

Approving an Expense Report claim submitted by a Delegate - Mobile

Medical Officer: To approve an expense report claim submitted by a nominated delegate through the Oracle Fusion Expenses App on an iOS device, please follow the steps below and ensure you have internet access and are Citrix connected


Quick Check

- Step 1: [Log in using HAD ID and password](#)
- Step 2: [Find Expense Report submitted by a Delegate](#)
- Step 3: [Check declarations, invoices and/or receipts](#)
- Step 4: [Approve and submit to Direct Line Manager](#)

Process

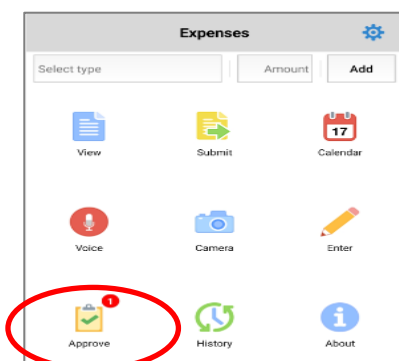
Step 1: Log in using HAD ID and password

- > Log in using your HAD ID and password

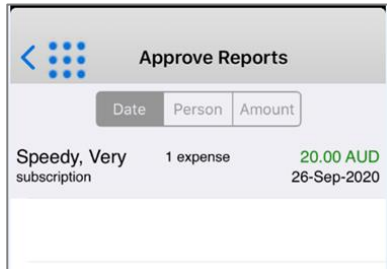


Step 2: Find Expense Report submitted by a Delegate

- > Select the *Approve* icon on *Expenses* Home Page

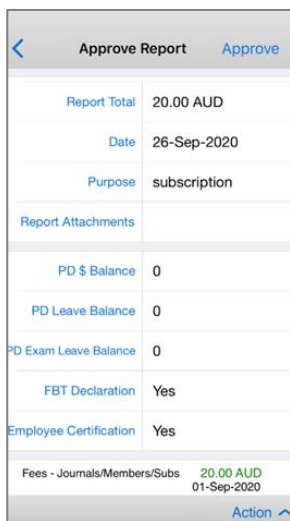


- > All expense reports created by your Delegate will appear in this screen for your final approval
- > Select the report you wish to view and approve

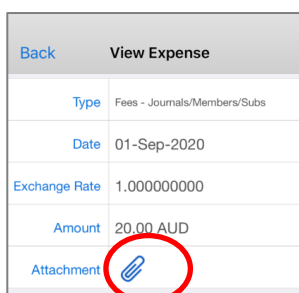


Step 3: Check declarations, invoices and/or receipts

- > To view declarations, invoices and/or receipts click the item expense at the bottom of the screen
- > **Please note:** if a Delegate does complete a claim on your behalf, entitlements will not appear in the report as they do not have access to this information



- > To view the invoice and/or receipt select the paperclip icon
- > When you have finished reviewing receipts, simply select the *Back* button located top left hand corner to return to the Approve Report page




Step 4: Approve and submit to Direct Line Manager

> In the Approve page you can either:


Speedy, Very	
Report Total	20.00 AUD
Date	29-Sep-2020
Purpose	subscription
Report Attachments	
PD \$ Balance	0
PD Leave Balance	0
PD Exam Leave Balance	0
FBT Declaration	Yes
Employee Certification	Yes
<small>Fee - Journals/Members/Subs 20.00 AUD</small>	
Action	

1. Approve your claim
2. Request information from your Delegate - select the *Request Information* icon and a free text message box will appear for your message to send the expense report and message back to your Delegate to complete your request.
3. Reject or cancel your claim

Action

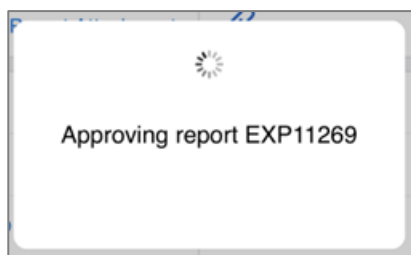


Reject



Request Information

> When *Approve* has been selected the claim expense report number appears and the claim will be sent to your Direct Line Manager once completed.



For more information

Medical Officer Professional Development
 Reimbursement System (MOPDRS)
 Clinical System Support & Improvement, SA Health
Health.PDReimbursement@sa.gov.au
sahealth.sa.gov.au/reimburseme

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