NEO (ORACLE APPLICATIONS)
UTS INTERNET EXPENSES
TRAINING GUIDE
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Log into Neo (Oracle Applications)

Select UTS Internet Expenses
Expenses Home page

- **Track Submitted Expense Reports** – Provides you with a status of each submitted report number
- **Update Expense Reports** – Allows you to update or delete report numbers that have been saved, rejected or returned
- **Notifications** – System generated messages alerting you of possible policy violations and the status changes of your report submission

An expense report details the expenses incurred by staff. It may include corporate credit card transactions and/or out-of-pocket expense claims.
How to customise preferences

From Expenses Home, select Preferences

Select My Allocations

Select Add Another Row

Enter Allocation Name (eg. ABC Grant)

Enter Organisation Unit (eg. 512630)

Enter Activity (eg. 2035691)

Select Apply
Creating a New Expense Report

Select **Create Expense Report**

**General Information**

Enter **Purpose**

Search for your Approver by selecting

A pop-up window will appear

Enter A few letters of your approver’s surname followed by the wildcard symbol (eg. One%)

Select **Go**
Select Quick Select

Select Next

Note: Corporate cardholders will proceed to *Credit Card Transactions* (Step 2 of 6) and other staff will proceed to *Cash and Other Expenses* (Step 2 of 4)
Credit Card Transactions

Select **Checkboxes**

**Note:** You may Select **Next 10** to view/select additional corporate credit card transactions

Select **Next**

Credit Card Expenses

Check **Date** (matches invoice date)

Select **Expense Type** (drop-down list)

Enter **Justification** of the expense

Select **Next**
Cash and Other Expenses

**Note:** Select *Show Receipt Currency* if you are entering foreign currency receipts

Enter **Date** (invoice date)

Enter **Receipt Amount** (total invoice amount including GST)

Select **Receipt Currency** if required (drop-down list)

Select **Expense Type** (drop-down list)

Enter **Justification** of the expense

**Note:** By Selecting *Update*, Neo will calculate the *Reimbursable Amount* in AUD
Itemization

If you are claiming less than the total invoice amount,

Select **Details** alongside the relevant line

Itemization 1-1

Enter **Daily Rate** (claim amount)

**Note:** The balance (total invoice amount minus claim amount) will be categorised to *Personal Expenses*

Select **Return**

Select **Next**
Expense Allocations

**Note: Payment Method** Credit Card (corporate credit card transactions) and Cash Receipt (out-of-pocket expense claims)

**Note:** Select the relevant checkboxes and **Apply** a predefined allocation (**My Allocations**) from the drop-down list

**OR**

Enter **Activity** if required (eg. 2035461)
Review

**Note:** Verify any corrections by using the *Back* button to navigate the expense details page

**Select**

**Add** (supporting documentation)

**Select**

**Browse**

Locate file (scan of supplier’s invoices, travel approval forms, meal entertainment forms etc)

**Select**

**Apply**

**Select**

**Submit**

**Note:** *Report Total* differs from *Reimbursement Amount* as it contains UTS corporate credit card transactions. Staff do not receive a reimbursement for corporate credit card purchases.
Confirmation

Expense report number UTS3759194 for 1,220.81 has been submitted to ONE, TRAINER for approval.

Print Expense Report to attach original supporting documentation and file in accordance with the Records Management Vice-Chancellor’s Directive for a period of seven (7) years after the financial year audit has been completed.
Withdraw, Update or Delete Expense Report

Select **Withdraw** alongside the relevant Report Number

Select **Yes** (to confirm action)

Select **Update** alongside the relevant Report Number

OR

Select **Delete** alongside the relevant Report Number (if required)

To Update

**Note:** Verify any corrections by using the **Next** button to navigate the expense details page
## Report Status

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Individual’s Approval</td>
<td>Staff</td>
<td>• Only applicable to alternate delegates</td>
</tr>
</tbody>
</table>
| Pending Manager Approval          | Approver                   | • May not be the staff’s direct line manager  
• Neo approver must have financial delegation  
• If the Neo approver does not respond to the approval notification within a set timeframe (5 days), the approval notification will escalate up the approval chain until a response is given (note, the FSU Expense Management team cannot intercept the workflow) or the staff withdraws the expense report to resubmit it to the original approver |
| Pending Payables Approval         | FSU Expense Management team | • The FSU Expense Management team will complete an audit process by verifying the attachments against each transaction line detailed in the expense report                                                                 |
| Ready for Payment                 | FSU Expense Management team | • Staff reimbursements are not included in the fortnightly pay  
• Corporate cardholders do not receive money for their corporate card acquittals                                                                 |
| Pending System Administrator Action| SYSADMIN                   | • Requires action by the system administrator before an expense report can proceed through the workflow  
• Reasons may include a terminated approver, invalid accounting combination or an approver has not provided a response which has timed out more than 3 times |
| Pending Your Resolution           | Staff                      | • Staff are required to withdraw the expense report, make the necessary updates and resubmit it to their approver                                                                                     |
| Rejected                          | Staff                      | • A notification informs the staff that the expense report has been rejected and what is required to rectify the matter  
• After the relevant updates, the staff can resubmit the expense report for approval  
• If the expense report is not resubmitted within a set timeframe (4 weeks), the system will delete it  
• Reasons may include missing tax invoices/receipts or non-compliance |
| Returned                          | Staff                      | • If the nominated approver does not have financial delegation for the specified org unit and the system cannot find another approver, SYSADMIN will return the expense report to the staff for the relevant updates before it can be resubmitted |
| Withdrawn                         | Staff                      | • Staff are required to finalize the expense report (update or delete)                                                                                                                                   |