CREATING & SUBMITTING AN EXPENSE REPORT FOR CALCARD USERS

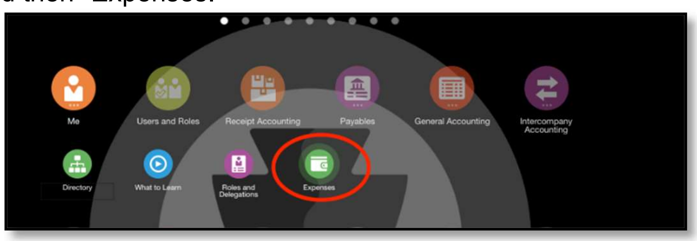
PROCESS BACKGROUND

Employees can create expense reports to either request reimbursement for travel expenses that were paid out-of-pocket or to reconcile CalCard transactions for accounting and payment to US Bank.

PROCESS

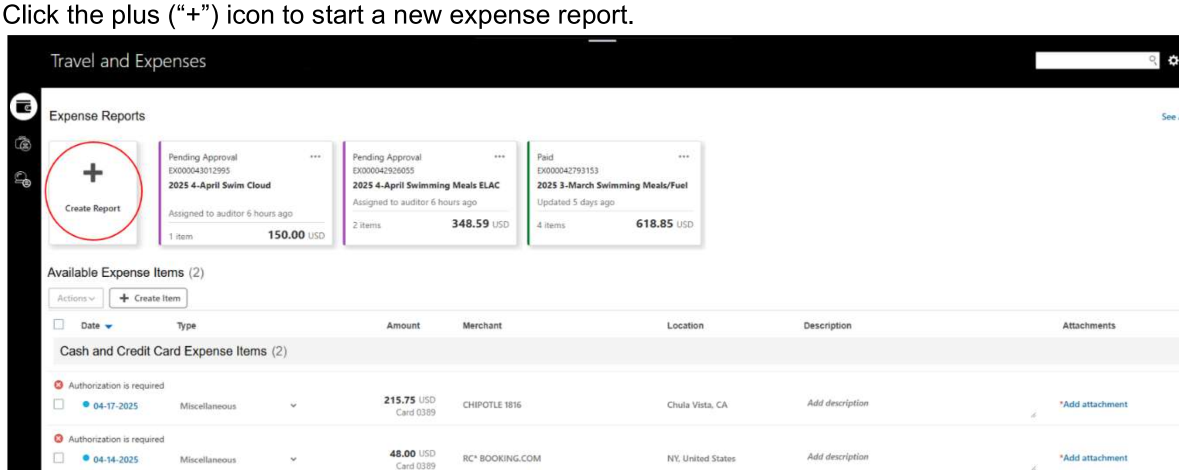
<u>Creating an Expense Report</u>

1. Sign into Oracle Cloud Financials and from the home screen, navigate to the expenses page by clicking on "Me" and then "Expenses."



2. If you are a delegate preparing an expense report on someone's behalf, then make sure the person's name is selected and appears in the dropdown at the top of the page. Failing to confirm this may result in you preparing an expense report under the wrong person.

3. Click the plus ("+") icon to start a new expense report.

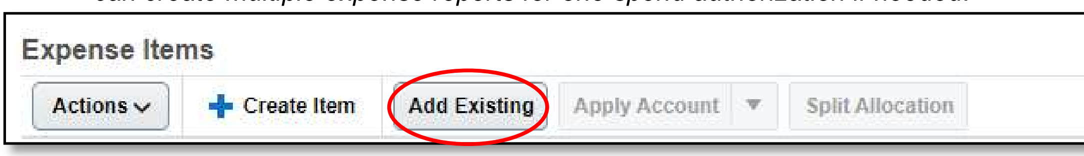


4. The Create Expense Report page should now display.

5. Purpose: In the purpose field, enter a short description of the Expense Report (conference name and year, description of goods purchased for a particular department, etc.)

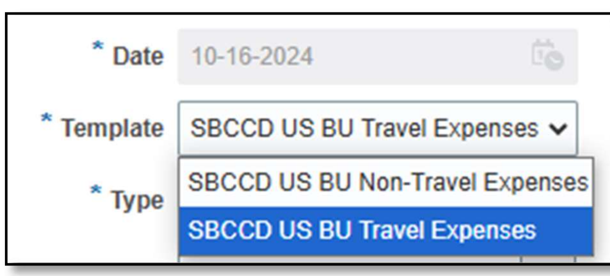
6. Attachments: For travel, click on the Attachments + sign (on the main expense report page) to attach the required documentation.
    a. The conference literature is a **mandatory** document.

7. For CalCard transactions, under the Expense Items region, click on the Add Existing button, click on the line item, and click OK. Do this for each item that relates to the same spend authorization number. Do not use the Create Item button if you are reconciling a CalCard. The Create Item button is for out of pocket travel expenses only.
    *Note: You do **not** need to create an expense report for each separate item. However, you can create multiple expense reports for one spend authorization if needed.*

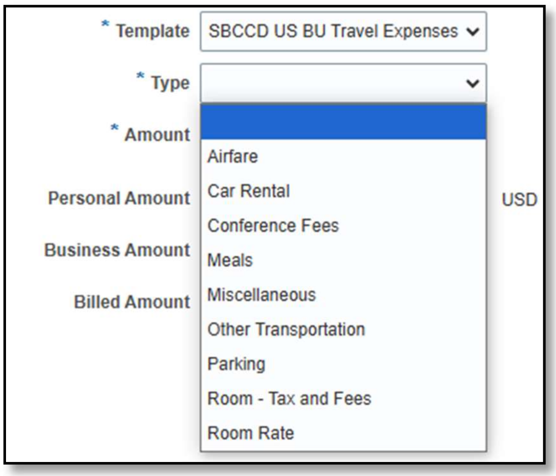


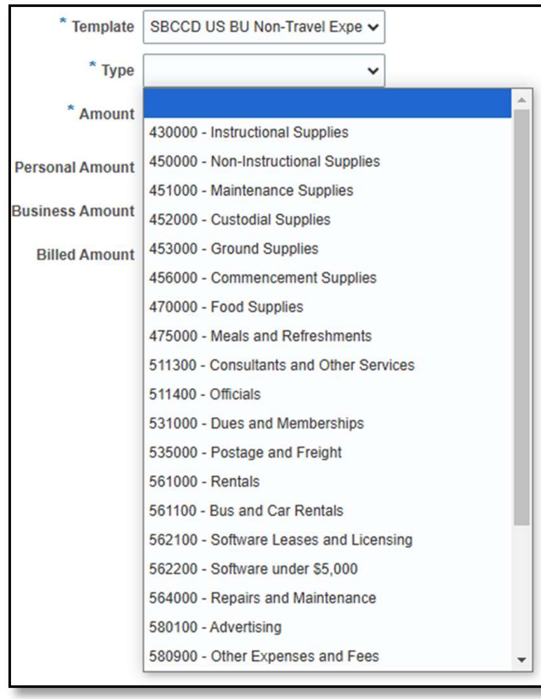
Specifying Expense Item Details

1. Click each expense item and specify the charge details. The Template will be either Travel Expenses or Non-Travel Expenses. Select from the drop-down options.
    a. The Date and Amount of the transaction will auto populate and cannot be changed for CalCard transactions.



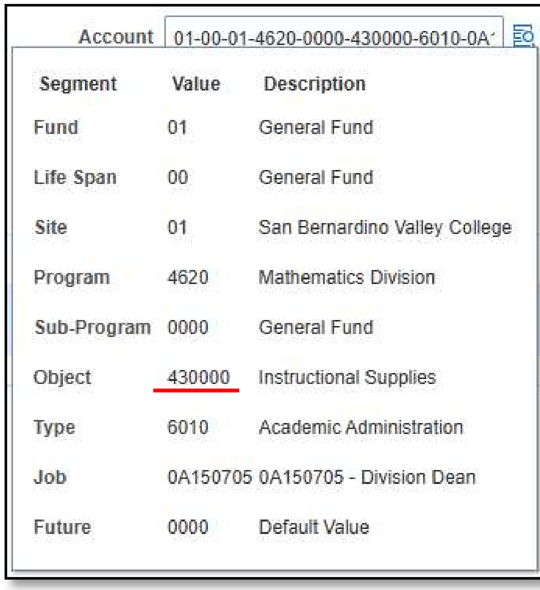
2. Type: Depending on the Template, the drop down will give different options. Select the correct type of transaction for each expense item.





3. Description: This is an optional field. Enter business purpose/description of the expense item. *If there is something unique about the transaction, please put a note in the description to help describe the situation. This helps with faster processing and avoiding rejections. A couple of examples:*
   a. *A higher class on a flight was purchased, but it was the best price or it was the only reasonable flight available.*
   b. *Valet parking was purchased, but it was the only option at the hotel or was required due to individual disabilities.*
   c. *Early check in or check out was purchased due to the time constraints of the conference.*

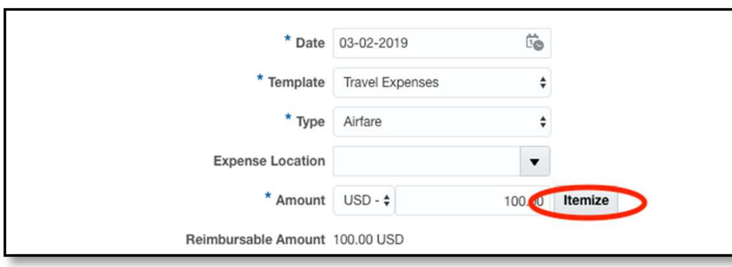
4. Account: The Account field auto-populates based on the employee's default account string and the object code is derived from the expense type. Make sure that the account in every expense item matches the same account line in the spend authorization. **If the account code does not match the spend authorization the expense is attached to, Oracle will give an error and not allow the expense report to be submitted**. Pay particular attention to the object code. Employee travel expenditures should be coded to 520000.



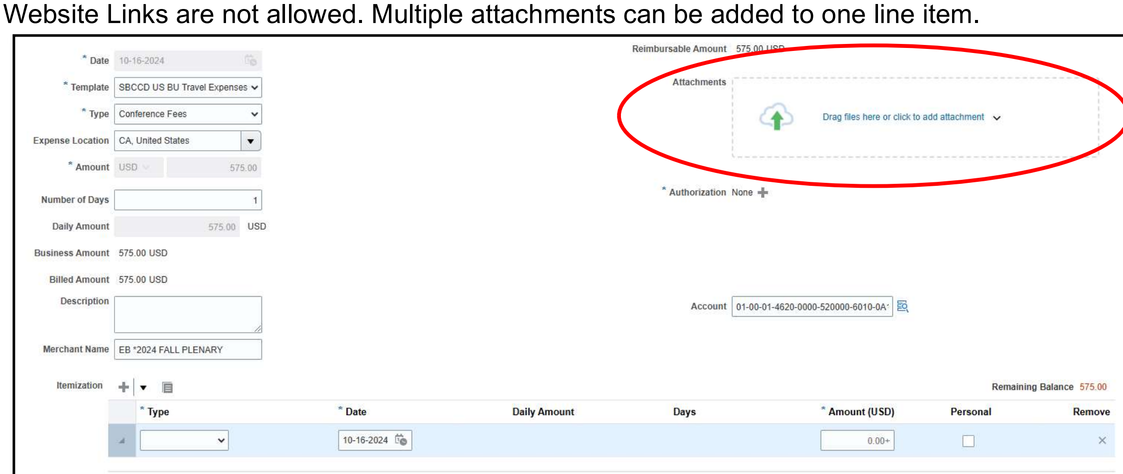
Account 01-00-01-4620-0000-430000-6010-0A

Segment	Value	Description
Fund	01	General Fund
Life Span	00	General Fund
Site	01	San Bernardino Valley College
Program	4620	Mathematics Division
Sub-Program	0000	General Fund
Object	430000	Instructional Supplies
Type	6010	Academic Administration
Job	0A150705	0A150705 - Division Dean
Future	0000	Default Value

5. Optional: To charge an expense to more than one account, click on the Itemize button next to the amount and fill in the Type and $ Amount to allocate to the Account shown. Use the + sign to add additional lines for each expense. Use the blue magnifying glass to change the account accordingly. If any amounts are personal and should not be reimbursed, check the box. When you have allocated 100% of the expense, click Save and Close to go back to the expense report.



6. Attachments: Employees can either drag a file or click the box next to "Attachments" to upload a scanned image of the itemized receipt ensuring the image is clear and legible. **Itemized receipts are required for all CalCard expense items.** Receipts must be an image or a PDF only. Website Links are not allowed. Multiple attachments can be added to one line item.



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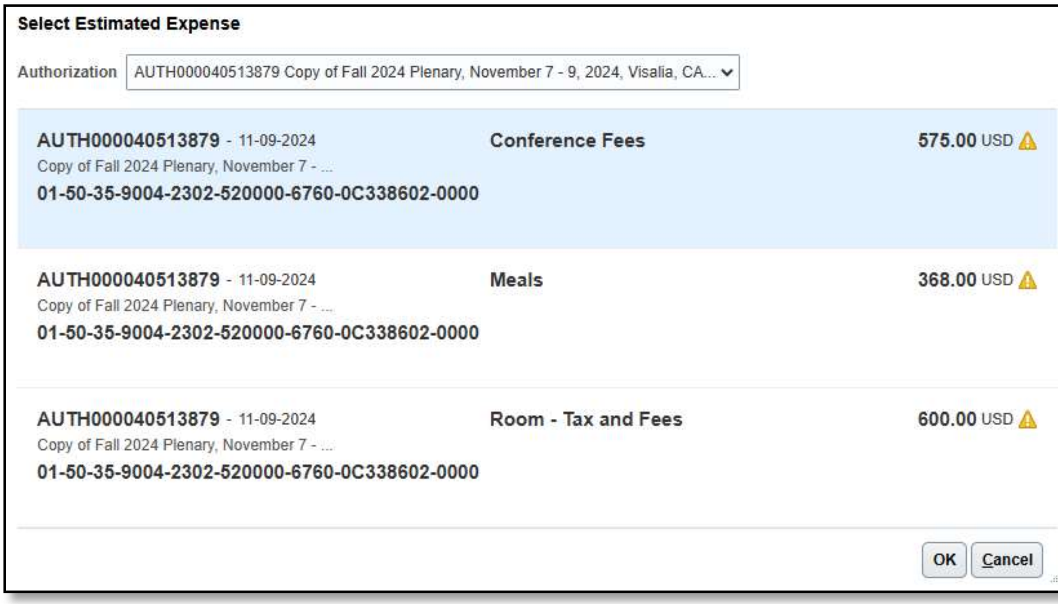
7. On the same page, click on the + next to Authorization. Search for the correct authorization related to the expense line. You can click on the drop down to filter for one specific spend authorization. The available lines will display. Select the correct line and click OK.



8. Click save and close on the expense item screen to return to the expense report. Repeat the steps above for any additional expense items that apply to that same spend authorization/ conference. *Note: You may mix expenses for CalCard and non-CalCard (out-of-pocket reimbursements) on the same expense report.*

<u>Submitting the Expense Report</u>

1. Once the last expense item has been added, Click Save and Close when finished and return to the expense report home page.

2. Verify the expense report is complete.
   a. Verify there are no errors in red text or noted by a red circle with an X ( ), or a yellow triangle with an ! ( )
   b. Verify all the receipts for each item have been attached and match the amount of the transaction.
   c. For travel: Verify the conference literature is attached.

3. Once the expense report is complete, click on the checkbox next to the statement "I have read and accept the corporate travel and expense policies." Then at the top of the expense report in the top right corner, click Submit. *Note: Board policies and administrative procedures can be found on the SBCCD website.*

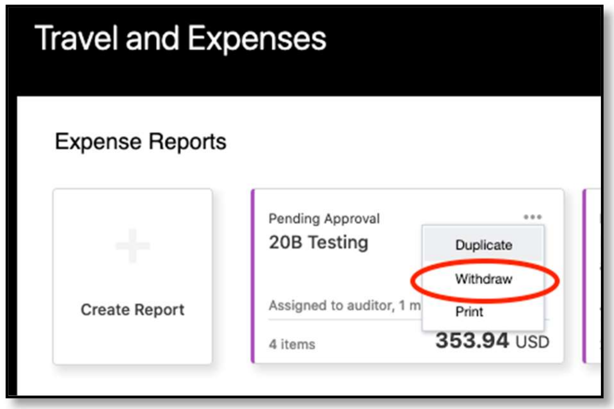
FAQ

Question: How can I change an expense report that was already submitted?

Answer: As long as your expense report has not yet been approved by the expense auditor, you can withdraw the expense report by following these steps:

1. Locate the expense report you wish to change in the Travel and Expenses area.

2. Click on the ellipsis (…) and select Withdraw from the list of actions.



3. A warning message will appear. Click yes to confirm you want to withdraw your expense report.

4. The expense report will now be returned to "in progress" status so you can make changes. Follow the normal process above to submit again once the changes are made. Keep in mind, the expense report may need to be approved by the manager again.

Question: How do I correct an expense report that was already approved by the expense auditor and/or paid?

Answer: The specific steps will depend upon the error and what needs to be corrected. Please work with your assigned AP Expense Auditor for assistance with these corrections. If you are not sure who to contact, please email your question to SBCCDAPD@SBCCD.EDU.

Question: What do I do if I have a personal charge on my CalCard?

Answer: Even though the charge is personal, it still needs to be reconciled within Oracle. An expense report is always required for any CalCard transaction.

1. Returning the Money:
    a. Preferred method - Send or deliver a personal check to the District Office Fiscal Services Department.
    b. Visit the CBO office at either of the campuses to pay by credit card or cash.
        i. Inform the cashier that you are returning funds for a personal expense on a CalCard. The codes used on each CBO are:
            1. SBVC – VABA
            2. CHC – CABA

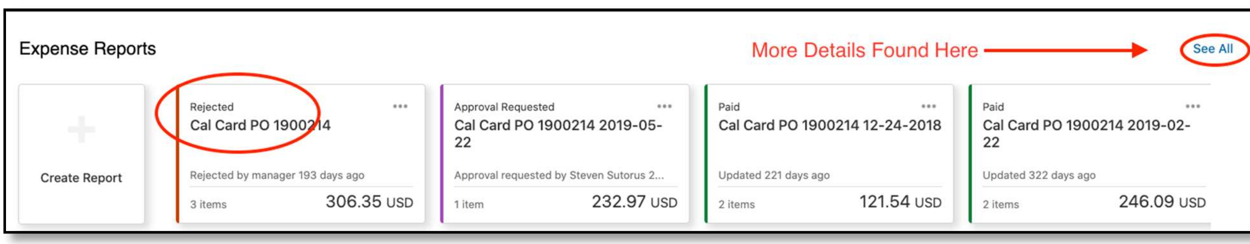
c. Make sure to include the expense report number or other description so the Fiscal Services Department can match the returned funds to the expense report. Once our accountants have the check or funds from the CBO and deposit it, they will reverse the expense.

2. Reconciling Your CalCard:
    a. Since a spend authorization number is required to enter an expense report, you'll need to create a spend authorization. Use the following account coding to create your spend authorization: 01-00-03-9998-0000-580000-0000-0C338006-0000
    b. In the purpose line, please include that the expense report is for return of funds for a personal charge on the CalCard.
    c. **Do <u>not</u>** mark the expenses in the expense report as personal. Just enter the expense lines like a normal expense report.
    d. Attach either a copy of the check that was sent to the District Office Fiscal Services Department or the receipt from the CBO office when you returned the funds. We do not want or need a receipt for the charge itself (i.e., Uber, Amazon, etc.) if you are returning money.

3. Email SBCCDAPD@SBCCD.EDU with a scanned copy of the receipt from the CBO to notify the accounts payable department of the funds returned.

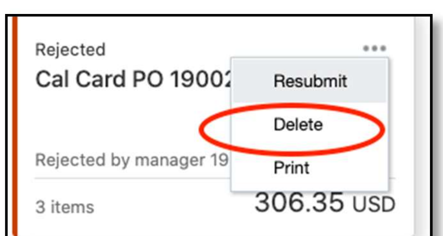
Question: My expense report was rejected. What do I need to do?

Answer: When an approver or expense auditor rejects an expense report the expense report is returned to your queue for correction. These will show up at the top of your expense report list in the expense report landing screen. Review the detailed comments/instructions included in the email sent to you by the system when your report was rejected. Make any necessary corrections and resubmit.



Question: Can I delete an expense report?

Answer: As long as the expense report is in an editable state (not in the approval queue or not paid) you may delete it. You may need to withdraw it first. Select the delete option from the dropdown on the right-hand side of the expense report for the expense report you wish to delete. Deleting an expense report returns any expense items under that report into a pending state where you can either correct or delete them (CalCard transactions lines cannot be deleted. They return to the Available Expense Items section).

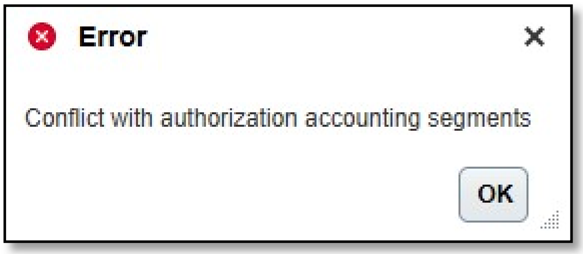


Note: You should not leave any erroneous or test expense reports in your Travel and Expense work area as they will show up in exception reports management uses to ensure all expense reports are in prior to closing the fiscal year.

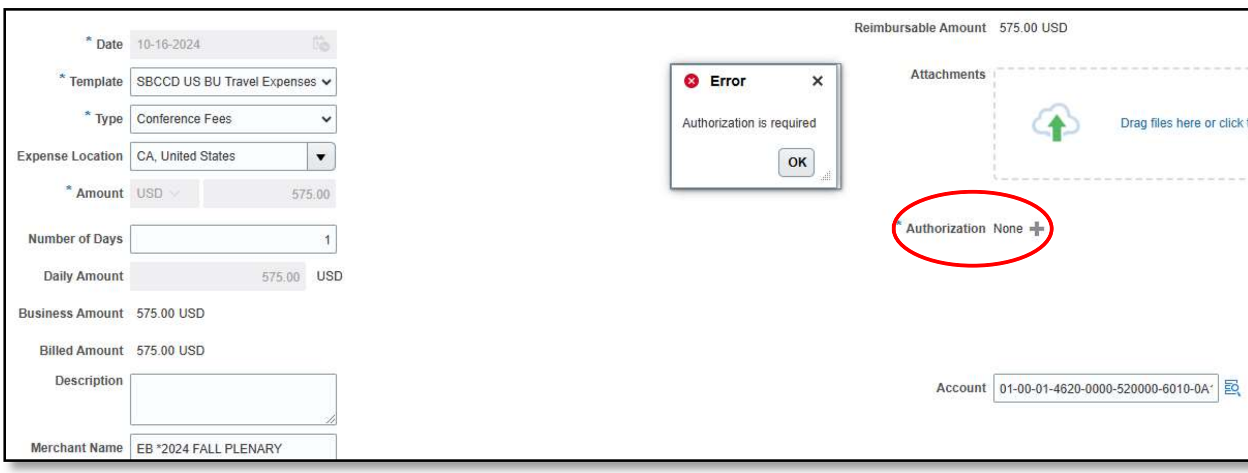
Question: What do I do if I receive an error message when trying to process or submit an expense report?

Answer: Depending on the error message, see below on how to resolve.

1. Conflict with authorization accounting segments – the account code on your expense report does not match the account code on your approved spend authorization. Please check to make sure the correct spend authorization line is attached to the expense line. Check to make sure the account coding on the expense report is the same as the account coding on the spend authorization.



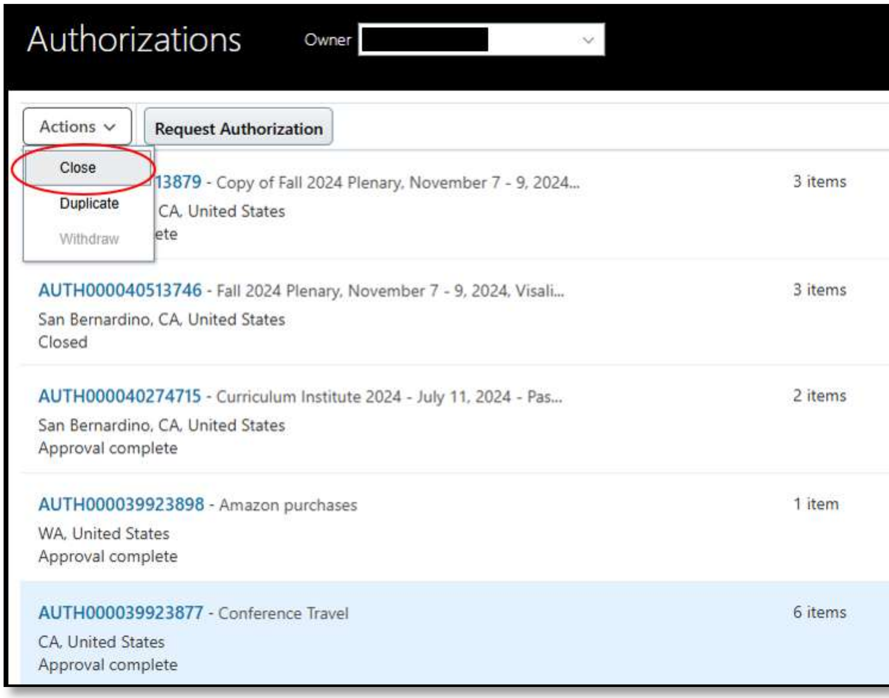
2. Authorization is required – A spend authorization was not attach to the expense line. Click on the expense line, then click on the + next to Authorization. Search for and add the appropriate spend authorization line.



Question: What do I do if my expenses were more than my spend authorization?

Answer: Spend authorizations cannot be increased. There are a couple of options to resolve this:

1. Close your original spend authorization and start a new one with the correct amounts. No audit exception memo is needed if the expenses are within 10% of the original spend authorization. This is the best option if multiple expense lines go over the spend authorization.

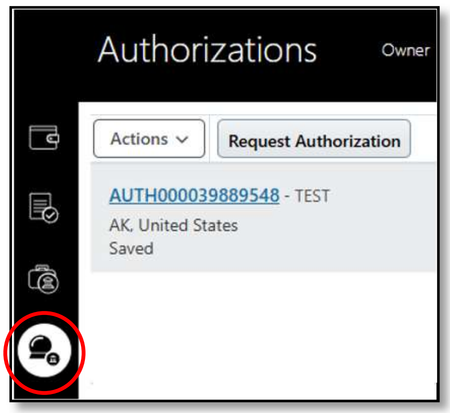


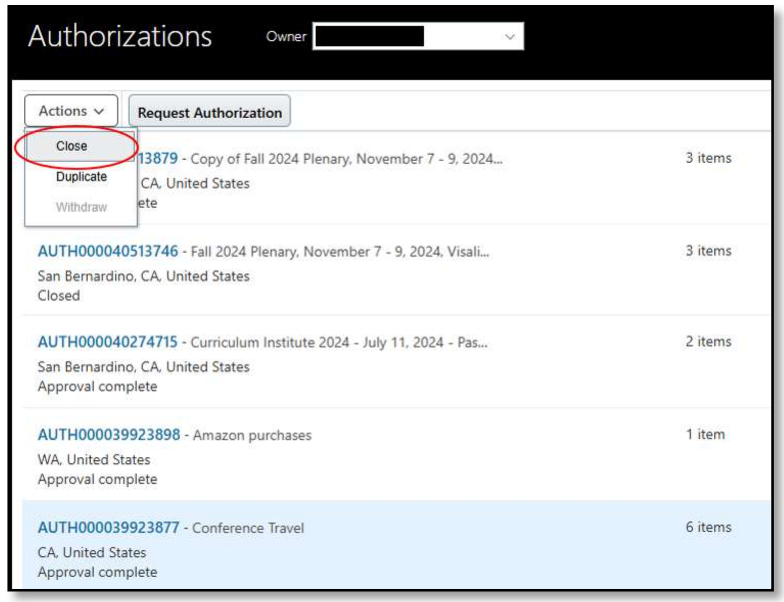
2. Use your original spend authorization for all expenses except for the ones that go over. Create a new spend authorization for just the expenses that go over in the full amount. You may create 1 expense report and use multiple spend authorizations if it is for the same trip/conference.

3. Use your original spend authorization for all expenses up to the amount you have on the spend authorization. Create a new spend authorization for just the expenses that go over in the overage amount. Itemize the expense to use two different spend authorizations on one expense line. You may create 1 expense report and use multiple spend authorizations if it is for the same trip/conference or if you need to itemize. If you need instructions on how to itemize an expense, see the Expense Report Itemization guide on the Employee Wiki under Business & Fiscal Services, then Oracle.

Question: I am done with my spend authorization. How do I return the excess funds to my budget?

Answer: As long as there are no pending expense reports attached to your spend authorization, you can close your open spend authorizations. Under expenses, click on the globe icon on the left side. Click to highlight the spend authorization you want to close, click actions, then close. If the close button is greyed out, please check to make sure there are no pending expense reports related to the spend authorization. If it is still greyed out, contact Yvette Tram for assistance.





Question: What kind of documentation is needed for the purchase of meals and refreshments outside of travel?

Answer: Itemized receipts are required for all purchases. In order to stay compliant with rules and regulations imposed on SBCCD, all purchases of meals and refreshments need to have a business purpose. The CalCard user must provide documentation or a description to clearly identify the business purpose of the purchase. Acceptable documentation includes, but is not limited to:

- Meeting agenda with date, purpose of the meeting, and a list or description of attendees
- Flyer for a student or employee event (cannot be a holiday celebration for employees)
- Schedule of sporting event dates
- Detailed description on the expense report itself