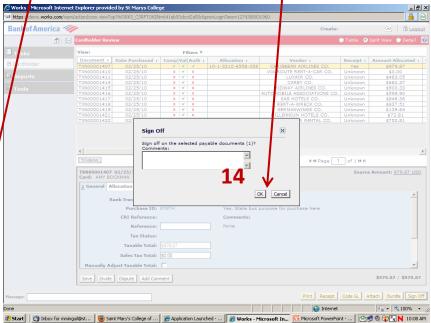
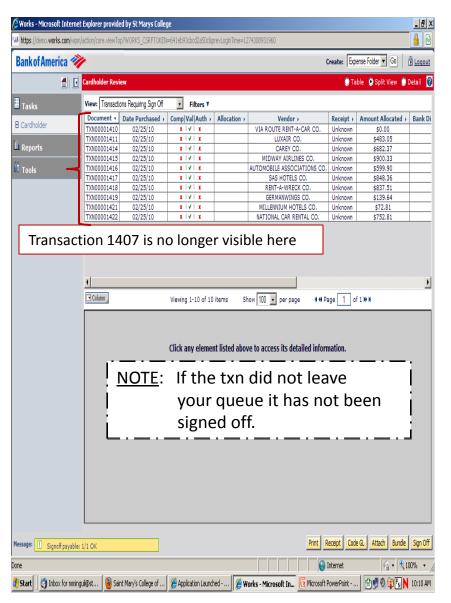


#### 12 Click on the transaction to select it.

- Check that the GL allocation is correct and you have three green checks.
- Check that you have selected the Receipt button and noted the business purpose for expense.
- Click the Sign Off button. (Step 13)
  - You will be prompted one last time to include any comments. You do not need to repeat any comments you typed in the receipt dialogue box. If you have nothing else to add, click OK. (Step 14)





#### **Final Review**

- The signed off transaction is no longer in your task list, it is now residing in your approver's task list.
- To see transactions that you have signed off on click on Transactions Signed Off.

