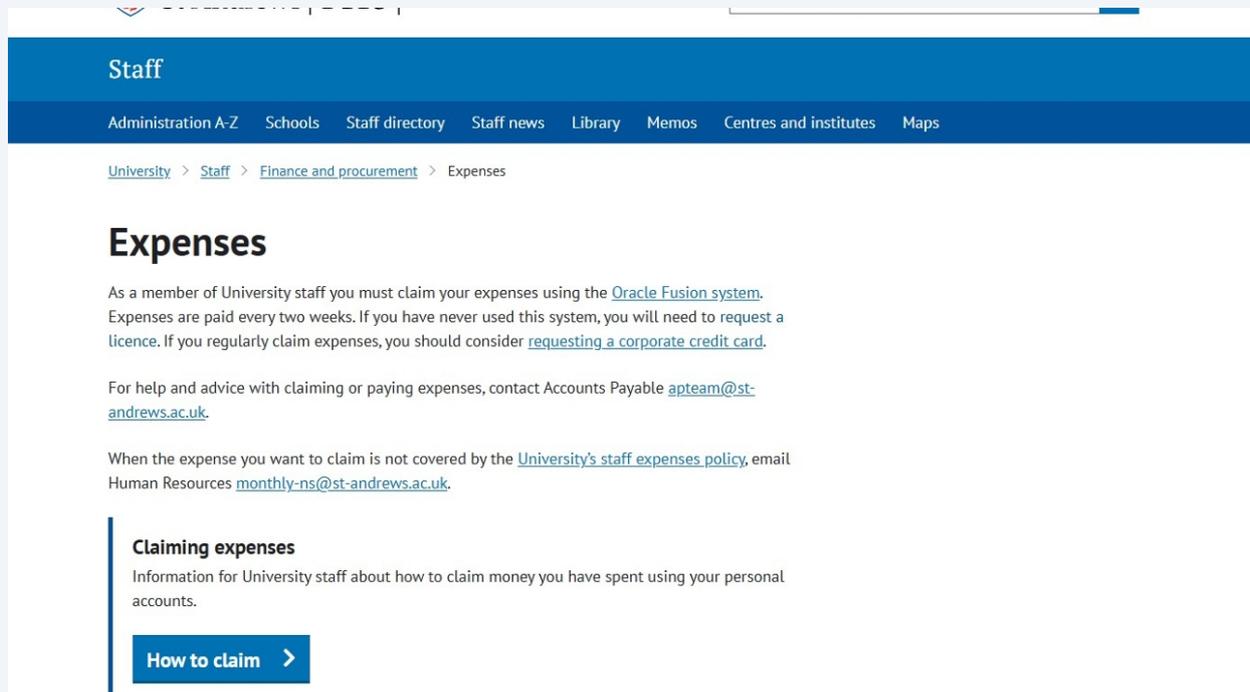


# Requesting Access to Oracle Fusion

1

Navigate to

<https://www.st-andrews.ac.uk/staff/finance-procurement/expenses/>



The screenshot shows the 'Expenses' page on the St Andrews University website. The page has a blue header with the word 'Staff' and a navigation menu with links for 'Administration A-Z', 'Schools', 'Staff directory', 'Staff news', 'Library', 'Memos', 'Centres and institutes', and 'Maps'. Below the header is a breadcrumb trail: 'University > Staff > Finance and procurement > Expenses'. The main heading is 'Expenses'. The text explains that staff must claim expenses using the Oracle Fusion system, which is paid every two weeks. It also provides contact information for Accounts Payable and Human Resources. A 'Claiming expenses' section is highlighted with a blue border, containing information about claiming money from personal accounts and a 'How to claim' button with a right-pointing arrow.

Staff

Administration A-Z Schools Staff directory Staff news Library Memos Centres and institutes Maps

University > Staff > Finance and procurement > Expenses

## Expenses

As a member of University staff you must claim your expenses using the [Oracle Fusion system](#). Expenses are paid every two weeks. If you have never used this system, you will need to request a licence. If you regularly claim expenses, you should consider [requesting a corporate credit card](#).

For help and advice with claiming or paying expenses, contact Accounts Payable [apteam@st-andrews.ac.uk](mailto:apteam@st-andrews.ac.uk).

When the expense you want to claim is not covered by the [University's staff expenses policy](#), email Human Resources [monthly-ns@st-andrews.ac.uk](mailto:monthly-ns@st-andrews.ac.uk).

### Claiming expenses

Information for University staff about how to claim money you have spent using your personal accounts.

[How to claim >](#)

## 2 Click "request a licence"

University of St Andrews | FOUNDED 1413 | Search the University website

Staff

Administration A-Z Schools Staff directory Staff news Library Memos Centres and institutes Maps

University > Staff > Finance and procurement > Expenses

### Expenses

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#### Claiming expenses

Information for University staff about how to claim money you have spent using your personal accounts.

[How to claim](#)

## 3 Click "Access to Oracle Fusion"

Administration A-Z Schools Staff directory Staff news Library Memos Centres and institutes Maps

University > Staff > Finance and procurement > Oracle Fusion system training and access

### Oracle Fusion system training and access

Oracle Fusion is the new system where Finance staff and nominated users in Schools and Units will process all of the University's financial activities.

#### Contents

- [Access to Oracle Fusion](#)
- [Training](#)
- [Using Oracle Fusion](#)
- [Help and support](#)

#### Access to Oracle Fusion

Changes to access permissions in your current role

## 4 Click "Access to Oracle Fusion form"

### Access to Oracle Fusion

#### Changes to access permissions in your current role

If you are an existing Oracle Fusion user who requires a change to the access permissions for your current role, please complete the [Access to Oracle Fusion form](#).

#### Requesting access for new staff or staff moving roles

To request access for the nominated member of University staff, an authorised person within a School or Unit should complete the [New Starts and movers - hardware and system access form](#). The staff member should then successfully complete training before access will be given.

When completing the form, the below further information will be needed:

#### Finance Unit

- Team
- Role name
- Use the 'Additional comments' field to provide further information.

#### Schools and other Units

- Role name
- Additional comments
- Use the dropdown menu on the new user form to select **all** the activities that apply to the user.

## 5 Click "Access to Oracle Fusion"

The screenshot displays the Oracle Fusion user interface. At the top, there is a search bar with the placeholder text "Use keywords to search" and a magnifying glass icon. Below the search bar, the text "ORACLE FUSION" is visible. The main content area is titled "e Fusion" and contains several articles. A blue button labeled "Access to Oracle Fusion" with a right-pointing arrow is highlighted with an orange circle. The articles include:

- Oracle Fusion**: access to Oracle Fusion and view articles on how to get support.
- Oracle Fusion goes live beginning Tuesday 19th March**: Oracle users will be emailed details on how to get support throughout the week.
- Support for Oracle is provided through MS Teams in the first instance. Where to get support for queries:**
  - [Requisitions](#): Requisitions relating to the approval of requisitions, purchase orders, credit card coding, invoices and receipts. Available to both General Ledger and Project Ledger Spend.
  - [Purchase Orders](#): Requisitions relating to creating and/or managing purchase orders, including supplier set-up, creating requisitions into purchase orders and receipting. Available to both General Ledger and Project Ledger Spend.
  - [Travel & Expense Claims](#): Requisitions relating to creating expense reports for an expenses claim or coding credit card transactions.
  - [GL Code Combinations](#): Requisitions relating to the Chart of Accounts and General Ledger code combinations.
  - [Requisitions](#): Requisitions relating to creating and/or managing requisitions including requisitions, purchase orders, invoices, and receipts.

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To request access for yourself, click on the button for "I have never used it before and am requesting access for myself"

**When to use this form**

Use this form if you or someone else needs to be setup as an Oracle Fusion user, or have the level of access changed.

Are you requesting this access for yourself, or someone else? \*

What is your current status in Oracle Fusion?

I have never used it before and am requesting access for myself

I have used it before and want changes made to my access

Do you work in Finance? \*

\* Required fields

7

Select the "No" option for "Do you work in Finance".

Use this form if you or someone else needs to be setup as an Oracle Fusion user, or have the level of access changed.

Are you requesting this access for yourself, or someone else? \*

What is your current status in Oracle Fusion?

I have never used it before and am requesting access for myself

I have used it before and want changes made to my access

Do you work in Finance? \*

\* Required fields

8 Enter your role in the "What is your role? \*" field.

Are you requesting this access for yourself, or someone else? \*

What is your current status in Oracle Fusion?  
 I have never used it before and am requesting access for myself  
 I have used it before and want changes made to my access

Do you work in Finance? \*

What is your role? \*



Please select all of the activities that you will be undertaking within Oracle Fusion:

- Expenses
- Requisitioners
- Sales invoicing and billing
- Creating journals

9 Click "Expenses"

Do you work in Finance? \*

What is your role? \*

Please select all of the activities that you will be undertaking within Oracle Fusion:

- Expenses
- Requisitioners
- Sales invoicing and billing
- Creating journals
- Buyers
- Inventory access
- Estates Capital project managers
- Residential Business Services project managers

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Click submit. You will receive an email once access has been granted.

Please select all of the activities that you will be undertaking within Oracle Fusion:

- Expenses
- Requisitioners
- Sales invoicing and billing
- Creating journals
- Buyers
- Inventory access
- Estates Capital project managers
- Residential Business Services project managers
- Principal Investigators and delegates (Research and Doctoral Training Grant projects)
- Development Office (Donations and projects)
- Expense Auditors (Human Resources only)

Additional comments regarding Oracle Fusion access:

\* Required fields

