Oracle Fusion Cloud Financials: Expenses Fundamentals Ed 3

Oracle Financials Cloud

DURATION	MODULES	COURSE CODE
4 Days	**14 Lectures**	**—**

Course Overview

Oracle Fusion Cloud Financials: Expenses Fundamentals training introduces you to implementing and using the Oracle Fusion Expenses product. Learn integration points, implementation considerations, mobile functionality, and expense report submission and processing.

What You Will Learn

Oracle Expenses: Overview

- Course Objectives
- Course Schedule
- Lesson Objectives
- Implementations Available for Expenses
- Overview of Oracle Expenses
- Expense Reimbursement Flow: Enter
- Expense Reimbursement Flow: Approve
- Expense Reimbursement Flow: Audit
- Expense Reimbursement Flow: Reimburse
- Expense Reimbursement Flow: Pay
- Summary

Configuring Oracle Expenses

- Objectives
- Implementation Tasks: Overview
- Managing Expenses System Options
- Expenses System Options Concepts
- User Options for Expense Report
- Corporate Options for Expense Report
- Processing Options for Expense Report
- Specific Business Unit Options

- Practice
- Setting Up Expense Report Templates
- Expense Report Template Concepts
- Defining Expense Report Template Considerations
- Defining Default Expense Report Templates
- Inactivating Expense Report Templates
- Expense Types: Overview
- Creating an Expense Type
- Enabling Tax Classification Code
- Itemizing Expense Types
- Automating Itemization for Credit Card Upload
- Itemization for Templates
- Setting Up Project-Enabled Expense Types
- Receipt Requirements
- Policies
- Controlling the Display of Fields by Expense Report Template
- Practice
- Merchant Data Capture for Entertainment Expenses
- Setup Precedence of Modifiable Expense Fields
- Override Expense Account Allocation Privilege
- Enabling Expense Account Segments Profile Option
- Disabling Company Account Segment
- Restricting Expense Allocation to Cost Centers
- Controlling Automatic Population of Expense Fields
- Modifying the Printable Expense Report Template
- Printable Expense Report Template Regions
- Predefined View Objects
- Modifying Terms and Agreements Procedure
- Modify Terms and Agreements
- Creating Lookup Codes for Modified Terms and Agreements Text
- Displaying Modified Terms and Agreements Text
- Modified Terms and Agreements Choices
- Configuring Expense Approval Rules: Overview
- Expense Approval Rules: Overview
- Setting Up Expense Approval Rules
- Managing Expense Report Approval Rules Tasks
- Managing Expense Report Approval Rules
- Approval Rules and Rule Sets
- Demonstration
- Configurable Workflow Notifications Overview
- Configurable Email Notifications using BI Publisher
- Configurable Email Notifications Process
- Email Components
- Configurable Email Notifications Implementation Best Practices
- Enabling Email Notifications
- Using Quick Parts for Workflow Email Notifications

- Configure Notification Recipients for Audit, Reimbursement, and Corporate Card
- Transactions for Inactive Employee Notifications
- Configuring and Adding Additional Recipients
- Expense Report Descriptive Flexfields
- Global Descriptive Flexfields
- User-Defined Descriptive Flexfields
- Business Unit-Specific Flexfields
- Setting Up a Descriptive Flexfield: Expense Report Header
- Other Expense Descriptive Flexfields
- Defining Conversion Rates
- Selecting a Business Unit
- Defining Conversion Rates and Conversion Rate Types
- Preventing Automatic Population of the Conversion Rate
- Specifying a Conversion Rate Policy
- Demonstration and Practice
- Summary

Entering Expense Items and Expense Reports

- Objectives
- Expenses Work Area Navigation
- Overview of Travel and Expenses Work Area
- Overview of Expenses Work Area
- Expenses Tab
- Approvals Tab
- Cash Advances Tab
- Authorizations Tab
- Trips Tab
- Expense Items: Overview
- Classifying Cash Expenses as Personal
- Entering Expenses Online
- Creating an Expense Report
- Creating a Prepaid Expense Report
- Creating an Expense Item
- Determining Visibility for Expense Day Field
- Factors Affecting the Number of Expense Days Field
- Determining Visibility of the Number of Expense Days Field
- Itemizing Expenses
- Entering Expenses Offline
- Accept Term and Agreements in Actionable Cards
- Practice
- Expense Processing for Globally Mobilized Employees and New Hires
- Corporate Card Charges
- Corporate Card Charges Notification
- Recurring Expenses
- Using Oracle Digital Assistant with Expense Reports

- Viewing Expense Reports and Payment Details Using Oracle Digital Assistant
- Creating Expense Items from Email Receipts
- Email Response on Successful Expense Creation
- Changing Predefined Configuration for Expense Matching
- Activating a Primary Bank Account
- Update Payment Requests when Creating or Ending Employee Bank Account
- Updating Bank, Branch, and Bank Account Numbers on External Bank
- Accounts
- Managing Delegates
- Delegating Another Person to Enter Your Expense Report
- Managing Administrator Delegations
- Business Value of Managing Delegations
- Administrator Assigns Delegates
- Practices
- Overview of Spend Authorizations
- Selection of Authorization in Expense Reports
- Summary

Defining Expense Policies and Rules

- Objectives
- Defining Expense Policies and Rules
- Managing Policies by Expense Category
- Enforcing Expense Policies
- Mandatory Setup Tasks for Category-Based Expense Policies
- Policy Violations Explained
- Policy Violations for Airfare Policies
- Practices
- Creating a Mileage Policy
- Specifying Eligibility Rules
- Specifying Mileage Rate Determinants
- Defining the Add-On Rates
- Entertainment Policy Overview
- Compliance with Entertainment Policies
- Creating an Entertainment Policy
- Defining Rate Limits for Employee Attendees
- Enabling Itemized Expense Types with the Entertainment Category
- Entering Attendees During Itemization
- Capturing Attendee Information for Expense Categories
- Assigning an Entertainment Policy to an Expense Type
- Number of Attendees Captures When Expense is Above Designated Limits
- Per Diem Feature
- Global Per Diem Policies
- Per Diem Rate Types
- Configuration of Per Diem Rates
- Per Diem Polices

- Per Diem Setup
- Per Diem Setup Detail
- Rate Currency
- Rate Calculation Method
- Rate Definition
- Sum of Separate Rates Definition
- Rate Determinants
- Activate Policy
- Associate Per Diem Policy to Expense Type
- Job Roles
- Summary

Configuring Credit Card Data

- Objectives
- Overview of Corporate Card Transaction Processing
- Configuring Credit Card Data
- Configuring Corporate Card Issuers
- Managing Corporate Card Programs
- Configuring Corporate Card Programs
- Mapping Rules
- Create Transfer Parameters
- File Format and Delivery
- Selecting the Correct Transaction File Format
- Securing Credit Card Transactions with Tokens
- American Express Tokenized GL 1025 Files
- Setup for American Express Tokenized Files
- Enabling Tokenization for Visa VCF4 Files
- Simplified Configuration for MasterCard CDF3 File
- Enabling Pretty Good Privacy (PGP) Encryption for Corporate Card Transaction
- Files
- Creating a PGP Encryption Certificate
- Exporting a PGP Encryption Certificate
- Establishing File Transfer Connectivity
- Testing Sample Transaction Files
- Configuring Integration with Card Issuers Using Test Connection Button
- Uploading Tokenize American Express GL1025 Files
- Upload VISA, MasterCard, and Diner's Club Corporate Card Transactions
- Files
- Mastercard Adjustment Code Exclusion
- Downloading American Express Corporate Card Transaction Files
- Disabling a Merchant Name Update on Corporate Card Transactions
- Practice
- Centrally-Billed Travel Cards
- Setting Up Centrally-Billed Travel Cards
- Specifying a Corporate Card Usage Policy

- Demonstration
- Processing Travel Cards
- Pay Group For Corporate Card Issuer Payment Requests
- Creating Corporate Card Issuer Payment Requests
- Settings for Corporate Card Accounting
- Scheduling the Create Corporate Card Issuer Payment Requests Process
- Viewing Payment Requests Results
- Manage Corporate Card Transactions Processing of Inactive Employees
- Increasing the Grace Period for Corporate Card Transactions
- Paying the Credit Card Issuer
- How Corporate Card Transaction Files Are Processed: Individual Pay
- How Corporate Card Transaction Files Are Processed: Company Pay
- How Corporate Card Transaction Files Are Processed: Both Pay
- Distribution of Accounting Entries for Corporate Card Transactions
- Calculating Accounting Entries for Payment Options
- Calculating Accounting Entries for Individual Pay
- Calculating Accounting Entries for Both Pay
- Calculating Accounting Entries for Company Pay
- Accounting for Corporate Card Transactions: Example
- Summary

Setting Up Receipt Management Policies

- Objectives
- Setting Up Receipt Management Policies
- Specifying Receipt Management
- Creating Expense Report Receipt and Notification Rule
- Specifying Types of Receipts
- Requiring Imaged Receipts for Each Expense Item
- Setting Up a Default Receipt Date Rule
- Check-in Receipt Package Page
- Using Oracle WebCenter Capture and Oracle WebCenter Imaging Services
- Auditing the Expense Report Page
- Granularity of Receipt Requirements
- Specifying Receipt Requirements
- Practice
- Summary

Auditing Expenses

- Objectives
- Audit Expense Report: Overview
- Auditing Concepts
- Setting Up Auditing
- Audit List Concepts
- Creating an Expense Audit List Rule
- Manage Expense Audit List Membership

- Manually Adding or Removing During Auditing
- Practices
- Audit Selection Rules
- Keyword Audit for Expense Reports
- Keyword Audit
- Demonstration
- Manage Expense Report Audit Rules
- Manage Expense Report Audit Rule by Templates and Type
- Assigning Audit List Rules to Business Units
- Audit Actions
- Completing an Audit
- Simultaneous Manager and Auditor Expense Report Approvals: Auditor
- Actions
- Confirm Manager Approval
- Rejecting an Expense Report
- Requesting More Information
- Waypoints in Audit and view Expense Report Pages
- Waiving Receipts and Completing Audit
- Warning User and Completing Audit
- View Details About Failed Rules due to Duplicate Expense Item or Duplicate
- Attendees
- Enhanced Process Controls and Auditor Capabilities
- Demonstration
- Expense Report Payment Hold Rules
- Releasing a Hold
- Holding Expense Report Payments
- Summary

Configuring Cash Advances

- Objectives
- Cash Advance and Expense Report Flow
- Cash Advance Concepts
- Setting Up Cash Advance Policies
- Managing Cash Advance Policies
- Setting Up Cash Advance
- Enabling Foreign Currency Cash Advances
- Configurable Fields for Cash Advances
- Cash Advance Approval Rules
- Modifying a Predefined Cash Advance Rule
- Modifying the Cash Advance Ruleset Parameters
- Demonstration
- Cash Advance Process
- Request Cash Advances on behalf of other employees
- Requesting Foreign Currency Cash Advances
- Accounting Entries for a Cash Advance

- Cancellation of Payment Requests for Cash Advances
- Practice
- Summary

Processing Expense Reimbursements and Capturing Tax

- Objectives
- Processing Expense Reimbursements and Capturing Tax Flow
- Processing Expense Report Payment Requests
- Populating Payables Open Invoice Interface Tables
- Handling Process and Rejected Expense Reports
- Viewing Created Payment Requests
- Status of Expense Reports After Processing
- Rejected Expense Reports
- Examples of Rejection Reasons
- Returning Approved Expense Reports
- Determining Accounting Distributions in Expenses
- Cancellation of Payment Requests for Expense Reports
- Capturing Tax on Expense Reports
- Prerequisites for Tax: Creating a Tax Classification Code
- Capturing Tax Classification Codes on Expense Reports
- First Method for Capturing Tax Classification Codes in Expenses
- Second Method to Capture Tax Classification Code
- Streamline Entry of Tax Information
- Show or Hide the Tax Classification Code
- Show the Tax Classification Code on the UI
- Hide the Tax Classification Code on the UI
- Hide the Tax Classification Code from the UI and Assign it on the Back End
- Tax Recoverability Determination for Expense Payment Requests
- Summary

Managing Contingent Workers

- Objectives
- Who are Contingent Workers?
- Prerequisites for Enabling Contingent Workers
- Demonstration
- Components Required to Process Expense Reports
- Employees Reimbursement Flow
- Contingent Workers Reimbursement Flow
- Different Origins of Payment Methods for Employees and Contingent Workers
- Event Class Codes for Employees and Contingent Workers
- Auditing Page Displays Payment Requests and Invoices
- Rejection Codes for Contingent Workers
- Demonstration
- Summary

Processing Third-Party Expense Reimbursements

- Objectives
- Third-Party Expense Reimbursements
- Setting Up Third-Party Expense Reimbursements
- Processing Third-Party Expense Reimbursements
- Summary

Integrating Travel

- Objectives
- Benefits of Setting Up Travel Integration
- Selecting a Travel Partner
- Creating the Travel Provider in the Expenses
- Integrating with GetThere
- Prerequisite Setups
- Travel Partner and Booking Sites Setups
- Setting Up Tasks for Travel Integration
- Setting Up Travel Integration
- Configuring Travel Partner and Travel Sites
- Configuring Booking Sites
- Booking Site Assignments
- Examples of Booking Site Assignments
- Configuring Travel Policies and Policy Violations
- Enabling Itinerary Validation Rules
- Scheduling the Import Travel Itineraries Process
- Resolving Travel Itinerary Import and Validation Issues
- Reviewing Import Travel Itineraries Process Errors
- Itineraries With Critical Validation Errors
- Import Travel Itineraries Process Completes But Does Not Import Itineraries
- Cause and Resolution of Itinerary Import Failures
- Cause and Resolution of Critical Validation Errors
- Cause and Resolution of Invalid Data Validation Errors
- Enabling Automatic Creation of Trip-Based Expense Reports
- Timing of Initiator Options
- Demonstration
- Summary

Using Mobile Devices

- Objectives
- Using Mobile Devices to Increase Productivity
- Setting Up the Mobile Device Application
- Enabling Expenses Mobile Application
- Using the Mileage Tracker
- Submitting an Expense Report from a Mobile Device
- Mobile Expense Lines That Cannot Be Included in an Expense Report

- Mobile Expense Report with a Status of Saved
- Mobile Expense Report with a Status of Pending Manager Approval
- Enhanced Controls for Mobile Expenses
- Practices
- Enhanced Mobile Device Features
- Touchless Expenses with J.P. Morgan Corporate Cards
- Guided Assistance for Expenses That Require Additional Information
- Automatic Itemization of Emailed Hotel Receipts
- Automatic Submission of Completed Expenses
- Intuitive User Interface and Application Experience
- Reimbursable Amount Entry for Foreign Currency Receipts in Expenses Mobile
- Application
- Identifying Meal and Accommodation Expenses with Policy Validations on Expenses
- Mobile Application
- Policy Enforcement for Miscellaneous Expenses
- Oracle Maps Cloud Service for Expenses Mobile Application
- Review Expense Report Status on Expenses Mobile Application
- Resubmission of Expense Reports using the Expenses Mobile Application
- Summary

Analyzing and Reporting on Expenses

- Objectives
- Spend Analysis Reporting
- Drill Down to Expense Reports and Expense Items from OTBI
- Enabling Spend Analysis Reporting
- Expense Manager and Line Manager Roles
- Practice
- Summary