

Create and Submit Expense Reports:

You will learn to:

- Expense Reporting (reimbursements): Creating an expense report, Submitting the expense report, Viewing where the report went in your dashboard, Save and return to it, Deleting a report

BEGIN: (already start with Netsuite open to the dashboard) “Let’s start on the Netsuite Home page.”

1. To Start an expense report, navigate to your Expense Reports portlet. Note that, you can only use one Responsibility Center, or RC, per expense report. So you can have an expense report of multiple expenses from your Staff RC, however, you must create a separate expense report from your ministry RC. Click Enter Expense Reports.

The screenshot shows the Oracle Netsuite dashboard interface. At the top, there is a header with the Oracle Netsuite logo, a 'SANDBOX' label, and user information for '243 Ip, Jen WHQ (Training) - **Employee Center'. The main content area is divided into several sections. On the left, there is a navigation menu with options like 'My Information', 'Activities', 'Relationships', 'Documents', 'Search', and 'Custom'. Below the menu is a calendar widget for 'My Calendar' showing the month of October 2018. The main content area features a 'Purchases' section with a message 'You Haven't Submitted Any Purchases' and a button 'Enter Purchase Request'. Below this is an 'Expense Reports' section with a table of reports. A red arrow points from the text 'CLICK HERE to START an EXPENSE REPORT' to the 'Enter Expense Report' button. Another red arrow points from the text 'Navigate here' to the 'Expense Reports' section header.

ORACLE NETSUITE | SANDBOX

Help Feedback 243 Ip, Jen WHQ (Training) - **Employee Center

Home Help

Find Link...

EXPAND ALL COLLAPSE ALL

My Information
Activities
Relationships
Documents
Search
Custom
Bulk Approval
Employee Delegation

Calendar: My Calendar

Today 2018/10

My Calendar Month

SUN MON TUE WED THU FRI SAT

30 1 2 3 4 5 6

Expense Reports Pending my Approval

Purchases

Purchase Orders/Requests

You Haven't Submitted Any Purchases

Enter Purchase Request View All Requests

Expense Reports

REF #	SUBMITTED DATE	STATUS	AMOUNT
232	2018 October 10	Pending Approval	50.00
230	2018 October 5	Pending Approval	100.00
229	2018 October 9	Pending Approval	100.00
215	2018 October 8	Rejected by Supervisor	100.00
208	2018 October 4	Pending Approval	100.00

Enter Expense Report View Expense Reports Search Expense Reports

CLICK HERE to START an EXPENSE REPORT

Navigate here

2. Netsuite will automatically insert today's date as the date of this expense report. You can change the date if necessary. If applicable, in the advance to apply field, enter an advance that should be applied to any reimbursement for these expenses. For example, if you have previously requested an advance, the amount of that advance will show up in this field. You may modify this amount to reflect only the advance that you are clearing for this particular expense report. In the purpose field, enter the general purpose of this group of expenses. You will see a summary of your expenses to the right.

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Home Help

Expense Report

Save Cancel Reset

GENERAL PURPOSE OF THIS EXPENSE

SUMMARY OF EXPENSES

Primary Information

EXPENSE REPORT # To Be Generated

EMPLOYEE 243 lp, Jen

REQUESTOR * 243 lp, Jen

ADVANCES TO CLEAR 0.00

PURPOSE * **Click the Submit button twice to Submit.**

DATE * 2018/10/10

APPROVAL STATUS Pending Approval

IS DELEGATED

ONLY ENTER AMOUNT IF YOU ARE CLEARING FROM AN ADVANCE

AUTOMATIC TO TODAY'S DATE

Summary	
EXPENSES TOTAL	0.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	
REIMBURSABLE EXPENSES	0.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	0.00
TOTAL REIMBURSABLE AMOUNT	0.00

3. Now let's scroll down to Classification and find the field "expense Report Type" from the drop-down menu, select Advance, ministry expense or a staff expense. If you selected Staff Expense above, please choose your Staff RC. If you selected Ministry Expense, please choose the ministry RC that will be charged in this expense report. If you selected Advance, you may choose either your Staff RC or a Ministry RC.

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Home Help

TOTAL REIMBURSABLE AMOUNT 0.00

Classification

ENTITY Andorra

STAFF UNIT General Training Staff Unit

EXPENSE REPORT TYPE * **CHOOSE ONE**

- Advance
- Ministry Expense
- Staff Expense

MINISTRY RESPONSIBILITY CENTRE **CHOOSE MINISTRY RC OR STAFF RC**

<Type then tab>

MINISTRY RC BALANCE LAST RECORDED DATE

4. Lets keep moving through the expense report and scroll down to the “expenses” subtab. You will want to make sure you enter each expense as a separate item. (to be said all in one shot in one video below) Check or clear the Use multi-currency box. You would leave this box checked if you are using more than one currency to make the reimbursement. Your reference number will automatically be populated. Each new line item will use the next successive number. These reference numbers will be helpful when referencing receipts and individual expenses by your finance team. Let’s say we are going to enter a reimbursement for a thank you gift we purchased for our ministry partners. In the Date column, enter the date the expense was incurred. If you do not enter a date, Netsuite will automatically enter today’s date.

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Home Help
General Training Staff Unit

<Type then tab>
STAFF RC BALANCE
LAST RECORDED DATE **HERE TO START YOUR EXPENSE**

Expenses | **Expenses** | Communication | Approver List

USE MULTI CURRENCY **USE IF YOU ARE USING MORE THAN ONE CURRENCY FOR THIS EXPENSE**

Clear All Lines **AUTOMATIC OR PUT THE DATE THE EXPENSE INCURRED**

ROW #	DATE *	CATEGORY *	AMOUNT *	DESCRIPTION *	RECEIPT	PROJECT	MINISTRY LOCATION	SOURCE	CPR DESIGNATION *	TAX CODE
1	2018/10/10	<Type then tab>					<Type then tab>			

Add Cancel Copy Previous Insert Remove

Save Cancel Reset

5. Now let's select an expense category from the drop down list. We will select "Gifts" for our ministry partners. Enter the Amount in the amount column. In the description column, you will want to enter a memo about your expense. For example, in this case, we will say Ministry Partner gift. If you have a receipt for your expense, click receipt and follow the instructions your national office has communicated to you. As we move to the right, you will notice that when we look at CPR designation, the field has been populated for you. Now let's click Add, to add this expense to your report. You may continue to add expenses to this report by repeating the process. Now let's say that we have more expenses we want to add but we want to do it later. Click Save. You must make sure all options needed to save are filled out. If not, you will get a notice and cannot save it.

The screenshot shows the Oracle NetSuite interface for adding an expense. The top navigation bar includes 'ORACLE NETSUITE | SANDBOX', 'Help', 'Feedback', and user information '243 Ip, Jen WHQ (Training) - **Employee Center'. The main content area is titled 'Expenses' and features a search dropdown menu with categories like 'Facilities-rent', 'Facilities-repairs & maintenance', 'Facilities-utilities', 'Foreign Exchange Gain', 'Foreign Exchange Loss', 'Furniture purchase', 'Gifts & awards', 'Office supplies', and 'Postage & courier'. The 'Gifts & awards' category is selected. Below the menu is a table with columns: 'R #', 'W #', 'DATE', 'AMOUNT *', 'DESCRIPTION *', 'RECEIPT', 'PROJECT', 'MINISTRY LOCATION', 'SOURCE', 'CPR DESIGNATION *', and 'TAX CODE'. The first row contains the date '2018/10/10' and a placeholder '<Type then tab>'. At the bottom, there are buttons for 'Add', 'Cancel', 'Copy Previous', 'Insert', 'Remove', 'Save', 'Cancel', and 'Reset'. Red arrows and text annotations provide instructions: 'MUST SAVE WHEN FINISHED' points to the 'Save' button; 'CHOOSE CATEGORY IN THE DROP DOWN' points to the search menu; 'ENTER DESCRIPTION HERE' points to the 'DESCRIPTION' field; 'WILL AUTOMATICALLY BE FILLED IN' points to the 'CPR DESIGNATION' field; 'CLICK ADD TO ENTER AND ADD MORE EXPENSES' points to the 'Add' button; 'ENTER AMOUNT HERE' points to the 'AMOUNT' field; and 'CLICK HERE IF YOU HAVE A RECEIPT FOLLOW YOUR FINANCE OFFICE INSTRUCTIONS' points to the 'RECEIPT' field.

- Once you have saved your expense report, you should see a green Confirmation bar at the top of your report. If you are done and are ready to submit it for approval, you must click submit at the top. To view where your expense has gone, let's click the home button.

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Home Help

Confirmation
Transaction successfully Saved **MUST SEE CONFIRMATION TO BE SUCCESSFUL**

Expense Report 233 243 Ip, Jen **PENDING APPROVAL**

Edit Back Submit Actions

Primary Information

EXPENSE REPORT # 233
 EMPLOYEE 243 Ip, Jen
 REQUESTOR 243 Ip, Jen
 ADVANCES TO CLEAR
 PURPOSE gift for ministry partner
 DATE 2018/10/10

APPROVAL STATUS Pending Approval
 REJECTION REASON
 NEXT APPROVER/S
 NEXT ROLE APPROVER
 IS DELEGATED

Summary

EXPENSES TOTAL	57.00
NON-REIMBURSABLE EXPENSES (TAX EXCL.)	0.00
REIMBURSABLE EXPENSES	57.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	
TOTAL REIMBURSABLE AMOUNT	57.00

IF YOU ARE FINISHED WITH THE REPORT, YOU MUST CLICK SUBMIT

- Locate your Expense Reports portlet to find your saved report. To view this report click on the reference Number of the report you've saved. To edit this report, click Edit. You can now add more expenses or fix any information. Now click save again. You will now see a green Confirmation Bar at the top. To view your submitted expense report, head back to your dashboard by clicking the Home Button. Lets look at the expense reports portlet. Here you will be able to see the 5 most recently saved reports. To view the status of other reports click, View Expense Reports.

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Home Help

EXPAND ALL COLLAPSE ALL

My Information
 Activities
 Relationships
 Documents
 Search
 Custom
 Bulk Approval
 Employee Delegation

Calendar: My Calendar
 Today 2018/10
 My Calendar Month
 SUN MON TUE WED THU FRI SAT
 30 1 2 3 4 5 6
 7 8 9 10 11 12 13

Expense Reports Pending my Approval

Purchases
 Purchase Orders/Requests
 CONFIRMED LAST 5 EXPENSE REPORTS
 You Haven't Submitted Any Purchases
 Enter Purchase Request View All Requests FIND EXPENSES HERE

Expense Reports

REF #	SUBMITTED DATE	STATUS	AMOUNT
233	2018 October 10	Pending Approval	57.00
232	2018 October 10	Pending Approval	50.00
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229	2018 October 9	Pending Approval	100.00
215	2018 October 8	Rejected by Supervisor	100.00

Enter Expense Report View Expense Reports Search Expense Reports

CLICK THE NUMBER HERE TO EDIT

VIEW STATUS OF REPORTS, CLICK HERE

8. You will see your past and current expense reports as well as the status. Under status you will see 4 options: Pending approval, Rejected by Supervisor, Approved by Supervisor, and Paid in full. To see a specific report, click view.

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Home Help

Expense Reports List Search Audit Trail

VIEW Default New Transaction

FILTERS

PAST AND CURRENT EXPENSE REPORTS

EDIT QUICK SORT TOTAL: 8

EDIT VIEW	DATE ▲	PRINT	DOCUMENT NUMBER	NAME	STATUS	MEMO	AMOUNT
View	2018/10/4	Print	208	243 Ip, Jen	Pending Approval		100.00
View	2018/10/5	Print	230	243 Ip, Jen	Pending Approval		100.00
View	2018/10/7	Print	210	2650 Staff, Solomon	Pending Approval		100.00
View	2018/10/7	Print	211	2649 Staff, Sarah	Rejected by Supervisor		50.00
Edit View	2018/10/8	Print	215	243 Ip, Jen	Rejected by Supervisor		100.00
View	2018/10/9	Print	229	243 Ip, Jen	Pending Approval		100.00
View	2018/10/10	Print	232	243 Ip, Jen	Pending Approval		50.00
View	2018/10/10	Print	233	243 Ip, Jen	Pending Approval		57.00

9. If your expense report is rejected: you will receive an email and an explanation from your approver. To edit this, click on the link "view Record" in your email to edit and you will find your rejected expense on your portlet. Edit your expense and don't forget to click submit!

Hi 2649 Staff, Sarah,

This transaction # EXPREPT211 was rejected due to the following reason:

Reason: \${transaction.custbody_nsts_gaw_rejection_reason}

You may click the link below to view the rejected transaction.

Thanks,

Admin

[View Record](#)

SAMPLE EMAIL

CLICK HERE TO GO TO YOUR EXPENSE

10. Remember, you cannot make any changes to or delete expense reports that you have submitted. If needed, contact your approver or supervisor, and have them reject the report.

11. Congrats! You learned how to Create, submit, view, save and return, and delete an expense report!

DONE