# TABLE OF CONTENTS

1. **INTRODUCTION** ............................................................................................................................. 5  
   1.1  **Purpose** ................................................................................................................................. 5  
   1.2  **Comments** ............................................................................................................................. 5  
2. **SET PERSONAL PREFERENCES** ................................................................................................. 6  
   2.1.  **Background** .......................................................................................................................... 6  
   2.2.  **Aim** ........................................................................................................................................ 6  
   2.3.  **Navigation** ............................................................................................................................. 6  
3. **CREATE A NEW EXPENSE REPORT** ......................................................................................... 8  
   3.1.  **Background** .......................................................................................................................... 8  
   3.2.  **Aim** ........................................................................................................................................ 8  
   3.3.  **Navigation** ............................................................................................................................. 8  
   3.4.  **Steps – Create Expense Report** ........................................................................................... 9  
   3.5.  **Steps – Enter Receipt Based Expenses** ..............................................................................10  
   3.6.  **Steps – Itemize an expense** .................................................................................................12  
   3.7.  **Steps – Enter Per Diem Expenses** ......................................................................................15  
   3.8.  **Steps – Enter Mileage Expenses** .......................................................................................17  
   3.9.  **Steps – Expense Allocations: Project Allocations** ............................................................19  
   3.10. **Steps – Expense Allocations: Account Allocations** ..........................................................20  
   3.11. **Steps – My Allocations** .......................................................................................................21  
   3.12. **Steps – Review** .....................................................................................................................23  
   3.13. **Steps – Imaged Receipts** .....................................................................................................25  
4. **RETRIEVE SAVED EXPENSE REPORT** ....................................................................................30  
   4.1.  **Background** ..........................................................................................................................30  
   4.2.  **Aim** ........................................................................................................................................30
4.3. Navigation ........................................................................................................................... 30

5. WITHDRAW A SUBMITTED EXPENSE REPORT ................................................................. 31
   5.1. Background .................................................................................................................... 31
   5.2. Aim ................................................................................................................................ 31
   5.3. Navigation .................................................................................................................... 31

6. DUPLICATE AN EXPENSE REPORT .................................................................................. 33
   6.1. Background .................................................................................................................... 33
   6.2. Aim ................................................................................................................................ 33
   6.3. Navigation .................................................................................................................... 33

7. EXPENSE REPORT WORKFLOW NOTIFICATIONS ......................................................... 35
   7.1. Background .................................................................................................................... 35
   7.2. Aim ................................................................................................................................ 35
   7.3. Navigation: Workflow User ........................................................................................ 35
   7.4. Navigation: Internet Expenses .................................................................................... 35
   7.5. Steps – Review Notification ....................................................................................... 36
   7.6. Steps – Approve Claim ............................................................................................... 39
   7.7. Steps – Reject Claim ................................................................................................. 39
   7.8. Steps – Delegate Claim ............................................................................................. 39
   7.9. Steps – Request information on a Claim .................................................................... 39

8. ALLOW OTHERS TO SUBMIT EXPENSE REPORTS FOR YOU ....................................... 41
   8.1. Background .................................................................................................................... 41
   8.2. Aim ................................................................................................................................ 41
   8.3. Navigation .................................................................................................................... 41

9. SUBMITTING EXPENSE REPORTS ON BEHALF OF ANOTHER ..................................... 42
   9.1. Background .................................................................................................................... 42
   9.2. Aim ................................................................................................................................ 42
9.3. Navigation ......................................................................................................................................42

10. EXPENSE REPORT ENQUIRIES ...................................................................................................44

10.1. Background ................................................................................................................................44

10.2. Aim ..............................................................................................................................................44

10.3. Navigation ....................................................................................................................................44

10.4. Steps – Expense Report Enquiry ...............................................................................................44

10.5. Steps – Payments Enquiry ..........................................................................................................45
1. Introduction

1.1 Purpose

The purpose of this guide is to provide the end-users of Oracle Internet Expenses with guidance upon the most commonly used processes and steps in iExpenses.

1.2 Comments

- All users of iExpenses should familiarise themselves with all College policies relating to reimbursement of expenses.
- The screenshots in this document may not exactly represent pages that the user will see and are shown to provide an example only.
2. Set Personal Preferences

2.1. Background

Prior to submitting Expense Reports, users would be advised to set some Personal Preferences which may support and speed up expense entry.

2.2. Aim

To allow the user to:

Set Personal Internet Expenses Preferences using the TCD Internet Expenses responsibility.

2.3. Navigation

Expenses Home > Preferences Hyperlink

*The first page displayed will be similar to the following:*
Click **Expense Preferences** hyperlink

Set General Preferences as required (e.g. Vehicle Type – which is required for claiming mileage).

Click **Save** button.

Click **My Allocations** hyperlink.

Use the Torch icon to select items under the **My Project Allocation Sets** and / or **My Account Allocation Sets**.

Use the **Add Another Row** button to add multiple Allocation rows.

Alternatively use the **Duplicate** button to minimise repetitive data entry.

Click the **Save** button.

Click the **Apply** button when all preferences have been set as required.
3. Create A New Expense Report

3.1. Background

To submit an expenses claim within Oracle I-Expenses the end user creates and submits an Expense Report.

3.2. Aim

To allow the user to:
Create and submit an Expense Report.
Unless otherwise stated, use the TCD Internet Expenses responsibility.

3.3. Navigation

Expenses Home
The first page displayed will be similar to the following:

The home page allows the user to view the following information:
- Submitted Expense Reports
- Incomplete / Saved Expense Reports
- Notifications

The home page also allows the user to access the following options:
- Expense Reports – search for specific Expense Reports
- Access Authorizations – employee delegation for Expense Report Entry
- Projects and Tasks - available Projects for expense entry
- Payments Search – review payments received and related Expense Reports
3.4. Steps – Create Expense Report

Click the **Create Expense Report** button.

*A page similar to the one below will be displayed:*

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Defaults from your HR employee record. This may be amended to any employee who has granted you rights to create expense reports on their behalf. If you do not have access to other Names you have not been granted the access to enter on behalf of others.</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>This defaults from your HR employee record and will default down to the Account Allocations Cost Centre segment.</td>
</tr>
<tr>
<td>Purpose</td>
<td>You must enter a general description for the purpose of the claim. Consider an appropriate naming convention if you regularly submit claims.</td>
</tr>
<tr>
<td>Approver</td>
<td>The Approver has been set in the system as requested on the claimant User Set-up Form or as advised at initial set up exercise in conjunction with School Administrators. You are permitted to select any active employee; however, the approver must have signing limits for the Cost Centre to approve the financial amount of the claim. Your default approver will receive a notification that you have selected a different approver.</td>
</tr>
<tr>
<td>Declaration</td>
<td>Use the Torch icon to view the declaration and select.</td>
</tr>
</tbody>
</table>
3.5. Steps – Enter Receipt Based Expenses

Continuing from previous steps:

A page similar to the one below will be shown. There are three tabs provided for the entry of:

- Receipt based expenses
- Per Diem expenses
- Mileage expenses

Note - if the expense items were paid for in a Foreign Currency then select the Show Receipt Currency button.

Enter your Receipt based expenses as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date of the expense.</td>
</tr>
<tr>
<td>Receipt Amount</td>
<td>Enter the amount of the receipt.</td>
</tr>
<tr>
<td>Receipt Currency</td>
<td>If appropriate: select from Drop Down list.</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>Enter an exchange rate if the currency is anything other than EUR. If a rate is not entered the system will show the corporate rate – this can be overwritten if you have a receipt showing the rate you purchased foreign currency. If there is no seeded currency you should convert to EUR.</td>
</tr>
<tr>
<td>Expense Type</td>
<td>From the drop down list, select the type of expense.</td>
</tr>
</tbody>
</table>
Justification Enter a justification for the expense. This is shown on your reports for the accounts being charged.

Optionally, **Save** the Expense Report at this stage.

*Upon saving the Reimbursable Amount column is automatically populated, expense report ID number is automatically generated and a page similar to the one below will be shown:*

![Expense Report Form](image1)

Click the **Details** icon:

*A page similar to the one below will be shown. Available fields may change when different Expense Types are chosen:*

![Expense Report Details](image2)

Populate the details where required and enter optional data where appropriate in order to adhere to your general expenses policies for provision of information.

*You may receive a warning or even be prevented from submitting an Expense Report if you have not entered required information on the details page (e.g. additional data is required if a Hospitality expense type is selected – attendee information is required).*

When you have finished data entry, click the **Return** button.
Continue Receipt based expense entry for any other receipted items of expense by either entering the required data for the new expense on the next available line or duplicating an existing expense line and updating if required.

If required, see the Itemize an expense section (3.6.).
If required, see sections for entry of Per Diem (3.7.) or Mileage (3.8.) expense items.

If no further expense items are required, click the Next button to take you to the next step of Expense Allocations.

3.6. Steps – Itemize an expense

Certain expense items (e.g. typically Hotel Invoices) may require, or optionally provide you with, the ability for itemisation.

To itemise an expense line:

From the expense line Details page click the Itemize button.

A page similar to the one below will be shown:

Update the Amount of the first line to reflect the amount of the first item of the Hotel invoice itemisation:
Note the running total is provided to assist with the following steps and any amount not itemised is listed as “Personal Expenses”.

Click the **Add Another Row** button to create a second line on the Itemized Business Expenses region.

A page similar to the one below will be shown:

Enter your itemisation as follows:

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Select the appropriate Expense Type from the Drop Down.</td>
</tr>
<tr>
<td></td>
<td>Note: you may be presented with a reduced listing of Expense Types for itemization purposes.</td>
</tr>
<tr>
<td>Date</td>
<td>Enter the date of the expense.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount of the itemized item.</td>
</tr>
<tr>
<td>Justification</td>
<td>If required, enter or update the justification for this itemised expense. This will appear as expenditure comment in OBIEE reporting.</td>
</tr>
</tbody>
</table>
Continue to click the **Add Another Row** button as many times as required, in order to fully itemise your Receipt.

In the example below, a hotel Invoice, has been broken down (or itemised) into two lines for “Domestic Hotel” and “Domestic Receipted Meal” Expense Types:

When you have finished, click the **Return** button to return to the expense entry page.

Continue receipt based expense entry for any other receipted items of expense by either entering the required data for the new expense on the next available line or duplicating an existing expense line and updating if required.

If required, see sections for entry of Per Diem and Mileage expense items.

If no further expense items are required, click the **Next** button to take you to the next step of Expense Allocations.
3.7. Steps – Enter Per Diem Expenses

Continuing from previous steps:

Select the Per Diem Expenses tab in the Cash and Other Expenses page to enter any Per Diem claims.

A page similar to the one below will be shown

Per Diem permits the claimant to claim a set rate for subsistence claims rather than entering Receipted claims for expenses such as meals and accommodation.

Per Diem is for use where the locations/currencies are set up in Oracle. Where the location is not already set up, review the Travel & Subsistence Booklet for rates, held on the FSD website http://www.tcd.ie/financial-services/acpayable/index.php, and enter as “Receipt-Based Expenses” referencing the booklet in attachments.

Enter your Per Diem based expenses as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the date of the expense.</td>
</tr>
<tr>
<td>Expense Type</td>
<td>From the drop down list, select the type of Per Diem expense.</td>
</tr>
<tr>
<td>Justification</td>
<td>If required, enter a justification for the expense. This will appear as expenditure comment in OBIEE reporting.</td>
</tr>
</tbody>
</table>

Click the Details icon.
Enter the details of the Per Diem claim

When all required fields are populated, click **Generate Per Diem** button.

This will calculate the Per Diem amount permitted.

The Reimbursable Amount cannot be updated by the claimant as it is set within the system.

See below, how the Reimbursable Amount has now been provided by Oracle based upon rates held within the Oracle Internet Expenses configuration:

When you have finished, click the **Return** button.

Optionally, **Save** the Expense Report at this stage.
Continue Per Diem expense entry for any other Per Diem claims by either entering the required data for the new Per Diem expense on the next available line or duplicating an existing expense line and updating it as required.

Note: it is not possible to itemise a Per Diem expense item.

If required, see sections for entry of Receipt Based or Mileage expense items.

If no further expense items are required, click the Next button to take you to the next step of Expense Allocations.

3.8. Steps – Enter Mileage Expenses

Continuing from previous steps:

Select the Mileage Expenses tab in the Cash and Other Expenses page to enter any business mileage.

A page similar to the one below will be shown:

Enter your mileage details as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Enter the date of the journey.</td>
</tr>
<tr>
<td>Justification</td>
<td>Enter a reason for the expense. This will appear as expenditure comment in OBIEE reporting.</td>
</tr>
<tr>
<td>Unit of Measure</td>
<td>The default is Kilometres and may be amended if claiming unit of measure in Miles</td>
</tr>
<tr>
<td>Trip Distance</td>
<td>Enter the distance of the journey in Kilometres/Miles.</td>
</tr>
</tbody>
</table>
Click the Details icon.

A page similar to the one below will be shown:

![Expense Report Image]

Enter all necessary details to complete the trip information.

For example, in the above screenshot, a Location From and Location To are required.

Click the Calculate Amount button to have the reimbursement amount calculated, which is based on the Expense Type using pre-defined allowances.

Click on the Return button to return to the previous form.

![Expense Report Image]

Optionally, Save the Expense Report at this stage.

Continue Mileage expense entry for any other trips by either entering the required data for the new Mileage expense on the next available line, or duplicating an existing expense line and updating it as required.

Note: it is not possible to itemise a Mileage expense item.
If required, see sections for entry of Receipt Based and Per Diem expense items.

If no further expense items are required, click the Next button to take you to the next step of Expense Allocations.

### 3.9. Steps – Expense Allocations: Project Allocations

Continuing from expense line entry, you may see a page similar to the one below after clicking the Next button from the Cash and Other Expenses step:

When the Project Allocations tab is active / selected, optionally enter the appropriate Project, Task and Award values against all the expense lines which should be charged to a Project.

Use the List of Values held behind the Torch icon to make required selections.

*Or*

See the My Allocations (3.11.) section to mass update expense lines with previously set personal Project data.

Optionally, Save the Expense Report at this stage.

If required, proceed to, or return to Expense Allocations: Account Allocations, to code expense lines directly to GL accounts.

If all the lines are Project related, click the Next button and go to the Review steps.
3.10. Steps – Expense Allocations: Account Allocations

Continuing from expense line entry, when the Account Allocations tab is active / selected you will see a page similar to the one below.

*Note: the page shown below has already had some lines to Projects via the Project Allocations tab:*

![Expense Allocations Page](image)

For expense lines which are to be coded directly to GL codes, and not to projects, you may update some of the default segment values.

In the screenshot above for example, lines 4 and 5 are permitting the following business segments of the GL Account to be updated:

- Cost Centre
- Activity
- Source of Funds

Lines 1, 2, 3/1 and 3/2 have previously been coded using the Project Allocations tab and whilst the resulting accounting is not final, it cannot be updated by the user.

*Note some segments are “Read Only” and you will not be able to update these. In the screenshot provided above, the Company and Expense segments of the GL Account cannot be updated.*

When the Account Allocations tab is active / selected, optionally enter the appropriate GL segments for coding to GL Accounts.

Use the List of Values held behind the Torch icon to make required selections. Or See the My Allocations section to mass update expense lines with personal GL account data.

Optionally, Save the Expense Report at this stage.
If required, proceed to, or return to Expense Allocations: Project Allocations, to code expense lines directly to Projects.

Click the Next button to move onto the Review page when you have entered all required Project and GL account data.

3.11. Steps – My Allocations

Continuing from expense line entry, when either the Account Allocations or Project Allocations tab is active / selected, you may optionally use the My Allocations function to apply your personal preferences to selected expense lines.

Note: See the Setting Personal Preferences section for the pre-requisite setup.

Select the expense lines to which you want to apply My Allocations to by clicking the checkbox next to each line. For example, see screenshot below:

From the My Allocations drop down, select one of the previously saved personal preferences from the available list. For example, see screenshot below:

Click the Apply button.
The appropriate allocation will be applied to the selected expense lines:

The example above demonstrates use of a saved Project Allocation but the same method can be applied on the Account Allocations tab using previously saved GL preferences.

Continue to update the allocations as required.

Prior to submitting an expense claim, you will be given the opportunity to review and if necessary go back and update the Expense Report before submission.

The review page will look similar to the one shown below and contains specific instructions to the claimant on how to proceed:

If your Expense Report contains any policy violations, as is shown in the case above, you will see a Warning message at the top of the Review page. You will also have been warned of the violation during general expense entry. This is your final opportunity to correct the violation if it is appropriate to do so.

Notes on Policy Violations

You may not be permitted to submit an Expense Report if policy violations exist. If you are permitted to submit with a policy violation, your Expense Report Approver will be notified of the violation/s and also, your Expense Report may be subject to an additional Audit and Approval by Accounts Payable team before payment will be made.

It would be advisable to enter a note or an attachment to explain why you have violated a policy.

You may find your Expense Report is rejected by an Approver or an Auditor or possibly, the amount paid will be brought in line with the policy – you will be notified of any of these actions should they occur.

Notice that there are multiple tabs to review on the Review page:

- Expense lines
- Expense Allocations
Additional, depending upon the items included on the claim, you may see a section each for:

- Cash Expenses
- Per Diem Expenses
- Mileage Expenses
If you need to update any of the elements, click the Back button until you return to the page on which you need to make the adjustment.

Make any adjustments and then return to the Review page by clicking the Next button to navigate through all the required steps.

Review all your expense lines to ensure completeness and accuracy in order to aid speedy payment of the Expense Report.

Before submission of the Expense Report, provide any required imaged receipt information as detailed in the Imaged Receipts section.

3.13. Steps – Imaged Receipts

You can attach documentation to your Expense Report to support each expense line where an Imaged Receipt is required. You must adhere to the college expenses policy when providing evidence of an expense claim:

- Attach any relevant supporting documentation for your expense claim either at the expense line level or at the expense header level of the expense claim.

- Provide supporting documentation sufficient to be deemed evidence for the expense item/s and should, where set as required, provide at the very least, a scanned image of the applicable receipt/s.

- Attachments can be saved text files, emails saved as text, scanned images in jpeg or pdf formats, word documents, excel files, etc.

The opportunity to attach scanned images of receipts for Receipt Based Claims is provided on the Details page of every receipt based line item. For example in the screenshot below, the Add button is provided against the Attachments field when on the Details page of an expense line for Domestic Air Travel:
To add an attachment at this stage, i.e. during expense line entry, click the **Add** button.

You will be presented with a page similar to the one below:

![Attachment Page](image.png)

Complete the following fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a title for the attachment.</td>
</tr>
<tr>
<td>Description</td>
<td>Optionally enter a description of the attachment.</td>
</tr>
<tr>
<td>Category</td>
<td>Select Receipts from the drop down.</td>
</tr>
</tbody>
</table>

To attach a file, click the **Browse** button.

Find a previously saved file that you wish to attach and click the **Open** button.

Click the **Apply** button.

Repeat if necessary.

Alternatively, you can add receipts at both the expense header and line levels on the **Review** page, immediately prior to Expense Report submission.

The **Review** page clearly shows which expense items require an Imaged Receipt (circled below in the screenshot) in the **Imaged Receipt Required** column.

The **Review** page clearly shows which expense lines already have an attachment with the following icon next to an expense line: 📡 📋 📡.
Prior to Expense Report submission you should attach imaged receipts where required.

From an approver and AP Audit perspective, it may be deemed more appropriate to attach at the Expense Report Header rather than the individual lines.

If attaching at line level on the Review page, click the Attachment icon next to an expense line under the Attachments column:

Complete the following fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a title for the attachment.</td>
</tr>
<tr>
<td>Description</td>
<td>Optionally enter a description of the attachment.</td>
</tr>
<tr>
<td>Category</td>
<td>Select Receipts from the drop down.</td>
</tr>
</tbody>
</table>

To attach a file, click the Browse button.

Find a previously saved file that you wish to attach and click the Open button.

Click the Apply button.

Repeat for all expense lines requiring Imaged Receipts.
If attaching at **Header** level, click the **Add** button within the General Information area of the **Review** page:

Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter a title for the attachment.</td>
</tr>
<tr>
<td>Description</td>
<td>Optionally enter a description of the attachment.</td>
</tr>
<tr>
<td>Category</td>
<td>Select Receipts from the drop down.</td>
</tr>
</tbody>
</table>

To attach a file, click the **Browse** button. Find a previously saved file that you wish to attach and click the **Open** button.

Click the **Add Another** button to add multiple files. Click the **Apply** button when all receipts and supporting documentation has been attached.

Continue to **Submit Expense Report**. **Note:** If you fail to attach required imaged receipts to their Expense Report, a page similar to the one below will be presented:

You must enter a reason for non-attachment of receipts prior to clicking the **Submit** button.

Continuing from previous steps from the **Review** page, after having made any required amendments, and after attaching receipts and supporting documentation, click the **Submit** button.

A page similar to the one below will be displayed:

Every Expense Report is given a unique number.

If your expense report is to be approved by another employee, the **Confirmation** note will advise to whom this will be forwarded to.
4. Retrieve Saved Expense Report

4.1. Background

Expense Reports can be created and saved prior to submission and as such they can be entered as and when required and updated when required.

4.2. Aim

To allow the user to:

Update an Expense Report that has previously been saved.

Unless otherwise stated, use the TCD Internet Expenses responsibility.

4.3. Navigation

Expenses Home

The first page displayed will be similar to the one shown below.

Any saved Expense Reports will be listed under the Update Expense Reports section:

Click the Update icon against the Expense Report you wish to update.

Follow the previous steps under the Create Expense Report to update the saved report.
5. Withdraw a Submitted Expense Report

5.1. Background

Once an expense report has been submitted, it is possible under certain conditions to withdraw the claim.

5.2. Aim

To allow the user to:
Withdraw a previously submitted Expense Report. Unless otherwise stated, use the TCD Internet Expenses responsibility

5.3. Navigation

Expenses Home

The first page displayed will be similar to the one shown below:

Submitted Expense Reports are listed in the first section of the Expenses Home page.

Note that if you have access to submit claims on behalf of other employees, you will also see these claims here.

If you are permitted to withdraw a claim, the Withdraw icon will be available against the Expense Report. To withdraw a claim, click the Withdraw icon.

A page similar to the one below will be displayed:
Click the Yes button to continue with the claim withdrawal.
6. Duplicate an Expense Report

6.1. Background

A previously submitted or saved Expense Report can be duplicated (copied) and then updated as required. This can provide quick and easy Expense Report completion for regular and similar expense claims.

6.2. Aim

To allow the user to:

Duplicate a previously submitted or saved Expense Report.

Unless otherwise stated, use the TCD Internet Expenses responsibility.

6.3. Navigation

Expenses Home

The first page displayed will be similar to the one shown below:

If an Expense Report is available for duplication, the Duplicate icon will be available in the Duplicate column:

Click the Duplicate icon against the Expense Report you wish to duplicate.
You will be presented with a page similar to the one shown below:

Note that you will be provided with a message:

Information

The dates for all expense lines were increased by one week from the dates on the original expense report.

Continue to enter Expense Report data as if this were a new claim paying particular attention to the following items which are copied from the original Expense Report:

- Cost Centre
- Purpose
- Approver
- Expense dates (which will have been automatically adjusted)
- Items amounts
- Justifications
- Additional information

All items from the previous claim will be copied. Only the expense dates will be updated by the system.

If applicable, delete any expense lines which are not relevant to this new expenses claim:

Select the expense line or lines, by ticking the box next to the line under the Select column.

Click the Remove button.

Continue through the Expense Report steps as normal.
7. Expense Report Workflow Notifications

7.1. Background

When employees submit expense reports and approval is required, a Workflow notification is sent to the approver.

7.2. Aim

To allow the user to:

Review and manage Expense Report notifications.

Unless otherwise stated, use the Workflow User Web Applications responsibility.

7.3. Navigation: Workflow User

Self Service Workflow > Home

A page similar to the one below will be displayed:

If there are multiple notifications, you may need to click the Full List button to see all notifications.

7.4. Navigation: Internet Expenses

Alternatively, using TCD Internet Expense responsibility:

Expenses Home
A page similar to the one below will be displayed:

Any notifications will be listed under the Notifications section of these pages.

If there are multiple notifications, you may need to click the Full List button to see all notifications.

7.5. Steps – Review Notification

To review a notification, click the Subject Hyperlink.

This will open up the notification page.

An Expense Report notification for the approval of an employee’s expenses claim will look similar to the page below:
Where applicable, relevant information will appear at the top of the notification page. For example, in the above, the Approver is given an Information section informing them that imaged receipts are required for some lines.

In the example below, the Approver is given a Warning section stating that the Expense Report contains policy violations:

The Expense Report number and employee the claim relates to is detailed.

Expense Report summary data is provided in the next section typically stating:

- From
- To
- Sent
• Due
• Expense Report for
• Individual’s Cost Centre
• Purpose
• Expense Report Total
• Attachments (if at held at Header level)

Each Approval notification provides the Approver with an Instructions section.

Expense line details of the Expense Report are provided in the Cash and Other Expenses: Business Expenses section.

Scrolling down the notification page, a list of the employee’s recently submitted claims is provided which helps to identify the potential for duplicate claims for expense items.

To review more detail of the claim and lines, click the Expense Report Details hyperlink.

A page similar to the one below will be displayed:

Notice you now have access to multiple tabs:

• Expense Lines
• Expense Allocations
• Weekly Summary
• Approval Notes
• Approvers

Click any of the tabs to review additional information.

When you have reviewed the details, click the Return button.
7.6. Steps – Approve Claim

To approve an Expense Report claim via a notification:

Enter any relevant Approval Notes in the Response section Note box.

Click the Approve button.

7.7. Steps – Reject Claim

To reject an Expense Report claim via a notification:

Enter any relevant Rejection Notes in the Response section Note box.

Click the Reject button.

7.8. Steps – Delegate Claim

To delegate an Expense Report claim via a notification to another individual for approval, click the Delegate button.

Select the employee you wish to delegate to.

Optionally add a comment:

Click the Submit button.

7.9. Steps – Request information on a Claim

To request further information about an Expense Report claim via a notification, click the Request Information button.
Determine who to Request Information from based on the following:

Workflow Participant: Any employee who has either submitted or previously approved the Expense Report

Any User: Any employee within the Organisation.

Enter the information required in the Information Requested box.

Select the Submit button to process this request.
8. Allow Others to Submit Expense Reports for you

8.1. Background

You are able to permit others to enter your Expense Reports for you.

8.2. Aim

To allow the user to:

Grant Access to other users to enter Expense Reports on your behalf.

Unless otherwise stated, use the TCD Internet Expenses responsibility.

8.3. Navigation

Expenses Home
Click the Access Authorizations sub-menu.

A page similar to the one below will be displayed:

Under the Expenses Entry Delegations zone click the Add Another Row button.

Search for and select the name of the employee who you wish to be able to enter Expense Reports on your behalf.

Click the Save button.

The selected employee must have access to an appropriate Internet Expenses responsibility.
9. Submitting Expense Reports on behalf of another

9.1. Background

You may have been granted access to submit Expense Reports on behalf of another.

9.2. Aim

To allow the user to: Submit and Expense Report on behalf of another employee. Unless otherwise stated, use the TCD Internet Expenses responsibility.

Note: To check if you have the ability to enter on behalf of others, use the Access Authorizations navigation in the previous section. On the right hand side, under the Expenses Entry Permissions, you will see a list of the Employees that have enabled you to enter on their behalf:

9.3. Navigation

Expenses Home

Click the Create Expense Report button.

A page similar to the one below will be displayed:

From the Name drop down list, select the name of the employee you need to submit an Expense Report for. Once selected you may notice other pre-populated fields change to reflect the setup of the employee for whom you are submitting a claim for. Continue creating the Expense Report as described in previous sections.

Once submitted, the Expense Report will be listed under both your Track Submitted Expense Reports region of the Expense Home Page, and that of the person you have
submitted the Expense Report for. A Notification of the Expense Report Submission will also be sent to the employee and the employee will have to "approve" the submission.
10. Expense Report Enquiries

10.1. Background

Once Expense Reports have been submitted, users may wish to enquire on the status of their Expense.

10.2. Aim

To allow the user to: Review Expense Reports and Payments. Unless otherwise stated, use the TCD Internet Expenses responsibility.

10.3. Navigation

Expenses Home


Click the Expense Reports sub-menu.

A page similar to the one below will be displayed:

![Expense Reports Page]

Enter sufficient information to find the specific Expense Report or Reports that you wish to review. Click the Go button. A page similar to the one below will be displayed:
The **Report Status** column shows the current status of the Expense report. The main statuses are as follows:

- **Pending Manager Approval**: Report has yet to be approved by all approvers of this document.
- **Pending Payables Approval**: Report has been selected for Auditing and is awaiting audit by Payables team.
- **Hold Pending Receipts**: Expense Report has been approved but receipts have yet to be received by Payables.
- **Pending Payment**: When there are holds (setup through expense report hold setup) or if the invoice is on hold.
- **Ready for Payment**: When an auditor has approved the Expense Report and the invoice is created and ready to be paid. Noting, any budget funds holds at this point will be reviewed by Payables and may have an impact on payment.
- **Paid**: Expense Report has been fully paid.

### 10.5. Steps – Payments Enquiry

Click the **Payments Search** sub-menu.

*A page similar to the one below will be displayed:*
Choose from the options on the top of the form to search for and display the following payments:

- **Reimbursements**
  - All payments that have been made to you and the Expense Reports that they related to.