



**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	<a href="mailto:Kgothatso.Lehobye@eoh.com">Kgothatso.Lehobye@eoh.com</a>
1.1	Kgothatso Miya	15/10/2019	Draft	<a href="mailto:Kgothatso.Lehobye@eoh.com">Kgothatso.Lehobye@eoh.com</a>
1.2				
1.3				

### Document distribution

This training manual will be distributed to the course attendees

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# 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 and reject 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

### 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 an 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?  
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kgothatso.lehoby@eoh.com

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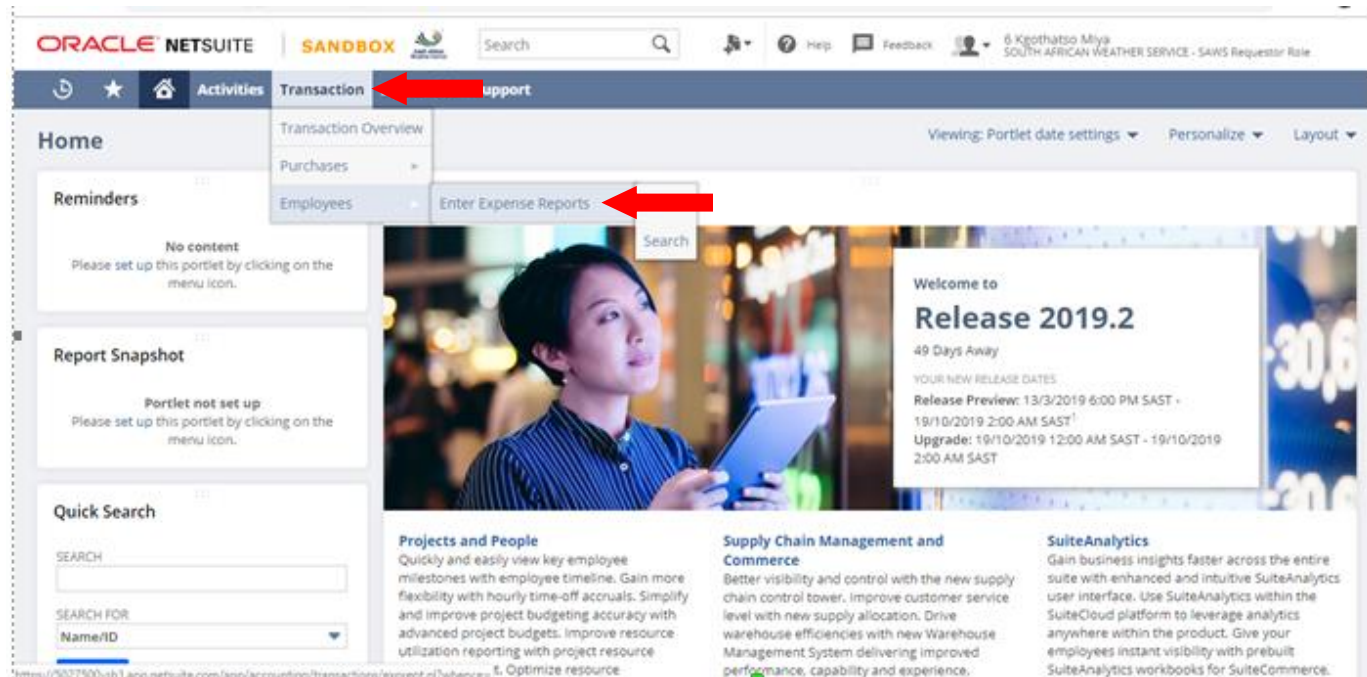
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**LCS**  
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- On the menu click on transaction, employee and then Expense Report



## 3.2 Enter Expense Report

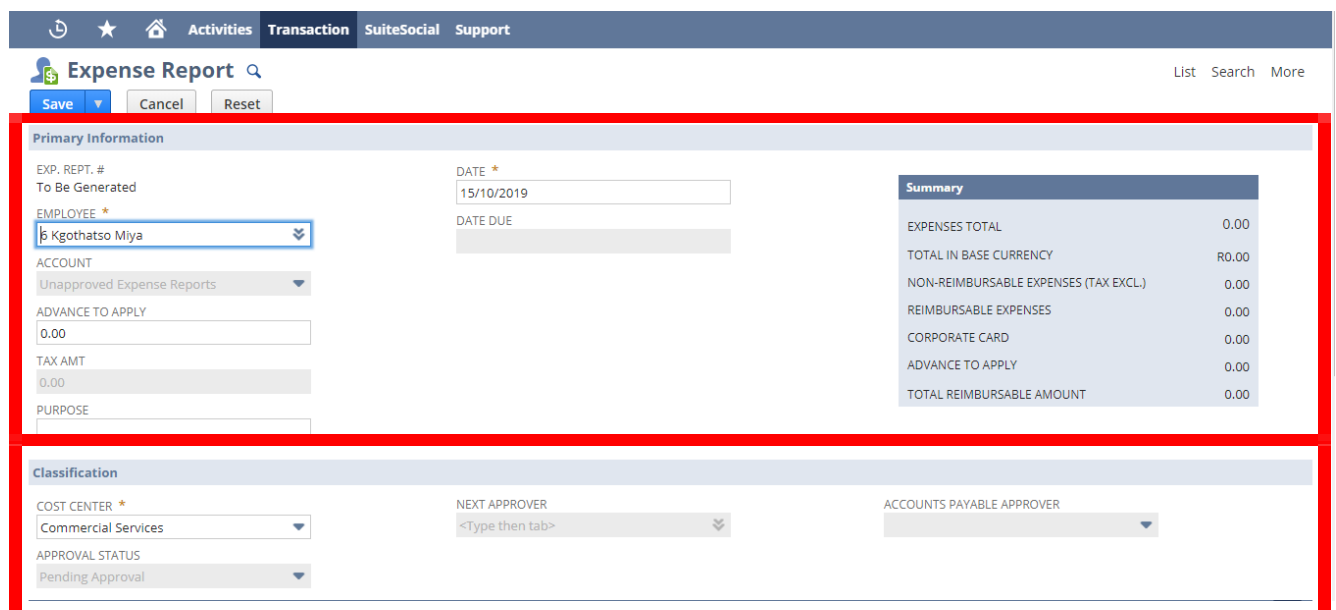
The following fields need to be completed

### Primary Information

- **Employee field** - will default to the user who is login. If you login with the saws proxy expense report role, you can enter an expense report on behalf of other employee.
- If applicable, in the **Advance to Apply field** – The advance amount will appear.
- In the **Purpose field** - enter the purpose of these expenses.
- NetSuite inserts today's **date** as the date the expense report was created.

### Classification

- **Cost center field** - enter the cost center for the expense.
- **Next Approver field** - this field will be blank until the expense report has been submitted for approval. Once submitted the employee expense approver name will appear in the next approver field.
- **Approval Status** – this field will default to pending approval
- **Account Payable Approver** - this field will be blank until the expense report has been approved by the line manager, Account Payable officer approver will appear in the account payable approver field.



The screenshot shows the NetSuite Expense Report form. The 'Primary Information' section includes fields for EXP. REPT. #, DATE (15/10/2019), EMPLOYEE (Kgothatso Miya), ACCOUNT (Unapproved Expense Reports), ADVANCE TO APPLY (0.00), TAX AMT (0.00), and PURPOSE. A 'Summary' table is also visible, showing various expense categories and their amounts. The 'Classification' section includes COST CENTER (Commercial Services), NEXT APPROVER (<Type then tab>), ACCOUNTS PAYABLE APPROVER, and APPROVAL STATUS (Pending Approval).


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	0.00
TOTAL REIMBURSABLE AMOUNT	0.00



## 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 \* )
- **Tax code** – this is field please select **VAT ZA: Exempt VAT Rate**
- **Amount field** - please enter the amount. This applies only 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 \* )
- Click on Add, if needed you can add another expense line.

Expenses Communication Custom Banking Details

USE MULTI CURRENCY 

Clear All Lines

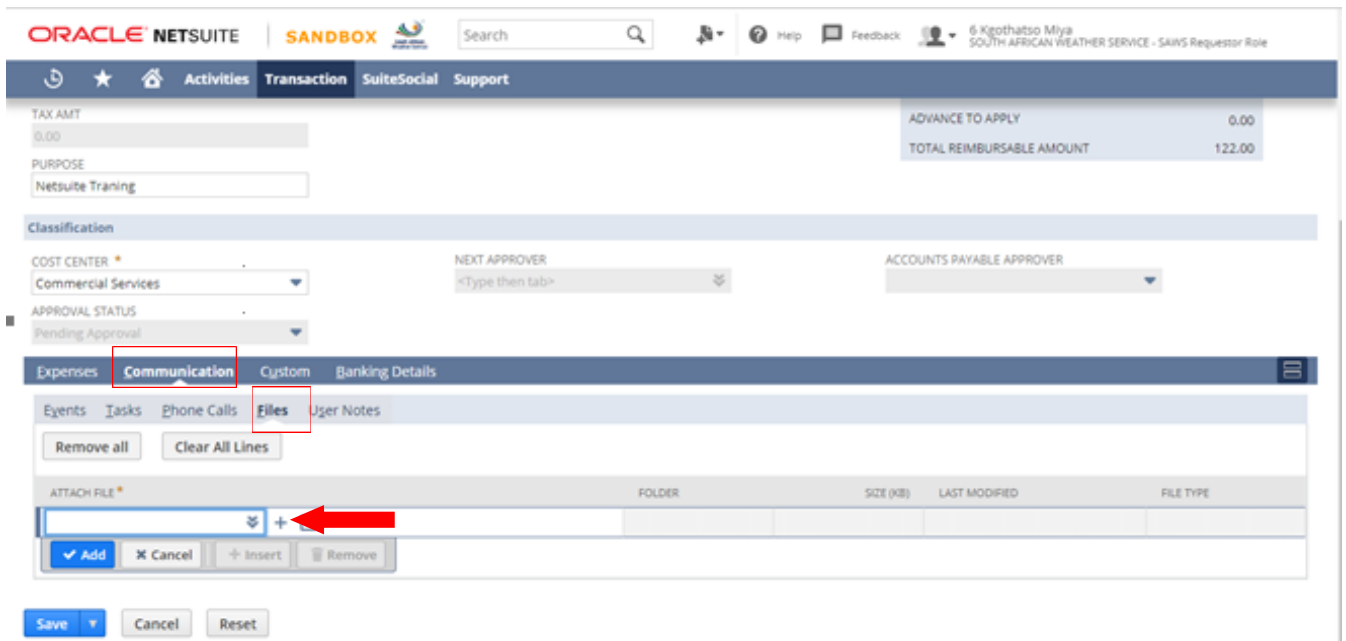
REF NO.	DATE *	CATEGORY *	QUANTITY *	RATE *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATI
1	1/10/2019	Lunch	2	61	VAT_ZA:Exempt VAT Rate	122.00	0.0%	0.00	122.00	Lunch for working overtime for two days	Commercial Services	

## Communication subtab

- On the **files subtab**, you can select and attach files from the file cabinet related to this transaction.

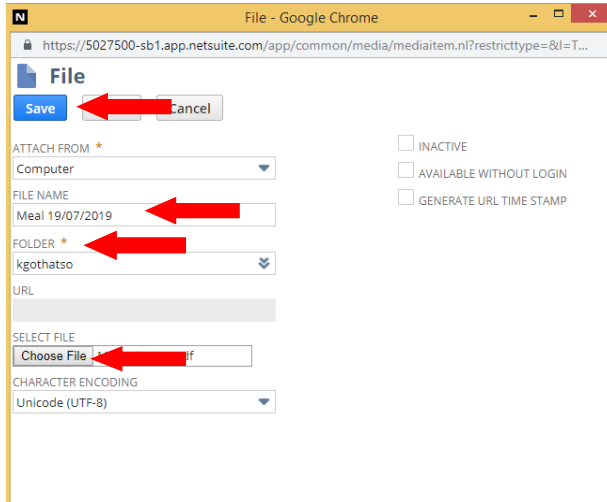
## How to attach file

- Click on the + sign

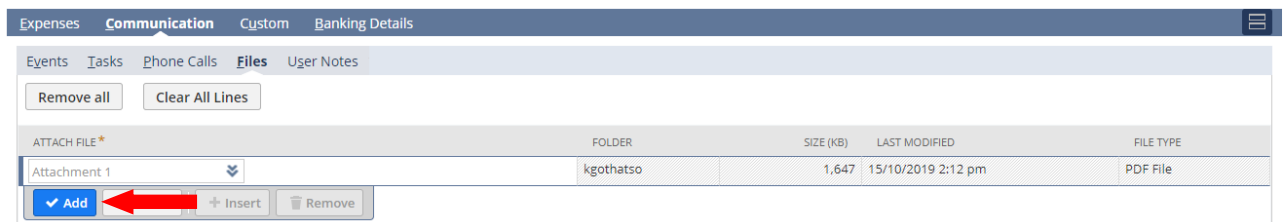


The screenshot displays the Oracle Netsuite interface for an expense report. The top navigation bar includes 'ORACLE NETSUITE', 'SANDBOX', a search bar, and user information for '6 Kgohatso Miya'. The main navigation tabs are 'Activities', 'Transaction', 'SuiteSocial', and 'Support'. The 'Transaction' tab is active, showing fields for 'TAX AMT' (0.00), 'PURPOSE' (Netsuite Training), 'ADVANCE TO APPLY' (0.00), and 'TOTAL REIMBURSABLE AMOUNT' (122.00). Below these are 'Classification' fields: 'COST CENTER' (Commercial Services), 'NEXT APPROVER' (<Type then tab>), and 'ACCOUNTS PAYABLE APPROVER'. The 'Communication' subtab is selected, and the 'Files' subtab is also highlighted. The 'ATTACH FILE' section is visible, featuring a table with columns for 'FOLDER', 'SIZE (KB)', 'LAST MODIFIED', and 'FILE TYPE'. A red arrow points to the '+' sign in the 'ATTACH FILE' input field, indicating where to click to attach a file. Below the table are buttons for 'Add', 'Cancel', 'Insert', and 'Remove'. At the bottom, there are 'Save', 'Cancel', and 'Reset' buttons.

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

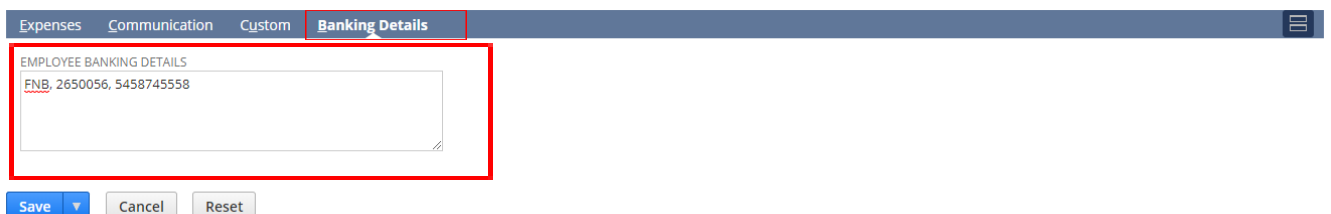


- Click on Add




### Banking Detail subtab

- Employee Banking detail Field – Please enter the employees banking details



- Click on Save , once all information have been completed.

**Expense Report** List Search More

**Save**  **Reset**

**Primary Information**

EXP. REPT. #  
To Be Generated

EMPLOYEE \*  
6 Kgothatso Miya

ACCOUNT  
Unapproved Expense Reports

ADVANCE TO APPLY  
0.00

TAX AMT  
0.00

PURPOSE  
Netsuite Training

DATE \*  
15/10/2019

DATE DUE

Summary	
EXPENSES TOTAL	122.00
TOTAL IN BASE CURRENCY	R122.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	122.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	122.00

**Classification**


COST CENTER \*  
Commercial Services


APPROVAL STATUS  
Pending Approval

NEXT APPROVER  
<Type then tab>

ACCOUNTS PAYABLE APPROVER


- Expense report number is generated e.g ER129
- Click on **Submit for Approval**

 **SANDBOX** Help Feedback 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

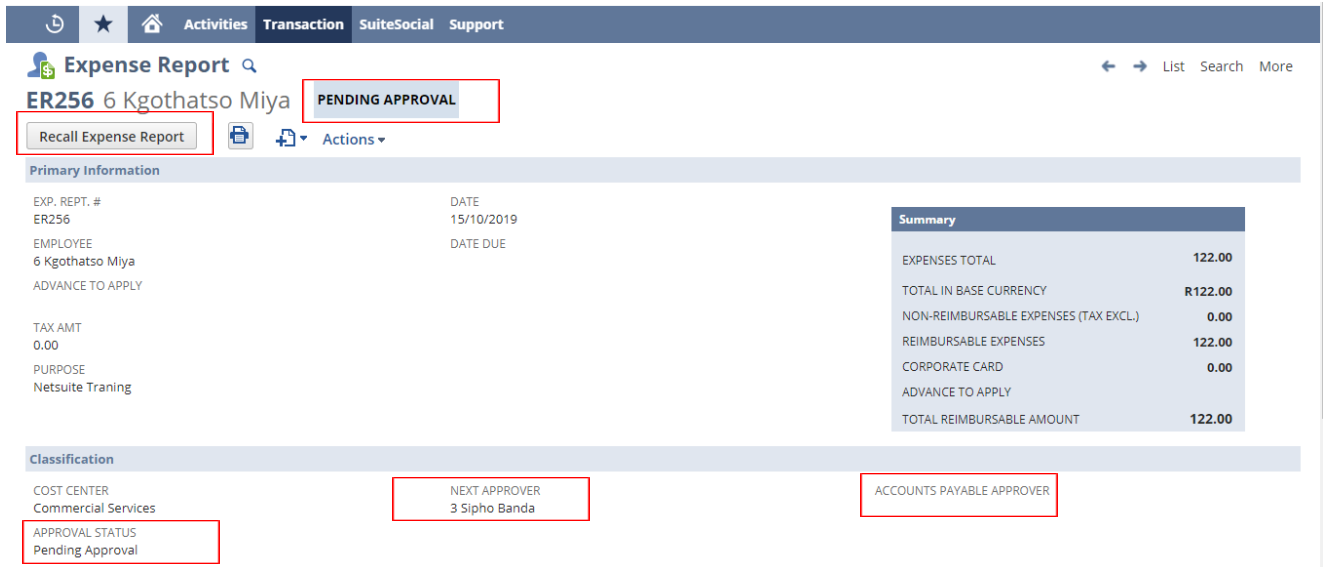
DATE  
11/8/2019

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.
- Next Approver field will reflect the employee's expense approver's name.
- Once the expense approver has approved the expense Report. Account payable approver field will reflect .E.g. accounts payable officer or accounts payable supervisor.
- Recall Expense Report Button will appear, if the requestor notices that they made a mistake they can recall the expense report and also if the expense report routed to an incorrect approver, the expense report can be recalled and submitted again once the approver has been changed to the correct one.



**Expense Report** ER256 6 Kgothatso Miya PENDING APPROVAL

[Recall Expense Report](#) [Actions](#)

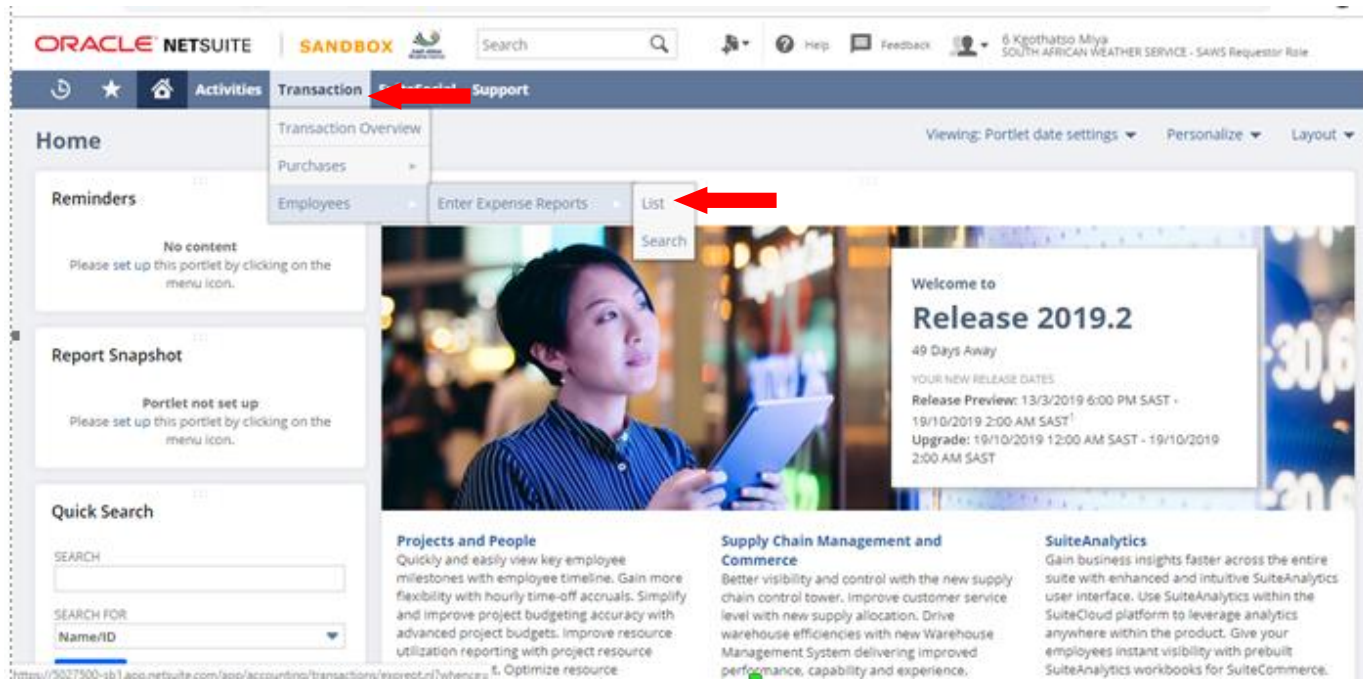
Primary Information		Summary	
EXP. REPT. #	DATE	EXPENSES TOTAL	122.00
ER256	15/10/2019	TOTAL IN BASE CURRENCY	R 122.00
EMPLOYEE	DATE DUE	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
6 Kgothatso Miya		REIMBURSABLE EXPENSES	122.00
ADVANCE TO APPLY		CORPORATE CARD	0.00
TAX AMT		ADVANCE TO APPLY	
0.00		TOTAL REIMBURSABLE AMOUNT	122.00
PURPOSE			
Netsuite Training			

Classification		
COST CENTER	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER
Commercial Services	3 Sipho Banda	
APPROVAL STATUS		
Pending Approval		

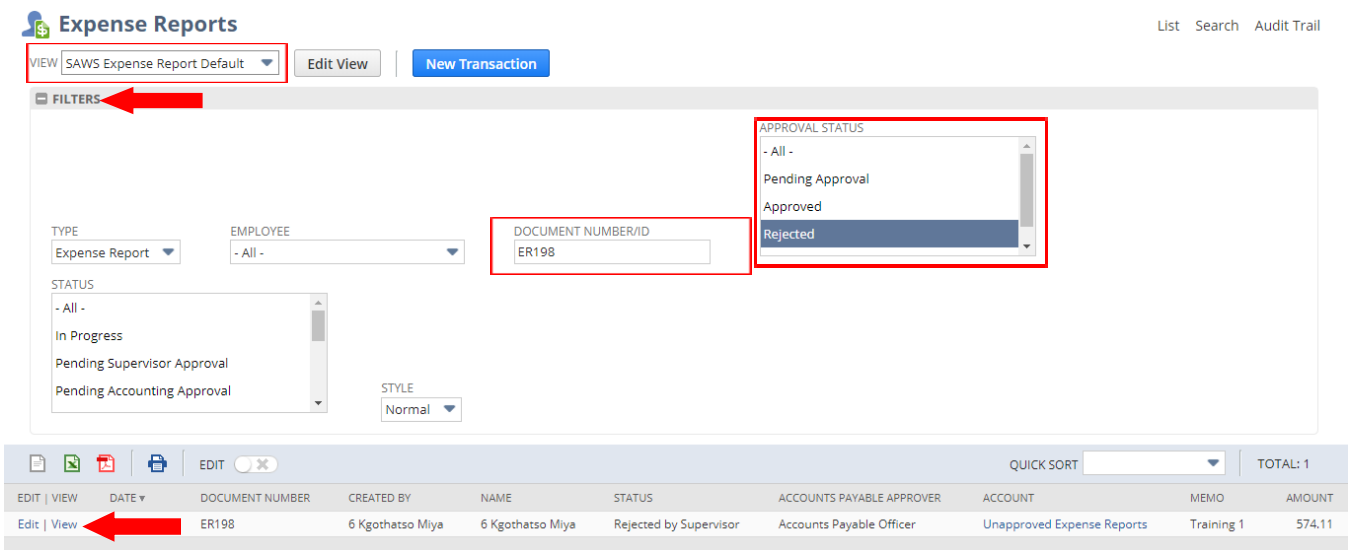


### 3.3 Amend a Rejected Expense Report

- 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



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

**Expense Report** ER256 6 Kgothatso Miya REJECTED

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

**Primary Information**

EXP. REPT. # ER256	POSTING PERIOD Oct 2019
EMPLOYEE 6 Kgothatso Miya	DATE DUE
ADVANCE TO APPLY	
TAX AMT 0.00	
PURPOSE Netsuite Training	
DATE 15/10/2019	

Summary	
EXPENSES TOTAL	122.00
TOTAL IN BASE CURRENCY	R122.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	122.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	122.00

**Classification**

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

EMPLOYEE 6 Kgothatso Miya	DATE DUE	EXPENSES TOTAL	122.00
ADVANCE TO APPLY		TOTAL IN BASE CURRENCY	R122.00
TAX AMT 0.00		NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
PURPOSE Netsuite Training		REIMBURSABLE EXPENSES	122.00
DATE 15/10/2019		CORPORATE CARD	0.00
		ADVANCE TO APPLY	
		TOTAL REIMBURSABLE AMOUNT	122.00

**Classification**

COST CENTER: Commercial Services  
APPROVAL STATUS: Rejected

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

**Rejection Reasons**

EDIT	ID	DATE CREATED	REJECTED BY	TRANSACTION NUMBER	REJECTION REASON ▲
Edit	296	15/10/2019 12:57 PM	6 Kgothatso Miya	Expense Report #ER256	Wrong account used

[Edit](#) [Back](#) [Resubmit for Approval](#) [Print](#) [Actions](#)

- Make the necessary changes to the expense report

0.00

**Classification**

COST CENTER \*  
Commercial Services

APPROVAL STATUS  
Rejected

NEXT APPROVER

ACCOUNTS PAYABLE APPROVER

**Expenses** Communication Related Records System Information Custom Banking Details Rejection Reason

USE MULTI CURRENCY

Clear All Lines

REF NO.	DATE *	CATEGORY *	QUANTITY *	RATE *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	COST CENTER	LOCATI
1	1/10/2019	Lunch	3		ZA:Exempt VAT Rate	183.00	0.0%	0.00	183.00	Lunch for working overtime for two days	Commercial Services	

+ Add Row

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

**Expense Report** ER256 6 Kgothatso Miya REJECTED

**Primary Information**

EXP. REPT. #  
ER256

EMPLOYEE \*  
Kgothatso Miya

ACCOUNT  
Unapproved Expense Reports

ADVANCE TO APPLY

TAX AMT  
0.00

PURPOSE  
Netsuite Traning

DATE \*  
15/10/2019

DATE DUE

Summary	
EXPENSES TOTAL	183.00
TOTAL IN BASE CURRENCY	R183.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	183.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	183.00

**Classification**

COST CENTER \*  
Commercial Services

APPROVAL STATUS

NEXT APPROVER

ACCOUNTS PAYABLE APPROVER





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

**Confirmation**  
Transaction successfully Saved

**Expense Report**   
**ER047** 6 Kgothatso Miya **REJECTED** List Search More

**Primary Information**

EXP. REPT. # ER047	
EMPLOYEE 6 Kgothatso Miya	
ADVANCE TO APPLY	
TAX AMT	
PURPOSE Netsuite Training 19/07/2019	
DATE 20/7/2019	
APPROVAL STATUS Rejected	
NEXT 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	
TOTAL REIMBURSABLE AMOUNT	350.00



- Expense report approval status is now showing as pending approval and no changes can be made to the expense report while pending approval.
- Next Approver field will reflect the employee's expense approver name.
- Once the expense approver has approved the expense Report. Account payable approver field will reflect. E.g. accounts payable officer or accounts payable supervisor.
- Recall Expense Report Button will appear, if the requestor notices that they made a mistake they can recall the expense report and also if the expense report routed to an incorrect approver, the expense report can be recalled and submitted again once the approver has been changed to the correct one.

The screenshot displays the 'Expense Report' interface for report ER256. The report is currently in a 'PENDING APPROVAL' state. A 'Recall Expense Report' button is visible, indicating that the report can be recalled. The interface is divided into several sections: Primary Information, Summary, and Classification.

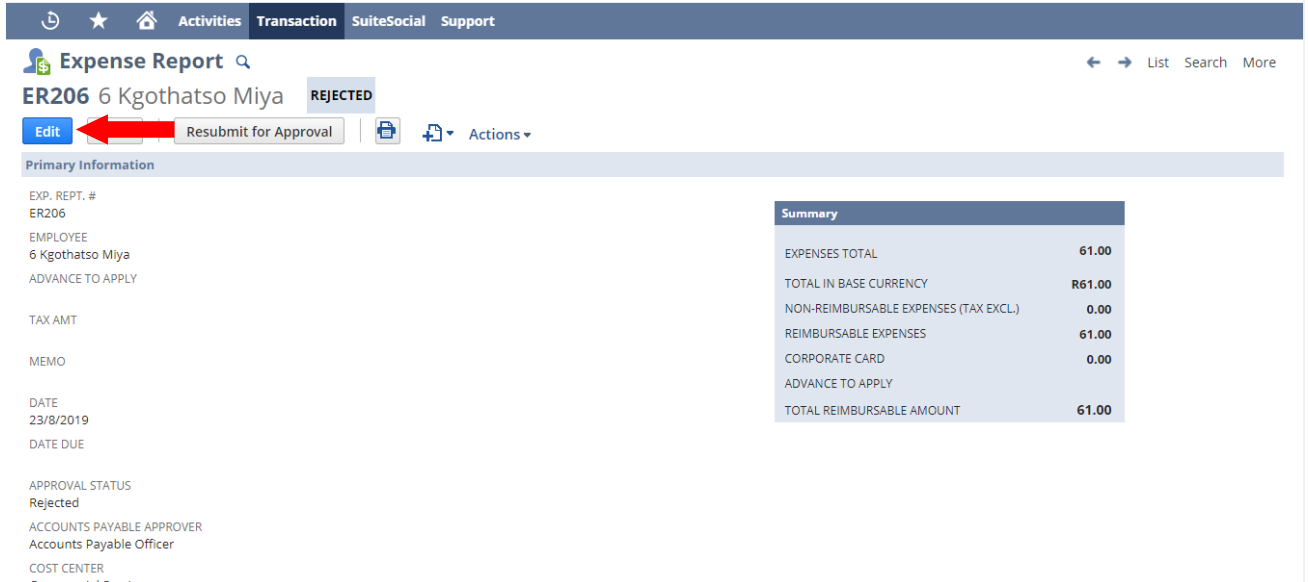
Primary Information	
EXP. REPT. #	DATE
ER256	15/10/2019
EMPLOYEE	DATE DUE
6 Kgothatso Miya	
ADVANCE TO APPLY	
TAX AMT	
0.00	
PURPOSE	
Netsuite Training	

Summary	
EXPENSES TOTAL	122.00
TOTAL IN BASE CURRENCY	R122.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	122.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	122.00

Classification		
COST CENTER	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER
Commercial Services	3 Siphso Banda	
APPROVAL STATUS		
Pending Approval		

### 3.4 Void a Rejected Expense Report

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



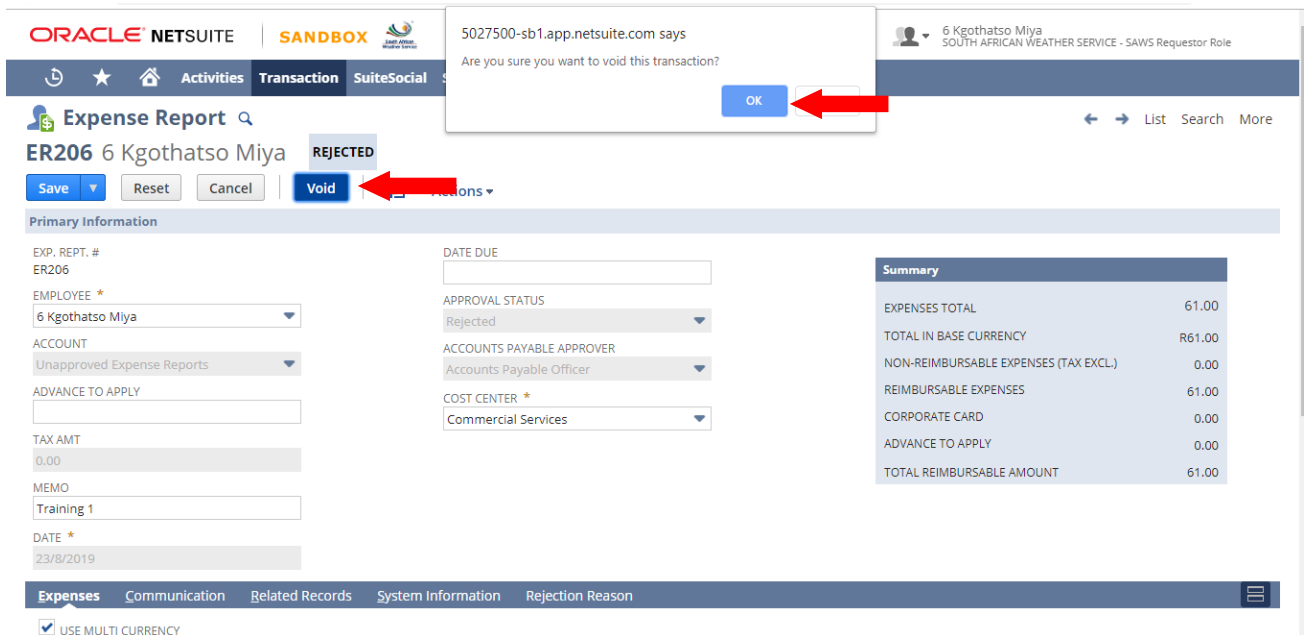
The screenshot shows the 'Expense Report' interface for report ER206. The report is marked as 'REJECTED'. The 'Edit' button is highlighted with a red arrow. The interface includes a navigation bar with 'Transaction' selected, and a 'Primary Information' section with the following details:

- 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

A 'Summary' table is also visible:

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



The screenshot shows the 'Expense Report' interface with the 'Void' button highlighted by a red arrow. A confirmation dialog box is displayed, asking 'Are you sure you want to void this transaction?' with an 'OK' button also highlighted by a red arrow. The 'Primary Information' section is now in edit mode:

- 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

The 'Summary' table remains the same as in the previous screenshot.



- Confirmation, transaction successfully Voided will appear

The screenshot shows the Oracle NetSuite interface with the 'Transaction' tab selected. A green confirmation banner at the top reads 'Confirmation Transaction successfully Voided'. Below this, the 'Transaction' section contains four portlets: 'Recent Records' (showing '6 Kgothato Miya Expense Report #ER206'), 'Reminders' (No content), 'Calendar: My Calendar' (showing a calendar for August 2019), and 'Shortcuts' (No data available).

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

The screenshot shows the Oracle NetSuite interface with the 'Transaction' tab selected. A red arrow points to the 'Expense Report #ER206 (6 Kgothato Miya)' record in the 'Recent Records' portlet. The 'All Recent Records' section is highlighted in green. The 'Transaction' section contains four portlets: 'Recent Records' (showing '6 Kgothato Miya Expense Report #ER206'), 'Reminders' (No content), 'Calendar: My Calendar' (showing a calendar for August 2019), and 'Shortcuts' (No data available).

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

Activities Transaction SuiteSocial Support

**Expense Report** ← → List Search More

**ER206** 6 Kgothatso Miya **VOIDED**

Actions

**Primary Information**

EXP. REPT. # ER206	<b>Summary</b>
EMPLOYEE 6 Kgothatso Miya	
ADVANCE TO APPLY	EXPENSES TOTAL <b>0.00</b>
TAX AMT	TOTAL IN BASE CURRENCY <b>R0.00</b>
MEMO VOID	NON-REIMBURSABLE EXPENSES (TAX EXCL.) <b>0.00</b>
DATE 23/8/2019	REIMBURSABLE EXPENSES <b>0.00</b>
DATE DUE	CORPORATE CARD <b>0.00</b>
APPROVAL STATUS Approved	ADVANCE TO APPLY
ACCOUNTS PAYABLE APPROVER Accounts Payable Officer	TOTAL REIMBURSABLE AMOUNT <b>0.00</b>
COST CENTER Commercial Services	

## 4 APPROVE OR REJECT EXPENSE REPORT

There are three levels of approval, the first approval is the Expense Approver (Line Manager), the second approval is the Accounts Payable officer and third approval is accounts payables supervisor. Once accounts payable supervisor approves the expense report the transaction will have a GL impact.

### 4.1 Approving or Reject Expense Report Roles

- **SAWS Requisition Approver Role** – expense approver will use this role to approve/reject the expense report.
- **SAWS AP Officer Role** – AP officer will use this role to approve/reject the expense report
- **SAWS AP Manager** - AP manager will use this role to approve/reject the expense report

### 4.2 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?](#)

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ORACLE<sup>®</sup> NETSUITE

kgothatso.lehobye@eoh.com

.....

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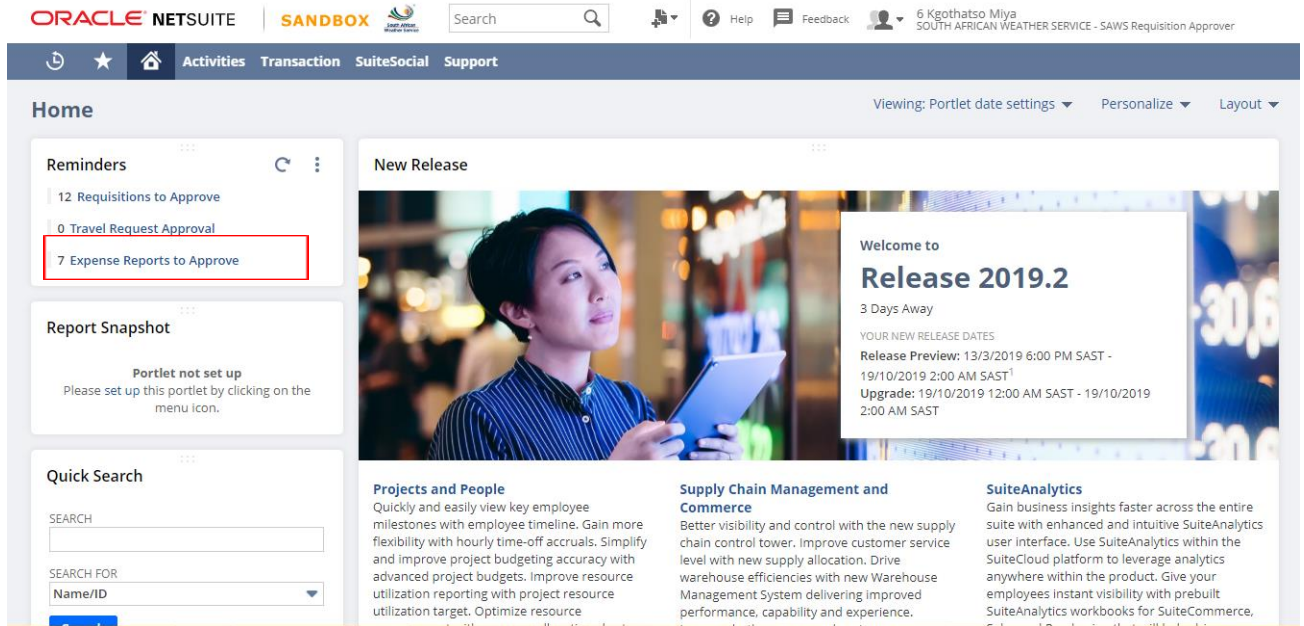
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## Expense Approver login with Requisition Approver Role

- Under reminders, Click on Expense Report to approve



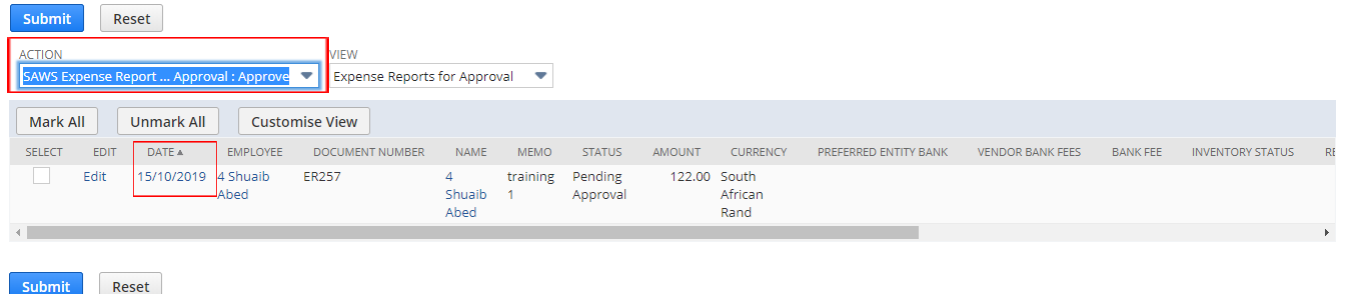
The screenshot shows the Oracle NetSuite Home page for a user with the role of SAWS Requisition Approver. The user's name is 6 Kgothatso Miya. The page features several portlets:

- Reminders:** A list of items to approve, including 12 Requisitions, 0 Travel Request Approvals, and 7 Expense Reports to Approve. The '7 Expense Reports to Approve' item is highlighted with a red box.
- Report Snapshot:** A portlet that is not set up, with instructions to click the menu icon.
- Quick Search:** A search bar with a dropdown menu set to 'Name/ID'.
- New Release:** A banner for 'Release 2019.2' with a '3 Days Away' countdown and release dates for Preview and Upgrade.
- Projects and People, Supply Chain Management and Commerce, SuiteAnalytics:** Three informational cards describing new features and updates.

### 4.3 Approving an Expense Report

- Under Action select **SAWS Expense Report: Manager Approver: Pending Approval: Approve.**
- Click on the **date** of the expense report you want to approve/reject.

#### Approve Expense Report



The screenshot shows the 'Approve Expense Report' interface. At the top, there are 'Submit' and 'Reset' buttons. Below them is an 'ACTION' dropdown menu with the option 'SAWS Expense Report ... Approval: Approve' selected and highlighted with a red box. To the right of the dropdown is a 'VIEW' dropdown menu set to 'Expense Reports for Approval'. Below these are 'Mark All', 'Unmark All', and 'Customise View' buttons. The main area contains a table with the following data:

SELECT	EDIT	DATE A	EMPLOYEE	DOCUMENT NUMBER	NAME	MEMO	STATUS	AMOUNT	CURRENCY	PREFERRED ENTITY BANK	VENDOR BANK FEES	BANK FEE	INVENTORY STATUS	RE
<input type="checkbox"/>	Edit	15/10/2019	4 Shuaib Abed	ER257	4 Shuaib Abed	training 1	Pending Approval	122.00	South African Rand					

At the bottom of the interface, there are 'Submit' and 'Reset' buttons.



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

**Expense Report** ER257 4 Shuaib Abed PENDING APPROVAL

**Approve** Print PDF Actions

Primary Information		Summary
EXP. REPT. # ER257	DATE 15/10/2019	EXPENSES TOTAL <b>122.00</b>
EMPLOYEE 4 Shuaib Abed	DATE DUE	TOTAL IN BASE CURRENCY <b>R122.00</b>
ADVANCE TO APPLY		NON-REIMBURSABLE EXPENSES (TAX EXCL.) <b>0.00</b>
TAX AMT 0.00		REIMBURSABLE EXPENSES <b>122.00</b>
PURPOSE training 1		CORPORATE CARD <b>0.00</b>
		ADVANCE TO APPLY
		TOTAL REIMBURSABLE AMOUNT <b>122.00</b>

Classification		
COST CENTER 001 Aviation Johannesburg	NEXT APPROVER 6 Kgothatso Miya	ACCOUNTS PAYABLE APPROVER
APPROVAL STATUS Pending Approval		

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

**Expense Report** ER257 4 Shuaib Abed PENDING APPROVAL

Print PDF Actions

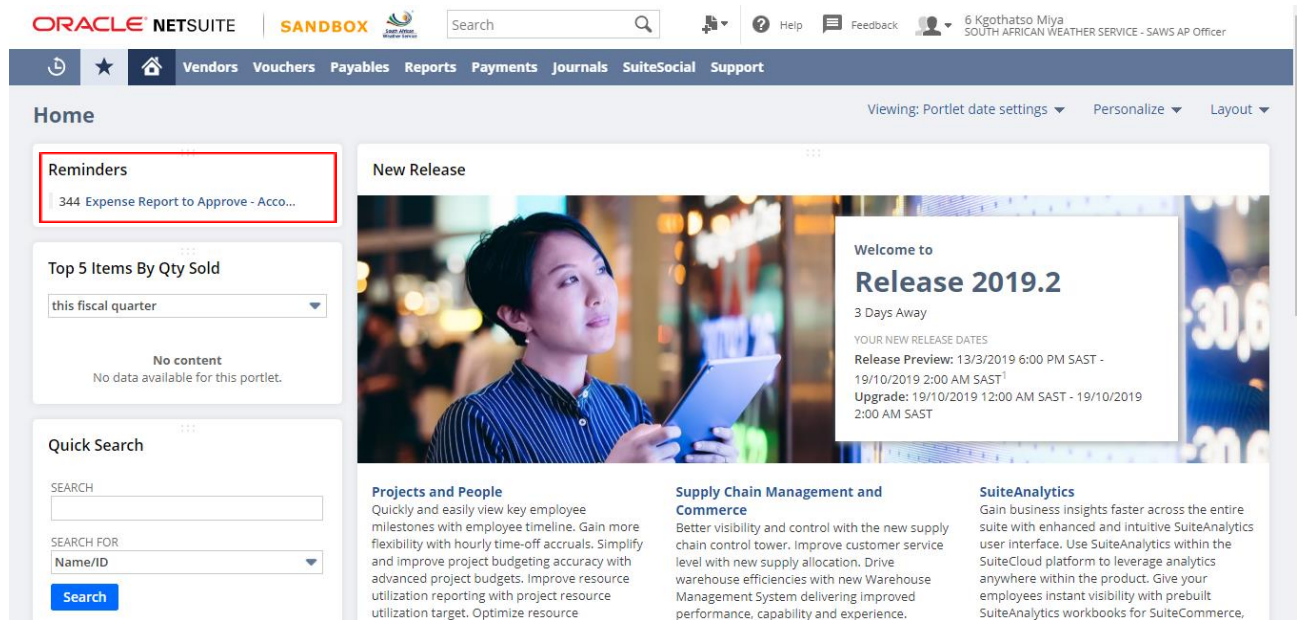
Primary Information		Summary
EXP. REPT. # ER257	DATE 15/10/2019	EXPENSES TOTAL <b>122.00</b>
EMPLOYEE 4 Shuaib Abed	DATE DUE 22/10/2019	TOTAL IN BASE CURRENCY <b>R122.00</b>
ADVANCE TO APPLY		NON-REIMBURSABLE EXPENSES (TAX EXCL.) <b>0.00</b>
TAX AMT 0.00		REIMBURSABLE EXPENSES <b>122.00</b>
PURPOSE training 1		CORPORATE CARD <b>0.00</b>
		ADVANCE TO APPLY
		TOTAL REIMBURSABLE AMOUNT <b>122.00</b>

Classification		
COST CENTER 001 Aviation Johannesburg	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER Accounts Payable Officer
APPROVAL STATUS Pending Approval		

## Accounts Payable Officer

### Login with SAWS AP officer role

- Under reminders, Click on Expense Report to approve – Accounts Payable officer



The screenshot shows the Oracle NetSuite home page for a user with the role 'SAWS AP Officer'. The top navigation bar includes 'Vendors', 'Vouchers', 'Payables', 'Reports', 'Payments', 'Journals', 'SuiteSocial', and 'Support'. A 'Reminders' portlet is highlighted with a red box, showing '344 Expense Report to Approve - Acco...'. Other portlets include 'Top 5 Items By Qty Sold', 'Quick Search', and a 'New Release' banner for 'Release 2019.2'.

- 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 ▲	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**

**Expense Report** ER257 4 Shuaib Abed PENDING APPROVAL

**Approve** **Actions**

**Primary Information**

EXP. REPT. # ER257	POSTING PERIOD Oct 2019	<b>Summary</b>
EMPLOYEE 4 Shuaib Abed	DATE DUE 22/10/2019	
ADVANCE TO APPLY		EXPENSES TOTAL <b>122.00</b>
TAX AMT 0.00		TOTAL IN BASE CURRENCY <b>R122.00</b>
PURPOSE training 1		NON-REIMBURSABLE EXPENSES (TAX EXCL.) <b>0.00</b>
DATE 15/10/2019		REIMBURSABLE EXPENSES <b>122.00</b>
		CORPORATE CARD <b>0.00</b>
		ADVANCE TO APPLY
		TOTAL REIMBURSABLE AMOUNT <b>122.00</b>

**Classification**

COST CENTER 001 Aviation Johannesburg	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER Accounts Payable Officer
APPROVAL STATUS Pending Approval		

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

**Expense Report** ER257 4 Shuaib Abed PENDING APPROVAL

**Actions**

**Primary Information**

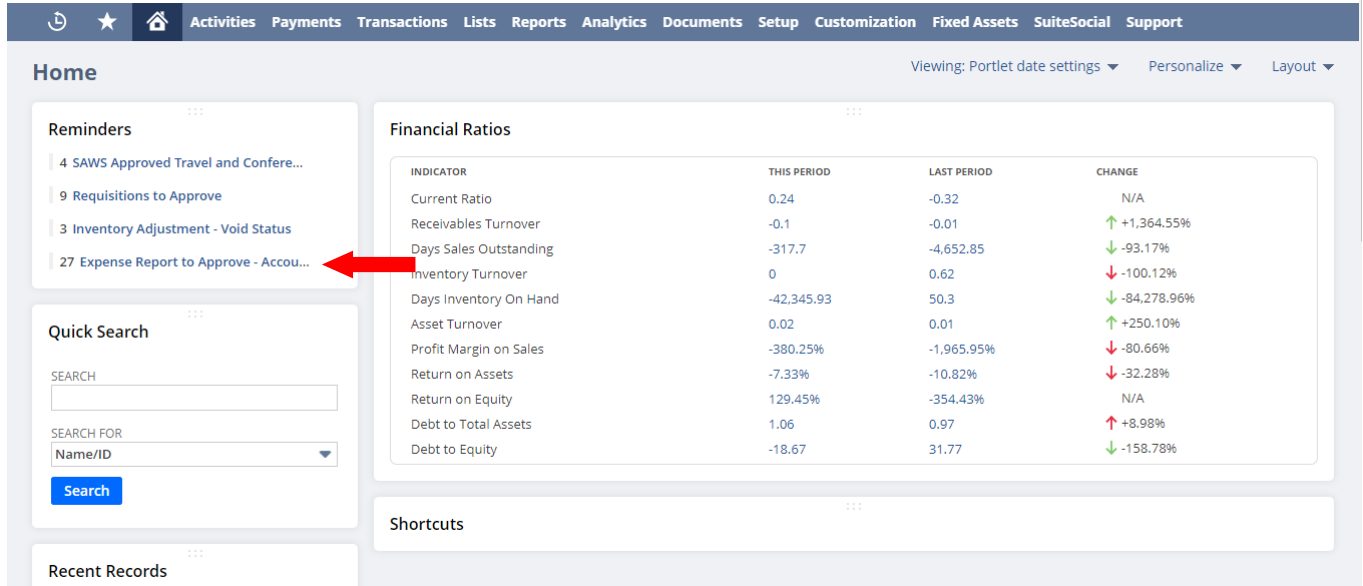
EXP. REPT. # ER257	POSTING PERIOD Oct 2019	<b>Summary</b>
EMPLOYEE 4 Shuaib Abed	DATE DUE 22/10/2019	
ADVANCE TO APPLY		EXPENSES TOTAL <b>122.00</b>
TAX AMT 0.00		TOTAL IN BASE CURRENCY <b>R122.00</b>
PURPOSE training 1		NON-REIMBURSABLE EXPENSES (TAX EXCL.) <b>0.00</b>
DATE 15/10/2019		REIMBURSABLE EXPENSES <b>122.00</b>
		CORPORATE CARD <b>0.00</b>
		ADVANCE TO APPLY
		TOTAL REIMBURSABLE AMOUNT <b>122.00</b>

**Classification**

COST CENTER 001 Aviation Johannesburg	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER Accounts Payable Supervisor
APPROVAL STATUS Pending Approval		

## Accounts Payable Supervisor Login with the SAWS AP Manager Role

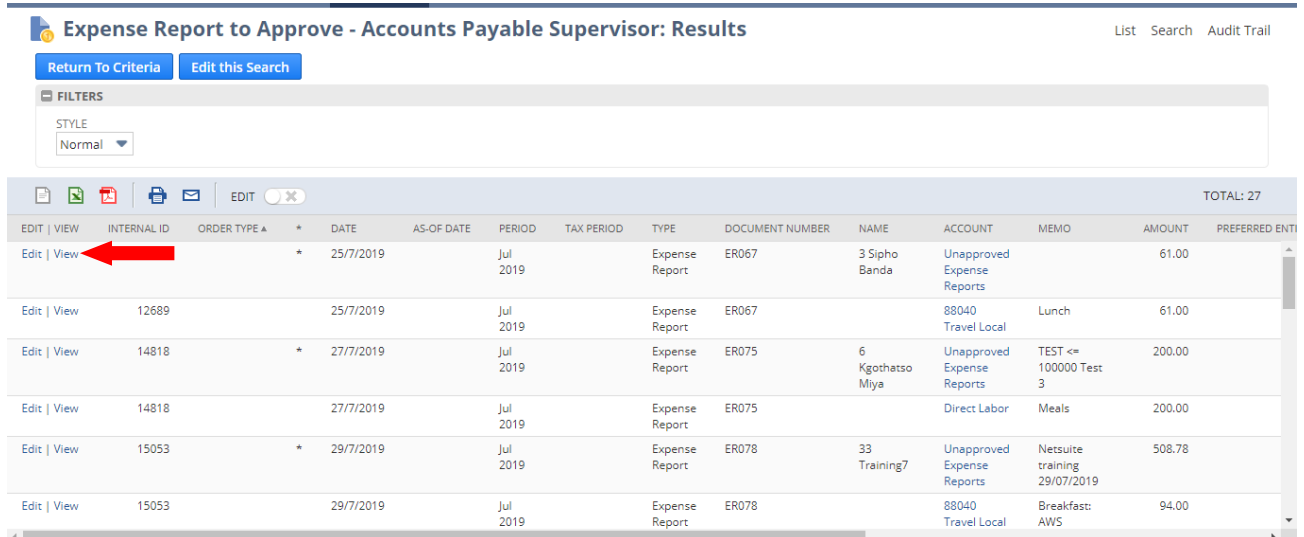
- Under Reminders , click on expense report to approve – Account Payable Supervisor



The screenshot shows the SAWS AP Manager interface. The top navigation bar includes: Home, Activities, Payments, Transactions, Lists, Reports, Analytics, Documents, Setup, Customization, Fixed Assets, SuiteSocial, and Support. The main content area is divided into several sections:

- Reminders:** A list of items to be reviewed:
  - 4 SAWS Approved Travel and Confere...
  - 9 Requisitions to Approve
  - 3 Inventory Adjustment - Void Status
  - 27 Expense Report to Approve - Accou... (highlighted with a red arrow)
- Quick Search:** A search box with a 'Search' button.
- Financial Ratios:** A table showing various financial indicators and their trends over two periods.
- Shortcuts:** A section for quick access to other features.
- Recent Records:** A section for recently viewed or processed records.

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





The screenshot shows the 'Expense Report to Approve - Accounts Payable Supervisor: Results' page. The page includes a search bar, filters, and a table of expense reports. The table has the following columns: EDIT | VIEW, INTERNAL ID, ORDER TYPE A, DATE, AS-OF DATE, PERIOD, TAX PERIOD, TYPE, DOCUMENT NUMBER, NAME, ACCOUNT, MEMO, AMOUNT, and PREFERRED ENTI. The first row is highlighted with a red arrow pointing to the 'View' link.

EDIT   VIEW	INTERNAL ID	ORDER TYPE A	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	

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

**Expense Report** ER257 4 Shuaib Abed PENDING APPROVAL

Approve **Reject**   Actions

**Primary Information**



EXP. REPT. # ER257	POSTING PERIOD May 2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>EXPENSES TOTAL</td> <td>122.00</td> </tr> <tr> <td>TOTAL IN BASE CURRENCY</td> <td>R122.00</td> </tr> <tr> <td>NON-REIMBURSABLE EXPENSES (TAX EXCL.)</td> <td>0.00</td> </tr> <tr> <td>REIMBURSABLE EXPENSES</td> <td>122.00</td> </tr> <tr> <td>CORPORATE CARD</td> <td>0.00</td> </tr> <tr> <td>ADVANCE TO APPLY</td> <td></td> </tr> <tr> <td>TOTAL REIMBURSABLE AMOUNT</td> <td>122.00</td> </tr> </tbody> </table>	Summary		EXPENSES TOTAL	122.00	TOTAL IN BASE CURRENCY	R122.00	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00	REIMBURSABLE EXPENSES	122.00	CORPORATE CARD	0.00	ADVANCE TO APPLY		TOTAL REIMBURSABLE AMOUNT	122.00
Summary																		
EXPENSES TOTAL	122.00																	
TOTAL IN BASE CURRENCY	R122.00																	
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00																	
REIMBURSABLE EXPENSES	122.00																	
CORPORATE CARD	0.00																	
ADVANCE TO APPLY																		
TOTAL REIMBURSABLE AMOUNT	122.00																	
EMPLOYEE 4 Shuaib Abed	DATE DUE 22/10/2019																	
TAX AMT 0.00																		
PURPOSE training 1																		
DATE 15/10/2019																		

**Classification**

COST CENTER 001 Aviation Johannesburg	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER Accounts Payable Supervisor
APPROVAL STATUS Pending Approval		

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

**Expense Report** ER257 4 Shuaib Abed APPROVED

Edit Back **Make Payment**   Actions

**Primary Information**

EXP. REPT. # ER257	POSTING PERIOD May 2019	<table border="1"> <thead> <tr> <th colspan="2">Summary</th> </tr> </thead> <tbody> <tr> <td>EXPENSES TOTAL</td> <td>122.00</td> </tr> <tr> <td>TOTAL IN BASE CURRENCY</td> <td>R122.00</td> </tr> <tr> <td>NON-REIMBURSABLE EXPENSES (TAX EXCL.)</td> <td>0.00</td> </tr> <tr> <td>REIMBURSABLE EXPENSES</td> <td>122.00</td> </tr> <tr> <td>CORPORATE CARD</td> <td>0.00</td> </tr> <tr> <td>ADVANCE TO APPLY</td> <td></td> </tr> <tr> <td>TOTAL REIMBURSABLE AMOUNT</td> <td>122.00</td> </tr> </tbody> </table>	Summary		EXPENSES TOTAL	122.00	TOTAL IN BASE CURRENCY	R122.00	NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00	REIMBURSABLE EXPENSES	122.00	CORPORATE CARD	0.00	ADVANCE TO APPLY		TOTAL REIMBURSABLE AMOUNT	122.00
Summary																		
EXPENSES TOTAL	122.00																	
TOTAL IN BASE CURRENCY	R122.00																	
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00																	
REIMBURSABLE EXPENSES	122.00																	
CORPORATE CARD	0.00																	
ADVANCE TO APPLY																		
TOTAL REIMBURSABLE AMOUNT	122.00																	
EMPLOYEE 4 Shuaib Abed	DATE DUE 22/10/2019																	
TAX AMT 0.00																		
PURPOSE training 1																		
DATE 15/10/2019																		

**Classification**

COST CENTER 001 Aviation Johannesburg	NEXT APPROVER	ACCOUNTS PAYABLE APPROVER
APPROVAL STATUS Approved		

## 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 ENTITY
Edit   <b>View</b>		*	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 Ecoglades and back	353.78	
Edit   View	15054	*	29/7/2019		Jul 2019		Expense Report	ER079	41 Training15	Unapproved Expense Reports		828.94	

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

**Expense Report** List Search Customise More

**ER078 33 Training7** PENDING APPROVAL

[Approve](#) [Reject](#) [Actions](#)

**Primary Information**

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	

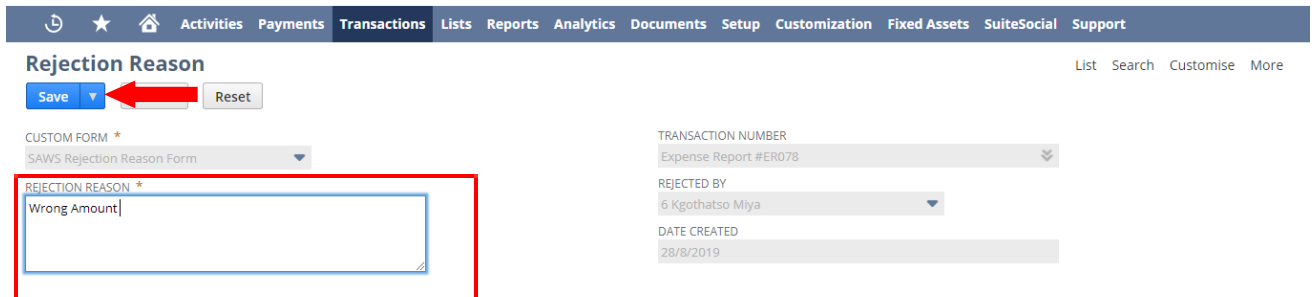
Summary	
EXPENSES TOTAL	508.78
TOTAL IN BASE CURRENCY	R508.78
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	508.78
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	508.78

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

USE MULTI CURRENCY

REF NO.	DATE	CATEGORY	QUANTITY	TAX CODE	AMOUNT	TAX DATE	TAX AMT	CROSS AMT	MEMO	COST CENTER	LOCATION
---------	------	----------	----------	----------	--------	----------	---------	-----------	------	-------------	----------

- 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.



**Rejection Reason** List Search Customise More

Save ← Reset

CUSTOM FORM \*  
SAWS Rejection Reason Form

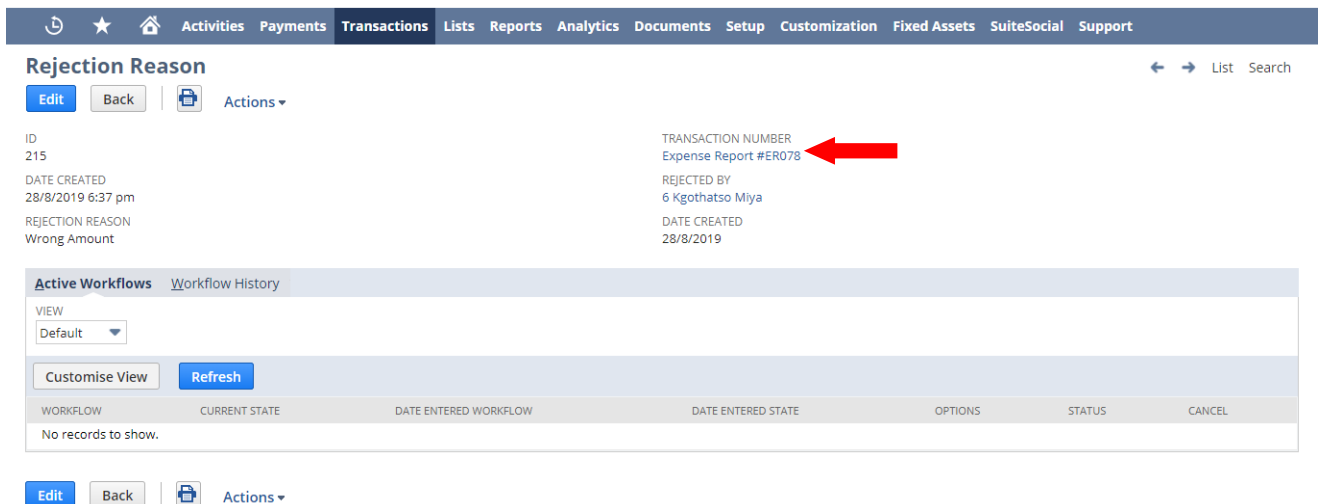
**REJECTION REASON \***  
Wrong Amount

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 transaction click on the expense report number in the transaction number field.



**Rejection Reason** ← → List Search

Edit Back Actions

ID  
215

DATE CREATED  
28/8/2019 6:37 pm

REJECTION REASON  
Wrong Amount

TRANSACTION NUMBER  
Expense Report #ER078

REJECTED BY  
6 Kgothatso Miya

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.




SANDBOX

 Help
  Feedback
  26 Training 1  
 SOUTH AFRICAN WEATHER SERVICE - SAWS Employee Centre

---

Expense Report List Search More

ER049 6 Kgothatso Miya REJECTED 

  Actions

Primary Information	
EXP. REPT. #	
ER049	
EMPLOYEE	
6 Kgothatso Miya	
ADVANCE TO APPLY	
TAX AMT	
PURPOSE	
Netsuite Training 2019	
DATE	
21/7/2019	
APPROVAL STATUS	
Rejected	
NEXT APPROVER	
26 Training 1	
ACCOUNTING APPROVER	
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