

Expenses Installation and Configuration

Self-help Installation UserGuide

[Version 1.1 – December 21, 2022]

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1. Virtusa BYOD Program

The Virtusa BYOD (Bring Your Own Device) program allows all Virtusa employees to access corporate data and applications from Apple and Android mobile devices using Intune secure Mobile Device Management (MDM) platform.

The program is intended to provide access to Virtusa information whilst keeping your device secure without interfering with your personal information and settings. It also provides you the additional feature of wiping the device in situations where it is lost or stolen.

2. Expenses App

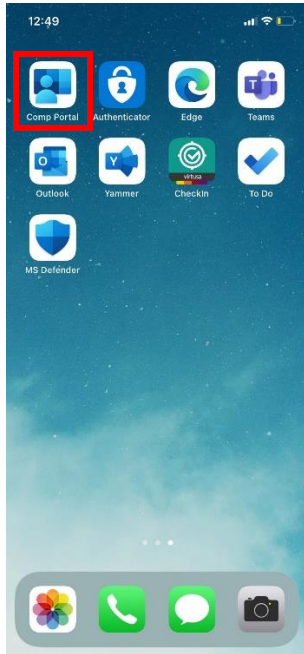
The Expenses app allows you to reimburse your travel, hotel, restaurant, mileage and per diem expenses.

3. Prerequisites for Enrollment

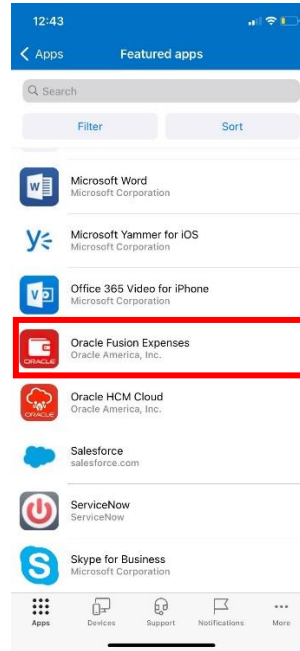
- Devices should be enrolled on the Virtusa BYOD Program
- Minimum of 127 MB free space should be available in the device prior installation
- Configuration time will take around 8 - 10 minutes

4. Self-help Installation steps for iOS

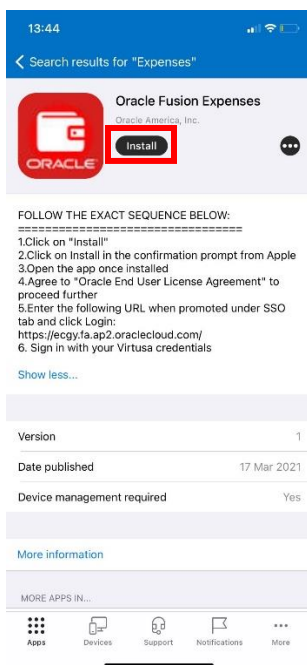
Step 1: Open the Company Portal app on your mobile



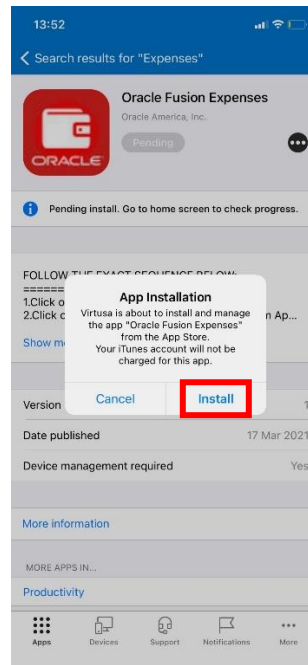
Step 2: Search for 'Oracle Fusion Expenses' and tap on it



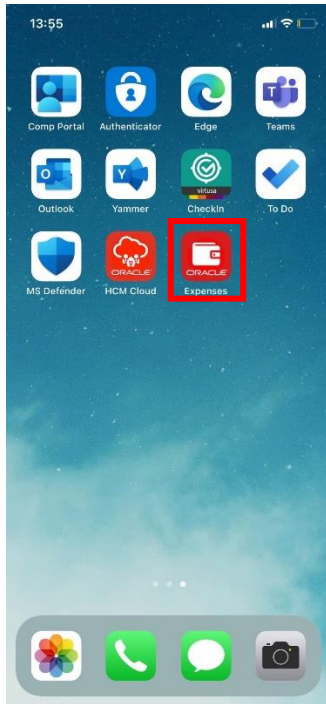
Step 3: Tap on 'Install'



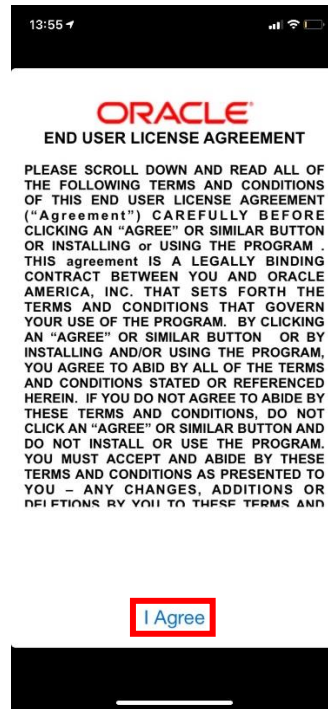
Step 4: Tap on 'Install' in the confirmation prompt



Step 5: Open the app once installed



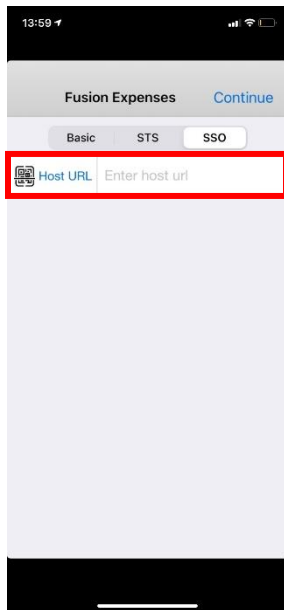
Step 6: 'Agree' to Oracle End User License Agreement



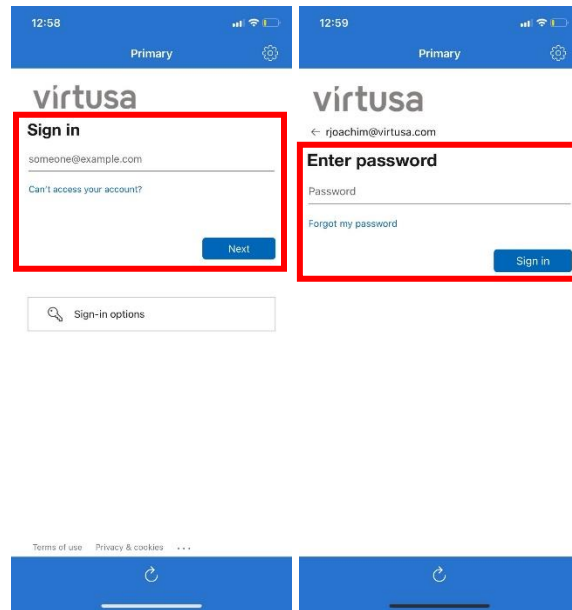
Step 7: Enter the following URL

when promoted under SSO tab and 'Continue':

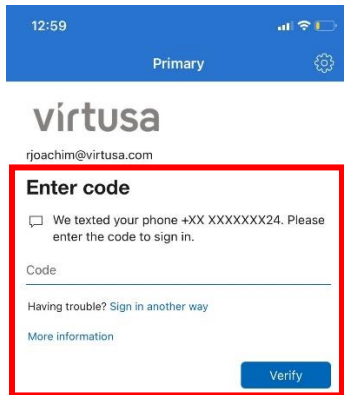
<https://ecgy.fa.ap2.oraclecloud.com/>



Step 8: Enter your Virtusa credentials and 'Sign in'



Step 9: Verify your credentials



Step 10: Tap on 'Yes'

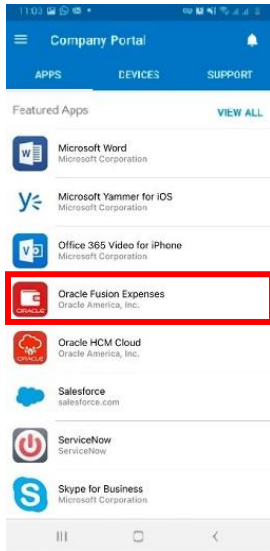


Note: The App will successfully configure on your mobile.

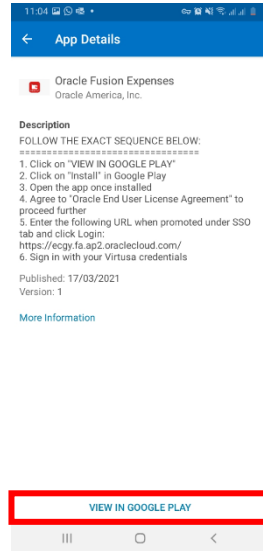


5. Self-help Installation steps for Android

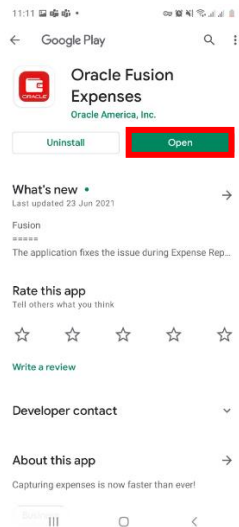
Step 1: Search for 'Oracle Fusion Expenses' in the Company Portal app on your mobile and tap on it



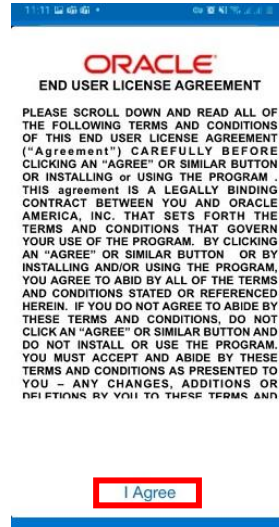
Step 2: Tap on 'View in Google Play' and tap on 'Install' in Google Play



Step 3: Tap on 'Open' once installed



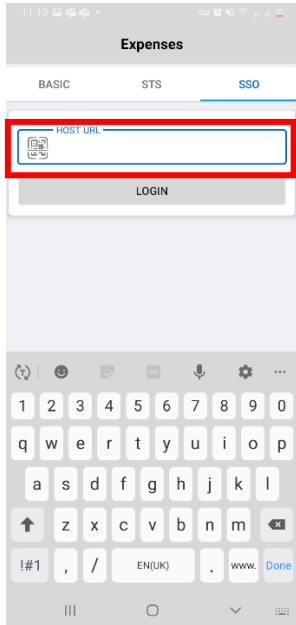
Step 4: 'Agree' to Oracle End User License Agreement



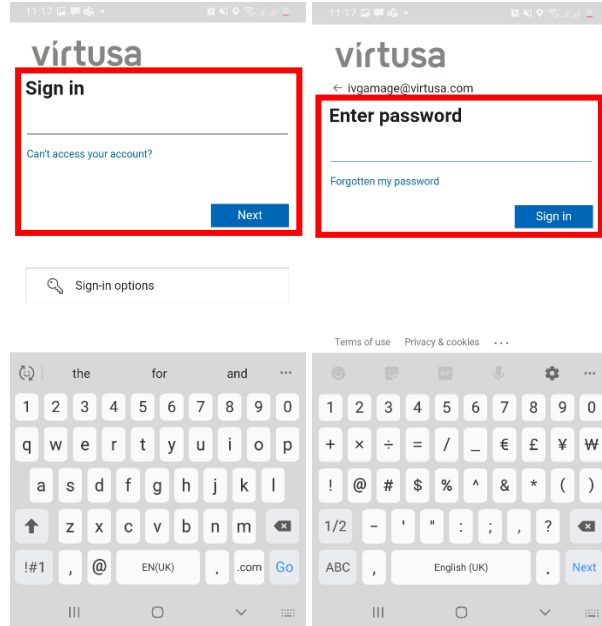
Step 5: Enter the following URL

when promoted under SSO tab and 'Continue':

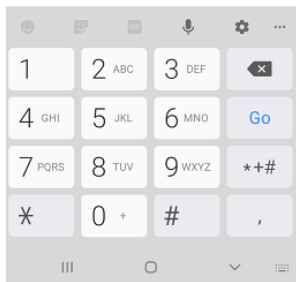
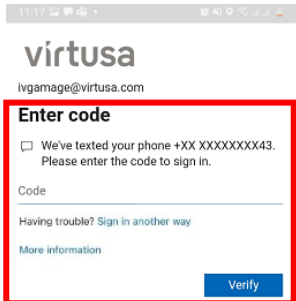
<https://ecgy.fa.ap2.oraclecloud.com/>



Step 6: Enter your Virtusa credentials and 'Sign in'



Step 7: Verify your credentials



Step 8: Tap on 'Yes'



Note: The App will successfully configure on your mobile.