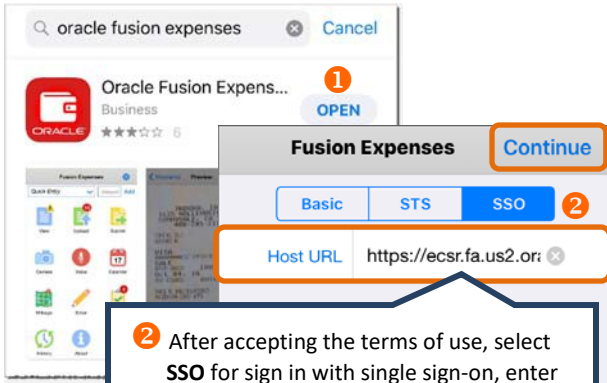# Oracle Expenses Mobile App: Initial Setup

The **Oracle Fusion Expense** mobile app allows users to use their mobile devices to create and upload expenses to **Oracle Cloud Expenses**. This guide provides an overview of the initial mobile app setup.

Download and Log Into the Mobile App

❶ Download and open **Oracle Fusion Expenses** on your device.

❷ After accepting the terms of use, select **SSO** for sign in with single sign-on, enter URL **https://ecsr.fa.us2.oraclecloud.com**. Then click **Continue**.
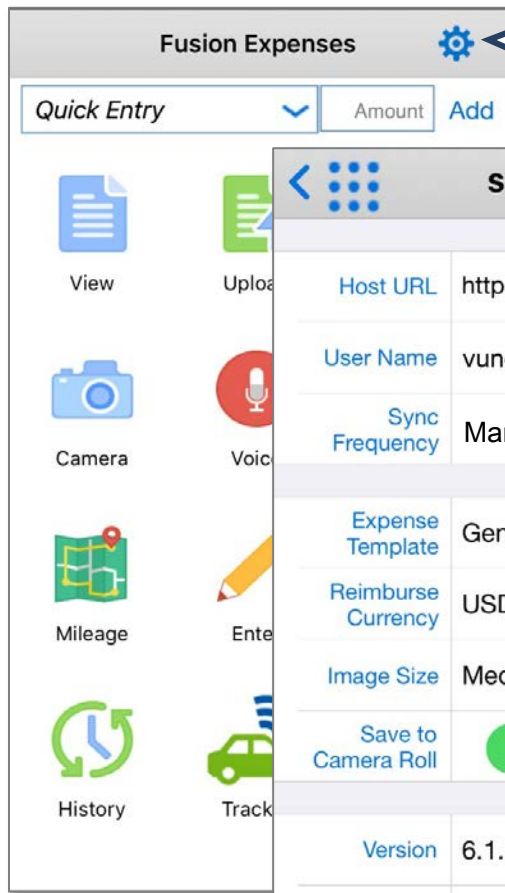
CAUTION! DO NOT enter anything here.

❸ **IMPORTANT:** Click the **Company Sign In** link to log in correctly and avoid locking your Oracle account.

❹ Enter your **VUnetID** and **ePassword** on the Vanderbilt Sign On page to log in.
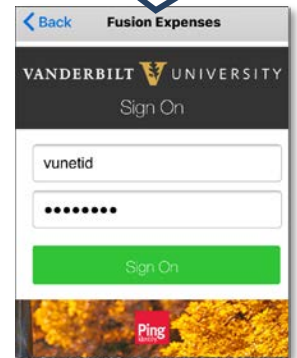
Review and Update Your Settings

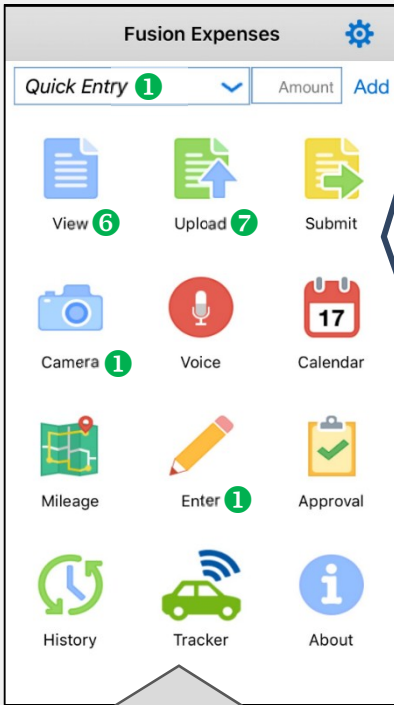❺ Click the **Settings** icon in the top right corner to access the **Settings** screen.

❻ You can select for the app to sync your **One Card** charges on a Daily, Weekly or Monthly basis or Manually.

You can also sync manually at any time by clicking **Sync** at the top right corner of the page

❼ Select your additional settings for the **Expense Template** (**General Expenses** is primarily used).

Note that you will not be able to change your **Reimbursement Currency**, which is **USD** for Vanderbilt, but you can enter an expense in another currency.

You can also select your **Image Size** (i.e., small, medium, large) for your receipt image attachments and indicate whether you want to store any receipt images taken through the mobile app to your mobile phone **Camera Roll**.

❽ Use this link to log out of the app. Note that when you change your ePassword, you will need to log out and log in again to update it.

ORACLE CLOUD

The **Oracle Fusion Expense** mobile app allows users to use mobile devices to quickly create and upload out-of-pocket expenses to **Oracle Cloud Expenses** to edit and add to an Expense Report. You can also add receipt images to unexpensed One Card charges using your device camera – to use this feature, start with **Step (6) – Edit/Upload to Oracle Cloud**.

Create an Expense Item

Fusion Expenses ⚙

| Quick Entry ❶ ⌄ | Amount | Add |

- View ❻
- Upload ❼
- Submit
- Camera ❶
- Voice
- Calendar 17
- Mileage
- Enter ❶
- Approval
- History
- Tracker
- About

❶ Tap **Quick Entry**, **Camera** or **Enter** to begin creating an out-of-pocket expense.

*(**Note:** Select **Camera** to start by attaching a photo of your receipt.)*

Cancel	**Add Expense**	Save
Type	Select type	
Date	13-Apr-2018	
Amount	Enter amount	USD
Attachment	Add attachment	
Location	Enter location	
Merchant	Enter merchant	
Project	Select project	
Task	Select task	
Company	Select company	
Cost Center	Select cost center	
Description	Enter description	
	Itemize	

❷ You must enter basic expense data:
- Select the expense **Type** in list;
- Enter the **Date** of the expense (entry date populates by default);
- Enter the **Amount**; and
- Use the camera to add your receipt, then select **Attach**.

❸ You have the option to add the expense **Location** and **Merchant**. If left blank, you can add in Oracle.

❹ You have the option to the financial information here:
- If left blank, your **default expense account** will populate on **Upload** (**Step (7)**) to Oracle
- Enter **Project, Task, Company** (i.e., **Entity**) and **Cost Center** (i.e., **Financial Unit**)

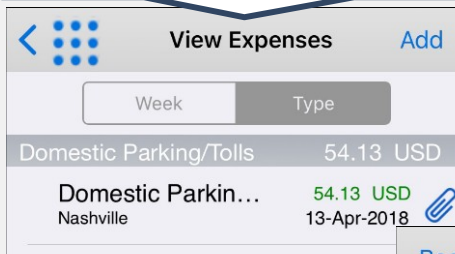*Important: Program and/or Activity can only be input within Oracle Cloud.*

❺ Enter a **Description** of the expense. You can also **Itemize** the expense if needed. Then tap **Save** (above).

The following are available from the **Home** screen:

⌄	Use **Quick Entry** and **Add** to create an expense by selecting type and amount
📄	**View** and edit out-of-pocket expenses created in the app or via One Card
📤	**Upload** expenses created in the mobile app to Oracle Cloud Expenses
➡	*Submit an expense (not recommended for Vanderbilt's COA configuration)*
📷	Use the **Camera** on your device to take a photo and create an expense item
🎤	Use **Voice** to create an expense item via dictation
17	*Not used with Vanderbilt's configuration*
🗺	Create a **Mileage** expense by entering your start and end points on the map
✏	**Enter** an expense item
📋	**Approval** is available for reviewers
🔄	View the **History** of your expenses uploaded using the mobile app
🚗	Use the **Tracker** to track your mileage in real time (*note: iPhone version only*)
ℹ	**About** displays version and legal terms

Edit/Upload to Oracle Cloud

❻ Once you have entered your expense(s), tap the **View** icon on the **Home** screen. **One Card** charges that you *have not yet expensed* will also appear in this list for your review.

Tap an expense item to update it or add a receipt using **Steps (2)-(5)**.

‹ ⣿	**View Expenses**	Add
Week		Type
Domestic Parking/Tolls		54.13 USD
Domestic Parkin... Nashville	54.13 USD 13-Apr-2018	📎

❼ Expenses that are not uploaded will be listed.

Tap the **Upload** icon on the Home screen and then **Upload** at the top of the page to upload all selected expenses into Oracle Cloud and add to expense report.

Back	**Upload Expenses**	Upload
Week		Type
1 selected		*Total: 54.13 USD*
Apr 8 2018		54.13 USD
✓ Domestic Parkin... Nashville	54.13 USD 13-Apr-2018	📎

Last updated: 09/18/2018