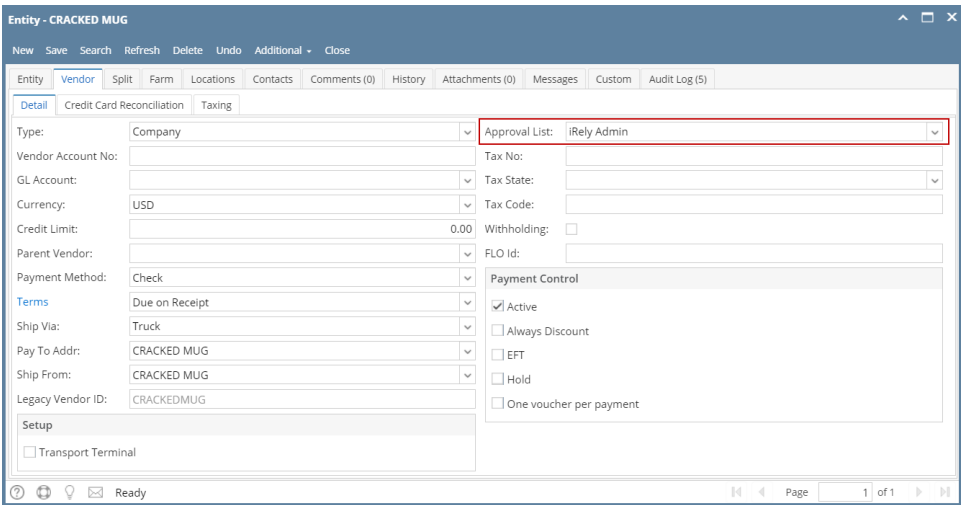


How To Reject Vouchers

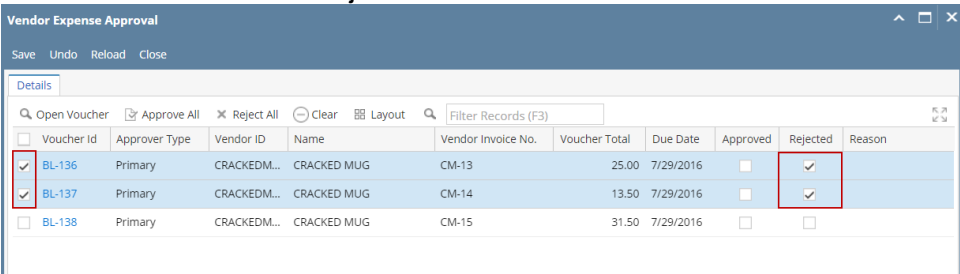
Vouchers created by Vendor Contacts can be rejected and prevent them from posting. Rejecting of vouchers can only be performed by the **Approvers** included in the **Approval List** set for the vendor. (See [How to Create an Approval List](#)) and depending on the **Approver Level** setup (see [How to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





Voucher Id	Approver Type	Vendor ID	Name	Vendor Invoice No.	Voucher Total	Due Date	Approved	Rejected	Reason
<input checked="" type="checkbox"/> BL-136	Primary	CRACKEDM...	CRACKED MUG	CM-13	25.00	7/29/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> BL-137	Primary	CRACKEDM...	CRACKED MUG	CM-14	13.50	7/29/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BL-138	Primary	CRACKEDM...	CRACKED MUG	CM-15	31.50	7/29/2016	<input type="checkbox"/>	<input type="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.

i21 Approval Status - rejected. Inbox x

 **autosupport@irely.com**
to me 
Your Voucher has been rejected. [BL-136 - CRACKED MUG](#)

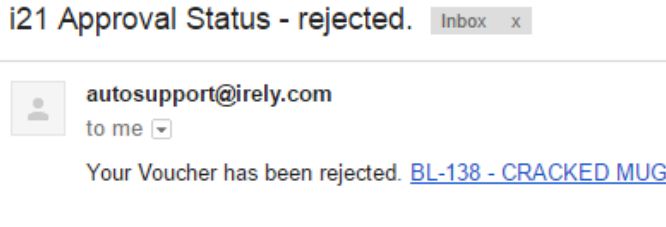
 **autosupport@irely.com**
to me 
Your Voucher has been rejected. [BL-137 - CRACKED MUG](#)

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.



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.

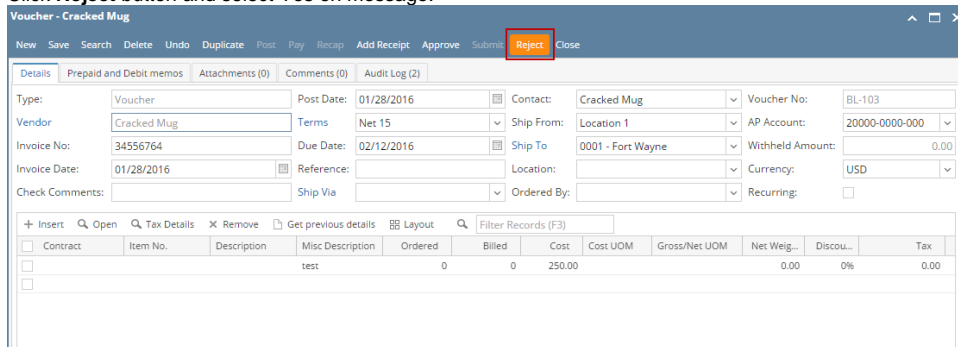
Approval Status - rejected. Inbox x

 **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

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



Voucher - Cracked Mug

New Save Search Delete Undo Duplicate Post Pay Recap Add Receipt Approve Submit **Reject** Close



Details Prepaid and Debit memos Attachments (0) Comments (0) Audit Log (2)

Type: Voucher Post Date: 01/28/2016 Contact: Cracked Mug Voucher No: BL-103
Vendor: Cracked Mug Terms: Net 15 Ship From: Location 1 AP Account: 20000-0000-000
Invoice No: 34556764 Due Date: 02/12/2016 Ship To: 0001 - Fort Wayne Withheld Amount: 0.00
Invoice Date: 01/28/2016 Reference: Location: Currency: USD
Check Comments: Ship Via Ordered By: Recurring: ☐

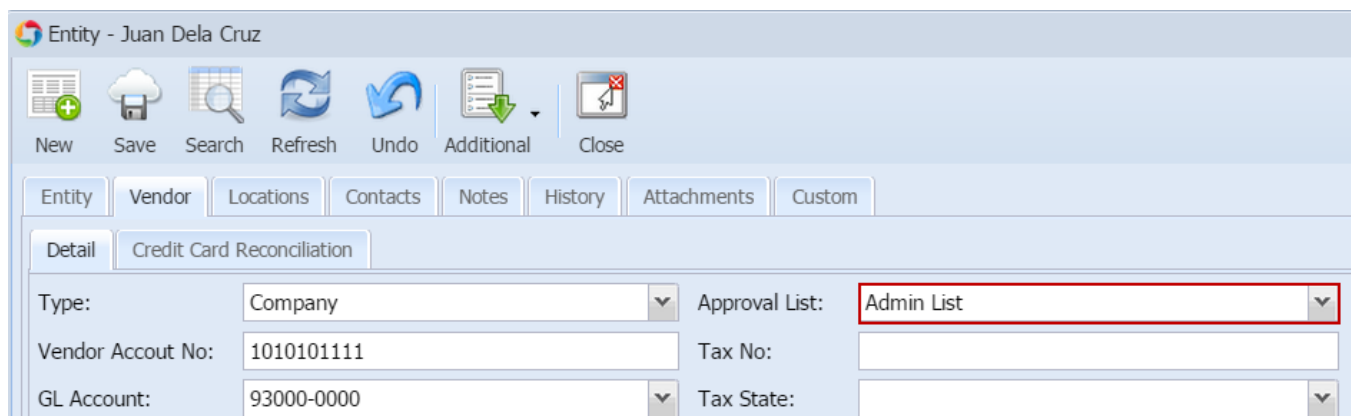
+ Insert Open Tax Details X Remove Get previous details Layout Filter Records (F3)

Contract	Item No.	Description	Misc Description	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weig...	Discou...	Tax
<input type="checkbox"/>		test		0	0	250.00			0.00	0%	0.00
<input type="checkbox"/>											

- Voucher will be rejected and saved automatically.
- 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](#))



Entity - Juan Dela Cruz

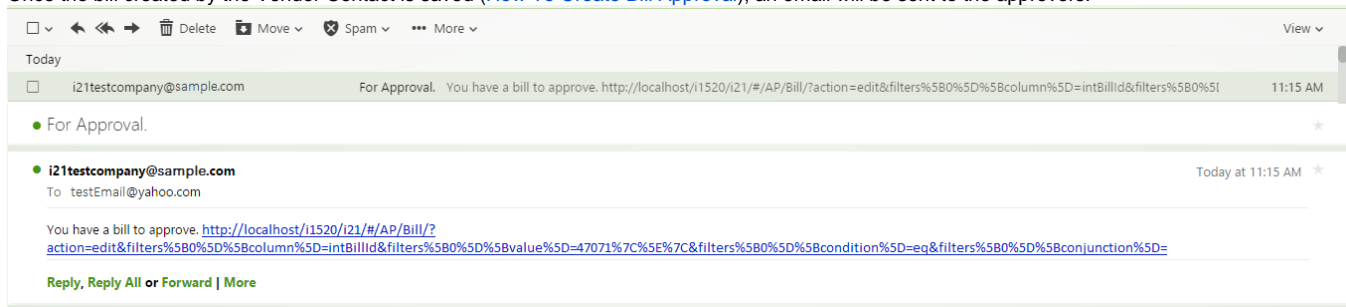
New Save Search Refresh Undo Additional Close

Entity Vendor Locations Contacts Notes History Attachments Custom

Detail Credit Card Reconciliation

Type: Company Approval List: **Admin List**
Vendor Account No: 1010101111 Tax No:
GL Account: 93000-0000 Tax State:

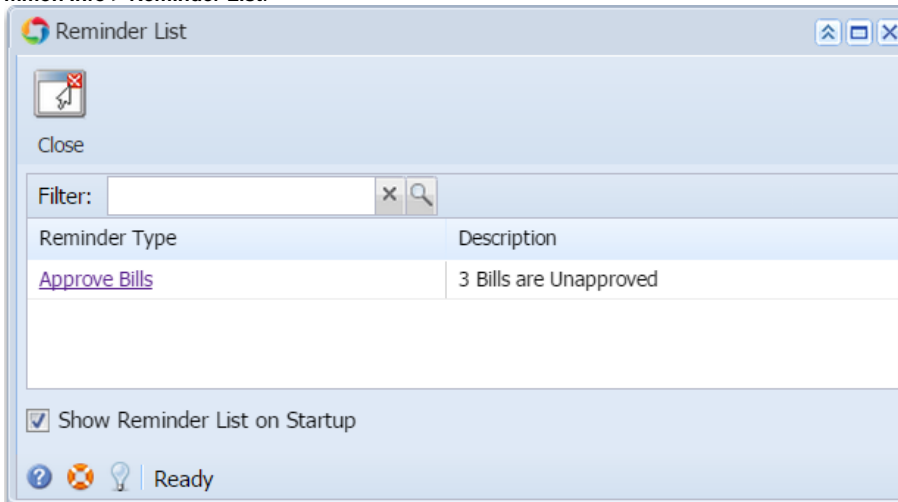
Once the bill created by the Vendor Contact is saved ([How To Create Bill Approval](#)), an email will be sent to the approvers.



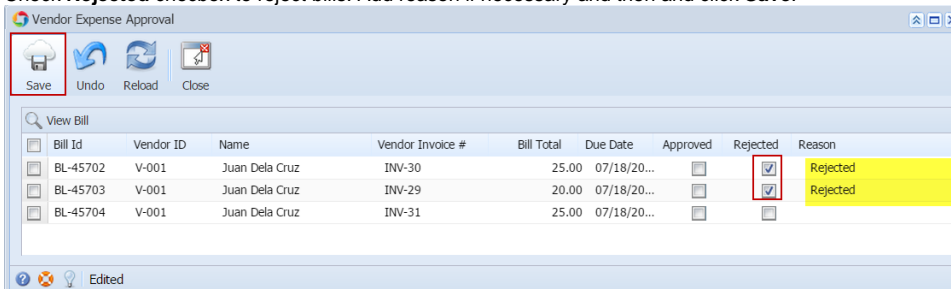
There are two ways on how to reject bills: via Reminder List and via Bill screen:

via Reminder List

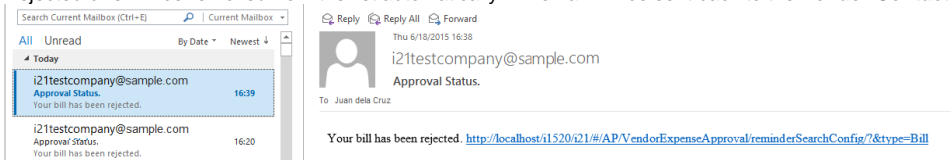
1. Login into i21 using the credentials of one of the **Approver**.
2. If **Show Reminder List on Startup** option is checked, **Reminder List** screen will be shown automatically after login. Else, open screen from **Common Info > Reminder List**.



3. Bills for approval will be listed on the grid. Click **Approve Bills** hyperlink and **Vendor Expense Approval** screen will open.
4. Check **Rejected** checkbox 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.

The screenshot shows the 'Bill' application window. The toolbar at the top includes buttons for New, Save, Search, Delete, Undo, Print, Add Receipt, Approve, **Reject** (highlighted with a red box), and Close. The 'Details' tab is active, displaying various fields for a bill approval. The 'Transaction Type' is 'Bill Approval', 'Vendor ID' is 'V-001', 'Date' is '06/18/2015', 'Invoice Date' is '06/18/2015', 'Currency' is 'USD', 'Invoice No.' is 'INV-31', and 'Bill No.' is 'BL-45704'. The 'Ship From' is 'L-001' and 'Ship To' is '1'. The 'Ordered By' is 'AGADMIN' and 'Contact' is 'C-001'. The 'Ship Via' is 'UPS Ground' and 'Due Date' is '07/18/2015'. The 'Terms' are '5% 10 Net 30' and 'AP Account' is '26003-0000'. The 'Location' is '1' and 'Withheld Amount' is '0.000000'. The 'Reference' and 'Approval Notes' fields are empty. Below the form, there is a table with columns: Item No., Description, Misc Description, Ordered, Received, Discoun..., Tax, Cost, Total, Account ID, and Comments. The table contains two rows: 'Service' with 'Ordered' 1 and 'Received' 1, and 'Other Charge' with 'Description' 'car rentals', 'Ordered' 1, and 'Received' 1. The 'Total' row shows 'Subtotal: 25.000000', 'Shipping: 0.000000', 'Tax: 0.000000', and 'Total: 25.000000'. The status bar at the bottom indicates 'Ready' and 'Page 1 of 1'.

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.

The screenshot shows an email inbox and a preview of an email. The inbox on the left lists two emails from 'i21testcompany@sample.com'. The first email is titled 'Approval Status' and has a timestamp of '16:39'. The second email is also titled 'Approval Status' and has a timestamp of '16:20'. The preview on the right shows the email content. It starts with 'To: Juan dela Cruz' and 'Thu 6/18/2015 16:38'. The subject is 'Approval Status'. The body of the email states: 'Your bill has been rejected. <http://localhost/i1520/i21/#/AP/VendorExpenseApprovalReminderSearchConfig/?&type=Bill>'.