

MyView Expenses – Approvals Process

Oracle Approver Role and Responsibilities

Role of the Oracle Approver

As an Oracle Approver you have the delegated authority and responsibility for managing a budget within the University and/or its subsidiary companies.

Part of this role is to review and authorise expense claims to ensure compliance with the University's Financial Regulations and Financial Procedures.

Responsibilities of the Oracle Approver

- Ensure approval by a member of SLT is attached to the claim
- Ensure that claims are wholly, necessarily and exclusively for work purposes
- Check that the cost centre (finance/activity code) is valid and accurate. If the cost centre relates to a Research code, ensure the 'Task' is correct
- Check the expenditure is a legitimate expense for the cost centre
- Check there is sufficient budget to cover the expense claim
- Check if a corresponding receipt is attached to each line item of the claim and the claim is valid as a non-taxable claim. If no receipt is attached, the claim group selected must indicate 'No Receipt (taxable)' and the claim type must indicate 'No Receipt'
- Check the claim attachment/receipt to ensure that the amount shown is the same as the amount claimed
- Check the receipt is valid for the expenditure (e.g. a taxi receipt is not submitted for a claim for subsistence)
- Take responsibility for accepting a cost that may deviate from policy (e.g. travel that should have gone through Key Travel)
- If you reject a claim, ensure you complete the 'Rejection notes' section to inform the claimant why their claim has been rejected
- Ensure you set your 'vacation rule' in Oracle if you will be away from the University for a day or more. This will ensure the claim will be forwarded onto the appropriate person while you are on holiday

As an Oracle Approver, you will have 7 calendar days to approve or reject the expense claim. Failure to take action within this seven day approval window will automatically reject the claim back to the claimant. The claimant can resubmit the claim, but it will need to start the approval process from the beginning.

If you are the Line Manager and also the Oracle Approver, you will need to fulfil the responsibilities for both roles at the same time – once you have authorised at the Line Manager stage, the system will self-authorise at the Oracle Approver stage.

Additional Information

For further information about the MyView Expenses portal, please refer to the comprehensive [training materials](#) or [FAQs document](#).

If you have any other questions you should contact one of the below:

- For queries about your expense claim, contact Fees and Expenses (feesandexpenses@manchester.ac.uk)
- For queries or issues about using the MyView Expenses portal, contact MyView (myview@manchester.ac.uk)

More information about MyView can be found on [StaffNet](#).