

Oracle Expense Training Material

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Accessing Oracle Expense and Travel and Expenses view

- Log into GHConnect and select the Oracle Fusion efya tile
- Type in Username / Password and select Continue
- Log in using Duo Security
- Select Home button in top right to view the Home page

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|--------------------------|------------------------------|---|---|---|---|---|----|
| Welcome, Lauren Yost (2) | | / | | | | | 51 |
| Â | You have a new home page! | Open it with the home icon or the company logo. You can continue to access this page by selecting the My Dashboard item in the navigation menu. | | | | | |

• Within the top toolbar, select Me and choose the Expenses tile to open the Travel and Expenses view

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| | Public Info Expenses | |
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 Within the Travel and Expenses view, create a new Expense Report by selecting Create Report or Create Item

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|-------------------------|---|-----------|
| Travel and Expenses | | ्र |
| Expense Reports | | |
| | | |
| + | | |
| Create Report | | |
| | | |
| Available Expense Items | | |
| | | |
| | Nothing here yet Create expense item | |
| | | |

• Available Expense Items will appear at the bottom of the screen. This includes both Cash and Credit Card Expense Items. Selecting Create Item will create a new Expense Item that can be added to an Expense Report



• The status of the existing Expense Reports will be at the top of the tile, along with the Expense Report Name, the Business Purpose and the pending action

| Travel and 1 | Expenses | |
|--------------------|--|-----------|
| Expense Reports | | |
| + Create Report | Not Submitted ER000090600137 Office Supplies Updated 21 mins ago | |
| | 1 item | 25.00 USD |
| Available Expense | e Items | |
| Actions V + Cre | ate Item | |

- Select the tile to open the Expense Report or select the three dots to view the actions, which include Open, Submit and Withdraw (available once the ER has been submitted)
- If there are multiple Expense Reports, select the arrows to the right and left to scroll and view additional tiles
- Select See All to view the Manage Expense Reports screen. Select the Report Number to open and view the Expense Report. Select Search to access searchable fields and once entered, select Search to view the results. Select Done to close the Manage Expense Reports window

| Travel a | and Expen | ises | | | | | | | | | ৎ 🕈 |
|--|------------|-----------------------------------|-------------------|-----------------|-----------|----------|---------|-----------|------|----------------------|------------|
| Expense Re | eports | | | | | | | | | | See All |
| + | ER0000 | ubmitted 090600137 Supplies | | ••• | | | | | | | |
| Create Repo | rt Update | ed 23 mins ago | | | | | | | | | |
| | 1 item | 25 | 5.00 u | JSD | | | | | | | |
| Search Expense Reports Search Report Number Equal | s | | | E | | I Search | Expense | Reports S | | ibmitted in the Last | 6 Months 🗸 |
| Report Status Equal | s • | | * | Date | Equals | ¥ m | i/d/yy | | Ê© | | |
| Purpose Starts | with 🗸 | | _ | Age in Days | Less than | | ▼ 180 |) | | | |
| Report Total Equal | s 🗸 | | | Trip Name | Contains | ~ | | | | | |
| 4 | | | | | | | Search | Reset | Save | Add Fields 🔻 | Reorder |
| Actions • View • 💯 | 🖙 🔐 Detach | Create Report | | | | | | | | | |
| Report Number Date | e Repor | rt Status Repor | rt Total (USD) | Purpose | | | | | | Amount Paym | ient Date |
| ER000090600137 6/23 | /23 Saved | | 25.00 | Office Supplies | | | | | | | |
| | | | | | | | | | | | |



<u>Create an Expense Report with Out of Pocket Expenses and Card</u> <u>Transactions</u>

• Select the Expenses tile within Me in the top toolbar

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| 10 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Good afternoon, Lauren Yost! | | | | | |
| 000000 | Me Tools Others | | | | | |
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| ° 000 ° 00 | | | | | | Y. |
| 0.0.0 | | | | | 6 | |

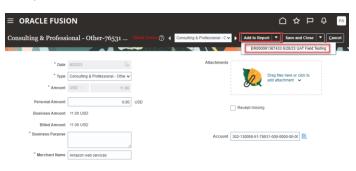
• Within Travel and Expenses screen, Expense Reports will appear at the top portion and Available Expense Items will appear at the bottom portion of the screen

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| | Travel and E | xpenses | | - | | | ৎ ¢ |
| • | Expense Reports | | | | | | See All |
| R. | + Create Report Available Expense Actionsv + Crea | | | | | | |
| | 🗌 Date 👻 Type | | Amount | Merchant | Location | Description | |
| | Cash and Credit | Card Expense | Items (5) | | | | |
| | Missing required field 6/22/23 Cons | s aulting & P⊨❤ | 11.00 USD Card | Amazon web services | | *Add description | h |
| | 🔿 Missian manipud field | - | | | | | |

• Credit Card transactions will appear within Available Expenses. These can be added when entering a new Expense Report. Enter the Business Purpose and select the Add Existing button. Select the Expense Item and choose Apply. When finished, select OK

| | | | | K | APL | AN | | | |
|----------------|-----------------------|----------------------|---------------------|----------|------------------|--------------------------------------|---|---------|-------------------|
| | + Create Item | | | | | | | | |
| 🗌 Date 🚽 | Туре | Amount | Merchant | Location | Description | ≡ ORACLE FUSION | | C | 」や口の |
| Cash and | Credit Card Expension | se Items (5) | | | | Create Expense Report ③ | | | |
| 3 Missing requ | uired fields | | | | | * Business Purpose UAT Field Testing | Report Total | | |
| 6/22/23 | Consulting & P. ~ | 11.00 USD Card | Amazon web services | | *Add description | | Add Expense items | 0 | |
| Missing requ | uired fields | | | | | Expense Items | Computer Supplies-76247 | 6/21/23 | 84.00 USD |
| 6/22/23 | Consulting & P 🛩 | 13.00 USD Card | Amazon web services | | *Add description | No dela to display. | Computer Software-76241 | 6/21/23 | 7.00 USC |
| Missing requ | uired fields | | | | | | Miscellaneous Marketin | 6/21/23 | 1,207,50 USC |
| 6/21/23 | Computer Soft 🛩 | 7.00 USD Card | NPM, INC. | | *Add description | | GOTOGOTO.COM | | Card |
| Missing requ | ired fields | | | | | | Consulting & Professio Amazon web services | 6/22/23 | 11.00 USD Card |
| 6/21/23 | Miscellaneous I 🛩 | 1,207.50 USD Card | GOTOGOTO.COM | | *Add description | | Consulting & Professio Amazen web services | 6/22/23 | 13.00 USD Card |
| Missing requ | uired fields | | | | | | | | |
| 6/21/23 | Computer Sup; 🛩 | 84.00 USD Card | RIGHT NETWORKS | | *Add description | | | | Apply QK Cancel |

• Card transactions can also be added to an existing Expense Report. When accessing the transaction, select the drop down next to the Add to Report button and choose the Expense Report from the drop down list



- Out of Pocket expenses can be entered by selecting Create Report or by selecting Create Item under Available Expense Items
 - Select Create Report to create an Expense Report
 - o Select Create Item to create new item that can be added to an Expense Report

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| | Travel and Expenses |
| _ | |
| ٦ | Expense Reports |
| ľ | + Create Report |
| | Available Expense Items |

• When selecting Create Report, add the Business Purpose. Select Create Item to create new item or Add Existing (if selecting Create New Item from main screen)



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|--|--|
| Create Expense Report ⑦ | Save V Submit V Cancel |
| * Business Purpose | Report Total 0.00 USD I have red and accept the corporate travel and expense policies. |
| Expense Items Actions + Create Item Add Existing Apply Account Split Att | location |

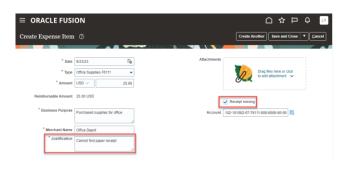
- When selecting Create Expense Item, the Date, Type and Amount fields will appear. Additional fields will appear once the Type field has been populated
 - o The Date and Amount will be locked for card transactions
- Creating a new Expense Item
 - o Choose the date of the expense
 - Choose Type drop down to select the Expense Type (the expense and account will be displayed). Additional fields will appear depending on the Expense Type selected
 - Enter amount of expense
 - Type Business Purpose
 - Type Merchant Name
 - The Account Field will display the default GL coding based on your cost center, department and the account of the Expense Type that was selected
 - Any changes (such as changing a cost center or adding a Product Code) can be made by typing within the field or selecting the icon to the right of the field
 - When selecting the icon, the Account window will appear with all account segments. Update any fields by selecting the drop down box, choosing Search, typing in the Value field and selecting Search
 - Select the correct option and choose OK, then select OK to close the Account window and update the Account field

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|---------------------|-------------------------------|-------------|---------------------------------------|---------------------------------------|------------------|--------------|-------|
| Create Expense Item | 0 | | Create Anothe | er Save and | Close | ▼ <u>C</u> i | ancel |
| | | | | | - 1940 - 1940 | | |
| * Date | 6/23/23 | Attachments | | | | | |
| * Туре | Office Supplies-76111 V | | | rag files here or c add attachment | lick | | |
| * Amount | USD ~ 25.00 | | 84 | | • | | |
| Reimbursable Amount | 25.00 USD | _ | | | | | |
| * Business Purpose | Purchased supplies for office | | Receipt missing 2-101002-07-76111- | 000-0000-00-00 | Ð, | | |
| * Merchant Name | Office Depot | | | | | | |

• Add an attachment by dragging the file to the Attachments section or click to add an attachment. Select Add File and navigate to the folder where the file has been saved. Select Open and the file will appear below the Attachments section. Selecting the X will remove the attachment



• Select Missing Receipt if a receipt is missing. Depending on the amount of the expense, a note will need to be included within the Justification field



• Select Create Another, Save and Close or Cancel in the top right toolbar



- The Expense Items will be listed within the Expense Report
 - \circ The Expense Type can be changed by selecting the drop down box
 - \circ The Description can be changed by selecting within the text box field
 - Attachments can be added by selecting Add Attachment, selecting Chose File and navigating to where the file was saved and selecting OK

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|----------------------------------|---------------------------------|-------------------------------------|
| Expense Report: ER000090600137 ⑦ | | Save V Submit |
| Business Purpose Office Supplies | Report Total 25.00 USD | |
| Status Saved | L have read and accent the corr | |
| | | porate travel and expense policies. |
| | count V Split Allocation | porate travel and expense policies. |
| | | |

- Add any additional expenses within the Expense Report by selecting Create Item or Add Existing
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval



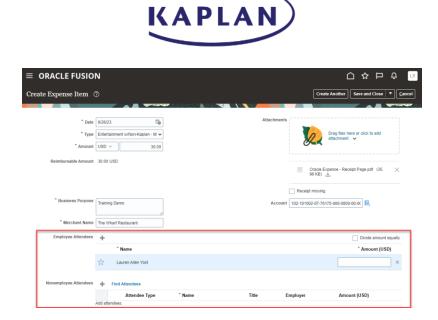
| ORACLE FUSIO | N | | | ☆ P ♀ |
|---|--|-----------------|---|---------------------------------|
| xpense Report: ERoo | 0090600137 ⑦ | | Save | e ▼ Sub <u>m</u> it <u>C</u> an |
| Business Purpose Office Supplie | 15 | Report Total | SD | |
| Status Saved | | I have read and | accept the corporate travel and expense | e policies. |
| | | | | |
| Actions - Create Item | Add Existing Apply Account V Split | Allocation | | |
| pense Items (1) Actions → Create Item Date ▼ Type ▼ | Add Existing Apply Account V Split Amount V Merchant V | Allocation | Description 💌 | Attachments |

Expense Type - Adding Attendees

• Select the Expenses tile within Me in the top toolbar

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| 00000000000000000000000000000000000000 | | |

- For new Out of Pocket expenses, create a new Expense Report or select Create Item within Available Expenses
- For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen
- Selecting certain Expense Types (such as Business Meals and Entertainment) will allow for adding attendees
- There are sections to add Employee Attendees and Nonemployee Attendees



- For Employee Attendees, the name of the employee completing the Expense Report will be defaulted. If the employee did not attend the event, they can be removed by selecting the X to the right
- Select the Plus sign next to Employee Attendees to add additional attendees. Type name or email and select Search. Select Employee and choose OK. Follow same process to add multiple attendees

| | | Find Attendees | | |
|---------------------|----------------------|----------------|---|-----------------------------|
| * Date | 6/26/23 | Search | | |
| * Туре | Entertainment w/Non- | | | |
| * Amount | USD V | ** Name | | ** At least one is required |
| Reimbursable Amount | 30.00 USD | ** Email Eliza | abeth.Horowitz@kaplan.com | |
| | | 1 Names | | Advanced Search Reset |
| * Business Purpose | Training Demo | Name | Email | |
| * Merchant Name | The Wharf Restauran | | Elizabeth Fuller Horowitz elizabeth.horowitz@kaplan.com | 24 |
| Employee Attendees | + ^ Name | | | OK Cancel |
| | Lauren Aller | n Yost | | × |
| | A Lauren Aller | | | |

• Add amounts for each employee or select Divide Amount Equally. All amounts for attendees should total to the amount entered in the Amount field above

| Employee Attendees | + | | Divide amount equally |
|--------------------|---------|---------------------------|-----------------------|
| | | * Name | * Amount (USD) |
| | ¥. | Elizabeth Fuller Horowitz | 15.00 × |
| | ₩ 27 | Lauren Allen Yost | 15.00 × |

• For any Nonemployee attendees, select the Plus sign to add an Attendee or select Find Attendees for any Nonemployee previously added

| * Type * Amount Reimbursable Amount * Business Purpose * Merchant Name Employee Attendees | 30.00 USD Training Demo | Create Nonemployee | Customer Country Address Line 1 Address Line 2 Address Line 3 Address Line 4 City State Postal Code | United States | k to add . pdf (35. × EQ Je amount equally nount (USD) |
|--|-------------------------------|-----------------------|---|----------------------------------|--|
| Nonemployee Attendees | Find Attendees Add attendees. | ype [*] Name | Employer | OK <u>Cancel</u> Amount (USD) | 15.00 × |

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Allocating Expenses

• Select the Expenses tile within Me in the top toolbar



• For new Out of Pocket expenses, create a new Expense Report or select Create Item within Available Expenses

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|---|-------------------------|--|--|--|--|
| | Travel and Expenses | | | | |
| ٦ | Expense Reports | | | | |
| ß | Create Report | | | | |
| | | | | | |
| | Available Expense Items | | | | |

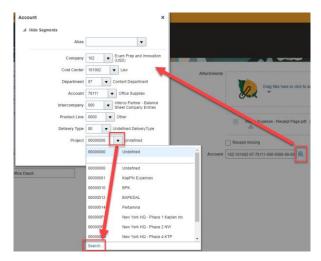
• For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen



- Complete all required fields and add the receipt attachment. If there is no receipt to attach, select Receipt Missing. If transaction is over a certain amount, the Justification field will need to be completed
 - o The Date and Amount fields will be locked for card transactions
- The Account Field will display the default GL coding based on your cost center, department and the account of the Expense Type that was selected
 - Any changes (such as changing a cost center or adding a Product Code) can be made by typing within the field or selecting the icon to the right of the field



- When selecting the icon, the Account window will appear with all account segments.
 Update any fields by selecting the drop down box, choosing Search, typing in the Value or Description fields and selecting Search
- Select the correct option and choose OK, then select OK to close the Account window and update the Account field





| | | | Search | Advance |
|---------------|-----------|-----------------------|--------------|-------------------------------------|
| Alias | | M | atch 💿 All 🤇 | Any |
| Company | | Exam Pre (USD) | Value | |
| Cost Center | 101002 💌 | Law | Description | Computer |
| Department | 07 🔻 C | content D | | Search Res |
| Account | 76111 🔻 | Office : | Value | Description |
| Intercompany | | Interco P Sheet Co | 10650033 | Computers for Imaging |
| Product Line | 0000 💌 | Other | 10650703 | Computer Imaging Licenses - Licens |
| Delivery Type | 00 🔻 U | Indefined | 13751206 | Computer Upgrades Plan |
| Project | | - Unc | 51031603 | Computer hardware for users - Mac a |
| | | | 60080024 | Computers for New CST Program - 6 |
| | Search Re | iset | 60080025 | Computers for New CST Program - 6 |
| | | | 60250708 | Computer Lab - 60250708 |
| | | | 60270022 | Computers |
| | | | 60350021 | Computer Replacement |
| | | | 60360022 | Computers lab 206 |
| | | | 4 | |



 Select the correct option and choose OK, then select OK to close the Account window and update the Account field

| Account | × |
|-----------------|--|
| ▲ Hide Segments | |
| Alias | • |
| Company | 102 Exam Prep and Innovation (USD) |
| Cost Center | 101002 v Law |
| Department | 07 Content Department |
| Account | 76111 Office Supplies |
| Intercompany | 000 Interco Partner - Balance Sheet Company Entries |
| Product Line | 0000 V Other |
| Delivery Type | 00 Undefined DeliveryType |
| Project | 00000000 VIndefined |
| | Search Reset OK Cancel |

• Select Save and Close



• Select checkbox accepting the corporate travel policies and submit Expense Report for approval

| ORACLE FUSION Expense Report: ER0000906001 | 37 [©] | | | C ☆ 戸 ♀ ा Save ▼ Sabagat Cancel |
|---|----------------------------------|---------------------------|--|------------------------------------|
| * Business Purpose Office Supplies Status Saved | | Report Total 25.00 USI | Coopt the corporate travel and expense policies. | |
| | Apply Account V Split Allocation | | | |
| Date 🔻 Type 👻 | Amount v Merchant v | Location v | Description v | Attachments |
| Missing receipt 6/23/23 Office Supplies-76111 ▼ | 25.00 USD Office Depot | | Purchased supplies for office | *Add attachment |



Splitting Expenses

• Select the Expenses tile within Me in the top toolbar

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|---|------------|---|--|---|----|
| Good afternoon, La | uren Yost! | | | | |
| Culick Actions Cyf East My Denails Eligi Public Info Show More | AV73 | + | | | |

• Select the check box next to Expense Item and select Split Allocation

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|---|-------------------------|--|----------------------|
| Expense Report: ER000090600137 ⑦ | | | Save V Submit Cancel |
| * Business Purpose Office Supplies Status Saved | Report Total 25.00 U | SD nd accept the corporate travel and exper | nse policies. |
| Expense Items (1) Actions v + Create Item Add Existing Apply Account ▼ Split Allocation | | | |
| ✓ Date ▼ Type ▼ Amount ▼ Merchant ▼ | Location 🔻 | Description 💌 | Attachments |
| ▲ Missing receipt | | Purchased supplies for office | |

• Within the Split Allocation screen, select Use Percentage or Use Amount. Enter the correct number within the Percentage or Amount fields and enter the correct Account

| 🕂 Add | Split Method 💿 Use Percentage | 🔘 Use Amount | Expense Items Selected 1 | Remaining Percentage 0% |
|------------|-------------------------------|--------------|------------------------------|-------------------------|
| Percentage | Amount (USD) | | Account | Remov |
| 50 | 12.50 | 102-1010 | 02-07-76111-000-0000-00-00 🗟 | × |
| 50 | 12.50 | | E(| × |



- The account string can be copied from the first field and pasted into the second field. The coding can be corrected directly within the Account field
 - o Selecting the icon to the right of the Account field will display the Account window
 - Select the drop down box next to the appropriate segment to search by Value or Description
 - \circ $\,$ Select Ok when done

| Hide Segments | |
|---|---|
| Alias | s 🖉 |
| Company | 102 Exam Prep and Innovation (USD) |
| Cost Center | r 101002 🔻 Law |
| Departmen | t 07 Content Department |
| Accoun | t 76111 V Office Supplies |
| Intercompany | 000 Interco Partner - Balance Sheet Company Entries |
| Product Line | e 0000 🔻 Other |
| Delivery Type | e 00 VIndefined DeliveryType |
| | |
| Projec | t 00000000 v Undefined |
| | Search Reset OK Cancel |
| Lecount | Search Reset OK Cancel |
| Account ∡ Hide Segments | Search Reset OK Cancel |
| Account I Hide Segments Alias Company 10 | Search Reset OK Cancel |
| Account Hide Segments Alias Company 10, Cost Center 10 | Search Reset OK Cancel |
| Account A Hide Segments Alias Company 10: Cost Center 10 Department 000 | Search Reset OK Cancel |
| Account Alias Company 10: Cost Center 10 Department 00 Account 10 | Search Reset OK Cancel |
| Account Alias Company 10: Cost Center 10 Department 00 Account 10 Intercompany Product Line | Search Reset OK Cancel X travel and 2 C. Exam Prep and Innovation 1002 J aw 2000 Balance Sheet entries 0000 Closed - Executive Closed - Executive Closed - Executive Kaplen lacome Strut Elim Entries Kaplen Balance Sheet Elim Entries |
| Account Hide Segments Alias Company 10 Cost Center 0 Department 0 Account 10 Intercompany 10 Droduct Line 10 | Search Reset OK Cancel X tavel and Exam Prep and Innovation Exam Prep and Innovation Cosed - Executive Closed - Executive Closed - Executive Closed - Executive |
| Account A Hide Segments Alias Company 10 Cost Center 10 Department 00 Account 10 Intercompany Product Line 0 0 0 0 0 0 0 0 0 0 0 0 0 | Search Reset OK Cancel |
| Account A Hide Segments Alias Company 100 Cost Center 10 Department 000 Account 10 Intercompany Product Line 10 Delivery Type 10 Project 10 | Search Reset OK Cancel X Tavel and E V V V V V V V V V V V V V V V V V V |
| Account I Hide Segments Alias Company Cost Center Department Account I Delivery Type Project I I I I I I I I I I I I I | Search Reset OK Cancel X Tavel and E V V V V V V V V V V V V V V V V V V |

| K | APLA | N |
|-----------------|------------------|-------------------|
| Search and Sele | ect: Cost Center | × |
| Search | | A <u>d</u> vanced |
| Match 💿 All 🤇 | Any | |
| Value | 101001 | |
| Description | | |
| | | Search Reset |
| Value | Description | |
| 101001 | Pre-Law | |
| | | OK Cancel |

• Select Apply to split the Allocations

| Split Allocation | ı | | |
|------------------|-------------------------------|---------------------------------------|-----------------------------|
| + Add | Split Method Use Percentage | O Use Amount Expense Items Selected 1 | Remaining Percentage 0% |
| Percentage | Amount (USD) | Account | Remov |
| 50 | 12.50 | 102-101002-07-76111-000-0000-00-00 | × |
| 50 | 12.50 | 102-101001-07-76111-000-0000-00-00 | × |
| | | | App <u>ly</u> <u>Cancel</u> |

• An icon will appear next to the amount signifying a split has been applied

| ■ ORACLE FUSION Expense Report: ER000090600137 [®] | | | |
|---|-----------------|---|-----------------|
| * Business Purpose Office Supplies | Report Total | D | |
| Status Saved | I have read and | accept the corporate travel and expense policies. | |
| Expense Items (1) | | | |
| Actions - Create Item Add Existing Apply Account - Split Allocation | | | |
| 🗌 Date 🔻 Type 👻 Amount 👻 Merchant 👻 | Location 👻 | Description 👻 | Attachments |
| A Missing receipt | | | |
| Gr23/23 Office Supplies-76111 V 25.00 USD Office Depot | | Purchased supplies for office | *Add attachment |

Adding Personal Expense

• Select the Expenses tile within Me in the top toolbar

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| Good afte | ernoon, Pau | l Allen! | | |
| Me Payables | | | | |
| | - | ws | | |

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• Access Card transaction by selecting the date. If not yet added to an Expense Report, card transaction will be available within Available Expense Items at the bottom of the screen. Within the Amount column, the amount will display Card for card transactions

| + | Approval Reg ER0000910877 HARDWARE | | | | | |
|---------------------------------------|--|-------------------------------|---------------------------------|----------|---------------------------------|--|
| Create Report | Approval requ | uested by Marie Zafr 660.0 | | | | |
| | | | | | | |
| | Create Item | | | | | |
| Actions v + | | Amount se Items (5) | Merchant | Location | Description | |
| Actions v + | Create Item Type edit Card Expense | | Merchant | Location | Description | |
| Actions v + Date v Cash and Cre | Create Item Type edit Card Expense | | Merchant Amazon web services | Location | Description "Add description | |
| Actions v + Date v Cash and Cre | Create Item Type edit Card Expense d fields Consulting & P ~ | se Items (5) | | Location | | |

- To add card transaction to new Expense Report, select Create Report. Enter the Business Purpose and select Add Existing. Select card transaction and select OK
- To add card transaction to an existing Expense Report, select the date to access transaction. Select the drop down next to the Add to Report button and choose the Expense Report from the drop down list
- Within the card transaction, enter amount within Personal Amount field. When entering a partial personal amount, the Account coding will be displayed. When entering the full amount personal amount, the Account coding will no longer appear

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|---|--|--|--|
| Miscellaneous Marketing-75601 6/21/23 Store Units @ | Add to Report V Save and Close V Cancel | Miscellaneous Marketing-75601 6/21/23 Store trop ? | Add to Report V Save and Close V Cancel |
| * Date 801023 00 * Syst Materianses Marining-Stell v * Amueri UKD 1 1.327.50 Parasas Amueri 1.927.50 UKD Basiness Amueri 1.197.50 UKD | Adachmenta | Deb 1021/3 100 Type Miccianeous Marketine 7560 1 Annual 1020 1227 50 Personal Annual 1207 50 USD Basiness Annual 12 50 USD | Attachments Drug files have or clox. Drug files have or clox. Drug files have or clox. |
| Billed Amount 1207 50 USD * Dustiness Purpose * Merchant Name GOTOGOTO COM | Account (202-13005-61-75611-000-000-00 cf) (6) | Billed Anoust 120750 USD * Business Ruppose * Merchant Name ©0700070 COM | |

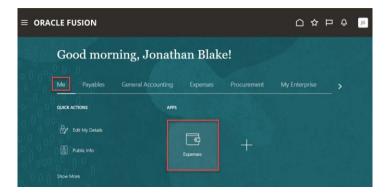
- Complete all required fields, the GL Coding within the Account field and add a receipt attachment. If there is no receipt to attach, select Receipt Missing. If transaction is over a certain amount, the Justification field will need to be completed
 - The Date and Amount fields will be locked for card transactions



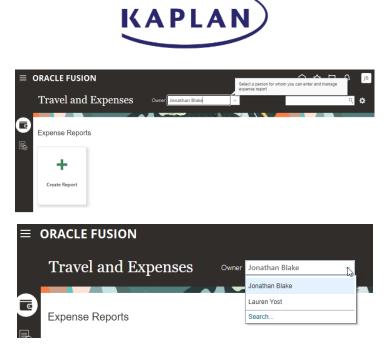
- Select Save and Close
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval
- For Kaplan/CODE3/SLATE:
 - o Send a check to Melanie Primm's attention at the following address:
 - 12735 Morris Road Suite 260
 - Alpharetta, GA 30004
- For KINA Only:
 - Send a check to Allison Merk's attention at the following address:
 - 12735 Morris Road Suite 260
 - Alpharetta, GA 30004
- For GHC Only
 - Send a check to Elissa Yorgey's attention at the following address: 1300 North 17th Street, Suite 1700 Arlington, VA 22209

Acting as a Delegate User

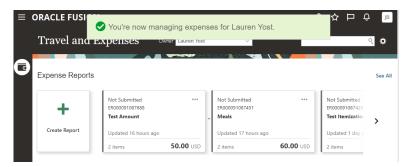
• Select the Expenses tile within Me in the top toolbar



• Select the drop down next to Owner to select a Delegate User



• A message will appear that you are now managing expenses for another user



• Select the Owner drop down to change back to your account when completed

Approver Trainings (Email and Oracle Cloud)

Approving Expense Reports through Approval Emails

- Log into company email to access Oracle Expense approval emails
- The email subject line will include the following Action Required, the Expense Report name and the dollar amount
 - The receipts will be included as attachments

| Q Search mail | 主 | () () | K |
|-----------------|---|----------------------------|---------|
| □ - C : | | 1-50 of 6,418 | < > |
| 🗌 🏠 Lauren Yost | CloudTest Action Required: Expense Report Approval ER000091087388 for Lauren Yost | : (30.00 USD) - Access thi | 8:10 AM |



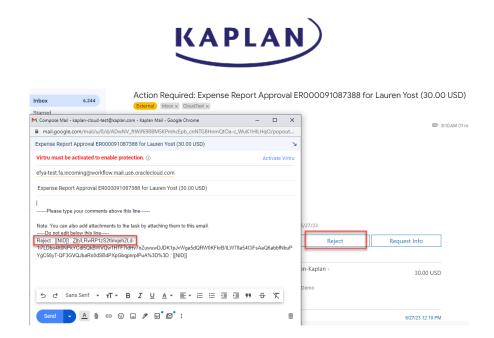
- The actions include Approve, Reject and Request Info.
 - Selecting the Approve, Reject and Request Info buttons will generate an email that will be sent to Oracle. Do not reply to the approval email since this inbox is unmonitored
- The details portion will provide the Date, Expense Type, Business Purpose and the amount
- The bottom portion of the email will display the Approvals (depending on the amount of the Expense Report, there may be multiple Approvers)

| Action Required: E | Expense Report Approval | ER000091087388 1 | for Lauren Yost (30. | .00 USD) (External) 🔤 | box x CloudTest x | | | ð | Ľ |
|---|--|---|----------------------|---|-------------------|-------------------------|---|---|---|
| Lauren Yost «efya-test falsen: to me 👻 | der@workflow.mail.us6.oraclecloud.com> | | | | | 8:10 AM (4 minutes ago) | ☆ | ÷ | 1 |
| Access this task in the Workspace | e Application | | | | | | | | |
| | | Expense Approval Lauren Yost 30.00 USD Business Meals ER0000107388 Submitted on Expense Items 6/26/23 Entertainment w/N Meal-76175 The Whark Restauret - Training | Reject | Request Info 30.00 USD |] | | | | |
| | | Approvals O Elizabeth Horowitz O Lauren Yost Transaction details | | 0/27/23 12:10 PM 0/27/23 12:10 PM In-app notification | 1 | | | | |
| One attachment · Scanne | ed by Gmail 🕕 | | | | | | | | |
| Oracle Expense - Text Receipt Page | | | | | | | | | |

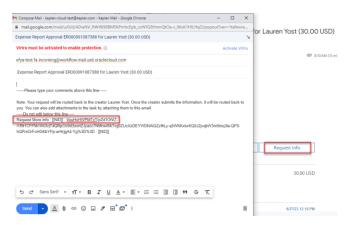
- Selecting Approve will generate a new email
 - Comments are not required for approval emails. The bottom portion of the email should not be edited
 - Select Send to send the email

| | e Report Approval ER00009 | 21087388 for Lauren Yost (30.00 USD) | 8 C |
|---|--|---|----------------|
| External Inbox x CloudTest x | | Expense Report Approval ER000091087388 for Lauren Yost (30.00 USD) | _ 12ª × |
| Lauren Yost <efya-test.fa.sender@workflo< td=""><td>w.mail.us6.oraclecloud.com></td><td>Virtru must be activated to enable protection. ()</td><td>ctivate Virtru</td></efya-test.fa.sender@workflo<> | w.mail.us6.oraclecloud.com> | Virtru must be activated to enable protection. () | ctivate Virtru |
| | | efya-test.fa.incoming@workflow.mail.us6.oraclecloud.com | |
| Access this task in the Workspace Application | | Expense Report Approval ER000091087388 for Lauren Yost (30.00 USD) | |
| | Expense Approval | | |
| | Lauren Yost | Please type your comments above this line | |
| | 30.00 USD | Note: You can also add attachments to the task by attaching them to this email. | |
| | Business Meals | Approve : [[NID]] : 14N7NeZsuK7GSu-Z- YBhGwijtlegp/niQpMYCYpxUhehNhlGUedIMcV6fitgpkyP- | |
| | ER000091087388 Submitted on 6/27/23 | pi2nuu6utakaKcXL1YqS497f2KwmKaaVlvbl2acjXyse-STDdSnG3fyStAvKInvIMo4f 38TwLMUcOYw%3D%3D : [[NID]] | NU-hmv- |
| | Approve | | |
| | Expense Items | | |
| | 6/26/23 Entertainment w/Non-Kaplan Meal-76175 | | |
| | The Wharf Restaurant - Training Demo | 5 ♂ Sans Serif ▼ TT B I U A ▼ E ▼ I II II | ē ∗ |
| | Approvals | | _ |
| | O Elizabeth Horowitz | Send ▼ ▲ 🛛 🖘 🏵 🖬 🎢 🖽 🗄 | Û |

- Selecting Reject will generate a new email
 - Comments are required for Rejected emails since the Expense Report will be returned to the employee for correction. The bottom portion of the email should not be edited
 - o Select Send to send the email



- Selecting Request More Info will generate a new email
 - Comments are required for Request Info emails. The employee will access the Expense Report, add comments and submit back to the Approver. The bottom portion of the email should not be edited
 - o Select Send to send the email



Approving Expense Reports through Oracle Fusion

- Select the Oracle Fusion efya tile to launch the program
- Expense Report can be approved by selecting the notification under Things to Finish or by selecting the Bell Icon (top right button). Both options will display a pop up window that will include details of the Expense Report
- Approving the Notification
 - o Scroll down to display Things to Finish and view any Open Notifications

EH Good morning, Elizabeth Horowitz OUICK ACTION APPS Edit My Details ē Public Info Show More 5 minutes ago ites ago Assigned to Me ACTION REQUIRED ACTION REQUIRED Expense Report Expense Report 2 Approval ER000093974150 for Lauren Yost (30.00... Approval ER000093974160 for Lauren Yost (24.99... > Created by Me Jonathan Blake Jonathan Blake 0

KAPLAN

• Selecting the employee's name will display a pop up window that will include details of the Expense Report

Approving through Bell Icon

• The bell icon is on the top right portion of the dashboard and a number will appear over the icon if there are any notifications



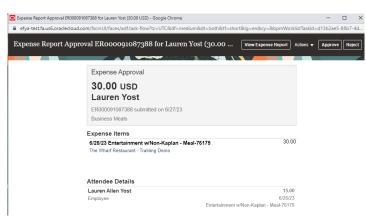
o Select the Bell icon to display the Pending Notifications screen.

| Notifications | Show All |
|--|---------------|
| ACTION REQUIRED | 9 minutes ago |
| Expense Report Approval ER000093974150 for Lauren Yost (30.00 USD) | |
| Jonathan Blake | |
| ACTION REQUIRED | 9 minutes ago |
| Expense Report Approval ER000093974160 for Lauren Yost (24.99 USD) | |
| Jonathan Blake | |

- Select the Action Required notification to access the Expense Report
- The Header will include the name of the employee, the Expense Report amount and the Expense Report name



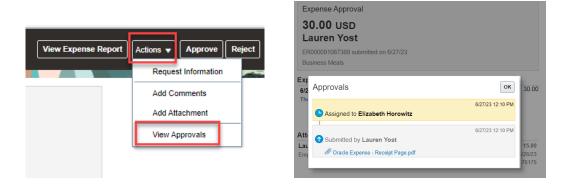
- The details portion will provide the Date, Expense Type, Business Purpose and the amount
- In the top right portion of the screen, the approve and reject buttons will appear. Comments are not required for Expense Report approval. Comments are required when rejecting or requesting information



- An Expense Report should be rejected and returned to the employee for any changes that should be made
- Selecting Actions and Request Information, the Expense Report will be sent to the employee so they can add comments and it will either be returned to the Approver or follow the Approval flow (depending on the option selected when sending to Employee)

| View Expense Report | Actions | ect | Expense Approv 30.00 USD _auren Yos R000091087388 s Business Meals | | |
|---------------------|--------------------------------|----------------|--|-------------------------------------|------------------------|
| | Add Comments Add Attachment | Ех 6/ Т! | | Lauren Yost | Submit Cancel 30.00 |
| | View Approvals | At La En | Return Options | Back to me Follow approval flow | 15.00 26/23 6175 |

o Any comments added can be viewed by selecting Actions / View Approvals





 Comments and attachments can be added by selecting Actions / Add Comments and Actions / Add Attachments

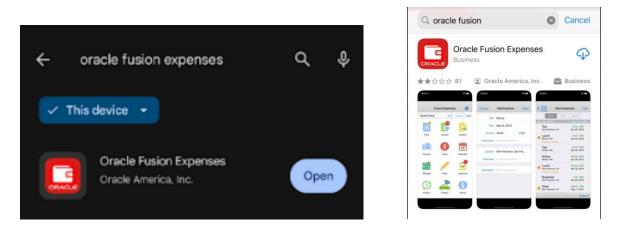
| | | Expense Approval | |
|---------------------|--|--|--|
| View Expense Report | tions Approve Reject Request Information Add Comments Add Attachment View Approvals | 30.00 USD Lauren Yost ER000091087388 submitted on 6/27/23 Business Meals Expense Items 6/26 The Add Comments Comment Laur Employ | Save Cancel 5.00 15.00 6/26/33 Entertainment w/Non-Kaplan - Meal-76175 |
| | Expense Approval 30.00 USD Lauren Yost ER000091087388 submitted on 6/27/23 Business Meals Manage Attachments Wanage Attachments Drag files here or click for | | |
| | Oracle Expense - By Lauren Yost Receipt Page.pdf 6/27/23 | ton 36 KB 🛓 | |

- Select View Expense Report to view the receipts. This will open the Expense Report in another tab
 - The Pop up window will be hidden when the Expense Report is opened. Navigating back to the Approval screen will display the Expense Reports in a locked view
 - Select the browser icon at the bottom task bar to display the Pop up window again
- Select Approve and choose Submit. Comments are not required for Expense Report approval

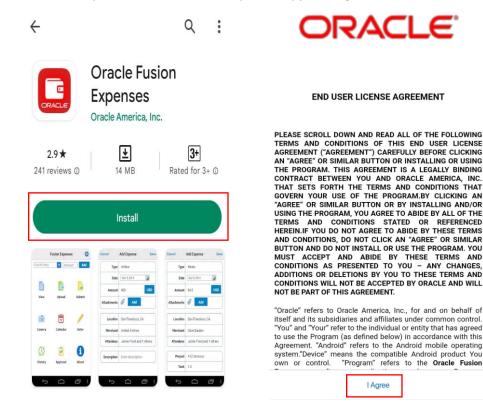


Oracle Mobile Expenses

Download the Oracle Fusion Expenses application by accessing in the Google Play Store (Android) or the App Store (Apple):



Install and Open the Oracle Fusion Expenses app and Agree to the Term and conditions





Enter the login credentials

Within the Fusion Expenses window, select SSO, enter the Instance Link within the Host URL field and select Continue. Within the Graham Holdings screen, enter Email or Username and Password and then select the Duo Security option to login

Host URL Instance Link: <u>https://efya.fa.us6.oraclecloud.com/</u>

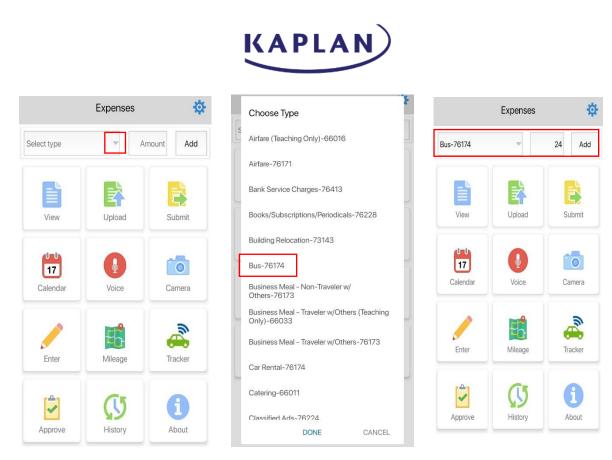
| | Fusion Expenses | Fusion Expenses | Fusion Expenses |
|--------------------------------------|-------------------------------------|--|---|
| | ${ m GH}^{ m Graham}_{ m Holdings}$ | $G H ^{	ext{graham}}_{	ext{holdings}}$ | G H graham holdings |
| | <-> Connecting to Application | <+> Connecting to Application | Connecting to Oracle Fusion - efya |
| Fusion Expenses Continue | Email or Username | Email or Username blakej Not you? | Duo Security |
| Basic STS SSO | | Password | E Settings |
| Host URL https://efya.fa.us6.oraclec | Remember me | | Send Me a Push Call Me |
| | Continue | Continue | Enter a Passcode |

Getting lookup values and Payment Methods and syncing successfully

| | Expenses | \$ | | Expenses | \$ |
|----------------|-------------------|-------------------|-------------|----------------------------|-------------------|
| Select type | ▼ Ar | nount Add | Select type | Amo | unt Add |
| View | Upload | Submit | View | Upload | Submit |
| 17 Calendar | | Camera | Calendar | 0 | Camera |
| Enter | ncing lookup valu | Jes Tracker | Enter | Syncing Payment Methods | Tracker |
| Approve | History | i About | Approve | History | 1 About |

Select the Expense Type, Enter Amount, and Click Add

Bus-76174 Expense item created



Click on View and Review the Expense details and click on Description, Merchant are missing

| = | \$ | Expenses | |
|----------------------|-------|----------|-------------|
| | Add | Amount | Select type |
| Week | ubmit | Upload | View |
| 25-June-2023 | 0 | 0 | 17 |
| A Bus-761 | amera | | Calendar |
| Description, Merchar | acker | Mileage | Enter |
| | i | History | Approve |

| ;0) |
|-----------------------|
| ce |
| USD |
|) USD -2023 |
| |
| |

| Enter the N | Merchant an | id Desci | ription and click S | PLAN | |
|-----------------|-----------------|----------|---------------------|---------------|-------------|
| | Edit Expense | Save | _ | | |
| * Туре | Bus-76174 | \sim | = | View Expenses | ••• |
| * Date | 29-Jun-2023 | \sim | | | |
| * Amount | 24.00 | USD | Week | Туре | Source |
| Attachments | Add attachments | \sim | | | |
| Receipt missing | | | | | |
| * Merchant | Bus | | 25-June-2023 | | 24.00 USD |
| * Description | | | Bus-76174 | | 24.00 USD |
| Company | 302 | ~ | | | 29-Jun-2023 |
| Cost Center | 130050 | ~ | | | |

Click Upload, Select the Expense item, and again click upload

| Week | View Expenses | Source | Ξ | Upload Expense | s Upload |
|--------------------------|---------------|---------------------------------------|--------------|----------------|---------------------------------|
| 25-June-2023 Bus-7617 | | 24.00 USD 24.00 USD 29-Jun-2023 | Week | Туре | Source |
| | | | 1 Selected | | Total: 24.00 USD |
| | ad | | 25-June-2023 | | 24.00 USD |
| Sub | mit | | 🗸 Bus-7617 | 74 | 24.00 USD 29-Jun-2023 |
| Add Can | | | | | |



Expense item is uploaded, Click on History and Select Uploaded then open the expense item and view the expense details

| Week Type Source 05elected Total: 0.00USD No Date 0.00USD I of al: 0.00USD Image: Image | Up Up | oload Expenses | Upload | | Expenses | \$ | | aded Expense | s |
|---|----------|----------------|----------------|-------------|----------|-----------|-------------------|--------------|-----------|
| 0 Selected Tota: 0.00 USD No Date 0.00 USD Image: Careros Image: Careros Image: Careros Image: Careros </th <th>146-1</th> <th>-</th> <th>2</th> <th>Select type</th> <th></th> <th>mount Add</th> <th>Upload Date</th> <th>Туре</th> <th>Item Date</th> | 146-1 | - | 2 | Select type | | mount Add | Upload Date | Туре | Item Date |
| No Date 0.000USD I of 11 expense has Decrete View Expenses Template Rapian Inc Expense Template 1 of 12 1 | | | | | | | | | 24.00 USD |
| Careeri Vice Careeri I of 1 expenses has been uploaded Image: Imag | No Date | | 0.00 USD | View | Upload | Submit | | | |
| I of l expense has been uploaded I of l expenses I of l e | | | | | Voice | | | | |
| I of 1 expense nas been uploaded Approve I bear I bear I bear Cancel Vew Expenses Template Kaplan Inc Expense Template Type Bus-76174 Date 29-Jun-2023 Amount 24.00 USD Receipt missing Merchant Bus Description Bus | | | | Enter | | Tracker | | | |
| CancelVew ExpensesTemplateKaplan Inc Expense TemplateTypeBus-76174Date29-Jun-2023Arnout24.00 USDReceipt missingImage: Company Sector Sec | | |] | ~ | History | About | -1 <mark>0</mark> | P | P |
| Date29-Jun-2023Amount24.00 USDReceipt missingImage: CompanyMerchantBusDescriptionBus | Templ | ate Kaplan Inc | Expense Templa | ate | | | | | |
| Amount24.00 USDReceipt missingImage: CompanyMerchantBusDescriptionBusCompany302 | | | | | | | | | |
| Receipt missingMerchantBusDescriptionBusCompany302 | | | | | | | | | |
| Description Bus Company 302 | | | D | | | | | | |
| Company 302 | Merch | ant Bus | | | | | | | |
| Company 302 | | ion Bus | | | | | | | |
| Cost Center 130050 | | any 302 | | | | | | | |
| | Cost Cen | nter 130050 | | | | | | | |



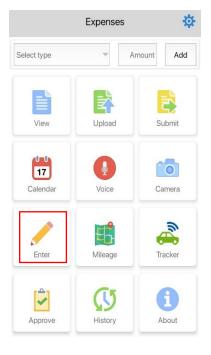
Within the Expense Page, the expense item will be displayed within Available Expense items view

| = (| ORACLE FUSION | 1 | | | | | | | | ı 🗘 | 1 |
|-----|--------------------|--|-----------|--|------------------------------------|--|------------|--|-----------|-----|---------|
| | Travel and I | Expenses | | | | | | | | Q | ٥ |
| 0 | Expense Reports | | - | | | | | | | | See All |
| ß | + Create Report | Pending Approval ER000089413139 Mobile Expense Testing | | Pending Approval ER000091414862 ER000091414862 | | Pending Approval ER000091414849 ER000091414849 | | Pending Approval ER000091414842 ER000091414842 | | | |
| | | Assigned to auditor 46 m | 15.00 USD | Assigned to Diane | Wright 2 hours ago 6,350.00 USD | Assigned to Diane Wrig | 250.00 USD | Assigned to Diane Wrig | 24.00 USD | 6 | |
| | Available Expense | | | | | | | | | | |
| | Date 👻 | Туре | | Amount Me | rchant | Location | ı | Description | _ | | |
| | Cash and Credit | Card Expense Items | s (1) | | | | | | | | |
| | 6/30/23 | Bus-76174 | ~ | 24.00 USD Bu | 5 | | | Bus | | , | 6 |

Submit Expense Report:

To add an expense item, Click Enter and select the Expense Type, Enter Amount & Save it and go to view, Click on end Click Submit to Create a report

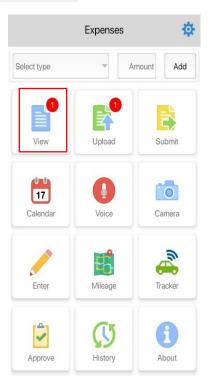
KAPLAN



| Cancel | , | Save | |
|-------------|------------|--------------|--------|
| | * Туре | Select type | ~ |
| | * Date | 29-Jun-2023 | \vee |
| * | Amount | Enter amount | USD |
| Attachments | | Add attachme | nts v |
| Receip | ot missing | | |
| | | | |

| Back | Search type | | |
|------------------------------|-------------------------------|--|--|
| | | | |
| Bank Service C | Charges-76413 | | |
| Books/Subscri | ptions/Periodicals-76228 | | |
| Building Reloca | Building Relocation-73143 | | |
| Bus-76174 | | | |
| Business Meal | - Non-Traveler w/Others-76173 | | |
| Business Meal Only)-66033 | - Traveler w/Others (Teaching | | |
| Business Meal | - Traveler w/Others-76173 | | |
| Car Rental-76 | 174 | | |
| Catering-6601 | 1 | | |
| Classified Ads- | -76224 | | |
| Cleaning Supp | lies-73132 | | |

| Cancel Add Expense Save | | | | |
|-------------------------|-----------------|--------|--|--|
| * Туре | Catering-66011 | ~ | | |
| * Date | 29-Jun-2023 | \vee | | |
| * Amount | 15.00 | USD | | |
| Attachments | Add attachments | \vee | | |
| Receipt missing | | | | |
| * Merchant | Catering | | | |
| * Description | Catering | | | |
| Company | 302 | ~ | | |
| Cost Center | 130050 | \vee | | |





| = | View Expenses | |
|--------------|---------------|--------------------------|
| Week | Туре | Source |
| 25-June-2023 | | 15.00 USD |
| Catering- | 66011 | 15.00 USD 29-Jun-2023 |
| | | |
| | | |
| | | |
| | | |
| 🛃 Uplo | ad | |
| 😫 Subr | nit | |
| 🥖 Add | | |
| 🙁 Cano | cel | |



Select the Expense item line, click Create, Enter the Purpose name and Click 📌 and Click Submit

| Ξ | Create Report | Create | Cancel | Submit Report | Cancel 5 | Submit Report |
|-------------------------------|---------------|--------------------------|--------------------|------------------------|--------------------|-----------------------------|
| Week | Туре | Source | | | Amount to be paid | 15.00 USD |
| 1 Selected | 2 | Total: 15.00 USD | | | Number of expenses | 1 |
| 25-June-2023 | | 15.00 USD | Amount to be paid | 15.00 USD | Purpose | Mobile Expense Testing |
| Catering- | 66011 | 15.00 USD 29-Jun-2023 | Number of summers | 1 | Attachments | Add attachments ~ |
| | | | Number of expenses | | Context Segment | Enter Context Segment |
| | | | Purpose | Mobile Expense Testing | Catering-660 | 11 15.00 USD 29-Jun-2023 |
| | | | Attachments | Add attachments | | |
| | | | Context Segment | Enter Context Segment | 📑 Submi | t |
| | - | | Catering-660 | 11 15.00 USD | 📘 Add M | ore |
| Expenses | | Reports | | 29-Jun-2023 | 🙁 Cance | I |

Agree on the expense policies, Report submitted, and Expense report number generated & report submitted successfully

| Cancel | Submit Report | | Cancel | Submit Report | |
|----------------------------|------------------------|---|--------------------|--|----------------|
| Amount to be paid | 15.00 USD | | Amount to be paid | 15.00 USD | |
| Number of expenses | 1 | | Number of expenses | 1 | |
| Purpose | Mobile Expense Testing | | Purpose | Mobile Expense Testing | |
| Attachments | Add attachments | ~ | Attachments | Add attachments | \vee |
| C Acknowle I accept the | expense policies | 3 | Caterinç | Enter Context Seament 15.00 30-Jur |) USD -2023 |



Click on History to review the submitted report status

| | Expenses | \$ | Submitted R | leports |
|----------------|----------|-----------|--|------------------------|
| Select type | A | mount Add | ER000089413102 Pending manager approval Mobile Expense Testing | 15.00 29-Jur 1 E |
| View | Upload | Submit | | |
| 0-0 | | | | |
| 17 Calendar | Voice | Camera | | |
| | B | | | |
| Enter | Mileage | Tracker | | |
| Approve | History | About | 1 | E |
| | | | Submitted Uploade | d Fai |

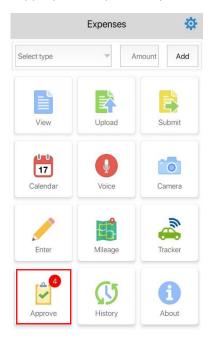
Click on the Setting icon and sign out from the user account

| | Expenses | | = | Settings Syn |
|-------------|----------|-----------|------------------------|---|
| Select type | A | mount Add | Host URL | https://efya-test.fa.us6.oraclecloud.co |
| | | | User Name | sdemonica@kaplan.edu |
| | | | Password | ••••• |
| View | Upload | Submit | Sync Frequency | Weekly |
| | | | Reimbursement Currency | USD |
| 17 | | | Image Size | Medium |
| Calendar | Voice | Camera | Version | 6.5 |
| | - | 3 | Legal Terms | Click for legal terms |
| Enter | Mileage | Tracker | Detailed Logging | No |
| | | | Ċ |) Sign Out |
| - | (J | 1 | Custom Theme | Select Theme |
| Approve | History | About | | |



Approving an Expense Report through the Oracle Expenses app

Login through the Oracle Expenses app, open the report to review and Click on the Approve icon, select the appropriate Expense Report and click Approve



| Approve Reports | | | | |
|---|------|--------|---|--|
| Week | | Person | Amount | |
| 25-June-2023 | | | 6639.00 USD | |
| Sabrina Demor ER000091414849 ER000091414849 | nica | | 250.00 USD 30-Jun-2023 1 Expense | |
| Sabrina Demor ER000091414862 ER000091414862 | nica | | 6350.00 USD 30-Jun-2023 1 Expense | |
| Sabrina Demor ER000089413139 Mobile Expense Testi | | | 15.00 USD 30-Jun-2023 1 Expense | |
| Sabrina Demor ER000091414842 ER000091414842 | nica | | 24.00 USD 30-Jun-2023 1 Expense | |

| Cancel A | pprove Report | | |
|---------------------|-----------------------------|--|--|
| Amount to be paid | 15.00 USD | | |
| Number of expenses | 1 | | |
| Purpose | Mobile Expense Testing | | |
| Attachments | ~ | | |
| Catering-6601 | 11 15.00 USD 30-Jun-2023 | | |
| | /e | | |
| 27 Reject | | | |
| Request Information | | | |
| Cancel | | | |

| Cancel A | pprove Report |
|--------------------|---|
| Amount to be paid | 15.00 USD |
| Number of expenses | 1 |
| Purpose | Mobile Expense Testing |
| Attachments | v |
| Catering Conv | 15.00 USD 30-Jun-2023 Approving 200089413139 |

•