

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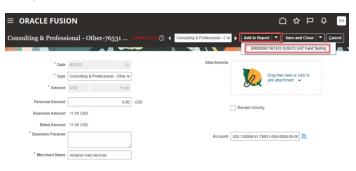
• Within Travel and Expenses screen, Expense Reports will appear at the top portion and Available Expense Items will appear at the bottom portion of the screen

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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

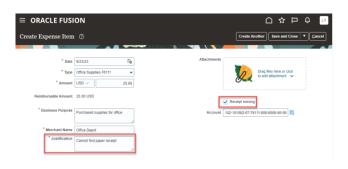
- When selecting Create Expense Item, the Date, Type and Amount fields will appear. Additional fields will appear once the Type field has been populated
 - o The Date and Amount will be locked for card transactions
- Creating a new Expense Item
 - o Choose the date of the expense
 - Choose Type drop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

■ ORACLE FUSION		
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



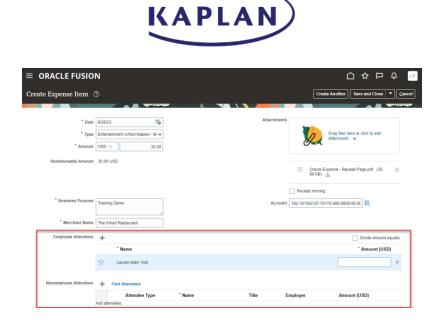
ORACLE FUSIO	N			☆ P ♀
xpense Report: ERoo	0090600137 ⑦		Save	e ▼ Sub <u>m</u> it <u>C</u> an
Business Purpose Office Supplie	15	Report Total	SD	
Status Saved		I have read and	accept the corporate travel and expense	e policies.
Actions - Create Item	Add Existing Apply Account V Split	Allocation		
pense 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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	Good afternoon, Lauren Yost!	
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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				

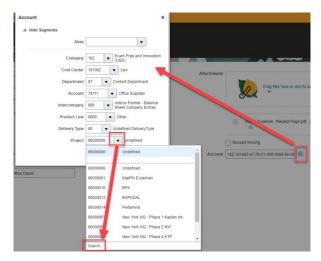
• For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen



- 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

N				¢	LY
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

\equiv ORACLE FUSION			
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
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	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
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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
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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

\equiv ORACLE FUSION		\equiv ORACLE FUSION	
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	

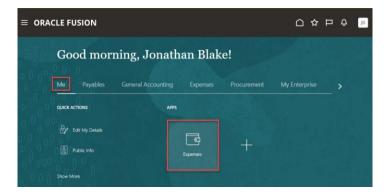
- Complete all required fields, the GL Coding within the Account field and add a receipt attachment. If there is no receipt to attach, select Receipt Missing. If transaction is over a certain amount, the Justification field will need to be completed
 - The Date and Amount fields will be locked for card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



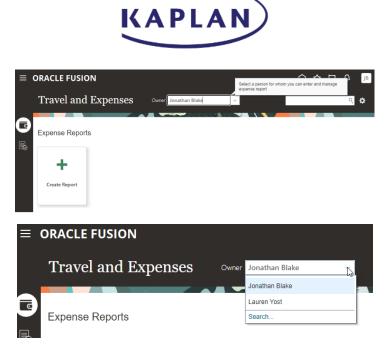
- Select Save and Close
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval
- For Kaplan/CODE3/SLATE:
 - o Send a check to Melanie Primm's attention at the following address:
 - 12735 Morris Road Suite 260
 - Alpharetta, GA 30004
- For KINA Only:
 - Send a 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

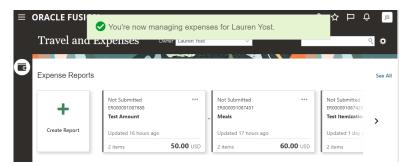
• Select the Expenses tile within Me in the top toolbar



• 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



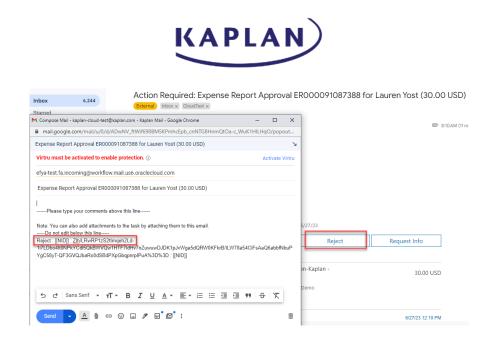
- The actions include Approve, Reject and Request Info.
 - Selecting the Approve, Reject and Request Info buttons will generate an email that will be sent to Oracle. Do not reply to the approval email since this inbox is unmonitored
- The details portion will provide the Date, Expense Type, Business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

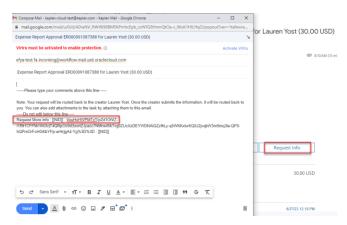
- Selecting Approve will generate a new email
 - Comments are not required for approval emails. The bottom portion of the email should not be edited
 - Select Send to send the email

	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

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• 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



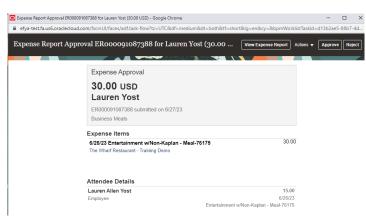
o Select the Bell icon to display the Pending Notifications screen.

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



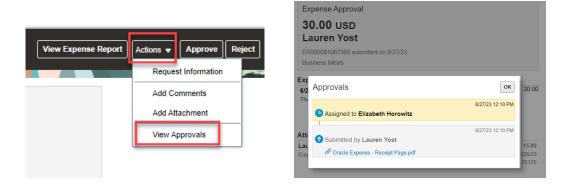
- The details portion will provide the Date, Expense Type, Business Purpose and the amount
- In the top right portion of the screen, the approve and reject buttons will appear. Comments are not required for Expense Report approval. Comments are required when rejecting or requesting information



- 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

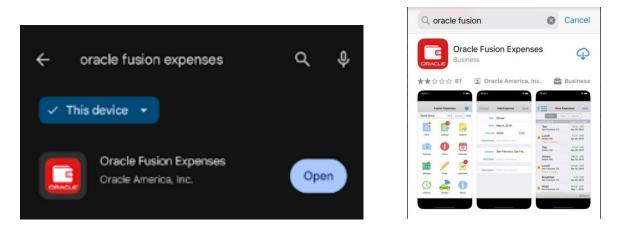
		Expense Approval	
View Expense Report	tions Approve Reject Request Information Add Comments Add Attachment View Approvals	30.00 USD Lauren Yost ER000091087388 submitted on 6/27/23 Business Meals Expense Items 6/26 The Add Comments Comment Laur Employ	Save Cancel 5.00 15.00 6/26/33 Entertainment w/Non-Kaplan - 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

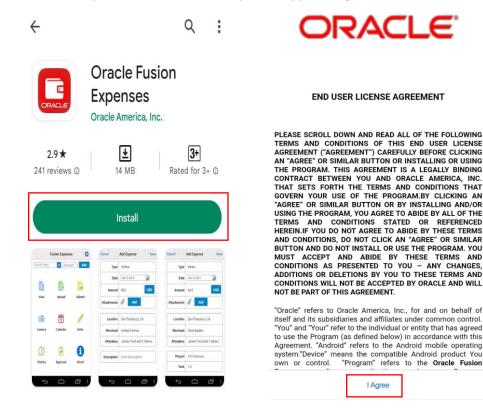


Oracle Mobile Expenses

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>

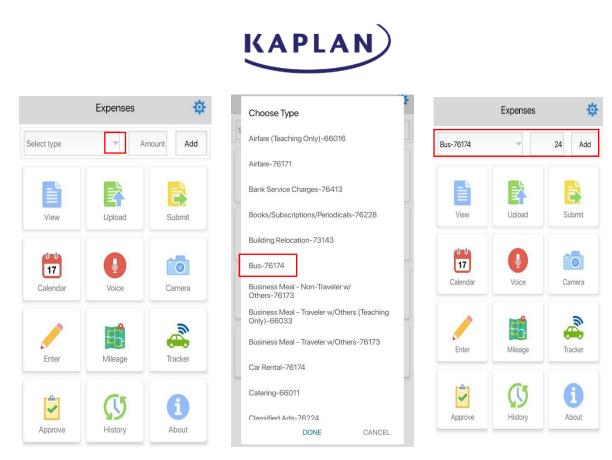
	Fusion Expenses	Fusion Expenses	Fusion Expenses
	${ m GH}^{ m Graham}_{ m Holdings}$	$G H ^{ ext{graham}}_{ ext{holdings}}$	G H graham holdings
	<-> Connecting to Application	<+> Connecting to Application	Connecting to Oracle Fusion - efya
Fusion Expenses Continue	Email or Username	Email or Username 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							



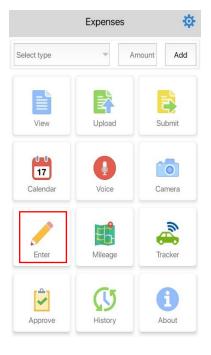
Within the Expense Page, the expense item will be displayed within Available Expense items view

= (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

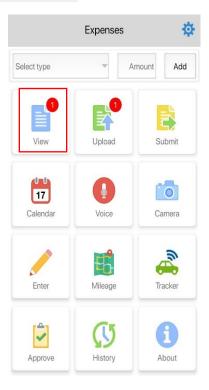
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Cancel	,	Save	
	* Туре	Select type	~
	* Date	29-Jun-2023	\vee
*	Amount	Enter amount	USD
Attachments		Add attachme	nts v
Receip	ot missing		

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

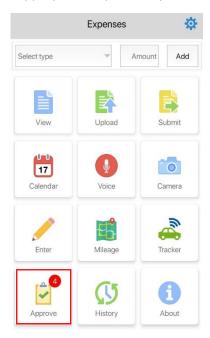
Click on the Setting icon and sign out from the user account

	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

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