Reviewing and Approving or Rejecting an Expense Report by Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Begin by signing in to <strong>Oracle Fusion Cloud (OFC)</strong> from myBoiseState.edu.</td>
</tr>
<tr>
<td>2.</td>
<td>To access the Home Screen in OFC, click the house icon at the top right hand corner.</td>
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<td>3.</td>
<td>To view pending approvals, click the <strong>Worklist</strong> icon.</td>
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<tr>
<td>4.</td>
<td>Click the <strong>Financials</strong> tab and select approval <strong>Status</strong> from the dropdown.</td>
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<tr>
<td>5.</td>
<td>Select the <strong>Title</strong> of the Expense Report to review.</td>
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**Note**: Disabling Pop-Up Blockers may be necessary.  

| 6.   | Funding Source Managers may view Funding Source details by clicking on the Expense Item. |
|      | View the **Funding Source Segment** under **Account**. |

**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**. |
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<td>7.</td>
<td>After reviewing the appropriate information the <strong>Approver</strong> may choose to <strong>Approve</strong> or <strong>Reject</strong> the transaction. &lt;br&gt; Actions ▼  <img src="#" alt="Approve" /> <img src="#" alt="Reject" />  &lt;br&gt; <strong>Note</strong>: 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. &lt;br&gt; For more options, see the <strong>Modifying the Approval Workflow</strong> job aid.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>End of Procedure.</strong></td>
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