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The State University of New York

Contact: rftravel@rfsuny.org

Use this job aid to assign auditors; a campus will need to follow this process to assign an auditor and complete Auditor Setup. Anyone with the responsibility of Org (campus location) Internet Expenses Audit Manager is able to assign auditors. An auditor cannot be assigned to a specific expense report unless they are set up in the Auditor Setup.

1	From the initial screen view once logged into Oracle, select *Internet Expenses Audit Manager*. **Note:** The list of Oracle responsibilities will vary by user

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Expenses Audit

Audit Expense Reports | Manage Expense Reports | **Auditor Setup** | Receive Receipt Package | Payments Search

Auditors

▼ Hide Instructions

Revert   Save

- This table shows the current workload and audit queue count for each audit queue auditor.
- Redistribution - Internet Expenses redistributes the expense reports to active audit queue auditors with access to the same operating unit. Internet Expenses assigns all expense reports that do not match an active auditor to the fall-back auditor. To redistribute the fall-back auditor queue, view the corresponding expense reports at the Manage Expense Reports tab and reassign them manually.

✪ TIP Deleting an auditor automatically redistributes this auditor's audit queue. You cannot delete the fall-back auditor.

Define Auditor

Auditor Name	Workload %	Queue Count	Security Profile	Maintain Workload	Delete
Fall-back auditor		0		🖳	🗑

Revert   Save

Home | Logout | Preferences | Diagnostics

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About this Page

Privacy Statement

1	Click the **Auditor Setup** tab to go to the *Auditors* page
2	Click the **Define Auditor** button to bring up a list of name This list will include all users with Org Internet Expenses Audit manager responsibility

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Auditor Setup   >

Define Auditors for Audit Queues

Define a list of individuals who can audit expense reports from the audit queue. You can only include individuals who are assigned the appropriate auditor responsibility.

[Cancel] [Save] [Apply]

Search Auditors

1 → Search [Individual's Name ▾] [   ] [Go]

Select: Audit Queue Auditors

Select the individuals that you want for the Audit Queue Auditors list and click Add to List. You can search for additional individuals to add to this list.

Select Individuals: [Add to List]   ⊘ Previous [1-10 of 35 ▾] Next 10 ⊛

Select All | Select None

Select	User Name	Name	Number
☐	650MORANME	Moran, Ms. Megan	37846
☐	650WADECH	Wade, Mr. Christopher J	1330
☐	650MANLEYPA	Manley, Mr. Paul R	1949
☐	250STACYTA	250STACYTA	
☐	020STARRDO	020STARRDO	
☐	650REAGANMA	Reagan, Ms. Mary E	1815
☐	650DEYETTST	Deyette, Ms. Stephanie M.	44841
☐	050RUSSELPO	050RUSSELPO	
☐	050TOMINSNA	050TOMINSNA	
☐	011BABCOCLA	011BABCOCLA	

Select Individuals: [Add to List]   ⊘ Previous [1-10 of 35 ▾] Next 10 ⊛

Audit Queue Auditors

This is the current list of audit queue auditors. By default each auditor is assigned a 100% workload. To change an auditor's workload, click the auditor name or the Details icon. To remove an auditor from this list, click the Remove icon.

User Name	Name	Number	Maintain Workload	Remove
ANONYMOUS	Fall-back auditor		▦	✎

☑ TIP You cannot access auditor details if you have unsaved data.

2   **3**

[Cancel] [Save] [Apply]

1	Use the drop-down menu to select search criteria: *Individual's Name*, *Number* (Employee #) or *User Name*. Type in search criteria and click the **Go** button
2	Use checkbox(es) to select desired name(s) from list of all users with *Org Internet Expenses Audit Manager* responsibility, then click the **Add to List** button
3	***Cancel:*** Discard changes and remain on page ***Save:*** Save changes and remain on page ***Apply:*** Apply changes and return to previous page

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	By default each auditor is assigned a 100% workload. To change an auditor's workload, click the auditor name or **Maintain Workload** icon
1	By default each auditor is assigned a 100% workload. To change an auditor's workload, click the auditor name or ***Maintain Workload*** icon
2	If you have not previously assigned a security profile, replace the text "Setup Business Group" in the Security Profile field by using the ***Flashlight*** icon to choose your location information
3	Click the ***Save*** button from either the top or bottom menu to save your security profile and your auditor setup

You have successfully set up auditors. You can now assign these auditors to specific expense reports.

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650DEYETTST	Deyette, Ms. Stephanie M.	44841		
ANONYMOUS	Fall-back auditor			

☑ **TIP** You cannot access auditor details if you have unsaved data.

3

Cancel   Save   Apply