

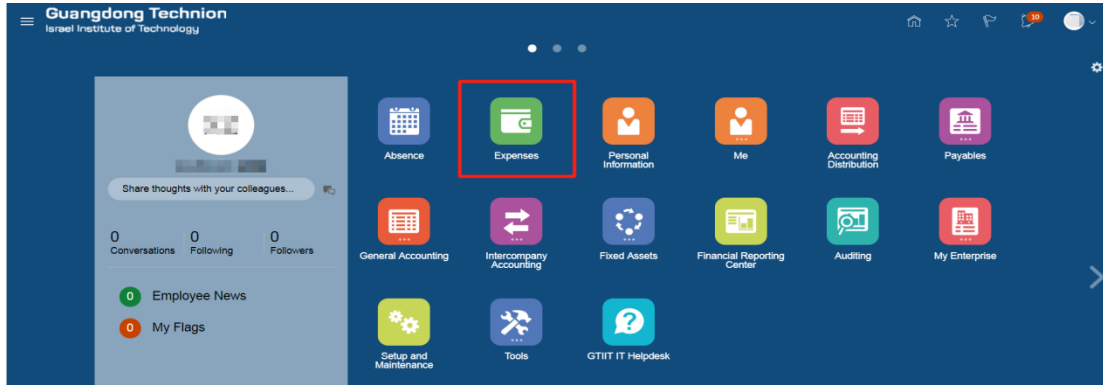
Oracle Expense Module User Guide

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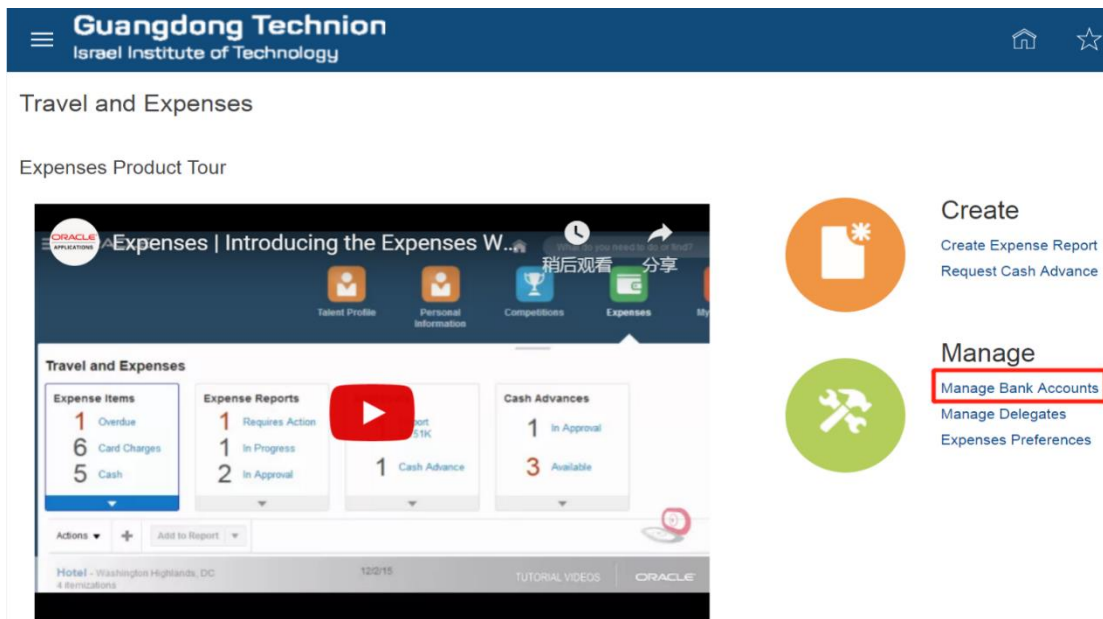
1. Manage employee bank account:

All personal expense/cash advance can only be reimbursed/paid to **Chinese bank account**.




Step 1: Enter the Expense module



Step 2: Fill in/ manage bank account information



Manage Bank Accounts

   Primary

No data to display.

Create Bank Account ✕

* Country ▼

* Account Number

* Account Holder

* Bank

* Bank Branch

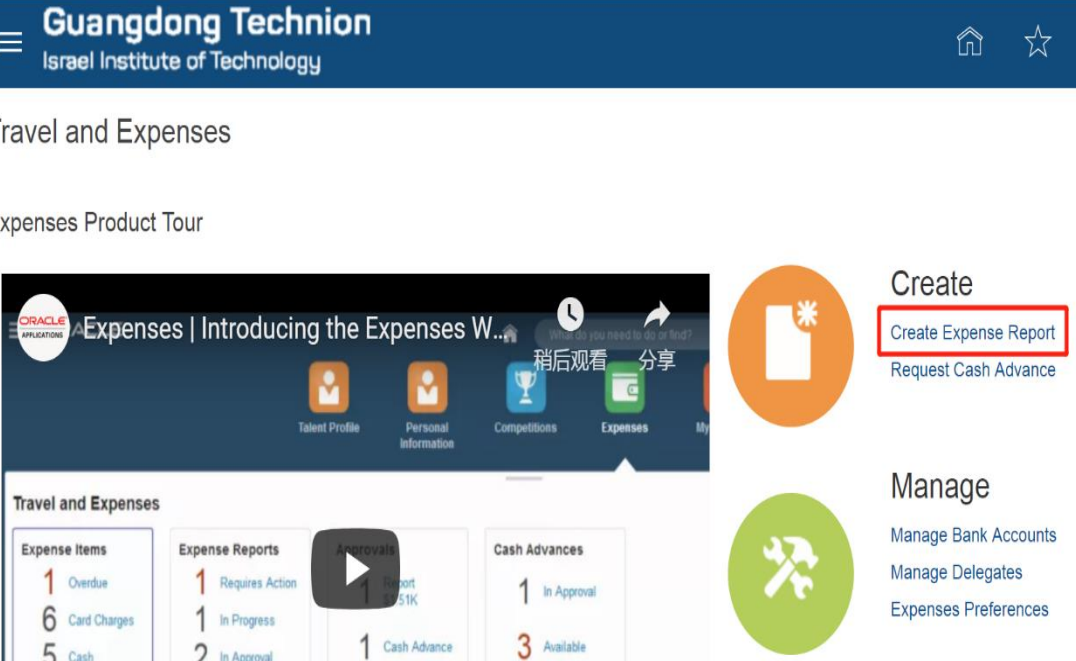
Save and Close

Cancel

2. Create expense

Only if the reimbursement is refunded to your personal bank account will need to use the Expense module. Payment to suppliers or third party shall be submitted to Finance Office with approval directly (from August 2019, payment to supplier will go through Supply Chain module).

Step 1



The screenshot shows the Oracle Expenses interface. At the top, there is a blue header with the text "Guangdong Technion Israel Institute of Technology" and navigation icons. Below the header, the text "Travel and Expenses" and "Expenses Product Tour" is visible. The main content area is divided into two sections: "Create" and "Manage". The "Create" section includes a red-bordered button labeled "Create Expense Report" and a link for "Request Cash Advance". The "Manage" section includes links for "Manage Bank Accounts", "Manage Delegates", and "Expenses Preferences". A video player is also visible in the center of the interface.

Create Expense Report

* Purpose



Attachments None +

Expense Items

Actions ▼



Add Existing

Apply Account ▼

No data to display.

* Date: 2019/07/09

* Template: Expenses for administrative affair

* Type: [Dropdown]

* Amount: [Dropdown]

Reimbursable Amount

Attachments: None +

- Accommodation-China-Foreign staff
- Accommodation-China-General staff
- Accommodation-China-Management
- Accommodation-China-Middle Management
- Accommodation-China-Senior Management
- Accommodation-Oversea
- Airfair
- Contract Benefits
- Entertainment-Staff and Business
- Entertainments-Gifts for Employee
- Miscellaneous
- Transportation
- Travel Allowance

- 1) **Purpose:** A general description of the expense report;
- 2) **Date:** The date when you submit reimbursement;
- 3) **Template:**
 - GTIIT Expenses-Management: It is specific for Chancellor, VC and PVC.
 - GTIIT Salary Advance: It is for new non-Chinese staffs who need salary advance.
- 4) **Type:**
 - Contract Benefits: Refers to expense such as relocation fee, medical insurance fee and home leave airfare or other benefits agreed in your employment contract.
 - Central Research Equipment: Refers to expense such as lab consumables which will be debited from the budget of central research equipment.
 - International School/Teaching Lab: Refers to expenses which will be debited from the budget of GTIIT bilingual school and teaching lab budget.
 - Entertainment-Staff and Business: Refers to meal fee for farewell, welcome dinner or other business purpose. Please add attendees through clicking the icon on the left-hand side.

Create Expense Item

* Date 2019/07/10

* Template Expenses for administrative affair

* Type Entertainment-Staff and Business

Expense Location

* Amount CNY -

Reimbursable Amount 0.00 CNY

* Description

Details

Amount 0.00

Employees 0.00

Nonemployees 0.00

Remaining Balance 0.00

Divide amount equally

Employees +

* Name Amount (CNY)

Nonemployees +

Attendee Type	* Name	Employer	Amount (CNY)
Add attendees.			

Travel Allowance: It includes both meal and city transportation allowance. System will automatically do the calculation through clicking the “Calculate” button on the top right corner based on the filled-in trip date and place.

Guangdong Technion
Israel Institute of Technology

Create Expense Item

Calculate Create Another Close Cancel

* Template Expenses for administrative affairs

* Type Travel Allowance

* Start Date 2019/07/09

* End Date yyyy/mm/dd

* Destination Beijing, China

Per Diem Total 0.00 CNY

Attachments None +

Details

* Description

Account 01-101-999999-5101010101-00000000

5) **Account:** Please select the cost center, project and task carefully since it will affect approval workflow and budget.

Create Another Close Cancel

Account

Hide Segments

Company 01 GTIIT

Cost Centre 101 Finance Department 财务部

Project 100006 Administrative Budget(Finance)

Account 5101010101 单位管理费用_行政管理费用_GTIIT_Administrative Expense

Budget Account 0000000000 Default Null

Task 99999 Project Level Control 无额度限制

Business Purpose 000000000 Default Business Purpose

Function Account 0000000 Default Function Account

Spare 0000 Default Spare

Search Reset | OK Cancel

Attachments None +

Account 01-101-999999-5101010101-00000000

Step 2: Submit expense report for approval

Expense Report: 0002605074

Purpose: Attend a conference

Attachments: None +

Status: Saved

Report Total: 999.00 CNY

Save | **Submit** | Cancel

Sort By: Newest date

Expense Items

Item	Date	Amount
Air fare - Shantou, Guangdong	2019/03/06	999.00 CNY

Expense report can be withdrawn even it is approved or submitted.

Expense Items	Expense Reports	Cash Advances
2 Cash	3 Requires Action 7 In Progress	1 In Progress 2 In Approval

Actions

- Duplicate
- Withdraw**
- Print Preview
- Print Preview with Attachments

Step 3: View approval workflow

Travel and Expenses

Expense Items	Expense Reports	Cash Advances
1 Cash	3 Requires Action 6 In Progress	1 In Progress 2 In Approval

Actions

[0002395222](#) - TEST UG reimbursement

Pending manager approval

Expense Report: 0002395222

Purpose TEST UG reimbursement

Attachments None +

Status Pending manager approval

Expense Items

Airfair

Approver List ✕

Options Apply Reset

Section	Stage or Participant
1	Parallel Stages
1.1	Expense Report Approval Stage
1.1.1	Parallel
1.1.1.1	- Expense Report Approvers Assigned May 7, 2019

Expense Report App...

Step 4: Receive notification

Staff will receive notification when the expense is approved/rejected/get paid/required more information to submit.

4.1) Email notification:

Approved:

2019-3-13 (周三) 11:01

<ekhg-test.fa.sender.1@workflow.mail.ap1.cloud.oracle.com>

Approved: Expense Report Approval 0002515961 for (1,739.00 CNY)

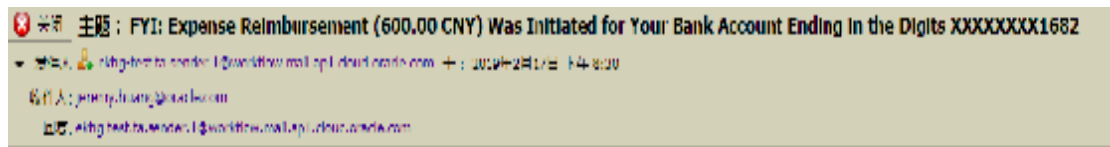
Access this task in the [Workspace Application](#)

Expense Report Approval 0002515961 for (1,739.00 CNY)

Details

Assigned Date 2019/03/13 10:25	Report Period 2019/03/04 - 2019/03/04
Outcome Task Completed - Approved	Report Total 1,739.00 CNY
Task Number 200984	Submission Date 2019/03/13
	Context Segment
	Purpose T20190313_Jack

Get paid:



Access this task in the Workspace Application

Expense Reimbursement (600.00 CNY) Was **Initiated for Your Bank Account** Ending in the Digits XXXXXXXX1682

Details

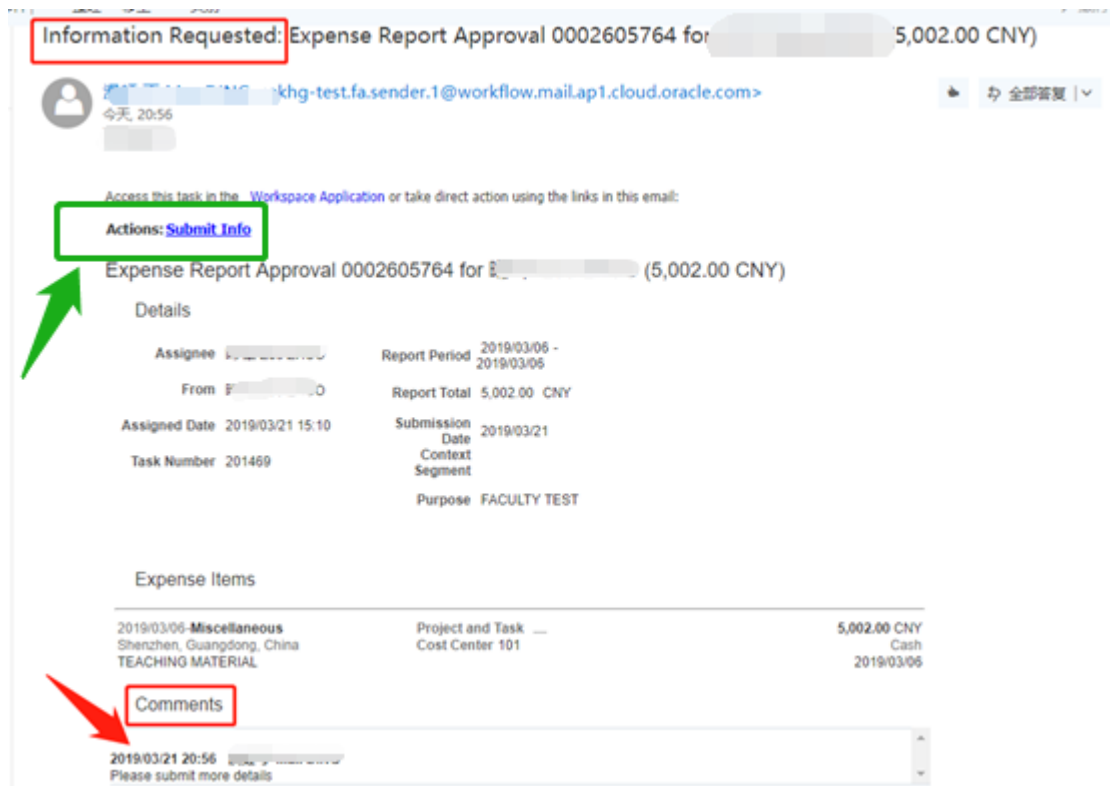
Assignee	Ru Huang	Payment Date	2019/03/17
Assigned Date	2019/03/17 08:30	Payment Amount	600.00 CNY
Task Number	201183	Bank	Bank of China
		Bank Account Number	XXXXXXXX1682
		Bank Account Type	

Expense Reports

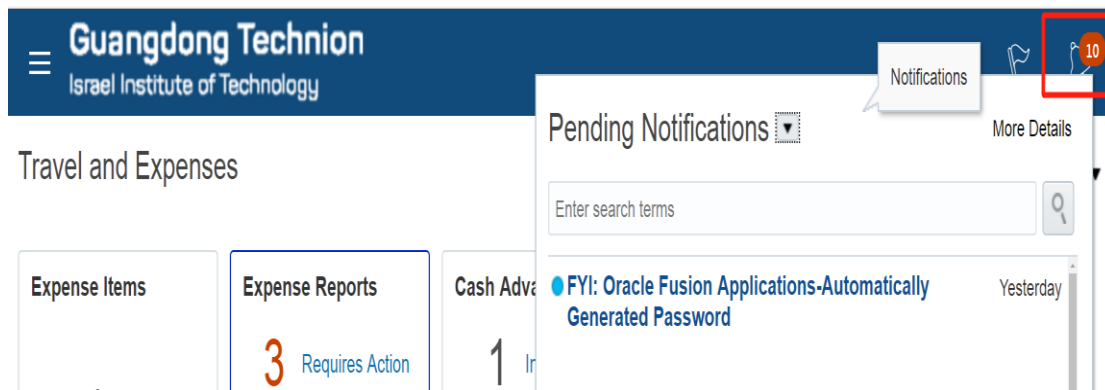
*Note: There will be time difference between receiving get paid notification from Oracle and actual payment.

Require more information to submit:

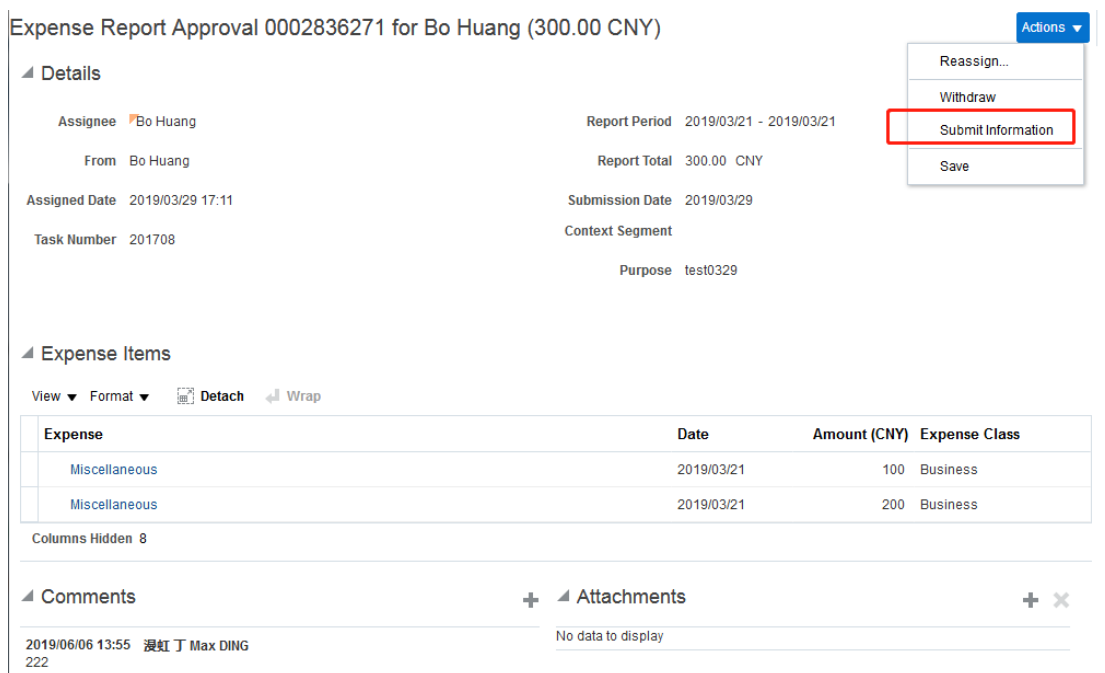
Staff can submit attachment directly through clicking the “Submit Info” link in the email.



4.2) Bell notification:



Attachment can be uploaded through opening the notification window.



Step 5: Print out the approved expense report

When the expense report shows as “Pending Expense Auditor Approval”, staff shall print out the report from Oracle and bring it with all the original receipts/invoices attached on the paper which has a paste guide form on the Expense module homepage to Finance Office.

Path: Locate the expense report which shows as “Pending Expense Auditor Approval” and click Actions-Print Preview icon.

Expense Items

2

Cash

Expense Reports

3

Requires Action

7

In Progress

Cash Advances

1

In Progress

2

In Approval

Actions ▾ +

Duplicate

Withdraw

Print Preview

Print Preview with Attachments

0002395222 - TEST UG reimbursement
Pending manager approval

Expense Report Template:



Expense Report

Report Number **0003313984**

Confirmation
Expense report number 0003313984 for 120.00 CNY was submitted for approval.

RECEIPT_LESS_AUDIT

Submission Instructions
To send required receipts to Accounts Payable, print this page and attach all required receipts.

- This expense report will be paid after it has been approved, and Accounts Payable has verified the receipts.

Person	[REDACTED]	Submission Date	2019/07/04
Expense Dates	2019/07/04 - 2019/07/04	Report Status	Pending expense auditor approval
Reimbursable Total	120.00 CNY	Purpose	[REDACTED]

Expense Items			
Expense Type	Expense Template	Description	Reimbursable Amount (CNY)
Miscellaneous	Expenses for administrative affairs	[REDACTED]	120.00

Amount Due to You 120.00 CNY

3. Create cash advance

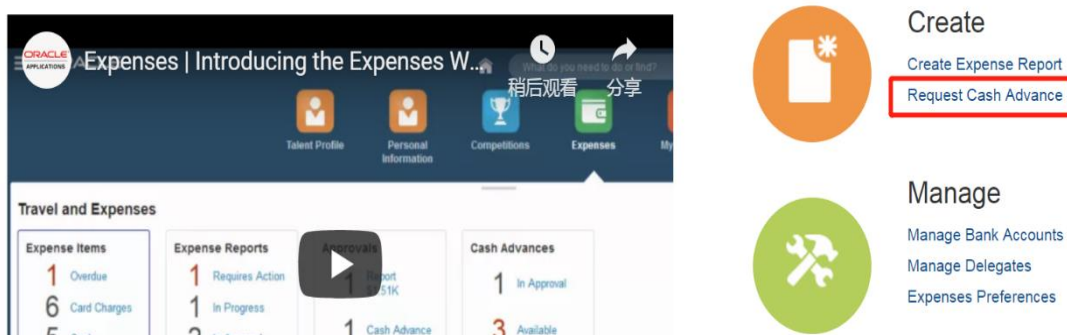
***Note:**

- 1) If you submit an expense report after any paid cash advance, system will offset the cash advance firstly.
- 2) Payment to supplier but without invoice shall fill in a Cash Advance form and submit to Finance Office directly.

Step 1

Travel and Expenses

Expenses Product Tour



Step 2: Enter cash advance details and submit

Advance Type: Choose an advance type based on your employee categories.

Please be carefully select the advance type since it will affect approval workflow.

Employee category	Advance Type
Administrative staff of non-student affairs related department	GTIIT-Admin
Administrative staff of student affairs related department	GTIIT-Admin-Student Affairs
Faculty	GTIIT-Faculty

Guangdong Technion
Israel Institute of Technology

Request Cash Advance

Save Submit

* Advance Amount CNY

* Purpose Stationery purchase

Advance Type GTIIT-Admin

Start Date yyyy/mm/dd

End Date yyyy/mm/dd

Attachment None +

Step 3: Print out the approved cash advance

When the cash advance shows as “Pending Expense Auditor Approval”, staff shall print out the entire webpage and bring it to Finance Office.

Guangdong Technion
Israel Institute of Technology

Travel and Expenses

Expense Items	Expense Reports	Cash Advances
3 Cash	5 Requires Action 37 In Progress	2 In Progress 2 In Approval

Policies and Guides

[GTIIT Expense User Guide](#) [Invoice paste guide](#) [Expense Training in English](#) [Expense Training in Chinese](#) [Accommodation standards and travel allowance abroad](#) [Expense/cash advance workflow](#)

Request Cash Advance

ADV0003195302 TEST REPORT

628.00 CNY
Pending auditor approval

Cash Advance: ADV0003195302

Advance Number ADV0003195302

Status Pending auditor approval

Employee [Redacted]

Purpose TEST REPORT

Advance Type GTIIT-Admin

Advance Amount 628.00 CNY

Trip Start Date

Trip End Date

Attachment None

Note: By "Status" changed to "Pending Auditor Approval", please print the entire webpage by using keys of Ctrl+P(Windows) or Cmd+P(Mac) to print this report and hand it over to Fin. Dept.

Step 4: View approval workflow

The screenshot displays the Oracle Fusion Applications interface. At the top, the header shows 'Guangdong Technion Israel Institute of Technology'. Below the header, the main content area is titled 'Travel and Expenses'. On the left, there are three summary cards: 'Expense Items' with 1 Cash, 'Expense Reports' with 3 Requires Action and 6 In Progress, and 'Cash Advance' with 1 In Progress and 2 In Progress. On the right, a 'Pending Notifications' panel is open, showing two notifications: 'FYI: Oracle Fusion Applications-Automatically Generated Password' from Yesterday. A 'More Details' button is visible in the top right corner of the notification panel.

The screenshot shows a task management interface. On the left, there is a sidebar with 'Views' and 'Inbox' sections. The 'Inbox' section includes 'My Tasks (6)', 'Initiated Tasks (24)' (highlighted with a red box), and 'Administrative Tasks'. The 'Views' section includes 'Due Soon', 'High Priority', 'Past Day', 'Past Week', 'Past Month', 'Past Quarter', and 'New Tasks'. The main area displays a list of tasks, with 'Cash Advance Approval ADV0002395217' highlighted in blue and its title also highlighted with a red box. To the right, a detailed view of this task is shown. The 'Details' section includes fields for Assignee, From, Assigned Date, Task Number, Advance Number, Trip Period, Advance Total, Submission Date, and Purpose. The 'Context Segment' is also visible. Below the details are sections for 'Comments' and 'Attachments', both showing 'No data to display'. At the bottom, a 'History' section contains a table with the following data:

Section	Stage or Participant
1	Cash Advance Approval Stage

A red arrow points to the 'Cash Advance Approval Stage' entry in the history table.

Step 5: Receive notification

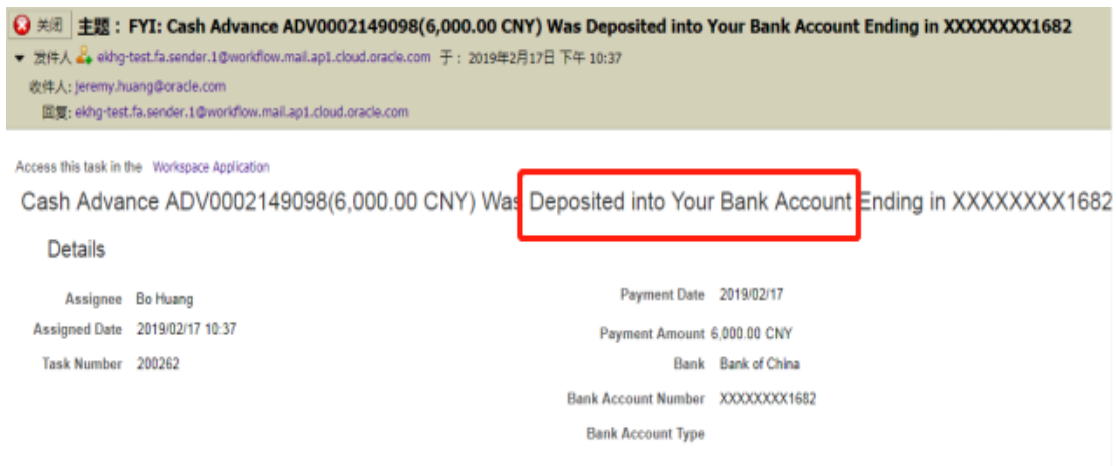
Staff will receive notification when the cash advance is approved/rejected/get paid/required more information to submit:

5.1) Email notification:

Approved:

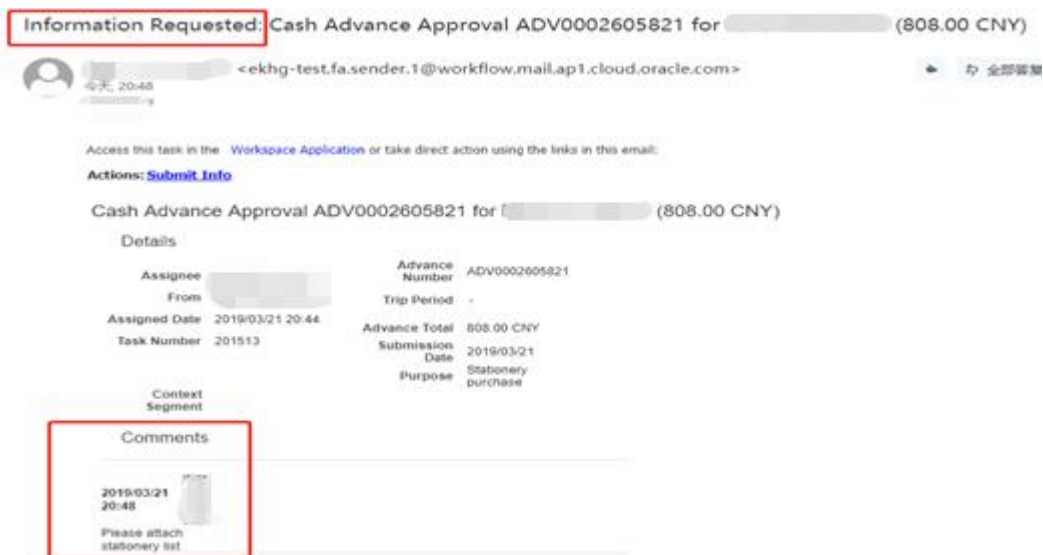
The screenshot shows an email notification. The sender is 'ekhg-test.fa.sender.1@workflow.mail.ap1.cloud.oracle.com'. The subject is 'Approved: Cash Advance Approval ADV0002605253 for [redacted] (2,019.00 CNY)'. Below the subject, there is a link to 'Access this task in the Workspace Application' and the task title 'Cash Advance Approval ADV0002605253 for [redacted] (2,019.00 CNY)' (highlighted with a red box). The 'Details' section includes fields for Assignee, Assigned Date, Task Number, Advance Number, Trip Period, Advance Total, Submission Date, and Purpose. The 'Outcome' field is 'Task Completed - Approved' (highlighted with a red box). The 'Context Segment' is also visible. Below the details is a 'Comments' section showing 'No data to display'.

Get paid:

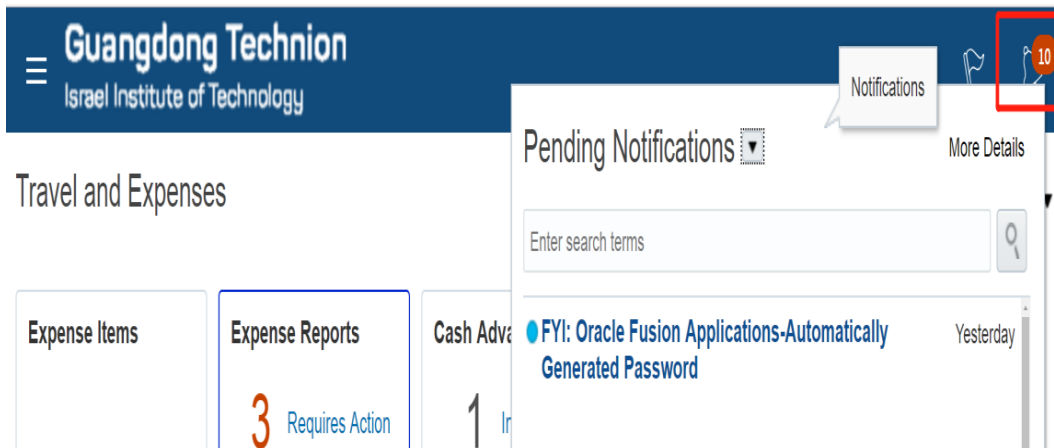


*Note: There will be time difference between receiving get paid notification from Oracle and actual payment.

Require more information to submit:



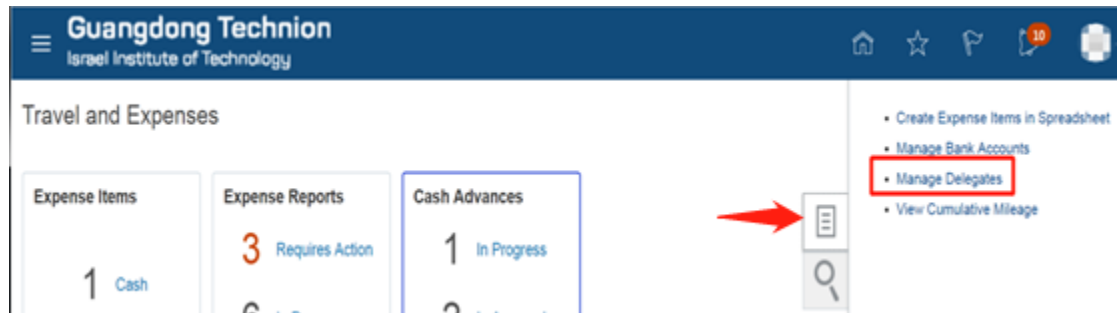
5.2) Bell notification:



4. Manage delegate

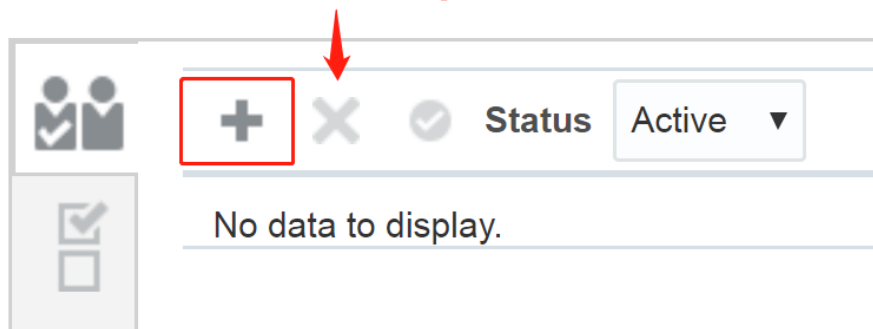
Staff can delegate other staffs to submit expense report on behalf of himself/herself. Please note that the delegate management is not applicable to cash advance.

Step 1



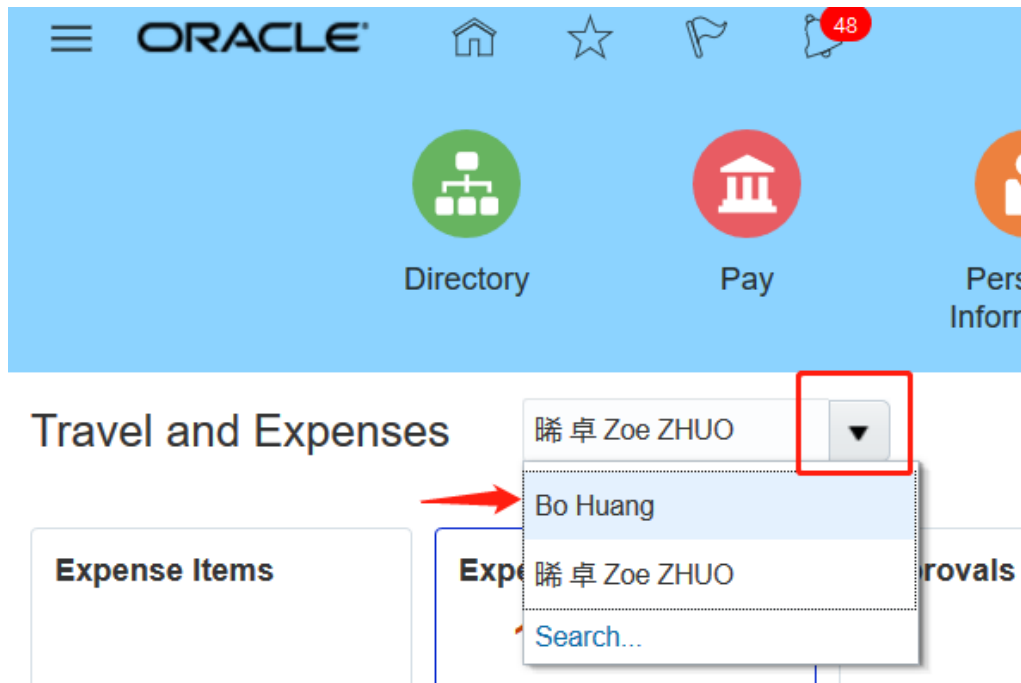
Delegates and Permissions

Inactivate the delegate



Step 2

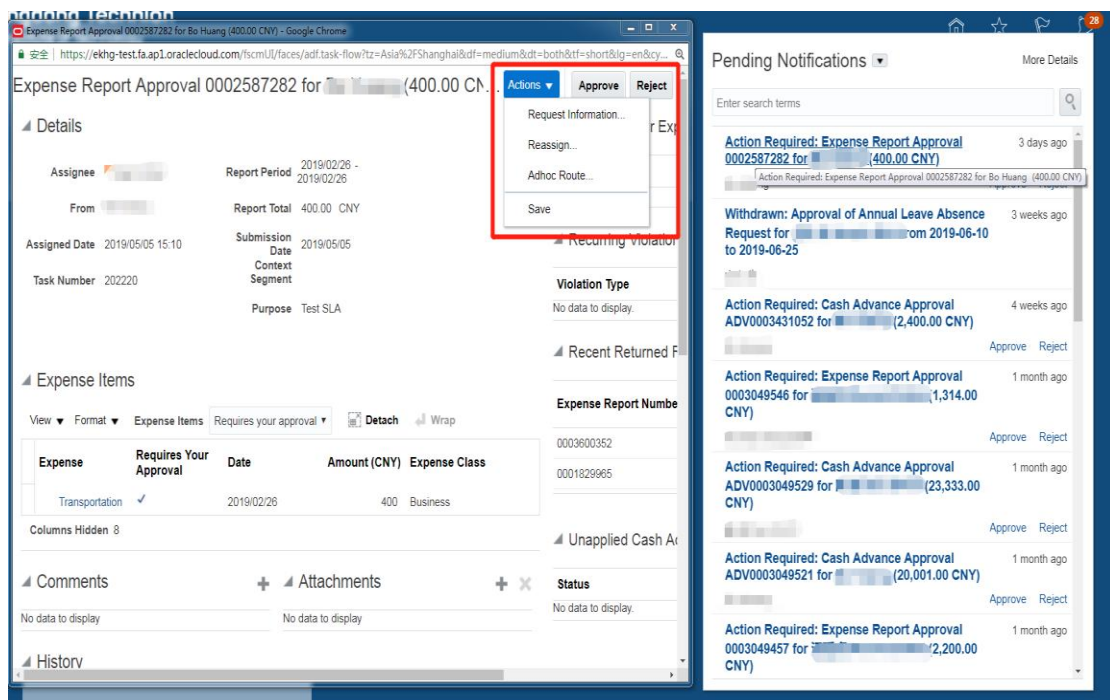
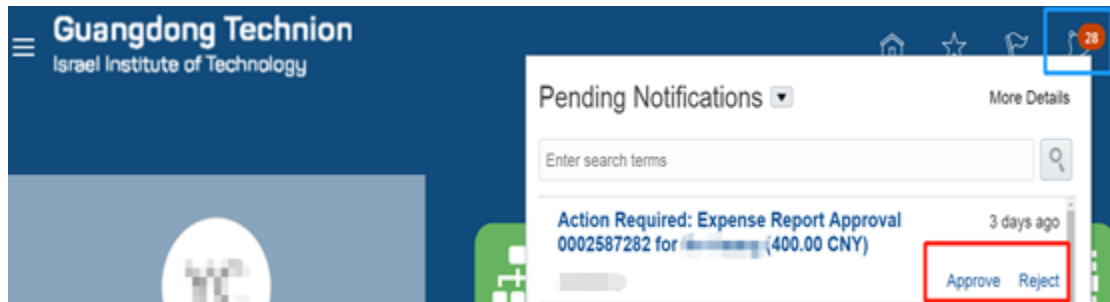
Delegate staff needs to choose the delegated staff first before creating expense report. Delegated staff will receive a notification to confirm the expense report. It will then enter approval procedure after being submitted by delegated staff.



5. Approve expense report/cash advance

5.1) Approve by Oracle

Click the bell notification on the homepage where the details of the expense report/cash advance can be seen as well.



Approvers can add comments before reassign/approve/reject the expense report:

Expense Report Approval 0003195371 for Jesse LI 黎泽宇 (20,222.00 CNY)

Details

Assignee Yigal Cohen Report Period 2019/07/01 - 2019/07/01

From Jesse LI 黎泽宇 Report Total 20,222.00 CNY

Assigned Date 2019/07/03 17:17 Submission Date 2019/07/03

Task Number 201801 Context Segment

Purpose For testing

Expense Items

View Format Expense Items Requires your approval Detach Wrap

Expense

Central research equipment

Columns Hidden 8

Comments

No data to display

History

5.2) Approve by email

From: GTIIT ERP [mailto:ekhg.fa.sender@workflow.mail.ap1.cloud.oracle.com]
 Sent: Tuesday, 7 May 2019 15:38
 To: [redacted]
 Subject: Action Required: Cash Advance Approval ADV0002395213 for [redacted] (2,333.00 CNY)

Access this task in the [Workspace Application](#) or take direct action using the links in this email:

Actions: [Approve](#) | [Reject](#) | [Request More Info](#)

Cash Advance Approval ADV0002395213 for [redacted] (2,333.00 CNY)

Details

Assignee [redacted]	Advance Number ADV0002395213
From [redacted]	Trip Period -
Assigned Date 2019/05/07 15:37	Advance Total 2,333.00 CNY
Task Number 200493	Submission Date 2019/05/07
	Purpose test

Context Segment

Comments

No data to display

History

Updated By	Action Performed	Assignee	Updated Time
[redacted]	Assigned	[redacted]	May 7, 2019 3:37 PM

Unapplied Cash Advances

Status	Due Date	Advance Balance
No data to display.		

Comparison with Company Policies

	Company Policy	
Total Number of Open Advances	1	1
Cash Advance Amount for This Request	2,333.00 CNY	99,999,999.00 CNY