

Part2: Procedure to Delegate Responsibility to Others to Enter the project Expenses on Your Behalf

Please follow the below procedure to delegate responsibility to a project team member/support staff to enter the project expenses on your behalf.

Login to E-business



The login screen for the KFUPM E-BUSINESS SYSTEM. It features a blue header with the system name. On the left is a globe graphic. The main area contains a login form with fields for *User Name and *Password, each with an example. Below the password field are Login and Cancel buttons. There is also a Login Assistance link and an Accessibility dropdown menu set to None. At the bottom, there is a link to Personalize Table Layout and a language selection option for Arabic and English.

Personalize Table Layout

KFUPM E-BUSINESS SYSTEM

Personalize Stack Layout
Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

*User Name
(example: ahmad.fazal.salman)

*Password
(example: 4u99v23)

Login Cancel

Login Assistance

Accessibility None

Personalize Table Layout

Select a Language:
العربية English

Click on internet-Expenses tab



The Oracle Applications Home Page for King Fahd University of Petroleum & Minerals. The header includes the university logo and name in Arabic and English. Below the header is a search bar and a navigation menu. The main content area is divided into two sections: Main Menu and Worklist. The Main Menu section has a 'Personalize' button and a list of application areas, with 'Internet Expenses' and 'Expenses Home' highlighted. The Worklist section shows a table of notifications with columns for From, Type, and Subject.

Enterprise Search All Go Search Results Display Preference Standard

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

Personalize

- Internet Expenses
- Expenses Home
- KFUPM - Workflow Status Monitor
- KFUPM Business Trip Requests
- KFUPM E-Business Responsibility Request
- KFUPM Faculty Conference User
- KFUPM Learner Self-Service
- KFUPM Material Requestor
- KFUPM New Fire Ext. Issue Request
- KFUPM Office Expenses

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject
PA Budget Integration Workflow		The budget integration was successful.: Impact of Co-Channel (FT121002)
PA Budget Integration Workflow		The budget integration was successful.: Systemic Risk(FT121001)
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527012 (1,000.00 SAR) has been approved
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527011 (100.00 SAR) has been approved

TIP Vacation Rules - Redirect or auto-respond to notifications.
TIP Worklist Access - Specify which users can view and act upon your notifications.

Click on Access Authorizations tab



جامعة الملك فهد للبترول والمعادن

King Fahd University of Petroleum & Minerals

Expense Reports

[Expense Reports](#)
[Access Authorizations](#)
[Projects and Tasks](#)
[Payments Search](#)

[Expenses Home](#)
[Expense Reports](#)
[Access Authorizations](#)
[Projects and Tasks](#)
[Payments Search](#)

[Expenses Home](#)
[Access Authorizations](#)

[Create Expense Report](#)

[Personalize "OIE Home Page Container"](#)

Track Submitted Expense Reports

[Personalize "Track Submitted Expense Reports"](#)
[Personalize Table Layout: \(TrackSubReportsHelp\)](#)
 The following expense reports are either outstanding or have been paid in the last 30 days.
[Personalize "Track Submitted Expense Reports ta..."](#)

Click on Add Another Row tab

Expenses


[Expenses Home](#)
[Expense Reports](#)
[Access Authorizations](#)
[Projects and Tasks](#)
[Payment](#)

[Access Authorizations](#)
[Projects and T](#)

[Personalize Flow Layout: \(OiePrefAuthLayout\)](#)
[Personalize Table Layout: \(AuthTableLayout\)](#)

Expenses Entry Delegations

[Personalize "Expenses Entry Delegations"](#)
 The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.
[Personalize "This table contains the people who..."](#)

Name	Remove
Oracle iExpenses	
Add Another Row	

Click on Search symbol

[Personalize Flow Layout: \(OiePrefAuthLayout\)](#)
[Personalize Table Layout: \(AuthTableLayout\)](#)

Expenses Entry Delegations

[Personalize "Expenses Entry Delegations"](#)
 The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.
[Personalize "This table contains the people who..."](#)

Name	Remove
Oracle iExpenses	
<input type="text"/> 	
Add Another Row	

Search can be done by entering the Full name/Employee Number/Contingent Worker Number;
After entering the employee information, click GO and Then select

Search and Select: Name

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Employee Number Go

Results

Personalize Table: (OiePrefDelegationEmpLovTbl)

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
	No search conducted.						

[About this Page](#)

Highlight the "select" circle once the employee information is correct and press the "Select" tab. Select the employee and click select

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Employee Number Go

Results

Personalize Table: (OiePrefDelegationEmpLovTbl)

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
<input type="radio"/>		Mohammed Fareeduddin				mfuddin@kfupm.edu.sa	Deanship, Student Affairs

[About this Page](#)

Cancel Select

Click "Save" tab to complete the delegation

Personalize Flow Layout: (OiePrefAuthLayout)
Personalize Table Layout: (AuthLayout)

Revert Save

Expenses Entry Delegations

Personalize "Expenses Entry Delegations"

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Personalize "This table contains the people who..."

Name	Remove
Create IDexpenses	
Mohammed Fareeduddin	

[Add Another Row](#)

Expenses Entry Permissions

Personalize "Expenses Entry Permissions"

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Personalize "This table contains the people you..."

Name	Remove
Mohammed Fareeduddin	
Create IDexpenses	

Revert Save

Expenses Contact Us Global Policy Home Logout Preferences Personalize Page Diagnostics