

## Fact Sheet

# Approving an Expense Report claim submitted by a Delegate

Medical Officer: To approve an expense report claim submitted by a nominated delegate through the Oracle Fusion Expenses App on an Android 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

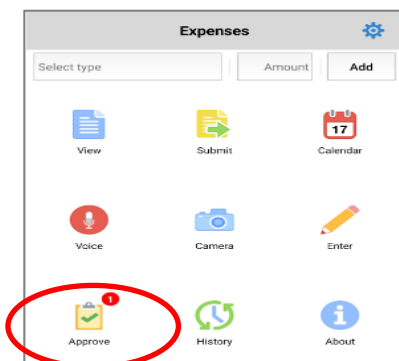
#### Step 1: Log in using HAD ID and password

- > 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



# Fact Sheet


- > 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

Approve Reports		
Date	Person	Amount
6-September-2020		20.00 AUD
Speedy, Very cable connection	1 Expense	20.00 AUD 12-Sep-2020




## Step 3: Check declarations, invoices and/or receipts

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

Approve Report	
Amount to be paid	20.00 AUD
Number of expenses	1
Purpose	cable connection
Attachments	
PD \$ Balance	0
PD Leave Balance	0
PD Exam Leave Balance	0
FBT Declaration	Yes
Employee Certification	Yes
IT Accessories Ind/Set...	20.00 AUD 01-Sep-2020 

- > 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 and then select the *Cancel* hyperlink to return to the *Approve Reports* page

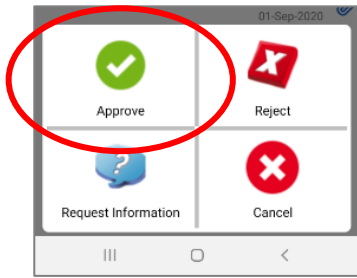
View Expense	
Type	IT Accessories Ind/Set <= \$300
Date	01-Sep-2020
Amount	20.00
Attachments	
Tax Code	GST/None
Number of days	1
Justification	required for laptop
Business %	100
Purpose	Required for Current Job

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## Step 4: Approve and submit to Direct Line Manager

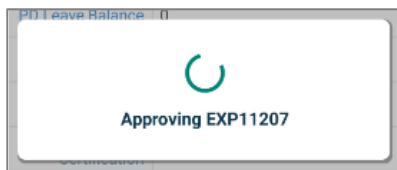
- > Select the blue arrow icon to go to the approval page then either:

Approve Report	
Amount to be paid	20.00 AUD
Number of expenses	1
Purpose	cable connection



1. 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.
2. Approve your claim
3. Reject or cancel your claim

- > 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

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