# Reviewing and Approving or Rejecting an Expense Report by Email

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| 1.   | Approvers that have been designated according to the Expense Report Approval Workflow will receive an email once an Expense Report is submitted. The Approver may choose to Approve, Reject, or Request More Info for an Expense Report from the email by clicking on the appropriate action. Access this task in the Workspace Application or take direct action using the links in this email: **Actions:** Approve | Reject | Request More Info  
Expense Report Approval EX0086104373 for Jenna Franklin (100.00 USD)  
Details  
- **From:** Charity Strong  
- **Report Period:** 8/14/17 - 8/14/17  
- **Assigned Date:** 9/6/17 12:58 PM  
- **Report Total:** 100.00 USD  
- **Task Number:** 253348  
- **Submission Date:** 9/8/17  
- **Report For:** Jenna Franklin  
- **Preparer:** Strong, Charity  

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

| 2.   | An email response will be generated. The approver may insert comments and add attachments in the body of the email. The approver must also click **Send**.  
FusionFINCloud-Approvals-EB01-DEV1-1@workflow.mail.us2.cloud.oracle.com  
Expense Report Approval EX007438595E for Jennifer Marindale (USD 100.00)  
Add comments by editing the text between the brackets in 'Comments' section.  
Comments: [your comments]  
You can also add attachments to the task by attaching them to this email.  
---Do not edit below this line---  
Approve: [INID]  
CtESMaHmiD7w7y654Ny5QcuRymfIN Nh7Jozk9dWgH3QTYLJz2FicoQxqFh/RgplUsomy/Sf0QyAdz21QybMK0%287KnAvby2YLsVl/zSh7HIJZU4mLk42mlUjUJoX3inhW/VmlkFQcogh: [INID]  

| 3.   | To access the Expense Report in the system, click **Workspace Application** and Sign In to Oracle Financials Cloud. Access this task in the **Workspace Application** or take direct action using the links in this email: **Actions:** Approve | Reject | Request More Info  

| 4.   | Click **My Tasks** under **Inbox** in the upper left hand corner.  
Inbox  
My Tasks (1)
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| 5.   | 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. |
| 6.   | Funding Source Managers may view Funding Source details by clicking the Expense Item hyperlink.  

View the **Funding Source Segment** under **Account**.  

![Expense Item: Parking](image)  

**ProTip!** To view the segments broken out next to their descriptions, hover over the Account icon. |
| 7.   | After reviewing the appropriate information, the **Approver** may choose to **Approve** or **Reject** the transaction.  

**Note:** The Approver must add a comment by clicking the **Comments** under Expense Items prior to rejecting an Expense Report.  

This comment will be included in the notification email to the employee that submitted the Expense Report.  

For more options, see the **Modifying the Approval Workflow** job aid. |
| 8.   | **End of Procedure.** |