Approving an Expense Report Claim Submitted by a Delegate

Medical Officer: To approve an expense report claim submitted by a nominated delegate via a desktop computer, please follow the steps below

Quick Check

- Step 1: Find Expense Reports submitted by a Delegate
- Step 2: Check entitlements, declarations, invoices and/or receipts
- Step 3: Approve and submit to Direct Line Manager

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

Dreels Applie	tions Home Dans						
	nons nome rage						
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						
Speedy, Very	Expense EXP11261 for Speedy, Very (2.00 AUD)						
TIP Vacatior	Rules - Redirect or auto-respond to notifications.						
TIP Worklist	<u>Access</u> - Specify which users can view and act upon your notifications.						
Navigator							
	Personalize						
Internet I	xpenses Please select a responsibility.						
SAH MOP	D Bank Update						

Step 1: Find Expense Reports submitted by a Delegate

- All expense reports submitted by your Delegate 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

		Full List (4)
From	Subject 🔺	Sent
Speedy, Very	1st Reminder: Expense EXP11258 for Speedy, Very (5.00 AUD) is waiting for your approval	25 Cop 2020
Speedy, Very	1st Reminder: Expense EXP11259 for Speedy, Very (5.10 AUD) is waiting for your approval	25-Sep-2020
Speedy, Verv	3rd Reminder: Expense EXP11236 for Speedy, Veny (1,220,00 AUD) is waiting for your approval	24-Son-2020
	Stu Kerninder. Expense Ext 11250 for Speedy, very (1,225.00 AOD) is waiting for your approval	24 Jep 2020
Speedy, Very	Expense EXP11261 for Speedy, Very (2.00 AUD) n Rules - Redirect or auto-respond to notifications.	23-Sep-2020
Speedy, Very	Expense EXP11261 for Speedy, Very (2.00 AUD) <u>Expense EXP11261 for Speedy, Very (2.00 AUD)</u> <u>n Rules</u> - Redirect or auto-respond to notifications. <u>t Access</u> - Specify which users can view and act upon your notifications.	23-Sep-2020
Speedy, Very TIP Vacatio TIP Worklis Navigator	Expense EXP11261 for Speedy, Very (2.00 AUD) <u>Expense EXP11261 for Speedy</u> , Very (2.00 AUD) <u>n Rules</u> - Redirect or auto-respond to notifications. <u>t Access</u> - Specify which users can view and act upon your notifications.	23-Sep-2020

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

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

0	RACLE	E-Business Suite - XPT - Clone	e of Prod at: 20-f	eb-2020 at 07:53. Next Ref n Navigator マ 👒	f resh: Favorites ▼	Diagnostics Home Logout F	Preferences Help
Oracl	le Applications Home F	Page >					
1st R	teminder: Expense E	KP11258 for Speedy, Very (5.00 AUD) is	waiting for your app	roval			
Fr	Speedy, Very To Approver, Ivan Sent 25-Sep-2020 0 Oue 29-Sep-2020 0 ID 37557716	Ind 9:36:20 E 9:36:20	Expense Report for vidual's Cost Center xpense Report Total Attachments	Speedy, Very 1063 5.00 AUD receipt		Approve Reject Reassign Re	equest Information
Cas	h and Other Expens	es: Business Expenses					
Line	Date	Evnense Type		Reimbursable Amount (AUD)	Justification	Imaged Receipt Required	Attachments
1	01-Sep-2020	IT Accessories Ind/Set <= \$300		5.00			n a
			Total	5.00	1		~0
Act	ion History Action Date	Action	From	То	Deta	ils	
1	25-Sep-2020 09:36:2	.0 Submit	Speedy, Very	Approver, Ivan			
Rel	ated Applications						
	Expense Report Detai						
Res	sponse						
	Note					0	
Retur	n to Worklist					Approve Reject Reassign Re	equest Information

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, declarations and approval notes (refer overleaf for visual)

ORACLE	E-Business Suite - XPT - C	lone of Prod at: 20-feb-2020 at 07	:53. Next Refresh:	
			🏦 Navigator 🔻 😼 Favorites 🔻	Diagnostics Home Logout Preferences
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 PD \$ Balance	View 41712	
Expense Dates	01-SEP-2020 - 01-SEP-	PD Leave Balance	17	
Cast Contor	2020	PD Exam Leave Balance	0 Voc	
Purpose	1003	PDT Deciaración	I understand that any work expenses	
Approver	Approver, Doctor Ivan		reimbursed by my employer are not deductible in my personal income tax	
Original Receipts Status	Not Required		return	
Imaged Receipts Status	Received	Employee Certification	Yes	
Report Submit Date	22°5EP*2020		in this claim is true and correct to the	
			best of my knowledge and that I have	
			for FBT assessment	
		Report Total Reimbursement Amount	5.00 AUD 5.00 AUD	
Expense Lines Expens	e Allocations Weekly Summary	Approval Notes [2]		
Nete		Author	Date	
Provide Information		Sneedy Doctor Veny	23-Sen-2020 14:00:28	
now attached		opeedy, boctor very	25 36p 2020 14.00.26	
Request Information		Approver, Doctor Ivan	22-Sep-2020 11:34:35	
Please attach a clear receipt				

- > 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 Amor	unt: \$5							
PD Leave Amo	unt: 0							
Exam Leave Ar	nount: 0							
General Info	rmation							
Ex Original Re Imaged Re Report	Name Speedy, Doctor Very (16938) prense Dates 01-SEP-2020 - 01-SEP-2020 Cost Center 1063 Approver Approver, Doctor Ivan cepts Status Received Submit Date 22-SEP-2020	P	Attachments PD Leave Balance PD Leave Balance FBT Declaration Employee Certification Report Total eimbursement Amount	View, 41712 10 Ves Ves 10 10 10 10 10 10 10 10 10 10	i.			
Expense Line	Expense Allocations Weekly Summary App	proval Notes [2]						
Business Exp	benses						-	
Cash Expense	5							
Date	Receipt Amount Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Reimbursable Amount (AUD)	Details	Attachment
01-Sep-2020	5.00 AUD IT Accessories Ind/Set <= \$300				~	5.00		Űa.
					Total	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 Direct Line Manager

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

_				ncio-2020 at 07.	avigator 🔻 🚦	Favorites 🔻	Diagno	stics Home Logout Pr	eferences Help
1st Rer	ninder: Expense E)	(P11258 for Speedy, Very (5.00 AUD) is waiti	ng for your app	oroval					
Fror T Ser Du I	M Speedy, Very Approver, Ivan tt 25-Sep-2020 0 e 29-Sep-2020 0 0 37557716	Exp Individu 9:36:20 Expen 9:36:20	ense Report for al's Cost Center se Report Total Attachments	Speedy, Very 1063 5.00 AUD receipt			Approve Reje	ct Reassign Rec	uest Information
Cash	and Other Expens	es: Business Expenses							
Line 1	Date 01-Sep-2020	Expense Type IT Accessories Ind/Set <= \$300 Tota	1	Reimbursable	Amount (AU 5.	D) Justification	Imaged R	eceipt Required	Attachments
Actio	n History								
Num /	Action Date 25-Sep-2020 09:36:2	Action 0 Submit	From Speedy, Very		To Approver, Iva	1	Details		
Relat	ed Applications								
E	xpense Report Detai	<u>s</u>							
Resp	onse								
	Note						Ç		
<u>Return</u>	to Worklist					(Approve Reje	ct Reassign Rec	uest 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 request further information for an expense report select the *Request Information* button at the bottom 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 bottom right hand corner of the screen
- > To approve an expense report select the Approve button at the bottom 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 moved from your worklist
- > Your claim has now been submitted to your Direct Line Manager for approval.

For more information

Medical Officer Professional Development Reimbursement System (MOPDRS) Clinical System Support & Improvement, SA Health <u>Health.PDReimbursement@sa.gov.au</u> <u>sahealth.sa.gov.au/reimburseme</u> For Official Use Only-A1-I1

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