

A transaction can be in one of FIVE statuses

### STATUS 1 – “Approval required”

- Denoted by an **exclamation mark**.
- Once a transaction is coded and the cardholder hits **SAVE** it will appear in the Approver’s screen as “Approval Required”



### STATUS 2 – “Information Required”

- Denoted by a **question mark**.
- This is where an approver has noticed something wrong (e.g. wrong code) and sends it back to the cardholder to fix



### STATUS 3 – “Information Provided”

- Denoted by a **question mark**.
- Once the cardholder makes the change and notes what has been done in the **Cardholder Comment** box on the Approval Tab and hits **SAVE** on the Approval Tab, the transaction will be moved to “information provided” – ready for the approver to see again



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### STATUS 4 – “Approved”

- Denoted by a green tick
- The transaction is reviewed and approved, ready for upload to APTOS



### STATUS 5 – “Declined”

- Denoted by a **black cross**
- The spend has been **DECLINED** and the cardholder will be asked to reimburse the University personally
- It is expected that this should only be used very rarely

