

Access to Expense Tool

To access the tool, you would go to my.rutgers.edu and click on Log In (right corner). Once in, go to the Finance section (you may need to click on the More box in the center bottom to see more options). Click on Expense Management.

No Access to Expense Tool?

Go to <http://uco.rutgers.edu/forms-repository>. Under Available Forms, choose the Access option. Open the Expense Management document. Complete the form, obtain necessary approvals and scan/email the form to cloudaccess@finance.rutgers.edu.

Finance Approver Change?

If employees require a change to the Finance Approver, the Finance Approver Form is found under <http://uco.rutgers.edu/forms-repository>. Under Available Forms, choose Finance Approver Forms. Open the document. Complete the form, obtain necessary approvals and scan/email the form to cloudaccess@finance.rutgers.edu.

Project Approver Change?

Go to the Project Request Form which is found under <http://uco.rutgers.edu/forms-repository>. Under Available Forms, choose Project Request Form and choose New Project Request Form. Open the document and go to the Change Existing Project tab. Complete the form, obtain necessary approvals and scan/email the form to coa@finance.rutgers.edu.

Training for Expense (Employee)

Web-based training is located at

- Go into <https://onlinelearning.rutgers.edu/canvas>.
- From there, click on Canvas Login
- Sign in with your NetID and password
- Go into Dashboard on the left
- Click on Expense Management Course Pathway
- Click on Modules
- The section EX010 has the tutorial for Enter and Submit Expense Reports

Training for Check Request (Non Employee)

Web-based training is located at


- Go into <https://onlinelearning.rutgers.edu/canvas>.
- From there, click on Canvas Login
- Sign in with your NetID and password
- Go into Dashboard on the left
- Click on Expense Management Course Pathway
- Click on Modules
- The section EXS010 has the tutorial for Check Request Submittal

Questions about Original Receipts

The Original Receipt Required column tells you what items need receipts. It does not stop you from submitting your expense report. It is up to the department if originals need to be saved. **Also, there is no need to send anything to Accounts Payable.**

Requires Action (needs receipts)

If an employee receives notification that their report Requires Action, they should

1. Click on the Notification Bell 
2. Open the notification
3. Make the necessary corrections or to upload required receipts, click on the +
4. Click Ok
5. Go up to Actions in the top right corner and from the drop down, choose Submit Information

Reports Returned with Error Messages

Click on the error message, not the report number. Correct the errors or add the necessary information. Click ok then go to Actions in the top right corner and from the drop down, choose Submit Information

Withdraw and Resubmit

Please ask the user to withdraw the report and re-submit it. To withdraw, go to the home page, and click on “In Approval” in the Expense Report box. It will bring up the expense report. Click on the area to the right of the RBU where it says #of Items so that the section highlights blue. Then just above the report number they will see Actions with a down arrow. Click on the arrow and they will see the word Withdraw. Click on Withdraw and then you can go back in, make any changes and hit Submit.

Travel Order Form

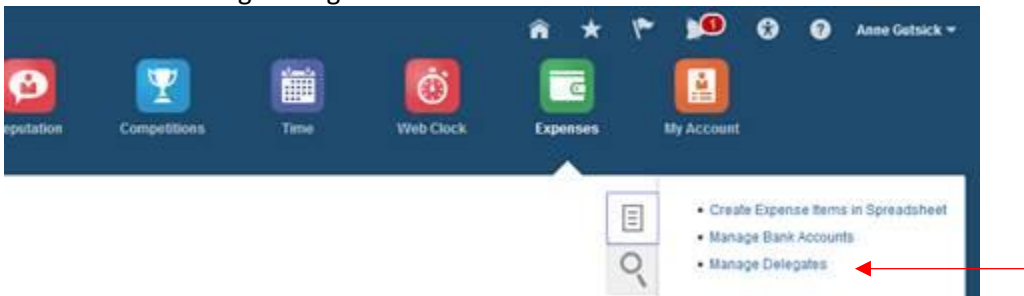
Go to <http://procurementservices.rutgers.edu/travel/booking-travel> and scroll down the page to Direct Billing Option. Choose the appropriate option and follow the instructions.

Personal Car Mileage Reimbursement prior to 9/1/16

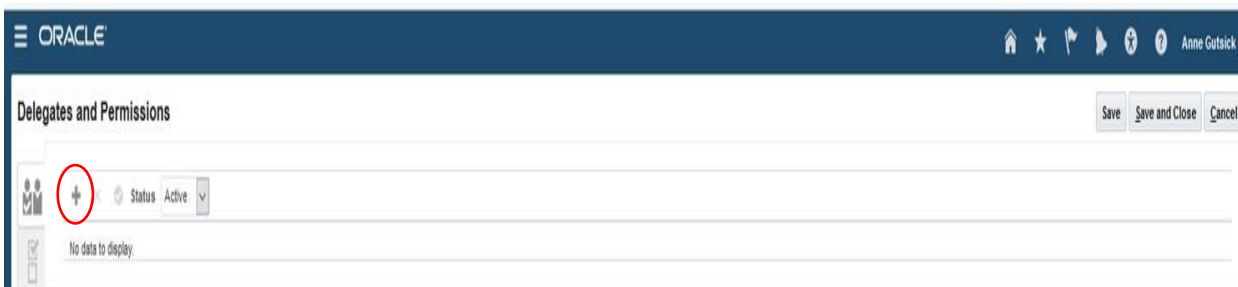
When you begin the expense, you must choose a date after 9/1/16 even if the charge is before. In the description field, note the real date of the charge and explain that you needed to use a post 9/1/16 date in order to enter it.

Delegate

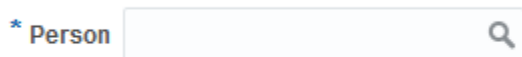
First, you have to be set up as the delegate for that employee. To do that, the employee will have to go under the Task icon. Choose Manage Delegates.



Once in Delegates and Permissions, click on the +.



Click on the magnifying glass next to Person. Search and Select: Person will come up.



Click on Advanced button.

Search and Select: Person

Search

Match ☒ All ☐ Any

Person

E-Mail

Search Reset

Person E-Mail

No rows to display

OK Cancel

Under email, type the beginning of the delegate's email address and click Search. The person's name should come up below. Highlight the line with the email address by clicking on it and click OK.

Search and Select: Person

Search Basic

Match ☒ All ☐ Any

Person Starts with


E-Mail Starts with

Search Reset Add Fields ▼ Reorder

Person	E-Mail
Lisa Pek	pek@ehsi.rutgers.edu

OK Cancel

How do I change the account string?

The account string can be changed by clicking on  next to the account number. Once it is clicked on, it will drop down to show the individual string segments. The one segment you do not change is Account since that indicates the type of expense you selected.

Account

Hide Segments

Unit 900

Division 1530

Organization 7240

Location 0001

Fund Type 100

Business Line 8000

Account 52970

Activity 0000

IntraUnit 000

Future 00000

Search Reset OK Cancel

Cash Advances

Cash advances may only be submitted by employees, not delegates.

Entering a Cash Advance from Pre-Go Live 10/10/16 (ONLY)

Choose Expense type Travel – Other and make the amount as a negative. For example:

Date 9/21/16

Template Rutgers Business Unit Expenses

Type Travel - Other

Expense Location Orlando Metro Area, FLORIDA, United States

Amount -700.00 USD

Number of Days 1

Daily Amount -700.00 USD

Reimbursable Amount -700.00 USD

Description Cash Advance issued prior to Expense Go Live.

Bank Types

- ACH-BOA-PPD = direct deposit to employee bank account from Rutgers Bank of America account
- Check BOA == check payment from Rutgers Bank of America account
- Wire = wire payment (DO NOT USE)

Check Banking Info

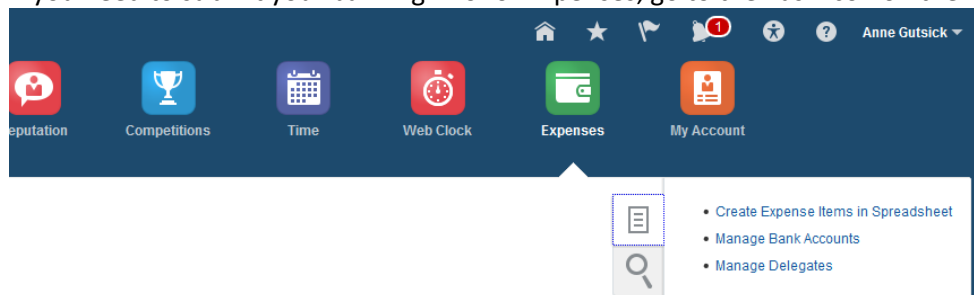


Routing #

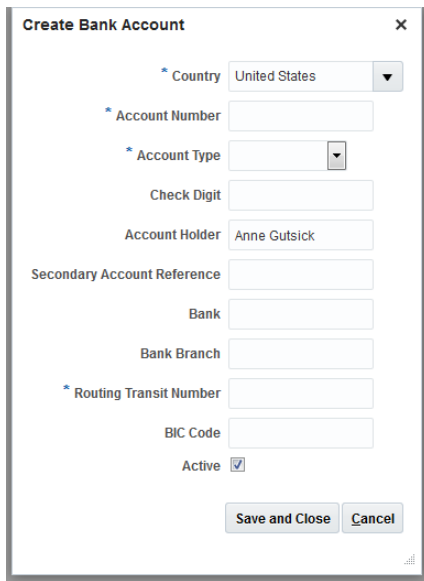
Account #

Adding Banking Information

If you need to submit your banking info for Expenses, go to the Task Icon on the right side of the page.

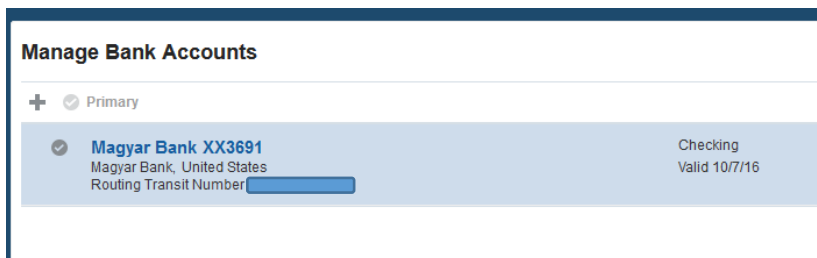


Choose Manage Bank Accounts. Once in there, click on the + to add your banking info. Complete all of the info with a * and you also need to add your Bank and Branch. Do not enter any spaces or dashes. For Account Type, do not choose Money Market. Only Checking and Savings.



The 'Create Bank Account' form contains the following fields: Country (dropdown menu set to 'United States'), Account Number (text input), Account Type (dropdown menu), Check Digit (text input), Account Holder (text input with 'Anne Gutsick'), Secondary Account Reference (text input), Bank (text input), Bank Branch (text input), Routing Transit Number (text input), BIC Code (text input), and an Active checkbox (checked). At the bottom are 'Save and Close' and 'Cancel' buttons.

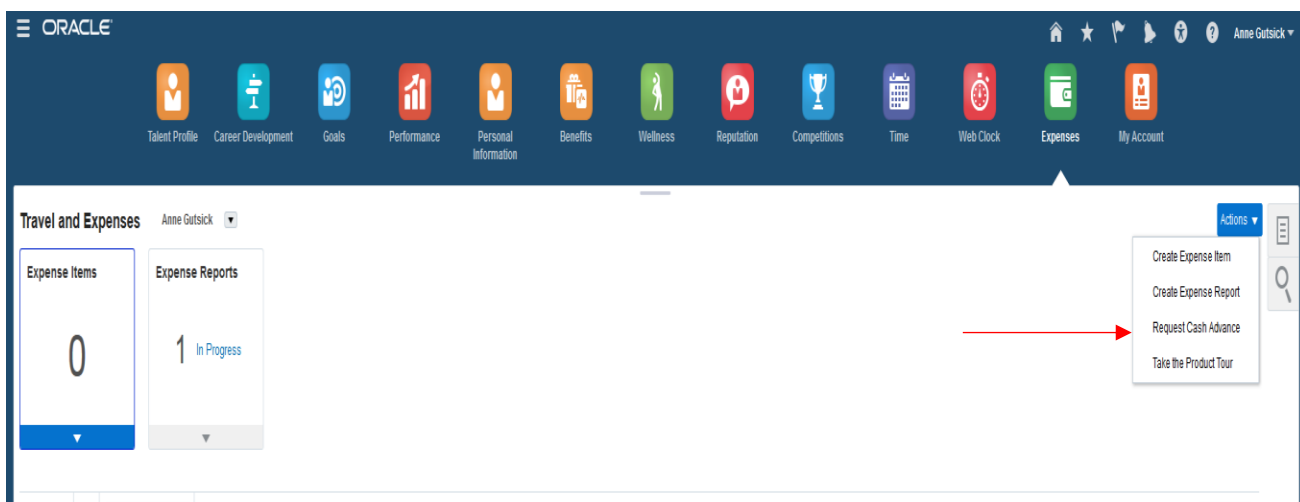
Once the info is entered, Click on Save and Close. The final step is to make your bank the Primary so you would click next to Valid to highlight the row. Then click on Primary. A check box should show up to the left of your bank name.



The 'Manage Bank Accounts' section shows a table with one entry: 'Magyar Bank XX3691'. The entry is highlighted in blue. To the right of the entry, it says 'Checking' and 'Valid 10/7/16'. A checkmark is visible in the 'Primary' column next to the bank name.

Creating a Cash Advance

First go into the Home page and go over to the right. From the Actions drop down, choose Request Cash Advance



The Oracle Home page shows a navigation bar with icons for Talent Profile, Career Development, Goals, Performance, Personal Information, Benefits, Wellness, Reputation, Competitions, Time, Web Clock, Expenses, and My Account. The 'Expenses' icon is highlighted. Below the navigation bar, the 'Travel and Expenses' section is visible. On the right side, an 'Actions' dropdown menu is open, showing options: 'Create Expense Item', 'Create Expense Report', 'Request Cash Advance', and 'Take the Product Tour'. A red arrow points to the 'Request Cash Advance' option.

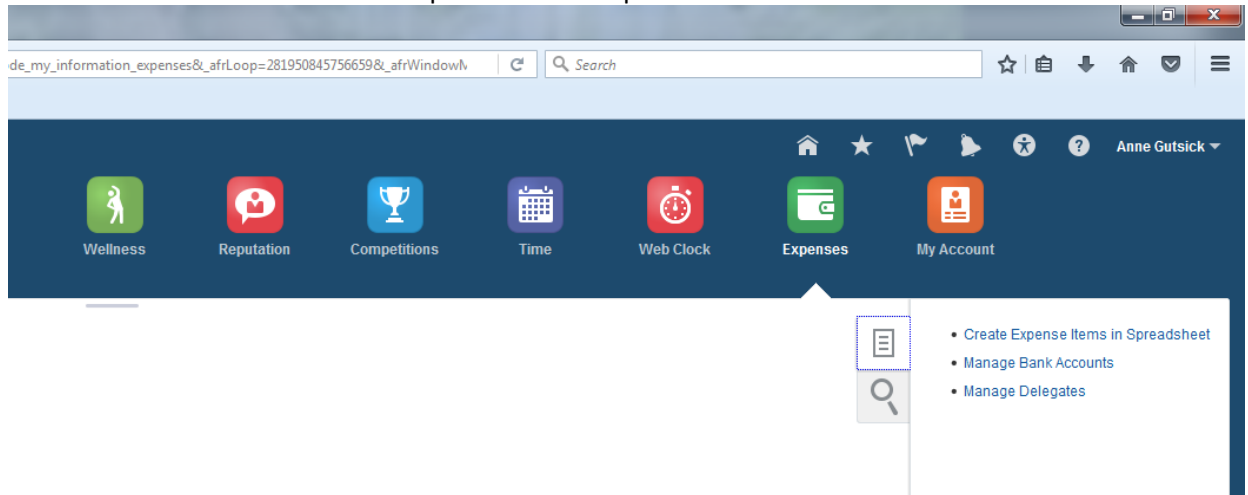
Populate the information requested, attach necessary required back up and hit Submit.

Spreadsheet

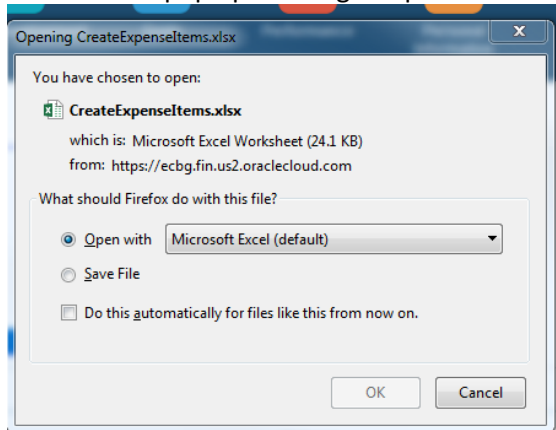
We have found that the first time you want to use the spreadsheet, it may not show. So you have to create an expense in the tool and just Save it. Once you do, you can go into the Spreadsheet option and it will show up. You can then delete the expense you created by clicking on the X next to the expense amount.

Creating a Spreadsheet

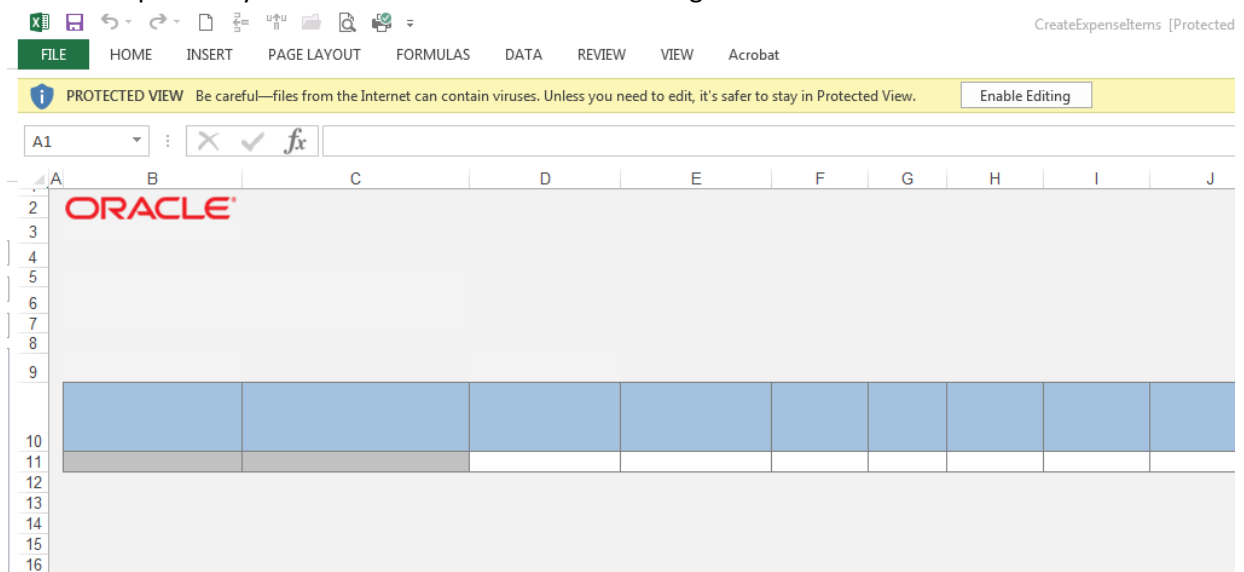
1. Click on the Task icon and choose Create Expense Items in Spreadsheet



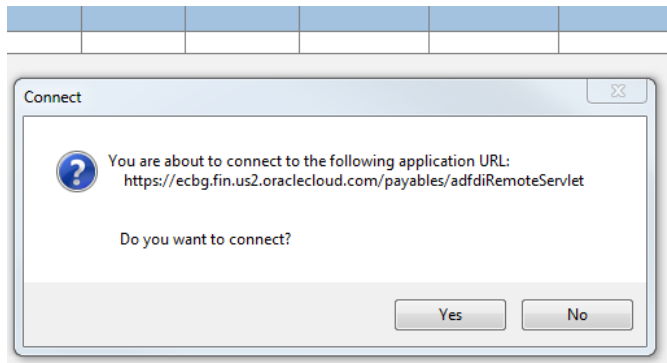
2. A screen will pop up wanting to open CreateExpenseItems.xlsx. Click OK.



3. Excel will open and you will need to click on Enable Editing.

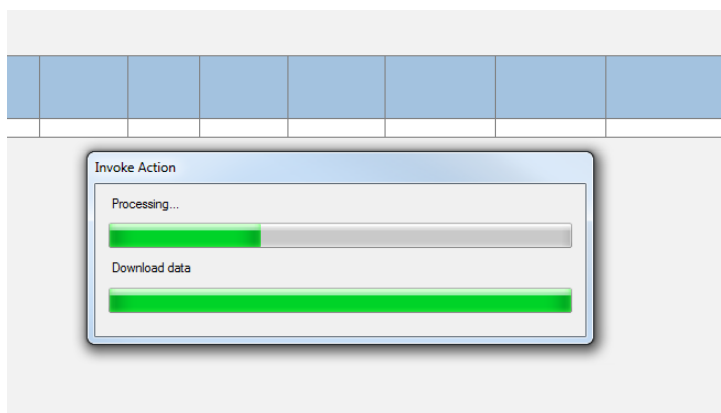


4. A box will pop up asking if you want to connect. Click Yes.

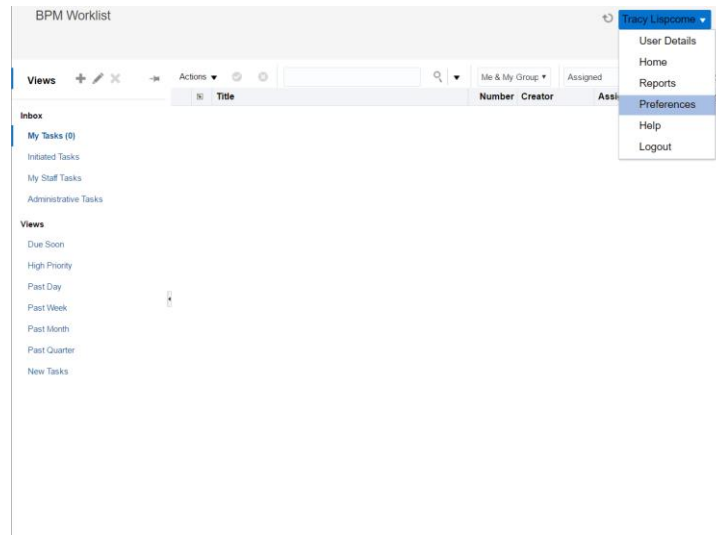


5. Log in to Rutgers CAS with your Net ID and password.

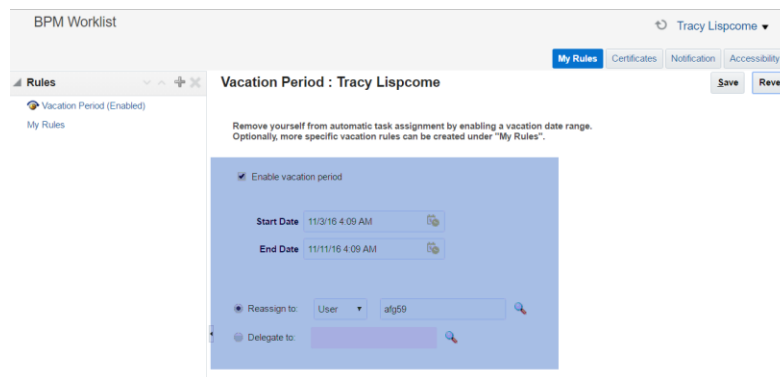
6. The following screen will show up indicating that is loading.



7. The spread sheet will pop up and then the fields can be populated. Some are drop down boxes. If you are creating this report on behalf of someone else, then click on Select Report Owner and choose their name from the drop down list. You must be a delegate for that person. Once completed, click on Upload Expense Items.



- Once the vacation rule page appears, the following fields need to be entered:
 - Enable vacation period – Tick the box
 - Start and End date – range of the vacation period
 - Reassign to OR
 - Delegate to (Both re-assign and delegate options cannot be used simultaneously)



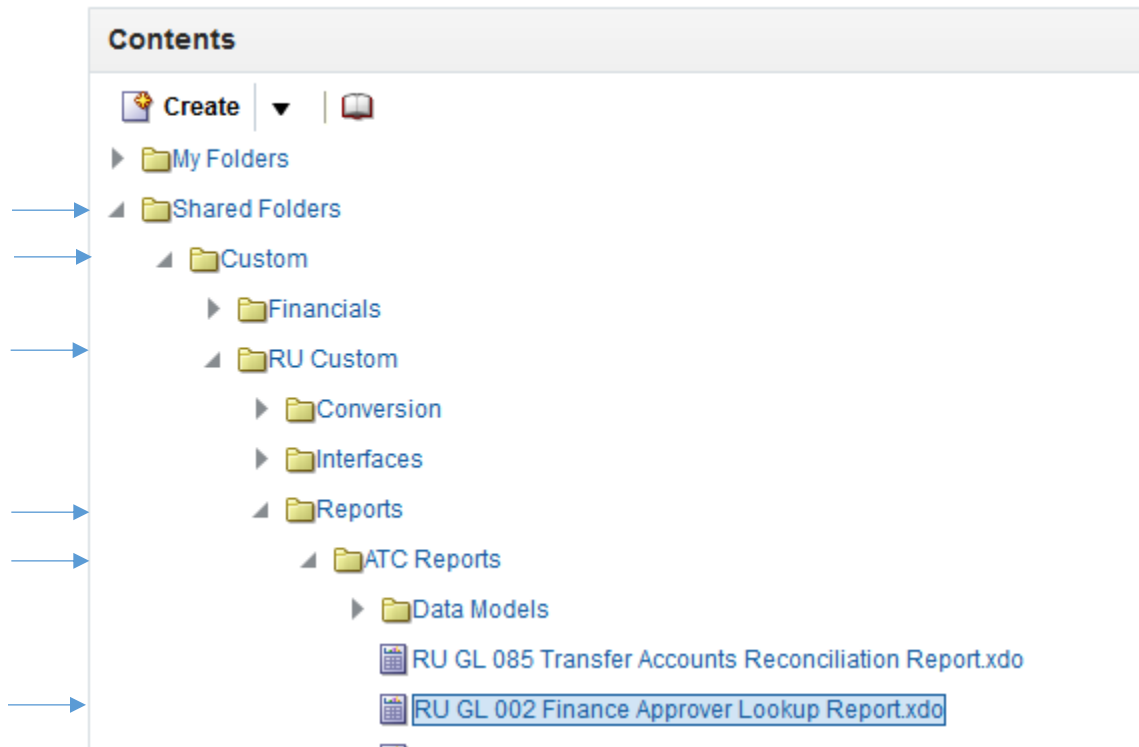
Finance Approver Report



1. Go into Oracle and click on the Navigator button in the upper left corner
2. Click on More in the bottom right of the new pop up window
3. A new window will open, click on Reports and Analytics
4. Click on the arrow to the left of Shared Folders
5. Click on the arrow to the left of Custom
6. Click on the arrow to the left of RU Custom
7. Click on the arrow to the left of Reports
8. Click on the arrow to the left of ATC Reports
9. Click on RU GL 002 Finance Approver Lookup Report

10. A new window will pop open so click on View

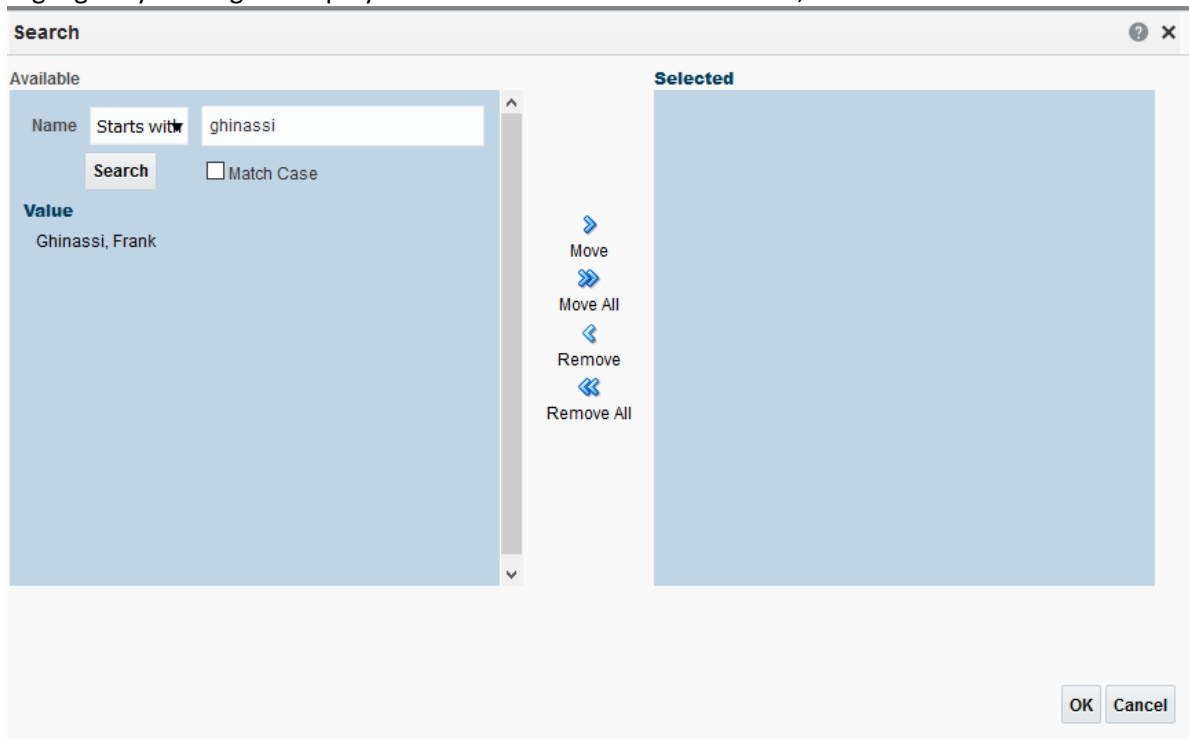
Reports and Analytics



11. Under Finance Approver, click on the drop down arrow to the right of All and click on Search

12. A new window will pop up (again!) and under Name "Starts With" type in Approver's name and Search

13. Highlight by clicking on employee's name and then click on >Move, then OK



14. Click on Apply to the far right and your report will run in Excel.

View reports for those you are a delegate for or yourself:

1. Choose name from drop down list of those you are the delegate for or your own name

The screenshot shows the Oracle Expenses dashboard. The top navigation bar includes icons for Talent Profile, Career Development, Goals, Performance, Personal Information, Benefits, Wellness, Reputation, Competitions, Time, Web Clock, Expenses, and My Account. The 'Travel and Expenses' section is active, showing a dropdown menu for 'Expense Reports' with a list of names: Anne Gutsick, Erin Vogel, Camille Long, and Ann Griffin. An arrow points to 'Ann Griffin'. Below the dropdown, there is a table of expense reports.

Expense Items	Expense Reports	Amount
4 Cash	2 In Progress	0

Actions	Sort By	Date	
Travel - Lodging & Accommodat ...	San Diego, CALIFORNIA	12/8/16	300.00 USD
Travel - Transportation - Ren ...	San Diego, CALIFORNIA	12/8/16	150.00 USD
Travel - Lodging & Accommodat ...	hilton	11/4/16	500.00 USD
Office Supplies - Postage & S ...	Stamps	9/12/16	35.00 USD

2. Click on the Magnifying Glass. Choose if you want Expense Reports or Cash Advance and then click the right

The screenshot shows the Oracle Expenses dashboard. The top navigation bar includes icons for Talent Profile, Career Development, Goals, Performance, Personal Information, Benefits, Wellness, Reputation, Competitions, Time, Web Clock, Expenses, and My Account. The 'Travel and Expenses' section is active, showing a magnifying glass icon and a dropdown menu for 'Expense Reports' with options 'Expense Reports' and 'Advanced'. An arrow points to the 'Advanced' option.

Expense Items	Expense Reports	Approvals
0	1 In Progress	0
	1 In Approval	

No data to display.

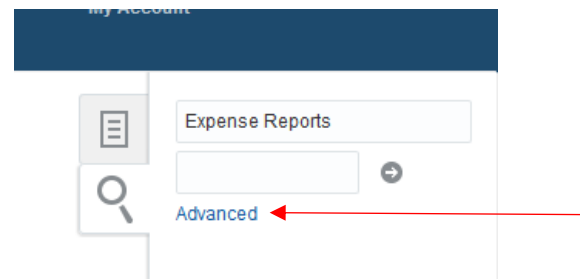
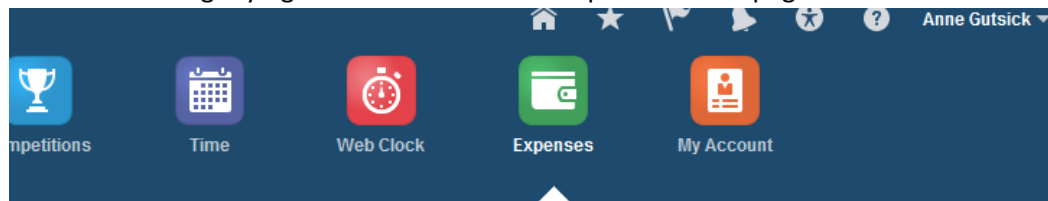
3. View the employee's reports, the status and even click into the reports themselves.

The screenshot shows the Oracle Expenses dashboard. The top navigation bar includes icons for Talent Profile, Career Development, Goals, Performance, Personal Information, Benefits, Wellness, Reputation, Competitions, Time, Web Clock, Expenses, and My Account. The 'Manage Expense Reports' section is active, showing a search bar and a table of expense reports.

Report Number	Date	Report Status	Report Total (USD)	Purpose	Trip Name	Amount (USD)	Payment Date
RBU0024914491	12/13/16	Ready for paym...	360.90	Financial Management Training for the Month of August 2016			
RBU0024914512	12/13/16	Pending expen...	393.01	Financial Management Training September 2016			
RBU0024914531	12/11/16	Saved	167.40	Financial Management Training October 2016			

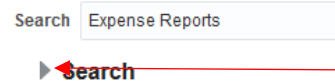
To view reports a full year of reports:

1. Click on the Magnifying Glass on the Travel & Expenses home page



2. Click on Advanced

Manage Expense Reports



3. Click on the Search Arrow

4. In "Age in Days" change parameters to "Less than or equal to" – "365" to show a full year of reports then click Search

Manage Expense Reports

Search Expense Reports

Search

Report Number	Equals	
Report Status	Equals	
Purpose	Starts with	
Report Total	Equals	

Currency	Equals	
Date	Equals	
Age in Days	Less than or equal to	365
Trip Name	Contains	

Finance Approvers – How to view reports you have approved

1. Click on the Notification Bell



2. Click on More Details

3. Click on Financials

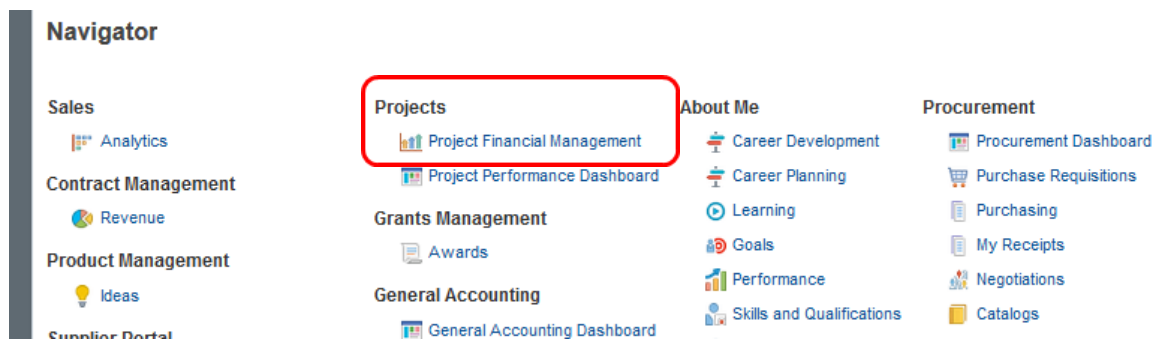
4. Enter name of employee

5. Change Assigned to Any

6. Click on the magnifying glass to Search

Project Approver Report

Go into Oracle and click on the Navigator button (to the left of Rutgers logo).
From there go to Projects – Project Financial Management



Click on the arrow to the left of Search

My Projects

► **Search**

Remove your name as the Team Member and then click Search. This will give a list of all projects and their approvers. You can also search by Project Number and Project Manager.

My Projects

Search

** Project Name

** Project Number

** Project Manager

** Team Member

** Customer

** Project Set

** Organization

Project Unit

Business Unit

Project Type

** Project Status

** At least one is required

Search Reset Save...

You can then export the file to Excel for slicing and dicing.

Search Results

View



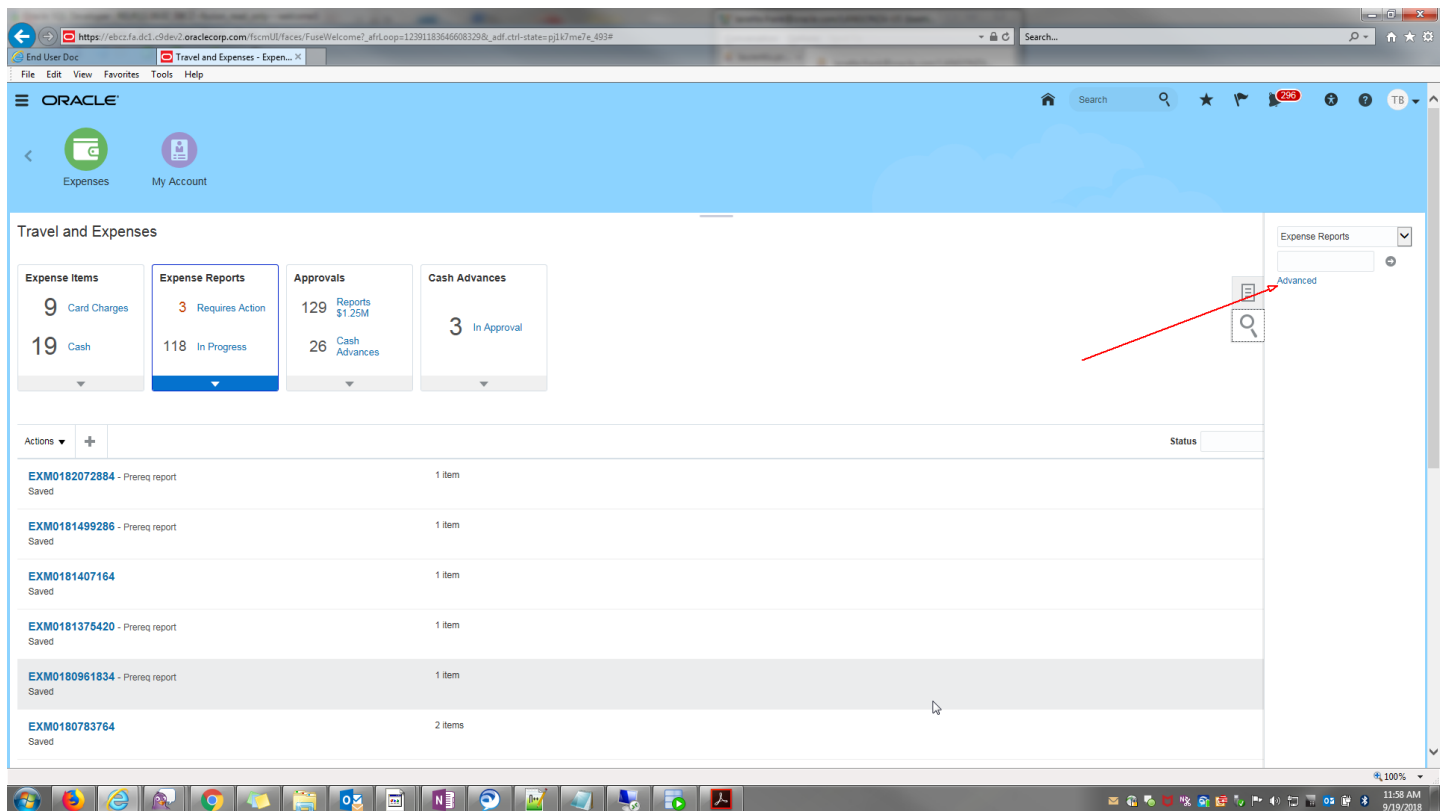
Detach

Project Name

Project

Print Expense Report After Submitting

Go into Oracle and click on the Magnifying Glass icon and then Advanced.

A screenshot of the Oracle Travel and Expenses web application. The interface shows a top navigation bar with 'Expenses' and 'My Account' links. Below this, there are four summary cards: 'Expense Items' (9 Card Charges, 19 Cash), 'Expense Reports' (3 Requires Action, 118 In Progress), 'Approvals' (129 Reports \$1.25M, 26 Cash Advances), and 'Cash Advances' (3 In Approval). The 'Expense Reports' card is highlighted. On the right side, there is a sidebar with a search icon and a dropdown menu labeled 'Expense Reports' with an 'Advanced' option. A red arrow points to the 'Advanced' option. The main content area displays a table of expense reports with columns for 'Actions', 'Status', and 'Item'. The table lists several reports, including 'EXM0182072884 - Prereq report', 'EXM0181499286 - Prereq report', 'EXM0181407164 - Prereq report', 'EXM0181375420 - Prereq report', 'EXM0180961834 - Prereq report', and 'EXM0180783764 - Prereq report'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 11:58 AM on 9/19/2018.

Click on the arrow to the left of Search

The screenshot shows the Oracle Manage Expense Reports interface. At the top, there's a search bar with a dropdown menu set to "Expense Reports". A red arrow points to the search icon (magnifying glass) to the left of the search bar. Below the search bar, there are tabs for "Basic", "Saved Search", and a dropdown menu showing "Expense Reports waiting for auditor approval". The main area displays a table of expense reports with columns: Report Number, Date, Report Status, Report Total (USD), Purpose, Trip Name, Amount, and Payment Date. The table contains 12 rows of data.

Report Number	Date	Report Status	Report Total (USD)	Purpose	Trip Name	Amount	Payment Date
EXM0147649573	05/03/18	Pendi...	785.00	EXMUI01205/03/2018 14:57:48			
EXM0178521071	08/14/18	Pendi...	400.00	EXM0178521071			
EXM0131430788	04/05/18	Pendi...	785.00	EXMUI01204/05/2018 09:51:43			
EXM0150683766	05/08/18	Pendi...	785.00	EXMUI01205/08/2018 22:11:45			
EXM0159523419	06/29/18	Pendi...	100.00				
EXM0160005052	07/02/18	Pendi...	1,988.00				
EXM0144908465	04/17/18	Pendi...	999.00				
EXM0150132588	05/08/18	Pendi...	20.00				
EXM0144788594	04/16/18	Pendi...	785.00	EXMUI01204/16/2018 15:48:00			
EXM0153618550	05/30/18	Pendi...	785.00	EXMUI01205/30/2018 18:08:33			
EXM0144908462	04/17/18	Pendi...	333.00				

Change the Age in Days to Less than "1"

The screenshot shows the Oracle Manage Expense Reports interface with search filters applied. The "Age in Days" filter is set to "Less than 1", which is highlighted in yellow. The table below shows the results of the search.

Report Number	Date	Report Status	Report Total (USD)	Purpose	Trip Name	Amount	Payment Date
EXM0182510096	09/19/18	Saved	200.00	Copy of			
EXM0182510082	09/19/18	Saved	167.86				

Reports will show below. Click on the dollar amount to highlight the line. From Actions, choose Print Preview

End User DocOverview - Expenses - Oracle...

FileEditViewFavoritesToolsHelp

ORACLE

Search

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TS

Manage Expense Reports

SearchExpense Reports

Search

BasicSaved SearchExpense Reports waiting for auditor approval

ActionsView

Export to Excel

Create Report

Duplicate Report

Print Preview

Print Preview with Attachments

Detach

Create Report

	Report Status	Report Total (USD)	Purpose	Trip Name	Amount	Payment Date
#18	Saved	200.00	Copy of			
#18	Saved	167.86				

End User DocOverview - Expenses - Oracle...

FileEditViewFavoritesToolsHelp

ORACLE

Search

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TS

Manage Expense Reports

SearchExpense Reports

Search

BasicSaved SearchExpense Reports waiting for auditor approval

ActionsView

Export to Excel

Create Report

Duplicate Report

Print Preview

Print Preview with Attachments

Detach

Create Report

	Report Status	Report Total (USD)	Purpose	Trip Name	Amount	Payment Date
#18	Saved	200.00	Copy of			
#18	Saved	167.86				