

Attaching Receipts in iExpense “Guide”

Description: All TJX users have the ability to attach receipts into their iExpense report in Oracle. Attaching receipts into iExpense when creating the expense report expedites payment and alleviates receipts getting lost in transit to Expenses Payable.

Please Note: If this option is used, ALL required receipts should be attached.

The system cannot determine if just a few receipts are attached or all of them are. If the expense report is selected for Audit and only some of the receipts are attached, the expense report will not be in compliance and payment will not be processed.

Also, all supporting documentation should be retained by the associate for their records and do not need to be sent to EP if attaching electronically.

From the Oracle Home Page drill down to US TJX IEXPENSE ENTRY Responsibility

Home

Some Oracle EBS Users may not be receiving attachments with email notifications rel:

Navigator

Personalize

- TJX AP GLOBAL SUPPLIER INQUIRY
- TJX CONTRACT REPOSITORY USER
- TJX SM Global Supplier Inquiry (Full)
- TJX SOURCING COLLABORATIVE TEAM MEMBER
- US TJX AP BUSINESS SETUP
- US TJX AP INQUIRY (FOUNDATION)
- US TJX AP INQUIRY (US ONLY)
- US TJX AP INQUIRY (ZEB)
- US TJX AP INVOICE ENTRY-LEAD
- US TJX EMPLOYEE SELF SERVICE
- US TJX GL JOURNAL ENTER
- US TJX GL SHARED SERVICE INQUIRY (EXCLUDE PAYROLL AND SALES)
- US TJX IEXPENSE AUDIT PERSONNEL
- US TJX IEXPENSE ENTRY**
- US TJX INV CORPORATE RECEIVING
- US TJX IPROUREMENT
- US TJX PO CREATE - STANDARD PO ONLY
- US TJX PO INQUIRY

Worklist

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.

☒ TIP Privacy Statement for TJX EU Associates: TJX is committed to protecting your personal data according to international and EU legal rules and associated privacy practices. In order to enhance employee administration and management (including the implementation of a new HR management system), it may be necessary to share some of your personal information, such as your name, contact information, and jobrole information, with other departments or affiliates of TJX at the global level including The TJX Companies, Inc. in the United States. To learn more about TJX's privacy policy and your rights to access and rectify your data or object to such processing, please refer to the EU Privacy Notice Link at the bottom of the page.

Attaching Receipts in iExpense “Guide”

Click on Create Expense Report

Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Payments Search](#)

Create Expense Report

Create Expense Report

Expenses Home

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (USD)	Purpose	Withdraw
EXP3630431	11/08/2018	Pending Manager Approval	1	Salvatelli, Corey F	Required	28.40	*****	

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Delete
No results found.						

Notifications

View

From	Subject	Sent	Due
There are no notifications in this view.			

[Vacation Rules](#) - Redirect or auto-respond to notifications.

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Attaching Receipts in iExpense “Guide”

General Information page appears - Enter Purpose and click next

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: General Information

Save Cancel Step 1 of 4 Next

* Indicates required field

Name Lemon, Helen L. (990069952)

Cost Center 2432

EXPENSES PAYABLE

Reimbursement Currency US Dollar

Expense Template TJX USA Expense Template

Additional Information

* Purpose ***** x

Approver Salvatelli, Corey F

Enter Date, Receipt Amount, Expense Type, and Justification. Complete Details for each Expense Item. (**Attach receipts at line level: skip to page 6**)

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00] | Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.

TIP Date Example: 11/09/2018.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount
1	05/15/2018	28.40	Meals - Internal Meeting or Function	TESTING	0.00
2					
3					
4					
5					

Go to Enter Details for Expense page

Attaching Receipts in iExpense “Guide”

Proceed to *Step 4* of the submission process. Select the + icon ext to “Attachments”

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The top navigation bar includes 'Expenses Home', 'Expense Reports', 'Access Authorizations', and 'Payments Search'. A progress bar at the top indicates the current step is 'Review' (Step 4 of 4). The 'General Information' section displays the following details:

Name	Hollendonner, Bridget (993906650)
Expense Dates	25-NOV-2019 - 25-NOV-2019
Cost Center	2332
Purpose	TEST

On the right side, the 'Original Receipts Status' is 'Required'. The 'Attachments' link is highlighted with a red box and a green plus icon. Below it, the 'Report Total' is 10.00 USD and the 'Reimbursement Amount' is 10.00 USD.

The 'Expense Lines' section is visible, showing 'Business Expenses' and 'Cash Expenses'. The 'Cash Expenses' table has the following columns: Date, Receipt Amount, Expense Type, Justification, Merchant Name, Original Receipt Required, Receipt Missing, Reimbursable Amount (USD), Details, and Attachments.

Enter details. Apply.

This screenshot shows the same 'Create Expense Report: Review' screen, but with the 'Add Attachment' dialog box open. The dialog box contains the following fields:

- Attachment Type: File (dropdown)
- Title: Meal Receipt (text input)
- Description: Receipt (text input)
- Category: Miscellaneous (dropdown)
- *File: C:\Users\bri00651\Desktop (text input) with a 'Browse...' button

The dialog box has 'Cancel', 'Add Another', and 'Apply' buttons at the bottom. The background screen shows the same 'General Information' and 'Expense Lines' sections as the previous screenshot.

Attaching Receipts in iExpense “Guide”

Confirmation box appears.

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The 'General Information' tab is active, displaying fields for Name, Expense Dates, Cost Center, and Purpose. A red box highlights the 'Attachments' section, which shows a confirmation dialog box. The dialog box contains the text: 'Attachment Meal Receipt has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' and an 'Ok' button.

Expenses
Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

Create Expense Report: Review
Review the expense report below before submission.

General Information

Name	Hollendonner, Bridget (993906650)
Expense Dates	25-NOV-2019 - 25-NOV-2019
Cost Center	2332
Purpose	TEST

Attachments

Original Receipts Status	Required
Attachments	1
Report Total	10.00 USD
Reimbursement Amount	10.00 USD

Confirmation

Attachment Meal Receipt has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Ok

Review Attachment to confirm it has been scanned/attached correctly.

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The 'General Information' tab is active, displaying fields for Name, Expense Dates, Cost Center, and Purpose. A red box highlights the 'Attachments' section, which shows a dialog box titled 'Attachments'. The dialog box contains a table with columns: Title, Type, Description, Category, and Action. The table has one row with the title 'Meal Receipt', Type 'File', Description 'Receipt', and Category 'Miscellaneous'. The Action column has a checkmark icon.

Expenses
Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

Create Expense Report: Review
Review the expense report below before submission.

General Information

Name	Hollendonner, Bridget (993906650)
Expense Dates	25-NOV-2019 - 25-NOV-2019
Cost Center	2332
Purpose	TEST

Attachments

Original Receipts Status	Required
Attachments	1
Report Total	10.00 USD
Reimbursement Amount	10.00 USD

Attachments

Title	Type	Description	Category	Action
Meal Receipt	File	Receipt	Miscellaneous	<input checked="" type="checkbox"/>

Attaching Receipts in iExpense “Guide”

To Attach at Line Level:

Enter Date, Receipt Amount, Expense Type, and Justification. Click on Details

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

☒ TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
☒ TIP Date Example: 11/09/2018.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount
1	05/15/2018	28.40	Meals - Internal Meeting or Function	TESTING	
2					
3					

Go to Enter Details for Expense page

Enter Expense Details (Depending which expense type is chosen). Click Return

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations

Cash and Other Expenses: Details for Line 1

Itemize Duplicate New Remove Return

* Indicates required field

* Expense Type: Meals - Internal Meeting or Function
* Start Date: 05/15/2018
* Receipt Amount: 28.40
* Receipt Currency: USD - US Dollar
Exchange Rate: 1
Reimbursable Amount: 28.40 USD
* Expense Location: ALL OTHER LOCATIONS
ALL OTHER EXPENSE LOCATION
Merchant Name:
☐ Original Receipt Missing
Attachments: +

Additional Information

* Number of Attendees: 1
* Attendees: 1

Return to the previous page.

Last Updated: 11/25/2019

Attaching Receipts in iExpense “Guide”

Expense report details displayed - Click Next

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations

Review | Next

Save | Cancel | Back | Step 2 of 4 | Next

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [28.40] | Mileage Expenses [0.00]

Receipt-Based Expenses [28.40]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
TIP Date Example: 11/09/2018.

Select Expense Lines: Duplicate Remove | Show Receipt Currency | [Icons]

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05/15/2018	28.40	Meals - Internal Meeting or Function	TESTING	28.40	[Details]
<input type="checkbox"/>	2						[Details]
<input type="checkbox"/>	3						[Details]
<input type="checkbox"/>	4						[Details]
<input type="checkbox"/>	5						[Details]
<input type="checkbox"/>	6						[Details]
<input type="checkbox"/>	7						[Details]
<input type="checkbox"/>	8						[Details]
<input type="checkbox"/>	9						[Details]
<input type="checkbox"/>	10						[Details]
						Total	28.40

Expense Allocations shown - Click Next

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | **Expense Allocations**

Review | Next

Save | Cancel | Back | Step 3 of 4 | Next

Create Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates required field

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert My Allocations [v] Apply

Expand All | Collapse All

<input type="checkbox"/>	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Chain/LE	Location	Cost Center	Account
<input type="checkbox"/>		All					28.40							
<input type="checkbox"/>		1	Cash Receipt	05/15/2018	Meals - Internal Meeting or Function	28.40 USD	28.40		ALL OTHER LOCATIONS	TESTING	106 TJX CORPORATE	1061901 CORPORATE HOME OFFICE	2432 EXPENSES PAYABLE	809104 MEALS - INT / FUNCTION

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Attaching Receipts in iExpense “Guide”

In the General Information section click on the + next to Attachments

Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Payments Search](#)

General Information

Cash and Other Expenses

Expense Allocations

Review

Create Expense Report: Review

[Save](#) [Cancel](#) [Back](#) Step 4 of 4 [Submit](#)

Review the expense report below before submission.

General Information

NameLemon, Helen L (990069952)

Expense Dates05/15/2018 - 05/15/2018

Cost Center2432

Purpose*****

Original Receipts

Add Attachment

Attachments

Report Total28.40 USD

Reimbursement Amount28.40 USD

Expense Lines

Expense Allocations

Weekly Summary

Approval Notes [0]

Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		
Total							28.40		

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Attaching Receipts in iExpense “Guide”

Add Attachment box opens - click Browse

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The 'Add Attachment' dialog box is open, and the 'File' field is highlighted with a red box. The dialog box contains the following fields: Attachment Type (File), Title, Description, Category (Miscellaneous), and File (with a 'Browse...' button). The background screen shows the 'General Information' section with fields for Name, Expense Dates, Cost Center, and Purpose. Below this is the 'Expense Lines' section with a table of expenses.

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		+
Total							28.40		

Select the saved receipt, the description box will fill in with the folder name where the receipt was saved - click apply

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The 'Add Attachment' dialog box is open, and the 'File' field is highlighted with a red box. The dialog box contains the following fields: Attachment Type (File), Title, Description, Category (Miscellaneous), and File (with a 'Browse...' button). The background screen shows the 'General Information' section with fields for Name, Expense Dates, Cost Center, and Purpose. Below this is the 'Expense Lines' section with a table of expenses.

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		+
Total							28.40		

Attaching Receipts in iExpense “Guide”

Confirmation box will pop up, shows that one receipt was attached - click OK

The screenshot shows the 'Create Expense Report: Review' screen in the iExpense system. The 'General Information' tab is active, displaying details for an expense report created by Helen L. Lemon on 05/15/2018. The report total and reimbursement amount are both 28.40 USD. A 'Confirmation' dialog box is overlaid on the screen, indicating that an attachment has been added successfully but is not yet committed. The dialog box has 'Ok' and 'Cancel' buttons.

General Information

Name	Lemon, Helen L. (990069952)
Expense Dates	05/15/2018 - 05/15/2018
Cost Center	2432
Purpose	*****

Original Receipts Status Required

Attachments 1 +

Report Total 28.40 USD

Reimbursement Amount 28.40 USD

Confirmation

Attachment 2018-11-09 10:31:49 Scanned from a Xerox Multifunction Printer.pdf has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Ok Cancel

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		+
Total							28.40		

Click on the paperclip and the attachment box pops up - click on the title

The screenshot shows the same 'Create Expense Report: Review' screen, but with the 'Attachments' dialog box open. The dialog box displays a list of attachments, including a file named '2018-11-09 10:31:49 Scanned from a Xerox Multifunction Printer.pdf'. The dialog box has a title bar 'Attachments' and a close button. The background screen shows the same expense report details as the previous screenshot.

Attachments

Description	Category	Action
2018-11-09 10:31:49 Scanned from a Xerox Multifunction Printer.pdf	Miscellaneous	⊕

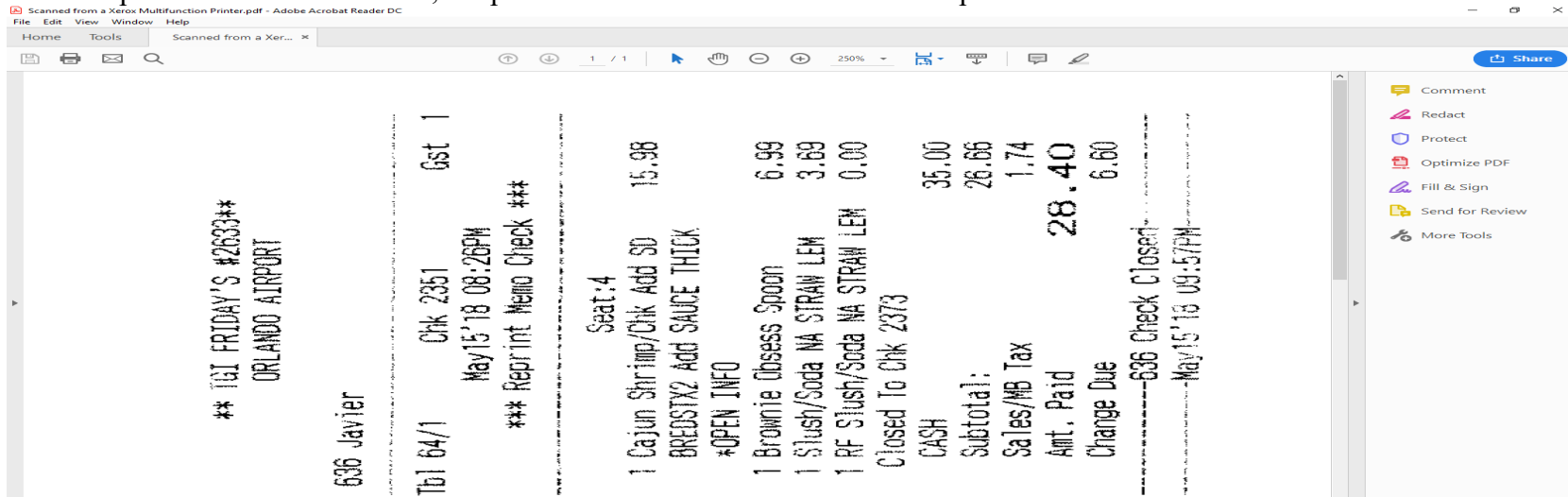
Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		+

Attaching Receipts in iExpense “Guide”

The receipt is attached. Please note, the preferred method is to include all receipts in one attachment.



After all receipts are attached - click submit

Expenses

Expenses Home Expense Reports Access Authorizations Payments Search

General Information Cash and Other Expenses Expense Allocations

Create Expense Report: Review

Review the expense report below before submission.

General Information

Name Lemon, Helen L (990069952)
Expense Dates 05/15/2018 - 05/15/2018
Cost Center 2432
Purpose *****

Original Receipts Status Required
Attachments 1 +
Report Total 28.40 USD
Reimbursement Amount 28.40 USD

Submit expense report for manager and Payables approvals

Save Cancel Back Step 4 of 4 Submit

Expense Lines Expense Allocations Weekly Summary Approval Notes [0] Approvers

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40		+
Total							28.40		

Attaching Receipts in iExpense “Guide”

Confirmation page shows expense report was submitted and the receipt (s) successfully attached.

Expenses

Expenses HomeExpense ReportsAccess AuthorizationsPayments Search

Confirmation

Expense report number EXP3631432 for 28.40 has been submitted.

Expense Report EXP3631432 ☆

ReturnCreate New Expense ReportPrintable Page

1

Submission Instructions

- * To send required receipts to Expenses Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Expenses Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Expenses Payable. This expense report will be paid after it has been approved, and Expenses Payable verifies the receipts.

General Information

NameLemon, Helen L (990069952)

Expense Dates05/15/2018 - 05/15/2018

Cost Center2432

Purpose*****

Original Receipts StatusRequired

Report Submit Date11/09/2018

Attachments🔍📎+

Report Total28.40 USD

Reimbursement Amount28.40 USD

Expense LinesExpense AllocationsWeekly SummaryApproval Notes [0]Approvers

Business Expenses

Cash Expenses

🔍🔄⚙️📄📱

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05/15/2018	28.40 USD	Meals - Internal Meeting or Function	TESTING		✓		28.40	📄	+
Total							28.40		

Last Updated: 11/25/2019

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