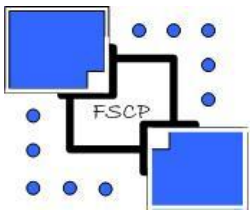
Expense Reports Training Document

Oracle iExpense

Prepared by



FSCP Solutions Inc.

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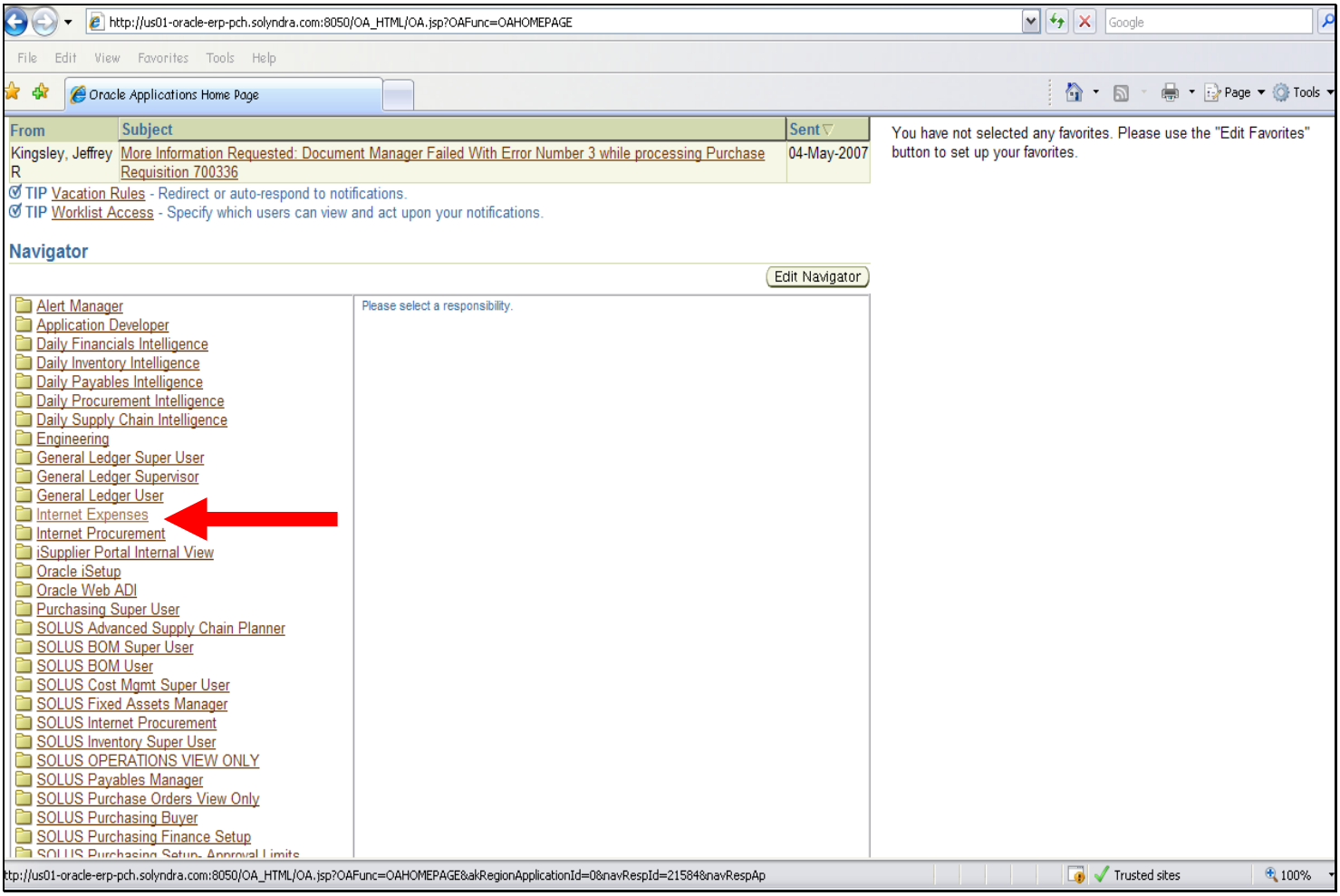
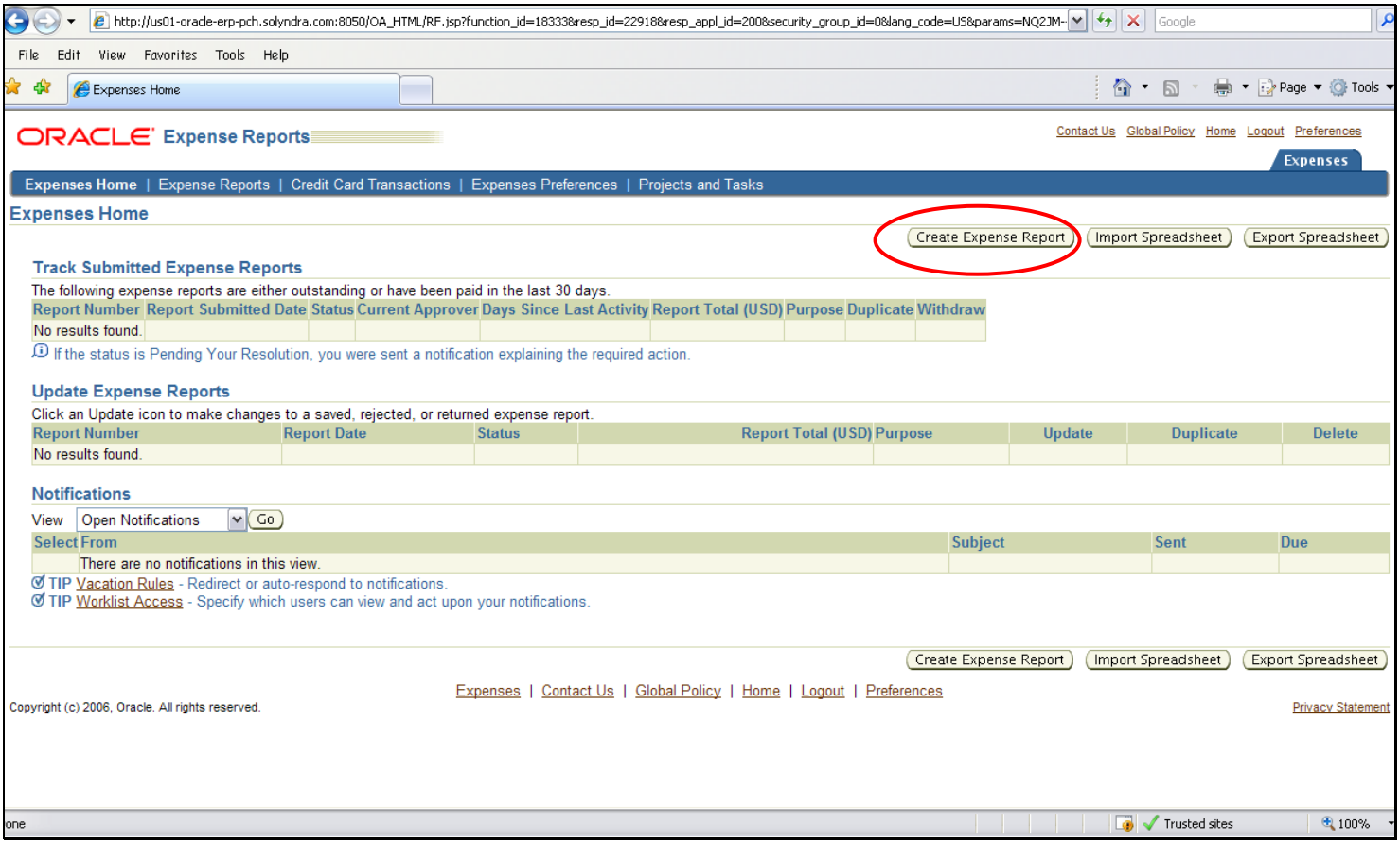
Create (Enter) Expense Reports

End-User (Employee)



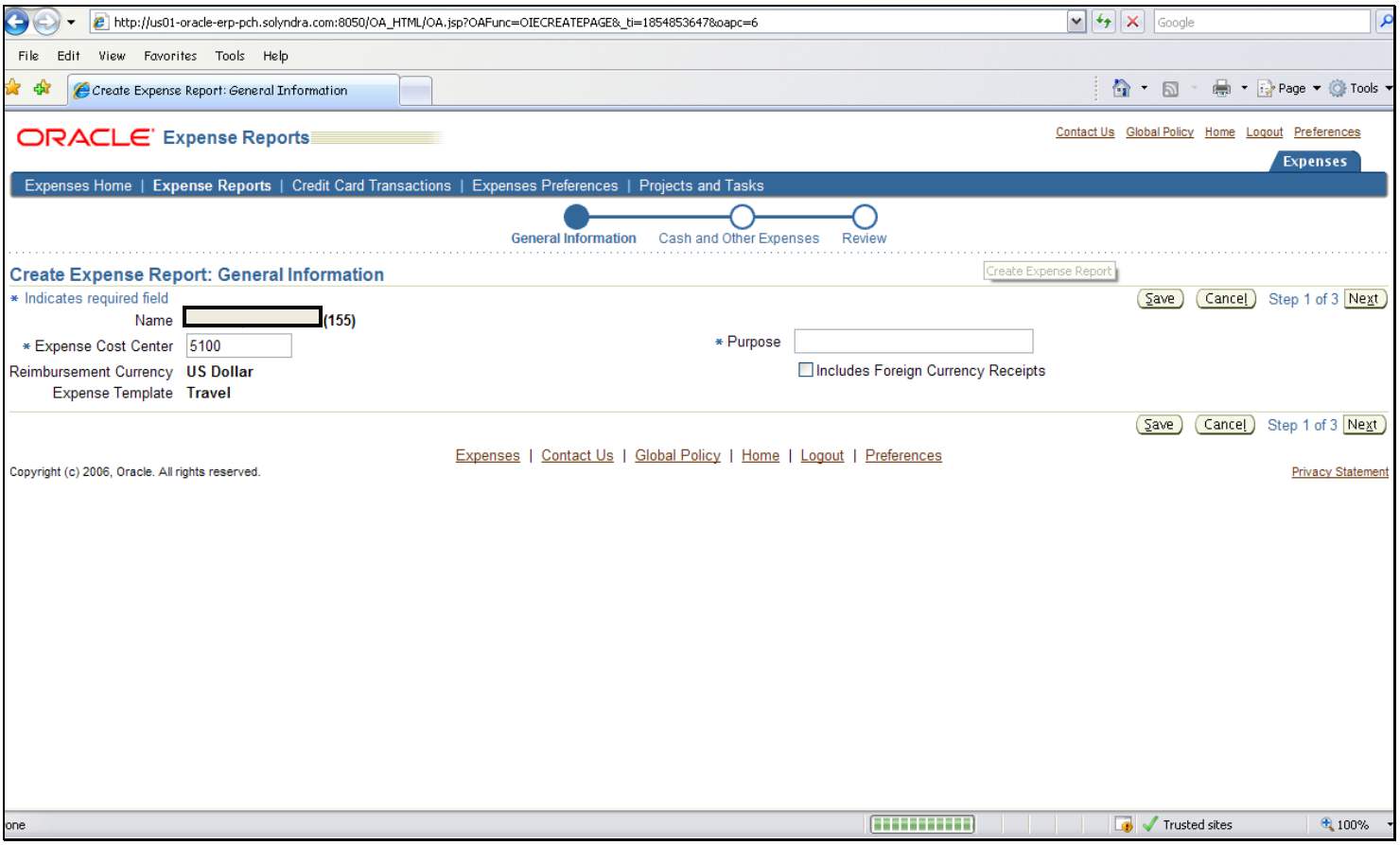
Notes

- Use the Internet Expenses Responsibility to log on and create Expense Reports.



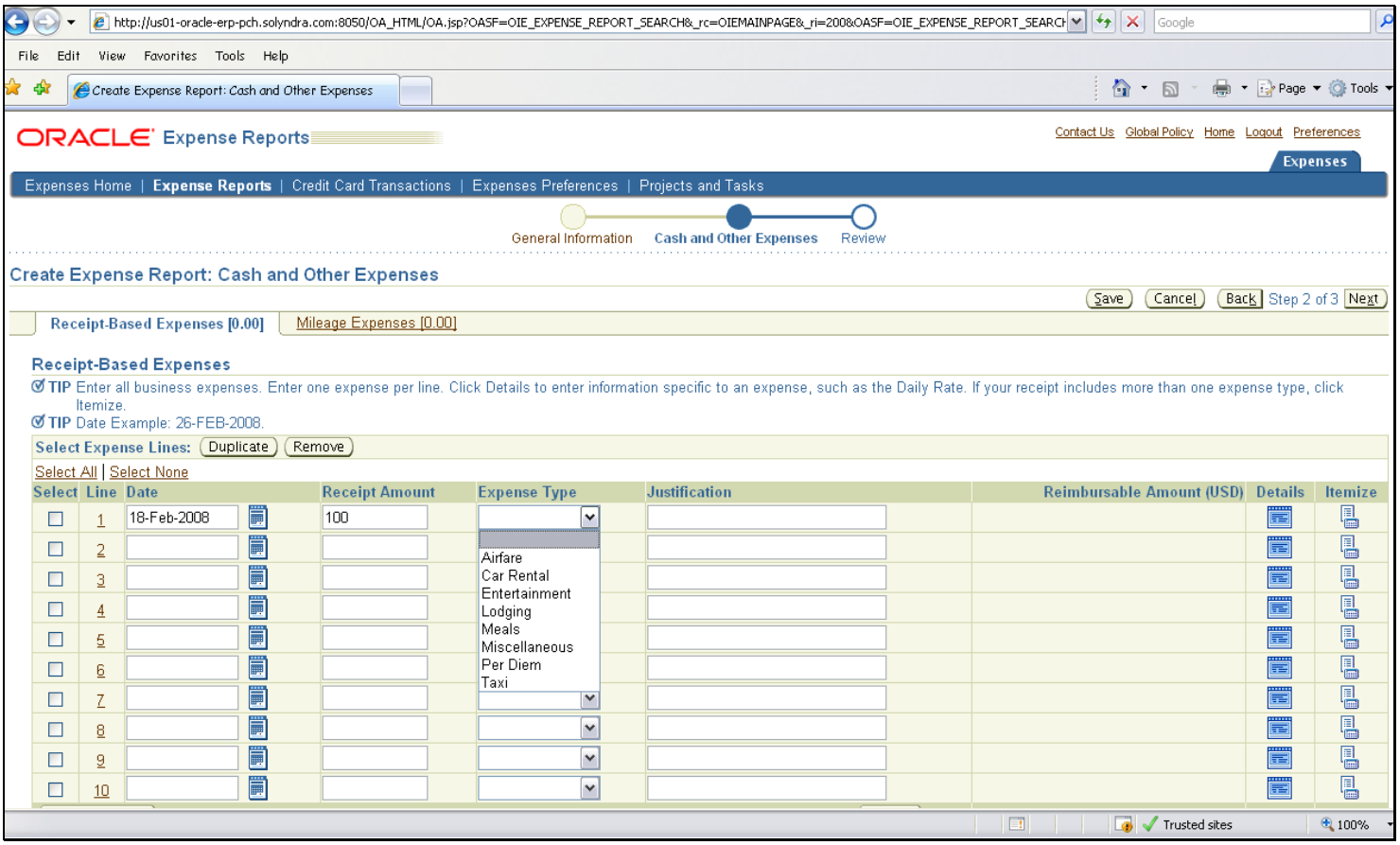
Notes

- The screen will be displayed as above. This is the Expense Report Home page where all the expense reports you have submitted will be shown with relevant statuses.
- You can click the Create Expense Report button to start creating a new Expense Report.



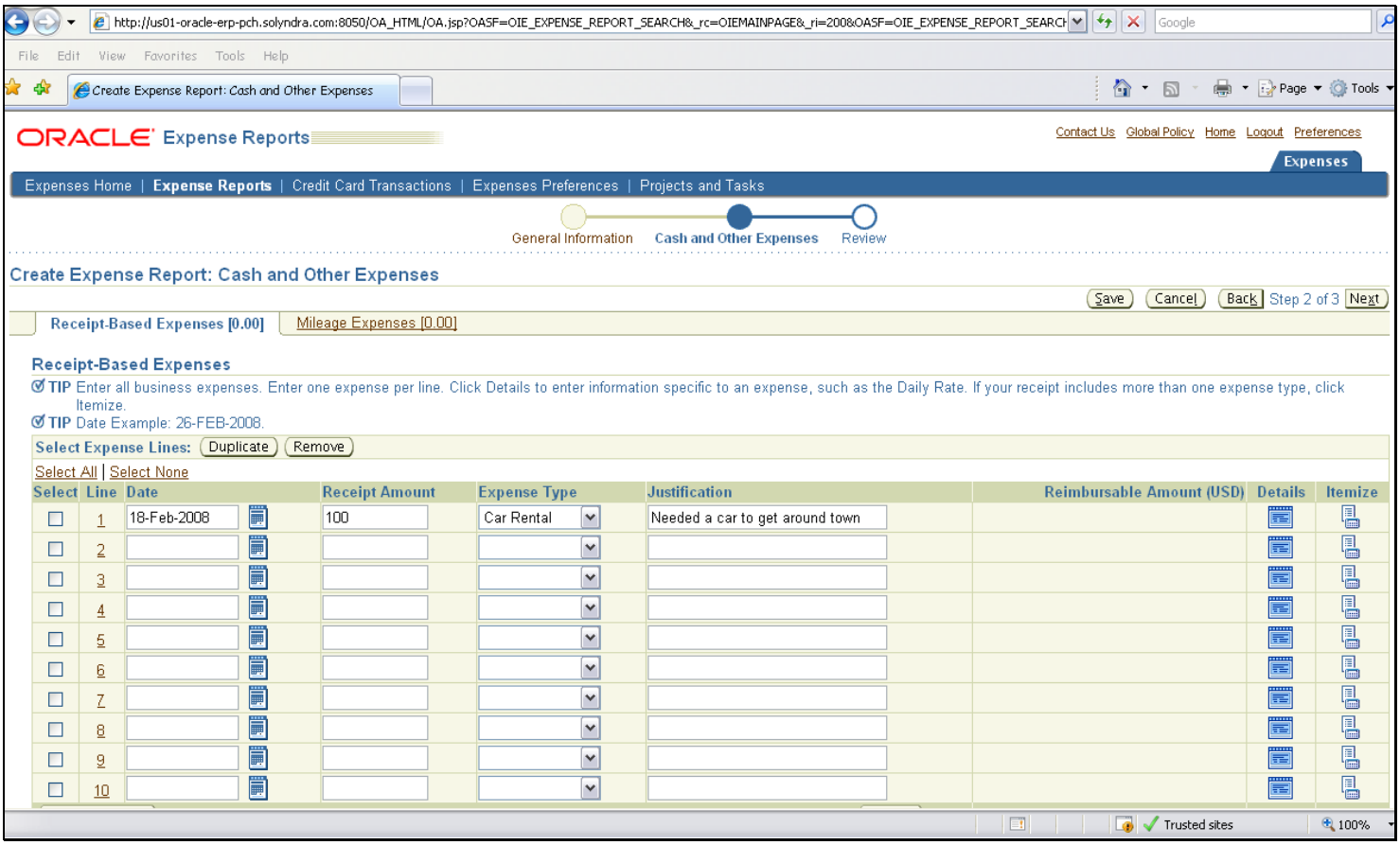
Notes

- Here you enter the Purpose – which is a required field – and is used to identify as an overview of the Expense Report and is displayed in the Notifications.
- Please review and check the Expense Cost Center to ensure that your cost center is correct. If this needs to be changed please send a request to HR and copy AP with the request so that AP is aware that the expense report will have an inaccurate Cost Center for your expense report.
- You can check the box beside the Include Foreign Currency Receipts if your Expense report is for travel outside of the country where your office is located and the currency of your expenditure is different from the Reimbursement Currency listed in the form above. ***(Refer documentation Page – 99)***
- You can then click on the next button to progress to the next step.



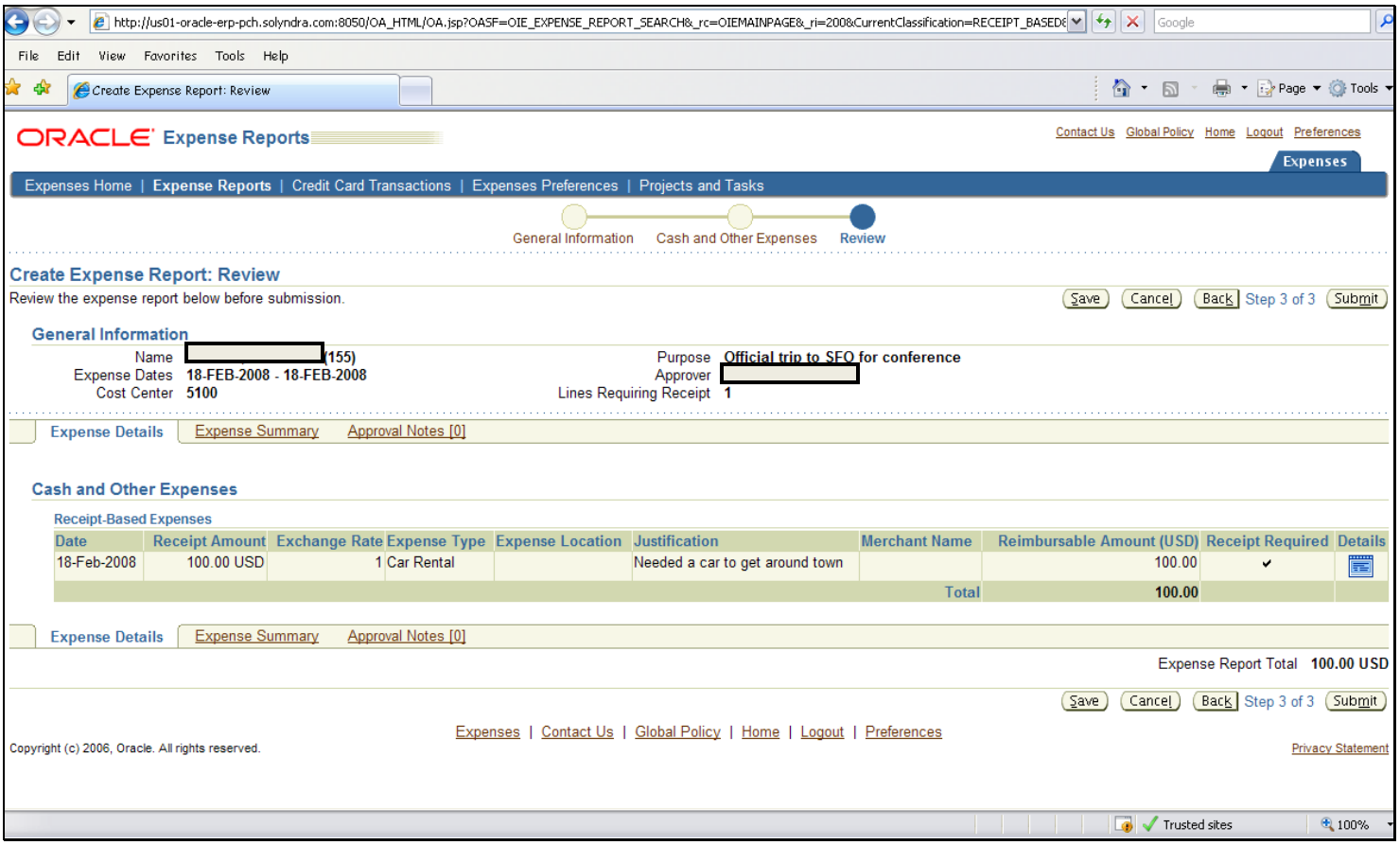
Notes

- This next screen shows you a row wise detail of the expenses that you will be entering for this expense report.
- Enter the date and the Receipt Amount.
- After you enter this you must choose the Expense Type that this expense relates to. The expense type drives the accounting and is needed for each line.
- The expense type list is based on the default Expense Report Template that has been defined in the system and is maintained by the AP group. If you need any additional item / type on this list please coordinate with your AP department to add to this list.



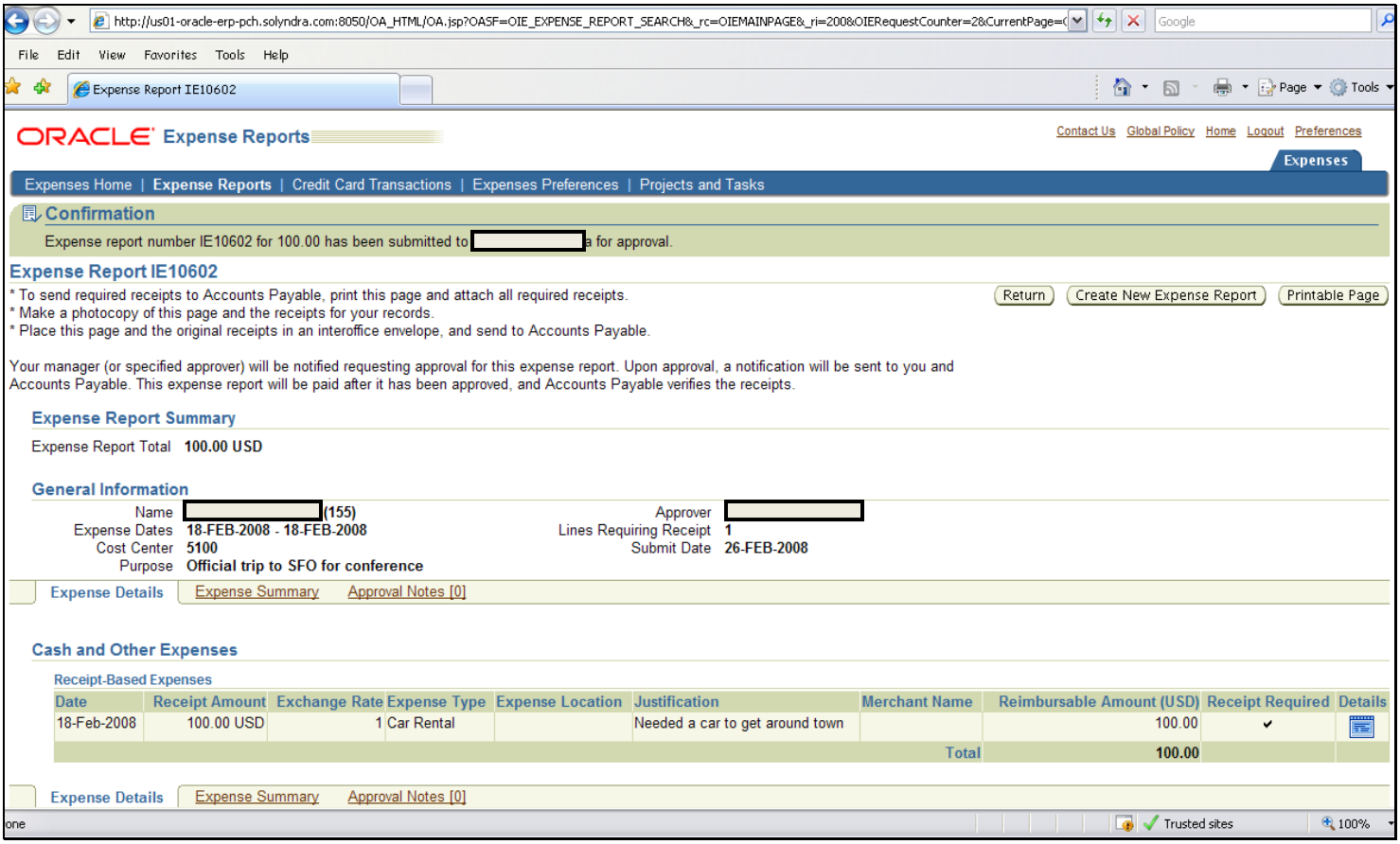
Notes

- Once you have entered all the information you will see the form look something like this for each line.
- You will then click the next button to go to the next page



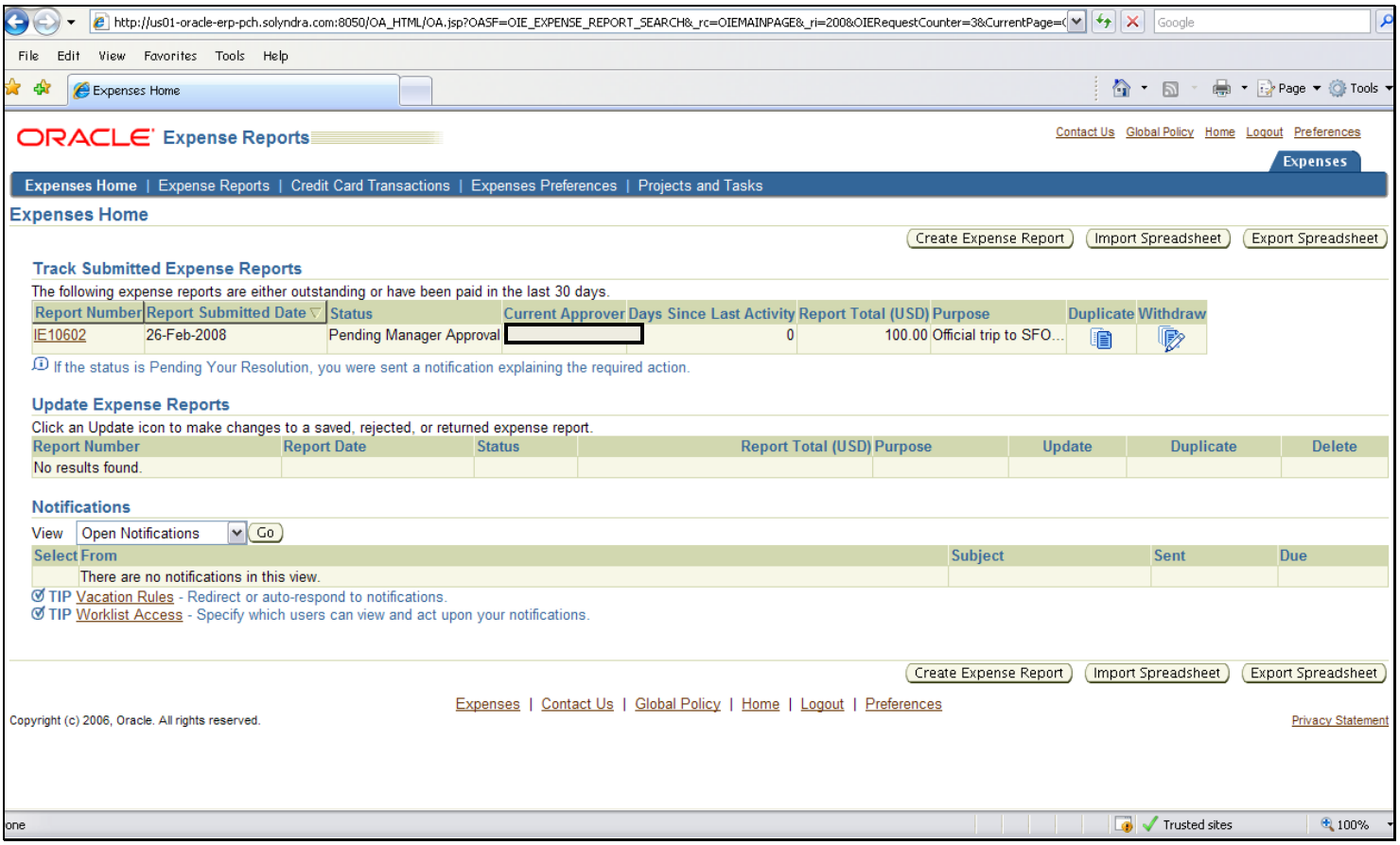
Notes

- The next page will show you a summary of the expense report per line, and you will have a choice to either submit (for approval) or save it for future use.
- You can also go back and make changes if you noticed that there was something missing or there had to be some changes made.
- Once you click on the submit button you are taken to a screen showing you a final summary of what you had submitted.



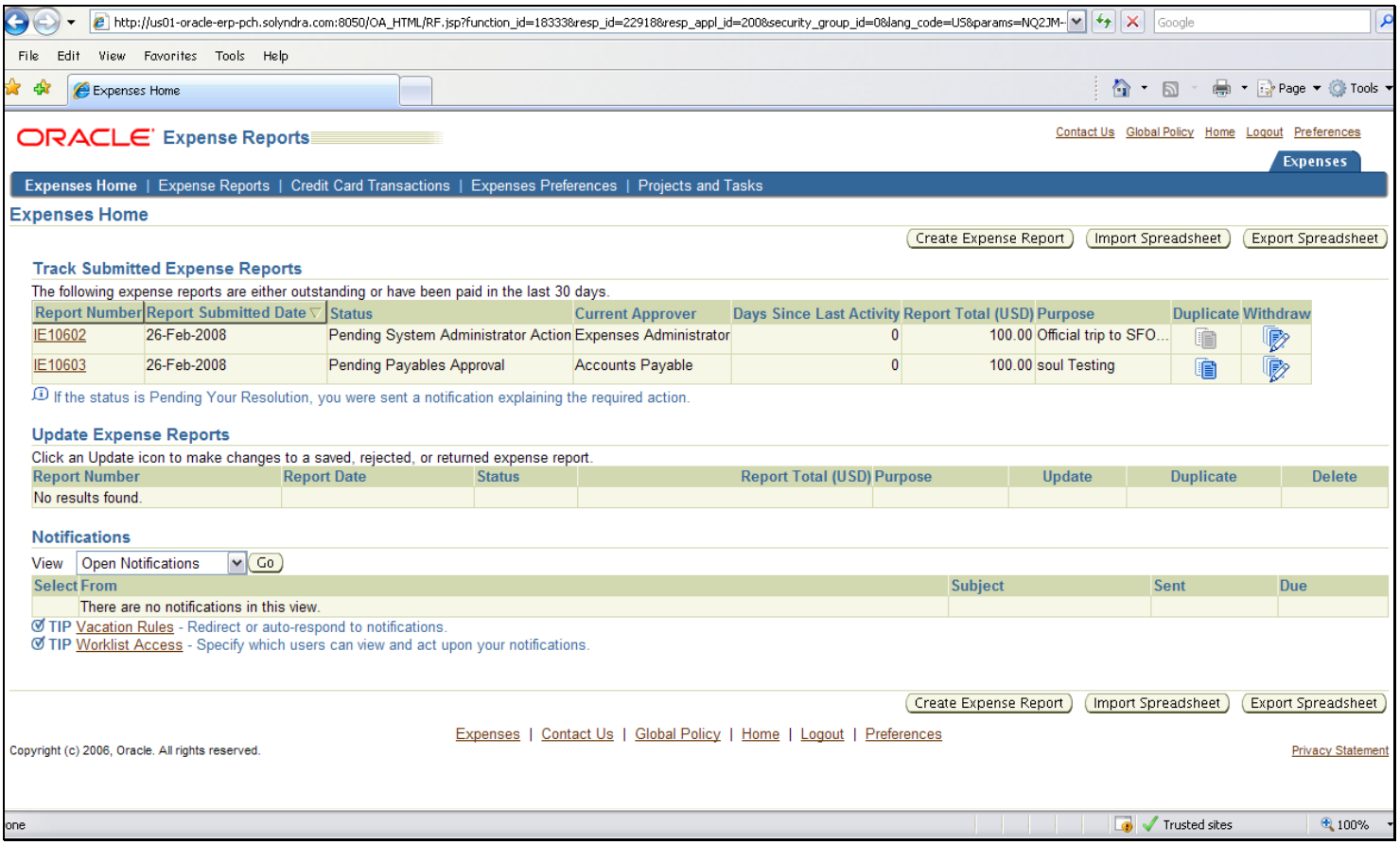
Notes

- In this screen you will be shown a summary of what has been submitted for approval.
- It also lists the expense report number, the person to whom the expense report has been submitted for approval
- It also lists some additional information on what your next steps are to progress this Expense report for payment.



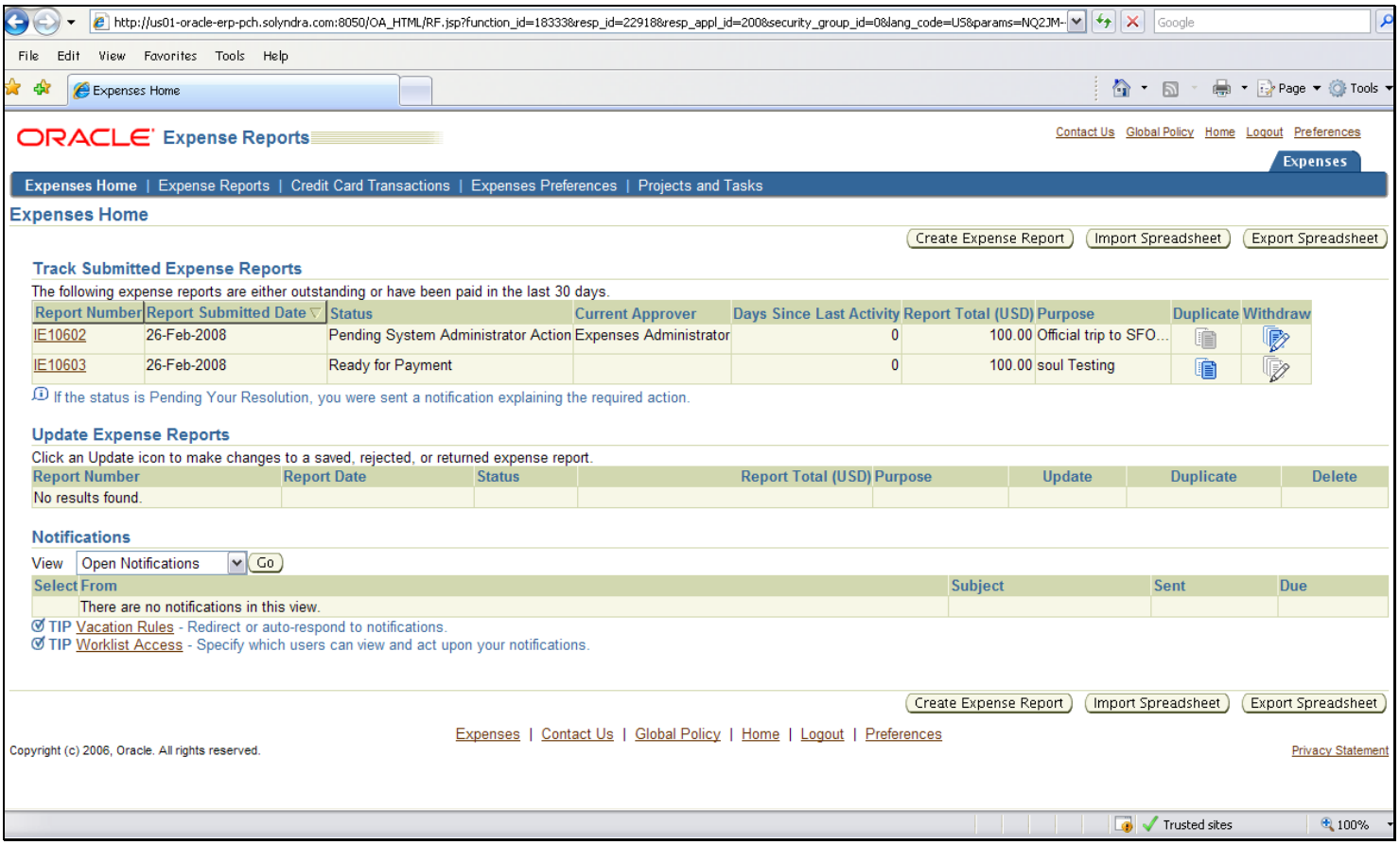
Notes

- If you click on the return button or the Expense Home tab, you will be shown the summary for the expense report just submitted.
- Note that the expense report status shows that it has been submitted for approval to ***<your Supervisor>***
- From this page you can either duplicate your expense report if you needed to do so for a recurring expense
- You can also withdraw the expense report due to some other contingencies. **(Needs testing)**



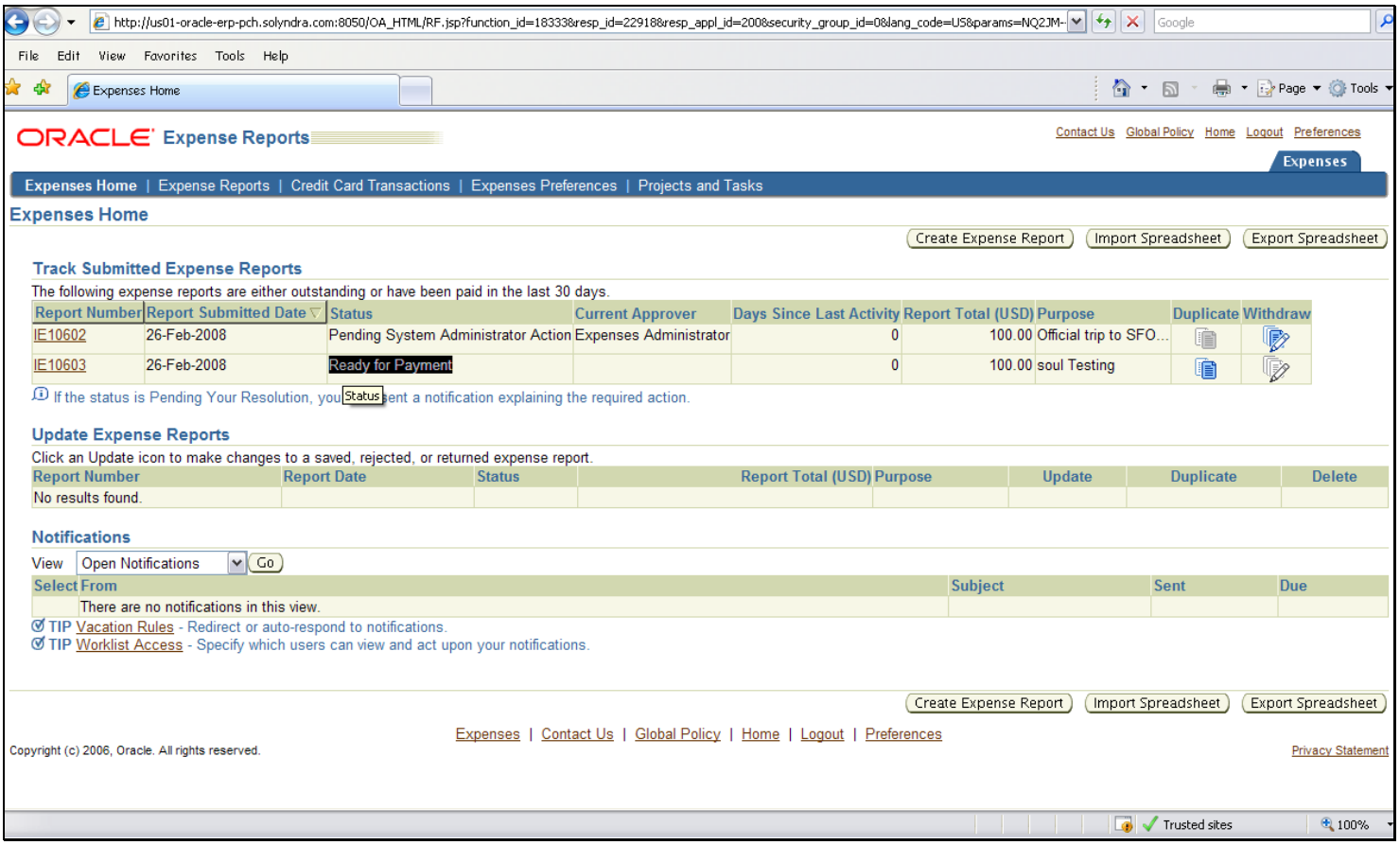
Notes

- Once ***<your Supervisor>*** has approved your Expense Report, you will see on your Expenses Home Page, the status that is in Accounts Payable queue for their approval.
- The status shows Pending Payables Approval, because they are expected to receive the originals (or copies) of your receipts for verification and storage as an audit trail and supporting of the expense report.



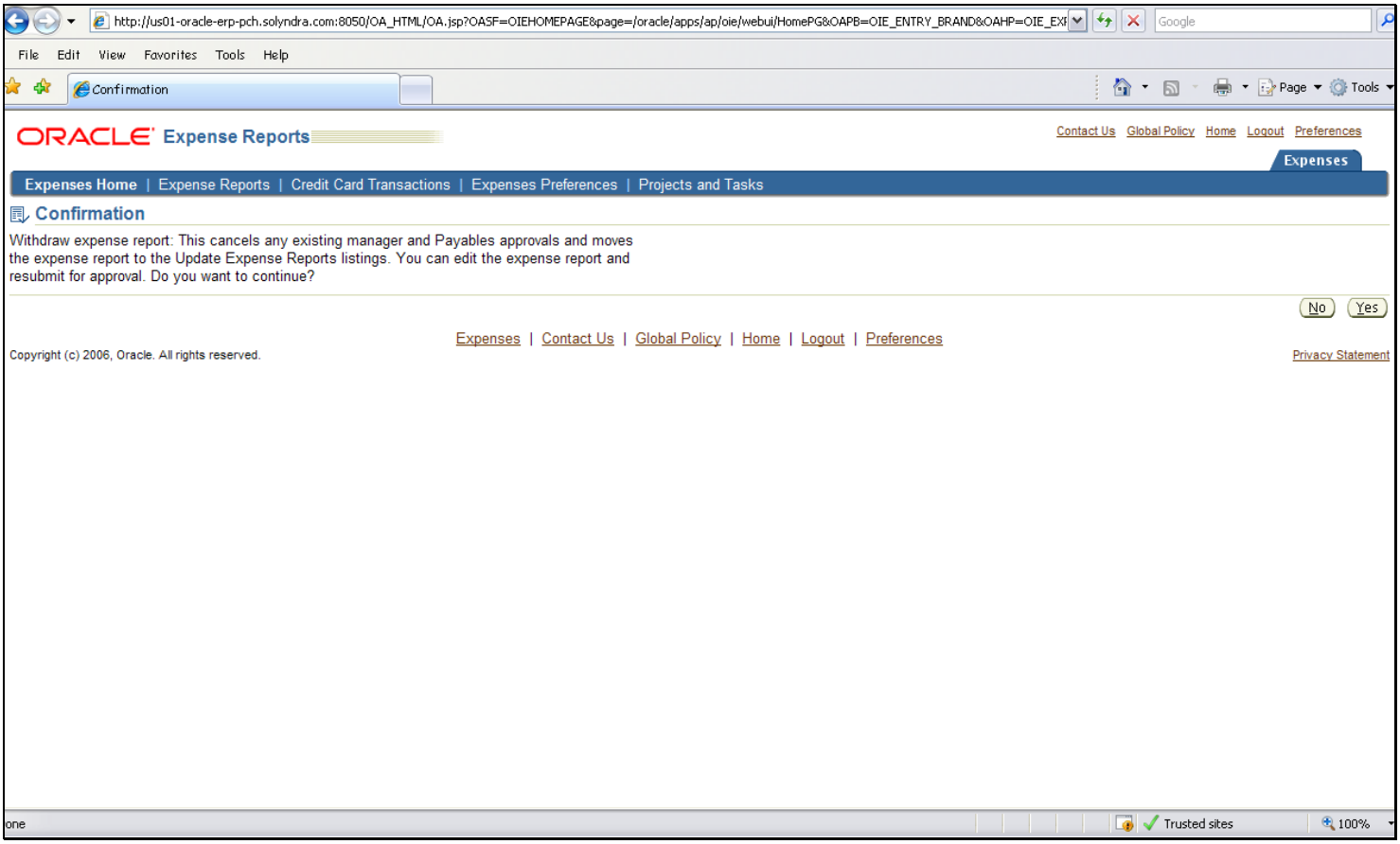
Notes

- Once the Payables group has verified and approved your Expense report, they will process the expense report to an Invoice.
- Once this process is completed the status of your Expense Report is Ready for Payment.
- This status can always be seen on your Expenses Home Page.



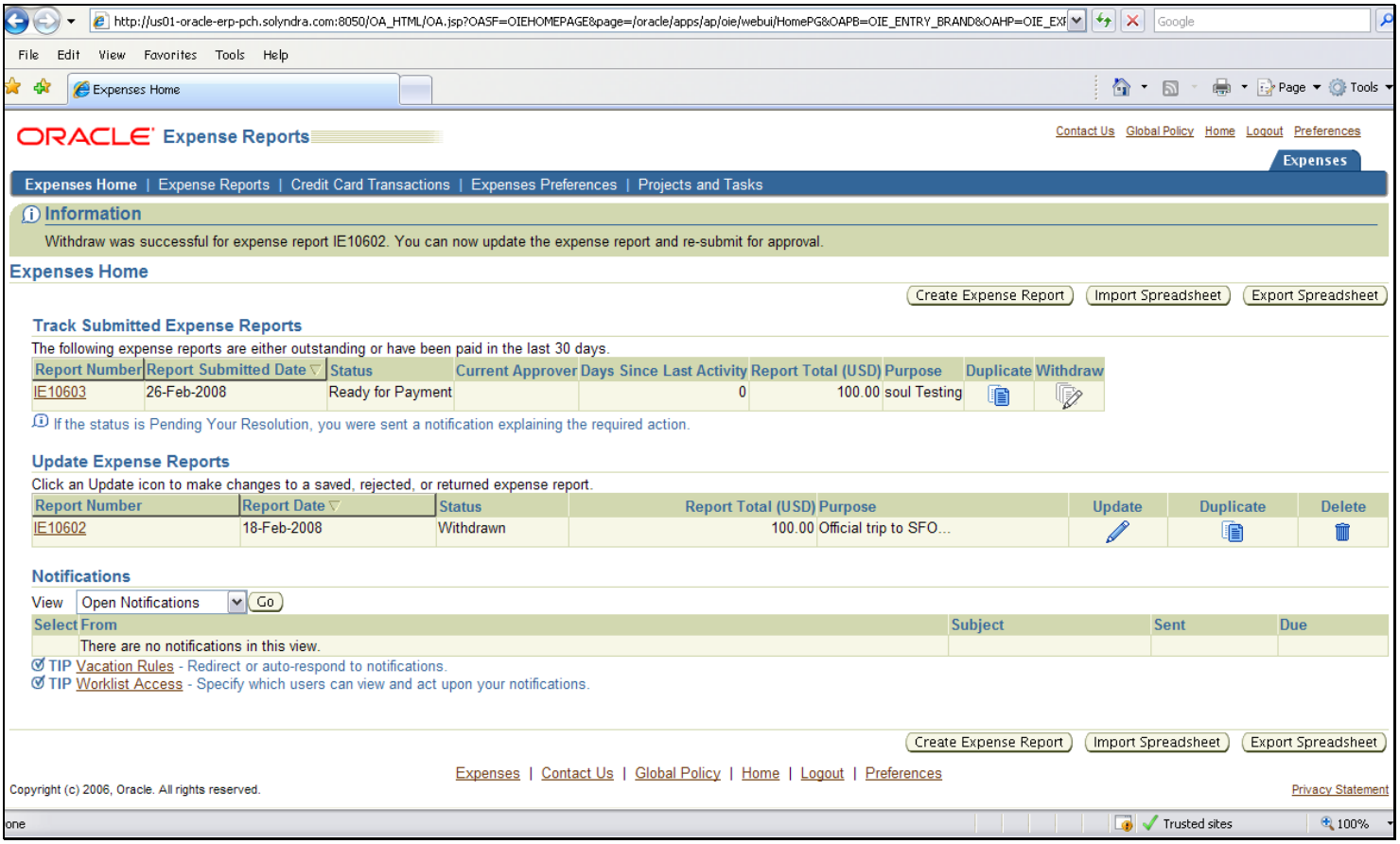
Notes

- In this case there seems to have been a problem with the first Expense Report, and this can be withdrawn.



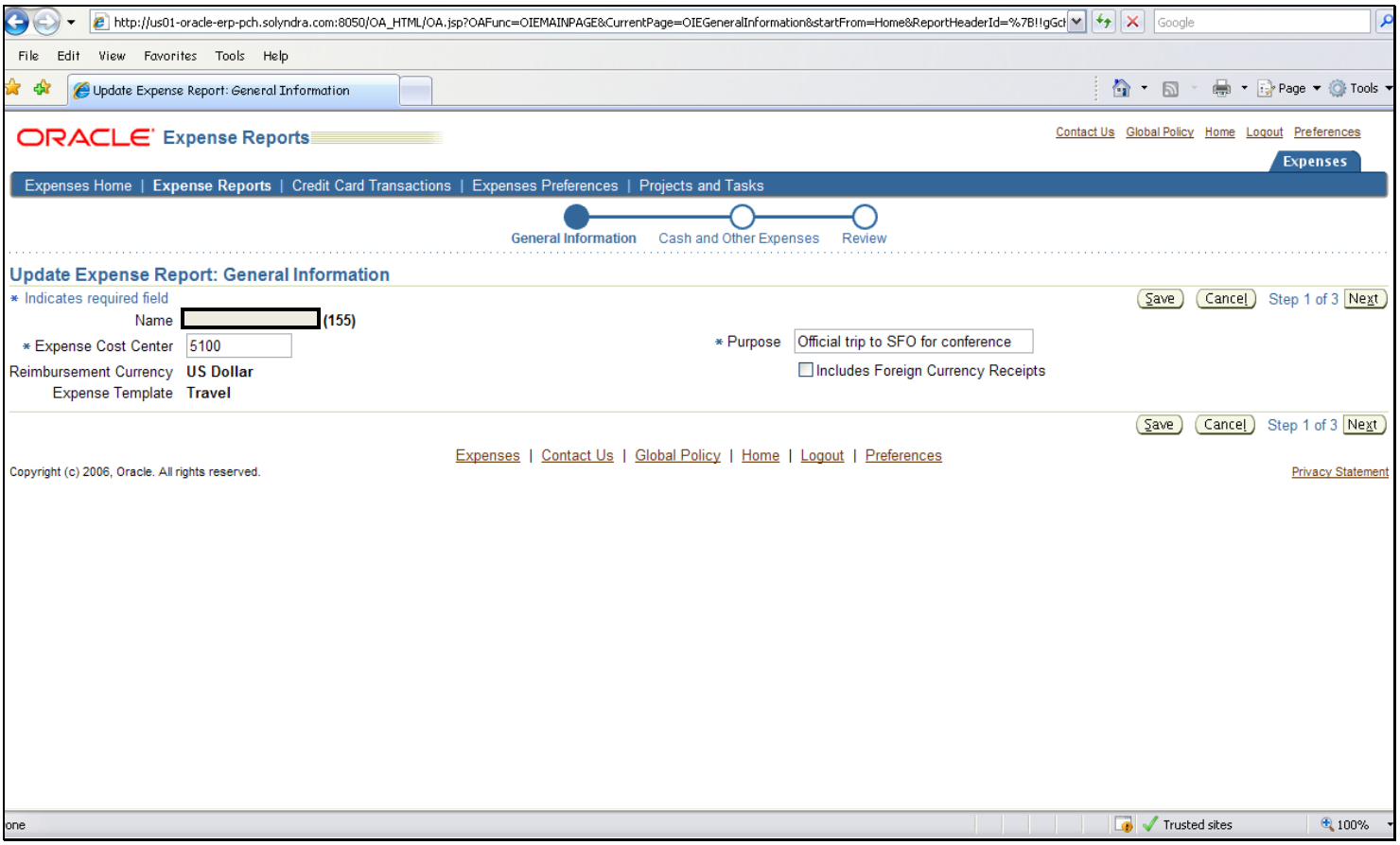
Notes

- If you chose to withdraw the expense report, you will be shown this confirmation screen to withdraw the relevant expense report.
- Once you confirm the withdrawal, the expense report is withdrawn from the queue, and put back on your work queue for update, delete or duplicate.



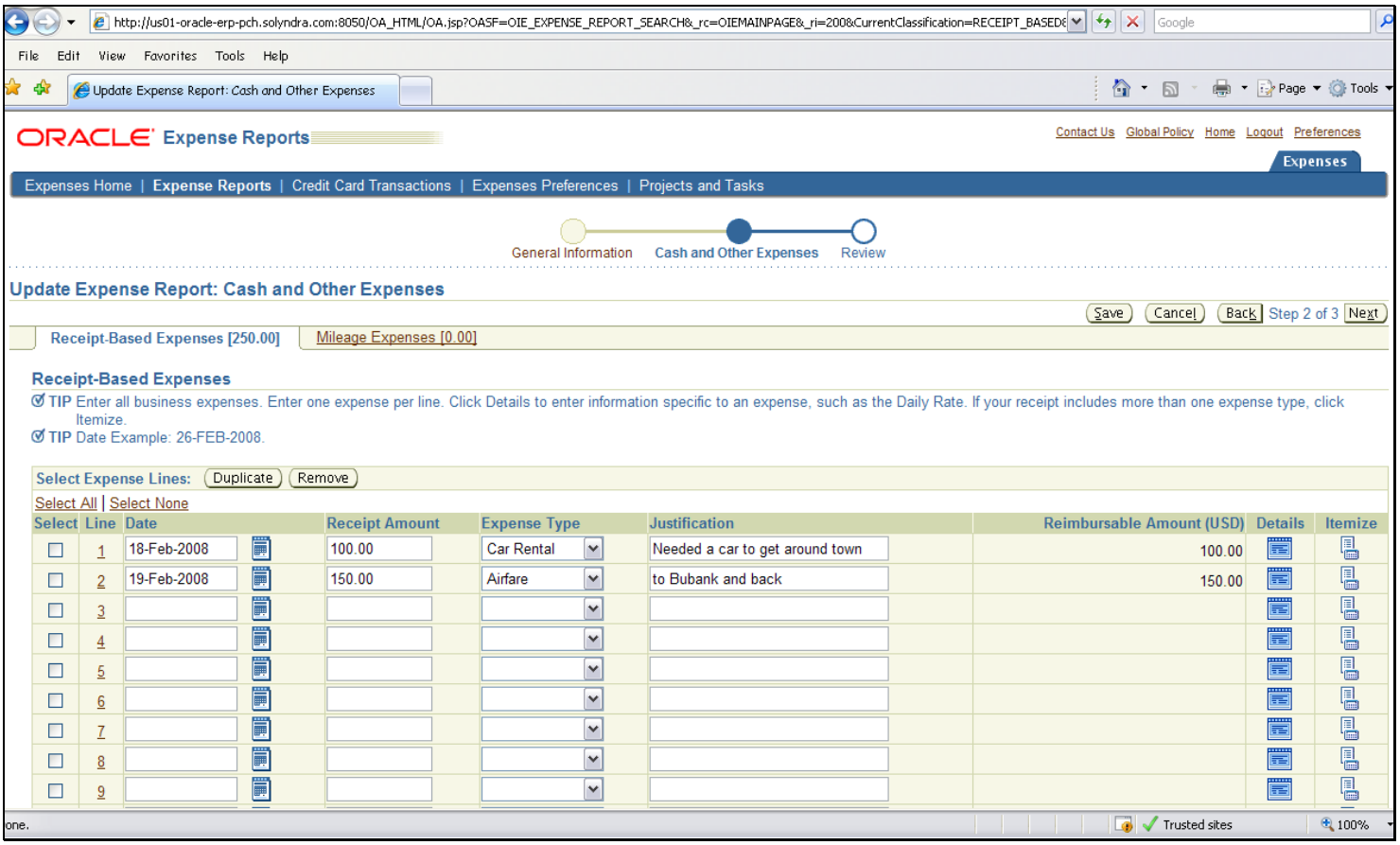
Notes

- Once it is put back on your work queue, you can choose to update it and resubmit with changed details or additional lie items.
- You can also choose to delete the expense report completely.



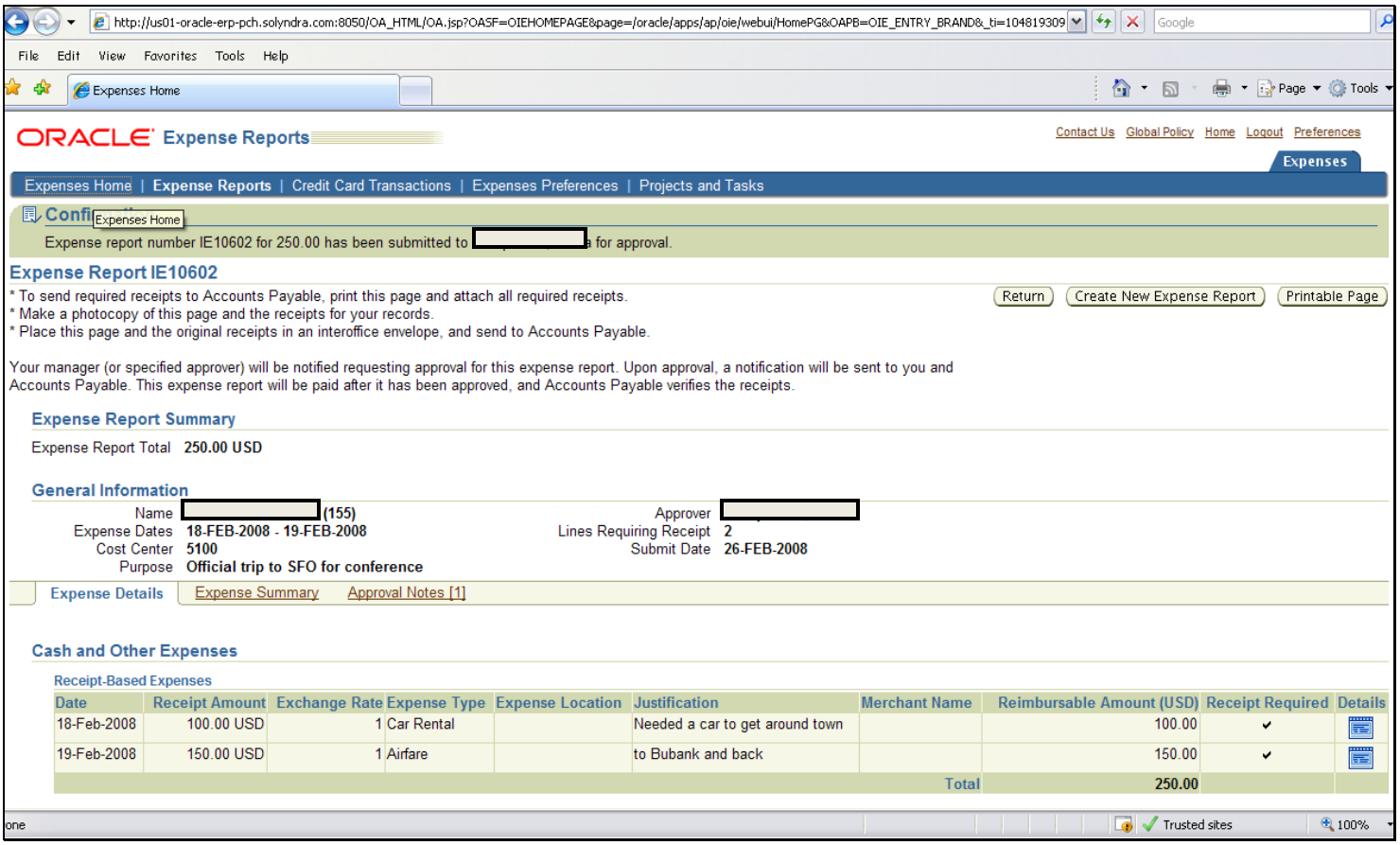
Notes

- If you choose to update then you are starting over with this and extending the original Expense Report.
- You can make changes to the existing lines and resubmit
- You can also add lines to this Expense Report and resubmit.



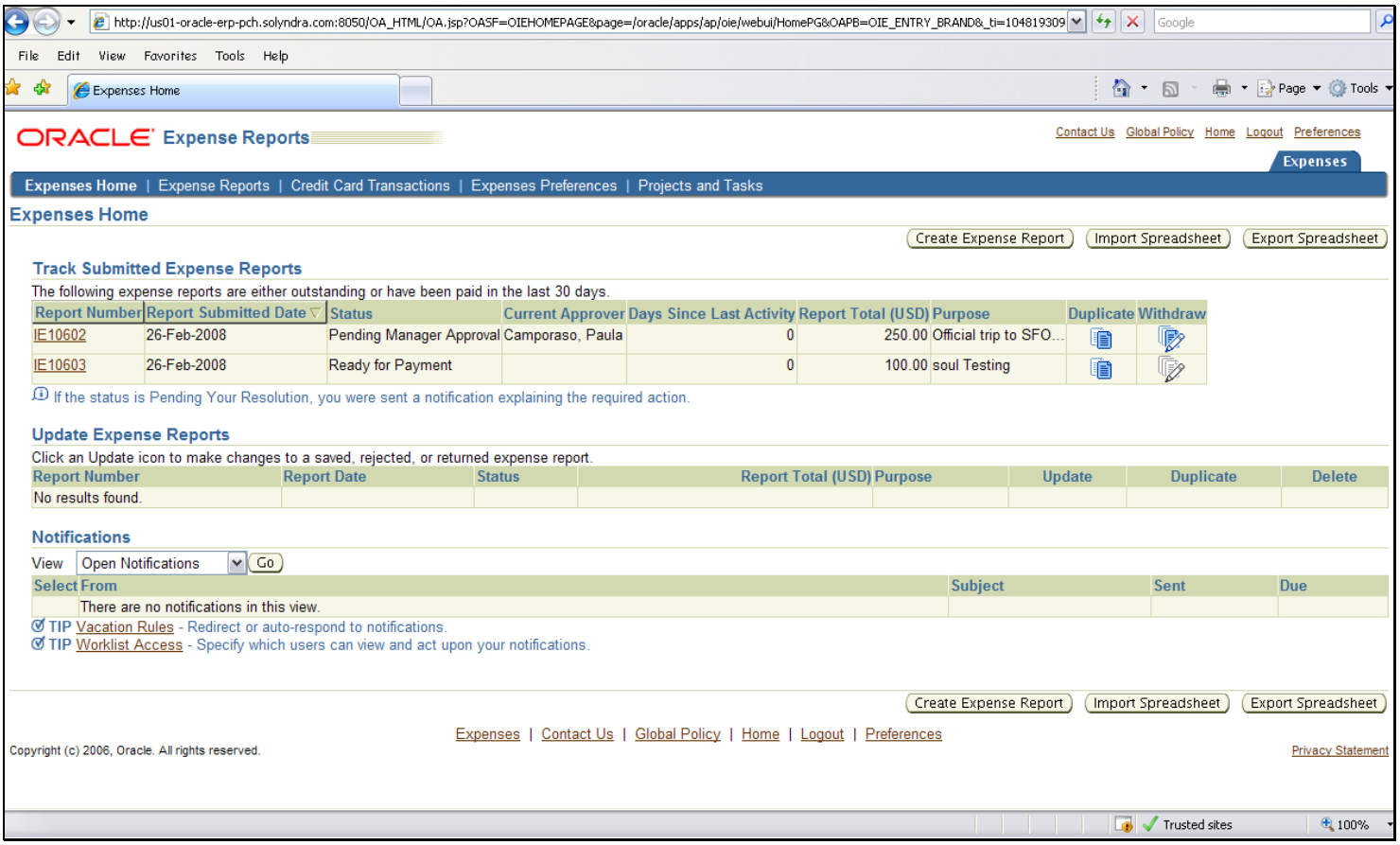
Notes

- You choose to additional lines and then you will resubmit for approval.



Notes

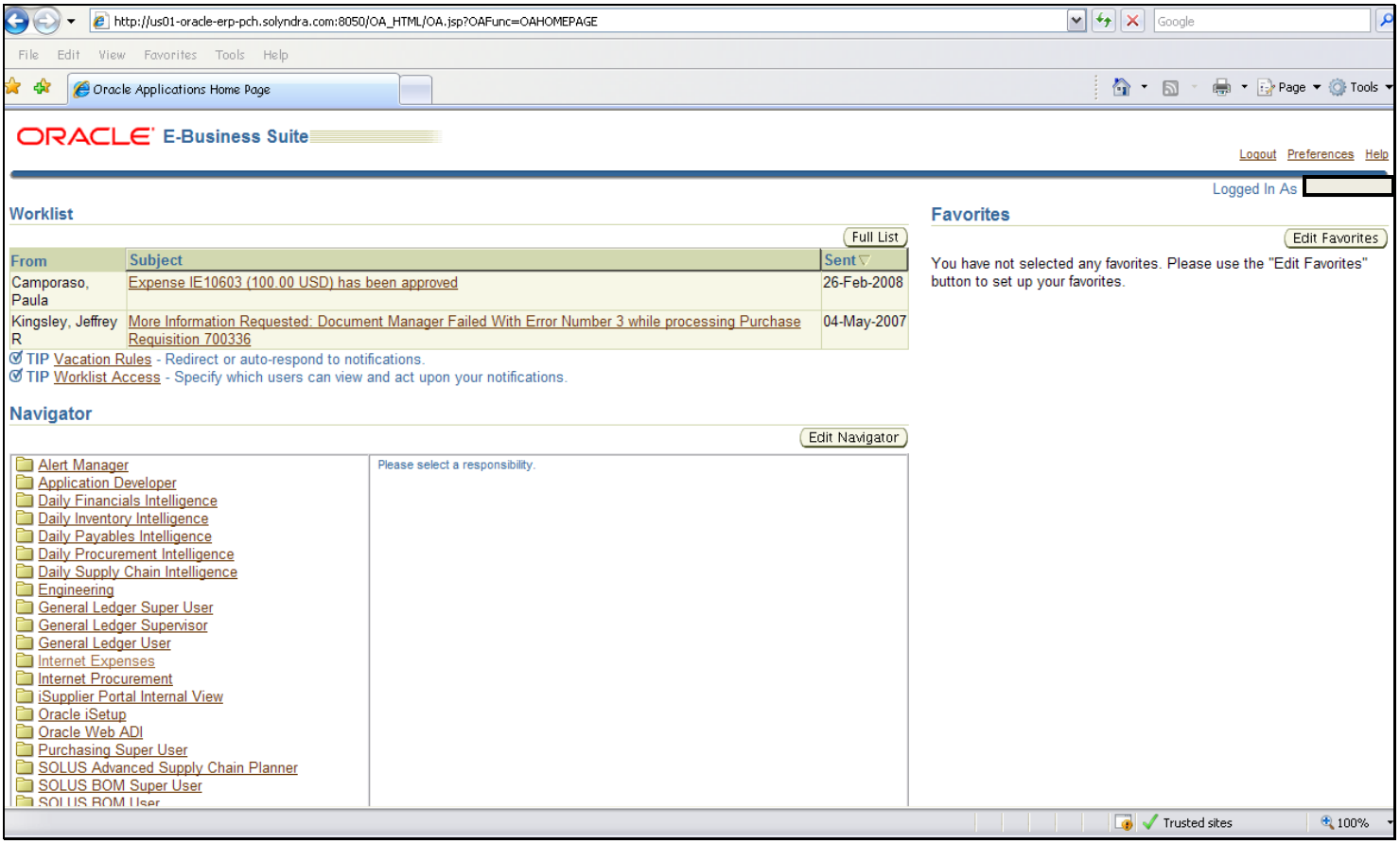
- Once resubmitted it will join the queue for approval as per original Expense Report and be submitted to ***<your Supervisor>***



Notes

- It will show up again on your Expenses Home Page as “Pending Manager Approval”.

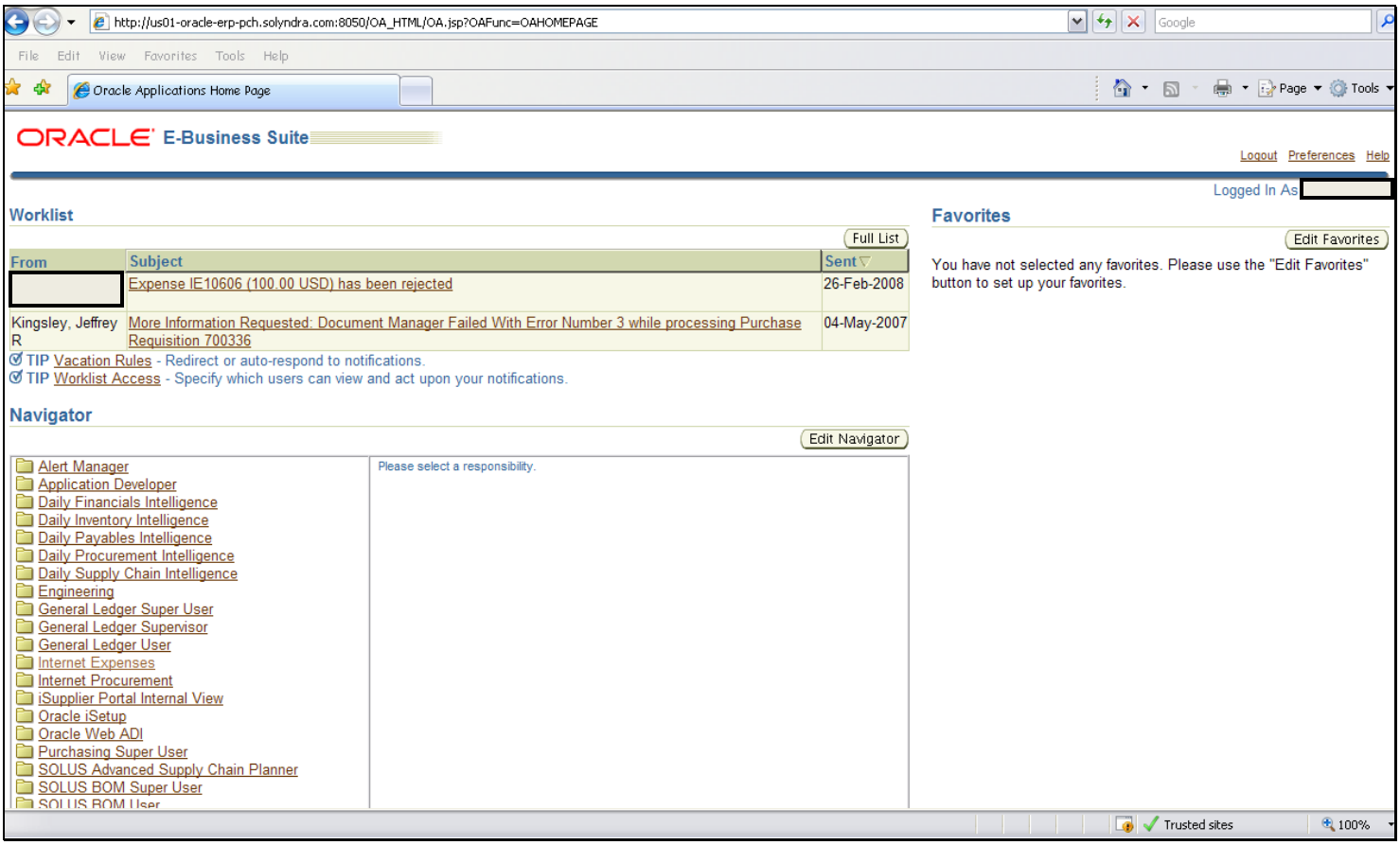
Approved Expense Report



Notes

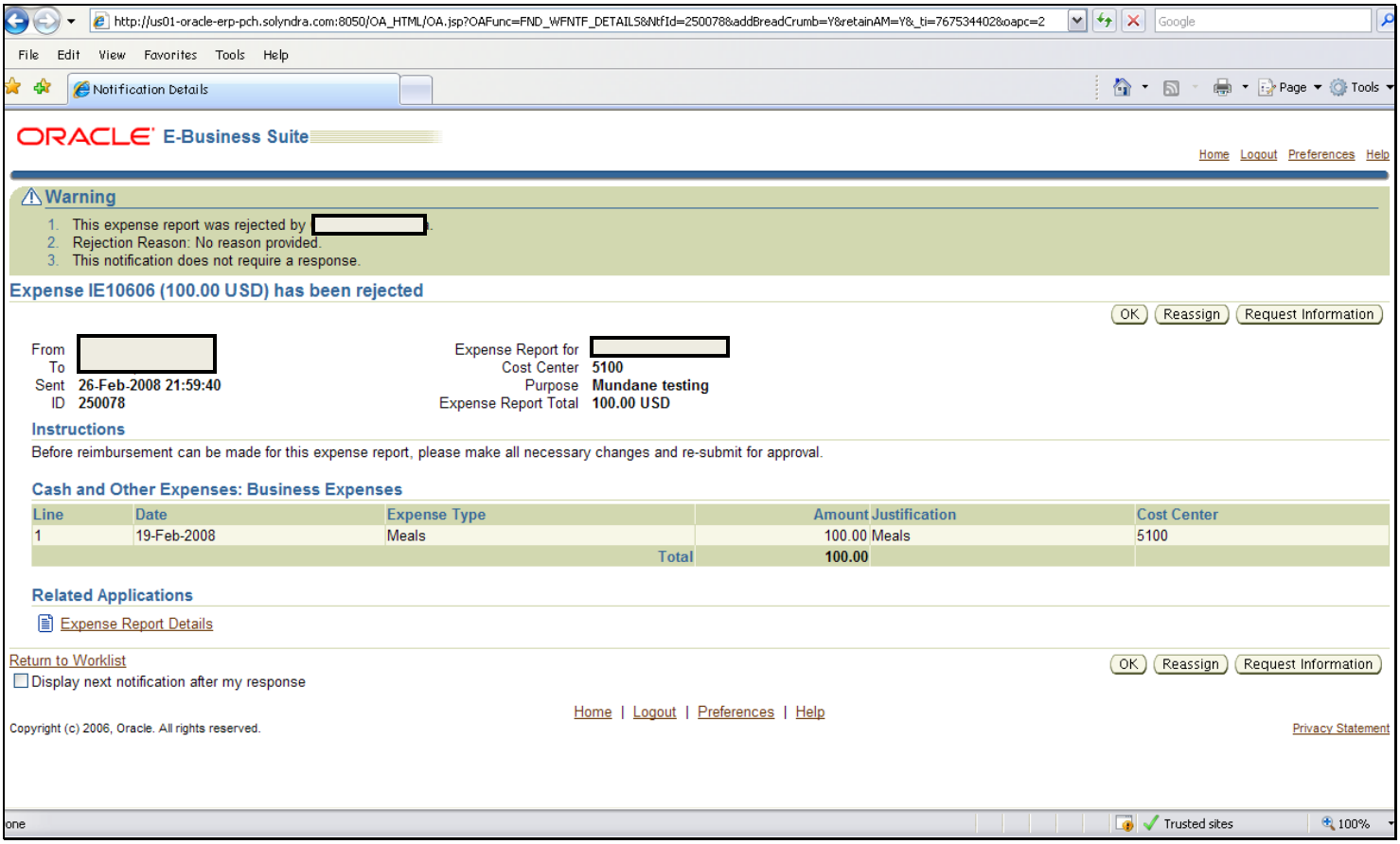
- Once the Expense Report has been approved by <your Supervisor> a notification is available to you showing the approval
- This will be displayed the first time yu log in after the approval.
- You do not have any action, but this is just a notification for informational purposes.

Rejected Expense Report



Notes

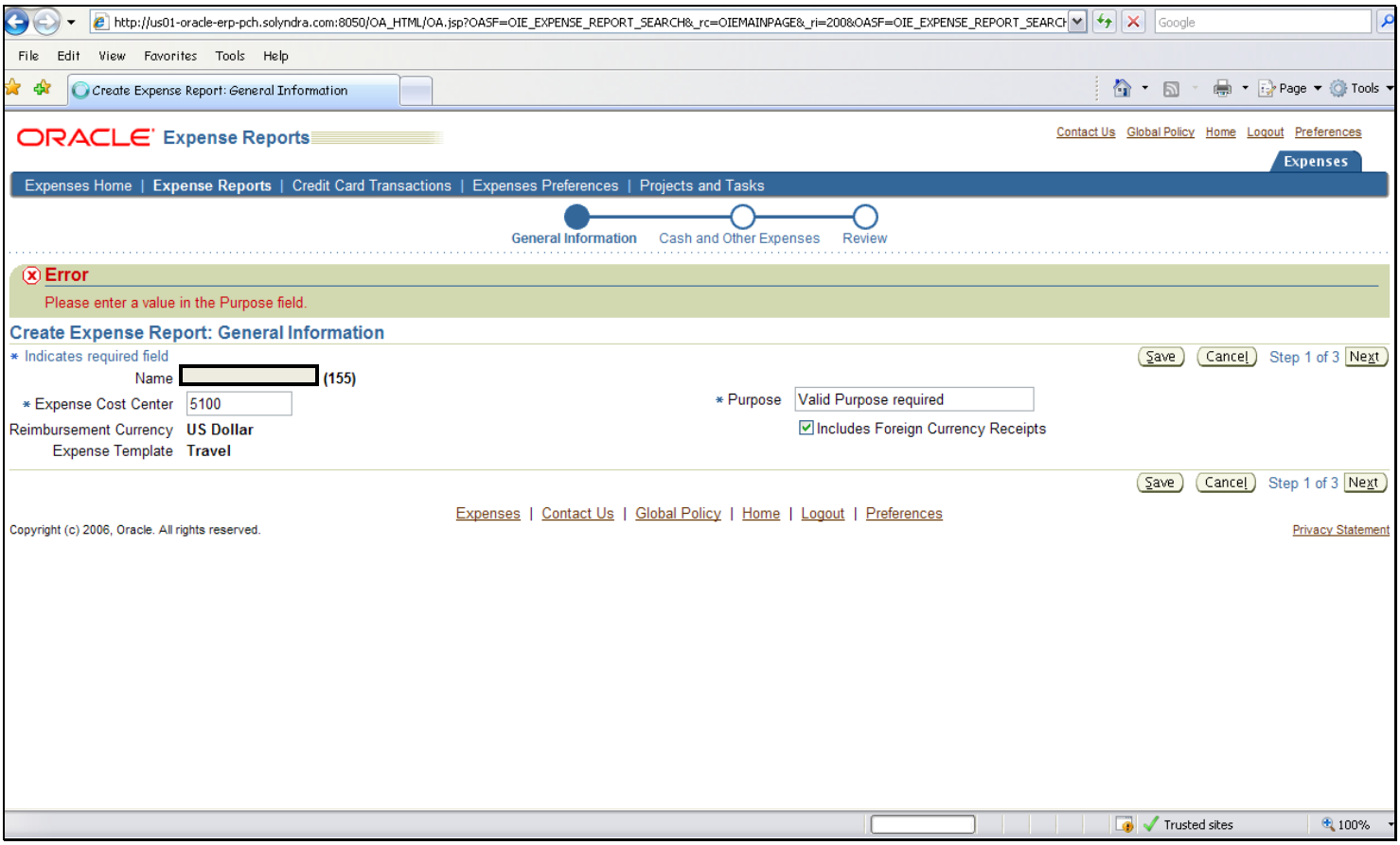
- This is how a rejected expense report will be notified to you the next time when you log in after the rejection



Notes

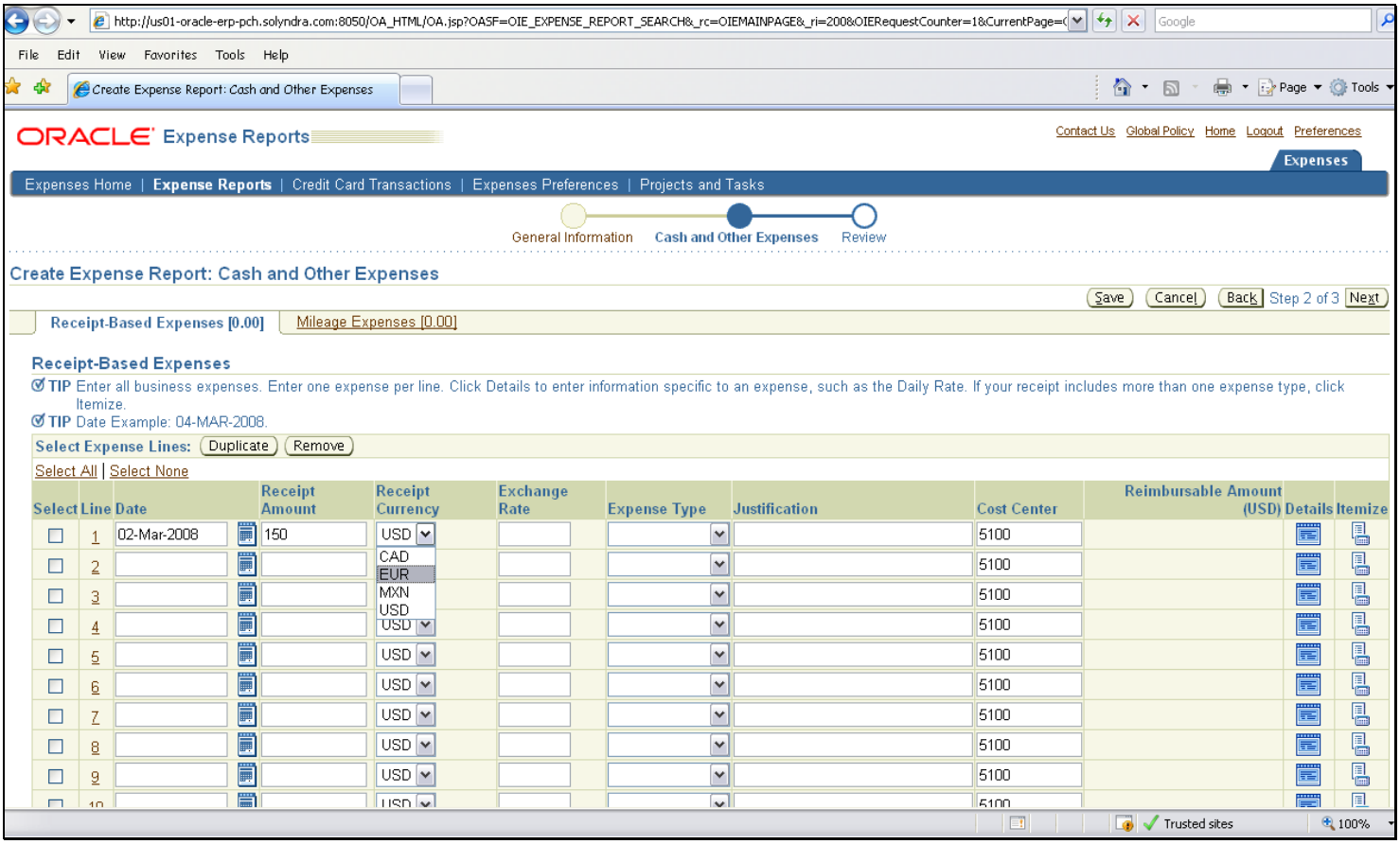
- When you click on the expense report to review the details this is what you will see
- If there was a reason assigned to the rejection then it will be shown here

Entering Expense Report with Foreign Currency Receipts



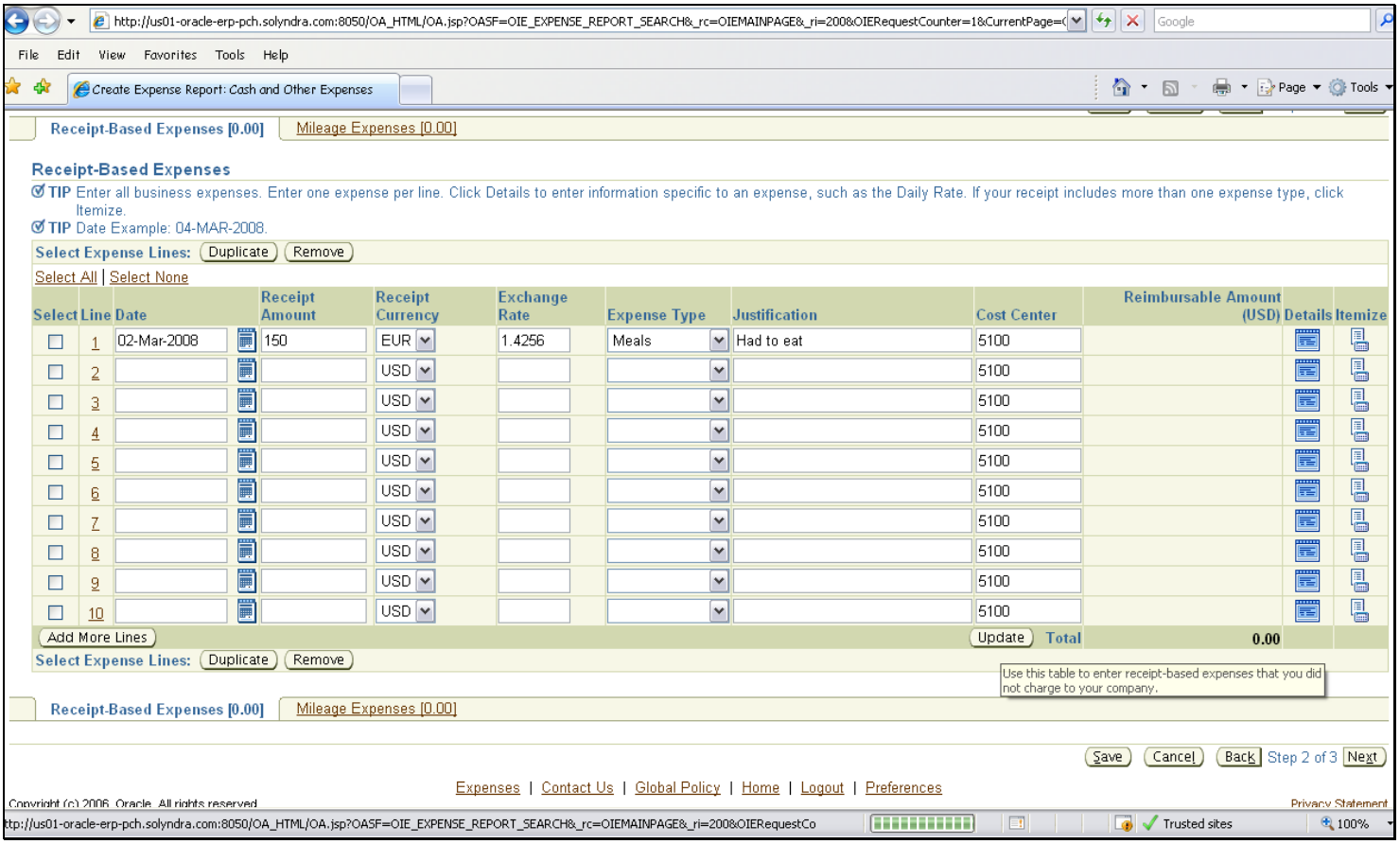
Notes

- If you have any foreign currency receipts that you will be submitting with this expense report, you will check the box, to show that the expense report includes foreign currency receipts.
- Once you check this box, the expense report screen layout will differ – as shown in the next page.



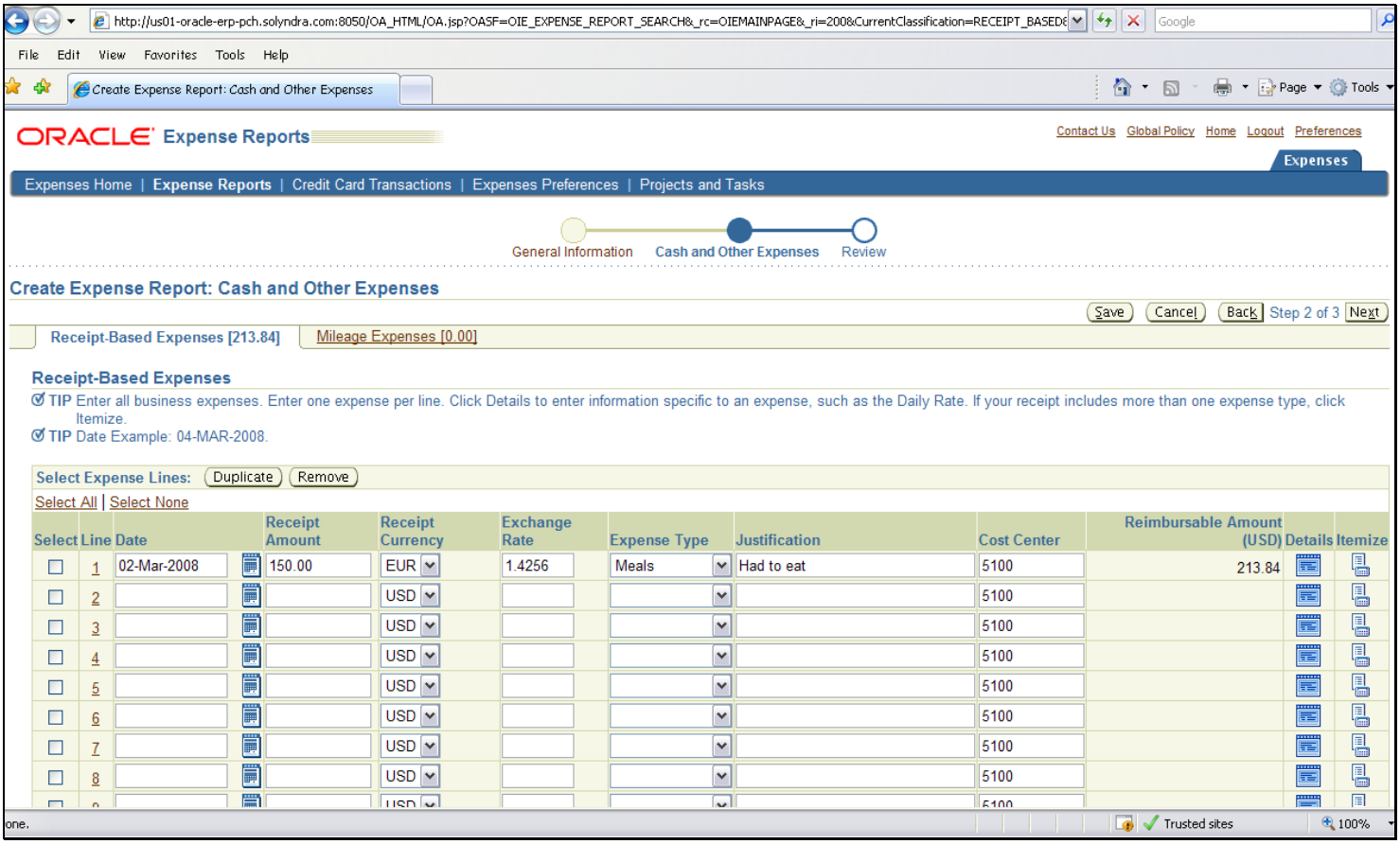
Notes

- The form now will accept two additional fields – Receipt Currency (defaulted to USD) and Exchange Rate.
- If you are entering a foreign currency receipt you will change the currency code to the appropriate one.
- You will also have to enter the appropriate currency exchange rate for that day.
- The exchange rate will be reflected in your Credit Card bill or you could go to one of the many web-sites to ascertain the exchange rate for that day between your functional currency and the foreign currency.



Notes

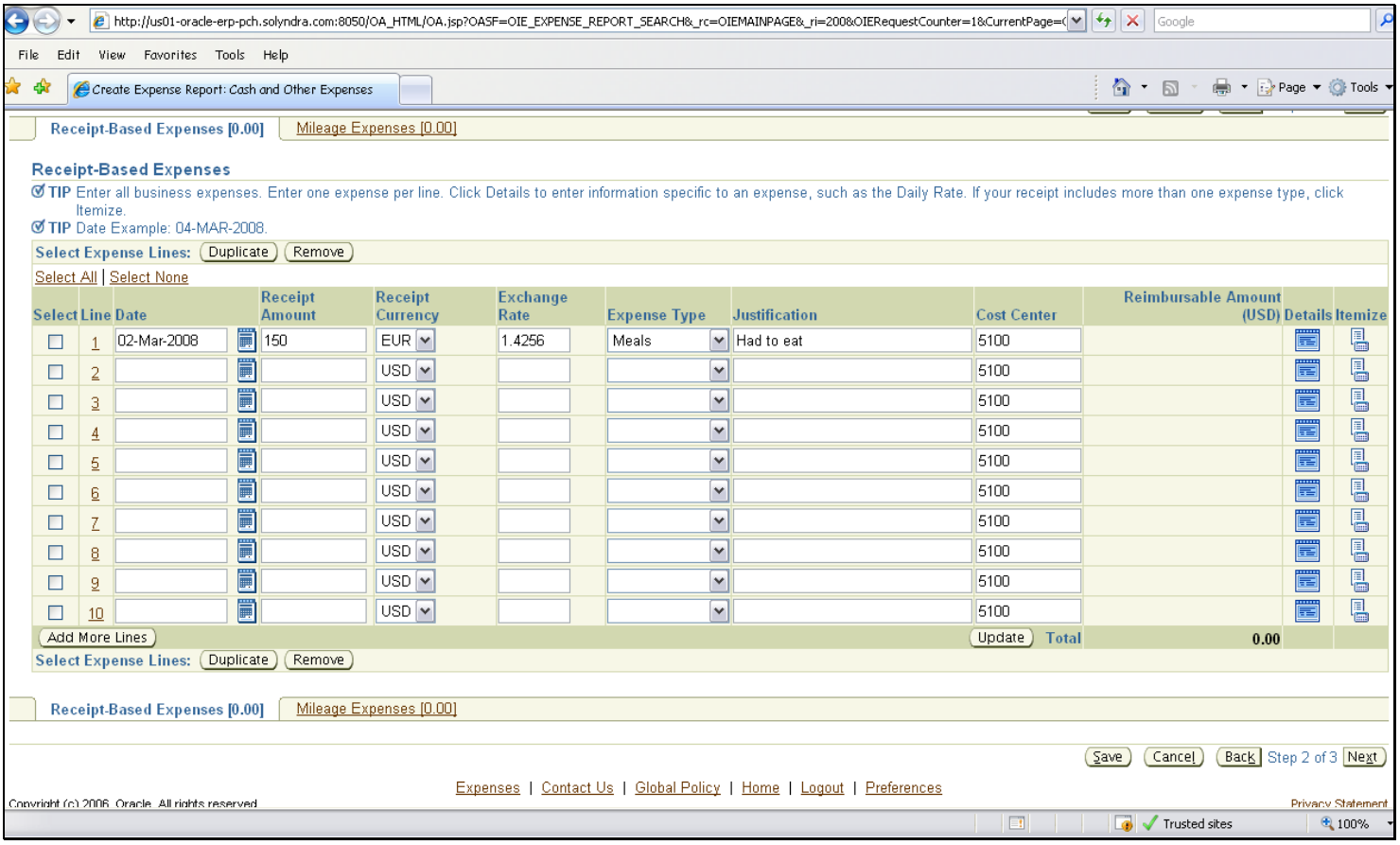
- If you have a foreign currency receipt on a specific line and after finishing entering all relevant information yo may want to confirm/check the equivalent amount in USD.
- To do this you click on the Update button below the Cost Center column



Notes

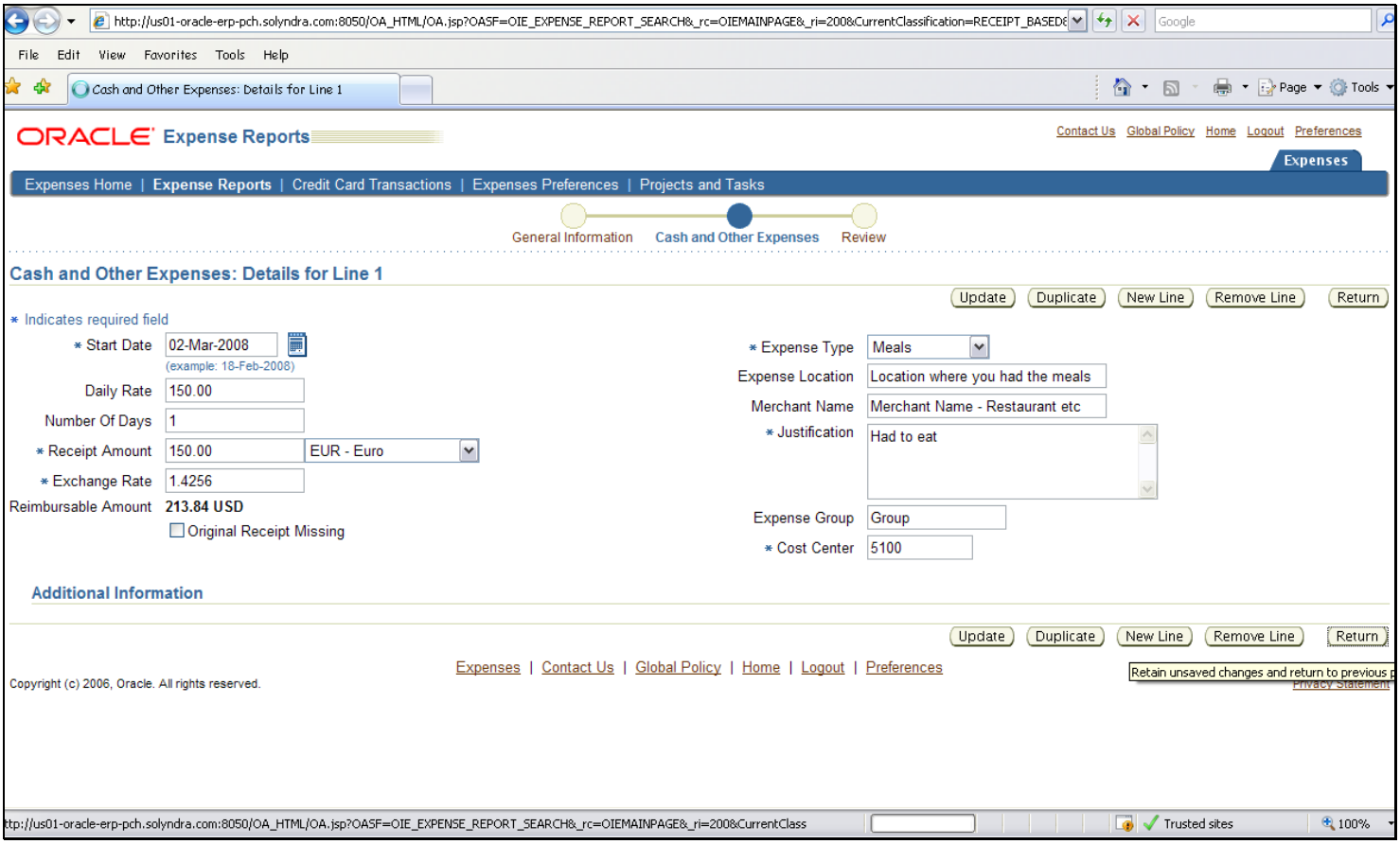
- The equivalent USD amount is shown in the next column for each line.
- You need not do this for each line, but an do it for all the lines after entering all the lines for the expense report..

Entering Additional Line Details



Notes

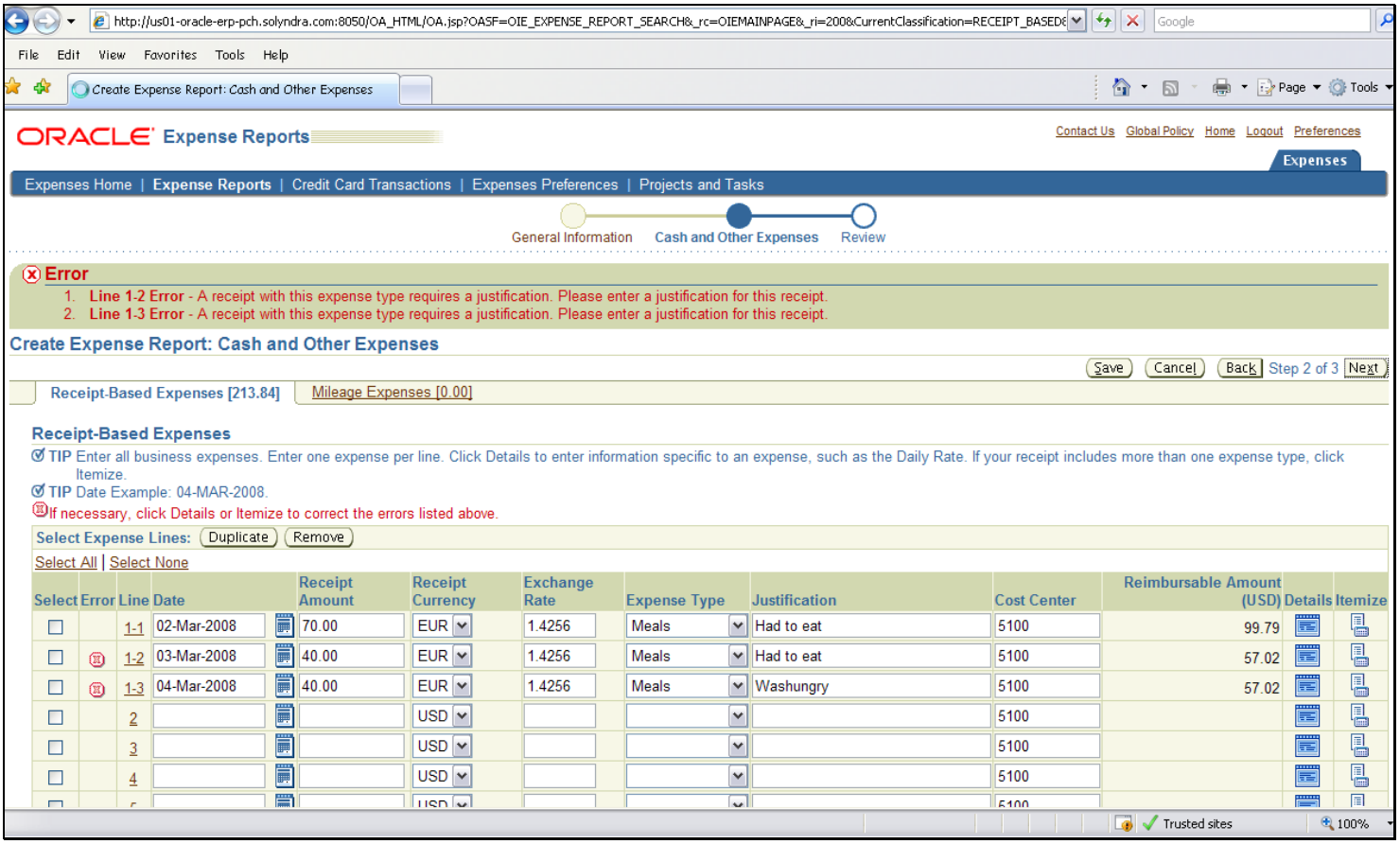
- Once you enter all the information , as you would on any expense report, you can either click the next button or one of the other buttons on that line.
- The two buttons available on each line are
  - Details
  - Itemize



Notes

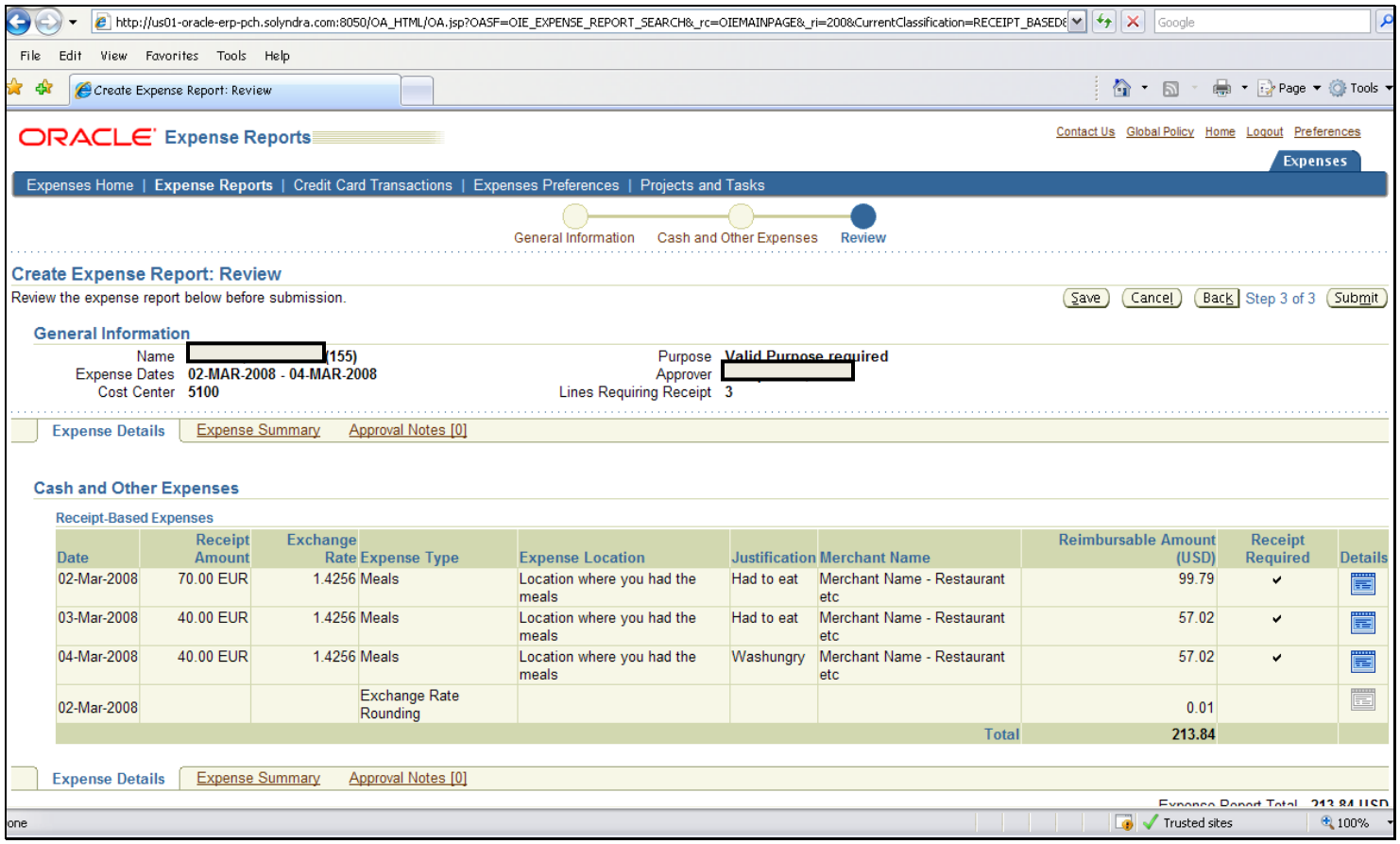
- Once you click on the details button you will be shown the screen that you see above.
- This screen can be used to enter and capture additional details related to that line.
- This may be needed in some cases based on the requirements at your company.

Entering Itemized Line Details



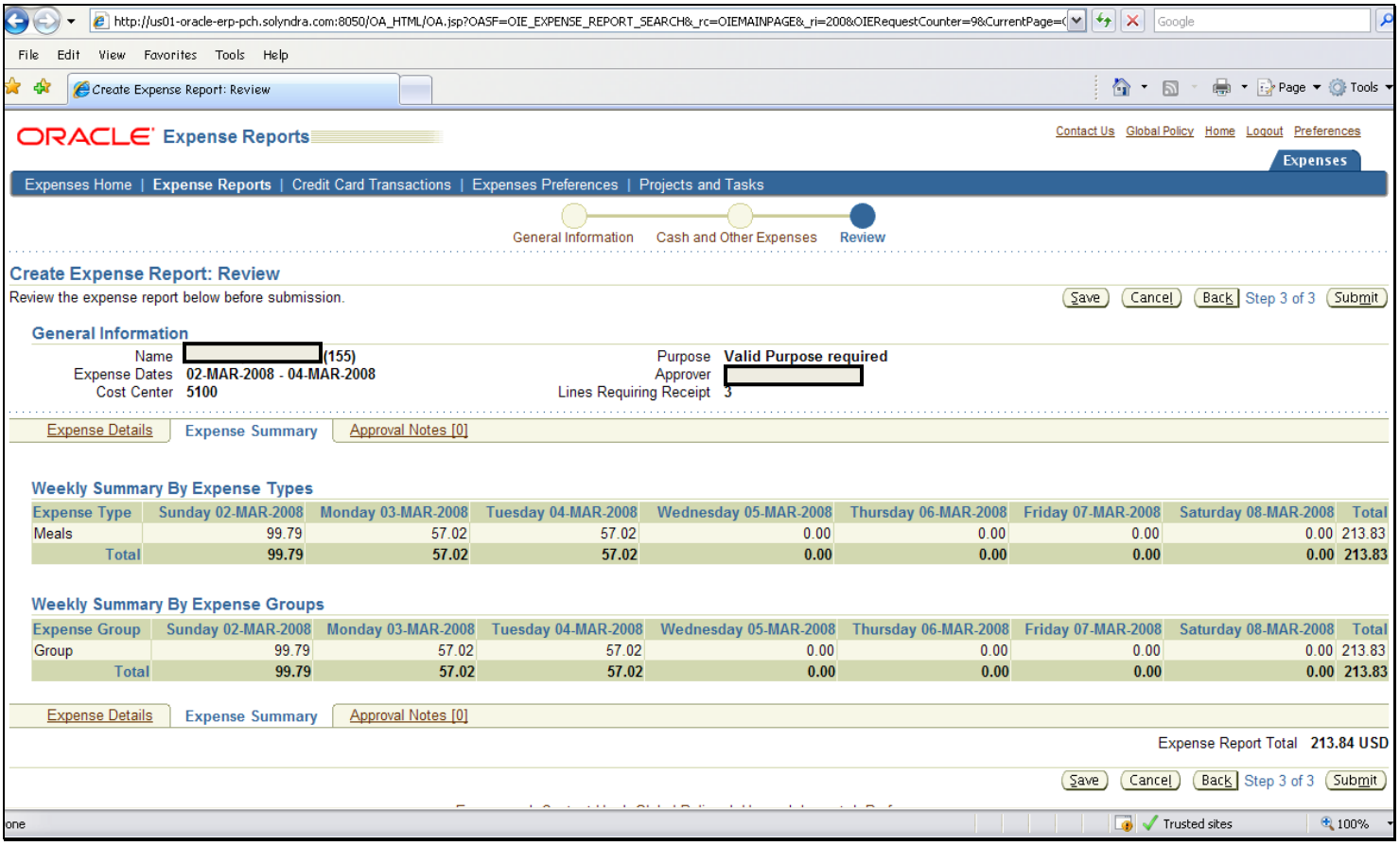
Notes

- When you click on the Itemize button you will be shown a screen to enter specific line detail to split the amount that you had entered for the line .
- This could be in case you had one line that showed an amount of $150 for 3 days.
- You could also enter this same line with the split amounts on the previous screen; OR
- You could enter th total amount for Meals in the previous screen and then enter the daily detail in this screen
- This is a company specific requirement and could be done either way depending on your company policies.
- You need to fill in each line completely as you had done the original – with all required columns filled in



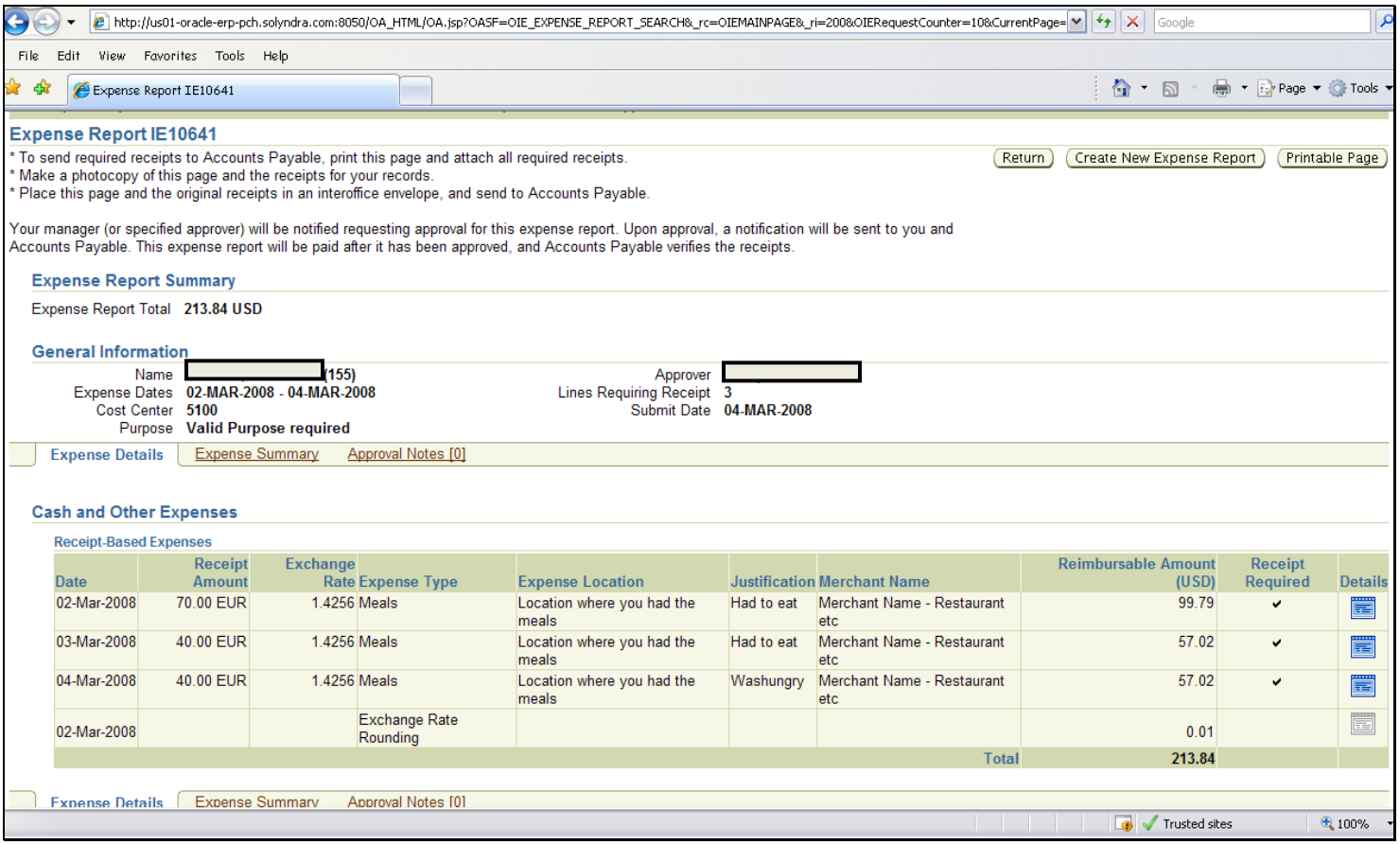
Notes.

- The completed expense report now looks something like this detailing each line where the specific details were entered.
- You can now click the submit button to submit for approval to ***<Your Supervisor>***



Notes

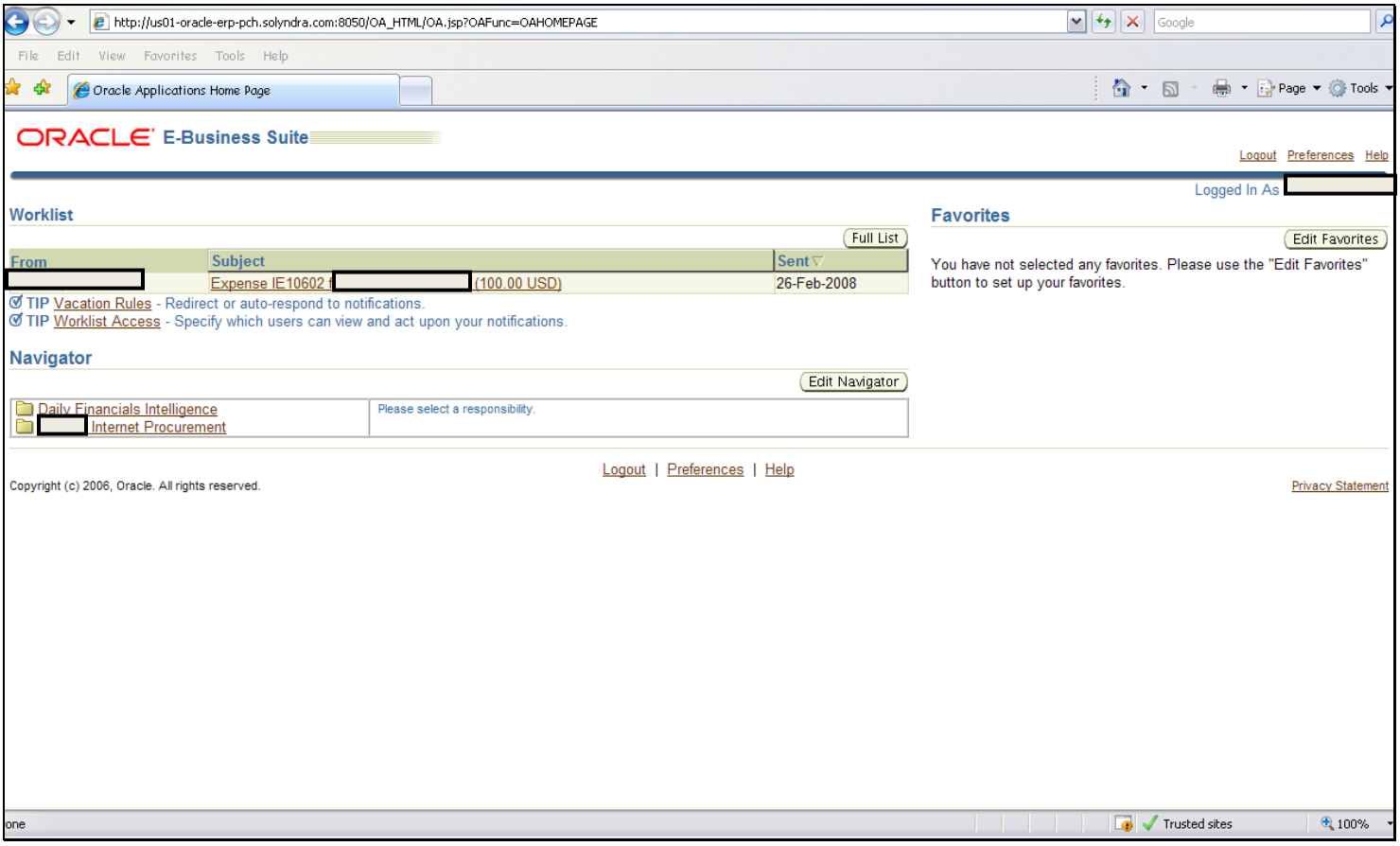
- The expense summary sub-tab gives you a little different detail to show you a weekly summary of expenses
- As you had entered a group information on the detail screen it also shows you this group detal.
- This is only for reporting purposes and in now way changes the way the expense report will be processed.



Notes

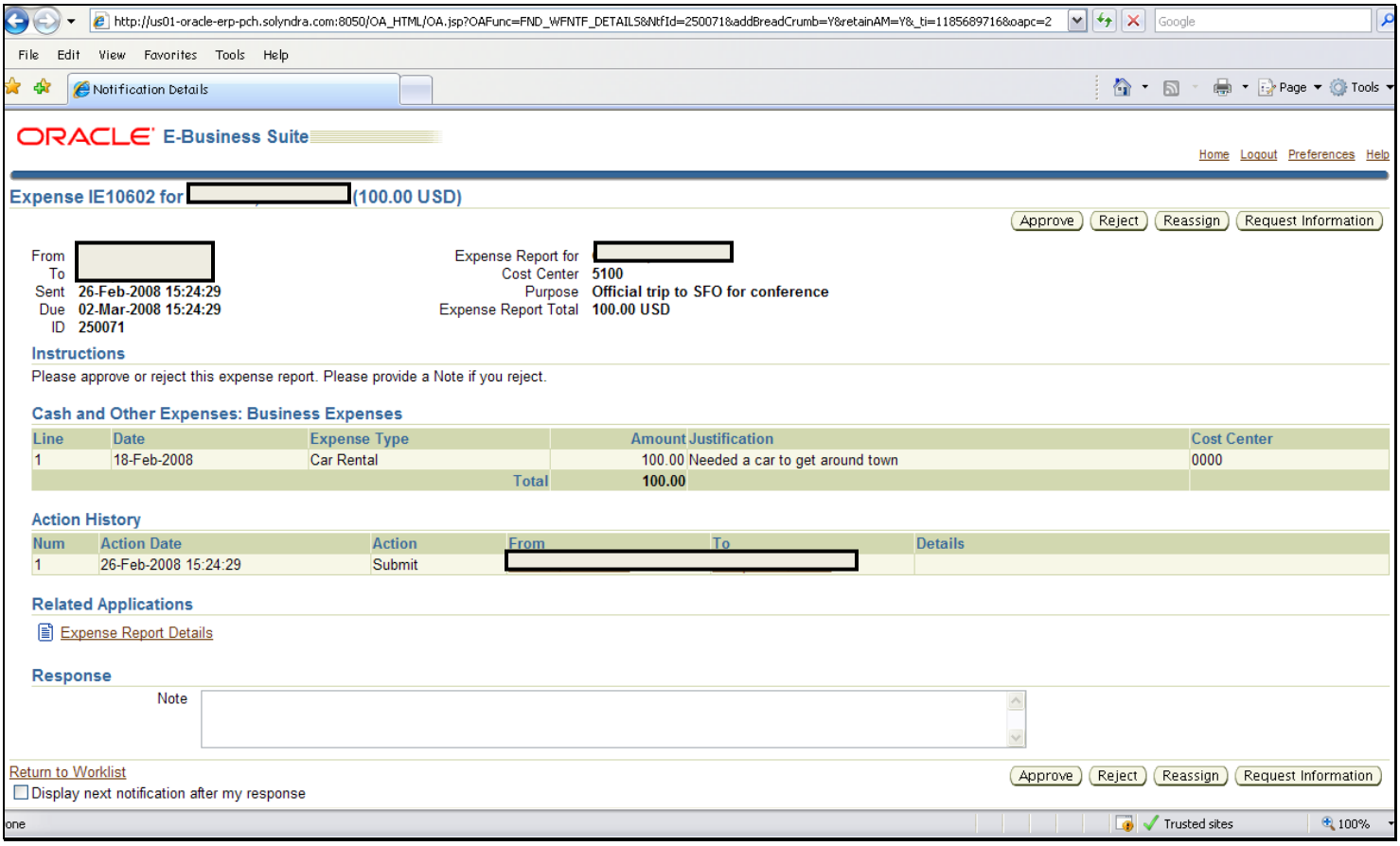
- Once you click the submit button the expense detail information is shown as above for the expense report you just created.
- The process after this is the same as the one for a single line, USD or expense report with no details.
- ***<Your supervisor>*** will now have to approve this Expense Report before any processing can be done.

Approve Expense Report



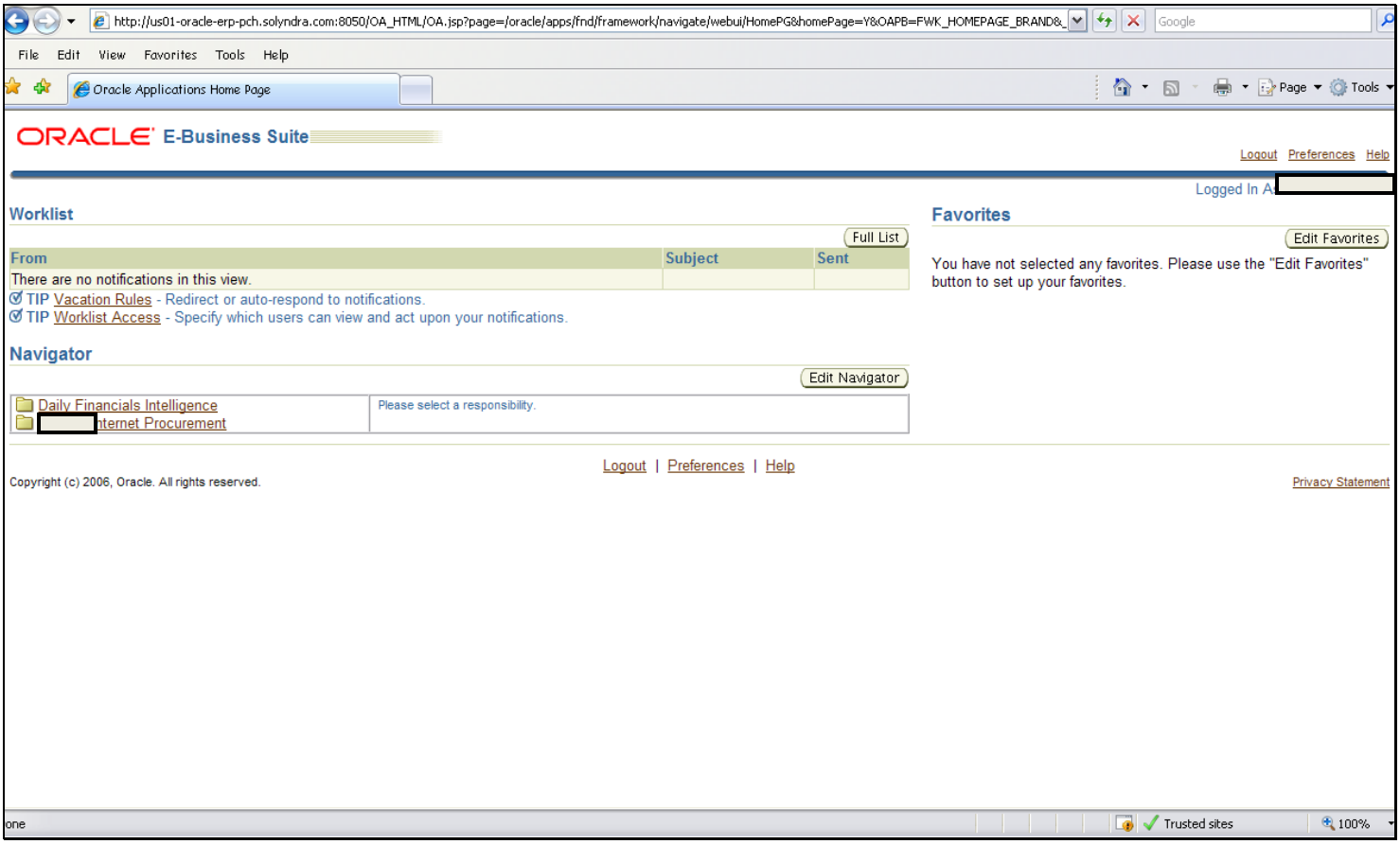
Notes

- When the Supervisor / Manager logs in to the system (Oracle Applications), they will see the notification as it is shown here.
- They do not need to enter any responsibility to approve or review Expense Reports sent to them for approval.
- To review, approve, reject or perform any tasks on the Expense Report please click the link (Subject)



Notes

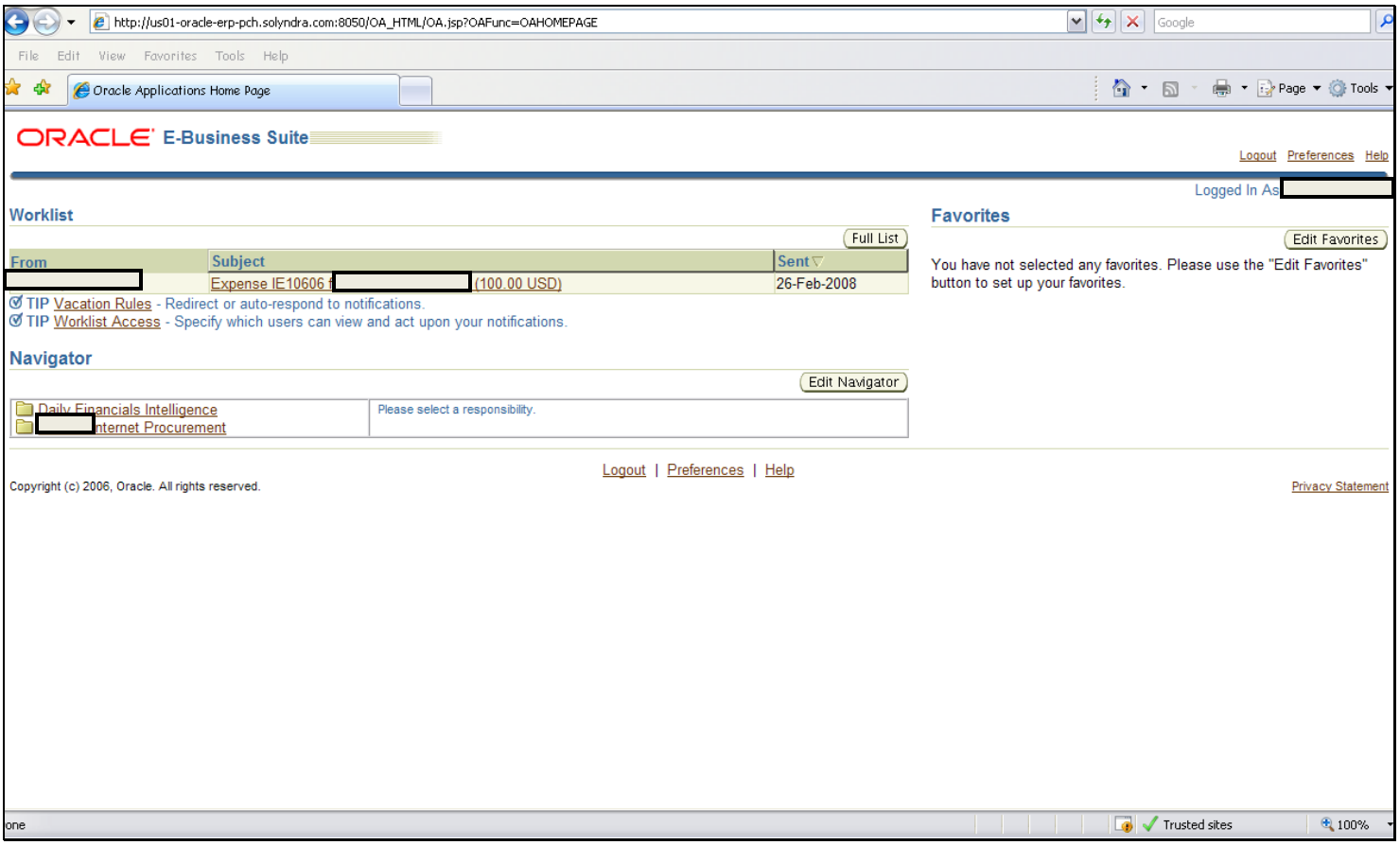
- The expense report is displayed and can be reviewed for details
- The supervisor / manager has the following options
  - Approve – Expense report can now be processed further and subsequently paid
  - Reject – Sends it back to the Expense report filer with a rejection
  - Reassign – Can be reassigned to someone else for review and approval
  - Request Information – Same as rejection in a way, but has an option to specifically request additional information on the transaction



Notes

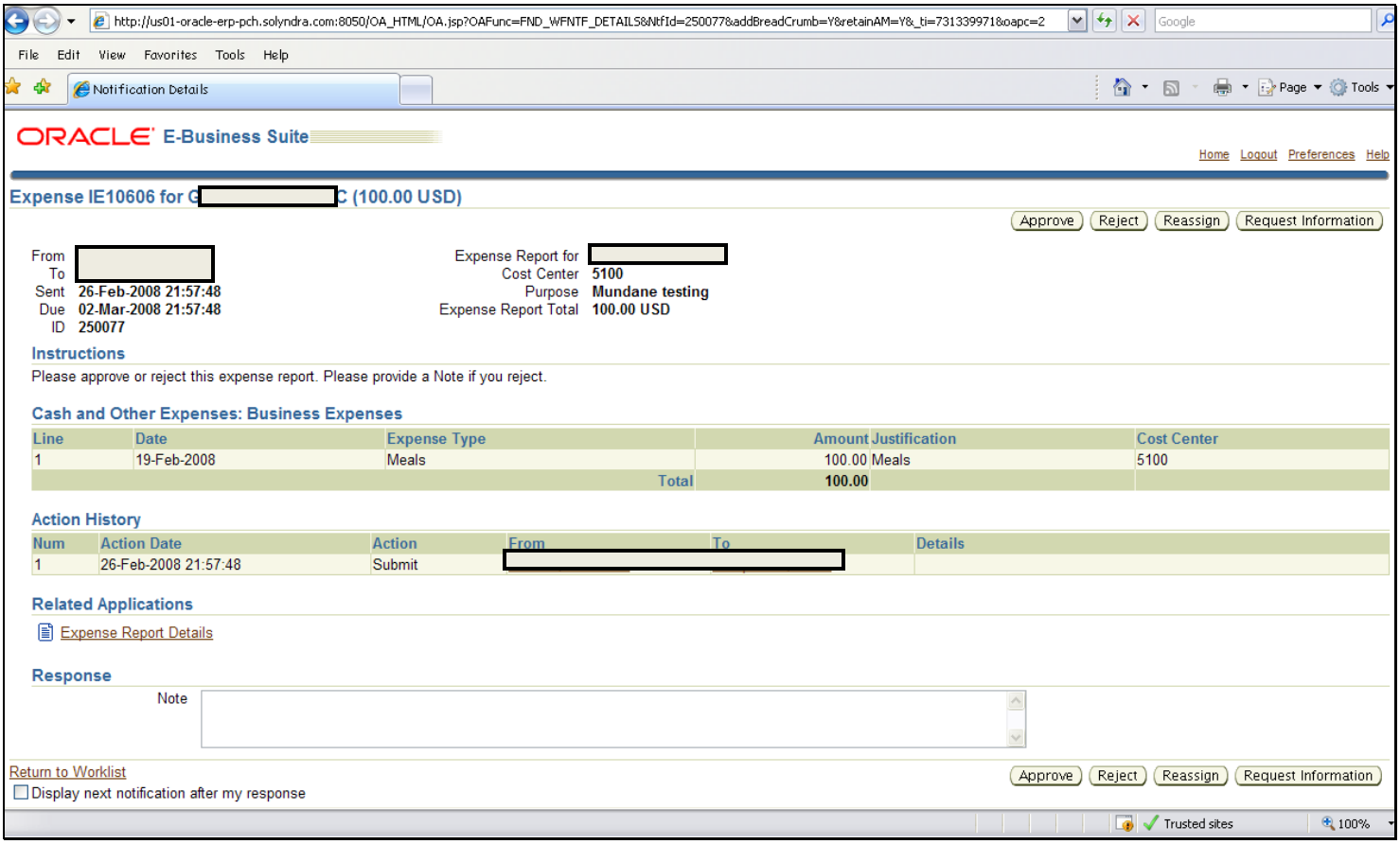
- Once you click approve, reject or reassign button the notification will not longer be visible by you.

Reassign an Expense Report



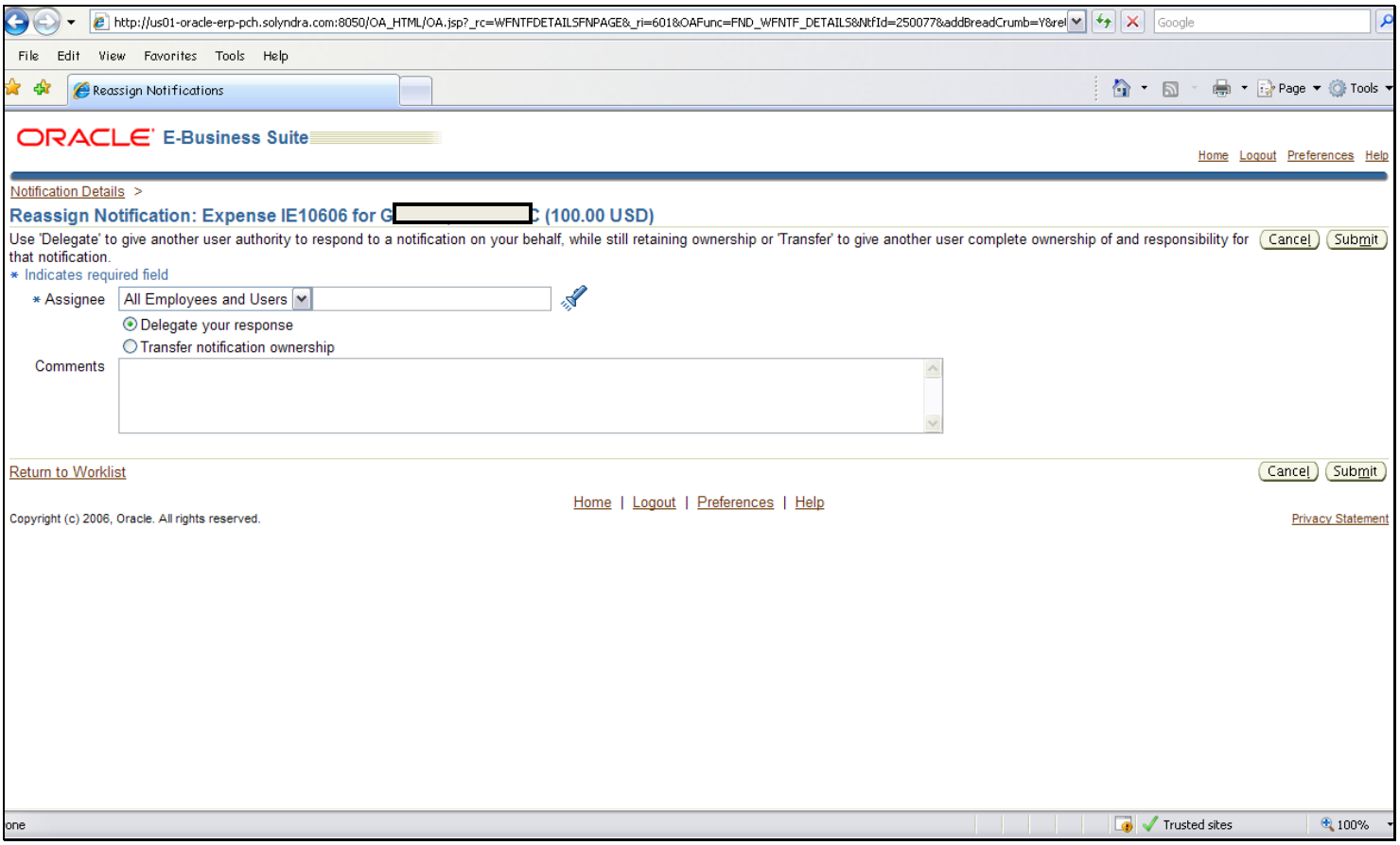
Notes

- When you log in to the system (Oracle Applications) you will see notifications of waiting Expense Report transactions needing your action
- Click on the Expense Report subject link to open the transaction



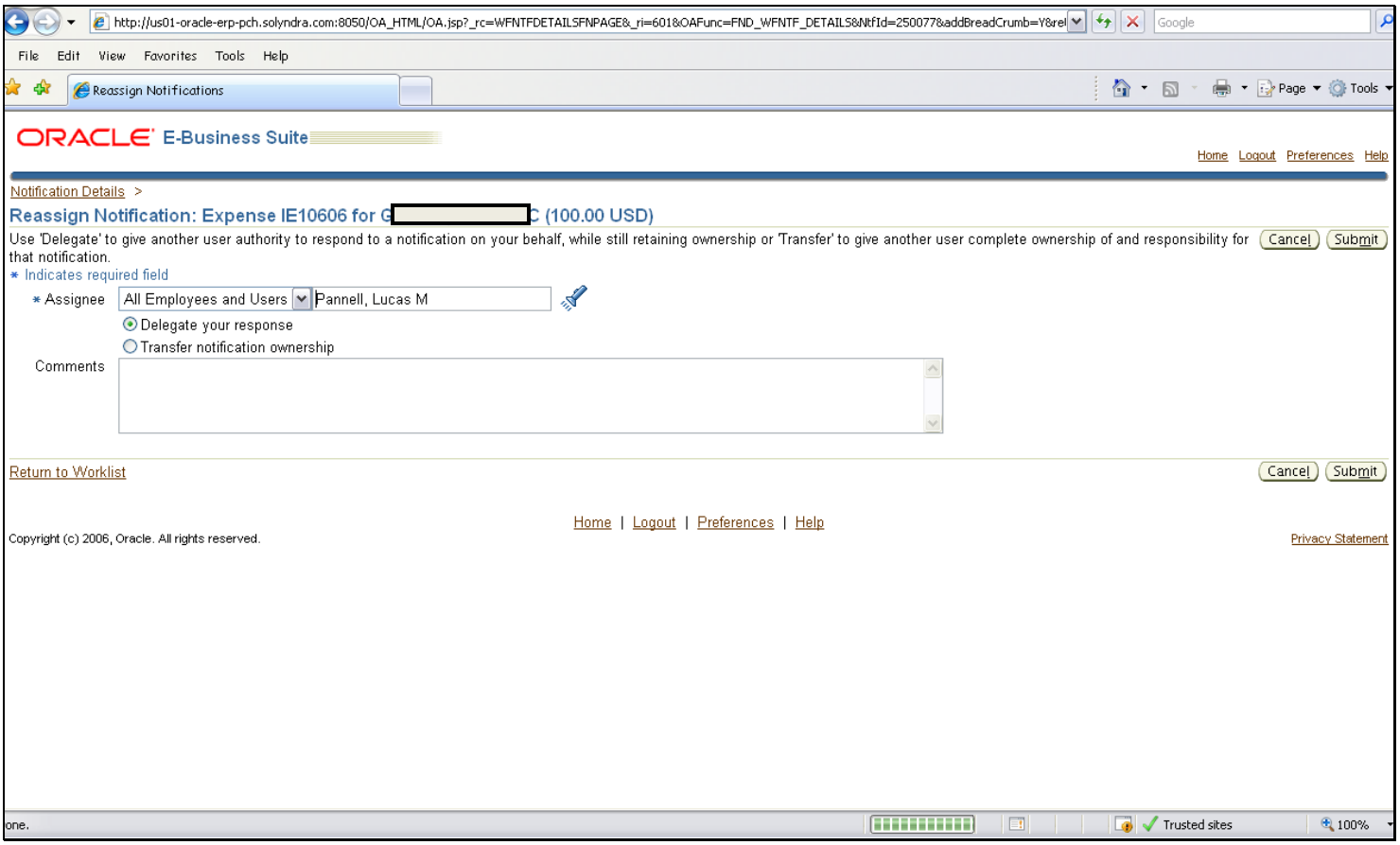
Notes

- The transaction is opened up and you have a choice to approve, reject, reassign of request for information.
- In this case you will choose to Reassign the Expense Report to someone else for review and approval



Notes

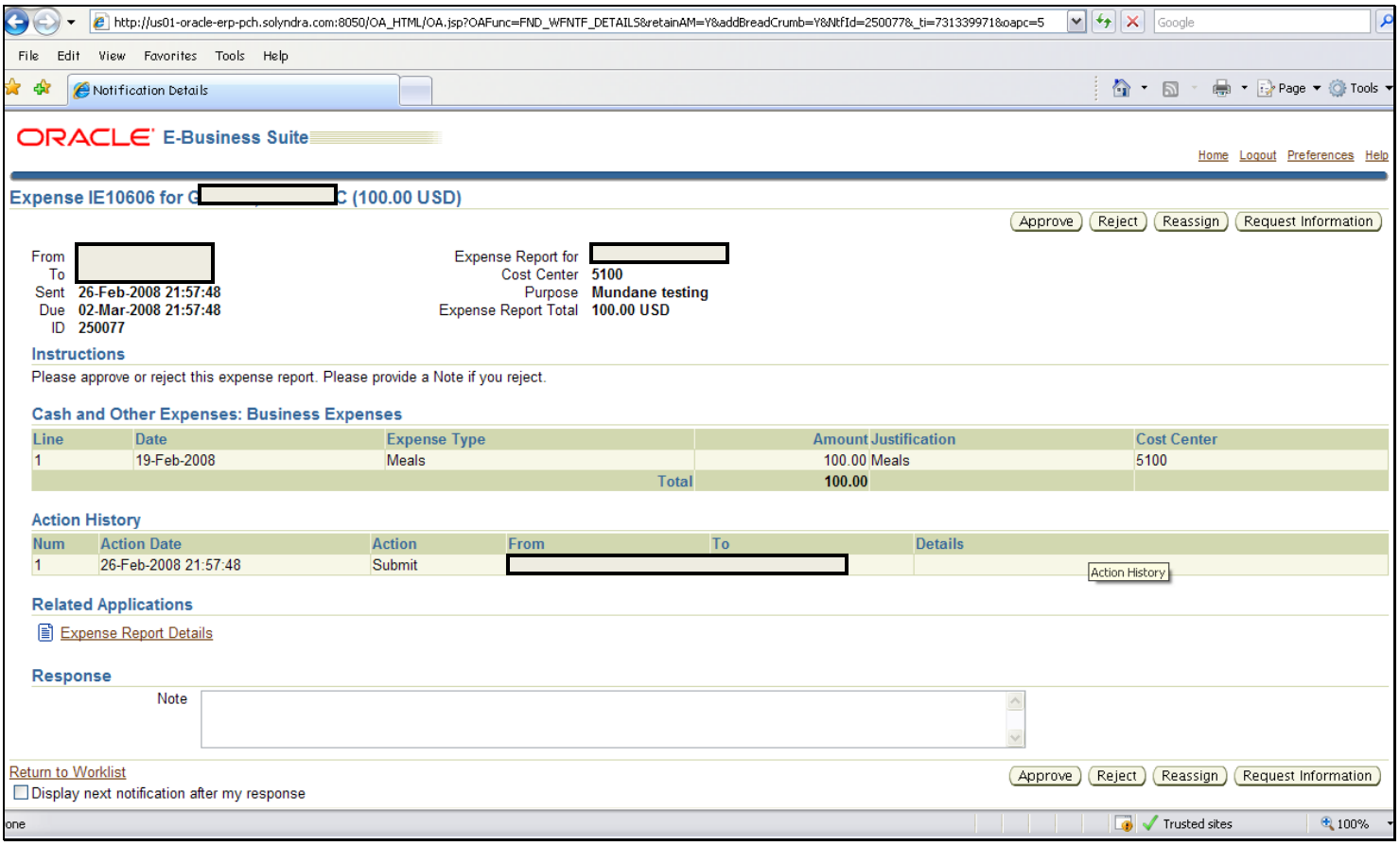
- The following screen opens up with an option for you to choose a name of a User/Employee to reassign to.



Notes

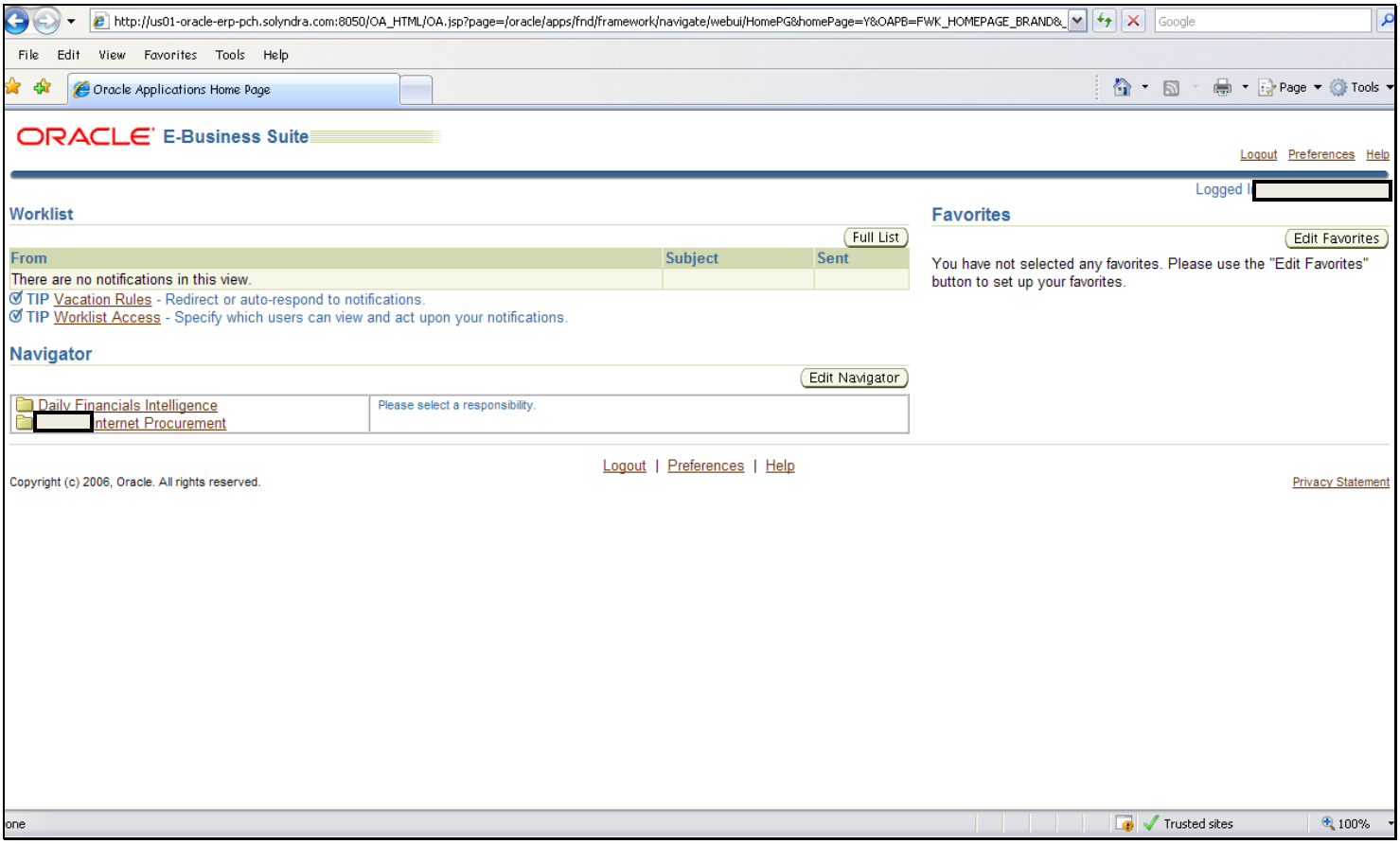
- Choose from the list and accept a name of a Supervisor or Manager.
- Note – This person has to be configured in the system with a limit for approving expense reports. (See page 99 - Setting up Limits for Expense Report Approval)
- You can choose to
  - Delegate – This will assign all approval authority that you have to the person you are re-assigning to for this transaction
  - Transfer – This will transfer ownership of this transaction to the person you are reassigning this transaction to. This means that the transaction is now in his queue and will follow his hierarchy and approval limits.

Reject an Expense Report



Notes

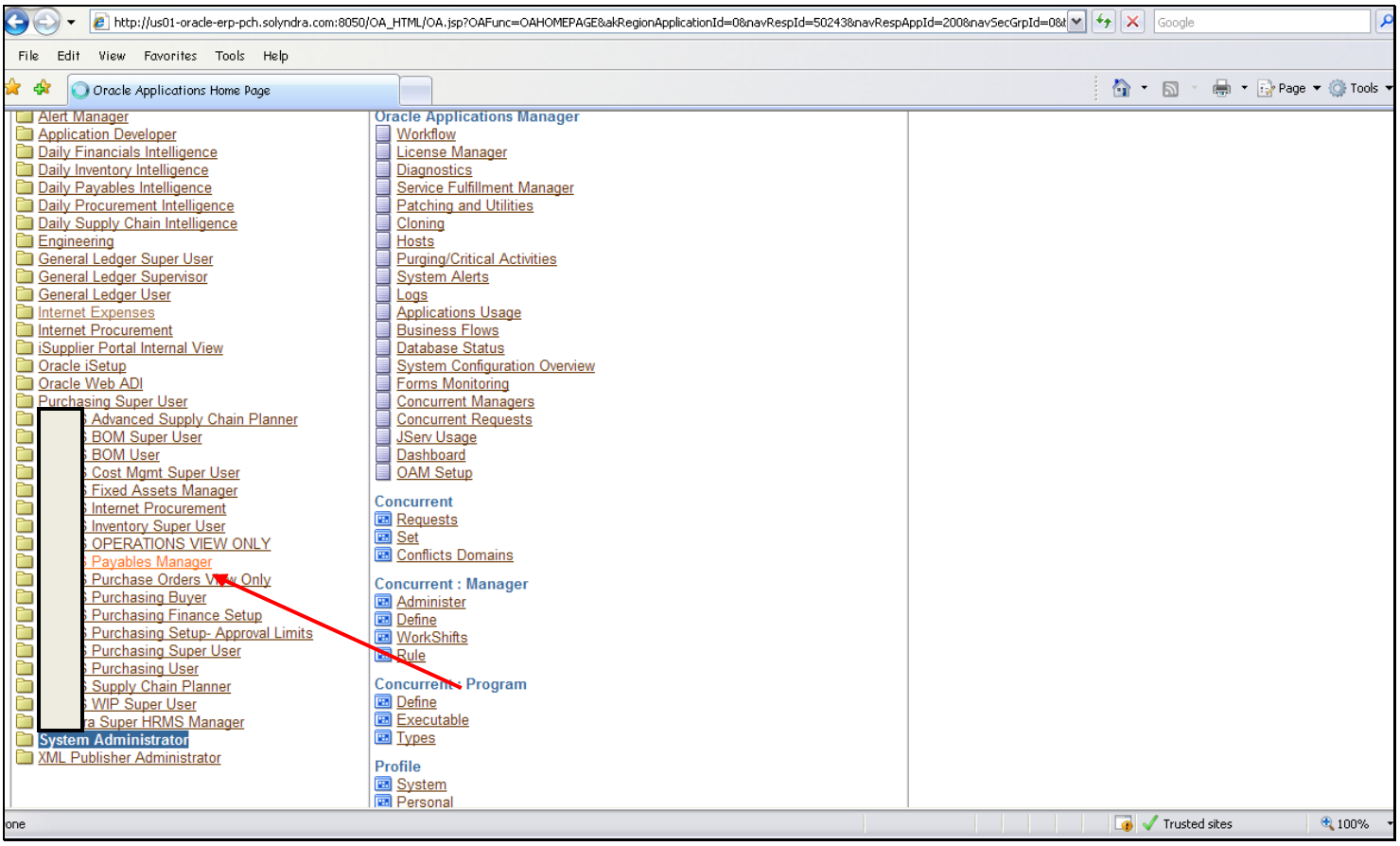
- This is the same screen you will see when you choose to review and approve, reject or reassign an expense report
- This time you will choose to reject the expense report



Notes

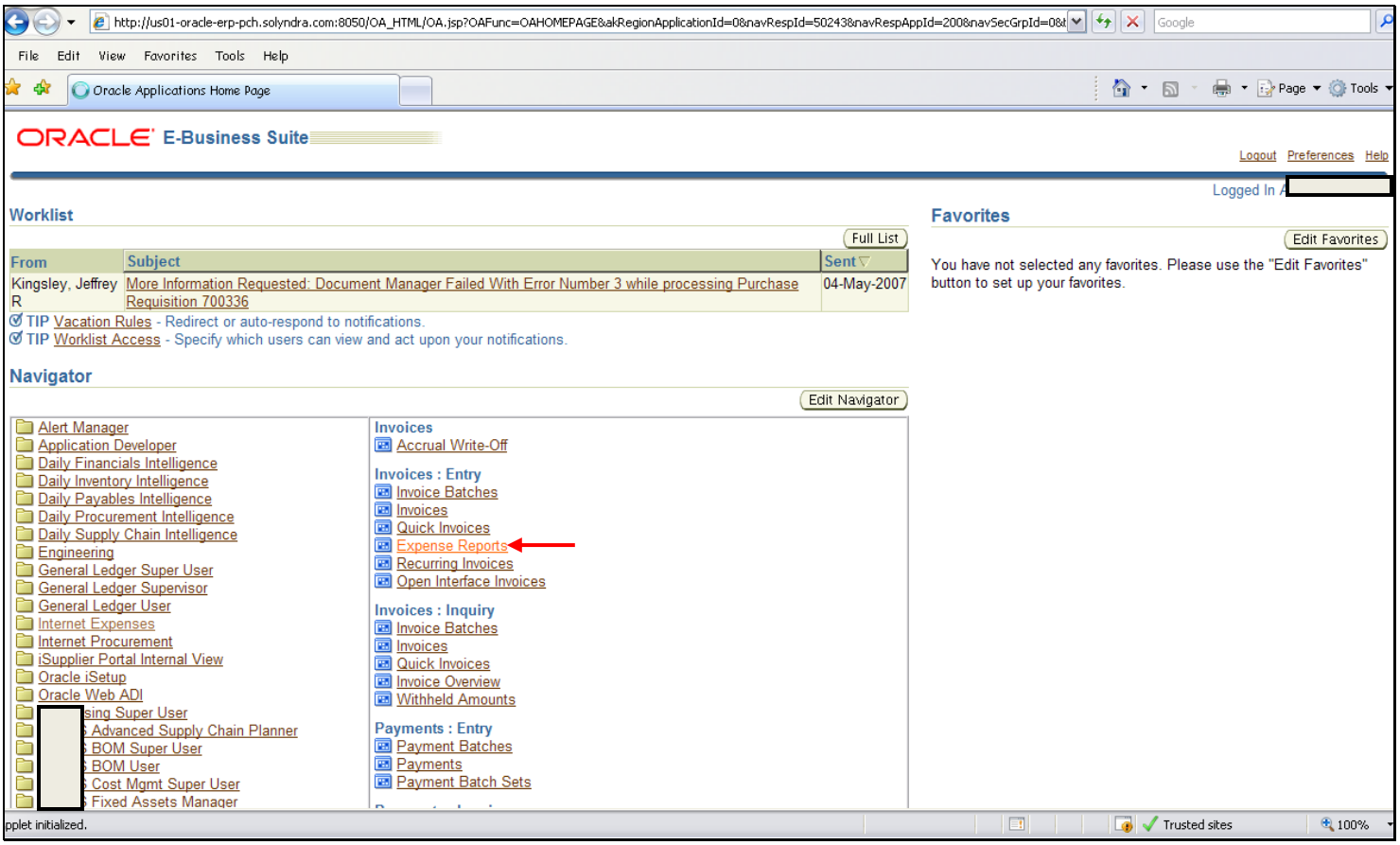
- Once you choose reject the notification is removed from your queue and it will be reverted back to the filer of the expense report.
- There is no notification to you when you reject an expense report
- There will however, be a notification back to the filer and it will appear again in his queue as rejected.

Payables Approval and Invoice Creation



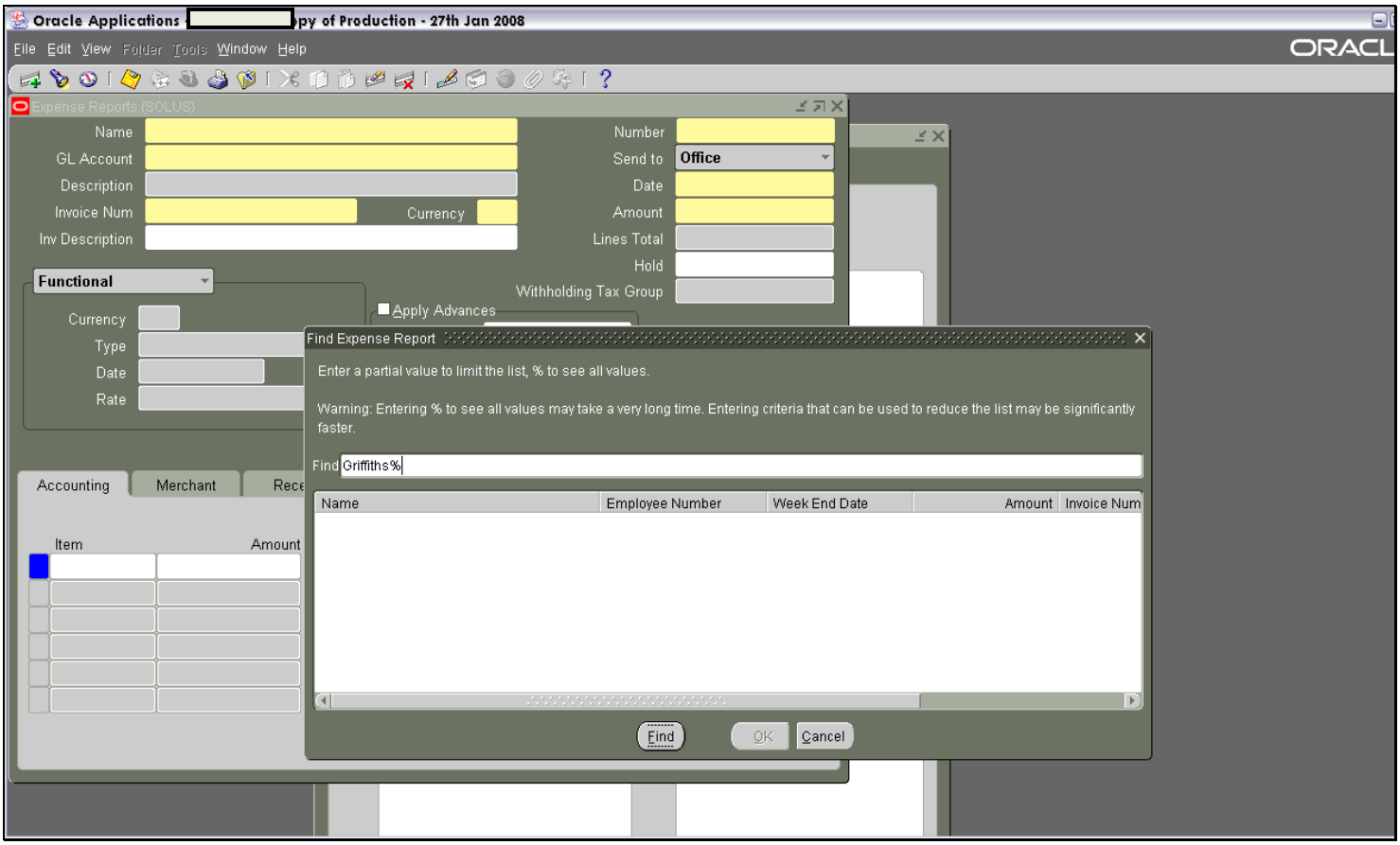
Notes

- The Payables group will now have to review and approve the Expense Reports as per the policy at the company.
- They have review and verify that all receipts for each expense line item has been submitted through the normal channels before they can approve the expense report for further processing
- This is done using their standard payables responsibility



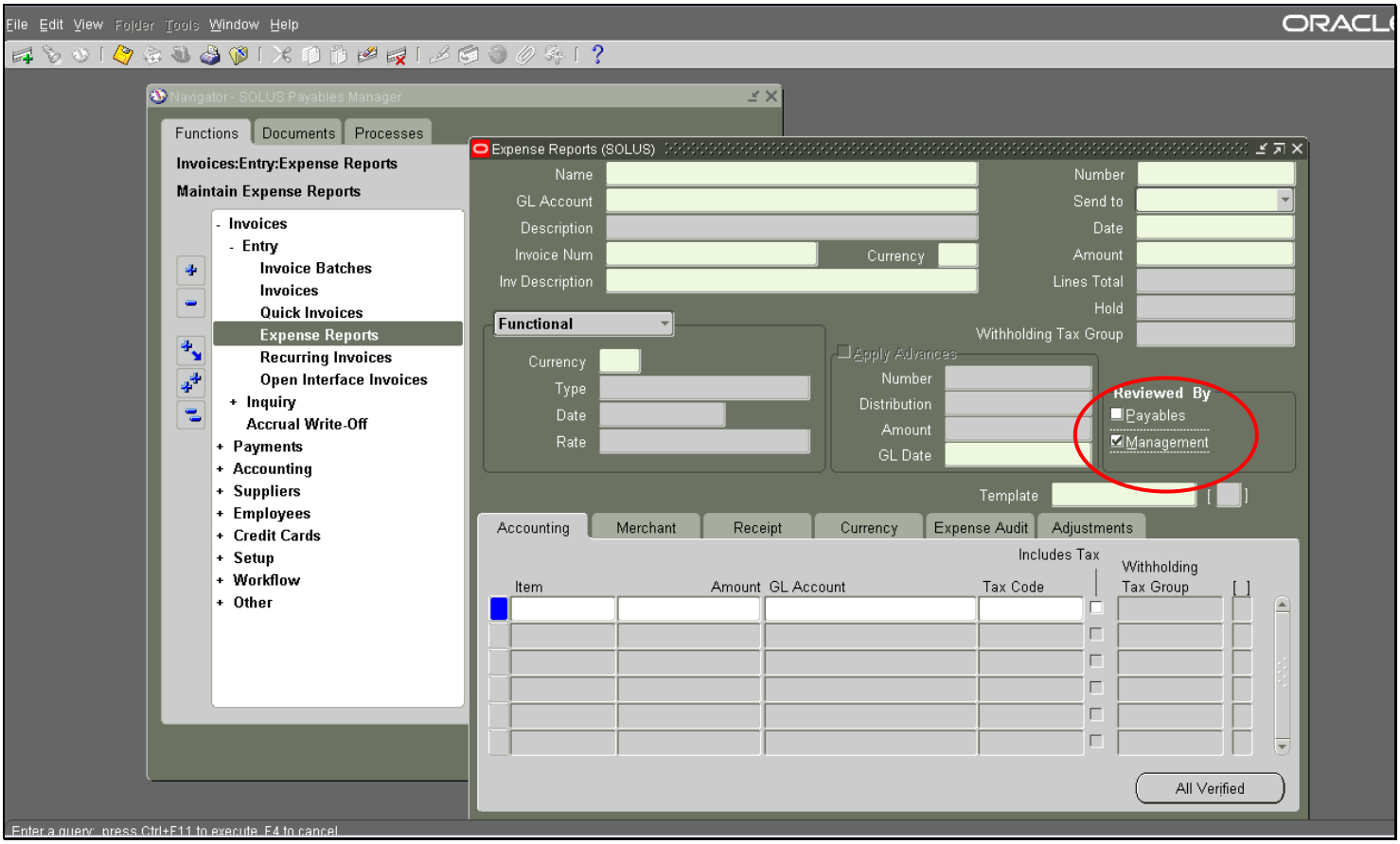
Notes

- Once they have logged in to the relevant responsibility
- They will choose the form – Expense Reports to review and verify the expense report details



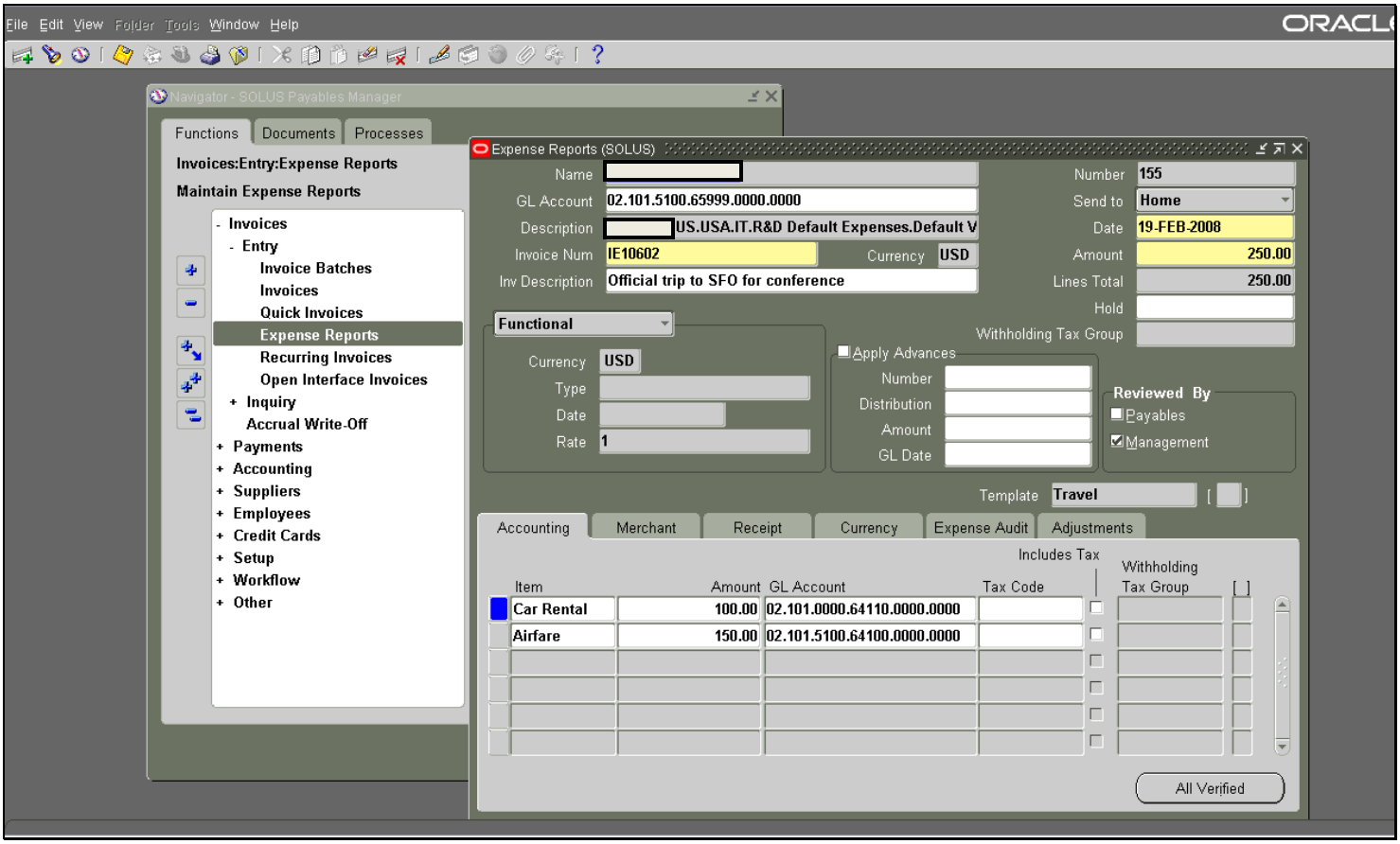
Notes

- In this case we know as we are testing that the expense report is for Richard Griffiths.
- You will use the standard Find button on the toolbar to bring up the search dialog box and search for Richards' expense report
- You can do this if you are specifically looking for a specific employees' expense report to verify and process further.
- Ideally this would be a daily or even weekly process and you would like to query all the Expense Reports that are needed to be reviewed and verified by Payables.
- You would do this by following the example on the next page



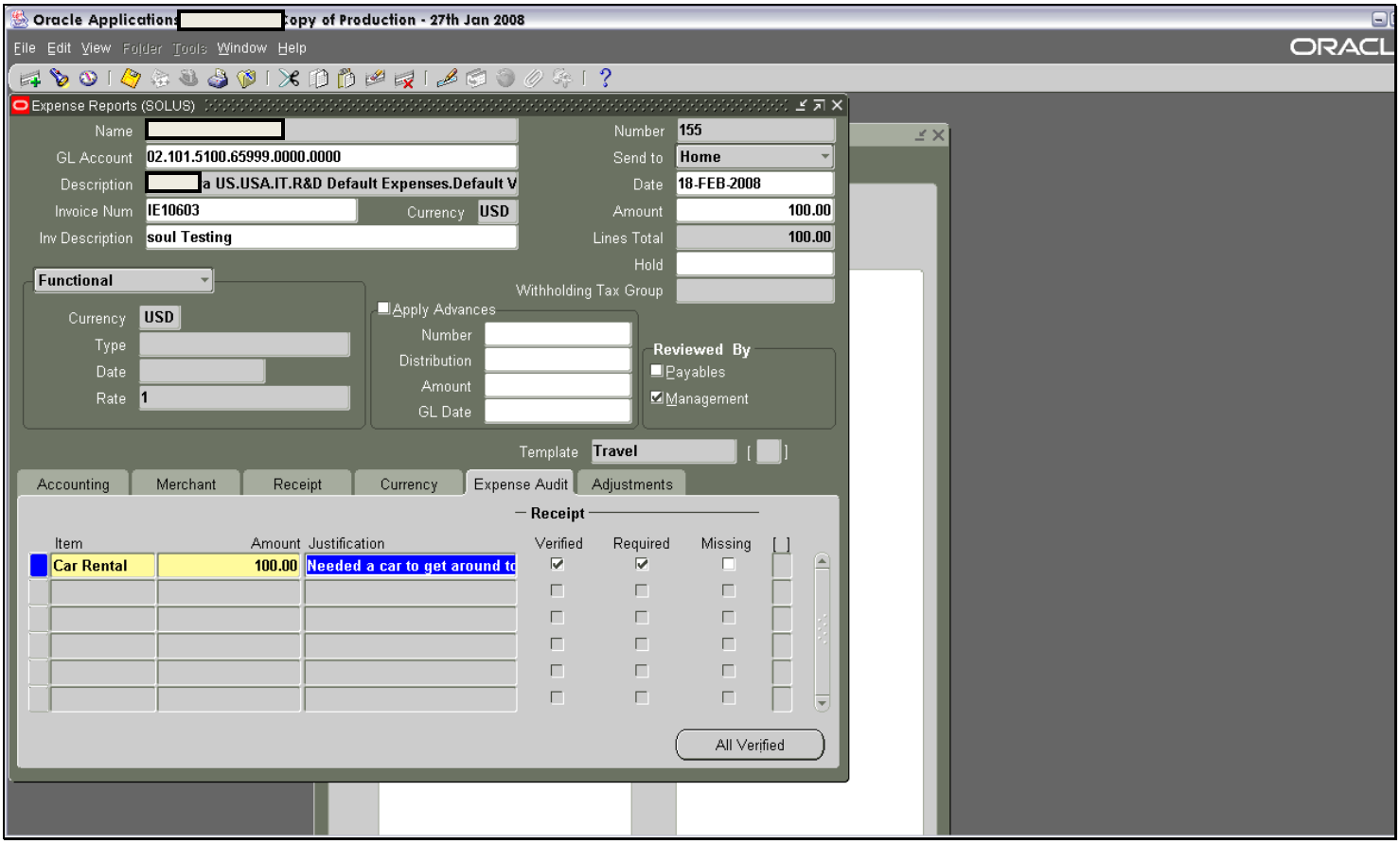
Notes

- You would open up the Expense Reports form
- Then you would press F11. IN most cases this is the key that will put the forms in an “Enter Query” mode.
- Once in enter query mode, check the box to the left of the text “Management”, in the “Reviewed By” region (this is to the center of the form towards the right)
- Make sure that the checkbox beside the Management is checked.
- Once this is checked then press Ctrl-F11 together. This executes the query that you have just entered – visually.
- You have just requested the system to bring up all transactions that are Management Reviewed, but not Payables reviewed.
- The Management review checkbox is checked because the <Supervisor> has reviewed and approved the expense report.



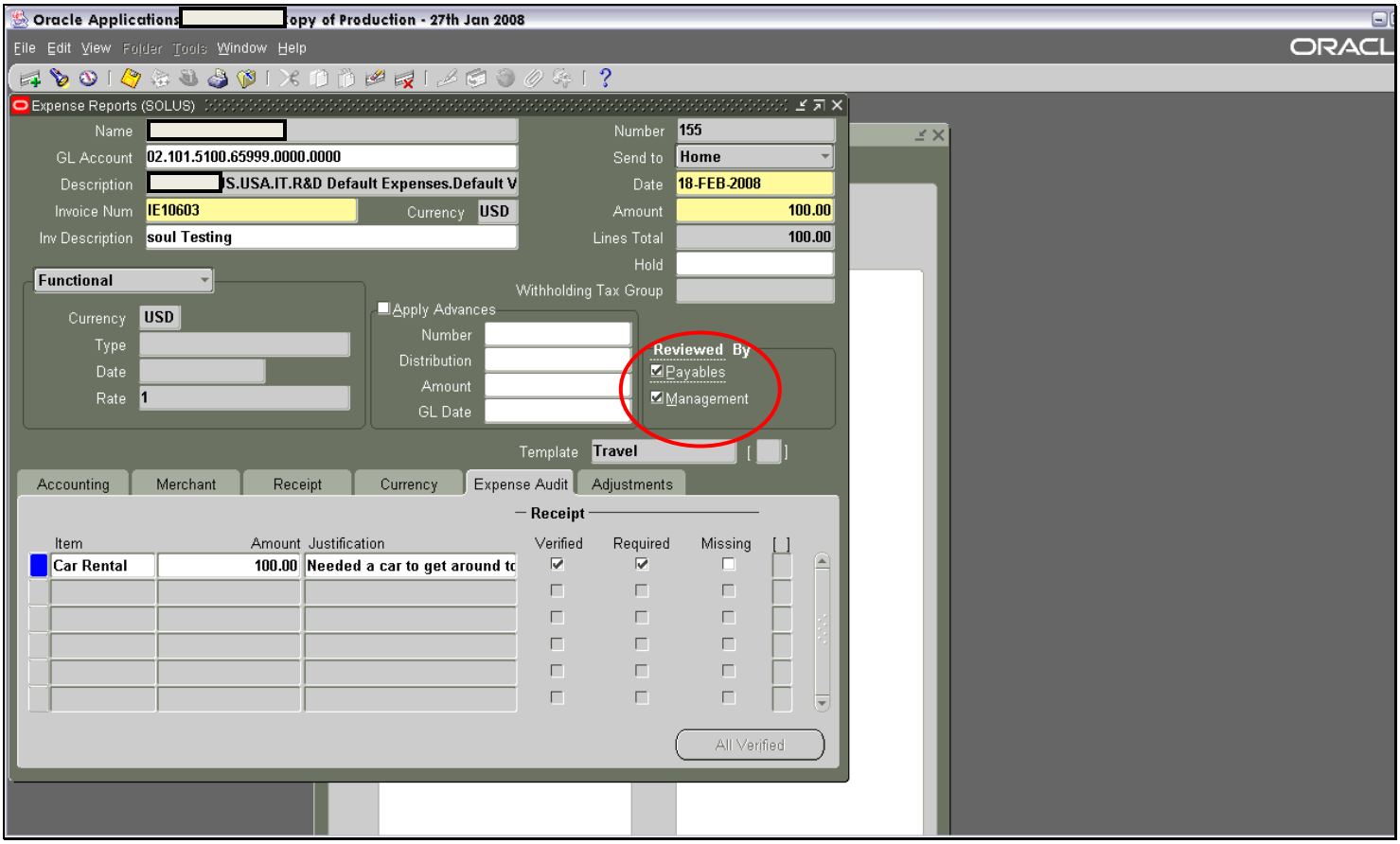
Notes

- This will bring up all the transactions that you – Payables Group – has to review and verify
- Only if this completed successfully can the Expense Report be processed further.



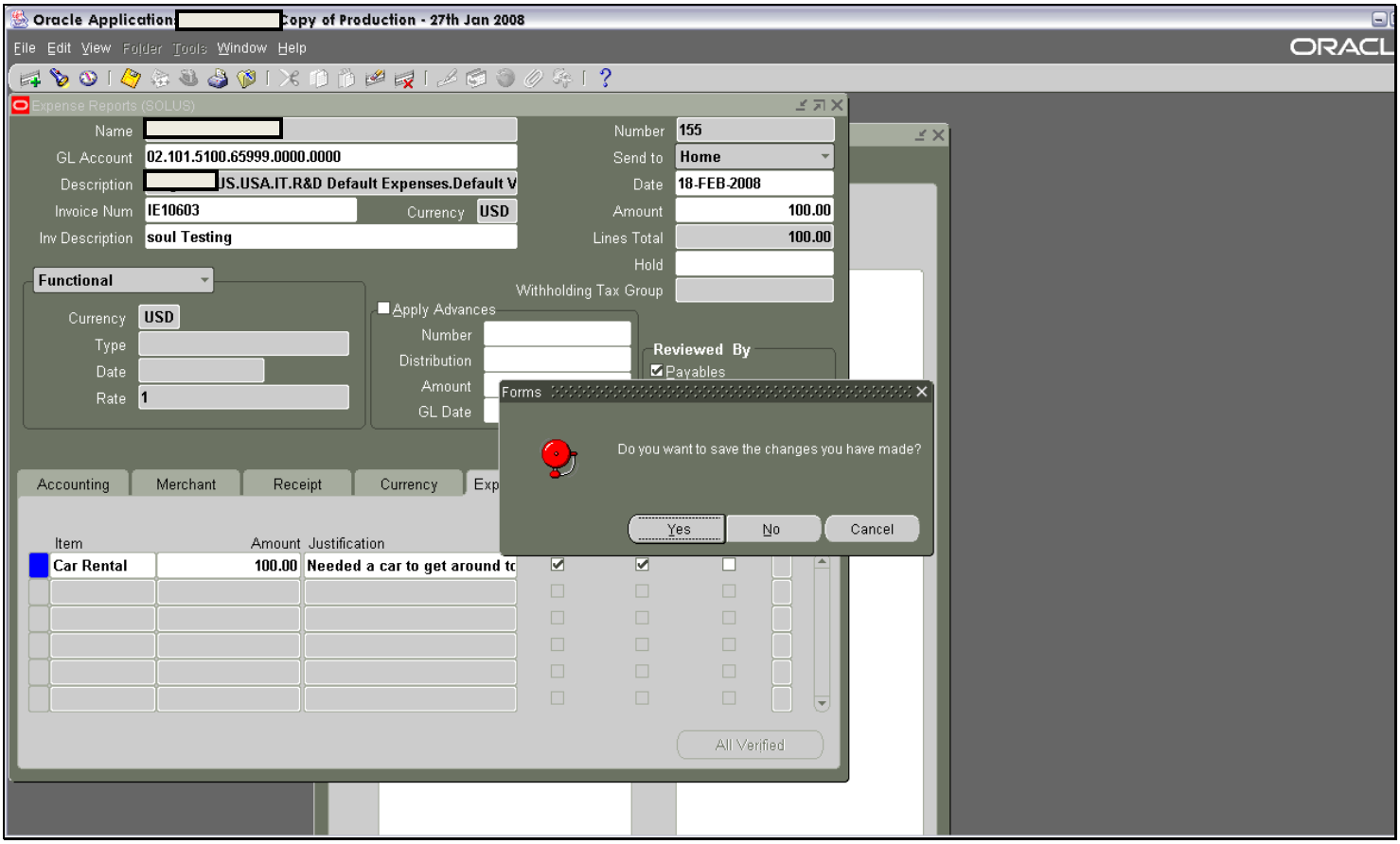
Notes

- Once you have reviewed and ensured that all the receipts have been submitted to you as per company policies you will review that expense report and click on the All Verified button at the bottom of the screen.
- Once this has been clicked the system will automatically check the box on each line for the verified receipt indicator.



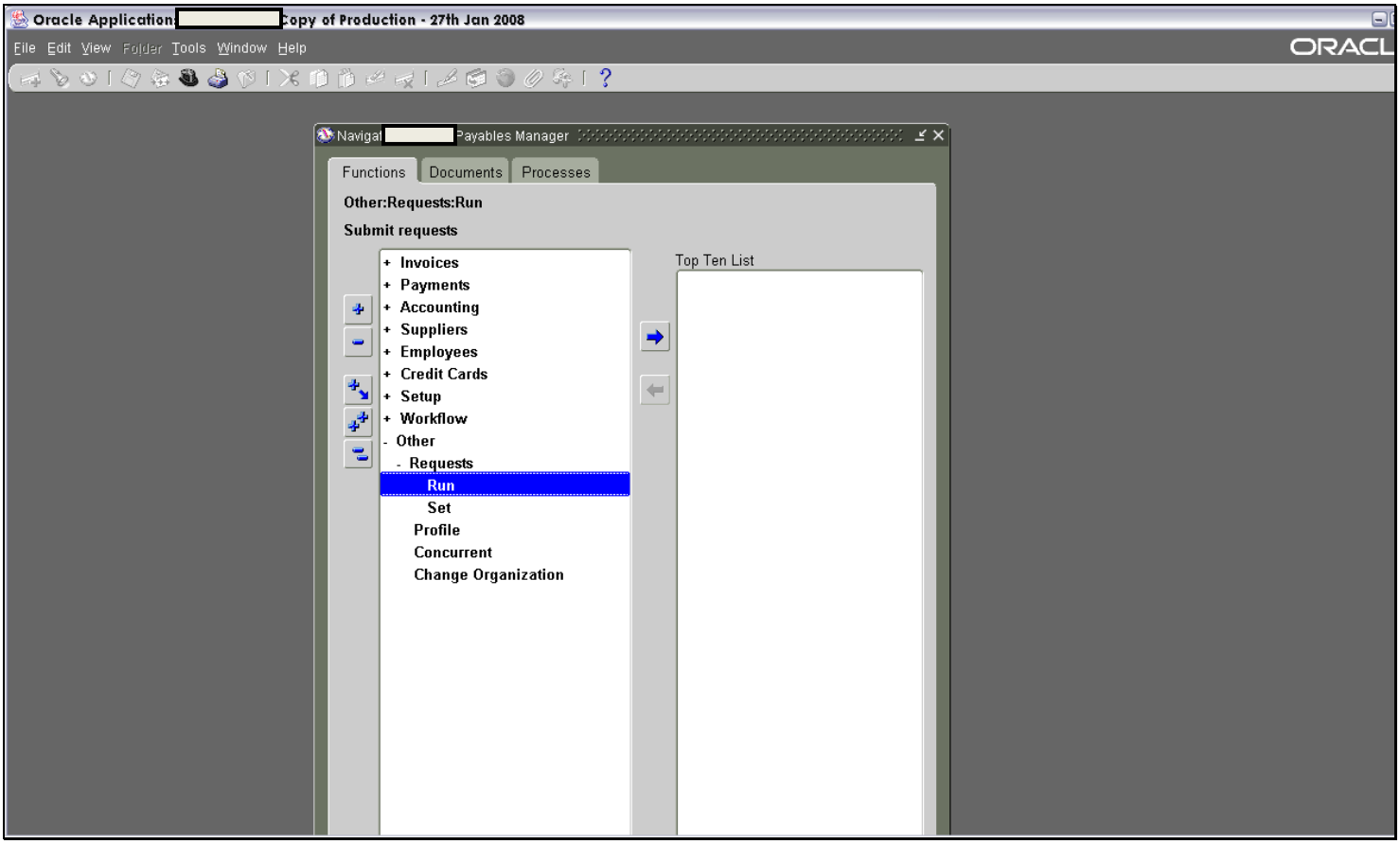
Notes

- Once this has been done you will also have to check the box beside the Payables text in the Reviewed By region



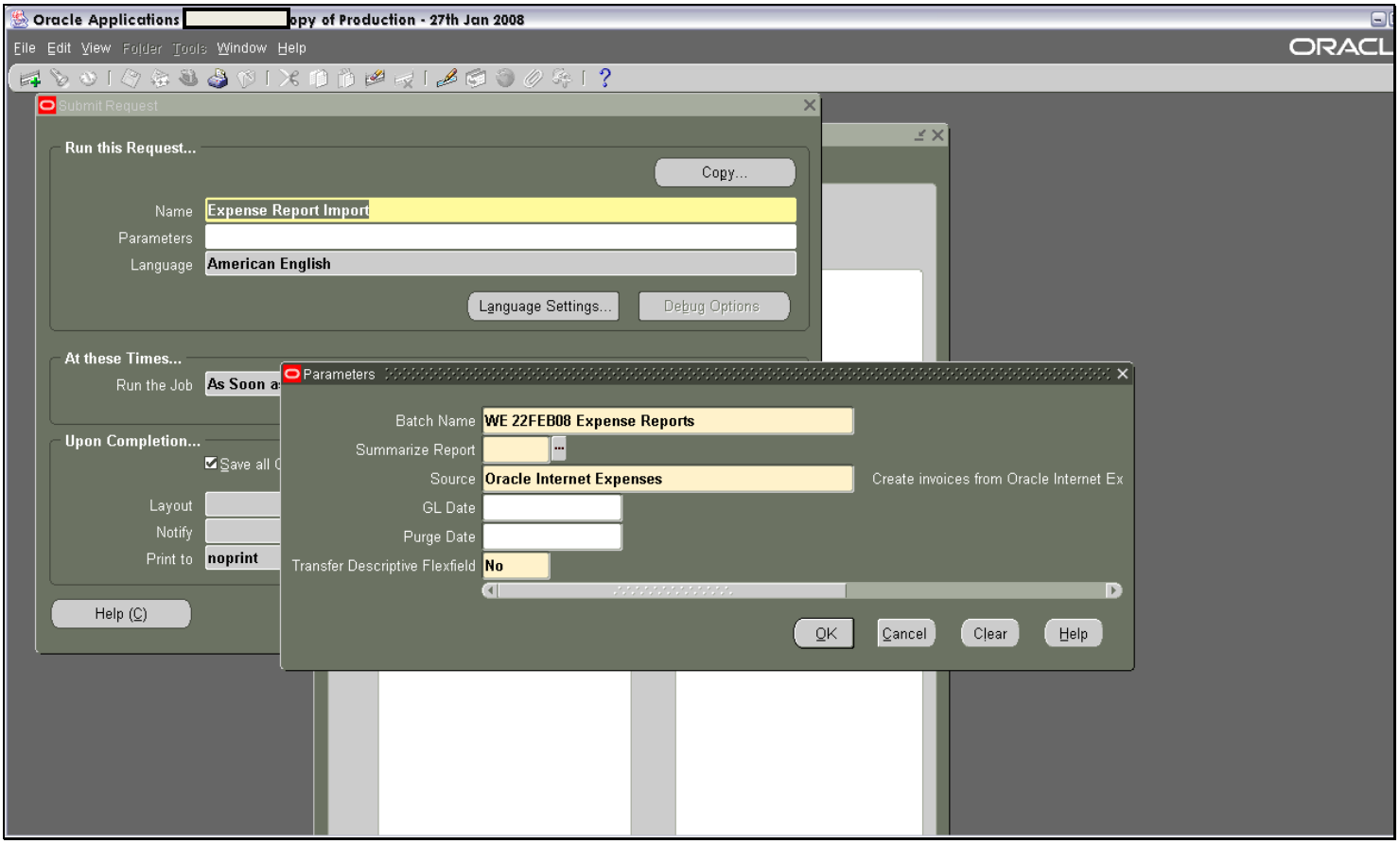
Notes

- You will then save the transaction or transactions, as the case may be.
- Once you have done this task for each of the Expense Reports, you will be ready to progress the Expense Report to the next step.



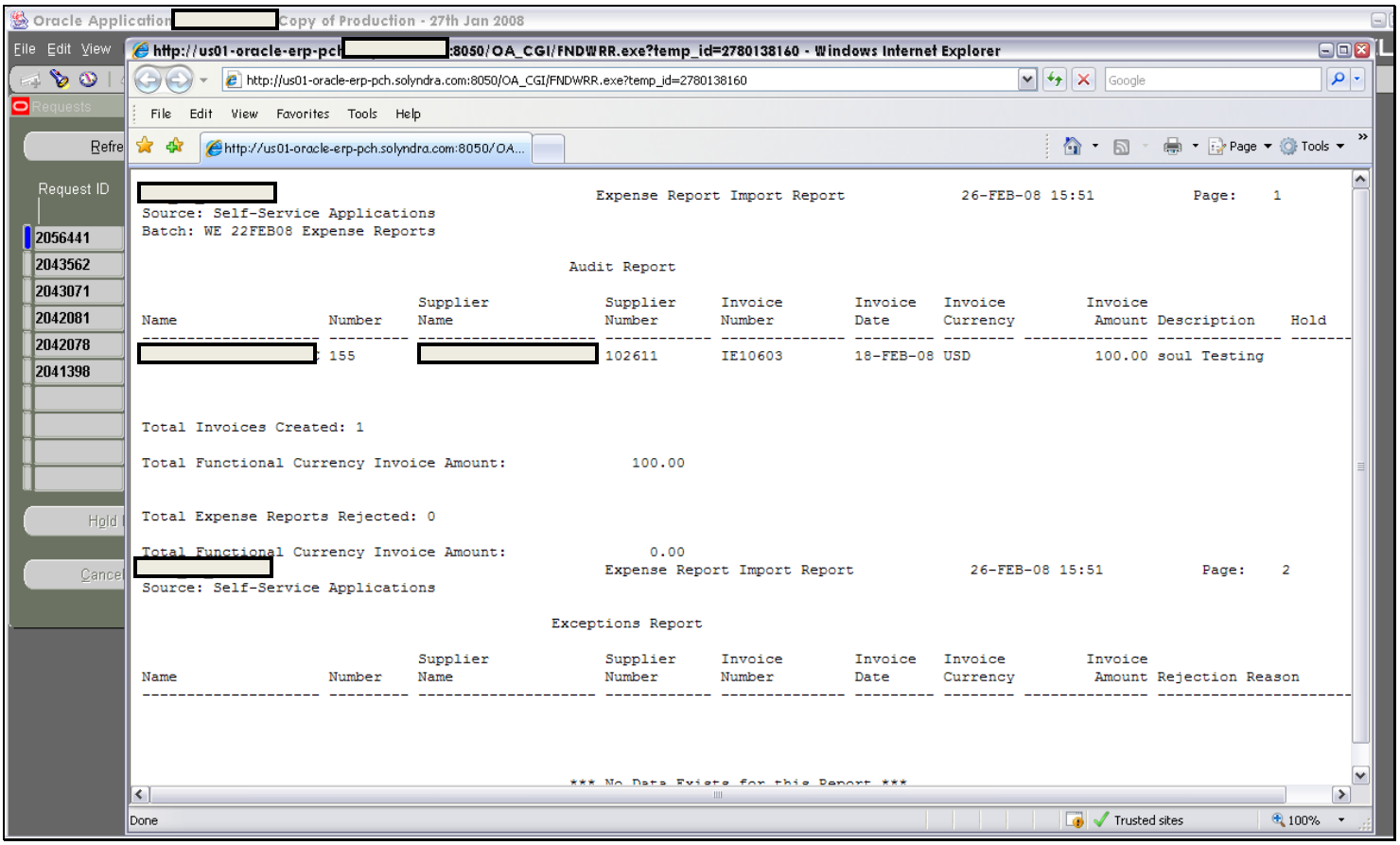
Notes

- You will now need to run a process to convert the expense report to an Invoice
- The program name is “Expense Report Import” and is run form the menu option Other → Requests → Run.



Notes

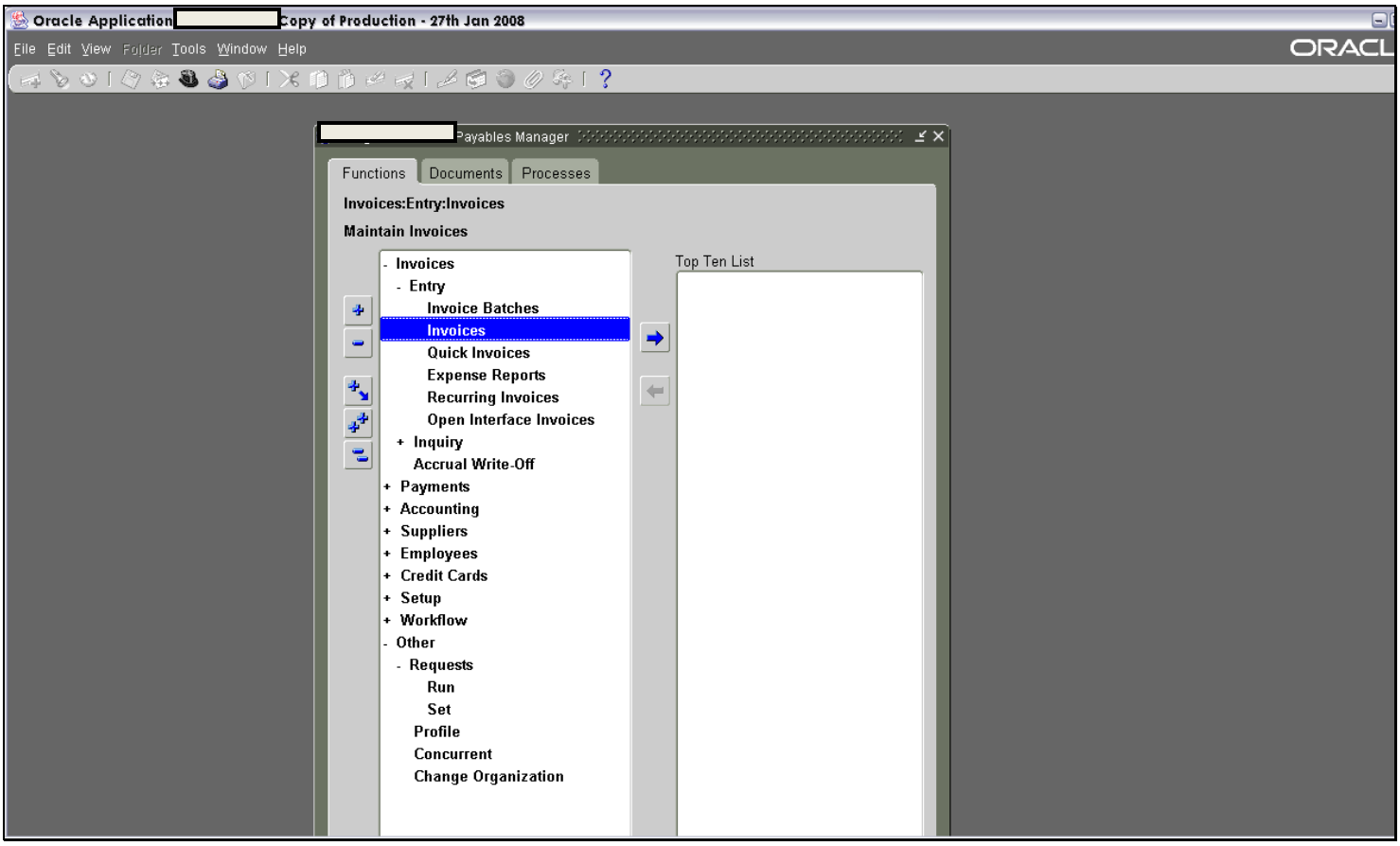
- The parameters will be based on the specifics at the company – Batch Name is required if the company uses Batching, else you can enter N/a.
- Always enter “No” to Summarize.
- And the Source has always to be Oracle Internet Expenses.
- This will submit a process to convert the Expense Report to an Invoice.
- This process will also create a Vendor record for all Employees that are submitting an expense report for the first time.
- Note – YOU SHOULD NEVER CREATE AN EMPLOYEE AS A SUPPLIER MANUALLY.



Notes

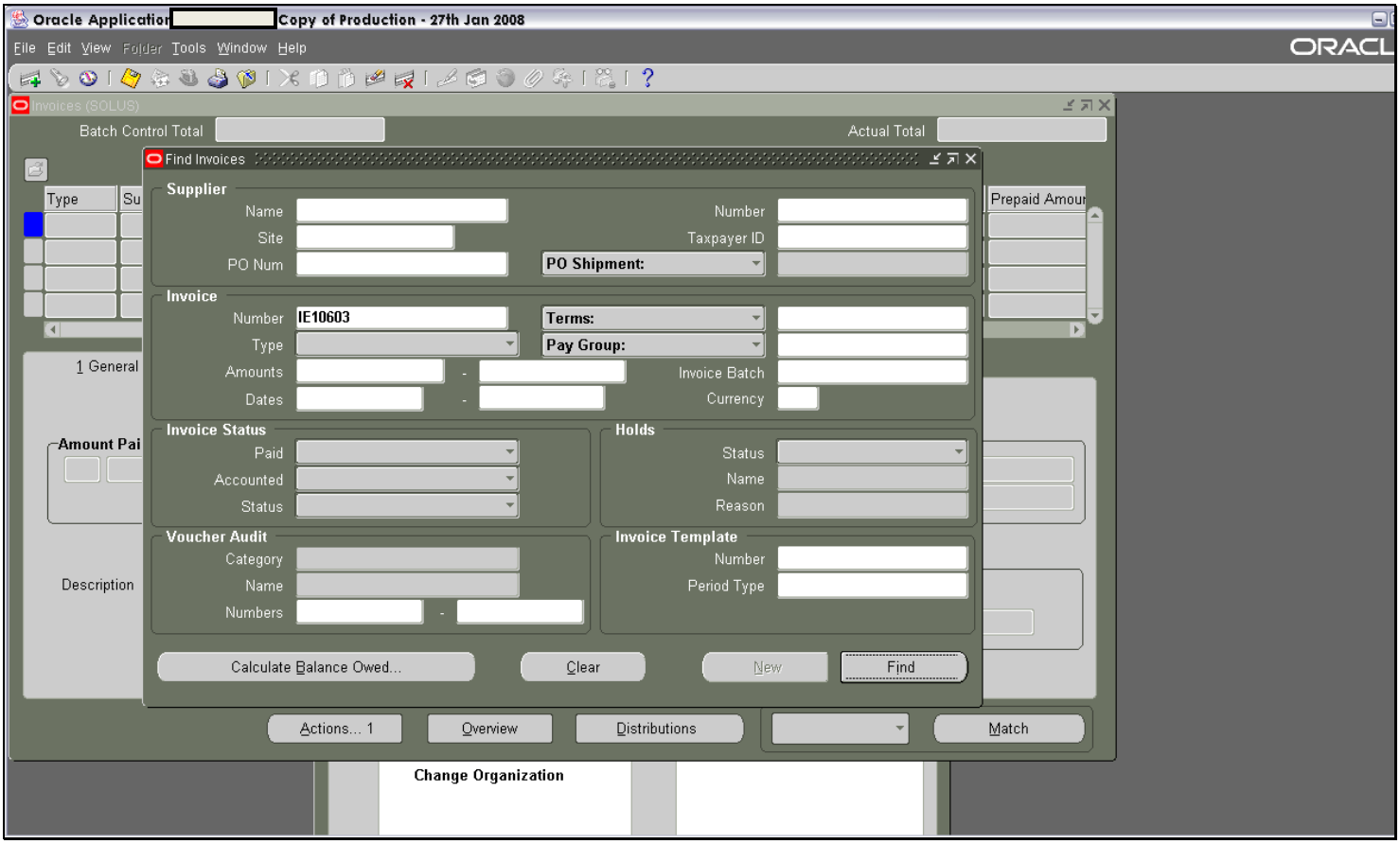
- Once the request is complete the output will show the results of the Expense Report conversion process
- The above shows the Expense Report IE10603 has been successfully created to an Invoice.
- The lines that show in the Audit Report portion of the report are successfully created
- The lines that show on the Exceptions Report portion will not have been created.
- These should be reviewed for the problems and once the problem is rectified the records will automatically get created as Invoices the next time this process is run.

Verify if Invoice for Expense Report created



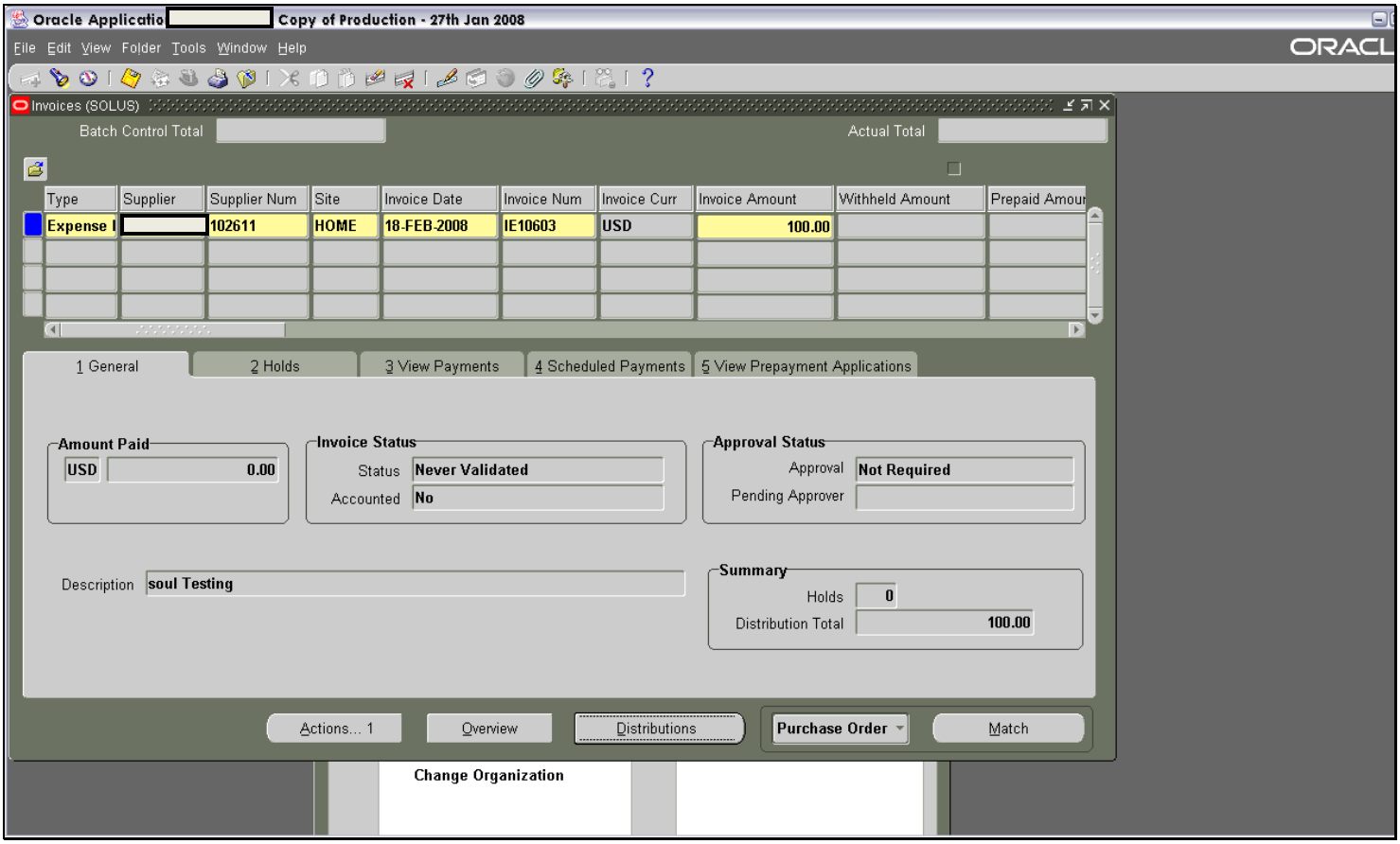
Notes

- To verify that an Invoice has been created with the process that was run in the previous step.
- Choose Invoices from the menu/function list



Notes

- In the Find screen displayed enter the Invoice Number in the relevant field
- The press the “Find” button



Notes

- In this screen you will be shown the expense report as an Invoice transaction.
- Once the Invoice is created the transaction will flow through the normal AP process of validation and payment in a periodic basis.