RUTGERS

EX010: Enter and Submit Expense Reports

Cornerstone

Transforming the Way We Work at Rutgers

Course Overview

Course Name	Enter and Submit Expense Reports
Course Duration	1 hour 15 minutes
Course Description	This course covers the employee expense report process in the Financial Management System. Participants will learn how to setup their bank accounts for expense reimbursement, enter and submit expense reports, and monitor reimbursement status.
Target Audience	All roles
Prerequisites	GN010: General Navigation in the Financial Management System

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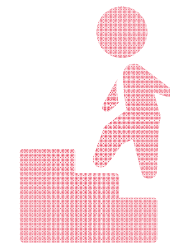
Course Objectives



Upon completing this course, you will be able to:

- Setup your bank account for expense reimbursement
- Setup delegates to enter expense reports on your behalf
- Enter expense reports in the system
- Enter expense reports in a spreadsheet template
- Enter expense reports from your mobile device
- Submit requests for cash advances
- Review expense report status
- Review reimbursement status

Key Terms

Key Terms	Definition
Expense Report	An expense report is an electronic form that employees populate to submit work-related expenses for reimbursement. Expense reports are created after expenses have been incurred and are submitted for approval within the Financial Management System.
Cash Advance	A cash advance is an electronic form that employees populate to request advance payment to cover work-related expenses. Cash advances are created before expenses have been incurred and are submitted for approval within the Financial Management System.
Delegate	A delegate is a person who can enter and submit an expense report on behalf of someone else. Delegates can be defined within the Financial Management System.
Finance Approver	The Finance Approver is the Rutgers employee responsible for approving expense reports, cash advances, and other transactions that require approval. Each employee has a single Finance Approver for all transactions that require approval.

Financial Management System Training

LESSON 1: ENTER AND SUBMIT EXPENSE REPORTS

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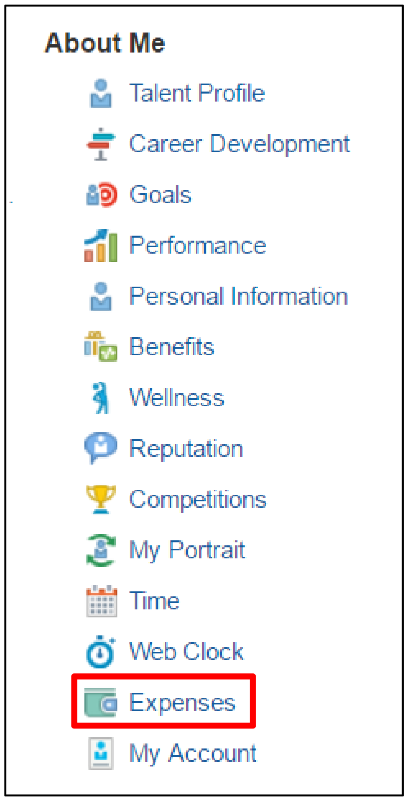
Introduction to Expense Reports

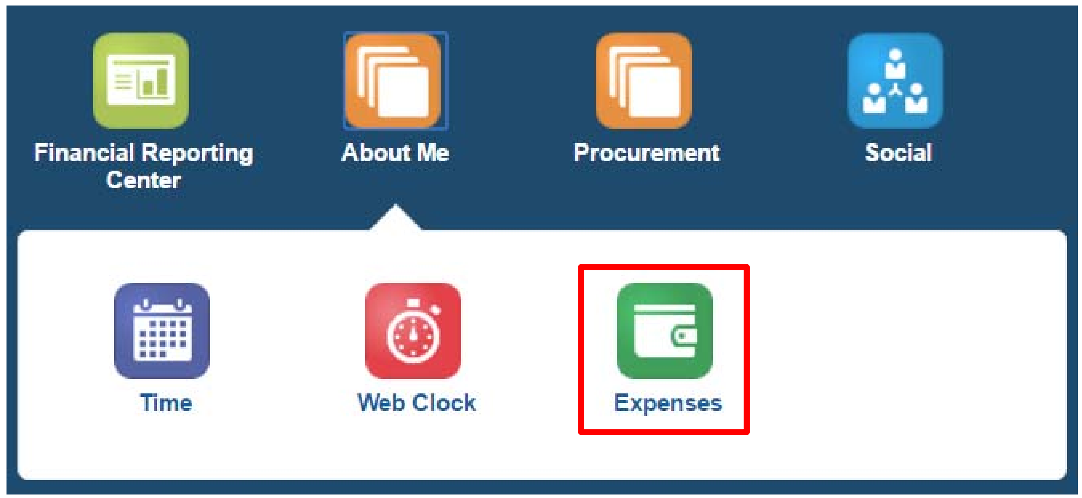
Financial Management System allows you to quickly enter and submit expense reports for reimbursement. You can:

- Enter expenses in the system, in a spreadsheet, and on your mobile device
- Use templates to facilitate expense report entry
- Attach scanned / electronic receipts to your expense items and reports
- Submit expense reports for electronic approval
- Monitor approval and reimbursement status

Navigating to the Travel and Expenses Portal

The **Travel and Expenses** portal can be accessed from the **About Me** section of the Navigator, or from the **About Me** icon on the Home Page.

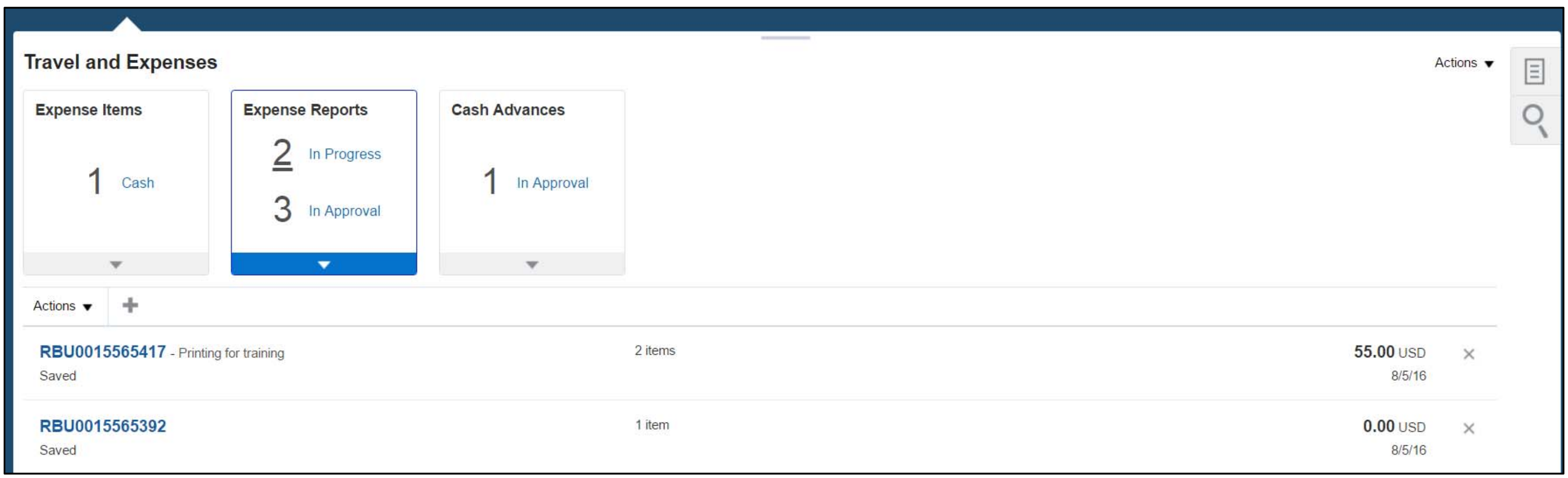




Using the Travel and Expenses Portal

The **Travel and Expenses** portal is your starting point for all activities related to expense reports and cash advances.

- The portal displays expense activities in three tiles: Expense Items, Expense Reports, and Cash Advances.
- Click on a link in a tile to view corresponding information in the lower region of the form. For example, quickly access in progress expense reports to pick up where you left off.



Bank Account Setup

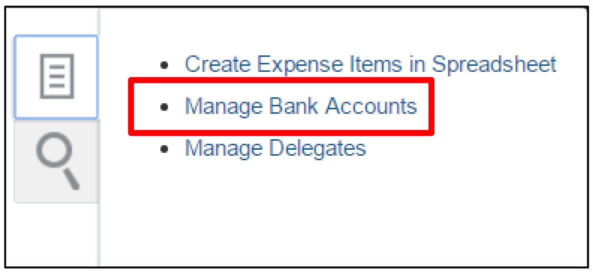
Note: You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

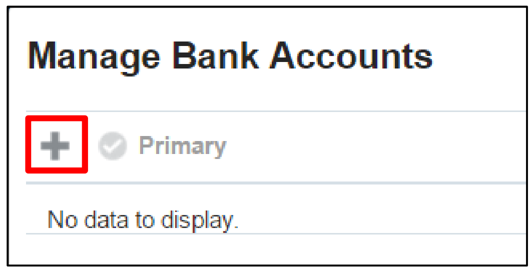
Bank information is completely secure and not visible to other users of the system.

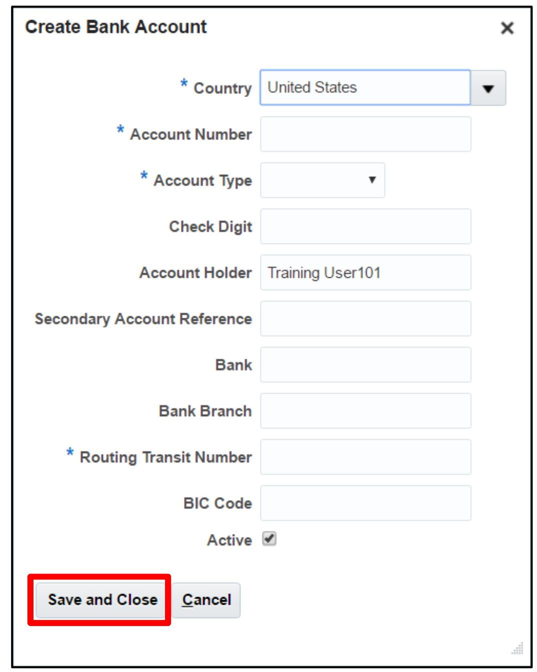
Bank Account Setup (continued)

To enter bank account information:

- Navigate to the Travel and Expenses portal
- Click the “Manage Bank Accounts” link from the Task menu
- Click the **+** button to enter a new bank account
- Enter the required fields and click the **Save and Close** button



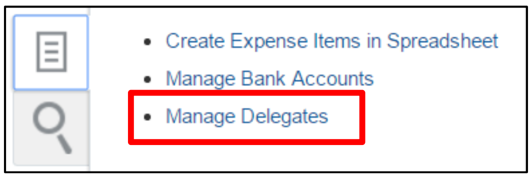




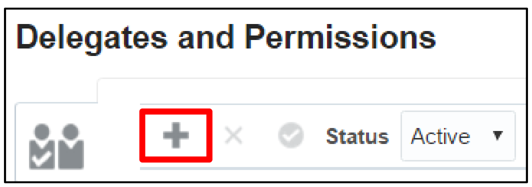
Delegates

If there are individuals who routinely enter expense reports on your behalf, you must setup these individuals as Delegates within the system. To add a delegate:

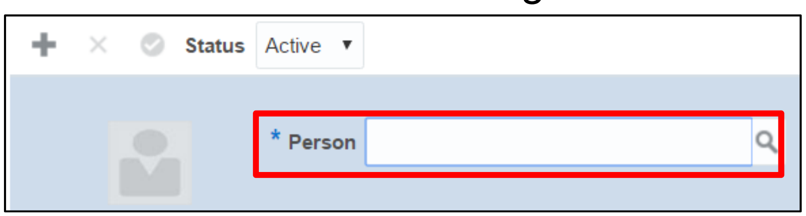
- Navigate to the Travel and Expenses portal
- Click the “Manage Delegates” link from the Task menu



- Click the **+** button to enter a new delegate

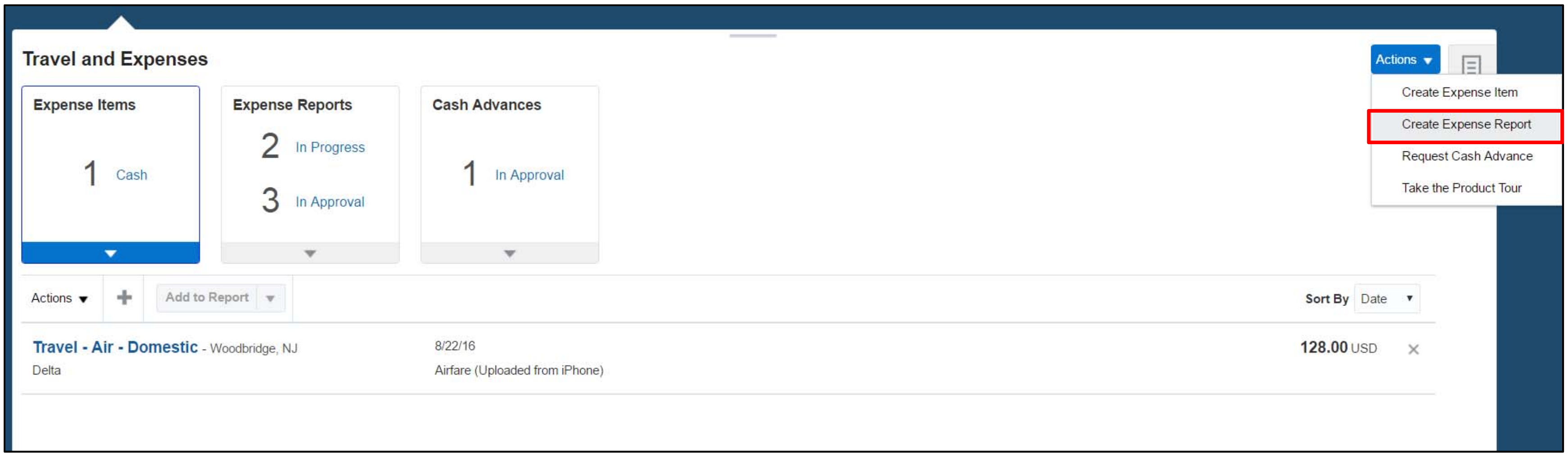


- Enter the name of the Delegate and then click the **Save and Close** button



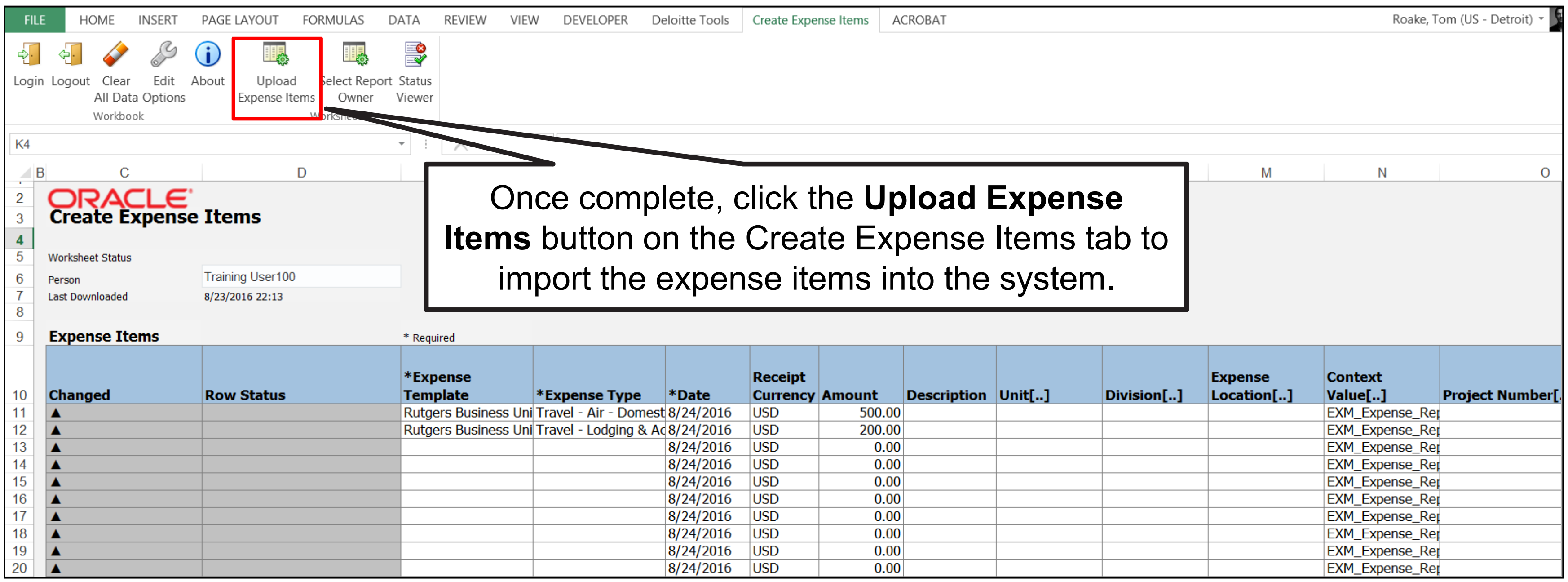
Enter Expense Reports

After entering your bank information, you are ready to begin entering expense reports.



Enter Expenses via Spreadsheet

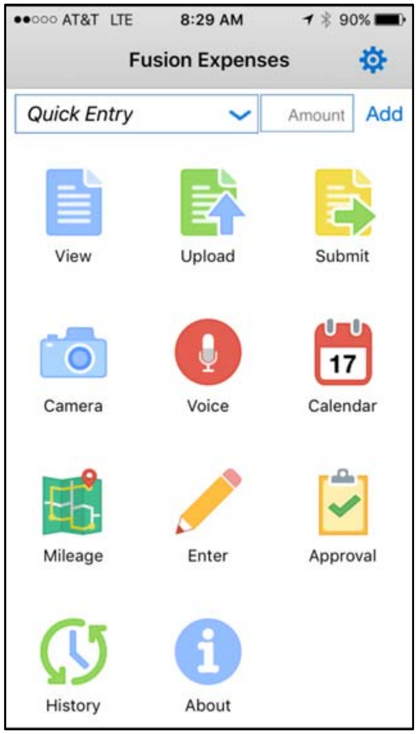
You can also enter expense items in an Excel spreadsheet template and then import expense items into the system. The copy/paste feature in Excel may save you time when entering expense reports with many items. However, keep in mind that you cannot add attachments to expense items in the spreadsheet, and will need to attach receipts to expenses after they have been imported.



Enter Expenses from the Mobile App

You can also enter expense reports from your mobile device. This provides you additional flexibility to enter expense reports whenever it is convenient for you. However, there are a few things to keep in mind when entering mobile expenses.

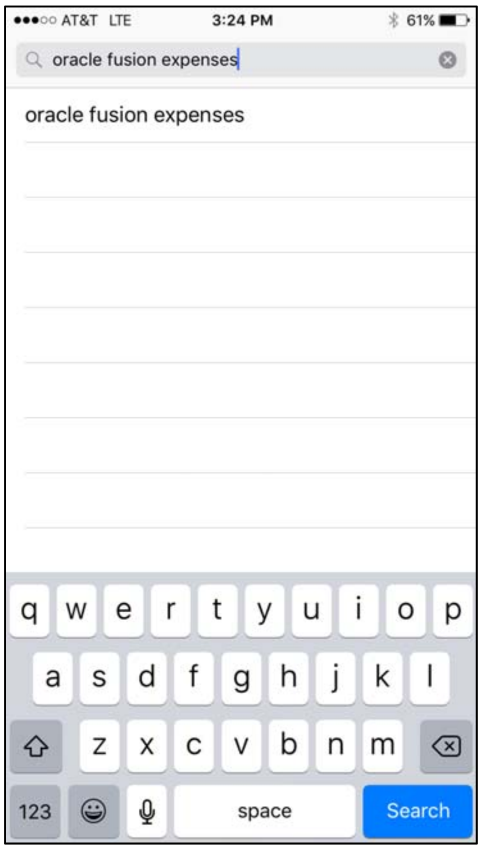
- The mobile app does not have required fields. Therefore, fields that may be required in the system can be left blank in the app. You will not be able to submit expense reports where these fields have been left blank.
- The mobile app does not display all of the fields that are available in the system. In some cases these fields may be required, which will prevent you from submitting the expense report.
- The best use of the mobile app is to capture the basic details of expenses as they are incurred, then upload them into the system where you can complete and submit the report.



Enter Expenses from the Mobile App

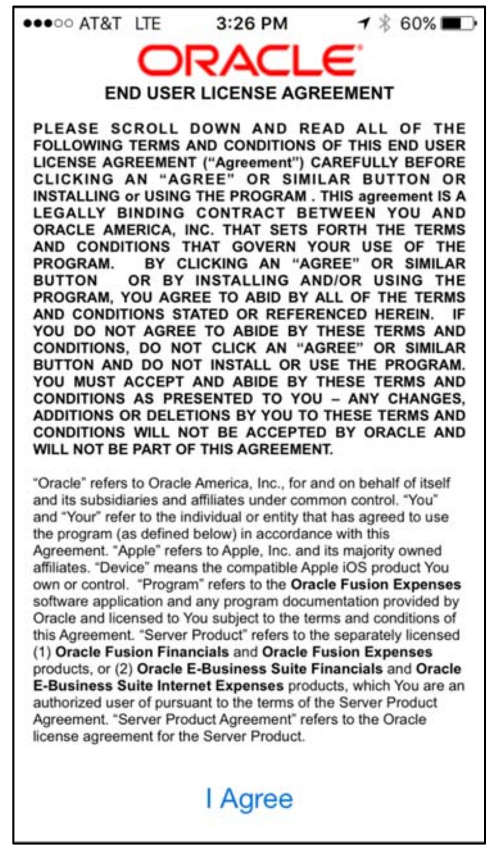
Install the App

Search for **Oracle Fusion Expenses** in the App Store.



Download and install the App on your mobile device.

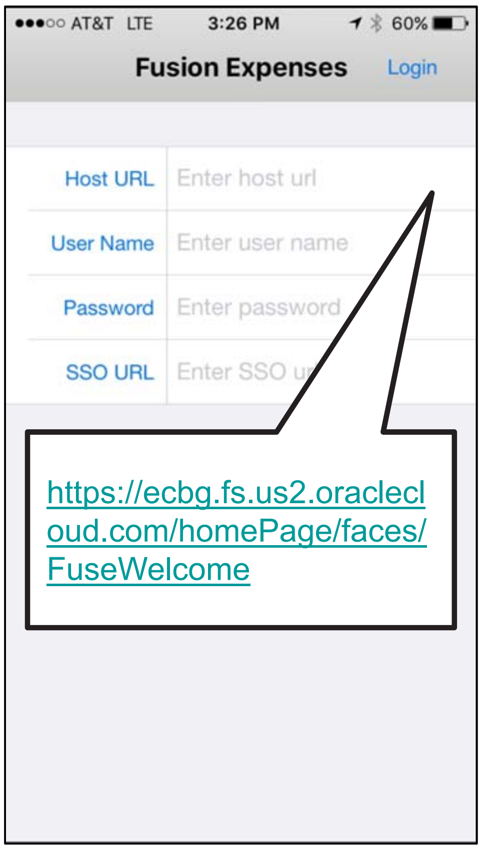
Read and agree to the end user license agreement.



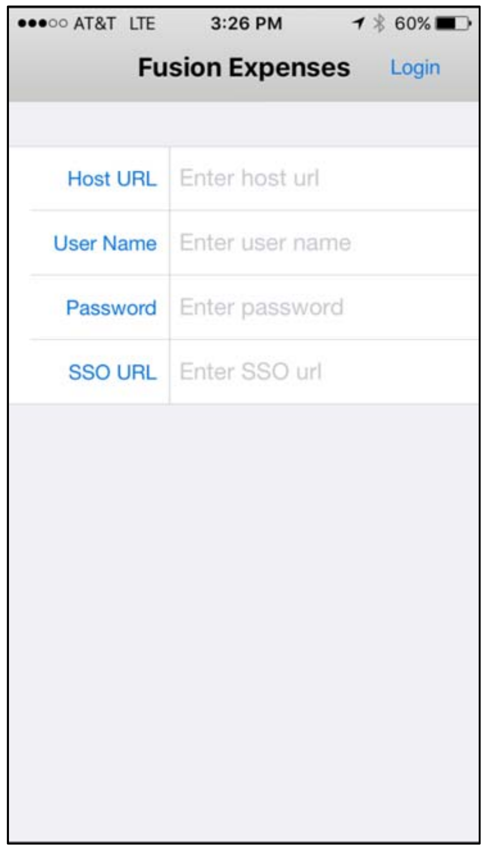
Enter Expenses from the Mobile App

Install the App

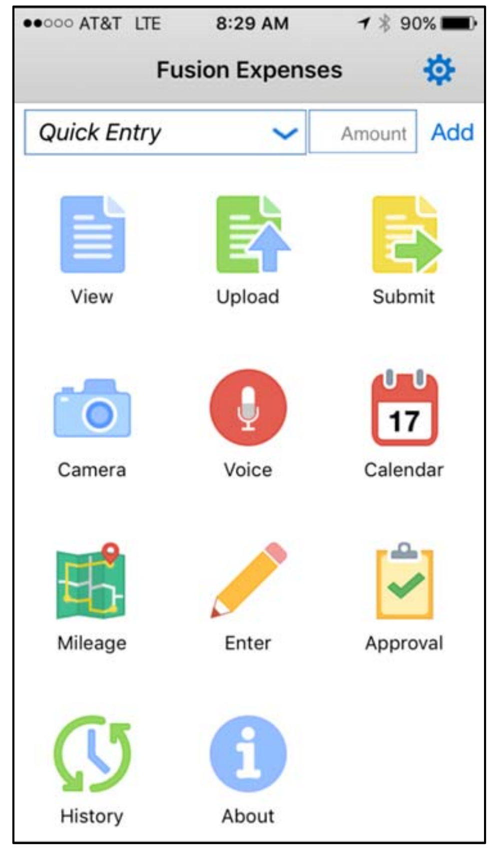
Enter the URL and your login credentials.



Click the **Login** button to launch the app.



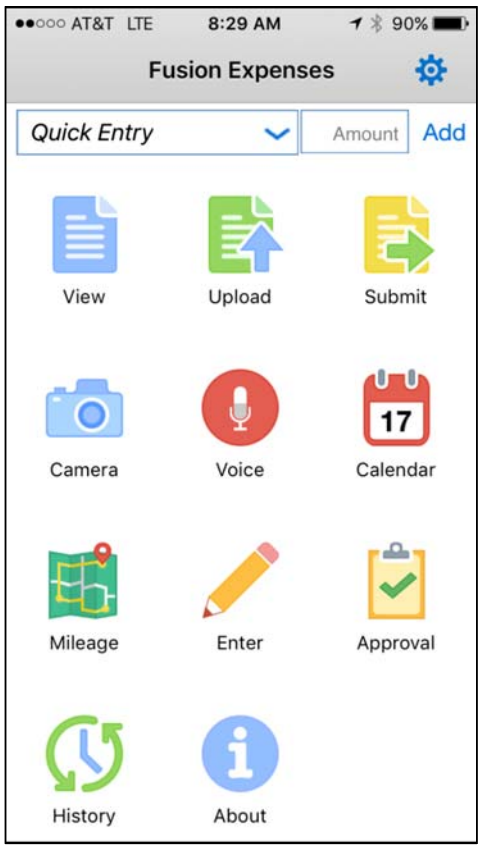
The Home page of the Expenses app appears.



Enter Expenses from the Mobile App

Key Features

You can take the following actions from the Home page of the mobile expenses app.

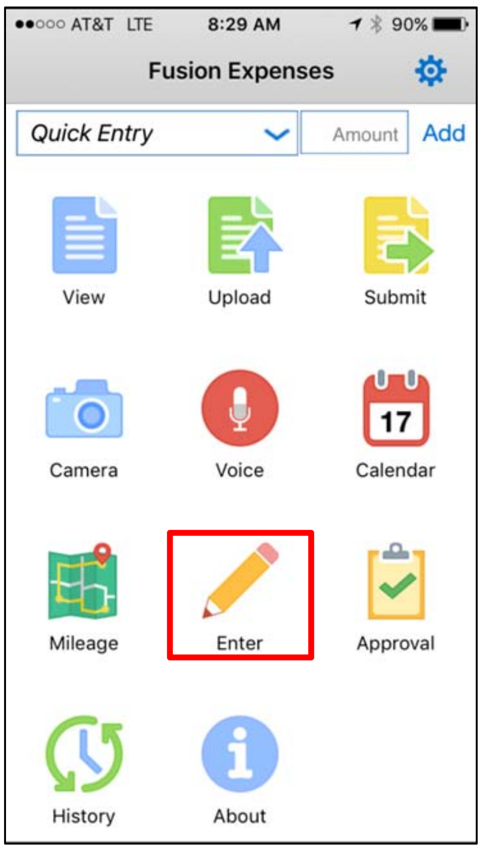


Icon	Functionality
View	View the existing expense items by Period or by Type
Upload	Upload new expense item
Submit	Submit an expense report
Camera	Capture receipts to add as attachments
Voice	Enter expenses using voice command
Calendar	Group expenses related to meetings (not used by Rutgers)
Mileage	Enter mileage expenses
Enter	Enter a new expense item
Approval	View expense items pending approval
History	View past expense items/reports

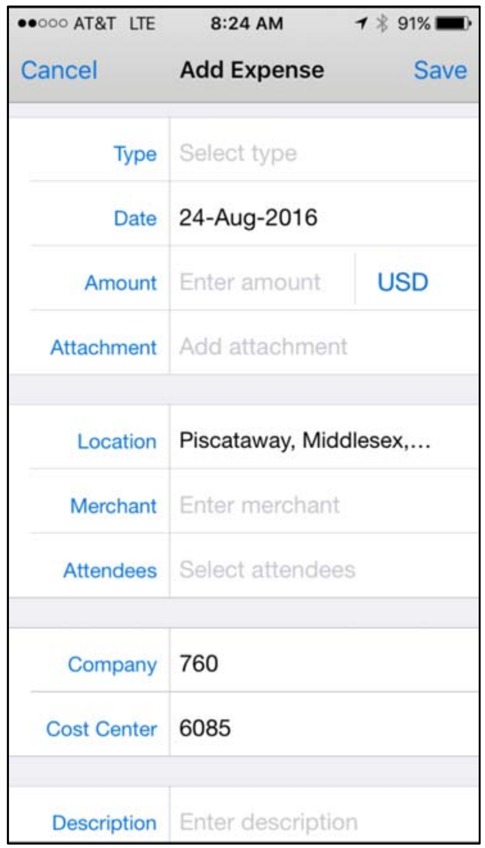
Enter Expenses from the Mobile App

Expense Entry (1/3)

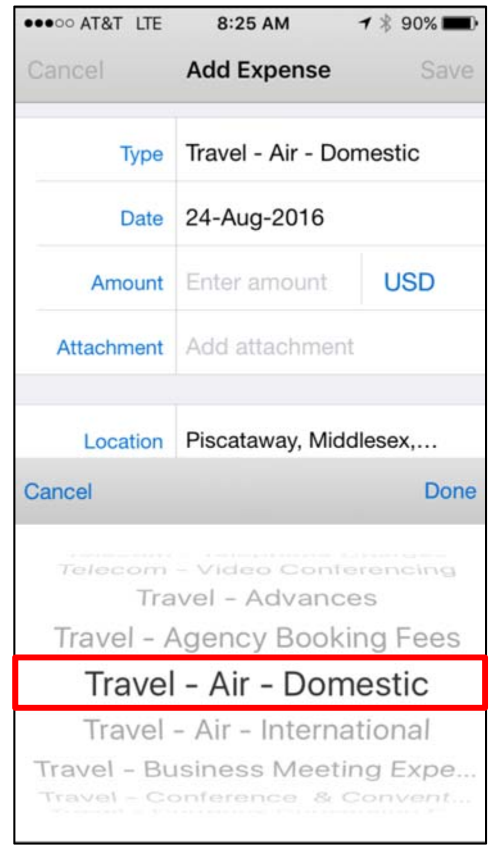
Click the **Enter** icon on the Home page.



The **Add Expense** page displays.



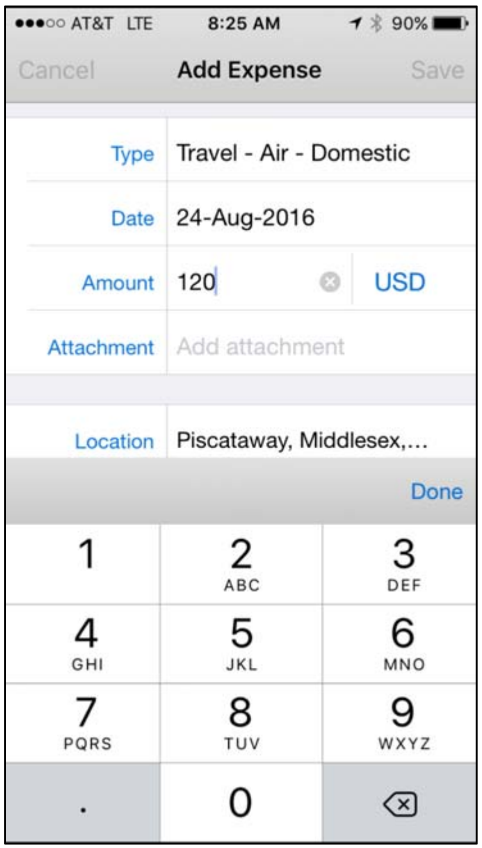
Select the expense **Type** from the list of values.



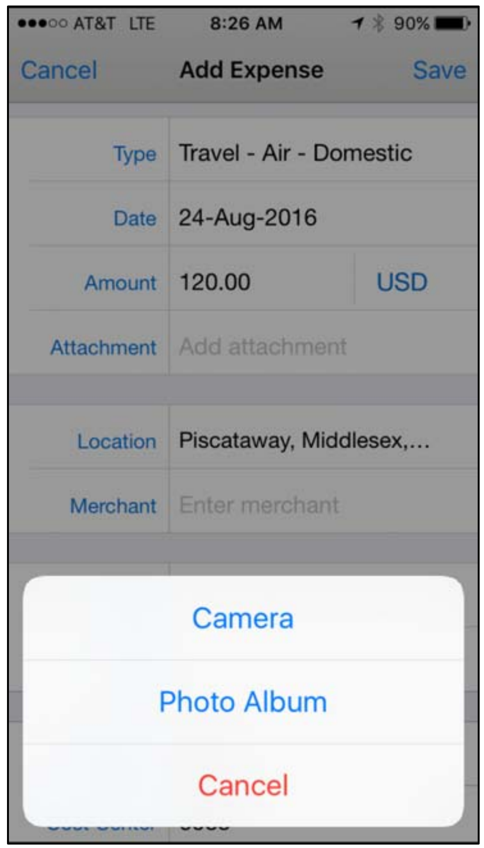
Enter Expenses from the Mobile App

Expense Entry (2/3)

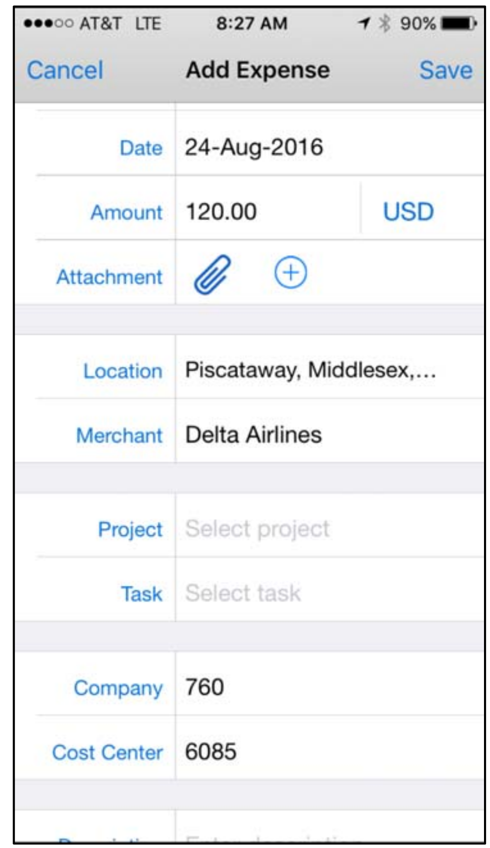
Click the **Amount** of the expense item.



Use the Camera to add an attachment as needed.



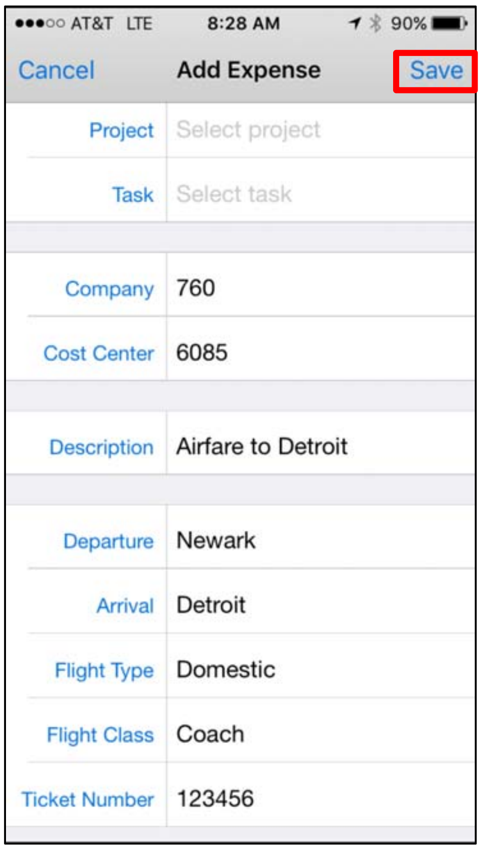
Continue to add other expense details.



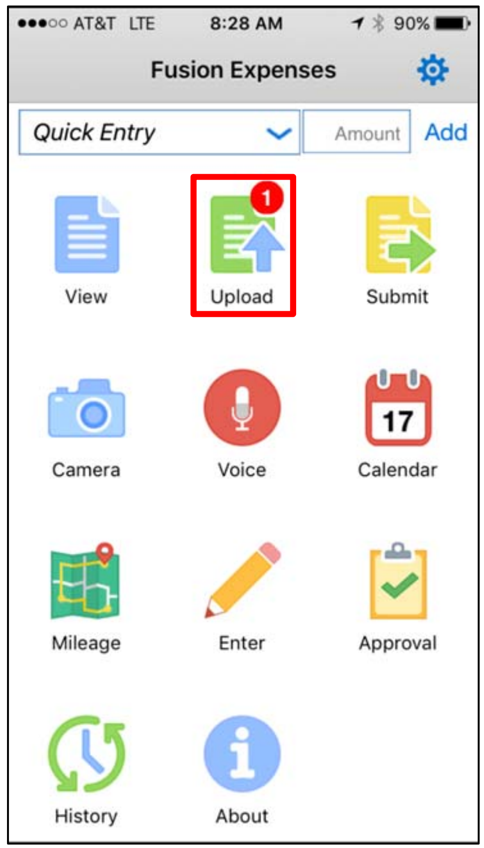
Enter Expenses from the Mobile App

Expense Entry (3/3)

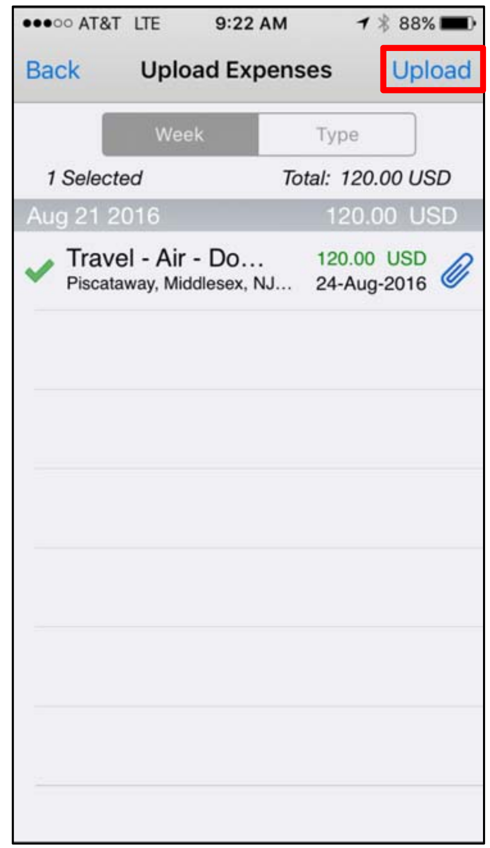
Once complete, click the **Save** button.



Click the **Upload** icon to upload expense items.



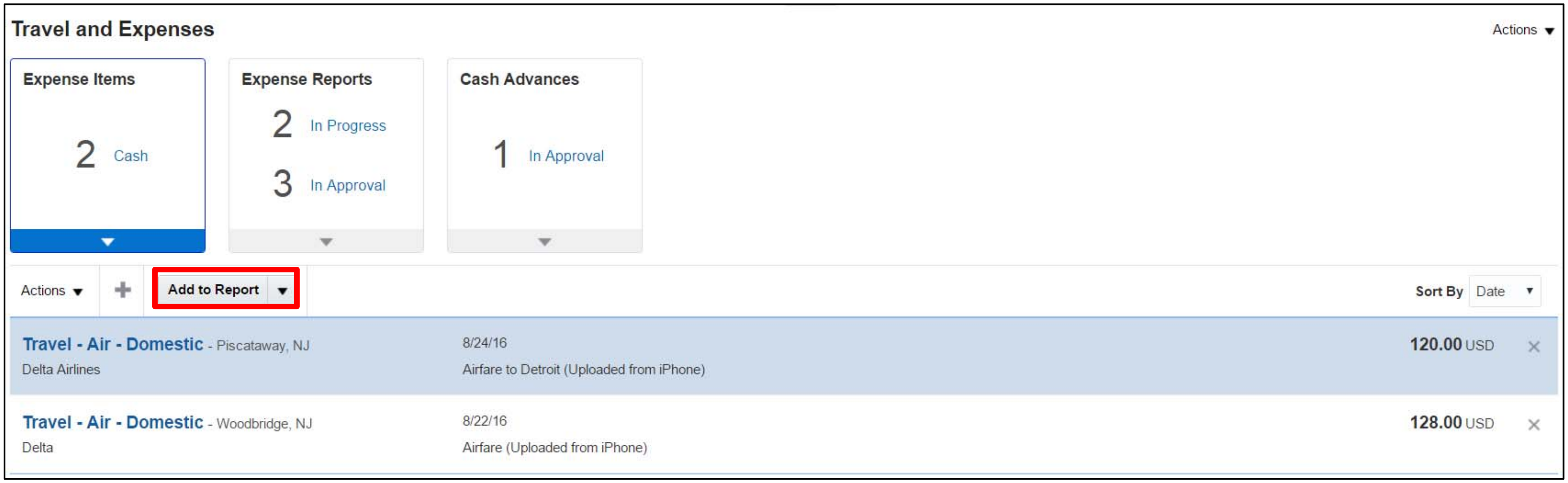
Select expense items and click the **Upload** button.



Enter Expenses from the Mobile App

Expense Report Submission (1/2)

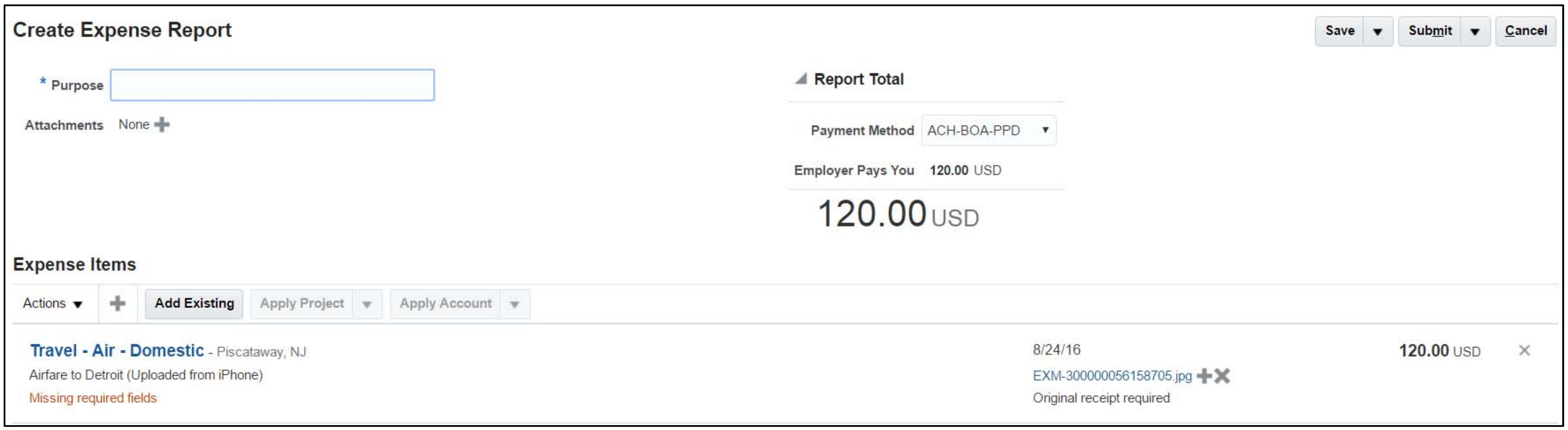
Login to the system and navigate to the Travel and Expenses portal. A list of your uploaded expense items will appear on the form. Select an expense item and click the **Add to Report** button.



Enter Expenses from the Mobile App

Expense Report Submission (2/2)

Enter a purpose for the expense report in the **Purpose** field.

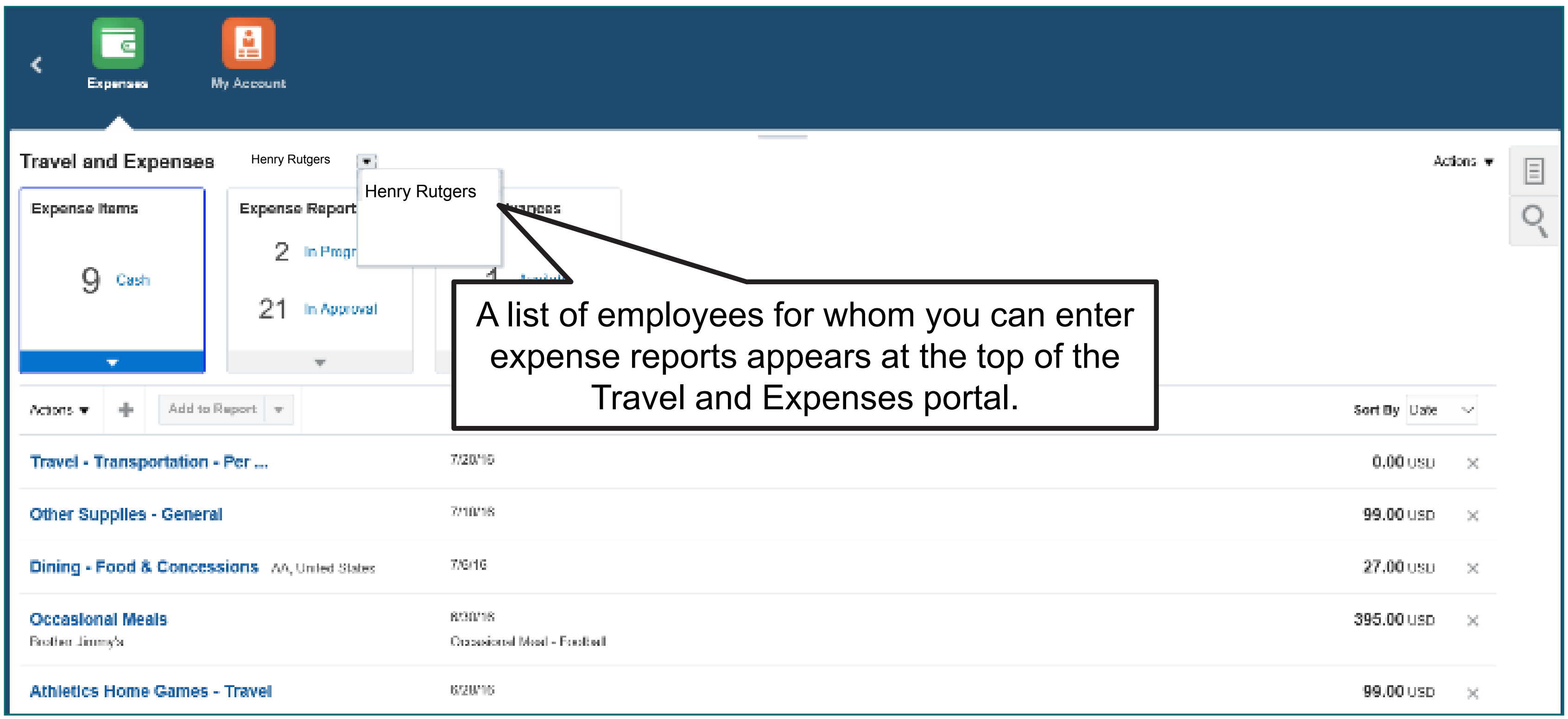


If any expense items are missing required fields, open the expense item, add the missing information, and then save and close the expense item.

Once all expense items have been entered and completed, click the **Save** button and check the approval workflow. Click the **Submit** button to submit the expense report.

Enter Expense Reports on Behalf of Someone Else

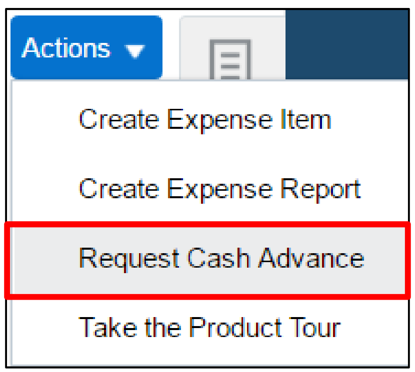
If you have been designated as a delegate, you can enter expense reports on behalf of someone else. Simply select the person for whom you are creating an expense report from the Travel and Expense portal and the enter the expense report on his/her behalf.

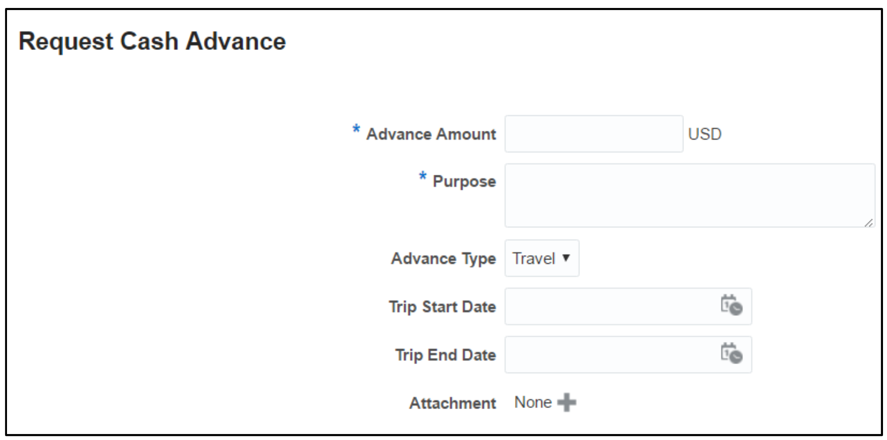


Request Cash Advances

You can also use the Financial Management System to request cash advances for work-related expenses that you are going to incur. To request a cash advance:

- Navigate to the Travel and Expenses portal
- Click the “Request Cash Advance” link from the Actions menu
- Enter the required fields and click the **Submit** button to submit the Cash Advance for approval

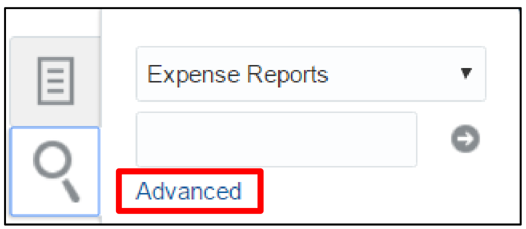


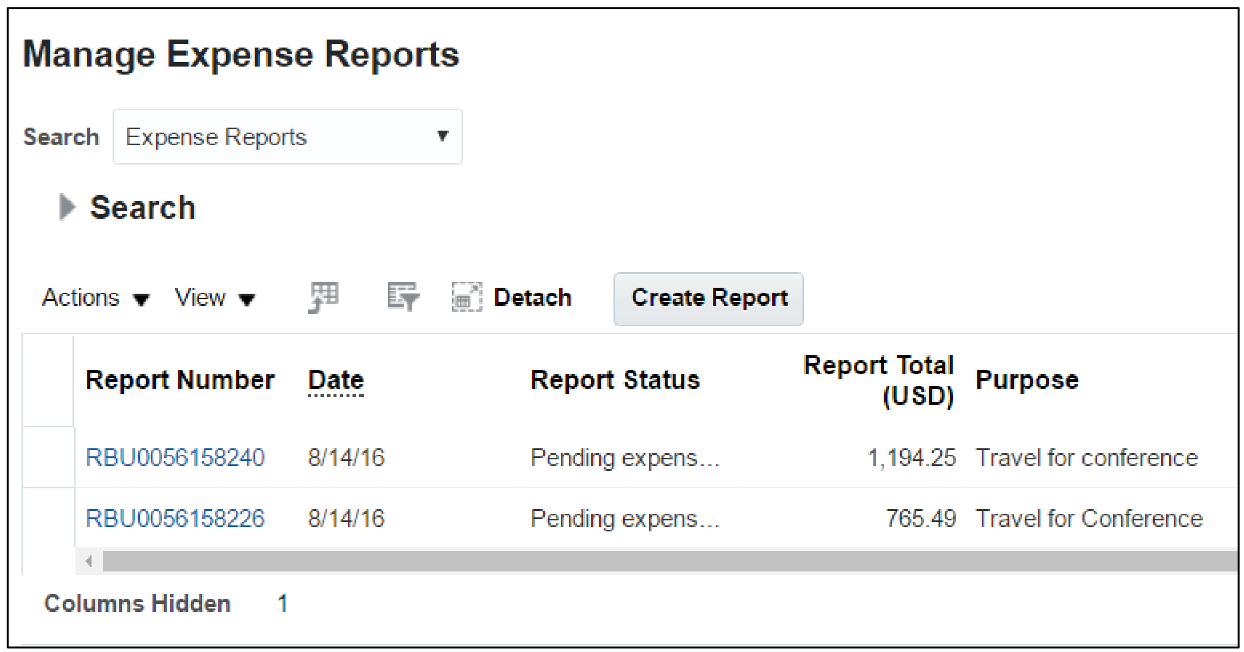


Review Expense Report and Reimbursement Status

You can view the status of your expense reports and cash advances from the Manage Expense Reports page. To access the Manage Expense Reports page:

- Navigate to the Travel and Expenses portal
- Click the magnifying glass icon on the right of the page
- Click the Advanced link





Expense Report Approval

- The Financial Management System provides systematic approval workflow for expense reports and cash advances.
  - Non-project expense reports are routed to the preparer’s Finance Approver for approval.
  - Project expense reports are routed to the Project Manager for first-level approval, and then to the preparer’s Finance Approval for second-level approval.
- The Finance Approver is the Rutgers employee responsible for approving expense reports, cash advances, and other transactions that require approval.
- Each employee has a single Finance Approver for all transactions that require approval.
- Employees are not able to select their Finance Approver.

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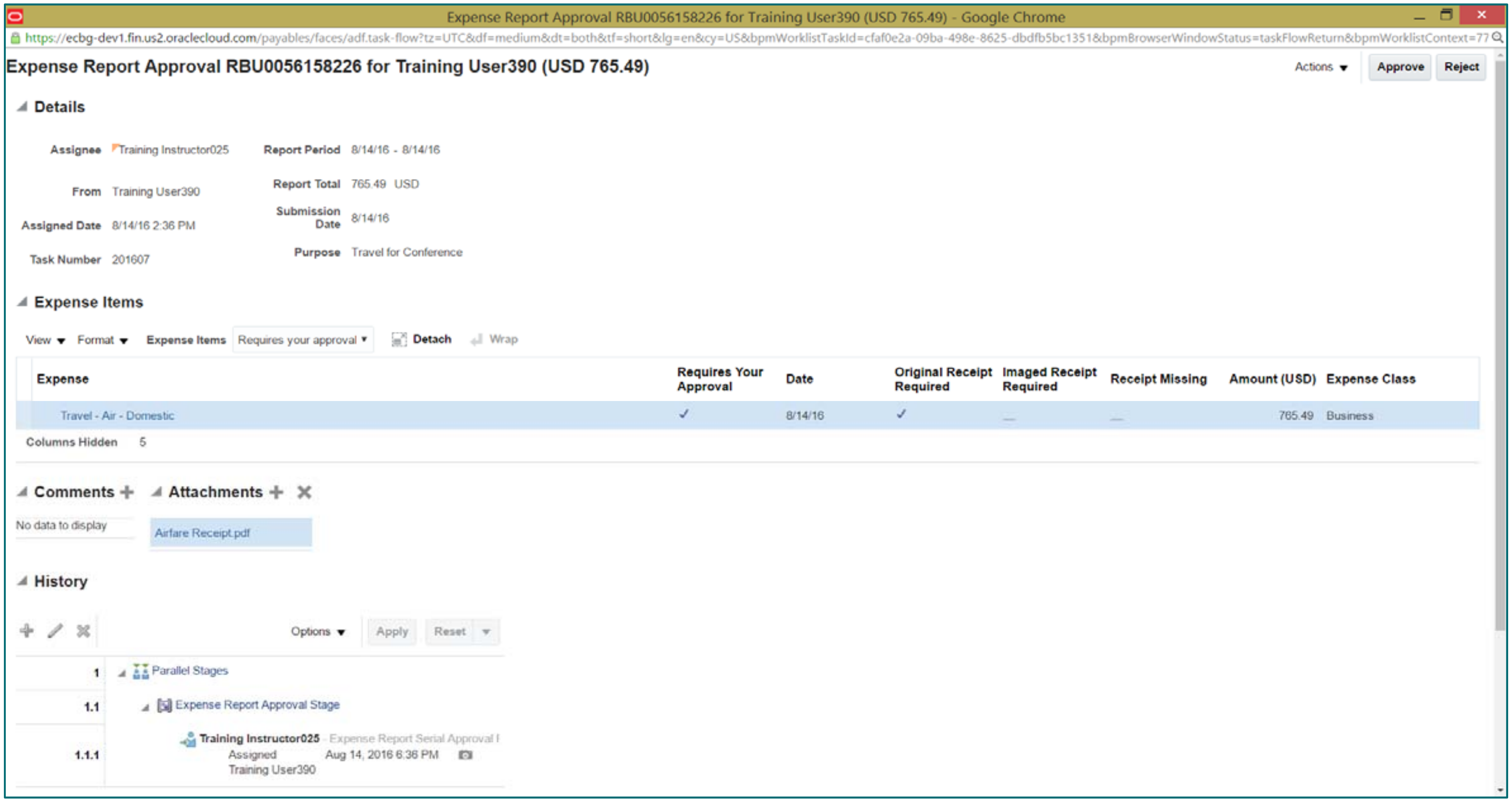
Expense Report Approval (continued)

Once submitted, the Finance Approver will receive a notification to approve expense reports, which includes a list of all expense items and attachments included in the report.



Knowledge Check

Multi-Select

Which of the following are the features of expense reports in the Financial Management System? Select all that apply.

A. You can enter expenses in the system, in a spreadsheet, and on your mobile device
B. You can attach scanned / electronic receipts to expense items and reports
C. Expense reports are approved outside of the system
D. You can monitor approval and reimbursement status of your expense reports

Knowledge Check

Multi-Select

Which of the following statements are true of mobile expense entry? Select all that apply.

A. You can use the camera feature to attach receipts to expense items
B. You can always submit expense reports directly from the mobile app
C. The mobile app enforces entry of required fields
D. You can upload expense items from the app into the system

Cloud Financials Training

COURSE CONCLUSION

Course Summary

You are now be able to:

- Setup your bank account for expense reimbursement
- Setup delegates to enter expense reports on your behalf
- Enter expense reports in the system
- Enter expense reports in a spreadsheet template
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