Oracle Fusion

Employee guide
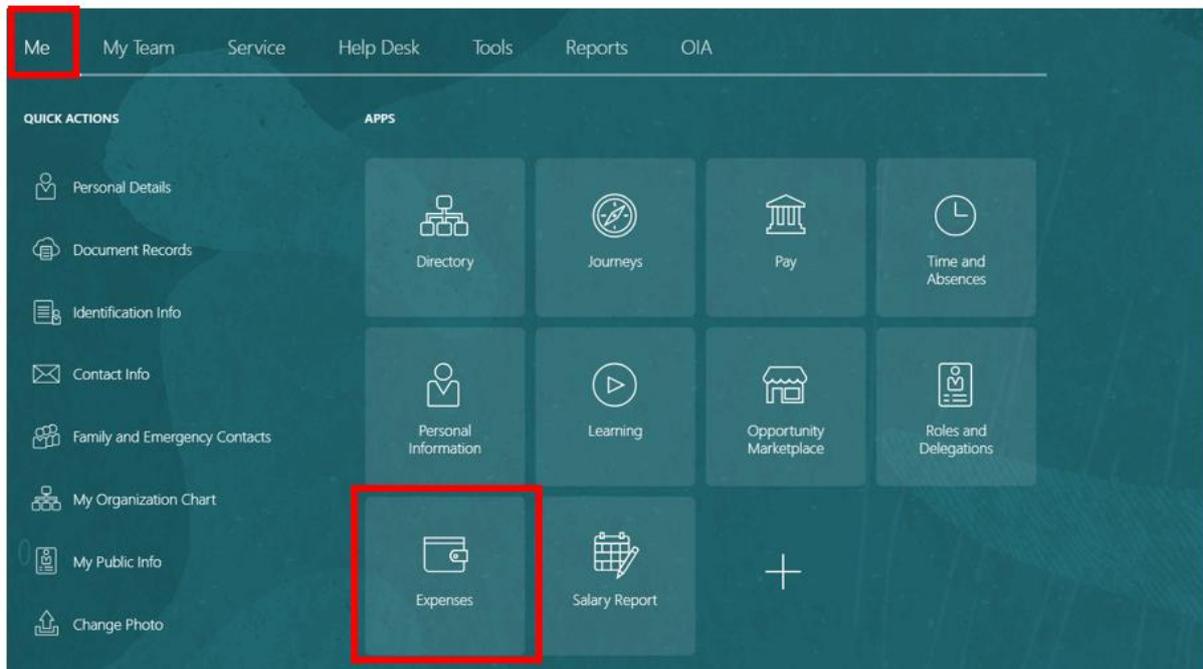## How to create an expense report

Employees can claim expenses by creating an expense report via the Oracle Fusion expenses module. All expense reports must have approved by the designated expense approver within your resource.

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

To create an expense report, select "create report".
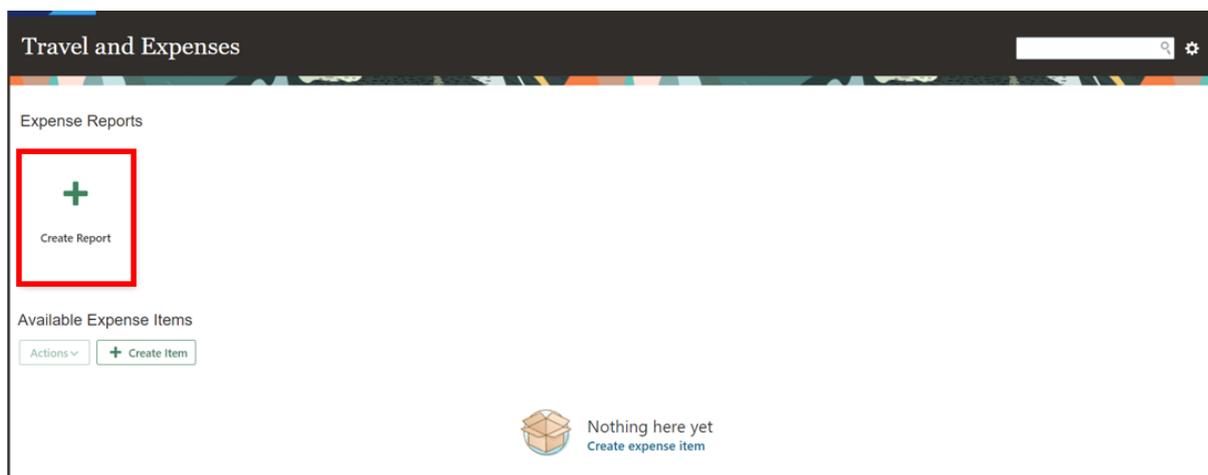
The system will then open a blank report. You should enter a title in the "purpose" field of the report. This should include your name and the week/month the report is for.

You should also search for your expense approver within the "approver name" field. To do this select the search icon.

There are 2 ways to search for your expense approver.

Option 1 – Using the basic search for approver by name or employee number

You can search by completing one of the following two fields -
Value – Approver's employee number.
Description – Approver's name (please note this field is very specific and must be exact name the approver has record on system, including any middle names).

Once you have found your expense approver, select their name from the populated list and select "ok".

Please note the "approver name" field will populate as the approver's employee number and not their name.

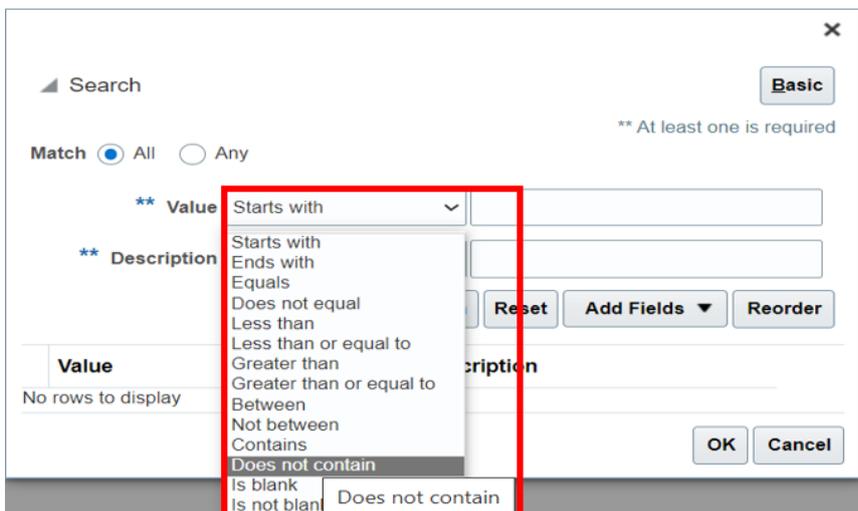## Option 2 – Using the advanced search to list for all expense approvers

To search for all listed expense approvers, open the basic search field and select "advanced" at the right corner of the box.
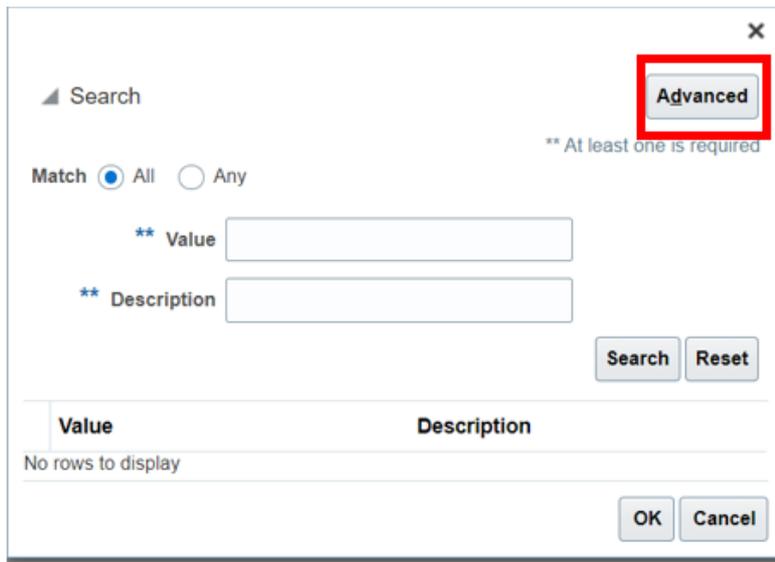
The advance search option will appear. Within the "value" parameters drop down list select the "does not contain" option.
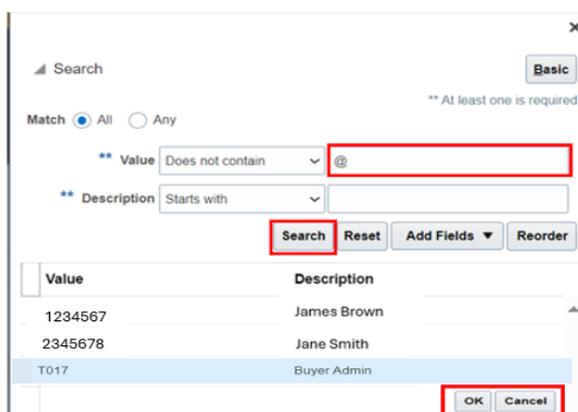
Within the "value" free text field enter a "@" symbol and then select "search". A list of all active expense approver will then populate. Select their name from the list and then select "ok".

The approver's employee number will then be populated within the "approver name" field".

Creating an expense item

To create an expense item click on the "create item".

The screen below will appear. You should then complete the following –

- Select the date the expense occurred.
- Select the correct expense template **(for SLC/SLLC/SEEMIS employees choose "SLC expense report template" and for Councillors choose "SLC Cllr expense report template").**
- Select the expense type from the drop-down menu. By selecting the relevant expense type you wish to claim, the system will then generate any additional fields that require completion.

Please note that some expense types will ask for a cash value and others will require further information, for example details of Journeys for mileage claims.

In this scenario we are creating a claim for car mileage.

Any additional fields required will be generated. For a car mileage claim you must enter the starting location and destination of journey including the total distance.

This can be inputted manually or by using the map to auto calculate the journey.

To use app select "use map".

Enter the starting location and destination addresses into the map which will then automatically calculate the distance of the journey. Click "apply".

You should the complete the rest of the details as per below –

- Start and end times
- Confirm whether you have a VAT receipt.
- A description detailing the reason for claim.
- Expense report number
- Upload any evidence to support the claim type.

Note – For all expense items you must ensure to upload evidence which relates to claim type, any VAT receipts, fuel receipts, transport tickets etc.

Once you have completed your claim you can either select "create another" or "save and close". In this case we will "save and close" this expense item.

You can save your expense report for later, to allow you to add other expense items prior to submitting for approval. If you are ready to submit your expense report for approval, ensure you have added all items and ticked the check box confirming your submissions are in line with the travel and expenses policy.

You can see from below the expense report has been to an expense manager for approval.

Key points to remember when processing expense claims
- Each of your expense items must have the relevant evidence attached.
- The system will alert you of any violation of policy's which will prevent you from submitting your expense report until all items meet policy standard.
- You can only submit retrospective claims up to 90 days after the date of the claim occurred.
- Some expense types require cash value and others will require further information such as journey details.
- To ensure you can easily locate your expense approver we advise that you search for your expense approver via the advanced search as shown within this guide.

Expense Audit

Claims will be audited prior to payment in the following circumstances: in some instances you may be asked to provide further information or justification and if your claim is not valid it may be rejected:

- The business mileage/trip distance is greater than 80 miles,
- The expense claims in your expense report fall out-with the 90 day timescale,
- The expense claims in your expense report amount to over £250.00.

Please be aware that submitting fraudulent or false expense claims could result in disciplinary action being taken.

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 equalities@southlanarkshire.gov.uk.