

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.

1

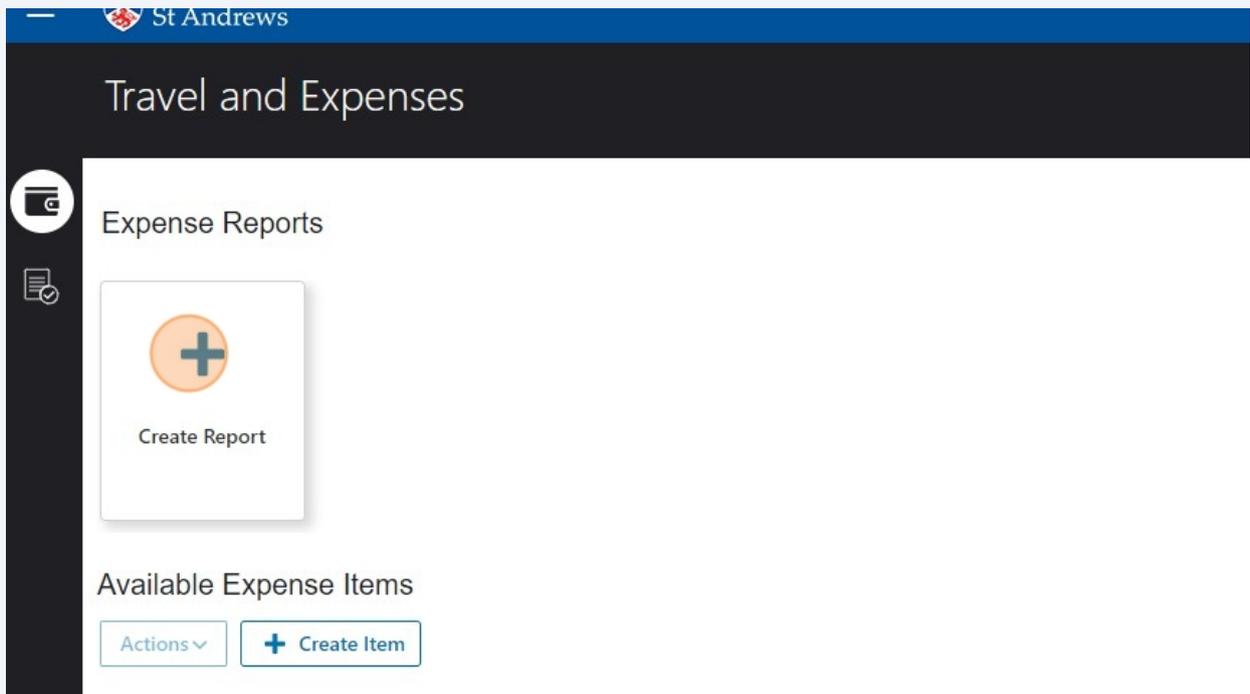
Navigate to https://fa-evkh-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/UseWelcome?_afrcs.ctrl-state=16pii9jnrz_65&_afrcs.loop=3668694394646466&_afrcs.S=16&_afrcs.MT=screen&_afrcs.MFW=1536&_afrcs.MFH=703&_afrcs.MFDW=1536&_afrcs.MFDH=864&_afrcs.MFC=8&_afrcs.MFCI=0&_afrcs.MFM=0&_afrcs.MFR=120&_afrcs.MFG=0&_afrcs.MFS=0&_afrcs.MFO=0

2

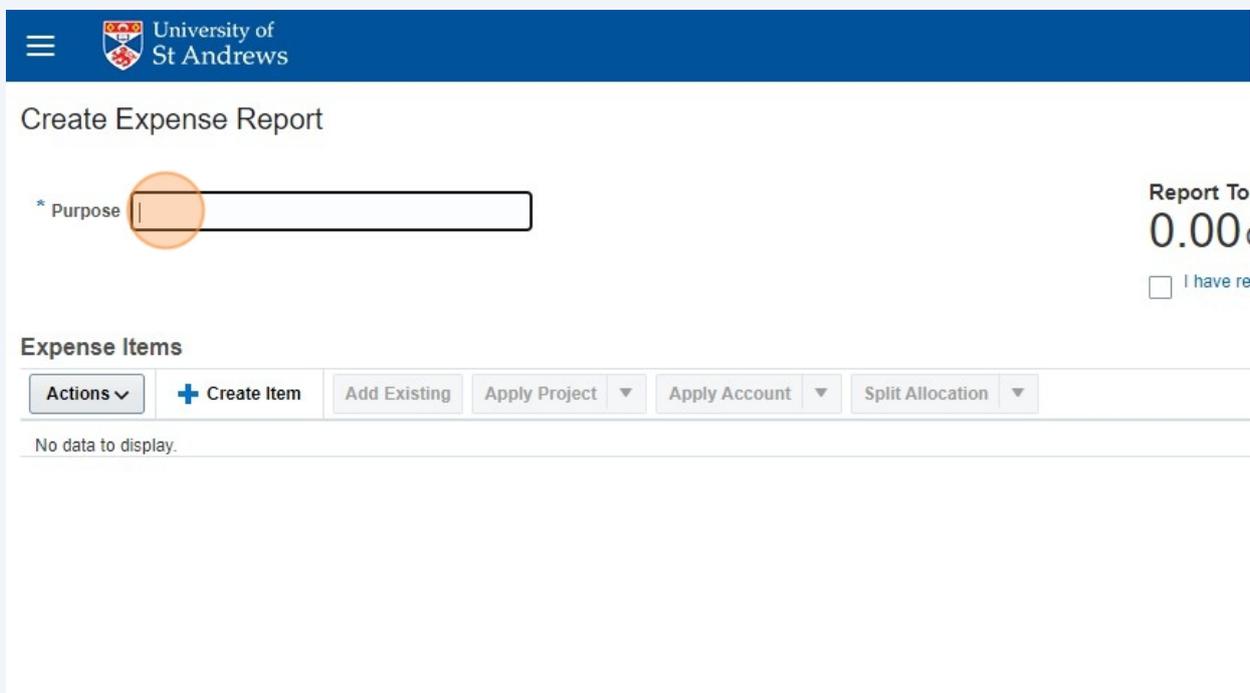
Click on the Expenses icon.



3 Click Create Report.



4 Click the "Purpose" field.



5 Click the "Purpose" field.

University of St Andrews

Expense Report: UoStA000013170093

* Purpose Report To
0.00

Status Saved I have re

Expense Items

Actions + Create Item Add Existing Apply Project Apply Account Split Allocation

No data to display.

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

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.

Expense Item

* Date

* Type

* Amount

Reimbursable Amount 0.00 GBP

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

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

Create Expense Item

* Date

* Type

* Amount

Reimbursable Amount 0.00 GBP

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

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.

University of St Andrews

Expense Item Create Another Save and Close Cancel

* Start Date: 30/07/24

* Type: Mileage - Petrol/Diesel Car (Use)

* Expense Location: [Dropdown]

End Date: 30/07/24

Reimbursable Amount: 0.00 GBP Calculate

Description: [Text Area]

* Starting Location: [Text Field]

* Destination: [Text Field]

Attachments: [Drag files here or click to add attachment]

Supporting documents missing

* Trip Distance: 0 Miles

Account: 10-10181-431405-9999999-9999-999

Project Number: [Text Field]

Task Number: [Text Field]

Expenditure Organization: [Dropdown]

Contract Number: [Text Field]

Funding Source: [Text Field]

Project Approver: [Dropdown]

* Start Date: dd/mm/yy

* End Date: dd/mm/yy

* Business reason for travel: [Text Field]

12

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

University of St Andrews

Create Expense Item

* Start Date: 01/07/24

* Type: Mileage - Petrol/Diesel Car (Use)

* Expense Location: [Dropdown]

End Date: 01/07/24

Reimbursable Amount: 0.00 GBP Calculate

Description: [Text Area]

* Starting Location: [Text Field]

* Destination: [Text Field]

Attachments

* Trip Distance

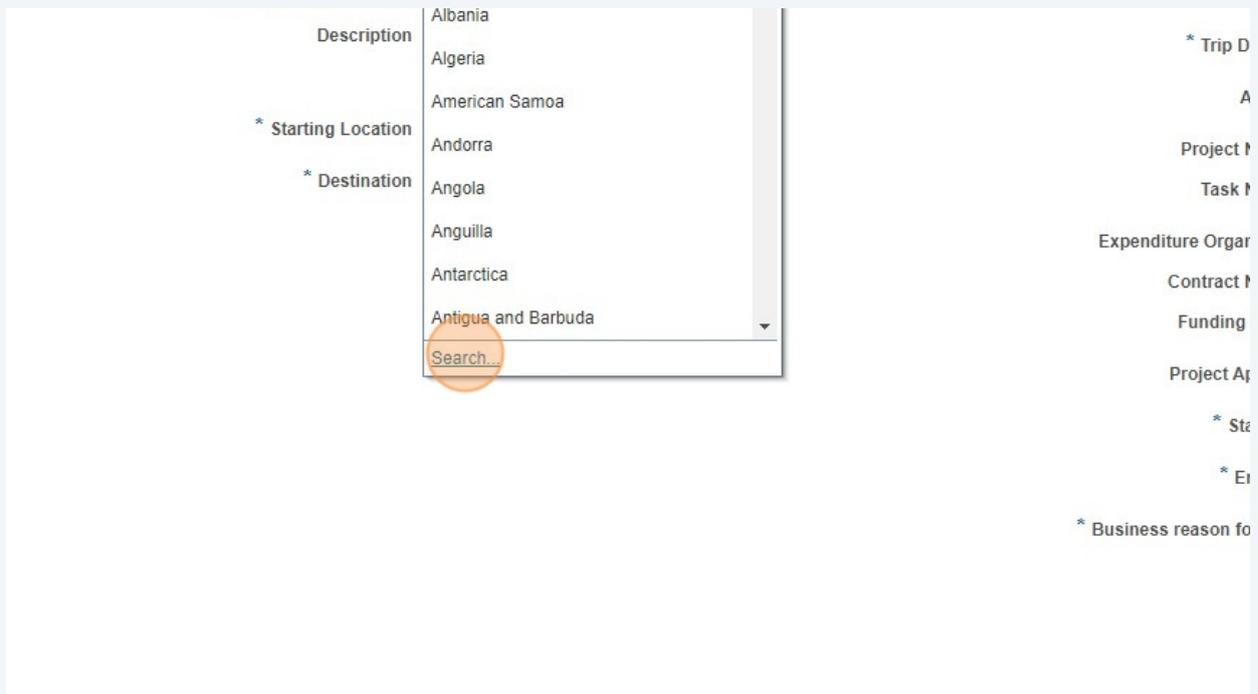
Account

Project Number

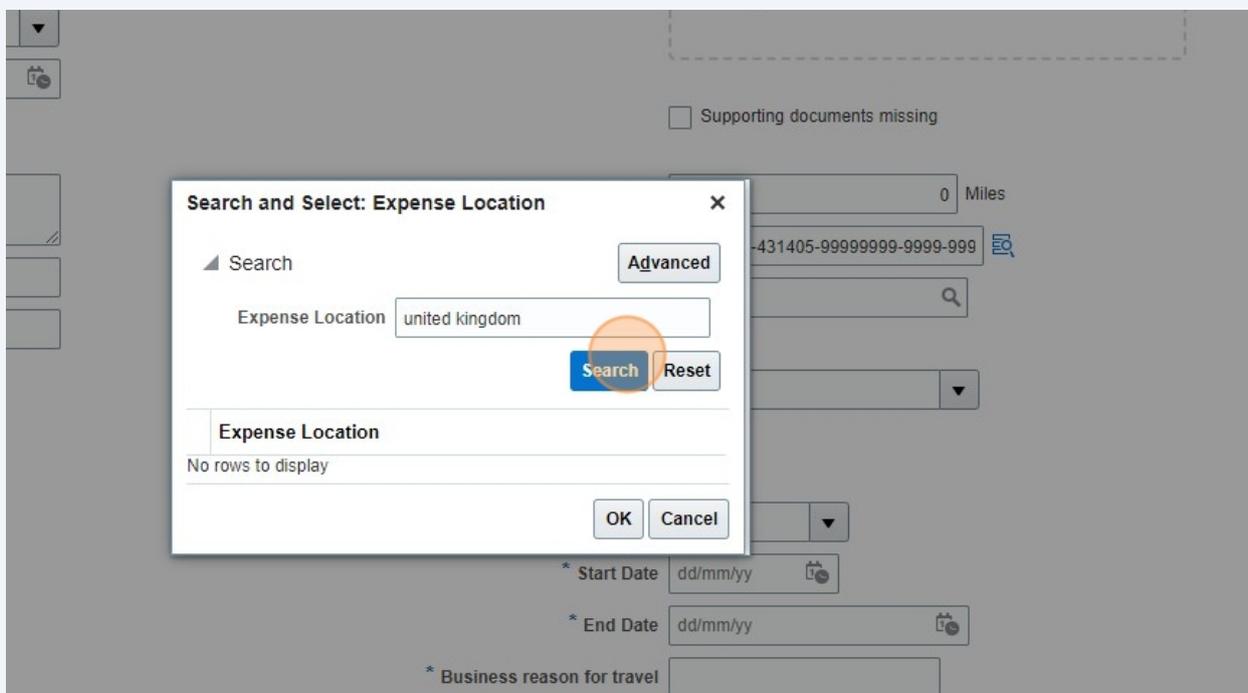
Task Number

Expenditure Organization

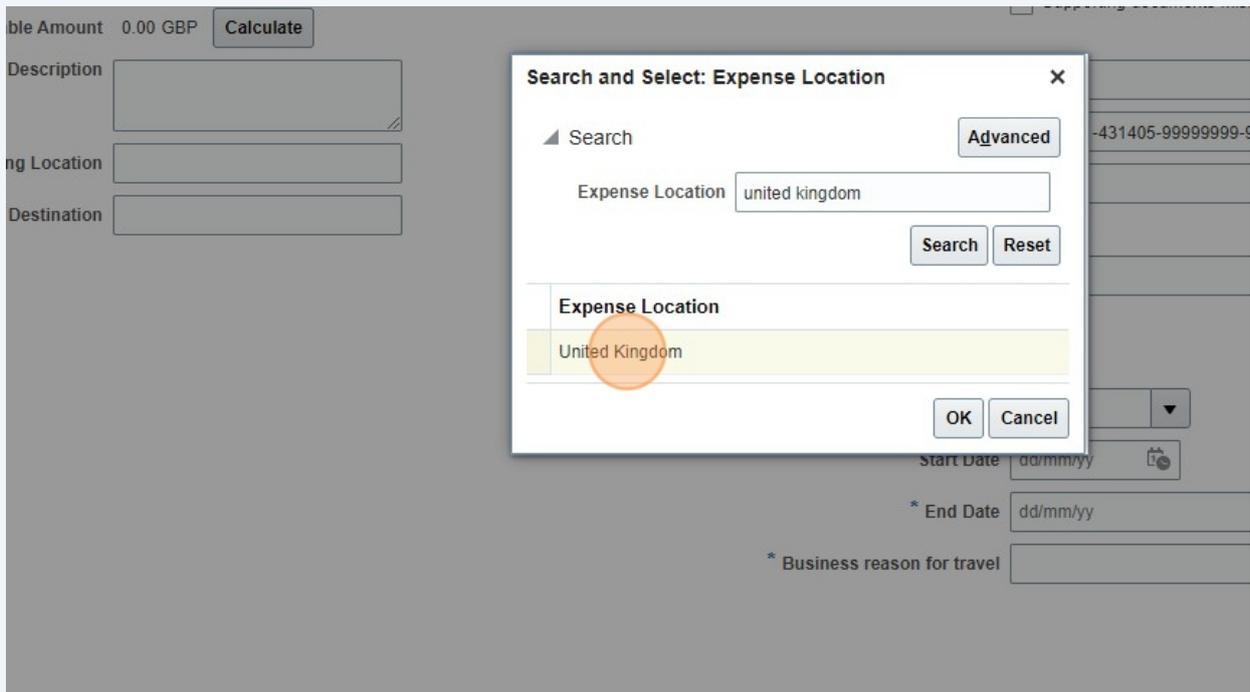
13 Either use the scroll bar on the right of the list or click "Search..."



14 In the "Expense Location" field, type the country and click "Search".

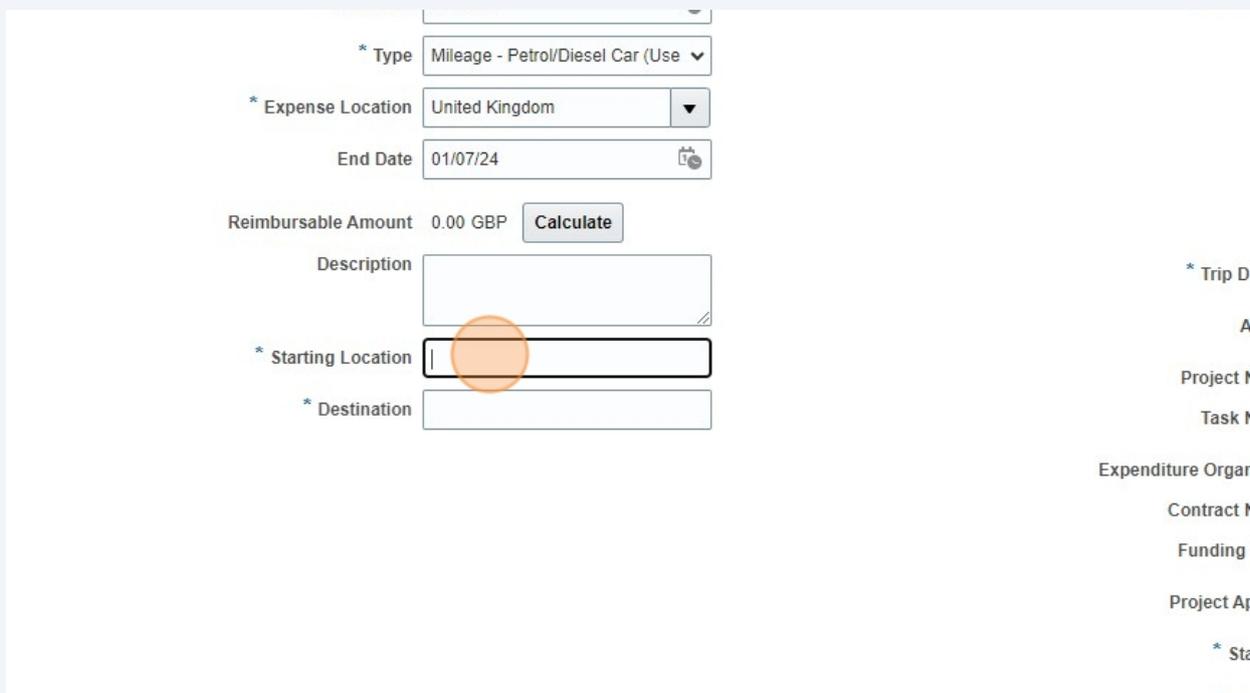


15 The country should appear in the final field. Click on this line and then select OK.



The screenshot shows a form with a search dialog box open. The dialog box is titled "Search and Select: Expense Location" and has a search input field containing "united kingdom". Below the input field is a list of search results with "United Kingdom" highlighted. An orange circle is drawn around the "United Kingdom" entry in the list. The background form is partially visible, showing fields for "Description", "Starting Location", and "Destination".

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



The screenshot shows a form with several fields. The "Starting Location" field is highlighted with a black border and an orange circle. The form includes fields for "Type" (Mileage - Petro/Diesel Car (Use)), "Expense Location" (United Kingdom), "End Date" (01/07/24), "Reimbursable Amount" (0.00 GBP), "Description", "Starting Location", and "Destination". On the right side, there is a vertical list of fields: "Trip D", "A", "Project", "Task", "Expenditure Orgar", "Contract", "Funding", "Project Ar", and "Sta".

17 Click the "Destination" field.

A screenshot of a web form with the following fields and values:

- * Expense Location: United Kingdom (dropdown menu)
- End Date: 01/07/24 (calendar icon)
- Reimbursable Amount: 0.00 GBP (Calculate button)
- Description: Attending training (text area)
- * Starting Location: St Andrews (text field)
- * Destination: (empty text field, highlighted with an orange circle)

On the right side of the form, there is a vertical list of labels:

- * Trip D
- A
- Project I
- Task I
- Expenditure Orgar
- Contract I
- Funding
- Project Ar
- * Stz
- * Et
- * Business reason fo

18 Enter the destination in the "Destination" field.

A screenshot of the same web form as in step 17, but with the following changes:

- * Destination: Rajmore Hospital (text field, highlighted with an orange circle)

A callout box labeled "End location" points to the "Destination" field.

The right-side labels are identical to the previous screenshot.

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 Miles

Account 

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 Miles

Account 

Expenditure

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't 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.

Account [X]

Hide Segments

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

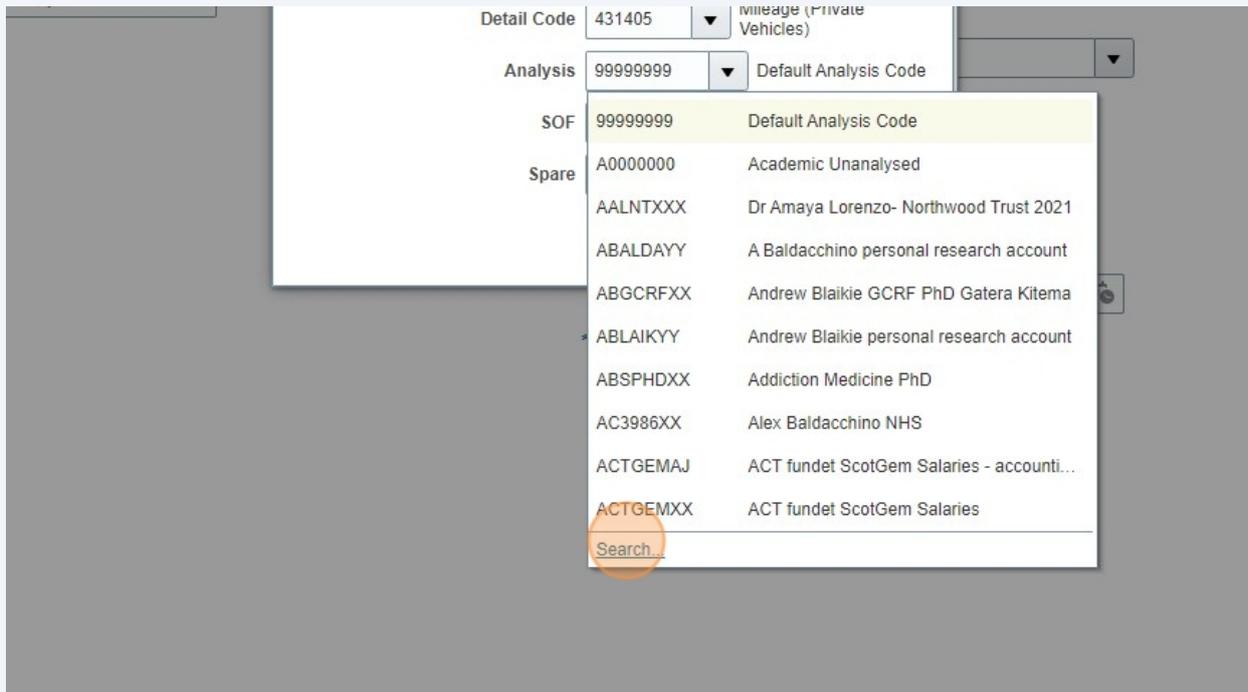
Spare 9999999 ▼ Default - Spare

Search Reset | OK Cancel

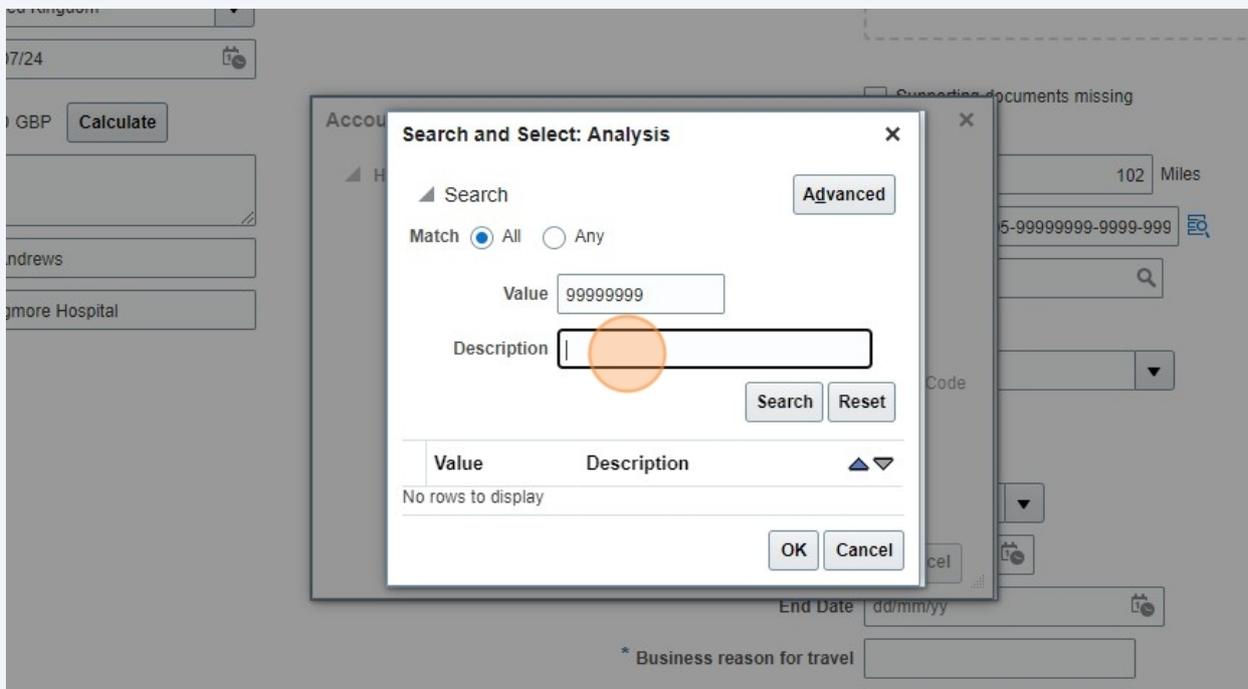
End Date dd/mm/yy

* Business reason for travel

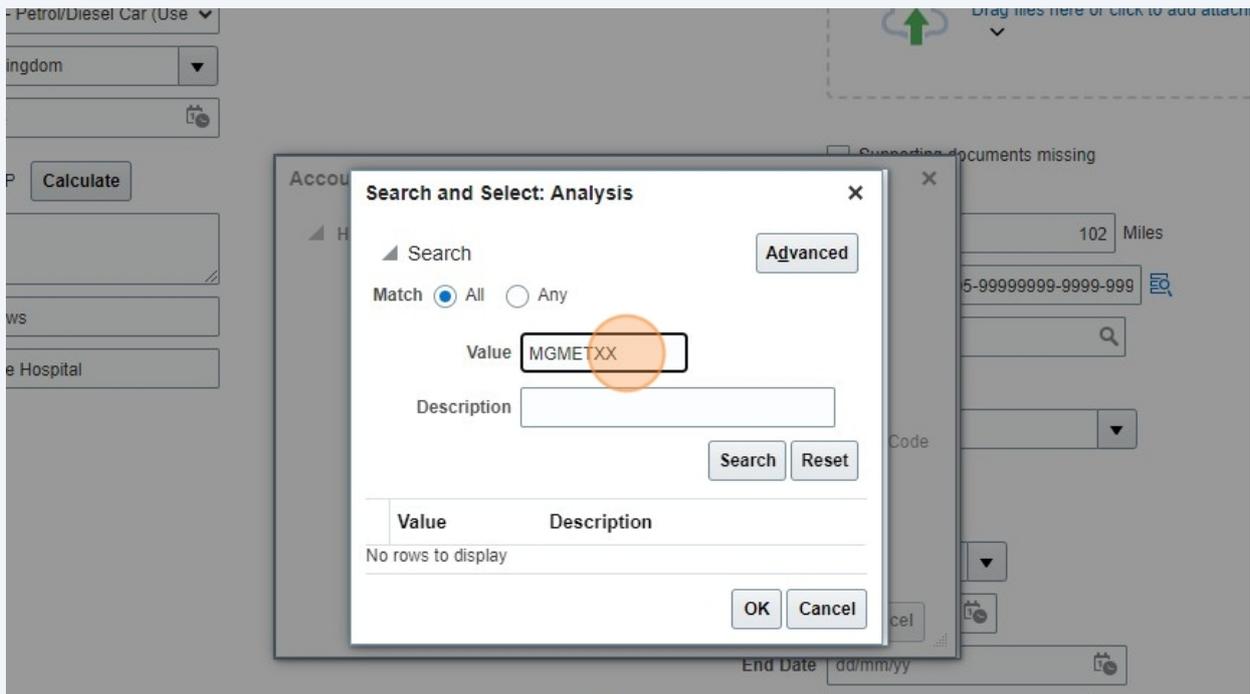
22 Select the code from the drop down list or click "Search...".



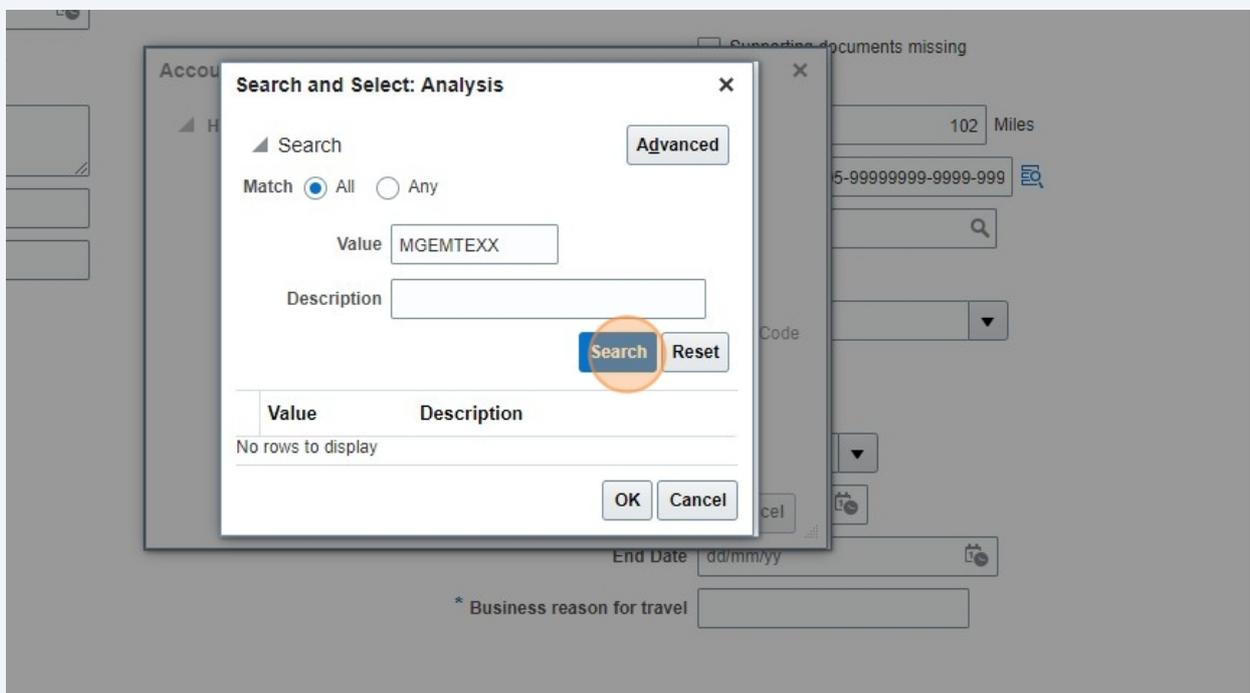
23 Click the "Description" field and enter the name or amend the value field with the numerical code and click search. Any successful matches will appear at the bottom. Select the relevant line and click OK.



24 Click the "Value" field.



25 Click "Search"



26

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

Search

Advanced

Match All Any

Value MGEMTEXX

Description

Search Reset

Value	Description
MGEMTEXX	Non specific teach student costs Scot...

OK Cancel

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.

Account

Hide Segments

Company 10 UoStA

Cost Centre 10081 School of Medicine (School-wide)

Detail Code 431405 Mileage (Private Vehicles)

Analysis MGEMTEXX Non specific teach student costs ScotGEM

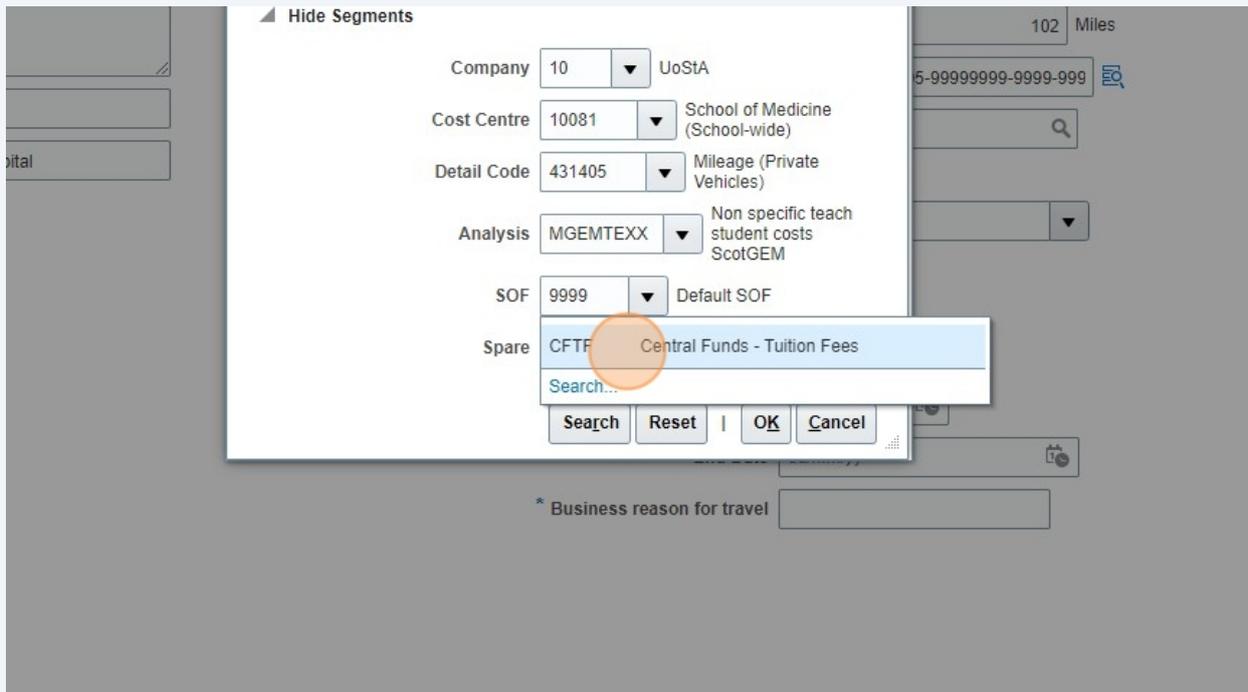
SOF 9999 Default SOF

Spare 9999999 Default - Spare

Search Reset OK Cancel

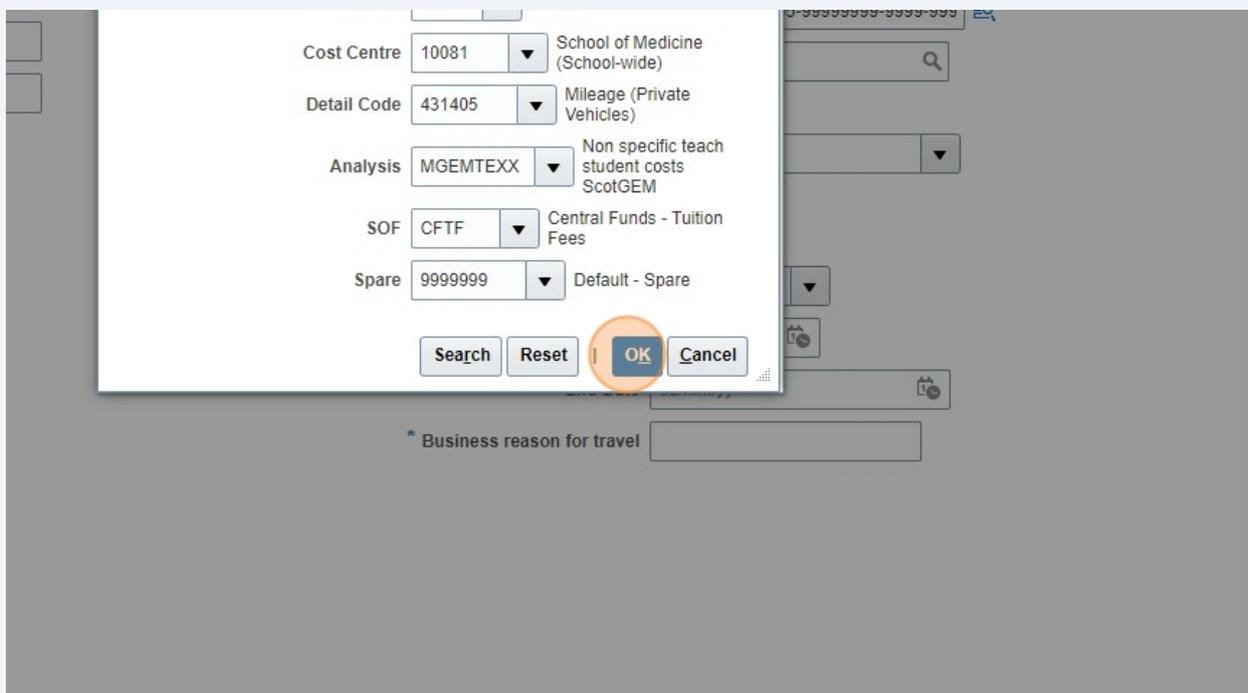
28

In this case, click "CFTF". (The SOF code will be different for different analysis codes).



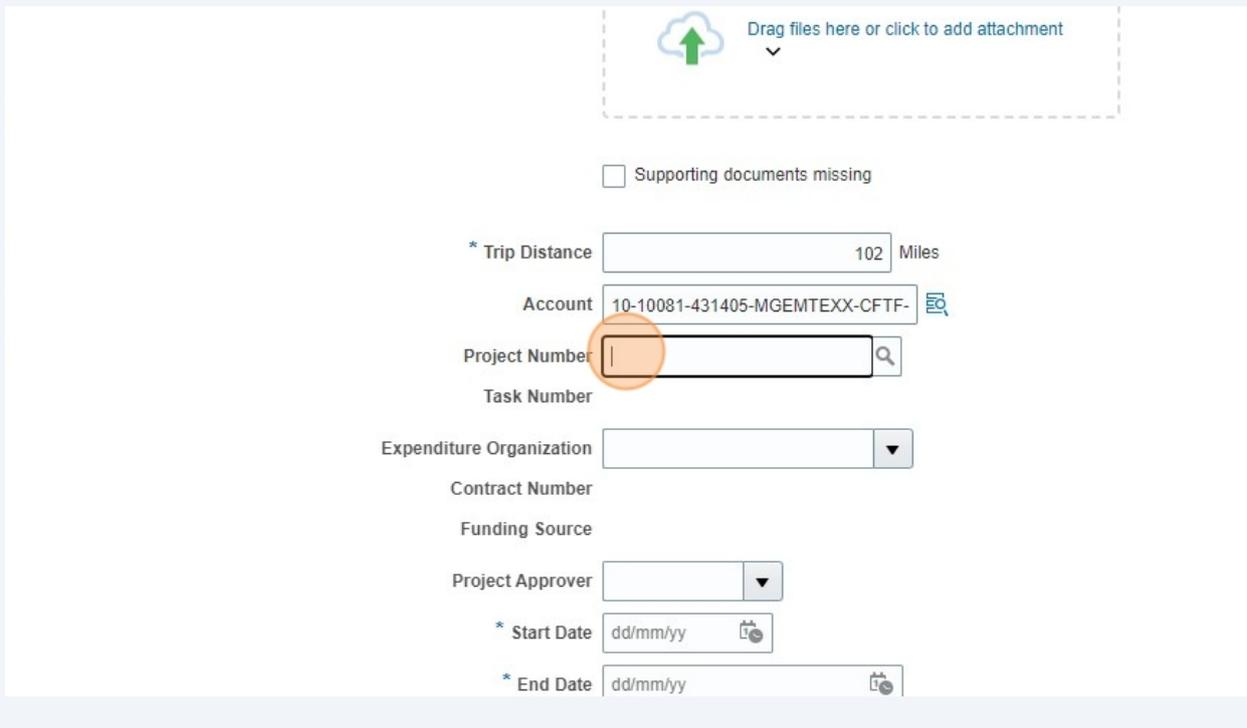
29

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 Miles

Account 

Project Number 

Task Number

Expenditure Organization ▼

Contract Number

Funding Source

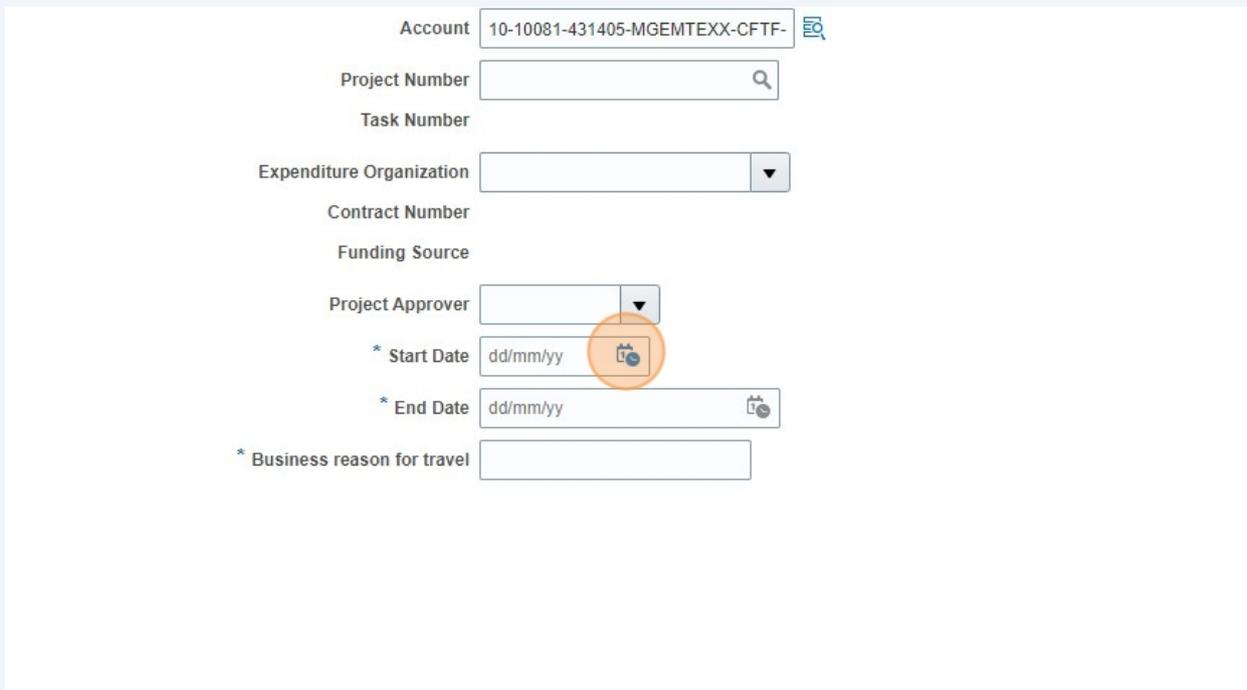
Project Approver ▼

* Start Date 

* End Date 

31

Enter the start and end dates again.



Account 

Project Number 

Task Number

Expenditure Organization ▼

Contract Number

Funding Source

Project Approver ▼

* Start Date 

* End Date 

* 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

* End Date

* Business reason for travel

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

Home Star Flag Bell

Create Another Save and Close Cancel

Attachments

 Drag files here or click to add attachment

Supporting documents missing

* Trip Distance Miles

Account 

Project Number

Task Number

Expenditure Organization

34 Click "Add File"

Attachments

Drag files here or click to add attachment

Add File

Add Link

Supporting documents missing

* Trip Distance Miles

Account

Project Number

Task Number

Expenditure Organization

Create Another Save and Close Cancel

35 Click this link.

Attachments

Drag files here or click to add attachment

Supporting documents missing

* Trip Distance Miles

Account

Project Number

Task Number

Expenditure Organization

Create Another Save and Close Save Cancel

36 Click "Save and Close"

The screenshot shows a web interface with a dark blue header bar containing navigation icons (home, star, flag, bell) and a user profile icon labeled 'RS'. Below the header, there are three buttons: 'Create Another', 'Save and Close' (circled in orange), and 'Cancel'. The main content area features an 'Attachments' section with a dashed box containing a cloud icon and the text 'Drag files here or click to add attachment'. Below this is a checkbox labeled 'Supporting documents missing'. Further down are several input fields: '* Trip Distance' with a value of '102' and 'Miles', 'Account' with the value '10-10081-431405-MGEMTEXX-CFTF-' and a magnifying glass icon, 'Project Number' with a search icon, 'Task Number', and 'Expenditure Organization' with a dropdown arrow.

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

The screenshot displays an expense management interface. At the top, there is a form with '* Purpose' set to 'Mileage' and 'Status' set to 'Saved'. On the right side, a 'Report to' field shows '45.90' and a checked checkbox labeled 'I have re...'. Below this is a section titled 'Expense Items (1)'. It includes a toolbar with buttons for 'Actions', '+ Create Item', 'Add Existing', 'Apply Project', 'Apply Account', and 'Split Allocation'. A table below the toolbar has columns for 'Date', 'Type', 'Amount', 'Merchant', and 'Location'. The table contains one row with a check box circled in orange, the date '01/07/24', the type 'Mileage - Petrol/Diesel C...', the amount '45.90 GBP', and the location 'United King'.

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location
<input checked="" type="checkbox"/>	01/07/24	Mileage - Petrol/Diesel C:	45.90 GBP		United King

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.

Report Total
45.90 GBP

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

Location	Description	Attachments
United Kingdom	Add description	Add attachment

39

TROUBLE SHOOTING

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

Not Submitted
UoStA000013170037
Mileage
Updated 6 hours ago
1 item **45.90** GBP

Available Expense Items

Actions **+ Create Item**

Nothing here
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.

The screenshot shows the 'Create Expense Item' form. At the top is the University of St Andrews logo and a hamburger menu icon. The form fields are as follows:

- * Start Date: 01/07/24
- * Type: Mileage - Petrol/Diesel Car (Use)
- * Expense Location: United Kingdom
- End Date: 01/07/24
- Reimbursable Amount: 0.00 GBP (with a 'Calculate' button)
- Description: Mileage to conference
- * Starting Location: St Andrews
- * Destination: Raigmore Hospital

On the right side, there are labels for 'Attach', '* Trip D', 'A', 'Project #', and 'Task #'. At the bottom right, it says 'Expenditure Ordr'.

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.

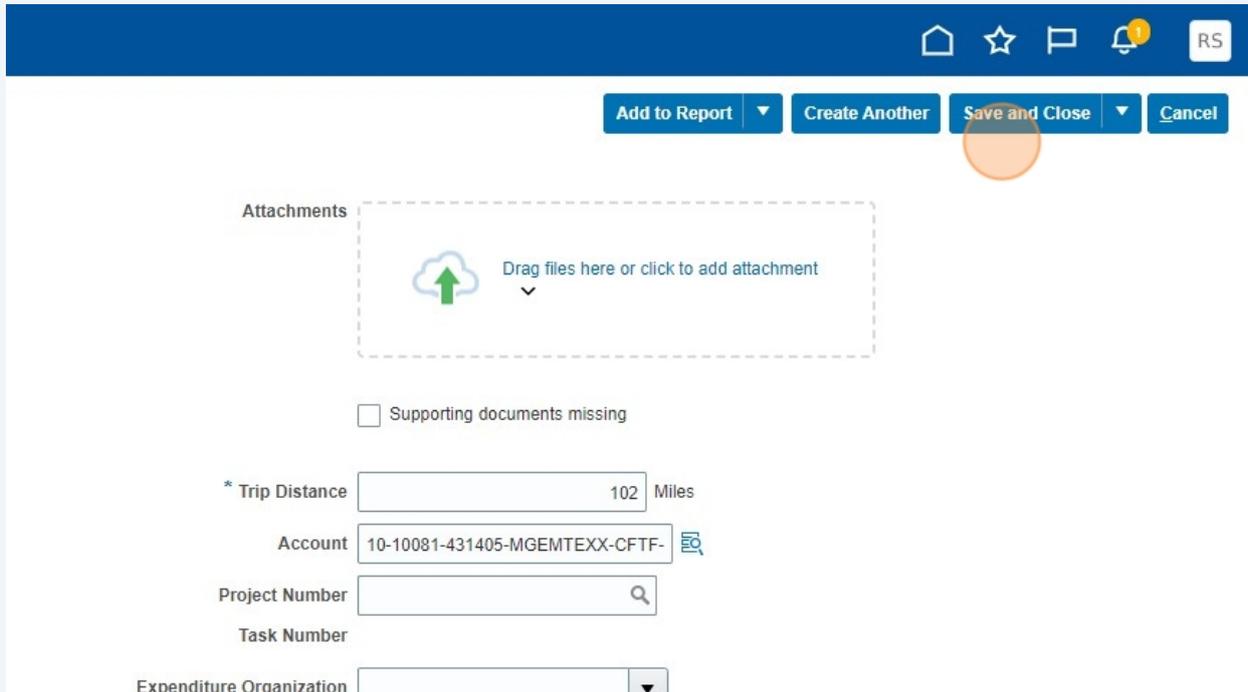
The screenshot shows the 'Add to Report' button highlighted with an orange circle. Below it is the 'Attachments' section, which includes a dashed box with a cloud icon and the text 'Drag files here or click to add attachment'. Below this is a checkbox labeled 'Supporting documents missing'. Further down are the following fields:

- * Trip Distance: 102 Miles
- Account: 10-10081-431405-MGEMTEXX-CFTF-
- Project Number: (with a search icon)
- Task Number: (empty)
- Expenditure Organization: (dropdown menu)

At the top right of the form, there are navigation icons: a home icon, a star icon, a flag icon, a notification bell icon with a '1' badge, and an 'RS' button. Below these are buttons for 'Add to Report', 'Create Another', 'Save and Close', and 'Cancel'.

42

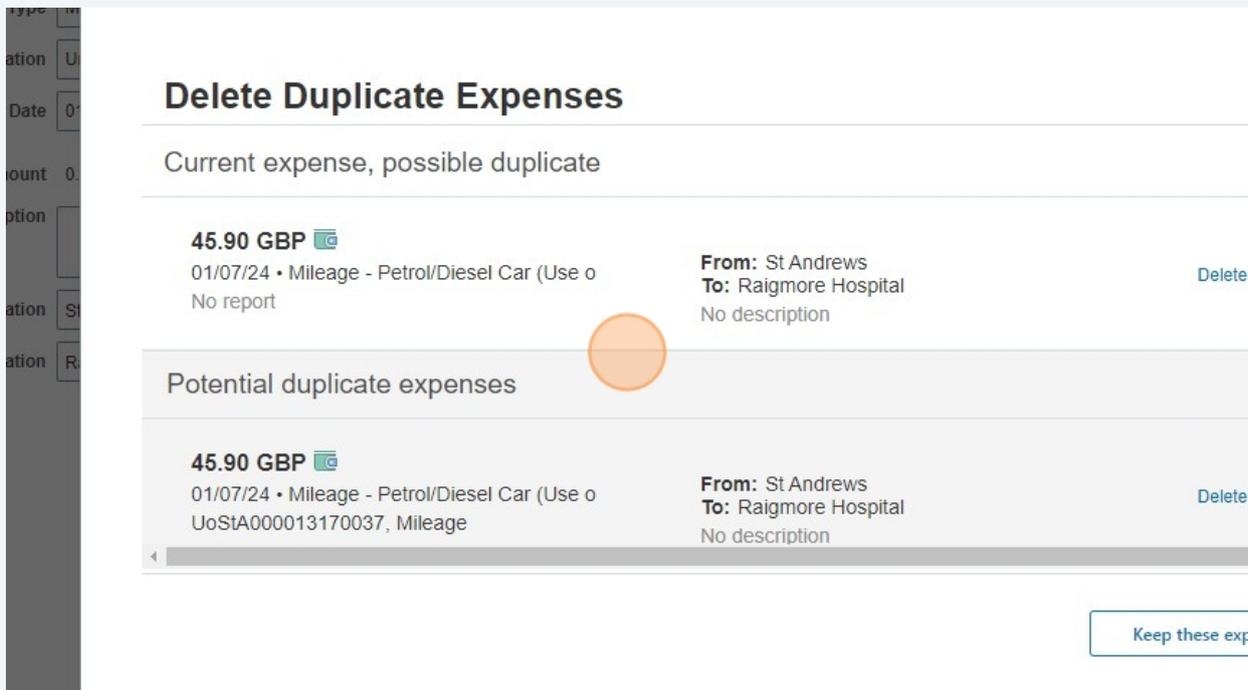
Clicking Save and Close will allow you to come back to the item later. The other item in the drop down here is "Save". Clicking "Save" means you will remain on this screen



The screenshot shows a form interface with a blue header bar containing navigation icons (home, star, flag, notification) and a user profile icon labeled 'RS'. Below the header is a row of buttons: 'Add to Report', 'Create Another', 'Save and Close', and 'Cancel'. The 'Save and Close' button is highlighted with an orange circle. Below the buttons is an 'Attachments' section with a dashed box containing a cloud icon and the text 'Drag files here or click to add attachment'. Below this is a checkbox labeled 'Supporting documents missing'. The form includes several input fields: '* Trip Distance' (102 Miles), 'Account' (10-10081-431405-MGEMTEXX-CFTF-), 'Project Number' (with a search icon), 'Task Number', and 'Expenditure Organization' (with a dropdown arrow).

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".



The screenshot shows a 'Delete Duplicate Expenses' dialog box. It has a title bar and a main content area. The content area is divided into two sections: 'Current expense, possible duplicate' and 'Potential duplicate expenses'. Each section contains a list of expenses. The first expense in each section is highlighted with an orange circle. The first expense in the 'Current expense' section is '45.90 GBP' with details: '01/07/24 • Mileage - Petrol/Diesel Car (Use o', 'No report', 'From: St Andrews', 'To: Raigmore Hospital', and 'No description'. A 'Delete' link is visible to the right of this expense. The second expense in the 'Potential duplicate expenses' section is identical but includes 'UoStA000013170037, Mileage' in the details. A 'Delete' link is also visible to the right of this expense. At the bottom right of the dialog box, there is a button labeled '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.

Not Submitted
UoStA000013170037
Mileage
Updated 6 hours ago
1 item **45.90** GBP

Create Report

Available Expense Items (1)

Actions

<input type="checkbox"/>	Date ▼	Type	Amount	Merchant
Cash and Credit Card Expense Items (1)				
<input type="checkbox"/>	01/07/24	Mileage - Petrol/Diesel ▼	45.90 GBP	

45

Click on the check box.

Available Expense Items (1)

Actions

<input type="checkbox"/>	Date ▼	Type	Amount	Merchant
Cash and Credit Card Expense Items (1)				
<input type="checkbox"/>	01/07/24	Mileage - Petrol/Diesel ▼	45.90 GBP	

46 This will activate the "Actions" button.

Not Submitted
UoStA000013170037
Mileage
Updated 6 hours ago
1 item **45.90** GBP

Create Report (1 item)

Available Expense Items (1)

Actions + Create Item

<input checked="" type="checkbox"/>	Date	Type	Amount	Merchant
Cash and Credit Card Expense Items (1)				
<input checked="" type="checkbox"/>	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
- Delete
- Duplicate**
- Match with Another Expense Item
- Dispute
- End Dispute
- Classify as Business
- Classify as Personal

<input checked="" type="checkbox"/>	Date	Type	Amount	Merchant
Expense Items (1)				
<input checked="" type="checkbox"/>	01/07/24	Mileage - Petrol/Diesel	45.90	GBP

48 Go in and amend the relevant details.

University of St Andrews

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

* Start Date 01/07/24 

* Type Mileage - Petrol/Diesel Car (Use 

* Expense Location United Kingdom 

End Date 01/07/24 

Reimbursable Amount 45.90 GBP

Description Copy of 

* Starting Location St Andrews

* Destination Raigmore Hospital

Attachments

* Trip Distance

Account

Project Number

Task Number

Expenditure Organization

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

Home Star Flag Notification (1) RS

Mileage - Petrol/Diesel Car (L 

Attachments  Drag files here or click to add attachment 

Supporting documents missing

* Trip Distance 102 Miles

Account 10-10081-431405-MGEMTEXX-CFTF- 

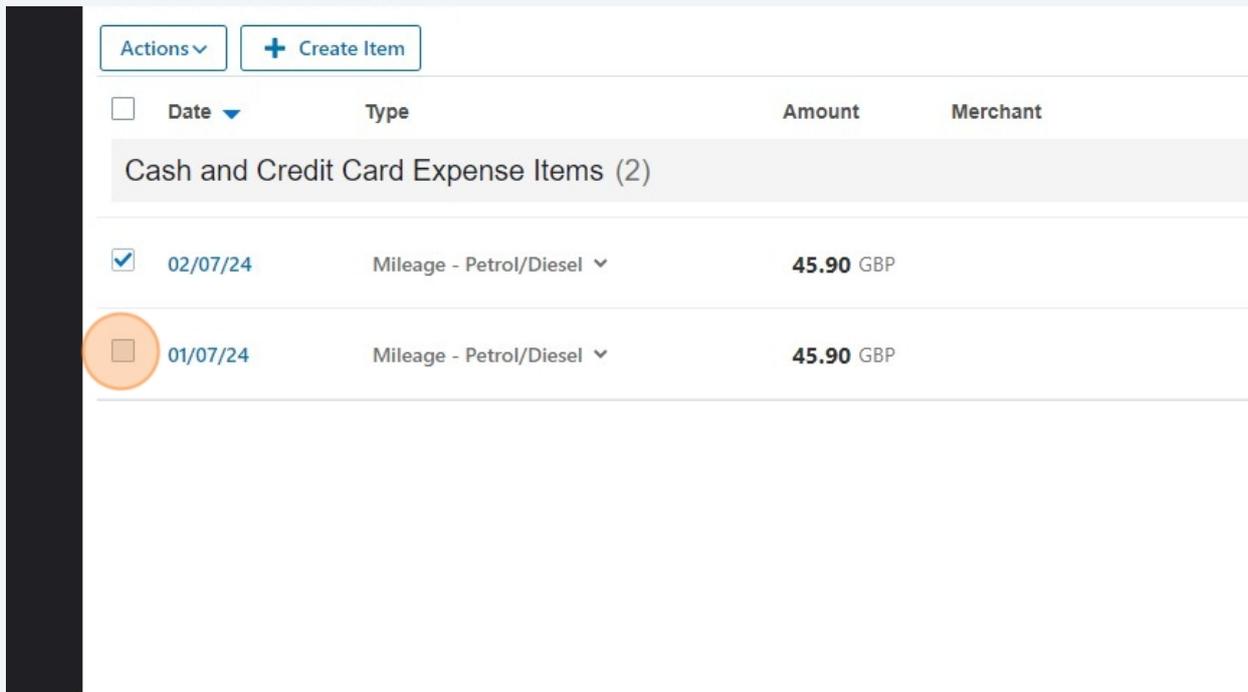
Project Number 

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.

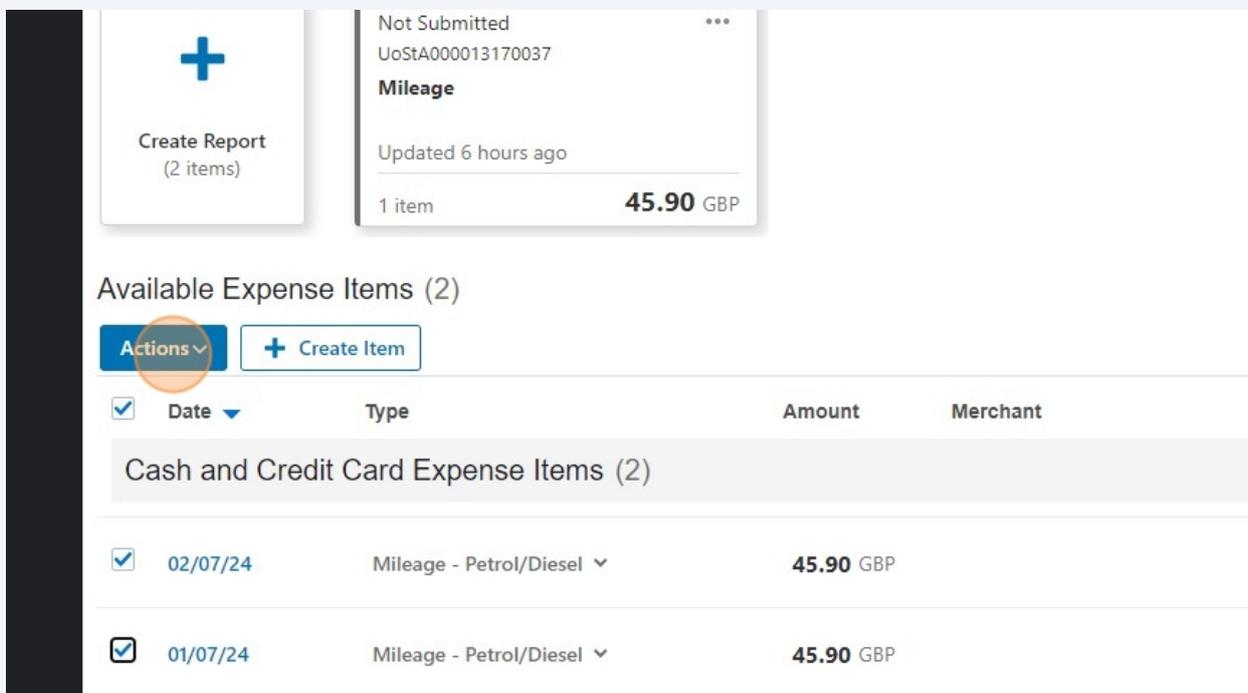


The screenshot shows a table with columns: Date, Type, Amount, and Merchant. The table is titled "Cash and Credit Card Expense Items (2)". There are two rows of data. The first row has a checked checkbox, date "02/07/24", type "Mileage - Petrol/Diesel", and amount "45.90 GBP". The second row has an unchecked checkbox, date "01/07/24", type "Mileage - Petrol/Diesel", and amount "45.90 GBP". The second row is highlighted with a red circle around the checkbox.

<input type="checkbox"/>	Date ▼	Type	Amount	Merchant
Cash and Credit Card Expense Items (2)				
<input checked="" type="checkbox"/>	02/07/24	Mileage - Petrol/Diesel ▼	45.90 GBP	
<input type="checkbox"/>	01/07/24	Mileage - Petrol/Diesel ▼	45.90 GBP	

51

Click "Actions"



The screenshot shows the same table as in step 50, but with a "Create Report" button (with a plus sign) and a "Create Report (2 items)" button. A tooltip is visible over the "Create Report" button, showing "Not Submitted", "UoStA000013170037", "Mileage", "Updated 6 hours ago", and "1 item 45.90 GBP". The "Actions" button is highlighted with a red circle.

Not Submitted
UoStA000013170037
Mileage
Updated 6 hours ago
1 item **45.90 GBP**

Available Expense Items (2)

<input checked="" type="checkbox"/>	Date ▼	Type	Amount	Merchant
Cash and Credit Card Expense Items (2)				
<input checked="" type="checkbox"/>	02/07/24	Mileage - Petrol/Diesel ▼	45.90 GBP	
<input checked="" type="checkbox"/>	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 Merchant

Edit

Delete

Duplicate

Match with Another Expense Item

Dispute

End Dispute

Classify as Business

Expense Items (2)

Petrol/Diesel ▾	45.90 GBP
Petrol/Diesel ▾	45.90 GBP

53

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

Home ☆ Flag 🔔 1 RS

Save ▾ Submit Cancel

Report Total
137.70 GBP

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.

The screenshot shows a web application interface for managing expense reports. At the top right, there are navigation icons (home, star, flag, bell) and a user profile icon labeled 'RS'. Below these are three buttons: 'Save', 'Submit', and 'Cancel'. The main content area displays 'Report Total 137.70 GBP' and a checked checkbox with the text 'I have read and accept the corporate travel and expense policies.'. Below this is a table with three columns: 'Location', 'Description', and 'Attachments'. The table contains two rows of data.

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.

The screenshot shows the 'Travel and Expenses' dashboard. The title 'Travel and Expenses' is at the top. Below it, there is a section for 'Expense Reports'. On the left, there is a 'Create Report' button with a plus sign icon. To the right, there is a report card for 'Mileage'. The card shows 'Not Submitted', the ID 'UoStA000013170037', and 'Updated 1 min ago'. At the bottom of the card, it says '3 items' and '137.70 GBP'. Below the 'Expense Reports' section, there is a section for 'Available Expense Items' with an 'Actions' dropdown and a '+ Create Item' button.