

How to complete a Non-Travel expense claim

Medical Officer: To complete and submit a non-travel expense claim through the Oracle Fusion Expenses App on an Android device, please follow the steps below and ensure you have internet access and are Citrix connected

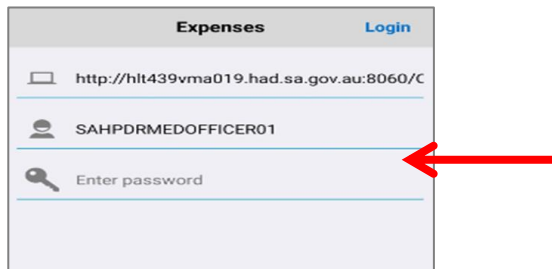
Quick Check

- Step 1: [Log in using HAD ID and password](#)
- Step 2: [Create Expense Report](#)
- Step 3: [Check declarations, invoices and/or receipts](#)
- Step 4: [View and submit to Direct Line Manager](#)

Process

Step 1: Log in using HAD ID and password

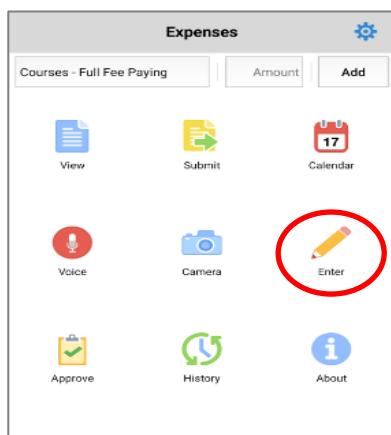
- > Log in using your HAD ID and password



The screenshot shows the login interface of the Oracle Fusion Expenses app. At the top, there is a header with 'Expenses' and a 'Login' button. Below the header, the URL 'http://hlt439vma019.had.sa.gov.au:8060/C' is displayed. The username field contains 'SAHPDRMEDOFFICER01'. The password field is labeled 'Enter password' and is highlighted with a red arrow.

Step 2: Create Expense Report

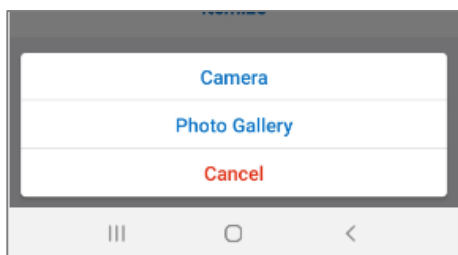
- > Select the *Pencil* icon



- > Check that you have selected the correct template (in this example we require a Non-Travel Expense)
- > Click *Select Type* to view a list of items (a list of items will appear at the bottom of the screen to choose from)
- > Select the item being claimed
- > Enter the date on which the item was bought/paid for
- > Enter the dollar value of the receipt
- > Select *Add attachments* to add your invoice and/or receipt

Cancel	Add Expense	Save
Template	MOPD Non Travel Expenses	
Type	Select type	
Date	12-Sep-2020	
Amount	Enter amount	AUD
Attachments	Add attachments	
Location	Enter location	🔍
Tax Code	Select tax code	
Justification	Enter justification	





- > A pop up screen will appear to give you an option of taking a photo of the invoice and/or receipt or by selecting a file from your photo gallery
- > Select your option and press *OK* to continue



Step 3: Check declarations, invoices and/or receipts

- > In the *Edit Expense* page
- > Select Tax Code, drop down box on bottom of screen will appear (refer overleaf)

- > Change the *Tax Code* according to what is stated on the invoice (if the amount is over \$82.50, or the receipt if the amount is under \$82.50) and select the *OK* button:
 - For compliant tax invoices the Tax Code is: GST10
 - For receipts or tax invoices that do not include GST or is GST free, the Tax Code is: GSTFREE




Cancel	Edit Expense	Save
Template	MOPD Non Travel Expenses	
Type	Fees - Conf/Workshop/Training	
Date	01-Sep-2020	
Amount	150.00	AUD
Attachments	 	
Location	Enter location	
Tax Code	GST10	
Number of days	Enter # of days	
Justification	Workshop	
Business %	100	
Business	Improve MP Knowledge	
Cancel	OK	
NOTAXINCL		
GSTFREE		
GST10		
NOTAXINCL		
III	○	<

- > **Please note:** while receipts under the amount of \$82.50 do not require an invoice to be attached, a receipt that is over this amount will require a valid tax invoice to be attached as well as the receipt. Further information can be found via the below links:
 - [Fact Sheet 19- Documentary Evidence](#)
 - [ATO website](#)

Fact Sheet


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- > Enter the expense in free text *Justification* box e.g. ABC workshop
- > Confirm the *Business Percentage*
- > Select *Purpose* to complete your declaration and follow the prompts

Cancel	Add Expense	Save
Template	MOPD Non Travel Expenses	
Type	Fees - Conf/Workshop/Training	
Date	01-Sep-2020	
Amount	150.00	AUD
Attachments	 	
Location	Enter location	
Tax Code	GSTFREE	
Number of days	Enter # of days	
Justification	abc workshop	
Business %	100	
Purpose	Select Purpose	





- > Select the most appropriate declaration related to your expense item

Back	Select DFF Value
	<input type="text"/> CANCEL
Further Qualification	Further Qualification
Improve WR Knowledge	Improve WR Knowledge
Not Deductible	Not Deductible
Other Business Purpose, Related to Current Job	Other Business Purpose, Related to Current Job
Required for Current Job	Required for Current Job
Up To Date	Up To Date







- > Select Save expense




Cancel	Add Expense	Save
Template	MOPD Non Travel Expenses	
Type	Fees - Conf/Workshop/Training	
Date	01-Sep-2020	
Amount	150.00	AUD
Attachments	 	

Step 4: View and submit to Direct Line Manager

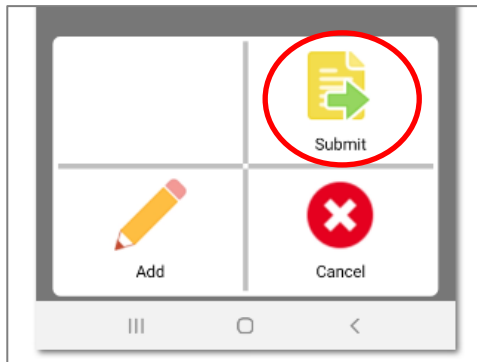
- > To view saved expenses entered, select the View icon

Expenses 		
Select type	Amount	Add
 View	 Submit	 Calendar

- > All items expenses entered and saved can be found here
- > To prepare a claim for submission, select the blue arrow icon

View Expense 			
Date	Type	Project	Source
16-August-2020			30.00 AUD
	Books Ind/Set <= \$300		30.00 AUD 18-Aug-2020 
30-August-2020			150.00 AUD
	Fees - Conf/Worksho...		150.00 AUD 01-Sep-2020 

- > Select the *Submit* button to prepare the above two expenses for submission for approval



- > In this following screen you will be asked to create a report
- > Select *Create* in the top right hand of screen to go to *Submit Report* page

Date	Type	Project	Source
2 Selected		Total: 180.00 AUD	
16-August-2020			30.00 AUD
✓	Books Ind/Set <= \$300		30.00 AUD 18-Aug-2020
30-August-2020			150.00 AUD
✓	Fees - Conf/Worksho...		150.00 AUD 01-Sep-2020

- > In the *Submit Report* page (screen shot overleaf):
 - Enter purpose for expenses
 - Check your entitlements
 - Select FBT declaration
 - Select Employee Certification
 - Select GST code declaration
 - Select the blue arrow
 - Select the *Submit* button on the next page

Submit Report	
Amount to be paid	220.00 AUD
Number of expenses	1
Purpose	Enter purpose
Attachments	Add attachments
PD \$ Balance	41948.35
PD Leave Balance	20
PD Exam Leave	0
FBT Declaration	Select FBT Declaration
Employee Certification	Select Employee Certification
GST Code Declaration	Select GST Code Declaration
Fees - Conf/Workshop/Training	220.00 AUD 21-Jan-2022

Note: **DO NOT EDIT** the PD \$ Balance, PD Leave Balance, or PD Exam Leave Balance fields.



- > Select *Agree*
- > Your claim will then be sent to your Direct Line Manager for approval

Acknowledgement

I accept the expense policies

Do not agree | **Agree**

- > Claims created and submitted via the App can be accessed via the *History* icon on Expenses Home Page
- > Select Icon to view

Submitted Reports		
EXP11205	reference material	123.00 AUD
12-Sep-2020		3 Expenses
EXP11208	book and conference	180.00 AUD
12-Sep-2020	Submitted	2 Expenses

For more information

Android- Medical Officer-Non-Travel Expense claim.docx
Last updated: 24-Apr-24

Medical Officer Professional Development Reimbursement System (MOPDRS)
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