

Contact: rftravel@rfsuny.org

Use vacation rules in iExpense to designate another user to perform authorizations in your place.

Vacation rules can be set for a specified period of time, or indefinitely.



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Ø TIP	TIP Vacation Rules - Redirect or auto-respond to notifications.								
▼ TIP Worklist Access - Specify which users can view and act upon your notifications.									
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From the Expenses Home, select Vacation Rules link





Expense Reports

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Expenses: Expenses Home >

Vacation Rules

Create Rule

Rule Name

You have not setup any vacation rules. Please use the Create Rule button to create a new vacation rule.

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From the Vacation Rules page, select Create Rule button



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From the Vacation Rule: Item Type page, select the appropriate Item Type from the drop-down menu

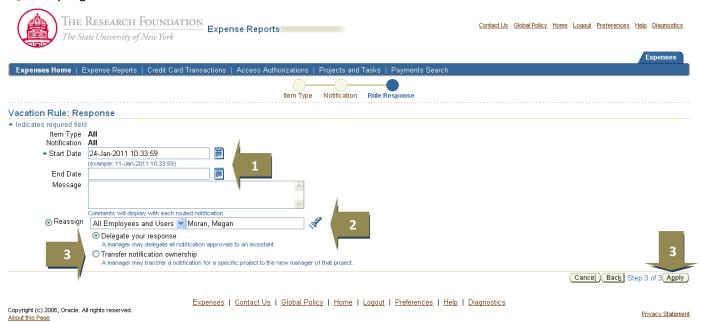




From the Vacation Rule: Notification page, select the All radio button



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		From the Vacation Rule: Response page, select Calendar icon buttons to enter Start and End Dates. Start Date: Required
	1	End Date: Optional (No End Date = vacation rules in place indefinitely)
		Message: Optional (This is to the person you are delegating your authorizations to
		Tip: Date format in Oracle applications is DD-MMM-YYYY, example 01-JAN-2011. The Start and End Date <i>Time</i> defaults to the
		time of entry and is in a 24-hour format (military time). You can manually change the time, but you must enter hh:mm:ss using
		the 24-hour format. Example: 6:30 p.m. = 18:30:00
		To select a name, use the <i>Flashlight</i> icon. This will open the <i>Search and Select: User Role</i> page, and execute a search by typing
	2	in your search criteria (Name, User Name or Email) and selecting <i>Go</i> . From the search results, select the appropriate line
		Note: It is best to narrow the search with specific criteria
		Select the appropriate radio button, either <i>Delegate your Response</i> or <i>Transfer Notification Ownership</i> and then click the <i>Apply</i>
	2	button. Note: Delegate your Response – Select this option if you want to give the new user authority to respond to the
	3	notification on your behalf, but if you want to retain ownership of the notification yourself. Transfer Notification Ownership –
		Select this option if you want to give the new user complete ownership of an responsibility for the notification

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Expenses Home Expense Reports Credit Card Transactions Access Authorizations Projects and Tasks Payments Search Expenses: Expenses Home > Vacation Rules Create Rule Rule Name Item Type Notification Update Delete Status Delegate: Moran, Megan <all> Active Ac</all>						Expenses
Vacation Rules Create Rule Rule Name Item Type Notification Update Delete Status	Expenses Home Expense Reports Credit Card Transactions A	ccess Authorizations Projects a	and Tasks Payments Search			
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Delegate: Moran, Megan <all> <all></all></all>	Rule Name	Item Type	Notification	Update	Delete	Status
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Privacy Statement

1	Use the <i>Create Rule</i> button to create additional vacation rules	
2	Use <i>Pencil</i> icon to make any changes to this vacation rule	
3	Use <i>Trash</i> icon to delete this vacation rule	
4	4 Status will be inactive if you set the rule's <i>Start Date</i> in the future	

You have successfully created a vacation rule which can be modified or deleted at any time.