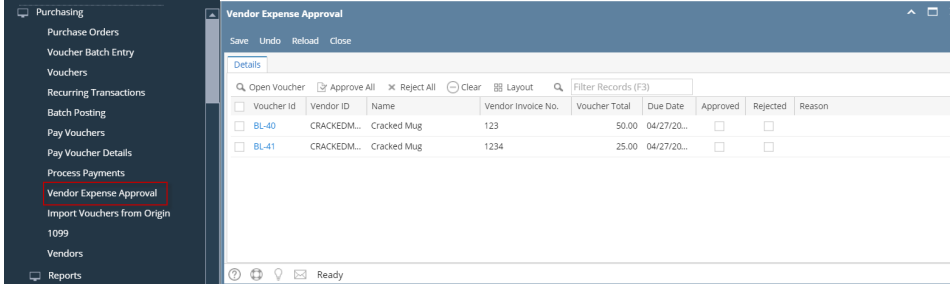


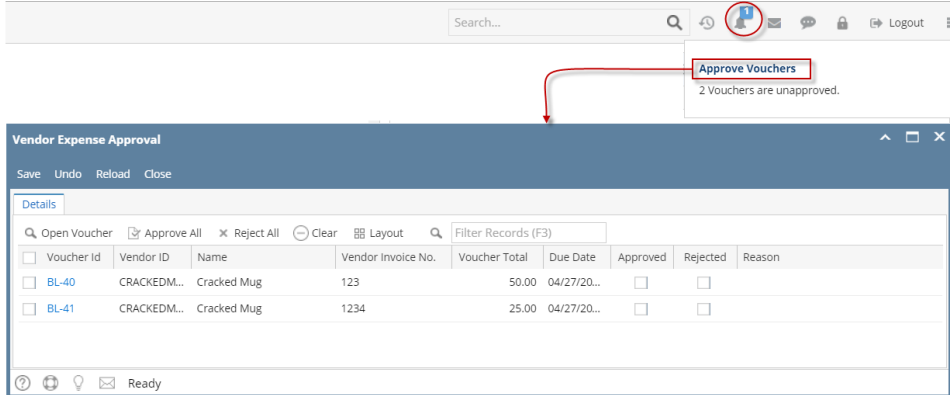
Vendor Expense Approval

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:

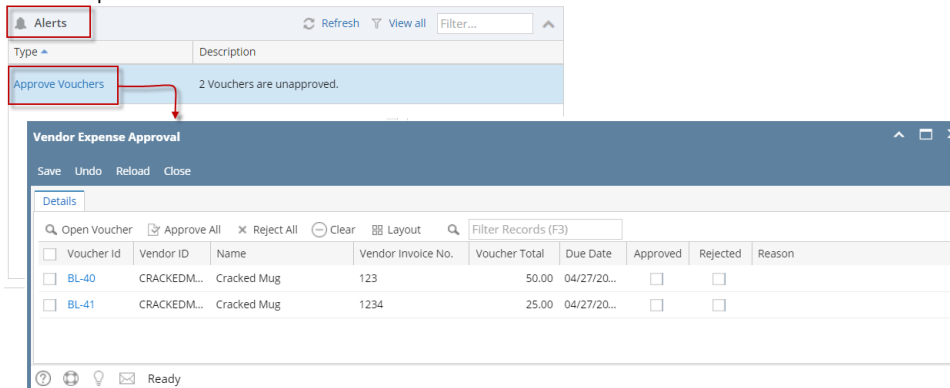
1. via **Purchasing > Vendor Expense Approval**



2. via **Notification bar > Reminder button**



3. via **Alerts panel**



You can either Approve or Reject the vouchers via this screen.

- [How To Approve Vouchers](#)
- [How To Reject Vouchers](#)