Oracle Expense Module User Guide
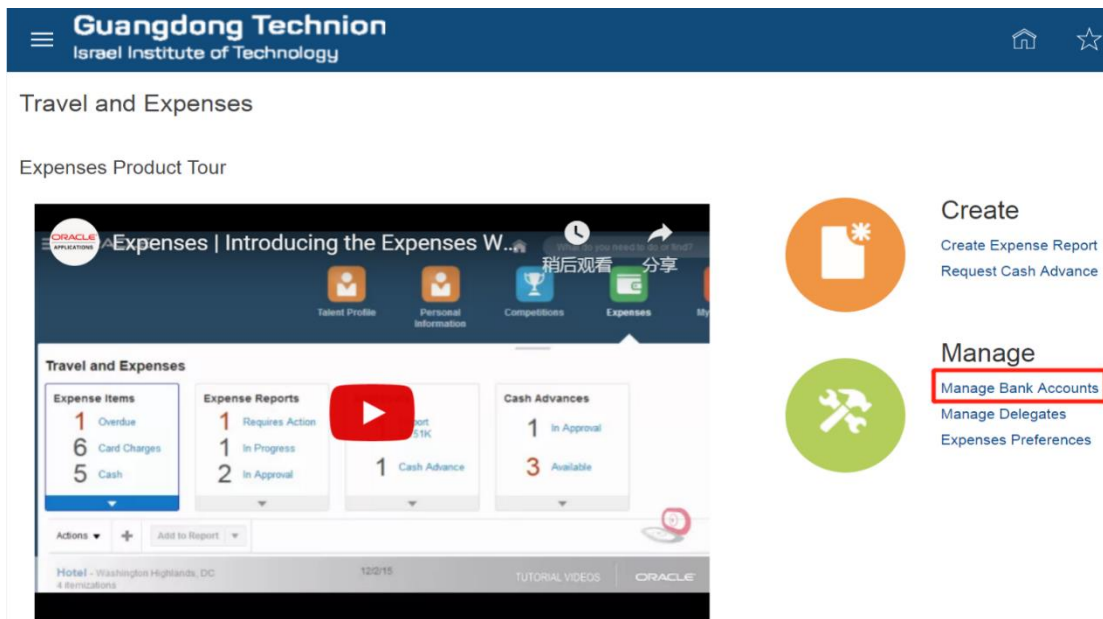
1. Mange employee bank account:

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

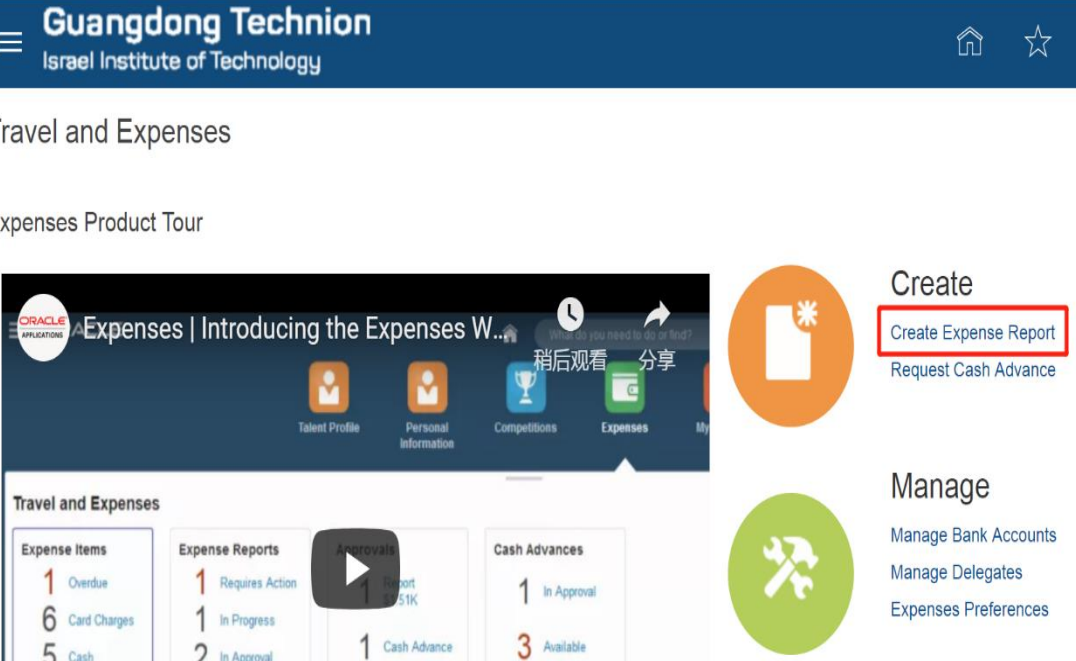## Step 1: Enter the Expense module
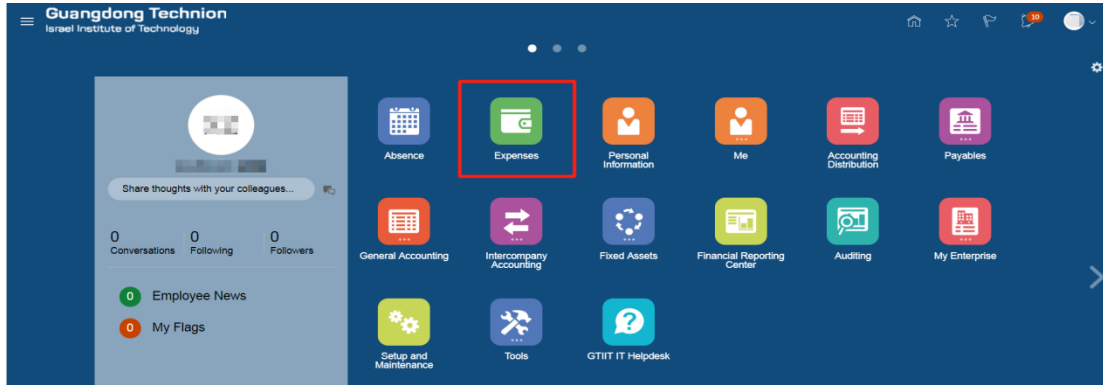
Step 2: Fill in/ manage bank account information

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

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.

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.

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

Step 2: Submit expense report for approval

Expense report can be withdrawn even it is approved or submitted.

Step 3: View approval workflow

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:

Get paid:

*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.
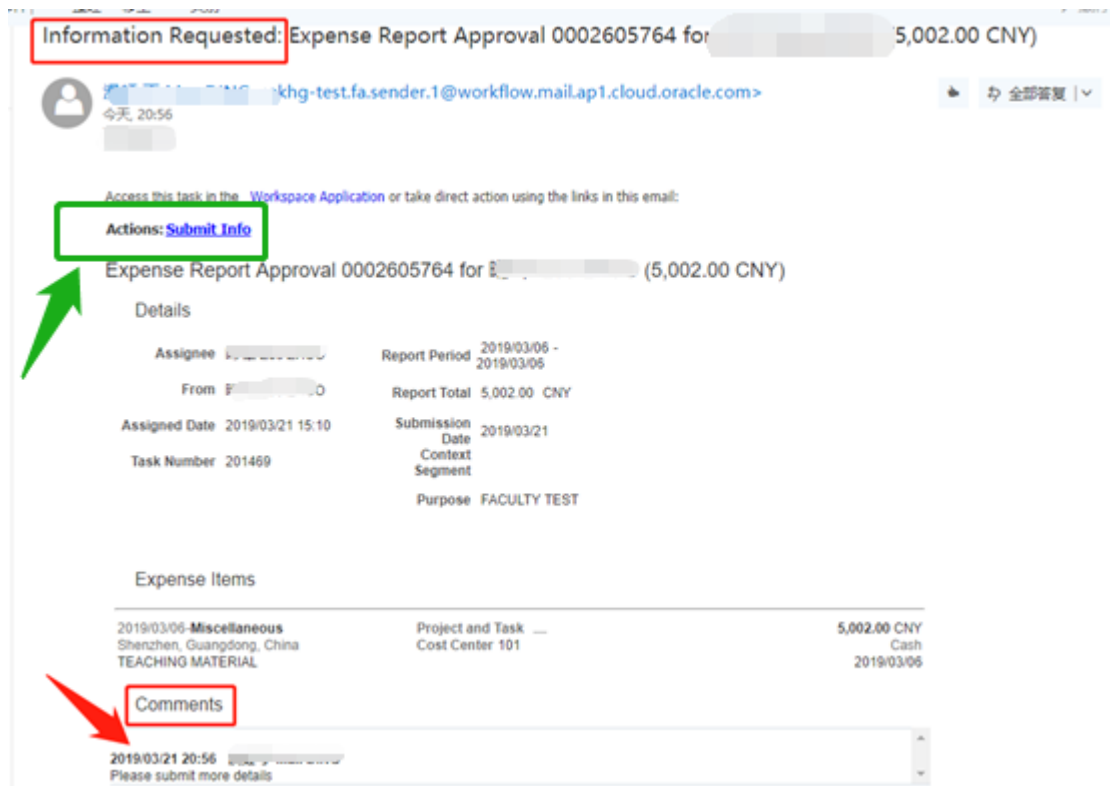
4.2) Bell notification:
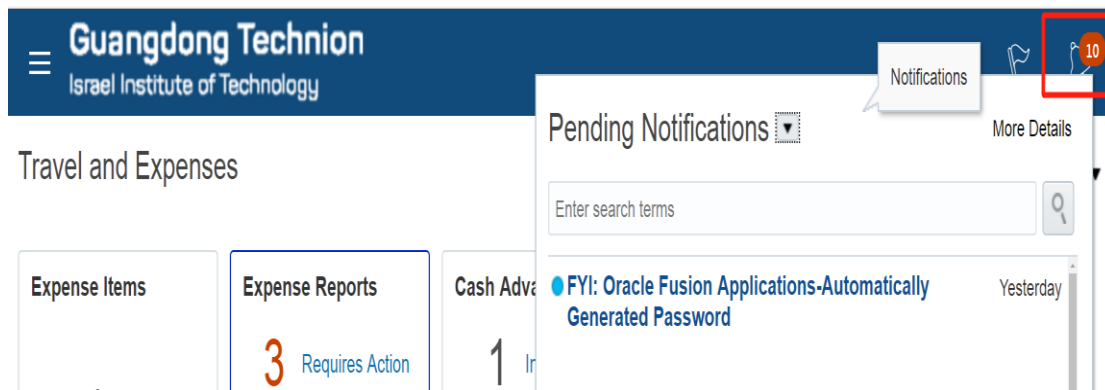
Attachment can be uploaded through opening the notification window.
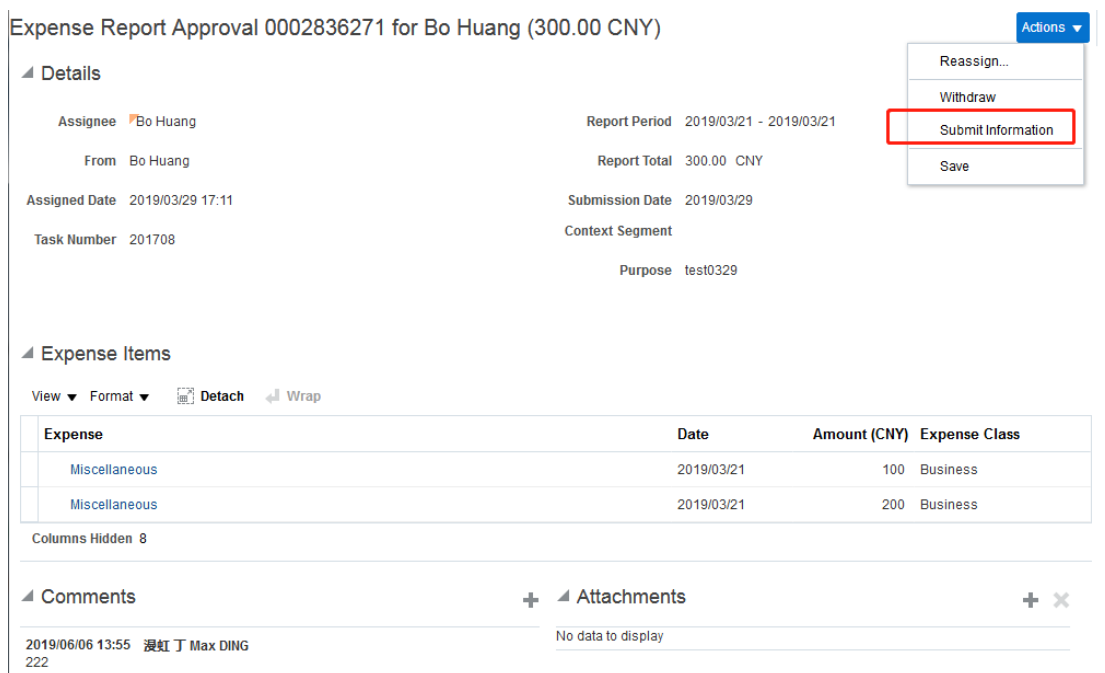
Step 5: Print out the approved expense report

When the expense report shows as "Pending Expense Auditor Approval", staff shall print out the report from Oracle and bring it with <u>all the original receipts/invoices attached on the paper </u>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 Report Template:

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

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

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.

Cash Advance: ADV0003195302

Advance Number	ADV0003195302
Status	Pending auditor approval
Employee	
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

Pending Notifications ▼   More Details

Enter search terms

FYI: Oracle Fusion Applications-Automatically Generated Password   Yesterday

FYI: Oracle Fusion Applications-Automatically Generated Password   Yesterday

Travel and Expenses

Expense Items	Expense Reports	Cash Adva...
1 Cash	3 Requires Action	1
	6 In Progress	2

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:

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:
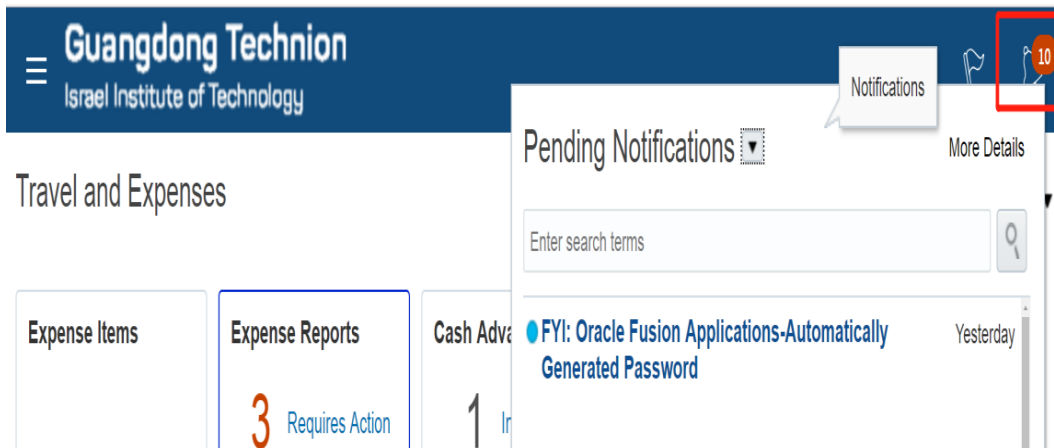
4. Manage delegate

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
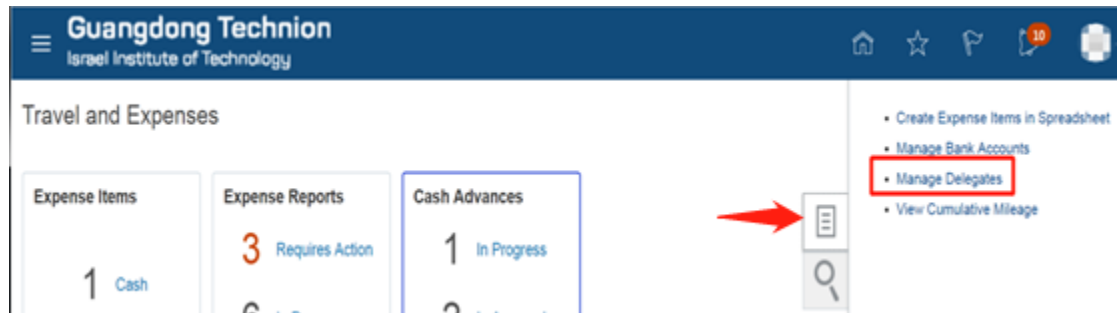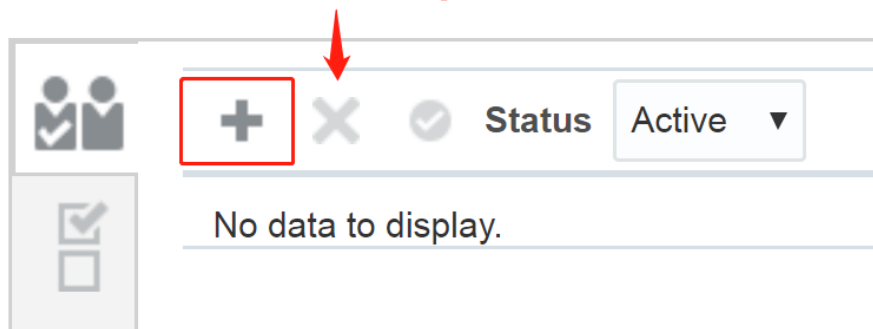
Step 2

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.
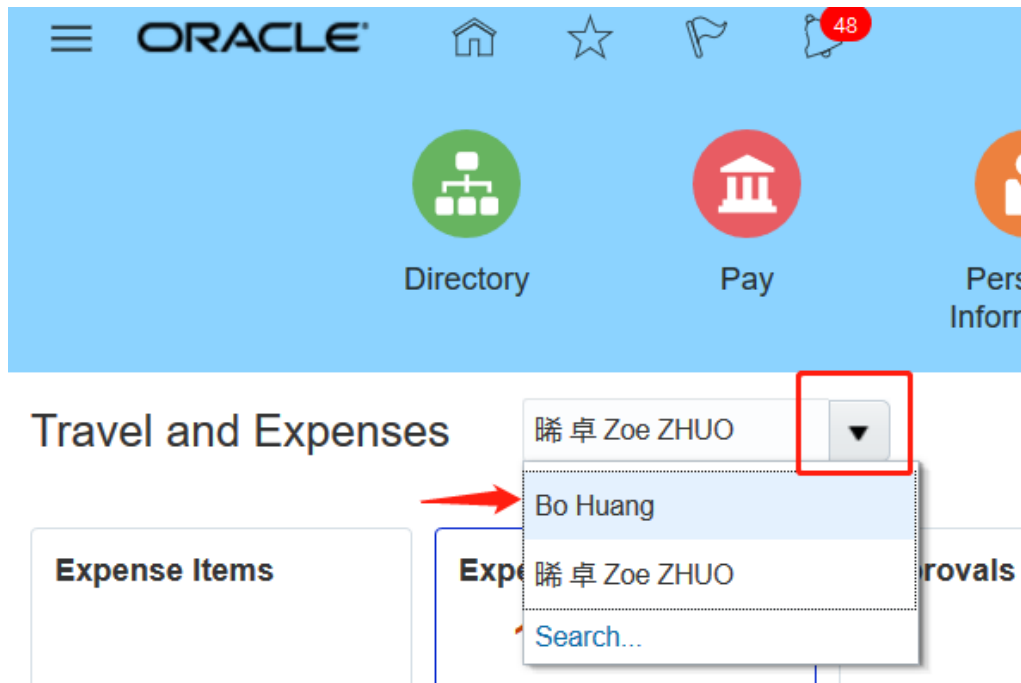
5. Approve expense report/cash advance

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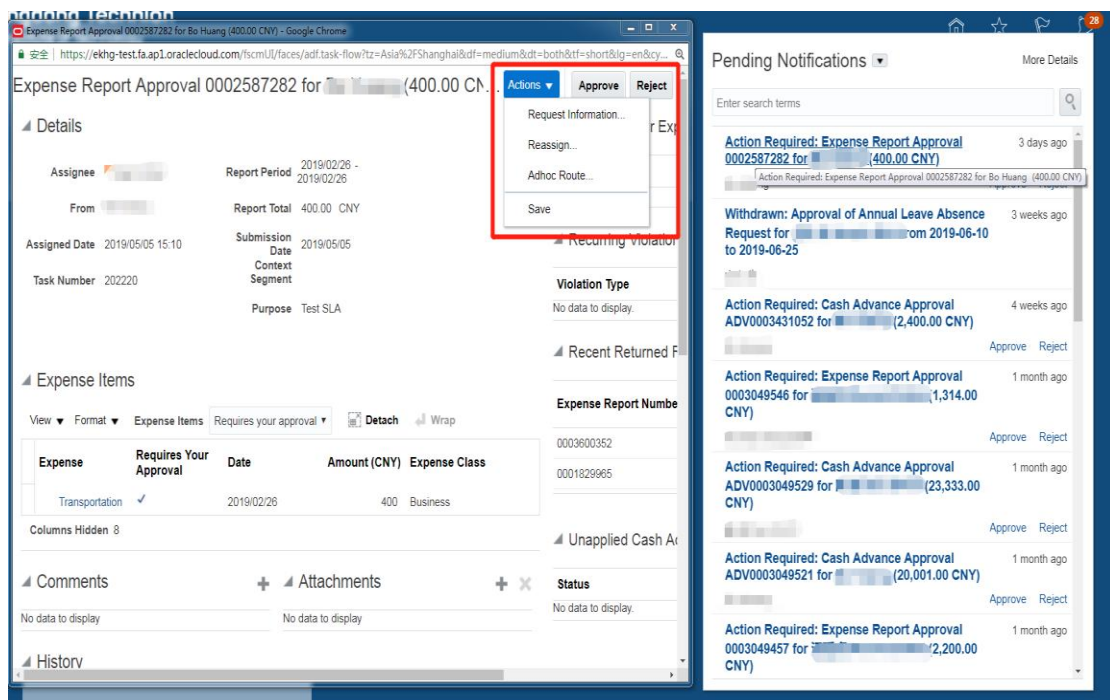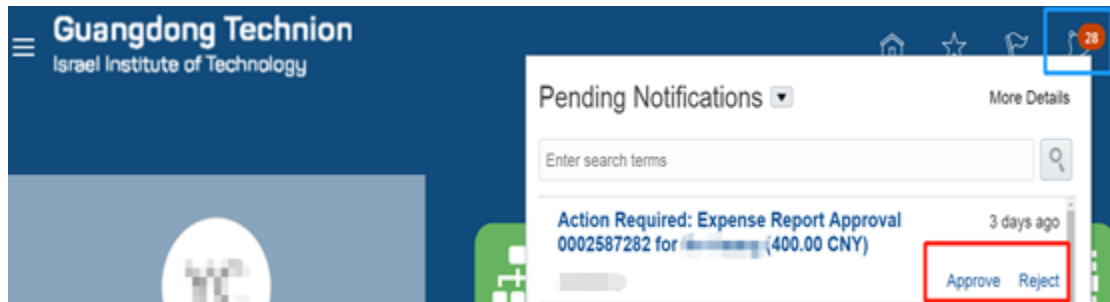
Approvers can add comments before reassign/approve/reject the expense report:

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: M...
Subject: Action Required: Cash Advance Approval ADV0002395213 fo ▓▓▓▓ 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 ▓▓▓▓▓ (2,333.00 CNY)   ...

Details   ... Unapplied Cash Advances   ...

	Advance Number	ADV0002395213

			Status	Due Date	Advance Balance
Assignee	▓▓▓		No data to display.		
From	▓▓▓	Trip Period	-		

Assigned Date   2019/05/07 15:37   Advance Total   2,333.00 CNY   Comparison with Company Policies   ...

Task Number   200493   Submission Date   2019/05/07

Purpose   test

			▓▓▓	Company Policy
Context Segment			Total Number of Open Advances	1	1
Comments					
No data to display	...				
History			Cash Advance Amount for This Request	2,333.00 CNY	99,999,999.00 CNY
		...			

Updated By	Action Performed	Assignee	Updated Time
▓▓▓	Assigned	▓▓▓	May 7, 2019 3:37 PM