This guide provides step by step instructions to check the signoff status of all transactions.

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

![Bank of America Merrill Lynch](image1)

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 transactions (awaiting signoff by Cardholder, Approver, or fully signed off), click 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, AH indicates the cardholder has signed off. APR indicates the Approver has signed off. Click these to open information for when signoff occurred.

6. Sign off information will show in a pop-up window like the one below.

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**Sign Off - TXN00144371**

<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.