

Oracle iExpense User Guide

Effective 04/08/2024

IT PMT9 HENRICO COUNTY GENERAL GOVERNMENT

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Implementation

iExpense is an Oracle module used by Henrico County Employees to report and seek reimbursement for both education and training expenses as well as mileage reimbursement for those employees approved for daily mileage. This module replaces the paper process of requesting reimbursement for these expenses. Departments will still need to do any of their internal pre-approval travel process and attach these documents to the expense report.

Once an expense report is entered and approved, they are pulled into the Oracle AP module daily where an invoice is generated, and a check will be either mailed to the employee's home address or available for picked up at the employee's office location.

Any expense report of more than \$1,500 will need to be approved by Finance before an invoice is created.

For non-employees, a direct pay invoice will need to be created to reimburse education and training expenses as well as mileage. All supporting documents need to be attached to the invoice.

Navigation

Click on the following link to Access Oracle Ebiz/HRMS (Access Oracle Ebiz Suite from Work):

https://ebiz-int.henrico.us

From the Oracle Home Page, click on Internet Expenses and then Expenses Home:

Search	۹ 🔺 🔺	\mathcal{V} E-Business Suit
Henrico System Administrator		Ĩ
Internet Expenses		
Internet Expenses Audit Manager		▲ ×
Internet Expenses Auditor	Expenses Home	

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Subject						Sent		Due	From	
There are no noti	fications in this view.									

This is the Expense Home page and allows you to create a new expense report or update an existing expense report as well as track the status of your expense reports.

The Expense Home page will also allow you to set a delegated enterer (proxy) who will enter expense reports on your behalf.

Add a Delegated Enterer

If someone in your department is keying in expense report information on your behalf, you will need to set up a Delegated Enterer (proxy). When a Delegated Enterer enters your expense report, you will approve the report first before the report continues the approval path. This delegate will also be able to view all your previously submitted expense reports.

If you set up multiple Delegated Enterers, one Delegated Enterer can start an expense report and a different Delegated Enterer can complete and submit the expense report. The expense report will be shown on your home page and both Delegated Enterer's iExpense Home page and each will be able to track and if necessary make updates. <u>*Note: Utilization of "Delegated Enterers" is at the discretion of your Agency Head and not at the sole discretion of individual users.</u>

From the Expenses Home page, select Access Authorizations:

=	Henrico (County Exper	ise Reports		Global Policy	ति Home Fa	★ ✿ avorites Settin		Logged In As O	VE020 U Logout
Expenses										
Expenses Home E	Expense Reports Access A	Authorizations Payments	Search							
F	-									
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The following expense	e reports are either outstandir	ag or have been paid in the la	20 days							
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 If the status is Pen Table Diagnostics Update Expense 	iding Your Resolution, you we	ere sent a notification explain	ing the required action.							
	•									
Click an Update icon t	o make changes to a saved,	rejected, or returned expense	e report.							
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The following screen will appear:

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Expenses Home Expense Reports Access Authorizations Payments Search								
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The people in this list can enter expense reports for you. They can also view all of your previously submitted expense re	eports.	You can enter expense reports for th	e people in this	list. You can als	o view all of th	eir previously s	ubmitted expense reports.	
+		•••						
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Click the Plus sign to add a line:

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Expenses Home Expense Reports Access Authorizations Payments Search		
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Expenses Entry Delegations	Expenses Entry Permissions	
The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.	You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.	
+…	•••	
Name Remove	Name Remove	
<u> </u>	No results found.	
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Click the magnifying glass to search for a name:

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Search								
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Search B	y Full Name		~	Go				
Results								
Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name	
	No search conducted.							
About this	s Page						Cance <u>l</u> Sele	ect

Enter the last name of your delegate and click Go:

Search	and Sel	ect: Name						×
Search								
To find yo	our item, s	elect a filter item i	n the pulldown list an	d enter a value in the text f	field, then seled	t the "Go" button.		
Search B	y Full Na	ime	✓ balzer	G	io			
Results								
Select	Quick Select	Full Name 스	Employee Number	Contingent Worker	User Name	Email Address	Organization Name	n 🛆
0	P	Balzer, Ms. Krystina H	30067545		BAL046	bal046@henrico.us	G_Information Technology	ı
About this	s Page							
, about and	, ago						Cance <u>l</u>	Select

Click the Quick Select Icon:

⊕ n ★ ॐ Global Policy Home Favorites Settings	↓ ⁰ Logged In As OVE020 Worklist	U Logout
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	e reports.	
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Click Save.

You will received the following confirmation:

$= \underbrace{W}_{V \ I \ R \ G \ I \ N \ I \ A} \underbrace{Henrico}_{V \ I \ R \ G \ I \ N \ I \ A} \underbrace{Expense \ Reports}_{Expense \ Reports}$		Global Policy	🏠 Home	★ Favorites	Settings	Worklist	Logged In As OVE020	U Logout
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Expenses Home Expense Reports Access Authorizations Payments Search								
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Expenses Entry Delegations		Expenses Entry Permissions	;					
The people in this list can enter expense reports for you. They can also view all of your previously submitted expense	e reports.	You can enter expense reports for the p	people in this	list. You can als	so view all of t	heir previously	submitted expense reports.	
Name	Remove	Name					Remove	
Balzer, Ms. Krystina H	2	No results found.						
Table Diagnostics		Table Diagnostics						

Expense Report Approvers Setting a Vacation Rule

If you are an Approver of expense reports and are planning on being unavailable to approve, you can assign a vacation rule so that your alternate will be able to approve expense reports on your behalf.

From the Oracle home page, click on your Worklist and then click on Go to Full Worklist:



Click on Vacation Rules:

Click on Create Rule:

/acation Rules						
Create Rule •••						
Rule Name		Item Type	Notification	Update	Delete	Statu
You have not setup any notification routing rules. Please use the Cre	eate Rule button to create a new notification routing rule.					

The following screen will be displayed:

Item Type Vacation Rule: Item Type	Notification	Rule Response
Select the type of notification that will activate this rule. Item Type (All		
Return to Vacation Rules		Step 1 of 3 Next

Select Item Type:

All: Delegate the approval of all documents. This would include expense reports, requisitions, and HR documents.

Expenses: Only delegate the approval of expense reports.

This example will select Expenses:

item Type	Notification	Rule Response
Vacation Rule: Item Type		
Select the type of notification that will activate this rule. Item Type (Expenses) If "-All-" is selected, you will skip to Step 3.		
Return to Vacation Rules		Step 1 3 Ne <u>x</u> t

Click Next.

Item Type	Notification	Rule Response
Vacation Rule: Notification		
Indicate the notification format that will activate this rule Item Type Expenses Notification All Select	N Q	Cancel Back Step 2 of 3 Next

Item Type Expenses will only have "All" Notifications, click Next.

The following screen will appear:

	O Item Type	Notifica	ation	Rule Response
Vacation Rule: Re		Nounce	aon	
* Indicates required field				
Item Type Notification	Expenses All			
* Start Date	10-Oct-2023 09:05:12			
* End Date Message	Î			
		4		
Reassign	Comments will display with each routed notification n All Employees and Users	≥ Q		
	Delegate your response A manager may delegate all notification approvals to	an assistant.		
	 Transfer notification ownership A manager may transfer a notification for a specific pi 	piect to the new manager of that project.		
O Deliver n	notifications to me regardless of any general rule			
				Cancel Back Step 3 of 3 Apply

Click the calendar icon in Start Date to change the start date, it will default to the current date and time. Type over the time to change the time.

Click the calendar icon in End Date to set the ending date. Type over the time to change the time.

Optionally, add a message that will appear on the notification to your delegate.

Click the magnifying glass to Reassign and a Search box will appear:

Search and Select: User or Role						
Search						
To find you	r item, select a filter item in the pulldown list a	and enter a value in the te	xt field, then select the "Go" b	utton.		
Search By	Name V	Go				
Results						
Select	Quick Select	Name	User Name	Email		
	No search conducted.					
About this I	Page			Cance <u>l</u> Select		

Enter the user's last name, comma, first name:

Search and Se	Search and Select: User or Role X							
Search								
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.								
Search By Name 🗸 baugh, doug								
Results	Results							
Select	Quick Select	Name	User Name	Email				
	No search conducted.							
About this Page				Cance <u>I</u> Select				

Click Go:

Search a	nd Select: User or Ro	ble			
Search					
To find you	r item, select a filter item i	n the pulldown list and ente	er a value in the text field, then	select the "Go" button.	
Search By	Name V baugh, d	doug	Go		
Results			Yearnessen		
Select	Quick Select	Name	User Name	Email	
0		Baugh, Doug	BAU	bau@henrico.us	
About this F	7				

Click the icon in the Quick Select column to select the delegator. The screen will now be populated with the delegator you selected:

	0 Item Type	Notification	Rule Response
Vacation Rule: Res			
* Indicates required field			
Item Type Notification			
* Start Date	Aii 10-Oct-2023 09:05:12 Image: 10-Oct-2023 09:05:12 (example: 10-Oct-2023 09:05:12) Image: 10-Oct-2023 09:05:12 Image: 10-Oct-2023 09:05:12		
	(example: 10-0cf-2023 09:05:12) 11-Ocf-2023 09:08:03		
	6		
Reassign	Comments will display with each routed notification All Employees and Users	Q.	
O Deliver no	Delegate your response A manager may delegate all notification approvals to an assistant. Transfer notification ownership A manager may transfer a notification for a specific project to the new manager of that project. Diffications to me regardless of any general rules		
			Cancel Back Step 3 of 3 Apply
eep the radio but	tton checked for Delegate your response.		
lick Apply.			
		Page 13 of 76	

Your screen will now show the rule:

Create Rule •••					
Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Baugh, Doug	Expenses	<all></all>	/	Î	Active

If you want to delete the rule, click on the trash can icon.

To change the rule, click the Update pencil.

NOTE: Only 1 vacation rule per Item Type can be active at a time.

Requesting a Cash Advance and Creating a Prepayment Invoice for a Future iExpense Expense Report

There are situations where advance payments of anticipated travel expenses are necessary. These should be limited to training exercises of extended duration (more than a week) or situations where reimbursements would cause a financial hardship. Travel advances require the completion of a travel advance request form and must be signed by the Agency Head and Finance Director.

Travel advance request forms can be found at:

https://henricova.sharepoint.com/finance/SitePages/OracleFinancial.aspx?Mode=Edit

Right click on the Word or Excel document name and select Download.

When creating a Cash Advance invoice that will be matched to a future iExpense expense report, the invoice <u>must be entered as a Prepayment type</u> in Oracle accounts payable. See section 4.1 Creating a Cash Advance Invoice to be Applied to an Expense report in the Accounts Payable document at: <u>https://henricova.sharepoint.com/finance/SitePages/OracleFinancial.aspx?Mode=Edit</u>

Creating an Expense Report

From the Expenses Home page, click on Create Expense Report:

=	Henrico Co	ounty expe	ense Reports		Global Policy Home Fav	★ ₿ vorites Settings	الم <mark>ت</mark> اب ا Worklist	.ogged In As OVI	E020 U Logout
Expenses									
Expenses Home	Expense Reports Access Auth	norizations Payments	s Search			_			
Expenses Horr	ie					Create Expense Re	port Import Spread	sheet Export	Spreadsheet
Track Submitted	Expense Reports								
The following expense	e reports are either outstanding o	r have been paid in the	last 30 days.						
Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Tot	al (USD) Purpose	Duplicate	Withdraw
No results found.									
If the status is Per Table Diagnostics Update Expense	nding Your Resolution, you were : Reports	sent a notification explai	ining the required action.						
Click an Update icon	to make changes to a saved, reje	cted, or returned expen	ise report.						
Report Number		Report Date		Status	Report Total (USD) F	Purpose	Update [uplicate	Delete
No results found.									
Table Diagnostics									
View Open Notification	ons 🗸 Go								
E 🖉 •••									
Subject					Sent	Du	e	From	
There are no noti	fications in this view.								

The Create Expense Report: General Information page will appear.

Create Expense Report: General Information Page

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penses penses Home Expense Reports Access Authorizations Payments Search							
General Information	Cash and Other Expenses		Expense Allo	cations		Review	
Create Expense Report: General Information						Step 1 of 4	Ne <u>x</u> t
f Indicates required field							
Name Overton, Ms. Judy A (30078425) ✓ * Cost Center 19001 ☑ Q	Expense Temp * Purp	HC iExp Rpt Template					
Information Technology	Appr		⇒ Q				
Site Image: Contract of the state of the st							
							_
ne field:							
The Name field represents the traveler's name	<u>ie</u> .						_

If you are creating your own expense report, the Name field will default to your name. If you are a delegated enterer of expense reports, use the dropdown arrow to select the employee you are creating the report for.

Cost Center field:

The cost center field will default to your HRMS payroll cost center. <u>Do not change</u> the cost center on this page as it is used to determine the approver. If this needs to be changed, you will have that option on the Create Expense Report: Expense Allocations page.

Site field:

Use the drop-down arrow to select Home (check will be mailed) or Office (check will be available for pickup at your location).

Purpose field:

Enter a purpose for this expense report.

Approver field

This field should be left blank so the approval will go to the Agency Head.

Expenses Expenses Home Expense R	eports Access Authorizations Payments Sear	rch		
Genera	I Information	Cash and Other Expenses	Expense Allocations	Review
Create Expense Rep	ort: General Information			Save Cancel Step 1 of 4 Next
* Cost Center	Overton, Ms. Judy A (30078425) 19001 a Q Information Technology Home V US Dollar	Expense Template HC iE * Purpose Trave Approver		

Click Next and the Create Expense Report: Cash and Other Expenses page will appear.

Create Expense Report: Cash and Other Expenses Page

≡			7	fenrico Ce	Dunty Expense	Reports		Global Policy	🏠 Home	★ Favorites	Settings	₩ ⁰⁷⁷ Logged In As O Worklist	VE020 U Logout
Exper	ises	1											
Expen	ses ŀ	lome	Expens	e Reports Access Aut	horizations Payments Searc	ch							
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				ral Information		Cash and Other Ex	kpenses			Expense A	llocations		Review
Cre	ate	e Exp	oense R	eport: Cash and	Other Expenses							<u>Save</u> Cance <u>I</u> Bac <u>k</u> Ste	ep 2 of 4 Ne <u>x</u> t
Re	ceip	t-Base	d Expenses	[0.00] Per Diem Expen	ises [0.00] Mileage Expense	s [0.00]							
R	ece	ірт-В	ased Exp	oenses [0.00]									
R	ecei	pt-Ba	sed Exper	ises									
0	TIP	Enter a	all business e	expenses. Enter one expen	se per line. Click Details to ente	er information specific to an expense, si	uch as the Daily Rate. If your	receipt includes more t	han one exper	ise type, click l	temize.		
Ø	TIP	Date E	xample: 12-	SEP-2023.									
S			nse Lines:	Duplicate Remove	Show Receipt Currency	-							
			Date		Receipt Amount	Expense Type	Justification					Reimbursable Amount (USD)	
		1		tio tio		~							
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										🔥 Total		0.00	
Tal	ble D	iagnos	stics										
												Save Cancel Back Step	o 2 of 4 Ne <u>x</u> t

*Officials and employees of the County required to use their private vehicle in the performance of their official duties (routine mileage) will be compensated for business miles traveled at the current mileage rate.

** When entering Incidentals, enter one line per day of travel, do not span multiple days.

Natural Account 50430 = Mileage

Natural Account 50431 = Education and Training

Create Expense Report: Cash and Other Expenses Page – Entering Receipt-Based Expenses

Jpda	te Exp	ense Report: Ca	ash and	Other Expenses			Save Cancel Back Step 2 of 4 Next					
Recei	eceipt-Based Expenses [0.00] Per Diem Expenses [0.00] Mileage Expenses [0.00]											
Rec	Receipt-Based Expenses [0.00]											
Rece	ipt-Bas	ed Expenses										
		l business expenses. Ente ample: 13-SEP-2023.	r one expens	e per line. Click Details to enter	information specific to an expense, such as the	he Daily Rate. If your receipt includes more than one expense type, cliv	ck Itemize.					
Selec	Select Expense Lines: Duplicate Remove Show Receipt Currency + •••											
	Line	Date		Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD) Details					
	1	05-Sep-2023 🐞		10	Travel - Parking	Parking for Conference						

Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Receipt Amount - Enter the amount of the receipt.

Expense Type – Use the drop-down arrow to select the appropriate expense type.

Justification – Enter a justification for this expense type.

Click the Details icon:

=	Ienrico Cou	Inty Expens	e Reports	Global Policy	🏫 Home	★ Favorites	Settings	لم Worklist	Logged	l in As OVE020	Logout
Expenses											
Expenses Home Expense	e Reports Access Authoriz	zations Payments Se	earch								
	0										
Gene	ral Information		Cash and Other Expenses			Expense A	llocations			Revie	w
Cash and Other E	xpenses: Details for	r Line 1						Itemize	Duplicate Ne	w Remove	Return
* Indicates required field											
Daily Rate	05-Sep-2023 to 10.00		Parking for Conference								
Number Of Days * Receipt Amount		Expense Location Merchant Name									
* Receipt Currency	USD - US Dollar 🗸		Original Receipt Missing								
Exchange Rate Reimbursable Amount			+ •								

When entering Receipt-Based expenses it is a Finance Department <u>requirement to attach a receipt</u>. Click the plus sign to add an attachment. Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

After the receipt has been attached, click Return to return to the Cash and Other Expense page:

Expenses	5							
Expenses	Home	Expense Reports Acce	ess Authorizations Payment	s Search				
Under	to Evr	General Information	and Other Expanse	Cash and Other Ex	penses	Expense Allocations		Review
		Expenses [10.00] Per Dien					<u>Save</u> Cance <u>l</u> Bac <u>k</u> Ste	p 2 of 4 Ne <u>x</u> t
Rece	eipt-Ba	ased Expenses [10.00]						
Rece	ipt-Bas	ed Expenses						
		I business expenses. Enter one ample: 13-SEP-2023.	expense per line. Click Details	s to enter information specific to an expense, su	uch as the Daily Rate. If your receipt includes r	nore than one expense type, click Itemize.		
Selec		se Lines: Duplicate Rem						
	Line		Receipt Amount	Expense Type	Justification		Reimbursable Amount (USD)	Details
	1	05-Sep-2023	10.00	Travel - Parking	Parking for Conference		10.00	
	2	Ê		~				
	3	ΰ		~				
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	6	<u>ن</u> اً		~				
	7	Ċ		~				F
	8	Ê		~				
	9	tio		~				
	10	1		~				
						🐚 Total	10.00	

Note that the Reimbursable Amount and Total fields are now populated. In addition, the total is now displayed on the Receipt-Based Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line. Duplicating a line will not copy any attachments, any receipt will need to be added to the new line.

When all Receipt-Based expenses have been entered, proceed to the Per Diem expenses and/or Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Meals

Expenses												
Expenses Home Expense Reports Access Au	Expenses Home Expense Reports Access Authorizations Payments Search											
0		•		Ō	0							
General Information		Cash and Other Expension	ses	Expense Allocations	Review							
Update Expense Report: Cash and	l Other Expenses			Sav	ve Cancel Back Step 2 of 4 Next							
Receipt-Based Expenses [20.00] Per Diem Expe												
Per Diem Expenses [0.00]												
Per Diem Expenses												
IP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details. IP Date Example: 13-SEP-2023.												
Select Expense Lines: Duplicate Remove	I + ····											
Line Start Date	Start Time End Time	Expense Type	Justification	Reimt	oursable Amount (USD) Details							
1 05-Sep-2023	08 • 00 • 17 • 00 •	Meals V	Meals for Conference									

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Start Time – Enter the time of departure for the specific Start Date in military time.

End Time - Enter the end time for the specific Start Date in military time.

Expense Type – Use the drop-down arrow to select Meals.

Justification – Enter a justification for this expense type.

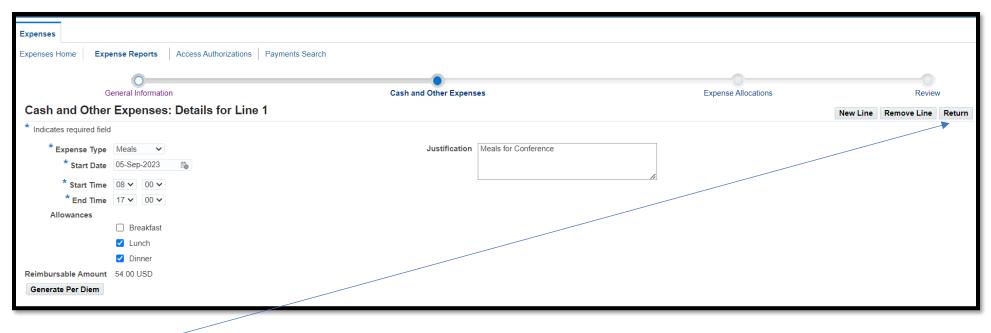
Click the Details icon:

Expenses			
Expenses Home Expense Reports Access Authorizations Payments S	Search		
0		0	
General Information	Cash and Other Expenses	Expense Allocations	Review
Cash and Other Expenses: Details for Line 1			New Line Remove Line Return
* Indicates required field			
* Expense Type Meals 🗸	Justification Meals for Conference		
* Start Date 05-Sep-2023 to			
* Start Time 08 ❤ 00 ❤			
* End Time 17 🗸 00 🗸			
Allowances			
Breakfast			
Lunch			
Dinner			
Reimbursable Amount			
Generate Per Diem			

Check each meal box for which reimbursement is requested. If you attended a conference and a meal(s) is included with the conference registration do not check the meal box for those associated meals.

Expenses				
Expenses Home Expe	ense Reports Access Authorizations Payments Search			
	0	•	0	
Ge	eneral Information	Cash and Other Expenses	Expense Allocations	Review
Cash and Other	Expenses: Details for Line 1		New	Line Remove Line Return
* Indicates required field				
* Expense Type * Start Date * Start Time * End Time Allowances	Meals	Justification Meals for Conference		
Reimbursable Amount Generate Per Diem				

Click Generate Per Diem. The per diem amount will be calculated based on the Start Time and End Time entered for that day and per the Federal per diem rates per IRS guidelines.



The Reimbursable Amount is now populated.

Click Return.

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		General Info	ormation			Cash and Other Expe	nses			Expense A	llocations		Review	
odat	e Exp	oense Repo	ort: Cash a	and Other Expen	ses							Save Cancel Back	Step 2 of 4	Ne <u>x</u>
Per D Per Di I TIP I TIP	liem E em Ex Enter or Date Ex	Expenses [54	I.00] or each travel de 023.	Expenses [64.00] Milea estination. To enter addition		leductions information, click	(Details.							
	Line	Start Date		Start Time	End Time	Expense Type	Justification					Reimbursable Amount (JSD) Detai	ils
	1	05-Sep-2023		08 🗸 00 🗸	17 🗸 00 🗸	Meals V	Meals for Conference						54.00	l –
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	4		Č.	♥ 00 ♥	~ ~	~							Ē	
	5		Ē	✓ 00 ✓	~ ~	~								
									[🔥 Total			54.00	

Note that the Reimbursable Amount and Total fields are now populated. In addition, the total is now displayed on the Per Diem Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line.

When all Per Diem expenses have been entered, proceed to the Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Incidentals

NOTE: When entering Incidentals, enter one line per day of travel that incidentals were incurred, do not span multiple days.

Expenses Expense Reports Access Authorizations Payments Search											
General Information Cash and Other Expenses Expense Allocations Review Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Ney											
Receipt-Based Expenses [20.00]											
Per Diem Expenses [54.	00]										
Per Diem Expenses Image: State of the sequence of the sequenc											
Select Expense Lines: Duplicate Remove + •••											
1 05-Sep-2023	© 08 ∨ 00		Meals V	Meals for Conference		54.00					
2 05-Sep-2023	to 08 ♥ 00	17 🗸 🗸	Incidentals V	Incidentals for Conference							

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Start Time – Enter the time of departure for the specific Start Date in military time.

End Time - Enter the end time for the specific Start Date in military time.

Expense Type – Use the drop-down arrow to select Incidentals.

Justification – Enter a justification for this expense type.

Click the Details icon:

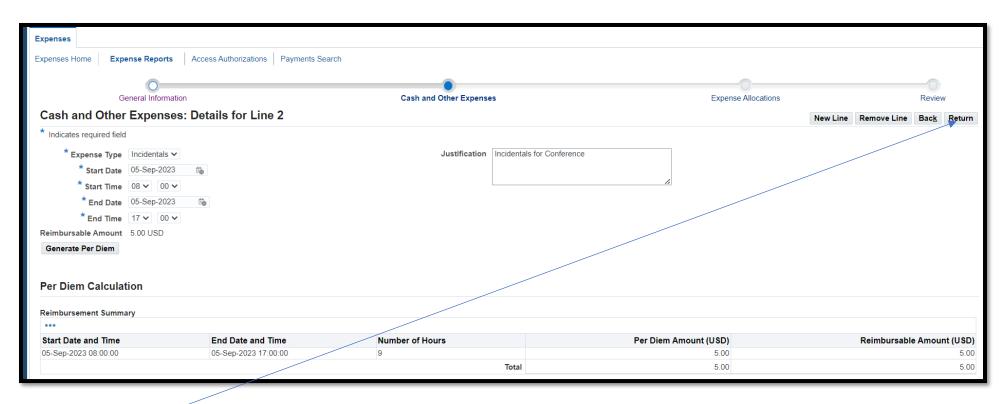
Expenses					
Expenses Home Expen	nse Reports Access Authorizations Payments Search				
Ge	eneral Information	Cash and Other Expenses	Expense Allocations		Review
Cash and Other	Expenses: Details for Line 2			New Line Remove Line	Back Return
* Indicates required field					
* Expense Type	Incidentals V	Justification Incidentals for Conference			
	05-Sep-2023 🖆				
* Start Time	08 🗸 00 🗸	4			
* End Date	0				
* End Time	v v				
Reimbursable Amount					
Generate Per Diem					

End Date – Enter the same date as Start Date.

End Time -	Enter the end	time for the	specific Start	Date in military tim	ıe.
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Expenses									
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Cash and Other	Expenses: Details	for Line 2				New Line	Remove Line	Bac <u>k</u>	Return
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* Start Date	05-Sep-2023 📸								
* Start Time	08 🗸 00 🗸				1.				
* End Date	05-Sep-2023 👘								
* End Time	17 🗸 00 🗸								
Reimbursable Amount									
Generate Per Diem									
								_	

Click Generate Per Diem. The per diem amount will be calculated based on the Start Date and End Date entered and per the Federal per diem rates per IRS guidelines.



The Reimbursable Amount is now populated.

Click Return.

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xpenses											
xpenses	Home	Expense Rep	orts	Access Authorizations	Payments Search						
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		General Info	ormation			Cash and Other Expe	enses	Expen	se Allocations		Review
Upda	te Ex	pense Repo	ort: Ca	sh and Other Ex	penses					Save Cancel Back Ste	ep 2 of 4 Ne <u>x</u> t
Receip	t-Based	Expenses [20.00]	Per D	iem Expenses [59.00]	Mileage Expenses [0.00]						
Perl	Diem	Expenses [59	0.001								
⊗ TIP ⊗ TIP	Enter o Date E	xpenses ine expense line fo xample: 13-SEP-2 inse Lines: Dupl	023.	vel destination. To enter a	dditional information inclu	ding deductions information, clic	k Details.				
		Start Date		Start Time	End Time	Expense Type	Justification			Reimbursable Amount (USD)	Details
	1	05-Sep-2023	i o	08 🗸 00 🗸			Meals for Conference			54.00	
	2	05-Sep-2023	i o	08 ~ 00 ~	· 17 ~ 00 ~	Incidentals V	Incidentals for Conference			5.00	
	3		i o	✓ 00 ╲		~					
	4		i o	✓ 00 ╲		~					
	5		Ť0	✓ 00 ×	· · ·	~					
								Total		59.00	

Note that the Reimbursable Amount and Total fields are now updated. In addition, a new total is now displayed on the Per Diem Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line.

When all Per Diem expenses have been entered, proceed to the Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Mileage Expenses

Expenses														
Expenses	lome	Expense Rep	oorts A	ccess Authorizations Pa	yments Search									
		C				•				0				0
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Updat	e Ex	kpense Rep	ort: Cas	sh and Other Exp	enses						<u>S</u> ave	Cancel	Bac <u>k</u> Step	2 of 4 Ne <u>x</u> t
Receip	-Base	d Expenses [20.00] Per Die	em Expenses [59.00] Mil	eage Expenses [0.00]									
Milea	ige E	Expenses [0.0	0]											
			-											
Milea	ge Ex	cpenses												
		one expense line f Example: 14-SEP-2		arate mileage claim. To ent	er additional information including v	ehicle information, cl	lick Details.							
				emove 🕂 ••••										
		Start Date	incute in	Expense Type	Justification		Unit of Me	asure	Trip Distance	Distance Rate	Reimbu	ursable Ai	mount (USD)	Details
	1	05-Sep-2023	Ē	Travel Mileage 🗸	Travel for Conference		Miles	~	108					
	2		Ū.	~			Miles	~						Ē
	3		Ē	~			Miles	~						Ē
	4		Ť	~			Miles	~						Ē
	5		Ť.	~			Miles	~						Ę
										Total			0.00	
Table	Diag	nostics												

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Expense Type – Use the drop-down arrow to select Travel Mileage (Education and Trailing Mileage) or Daily Mileage (Mileage - authorized employees only)

Justification – Enter a justification for this expense type.

Trip Distance – Enter miles traveled.

Click the Calculate Icon to populate Reimbursable Amount (USD).

The Reimbursable Amount is now populated:

xpenses	5									
xpenses	Home	Expense Reports	Access Authorizations Pa	ayments Search						
		0								
		General Information		Casi	h and Other Expense	s		Expense Allocations	Re	view
Upda	te Ex	opense Report: Ca	ash and Other Exp	enses					Save Cancel Back Step 2	2 of 4 Ne <u>x</u> t
Dessi	4 D	d European (20,00) - Dee D		Francisco F70 7 41						
Receip	ot-Base	d Expenses [20.00] Per D	Nem Expenses [59.00]	leage Expenses [70.74]						
Mile	age E	xpenses [70.74]								
Milea	age Ex	penses								
			eparate mileage claim. To en	ter additional information including veh	nicle information, click	Details.				
Ø TIF	P Date E	Example: 15-SEP-2023.								
Selec	t Expe	nse Lines: Duplicate	Remove 🕂 🚥							
	Line	Start Date	Expense Type	Justification		Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
	1	05-Sep-2023 🍅	Travel Mileage 🗸	Travel for Conference		Miles 🗸	108	0.655	70.74	
	2	Ċ	~			Miles 🗸				
	3	Ê	~			Miles 🗸				
	4	Ê©	~			Miles 🗸				
	5	Ê	~			Miles 🗸				
								b Total	70.74	

NOTE: Receipts for all Mileage Expenses <u>are required</u> but will be added on the Create Expense Report - Review page.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line. Click the Calculate Icon to update the Reimbursable Amount (USD) to see the Total for all lines.

When all Mileage expenses have been entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Expense Allocations

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	C	General Inform	mation				Cash an	d Other Ex	penses				Expense Al	locations			Review	v
Upd	ate Expens	se Repor	rt: Expens	se Allocati	ons										<u>S</u> ave Cano	el Bac <u>k</u>	Step 3 of	4 Ne <u>x</u> t
	e fields below to u licates required fi		nse allocations	for selected exp	ense lines. Aj	oply an amount split	t to a single e	expense lin	e.									
	You can only upo				-													
	t Expense Lines	•	Allocations	Revert My A	llocations	✓ Apply												
÷																		
F	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	🔺 All					149.74												
		Cash 1 Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 🔄 Q General Operating Fund	50431 Education and Training	19001 ⊾ Q Information Technology	0000 🔄 Q	00000 🔟 Q	0000 🔟 Q None	0000 Default I/F	00000 None	00000 None
	:	Cash 2 Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 🔄 🔍 General Operating Fund	50431 Education and Training	19001 S Q	0000 a q	00000 🔟 9	0000 🔟 Q	0000 Default I/F	00000 None	00000 None
	:	3 Per Diem	05-Sep-2023	Meals	54.00 USD	54.00			Meals for Conference	0101 😖 Q General Operating Fund	50431 Education and Training	19001 S Q	0000 🔟 Q	00000 🔟 Q	0000 🔟 9	0000 Default I/F	00000 None	00000 None
		4 Per Diem	05-Sep-2023	Incidentals	5.00 USD	5.00			Incidentals for Conference	0101 S Q General Operating Fund	50431 Education and Training	19001 Q	0000 🔟 Q	00000 🔟 Q	0000 M Q	0000 Default I/F	00000 None	00000 None
		5 Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 🔟 Q General Operating Fund	50431 Education and Training	19001 a Q Information Technology	0000 🔟 O	00000 🔟 9	0000 a q	0000 Default I/F	00000 None	00000 None

NOTE: Natural Account is restricted and cannot be updated. If the expense needs to be allocated to a different Natural Account, the department will need to submit an IDT to move money into the correct Natural Account.

Updating Fund, Cost Center, Function, Project, or Location:

Fund, Cost Center, Function, Project, or Location are all fields that can be updated by typing over the value or using the magnifying glass to search. See section Using the Magnifying Glass to Search for an example.

Splitting Allocations for an Expense Report Line Item:

Fund, Cost Center, Function, Project, or Location on any line can be split into multiple account strings.

The following is an example of splitting line 5, Mileage, into two separate account strings:

Select the line and then click Update Allocations:

penses																		
enses l	Home Ex	ense Reports	Access Autr	norizations Pa	yments Search													
		0-																
General Information							Cash and Other Expenses							Expense Allocations				
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			Illocations for se	elected expense	ines. Apply an	amount split to a single expe	ense line.											
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>	All [Collapse A	1																
	cus Line	Payment Method			Receipt Amount	Reimbursable Amount (USD)	Merchant Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location		Future Use 1	Future Use 2	
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	All	Cash Receipt	05 Sep 2023	Travel Parking	10.00 USD			Parking for	0101 🔟 Q	50431	19002 🔟 Q	0000 🖌 Q	00000 🔟 🤇	0000 🖌 Q	0000	00000	00000	
	All	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00		Parking for Conference	0101 Seneral Operating Fund	50431 Education and Training	19002 📓 🔍 County Phones	0000 🔟 Q None	00000 🔟 Q	0000 🔟 Q None	0000 Default I/F	00000 None	00000 None	
						10.00		Conference Parking for	General Operating Fund	Education and Training 50431	County Phones				Default I/F			
				Travel - Parking Travel - Parking				Conference	General Operating Fund	Education and Training	County Phones	None	None	None	Default I/F	None	None	
		Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00		Conference Parking for	General Operating Fund 0101 <u>Q</u> General Operating	Education and Training 50431 Education and Training 50431	County Phones	None 0000 🛓 Q	None 000000 🚽 Q	None 0000 🔊 Q	Default I/F 0000 Default I/F	None 00000	None 00000	
				Travel - Parking		10.00		Conference Parking for Conference	General Operating Fund 0101 Q General Operating Fund	Education and Training 50431 Education and Training	County Phones 19001 Q Information Technology	None 0000 y Q None	None 00000 y Q None	None 0000 y Q None	Default I/F 0000 Default I/F	None 00000 None	None 00000 None	
		Cash Receipt	07-Sep-2023 05-Sep-2023	Travel - Parking Meals	10.00 USD 54.00 USD	10.00		Conference Parking for Conference Meals for	General Operating Fund 0101	Education and Training 50431 Education and Training 50431 Education and Training 50431	County Phones 19001 Q Information Technology 19001 Q Information	None 0000 」 Q None 0000 」 Q	None 00000 Q None 000000 Q	None 0000 Q None 0000 Q	Default I/F 0000 Default I/F 0000 Default I/F	None 00000 None 00000	None 00000 None 000000	
		Cash Receipt	07-Sep-2023	Travel - Parking Meals	10.00 USD	10.00		Conference Parking for Conference Meals for Conference	General Operating Fund 0101	Education and Training 50431 Education and Training 50431 Education and Training	County Phones	None 0000 None 0000 0000 None	None 00000 3 Q None 00000 3 Q None 00000 3 Q	None 0000 3 Q None 0000 3 Q None None None None	Default I/F 0000 Default I/F 0000 Default I/F	None 00000 None 00000 None	None O0000 None O0000 None	
	:	Cash Receipt	07-Sep-2023 05-Sep-2023 05-Sep-2023	Travel - Parking Meals	10.00 USD 54.00 USD null USD	10.00		Conference Parking for Conference Meals for Conference Incidentals for	General Operating Fund Official and Constraints General Operating Fund Official and Constraints Official and Constraints Official and Constraints Official and Constraints	Education and Training 50431 Education and Training 50431 Education and Training 50431 Education and	County Phones 19001 J Q Information Technology 19001 J Q Information 19001 J Q Information	None 0000 ⇒ Q. None 0000 ⇒ Q. None 0000 ⇒ Q. 0000 ⇒ Q. 0000 ⇒ Q.	None Q 00000 Q None Q 00000 Q None 00000 Q None	None 0000 Q_ None 0000 Q_ None 0000 Q_ 0000 Q_ 0000 Q_ 0000 Q_	Default I/F 0000 Default I/F 0000 Default I/F 0000 Default I/F	None 000000 None 000000 None 000000 None 000000	None 00000 None 00000 None 00000 None 00000 None	

The following screen will be displayed:

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Upd	ate Ac	count Alloc	ations: Exp	ense Line 5	,												Cance <u>I</u> P	review Apply
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					Equal													
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Fund		Cost Center	Function	Project	Location F	Remove												
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Exp	and All I Co	ollapse All																
4	and any or	ondpoor an																
	us Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	A	di				70.74												
		1 Mileage	05-Sep-202	23 Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None		0000 None	0000 Default I/F	00000 None	00000 None
										1 dild		rounnoiogy						

First, Select the Allocation method.

Populate the Fund, Cost Center, Function, Project, and Location fields with the new account string by either typing in the new account strings or use the magnifying glass to search. See section Using the Magnifying Glass to Search for an example.

Once all changes have been made, click Apply:

xpenses																		
Expenses H	Home E:	xpense Reports	Access Auth	orizations P	ayments Search													
		0-																-
		General Informat	tion			Cas	sh and Other Ex	xpenses				Expense Allo	ocations				E	Review
Updat	e Accou	Int Allocation	s: Expen	ise Line 5													Cance <u>I</u> Pr	eview Appl
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+																		
Fund		Cost Center	Function	Project	Locatio	on A	Amount Remo	ove										
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Focus	⊿ All					70.74												

Expe	nses																	
Exper	ises Hom	ne Expense	Reports Ac	cess Authoriz	ations Payme	nts Search												
		Gen	eral Information					Cash and Other Expens	202				Expense Allocati	ions			Revie	i w
Un	date F	Expense Re		anca Alla	cations			eden and ether Expens							0			
		•	· ·			Apply an amo	unt split to a single expe	ansa lina							<u>S</u> ave Ca	ance <u>l</u> Bad	Step 3 of	of 4 Ne <u>x</u> t
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		an only update ex																
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Exp		Collapse All																
Ŷ			Payment	_	Expense	Receipt	Reimbursable				Natural			_			Future	Future
	Focus	Line	Method	Date	Туре	Amount	Amount (USD)	Merchant Location	Justification	Fund	Account	Cost Center	Function	Project	Location	InterFund	Use 1	Use 2
		🔺 All					144.74											
		1	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00		Parking for Conference	0101 A Q General Operating Fund	50431 Education and Training	19002 S Q County Phones	0000 🔟 Q None	00000 🔟 Q None	0000 🔟 Q None	0000 Default I/F	00000 None	00000 None
		2	Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00		Parking for Conference	0101 g General Operating Fund	50431 Education and Training	19001 g	0000 🔟 Q None	00000 🔟 Q None	0000 🔄 Q None	0000 Default I/F	00000 None	00000 None
		3	Per Diem	05-Sep-2023	Meals	54.00 USD	54.00		Meals for Conference	0101 g Q General Operating Fund	50431 Education and Training	19001 S Q	0000 <u></u> Q None	00000 🔟 Q None	0000 <u></u> Q None	0000 Default I/F	00000 None	00000 None
		4	Per Diem	05-Sep-2023	Incidentals	null USD			Incidentals for Conference	0101 🔄 🔍 General Operating Fund	50431 Education and Training	19001 🔊 Q Information Technology	0000 🔟 🭳 None	00000 🔟 Q None	0000 🔟 Q None	0000 Default I/F	00000 None	00000 None
	\$	⊿ 5	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74		Travel for Conference									
		5.1					20.74			0101 Seneral Operating Fund	50431 Education and Training	19001 S Q Information Technology	0000 🔟 Q None	00000 <u>⊾</u> Q None	0000 🔟 Q None	0000 Default I/F	00000 None	00000 None
		5.2					50.00			0101 g General Operating Fund	50431 Education and Training	19001 S Q Information Technology	0801 🔄 Q Voice Plan	00000 🔟 Q None	0000 🔄 Q None	0000 Default I/F	00000 None	00000 None

When all Expense Allocations are correct, click Next.

Click Next to proceed to the Create Expense Report: Review.

Create Expense Report: Review

$= \underbrace{\text{Henrico County}}_{V \ I \ R \ G \ I \ N \ I \ A} \text{Expense Reports}$		G	Global Policy	G Home	★ Favorites	Settings	Worklist	Logged In	As OVE020	U Logout
Expenses										
Expenses Home Expense Reports Access Authorizations Payments Search										
General Information Update Expense Report: Review	Cash and Other Expenses				Expense All	ocations	<u>S</u> ave C	ance <u>i</u> Bac <u>k</u>	Review	Sub <u>m</u> it
Review the expense report below before submission. General Information										
NameOverton, Ms. Judy A (30078425)Expense Dates05-SEP-2023 - 07-SEP-2023Cost Center19001PurposeTravelApproverSparrow, Mr. Travis M	Original Receipts Status Report Total Reimbursement Amount									
Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Business Expenses										

ate	Receipt A	Amount Expense Ty	pe Justificatio	on Me	erchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)		Attachmer
)5-Sep-2023	10	.00 USD Travel - Parki	ng Parking for C	Conference		V		10.00	Ē	61 -
)7-Sep-2023	10	.00 USD Travel - Parki	ng Parking for C	Conference		V		10.00	Ē	1 -
							Total	20.00		
tart Date	Start Time	End Date	End Time	Number Of D	oays Expense Type	Justification	Destination	Amount (USD)	Details	Attachmer
Start Date	Start Time	End Date	End Time	Number Of D	ays Expense Type	Justification			Details	Attachmer
		05-Sep-2023	17:00		1 Meals	Meals for Conference		54.00	Ē	
)5-Sep-2023	08:00	00-3ep-2023								
	08:00	05-Sep-2023	17:00		1 Incidentals	Incidentals for Conference		5.00		
			17:00		1 Incidentals	Incidentals for Conference	Total			4
05-Sep-2023 Table Diagnos Villeage Expen	08:00		17:00	Trip Dist		Incidentals for Conference	Total Receipt Missing	59.00		H
Mileage Expen	08:00	05-Sep-2023						59.00	Details	

This page summarizes all the expense report items in addition to indicating which expenses require a receipt and whether a receipt has been attached. It is also the page to complete the review of the expense report prior to submitting for approval.

This page consists of the following tabs:

Expense Lines

Expense Allocations

Weekly Summary

Approval Notes

Expense Lines Tab – General Information:

If departmental travel approval documents were not added at the expense line level, they can be added on this page. (School Related Leave)

To add departmental travel approval documents to the expense report, click the plus sign under General Information:

General Informati	on		
	Overton, Ms. Judy A (30078425)	Original Receipts Status	Required
Expense Dates	05-SEP-2023 - 07-SEP-2023		+
Cost Center	19001		
Purpose	Travel	Report Total	149.74 USD
	Sparrow, Mr. Travis M	Reimbursement Amount	149.74 USD

Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

After the attachment is added, there will be a paperclip icon along with a blue bubble:

Expenses				
Expenses Home Expe	ense Reports Access Authorizations Payments	Search		
	0	O	0	
G	General Information	Cash and Other Expenses	Expense Allocations	Review
Confirmation				
Attachment Approva	I has been added successfully but not committed; it woul	Id be committed when you commit the rest of the current transaction.		
Update Expense	e Report: Review		<u>Save</u> Cancel	Back Step 4 of 4 Submit
Review the expense repo	ort below before submission.			
General Informati	ion			
Name	Overton, Ms. Judy A (30078425)	Original Receipts Status Required		
Expense Dates	05-SEP-2023 - 07-SEP-2023	<i>4</i> +		
Cost Center	19001	8-1		
Purpose	Travel	Report Total 149.74 USD		
Approver	Sparrow, Mr. Travis M	Reimbursement Amount 149.74 USD		

Expense Lines Tab – Mileage Expenses:

The Finance Department <u>requires a receipt</u> for all Mileage Expenses.

Mileage Expenses ... Reimbursable Start Date End Date Justification Trip Distance Mileage Rate **Original Receipt Required Receipt Missing** Amount Details Attachments Expense Type (USD) 05-Sep-2023 ٧ 70.74 📃 05-Sep-2023 Travel Mileage Travel for Conference 108(Miles) 0.655 +Total 70.74

To add departmental travel approval documents to the expense report, click the plus sign under Mileage Expenses:

Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

Acceptable receipts are MapQuest, Google Maps, or a log listing starting and ending odometer numbers.

After the attachment is added, there will be a paperclip icon along with a blue bubble:

leage Expense	es								
•									
art Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	eimbursable Amount Details (USD)	Attachment
-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	V		70.74	<i>6</i> ¹ +
							Total	70.74	

Expense Allocations Tab:

		General Information	ation			(Cash and Other Expenses				Expens	e Allocations	\$				Review
date E	xpens	se Report:	Review											<u>S</u> ave 0	ance <u>l</u> B	ac <u>k</u> Step	o 4 of 4 Su
ew the exp	pense rep	port below befor	re submission.														
neral In	forma	tion															
	Name	e Overton, Ms	. Judy A (3007	8425)			Original Receipts Statu	Required									
Expen	ise Dates	s 05-SEP-202	3 - 07-SEP-20	23				/1 +									
Cos	st Cente	r 19001					Banart Tata	149.74 USD									
		e Travel					Reimbursement Amoun										
4	Approve	r Sparrow, Mr.	Travis M				item burben en e	110.11000									
	_																
pense Line	es Ex	pense Allocati	ons Weekl	Summary Ap	proval Notes	0]											
ccount Expand A																	
	ll Collap	pse All Payment	Date	Expense	Receipt	Reimbursable	Merchant Locatio	Justification	Fund	Natural	Cost Center	Function	Project	Location	InterFund	Future	Future
Expand A	ll Collap	pse All	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD) 149.74	Merchant Locatio	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
Expand A	ine	Payment Method		•	Amount	Amount (USD)	Merchant Locatio	Parking for Conference	Fund 0101 General Operating Fund		Cost Center 19001 Information Technology	Function 0000 None	Project 00000 None	Location 0000 None	InterFund 0000 Default I/F		
Expand A	ine All	Payment Method Cash Receipt	05-Sep-2023	Туре	Amount 10.00 USD	Amount (USD) 149.74	Merchant Locatio	Parking for	0101 General	Account 50431 Education and Training 50431 Education and	19001 Information	0000	00000	0000	0000	Use 1	Use 2
Expand A	ine All All	Payment Method Cash Receipt Cash Receipt	05-Sep-2023	Type Travel - Parking Travel - Parking	Amount 10.00 USD	Amount (USD) 149.74 10.00	Merchant Locatio	Parking for Conference Parking for	0101 General Operating Fund 0101 General	Account 50431 Education and Training 50431 Education and Training 50431 Education and	19001 Information Technology 19001 Information	0000 None 0000	00000 None 00000	0000 None 0000	0000 Default I/F 0000	Use 1 00000 None 00000	Use 2 00000 None 000000
Expand A	ine All 2	Payment Method Cash Receipt Cash Receipt	05-Sep-2023 07-Sep-2023	Type Travel - Parking Travel - Parking Meals	Amount 10.00 USD 10.00 USD	Amount (USD) 149.74 10.00 10.00	Merchant Locatio	Parking for Conference Parking for Conference Meals for	0101 General Operating Fund 0101 General Operating Fund 0101 General	Account 50431 Education and Training 50431 Education and Training 50431 Education and	19001 Information Technology 19001 Information Technology 19001 Information	0000 None 0000 None	00000 None 00000 None	0000 None 0000 None	0000 Default I/F 0000 Default I/F 0000	Use 1 00000 None 00000 None 00000 00000	Use 2

This tab allows you to confirm the correct expense allocations for each expense line.

Weekly Summary Tab:

	neral Information		Cash and Other Expenses	,	Expen		Revi	
date Expense	Report: Review					<u>S</u> ave	Cancel Back Step 4 of	4 Su
iew the expense report	below before submission.							
neral Information	n							
Name (Overton, Ms. Judy A (30078425)		Original Receipts Status	s Required				
Expense Dates 0	05-SEP-2023 - 07-SEP-2023			/				
Cost Center 1	19001							
Purpose 7	Travel			I 149.74 USD				
	On annual Mar Tanada Ma		Reimbursement Amount	t 149.74 USD				
	se Allocations Weekly Summa	Approval Notes [0]						
xpense Lines Expense		Approval Notes [0]						
pense Lines Expense	se Allocations Weekly Summa	Approval Notes [0] Monday 04-SEP-2023	Tuesday 05-SEP-2023	Wednesday 06-SEP-2023	Thursday 07-SEP-2023	Friday 08-SEP-2023	Saturday 09-SEP-2023	Т
veekly Summary	se Allocations Weekly Summa		Tuesday 05-SEP-2023	Wednesday 06-SEP-2023	Thursday 07-SEP-2023	Friday 08-SEP-2023	Saturday 09-SEP-2023 0.00	
xpense Lines Expense	se Allocations Weekly Summa V By Expense Types Sunday 03-SEP-2023	Monday 04-SEP-2023	-	-	-	-		20
	se Allocations Weekly Summa v By Expense Types Sunday 03-SEP-2023 0.00	Monday 04-SEP-2023	10.00	0.00	10.00	0.00	0.00	20 54
Keekly Summary Veekly Summary Image: State of the sta	se Allocations Weekly Summa v By Expense Types Sunday 03-SEP-2023 0.00 0.00	Monday 04-SEP-2023 0.00 0.00	10.00 54.00	0.00	10.00 0.00	0.00	0.00	20 54

This tab allows you to view the expenses for each day in the week.

Final Review:

$= \underbrace{\text{Henrico County}}_{V \ I \ R \ G \ I \ N \ I \ A} Expense Reports$	Global		Settings Worklis	Logged In As OVE020
Expenses				
Expenses Home Expense Reports Access Authorizations Payments Search				
General Information Cast	Other Expenses	Expense Alloc	ations	Review
Update Expense Report: Review			<u>S</u> ave	Cancel Back Step 4 of 4 Submit
Review the expense report below before submission.				
General Information				
Name Overton, Ms. Judy A (30078425) Orig	Receipts Status Required			
Expense Dates 05-SEP-2023 - 07-SEP-2023 Cost Center 19001	<i>6</i> ¹ +			
Purpose Travel	Report Total 149.74 USD			
Approver Sparrow, Mr. Travis M	sement Amount 149.74 USD			
Expense Lines Expense Allocations Weekly Summary Approval Notes [0]				
Business Expenses				

				Г					
Date	Receipt Amou	nt Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount I (USD)	Details	Attachme
)5-Sep-2023	10.00 U	D Travel - Parking	Parking for Conference		V		10.00		ø <u>1</u> .
7-Sep-2023	10.00 U	D Travel - Parking	Parking for Conference		V		10.00		61.
						Total	20.00		
art Date	Start Time En	d Date End	Time Num	ber Of Days Expense Type	Justification	Destination	Reimbursable Amount I	Details	Attachme
							(USD)		
5-Sep-2023	08:00 05-	Sep-2023 17:00)	1 Meals	Meals for Conference		54.00	Ē	
5-Sep-2023	08:00 05	Sep-2023 17:00	0	1 Incidentals	Incidentals for Conference		5.00	Ē	
-Sep-2025						Total	59.00		
-3ep-2023									
Table Diagnos									
Table Diagnos lileage Expen	ses	se Type Justifi	cation	Irip Distance Mileage Ra	ate Original Receipt Required	Receipt Missing	Reimbursable Amount I	Details	Attachme
	ses End Date Exper		cation .	Trip Distance Mileage Ra 108(Miles) 0.6				Details	Attachme

Do a final verification that each expense item that requires an Original Receipt has an Attachment.

Click Submit.

The following screen will appear:

$\equiv \underbrace{\text{Henrico County}}_{V \ I \ R \ G \ I \ N \ I \ A} Expense Reports$	Global Policy	î Home	★ Favorites	Settings	⊉⁵⁷ Worklist	Logged In As OVE020	U Logout
Expenses							
Expenses Home Expense Reports Access Authorizations Payments Search							
Confirmation							
Expense report number IExp68061 for 149.74 has been submitted to Sparrow, Mr. Travis M for approval.							
Expense Report IExp68061							
*				Return	Create Nev	w Expense Report Printab	le Page
001							
Submission Instructions							
Thank you for submitting your expense report.							
Original Receipts: We suggest you keep your original receipts at least until you receive reimbursement. These do NOT need to be submitted to Fi	nance.						
Next Steps: Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be Accounting.	sent to you and Accounts Paya	able. The rein	nbursement will	l be disbursed a	after it has bee	n approved and verified by	
General Information							
Name Overton, Ms. Judy A (30078425) Report Submit Date 20-SEP-2023							
Expense Dates 05-SEP-2023 - 07-SEP-2023							
Purpose Travel Report Total 149.74 USD							
Approver Sparrow, Mr. Travis M Reimbursement Amount 149.74 USD							
Original Receipts Status Required							

If a printed copy is not needed, click Return to return to the iExpense home page.

If a printed copy is needed, click on Printable Page to print a copy of the expense report. A new tab will open and can be printed by:

Right click on the page and select Print.

Ctrl+P.

Close the tab and click Return to return to the iExpense home page.

The Expenses Home page allows you to track the status of your expense reports and see expense report notifications:

=	Henrico Co	$\mathcal{U} \overset{\mathcal{M}}{\underset{A}{\longrightarrow}} \mathcal{U} \overset{\mathcal{M}}{\underset{A}{\longrightarrow}} Expense Report$	ts	Global Policy	, I ,	☆ ★ Home Favorites	V_V	↓ ⁵⁷ L Vorklist	ogged in As OVI	E020 U Logout
Expenses										
Expenses Home E	xpense Reports Access Auth	orizations Payments Search								
Expenses Hom	e					Creat	e Expense Report	Import Spread	theat Export	Spreadsheet
· ·						Great		import spread	Laport	opredusiteet
Track Submitted	Expense Reports									
The following expense	reports are either outstanding o	r have been paid in the last 30 days.								
Report Number 🛆	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days) Current Ap	prover	Original F	Receipts Status	Report Tota	al (USD) Purpose	Duplicate	Withdraw
IExp68061	20-Sep-2023	Pending Manager Approval	0 Sparrow, Mr.	Travis M	Required			149.74 Travel		>
Table Diagnostics		sent a notification explaining the requir	ed action.							
Update Expense	Reports									
Click an Update icon to	make changes to a saved, reje	cted, or returned expense report.								
Report Number		Report Date	Status		Report	Total (USD) Purpose	e U	pdate D	uplicate	Delete
No results found.										
Notifications										
View Open Notifications	Go V Go									
Er 🖉 ···						Sent	Due		From	
Subject There are no notific	ations in this view.					Sent	Due		FIOM	

Attaching Receipt to Expense Report Line Item

After clicking the Details icon on the line, the following screen will appear:

⊕ â ★ ✿ ↓ ²³ Logged In As ov Global Policy Home Favorites Settings Worklist	VE020 U Logout
Expense Allocations	Review
Itemize Duplicate New Rem	ove Return
	Global Policy Home Favorites Settings Worklist

Click the Plus Sign to add a receipt:

$\equiv \underbrace{\text{Henrico County}}_{V \ I \ R \ G \ I \ N \ I \ A} Expense$	Reports Contact Us	Global Policy Home	★ ✿ ♠ ²³ Favorites Settings Worklist	Logged In As OVE020 ? U Help Logout
Expenses				
Expenses Home Expense Reports Credit Card Transactions Access Auth	rizations Projects and Tasks Payments Search			
Expenses: Expenses Home > Attachments > Add Attachment				Cancel Add Another Apply
Attachment Summary Information				
Title Description Category Miscellaneous				
Define Attachment				
Type File URL Short Text	Choose File No file chosen			
 Long Text 				6

Title – Add a title for this receipt.

Description – Optionally, add a description for this receipt.

Category – Use the drop-down arrow to select a Category.

Type – File.

$\equiv \underbrace{\text{Henrico County}}_{V \ I \ R \ G \ I \ N \ I \ A} \underbrace{\text{Expense Reports}}_{\text{Expense Reports}} \qquad \underbrace{\text{Expense Reports}}_{\text{Contact Us} \ Global \ Policy} \underbrace{\text{Home}}_{\text{Home} \ Favorites} \underbrace{\text{Settings}}_{\text{Settings}} \underbrace{\text{Worklist}}^{\text{Policy}} \underbrace{\text{Logge}}_{\text{Worklist}}$	ied In As OVE020 ? Help	U Logout
Expenses		
Expenses Home Expense Reports Credit Card Transactions Access Authorizations Projects and Tasks Payments Search		
Expenses: Expenses Home > Attachments > Add Attachment	Cancel Add Another	Apply
Attachment Summary Information		
Title Receipt for Parking Description // Category Receipts		
Define Attachment		
Type File URL Short Text Long Text		

Click Choose File.

🧿 Open								×
$\leftarrow \rightarrow \checkmark \uparrow$. « OV	'E020\$	G (\\hcg.local\dfs\finan > Oracle Financials	~	Ü		inancials	
Organize 🔹 🛛 N	New folde	er				• === • === •		?
🧢 This PC	^	Na	me	Date modifi	ed	Туре	Size	^
3D Objects	5		00_Files_In_Out	9/8/2023 9:3	6 AM	File folder		
Desktop			00-Add Email Addresses to PO	3/1/2019 2:3	88 PM	File folder		
Documents	s		00-Outstanding Oracle Issues	8/21/2023 7	:58 AM	File folder		
Downloads	\$		2nd Tier SWAM Reporting	6/24/2022 9	:46 AM	File folder		
Music			19c Testing	8/3/2022 3:4	7 PM	File folder		
Pictures			Ad Hoc Reports	4/25/2023 8	:50 AM	File folder		
			AP Invoice Images to FileNet	5/15/2020 4	:00 PM	File folder		
Videos			APEX Budget Transfers	8/22/2023 3	:17 PM	File folder		
📢 OS (C:)			APEX IDT	10/31/2022	3:08 PM	File folder		
🧹 OVE020\$ (\	\\hcg		APEX Online Approvals	10/5/2021 4	:06 PM	File folder		
🛶 apps (\\hcg	g.loca		Approval Documents	9/12/2023 2	:37 PM	File folder		~
🐋 data (\\hcq	g.loca 🗡	<						>
	File nam	ne:			~	All Files (*.*)		~
						Open 🔻	Cancel	

Navigate to the location of the receipt, click on the receipt, and then click Open.

· → • ↑ 🖡	« Orac	cle Financials 🔸 iExpense	~ Ū		
Organize • Ne	w folder				
This PC	^	Name	Date modified	Type S	ize
3D Objects		Attachment_Receipt.docx	8/18/2022 8:35 AM	Microsoft Word D	12 1
Desktop		CashAdvances_Notes.docx	8/2/2023 1:47 PM	Microsoft Word D	508 H
Desktop		DEVL_Testing_Mileage_Change.docx	1/4/2023 2:31 PM	Microsoft Word D	240 H
		Example_of_Approver_Emails.pdf	12/1/2022 3:19 PM	Adobe Acrobat D	1,028 H
Downloads		HC iExp Rpt Template.xlsx	12/20/2022 9:53 A	Microsoft Excel W	11
Music		HTST_TestingCashAdvance_20230306.docx	8/3/2023 2:31 PM	Microsoft Word D	516 H
Pictures		👜 iExpense How Does Auditing Work.docx	2/8/2023 2:36 PM	Microsoft Word D	1,974
Videos		👜 iExpense How Does This Work.docx	9/23/2022 11:19 A	. Microsoft Word D.	455 I
🔩 OS (C:)		iExpense Processing Notes.docx	3/6/2023 8:44 AM	Microsoft Word D	116
🥪 OVE020\$ (\\h	icg	iExpense_lssue_Log.xlsx	2/1/2023 8:49 AM	Microsoft Excel W	14
apps (\\hcq.le	SCE	Meeting 20220718.docx	9/14/2022 11:28 A	. Microsoft Word D	13 H
ata (\\hcg.lo			0/10/2022 10:07 4	N #: #A 14/	
and ((incy.ic					
F	ile name	e: Attachment_Receipt.docx	\sim	All Files (*.*)	~

	CO County Expe	nse Reports	Contact Us	Global Policy	🏠 Home	★ Favorites	V_V	↓ ²³ L orklist	.ogged In As OVE020	? Help	U Logout
Expenses											
Expenses Home Expense Reports	Credit Card Transactions Access	Authorizations Projects and Tasks	Payments Search								
Expenses: Expenses Home > Attachment Add Attachment	s >								Cance <u>I</u> Add	Another	Apply
Attachment Summary Information	tion										
Title Description Category	Receipt for Parking Receipts										
Define Attachment											
	Type File URL Short Text	Choose File Attachment_Reco	eipt.docx								

The attachment name will now show after Choose File.

Click Apply if you are done with adding receipts for this line item or click Add Another to add additional receipts. When all receipts are added, click Apply.

The following confirmation will be received:

= 🐼 ७	lenrico Cou	Inty Expens	se Reports	Global Policy	🏠 Home	★ Favorites	Settings	Worklist	Logged I	In As OVE020	() Logout
Expenses											
Expenses Home Expense	Reports Access Authori	zations Payments S	earch								
General Information Cash and Other Expenses						Expense	Allocations			Review	1
Confirmation											
Attachment Receipt for P	Parking has been added succes	ssfully but not committe	d; it would be committed when you commit the rest of the current transaction	n.							
Cash and Other Ex	xpenses: Details fo	r Line 1					Itemize	Duplicate N	lew Remove	<u>C</u> ontinue	Return
* Indicates required field											
* Expense Type * Start Date Daily Rate Number Of Days * Receipt Amount * Receipt Currency Exchange Rate Reimbursable Amount	05-Sep-2023 the 10.00 1 1 10.00 USD - US Dollar V 1	Justification Expense Location Merchant Name	Parking for Conference								

A paperclip and blue bubble will appear containing the number of attachments for this line item.

In addition to adding a File Attachment, you can also add a Short or Long Text Attachment to further describe the travel or add any departmental notes.

Click Return:

$= \underbrace{\operatorname{Work}}_{V \ I \ R \ G \ I \ N \ I \ A} \operatorname{Henrico}_{V \ I \ R \ G \ I \ N \ I \ A} \operatorname{Henrico}_{V \ I \ R \ G \ I \ N \ I \ A}$	Expense Reports	Global Policy Home Fa	★ ✿ ♠ ²³ │ Logged In As ov avorites Settings Worklist	7E020 U Logout					
Expenses	Expenses								
Expenses Home Expense Reports Access Authorizations F	ayments Search								
0									
General Information	Expense Allocations F	Review							
Update Expense Report: Cash and Other Expenses									
Receipt-Based Expenses [20.00] Per Diem Expenses [0.00]	Receipt-Based Expenses [20.00] Per Diem Expenses [0.00] Mileage Expenses [0.00]								
Receipt-Based Expenses [20.00]									
Receipt-Based Expenses									
 ✓ TIP Enter all business expenses. Enter one expense per line. Clici ✓ TIP Date Example: 13-SEP-2023. 	Details to enter information specific to an expense, such	as the Daily Rate. If your receipt includes more than one expense	type, click Itemize.						
	ot Currency 🕂 ••••								
Line Date Receipt Amo	Expense Type	Justification	Reimbursable Amount (USD)	Details					
1 05-Sep-2023 to 10.00	Travel - Parking 🗸	Parking for Conference	10.00						
2 07-Sep-2023 to 10.00	Travel - Parking 🗸	Parking for Conference	10.00						
3	✓			Ē					

Continue to enter expense reports lines or click Next if all lines have been entered.

Removing a Receipt from an Expense Report Line Item

After clicking the Details icon on the line, the following screen will appear:

=	fenrico Cou	INTY Expens	e Reports	Global Policy Home	★ Favorites	S ettings	Worklist	L	.ogged In As OVE0	20 U Logou
Expenses										
Expenses Home Expense	e Reports Access Authoriz	zations Payments Se	sarch							
	0		•		0					5
	ral Information		Cash and Other Expenses		Expense Al	llocations			Revi	iew
	xpenses: Details for	r Line 2				Itemize	Duplicate	New	Remove Bac	k Return
* Indicates required field										
* Expense Type	Travel - Parking 🗸	Justification	Parking for Conference							
	07-Sep-2023 👘									
Daily Rate										
Number Of Days	1	Expense Location								
* Receipt Amount	10.00	Merchant Name								
* Receipt Currency	USD - US Dollar 🗸		Original Receipt Missing							
Exchange Rate	1	_	► 1							1
Reimbursable Amount	10.00 USD									
								_		

Click the paperclip/blue bubble icon:

≡	Hen V	rico Coun	<i>ty</i> Expense Reports	Contact Us	Global Policy	🏠 Home F	★ ♥ Favorites Settings	↓ ²³ Logged Ir Worklist		elp Logout
Expenses	3									
Expenses	Home Expense Repor	ts Credit Card Transact	ions Access Authorizations Projects	and Tasks Payments Search						
	s: Expense Reports > hments									
Searc	h									
	t the search is case insensiti									
Title ▶ Sho	w More Search Options	Go								
Add A	ttachment •••									
Seq 🛆	Title 🛆	Туре 🛆	Description $ riangle$	Last Updated By 🛆		Last L	Jpdated 🛆	Upd	ate	Delete
10	Receipt	File		OVE020		13-Sep	p-2023	6		Î
Table [Diagnostics									
Return										

To delete the attachment, click the trashcan icon. The following Warning box will appear:

<u> Marning</u>	
Are you sure you want to delete the attachment "Receipt" of attachment type File for this	record? No Yes

Click Yes to delete the receipt.

≡ (Ó	Henne V I R	rico Cour	nty =	xpense Reports		Contact Us	Global Policy	🏠 Home	★ Favorites	S ettings	Worklist	Logged In As OVE020) ? Help	U Logout
Expenses															
Expenses	Home	Expense Reports	Credit Card Trans	actions Ac	ccess Authorizations	Projects and Tasks	Payments Search								
Expenses Attacl		e Reports > S													
Search	ı														
	the searc	h is case insensitive													
Title ▶ Shov	w More Se	earch Options	Go												
Add At	ttachment	t													
Seq			Title	Туре	Descriptio	n	Last Updated By		1	Last Updated			Update	Delete	•
No result	ts found.														
Table D)iagnostic	cs													
Return	-														

Once done, click Add Attachment to add a new attachment or click Return to return without adding an attachment.

Approving or Rejecting an Expense Report

Expenses reports waiting for approval will be shown in your worklist in addition to receiving an email notification.

Opening either the worklist item or the email will open a summary of the expense report.

Attachments for the overall report will show after Attachments, click the blue lettering to view the attachment.

Attachments on the expense report line level can be viewed by clicking the paperclip blue bubble icon under the Attachments column.

∃	())	enrico County			An and a state of the state		Logged In As SPA62 ? (
Expe	ense IExp6806	1 for Overton, Judy (149.7	'4 USD)			Approve	Reject Request Information
Fro	m Overton, Judy		Person Overton, Judy				
	o Sparrow, Travis		Cost Center 19001			Ň	\backslash
	nt 20-Sep-2023 08:1	9:41	Purpose Travel				\mathbf{i}
1	D 15848913		Report Total 149.74 USD Attachments Approval				\backslash
nstru	ictions						
Pleas	se approve or reject thi	is expense report. Please provide a Note	if you reject.				
Pleas ash	se approve or reject thi		if you reject. Reimbursable Amount (US	D) Justification	Expense	Accounts Updated	Attachments
Pleas ash	se approve or reject thi and Other Expe	nses: Business Expenses	Reimbursable Amount (US	D) Justification 00 Parking for Conference	Expense Yes	Accounts Updated	Attachments
Pleas ash	se approve or reject thi and Other Expe Date	enses: Business Expenses Expense Type	Reimbursable Amount (US 10.	•	-	Accounts Updated	
Pleas ash	Arr Date Date 05-Sep-2023 07-Sep-2023	Expense Type Travel - Parking	Reimbursable Amount (US 10. 10.	00 Parking for Conference	-	Accounts Updated	<u>6</u> 1
Pleas ash	and Other Expe	Expense Type Travel - Parking Travel - Parking	Reimbursable Amount (US 10. 10. 54.	00 Parking for Conference 00 Parking for Conference	-	Accounts Updated	<u>6</u> 1
Pleas ash	Date 05-Sep-2023 07-Sep-2023 05-Sep-2023 05-Sep-2023	Expense Type Travel - Parking Travel - Parking Meals	Reimbursable Amount (US 10. 54.	00 Parking for Conference 00 Parking for Conference 00 Meals for Conference	-	Accounts Updated	¢

Previously Submitte	d Expenses					
Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification	
No results found.						
Approval Notes						
Action History						
Related Applications						
Expense Report Details						
Response						
Note				<i>h</i>		
Return to Worklist					Approve Reject	Request Information

Click Expense Report Details to view the details of the report:

pense Report									
neral Informatio	on								
1	Name Overton, Ms. Judy A	(30078425)	Repor	rt Submit Date 20-SEP-2023					
Expense I	Dates 05-SEP-2023 - 07-SE	EP-2023		61					
Cost C	enter 19001			•					
Pu	rpose Travel		Deimhuree	Report Total 149.74 USD					
Арр	rover Sparrow, Mr. Travis N	Л	Reimburse	ement Amount 149.74 USD					
Original Receipts S	tatus Required								
xpense Lines Expe	ense Allocations Weekly S	ummary Approval N	Notes [0]						
Avenue Lines Expension Expenses Expenses Expenses Expenses Expenses		ummary Approval N	Notes [0]						
usiness Expen ash Expenses			Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount D (USD)	Details Af	ttachment
usiness Expen ash Expenses ate	ses Receipt Amount			Merchant Name	Original Receipt Required ✔	Receipt Missing	Amount D	Details Af	ttachment
ash Expenses	ses Receipt Amount 10.00 USD	Expense Type	Justification	Merchant Name	Original Receipt Required ↓ ↓	Receipt Missing	Amount D (USD) 10.00		

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount Details Attachment (USD)
)5-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00
)5-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00
							Total	59.00
fileage Expens	ses							Paimhursabla
•••	ses End Date	Expense Type	Justification	Trip Distanc	e Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount Details Attachmen (USD)
		Expense Type Travel Mileage	Justification Travel for Conference	Trip Distanc 108(Mile:		Original Receipt Required ✔		Amount Details Attachmen
•• tart Date	End Date			-	_			Amount Details Attachmer (USD)

This page summarizes all the expense report items in addition to indicating which expenses require a receipt and whether a receipt has been attached. It is also the page to complete the review of the expense report prior to submitting for approval.

This page consists of the following tabs:

Expense Lines – details for each expense report line.

Expense Allocations – expense report line account string.

Weekly Summary – summary by week of expense report lines.

Approval Notes – approval notes.

Click Return to return to the previous page.

If the report is correct, click Approve to approve the report.

If the report is incorrect, add a Note in the Response Field as to why this report is being rejected and click Reject.

Resubmitting a Rejected Expense Report

A rejected expense report will show up on the Expenses Home page under Update Expense Reports with a Status of Rejected:

=	Henrico Cou	$\underset{A}{\mathcal{H}} \underbrace{\mathcal{H}}_{\mathcal{H}}$ Expense Report	IS		Delicy Home Fa	★ Ö avorites Settings	Worklist	Logged In As OV	E020 U Logout
Expenses									
Expenses Home Exp	ense Reports Access Authoriza	tions Payments Search							
Expenses Home						Create Expense	Report Import S	preadsheet Export	Spreadsheet
Track Submitted E	xpense Reports								
The following expense re	eports are either outstanding or have	e been paid in the last 30 days.							
Report Number 🛆	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days) Current Approver	Original Receipts Status	Report	Total (USD) Purp	oose Duplicate	Withdraw
IExp68061	20-Sep-2023	Ready for Payment		0	Required		149.74 Trav	el 👔	D
Table Diagnostics			ed action.						
Click an Update icon to r	make changes to a saved, rejected,	or returned expense report.							
Report Number △		Report Date 💌	Sta	tus	Report Total (USD) Purpose	Update	Duplicate	Delete
IExp71061		18-Sep-2023		ected		0 Travel	<i>/</i>	Duplicate	

In addition, it will show under Notifications:

Not	ifications					
View	All Notifications V Go					
Sele	ct Notifications: Open Reassign Close	· 🛱 🖉 •••				
	Subject 🛆		Sent 🔝	Due 🛆	From $ riangleq$	Status 🛆
	Expense IExp71061 (5.00 USD) has been rejected	d	20-Sep-2023		Sparrow, Travis	Closed
	Expense IExp68061 (149.74 USD) has been appro	roved	20-Sep-2023		Sparrow, Travis	Open
	Expense IExp37060 for Baugh, Doug (1.00 USD)		25-Apr-2023	30-Apr-2023	Baugh, Doug	Closed
	P <u>Vacation Rules</u> - Redirect or auto-respond to notif le Diagnostics	fications.			Create	Expense Report Import Spreadsheet Export Spreadsheet

To correct the expense report, clicking on Update will show the Rejected reason if the approver added a note.

Expenses						
Expenses Home Expense R	eports Access Authorizations Payments Search					
	•	0			0	0
Genera	I Information	Cash and Other Expenses			Expense Allocations	Review
(i) Information						
This report was rejected by	Sparrow, Mr. Travis M. Approver Action: Reject Incorrect Expense Type.					
Update Expense Re	port: General Information					Save Cancel Step 1 of 4 Next
* Indicates required field						
Name	Overton, Ms. Judy A (30078425)	Exp	oense Template	HC iExp Rpt Template		
* Cost Center	19001 🔟 🔍		* Purpose	Travel		
	Information Technology		Approver	Sparrow, Mr. Travis M	<u>ы</u> Q,	
Site	Home 🗸					
Reimbursement Currency	US Dollar					

Update the expense report information and resubmit for approval.

Copy an Existing Expense Report to Create a New Expense Report

Any existing expense report can be copied to create a new expense report using the Duplicate icon. This icon appears under both Track Submitted Expense Report and Update Expense Reports sections.

Expenses Expenses	Home E	xpense Reports Access Autho	rizations Payments Search						
Expens	es Hom	e				Creat	te Expense Report Import	Spreadsheet Expor	t Spreadsheet
Track Su	Ibmitted	Expense Reports						<	
The follow	ving expense	reports are either outstanding or	have been paid in the last 30 days.						
Report Nu	ımber 🛆	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days)	Current Approver O	original Receipts Status	Report Total (USD) P	urpose Duplicate	Withdraw
IExp61064		11-Aug-2023	Ready for Payment	39	Re	equired	6.00 Tr	ravel 👔	1

Update Expense Reports								
Hick an Update icon to make changes to a saved, rejected, or returned expense report.								
Report Number 🛆	Report Date 🔻	Status	Report Total (USD) F	Purpose	Update	Duplicate	Delete	
IExp67066	11-Sep-2023	In Progress	6.55 1	Fravel	P			
IExp66065	05-Sep-2023	In Progress	75.74	Fravel	1	l	Î	
IExp67065	05-Sep-2023	In Progress	6.55 1	Fravel	1	l	Î	
IExp60069	01-Aug-2023	Withdrawn	5.00 1	Fravel	1	l)	Î	
IExp60061	25-Jul-2023	In Progress	5.00	Fravel	1	l	Î	

Click the Duplicate icon for the expense report you want to copy.

An informational date message will appear:

$= \qquad \qquad$	c	Global Policy Home	★ Favorites	Settings	¥ ⁹⁹⁺ Worklist	Logged In As OVE020	U Logout
Expenses							
Expenses Home Expense Reports Access Authorizations Payments Search							
General Information	Cash and Other Expenses		Expense Allo	ocations		Review	
() Information							
The dates for all expense lines were increased by one week from the dates on the original expense report	t.						
Create Expense Report: General Information						Save Cancel Step 1 of 4	Ne <u>x</u> t
* Indicates required field							
Name Overton, Ms. Judy A (30078425)	Expense Template	HC iExp Rpt Template					
* Cost Center 19001 🔟 🔍	* Purpose	Travel					
Information Technology	Approver	Baugh, Mr. Douglas John (Do	ug) 🔟 🍳				
Site V Reimbursement Currency US Dollar							

Click through the screens to update information, add all required receipts, and submit for approval.

Withdrawal an Expense Report

Withdrawing an Expense Report can only be done if it has not been Approved.

From the Expense Home Page, click the Withdraw icon:

Expenses									
Expenses Home Expense Reports Access Authorizations Payments Search									
Expenses Hom	е				Crea	te Expense Report Import	Spreadsheet	Export S	preadsheet
Track Submitted	Expense Reports								
The following expense	reports are either outstanding o	r have been paid in the last 30 days.							
•••									
Report Number 🛆	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days	Current Approver	Original Receipts Status	Report Total (USD) F	Purpose E	Duplicate	Withdraw
IExp60069	11-Aug-2023	Pending Manager Approval	39	Sparrow, Mr. Travis M	Required	5.00 T	ravel	Ē.	>
IExp61064	11-Aug-2023	Ready for Payment	39		Required	6.00 T	ravel	l)	D

The following screen will appear:



Click Yes to confirm the withdrawal.

Expense Report Number IExp60069 will now show in the Update Expense Report section and can be updated and resubmitted if needed:

Update Expense Reports						
Click an Undate icon to make changes t	o a saved, rejected, or returned expense report.					
Report Number 🛆	Report Date 🕶	Status	Report Total (USD) Pu	urpose U	pdate Du	olicate De
Exp67066	11-Sep-2023	In Progress	6.55 Tr	ravel	1	
Exp66065	05-Sep-2023	In Progress	75.74 Tr	ravel	1	
Exp67065	05-Sep-2023	In Progress	6.55 Tr	ravel	1	a 1
Exp60069	01-Aug-2023	Withdrawn	5.00 Tr	ravel	/	a 1
Exp60061	25-Jul-2023	In Progress	5.00 Tr	ravel	1	a 1

The status of this expense report changes to Withdrawn.

Printing a Submitted Expense Report

Any expense report that's been submitted can be printed from the iExpense home page.

=	Henrico Co	$\underset{i \in A}{\text{Expense Reports}}$	5	Global Policy	∣ ति ★ y Home Favorite:	s Settings Worklis	Log	iged In As OVE	020 L ogo
xpenses									
Expenses Home E	xpense Reports Access Auth	orizations Payments Search							
Expenses Hom	e				Cre	eate Expense Report Imp	port Spreadsh	eet Export S	preadsheet
Track Submitted	Expense Reports								
The following expense	reports are either outstanding o	r have been paid in the last 30 days.							
Report Number 스	Report Submit Date 🔻	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (US	D) Purpose	Duplicate	Withdraw
IExp75061	08-Nov-2023	Pending Manager Approval	0	Sparrow, Mr. Travis M	Required	30.	00 Tolls	Ē.	D
	20-Sep-2023	Ready for Payment	49		Required		74 Travel		D

Click on the Report Number to be printed:

$= \underbrace{\text{Henrico County}}_{V \mid R G \mid N \mid A} Expense Reports$	⊕ â ★ ✿ ↓ ^{®9+} Logged In As OVE020 U Global Policy Home Favorites Settings Worklist Logout
Expenses	
Expenses Home Expense Reports Access Authorizations Payments Search	
🔒 Confirmation	
Expense report number IExp75061 was previously submitted for approval.	
Expense Report IExp75061	Return Printable Page
001	
Submission Instructions	
Original Receipts: We suggest you keep your original receipts at least until you receive reimbursement. These do NOT need to be s Next Steps: Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notifi Accounting. General Information	
Name Overton, Ms. Judy A (30078425) Report Submit Date	08-NOV-2023
Expense Dates 09-OCT-2023 - 11-OCT-2023	+
Cost Center 19001 Report Total	
Purpose Tolls Reimbursement Amount Approver Baugh, Mr. Douglas John (Doug)	30.00 USD
Original Receipts Status Required	
Expense Lines Expense Allocations Weekly Summary Approval Notes [0]	
Business Expenses	

09-Oct-2023 9.99 USD Travel - Tolls Travel Toll Image: Contrast of the contrast of		,	(USD)	Receipt Missing	Original Receipt Required	Merchant Name	Justification	Receipt Amount Expense Type	Date
	+						Travel Toll	9.99 USD Travel -Tolls	09-Oct-2023
11-Oct-2023 10.01 USD Travel-Tolls Travel Toll 10.01	+	0	10.00				Travel Toll	10.00 USD Travel -Tolls	10-Oct-2023
	<i>6</i> ¹ +	1 💷	10.01		V		Travel Toll	10.01 USD Travel -Tolls	11-Oct-2023
Total 30.00		D	tal 30.00	Tota					

Click on Printable Page at the top or bottom of the screen and a new tab will open:

Confirmation											
	ber IExp75061 was previously submitted for approval.										
Expense Report	IExp75061										
001											
Submission Instru	ctions										
Thank you for submitti	ng your expense report.										
-	suggest you keep your original receipts at least until you recei	ve reimbursement. These do I	NOT need to be subm	nitted to Finand	ce.						
Next Steps: Your manage	ger (or specified approver) will be notified requesting approva	for this expense report. Upon	approval, a notificatio	on will be sent	to you and Accounts Payable. The reimbursement will	be disbursed after it has been ap	proved and verified	by Acco	unting.		
General Informatio	on										
	Name Overton, Ms. Judy A (30078425)	R	eport Submit Date	08-NOV-2023	3						
	Dates 09-OCT-2023 - 11-OCT-2023			+							
Cost Center 19001					Report Total 30.00 USD						
	rpose Tolls	Reimb	oursement Amount								
	rover Baugh, Mr. Douglas John (Doug)			00.00 000							
Original Receipts S	itatus Required										
Expense Lines Expe	ense Allocations Weekly Summary Approval Notes [0]										
Business Expen	ses										
Cash Expenses											
Date	Receipt Amount Expense Type	Justification	Merchant Name		Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachmo	ents	
09-Oct-2023	9.99 USD Travel -Tolls	Travel Toll					9.99			+	
10-Oct-2023	10.00 USD Travel -Tolls	Travel Toll					10.00	e		+	
11-Oct-2023	10.01 USD Travel -Tolls	Travel Toll			V		10.01		<u>(1</u>	+	
						Total	I 30.00				

The expense report can be printed by:

Right click on the page and select Print.

Ctrl+P.

Close the tab and click Return to return to the iExpense home page.

Using the Magnify Glass to Search

The magnifying glass is available on several iExpenses to search for an item. The following is an example of searching for an approver's name.

After clicking the magnifying glass, a Search and Select box will pop up:

Sear	Search and Select: Approver											
Sear	Search											
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.												
Searc	ch By	Full Name	~		Go							
Resu	ults											
Sele	ct	Quick Select	Full Name	Employee Number	Contingent Worker Number	Email Address	Organization Name					
	No	search conducted.										
About	t this T											
About	t this f	rage					Cance <u>l</u> Select					

Enter the last name of your delegate and click Go:

Search and Select: Approver										
Search										
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.										
Search B	y Full Name	• •	Sparrow	Go						
Results										
Select	Quick Select	Full Name 🔺	Employee Number	Contingent Worker Number	Email Address	Organization Name				
0	•	Sparrow, Mr. Travis M	30065106		spa62@henrico.us	G_Information Technology				
About this	s Page					Cance <u>i</u> S	select			

Click the Quick Select Icon:

You will return to the previous page and your search for item will be populated.

Incorrect Account String on Expense Report

If an expense report has been approved and/or paid, and it's noticed the wrong account string was used then an IDT will need to be done to move money into the correct account string.

iExpense Mobile App

The mobile application, Oracle fusion expenses, is available for both iOS and Android.

