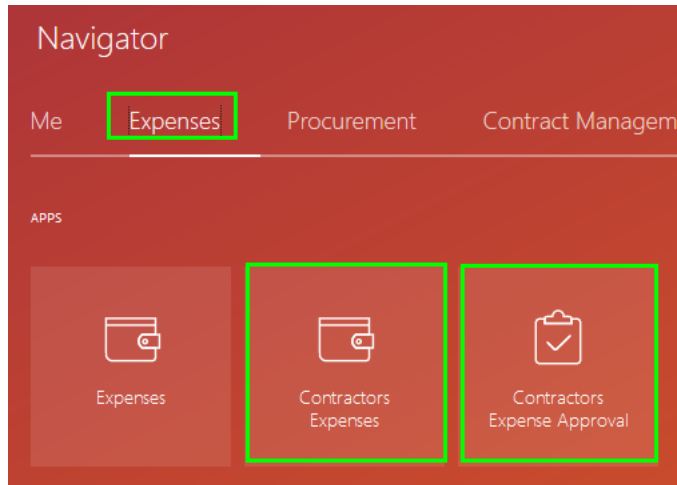


# Contractor Expenses

A woman with dark hair, wearing a blue blazer and a watch, is leaning forward and listening intently to a man in a grey suit. The man is gesturing with his hands as he speaks. They are in a modern office setting with a laptop and a coffee cup on a table in the foreground. The background is a bright, out-of-focus office space with large windows.

# Navigation



- The links for Expense entry and Approval is available under the Navigation Menu “About Me”

# Expense Item Creation

Maheswaran Sivaprakasam

Entry  Review

Expense Date: 09-Oct-2017

Expense Items: 2 Saved

Expense Report: 1 Saved, 0 Submitted

Important Note: - Expense Report can be created for multiple Expense Line Items for a single Project.

**Expense Item**  
The Expense item table contains all the created and saved expense items and the same can be added to create Expense Report.

Project Cost Center	Project Number	Project Name	Task Name	Expense Dates	Expense Type	Currency	Expense Amount	Location
01226 - 9JM-H...	300466803	9JM11/FPI/OCIP...	Billable Expens...	2017-10-10...	Meals	USD	100	NA
01226 - 9JM-H...	300466803	9JM11/FPI/OCIP...	Billable Expens...	2017-10-09...	Customer Gifts	USD	20	NA

**Expense Report**  
The Expense report table contains all the created and saved expense reports.

Report ID	Purpose	Currency	Total Amount	Status
00061	Client Visit	USD	200	Saved
00062	Client Visit	USD	120	Approved
100082	Stay	USD	600	Approved

Next Reset

- Create **Expense Item** for individual expenses by entering/selecting the expense Date, Type, Currency, Project & Task
- Expense type should accurately describe the charge. Do not use Misc. Project PO since it will cause the transaction to fail downstream
- Review and save the **Expense Item**

# Expense Report Creation

Expense Date: 09-Oct-2017

Expense Details

Expense Type: **Client Visit**

Expense Amount

Merchant Name

Description

Project Details

Project Number

Project Name

Project Cost Center

Task Number

Task Name

Next Reset

Expense Items: 2 Saved

Expense Report: 1 Saved

Important Note: 0 Submitted

- Expense Report can be created for multiple Expense Line Items for a single Project.

**Expense Report Create**

Expense Purpose: Client Visit

Task Name	Expense Dates	Expense Type	Currency	Expense Amount	Location
Client Visit	2017-10-10...	Meals	USD	100	NA
Customer Gifts	2017-10-09...	Customer Gifts	USD	20	NA

**Expense Report**

The Expense report table contains all the created and saved expense reports.

Report ID	Purpose	Currency	Total Amount	Status
100051	Client Visit	USD	200	Saved
100052	Client Visit	USD	120	Approved
100082	Slay	USD	600	Approved

- Create **Expense Report** by selecting the required **Expense Item** with same Project & Currency
- Review and save the **Expense Report**

# Submit for Approval

Expense Items: 1 Saved

Expense Report: 2 Saved, 0 Submitted

Important Note: -Expense Report can be created for multiple Expense Line Items for a single Project.

Expense Report - View

300466803 : 9JMM1FP0CIPPDICTMSCloudimple  
Expense Date : 2017-10-10  
Expense Task : 6.02.00 : Billable Expenses-(00)  
Offshore Onsite  
Expense Type : Accommodation  
Expense Amount : 600.0 USD

Submit

Expense Report

The Expense report table contains all the created and saved expense reports.

Report ID	Purpose	Currency	Total Amount	Status
100061	Client Visit	USD	200	Saved
100062	Client Visit	USD	120	Approved
100082	Stay	USD	600	Saved

- Select the Report, review and submit for approval (from the “Actions” menu)
- The Project Manager will get a notification mail once the Report is submitted

# Integrated Cloud

## Applications & Platform Services

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