



## EX010: Enter and Submit Expense Reports



## Course Overview

<b>Course Name</b>	Enter and Submit Expense Reports
<b>Course Duration</b>	1 hour 15 minutes
<b>Course Description</b>	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.
<b>Target Audience</b>	All roles
<b>Prerequisites</b>	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

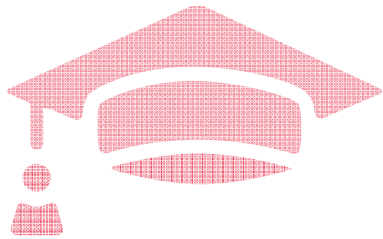


Upon completing this course, you will be able to:

- 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



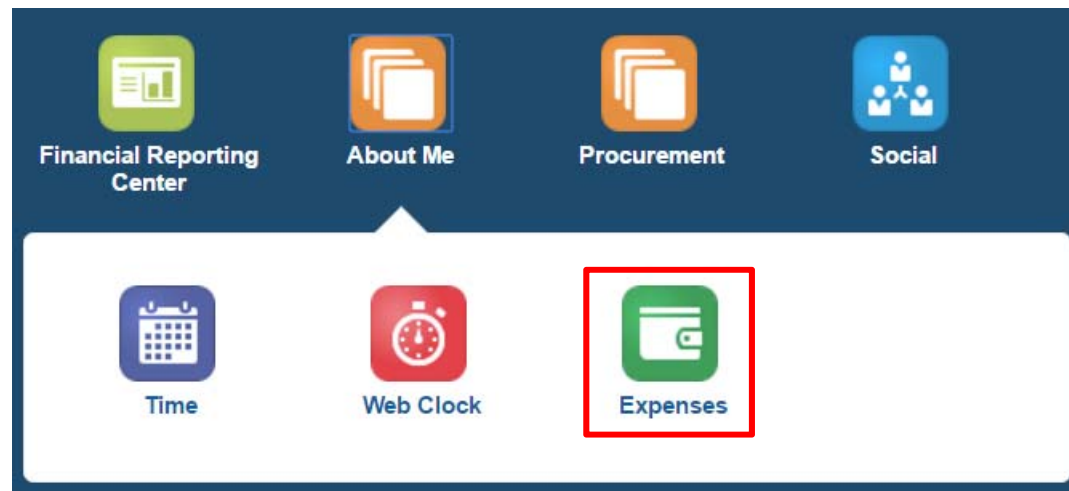
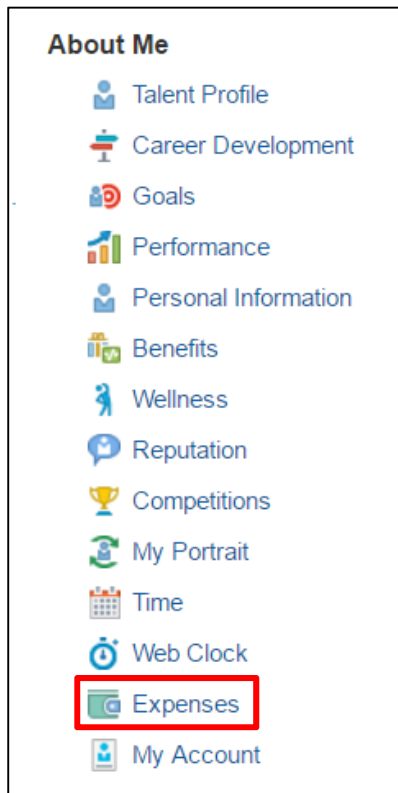
Submit expense reports for electronic approval



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.

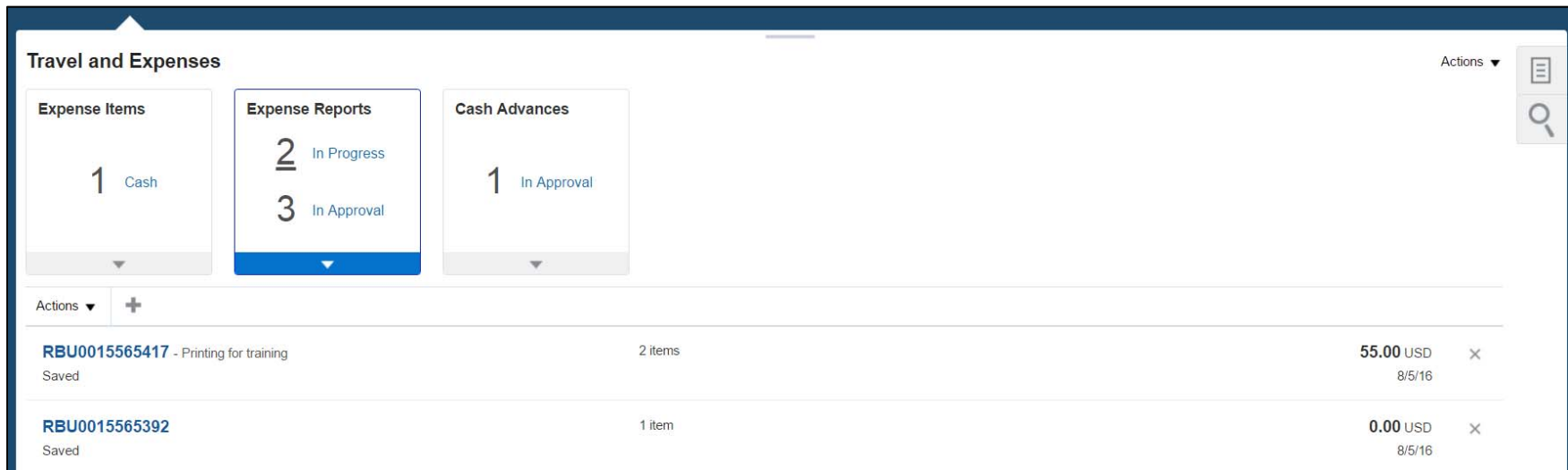




## Using the Travel and Expenses Portal

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 summary tiles: 'Expense Items' with 1 Cash item, 'Expense Reports' with 2 In Progress and 3 In Approval items, and 'Cash Advances' with 1 In Approval item. Below these tiles is a table of items with the following data:

Item ID	Description	Quantity	Amount	Date	Action
RBU0015565417	- Printing for training	2 items	55.00 USD	8/5/16	X
RBU0015565392		1 item	0.00 USD	8/5/16	X

## Bank Account Setup



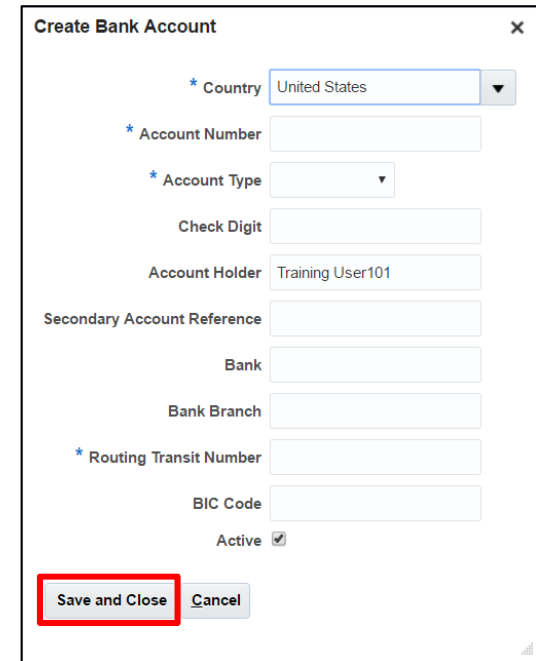
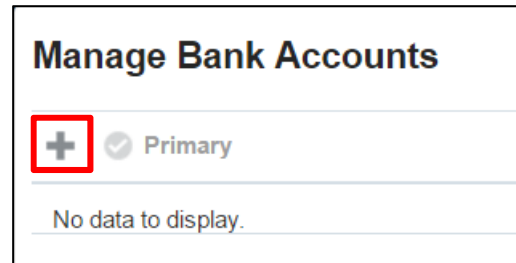
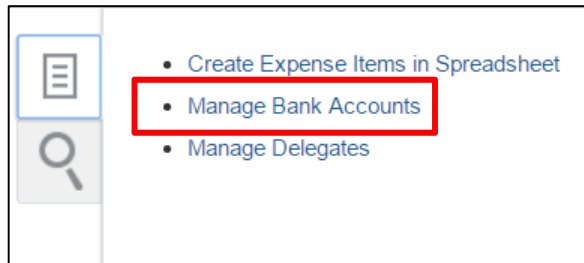
**Note:** You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

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

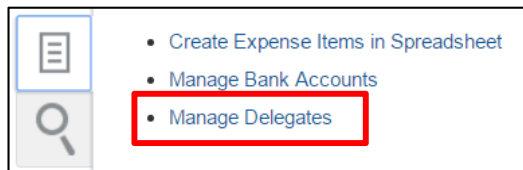


A screenshot of the 'Create Bank Account' form. The form contains several fields: 'Country' (dropdown menu with 'United States' selected), 'Account Number', 'Account Type' (dropdown menu), 'Check Digit', 'Account Holder' (text field with 'Training User101'), 'Secondary Account Reference', 'Bank', 'Bank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

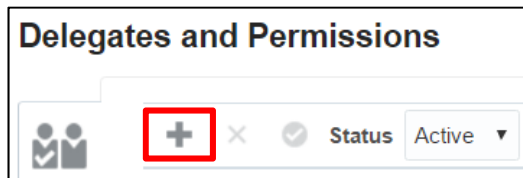
## Delegates

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:

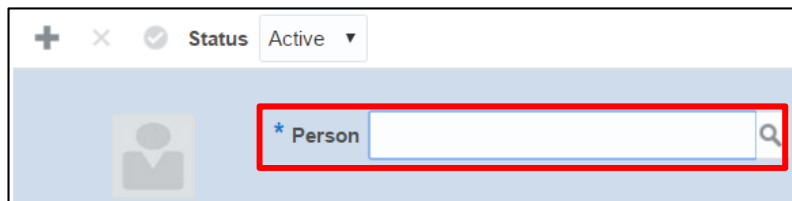
- Navigate to the Travel and Expenses portal
- Click the “Manage Delegates” link from the Task menu



- 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 summary cards: 'Expense Items' with 1 Cash item, 'Expense Reports' with 2 In Progress and 3 In Approval items, and 'Cash Advances' with 1 In Approval item. 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 the cards is a table with columns for 'Actions', '+', 'Add to Report', and 'Sort By'. The table contains one entry: 'Travel - Air - Domestic - Woodbridge, NJ' on '8/22/16' for '128.00 USD'. The item is identified as 'Delta Airfare (Uploaded from iPhone)'.

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

## 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.

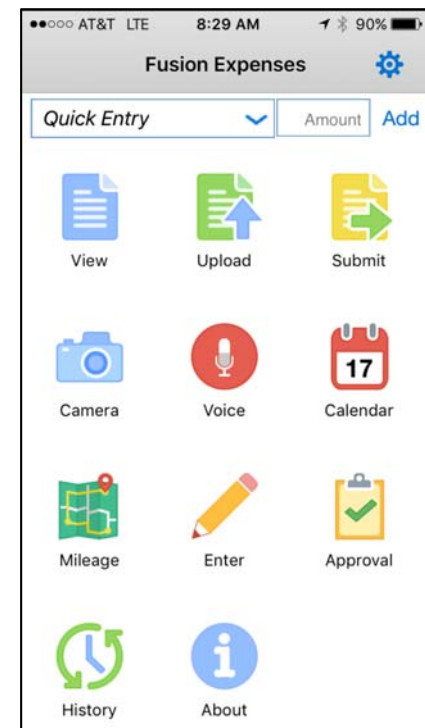
Once complete, click the **Upload Expense Items** button on the Create Expense Items tab to import the expense items into the system.

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

## 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.

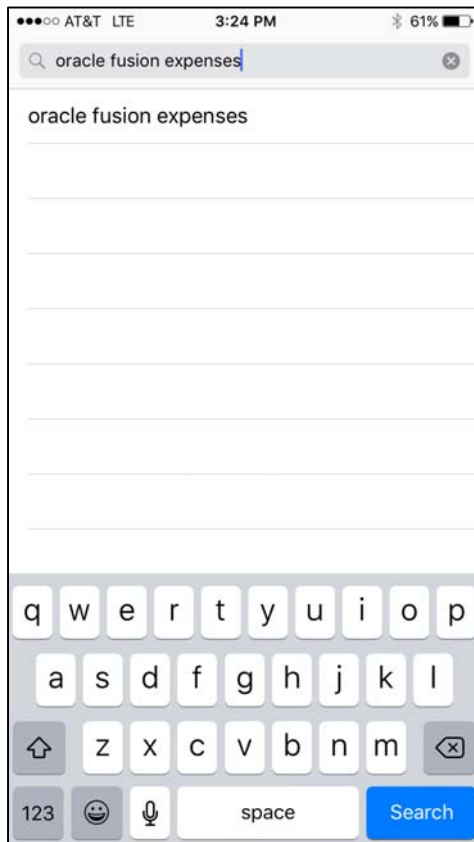
- The mobile app does not have required fields. Therefore, fields that may be required in the system can be left blank in the app. You will not be able to submit expense reports where these fields have been left blank.
- The mobile app does not display all of the fields that are available in the system.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



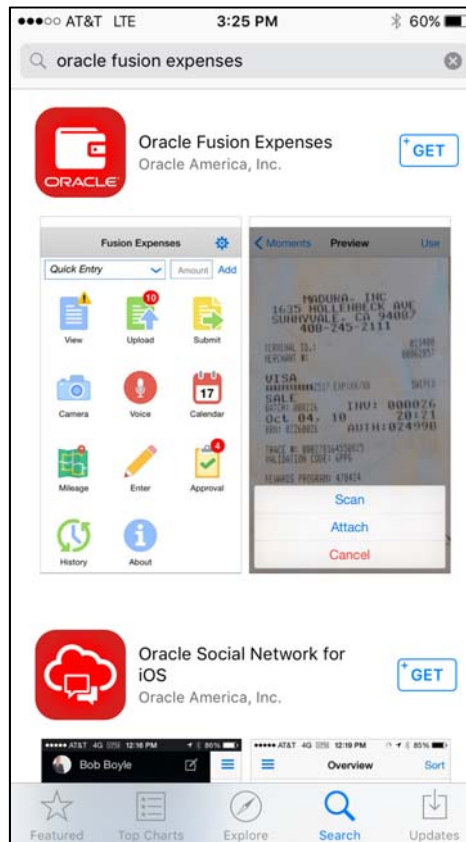
## Enter Expenses from the Mobile App

### Install the App

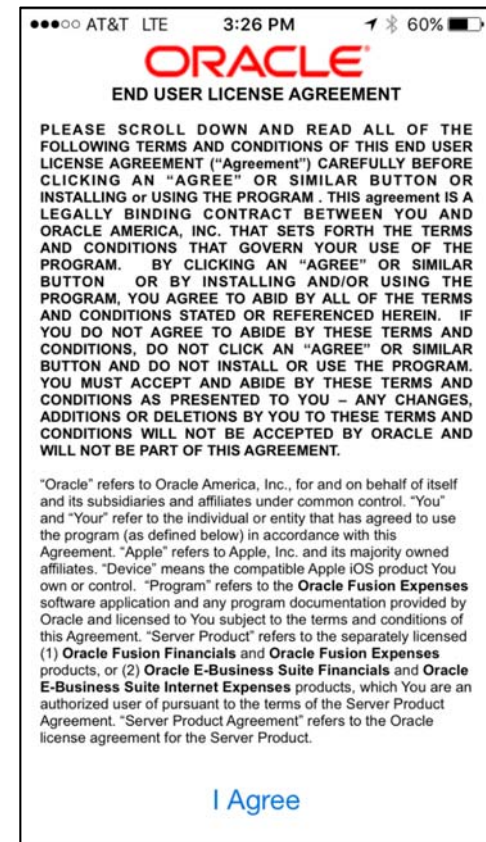
Search for **Oracle Fusion Expenses** in the App Store.



Download and install the App on your mobile device.



Read and agree to the end user license agreement.

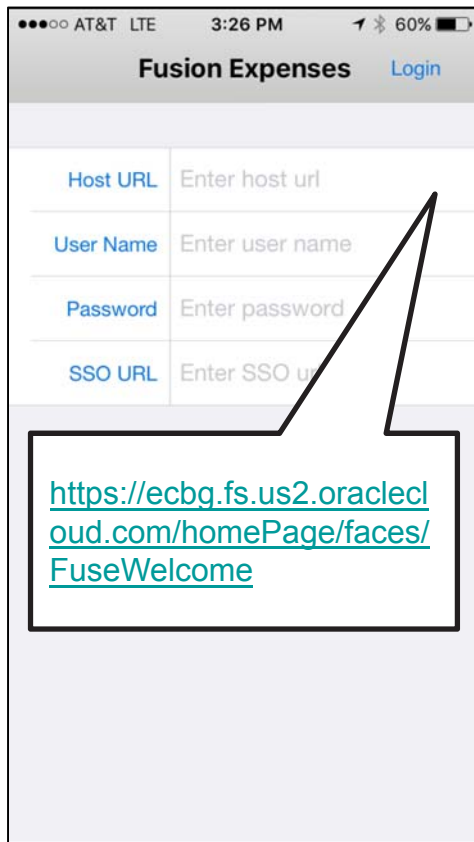




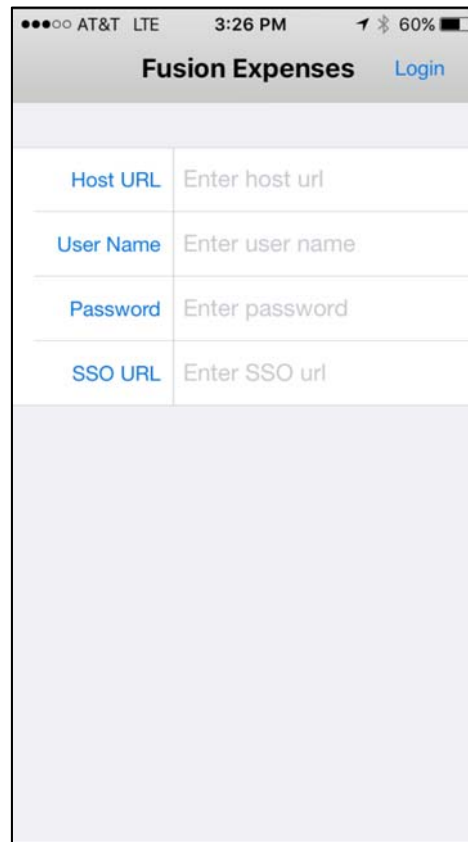
## Enter Expenses from the Mobile App

### Install the App

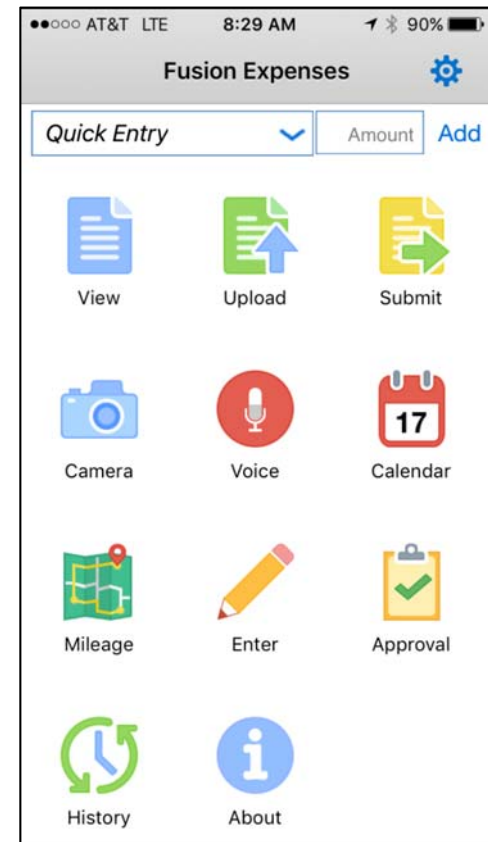
Enter the URL and your login credentials.



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



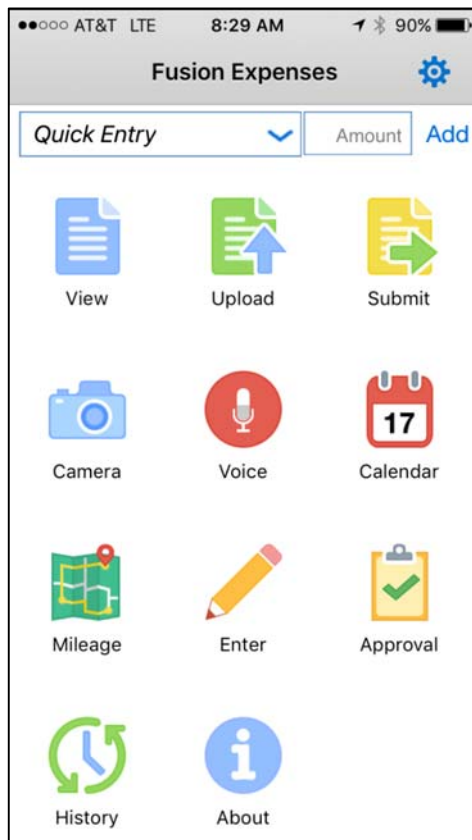
The Home page of the Expenses app appears.



## Enter Expenses from the Mobile App

### Key Features

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

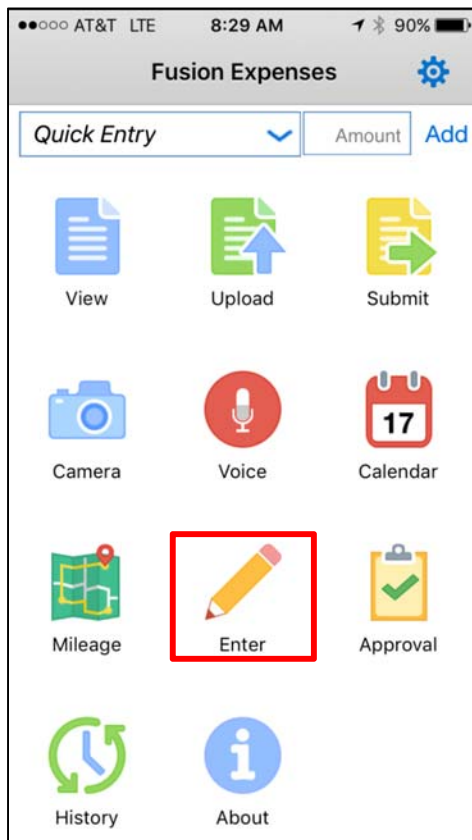


Icon	Functionality
<b>View</b>	View the existing expense items by Period or by Type
<b>Upload</b>	Upload new expense item
<b>Submit</b>	Submit an expense report
<b>Camera</b>	Capture receipts to add as attachments
<b>Voice</b>	Enter expenses using voice command
<b>Calendar</b>	Group expenses related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

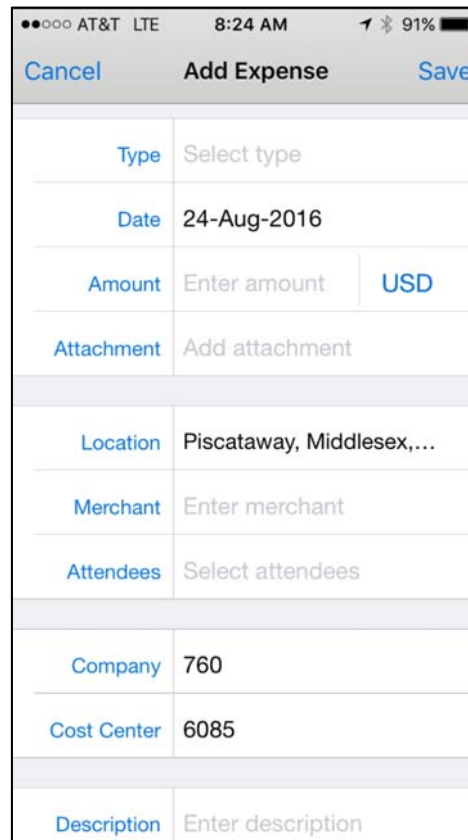
## Enter Expenses from the Mobile App

### Expense Entry (1/3)

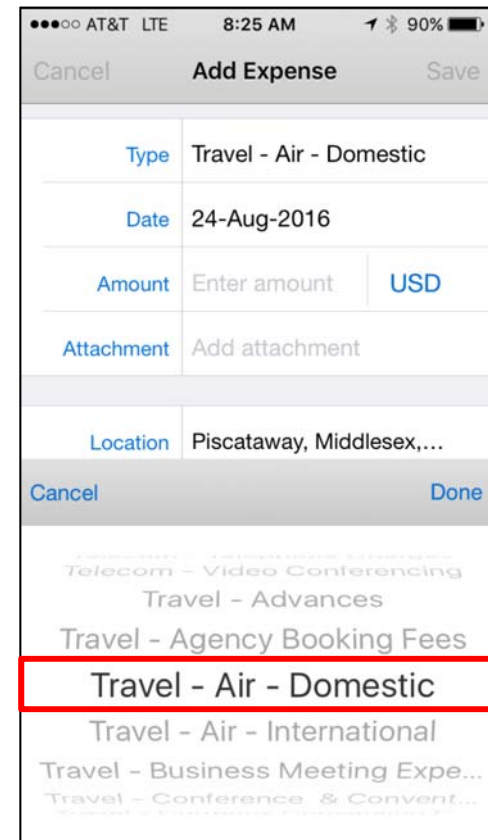
Click the **Enter** icon on the Home page.



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.

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.

Fusion Expenses

Quick Entry Amount Add

- View
- Upload**
- Submit
- Camera
- Voice
- Calendar
- Mileage
- Enter
- Approval
- History
- About

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

## 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.

The screenshot displays the 'Travel and Expenses' portal interface. At the top, there are three summary cards: 'Expense Items' with 2 Cash items, 'Expense Reports' with 2 In Progress and 3 In Approval items, and 'Cash Advances' with 1 In Approval item. Below these cards is a table of expense items. The 'Add to Report' button is highlighted with a red box. The table lists two items: 'Travel - Air - Domestic - Piscataway, NJ' for 120.00 USD and 'Travel - Air - Domestic - Woodbridge, NJ' for 128.00 USD.

Travel and Expenses			Actions ▾
<b>Expense Items</b> 2 Cash	<b>Expense Reports</b> 2 In Progress 3 In Approval	<b>Cash Advances</b> 1 In Approval	
Actions ▾	+	<b>Add to Report</b> ▾	Sort By Date ▾
<b>Travel - Air - Domestic</b> - Piscataway, NJ Delta Airlines	8/24/16 Airfare to Detroit (Uploaded from iPhone)	120.00 USD	×
<b>Travel - Air - Domestic</b> - 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** Save Submit Cancel

\* 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

<b>Travel - Air - Domestic</b> - Piscataway, NJ	8/24/16	120.00 USD	x
Airfare to Detroit (Uploaded from iPhone)	EXM-30000056158705.jpg +x		
Missing required fields	Original receipt required		

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. At the top, there are navigation icons for 'Expenses' and 'My Account'. Below this, the 'Travel and Expenses' section is visible, with a dropdown menu for 'Henry Rutgers'. A callout box points to this dropdown, stating: 'A list of employees for whom you can enter expense reports appears at the top of the Travel and Expenses portal.'

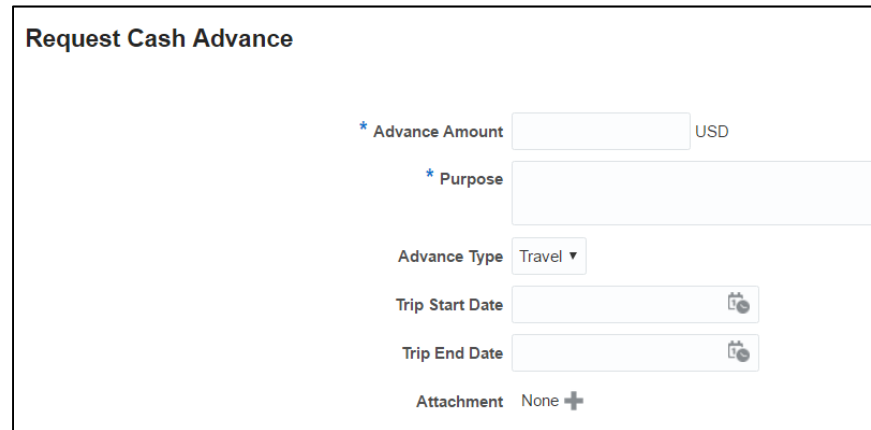
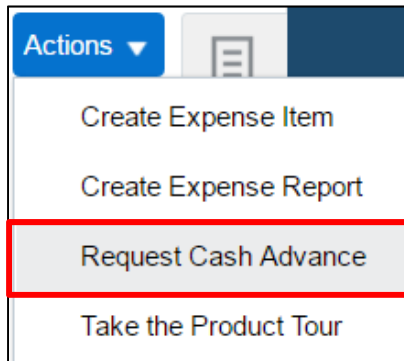
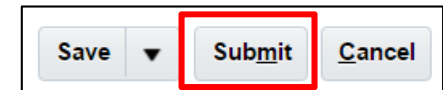
Category	Date	Amount	Action
Travel - Transportation - Per ...	7/20/18	0.00 USD	×
Other Supplies - General	7/10/18	99.00 USD	×
Dining - Food & Concessions	7/6/18	27.00 USD	×
Occasional Meals	8/30/18	395.00 USD	×
Athletics Home Games - Travel	8/28/18	99.00 USD	×



## 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:

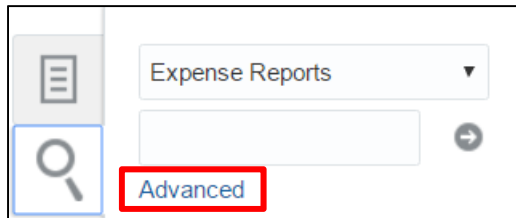
- Navigate to the Travel and Expenses portal
- Click the “Request Cash Advance” link from the Actions menu
- Enter the required fields and click the **Submit** button to submit the Cash Advance for approval

A screenshot of the 'Request Cash Advance' form. The form contains several input fields: '\* Advance Amount' (with a 'USD' label), '\* Purpose' (a text area), 'Advance Type' (a dropdown menu set to 'Travel'), 'Trip Start Date' (with a calendar icon), 'Trip End Date' (with a calendar icon), and 'Attachment' (set to 'None' with a plus sign).

## 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



The screenshot shows the 'Manage Expense Reports' interface. At the top, there is a search bar with 'Expense Reports' selected. Below it is a 'Search' button. The main area contains a table with columns for Report Number, Date, Report Status, Report Total (USD), and Purpose. There are also buttons for 'Actions', 'View', 'Detach', and '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: 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

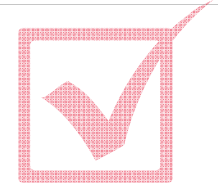
**History**

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 by Training User390

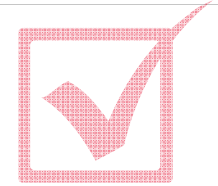


## Knowledge Check

### 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

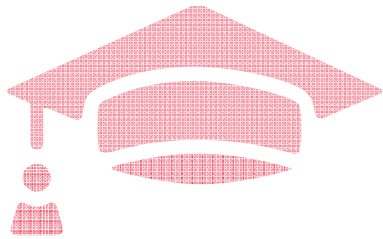


## Knowledge Check

### 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
- Review expense report status
- Review reimbursement status



## Course Summary

You are now be able to:

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