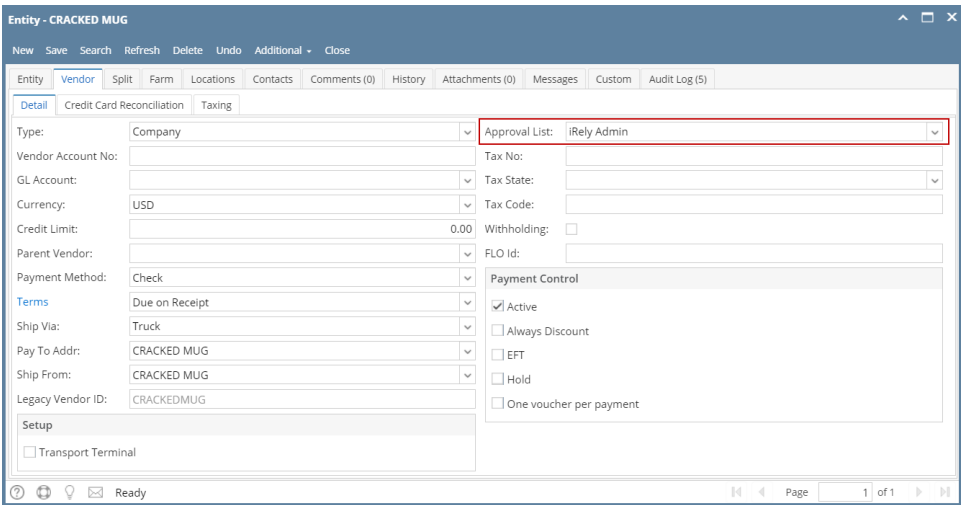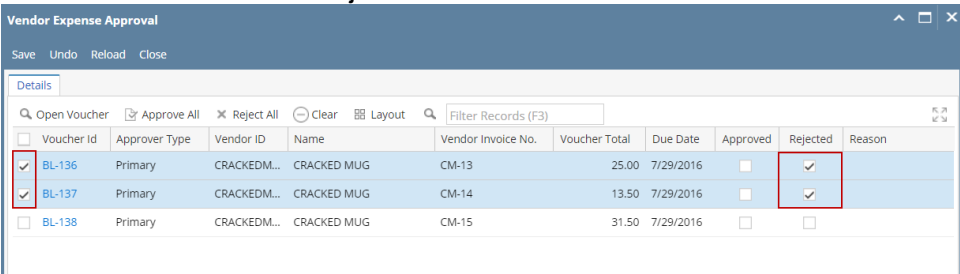# How To Reject Vouchers

Vouchers created by Vendor Contacts can be rejected and prevent them from posting. Rejecting of vouchers can only be performed by the **Approvers** included in the **Approval List** set for the vendor. (See How to Create an Approval List) and depending on the **Approver Level** setup (see How to Create an Approval List).



There are two ways on how to approve vouchers: via Vendor Expense Approval and directly via Vouchers screen:

**via Vendor Expense Approval screen**

1. Login into i21 using the credentials of one of the **Approver**.
2. Open **Vendor Expense Approval** screen. (see Vendor Expense Approval)
3. Select the vouchers and then check **Reject** checkbox.



4. Click **Save** button.
5. Rejected vouchers will be removed from the list automatically. An email will be sent back to the Vendor Contact informing that bill has been rejected.



**via Voucher screen**

    a. Login into i21 using the credentials of one of the **Approver**.

    b. Open the voucher created by the **Vendor Contact**.

c. Click **Reject** button and select Yes on message.



d. Voucher will be rejected and saved automatically.
e. An email will be sent back to the Vendor Contact informing that bill has been rejected.



Vouchers created by Vendor Contacts can be rejected and prevent them from posting. Rejecting of vouchers can only be performed by the **Approvers** included in the **Approval List** set for the vendor. (See How to Create an Approval List) and depending on the **Approver Level** setup (see How to Create an Approval List).



There are two ways on how to approve vouchers: via Vendor Expense Approval and directly via Vouchers screen:

**via Vendor Expense Approval screen**

1. Login into i21 using the credentials of one of the **Approver**.
2. Open **Vendor Expense Approval** screen. (see Vendor Expense Approval)
3. Select the vouchers and then check **Reject** checkbox.



4. Click **Save** button.

5. Rejected vouchers will be removed from the list automatically. An email will be sent back to the Vendor Contact informing that bill has been rejected.
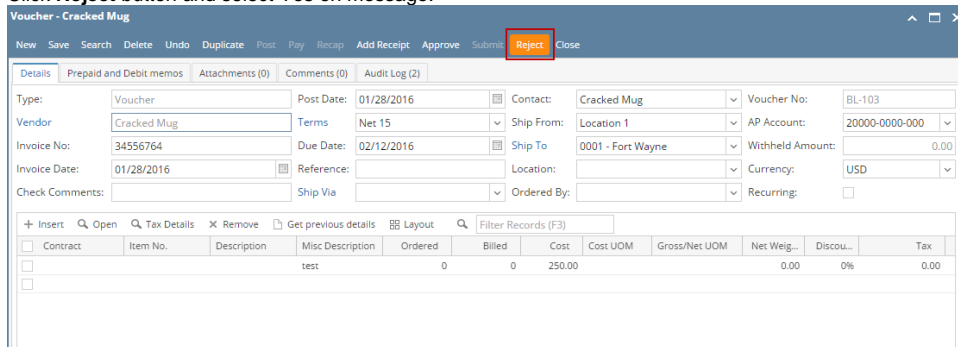
**Approval Status - rejected.** Inbox x

autosupport@irely.com
to me

Your Voucher has been rejected. BL-95 - Cracked Mug

autosupport@irely.com
to me

Your Voucher has been rejected. BL-97 - Cracked Mug

**via Voucher screen**

a. Login into i21 using the credentials of one of the **Approver**.
b. Open the voucher created by the **Vendor Contact**.
c. Click **Reject** button and select Yes on message.



d. Voucher will be rejected and saved automatically.
e. An email will be sent back to the Vendor Contact informing that bill has been rejected.

autosupport@irely.com
to me

Your Voucher has been rejected. BL-103 - Cracked Mug

Bills created by Vendor Contacts can be rejected and prevent them from posting. Rejecting of bills can only be performed by the **Approvers** included in the **Approval List** set for the vendor.  (See How to Create an Approval List)
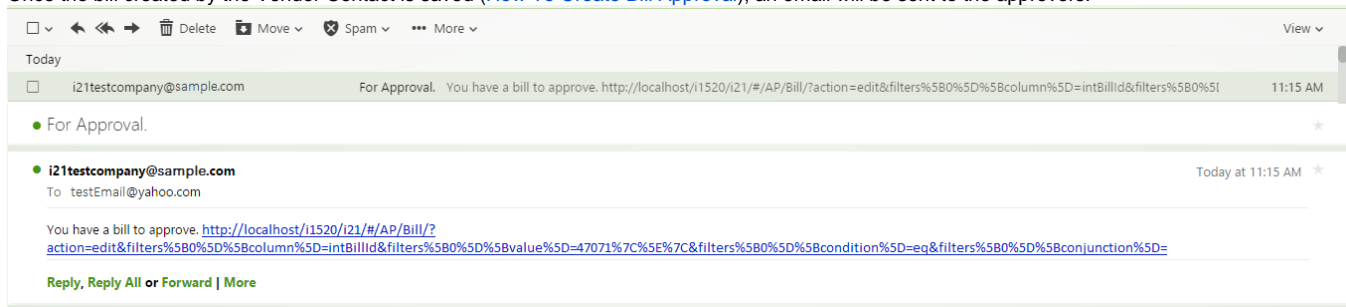
Once the bill created by the Vendor Contact is saved (How To Create Bill Approval), an email will be sent to the approvers.



There are two ways on how to reject bills: via Reminder List and via Bill screen:

**via Reminder List**

1. Login into i21 using the credentials of one of the **Approver**.
2. If **Show Reminder List on Startup** option is checked, **Reminder List** screen will be shown automatically after login. Else, open screen from **Common Info > Reminder List**.
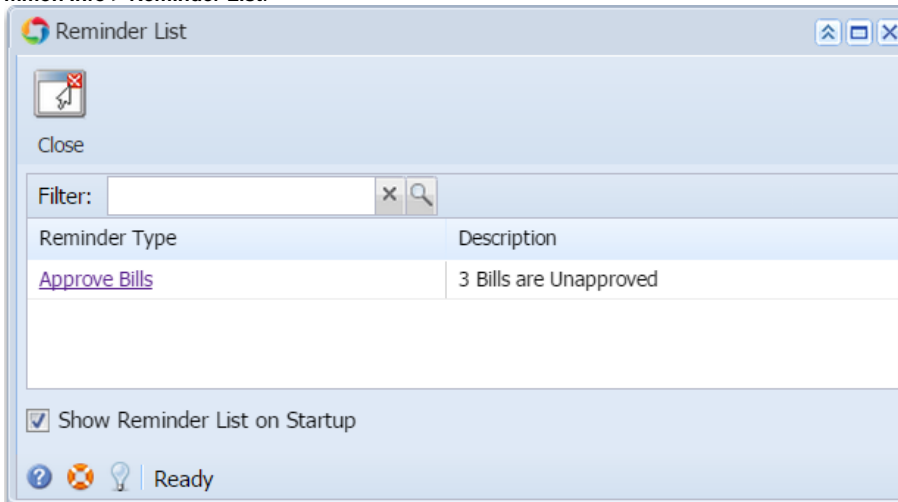


3. Bills for approval will be listed on the grid. Click **Approve Bills** hyperlink and **Vendor Expense Approval** screen will open.
4. Check **Rejected** checbox to reject bills. Add reason if necessary and then and click **Save**.
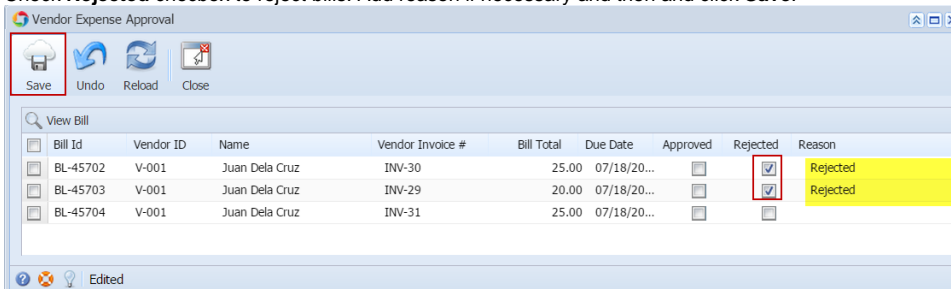


5. Rejected bills will be removed from the list automatically. An email will be sent back to the **Vendor Contact** informing that bill has been rejected.
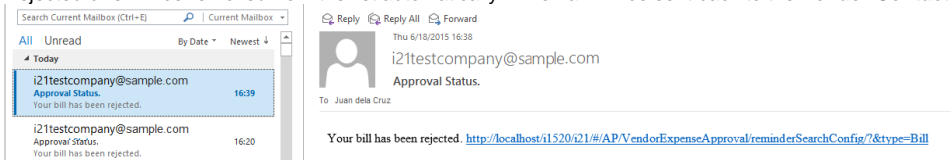


**via Bill screen**

1. Login into i21 using the credentials of one of the **Approver**.
2. Open the bill created by the **Vendor Contact**.

3. Click **Reject** button.



4. Bill will be approved and saved automatically.
5. An email will be sent back to the Vendor Contact informing that bill has been approved.