

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**.

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

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

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

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

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

6 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.

*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.*

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

Expense Report: EXP0017901753

Purpose: Training Certification (Nov 2017 - Washington, DC)

Report Total: 1,598.78 USD

I have read and accept the corporate travel and expense policies.

Expense Item	Date	Amount
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	274.58 USD
Conference/Registration - Nashville, TN Registration for Trainer Certification Conference (Nov 1)	10/20/2017	1,000.00 USD

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 (*)**.

- 1 Enter the **Date** on the receipt or credit card charge.
- 2 Select the **VU General Expenses** template for all expenses other than relocation.
- 3 Select the expense **Type** from the drop-down menu. All available expense types are listed in alphabetical order.
- 4 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.*)
- 5 Complete any other required fields (e.g., **Merchant Name**).
- 6 Click **Save and Close** to save this expense and return to the report view page (*see reverse*).

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., Student Club Funds), 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.

Type	Date	Amount (USD)	Personal
Domestic Accommodations Room Rate	10-31-2017	159.00	<input type="checkbox"/>
Domestic Accommodations/Hotel Tax	10-31-2017	31.81	<input type="checkbox"/>
Alcohol/Entertainment Itemization	10-31-2017	16.39	<input checked="" type="checkbox"/>