Assigning Expense Approvers to Team Members

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This guide explains how to assign an expense approver to a team member. It is intended for general users.

- 1. Navigate from Main Menu > Internal > Team Members.
- 2. Use the <u>Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to locate and select the team member.
- 3. On the detail view menu bar, click Edit.
- 4. In the Time / Expenses section, click the **Expense Approver** field.

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Team Member: Kristie		Kristie	MI Her		Herr	rnandez		KH	ACTIVE
Memb	er Details Hu	man Resour	ces					Notices 🕘 🛛 Tasks 💟	Emails 🞽 🛛 Docs
General I	nfo					Time / Expens	ses		
🕂 Photo	Title				Timesheet Approver > Expense Approver >				
	Shipping Manager					Q			
	Туре		Start Date End Date		Do not create timesheets on:				
	Employee		04/17/04			Monday Tuesday Wednesday Thursday Friday Saturday Sunday			
kristie.hernandez@aacme.com					Cobe	Q.		Deraur, as	
Email			SMS			Code	Notes		Default 💥
kristie.hernandez@aacme.com 🔤			5555798563@vzw.com 💬				Q		
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(555) 418-9777 153		153	Direct						
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(555) 552-1596			(555) 579-8563						
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5. From the drop-down list, select the approver who will oversee this team member's expenses.

Note: You can also select the expense approver by clicking the Search icon (α) to bring up the Team Member Selector.

6. Click Save.