

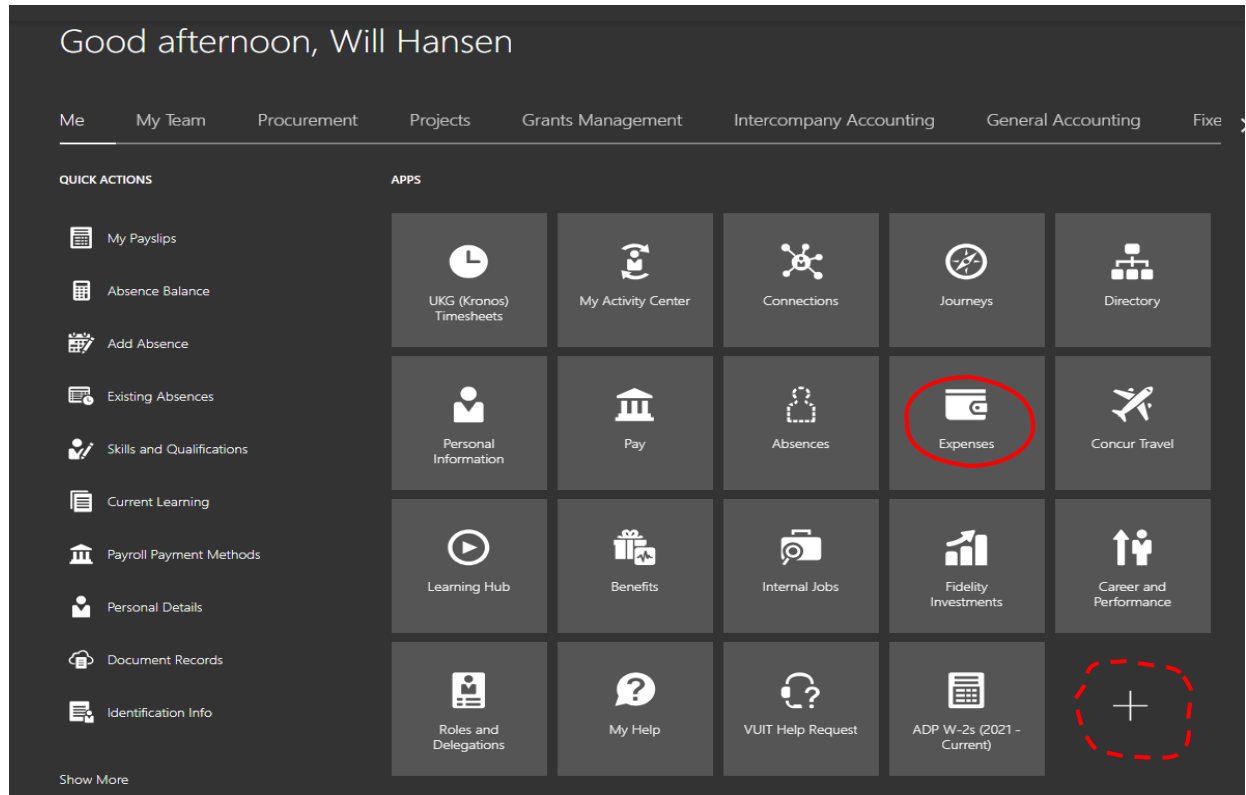
January 23, 2024

ATTN: MD/MSTP Students, Vanderbilt School of Medicine

RE: Step-by-Step Guide **CREATE, SUBMIT, & CORRECT an Expense Report in Oracle**

Step_1: **LOG** into [ORACLE](#).

Step_2: **SELECT** the “*Expenses*” button.

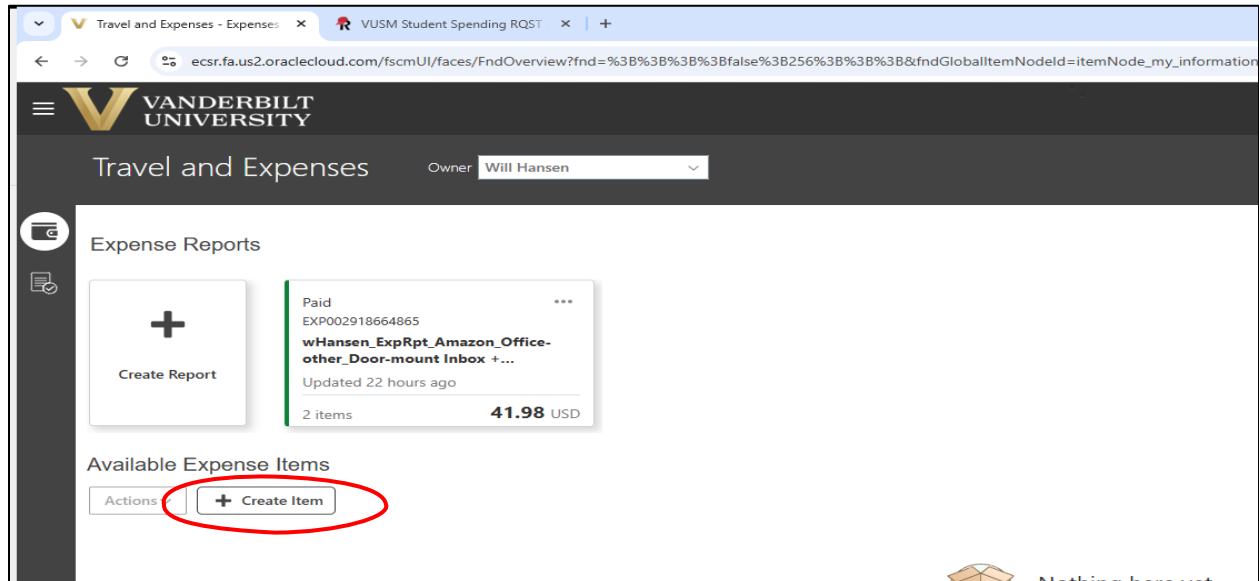


- If you do not see an “*Expenses*” button, click on the big “+” button to reveal more options.
- If you still do not see an “*Expenses*” button, contact your VUSM Financial Unit Manager. MD Students, contact starlene.b.chandler@vanderbilt.edu. MSTP Students, contact leigh.a.gardner@vanderbilt.edu

Step_3: **CLICK** on “Create **Report**”.

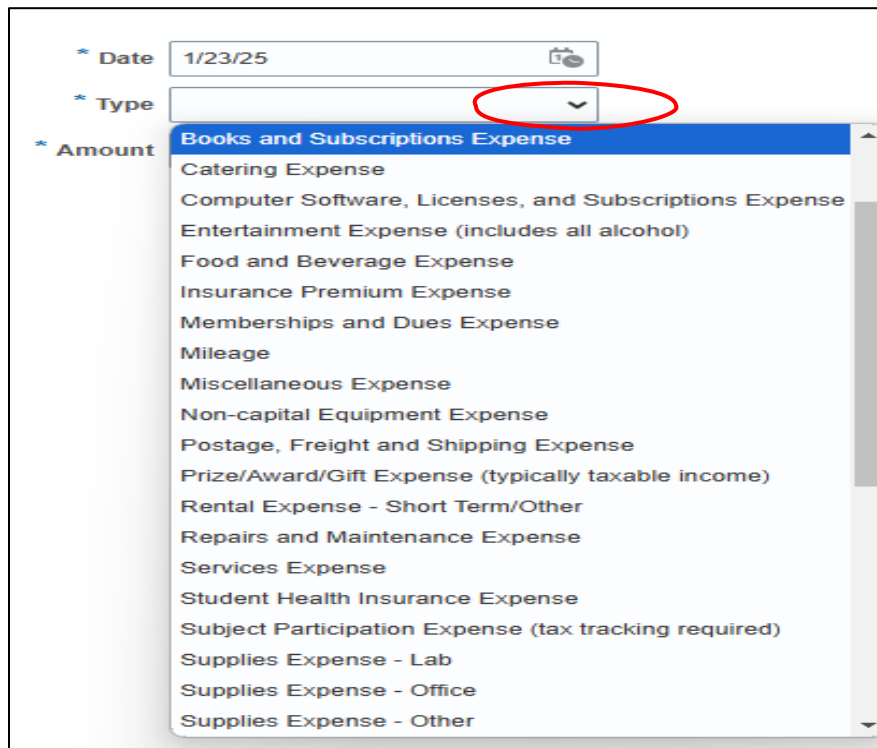
- ENTER the “Purpose”: “Expenses for [event, conference name, etc.]”
- CLICK the “+” sign and attach your REIMB Approval Email from MSA.
 - o For “Description,” ENTER “MSA Reimbursement Approval”

Step_4: **CLICK** on “Create **Item**” for EACH individual receipt, as authorized in your Student Spend REIMB Approval email.



Step_5: For each “Expense Item,” **FILL OUT** the base set of requested data:

- “**DATE**”: **ENTER** the date of payment, as shown on the receipt.
- “**TYPE**”: **CLICK** the dropdown arrow and **SELECT** the expense Type that matches what is listed in your REIMB Approval email: ex. “\$124.00 (Supplies-Other_Hobby Lobby) 300.10.30500...”



Step_6: Once you have selected the expense “TYPE,” the screen expands to ask for additional fields.

The screenshot shows a web form for entering an expense. The form includes the following fields:

- Date:** 1/23/25
- Type:** Supplies Expense - Other
- Expense Location:** (dropdown menu)
- Amount:** USD 124.00
- Description:** (text input)
- Merchant Name:** (text input)
- Attachments:** (upload area with a green arrow icon and text "Drag files here or click to add attachment")
- Receipt missing:** (checkbox)
- Account:** 185.05.18510.6115.112.110.000.STU (with a link icon)
- Project Number:** (dropdown menu)
- Task Number:** (text input)
- Expenditure Organization:** (dropdown menu)
- Contract Number:** (text input)
- Funding Source:** (text input)

At the bottom, there is a table for itemization:

Type	Date	Daily Amount	Days	Amount (USD)	Personal	Remove
(dropdown)	m/d/yy			0.00+	<input type="checkbox"/>	<input type="button" value="x"/>

Remaining Balance: 124.00

- **“EXPENSE LOCATION”:** **ENTER** the “United States.”
- **“AMOUNT”:** **ENTER** the total amount AUTHORIZED for this receipt as listed in your REIMB Approval email from MSA.
- **“DESCRIPTION”:** **ENTER** the Who (student org name) and Purpose (what was purchased and why): ex. “SNMA_Fireside Chat w/ Dr Doolittle_Pizza and Soda for registered attendees.”
- **“MERCHANT NAME”:** **ENTER** the name of the Vendor. (If using EZ Cater or DoorDash, list the actual Vendor of the food. If the expense is a Flight, list the name of the actual airline).
- **“ATTACHMENTS”:** UPLOAD your receipt(s).
- **“ACCOUNT”:** **EDIT** the string of numbers to replicate the “COA” as listed in your REIMB Approval email: ex. “COA: 300.10.30500.30500.071.000.000.STU.0”
 - o If your approval email also mentions “Proj#, Task#, and ExpOrg#” (ex “Proj# SO_280200, Task# 57883, ExpOrg# 30500”)**ENTER** those values here.

This screenshot shows a section of the form with the following fields:

- Project Number:** (dropdown menu)
- Task Number:** (text input)
- Expenditure Organization:** (dropdown menu)
- Contract Number:** (text input)
- Funding Source:** (text input)

- o **NOTE:** *If you get an error* when entering the Expenditure Organization:

- **CLICK** the dropdown arrow.
 - **ENTER** the desired value (*either 18510 or 30500*) and **CLICK** “Search”
 - **DOUBLE CLICK** the resulting value to fill in the blank.
- “**ITEMIZATION**”: Do **NOT** enter anything into the “itemization” field ...unless instructed to do so via your MSA REIMB Approval email.
- *If you need to itemize* a receipt, it will be because the receipt contains two or more different expense types (*i.e. Entertainment-Alcohol & Food/Bev*).
 - If itemizing, you **must** **ADJUST** the financial data (Account#, Project#, Task#, and Expenditure Organization#) **inside** the itemization ...to match what is in your MSA REIMB Approval email.

Step_7: **CHECK** the box “I have read and accept the corporate travel and expense policies.” and **CLICK** “Submit.”

Report Total

0.00USD

☒ I have read and accept the corporate travel and expense policies.

Step_8: **FOLLOW** the progress of your submission.

- The status of your Expense Report is located here:

Expense Reports

<div style="font-size: 2em; margin: 0;">+</div> <div style="margin-top: 5px;">Create Report</div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid #ccc;">Pending Approval ***</div> <div style="font-size: 0.8em; margin: 0;">EXP002932133321</div> <div style="font-weight: bold; margin: 0;">wH_ExpRpt_Amazon_VUSM Cadaver Ball Decor</div> <div style="font-size: 0.8em; margin: 0;">Assigned to Starlene Chandler 24 mins...</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1 item 364.84 USD </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid #ccc;">Ready for Payment Processing ***</div> <div style="font-size: 0.8em; margin: 0;">EXP002931174525</div> <div style="font-weight: bold; margin: 0;">wH_ExpRpt_VUSM Cadaver Ball Decorations_a008</div> <div style="font-size: 0.8em; margin: 0;">Updated 55 mins ago</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 2 items 517.79 USD </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid #ccc;">Paid ***</div> <div style="font-size: 0.8em; margin: 0;">EXP002926300323</div> <div style="font-weight: bold; margin: 0;">wH Exp Rpt: Student Event Decor_PartyCity_\$23.70_a1</div> <div style="font-size: 0.8em; margin: 0;">Updated 13 days ago</div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 1 item 2 </div> </div>
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Available Expense Items

Actions ▾

+ Create Item

- “Pending Approval”: You submitted your report, but it hasn’t been approved yet.
- “Rejected”: There is something you need to correct. Refer to the email rejection notice that you received.
 - **CLICK** the “3 dots” and select “WITHDRAW” or “OPEN”
 - **MAKE** the corrections.
 - **CLICK** “Submit.”
- “Ready for Payment Processing”: Finance has approved your submission, but it hasn’t paid to your bank account on file.
- “Paid”: Vanderbilt has transmitted funds directly to your bank account on file.