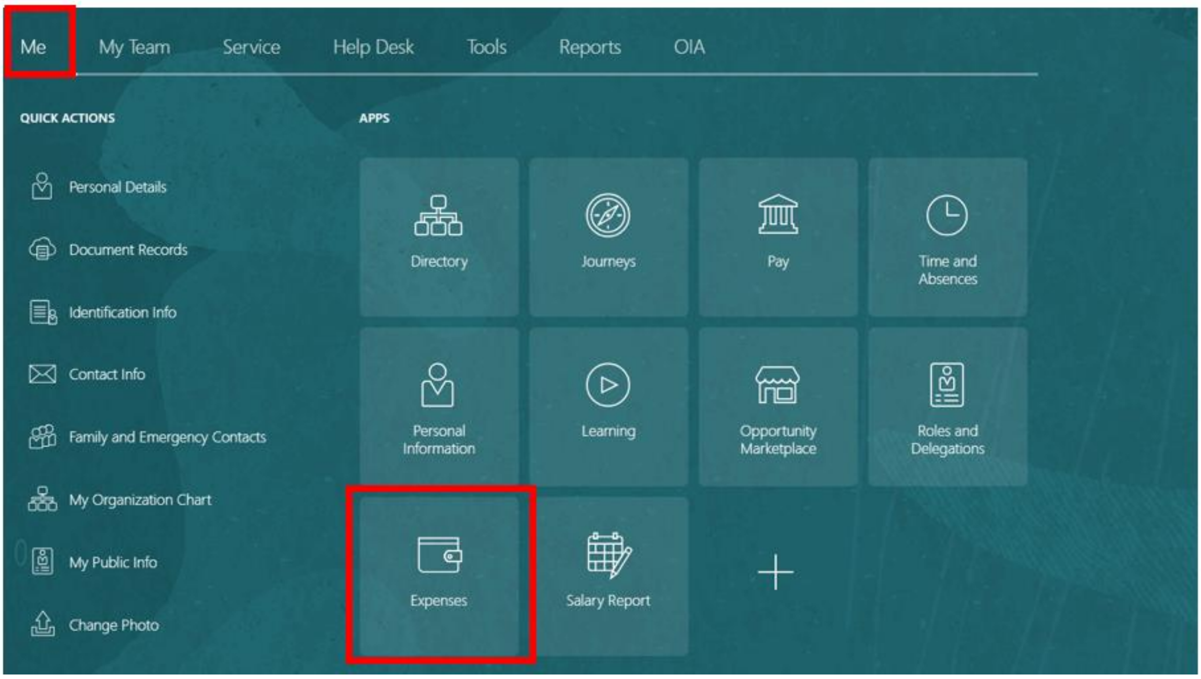
Oracle Fusion

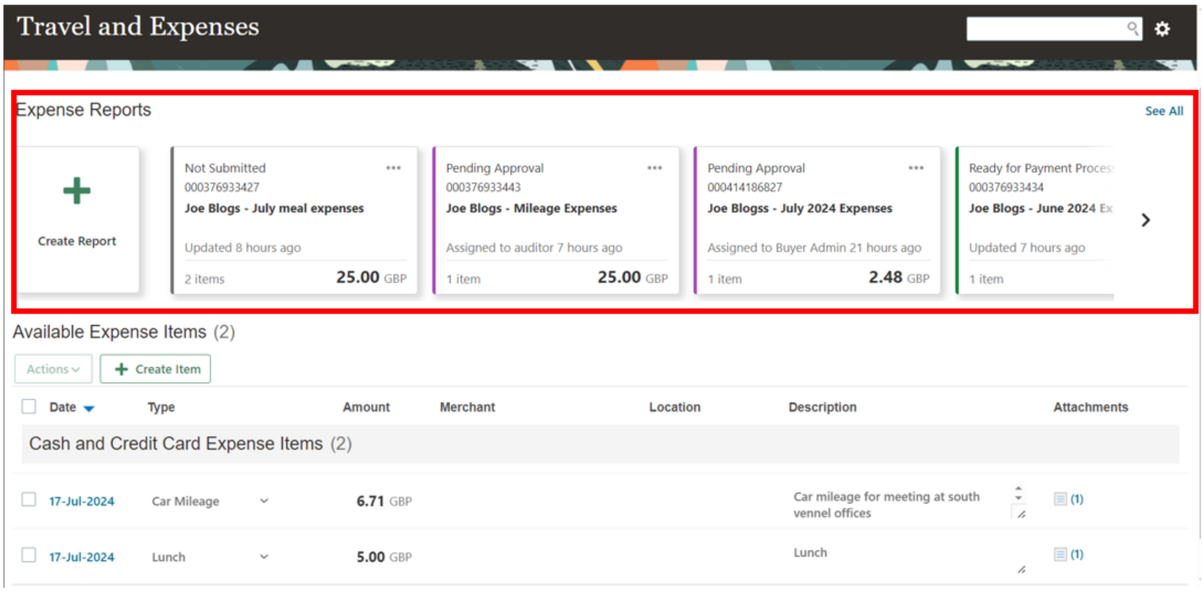
Employee Guide
How to view, withdraw, edit, and delete expense reports

How to view your expense reports

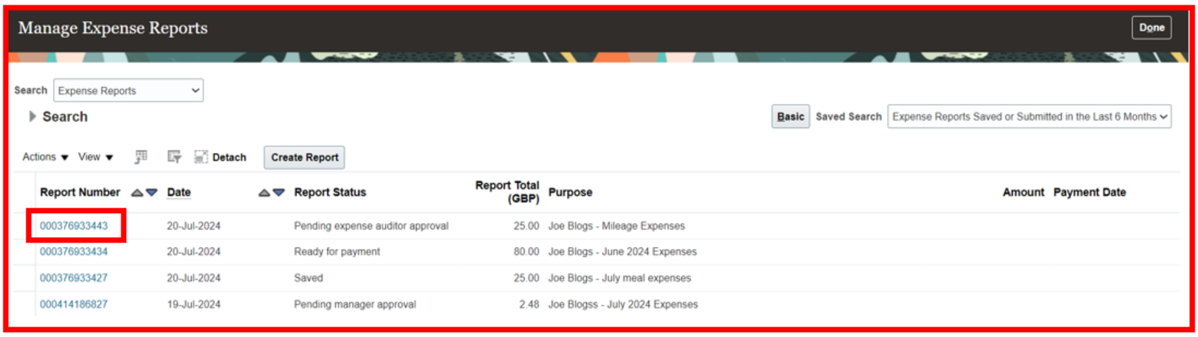
To access the expenses module, from the “me” tabs select the “expenses” app shown on the home screen.



From the main screen of the expense’s module, you can view your most recent expense reports at the top of the screen the status of each report. Alternatively, if you would like to view historic reports you can do this by selecting “see all”.

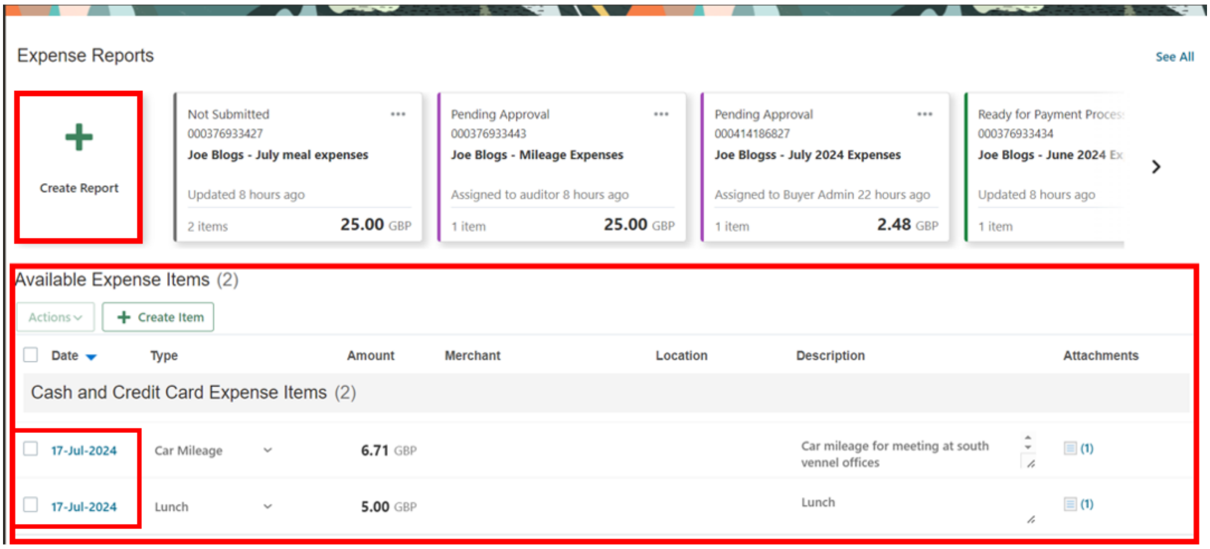


From the screen below you can see all your expense reports and their status. To open a report simply click on the “report number” which will then open the report.



From the above you can view the status of the reports. These are as follows:

- **Pending manager approval –** You have submitted your report to the expense approver.
- **Pending expense auditor approval –** Your report has been approved by the expense approver and now with the payroll expense auditor for final approval.
- **Ready for payment –** Your report has been approved fully now ready for payroll processing.
- **Paid –** You have received payment.
- **Rejected –** Your expense report has been rejected.
- **Saved –** You have created a report however is a “draft” and yet to be submitted.



You can also see any expense items which you have created but not yet submitted against a report. You can open these expense items to edit by clicking on the date.

To include these expenses on a new report you can do this by ticking the check boxes on the items you want to include and click “create report”.

How to withdraw/edit an expense reports

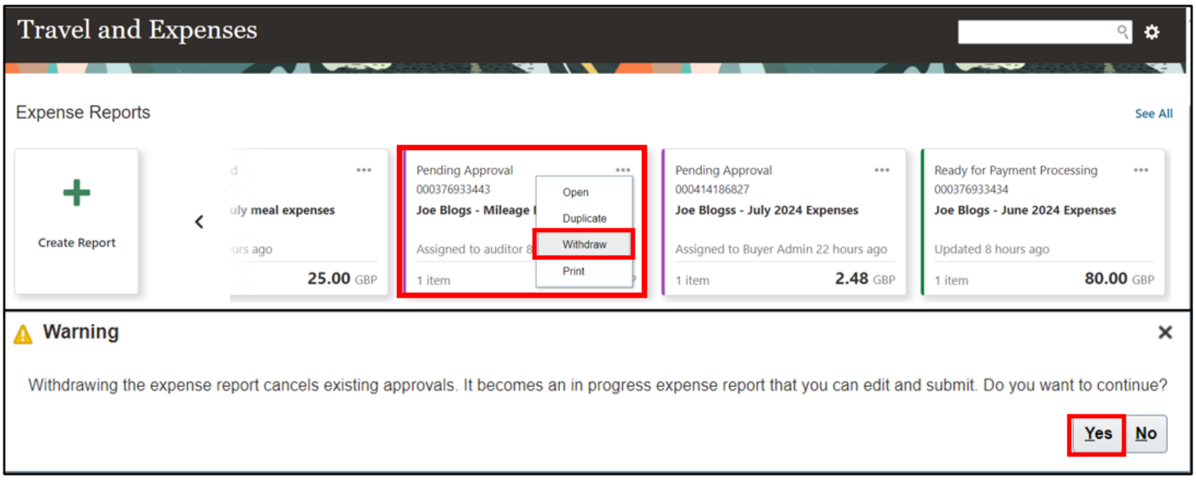
You **can** withdraw an expense report from submission when the report has been -

- Submitted for approval to your expense approver.
- Approved by the expense approver and awaiting approval from the payroll expense auditor.

You **cannot** withdraw an expense report after the report has been –

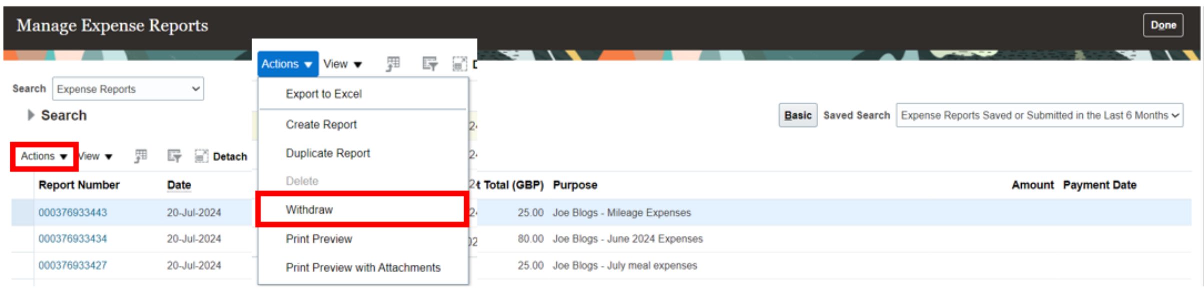
- Fully approved and awaiting payroll processing.
- If you have already received payment for an expense report.

To withdraw a report which as been paid or awaiting payment please contact your line manager/expense approver prior to contacting personnel services to seek further advice.

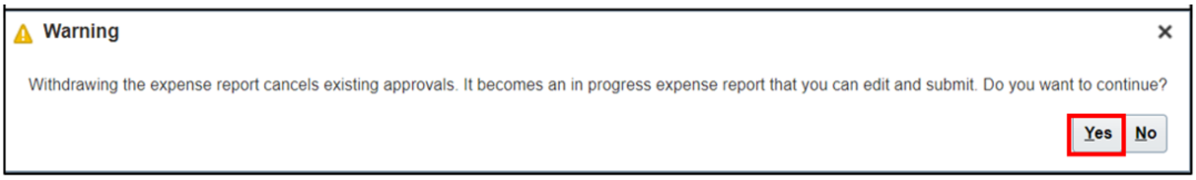


If the expense report you want withdraw is available for selection from the top of the expenses main page then click on the "…" then select "withdraw". A warning message will appear to confirm you want to continue with the withdrawal.

If you cannot see the report you are looking to withdraw the select "see all".



To withdraw report from the full history screen, highlight the report you wish to withdraw and select "actions" then "withdraw".



A warning message will appear to confirm you want to continue with the withdrawal.

The report will then change status to “withdraw”/ “not submitted” which you can then **edit** and resubmit if required.

How to delete an expense report

You can only delete an expense report when its status is “not submitted”. To delete an expense item, follow the steps shown previously and select the delete option. This will completely remove the expense report from your expense account and cannot be recovered.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.