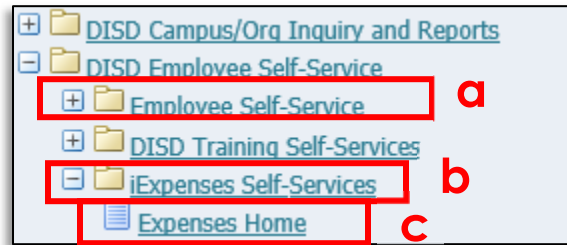


Locating Expense Report Status

Where can I find the status of my active Expense Report?

1. Login to Oracle from a District computer.
If you are logging in outside of the district firewall use the following link <https://Disdops.dallasisd.org> .

2. Open:
 - a. **DISD Employee Self-Service Folder.**
 - b. Select **iExpenses Self-Services.**
 - c. Choose **Expenses Home.**



3. From Expenses Home Page locate **Report Status** and **Current Approver.**

Expenses Home Create New Expense Report

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
570874	27-Sep-2019	Pending Manager Approval		LOMBARDI, JANICE DARLENE	900.00	PowerSchool Universi...		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
571874	04-Sep-2019	Saved	28.89	September 2019			

Notifications

View

Select From	Subject	Sent	Due
There are no notifications in this view.			
TIP Vacation Rules - Redirect or auto-respond to notifications.			
TIP Worklist Access - Specify which users can view and act upon your notifications.			

Status	Reason	What to do:
Saved	Has not been submitted.	Complete the report and submit.
Pending Manager Approval	Sitting in approvers que. Manager/Supervisor/Grants	Approver should review and approve.
Pending System Admin	In most cases there have been changes to an approver for this expense report. The expense report is sitting in limbo in Oracle.	Requestor should withdraw expense report and resubmit. This should route the expense report to the appropriate approver.
Rejected	An approver has rejected the expense report. The report is then returned to employee for corrections or updates.	Employee should make any corrections to expense report and resubmit for approval.
Pending Your Resolution	An approver has requested information.	1. Employee should upload requested information. There will not be a submit. 2. If any changes must be made the expense report should be withdrawn and changes made and request should be resubmitted for approval.
Withdrawn	Only the employee making the request may withdraw the expense report.	Request that have been withdrawn may be corrected and resubmitted for approval.
Pending Payables Approval	Expense report is sitting in Accounts Payable que awaiting audit.	Accounts payable will complete audit and either request information, reject request, or submit for payment.
Ready for Payment	Accounts Payable has completed audit and forwarded for payment.	Request may now be paid per Dallas ISD payment guidelines.
Paid	Request is ready for payment.	Dallas ISD payments are run on Thursdays. If this is requestor's first request for payment they will receive a paper check in the mail. If requestor has had prior payments, payment will be direct deposited into account used for payroll deposit.

When will I get paid?

Your expense report has to be approved through a series of people including your supervisor, budget manager, grants, and accounts payable.

Your expense report needs to be approvable by AP or it has to start over.

AP works from a first in first out queue, so asking questions before it's your turn is taking someone else's place in line. Heavy travel submissions happen between Feb-September, so there is a longer turn around.

Once approved by the final approver, expense reports are imported. Your expense report will likely be paid the Thursday following the AP approval and import into the main AP system.

I need help!!

Help is available through a variety of avenues:

First – **review the applicable section of this book.** The better everyone is at helping themselves, the more time is set aside for people who have issues they can't resolve without support.

Second **review the iExpense website** <http://www.dallasisd.org/iExpense>

If you are having a function issue – **email** atsoraclefinancesup@dallasisd.org and the training team will get back with you and help you figure it out.

If something is broken, submit a **Remedy Force support ticket.**

If the audit in Accounts Payable has messaged you, **respond directly to them or do what has been requested.**