



South African Weather Service

Expense Report

Training Manual

Document Review and Distribution

Revision history

Version	Author	Date	Revision	Email address
1.0	Kgothatso Miya	19/07/2019	Draft	Kgothatso.Lehobye@eoh.com
1.0				
1.1				
1.2				
1.3				

Document distribution

This training manual will be distributed to the course attendees

Table of Contents

1	INTRODUCTION	4
2	EXPENSE REPORT	5
2.1	EXPENSE REPORT STATUSES	5
2.2	ENTER EXPENSE REPORT ROLES.....	5
3	ENTER EXPENSE REPORT.....	6
3.1	NAVIGATION	6
3.2	ENTER EXPENSE REPORT.....	8
3.3	AMEND A REJECTED EXPENSE REPORT.....	15
3.4	VOID A REJECTED EXPENSE REPORT	19
4	APPROVE OR REJECT EXPENSE REPORT	22
4.1	APPROVING OR REJECT EXPENSE REPORT ROLES.....	22
4.2	NAVIGATION	22
4.3	APPROVING AN EXPENSE REPORT.....	24
4.4	REJECTING AN EXPENSE REPORT	27

1 INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn how process requisition and expense report within the SAWS environment. You will become familiar with the layouts and menu paths of NetSuite. The NetSuite application run within a browser window i.e. Internet Explorer e.c.t. When you log into NetSuite, you will see a set of tabbed pages. NetSuite calls these tabbed pages a “center”. The role that will be assigned to you will determine which “center” you will be able to see.

Upon completion of this module, you will be able to:

- Log-in and navigate NetSuite successfully
- Enter an expense report
- Make changes to existing expense report
- Approve expense report

2 EXPENSE REPORT

An expense report transaction records an employee's expenses for approval and conversion into a bill. The expense total remains in an unapproved expense account and has no accounting impact until the expense is approved by someone with accounting authority. After an expense report is approved, a bill is created, and the expense amount is reflected on the book

Users with the employee centre role will have access to enter an expense Report.

2.1 Expense Report Statuses

The possible statuses of an expense report are:

- **Pending Supervisor Approval:** The report has not yet been approved by a supervisor or approver.
- **Pending Accounting Approval:** The report has been approved by a supervisor or approver and forwarded to accounting for approval.
- **Rejected by Supervisor:** The report has been rejected by a supervisor or approver.
- **Rejected by Accounting:** The report has been rejected by accounting.
- **Approved by Accounting:** The report has been approved by accounting, but the employee has not been reimbursed.
- **Paid in Full:** The employee has been reimbursed for the amount of the report.

2.2 Enter Expense Report Roles

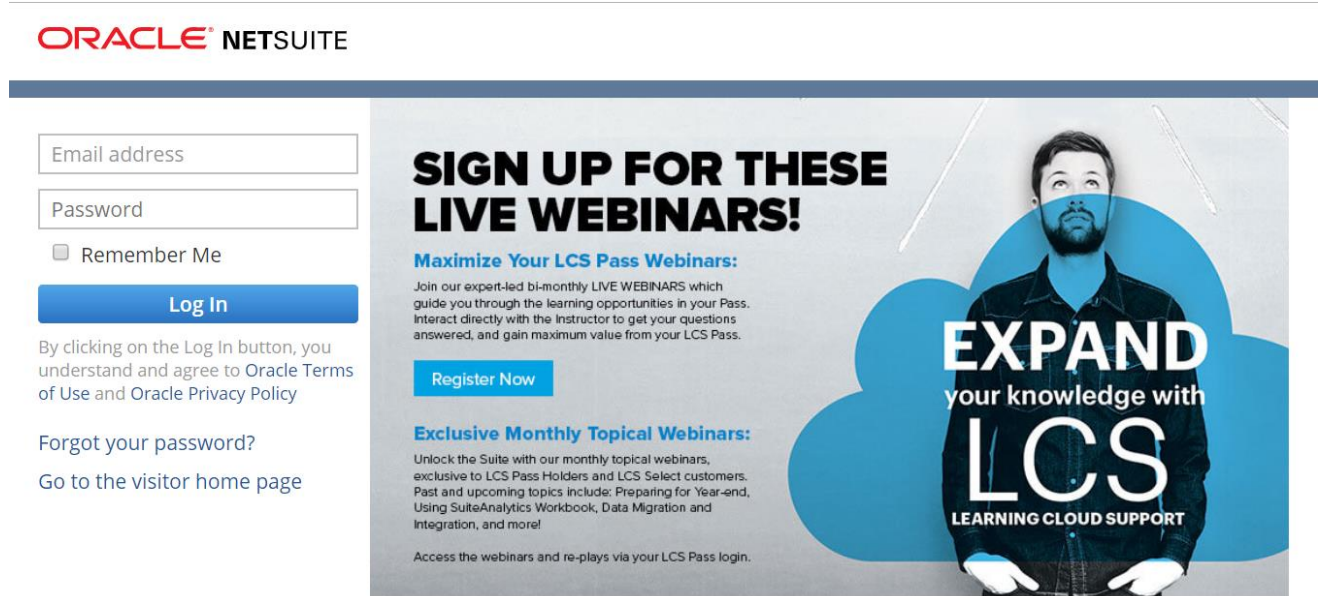
Entering an expense report can be accessed using the following roles

- **SAWS Requestor Role** – this role is used when entering your own expense report.
- **SAWS Proxy Expense Report Role** – This role is used when your entering your own and on behalf of other employees
- **SAWS Requisition approver role** – This role is used when a requisition approver is entering their own expense report

3 ENTER EXPENSE REPORT

3.1 Navigation

- To login, please enter your email and password



ORACLE[®] NETSUITE

Email address
Password

Remember Me

Log In

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

Forgot your password?
Go to the visitor home page

SIGN UP FOR THESE LIVE WEBINARS!

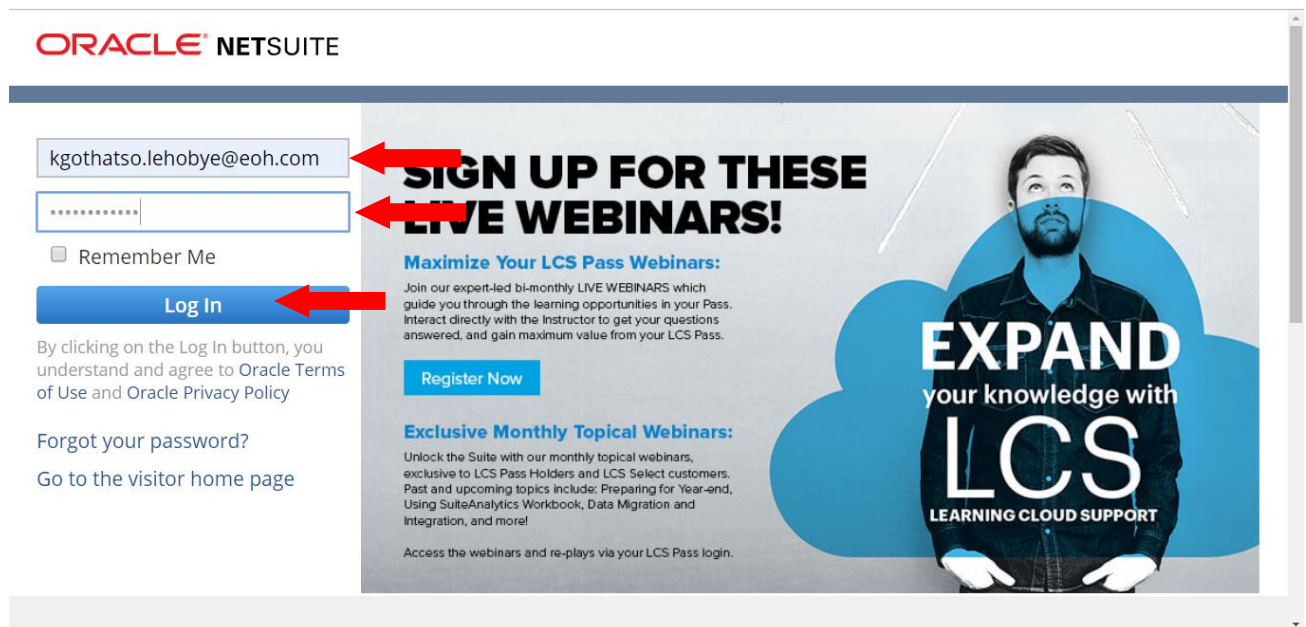
Maximize Your LCS Pass Webinars:
Join our expert-led bi-monthly LIVE WEBINARS which guide you through the learning opportunities in your Pass. Interact directly with the instructor to get your questions answered, and gain maximum value from your LCS Pass.

Register Now

Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

Access the webinars and re-plays via your LCS Pass login.

EXPAND
your knowledge with
LCS
LEARNING CLOUD SUPPORT



ORACLE[®] NETSUITE

kgothatso.lehobye@eoh.com

.....

Remember Me

Log In

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

Forgot your password?
Go to the visitor home page

SIGN UP FOR THESE LIVE WEBINARS!

Maximize Your LCS Pass Webinars:
Join our expert-led bi-monthly LIVE WEBINARS which guide you through the learning opportunities in your Pass. Interact directly with the instructor to get your questions answered, and gain maximum value from your LCS Pass.

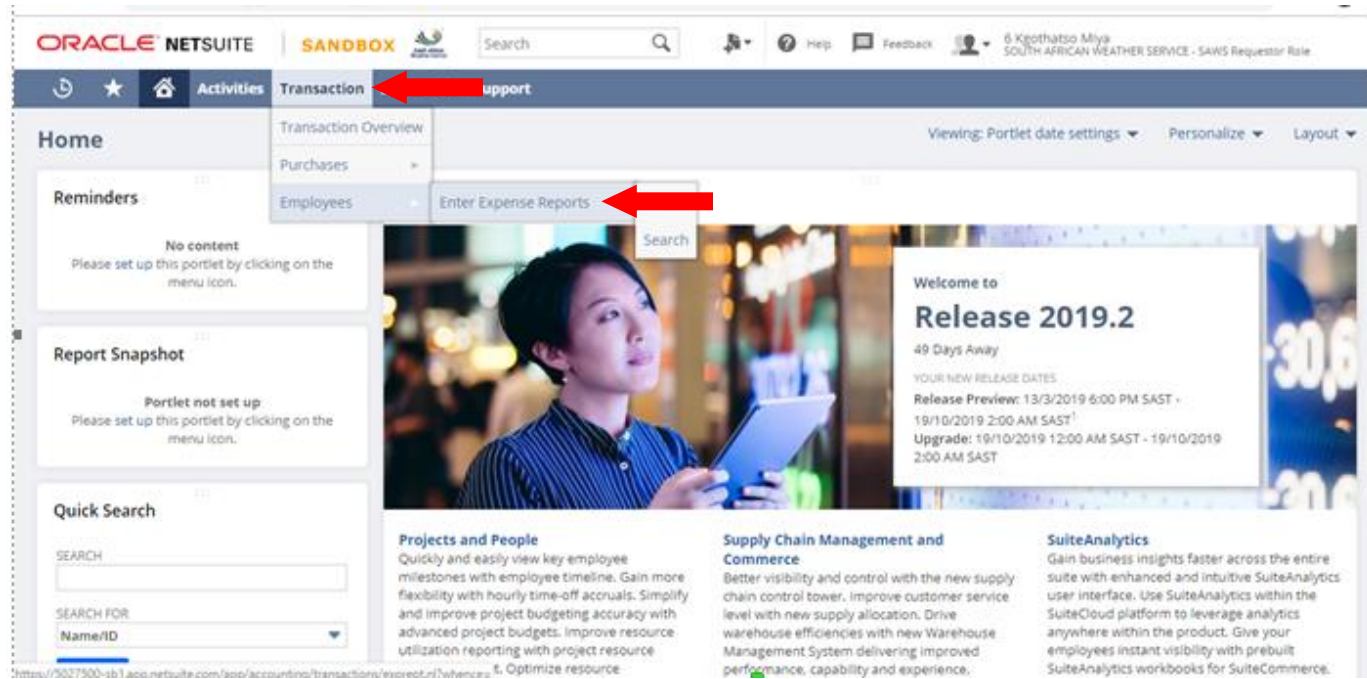
Register Now

Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

Access the webinars and re-plays via your LCS Pass login.

EXPAND
your knowledge with
LCS
LEARNING CLOUD SUPPORT

- On the menu click on transaction, employee and then Expense Report

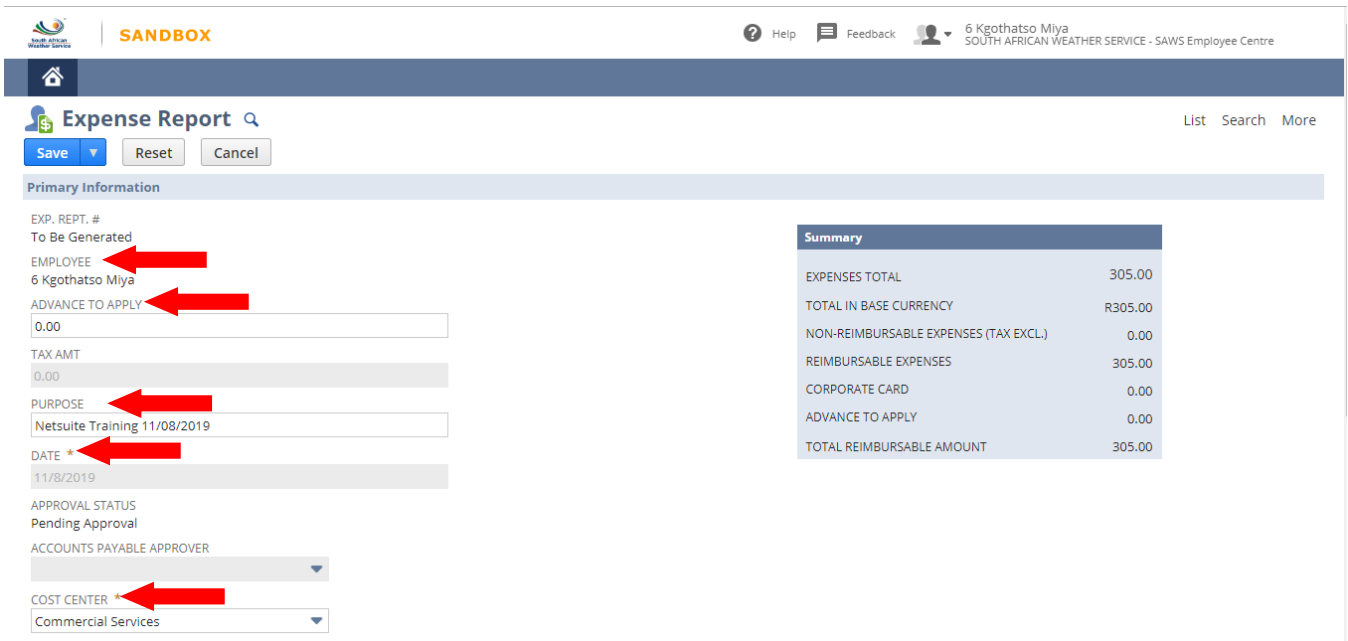


3.2 Enter Expense Report

The following fields need to be completed

Primary Information

- **Employee field** - will default to the user whose login. If your login a requestor role, you can enter an expense report on behalf of other employee.
- If applicable, in the **Advance to Apply field** - enter an advance that should be applied to any reimbursement for these expenses. The advance amount shouldn't be more than what you spend/claiming.
- In the **Purpose field** - enter the purpose of these expenses.
- NetSuite inserts today's date as the date the expense report was created.
- **Cost center field** - enter the cost center for the expense.





Expense Report List Search More

Save Reset Cancel


Primary Information


EXP. REPT. #
To Be Generated

EMPLOYEE 
6 Kgothatso Miya

ADVANCE TO APPLY 
0.00


TAX AMT
0.00

PURPOSE 
Netsuite Training 11/08/2019

DATE * 
11/8/2019

APPROVAL STATUS
Pending Approval


ACCOUNTS PAYABLE APPROVER

COST CENTER * 
Commercial Services

Summary	
EXPENSES TOTAL	305.00
TOTAL IN BASE CURRENCY	R305.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	305.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	305.00

Expense Subtab

- If applicable, check the **Use Multi Currency box** to show the Foreign Amount, Currency, and Exchange Rate fields for each line item. These fields enable the entry of expenses in foreign currencies to be reimbursed in the base currency unless an alternate currency is selected in the Currency field above
- **Date field** - please enter the date in which the expense occurred. **(This field is mandatory *)**
- **Category field** - please enter the category your expense belongs to. **(This field is mandatory *)**
- **Amount field** - please enter the amount. This applies when the category selected doesn't have a rate. **(This field is mandatory *)**
- **Memo field** - type in a short description/reason for the expense
- **Cost Center fields** - please enter the cost center. **(This field is mandatory *)**


SANDBOX

Help Feedback 6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

11/02/2019
APPROVAL STATUS
Pending Approval

ACCOUNTS PAYABLE APPROVER

COST CENTER *

Expenses
Communication

USE MULTI CURRENCY

REF NO.	DATE *	CATEGORY *	QUANTITY	RATE	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION
1	6/8/2019	Lunch	5	61		305.00				Lunch on the monday to friday	Commercial Services	
	6/8/2019										Commercial Services	

✓ Add
✗ Cancel
📄 Copy Previous
➕ Insert
🗑 Remove

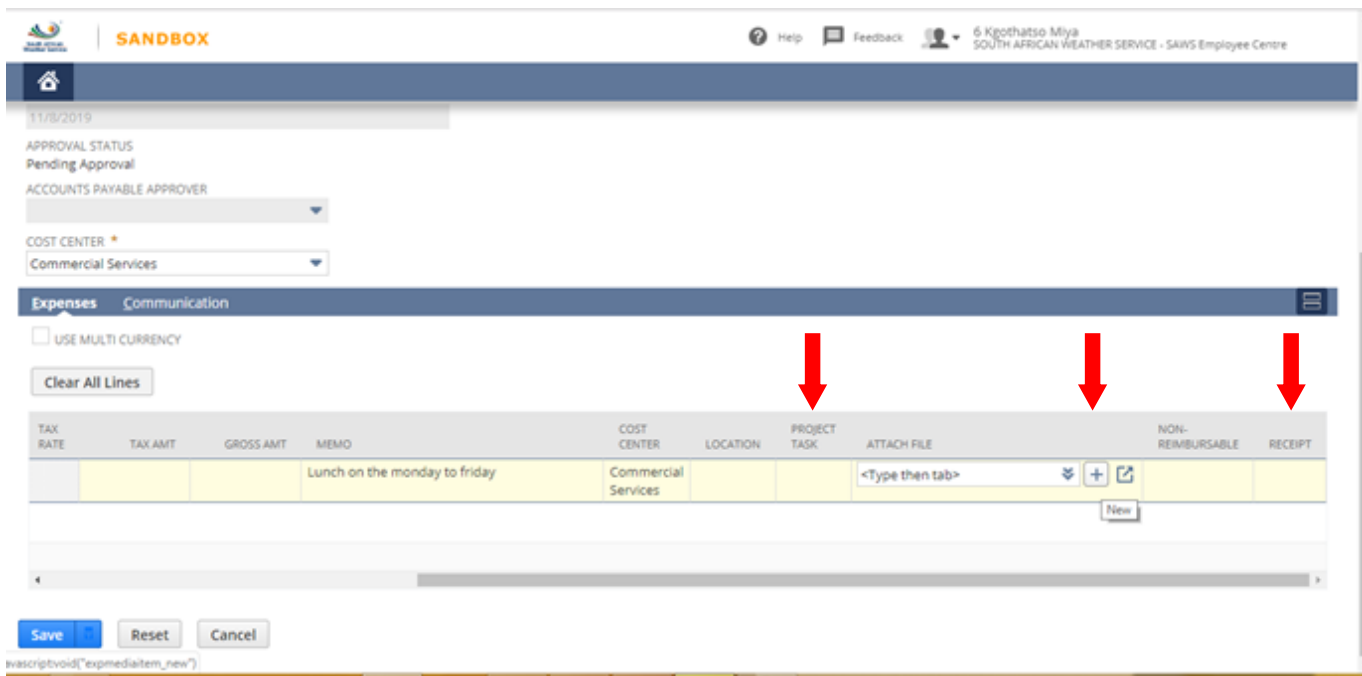
Save
Reset
Cancel

Continuation on Expense Subtab

- If applicable, under the **project task field** - enter the project that is linked to this expense report.
- **Attach file field** - attach the receipt for the expense
- Once the attachment is attached , the **receipt field** will have a tick

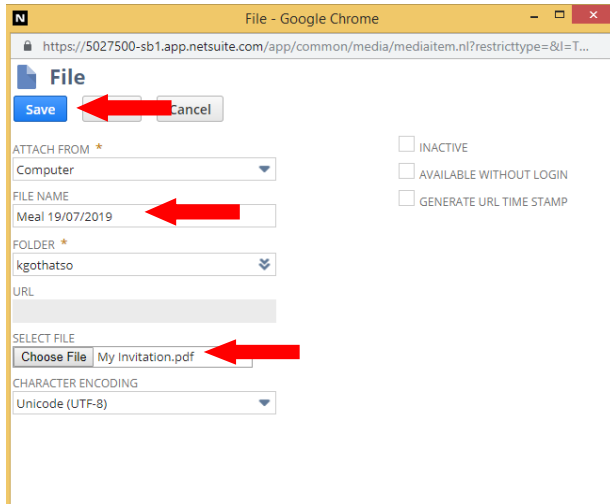
How to attach file

- Click on the + sign





The screenshot displays the 'Expenses' subtab in a web application. At the top, there's a 'SANDBOX' header and user information for '6 Kgqothato Miya' at 'SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre'. The date is set to '11/8/2019'. Below this, there are dropdown menus for 'APPROVAL STATUS' (Pending Approval), 'ACCOUNTS PAYABLE APPROVER', and 'COST CENTER' (Commercial Services). The main section is titled 'Expenses' and includes a 'Communication' tab. There's a 'USE MULTI CURRENCY' checkbox and a 'Clear All Lines' button. A table with the following columns is visible: TAX RATE, TAX AMT, GROSS AMT, MEMO, COST CENTER, LOCATION, PROJECT TASK, ATTACH FILE, NON-REIMBURSABLE, and RECEIPT. The 'ATTACH FILE' column has a '+' icon highlighted with a red arrow. The table contains one row with 'Lunch on the monday to friday' in the MEMO column and 'Commercial Services' in the COST CENTER column. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

- Type in file name
- Click Select File, then attach the receipt from your browser.
- Click on save



- Click on Add
- If applicable, Continue adding expense line items

 **SANDBOX** ? Help Feedback  6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

20/7/2019

APPROVAL STATUS
Pending Approval

NEXT APPROVER

ACCOUNTING APPROVER

COST CENTER *
Supply Chain Management

Expenses Communication Banking Details and Disclaimer

USE MULTI CURRENCY

Clear All Lines

REF NO.	DATE *	CATEGORY *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJE TASK
1	20/7/2019	Meals		200.00				Lunch for the training	Supply Chain Management	SAWS : Gauteng : Head Office	<Type then tab>	

Add Copy Previous + Insert Remove

Save Reset Cancel

Communication subtab

- Use the events, tasks, and phone calls subtabs to attach activities to this transaction.
- On the **files subtab**, you can select and attach files from the file cabinet related to this transaction.
- On the user notes subtab, you can enter a title and note for any comments you want to add to.

PURPOSE
Netsuite Training 11/08/2019

DATE *
11/8/2019

APPROVAL STATUS
Pending Approval

ACCOUNTS PAYABLE APPROVER
▼

COST CENTER *
Commercial Services ▼

CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	305.00

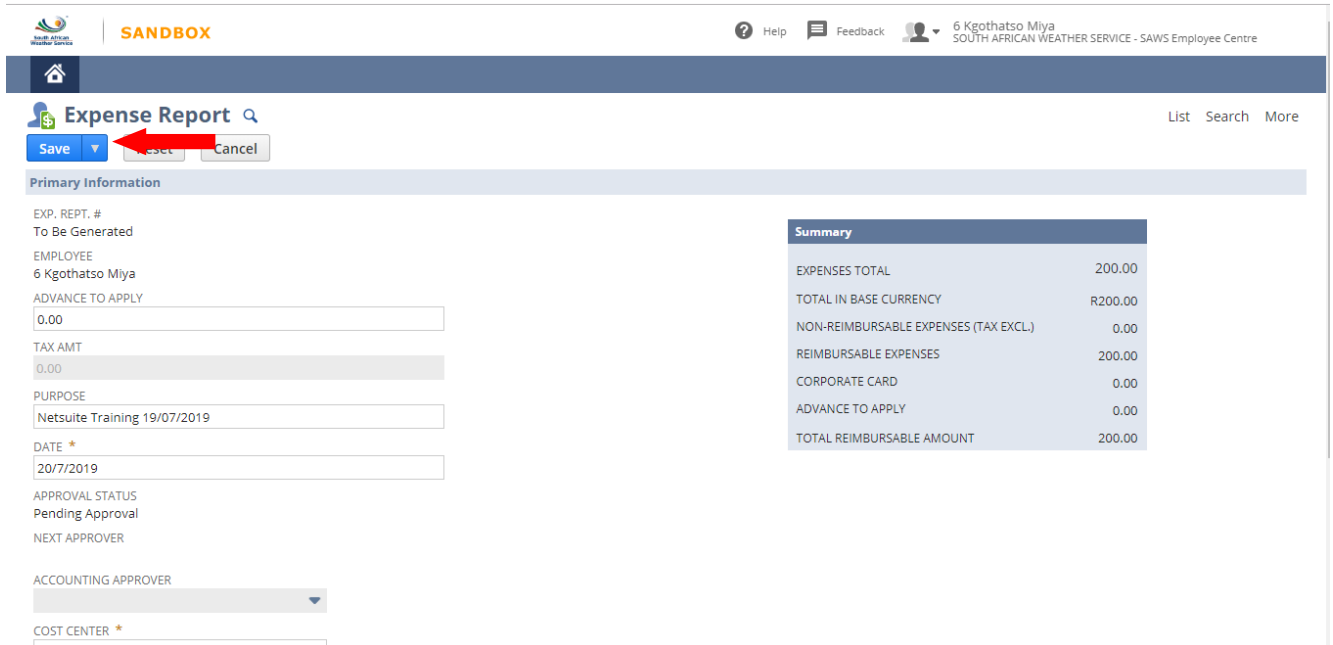
Expenses **Communication** ☰

Events Tasks Phone Calls Files User Notes

Remove all Clear All Lines

TITLE *	LOCATION	DATE *	ALL DAY	START TIME	END TIME
		11/8/2019		5:00 pm	6:00 pm

➤ Click on Save



SANDBOX | 6 Kgothatso Miya | SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Expense Report List Search More

Save **Reset** **Cancel**

Primary Information

EXP. REPT. #
To Be Generated

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY
0.00

TAX AMT
0.00

PURPOSE
Netsuite Training 19/07/2019

DATE *
20/7/2019

APPROVAL STATUS
Pending Approval

NEXT APPROVER

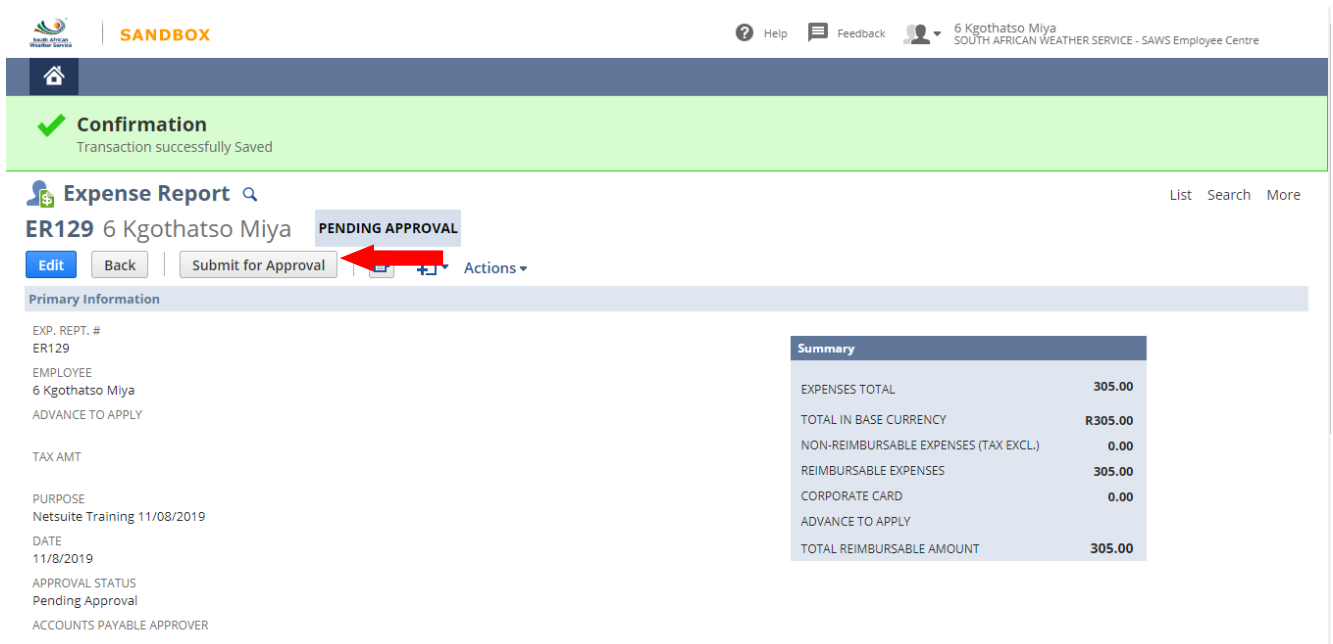
ACCOUNTING APPROVER

COST CENTER *

Summary	
EXPENSES TOTAL	200.00
TOTAL IN BASE CURRENCY	R200.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	200.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	200.00

➤ Expense report number is generated e.g ER129

➤ Click on **Submit for Approval**



SANDBOX | 6 Kgothatso Miya | SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Confirmation
Transaction successfully Saved

Expense Report List Search More

ER129 6 Kgothatso Miya **PENDING APPROVAL**

Edit **Back** **Submit for Approval** **Actions**

Primary Information

EXP. REPT. #
ER129

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT

PURPOSE
Netsuite Training 11/08/2019

DATE
11/8/2019

APPROVAL STATUS
Pending Approval

ACCOUNTS PAYABLE APPROVER

Summary	
EXPENSES TOTAL	305.00
TOTAL IN BASE CURRENCY	R305.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	305.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	305.00

- Expense report approval status is now showing as pending approval and no changes can be made to the expense report while pending approval.
- Account payable approver field will reflect the next approver. E.g. accounts payable officer or accounts payable supervisor.

SANDBOX

Help Feedback 6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Expense Report

[List](#) [Search](#) [More](#)

ER129
6 Kgothatso Miya
PENDING APPROVAL

Actions

Primary Information

EXP. REPT. #
ER129

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT

PURPOSE
Netsuite Training 11/08/2019

DATE
11/8/2019

APPROVAL STATUS ←
Pending Approval

ACCOUNTS PAYABLE APPROVER ←
Accounts Payable Officer

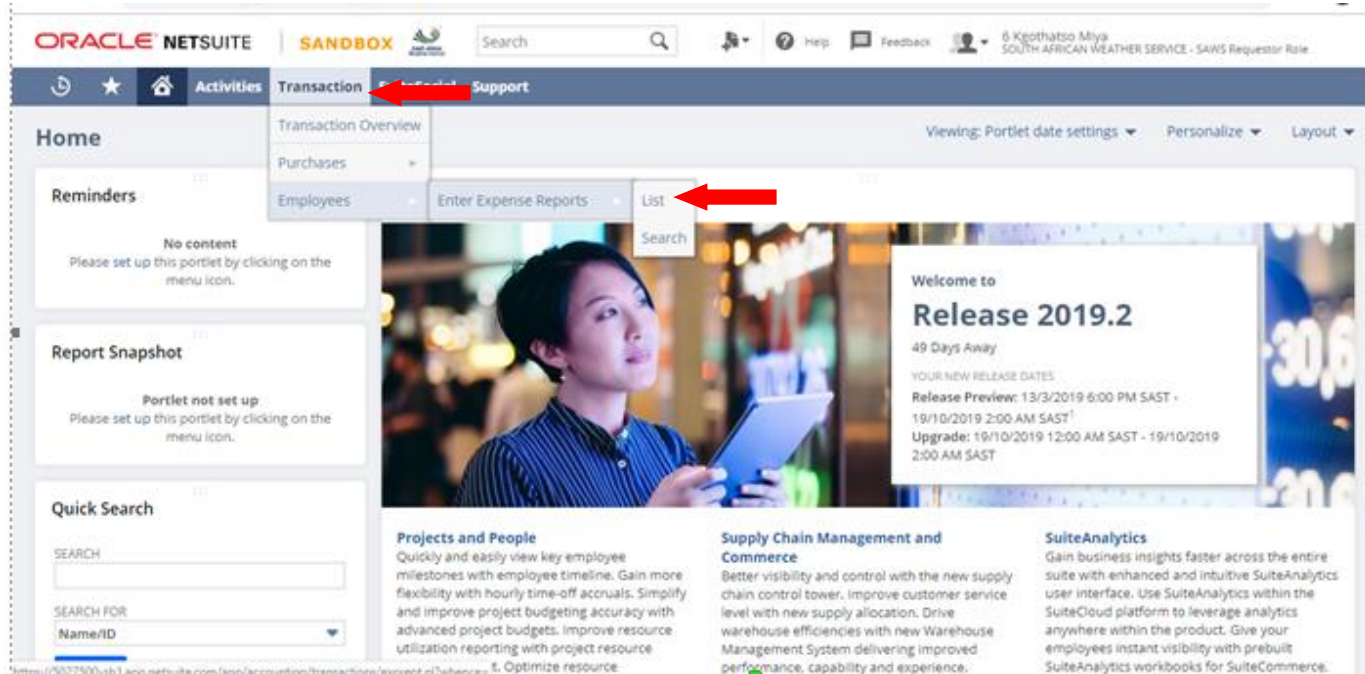
COST CENTER
Commercial Services

Summary

EXPENSES TOTAL	305.00
TOTAL IN BASE CURRENCY	R305.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	305.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	305.00

3.3 Amend a Rejected Expense Report

- On your Menu, Click on the transaction, employees , expense report list



- View – select SAWS Expense Report Default
- Open the filter
- Document/ID – Enter the rejected expense report number
- Click on **View**, on the rejected expense report

Expense Reports List Search Audit Trail

VIEW: SAWS Expense Report Default New Transaction

FILTERS

TYPE: Expense Report
 EMPLOYEE: - All -
 STATUS: - All -
 In Progress
 Pending Supervisor Approval
 Pending Accounting Approval
 STYLE: Normal

APPROVAL STATUS: - All -
 Pending Approval
 Approved
 Rejected


DOCUMENT NUMBER/ID: ER198

EDIT	VIEW	DATE	DOCUMENT NUMBER	CREATED BY	NAME	STATUS	ACCOUNTS PAYABLE APPROVER	ACCOUNT	MEMO	AMOUNT
Edit	View		ER198	6 Kgothatso Miya	6 Kgothatso Miya	Rejected by Supervisor	Accounts Payable Officer	Unapproved Expense Reports	Training 1	574.11

- Click on **Edit** to make changes to the rejected expense report

Expense Report List Search More


ER049 6 Kgothatso Miya REJECTED

[Edit](#) 
[Resubmit for Approval](#)
[Print](#)
[Share](#)
Actions ▾

Primary Information

<p>EXP. REPT. # ER049</p> <p>EMPLOYEE 6 Kgothatso Miya</p> <p>ADVANCE TO APPLY</p> <p>TAX AMT</p> <p>PURPOSE Netsuite Training 2019</p> <p>DATE 21/7/2019</p> <p>APPROVAL STATUS Rejected</p> <p>NEXT APPROVER 26 Training 1</p> <p>ACCOUNTING APPROVER</p> <p>COST CENTER Commercial Services</p>	<p>Summary</p> <table border="0" style="width: 100%;"> <tr> <td>EXPENSES TOTAL</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>TOTAL IN BASE CURRENCY</td> <td style="text-align: right;">R250.00</td> </tr> <tr> <td>NON-REIMBURSABLE EXPENSES (TAX EXCL.)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>REIMBURSABLE EXPENSES</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>CORPORATE CARD</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>ADVANCE TO APPLY</td> <td></td> </tr> <tr> <td>TOTAL REIMBURSABLE AMOUNT</td> <td style="text-align: right;">250.00</td> </tr> </table>	EXPENSES TOTAL	250.00	TOTAL IN BASE CURRENCY	R250.00	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00	REIMBURSABLE EXPENSES	250.00	CORPORATE CARD	0.00	ADVANCE TO APPLY		TOTAL REIMBURSABLE AMOUNT	250.00
EXPENSES TOTAL	250.00														
TOTAL IN BASE CURRENCY	R250.00														
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00														
REIMBURSABLE EXPENSES	250.00														
CORPORATE CARD	0.00														
ADVANCE TO APPLY															
TOTAL REIMBURSABLE AMOUNT	250.00														

- Click on the **Rejection Reason** subtab, to view the rejection reason.


Help Feedback
6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Primary Information

<p>EXP. REPT. # ER076</p> <p>EMPLOYEE 6 Kgothatso Miya</p> <p>ADVANCE TO APPLY</p> <p>TAX AMT</p> <p>PURPOSE</p> <p>DATE 27/7/2019</p> <p>APPROVAL STATUS Rejected</p> <p>ACCOUNTS PAYABLE APPROVER Accounts Payable Officer</p> <p>COST CENTER Commercial Services</p>	<p>Summary</p> <table border="0" style="width: 100%;"> <tr> <td>EXPENSES TOTAL</td> <td style="text-align: right;">253.00</td> </tr> <tr> <td>TOTAL IN BASE CURRENCY</td> <td style="text-align: right;">R253.00</td> </tr> <tr> <td>NON-REIMBURSABLE EXPENSES (TAX EXCL.)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>REIMBURSABLE EXPENSES</td> <td style="text-align: right;">253.00</td> </tr> <tr> <td>CORPORATE CARD</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>ADVANCE TO APPLY</td> <td></td> </tr> <tr> <td>TOTAL REIMBURSABLE AMOUNT</td> <td style="text-align: right;">253.00</td> </tr> </table>	EXPENSES TOTAL	253.00	TOTAL IN BASE CURRENCY	R253.00	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00	REIMBURSABLE EXPENSES	253.00	CORPORATE CARD	0.00	ADVANCE TO APPLY		TOTAL REIMBURSABLE AMOUNT	253.00
EXPENSES TOTAL	253.00														
TOTAL IN BASE CURRENCY	R253.00														
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00														
REIMBURSABLE EXPENSES	253.00														
CORPORATE CARD	0.00														
ADVANCE TO APPLY															
TOTAL REIMBURSABLE AMOUNT	253.00														

Expenses
Communication
Related Records
System Information
Rejection Reason
☰

Rejection Reasons

EDIT	ID	DATE CREATED	REJECTED BY	TRANSACTION NUMBER	REJECTION REASON
Edit	47	27/7/2019 2:18 PM	27 Training 2	Expense Report #ER076	HI

➤ Make the necessary changes to the expense report

Rejected

NEXT APPROVER

ACCOUNTING APPROVER

COST CENTER *
Supply Chain Management

Expenses Communication Related Records System Information Banking Details and Disclaimer

USE MULTI CURRENCY

Clear All Lines

REF NO.	DATE *	CATEGORY *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	CUSTOMER	PROJ TASK
1	20/7/2019	Meals		350.00				Lunch for the training	Supply Chain Management	SAWS : Gauteng : Head Office		

OK Cancel Make Copy Insert Remove

+ Add Row

Save Reset Cancel Actions

➤ Click on **Save**, once all the changes have been made.

Expense Report

ER047 6 Kgothatso Miya REJECTED

Save Cancel Actions

Primary Information

EXP. REPT. #
ER047

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT
0.00

PURPOSE
Netsuite Training 19/07/2019

DATE *
20/7/2019


APPROVAL STATUS
Rejected


NEXT APPROVER

ACCOUNTING APPROVER

Summary	
EXPENSES TOTAL	350.00
TOTAL IN BASE CURRENCY	R350.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	350.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	350.00

- Then Click on **Resubmit for Approval**, the expense report will go again to be approved

 **Confirmation**
Transaction successfully Saved

 **Expense Report** List Search More

ER047 6 Kgothatso Miya REJECTED

Edit
Back
Resubmit for Approval
←
Actions

Primary Information

<p>EXP. REPT. # ER047</p> <p>EMPLOYEE 6 Kgothatso Miya</p> <p>ADVANCE TO APPLY</p> <p>TAX AMT</p> <p>PURPOSE Netsuite Training 19/07/2019</p> <p>DATE 20/7/2019</p> <p>APPROVAL STATUS Rejected</p> <p>NEXT APPROVER</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #333; color: white; text-align: left;">Summary</th> </tr> </thead> <tbody> <tr> <td>EXPENSES TOTAL</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>TOTAL IN BASE CURRENCY</td> <td style="text-align: right;">R350.00</td> </tr> <tr> <td>NON-REIMBURSABLE EXPENSES (TAX EXCL.)</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>REIMBURSABLE EXPENSES</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>CORPORATE CARD</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>ADVANCE TO APPLY</td> <td></td> </tr> <tr> <td>TOTAL REIMBURSABLE AMOUNT</td> <td style="text-align: right;">350.00</td> </tr> </tbody> </table>	Summary		EXPENSES TOTAL	350.00	TOTAL IN BASE CURRENCY	R350.00	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00	REIMBURSABLE EXPENSES	350.00	CORPORATE CARD	0.00	ADVANCE TO APPLY		TOTAL REIMBURSABLE AMOUNT	350.00
Summary																	
EXPENSES TOTAL	350.00																
TOTAL IN BASE CURRENCY	R350.00																
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00																
REIMBURSABLE EXPENSES	350.00																
CORPORATE CARD	0.00																
ADVANCE TO APPLY																	
TOTAL REIMBURSABLE AMOUNT	350.00																

- Expense report approval status is now showing as **pending approval** and no
- Account payable approver field will reflect the next approver. E.g. accounts payable officer or accounts payable supervisor.



Expense Report ER129 6 Kgothatso Miya **PENDING APPROVAL**

Actions

Primary Information

EXP. REPT. #
ER129

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT

PURPOSE
Netsuite Training 11/08/2019

DATE
11/8/2019

APPROVAL STATUS
Pending Approval

ACCOUNTS PAYABLE APPROVER
Accounts Payable Officer

COST CENTER
Commercial Services

Summary	
EXPENSES TOTAL	305.00
TOTAL IN BASE CURRENCY	R305.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	305.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	305.00

3.4 Void a Rejected Expense Report

- Click on edit on the expense report that needs to be voided

Activities Transaction SuiteSocial Support

Expense Report ER206 6 Kgothatso Miya **REJECTED**

Edit Resubmit for Approval Actions

Primary Information

EXP. REPT. #
ER206

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT

MEMO

DATE
23/8/2019

DATE DUE

APPROVAL STATUS
Rejected

ACCOUNTS PAYABLE APPROVER
Accounts Payable Officer

COST CENTER
Commercial Services

Summary	
EXPENSES TOTAL	61.00
TOTAL IN BASE CURRENCY	R61.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	61.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	61.00

- Click on the Void button
- Netsuite message will appear , are you sure you want to void this transation. Click on Ok

ORACLE NETSUITE | SANDBOX | 5027500-sb1.app.netsuite.com says

Are you sure you want to void this transaction?

OK

6 Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role

Expenses Transaction SuiteSocial

Expense Report ER206 6 Kgothatso Miya REJECTED

Save Reset Cancel Void

Primary Information

EXP. REPT. #
ER206

EMPLOYEE *
6 Kgothatso Miya

ACCOUNT
Unapproved Expense Reports

ADVANCE TO APPLY

TAX AMT
0.00

MEMO
Training 1

DATE *
23/8/2019

DATE DUE

APPROVAL STATUS
Rejected

ACCOUNTS PAYABLE APPROVER
Accounts Payable Officer

COST CENTER *
Commercial Services

Summary	
EXPENSES TOTAL	61.00
TOTAL IN BASE CURRENCY	R61.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	61.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	61.00

Expenses Communication Related Records System Information Rejection Reason

USE MULTI CURRENCY

➤ Confirmation, transaction successfully Voided will appear

Confirmation
Transaction successfully Voided

Transaction

Recent Records

6 Kgothatso Miya
Expense Report #ER206

Reminders

No content
Please set up this portlet by clicking on the menu icon.

Calendar: My Calendar

Today 8/2019

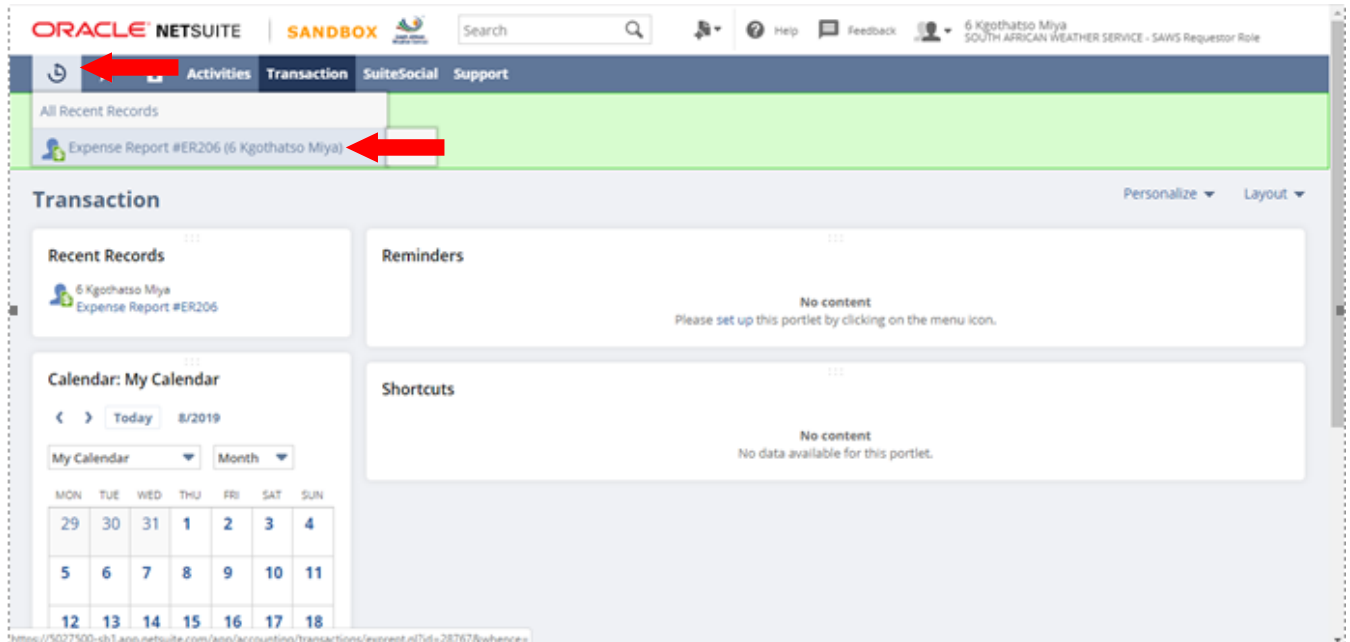
My Calendar Month

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Shortcuts

No content
No data available for this portlet.

- Go to your recent record and click on the expense report you just voided



ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS Requestor Role

Activities Transaction SuiteSocial Support

All Recent Records

Expense Report #ER206 (6 Kgothatso Miya)

Transaction Personalize Layout

Recent Records

6 Kgothatso Miya Expense Report #ER206

Reminders

No content
Please set up this portlet by clicking on the menu icon.

Calendar: My Calendar

Today 8/2019

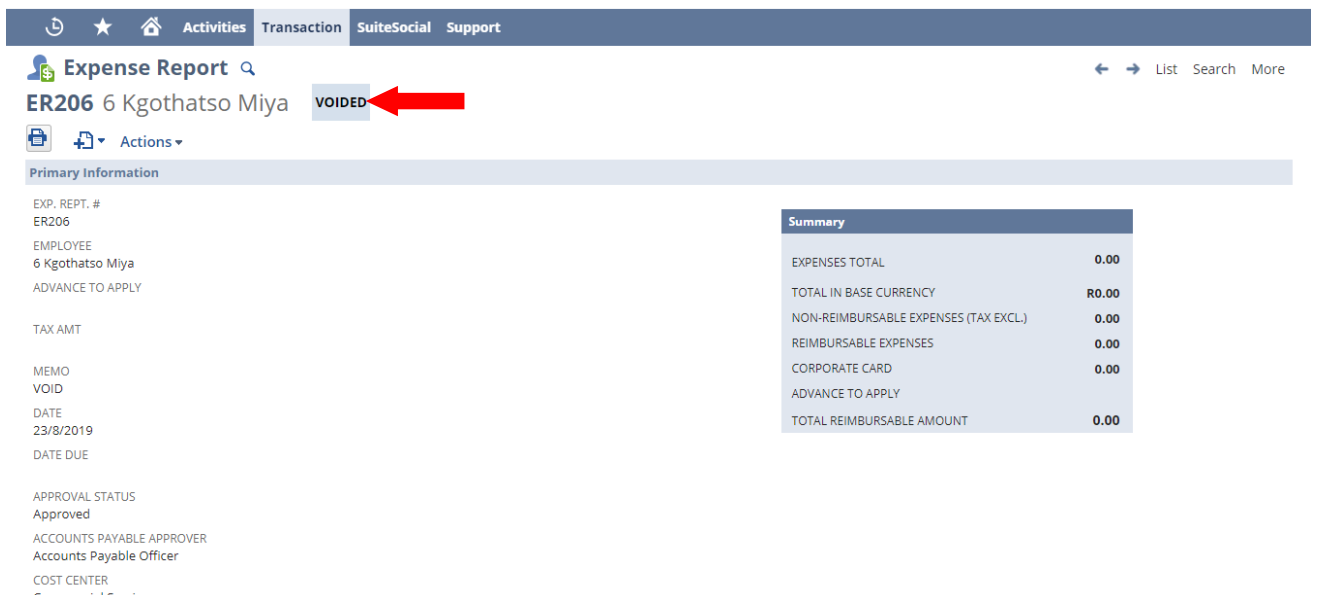
My Calendar Month

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Shortcuts

No content
No data available for this portlet.

- The expense report is voided and the status has changed to voided



Expense Report

ER206 6 Kgothatso Miya **VOIDED**

Actions

Primary Information

EXP. REPT. #
ER206

EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY

TAX AMT

MEMO
VOID

DATE
23/8/2019

DATE DUE

APPROVAL STATUS
Approved

ACCOUNTS PAYABLE APPROVER
Accounts Payable Officer

COST CENTER
Commercial Services

Summary	
EXPENSES TOTAL	0.00
TOTAL IN BASE CURRENCY	R0.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	0.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	0.00

4 APPROVE OR REJECT EXPENSE REPORT

There are two levels of approval, the first approval is the Accounts Payable officer and second approval is accounts payables supervisor. Once accounts payable supervisor approves there will be a GL impact.

4.1 Approving or Reject Expense Report Roles

- SAWS AP Officer
- SAWS AP Manager

4.2 Navigation

- To login, please enter your email and password

ORACLE NETSUITE

Remember Me

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

[Forgot your password?](#)


[Go to the visitor home page](#)

SIGN UP FOR THESE LIVE WEBINARS!

Maximize Your LCS Pass Webinars:
Join our expert-led bi-monthly LIVE WEBINARS which guide you through the learning opportunities in your Pass. Interact directly with the Instructor to get your questions answered, and gain maximum value from your LCS Pass.

Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

Access the webinars and re-plays via your LCS Pass login.





Remember Me

[Log In](#)

By clicking on the Log In button, you understand and agree to Oracle Terms of Use and Oracle Privacy Policy

Forgot your password?
Go to the visitor home page

SIGN UP FOR THESE LIVE WEBINARS!

Maximize Your LCS Pass Webinars:
Join our expert-led bi-monthly LIVE WEBINARS which guide you through the learning opportunities in your Pass. Interact directly with the instructor to get your questions answered, and gain maximum value from your LCS Pass.

[Register Now](#)

Exclusive Monthly Topical Webinars:
Unlock the Suite with our monthly topical webinars, exclusive to LCS Pass Holders and LCS Select customers. Past and upcoming topics include: Preparing for Year-end, Using SuiteAnalytics Workbook, Data Migration and Integration, and more!

Access the webinars and re-plays via your LCS Pass login.

➤ Under reminders, click on expense report to approve – Accounts Payable Officer

ORACLE NETSUITE | SANDBOX | Search | Help | Feedback | 6 Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

Activities Customers Vendors Payroll and HR Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Home Viewing: Portlet date settings Personalize Layout

Reminders

322 Expense Report to Approve - Acco...

Report Snapshot

Portlet not set up
Please set up this portlet by clicking on the menu icon.

Quick Search

SEARCH

SEARCH FOR
Name/ID

[Search](#)

New Release

Welcome to **Release 2019.2**

51 Days Away

YOUR NEW RELEASE DATES

Release Preview: 13/3/2019 6:00 PM SAST - 19/10/2019 2:00 AM SAST¹

Upgrade: 19/10/2019 12:00 AM SAST - 19/10/2019 2:00 AM SAST

Projects and People

Quickly and easily view key employee milestones with employee timeline. Gain more flexibility with hourly time-off accruals. Simplify and improve project budgeting accuracy with advanced project budgets. Improve resource utilization reporting with project resource utilization target. Optimize resource

Supply Chain Management and Commerce

Better visibility and control with the new supply chain control tower. Improve customer service level with new supply allocation. Drive warehouse efficiencies with new Warehouse Management System delivering improved performance, capability and experience.

SuiteAnalytics

Gain business insights faster across the entire suite with enhanced and intuitive SuiteAnalytics user interface. Use SuiteAnalytics within the SuiteCloud platform to leverage analytics anywhere within the product. Give your employees instant visibility with prebuilt SuiteAnalytics workbooks for SuiteCommerce.

4.3 Approving an Expense Report

First approver (Accounts Payable Officer)

- To view the full details of expense report, click on the view.

Expense Report to Approve - Accounts Payable Officer: Results List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

FILTERS
STYLE: Normal

EDIT VIEW	ORDER TYPE A	DATE	AS-OF DATE	PERIOD	TAX PERIOD	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	AMOUNT	PREFERRED ENTITY BANK	VEN
Edit View	*	29/7/2019		Jul 2019		Expense Report	ER085	43 Training17	Unapproved Expense Reports	ICT Workshop Bloemfontein	0.00		
Edit View		29/7/2019		Jul 2019		Expense Report	ER085	43 Training17	Advances Paid		-4,306.00		
Edit View		29/7/2019		Jul 2019		Expense Report	ER085		88040 Travel Local	Dinner: Dinner for Travellers	146.00		
Edit View		29/7/2019		Jul 2019		Expense Report	ER085		88040 Travel Local	Lunch: Lunch for Traveller	61.00		
Edit View		29/7/2019		Jul 2019		Expense Report	ER085		88040 Travel Local	mileage: Own Car Travel	3,249.00		
Edit View		29/7/2019		Jul 2019		Expense Report	ER085		Direct Labor	Meals	850.00		

- Check if all information is correct. Expense report approver cannot make changes to the expense report.
- Then Click on Approve

ORACLE NETSUITE | **SANDBOX** | Search | Help | Feedback | 6 Kgqothatso Miya | SOUTH AFRICAN WEATHER SERVICE - SAWS A/P Officer

Activities Customers Vendors **Payroll and HR** Financial Reports Analytics SuiteSocial Documents Setup Payments Fixed Assets Support

Expense Report List Search More

ER085 43 Training17 **PENDING APPROVAL**

[Approve](#) [Print](#) [Actions](#)

Primary Information		Summary
EXP. REPT. # ER085	DATE DUE	EXPENSES TOTAL 4,306.00
EMPLOYEE 43 Training17	APPROVAL STATUS Pending Approval	TOTAL IN BASE CURRENCY R4,306.00
ADVANCE TO APPLY 4,306.00	ACCOUNTS PAYABLE APPROVER Accounts Payable Officer	NON-REIMBURSABLE EXPENSES (TAX EXCL.) 0.00
TAX AMT	COST CENTER Air Quality Information	REIMBURSABLE EXPENSES 4,306.00
PURPOSE ICT Workshop Bloemfontein		CORPORATE CARD 0.00
DATE 29/7/2019		ADVANCE TO APPLY 4,306.00
POSTING PERIOD Jul 2019		TOTAL REIMBURSABLE AMOUNT 0.00

Expenses Communication Related Records System Information GL Impact Rejection Reason

USE MULTI CURRENCY

- Expense Report is still pending approval, and needs to be approved by accounts payable supervisor.

SANDBOX 26 Training 1 SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Expense Report **ER049** 6 Kgothatso Miya **PENDING APPROVAL**

Primary Information

EXP. REPT. #
ER049


EMPLOYEE
6 Kgothatso Miya

ADVANCE TO APPLY


TAX AMT

PURPOSE
Netsuite Training 2019

DATE
21/7/2019

APPROVAL STATUS 
Pending Approval

NEXT APPROVER

ACCOUNTING APPROVER 
Accountants

COST CENTER
Commercial Services

Summary	
EXPENSES TOTAL	250.00
TOTAL IN BASE CURRENCY	R250.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	250.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	250.00


Second level approval (Accounts Payable Supervisor)

- Under Reminders , click on expense report to approve – Account Payable Supervisor

Activities Payments Transactions Lists Reports Analytics Documents Setup Customization Fixed Assets SuiteSocial Support

Home Viewing: Portlet date settings Personalize Layout

Reminders

- 4 SAWS Approved Travel and Confere...
- 9 Requisitions to Approve
- 3 Inventory Adjustment - Void Status
- 27 Expense Report to Approve - Accou... 

Quick Search

SEARCH

SEARCH FOR
Name/ID

Search

Financial Ratios

INDICATOR	THIS PERIOD	LAST PERIOD	CHANGE
Current Ratio	0.24	-0.32	N/A
Receivables Turnover	-0.1	-0.01	↑ +1,364.55%
Days Sales Outstanding	-317.7	-4,652.85	↓ -93.17%
Inventory Turnover	0	0.62	↓ -100.12%
Days Inventory On Hand	-42,345.93	50.3	↓ -84,278.96%
Asset Turnover	0.02	0.01	↑ +250.10%
Profit Margin on Sales	-380.25%	-1,965.95%	↓ -80.66%
Return on Assets	-7.33%	-10.82%	↓ -32.28%
Return on Equity	129.45%	-354.43%	N/A
Debt to Total Assets	1.06	0.97	↑ +8.98%
Debt to Equity	-18.67	31.77	↓ -158.78%

Shortcuts

- To view the full details of expense report, click on the view.

Expense Report to Approve - Accounts Payable Supervisor: Results List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

FILTERS

STYLE
Normal

EDIT VIEW	INTERNAL ID	ORDER TYPE	DATE	AS-OF DATE	PERIOD	TAX PERIOD	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	AMOUNT	PREFERRED ENTI
Edit View		*	25/7/2019		Jul 2019		Expense Report	ER067	3 Siphon Banda	Unapproved Expense Reports		61.00	
Edit View	12689		25/7/2019		Jul 2019		Expense Report	ER067		88040 Travel Local	Lunch	61.00	
Edit View	14818	*	27/7/2019		Jul 2019		Expense Report	ER075	6 Kgothatso Miya	Unapproved Expense Reports	TEST <= 100000 Test 3	200.00	
Edit View	14818		27/7/2019		Jul 2019		Expense Report	ER075		Direct Labor	Meals	200.00	
Edit View	15053	*	29/7/2019		Jul 2019		Expense Report	ER078	33 Training7	Unapproved Expense Reports	Netsuite training 29/07/2019	508.78	
Edit View	15053		29/7/2019		Jul 2019		Expense Report	ER078		88040 Travel Local	Breakfast: AWS	94.00	

TOTAL: 27

- Check if all information is correct. Expense report approver cannot make changes to the expense report.
- Then Click on Approve

Expense Report List Search Customise More

ER125 6 Kgothatso Miya PENDING APPROVAL

[Approve](#) [Print](#) [Share](#) [Actions](#)

Primary Information

EXP. REPT. # ER125	DATE DUE
EMPLOYEE 6 Kgothatso Miya	APPROVAL STATUS Pending Approval
ADVANCE TO APPLY 3,000.00	ACCOUNTS PAYABLE APPROVER Accounts Payable Supervisor
TAX AMT	COST CENTER Commercial Services
PURPOSE training 1	
DATE 1/8/2019	
POSTING PERIOD Aug 2019	

Summary	
EXPENSES TOTAL	4,180.77
TOTAL IN BASE CURRENCY	R4,180.77
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	4,180.77
CORPORATE CARD	0.00
ADVANCE TO APPLY	3,000.00
TOTAL REIMBURSABLE AMOUNT	1,180.77

Expenses [Communication](#) [Related Records](#) [System Information](#) [GL Impact](#) [Rejection Reason](#)

USE MULTI CURRENCY


REF NO.	DATE	CATEGORY	TAX CODE	AMOUNT	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATION	PROJECT TASK	ATTACH FILE
---------	------	----------	----------	--------	----------	---------	-----------	------	-------------	----------	--------------	-------------

- Once account payable approves, the approval status will change to approve
- The GL will be impacted
- The expense report is ready payment

Expense Report ER125 6 Kgothatso Miya **APPROVED** 

Make Payment |   Actions

Primary Information

EXP. REPT. # ER125	DATE DUE
EMPLOYEE 6 Kgothatso Miya	APPROVAL STATUS  Approved
ADVANCE TO APPLY 3,000.00	ACCOUNTS PAYABLE APPROVER
TAX AMT	COST CENTER Commercial Services
PURPOSE training 1	
DATE 1/8/2019	
POSTING PERIOD Aug 2019	

Summary

EXPENSES TOTAL	4,180.77
TOTAL IN BASE CURRENCY	R4,180.77
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	4,180.77
CORPORATE CARD	0.00
ADVANCE TO APPLY	3,000.00
TOTAL REIMBURSABLE AMOUNT	1,180.77

Expenses | Communication | Related Records | System Information | **GL Impact** | Rejection Reason

USE MULTI CURRENCY

REF	TAX	TAX	COST	PROJECT	ATTACH
-----	-----	-----	------	---------	--------


4.4 Rejecting an Expense Report

- To view the full details of expense report, click on the view.

Expense Report to Approve - Accounts Payable Supervisor: Results List Search Audit Trail

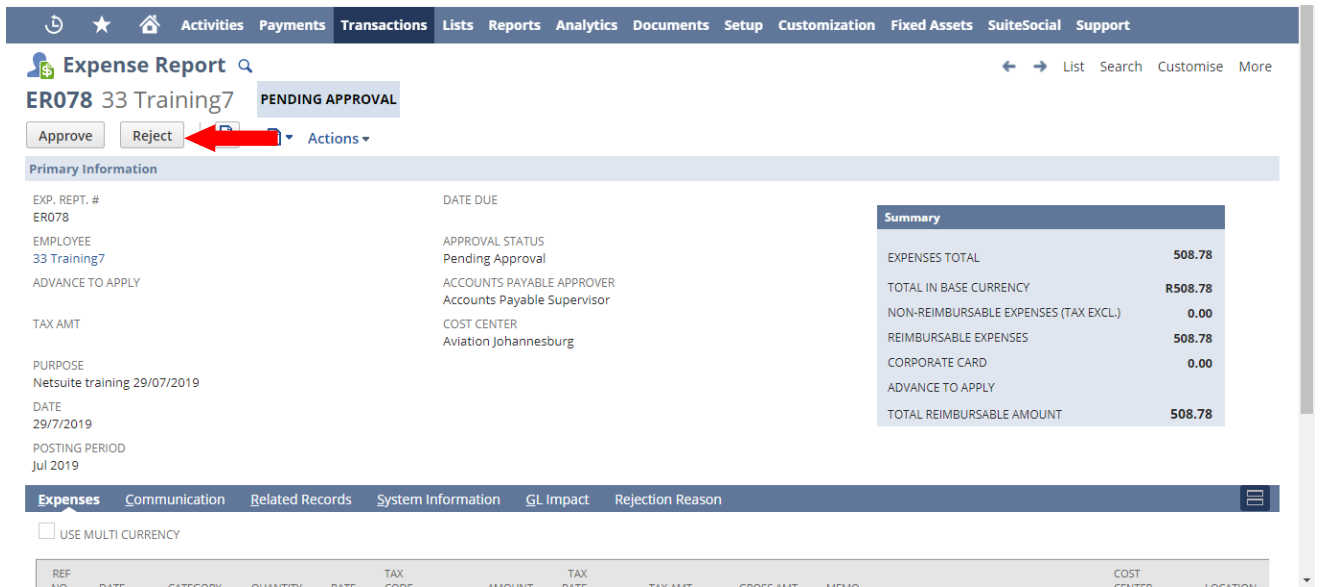
[Return To Criteria](#) [Edit this Search](#)

FILTERS
STYLE: Normal

EDIT VIEW	INTERNAL ID	ORDER TYPE	DATE	AS-OF DATE	PERIOD	TAX PERIOD	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	MEMO	AMOUNT	PREFERRED ENTIT
Edit View 		*	29/7/2019		Jul 2019		Expense Report	ER078	33 Training7	Unapproved Expense Reports	Netsuite training 29/07/2019	508.78	
Edit View	15053		29/7/2019		Jul 2019		Expense Report	ER078		88040 Travel Local	Breakfast: AWS inspection to Springs	94.00	
Edit View	15053		29/7/2019		Jul 2019		Expense Report	ER078		88040 Travel Local	Lunch: AWS inspection to Springs	61.00	
Edit View	15053		29/7/2019		Jul 2019		Expense Report	ER078		88040 Travel Local	mileage: ORT to Ecogladles and back	353.78	
Edit View	15054	*	29/7/2019		Jul 2019		Expense Report	ER079	41 Training15	Unapproved Expense		828.94	

TOTAL: 24

- Check if all information is correct. Expense report approver cannot make changes to the expense report.
- Then Click on Reject



The screenshot shows the 'Expense Report' page for report # ER078, titled '33 Training7', which is in a 'PENDING APPROVAL' state. The 'Reject' button is highlighted with a red arrow. Below the buttons is a 'Primary Information' section with the following details:

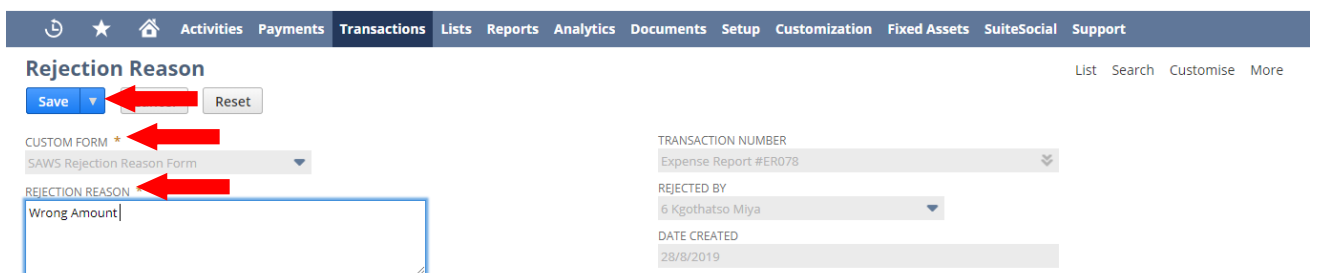
EXP. REPT. # ER078	DATE DUE	
EMPLOYEE 33 Training7	APPROVAL STATUS Pending Approval	
ADVANCE TO APPLY	ACCOUNTS PAYABLE APPROVER Accounts Payable Supervisor	
TAX AMT	COST CENTER Aviation Johannesburg	
PURPOSE Netsuite training 29/07/2019		
DATE 29/7/2019		
POSTING PERIOD Jul 2019		

To the right of the primary information is a 'Summary' table:

EXPENSES TOTAL	508.78
TOTAL IN BASE CURRENCY	R508.78
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	508.78
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	508.78

Below the primary information is a navigation bar with tabs: Expenses, Communication, Related Records, System Information, GL Impact, and Rejection Reason. A checkbox for 'USE MULTI CURRENCY' is also visible.

- Once the expense report is rejected a rejection reason page will come up and the approver will then type in the rejection reason and then save.



The screenshot shows the 'Rejection Reason' form. The 'Save' button is highlighted with a red arrow. The 'CUSTOM FORM' dropdown is set to 'SAWS Rejection Reason Form'. The 'REJECTION REASON' text area contains the text 'Wrong Amount'. On the right side, the following information is displayed:

TRANSACTION NUMBER	Expense Report #ER078
REJECTED BY	6 Kgothatso Miya
DATE CREATED	28/8/2019

- Once the rejection reason is saved, to go back to the rejection click on the expense report number in the transaction number field.

Navigation: Activities Payments **Transactions** Lists Reports Analytics Documents Setup Customization Fixed Assets SuiteSocial Support

Rejection Reason

← → List Search

Edit **Back** Actions ▾

ID 215	TRANSACTION NUMBER Expense Report #ER078
DATE CREATED 28/8/2019 6:37 pm	REJECTED BY 6 Kgothatso Miya
REJECTION REASON Wrong Amount	DATE CREATED 28/8/2019

Active Workflows Workflow History

VIEW
Default ▾

Customise View **Refresh**

WORKFLOW	CURRENT STATE	DATE ENTERED WORKFLOW	DATE ENTERED STATE	OPTIONS	STATUS	CANCEL
No records to show.						

Edit **Back** Actions ▾

- The approval status is now changed to rejected
- The person who created the expense report will receive an email, notifying them that the expense report has been rejected. The person who created the expense report will then make the necessary changes and resubmit for approval.

Navigation: Home **SANDBOX** Help Feedback 26 Training 1 SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

Expense Report

List Search More

ER049 6 Kgothatso Miya **REJECTED**

Edit **Print** Actions ▾

Primary Information

EXP. REPT. # ER049	Summary
EMPLOYEE 6 Kgothatso Miya	
ADVANCE TO APPLY	EXPENSES TOTAL 250.00
TAX AMT	TOTAL IN BASE CURRENCY R250.00
PURPOSE Netsuite Training 2019	NON-REIMBURSABLE EXPENSES (TAX EXCL.) 0.00
DATE 21/7/2019	REIMBURSABLE EXPENSES 250.00
APPROVAL STATUS Rejected	CORPORATE CARD 0.00
NEXT APPROVER 26 Training 1	ADVANCE TO APPLY
ACCOUNTING APPROVER	TOTAL REIMBURSABLE AMOUNT 250.00
COST CENTER Commercial Services	

