Quick Reference Guide

Topic : P Card Process

Step-by-Step Instructions to create a Spend Authorization

Introduction

Oracle Fusion Expense Module allows you to submit a **P card expenses** associated with business related activities. Employees are required to obtain spend authorization approval prior to incurring expenses using the P-Card:

- Employee submits a **spend authorization request**
- Manager approves the **spend authorization request**
- The employee submits an expense report for the P-Card transactions

Steps to Create and Submit a Spend Authorization Request

1. Log in to **One Connect**.
2. **From the landing (Home) page** – navigate to **Me** > **Expenses** > **Travel and Expenses** work area.
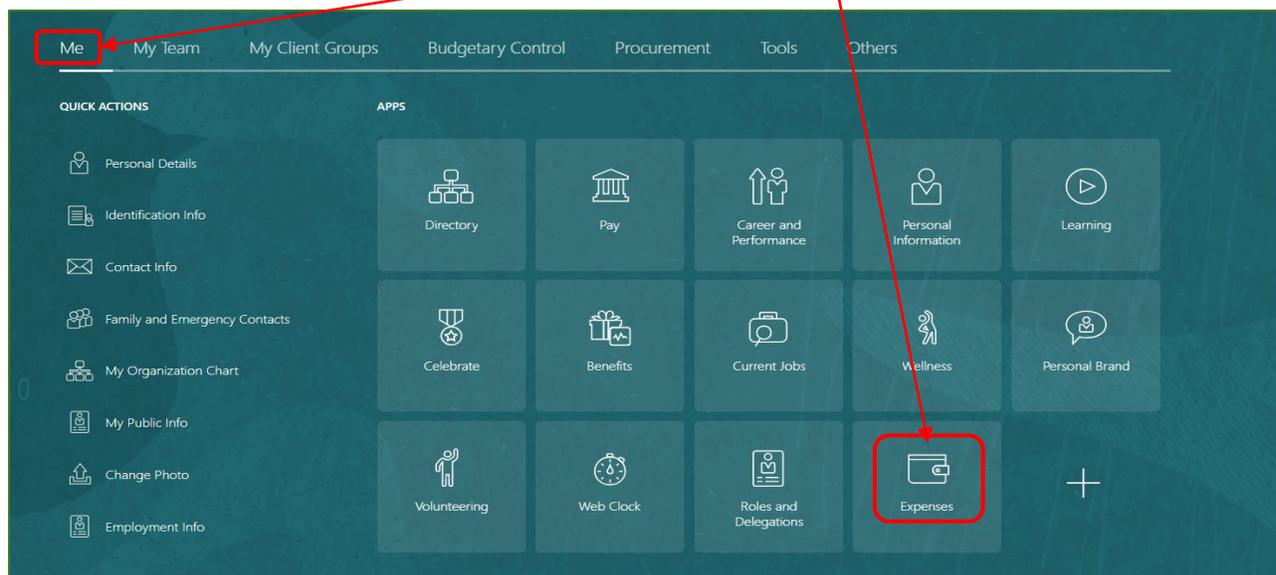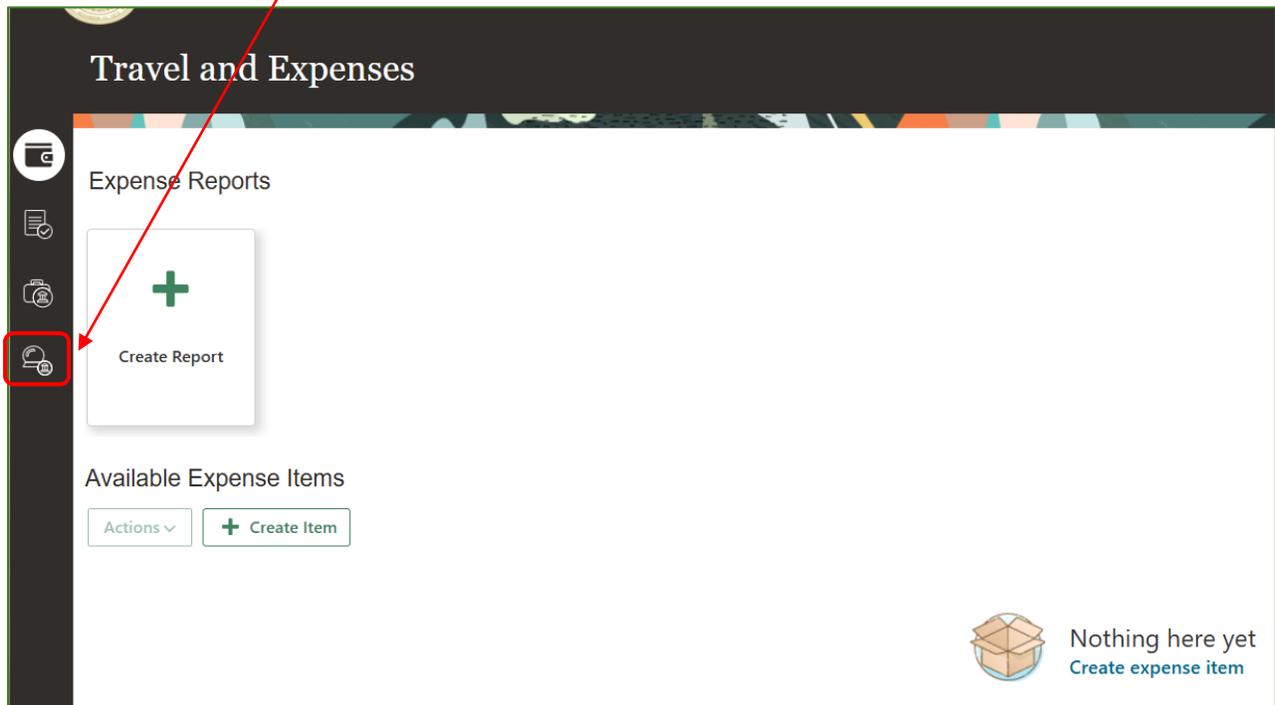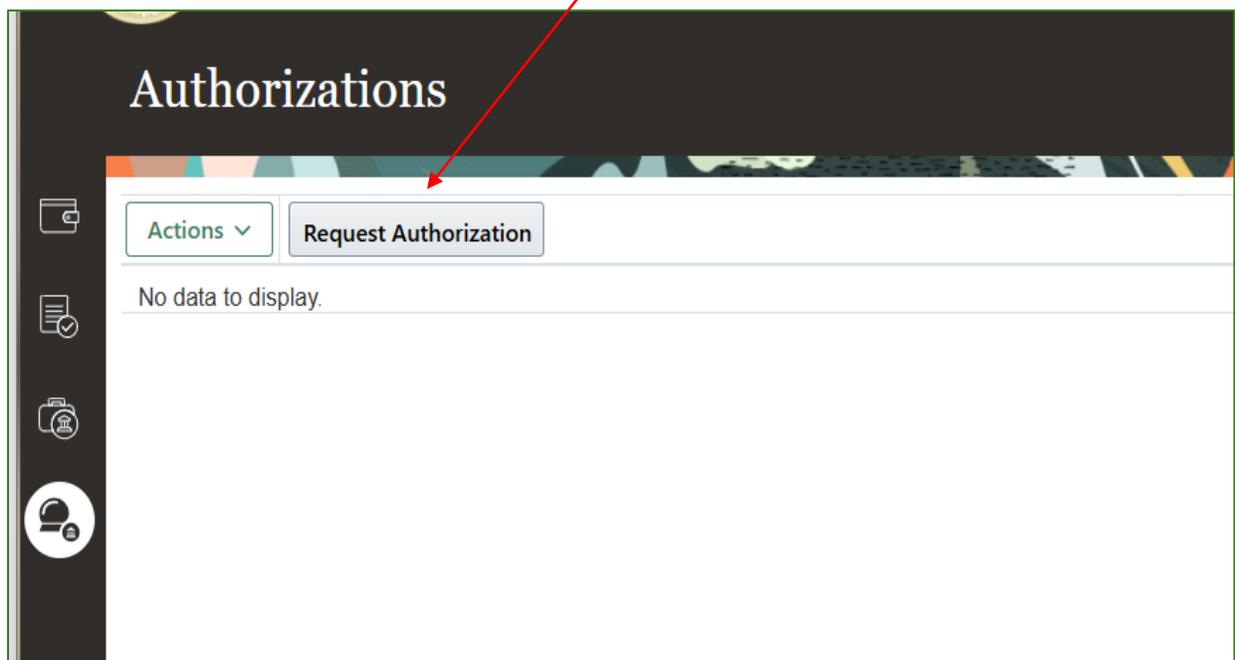
3. Click the **Authorization** tab.

4. On the **Authorization** click **Request Authorization**:

5. The **Request Authorization** page will display. Enter the following information:
    o **Purpose**: Enter your trip purpose (e.g., *Oracle Open World*)
    o **Expense Location**: Choose a location (e.g., *XXXX*)
    o **Start Date**: Pick a start date (e.g., one month from today)
    o **End Date**: Pick an end date (e.g., four days later)

6. Click the **Create** (➕) icon next to **Estimated Expenses** to add line items:

    a. **Template**: Select PCard Expense Template.
    b. **Type** (expense category): e.g., *Office Supplies*.
    c. **Amount**: Pick currency (e.g., USD) and enter the value (e.g., 650.00).
    d. In the **Attachment field**, add attachment for airfare.

7. Click **Save and Create Another** to add more items.

8. Note: The **Spend Authorization** will route to the designated **department approver**.

9. You can see your outstanding request on the **Authorizations** page.

10. By clicking the 🔔³ you can see that your request has been submitted.

11. Once approved you will see a notification in the 🔔³
12. Click the 🔔³ to see the status of your **Spend Authorization**
13. Once the spend authorization is approved, you may proceed with the purchase using your designated **P-Card**.

14. After receiving the bank statement, the transactions will reflect in the Travel and Expenses tab, as shown below.
15. You will find the bank statement lines under Available Expense Items.

16. Select the expense items for which you want to create an expense report. Click Actions, then classify the expense items as Business or Personal based on the purchase.

17. To create an expense report for an expense item, click the date hyperlink associated with the transaction.

18. Ensure all entered details are correct, then click the "+" icon next to Authorization to add the approved spend authorization (created prior to incurring the expense)
19. Add the expense items to the report by clicking on 'Add to report'

20. After adding all expense items, submit the expense report for approval. (Ensure all required receipts are attached before submitting.)
21. The expense report will then be sent for auditing.