

Creating an Expense Report

Go to the *Oracle Applications* page: <http://pegasus.binghamton.edu:6128/buapps.htm>

A. Select **BUAP Web Expenses** and under *Expenses*, click **Expenses Home**

The screenshot shows the Oracle Applications Navigator interface. On the left, a tree view lists various menu items, with **BUAP Web Expenses** highlighted. On the right, the expanded menu for **BUAP Web Expenses** is shown, including **Expenses Home**, which is pointed to by an arrow and the word "Click".

Top right navigation: [Diagnostics](#) [Logout](#) [Preferences](#) [Help](#)
Logged In As TRAIN05

Navigator: [Edit Navigator](#)

Favorites: [Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

B. On the *Expenses Home* screen, select **Create Expense Report**.

The screenshot shows the Oracle Applications **Expenses Home** screen. At the top, there is a navigation bar with **Expenses Home**, [Expense Reports](#), [Access Authorizations](#), [Projects and Tasks](#), and [Payments Search](#). Below this, there are buttons for **Create Expense Report**, [Import Spreadsheet](#), and [Export Spreadsheet](#). An arrow points to the **Create Expense Report** button with the word "Click".

Track Submitted Expense Reports
The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status	Activity Current (Days)	Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
TRAVEL171095	15-Feb-2011	Ready for Payment		0		320.00	Orlando, FL Orange...		

ⓘ If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports
Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
TRAVEL171094	15-Feb-2011	In Progress	0.00	Seattle, WA King. AB...			

Notifications
View: [Open Notifications](#) [Go](#)

Select From: [There are no notifications in this view.](#)

✔ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
✔ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Entering General Information

Create Expense Report: General Information screen

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

Expenses

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: General Information

* Indicates required field

A Name Dingman, Ms. Susan L (15960)

B Organization 1706
Univ. Cntr for Training and Dev

C Reimbursement Currency US Dollar

Expense Template Travel

D Purpose Seattle, WA King. ABC Conference.

E Click → Save Cancel Step 1 of 4 Next

Save Cancel Step 1 of 4 Next

- A. Name (of traveler):** Select the name of the employee from the pull down menu whose expense report you are entering. If you enter expense reports for yourself only, verify that your name appears in the “Name” field.

Note: Oracle will allow one person to enter expenses for multiple employees. To enter expenses for individuals other than you, make sure that access for these people has been set up in the system ahead of time.

To add additional travelers to a voucher, follow these steps:

- i. From the *Oracle Applications* page, click on [Oracle Applications Access and Printer Request Form](#)
- ii. From the *Request* page, select either **New User** or **Existing User**
- iii. Fill in the information requested and click **Add/CHG Travelers**

If you need help, contact the Help Desk at 7-6420.

- B. Organization:** This will automatically default to your POETS Organization information.

- C. Reimbursement Currency:** Reimbursement currency will default automatically to US dollars. If you have receipts in foreign currency, enter the amount in US dollars using the currency converter from the **Travel** link on the *Oracle Applications* page.

D. Purpose: Fill in the **Purpose** field

ALL ON ONE LINE IN EXACTLY THE ORDER listed below:

1. Destination City followed by a comma
2. Enter one space
3. Destination State
4. Enter one space
5. Destination County – *follow County with a period (.)*
Example: King.
6. Enter one space
7. Purpose of Trip – *follow Purpose of Trip with a period (.)*
Example: ABC Conference.

Example: Seattle, WA King. ABC Conference.

Note: If this information is not entered in EXACTLY this format, the voucher will not be populated properly and payment may be delayed and the voucher may need to be re-entered.

E. Click the **Save** button. Clicking the **Save** button will generate a travel expense report number.

F. Record the travel expense report number for your reference and click the **Next** button.

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Information **F**

Expense report TRAVEL167460 for 0.00 is saved. Once you have completed this report, click Submit on the Review page to submit the report for approval.

Create Expense Report: General Information

* Indicates required field

Name Expense Template **Travel**

Organization Purpose

Reimbursement Currency **US Dollar**

Step 1 of 4

Step 1 of 4