



South African Weather Service

Administrator Role

Training Manual

Document Review and Distribution

Revision history

Version	Author	Date	Revision	Email address
1.0	Kgothatso Miya	05/08/2019	Draft	Kgothatso.Lehobye@eoh.com
1.1				
1.2				
1.3				

Document distribution

This training manual will be distributed to the course attendance

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1 INTRODUCTION

Welcome to the world of NetSuite.

In this course, you will learn how process purchase order 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
- How to add/change Requisition approvers
- How to add/change Travel Request approvers
- How to add/change Expense Report approvers

2 NAVIGATION

- To login, please enter your email and password

ORACLE NETSUITE

Email address

Password

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Log In

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Register Now

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



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3 HOW TO ADD/CHANGE REQUISITION APPROVERS

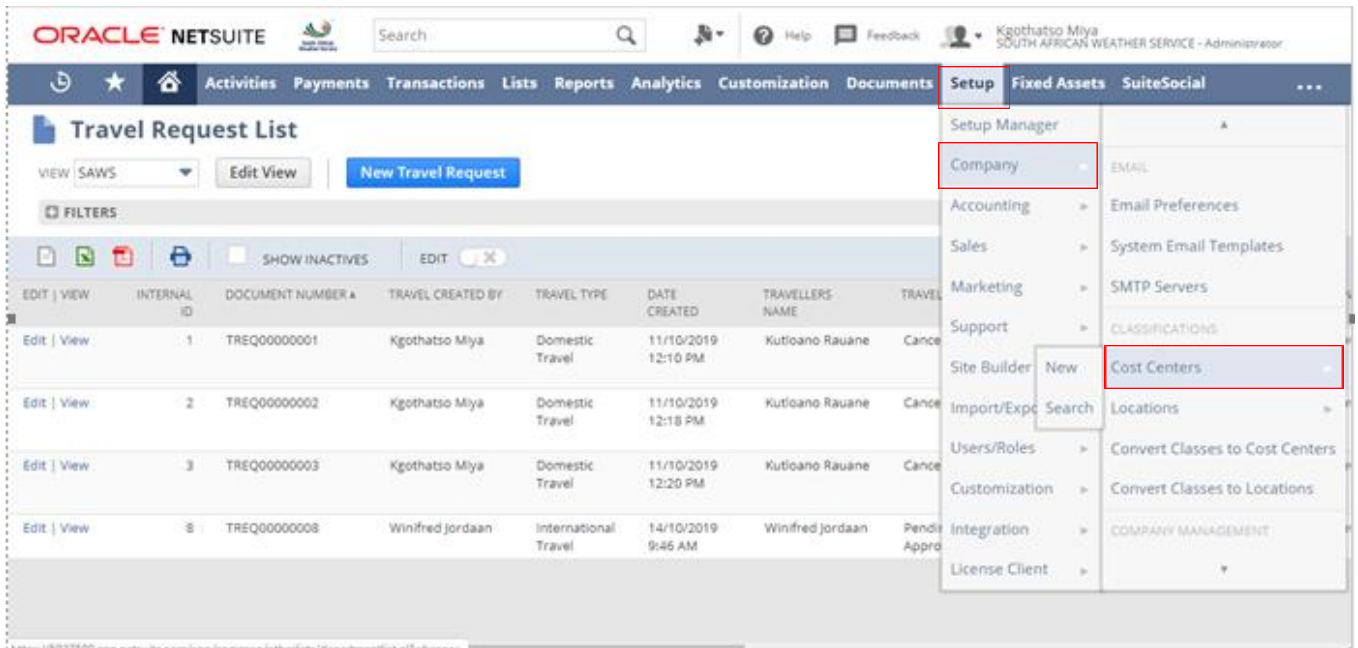
3.1 Requisition has five different approvers

- **Budget approver** – Finance personnel
- **Requisition approver less/equal to 100K** – Senior Manager
- **Requisition approver less/equal to 500K** – Executive
- **Requisition approver greater than 500K** – CEO
- **Asset approver** – Asset Manager

3.2 How the requisition approval workflow works

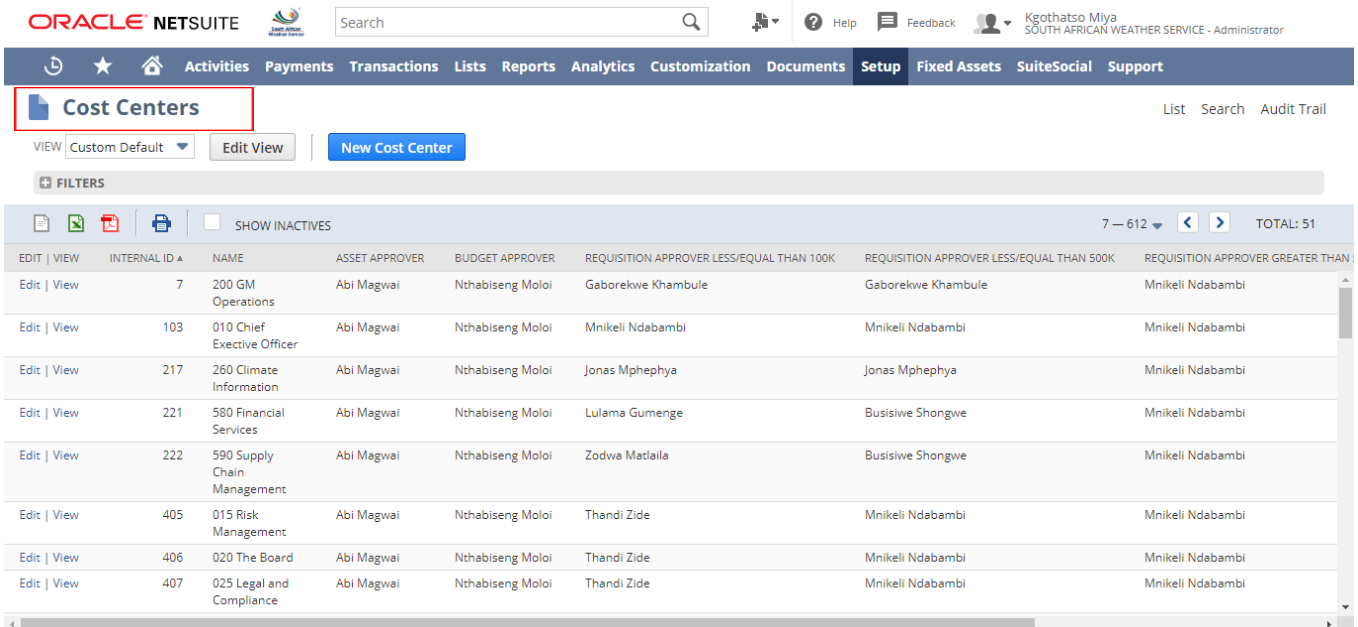
- The requisition gets submitted for approval
- Requisition goes to the budget approver – the approver checks if there is budget
- Once approved by the budget approver, the requisition goes to the approver who approves requisition less/equal to 100K (which is the senior manager of the cost center)
- If the requisition amount is higher than 100K the requisition will then go to the approver who approves less/equal to 500K (which is the executive of the cost center)
- If the requisition amount is higher than 500k, the requisition then goes to the next approver who approves greater than 500K (which is the CEO)
- If the requisition is for an asset purchase, then the requisition will go to the asset approver for approval (which is the asset manager)

➤ On the Menu, click on Setup, Company and then Cost Centers



The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'Setup', 'Fixed Assets', and 'SuiteSocial'. The 'Setup' menu is open, showing 'Company' and 'Cost Centers' highlighted. The background shows a 'Travel Request List' with columns for 'INTERNAL ID', 'DOCUMENT NUMBER A', 'TRAVEL CREATED BY', 'TRAVEL TYPE', 'DATE CREATED', 'TRAVELLERS NAME', and 'TRAVEL'.





➤ This is the cost center screen, requisition approvals are linked to the cost centers



The screenshot shows the 'Cost Centers' screen in Oracle NetSuite. The 'Setup' menu is highlighted. The 'Cost Centers' table is displayed with the following data:

EDIT VIEW	INTERNAL ID A	NAME	ASSET APPROVER	BUDGET APPROVER	REQUISITION APPROVER LESS/EQUAL THAN 100K	REQUISITION APPROVER LESS/EQUAL THAN 500K	REQUISITION APPROVER GREATER THAN 500K
Edit View	7	200 GM Operations	Abi Magwai	Nthabiseng Moloi	Gaborekwe Khambule	Gaborekwe Khambule	Mnikeli Ndabambi
Edit View	103	010 Chief Executive Officer	Abi Magwai	Nthabiseng Moloi	Mnikeli Ndabambi	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	217	260 Climate Information	Abi Magwai	Nthabiseng Moloi	Jonas Mphephya	Jonas Mphephya	Mnikeli Ndabambi
Edit View	221	580 Financial Services	Abi Magwai	Nthabiseng Moloi	Lulama Gumenge	Busisiwe Shongwe	Mnikeli Ndabambi
Edit View	222	590 Supply Chain Management	Abi Magwai	Nthabiseng Moloi	Zodwa Matlaila	Busisiwe Shongwe	Mnikeli Ndabambi
Edit View	405	015 Risk Management	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	406	020 The Board	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	407	025 Legal and Compliance	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi

- To add/change an approver on a cost center, click on view next to the cost center that needs to be added/changed.



ORACLE NETSUITE  Search  Help  Feedback  Kgothatso Miya
SOUTH AFRICAN WEATHER SERVICE - Administrator


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

Cost Centers List Search Audit Trail

VIEW Custom Default

FILTERS

SHOW INACTIVES 7 — 612   TOTAL: 51

EDIT VIEW	INTERNAL ID ▲	NAME	ASSET APPROVER	BUDGET APPROVER	REQUISITION APPROVER LESS/EQUAL THAN 100K	REQUISITION APPROVER LESS/EQUAL THAN 500K	REQUISITION APPROVER GREATER THAN 500K
Edit View 	7	200 GM Operations	Abi Magwai	Nthabiseng Moloi	Gaborekwe Khambule	Gaborekwe Khambule	Mnikeli Ndabambi
Edit View	103	010 Chief Executive Officer	Abi Magwai	Nthabiseng Moloi	Mnikeli Ndabambi	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	217	260 Climate Information	Abi Magwai	Nthabiseng Moloi	Jonas Mphephya	Jonas Mphephya	Mnikeli Ndabambi
Edit View	221	580 Financial Services	Abi Magwai	Nthabiseng Moloi	Lulama Gumenge	Busisiwe Shongwe	Mnikeli Ndabambi
Edit View	222	590 Supply Chain Management	Abi Magwai	Nthabiseng Moloi	Zodwa Matlaila	Busisiwe Shongwe	Mnikeli Ndabambi
Edit View	405	015 Risk Management	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	406	020 The Board	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi
Edit View	407	025 Legal and Compliance	Abi Magwai	Nthabiseng Moloi	Thandi Zide	Mnikeli Ndabambi	Mnikeli Ndabambi

Click on Edit Button

Cost Center ← → List Search

Actions ▼

COST CENTER IS INACTIVE WORK ORDERS APPROVER REQUISITION APPROVER LESS/EQUAL THAN 100K

NAME COST CENTRE MANAGER REQUISITION APPROVER LESS/EQUAL THAN 500K

200 GM Operations Gaborekwe Khambule Gaborekwe Khambule

SUBCOST CENTER OF REQUISITION APPROVER GREATER THAN 500K


Mnikeli Ndabambi

FLEET APPROVER ASSET APPROVER REQUISITION APPROVER GREATER THAN 500K

Abi Magwai Mnikeli Ndabambi

SHOW IN FIX BUDGET APPROVER INTERNAL ID

Nthabiseng Moloi 7

Workflow System Notes 

Active Workflows Workflow History

VIEW Default ▼

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

Actions ▼

- Go to the **Approver** field that needs to be added/changed, click on the **Dropdown Arrow** and then click on **List**

Cost Center ← → List Search Customise More

Actions ▾

COST CENTER IS INACTIVE SHOW IN FIX

NAME *
 200 GM Operations

SUBCOST CENTER OF
 [Dropdown]

FLEET APPROVER
 [Dropdown]

WORK ORDERS APPROVER
 [Dropdown]

COST CENTRE MANAGER
 [Dropdown]

ASSET APPROVER
 Abi Magwai

BUDGET APPROVER

Nthabiseng Moloi ▾

REQUISITION APPROVER LESS/EQUAL TO 500K

Gaborekwe Khambule

REQUISITION APPROVER LESS/EQUAL THAN 500K

Gaborekwe Khambule

REQUISITION APPROVER GREATER THAN 500K

Mnikeli Ndabambi

Workflow System Notes

Active Workflows Workflow History

VIEW
Default ▾

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

Actions ▾

- Type in the **Name of the New Approver** and click on **Search**

ORACLE NETSUITE Search Kgothatso Miya
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Activities **Payments** **Transactions** **Lists** **Reports** **Analytics** **Customization** **Documents** **Setup** **Fixed Assets** **SuiteSocial** **Support**

Cost Center ← → List Search Customise More

Actions ▾

COST CENTER IS INACTIVE SHOW IN FIX

NAME *
 200 GM Operations

SUBCOST CENTER OF
 [Dropdown]

FLEET APPROVER
 [Dropdown]

WORK ORDERS APPROVER
 [Dropdown]

COST CENTRE MANAGER
 [Dropdown]

ASSET APPROVER
 Abi Magwai

BUDGET APPROVER

Nthabiseng Moloi ▾

Pheladi

Pheladi Kopedi

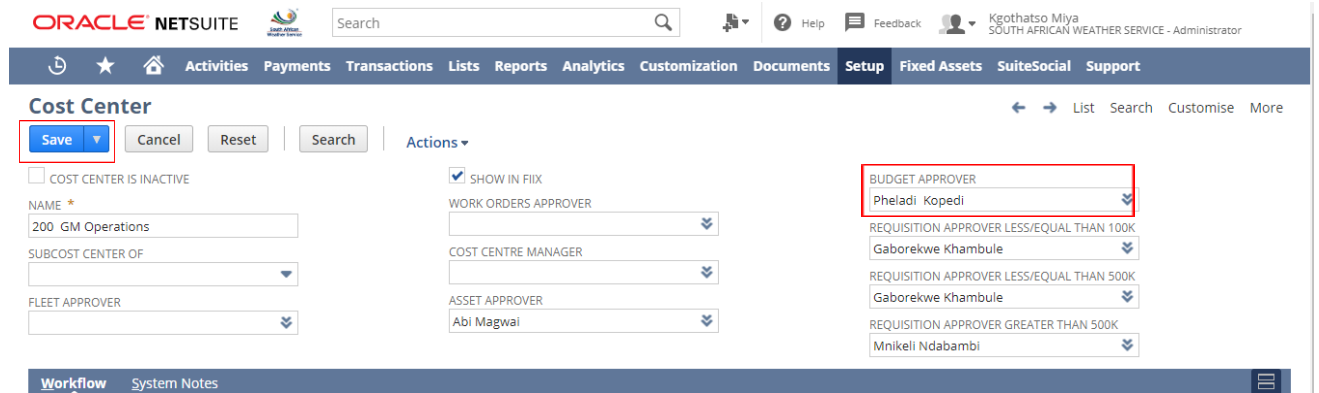
Workflow System Notes

Active Workflows Workflow History

VIEW
Default ▾

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

Click on **Save Button** , when you are done adding/changing the approver/s



ORACLE NETSUITE Search [] Help Feedback Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - Administrator

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

Cost Center List Search Customise More

Save Cancel Reset Search Actions

COST CENTER IS INACTIVE SHOW IN FIX

NAME * 200 GM Operations

SUBCOST CENTER OF

FLEET APPROVER

WORK ORDERS APPROVER

COST CENTRE MANAGER

ASSET APPROVER
Abi Magwai

BUDGET APPROVER
Pheladi Kopedi

REQUISITION APPROVER LESS/EQUAL THAN 100K
Gaborekwe Khambule

REQUISITION APPROVER LESS/EQUAL THAN 500K
Gaborekwe Khambule

REQUISITION APPROVER GREATER THAN 500K
Mnikeli Ndabambi

Workflow System Notes

➤ The changes have been saved



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

Cost Center List Search

Edit Back Search Actions

COST CENTER IS INACTIVE SHOW IN FIX

NAME 200 GM Operations

SUBCOST CENTER OF

FLEET APPROVER

WORK ORDERS APPROVER

COST CENTRE MANAGER

ASSET APPROVER
Abi Magwai

BUDGET APPROVER
Pheladi Kopedi

REQUISITION APPROVER LESS/EQUAL THAN 100K
Gaborekwe Khambule

REQUISITION APPROVER LESS/EQUAL THAN 500K
Gaborekwe Khambule

REQUISITION APPROVER GREATER THAN 500K
Mnikeli Ndabambi

INTERNAL ID
7

Workflow System Notes

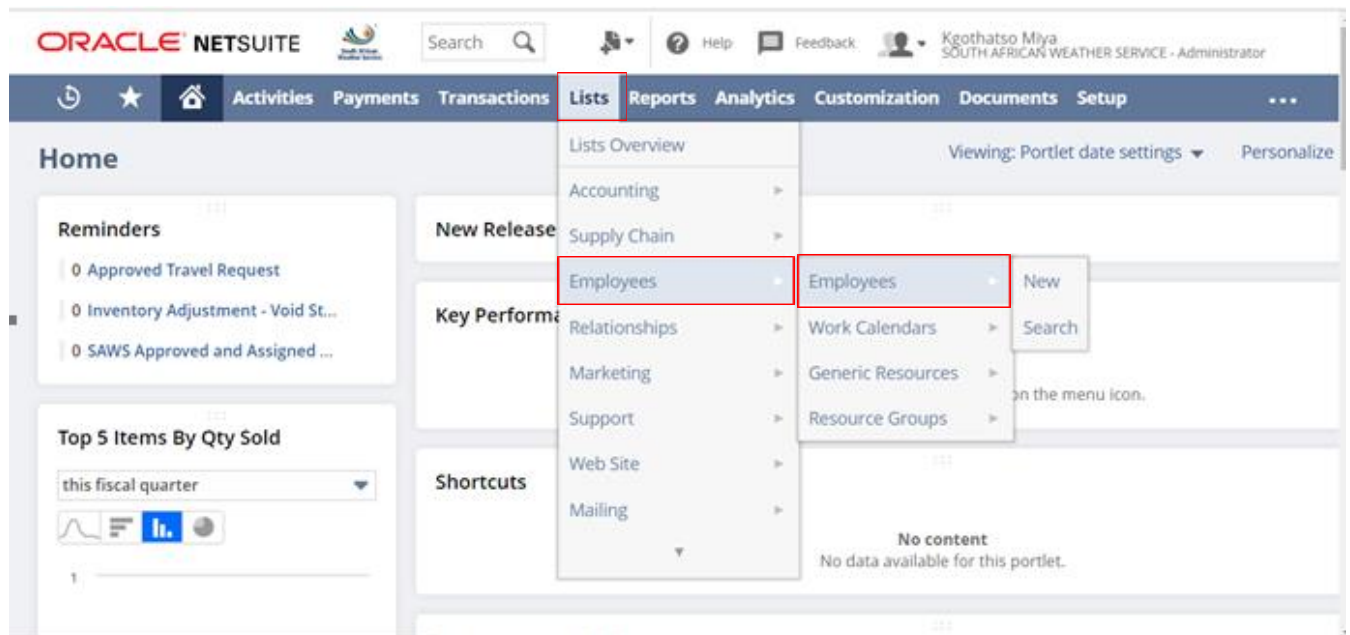
4 HOW TO ADD/CHANGE TRAVEL REQUEST APPROVER

4.1 Travel Request Have Two Different Approvers

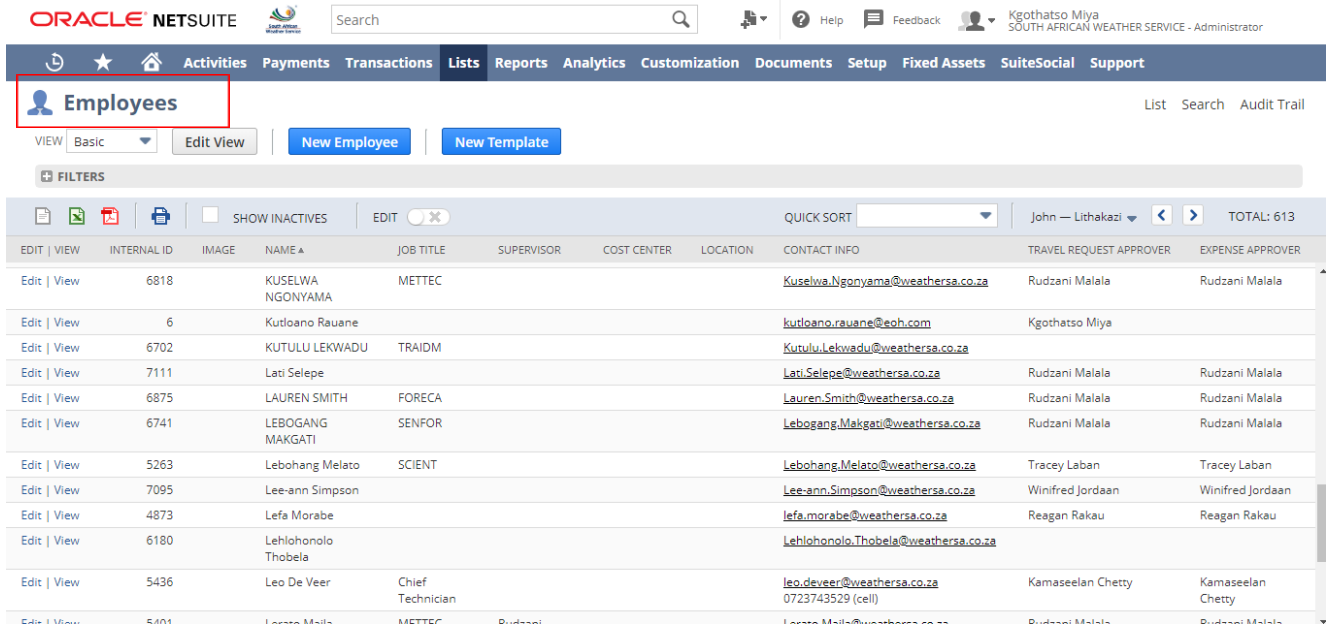
- **Budget Approver** – Finance personnel
- **Travel Request Approver** – Travellers line Manager

4.2 How the Travel Request Approval Workflow Works

- The Travel Request gets submitted for approval
- Travel Request goes to the budger approver – the approvers checks if there is budget
- Once approved by the budger approver, the Travel Request goes to the travel request approver which is the travellers line manager.
- On the Menu, Click on Lists, Employees and then employees



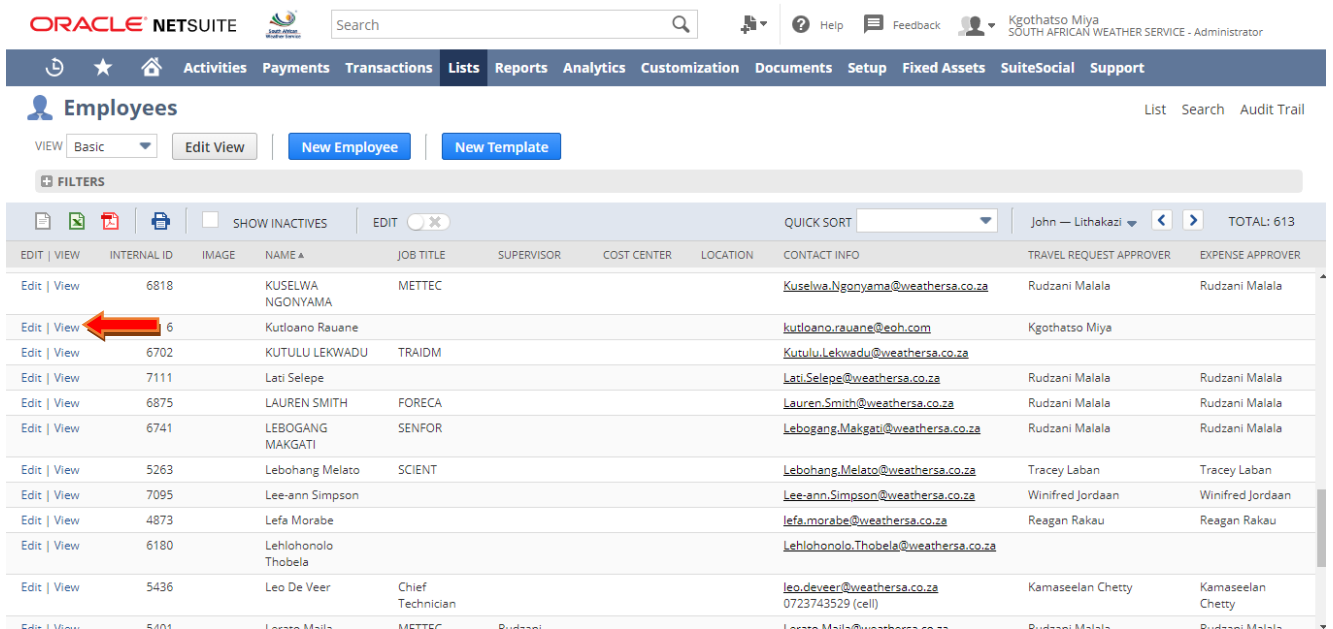
➤ This is the employees screen, travel request approver is linked to the employee.



The screenshot shows the Oracle NetSuite interface for the 'Employees' screen. The 'Employees' tab is highlighted in a red box. The table below lists employees with their details and approvers.

EDIT VIEW	INTERNAL ID	IMAGE	NAME ▲	JOB TITLE	SUPERVISOR	COST CENTER	LOCATION	CONTACT INFO	TRAVEL REQUEST APPROVER	EXPENSE APPROVER
Edit View	6818		KUSELWA NGONYAMA	METTEC				Kuselwa.Ngonyama@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6		Kutloano Rauane					kutloano.rauane@eoh.com	Kgothatso Miya	
Edit View	6702		KUTULU LEKWADU	TRAIDM				Kutulu.Lekwadu@weathersa.co.za		
Edit View	7111		Lati Selepe					Lati.Selepe@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6875		LAUREN SMITH	FORECA				Lauren.Smith@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6741		LEBOGANG MAKGATI	SENFOR				Lebogang.Makgati@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	5263		Lebohng Melato	SCIENT				Lebohng.Melato@weathersa.co.za	Tracey Laban	Tracey Laban
Edit View	7095		Lee-ann Simpson					Lee-ann.Simpson@weathersa.co.za	Winifred Jordaan	Winifred Jordaan
Edit View	4873		Lefa Morabe					lefa.morabe@weathersa.co.za	Reagan Rakau	Reagan Rakau
Edit View	6180		Lehlohonolo Thobela					Lehlohonolo.Thobela@weathersa.co.za		
Edit View	5436		Leo De Veer	Chief Technician				leo.deveer@weathersa.co.za 0723743529 (cell)	Kamaseelan Chetty	Kamaseelan Chetty






➤ To add/change a travel request approver for an employee, click on view next to the employee that needs the approver to be added/changed.





The screenshot shows the Oracle NetSuite interface for the 'Employees' screen. A red arrow points to the 'View' link for the employee with Internal ID 6 (Kutloano Rauane).

EDIT VIEW	INTERNAL ID	IMAGE	NAME ▲	JOB TITLE	SUPERVISOR	COST CENTER	LOCATION	CONTACT INFO	TRAVEL REQUEST APPROVER	EXPENSE APPROVER
Edit View	6818		KUSELWA NGONYAMA	METTEC				Kuselwa.Ngonyama@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6		Kutloano Rauane					kutloano.rauane@eoh.com	Kgothatso Miya	
Edit View	6702		KUTULU LEKWADU	TRAIDM				Kutulu.Lekwadu@weathersa.co.za		
Edit View	7111		Lati Selepe					Lati.Selepe@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6875		LAUREN SMITH	FORECA				Lauren.Smith@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6741		LEBOGANG MAKGATI	SENFOR				Lebogang.Makgati@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	5263		Lebohng Melato	SCIENT				Lebohng.Melato@weathersa.co.za	Tracey Laban	Tracey Laban
Edit View	7095		Lee-ann Simpson					Lee-ann.Simpson@weathersa.co.za	Winifred Jordaan	Winifred Jordaan
Edit View	4873		Lefa Morabe					lefa.morabe@weathersa.co.za	Reagan Rakau	Reagan Rakau
Edit View	6180		Lehlohonolo Thobela					Lehlohonolo.Thobela@weathersa.co.za		
Edit View	5436		Leo De Veer	Chief Technician				leo.deveer@weathersa.co.za 0723743529 (cell)	Kamaseelan Chetty	Kamaseelan Chetty



➤ Click on Edit

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

 **Employee**  ← → List Search

Kutloano Rauane ACTIVE

Edit Back   Actions ▾

Primary Information

EMPLOYEE ID Kutloano Rauane	INITIALS KR	NOTES
MR./MS...	JOB TITLE	IMAGE
NAME Kutloano Rauane	SUPERVISOR	

Email | Phone | Address






EMAIL kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

Classification

COST CENTER	LOCATION	BILLING CLASS
-------------	----------	---------------


EMAIL ADDRESS FOR PAYMENT NOTIFICATION

➤ Click on the **Human Resource** Tab

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


Email | Phone | Address

EMAIL * kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	 Map
OFFICE PHONE	FAX	

Classification

COST CENTER	LOCATION	BILLING CLASS
-------------	----------	---------------

EMAIL ADDRESS FOR PAYMENT NOTIFICATION

Communication Address **Human Resources** Time Tracking Related Records Access System Information Custom 

SOCIAL SECURITY BIRTH DATE

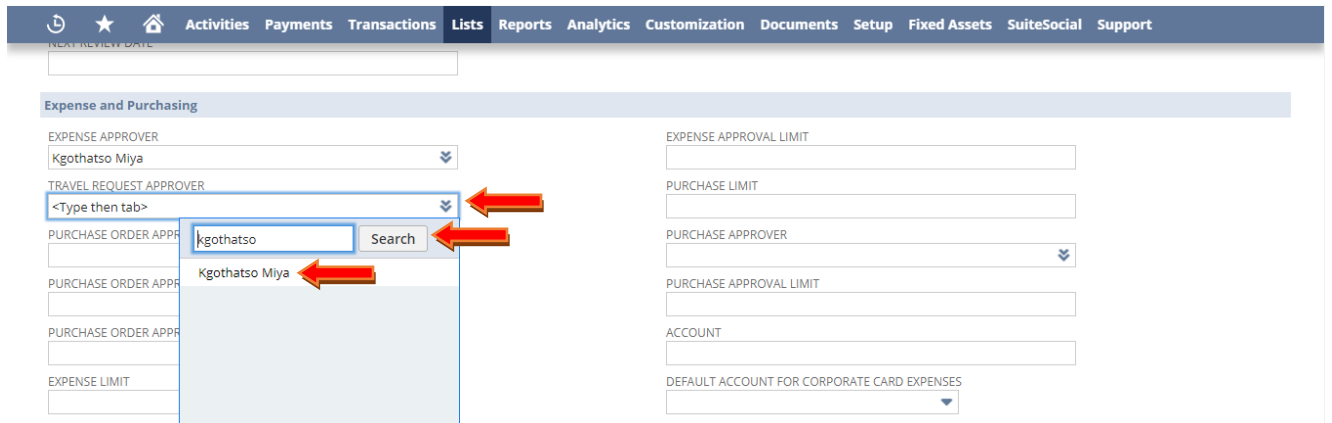
Job Information

TYPE	TERMINATION/RELEASE DATE
------	--------------------------

EMPLOYEE STATUS

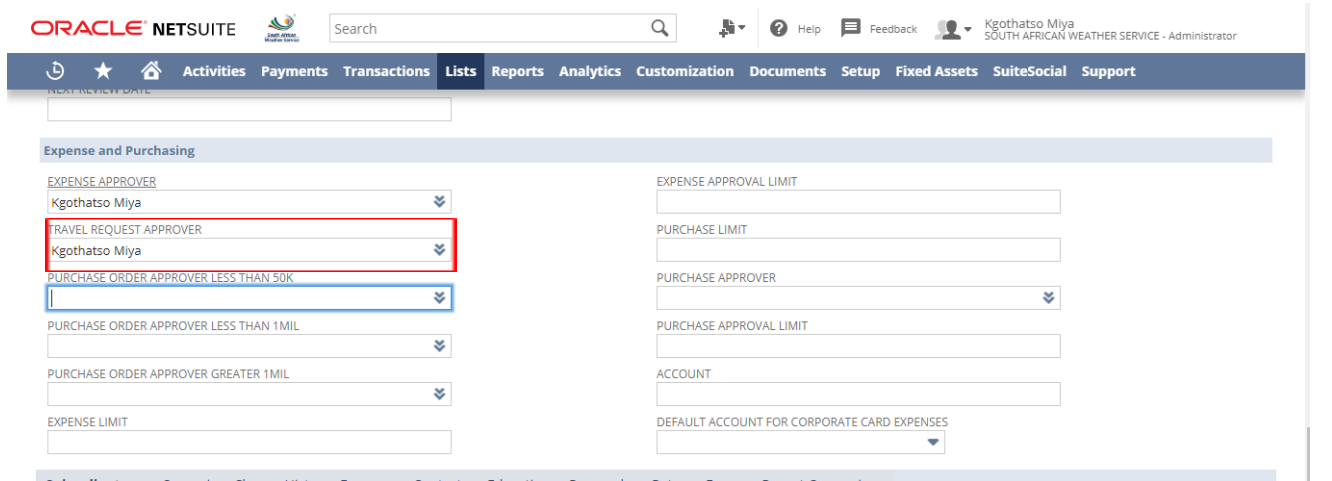
Scroll down to Expense and Purchasing

- In the **Travel Request Approver** Field, Click on the **Dropdown Arrow**
- Then type in the **Name** of the travel request approver and click on **Search Button**
- Click on the **Name**



The screenshot shows the Oracle NetSuite interface for the 'Expense and Purchasing' section. The 'TRAVEL REQUEST APPROVER' field is active, and a search dropdown is open. The search term 'Kgothatso' is entered, and the search results list 'Kgothatso Miya'. Red arrows point to the dropdown arrow, the search button, and the name in the search results.

- The approver has been added



The screenshot shows the Oracle NetSuite interface for the 'Expense and Purchasing' section. The 'TRAVEL REQUEST APPROVER' field now displays 'Kgothatso Miya', which is highlighted with a red box. The search dropdown is closed.

- **Scroll up**
- Click on **Save Button**, to save the changes

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


Employee Kutloano Rauane **ACTIVE** List Search Customise More

Save Cancel Reset Search Actions

Primary Information

CUSTOM FORM * SAWS Employee Form	INITIALS KR	NOTES
EMPLOYEE ID * Kutloano Rauane <input checked="" type="checkbox"/> AUTO	JOB TITLE	IMAGE
MR./MS...	SUPERVISOR	
NAME * Kutloano Rauane		

Email | Phone | Address

EMAIL * kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS 
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

- **Confirmation Employee Successfully Saved**

ORACLE NETSUITE Search Help Feedback Kgothatso Miya SOUTH AFRICAN WEATHER SERVICE - Administrator

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

Confirmation
Employee successfully Saved

Employee Kutloano Rauane **ACTIVE** List Search

Edit Back Actions

Primary Information

EMPLOYEE ID Kutloano Rauane	INITIALS KR	NOTES
MR./MS...	JOB TITLE	IMAGE
NAME Kutloano Rauane	SUPERVISOR	

Email | Phone | Address

EMAIL kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

5 HOW TO ADD/CHANGE EXPENSE REPORT APPROVER

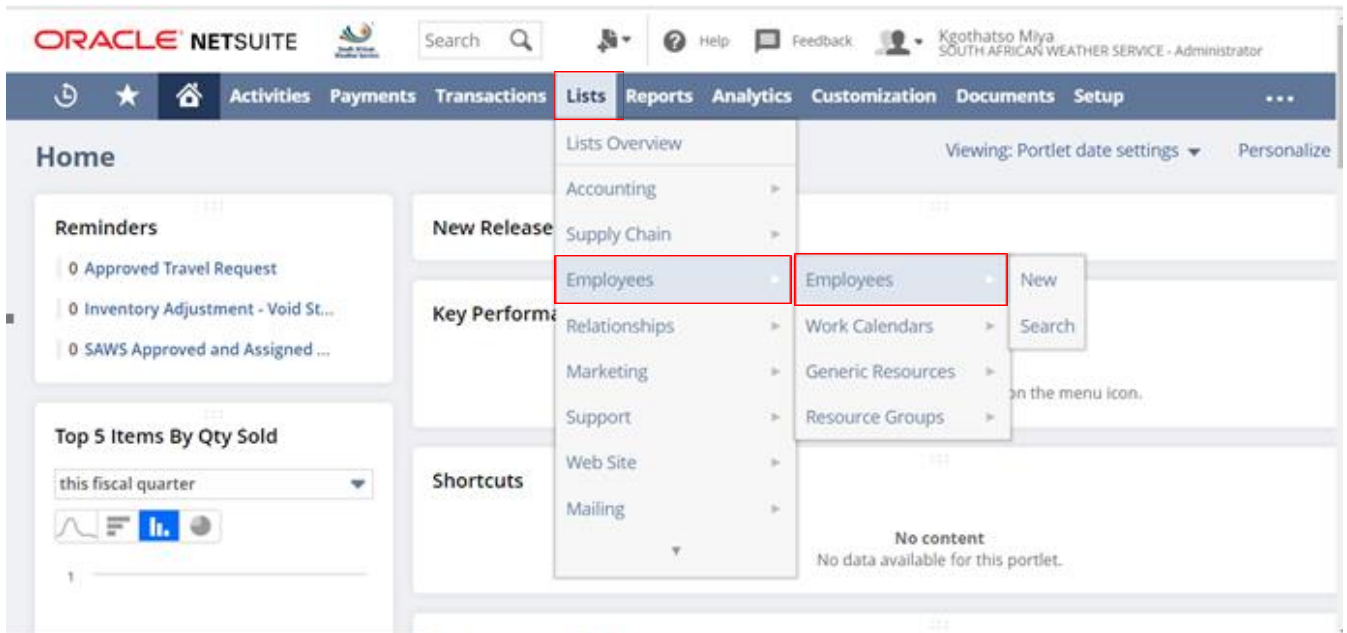
5.1 Expense Report have Three Different Approvers

- **Expense Approver** – Employee's line Manager
- **Accounts Payable Officer Approver** – The approval is linked to the SAWS AP Officer Role. Any person with this role can approve.
- **Accounts Payable supervisor Approver** – The approval is linked to the SAWS AP Manager Role. Any person with this role can approve. Once the AP Supervisor approves, the expense report status will change to approved and the transaction will have GL impact.

5.2 How the Expense Report Approval Workflow Works

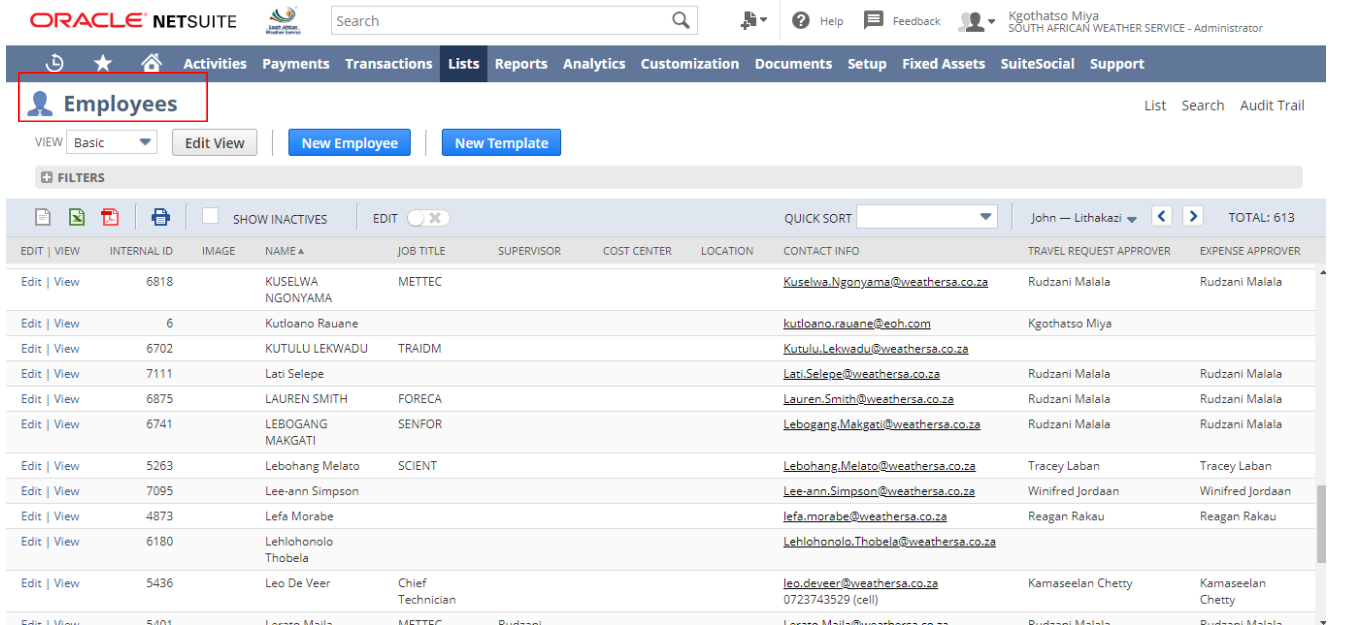
- The Expense Report gets submitted for approval
- Expense Report goes to the expense approver – which is the employee's line manager
- Once approved by the expense approver, the Expense Report goes to the Accounts Payable officer for approval
- Once Approved, it will then go to the accounts payable supervisor for approval

- On the Menu, Click on Lists, Employees and then Employees



The screenshot shows the Oracle NetSuite interface. The 'Lists' menu is open, and the 'Employees' option is highlighted. A sub-menu is also visible, showing 'Employees' and 'New' options. The user is identified as Kgothatso Miya, South African Weather Service - Administrator.





- This is the employees screen, expense approver is linked to the employee.



The screenshot shows the Oracle NetSuite 'Employees' screen. The 'Employees' link is highlighted in the navigation bar. Below the navigation bar, there are buttons for 'New Employee' and 'New Template'. A table of employees is displayed, with columns for 'INTERNAL ID', 'NAME', 'JOB TITLE', 'SUPERVISOR', 'COST CENTER', 'LOCATION', 'CONTACT INFO', 'TRAVEL REQUEST APPROVER', and 'EXPENSE APPROVER'.

EDIT VIEW	INTERNAL ID	IMAGE	NAME A	JOB TITLE	SUPERVISOR	COST CENTER	LOCATION	CONTACT INFO	TRAVEL REQUEST APPROVER	EXPENSE APPROVER
Edit View	6818		KUSELWA NGONYAMA	METTEC				Kuselwa.Ngonyama@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6		Kutloano Rauane					kutloano.rauane@eoh.com	Kgothatso Miya	
Edit View	6702		KUTULU LEKWADU	TRAIDM				Kutulu.Lekwadu@weathersa.co.za		
Edit View	7111		Lati Selepe					Lati.Selepe@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6875		LAUREN SMITH	FORECA				Lauren.Smith@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6741		LEBOGANG MAKGATI	SENFOR				Lebogang.Makgati@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	5263		Lebohang Melato	SCIENT				Lebohang.Melato@weathersa.co.za	Tracey Laban	Tracey Laban
Edit View	7095		Lee-ann Simpson					Lee-ann.Simson@weathersa.co.za	Winifred Jordaan	Winifred Jordaan
Edit View	4873		Lefa Morabe					lefa.morabe@weathersa.co.za	Reagan Rakau	Reagan Rakau
Edit View	6180		Lehlohonolo Thobela					Lehlohonolo.Thobela@weathersa.co.za		
Edit View	5436		Leo De Veer	Chief Technician				leo.deveer@weathersa.co.za 0723743529 (cell)	Kamaseelan Chetty	Kamaseelan Chetty
Edit View	5401		Lerna Moko	METTEC				Lerna.Moko@weathersa.co.za	Rudzani Malala	Rudzani Malala

- To change an expense approver for an employee, click on **View** next to the employee that needs the approver to be added/changed.

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Employees List Search Audit Trail

VIEW Basic Edit View New Employee New Template

+ FILTERS

EDIT VIEW	INTERNAL ID	IMAGE	NAME	JOB TITLE	SUPERVISOR	COST CENTER	LOCATION	CONTACT INFO	TRAVEL REQUEST APPROVER	EXPENSE APPROVER
Edit View	6818		KUSELWA NGONYAMA	METTEC				Kuselwa.Ngonyama@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6		Kutloano Rauane					kutloano.rauane@eoh.com	Kgothatso Miya	
Edit View	6702		KUTULU LEKWADU	TRAIDM				Kutulu.Lekwadu@weathersa.co.za		
Edit View	7111		Lati Selepe					Lati.Selepe@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6875		LAUREN SMITH	FORECA				Lauren.Smith@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	6741		LEBOGANG MAKGATI	SENFOR				Lebogang.Makgati@weathersa.co.za	Rudzani Malala	Rudzani Malala
Edit View	5263		Lebohlang Melato	SCIENT				Lebohlang.Melato@weathersa.co.za	Tracey Laban	Tracey Laban
Edit View	7095		Lee-ann Simpson					Lee-ann.Simpson@weathersa.co.za	Winifred Jordaan	Winifred Jordaan
Edit View	4873		Lefa Morabe					lefa.morabe@weathersa.co.za	Reagan Rakau	Reagan Rakau
Edit View	6180		Lehlohonolo Thobela					Lehlohonolo.Thobela@weathersa.co.za		
Edit View	5436		Leo De Veer	Chief Technician				leo.deveer@weathersa.co.za 0723743529 (cell)	Kamaseelan Chetty	Kamaseelan Chetty

- Click on Edit

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Employee Kutloano Rauane ACTIVE

Edit Back Actions

Primary Information

EMPLOYEE ID Kutloano Rauane	INITIALS KR	NOTES
MR./MS...	JOB TITLE	IMAGE
NAME Kutloano Rauane	SUPERVISOR	

Email | Phone | Address

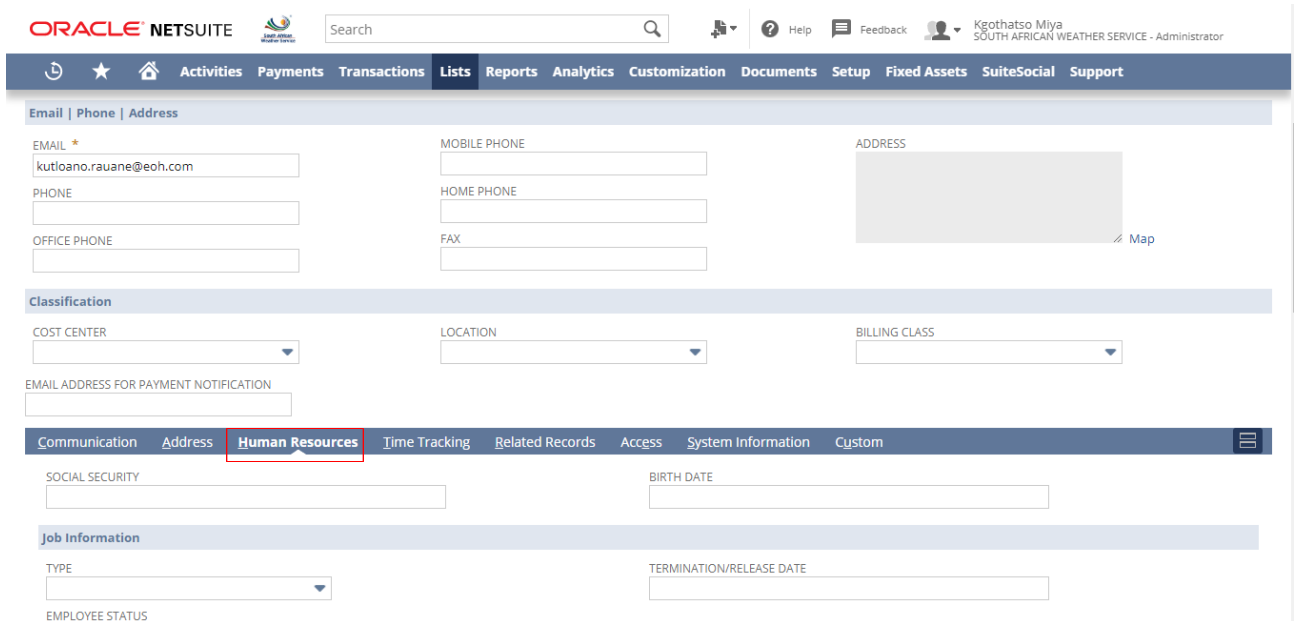
EMAIL kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	

Classification

COST CENTER	LOCATION	BILLING CLASS
-------------	----------	---------------

EMAIL ADDRESS FOR PAYMENT NOTIFICATION

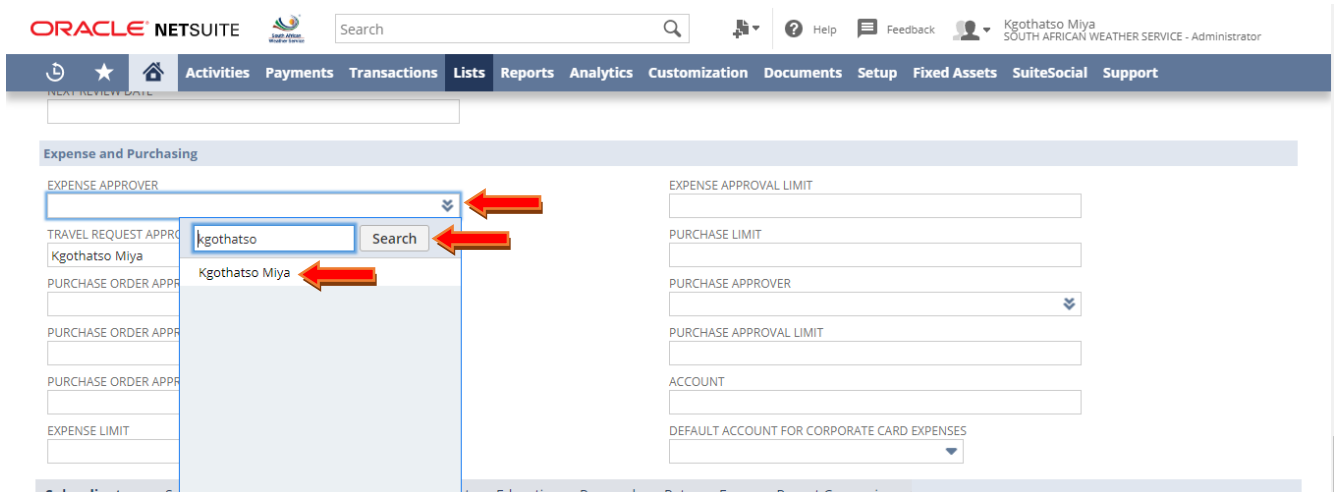
➤ Click on the **Human Resource Tab**



The screenshot shows the Oracle NetSuite interface with the 'Human Resources' tab selected. The top navigation bar includes 'Activities', 'Payments', 'Transactions', 'Lists', 'Reports', 'Analytics', 'Customization', 'Documents', 'Setup', 'Fixed Assets', 'SuiteSocial', and 'Support'. The 'Human Resources' sub-tab is highlighted in red. The main content area is divided into sections: 'Email | Phone | Address' with fields for EMAIL, PHONE, OFFICE PHONE, MOBILE PHONE, HOME PHONE, and FAX; 'Classification' with fields for COST CENTER, LOCATION, and BILLING CLASS; 'Communication' with fields for SOCIAL SECURITY and BIRTH DATE; and 'Job Information' with fields for TYPE and TERMINATION/RELEASE DATE. The 'Human Resources' sub-tab is highlighted in red.

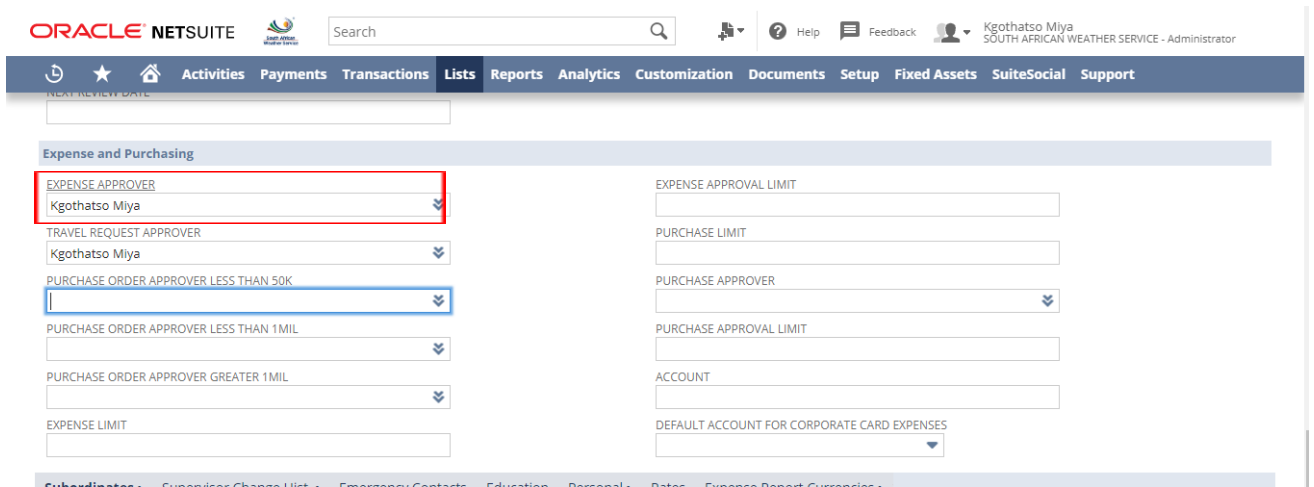
Scroll down to Expense and Purchasing

- In the Expense Approver Field, Click on the **Dropdown Arrow**
- Then type in the **Name** of the expense approver and click on **Search Button**
- Click on the **Name**



The screenshot shows the Oracle NetSuite interface with the 'Expense and Purchasing' tab selected. The 'Expense Approver' field is highlighted with a blue border. A search dropdown is open, showing a search box with 'kgothatso' entered and a 'Search' button. The dropdown list shows 'Kgothatso Miya' as a result. Red arrows point to the dropdown arrow, the search button, and the name 'Kgothatso Miya' in the dropdown list. Other fields in the 'Expense and Purchasing' section include EXPENSE APPROVAL LIMIT, PURCHASE LIMIT, PURCHASE APPROVER, PURCHASE APPROVAL LIMIT, ACCOUNT, and DEFAULT ACCOUNT FOR CORPORATE CARD EXPENSES.

➤ The approver has been added



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Expense and Purchasing

EXPENSE APPROVER
Kgothatso Miya

TRAVEL REQUEST APPROVER
Kgothatso Miya

PURCHASE ORDER APPROVER LESS THAN 50K

PURCHASE ORDER APPROVER LESS THAN 1MIL

PURCHASE ORDER APPROVER GREATER 1MIL

EXPENSE LIMIT

EXPENSE APPROVAL LIMIT

PURCHASE LIMIT

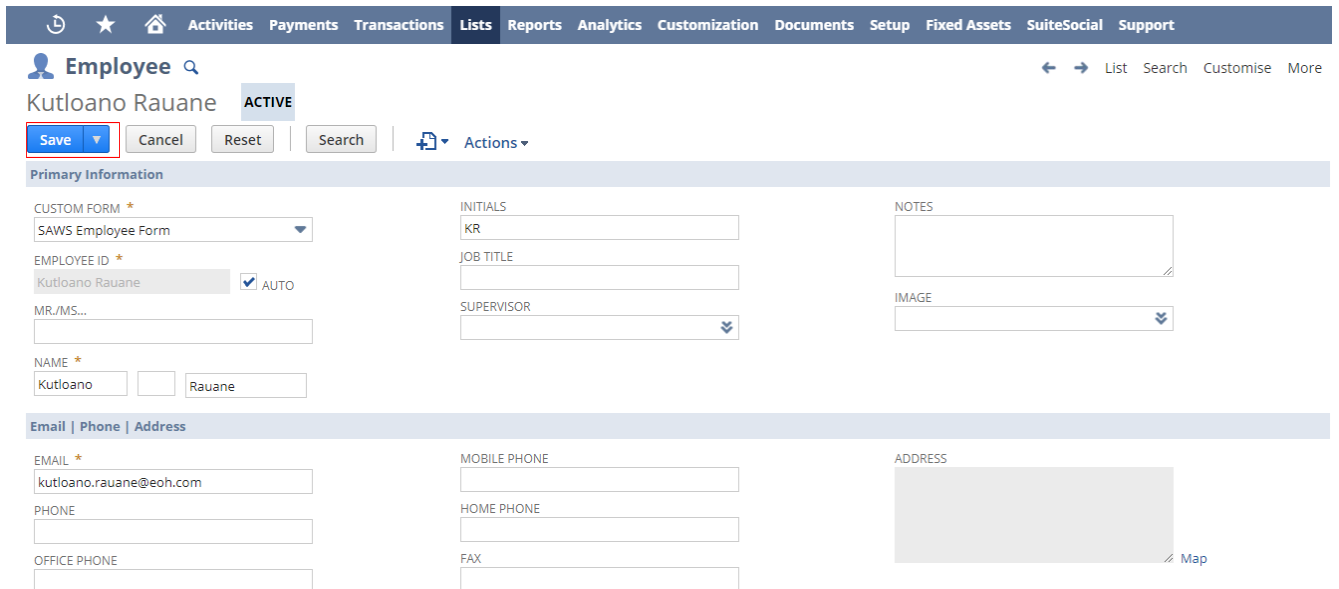
PURCHASE APPROVER

PURCHASE APPROVAL LIMIT

ACCOUNT

DEFAULT ACCOUNT FOR CORPORATE CARD EXPENSES

- Scroll up
- Click on **Save Button**, to save the changes



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

Employee Kutloano Rauane ACTIVE

Save Cancel Reset Search Actions

Primary Information

CUSTOM FORM *
SAWS Employee Form

EMPLOYEE ID *
Kutloano Rauane AUTO

MR./MS...

NAME *
Kutloano Rauane

INITIALS
KR

JOB TITLE

SUPERVISOR

NOTES

IMAGE

Email | Phone | Address

EMAIL *
kutloano.rauane@eoh.com

PHONE

OFFICE PHONE







MOBILE PHONE

HOME PHONE


FAX



ADDRESS

➤ Confirmation Employee Successfully Saved



ORACLE NETSUITE  Search    Help  Feedback  Kgothatso Miya
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Activities Payments Transactions **Lists** Reports Analytics Customization Documents Setup Fixed Assets SuiteSocial Support

 **Confirmation**
Employee successfully Saved

 **Employee**  ← → List Search

Kutloano Rauane **ACTIVE**

[Edit](#) [Back](#)   Actions

Primary Information

EMPLOYEE ID Kutloano Rauane	INITIALS KR	NOTES
MR./MS...	JOB TITLE	IMAGE
NAME Kutloano Rauane	SUPERVISOR	

Email | Phone | Address

EMAIL kutloano.rauane@eoh.com	MOBILE PHONE	ADDRESS
PHONE	HOME PHONE	
OFFICE PHONE	FAX	