RUTGERS

EXP200:
End-to-End Expense Management Training for Employees

End User Training

Cornerstone
Transforming the Way We Work at Rutgers

Facilitator

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Course Overview

Course Name	End-to-End Expense Management Training for Employees
Course Duration	2 Hours
Course Description	Participants will learn about the Expense Management process for employees in the Oracle Expense system. Participants will learn how to setup their bank accounts for expense reimbursement, enter and submit expense reports, and monitor reimbursement status.
Target Audience	All roles

Expectations

Sign the attendance sheet at the beginning and end of the session.

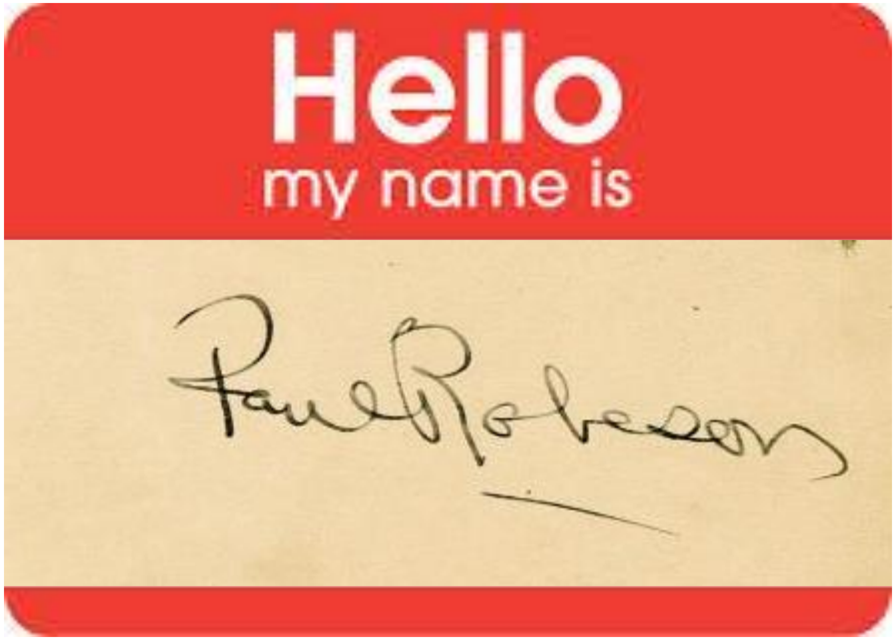
Refrain from engaging in disruptive side conversations.

Silence cell phones, and minimize usage during training.

Check your e-mail during breaks only.

Participate actively, and share your experiences.

Meet and Greet!



Agenda

- Key Terms
- Role Definitions
- Introduction to Expense Reports for Employees
- Bank Account Setup for Expense Reimbursement
- Delegate Setup
- Expense Report Entry: Standard
- Expense Report Entry: Standard: via Spreadsheet Template
- Cash Advance Requests
- Expense Report Reimbursement Status Review
- Expense Report Approval Overview

Key Terms

Key Terms

Key Terms	Definition
Expense Report	An expense report is an electronic form that employees populate to submit travel and business related expenses for reimbursement. Expense reports are created after expenses have been incurred and submitted for approval within Oracle Expense.
Expense Items	An expense item is an individual line item for an expense. Users can create line items and add them to new reports or add items to an existing unsubmitted report. Items must be contained on a report and then submitted in order for them to be reimbursed.
Expense Type	The expense type is a categorization of what is being reimbursement. The expense type chosen should be specific to the expense being incurred.
Cash Advance	A cash advance is an electronic form that employees populate to request advance payment to cover work-related expenses. Cash advances are created before expenses have been incurred and are submitted for approval within Oracle Expense.

Role Definitions

Oracle Expense Role Definitions

Role	Definition
Traveler	The role assigned to individuals who can enter and submit an expense reports. Individuals must be University employees.
Delegate	The role assigned to individuals who can enter and submit an expense report on behalf of someone else. Delegates can be defined within the Financial Management System.
Project Approver	The role assigned to individuals responsible for approving expense reports, and other transactions that tied to a specified project, and require approval. Each project has a single Project Approver for all transactions that require approval. Individuals must be University employees.
Finance Approver	The role assigned to individuals responsible for approving expense reports, cash advances, and other transactions that require approval. Each employee has a single Finance Approver for all transactions that require approval. Individuals must be University employees.

Introduction to Expense Reports for Employees

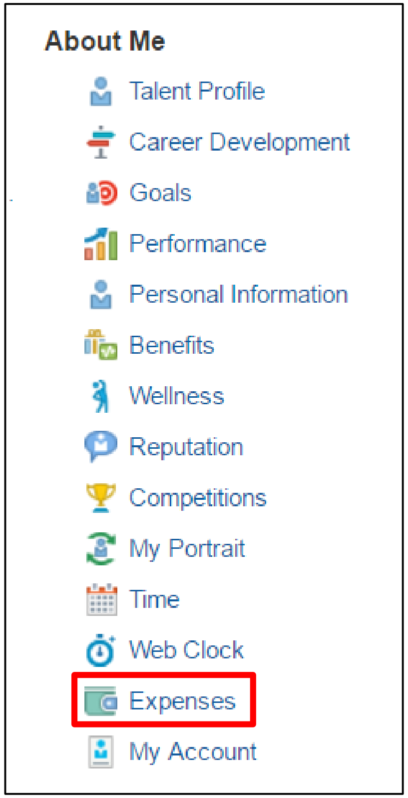
Introduction to Expense Reports

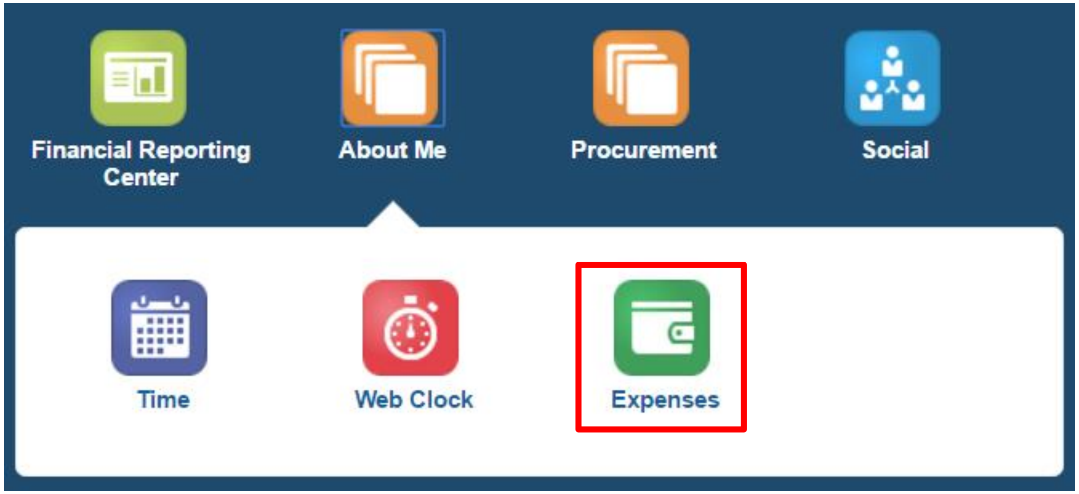
Financial Management System allows you to quickly enter and submit expense reports for reimbursement. You can:

- Enter expenses in the system or on a spreadsheet
- Use templates to facilitate expense report entry
- Attach scanned / electronic receipts to your expense items and reports
- Submit expense reports for electronic approval
- Monitor approval and reimbursement status

Navigating to the Travel and Expenses Portal

The **Travel and Expenses** portal can be accessed from the **About Me** section of the Navigator, or from the **About Me** icon on the Home Page

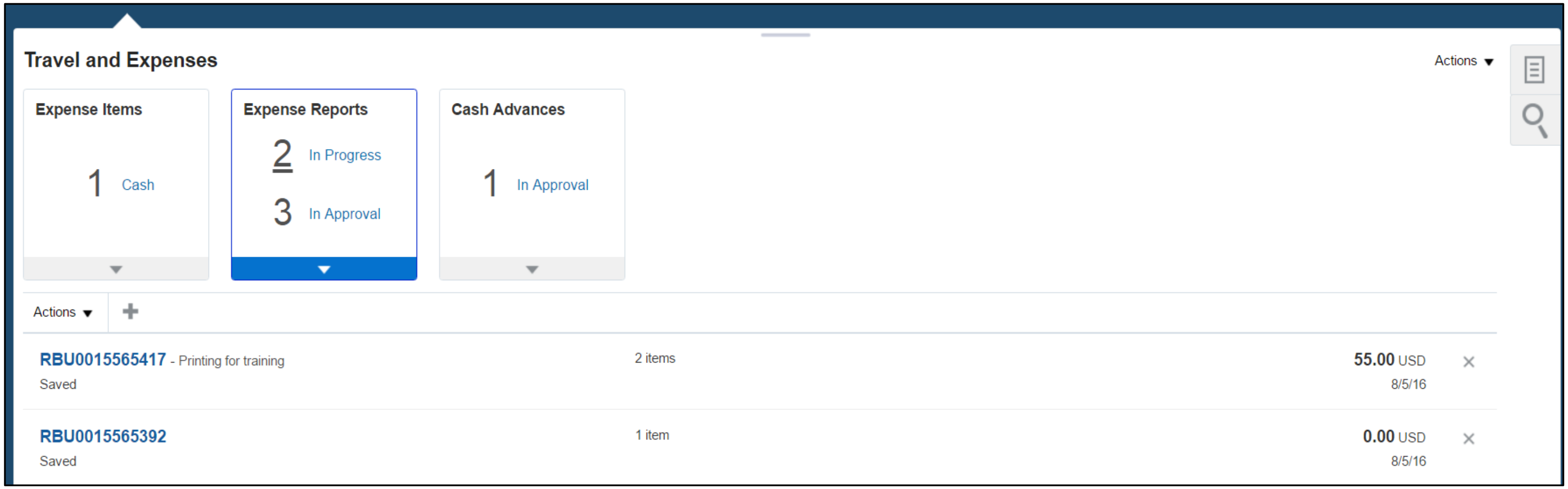




Using the Travel and Expenses Portal

The **Travel and Expenses** portal is your starting point for all activities related to expense reports and cash advances

- The portal displays expense activities in three tiles: Expense Items, Expense Reports, and Cash Advances
- Click on a link in a tile to view corresponding information in the lower region of the form. For example, quickly access In Progress expense reports to pick up where you left off



Bank Account Setup for Expense Reimbursement

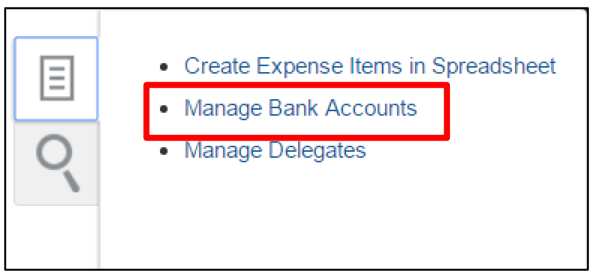
Note: You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.

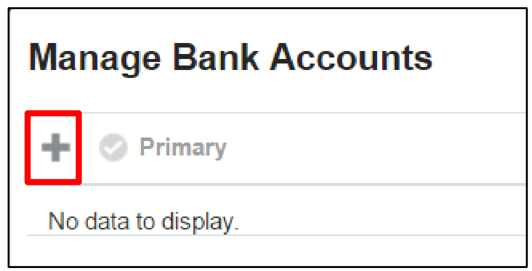
Bank information is completely secure and not visible to other users of the system.

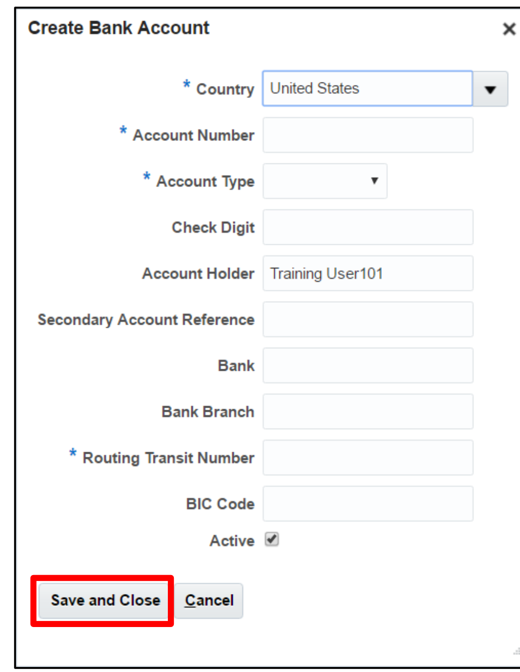
Bank Account Setup

To enter bank account information:

- Navigate to the Travel and Expenses portal
- Go to the Task icon on the right side
- Click the “Manage Bank Accounts” link from the Task menu
- Click the **+** button to enter a new bank account
- Enter the required fields * along with Bank and Branch then click the **Save and Close** button





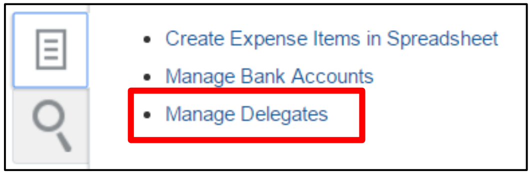


Delegate Setup

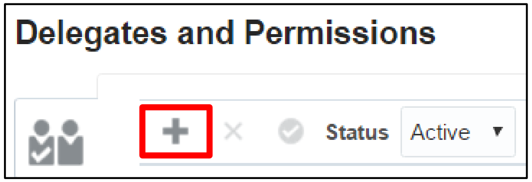
Delegates

If there are individuals who routinely enter expense reports on your behalf, you must setup these individuals as Delegates within the system. To add a delegate:

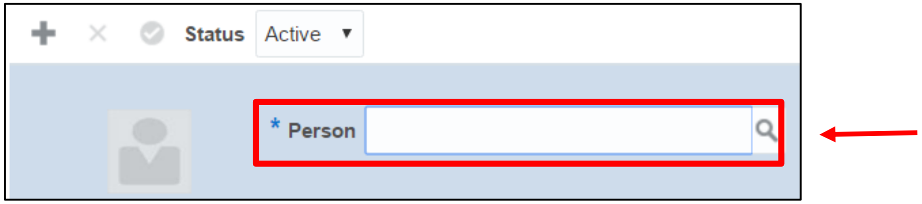
- Navigate to the Travel and Expenses portal
- Click the “Manage Delegates” link from the Task menu



- Click the **+** button to enter a new delegate

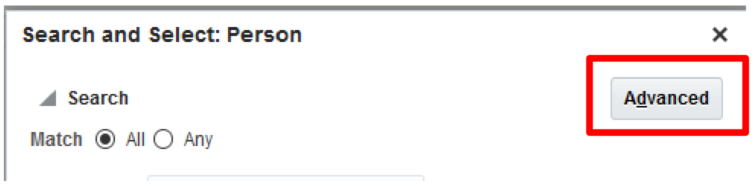


- Click on the magnifying glass

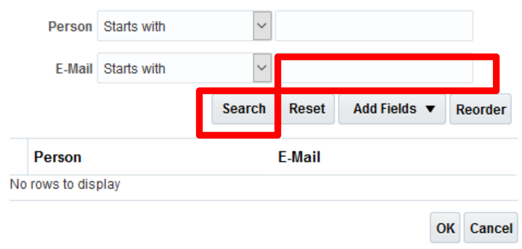


Delegates

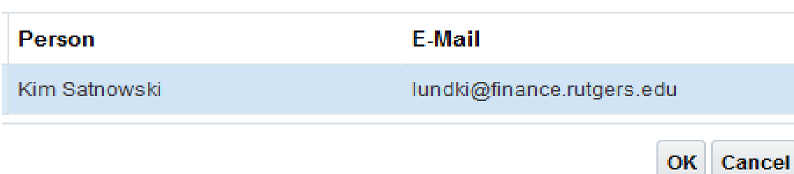
- From Search and Select: Person, choose Advanced



- Type in the beginning of the delegate's email then click Search



- Highlight the name of the delegate then click OK

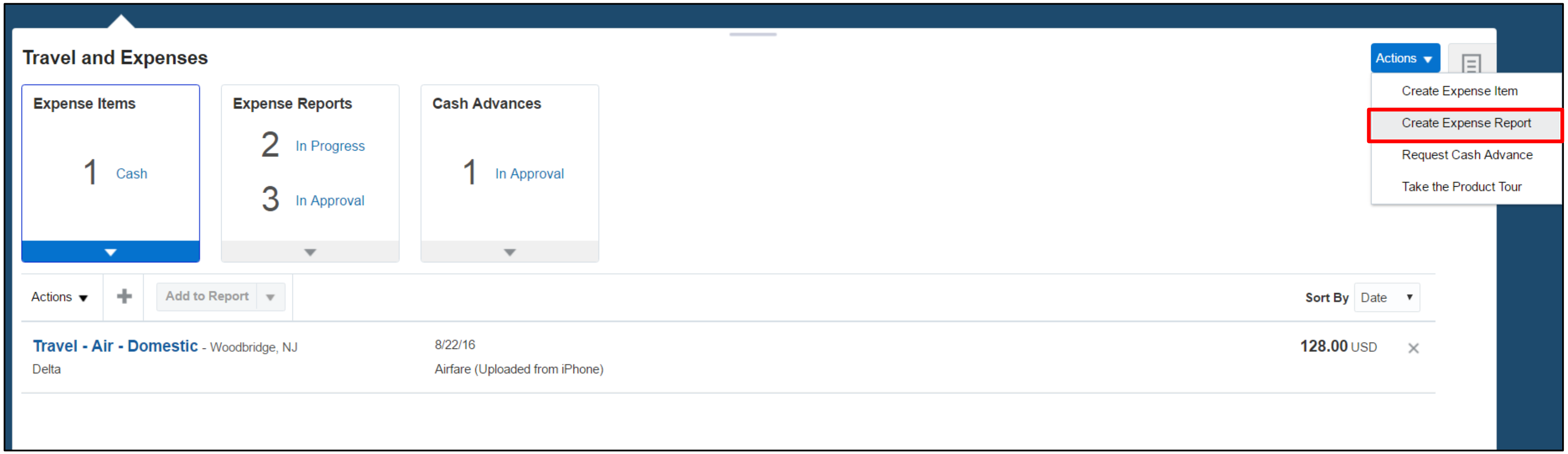


- Final step, click Save and Close.

Expense Report Entry: Standard

Expense Report Entry

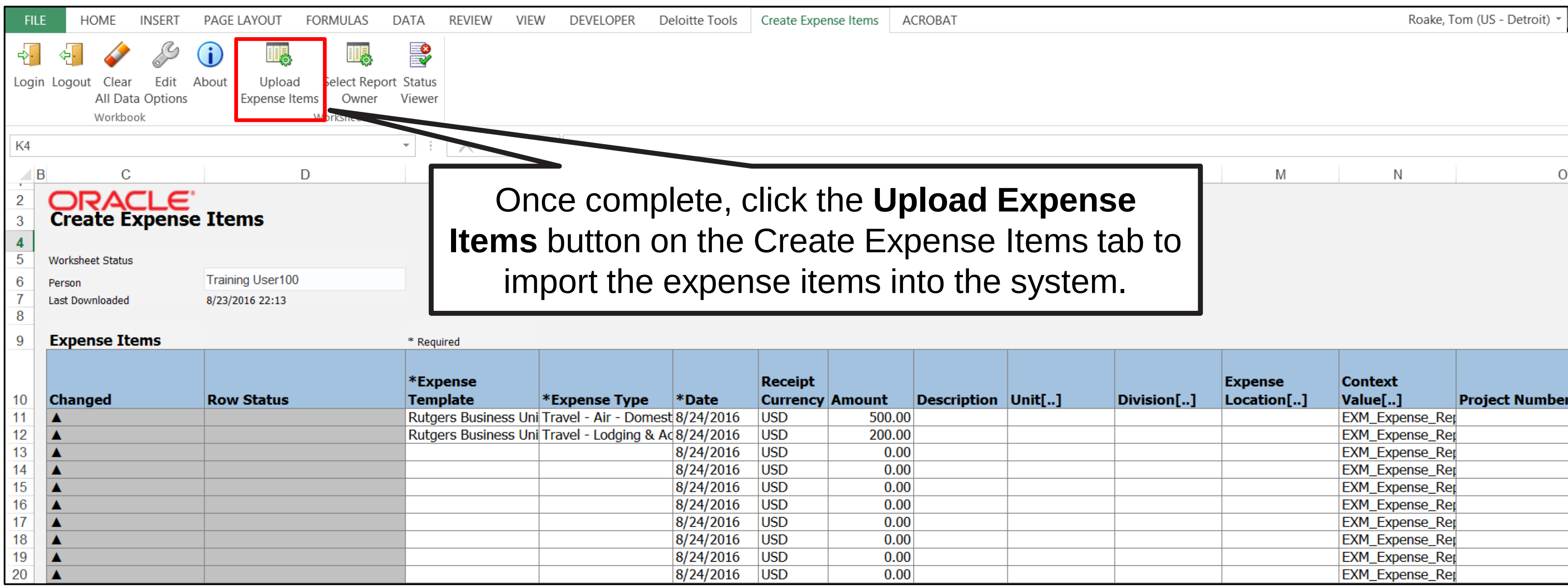
After entering your bank information, you are ready to begin entering expense reports



Expense Report Entry: via Spreadsheet Template

Enter Expenses via Spreadsheet

You can also enter expense items in an Excel spreadsheet template and then import expense items into the system. The copy/paste feature in Excel may save you time when entering expense reports with many items. However, keep in mind that you cannot add attachments to expense items in the spreadsheet, and will need to attach receipts to expenses after they have been imported.

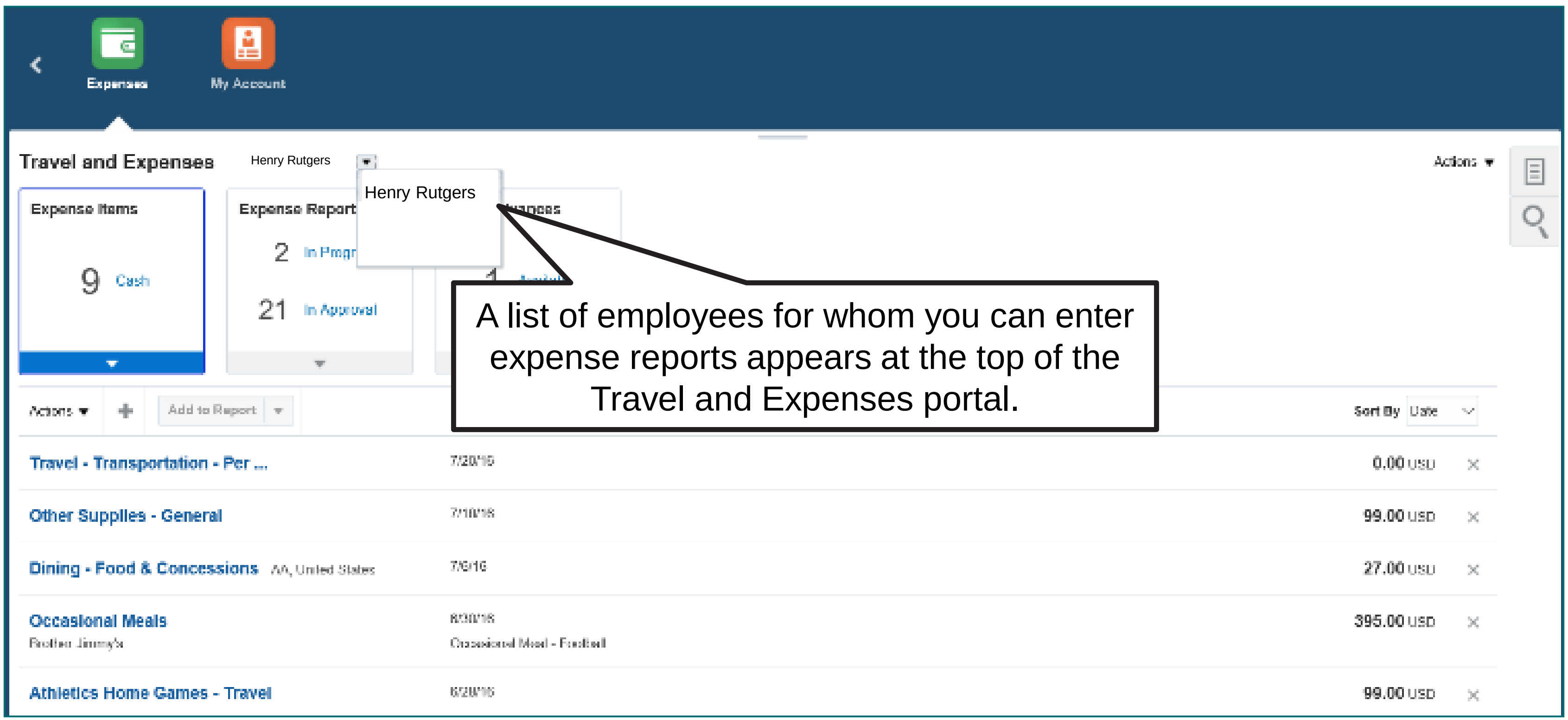


Once complete, click the **Upload Expense Items** button on the Create Expense Items tab to import the expense items into the system.

Expense Report Entry: via Delegate

Enter Expense Reports on Behalf of Someone Else (via Delegate)

If you have been designated as a delegate, you can enter expense reports on behalf of someone else. Simply select the person for whom you are creating an expense report from the Travel and Expense portal and the enter the expense report on his/her behalf.

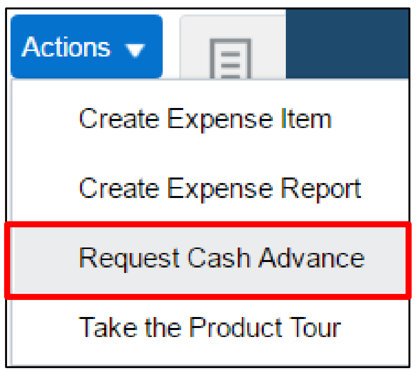


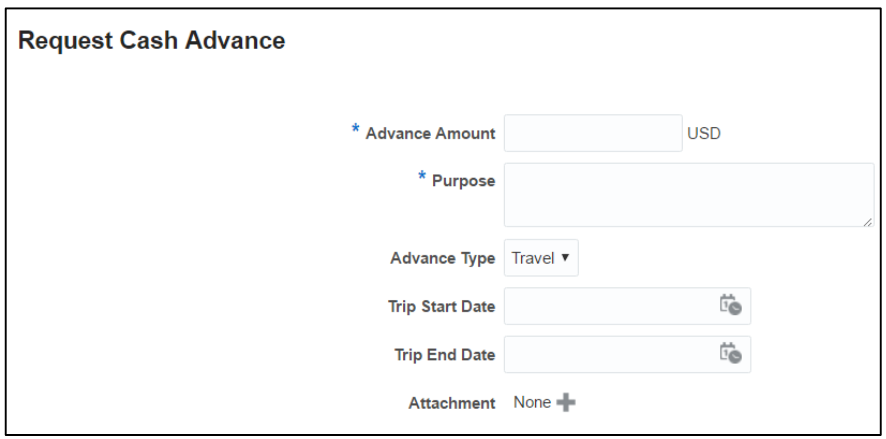
Cash Advance Requests

Request Cash Advances

You can also use the Financial Management System to request cash advances for work-related expenses that you are going to incur. **Delegates cannot request a cash advance on behalf of someone else**. Employees: To request a cash advance:

- Navigate to the Travel and Expenses portal
- Click the “Request Cash Advance” link from the Actions menu
- Enter the required fields, add attachments and click the **Submit** button to submit the Cash Advance for approval



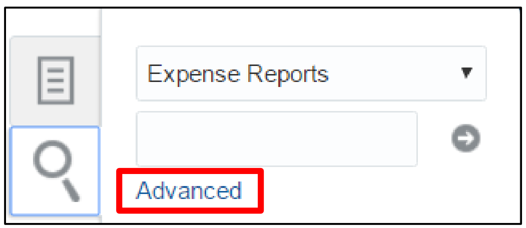


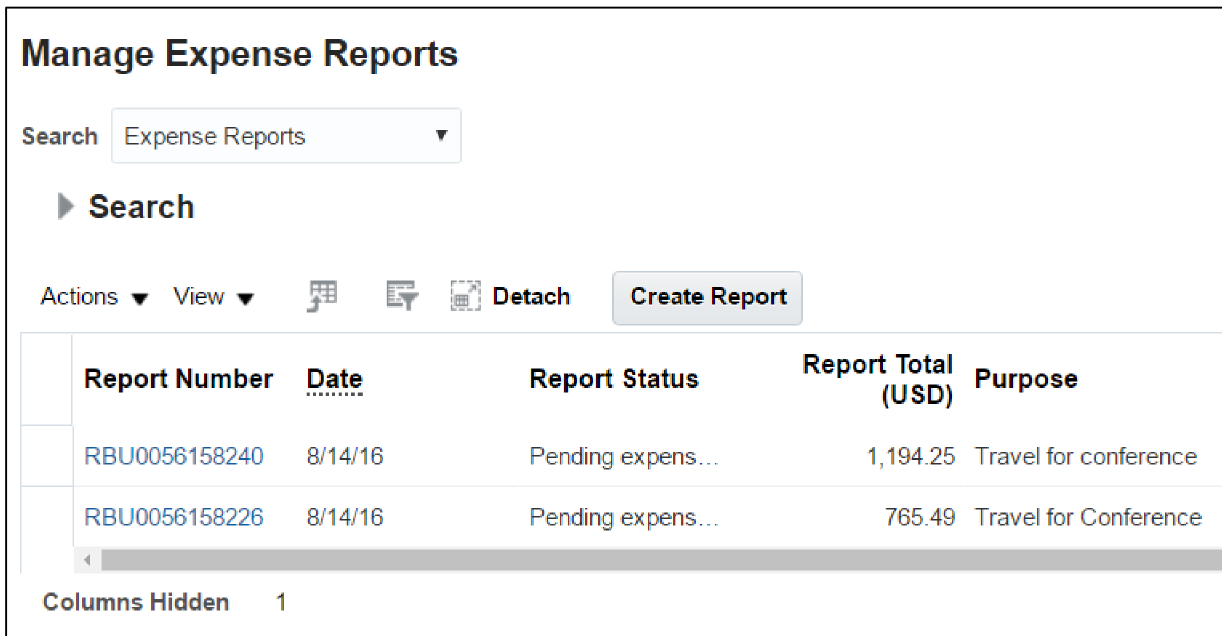
Expense Report Reimbursement Status Review

Review Expense Report and Reimbursement Status

You can view the status of your expense reports and cash advances from the Manage Expense Reports page for yourself or the employee you are the delegate for. To access the Manage Expense Reports page:

- Navigate to the Travel and Expenses portal
- Click the magnifying glass icon on the right of the page
- Click the Advanced link





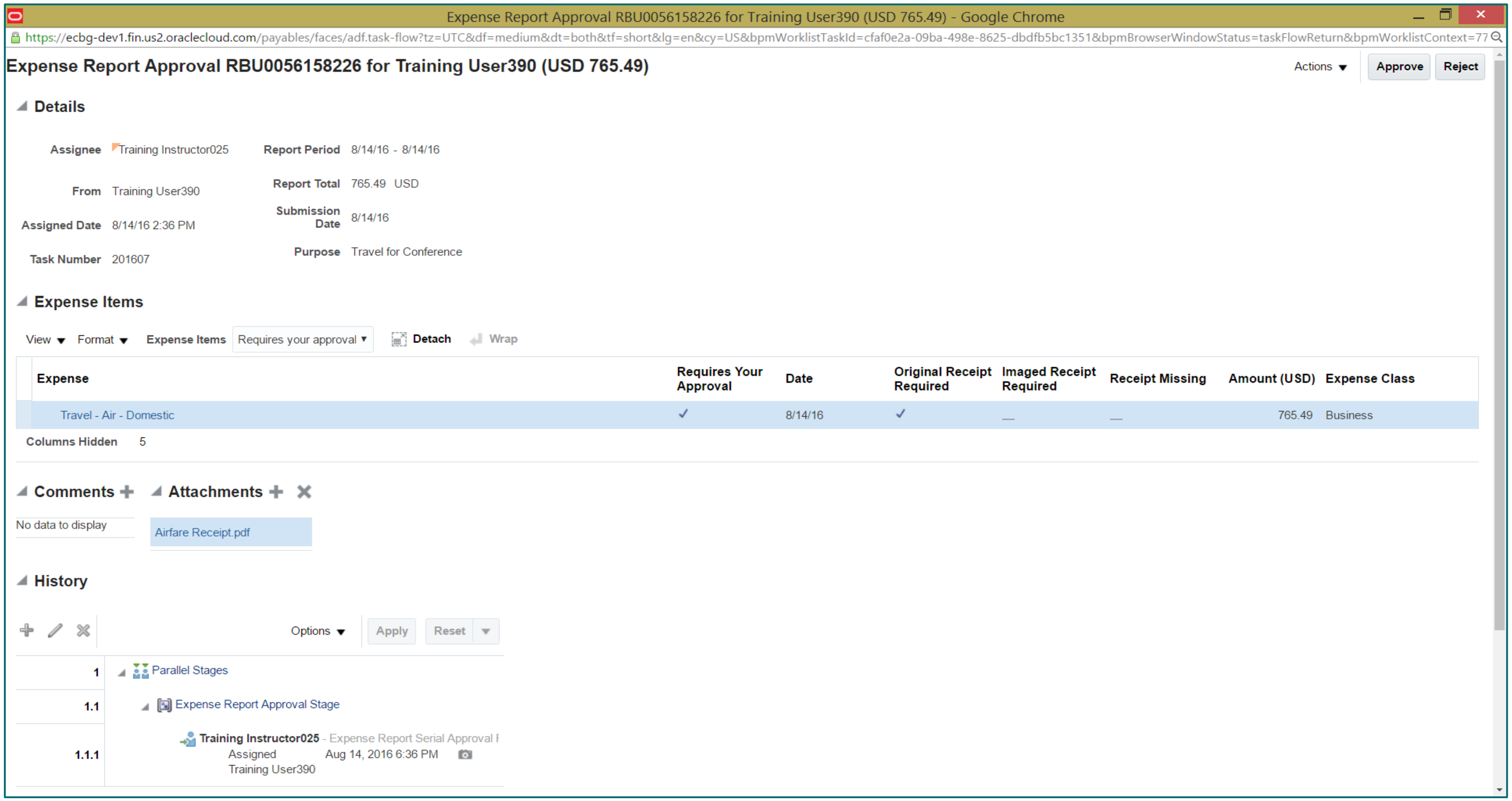
Expense Report Approval Overview

Expense Report Approval

- Oracle Expense provides systematic approval workflow for expense reports and cash advances
  - Non-project expense reports are routed to the preparer's Finance Approver for approval
  - Project expense reports are routed to the Project Manager for first-level approval, and then to the preparer's Finance Approval for second-level approval
- The Finance Approver is the Rutgers employee responsible for approving expense reports, cash advances, and other transactions that require approval
- Each employee has a single Finance Approver for all transactions that require approval
- Employees are not able to select their Finance Approver

Expense Report Approval (continued)

Once submitted, the Finance Approver will receive a notification to approve expense reports, which includes a list of all expense items and attachments included in the report



To obtain additional information use the following:

- Travel and Expense Policies and Forms
  https://procurementservices.rutgers.edu/travel
- Expense Training Information and Offerings
  https://procurementservices.rutgers.edu/making-purchases/training-support-materials
- Rutgers Canvas/ Expense Online Information: FAQs, Job Aids, Training Presentations, and Web Based Tutorials
  https://rutgers.instructure.com/courses/771/modules
- UPS Help Desk: Accounts Payable, Procurement, and Expense Management Questions
  procurement@finance.rutgers.edu
- Rutgers Cornerstone/ Rutgers On-going Project Updates
  https://cornerstone.rutgers.edu/