How to create an Expense Report through iExpense in the iPhone Mobile App

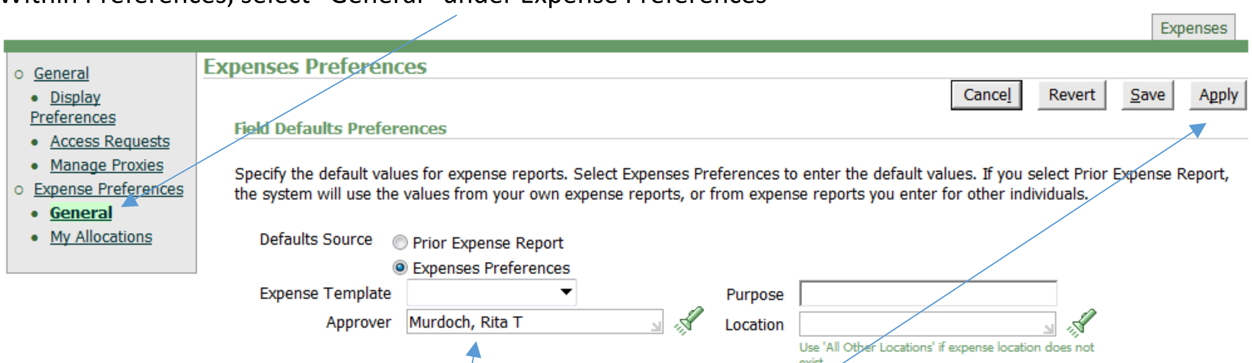
1. Before you can submit Expense Reports through the mobile app, you need to access iExpense through the web application to set your Approver. **<u>This is a one-time setup step needed.</u>** The system can be accessed at: employee.dartmouth.edu

2. Login using your Net ID and password

3. From your Main Menu list Select 

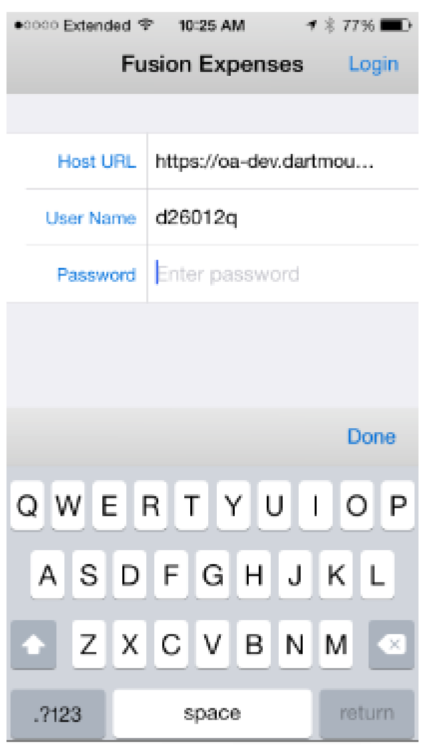
4. Then select "Preferences"

5. Within Preferences, select "General" under Expense Preferences

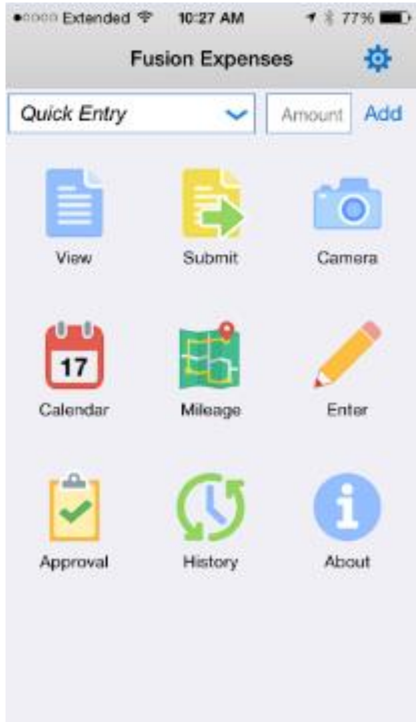


6. Provide the name of <u>your</u> Approver and then select "Apply"
7. Please note that, at this time, the **mobile app does not allow the default chart string to be changed**. If your default account is not the correct string for an Expense Report, you will not be able to submit through this method.

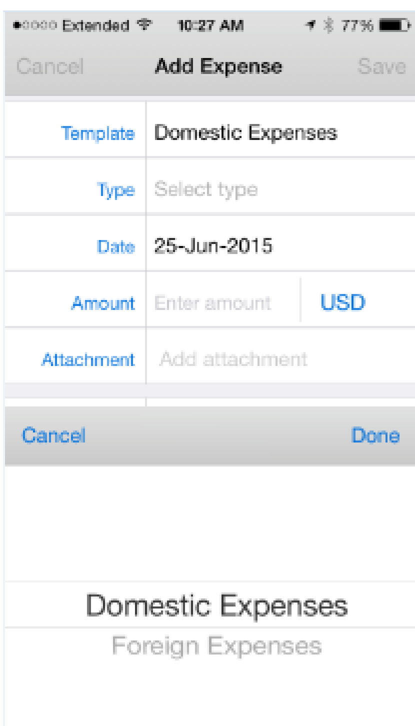
8. Open up the App Store on your iPhone or iPad and search for **Oracle Fusion Expenses** and dowload the app. Once you have downloaded the app use the the following information to log into the iExpense App.
   - Host url: https://expenses.dartmouth.edu/OAR
   - **Username and password are your Net ID # and related password for authentication**.



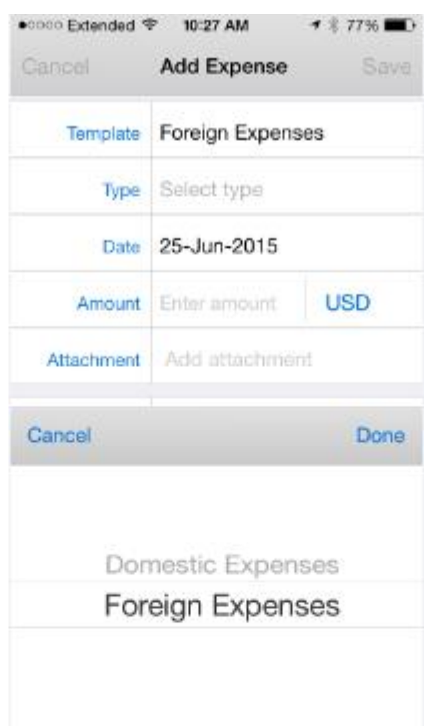
9. After installation, open the application and log into the Oracle Fusion Expenses application. Once you log in, the main menu screen shown below will be displayed.



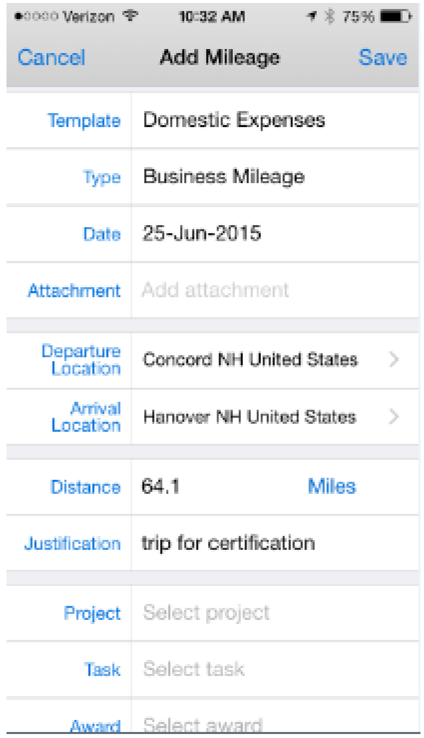
10 Now you can start to enter expenses. To enter an expense click on the "Enter" button; this will bring you to the "Add Expenses" screen. First, you will need to select the Template. If you traveled within the United States, choose the Domestic Expenses template and if you traveled outside the US, choose the Foreign Expenses template.

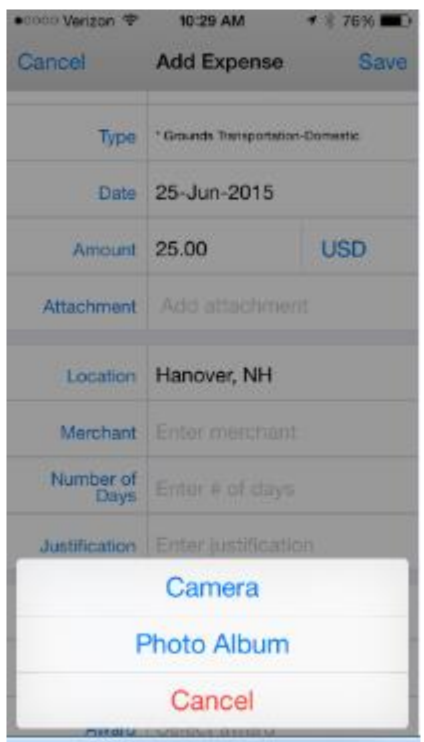


OR

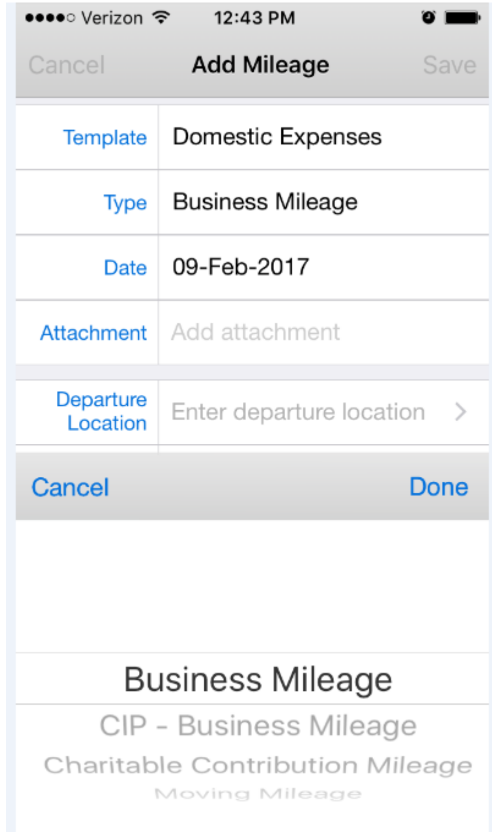


11. Click "Type". This will give you a drop down to select Expense Type. You will also enter the "Date", "Amount", "Location", "Merchant", etc. You can add the receipt (if needed) by taking a picture of it or attaching an existing photo.

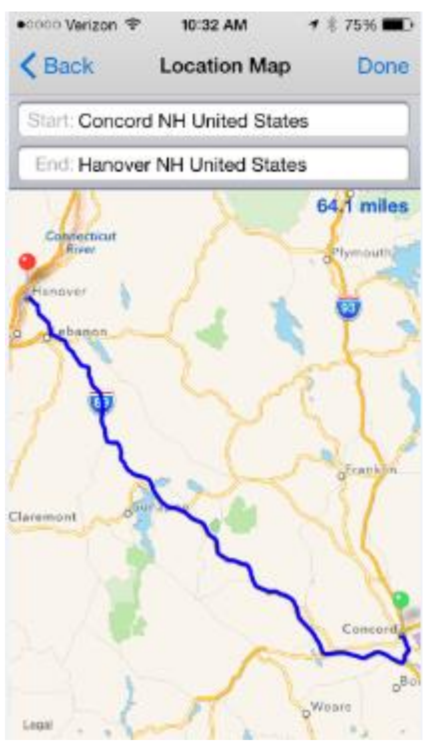




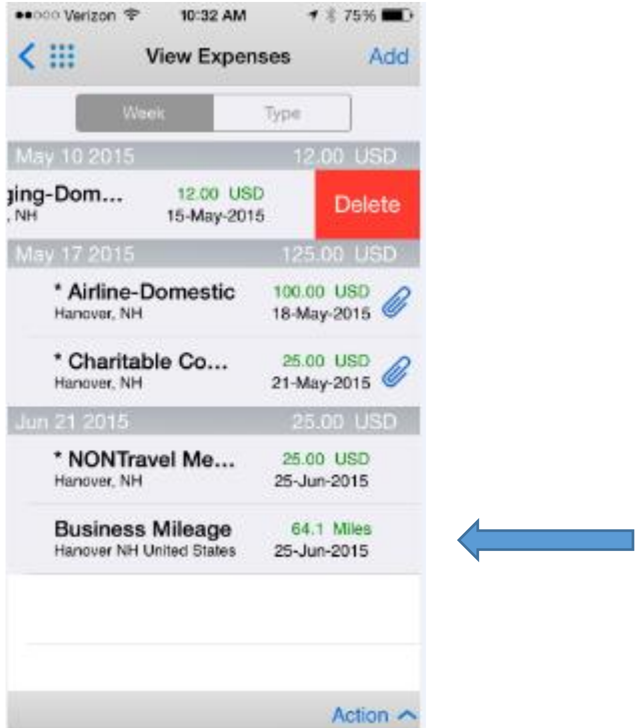
12. For reimbursement of personal vehicle Mileage, from the Home Screen click on the “Mileage” button.



- Select the type and then enter the total mileage in the Distance section. If you do not know the Distance that you traveled you can enter the Departure Location and Arrival Location. Note: **This option does not give you the Round Trip Calculation**; you will then have to enter the Departure and Arrival Locations again.

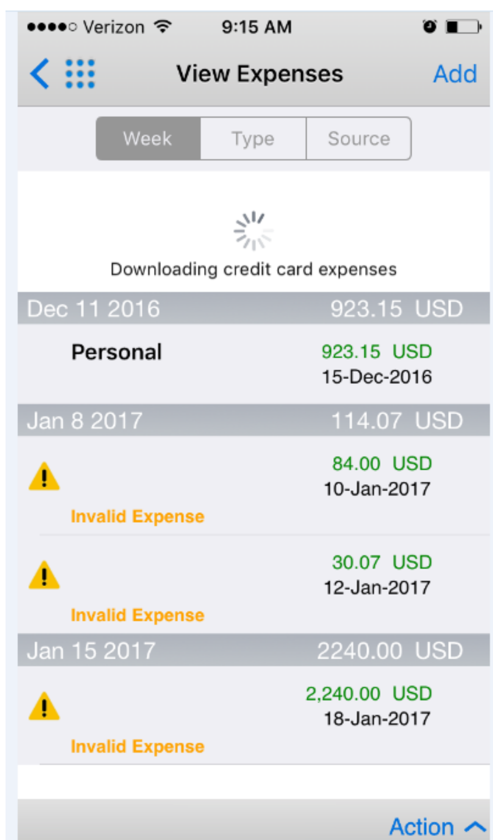


- Mileage is then displayed in the "View" section as an expense item.

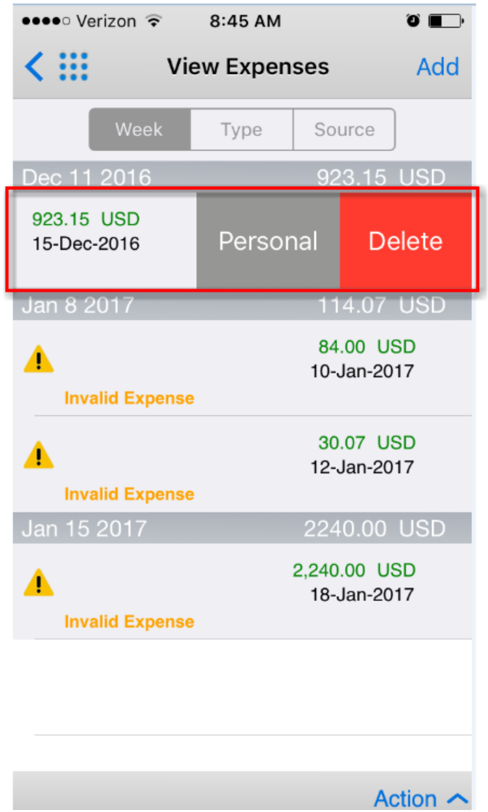


Note: If you have a Corporate Card – all of your Corporate Card Transactions will be displayed in the "View" section as well. You do not need to enter anything in for them, unless the Type was not prepopulated.

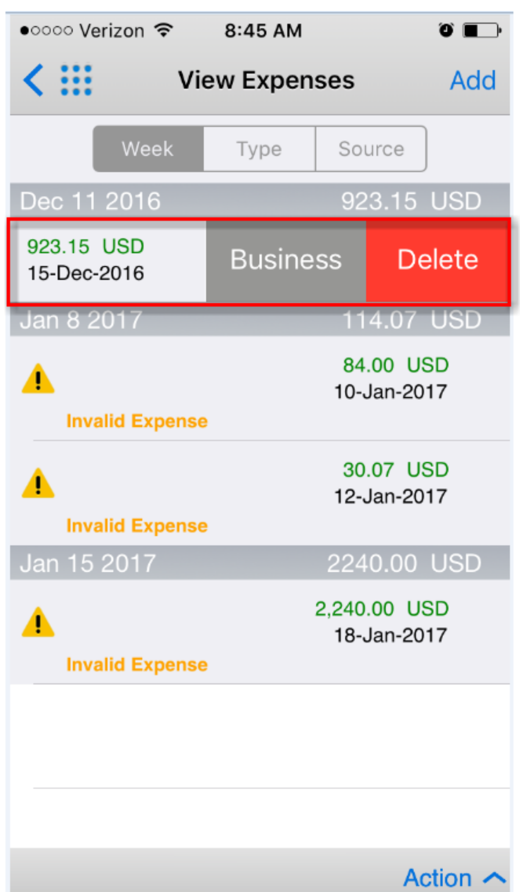
13. Within "View Expenses", swipe down on the screen to refresh the page and view all of the expenses.



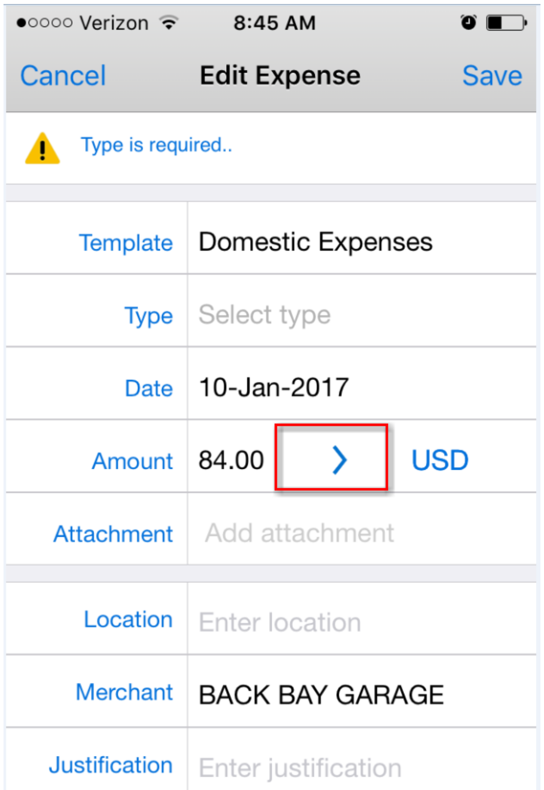
14. If you need to mark an entire corporate card transaction as personal swipe to the left on the transaction row in view expenses and select Personal.

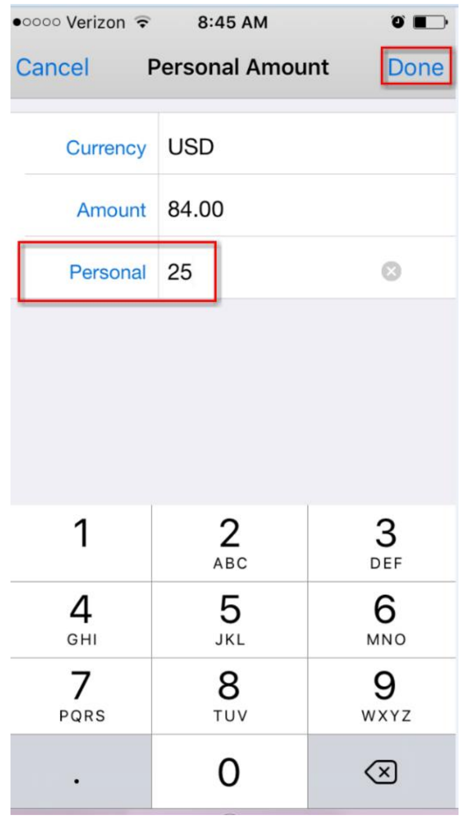


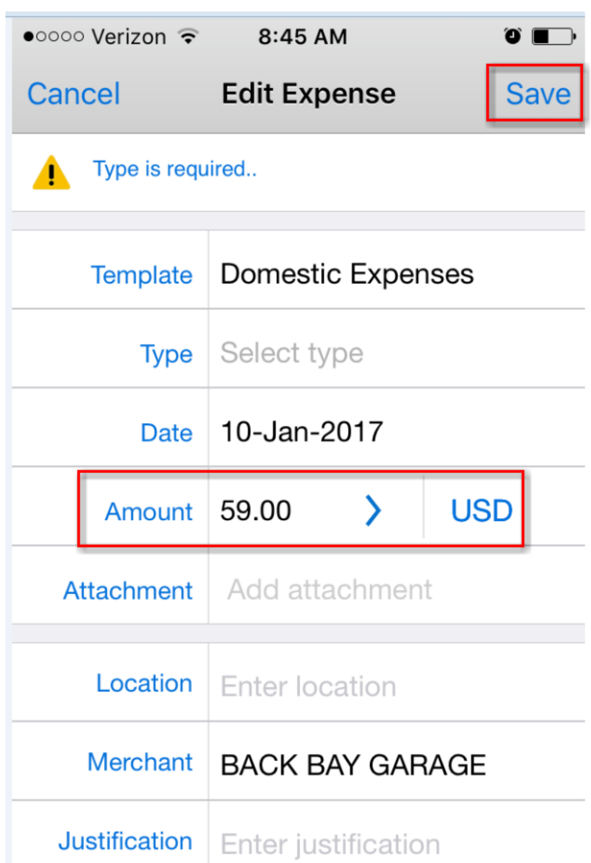
15. To change a transaction marked personal to business, swipe left and choose business.



16. To mark part of the transaction as personal use the arrow next to amount and enter the personal amount. Click "Done" to go back to main screen.

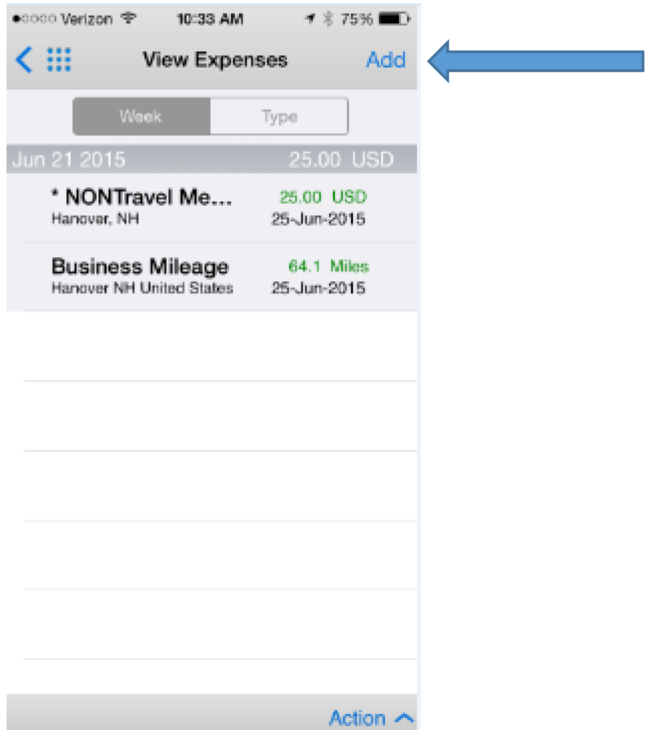




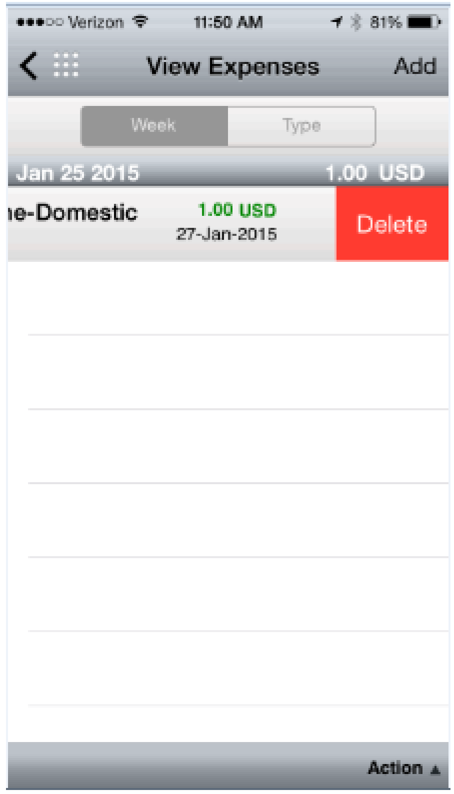


17. Click "Save" after you have entered all the information needed.

18. If you need to add more expenses, from the main menu click on "View" and this will bring you to the "View Expenses" screen. Click the "Add" button to add more expenses to this report.

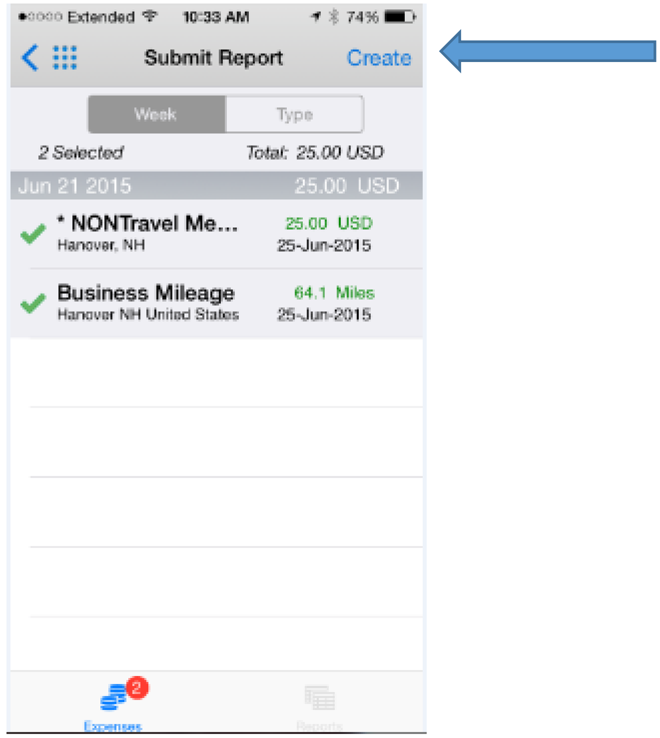


19. If you have accidentally added an item that you do not want to be reimbursed for, right swipe on that particular item and the "Delete" button will appear and you can remove that item from your report.



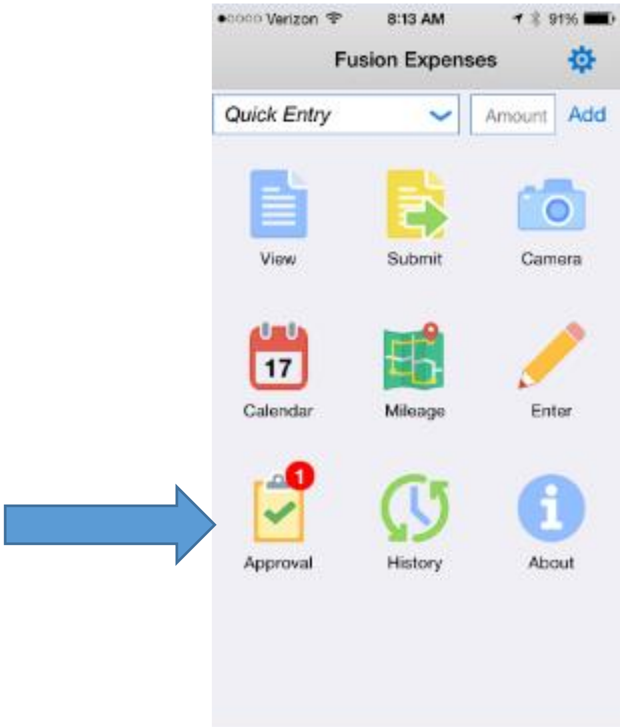
Note: All the corporate card transaction need to be accounted for. You cannot delete the corporate card transactions, even if the charge was accidental. If there are certain Corporate Card Transactions that are displayed in the “View Expenses” screen that you do not want to settle yet, simply uncheck those items in the “Submit Report” screen and those items will not be settled in the report you are submitting.

20. Once you have created and entered all your business expenses, on the main menu click on "Submit". This brings you to the "Submit Report" screen and you can then click on "Create" and your report will be sent to your approver for review and approval.



APPROVING EXPENSE REPORTS THROUGH THE iPHONE APP

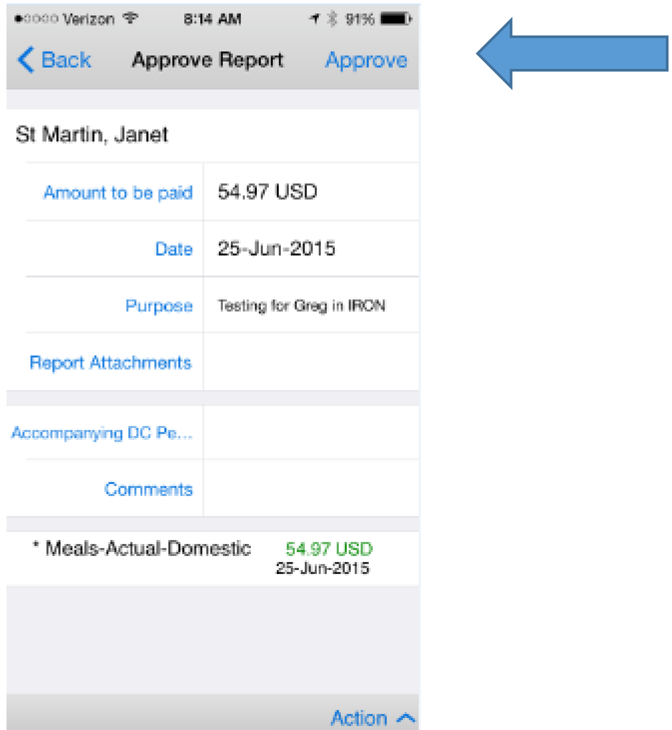
If you have expense reports that need your approval you can approve right through the app which makes it quick and easy. If you have reports that need your approval you will see the “Approval” icon displaying how many expense reports have been submitted for your approval:



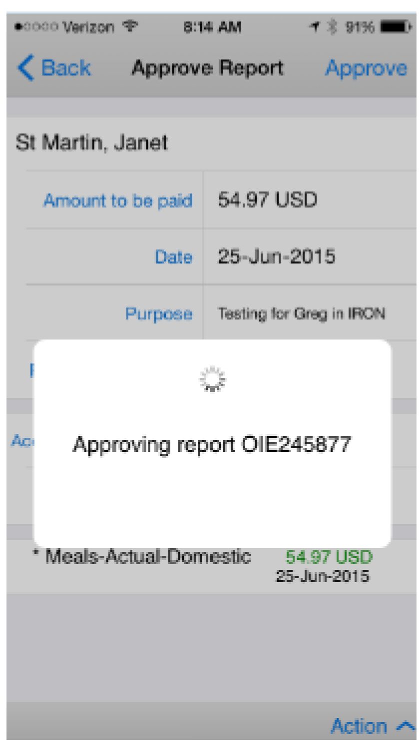
Click on the “Approval” icon and you will see who submitted the report:

Click on the Report: Amount, Purpose, Type, etc. are displayed

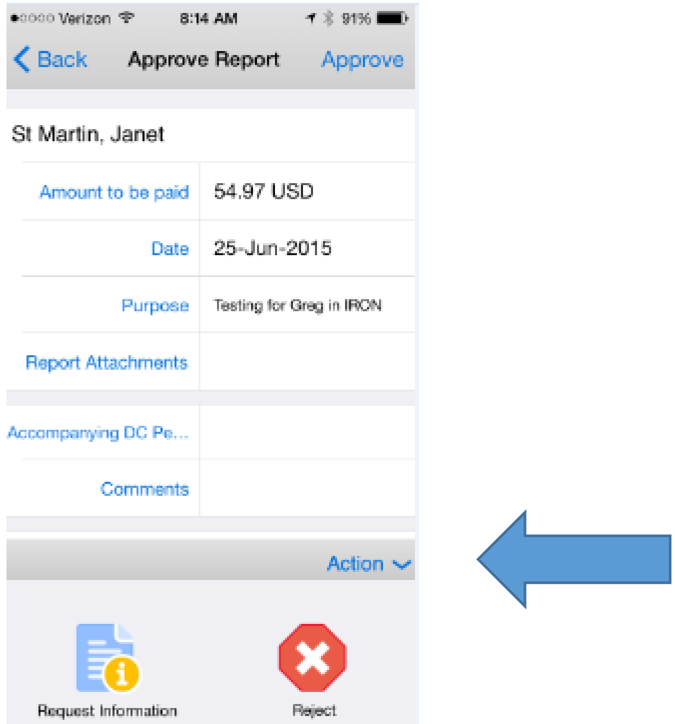
If you wish to approve the expense report, simply click on the approve button on the top right hand side.



When the report is being approved you will see the app approving the report number:



If you have questions about the report or wish to reject it, click the “Action” button on the bottom right hand side:



If you would like to reject the report, just tap Reject and the report will need to be completed again. Or, you can click Request Information and type whatever you need so the submitter can adjust the report.