

ORACLE INTERNET EXPENSES



KEY FEATURES

- Out-of-the-box bar coding
- Electronic image attachments
- Integrated receipt management
- Flexible cash advance management
- Automated support for accounting and project allocations
- Robust audit management capabilities
- Global support for per diems and auto-mileage
- Integrated help desk support tools and notification alerts
- Level 3 corporate card data for detailed reporting
- Support for entertainment and fringe benefit compliance
- Receipt itemization and allocation splitting
- Approval routing for aggregated amounts by cost centers or projects
- Duplicate expense report detection capabilities
- Enhanced receipt management with imaging support

Oracle® Internet Expenses is a robust travel and expense solution that streamlines and automates travel spend management and establishes policy-driven controls for expense reimbursement.

Oracle Internet Expenses is part of Oracle's Travel and Expense Management solution, a seamless and comprehensive business solution that helps you manage the 2nd largest controllable category of enterprise spend.

Streamline Expense Processing and Reduce Costs

Oracle Internet Expenses provides your organization with the tools to effectively manage the travel and expense process. With flexible payment options, versatile data entry methods, and personalizable user preferences, Oracle Internet Expenses helps you to improve efficiency and maintain tight control of your expense management process. At the same time, it provides you with accurate and timely information on how and where money is spent.

Simplify Expense Reporting and Increase Compliance

Oracle's Internet Expenses is a complete solution for global expense management. It provides the detailed information needed by financial managers, along with simplified data entry tools for employees. So you get tools that reduce administrative headaches while still capturing actionable data for effective cost management.

With Oracle Internet Expenses employees can enter and submit expense reports quickly and easily. Credit card pre-population streamlines this task while simultaneously reducing administrative time, increasing data accuracy, and reducing opportunities for fraud. Incentives and rebates from your corporate card supplier can also result in significant cost savings. By automating entry, your organization can expect more timely expense report submissions which impacts corporate rebates. Capturing select data elements such as itemization of hotel bills and tax information provides your organization with granular data for deeper spend analysis.

Control Expenses with Flexible Audit Tools

Establishing enterprise-wide policies for travel expenses, reviewing reports for compliance and identifying recurring deviations are best practices for effectively managing travel spend. With Oracle Internet Expenses, process owners can shift from reactive maneuvers to proactive metrics by setting policies, automating audits for non-compliance and analyzing expense trends. This three-pronged approach is vital for effectively managing enterprise spend for travel and business entertainment.

Reporting expense and policy violations to top management is simplified with a multi-dimensional view of travel and entertainment expenses. These reports can

assist decision makers in forming new policies or evaluating employee compliance. Recognizing the need for flexibility, Oracle Internet Expenses allows you to view expenses by management hierarchy, by expense category, or by policy violation types. Integration with Oracle Financials Intelligence offers immediate and detailed visibility to top spenders in your organization. It also supports drill down capabilities to review detailed expense receipts and expense policy violations.

The screenshot shows the 'Audit Rule Set' configuration page. At the top, there are tabs for 'Audit Rules', 'Audit List', 'Notifications', and 'Holds'. The left sidebar contains 'Audit Rule Setup' and 'Rule Assignments'. The main content area is titled 'Audit Rule Set' and includes instructions: 'Enter general information, then define the rules to use for this audit rule set. Click Apply when you have finished.' Below this are two input fields: '* Rule Set Name' and '* Description', both marked as required. The 'Audit Selection Rules' section instructs the user to 'Select the rules to use for this audit rule set. You must select at least one rule.' It features a 'Random Selection' checkbox and a list of 'Additional Rules' with checkboxes: 'Audit all expense reports greater than a specified amount.', 'Audit all expense reports with required receipts.', 'Audit all expense reports with required justifications.', 'Audit all expense reports with policy violations.', 'Audit expense reports of individuals on the audit list.', 'Audit all expense reports with expenses older than a specified time limit.', 'Audit expense reports of all individuals with an inactive status.', and 'Audit all expense reports that did not include an available advance.'

Figure 1. Expense Audit Rules

Oracle Internet Expenses further provides capabilities to detect submission of duplicate expense reports. These capabilities help organizations identify fraudulent activities, minimize cost incurred due to multiple reimbursements and offer greater visibility to approvers.

Routing expense reports for approval and enforcement of company policy is driven through integration with Oracle Approvals Management engine. This simplified interface offers the essential building blocks for flexible approvals and audits. By supporting user-definable approval rules, providing unique views to verify expenses, accounting and project allocations, Oracle Internet Expenses streamlines the approval process. With relevant, actionable information, employees and their managers can quickly respond to transactions requiring their attention.

Improve Employee Productivity

Oracle Internet Expenses delivers extensive functionality to increase workforce productivity and satisfaction. One example is the integration of credit card data which speeds entry and eliminates the need for employees to pay the credit card issuer for business expenses. Oracle Internet Expenses offers strong support for digital receipt management. It not only provides employees the capability to submit digital images, including via fax, for faster reimbursements, but also gives organizations the flexibility to use these digital receipts as support documents for possible tax deductions. Other tools that can be used to streamline the expense reimbursement process are expense templates and user preferences which pre-populates key data fields during entry or with the creation of new expense reports. After reports are submitted, users can also withdraw submitted expense reports to make corrections and resubmit the corrected report for approval. To support the need for entry on the behalf of others, authorized delegates can enter expense reports for employees, or get approval authority for a specified time or even indefinitely. Users can use this self-service application to get real-time information on the status of their expense report by navigating to Oracle

Internet Expenses' home page. By leveraging Oracle's robust solution for expense management your organization can dramatically improve employee productivity and enhance user satisfaction.

Operate Globally

With the increased market reach created by the Internet, trading borders are eliminated. To capitalize on global opportunities, businesses must understand and be flexible enough to support a myriad of regulations, customs, and statutory requirements. Oracle recognizes this changing business landscape and supports your international business needs for multiple expense and reimbursement currencies, languages, and character sets.

Per diem schedules in Oracle Internet Expenses support a broad range of locations and mileage rules, time-based entry for per diems, as well as free meals or accommodations. These integrated mileage schedules support cumulative distance thresholds and vehicle attributes as optional rules for rate calculations. In this way, regulatory reporting data is automatically captured, accurately reported and thus, can be effectively managed.

Integration with Oracle E-Business Tax makes it configurable and scalable for adding country specific tax content rapidly. Taxation on expense reports is integrated with E-Business Tax for automated tax processing through the central solution to improve consistency, accuracy and operational efficiency. Specific merchant information fields can be enabled by operating unit to capture information required for VAT reclamation.

Oracle Internet Expenses also provides extensive support for shared service centers. Processing operations can be centralized using secure and flexible security profile functionality. Global process owners can determine policy regionally, implement it centrally, and enforce it consistently around the world, promoting accountability and visibility across the enterprise.

Cash and Other Expenses: Details for Line 1

Remove Itemization Duplicate New Remove Return

* Receipt Type: Hotel
 * Receipt Date: 12-20-2006
 Original Receipt Amount: 540.00
 * Receipt Currency: USD - US dollar
 Exchange Rate: 1
 Reimbursable Amount: 480.00 USD

* Justification: Hotel stay New York
 * Expense Location: All Other Locations
 Merchant Name:
 Attachments: None Add

Itemized Business Expenses

*TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense: Duplicate Remove

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
1-1	12-20-2006	Hotel	Hotel stay New York	360.00
1-2	12-20-2006	Meals	Hotel stay New York	105.00
1-3	12-20-2006	Telephone Calls	Hotel stay New York	15.00

Add Another Row

Total Business Expenses: 480.00
Personal Expenses: 60.00
Original Receipt Amount: 540.00

Itemization 1-1

* Expense Type: Hotel
 * Start Date: 12-20-2006
 Daily Rate: 120.00
 Number Of Days: 3
 * Itemized Receipt Amount: 360.00

* Justification: Hotel stay New York

For this expense type, company policy requires that you use your corporate credit card for expenses above 100.00 USD.

Figure 2. Receipt Itemization

KEY BENEFITS

ORACLE INTERNET EXPENSES HELPS YOU TO:

- Streamline expense processing and costs
- Control expenses with flexible audit tools
- Improve employee productivity

RELATED PRODUCTS:

- Oracle Payables
- Oracle Daily Business Intelligence

RELATED SERVICES

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

Oracle E-Business Suite – The Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more – all from applications that are built on unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, products—all aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

“With American companies paying more than \$200 billion a year for travel and entertainment, software that automates the process is an obvious solution. In addition to catching questionable expenses, such software helps companies cut the cost of processing reports. With automation, the cost falls from an average \$48 per report to just \$18. Some providers offer additional services such as electronic imaging of receipts. Employees may not mind the tinge of Big Brother when they discover automation can cut the time required to fill out reports from an average of 57 minutes to just 23 minutes”¹



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¹ Software Helps Tax Expense out of Expense Reports, International Herald Tribune, June 27, 2006.