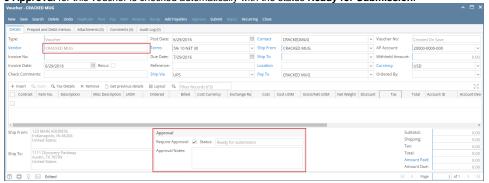
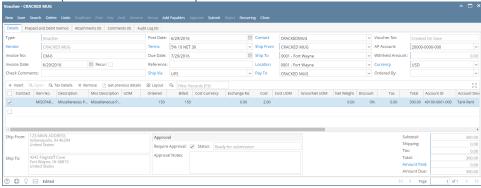
How To Create Voucher Approval

Here are the steps on how to create voucher approval if you are logged in as a Vendor Contact:

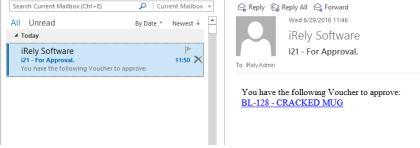
- 1. Login as vendor contacts (see How To Login as Vendor Contacts).
- 2. Expand Purchasing and then click Vouchers.
- 3. Click **New** button from **Search Voucher**.
- Voucher screen will open. By default, Vendor of the contact that is currently logged will be displayed in Vendor field and is read-only. Also, Require Approval for this voucher is checked automatically with the status Ready for Submission.



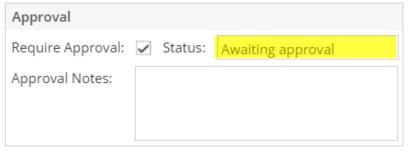
5. Enter details (see How To Create Vouchers) and save.



6. Click Submit button. This will notify assigned approvers that they have vouchers for approval.



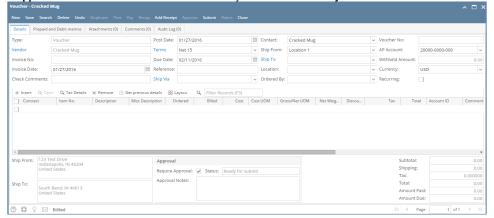
7. Status of the voucher will also change to Awaiting Approval.



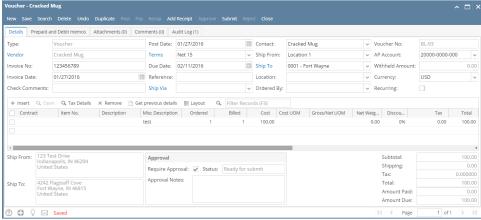
Here are the steps on how to create voucher approval if you are logged in as a **Vendor Contact**:

- 1. Login as vendor contacts (see How To Login as Vendor Contacts).
- 2. Expand Purchasing and then click Vouchers.
- 3. Click New button from Search Voucher.

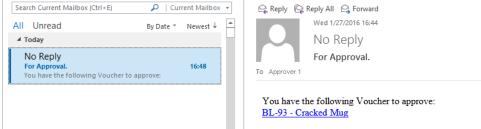
4. Voucher screen will open. By default, Vendor of the contact that is currently logged will be displayed in Vendor field and is read-only. Also, **Requir e Approval** for this voucher is checked automatically with the status **Ready for Submit**.



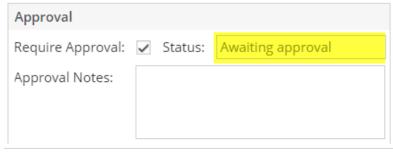
5. Enter details (see How To Create Vouchers) and save.



 $\textbf{6.} \ \ \textbf{Click Submit} \ \textbf{button. This will notify assigned approvers that they have vouchers for approval.}$



7. Status of the voucher will also change to Awaiting Approval.

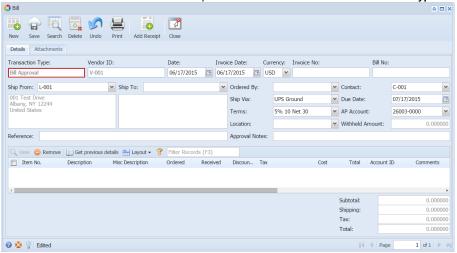


Here are the steps on how to create bill approval:

1. Login as vendor contacts (see How To Login as Vendor Contacts). When you're logged in as vendor contact, you will only see Favorites, Vendor and Bill on your menu.



2. Click Vendor > Bill and click New button to open blank Bill screen. Notice that Transaction Type is defaulted to Bill Approval.



3. Create bill entry (see How To Create Bill Entry) and save transaction.

