From the Financial Edge NXT home screen, hover over "Expenses" and click on "manage expenses".

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Financial Edge NXT Home General ledger +	Expenses - Payables -	Treasury - Reporting	Analysis 👻 Control pane				= 😐 🤅
	Manage expenses					Kernesa	ne State University Foundation
Welcome to Financial Edge NXT!	Settings						
EFT Resources Resource 03/01/2021							
To get the most out of EFT, we suggest you get familiar with all t	the EFT resources available to yo	4					
Financial Edge NXT Customer Success Resources Resource: 03/01/2021							
Oreck out the product adoption videos Customer Success has for Blackbaud Customer Success	or Financial Edge NXT. New vide	as added monthly!					
Electronic Funds Transfer (Video) Video 02/04/2021							
Watch this video for an overview of the EFT process in Financial	Edge NXT.						
New Blackbaud Marketplace applications for Financial E Backbaud Marketplace 02/01/2021	dge NXT						
Learn about new apps that aim to help with budgeting, automat	ion, and fund allocations.						
Upgrade Your Training Subscription Online Pessure 01/27/2021							
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In Expense Management, under "My approvals" hover your cursor over the number (digit) of "Pending requests".

Financial Edge NXT Home General ledger * Expenses * Payables * Treasury * Reporting	g Analysis •	Control panel +		Kelineta	a State University Four
pense management					
ty credit card transactions	~ =	My invoice requests			
		O New request			
In order to see card activity, your credit cards must be cannected to Financial Edge NXT.	ord activity; your credit cards must be cannected to Financial Edge NXT. O Open				
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approvals 🤝 👘		A 2 Rejected			
0 Pending charges		Work with my involce requests			
2 Pending requests		My settings			~
		Edit			
		Email Invoice request notifications Out of office forwarding	iharri870kennesaw.edu Requires my approval Disabled	instantly	

Once you click on the number, you will be able to review request(s), and either approve or reject it. Rejecting it will allow the original submitter to make corrections or provide additional documentation.