

# Oracle Fusion HCM

## Expenses Module

**SOAIS**

Putting Customer First

# Expenses Configuration

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*Define Expenses Configuration (Tasks 37)*

*OR*

*Define Expenses Configuration for Rapid  
Implementation (Tasks 6)*

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# Configuration for Rapid Implementation

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## Tasks for Rapid implementation configuration

### **1. Define Expenses system options**

- Enable Payment Method/Travel/Terms & Conditions etc.
- Options for Individual Business units or all
- Processing options like payment notifications
- User options & Corporate options

### **2. Manage Expenses Report Templates**

- Templates are a group of expense types defined for a specific purpose
- To enter expenses, select a specific template

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# Configuration for Rapid Implementation

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## Tasks for Rapid implementation configuration (contd...)

### **3. Manage Expenses Approval Rules**

- Supports flexible and configurable approval rules for expense report approval
- The expense approval flow contains some predefined rulesets
- Predefined rules can be changed, deleted, or rules added as needed

### **4. Manage Conversion Rates and Policies**

- Define conversion rate behavior for each business unit in the company
- Validate conversion rates that employees enter for foreign currency receipts.
- Applies only to cash expenses, not to corporate card expenses.

# Additional Expenses Configurations

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## **1. Integration with Travel Partners**

- Expenses currently supports travel partner integration with GetThere

## **2. Image Processing for Receipts**

- Enable receipt of expense-related images
- Integrates with Oracle Image Processing and Management (IPM) and Oracle Document Capture (ODC)
- Enables automatic attachment of receipt images to their respective expense reports

## **3. Expense Reimbursements**

- Can be done through Oracle Fusion Payables
  - Any legacy or third-party application
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# Configuring Delivered Approval Rules

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- Approval rules are configurable rules for expense report approval
- Each approval rule has an approval condition and a list of approvers
- Each expense report can only satisfy one rule within a ruleset.

The expense module contains the following predefined rules:

## **1. *Cash advance approval rules***

- Configurable rules for approving cash advances.
- The predefined cash advance approval rule routes every cash advance request by an employee to his or her immediate supervisor for approval
- Once approved, it is automatically sent to the expense auditor for final approval

## **2. *Approval Rules for Delegated Expense Reports***

- Approval by expense report owner
  - Approval by preparer's manager
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# Configuring Delivered Approval Rulesets

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- Each ruleset contains one or more approval rules

The expense approval flow contains the following predefined rulesets:

- 1. Approval by supervisor based on report amount*
  - 2. Approval by project managers in parallel mode*
  - 3. Approval by cost center owners in parallel mode*
  - 4. Approval by a specialist based on expense types in parallel mode*
  - 5. Approval by project managers in serial mode*
  - 6. Approval by cost center owners in serial mode*
  - 7. Approval by a specialist based on expense types in serial mode*
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# Expense Category

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- 1. A broad application-defined expense classification*
  - 2. Examples include Accommodations, Airfare, Car Rental, and Meals*
  - 3. Each expense category has fields associated with it, known as category-specific fields.*
  - 4. Accommodations is an expense category that has the following category-specific fields: Merchant Name and Checkout Date*
  - 5. Capture additional expense information for each expense category by optionally enabling the category-specific fields provided with the application.*
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# Tax Related Information

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- 1. Display tax-related fields in expense reports for the purpose of capturing tax-related information*
  - 2. Enable the option to display tax-related fields in expense reports*
  - 3. For each business unit, define the display behavior (hidden/required/optional) of each tax-related field*
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# Expense Types

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- 1. Expense type is a potential expense that employees or contingent workers can incur*
  - 2. Defined during setup.*
  - 3. Expense types are granular expenses*
  - 4. If Accommodations is an expense category, then possible expense types are Hotel, Motel, and Bed and Breakfast.*
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# Expense Templates

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- 1. An expense template is a grouping of related expense types*
  - 2. Defined for a specific business unit*
  - 3. Enable companies to control the expense types visible to each business unit*
  - 4. Each business unit can have multiple expense templates associated with it*
  - 5. Expense templates cannot be shared across business units*
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# Expense Policies

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- 1. An entertainment expense policy is a policy that you define to manage entertainment and gift expenses*
  - 2. Accommodations expense policies to help control, manage, and reduce spending for accommodations expenses*
  - 3. Meal expense policies to help control, manage, and reduce spending for meal expenses*
  - 4. Miscellaneous expense policies to help control, manage, and reduce spending for miscellaneous expenses. Examples of miscellaneous expense policies include policies for laundry, internet cable, and parking*
  - 5. Mileage expense policy to allow employees to claim mileage reimbursement for travel expenses for their personal vehicles*
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# Expense Report Auditing

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- 1. Examine, verify, and adjust the contents of expense reports as needed*
  - 2. Auditing expense reports ensures that employees comply with the company's policies without having to audit all submissions*
  - 3. Automate several processes related to expense report auditing*
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# Expense Report Payment Hold Rules

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- 1. It is a component of the receipt and notification rule that is assigned to a specific business unit*
  - 2. It places current or future expense reports on hold when receipts aren't received or when they're overdue*
  - 3. When expense report payment hold rules are implemented, reimbursement to the individual or payment to the corporate card issuer can't occur until expense report holds are released.*
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# Expenses Module Implementation Scope

Configurable Items	Descriptions	Scope
Each BU to have individual options parameters	Single set of options for all BU or each BU to have different set of options	
Conversion Rates	Useful for Foreign Trips expense reimbursements	
Integration with Travel Partners	Currently supports integration with only one travel partner	
Image Processing for receipts	How are the receipts going to be stored	
Expense Reimbursements	How is the reimbursement going to be processed or tracked	
Approval Rules	Eg. Cash advance Rule, Delegation Rule etc	
Approval Rulesets	Contains more than one approval rules	
Expense Category and category specific fields	Eg. Accommodations, Airfare, Car Rental, and Meals	
Tax related information	Display tax-related fields in expense reports. Option to enable for each BU	
Expense Type	These are granular expenses	
Expense Templates	Grouping of related expense types for each BU	
Expense Policies	Eg. Meal policy, Accommodation policy, Misc. Policy etc	
Expense Report Auditing	Examine, verify, and adjust the contents of expense reports as needed	
Payment Hold Rules	It places current or future expense reports on hold when receipts aren't received or when they're overdue	