ORACLE Invoices, Purchase Card, and Expense Reimbursement Quick Reference Guide



Note: Each line of the Table of Contents is clickable and will take you to the exact page you need

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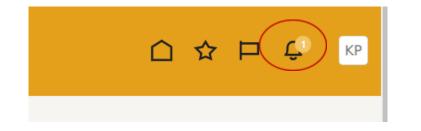
Procedures for Coding Invoices in Oracle

Please submit all invoices to <u>invoices@stolaf.edu</u>. We need you to ask your suppliers to submit their invoices directly to this email address AND to include the **St. Olaf contact** for that invoice.

Accounts Payable will prepare the invoice in Oracle and send it to the St. Olaf contact / Requester for coding.

You will receive an email, as well as a bell notification, letting you know that you have an invoice that needs coding.

Click on the bell icon for more information.



Click on the line describing the action required.

Notifications			\frown	Show All
ACTION REQU Account Codi STOLAF SCHE	ng for Invoice 9876 from A	pple (100.00 USD)		43 minutes ago
ement My E	nterprise Tools			

You will see a pop-up with a summary of the invoice that needs coding.

Click on "View Invoice" to review the details of that invoice.

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		Assigned to Me (0)	Created by Me (3)	All	Invoice Account Coding 250.00 USD	
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			or Invoice 123456 from Appl	e (250.00 l	Details	
		FYI Request to Approv	/e Supplier WASTE MANAGE	MENT OF	From STOLAF SCHEDULER Requester Kerl Peterson Supplier Site Main	
		FYI Request to Approv	e Supplier OXYGEN SERVICI	e compan	Amount Summary	
		FYI			Line Type Amount	
			ve Supplier VAN METER INC	for Spend		

The "Invoice Details" will open in a new tab.

You can view an image of the invoice at "Attachments."

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Invoice Details : 1234	56					Validated A	Actions	e <u>S</u> ave and Cl	ose D <u>o</u> ne
Invoice Date	9/26/2023		Invoice Amount	250	.00 USD		Business Unit	St. Olaf College	
Invoice Type	Standard					Payme	ent Business Unit	St. Olaf College	
Supplier or Party	Apple	A	pplied Prepayments	0	.00 USD		Payment Terms	Net 1	
Supplier Site	Main		Unpaid Amount	250	.00 USD	Р	ayment Currency	USD	
Address	PO Box 74008409, Chicago IL-60674	ο,	Holds	0			Attachments	apple.pdf 🕂 🕽	\sim
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Items	Detach	Quantity Pric	e UOM Name N	lumber	Purchase Orde Line	-	Rec	ceipt Line	Ship-to

Once you have reviewed the invoice and determined the correct coding, navigate back to the summary of the invoice at the bell notification.

Click on "Actions," and select "Edit Distributions."

	Account Coding for	r Invoice 9876 from Apple (100.00 USD) - Google Chrome		-		×		
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		100.00 USD Reassign						
		Apple		Add Comments				
1		9876		Add Attachment				
		9/25/2023		View Approvals				
		Details		1	,			
Payables		From	STOLAF SCHEDULER					
Dashboard		Requester	Keri Peterson					
		Supplier Site	Main					
		Business Unit	St. Olaf College					

Click the "Plus" (+) sign under "Line 1: Distributions" to add a line for coding.

[Edit Distributions - Google Chrome 					• ×	
	fa-ewur-test-saasfaprod1.fa.ocs.oracl	ecloud.com/fscmUl/faces/FinApInvo	iceAccountCodingTask	Flow/EditAccountingDis	stributions?_adf.ctrl-state=3	ho9tz Q	
	Edit Distributions			Sa	ve Save and Close	<u>C</u> ancel	
SC	Details						
	Requester Email	peter33@stolaf.edu		Numb	er 9876		
	Business Unit	St. Olaf College		Da	te 9/26/2023		
	First-Party Taxpayer ID	41-0693979		Invoice Description	on		
	Remit-to Address	PO Box 74008409, Chicago, IL, 60674, Cook		Supplier or Par	ty Apple		
ard	Invoice Lines View View Detach	* Amount Qu	antity Unit Price	UOM Des	scription		
	A. 1 Item	100.00					
	Columns Hidden 7						
	Actions View View View	理				- 1	
	Number Amount (USD	Distribution Combination		Project	Details	Î	
-			Co	ontext Value		-	
l						•	

Enter the dollar amount under "Amount (USD)."

Then click on the Search icon to the left of the field under "Context Value" to select your coding. Click on the "Plus" (+) sign if you need to add more lines for coding.

	Invoice L	ines						
	View v	Detach						
	Line	Line Type	* Amount	Quantity	Unit Pri	ce UOM	Description	
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board								
	Actions	View 🔻 🕂 🗡 🏸						
	Number Amount (USD) Distribution Combination Context Value Project Task Number					Task Number		
	1	100.0d)			AP: Invoice Di		۹ 🔹
	Totals	100.00						
	4							►

Select the appropriate coding for the "Fund," "Cost Center," and "Account fields." If applicable, select the "Activity" field.

Then click the "OK" button.

nit-to Address	PO Box 74008409, Chicago, IL		Supplier or Party	Apple
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4	Hide Segments			
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ch Line	Fund	10000	St. Olaf Operating Company	on
Item	Cost Center	16112	Business Office	
	Account	62000	General Supplies & Materials	
	Activity	00000	Default	
utions	Future Use 1	0000 🔻	Default	
+	Future Use 2	0000 🔻	Default	
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100.00)			

Click "Save and Close."



Click "Complete."

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rsc	Account Coding for Invoice 9876 from Appl	e (10 View Invoice Actions Complete Return						
	Invoice Account Coding							
	100.00 USD	100.00 USD						
	Apple							
	9876 9/25/2023							
	Details							
ables	From	STOLAF SCHEDULER						
board	Requester	Keri Peterson						
	Supplier Site	Main						
	Business Unit	St. Olaf College						

If you would like to add a Comment or an attachment, please do so **BEFORE** you click "Submit."

Complete	Submit Cancel
Comment	
pe	Amo

When you are completely finished, click the "Submit" button.

Procedures for St. Olaf Purchase Cards

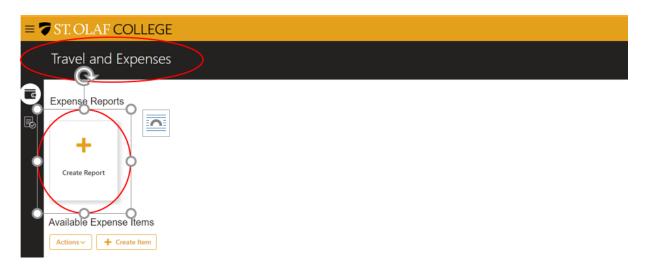
St. Olaf faculty and staff who have been issued purchase cards will manage transactions connected to these cards in Oracle.

Navigation: "Me" \rightarrow "Expenses" tile.

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Goo	d morning, Keri I	Petersen						
Me		Expenses Procure	ment My Enterpris	ie Tools				
QUICK ACT	rsonal Details	APPS				A		
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	iditional Person Info intact Info		•	A		3		
	mily and Emergency Contacts	Personal Information	Learning	Benefics		Safety Incidents		
	/ Organization Chart / Public Info			1	+			
2 / Em	sployment info	Roles and Delegations	Expenses	Hiring	I			
Show Mon	•							
Things	s to Finish							

Purchase cards are linked to each member of the faculty or staff who has been assigned a card, and Wells Fargo will load transactions into Oracle daily.

These transactions will appear on your "Travel and Expenses" screen. Click on the "Create Report" tile.



"Purpose": please enter the "Purpose" (title) of the Expense Report.

Then check the box next to "I have read and accept . . . " to confirm that you have read and that you accept the college's <u>corporate travel and expense policies</u>.

Then click "Save."

"Add Existing": under "Expense Items," click "Add Existing" to add your expense items to the Expense Report.

= 🔽 ST. OLAF COLLEGE	
Create Expense Report ⑦	Save V Slibmit V Cancel
* Purpose September Conference	Report Total 0.00 USD
Actions v + Create Item Add Existing Apply Account v Split Allocation	

Your Expense Items will now appear in a pop up.

Click to highlight and select the expenses you wish to include in this report.

Click the "Apply" button, and then click "OK."

General Supplies MENARDS DUNDAS MN	9/13/2023	77.56 USD Card 5207
General Supplies WALGREENS #9065	9/14/2023 supplies	22.10 USD Card 7848
Miscellaneous NORTH AMERICAN HOCKEY	9/14/2023	30.00 USD Card 4592
Meals Domestic 694 HILTON EL CONQUISTADO	9/14/2023	28.89 USD Card 5340
Meals Domestic UBER TRIP	9/14/2023 taxi	21.95 USD Card 3801
General Supplies MENARDS DUNDAS MN	9/14/2023	27.96 USD Card 5207

The expenses that you have selected will populate in the "Expense Items" section of your Expense Report.

You will see a red circle with an "X" next to items that are missing required fields. You can either input the information and attach receipts from this page, OR you can navigate through your expenses by clicking on the date associated with the transaction.

Note: you do NOT need to include receipts for transactions less than \$25.00.

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Create Expense Report ⑦		Sa	ve 🔻	Sub <u>m</u> it	• _	ancel
* Purpose September Conference	A Report Total					
	Employer Pays You 0.00 USD					
	Employer Pays Card Issuer (6452) 12.25 USD					
	Employer Pays Card Issuer (5340) 55.83 USD					
	Employer Pays Card Issuer (2742) 36.31 USD					
	126.34usd					
	I have read and accept the corporate travel and expense policies.					
Expense Items (6)						
Actions V + Create Item Add Existing Apply Account V Split Allocation						
Date Type Amount Merchant	Location Description		A	ttachment	s	
Missing required fields 9/16/2023 Means Domestic 12.25 USD STARBUCKS T1 CONC C MS Card 6452	*Add description			dd attachn	nent	
Missing required fields 9/15/2023 Gas Oil Vehicle Servir Gard 5340 SHELL OIL 12622395007	*Add description			dd attachn	nent	
Missing required fields 9/15/2023 Rental Vehicle Card 5340 HERTZ #0216011	*Add description	/.		dd attachn	nent	
Missing required fields 9/14/2023 Meals Domestic Card 5340 694 HILTON EL CONQUISTADO Card 5340	*Add description			dd attachn	nent	

Fill in all required fields and attach the relevant receipt.

Use the dropdown menus to select the appropriate "Template" and "Type" of expense.

If the "Account" information does not auto populate, or if you need to change the coding, click on the blue Search icon next to the right of the "Account" field.

"Personal Amount": include any charges that are personal expenses in the "Personal Amount" field.

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Meals Domestic 9/16/	2023 Show Errors ⑦		Meals Do	mestic 9/16/2023 🗸 🕨	Save	and Clo	se 🔻	<u>C</u> ai	ncel
* Date * Template * Type * Amount	Meals Domestic 🗸	\supset	Attachments	Crag files attachme	here or nt ❤	click to a	ıdd		
Personal Amount	0.00	USD		Snip 1.PNG (13	.01 KB)	÷		×	
Business Amount	12.25 USD			Receipt missing					
Billed Amount	12.25 USD								
Reimbursable Amount	12.25 USD								
* Description	Breakfast		Account	10000-16227-67200-00000	-0000-0	000-0			
* Merchant Name	STARBUCKS T1 CONC C MS								

When you have entered all required information, click on the drop-down arrow next to "Save and Close," and select "Save."

To navigate to the next expense, click on the right arrow to the immediate left of "Save and Close."

く 合 ☆ P 🖓
Meals Domestic 9/16/2023
Attachments Drag files here or click to add attachment v

When all required fields for all charges are complete, your Expense Report should look like the screen below:

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Expense Report: EXP000013330389 ⑦ Save V Submit Cancel									
* Purpose September Conference A Report Total									
Status Sav	ved				Pays You 0.00 USD				
Employer Pays Card Issuer (6452) 12.25 USD									
				Employer Pays Card Iss	. ,				
Employer Pays Card Issuer (3801) 21.95 USD									
126.34usd									
I have read and accept the corporate travel and expense policies.									
Expense Item									
Actions ∨	🕂 Create Item	Add Existing Appl	y Account Split Allocation	on					
Date 🔻	Туре 💌	Amount 💌	Merchant 💌	Location 💌	Description 💌		Att	achmen	ts
9/16/2023	Meals Domestic 🗸	, 12.25 USD Card 6452	STARBUCKS T1 CONC C MS		Breakfast	1,		(1)	
9/15/2023	Gas Oil Vehicle 🕻 🗸	47.86 USD Card 5340	SHELL OIL 12622395007		Fuel for rental car	1,	=	(1)	
9/15/2023	Rental Vehicle 🗸	1.54 USD Card 5340	HERTZ #0216011		rental expense	1,	=	(1)	
9/14/2023	Meals Domestic 🗸	6.43 USD Card 5340	694 HILTON EL CONQUISTADO		Lunch expense	li		(1)	
9/14/2023	Meals Domestic 🗸	, 21.95 USD Card 3801	UBER TRIP		taxi	11		(1)	
9/14/2023	Meals Domestic 🗸	, 36.31 USD Card 2742	TST* SAFFRON URBAN INDIAN		lunch at conference	h	=	(1)	

If there are any missing fields, they will be noted with a red circle with an "X" and red text stating, "Missing required field."

To split the allocation of an expense, select the check box for the affected line, and then select "Split Allocation."

The "Actions" tab will also allow you to perform other tasks related to a specific charge, such as removing an item or classifying it as "Personal."

			126.34	·USD nd accept the corporate travel ar	d expense policies.
Expense Items (6)	Add Existing Appl	y Account 🔹 Split Allocation	Location -	Description 💌	Attachments
9/16/2023 Meals Domestic V	40.05.000	STARBUCKS T1 CONC C		Breakfast	(1)
9/15/2023 Gas Oil Vehicle S	47.86 USD Card 5340	SHELL OIL 12622395007		Fuel for rental car	(1)

You can save the Expense Report and add to it later if needed.

If the Expense Report is complete and ready for submission, check the box indicating that you have "read and accept the <u>corporate travel and expense policies</u>." Then click "Submit."

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		Save	•	Sub <u>m</u> i	t <u>C</u> an	icel
Report Total						
Employer Pays You	0.00 USD					
Employer Pays Card Issuer (6452)	12.25 USD					
Employer Pays Card Issuer (5340)	55.83 USD					
Employer Pays Card Issuer (3801)	21.95 USD					
126.34 USD						
have read and accept the co	orporate travel and exp	ense poli	cies.			

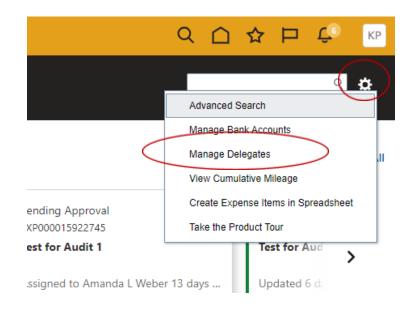
Your Expense Report will then move to your supervisor for approval and then to the owner of the Cost Center for final approval.

You can view the status of your Expense Report on your Travel and Expenses screen.

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	Travel and Exp	oenses					ې 🕈
	Expense Reports						See All
₽	+	Information Reques EXP000013785140 9/17/23	ited	Pending Approval EXP000013330389 September Confere	ence	Pending Approval EXP000013785277 9/20 second report	
	Create Report	Information reques	ted by Carly Eichho	Assigned to manage	er 1 min ago	Assigned to auditor 4 day	
		1 item	253.78 USD	6 items	126.34 USD	32 items 3	- 1
	Available Expense I	tems (17)					
	Actions ~ + Create	e Item					

You will receive an email and a bell notification when your Expense Report is approved or rejected, or if your Supervisor of the Cost Center Approver need more information.

If you need to delegate your expense module (as appropriate), click on the "Settings" icon in the upper-right-hand corner of your screen. Select "Manage Delegates" from the drop-down menu.



Use the "Plus" (+) symbol to add a delegate in the "Person" field.

Delegates and Permissions ⑦

M	+ X Status Active V
	* Person Q

Your delegate will now have access to your expenses and will be able to process Expense Reports on your behalf. Your delegate will be able to select the "Owner" of the expenses from the drop-down list that appears at the top of the "Travel and Expenses" screen.

Travel and	Expenses 📿 👓	vner Deb Juenke	
		Deb Juenke	
Expense Repor	ts	Keri Peterson Nathan T Engle	
	-	Search	
	Not Submitted EXP000015999258	•••	Not Submitted FXP000016211302

Procedures for Expense Reimbursements

St. Olaf faculty and staff will enter expense reimbursements in Oracle.

Navigation: "Me" tab \rightarrow "Expenses" tile \rightarrow "Create Expense Item"

Good morning, Keri Petersen Mee Payables Expenses Procurement My Enterprise Tools QUEX ACTIONS QUEX ACTIONS Prisonal Details Personal Details Prisonal Details Document: Records Differing Differing <thdiffering< th=""> <thdiffering< th=""></thdiffering<></thdiffering<>	
QUICK ACTIONS APPS ² Personal Details ² Document Records ² Document Records Directory Journeys Image and Absences Image and Absences Image and Absences Image and Absences	
Coursers Records Decomment Records Decomment Records Decomment Records Decomment Records Decomment Records Decomment Records Reformance Reformance	
🛚 Contact Info	
Personal Learning Exercises Career Safety Incidents	
My Public Info Role and 2/ Employment Info Delegations	
Show More Things to Finish	

Add your expense on the "Create Expense Item" screen.

"Template": use the drop-down arrow to fill in the "Template." Choose "St. Olaf Employee Expenses" as the Template.

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Create Expense Item ②	
* Date * Template * Type * Amount	1. St. Olaf Employee Expenses V

"Type": click on the drop-down arrow to view and choose the "Type" of expense.

\equiv $\overrightarrow{}$ ST. OLAF CC	DLLEGE
Create Expense Item ②	
* Date	m/d/yyyy
* Template	1. St. Olaf Employee Expenses 🗸 🗸
* Туре	
* Amount	Airfare Domestic Airfare International Athletic Recruiting Computer soft licenses subscription Conference Registration Gas Oil Vehicle Service General Supplies Gifts flowers hospitality Group Meals Items for Resale Licenses & permits Lodging Domestic Lodging International Meals Domestic

Enter the remaining required information, and upload your receipt or other supporting documents.

Use the blue search icon in the lower-right-hand corner of your screen to select the "Fund, "Cost Center" and "Account" to which the expense should be charged.

(ILL UAT instance (TEST)			
= 🔽 ST. OLAF	COLLEGE		○ ○ ☆ Þ ÷
Create Expense Item	D	Add to Report Create	Another Save and Close Cancel
* Туре	1. St. Olaf Employee Expenses V Mileage V 9/18/2023	Attachments	Drag files here or click to add attachment Snip 1.PNG (13.01 KB) Supporting documents missing
* Description	Round trip travel for conference.	-	Northfield, MN St. Paul, MN
		* Trip Distance	80 Miles
		Account	

You can search for and select the correct option for each of these three fields – "Fund, "Cost Center" and "Account" – using the drop-down arrows and subsequent search functions, OR you can start to enter information in each field and select from the options that populate.

Note: account coding will often auto-populate a field based on the type of expense. Confirm that any auto-populated information is correct, or edit as needed.

Account	×
▲ Hide Segments	
Alias	l 🗸
- Fund	10000 V St. Olaf Operating Company
Cost Center	11180 English Department
Account	67100 Mileage reimbursement - dom tr
Activity	00000 V Default
Future Use 1	0000 🔻 Default
Future Use 2	0000 V Default
Interfund	00000 Vot Assigned
	Search Reset OK cancel

Then click the "OK" button.

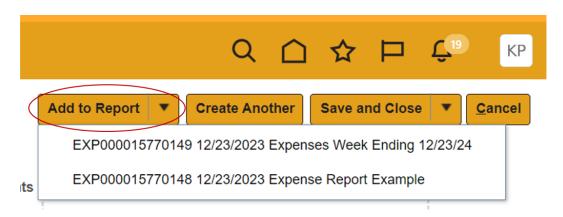
"Calculate": for items like mileage reimbursement, you will need to click "Calculate," which will give you the "Reimbursable Amount."

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Create Expense Item (2	Add to	Report Create Another Save and Close Cancel <u>C</u> ancel • <u>C</u> ancel • <u>C</u> ancel • <u>C</u> ancel
* Туре	1. St. Olaf Employee Expenses V Mileage V	Attachments	Drag files here or click to add attachment 🗸
End Date Reimbursable Amount			Supporting documents missing
* Description	Round trip travel for conference.	* Starting Location * Destination	Northfield, MN
		* Trip Distance Account	

If you would like to create another Expense Item, use the arrow next to "Save and Close," select "Save," and then click on the "Create Another" button.



If you have finished creating your Expense Item and would like to add it to an existing Expense Report, click "Add to Report." If you have more than one Expense Report in progress, click on the down arrow next to "Add to Report" and then select the correct report.



If you would like to save your Expense Item for later or us it in an Expense Report that you have not yet created, select "Save and Close."



Once you click "Save and Close," you will see your Expense Item listed under "Available Expense Items" on your Travel and Expenses screen.

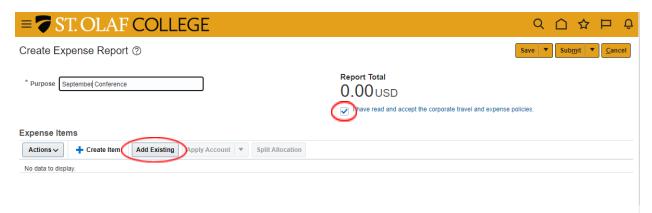
When v	ou are read	v to add the	Expense Iten	n to a report, o	click on the '	"Create Report" tile.
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	Travel and	Expense	es								্ 🗘	
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	🗌 Date 👻	Туре		Amount	Merchant	Location	Des	cription				
	Cash and Cro	edit Card Ex	pense Iten	ns (1)								
¢	9/18/2023	Mileage	Ŷ	52.40 USD			Ro	und trip travel fo	r confere	ence.	>)

You will be directed to enter a "Purpose" (title) for the Expense Report.

Check the box stating that you have read and accepted the college's <u>corporate travel and</u> <u>expense policies</u>. Then click on "Save" to save the Expense Report.

Click "Add Existing" to add your Expense Item to the Expense Report. Click on "Save" if you would like to save that Expense Item and add another. Select the drop-down arrow next to "Save" if you would like to "Save and Close."



Your newly created Expense Report will now appear on your Travel and Expenses screen.

You can continue to add to this Expense Report until it is ready to submit. You will be able to add Expense Items to a Report from the Available Expense Items listed on the main screen OR you can open the Expense Report and add items from there.

You will typically create Expense Reports for a certain event or for a specific time frame. For example, you might create an Expense Report for all expenses pertaining to a conference or all expenses for the month, depending on what makes the most sense for each situation. When the Expense Report for that particular situation is complete, your report is ready for submission.

To submit your Expense Report, open the report and click the "Submit" button. (**Note**: You will not be able to submit your report until you have checked the box stating that you have read and accept the college's corporate travel and expense policies.)

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Expense Report: EXP000015770149 ⑦		Save V Submit Cancel
* Purpose Expenses Week Ending 12/23/24 Status Saved	Report Total 20.00 USD	Ŭ
Expense Items (1) Actions v + Create Item Add Existing Apply Account ▼ Split Allocation		
Date Type Amount Merchant	Location Description	Attachments
☐ 12/23/2023 General Supplies ∨ 20.00 USD Store	Supplies	Add attachment

Alternatively, you may submit your Expense Report from the main Travel and Expenses screen by clicking on the three dots in the upper-right-hand hand corner of the Expense Report tile and by selecting the "Submit" from the drop-down menu.

Travel and E	xpenses			
Expense Reports				
+	Not Submitted EXP000015770149 Expenses Week Endig	Open Submit	Not Submitted EXP000015770148 Expense Report Example	***
Create Report	Updated 1 min ago	Duplicate	Updated 48 mins ago	
	1 item	Delete	0 items	0.00 USD

Once you have submitted your Report, Oracle will direct the report to your supervisor and then to the owner of the Cost Center for approval.

You can see the status of your submitted Expense Reports on the "Exper	ise Reports" screen.

SI. OLAF C	JOLLEGE						
Travel and Exp	Denses						ې 🔅
Expense Reports							See All
+ Create Report	Rejected EXP000013785126 9-18-23 report Rejected by Carly Eichho	•••• rst 3 hours ago	Information Reques EXP000013785140 9/17/23 Information reques	ted Ked by Carly Eichho	Not Submitted EXP000013785277 9/20 second report Updated 1 min ago		Pend EXPO 9/20 Assig
	2 items	58.26 USD	1 item	253.78 USD	0 items	0.00 USD	2 iter
Available Expense It Actions - + Create	e Item	Amount	Merchant	Locati	on Descript	ion	

You can create multiple Expense Reports as needed. Use the three dots in the upper-right-hand corner of each Expense Report tile to access additional actions.

Travel and Expenses							
Expense Reports							
+	Not Submitted EXP000015770149 Expenses Week Endi i	Open Submit	Not Submitted EXP000015770148 Expense Report Example	•••			
Create Report	Updated 1 min ago	Duplicate Delete	Updated 48 mins ago	0.00 USD			
		Print					