



EX010: Enter and Submit Expense Reports



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

Table of Contents

Lesson	Duration
Course Introduction	05 min
Lesson 1: Enter and Submit Expense Reports	60 min
Course Conclusion	10 min

Course Objectives

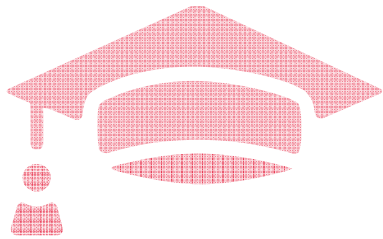


Upon completing this course, you will be able to:

- 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

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



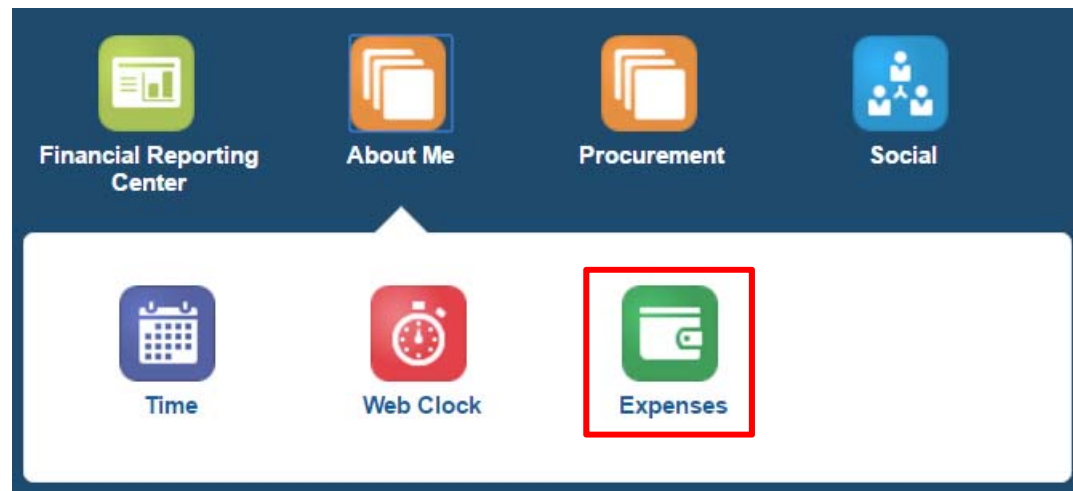
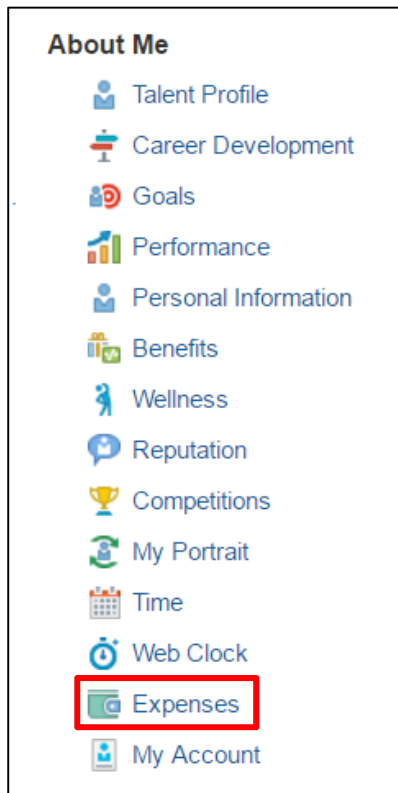
Submit expense reports for electronic approval



Monitor approval and reimbursement status

Navigating to the Travel and Expenses Portal

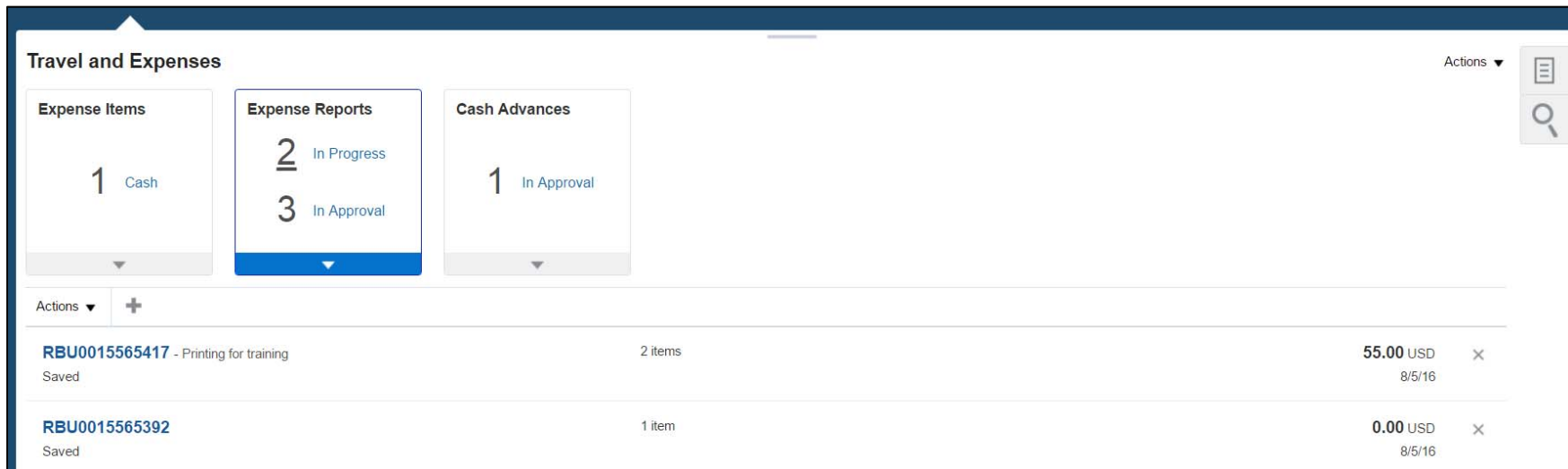
The **Travel and Expenses** portal can be accessed from the **About Me** section of the Navigator, or from the **About Me** icon on the Home Page.



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.



The screenshot shows the 'Travel and Expenses' portal interface. At the top, there are three main tiles: 'Expense Items' (1 Cash), 'Expense Reports' (2 In Progress, 3 In Approval), and 'Cash Advances' (1 In Approval). The 'Expense Reports' tile is currently selected. Below the tiles, there is a table of expense items. The table has columns for the item ID, description, quantity, and amount. The first row shows 'RBU0015565417 - Printing for training' with 2 items and a total of 55.00 USD. The second row shows 'RBU0015565392' with 1 item and a total of 0.00 USD. Both items are marked as 'Saved'.

Item ID	Description	Quantity	Amount	Status
RBU0015565417	Printing for training	2 items	55.00 USD	Saved
RBU0015565392		1 item	0.00 USD	Saved

Bank Account Setup



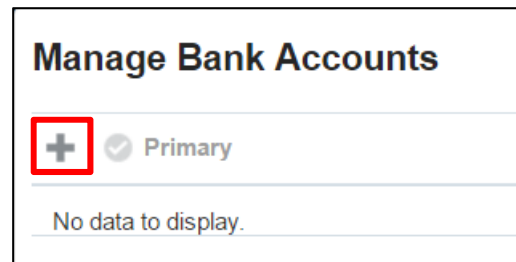
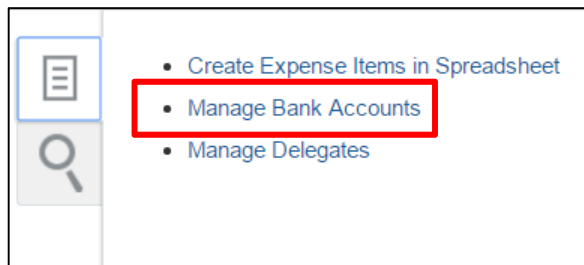
Note: You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

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

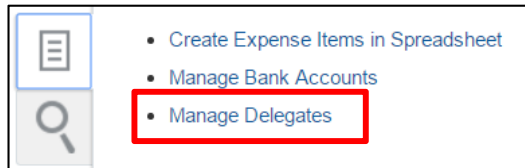


 A screenshot of the 'Create Bank Account' form. The form contains several fields: 'Country' (dropdown menu set to 'United States'), 'Account Number' (required field), 'Account Type' (dropdown menu), 'Check Digit', 'Account Holder' (text field with 'Training User101'), 'Secondary Account Reference', 'Bank', 'Bank Branch', 'Routing Transit Number' (required field), 'BIC Code', and an 'Active' checkbox (checked). At the bottom, there are two buttons: 'Save and Close' (highlighted with a red box) and 'Cancel'.

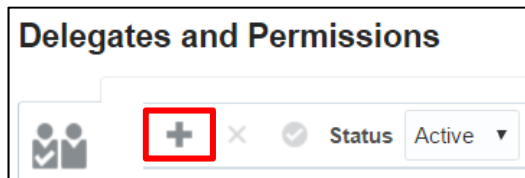
Delegates

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:

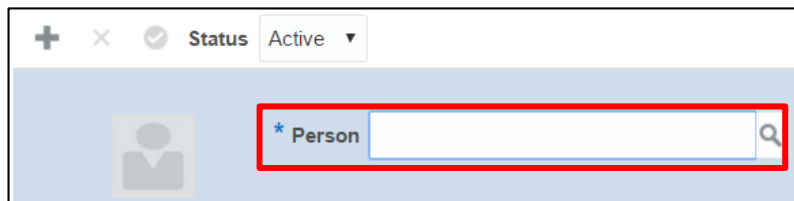
- Navigate to the Travel and Expenses portal
- Click the “Manage Delegates” link from the Task menu



- 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

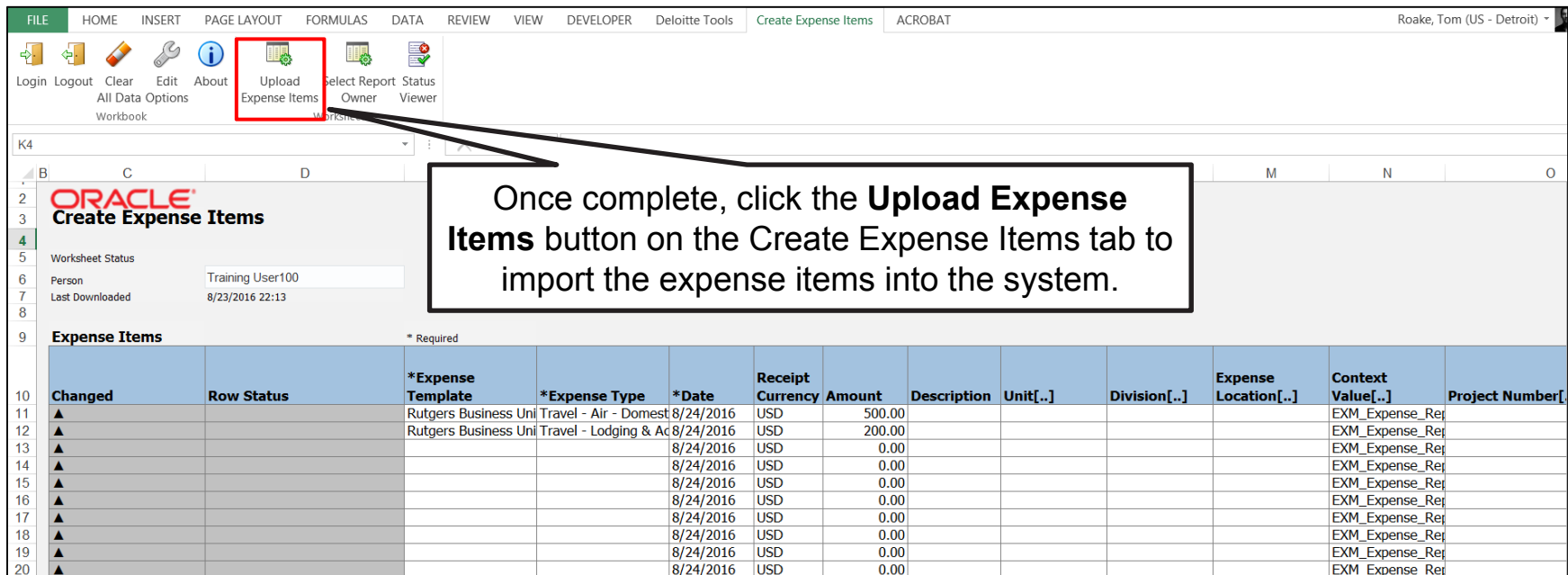
After entering your bank information, you are ready to begin entering expense reports.

The screenshot displays the 'Travel and Expenses' dashboard. It features three main sections: 'Expense Items' with 1 item (Cash), 'Expense Reports' with 2 items (In Progress) and 3 items (In Approval), and 'Cash Advances' with 1 item (In Approval). An 'Actions' dropdown menu is open, showing options: 'Create Expense Item', 'Create Expense Report' (highlighted with a red box), 'Request Cash Advance', and 'Take the Product Tour'. Below these sections is a table of expense items. The first row shows 'Travel - Air - Domestic - Woodbridge, NJ' for '8/22/16' with a value of '128.00 USD'. The item is categorized as 'Delta' and 'Airfare (Uploaded from iPhone)'.

Actions	+	Add to Report	Sort By	Date
Travel - Air - Domestic - Woodbridge, NJ	8/22/16	128.00 USD		
Delta	Airfare (Uploaded from iPhone)			

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.



The screenshot shows the Oracle 'Create Expense Items' spreadsheet template. A red box highlights the 'Upload Expense Items' button in the top toolbar. A callout box points to this button with the text: 'Once complete, click the **Upload Expense Items** button on the Create Expense Items tab to import the expense items into the system.'

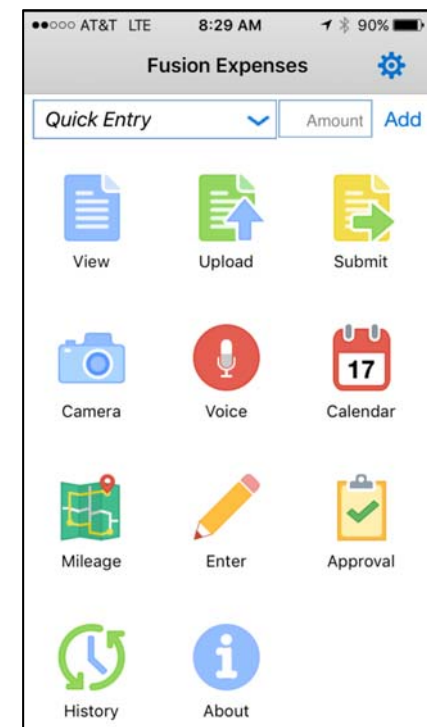
The spreadsheet contains the following data:

Changed	Row Status	*Expense Template	*Expense Type	*Date	Receipt Currency	Amount	Description	Unit[...]	Division[...]	Expense Location[...]	Context Value[...]	Project Number[...]
▲		Rutgers Business Unit	Travel - Air - Domestic	8/24/2016	USD	500.00					EXM_Expense_Rej	
▲		Rutgers Business Unit	Travel - Lodging & Ac	8/24/2016	USD	200.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	
▲				8/24/2016	USD	0.00					EXM_Expense_Rej	

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.

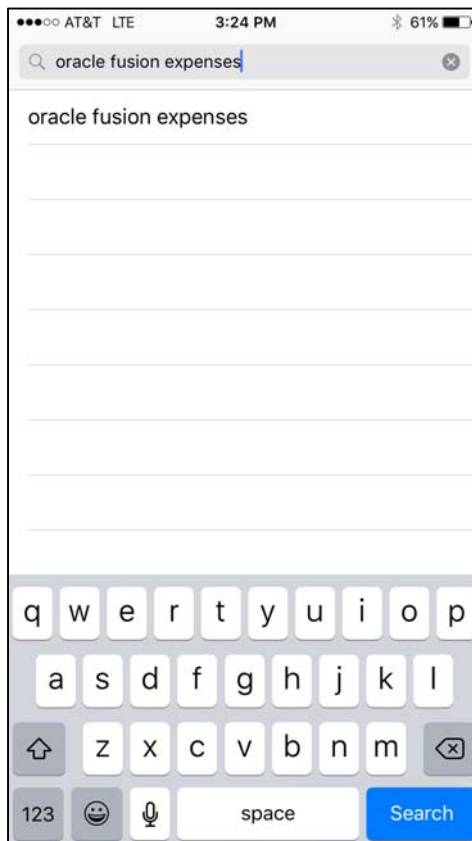
- The mobile app does not have required fields. Therefore, fields that may be required in the system can be left blank in the app. You will not be able to submit expense reports where these fields have been left blank.
- The mobile app does not display all of the fields that are available in the system. 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.



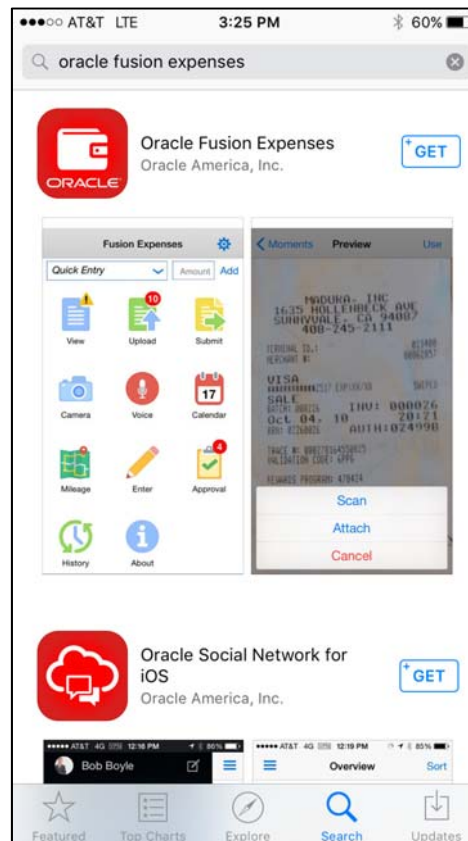
Enter Expenses from the Mobile App

Install the App

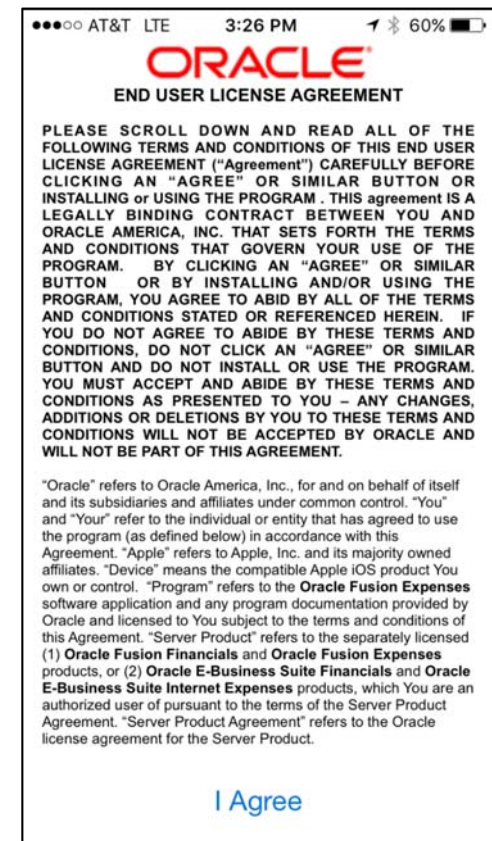
Search for **Oracle Fusion Expenses** in the App Store.



Download and install the App on your mobile device.



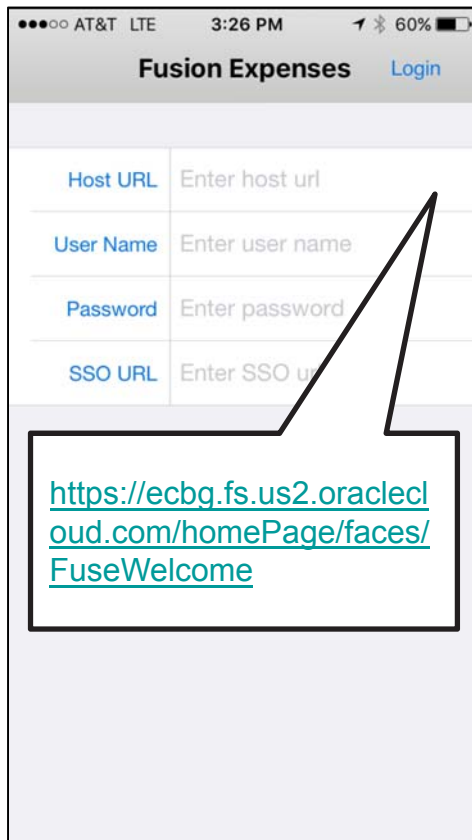
Read and agree to the end user license agreement.



Enter Expenses from the Mobile App

Install the App

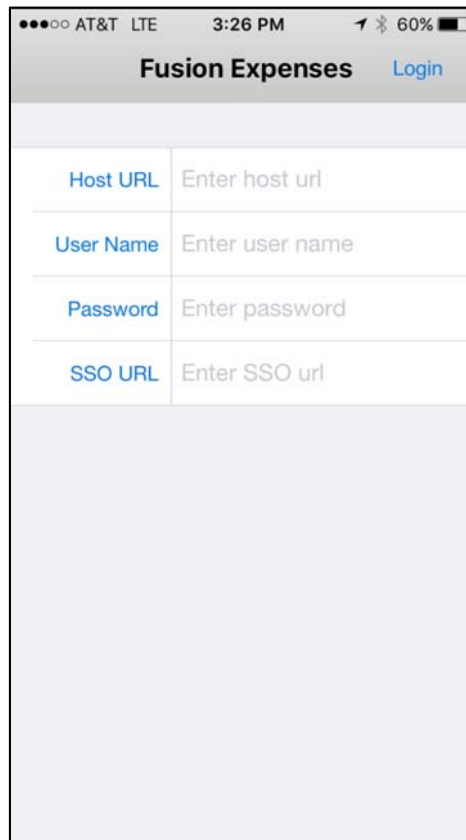
Enter the URL and your login credentials.



Host URL	User Name	Password	SSO URL
Enter host url	Enter user name	Enter password	Enter SSO url

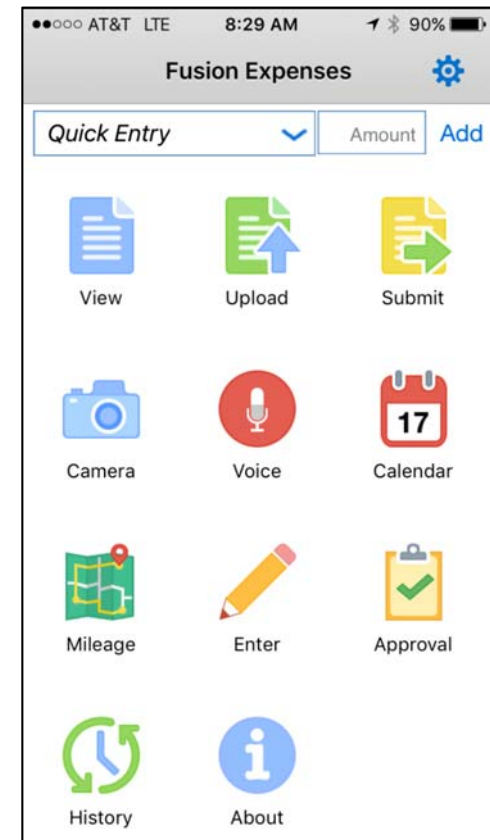
<https://ecbg.fs.us2.oraclecloud.com/homePage/faces/FuseWelcome>

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



Host URL	User Name	Password	SSO URL
Enter host url	Enter user name	Enter password	Enter SSO url

The Home page of the Expenses app appears.



Quick Entry Amount Add

View Upload Submit

Camera Voice Calendar

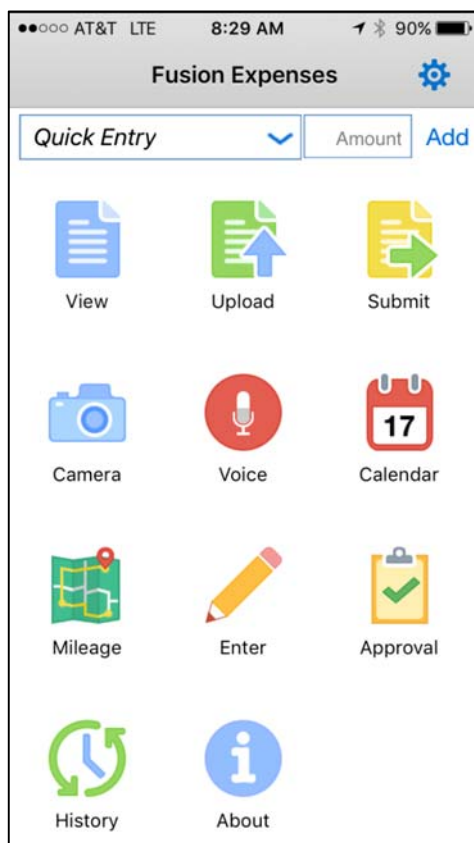
Mileage Enter Approval

History About

Enter Expenses from the Mobile App

Key Features

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

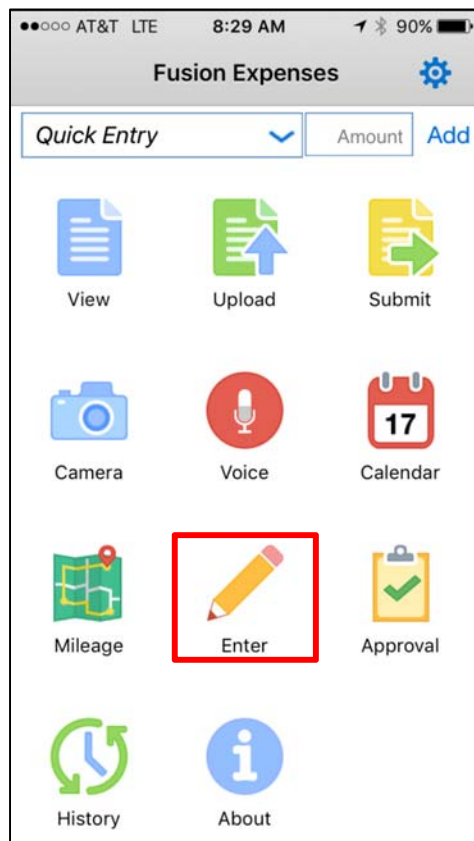


Icon	Functionality
View	View the existing expense items by Period or by Type
Upload	Upload new expense item
Submit	Submit an expense report
Camera	Capture receipts to add as attachments
Voice	Enter expenses using voice command
Calendar	Group expenses related to meetings (not used by Rutgers)
Mileage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

The 'Add Expense' page displays the following fields:

- Type**: Select type
- Date**: 24-Aug-2016
- Amount**: Enter amount | USD
- Attachment**: Add attachment
- Location**: Piscataway, Middlesex,...
- Merchant**: Enter merchant
- Attendees**: Select attendees
- Company**: 760
- Cost Center**: 6085
- Description**: Enter description

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

The 'Type' dropdown menu is open, showing the following options:

- Travel - Air - Domestic (highlighted with a red box)
- Travel - Air - International
- Travel - Business Meeting Expe...
- Travel - Conference & Convent...
- Travel - Agency Booking Fees
- Travel - Advances
- Telecom - Video Conferencing

Enter Expenses from the Mobile App

Expense Entry (2/3)

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

Cancel Add Expense Save

Type	Travel - Air - Domestic	
Date	24-Aug-2016	
Amount	120	USD
Attachment	Add attachment	
Location	Piscataway, Middlesex,...	

Done

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
.	0	⌫

Use the Camera to add an attachment as needed.

Cancel Add Expense Save

Type	Travel - Air - Domestic	
Date	24-Aug-2016	
Amount	120.00	USD
Attachment	Add attachment	
Location	Piscataway, Middlesex,...	
Merchant	Enter merchant	

Camera

Photo Album

Cancel

Continue to add other expense details.

Cancel Add Expense Save

Date	24-Aug-2016	
Amount	120.00	USD
Attachment	⌋ +	
Location	Piscataway, Middlesex,...	
Merchant	Delta Airlines	
Project	Select project	
Task	Select task	
Company	760	
Cost Center	6085	

Enter Expenses from the Mobile App

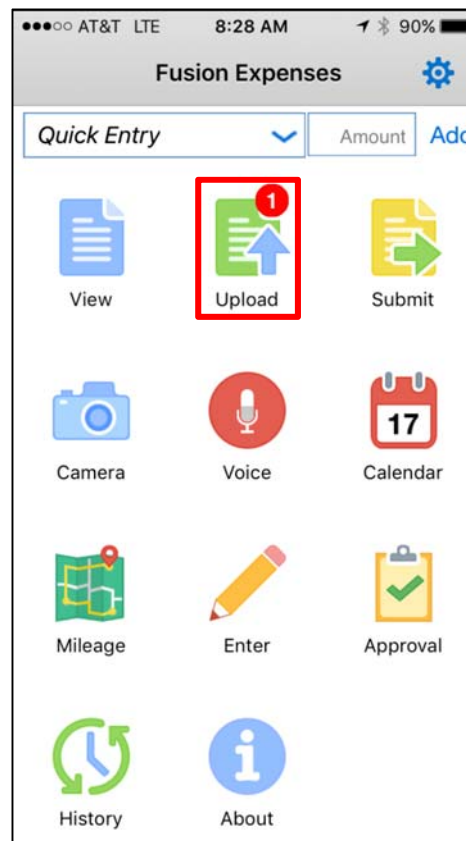
Expense Entry (3/3)

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

Cancel Add Expense **Save**

Project	Select project
Task	Select task
Company	760
Cost Center	6085
Description	Airfare to Detroit
Departure	Newark
Arrival	Detroit
Flight Type	Domestic
Flight Class	Coach
Ticket Number	123456

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



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

Back Upload Expenses **Upload**

Week Type

1 Selected Total: 120.00 USD

Aug 21 2016 120.00 USD

✓ Travel - Air - Do... 120.00 USD 24-Aug-2016

Piscataway, Middlesex, NJ...

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.

Travel and Expenses

Expense Items

2 Cash

Expense Reports

2 In Progress

3 In Approval

Cash Advances

1 In Approval

Actions

+

Add to Report

Sort By Date

Travel - Air - Domestic - Piscataway, NJ Delta Airlines	8/24/16 Airfare to Detroit (Uploaded from iPhone)	120.00 USD	×
Travel - Air - Domestic - Woodbridge, NJ Delta	8/22/16 Airfare (Uploaded from iPhone)	128.00 USD	×

Enter Expenses from the Mobile App

Expense Report Submission (2/2)

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

Create Expense Report

* Purpose

Attachments

None

Report Total

Payment Method

ACH-BOA-PPD

Employer Pays You

120.00 USD

120.00 USD

Expense Items

Actions

Add Existing

Apply Project

Apply Account

<div>Travel - Air - Domestic - Piscataway, NJ</div> <div>Airfare to Detroit (Uploaded from iPhone)</div> <div>Missing required fields</div>	<div>8/24/16</div> <div>EXM-300000056158705.jpg</div> <div>Original receipt required</div>	<div>120.00 USD</div> <div></div>
---------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	-----------------------------------

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 then enter the expense report on his/her behalf.

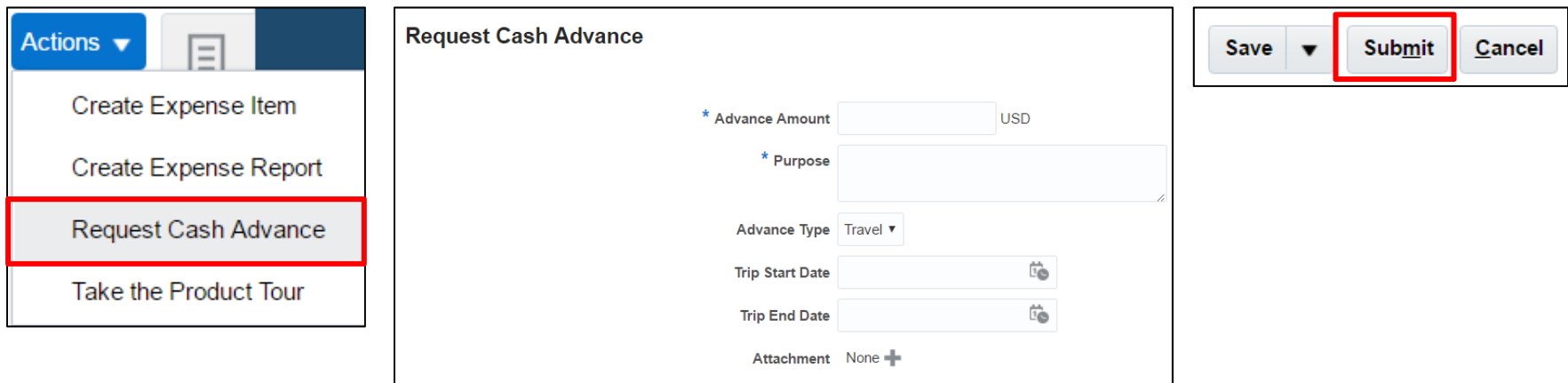
The screenshot shows the 'Travel and Expenses' portal interface. At the top, there are tabs for 'Expenses' and 'My Account'. Below the tabs, the 'Travel and Expenses' section is visible. On the left, there's a sidebar with 'Expense Items' showing '9 Cash'. In the center, there's a section for 'Expense Report' with '2 In Progress' and '21 In Approval'. A dropdown menu is open, showing a list of employees, with 'Henry Rutgers' selected. A callout box points to this list with the text: 'A list of employees for whom you can enter expense reports appears at the top of the Travel and Expenses portal.' Below this, there's a table of expense items.

Item	Date	Amount	Action
Travel - Transportation - Per ...	7/20/16	0.00 USD	X
Other Supplies - General	7/10/18	99.00 USD	X
Dining - Food & Concessions AA, United States	7/6/16	27.00 USD	X
Occasional Meals Rutger Jimmy's	8/30/18 Occasional Meal - Football	395.00 USD	X
Athletics Home Games - Travel	8/20/16	99.00 USD	X

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



Actions ▾

Create Expense Item

Create Expense Report

Request Cash Advance

Take the Product Tour

Request Cash Advance

* Advance Amount USD

* Purpose

Advance Type Travel ▾

Trip Start Date

Trip End Date

Attachment None +

Save ▾

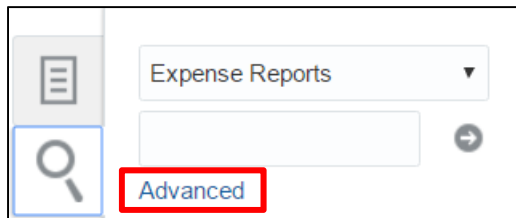
Submit

Cancel

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



Manage Expense Reports

Search
Expense Reports

▶ Search

Actions ▼ View ▼
Detach
Create Report

	Report Number	Date	Report Status	Report Total (USD)	Purpose
	RBU0056158240	8/14/16	Pending expens...	1,194.25	Travel for conference
	RBU0056158226	8/14/16	Pending expens...	765.49	Travel for Conference

Columns Hidden 1

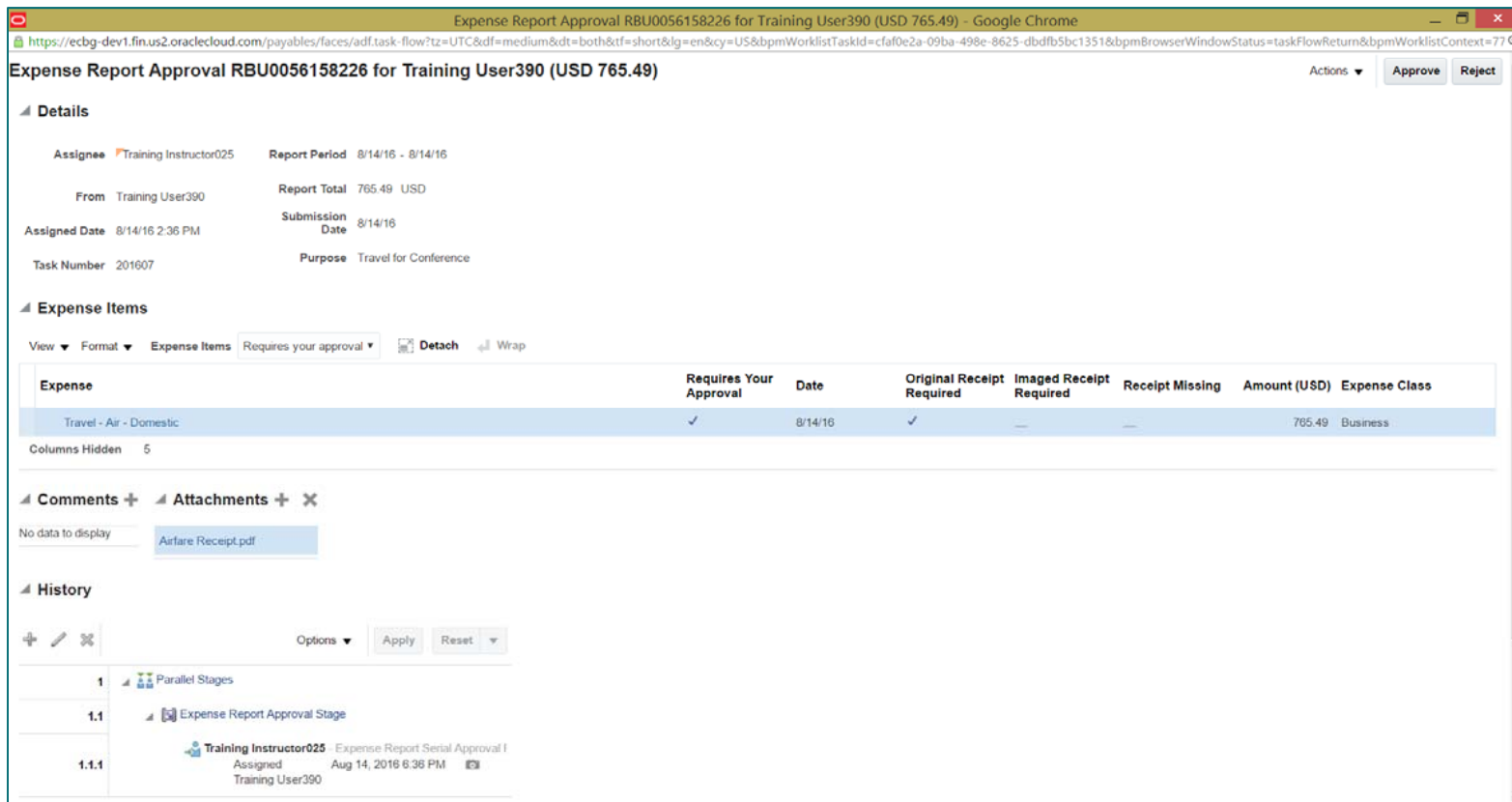
Expense Report Approval

- 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 Approver 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.



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.



Expense Report Approval RBU0056158226 for Training User390 (USD 765.49)

Actions: Approve, Reject

Details

Assignee: Training Instructor025 Report Period: 8/14/16 - 8/14/16

From: Training User390 Report Total: 765.49 USD

Assigned Date: 8/14/16 2:36 PM Submission Date: 8/14/16

Task Number: 201607 Purpose: Travel for Conference

Expense Items

View: Format: Expense Items Requires your approval Detach Wrap

Expense	Requires Your Approval	Date	Original Receipt Required	Imaged Receipt Required	Receipt Missing	Amount (USD)	Expense Class
Travel - Air - Domestic	✓	8/14/16	✓	—	—	765.49	Business

Columns Hidden: 5

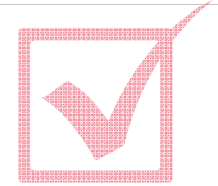
Comments + Attachments + X

No data to display Airfare Receipt.pdf

History

Options: Apply Reset

- 1 Parallel Stages
- 1.1 Expense Report Approval Stage
- 1.1.1 Training Instructor025 Expense Report Serial Approval I
 - Assigned Aug 14, 2016 6:36 PM Training User390

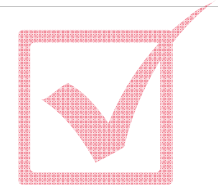


Knowledge Check

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

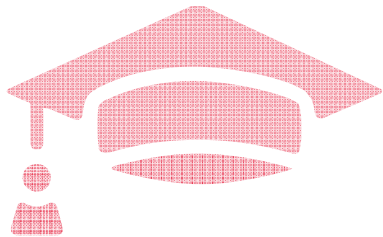


Knowledge Check

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
- Enter expense reports from your mobile device
- Submit requests for cash advances
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