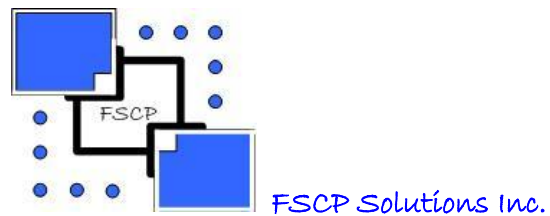


# Expense Reports Training Document

## Oracle iExpense

**Prepared by**



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# Create (Enter) Expense Reports

## End-User (Employee)

From: Kingsley, Jeffrey R  
Subject: More Information Requested: Document Manager Failed With Error Number 3 while processing Purchase Requisition 700336  
Sent: 04-May-2007

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.  
✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator**

Please select a responsibility.

- Alert Manager
- Application Developer
- Daily Financials Intelligence
- Daily Inventory Intelligence
- Daily Payables Intelligence
- Daily Procurement Intelligence
- Daily Supply Chain Intelligence
- Engineering
- General Ledger Super User
- General Ledger Supervisor
- General Ledger User
- Internet Expenses
- Internet Procurement
- iSupplier Portal Internal View
- Oracle iSetup
- Oracle Web ADI
- Purchasing Super User
- SOLUS Advanced Supply Chain Planner
- SOLUS BOM Super User
- SOLUS BOM User
- SOLUS Cost Mgmt Super User
- SOLUS Fixed Assets Manager
- SOLUS Internet Procurement
- SOLUS Inventory Super User
- SOLUS OPERATIONS VIEW ONLY
- SOLUS Payables Manager
- SOLUS Purchase Orders View Only
- SOLUS Purchasing Buyer
- SOLUS Purchasing Finance Setup
- SOLUS Purchasing Setup - Annual Limits

## Notes

- Use the Internet Expenses Responsibility to log on and create Expense Reports.

**ORACLE Expense Reports**

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**Expenses**

[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

**Expenses Home**

[Create Expense Report](#) [Import Spreadsheet](#) [Export Spreadsheet](#)

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
No results found.								

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

**Notifications**

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

[Expenses](#) | [Contact Us](#) | [Global Policy](#) | [Home](#) | [Logout](#) | [Preferences](#)

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## Notes

- The screen will be displayed as above. This is the Expense Report Home page where all the expense reports you have submitted will be shown with relevant statuses.
- You can click the Create Expense Report button to start creating a new Expense Report.

ORACLE Expense Reports

Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information | Cash and Other Expenses | Review

Create Expense Report: General Information

\* Indicates required field

Name  (155)

\* Expense Cost Center

Reimbursement Currency

Expense Template

\* Purpose

☐ Includes Foreign Currency Receipts

Save Cancel Step 1 of 3 Next

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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## Notes

- Here you enter the Purpose – which is a required field – and is used to identify as an overview of the Expense Report and is displayed in the Notifications.
- Please review and check the Expense Cost Center to ensure that your cost center is correct. If this needs to be changed please send a request to HR and copy AP with the request so that AP is aware that the expense report will have an inaccurate Cost Center for your expense report.
- You can check the box beside the Include Foreign Currency Receipts if your Expense report is for travel outside of the country where your office is located and the currency of your expenditure is different from the Reimbursement Currency listed in the form above. (**Refer documentation Page – 99**)
- You can then click on the next button to progress to the next step.

Oracle Expense Reports

Expenses Home | **Expense Reports** | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information | **Cash and Other Expenses** | Review

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 3 Next

Receipt-Based Expenses [0.00] Mileage Expenses [0.00]

**Receipt-Based Expenses**

**TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

**TIP** Date Example: 26-FEB-2008.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	18-Feb-2008	100					
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							
<input type="checkbox"/>	6							
<input type="checkbox"/>	7							
<input type="checkbox"/>	8							
<input type="checkbox"/>	9							
<input type="checkbox"/>	10							

## Notes

- This next screen shows you a row wise detail of the expenses that you will be entering for this expense report.
- Enter the date and the Receipt Amount.
- After you enter this you must choose the Expense Type that this expense relates to. The expense type drives the accounting and is needed for each line.
- The expense type list is based on the default Expense Report Template that has been defined in the system and is maintained by the AP group. If you need any additional item / type on this list please coordinate with your AP department to add to this list.

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&OASF=OIE\_EXPENSE\_REPORT\_SEARCH

File Edit View Favorites Tools Help

Create Expense Report: Cash and Other Expenses

**ORACLE Expense Reports** [Contact Us](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

[Expenses Home](#) | **Expense Reports** | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

General Information **Cash and Other Expenses** Review

Create Expense Report: Cash and Other Expenses

[Save](#) [Cancel](#) [Back](#) [Step 2 of 3](#) [Next](#)

**Receipt-Based Expenses [0.00]** [Mileage Expenses \[0.00\]](#)

**Receipt-Based Expenses**

☒ **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

☒ **TIP** Date Example: 26-FEB-2008.

Select Expense Lines: [Duplicate](#) [Remove](#)

[Select All](#) | [Select None](#)

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	18-Feb-2008	100	Car Rental	Needed a car to get around town			
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							
<input type="checkbox"/>	6							
<input type="checkbox"/>	7							
<input type="checkbox"/>	8							
<input type="checkbox"/>	9							
<input type="checkbox"/>	10							

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## Notes

- Once you have entered all the information you will see the form look something like this for each line.
- You will then click the next button to go to the next page

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&CurrentClassification=RECEIPT\_BASED

File Edit View Favorites Tools Help

Create Expense Report: Review

**ORACLE Expense Reports** [Contact Us](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

General Information Cash and Other Expenses **Review**

**Create Expense Report: Review**  
Review the expense report below before submission. [Save](#) [Cancel](#) [Back](#) [Step 3 of 3](#) [Submit](#)

**General Information**

Name [REDACTED] (155) Purpose **Official trip to SFO for conference**  
Expense Dates **18-FEB-2008 - 18-FEB-2008** Approver [REDACTED]  
Cost Center **5100** Lines Requiring Receipt **1**

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

**Cash and Other Expenses**

Receipt-Based Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Expense Location	Justification	Merchant Name	Reimbursable Amount (USD)	Receipt Required	Details
18-Feb-2008	100.00 USD		1 Car Rental		Needed a car to get around town		100.00	✓	
<b>Total</b>							<b>100.00</b>		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

Expense Report Total **100.00 USD**

[Save](#) [Cancel](#) [Back](#) [Step 3 of 3](#) [Submit](#)

[Expenses](#) | [Contact Us](#) | [Global Policy](#) | [Home](#) | [Logout](#) | [Preferences](#) [Privacy Statement](#)

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## Notes

- The next page will show you a summary of the expense report per line, and you will have a choice to either submit (for approval) or save it for future use.
- You can also go back and make changes if you noticed that there was something missing or there had to be some changes made.
- Once you click on the submit button you are taken to a screen showing you a final summary of what you had submitted.



http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&OIERequestCounter=2&CurrentPage=

File Edit View Favorites Tools Help

Expense Report IE10602

**ORACLE Expense Reports** [Contact Us](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

**Confirmation**

Expense report number IE10602 for 100.00 has been submitted to [redacted] for approval.

**Expense Report IE10602**

\* To send required receipts to Accounts Payable, print this page and attach all required receipts.  
 \* Make a photocopy of this page and the receipts for your records.  
 \* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

[Return](#) [Create New Expense Report](#) [Printable Page](#)

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

**Expense Report Summary**

Expense Report Total **100.00 USD**

**General Information**

Name	[redacted] (155)	Approver	[redacted]
Expense Dates	18-FEB-2008 - 18-FEB-2008	Lines Requiring Receipt	1
Cost Center	5100	Submit Date	26-FEB-2008
Purpose	Official trip to SFO for conference		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

**Cash and Other Expenses**

Receipt-Based Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Expense Location	Justification	Merchant Name	Reimbursable Amount (USD)	Receipt Required	Details
18-Feb-2008	100.00 USD		1 Car Rental		Needed a car to get around town		100.00	✓	
<b>Total</b>							<b>100.00</b>		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

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## Notes

- In this screen you will be shown a summary of what has been submitted for approval.
- It also lists the expense report number, the person to whom the expense report has been submitted for approval
- It also lists some additional information on what your next steps are to progress this Expense report for payment.

The screenshot shows the Oracle Expense Reports web application. The browser address bar displays a URL from oracle-erp-pch.solyndra.com. The page has a navigation bar with links like 'Expenses Home', 'Expense Reports', 'Credit Card Transactions', 'Expenses Preferences', and 'Projects and Tasks'. The main content area is titled 'Expenses Home' and includes buttons for 'Create Expense Report', 'Import Spreadsheet', and 'Export Spreadsheet'. A section titled 'Track Submitted Expense Reports' shows a table of reports with columns for Report Number, Report Submitted Date, Status, Current Approver, Days Since Last Activity, Report Total (USD), Purpose, Duplicate, and Withdraw. A single report is listed with ID IE10602, submitted on 26-Feb-2008, with a status of 'Pending Manager Approval' and a total of 100.00 USD. Below this, there is a section for 'Update Expense Reports' with a table showing no results found. A 'Notifications' section includes a 'View' dropdown set to 'Open Notifications' and a 'Go' button. Below the notifications, there are two tips: 'TIP Vacation Rules' and 'TIP Worklist Access'. The footer contains copyright information for Oracle 2006 and a 'Privacy Statement' link.

## Notes

- If you click on the return button or the Expense Home tab, you will be shown the summary for the expense report just submitted.
- Note that the expense report status shows that it has been submitted for approval to **<your Supervisor>**
- From this page you can either duplicate your expense report if you needed to do so for a recurring expense
- You can also withdraw the expense report due to some other contingencies. **(Needs testing)**

**ORACLE Expense Reports**

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[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

**Expenses Home** Create Expense Report Import Spreadsheet Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
IE10602	26-Feb-2008	Pending System Administrator Action	Expenses Administrator	0	100.00	Official trip to SFO...		
IE10603	26-Feb-2008	Pending Payables Approval	Accounts Payable	0	100.00	soul Testing		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

**Notifications**

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Create Expense Report Import Spreadsheet Export Spreadsheet

[Expenses](#) | [Contact Us](#) | [Global Policy](#) | [Home](#) | [Logout](#) | [Preferences](#) Privacy Statement

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## Notes

- Once **<your Supervisor>** has approved your Expense Report, you will see on your Expenses Home Page, the status that is in Accounts Payable queue for their approval.
- The status shows Pending Payables Approval, because they are expected to receive the originals (or copies) of your receipts for verification and storage as an audit trail and supporting of the expense report.

**ORACLE Expense Reports**

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[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

**Expenses Home** Create Expense Report Import Spreadsheet Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
<a href="#">IE10602</a>	26-Feb-2008	Pending System Administrator Action	Expenses Administrator	0	100.00	Official trip to SFO...		
<a href="#">IE10603</a>	26-Feb-2008	Ready for Payment		0	100.00	soul Testing		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

**Notifications**

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Create Expense Report Import Spreadsheet Export Spreadsheet

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## Notes

- Once the Payables group has verified and approved your Expense report, they will process the expense report to an Invoice.
- Once this process is completed the status of your Expense Report is Ready for Payment.
- This status can always be seen on your Expenses Home Page.

**ORACLE Expense Reports**

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[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

**Expenses Home** Create Expense Report Import Spreadsheet Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
IE10602	26-Feb-2008	Pending System Administrator Action	Expenses Administrator	0	100.00	Official trip to SFO...		
IE10603	26-Feb-2008	Ready for Payment		0	100.00	soul Testing		

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

**Notifications**

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

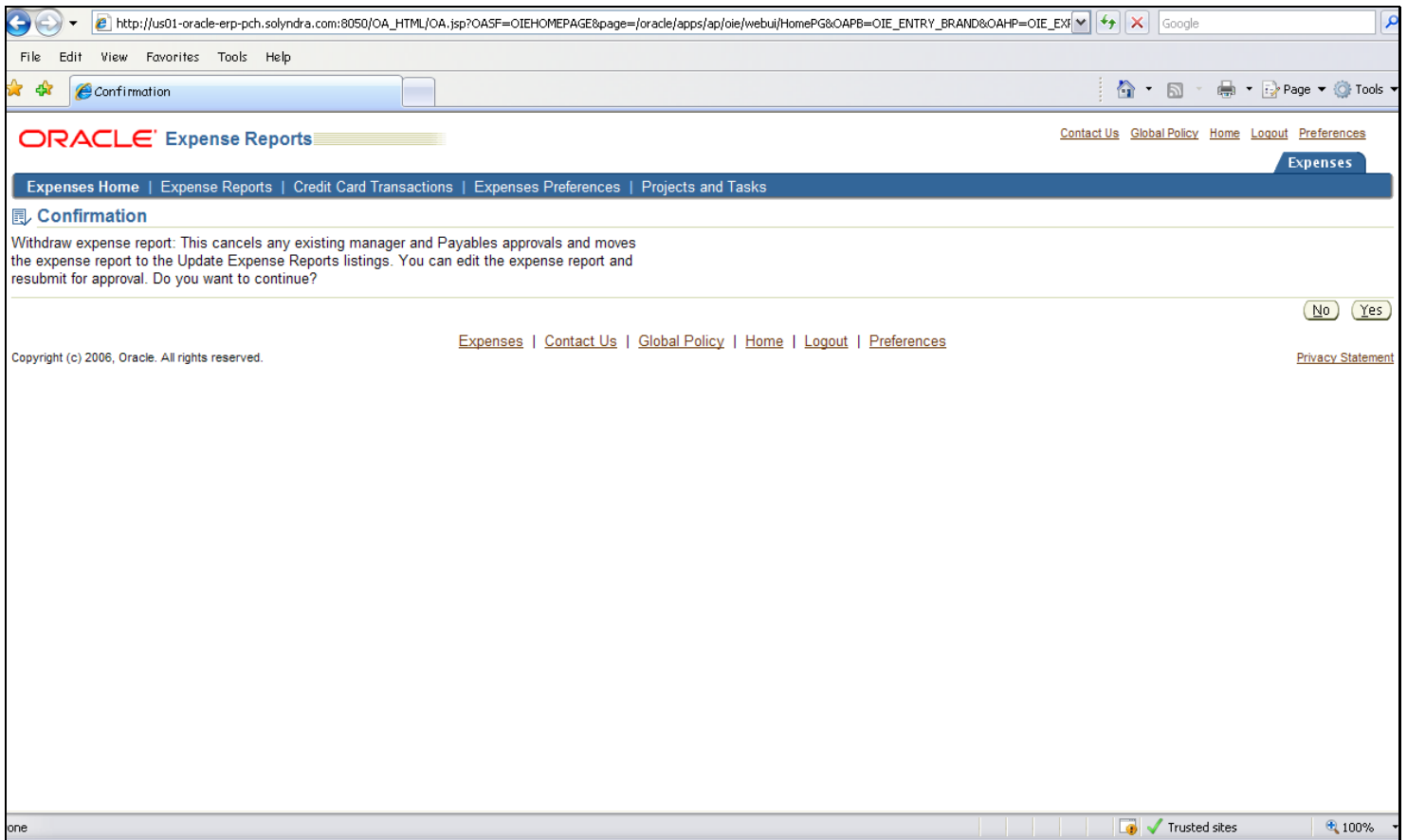
☒ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Create Expense Report Import Spreadsheet Export Spreadsheet

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## Notes

- In this case there seems to have been a problem with the first Expense Report, and this can be withdrawn.



## Notes

- If you chose to withdraw the expense report, you will be shown this confirmation screen to withdraw the relevant expense report.
- Once you confirm the withdrawal, the expense report is withdrawn from the queue, and put back on your work queue for update, delete or duplicate.

Oracle Expense Reports

Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks

**Information**

Withdraw was successful for expense report IE10602. You can now update the expense report and re-submit for approval.

**Expenses Home**

Create Expense Report | Import Spreadsheet | Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
IE10603	26-Feb-2008	Ready for Payment		0	100.00	soul Testing		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
IE10602	18-Feb-2008	Withdrawn	100.00	Official trip to SFO...			

**Notifications**

View: Open Notifications

Select From	Subject	Sent	Due
There are no notifications in this view.			

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Create Expense Report | Import Spreadsheet | Export Spreadsheet

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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## Notes

- Once it is put back on your work queue, you can choose to update it and resubmit with changed details or additional lie items.
- You can also choose to delete the expense report completely.

ORACLE Expense Reports

Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information | Cash and Other Expenses | Review

### Update Expense Report: General Information

\* Indicates required field

Name  (155)

\* Expense Cost Center  5100

Reimbursement Currency  US Dollar

Expense Template  Travel

\* Purpose  Official trip to SFO for conference

☐ Includes Foreign Currency Receipts

Save Cancel Step 1 of 3 Next

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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## Notes

- If you choose to update then you are starting over with this and extending the original Expense Report.
- You can make changes to the existing lines and resubmit
- You can also add lines to this Expense Report and resubmit.



http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&CurrentClassification=RECEIPT\_BASED

File Edit View Favorites Tools Help

Update Expense Report: Cash and Other Expenses

**ORACLE Expense Reports** [Contact Us](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#) **Expenses**

General Information **Cash and Other Expenses** Review

**Update Expense Report: Cash and Other Expenses** [Save](#) [Cancel](#) [Back](#) [Step 2 of 3](#) [Next](#)

**Receipt-Based Expenses [250.00]** **Mileage Expenses [0.00]**

**Receipt-Based Expenses**

☒ **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

☒ **TIP** Date Example: 26-FEB-2008.

Select Expense Lines: [Duplicate](#) [Remove](#)

[Select All](#) | [Select None](#)

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	18-Feb-2008	100.00	Car Rental	Needed a car to get around town	100.00	<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	2	19-Feb-2008	150.00	Airfare	to Bubank and back	150.00	<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	3						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	4						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	5						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	6						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	7						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	8						<a href="#">Details</a>	<a href="#">Itemize</a>
<input type="checkbox"/>	9						<a href="#">Details</a>	<a href="#">Itemize</a>

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## Notes

- You choose to additional lines and then you will resubmit for approval.

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIEHOMEPAGE&page=/oracle/apps/ap/oie/webui/HomePG&OAPB=OIE\_ENTRY\_BRAND&ti=104819309

File Edit View Favorites Tools Help

Expenses Home

**ORACLE Expense Reports** [Contact Us](#) [Global Policy](#) [Home](#) [Logout](#) [Preferences](#)

[Expenses Home](#) | [Expense Reports](#) | [Credit Card Transactions](#) | [Expenses Preferences](#) | [Projects and Tasks](#)

[Conf](#) [Expenses Home](#)

Expense report number IE10602 for 250.00 has been submitted to [redacted] for approval.

### Expense Report IE10602

\* To send required receipts to Accounts Payable, print this page and attach all required receipts.  
 \* Make a photocopy of this page and the receipts for your records.  
 \* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

[Return](#) [Create New Expense Report](#) [Printable Page](#)

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

#### Expense Report Summary

Expense Report Total 250.00 USD

#### General Information

Name	[redacted] (155)	Approver	[redacted]
Expense Dates	18-FEB-2008 - 19-FEB-2008	Lines Requiring Receipt	2
Cost Center	5100	Submit Date	26-FEB-2008
Purpose	Official trip to SFO for conference		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[1\]](#)

#### Cash and Other Expenses

##### Receipt-Based Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Expense Location	Justification	Merchant Name	Reimbursable Amount (USD)	Receipt Required	Details
18-Feb-2008	100.00 USD		1 Car Rental		Needed a car to get around town		100.00	✓	
19-Feb-2008	150.00 USD		1 Airfare		to Bubank and back		150.00	✓	
<b>Total</b>							<b>250.00</b>		

one

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## Notes

- Once resubmitted it will join the queue for approval as per original Expense Report and be submitted to **<your Supervisor>**

**ORACLE Expense Reports**

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**Expenses Home** Create Expense Report Import Spreadsheet Export Spreadsheet

**Track Submitted Expense Reports**

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submitted Date	Status	Current Approver	Days Since Last Activity	Report Total (USD)	Purpose	Duplicate	Withdraw
IE10602	26-Feb-2008	Pending Manager Approval	Camporaso, Paula	0	250.00	Official trip to SFO...		
IE10603	26-Feb-2008	Ready for Payment		0	100.00	soul Testing		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

**Update Expense Reports**

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

**Notifications**

View

Select From	Subject	Sent	Due
There are no notifications in this view.			

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Create Expense Report Import Spreadsheet Export Spreadsheet

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## Notes

- It will show up again on your Expenses Home Page as "Pending Manager Approval".

# Approved Expense Report

The screenshot shows the Oracle E-Business Suite interface. The browser address bar displays the URL: [http://us01-oracle-erp-pch.solyndra.com:8050/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE](http://us01-oracle-erp-pch.solyndra.com:8050/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE). The page title is "Oracle Applications Home Page".

The main content area is divided into three sections:

- Worklist:** Contains a table of notifications.
 

From	Subject	Sent
Camporaso, Paula	<a href="#">Expense IE10603 (100.00 USD) has been approved</a>	26-Feb-2008
Kingsley, Jeffrey R	<a href="#">More Information Requested: Document Manager Failed With Error Number 3 while processing Purchase Requisition 700336</a>	04-May-2007

Below the table, there are two tips:

  - ☒ **TIP Vacation Rules** - Redirect or auto-respond to notifications.
  - ☒ **TIP Worklist Access** - Specify which users can view and act upon your notifications.
- Favorites:** A message states: "You have not selected any favorites. Please use the 'Edit Favorites' button to set up your favorites." There is an "Edit Favorites" button.
- Navigator:** A list of responsibilities is shown on the left, and a large box on the right says "Please select a responsibility." The responsibilities listed are:
  - Alert Manager
  - Application Developer
  - Daily Financials Intelligence
  - Daily Inventory Intelligence
  - Daily Payables Intelligence
  - Daily Procurement Intelligence
  - Daily Supply Chain Intelligence
  - Engineering
  - General Ledger Super User
  - General Ledger Supervisor
  - General Ledger User
  - Internet Expenses
  - Internet Procurement
  - iSupplier Portal Internal View
  - Oracle iSetup
  - Oracle Web ADI
  - Purchasing Super User
  - SOLUS Advanced Supply Chain Planner
  - SOLUS BOM Super User
  - SOLUS BOM User

The bottom of the page shows a status bar with "Trusted sites" and "100%" zoom.

## Notes

- Once the Expense Report has been approved by <your Supervisor> a notification is available to you showing the approval
- This will be displayed the first time you log in after the approval.
- You do not have any action, but this is just a notification for informational purposes.

# Rejected Expense Report

The screenshot shows the Oracle E-Business Suite interface. At the top, the browser address bar displays the URL: `http://us01-oracle-erp-pch.solyndra.com:8050/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE`. The Oracle Applications Home Page is visible, with the Oracle logo and "E-Business Suite" text. The user is logged in as "Jeffrey R. Kingsley".

**Worklist**

From	Subject	Sent
	Expense IE10606 (100.00 USD) has been rejected	26-Feb-2008
Kingsley, Jeffrey R.	More Information Requested: Document Manager Failed With Error Number 3 while processing Purchase Requisition 700336	04-May-2007

Below the worklist, there are two tips:

- ☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
- ☒ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator**

Please select a responsibility.

- Alert Manager
- Application Developer
- Daily Financials Intelligence
- Daily Inventory Intelligence
- Daily Payables Intelligence
- Daily Procurement Intelligence
- Daily Supply Chain Intelligence
- Engineering
- General Ledger Super User
- General Ledger Supervisor
- General Ledger User
- Internet Expenses
- Internet Procurement
- iSupplier Portal Internal View
- Oracle iSetup
- Oracle Web ADI
- Purchasing Super User
- SOLUS Advanced Supply Chain Planner
- SOLUS BOM Super User
- SOLUS BOM User

**Favorites**

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

## Notes

- This is how a rejected expense report will be notified to you the next time when you log in after the rejection

Oracle E-Business Suite

Home Logout Preferences Help

**Warning**

1. This expense report was rejected by [redacted].
2. Rejection Reason: No reason provided.
3. This notification does not require a response.

**Expense IE10606 (100.00 USD) has been rejected**

OK Reassign Request Information

From [redacted]  
To [redacted]  
Sent 26-Feb-2008 21:59:40  
ID 250078

Expense Report for [redacted]  
Cost Center 5100  
Purpose Mundane testing  
Expense Report Total 100.00 USD

**Instructions**

Before reimbursement can be made for this expense report, please make all necessary changes and re-submit for approval.

**Cash and Other Expenses: Business Expenses**

Line	Date	Expense Type	Amount	Justification	Cost Center
1	19-Feb-2008	Meals	100.00	Meals	5100
<b>Total</b>			<b>100.00</b>		

**Related Applications**

[Expense Report Details](#)

[Return to Worklist](#)

☐ Display next notification after my response

OK Reassign Request Information

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## Notes

- When you click on the expense report to review the details this is what you will see
- If there was a reason assigned to the rejection then it will be shown here

## Entering Expense Report with Foreign Currency Receipts

**ORACLE Expense Reports**

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Expenses

Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information Cash and Other Expenses Review

**Error**  
Please enter a value in the Purpose field.

**Create Expense Report: General Information**

\* Indicates required field

Name  (155)

\* Expense Cost Center  5100

Reimbursement Currency  US Dollar

Expense Template  Travel

\* Purpose  Valid Purpose required

☒ Includes Foreign Currency Receipts

Save Cancel Step 1 of 3 Next

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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### Notes

- If you have any foreign currency receipts that you will be submitting with this expense report, you will check the box, to show that the expense report includes foreign currency receipts.
- Once you check this box, the expense report screen layout will differ – as shown in the next page.

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&OIERequestCounter=1&CurrentPage=...

File Edit View Favorites Tools Help

Create Expense Report: Cash and Other Expenses

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Expenses Home | **Expense Reports** | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information **Cash and Other Expenses** Review

**Create Expense Report: Cash and Other Expenses** [Save](#) [Cancel](#) [Back](#) [Step 2 of 3](#) [Next](#)

**Receipt-Based Expenses [0.00]** [Mileage Expenses \[0.00\]](#)

**Receipt-Based Expenses**

**TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

**TIP** Date Example: 04-MAR-2008.

Select Expense Lines: [Duplicate](#) [Remove](#)

[Select All](#) | [Select None](#)

Select	Line	Date	Receipt Amount	Receipt Currency	Exchange Rate	Expense Type	Justification	Cost Center	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	02-Mar-2008	150	USD				5100			
<input type="checkbox"/>	2			CAD				5100			
<input type="checkbox"/>	3			EUR				5100			
<input type="checkbox"/>	4			MXN				5100			
<input type="checkbox"/>	5			USD				5100			
<input type="checkbox"/>	6			USD				5100			
<input type="checkbox"/>	7			USD				5100			
<input type="checkbox"/>	8			USD				5100			
<input type="checkbox"/>	9			USD				5100			
<input type="checkbox"/>	10			USD				5100			

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## Notes

- The form now will accept two additional fields – Receipt Currency (defaulted to USD) and Exchange Rate.
- If you are entering a foreign currency receipt you will change the currency code to the appropriate one.
- You will also have to enter the appropriate currency exchange rate for that day.
- The exchange rate will be reflected in your Credit Card bill or you could go to one of the many web-sites to ascertain the exchange rate for that day between your functional currency and the foreign currency.



http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&OIERequestCounter=1&CurrentPage=...

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [0.00] Mileage Expenses [0.00]

**Receipt-Based Expenses**

**TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

**TIP** Date Example: 04-MAR-2008.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Receipt Currency	Exchange Rate	Expense Type	Justification	Cost Center	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	02-Mar-2008	150	EUR	1.4256	Meals	Had to eat	5100			
<input type="checkbox"/>	2			USD				5100			
<input type="checkbox"/>	3			USD				5100			
<input type="checkbox"/>	4			USD				5100			
<input type="checkbox"/>	5			USD				5100			
<input type="checkbox"/>	6			USD				5100			
<input type="checkbox"/>	7			USD				5100			
<input type="checkbox"/>	8			USD				5100			
<input type="checkbox"/>	9			USD				5100			
<input type="checkbox"/>	10			USD				5100			

Add More Lines Update Total 0.00

Select Expense Lines: Duplicate Remove

Use this table to enter receipt-based expenses that you did not charge to your company.

Receipt-Based Expenses [0.00] Mileage Expenses [0.00]

Save Cancel Back Step 2 of 3 Next

Expenses | Contact Us | Global Policy | Home | Logout | Preferences

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http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&OIERequestCo

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## Notes

- If you have a foreign currency receipt on a specific line and after finishing entering all relevant information you may want to confirm/check the equivalent amount in USD.
- To do this you click on the Update button below the Cost Center column

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&CurrentClassification=RECEIPT\_BASED

File Edit View Favorites Tools Help

Create Expense Report: Cash and Other Expenses

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Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks

General Information | **Cash and Other Expenses** | Review

**Create Expense Report: Cash and Other Expenses**

Save Cancel Back Step 2 of 3 Next

Receipt-Based Expenses [213.84] Mileage Expenses [0.00]

**Receipt-Based Expenses**

☒ TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

☒ TIP Date Example: 04-MAR-2008.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Line	Date	Receipt Amount	Receipt Currency	Exchange Rate	Expense Type	Justification	Cost Center	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	02-Mar-2008	150.00	EUR	1.4256	Meals	Had to eat	5100	213.84		
<input type="checkbox"/>	2			USD				5100			
<input type="checkbox"/>	3			USD				5100			
<input type="checkbox"/>	4			USD				5100			
<input type="checkbox"/>	5			USD				5100			
<input type="checkbox"/>	6			USD				5100			
<input type="checkbox"/>	7			USD				5100			
<input type="checkbox"/>	8			USD				5100			
<input type="checkbox"/>	9			USD				5100			

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## Notes

- The equivalent USD amount is shown in the next column for each line.
- You need not do this for each line, but do it for all the lines after entering all the lines for the expense report..

# Entering Additional Line Details

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OIEMAINPAGE&ri=2008&OIERequestCounter=1&CurrentPage=...

Create Expense Report: Cash and Other Expenses

**Receipt-Based Expenses [0.00]** **Mileage Expenses [0.00]**

**Receipt-Based Expenses**

**TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

**TIP** Date Example: 04-MAR-2008.

**Select Expense Lines:**

Select	Line	Date	Receipt Amount	Receipt Currency	Exchange Rate	Expense Type	Justification	Cost Center	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>	1	02-Mar-2008	150	EUR	1.4256	Meals	Had to eat	5100			
<input type="checkbox"/>	2			USD				5100			
<input type="checkbox"/>	3			USD				5100			
<input type="checkbox"/>	4			USD				5100			
<input type="checkbox"/>	5			USD				5100			
<input type="checkbox"/>	6			USD				5100			
<input type="checkbox"/>	7			USD				5100			
<input type="checkbox"/>	8			USD				5100			
<input type="checkbox"/>	9			USD				5100			
<input type="checkbox"/>	10			USD				5100			

**Total** 0.00

**Select Expense Lines:**

**Receipt-Based Expenses [0.00]** **Mileage Expenses [0.00]**

**Step 2 of 3**

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## Notes

- Once you enter all the information, as you would on any expense report, you can either click the next button or one of the other buttons on that line.
- The two buttons available on each line are
  - Details
  - Itemize

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=200&CurrentClassification=RECEIPT\_BASED

File Edit View Favorites Tools Help

Cash and Other Expenses: Details for Line 1


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General Information **Cash and Other Expenses** Review

**Cash and Other Expenses: Details for Line 1** [Update](#) [Duplicate](#) [New Line](#) [Remove Line](#) [Return](#)

\* Indicates required field

\* Start Date    
(example: 18-Feb-2008)

Daily Rate

Number Of Days

\* Receipt Amount

\* Exchange Rate

Reimbursable Amount **213.84 USD**

☐ Original Receipt Missing

\* Expense Type

Expense Location

Merchant Name

\* Justification

Expense Group

\* Cost Center

[Additional Information](#)

[Update](#) [Duplicate](#) [New Line](#) [Remove Line](#) [Return](#)

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Retain unsaved changes and return to previous page [Privacy Statement](#)

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## Notes

- Once you click on the details button you will be shown the screen that you see above.
- This screen can be used to enter and capture additional details related to that line.
- This may be needed in some cases based on the requirements at your company.

## Entering Itemized Line Details

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OITEMAINPAGE&ri=2008&CurrentClassification=RECEIPT\_BASED

Create Expense Report: Cash and Other Expenses

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General Information | **Cash and Other Expenses** | Review

**Error**

- Line 1-2 Error - A receipt with this expense type requires a justification. Please enter a justification for this receipt.
- Line 1-3 Error - A receipt with this expense type requires a justification. Please enter a justification for this receipt.

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 3 Next

Receipt-Based Expenses [213.84] Mileage Expenses [0.00]

**Receipt-Based Expenses**

☒ TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

☒ TIP Date Example: 04-MAR-2008.

☒ If necessary, click Details or Itemize to correct the errors listed above.

Select Expense Lines: Duplicate Remove

Select All | Select None

Select	Error	Line	Date	Receipt Amount	Receipt Currency	Exchange Rate	Expense Type	Justification	Cost Center	Reimbursable Amount (USD)	Details	Itemize
<input type="checkbox"/>		1-1	02-Mar-2008	70.00	EUR	1.4256	Meals	Had to eat	5100	99.79		
<input type="checkbox"/>		1-2	03-Mar-2008	40.00	EUR	1.4256	Meals	Had to eat	5100	57.02		
<input type="checkbox"/>		1-3	04-Mar-2008	40.00	EUR	1.4256	Meals	Washungry	5100	57.02		
<input type="checkbox"/>		2			USD				5100			
<input type="checkbox"/>		3			USD				5100			
<input type="checkbox"/>		4			USD				5100			
<input type="checkbox"/>		5			USD				5100			

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### Notes

- When you click on the Itemize button you will be shown a screen to enter specific line detail to split the amount that you had entered for the line .
- This could be in case you had one line that showed an amount of \$150 for 3 days.
- You could also enter this same line with the split amounts on the previous screen; OR
- You could enter th total amount for Meals in the previous screen and then enter the daily detail in this screen
- This is a company specific requirement and could be done either way depending on your company policies.
- You need to fill in each line completely as you had done the original – with all required columns filled in

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&rc=OIEMAINPAGE&ri=2008&CurrentClassification=RECEIPT\_BASED

File Edit View Favorites Tools Help

Create Expense Report: Review

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General Information Cash and Other Expenses **Review**

**Create Expense Report: Review**

Review the expense report below before submission. [Save](#) [Cancel](#) [Back](#) [Step 3 of 3](#) [Submit](#)

**General Information**

Name  (155) Purpose  **Valid Purpose required**  
Expense Dates 02-MAR-2008 - 04-MAR-2008 Approver   
Cost Center 5100 Lines Requiring Receipt 3

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

**Cash and Other Expenses**

Receipt-Based Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Expense Location	Justification	Merchant Name	Reimbursable Amount (USD)	Receipt Required	Details
02-Mar-2008	70.00 EUR	1.4256	Meals	Location where you had the meals	Had to eat	Merchant Name - Restaurant etc	99.79	✓	
03-Mar-2008	40.00 EUR	1.4256	Meals	Location where you had the meals	Had to eat	Merchant Name - Restaurant etc	57.02	✓	
04-Mar-2008	40.00 EUR	1.4256	Meals	Location where you had the meals	Washungry	Merchant Name - Restaurant etc	57.02	✓	
02-Mar-2008			Exchange Rate Rounding				0.01		
<b>Total</b>							<b>213.84</b>		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

Expense Report Total: 213.84 USD

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**Notes.**

- The completed expense report now looks something like this detailing each line where the specific details were entered.
- You can now click the submit button to submit for approval to **<Your Supervisor>**

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_HTML/OA.jsp?OASF=OIE\_EXPENSE\_REPORT\_SEARCH&\_rc=OIEMAINPAGE&\_ri=2008&OIERequestCounter=9&CurrentPage=...

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Create Expense Report: Review

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General Information Cash and Other Expenses **Review**

**Create Expense Report: Review**

Review the expense report below before submission. [Save](#) [Cancel](#) [Back](#) [Step 3 of 3](#) [Submit](#)

**General Information**

Name  (155) Purpose **Valid Purpose required**  
Expense Dates 02-MAR-2008 - 04-MAR-2008 Approver   
Cost Center 5100 Lines Requiring Receipt 3

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

**Weekly Summary By Expense Types**

Expense Type	Sunday 02-MAR-2008	Monday 03-MAR-2008	Tuesday 04-MAR-2008	Wednesday 05-MAR-2008	Thursday 06-MAR-2008	Friday 07-MAR-2008	Saturday 08-MAR-2008	Total
Meals	99.79	57.02	57.02	0.00	0.00	0.00	0.00	213.83
<b>Total</b>	<b>99.79</b>	<b>57.02</b>	<b>57.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>213.83</b>

**Weekly Summary By Expense Groups**

Expense Group	Sunday 02-MAR-2008	Monday 03-MAR-2008	Tuesday 04-MAR-2008	Wednesday 05-MAR-2008	Thursday 06-MAR-2008	Friday 07-MAR-2008	Saturday 08-MAR-2008	Total
Group	99.79	57.02	57.02	0.00	0.00	0.00	0.00	213.83
<b>Total</b>	<b>99.79</b>	<b>57.02</b>	<b>57.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>213.83</b>

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

Expense Report Total 213.84 USD

[Save](#) [Cancel](#) [Back](#) [Step 3 of 3](#) [Submit](#)

## Notes

- The expense summary sub-tab gives you a little different detail to show you a weekly summary of expenses
- As you had entered a group information on the detail screen it also shows you this group detail.
- This is only for reporting purposes and in no way changes the way the expense report will be processed.

Expense Report IE10641

[Return](#) [Create New Expense Report](#) [Printable Page](#)

\* To send required receipts to Accounts Payable, print this page and attach all required receipts.  
 \* Make a photocopy of this page and the receipts for your records.  
 \* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

### Expense Report Summary

Expense Report Total **213.84 USD**

### General Information

Name	[REDACTED] (155)	Approver	[REDACTED]
Expense Dates	02-MAR-2008 - 04-MAR-2008	Lines Requiring Receipt	3
Cost Center	5100	Submit Date	04-MAR-2008
Purpose	Valid Purpose required		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

### Cash and Other Expenses

#### Receipt-Based Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Expense Location	Justification	Merchant Name	Reimbursable Amount (USD)	Receipt Required	Details
02-Mar-2008	70.00 EUR	1.4256	Meals	Location where you had the meals	Had to eat	Merchant Name - Restaurant etc	99.79	✓	
03-Mar-2008	40.00 EUR	1.4256	Meals	Location where you had the meals	Had to eat	Merchant Name - Restaurant etc	57.02	✓	
04-Mar-2008	40.00 EUR	1.4256	Meals	Location where you had the meals	Washungry	Merchant Name - Restaurant etc	57.02	✓	
02-Mar-2008			Exchange Rate Rounding				0.01		
<b>Total</b>							<b>213.84</b>		

[Expense Details](#) [Expense Summary](#) [Approval Notes \[0\]](#)

Trusted sites 100%

## Notes

- Once you click the submit button the expense detail information is shown as above for the expense report you just created.
- The process after this is the same as the one for a single line, USD or expense report with no details.
- **<Your supervisor>** will now have to approve this Expense Report before any processing can be done.



# Approve Expense Report

The screenshot shows the Oracle E-Business Suite Worklist page. The browser address bar displays the URL: `http://us01-oracle-erp-pch.solyndra.com:8050/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE`. The page header includes the Oracle E-Business Suite logo and navigation links for Logout, Preferences, and Help. The user is logged in as [redacted].

**Worklist**

From	Subject	Sent
[redacted]	Expense IE10602 [redacted] (100.00 USD)	26-Feb-2008

Full List

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.  
☒ TIP Worklist Access - Specify which users can view and act upon your notifications.

**Navigator**

Internet Procurement

Please select a responsibility.

Logout | Preferences | Help

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## Notes

- When the Supervisor / Manager logs in to the system (Oracle Applications), they will see the notification as it is shown here.
- They do not need to enter any responsibility to approve or review Expense Reports sent to them for approval.
- To review, approve, reject or perform any tasks on the Expense Report please click the link (Subject)

Oracle E-Business Suite

Home Logout Preferences Help

Expense IE10602 for [redacted] (100.00 USD)

Approve Reject Reassign Request Information

From [redacted]  
To [redacted]  
Sent 26-Feb-2008 15:24:29  
Due 02-Mar-2008 15:24:29  
ID 250071

Expense Report for [redacted]  
Cost Center 5100  
Purpose Official trip to SFO for conference  
Expense Report Total 100.00 USD

**Instructions**  
Please approve or reject this expense report. Please provide a Note if you reject.

**Cash and Other Expenses: Business Expenses**

Line	Date	Expense Type	Amount	Justification	Cost Center
1	18-Feb-2008	Car Rental	100.00	Needed a car to get around town	0000
<b>Total</b>			<b>100.00</b>		

**Action History**

Num	Action Date	Action	From	To	Details
1	26-Feb-2008 15:24:29	Submit	[redacted]	[redacted]	

**Related Applications**  
[Expense Report Details](#)

**Response**  
Note

[Return to Worklist](#)  
☐ Display next notification after my response

Approve Reject Reassign Request Information

## Notes

- The expense report is displayed and can be reviewed for details
- The supervisor / manager has the following options
  - Approve – Expense report can now be processed further and subsequently paid
  - Reject – Sends it back to the Expense report filer with a rejection
  - Reassign – Can be reassigned to someone else for review and approval
  - Request Information – Same as rejection in a way, but has an option to specifically request additional information on the transaction

ORACLE E-Business Suite

Logout Preferences Help

Logged In A

**Worklist**

Full List

From	Subject	Sent
There are no notifications in this view.		

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.  
 ✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator**

Edit Navigator

☐ Daily Financials Intelligence  
☐ Internet Procurement

Please select a responsibility.

Logout | Preferences | Help

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Privacy Statement

Trusted sites 100%

## Notes

- Once you click approve, reject or reassign button the notification will not longer be visible by you.

# Reassign an Expense Report

The screenshot shows the Oracle E-Business Suite interface. The browser address bar displays the URL: [http://us01-oracle-erp-pch.solyndra.com:8050/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE](http://us01-oracle-erp-pch.solyndra.com:8050/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE). The page title is "ORACLE E-Business Suite". The user is logged in as "Logged In As [redacted]".

**Worklist**

From	Subject	Sent
[redacted]	Expense IE10606 [redacted] (100.00 USD)	26-Feb-2008

Full List

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.  
☒ TIP Worklist Access - Specify which users can view and act upon your notifications.

**Navigator**

Daily Financials Intelligence  
 Internet Procurement

Please select a responsibility.

Edit Navigator

Logout | Preferences | Help

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Privacy Statement

## Notes

- When you log in to the system (Oracle Applications) you will see notifications of waiting Expense Report transactions needing your action
- Click on the Expense Report subject link to open the transaction

Oracle E-Business Suite

Expense IE10606 for C (100.00 USD)

Approve Reject Reassign Request Information

From [Redacted] Expense Report for [Redacted]  
 To [Redacted] Cost Center 5100  
 Sent 26-Feb-2008 21:57:48 Purpose Mundane testing  
 Due 02-Mar-2008 21:57:48 Expense Report Total 100.00 USD  
 ID 250077

**Instructions**  
 Please approve or reject this expense report. Please provide a Note if you reject.

**Cash and Other Expenses: Business Expenses**

Line	Date	Expense Type	Amount	Justification	Cost Center
1	19-Feb-2008	Meals	100.00	Meals	5100
<b>Total</b>			<b>100.00</b>		

**Action History**

Num	Action Date	Action	From	To	Details
1	26-Feb-2008 21:57:48	Submit	[Redacted]	[Redacted]	

**Related Applications**  
[Expense Report Details](#)

**Response**  
 Note

[Return to Worklist](#) ☐ Display next notification after my response

Approve Reject Reassign Request Information

Trusted sites 100%

## Notes

- The transaction is opened up and you have a choice to approve, reject, reassign or request for information.
- In this case you will choose to Reassign the Expense Report to someone else for review and approval

ORACLE® E-Business Suite

Home Logout Preferences Help

Notification Details >

**Reassign Notification: Expense IE10606 for G [redacted] (100.00 USD)**

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel](#) [Submit](#)

\* Indicates required field

\* Assignee

☒ Delegate your response

☐ Transfer notification ownership

Comments

[Return to Worklist](#) [Cancel](#) [Submit](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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## Notes

- The following screen opens up with an option for you to choose a name of a User/Employee to reassign to.

ORACLE® E-Business Suite

Home Logout Preferences Help

Notification Details >

**Reassign Notification: Expense IE10606 for [redacted] (100.00 USD)**

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel](#) [Submit](#)

\* Indicates required field

\* Assignee All Employees and Users Pannell, Lucas M

☒ Delegate your response

☐ Transfer notification ownership

Comments

[Return to Worklist](#) [Cancel](#) [Submit](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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## Notes

- Choose from the list and accept a name of a Supervisor or Manager.
- Note – This person has to be configured in the system with a limit for approving expense reports. (See page 99 - Setting up Limits for Expense Report Approval)
- You can choose to
  - Delegate – This will assign all approval authority that you have to the person you are re-assigning to for this transaction
  - Transfer – This will transfer ownership of this transaction to the person you are re-assigning this transaction to. This means that the transaction is now in his queue and will follow his hierarchy and approval limits.

## Reject an Expense Report

Oracle E-Business Suite

Expense IE10606 for C (100.00 USD)

From [redacted] Expense Report for [redacted]  
 To [redacted] Cost Center 5100  
 Sent 26-Feb-2008 21:57:48 Purpose Mundane testing  
 Due 02-Mar-2008 21:57:48 Expense Report Total 100.00 USD  
 ID 250077

Approve Reject Reassign Request Information

**Instructions**  
 Please approve or reject this expense report. Please provide a Note if you reject.

**Cash and Other Expenses: Business Expenses**

Line	Date	Expense Type	Amount	Justification	Cost Center
1	19-Feb-2008	Meals	100.00	Meals	5100
Total			100.00		

**Action History**

Num	Action Date	Action	From	To	Details
1	26-Feb-2008 21:57:48	Submit	[redacted]	[redacted]	Action History

**Related Applications**  
[Expense Report Details](#)

**Response**  
 Note

[Return to Worklist](#) ☐ Display next notification after my response

Approve Reject Reassign Request Information

### Notes

- This is the same screen you will see when you choose to review and approve, reject or reassign an expense report
- This time you will choose to reject the expense report



ORACLE E-Business Suite

Logout Preferences Help

Logged [username]

**Worklist**

Full List

From	Subject	Sent
There are no notifications in this view.		

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.  
☒ TIP Worklist Access - Specify which users can view and act upon your notifications.

**Favorites**

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

**Navigator**

Edit Navigator

☐ Daily Financials Intelligence  
☐ Internet Procurement

Please select a responsibility.

Logout | Preferences | Help

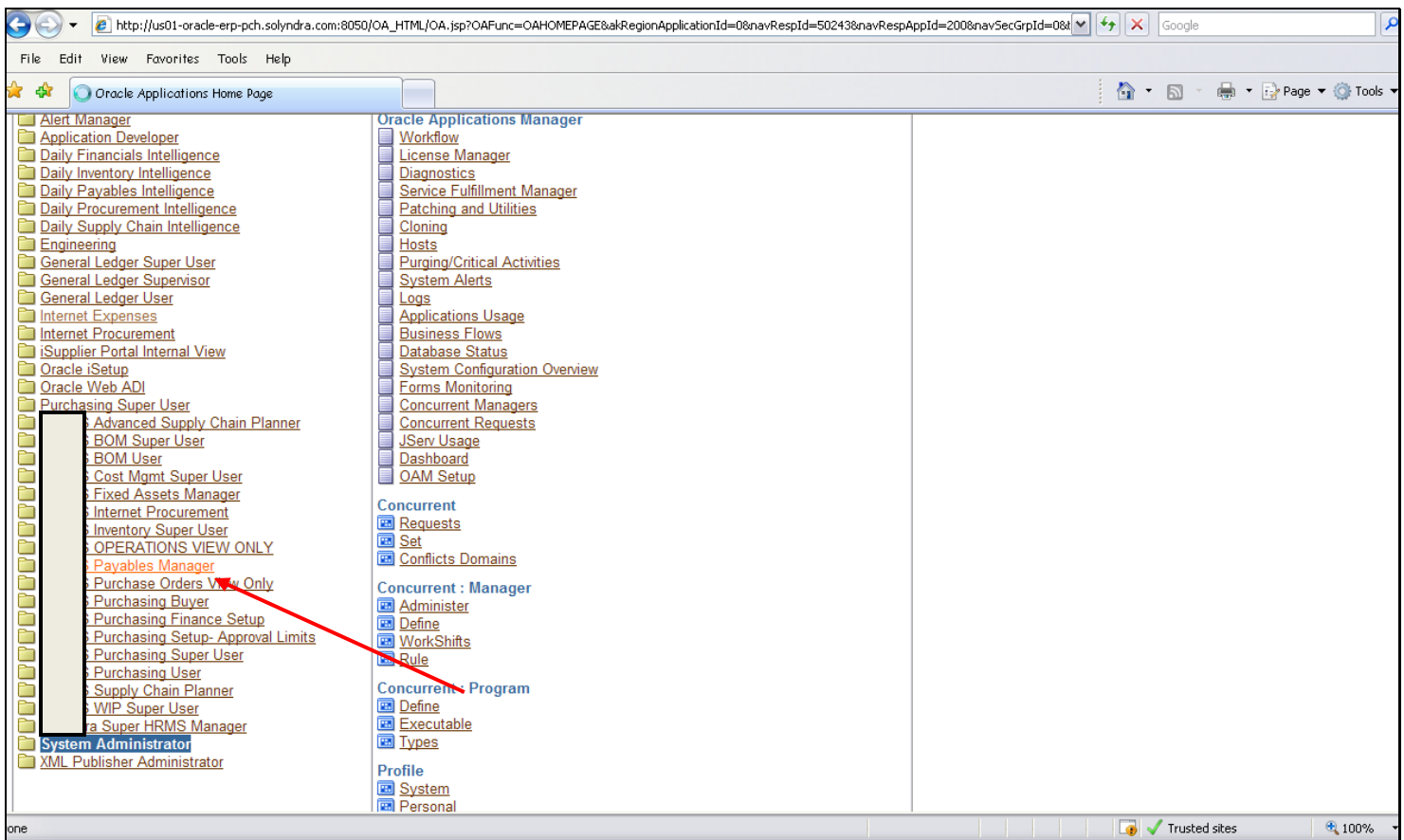
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Privacy Statement

## Notes

- Once you choose reject the notification is removed from your queue and it will be reverted back to the filer of the expense report.
- There is no notification to you when you reject an expense report
- There will however, be a notification back to the filer and it will appear again in his queue as rejected.

# Payables Approval and Invoice Creation



## Notes

- The Payables group will now have to review and approve the Expense Reports as per the policy at the company.
- They have review and verify that all receipts for each expense line item has been submitted through the normal channels before they can approve the expense report for further processing
- This is done using their standard payables responsibility

The screenshot displays the Oracle E-Business Suite home page. The browser address bar shows the URL: [http://us01-oracle-erp-pch.solyndra.com:8050/OA\\_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=0&navRespId=502438&navRespAppId=200&navSecGrpId=0&...](http://us01-oracle-erp-pch.solyndra.com:8050/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE&akRegionApplicationId=0&navRespId=502438&navRespAppId=200&navSecGrpId=0&...)

**Worklist**

From	Subject	Sent
Kingsley, Jeffrey R	More Information Requested: Document Manager Failed With Error Number 3 while processing Purchase Requisition 700336	04-May-2007

☒ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.  
☒ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

**Navigator**

[Edit Navigator](#)

- Alert Manager
- Application Developer
- Daily Financials Intelligence
- Daily Inventory Intelligence
- Daily Payables Intelligence
- Daily Procurement Intelligence
- Daily Supply Chain Intelligence
- Engineering
- General Ledger Super User
- General Ledger Supervisor
- General Ledger User
- Internet Expenses
- Internet Procurement
- iSupplier Portal Internal View
- Oracle iSetup
- Oracle Web ADI
- ...ing Super User
- ... Advanced Supply Chain Planner
- ... BOM Super User
- ... BOM User
- ... Cost Mgmt Super User
- ... Fixed Assets Manager

- Invoices
  - Accrual Write-Off
  - Invoices : Entry
    - Invoice Batches
    - Invoices
    - Quick Invoices
    - Expense Reports** (highlighted with a red arrow)
    - Recurring Invoices
    - Open Interface Invoices
  - Invoices : Inquiry
    - Invoice Batches
    - Invoices
    - Quick Invoices
    - Invoice Overview
    - Withheld Amounts
- Payments : Entry
  - Payment Batches
  - Payments
  - Payment Batch Sets

pplet initialized.

Trusted sites 100%

## Notes

- Once they have logged in to the relevant responsibility
- They will choose the form – Expense Reports to review and verify the expense report details

The screenshot shows the Oracle Applications interface for iExpense Training. The main window is titled 'Expense Reports (SOLUS)' and contains various input fields for creating or editing an expense report. A 'Find Expense Report' dialog box is open in the foreground, prompting the user to enter a partial value to limit the list. The dialog box includes a warning about the performance of using wildcards and a search field containing 'Griffiths%'. Below the search field is a table with columns for Name, Employee Number, Week End Date, Amount, and Invoice Num. The background window shows fields for Name, GL Account, Description, Invoice Num, Inv Description, Number, Send to (Office), Date, Amount, Lines Total, Hold, and Withholding Tax Group. There are also tabs for Accounting, Merchant, and Receipts.

## Notes

- In this case we know as we are testing that the expense report is for Richard Griffiths.
- You will use the standard Find button on the toolbar to bring up the search dialog box and search for Richards' expense report
- You can do this if you are specifically looking for a specific employees' expense report to verify and process further.
- Ideally this would be a daily or even weekly process and you would like to query all the Expense Reports that are needed to be reviewed and verified by Payables.
- You would do this by following the example on the next page

File Edit View Folder Tools Window Help

ORACLE

Navigator - SOLUS Payables Manager

Functions Documents Processes

Invoices:Entry:Expense Reports

Maintain Expense Reports

- Invoices
  - Entry
    - Invoice Batches
    - Invoices
    - Quick Invoices
    - Expense Reports
    - Recurring Invoices
    - Open Interface Invoices
  - + Inquiry
    - Accrual Write-Off
  - + Payments
  - + Accounting
  - + Suppliers
  - + Employees
  - + Credit Cards
  - + Setup
  - + Workflow
  - + Other

Expense Reports (SOLUS)

Name \_\_\_\_\_ Number \_\_\_\_\_

GL Account \_\_\_\_\_ Send to \_\_\_\_\_

Description \_\_\_\_\_ Date \_\_\_\_\_

Invoice Num \_\_\_\_\_ Currency \_\_\_\_\_ Amount \_\_\_\_\_

Inv Description \_\_\_\_\_ Lines Total \_\_\_\_\_

Hold \_\_\_\_\_

Withholding Tax Group \_\_\_\_\_

Functional \_\_\_\_\_

Currency \_\_\_\_\_

Type \_\_\_\_\_

Date \_\_\_\_\_

Rate \_\_\_\_\_

Apply Advances: \_\_\_\_\_

Number \_\_\_\_\_

Distribution \_\_\_\_\_

Amount \_\_\_\_\_

GL Date \_\_\_\_\_

Reviewed By

☐ Payables

☒ Management

Template \_\_\_\_\_

Accounting Merchant Receipt Currency Expense Audit Adjustments

Item	Amount	GL Account	Tax Code	Includes Tax	Withholding Tax Group

All Verified

Enter a query - press Ctrl+F11 to execute - F4 to cancel

## Notes

- You would open up the Expense Reports form
- Then you would press F11. In most cases this is the key that will put the forms in an "Enter Query" mode.
- Once in enter query mode, check the box to the left of the text "Management", in the "Reviewed By" region (this is to the center of the form towards the right)
- Make sure that the checkbox beside the Management is checked.
- Once this is checked then press Ctrl-F11 together. This executes the query that you have just entered – visually.
- You have just requested the system to bring up all transactions that are Management Reviewed, but not Payables reviewed.
- The Management review checkbox is checked because the <Supervisor> has reviewed and approved the expense report.

File Edit View Folder Tools Window Help

ORACLE

Navigator - SOLUS Payables Manager

Functions Documents Processes

Invoices:Entry:Expense Reports  
Maintain Expense Reports

- Invoices
  - Entry
    - Invoice Batches
    - Invoices
    - Quick Invoices
    - Expense Reports
    - Recurring Invoices
    - Open Interface Invoices
  - + Inquiry
    - Accrual Write-Off
  - + Payments
  - + Accounting
  - + Suppliers
  - + Employees
  - + Credit Cards
  - + Setup
  - + Workflow
  - + Other

Expense Reports (SOLUS)

Name  Number 155

GL Account 02.101.5100.65999.0000.0000 Send to Home

Description  US.USA.IT.R&D Default Expenses.Default V Date 19-FEB-2008

Invoice Num IE10602 Currency USD Amount 250.00

Inv Description Official trip to SFO for conference Lines Total 250.00

Hold

Withholding Tax Group

Functional

Currency USD

Type

Date

Rate 1

☐ Apply Advances

Number

Distribution

Amount

GL Date

Reviewed By

☐ Payables

☒ Management

Template Travel

Accounting Merchant Receipt Currency Expense Audit Adjustments

Item	Amount	GL Account	Tax Code	Includes Tax	Withholding Tax Group
<input checked="" type="checkbox"/> Car Rental	100.00	02.101.0000.64110.0000.0000		<input type="checkbox"/>	
<input type="checkbox"/> Airfare	150.00	02.101.5100.64100.0000.0000		<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	

All Verified

## Notes

- This will bring up all the transactions that you – Payables Group – has to review and verify
- Only if this completed successfully can the Expense Report be processed further.

Oracle Application: [redacted] Copy of Production - 27th Jan 2008

File Edit View Folder Tools Window Help

Expense Reports (SOLUS)

Name [redacted] Number 155

GL Account 02.101.5100.65999.0000.0000 Send to Home

Description [redacted] a US.USA.IT.R&D Default Expenses.Default V Date 18-FEB-2008

Invoice Num IE10603 Currency USD Amount 100.00

Inv Description soul Testing Lines Total 100.00

Functional [redacted] Withholding Tax Group [redacted]

Currency USD

Type [redacted]

Date [redacted]

Rate 1

☐ Apply Advances

Number [redacted]

Distribution [redacted]

Amount [redacted]

GL Date [redacted]

Reviewed By

☐ Payables

☒ Management

Template Travel

Accounting Merchant Receipt Currency Expense Audit Adjustments

Receipt

Item	Amount	Justification	Verified	Required	Missing
Car Rental	100.00	Needed a car to get around to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Verified

## Notes

- Once you have reviewed and ensured that all the receipts have been submitted to you as per company policies you will review that expense report and click on the All Verified button at the bottom of the screen.
- Once this has been clicked the system will automatically check the box on each line for the verified receipt indicator.

Oracle Applications: [redacted] Copy of Production - 27th Jan 2008

File Edit View Folder Tools Window Help

Expense Reports (SOLUS)

Name: [redacted] Number: 155

GL Account: 02.101.5100.65999.0000.0000 Send to: Home

Description: [redacted] S.USA.IT.R&D Default Expenses.Default V Date: 18-FEB-2008

Invoice Num: IE10603 Currency: USD Amount: 100.00

Inv Description: soul Testing Lines Total: 100.00

Functional: [dropdown] Withholding Tax Group: [dropdown]

Currency: USD

Type: [dropdown]

Date: [dropdown]

Rate: 1

Apply Advances: ☐ Number: [dropdown]

Distribution: [dropdown]

Amount: [dropdown]

GL Date: [dropdown]

Reviewed By: ☒ Payables ☒ Management

Template: Travel

Accounting Merchant Receipt Currency Expense Audit Adjustments

Receipt

Item	Amount	Justification	Verified	Required	Missing
Car Rental	100.00	Needed a car to get around to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Verified

## Notes

- Once this has been done you will also have to check the box beside the Payables text in the Reviewed By region



Oracle Application: [Redacted] Copy of Production - 27th Jan 2008

File Edit View Folder Tools Window Help

Expense Reports (SOLUS)

Name: [Redacted] Number: 155

GL Account: 02.101.5100.65999.0000.0000 Send to: Home

Description: [Redacted] JS.USA.IT.R&D Default Expenses.Default V Date: 18-FEB-2008

Invoice Num: IE10603 Currency: USD Amount: 100.00

Inv Description: soul Testing Lines Total: 100.00

Functional: [Redacted] Withholding Tax Group: [Redacted]

Currency: USD

Type: [Redacted]

Date: [Redacted]

Rate: 1

☐ Apply Advances

Number: [Redacted]

Distribution: [Redacted]

Amount: [Redacted]

GL Date: [Redacted]

Reviewed By: [Redacted]

☒ Payables

Do you want to save the changes you have made?

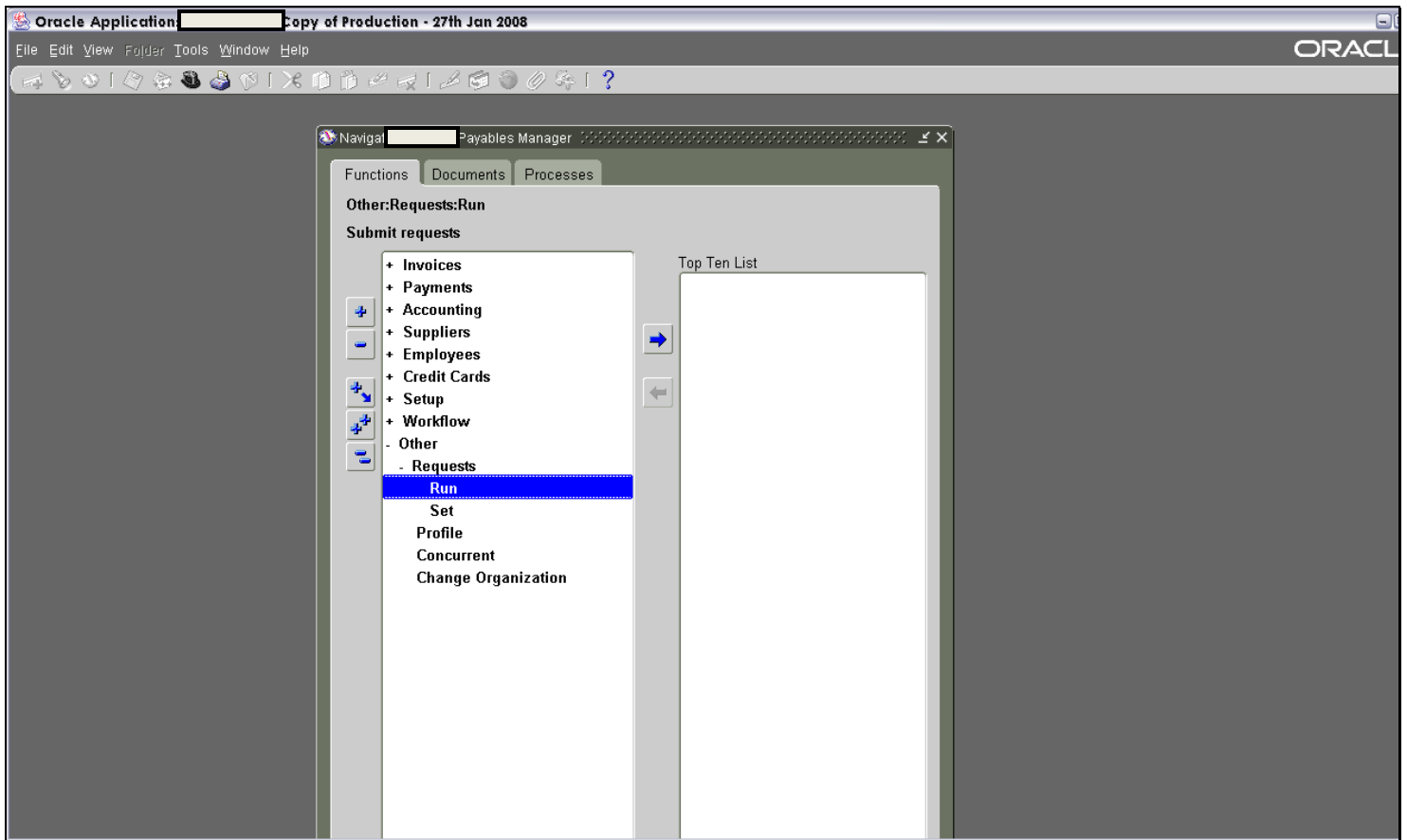
Yes No Cancel

Item	Amount	Justification						
Car Rental	100.00	Needed a car to get around to	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Verified

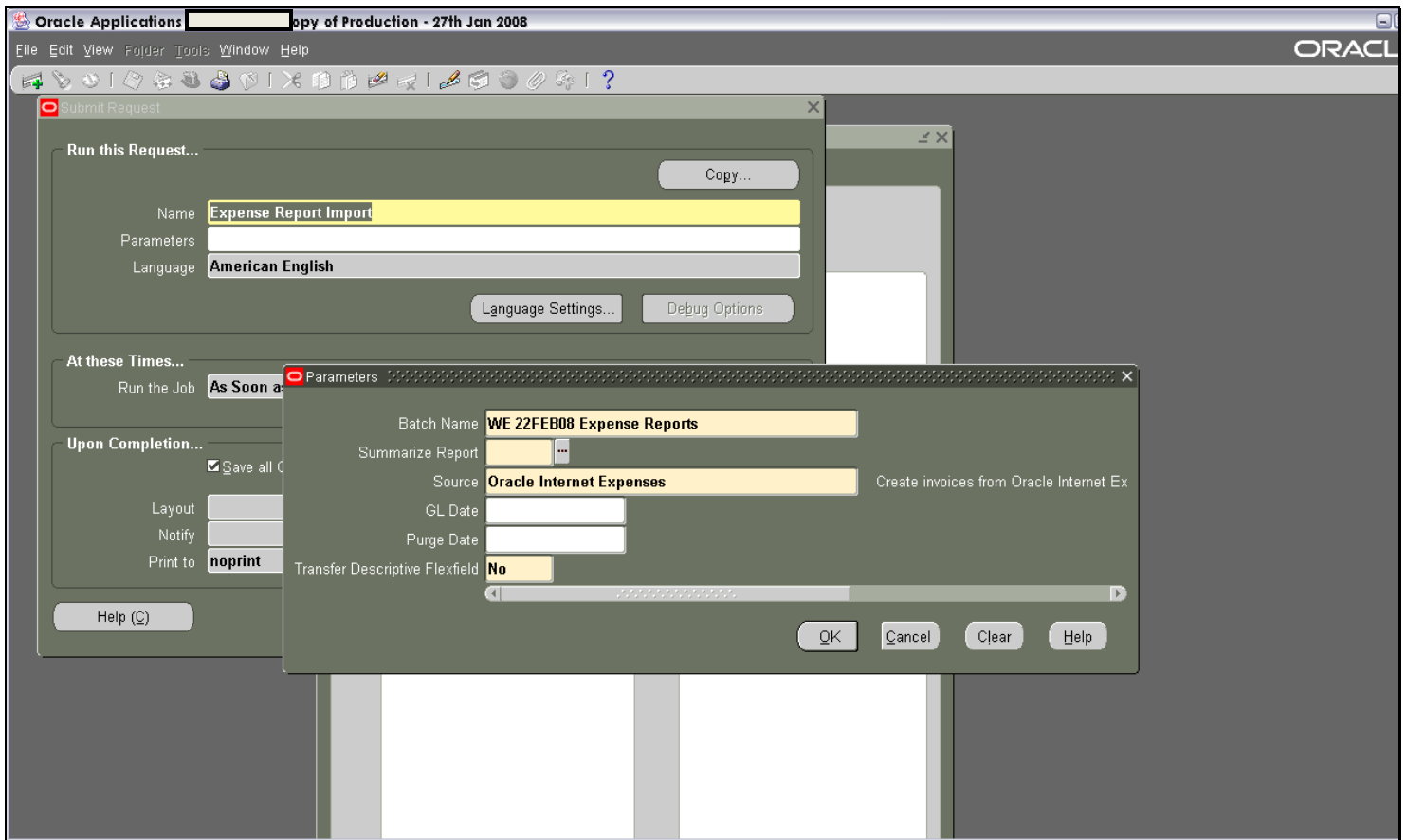
## Notes

- You will then save the transaction or transactions, as the case may be.
- Once you have done this task for each of the Expense Reports, you will be ready to progress the Expense Report to the next step.



### Notes

- You will now need to run a process to convert the expense report to an Invoice
- The program name is "Expense Report Import" and is run from the menu option Other → Requests → Run.



## Notes

- The parameters will be based on the specifics at the company – Batch Name is required if the company uses Batching, else you can enter N/a.
- Always enter "No" to Summarize.
- And the Source has always to be Oracle Internet Expenses.
- This will submit a process to convert the Expense Report to an Invoice.
- This process will also create a Vendor record for all Employees that are submitting an expense report for the first time.
- Note – YOU SHOULD NEVER CREATE AN EMPLOYEE AS A SUPPLIER MANUALLY.

Oracle Application [redacted] Copy of Production - 27th Jan 2008

File Edit View http://us01-oracle-erp-pch.solyndra.com:8050/OA\_CGI/FNDWRR.exe?temp\_id=2780138160 - Windows Internet Explorer

http://us01-oracle-erp-pch.solyndra.com:8050/OA\_CGI/FNDWRR.exe?temp\_id=2780138160

File Edit View Favorites Tools Help

Request ID [redacted]

2056441

2043562

2043071

2042081

2042078

2041398

Expense Report Import Report 26-FEB-08 15:51 Page: 1

Source: Self-Service Applications

Batch: WE 22FEB08 Expense Reports

Audit Report

Name	Number	Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Description	Hold
[redacted]	155	[redacted]	102611	IE10603	18-FEB-08	USD	100.00	soul Testing	

Total Invoices Created: 1

Total Functional Currency Invoice Amount: 100.00

Total Expense Reports Rejected: 0

Total Functional Currency Invoice Amount: 0.00

Expense Report Import Report 26-FEB-08 15:51 Page: 2

Source: Self-Service Applications

Exceptions Report

Name	Number	Supplier Name	Supplier Number	Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Rejection Reason
*** No Data Exists for this Report ***								

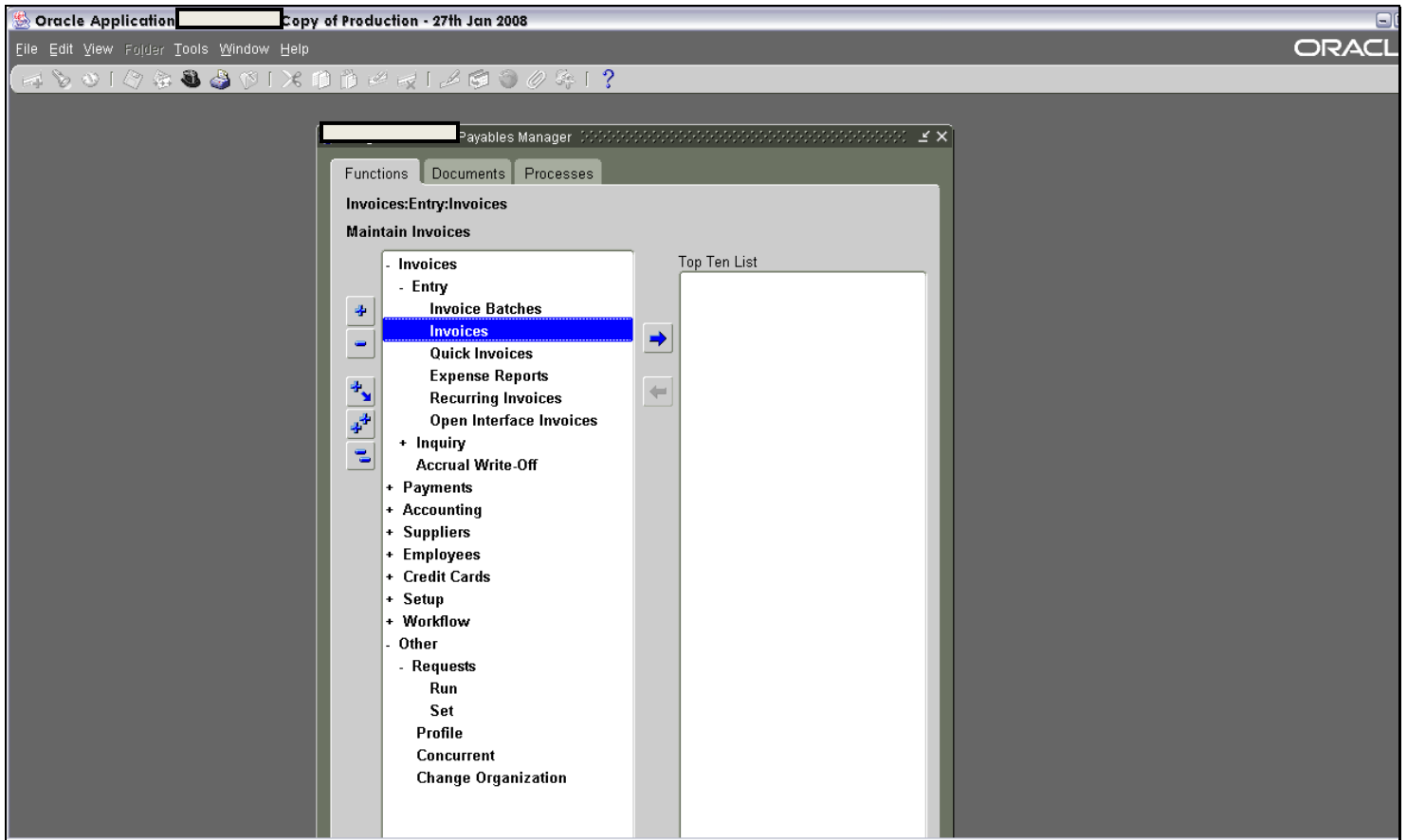
Done

Trusted sites 100%

## Notes

- Once the request is complete the output will show the results of the Expense Report conversion process
- The above shows the Expense Report IE10603 has been successfully created to an Invoice.
- The lines that show in the Audit Report portion of the report are successfully created
- The lines that show on the Exceptions Report portion will not have been created.
- These should be reviewed for the problems and once the problem is rectified the records will automatically get created as Invoices the next time this process is run.

## Verify if Invoice for Expense Report created



### Notes

- To verify that an Invoice has been created with the process that was run in the previous step.
- Choose Invoices from the menu/function list

Oracle Application **Copy of Production - 27th Jan 2008**

File Edit View Folder Tools Window Help

invoicing (SOLUS)

Batch Control Total Actual Total

**Find Invoices**

**Supplier**

Name Site PO Num Number Taxpayer ID

**PO Shipment:**

**Invoice**

Number IE10603 Terms: Pay Group: Invoice Batch Currency

Amounts Dates

**Invoice Status**

Paid Accounted Status

**Holds**

Status Name Reason

**Voucher Audit**

Category Name Numbers

**Invoice Template**

Number Period Type

Calculate Balance Owed... Clear New Find

Actions... 1 Overview Distributions Match

Change Organization

## Notes

- In the Find screen displayed enter the Invoice Number in the relevant field
- The press the "Find" button

Oracle Application **Copy of Production - 27th Jan 2008**

File Edit View Folder Tools Window Help

ORACLE

Invoices (SOLUS)

Batch Control Total  Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid Amount
Expense I		102611	HOME	18-FEB-2008	IE10603	USD	100.00		

1 General 2 Holds 3 View Payments 4 Scheduled Payments 5 View Prepayment Applications

**Amount Paid**  
USD  0.00

**Invoice Status**  
Status  Never Validated  
Accounted  No

**Approval Status**  
Approval  Not Required  
Pending Approver

Description  soul Testing

**Summary**  
Holds  0  
Distribution Total  100.00

Actions... 1 Overview Distributions Purchase Order Match

Change Organization

## Notes

- In this screen you will be shown the expense report as an Invoice transaction.
- Once the Invoice is created the transaction will flow through the normal AP process of validation and payment in a periodic basis.