

Part1: Procedure to Enter Individual Expenses

Please follow the below procedure to enter individual project expenses

Step 1: Login to E-business

Personalize Table Layout

KFUPM E-BUSINESS SYSTEM

Personalize Stack Layout
Personalize Table Layout: (region144)

Personalize Table Layout: (region14)

*User Name
(example: ahmad.fazal.salman)

*Password
(example: 4u99v23)

Login Assistance

Accessibility None

Personalize Table Layout
Select a Language:
العربية English

Step 2: Click on internet-Expenses Tab

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Enterprise Search All Search Results Display Preference Standard

Oracle Applications Home Page

Personalize Table Layout: (menuTable)

Main Menu

Personalize "Main Menu"
Personalize Table Layout: (headerTable)

- Internet Expenses
- Expenses Home
- KFUPM - Workflow Status Monitor
- KFUPM Business Trip Requests
- KFUPM E-Business Responsibility Request
- KFUPM Faculty Conference User
- KFUPM Learner Self-Service
- KFUPM Material Requestor
- KFUPM New Fire Ext. Issue Request
- KFUPM Office Services

Personalize "Worklist"

Personalize "Notifications Worklist Function"

Personalize "Notification List"

From	Type	Subject
	PA Budget Integration Workflow	The budget integration was successful.: Impact of Co-Channel (FT121002)
	PA Budget Integration Workflow	The budget integration was successful.: Systemic Risk(FT121001)
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527012 (1,000.00 SAR) has been approved
Al-Aqeeli, Naser	Expenses	Expense KFUPM/527011 (100.00 SAR) has been approved

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Step 3: Click on Create Expense Report tab

Step 4: Select the Employee from the Value List (Note: any employee has to delegate his responsibility first before it can be created on his behalf)

Step 5: Enter Purpose (Such as First Progress Report, Final Payment, Stationery, Conference, Student Payment etc.). There is no need to select the approver, the expense report will be directly forwarded to DSR Accountant in case of principal investigator (PI) entering the payments and for other members it will go to the PI.

Step 6: Click Next to Move to the Next Page

Step 7: Select the Date (either the date when the payment is being submitted or any future date), however the selected date should be within the Project Active dates (i.e. within the project life cycle),

Step 8: Move to next field by Pressing "Tab" and Enter amount

Step 9: Move to next field by Pressing "Tab" and Select the Expenditure Type

Create Expense Report: Cash and Other Expenses

[Personalize "Cash And Other Expenses Page"](#)
[Personalize "Receipt-Based Expenses"](#)

Receipt-Based Expenses

[Personalize "Receipt-Based Expenses"](#)

✓ **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If you
✓ **TIP** Date Example: 26-AUG-2013.

[Personalize "Use this table to enter receipt-ba..."](#)

Select Expense Lines: |

[Select All](#) | [Select None](#)

Select	Line	Date	Receipt Amount	Expense Type	Justification
<input type="checkbox"/>	1	05-Aug-2013	100	Student - Masters Graduate	
<input type="checkbox"/>	2				

Note: You can submit multiple expenditure type (Such as Project Manager Compensation, Stationery, Reimbursement for Materials etc.), for single individual within one Expense Report by navigating to different lines.

Step 10: Click Next to Move to the Next Page

Step 11: Enter the Project Number (The number should be exactly the same as provided by DSR)

Step 12: Move to next field by Pressing "Tab" and Task Number (always "01")

Expense Reports

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Expenses Home | **Expense Reports** | Access Authorizations | Projects and Tasks | Payments Search

General Information | Cash and Other Expenses | **Expense Allocations** | Revisions

Create Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates required field

Step 3 of 4

[Personalize Stack Layout: \(ExpenseAllocationsPageContainer\)](#)
[Personalize "Project Allocations Region"](#)

✓ **TIP** You can only update expense lines with project-enabled expense types.
[Personalize "Expense lines available for projec..."](#)

Select Expense Lines: My Allocations |

[Select All](#) | [Select None](#) | [Expand All](#) | [Collapse All](#)

Select	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (SAR)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization
<input type="checkbox"/>	All					100.00						
<input type="checkbox"/>	1	Cash Receipt	05-Aug-2013	Student - Masters Graduate	100.00 SAR	100.00				FT121001 Systemic Risk	01 Project Life Cycle	Deanship, Scientific Research and Innovation

Step 3 of 4

Step 13: Click Next to Move to the Next Page

Step 14: Click the "Submit" Button to Complete the Submission

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 [Review](#)

Create Expense Report: Review

Review the expense report below before submission.

Step 4 of 4

[Personalize "Review Page"](#)
[Personalize "Header"](#)

General Information

Personalize "General Information"

Name	Mohammed Fasiuddin (7063465)	Attachments	None <input type="button" value="Add..."/>
Expense Dates	05-AUG-2013 - 05-AUG-2013	Report Total	100.00 SAR
Cost Center	421705	Reimbursement Amount	100.00 SAR
Purpose			
Original Receipts Status	Not Required		

Your have now successfully submitted the Expense Report for one Individual. If you have delegation from other members, you can perform their individual expense (Seperetely for each member) submission by Following Steps 4 – 14.