

# Course Outline of R12.2 Oracle Internet Expenses Fundamentals

- Product Introduction
  - Describe the expense reporting process
  - Describe the advantages of using Internet Expenses
  - Describe the product features
  
- Application Integration Setup
  - Identify the base application requirements for Oracle Internet Expense (OIE)
  - Discuss integration and implementation with Oracle Application Object Library, Human Resources, System Administration and Payables
  - Describe implementation when integrating with Oracle Projects, Grants Accounting and Approvals Management
  
- Oracle Internet Expenses Setup
  - Setup Schedules
  - Define expense report templates
  - Select operating units
  - Setup locations
  - Describe future-dated expenses, and approval communication languages setup
  - Setup exchange rates behavior and expense fields
  - Customize expenses entry client extensions
  
- Taxes Setup and Processing
  - Setup tax calculations
  - Setup VAT merchant fields
  - Automatically create tax distributions
  
- Audit Automation Setup and Management
  - Setup audit rule sets
  - View and maintain audit list
  - Create and assign audit list rule sets

- Describe the audit list API and audit reasons API
  
- Manager Approvals
  - Describe Approvals Management Engine (AME)
  - Describe the AME routing process
  - Describe the AME setup steps
  - Describe the Approval Client Extension
  
- Disconnected Expense Spreadsheet Configuration
  - Use the disconnected expense report process
  - Configure the Microsoft Excel template
  - Test your custom Microsoft Excel template
  
- Internet Expenses Workflow Processes
  - Describe, setup and use the Expenses workflow
  - Describe, setup and use the Credit Cards workflow
  - Initiate the deferred workflow processes
  
- Credit Cards Setup
  - Establish credit card programs
  - Define programs and accounts
  - Create employee matching rules
  - Select loading and validation method
  - Perform credit card expense type mapping
  - Use card expense type mapping
  - Describe credit card policies setup
  
- Credit Card Administration
  - Discuss the credit card process flows and processing tasks
  - Describe and perform credit card transactions accounting
  - Manage credit card transactions
  
- iExpense Reporting & Analysis
  - Understand the reporting options in Internet Expenses