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

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

![Oracle Fusion Cloud](image)

**Services**
- Search services and resources...
- **Employee**
  - Google Apps
  - PeopleSoft
  - Oracle Financials Cloud

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

![Home Screen Icon](image)

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

![Notifications Icon](image)

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

![Pending Notifications](image)

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

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

![Expense Item](image)

**Expense Items**
- Expense
  - Parking

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

![Funding Source Segment](image)

**Expense Item: Parking**
- Source: Cash
- Account: 1001.70200.000329.502000.000000

**ProTip!** To view the segments broken out next to their descriptions, hover over the segment string.
<table>
<thead>
<tr>
<th></th>
<th>After reviewing the appropriate information the <strong>Approver</strong> may choose to <strong>Approve</strong> or <strong>Reject</strong> the transaction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td><strong>Note</strong>: The Approver must add a comment by clicking the <strong>+</strong> under Expense Items prior to rejecting an Expense Report.</td>
</tr>
<tr>
<td></td>
<td><strong>Comments</strong> <strong>+</strong></td>
</tr>
<tr>
<td></td>
<td>This comment will be included in the notification email to the employee that submitted the Expense Report.</td>
</tr>
<tr>
<td></td>
<td>For more options, see the <strong>Modifying the Approval Workflow</strong> job aid.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>