SkyVU — Quick Reference Guide: Creating and Submitting an Expense Report

With the implementation of **Oracle Cloud**, **Expense Reports** will be prepared and submitted through Oracle rather than Concur Expense with reimbursements flowing through the same bank account as your payroll direct deposit. The information on the page below provides guidance on creating and submitting an **Expense Report** within **Oracle Cloud Expense**.

ORACLE

Navigator

About Me
- Personal Information
- Benefits
- Time
- Web Clock
- ❶ Expenses
- My Account

❶ Upon logging into **Oracle**, click the **Navigator** icon and select the **Expenses** module from the list.

ORACLE — Travel and Expenses

Expenses Product Tour

Expenses | Introducing the Expenses Work Area

Create
Create Expense Report
Request Cash Advance

❷ To create a new expense report, click **Actions** and select **Create Expense Report**.

ORACLE — Travel and Expenses

Expense Items 0

Expense Reports 0

❷ Actions
- Create Expense Item
- Create Expense Report
- Request Cash Advance
- Create Expense Items in Spreadsheet
- Take the Product Tour

Actions ➕ Add to Report

Sort By Date

No data to display.

Note: upon logging in for the first time, you may see the **Product Tour** screen.

Click **Go to Travel and Expenses** to continue to the module. You can also create an expense report directly from this screen.

Go to Travel and Expenses

On the main Expenses page, you can view your individual **Expense Items** or **Expense Reports** by clicking on the respective tile.

One Card charges and other individual expense items that have not been placed into a report will be displayed in the section below.

❸ Complete the **Report Header** by entering the **Purpose** of the expense report.

Expense Report: EXP0017901753

❸ * Purpose Training Certification (Nov 2017 – Washington, DC)
Missing Images Reason
Attachments None ➕
Status Saved

Report Total
1,598.78 USD

❻ ☑ I have read and accept the corporate travel and expense policies

Save ▾ ❼ Submit Cancel
Save and Close

Expense Items

❹ Click the **plus sign (+)** to create a new expense item and add it to the report. *(Please see reverse for instructions.)*

❺ If applicable, click **Add Existing** to import **One Card** charges or other expenses from your list of **Expense Items**. *(This button will be grayed out as shown if you do not have any existing expense items.)*

Actions ▾ ❹ ➕ ❺ Add Existing Apply Project ▾ Apply Account ▾

Domestic VU Meal Per Diem - Washington, DC
11/01/2017
None ➕

Domestic Hotel Accommodations - Washington, DC
Hotel stay for conference
11/01/2017
sample receipt.png ➕✕

Domestic Rail & Other Travel - Washington, DC
Metro Pass
10/31/2017
None ➕

Domestic VU Meal Per Diem - Washington, DC
10/31/2017
None ➕

Domestic Airfare - Nashville, TN
Training example
10/20/2017
sample receipt.png ➕✕
274.58 USD ✕

Conference/Registration - Nashville, TN
Registration for Trainer Certification Conference (Nov 1)
10/20/2017
sample receipt.png ➕✕
1,000.00 USD ✕

To submit your report:

❻ Click the **check box** to acknowledge you have read and accept the [Travel and Business Expense Policy](#).

❼ Click **Submit**. Your report will then route to the applicable **Financial Unit Manager(s)** for approval. You can alternatively **Save and Close** the report to complete and submit later.

(Please see reverse for Creating and Itemizing an Expense Item.)

VANDERBILT ⋎ UNIVERSITY

With the implementation of **Oracle Cloud**, **Expense Reports** will be prepared and submitted through Oracle rather than Concur Expense with reimbursements flowing through the same bank account as your payroll direct deposit. The information on the page below provides guidance on creating and itemizing an **Expense Item** within **Oracle Cloud Expense**.

The **Create Expense Item** window will open upon selecting to **add (+)** an expense or **create an expense item** in an Expense Report (*Please see instructions on reverse*).

You must complete all required fields denoted with an **asterisk (*)**.

❶ Enter the **Date** on the receipt or credit card charge.

❷ Select the **VU General Expenses** template for all expenses other than relocation.

❸ Select the expense **Type** from the drop-down menu. All available expense types are listed in alphabetical order.

❹ Enter the total **Amount** of the expense. You should not change the **Number of Days**. Click the **Itemize** button to itemize or allocate the expense. (*Please see Itemizing Expenses below for additional information.*)

❺ Complete any other required fields (e.g., **Merchant Name**).

❻ Click **Save and Close** to save this expense and return to the report view page (*see reverse*).

Create Expense Item | Save and Create Another | Save and Close ▼ | Cancel

❶ * Date 10/20/2017
❷ * Template VU General Expenses
❸ * Type Conference/Registration
Expense Location Nashville, Davidson, TN, United States ▼
❹ * Amount USD 1,000.00 Itemize
Number of Days 1
Daily Amount 1,000.00 USD
Reimbursable Amount 1,000.00 USD

❻ Attachments sample receipt.png ✚ ✖
☐ Receipt missing

[Vanderbilt policy](#) requires a receipt for all expenses **$75 or more**. Click the **plus sign (+)** to attach your receipt(s) and any other supporting documentation.

*Note: Check the **Receipt missing** box if you do not have a receipt for an expense of $75 or more.*

▽ Details
Description Registration for Trainer Certification Conference (Nov 1)
❺ * Merchant Name Training Certifiers, Inc.

Account 440.05.44000.6725.000.000.000.0.0
Project Number ▼
Task Number
Expenditure Organization ▼
Contract Number
Funding Source

A default expense account (i.e., COA string) will be populated for you based on your **Work Unit** and the selected expense **Type**. Review the **Account** and make updates as needed. If you are charging a **Project** (e.g., Grant, Faculty Fund), please enter the **POET** string here.

*A reference guide for the new **Chart of Accounts** is available on the SkyVU website at https://www.vanderbilt.edu/skyvu/training-resources.php.*

Itemizing Expenses

Selecting the **Itemize** button will open a second tab for your expense item so that you can **itemize** your expenses for items such as hotel accommodations, alcohol or personal expenses. This function is also used to **allocate** the funding among multiple COA or Project strings.

To **add** an itemization, click the **plus sign (+)** and select the **Type** from the drop-down menu. Then enter the date and amount for the item as applicable.

Use the **Account** or **Project** fields to adjust the charge account if needed, or if an item is a personal expense, click the check box.

Repeat this process to add items until you have itemized the entire expense and the remaining balance is zero.

Create Expense Item | Save and Create Another | Save and Close ▼ | Cancel

Business 190.81
Personal 16.39
Remaining Balance 0.00

Domestic Hotel Accommodations
207.20 USD

✚ 🗐 Remove All

	* Type	* Date	* Amount (USD)	Personal	
◢	Domestic Accommodations Room Rate ▼	10-31-2017	159.00	☐	✖
▶	Domestic Accommodations/Hotel Tax ▼	10-31-2017	31.81	☐	✖
▶	Alcohol/Entertainment Itemization ▼	10-31-2017	16.39	☑	✖

Description
Daily Amount 159.00
Number of Days 1

Account 440.05.44000.6305.000.000.000.0.0
Project Number ▼
Task Number
Expenditure Organization ▼
Contract Number
Funding Source