Reviewing and Approving or Rejecting an Expense Report by Notifications

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

   ![Oracle Fusion Cloud (OFC)](image)

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 Recent Notifications list.

   ![Recent 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)

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

   ![Funding Source Segment](image)

   **Pro Tips:**
   To view the Segments broken out next to their titles, hover over the segment string.
   Open a new tab to easily navigate between the **Expense Report** and the **Budget vs Actuals Report**.
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<thead>
<tr>
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<th>After reviewing the appropriate information the Approver may choose to Approve or Reject the transaction.</th>
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<tbody>
<tr>
<td>Actions ▼</td>
<td><img src="Approve" alt="Approve" /></td>
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</table>

**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.

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