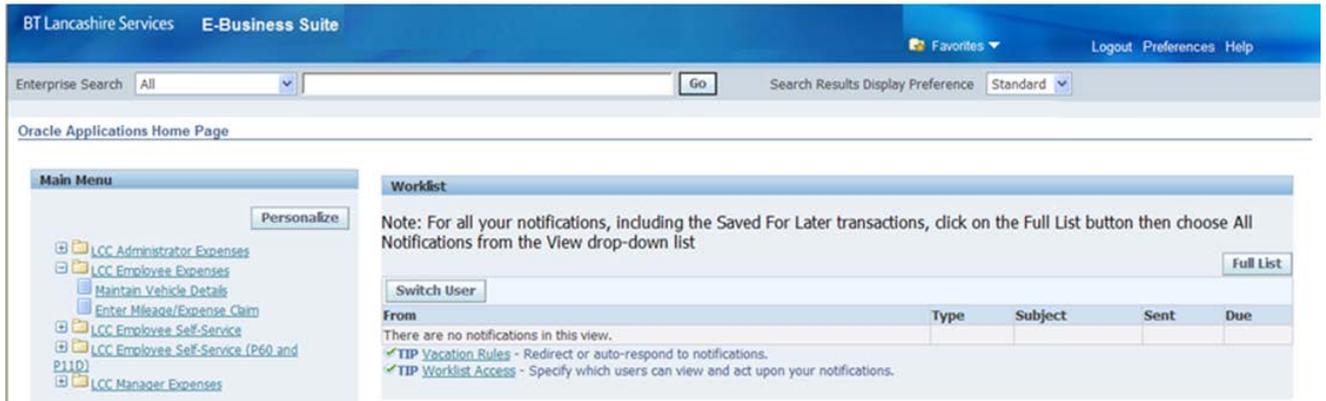


Oracle Expenses

Entering a Vehicle

1. Log into Oracle and click on LCC Employee Expenses

Note: Managers can add vehicles/enter claims on an employee's behalf by using the LCC Manager Expenses or LCC Administrator Expenses responsibilities



The screenshot displays the Oracle E-Business Suite interface. At the top, the header shows "BT Lancashire Services" and "E-Business Suite". Below the header is an "Enterprise Search" bar with a dropdown menu set to "All" and a "Go" button. To the right of the search bar is a "Search Results Display Preference" dropdown set to "Standard".

The main content area is titled "Oracle Applications Home Page" and is divided into two sections:

- Main Menu:** A list of application areas with a "Personalize" button. The items are: LCC Administrator Expenses, LCC Employee Expenses, Maintain Vehicle Details, Enter Mileage/Expense Claim, LCC Employee Self-Service, LCC Employee Self-Service (P60 and P11D), and LCC Manager Expenses.
- Worklist:** A section for notifications. It includes a "Switch User" button and a "Full List" button. A note states: "Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list". Below the note is a table with columns: From, Type, Subject, Sent, and Due. The table is currently empty, with a message: "There are no notifications in this view." Two tips are listed: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

2. Select Maintain Vehicle Details

Note: If using LCC Manager Expenses or LCC Administrator Expenses, you will need to select the relevant employee from the hierarchy after selecting this option



This screenshot shows a close-up of the "Main Menu" section from the Oracle E-Business Suite interface. The menu items are: LCC Administrator Expenses, LCC Employee Expenses, Maintain Vehicle Details, Enter Mileage/Expense Claim, LCC Employee Self-Service, LCC Employee Self-Service (P60 and P11D), and LCC Manager Expenses. The "Maintain Vehicle Details" item is highlighted with a red rectangular box. A "Personalize" button is located to the right of the menu items.

3. Click on Add Private Vehicle

Note: To update an existing vehicle – e.g. the insurance expiry date, click on the update icon rather than Add Private Vehicle

BT Lancashire Services LCC Employee Expenses

My Vehicles

Employee Name
Employee Number

Organization En
Bus

Add Private Vehicle

[Expand All](#) | [Collapse All](#)

Focus	Registration Number	Vehicle Type	Make/Model	Year	Engine Capacity	Insurance Expiry Date	Approval Status	Users	Update
<input type="checkbox"/> My Vehicles									
<input type="checkbox"/> Company									
<input checked="" type="checkbox"/> Private		Car	Ford/Focus		1560	22-Apr-2015	Approved		

TIP You will need to show your driving licence (both parts), your original V5 vehicle registration document and your vehicle insurance certificate to your claim authoriser (or a person nominated by them) as proof that you have the necessary business cover

4. Enter the vehicle details and click Continue

Note: All fields marked with an * are mandatory and must be completed before a vehicle can be submitted.

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Add Private Vehicle

Employee Name
Employee Number

Organization Email Address
Business Group

Cancel Save For Later Back Continue

Vehicle Details

* Vehicle Start Date 01-Oct-2014
1st of the month when vehicle is first used to make a journey, e.g. claim for sep 2012 - 01-sep-2012.

* Registration Number PE55 HJQ

* Make Ford

* Model Focus

Vehicle Type Car

Fuel Type Petrol
If diesel vehicle is after January 2006, please select 'Diesel - Euro IV compliant'

* Engine Capacity 1200
(Example: 1000)

* Manufacture Year 2000

* Initial Registration Date 10-Jun-2005
To be found on V5 document - Log Book

Other Details

Default Vehicle Yes

Share With Other Employees No
If you share vehicle with another employee within the organisation, please select 'Yes'

* Insurance Expiration Date 29-Oct-2015

Share Across Assignment Yes

Cancel Save For Later Back Continue

Note: You can click on the speech bubble icon for a Tip. The tip will open in a new window.

Long Tip

Tip - Windows Internet Explorer

Tip

Cylinder capacity on your V5C. Numbers only, e.g. 998

OK

Done Local intranet 100%

5. Review the details entered then click Submit

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Maintain Vehicle Details: Review

Employee Name
Employee Number

Organization Email Address
Business Group

Review your changes and, if applicable, attach supporting documents.
Indicates Changed Items.

Buttons: Cancel, Printable Page, Save For Later, Back, **Submit**

Vehicle Details

Proposed	
Effective Start Date	01-Oct-2014
Registration Number	PE55 HJQ
Make	ford
Model	Focus
Vehicle Type	Car
Fuel Type	Petrol
Engine Capacity	1200
Make/Model Year	2000
Initial Registration Date	2005-06-10

Other Details

Proposed	
Default Vehicle	No
Insurance Expiration Date	2015-10-29
Share With Other Employee	No
Share Across Assignment	Yes

Comments to Approver

Buttons: Cancel, Printable Page, Save For Later, Back, Submit

Once submitted, the vehicle details will be sent for manager approval. If vehicle details are submitted via the LCC Manager Expenses or LCC Administrator Expenses responsibilities they will automatically be approved.

Entering a Mileage/Expense Claim

1. Log into Oracle and click on LCC Employee Expenses

BT Lancashire Services E-Business Suite

Favorites Logout Preferences Help

Enterprise Search All Go Search Results Display Preference Standard

Oracle Applications Home Page

Main Menu

- LCC Administrator Expenses
- LCC Employee Expenses
 - Maintain Vehicle Details
 - Enter Mileage/Expense Claim
- LCC Employee Self-Service
- LCC Employee Self-Service (P60 and P110)
- LCC Manager Expenses

Worklist

Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list

Buttons: Switch User, Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
<ul style="list-style-type: none"> TIP Vacation Rules - Redirect or auto-respond to notifications. TIP Worklist Access - Specify which users can view and act upon your notifications. 				

2. Select Enter Mileage/Expense Claim

Note: If using LCC Manager Expenses or LCC Administrator Expenses, you will need to select the relevant employee from the hierarchy after selecting this option



3. Click on Add under Online Claims – Expenses or Online Claims – Mileage depending on the type of claim

Note: Public transport claims will need to be entered under Online Claims – Expenses rather than as mileage.

The screenshot shows the 'Enter Mileage/Expense Claim: Extra Information' page. At the top, there is a navigation bar with 'BT Lancashire Services' and 'LCC Employee Expenses'. Below the navigation bar, there are buttons for 'Cancel', 'Save For Later', 'Back', and 'Next'. A tip message states: 'TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014'. Below the tip, there are fields for 'Employee Name' and 'Employee Number'. A message says: 'Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.' There are two sections: 'Online Claims – Expenses' and 'Online Claims – Mileage'. In the 'Online Claims – Expenses' section, the 'Add' button is highlighted with a red box. Below it is a table with columns: 'Select Status', 'Date Worked', 'Position Type', 'Expense Details', 'Do you have a VAT receipt?', 'Amount for which you have a VAT receipt', and 'Updated'. The table contains one row with 'No results found.' in the 'Select Status' column. In the 'Online Claims – Mileage' section, the 'Add' button is also highlighted with a red box. Below it is a table with columns: 'Select Status', 'Date Worked', 'Position', 'Vehicle', 'Journey Type', 'Reason for Journey', 'Route Details', 'Miles', 'No of Passengers', and 'Updated'. The table contains one row with 'No results found.' in the 'Select Status' column. At the bottom, there is a tip message: 'TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details''. Below the tip, there are buttons for 'Cancel', 'Save For Later', 'Back', and 'Next'.

4. Enter the claim details and click Apply

Note: The form will differ slightly depending on whether Online Claims – Expenses or Online Claims – Mileage has been selected. All fields marked with an * are mandatory and must be completed before clicking Apply

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Online Claims – Expenses

Employee Name Employee Number

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Date Worked 17-Oct-2014

* Position S9060100CAS1|Casual

* Expense Type Public transport expenses (Business)

* Details Meeting in Preston

* Amount 10.50

* Do you have a VAT receipt? No

Amount for which you have a VAT receipt

Cancel Apply

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Online Claims – Mileage

Employee Name Employee Number

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Date Worked 17-Oct-2014

* Position S9060100CAS1|Casual

* Vehicle Vauxhall Corsa

* Journey Type Business

* Reason for Journey Meeting in Preston

* Route Details Home to County Hall - via M6

* Miles 15

No of Passengers Updated

Cancel Apply

5. All claims that are waiting to be submitted will show under the relevant section with the status New. Once all claims have been entered, click Next

Note: if you need to enter more claims and don't want to submit for approval at this point, you can use the Save For Later option to return to the claims at a later stage. See the Saving For Later section below

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Enter Mileage/Expense Claim: Extra Information

Cancel Save For Later Back Next

TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014

Employee Name Employee Number

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save For Later to finish this action later.

Online Claims – Expenses

Select Object: Delete Update Add

Select Status	Date Worked	Position	Expense Type	Details	Amount	Do you have a VAT receipt?	Amount for which you have a VAT receipt	Updated
New	17-Oct-2014	S9060100CAS1 Casual	Public transport expenses (Business)	Meeting in Preston	10.50	No		

Online Claims – Mileage

Select Object: Delete Update Add

Select Status	Date Worked	Position	Vehicle	Journey Type	Reason for Journey	Route Details	Miles	No of Passengers Updated
New	17-Oct-2014	S9060100CAS1 Casual	Vauxhall Corsa	Business	Meeting in Preston	Home to County Hall - via M6	15	

TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details'.

Cancel Save For Later Back Next

6. Review the claim details then click Submit

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Enter Mileage/Expense Claim: Review

Cancel Printable Page Save For Later Back **Submit**

By clicking submit, you are certifying that all claims submitted adhere to your terms and conditions of employment
Review your changes and, if applicable, attach supporting documents.
Indicates Changed Items.

Extra Information Type

Online Claims – Expenses

Proposed	
Date Worked	17-Oct-2014
Position	S9060100CAS1 Casual
Expense Type	Public transport expenses (Business)
Details	Meeting in Preston
Amount	10.50
Do you have a VAT receipt?	No

Online Claims – Mileage

Proposed	
Date Worked	17-Oct-2014
Position	S9060100CAS1 Casual
Vehicle	Vauxhall Corsa Life CDTI - SY08VOJ
Journey Type	Business
Reason for Journey	Meeting in Preston
Route Details	Home to County Hall - via M6
Miles	15

Once submitted, the claims will be sent for manager approval. If claims are submitted via the LCC Manager Expenses or LCC Administrator Expenses responsibilities they will automatically be approved.

Saving For Later

1. Once the initial claims have been entered, click Save For Later.

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Enter Mileage/Expense Claim: Extra Information

Cancel **Save For Later** Back Next

TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014

Employee Name Employee Number

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Online Claims – Expenses

Select Object: Delete Update Add

Select Status	Date Worked	Position	Expense Type	Details	Amount	Do you have a VAT receipt?	Amount you have a VAT receipt	Updated
New	17-Oct-2014	S9060100CAS1 Casual	Public transport expenses (Business)	Meeting in Preston	10.50	No		

Online Claims – Mileage

Select Object: Delete Update Add

Select Status	Date Worked	Position	Vehicle	Journey Type	Reason for Journey	Route Details	No of Miles	Passengers Updated
New	17-Oct-2014	S9060100CAS1 Casual	Vauxhall Corsa	Business	Meeting in Preston	Home to County Hall - via M6	15	

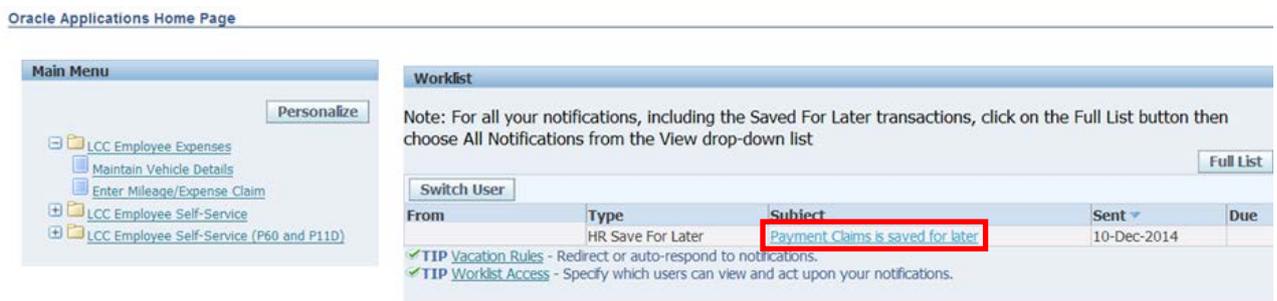
TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details'.

Cancel Save For Later Back Next

- You will get the below confirmation message. Click OK to return to the home page.

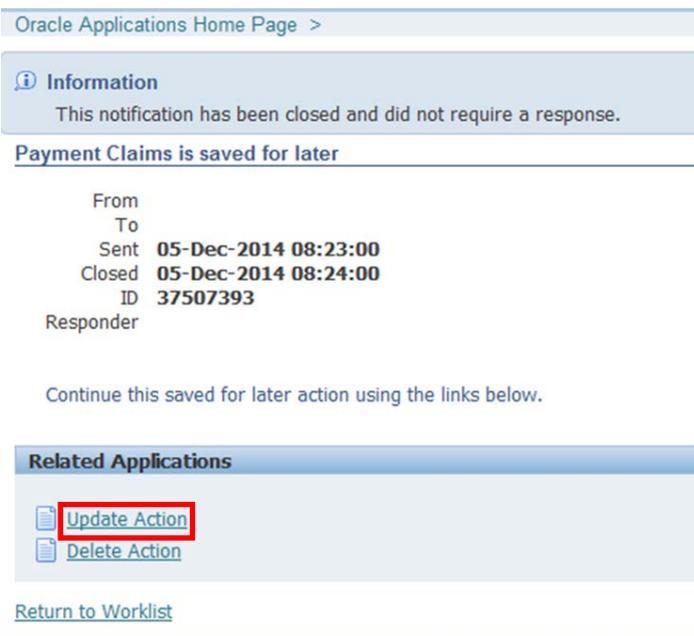


- There will be a notification in your Worklist confirming that the Payment Claim is saved for later



- To update or submit the claim, click on the Payment Claim is saved for later notification and click Update Action.

Please Note: You will not be able to update your saved for later action either from the email notification received or from the All Actions Awaiting Your Attention menu as this relates to Self-Service responsibilities not Expenses.



- This will take you to the Enter Mileage/Expense Claim: Extra Information page. Any claims that have been saved will be listed as New claims.

Click Add to enter more claims or Next to go to the review page before sending them for approval.

BT Lancashire Services LCC Employee Expenses

Enter Mileage/Expense Claim: Extra Information

Cancel Save For Later Back Next

TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014

Employee Name Employee Number

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Online Claims - Expenses

Select Object: Delete Update Add

Select	Date	Status	Worked	Position	Expense Type	Details	Amount	Do you have a VAT receipt?	Amount for which you have a VAT receipt	Updated
+	17-Oct-2014	New		S9060100CAS1 Casual	Public transport expenses (Business)	Meeting in Preston	10.50	No		

Online Claims - Mileage

Select Object: Delete Update Add

Select	Date	Status	Worked	Position	Vehicle	Journey Reason for Type	Journey	Route Details	No of Miles	Passengers	Updated
+	17-Oct-2014	New		S9060100CAS1 Casual	Vauxhall Corsa	Business	Meeting in Preston	Home to County Hall - via M6 15			

TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details'.

Cancel Save For Later Back Next

- If the Payment Claim is saved for later notification has previously been opened, it will no longer appear in the worklist. In this case, you will need to click on the Full List option.

Oracle Applications Home Page

Main Menu

Personalize

- LCC Employee Expenses
 - Maintain Vehicle Details
 - Enter Mileage/Expense Claim
- LCC Employee Self-Service
- LCC Employee Self-Service (P60 and P11D)

Worklist

Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list

Full List

Switch User

From	Type	Subject	Sent	Due
There are no notifications in this view.				
TIP Vacation Rules - Redirect or auto-respond to notifications.				
TIP Worklist Access - Specify which users can view and act upon your notifications.				

- Change the View drop down box to All Notifications. Click Go.

BT Lancashire Services E-Business Suite

Oracle Applications Home Page > Worklist for

Worklist

View: Open Notifications Go

All Notifications

FYI Notifications

Notifications From Me

Open Notifications

TIP To Do Notifications or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Select	Type	Subject	Sent
There are no notifications in this view.			

Home Logout Preferences Help

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- All notifications will appear in the list. You can double click on any of the fields to reorder the notifications as needed.

Select the relevant claim by clicking on the link.

BT Lancashire Services E-Business Suite

Oracle Applications Home Page > Worklist for

View: All Notifications Go

Select Notifications: Open Reassign Close Switch User

Select All | Select None

Select	From	Type	Subject	Sent	Due	Status
<input type="checkbox"/>		HR Save For Later	Payment Claims is saved for later	09-Dec-2014		Closed
<input type="checkbox"/>		HR Save For Later	Payment Claims is saved for later	09-Dec-2014		Closed

9. Select Update Action

Oracle Applications Home Page >

Information
This notification has been closed and did not require a response.

Payment Claims is saved for later

From
To
Sent **05-Dec-2014 08:23:00**
Closed **05-Dec-2014 08:24:00**
ID **37507393**
Responder

Continue this saved for later action using the links below.

Related Applications

- [Update Action](#)
- [Delete Action](#)

[Return to Worklist](#)

- This will take you to the Enter Mileage/Expense Claim: Extra Information page. Any claims that have been saved will be listed as New claims.

Click Add to enter more claims or Next to go to the review page before sending them for approval.

BT Lancashire Services LCC Employee Expenses

Navigator Favorites Home Logout Preferences Help

Enter Mileage/Expense Claim: Extra Information

Cancel Save For Later Back **Next**

TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014

Employee Name Employee Number

Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later.

Online Claims – Expenses

Select Object: Delete Update **Add**

Select	Date	Position	Expense Type	Details	Amount	Do you have a VAT receipt?	Amount for which you have a VAT receipt	Updated
New	17-Oct-2014	S9060100CAS1 Casual	Public transport expenses (Business)	Meeting in Preston	10.50	No		

Online Claims – Mileage

Select Object: Delete Update **Add**

Select	Date	Position	Vehicle	Journey Reason for Type	Journey	Route Details	No of Miles	Passengers	Updated
New	17-Oct-2014	S9060100CAS1 Casual	Vauxhall Corsa	Business	Meeting in Preston	Home to County Hall - via M6	15		

TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details'.

Cancel Save For Later Back **Next**