

Oracle IExpense Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

Oracle IExpense training by Multisoft Systems is designed to help professionals effectively manage employee expense reporting and reimbursement processes using Oracle Financials. Oracle IExpense is a self-service web-based application that enables employees to enter, submit, and track expense reports while ensuring compliance with company policies. This training provides a comprehensive understanding of expense entry, approvals, expense templates, policy enforcement, and integration with Oracle Payables.

Module 1: Product Introduction

- ✓ Describe the expense reporting process
- ✓ Describe the advantages of using Internet Expenses
- ✓ Describe the product features

Module 2: Application Integration Setup

- ✓ Identify the base application requirements for Oracle Internet Expense (OIE)
- ✓ Discuss integration and implementation with Oracle Application Object Library, Human Resources, System Administration and Payables
- ✓ Describe implementation when integrating with Oracle Projects, Grants Accounting and Approvals Management

Module 3: Oracle Internet Expenses Setup

- ✓ Setup Schedules
- ✓ Define expense report templates
- ✓ Select operating units
- ✓ Setup locations
- ✓ Describe future-dated expenses, and approval communication languages setup
- ✓ Setup exchange rates behavior and expense fields
- ✓ Customize expenses entry client extensions

Module 4: Taxes Setup and Processing

- ✓ Setup tax calculations
- ✓ Setup VAT merchant fields
- ✓ Automatically create tax distributions

Module 5: Audit Automation Setup and Management

- ✓ Setup audit rule sets
- ✓ View and maintain audit list

- ✓ Create and assign audit list rule sets
- ✓ Describe the audit list API and audit reasons API

Module 6: Manager Approvals

- ✓ Describe Approvals Management Engine (AME)
- ✓ Describe the AME routing process
- ✓ Describe the AME setup steps
- ✓ Describe the Approval Client Extension

Module 7: Disconnected Expense Spreadsheet Configuration

- ✓ Use the disconnected expense report process
- ✓ Configure the Microsoft Excel template
- ✓ Test your custom Microsoft Excel template

Module 8: Internet Expenses Workflow Processes

- ✓ Describe, setup and use the Expenses workflow
- ✓ Describe, setup and use the Credit Cards workflow
- ✓ Initiate the deferred workflow processes

Module 9: Credit Cards Setup

- ✓ Establish credit card programs
- ✓ Define programs and accounts
- ✓ Create employee matching rules
- ✓ Select loading and validation method
- ✓ Perform credit card expense type mapping
- ✓ Use card expense type mapping
- ✓ Describe credit card policies setup

Module 10: Credit Card Administration

- ✓ Discuss the credit card process flows and processing tasks
- ✓ Describe and perform credit card transactions accounting
- ✓ Manage credit card transactions

Module 11: IExpense Reporting & Analysis

- ✓ Understand the reporting options in Internet Expenses