Reviewing and Approving or Rejecting an Expense Report by Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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 or Reject an Expense Report from the email by selecting Approve or Reject.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</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>
</tbody>
</table>

--

---

Last Updated: 03/16/17
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 |
| 4.   | Click **My Tasks** under **Inbox** in the upper left hand corner.  
**Inbox**  
**My Tasks (1)** |
| 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.  
![Expense Source Manager](image1)  
View the **Funding Source Segment** under **Account**.  
![Funding Source Segment](image2)  
**Pro Tips:**  
To view the Segments broken out next to their titles, hover over the Account icon.  
Open a new tab to easily navigate between the **Expense Report** and the **Budget vs Actuals Report**. |
| 7.   | After reviewing the appropriate information the **Approver** may choose to Approve or Reject the transaction.  
**Actions**  
[Approve]  
[Reject]  
**Note:** The Approver must add a comment in order to Reject the transaction. 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.** |