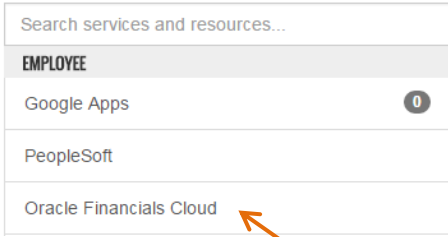

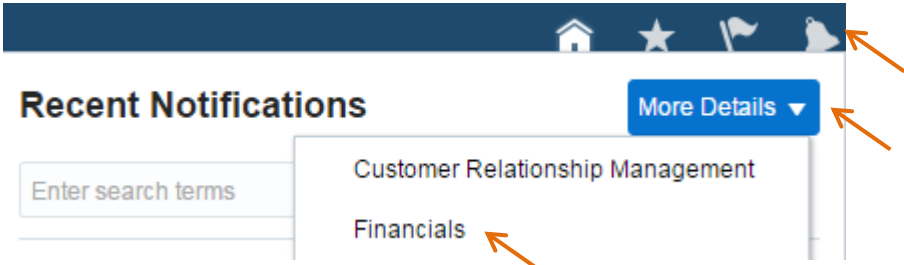
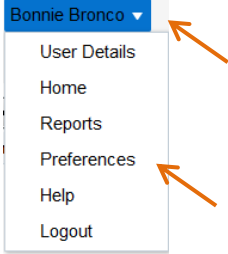
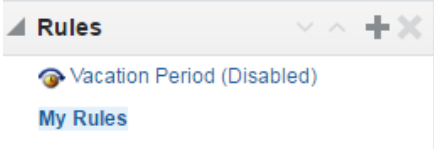




Delegating Approval Workflow Authority in Expenses

Note: Delegating approval workflow in Expenses will delegate approval for both Expense Reports and Budget transactions.

Step	Action
1.	<p>Begin by signing in to Oracle Fusion Cloud (OFC) from myBoiseState.edu.</p> 
2.	<p>To access the Home Screen in OFC, click the house icon at the top right hand corner. </p>
3.	<p>Click the Notification Bell icon in the upper right hand corner, select More Details, and click Financials.</p>  <p>Note: A new window will open, ensure that pop-up blockers are off for OFC.</p>
4.	<p>In the upper right corner Click Your User Name drop down and select Preferences.</p> 
5.	<p>To delegate approval authority for all Expense Reports, click My Rules from the left navigation bar and click the + icon.</p> 



Step	Action								
6.	Type in a new Rule Name. My Rule Name * <input type="text" value="User Rule"/> <input type="checkbox"/> Use as vacation rule ProTip! Include the name of the person you are delegating approval authority.								
7.	Click the drop down menu next to TASKS and select All Tasks . TASKS <input type="text" value="All Tasks"/>								
8.	In the Action section, select Delegate to and click the magnifying glass. <input checked="" type="radio"/> Delegate to: <input type="text"/>								
9.	In the Identity Browser, enter delegate's name and select Search . 								
10.	Click radio button next to appropriate name and click <input type="button" value="OK"/> . <table border="1"> <thead> <tr> <th></th> <th>ID</th> <th>First Name</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td> bettyb</td> <td>Betty</td> <td>Bronco</td> </tr> </tbody> </table>		ID	First Name	Last Name	<input checked="" type="radio"/>	bettyb	Betty	Bronco
	ID	First Name	Last Name						
<input checked="" type="radio"/>	bettyb	Betty	Bronco						
11.	Click <input type="button" value="Save"/> in the upper right hand corner to finish.								
12.	End of Procedure.								