

Department	
Responsibility/Role	
File Name	Creating Expense Reports_SPD.docx
Revision	
Document Generation Date	2/18/2016 2:36:00 PM
Date Modified	2/18/2016 2:37:00 PM
Last Changed by	
Status	

Creating Expense Reports

Trigger:

Concept

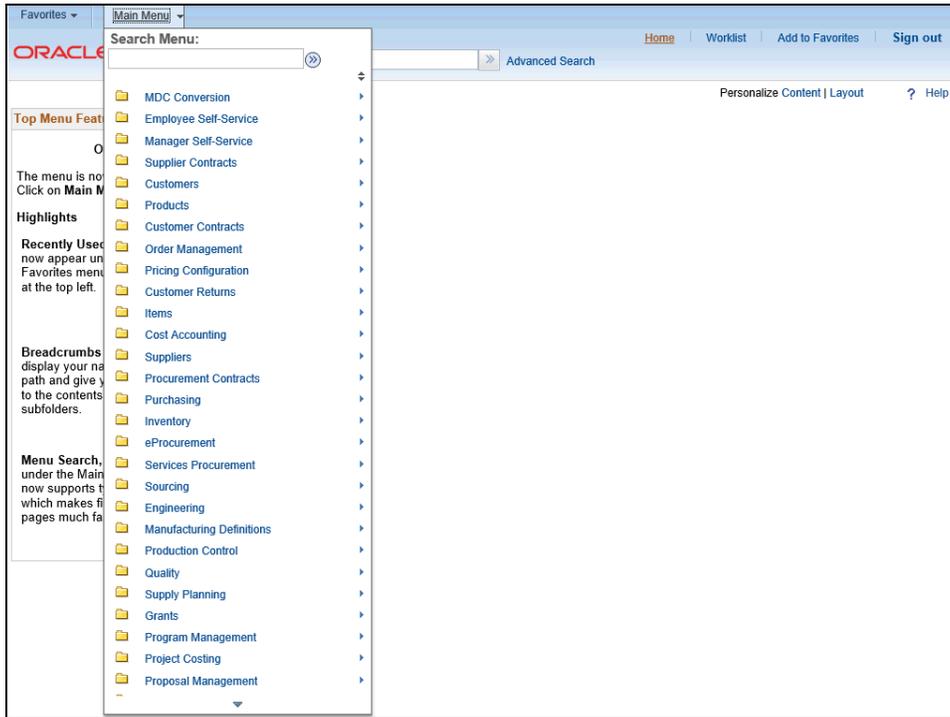
Required Field(s)	Comments

Output - Result(s)	Comments

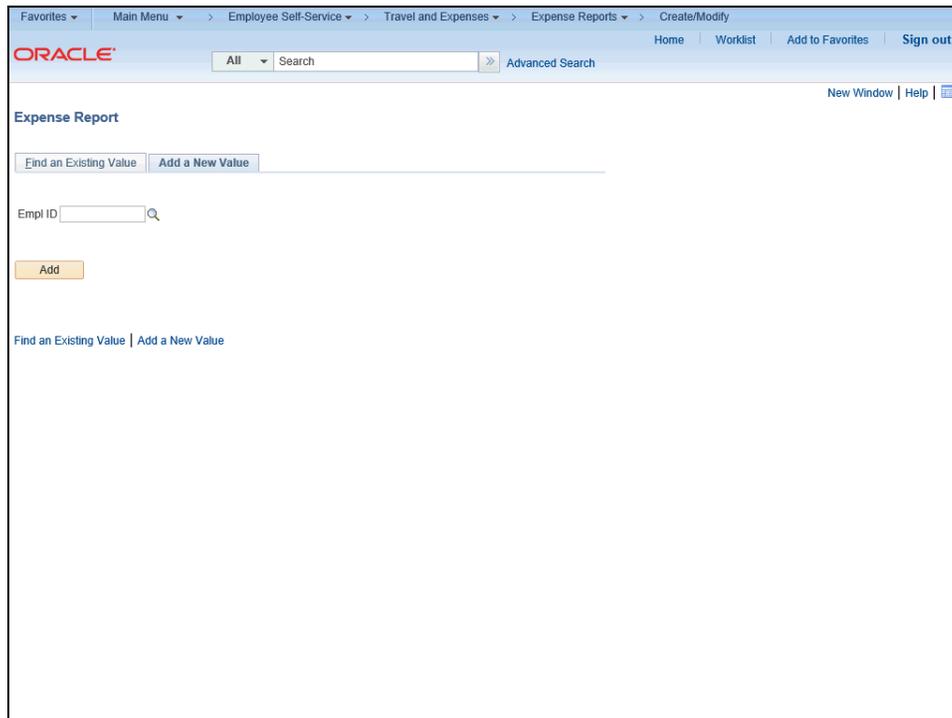
Additional Information

Procedure

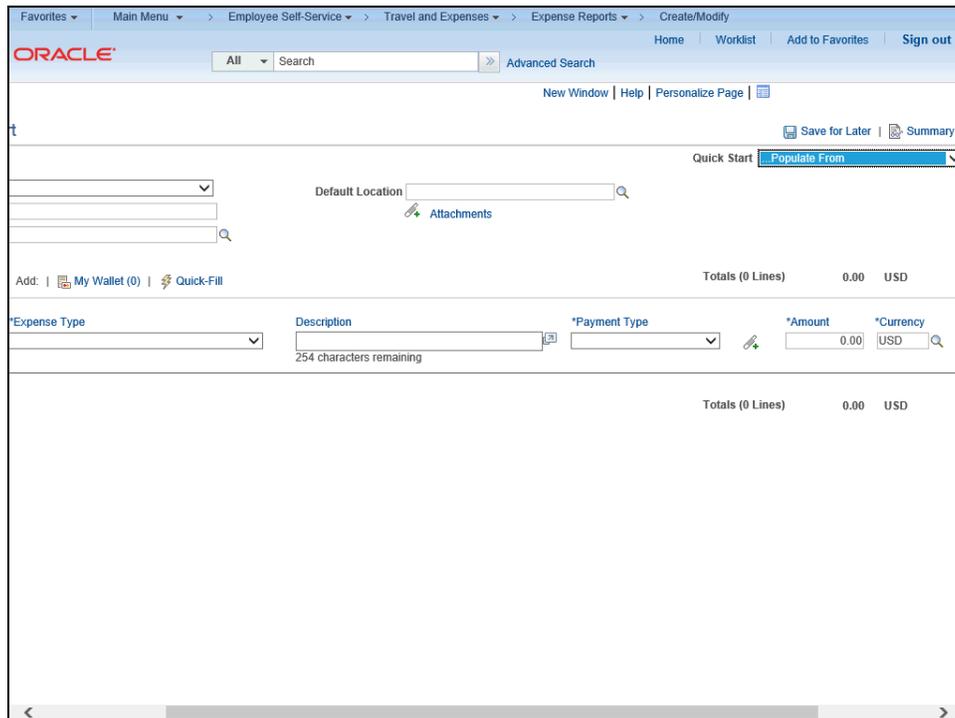
In this simulation, you will learn how to create and submit an expense report.



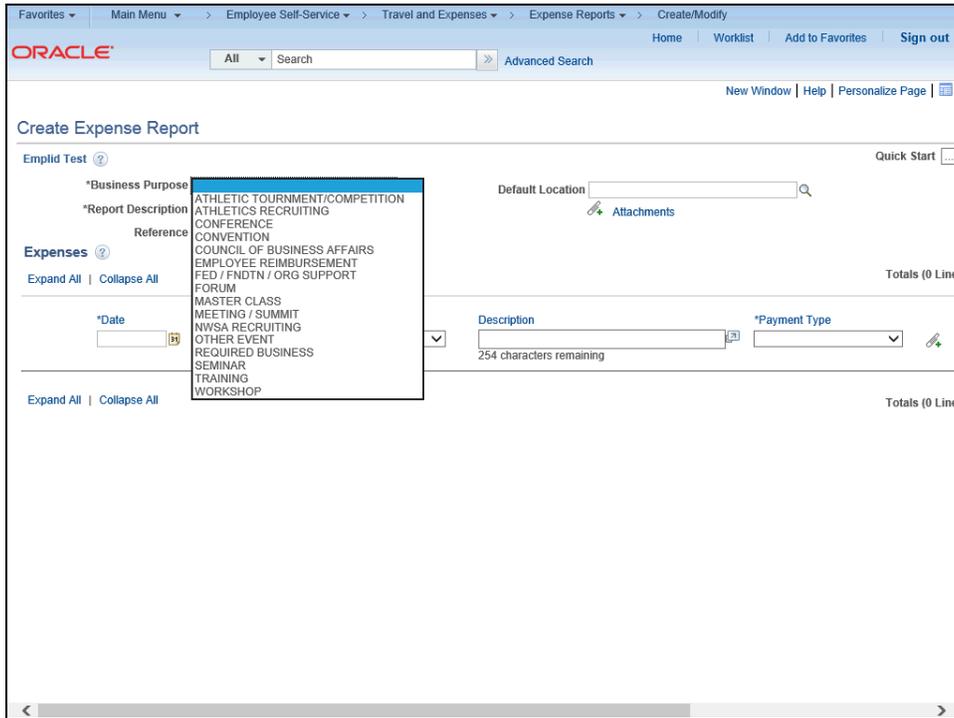
Step	Action
1.	<p>Begin with the Main Menu.</p> <p>Note: If you are logging through the portal, navigate using Main Menu, Financials.</p> <p>Click the Employee Self-Service menu.</p> 
2.	<p>Click the Travel and Expenses menu.</p> 
3.	<p>Click the Expense Reports menu.</p> 
4.	<p>Click the Create/Modify menu.</p> 



Step	Action
5.	Your EMPL ID will default, however, you can click the Look up Empl ID (Alt+5) button to select someone for whom you are assigned to prepare an Expense Report. 
6.	Click the Add button. 



Step	Action
7.	Click the scrollbar.
8.	<p>Use the Create Expense Report page to add expense lines and provide information that is specific for each expense type.</p> <p>Expenses populates fields based on user default settings. These setting are determined on the Employee Profile - User Defaults page.</p> <p>Default values include: Business Purpose, Location, Report Description, Payment Type, and so on.</p>
9.	<p>Embedded Help icons are placed in some group boxes to help you understand how to proceed through the page.</p> <p>Click the Help button.</p> 
10.	<p>When you are finished using the information in the window, you can close it.</p> <p>Click the Close button.</p> 
11.	<p>Click the Business Purpose list.</p> 



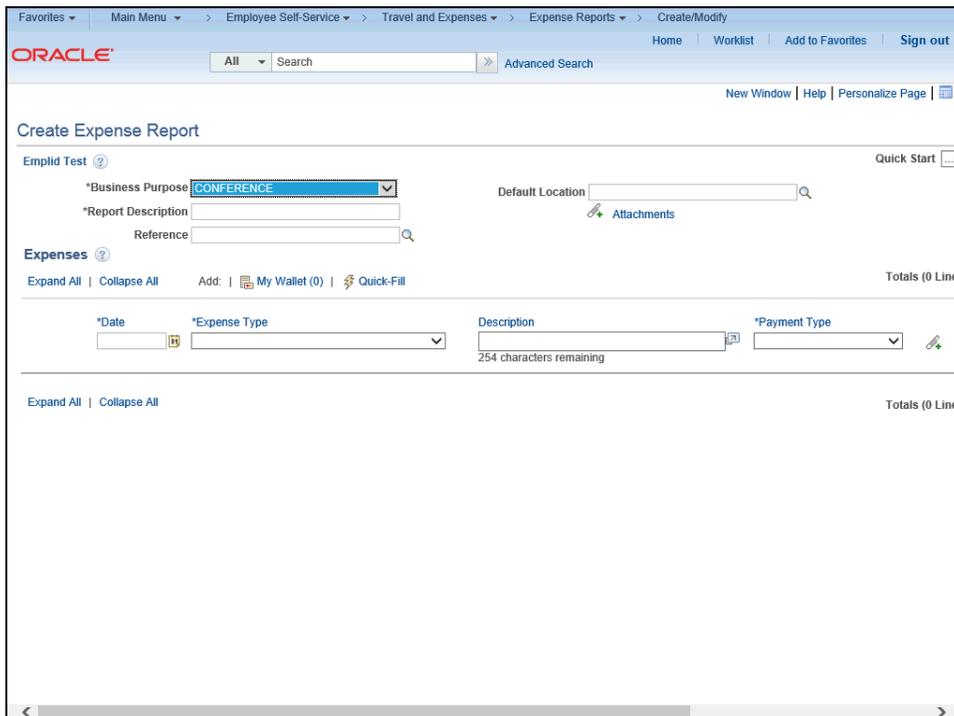
Oracle HR Self-Service: Create Expense Report

Business Purpose: CONFERENCE

Expenses:

*Date	*Expense Type	Description	*Payment Type
		254 characters remaining	

Step	Action
12.	Click the CONFERENCE list item.



Oracle HR Self-Service: Create Expense Report

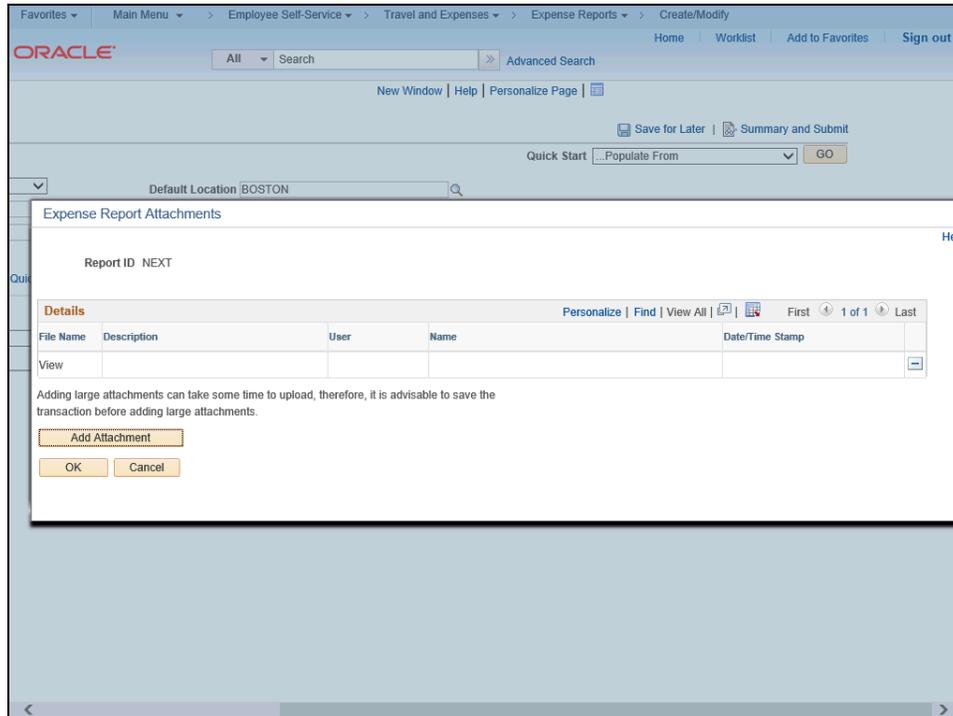
Business Purpose: CONFERENCE

Expenses:

*Date	*Expense Type	Description	*Payment Type
		254 characters remaining	

Step	Action
13.	Click in the Report Description field. 
14.	Enter the desired information into the Report Description field. Enter " Meeting ". 
15.	In the Default Location field, select a city, country, or geographical area where the expenses were generally incurred. This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, Expenses applies the new location to newly added expenses; the change does not impact existing expense lines.
16.	Click the Look up Default Location (Alt+5) button. 
17.	Click the BOSTN link. 
18.	Click the horizontal scrollbar. 
19.	Click the Quick Start list. 
20.	Use the Quick Start list to change the method used for creating an expense report. These options are no longer available when you click in the Expenses section and begin entering an expense line. Options include: <ul style="list-style-type: none"> • A Template: Select to access the Select a Template page, where you can select a template to use to base a new expense report on • A Travel Authorization: Select to access the Populate From A Travel Authorization page, where you can select a travel authorization from which to create a new expense report that contains similar information • An Existing Report: Select to access the Copy From an Existing Report page, where you can select an existing expense report from which to create a new expense report that contains similar information • Entries From My Wallet: Select to access the My Wallet page, where you can select transactions to add to the expense report
21.	Click the Attachments link. 

Step	Action
22.	Use the Expense Report Attachments page to add documents that are related to this expense report and general in nature.



Step	Action
23.	<p>You can attach expense type documents, such as a copy of a car rental receipt, at the expense line level.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>
24.	Use the Quick-Fill button (or link) to select multiple expense types.

System Process Document

Creating Expense Reports



Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
 ORACLE All Search Advanced Search Home Worklist Add to Favorites Sign out
 New Window | Help | Personalize Page

Create Expense Report

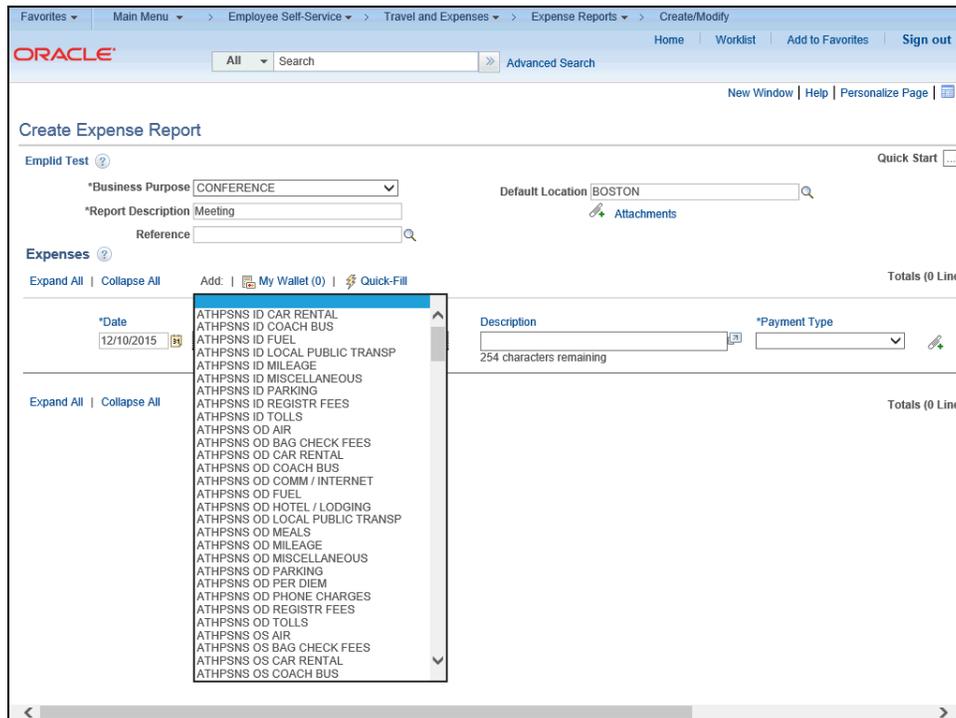
Emplid Test Quick Start
 *Business Purpose CONFERENCE Default Location BOSTON
 *Report Description Meeting Attachments
 Reference

Expenses
 Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Totals (0 Lines)

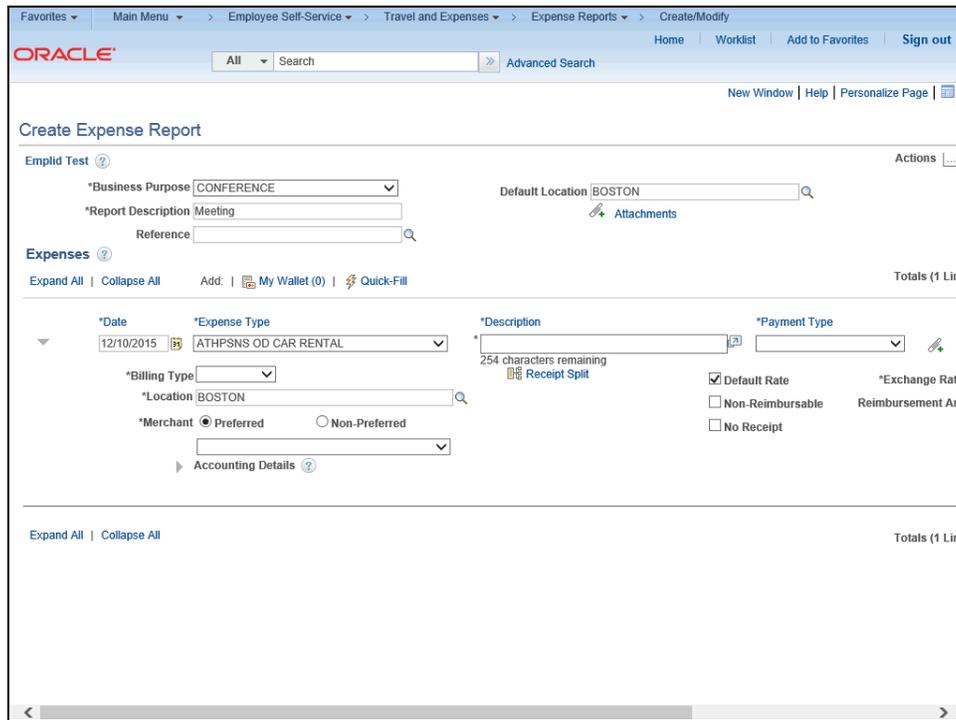
*Date	*Expense Type	Description	*Payment Type
		254 characters remaining	

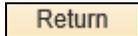
Expand All | Collapse All Totals (0 Lines)

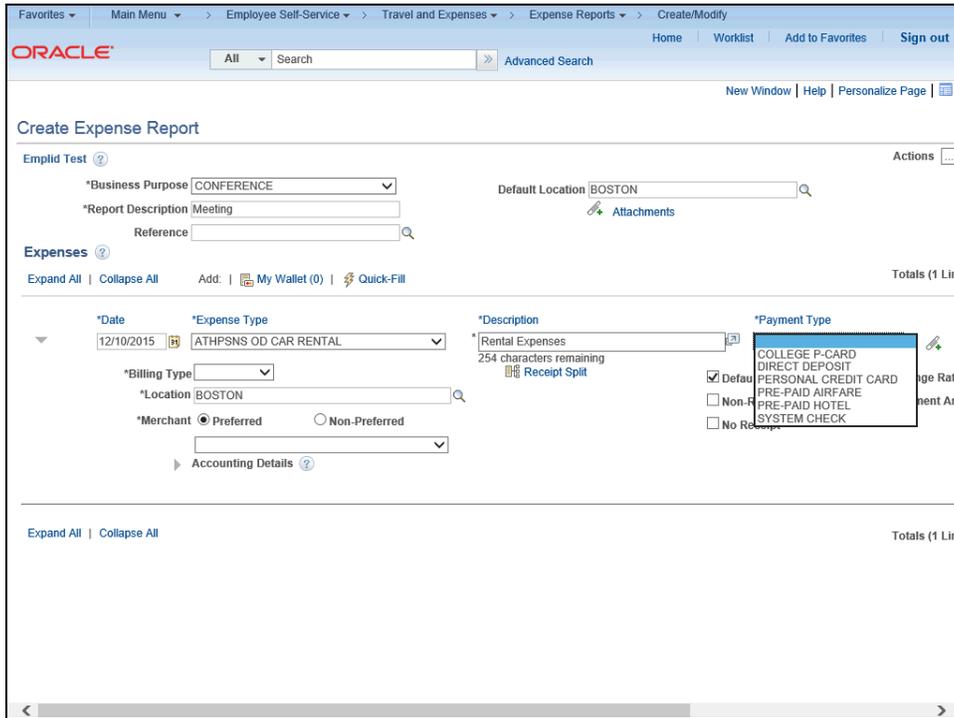
Step	Action
25.	Click the Choose a date (Alt+5) button.
26.	Click the 10 link.
27.	Click the Expense Type list.



Step	Action
28.	Click the ATHPSNS OD CAR RENTAL list item. <input type="text" value="ATHPSNS OD CAR RENTAL"/>
29.	Notice that as soon as you click in the Expense section, the Quick Start drop-down box changes to Actions .



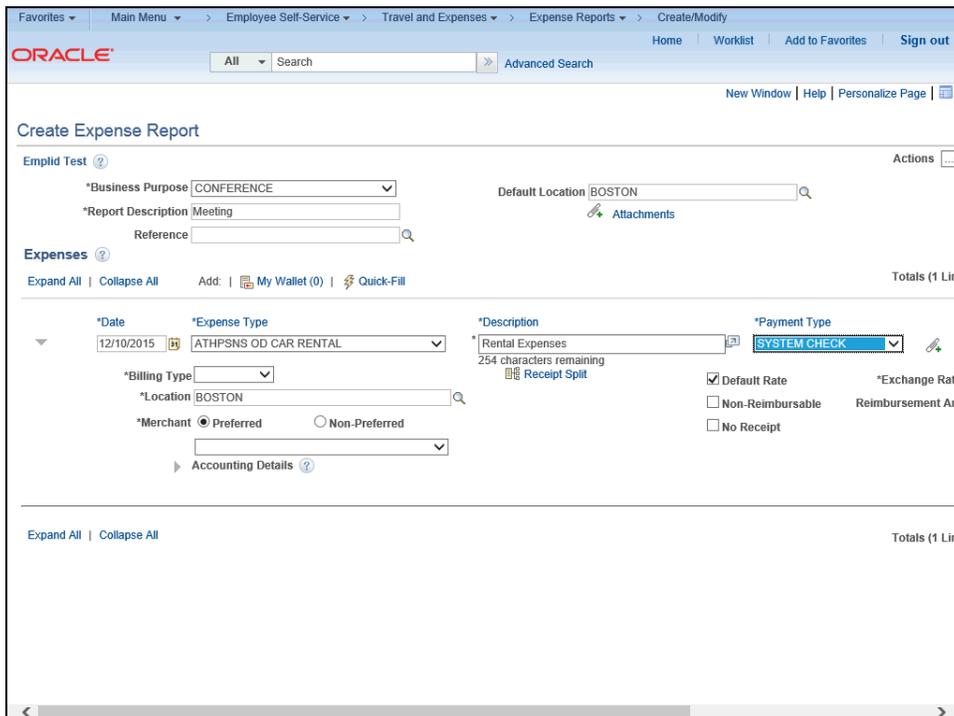
Step	Action
30.	Click the Display Description in Modal Window button. 
31.	Enter the desired information into the Expense Report Entry field. Enter " Rental Expenses ". <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <small>254 characters remaining</small>
32.	Click the Return button. 
33.	Click the Payment Type list. 



The screenshot shows the Oracle HR Self-Service interface for creating an expense report. The 'Expenses' table has one entry with the following details:

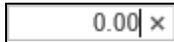
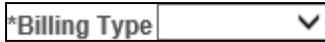
*Date	*Expense Type	*Description	*Payment Type
12/10/2015	ATHPSNS OD CAR RENTAL	Rental Expenses 254 characters remaining	COLLEGE P-CARD DIRECT DEPOSIT PERSONAL CREDIT CARD PRE-PAID AIRFARE PRE-PAID HOTEL SYSTEM CHECK

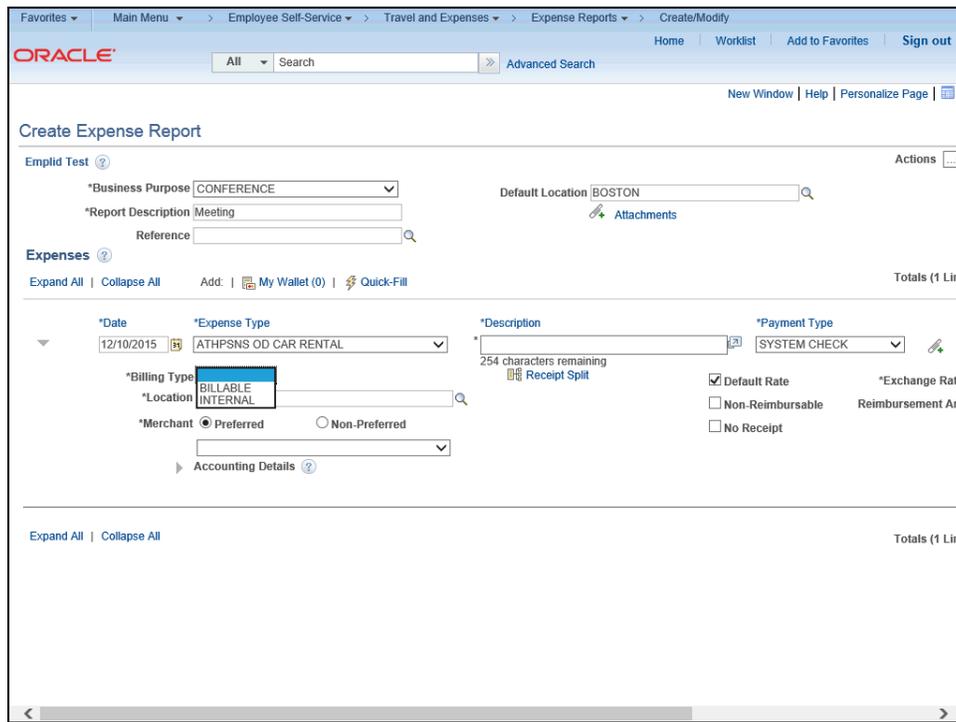
Step	Action
34.	Click the SYSTEM CHECK list item. <input type="text" value="SYSTEM CHECK"/>



The screenshot shows the same Oracle HR Self-Service interface, but the 'Payment Type' dropdown menu is now set to 'SYSTEM CHECK'.

*Date	*Expense Type	*Description	*Payment Type
12/10/2015	ATHPSNS OD CAR RENTAL	Rental Expenses 254 characters remaining	SYSTEM CHECK

Step	Action
35.	Click the horizontal scrollbar. 
36.	Click in the Amount field. 
37.	Enter the desired information into the characters remaining field. Enter " 60 ". 
38.	Note that the Currency field defaults to USD .
39.	Click the scrollbar.
40.	Select the appropriate Billing Type for the expense transaction. If you use Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. Expenses sends the information to Project Costing, and Project Costing passes these items to Billing for processing. The billing type determines the billing code that Project Costing uses.
41.	Click the Billing Type list. 

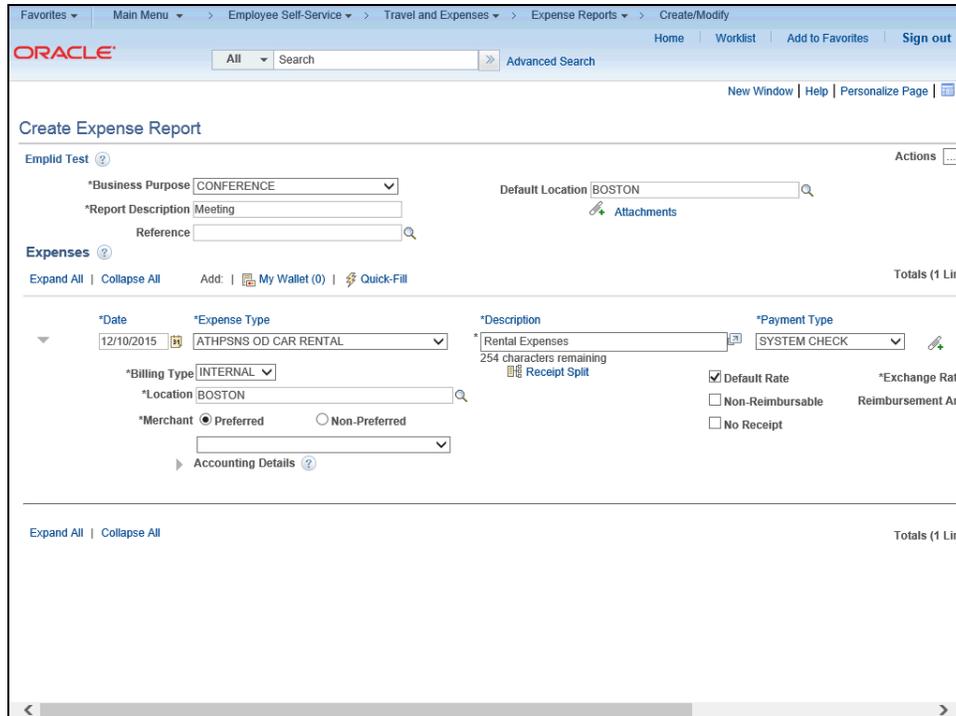


The screenshot shows the Oracle Expense Reports interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Employee Self-Service', 'Travel and Expenses', 'Expense Reports', and 'Create/Modify'. Below this is a search bar and 'Advanced Search' link. The main heading is 'Create Expense Report'. The form includes fields for 'Emplid Test', 'Business Purpose' (set to CONFERENCE), 'Report Description' (Meeting), and 'Default Location' (BOSTON). There is an 'Expenses' section with a table for adding items. The first row shows:

*Date	*Expense Type	*Description	*Payment Type
12/10/2015	ATHPSNS OD CAR RENTAL	254 characters remaining	SYSTEM CHECK

 Below the table are fields for 'Billing Type' (BILLABLE), 'Location' (INTERNAL), 'Merchant' (Preferred), and 'Accounting Details'. There are also checkboxes for 'Default Rate', 'Non-Reimbursable', and 'No Receipt'.

Step	Action
42.	Click the INTERNAL list item. 
43.	Use the Default Rate check box to indicate whether you want to use system rate exchange tables or user-defined exchange rates are being used.
44.	Select No Receipt if there is no receipt to substantiate an expense item that requires a receipt. Expenses compares the expense to the minimum amount that is required for a receipt (as defined for the employee's business unit). If a receipt is required, you may need to provide an explanation for not having a receipt.
45.	The system populates the Location field if you entered a value in the Default Location field (at the top of the page) or if you've entered a previous line with a location.
46.	Use the Merchant options to select whether the merchant used for this expense line is a preferred or non-preferred merchant. If you select Preferred , then you must select from a list of merchants with whom your organization has a contractual agreement. The merchant list varies according to the expense type.



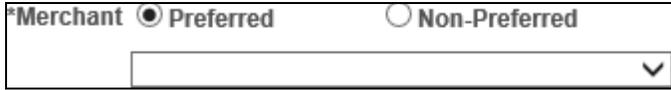
Oracle Expense Reports - Create Expense Report

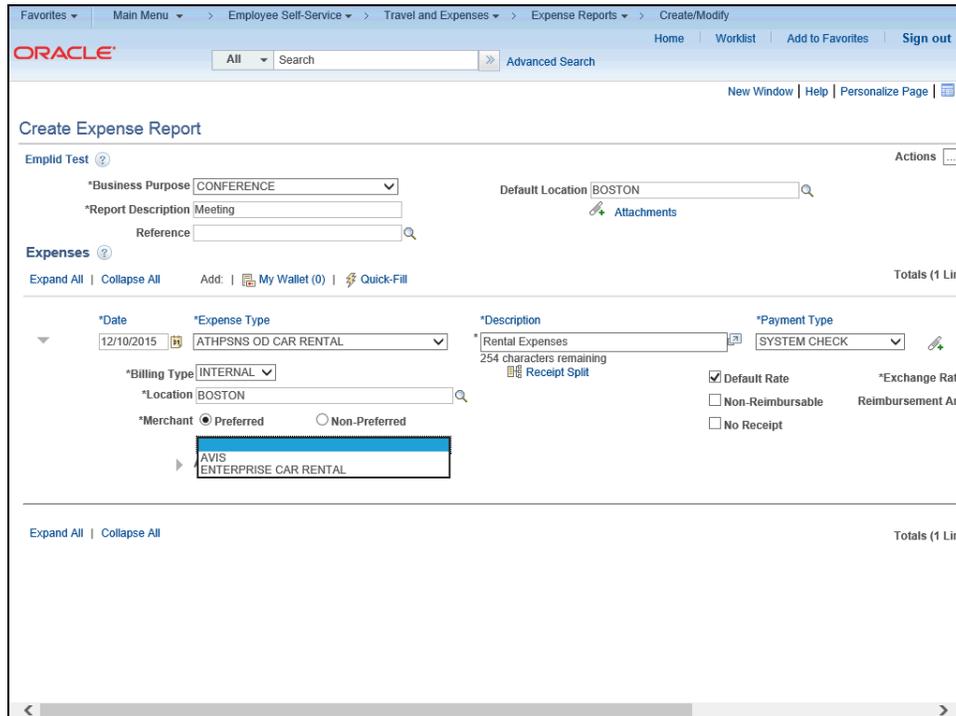
Business Purpose: CONFERENCE
 Report Description: Meeting
 Default Location: BOSTON

Expenses:

Date	Expense Type	Description	Payment Type
12/10/2015	ATHPSNS OD CAR RENTAL	Rental Expenses	SYSTEM CHECK

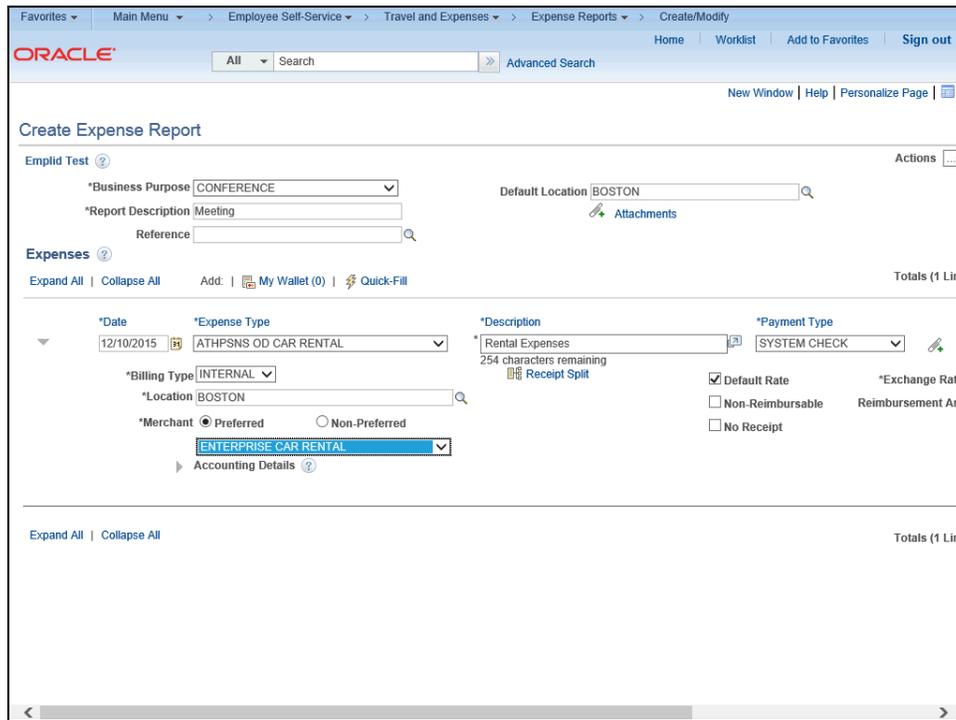
Billing Type: INTERNAL
 Location: BOSTON
 Merchant: Preferred
 Default Rate:
 Non-Reimbursable:
 No Receipt:

Step	Action
47.	Click the Merchant list. 



The screenshot shows the Oracle 'Create Expense Report' page. The 'Merchant' field is set to 'Preferred' and the dropdown menu is open, displaying 'AVIS' and 'ENTERPRISE CAR RENTAL'. Other fields include 'Business Purpose' (CONFERENCE), 'Report Description' (Meeting), 'Date' (12/10/2015), 'Expense Type' (ATHPSNS OD CAR RENTAL), and 'Payment Type' (SYSTEM CHECK).

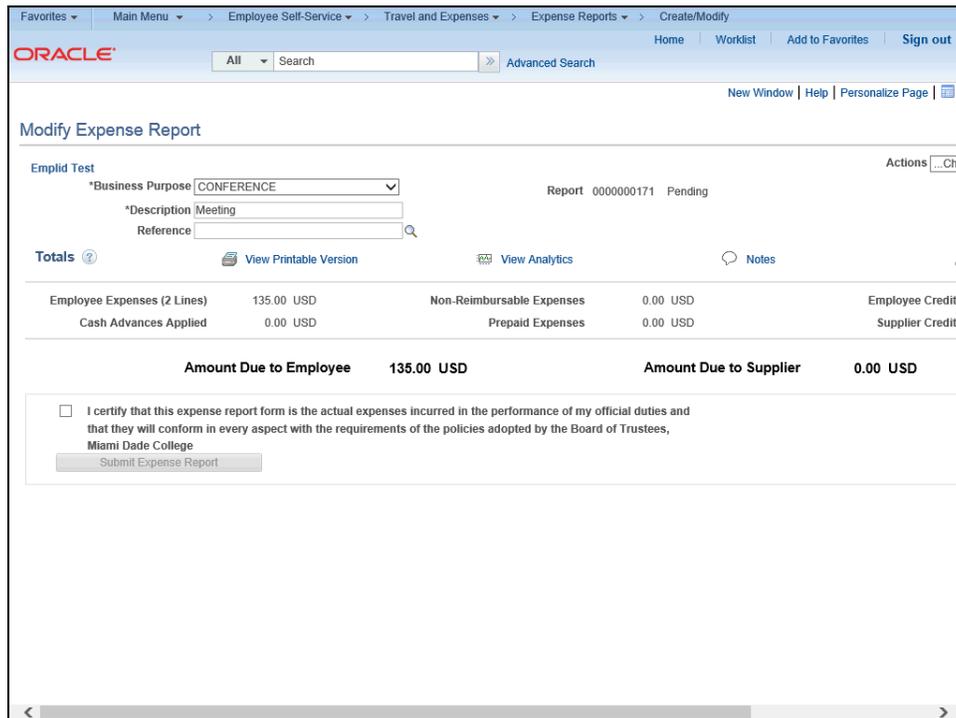
Step	Action
48.	Click the ENTERPRISE CAR RENTAL list item. 



Step	Action
49.	Click the horizontal scrollbar. 
50.	The Reimbursement Amt field displays the amount in the employee's base currency, which may be reimbursed to the employee.
51.	Click the Expand Accounting Lines button. 
52.	Click in the Oper Unit field. 
53.	Enter the desired information into the Oper Unit field. Enter " HM01 ". 
54.	Click in the Fund field. 
55.	Enter the desired information into the Fund field. Enter " 101 ". 
56.	Click in the ICS field. 

Step	Action
57.	Enter the desired information into the ICS field. Enter " 5601000 ". <input data-bbox="386 342 505 384" type="text"/>
58.	Click in the Dept field. <input data-bbox="386 443 488 485" type="text"/>
59.	Enter the desired information into the Dept field. Enter " 150170 ". <input data-bbox="386 543 488 585" type="text"/>
60.	Click in the Campus\Ctr field. <input data-bbox="386 644 558 686" type="text"/>
61.	Enter the desired information into the Campus\Ctr field. Enter " 5000 ". <input data-bbox="386 745 558 787" type="text"/>
62.	The Account field should be populated from the expense type chosen.
63.	Click the horizontal scrollbar. <input data-bbox="386 892 932 934" type="text"/>
64.	Click the horizontal scrollbar. <input data-bbox="386 993 764 1035" type="text"/>
65.	Click in the Bud Ref field. <input data-bbox="386 1102 500 1144" type="text"/>
66.	Enter the desired information into the Bud Ref field. Enter " 2015-16 ". <input data-bbox="386 1194 500 1236" type="text"/>
67.	Click the horizontal scrollbar. <input data-bbox="386 1295 943 1337" type="text"/>
68.	Click the Actions list. <input data-bbox="386 1396 932 1438" type="text"/>
69.	Use the Actions list for additional features associated with expense report. Options are: - Adjustment Cash Advance: Select to have Expenses generate an adjustment cash advance if you owe money to the company - Apply/View Cash Advance(s): Select to access the Apply Cash Advance(s) page where you can select and apply part or all of a cash advance to the expense report - Associate Travel Authorization: Select to access the Associate Travel Authorization page where you can search and select a TA - Copy Expense Lines: Select to access the Copy Expense Lines page where you can copy expense lines to another date or dates

Step	Action
70.	<p>Additional Action options include:</p> <ul style="list-style-type: none"> - Default Accounting for Report: Select to access the Accounting Defaults page - Expense Report Project Summary: Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if Project Costing is installed - Export to Excel: Select to access the Export to Excel page where you can export expense lines to an Excel spreadsheet - User Defaults: Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences
71.	<p>Click the Save for Later link.</p> 
72.	Click the scrollbar.
73.	<p>Click the Summary and Submit link.</p> 
74.	Use the View Printable Version button (or link) to print a copy of the expense report.



The screenshot shows the Oracle 'Modify Expense Report' interface. At the top, there is a navigation breadcrumb: 'Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify'. The Oracle logo is on the left, and search and navigation options are on the right. The main content area is titled 'Modify Expense Report' and includes a form with the following fields:

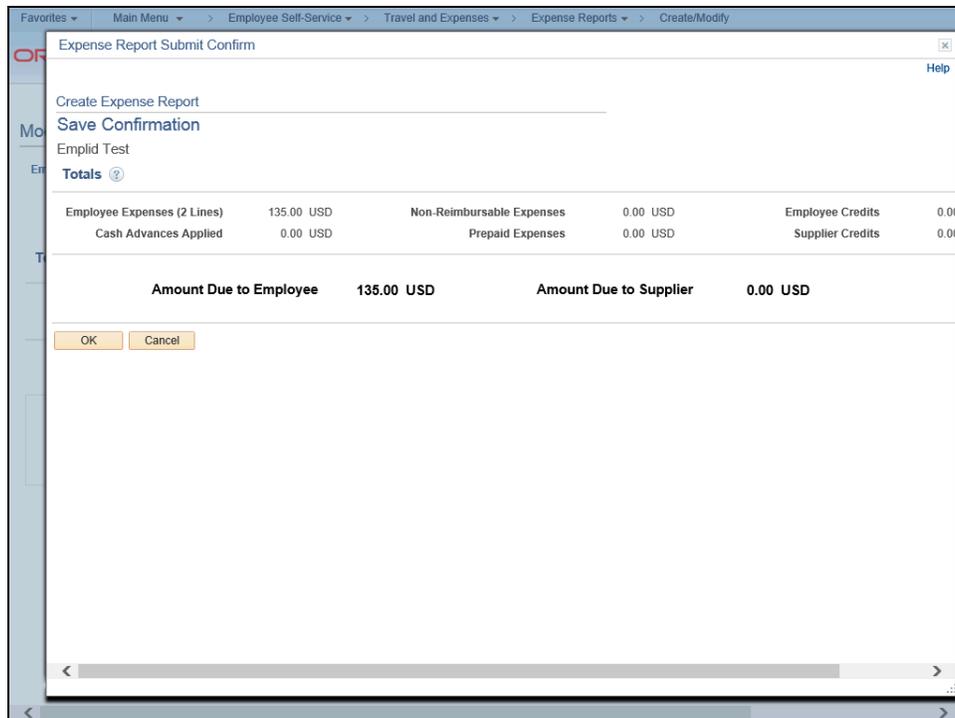
- EmpId Test:** A dropdown menu set to 'CONFERENCE'.
- Report:** '000000171 Pending'.
- *Description:** 'Meeting'.
- Reference:** A search field.

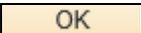
Below the form, there are several buttons: 'View Printable Version', 'View Analytics', and 'Notes'. A summary table is displayed:

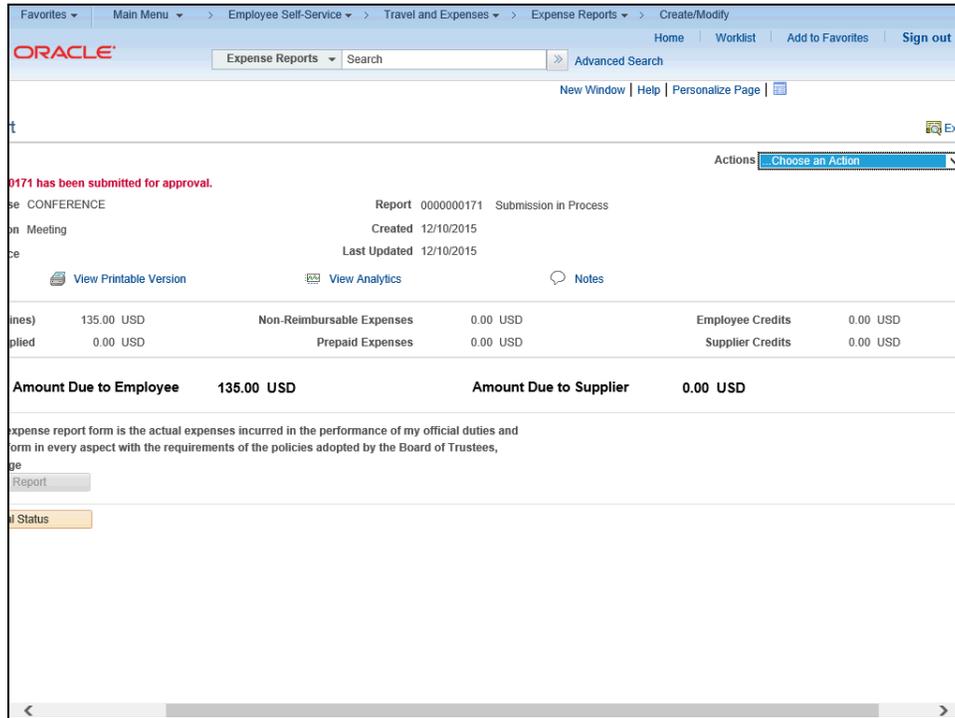
Totals			
Employee Expenses (2 Lines)	135.00 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Amount Due to Employee	135.00 USD	Amount Due to Supplier	0.00 USD

At the bottom, there is a checkbox for a certification statement: 'I certify that this expense report form is the actual expenses incurred in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College'. Below this is a 'Submit Expense Report' button.

Step	Action
75.	<p>After reviewing the project total information, select the Certification check box to indicate that you agree with the certification statement.</p> <p>After you select this check box, the Submit Expense Report button becomes active.</p> <p>Click the Submit Checkbox option.</p> <input type="checkbox"/>
76.	<p>Click the Submit Expense Report button.</p> 



Step	Action
77.	<p>If everything is correct, click the OK button to submit the expense report. The expense report is added to the approval process flow.</p> <p>After you submit an expense report you cannot modify it.</p> <p>Click the OK button.</p> 



Step	Action
78.	Click the scrollbar.
79.	<p>Click the Refresh Approval Status button.</p> <p>Notice that it will display the approval history.</p> <p>The Approval History keeps track of who is the next Approver in line to approve this cash advance. It displays the names of the Employee, Preparer, Reviewer, Approvers, and their roles. It also displays the date and time in which the approval status was assigned.</p> <p style="text-align: center;">Refresh Approval Status</p>
80.	<p>Note: Before the expense report is approved, you can make modifications and recover from the approver's worklist by clicking on the Withdraw Expense Report button.</p> <p>You will get the following message: Your expense report 000000121 has been withdrawn from the approver's queue.</p>
81.	<p>You have successfully created and submitted an expense report.</p> <p>End of Procedure.</p>