

## Fact Sheet

# 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



ORACLE

\* User Name   
(example: michael.james.smith)

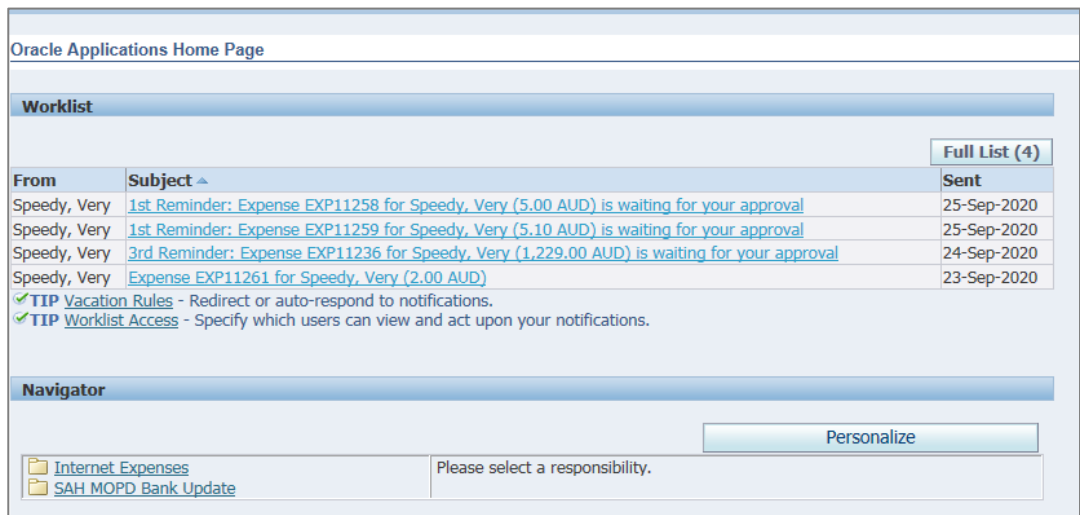
\* Password   
(example: 4u89vz3)

Login to OCS-XPT Cancel

Login Assistance

Accessibility None

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



Oracle Applications Home Page

**Worklist**

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

Full List (4)

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

**Navigator**

Internet Expenses  
SAH MOPD Bank Update

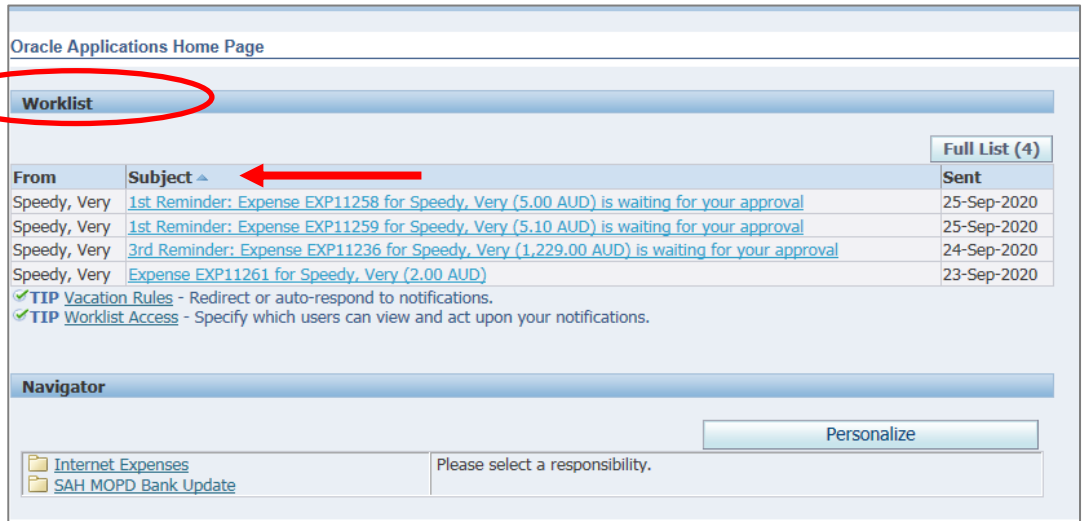
Personalize

Please select a responsibility.



## Step 1: Find Expense Reports submitted by Medical Officers

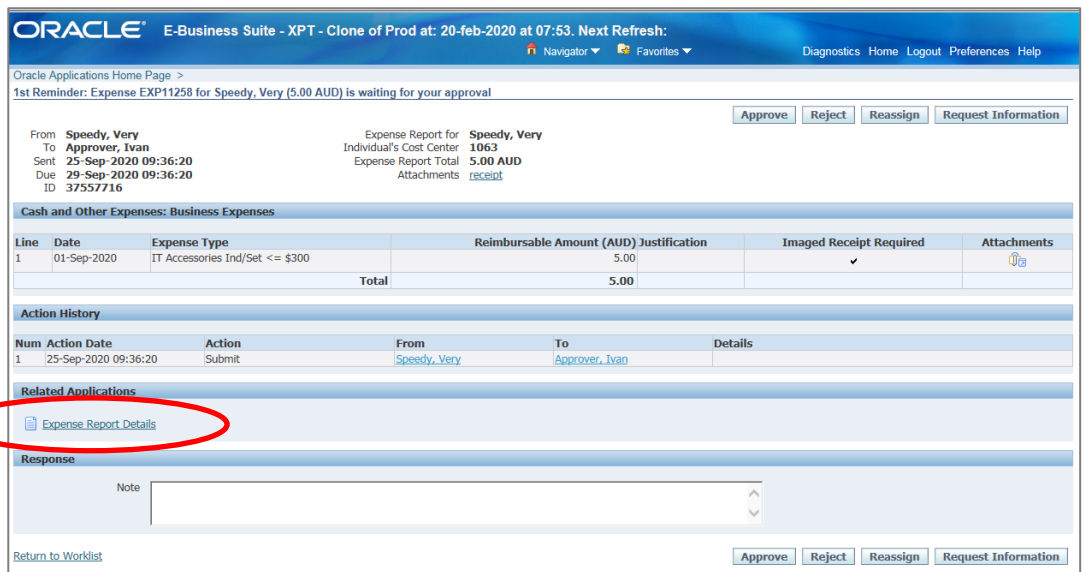
- > Expense reports submitted by Medical Officers waiting for approval will appear under the *Worklist* heading
- > To view an expense report select the relevant hyperlink located under the *Subject* heading to proceed



The screenshot shows the Oracle Applications Home Page. The 'Worklist' tab is highlighted with a red circle. Below it is a table with columns 'From', 'Subject', and 'Sent'. A red arrow points to the 'Subject' column header. The table contains several rows of expense reports, including reminders for EXP11258, EXP11259, EXP11236, and EXP11261. Below the table are 'TIP' sections for 'Vacation Rules' and 'Worklist Access', and a 'Navigator' section with a 'Personalize' button and a list of responsibilities like 'Internet Expenses' and 'SAH MOPD Bank Update'.

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

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



The screenshot shows the Oracle Expense Report Details page. At the top, it says 'ORACLE E-Business Suite - XPT - Clone of Prod at: 20-feb-2020 at 07:53. Next Refresh:'. Below this is the 'Expense Report for Speedy, Very' with details like 'Individual's Cost Center 1063' and 'Expense Report Total 5.00 AUD'. There are buttons for 'Approve', 'Reject', 'Reassign', and 'Request Information'. A table shows 'Cash and Other Expenses: Business Expenses' with one line item for 'IT Accessories Ind/Set <= \$300' with a reimbursable amount of 5.00 AUD. Below this is an 'Action History' table showing a 'Submit' action. The 'Related Applications' section has a red circle around the 'Expense Report Details' link. At the bottom, there is a 'Response' section with a 'Note' field and the same set of action buttons.

- > 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)

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

Expense Report EXP11258 Return Printable Page

Amount: \$5  
 FBT Amount: \$0  
 Less Tax: \$0  
 PD Claim Amount: \$5  
 PD Leave Amount: 0  
 Exam Leave Amount: 0

**General Information**

Name	Speedy, Doctor Very (16938)	Attachments	<a href="#">View</a>
Expense Dates	01-SEP-2020 - 01-SEP-2020	PD \$ Balance	41712
Cost Center	1063	PD Leave Balance	17
Purpose		PD Exam Leave Balance	0
Approver	Approver, Doctor Ivan	FBT Declaration	Yes
Original Receipts Status	Not Required	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return	
Imaged Receipts Status	Received	Employee Certification	Yes
Report Submit Date	22-SEP-2020	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	
		Report Total	5.00 AUD
		Reimbursement Amount	5.00 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

- > There are two ways in which you can check further declarations and invoice and/or receipt attachments in the Expense Report page:
  1. Via the *Attachments* heading (to view select the *View* hyperlink)
  2. Via the *Expense Lines* tab at the bottom of the page

PD Claim Amount: \$5  
 PD Leave Amount: 0  
 Exam Leave Amount: 0

**General Information**

Name	Speedy, Doctor Very (16938)	Attachments	<a href="#">View</a>
Expense Dates	01-SEP-2020 - 01-SEP-2020	PD \$ Balance	41712
Cost Center	1063	PD Leave Balance	17
Purpose		PD Exam Leave Balance	0
Approver	Approver, Doctor Ivan	FBT Declaration	Yes
Original Receipts Status	Not Required	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return	
Imaged Receipts Status	Received	Employee Certification	Yes
Report Submit Date	22-SEP-2020	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	
		Report Total	5.00 AUD
		Reimbursement Amount	5.00 AUD

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

**Business Expenses**

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Reimbursable Amount (AUD)	Details	Attachments
01-Sep-2020	5.00 AUD	IT Accessories Ind/Set <= \$300				✓	5.00		
<b>Total</b>							5.00		

- > 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:

The screenshot shows the Oracle E-Business Suite interface for an expense report. At the top, it says "1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval". Below this, there are buttons for "Approve", "Reject", "Reassign", and "Request Information". The main content area shows the expense report details, including a table of expenses with columns for Line, Date, Expense Type, Reimbursable Amount (AUD), Justification, Imaged Receipt Required, and Attachments. Below the table is an "Action History" section and a "Response" section with a text box for notes. At the bottom right, there are buttons for "Approve", "Reject", "Reassign", and "Request Information". Red circles highlight the "Response" text box and the bottom right buttons.

- > 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

The screenshot shows the Oracle E-Business Suite interface for a reassign notification. It says "Reassign Notification: 1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval". Below this, there is a text box for "Comments" and a section for "Assignee" with a dropdown menu and a search button. Red arrows point to the search button and the "Comments" text box.



- > 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

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

Reassign Notifications > Notification Details >

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

\* Indicates required field

**More Information Request**

Request More Information From  Workflow Participant Speedy, Very  Any User All Employees and Users

\* Information Requested

[Return to Worklist](#)

- > 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

Oracle Applications Home Page

**Worklist**

From	Subject	Sent
Speedy, Very	<a href="#">1st Reminder: Expense EXP11259 for Speedy, Very (5.10 AUD) is waiting for your approval</a>	25-Sep-2020
Speedy, Very	<a href="#">Expense EXP11204 for Speedy, Very (113.00 AUD)</a>	26-Sep-2020
Speedy, Very	<a href="#">Expense EXP11261 for Speedy, Very (2.00 AUD)</a>	23-Sep-2020

Full List (3)

✓ TIP Vacation Rules - Redirect or auto-respond to notifications.  
 ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.

**Navigator**

Internet Expenses  
 SAH MOPD Bank Update

Please select a responsibility.

Personalize

## For more information

**Health Education: System Improvement**  
 Clinical Collaborative Branch, SA Health  
 Citi Centre Building, 11 Hindmarsh Square  
[Health.PDR reimbursement@sa.gov.au](mailto:Health.PDR reimbursement@sa.gov.au)  
 (08) 8463 6184  
[sahealth.sa.gov.au/reimburseme](http://sahealth.sa.gov.au/reimburseme)

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