Card Member Managers
This is the account overview screen, showing all the cards that you manage. Click here to expand the account.
Once a card is expanded, you will see details for up to 13 billing previous cycles of that particular card.

To view the transaction list for a particular cycle, click on that cycle (on the right half of the screen.)
You can click on the Approval column headings (CM, CMgr, etc.) to sort the transactions by approval status, for example, to see which transactions have been approved by the Card Member.
Select the desired transactions and click the Approve button.

If allowed by your company settings, you can select several transactions and approve them all at once.
You can also go to the “Needs Approval” tab, and click the “Approve All” button to approve all transactions at once, (if allowed by company settings).