RYERSON UNIVERSITY

I Expense
Online Expense submissions
For fulltime Faculty & Staff

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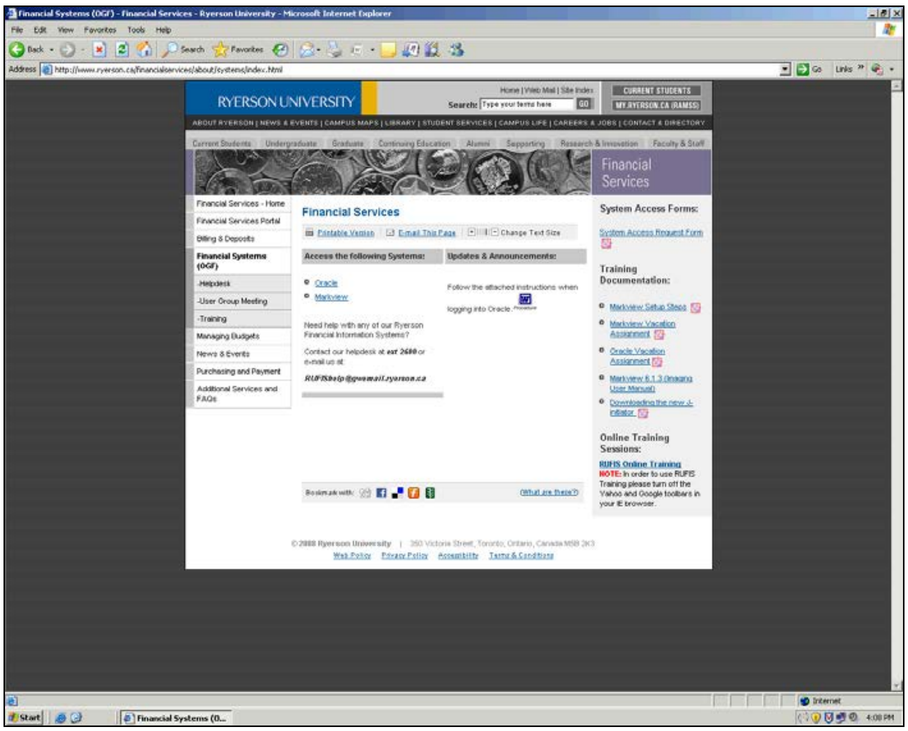
iExpense

Create Expense Statements

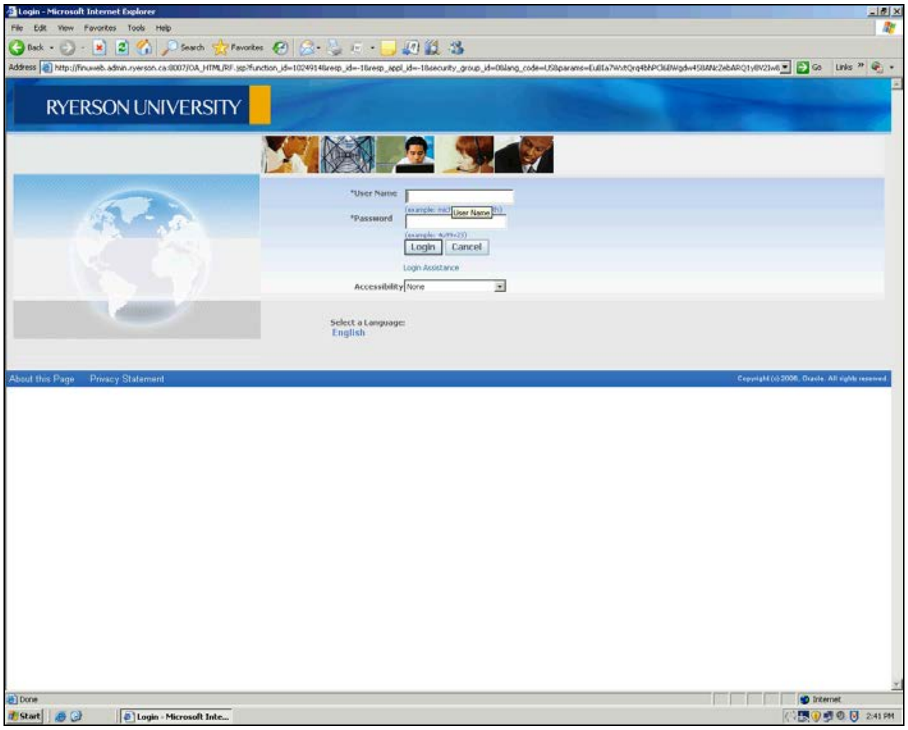
Login

Procedure

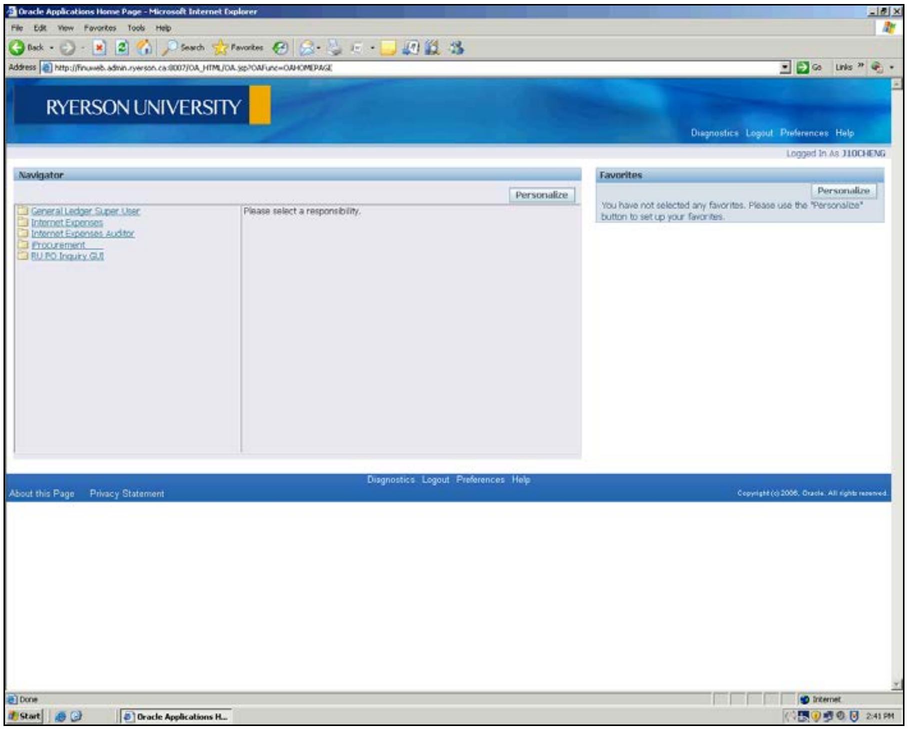
This section will show you how to log into Oracle.



Step	Action
1.	Open an internet explorer browser and go to the Financial Systems homepage. ***www.ryerson.ca/ogf*** Click the **Oracle** link. Oracle

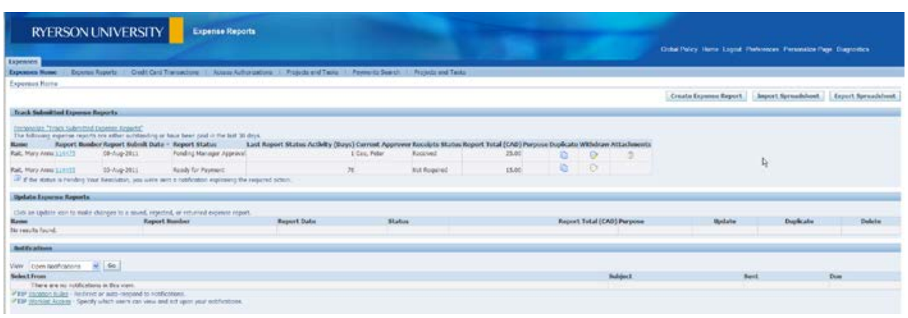


Step	Action
2.	Enter your **User Name** in this field. *(need assistance with ID or password contact the help desk at ext 2688 or RufisHelp@gwemail.ryerson.ca)*
3.	Press **[Tab]**.
4.	Enter the **Password**.
5.	Click the **Login** button. 



If you have access to multiple responsibilities in Oracle Financials you will see the Navigator screen, if you only have access to I Expense the I Expense home page will be displayed (see page 6)

Step	Action
6.	Click the **Internet Expenses** link. Internet Expenses
7.	The I Expense home page will be displayed

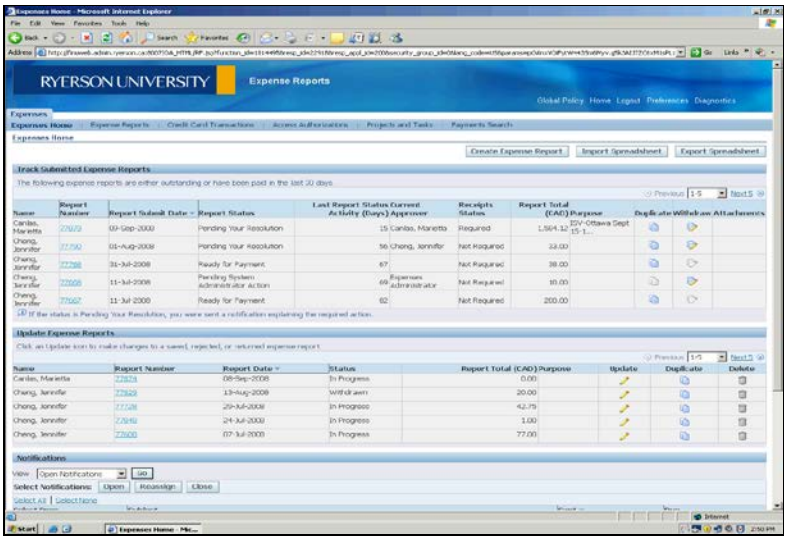


Navigating the I Expense Home Page

Procedure

This section will review the information available from the I Expense home page.

1. Review the status of the last 5 expense reports that you have submitted
2. Submit a new expense report
3. Modify (Withdraw, Delete or Update) an existing Expense Report that has not been paid
4. Review all previous expense reports submitted
5. Review outstanding advances

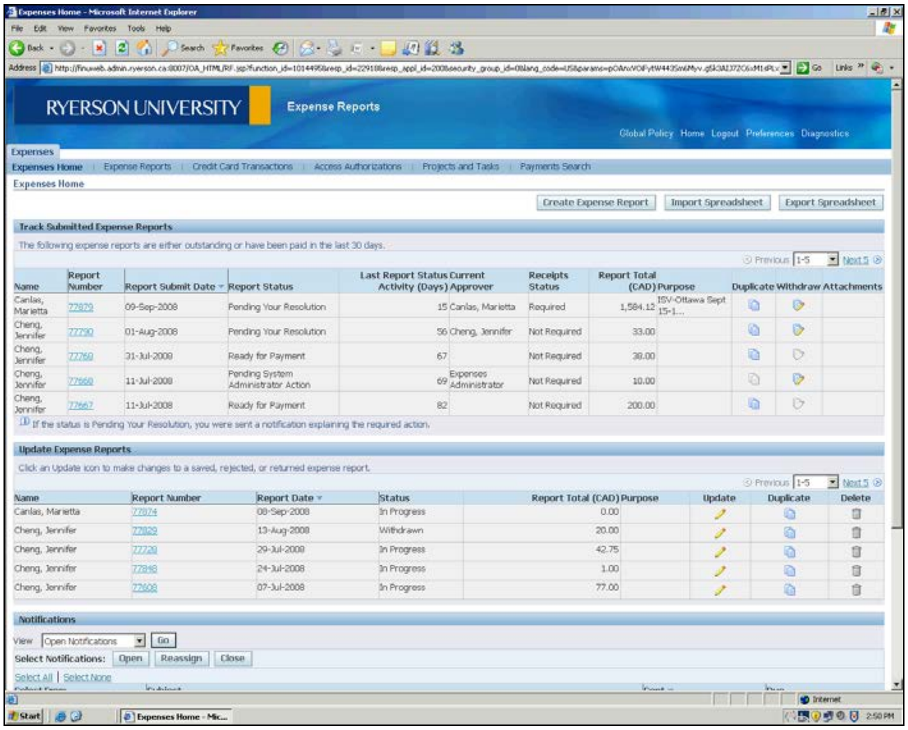


Step	Action
1.	From the **Expenses Home tab Track Submitted Expense Reports**. A listing of the last 5 expense reports and the status of these expenses. You can a) Duplicate an expense report – have a similar expense report to submit click on the Duplicate button to create a new expense report which you will be able to modify b) Withdraw – selecting the withdraw option allows you to modify or delete the expense report c) View Attachments – view any receipts that have been submitted.
2.	From the **Update Expense Reports** . You can update or delete any expense report
3.	From the **Notifications** respond to any outstanding notifications

Cash Expenses

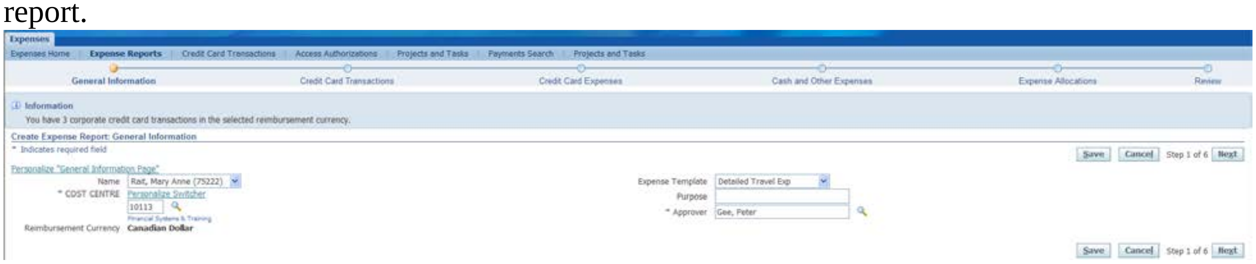
Procedure

This section will show you how to enter an online expense report without travel card expenses.



Step	Action
4.	Click the **Create Expense Report** button. Create Expense Report
5.	If you need to change your cost center or approver, you can do so on this page. In this example click the **Next** button to leave the default values and move to the next step. Next

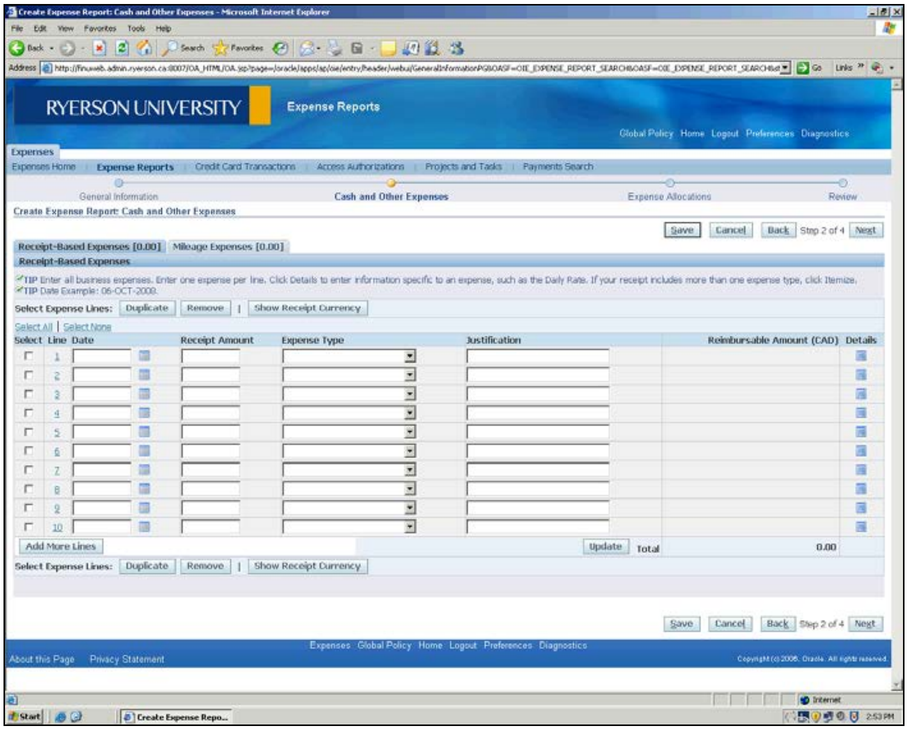
The General Information page allows you to modify default information for the expense report.



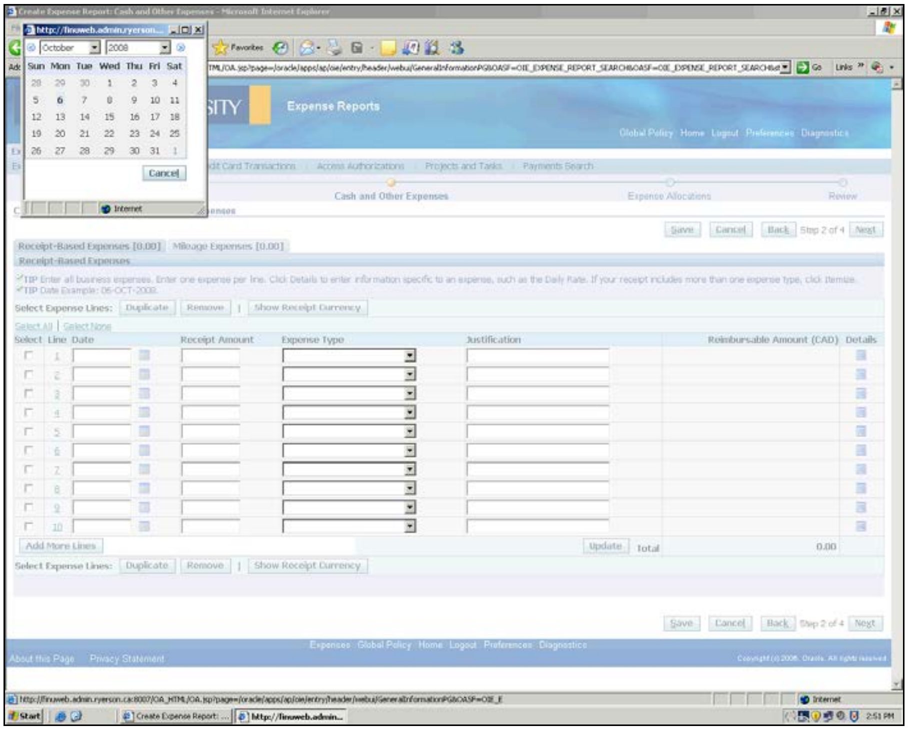
Step	Action
1.	The Cost Centre field is defaulted with a value from your employee record in Oracle. If you are processing an expense claim to be charged to another cost centre enter the new cost centre in this field the *(search icon)* allows you to search based on the centre centre numbers or descriptions.
2.	Expense Template: the Expense template identifies the types of expenses you are claiming by using the drop down list you can change the template from the default Detailed Travel Exp.
3.	Purpose: the purpose field is a free form field that allows you to enter in reason for your expenses. This field may be helpful to approvers. This is a free form field
4.	Approver: This field defaults to your immediate supervisor or delegate. The field can be modified if the expenses you are claiming should be approved by another individual Use the *(search icon*) or key in the new approvers name.

NOTE: to see details on selecting credit card transactions please go to page 11

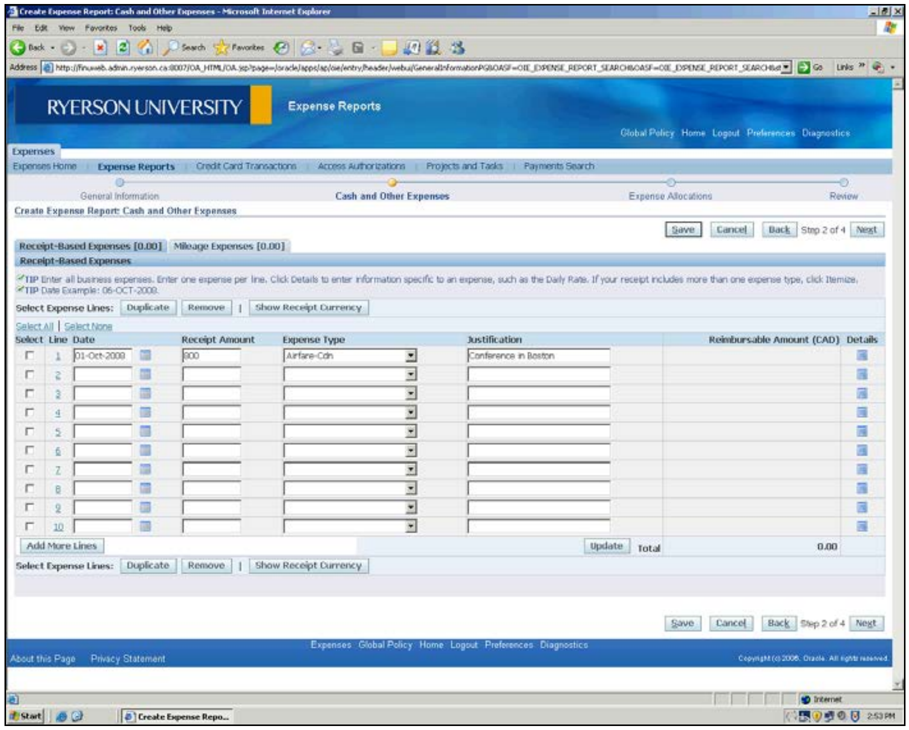
The Cash and Other expense page is used to enter the details of expenses incurred that were paid for in cash or using your personal credit card or to calculate mileage reimbursement.



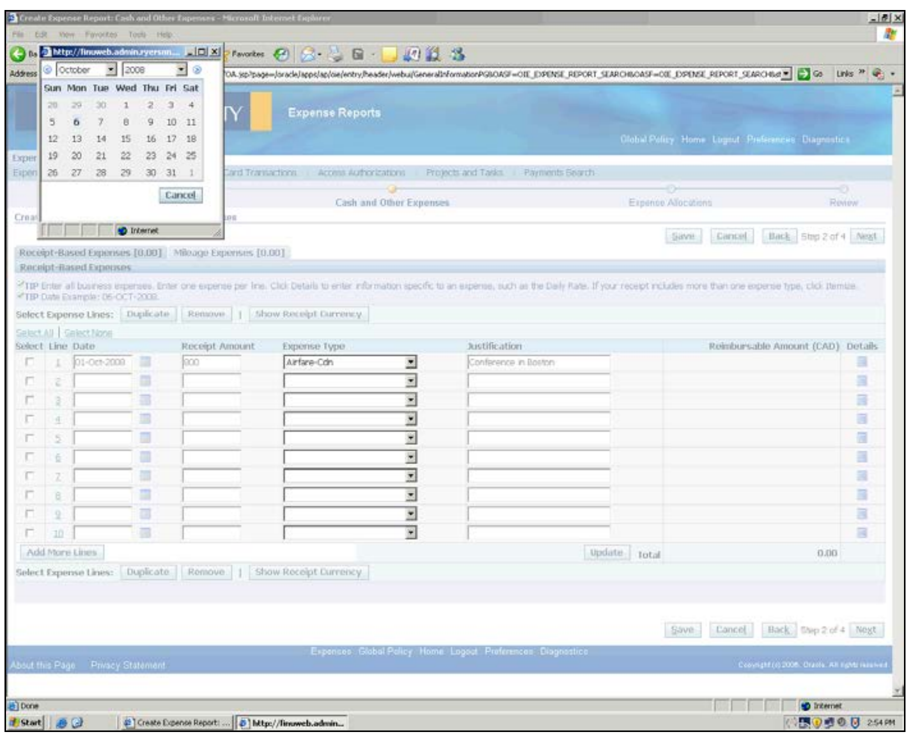
Step	Action
6.	Click on the Calendar icon. 



Step	Action
7.	Select the day that the expense occurred.
8.	Click in the **Receipt Amount** field.
9.	Enter the amount of your receipt in this field.
10.	Click on the Expense Type list field.
11.	Select the type of expense you are claiming. E.g meals, taxi etc
12.	Click in the Justification field. Note that this field is optional. Note the information entered in this field may assist the approver.
13.	Click on the Details button if you need to enter more detailed information. For example if you selected a MEAL expense you may be required to track the number of attendee and/or names.



Step	Action
14.	To enter another line click on the **Calendar** icon beside the **Date Field** for line 2. *Optionally use the DUPLICATE option to create a similar line*

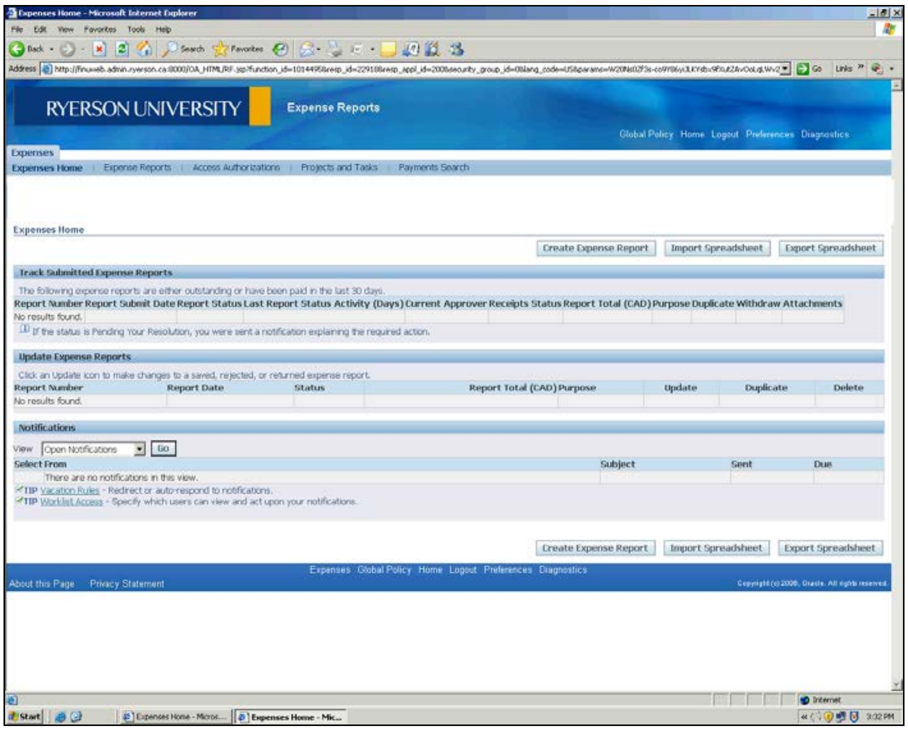


Step	Action
15.	Select the date that the second expense occurred.
16.	To enter a US Currency receipt click the **Show Receipt Currency** button. This will allow you to select US currency. Show Receipt Currency
17.	Click on the **Receipt Amount** field.
18.	Enter the amount in US dollars indicated on your receipt.
19.	Click on the **Receipt Currency** list. CAD
20.	Select the **USD** list item. USD
21.	Click in the **Exchange Rate** field.
22.	Enter the exchange rate. If you have use your personal credit card you will want to use the exchange rate that appears on your credit card statement. If you are unsure of the exchange rate some currencies have been defined and exchange rates tracked in oracle. For others please use http://www.oanda.com/currency/converter/
23.	Click the **Expense Type** list.
24.	Click the **Next** button. Next
25.	On this page verify the account ***distributions*** to make sure they are correct and then click the **Next** button. Next
26.	Verify all information is correct and click the **Submit** button. Submit
27.	A confirmation will appear with your expense number and a summary of your expenses. If the Receipt Required field is checked off for any of your expense lines, you must print the barcode and fax it in the system. Refer to the Faxing Receipts Lesson. **End of Procedure.**

Travel Card Expenses

Procedure

This section will show you how to enter an online expense report that contains transactions from the travel card.



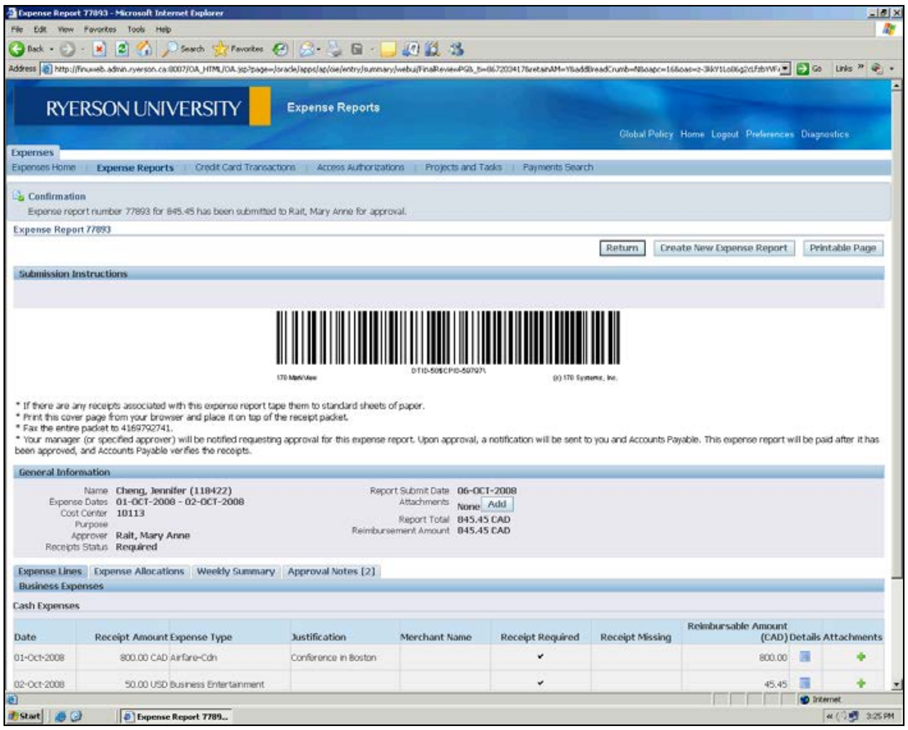
Step	Action
1.	Click the **Create Expense Report** button. Create Expense Report
2.	An information note will appear above if you have any travel card transactions pending action. It will state how many transactions are to be processed. To proceed, fill out the general information fields. Those that have an (*) asterisks are required. In this example we will leave the default values and click on the **Next** button to proceed. Next

Step	Action
3.	Select the credit card transactions you want to process in this expense report. Click the appropriate **Checkbox(es) or SELCT ALL**
4.	Once you've finished selecting the transactions you want to include in this expense statement, click the **Next** button. Next
5.	We are now in the Credit Card Expense Section of the Report. Here you will see all the transactions you just selected. If the transaction line is personal this is where you would indicate that. Select the line and click on the **Categorize as Personal** button. If all the expenses are business related, you can click just click on next to proceed.
6.	In this example all expenses are business related.
7.	If you have any other receipts that were not paid by credit card and were a part of your travel, you manually add the lines here in the Cash and Other section of the Expense report. In this example there are no other expenses so click the **Next** button to proceed. Next
8.	This Expense Allocations step you can verify the cost center and distributions that the expense will be paid from. Click the **Next** button. Next
9.	Click the **Submit** button. Submit
10.	A summary of the report along with the barcode is displayed. If the Receipts Required field is checked in this summary section of the expense report for any of the lines you processed, you must print off this barcode page and fax it in as the cover page with your receipts. The fax number is listed under the barcode. click the **Printable Page** button and print out the barcode. Printable Page
11.	Once the receipts are received, the expense statement will move to your approver for approval. **Note:** If receipts are not faxed in within 48 hours the report will be rejected. **End of Procedure.**

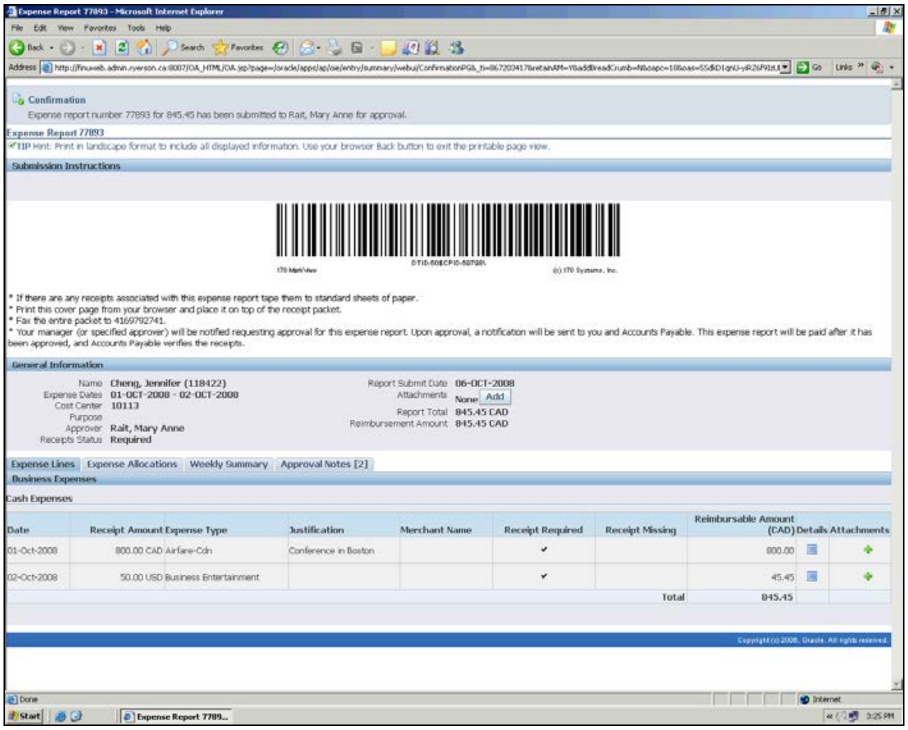
Submitting Receipts

Procedure

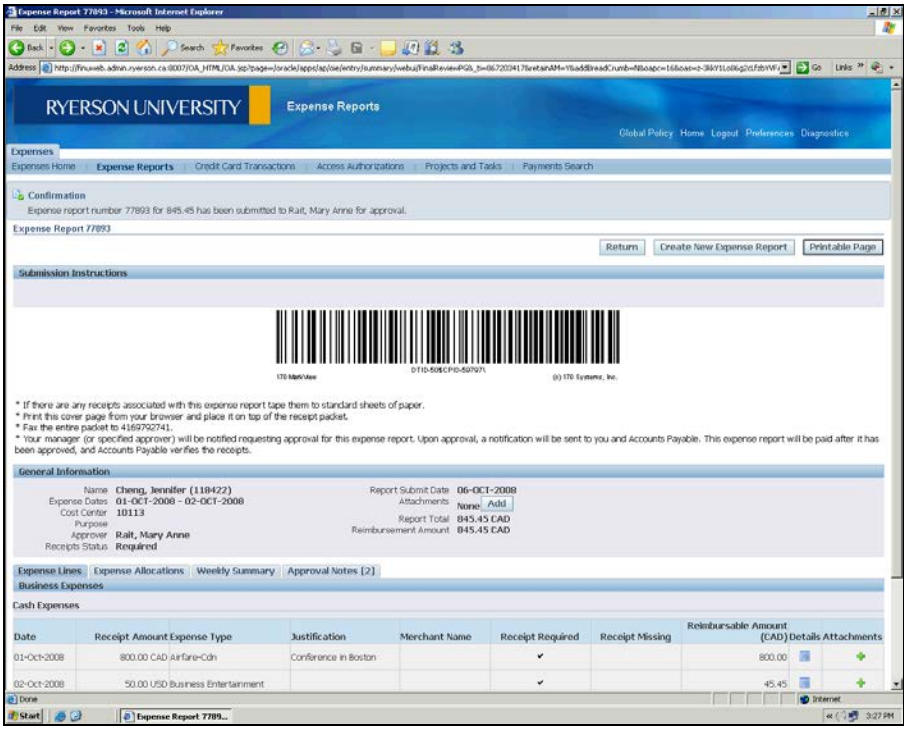
If the receipts are required, you must print off the barcode cover page and fax the receipts into the system. **Your expense will not go to your approver unless the receipts are faxed**. You have 48 hours to fax in the receipts.



Step	Action
1.	Click the **Printable Page** button. 



Step	Action
2.	Click the **Print** button. 
3.	After the page prints out. Fax it in face down to the Fax number listed under the barcode. (Refer to the third line under the barcode) or save the document as a PDF form and email the barcode and electronic receipts to iexpense@ryerson.ca To exit out of this Printer Friendly page click the **Back** button on your browser. 



Step	Action
4.	Click the **Expenses Home** link. Expenses Home
5.	Once your receipts are faxed into the system, it will automatically link to the corresponding expense report via the barcode. The Receipt Status under the ***Track Submitted Expense Reports*** section of your i-expense home page should change to Received. The Report Status field should list Pending Manager Approval and the Attachment field should have an icon to click on so you can view your receipts. **End of Procedure.**

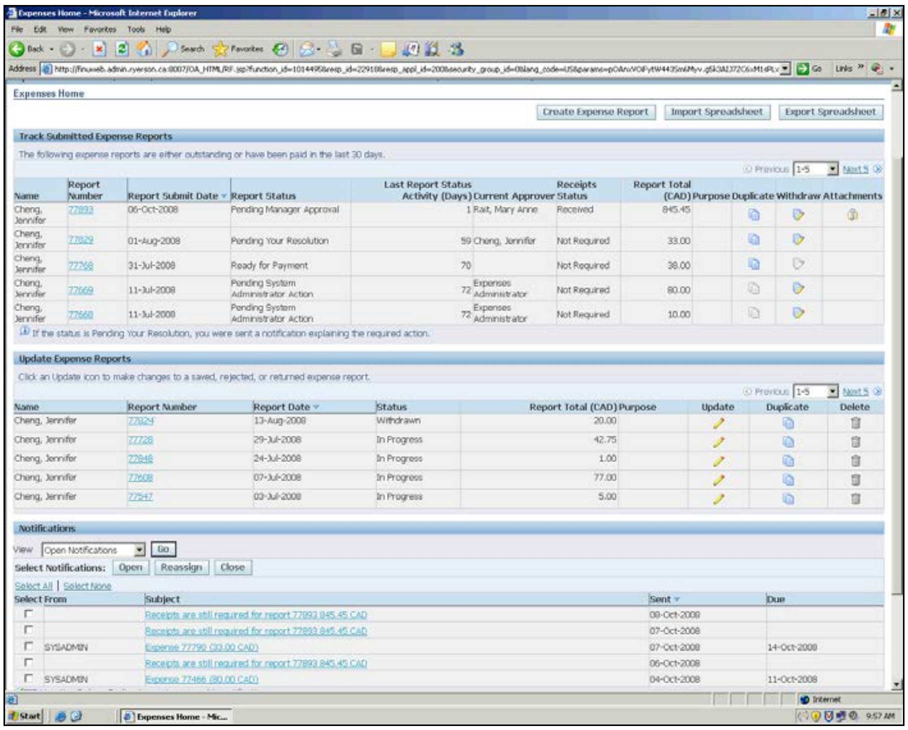
Change Expense Statements

Withdraw & Update/Delete Report

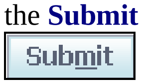
Procedure

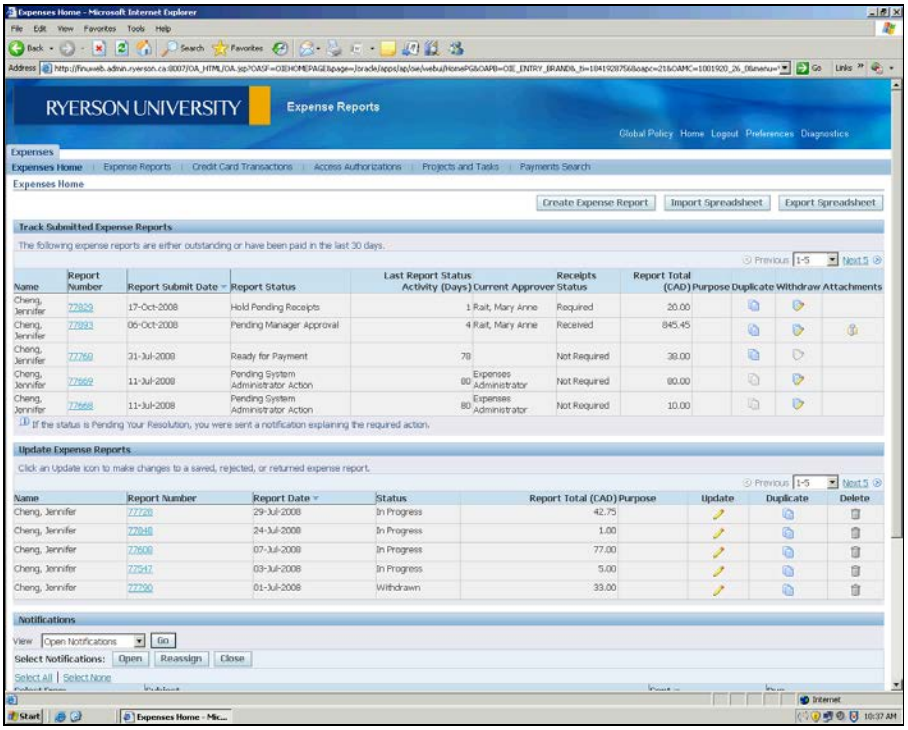
This lesson will show you how to withdraw an expense report, update and resubmit it for approval, or to delete it.

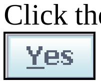
For the update example, we will be making a change to the cost center of an expense report which has already been submitted.



Step	Action
1.	Under "Track Submitted Expense Reports" find the expense report you want to update/delete and click the **Withdraw icon**. 
2.	A confirmation will appear Click the **Yes** button to proceed. 

Step	Action
3.	Once you've withdrawn your expense statement, it will move from the Track Submitted Expense Reports to the Update Expense Reports section of your I-Expense homepage. The status of the reports is now Withdrawn. From here you can choose to make updates to the expense report or to delete it.
4.	**Decision:** Please select the example you would like to see from the options listed below. • Update Go to step 5 on page 17 • Delete Go to step 15 on page 18
5.	Click the **Update Icon (pencil)** for the report you've just withdrawn. 
6.	For this example, we will be changing the cost center. Click in the **Cost Center** field. 
7.	Enter the new cost center into the **Cost Center** field.
8.	Click the **Next** button. 
9.	The existing expense information will still remain the same. If you need to make changes to it, such as change an amount or add a line, you can do so here. Click the **Next** button. 
10.	Click in the **Cost Center** field. 
11.	Even though you changed the cost center at the header earlier you need to make sure you adjust it here at the line level too.
12.	Click the **Next** button. 
13.	Review your expense report if there are no changes to be made click the **Submit** button. 
14.	You have now updated your expense report and resubmitted it. It will go to your approver again for approval. **End of Procedure.** Remaining steps apply to other paths.



Step	Action
15.	Find the expense report you have just withdrawn. It will be located under the Update Expense Reports section of your I-Expense homepage and Click the **Delete icon (trash can)**. 
16.	A confirmation will appear. Click the **Yes** button to delete it. 
17.	Your expense report is now deleted. You will not see it in your expense home anymore. **End of Procedure.**

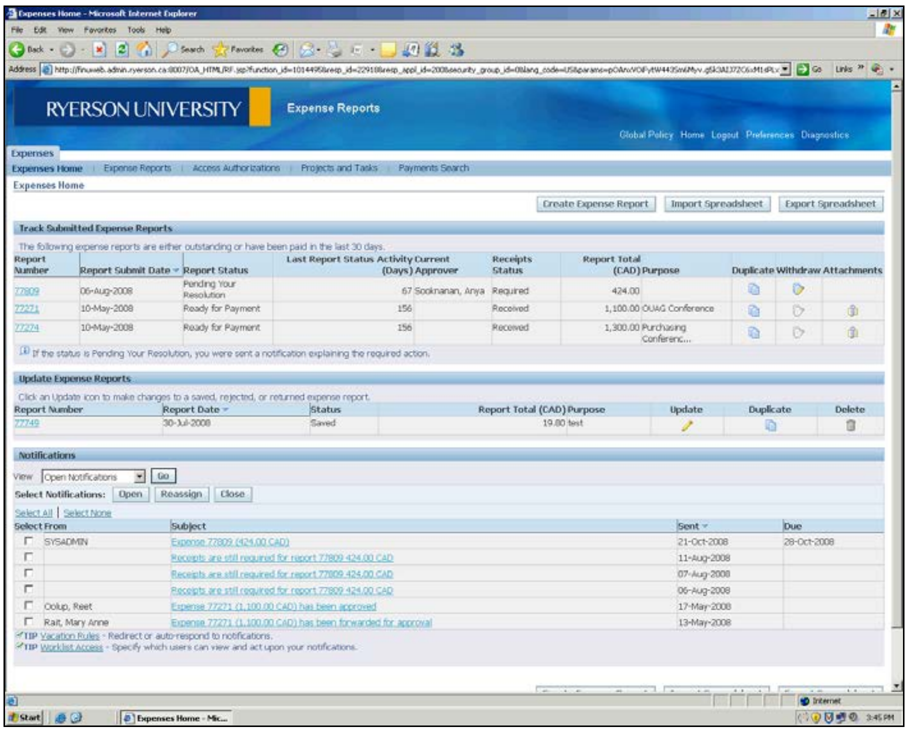
View Receipt and Notifications

View Receipts

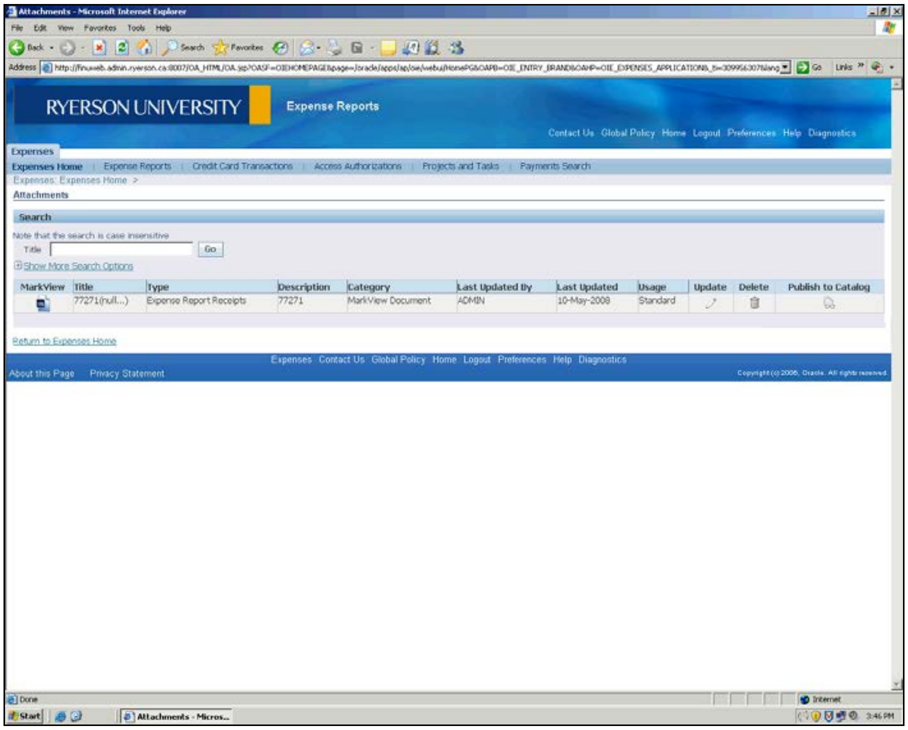
Procedure

This lesson will show you how to view your faxed documents.

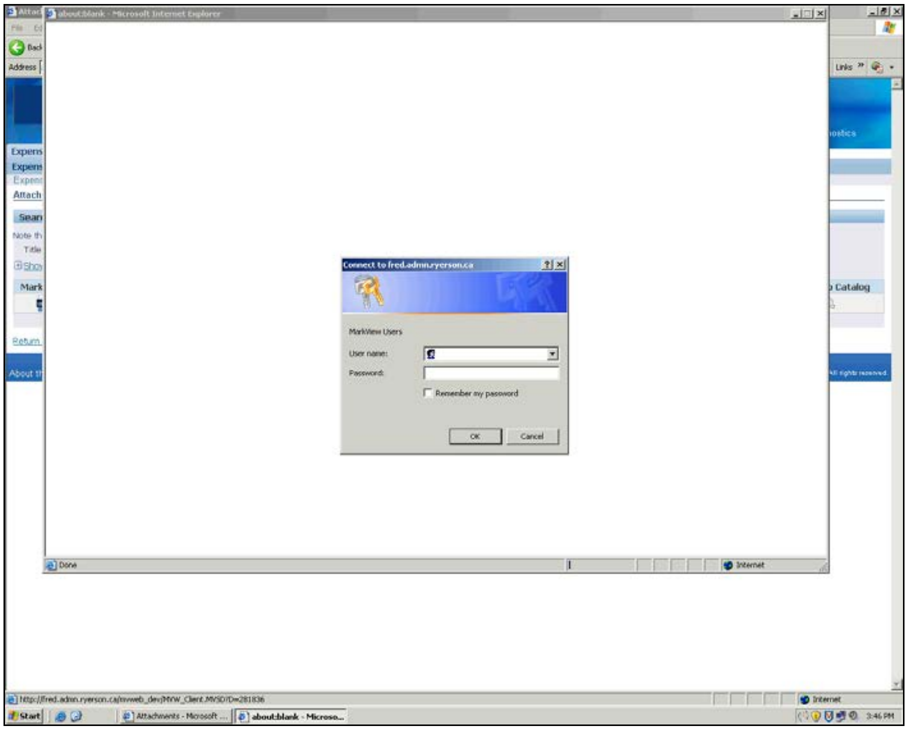
Once you've faxed in your receipts, go back to Expense Home to verify if the receipts are received.

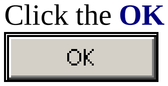


Step	Action
1.	To verify that the receipts have been received and attached to the report look Under the Track Submitted Expense Reports section of Expense Home. The Expense Report's Receipt Status field will display Received and you will also see an icon of a paper clip with a yellow piece of paper in the Attachments field. To actually view the attachment, click on this **paper clip** icon. 



Step	Action
2.	The attachment screen will open. Click on the **MarkView** icon. 



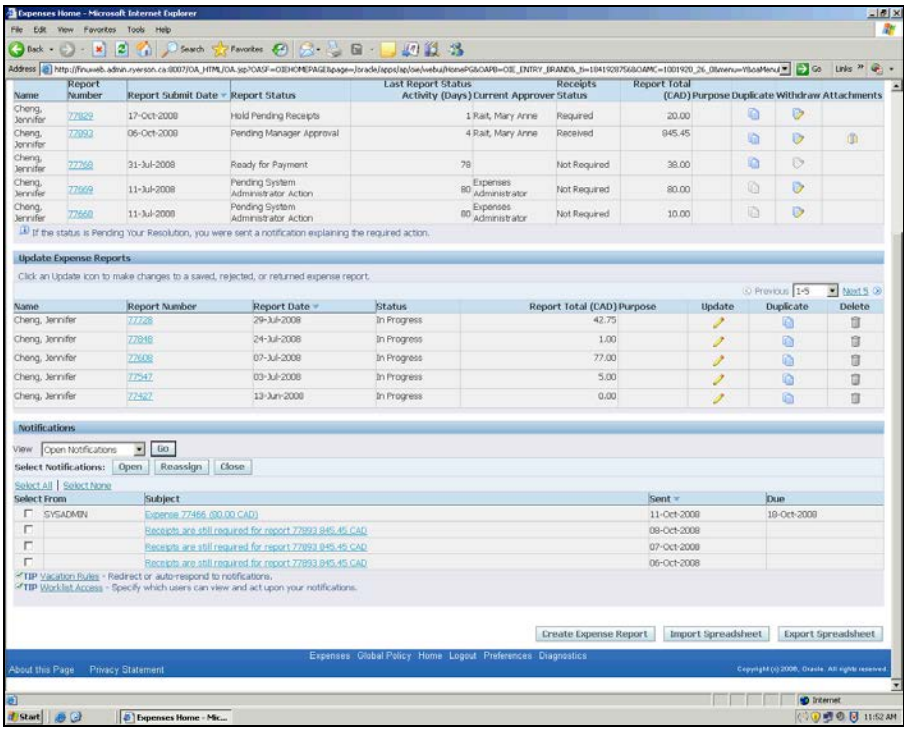
Step	Action
3.	Log onto Markview (Use the same username and password as Oracle) In this example Enter "**student**".
4.	Press **[Tab]**.
5.	Enter the **Password**. Enter "**welcome**".
6.	Click the **OK** button. 
7.	The attachments for the expense report will open up. Use the Next Page link in the top right hand corner of the page to view the rest of the attachments. **End of Procedure.**

View Notifications

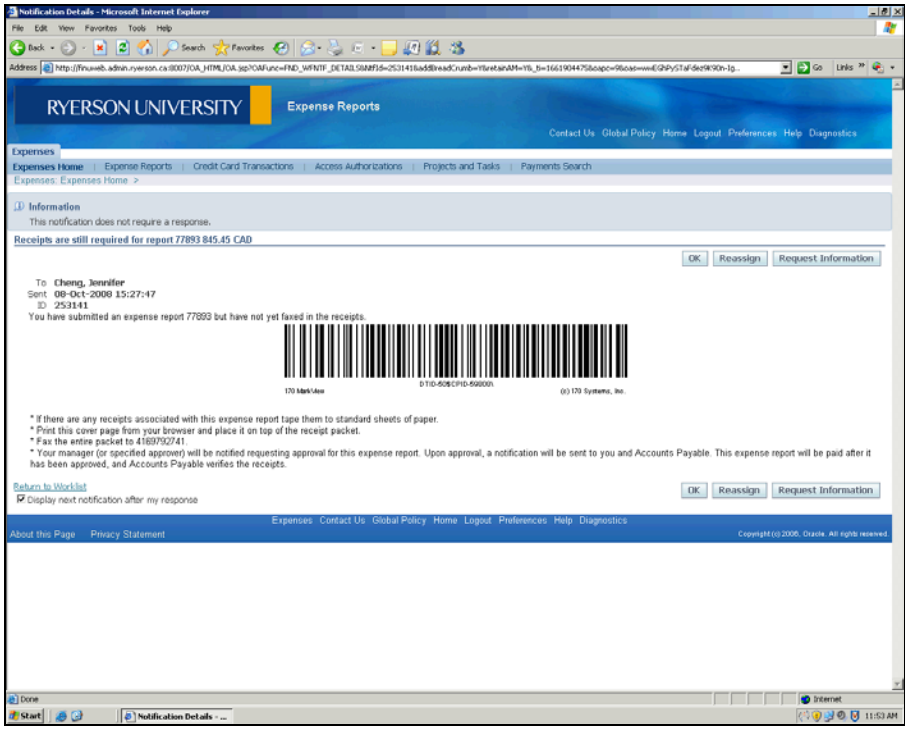
Procedure

This section will show you how to check your notifications. If any of your reports are rejected, approved, etc. you will receive a notification to let you know.

Step	Action
1.	The Notifications section is located at the bottom of the I-Expense Home page. This is where you can see all notifications for Oracle whether it be for an Expense Report or Requisition. **Note:** Any time something gets rejected you can see it here as well.



Step	Action
2.	Click on a notification you want to review. In this example Click on the **Receipts are still required for report 77893 845.45 CAD** link. Receipts are still required for report 77893 845.45 CAD



Step	Action
3.	At the very top there is an information section it is letting you know that you have not faxed in your receipts yet. To fix this problem, you just have to fax in your receipts with your Barcode cover page (You can use the initial barcode you created or print the one displayed here) with your receipts. Once the receipts are faxed in click the **OK** button. 
4.	Once you've cleared this notification it will disappear from your open notifications list. **End of Procedure.**

Report Status Meaning

Report Status Meaning

Procedure

This lesson will tell you what the different types of Report Status means.

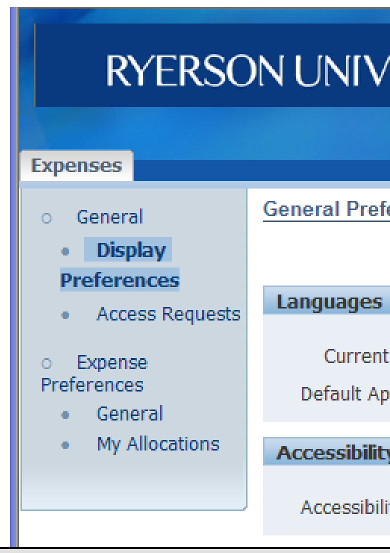
Step	Action
1.	Under Track Submitted Expense Reports, you may see the Report Status of: **Hold Pending Receipts -** The person did not fax the receipts in the system. Expense report will not go to approver unless receipts are faxed in. **Pending Your Resolution -** The expense statement is waiting for you to do something **Pending Manger Approval -** It's waiting for your manger to approve it **Pending Payable Approval -** Waiting for accounts payable to verify everything's ok **Pending System Administrator Action -** Contact RUFIS with your expense number **Ready for Payment -** A cheque should be issued soon **Paid -** Cheque was issued. Under Update Expense Reports section, you may see Report Status of: **In Progress -** Report was not completed **Withdrawn -** Report was submitted and then withdrawn
2.	**End of Procedure.**

Creating a new MY ALLOCATIONS (favorite)

MY ALLOCATIONS

Procedure

This section will show you how to create a new allocation and thereby minimize keystrokes when changes distributions for an expense report.
From the I Expense Home page select PREFERENCES.



Step	Action
1.	Select the My Allocations option

Step	Action
1.	A listing of your current Allocations is displayed
2.	Click on the **Add Another Row** button A blank line will appear.
3.	Enter a NAME for the allocation. This name should be meaningful to you

Step	Action
4.	Enter in the accounting information required
5.	Click on the APPLY button.