Introduction
This manual describes how to check invoices in the workflow.

1. Logging in to Oracle
You can log in to Oracle at https://bass.ru.nl
This link is also included in your e-mail notification.

The login screen is shown below.
Enter your User Name (U number) and your Password and click ‘Login’.

Click on the text in the Subject column to open the notification. The invoice details are displayed, as well as a link to a scanned copy of the invoice.

Please note!
Your approval only applies to the distribution lines for which you have been designated as budget holder. If the invoice concerns several cost headings, your approval will only affect those for which you are the budget holder.

2. Checking invoices
At the top right of your screen you see a Worklist containing the invoices requiring your approval.
The ‘Distributies’ field shows to which cost heading, specification or project code this invoice will be charged.

The ‘Action History’ field indicates the process the invoice has gone through so far.

If you wish to **Reject** the invoice, you are required to provide a motivation for the rejection in the ‘Note’ box.

If you wish to **Approve** the invoice, clicking the ‘Approve’ button suffices.

If you wish to **Delegate** the invoice, click the ‘Delegate’ button and fill in the name of the person you wish to delegate the invoice to.
3. **Vacation Rules**

In case of extended absence, it may be practical to temporarily delegate your authority as a budget holder to a colleague using a ‘Vacation Rule’. This ensures that incoming invoices will be checked while you are absent.

Click the link ‘Vacation Rules’ in the Worklist

### Worklist

<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleuren, P</td>
<td>AP Invoice Approval</td>
<td>Invoice Beurs juni juli 2012 for Jansen, D. requires your approval</td>
</tr>
<tr>
<td>Bosman, Peter</td>
<td>AP Invoice Approval</td>
<td>Invoice test 2014.3.1 for Top Consult Implem.Services re approval</td>
</tr>
</tbody>
</table>

**TIP** Vacation Rules - Redirect or auto-respond to notifications

**TIP** Worklist Access - Specify which users can view and act upon your notifications.

Indicate the desired Start Date and End Date.

You have the option of including a ‘Message’ with the invoices. This allows you to explain why you are delegating the invoice (e.g. because you are on vacation) or add other relevant information.

In the ‘Delegate’ menu, select the option ‘Oracle Applications User’. In the corresponding search field, type the last name of the colleague to whom you want to delegate your authority in between percentage characters (e.g. %noijen%) and click the magnifying glass to search.

Select the correct person using ‘Quick Select’.

You now return to the ‘Vacation Rule: Response’ screen. Click ‘Apply’.

You have now set a Vacation Rule.