Create an Expense Report in Oracle Fusion Cloud

Scribe

⚠ **Before you start make sure you have:**

    1. Entered your bank details in Oracle.

    2. Know the analysis code your expenses will be charged to.

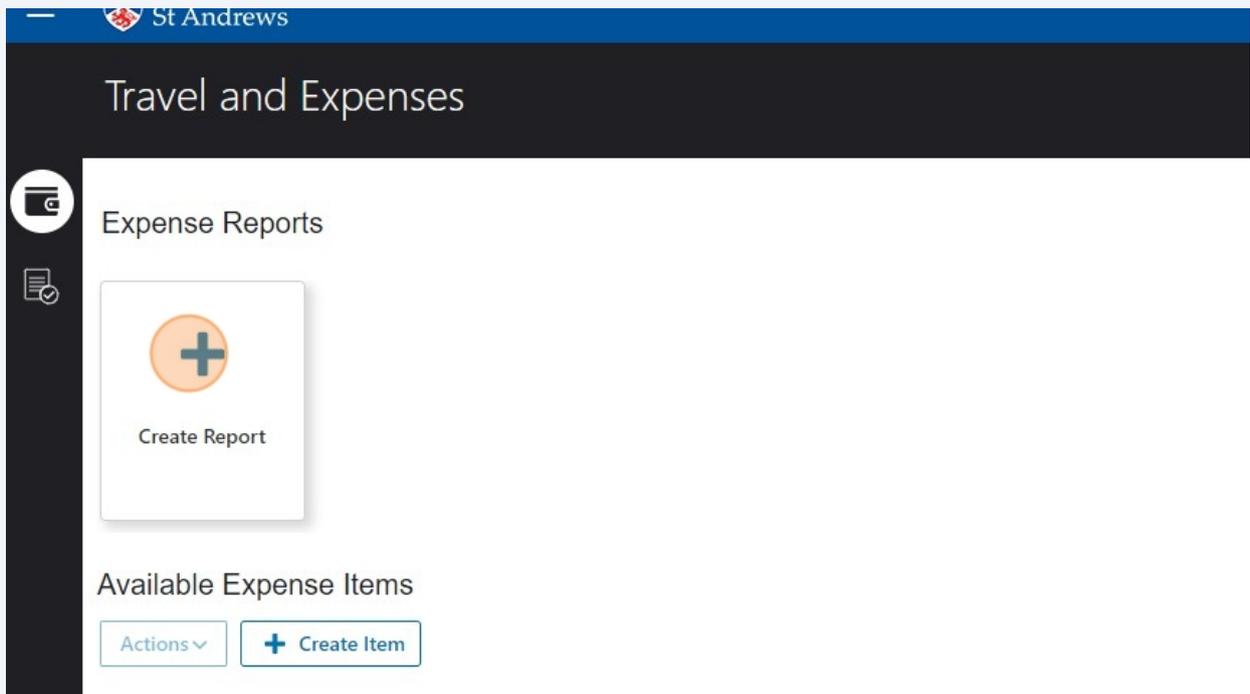   3. Have copies of receipts to upload. Any fields with an asterisk are mandatory.

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1   Navigate to **https://fa-evkh-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=16pii9jnrz_65&_afrLoop=3668694394646466&_afrFS=16&_afrMT=screen&_afrMFW=1536&_afrMFH=703&_afrMFDW=1536&_afrMFDH=864&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=120&_afrMFG=0&_afrMFS=0&_afrMFO=0**

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2   Click on the Expenses icon.
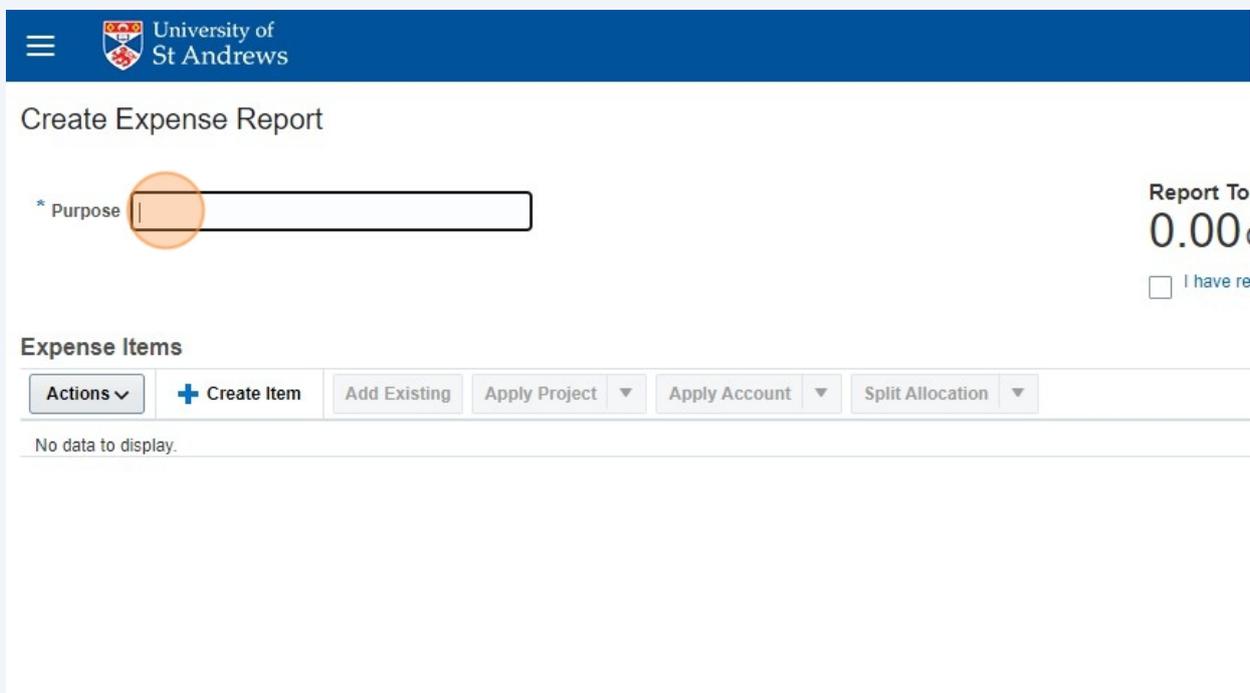
3 Click Create Report.

St Andrews

Travel and Expenses

Expense Reports

+

Create Report

Available Expense Items

Actions ∨   **+** Create Item

---

4 Click the "Purpose" field.

University of St Andrews

Create Expense Report

* Purpose [   ]

Report To
0.00

☐ I have re

Expense Items

Actions ∨   **+** Create Item   Add Existing   Apply Project ▼   Apply Account ▼   Split Allocation ▼

No data to display.

5   Click the "Purpose" field.

Expense Report: UoStA000013170093

* Purpose   Attending training

Status   Saved

Report To

0.00

☐ I have re

Expense Items

Actions ⌄   ✚ Create Item   Add Existing   Apply Project ▼   Apply Account ▼   Split Allocation ▼

No data to display.

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6   Click on the hyperlink "I have read and accept the corporate travel and expense policies." This will take you to the policy document which you should read before clicking the check box.

Report Total

0.00 GBP

☐ I have read and accept the corporate travel and expense policies.

Apply Account ▼   Split Allocation ▼

7 Once you have read the policy, click in the check box to confirm. You will not be able to submit an expense until this box has been checked.

Report Total
0.00 GBP
☐ I have read and accept the corporate travel and expense policies.

| Project | ▼ | Apply Account | ▼ | Split Allocation | ▼ |

8 Click "Create Item"

St Andrews

Expense Report: UoStA000013170093

* Purpose Attending training

Status Saved

Report To
0.00
☐ I have re

Expense Items

| Actions ⌄ | Create Item | Add Existing | Apply Project | ▼ | Apply Account | ▼ | Split Allocation | ▼ |

No data to display.

9   Click on the calendar and select the date of your expense.

University of
St Andrews

pense Item

* Date   dd/mm/yy

| ‹ | July ⌄ | 2024 ⌃ ⌄ | › |

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

* Type

* Amount   GBP ⌄

Reimbursable Amount   0.00 GBP

10   To select the "Type", click this drop down and select what the expense is for - in this case, mileage.

University of
St Andrews

ate Expense Item

Example: 31/07/24
Enter a date on or after 04/09/23.

* Date   01/07/24

* Type   ⌄

* Amount   GBP ⌄

Reimbursable Amount   0.00 GBP

11 Once the "Type" has been selected, this will automatically populate the 6-figure detail code in the "Account" on the right of the screen.

12 Click the "Expense Location" field and from the drop down, select the location of the expense.

13 Either use the scroll bar on the right of the list or click "Search..."

Description

Albania

Algeria

American Samoa

* Starting Location

Andorra

* Destination

Angola

Anguilla

Antarctica

Antigua and Barbuda

Search...

* Trip D

A

Project I

Task I

Expenditure Organ

Contract I

Funding

Project A|

* Sta

* E|

* Business reason fo
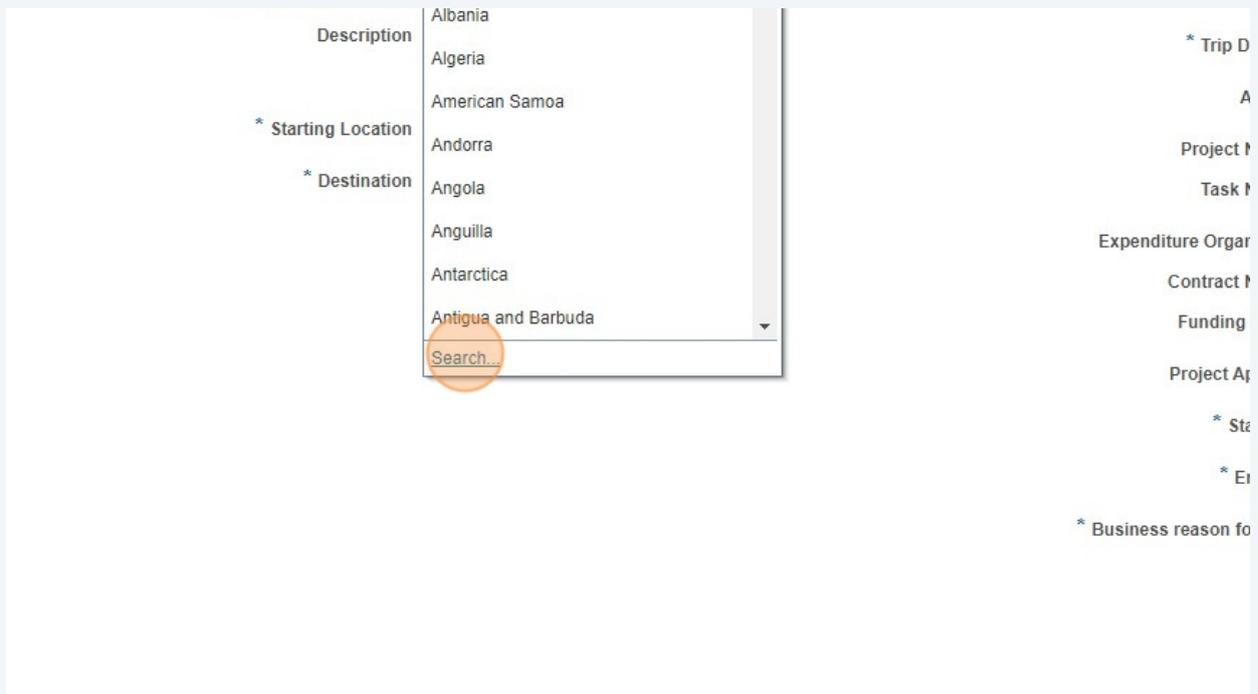
14 In the "Expense Location" field, type the country and click "Search".

Supporting documents missing

0   Miles

-431405-99999999-9999-999

Search and Select: Expense Location   ✕

◢ Search   Advanced

Expense Location | united kingdom |

Search   Reset

Expense Location

No rows to display

OK   Cancel

* Start Date | dd/mm/yy |

* End Date | dd/mm/yy |

* Business reason for travel | |
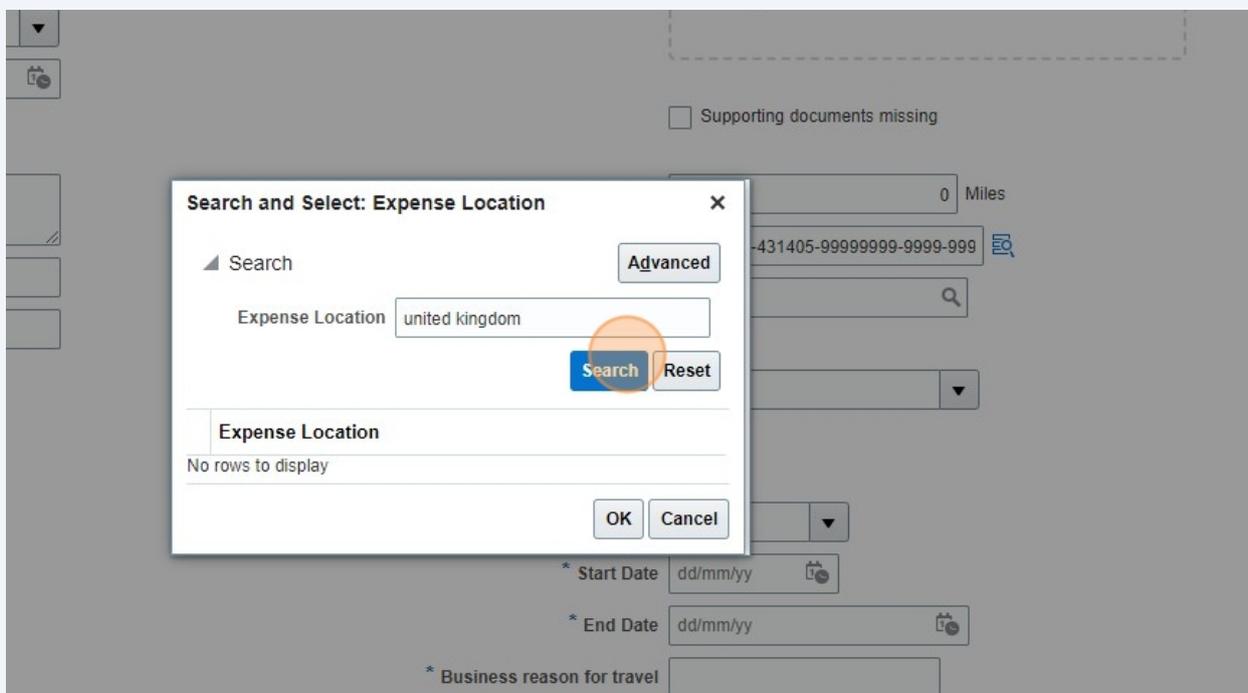
15 The country should appear in the final field. Click on this line and then select OK.
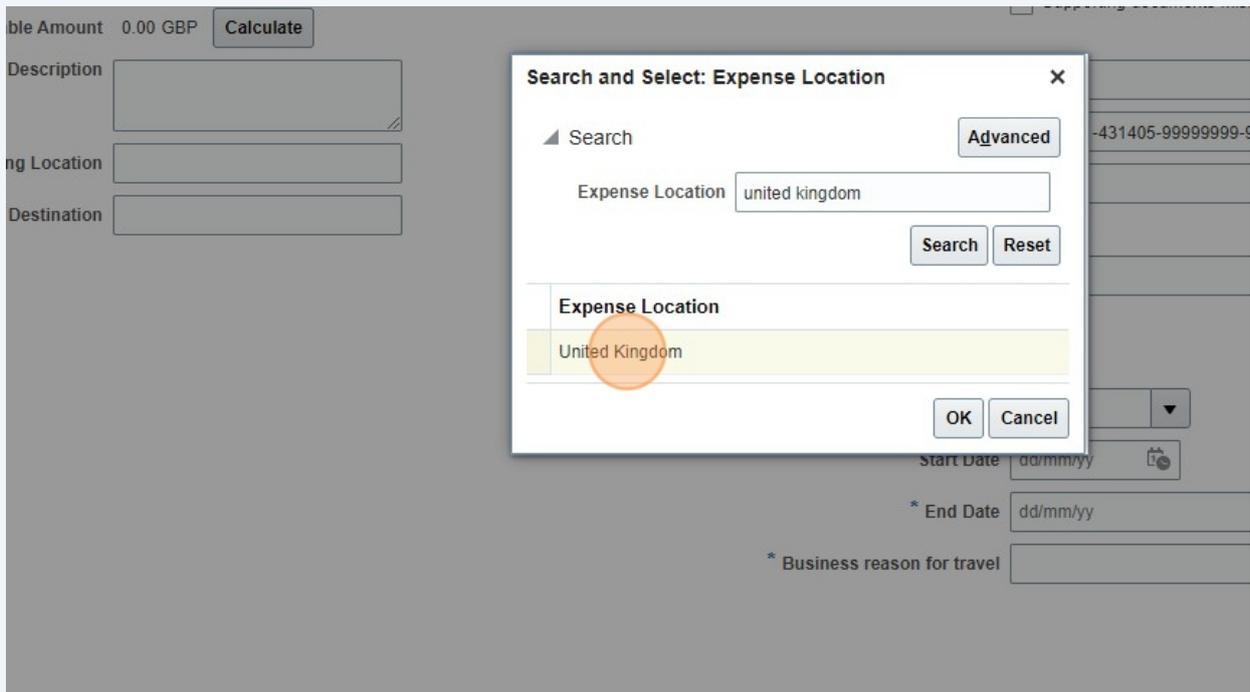
ble Amount   0.00 GBP   Calculate

Description

ng Location

Destination

-431405-99999999-9

Search and Select: Expense Location   ✕

◢ Search   Advanced

Expense Location   united kingdom

                                            Search   Reset

Expense Location

United Kingdom

                                              OK   Cancel

Start Date   dd/mm/yy

* End Date   dd/mm/yy

* Business reason for travel

---

16 Click the "Starting Location" field end enter the start of your journey.

* Type   Mileage - Petrol/Diesel Car (Use ⌄

* Expense Location   United Kingdom   ⌄

End Date   01/07/24

Reimbursable Amount   0.00 GBP   Calculate

Description

* Starting Location |

* Destination

* Trip D

A

Project M

Task M

Expenditure Orgar

Contract M

Funding

Project Ap

* Sta

17 Click the "Destination" field.

* Expense Location	United Kingdom ▾
End Date	01/07/24 📅
Reimbursable Amount	0.00 GBP Calculate
Description	Attending training
* Starting Location	St Andrews
* Destination		

* Trip D
A
Project N
Task N
Expenditure Orgar
Contract N
Funding
Project Ap
* Sta
* Er
* Business reason fo

---

18 Enter the destination in the "Destination" field.

* Expense Location	United Kingdom ▾
End Date	01/07/24 📅
Reimbursable Amount	0.00 GBP Calculate
Description	Attending training
* Starting Location	St Andrews
* Destination	Raigmore Hospital

End location

* Trip D
A
Project N
Task N
Expenditure Orgar
Contract N
Funding
Project Ap
* Sta
* Er
* Business reason fo

19 Click the "Trip Distance" field and enter the number of miles. If this was a round trip, you can enter the return mileage. There is no need to enter 2 single journeys.

Attachments

Drag files here or click to add attachment ⌄

☐ Supporting documents missing

* Trip Distance [|0] Miles

Account [10-10081-431405-99999999-9999-999]

Project Number [🔍]

Task Number

Expenditure Organization [▾]

Contract Number

Funding Source

Project Approver [▾]

20 IMPORTANT!! Click on the blue icon next to "Account".

Attachments

Drag files here or click to add attachment ⌄

☐ Supporting documents missing

* Trip Distance [102] Miles

Account [10-10081-431405-99999999-9999-999]

| Segment	Value	Description
Company	10	UoStA
Cost Centre	10081	School of Medicine (School-wide)
Detail Code	431405	Mileage (Private Vehicles)
Analysis	99999999	Default Analysis Code
SOF	9999	Default SOF
Spare	9999999	Default - Spare

21 It is most important that an analysis code is entered. Select this from the drop down menu and the narrative will appear on the right side. If you don' know the analysis code, contact medicinefinance@st-andrews.ac.uk.

Please note, if the narrative does not appear for any of the fields, it means you do not have access to the code. You will need to complete an IT form to request access:**https://st-andrews.unidesk.ac.uk/tas/public/ssp/content/detail/service?unid=3ff0b03c67144fd6b31aa881bf8a2f64**Check with **medicinefinance@st-andrews.ac.uk** if in doubt.

22 Select the code from the drop down list or click "Search..." .
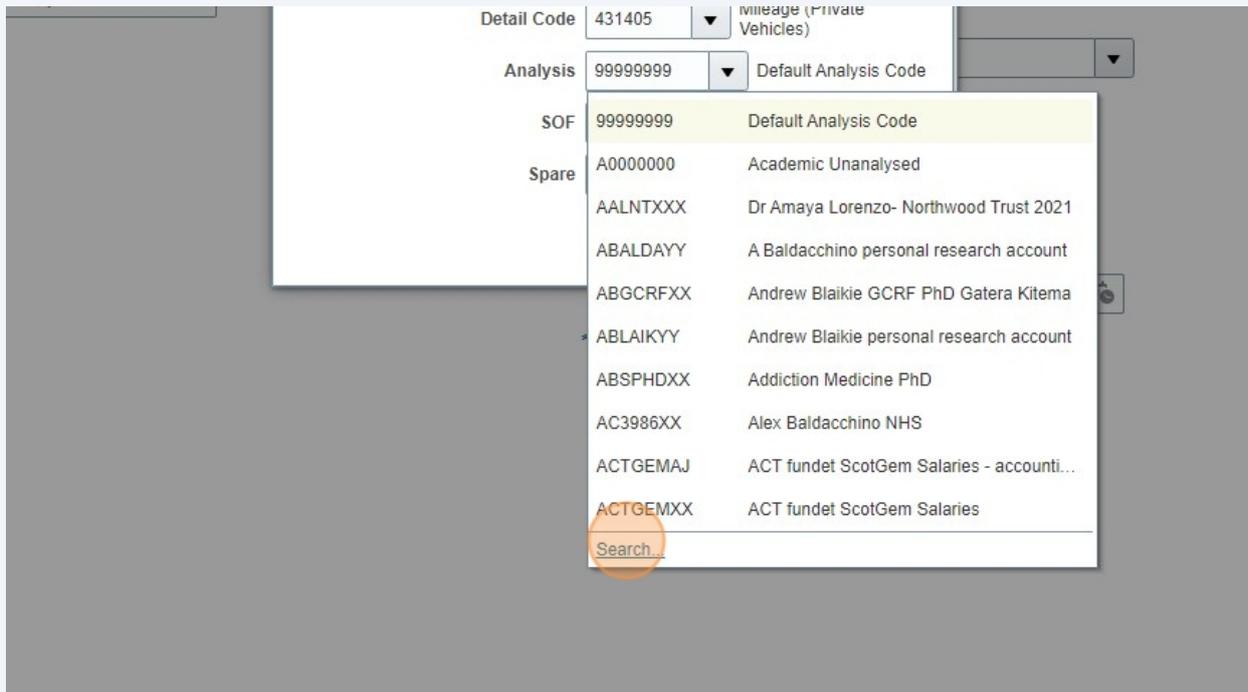
23 Click the "Description" field and enter the name or amend the value field with the numerical code and click search. Any successful matches will appear at the bottom. Select the relevant line and click OK.

24 Click the "Value" field.

Search and Select: Analysis

Search

Match ⦿ All ◯ Any

Value MGMETXX

Description

Search   Reset

Value	Description
No rows to display	

OK   Cancel

102 Miles

5-99999999-9999-999

Code

End Date dd/mm/yy

25 Click "Search"

Supporting documents missing

Search and Select: Analysis

Search

Match ⦿ All ◯ Any

Value MGEMTEXX

Description

Search   Reset

Value	Description
No rows to display	

OK   Cancel

102 Miles

5-99999999-9999-999

Code

End Date dd/mm/yy

* Business reason for travel

26 Click the relevant line, in this case "Non specific teach student costs ScotGEM" and then click "OK".

27 You must also amend the value in the SOF (Source of Funds) field. This is connected to the analysis code BUT there will only be one option so click the drop down menu and select the available line as shown in step 31.

28 In this case, click "CFTF". (The SOF code will be different for different analysis codes).
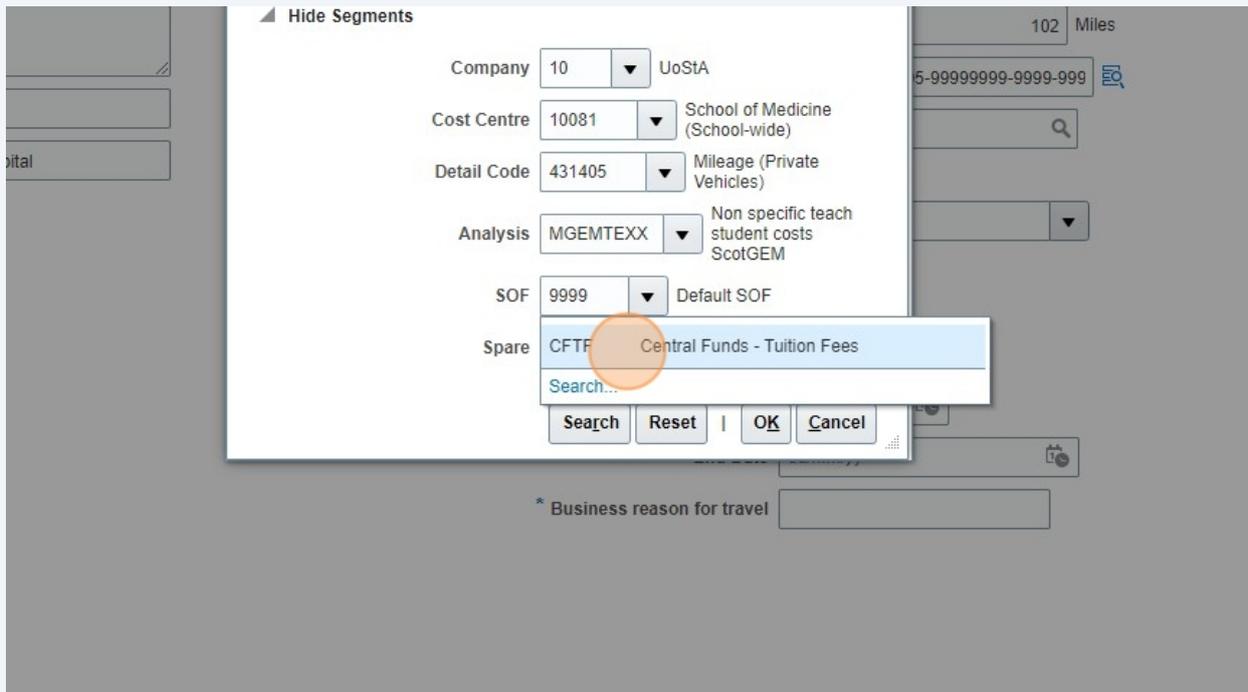
29 Click "OK"
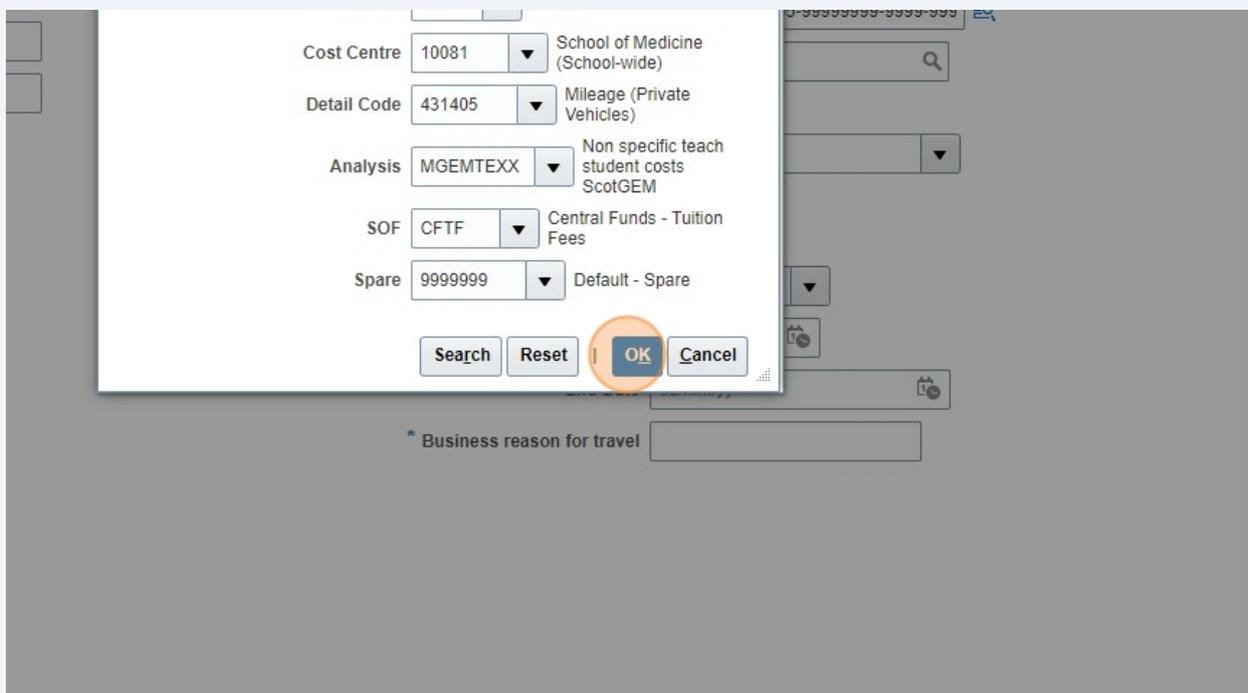
30 The Project Number is only required if the costs are related to a project rather than an analysis code. Leave blank otherwise.
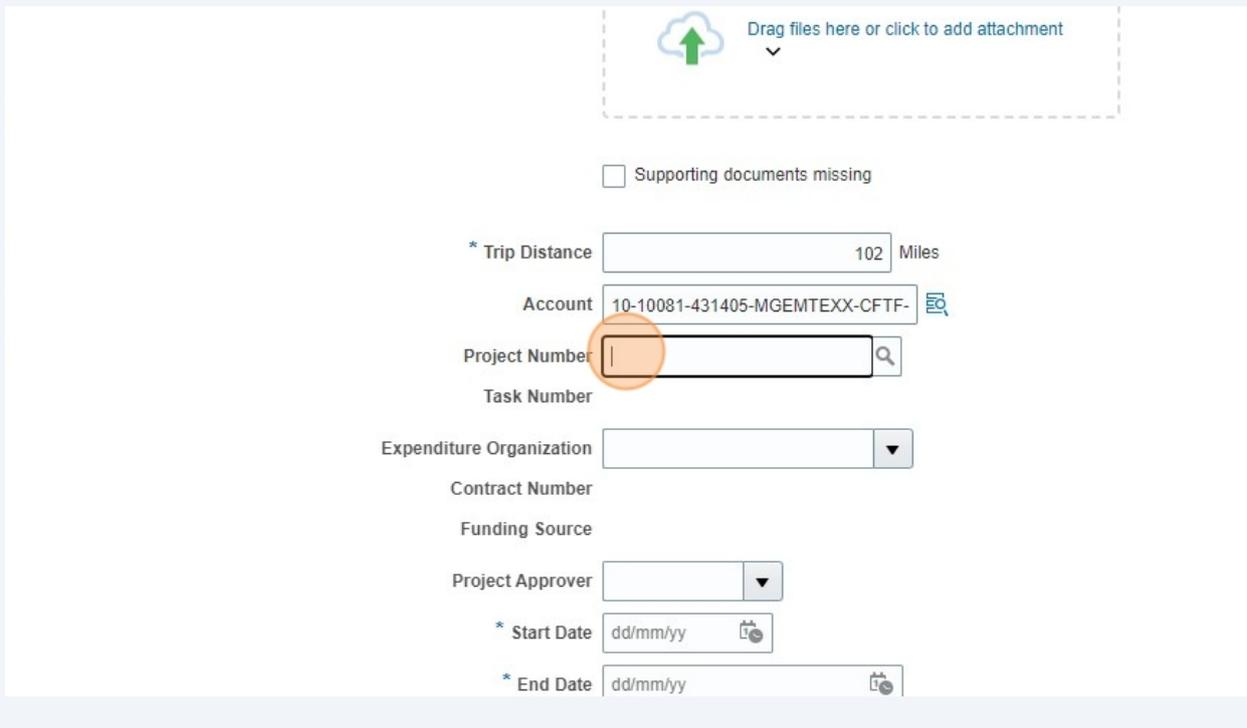
Drag files here or click to add attachment

☐ Supporting documents missing

* Trip Distance	102 Miles
Account	10-10081-431405-MGEMTEXX-CFTF-
Project Number	
Task Number	
Expenditure Organization	
Contract Number	
Funding Source	
Project Approver	
* Start Date	dd/mm/yy
* End Date	dd/mm/yy

31 Enter the start and end dates again.
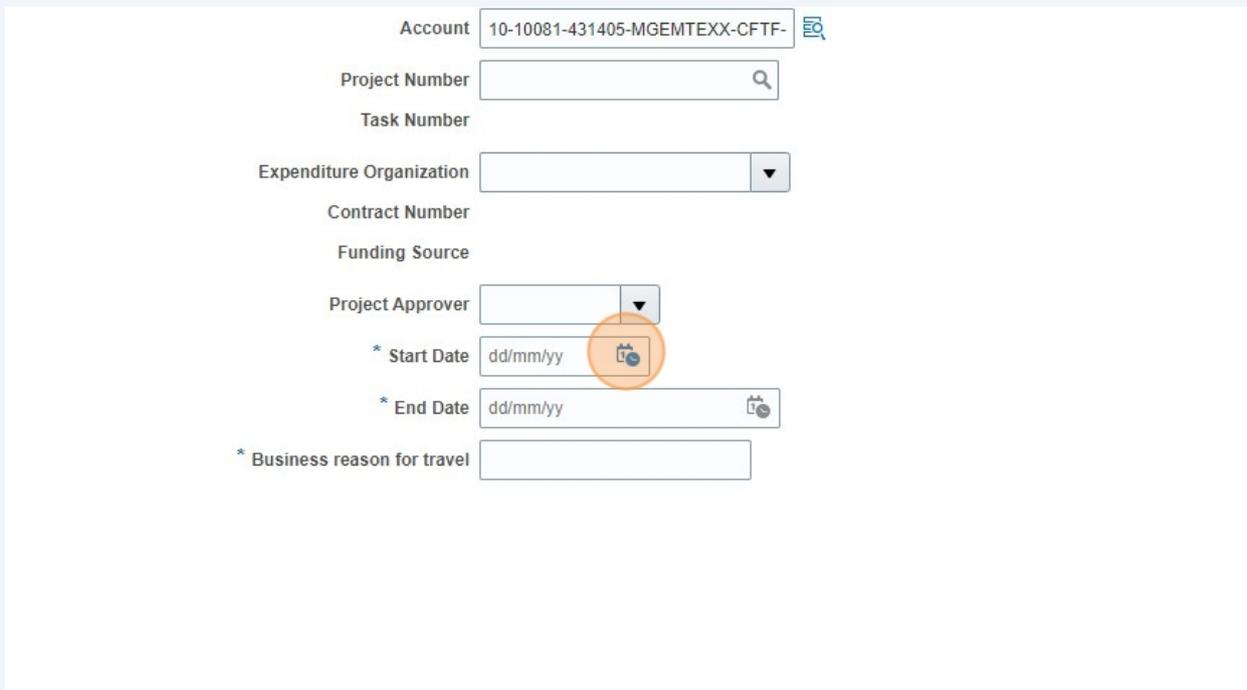
Account	10-10081-431405-MGEMTEXX-CFTF-
Project Number	
Task Number	
Expenditure Organization	
Contract Number	
Funding Source	
Project Approver	
* Start Date	dd/mm/yy
* End Date	dd/mm/yy
* Business reason for travel	

32 Enter a brief description in the "Business reason for travel" field.

Task Number

Expenditure Organization [_____ ▼]

Contract Number

Funding Source

Project Approver [_____ ▼]

* Start Date [01/07/24 📅]

* End Date [01/07/24 📅]

* Business reason for travel [| _____]

33 If you have receipts, these should be uploaded in the attachments section.

🏠 ☆ 🏳 🔔

[Create Another] [Save and Close] [▼] [Can]

Attachments

Drag files here or click to add attachment

☐ Supporting documents missing

* Trip Distance [102] Miles

Account [10-10081-431405-MGEMTEXX-CFTF-] 🔍

Project Number [_____ 🔍]

Task Number

Expenditure Organization [_____ ▼]

34 Click "Add File"

35 Click this link.

36 Click "Save and Close"

37 Click in the check box and then hit submit in the top right hand corner.

38 Click "Submit". Please note, both the check box for acknowledging the policy and the line of expenses must be ticked before the Submit button will turn blue.

Save ▼ | Submit | Cancel

Report Total
45.90 GBP

☑ I have read and accept the corporate travel and expense policies.

on ▼

	Location ▼	Description ▼	Attachments
	United Kingdom	Add description	Add attachment

39 TROUBLE SHOOTING

If you "Create Item" instead of "Create Report".

＋
Create Report

Not Submitted ⋯
UoStA000013170037
Mileage

Updated 6 hours ago

1 item   **45.90** GBP

Available Expense Items

Actions ∨   **＋ Create Item**

Nothing her
Create expense

40 Creating an expense item will look exactly the same as creating a report, except that you will only be able to submit the item once it is in a report. Enter all the relevant information as before.

University of St Andrews

Create Expense Item

* Start Date	01/07/24	Attach
* Type	Mileage - Petrol/Diesel Car (Use ∨)	
* Expense Location	United Kingdom ▼	
End Date	01/07/24	
Reimbursable Amount	0.00 GBP Calculate	
Description	Mileage to conference	* Trip D
		A
* Starting Location	St Andrews	Project N
* Destination	Raigmore Hospital	Task N
		Expenditure Orgar

41 "Add to report" will give you a selection of the reports you have available to add the item to. "Create another" will allow you to add another item.
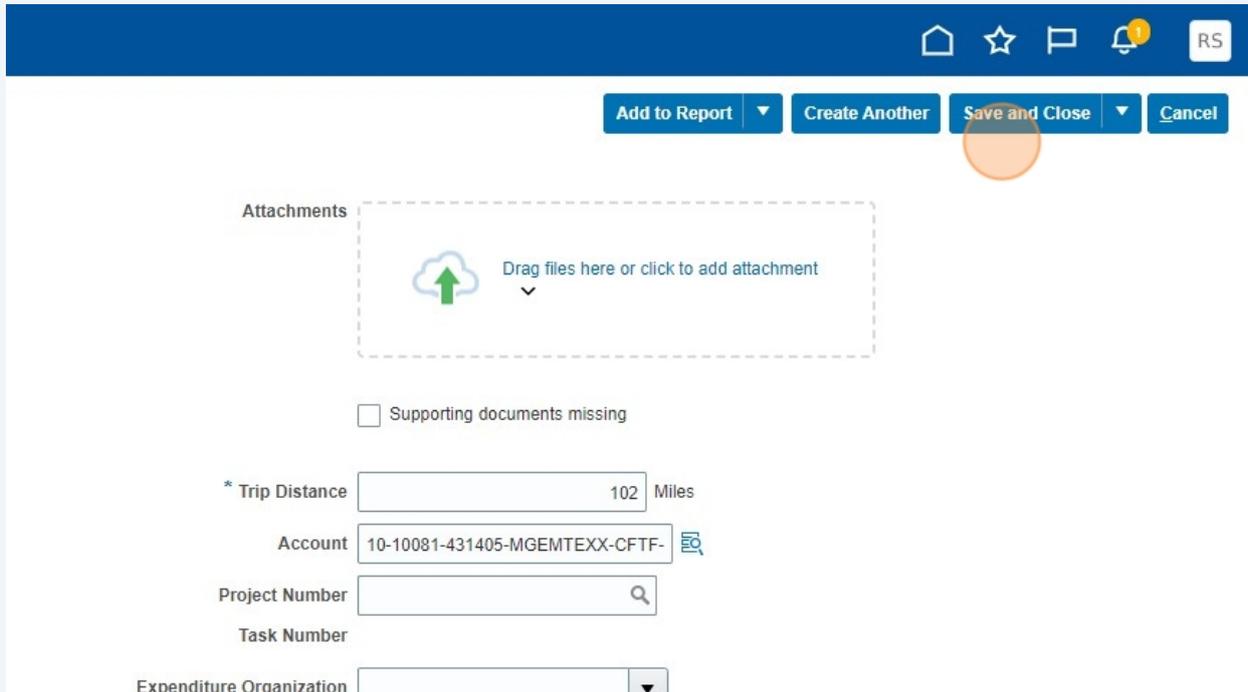
RS

Add to Report ▼ Create Another Save and Close ▼ Cancel

Attachments

Drag files here or click to add attachment
∨

☐ Supporting documents missing

|		
* Trip Distance	102	Miles
Account	10-10081-431405-MGEMTEXX-CFTF-	
Project Number		
Task Number		
Expenditure Organization	▼	

42 Clicking Save and Close will allow you to come back to the item later. The other item in the drop down here is "Save". Clicking "Save" means you will remain on this screen

Add to Report | ▼ | Create Another | Save and Close | ▼ | Cancel

Attachments

Drag files here or click to add attachment
⌄

☐ Supporting documents missing

* Trip Distance [102] Miles
Account [10-10081-431405-MGEMTEXX-CFTF-]
Project Number [🔍]
Task Number
Expenditure Organization [▼]

43 Once you have clicked "Save and Close" Oracle will highlight if there is a chance you have created a duplicate item. Either use the delete links on the right hand side, or click "Keep these expenses".
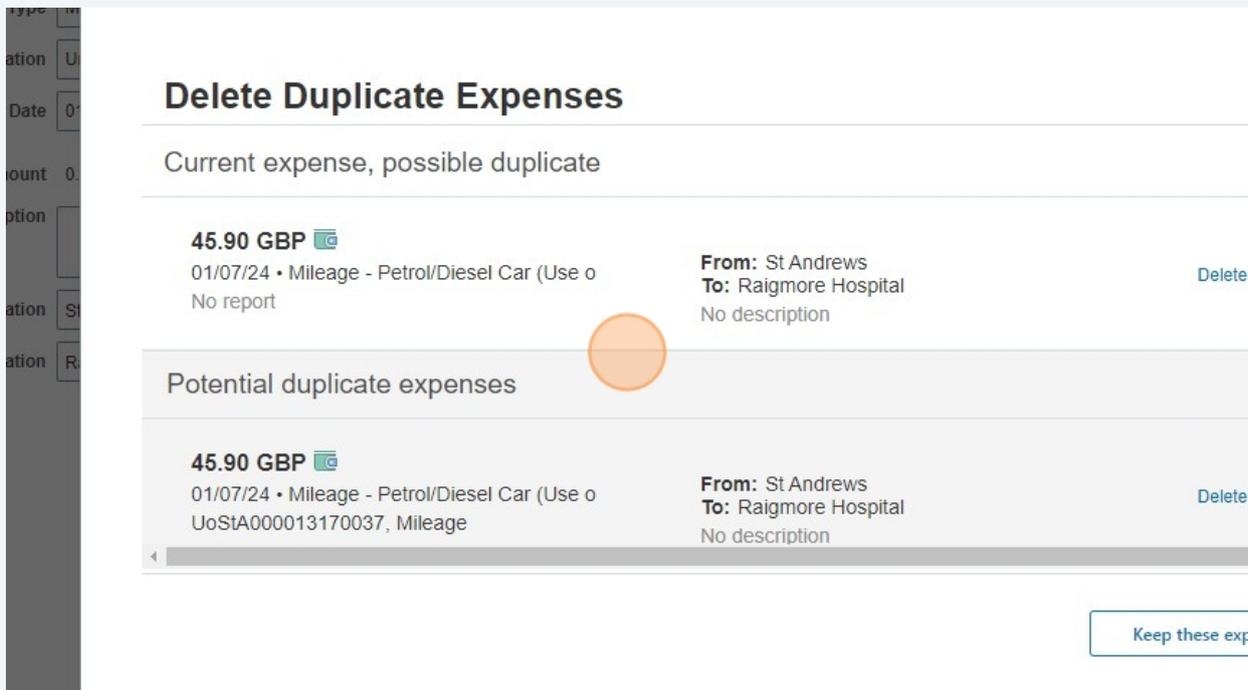
Delete Duplicate Expenses

Current expense, possible duplicate

45.90 GBP
01/07/24 • Mileage - Petrol/Diesel Car (Use o   From: St Andrews   Delete
No report   To: Raigmore Hospital
                                                     No description

Potential duplicate expenses

45.90 GBP
01/07/24 • Mileage - Petrol/Diesel Car (Use o   From: St Andrews   Delete
UoStA000013170037, Mileage   To: Raigmore Hospital
                                                     No description

Keep these exp

44 In this case, we are keeping both items. This is what you will see on the expenses -
the original unsubmitted report and an item on a single line.

Create Report

Not Submitted
UoStA000013170037
Mileage

Updated 6 hours ago

1 item   **45.90** GBP

Available Expense Items (1)

Actions ⌄   + Create Item

☐   Date ▼   Type   Amount   Merchant

Cash and Credit Card Expense Items (1)

☐   01/07/24   Mileage - Petrol/Diesel ⌄   **45.90** GBP

---

45   Click on the check box.

Available Expense Items (1)

Actions ⌄   + Create Item

☐   Date ▼   Type   Amount   Merchant

Cash and Credit Card Expense Items (1)

☐   01/07/24   Mileage - Petrol/Diesel ⌄   **45.90** GBP

46 This will activate the "Actions" button.

Create Report
(1 item)

Not Submitted
UoStA000013170037
Mileage

Updated 6 hours ago

1 item   **45.90** GBP

Available Expense Items (1)

[Actions ⌄]   [+ Create Item]

☑	Date ▼	Type	Amount	Merchant
	Cash and Credit Card Expense Items (1)			
☑	01/07/24	Mileage - Petrol/Diesel ⌄	45.90 GBP	

47 You have the option to add to a report, edit the item, delete or duplicate it.

Click "Duplicate" to duplicate the item if you have another similar item to add.

1 item   **45.90** GBP

Available Expense Items (1)

[Actions ⌄]   [+ Create Item]

Add to Report	▶		
Edit		Amount	Merchant
Delete			
Duplicate	pense Items (1)		
Match with Another Expense Item			
Dispute	- Petrol/Diesel ⌄	45.90 GBP	
End Dispute			
Classify as Business			
Classify as Personal			

48 Go in and amend the relevant details.

University of
St Andrews

eage - Petrol/Diesel Car (Use of your own car for business) 01/07/24

* Start Date	01/07/24		Attachments
* Type	Mileage - Petrol/Diesel Car (Use ∨		
* Expense Location	United Kingdom ▾		
End Date	01/07/24		
Reimbursable Amount	45.90 GBP	Calculate	
Description	Copy of		* Trip Distance
			Account
* Starting Location	St Andrews		Project Number
* Destination	Raigmore Hospital		Task Number
			Expenditure Organization

49 Once all changes have been made, click "Save and Close"

RS

◀ Mileage - Petrol/Diesel Car (l ∨ ▶   **Add to Report** ▾   **Save and Close** ▾   **Cancel**

Attachments

Drag files here or click to add attachment
⌄

☐ Supporting documents missing

* Trip Distance | 102 | Miles
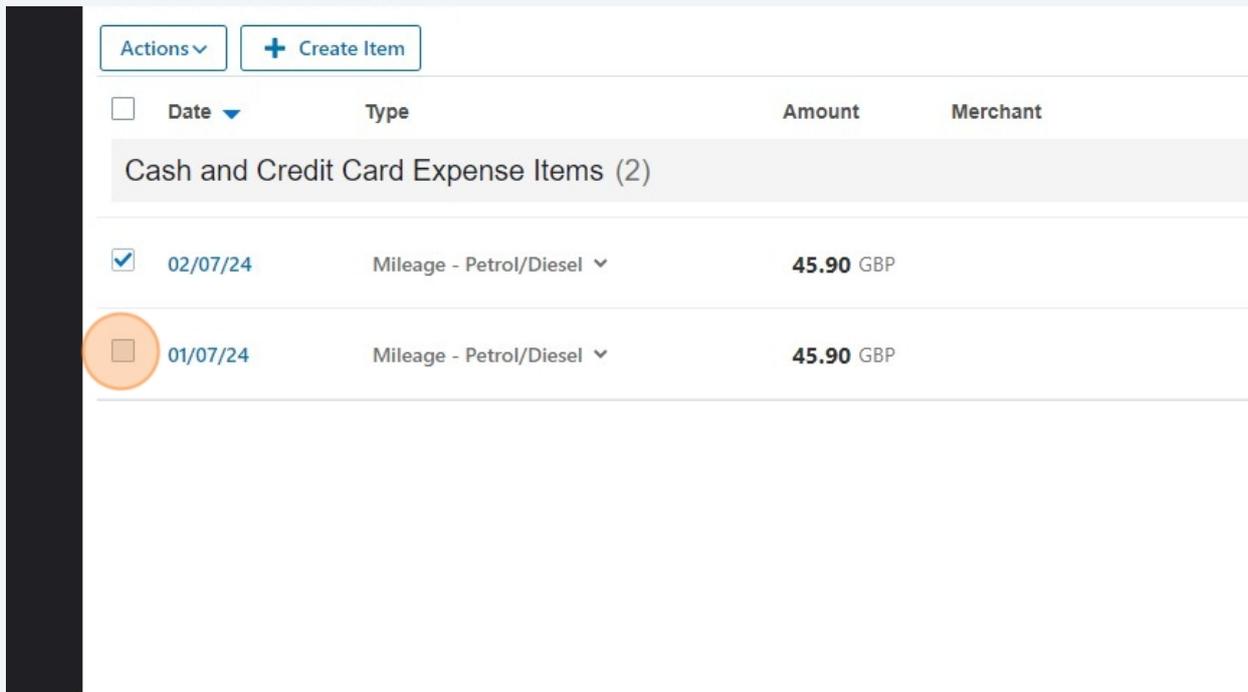Account | 10-10081-431405-MGEMTEXX-CFTF-
Project Number |
Task Number
Expenditure Organization | ▾

50 Once all items have been created, click on the check boxes for each line to be added to a report.
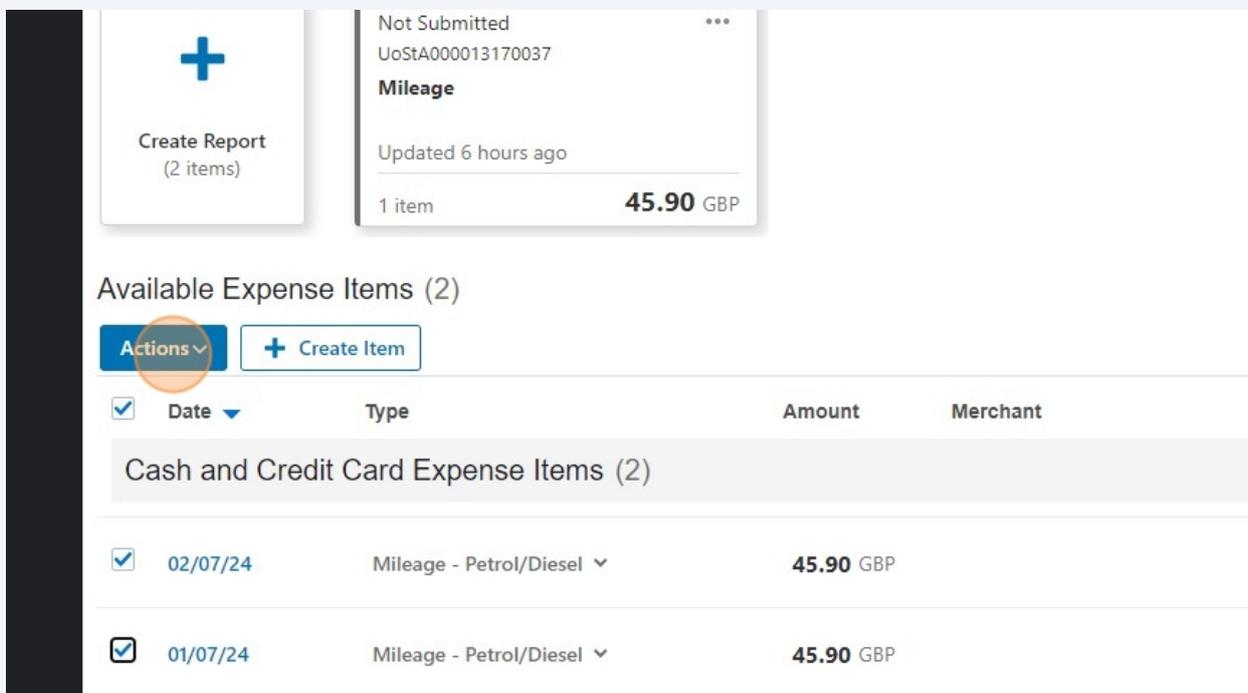
	Date ▼	Type	Amount	Merchant
	Actions ⌄ + Create Item			
	Cash and Credit Card Expense Items (2)			
☑	02/07/24	Mileage - Petrol/Diesel ⌄	**45.90** GBP	
☐	01/07/24	Mileage - Petrol/Diesel ⌄	**45.90** GBP	

51 Click "Actions"

➕
Create Report
(2 items)

Not Submitted   •••
UoStA000013170037
Mileage

Updated 6 hours ago
_____
1 item   **45.90** GBP

Available Expense Items (2)

Actions ⌄   + Create Item

	Date ▼	Type	Amount	Merchant
	Cash and Credit Card Expense Items (2)			
☑	02/07/24	Mileage - Petrol/Diesel ⌄	**45.90** GBP	
☑	01/07/24	Mileage - Petrol/Diesel ⌄	**45.90** GBP	

52 Select "Add to Report" and select the report - in this case: "UoStA000013170037 31/07/24 Mileage"

Create Report
(2 items)

Mileage
Updated 6 hours ago
1 item   **45.90** GBP

Available Expense Items (2)

Actions ⌄   **+ Create Item**

Add to Report   ▶   UoStA000013170037 31/07/24 Mileage

Edit

Delete

Duplicate

Match with Another Expense Item

Dispute

End Dispute

Classify as Business

pense Items (2)

nt   **Merchant**

- Petrol/Diesel ⌄   **45.90** GBP

- Petrol/Diesel ⌄   **45.90** GBP

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53 You can then save and click the check boxes to be able to click "Submit".

⌂ ☆ ⚑ 🔔¹   RS

Save ▼   Submit   **Cancel**

Report Total
137.70GBP

☐ I have read and accept the corporate travel and expense policies.

on ▼

Location ▼	Description ▼	Attachments
United Kingdom	Add description	Add attachment
United Kingdom	Copy of	Add attachment

54 Click here.

Report Total
137.70GBP

☑ I have read and accept the corporate travel and expense policies.

Save ▼ | Submit | Cancel

on ▼

Location ▼	Description ▼	Attachments
United Kingdom	Copy of	Add attachment
United Kingdom	Add description	Add attachment

55 If there is no report to attach the items to, click "Create Report" and then add them. If you wish to review the report before submitting, click in the box to see the items in the report.

Travel and Expenses

Expense Reports

+
Create Report

Not Submitted   ...
UoStA000013170037
Mileage

Updated 1 min ago

3 items   **137.70** GBP

Available Expense Items

Actions ˅   **+ Create Item**