

Expense Report Actions: Review/Request/Approvals/Rejections

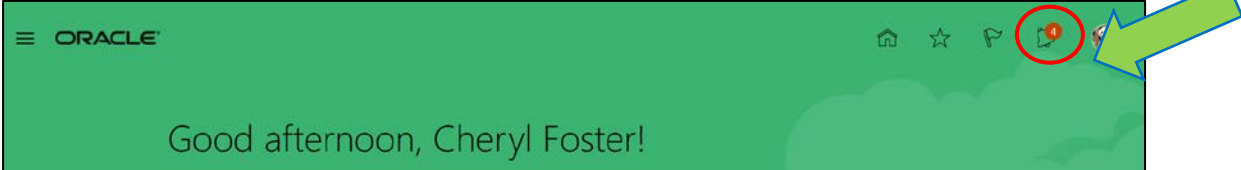
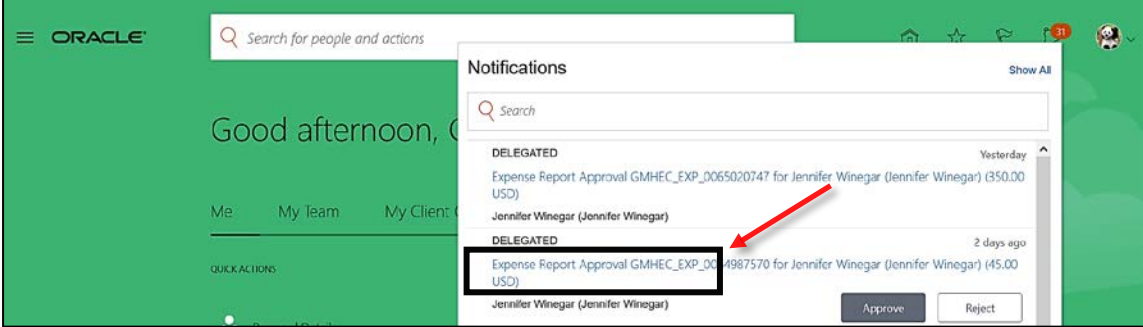

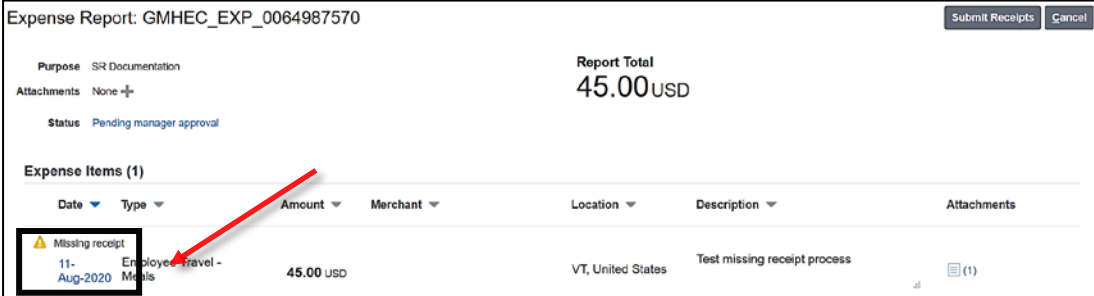
This process is for approving Expense Reports in Oracle.

Additional Resources:

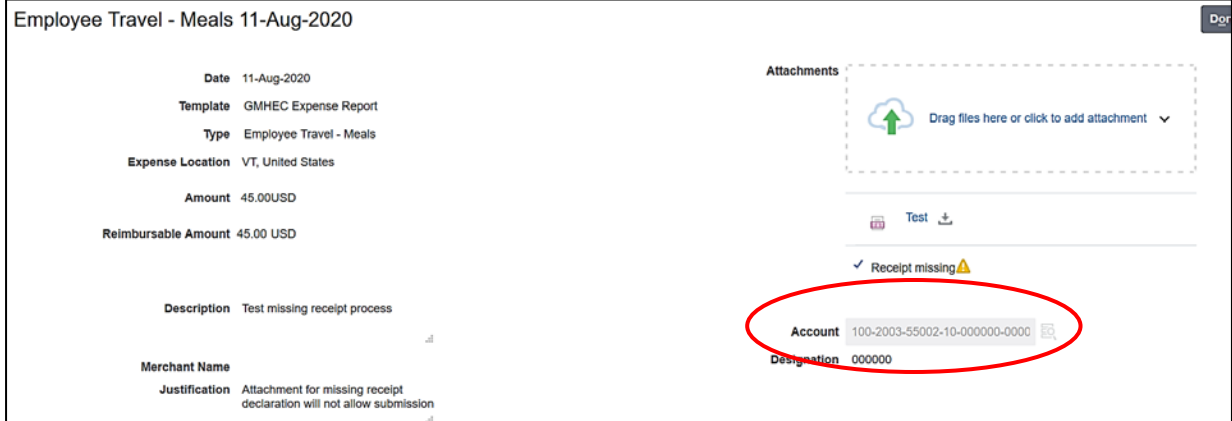
- ap@gmhec.org
- (802) 443-2321

College's Travel and Expenses Policies:

- [Champlain College](#)
- [Middlebury College](#)
- [Saint Michael's College](#)

Process Step & Description	Action
<p>1.1 Expense Report Review: Account Numbers/EDORDA</p>	<p>Navigation Path:</p> <ul style="list-style-type: none"> ➤ Oracle Home Page <p>To approve Expense Reports in Oracle go to the Home page, then click on the Notifications icon:</p>  <p>Click on the blue 'Expense Report Approval' expense report description as shown below:</p>  <p>A pop-up menu will appear. To see the expense report item's account numbers (EDORDA) click on View Expense Report. The report will open and the expense item EDORDA distribution will be visible.</p>  <p>Click on the date of the expense item:</p> 

The expense item will open, and from this screen the account numbers/EDORDA will be visible:



Employee Travel - Meals 11-Aug-2020

Date 11-Aug-2020
 Template GMHEC Expense Report
 Type Employee Travel - Meals
 Expense Location VT, United States
 Amount 45.00USD
 Reimbursable Amount 45.00 USD

Attachments
 Drag files here or click to add attachment

Test

Receipt missing

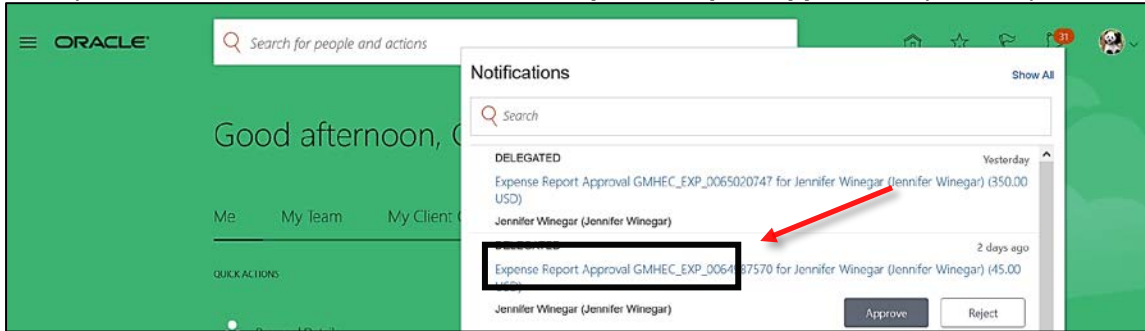
Account 100-2003-55002-10-000000-0000
 Designation 000000

Description Test missing receipt process
 Merchant Name
 Justification Attachment for missing receipt declaration will not allow submission

After reviewing the expense report, click **Done** on the top right-hand corner of the screen.

To exit the next screen, click **Cancel**

To request more information, click on the blue 'Expense Report Approval' expense report description:



ORACLE Search for people and actions

Good afternoon, C

Me My Team My Client

QUICK ACTIONS

Notifications Show All

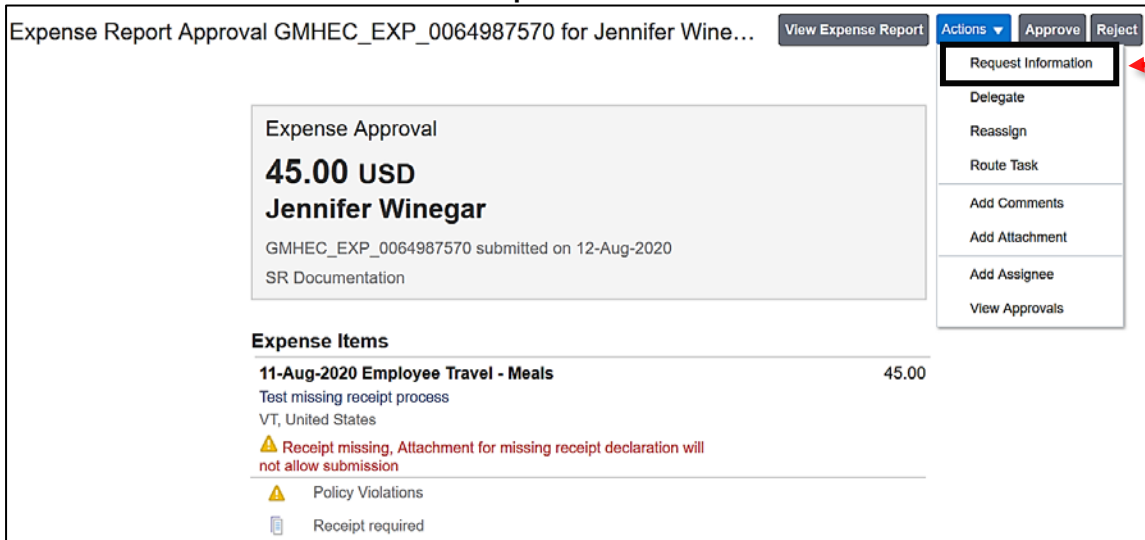
DELEGATED

Expense Report Approval GMHEC_EXP_0065020747 for Jennifer Winegar (Jennifer Winegar) (350.00 USD) Yesterday
 Jennifer Winegar (Jennifer Winegar)

Expense Report Approval GMHEC_EXP_0064987570 for Jennifer Winegar (Jennifer Winegar) (45.00 USD) 2 days ago
 Jennifer Winegar (Jennifer Winegar)

Approve Reject

Click the 'Actions' button then choose 'Request Information':



Expense Report Approval GMHEC_EXP_0064987570 for Jennifer Wine... View Expense Report Actions Approve Reject

Request Information
 Delegate
 Reassign
 Route Task
 Add Comments
 Add Attachment
 Add Assignee
 View Approvals

Expense Approval
45.00 USD
Jennifer Winegar
 GMHEC_EXP_0064987570 submitted on 12-Aug-2020
 SR Documentation

Expense Items

11-Aug-2020 Employee Travel - Meals 45.00
 Test missing receipt process
 VT, United States
 Receipt missing, Attachment for missing receipt declaration will not allow submission
 Policy Violations
 Receipt required

1.2 Expense Report Review: Request More Information

Another pop-up menu will appear for entering remark. Enter the information requested and click **Submit**:

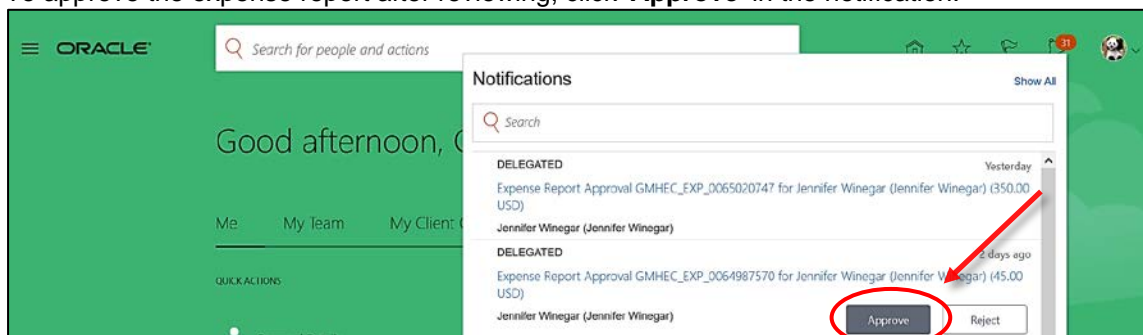


The screenshot shows a 'Request Information' dialog box. At the top right, there are 'Submit' and 'Cancel' buttons, with 'Submit' circled in red. Below the title, there is a dropdown menu for 'Name' set to 'Jennifer Winegar'. A text area for 'Comment' contains the text 'Please submit a receipt' and is also circled in red. At the bottom, there are radio buttons for 'Return Options': 'Back to me' (selected) and 'Follow approval flow'.

The end user will receive a notification for the request and will resubmit. Upon resubmittal with the requested information, the expense report may be approved.

NOTE: It is often easier to **Request More Information** instead of rejecting an expense if only a simple change like an accounting correction or a receipt upload is needed.

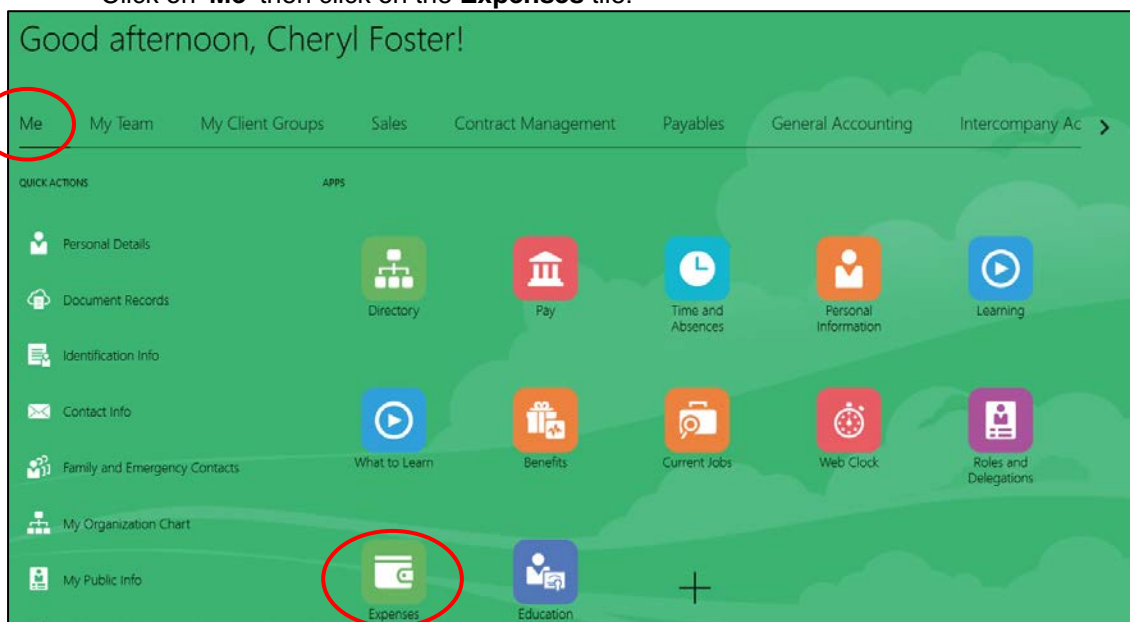
To approve the expense report after reviewing, click '**Approve**' in the notification:



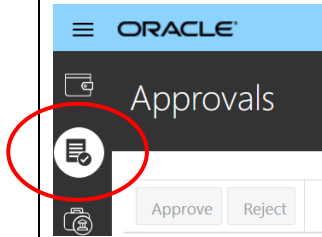
Alternate Approval: Expense reports may also be approved within the **Expenses** module from the Home page:

➤ Click on '**Me**' then click on the **Expenses** tile:

1.3 Expense Report: Approval

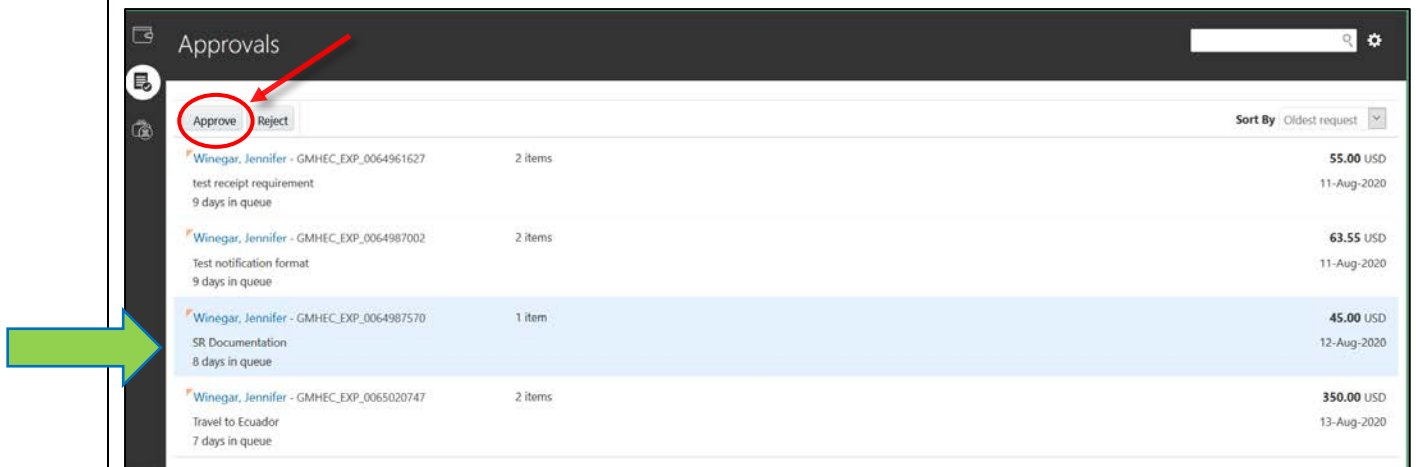


- In the **Expenses** module, click on the **Approvals** icon on the left-hand side of the screen:



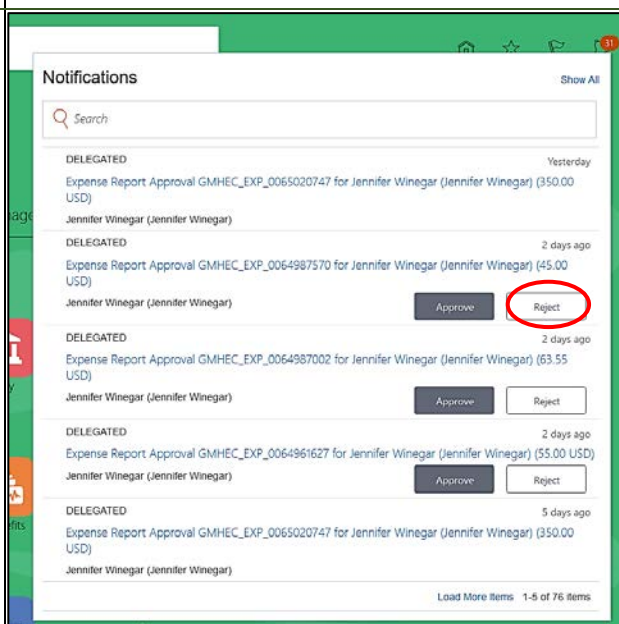
This will bring up all of the expense reports requiring attention/approval:

- Click on an expense report to choose for review/approval.
- With the expense report highlighted in **blue**, click the '**Approve**' button.



- The approved expense report will disappear from the list since it no longer requires any action.

1.4 Expense Report: Rejection



After reviewing an expense report, it is often easier to Request More Information if only a simple change like a receipt upload, account number change, or rewording of an description is necessary.

If an expense report routed in error due to an incorrect department designation, then the report should be rejected.

To Reject an expense report, go to the **Home** page, click on the **Notifications** icon then click the '**Reject**' button.

Alternate Approval: Expense reports may also be rejected within the **Expenses module** from the Home page:

- Click on '**Me**' then click on the **Expenses** tile.
- In the **Expenses** module, click on the **Approvals** icon on the left-hand side of the screen, as indicated in Section 1.3 above.
- Click on an expense report to choose for for rejections.
- With the expense report highlighted in **blue**, click the '**Reject**' button.



The screenshot shows the 'Approvals' page with a list of expense reports. The 'Reject' button is circled in red. The second report is highlighted in blue. A green arrow points to the second report from the left.

Requester	Items	Amount	Date
Winegar, Jennifer - GMHEC_EXP_0064961627	2 items	55.00 USD	11-Aug-2020
test receipt requirement			
9 days in queue			
Winegar, Jennifer - GMHEC_EXP_0064987002	2 items	63.55 USD	11-Aug-2020
Test notification format			
9 days in queue			
Winegar, Jennifer - GMHEC_EXP_0065020747	2 items	350.00 USD	13-Aug-2020
Travel to Ecuador			
7 days in queue			