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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.



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)	Pu
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.



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1 From the *Expenses Home*, select **Vacation Rules** link



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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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Expenses

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Item Type Notification Rule Response

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#) Step 1 of 3 [Next](#)

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



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Item Type **Notification** Rule Response

Vacation Rule: Notification

Indicate the notification format that will activate this rule



Item Type **Expenses**
Notification All

Select



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



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The screenshot shows the 'Vacation Rule: Response' form in the iExpenses system. At the top, there is a navigation bar with 'Expenses Home', 'Expense Reports', 'Credit Card Transactions', 'Access Authorizations', 'Projects and Tasks', and 'Payments Search'. Below this is a breadcrumb trail: 'Item Type' > 'Notification' > 'Rule Response'. The form includes fields for 'Item Type' (set to 'All'), 'Notification' (set to 'All'), 'Start Date' (24-Jan-2011 10:33:59), and 'End Date'. A 'Message' field is present with a 'Calendar' icon. Below the message field is a 'Reassign' section with a dropdown menu showing 'All Employees and Users' and 'Moran, Megan', and a 'Flashlight' icon. Two radio buttons are available: 'Delegate your response' (selected) and 'Transfer notification ownership'. At the bottom right, there are 'Cancel', 'Back', 'Step 3 of 3', and 'Apply' buttons. Three numbered callouts (1, 2, 3) point to the Start Date field, the Flashlight icon, and the 'Apply' button respectively.

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1	<p>From the <i>Vacation Rule: Response</i> page, select Calendar icon buttons to enter Start and End Dates. Start Date: Required 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 Time 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</p>
2	<p>To select a name, use the Flashlight icon. This will open the <i>Search and Select: User Role</i> page, and execute a search by typing in your search criteria (Name, User Name or Email) and selecting Go. From the search results, select the appropriate line Note: It is best to narrow the search with specific criteria</p>
3	<p>Select the appropriate radio button, either <i>Delegate your Response</i> or <i>Transfer Notification Ownership</i> and then click the Apply button. Note: <i>Delegate your Response</i> – Select this option if you want to give the new user authority to respond to the notification on your behalf, but if you want to retain ownership of the notification yourself. <i>Transfer Notification Ownership</i> – Select this option if you want to give the new user complete ownership of an responsibility for the notification</p>



Vacation Rules

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Moran, Megan	<All>	<All>			Active

[Return to Worklist](#)

1	Use the Create Rule button to create additional vacation rules
2	Use Pencil icon to make any changes to this vacation rule
3	Use Trash icon to delete this vacation rule
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.