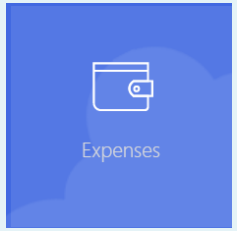
QRG Create and Submit an Expense Report

1 Launch Expenses

The below is a basic guide on how to create and submit an Expense Report on One Source. ***Please refer to the full guide for more in-depth information not covered in this document.***

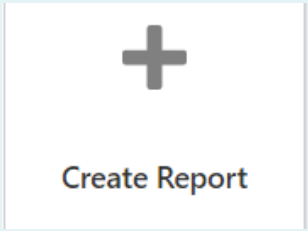
Step1. Click on the **Expenses** option on the One Source homepage

Note: *If you are accessing One Source through your mobile phone, you will need to go into your browser menu and select 'Desktop View' to see the Expenses icon.*



The first time you access the **Expenses** section you may see a Product Tour page. Click on '**Go to Travel & Expenses**' to proceed.'

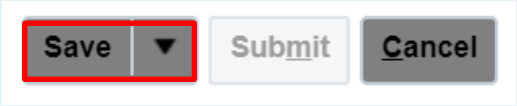
Step2. Click on **Create Report**



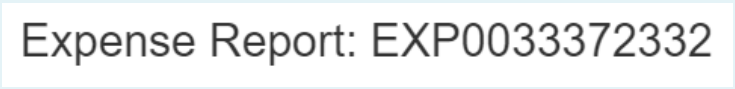
2 Creating an Expense Report

Step3. Enter a description into the **Purpose** field (e.g. [Employee Name] [Month-Year] [Today's Date])

Step4. Click **Save** in the top right corner to create a report number for tracking purposes.



The Expense Report Number can be found in the top left corner of the screen.



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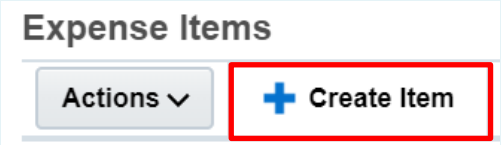
3 Adding Expense Items

Step5. While in the Expense Report, click on **Create Item** to open the Expense Item page

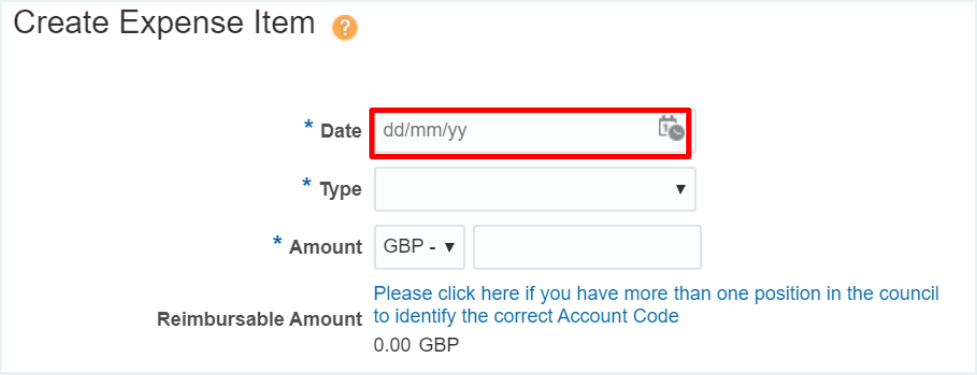


Enter the date of the expense in the **Date** field.

When entering a mileage claim, you **must** ensure the start and end date are within a single month period.

Please note, expenses cannot be future dated.

Click on the **Type** dropdown and select the relevant expense category.

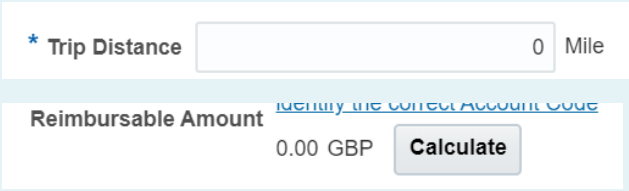


4 Adding Expense Items

Step6. Once you have selected an Expense Type, the screen will update to show the fields for that Expense

For mileage claims, you will need to select the **Vehicle Category, Vehicle Type and Fuel Type** using the drop-down menus (view full guide for valid combinations. Invalid combinations will cause a nil balance).

Once selected you will enter the number of miles travelled in the **Trip Distance** field and click the **Calculate** button to show the value to be reimbursed.



For all other expenses you will need to enter the value to be reimbursed in the Amount field.

You will need to enter a brief description detailing the reason for the expense in the Description field. For mileage, your petrol receipt and a photo of your log book (or spreadsheet containing the same information) **must** be attached to the Expense item.

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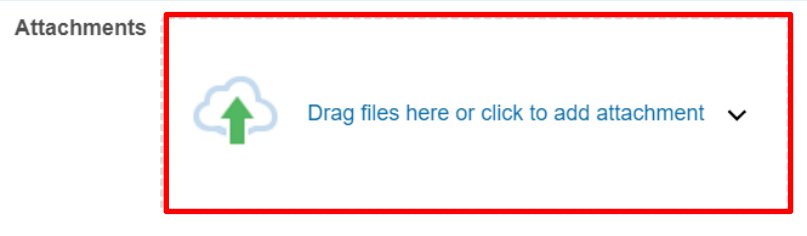
5 Attach a Receipt

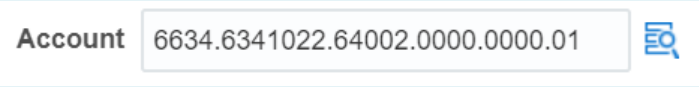
Step7.

A receipt must then be attached to the expense item to act as evidence of the payment. Ensure a copy of the receipt has been saved to your computer, then click on the link to find it in your files and add it as an attachment. Any paper receipts will need to be photographed or scanned before being attached.



Please note, a receipt must be attached for all expenses items except Excess Mileage and On / Off Street Car Parking.

A default budget code will be entered on the transaction for you.



If you work in a number of different job roles and want to know what the correct code to use is, you can click on the link within the Expense Item to see a list of your job roles and relating codes.

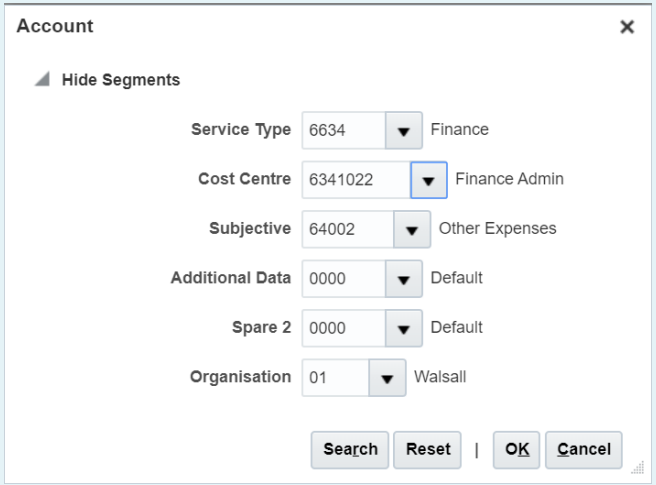
Please click here if you have more than one position in the council to identify the correct Account Code

6 Enter Oracle Code

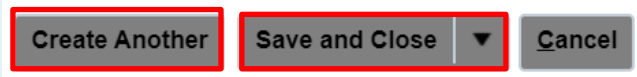
Step8.

The first two parts of the code (Service Type & Cost Centre) can be updated as required, but you must not update the third part of the code (Subjective).

To change the code, either amend the numbers within the Account field or click on the Magnifying Glass icon and use the dropdowns to change the code.



Once the Expense Item has been completed, click **Create Another** to save this Item and start a new one or click **Save and Close** to save the Item and return to the Expense Report page.



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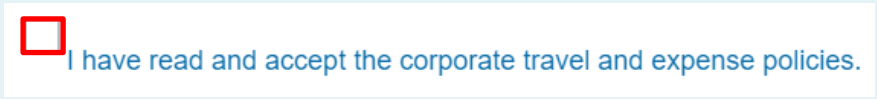
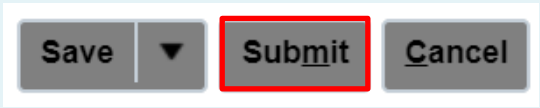
7 Submitting the Report for Approval

Step9.

Once all Expense Items have been created on the report, you will need to tick the policy confirmation box on the Expense Report page. This acts as your agreement to understanding and following the Expense procedures.



You will be able to click the **Submit** button once the policy box has been ticked



The Expense Report will be submitted for approval and you will be returned to the Travel and Expenses page.

8 Checking the status of your Expense Report

Step10.

You can check the status of you Expense Report at any time form the Travel and Expense page. Look for your Expense Report Number and look at the top line to see the current status.

Checking the Approver

By clicking on the Expense Report number, followed by the 'Pending manager approval' link against Status, you will be able to see who the Report is pending with.
If this is not the correct person, you will need to raise a service ticket via Help Desk and provide the Service Type – Cost Centre used on the Expense Report and the name of the correct approver.

Once the Expense Report has been approved you will receive an email notification and its status will change to **'Ready for Payment'**. The Report will be included on the next available payment run and you will receive an email notification once it has been paid.