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.)

1. From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user

2. Select **ORG Internet Expenses**
From the top menu bar on the Expenses Home page, select **Access Authorizations**
From the Access Authorizations page, select *Add Another Row* to add an Expense Entry Delegate.

Here you can view those people whom have given you permission to enter expense reports on their behalf. Click on the *Remove* icon to delete this permission. *(Note: If you choose to remove an expense entry permission, it is your responsibility to notify that person.)*
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.
# Set Access Authorizations in iExpenses Module

**Contact:** rftravel@rfsuny.org

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

1. 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.
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.)
Confirmation message verifies you have saved the Access Authorizations.

Use the **Remove** icon any time to get rid of an expense entry delegation.

Click either one of the **Save** buttons to save your delegations. (**Note:** **Revert** 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.