

Part1: Procedure to Enter Individual Expenses

Please follow the below procedure to enter individual project expenses

Login to E-business

Personalize Table Layout

KFUPM E-BUSINESS SYSTEM

Personalize Stack Layout
Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

*User Name
(example: ahmad.fazal.salman)

*Password
(example: 4u99v23)

Login Assistance

Accessibility

Personalize Table Layout

Select a Language:
العربية English

Click on internet-Expenses Tab

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Favorites Diagnostics Logout Pref

Enterprise Search Search Results Display Preference

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

☒ Internet Expenses
☒ Expenses Home

☐ KFUPM - Workflow Status Monitor
☐ KFUPM Business Trip Requests
☐ KFUPM E-Business Responsibility Request
☐ KFUPM Faculty Conference User
☐ KFUPM Learner Self-Service
☐ KFUPM Material Requestor
☐ KFUPM New Fire Ext. Issue Request
☐ KFUPM Office Services

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject
	PA Budget Integration Workflow	The budget integration was successful.: Impact of Co-Channel (FT121002)
	PA Budget Integration Workflow	The budget integration was successful.: Systemic Risk(FT121001)
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527012 (1,000.00 SAR) has been approved
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527011 (100.00 SAR) has been approved

✓ **TIP Vacation Rules** - Redirect or auto-respond to notifications.
✓ **TIP Worklist Access** - Specify which users can view and act upon your notifications.

Click on Create Expense Report tab

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Expense Reports

Expenses

Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

Expenses Home

Personalize "OIE Home Page Container"

Create Expense Report Import Spreadsheet

Track Submitted Expense Reports

Personalize "Track Submitted Expense Reports"

Personalize Table Layout: (TrackSubReportsHelp)

The following expense reports are either outstanding or have been paid in the last 30 days.

Personalize "Track Submitted Expense Reports ta..."

Select the Employee from the Value List (Note: any employee has to delegate his responsibility first before it can be created on his behalf)

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Expense Reports

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information

Cash and Other Expenses

Create Expense Report: General Information

* Indicates required field

Personalize "General Information Page"

Name Mohammed Fasiuddin (7063465)

* Department 421705

Personalize Switcher

Reimbursement Currency Saudi Riyal

Expense Template KFUPM Expense Template

Purpose

Approver

Additional Information

Personalize "Additional Information"

Enter the Date (Project Active dates within the project life cycle), amount and select the expenditure type



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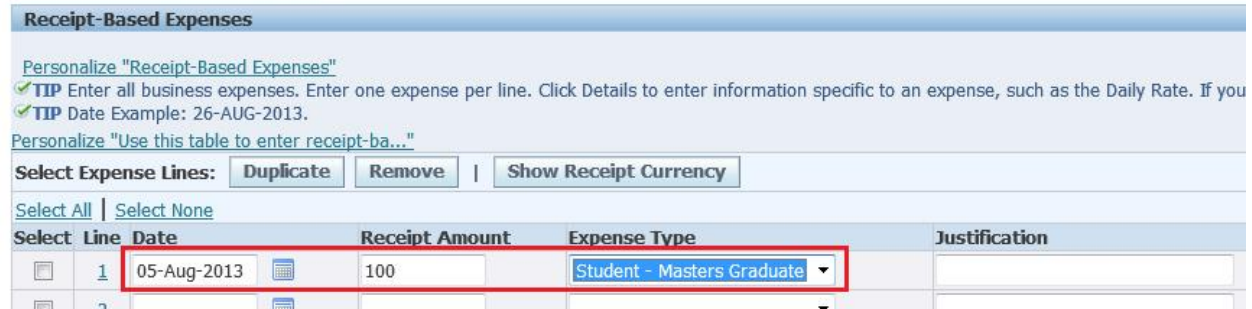
Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Cash and Other Expenses**

Create Expense Report: Cash and Other Expenses

[Personalize "Cash And Other Expenses Page"](#)
[Personalize "Receipt-Based Expenses"](#)



Receipt-Based Expenses

[Personalize "Receipt-Based Expenses"](#)

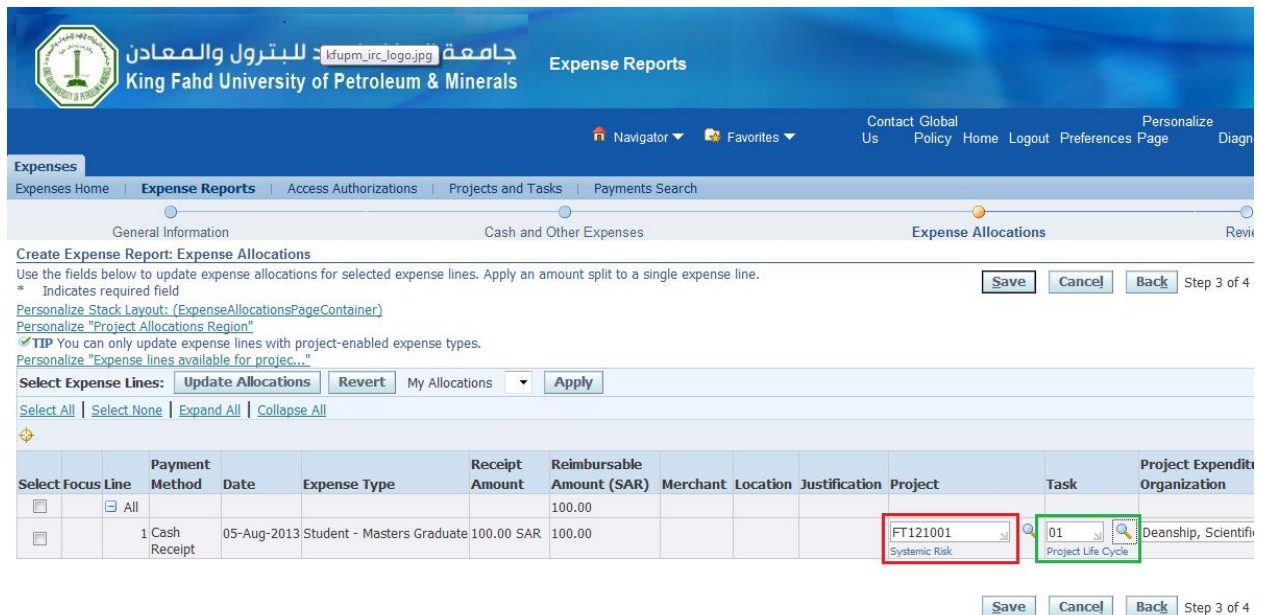
✓ **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If you
 ✓ **TIP** Date Example: 26-AUG-2013.
[Personalize "Use this table to enter receipt-ba..."](#)

Select Expense Lines: [Duplicate](#) [Remove](#) | [Show Receipt Currency](#)

Select All | Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification
<input type="checkbox"/>	1	05-Aug-2013	100	Student - Masters Graduate	
<input type="checkbox"/>	2				

Enter the project number and Task Number (always "01")



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Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | **Cash and Other Expenses** | **Expense Allocations** | Revision

Create Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field

[Personalize Stack Layout: \(ExpenseAllocationsPageContainer\)](#)
[Personalize "Project Allocations Region"](#)
 ✓ **TIP** You can only update expense lines with project-enabled expense types.
[Personalize "Expense lines available for projec..."](#)

Select Expense Lines: [Update Allocations](#) [Revert](#) My Allocations [Apply](#)

Select All | Select None | Expand All | Collapse All

Select	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (SAR)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization
<input type="checkbox"/>	All					100.00						
<input type="checkbox"/>	1	Cash Receipt	05-Aug-2013	Student - Masters Graduate	100.00 SAR	100.00				FT121001 Systemic Risk	01 Project Life Cycle	Deanship, Scientific Research

[Save](#) [Cancel](#) [Back](#) Step 3 of 4

Click the "Submit" Tab

Expenses

Expenses HomeExpense ReportsAccess AuthorizationsProjects and TasksPayments Search

General InformationCash and Other ExpensesExpense AllocationsReview

Create Expense Report: Review

Review the expense report below before submission.

SaveCancelBackStep 4 of 4Submit

Personalize "Review Page"

Personalize "Header"

General Information

Personalize "General Information"

NameMohammed Fasiuddin (7063465)

Expense Dates05-AUG-2013 - 05-AUG-2013

Cost Center421705

Purpose

Original Receipts StatusNot Required

AttachmentsNoneAdd...

Report Total100.00 SAR

Reimbursement Amount100.00 SAR

Expense LinesExpense AllocationsWeekly SummaryApproval Notes [0]Approvers