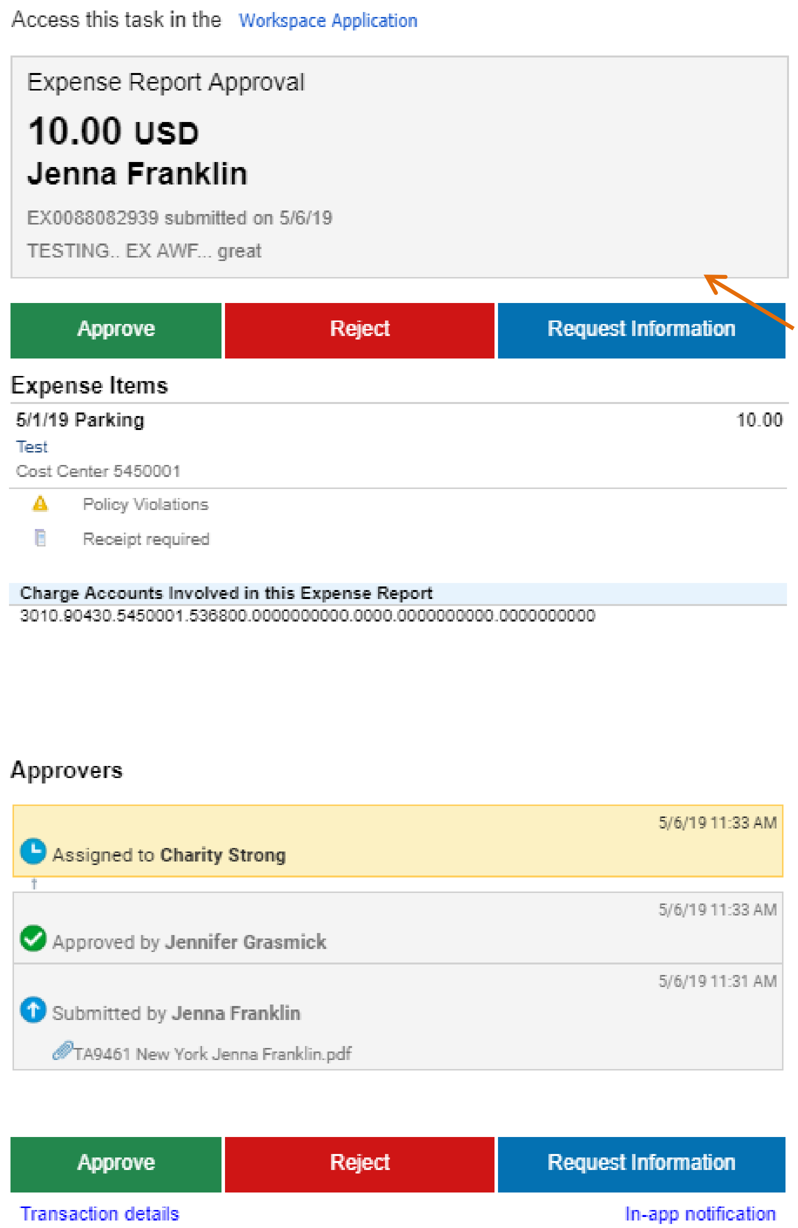
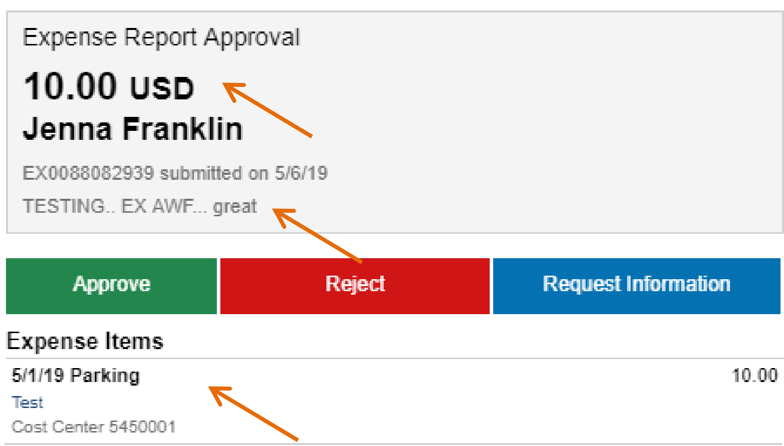
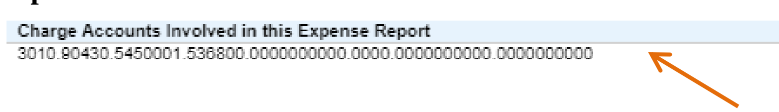
BOISE STATE UNIVERSITY

Reviewing and Approving or Rejecting an Expense Report by Email

Step	Action
1.	Approvers that have been designated according to the Expense Report Approval Workflow will receive an email once an **Expense Report** is submitted.  ***ProTip*!** Use G-mail filters to sort incoming Workflow emails to a separate folder for review.

Step	Action
2.	To access the Expense Report details and approve in the system, click **Workspace Application** and Sign In to Oracle Financials Cloud. Access this task in the Workspace Application Click **My Tasks** under **Inbox** in the upper left hand corner. Inbox My Tasks (1) Select the **Title** of the Expense Report to review. Expense Report Approval EX0074553191 for Bell Bronco (USD 11.00) ***Note*****:** Disabling Pop-Up Blockers may be necessary.
3.	Review the **Amount**, **Purpose**, and **Expense Lines** at the top of the email notification. 
4.	Review the **Funding Source Strings** under **Charge Accounts Involved in this Expense Report** in the email notification.  ***Note***: The funding source strings will show in the same order as the expense lines above.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Review the Approval Workflow and Attachments under the Approvers in the email notification.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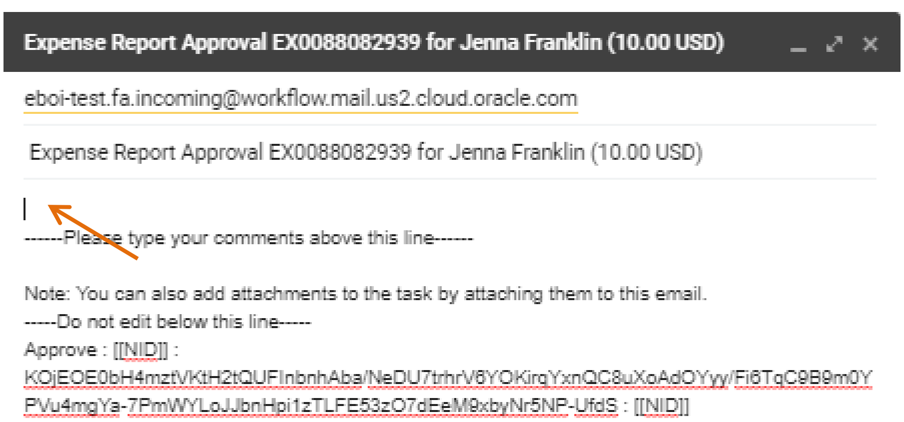
<tr><td>6.</td><td>After reviewing the appropriate information, click Approve, Reject, or Request Information.

Note: For more options, see the Modifying the Approval Workflow job aid.</td></tr>
<tr><td>7.</td><td>An email response will be generated and the approver may insert comments and add attachments in the body of the email. The approver must also click Send.


</td></tr>
<tr><td>8.</td><td>End of Procedure.</td></tr>
</table>