



School of Arts and Sciences

HOW TO COMPLETE AN EXPENSE REPORT



FIRST TIME USING EXPENSE TOOL

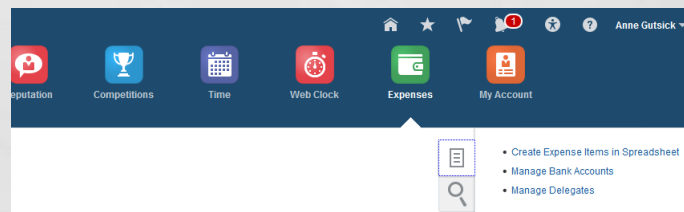
Training for Expense (Employee) RECOMMENDED

Web-based training is located at

- Go into <https://onlinelearning.rutgers.edu/canvas> .
- From there, click on Canvas Login
- Sign in with your NetID and password
- Go into Dashboard on the left
- Click on Expense Management Course Pathway
- Click on Modules
- The section EX010 has the tutorial for Enter and Submit Expense Reports

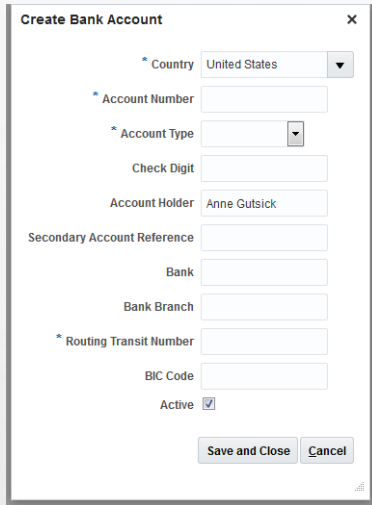
Adding Banking Information

Go to the Task Icon on the right side of the page.



Adding Banking Information continued

Choose Manage Bank Accounts. Once in there, click on the + to add your banking info. Complete all of the info with a * and you also need to add your Bank and Branch. Do not enter any spaces or dashes. For Account Type, do not choose Money Market. Only Checking and Savings.



A screenshot of a 'Create Bank Account' form. The form has a title bar with 'Create Bank Account' and a close button. It contains several input fields: 'Country' (dropdown menu set to 'United States'), 'Account Number' (text input), 'Account Type' (dropdown menu), 'Check Digit' (text input), 'Account Holder' (text input with 'Anne Gutsick'), 'Secondary Account Reference' (text input), 'Bank' (text input), 'Bank Branch' (text input), 'Routing Transit Number' (text input), and 'BIC Code' (text input). There is an 'Active' checkbox which is checked. At the bottom are 'Save and Close' and 'Cancel' buttons.

Once the info is entered, Click on Save and Close. The final step is to make your bank the Primary so you would click next to Valid to highlight the row. Then click on Primary. A check box should show up to the left of your bank name.



A screenshot of the 'Manage Bank Accounts' interface. It features a table with one row. The table has a header row with a '+' icon and a 'Primary' checkbox. The data row is highlighted in blue and contains the following information: a checkmark icon, the text 'Magyar Bank XX3691', 'Magyar Bank, United States', 'Routing Transit Number' followed by a blue input field, 'Checking', and 'Valid 10/7/16'.

Manage Bank Accounts					
+	☑ Primary				
☑	Magyar Bank XX3691	Magyar Bank, United States	Routing Transit Number <input type="text"/>	Checking	Valid 10/7/16

If you previously started a report this is the screen you will see.

The screenshot displays the Oracle Travel and Expenses web application. The top navigation bar includes the Oracle logo and a series of icons for various HR and finance functions. The main content area is titled 'Travel and Expenses' and features three summary cards: 'Expense Items' (0), 'Expense Reports' (1 In Progress), and 'Cash Advances' (1 In Progress). A red text overlay with two arrows pointing to the 'Actions' dropdown menu states: 'You can start an expense report or add an expense item to one already started'. The 'Actions' menu is open, showing options: 'Create Expense Item', 'Create Expense Report', 'Request Cash Advance', 'Create Expense Items in Spreadsheet', and 'Take the Product Tour'. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:00 AM on 8/4/2017.

Oracle

myRutgers Portal | Document Search | Travel and Expenses - Expen: | +

https://ecbg.fin.us2.oraclecloud.com/payables/faces/FndOverview?_afnGlobalItemNodeId=itemNode_my_information_expenses&_adf.no-new-window-redirect=true&_adf.ctrl-state=18wg11mib8_5&_afLoop=11426426392

Search

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Expense Items: 0

Expense Reports: 1 In Progress

Cash Advances: 1 In Progress

You can start an expense report or add an expense item to one already started

Actions

- Create Expense Item
- Create Expense Report
- Request Cash Advance
- Create Expense Items in Spreadsheet
- Take the Product Tour

Sort By: Date

No data to display.

10:00 AM 8/4/2017

File Edit View History Bookmarks Tools Help
myRutgers Portal | Expire Document Search Expenses - Oracle Application Summary - PO 608725
https://ecbg.fin.us2.oraclecloud.com/payables/faces/FndOverview?_afnGlobalItemNodeId=itemNode_my_information_expenses&_adf.ctrl-state=18wg11mi8_58_afnLoop=11426426392f Search

ORACLE

Create Expense Item

Each individual expense needs to be entered onto one of these screens. Save and Create Another Save and Close Cancel

All those with an * must be completed. Make sure you complete the description box.

* Date 8/3/17 Date of expense

* Template Rutgers Business Unit Expenses

* Type Travel - Lodging & Accommodations - Domestic You will select the type of expense from the drop down menu. Example shown

Expense Location United States

* Amount USD 150.00

Number of Days 2

Daily Amount 75.00 USD

Reimbursable Amount 150.00 USD

Details

Description Hotel for conference

* Merchant Name Holiday Inn

* Checkout Date 7/7/17

Account 450.5395.3019.2110.100.1000

Project Number

Task Number

Expenditure Organization

Contract Number

Funding Source

RU Initiative

Project Transaction Location

Project Transaction Business Line

Project Transaction Activity

Get this information from the business office

Attachments Hotel receipt.pdf Receipt missing

11:08 AM 8/4/2017

File Edit View History Bookmarks Tools Help

my Rutgers Portal | Expire Document Search Expenses - Oracle Application Summary - PO 608725

https://ecbg.fin.us2.oraclecloud.com/payables/faces/FndOverview?_afnLoop=1151202139448: Search

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Expense Report: RBU0018876222

Save Submit Cancel

* Purpose Test

Attachments None

Status Saved

Report Total

Payment Method ACH-BOA-PPD

Employer Pays You 650.00 USD

650.00 USD

Sort By Newest date

Expense Items

Actions + Add Existing Apply Project Apply Account

Travel - Lodging & Accommodat ... - United States Holiday Inn for conference	8/3/17 Hotel receipt.pdf + Original receipt required	150.00 USD	X
Travel - Conference & Conven ... - AA, United States Roundtrip fee for transportation to airport. Paid cash	10/28/16 None + Original receipt required	500.00 USD	X

Windows Taskbar: 12:10 PM 8/4/2017

When your report is finished and ready to be submitted click the submit button.