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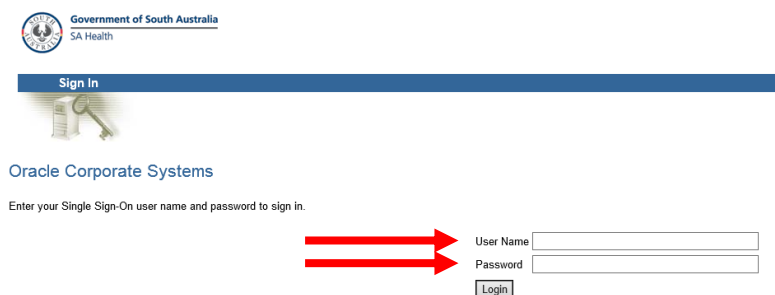
Direct Line Manager: To approve an expense report claim via a desktop computer, please follow the steps below

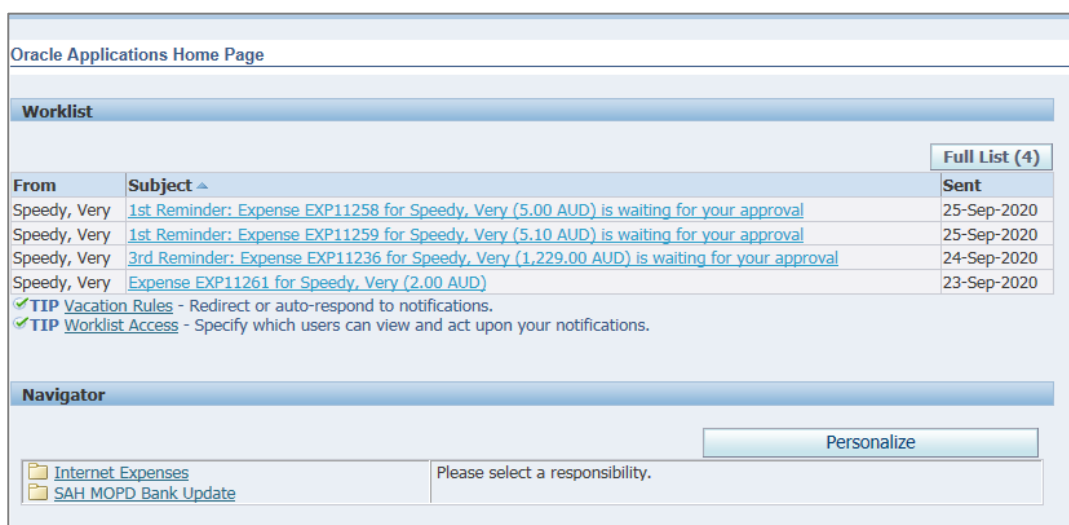Quick Check

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

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

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

> 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: 07-feb-2023 at 10:53. Next Refresh:

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** ⬅
Purpos		I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return
Approve	**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**

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.

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)	Detail	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:

> 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

> 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

> 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

For more information

Government
of South Australia

SA Health