How to Check Status of All Transactions (pending & signed off)

1. From the Home page, click on Expenses at the top left (under Bank of America Merrill Lynch)

2. From the dropdown menu, click on Transactions.

3. The Transactions page automatically opens to the Pending Signoff tab. Any transactions awaiting your signoff will show here.

4. To see all of your transactions (awaiting signoff by you, Approver, or fully signed off), click on the All box to the right of Pending Sign Off. Note: This view is defaulted to show the past 30 days & information for changing the dates is at the end of this guide.

5. In the Sign Off Column, an AH indicates that the cardholder has signed off. If you also see an APR, that indicates the Approver has signed off.
6. To see when the sign offs were done, click on the AH APR (ACT). Sign off information will show in a pop-up window like the one below.

<table>
<thead>
<tr>
<th>Acting As</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountholder</td>
<td>05/19/2015 at 08:36 CDT</td>
</tr>
<tr>
<td>Approver</td>
<td>05/19/2015 at 17:18 CDT</td>
</tr>
</tbody>
</table>
How to Change the Date Parameters in Works

Date parameters in the Transactions section default to the past 30 days. The following steps show how to adjust those dates for the previous cycle.

1. In the Expenses > Transactions section, to the left of the Pending Sign Off tab, there are two right pointing arrows. Click on those.

2. Now you will see a list of filters with Date at the top. The date range can be adjusted by clicking on the calendar icon. (You may need to click the + next to the word “Date” to display the icon.)

3. A pop-up window will open. To see transactions for the most recently completed cycle, click the radial button next to Previous Cycle and then click OK.
4. To apply the date selection to the transactions you see on the screen, click on **Search** at the bottom left of the **Advanced Filter** menu.

5. These steps can be modified to search for a specified number of days, a particular time frame (using custom), and several other options located in the window from Step 3.