## Reviewing and Approving or Rejecting an Expense Report by Notification Bell

1. Begin by signing in to **Oracle Fusion Cloud (OFC)** from myBoiseState.edu.

2. To access the Home Screen in OFC, click the house icon at the top right hand corner.

3. Click the **Notifications** icon in the upper right corner.

4. Select the expense report from the Pending Notifications list.

   **Note:** Disabling Pop-Up Blockers may be necessary.

5. Funding Source Managers may view Funding Source details by clicking the Expense Item.

   **ProTip!** To view the segments broken out next to their descriptions, hover over the segment string.
|   | 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 + under Expense Items prior to rejecting an Expense Report.  

**Comments**  
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.  

|   | **End of Procedure.** |