

## Approval

As an administrator, you can create approvals for streamlining your business processes.

Approvals are typically routed to your reporting line manager, though there may be multiple levels of approval required for certain objects or conditions. By default, once the approval workflow is triggered, the assigned approvers receive in-app notifications.

### Important Facts About Approvals

- One business transaction can have multiple active approval processes.
- The approval request notification appears in the notification area of the system for the involved employees and managers.
- If the approver finds an unsatisfactory transaction, the approver can add a comment and return it to the employee for revision. The employee then revises the transaction and submits it again for approval. Once the business transaction is correct, it can be further processed.
- You can only delete approval processes that are in the **Draft** or **Active** state.