

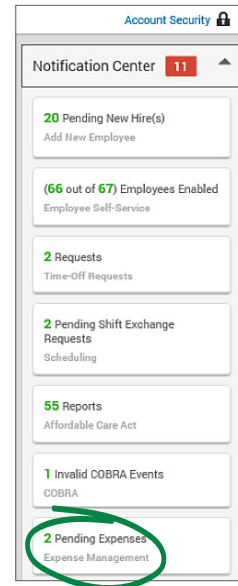
SHOW ME HOW

to Approve or Deny Expenses for Payroll Expense Management



STEP 1

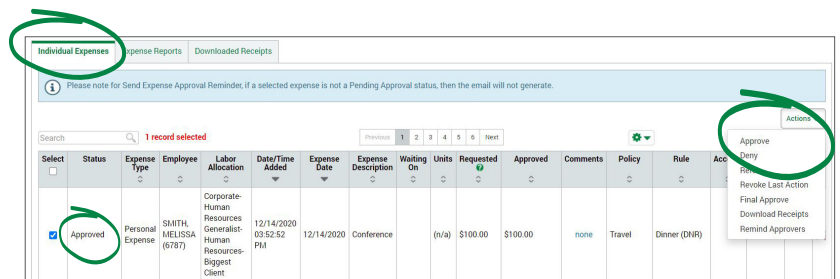
From the Notification Center, click "Pending Expenses."



STEP 2

Review expenses and receipts (if applicable).

From the Actions drop-down menu, batch approve for payroll or batch deny the expenses.



HELPFUL TIPS

- To reimburse expenses through payroll, refer to the Payroll Help guide, available on the Help Menu.

ADMINISTRATORS

Visit the Help Menu for the most up-to-date version of this guide.

