

iExpense Overview

iExpense is a business expense system that will be used to:

- Capture business expenses paid for with either personal funds or a Dartmouth paid credit card
- Route Expense Reports to approvers through an automated workflow
- Determine the status of an Expense Report (Pending Manager Approver, Ready for Payment, Paid)
- Identify a delegate to be able to submit Expense Reports on your behalf
- Provide notifications to employees when an Expense Report has been completed on their behalf

Steps to Review and Approve

1. Receive Workflow Notification Email
2. Determine Action to Approve Expense Report:
 - Is the Business Purpose and Expenses?
 - Allowable
 - Reasonable
 - Applicable to the funding
 - Are Funds available?
3. Complete the Approval: Approve, Reject, or Request Additional Information

Approver - Oracle iExpense Expense Reports

- Receive Workflow Notification Email
- Determine Action either through Email or iExpense Expense Reports System

From: Workflow Mailer [mailto:WFMailer_zinc@dartmouth.edu]
 Sent: Friday, March 11, 2016 8:09 AM
 To: Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
 Subject: Action Required: Expense OIE268191 for Cerveny, Gregg (254.97 USD)

From: Cerveny, Gregg
 To: Wallace, Lisa
 Sent: 11-Mar-2016 13:07:29
 Due: 16-Mar-2016 12:07:29
 ID: 55878481

Expense Report for Individual's ORG: Cerveny, Gregg
 813
 Purpose: test
 Expense Report Total: 254.97 USD
 Attachments: [cc-lexpense.docx](#)

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required
1	14-Jan-2016*	Meals-Actual-Domestic	EVERYTHING BUT ANCHOVI	254.97	resubmitted	✓
Total				254.97		

Action History

Num	Action Date	Action	From	To	Details
1	11-Mar-2016 13:07:29	Submit	Cerveny, Gregg	Wallace, Lisa	

Related Applications

[Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notify desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Expense Reports

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Expenses
Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Warning
 This expense report requires imaged receipts to be submitted for certain lines. The employee has provided the following justification for missing imaged receipts: Lost

Expense OIE272211 for Fiering, Steven (284.32 USD)

Approve
Reject
Reassign
Request Information

From: Fiering, Steven
 To: Wallace, Lisa
 Sent: 15-Mar-2016 16:23:44
 Due: 20-Mar-2016 16:23:44
 ID: 55888485

Expense Report for Individual's ORG: Fiering, Steven
 108
 Purpose: Immunology Journal Club
 Expense Report Total: 284.32 USD
 Attachments:

Instructions
 Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	16-Feb-2016	Supplies-Food & Beverage	LEBANON CO-OP FOODS	44.32			Yes		30.108.178900.594000.0000.7503
2	02-May-2015*	Lodging-Domestic	HOLIDAY INN BURLINGTON	240.00		✓			30.108.267078.594000.0000.8143
Total				284.32					

Action History

Num/Action Date	Action	From	To	Details
1 / 15-Mar-2016 16:23:44	Submit	Cerveny, Gregg	Wallace, Lisa	

Related Applications

[Expense Report Details](#)

Response

Note:

[Return to Worklist](#)

Display next notification after my response

Approve
Reject
Reassign
Request Information

Approver - Oracle iExpense Expense Reports

- Actions available in Email: Approve, Reject, and Request Information
- The [Expense Report Details](#) link below the report will open the expense report in browser.

From: Workflow Mailer [mailto:WFMailer_zinc@dartmouth.edu]
Sent: Friday, March 11, 2016 8:09 AM
To: Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
Subject: Action Required: Expense OIE268191 for [Cervený, Gregg](#) (254.97 USD)

From	Cervený, Gregg	Expense Report for	Cervený, Gregg
To	Wallace, Lisa	Individual's ORG	813
Sent	11-Mar-2016 13:07:29	Purpose	test
Due	16-Mar-2016 12:07:29	Expense Report Total	254.97 USD
ID	55878481	Attachments	cc-iexpense.docx

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Attachments	Account
1	14-Jan-2016	* Meals-Actual-Domestic	EVERYTHING BUT ANCHOVI	254.97	resubmitted	✓		20.813.368000.321853.1019.8144
			Total	254.97				

Action History

Num	Action Date	Action	From	To	Details
1	11-Mar-2016 13:07:29	Submit	Cervený, Gregg	Wallace, Lisa	

Related Applications

 [Expense Report Details](#)


Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

- From the email, clicking 'Approve' will generate the following workflow email.
- Click 'Send' to submit Approval.

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: **Approve** [Reject](#) [Request Information](#)

 Send	From ▾	Lisa.A.Wallace@Dartmouth.edu
	To...	WFMailer_zinc@dartmouth.edu
	Cc...	
	Bcc...	
	Subject	Action Required: Expense OIE268191 for J Terrevy, Greed (254.97 USD)

Action: 'Approve'

Note: "

NID[55878481/156109621558049507571101421073139276978@WFMAIL]

Approver - Oracle iExpense Expense Reports

- Clicking Reject or Pending Approval will generate the following emails.
- When Rejecting or Request Information a 'Note' or 'Question' should be provided within the single quote " ' " (i.e. 'Because I said so').
 - Note: If text is not provided within the quote, no notice will be provided to the submitter.

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Send	From ▾	Lisa.A.Wallace@Dartmouth.edu
	To...	WFMailer_zinc
	Cc...	
	Bcc...	
	Subject	Action Required: Expense OIE268191 for <i>Cerveny, Gregg</i> (254.97 USD)

Action: 'Reject'

Note: 'Because I said so'

NID[55878481/156109621558049507571101421073139276978@WFMAIL]

Send	From ▾	Lisa.A.Wallace@Dartmouth.edu
	To...	WFMailer_zinc
	Cc...	
	Bcc...	
	Subject	More Information Requested: Action Required: Expense OIE268191 for <i>Cerveny, Gregg</i> (254.97 USD)

Request more information from: 'D23550C'

Question: 'Did you seriously not order any fries with your burger?'

NID[55878481/156109621558049507571101421073139276978@WFMAIL][3]

- Approvers may access and review Expense Reports at: employee.dartmouth.edu.
- The Worklist provides a list of recent actions or pending requests.
- Expenses Home will provide the Approver a Notifications list specifically for Expense Reports



[Logout](#) [Preferences](#) [Help](#)

Logged In As **D1257R6**

Oracle Applications Home Page

Main Menu

Personalize

- + Dartmouth Employee Self-Service
- DC iExpenses
 - Expenses Home

Worklist

Full List (6)

From	Type	Subject	Sent ▼	Due
Fierino, Steven	Expenses	Expense OIE272211 for Fierino, Steven (284.32 USD)	15-Mar-2016	20-Mar-2016
Fierino, Steven	Expenses	Expense OIE273226 for Fierino, Steven (1.35170 USD)	15-Mar-2016	20-Mar-2016
Crane, Mardi Crane-Godreau	Expenses	Expense OIE274194 for Crane, Mardi Crane-Godreau (1.523.77 USD)	15-Mar-2016	20-Mar-2016
Dever, Carolyn	Expenses	Expense OIE274193 for Dever, Carolyn (1.01161 USD)	15-Mar-2016	20-Mar-2016
Wallace, Lisa	Requisition	Purchase Requisition 519586 has been approved	14-Mar-2016	
Wallace, Lisa	Requisition	Purchase Requisition 519585 has been approved	14-Mar-2016	

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Approver - Oracle iExpense Expense Reports

- Expenses Home Notifications shows all Expense Reports pending action.
- Check the Select box, then select 'Open' or click the Subject link to Open the Expense Report

Expenses

[Expenses Home](#) | [Expense Search](#) | [Credit Card Transactions](#) | [Assign Delegates](#)

Expenses Home

Create Expense Report
Import Spreadsheet

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Purpose	Report Total (USD)	Report Date	Status	Edit	Delete
No results found.						

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Previous 1-5 Next 5

Report Number	Purpose	Report Total (USD)	Report Submit Date ▼	Report Status	Withdraw
OIE272206	lodging for M.Anand ...	200.37	01-Mar-2016	Paid	
OIE272208	Round trip bus ticke...	306.00	01-Mar-2016	Paid	
OIE270213	Lodging 2/18 - 2/21...	583.66	24-Feb-2016	Paid	
OIE270212	Belinda Chiu- foreig...	482.29	24-Feb-2016	Paid	
OIE270214	2nd pmt for housing ...	828.00	24-Feb-2016	Paid	

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Notifications

View Open Notifications Go

Select Notifications: Open Reassign Close


[Select All](#) | [Select None](#)

Select	From	Subject	Sent ▼	Due
<input type="checkbox"/>	Fiering, Steven	Expense OIE272211 for Fiering, Steven (284.32 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Fiering, Steven	Expense OIE273226 for Fiering, Steven (1,351.70 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Crane, Mardi Crane-Godreau	Expense OIE274194 for Crane, Mardi Crane-Godreau (1,523.77 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Dever, Carolyn	Expense OIE274193 for Dever, Carolyn (1,011.61 USD)	15-Mar-2016	20-Mar-2016

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

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- Actions available within iExpense are: Approve, Reject, Reassign, or Request Information.
- When Rejecting, Reassigning or Request Information a 'Note' should be provided within the Response section of the Report


Dartmouth
Expense Reports

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Expenses

[Expenses Home](#) | [Expense Search](#) | [Credit Card Transactions](#) | [Assign Delegates](#)

[Expenses: Expenses Home](#) > [Notification Details](#)

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Expense OIE272211 for Fiering, Steven (284.32 USD)


Approve
Reject
Reassign
Request Information

From Fiering, Steven	Expense Report for Fiering, Steven
To Wallace, Lisa	Individual's ORG 108
Sent 15-Mar-2016 16:23:44	Purpose Immunology Journal Club
Due 20-Mar-2016 16:23:44	Expense Report Total 284.32 USD
ID 55888485	Attachments

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	16-Feb-2016	Supplies-Food & Beverage	LEBANON CO-OP FOODS	44.32			Yes		30.108.178950.390850.0000.7503
2	02-May-2015*	Lodging-Domestic	HOLIDAY INN BURLINGTON	240.00		✓			30.108.267078.594000.0000.8143
Total				284.32					

Action History

Num	Action Date	Action	From	To	Details
1	15-Mar-2016 16:23:44	Submit	Steven, Steven	Wallace, Lisa	

Related Applications

[Expense Report Details](#)

Response

Note	
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[Return to Worklist](#)

Display next notification after my response

Approve
Reject
Reassign
Request Information

- Click 'Reassign' to Reassign the Expense Report to another Approver
- Begin to type the last name of the employee and list of values will populate. Click the name of the new Approver.
- Add any comments that would be useful for the new Approver.

Expenses Home | [Expense Search](#) | [Credit Card Transactions](#) | [Assign Delegates](#)

[Expenses: Expenses Home](#) > [Notification Details](#) > [Reassign Notifications](#)

Reassign Notification: Expense OIE272211 for Herino, Steven (284.32 USD)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for

* Indicates required field that notification.

* Assignee:

Name	User Name	Email
Tompkins, Megan	F001DY0	Megan.E.Tompkins@Dartmouth.edu

Delegate your response
 Transfer notification ownership

Comments:

[Return to Worklist](#)

Appendix A – Roles & Responsibilities

Finance Center acting as delegate for payees/travelers

- Work with the payee/traveler to receive appropriate information
- Review transactions and documentation against College policies and procedures
- Ensure appropriate business purpose
- Ensure complete, accurate and detailed information
- Ensure correct approver
- Send to grant manager first, if grant funded expense
- Settle Cash Advance, send the printable page to Cashier's Office
- Report employee gifts to payroll
- Regularly review status of iExpense reports
- Regularly review unsettled corporate card transactions
- Ensure repayment of personal expenses
- Ensure terminated employees settle all the transactions before they come inactive in the system
- Work with Procurement to settle fraudulent charges in the system (need to determine process)

Accounts Payable

- Ensure appropriate payments are generated in a timely manner
- Research and settle discrepancies with JP Morgan billing

Auditors (within finance centers)

- Review:
 - Business purpose and verify appropriate information provided
 - Approver and verify appropriate for payee
 - Expenses over 60 days old, justification, and notify payee of IRS requirements.
 - Verify reasonableness of expense amount
- Confirm/Verify Expenses are:
 - Allowable under College Policy
 - Reasonable: purpose and amounts (mileage, meals)
 - Documented and legible as required
 - Itemized and alcohol is separated out
 - Itemized/allocated for Cash withdrawal or advance
- Approve or reject Expense Report

Institutional Accounting

- Reconcile corporate cards
- Inform appropriate finance center of unreconciled amounts

Appendix A – Roles & Responsibilities

Payees/Travelers or Delegate (not Finance Center delegates)

- Comply with College policies and procedures
- Provide complete, accurate and detailed information
- Obtain and submit required receipts/documentation
- Provide approver –or– grant manager, if grant funded
- Correct errors/remove unallowable expenses
- Pay for personal or non-College related expenses
- Cash Advance settled in one expense report
- Submit within 60 days

Grant managers

- Review expense reports
- Ensure grant expenses:
 - comply with grant policies and guidelines
 - allowable and reasonable
 - funding available and valid
- Cannot create and approve same expense report

Approvers

- Confirm expenses and funding are:
 - allowable and applicable
 - available
 - reasonable
- Review and approve business purpose
- Approve/deny within 5 days of email notification (2 sent)

Appendix A – Roles & Responsibilities

Auditors (within finance centers)

- Confirm the reasonableness of the mileage amount
- Confirm all required receipts are provided and legible
- Confirm alcohol is separated out
- Review receipt/documented itemizations
- Verify reasonableness of expense amount
- Verify expense is allowed under Dartmouth policies
- Review approver and verify appropriate for payee
- Review business purpose to determine appropriate information is provided
- Ensure cash advance was appropriately accounted for, if applicable
- Verify all cash withdrawal amounts are itemized and accounted for (view receipts within DCAD if necessary)
- Confirm expense reports with actual meal charges do not also have per diem
- Verify date, amount and currency used for automated foreign currency conversion are accurately entered
- For receipts over 60 days old, look at justification for why expense is submitted late – send separate email notifying payee of IRS requirements
- Approve or reject expense report