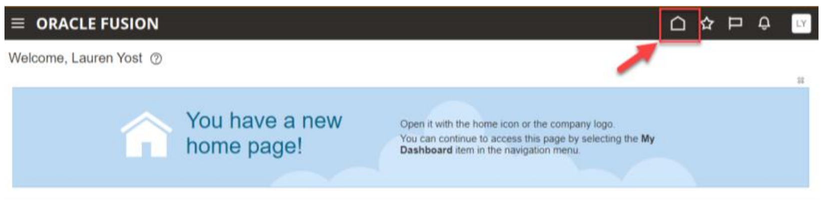
Oracle Expense Training Material

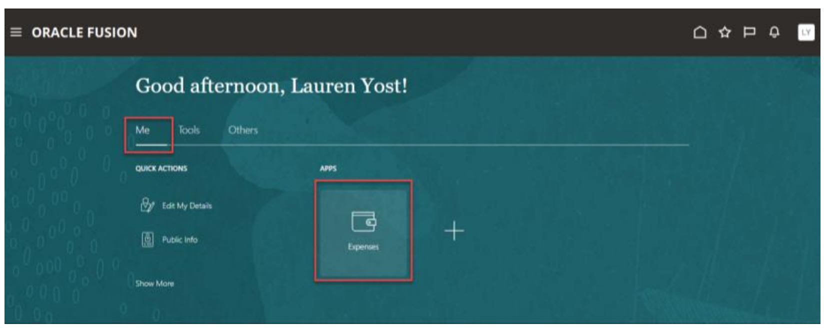
Contents

Accessing Oracle Expense and Travel and Expenses view

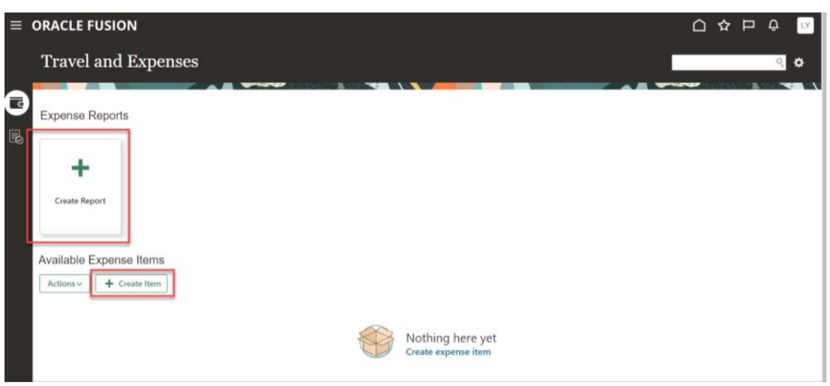
- Log into GHConnect and select the Oracle Fusion – efya tile
- Type in Username / Password and select Continue
- Log in using Duo Security
- Select Home button in top right to view the Home page



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

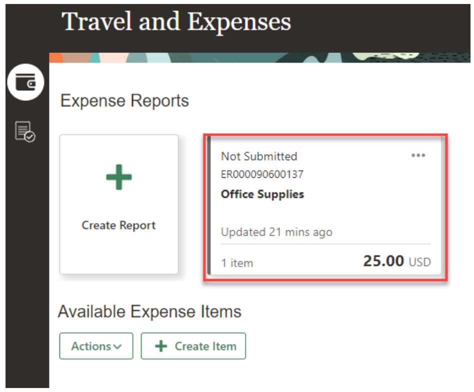


- Within the Travel and Expenses view, create a new Expense Report by selecting Create Report or Create Item

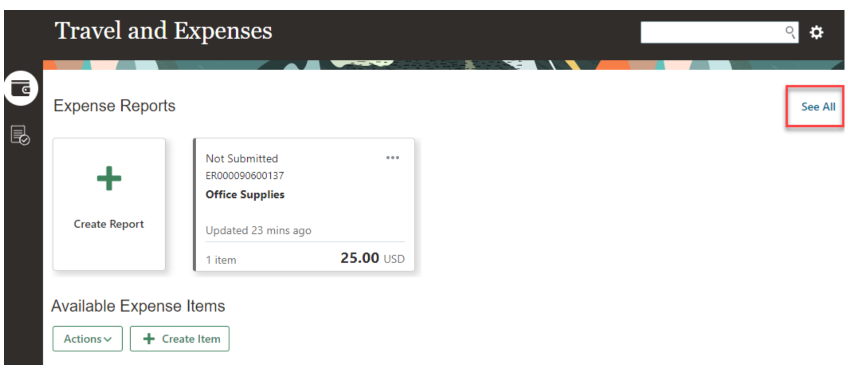


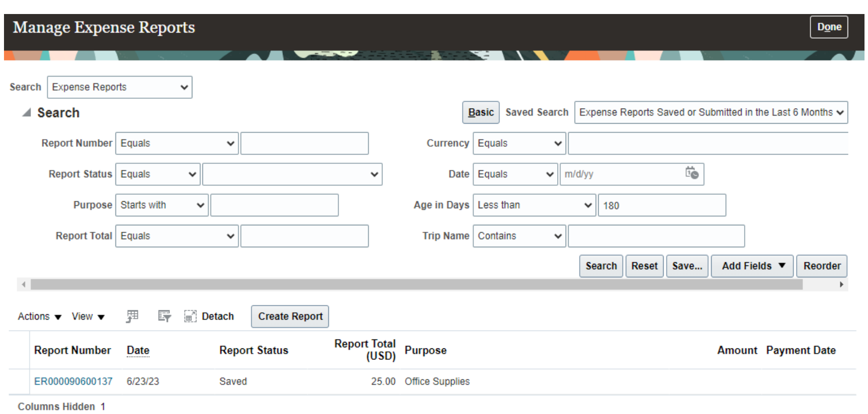
- Available Expense Items will appear at the bottom of the screen. This includes both Cash and Credit Card Expense Items. Selecting Create Item will create a new Expense Item that can be added to an Expense Report

- 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



- 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

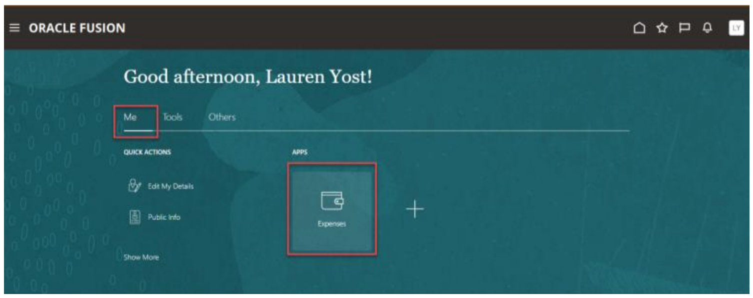




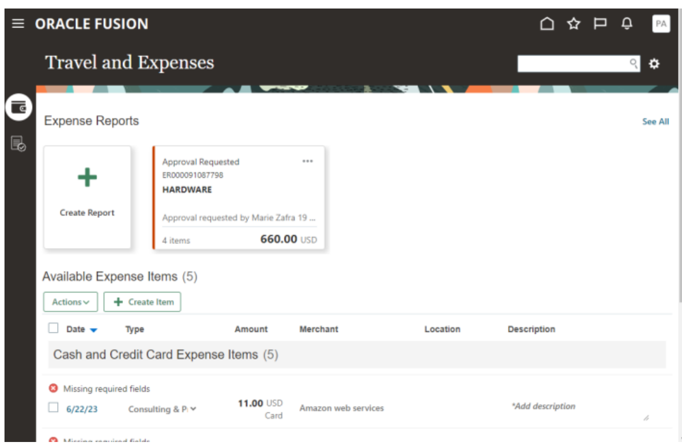
KAPLAN

Create an Expense Report with Out of Pocket Expenses and Card Transactions

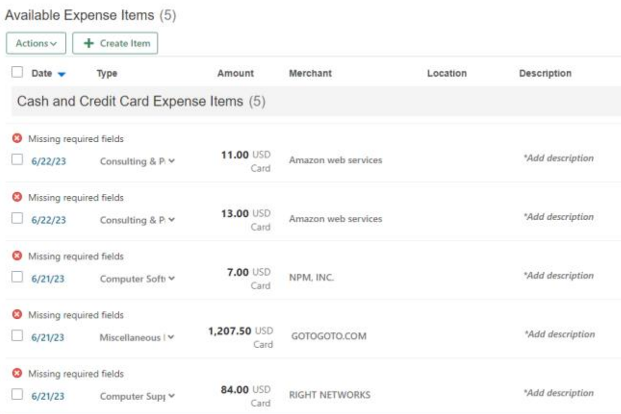
- Select the Expenses tile within Me in the top toolbar

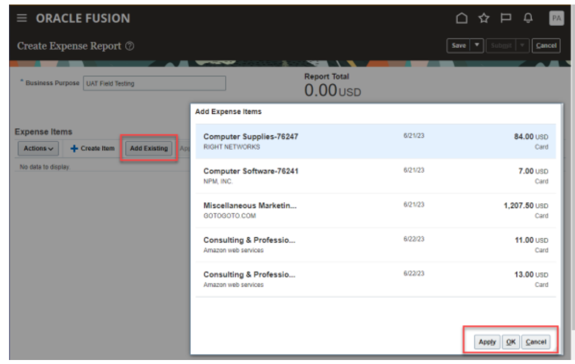


- Within Travel and Expenses screen, Expense Reports will appear at the top portion and Available Expense Items will appear at the bottom portion of the screen

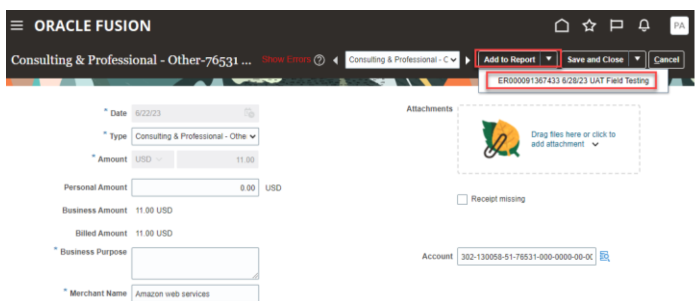


- Credit Card transactions will appear within Available Expenses. These can be added when entering a new Expense Report. Enter the Business Purpose and select the Add Existing button. Select the Expense Item and choose Apply. When finished, select OK

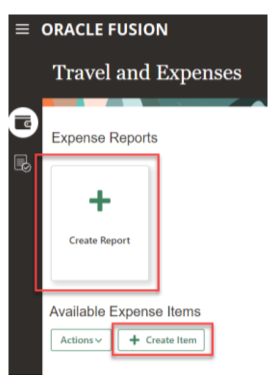




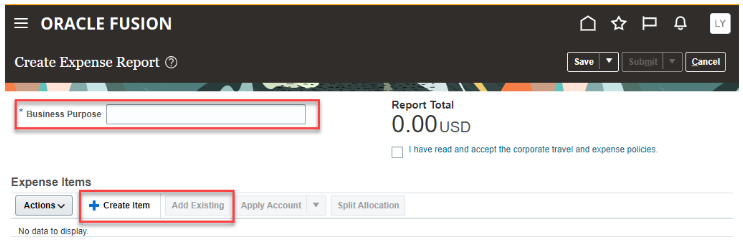
- Card transactions can also be added to an existing Expense Report. When accessing the transaction, select the drop down next to the Add to Report button and choose the Expense Report from the drop down list



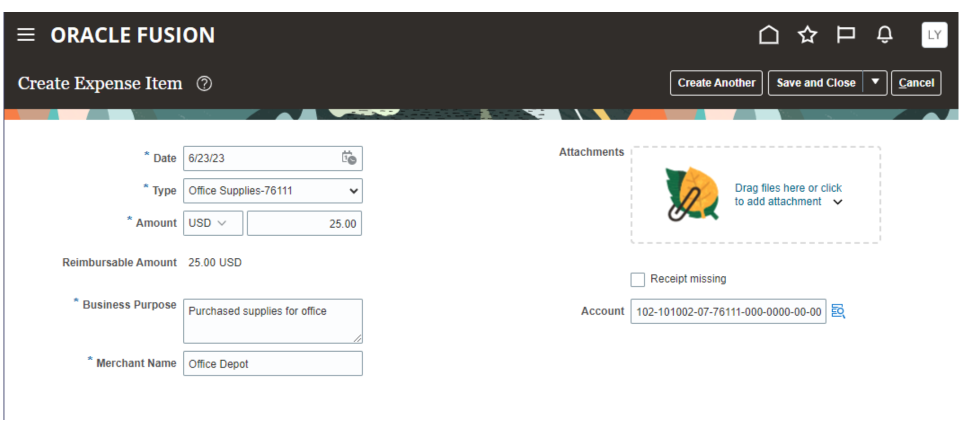
- Out of Pocket expenses can be entered by selecting Create Report or by selecting Create Item under Available Expense Items
  - Select Create Report to create an Expense Report
  - Select Create Item to create new item that can be added to an Expense Report



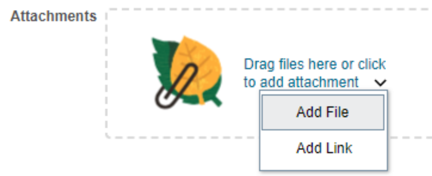
- When selecting Create Report, add the Business Purpose. Select Create Item to create new item or Add Existing (if selecting Create New Item from main screen)



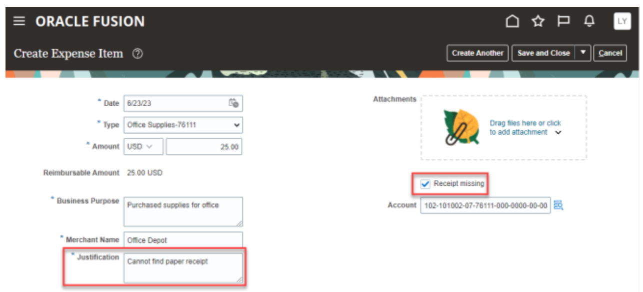
- When selecting Create Expense Item, the Date, Type and Amount fields will appear. Additional fields will appear once the Type field has been populated
    - The Date and Amount will be locked for card transactions
- Creating a new Expense Item
    - Choose the date of the expense
    - Choose Type 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



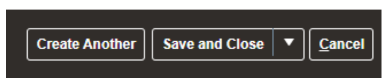
- Add an attachment by dragging the file to the Attachments section or click to add an attachment. Select Add File and navigate to the folder where the file has been saved. Select Open and the file will appear below the Attachments section. Selecting the X will remove the attachment



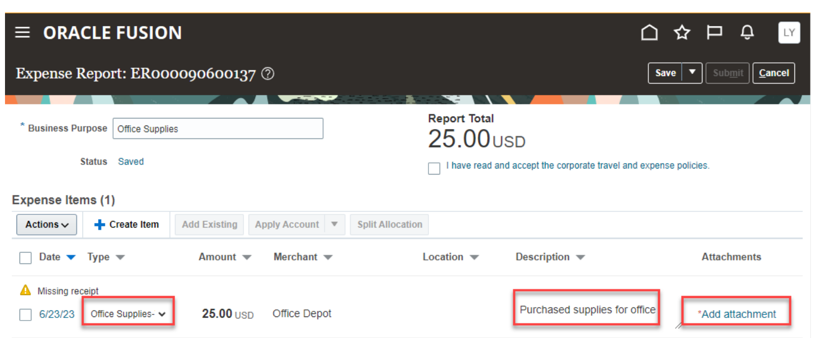
- Select Missing Receipt if a receipt is missing. Depending on the amount of the expense, a note will need to be included within the Justification field



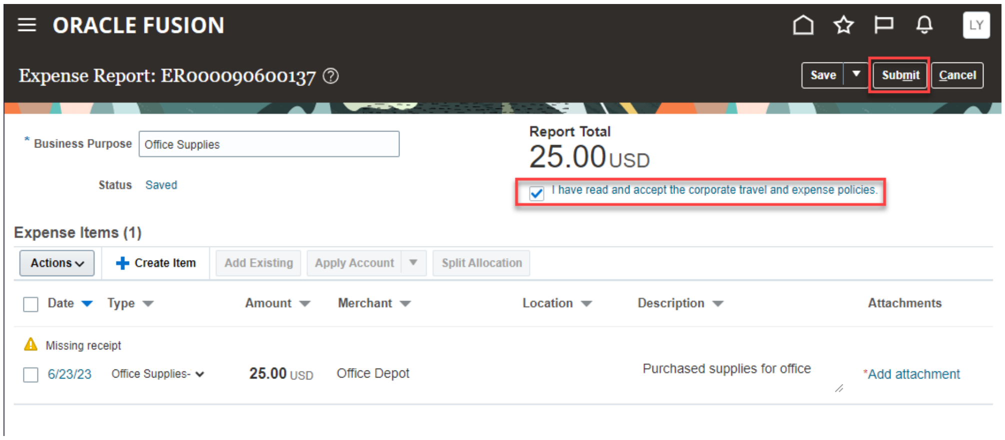
- Select Create Another, Save and Close or Cancel in the top right toolbar



- The Expense Items will be listed within the Expense Report
  - The Expense Type can be changed by selecting the drop down box
  - 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

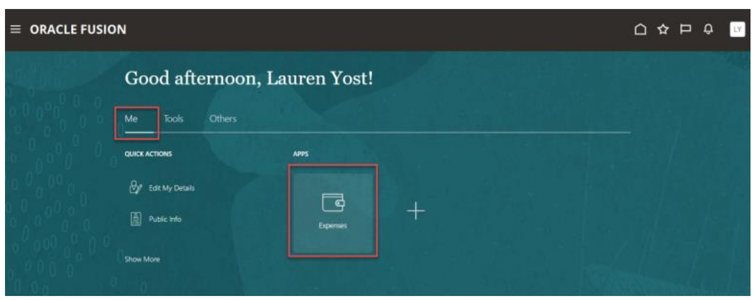


- Add any additional expenses within the Expense Report by selecting Create Item or Add Existing
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval

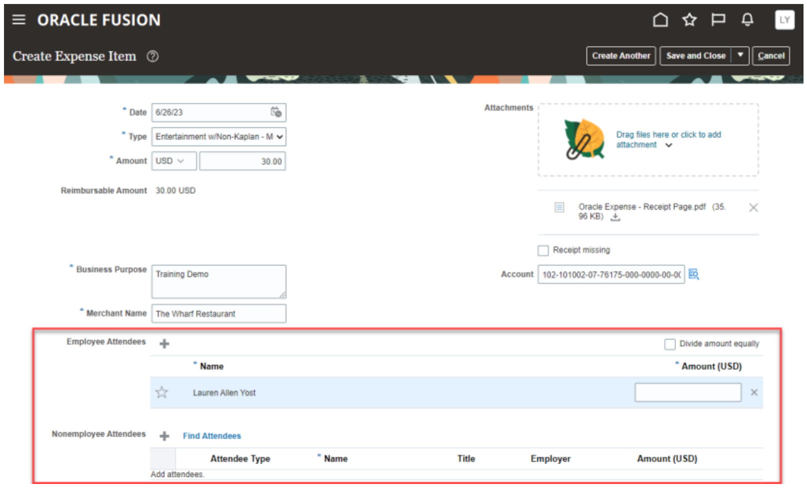


Expense Type - Adding Attendees

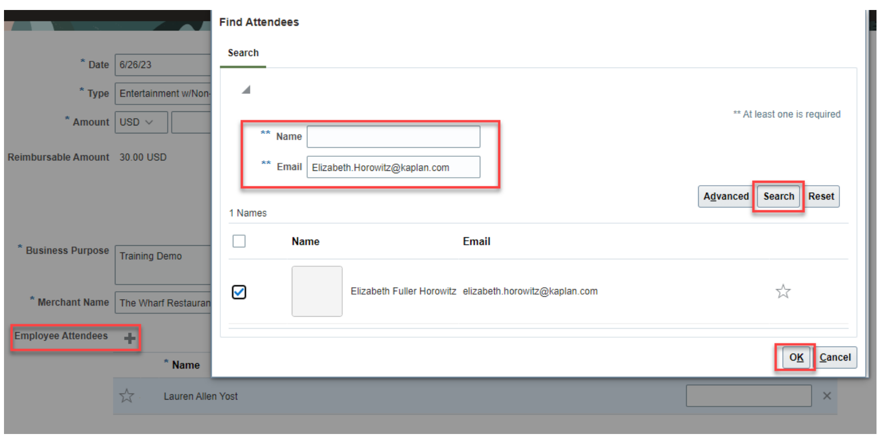
- Select the Expenses tile within Me in the top toolbar



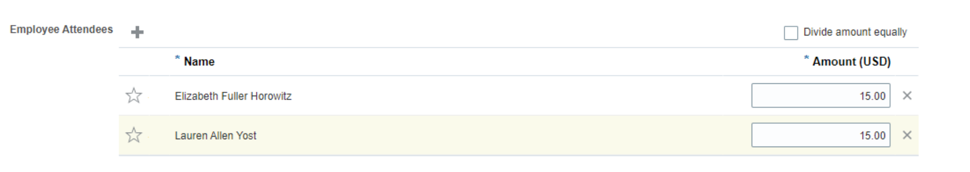
- For new Out of Pocket expenses, create a new Expense Report or select Create Item within Available Expenses
- For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen
- Selecting certain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



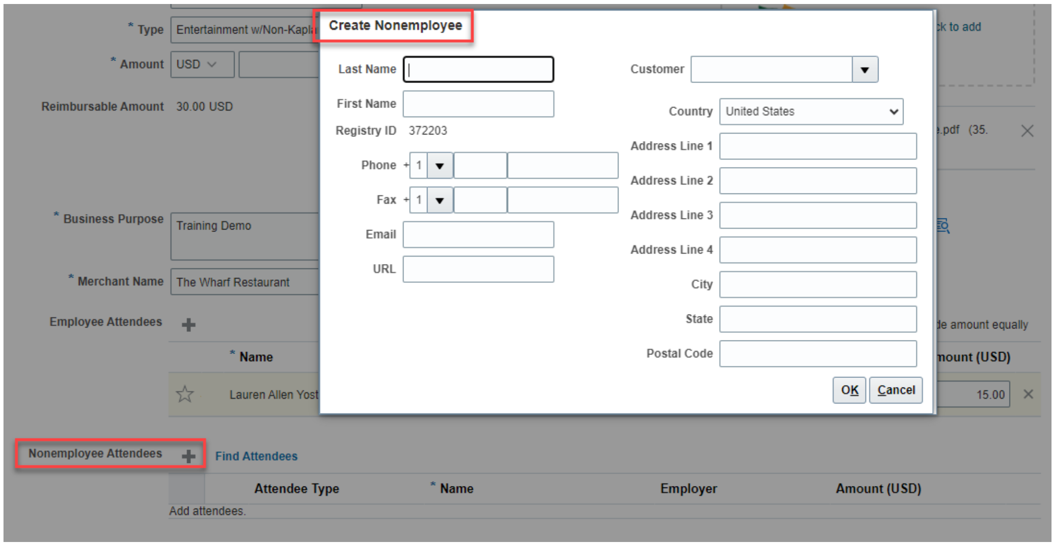
- For Employee Attendees, the name of the employee completing the Expense Report will be defaulted. If the employee did not attend the event, they can be removed by selecting the X to the right
- Select the Plus sign next to Employee Attendees to add additional attendees. Type name or email and select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



- 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

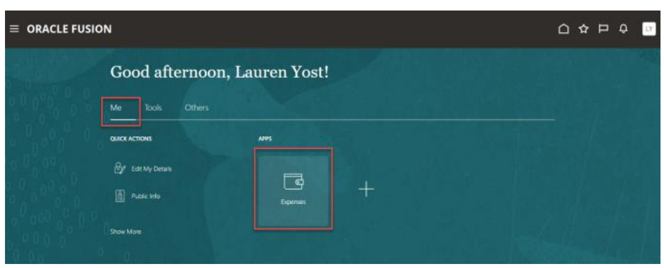


- For any Nonemployee attendees, select the Plus sign to add an Attendee or select Find Attendees for any Nonemployee previously added

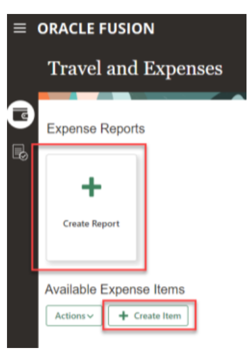


Allocating Expenses

- Select the Expenses tile within Me in the top toolbar

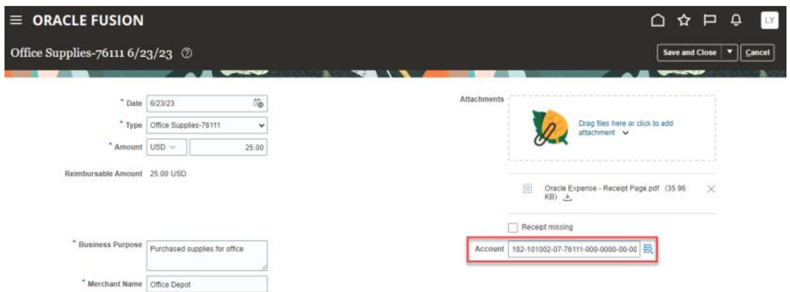


- For new Out of Pocket expenses, create a new Expense Report or select Create Item within Available Expenses

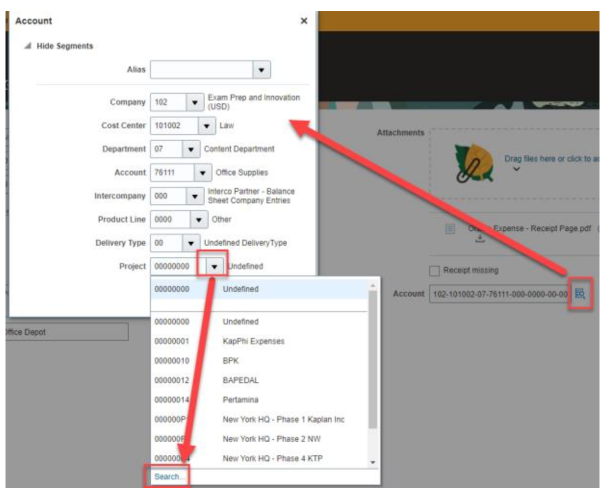


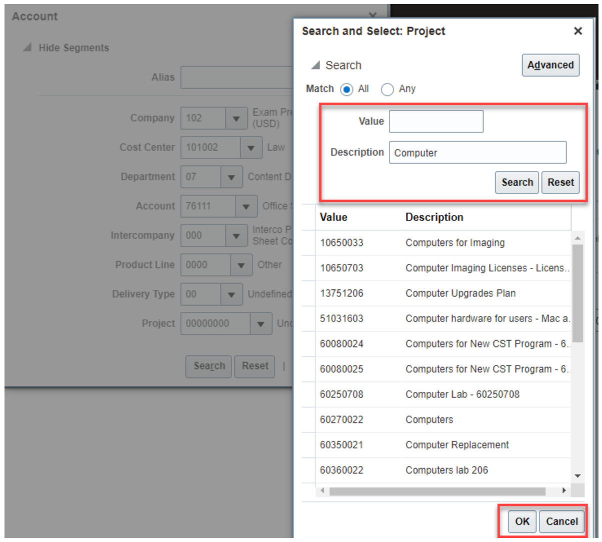
- For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen

- 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
    - 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



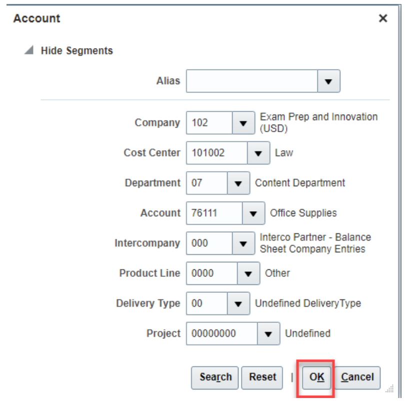
    - When selecting the icon, the Account window will appear with all account segments. Update any fields by selecting the drop down box, choosing Search, typing in the Value or Description fields and selecting Search
    - Select the correct option and choose OK, then select OK to close the Account window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



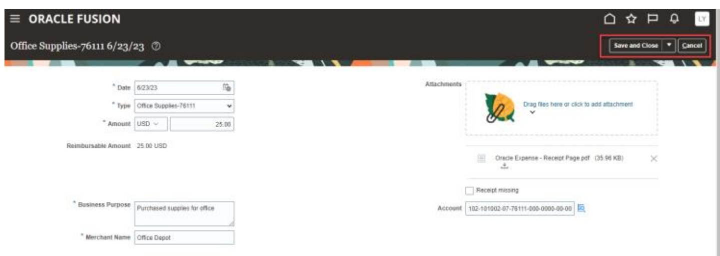


Account
Hide Segments
Alias
Company
102
Cost Center
101002
Law
Department
07
Account
76111
Intercompany
000
Product Line
0000
Other
Delivery Type
00
Project
00000000
Search
Reset
Search and Select: Project
Search
Advanced
Match
All
Any
Value
Description
Computer
Search
Reset
Value
Description
10650033
Computers for Imaging
10650703
Computer Imaging Licenses - Licens...
13751206
Computer Upgrades Plan
51031603
Computer hardware for users - Mac a...
60080024
Computers for New CST Program - 6...
60080025
Computers for New CST Program - 6...
60250708
Computer Lab - 60250708
60270022
Computers
60350021
Computer Replacement
60360022
Computers lab 206
OK
Cancel

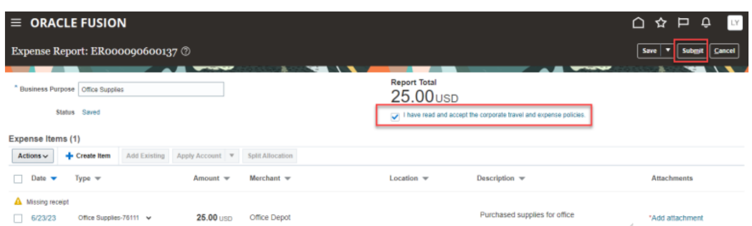
- Select the correct option and choose OK, then select OK to close the Account window and update the Account field



- Select Save and Close

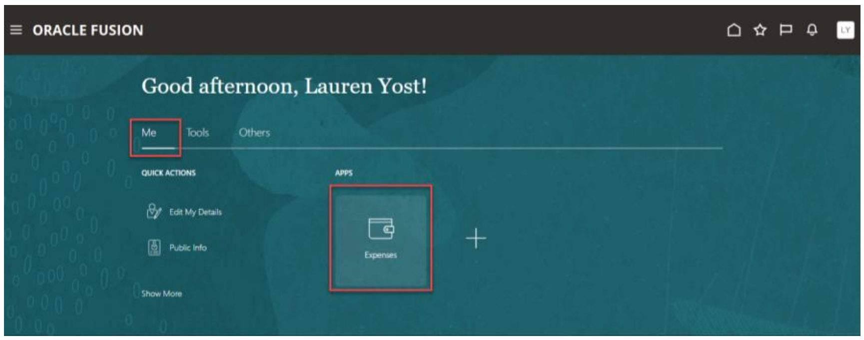


- Select checkbox accepting the corporate travel policies and submit Expense Report for approval

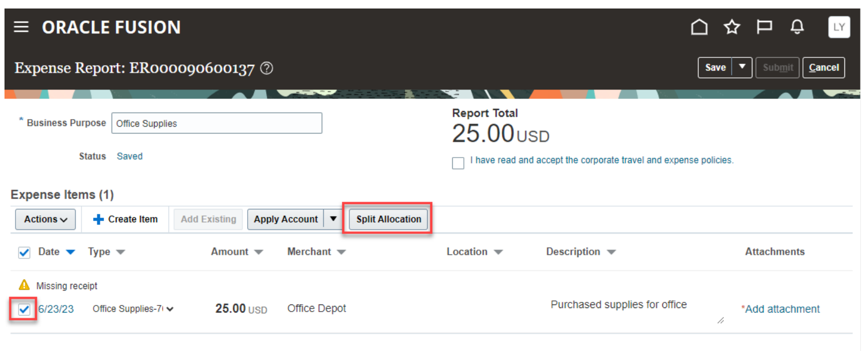


Splitting Expenses

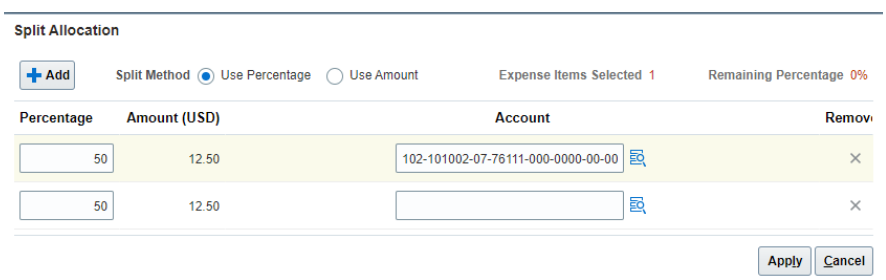
- Select the Expenses tile within Me in the top toolbar



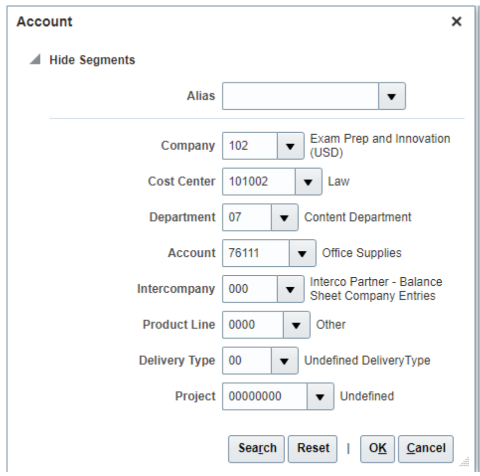
- Select the check box next to Expense Item and select Split Allocation

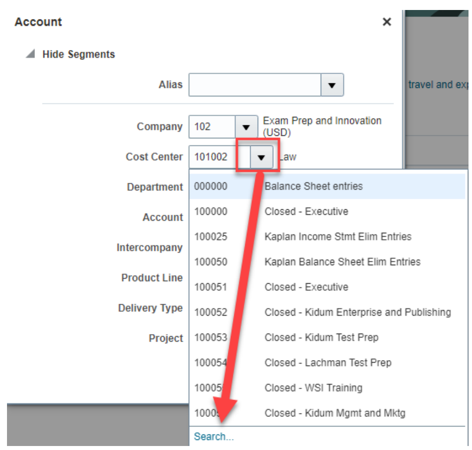


- Within the Split Allocation screen, select Use Percentage or Use Amount. Enter the correct number within the Percentage or Amount fields and enter the correct Account



- 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
    - 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
    - Select Ok when done





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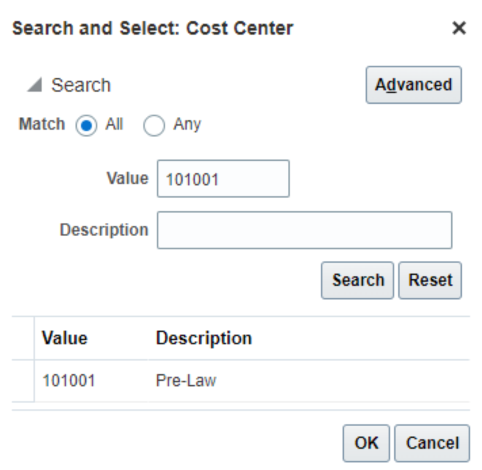
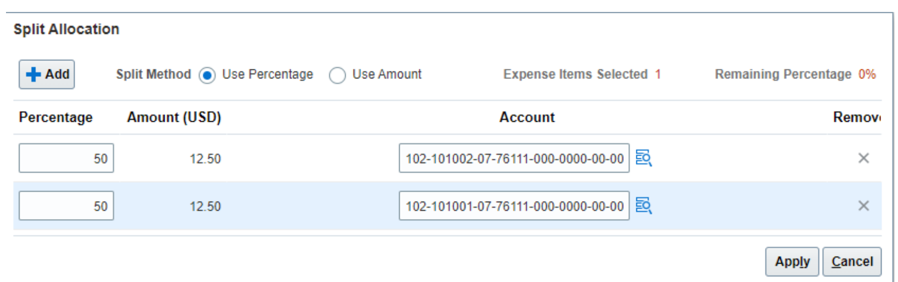
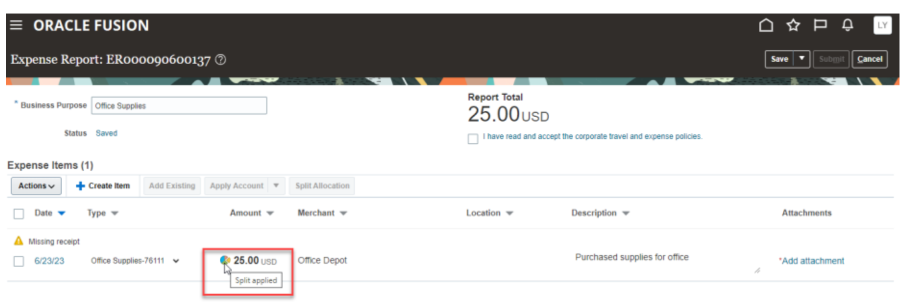


- Select Apply to split the Allocations

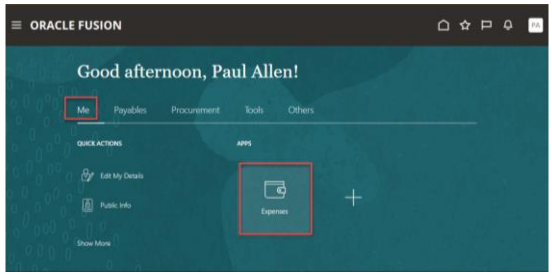


- An icon will appear next to the amount signifying a split has been applied

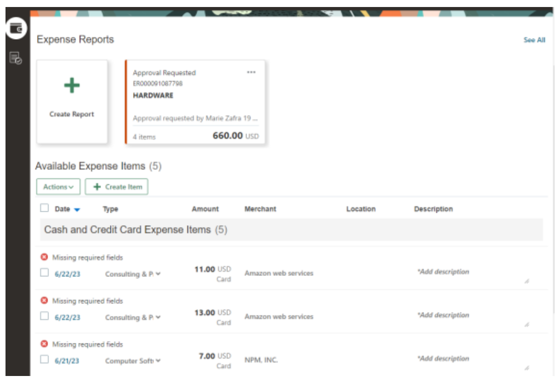


Adding Personal Expense

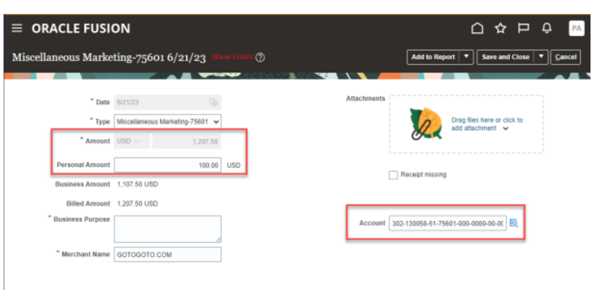
- Select the Expenses tile within Me in the top toolbar

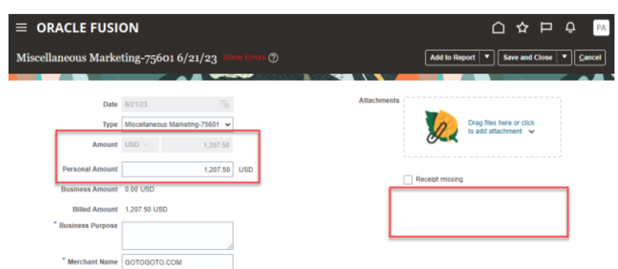


- Access Card transaction by selecting the date. If not yet added to an Expense Report, card transaction will be available within Available Expense Items at the bottom of the screen. Within the Amount column, the amount will display Card for card transactions



- 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





- 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:
    - Send a check to Melanie Primm's attention at the following address:

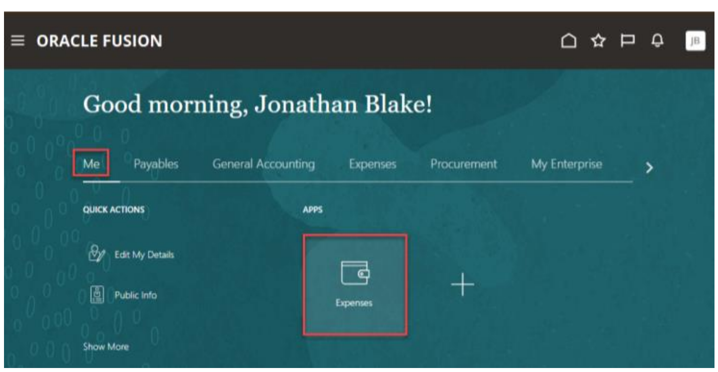
      12735 Morris Road
Suite 260
Alpharetta, GA 30004
- For KINA Only:
    - Send a check to Allison Merk's attention at the following address:

      12735 Morris Road
Suite 260
Alpharetta, GA 30004
- For GHC Only
    - Send a check to Elissa Yorgey's attention at the following address:

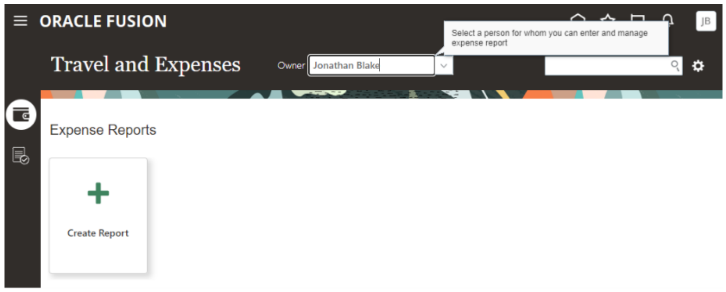
      1300 North 17th Street, Suite 1700
Arlington, VA 22209

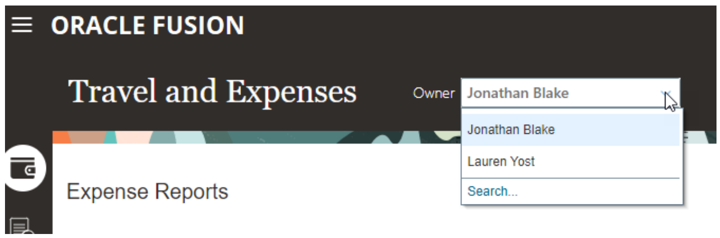
Acting as a Delegate User

- Select the Expenses tile within Me in the top toolbar

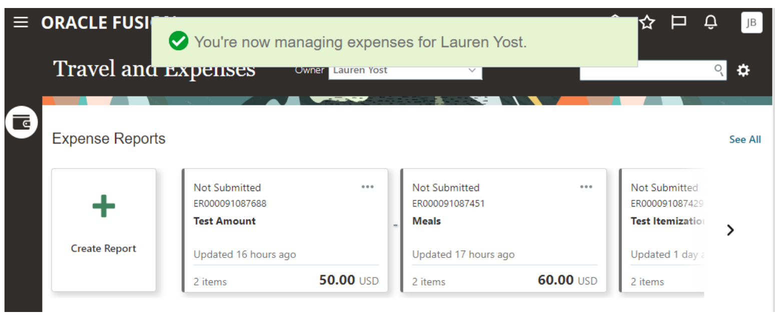


- Select the drop down next to Owner to select a Delegate User





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

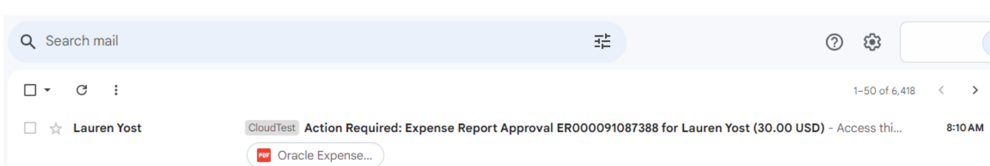


- Select the Owner drop down to change back to your account when completed

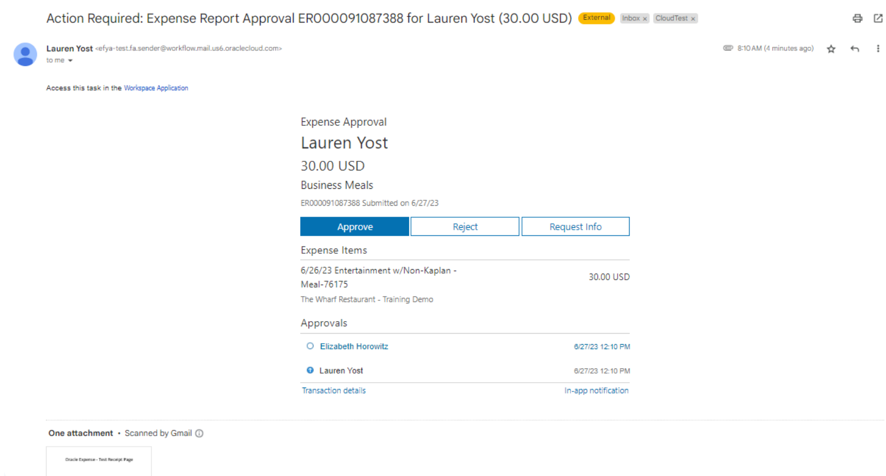
Approver Trainings (Email and Oracle Cloud)

Approving Expense Reports through Approval Emails

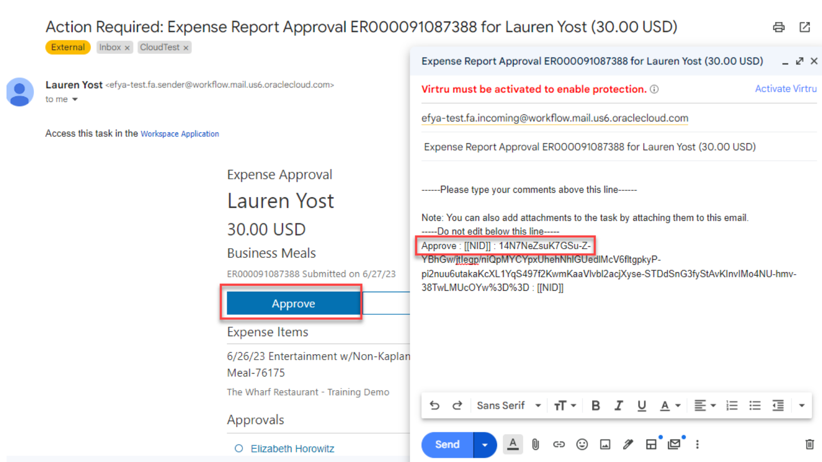
- Log into company email to access Oracle Expense approval emails
- The email subject line will include the following - Action Required, the Expense Report name and the dollar amount
  - The receipts will be included as attachments



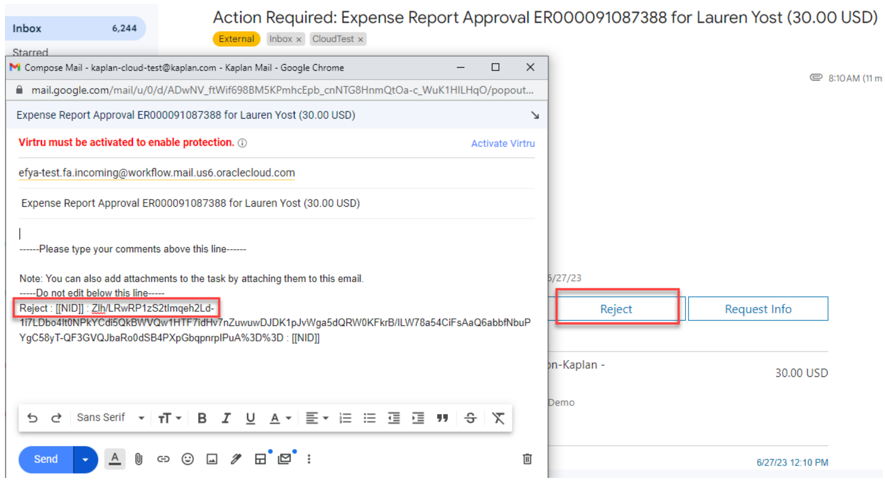
- The actions include Approve, Reject and Request Info.
    - *Selecting the Approve, Reject and Request Info buttons will generate an email that will be sent to Oracle. Do not reply to the approval email since this inbox is unmonitored*
- The details portion will provide the Date, Expense Type, Business 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)



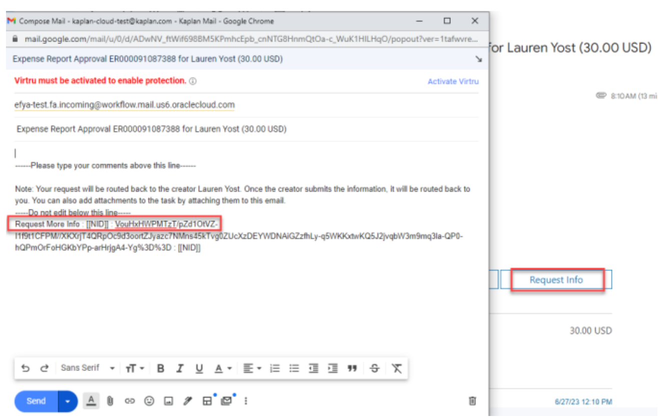
- Selecting Approve will generate a new email
    - Comments are not required for approval emails. The bottom portion of the email should not be edited
    - Select Send to send the email



- 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
    - Select Send to send the email

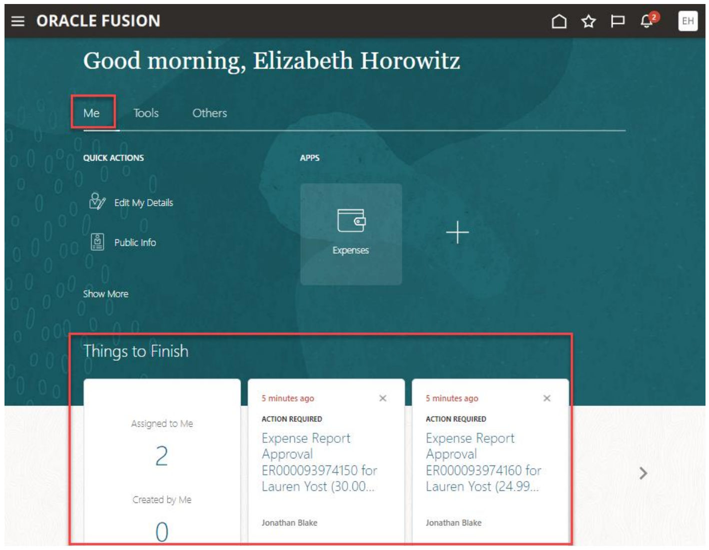


- Selecting Request More Info will generate a new email
  - Comments are required for Request Info emails. The employee will access the Expense Report, add comments and submit back to the Approver. The bottom portion of the email should not be edited
  - Select Send to send the email



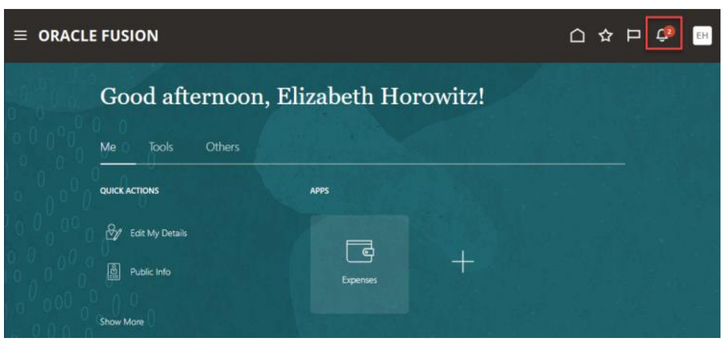
Approving Expense Reports through Oracle Fusion

- 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**
  - Scroll down to display Things to Finish and view any Open Notifications

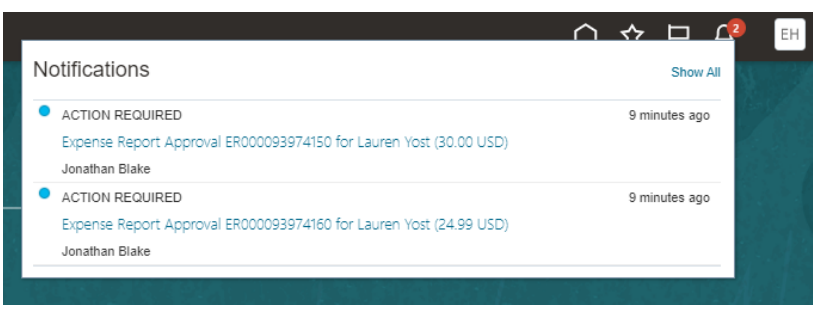


- Selecting the employee's name will display a pop up window that will include details of the Expense Report

- **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

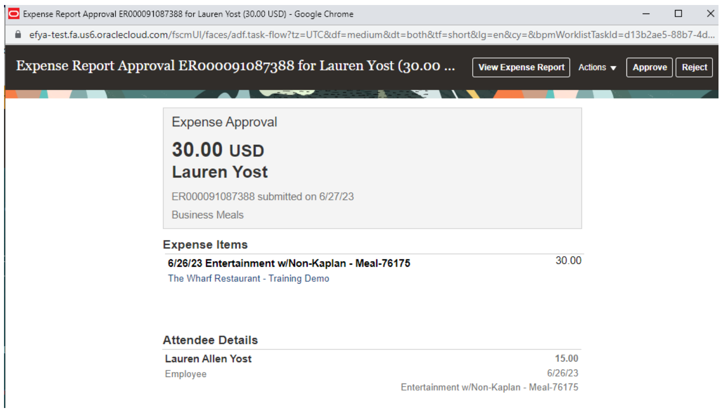


- Select the Bell icon to display the Pending Notifications screen.

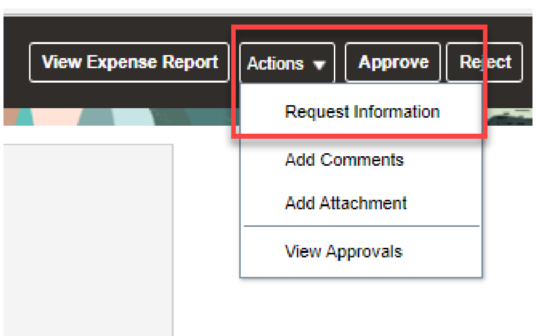


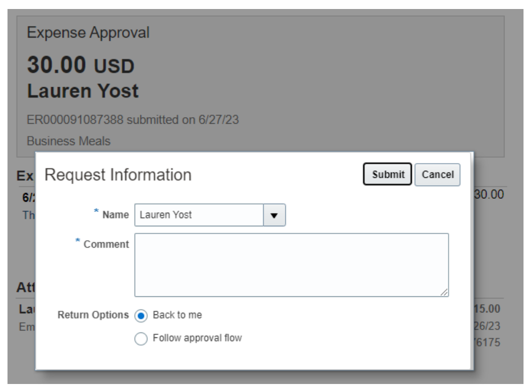
- Select the Action Required notification to access the Expense Report
- The Header will include the name of the employee, the Expense Report amount and the Expense Report name

- 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

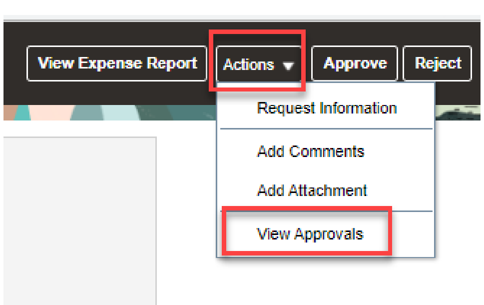


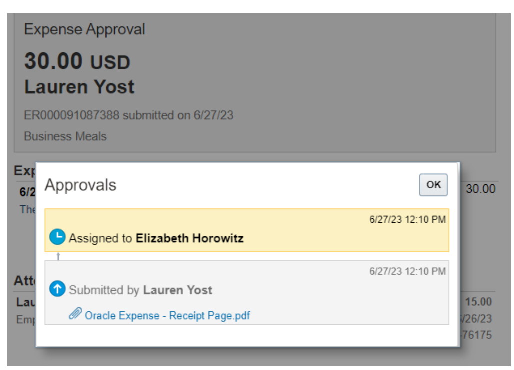
- An Expense Report should be rejected and returned to the employee for any changes that should be made
- Selecting Actions and Request Information, the Expense Report will be sent to the employee so they can add comments and it will either be returned to the Approver or follow the Approval flow (depending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





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





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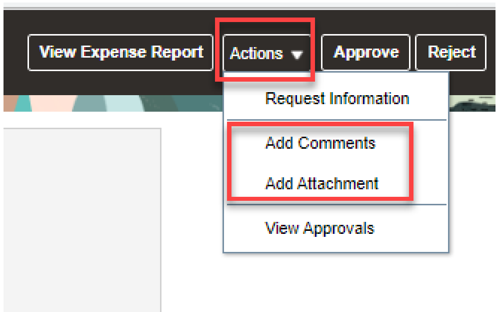
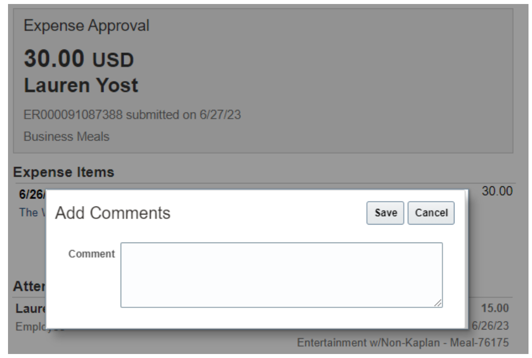
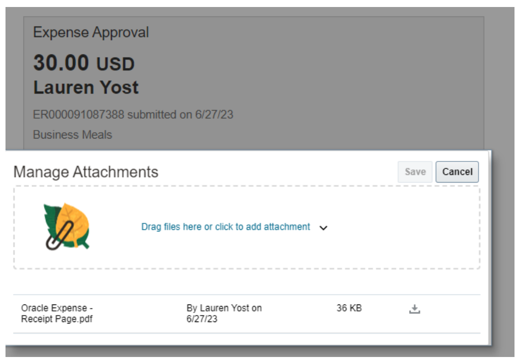
- Comments and attachments can be added by selecting Actions / Add Comments and Actions / Add Attachments



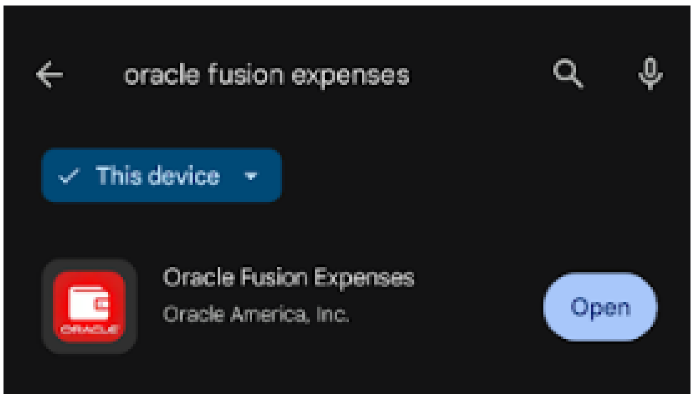


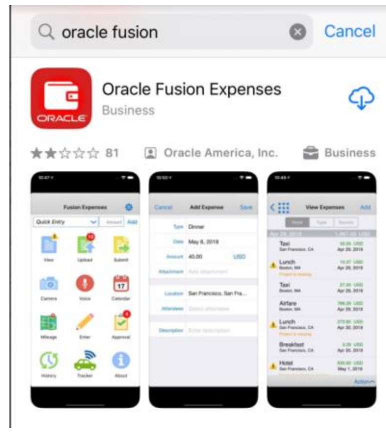


- Select View Expense Report to view the receipts. This will open the Expense Report in another tab
  - The Pop up window will be hidden when the Expense Report is opened. Navigating back to the Approval screen will display the Expense Reports in a locked view
    - Select the browser icon at the bottom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

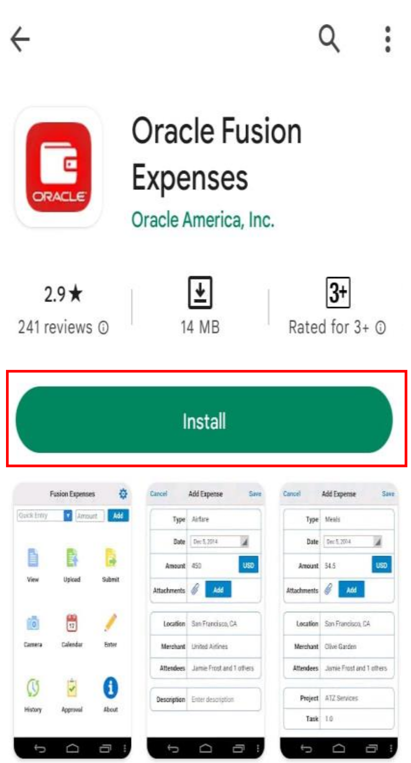
Oracle Mobile Expenses

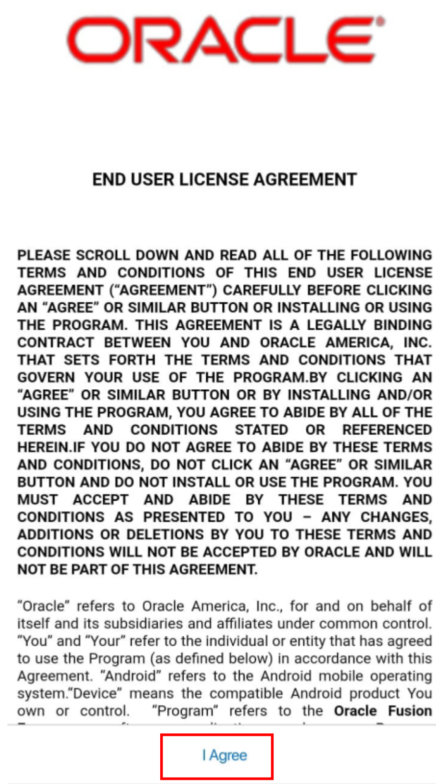
Download the Oracle Fusion Expenses application by accessing in the Google Play Store (Android) or the App Store (Apple):





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





END USER LICENSE AGREEMENT

PLEASE SCROLL DOWN AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS OF THIS END USER LICENSE AGREEMENT ("AGREEMENT") CAREFULLY BEFORE CLICKING AN "AGREE" OR SIMILAR BUTTON OR INSTALLING OR USING THE PROGRAM. THIS AGREEMENT IS A LEGALLY BINDING CONTRACT BETWEEN YOU AND ORACLE AMERICA, INC. THAT SETS FORTH THE TERMS AND CONDITIONS THAT GOVERN YOUR USE OF THE PROGRAM.BY CLICKING AN "AGREE" OR SIMILAR BUTTON OR BY INSTALLING AND/OR USING THE PROGRAM, YOU AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS STATED OR REFERENCED HEREIN.IF YOU DO NOT AGREE TO ABIDE BY THESE TERMS AND CONDITIONS, DO NOT CLICK AN "AGREE" OR SIMILAR BUTTON AND DO NOT INSTALL OR USE THE PROGRAM. YOU MUST ACCEPT AND ABIDE BY THESE TERMS AND CONDITIONS AS PRESENTED TO YOU – ANY CHANGES, ADDITIONS OR DELETIONS BY YOU TO THESE TERMS AND CONDITIONS WILL NOT BE ACCEPTED BY ORACLE AND WILL NOT BE PART OF THIS AGREEMENT.

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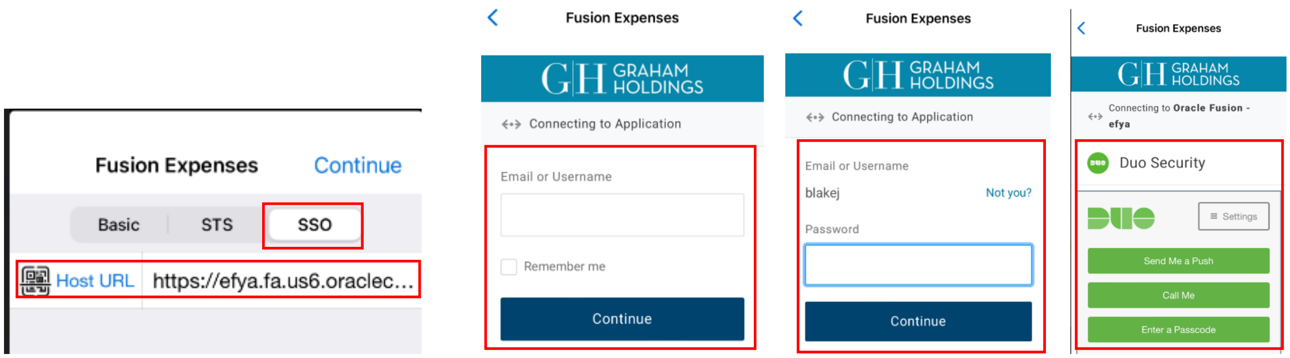
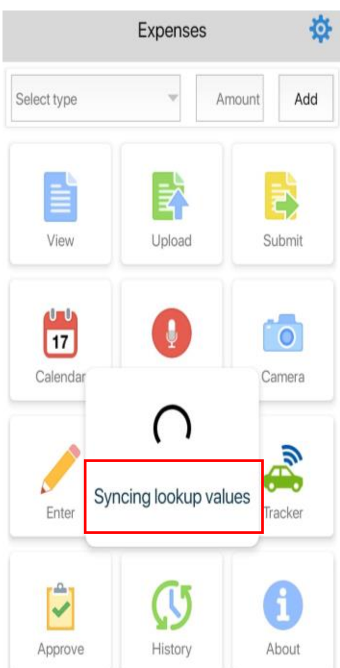
Enter the login credentials

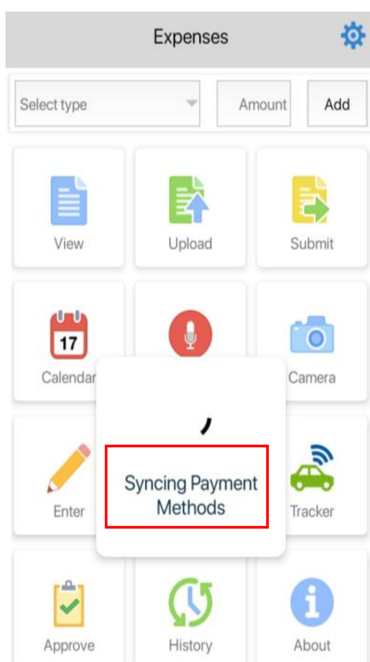
Within the Fusion Expenses window, select SSO, enter the Instance Link within the Host URL field and select Continue. Within the Graham Holdings screen, enter Email or Username and Password and then select the Duo Security option to login

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



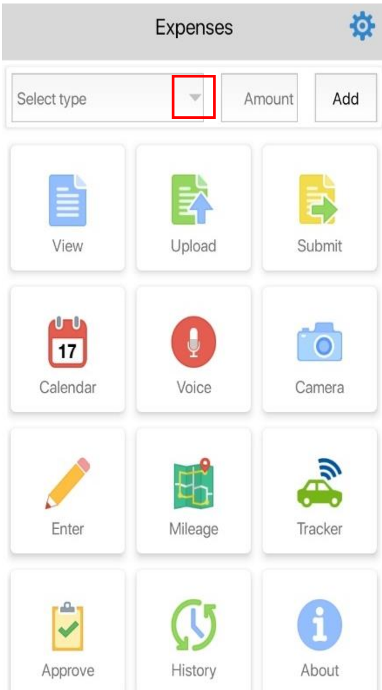
Getting lookup values and Payment Methods and syncing successfully

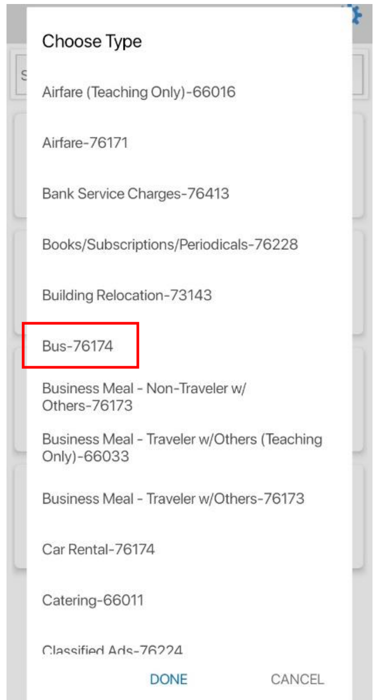


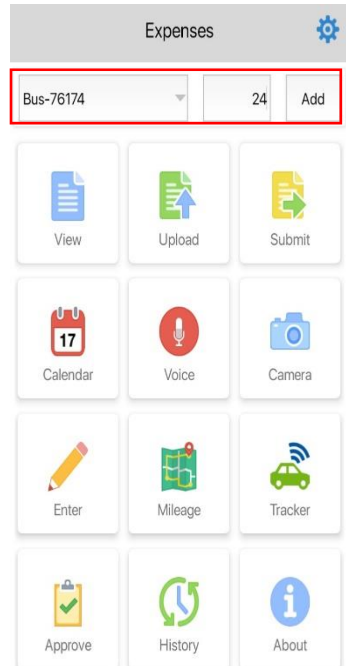


Select the Expense Type, Enter Amount, and Click Add

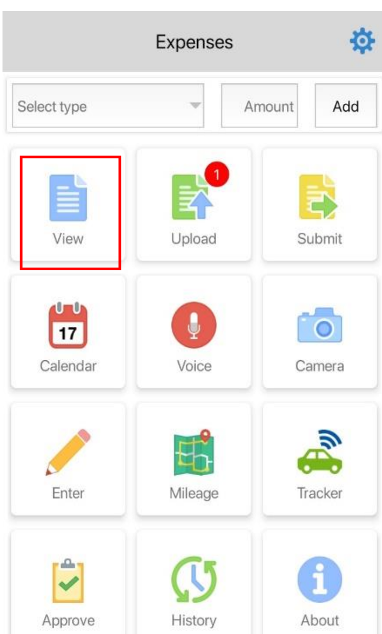
Bus-76174 Expense item created

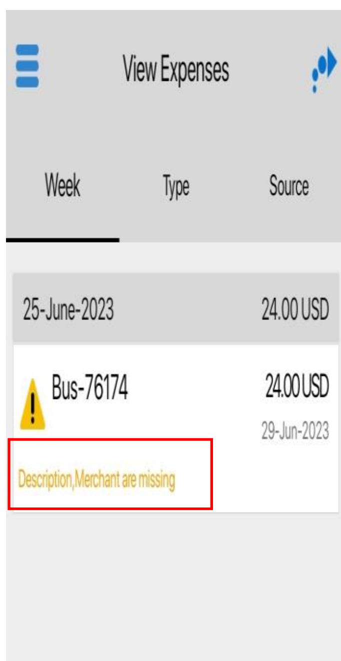




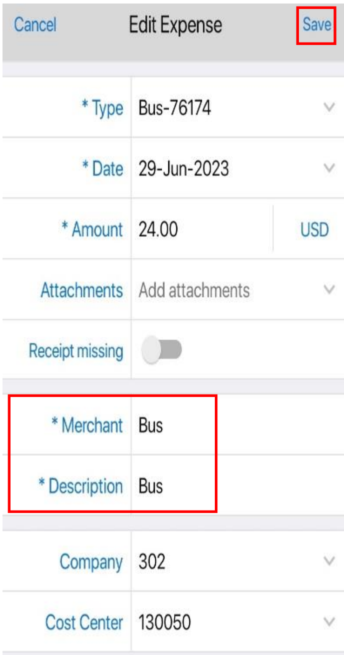


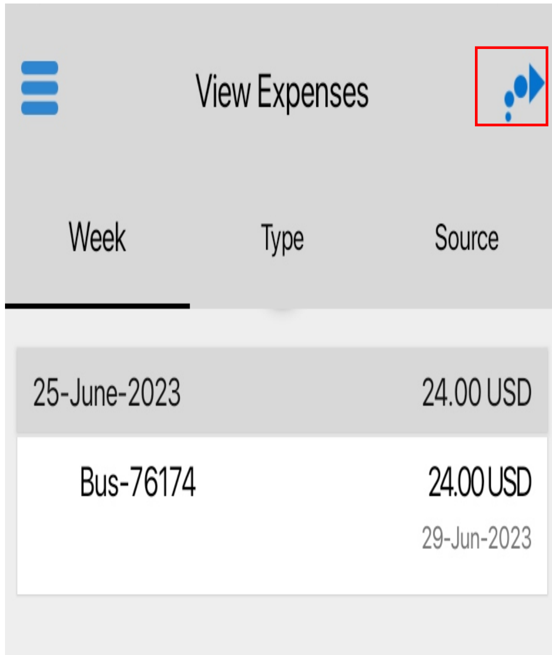
Click on View and Review the Expense details and click on Description, Merchant are missing



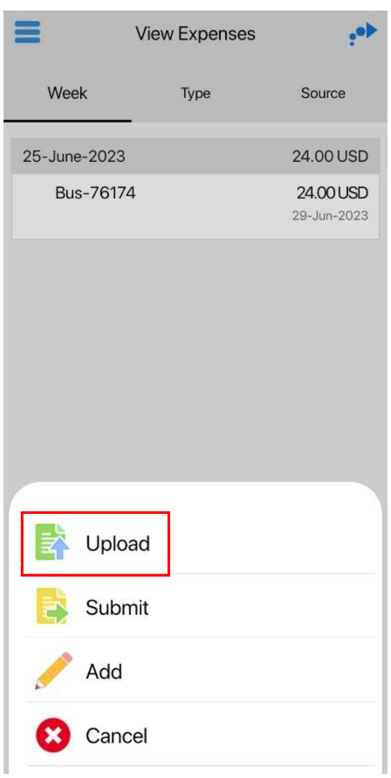


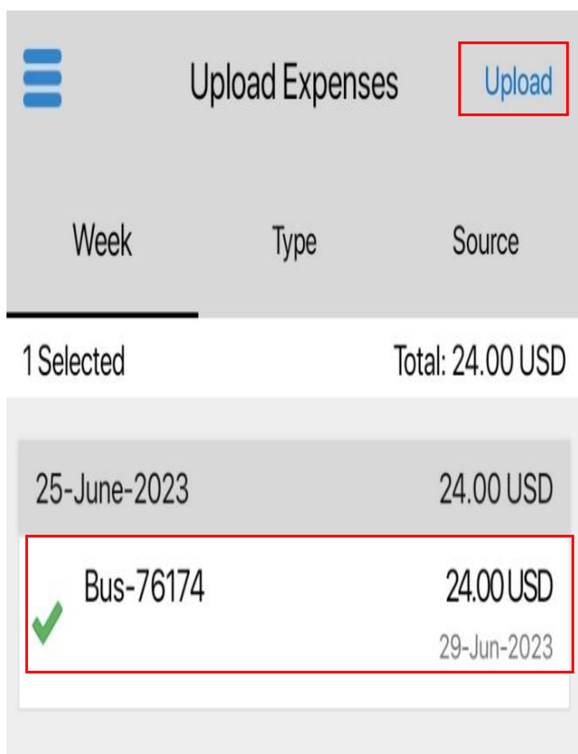
Enter the Merchant and Description and click Save, and click the icon



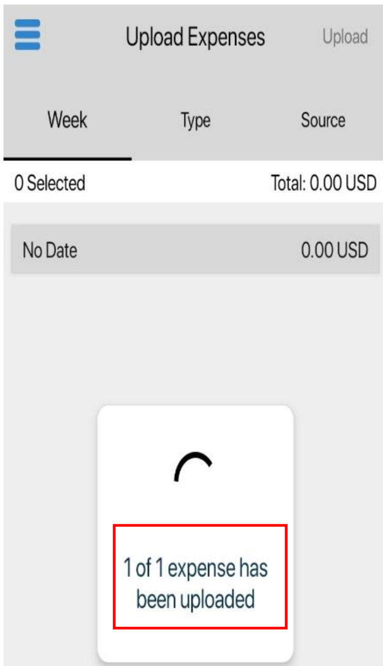


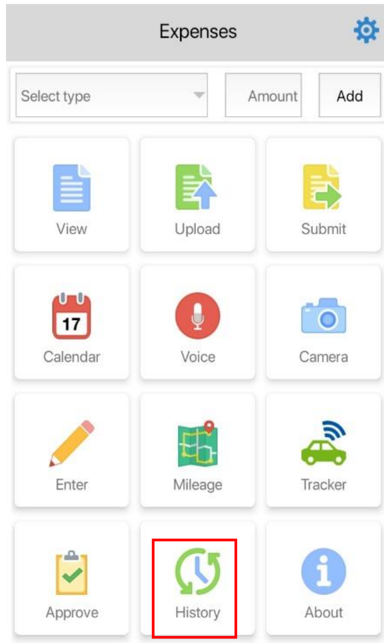
Click Upload, Select the Expense item, and again click upload

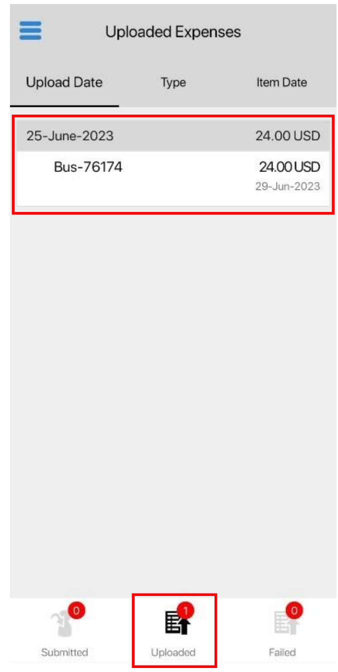


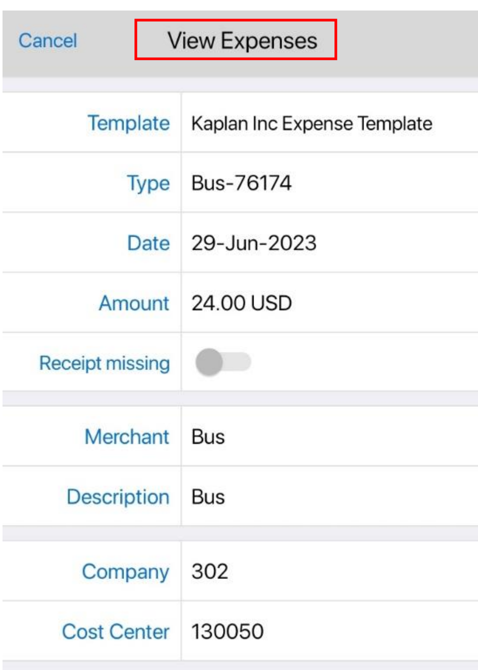


Expense item is uploaded, Click on History and Select Uploaded then open the expense item and view the expense details

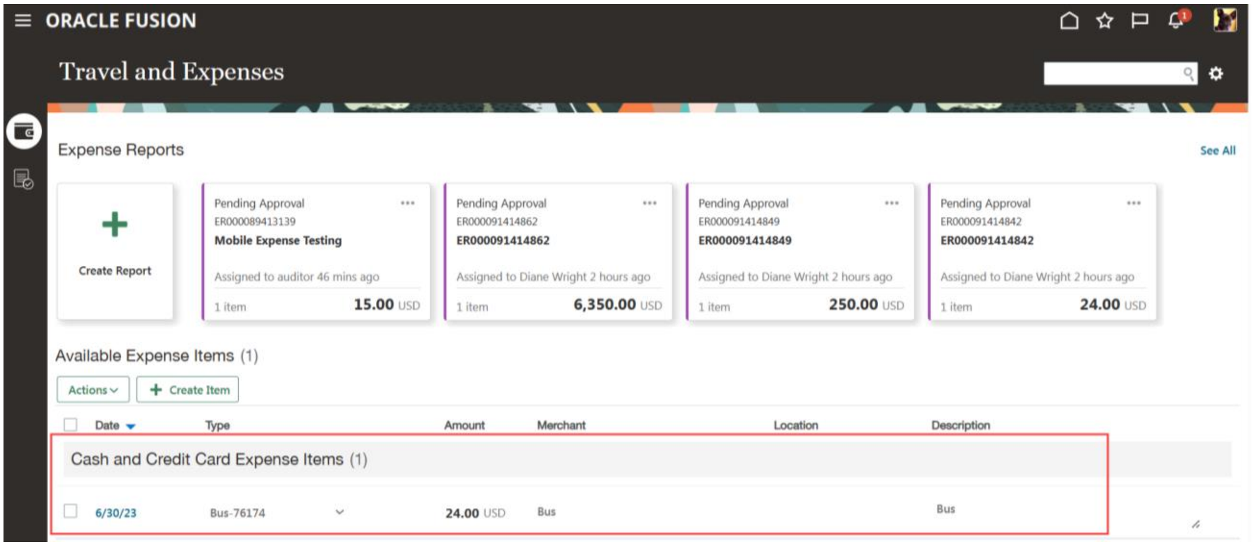






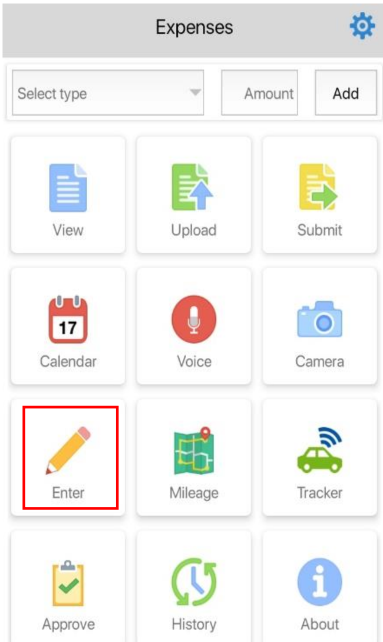


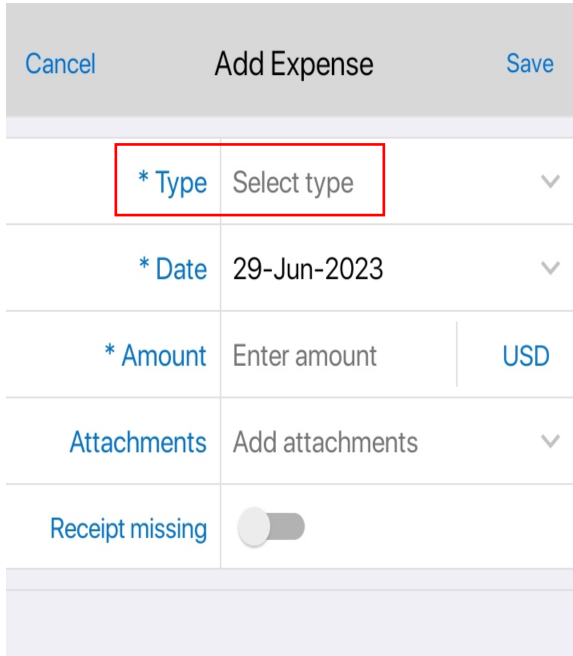
Within the Expense Page, the expense item will be displayed within Available Expense items view

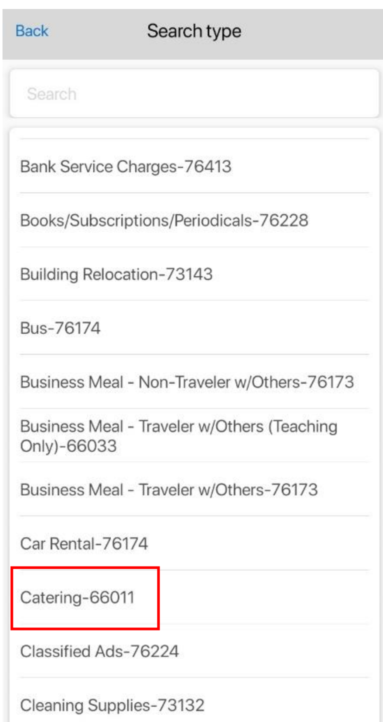


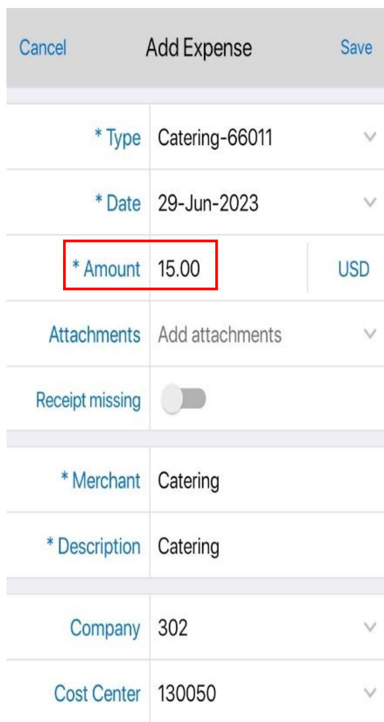
Submit Expense Report:

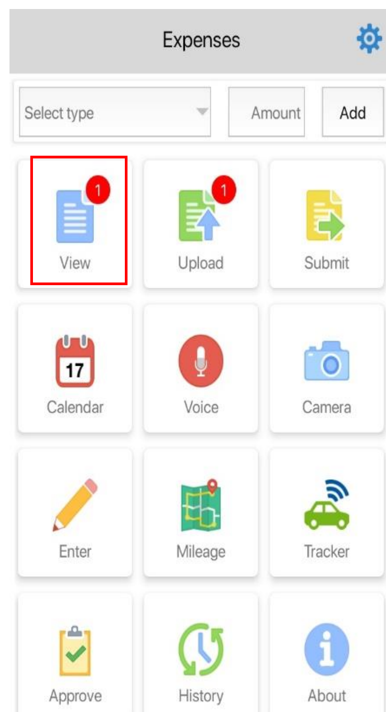
To add an expense item, Click Enter and select the Expense Type, Enter Amount & Save it and go to view, Click on  and Click Submit to Create a report

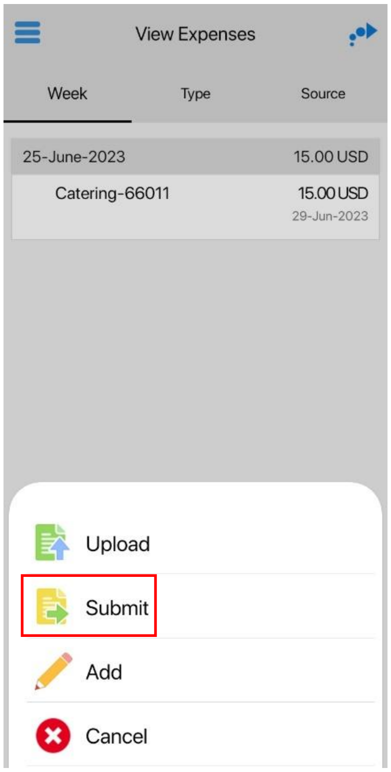

Expenses
Select type
Amount
Add
View
Upload
Submit
17
Calendar
Voice
Camera
Enter
Mileage
Tracker
Approve
History
About


Cancel
Add Expense
Save
* Type
Select type
* Date
29-Jun-2023
* Amount
Enter amount
USD
Attachments
Add attachments
Receipt missing

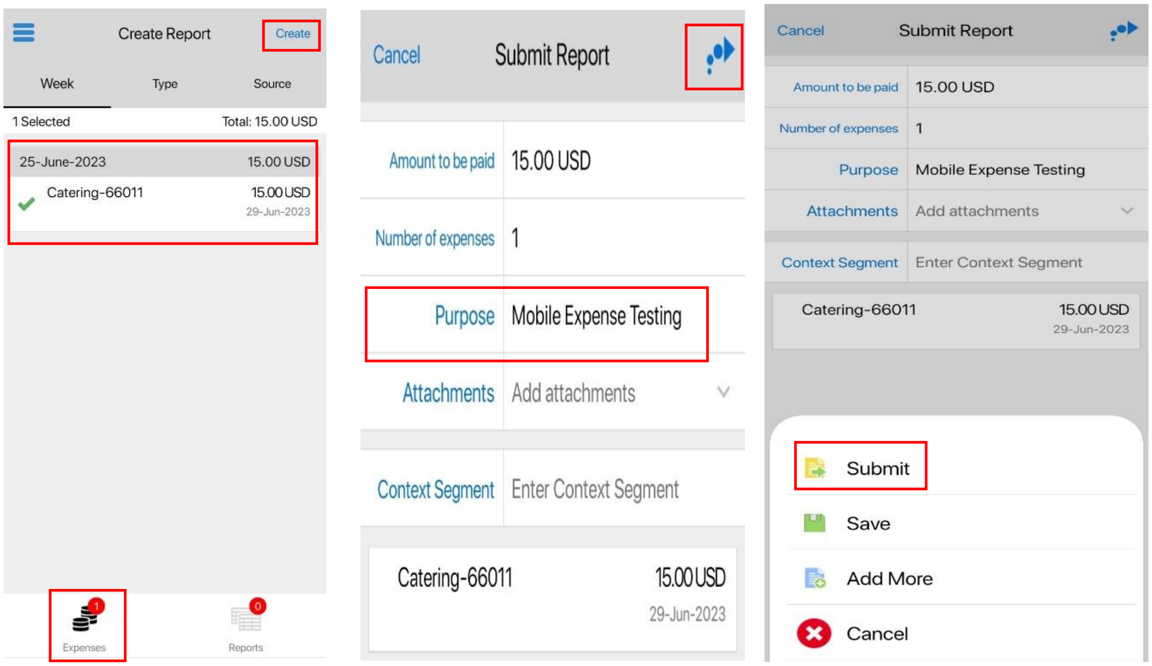

Back
Search type
Search
Bank Service Charges-76413
Books/Subscriptions/Periodicals-76228
Building Relocation-73143
Bus-76174
Business Meal - Non-Traveler w/Others-76173
Business Meal - Traveler w/Others (Teaching Only)-66033
Business Meal - Traveler w/Others-76173
Car Rental-76174
Catering-66011
Classified Ads-76224
Cleaning Supplies-73132


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

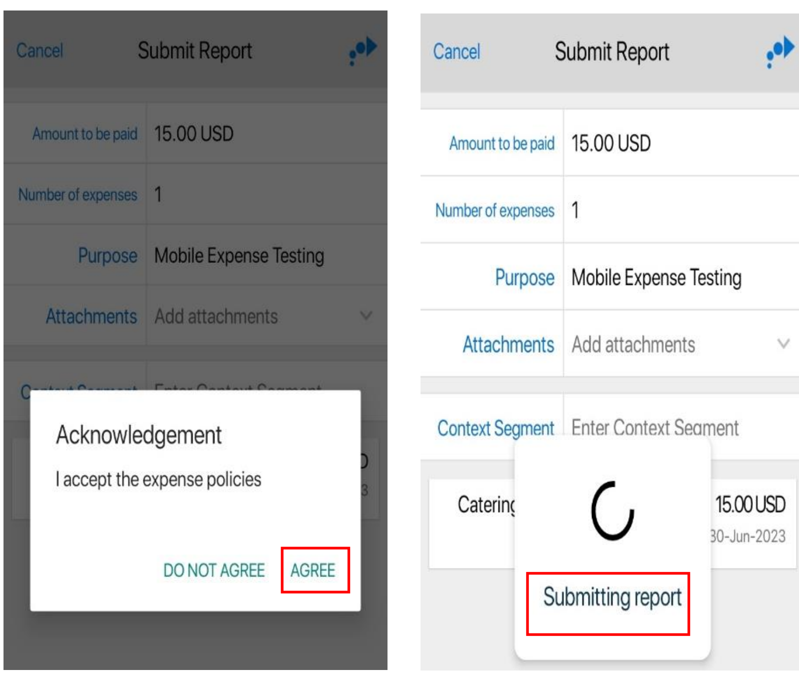

Expenses
Select type
Amount
Add
1
View
1
Upload
Submit
17
Calendar
Voice
Camera
Enter
Mileage
Tracker
Approve
History
About


View Expenses
Week
Type
Source
25-June-2023
15.00 USD
Catering-66011
15.00 USD
29-Jun-2023
Upload
Submit
Add
Cancel

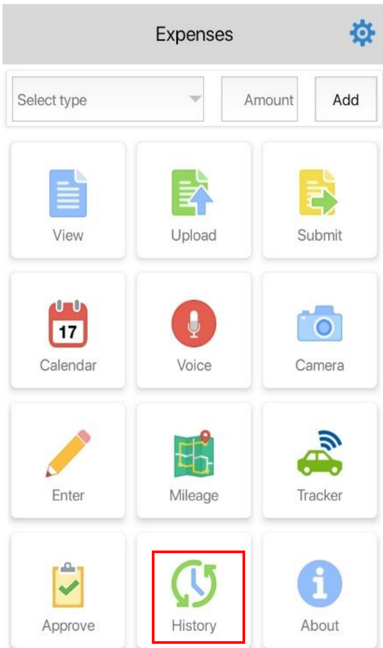
Select the Expense item line, click Create, Enter the Purpose name and Click and Click Submit

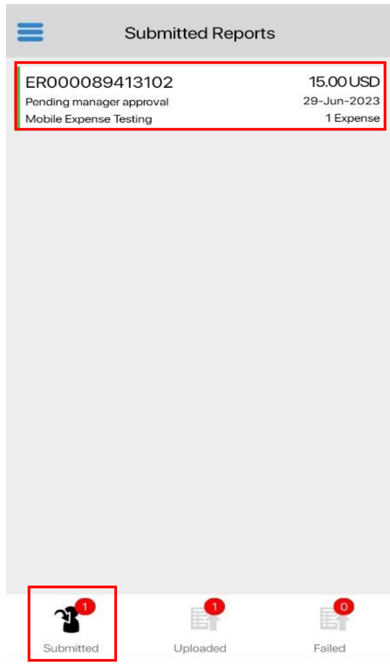


Agree on the expense policies, Report submitted, and Expense report number generated & report submitted successfully

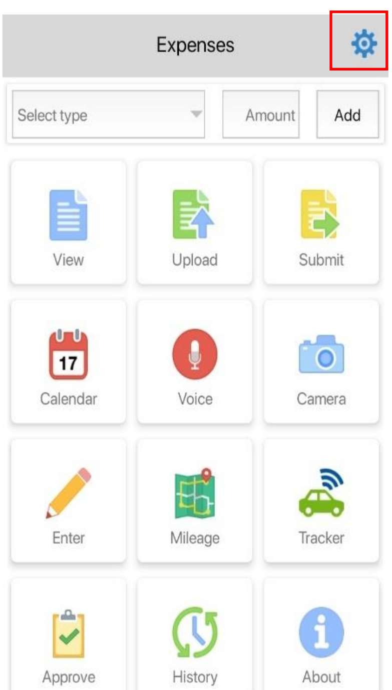


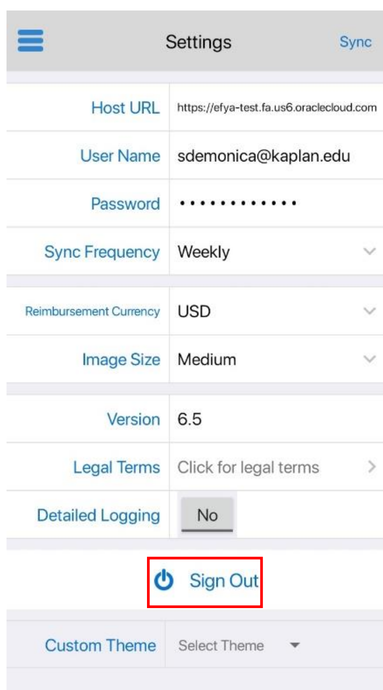
Click on History to review the submitted report status





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





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