

Oracle Contractors Expenses Entry

Billable Contractor Process

Oracle Billable Subcontract Services Program

Effective: 21-December-2024

Updates:

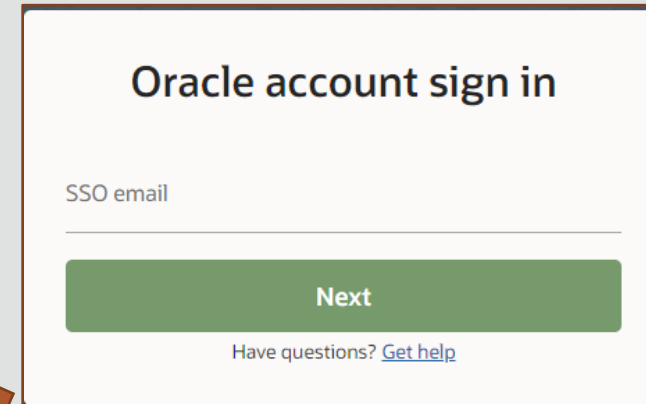
- *Attaching expense receipts is mandatory.*
- *Rejected reports can be resubmitted after updates are made and saved.*

Guidelines for Submitting Expenses

- Follow the guidelines in the [Supplier Travel and Expense Policy for Billable Subcontractors](#).
 - Understand your responsibilities and enter only allowed expenses against the correct expense categories.
- Enter expenses against the appropriate project and task provided by Project Manager (PM); enter expenses against allocated projects only.
- Create each expense as an individual **Expense Item**.
- Attach valid receipts.
- Create an **Expense Report** for one or more **Expense Items** related to a *single* project.
- Know when a submitted **Expense Report** is either **Approved** or **Rejected** by the PM.
 - The action **Submit** sends a notification to the PM.
 - The actions Approve or Reject send notifications *to* the Billable Contractor.

Log in to Oracle Cloud

1. Log into Oracle Cloud at the following location:
 - <https://eeho.fa.us2.oraclecloud.com>
2. Enter your Oracle Single Sign-on (SSO) account name (email format).
3. Enter your SSO password.
4. Follow the appropriate 2 Factor Authentication process.

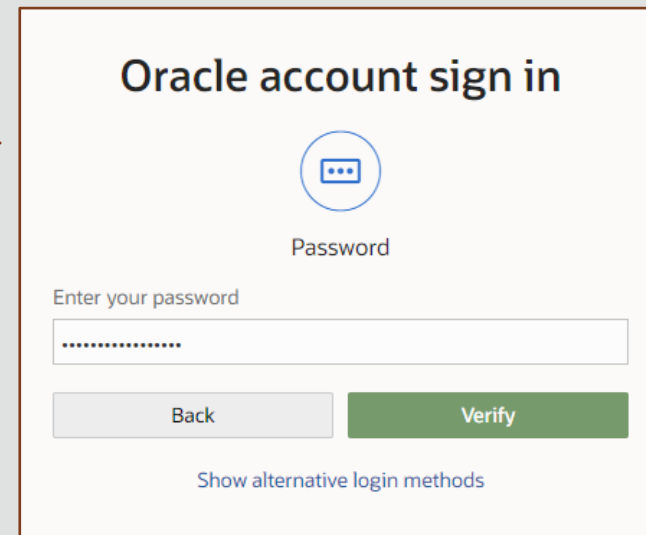


Oracle account sign in

SSO email

Next

Have questions? [Get help](#)



Oracle account sign in

Password

Enter your password

Back Verify

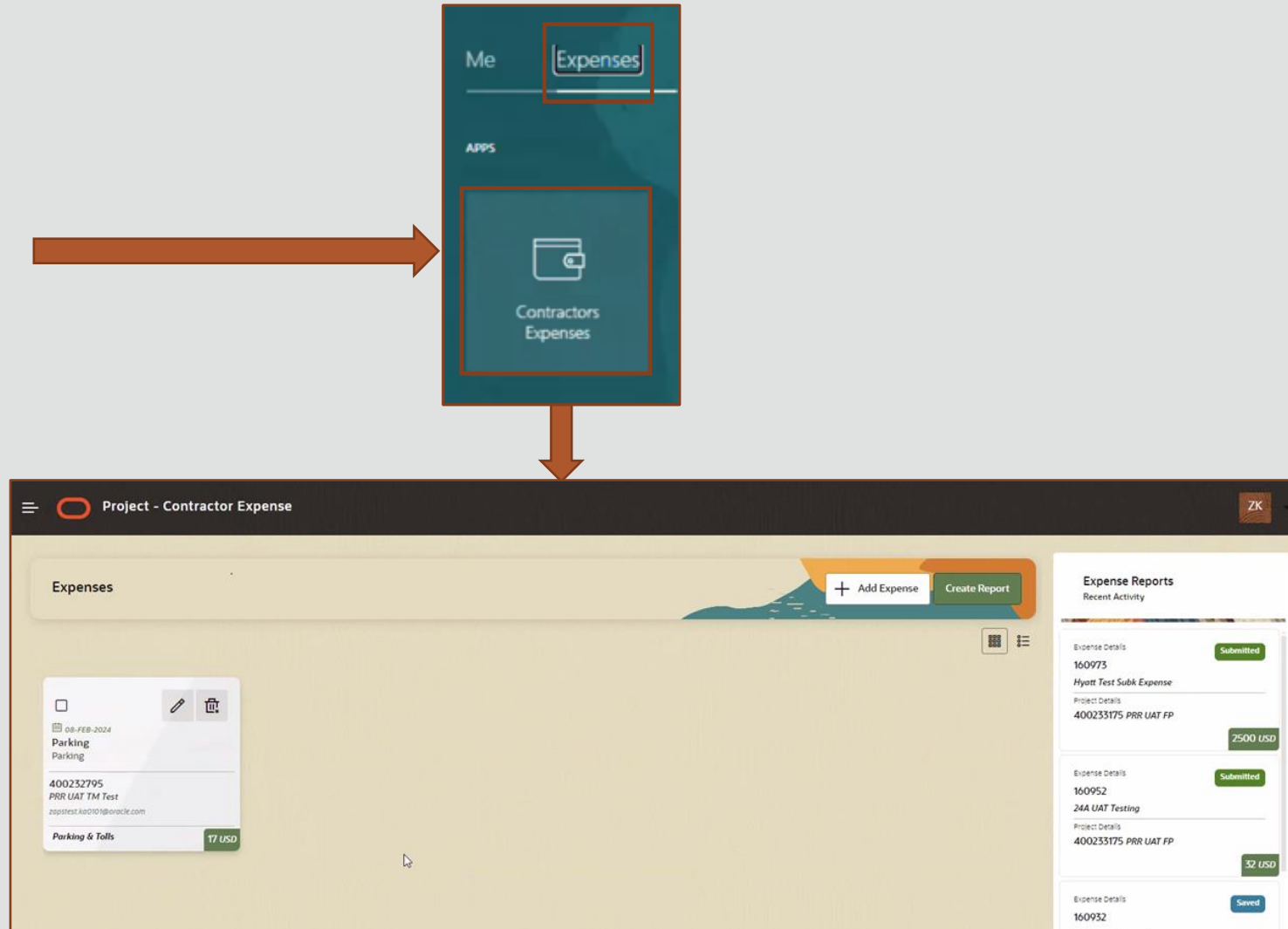
Show alternative login methods

Open Contractors Expenses

5. Under **Expenses** in the interface, click **Contractors Expenses**.

The Expenses screen opens, from which you can do the following:

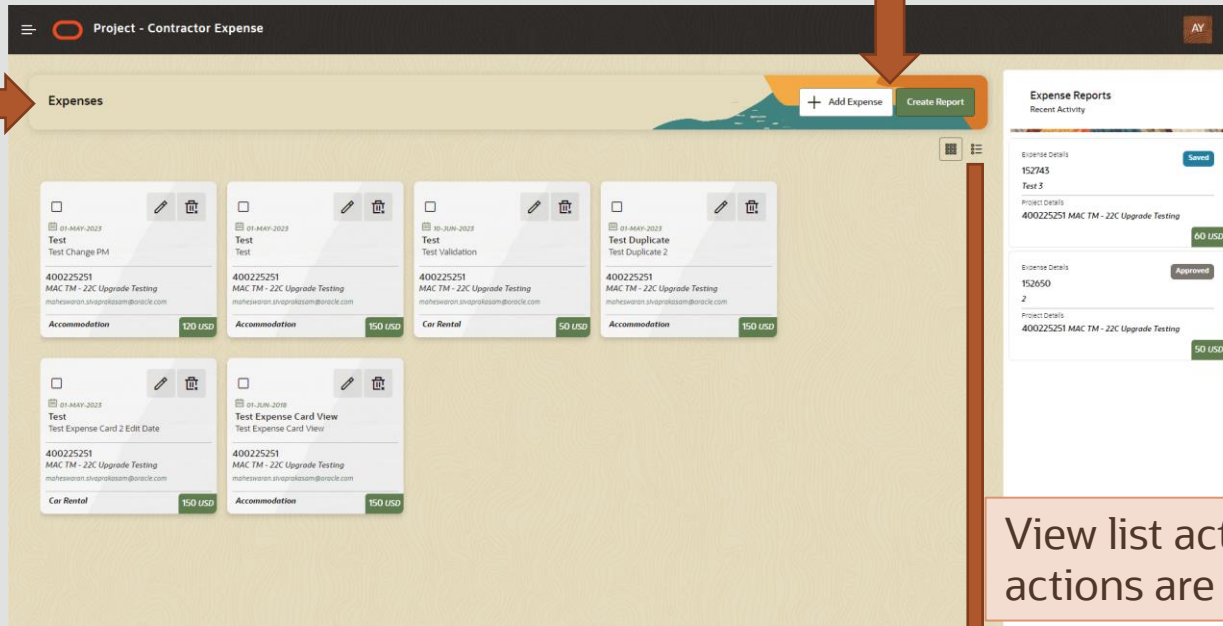
- Create, delete, and edit Expense Items
- Add Expense Items for the *same* Project to an Expense Report
- Update, submit, maintain, and review status of Expense Reports



Navigate Expenses Screen

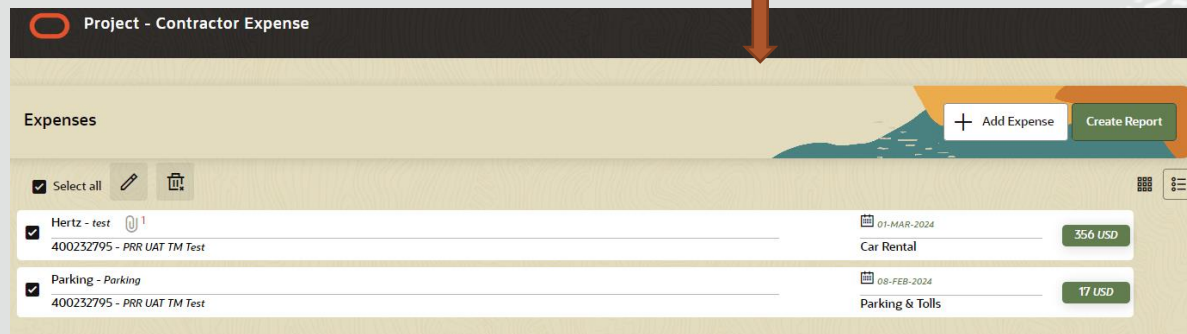
Create Expense or Expense Reports

Expenses area



Expense Reports

View list action; all actions are the same.



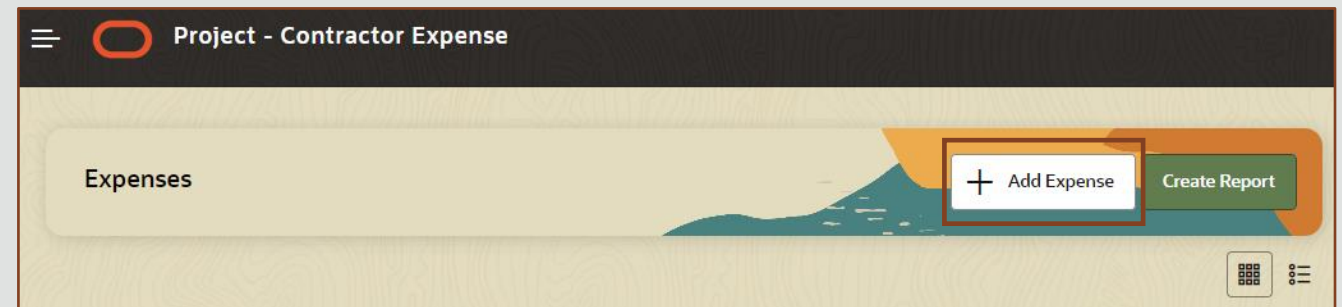


Create Expense Items (1 of 4)

6. Click **Add Expense**.

Create an **Expense Item** for each individual expense.

Use the [Supplier Travel and Expense Policy for Billable Subcontractors \(PDF\)](#) as a guide to determine the applicable expense category and what is acceptable.





Create Expense Items (2 of 4)

7. Enter the following Expenditure Details:

- **Expense Date:** Date the expense was incurred.
- **Expense Type:** Select the actual expense type for the expenditure, following [Supplier Travel and Expense Policy for Billable Subcontractors](#).
- **Expense Amount:** Amount of the expense.
- **Currency:** Currency of the expense.
- **Merchant Name:** Name of company related to the expense.
- **Description:** A clear and detailed description, including reason for the expense, location, and other information.

Expense Item - Edit

Expenditure Details

Expense Date: Apr 20, 2023

Expense Type: Accommodation

Expense Amount: 101 | Currency: US Dollar

Merchant Name: OYO

Description: Stay at event location

Project Details

Select Project: 400225251: MAC TM - 22C Upgrade Testing

Select Task: 3,01.00: Billable Expenses

Project Manager: Maheswaran Sivaprakasam
maheswaran.sivaprakasam@oracle.com

Upload Receipt

Drag and Drop
Select or drop files here.

Uploaded Receipts:

Expense Receipt 1 (3) (5) (1).png (942 KB)

Buttons: Cancel, Update



Create Expense Items (3 of 4)

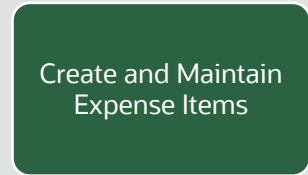
8. Click **Select Project** to set the associated **Project Number**.
9. Select the associated **Task Number**.
 - These values are supplied by the PM or your Oracle contact.
10. Drag and drop the associated receipt(s) to **Upload Receipt**. See Attention box.
 - Or click in the box and browse your computer for the files.
 - Added files are listed in the **Upload Receipt** area.

Note: The receipts must be in one of the following formats: PDF, GIF, JPG, JPEG, or PNG.
11. Ensure all fields are populated.
12. Click **Save**.

Attention, Attaching Receipts:

- Attaching a receipt is mandatory for all Expense Items, except valid Per Diem and Mileage Expense Types. An error message displays if you do not attach a receipt.
- If you have the receipt, attach it to the expense.
- If the PM has stated there is an above amount for this engagement that requires receipts *and* you do not have a receipt for an expense that is *below* that amount, attach a PDF document that says, "I do not have the receipt and according to the PM it is not required for this amount."
- All expenses above the amount *must* have a valid receipt attached.





Create Expense Items (4 of 4)

If the system identifies a similar item, the **Confirm Update** dialog displays and do one of the following:

- **If a new expense:** Click **Yes** to create the Expense Item.
- **If duplicate expense:** Click **No** to close the dialog and return to the Expense Item where you can make changes or delete by clicking Cancel

Confirm Update...

Similar Items

Expense Details	16-FEB-2024
Famous Burgers	Meals
<i>Lunch in Costa Mesa while traveling for project</i>	
Project Task Details	
3.01.00 <i>Billable Expenses</i>	22.7 USD

Possible Duplicate

Expense Details	15-Feb-2024
Lunch	
<i>Lunch</i>	
Project Task Details	
	22.7 USD

Yes No





Edit Expense Items

1. Select the expense, then click the pencil (edit) icon.
 - You can do this in both views of the **Expenses** page (icon or list view).
2. Modify the **Expense Item**.
 - Follow the guidelines used for creating Expense Items (*previous slides*).
3. Click **Update**.

Expense Item - Edit

Expenditure Details

Expense Date: Feb 26, 2024

Expense Type: Car Rental

Expense Amount: 245

Currency: US Dollar

Merchant Name: test

Description: test

Project Details

Select Project: 400232795 : PRR UAT TM Test

Select Task: 3.01.00 : Billable Expenses

Project Manager: zapstest ka0101
zapstest.ka0101@oracle.com

Upload Receipt

Drag and Drop
Select or drop files here.

Uploaded Receipts: Files Not Found

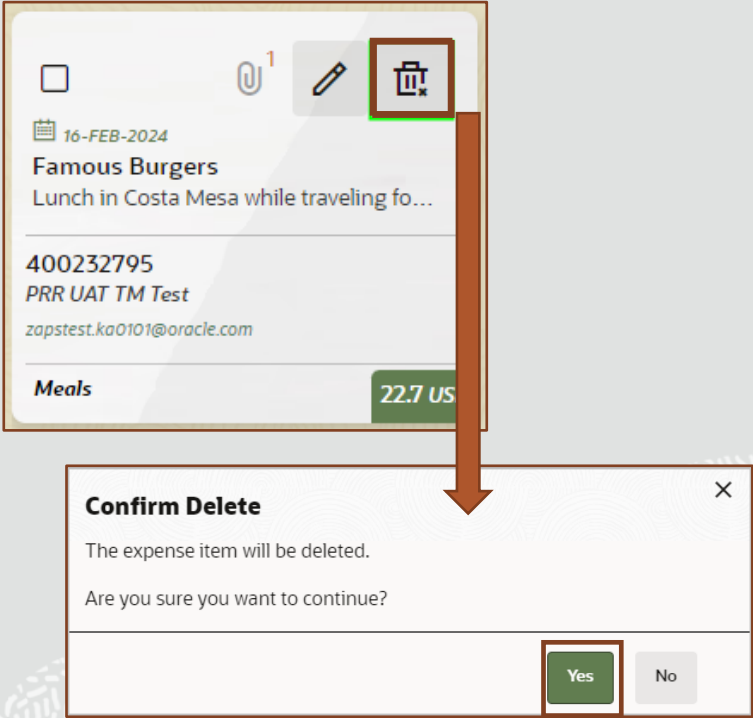
Buttons: Cancel, Update





Delete Expense Items

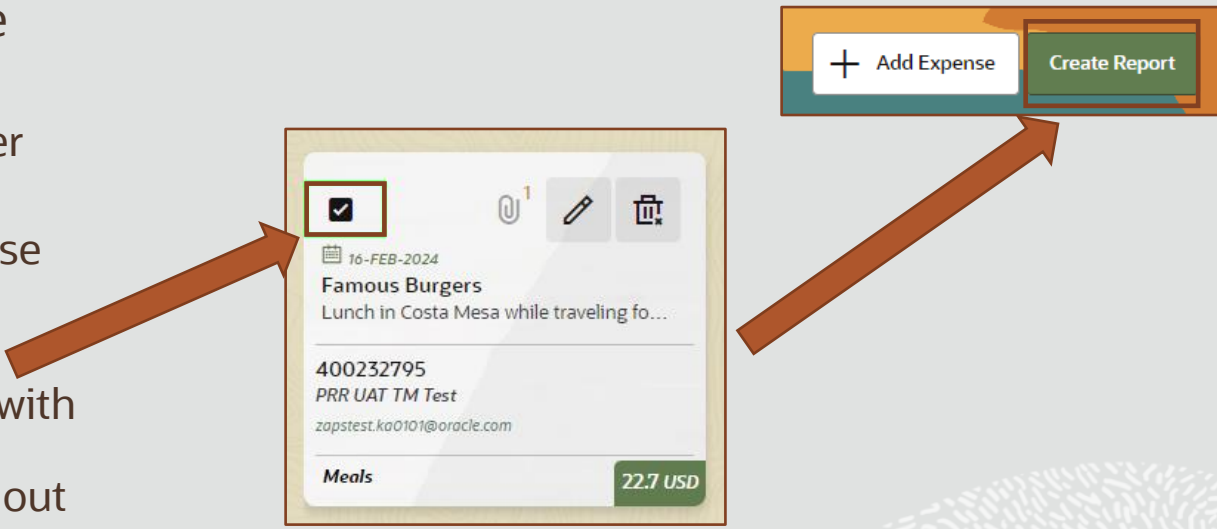
1. Select the expense, then click the trashcan (delete) icon.
 - You can do this in both views (icon or list view) of the **Expenses** page.
2. In the **Confirm Delete** dialog, click **Yes**.





Create Expense Reports (1 of 2)

1. Click the checkbox for each Expense Item to add to the Expense Report.
 - You can select the checkbox in either the icon or list view.
 - **Attention:** Create a separate Expense Report for each project.
 - When a checkbox is selected on an Expense Item, only the other items with the same **Currency** and **Project** are listed in the view (the system filters out the others).
2. At the top of the Expenses Screen, click **Create Report**.





Create Expense Reports (2 of 2)

3. In the **Expense Report – Create** screen, **Expense Purpose** area, enter a clear and complete explanation for the report.
4. Review the attached Expense Items, ensuring they are correct, and you have attached only those for the same project.
5. Do one of the following:
 - Click **Save** to create the report in Saved status, not submitting the report. Saved reports can also be exported to PDF; see [slide](#).
 - Click **Submit** if the report is complete and ready to submit to the PM for approval.
 - Click **Cancel** to discard the Expense Report and start over.

Note: When you Save or Submit and all items in the report are not within the project or task allocation dates, a dialog opens listing the issues. Adjust the Expense Report. If necessary, contact your PM to discuss.

Expense Report - Create
✕

Project Details
400232795
PRR UAT TM Test

Expense Purpose

Enter expense purpose

Expense Details
Famous Burgers
Lunch in Costa Mesa while traveling for project

Project Task Details
3.01.00 *Billable Expenses*

Receipts
[ExpenseReceipts_10.pdf](#)

16-FEB-2024
Meals

22.7 USD

Expense Details
test
test

Project Task Details

26-FEB-2024
Car Rental

Report Total
267.7 USD

Cancel

Save

Submit



Review Expense Reports (1 of 2)

1. To change the view from Expenses to Expense Reports, click the menu at the top right of the screen.

2. Choose **Reports**.

3. From this screen you can search (filter) reports in the following ways:

- By report **ID**.
- By submitted/saved on date range, **Start Date** and **End Date**.
- By status, including **Saved**, **Submitted**, **Approved**, and **Rejected**.

The screenshot shows the Oracle Project - Contractor Expense interface. The top navigation bar includes a menu icon and the text 'Project - Contractor Expense'. Below the navigation bar, there are two tabs: 'Expenses' and 'Reports'. The 'Reports' tab is selected. The main content area displays a list of expense reports with columns for Report ID, Submitted/Saved on, Start Date, End Date, and Status. The status column includes buttons for 'Saved', 'Submitted', 'Approved', and 'Rejected'. A search bar is located at the top right of the list, with a 'Search' button and a 'Reset' button. A callout box points to the search bar with the text: 'Enter Report ID or a date range, then click Search'. Another callout box points to the status buttons with the text: 'Click in the box to add or remove any status, then click Search'. A third callout box points to the 'Rejected' button, which is highlighted with a green border.

Note: Actions are the same in the list view.

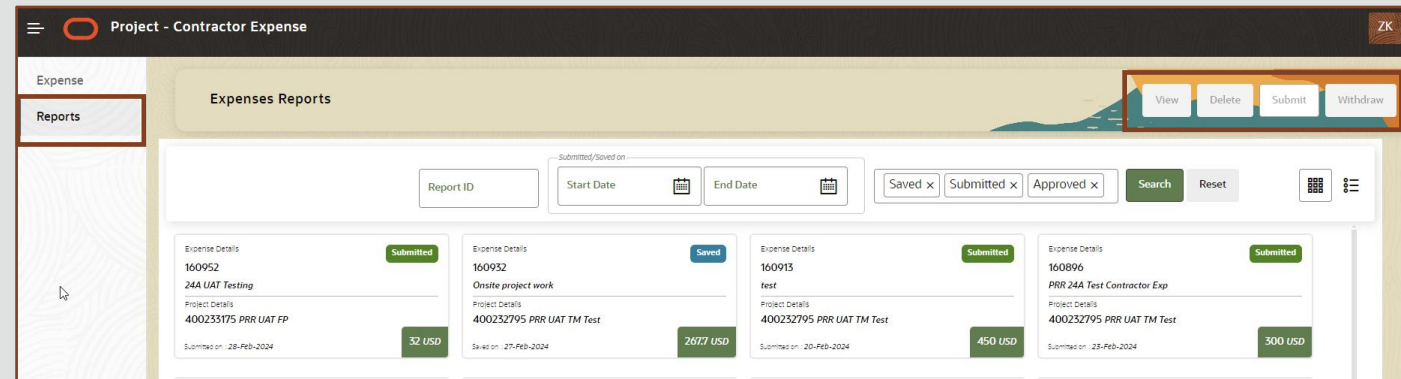




Review Expense Reports (2 of 2)

From the **Expense Reports** view you can also do the following, which is described in more detail in the *following slides*:

- Review status of all Expense Reports.
- **View** report details.
- **Delete** *saved* reports.
- **Submit** *saved* reports.
- **Withdraw** *I* reports.
- Open and update *saved* reports.
- Review reason for **Rejected** reports, and address.

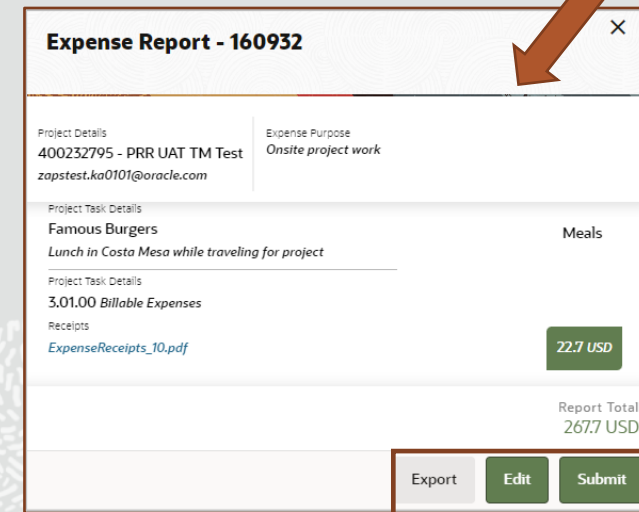
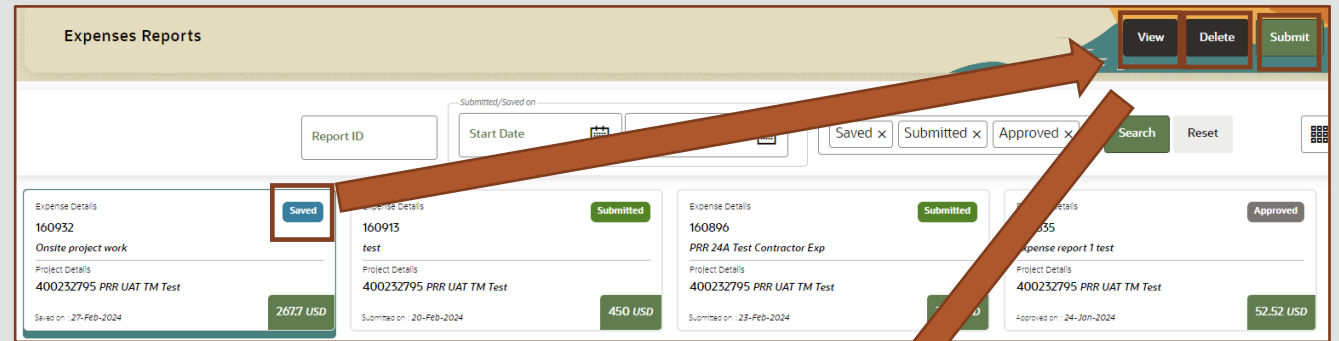




Maintain Saved Report

From the **Expense Reports** screen, select a **Saved** report, then do one of the following:

- Click **Submit** which sends a notice to the PM that the Expense Report is ready for review and approval, puts it on the PM’s worklist, and changes status to **Submitted**.
- Click **View** at the top of the screen, and in the Expense Report screen do one or more of the following:
 - Click **Export**: Save to PDF file; see [slide](#).
 - Click **Edit**: Opens a screen that allows you to add, remove, or update Expense Items; see [slide](#).
 - Click **Submit**: Sends a notice to the PM that the Expense Report is ready for review and approval, puts it on the PM’s worklist, and changes status to **Submitted**.
- Click **Delete** at the top of the screen and confirm the Expense Report deletion.
Note: You can delete **Saved** reports *only*. The related Expense Items are still available on the Expenses screen.





Export Saved Report to PDF

1. In the **Expense Reports** screen, select the **Saved** report and click **View** (top of screen).
2. In the specific **Expense Report - Number** dialog, click **Export**. This action exports the report to a PDF file on your computer.

The screenshot shows the 'Expense Reports' interface. On the left, a list of reports is shown with a 'Saved' status for report 160932. An arrow points to the detailed view of this report. The detailed view includes project details, expense purpose, and a list of expense items with their dates and descriptions. At the bottom right, the 'Export' button is highlighted with a red box.

Expense Details	Date	Description
test	26-FEB-2024	Car Rental
test		
Project Task Details		
3,01.00 Billable Expenses		
Receipts		
NA		
Report Total: 245 USD		
Expense Details		
Famous Burgers	16-FEB-2024	Meals
Lunch in Costa Mesa while traveling for project		
Project Task Details		
Report Total: 267.7 USD		



Create and Maintain
Expense Items



Create Expense
Reports



Review Status, Maintain,
and Submit for Approval
Expense Report

Edit Saved Reports

1. On the **Expense Reports** screen, click on a **report** in **Saved** status.
2. At the top of the screen, click Edit.
3. From the **Expense Report – Edit** screen, select an included Expense item and do one of the following:
 - **Update an item:** Click **Edit Item**, update the information, and click **Update**. The Edit Item opens the **Expense Item Dialog** described starting on this [slide](#), and all information can be updated *except* **Currency** and **Project** (if part of an existing report, these cannot be updated).
 - **Remove an item:** Click **Remove** and confirm the action. The Expense Item is removed from the report but still available on the Expenses list.
 - **Add an existing Expense Item:** Click **Add**, select an existing Expense Item from the list. If it does not exist, create the Expense Item first; see [slide](#).

Back Expense Report - Edit

Edit Item Remove Add

Project Details
400232795 PRR UAT TM Test
zapstest.ka0101@oracle.com

Expense Purpose
Demo

Project Task Details
3,01.00 Billable Expenses

Receipts
NA

25 USD

Expense Details
Hertz
test

Project Task Details
3,01.00 Billable Expenses

Receipts
ExpenseReceipts_10.pdf

01-MAR-2024
Car Rental

356 USD

Report Total
381 USD

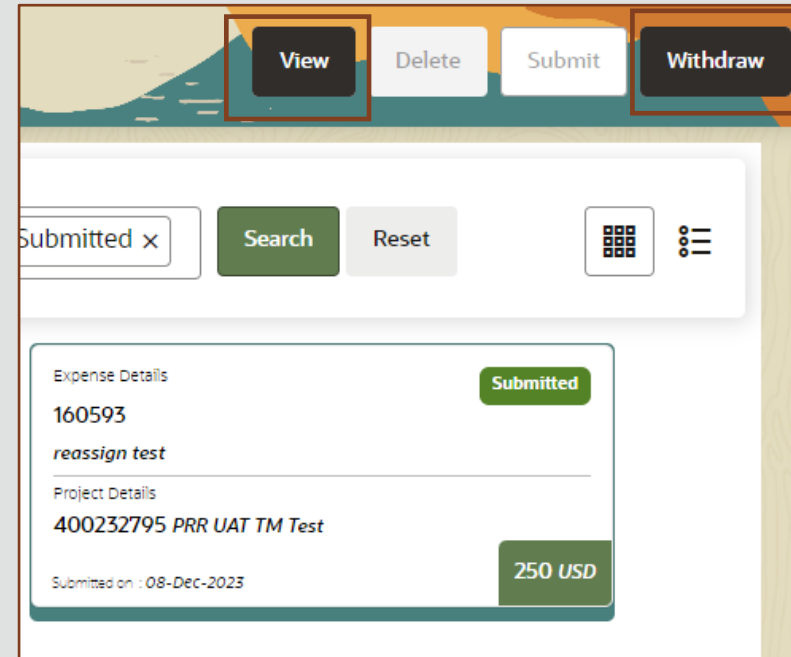


Manage Submitted Reports

In the **Expense Reports** screen, you manage Submitted reports in the following ways:

- Monitor Submitted reports, to determine if the PM has approved a report.
- Click **View** to review the report.
- Click **Withdraw** to return it to **Saved** status. When in saved status, update the report following the processes starting on the [Maintain Saved Report slide](#).

Attention: If a report is in **Approved** status, you cannot withdraw or modify the report.

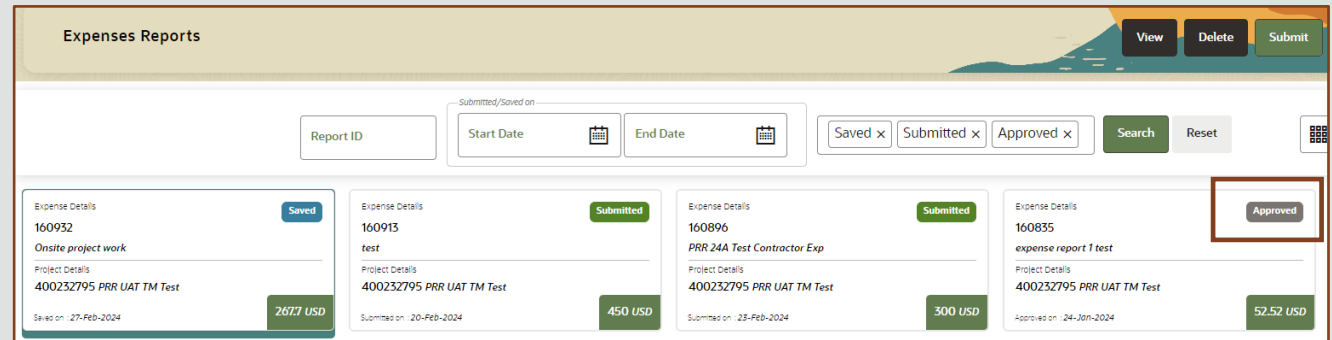




Approved Reports

From the **Expense Reports** screen, locate an **Approved** report, then do one of the following:

- **View approval comments:** Click the **Approved** icon.
 - A dialog opens that displays PM comments if entered.
- **View the full report:** Select the **Approved** report and click **View** at the top.





Address Rejected Reports (1 of 2)

If a PM rejects a report, you can review the comments before updating the report.

To review the rejection comments, locate the Rejected report and do the following:

1. Click the **Rejected** icon.
2. In the **Rejected – Comments** dialog, review the comments to take note of exactly what to address.
3. Click **Close** when done.
4. Go to the [next slide](#) for instructions about updating the Expense report.

Expense Details
160952
24A UAT Testing

Project Details
400233175 PRR UAT FP

Rejected on : 28-Feb-2024

32.32 USD

Rejected

Rejected - Comments

Rejected By: zapstest.ka0101@oracle.com

Rejected On: 07-Mar-2024

Comments:
This report is rejected because details are missing.

Close



Create and Maintain
Expense Items



Create Expense
Reports



Review Status, Maintain,
and Submit for Approval
Expense Report

Address Rejected Reports (2 of 2)

To update an Expense Report, locate the Rejected report and do the following:

1. Select the Rejected Expense report from the Expense > **Reports page**.
2. Click **View**.
3. Adjust the Expense Items as needed; see [slide](#).
4. Delete Expense Items if needed; see [slide](#).
5. Add Expense Items if needed; see slides starting [here](#).
6. In the Expense Report, click **Back**. The Expense Report will be in the Status of **Saved**.
7. Select the Expense Report and click **Submit**.



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