

Approving an Expense Report claim

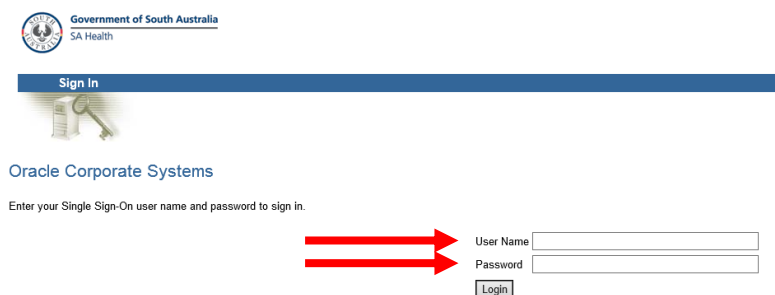
Direct Line Manager: To approve an expense report claim via a desktop computer, please follow the steps below

Quick Check

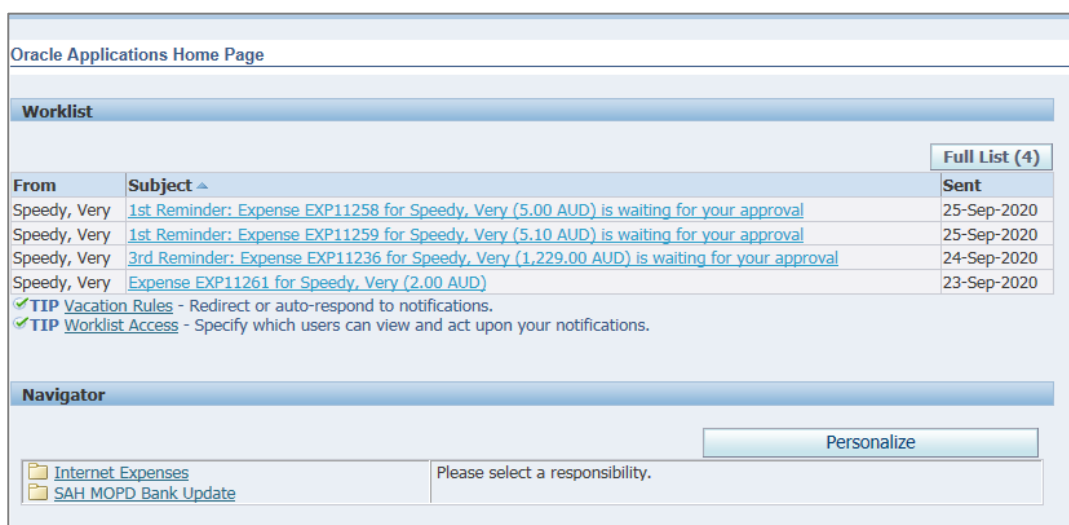
- Step 1: [Find Expense Reports submitted by Medical Officers](#)
- Step 2: [Check entitlements, declarations, invoices and/or receipts](#)
- Step 3: [Approve and submit to PD Office](#)

Process

- > To log onto Oracle Corporate Systems use your HAD ID and Password



- > Once logged on, you will be taken to the *Oracle Applications* Home Page as shown below



Step 1: Find Expense Reports submitted by Medical Officers

- > Expense reports submitted by Medical Officers waiting for approval will appear under the *Worklist* heading
- > To view an expense report select the relevant hyperlink located under the *Subject* heading to proceed

Oracle Applications Home Page

Worklist

Full List (4)

From	Subject	Sent
Speedy, Very	1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval	25-Sep-2020
Speedy, Very	1st Reminder: Expense EXP11259 for Speedy, Very (5.10 AUD) is waiting for your approval	25-Sep-2020
Speedy, Very	3rd Reminder: Expense EXP11236 for Speedy, Very (1,229.00 AUD) is waiting for your approval	24-Sep-2020
Speedy, Very	Expense EXP11261 for Speedy, Very (2.00 AUD)	23-Sep-2020

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

Personalize

[Internet Expenses](#)
 [SAH MOPD Bank Update](#)

Please select a responsibility.

Step 2: Check entitlements, declarations, invoices and/or receipts

- > Select, the *Expense Report Details* hyperlink as shown below

ORACLE E-Business Suite - XPT - Clone of Prod at: 20-feb-2020 at 07:53. Next Refresh:

Oracle Applications Home Page >

1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval

From: Speedy, Very
 To: Approver, Ivan
 Sent: 25-Sep-2020 09:36:20
 Due: 29-Sep-2020 09:36:20
 ID: 37557716

Expense Report for Individual's Cost Center: Speedy, Very 1063
 Expense Report Total: 5.00 AUD
 Attachments: [receipt](#)

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (AUD)	Justification	Imaged Receipt Required	Attachments
1	01-Sep-2020	IT Accessories Ind/Set <= \$300	5.00		<input checked="" type="checkbox"/>	
Total			5.00			

Action History

Num	Action Date	Action	From	To	Details
1	25-Sep-2020 09:36:20	Submit	Speedy, Very	Approver, Ivan	

Related Applications

[Expense Report Details](#)

Response

Note:

- > In the *Expense Report Details* page you will be able to check details such as expense total, FBT total related to the expense report, invoice and/or receipt attachments, PD entitlements, declarations and approval notes (refer overleaf for visual)

Expense Report EXP521420

Reimbursement to Medical Officer (A): \$500

Plus Fringe Benefits Tax of (B): \$0

Less GST (C): \$0

Total deducted from Medical Officers PD entitlement balance (A+B-C): \$500

PD Leave Amount: 0

Exam Leave Amount: 0

Please note by submitting this claim for approval you acknowledge that the above amount to be deducted from your entitlement may include Fringe Benefits Tax on the item/s you are claiming information and support contact details can be found [here](#).

General Information

Name	Speedy, Doctor Very	PD Leave Balance	15
Expense Dates	08-MAY-2023 - 08-MAY-2023	PD Exam Leave Balance	0
Cost Center	1255	FBT Declaration	Yes
Purpose			I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return
Approver	Approver, Doctor Ivan	Employee Certification	Yes
Original Receipts Status	Not Required		I certify that the information contained in this claim is true and correct to the best of my knowledge and that I have provided the necessary documentation for FBT assessment
Imaged Receipts Status	Received	Trip ID	yyyy
Report Submit Date	08-MAY-2023	Final Claim for this Trip?	Yes
Attachments	None		No further claims to be made against this Trip ID
PD \$ Balance	33613.00	GST Code Declaration	Yes
	<small>Entitlements are calculated to the end of PD year (13th Apr). If your contract/employment is ending before 13th Apr, please contact your PD officer for more accurate assessment of your balances.</small>		If I have selected the incorrect GST code, I permit amendments to be made to the GST code by the professional development officer attending to this claim. I understand that full responsibility for the accuracy of this claim remains with me. I also understand that a change in GST code may alter the amount subtracted from my PD balance by the GST amount (i.e. +/- 10%) but will not impact the amount I will be reimbursed.
		Report Total	500.00 AUD
		Reimbursement Amount	500.00 AUD

Expense Lines | Expense Allocations | Weekly Summary | **Approval Notes [2]**

Note	Author	Date
Provide Information now attached	Speedy, Doctor Very	23-Sep-2020 14:00:28
Request Information Please attach a clear receipt	Approver, Doctor Ivan	22-Sep-2020 11:34:35

- > You can check further declarations and invoice and/or receipt attachments in the Expense Report page via the *Expense Lines* tab at the bottom of the page

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Reimbursable Amount (AUD)	Details	Attachments
08-May-2023	-3,000.00	AUD International Airfares					-3,000.00		
08-May-2023	3,500.00	AUD International Airfares				✓	3,500.00		
							Total	500.00	

Return | Printable Page

- > When you have completed the check, you can return to the main *Expense Report Details* page by selecting the *Return* button which is located at the top right hand corner of the page

Step 3: Approve and submit to PD Office

- > In the main *Expense Report* page, you will be able to either, *Approve*, *Reject*, *Reassign* or *Request Information*. Please refer the below visual for details:

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Total			5.00			

Action History

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1	25-Sep-2020 09:36:20	Submit	Speedy, Very	Approver, Ivan	

Related Applications

Expense Report Details

Response

Note

Return to Worklist

Approve Reject Reassign Request Information

- > To reject an expense report, add a response in the free text box at the bottom of the page then select the *Reject* button
- > To reassign the expense report, select the *Reassign* button
 - In the reassign screen, you will be able to delegate the processing of the expense report to a specified assignee that has the authority to act on behalf of the approver, provided they have Oracle Internet expenses access
 - To find your delegate, either click the magnifying glass and search or if you know the person's name, or simply type their surname to find, and then enter a comment describing the reason for the reassignment and click *Submit*
 - **Please note:** the Transfer notification ownership is not available to use

ORACLE E-Business Suite - XPT - Clone of Prod at: 20-feb-2020 at 07:53. Next Refresh:

Reassign Notification: 1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete

* Indicates required field

* Assignee: All Employees and Users | Checker,

Delegate your response
 Transfer notification ownership

Comments

Return to Worklist

- > To request further information for an expense report select the *Request Information* button at the top right hand corner of page and check that the workflow participant is correct
- > Add your comment in the *Information Requested* field and click the *Submit* button in the top right hand corner of the screen

Request More Information From Workflow Participant Any User

* Information Requested

- > To approve an expense report select the *Approve* button at the top right hand corner of the page
- > When the expense report has been approved, you will be returned to your *Oracle Applications Home Page* and the expense report will have been removed from your worklist

From	Subject	Sent
Speedy, Very	1st Reminder: Expense EXP11259 for Speedy, Very (5.10 AUD) is waiting for your approval	25-Sep-2020
Speedy, Very	Expense EXP11204 for Speedy, Very (113.00 AUD)	26-Sep-2020
Speedy, Very	Expense EXP11261 for Speedy, Very (2.00 AUD)	23-Sep-2020

For more information

Approving an Expense Report claim.docx
Last updated: 12-Sep-23

Medical Officer Professional Development
Reimbursement System (MOPDRS)
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sahealth.sa.gov.au/reimburseme

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