# Invoices, Purchase Card, and Expense Reimbursement Quick Reference Guide

January 02, 2024

***Note: Each line of the Table of Contents is clickable and will take you to the exact page you need***

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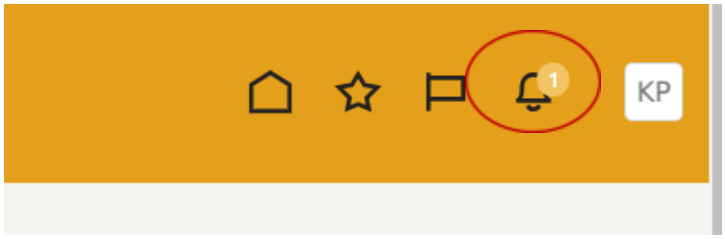
# Procedures for Coding Invoices in Oracle

Please submit all invoices to invoices@stolaf.edu. We need you to ask your suppliers to submit their invoices directly to this email address AND to include the **St. Olaf contact** for that invoice.

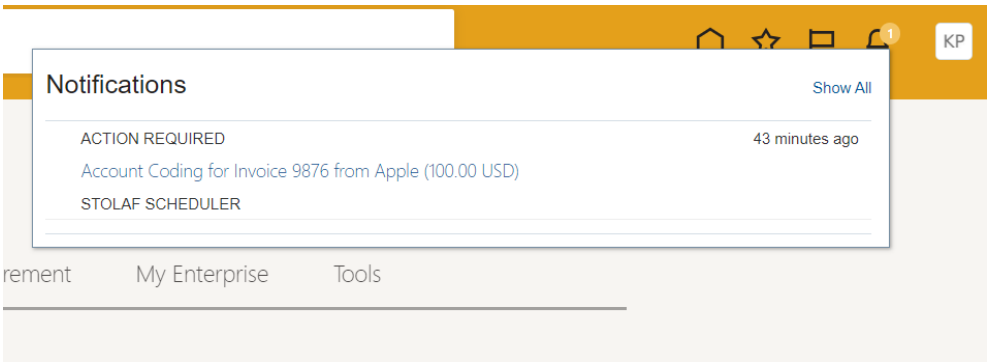
Accounts Payable will prepare the invoice in Oracle and send it to the St. Olaf contact / Requester for coding.

You will receive an email, as well as a bell notification, letting you know that you have an invoice that needs coding.

Click on the bell icon for more information.

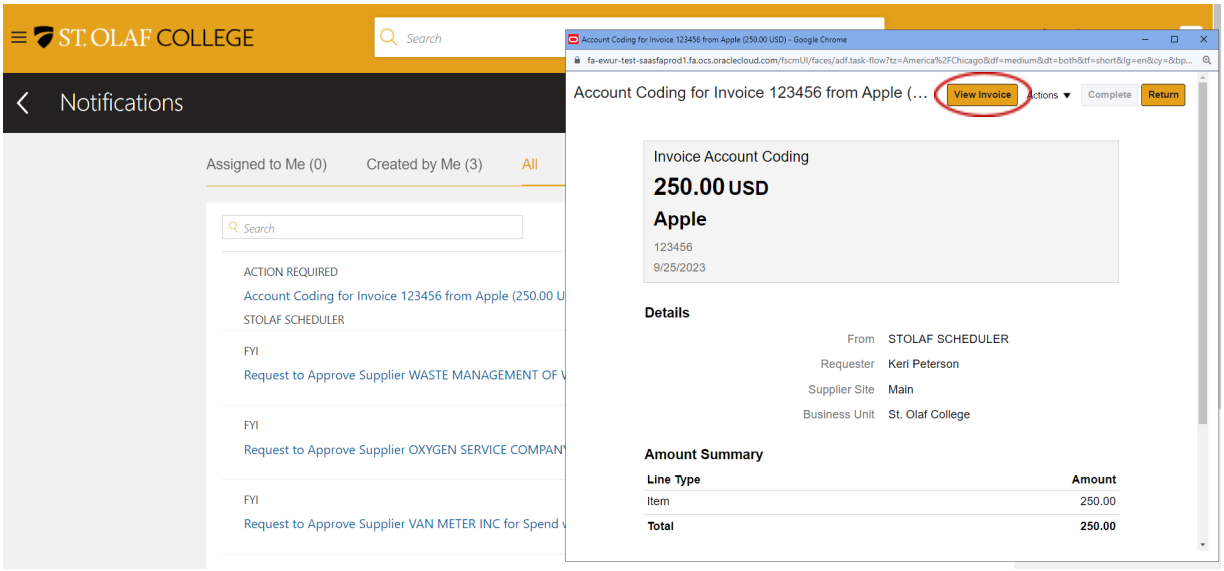



Click on the line describing the action required.



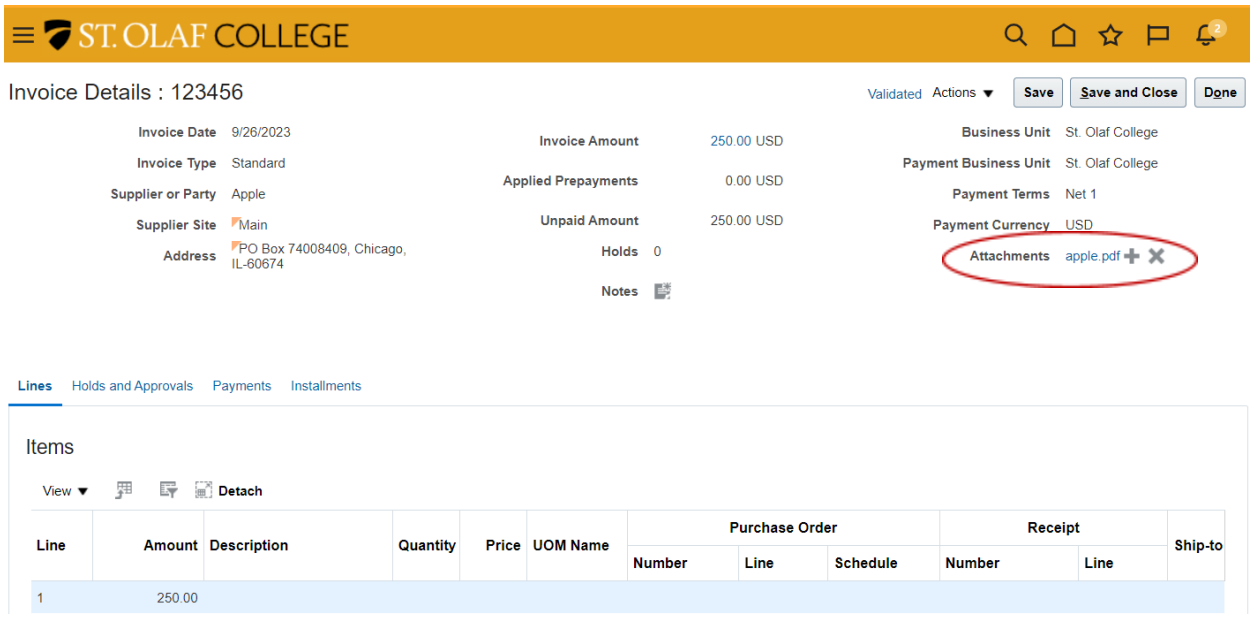
You will see a pop-up with a summary of the invoice that needs coding.

Click on “View Invoice” to review the details of that invoice.



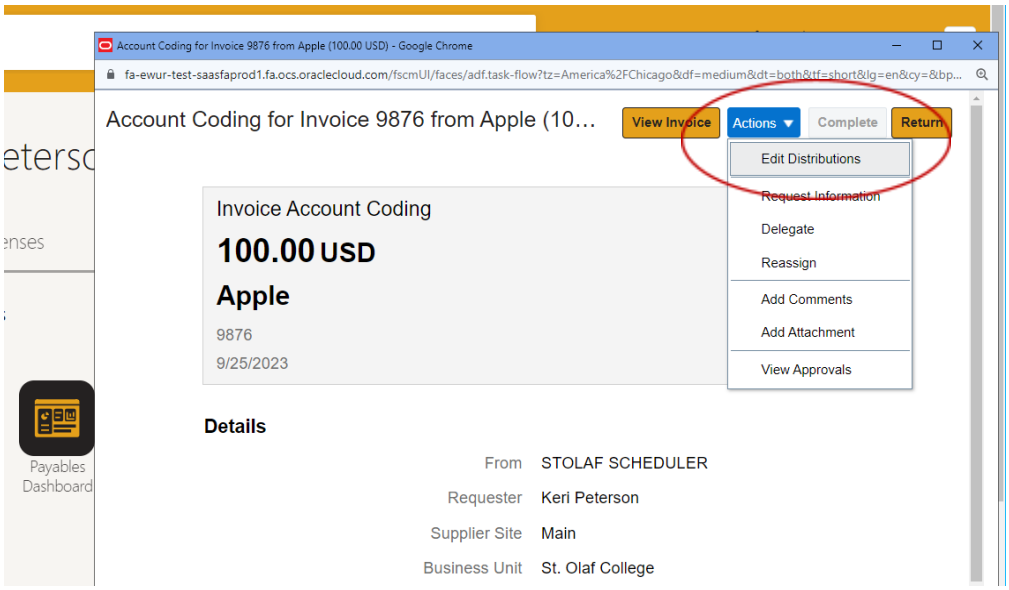

The “Invoice Details” will open in a new tab.

You can view an image of the invoice at “Attachments.”

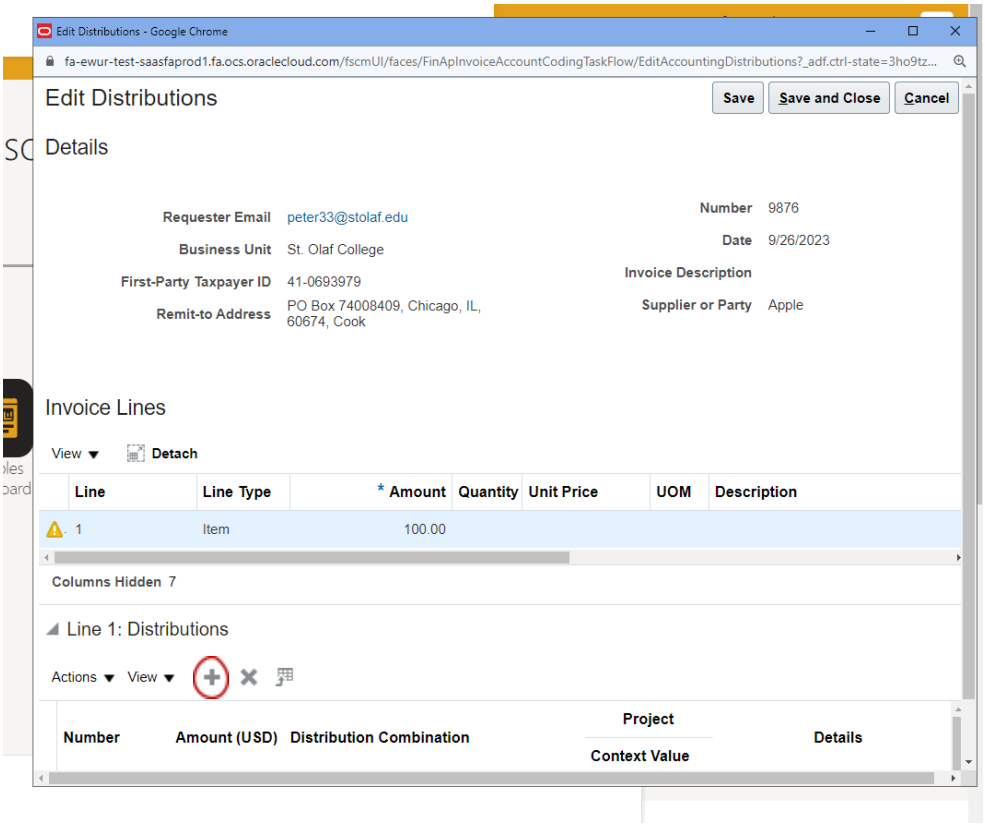


Once you have reviewed the invoice and determined the correct coding, navigate back to the summary of the invoice at the bell notification.

Click on “Actions,” and select “Edit Distributions.”



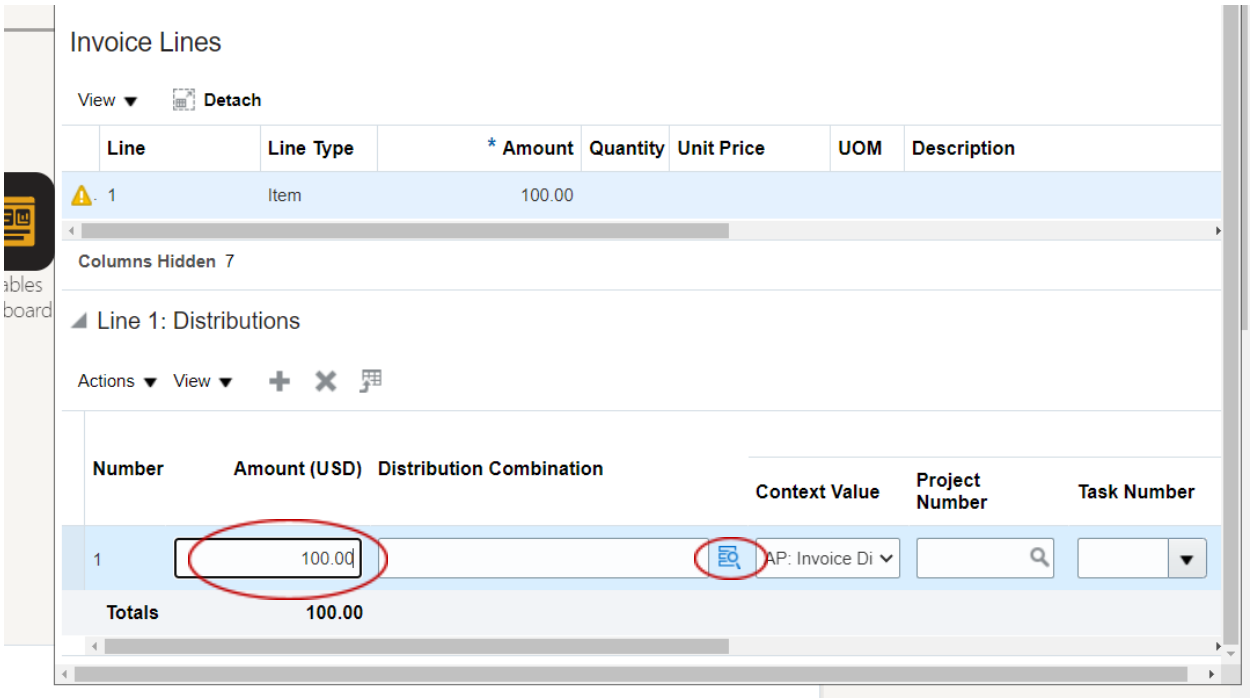

Click the “Plus” (+) sign under “Line 1: Distributions” to add a line for coding.



Enter the dollar amount under “Amount (USD).”

Then click on the Search icon to the left of the field under “Context Value” to select your coding.

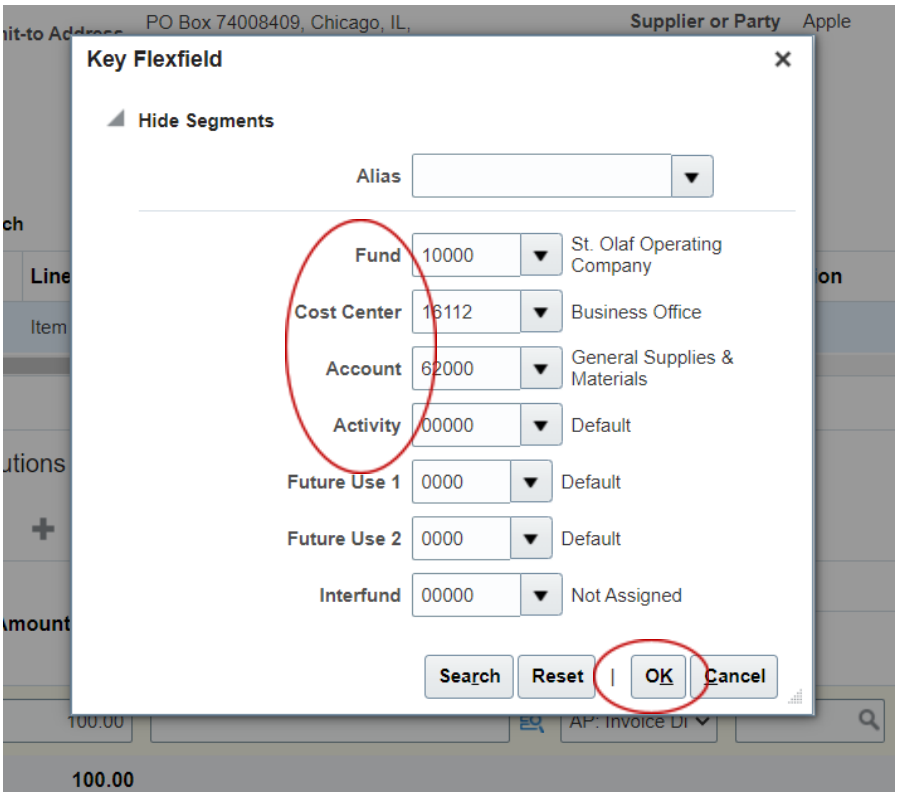
Click on the “Plus” (+) sign if you need to add more lines for coding.



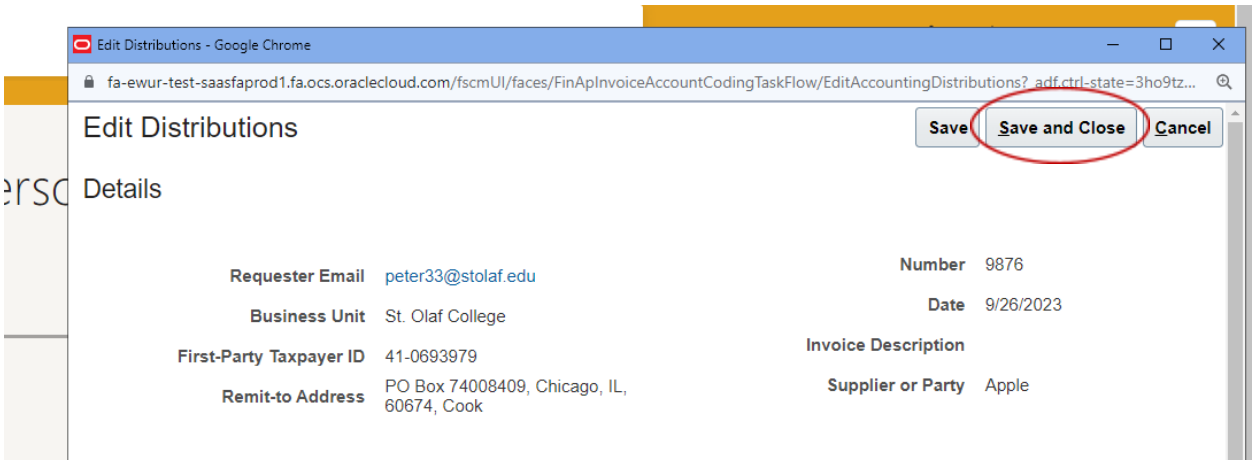
Select the appropriate coding for the “Fund,” “Cost Center,” and “Account fields.”

If applicable, select the “Activity” field.

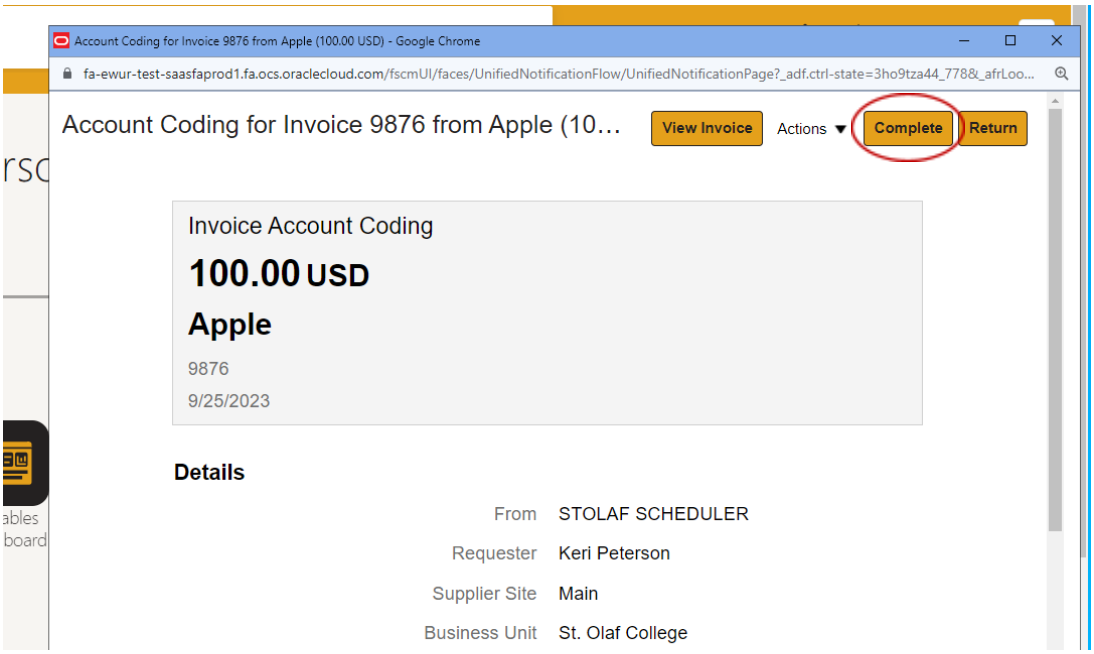
Then click the “OK” button.




Click “Save and Close.”

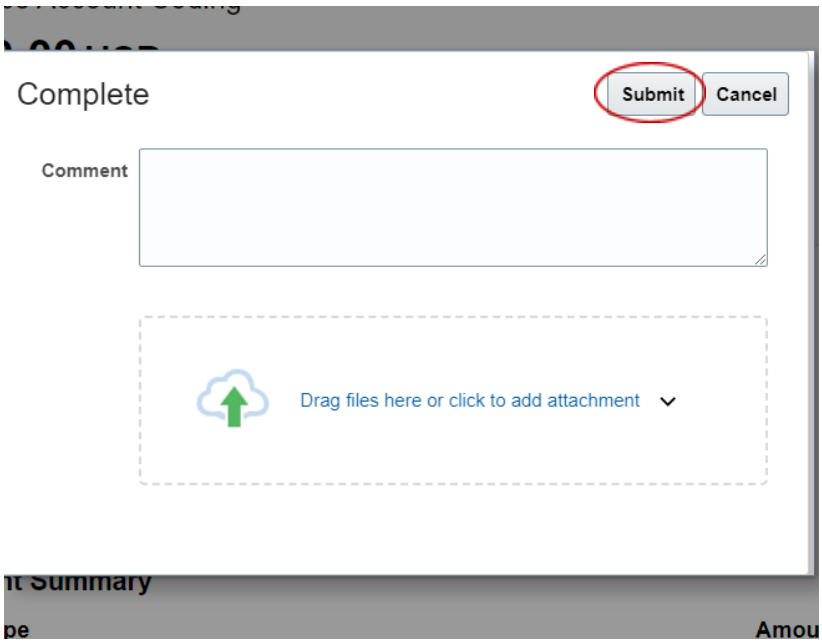


Click “Complete.”




If you would like to add a Comment or an attachment, please do so **BEFORE** you click “Submit.”

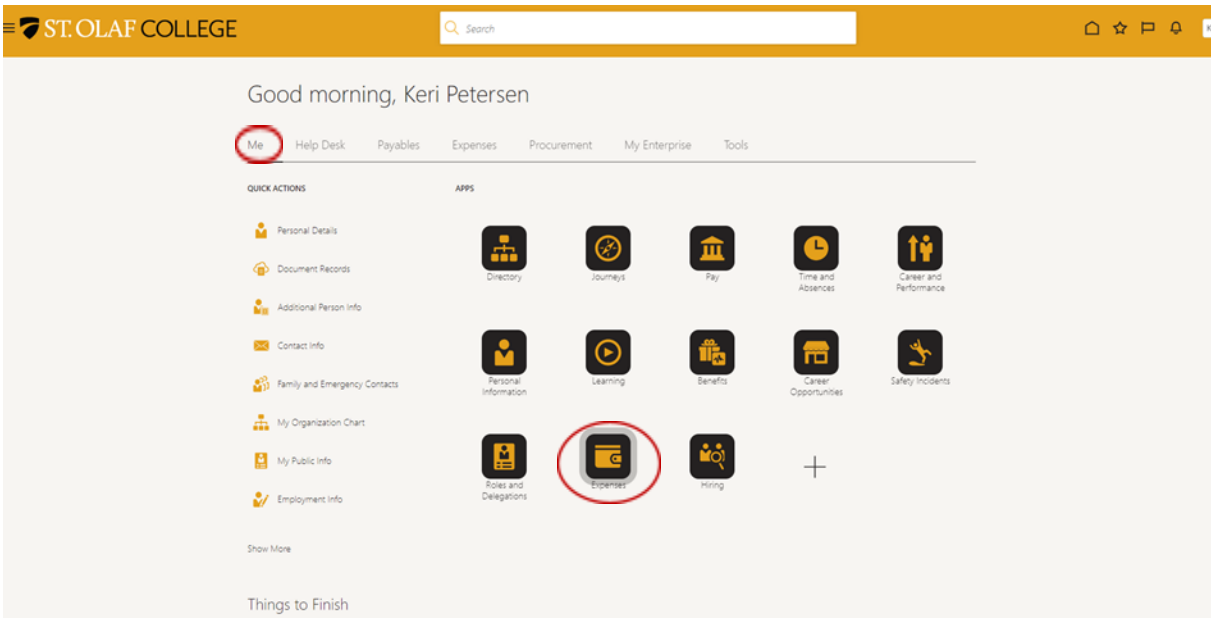
When you are completely finished, click the “Submit” button.



# Procedures for St. Olaf Purchase Cards

St. Olaf faculty and staff who have been issued purchase cards will manage transactions connected to these cards in Oracle.

Navigation: “Me” → “Expenses” tile.




Purchase cards are linked to each member of the faculty or staff who has been assigned a card, and Wells Fargo will load transactions into Oracle daily.

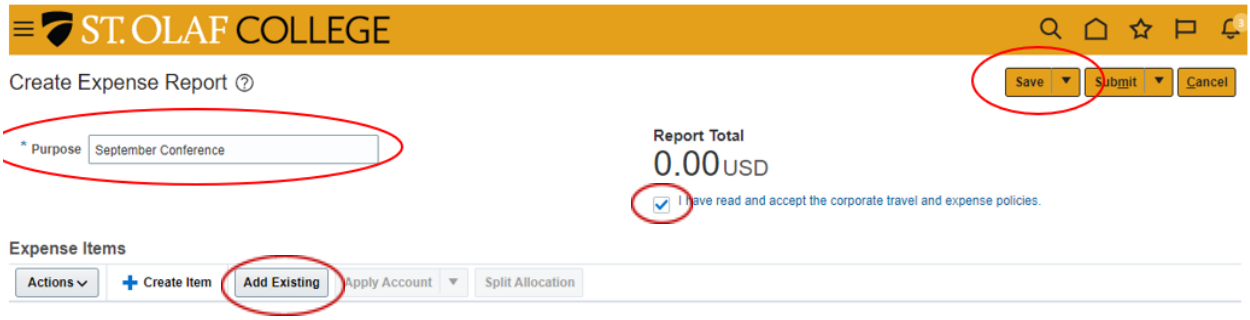
These transactions will appear on your “Travel and Expenses” screen. Click on the “Create Report” tile.

**“Purpose”:** please enter the “Purpose” (title) of the Expense Report.

Then check the box next to “I have read and accept . . . “ to confirm that you have read and that you accept the college’s corporate travel and expense policies.

Then click “Save.”

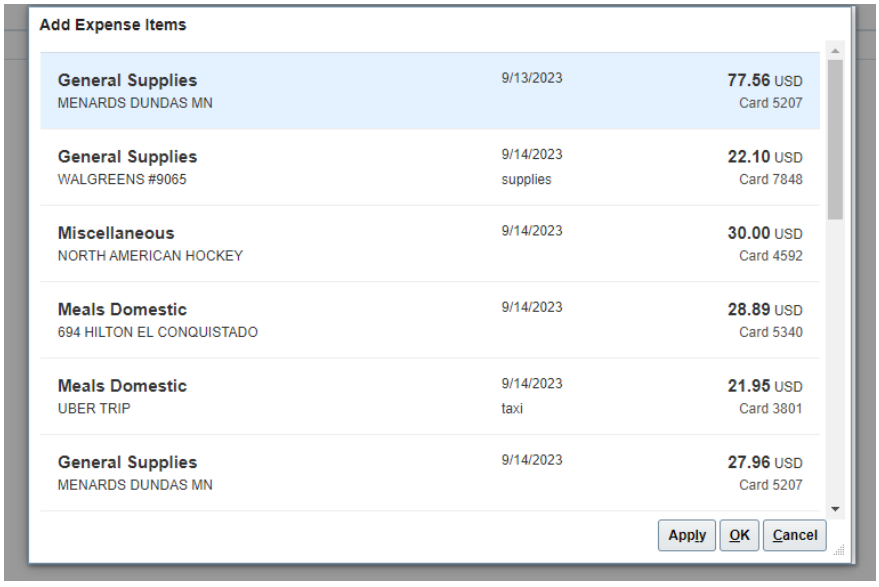
**“Add Existing”**: under “Expense Items,” click “Add Existing” to add your expense items to the Expense Report.




Your Expense Items will now appear in a pop up.

Click to highlight and select the expenses you wish to include in this report.

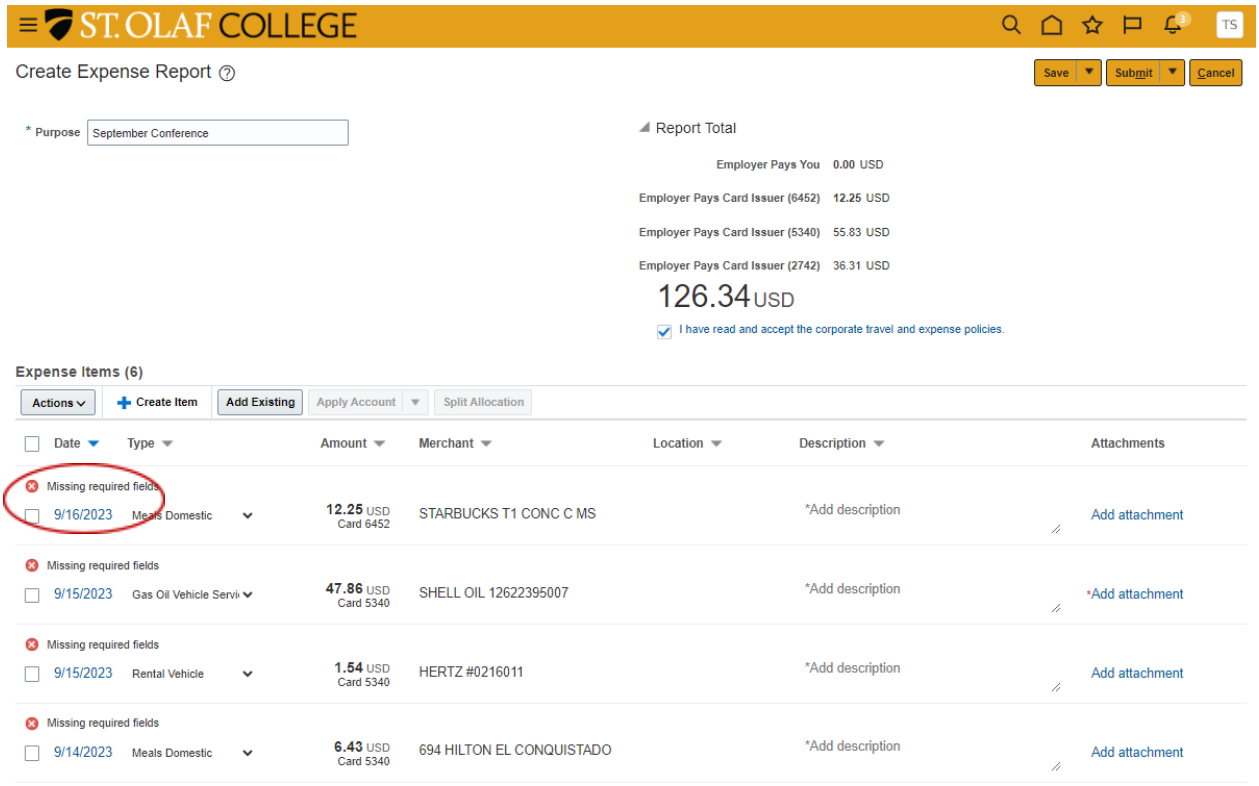
Click the “Apply” button, and then click “OK.”



The expenses that you have selected will populate in the “Expense Items” section of your Expense Report.

You will see a red circle with an “X” next to items that are missing required fields. You can either input the information and attach receipts from this page, OR you can navigate through your expenses by clicking on the date associated with the transaction.

**Note**: you do **NOT** need to include receipts for **transactions less than $25.00**.

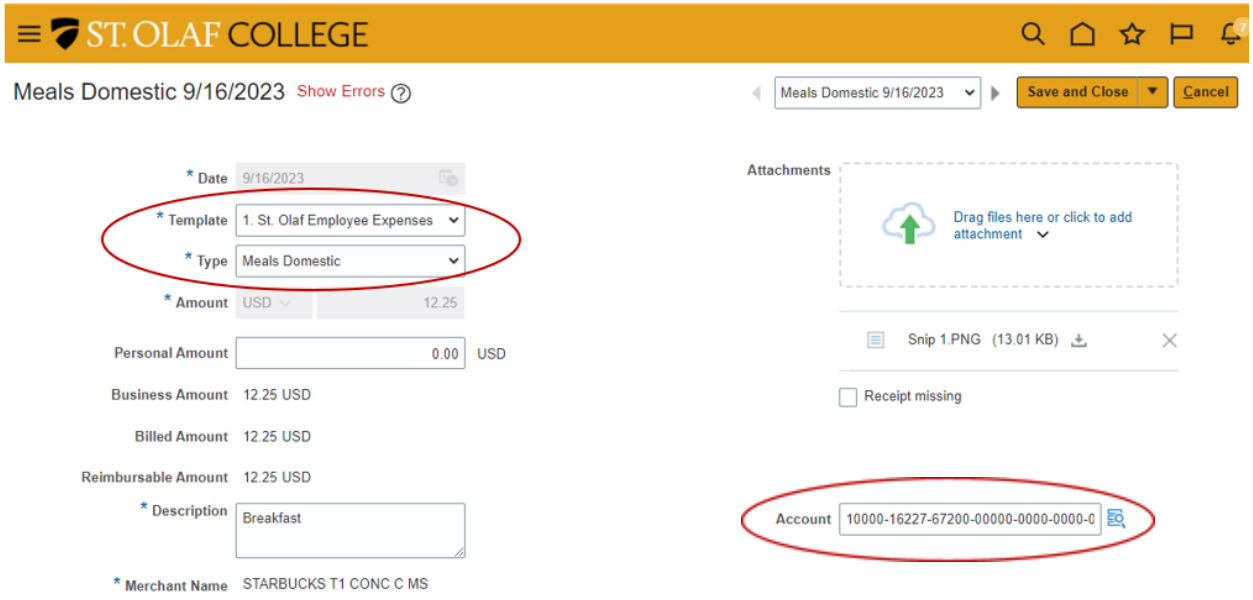


Fill in all required fields and attach the relevant receipt.

Use the dropdown menus to select the appropriate “Template” and “Type” of expense.

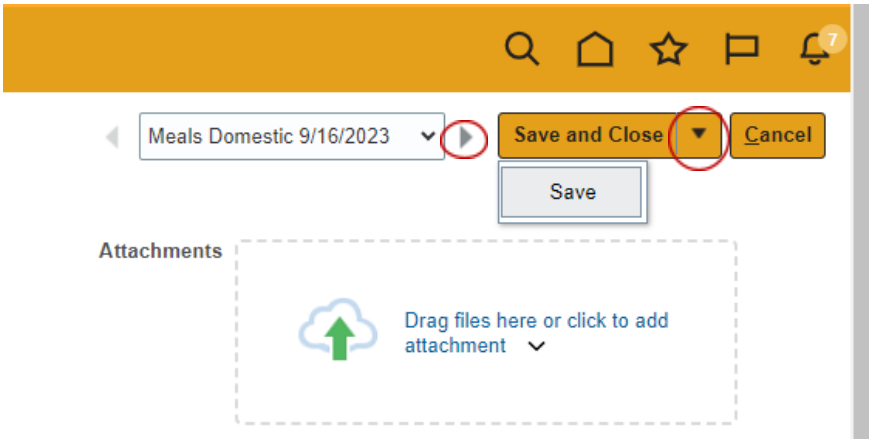
If the “Account” information does not auto populate, or if you need to change the coding, click on the blue Search icon next to the right of the “Account” field.

**“Personal Amount”**: include any charges that are personal expenses in the “Personal Amount” field.

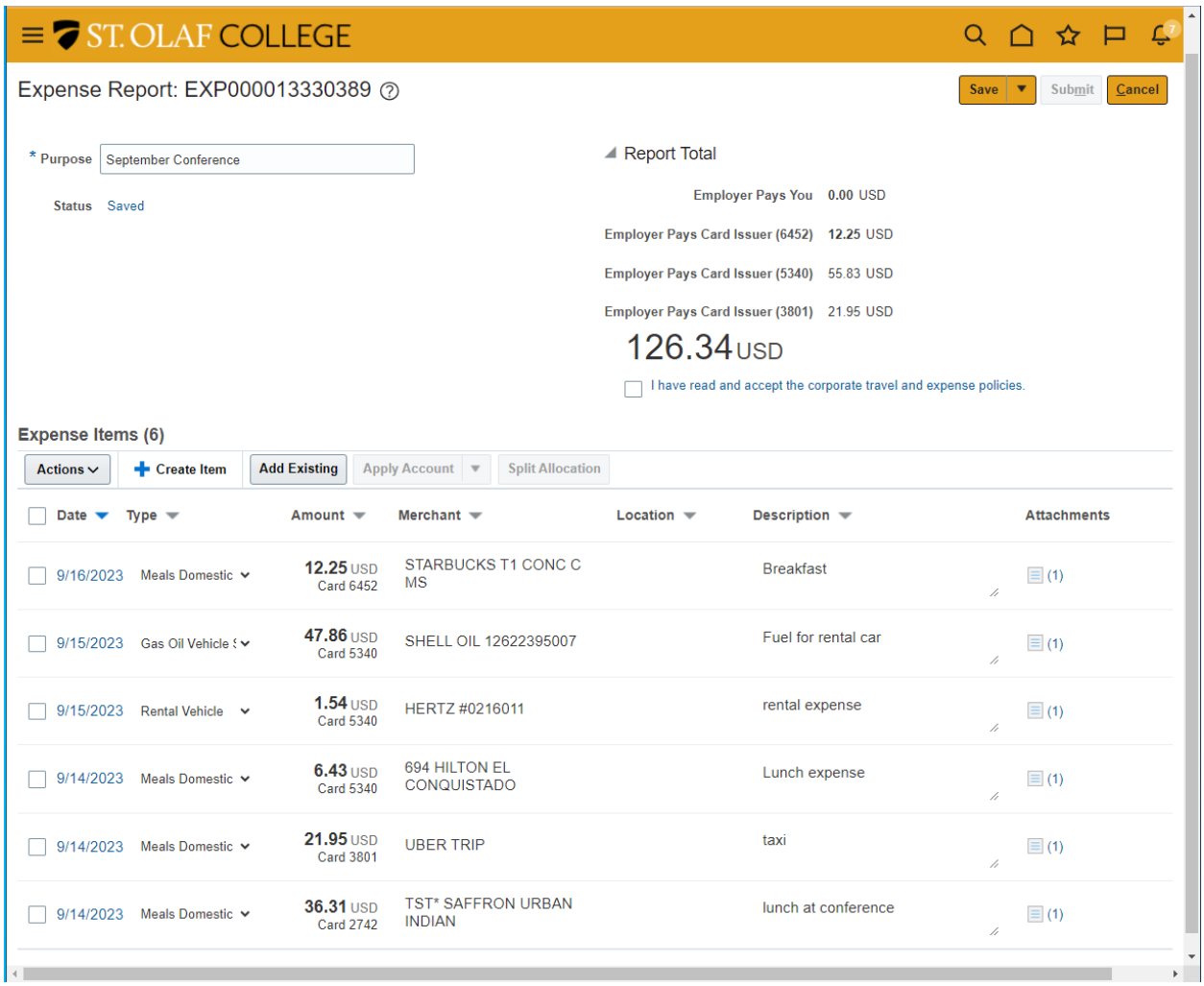


When you have entered all required information, click on the drop-down arrow next to “Save and Close,” and select “Save.”

To navigate to the next expense, click on the right arrow to the immediate left of “Save and Close.”



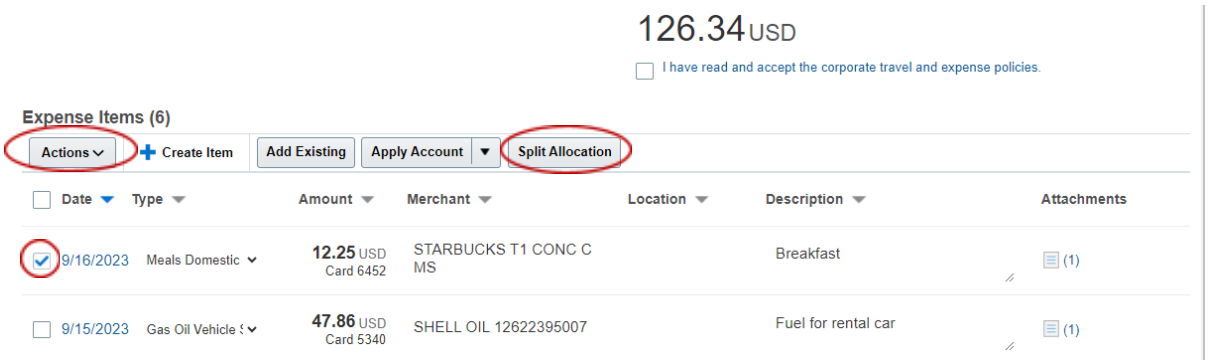
When all required fields for all charges are complete, your Expense Report should look like the screen below:



If there are any missing fields, they will be noted with a red circle with an “X” and red text stating, “Missing required field.”

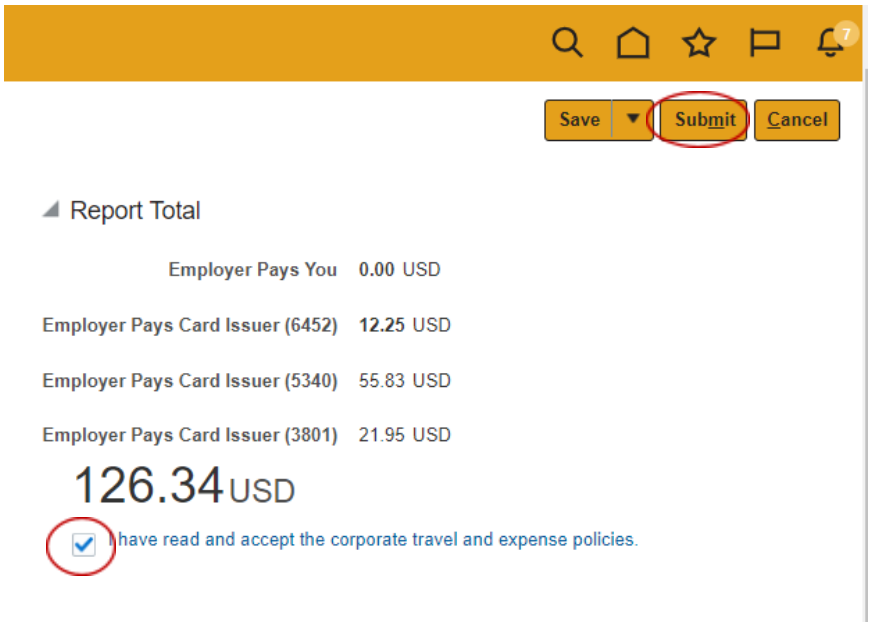
To split the allocation of an expense, select the check box for the affected line, and then select “Split Allocation.”

The “Actions” tab will also allow you to perform other tasks related to a specific charge, such as removing an item or classifying it as “Personal.”



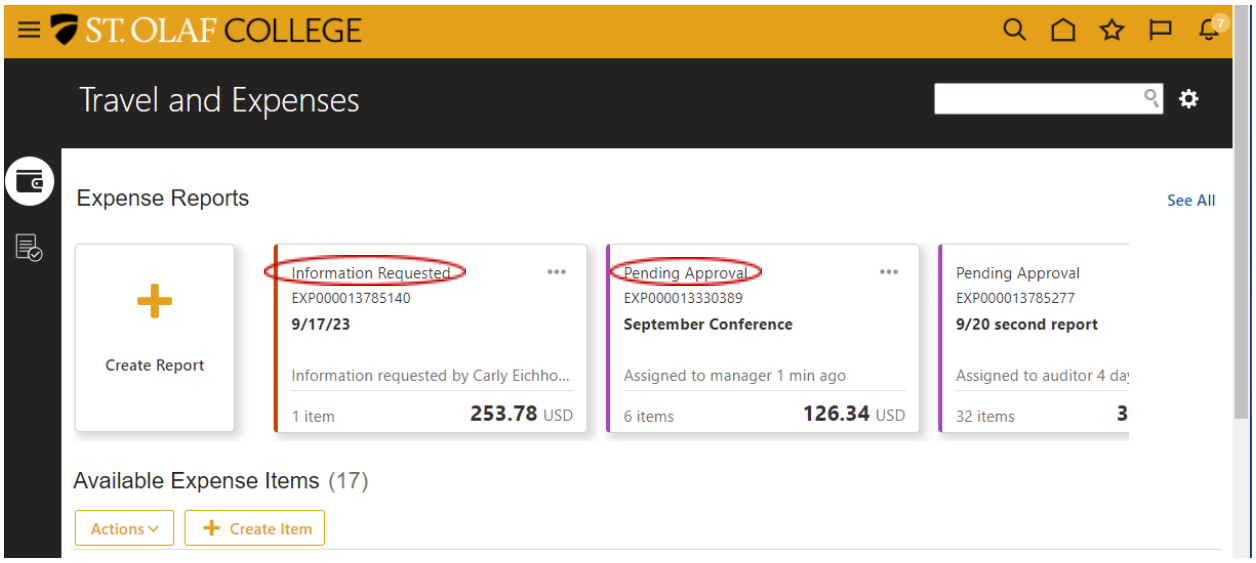

You can save the Expense Report and add to it later if needed.

If the Expense Report is complete and ready for submission, check the box indicating that you have “read and accept the corporate travel and expense policies.” Then click “Submit.”



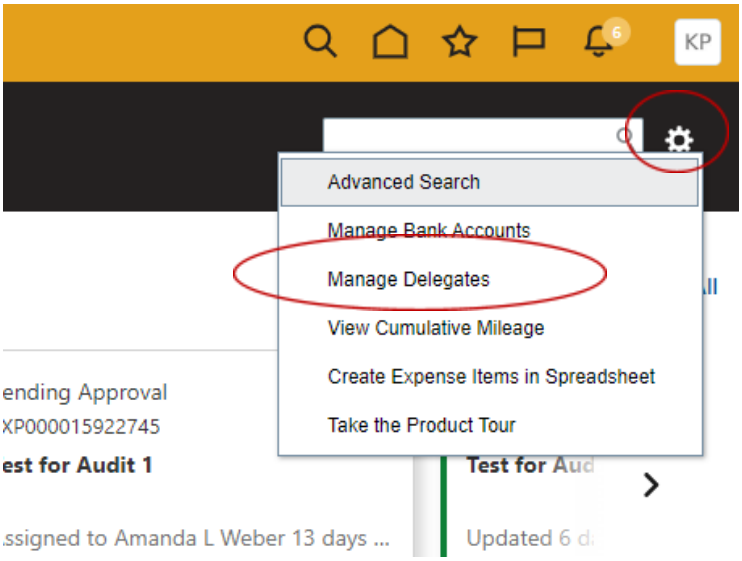

Your Expense Report will then move to your supervisor for approval and then to the owner of the Cost Center for final approval.

You can view the status of your Expense Report on your Travel and Expenses screen.

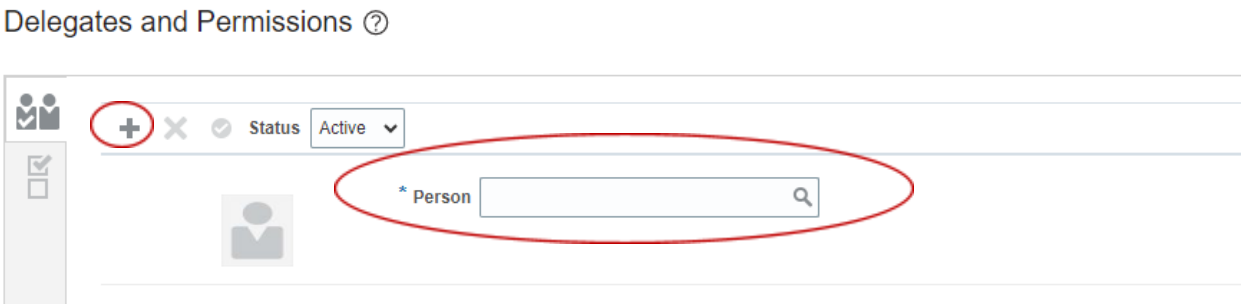



You will receive an email and a bell notification when your Expense Report is approved or rejected, or if your Supervisor of the Cost Center Approver need more information.

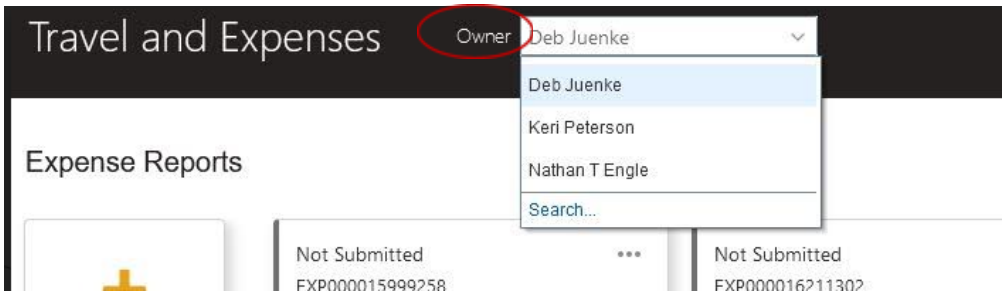
If you need to delegate your expense module (as appropriate), click on the “Settings” icon in the upper-right-hand corner of your screen. Select “Manage Delegates” from the drop-down menu.



Use the “Plus” (+) symbol to add a delegate in the “Person” field.



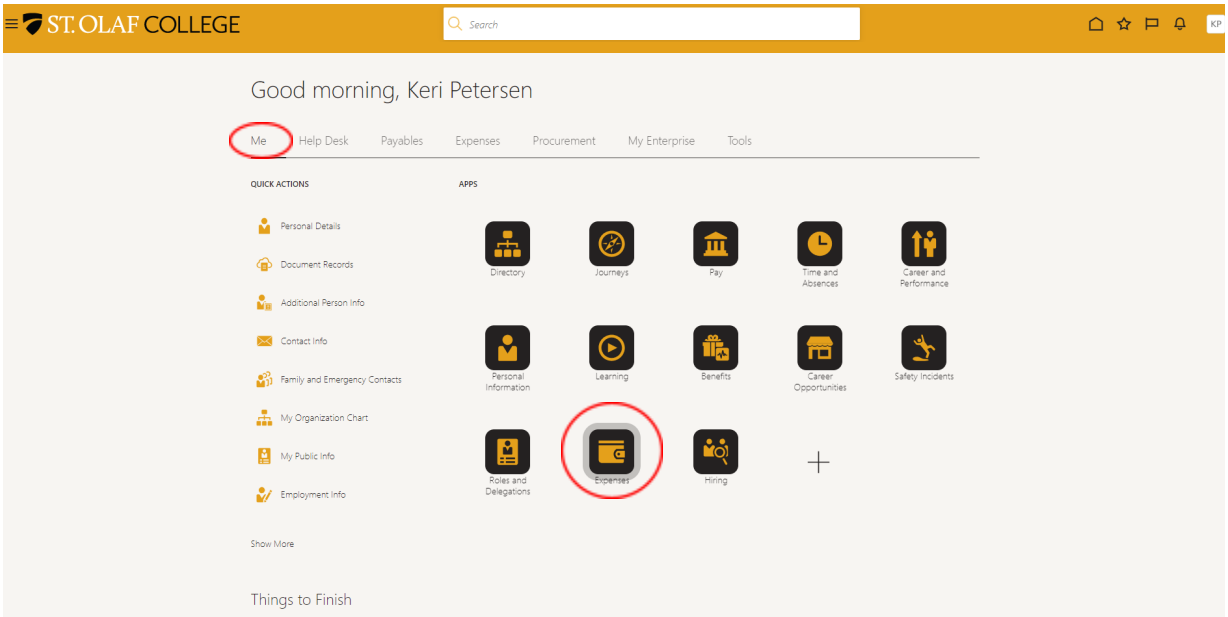

Your delegate will now have access to your expenses and will be able to process Expense Reports on your behalf. Your delegate will be able to select the “Owner” of the expenses from the drop-down list that appears at the top of the “Travel and Expenses” screen.



# Procedures for Expense Reimbursements

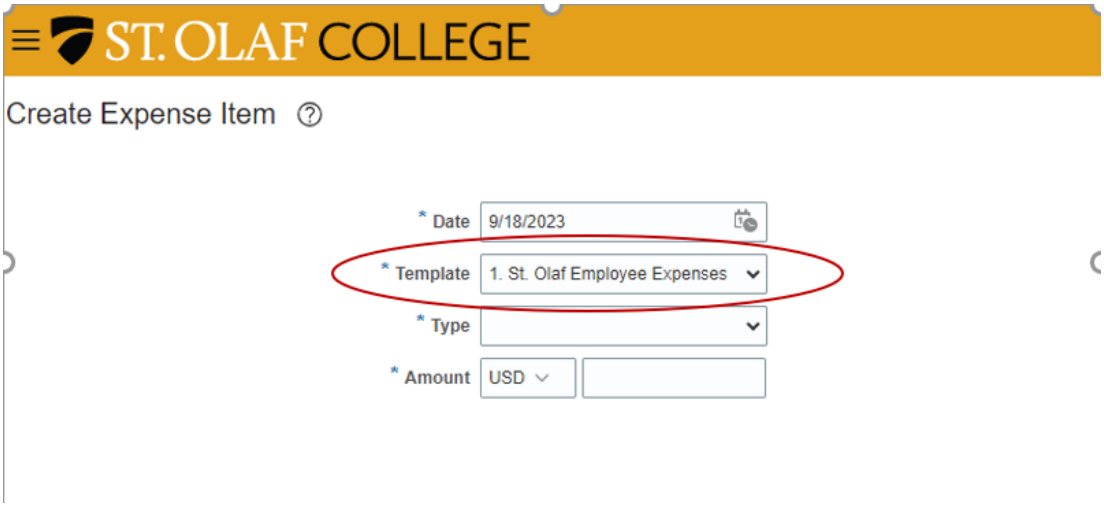
St. Olaf faculty and staff will enter expense reimbursements in Oracle.

Navigation: “Me” tab → “Expenses” tile → “Create Expense Item”

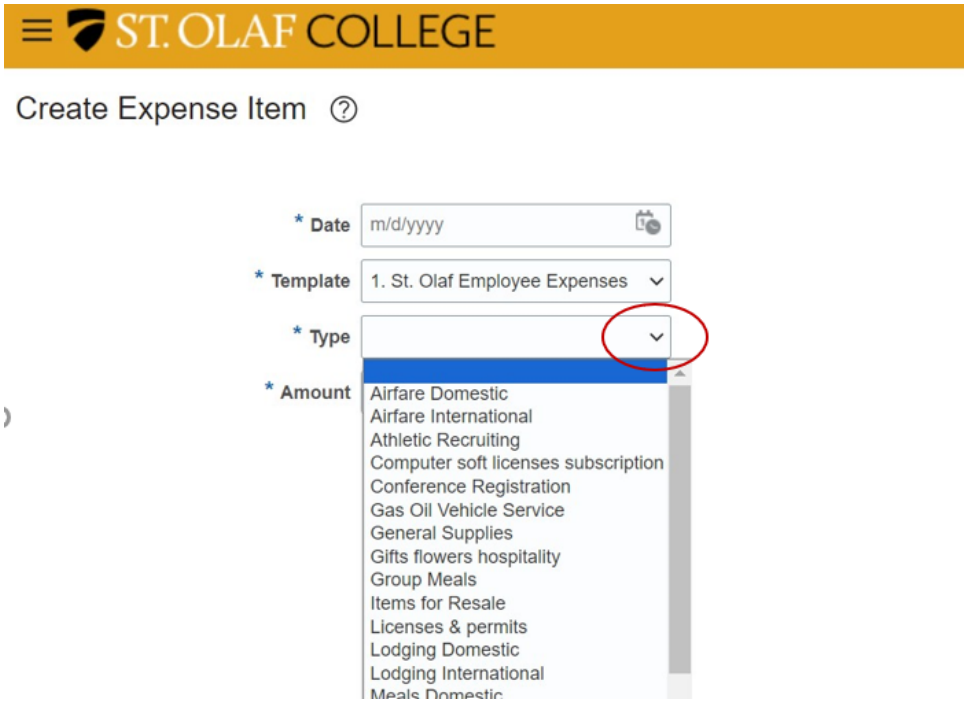



Add your expense on the “Create Expense Item” screen.

**“Template”**: use the drop-down arrow to fill in the “Template.” Choose “St. Olaf Employee Expenses” as the Template.

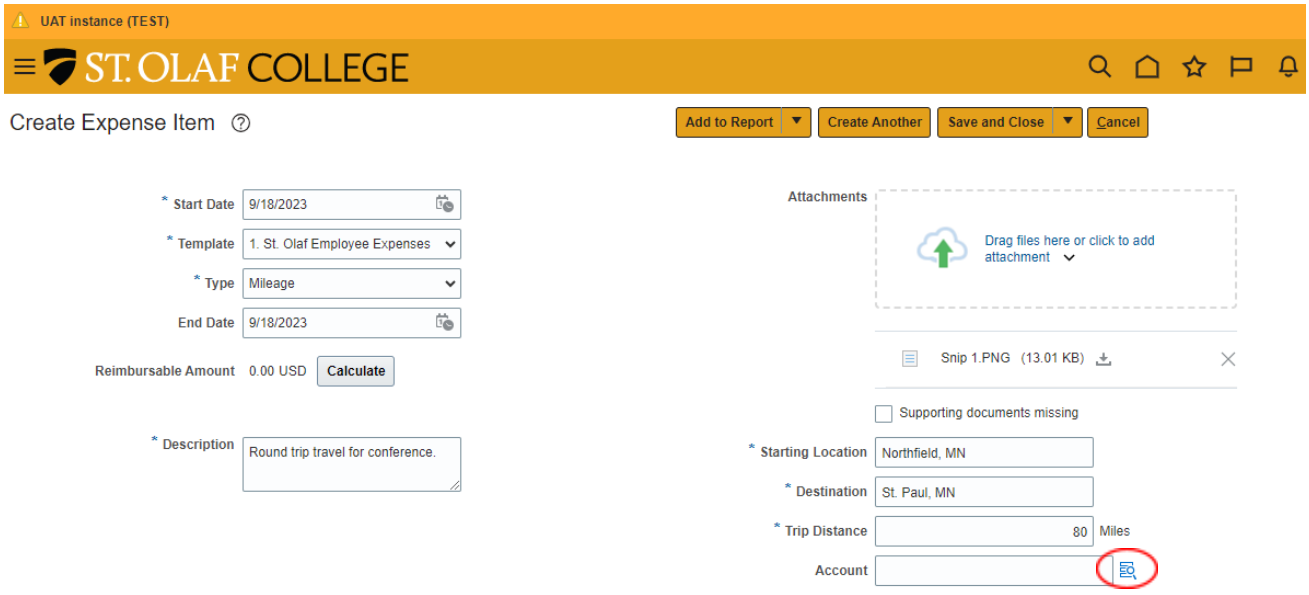


**“Type”**: click on the drop-down arrow to view and choose the “Type” of expense.




Enter the remaining required information, and upload your receipt or other supporting documents.

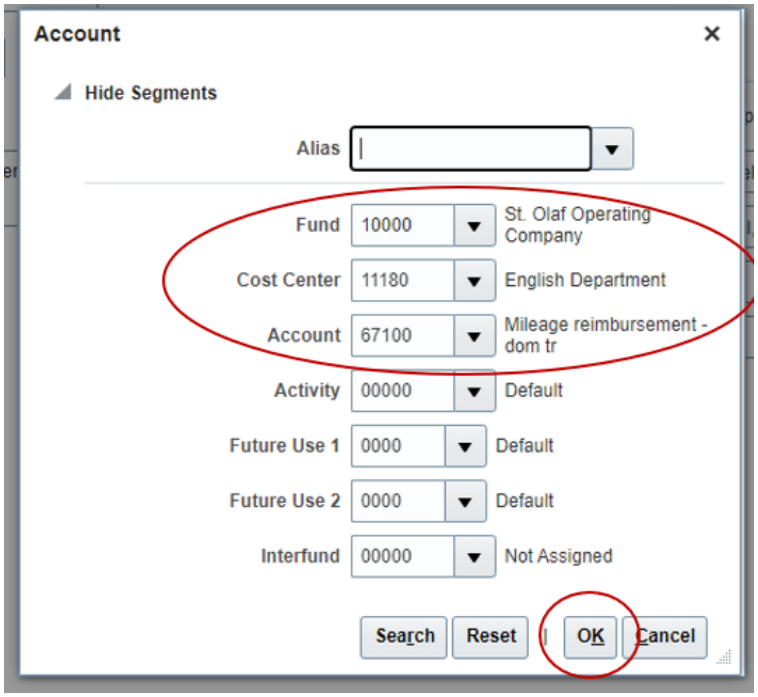
Use the blue search icon in the lower-right-hand corner of your screen to select the “Fund, “Cost Center” and “Account” to which the expense should be charged.



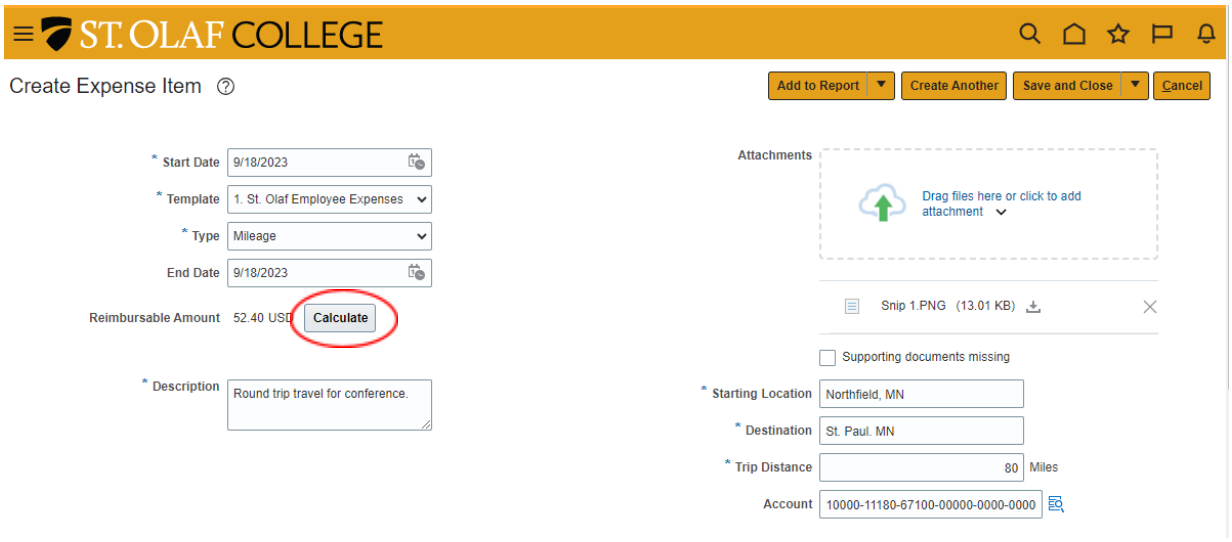
You can search for and select the correct option for each of these three fields – “Fund, “Cost Center” and “Account” – using the drop-down arrows and subsequent search functions, OR you can start to enter information in each field and select from the options that populate.

**Note**: account coding will often auto-populate a field based on the type of expense. Confirm that any auto-populated information is correct, or edit as needed.

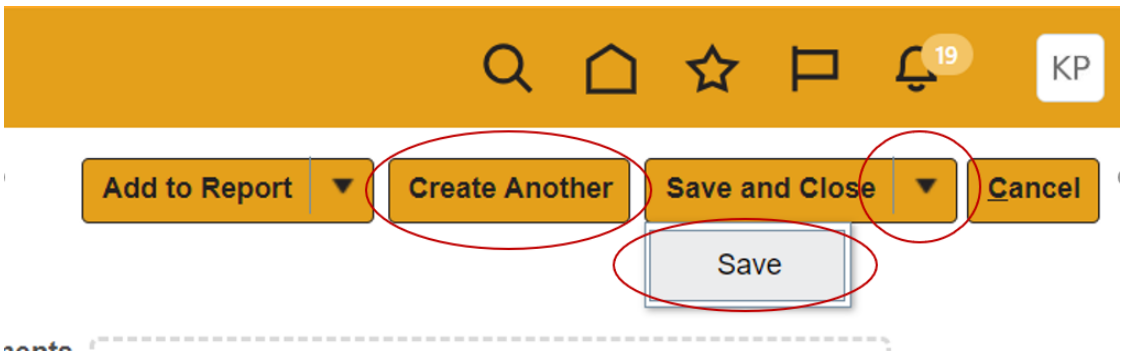
Then click the “OK” button.



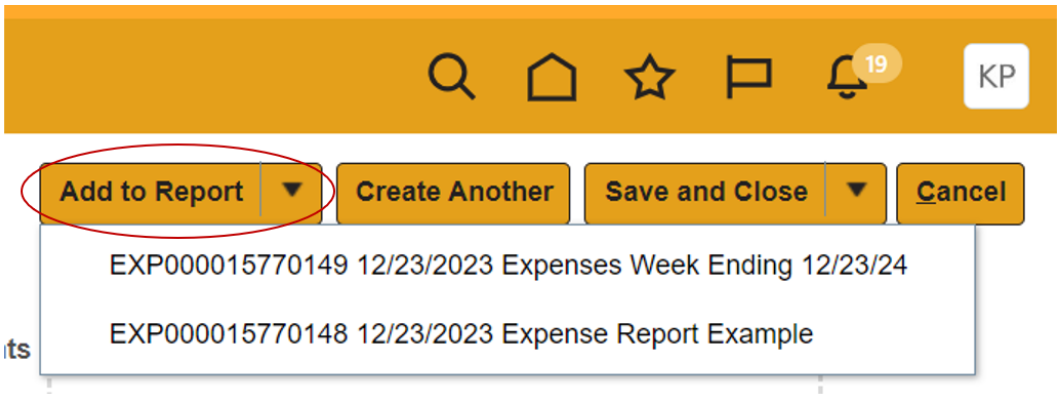

**“Calculate”**: for items like mileage reimbursement, you will need to click “Calculate,” which will give you the “Reimbursable Amount.”



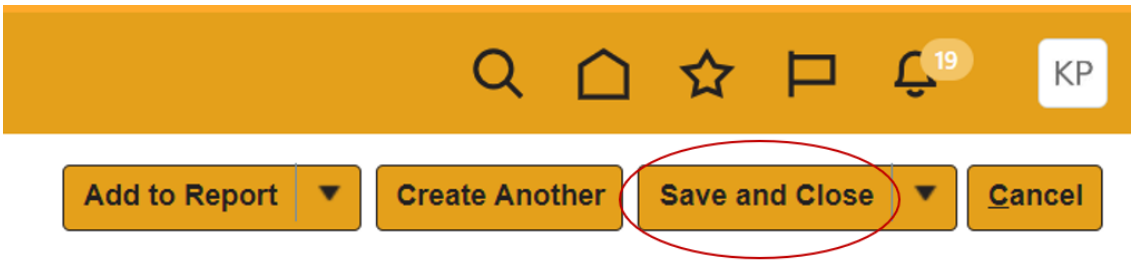
If you would like to create another Expense Item, use the arrow next to “Save and Close,” select “Save,” and then click on the “Create Another” button.




If you have finished creating your Expense Item and would like to add it to an existing Expense Report, click “Add to Report.” If you have more than one Expense Report in progress, click on the down arrow next to “Add to Report” and then select the correct report.

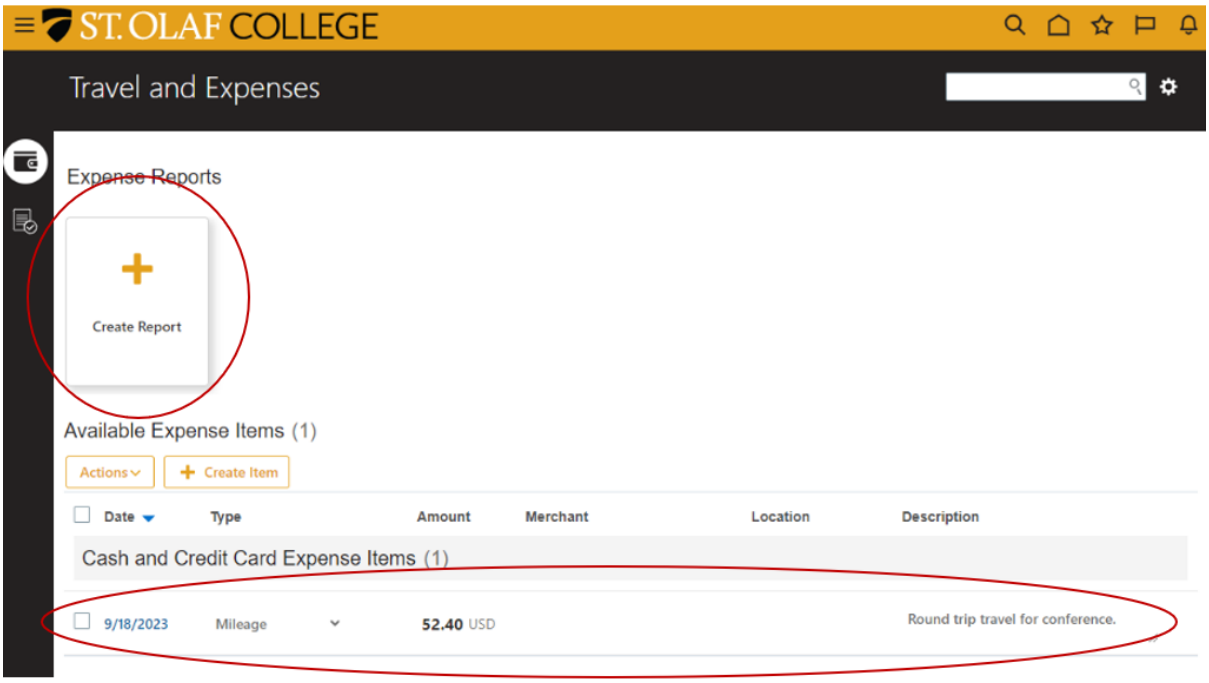



If you would like to save your Expense Item for later or us it in an Expense Report that you have not yet created, select “Save and Close.”



Once you click “Save and Close,” you will see your Expense Item listed under “Available Expense Items” on your Travel and Expenses screen.

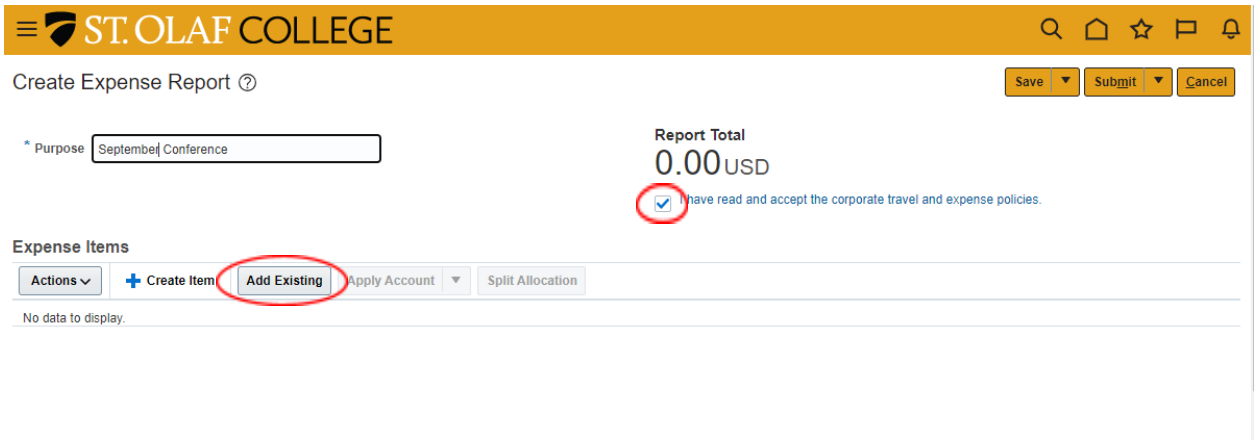
When you are ready to add the Expense Item to a report, click on the “Create Report” tile.




You will be directed to enter a “Purpose” (title) for the Expense Report.

Check the box stating that you have read and accepted the college’s corporate travel and expense policies. Then click on “Save” to save the Expense Report.

Click “Add Existing” to add your Expense Item to the Expense Report. Click on “Save” if you would like to save that Expense Item and add another. Select the drop-down arrow next to “Save” if you would like to “Save and Close.”

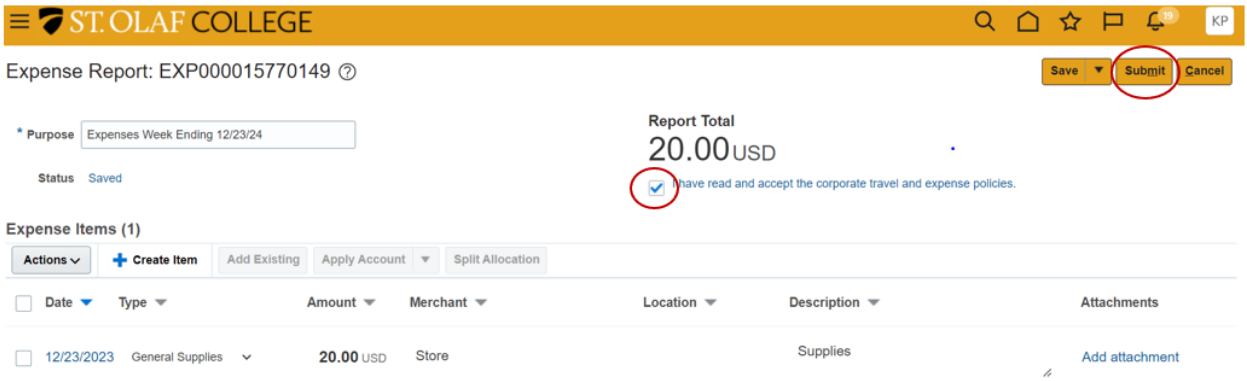


Your newly created Expense Report will now appear on your Travel and Expenses screen.

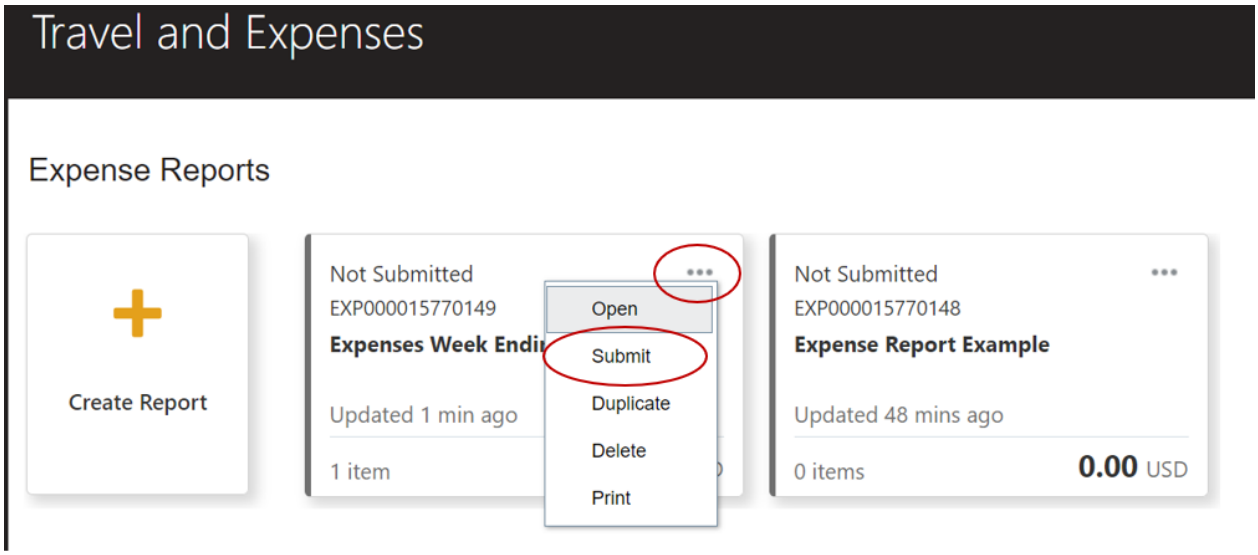
You can continue to add to this Expense Report until it is ready to submit. You will be able to add Expense Items to a Report from the Available Expense Items listed on the main screen OR you can open the Expense Report and add items from there.

You will typically create Expense Reports for a certain event or for a specific time frame. For example, you might create an Expense Report for all expenses pertaining to a conference or all expenses for the month, depending on what makes the most sense for each situation. When the Expense Report for that particular situation is complete, your report is ready for submission.

To submit your Expense Report, open the report and click the “Submit” button. (**Note**: You will not be able to submit your report until you have checked the box stating that you have read and accept the college’s corporate travel and expense policies.)

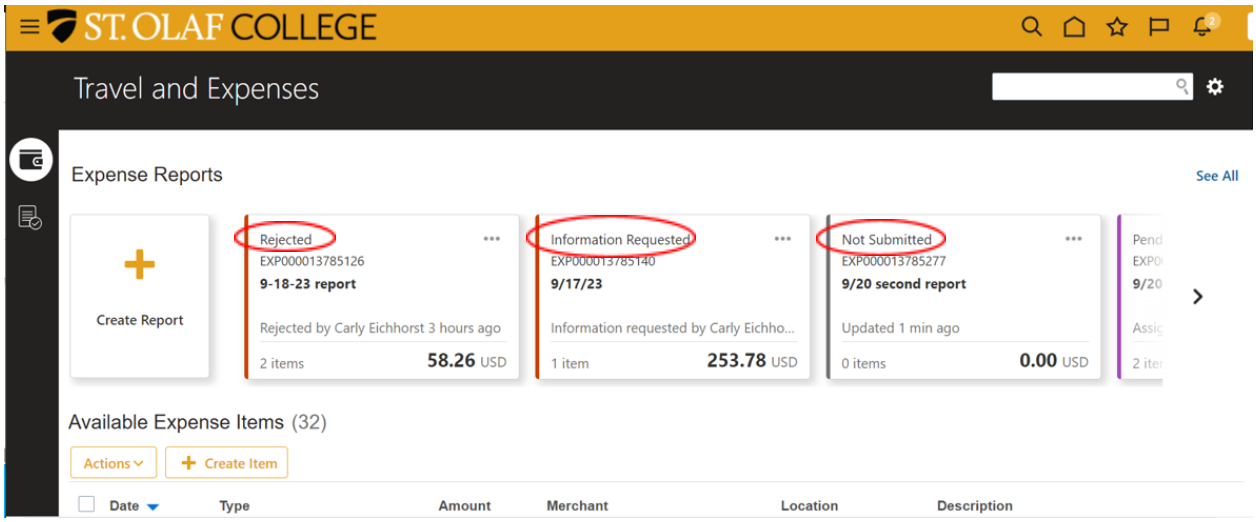


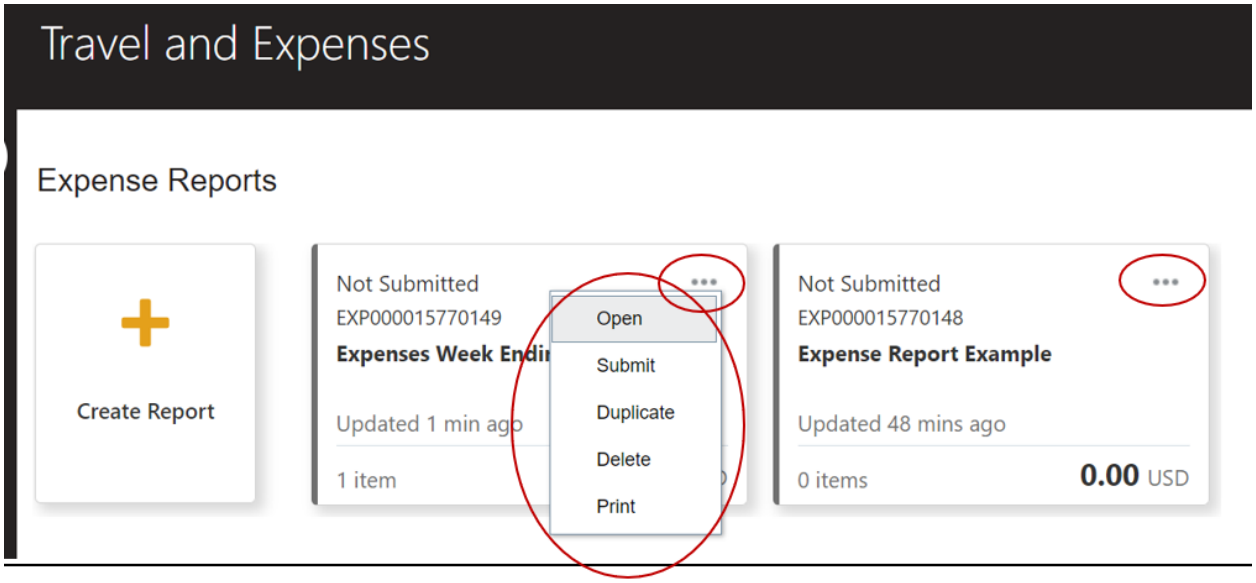

Alternatively, you may submit your Expense Report from the main Travel and Expenses screen by clicking on the three dots in the upper-right-hand hand corner of the Expense Report tile and by selecting the “Submit” from the drop-down menu.



Once you have submitted your Report, Oracle will direct the report to your supervisor and then to the owner of the Cost Center for approval.

You can see the status of your submitted Expense Reports on the “Expense Reports” screen.




You can create multiple Expense Reports as needed. Use the three dots in the upper-right-hand corner of each Expense Report tile to access additional actions.