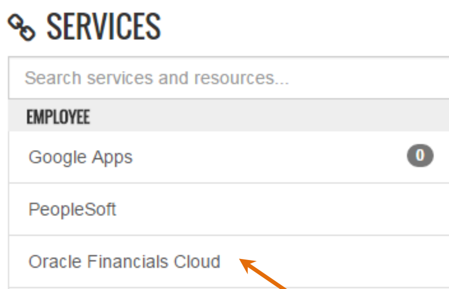
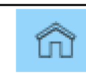
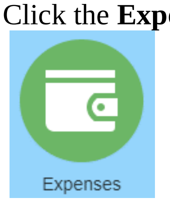
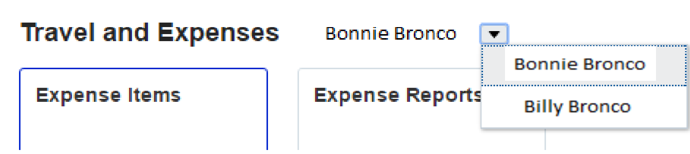
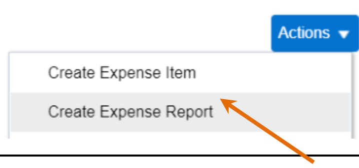
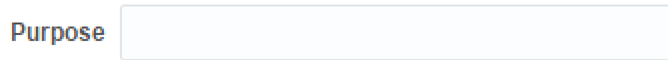
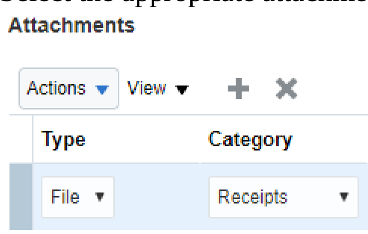
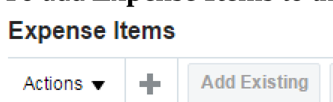
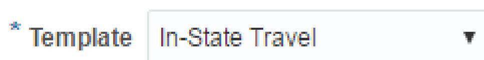
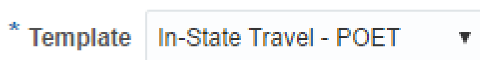
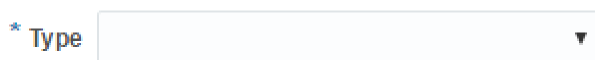
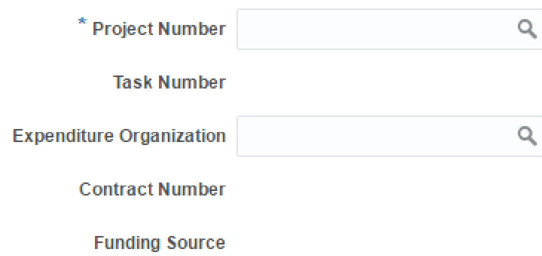
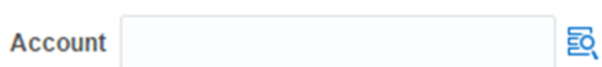
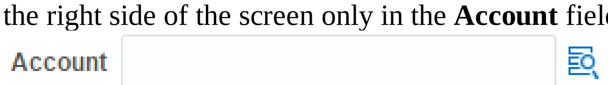
BOISE STATE UNIVERSITY

Creating and Submitting Expense Reports

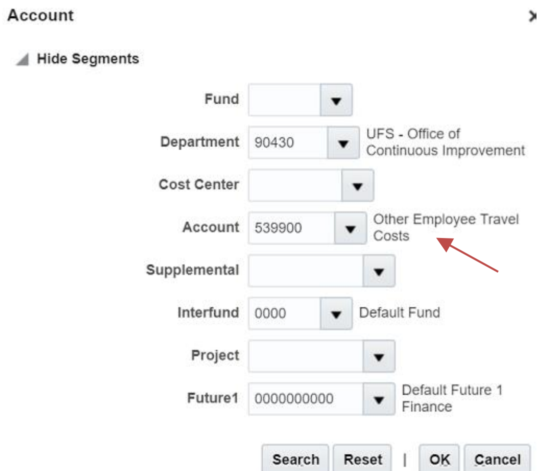
Step	Action
1.	Begin by signing in to **Oracle Fusion Cloud (OFC)** from myBoiseState.edu. 
2.	To access the **Home Page** in OFC, click the house icon at the top of the screen. 
3.	Click the **Expenses** icon on the homepage to access the OFC Expenses module. 
4.	From the drop down next to **Travel and Expenses**, select the name of the employee for whom the Expense Report is being created.  ***Note*****:** This is only available if someone has delegated entry authority to you. For more information about adding delegates, access the "Managing Delegates in OFC Expenses" job aid. Employees who have been terminated prior to expense report creation must be reimbursed using a Payment Request Requisition.
5.	Select **Create Expense Report** from the Actions dropdown menu in the upper right corner. 

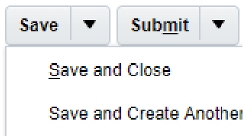
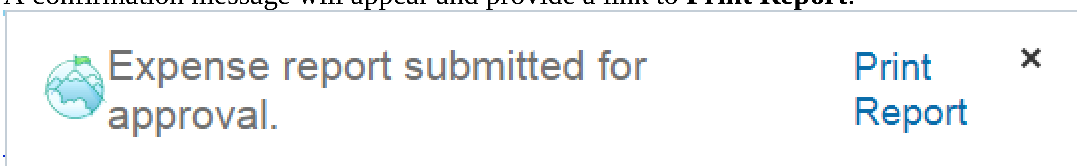
Step	Action
6.	Enter the Purpose of the Expense Report.  ***Note*:** This field is searchable.
7.	Enter the 9-digit **Travel Authorization Number** or for a non-travel related Expense Reports enter 9 zeros (i.e. 000000000). This is a required field.  ***Note:*** When duplicating an expense report, be sure to update with the correct TA number.
8.	To add an **Attachment** to the Expense Report, click the icon. ***Note***: Ensure that the approved Travel Authorization is attached for travel-related expenses.
9.	Select the appropriate attachment **Type** and **Category** from the drop down list. 
10.	Under ***File Name or URL** field, click **Choose File** to upload documents from your computer.
11.	The **Title** defaults to the name of the file uploaded in the previous step. You may opt to replace the default text. You may also add a **Description**. Click **OK**.
12.	To add **Expense Items** to the report, click the icon under Expense Items header.  ***Note***: **Expense Items** will be listed in reverse order of entry and should only be entered for reimbursable items.

Step	Action
13.	Enter Date of Expense Item from receipt or the last date of travel.  ***Note:*** The date entered must occur in the past. Expense Reports cannot be submitted for future expense items. Expense reimbursement need to submitted, approved, and be paid within 60 days of the date entered in this field or they will be reported for tax withholding. Any expense reports received by Accounts Payable for expenses over 120 days from the date entered will not be paid
14.	Select the appropriate **Expense Template** from the drop down.   **IMPORTANT:** Choose an Expense Template that includes **POET** when using Grant funding sources.
15.	Select the appropriate **Expense Type** from the drop down.  ***Note***: Users will be prompted to provide additional information relevant to each **Expense Type**, these fields will contain an asterisk (*).

Step	Action
16.	**Important: Project Funded Expenses Only, skip to step 17 for non-project funded expenses.** If the Expense Report will be billed to a Project funding source, use POET to code the transaction in the right side of the screen. **Project Number**: Enter the 10 digit Project segment. **Task Number**: Enter 100001 for non-tagable assets and 100002 for tagable assets. **Expenditure Organization**: Enter the 5 digit department segment.  **And** enter ALL segments of the Funding Source in **Account** field. 
17.	If the Expense Report will be billed to a non-Project funding source, code the transaction on the right side of the screen only in the **Account** field. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18.</td><td>Enter each of the segment values in the Account field. (Include all 8 segments separated by.)
<u>OR</u> Search for and select segment values using the search option.

To search for a valid Account, select and delete all segments not applicable to the transaction, then click Search to generate a list of valid Funding Sources.

Note: The account segment is derived from the expense type, do not change this value.</td></tr>
<tr><td>19.</td><td>Select the appropriate Funding Source by clicking on the desired line and click OK.
<table><tr><th>Fund</th><th>Department</th><th>Cost Center</th><th>Account</th><th>Supplemental</th><th>Interfund</th><th>Project</th><th>Future1</th></tr><tr><td>3010</td><td>90430</td><td>5450006</td><td>539900</td><td>0000000000</td><td>0000</td><td>0000000000</td><td>0000000000</td></tr><tr><td>1001</td><td>90430</td><td>0000000</td><td>539900</td><td>0000000000</td><td>0000</td><td>0000000000</td><td>0000000000</td></tr><tr><td>1001</td><td>90430</td><td>5451017</td><td>539900</td><td>0000000000</td><td>0000</td><td>0000000000</td><td>0000000000</td></tr></table>Search | Reset | OK | Cancel</td></tr>
<tr><td></td><td>Be sure to enter the five (5) digit Department segment into the Charge to Department field at the bottom left of the dialogue box.
* Charge to Department
Note: This value should match the Account and/or Expenditure Organization.</td></tr>
<tr><td>20.</td><td>Enter all required Expense Item fields as indicated by the asterisk (*) and click Close in the upper right corner.
Close</td></tr>
<tr><td>21.</td><td>Repeat steps 11-19 for each Expense Item.</td></tr>
<tr><td>22.</td><td>Click the box under Report Total to indicate the submitter has read and understands University travel and expense policies.
I have read and accept the corporate travel and expense policies.
Note: An Expense Report cannot be submitted if this box has not been checked.</td></tr>
</table>

Step	Action
23.	Click **Save and Close** to edit and submit at a later time. Click **Submit** to submit the Expense Report into the standard approval workflow. 
24.	A confirmation message will appear and provide a link to **Print Report**.  ***ProTip*!** To save the Expense Report as a PDF click **Print**.
25.	Once submitted, the Expense Report may be reviewed under **Travel and Expenses** by clicking the **Expense Reports** info tile. ● **Requires Action** provides a red message indicating status or required action. ● **In Progress** displays a list of saved but not submitted expense reports. ● **In Approval** lists expense reports routing through the approval.  ***Note*:** Info tile displays are dependent on security permissions in OFC.
26.	**End of Procedure.**