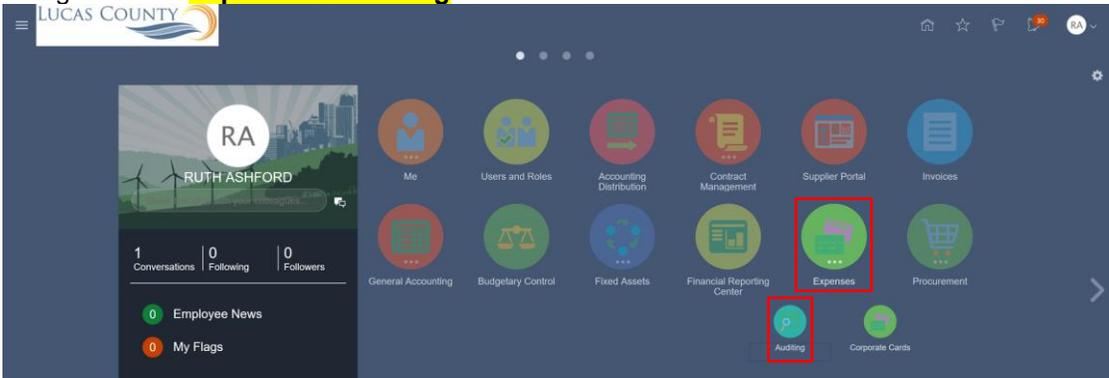
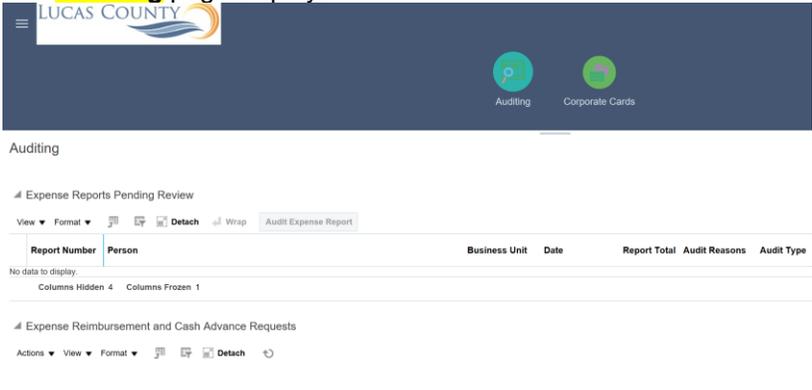


Review Payment Requests

Audience: Expense Auditor

Purpose: Oracle Expenses can submit requests to Oracle Payables to disburse funds to payees that aren't defined as suppliers. Payables records these requests as payment requests. You can create a payment request from Expenses for an Expense Report. You can disburse the funds and manage the payment process using the payment management functionality in Payables.

Step	Action
1	<p>Navigate to the Expenses > Auditing work area.</p> 
2	<p>The Auditing page displays.</p> 

Click the **Tasks** icon, and select **Process Expense Reimbursements and Cash Advances**.

Audit Expense Report

- Manage Expense Reports
- Manage Receipt Packages
- Manage Expense Audit List Membership
- Manage Cash Advances
- Manage Expense Contingent Worker

Process Expense Reimbursements and Cash Advances

- Process Expense Reimbursements and Cash Advances
- Review Rejected Expense Reports and Cash Advances
- Review Payment Requests
- Review Invoices
- Process Overdue and Missing Receipts

3 The **Auditing** page displays. In the **Expense Reimbursement and Cash Advance Request** section, click the **Action** menu and click to select **Review Payment Requests**.

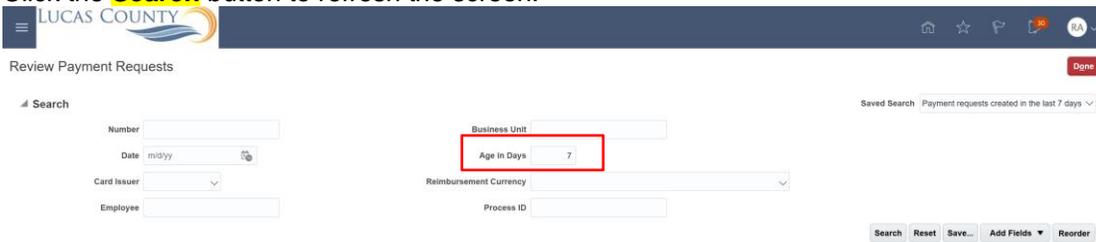
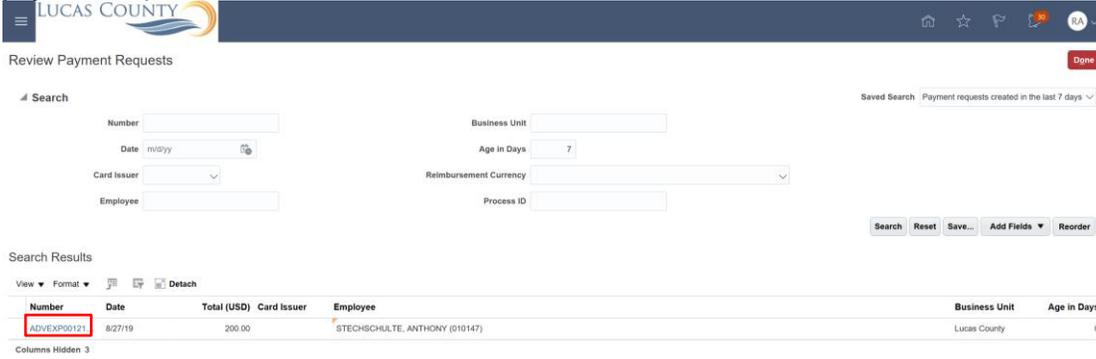
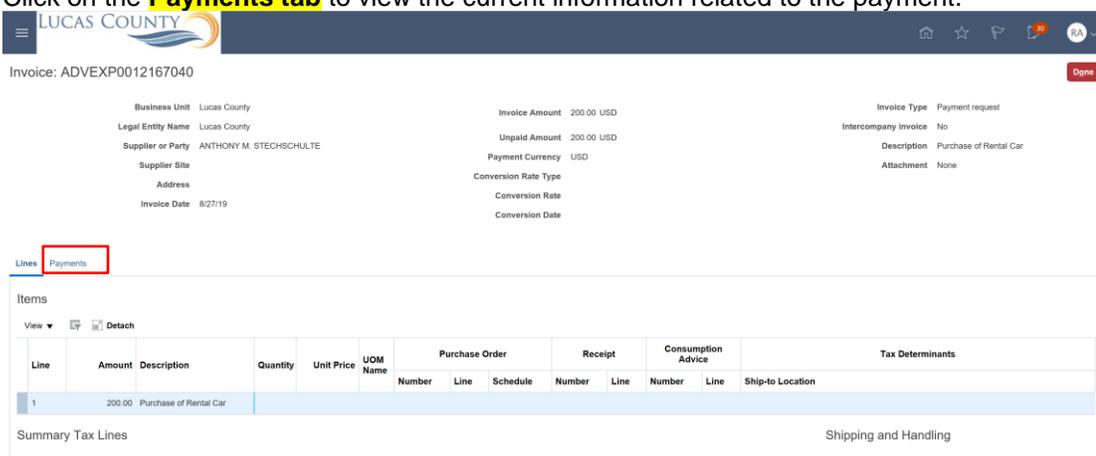
Auditing

Expense Reports Pending Review

Expense Reimbursement and Cash Advance Requests

Process ID	Type	Rejected	Payment Requests	Invoices
31041	Cash Advances		1	
24886	Expense Reimbursements		1	
24852	Expense Reimbursements			
24846	Expense Reimbursements			

If no expense reports display in the search results based on a saved search to display Payment Requests created in the last 7 days. Remove the '7' from the **Age in Days** field and

	<p>Click the Search button to refresh the screen.</p> 
<p>4</p>	<p>Click on the Number hyperlink from the search results lines to see information on the payment request search result.</p> 
<p>5</p>	<p>Review the information on the lines to view the current information related to the expense item lines.</p>
<p>6</p>	<p>Click on the Payments tab to view the current information related to the payment.</p> 
<p>7</p>	<p>Click Done (Top Right) on the Review Payment Requests screen to return to the Auditor work area. This concludes the activities related to reviewing payment requests.</p>