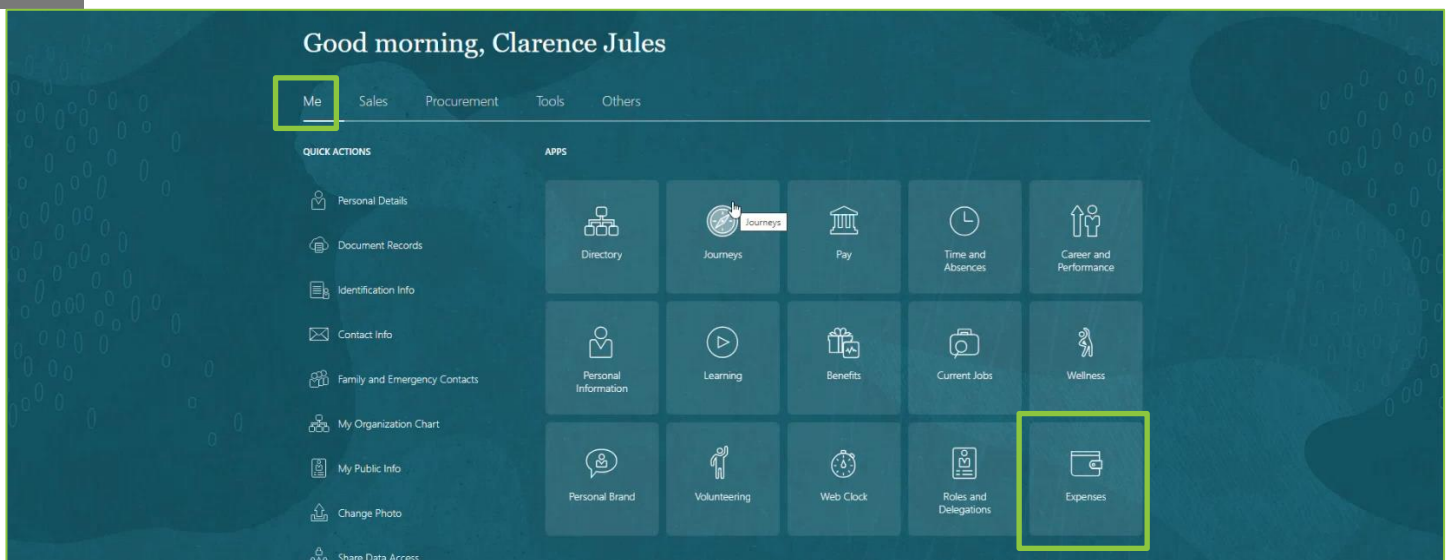


The steps for amending expense items or deleting expense items from an expense report will be detailed in this guide.



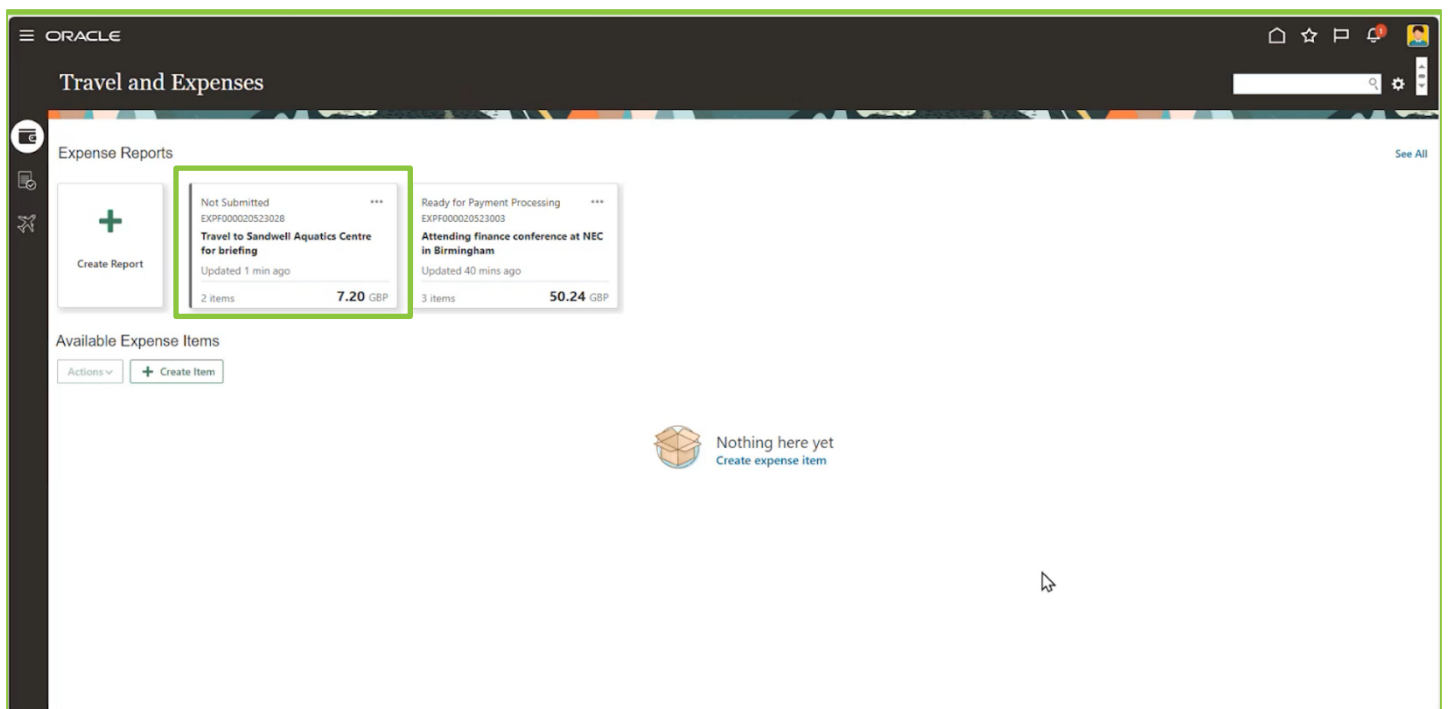
01

From your Oracle Fusion homepage navigate to the **Me** tab and select the **Expenses** application.



02

You will be taken to the Travel and Expenses homepage. Here you will see all the expenses reports that you have created. Select the expense report containing the expense item that you wish to amend or delete.



The expense report you selected will open and you will be able to see all the existing expense items in the report. To amend or edit the report, tick the checkbox for the specific item then select **Actions > Edit**.

Expense Report: EXPF000020523028

Purpose: Travel to Sandwell Aquatics Centre for briefing

Attachments: BUS TICKET docx

Status: Saved

Expense Approver Name: Julia Clarke

Report Total: 7.20 GBP


Payment Method: Electronic

Employer Pays You: 7.20 GBP

I have read and accept the corporate travel and expense policies.

Expense Items (2)

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/>	12/02/2024	Subsistence - Lunch	5.20 GBP	Subway	Birmingham, West Midlands	
<input type="checkbox"/>	12/02/2024	Bus & Tram Public Transport	2.00 GBP	NX Bus West Midlands	Birmingham, West Midlands	

 It is important to select the checkbox of the specific item you wish to edit to amend, edit, or delete it.

Expense Report: EXPF000020523028

Purpose: Travel to Sandwell Aquatics Centre for briefing

Attachments: BUS TICKET docx

Status: Saved

Expense Approver Name: Julia Clarke

Report Total: 7.20 GBP

Payment Method: Electronic

Employer Pays You: 7.20 GBP

I have read and accept the corporate travel and expense policies.

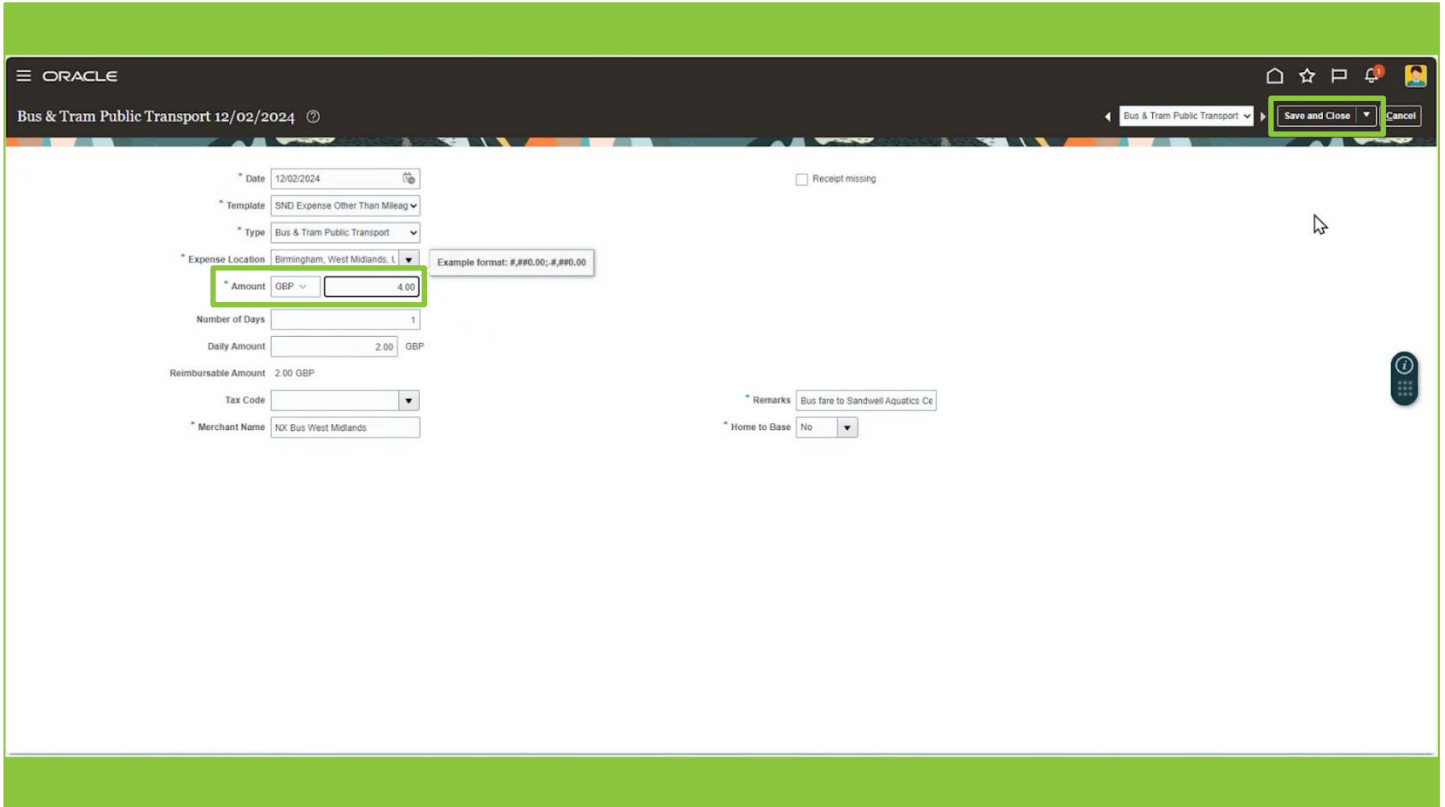
Expense Items (2)

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/>	12/02/2024	Lunch	5.20 GBP	Subway	Birmingham, West Midlands	
<input type="checkbox"/>	12/02/2024	Public Transport	2.00 GBP	NX Bus West Midlands	Birmingham, West Midlands	

Actions dropdown menu options:

- Edit
- Remove
- Duplicate
- Classify as Business
- Classify as Personal
- Classify as Business - Employee Paid

Edit the relevant field of the expense item that you wish to amend. In this example the amount is being amended from £2.00 to £4.00. Once you have finished editing, select the **Save and Close** button.



The screenshot displays the Oracle Expense Management interface for editing an expense item. The page title is "Bus & Tram Public Transport 12/02/2024". The interface includes a navigation bar with the Oracle logo and a top right corner with a "Save and Close" button highlighted in green. The main form contains the following fields:

- * Date: 12/02/2024
- * Template: SND Expense Other Than Mileag
- * Type: Bus & Tram Public Transport
- * Expense Location: Birmingham, West Midlands, L
- * Amount: GBP 4.00 (highlighted with a green box)
- Number of Days: 1
- Daily Amount: 2.00 GBP
- Reimbursable Amount: 2.00 GBP
- Tax Code: (empty)
- * Merchant Name: TX Bus West Midlands
- * Remarks: Bus fare to Sandwell Aquatics Ce
- * Home to Base: No
- Receipt missing

An example format for the amount is provided: "Example format: ###0.00;###0.00".

To delete an expense item from an expense report, tick the checkbox next to the item you wish to delete, then select **Actions > Remove**. Acknowledge the on-screen warning and then select the **Save** button to complete the delete process. The item has now been removed from the expenses report.

The screenshot shows the Oracle Expense Report interface for report ID EXPF000020523028. The report details include Purpose: Travel to Sandwell Aquatics Centre for briefing, Attachments: BUS TICKET.docx, Status: Saved, Expense Approver Name: Julia Clarke, Payment Method: Electronic, and Employer Pays You: 9.20 GBP. The Report Total is 9.20 GBP. The Expense Items table has two items:

Date	Type	Amount	Merchant	Location	Description
12/02/2024	Lunch	5.20 GBP	Subway	Birmingham, West Midlands	
12/02/2024	Public Transport	4.00 GBP	NX Bus West Midlands	Birmingham, West Midlands	

The 'Remove' option is highlighted in the Actions menu for the first item.

The screenshot shows the Oracle Expense Report interface with a warning dialog box displayed. The dialog box contains the following text:

Warning
Expense items that you remove from this report will be available to add to future reports. Do you want to continue?

The 'Yes' button is highlighted in the dialog box. The Expense Items table shows the first item selected with a checkbox:

Date	Type	Amount	Merchant	Location	Description
<input checked="" type="checkbox"/>	12/02/2024	Subsistence - Lunch	5.20		
<input type="checkbox"/>	12/02/2024	Bus & Tram Public Transport	4.00		

The screenshot shows the Oracle Expense Report interface after the expense item has been removed. The Report Total is now 4.00 GBP. The Expense Items table has one item:

Date	Type	Amount	Merchant	Location	Description
<input type="checkbox"/>	12/02/2024	Bus & Tram Public Transport	4.00 GBP	NX Bus West Midlands	Birmingham, West Midlands

The 'Save' button is highlighted in the top right corner of the interface.