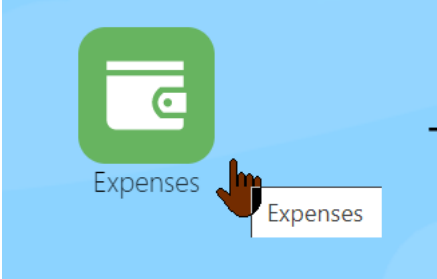
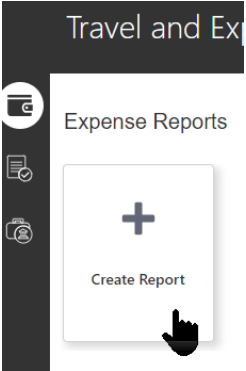
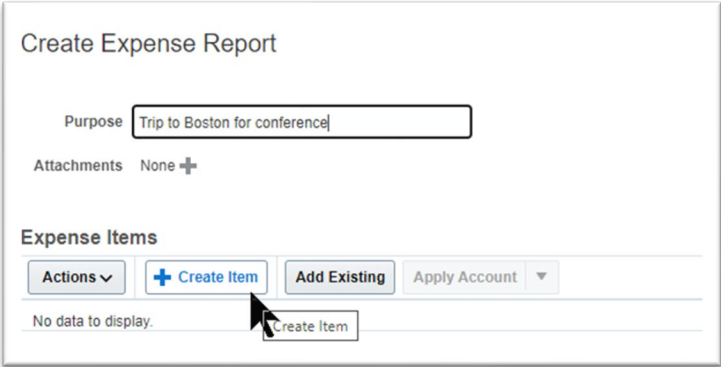
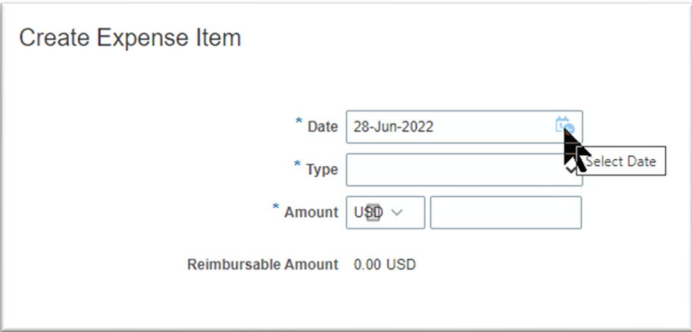
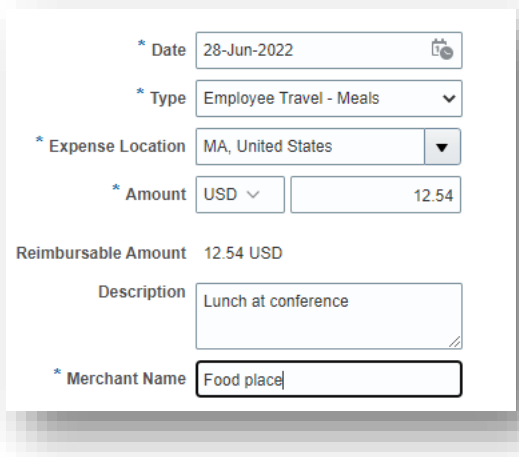
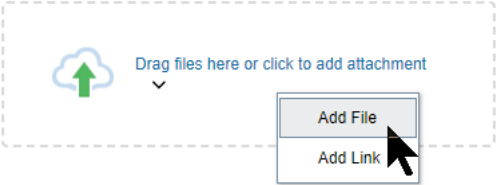
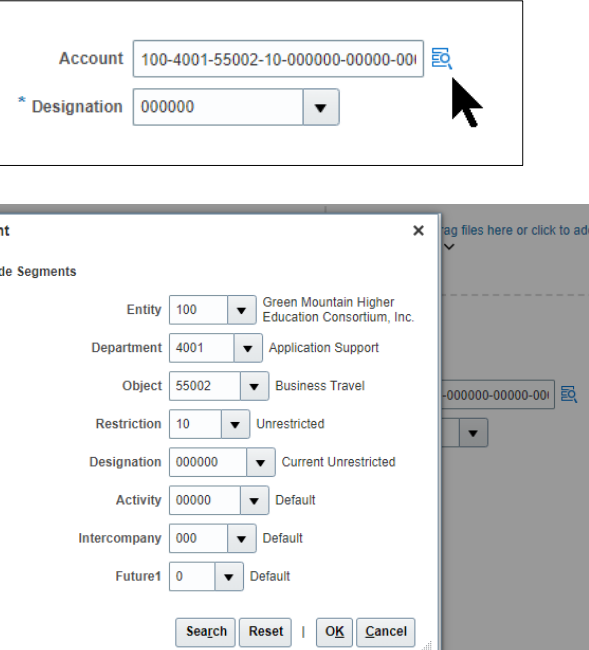


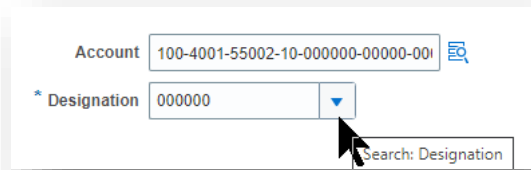
Oracle – Submit an Expense Report (for Cash or P-Card Expenses)

 <p>The screenshot shows a blue header area with a green icon of a wallet and the word "Expenses" below it. A hand cursor is pointing at the icon, and a tooltip box also displays the word "Expenses".</p>	<p>To Create an Expense Report</p> <p>Select the menu header: Me</p> <p>Select the icon: Expenses</p>
 <p>The screenshot shows a dark sidebar with a "Travel and Expenses" header. Below it is a "Expense Reports" section containing a white card with a plus sign and the text "Create Report". A hand cursor is pointing at the plus sign.</p>	<p>For Reimbursable Cash Expenses (Those that have been paid by the employee, not the school's p-card. See below for P-Card Expenses.)</p> <p>On the Travel and Expenses page Click the Create Report icon</p>
 <p>The screenshot shows the "Create Expense Report" form. The "Purpose" field contains "Trip to Boston for conference". Below it is an "Attachments" section with "None" and a plus sign. The "Expense Items" section has buttons for "Actions", "+ Create Item", "Add Existing", and "Apply Account". A hand cursor is pointing at the "+ Create Item" button.</p>	<p>Enter the Purpose for Expense Report</p> <p>Click the + Create Item button</p>
 <p>The screenshot shows the "Create Expense Item" form. The "Date" field is set to "28-Jun-2022". The "Type" field is a drop-down menu with a hand cursor pointing to it and a tooltip that says "Select Date". The "Amount" field is set to "USD" and is empty. Below it, the "Reimbursable Amount" is shown as "0.00 USD".</p>	<p>The expense Date will auto-populate and <u>must be changed to the actual expense date</u>.</p> <p>Select the expense Type from the drop-down list.</p> <p>Other fields may appear based on the expense type that was selected.</p>

Oracle – Submit an Expense Report (for Cash or P-Card Expenses)

 <p>* Date: 28-Jun-2022 * Type: Employee Travel - Meals * Expense Location: MA, United States * Amount: USD 12.54 Reimbursable Amount: 12.54 USD Description: Lunch at conference * Merchant Name: Food place</p>	<p>Enter Amount and Merchant Name</p> <p>Other expense types may have additional required fields, marked by an asterisk (*).</p> <p>If an expense was paid in a foreign currency, select the currency in the Amount dropdown and enter the amount that matches the receipt. Then enter the appropriate exchange rate for that day (not shown here). Oracle will calculate the amount to be reimbursed in USD.</p>
<p>Attachments</p>  <p>Drag files here or click to add attachment</p> <p>Add File Add Link</p>	<p>Add receipt image as an attachment.</p> <p>Expenses \$25 and over must have a receipt attached (except for mileage).</p> <p>If no receipt is available, you must check the Receipt missing box, complete the missing receipt form and attach.</p>
 <p>Account: 100-4001-55002-10-000000-00000-001 * Designation: 000000</p> <p>Account popup fields: Entity: 100 (Green Mountain Higher Education Consortium, Inc.) Department: 4001 (Application Support) Object: 55002 (Business Travel) Restriction: 10 (Unrestricted) Designation: 000000 (Current Unrestricted) Activity: 00000 (Default) Intercompany: 000 (Default) Future1: 0 (Default)</p>	<p>The Account (referred to as the EDORDA) will default based on your department and the expense type you selected. To change any of the values, click on the Select Account icon to the right of the Account field.</p> <p>A popup box will appear, and each value can be selected from a drop-down list.</p> <p>To save changes click OK, otherwise click Cancel.</p>

Oracle – Submit an Expense Report (for Cash or P-Card Expenses)

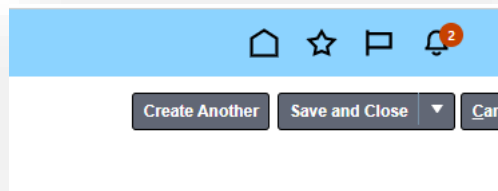


Account 100-4001-55002-10-000000-00000-001

* Designation 000000

Search: Designation

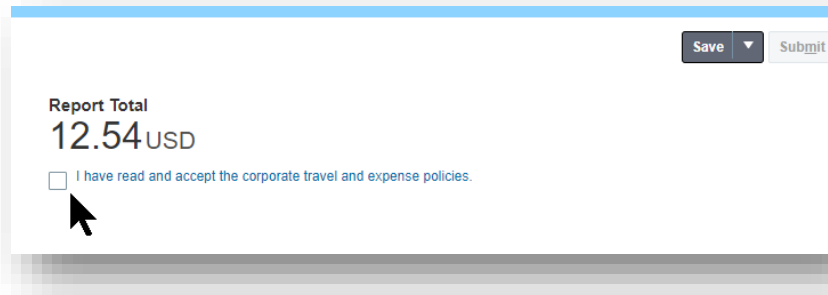
If you have been instructed to use a Designation account as part of the Account/EDORDA, you must also select that Designation in the separate Designation box. This field is used for approval workflow routing.



Create Another Save and Close Cancel

To create another expense item, click the **Create Another** button.

To save and exit the expense line, select the **Save and Close** button.



Report Total
12.54 USD

I have read and accept the corporate travel and expense policies.

Save Submit

When all lines are added and the report is ready to be submitted, check the box to indicate that you have read and accept the expense policy, then click **Submit**. You will not be able to submit unless this box is checked.

i The travel and expense policy can be accessed by clicking on the link next to the checkbox.

Available Expense Items (8)

Actions

<input type="checkbox"/>	Date	Type	Amount	Merchant
Cash and Credit Card Expense Items (8)				
<input type="checkbox"/>	26-Oct-2022	Purchase - Software L	16.04 USD Card	ADOBE *ACROPRO SUBS
<input type="checkbox"/>	26-Oct-2022	Purchase - Custodial	20.00 USD Card	THEATRICAL RIGHTS WORL
<input type="checkbox"/>	20-Oct-2022	Purchase - Software L	22.46 USD Card	ADOBE *PS CREATIVE CL
<input type="checkbox"/>	18-Oct-2022	Purchase - Printing	29.00 USD Card	STK*SHUTTERSTOCK

For P-Card Expenses

All P-Card transactions will appear in your Expenses automatically. It may take a few days from the transaction date to show up in Oracle. **Never create an expense item for a p-card charge!**

Oracle – Submit an Expense Report (for Cash or P-Card Expenses)

Expense Reports

+
 Create Report
(3 items)

Available Expense Items (10)

Actions ▾ + Create Item

<input type="checkbox"/>	Date ▾	Type	Amount	Merchant
Cash and Credit Card Expense Items (10)				
<input type="checkbox"/>	12-Nov-2022	Purchase - Supplies ▾	125.00 USD Card	EIG*CONSTANTCONTACT.COM
<input checked="" type="checkbox"/>	31-Oct-2022	Purchase - Custodial ! ▾	12.74 USD Card	THE UPS STORE 2821
<input checked="" type="checkbox"/>	26-Oct-2022	Purchase - Software L ▾	16.04 USD Card	ADOBE *ACROPRO SUBS
<input checked="" type="checkbox"/>	26-Oct-2022	Purchase - Custodial ! ▾	20.00 USD Card	THEATRICAL RIGHTS WORL

To add p-card transactions to a new expense report from the Expenses page, check the box next to the transaction and then click the **Create Report** button.

i In this example, three transactions are selected, and the **Create Report** button indicates that 3 items will be added to the report.

To add a p-card transaction to an existing report from the Expenses page, check the box next to the transaction and then click the **Actions** drop-down button. You can add the transaction to any report that appears in the drop-down list.

Attachments None +

Employer Pays Card Issuer (3296) 2,018.50 USD

2,018.50USD

I have read and accept the corporate travel and expense policies.

Expense Items (10)

Actions ▾ + Create Item Add Existing Apply Account ▾

<input type="checkbox"/>	Date ▾	Type ▾	Amount ▾	Merchant ▾	Location ▾	Description ▾	Attachments
<input type="checkbox"/>	05-Oct-2022	Purchase - Supj ▾	50.60 USD Card 3296	AUBUCHON HARDWARE	VT, United States	Add description	*Add attachmen

From within the Expense Report, click on the Date link to open the transaction.

i You can also add additional p-card transactions from within the report by clicking on the **Add Existing** button.

Purchase - Supplies 05-Oct-2022

Purchase - Supplies 05-Oct-2
Save and Close ▾ Car

* Date

* Type

* Expense Location

* Amount

Reimbursable Amount 50.60 USD

Description

* Merchant Name AUBUCHON HARDWARE

Attachments

Drag files here or click to add attachment ▾

Receipt missing

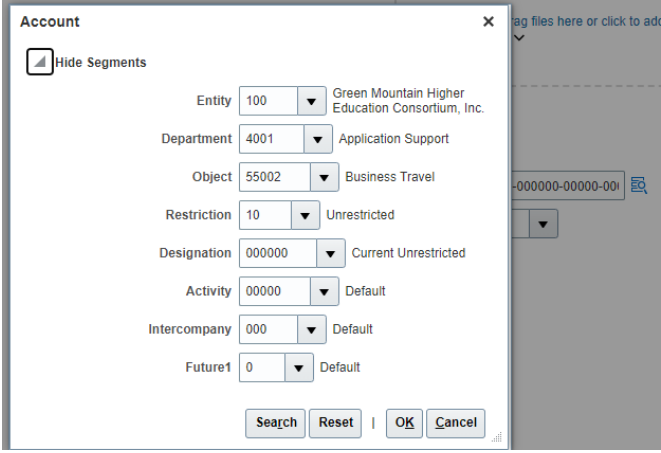
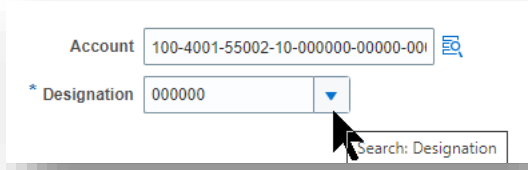
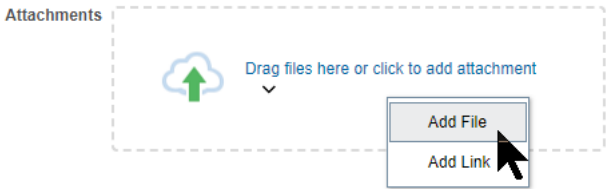
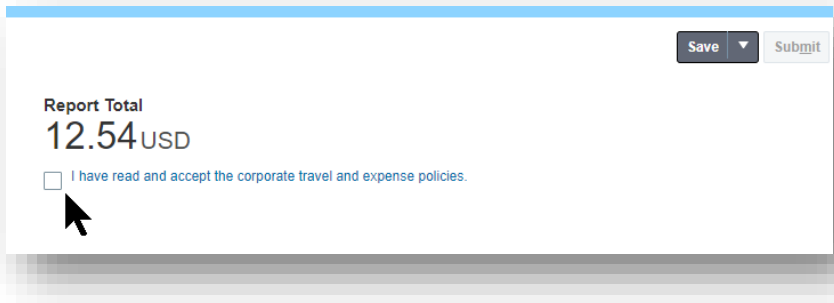
Account Select Account

* Designation

The Date, Amount, and Merchant Name fields are not editable for p-card transactions.

The Account (referred to as the EDORDA) will default based on your department and the expense type you selected. To change any of the values, click on the **Select Account** icon to the right of the Account field.

Oracle – Submit an Expense Report (for Cash or P-Card Expenses)

	<p>A popup box will appear, and each value can be selected from a drop-down list.</p> <p>To save changes click OK, otherwise click Cancel.</p>
	<p>If you have been instructed to use a Designation account as part of the Account/EDORDA, you must also select that Designation in the separate Designation box. This field is used for approval workflow routing.</p>
	<p>Add receipt image as an attachment.</p> <p>Expenses \$25 and over must have a receipt attached (except for mileage).</p> <p>If no receipt is available, you must check the Receipt missing box, complete the missing receipt form and attach.</p>
	<p>When all lines are added and the report is ready to be submitted, check the box to indicate that you have read and accept the expense policy, then click Submit. You will not be able to submit unless this box is checked.</p> <p>i The travel and expense policy can be accessed by clicking on the link next to the checkbox.</p>

(End of Guide)