

GOVS SUITE

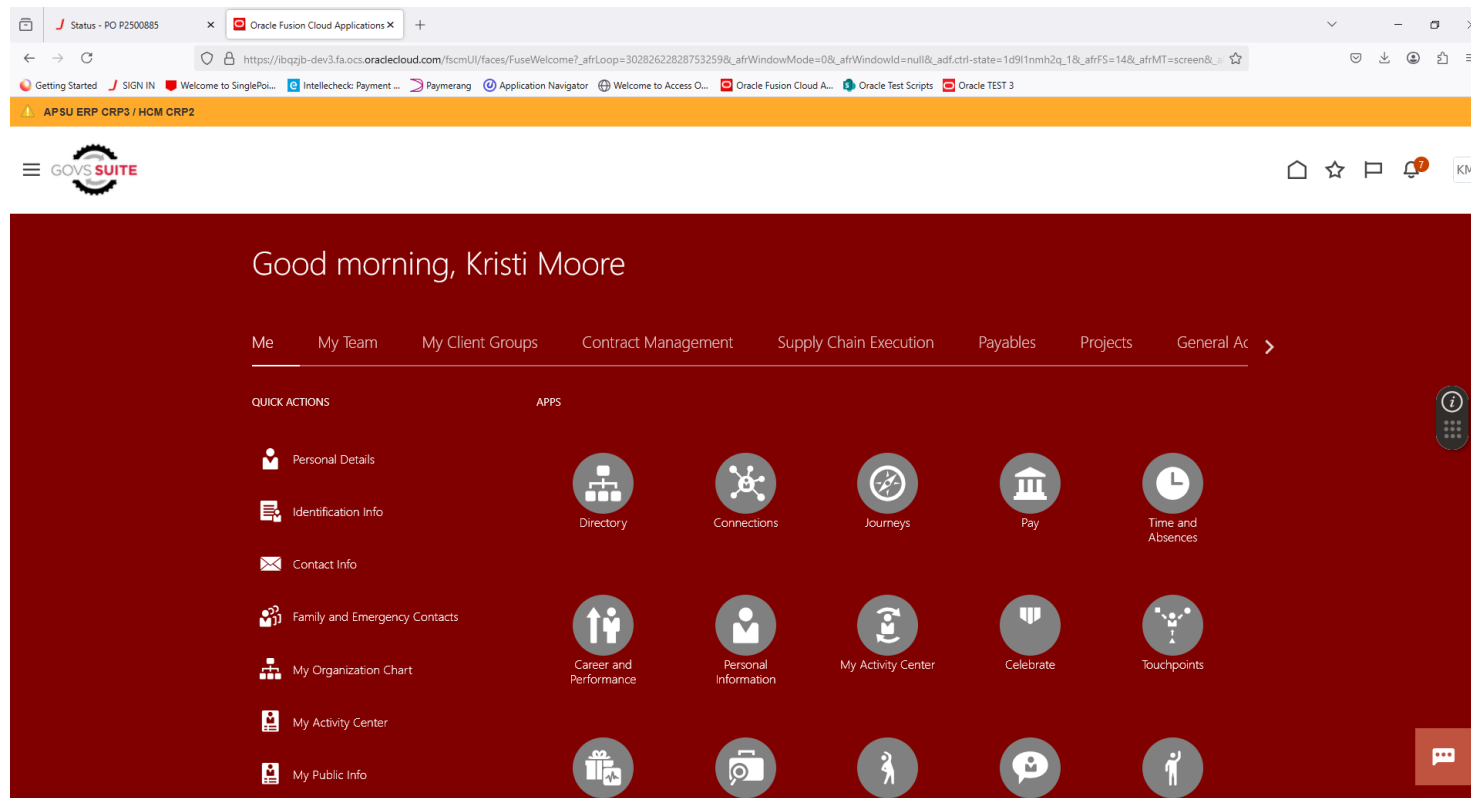
Accounts Payable Training

APPROVING OR REJECTING A CASH ADVANCE REQUEST

In Govs Suite

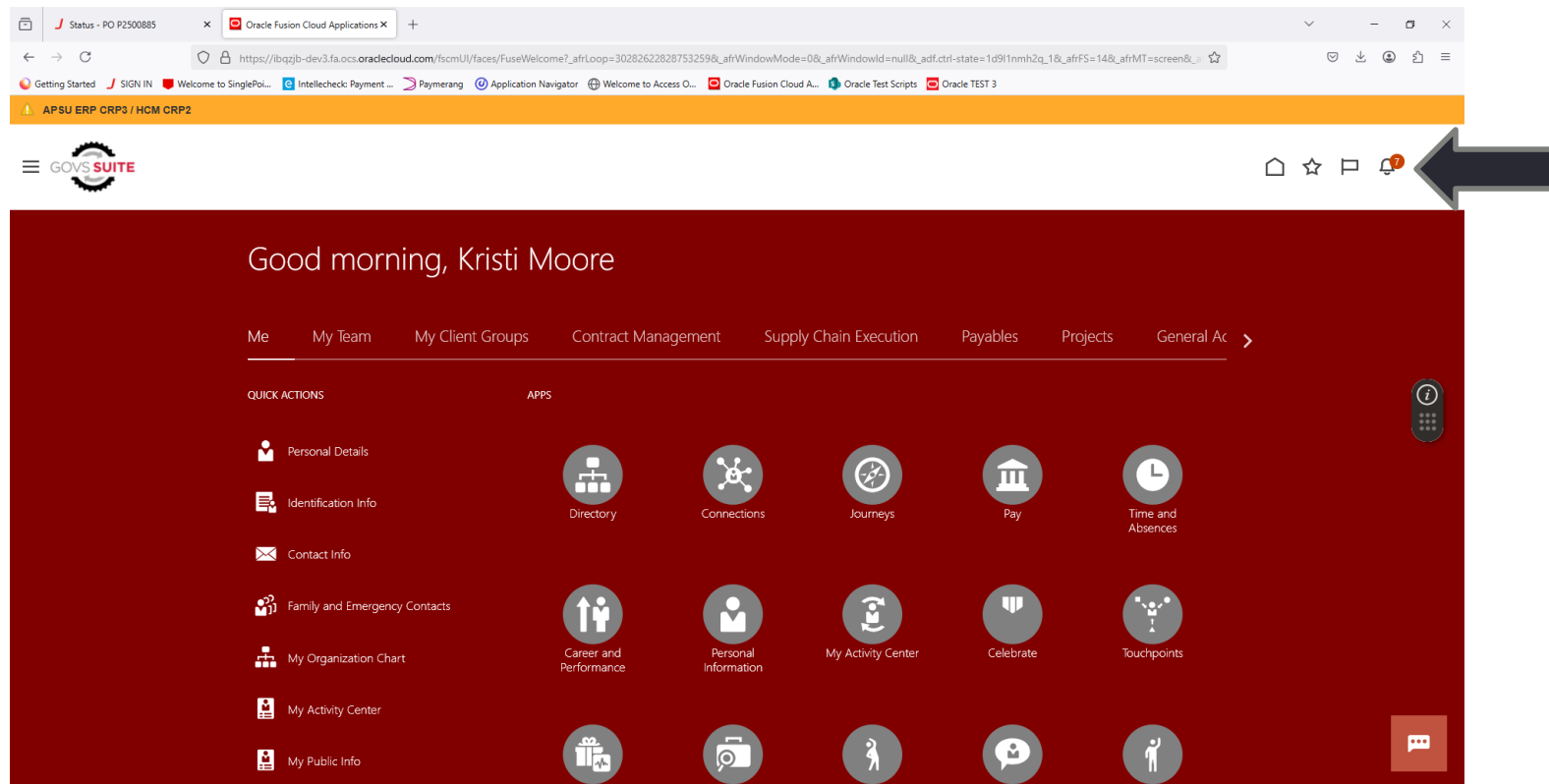
Approving or Rejecting a Cash Advance Request in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



Approving or Rejecting a Cash Advance Request in Govs Suite cont...

- Click on the Bell icon located on the upper right side of the page.



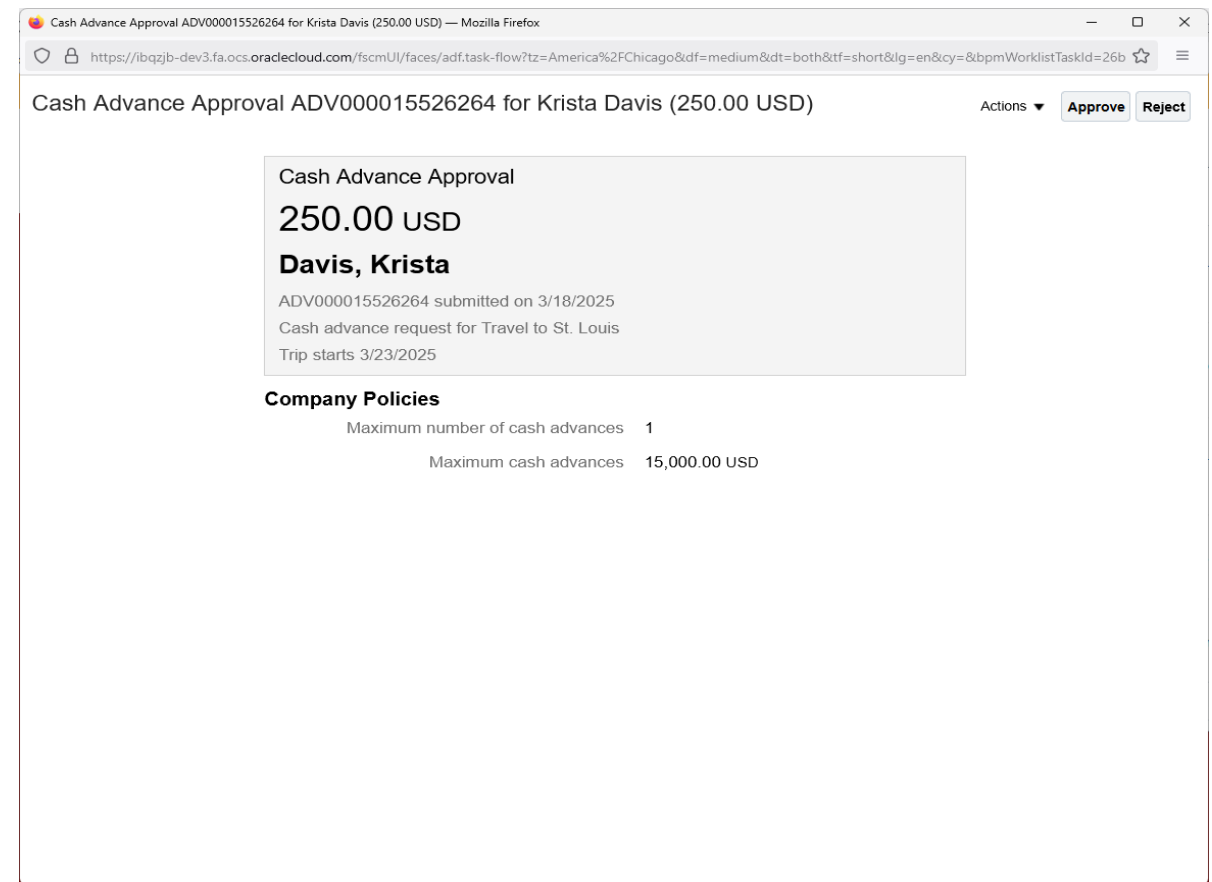
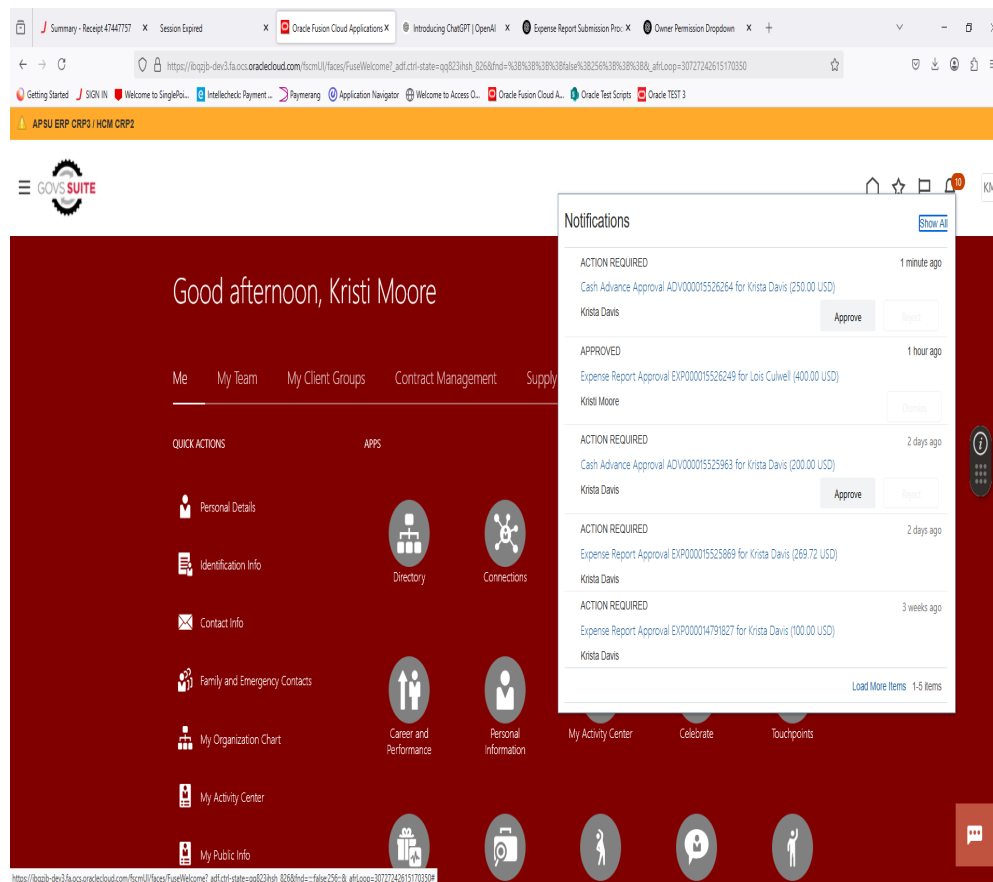
Approving or Rejecting a Cash Advance Request in Govs Suite cont...

- Once you click the Bell icon, your Action Required Notifications will appear.

The screenshot displays the Oracle Fusion Cloud Applications user interface. At the top, a navigation bar includes the 'GOVS SUITE' logo and a greeting: 'Good afternoon, Kristi Moore'. Below this, a horizontal menu lists 'Me', 'My Team', 'My Client Groups', 'Contract Management', and 'Supply'. The main content area is divided into 'QUICK ACTIONS' and 'APPS'. 'QUICK ACTIONS' includes links for Personal Details, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Activity Center, and My Public Info. 'APPS' includes links for Directory, Connections, Career and Performance, Personal Information, My Activity Center, Celebrate, and Touchpoints. A large, semi-transparent notification overlay is positioned on the right side of the screen, titled 'Notifications'. It lists several notifications, including 'ACTION REQUIRED' for 'Cash Advance Approval' and 'EXPENSE REPORT APPROVAL' for Krista Davis and Lois Culwell. Each notification includes a timestamp (e.g., '1 minute ago', '1 hour ago', '2 days ago', '3 weeks ago') and buttons for 'Approve' and 'Reject'. A large blue arrow points from the top of the notification overlay towards the 'Show All' link in the top right corner of the overlay.

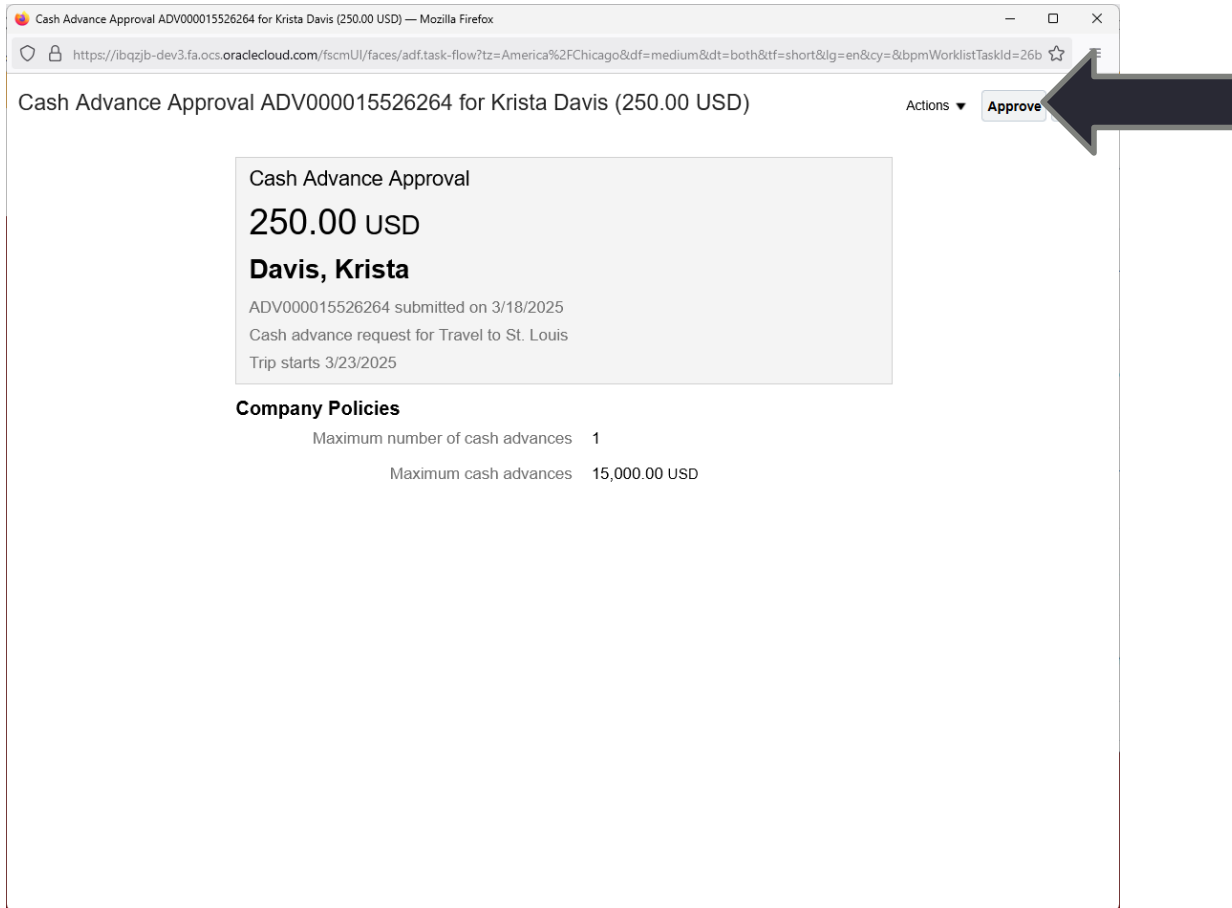
Approving or Rejecting a Cash Advance Request in Govs Suite cont...

Click on the cash advance request that you would like to view. It will open in a separate window.



Approving or Rejecting a Cash Advance Request in Govs Suite cont...

If you agree with the Cash Advance request and would like to approve it, click the Approve button.



Cash Advance Approval ADV000015526264 for Krista Davis (250.00 USD)

Actions ▾ **Approve**

Cash Advance Approval

250.00 USD

Davis, Krista

ADV000015526264 submitted on 3/18/2025

Cash advance request for Travel to St. Louis

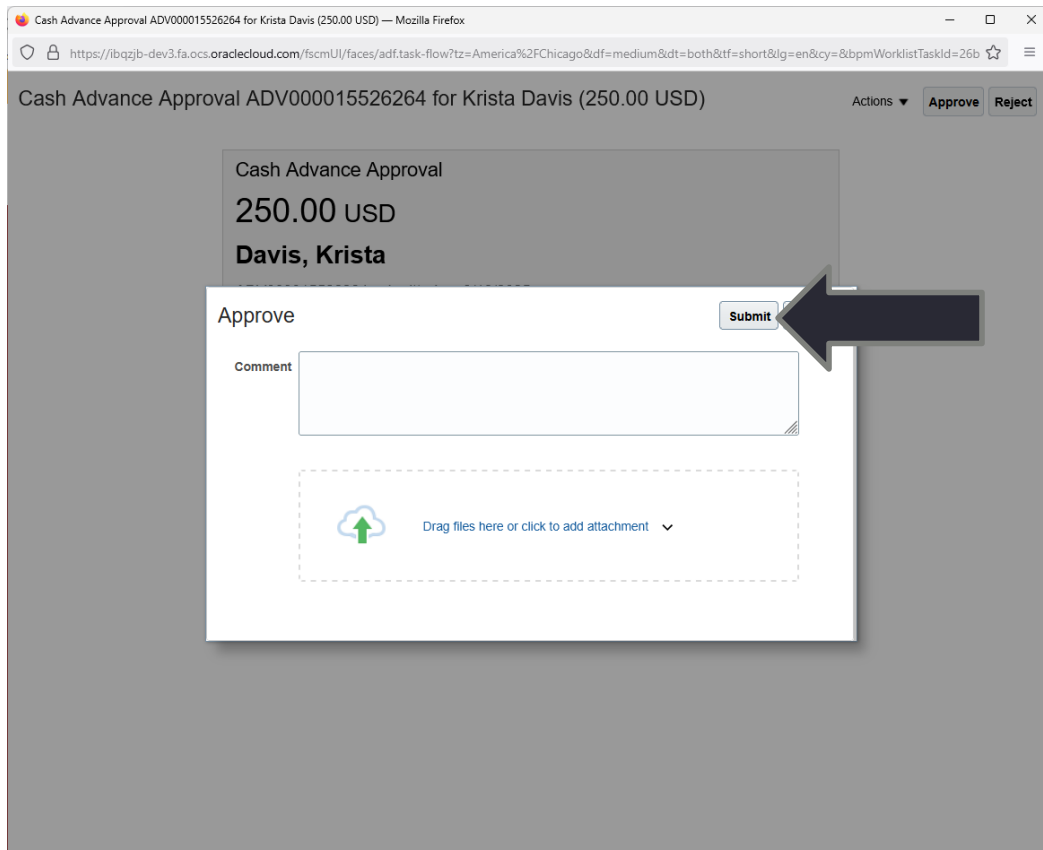
Trip starts 3/23/2025

Company Policies

Maximum number of cash advances	1
Maximum cash advances	15,000.00 USD

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

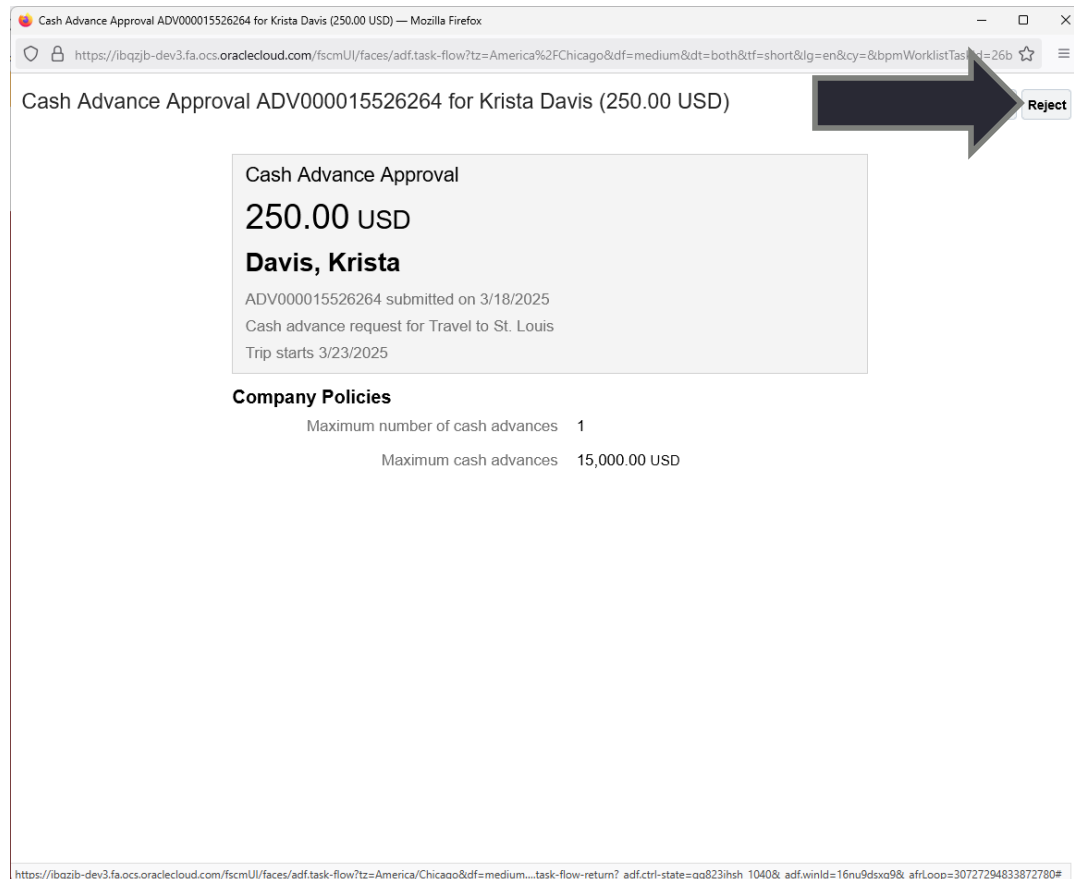
A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the Cash Advance request.



The screenshot shows a web browser window with the title "Cash Advance Approval ADV000015526264 for Krista Davis (250.00 USD) — Mozilla Firefox". The address bar shows a URL from Oracle Cloud. The main content area displays "Cash Advance Approval" for "250.00 USD" and "Davis, Krista". There are "Approve" and "Reject" buttons. An "Approve" modal window is open, featuring a "Comment" text area, a dashed box for attachments with a cloud icon and the text "Drag files here or click to add attachment", and a "Submit" button. A large black arrow points to the "Submit" button.

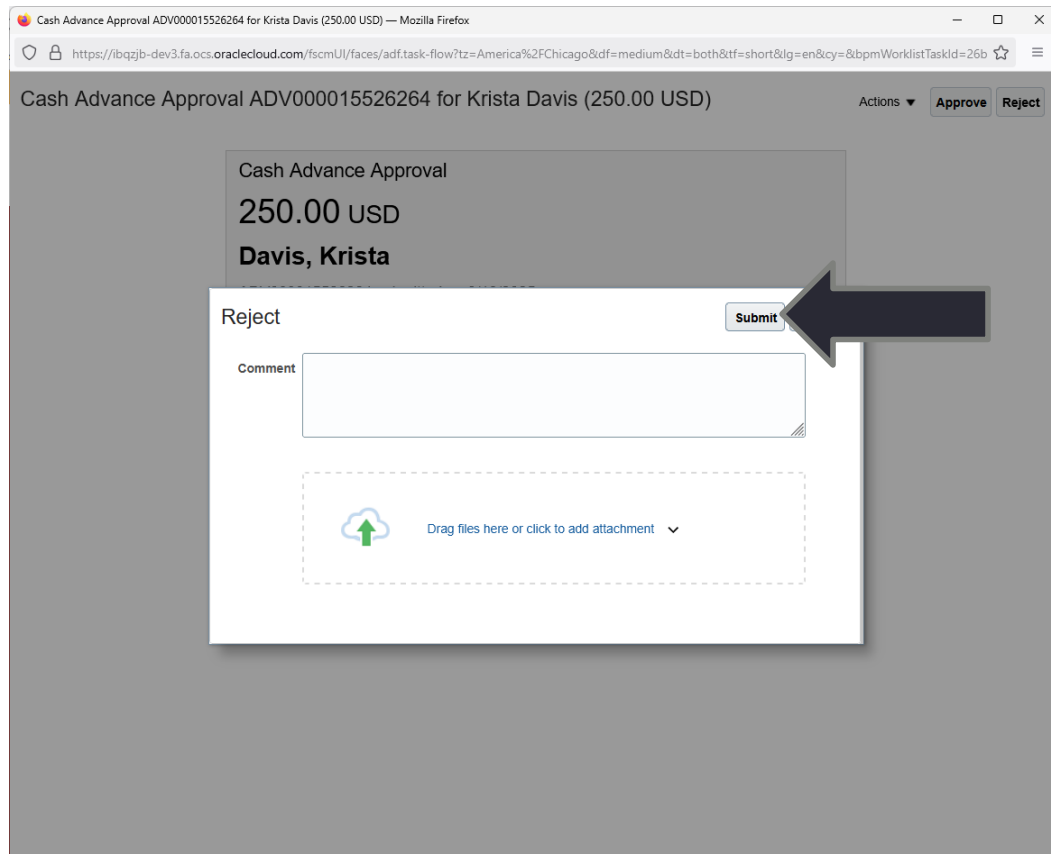
Approving or Rejecting a Cash Advance Request in Govs Suite cont...

If you disagree with the Cash Advance request and would like to reject it, click the Reject button.



Approving or Rejecting a Cash Advance Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the Cash Advance request.



The screenshot shows a web browser window with the title "Cash Advance Approval ADV000015526264 for Krista Davis (250.00 USD)". The URL is <https://ibqzjb-dev3.f.a.ocs.oraclecloud.com/fscm/UI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=8&bpmWorklistTaskId=26b>. The main content area displays "Cash Advance Approval", "250.00 USD", and "Davis, Krista". In the top right corner, there are "Actions" buttons: "Approve" and "Reject". A modal window titled "Reject" is open, featuring a "Submit" button, a "Comment" text area, and a dashed box for attachments with a green upload icon and the text "Drag files here or click to add attachment". A large black arrow points to the "Submit" button in the modal.

GOVS SUITE

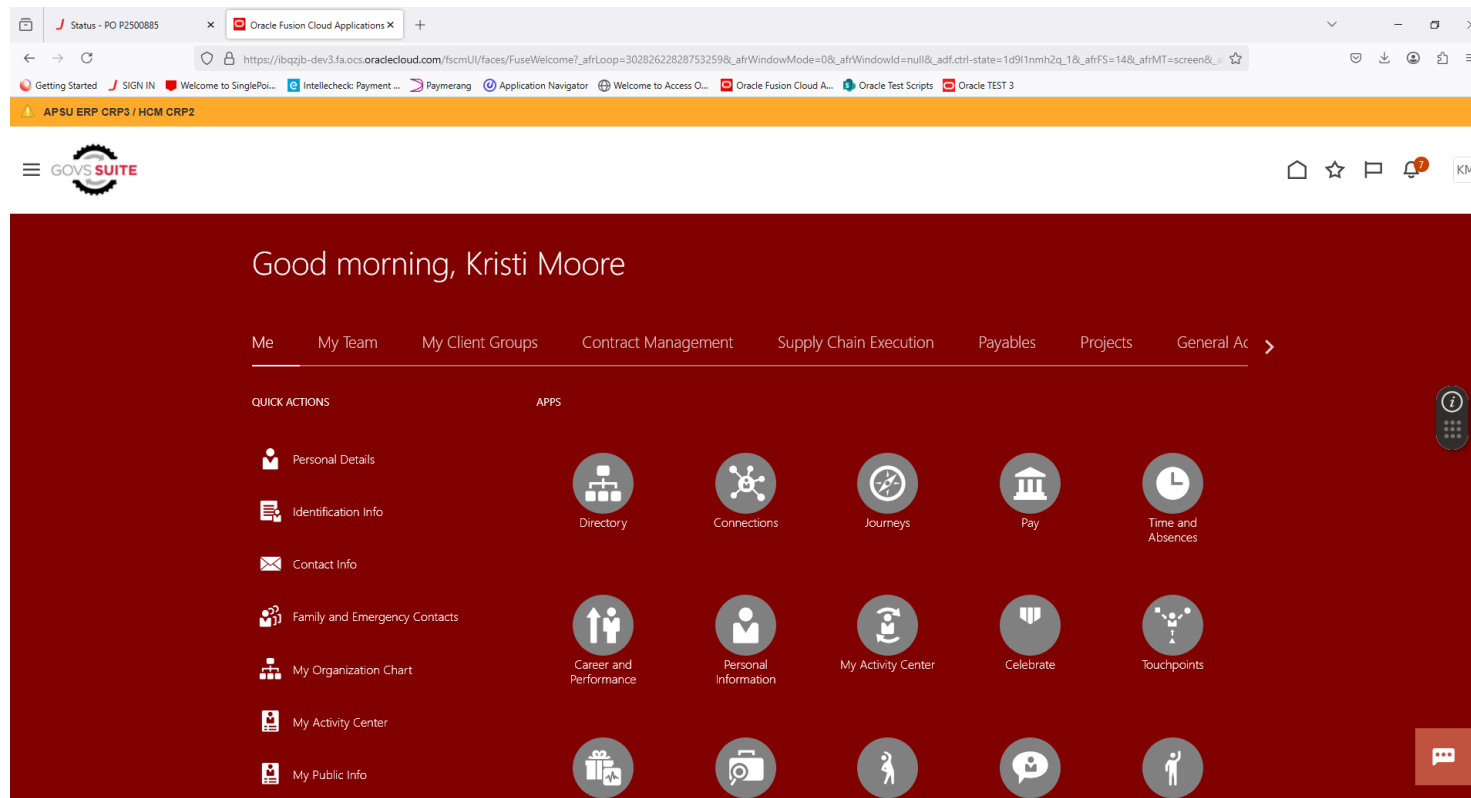
Accounts Payable Training

APPROVING OR REJECTING A TRAVEL AUTHORIZATION REQUEST

In Govs Suite

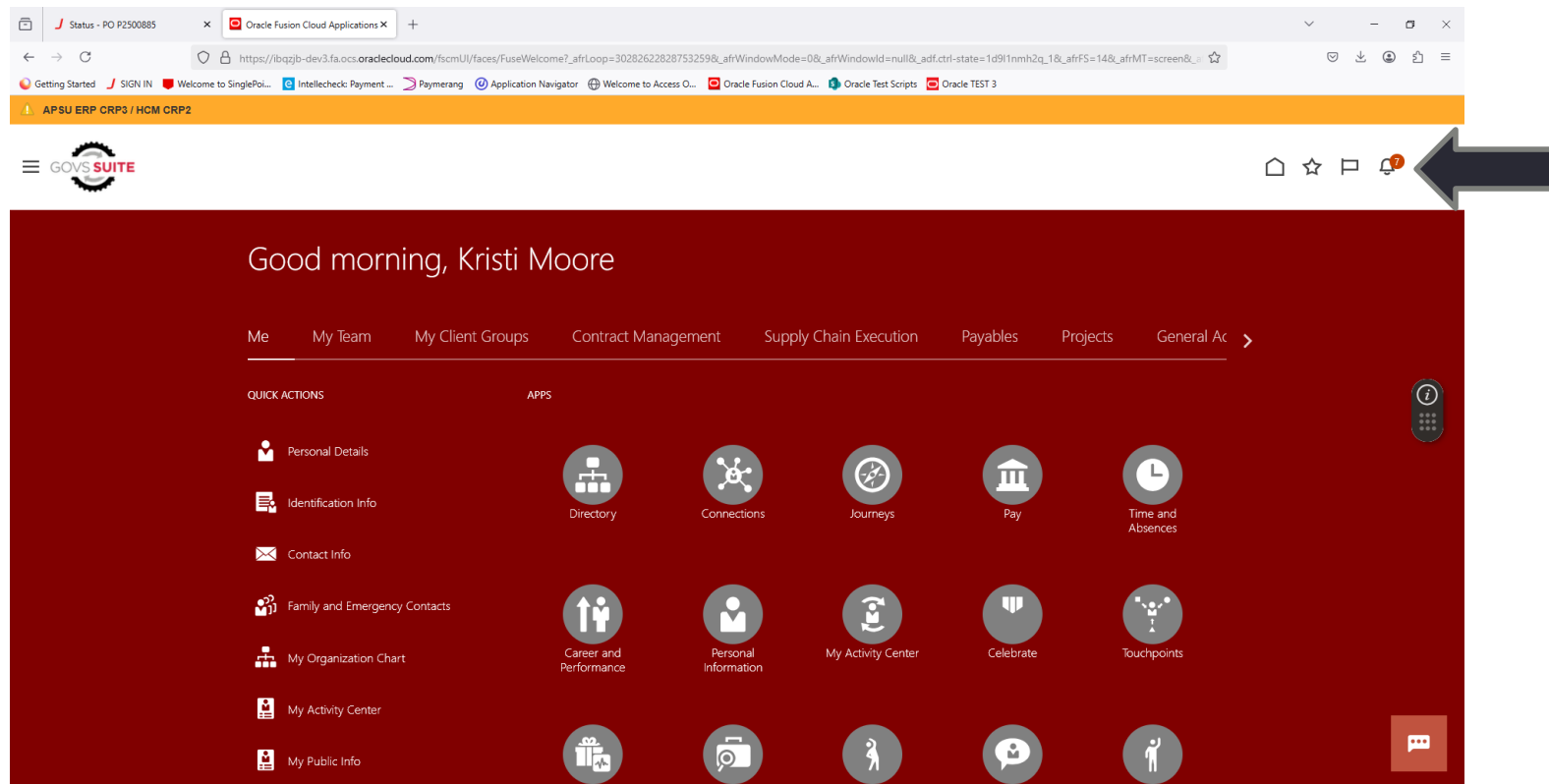
Approving or Rejecting an Authorization Approval Request in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

- Click on the Bell icon located on the upper right side of the page.



Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

- Once you click the Bell icon, your Action Required Notifications will appear.

The screenshot displays the Oracle Fusion Cloud Applications user interface. At the top, a navigation bar includes the 'GOVS SUITE' logo and a greeting: 'Good afternoon, Kristi Moore'. Below this, a horizontal menu lists 'Me', 'My Team', 'My Client Groups', 'Contract Management', and 'Supply'. The main content area is divided into 'QUICK ACTIONS' and 'APPS'. 'QUICK ACTIONS' includes links for Personal Details, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Activity Center, and My Public Info. 'APPS' includes links for Directory, Connections, Career and Performance, Personal Information, My Activity Center, Celebrate, and Touchpoints. A large, semi-transparent notification overlay is positioned on the right side of the screen, titled 'Notifications'. It lists several notifications, including 'ACTION REQUIRED' for 'Cash Advance Approval' and 'EXPENSE REPORT APPROVAL' for Krista Davis and Lois Culwell. Each notification includes a timestamp (e.g., '1 minute ago', '1 hour ago', '2 days ago', '3 weeks ago') and buttons for 'Approve' or 'Reject'. A large blue arrow points from the top of the notification overlay towards the 'Me' tab in the navigation bar.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

Click on the authorization approval request that you would like to view. It will open in a separate window.

The screenshot shows the 'Travel and Expenses' section of the Govs Suite. Under 'Expense Reports', there are two pending approval reports:

- Pending Approval EXP000015526286**
Conference in Nashville, TN
Assigned to Kayla Downey 14 days ago
1 item **100.00 USD**
- Pending Approval EXP000015526287**
conference in Atlanta, GA
Assigned to auditor 23 days ago
1 item **350.00 USD**

A large black arrow points from the 'Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)' report to a separate window.

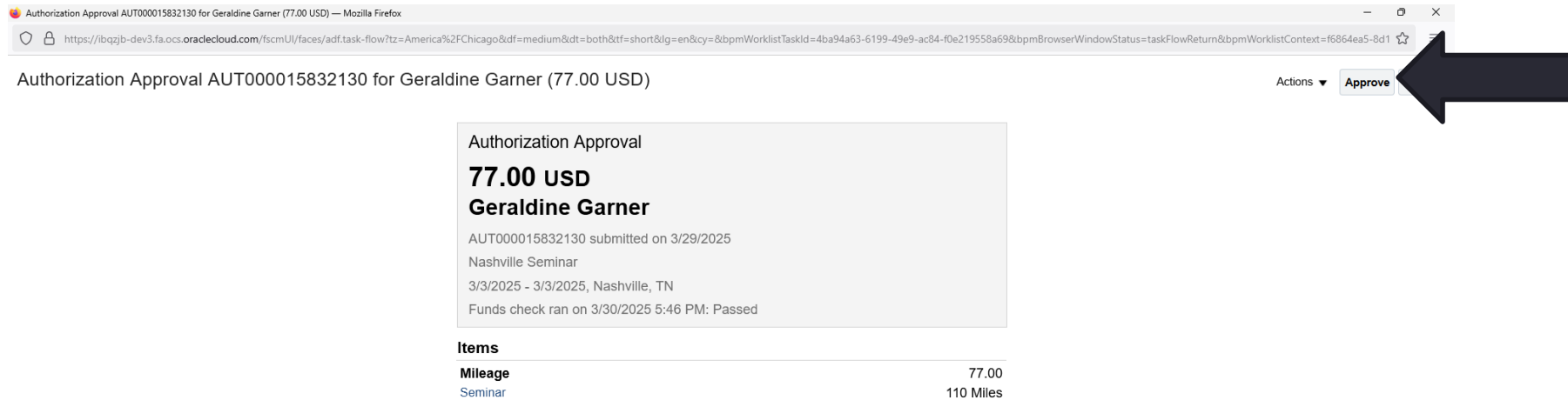
The screenshot shows the 'Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)' window. The window title is 'Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)'. The window contains the following information:

- Authorization Approval**
77.00 USD
Geraldine Garner
AUT000015832130 submitted on 3/29/2025
Nashville Seminar
3/3/2025 - 3/3/2025, Nashville, TN
Funds check ran on 3/30/2025 5:46 PM: Passed
- Items**

Item	Amount
Mileage	77.00
Seminar	110 Miles

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

If you agree with the Authorization Approval request and would like to approve it, click the Approve button.



Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD) — Mozilla Firefox

https://lbqzjb-dev3.f.a.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=4ba94a63-6199-49e9-ac84-f0e219558a69&bpmBrowserWindowState=taskFlowReturn&bpmWorklistContext=f6864ea5-8d1

Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)

Actions ▾ **Approve**

Authorization Approval

77.00 USD

Geraldine Garner

AUT000015832130 submitted on 3/29/2025

Nashville Seminar

3/3/2025 - 3/3/2025, Nashville, TN

Funds check ran on 3/30/2025 5:46 PM; Passed

Items	
Mileage	77.00
Seminar	110 Miles

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the Travel Authorization request..

Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)

Authorization Approval
77.00 USD
Geraldine Garner
AUT000015832130 submitted on 3/29/2025

Approve

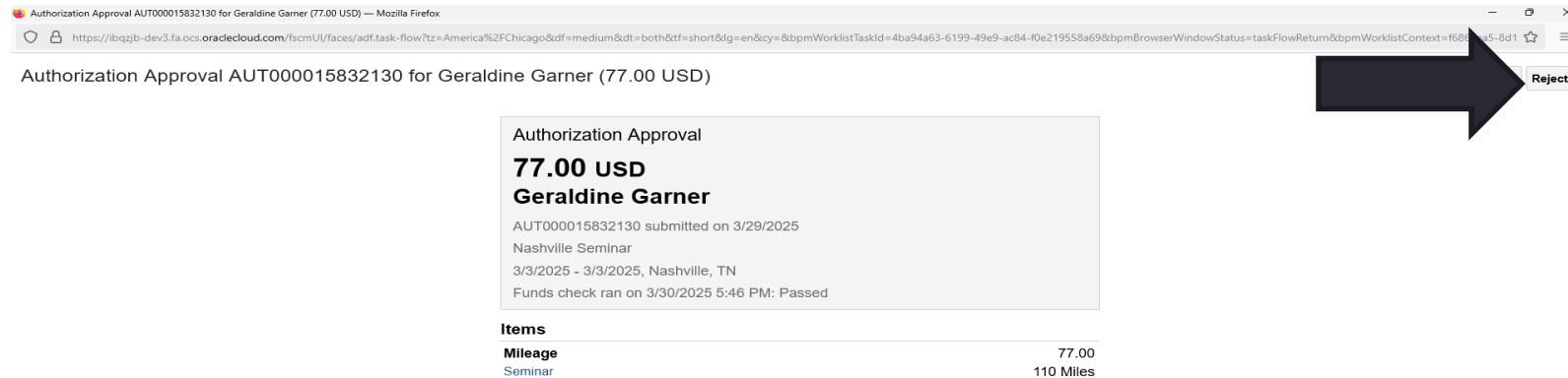
Comment

Drag files here or click to add attachment

Submit

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

If you disagree with the Travel Authorization request and would like to reject it, click the Reject button.



Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)

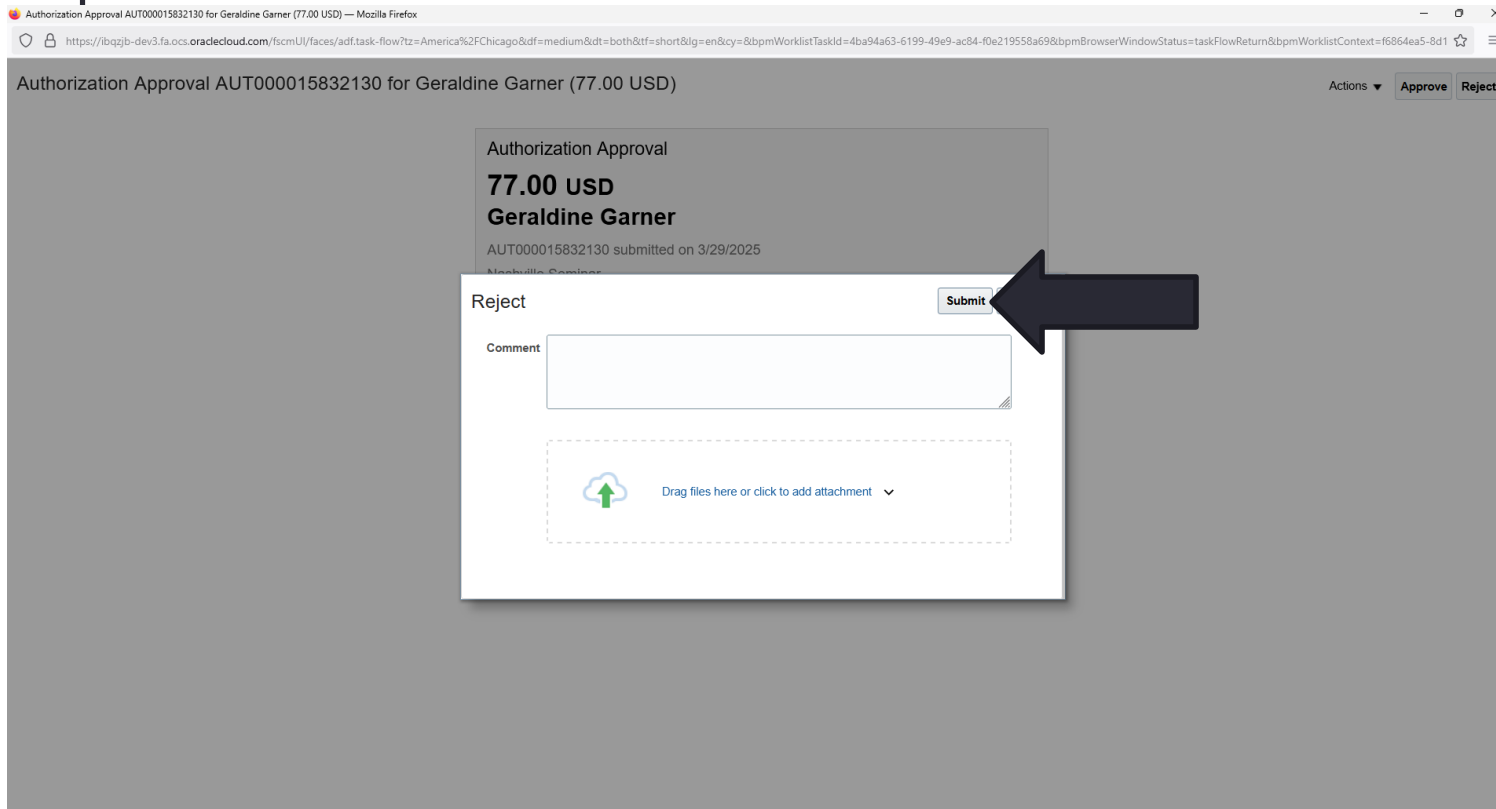
Authorization Approval
77.00 USD
Geraldine Garner
AUT000015832130 submitted on 3/29/2025
Nashville Seminar
3/3/2025 - 3/3/2025, Nashville, TN
Funds check ran on 3/30/2025 5:46 PM: Passed

Items	
Mileage	77.00
Seminar	110 Miles

https://lbqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America/Chicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=4ba94a63-6199-49e9-n=https://lbqzjb-dev3.fa.ocs.oraclecloud.com/443/fscmUI/faces/adf.task-flow-return?_adf.ctrl-state=10ginorsgk_173&_adf.winId=ok4i3p65s&_afLoop=32620897301872823#

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the Travel Authorization request.



The screenshot shows a web browser window displaying an 'Authorization Approval' form for Geraldine Garner, amounting to 77.00 USD. The form is titled 'Authorization Approval AUT000015832130 for Geraldine Garner (77.00 USD)'. It includes a 'Comment' field and an attachment area with a cloud icon and the text 'Drag files here or click to add attachment'. A 'Reject' modal is open, and a large black arrow points to the 'Submit' button within this modal. The background form also has 'Approve' and 'Reject' buttons in the top right corner.

GOVS SUITE

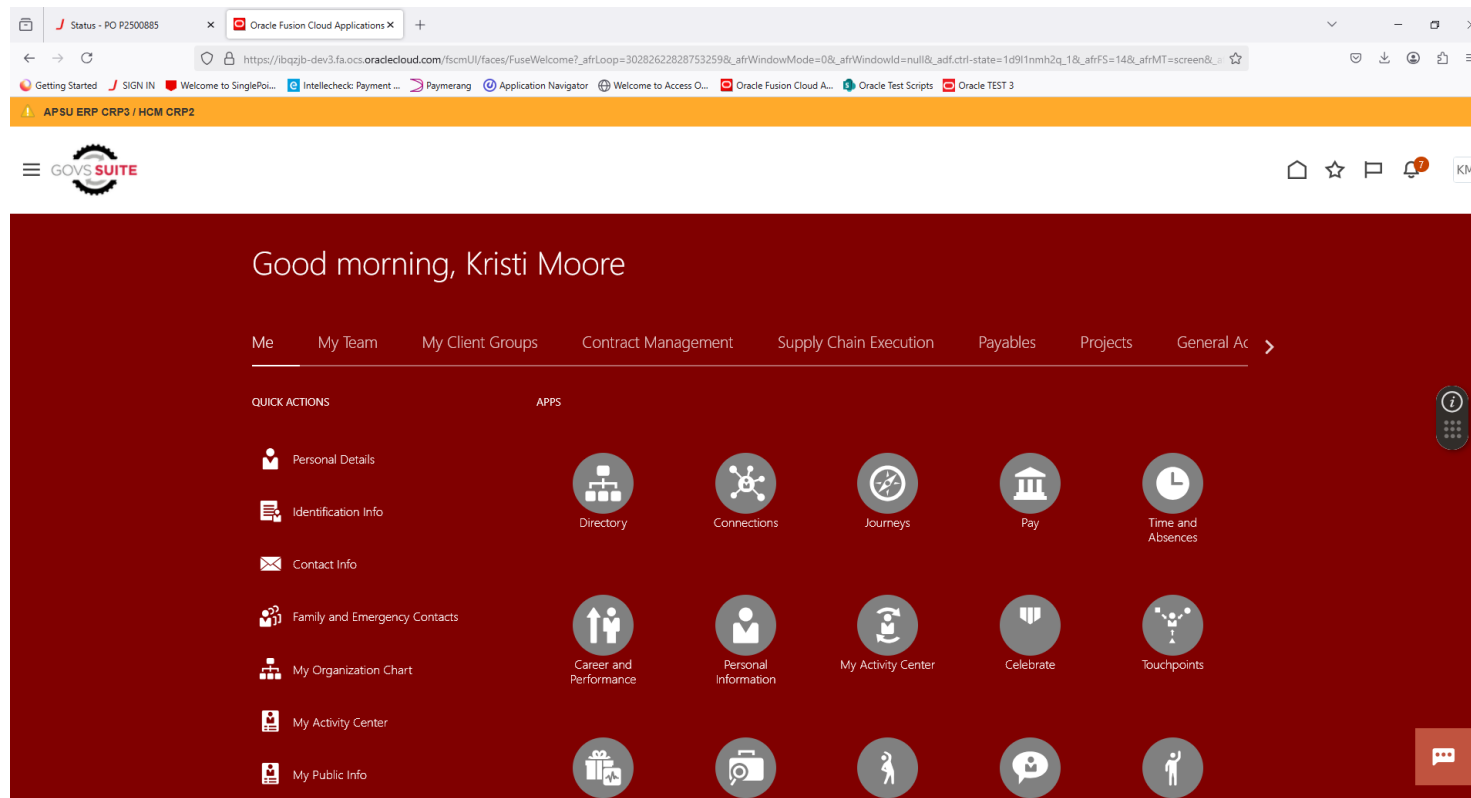
Accounts Payable Training

APPROVING OR REJECTING AN EXPENSE REPORT

In Govs Suite

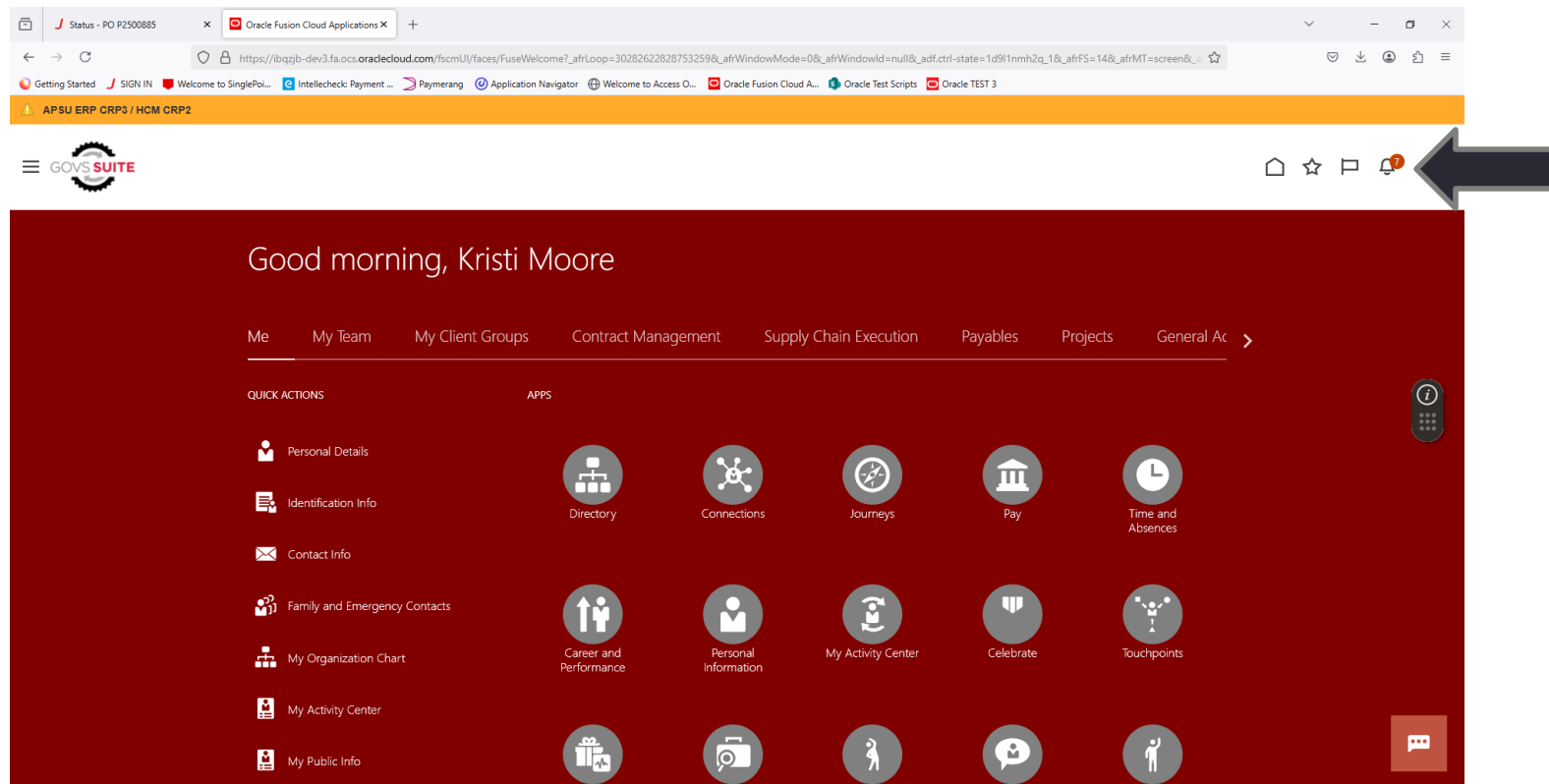
Approving or Rejecting an Expense Report in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



Approving or Rejecting an Expense Report in Govs Suite

- Click on the Bell icon located on the upper right side of the page.



Approving or Rejecting an Expense Report in Govs Suite

- Once you click the Bell icon, your Action Required Notifications will appear.

The screenshot displays the Oracle Fusion Cloud Applications interface. At the top, the browser address bar shows the URL: https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=g0lisyx8l_158. The page header includes the "GOVS SUITE" logo and a navigation bar with links like "Me", "My Team", "My Client Groups", "Contract Management", and "Supply". The main content area is a dashboard for "Kristi Moore" with sections for "QUICK ACTIONS" and "APPS". A notifications dropdown menu is open, showing a list of "ACTION REQUIRED" notifications for expense report approvals. A large black arrow points to the bell icon in the top right corner of the dashboard, which triggered the notifications menu.

Notifications

Notification	Time
ACTION REQUIRED Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) Krista Davis	36 minutes ago
ACTION REQUIRED Expense Report Approval EXP000015525869 for Krista Davis (269.72 USD) Krista Davis	42 minutes ago
ACTION REQUIRED Expense Report Approval EXP000014791827 for Krista Davis (100.00 USD) Krista Davis	2 weeks ago
ACTION REQUIRED Expense Report Approval EXP000014109750 for Nora Coleman (1.00 USD) Nora Coleman	1 month ago
ACTION REQUIRED Expense Report Approval EXP000014109740 for Geraldine Garner (1.00 USD) Geraldine Garner	1 month ago

Load More Items 1-5 items

Approving or Rejecting an Expense Report in Govs Suite

Click on the expense report that you would like to view. It will open in a separate window.

The screenshot displays the Oracle Fusion Cloud Applications interface. The top navigation bar includes tabs for 'Comments - Supplier Invoice No', 'Oracle Fusion Cloud Applications', 'Overview - My Expenses - Oracle', and 'My Expenses - Oracle Fusion Cloud'. The main content area shows an 'Expense Report: EXP000014791827' with details such as 'Purpose: PROJECT_TEST_HBDKRISTA', 'Attachments: None', and 'Status: Paid'. Below this, a table titled 'Expense Items (1)' lists one item: '2/12/2025 Airfare 100.00 USD' with a location of 'Nashville, TN'. A notifications dropdown menu is open, showing a list of 'ACTION REQUIRED' notifications for expense report approvals. A large black arrow points to the notification for 'Expense Report Approval EXP000014791827 for Krista Davis (100.00 USD)'.

Notifications

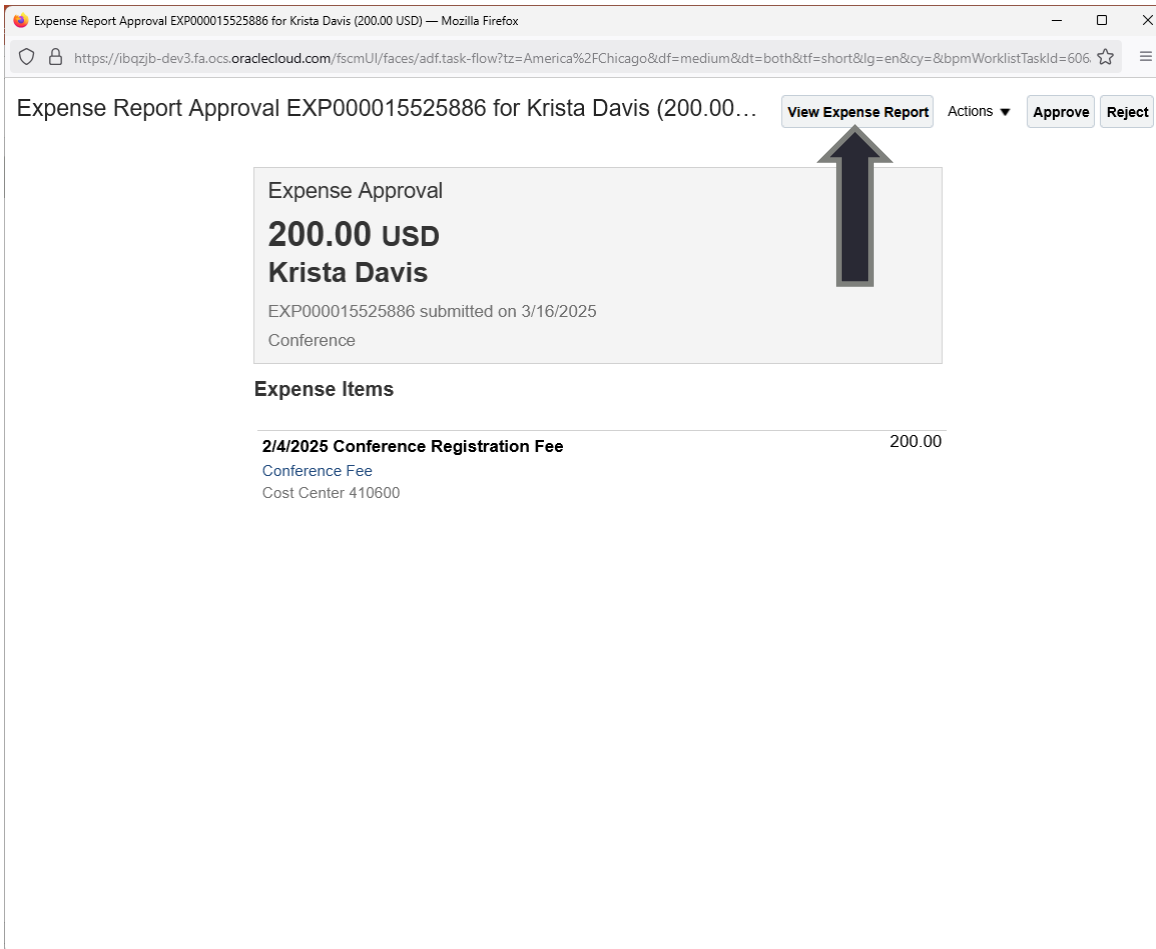
- ACTION REQUIRED
Expense Report Approval EXP000015525869 for Krista Davis (269.72 USD)
Krista Davis
1 hour ago
- ACTION REQUIRED
Expense Report Approval EXP000014791827 for Krista Davis (100.00 USD)
Krista Davis
2 weeks ago
- ACTION REQUIRED
Expense Report Approval EXP000014109750 for Nora Coleman (1.00 USD)
Nora Coleman
1 month ago
- ACTION REQUIRED
Expense Report Approval EXP000014109740 for Geraldine Garner (1.00 USD)
Geraldine Garner
1 month ago
- ACTION REQUIRED
Expense Report Approval EXP000014109625 for Dana Vernon (100.00 USD)
Dana Vernon
1 month ago

Load More Items 1-5 items



Approving or Rejecting an Expense Report in Govs Suite

Click on View Expense Report to open the report you are approving or rejecting.



The screenshot shows a web browser window with the title "Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) — Mozilla Firefox". The address bar shows a URL from oraclecloud.com. The page content includes a header with the title "Expense Report Approval EXP000015525886 for Krista Davis (200.00...)" and three buttons: "View Expense Report", "Approve", and "Reject". A large black arrow points to the "View Expense Report" button. Below the header is a summary box with the text "Expense Approval", "200.00 USD", "Krista Davis", "EXP000015525886 submitted on 3/16/2025", and "Conference". Below this is a section titled "Expense Items" with a table containing one item: "2/4/2025 Conference Registration Fee" with a value of "200.00". Below the item name are the links "Conference Fee" and "Cost Center 410600".

Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) — Mozilla Firefox

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=606

Expense Report Approval EXP000015525886 for Krista Davis (200.00...)

[View Expense Report](#) Actions ▾ [Approve](#) [Reject](#)

Expense Approval

200.00 USD

Krista Davis

EXP000015525886 submitted on 3/16/2025

Conference

Expense Items

2/4/2025 Conference Registration Fee	200.00
Conference Fee	
Cost Center 410600	

Approving or Rejecting an Expense Report in Govs Suite

After reviewing the attached documentation, if you agree with the expense report and would like to approve it, click the Approve button.

Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) — Mozilla Firefox

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=606

Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) [View Expense Report](#) Actions [Approve](#)

Expense Approval

200.00 USD

Krista Davis

EXP000015525886 submitted on 3/16/2025

Conference

Expense Items

2/4/2025 Conference Registration Fee	200.00
Conference Fee	
Cost Center 410600	

Approving or Rejecting an Expense Report in Govs Suite

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the expense report.

Expense Report Approval EXP000015525869 for Krista Davis (269.72 USD) — Mozilla Firefox

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=07e

Expense Report Approval EXP000015525869 for Krista Davis (269.72... [View Expense Report](#) Actions [Approve](#) [Reject](#)

Expense Approval
269.72 USD
Krista Davis
EXP000015525869 submitted on 3/16/2025

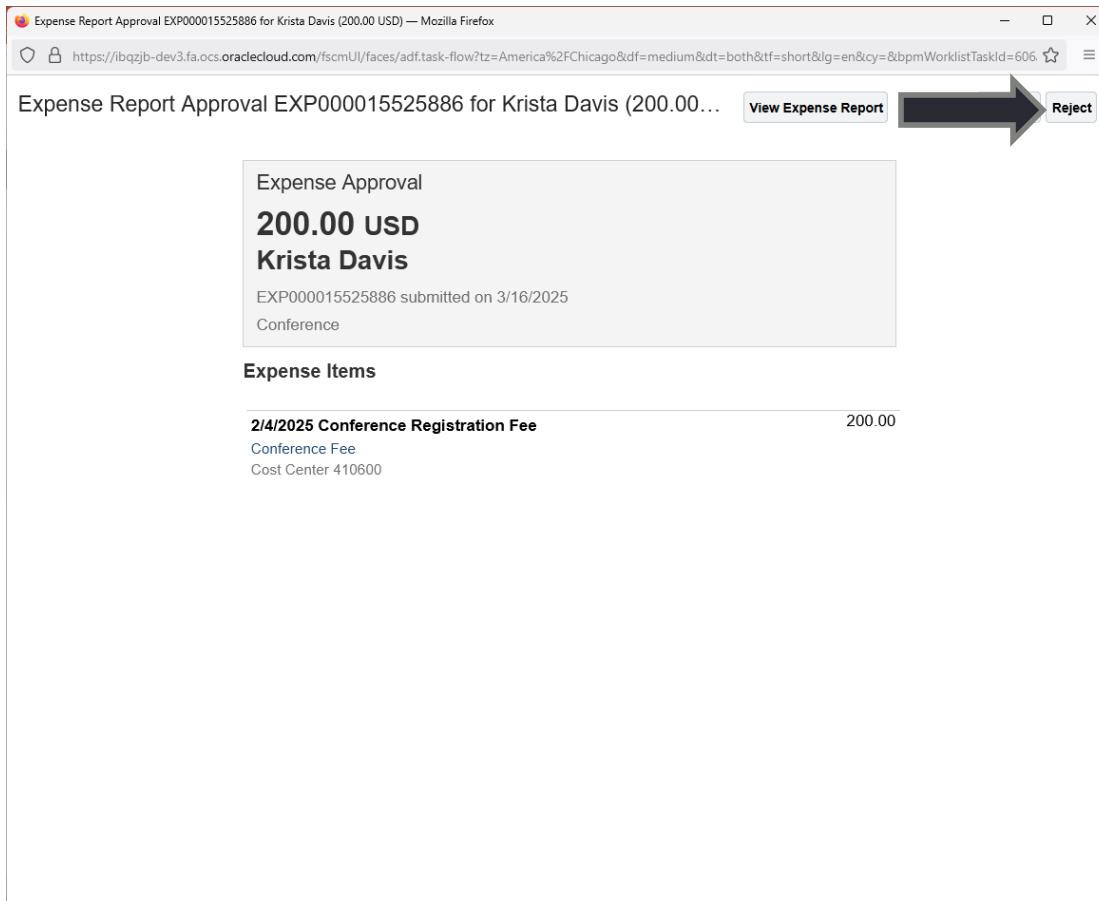
Approve [Submit](#)

Comment

Drag files here or click to add attachment

Approving or Rejecting an Expense Report in Govs Suite

After reviewing the attached documentation, if you disagree with the expense report and would like to reject it, click the Reject button.



The screenshot shows a web browser window with the title "Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) — Mozilla Firefox". The address bar shows the URL: <https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=606>. The main content area displays the following information:

Expense Report Approval EXP000015525886 for Krista Davis (200.00... [View Expense Report](#) [Reject](#)

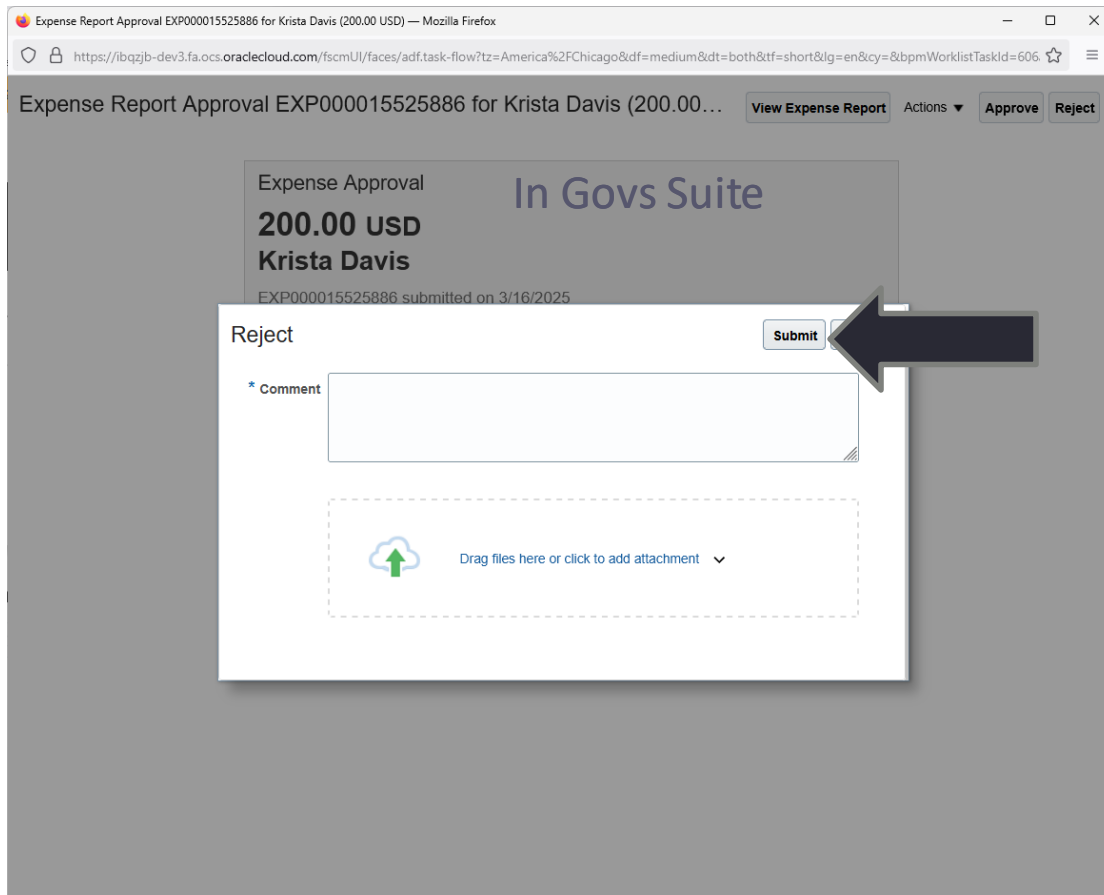
Expense Approval
200.00 USD
Krista Davis
EXP000015525886 submitted on 3/16/2025
Conference

Expense Items

2/4/2025 Conference Registration Fee	200.00
Conference Fee	
Cost Center 410600	

Approving or Rejecting an Expense Report in Govs Suite

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the expense report.



The screenshot shows a web browser window with the title "Expense Report Approval EXP000015525886 for Krista Davis (200.00 USD) — Mozilla Firefox". The URL is <https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=America%2FChicago&df=medium&dt=both&tf=short&lg=en&cy=&bpmWorklistTaskId=606>. The page header shows "Expense Report Approval EXP000015525886 for Krista Davis (200.00...)" and buttons for "View Expense Report", "Actions", "Approve", and "Reject".

The main content area displays "Expense Approval" with "200.00 USD" and "Krista Davis". Below this, it says "EXP000015525886 submitted on 3/16/2025".

A modal window titled "Reject" is open, featuring a "Submit" button highlighted by a large black arrow. The modal includes a text input field labeled "* Comment" and a dashed box for attachments with a green upload icon and the text "Drag files here or click to add attachment".