

Connecting to iExpense

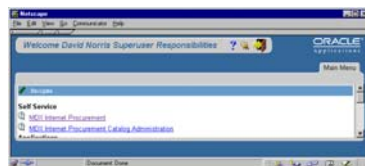
From the Corporate Desktop on your PC, select “Oracle Financials”, to open the logon form, if you cannot find the icon go to Getting Help at the back of this booklet.

Enter your **User Name** and **Password**. If you do not have a username or have forgotten your password go to Getting Help at the back of this booklet.

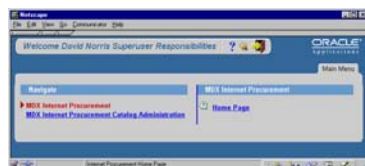


You will pass on to the navigation menu where you will see all of the Oracle responsibilities you have been assigned.

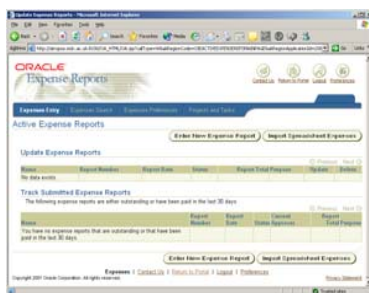
Choose Self Service : **MDX Internet Expense**. This opens a list of the web pages you can go to within iExpense.



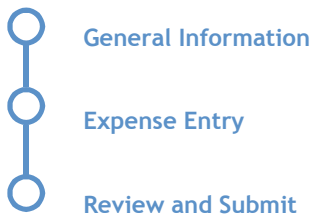
From the MDX Internet Expense menu choose **Expenses Entry**.



That is it, you should now be in your iExpense home page and see a list of all of your recent or incomplete expense claims or able to create a new claim.



See the centre pages for the 3 stage process towards submitting your expenses:



Making good use of iExpense

Managing your expenses

- Keep all your receipts to attach to your Expense Report Summary.
- Submit claims regularly.
- A separate claim must be made for each cost centre or project.
- Track the status of your claims on your iExpense Home Page
- Once approved by both your Approver and the Payables Section payment transfer to your bank can be made. This happens twice a month.
- Car mileage claims - until further notice, complete existing paper forms; enter the total as one expense and use the paper form as your receipt to send to Accounts Payable.

I can't get access!

- If you can't navigate to the forms that have been described or you password isn't working, or you are new and want to be granted access call the helpdesk and describe your problem or ask for a user access form:
Call - Helpdesk 6464

I'm stuck!

- Any other problems or questions:
Call - Helpdesk 6464

iExpense



ORACLE®

Claiming Expenses

Oracle Financials is the new financial system that replaces Cfacs.

One of the tools it provides is an on-line expense claim form that allows you to enter your expense claim then submit it directly to your supervisor for approval and to the Payables section for validation. Payables will then make a payment direct to your bank account

This new system will speed up processing and reduce the risk of error in transmitting your claims.

General Information

In the General form you enter the general information for the claim:

- **Cost Centre** - Check the cost centre, if it is not the one you wish to charge your expenses to, type in the new cost centre.
Remember, you can only claim against one cost centre at a time. If you work for many cost centres you must complete a claim form for each cost centre.
- **Purpose** - Enter a description of the form, such as "July 2002 Expense claim"
- **Alternate Approver** - If you have changed the cost centre, use the search-light icon to search for the name of the person who has authority over the new cost centre. (you must do this, even if it is the same person).
- If you want to make changes, press the **BACK** button at the bottom of the form to move back and change any entries. Always use the **BACK** and **NEXT** buttons at the bottom of the form, do not use the browser icons at the top.

At this point you should **SAVE** the form before pressing the **NEXT** button to move to the Expense Entry form

Expense Entry

In the expense entry form you complete a row for each item that you wish to claim, entering the following information:

- **Project** (optional) and **Task** (conditional) - if the expense relates to a project, enter or select the number of that project, then select the task within that project to which the expense relates.
- **Date** (required) - enter the date of the claim as "22-Jul-2002" or select the date using the calendar icon next to the field.
- **Amount** (required) - enter the amount of the claim (including VAT if applicable)
- **Expense Type** (required) - Choose one of the Expense Type descriptions available in the next field. This describes and codes the expense.
- **Justification** (required) - Enter a justification for the expense. This note will be seen by the approver and can be used to persuade him or her to approve the claim.
- **Expense Group** (optional) - This makes no difference to the processing of the claim but helps by grouping like expenses on the summary form.
- See the full documentation on the intranet - CCSS/IT training and skills - pages for additional features and information.

At this point you should **SAVE** the form before pressing the **NEXT** button to move to the Review and Submit form.

Review and Submit

Review your expense claim, which appears as a weekly summary by expense groups and as a listing of each claim line.

- If satisfied, press the **SUBMIT** button to forward the claim to your approver for review and approval, then
 - print the form to a local printer in landscape format (File/Page/Set-up/Landscape)
 - Attach the required receipts to the form
 - Forward the Expense Report Summary Form and receipts to Accounts Payable at Bounds Green for review and validation