Oracle Fusion Cloud Human Resources

How do I set up bill submission for India?

FA Latest

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There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

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We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to *oracle_fusion_applications_help_ww_grp@oracle.com*.

Thanks for helping us improve our user assistance!

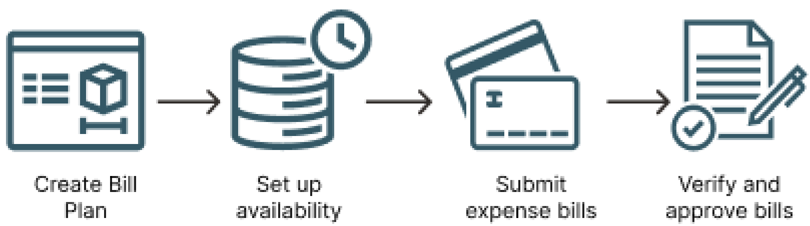
1 Set up Bill Submission for India

Overview

You can now set up bill submission for your organization using Cloud India Payroll.

This enables employees in your organization to submit their expense bills through self service, to avail tax exemption for allowances paid in section 10(14)(i). The payroll administrators can then verify and approve the submitted bills.

This feature is available in Redwood.



For new employees the bill submission calculation card is automatically created during the hiring process. For existing employees you need to run the feature upgrade **Upgrade India Employees to New Bills card** to create the bill submission card.

Before you begin

- Create the allowance elements in section 10(14)(i).
- Set the element eligibility for the allowance elements to be available.

You can then use these allowance elements when creating various bill submission plans.

Set up the Bill Submission Availability

To set up the bill submission availability for your employees, you need to enable the Redwood profile options.

To enable any of the Redwood pages, the central profile option **ORA_HCM_VBCS_PWA_ENABLED** (Enable VBCS Progressive Web Application User Interfaces across HCM application) needs to be set to **Yes**.

> **Note: Navigator** > **My Enterprise** > **Setup and Maintenance** > **Tasks** > **Search** > **Manage Administrator Profile Values**

1. Search for the Manage Administrator task.

2. On the Manage Administrator Profile Values page, search for and select the profile option: **ORA_PAY_MY_IN_CALCARD_REDWOOD_ENABLED**.
3. Enter Yes in the Profile Value field.
4. Save your changes.

Results:

The payroll administrators can then set up the expense bill submission plans for the financial year.

Create a Bill Submission Plan

You can create different expense bill submission plans based on the allowances and the eligibility rules in the bill submission calculation card.

Every expense bill submission plan needs to include the Allowance Element, Eligibility Rule, Validation Rules, Status, Start and End Date. The status decides if the bill submission plan is Active or not.

Set the scope to the required legal employer.

> **Note: Navigator** > **My Enterprise** > **Setup and Maintenance** > **Legal Structures** > **Legal Entity Calculation Cards**

To create a new bill submission plan:

1. Add a new bill submission calculation card or edit an existing bill submission calculation card.
2. In the Bill Submission Plans section, you can create different bill submission plans as required in your organization.
3. Add the sequence, bill display name, allowance, eligibilty and validation rules, plan status, start and end dates, and save the plan.
4. Submit the expense bill submission plans in the calculation card.

Results:

You can view, edit, and delete the expense bill submission plans if they're not applicable for the next financial year.

Submit a Bill

The employees can submit their expense bills from the self service portal.

Employees can view the Bills Submission page through the employee self service.

> **Note: Navigator** > **Me** > **Pay** > **Bill Submission**

As a Payroll Administrator, you can also submit the bills on behalf of employees.

> **Note: Navigator** > **My Enterprise** > **My Client Groups** > **Person Management** > **Search Employee** > **Calculation Cards** > **Bill Submission**

To submit a new bill:

1. Select the allowance type.
2. Enter the bill reference number, bill amount and the bill date.
3. Use drag and drop to upload the soft copies of the bill.
4. Add any comments if needed and submit the bill.

Verify and Approve the Bills

You can verify and approve the bills submitted by the employees.

You can sort the submitted bills based on:

- Allowance name
- Bill submission period

You can also apply filters to view specific bills.

> **Note: Navigator** > **My Enterprise** > **My Client Groups** > **Person Management** > **Search Employee** > **Calculation Cards** > **Bill Submission**

To verify and approve the submitted bills:

1. Search for and select the employee you want to verify the bills for.
2. View the **Recent Actions** for the employee and select Calculation Cards.
3. In the bill submission plan card, view all the submitted bills.
4. Use the various filters and sort options to view selected bills.
5. Click each row to view the bills details and the attached proof of bill expense. You can then set the review status to **Rejected**, **Yet to Verify**, **Verified and Rejected**or **Verified and Approved**.
6. You can also add any comments to provide more information to the employee.

Verify and Approve Bills for Multiple Users

You can view, verify, and approve the bills submitted by several employees.

You can sort the submitted bills based on:

- Employee
- Allowance name
- Bill submission date
- Current status

You can also apply filters to view specific bills. The privilege Verify Indian Expense Bills for Allowances (ORA_HRX_IN_VERIFY_EXPENSE_BILLS_FOR_ALLOWANCES) needs to be enabled.

> **Note: Navigator** > **My Enterprise** > **My Client Groups** > **Payroll** > > **Bills Verification and Approval**

To verify and approve the submitted bills:

1. Search for and select the employee you want to verify the bills for.
2. Use the various filters and sort options to view selected bills.
3. Click each row to view the bill details and the attached proof of bill expense. You can then set the review status to **Rejected**, **Yet to Verify**, **Verified and Rejected**, or **Verified and Approved**.
4. You can also add any comments to provide more information to the employee.