



Contact: rfttravel@rfsuny.org

Use **Access Authorizations** in iExpense to:

- Designate another user to create and update your expense reports
- See who has designated you to enter expense reports on his or her behalf. (You have the ability to remove this designation.)



Navigator

1

Edit Navigator

- 650 Internet Expenses Audit Manager
- HR Self Service - CO
- ORG Internet Expenses

Please select a responsibility.

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

2

1	From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user
2	Select <i>ORG Internet Expenses</i>



Expenses Home | Expense Reports | **Access Authorizations** | Projects and Tasks | Payments Search

Expenses Home

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status	Activity (Days)	Current Approver	Receipts	Status	Report
No results found.								

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Update
No results found.				

Notifications

View

Select From
There are no notifications in this view.

- TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

1 From the top menu bar on the Expenses Home page, select *Access Authorizations*



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Expense Reports

Contact Us Global Policy Home Logout Preferences Diagnostics

Expenses

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

Access Authorizations

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name	Remove
No results found.	
Add Another Row	

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Name	Remove
Manning, Ms. Lynn D.	

Revert Save

Revert Save

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1	From the Access Authorizations page, select <i>Add Another Row</i> to add an Expense Entry Delegate
2	Here you can view those people whom have given you permission to enter expense reports on their behalf. Click on the <i>Remove</i> icon to delete this permission. (Note: If you choose to remove an expense entry permission, it is your responsibility to notify that person.)



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Expense Reports

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments

Access Authorizations

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name		Remove
<input type="text"/>		

Add Another Row

1 From the *Access Authorizations: Expenses Entry Delegations* page, you can either type the name in the Name field or select the **Flashlight** icon to bring up the Search and Select: Name window



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1 From the *Search and Select: Name* window, select the dropdown arrow and choose a Search By category.

2 Type in your search criteria and Select Go.
Tip: % functions as a wildcard when searching in Oracle. **Examples:** mu% funds names that begin with Mu



Results

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
<input type="radio"/>		Multunas, Ms. Rhetta Zink	29974		650MULTUNRH	rhetta.multunas@rfsuny.org	650 Administration and Human Resources

About this Page

Cancel Select

- | | |
|---|---|
| 1 | From the list of search results, select the appropriate radio button then click the Select button. OR, |
| 2 | Click the Quick Select icon next to the appropriate advance. (Note: This will close the dialog box.) |



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1

Confirmation

Your Access Authorizations have been set.

Access Authorizations

[Revert](#) [Save](#)

3

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name	Remove
Multunas, Ms. Rhetta Zink	
Add Another Row	

2

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Name	Remove
No results found.	

[Revert](#) [Save](#)

3

1	Confirmation message verifies you have saved the Access Authorizations.
2	Use the Remove icon any time to get rid of an expense entry delegation.
3	Click either one of the <i>Save</i> buttons to save your delegations. (Note: <i>Revert</i> buttons allow you to discard your changes and stay on this page.)

You have successfully delegated the ability to enter expense reports on your behalf to Rhetta Multunas.