Oracle iExpense User Guide

Effective 04/08/2024

IT PMT9

HENRICO COUNTY GENERAL GOVERNMENT

Contents

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.

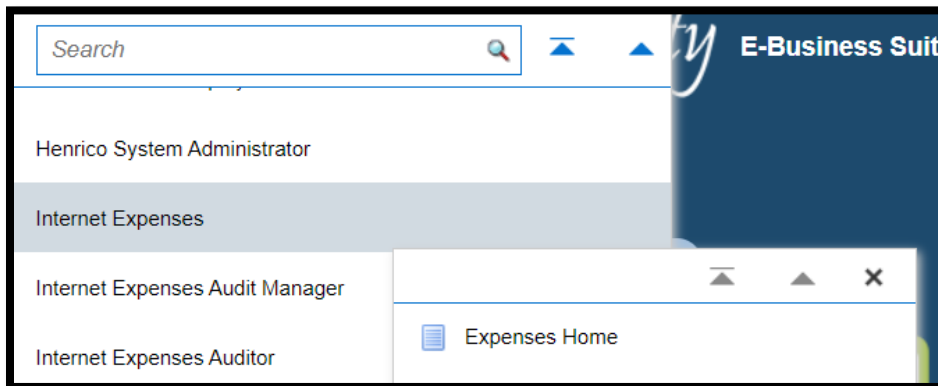Any expense report of more than $1,500 will need to be approved by Finance before an invoice is created.

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:

The following screen will appear:

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. *Note: Utilization of "Delegated Enterers" is at the discretion of your Agency Head and not at the sole discretion of individual users.

From the Expenses Home page, select Access Authorizations:

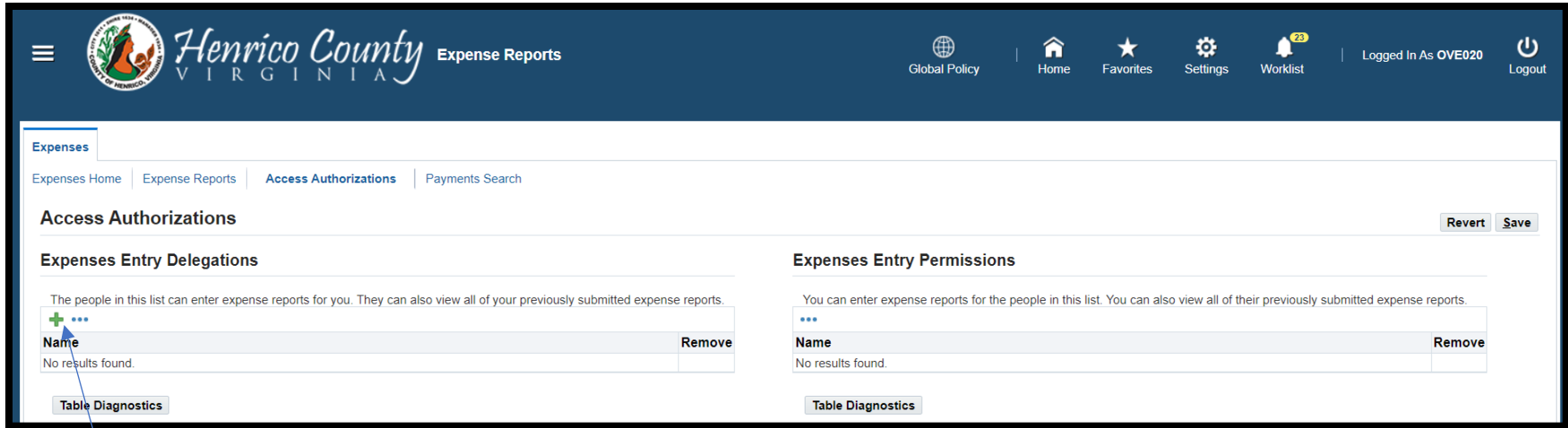The following screen will appear:

Click the Plus sign to add a line:

Click the magnifying glass to search for a name:

Enter the last name of your delegate and click Go:

Click the Quick Select Icon:

Click Save.

You will received the following confirmation:

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:
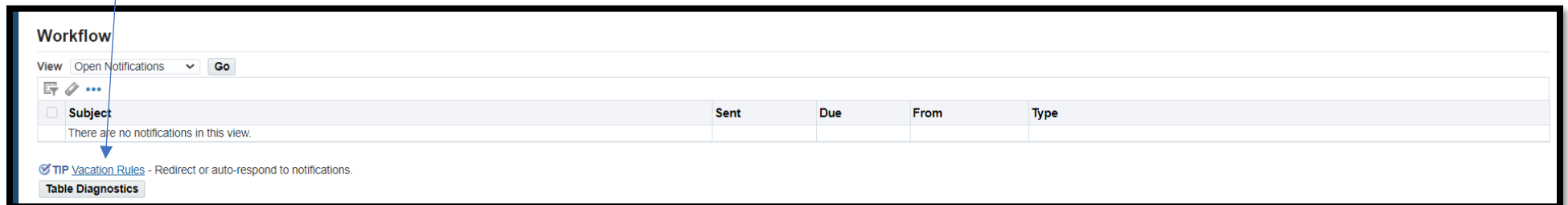
Click on Create Rule:
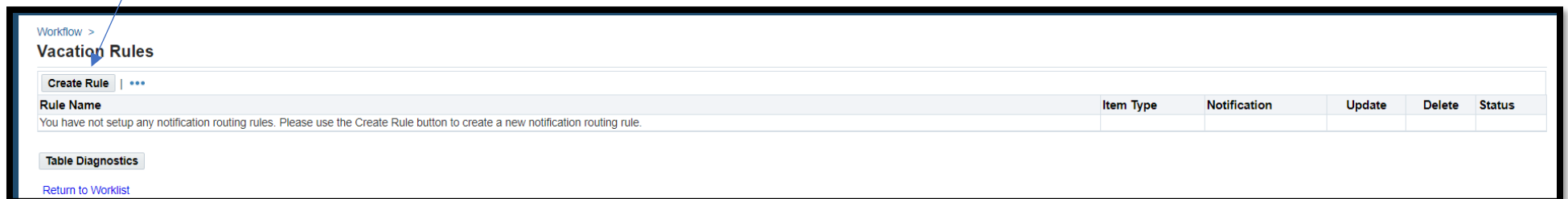
The following screen will be displayed:

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:

Click Next.

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

The following screen will appear:

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:

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

Click Go:

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

Keep the radio button checked for Delegate your response.

Click Apply.

Your screen will now show the rule:

Workflow >
Vacation Rules

Create Rule	•••					
Rule Name	**Item Type**	**Notification**	**Update**	**Delete**	**Status**
Delegate: Baugh, Doug	Expenses	<All>	✏️	🗑️	Active

Table Diagnostics

Return to Worklist

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 must be entered as a Prepayment type 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:
https://henricova.sharepoint.com/finance/SitePages/OracleFinancial.aspx?Mode=Edit

Creating an Expense Report

From the Expenses Home page, click on Create Expense Report:
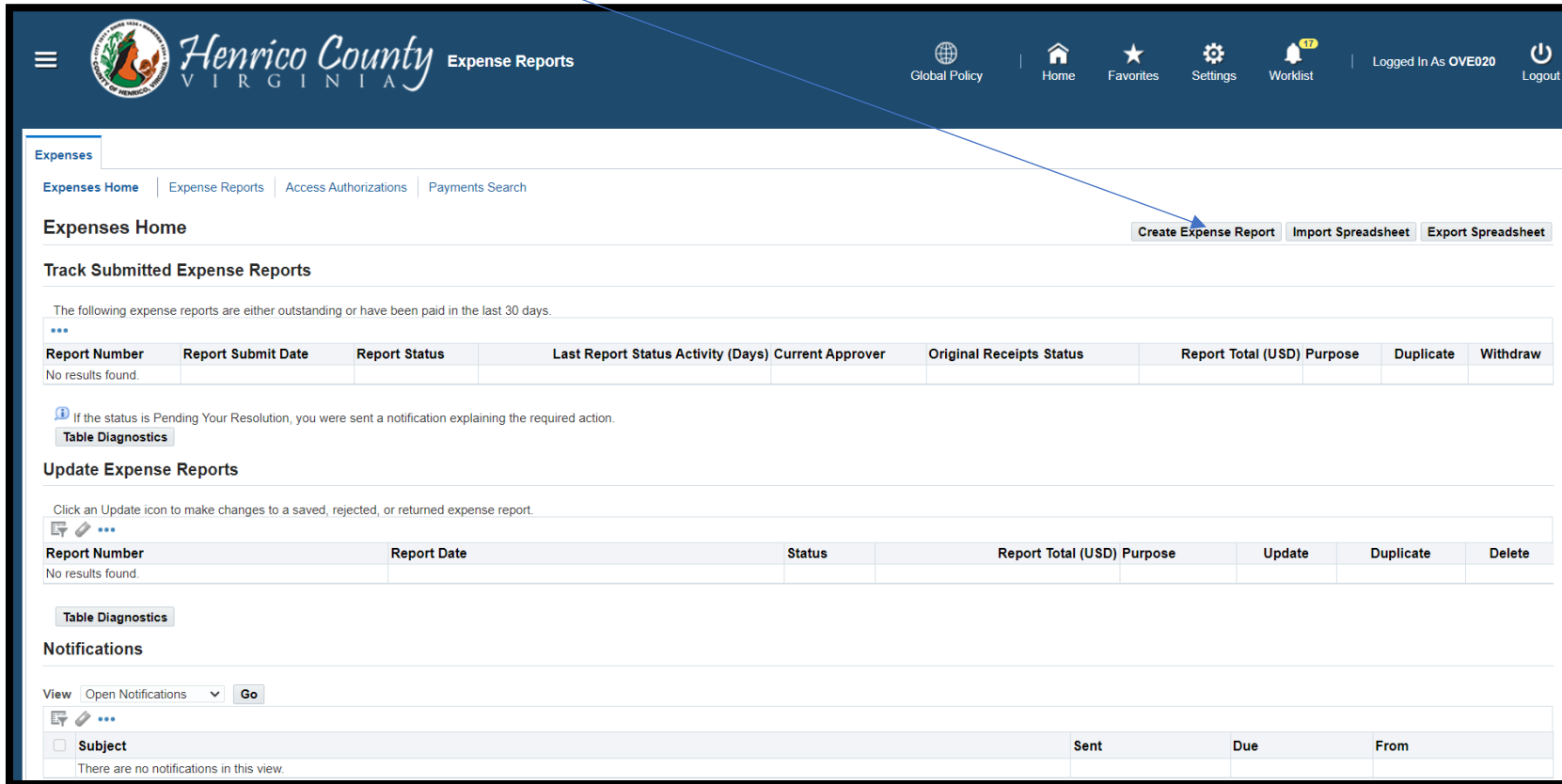
The Create Expense Report: General Information page will appear.

Create Expense Report: General Information Page

Name field:

> **The Name field represents the traveler's name.**
>
> 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 drop-down 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.

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

Create Expense Report: Cash and Other Expenses Page

*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

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:

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:

Update Expense Report: Cash and Other Expenses

General Information — Cash and Other Expenses — Expense Allocations — Review

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [10.00]   Per Diem Expenses [0.00]   Mileage Expenses [0.00]

Receipt-Based Expenses [10.00]

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: 13-SEP-2023.

Select Expense Lines: Duplicate | Remove | Show Receipt Currency | ➕ •••

☐	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
☐	1	05-Sep-2023	10.00	Travel - Parking	Parking for Conference	10.00	▦
☐	2						▦
☐	3						▦
☐	4						▦
☐	5						▦
☐	6						▦
☐	7						▦
☐	8						▦
☐	9						▦
☐	10						▦
					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

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:

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.

Cash and Other Expenses: Details for Line 1

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information — Cash and Other Expenses — Expense Allocations — Review

New Line | Remove Line | Return

* Indicates required field

* Expense Type: Meals
* Start Date: 05-Sep-2023
* Start Time: 08 : 00
* End Time: 17 : 00

Allowances
- ☐ Breakfast
- ☑ Lunch
- ☑ Dinner

Reimbursable Amount
Generate Per Diem

Justification: Meals for Conference

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.

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.

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:

End Date – Enter the same date as Start Date.

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

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.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General 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 ▾
* Start Date 05-Sep-2023
* Start Time 08 ▾ 00 ▾
* End Date 05-Sep-2023
* End Time 17 ▾ 00 ▾
Reimbursable Amount 5.00 USD

Justification Incidentals for Conference

[Generate Per Diem]

Per Diem Calculation

Reimbursement Summary

...

Start Date and Time	End Date and Time	Number of Hours	Per Diem Amount (USD)	Reimbursable Amount (USD)
05-Sep-2023 08:00:00	05-Sep-2023 17:00:00	9	5.00	5.00
		Total	5.00	5.00

The Reimbursable Amount is now populated.

Click Return.

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

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:

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

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:

The following screen will be displayed:

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:

Line 5 now shows the total for both lines 5.1 and 5.2:

When all Expense Allocations are correct, click Next.

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

Create Expense Report: Review

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	🖼	🔗 1 ➕
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	🖼	🔗 1 ➕
						Total	20.00		

[Table Diagnostics]

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00	🖼	➕
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00	🖼	➕
							Total	59.00		

[Table Diagnostics]

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✔		70.74	🖼	➕
							Total	70.74		

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 Information

Name	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
Approver	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 | **Expense Reports** | Access Authorizations | Payments Search

○ General Information ──────── ○ Cash and Other Expenses ──────── ○ Expense Allocations ──────── ● Review

📄 **Confirmation**

Attachment Approval has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Update Expense Report: Review   Save Cancel Back Step 4 of 4 Submit
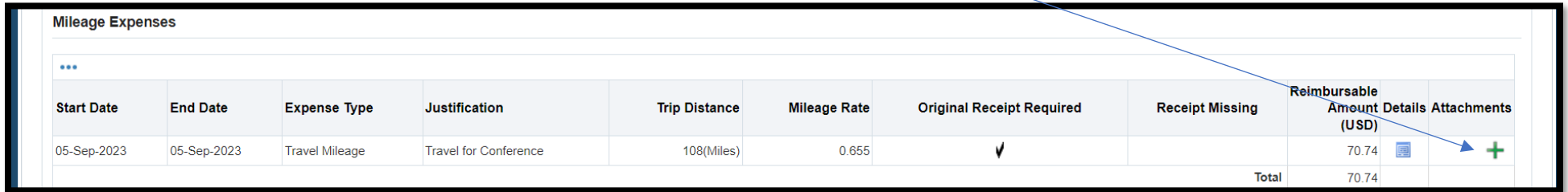
Review the expense report below before submission.

General Information

Name	Overton, Ms. Judy A (30078425)	Original Receipts Status	Required
Expense Dates	05-SEP-2023 - 07-SEP-2023		📎 ① ➕
Cost Center	19001		
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.

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:

Expense Allocations Tab:

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

Weekly Summary Tab:

Expense Type	Sunday 03-SEP-2023	Monday 04-SEP-2023	Tuesday 05-SEP-2023	Wednesday 06-SEP-2023	Thursday 07-SEP-2023	Friday 08-SEP-2023	Saturday 09-SEP-2023	Total
Travel - Parking	0.00	0.00	10.00	0.00	10.00	0.00	0.00	20.00
Meals	0.00	0.00	54.00	0.00	0.00	0.00	0.00	54.00
Incidentals	0.00	0.00	5.00	0.00	0.00	0.00	0.00	5.00
Travel Mileage	0.00	0.00	70.74	0.00	0.00	0.00	0.00	70.74
Total	0.00	0.00	139.74	0.00	10.00	0.00	0.00	149.74

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

Final Review:

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	🖥	📎 1 ➕
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	🖥	📎 1 ➕
						Total	20.00		

Table Diagnostics

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00	🖥	➕
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00	🖥	➕
							Total	59.00		

Table Diagnostics

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✔		70.74	🖥	📎 1 ➕
							Total	70.74		

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

Click Submit.

The following screen will appear:

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:

Attaching Receipt to Expense Report Line Item

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

Click the Plus Sign to add a receipt:

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.

Contact Us   Global Policy | Home   Favorites   Settings   Worklist | Logged In As OVE020   Help   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   Choose File   No file chosen
        ○ URL
        ○ Short Text

        ○ Long Text

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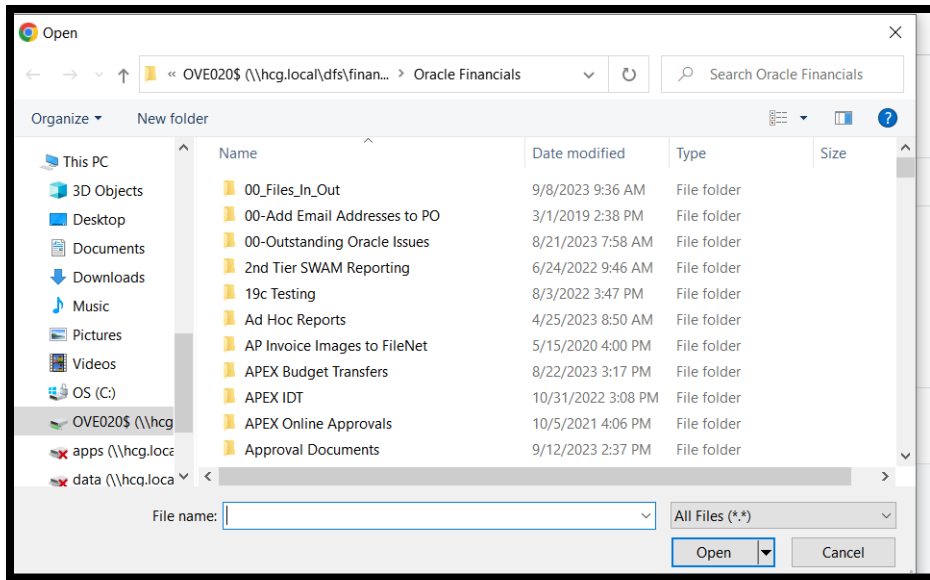
Navigate to the location of the receipt, click on the receipt, and then click Open.

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:

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:

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:

Click the paperclip/blue bubble icon:

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

Click Yes to delete the receipt.

Expense Reports

✉ Contact Us

🌐 Global Policy

🏠 Home

⭐ Favorites

⚙ Settings

🔔 Worklist 23

Logged In As OVE020

❓ Help

⏻ Logout

Expenses

Expenses Home | Expense Reports | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expense Reports >

Attachments

Search

Note that the search is case insensitive

Title [   ] [Go]

▶ Show More Search Options

[Add Attachment]

Seq		Title	Type	Description	Last Updated By	Last Updated	Update	Delete
No results found.								

[Table Diagnostics]

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.

Expense IExp68061 for Overton, Judy (149.74 USD)

Approve | Reject | Request Information

From	Overton, Judy	Person	Overton, Judy
To	Sparrow, Travis	Cost Center	19001
Sent	20-Sep-2023 08:19:41	Purpose	Travel
ID	15848913	Report Total	149.74 USD
		Attachments	Approval

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	Reimbursable Amount (USD)	Justification	Expense Accounts Updated	Attachments
1	05-Sep-2023	Travel - Parking	10.00	Parking for Conference	Yes	🔗1
2	07-Sep-2023	Travel - Parking	10.00	Parking for Conference		🔗1
3	05-Sep-2023	Meals	54.00	Meals for Conference		
4	05-Sep-2023	Incidentals	5.00	Incidentals for Conference		
5	05-Sep-2023	Travel Mileage	70.74	Travel for Conference		🔗1
		Total	149.74			

Previously Submitted 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

Return to Worklist

Approve   Reject   Request Information

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

Expense Report IExp68061

General Information

Name Overton, Ms. Judy A (30078425)
Expense Dates 05-SEP-2023 - 07-SEP-2023
Cost Center 19001
Purpose Travel
Approver Sparrow, Mr. Travis M
Original Receipts Status Required

Report Submit Date 20-SEP-2023
🔗 1

Report Total 149.74 USD
Reimbursement Amount 149.74 USD

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]

Business Expenses

Cash Expenses

•••

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	📄	🔗 1
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✔		10.00	📄	🔗 1
						Total	20.00		

Per Diem Expenses

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Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00	🖼	
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00	🖼	
							Total	59.00		

Mileage Expenses

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Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✔		70.74	🖼	🔗1
							Total	70.74		

Return   Printable Page

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:

In addition, it will show under Notifications:

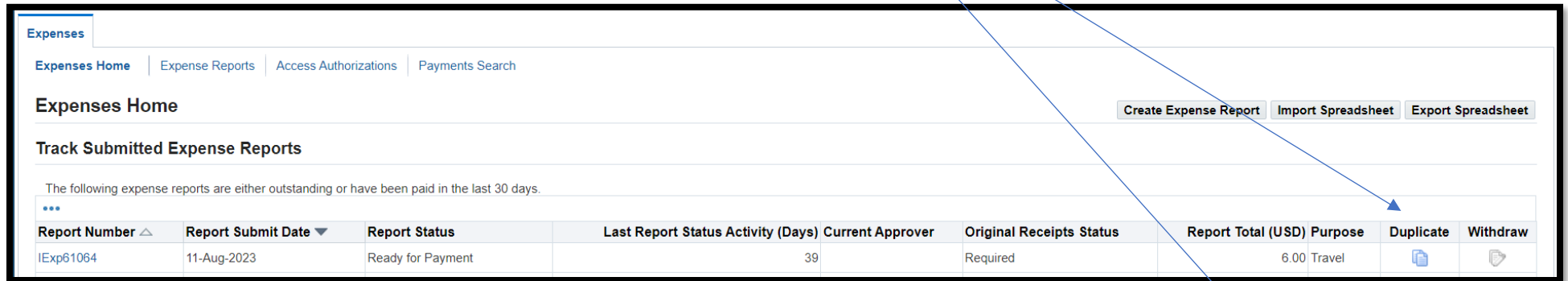To correct the expense report, clicking on Update will show the Rejected reason if the approver added a note.

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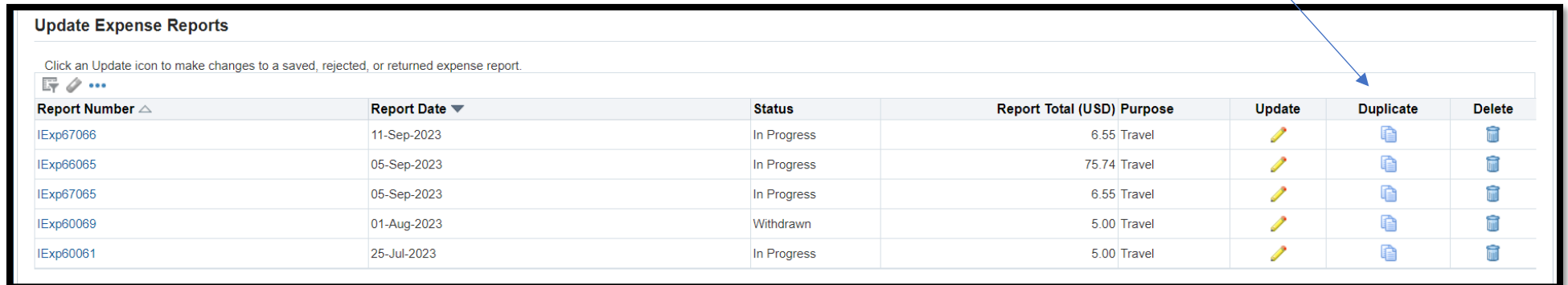
Click the Duplicate icon for the expense report you want to copy.

An informational date message will appear:

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:

The following screen will appear:

Confirmation

Withdraw expense report: This cancels any existing manager and Payables approvals and moves the expense report to the Update Expense Reports listings. You can edit the expense report and resubmit for approval. Do you want to continue?

No Yes

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 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
IExp67066	11-Sep-2023	In Progress	6.55	Travel	✏️	📋	🗑️
IExp66065	05-Sep-2023	In Progress	75.74	Travel	✏️	📋	🗑️
IExp67065	05-Sep-2023	In Progress	6.55	Travel	✏️	📋	🗑️
IExp60069	01-Aug-2023	Withdrawn	5.00	Travel	✏️	📋	🗑️
IExp60061	25-Jul-2023	In Progress	5.00	Travel	✏️	📋	🗑️

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.

Click on the Report Number to be printed:

Henrico County VIRGINIA Expense Reports

Global Policy | Home | Favorites | Settings | Worklist 99+ | Logged In As OVE020 | 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

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 Finance.

Next Steps: 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. The reimbursement will be disbursed after it has been approved and verified by 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		
Purpose	Tolls	Report Total	30.00 USD
Approver	Baugh, Mr. Douglas John (Doug)	Reimbursement Amount	30.00 USD
Original Receipts Status	Required		

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

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

Confirmation

Expense report number IExp75061 was previously submitted for approval.

Expense Report IExp75061

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 Finance.

Next Steps: 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. The reimbursement will be disbursed after it has been approved and verified by 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		
Purpose	Tolls	**Report Total**	30.00 USD
Approver	Baugh, Mr. Douglas John (Doug)	**Reimbursement Amount**	30.00 USD
Original Receipts Status	Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
09-Oct-2023	9.99 USD	Travel -Tolls	Travel Toll				9.99	🔲	➕
10-Oct-2023	10.00 USD	Travel -Tolls	Travel Toll				10.00	🔲	➕
11-Oct-2023	10.01 USD	Travel -Tolls	Travel Toll		✔		10.01	🔲	📎1 ➕
						Total	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:

Enter the last name of your delegate and click Go:

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.