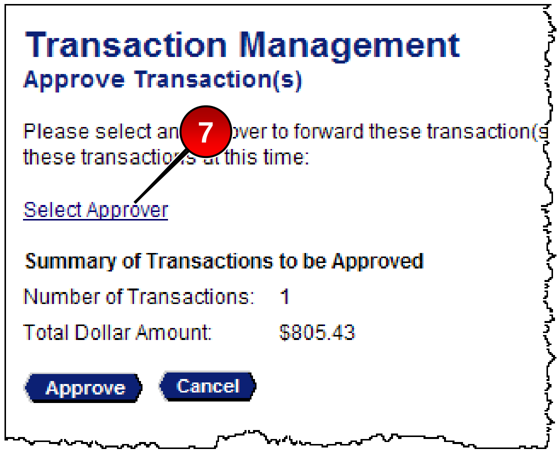
2. Click the **Transaction List** link.



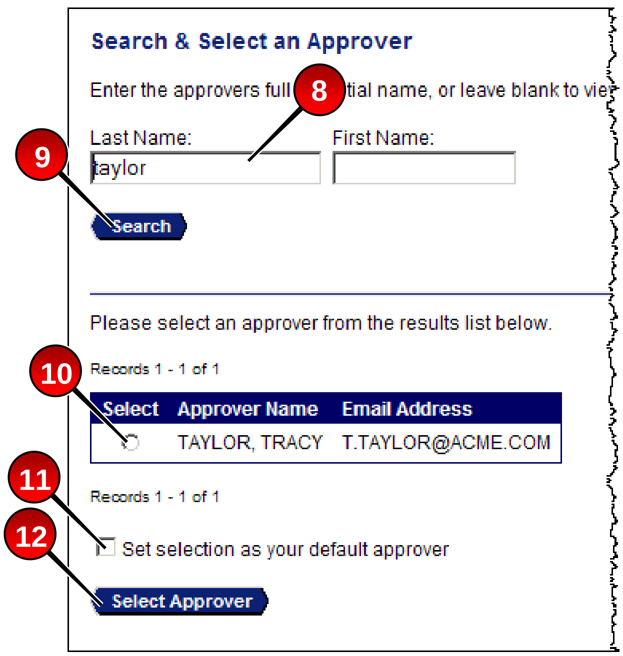
3. Specify search criteria.
4. Click the **Search** button.



5. Select the transaction's check box.
6. Click the **Approve** button.



7. Click the **Select Approver** link.



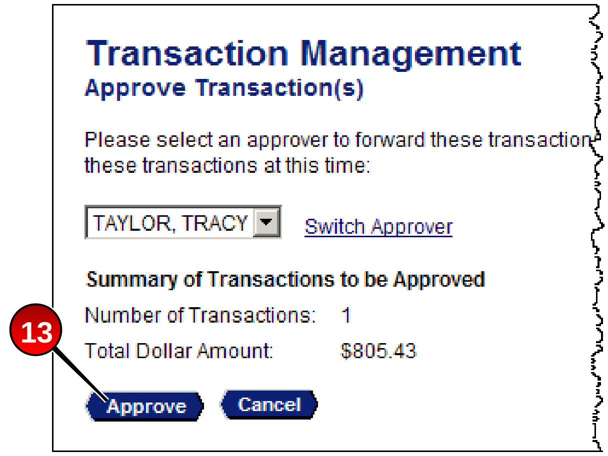
8. Type a last name and/or a first name.

9. Click the **Search** button.

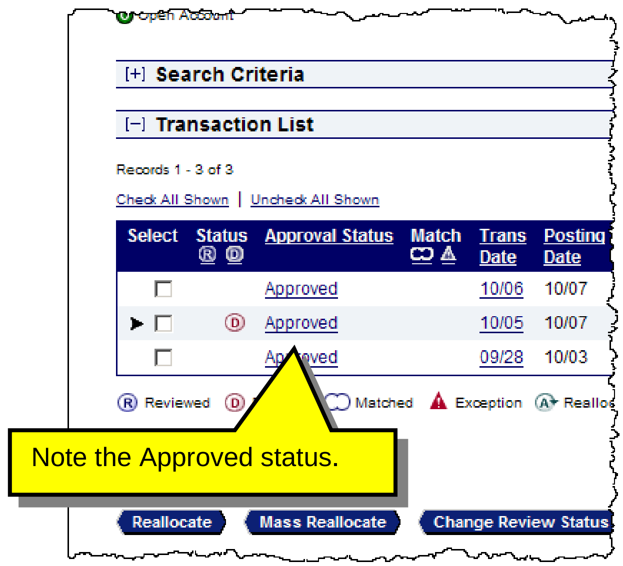
10. Select the radio button for the correct approver.

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

12. Click the **Select Approver** button.



13. Click the **Approve** button.



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