

Oracle Internet Expenses



KEY BUSINESS BENEFITS

Oracle Internet Expenses helps you to:

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

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.

Oracle Mobile Expenses for E-Business Suite

Oracle Fusion Expenses Mobile Application is enabled for Oracle Internet Expenses release 12.1.3 and above. This mobile application (available on iPhone and Android) empowers you to quickly capture your expenses as they are incurred, and enables you to:

- Enter expenses in multiple ways: Create expense lines from receipt images, voice, and calendar entries, create lines with quick entry, or manual entry
- Add attendees from calendar events and address book and create new attendees

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
- Enter additional expense attributes in support for airfare and meals
- Record mileage entry
- Charge to projects and cost centers
- Flag policy violations and receipt requirements
- Search on descriptive flexfield segment values to help identifying expense data specific to your business
- Submit expense reports
- Synchronize reference data automatically
- Enter expenses in connected or offline mode
- Approve expense reports
- Logout and Save Password

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.

Audit Rule Set
Enter general information, then define the rules to use for this audit rule set. Click Apply when you have finished.

* Indicates required field

* Rule Set Name * Description

Audit Selection Rules
Select the rules to use for this audit rule set. You must select at least one rule.

Random Selection

Audit the specified percentage of all expense reports.

Additional Rules

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.

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-

RELATED PRODUCTS

Products that integrate or co-exist with Oracle Internet Expenses are:

- Oracle Financial Analytics (OBIA)
- Oracle Fusion Expenses Mobile Application
- Oracle Payables

RELATED SERVICES

The following services support Oracle Internet Expenses:

- Product Support Services
- Professional Services

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 time-based entry for per diems, as well as free meals or accommodations. Mileage rules support mileage schedules including 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.

General Information Cash and Other Expenses Review

Cash and Other Expenses: Details for Line 1

* Indicates required field

* Receipt Type: Hotel

* Receipt Date: 04-Jan-2016 (example: 23-Dec-2015)

Original Receipt Amount: 400.00

* Receipt Currency: USD - US dollar

Exchange Rate: 1

Reimbursable Amount: 400.00 USD

* Justification: Hotel, dinner, and more

* Expense Location: San Francisco (Use "All Other Locations" if expense location does not exist)

Merchant Name: Original Receipt Missing

Attachments: None

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:

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input type="radio"/>	1-1	04-Jan-2016	Hotel	Hotel, 1 nights accommodation	275.00
<input type="radio"/>	1-2	04-Jan-2016	Meals	Dinner at hotel	75.00
<input type="radio"/>	1-3	05-Jan-2016	Meals	Breakfast at hotel	35.00
<input type="radio"/>	1-4	04-Jan-2016	Telephone Calls	Telephone calls from hotel	5.00
<input checked="" type="radio"/>	1-5	05-Jan-2016	Miscellaneous	Tips to porter and maid	10.00

Total Business Expenses	400.00
Personal Expenses	0.00
Original Receipt Amount	400.00

Itemization 1-5

* Expense Type: Miscellaneous

* Start Date: 05-Jan-2016 (example: 23-Dec-2015)

Daily Rate: 10.00

Number Of Days: 1

* Itemized Receipt Amount: 10.00

Justification: Tips to porter and maid

Tax Code:

Additional Information

Corporate Charge Card:

Figure 2. Receipt Itemization

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.

CONTACT US

For more information about Oracle Internet Expenses, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.

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