

# Oracle Cloud Expenses Demo

# Setting Up a Delegate

UW Health

Travel and Expenses

Expense Items: 0

Expense Reports: 23 In Progress, 4 Paid

- Create Expense Items in Spreadsheet
- Manage Bank Accounts
- **Manage Delegates**
- View Cumulative Mileage

On the Expenses Homepage, an employee can click on “Manage Delegates” to set up any delegation

# Setting Up a Delegate

The screenshot shows the 'Delegates and Permissions' page in the UW Health system. At the top, there is a navigation bar with the UW Health logo, a home icon, a notification bell, and a user profile icon labeled 'RG'. Below the navigation bar, the page title 'Delegates and Permissions' is displayed on the left, and three orange buttons labeled 'Save', 'Save and Close', and 'Cancel' are on the right. The main content area features a sidebar with a list of delegates, a search bar, and a status dropdown menu set to 'Active'. The search bar is labeled '\* Person' and contains a search icon. A date 'Valid 3/1/19' is visible on the right side of the search bar.

**Search for the person who you are giving authority to submit expense reports on your behalf. Click Save and Close.**

# Expense Report Creation

The screenshot shows the 'Travel and Expenses' dashboard on the UW Health system. At the top, there is a navigation bar with the UW Health logo, a home icon, a location icon, and a user profile icon labeled 'RG'. Below the navigation bar, the page title 'Travel and Expenses' is displayed on the left, and an 'Actions' dropdown menu is on the right. The main content area features two summary cards: 'Expense Items' with a value of 0, and 'Expense Reports' with a value of 10 and the status 'In Progress'. To the right of these cards are icons for a list and search. Below the cards is a toolbar with an 'Actions' dropdown, a right-pointing arrow, an 'Add to Report' dropdown, a 'Create Report' button, and a 'Sort By' dropdown set to 'Date'.

**The Travel and Expense Dashboard displays all pending reports, and any expense items that have not yet been attached to a report. Click Create Report to begin.**

# Expense Report Creation



Create Expense Item

\* Date 3/1/19

\* Template Physician Professional Developpr

\* Type Mileage and Parking

\* Amount Non-Physician Professional Development

OPO/Transplant Expenses

Other Non-Professional Development

Physician Professional Development

Physician Professional Development

Reimbursable Amount

PHYS - Airfare

PHYS - Airline fees

PHYS - Business Meals (Attendees)

PHYS - Car Rental

PHYS - Certification Fees (professional certification & licenses)

PHYS - Conference/Seminar/Training Fees




PHYS - Courier/Shipping/Freight

Here are the list of templates. For example, if the expense is CME related, please choose Physical Professional Development template.

Here are the list of expense items. Please choose the type of expense incurred


**Choose the a template that best describes the reason for the expense.  
Next choose the expense type.**


# Expense Report Creation

Create Expense Item [Create Another](#) [Close](#) ▼

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**\* Date**  


**\* Template**  ▼

**\* Type**  ▼

**\* Expense Location**  ▼

**\* Amount**  ▼

Reimbursable Amount 0.00 USD

**Attachments** None   
 Receipt missing

**\* Description**

**\* Merchant Name**


**\* Flight Type**  ▼

**\* Flight Class**  ▼

**\* Ticket Number**

**\* Departure City**

**\* Arrival City**

**Account**  

Details ▲


**Populate all details of the expense report.**

# Expense Report Creation

The screenshot shows the 'Create Expense Item' form in the UW Health system. The form includes fields for Date (3/1/2019), Template (Physician Profes), Type (PHYS - Airfare), Expense Location (Madison, Dane), Amount (USD), Reimbursable Amount (300.00 USD), Description (TEST), Merchant Name (TEST), Flight Type (Domestic), and Flight Class (Coach). An 'Account' modal is open, displaying a 'Hide Segments' checkbox and various COA fields: Company (211 - UW HOSPITAL AND CLINICS AUTHORITY), Building (1075 - ADMINISTRATIVE OFFICE BUILDING 7974 UW HEALTH CT MIDDLETON WI 53562), Account (511500 - PHYSICIAN PROFESSIONAL DEVELOPMENT TRAVEL), Cost Center (1004006 - FIN - ACCOUNTS PAYABLE), Mission (00 - DEFAULT MISSION), Fund (000000000 - DEFAULT FUND), Provider Id (0000000 - DEFAULT PROVIDER ID), Payor Id (00 - DEFAULT PAYOR ID), Intercompany (000 - DEFAULT INTERCOMPANY), Future1 (000000 - DEFAULT FUTURE1), and Future2 (00000 - DEFAULT FUTURE2). The modal also has Search, Reset, OK, and Cancel buttons.

**If the user would like to change how the expense item is coded, click on the Account field to be able to edit any of the COA fields**

# Expense Report Creation


 Home Notifications RG

Expense Report: EX0024313984 Save Submit Cancel

\* Purpose  **Report Total**  
Attachments  **300.00 USD**  
Status   [I have read and accept the corporate travel and expense policies](#)

Expense Items Sort By

Actions

<b>PHYS - Airfare</b> - Madison, WI Airfare to annual conference	3/1/19  Original receipt required	300.00 USD <input type="text" value="x"/>
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**Multiple expenses can be attached to a single report. Click the checkbox that certifies the expense complies with UWH Policies. Click Submit. This expense report will be sent to the employee's manager.**



# Expense Report Approval

The screenshot displays the Oracle Cloud Notifications interface for a user. At the top left is the 'UW Health' logo. In the top right corner, a notification bell icon is highlighted with a red box and contains the number '77'. Below the logo is a navigation menu with 'GO', 'Me', and 'QUICK AC'. The main content area is titled 'Notifications' and includes a search bar. Two notifications are listed, both marked as 'ACTION REQUIRED' and dated '2 days ago'. Each notification contains the text 'Expense Report Approval EX0021384663 for [redacted] (75.10 USD)' and a redacted name. Below each notification are two buttons: 'Approve' and 'Reject'.

**Managers will be notified via Oracle Cloud Notifications when an expense report has been submitted. Click on the hyperlink to view expense report details.**

# Expense Report Approval

Expense Report Approval EX0021384663 for [Redacted] (75.10 USD)

Details

Assignee [Redacted] Report Period 2/27/19 - 2/27/19

From [Redacted] Report Total 75.10 USD

Assigned Date 2/27/19 8:26 PM Submission Date 2/27/19

Task Number 224021 Context Segment

Purpose TEST 2/27

Expense Items

View Format Expense Items Requires your approval Detach Wrap

Expense	Requires Your Approval	Date	Receipt Missing	Amount (USD)	Expense Class
PHYS - Meals	✓	2/27/19	✓	15.10	Business
PHYS - Fc	✓	2/27/19	✓	15.10	Business
PHYS - Meals	✓	2/27/19	✓	60.00	Business
PHYS - Fc	✓	2/27/19	✓	60.00	Business

Actions

- Approve
- Reject
- Request Information...
- Reassign...
- Adhoc Route...
- Escalate
- Suspend
- Withdraw
- Skip Current Assignment
- Save

Recurring Violations

Violation Type

Daily limit

Recent Returned Reports

Expense Report Number	Submission Date
No data to display.	

After the manager reviews the details, the manager can 1) Approve, 2) Reject, 3) Request more information, or 4) redirect it to a different manager if needed.