



Reviewing and Approving or Rejecting an Expense Report by Email

Step	Action						
1.	<p>Approvers that have been designated according to the Expense Report Approval Workflow will receive an email once an Expense Report is submitted.</p> <p>Access this task in the Workspace Application</p> <div data-bbox="334 611 1105 827" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Expense Report Approval</p> <p>10.00 USD</p> <p>Jenna Franklin</p> <p>EX0088082939 submitted on 5/6/19</p> <p>TESTING.. EX AWF... great</p> </div> <div data-bbox="334 852 1105 909" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Reject Request Information </div> <p>Expense Items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">5/1/19 Parking</td> <td style="width: 20%; text-align: right;">10.00</td> </tr> <tr> <td colspan="2"><small>Test</small></td> </tr> <tr> <td colspan="2"><small>Cost Center 5450001</small></td> </tr> </table> <ul style="list-style-type: none"> ⚠ Policy Violations 📄 Receipt required <div style="background-color: #e2e3e5; padding: 5px; margin-top: 10px;"> <p>Charge Accounts Involved in this Expense Report</p> <p>3010.90430.5450001.536800.0000000000.0000.0000000000.0000000000</p> </div> <p>Approvers</p> <div data-bbox="334 1352 1105 1619" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: right;">5/6/19 11:33 AM</p> <p>🕒 Assigned to Charity Strong</p> <hr/> <p style="text-align: right;">5/6/19 11:33 AM</p> <p>✔ Approved by Jennifer Gasmick</p> <hr/> <p style="text-align: right;">5/6/19 11:31 AM</p> <p>📄 Submitted by Jenna Franklin</p> <p><small>📎 TA9461 New York Jenna Franklin.pdf</small></p> </div> <div data-bbox="334 1682 1105 1738" style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Approve Reject Request Information </div> <p style="display: flex; justify-content: space-between;">Transaction details In-app notification</p>	5/1/19 Parking	10.00	<small>Test</small>		<small>Cost Center 5450001</small>	
5/1/19 Parking	10.00						
<small>Test</small>							
<small>Cost Center 5450001</small>							

ProTip! Use G-mail filters to sort incoming Workflow emails to a separate folder for review.

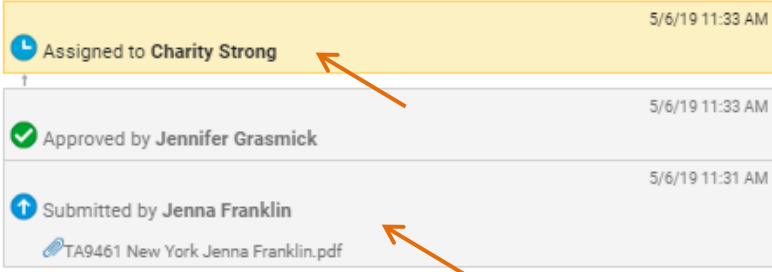

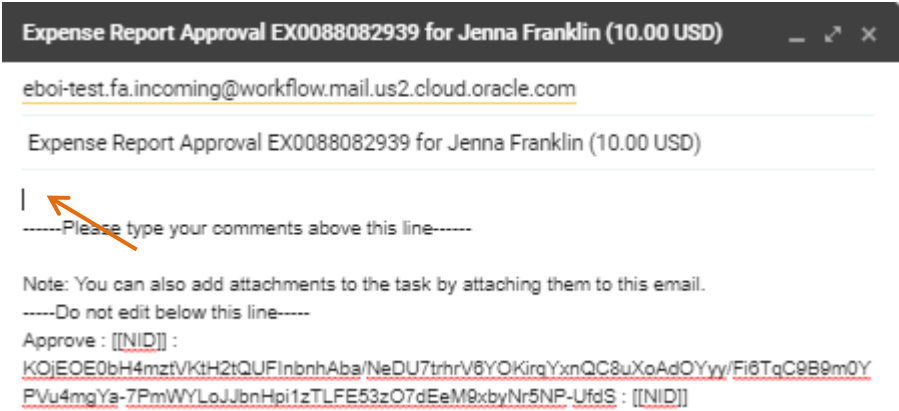


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Step	Action
2.	<p>To access the Expense Report details and approve in the system, click Workspace Application and Sign In to Oracle Financials Cloud.</p> <p>Access this task in the Workspace Application </p> <p>Click My Tasks under Inbox in the upper left hand corner.</p> <p>Inbox</p> <p>My Tasks (1)</p> <p>Select the Title of the Expense Report to review.</p> <p>Expense Report Approval EX0074553191 for Bell Bronco (USD 11.00)</p> <p><i>Note:</i> Disabling Pop-Up Blockers may be necessary.</p>
3.	<p>Review the Amount, Purpose, and Expense Lines at the top of the email notification.</p> <div data-bbox="332 913 1105 1344"> </div>
4.	<p>Review the Funding Source Strings under Charge Accounts Involved in this Expense Report in the email notification.</p> <div data-bbox="332 1438 1105 1522"> </div> <p><i>Note:</i> The funding source strings will show in the same order as the expense lines above.</p>



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Step	Action
5.	<p>Review the Approval Workflow and Attachments under the Approvers in the email notification.</p> <p>Approvers</p> 
6.	<p>After reviewing the appropriate information, click Approve, Reject, or Request Information.</p>  <p><i>Note:</i> For more options, see the Modifying the Approval Workflow job aid.</p>
7.	<p>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.</p> 
8.	End of Procedure.