King County

Oracle EBS | iExpense User Guide
A Guide to Expense Reporting

Table of Contents

Revisions

Date	Chapter	Revision Details	Revised By
7/18/2016	All	Initial Version	L. Otanez
5/15/2018 – 6/8/2018	All	Updated format, corrections, 12.2.7 changes	Heidi Marchetti and Jamil Monahan
10/3/2019	All	Removed outdated info on Central AP business process, removed mention of KC EBS IEXP User & Approver, updated grammar/wording	Amanda Gudmunson
12/2020	All	Removed travel reimbursement and Tcard content, updated formatting	Amanda Gudmunson
1/2021	1.0, 3.0	Added back and updated info regarding day travel reimbursement per travel policy changes	Amanda Gudmunson
2/2021	3.3	Updated travel section to indicate change to use of ER template for day/local travel	Amanda Gudmunson
4/2022	3.0-3.3	Updated screenshots to reflect updated language regarding templates to use	Amanda Gudmunson

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1.0 Introduction

The Oracle EBS iExpense module is used for reimbursements and P-card payments. There are four templates available in iExpense:

1. **KC Employee Reimbursement** – For non-travel receipt-based expenses and per diem, mileage, and other expenses related to day travel.

2. **KC PCARD** – To reconcile Procurement Card charges from the bank.

3. **KC Travel Reimbursement** – For authorized agencies only, check with your finance manager.

4. **KC Petty Cash Imprest** – To replenish petty cash, imprest, and change funds accounts.

Special rules, policies and procedures govern the use of these reimbursement templates.
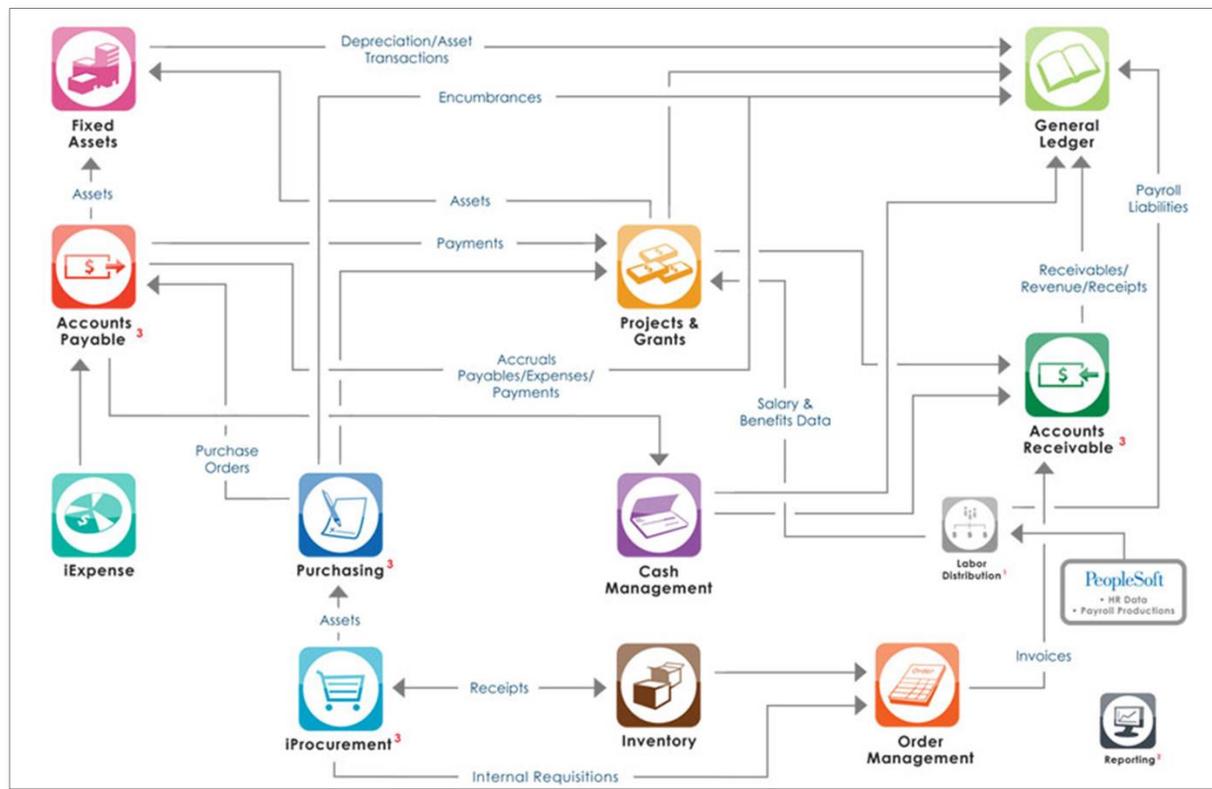
2.0 Set Up iExpense Preferences and Delegates

Setting up preferences and delegates in iExpense makes completing expense reports faster and easier. Each user or work team will decide which of these options should be used.

Preferences are set up in two places:

1. E-mail notifications are set up on the Oracle Home Page via **Preferences**

2. Frequently used accounting combinations are set up in iExpense under **Expense Preferences, My allocations**.

Each expense item must have accounting assigned to it in the form of a **POETA** combination. In iExpense, projects/grants coding called POETA is used on every expense line. When expense reports are processed through Accounts Payable (AP), the POETA for the expenditures is sent to the Projects/Grants module. This helps project/program managers monitor their detailed expenses. POETA coding consists of five elements:

P
- **Project**: 7 digit number used to capture costs for a specific scope of work.

O
- **Organization**: 30 characters (first 5 are numeric) indicating the organization of the work group entering the charge.

E
- **Expenditure** Type: 30 characters (5 digit number and description) of the expense. The first 5 digits represent the GL expense account.

T
- **Task**: Break out of activities for the Project.
  - Determines the Task Owning Org, which is used to build an approval list.

A
- **Award**: A 6 digit value representing a Funding Source for the Project. This value is only required for Sponsored Projects.

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The Payables module also sends an expenditure file to the General Ledger (GL) module in a different format. This GL coding consists of the following elements:

F • **Fund**: 9 digit number representing a self-balancing set of Asset, Liability, Expendiure, Revenue and Equity accounts.

P • **Project**: 7 digit number from the Projects/Grants module for expenditures/ revenue, used for special purposes in Assets/Libalities.

C • **Cost Center**: 6 character organization identifier used for Revenue and Expenditure budgets/actuals.

A • **Account**: 5 digit number to identify appropriate asset, liability, revenue expenditure or equity amount.

B • **BARS**: 7 digit number to identify Revenue/Expenditure Function as required by WA State Auditors.

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The translation between the POETA and GL coding elements works as follows:
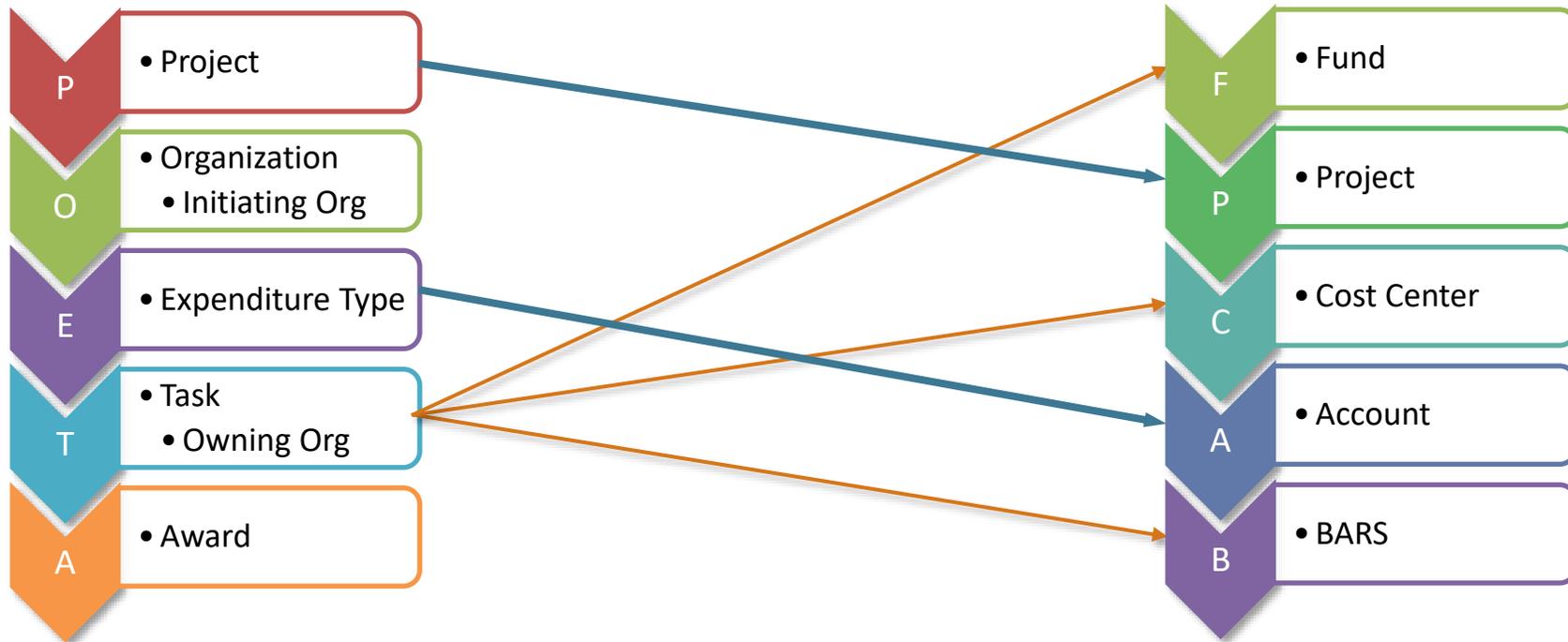
The "O" and the "A" only reside in projects/grants. The *Task Owning Org* provides the *Fund* and *Cost Center* information. The agency approvers associated with the *Task Owning Org* will receive the notification for approval.

NOTE: The "O" in POETA does not determine approvers or cost center.

2.1 Set Up Email Preferences and iExpense Preferences

You can watch this short video (https://vimeo.com/brctraining/navigateebs) and follow the instructions below to get familiar with EBS and setting up preferences.

1. Responsibility: KC EBS IEXP User KC EBS IEXP Approver		▶ 📁 KC EBS IEXP Approver ▶ 📁 KC EBS IEXP User
2. Open the iExpense module, click on the **Settings** icon then select **Preferences**.		☰ ORACLE Expense Reports 🏠 ★ ⚙ 🔔⁷ | Logged In As HUFFMACS ⏻ **Expenses** Expenses Home | Expense Reports | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search **Expenses Home** Create Expense Report
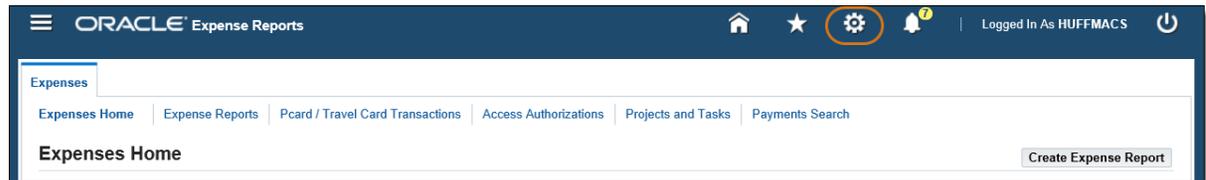
3. The **General Preferences** page loads.

Scroll down to the bottom of the page to the **Notifications** section.

General	**General Preferences**
Display Preferences	**Languages**
	Current Session Language American English ⌄
Expense Preferences	Default Application Language American English ⌄
General	**Accessibility**
My Allocations	Accessibility Features None ⌄
	Visual
	Home Page Style Framework Tree ⌄
	Page Header Display Style Icons Only ⌄
	Top-level Menu Display Style Links Only ⌄
	Access Keys
	☐ Disable Access Keys
	☑ TIP Select this check box to disable access keys in all accessibility modes.
	Regional
	Territory United States ⌄
	Date Format dd-MMM-yyyy (18-Aug-2020) ⌄
	Timezone (GMT -07:00) Pacific Time ⌄
	Number Format 10,000.00 ⌄
	Currency US Dollar ⌄
	Client Character Encoding Western European (Windows) ⌄
	Change Password
	Known As kworker@kingcounty.gov
	Old Password
	New Password
	Repeat Password
	☑ TIP Please enter your old and new passwords. Passwords are case sensitive.
	Delivery Manager e-mail server credentials
	e-Mail username kworker@kingcounty.gov
	e-Mail password
	Start Page
	Responsibility ⌄
	Page ⌄
	Notifications
	Email Style HTML mail with attachments ⌄
	Notifications will be sent in your current default language, American English.

In order to receive email notifications, the involved parties must be set up to receive email. This two-step process involves set up in PeopleSoft as well as EBS.

Notifications (approved, rejected, and more information requested) also display on the Oracle EBS Home page **Worklist**.

4. EBS email notifications should be set up as "HTML mail with attachments" by default.

Email Style HTML mail with attachments ⌄

If the **Email Style** is set up as "Disabled" notifications will only display on the Oracle EBS Home page in the **Worklist** section.

Notifications

Email Style   Disabled   ▼

Notifications will be sent in your current default language, American English.

5. It is essential to have your King County email address set up correctly in PeopleSoft, as this information is loaded into EBS.

Log in to PeopleSoft, from Employee Self Service, select:

➤ **Personal Details**
  ➤ **Contact Details**
    • King County email address
    • Type must be Business
    • Preferred must be checked

Email Address	Type	Preferred	
Your.email @kingcounty.gov	Business	✓	>

IMPORTANT: If your email address does not match these settings, please contact your HR analyst and ask them to add or update your email settings in PeopleSoft.

6. To set up **Project Allocation Sets** in EBS for frequently used POETA combinations, select **My Allocations** from the **Expense Preferences** sidebar.

(POETA information can also be entered manually when creating an expense report.)

Watch this step-by-step tutorial for more details: https://vimeo.com/brctraining/poetaallocations

General

Display Preferences

Expense Preferences

General

My Allocations

---
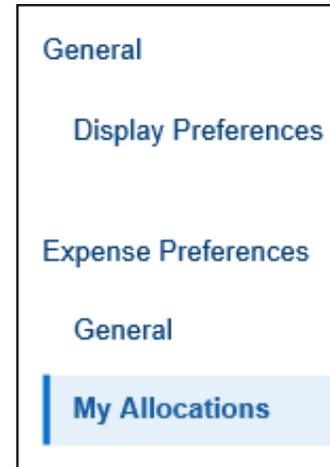
7. The **Expenses Preferences: My Allocations** page loads.

Click the plus icon to add a blank line.

Expenses Preferences: My Allocations

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry.

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization
No results found.					

---
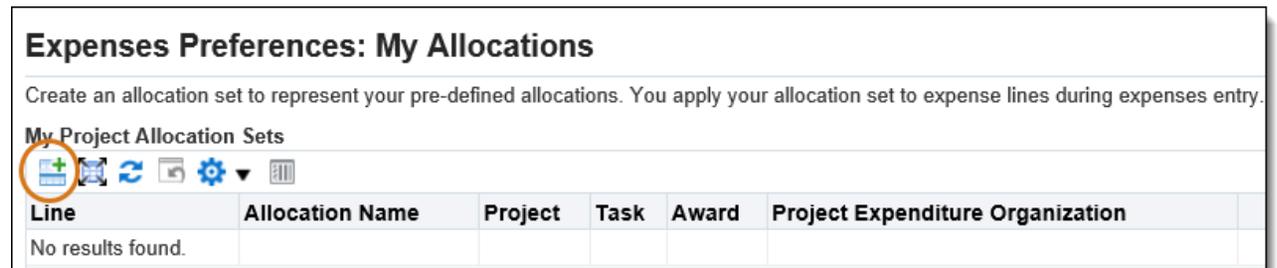
8. Enter a nickname for this POETA combination in the **Allocation Name** field (this is only seen by the user).

My Project Allocation Sets

Line	Allocation Name
1	Patrol Staffing

---

9. Enter the **Project**, **Task**, **Award** (if applicable, leave blank if not), and **Project Expenditure Organization**.

Click **Save** to continue adding allocations, click **Apply** to return to **Expenses Home**.

Expenses Preferences: My Allocations   Cancel | Revert | Save | Apply

Create an allocation set to represent your pre-defined allocations. You apply your allocation set to expense lines during expenses entry.

My Project Allocation Sets

Line	Allocation Name	Project	Task	Award	Project Expenditure Organization	Split Criteria	Duplicate	Remove
1	Patrol Staffing	1039416 KCSO PATROL STAFFING	001 DEFAULT TASK	102776 KCSO NON CONTRACT DISCRET OT	200220 PATROL S1			

10. To set up a default expense template click **General** under **Expense Preferences**.

General

Display Preferences

Expense Preferences

General

My Allocations

11. The **Field Defaults Preferences** page loads.

The normal default is KC EMPLOYEE REIMBURSEMENT. To set a different default, select another template from the Expense Template drop-down.

Field Defaults Preferences

Specify the default values for expense reports. Select Expenses Preferences to enter the default values. If you select Prior Expense Report, the system will use the values from your own expense reports, or from expense reports you enter for other individuals.

TIP If your company uses location-based expense reporting, enter a default location. Internet Expenses only uses the default location for Credit Card Expenses when a card transaction location does not match any company policy location.

Defaults Source   ○ Prior Expense Report
                   ● Expenses Preferences

Expense Template [▼]   Location [   ]
Purpose [   ]   Use 'All Other Locations' if expense location does not exist.

12. Click **Apply** to return to **Expenses Home**.
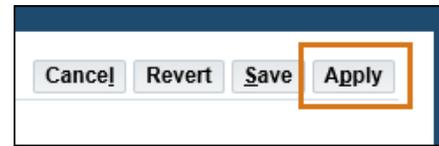
2.2 Set Up an Expense Report Delegate

A delegate is someone who can create and submit expense reports on behalf of another employee. This will assure that expense reports can be processed while employees are out of the office, or do not have user access to iExpense.

To request access to submit expense reports on behalf someone else, fill out and submit a Proxy/Delegate Request Form found on the Business Resource Center intranet site under **KCWeb > Executive Services > BRC > Oracle EBS System Access > Proxy/Delegate Request Form.**
Check out this short video about the process https://vimeo.com/brctraining/proxy-delegate or contact Security.OracleEBS@kingcounty.gov for questions.

1. Responsibility: KC EBS IEXP User	▶ 📁 KC EBS IEXP User
2. The **Expenses Home** page loads. Click **Access Authorizations.**	☰ **ORACLE** Expense Reports 🏠 ★ ⚙ 🔔 | Logged In As HUFFMACS ⏻ **Expenses** Expenses Home | Expense Reports | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search **Expenses Home** Create Expense Report

3. The **Access Authorizations** page loads. Under **Expenses Entry Delegations**, click the plus button to add another row.

Access Authorizations

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

Name	Remove
Allan, Cheri L	
Arnette, Janet E.	
Reed, Nancy J	

4. Type in the employee's name "last name, first" (for example, "Smith, Jason".

NOTE: The name must be as it appears in PeopleSoft.

Quick Select the correct employee name if there is more than one result.

Access Aut

Expenses En

The people in thi submitted expen

Name
Allan, Cheri L
Arnette, Janet E.
Reed, Nancy J
Smith, Jason

Search and Select List of Values - Internet Explorer

Search and Select: Name   Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Full Name ▾ Smith, Jason   Go

Results

Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
○	Smith, Jason L			SMITHJWJ	EBSSystem.test@kingcounty.gov	464404 SIGNAL AND COMMUNICATIONS
○	Smith, Jason W			SMITHJW	EBSSystem.test@kingcounty.gov	910106 YSC OPERATIONS

5. The **Access Authorizations** page loads with the added delegate name. Click **Save**.

📑 **Confirmation**

Your Access Authorizations have been set.
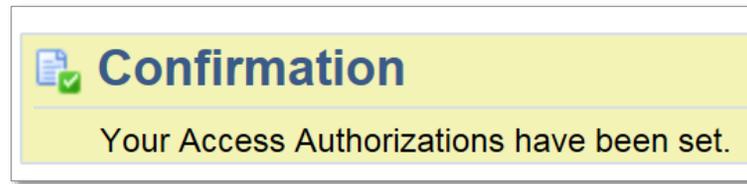
6. To remove an existing delegate:
- Click the **Access Authorizations** tab.
- Click the **Remove** icon on the row of the employee to be remove.
- Click **Save**.

Once review is complete, either continue working in iExpense or click the **Home** icon to return to the Oracle EBS Home page.
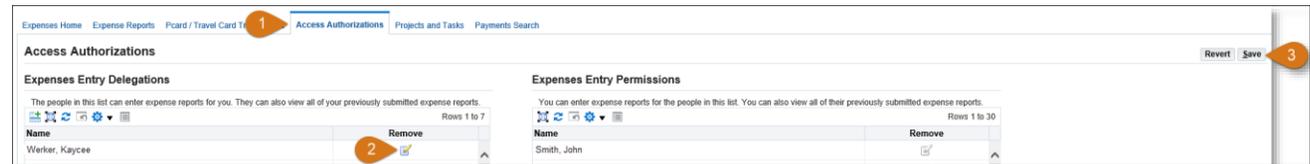
3.0 Create an Expense Report

3.1 Create an Employee Reimbursement or Petty Cash Reimbursement Expense Report

Expense reports are created to reimburse an employee when they have paid out of pocket for County goods, services, training, etc. Petty Cash is used to reimburse employees for allowable small expenses, an expense report is also created to replenish petty cash.

For an in-depth look at how to create and submit an Employee Reimbursement Expense Report, watch this short video: https://vimeo.com/brctraining/employeereimbursement

For more information on use of petty cash, refer to the Executive Policy and Procedure to Establish and Administer Petty Cash, Imprest, and Change Funds found here: https://kingcounty.gov/about/policies/masterlist

1. Responsibility: KC EBS IEXP User	KC EBS IEXP User
2. From the Expenses Home page loads, click **Create Expense Report**.	ORACLE Expense Reports — Logged In As HUFFMACS Expenses Expenses Home | Expense Reports | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search **Expenses Home** Create Expense Report
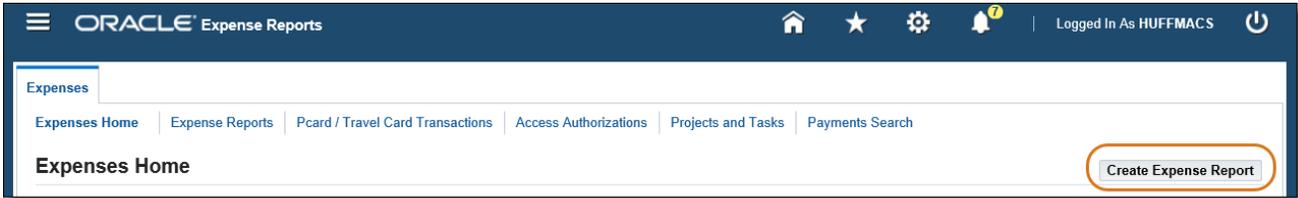
3. The **General Information** page loads.

Create Expense Report: General Information   Save Cancel Step 1 of 4 Next

* Indicates required field

Name   Otanez, Laura C (000087873)   Expense Template   KC EMPLOYEE REIMBURSEMENT ▼

Reimbursement Currency   US Dollar   * Purpose   [   ]

IMPORTANT: Each template has a specific purpose and records different information based on the scenario. Choose your template carefully.

Very Important: Choose your template carefully
Use "KC Employee Reimbursement" for local travel (including per diem) and miscellaneous receipt-based reimbursements.
Use "KC Pcard" for Pcard related transactions.
Use "KC Petty Cash Imprest" to replenish petty cash and Imprest accounts.
Use Concur for overnight travel. "KC Travel Card" is no longer in use.
Use "KC Travel Reimbursement" if you have an approved exception. Otherwise, all travel goes through Concur or "KC Employee Reimbursement".

4. Click the Expense Template dropdown to view the expense report options.

Select the appropriate template, whether KC EMPLOYEE REIMBURSEMENT or KC PETTY CASH IMPRESET.

KC EMPLOYEE REIMBURSEMENT
KC PCARD
KC PETTY CASH IMPREST

KC TRAVEL REIMBURSEMENT

5. Enter the desired information into the Purpose field, then click Next.

IMPORTANT: An abbreviation for the template must be at the beginning of your purpose for Central AP's reference.
ER = Employee Reimbursement
PCash = Petty Cash

| Save | Cancel | Step 1 of 6 | Next |

Expense Template: KC EMPLOYEE REIMBURSEMENT ▾
* Purpose: ER - Shoes reimbursement ✕

| Save | Cancel | Step 1 of 6 | Next |

Expense Template: KC PETTY CASH IMPREST ▾
* Purpose: PCash-Replenish

6. If a user has pending credit card transactions, the P-card Transactions page will load. Skip this page when creating an Employee Reimbursement.

Click Next.

General Information — Pcard / Travel Card Transactions — Pcard / Travel Card Expenses — Cash and Other Expenses — Expense Allocations — Review

Create Expense Report: Pcard / Travel Card Transactions   Save Cancel Back Step 2 of 6 Next

Current Transactions for Account   KC US BANK P-CARD XXXXXXXXXXXX5040 ▾

Select each transaction to add to the expense report.

	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
☐	12-Jan-2018	115	15.96 USD	SEATTLE TIMES COMPANY	206-464-2111, WA	15.96
☐	16-Jan-2018	112	783.80 USD	SPORTY'S (800) 548-4645	513-735-9000, OH	783.80
☐	17-Jan-2018	112	99.97 USD	SAFEGUARD BUSINESS SYS	800-523-6660, MN	99.97

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7. The Create Expense Report: Cash and Other Expenses page loads.

Only the Receipt-Based Expenses tab may be used for Employee Reimbursement and Petty Cash Reimbursement. Travel expenses such as mileage and per diem must be processed in the Concur travel system.

Enter the date of the expense, receipt amount, Expense Type (this list is limited by template), and Justification for each receipt.

Click the Details icon for the first line.

8. The Cash and Other Expenses:
Details for Line 1 page loads.

The "Sales Tax Paid?" field is
required. Select the appropriate
value.

NOTE: If you add information to
other fields before selecting the
value for "Sales Tax Paid?" you may
receive a warning message.

Other fields that may need to be
entered where applicable are
Expense Location, Merchant Name,
and the Original Receipt Missing
checkbox.

Cash and Other Expenses: Details for Line 1 [Itemize] [Duplicate] [New] [Remove] [Return]

* Indicates required field

* Expense Type	52208 UNIFORMS AND CLOTHING	* Justification Yearly shoe allowance
* Start Date	03-May-2018	
Daily Rate	119.87	
Number Of Days	1	Expense Location
* Receipt Amount	119.87	Merchant Name
* Receipt Currency	USD - US Dollar	☐ Original Receipt Missing
Exchange Rate	1	
Reimbursable Amount	119.87 USD	

Additional Information

Work Order / Side System Name	
Work Order Number	
* Sales Tax Paid?	Sales Tax Paid
	Sales Tax Paid

9. Under Additional Information, if
payment data for the expense
report needs to be exported from
Oracle to a side system, select the
Work Order Side System Name.

If this transaction relates to a work
order, enter the Work Order
Number.

Work Order / Side System Name

Work Order Number

10. Click the Next or Continue button to continue adding details for additional lines.

Click the Return button when all line details have been added.
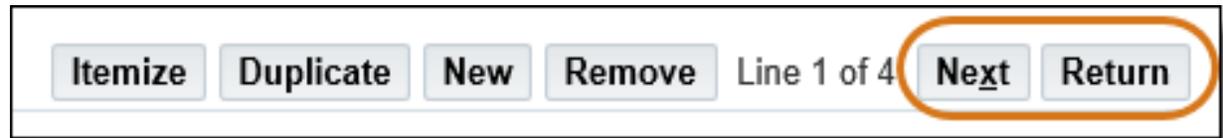
11. From the Cash and Other Expenses page, click Next to continue.

12. The Expense Allocations page loads. Type the POETA for each line or use one of the following alternative methods:

➢ To use My Allocations, select the appropriate lines. Choose the Account Allocation from the drop-down menu and click Apply.

➢ Update Allocations may also be used to assign POETA to multiple lines. Select the desired lines, and then click Update Allocations. Type the POETA and click Apply.

NOTE: If you are entering an expense report on behalf of a proxy, you will not be able to use My Allocations, unless you have set up an allocation under that proxy.

Click Next to continue.

Create Expense Report: Expense Allocations   Save Cancel Back Step 5 of 6 Next

Use the fields below to enter POETA allocations for each expense line. Apply one or more of your custom allocations to save time.
*   Indicates required field

☑TIP You can only update expense lines with project-enabled expense types.

Select Expense Lines: Update Allocations Revert My Allocations Patrol Staffing Apply ⬚ ⚙ ▼ ▥ ▼

Expand All | Collapse All

▣ Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task
☐	◢ All					119.87					
☑	Cash 1 Receipt		03-May-2018	52208 UNIFORMS AND CLOTHING	119.87 USD	119.87			Yearly shoe allowance	🔍	

Update Project Allocations: Expense Line 1   Cancel Preview Apply

Allocation Set

Allocation Method ○ Amount Split   Allocation Reason [   ]
                   ⦿ Equal Split
                   ○ Percentage Split

☐ Add Allocation Set to My Allocations

Project	Task	Award	Project Expenditure Organization	Remove
🔍	🔍	🔍	🔍	📝
🔍	🔍	🔍	🔍	📝

13. The Review page loads with a summary of the entered information. Click the Approvers tab to verify that approvers are available for the POETA used on the expense report.

Create Expense Report: Review   Save Cancel Back Step 6 of 6 Submit

Review the expense report below before submission.

General Information

Name	Huffman, Christine S (000074915)	Original Receipts Status	Required
Expense Dates	03-MAY-2018 – 03-MAY-2018		✚
Cost Center	200125	Report Total	119.87 USD
Purpose	ER - Shoes reimbursement	Reimbursement Amount	119.87 USD

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]   Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
03-May-2018	119.87 USD	52208 UNIFORMS AND CLOTHING	Yearly shoe allowance		✔		119.87	🖩	✚
						Total	119.87		

14. Once the review is complete, click the Submit button.

Save Cancel Back Step 6 of 6 **Submit**

15. The Confirmation page loads with the Expense Report number.

All scanned receipts and supporting documentation along with the confirmation email that the expense report has been approved should be forwarded via email to Accounts Payable at: iExpense.AP@kingcounty.gov

Expenses Home   Expense Reports   Pcard / Travel Card Transactions   Access Authorizations   Projects and Tasks   Payments Search

🗐 **Confirmation**

Expense report number KCIE2740024 for 119.87 has been submitted.

Expense Report KCIE2740024 ☆   Return   Create New Expense Report   Printable Page

3.2 Create a P-Card Expense Report

P-Cards are issued by the Procurement and Payables P-Card team at the agency's request. Additional training is required to obtain a P-Card. To learn more about P-Cards, visit the King County Procurement Card (P-Card) web page found here: http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-government/pcards.aspx. Follow the instructions below to learn to create and submit a P-Card expense report, and check out this video: https://vimeo.com/brctraining/p-cardtransactions

1.	Responsibility: KC EBS IEXP User	
2.	The Expenses Home page loads. Click the Create Expense Report button.	
3.	The General Information page loads. **NOTE:** Each template has a specific purpose in order to provide the County with certain information.	

4. Click the Expense Template dropdown to view the expense report options.

Select KC PCARD.

KC EMPLOYEE REIMBURSEMENT
KC PCARD
KC PETTY CASH IMPREST

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5. Enter the desired information into the Purpose field. Then click Next.

IMPORTANT: An abbreviation for the template must be at the beginning of your purpose for Central AP's reference.
Pcard = KC PCARD

	Save	Cancel	Step 1 of 6	Next

Expense Template   KC PCARD

* Purpose   PCard - April statement

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6. The PCard Transactions page loads.

If you are responsible for reconciling more than one P-Card, select the correct card from the drop-down menu.

Select the transactions to include on the expense report.

Click Next.

Create Expense Report: Pcard / Travel Card Transactions

Current Transactions for Account   KC US BANK P-CARD XXXXXXXXXXXX
KC US BANK P-CARD XXXXXXXXXXXX
KC US BANK P-CARD XXXXXXXXXXXX
Select each transaction to add to the ex KC US BANK P-CARD XXXXXXXXXXXX

Create Expense Report: Pcard / Travel Card Transactions   Save   Cancel   Back   Step 2 of 6   Next

Current Transactions for Account   KC US BANK P-CARD XXXXXXXXXXXX8577

Select each transaction to add to the expense report.

◀ Previous 10   11-17 of 17   Next ▶

Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
18-Jan-2018	117	2,596.83 USD	FINANCIAL SERVICES	877-242-1770, GA	2,596.83
17-Jan-2018	117	780.00 USD	DOLAN CONSULTING GROUP	616-284-4521, MI	780.00
17-Jan-2018	117	780.00 USD	DOLAN CONSULTING GROUP	616-284-4521, MI	780.00
04-Apr-2018	40	895.00 USD	SAFARILAND	800-347-1200, FL	895.00
05-Apr-2018	40	11,393.45 USD	SAN DIEGO POLICE EQUIPMEN	800-3678989, CA	11,393.45
04-Apr-2018	40	1,456.62 USD	WCP SOLUTIONS CORP	253-850-1900, WA	1,456.62
05-Apr-2018	40	2,685.00 USD	SAFARILAND	800-347-1200, FL	2,685.00

7. The Pcard Card Expenses page loads.

Click the Details icon for the first line.

Create Expense Report: Pcard / Travel Card Expenses   Save Cancel Back Step 3 of 6 Next

Business Expenses

Select Business Expenses: Remove | ⌗ ⟳ ↰ ⚙ ▾ ▥

	Line	Date		Receipt Amount	Expense Type		Merchant Name	Justification	Reimbursable Amount (USD)	Details
☐	1	18-Jan-2018		2,596.83 USD	52221A AUTOMOTIVE SUPPLIES	▼	FINANCIAL SERVICES		2,596.83	▦
☐	2	17-Jan-2018		780.00 USD	53120 MISCELLANEOUS SERVICES	▼	DOLAN CONSULTING GROUP		780.00	▦
☐	3	17-Jan-2018		780.00 USD	53120 MISCELLANEOUS SERVICES	▼	DOLAN CONSULTING GROUP		780.00	▦
☐	4	04-Apr-2018		895.00 USD	52216B SAFETY SUPPLIES	▼	SAFARILAND		895.00	▦
☐	5	05-Apr-2018		11,393.45 USD	53712 RENT COPY MACHINE	▼	SAN DIEGO POLICE EQUIPM...		11,393.45	▦
☐	6	04-Apr-2018		1,456.62 USD	52110 OFFICE SUPPLIES	▼	WCP SOLUTIONS CORP		1,456.62	▦
☐	7	05-Apr-2018		2,685.00 USD	53120 MISCELLANEOUS SERVICES	▼	SAFARILAND		2,685.00	▦
								Total	20,586.90	

8. The Pcard Card Expenses: Details for Line 1 page loads.

Verify the Expense Type is correct and update if necessary.

The "Sales Tax Paid?" field is required. Select the appropriate value.

NOTE: If you add information to other fields before selecting the value for "Sales Tax Paid?" you may receive a warning message.

Pcard / Travel Card Expenses: Details for Line 1

* Indicates required field

* Expense Type 52221A AUTOMOTIVE SUPPLIES ▼
* Start Date 18-Jan-2018
Daily Rate 2,596.83
Number Of Days 1
Receipt Amount 2,596.83
Receipt Currency USD - US Dollar
Exchange Rate 1
Reimbursable Amount 2,596.83   USD

Additional Information

Work Order / Side System Name ↘ 🔍
Work Order Number
* Sales Tax Paid? ↘ 🔍

9. The Justification field for P-Card transactions requires the following information:

- CPA Number (if applicable)
- Invoice number (if applicable)
- What is being purchased & why
- Dollar amount of sales tax paid (refer to your invoice/sales receipt)
- Deliver-To mailstop
- For credits, note the reason and reference any invoice numbers being credited (if applicable).

Justification | CPA 534039/INV JAN2018/FINANCIAL CONSULTING/0.00 TAX/ADM-SO-0200

10. Optionally, Enter the City/State where the purchase was made in the Expense Location field.

If you do not have a receipt or invoice, check the Original Receipt Missing box.

Expense Location | Seattle, WA
Merchant Name | FINANCIAL SERVICES
☐ Original Receipt Missing

11. Under Additional Information, if payment data for the expense report needs to be exported from Oracle to a side system, select the Work Order Side System Name.

If this transaction relates to a work order, enter the Work Order Number.

Additional Information

Work Order / Side System Name	
Work Order Number	
* Sales Tax Paid?	Exempt from Sales and Use Tax

Exempt from Sales and Use Tax

12. Once all fields have been entered, click the Next or Continue button to continue adding details for additional lines.

Itemize Duplicate New Remove Line 1 of 4 Next Return

Click the Return button when all line details have been added.

Itemize Duplicate New Remove Continue Return

13. From the Pcard Card Expenses page, click Next to continue.

Save Cancel Back Step 3 of 6 Next

14. The Cash and Other Expenses page loads. Skip this page when creating a P-Card expense report.

NOTE: If receipt-based expenses are entered on a P-Card expense report, the expense report will be listed in Track Submitted Expense Reports with the Report Status of Pending Your Resolution.

You would then need to delete all lines on the Cash and Other Expenses page and re-submit.

Click Next to continue.

| General Information | Pcard / Travel Card Transactions | Pcard / Travel Card Expenses | Cash and Other Expenses | Expense Allocations | Review |

Create Expense Report: Cash and Other Expenses Save Cancel Back Step 4 of 6 Next

Receipt-Based Expenses

☑TIP CAUTION: THIS PAGE IS NOT FOR P-CARD OR TRAVEL CARD
☑TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details to enter more information, a justification, and specific information for each expense.

Select Expense Lines: Duplicate Remove | Show Receipt Currency |

☐	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
☐	1						

15. The Expense Allocations page loads. Type the POETA for each line. Or use one of the following alternative methods.

To use My Allocations, select the appropriate lines. Choose the Account Allocation from the drop-down menu, and click Apply.

NOTE: If you are entering an expense report on behalf of a proxy, you will not be able to use My Allocations, unless you have set up an allocation under that proxy.

Update Allocations may also be used to assign POETA to multiple lines. Select the desired lines, and then click Update Allocations. Type the POETA and click Apply.

Click Next to continue.

Create Expense Report: Expense Allocations   Save | Cancel | Back | Step 5 of 6 | Next

Use the fields below to enter POETA allocations for each expense line. Apply one or more of your custom allocations to save time.
* Indicates required field

☑TIP You can only update expense lines with project-enabled expense types.

Select Expense Lines: Update Allocations | Revert | My Allocations | Patrol Staffing | Apply

Expand All | Collapse All

■ Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project	Task
☐	◢ All					119.87					
☑	1	Cash Receipt	03-May-2018	52208 UNIFORMS AND CLOTHING	119.87 USD	119.87			Yearly shoe allowance		

Update Project Allocations: Expense Line 1   Cancel | Preview | Apply

Allocation Set

Allocation Method   ○ Amount Split   Allocation Reason
                    ● Equal Split
                    ○ Percentage Split

                                        ☐ Add Allocation Set to My Allocations

Project	Task	Award	Project Expenditure Organization	Remove
				✎
				✎

16. The Review page loads with a summary of the entered information. Click the Approvers tab to verify that approvers are available for the POETA used on the expense report.

Create Expense Report: Review   Save Cancel Back Step 6 of 6 Submit

Review the expense report below before submission.

General Information

Name	Huffman, Christine S (000074915)	Original Receipts Status	Required
Expense Dates	03-MAY-2018 - 03-MAY-2018		✚
Cost Center	200125	Report Total	119.87 USD
Purpose	ER - Shoes reimbursement	Reimbursement Amount	119.87 USD

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]   (Approvers)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
03-May-2018	119.87 USD	52208 UNIFORMS AND CLOTHING	Yearly shoe allowance		✔		119.87	🖩	✚
						Total	119.87		

17. Scroll to the bottom of the page to review the reimbursable amounts. For P-Card expense reports, the "Reimbursement to You" and "You Pay to Pcard Card Issuer" amounts MUST be 0.00. If they are not 0.00, go back and double check any itemization.

Pcard / Travel Card Business Expenses	20,586.90
Cash and Other Business Expenses	0.00
Expense Report Total	20,586.90 USD
Company Paying to Pcard / Travel Card Issuer	20,586.90 USD
Reimbursement to You	0.00 USD
Pcard / Travel Card Unreimbursable Expenses	0.00
Pcard / Travel Card Unreimbursable Itemized Expenses	0.00
You Pay to Pcard / Travel Card Issuer	0.00 USD

18. Once the review is complete, click the Submit button.

19. The Confirmation page loads with the Expense Report number.

P-Card expense reports are not forwarded to Central AP. Follow KC Records Management guidelines for retention of P-Card documentation such as invoices, receipts, and statements.

Click the Printable Page button to print this report if desired.

20. Close the Printable Page window to continue working. End of Procedure.

## 3.3 Create a Reimbursement Expense Report for a Day Trip

After a pre-authorized day trip is complete a reimbursement expense report can be submitted in iExpense for certain costs incurred, such as mileage, tolls, and authorized meals. Overnight travel expenses and T-Card transactions must be processed in the Concur travel system, not iExpense. There are many King County business rules regarding travel. Review the Travel Guide and other travel information on the Procurement and Payables Travel Services website, and read the official policy for Authorized Travel, Meal and Expense Reimbursement for County Employees here: https://kingcounty.gov/about/policies/masterlist

1. Responsibility: KC EBS IEXP User	▸ 📁 KC EBS IEXP User
2. The Expenses Home page loads. Click the Create Expense Report button.	☰ **ORACLE** Expense Reports ⌂ ★ ⚙ 🔔⁷ | Logged In As HUFFMACS ⏻ **Expenses** Expenses Home | Expense Reports | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search **Expenses Home** [Create Expense Report]
3. The General Information page loads. From the Name dropdown, select your name or that of the person for whom you are submitting the expense report for. **IMPORTANT:** Each template has a specific purpose and records different information based on the scenario. Choose your template carefully.	**Create Expense Report: General Information** [Save] [Cancel] Step 1 of 6 [Next] * Indicates required field Name: Huffman, Christine S (000074915) ▾ Expense Template: KC EMPLOYEE REIMBURSEMENT ▾ Reimbursement Currency: US Dollar * Purpose: ER - Offsite training **Very Important: Choose your template carefully** Use "KC Employee Reimbursement" for local travel (including per diem) and miscellaneous receipt-based reimbursements. Use "KC Pcard" for Pcard related transactions. Use "KC Petty Cash Imprest" to replenish petty cash and Imprest accounts. Use Concur for overnight travel. "KC Travel Card" is no longer in use. Use "KC Travel Reimbursement" if you have an approved exception. Otherwise, all travel goes through Concur or "KC Employee Reimbursement".

4. Click the Expense Template dropdown to view the expense report options.

Select KC EMPLOYEE REIMBURSEMENT.

> KC EMPLOYEE REIMBURSEMENT
> KC PCARD
> KC PETTY CASH IMPREST
> KC TRAVEL CARD
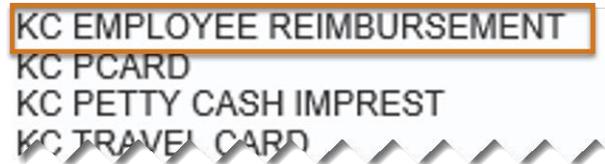
5. Enter the desired information into the Purpose field.

IMPORTANT: An abbreviation for the template must be at the beginning of your purpose for Central AP's reference.
ER = Employee Reimbursement

	Save	Cancel	Step 1 of 6	Next

Expense Template KC EMPLOYEE REIMBURSEMENT ▼
* Purpose ER - Offsite training

6. If there are pending credit card transactions, the P-card / Travel Card Transactions page will load. Skip this page when creating an Employee Reimbursement.

Click Next to continue.

General Information   Pcard / Travel Card Transacations   Pcard / Travel Card Expenses   Cash and Other Expenses   Expense Allocations   Review

Create Expense Report: Pcard / Travel Card Transactions   Save Cancel Back Step 2 of 6 Next

Current Transactions for Account   KC US BANK P-CARD XXXXXXXXXXXX5040 ▼

Select each transaction to add to the expense report.

	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
☐	12-Jan-2018	115	15.96 USD	SEATTLE TIMES COMPANY	206-464-2111, WA	15.96
☐	16-Jan-2018	112	783.80 USD	SPORTY'S (800) 548-4645	513-735-9000, OH	783.80
☐	17-Jan-2018	112	99.97 USD	SAFEGUARD BUSINESS SYS	800-523-6660, MN	99.97

7. The Cash and Other Expenses page loads.

Use the applicable tabs (Receipt-Based Expenses, Per Diem Expenses, Mileage Expenses) to enter expense lines.

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [0.00]	Per Diem Expenses [0.00]	Mileage Expenses [0.00]

Steps 8 - 11 review the procedure for Receipt-Based expenses. The Receipt-based expenses tab is for items such as taxi fare, paid parking, daily incidentals, and miscellaneous work-related items purchased.

8. Enter the date of the expense, receipt amount, Expense Type (this list is limited by template) and Justification for each receipt.

Click the Details icon for the first line.

Receipt-Based Expenses [0.00]	Per Diem Expenses [0.00]	Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

☑TIP CAUTION: THIS PAGE IS NOT FOR P-CARD OR TRAVEL CARD

☑TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details to enter more information, a justification, and specific information for each expense.

Select Expense Lines: Duplicate | Remove | Show Receipt Currency | ➕ ⛶ 🔄 ↩ ⚙ ▼ ▥ ▼

	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Detai
☐	1	01-May-2018	5	53311 INCDNTL APRVD MEAL EXCPT ⌄	Incidentals		📄
☐	2	01-May-2018	15	53330 PURCHASED TRANSPORTATION ⌄	Parking garage		📄

9. The Cash and Other Expenses: Details for Line 1 page loads.

The "Sales Tax Paid?" field is required. Enter the appropriate value.

NOTE: If you add information to other fields before selecting the value for "Sales Tax Paid?" you may receive a warning message.

Other fields that may need to be entered where applicable are Expense Location, Merchant Name, and the Original Receipt Missing checkbox.

Cash and Other Expenses: Details for Line 1

Itemize | Duplicate | New | Remove | Return

* Indicates required field

* Expense Type	53330 PURCHASED TRANSPORTATION
* Start Date	(27-Dec-2020)
Daily Rate	15.00
Number Of Days	1
* Receipt Amount	15.00
* Receipt Currency	USD - US Dollar
Exchange Rate	1
Reimbursable Amount	15.00 USD

* Justification: Conference parking fee/2.53 TAX

Expense Location: Olympia, WA

Merchant Name: Republic Park

☐ Original Receipt Missing

Additional Information

Work Order / Side System Name	
Work Order Number	
* Sales Tax Paid?	Sales Tax Paid
	Sales Tax Paid

10. Be careful when choosing the location – there are several cities with the same name in different states.

NOTE: If you are still unable to locate the correct location contact: iExpense.AP@kingcounty.gov

Search and Select: Destination   Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Location Name ▼] [Everett%]   Go

Results

	Quick Select	Location Name ▲	Country △	Description
○		Everett	United States	Everett, Glynn County, Georgia
○		Everett	United States	Everett, Middlesex County, Massachusetts
○		Everett	United States	Everett, Snohomish County, Washington
○		Everett	United States	Everett, Bedford County, Pennsylvania
○		Everett	United States	Everett, Monmouth County, New Jersey

11. Once all fields have been entered, click the Next or Continue buttons to continue adding details for additional lines.

Click Return when all line details have been added.

Itemize   Duplicate   New   Remove   Line 1 of 4   Next   Return

Itemize   Duplicate   New   Remove   Continue   Return

Steps 12 - 19 review the procedure for Per Diem travel expenses. Per Diem Expenses are used to calculate the allowed reimbursement for meals, regardless of the actual dollar amount spent on the meal. The allowed $5 per day incidentals are not included in Per Diem and must be entered on Receipt Based Expenses.

12. From the Cash and Other Expenses page, click the Per Diem Expenses tab. Click the Details icon for the first line.	Receipt-Based Expenses [37.00] **Per Diem Expenses [0.00]** Mileage Expenses [0.00] **Per Diem Expenses [0.00]** **Per Diem Expenses** ☑TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details. ☑TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details to enter more information, a justification, and specific information for each expense. Select Expense Lines: Duplicate Remove | ➕ 🔄 ⚙️▾ ▦▾ **Destination** | **Justification** | **Number Of Days** | **Reimbursable Amount (USD)** | **Details**
13. The Cash and Other Expenses: Details for Line 1 page loads. The "Sales Tax Paid?" field is required. Select the appropriate value. **NOTE:** If you add information to other fields before entering "Sales Tax Paid?" you may receive a warning message. Select the Expense Type and fill in the Justification.	**Cash and Other Expenses: Details for Line 1** New Line Remove Line Return * Indicates required field * Expense Type _____ Justification Lunch while at offsite training (meal not included at training). 53310A VOLUNTR HG MEAL REIMB - CONUS 53310A VOLUNTR HG MEAL REIMB - OCONUS 53310B MEAL REIMB DAY TRAVEL - CONUS Generate Per Die... **Additional Information** Work Order / Side System Name _____ Work Order Number _____ * Sales Tax Paid? Sales Tax Paid Sales Tax Paid

14. Most per diem reimbursements will be done using the
53310B MEAL REIMB DAY TRAVEL-CONUS expense type.

> 53310A VOLUNTR HG MEAL REIMB - CONUS
> 53310A VOLUNTR HG MEAL REIMB - OCONUS
> 53310B MEAL REIMB DAY TRAVEL - CONUS

---

15. Select the travel **Start Date** from the calendar and enter **1** for the **Number of Days** of traveled. Click the magnifying glass in the **Destination** field then search for the city.

Be careful when choosing the destination – there are several cities with the same name in different states.

Click **Generate Per Diem**.

* Indicates required field

* Expense Type	53310B MEAL REIMB DAY TRAVEL - CONUS ⌄
* Start Date	18-Feb-2021
End Date	
* Number Of Days	1
Reimbursable Amount	

Generate Per Diem

Justification	Lunch while at offsite training (meal not included at training).
* Destination	Everett ↘ 🔍

Search and Select: Destination   Cancel   Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Location Name ⌄ Everett%   Go

Results

Quick Select	Location Name ▲	Country △	Description
○	Everett	United States	Everett, Glynn County, Georgia
○	Everett	United States	Everett, Middlesex County, Massachusetts
○	Everett	United States	Everett, Snohomish County, Washington
○	Everett	United States	Everett, Bedford County, Pennsylvania
○	Everett	United States	Everett, Monmouth County, New Jersey

Business Resource Center
Training

16. The reimbursement is then calculated for Breakfast, Lunch, and Dinner for each day of travel.

If any meals were not purchased (e.g. breakfast provided by a hotel, lunch provided by a conference, etc.), select the appropriate box in order to **deduct** that meal from the calculated reimbursement.

Click **Recalculate** after selecting any deduction boxes.

Per Diem Calculation

Meals Deductions

Date	Meals Deductions			
	Breakfast	Lunch	Dinner	Amount (USD)
18-Feb-2021	☑	☐	☑	0.00
			Total	0.00

Reimbursement Summary

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
18-Feb-2021	61.00	0.00	61.00
Total	61.00	0.00	61.00

17. Note the change in **Reimbursable Amount**.

Once Per Diem has been calculated correctly, click Return.

Per Diem Calculation

Meals Deductions

Date	Meals Deductions			
	Breakfast	Lunch	Dinner	Amount (USD)
18-Feb-2021	☑	☐	☑	(42.70)
			Total	(42.70)

Reimbursement Summary

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
18-Feb-2021	61.00	(42.70)	18.30
Total	61.00	(42.70)	18.30

Steps 18 - 22 review the procedure for Mileage travel expenses. Mileage Expenses are for **use of a personal vehicle only**, not a County vehicle. Each line must be a one-way trip, not roundtrip.

18. From the Cash and Other Expenses page, click the Mileage Expenses tab.

Enter the Start Date of travel and Justification for use of a personal vehicle.

Receipt-Based Expenses [0.00]   Per Diem Expenses [18.30]   **Mileage Expenses [0.00]**

Mileage Expenses [0.00]

Mileage Expenses

☑ TIP Enter one expense line for each separate mileage claim. To enter additional information including
☑ TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details

Select Expense Lines: **Duplicate**   **Remove** | ➕ ▣ ⟳ ↩ ⚙ ▼   ▦ ▼

☐	Line	Start Date	Expense Type	Justification
☐	1	18-Feb-2021 📅	53330B PRIVATE AUTO MILEAGE	Drove to training in Everett

Click the Details icon for the first line.

Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
Drove to training in Everett	Miles ▾				🔲

19. The Cash and Other Expenses: Details for Line 1 page loads.

The "Sales Tax Paid?" field is required. Select the appropriate value.

Enter the trip distance (rounded to the nearest mile). You can use a map website to input the To/From addresses and get a distance estimate.

Enter the full street address for the Location From and the Location To.

Cash and Other Expenses: Details for Line 1   Calculate Amount | Duplicate | New Line | Remove Line | Return

* Indicates required field

* Expense Type 53330B PRIVATE AUTO MILEAGE
* Start Date 18-Feb-2021
  End Date 18-Feb-2021
* Number Of Days 1
* Trip Distance 32   Miles
  Distance Rate
Reimbursable Amount

Justification Drove to training in Everett

☐ Original Receipt Missing

Additional Information

* Location From 401 5th Ave, Seattle WA 98104
* Location To 2000 Tower St, Everett, WA 98201

Work Order / Side System Name

Work Order Number

* Sales Tax Paid? Exempt from Sales and Use Tax
  Exempt from Sales and Use Tax

20. Click Calculate Amount and note the Reimbursable Amount for the line.

Calculate Amount | Duplicate | New Line | Remove Line | Return

* Trip Distance 32   Miles
  Distance Rate 0.56
  Reimbursable Amount 17.92 USD

21. Click Duplicate or New Line to add another line. Once all lines have been added, click Return.

| Calculate Amount | Duplicate | New Line | Remove Line | Return |

22. Once the reimbursement options for all applicable tabs have been entered, you will be able to see each reimbursable amount next to the tab name on the Cash and Other Expenses page.

Click Next to continue.

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [37.00]   Per Diem Expenses [47.20]   **Mileage Expenses [15.26]**

| Save | Cancel | Back | Step 4 of 6 | Next |
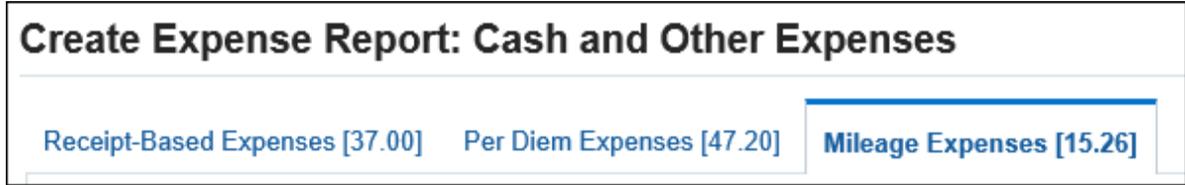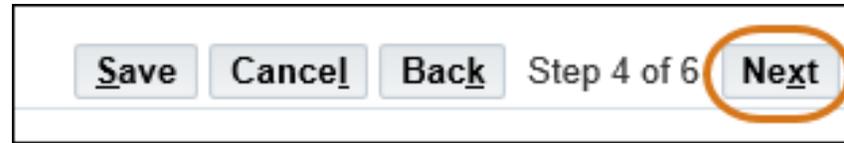
23. The Expense Allocations page loads. Enter the POETA for each line. Or use one of the following alternative methods.

To use My Allocations, select the appropriate lines. Choose the Account Allocation from the drop-down menu, and click Apply.

NOTE: If you are entering an expense report on behalf of a proxy, you will not be able to use My Allocations, unless you have set up an allocation under that proxy.

Update Allocations may also be used to assign POETA to multiple lines. Select the desired lines, and then click Update Allocations. Type the POETA and click Apply.

Click Next to continue.

Update Expense Report: Expense Allocations

Use the fields below to enter POETA allocations for each expense line. Apply one or more of your custom allocations to save time.
* Indicates required field

☑ TIP You can only update expense lines with project-enabled expense types.

Select Expense Lines: **Update Allocations** | **Revert** | My Allocations [⌄] **Apply** | 🗐 ⚙ ▾ ▦ ▾

Main Office
Kent Office
Renton Office

Expand All | Collapse All

	Focus	Line	Payment Method	Date	Expense Type	Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Project
☑		◢ All					126.02				
☑		1	Cash Receipt	07-Jan-...	53330 PURCHASED TRANSPO...	15.00 USD	15.00	Republic Park	Olympia, WA	Conference parking fee/2.53 TAX	
☑		2	Per Diem	07-Jan-...	53310B MEAL REIMB DAY TRAV...	42.70 USD	42.70		Olympia	Meals	
☑		3	Mileage	07-Jan-...	53330B PRIVATE AUTO MILEAGE	34.16 USD	34.16			Private mileage to Olympia conference (no county vehicle was available)	
☑		4	Mileage	07-Jan-...	53330B PRIVATE AUTO MILEAGE	34.16 USD	34.16			Private mileage from conference (no county vehicle was available)	

Update Project Allocations: Expense Line 1   Cancel | Preview | Apply

Allocation Set

Allocation Method   ○ Amount Split   Allocation Reason [   ]
                    ● Equal Split
                    ○ Percentage Split
                                          ☐ Add Allocation Set to My Allocations

Project	Task	Award	Project Expenditure Organization	Remove
[ ] ⌟ 🔍	[ ] ⌟ 🔍	[ ] ⌟ 🔍	[ ] ⌟ 🔍	📝
[ ] ⌟ 🔍	[ ] ⌟ 🔍	[ ] ⌟ 🔍	[ ] ⌟ 🔍	📝

24. The Review page loads with a summary of the entered information. Click the Approvers tab to verify that approvers are available for the POETA used on the expense report.

Create Expense Report: Review

Save | Cancel | Back | Step 6 of 6 | Submit

Review the expense report below before submission.

General Information

Name	Worker, Kaycee (000123456)		✚
Expense Dates	07-JAN-2021 - 07-JAN-2021	Travel Start Date	07-Jan-2021
		Travel End Date	07-Jan-2021
Cost Center	138082	Report Total	126.02 USD
Purpose	TR - Olympia Conference Travel	Reimbursement Amount	126.02 USD
Original Receipts Status	Required		

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0] | Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachm
07-Jan-2021	15.00 USD	53330 PURCHASED TRANSPORTATION	Conference parking fee/2.53 TAX	Republic Park	✓		15.00	🖼	
						Total	15.00		

Per Diem Expenses

Start Date	End Date	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachment
07-Jan-2021	07-Jan-2021	1	53310B MEAL REIMB DAY TRAVEL-CONUS	Meals	Olympia	42.70	🖼	✚
					Total	42.70		

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attach
07-Jan-2021	07-Jan-2021	53330B PRIVATE AUTO MILEAGE	Private mileage to Olympia conference (no county vehicle was available)	61(Miles)	0.56			34.16	🖼	
07-Jan...	07-Jan...	53330B PRIVATE AUTO MILEAGE	Private mileage from Olympia conference (no county vehicle was available)	61(Miles)	0.56			34.16	🖼	
							Total	68.32		

Save | Cancel | Back | Step 6 of 6 | Submit

25. Once the review is complete, click the Submit button.

Review

Save | Cancel | Back | Step 6 of 6 | Submit

26. The Confirmation page loads with the Expense Report number.

All scanned receipts and supporting documentation along with the confirmation email that the expense report has been approved should be forwarded via email to Accounts Payable at: iExpense.AP@kingcounty.gov
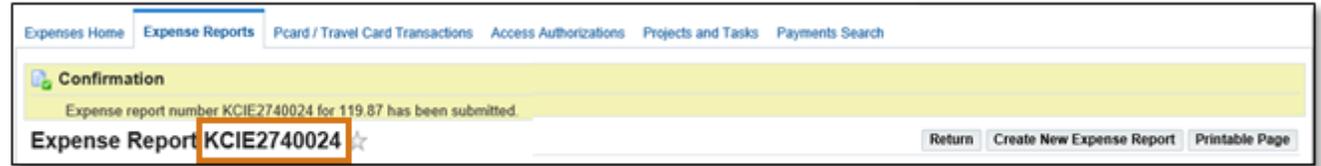
4.0 Additional Process Details

4.1 Itemize Expenses

Use the itemization feature to break out one receipt into multiple lines and separate expense types for reimbursement expenses. Check out this video to walk through the itemization process: https://vimeo.com/brctraining/itemizeexpenses

1. From the Cash and Other Expenses – Receipt Based Expenses page, click the Details icon for the line you wish to itemize.

Create Expense Report: Cash and Other Expenses Save Cancel Back Step 4 of 6 Next

Receipt-Based Expenses

🗸TIP CAUTION: THIS PAGE IS NOT FOR P-CARD OR TRAVEL CARD
🗸TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details to enter more information, a justification, and specific information for each expense.

Select Expense Lines: Duplicate Remove | Show Receipt Currency |

	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
☐	1	01-May-2018	100	52202 SUPPLIES MISCELLANEOUS	Replenishing petty cash		🖥
☐	2						🖥

2. The Details for Line 1 page loads.

   Select a value for "Sales Tax Paid?"

   Then click the Itemize button.

   NOTE: If you click Itemize before selecting a value for "Sales Tax Paid?" you may receive an error preventing you from continuing.

Cash and Other Expenses: Details for Line 1   ② Itemize Duplicate New Remove Return

* Indicates required field

* Expense Type 51382 EMPLOYEE TOOL ALLOWANCE
* Start Date 12-Jan-2021
Daily Rate 165.37
Number Of Days 1
* Receipt Amount 165.37
* Receipt Currency USD - US Dollar
Exchange Rate 1
Reimbursable Amount 165.37   USD

* Justification
Expense Location
Merchant Name
☐ Original Receipt Missing
➕

Additional Information

Work Order / Side System Name
Work Order Number
① * Sales Tax Paid?   Sales Tax Paid
Sales Tax Paid

3. The Itemized Business Expenses section populates with one row.

For Itemization 1-1, Select the first Expense Type, enter the Itemized Receipt Amount that should be applied to this Expense Type, and enter a Justification.

Itemization 1-1

* Expense Type	52216D LABORATORY SUPPLIES
* Start Date	17-Jan-2018
Daily Rate	450.00
Number Of Days	1
* Itemized Receipt Amount	450.00

Justification

Additional Information

Work Order / Side System Name	
Work Order Number	
* Sales Tax Paid?	Sales Tax Paid
	Sales Tax Paid

4. Click Add Another Row to add as many rows as needed to split the expense.

Itemized Business Expenses

☑TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a unreimbursable expense.

Select Expense : Duplicate   Remove

	Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount (USD)
⦿	1-1	17-Jan-2018		52216D LABORATORY SUPPLIES		450.00

Add Another Row

Total Business Expenses	450.00
Unreimbursable Expenses	Must be 0.00 0.00
Original Receipt Amount	450.00

5. Select itemization Line 1-2.

Choose the Expense Type for this line, enter the Itemized Receipt Amount to be applied to this Expense Type, and enter a Justification if it is different for this line.

Itemization 1-2

* Expense Type	
* Start Date	17-Jan-2018
Daily Rate	200.00
Number Of Days	1
* Itemized Receipt Amount	200.00

Justification   Lab supplies

6. Once the Expense Type for Itemization 1-2 is selected, additional fields will be available to fill in. You may receive an error that "Sales Tax Paid?" does not have a value.

Select a value for "Sales Tax Paid?"

Itemization 1-2

* Expense Type	52202 SUPPLIES MISCELLANEOUS
* Start Date	17-Jan-2018
Daily Rate	200.00
Number Of Days	1
* Itemized Receipt Amount	200.00

Justification: Miscellaneous supplies

Additional Information

Work Order / Side System Name	
Work Order Number	
* Sales Tax Paid?	Sales Tax Paid
	Sales Tax Paid

7. Continue adding rows until the receipt is fully itemized.

Check your totals before continuing:
- Total Business Expenses is the amount that has been itemized. This must equal the Original Receipt Amount.
- Unreimbursable Expenses **MUST** be 0.00.
- o Employees are not allowed to include personal purchases on a receipt for County goods and services, and they are not allowed to make personal charges on a P-Card or T-Card.

Itemized Business Expenses

☑ TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a unreimbursable expense.

Select Expense : Duplicate | Remove | 🔲 ⟳ 🗔 ⚙ ▼ 🎚

	Line	Date	Description	Expense Type	Justification	Itemized Receipt Amount (USD)
○	1-1	17-Jan-2018		52216D LABORATORY SUPPLIES	Lab supplies	250.00
⦿	1-2	17-Jan-2018		52202 SUPPLIES MISCELLANEOUS	Miscellaneous supplies	200.00

Add Another Row

Total Business Expenses		450.00
Unreimbursable Expenses	Must be 0.00	0.00
Original Receipt Amount		450.00

Total Business Expenses		450.00
Unreimbursable Expenses	Must be 0.00	0.00
Original Receipt Amount		450.00

8. Once all totals are correct, click Return to go back to the previous page.

Or click Next or Continue to add details to the next expense line.

| Remove Itemization | Remove | **Return** |

| Remove Itemization | Remove | Line 1 of 3 | **Next** | Return |

| Remove Itemization | Remove | **Continue** | Return |
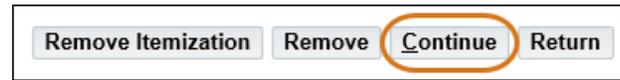
9. Continue with the expense report to the Expense Allocations page. Notice that there are as many lines here as there are itemization lines.

Enter the POETA information for each line or do a mass update.

Create Expense Report: Expense Allocations

Use the fields below to enter POETA allocations for each expense line. Apply one or more of your custo

*   Indicates required field

🔵   Indicates changed item

✅TIP You can only update expense lines with project-enabled expense types.

Select Expense Lines: **Update Allocations**   **Revert**   My Allocations   [⌄]

Expand All | Collapse All

✦

☐	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)
☐		◢ All					165.37
☐		1/1	Cash Receipt	12-J...	51382 EMPLOYEE ...	🔵 104....	104.73
☐		1/2	Cash Receipt	12-J...	51381 UNIFORM C...	🔵 60.6...	60.64

10. Review and submit the expense report and print any desired documentation.
End of Procedure.

Business Resource Center

Training

4.2 Handle a Missing Receipt

A missing receipt of $10 or less can be noted on an expense report. Watch this tutorial to learn how to note it on an expense report: https://vimeo.com/brctraining/missingreceipt

For missing receipts of more than $10, contact iExpense.AP@kingcounty.gov for help.

1. From the Cash and Other Expenses – Receipt Based Expenses page, or from the Pcard Expenses page (depending on your template), click the Details icon for the line with a missing receipt.

Create Expense Report: Cash and Other Expenses   Save Cancel Back Step 4 of 6 Next

Receipt-Based Expenses

☑TIP CAUTION: THIS PAGE IS NOT FOR P-CARD OR TRAVEL CARD
☑TIP Enter one expense per line. For accommodations, enter a separate line for each day. Click Details to enter more information, a justification, and specific information for each expense.

Select Expense Lines: Duplicate Remove | Show Receipt Currency |

	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
☐	1	01-May-2018	100	52202 SUPPLIES MISCELLANEOUS	Replenishing petty cash		
☐	2						

2. The Details for Line 1 page loads.

   Click the Original Receipt Missing checkbox.

   You may receive a warning that a receipt is required.

Cash and Other Expenses: Details for Line 1   Itemize

* Indicates required field

* Expense Type	52216B SAFETY SUPPLIES
* Start Date	01-May-2018
Daily Rate	27.18
Number Of Days	1
* Receipt Amount	27.18
* Receipt Currency	USD - US Dollar
Exchange Rate	1
Reimbursable Amount	27.18 USD

* Justification Purchased dust masks from Home Depot

Expense Location Renton, WA
Merchant Name Home Depot

☐ Original Receipt Missing

⚠ **Warning**

Original Receipt Missing - The expense line you entered requires a receipt.

3. Add a note regarding the missing receipt.

Click the plus icon.
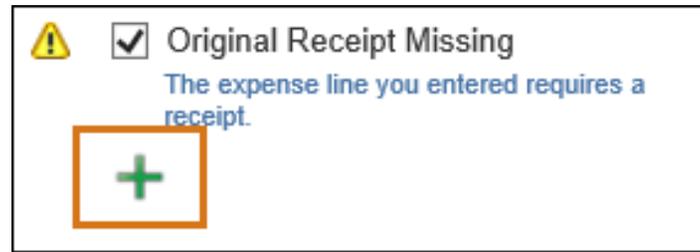
4. The Add Attachment page loads.

Enter a Title and Description (optional) and select the Category "Missing Receipts Declaration" (required).

5. In the Define Attachment section, select the radio button next to Short Text.

Enter an explanation of why the receipt is missing.

6. Click the Apply button to return to the Line Details page.

You will receive a confirmation that the attachment has been added
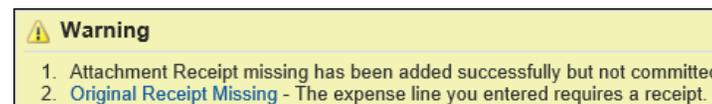
but not committed (it will be committed after you save or submit).

Also, notice the paperclip icon next to the plus icon, indicating the number of attachments.

⚠ ☑ Original Receipt Missing

The expense line you entered requires a receipt.

📎 1 ➕

7. Continue with the expense report. On the final Review page, you may see a warning that the expense report contains policy violations.

You will also see that the receipt is missing for the line.

⚠ **Warning**

This expense report contains policy violations.

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing
12-Jan-2021	7.15 USD	52110 OFFICE SUPPLIES	No CPA/Flip Chart Markers for Meeting/0.65 TAX/CNK-ES-0200			✔

8. After the expense report is submitted, the approver(s) and AP will be able to see the policy violation, and also the reason for the violation in the attachment. End of Procedure.

5.0 Manage iExpense Reports

5.1 Query an Expense Report

Learn how to query for submitted expense reports with this video: https://vimeo.com/brctraining/searchexpensereports and follow the instructions below.

1.	Responsibility: KC EBS IEXP User	▶ 📁 KC EBS IEXP User
2.	The Expenses Home page loads. Click the Expense Reports link.	≡ ORACLE Expense Reports ⌂ ★ ⚙ 🔔⁷ | Logged In As HUFFMACS ⏻ Expenses Expenses Home | **Expense Reports** | Pcard / Travel Card Transactions | Access Authorizations | Projects and Tasks | Payments Search **Expenses Home** | Create Expense Report
3.	On the Expense Reports page, enter various search criteria and click Go. **NOTE:** You may only view expense reports that are in your name or your proxies' names.	**Expense Reports** **Search** Note that the search is case insensitive Name: Adams, Susan Report Number: Report Date: (18-May-2018) Report Submitted Date: 20-Dec-2017 Report Status: Paid Original Receipts Status: Imaged Receipts Status: Go Clear
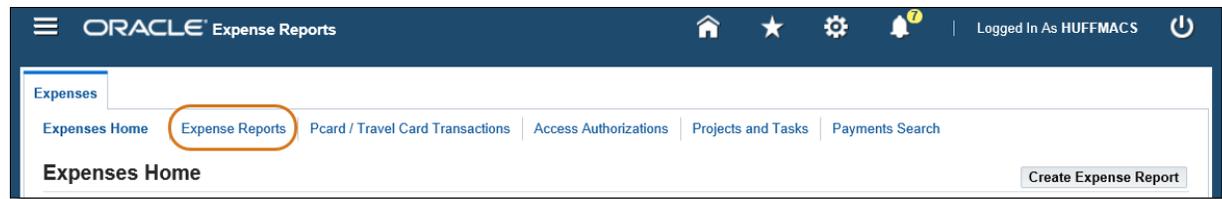
4. The report populates at the bottom of the page, which includes the Report Status of Paid.

Name △	Report Number	△	Report Date	▼	Report Submit Date	△	Report Status	△	Original Receipts Status	△	Imaged Receipts Status	△	Report Total (USD)	Purpose	Payments	Duplicate
Adams, Susan	KCIE2639946		14-Dec-2017		20-Dec-2017		Paid		Not Required		Not Required		162.49	FLEETFOOT MESSENGER ...	◑	🗎
Adams, Susan	KCIE2639952		14-Dec-2017		20-Dec-2017		Paid		Not Required		Not Required		50.76	FLEETFOOT MESSENGER ...	◑	🗎
Adams, Susan	KCIE2640103		16-Nov-2017		20-Dec-2017		Paid		Not Required		Not Required		917.18	CITY OF REDMOND	#0...	◑	🗎
Adams, Susan	KCIE2639885		16-Nov-2017		20-Dec-2017		Paid		Not Required		Not Required		144.58	CITY OF REDMOND	#0...	◑	🗎

Export

5. Click the Payments icon to view payment details for the expense report.

NOTE: If the Payments icon is grayed out, no payment has been made yet.

Purpose	Payments	Duplicate
FLEETFOOT MESSENGER ...	◑	🗎
FLEETFOOT MESSENGER ...	◑	🗎
CITY OF REDMOND	#0...	◑	🗎
CITY OF REDMOND	#0...	◑	🗎

6. The Payments for Expense Report page loads with the report Payment Number (warrant number).

Click Return to go back.

Payments for Expense Report KCIE1005168 (97.81 USD)   Return

Payee	Payment Date	Total Amount Due	Reimbursements	Remaining Amount Due	Payment Number
Coleman, Carolyn Lois		0.00	0.00	0.00	
U S BANK NATIONAL ASSOCIATION ND	10-Nov-2015	97.81	(97.81)	0.00	Electronic #7036899

7. Click the Report Number link to review the expense report details.

Report Number △	Report Date ▼	Report Submit Date △
KCIE2639946	14-Dec-2017	20-Dec-2017

8. The Confirmation page loads with the General Information. Select any tab to display additional information.

Click Return to go back.

General Information

Name	Adams, Susan (000067771)	Original Receipts Status	Not Required
Expense Dates	14-DEC-2017 - 14-DEC-2017	Report Submit Date	20-DEC-2017
Cost Center	730018		
Purpose	FLEETFOOT MESSENGER SRVC | INV#199476 | 10/31/17	Report Total	162.49 USD
		Reimbursement Amount	0.00 USD
Approver			

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [1]

Business Expenses

Pcard / Travel Card Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required
		53320 FREIGHT	FLEETFOOT MESSENGER SRVC |	DELIVERY	

9. The Expense Reports page reloads. End of Procedure.

5.2 Review Notifications

Notifications are sent through Oracle EBS to let expense report preparers, approvers, and proxies know when action has been taken or is needed on an Expense Report. These can be viewed on the Oracle EBS Home Page Worklist or from the iExpense Home page under Notifications.

It is important to note that the Request for Information goes to the person for whom the expense report is being submitted. If the preparer is a delegate creating an expense report for a proxy, the Request for Information notification will go to the proxy, not the preparer. If the proxy does not use Oracle EBS regularly, the notification can sit on the proxy's worklist until it times out (30 days.) At this point, the expense report will show in error status on the preparer's iExpense Home page.

Once an FYI notification has been viewed and the OK button has been clicked, the notification status changes from Open to Closed.

To view Closed Notifications:
Go to the Oracle Home Page.
On the far right of the Worklist region, click the Full List button.
In the upper left section of the screen, find the View field. Open the list of values and select All Notifications. Click Go.
All notifications are now visible.
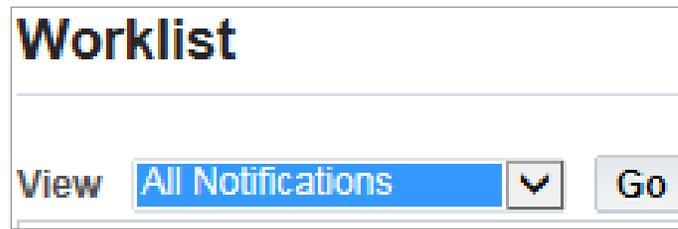
Watch this tutorial to learn more about checking notifications in Oracle EBS: https://vimeo.com/brctraining/iexpensenotifications and follow the instructions below.

1. Expense notifications can be reviewed from the Oracle EBS Home page or from the Expenses Home page. The most common types are:

- Approved
- Rejected
- More Information Requested - Approver requires more information from the preparer.
- Pending Your Resolution – The system identified an issue with the expense report and returned it to the preparer to resolve.

Worklist

Full List (7)

From △	Type △	Subject ▲	Sent △	Due △
Berges Charles, Kim	Expenses	Expense KCIE2716024 (100.20 USD) has been approved	16-Mar-2018	
Allan, Cheri	Expenses	Expense KCIE2721024 (7,969.94 USD) has been approved	16-Mar-2018	
Smart, Ronald	Expenses	Expense KCIE2721025 (285.87 USD) has been approved	19-Mar-2018	
Dean, Heather	Expenses	Expense KCIE2731024 (127.20 USD) has been approved	11-Apr-2018	

2. Approved notifications may be closed with no action.

To handle **Rejected** notifications: Click the link to the rejected expense report.

Subject △

Expense KCIE1030901 (160.00 USD) has been rejected

3. The rejection information populates with a Warning message. Though the notification does not require a response, a report with the requested information must be resubmitted.

Note the Report Number and Rejection Reason.

Click the OK button.

> ⚠ **Warning**
>
> 1. This notification has been closed and did not require a response.
> 2. This expense report was rejected by Lee, Cheryl.
> 3. Rejection Reason: This expense report is being rejected because the wrong POETA was used. Please correct and submit again.

---

4. Navigate to:
KC EBS IEXP User

> ▶ 📁 KC EBS IEXP User

---

5. The Expenses Home page loads.

Scroll to the bottom of the page to the Update Expense Reports region, and locate the expense report number from the notification.

Click the Update pencil.

Update Expense Reports

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

◀ Previous

Name △	Report Number △	Report Date ▼	Status	Report Total (USD)	Purpose	Update
Huffman, Christine S	KCIE2742024	16-May-2018	In Progress	238.00	TR-Travel advance	✏
Huffman, Christine S	KCIE2737024	03-May-2018	In Progress	0.00	E2E Testing	✏
Huffman, Christine S	KCIE2740024	03-May-2018	Rejected	119.87	ER - Shoes reimburse...	✏

---

6. Make any necessary changes to the expense report, and re-submit.

7. To handle **More Information Requested** notifications: Click the link to the notification.

Worklist

Full List (9)

From △	Type △	Subject △	Sent ▼	Due △
Allan, Cheri	Expenses	More Information Requested: Expense KCIE2740025 for Huffman, Christine (27.18 USD)	18-May-2018	17-Jun-2018
Allan, Cheri	Expenses	Expense KCIE2740024 (119.87 USD) has been rejected	18-May-2018	
Dean, Heather	Expenses	Expense KCIE2731024 (127.20 USD) has been approved	11-Apr-2018	

8. The More Information Requested notification page loads.

The note from the Approver is at the top of the page in the Information section.

ⓘ **Information**

1. Allan, Cheri has requested information: Are the dust masks HEPA filtered?
2. This expense report contains policy violations.

More Information Requested: Expense KCIE2740025 for Huffman, Christine (27.18 USD)

From	Allan, Cheri	Person	Huffman, Christine
To	Huffman, Christine	Cost Center	200125
Sent	18-May-2018 12:43:04	Purpose	PCash-Replenish
Due	17-Jun-2018 10:20:48	Report Total	27.18 USD
ID	9710284	Attachments	

9. Scroll down to locate the Response section.

Click the radio button for the appropriate response:

- Answer Request for More Information
- Transfer Request for More Information

Response

◉ Answer Request for More Information

○ Transfer Request for More Information

Assignee   All Employees and Users [▼]   [＿＿＿＿＿＿] ⬓ 🔍

Question   Are the dust masks HEPA filtered?

Comments   [＿＿＿＿＿＿＿＿＿＿＿＿]

Submit

10. To Transfer the request for information, select Oracle Applications User and search for the appropriate name.

| Assignee | Oracle Applications User | ✔ | Mckiernan Ngari, Lynn | ↘ 🔍 |

11. To answer the request for information, enter the information into the Comments field.

Click the Submit button.

The response will be sent to the Approver.

Question   Are the dust masks HEPA filtered?
Comments   Yes, they meet our requirements.

Submit

5.3 Manage "Pending System Administrator Action" Report Status

1. Responsibility:
KC EBS IEXP User

2. The Expenses Home page loads.

Follow the steps earlier in the user guide to query expense reports with the Report Status "Pending System Administrator Action" (PSAA).

Or, in the Track Submitted Expense Reports region, click the triangle next to Report Status to sort.

3. The expense reports in PSAA status are brought to top of the list.

The three most common causes of this status are:
a) The expense report was not fully approved within 30 days of being submitted.
b) The expense report was created for a proxy who does not have an active EBS Proxy user account.
c) The POETA used on the expense report does not have approvers set up.

4. To resolve **Scenario (a)**, click the Withdraw icon.

Report Status ▲	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
Pending System Administrator Action	53	Expenses Administrator	Not Required	8,359.40	KC PCARD		

5. A confirmation box appears asking if you want to continue. Click Yes.

Confirmation

Withdraw expense report: This cancels any existing manager and Payables approvals and moves the expense report to the Update Expense Reports listings. You can edit the expense report and resubmit for approval. Do you want to continue?

No   Yes

6. The expense report will move down to the Update Expense Reports region with a Status of "Withdrawn".

Click the Update pencil.

Update Expense Reports

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

◄ Previous

Name △	Report Number △	Report Date ▼	Status	Report Total (USD)	Purpose	Update
Huffman, Christine S	KCIE2742024	16-May-2018	In Progress	238.00	TR-Travel advance	
Huffman, Christine S	KCIE2740024	03-May-2018	Rejected	119.87	ER - Shoes reimburse...	
Huffman, Christine S	KCIE2740027	02-May-2018	In Progress	99.46	TR - Offsite trainin...	
Huffman, Christine S	KCIE2712232	18-Jan-2018	Withdrawn	8,359.40	KC PCARD	

7. There is no need to make any changes. Simply click Next all the way through to Submit. The approvers will be re-notified.

Update Expense Report: General Information   Save   Cancel   Step 1 of 6   Next

* Indicates required field

Name Huffman, Christine S (000074915)   Expense Template KC PCARD
Reimbursement Currency   US Dollar   * Purpose KC PCARD

8. To resolve **Scenario (b)**, ask your agency Proxy approver to request having the proxy employee user account set up. (The SPOC list can be found on the BRC Website).

Once you receive confirmation that the proxy user account has been reactivated, withdraw and resubmit the expense report, as above.

EBS ACCESS INFORMATION AND PROCEDURES

✓	Name		Title
	Access-Control-Guidelines	•••	Access Control Guidelines
	Approvers-iExpense-Access-Info	•••	Approvers iExpense Access Info
	Approvers-iProcurement-Access-Info	•••	Approvers iProcurement Access Info
	Digital-signature-Adobe-Reader-XI	•••	Create a digital signature and sign a PDF with Adobe Reader
✓	EBS-Approvers-and-SPOC-List	•••	EBS Approvers and SPOC List

9. To resolve **Scenario (c)**, first double-check your POETA. Often a typo causes the wrong task-owning org to be charged.

Follow the steps in this user guide to Query Expense Reports, and click on the Expense Allocations tab.

If the POETA is correct, ask your Procurement AME approver to review the approvers for the task-owning org.

General Information

Name	Underwood, J Todd (000071462)
Expense Dates	11-JAN-2018 - 12-JAN-2018
Cost Center	200407
Purpose	KC TRAVEL REIMBURSEMENT
Original Receipts Status	Required
Report Submit Date	22-JAN-2018

Travel Start Date	11-Jan-2018
Travel End Date	12-Jan-2018
Report Total	200.40 USD
Reimbursement Amount	200.40 USD

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]   Approvers

Business Expenses

If you follow the above steps and your expense report remains in PSAA status, create a help ticket. There may be another, less common issue.

Business Resource Center

Training

6.0 Approver Expectations

Any person at any level at King County who directly or indirectly authorizes, approves, processes or is otherwise accountable for financial transactions, reconciliations, and oversight assumes responsibility for the fair presentation of financial information. Approval authority is an important business function and is taken very seriously. In granting approver status to an administrator, the following are basic expectations:

- Approvers must have a working knowledge of basic accounting and budgeting concepts as well as purchasing guidelines
- Must be able to access, interpret and apply county policies; budget, expenditure and commitment information; and grant and gift regulations and policies
- Must be able to exercise professional judgment and due diligence when determining if an expenditure or transaction is reasonable, appropriate and necessary
- Must be able to ensure expenditures are within budget
- Are expected to attend training programs and use desktop computing tools including online applications

The Approver role is responsible for reviewing and approving payment and monitoring the use of assigned P-Cards. Approvers should ask themselves the following questions when reviewing expense reports:

1. Is the vendor/supplier name familiar and/or reasonable? For example, if you work in Transit you should question a vendor name of Wedding Cakes International.
2. Is the name of the originator of the iExpense transaction familiar? Usually the report preparer will be someone from your department or division. If not, scrutinize the transaction to see if it belongs to your department/division/section, it may have been routed incorrectly or an incorrect POETA was used.
3. Were the goods or services received? The transactions should not be approved unless the goods and/or services were received, match the original order and are not damaged.
4. Is the cost of the goods or services the same as the invoiced price? If not, the differences should be investigated and resolved.
5. For P-card transactions, has the Use of King County Purchasing Card for Purchases of Goods and Services Policy been thoroughly read by both the cardholder and the approver? https://kingcounty.gov/about/policies/masterlist
   a. Are P-card transactions consistent with the policy
6. Is the coding for each transaction reasonable and is the correct expenditure account(s) used?

For more info on Approver Expectations, check out this short video: https://vimeo.com/brctraining/iexpapproverduties

Business Resource Center
Training

7.0 Approver | Review and Approve an Expense Report

To review Executive Policies related to iExpense visit https://kingcounty.gov/about/policies/masterlist and search for the following:

- Authorized Expense Reimbursement for County Employees

- Establish and Administer Petty Cash, Imprest & Change Funds

- Use of King County Purchasing Card for Purchases of Goods and Services

1. Upon logging into Oracle EBS, any expense reports that need to be approved by the approver will be displayed on the Home Page Worklist.

Select the expense report to review by clicking on the Subject link.

Worklist

Full List (1)

From △	Type △	Subject ▲	Sent △	Due △
Allan, Cheri	Expenses	Expense KCIE2733025 for Allan, Cheri (10.20 USD)	16-Apr-2018	16-May-2018

2. Approval Notification page loads with the selected expense report's general information.

Approvers can Approve, Reject, or Request Information for an expense report from this page.

Expense KCIE2733025 for Allan, Cheri (10.20 USD)

From	Allan, Cheri	Person	Allan, Cheri
To	Weihe, Janine	Cost Center	200125
Sent	16-Apr-2018 10:40:19	Purpose	ttt
Due	16-May-2018 10:40:19	Report Total	10.20 USD
ID	9692308	Attachments	

Instructions

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

Cash and Other Expenses: Business Expenses

Show All Details | Hide All Details

Details	Line	Date	Expense Type
▶	1	04-Apr-2018	52202 SUPPLIES MISCELLANEOUS
			Total

3. Expand the line details to view the Expense Allocations, to make sure this expense report pertains to you.

Cash and Other Expenses: Business Expenses

Show All Details | Hide All Details

Details	Line	Date	Expense Type	Reimbursable Amount (USD)	Justification
◢	1	04-Apr-2018	52202 SUPPLIES MISCELLANEOUS	10.20	test

Expense Allocations

Project Number	Task Number	Award Number	Project Expenditure Organization	Cost Center	Amount
1000769	001		200125 BUDGET AND ACCOUNTING	020021	10.2

4. The approver will need to view the expense report details, such as its Justification, Report Total, and POETA / Charge Account information before taking action.

In order to see more detail than what is provided in the notification, scroll down and click the Expense Report Details link.

Related Applications

📄 Expense Report Details

5. The General Information page loads. To view more specific information, click any of the tabs. Or, click the Details icon on the Expense Lines tab.

Click Return to go back to the Notification Page and respond to an approval notification.

Expense Report KCIE2733025   Return

General Information

Name	Allan, Cheri L (000065941)	
		Report Submit Date 16-APR-2018
		None
Expense Dates	04-APR-2018 - 04-APR-2018	Report Total 10.20 USD
		Reimbursement Amount 10.20 USD
Cost Center	200125	
Purpose	ttt	
Original Receipts Status	Required	

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]   Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
04-Apr-2018	10.20 USD	52202 SUPPLIES MISCELLANEOUS	test		✔		10.20	📋
						Total	10.20	

6. The Notification Page reloads.

Click Approve.
End of Procedure.

Approve   Reject   Request Information   Printable Page

8.0 Approver | Request for More Information or Reject an Expense Report

1. Upon logging into Oracle, any expense reports that need to be approved by the user will be displayed on the Home Page Worklist.

Select the expense report to review by clicking on the Subject link.

Worklist

Full List (1)

From △	Type △	Subject ▲	Sent △	Due △
Allan, Cheri	Expenses	Expense KCIE2733025 for Allan, Cheri (10.20 USD)	16-Apr-2018	16-May-2018

2. Approval Notification page loads with the selected expense report's general information.

Approvers can Approve, Reject, or Request Information for an expense report from this page.

Expense KCIE2733025 for Allan, Cheri (10.20 USD)

From	Allan, Cheri	Person	Allan, Cheri
To	Weihe, Janine	Cost Center	200125
Sent	16-Apr-2018 10:40:19	Purpose	ttt
Due	16-May-2018 10:40:19	Report Total	10.20 USD
ID	9692308	Attachments	

Instructions

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

Cash and Other Expenses: Business Expenses

Show All Details | Hide All Details

Details	Line	Date	Expense Type
▶	1	04-Apr-2018	52202 SUPPLIES MISCELLANEOUS
			Total

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3. Expand the line details to view the Expense Allocations, to make sure this expense report pertains to you.

Cash and Other Expenses: Business Expenses

Show All Details | Hide All Details

Details	Line	Date	Expense Type	Reimbursable Amount (USD)	Justification
◢	1	04-Apr-2018	52202 SUPPLIES MISCELLANEOUS	10.20	test

Expense Allocations

Project Number	Task Number	Award Number	Project Expenditure Organization	Cost Center	Amount
1000769	001		200125 BUDGET AND ACCOUNTING	020021	10.2

4. The approver will need to view the expense report details, such as its Justification, Report Total, and POETA / Charge Account information before taking action.

In order to see more detail than what is provided in the notification, scroll down and click the Expense Report Details link.

Related Applications

📄 Expense Report Details

5. The General Information page loads. To view more specific information, click any of the tabs. Or, click the Details icon on the Expense Lines tab.

Click Return to go back to the Notification Page and respond to an approval notification.

Expense Report KCIE2733025

Return

General Information

Name	Allan, Cheri L (000065941)	Report Submit Date	16-APR-2018
			None
Expense Dates	04-APR-2018 - 04-APR-2018	Report Total	10.20 USD
		Reimbursement Amount	10.20 USD
Cost Center	200125		
Purpose	ttt		
Original Receipts Status	Required		

Expense Lines   Expense Allocations   Weekly Summary   Approval Notes [0]   Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
04-Apr-2018	10.20 USD	52202 SUPPLIES MISCELLANEOUS	test		✔		10.20	
						Total	10.20	

6. To reject an expense report, type a Note in the Response region.

Then click Reject.

Response

Note   This is the wrong POETA.

Return to Worklist   Approve   Reject   Request Information

7. To request more information from the expense report preparer, click Request Information.

Approve   Reject   Request Information   Printable Page

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8. The Request Information page loads.

Select the expense report preparer's name from the Workflow Participant drop-down.

If their name does not appear because the expense report is on behalf of a proxy, search for their name under Any User.

Request Information: Expense KCIE2733025 for Allan, Cheri (10.20 USD)

* Indicates required field

More Information Request

Request More Information From ⦿ Workflow Participant   Allan, Cheri ▾

○ Any User   All Employees and Users ▾

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9. Enter the question(s) to the expense report preparer into the Information Requested field and click Submit.

* Information Requested   Who okayed this purchase?

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10. Once the expense report preparer responds to the question, the notification will reappear in the Home Page Worklist with the answer to the question in the Information bar.

ⓘ **Information**

Allan, Cheri has provided information: The purchase is for the director.

Expense KCIE2733025 for Allan, Cheri (10.20 USD)

From	Allan, Cheri	Person	Allan, Cheri
To	Weihe, Janine	Cost Center	200125
Sent	18-May-2018 15:03:29	Purpose	ttt
Due	16-May-2018 10:40:19	Report Total	10.20 USD
ID	9692308	Attachments	

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