Finance Transformer

Digital Student Expenses

UCL Department Guidance

Introduction

From 18th August 2020, UCL registered students with UK bank details will be able to follow a fully paperless process for the submission of expense claims in iExpenses. This will replace the previous manual process for approximately 13,000 claims per year and provide a substantially improved experience for all involved.

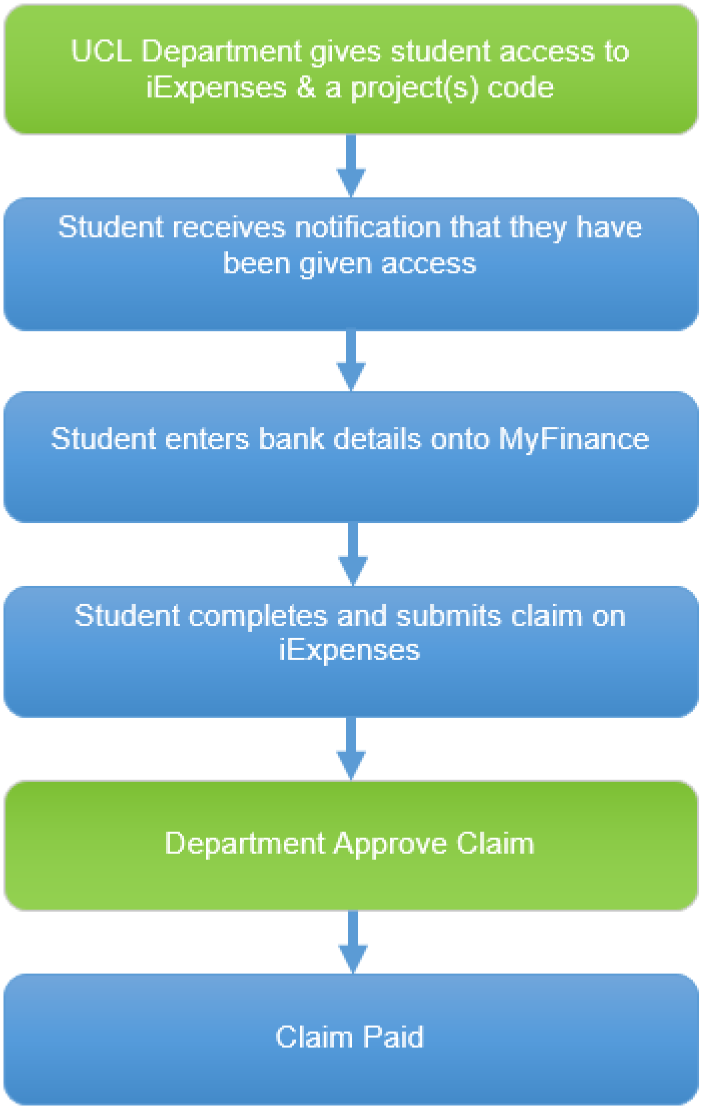
The main features of the new solution are that it:

- Replicates previous manual steps on a digital platform, enabling a paperless end-to-end process.
- Enables submission directly by the student or by the department (if this option is chosen by the administrator).
- Remains department led: ensuring that students are fully supported through the process, that access is granted / set-up required on an as needed basis only and that departments retain discretion over which projects can be charged.
- Claims can be tracked on system, removing the requirement to maintain local departmental records.

This guide explains the step by step process for giving a student access to iExpenses and the steps each student will need to take to submit a claim. Detailed FAQs can be found here.

Claim Process

The diagram below displays the end to end process at a high level. This guide covers the steps highlighted in green. The other steps are covered in the Student Guidance:



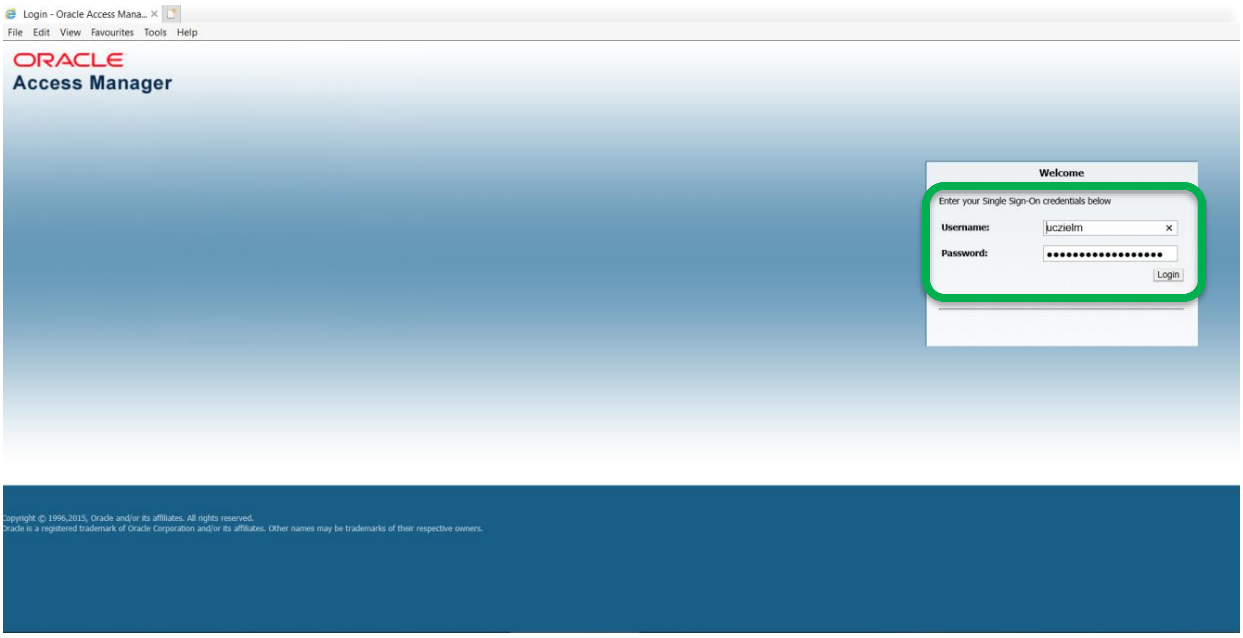
Granting Student Access

This guidance assumes you have the ‘UCL Grants Dept Admin’ responsibility in MyFinance. If you do not have this responsibility and are responsible for administering student expense claims, please contact your Department Administrator and request access.

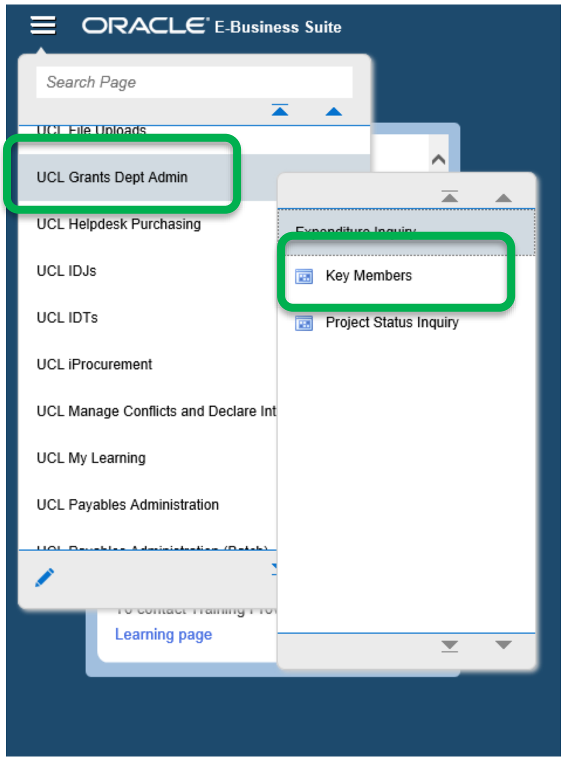
The next steps explain how to grant a student access to iExpenses and give them permission to charge to a pre-defined project(s). Details of how to remove access privileges is covered in the [FAQs](#).

1. Go to [MyFinance](#). If you are accessing MyFinance remotely, please ensure you are using the [UCL Virtual Private Network](#) or [Desktop@UCL Anywhere](#)

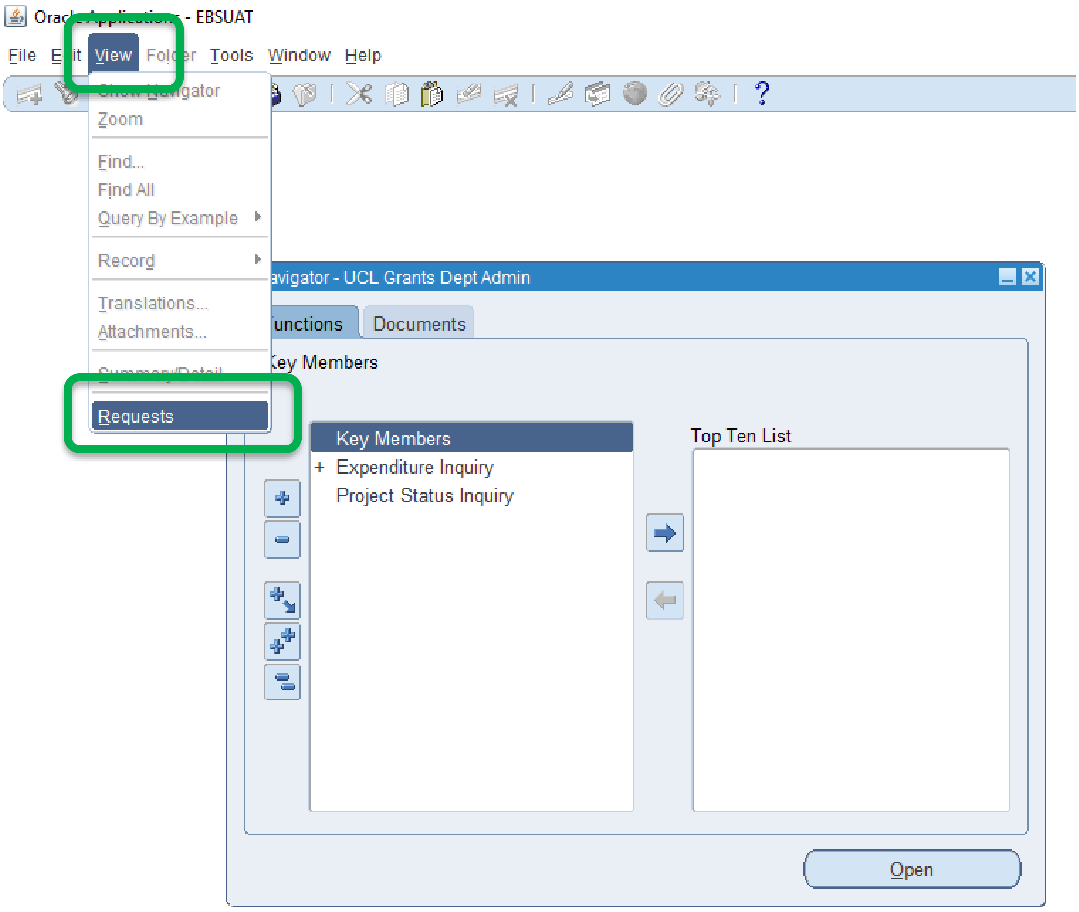
2. Log in using your UCL log in credentials:



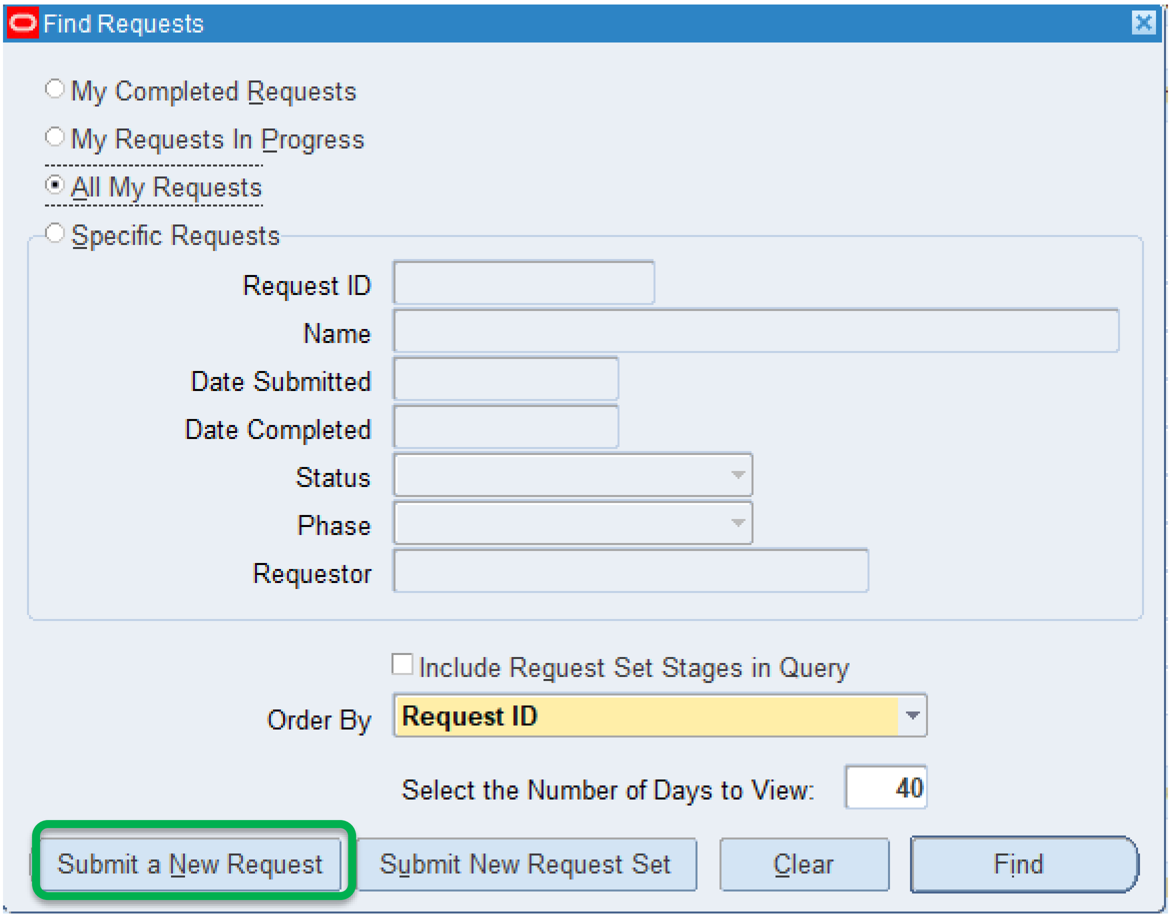
3. Click the **Navigator** icon in the top left of the screen and scroll down until you find **UCL Grants Dept Admin** - click to select – then click **Key Members** - this will open a new Oracle Applications window.



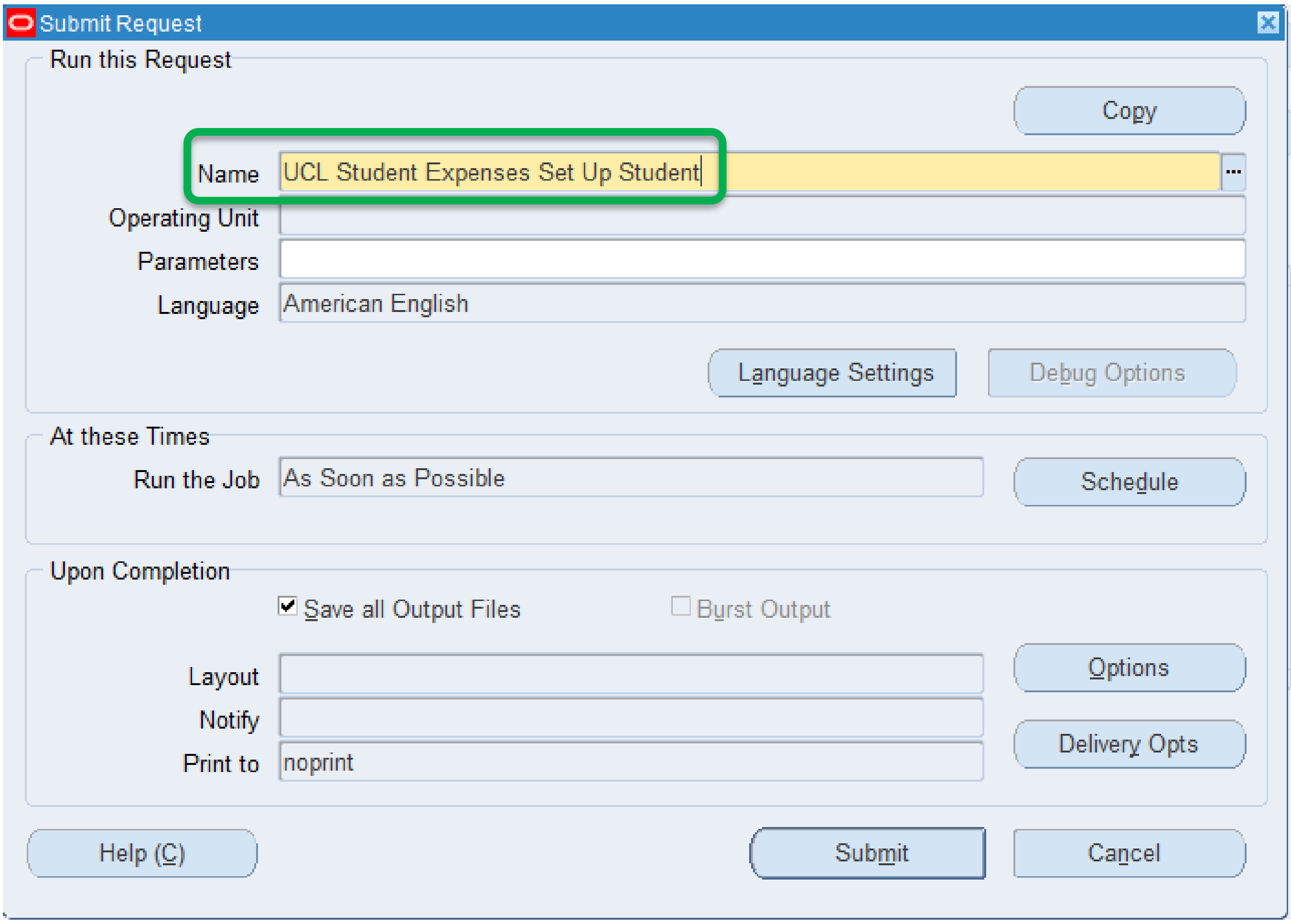
4. In this new window from the toolbar at the top of the screen click **View** then click **Requests**



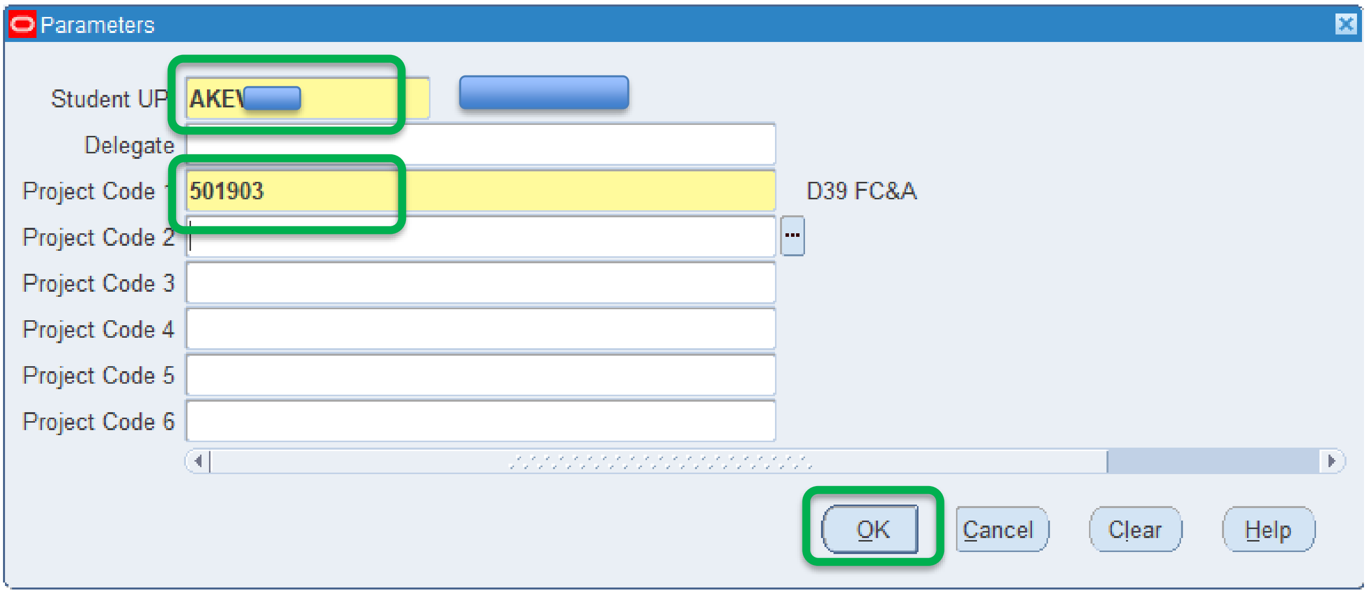
5. Click **Submit a New Request**



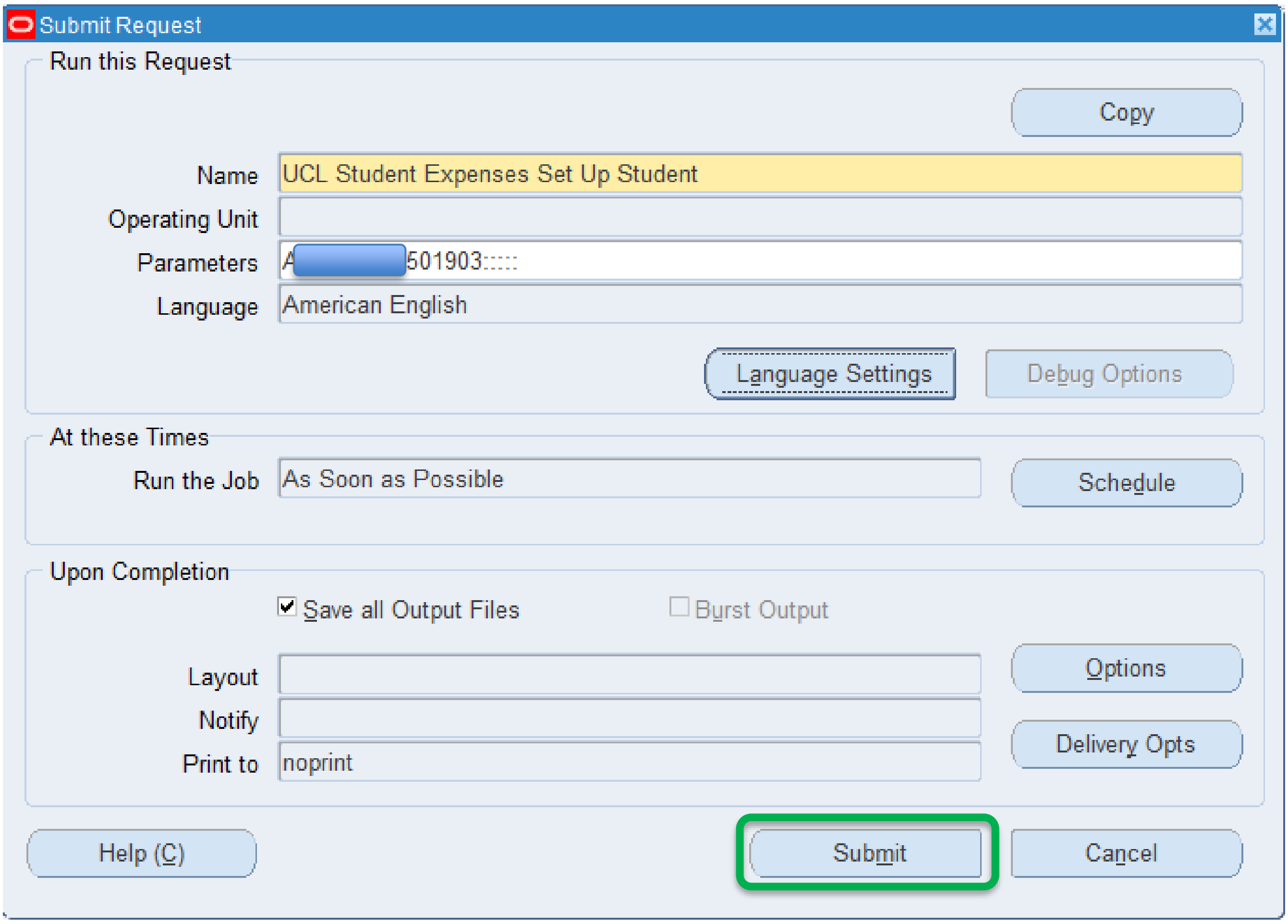
6. Enter **UCL Student Expenses Set Up Student** in the request **Name:**



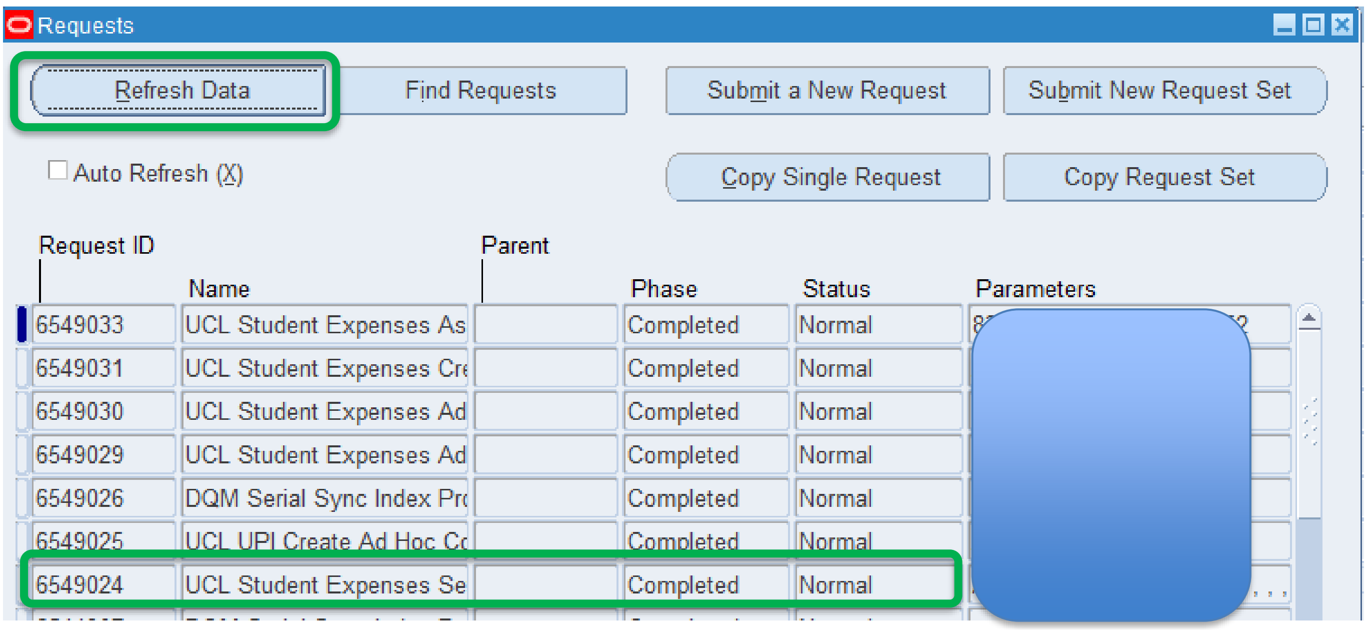
7. Enter the **Student UPI**, then tab down to the **Project Code** field. Enter the project code(s) the student needs to charge their expenses to. A maximum of 6 project codes can be entered. If more codes are required, the request can be run again. A departmental delegate can be added on this request as an <u>optional</u> step, more details are in the section below. Click **OK**.



8. Click Submit Request:



9. Click Refresh Data intermittently until the request Phase and Status change from Pending – Normal to Completed – Normal. When this request is submitted it will trigger several other requests that will appear above it in the Requests list. This is each system job running to set up the student with access to iExpenses and set them up as a payee on Payables in MyFinance:



10. After the request has successfully completed, the student will receive an email notification explaining that they now have access. They will be provided with a link to MyFinance and a request to set up their bank details. Further details on the process for students is covered in the Student Guidance. The format of the email is below:

From: MyFinance Workflow Mailer <ebsuatimap@ucl.ac.uk>
Sent: 06 July 2020 16:09
To: [redacted]
Subject: FYI: You have been added as an Internet Expenses user and to the project 509358 to claim expenses.

To	[redacted]
Sent	**06-JUL-2020 15:08:50**
ID	**10452532**

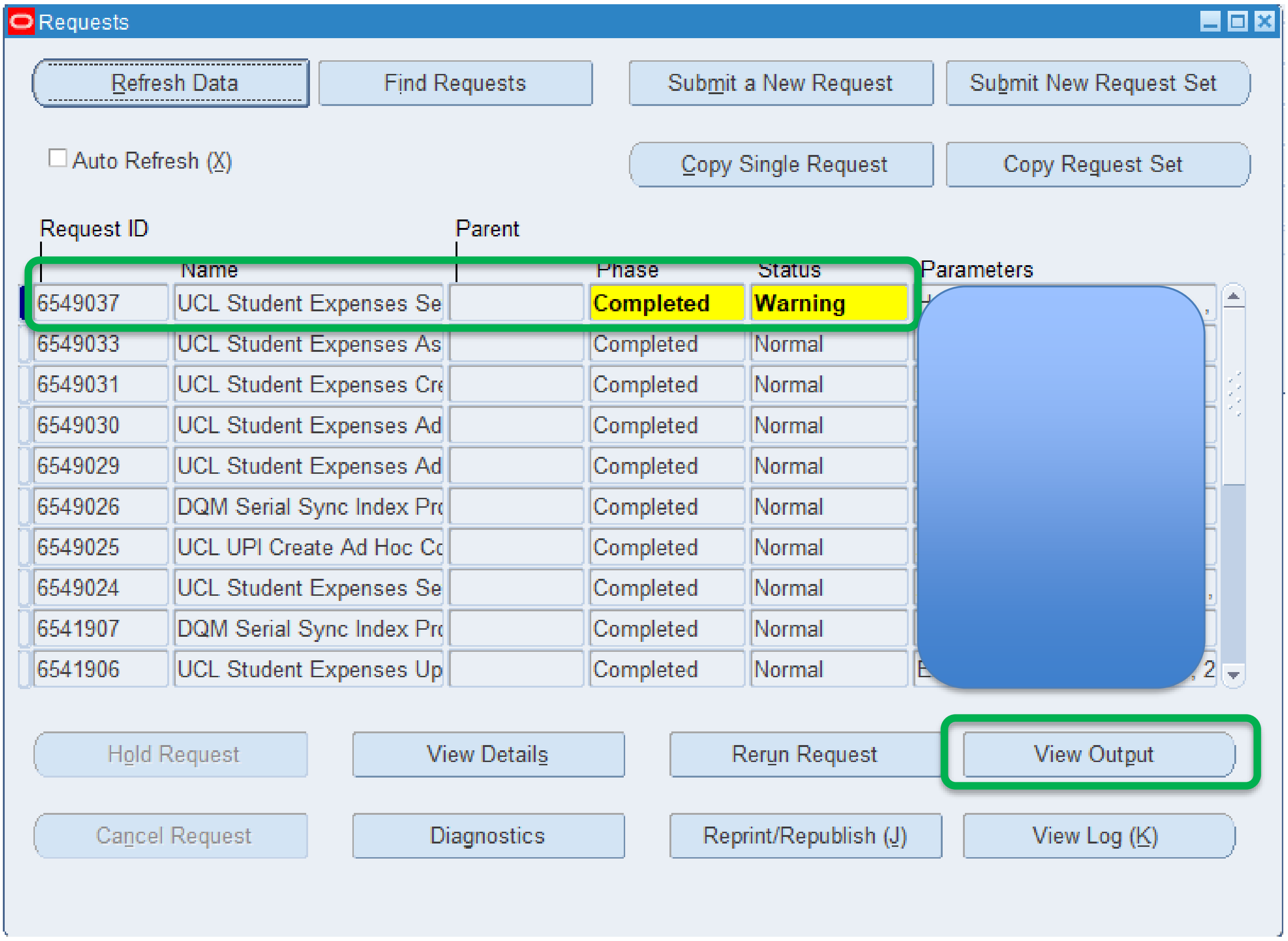
You have been added as an iExpense user and to project 509358 to claim expenses.

To access iExpenses login to MyFinance :

https://www.ucl.ac.uk/myfinance/

If you are a student, you will need to set up your reimbursement bank account details.
This is done by logging into MyFinance and running the program UCL Student Expenses Update Reimbursement Bank Account.

11. If the request does not complete successfully, please click **View Output**:



12. The output report will explain if a student is already set up on MyFinance as an employee and therefore, can already access iExpenses. Some students are registered at UCL as employees if they have been paid via payroll for work done in the past.

```
*******************************************
UCL Set Up Student for Internet Expenses
*******************************************
Start : 06-AUG-20

Entered Parameters :
     p_upi : HAJIS49
     p_org : 307
     p_delegate_user_name  :
     p_project1 : 501903
     p_project2 :
     p_project3 :
     p_project4 :
     p_project5 :
     p_project6 :
*****************************************************
Program Completed successfully with a Warning :
The UPI selected belongs to a Student who is already set up in MyFinance as an Employee.
They should be instructed to use Internet Expenses in the normal way for Employees
The Bank Details used for their expense claim with be those set up in Employee Self Service
Complete : 06-AUG-20
*****************************************************
```

Approval of Claim

Student claims are routed for approval in exactly the same way as staff expense claims. The approval hierarchy for staff expense claims also applies to students and the approval process works in the same way: an email notification is sent to an authorised signatory, and the claim can be approved from the email notification. The process is set out here.

The department may want to advise the student to use a preferred approver, to ensure their claim is routed to the most appropriate signatory. The student can set up their preferred approver using the process set out here (please ensure you are using the UCL Virtual Private Network or Desktop@UCL Anywhere).

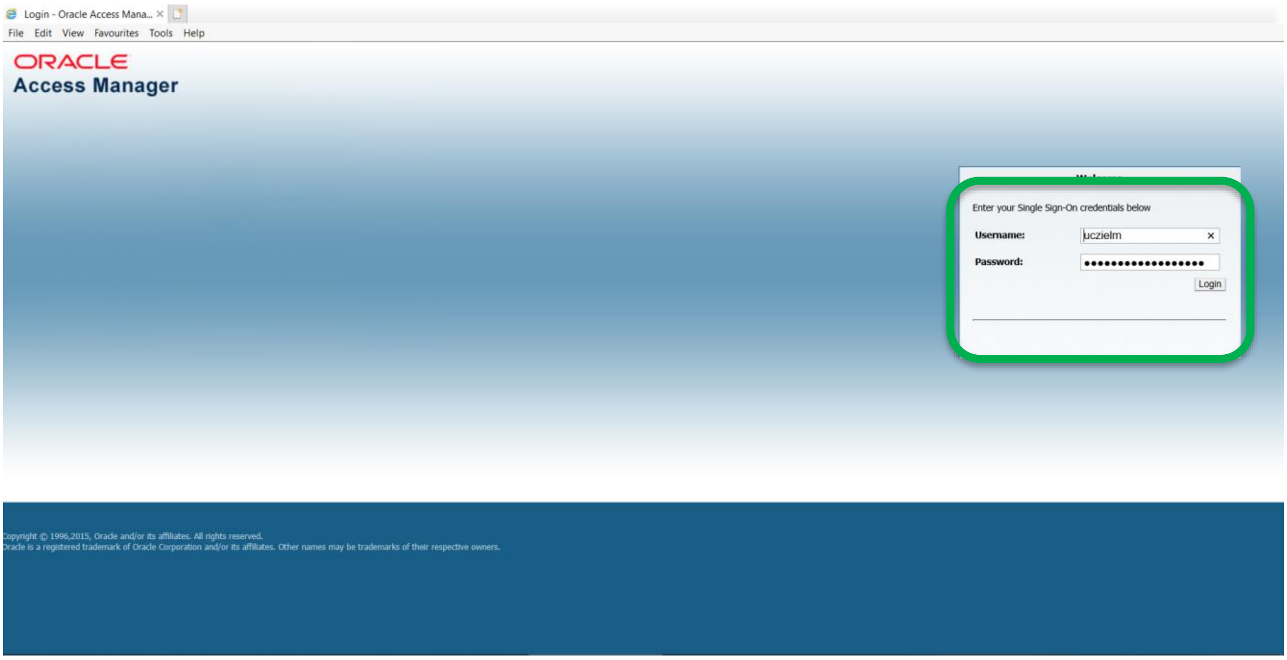
Delegation

A department can choose to be a delegate for a student and enter an expense claim(s) on their behalf. **This is not a mandatory requirement** and should only be used when required. This may be appropriate in certain circumstances, i.e. a student prize. New student expense categories have been added to iExpenses specifically for bursaries, prizes and stipends.

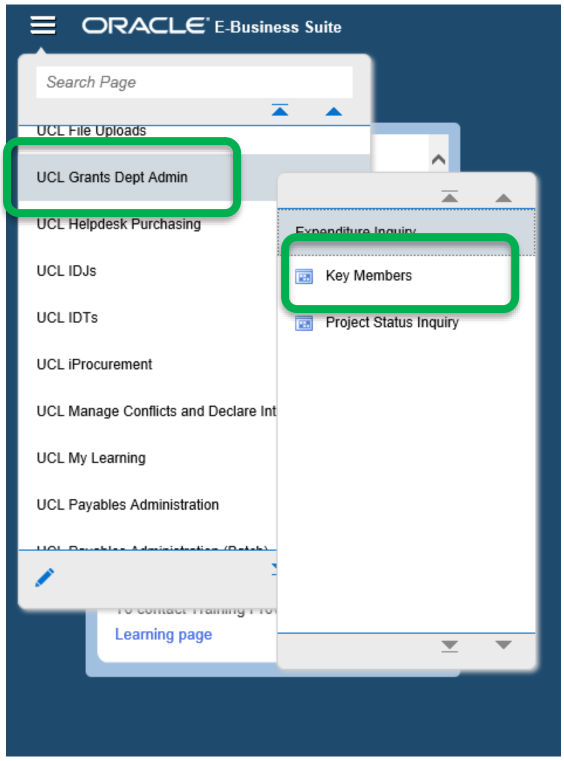
If the department wish to be a delegate for a student, the process is detailed below:

1. Go to MyFinance. If you are accessing MyFinance remotely, please ensure you are using the UCL Virtual Private Network or Desktop@UCL Anywhere

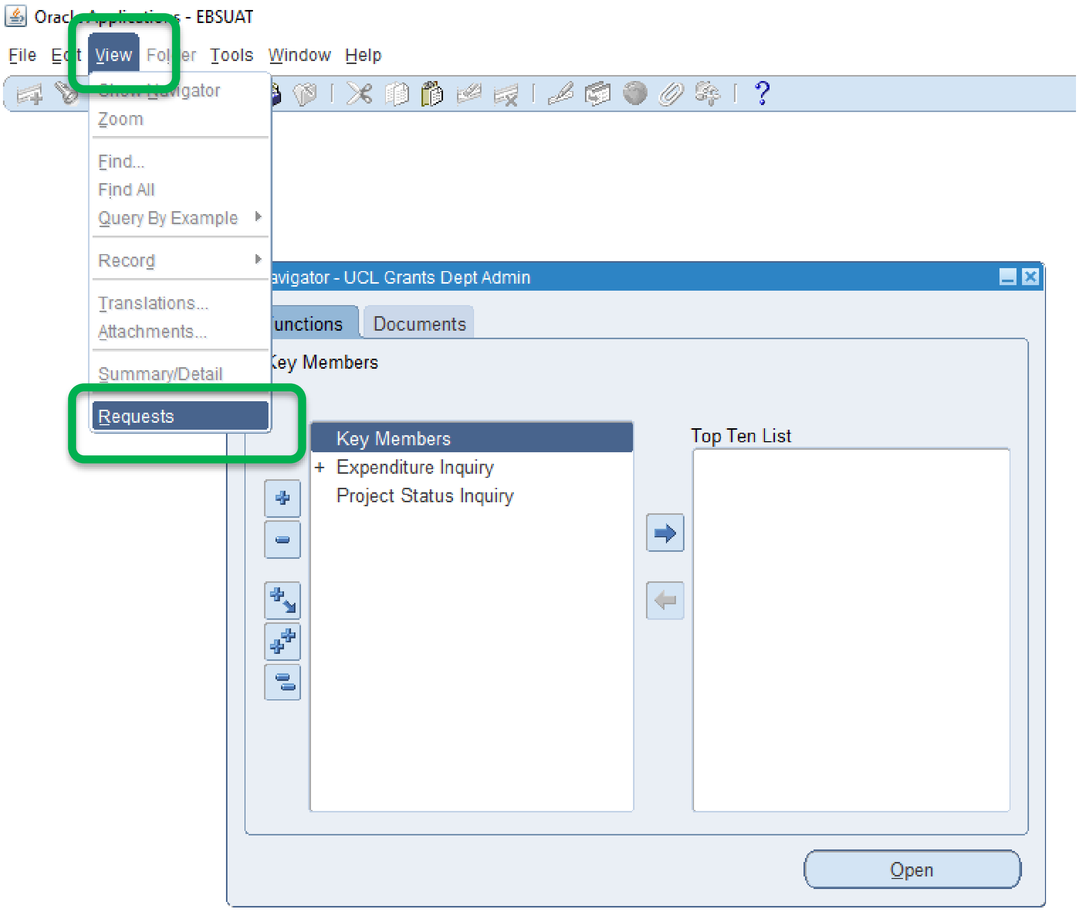
2. Log in using your UCL log in credentials:



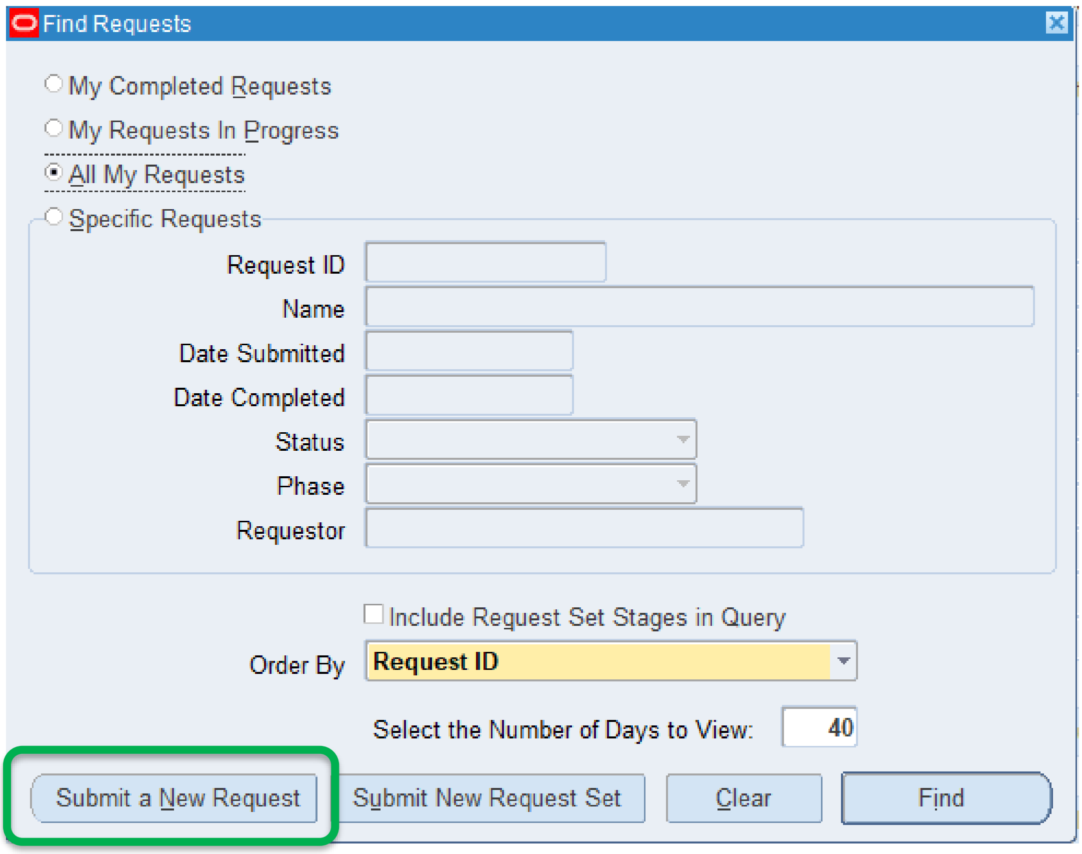
3. Click the **Navigator** icon in the top left of the screen and scroll down until you find **UCL Grants Dept Admin** - click to select – then click **Key Members** - this will open a new Oracle Applications window.



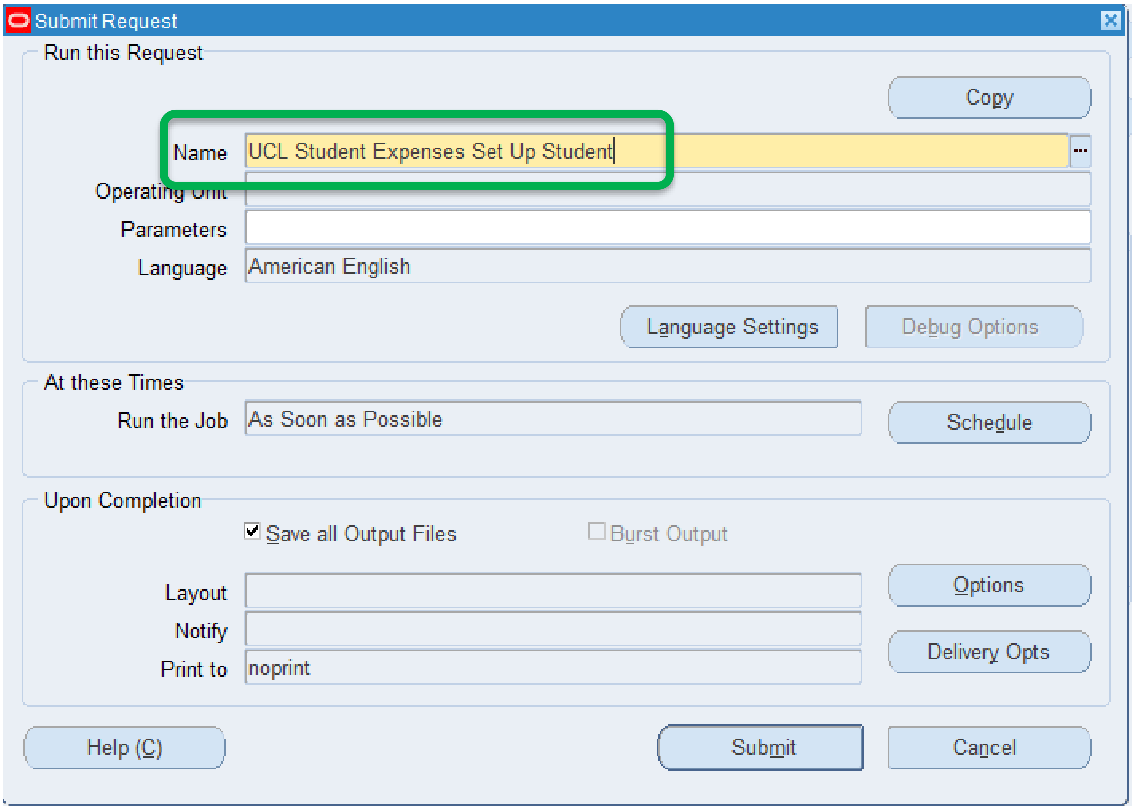
4. In this new window from the toolbar at the top of the screen click **View** then click **Requests**



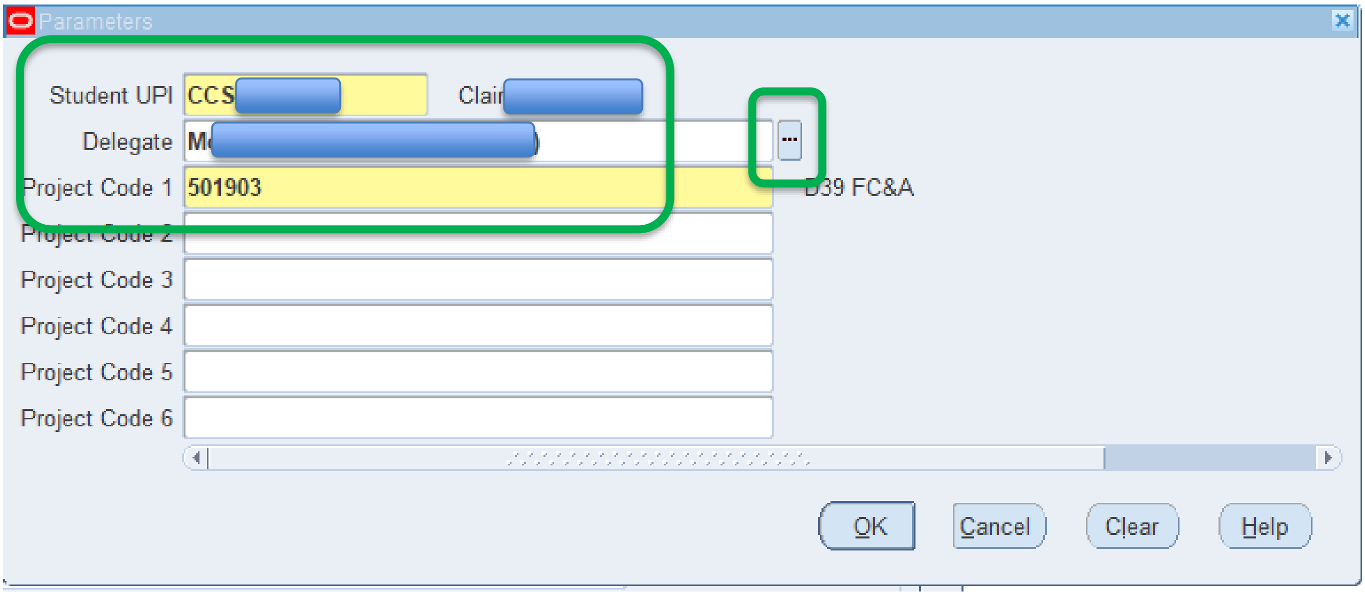
5. Click **Submit a New Request**



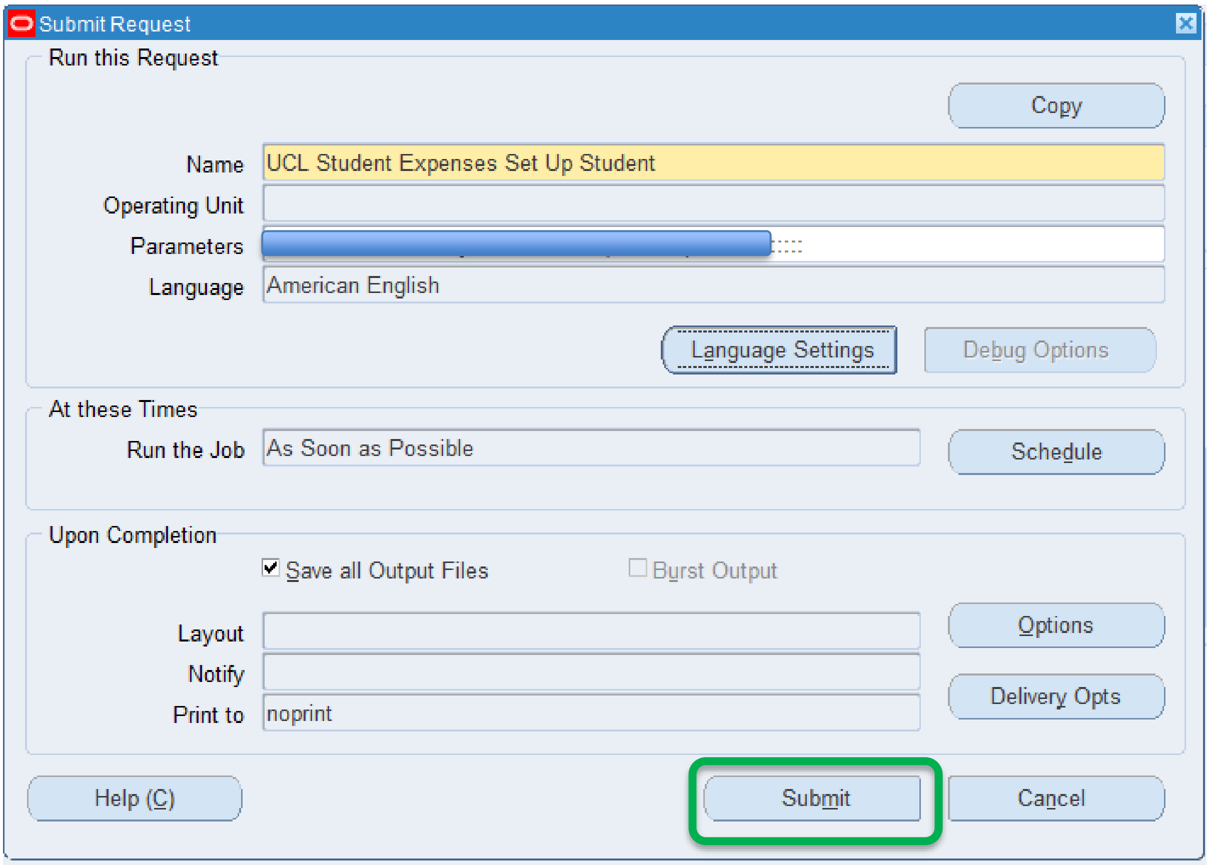
6. Enter **UCL Student Expenses Set Up Student** in the request **Name:**



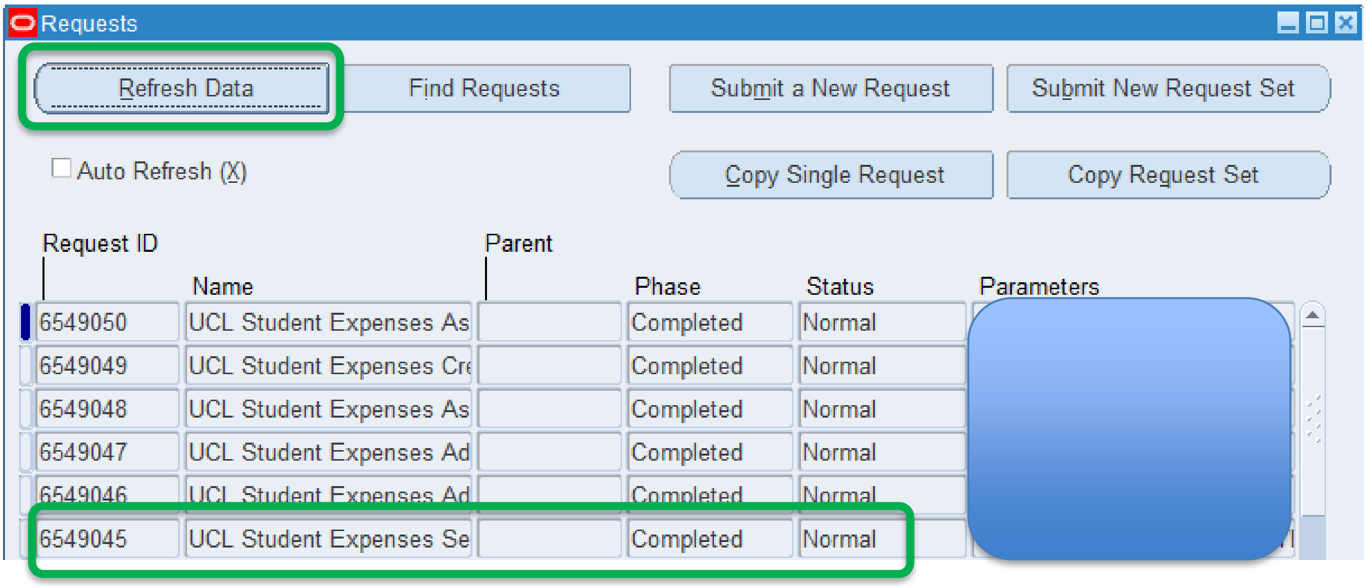
7. Enter the student **UPI**, then tab down to the next field. Enter your surname in the **Delegate** field and click the find button next to the **Delegate** field and select your name. Alternatively, click the find button and select another delegate from the department the student is registered in. Available delegates are the person running the request, and signatories at DA or Finance Officer level allocated against the relevant department org in the hierarchy. Enter the **Project Code**(s) the claim(s) is to be charged to. A maximum of 6 project codes can be entered. If more codes are required, the request can be run again. Click OK.



8. Click **Submit Request**:



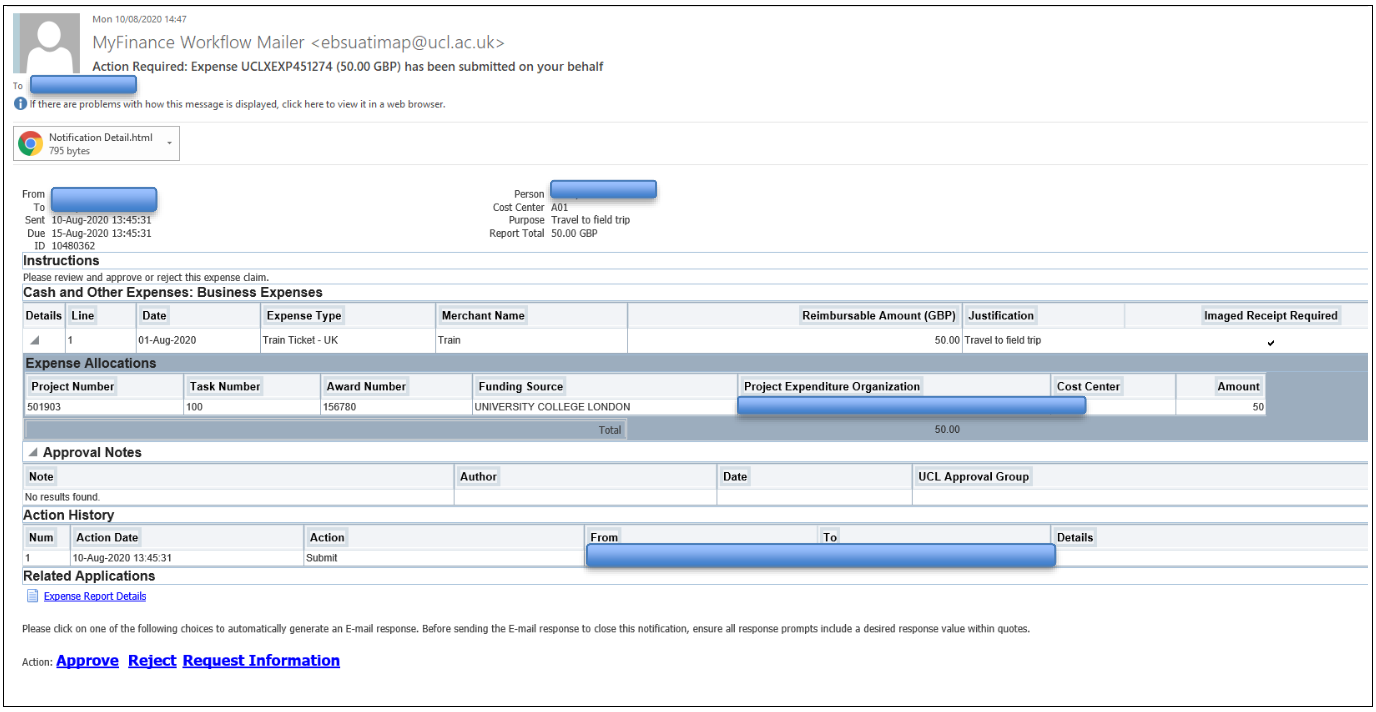
9. Click **Refresh Data** intermittently until the request **Phase** and **Status** change from Pending – Normal to **Completed** – **Normal.** When this request is submitted it will trigger several other requests that will appear above it in the Requests list. This is each system job running to set up the student with access to iExpenses, allocate the delegate and set the student up as a payee on Payables in MyFinance:



10. After the request has successfully completed, the student will receive an email notification explaining that they now have access. They will be provided with a link to MyFinance and a request to set up their bank details.

11. The department delegate can now enter the claim on the student's behalf using standard iExpenses functionality already operational for staff. This process is set out here.

12. After the claim is submitted, the student will receive an email notification requesting they approve the claim prior to it being routed to the financial signatory for authorisation (this process follows standard functionality operational for staff expenses). The approval can be made using the email notification. An example is below:



Mon 10/08/2020 14:47

MyFinance Workflow Mailer <ebsuatimap@ucl.ac.uk>

Action Required: Expense UCLXEXP451274 (50.00 GBP) has been submitted on your behalf

To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Notification Detail.html
795 bytes

From [redacted]
To
Sent 10-Aug-2020 13:45:31
Due 15-Aug-2020 13:45:31
ID 10480362

Person [redacted]
Cost Center A01
Purpose Travel to field trip
Report Total 50.00 GBP

Instructions

Please review and approve or reject this expense claim.

Cash and Other Expenses: Business Expenses

Details	Line	Date	Expense Type	Merchant Name	Reimbursable Amount (GBP)	Justification	Imaged Receipt Required
◢	1	01-Aug-2020	Train Ticket - UK	Train	50.00	Travel to field trip	✔

Expense Allocations

Project Number	Task Number	Award Number	Funding Source	Project Expenditure Organization	Cost Center	Amount
501903	100	156780	UNIVERSITY COLLEGE LONDON	[redacted]		50
			Total	50.00		

Approval Notes

Note	Author	Date	UCL Approval Group
No results found.			

Action History

Num	Action Date	Action	From	To	Details
1	10-Aug-2020 13:45:31	Submit	[redacted]		

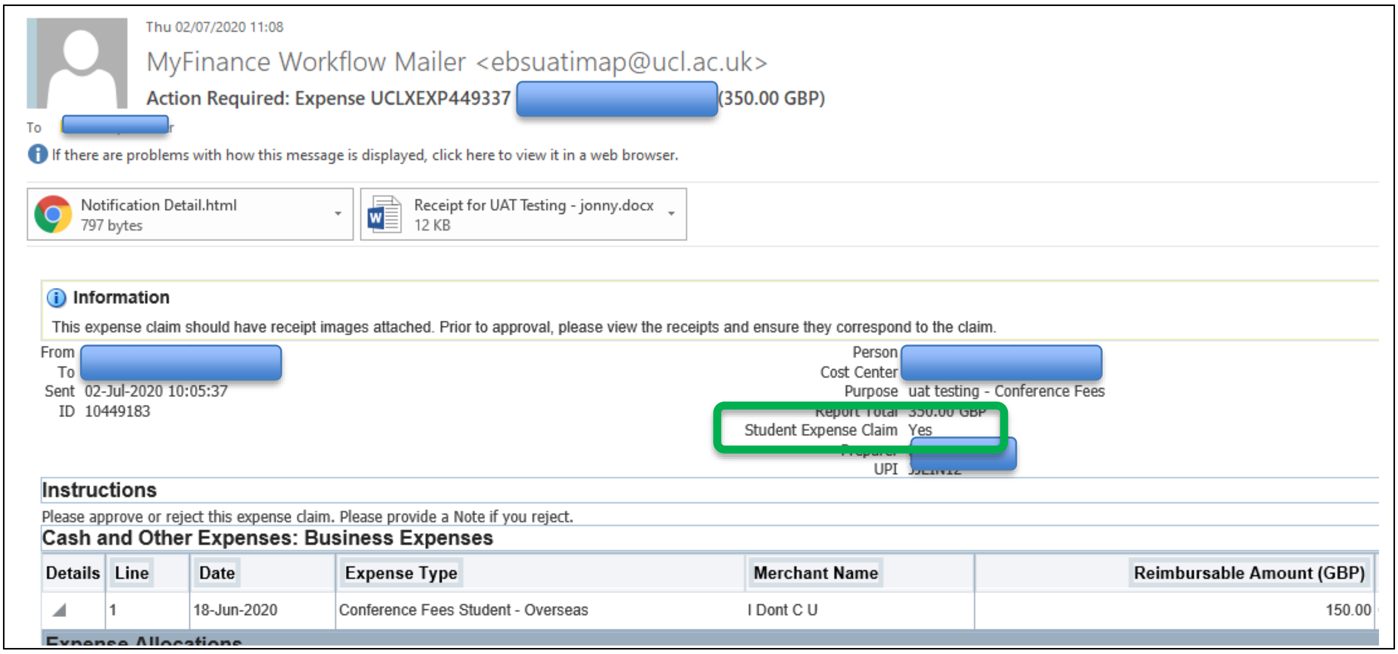
Related Applications

Expense Report Details

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: **Approve** **Reject** **Request Information**

13. Following student approval, the claim will be routed by email to the financial signatory for authorisation using the same approval hierarchy currently used for staff expenses. The notification confirms whether the claim is related to a student. The approval process is set out here.



Thu 02/07/2020 11:08

MyFinance Workflow Mailer <ebsuatimap@ucl.ac.uk>

Action Required: Expense UCLXEXP449337 [redacted] (350.00 GBP)

To [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.

Notification Detail.html
797 bytes

Receipt for UAT Testing - jonny.docx
12 KB

Information

This expense claim should have receipt images attached. Prior to approval, please view the receipts and ensure they correspond to the claim.

From [redacted]
To
Sent 02-Jul-2020 10:05:37
ID 10449183

Person [redacted]
Cost Center
Purpose uat testing - Conference Fees
Report Total 350.00 GBP
Student Expense Claim Yes
Preparer [redacted]
UPI

Instructions

Please approve or reject this expense claim. Please provide a Note if you reject.

Cash and Other Expenses: Business Expenses

Details	Line	Date	Expense Type	Merchant Name	Reimbursable Amount (GBP)
◢	1	18-Jun-2020	Conference Fees Student - Overseas	I Dont C U	150.00

Expense Allocations

Tracking Claims

UCL departments can keep track of student expense claims using the iExpenses Helpdesk responsibility in MyFinance. If you do not have this responsibility and are responsible for administering student expense claims, please contact your Department Administrator and request access to this responsibility in MyFinance.

In iExpenses Helpdesk you can view all claims related to your department and view the status of each claim, as well as the allocated approver and project code(s) charged. Details of how to use this responsibility in MyFinance can be found here.