

LCC Oracle guidance

Employee Self Service - Claiming Expenses

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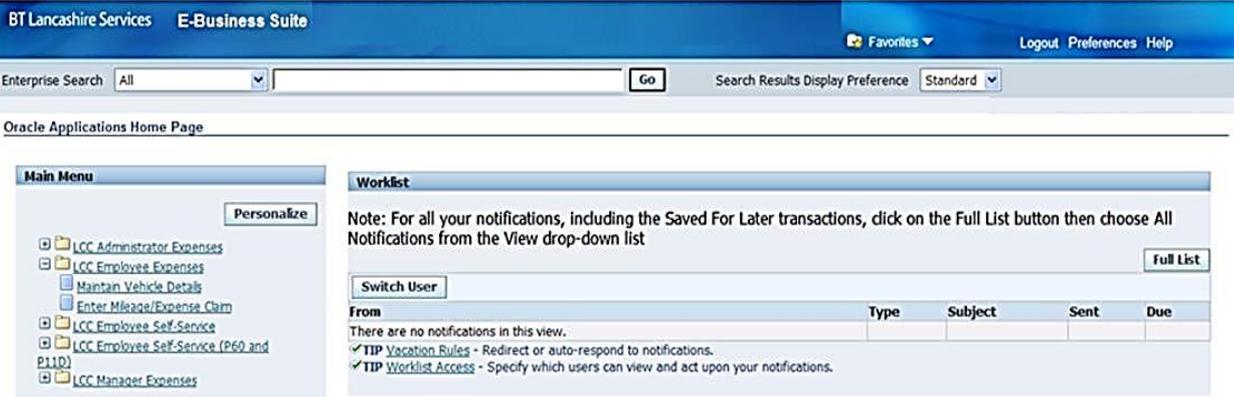
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Overview

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
1	<p>Log into Oracle and click on LCC Employee Expenses/Academy Employee Expenses</p> 
2	<p>Select Maintain Vehicle Details</p> <p>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</p> 

Click on **Add Private Vehicle**

Note: To update an existing vehicle – e.g. the insurance expiry date, click on the update icon rather than Add Private Vehicle

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My Vehicles

Employee Name Employee Number Organization En Bus

Add Private Vehicle

Expand All Collapse All

Focus	Registration Number	Vehicle Type	Make/Model	Year	Engine Capacity	Insurance Expiry Date	Approval Status	Users	Update
My Vehicles									
Company									
Private		Car	Ford/Focus		1560	22-Apr-2015	Approved		

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

Enter the vehicle details and click **Continue**

Note: All fields marked with an * are mandatory and must be completed before a vehicle can be submitted.

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Vehicle Details

* Vehicle Start Date 01-Oct-2019
Enter the date you acquired the vehicle, unless this was before your employment started, in which case enter your Employment Start Date

* Registration Number 524 GWC

* Make Ford

* Model Focus

Vehicle Type Car

Fuel Type Petrol
If diesel vehicle is after January 2006, please select 'Diesel - Euro IV compliant'

* Engine Capacity 1200
(Example: 1800)

* Manufacture Year

* Initial Registration Date 2010
To be found on V5 document - Log Book

Other Details

Default Vehicle Yes

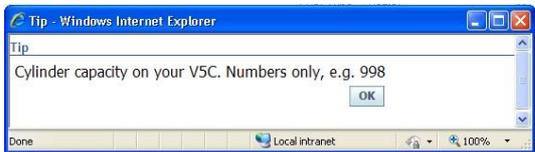
* Insurance Expiration Date 01-Sep-2020

Share With Other Employees No
If you share vehicle with another employee within the organisation, please select 'Yes'

Share Across Assignment Yes

Cancel 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



Review the details entered then click Submit

Review your changes and, if applicable, attach supporting documents.
 Indicates Changed Items.

Vehicle Details	
	Proposed
Effective Start Date	01-Oct-2019
Registration Number	S24 GWC
Make	Ford
Model	Focus
Vehicle Type	Car
Fuel Type	Petrol
Engine Capacity	1200
Make/Model Year	2010
Initial Registration Date	2010-10-03

Other Details	
	Proposed
Default Vehicle	No
Insurance Expiration Date	2020-09-01
Share With Other Employee	No
Share Across Assignment	Yes

Comments to Approver

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Once submitted, the vehicle details will be sent for manager approval. If vehicle details are submitted via the LCC Manager/Administrator Expenses or Academy Manager/Administrator expenses responsibilities will automatically be approved

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 Manager/Administrator Expenses</i> , you will need to select the relevant employee from the hierarchy after selecting this option

Employee Name 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

Add

Select Status	Date Worked	Position Type	Details	Amount receipt?	Do you have a VAT receipt?	Amount for which you have a VAT receipt	Updated
No results found.							

Online Claims – Mileage

Add

Select Status	Date Worked	Position	Vehicle	Journey Type	Reason for Journey	Route Details	Miles	No of Passengers	Updated
No results found.									

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'.

Enter the claim details and click Apply

Note: The form will differ slightly depending on whether Online Claims – Expenses or Online Claims – Mileage has been selected. All fields marked with an * are mandatory and must be completed before clicking Apply

Employee Name Employee Number

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

* Date Worked

* Position

* Expense Type

* Details

* Amount

* Do you have a UK VAT receipt?

Amount for which you have a VAT receipt

Updated

Below is an example of the mileage claims – similar to expenses claims input the required information. Fields marked * are mandatory and must be completed before clicking Apply (Note – Pedal Cycle is a default selection if no vehicle is registered)

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Cancel to cancel this action and return to 1

* Date Worked

* Position

* Vehicle

* Journey Type

Reason for Journey

* Route Details

* Miles

No of Passengers

FAQ: "I can't see my vehicle to select if for the mileage claim, it only shows Pedal Cycle?" – This is usually down to effective dates. If the date of the claim is before the effective date of the vehicle registered **or** the claim is after the Insurance Expiry Date then the vehicle will not be visible to make the claim against. An amendment of these dates is required, or registration of another vehicle.

Review the claim details then click Submit

3

Once submitted, the claims will be sent for manager approval. If claims are submitted via the LCC Manager/Administrator Expenses or Academy Manager/Administrator Expenses responsibilities they will automatically be approved.

4 Review the claim details then click Submit

Please Note – when you submit your claims, they will not show in your history until they have been approved.

Saving For Later

1 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. 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.

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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 Name 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

Select Status	Date	Position	Expense Type	Details	Amount	Do you have a VAT receipt?	Amount for which you have a VAT receipt	Updated
New	17-Oct-2014	S9060100CAS1 Casual	Public transport expenses (Business)	Meeting in Preston	10.50	No		

Online Claims - Mileage

Select Object: Delete Update Add

Select Status	Date	Position	Vehicle	Journey Reason for Type	Journey	Route Details	No of Miles	Passengers	Updated
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

You will get the below confirmation message. Click OK to return to the home page.

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Navigator Favorites Home Logout Preferences

Confirmation

Your changes have been saved for later.

OK

Home Logout Preferences

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There will be a notification in your Worklist confirming that the Payment Claim is saved for later

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Oracle Applications Home Page

Main Menu Personalize

- LCC Employee Expenses
- Maintain Vehicle Details
- Enter Mileage/Expense Claim
- LCC Employee Self-Service
- LCC Employee Self-Service (P60 and P11D)

Worklist

Note: For all your notifications, including the Saved For Later transactions, click on the Full List button then choose All Notifications from the View drop-down list

Full List

Switch User

From	Type	Subject	Sent	Due
	HR Save For Later	Payment Claims is saved for later	10-Dec-2014	

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

To update (add more claims) or submit the claim, click on the Payment Claim is saved for later notification and click Update Action.

Please Note: You will not be able to update your saved for later action either from the email notification received or from the All Actions Awaiting Your Attention menu as this relates to Self-Service responsibilities not Expenses.

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Oracle Applications Home Page >

Information
 This notification has been closed and did not require a response.

Payment Claims is saved for later

From
 To
 Sent **05-Dec-2014 08:23:00**
 Closed **05-Dec-2014 08:24:00**
 ID **37507393**
 Responder

Continue this saved for later action using the links below.

Related Applications

- Update Action
- Delete Action

[Return to Worklist](#)

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

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- 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

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Change the View drop down box to All Notifications. Click Go.

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Oracle Applications Home Page > Worklist for

Worklist

View Open Notifications Go

Select All Notifications
FYI Notifications
Notifications From Me
Open Notifications
To Do Notifications

TIP Worklist Access - Specify which users can view and act upon your notifications.

Type	Subject	Sent

Home Logout Preferences Help

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All notifications will appear in the list. You can double click on any of the fields to reorder the notifications as needed.

Select the relevant claim by clicking on the link. *(Each time you save a claim for later, the system generates a new notification. Therefore, it is important to always select the most upto date notification as this will have all of the saved claims on. To ensure this, you can order the notifications in 'Sent' order by clicking on **Sent**).*

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Oracle Applications Home Page > Worklist for

Worklist

View All Notifications Go

Select Notifications: Open Reassign Close Switch User

Select All Select None

Select From	Type	Subject	Sent	Due	Status
<input type="checkbox"/>	HR Save For Later	Payment Claims is saved for later	09-Dec-2014		Closed
<input type="checkbox"/>	HR Save For Later	Payment Claims is saved for later	09-Dec-2014		Closed

Select Update Action

Oracle Applications Home Page >

Information
This notification has been closed and did not require a response.

Payment Claims is saved for later

From
To
Sent **05-Dec-2014 08:23:00**
Closed **05-Dec-2014 08:24:00**
ID **37507393**
Responder

Continue this saved for later action using the links below.

Related Applications

[Update Action](#)
[Delete Action](#)

[Return to Worklist](#)

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