

LCC Oracle guidance

Employee Self Service - Claiming Expenses



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Overview

The Following guide provides guidance for inputting claims aswell as registering a vehicle in order to claim mileage, (all mileage claims are submitted against a registered vehicle)

Note: Managers can add vehicles/enter claims on an employee's behalf by using the LCC Manager/Administrator Expenses or Academy Manager/Administrator Expenses responsibilities.

Adding or updating vehicle details

STEP	ACTION
	Log into Oracle and click on LCC Employee Expenses/Academy Employee Expenses
	BT Lancashire Services E-Business Suite
1	Enterprise Search Results Display Preference Standard Oracle Applications Home Page
1	Main Menu Worklist Personalize Note: For all your notifications, including the Saved For Later transactions, dick on the Full List button then choose All Notifications from the View drop-down list Full List Image: CCC Employee Expenses Full List Full List
	Mantan Venice Detais Switch User Enter Mieage/Expense Cam From Type Subject Due Image (Expense Cam) Image (
	Note: If using LCC Manager/Administrator Expenses or Academy Manager/Administrator Expenses, you will need to select the relevant employee from the hierarchy after selecting this option
	Enterprise Search All
2	Main Menu Personalize
	CC Administrator Expenses LCC Administrator Expenses Maintain Vehicle Details Enter Mileage/Expense Claim LCC Employee Self-Service D LCC Employee Self-Service D LCC Employee Self-Service (P60 and P11D) D LCC Manager Expenses

	Click on Add Private Vehicle
	Note: To update an existing vehicle – e.g. the insurance expiry date, click on the update
	BT Lancashire Services LCC Employee Expenses
	In Navigator ▼ In Navigator ■ In Navigator ■ In Navigator ■ In Navigator ■ In Navigator
3	Employee Name Organization En Employee Number Bus
	Add Private Vehicle Expand All Collapse All
	Construction Number Vehicle Type Make/Model Vear Engine Canacity Insurance Evniry Date Approval Status Users Undate
	☐ My Vehicles Company
	Image: Car Ford/Focus 1560 22-Apr-2015 Approved Image: Car Pord/Focus
	TIP You will need to show your driving licence (both parts), your original V5 vehicle registration document and your vehicle insurance certificate to your claim them) as proof that you have the necessary business cover
	Note: All fields marked with an * are mandatory and must be completed before a vehicle
	can be submitted.
	Vehide Details
	* Vehicle Start Date 01-Oct-2019 Enter the date you acquired the whick unless this was before your employment Start Date
	Make Ford Model Focus Vehicle Type Car ▼ Fuel Type Car ▼ Under better dath: Insury 306, cheer whet Theed - Fun IV
	* Engine Capacity 1200 (i) * Manufacture Year
	* Initial Registration Date 2010 To be found on VS document = Log Book Other Details
4	Default Vehicle Vesion Share With Other Employees No V
	uisuraine expination Date [pi-sep-2020] 📷 setet Yea' Share Across Assignment Yes
	Cance! Save For Later Back Continue
	Note: You can click on the speech bubble icon for a Tip. The tip will open in a new window
	C Tip - Windows Internet Explorer
	Cylinder capacity on your V5C. Numbers only, e.g. 998
	Done

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venicie Decails						
			Proposed			
		Effective Start Dat	e 01-Oct-2019			
		Registration Numbe	er S24 GWC			
		Mak	e Ford			
		Mode	el Focus			
		Vehicle Typ	e Car			
		Fuel Typ	e Petrol			
		Engine Capacit	y 1200			
	In	itial Pogistration Dat	2010-10-02			
Other Details						
			Proposed			
	Inci	Default Vehicl	e No			
	Share	With Other Employe	e 2020-09-01			
	Sha	re Across Assignmen	t Yes			
	Und	e Hereber i Bolgillier				
Comments to Approve	r					
				0	Cance] Printable Page 1	Save For Later Back Sub

Submit Mileage or Other Expenses Claims

STEP	ACTION
1	Select Enter Mileage/Expense Claim Note: If you are using <i>LCC Manager/Administrator Expenses</i> or <i>Academy</i> <i>Manager/Administrator Expenses</i> , you will need to select the relevant employee from the hierarchy after selecting this option

ESS Claiming Expenses

	penses							
Add Select Status No results found.	Date Worked	Position	Expense Type	Details Amou	Do you have a VAT nt receipt?	Amount for which you have a VAT receipt	Updated	
Online Claims – Mi	leage							
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Note: The	form v	will di	ffer slig	, ghtly d	lepending on	whether Online Cla	ims – Ex	penses or
Online Cla	aims –	Milea	ge has	s been	selected. Al	I fields marked with	an * are n	nandatory
and must	be com	ipiete	a bero			IOTCU		
Enter any chang	es below. Cli	ck Apply to	o continue thi	s action, clic	k Cancel to cancel this ac * Date Work	tion and return to the previous page.		
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					* Expense Ty * Deta	pe Car Parks/Road Tolls ils Visits to County Hall	~	
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			A	* Do y	you have a UK VAT receip	ot? No 🔽		
			An	nount for wr	nch you have a VAT rece Updat	ed		Cancel
Below is a	n exam	ple of	f the m	ileage	claims – simi	lar to expenses claim	ns input th	e required
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(Note – Pe	edal Cy	cle is	s a defa	ault sel	ection if no v	ehicle is registered)		
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	Deview the eleim details then eliek Submit
	Review the claim details then click Submit
	BT Lancashire Services LCC Employee Expenses
	Enter Mileage/Expense Claim: Review
	Cancel Printable Page Save For Later Back Submit By clicking submit, you are certifying that all claims submitted adhere to your terms and conditions of employment Review your changes and, if applicable, attach supporting documents. Back Submit 0 Indicates Changed Items. Back Submit
	Extra Information Type
	Online Claims – Expenses
	Proposed
I	Date Worked 17-Oct-2014
	Position S9060100CAS1[Casual]
	Expense Type Fubic transport expenses (Business)
	Amount 10 50
	Do you have a VAT receipt? No
	Online Claims – Mileage
	Proposed Date Worked 12-oct-2014
	Date worked 1700/2014
	Vehicle Vauhall Corsa Life COTI - SY08V03
	Journey Type Business
	Reason for Journey Meeting in Preston
	Route Details Home to County Hall - via M6
	Miles 15
	Once submitted, the claims will be sent for manager approval. If claims are submitted
	Expenses responsibilities they will automatically be approved.
	Review the claim details then click Submit
	Please Note – when you submit your claims, they will not show in your history <u>until</u> they have been approved.

Saving For Later

Once the initial claims have been entered, click Apply and then click Save For Later. **Please Note** – make sure you click on Save For Later after clicking Apply as when you come to open the notification at a later date, it will open on the page where you can add additional Claims.

1

If you click on Save for Later after clicking Apply>Next, when you come to open the notification at a later date, it will open on the Review Page were you can only Submit.

ESS Claiming Expenses

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This will take you to the Enter Mileage/Expense Claim: Extra Information page. Any claims that have been saved will be listed as New claims BT Lancashire Services LCC Employee Expenses 📅 Navigator 🔻 📑 Favorites 🔻 Home Logout Preferences Help Enter Mileage/Expense Claim: Extra Information Cancel Save For Later Back Next TIP The deadline for claims to be paid on 31/10/2014 is 14/10/2014 Employee Number Click Update or Add to make changes to the sections below. Click Next to continue this action, click Back to return to the previous page, click Cancel to cancel this action, or click Save for Later to finish this action later. Online Claims – Expenses Select Object: Delete Update | Add Amount for which Date Select Status Worked Position Do you have a vou have a VAT Amount VAT receipt? Expense Type Details Updated New 17-Oct-2014 S9060100CAS1|Casual| Public transport expenses (Business) Meeting in Preston 10.50 No 5 Online Claims - Mileage Select Object: Delete Update | Add Date Select Status Worked Position No of urney Reason for Vehicle Miles Passengers Updated Type Journey **Route Details** New 17-Oct-2014 S9060100CAS1|Casual| Vauxhall Corsa Business Meeting in Preston Home to County Hall - via M6 15 TIP You will not be able to choose a vehicle if it does not have valid insurance for the claim date. Update this using 'Maintain Vehicle Details' Cancel Save For Later Back Next Click Add to enter more claims (If you are adding new claims, but still not . ready to submit them, make sure you re-click Save For Later (this will overwrite the original notification, with the newly added claims). Or click Next to go to the review page before sending them for approval. • If the Payment Claim is saved for later notification has previously been opened, it will no longer appear in the worklist. In this case, you will need to click on the Full List option. Oracle Applications Home Page Main Menu Worklist Personalize Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then 6 choose All Notifications from the View drop-down list E LCC Employee Expenses Full List Maintain Vehicle Details Enter Mileage/Expense Claim Switch User CC Employee Self-Service From Subject Due Туре Sent ECC Employee Self-Service (P60 and P11D) There are no notifications in this view. TIP Vacation Rules - Redirect or auto-respond to notifications. TIP Worklist Access - Specify which users can view and act upon your notifications. Change the View drop down box to All Notifications. Click Go. 7

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