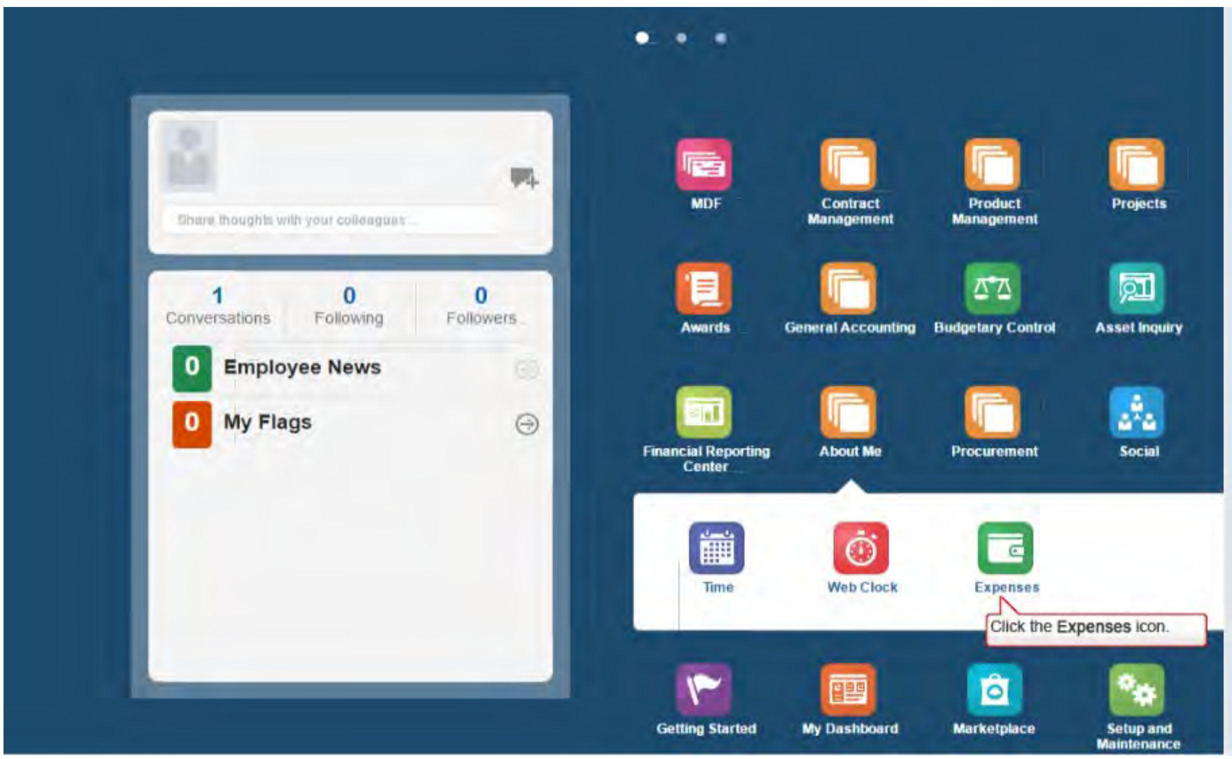
# Bank Account Setup

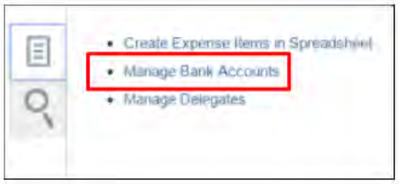
> **Note:** You must enter your bank account information in the Financial Management before entering your first expense report. This is a one-time setup required for reimbursement.
>
> Bank information is completely secure and not visible to other users of the system.

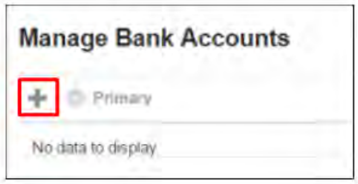


## Bank Account Setup (continued)

To enter bank account information:

- Navigate to the Travel and Expenses portal.
- Click the “Manage Bank Accounts” link from the Task menu.
- Click the + button to enter a new bank account.
- Enter the required fields and click the **Save and Close** button.



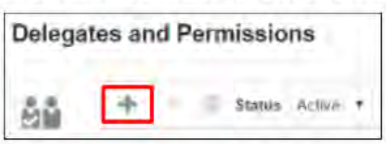


## Delegates

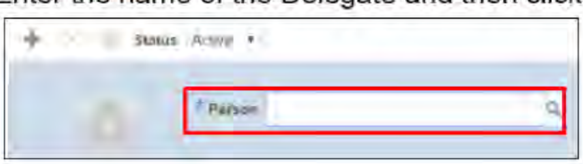
If there are individuals who routinely enter expense reports on your behalf, you must setup these individuals as Delegates within the system. To add a delegate:

- Navigate to the Travel and Expenses portal.
- Click the “Manage Delegates” link from the Task menu.

- Click the + button to enter a new delegate.

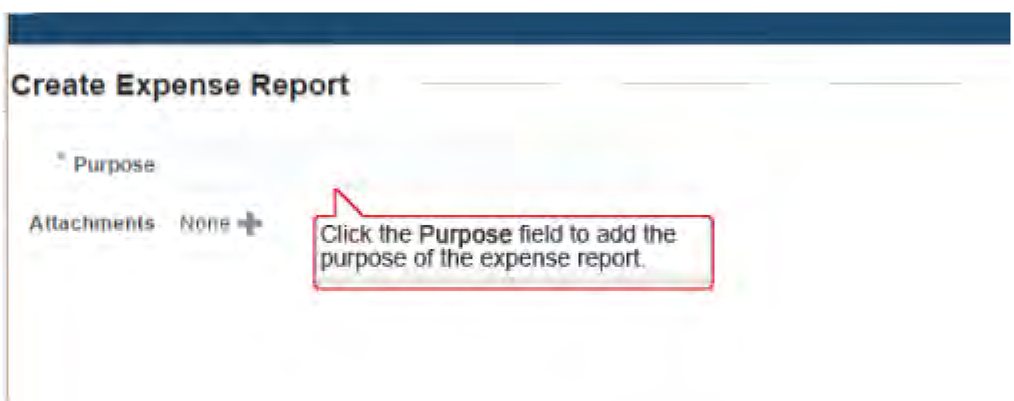


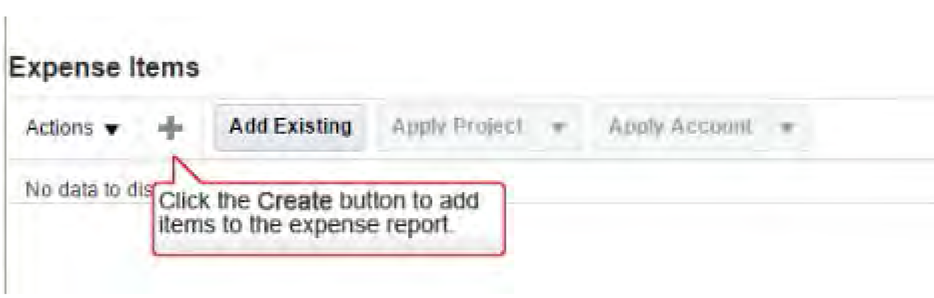

- Enter the name of the Delegate and then click the **Save and Close** button.



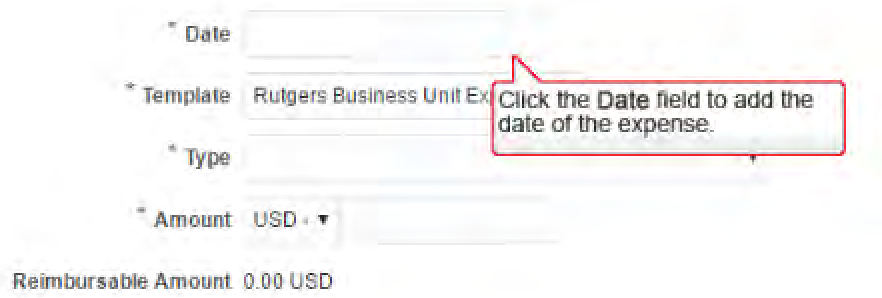
After entering your bank information, you are ready to begin entering expense reports.


**Please be as specific as possible when completing the Purpose field (Example: Conference attended, presented research if applicable, etc..)**

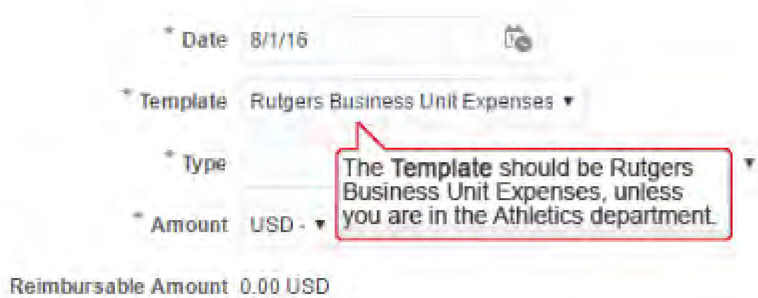


**Enter the date in which the expense was incurred, not the date you are completing the expense report.**

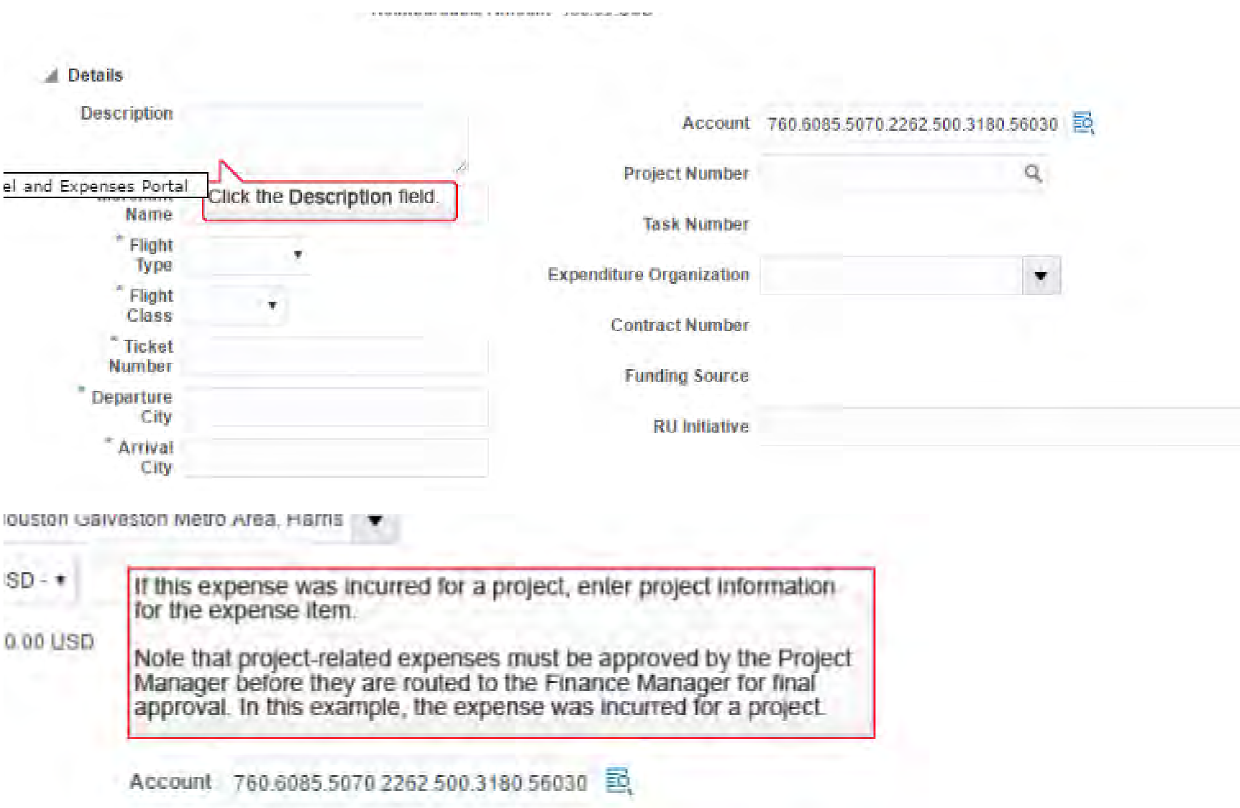



**Template is always Rutgers Business Unit Expense, Type is a drop down Menu**

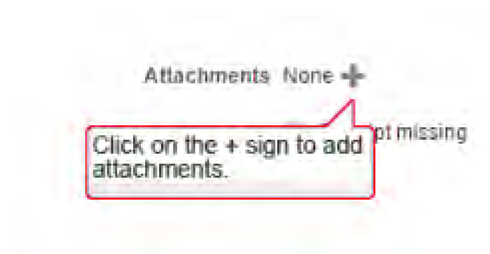


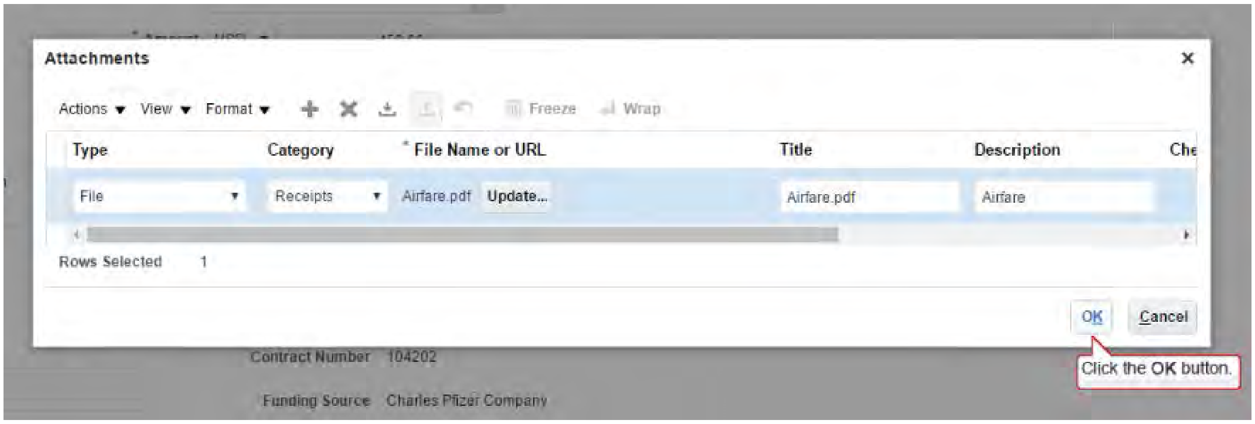
**Although the Details Description field does not have an asterisk* this must be completed. Please be as specific as possible, for example if you are requesting reimbursement for a meal, please list all attendees. Also, if this reimbursement request if greater than 60 days from the date the expense was incurred you must add an additional justification explaining why you are submitting after 60 days (this has always been Rutgers Policy).**

**The Account and Project information will be provided to you by the business office – prior to creating the report, please contact your Business Specialist/Manager and they will provide this to you.**

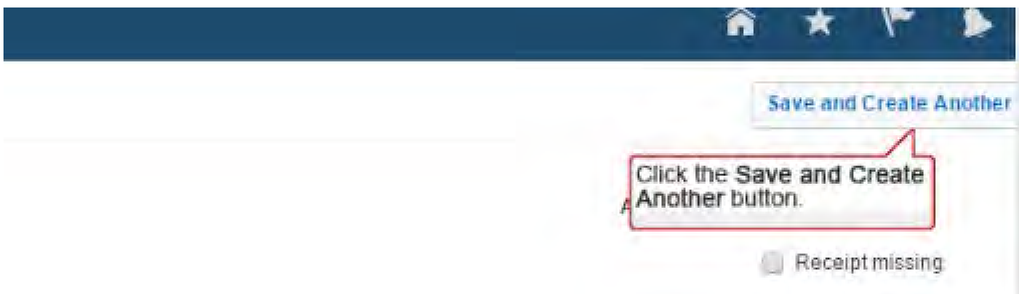


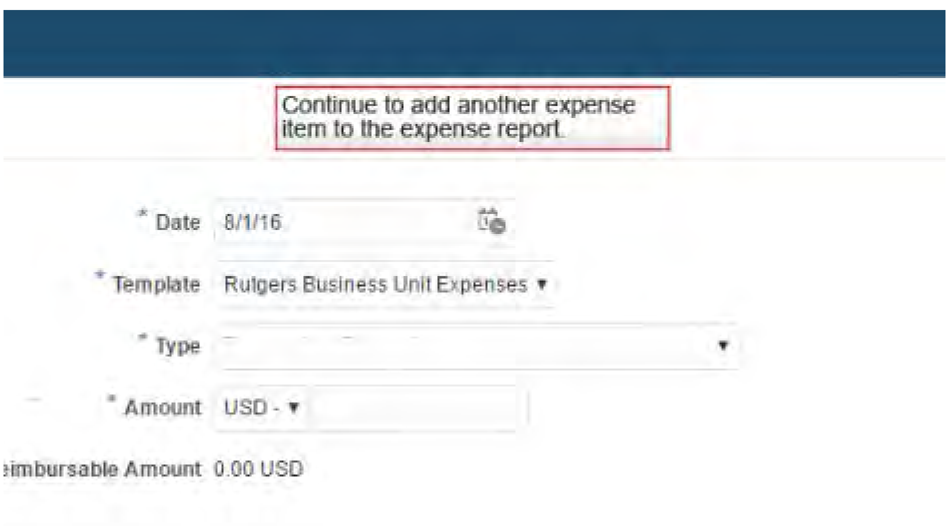

**Please make sure all receipts are attached (top right hand corner of screen) and complete the description field of the attached receipt**





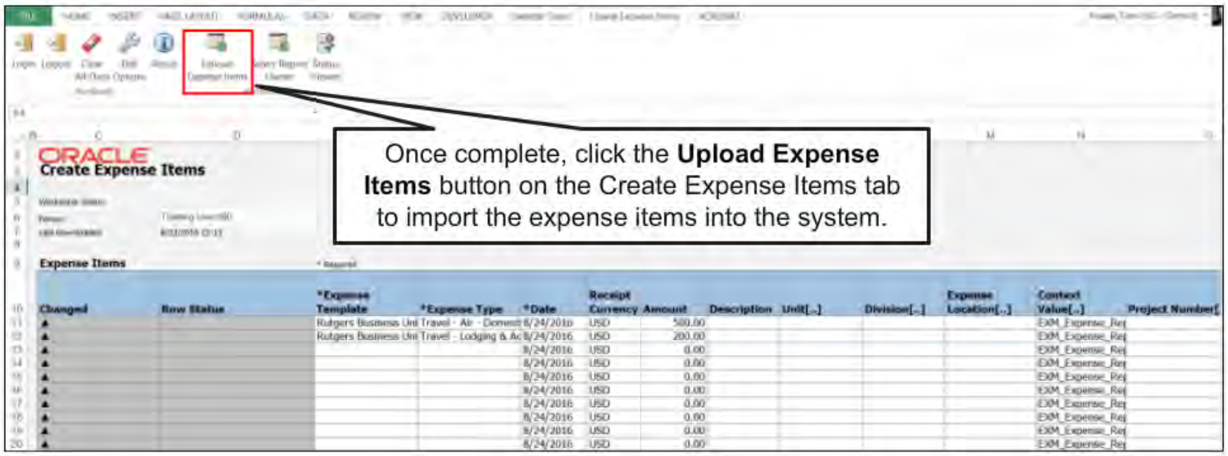

**Then click save and create expense item – if you have additional expenses to submit.**

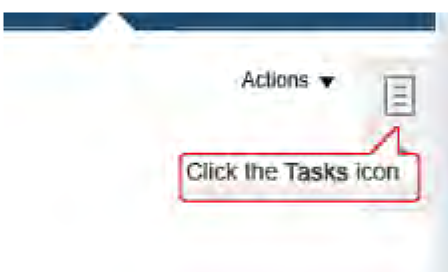


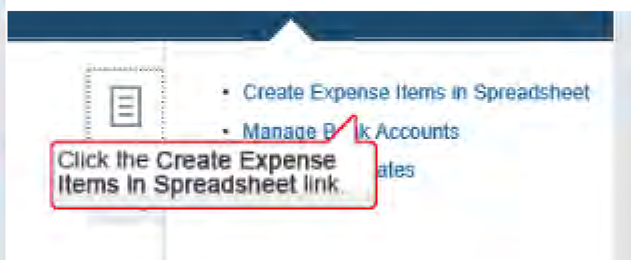



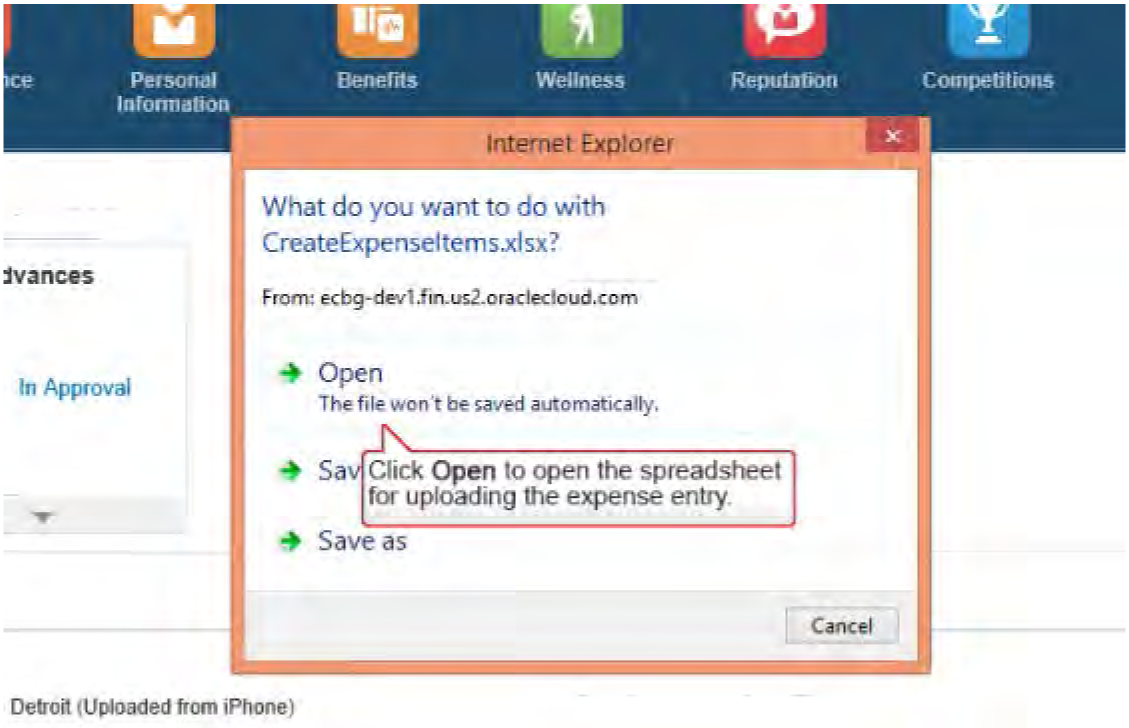
# Enter Expenses via Spreadsheet

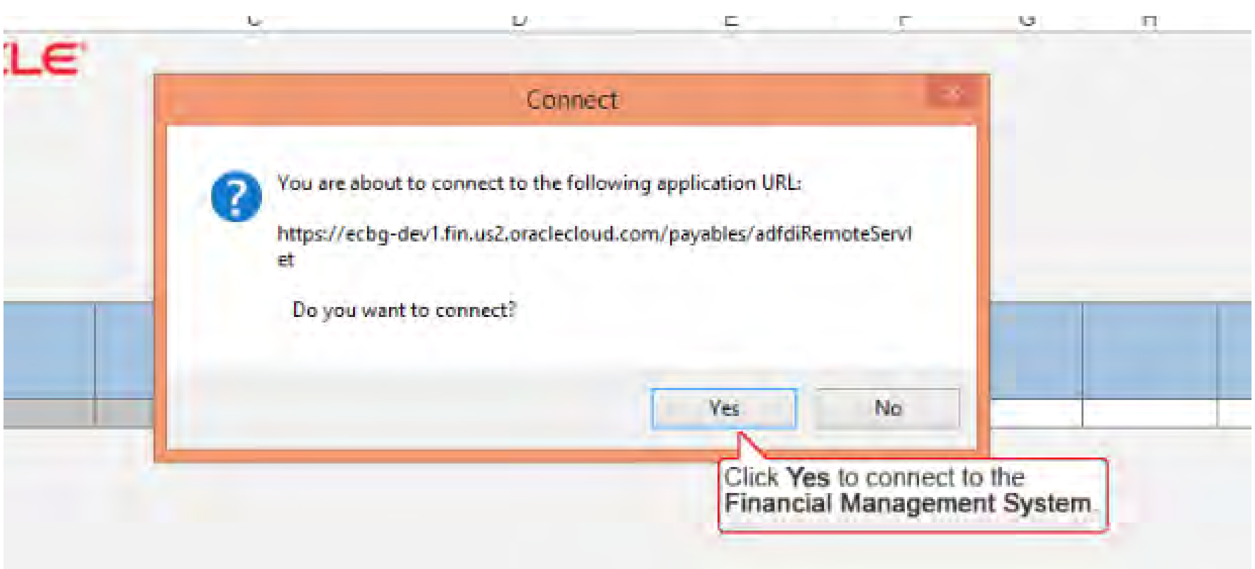
You can also enter expense items in an Excel spreadsheet template and then import expense items into the system. The copy/paste feature in Excel may save you time when entering expense reports with many items. However, keep in mind that you cannot add attachments to expense items in the spreadsheet, and will need to attach receipts to expenses after they have been imported.



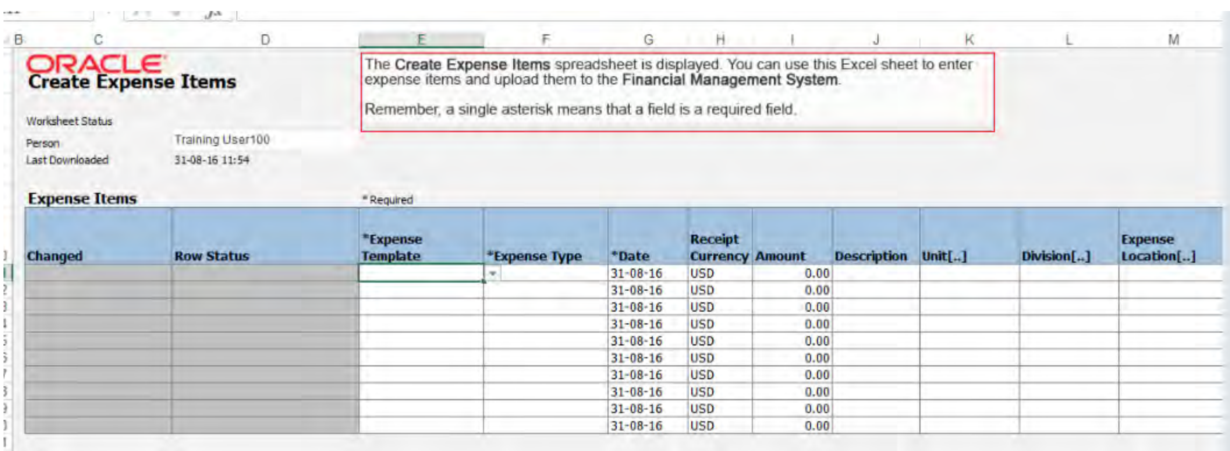

Personal Information
Benefits
Wellness
Reputation
Competitions
Internet Explorer
What do you want to do with CreateExpenseItems.xlsx?
From: ecbg-dev1.fin.us2.oraclecloud.com
Open
The file won't be saved automatically.
Click Open to open the spreadsheet for uploading the expense entry.
Save as
Cancel
In Approval
Detroit (Uploaded from iPhone)

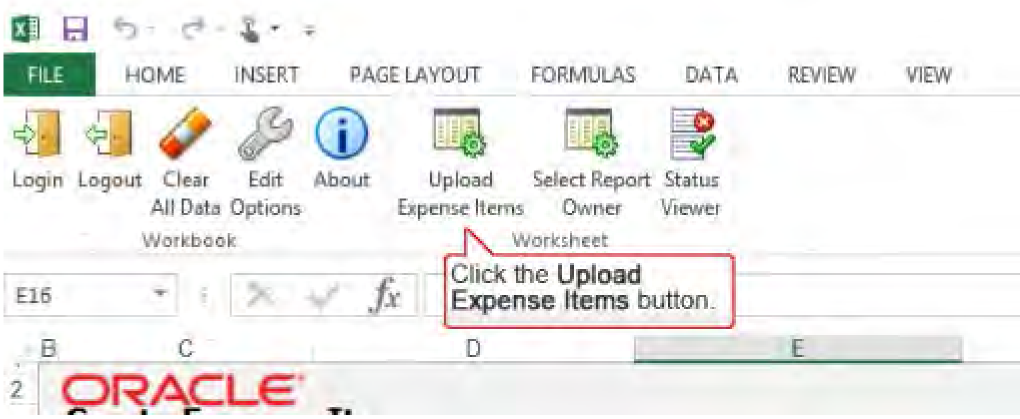

Connect
You are about to connect to the following application URL:
https://ecbg-dev1.fin.us2.oraclecloud.com/payables/adfdiRemoteServlet
Do you want to connect?
Yes
No
Click Yes to connect to the Financial Management System.

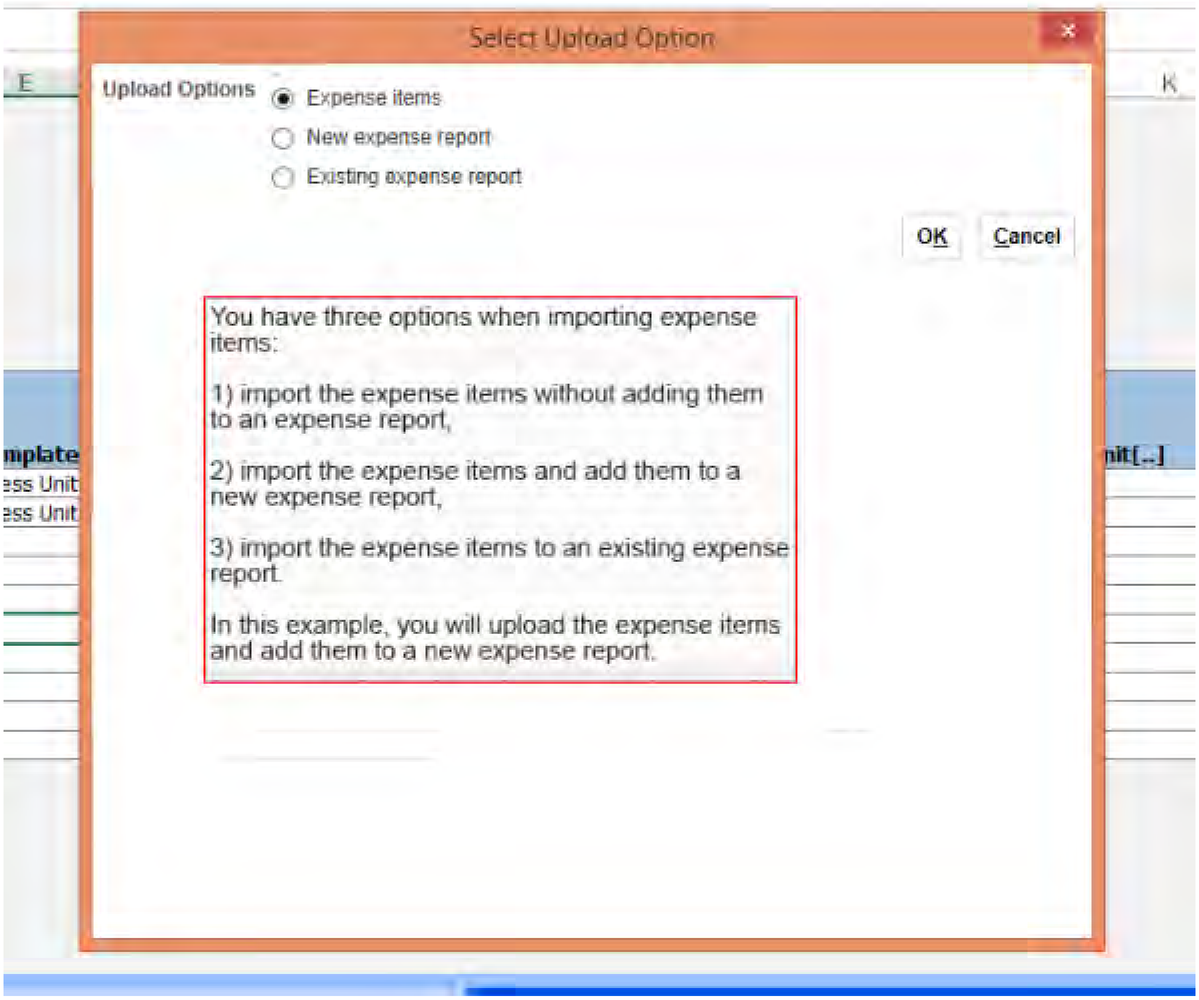
**Same rules apply as above on this spreadsheet:**

**Although the Details Description field does not have an asterisk* this must be completed. Please be as specific as possible, for example if you are requesting reimbursement for a meal, please list all attendees. Also, if this reimbursement request if greater than 60 days from the date the expense was incurred you must add an additional justification explaining why you are submitting after 60 days (this has always been Rutgers Policy).**

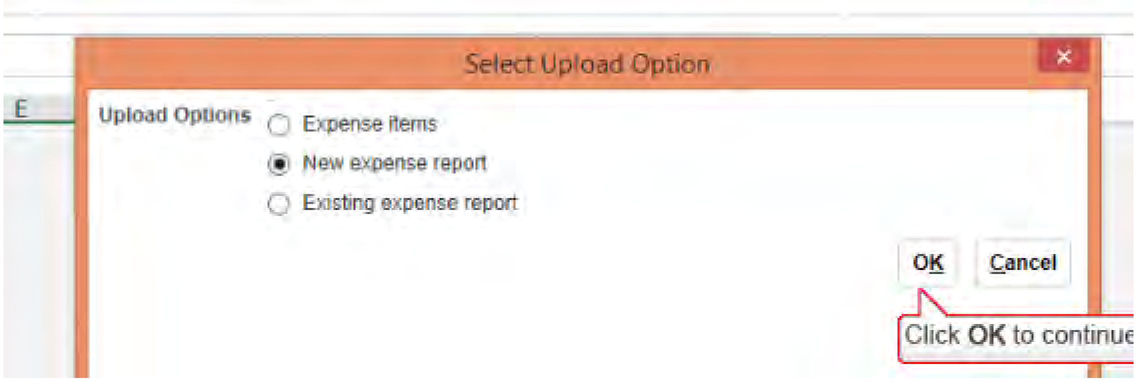
**The Account and Project information will be provided to you by the business office – prior to creating the report, please contact your Business Specialist/Manager and they will provide this to you**

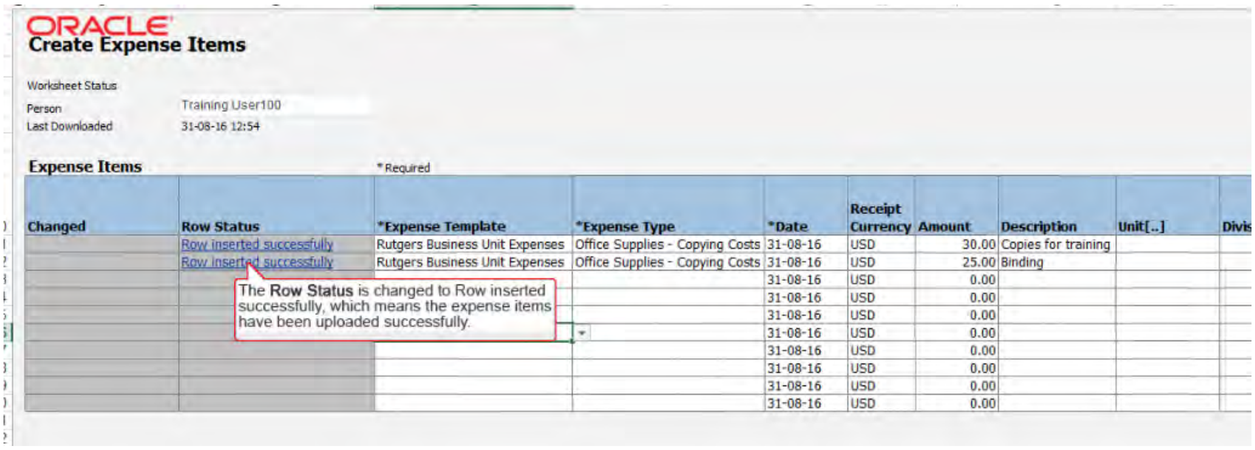


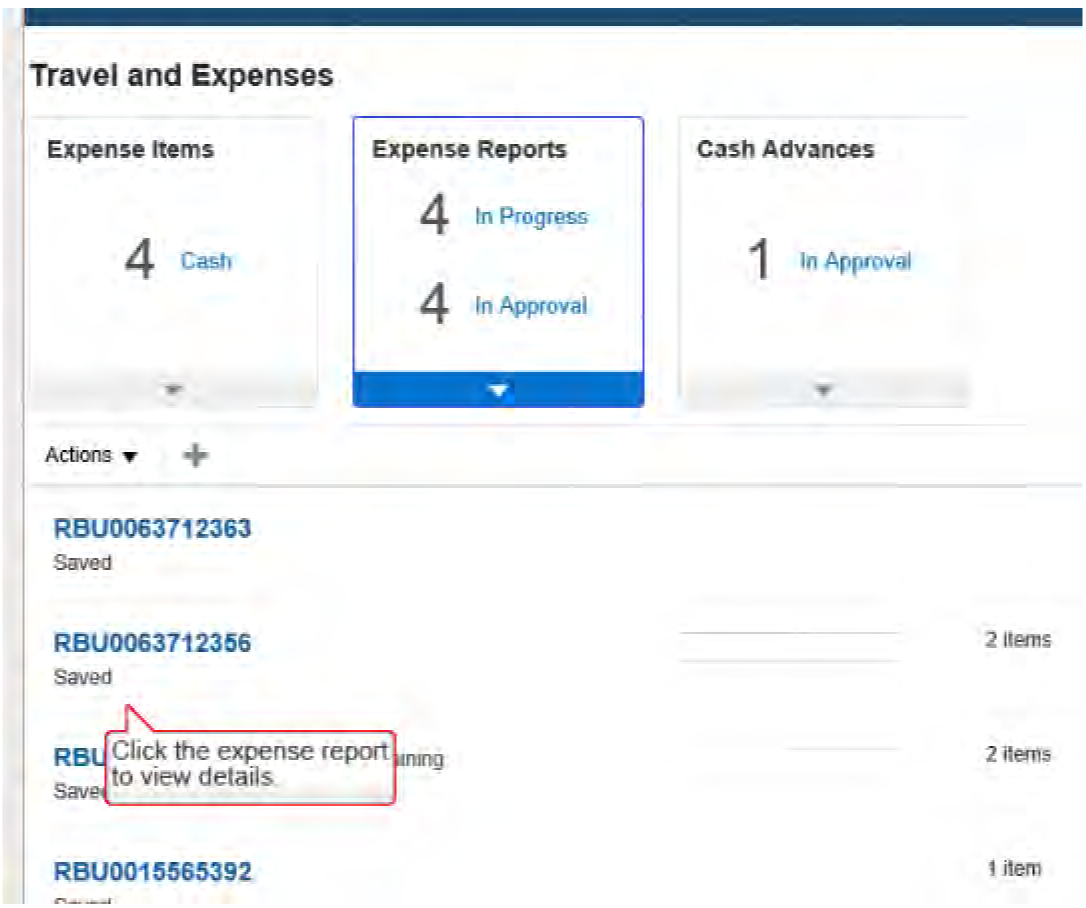





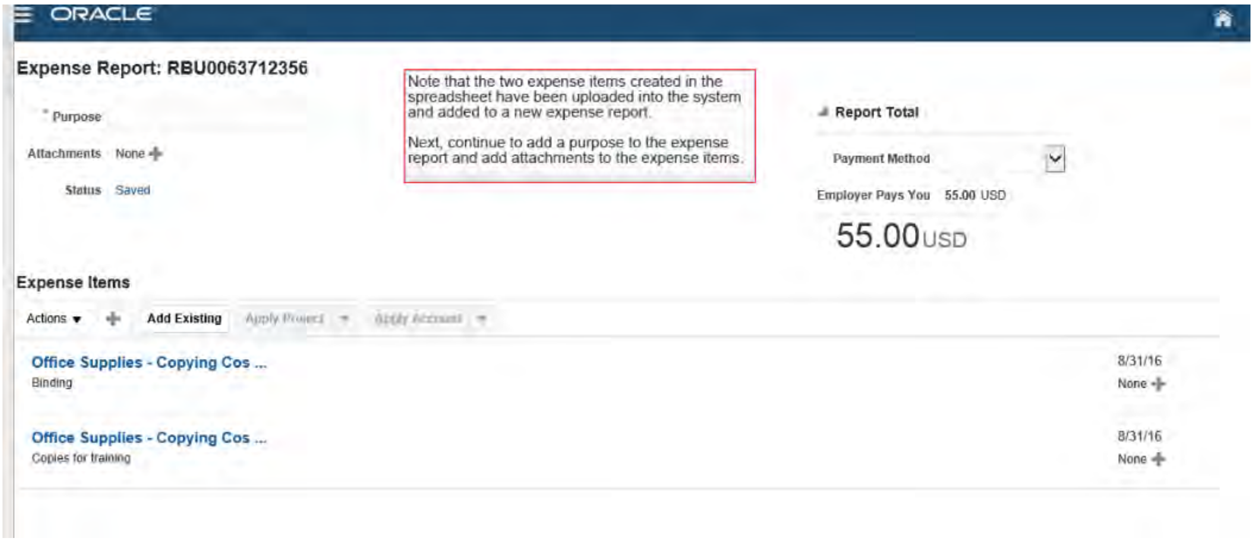

**Choose new Expense Report:**




ORACLE
Create Expense Items
Worksheet Status
Person
Training User100
Last Downloaded
31-08-16 12:54
Expense Items
* Required
Changed
Row Status
*Expense Template
*Expense Type
*Date
Receipt Currency
Amount
Description
Unit[..]
Row inserted successfully
Rutgers Business Unit Expenses
Office Supplies - Copying Costs
31-08-16
USD
30.00
Copies for training
Row inserted successfully
Rutgers Business Unit Expenses
Office Supplies - Copying Costs
31-08-16
USD
25.00
Binding
The Row Status is changed to Row inserted successfully, which means the expense items have been uploaded successfully.


Travel and Expenses
Expense Items
4 Cash
Expense Reports
4 In Progress
4 In Approval
Cash Advances
1 In Approval
Actions
RBU0063712363
Saved
RBU0063712356
Saved
2 items
Click the expense report to view details.
2 items
RBU0015565392
1 item

**At this time is where you must enter the Purpose for each item and attach the receipt.**




## Enter Expense Reports on Behalf of Someone Else

If you have been designated as a delegate, you can enter expense reports on behalf of someone else. Simply select the person for whom you are creating an expense report from the Travel and Expense portal and the enter the expense report on his/her behalf.