



Oracle Expense Training Material

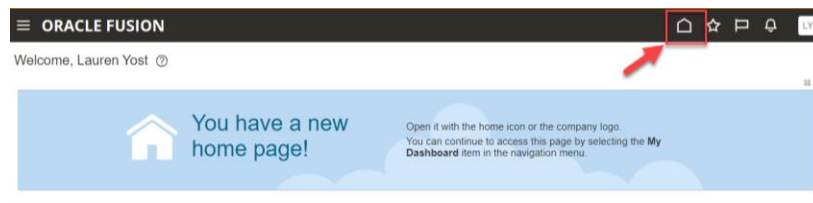
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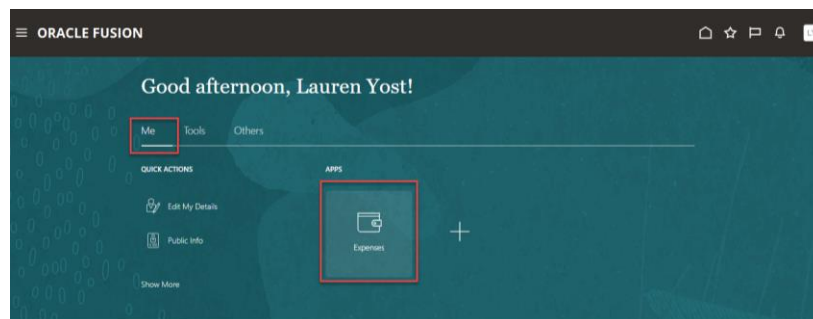


Accessing Oracle Expense and Travel and Expenses view

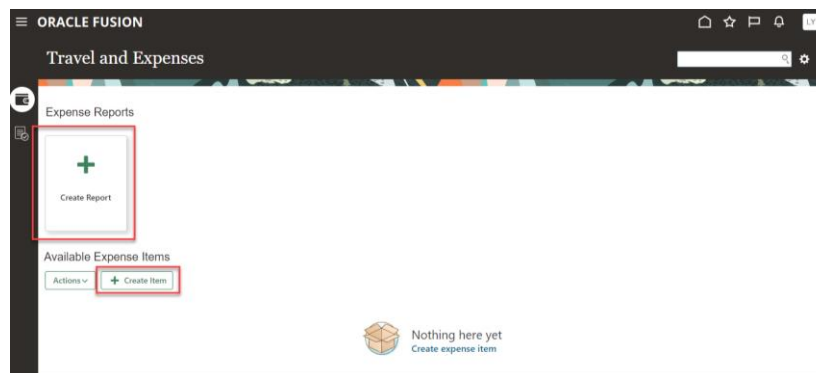
- Log into GHConnect and select the Oracle Fusion – efyta tile
- Type in Username / Password and select Continue
- Log in using Duo Security
- Select Home button in top right to view the Home page



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



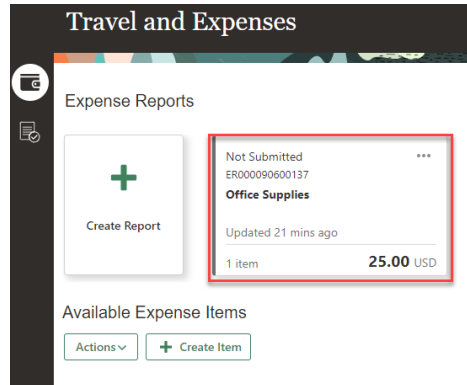
- Within the Travel and Expenses view, create a new Expense Report by selecting Create Report or Create Item



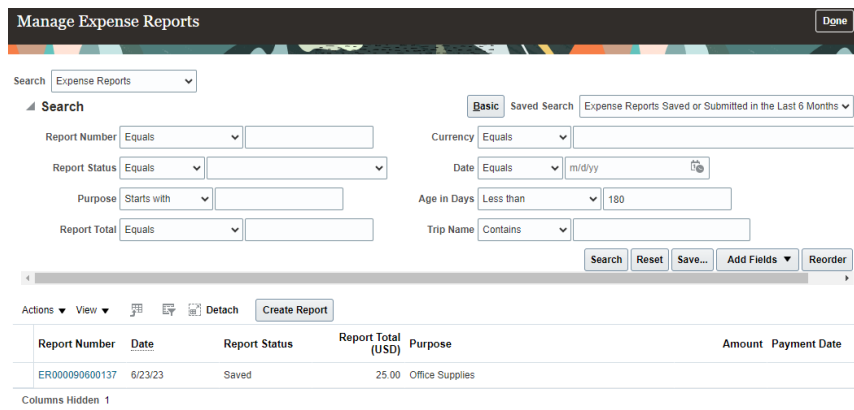
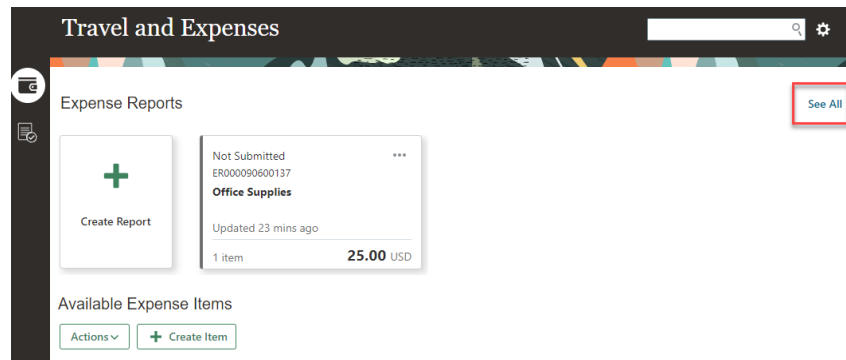
- Available Expense Items will appear at the bottom of the screen. This includes both Cash and Credit Card Expense Items. Selecting Create Item will create a new Expense Item that can be added to an Expense Report



- 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



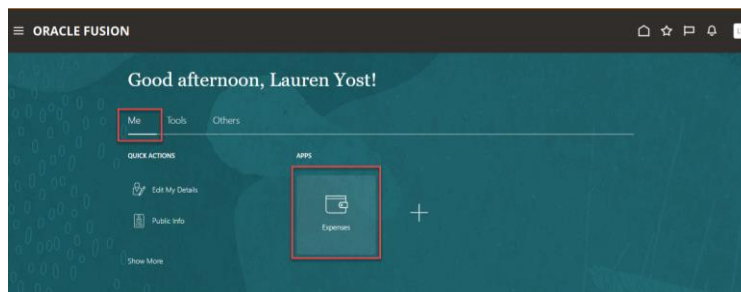
- Select the tile to open the Expense Report or select the three dots to view the actions, which include Open, Submit and Withdraw (available once the ER has been submitted)
- If there are multiple Expense Reports, select the arrows to the right and left to scroll and view additional tiles
- Select See 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



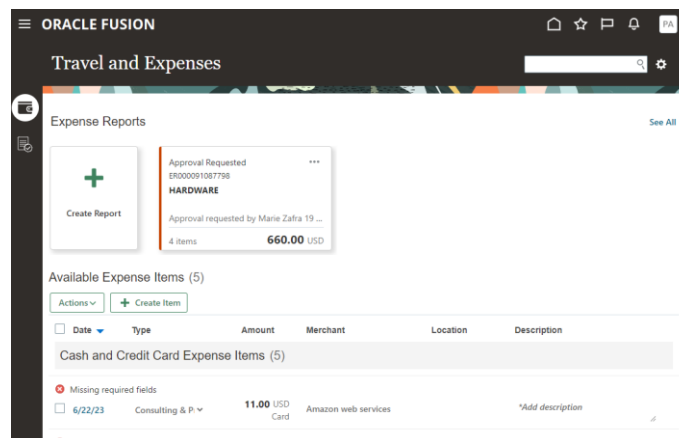


Create an Expense Report with Out of Pocket Expenses and Card Transactions

- 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

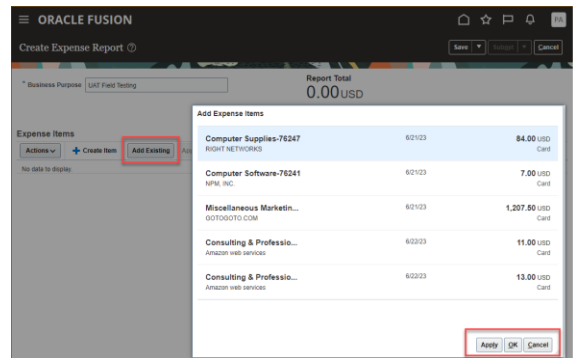


- Credit Card transactions will appear within Available Expenses. These can be added when entering a new Expense Report. Enter the Business Purpose and select the Add Existing button. Select the Expense Item and choose Apply. When finished, select OK

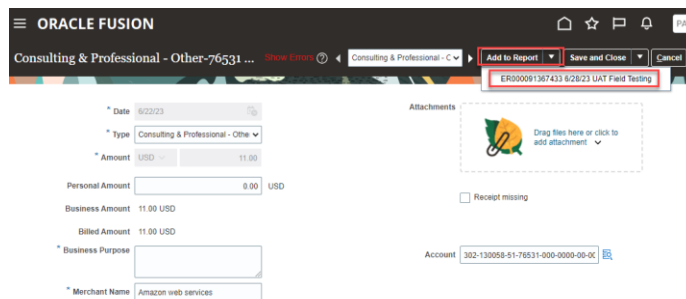


Available Expense Items (5)

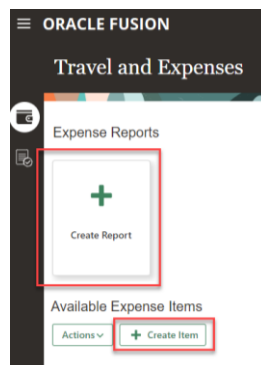
Date	Type	Amount	Merchant	Location	Description
Cash and Credit Card Expense Items (5)					
<input type="checkbox"/>	Missing required fields				
6/22/23	Consulting & P	11.00 USD Card	Amazon web services		*Add description
<input type="checkbox"/>	Missing required fields				
6/22/23	Consulting & P	13.00 USD Card	Amazon web services		*Add description
<input type="checkbox"/>	Missing required fields				
6/21/23	Computer Soft	7.00 USD Card	NPM, INC.		*Add description
<input type="checkbox"/>	Missing required fields				
6/21/23	Miscellaneous	1,207.50 USD Card	GOTOGOTO.COM		*Add description
<input type="checkbox"/>	Missing required fields				
6/21/23	Computer Supp	84.00 USD Card	RIGHT NETWORKS		*Add description



- 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

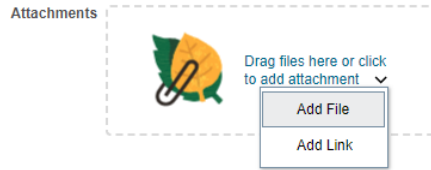


- When selecting Create Report, add the Business Purpose. Select Create Item to create new item or Add Existing (if selecting Create New Item from main screen)

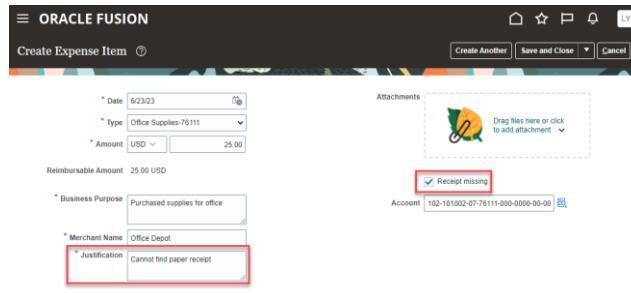


- When selecting Create Expense Item, the Date, Type and Amount fields will appear. Additional fields will appear once the Type field has been populated
 - The Date and Amount will be locked for card transactions
- Creating a new Expense Item
 - Choose the date of the expense
 - Choose Type drop down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

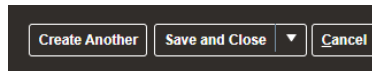
- Add an attachment by dragging the file to the Attachments section or click to add an attachment. Select Add File and navigate to the folder where the file has been saved. Select Open and the file will appear below the Attachments section. Selecting the X will remove the attachment



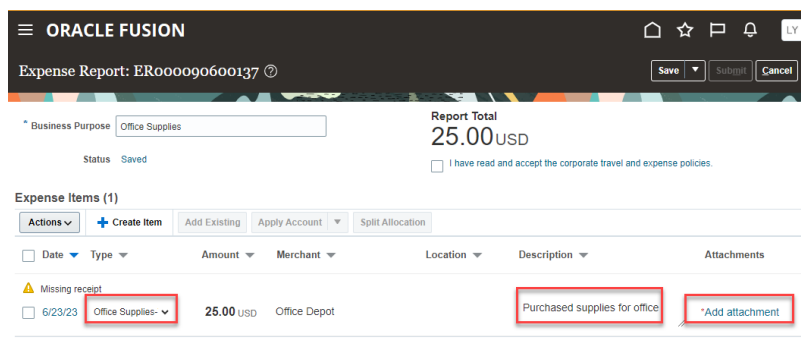
- Select Missing Receipt if a receipt is missing. Depending on the amount of the expense, a note will need to be included within the Justification field



- 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



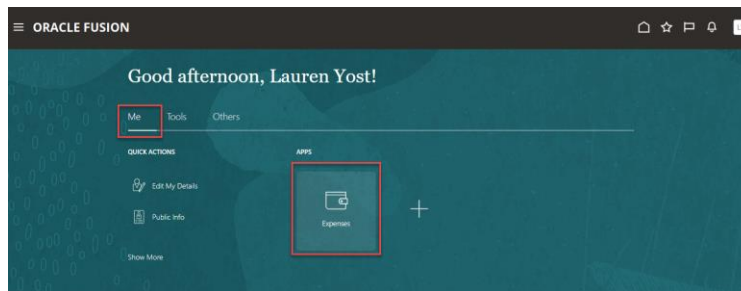
- Add any additional expenses within the Expense Report by selecting Create Item or Add Existing
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval



The screenshot shows the Oracle Fusion Expense Report interface. At the top, the header includes the Oracle Fusion logo and navigation icons. The main title is "Expense Report: ER000090600137". Below this, there are buttons for "Save", "Submit", and "Cancel". The "Business Purpose" is set to "Office Supplies" and the "Status" is "Saved". The "Report Total" is "25.00 USD". A checkbox is checked with the text "I have read and accept the corporate travel and expense policies." Below this, the "Expense Items (1)" section is visible, showing a table with columns for Date, Type, Amount, Merchant, Location, Description, and Attachments. The table contains one item: "6/23/23", "Office Supplies-", "25.00 USD", "Office Depot", "Purchased supplies for office", and "Add attachment".

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

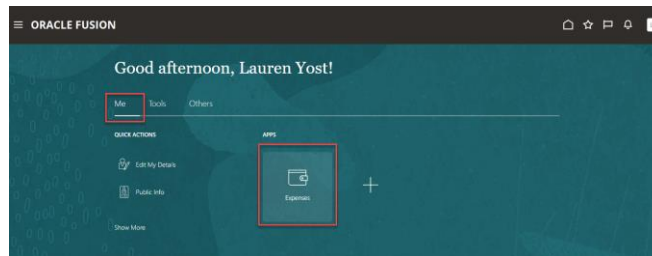
- For any Nonemployee attendees, select the Plus sign to add an Attendee or select Find Attendees for any Nonemployee previously added



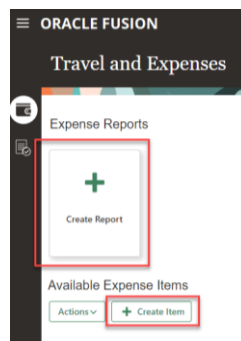
The screenshot shows the 'Create Nonemployee' dialog box in Oracle Fusion. The dialog is titled 'Create Nonemployee' and is overlaid on a background form. The background form includes fields for 'Type' (Entertainment w/Non-Kaplan), 'Amount' (USD), 'Reimbursable Amount' (30.00 USD), 'Business Purpose' (Training Demo), and 'Merchant Name' (The Wharf Restaurant). The dialog box contains the following fields: Last Name, First Name, Registry ID (372203), Phone, Fax, Email, URL, Customer (dropdown), Country (United States), Address Line 1-4, City, State, and Postal Code. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog. Below the dialog, there is a 'Nonemployee Attendees' section with a '+' icon and a 'Find Attendees' button. A table below this section has columns for 'Attendee Type', 'Name', 'Employer', and 'Amount (USD)'. The table currently contains one entry: Lauren Allen Yost.

Allocating Expenses

- Select the Expenses tile within Me in the top toolbar



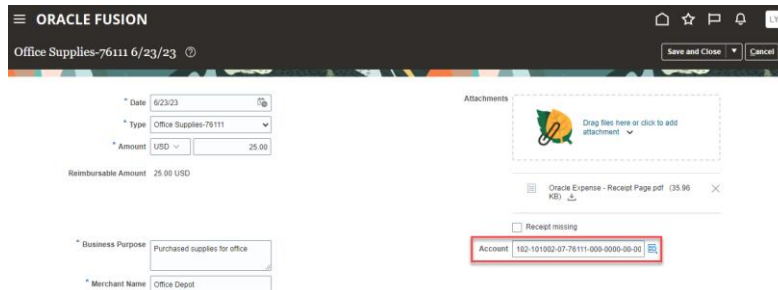
- For new Out of Pocket expenses, create a new Expense Report or select Create Item within Available Expenses



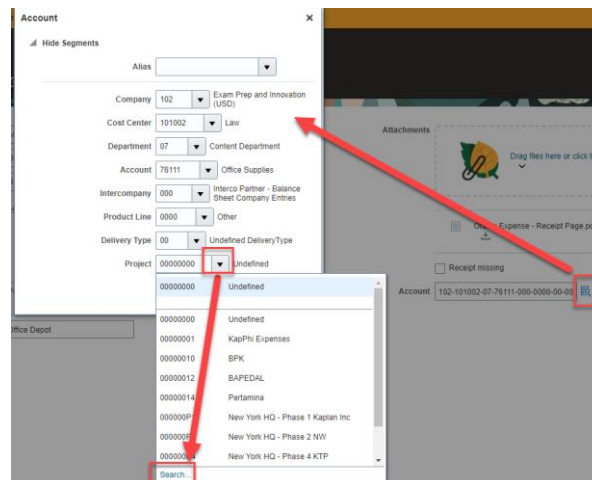
- For existing Out of Pocket expenses or card transactions, select item either within an existing Expense Report or from the Available Expense Items at the bottom of the screen



- 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 Exam Pr (USD)

Cost Center 101002 Law

Department 07 Content D

Account 76111 Office

Intercompany 000 Interco P Sheet Co

Product Line 0000 Other

Delivery Type 00 Undefined

Project 00000000 Unt

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

Account

Hide Segments

Alias

Company: 102 Exam Prep and Innovation (USD)

Cost Center: 101002 Law

Department: 07 Content Department

Account: 76111 Office Supplies

Intercompany: 000 Interco Partner - Balance Sheet Company Entries

Product Line: 0000 Other

Delivery Type: 00 Undefined Delivery Type

Project: 00000000 Undefined

Search Reset **OK** Cancel

- Select Save and Close

ORACLE FUSION

Office Supplies-76111 6/23/23

Save and Close Cancel

Date: 6/23/23

Type: Office Supplies-76111

Amount: USD 25.00

Reimbursable Amount: 25.00 USD

Business Purpose: Purchased supplies for office

Merchant Name: Office Depot

Attachments: Oracle Expense - Receipt Page.pdf (15.94 KB)

Receipt missing

Account: 102-101002-07-76111-000-0000-00-00

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

ORACLE FUSION

Expense Report: ER000009600137

Save Submit Cancel

Business Purpose: Office Supplies

Status: Saved

Report Total: 25.00 USD

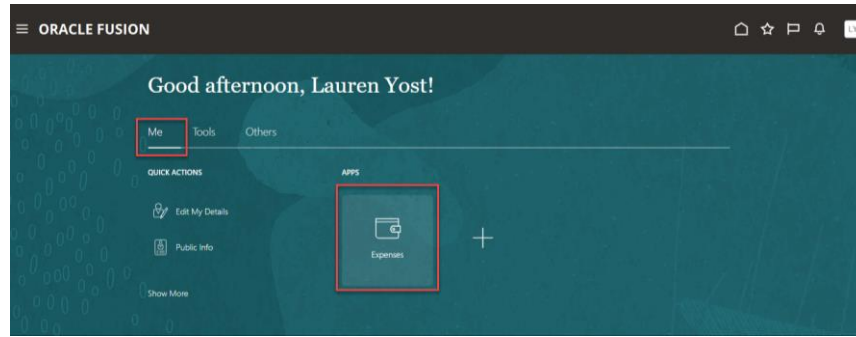
I have read and accept the corporate travel and expense policies

Expense Items (1)

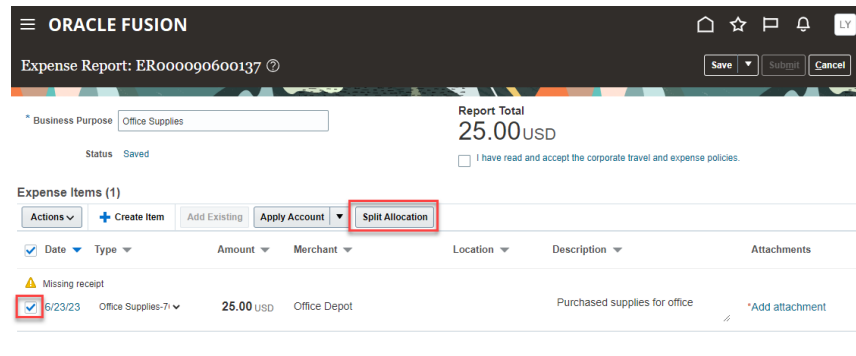
Date	Type	Amount	Merchant	Location	Description	Attachments
6/23/23	Office Supplies-76111	25.00 USD	Office Depot		Purchased supplies for office	*Add attachment

Splitting Expenses

- Select the Expenses tile within Me in the top toolbar



- 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

Split Allocation

Split Method Use Percentage Use Amount Expense Items Selected 1 Remaining Percentage 0%

Percentage	Amount (USD)	Account	Remove
<input type="text" value="50"/>	12.50	<input type="text" value="102-101002-07-76111-000-0000-00-00"/>	<input type="button" value="X"/>
<input type="text" value="50"/>	12.50	<input type="text"/>	<input type="button" value="X"/>



- 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

Account window showing fields for Alias, Company (102), Cost Center (101002), Department (07), Account (76111), Intercompany (000), Product Line (0000), Delivery Type (00), and Project (00000000). Buttons for Search, Reset, OK, and Cancel are visible.

Account window with a dropdown menu open for the Cost Center field. The menu lists various options including Balance Sheet entries, Closed - Executive, Kaplan Income Stmt Elim Entries, Kaplan Balance Sheet Elim Entries, Closed - Executive, Closed - Kidum Enterprise and Publishing, Closed - Kidum Test Prep, Closed - Lachman Test Prep, Closed - WSI Training, and Closed - Kidum Mgmt and MKtg. A red arrow points to the dropdown menu.



Search and Select: Cost Center ✕

Search Advanced

Match All Any

Value

Description

Search Reset

Value	Description
101001	Pre-Law

OK Cancel

- Select Apply to split the Allocations

Split Allocation

+ Add Split Method Use Percentage Use Amount Expense Items Selected 1 Remaining Percentage 0%

Percentage	Amount (USD)	Account	Remove
<input type="text" value="50"/>	12.50	<input type="text" value="102-101002-07-76111-000-0000-00-00"/> 🔗	✕
<input type="text" value="50"/>	12.50	<input type="text" value="102-101001-07-76111-000-0000-00-00"/> 🔗	✕

Apply Cancel

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

ORACLE FUSION Expense Report: ER000090600137 Save Cancel

* Business Purpose Status Saved Report Total **25.00 USD**
 I have read and accept the corporate travel and expense policies.

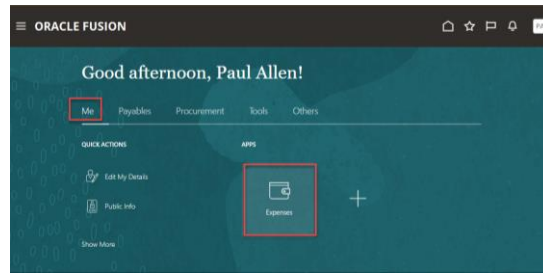
Expense Items (1)

Actions + Create Item Add Existing Apply Account Split Allocation

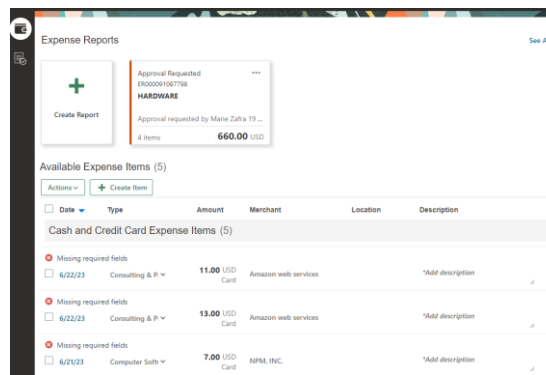
Date	Type	Amount	Merchant	Location	Description	Attachments
Missing receipt <input type="checkbox"/> 6/23/23	Office Supplies-76111	25.00 USD Split applied	Office Depot		Purchased supplies for office	+ Add attachment

Adding Personal Expense

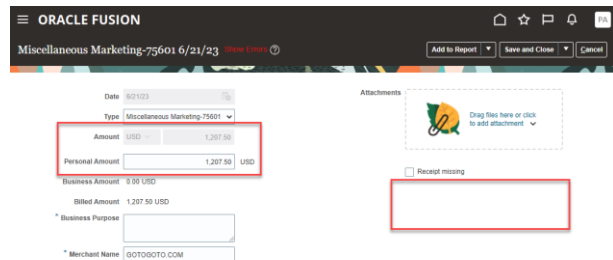
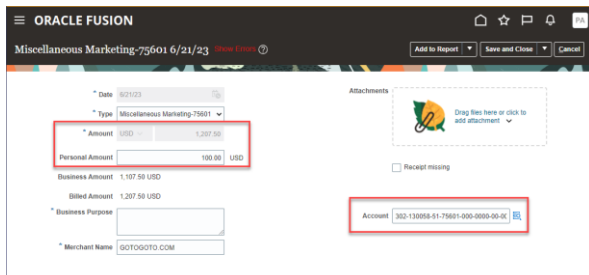
- Select the Expenses tile within Me in the top toolbar



- 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



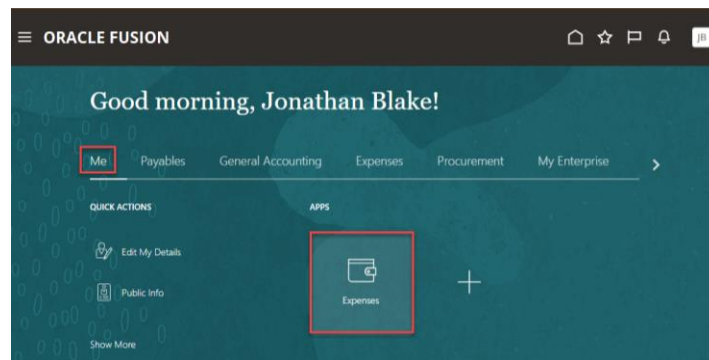
- Complete all required fields, the GL Coding within the Account field and add a receipt attachment. If there is no receipt to attach, select Receipt Missing. If transaction is over a certain amount, the Justification field will need to be completed
 - The Date and Amount fields will be locked for card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



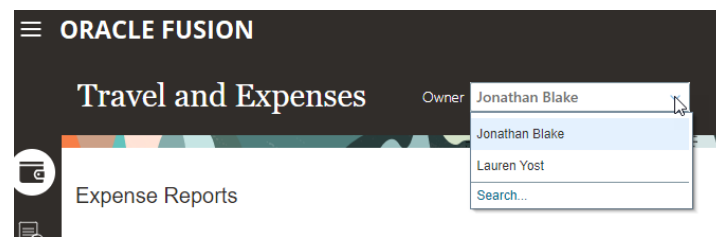
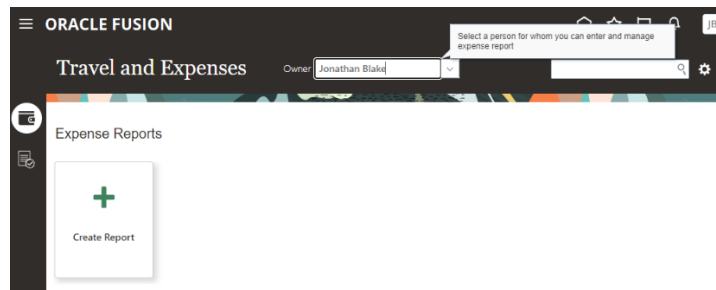
- Select Save and Close
- Select checkbox accepting the corporate travel policies and submit Expense Report for approval
- For Kaplan/CODE3/SLATE:
 - Send a check to Melanie Primm's attention at the following address:
12735 Morris Road
Suite 260
Alpharetta, GA 30004
- For KINA Only:
 - Send a check to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

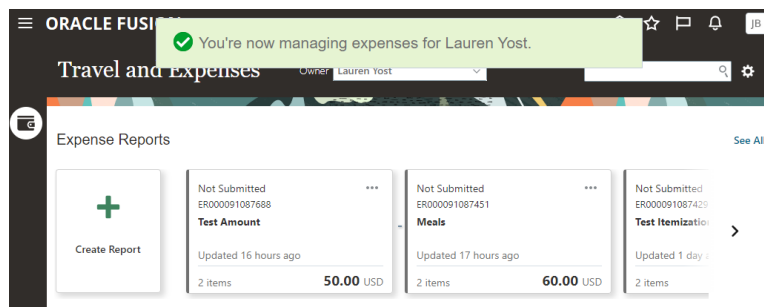
- Select the Expenses tile within Me in the top toolbar



- 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

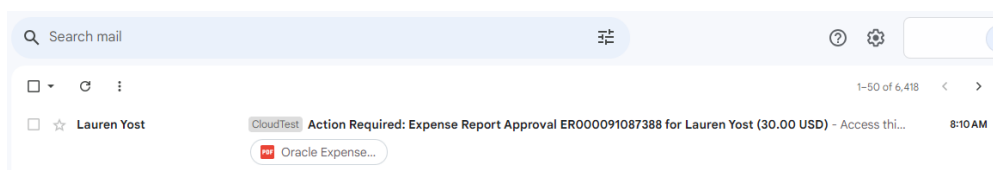


- Select the Owner drop down to change back to your account when completed

Approver Trainings (Email and Oracle Cloud)

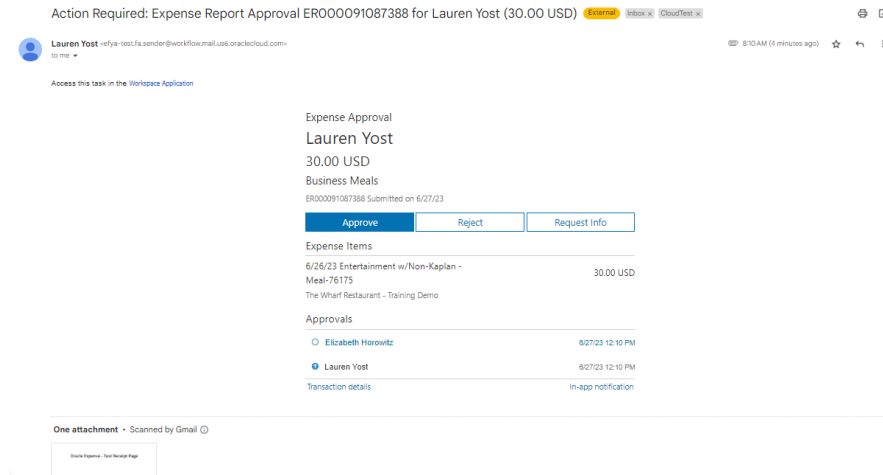
Approving Expense Reports through Approval Emails

- 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

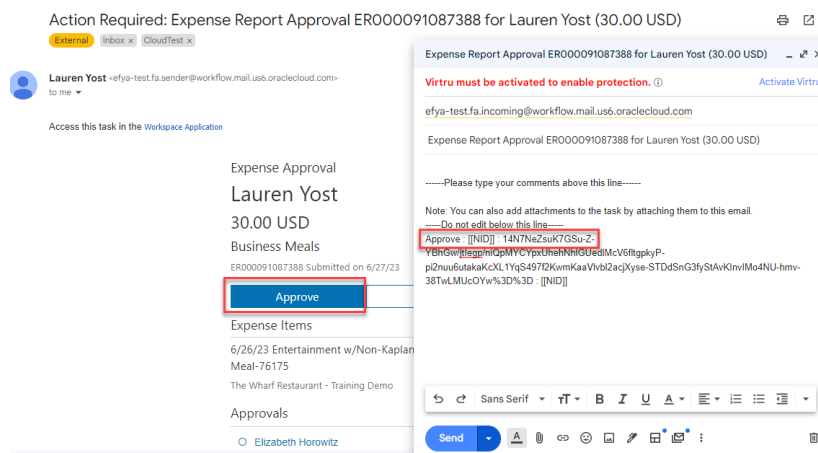




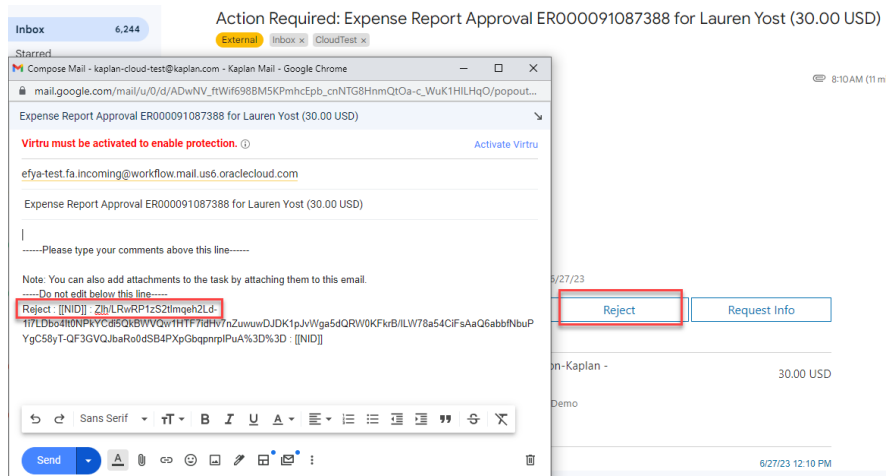
- The actions include Approve, Reject and Request Info.
 - *Selecting the Approve, Reject and Request Info buttons will generate an email that will be sent to Oracle. Do not reply to the approval email since this inbox is unmonitored*
- The details portion will provide the Date, Expense Type, Business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



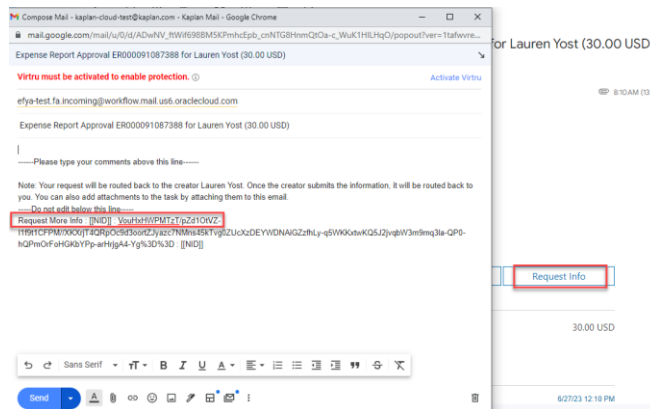
- Selecting Approve will generate a new email
 - Comments are not required for approval emails. The bottom portion of the email should not be edited
 - Select Send to send the email



- 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

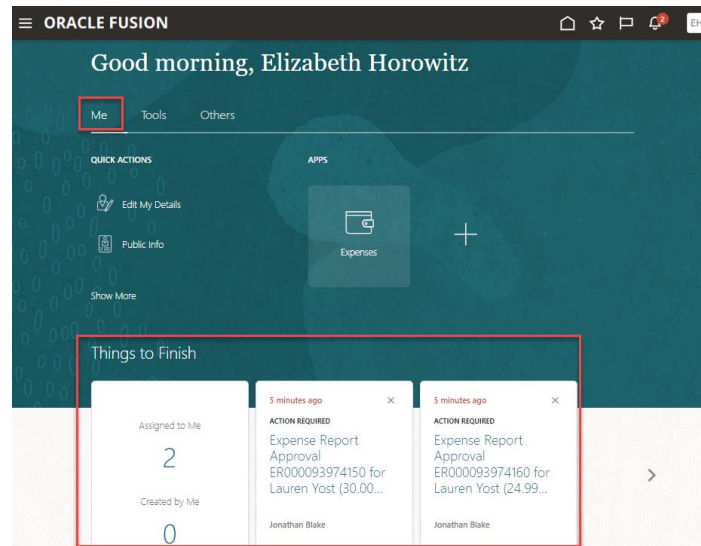


- Selecting Request More Info will generate a new email
 - Comments are required for Request Info emails. The employee will access the Expense Report, add comments and submit back to the Approver. The bottom portion of the email should not be edited
 - Select Send to send the email

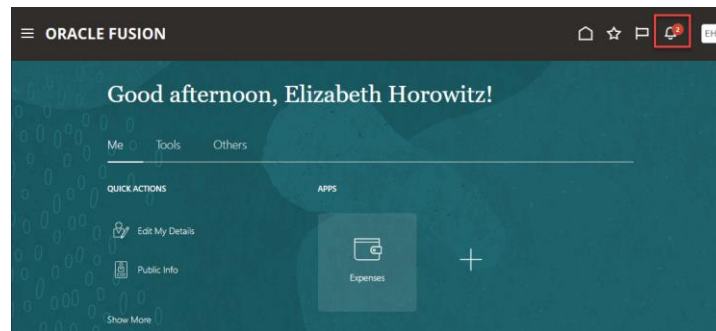


Approving Expense Reports through Oracle Fusion

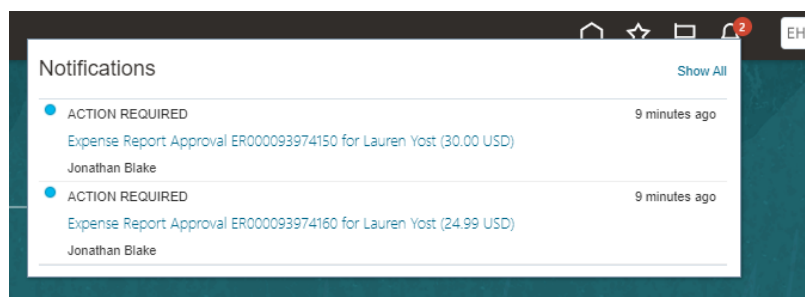
- Select the Oracle Fusion efyA tile to launch the program
- Expense Report can be approved by selecting the notification under Things to Finish or by selecting the Bell Icon (top right button). Both options will display a pop up window that will include details of the Expense Report
- **Approving the 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



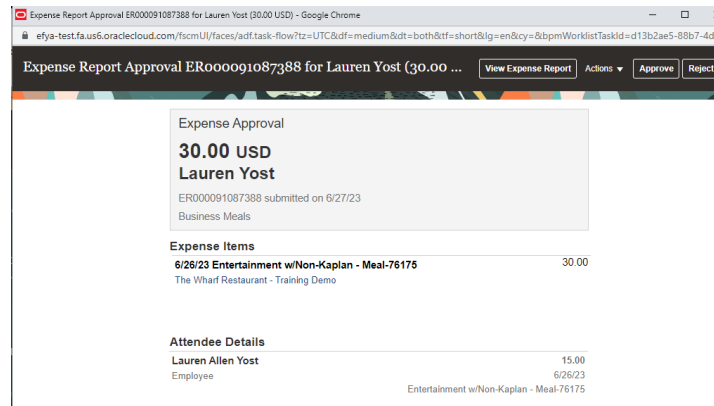
- Select the Bell icon to display the Pending Notifications screen.



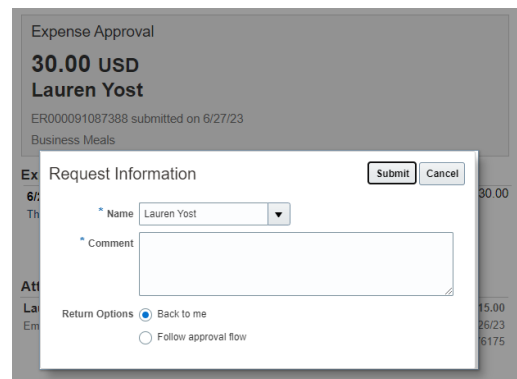
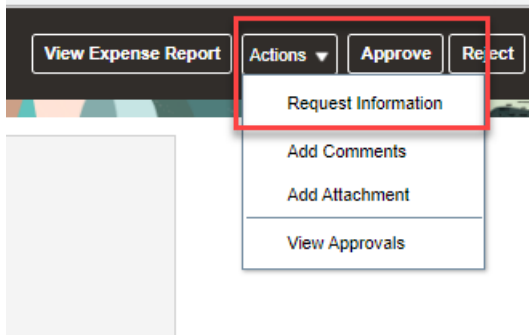
- Select the Action Required notification to access the Expense Report
- The Header will include the name of the employee, the Expense Report amount and the Expense Report name



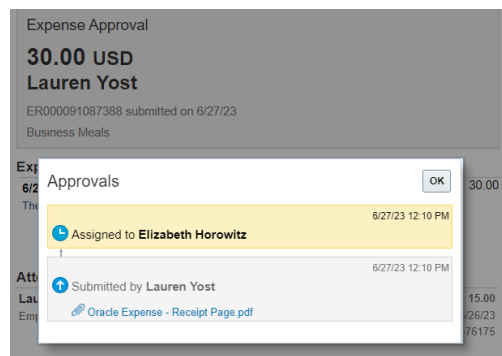
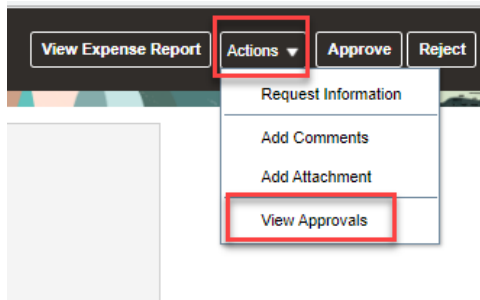
- The details portion will provide the Date, Expense Type, Business Purpose and the amount
- In the top right portion of the screen, the approve and reject buttons will appear. Comments are not required for Expense Report approval. Comments are required when rejecting or requesting information



- 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)

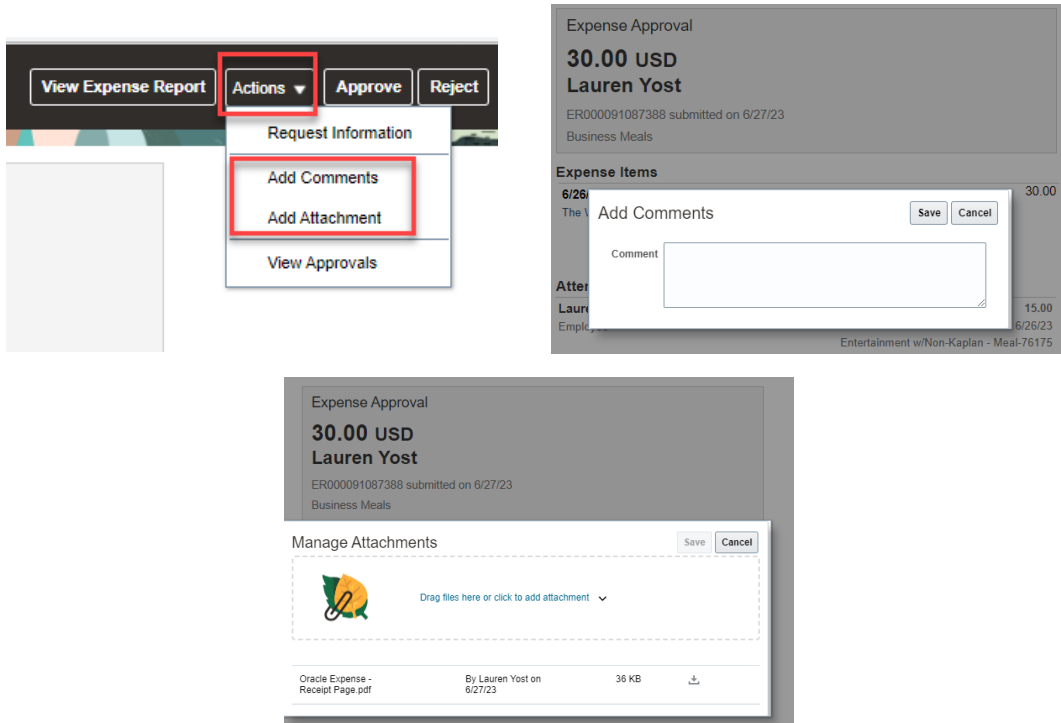


- Any comments added can be viewed by selecting Actions / View Approvals





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

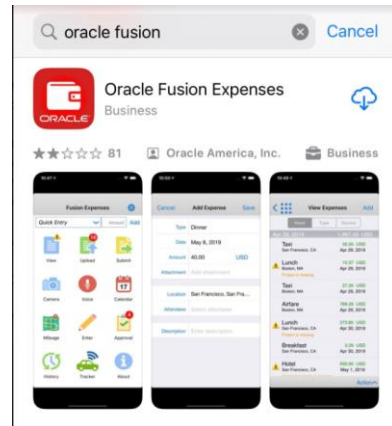
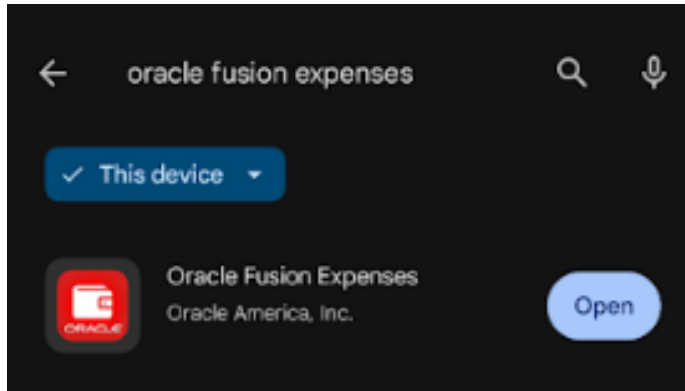


- Select View Expense Report to view the receipts. This will open the Expense Report in another tab
 - The Pop up window will be hidden when the Expense Report is opened. Navigating back to the Approval screen will display the Expense Reports in a locked view
 - Select the browser icon at the bottom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

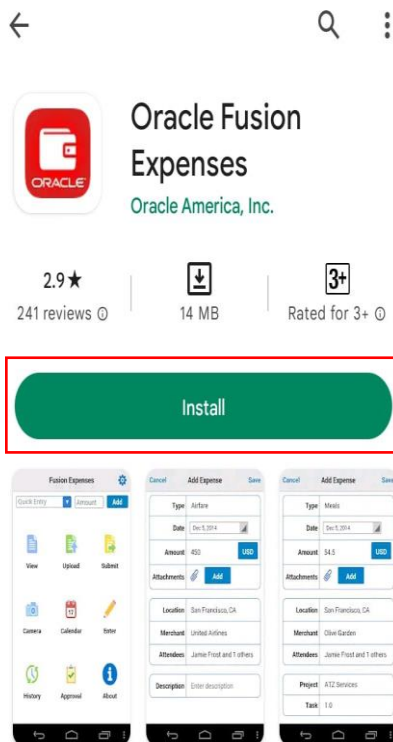


Oracle Mobile Expenses

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.

"Oracle" refers to Oracle America, Inc., for and on behalf of itself and its subsidiaries and affiliates under common control. "You" and "Your" refer to the individual or entity that has agreed to use the Program (as defined below) in accordance with this Agreement. "Android" refers to the Android mobile operating system. "Device" means the compatible Android product You own or control. "Program" refers to the Oracle Fusion

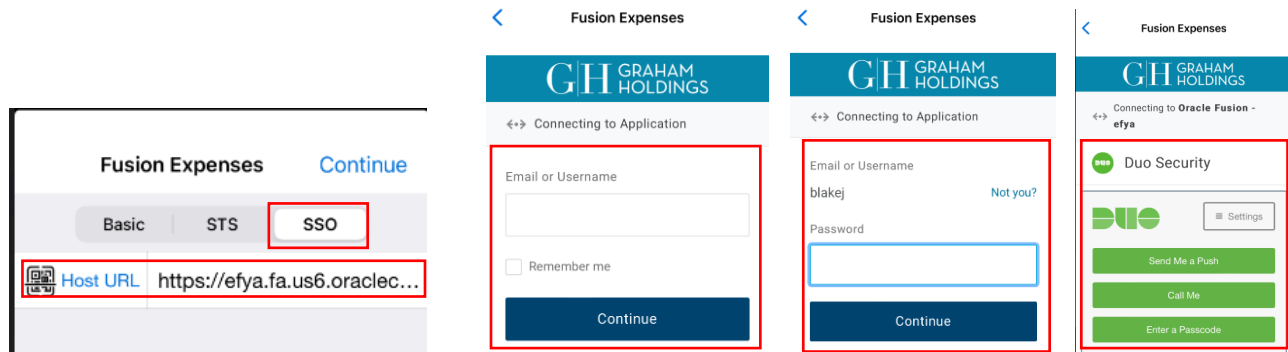
I Agree



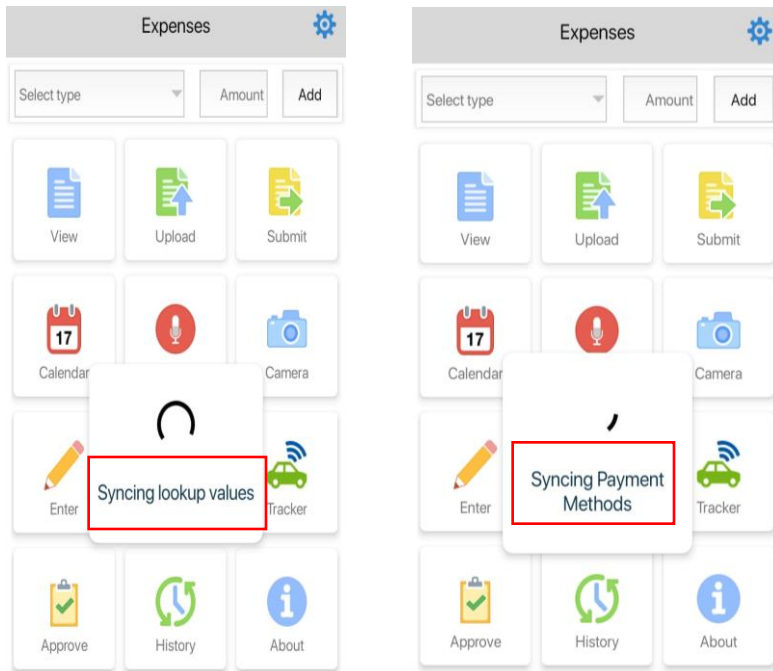
Enter the login credentials

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/>

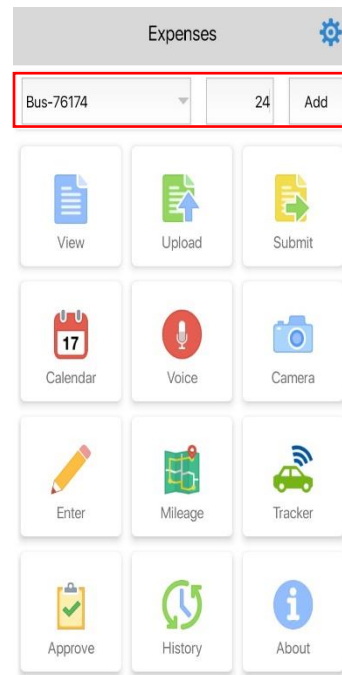
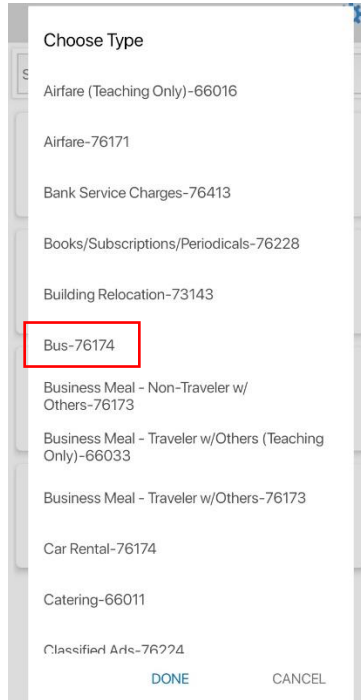
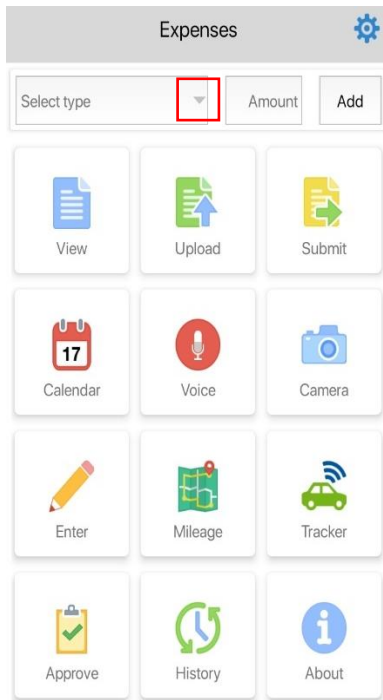


Getting lookup values and Payment Methods and syncing successfully

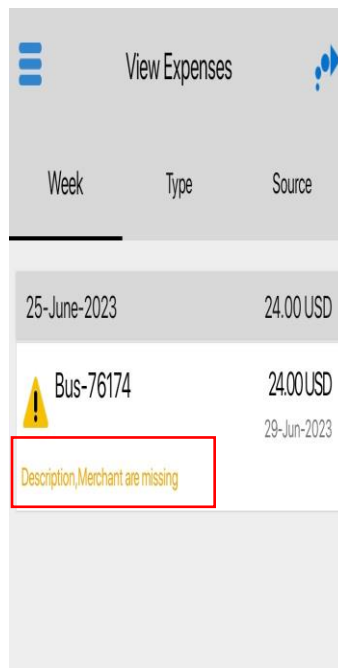
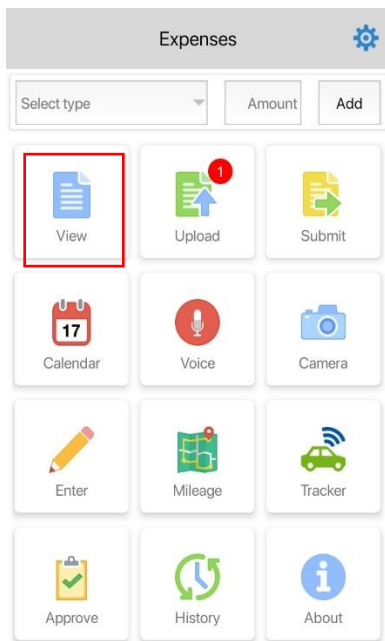


Select the Expense Type, Enter Amount, and Click Add


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 

The 'Edit Expense' form on the left includes fields for Type (Bus-76174), Date (29-Jun-2023), Amount (24.00 USD), Attachments, Receipt missing (toggle), Merchant (Bus), Description (Bus), Company (302), and Cost Center (130050). The 'Save' button is highlighted. The 'View Expenses' list on the right shows a table with columns Week, Type, and Source. A red box highlights the 'View Expenses' icon in the top right corner.

Week	Type	Source
25-June-2023		24.00 USD
	Bus-76174	24.00 USD 29-Jun-2023

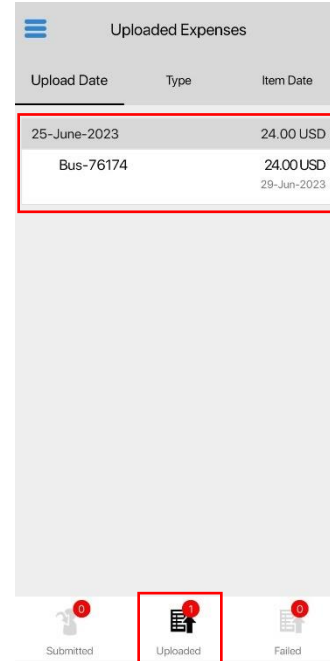
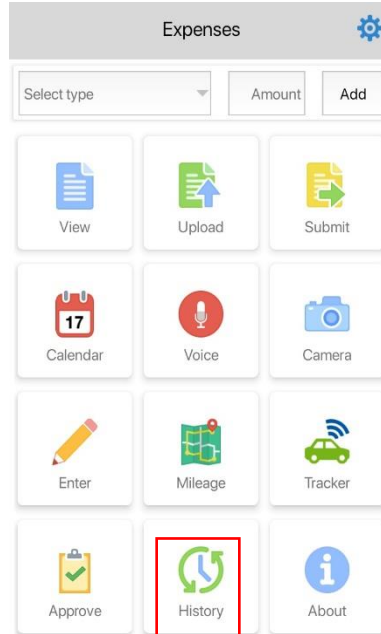
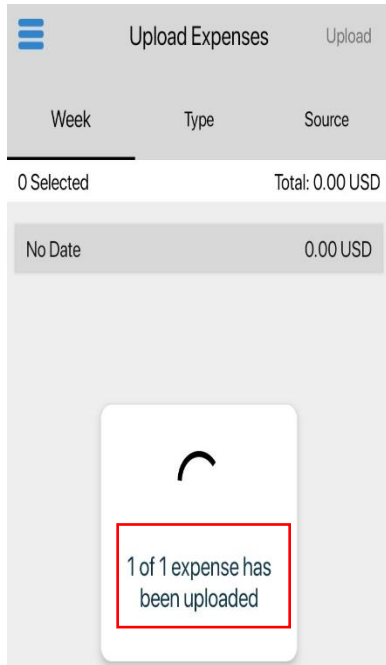
Click Upload, Select the Expense item, and again click upload

The 'View Expenses' list on the left shows the expense item selected. The 'Upload Expenses' screen on the right shows the 'Upload' button highlighted. Below the button, it indicates '1 Selected' and 'Total: 24.00 USD'. The expense item 'Bus-76174' is highlighted with a green checkmark in the table below.

Week	Type	Source
25-June-2023		24.00 USD
	Bus-76174	24.00 USD 29-Jun-2023



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



Cancel	View Expenses
Template	Kaplan Inc Expense Template
Type	Bus-76174
Date	29-Jun-2023
Amount	24.00 USD
Receipt missing	<input type="checkbox"/>
Merchant	Bus
Description	Bus
Company	302
Cost Center	130050




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

The screenshot displays the Oracle Fusion 'Travel and Expenses' interface. At the top, there's a navigation bar with 'ORACLE FUSION' and user profile icons. Below it, the page title 'Travel and Expenses' is visible. The main content area is divided into two sections: 'Expense Reports' and 'Available Expense Items (1)'. The 'Expense Reports' section shows four pending approval reports with details like report ID, title (e.g., 'Mobile Expense Testing'), assignment time, and total amount (e.g., 15.00 USD, 6,350.00 USD, 250.00 USD, 24.00 USD). The 'Available Expense Items (1)' section is a table with columns for Date, Type, Amount, Merchant, Location, and Description. A red box highlights the first row of this table, which contains the following data:

Date	Type	Amount	Merchant	Location	Description
6/30/23	Bus-76174	24.00 USD	Bus		Bus

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

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

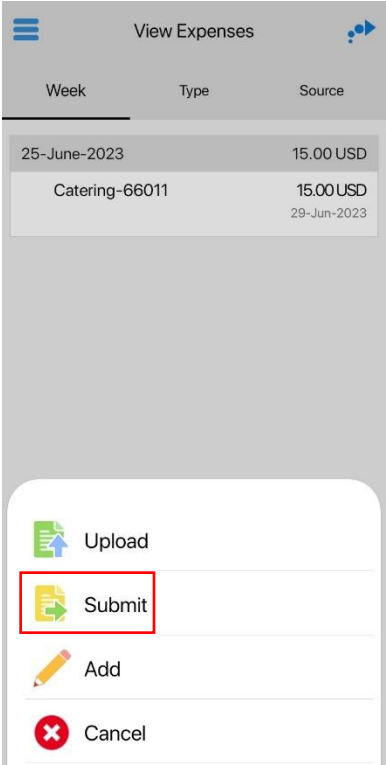
Select type Amount Add

View Upload Submit


Calendar Voice Camera

Enter Mileage Tracker

Approve History About





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

The first screenshot shows the 'Create Report' screen. A table lists expense items with columns for 'Week', 'Type', and 'Source'. One item is selected: '25-June-2023' with a 'Catering-66011' source for '15.00 USD'. A red box highlights the 'Create' button at the top right. At the bottom, a red box highlights the 'Expenses' icon.

The second screenshot shows the 'Submit Report' screen. It displays summary information: 'Amount to be paid: 15.00 USD', 'Number of expenses: 1', and 'Purpose: Mobile Expense Testing'. A red box highlights the 'Submit Report' button at the top right. Another red box highlights the 'Purpose' field.

The third screenshot shows the 'Submit Report' screen with a bottom sheet of action options: 'Submit', 'Save', 'Add More', and 'Cancel'. A red box highlights the 'Submit' button.

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

The first screenshot shows the 'Submit Report' screen with an 'Acknowledgement' dialog box overlaid. The dialog contains the text 'I accept the expense policies' and two buttons: 'DO NOT AGREE' and 'AGREE'. A red box highlights the 'AGREE' button.

The second screenshot shows the 'Submit Report' screen with a 'Submitting report' dialog box overlaid. The dialog features a circular progress indicator and the text 'Submitting report'. A red box highlights the dialog.



Click on History to review the submitted report status

The screenshot shows the 'Expenses' app interface. At the top, there is a 'Select type' dropdown, 'Amount' field, and 'Add' button. Below this is a grid of icons for various functions: View, Upload, Submit, Calendar, Voice, Camera, Enter, Mileage, Tracker, Approve, History (highlighted with a red box), and About. To the right, the 'Submitted Reports' screen is visible, showing a report for ID 'ER000089413102' with a value of '15.00 USD' and a date of '29-Jun-2023'. The report description is 'Pending manager approval' and 'Mobile Expense Testing' with '1 Expense'. At the bottom of the Submitted Reports screen, there are three status indicators: Submitted (1), Uploaded (1), and Failed (0). The Submitted indicator is also highlighted with a red box.

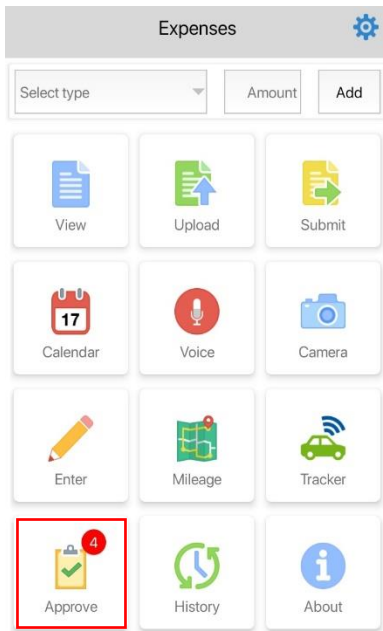
Click on the Setting icon and sign out from the user account

The screenshot shows the 'Settings' screen of the Expenses app. The 'Expenses' app header is visible at the top left, with the settings gear icon highlighted in red. The Settings screen includes fields for Host URL, User Name, Password, Sync Frequency, Reimbursement Currency, Image Size, Version, Legal Terms, Detailed Logging, and Custom Theme. The 'Sign Out' button is highlighted with a red box.



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 Demonica		250.00 USD
ER000091414849	30-Jun-2023	
ER000091414849		1 Expense
Sabrina Demonica		6350.00 USD
ER000091414862	30-Jun-2023	
ER000091414862		1 Expense
Sabrina Demonica		15.00 USD
ER000089413139	30-Jun-2023	
Mobile Expense Testing		1 Expense
Sabrina Demonica		24.00 USD
ER000091414842	30-Jun-2023	
ER000091414842		1 Expense

