

Oracle Fusion

Employee Guide How to view, withdraw, edit, and delete expense reports



How to view your expense reports

To access the expenses module, from the "me" tabs select the "expenses" app shown on the home screen.

Me	My Team Service He	elp Desk Tools	Reports OI	A							
QUICK A	QUICK ACTIONS APPS										
ß	Personal Details	ę	(A)		G						
()	Document Records	Directory	Journeys	Pay	Time and Absences						
	dentification Info										
	Contact Info	\bigotimes			<u>[130</u>						
出	Family and Emergency Contacts	Personal Information	Learning	Opportunity Marketplace	Roles and Delegations						
ക്	My Organization Chart	22841933									
	My Public Info			+							
£۵ (Change Photo	Dipenses	Salary Report								

From the main screen of the expense's module, you can view your most recent expense reports at the top of the screen the status of each report. Alternatively, if you would like to view historic reports you can do this by selecting "see all".

Travel and I	Expenses							(२ २
Expense Reports									See All
+ Create Report	Not Submitted 000376933427 Joe Blogs - July meal of Updated 8 hours ago 2 items	*** expenses 25.00 GBP	Pending Approval 000376933443 Joe Blogs - Mileag Assigned to auditor 1 item	••• ge Expenses r 7 hours ago 25.00 GBP	Pending Approval 000414186827 Joe Blogss - July 2 Assigned to Buyer 1 item	2024 Expenses Admin 21 hours ago 2.48 GBP	Ready for Pay 000376933434 Joe Blogs - J Updated 7 ho 1 item	rment Proces: une 2024 Ex purs ago	>
Available Expense	e Items (2) Rate Item								
🗌 Date 👻 🛛 T	уре	Amount	Merchant	Locatio	n Des	cription		Attachments	
Cash and Credit	t Card Expense Item	s (2)							
17-Jul-2024	Car Mileage 🗸 🗸	6.71 GBP			Car ver	mileage for meeting at an offices	south	(1)	
17-Jul-2024	Lunch ~	5.00 GBP			Lur	nch	1.	(1)	

From the screen below you can see all your expense reports and their status. To open a report simply click on the "report number" which will then open the report.

Manage Expense Reports										
Search Expense Reports Search Actions View	∽ □ Detach Crr	ate Report		Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months v						
Report Number 🛆 🗢	Date AV	Report Status	Report Total (GBP) Purpose	Amount Payment Date						
000376933443	20-Jul-2024	Pending expense auditor approval	25.00 Joe Blogs - Mileage Expenses							
000376933434	20-Jul-2024	Ready for payment	80.00 Joe Blogs - June 2024 Expenses							
000376933427	20-Jul-2024	Saved	25.00 Joe Blogs - July meal expenses							
000414186827	19-Jul-2024	Pending manager approval	2.48 Joe Blogss - July 2024 Expenses							

From the above you can view the status of the reports. These are as follows:

- **Pending manager approval –** You have submitted your report to the expense approver.
- **Pending expense auditor approval –** Your report has been approved by the expense approver and now with the payroll expense auditor for final approval.
- Ready for payment Your report has been approved fully now ready for payroll processing.
- Paid You have received payment.
- **Rejected –** Your expense report has been rejected.
- **Saved –** You have created a report however is a "draft" and yet to be submitted.

Expense Reports							See All		
+	Not Submitted 000376933427 Joe Blogs - July meal ex	*** xpenses	Pending Approval 000376933443 Joe Blogs - Mileage E	*** xpenses	Pending Approval *** 000414186827 Joe Blogss - July 2024 Expenses	Ready for Payment Proces: 000376933434 Joe Blogs - June 2024 Ex	>		
Create Report	Updated 8 hours ago		Assigned to auditor 8 h	nours ago	Assigned to Buyer Admin 22 hours ago	Updated 8 hours ago			
	2 items	25.00 GBP	1 item	25.00 GBP	1 item 2.48 GBP	1 item			
Available Expense	Items (2)								
🗌 Date 👻 Ty	ре	Amount	Merchant	Location	Description	Attachments	;		
Cash and Credit Card Expense Items (2)									
🗌 17-Jul-2024 C	ar Mileage 🛛 🗸	6.71 GBP			Car mileage for meeting at so vennel offices	outh 🗘 🔲 (1)			
🗌 17-Jul-2024 Lu	unch 🗸	5.00 GBP			Lunch	(1) //			

You can also see any expense items which you have created but not yet submitted against a report. You can open these expense items to edit by clicking on the date.

To include these expenses on a new report you can do this by ticking the check boxes on the items you want to include and click "create report".

How to withdraw/edit an expense reports

You can withdraw an expense report from submission when the report has been -

- Submitted for approval to your expense approver.
- Approved by the expense approver and awaiting approval from the payroll expense auditor.

You cannot withdraw an expense report after the report has been -

- Fully approved and awaiting payroll processing.
- If you have already received payment for an expense report.

To withdraw a report which as been paid or awaiting payment please contact your line manager/expense approver prior to contacting personnel services to seek further advice.

Travel and I	Exper	ises			্ 🗘
Expense Reports					See All
+ Create Report	<	d •••• uly meal expenses	Pending Approval *** 000376933443 Open Joe Blogs - Mileage Duplicate Assigned to auditor 8 Withdraw	Pending Approval *** 000414186827 Joe Blogss - July 2024 Expenses Assigned to Buyer Admin 22 hours ago	Ready for Payment Processing *** 000376933434 Joe Blogs - June 2024 Expenses Updated 8 hours ago ***
A Warning		25.00 GBP	1 item	1 item 2.48 GBP	1 item 80.00 GBP
Withdrawing the e	expense	report cancels existing ap	pprovals. It becomes an in progress (expense report that you can edit and	I submit. Do you want to continue?
					Yes No

If the expense report you want withdraw is available for selection from the top of the expenses main page then click on the "..." then select "withdraw". A warning message will appear to confirm you want to continue with the withdrawal.

If you cannot see the report you are looking to withdraw the select "see all".

Manage Expense Reports			Done
	Actions View View		
Search Expense Reports ~	Export to Excel		
Search	Create Report	2.	Basic Saved Search Expense Reports Saved or Submitted in the Last 6 Months ~
Actions 🔻 View 💌 🎵 📑 Detach	Duplicate Report	2.	
Report Number Date	Delete	2t Total (GBP) Purpose	Amount Payment Date
000376933443 20-Jul-2024	Withdraw	2- 25.00 Joe Blogs - Mileage Expenses	
000376933434 20-Jul-2024	Print Preview	2 80.00 Joe Blogs - June 2024 Expenses	
000376933427 20-Jul-2024	Print Preview with Attachments	25.00 Joe Blogs - July meal expenses	

To withdraw report from the full history screen, highlight the report you wish to withdraw and select "actions" then "withdraw".

ľ	A Warning	×
	Withdrawing the expense report cancels existing approvals. It becomes an in progress expense report that you can edit and submit. Do you was	ant to continue?
		Yes No

A warning message will appear to confirm you want to continue with the withdrawal.

The report will then change status to "withdraw"/ "not submitted" which you can then **edit** and resubmit if required.

How to delete an expense report

You can only delete an expense report when its status is "not submitted". To delete an expense item, follow the steps shown previously and select the delete option. This will completely remove the expense report from your expense account and cannot be recovered.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email <u>equalities@southlanarkshire.gov.uk</u>.