Vendor Expense Approval

If the user that is currently logged in is set to be an Approver, then all transactions for the user's approval will be displayed in the **Vendor Expense Approval** screen. There are three ways to open this screen:

Purchase Orders	Vendor Expense App	proval							~ [
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Vouchers	Details								
Recurring Transactions	Q, Open Voucher	☆ Approve All × Reject All (─ Clear 器 Layout	Q Filter Reco	ords (F3)				
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Pay Voucher Details	🗌 BL-41 C	RACKEDM Cracked Mug	1234		25.00 04/27/20				
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Vendor Expense Approval									
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BI-41 CRACKEDM	Cracked Mug	1234	25.00 0	4/27/20					
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You can either Approve or Reject the vouchers via this screen.

- How To Approve VouchersHow To Reject Vouchers