



Contact: rftravel@rfsuny.org

Use this job aid to audit an expense report in iExpense to ensure compliance and accuracy. This is the final approval step for an expense report and is performed a location's Accounts Payable (AP) office.

The screenshot shows the Oracle E-Business Suite interface. At the top left is the Research Foundation logo and name. To the right is the 'E-Business Suite' title. In the top right corner, there are links for 'Diagnostics', 'Logout', 'Preferences', and 'Help', along with the text 'Logged In As 650MULTUNRH'. Below this is a 'Navigator' section with a list of menu items: '650 Internet Expenses Audit Manager', 'HR Self Service - CO', and 'ORG Internet Expenses'. A callout arrow labeled '1' points to the first item. To the right of the Navigator is a 'Favorites' section with an 'Edit Favorites' button and a message: 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.' At the bottom of the page, there is a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved. About this Page' and a 'Privacy Statement' link.

1 From the initial screen view once logged into Oracle, select Internet Expenses Audit Manager. Note: The list of Oracle responsibilities will vary by user



THE RESEARCH FOUNDATION
The State University of New York

Expenses Audit

Home | Logout | Preferences | Diagnostics

Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search

3 Search by Expense Report Number Go Advanced Search 2

Expense Report

No search conducted or no data found.

Verify Expenses Process Exceptions Review Allocations

Line	Policy Violations	Expense Type	*Amount	Allowable Amount	Receipt Amount	Receipt Verified	Receipt Required	Receipt Missing	Justification	Expense Date	Details
No results found.											

Verify Expenses Process Exceptions Review Allocations

Home | Logout | Preferences | Diagnostics

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1	The Manage Expense Reports tab will also bring up the Advanced Search screen
2	Use the Advanced Search feature if you do not know the report number or are not looking for a specific report
3	Type the expense report number into the <i>Search by</i> field if you know it and click Go Note: All expense report numbers in the iExpense module begin with the letters IE. Example: IE10124



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Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search

Expense Reports

Cancel Save Save Search Views

Advanced Search
Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

1 Report Number is [] []

Name is [] [] 2

Number is [] []

Auditor is [] []

Go Clear Add Another Amount [] Add 3

Export

Report Number	Name	Number	Operating Unit	Expense Report Date	Amount	Currency	Report Status	Audit Reason	Auditor	Last Audited By	Audit Type	Requires Paperless Audit	Report Submit Date	Receipt Package Status	Receipt Package Received Date	View Payables	Notes	Confirmation Page	Attachments
No search conducted.																			

Totals

Cancel Save Save Search

4

1	Advanced Search allows you to search by various criteria. You can search using multiple conditions or one condition, depending on which radio button is selected
2	When searching by Name , use the Flashlight icon to bring up a <i>Search</i> window. Use the drop-down menu next to each condition name to choose between is or is not
3	You also have the ability to Add Another search criteria. Select the search criteria from the drop-down menu and click the Add button.
4	Select Save from either the top or bottom menu to save your changes






Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search




Expense Reports




Advanced Search




Specify parameters and values to filter the data that is displayed in your results set.

- Show table data when all conditions are met.
- Show table data when any condition is met.

Report Number is    **1**

Name is    **1**

Number is    **1**

Auditor is    **1**

Report Status is **2**

2 Report Status

Report Number	Name	Number	Operating Unit	Expense Report Date	Amount	Currency	Report Status	Audit Reason	Auditor	Last Audited By	Audit Type	Requires Paperless Audit	Report Submit Date	Receipt Package Status	Receipt Package Received Date	View Payables	Notes	Confirmation Page	Attachments
No search conducted.																			

▶ Totals

3

1	Use the available Flashlight icons to enter information into the search fields you will use
2	Use the Go button to execute the search once criteria has been entered
3	Click Save button from either the top or bottom menu to save the added criteria to the <i>Advanced Search</i> list



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Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search

Expense Reports

Cancel Save Save Search

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Views

- Show table data when all conditions are met.
- Show table data when any condition is met.

Report Number is

Name is

Number is

Auditor is

Report Status is

Go Clear Add



- Cancelled
- Hold Pending Receipts
- Paid
- Partially Paid
- Pending Individual's Approval
- Pending Manager Approval
- Pending Payables Approval
- Pending Payment
- Pending System Administrator Action
- Pending Your Resolution
- Ready for Payment
- Rejected
- Returned
- Withdrawn

Export

Report Number	Name	Number	Operating Unit	Audit Reason	Auditor	Last Audited By	Audit Type	Requires Paperless Audit	Report Submit Date	Receipt Package Status	Receipt Package Received Date	View Payables	Notes	Confirmation Page	Attachments
No search conducted.															

Totals

Cancel Save Save Search

1	Use the drop-down menu to select the <i>Report Status</i> to search by
2	Use the Go button to execute the search once criteria has been entered



Export

Report Number	Name	Number	Operating Unit	Expense Report Date	Amount	Currency	Report Status	Audit Reason	Auditor	Last Audited By	Audit Type	Requires Paperless Audit	Report Submit Date	Receipt Package Status	Receipt Package Received Date	View Payables	Notes	Confirmation Page	Attachments
E10190	Deyette, Ms. Stephanie M.	44841	The Research Foundation of SUNY	15-Oct-2010	134.50	USD	Pending Payables Approval	Random Selection	<input type="text"/>		Receipt-based audit	No	25-Jan-2011	Not Required					
E10113	Reagan, Ms. Mary E	1815	The Research Foundation of SUNY	15-Jan-2011	516.71	USD	Pending Payables Approval	Random Selection	<input type="text"/>		Receipt-based audit	No	14-Jan-2011	Required					
E10165	Moran, Ms. Megan	37846	The Research Foundation of SUNY	11-Jan-2011	298.26	USD	Pending Payables Approval	Random Selection	<input type="text"/>		Receipt-based audit	No	20-Jan-2011	Required					
E10189	Coates, Ms. Aimee E.	52642	The Research Foundation of SUNY	19-Nov-2010	566.28	USD	Pending Payables Approval	Random Selection	<input type="text"/>		Receipt-based audit	No	25-Jan-2011	Required					
E10110	Reagan, Ms. Mary E	1815	The Research Foundation of SUNY	15-Nov-2010	307.76	USD	Pending Payables Approval	Random Selection	<input type="text"/>		Receipt-based audit	No	14-Jan-2011	Required					

1	Click on the Report Number to review and complete audit of expense report
2	Use the Flashlight icon to assign an auditor to this expense report
3	Notes icon takes you to <i>Auditor Only Notes</i> screen
4	Confirmation Page icon will link to a printer-friendly version to file with original receipts if needed (see next page for additional details)
5	Under the <i>Attachments</i> column, use the Paper Clip icon to view any attachments for the expense report and use the Plus Sign icon to add an attachment to the expense report



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Audit Expense Reports | Manage Expense Reports | Auditor Setup | Receive Receipt Package | Payments Search

Confirmation
Expense report number IE10110 was previously submitted for approval.

Expense Report IE10110 Return Printable Page

Submission Instructions
 * To send required receipts to Accounts Payable, print this page and attach all required receipts.
 * Make a photocopy of this page and the receipts for your records.
 * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name	Reagan, Ms. Mary E (1815)	Attachments	View
Expense Dates	14.NOV.2010 - 15.NOV.2010	Travel Start Date	14.Nov.2010
Cost Center	650	Travel End Date	15.Nov.2010
Destination and Purpose	Ap Network conference, Orland, FL	Report Total	307.76 USD
Receipts Status	Required	Reimbursement Amount	307.76 USD
Report Submit Date	14-JAN-2011		

Expense Lines Return Printable Page

Expense Allocations Weekly Summary Approval Notes [1] Approvers

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
	14-Nov-2010	222.76 USD	Lodging	Ap confere hotel	✓		222.76		
	15-Nov-2010	29.00 USD	Shuttle	to/from airport			29.00		
Total							251.76		

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
14-Nov-2010	5:45 am	15-Nov-2010	12:00 am	2	Per Diem Meal Rates-Method 2		Orange County	56.00		
Total								56.00		

Expense Lines Expense Allocations Weekly Summary Approval Notes [1] Approvers

Return Printable Page

1	Note: Confirmation Page icon (see previous page) takes you a page to print if needed, to file with original expense report receipts. <i>Expense Lines</i> tab provides a summary of each expense line. Click on the Warning icon to see policy violation details
2	<i>Expense Allocations</i> tab displays PTAEO information for the expense report
3	<i>Weekly Summary</i> tab shows a timeline for that particular week and outlines what days the expenses occurred
4	<i>Approval Notes</i> tab displays the approver and shows any notes made by the preparer or approver. Note: Auditor Only notes are not visible to the preparer of the expense report The number in parentheses indicates number of actions taken on this expense report;
5	<i>Approvers</i> tab shows the approval chain for this expense



6 Click the **Return** button, place cursor on report number and hit enter to get to the General Info page (see next page of job aid)

Expense Report: IE10110, Reagan, Ms. Mary E

Revert Save Return

* Indicates required field

Hide

General Information

Name	Reagan, Ms. Mary E	Amount	307.76
Number	1815	Currency	USD
Report Submit Date	14-Jan-2011	Purpose	Ap Network conference, Orland, FL
* Expense Report Date	<input type="text" value="15-Nov-2010"/>	Attachments	View Add

Additional Information

Travel Start Date	14-Nov-2010	Travel End Date	15-Nov-2010
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Audit Information

Number of Policy Violations	1	Receipt Package Status	Required
Number of Expenses with Violations	1	* Receipts Package Received Date	<input type="text"/>
Report Filing Number	<input type="text"/>	Audit Reason	Random Selection
Last Updated By	Reagan, Ms. Mary E	Last Audited By	
Report Status		Report Status	Pending Payables Approval

Reviewed By Management Autoapproved Payables
 AP Status Invoice Created Paid Partially Paid Hold

1

2

3

4

Review the expense report lines and modify them, if necessary. After you enter changes to expense lines, click Recalculate. Internet Expenses performs these operations:

1. Validates accounting flexfield code combinations and accounting flexfield/expense type matching.
 2. Updates reimbursement amount if you changed the exchange rate.
- TIP** If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

Audit Always

1	General information area provides basic information for this expense report Additional Information area notes Travel Start and End Dates Audit Information area shows information specific to audit
2	Click the Add button to attach the required documentation needed for the audit
3	Use the Calendar icon to enter this date. Date field only needs to be completed if <i>Receipt Package Status</i> is Required



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Verify Expenses | Process Exceptions | Review Allocations | Approval Notes (1) | Auditor Only Notes (0)



Mark Receipts as Verified
Expand All | Collapse All



Focus Line	Policy Violations	Expense Type	*Amount (USD)	Allowable Amount	Receipt Amount	Receipt Verified	Receipt Required	Receipt Missing	Justification	Expense Date	Details
All			307.76								
1	Daily Limit	Lodging	222.76	90.00	222.76	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ap conferece hotel	14-Nov-2010	
2	None	Shuttle	29.00		29.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	to/from airport	15-Nov-2010	
3	None	Per Diem Meal Rates-Method 2	56.00		56.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		14-Nov-2010	

Verify Expenses | Process Exceptions | Review Allocations | Approval Notes (1) | Auditor Only Notes (0)

Process Expense Report

If there is a problem with the expense report you can return it to the preparer. Rejecting an expense report requires the preparer to make the corrections and resubmit it. If you request more information, the preparer will not have to resubmit the expense report. If you complete the audit, the expense report with missing receipts or policy non-compliance will be shortpaid.

Expense Report Action

1	Use the <i>Verify Expenses</i> tab to compare the entered expenses to the attached documentation for this expense report
2	Use the Mark as Verified button to indicate all required receipts are accounted for
3	You can make changes to these fields; however, you will need to specify the <i>Audit Issue</i> using the <i>Process Exceptions</i> tab. The same changes may be made in the <i>Process Exceptions</i> tab



Verify Expenses | **Process Exceptions** | Review Allocations | Approval Notes (1) | Auditor Only Notes (0)

Mark Receipts as Verified

Expand All | Collapse All

Focus Line	Policy Violations	Expense Type	*Amount (USD)	Allowable Amount	Receipt Amount	Receipt Verified	Justification	Policy Non-compliance	Audit Issue	Details
▼ All			307.76							
1	Daily Limit	Lodging	222.76	90.00	222.76	<input type="checkbox"/>	Ap conferce hotel	<input type="checkbox"/>		
2	None	Shuttle	29.00		29.00	<input type="checkbox"/>	to/from airport	<input type="checkbox"/>		
3	None	Per Diem Meal Rates-Method 2	56.00		56.00	<input type="checkbox"/>		<input type="checkbox"/>		

Verify Expenses | **Process Exceptions** | Review Allocations | Approval Notes (1) | Auditor Only Notes (0)

Process Expense Report

If there is a problem with the expense report you can return it to the preparer. Rejecting an expense report requires the preparer to make the corrections and resubmit it. If you request more information, the preparer will not have to resubmit the expense report. If you complete the audit, the expense report with missing receipts or policy non-compliance will be shortpaid.

Expense Report Action:

1	Use <i>Process Exceptions</i> tab to reduce amounts, if needed
2	Use the drop-down menu to choose an <i>Audit Issue</i>
3	Use the Details icon to see the details entered for that expense line
4	Revert: Discards unsaved changes and remain on page Save: Saves all changes made at any subtab Return: Returns to previous screen



Contact: rftravel@rfsuny.org

Verify Expenses Process Exceptions **Review Allocations** Approval Notes (1) Auditor Only Notes (0)

Mark Receipts as Verified 2 1

Expand All | Collapse All

Focus Line	Expense Type	*Amount (USD)	Receipt Amount	Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization	Details
		307.76							
1	Lodging	222.76	222.76		1088959 FY11 Finance OTPS	1 Task 1	54691 FY11 Central Office Budget	650 Finance OTPS	
2	Shuttle	29.00	29.00		1088959 FY11 Finance OTPS	1 Task 1	54691 FY11 Central Office Budget	650 Finance OTPS	
3	Per Diem Meal Rates-Method 2	56.00	56.00		1088959 FY11 Finance OTPS	1 Task 1	54691 FY11 Central Office Budget	650 Finance OTPS	

Verify Expenses Process Exceptions **Review Allocations** Approval Notes (1) Auditor Only Notes (0)

Process Expense Report

If there is a problem with the expense report you can return it to the preparer. Rejecting an expense report requires the preparer to make the corrections and resubmit it. If you request more information, the preparer will not have to resubmit the expense report. If you complete the audit, the expense report with missing receipts or policy non-compliance will be shortpaid.

Expense Report Action

1	Use the <i>Review Allocations</i> tab to verify the correct PTAE0 information
2	You can make changes to these fields depending on expense type, but you will need to specify the Audit Issue using the <i>Process Exceptions</i> tab; the same changes can be made in the <i>Process Exceptions</i> tab



Verify Expenses Process Exceptions Review Allocations Approval Notes (1) Auditor Only Notes (0)

Process Expense Report

If there is a problem with the expense report you can return it to the preparer. Rejecting an expense report requires the preparer to make the corrections and resubmit it. If you request more information, the preparer will not have to resubmit the expense report. If you complete the audit, the expense report with missing receipts or policy non-compliance will be shortpaid.

Expense Report Action



Expense Report Action

Complete Audit
Complete Audit
Reject Report
Request More Information
Waive Receipts and Complete Audit



1	<p>Once you have reviewed the expense report, choose an Expense Report Action from the drop-down menu (Choices enlarged and shown above) and click the Apply button.</p> <p>Note: Once you have applied an Expense Report Action, the preparer of the expense report is notified of that action.</p>
2	<p>Reject Report: If anything is missing or doesn't add up for any reason, the report should be rejected.</p> <p>Request more Information: Before approving or rejecting the expense report, the auditor can request more information. This will give the preparer the opportunity to add notes or attachments.</p> <p>Waive Receipts and Complete Audit: Not recommended. (Refer to 'Watch It' simulation to see examples of each action)</p> <p>Note: A confirmation will be processed upon completion of audit, and the approved parts of the expense report will be ready for Payables invoice import and payment. The invoice is created automatically the day after once the nightly report is run in Oracle.</p>

You have successfully audited an expense report in iExpense.