



iExpense Back to Basics

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Financials Consultant –O2Works

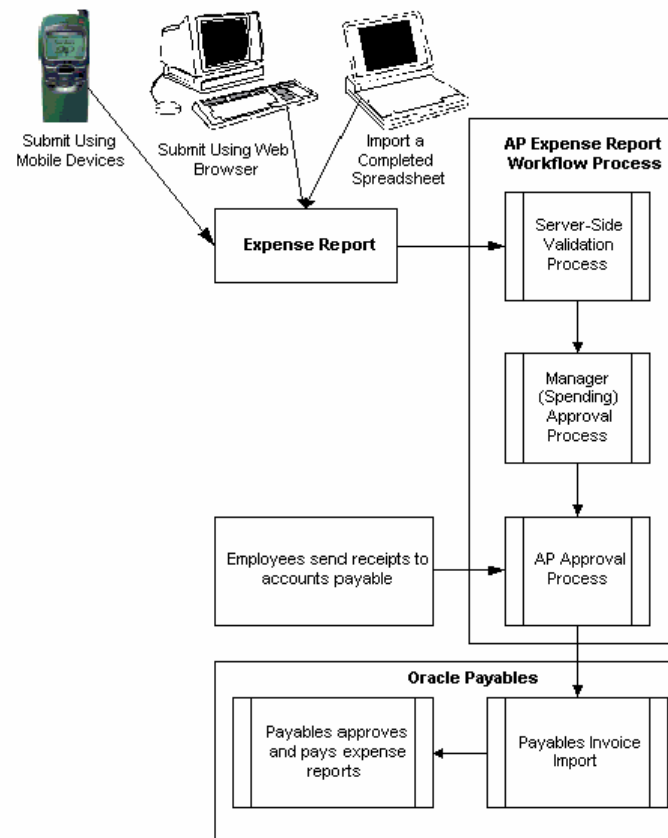
- Over 10 years of experience working with Oracle Financials in various organizations
- iExpense Clients Include:
 - Landor
 - Frito-Lay
 - Echostar
 - I2 Technologies
 - C-Bridge Internet Solutions
 - Kaiser Aluminum

Agenda

- Introduction
- What is iExpense?
- Basic Steps to Implement right out of the box
- Expense Entry to Approval
- Lessons Learned
- Additional Features –R12
- Q/A

What is iExpense?

- iExpense allows employees to submit expense reports using a standard web browser, web-enabled mobile device or by importing a completed expense spreadsheet from a configured template.
- What do you need?
 - ✓ Oracle Payables
 - ✓ Oracle Self Service Web Apps (ICX)
 - ✓ Workflow



Steps to Implement

- After the following basic setup steps, you will be able to enter an expense report and submit it for approval to the appropriate manager
 - Step 1 - Define Employees
 - Step 2 - Assign signing limits to Approvers
 - Step 3 - Set Profile Options for iExpense (OIE)
 - Step 4 - Define Users and assign responsibility
 - Step 5 - Define Expense Report template

Define Employees

Person Information

Name **BERRY, DINAH** Number **144444**

Address Assignment

Assignment Number **14928** Job

Position Supervisor **DUNCAN, DAVID J**

Organization **Setup Business Group** Billing Title

Accounting Information

Set Of Books **Kaiser Aluminum Corporatio**

Default Expense Account **321.10.395.0021.7151.03.00** **KAFP.CORP.HOU.FIN ACCTG.TRAVEL & ENTE**

Location Address

Location **HOUSTON, TX** Style **United States (International)**

Address **c/o KAISER ALUMINUM & CHEMICAL.5847 SAN FELIPE, 17TH FLOOR..**

Assign Signing Limits to Approvers

Document Type	Name	Cost Center	Signing Limit
AP Expense Report	BARNESON, JOHN	0051	99,999,999.00
AP Expense Report	DUNCAN, DAVID J	0021	5,000.00
AP Expense Report	FISK, JAMES	0021	10,000.00
AP Expense Report	FISK, JAMES	0051	10,000.00

Set Profile Options (OIE)

System Profile Values

Profile	Site	Application	Responsibility	User
OIE:Allow Credit Lines	Yes			
OIE:Allow Non-Base Pay	No			
OIE:Approver Required	No			
OIE:CC Approver Req	No			
OIE:CC Payment Notify	Yes			
OIE:Enable Approver	No			
OIE:Enable Credit Card	No			
OIE:Enable DescFlex	Lines Only			
OIE:Enable Expense Allocation	No	...		
OIE:Enable Policy				

Define Users and Assign Responsibility

Users

User Name:
 Password:
 Description:

Person:
 Customer:
 Supplier:
 E-Mail:
 Fax:

Password Expiration
☒ Days
☐ Accesses
☐ None

Effective Dates
 From:
 To:

Direct Responsibilities Indirect Responsibilities Securing Attributes

Responsibility	Application	Security Group	Effective Dates
			From To
Internet Expenses	Oracle Payables	Standard	15-AUG-2006

Users

User Name:
 Password:
 Description:

Person:
 Customer:
 Supplier:
 E-Mail:
 Fax:

Password Expiration
☒ Days
☐ Accesses
☐ None

Effective Dates
 From:
 To:

Direct Responsibilities Indirect Responsibilities Securing Attributes

Attribute	Application	Value
ICX_HR_PERSON_ID	Oracle Self-Service Web Appl	11
ICX_TO_PERSON_ID	Oracle Self-Service Web Appl	11

Define Expense Report Template

Template Name **LMN Standard** Inactive On

Description **LMN Standard Expense Report Template** ☒ Enable for Internet Expenses

Expense Items

Expense Item	Expense Category	Item Type	Includes Tax
Company Automobile-Other	Miscellaneous	Item	<input type="checkbox"/>
Education & Training - Comp	Miscellaneous	Item	<input type="checkbox"/>
Entertainment & Gifts	Miscellaneous	Item	<input type="checkbox"/>
Meals	Miscellaneous	Item	<input type="checkbox"/>
Hotel	Miscellaneous	Item	<input type="checkbox"/>
Meals-Breakfast	Miscellaneous	Item	<input type="checkbox"/>

GL Account Description **....TRAVEL & ENTERTAINMENT.MEALS.NONE..NONE**

Internet Expenses Attributes

Prompt

Require Receipt For **Not Required**

Require Receipt Above

Justification Required **Only with Violation**

☐ Viewable from All Templates


☐ Calculate Amount

GL Account

....7156.05.000..000
....7152.01.000..000
....7151.07.000..000
....7151.01.000..000
....7151.02.000..000
....7151.01.000..000

OTHER THAN RENT NONE..NONE

Expense Reports Info Page


Expense Reports

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Track Submitted Expense Reports

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

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
14709	04-Jan-2007	Ready for Payment	59		Not Required	265.00	test after hr email ...		
14692	06-Nov-2006	Ready for Payment	118		Not Required	1,500.00	Demo for David		
14691	06-Nov-2006	Ready for Payment	118		Not Required	1,300.00	JJ - Demo 1 - travel...		
14686	02-Nov-2006	Ready for Payment	122		Not Required	168.00	Email 1 test		
14642	15-Aug-2006	Ready for Payment	200			12.00	EXP 1 - can't see as...		

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
14690	15-Nov-2006	Withdrawn	154.00	Email 4 after Bharga...			
14695	12-Nov-2006	Withdrawn	1,300.00	JJ - Demo 1 - travel...			
14687	08-Nov-2006	Withdrawn	112.00	Email 2 test to Bill...			

Notifications

View [Open Notifications](#) [Go](#)

Select Notifications: [Open](#) [Reassign](#)

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

Select From	Subject	Sent	Due
<input type="checkbox"/> DUNCAN, DAVID J	Expense 14709 (265.00 USD) has been approved	04-Jan-2007	
<input type="checkbox"/> DUNCAN, DAVID J	Expense 14692 (1,500.00 USD) has been approved	06-Nov-2006	
<input type="checkbox"/> DUNCAN, DAVID J	Expense 14691 (1,300.00 USD) has been approved	06-Nov-2006	
<input type="checkbox"/> DUNCAN, DAVID J	Expense report 14642 (12.00 USD) approved	15-Aug-2006	

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

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

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Expense Entry - Purpose

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Create Expense Report: General Information

* Indicates required field

Name **BERRY, DINAH (144444)**

* Expense Cost Center

Reimbursement Currency **US Dollar**

Expense Template **KAC Standard**

* Purpose

☐ Includes Foreign Currency Receipts

[Save](#) [Cancel](#) [Step 1 of 3](#) [Next](#)

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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
 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-2007.

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	07-Mar-2007	1,200.00	Airfare	Travel to and from LA from ORD	1,200.00		
<input type="checkbox"/>	2	07-Mar-2007	33.34	Meals-Breakfast	Breakfast with Mark	33.34		
<input type="checkbox"/>	3	07-Mar-2007	234.12	Hotel	Hotel for for 1 night	234.12		
<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							
						Total	1,467.46	

Add More Lines

Update

Select Expense Lines:

Duplicate

Remove

Total Lines: 3

Grand Total: 1,467.46

Save

Cancel

Back

Step 2 of 3

Next

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Expense Entry – Review Page


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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	BERRY, DINAH (144444)	Receipts Status	Not Required
Expense Dates	07-MAR-2007 - 07-MAR-2007	Attachments	None Add
Cost Center	0021	Report Total	1,467.46 USD
Purpose	Travel to LA for Conference	Reimbursement Amount	1,467.46 USD
Approver	DUNCAN, DAVID J		

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

Business Expenses

Cash Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Justification	Expense Location	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachment
07-Mar-2007	1,200.00 USD		1 Airfare	Travel to and from LA from ORD					1,200.00		+
07-Mar-2007	33.34 USD		1 Meals-Breakfast	Breakfast with Mark					33.34		+
07-Mar-2007	234.12 USD		1 Hotel	Hotel for for 1 night					234.12		+
Total									1,467.46		

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

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

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Expense Entry - Submit

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Confirmation
 Expense report number 14711 for 1,467.46 has been submitted to DUNCAN, DAVID J for approval.

Expense Report 14711

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

Submission Instructions
 * 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.

General Information

Name	BERRY, DINAH (144444)	Report Submit Date	04-MAR-2007
Expense Dates	07-MAR-2007 - 07-MAR-2007	Attachments	None Add
Cost Center	0021	Report Total	1,467.46 USD
Purpose	Travel to LA for Conference	Reimbursement Amount	1,467.46 USD
Approver	DUNCAN, DAVID J		
Receipts Status	Not Required		

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

Business Expenses

Cash Expenses

Date	Receipt Amount	Exchange Rate	Expense Type	Justification	Expense Location	Merchant Name	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
07-Mar-2007	1,200.00 USD		1 Airfare	Travel to and from LA from ORD					1,200.00		+
07-Mar-2007	33.34 USD		1 Meals-Breakfast	Breakfast with Mark					33.34		+
07-Mar-2007	234.12 USD		1 Hotel	Hotel for for 1 night					234.12		+
Total									1,467.46		

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

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Notification for Approval

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Workflow

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[Worklist](#) >

Expense 14711 for BERRY, DINAH (1,467.46 USD)

[Approve](#) [Reject](#) [Reassign](#) [Request Information](#)

From BERRY, DINAH
To DUNCAN, DAVID J
Sent 04-Mar-2007 18:09:36
Due 09-Mar-2007 18:09:35
ID 86

Expense Report for BERRY, DINAH
Cost Center 0021
Purpose Travel to LA for Conference
Expense Report Total 1,467.46 USD
Attachments

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	Attachments
1	07-Mar-2007	Airfare	1,200.00 Travel to and from LA from ORD	
2	07-Mar-2007	Meals-Breakfast	33.34 Breakfast with Mark	
3	07-Mar-2007	Hotel	234.12 Hotel for for 1 night	
Total			1,467.46	

Action History

Num	Action Date	Action	From	To	Details
1	04-Mar-2007 18:09:36	Submit	BERRY, DINAH	DUNCAN, DAVID J	

Related Applications

[Expense Report Details](#)

Response

Note

[Return to Worklist](#)

☐ Display next notification after my response

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Employee Approval Notification



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Information

Information - This notification does not require a response.

Expense report 14642 (12.00 USD) approved

OK | Reassign | Request Information

From: DUNCAN, DAVID J
To: BERRY, DINAH
Sent: 15-Aug-2006 17:52:02
ID: 30

Expense Report for	BERRY, DINAH
Cost Center	0021
Purpose	EXP 1 - can't see assign
Expense Report Total	12.00 USD
Approved by	DUNCAN, DAVID J
Approver Comments	
Notes	
Instructions	Please send any required receipts to the Accounts Payable department.

Cash and Other Expenses: Business Expenses

Line Number	Date	Expense Type	Amount	Justification
1	15-AUG-2006	Meals	12.00	Lunch with Liz
Total			12.00	

References

Expense Report Details

Return to Worklist

☐ Display next notification after my response

OK | Reassign | Request Information

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Employee Approval Update


Expense Reports

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Expenses

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

Previous

1-5

Next 5

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
14711	04-Mar-2007	Ready for Payment	0		Not Required	1,467.46	Travel to LA for Con...		
14709	04-Jan-2007	Ready for Payment	59		Not Required	265.00	test after hr email ...		
14692	06-Nov-2006	Ready for Payment	118		Not Required	1,500.00	Demo for David		
14681	06-Nov-2006	Ready for Payment	118		Not Required	1,300.00	JJ - Demo 1 - travel...		
14686	02-Nov-2006	Ready for Payment	122		Not Required	168.00	Email 1 test		

[D](#) 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
14690	15-Nov-2006	Withdrawn	154.00	Email 4 after Bharga...			
14695	12-Nov-2006	Withdrawn	1,300.00	JJ - Demo 1 - travel...			
14687	08-Nov-2006	Withdrawn	112.00	Email 2 test to Bill...			

Notifications
 View [Open Notifications](#) [Go](#)

Select Notifications: [Open](#) [Reassign](#)

Select All | Select None

Select From	Subject	Sent	Due
<input type="checkbox"/> DUNCAN, DAVID J	Expense 14711 (1,467.46 USD) has been approved	04-Mar-2007	

Lessons Learned

- Problem: Expense report stuck in workflow
 - Manager Spending Approval process/Inform Sysadmin no Approver
- Solution – Manager not setup correctly
 - Verify manager is setup as employee, user and in signing limits for appropriate cost center
- Problem: ""<Item>" is invalid for the flexfield segment &SEGMENT.
 - When attempting to audit expense report in the Expense Report form in Payables
- Solution – Expense Item in the Expense report template is over 30 characters
 - Modify the Expense Item field on the template so that value is less than 30 characters
 - Bounce the Apache server

Lessons Learned cont.

- **Problem:** Delegate can't submit expense report for another
 - Admin cannot submit expense report on behalf of her boss
- **Solution –** Securing attribute for her boss is not set on her user id
 - Add securing attribute ICX_HR_PERSON_ID for authorized delegate
- **Problem:** When trying to enter expense report or using Search functions, the browser hangs and does not nothing happens
 - Upgraded AOL (which had Explorer updates)
- **Solution –** When AOL was updated, Viewpoint Manager and Viewpoint Toolbar was installed causing iExpense to behave unexpectedly.
 - Third party spy ware does not interact with OA Framework very well.
Go to Control Panel, Add/Remove Programs and remove, Viewpoint Manager and Viewpoint Toolbar (you might need to restart your PC)

Additional Functionality

- Import/Export Spreadsheet
 - Employees can upload a customized template for expense entry
- Integrate with Oracle Projects
 - Organizations can track expenses against various projects
- Credit Cards
 - Employees can add credit card transactions to their expense report and classify as business or personal

Additional Functionality –R12 11i.OIE.K

- R12 and OIE.K overlap with a few exceptions for R12 only
- **Expense Allocations** - empowers end users to perform General Ledger (GL) accounting and/or Oracle Projects expense allocations, including splitting expenses.
- **Global Per Diem and Mileage** - solution provides additional support for complex calculations to meet statutory regulations, especially in the Nordic countries. Various enhancements are made to the mileage reimbursements solution.
- **Cash Advances Management**- end users can apply advances during expenses entry as well as search on payments information

Additional Functionality –R12 11i.OIE.K cont.

- **Bar Coding** -a bar code is generated and printed on the expense report confirmation page. When Payables personnel receive the receipts package, they can quickly scan the bar code to check in the receipts package. This dramatically improves the productivity
- **Manager Approval (AME)** – route expense approvals based on the aggregated amounts charged to cost centers, projects, or awards. Notification shows both the total amount to be approved, and how much of each expense is charged to the area of approval authority. Ensures appropriate approval authority is enforced when expenses are allocated to many different cost center, projects, or awards. FYI notifications can be sent when this occurs.
- **Audit Management** – Audit Expense Reports page is redesigned with tabs relevant to auditing activities including verifying expenses, processing policy non-compliance issues, and reviewing other expenses data with drill down capability to details.

Additional Functionality –specific to R12

- **Expense Report Export** - Payables personnel can run the Expense Report Export concurrent interface program that allows payables personnel to review the export results online and analyze them quickly. Four categories of results list the expense reports for which invoices were created, the expense reports that had prepayments applied, the expense reports placed on hold, and the expense reports that were rejected
- **Ad Hoc Reporting** – Using Oracle Discoverer, you can develop ad hoc reports based on seeded expense reporting business areas.

Q/A

Thanks!

Vinita H Singh

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O2Works LLC

Chicago Office

About O2Works

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 - Denver
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