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# PeopleSoft Expenses 9.1 PeopleBook

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# Oracle's PeopleSoft Expenses Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements in this PeopleBook.

---

**Note.** This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or it is documented with the common elements for the section, chapter, or PeopleBook.

---

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## PeopleSoft Products

This PeopleBook refers to these Oracle's PeopleSoft products:

- PeopleSoft Commitment Control
- PeopleSoft Expenses
- PeopleSoft General Ledger
- PeopleSoft Human Resources
- PeopleSoft North American Payroll
- PeopleSoft Payables
- PeopleSoft Project Costing
- PeopleSoft Time and Labor

---

## PeopleSoft Application Fundamentals

The *PeopleSoft Expenses PeopleBook* provides you with implementation and processing information for your PeopleSoft Expenses system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all Oracle's PeopleSoft applications across the Financials, Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft Expenses:

- *PeopleSoft Application Fundamentals PeopleBook*

- *PeopleSoft Global Options and Reports PeopleBook*
- *PeopleSoft Banks Set Up and Processing PeopleBook*
- *PeopleSoft Commitment Control PeopleBook*
- *PeopleSoft Supply Chain Management Integration PeopleBook*

---

## Pages With Deferred Processing

Pages in PeopleSoft Expenses generally operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page; for example, if a field contains a default value, any value that you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

### See Also

*PeopleTools PeopleBook: PeopleSoft Application Designer Developers Guide*

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

---

## Common Elements Used in This PeopleBook

|                       |   |
|-----------------------|---|
| <b>Account</b>        | ChartField that identifies the nature of a transaction for corporate accounts. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.  |
| <b>Activity ID</b>    | Activity ID assigned to the individual tasks or events you want to update in a project.   |
| <b>Affiliate</b>      | ChartField used to map transactions between business units when using a single interunit account.   |
| <b>As of Date</b>     | The last date for which a report or process includes data.  |
| <b>Attachment</b>     | <p>Click this link to add or view attachments for My Wallet entries, travel authorizations, cash advances, and expense reports.</p> <p>For examples of how to view attachments and how to attach a document to a transaction:</p> <p>See <a href="#">Chapter 17, "Preparing Expense Reports," Understanding Attachments, page 384.</a></p>  |
| <b>Business Unit</b>  | An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.  |
| <b>Class</b>          | ChartField used to identify a unique appropriation budget key. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.  |
| <b>Department</b>     | ChartField that indicates who is responsible for or affected by the transaction.  |
| <b>Description</b>    | Free form text up to 60 characters.   |
| <b>Deselect All</b>   | Click this button to remove all check marks on the page.  |
| <b>Effective Date</b> | <p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Applications User's Guide</i>, "Working with Pages," Using Effective Dates</p> |

**(Embedded Help)**

Click the Embedded Help icon to open up a secondary window with information about this page or section. Embedded help can provide information about specific fields and point the user to additional help. See *PeopleTools PeopleBook: PeopleSoft Application Designer Developer's Guide* for more information on creating and modifying embedded help.

**EmplID** (employee ID)

Unique identification code for an individual associated with your organization.

**Fund**

An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of General Ledger.

**Fund Affiliate**

ChartField used to correlate transactions between funds when using a single intraunit account.

**Language or Language Code**

The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.

Language also refers to the language spoken by an employee, applicant, or non-employee.

**Operating Unit**

ChartField used to identify a location, such as a distribution warehouse or sales center.

**PC Business Unit**

Business unit assigned to the project in PeopleSoft Project Costing.

**Process Frequency**

Select the appropriate frequency from the drop-down box:

*Process Once:* Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to *Don't Run*.

*Don't Run:* Ignores the request when the batch process runs.

*Always Process:* Executes the request every time the batch process runs.

**Process Monitor**

This link takes you to the Process List page, where you can view the status of submitted process requests.

See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*, "Understanding PeopleSoft Process Scheduler."

**Product**

ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.

**Program**

ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.

**Project**

ChartField that captures information for project/grants accounting.

|                          |  |
|--------------------------|--|
| <b>Report ID</b>         | The report identifier.   |
| <b>Report Manager</b>    | <p>This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>, "Understanding PeopleSoft Process Scheduler."</p> |
| <b>Request ID</b>        | A request identification that represents a set of selection criteria for a report or process.  |
| <b>Resource Type</b>     | Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups in PeopleSoft Project Costing.   |
| <b>Run</b>               | <p>This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.</p> <p>See <i>PeopleTools PeopleBook: PeopleSoft Process Scheduler</i>, "Understanding PeopleSoft Process Scheduler."</p>  |
| <b>Run Control ID</b>    | An identification code that identifies the run parameters for a report or process.   |
| <b>Select All</b>        | Click this button to select all options on the page.   |
| <b>SetID</b>             | An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.   |
| <b>Short Description</b> | Free form text up to 15 characters.  |
| <b>Status</b>            | Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> . You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.  |
| <b>User Defaults</b>     | User preferences and defaults used for PeopleSoft Expenses.  |
| <b>User ID</b>           | The system identifier for the individual who generates a transaction.  |





## Chapter 1

# Getting Started with PeopleSoft Expenses

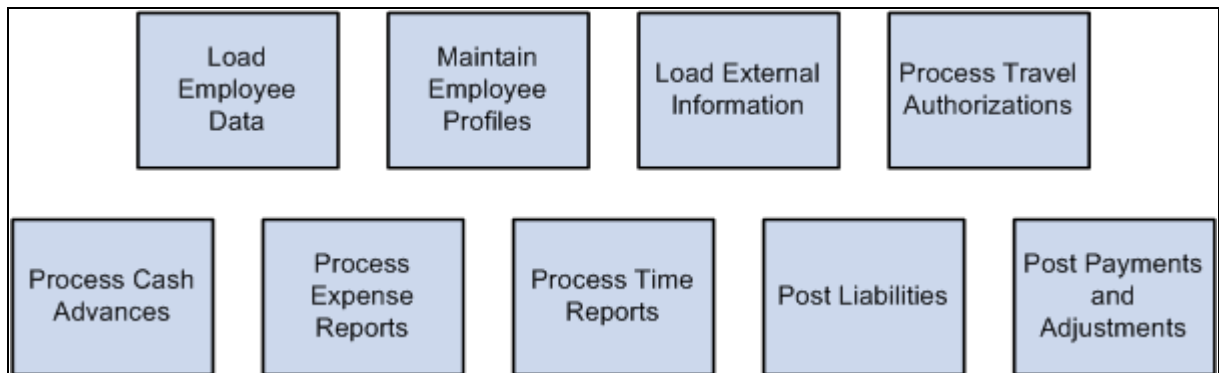
This chapter discusses:

- PeopleSoft Expenses business processes.
- PeopleSoft Expenses integration touchpoints.
- PeopleSoft Expenses implementation tasks.

---

## PeopleSoft Expenses Business Processes

This diagram displays the business processes supported by PeopleSoft Expenses, which includes loading employee data, maintaining employee profiles, loading external information, processing travel authorizations, cash advances, expense reports, time reports and posting liabilities, payments and adjustments:



PeopleSoft Expenses business processes

We discuss these business processes in the business process chapters in this PeopleBook.

---

## PeopleSoft Expenses Integration Touchpoints

To fully take advantage of PeopleSoft Expenses, it is important to understand the points of integration between PeopleSoft Expenses and the other PeopleSoft applications that you have purchased, such as:

- Human Resources.
- North American Payroll.

- Time and Labor.
- Project Costing.
- Payables.
- General Ledger.
- Commitment Control.

Because applications share information, you must plan to work closely with the implementation teams that install other Oracle's PeopleSoft applications to ensure that Oracle's PeopleSoft provides the full functionality and efficiency that your organization requires.

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party applications is on the My Oracle Support website.

### ***PeopleSoft Human Resources***

If you use PeopleSoft Human Resources, you can populate the employee tables using the enterprise integrations tools delivered with the PeopleSoft Financials database.

### ***PeopleSoft North American Payroll***

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT\_HR.

### ***PeopleSoft Time and Labor***

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes.

### ***PeopleSoft Project Costing***

PeopleSoft Expenses supports PeopleSoft Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager.  
  
After approval and posting, transactions charged to projects populate the PeopleSoft Expenses Accounting Line table (EX\_ACCTG\_LINE).
- PeopleSoft Project Costing Cost Collection - Expenses Application Engine process (PC\_EX\_TO\_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.

- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing.

The PeopleSoft Expenses/Project Time Staging Application Engine process (EX\_PC\_TM\_STG) writes data to the Expenses/Projects Resource Staging table (EX\_PROJ\_RES\_STG). From there, the PeopleSoft Project Costing Application Engine process (PC\_EX\_TO\_PC) pulls the staged time reporting data into its own tables.

If PeopleSoft Project Costing is installed and you selected the Enable One Step Staging check box on the Installation Options - Expenses page, the EX\_PC\_TM\_STG process automatically calls the PC\_EX\_TO\_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC\_EX\_TO\_PC process after the EX\_PC\_TM\_STG process completes.

---

**Note.** Although EX\_PROJ\_RES\_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

---

### ***PeopleSoft Payables***

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. PeopleSoft Expense report data is staged in EX\_SHEET\_PYMNT, and cash advance data is staged in EX\_ADVANCE\_PYMNT.

### ***PeopleSoft General Ledger***

PeopleSoft Expenses stages expense data in EX\_ACCTG\_LINE for posting to PeopleSoft General Ledger. The PeopleSoft Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for Expenses.

### ***PeopleSoft Commitment Control***

If your organization uses PeopleSoft Commitment Control, you must budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses on the Expenses Options page to require budget-checking prior to approval or after approval. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the PeopleSoft Expenses page. Alternatively, you can navigate through the Portal menu to access these pages directly through the PeopleSoft Commitment Control menu.

---

## **PeopleSoft Expenses Implementation**

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Expenses also provides component interfaces to help you load data from your existing system into Expenses tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

| <b>PeopleSoft Expenses Component</b>                    | <b>Component Interface</b> | <b>Reference</b>   |
|---|----------------------------|--|
| Distance Rate (EX_AUTO_RT_TBL)                          | EX_AUTO_RATE_SETUP         | See <a href="#">Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Distance Rates, page 93.</a>                |
| Expense Type - Corporate Card (EX_CCET_MAP_TBL)         | EX_CCET_MAP_SETUP          | See <a href="#">Chapter 12, "Mapping Expense Data," Mapping Corporate Card Data, page 184.</a>   |
| Country Code (EX_COUNTRY_MAP_PNL)                       | EX_COUNTRY_MAP_SETUP       | See <a href="#">Chapter 12, "Mapping Expense Data," Mapping Country Codes, page 181.</a>   |
| Currency Code (EX_CURRENCY_MAP_PNL)                     | EX_CURRENCY_MAP_SETUP      | See <a href="#">Chapter 12, "Mapping Expense Data," Mapping Currency Codes, page 181.</a>  |
| Expense Location (EX_LOCTION_MAP_PNL)                   | EX_LOCATION_MAP_SETUP      | See <a href="#">Chapter 12, "Mapping Expense Data," Mapping Expense Locations, page 182.</a>   |
| Merchant Category Group (EX_VIS_MCG_TBL)                | EX_VIS_MCG_MAP_SETUP       | See <a href="#">Chapter 12, "Mapping Expense Data," Mapping Merchant Category Groups, page 189.</a>                                      |
| Employee Profile - Organizational Data (EX_EE_PROFILE2) | EX_EE_ORG_DTA_SETUP        | See <a href="#">Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268.</a>                     |
| Employee Profile - Bank Accounts (EX_EE_PYMNT_DTL)      | EX_EE_ORG_DTA_SETUP        | See <a href="#">Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Bank Account Data, page 285.</a>                       |
| Expense Location (EX_LOCATION)                          | EX_LOCATION_SETUP          | See <a href="#">Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Expense Locations and Amounts, page 96.</a> |
| Expense Types 1 (EX_EXPENSE_TYPES1)                     | EX_TYPES_SETUP             | See <a href="#">Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Expense Types, page 79.</a>                    |
| Expenses Types 2 (EX_EXPENSE_TYPES2)                    | EX_TYPES_SETUP             | See <a href="#">Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Expense Types, page 79.</a>                    |
| Expense Location Amount (EX_LOC_AMOUNT)                 | EX_LOC_AMOUNT_SETUP        | See <a href="#">Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Expense Locations and Amounts, page 96.</a> |

| <b>PeopleSoft Expenses Component</b> | <b>Component Interface</b> | <b>Reference</b>  |
|--------------------------------------|----------------------------|---|
| Preferred Merchant<br>(EX_MERCHANT)  | EX_MERCHANT_SETUP          | See <a href="#">Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Setting Up Preferred Merchants, page 116.</a> |
| Local Tax Table<br>(LOCAL_TAX_TBL)   | EX_LOCAL_TAX_SETUP         | See <a href="#">Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Local Tax Tables, page 88.</a>              |

### **Other Sources of Information**

In the implementation planning phase, take advantage of all of Oracle's PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals PeopleBook*, with information on where to find the most up-to-date version of each.

### **See Also**

*PeopleTools PeopleBook: Integration Broker*



## Chapter 2

# Navigating in PeopleSoft Expenses

This chapter discusses how to navigate in PeopleSoft Expenses.

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## Navigating in PeopleSoft Expenses

PeopleSoft Expenses provides custom navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

---

**Note.** In addition to the PeopleSoft Expenses custom navigation center pages, Oracle's PeopleSoft provides menu navigation and standard navigation pages.

---

### See Also

*PeopleTools PeopleBook: PeopleSoft Applications User's Guide*

## Pages Used to Navigate in PeopleSoft Expenses

This table lists the custom navigation pages that are used to navigate in PeopleSoft Expenses:

| <b>Page Name</b>                     | <b>Navigation</b>   | <b>Usage</b>  |
|--------------------------------------|---|---|
| (Employee) Travel and Expense Center | Employee Self-Service, Travel and Expense Center                                | Access the key areas to manage expense transactions, profiles and preferences, and other expense functions.<br><br><b>Note.</b> Users can only enter expense transactions for employees if they are an authorized user for that employee. |
| Cash Advance                         | Click the Cash Advance link on the (Employee) Travel and Expense Center page.   | Create, modify, print, view, or delete cash advances.   |
| Expense Report                       | Click the Expense Report link on the (Employee) Travel and Expense Center page. | Create, modify, print, view, or delete expense reports.   |

| <b>Page Name</b>                    | <b>Navigation</b>   | <b>Usage</b>  |
|-------------------------------------|---|---|
| Forecast Time                       | Click the Forecast Time link on the (Employee) Travel and Expense Center page.            | Create, modify, or view data.   |
| Travel Services                     | Click the Travel Services link on the (Employee) Travel and Expense Center page.          | View and manage unused reservations for an employee, manage user maintained travel partner passwords, and log on to travel partner sites. |
| Other Expense Functions             | Click the Other Expense Functions link on the (Employee) Travel and Expense Center page.  | View contents in My Wallet, create your own template, or modify an existing template.   |
| Print Reports                       | Click the Print Reports link on the (Employee) Travel and Expense Center page.            | Print any one of your expense transactions.   |
| Profiles and Preferences            | Click the Profiles and Preferences link on the (Employee) Travel and Expense Center page. | Manage your personal, organizational, and financial details for travel and expense reporting.   |
| Review Payments                     | Click the Review Payments link on the (Employee) Travel and Expense Center page.          | Review history of expense payments.   |
| Time Report                         | Click the Time Report link on the (Employee) Travel and Expense Center page.              | Create, modify, print, view, or delete time reports.  |
| Travel Authorization                | Click the Travel Authorization link on the (Employee) Travel and Expense Center page.     | Create, modify, print, view, delete, or cancel travel authorizations.   |
| (Manager) Travel and Expense Center | Manager Self-Service, Travel and Expense Center   | Access the key areas to perform manager approvals and budget checks, manage security, review payments, and access analysis tools.         |
| Analysis                            | Click the Analysis link on the (Manager) Travel and Expense Center page.                  | Access analysis tools for time and expense entries.   |
| Approvals                           | Click the Approvals link on the (Manager) Travel and Expense Center page.                 | Approve expense transactions and modify approved expense transactions.  |
| Budget Check                        | Click the Budget Check link on the (Manager) Travel and Expense Center page.              | Review budget exceptions and cancel approved travel authorizations.   |



| <b>Page Name</b>                        | <b>Navigation</b>   | <b>Usage</b>  |
|---|---|---|
| Manage Security                         | Click the Manage Security link on the (Manager) Travel and Expense Center page.             | Authorize users, set up approvers, and reassign work.   |
| Print Reports                           | Click the Print Reports link on the (Manager) Travel and Expense Center page.               | Print management reports for travel authorizations.   |
| Profiles and Preferences                | Click the Profiles and Preferences link on the (Manager) Travel and Expense Center page.    | Manage your personal, organizational, and financial details for travel and expense reporting.   |
| Review Payments                         | Click the Review Payments link on the (Manager) Travel and Expense Center page.             | Review history of expense payments.   |
| (Centralized) Travel and Expense Center | Travel and Expenses, Travel and Expense Center  | Access the key areas to manage expense transactions, verify receipts, review payments, and handle other expense functions.<br><br><b>Note.</b> Access to expense transactions using this navigation is generally restricted to management personnel and authorized users. |
| Cash Advance                            | Click the Cash Advance link on the (Centralized) Travel and Expense Center page.            | Create, modify, print, view, or delete cash advances.   |
| Expense Report                          | Click the Expense Report link on the (Centralized) Travel and Expense Center page.          | Create, modify, print, view, or delete expense reports.   |
| Forecast Time                           | Click the Forecast Time link on the (Centralized) Travel and Expense Center page.           | Create, modify, or view forecast data.  |
| Travel Services                         | Click the Travel Services link on the (Centralized) Travel and Expense Center page.         | View and manage unused reservations for an employee, manage user maintained travel partner passwords, and log on to travel partner sites.   |
| Other Expense Functions                 | Click the Other Expense Functions link on the (Centralized) Travel and Expense Center page. | View contents of My Wallet, create templates, or modify existing templates.   |
| Print Reports                           | Click the Print Reports link on the (Centralized) Travel and Expense Center page.           | Print any one of your expense transactions.   |

| <b>Page Name</b>              | <b>Navigation</b>  | <b>Usage</b>  |
|-------------------------------|--|---|
| Review Payments               | Click the Review Payments link on the (Centralized) Travel and Expense Center page.      | Review history of expense payments.   |
| Time Report                   | Click the Time Report link on the (Centralized) Travel and Expense Center page.          | Create, modify, print, view, or delete a time report.   |
| Travel Authorization          | Click the Travel Authorization link on the (Centralized) Travel and Expense Center page. | Create, modify, print, view, cancel, or delete a travel authorization.  |
| Verify Receipts               | Click the Verify Receipts link on the (Centralized) Travel and Expense Center page.      | Confirm that receipts have been received and verify that receipts match expense report values.                                      |
| T and E Administration Center | Travel and Expenses, T and E Administration Center                                       | Access the key areas to perform administrative functions, such as load data, process transactions, and define your Expenses system. |
| Adjust Accounting Entries     | Click the Adjust Accounting Entries link on the T and E Administration Center page.      | Adjust expense report accounting entries before they are posted.  |
| Define Expense System         | Click the Define Expense System link on the T and E Administration Center page.          | Define accounting, location amounts, roles, and other setup data for your expense system.   |
| Load Data                     | Click the Load Data link on the T and E Administration Center page.                      | Load employee data, update employee profiles, and load corporate card data for streamlined entry.                                   |
| Manage Approvals              | Click the Manage Approvals link on the T and E Administration Center page.               | Set up approval, audit, and workflow rules, configure approver filters and privileges for reviewing and approving transactions.     |
| Manage Notifications          | Click the Manage Notifications link on the T and E Administration Center page.           | Set up workflow rules, and request notifications to process for various transactions.   |
| Manage Security               | Click the Manage Security link on the T and E Administration Center page.                | Authorize users, set up approvers, and reassign work.   |
| Print Reports                 | Click the Print Reports link on the T and E Administration Center page.                  | Print Travel and Expense related reports.   |
| Process Transactions          | Click the Process Transactions link on the T and E Administration Center page.           | Request expense processing, update pagelets, generate employee notifications, and reroute approvals.                                |

| <b>Page Name</b>              | <b>Navigation</b>  | <b>Usage</b>  |
|-------------------------------|--|---|
| Profiles and Preferences      | Click the Profiles and Preferences link on the T and E Administration Center page. | Manage your personal, organizational, and financial details for travel and expense reporting.   |
| Review Payments               | Click the Review Payments link on the T and E Administration Center page.          | Review payment information.   |
| View Accounting Entries       | Click the View Accounting Entries link on the T and E Administration Center page.  | Review accounting entries prior to posting to the general ledger.   |
| Travel Administration         | Travel Administration  | Access the key areas to manage travel partner information, assign groups of travelers to travel partners, and run the processes to import and export employee travel profiles.  |
| Assign Travelers              | Click the Assign Travelers link on the Travel Administration page.                 | Assign travelers to travel groups by business unit and department. You can also remove travelers from travel groups using this component.   |
| Define Travel Partner         | Click the Define Travel Partner link on the Travel Administration page.            | Set up travel partners in the system and configure the travel partner options. This includes defining the URL used to access the travel partner site, and defining the rules that are used with any associated travel groups. |
| Export Travel Profiles        | Click the Export Travel Profiles link on the Travel Administration page.           | Administrators can run the batch process to send new, updated or deleted employee travel profile data to a travel partner.  |
| Import Travel Profiles        | Click the Import Travel Profiles link on the Travel Administration page.           | Administrators can run the process to import employee travel profiles from an existing travel partner to populate the PeopleSoft Expenses Travel Profile tables.  |
| View Travel Group Assignments | Click the View Travel Group Assignments link on the Travel Administration page.    | Administrators can view employee travel group and travel partner assignments.   |



## Chapter 3

# Defining Your Operational Structure for PeopleSoft Expenses

This chapter provides an overview of the expense system operational structure and discusses how to configure business units for PeopleSoft Expenses.

---

## Understanding the Expense System Operational Structure

PeopleSoft applications define a business unit as an operational subset of your organization, which enables you to plan operations around the way you work. PeopleSoft Expenses uses general ledger business units to establish defaults such as minimum receipt amounts, cash advance limits, time reporting options and thresholds, journal templates, automatic approval thresholds, and PeopleSoft Commitment Control and value-added tax (VAT) options.

Before you implement an application for your organization, consider how your business operates. To make the most of the flexible PeopleSoft application design, you must first decide how you want to map your operational business structures for PeopleSoft Expenses.

---

## Configuring Business Units for PeopleSoft Expenses

To set up business units and setIDs for PeopleSoft Expenses, use the following components:

- Expenses Definition (BUS\_UNIT\_TBL\_EX.GBL)
- Expenses Options (BUS\_UNIT\_OPT\_EX.GBL)

Use the BUS\_UNIT\_TBL\_EX component interface to load data into the tables for the PeopleSoft Expenses Definition component.

This section discusses how to:

- Configure a business unit for PeopleSoft Expenses.
- Define specifications for a business unit.
- Assign privilege templates to a business unit.
- Define VAT parameters for a business unit.
- Define payment defaults for a setID.

## Pages Used to Configure Business Units for PeopleSoft Expenses

| <i>Page Name</i>                               | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|--|------------------------|--|---|
| Expenses Definition - Business Unit 1          | BUS_UNIT_TBL_EX1       | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition                                     | Define a PeopleSoft Expenses business unit.   |
| Expenses Definition - Business Unit 2          | BUS_UNIT_TBL_EX2       | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition<br>Select Business Unit 2.          | Designate business unit specifications for journal templates, time reporting, automatic approval thresholds, project time options, and grace periods. |
| Expenses Definition - Business Unit Privileges | EX_BU_PRIV             | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition<br>Select Business Unit Privileges. | Assign privilege templates to a business unit.  |
| Expenses Definition - VAT Options              | BUS_UNIT_TBL_EX3       | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition<br>Select VAT Options.              | Establish VAT parameters for the business unit.   |
| Expenses Options                               | BUS_UNIT_OPT_EX        | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Options  | Establish payment defaults, Commitment Control options, and approval preferences for a setID.   |

### Defining a PeopleSoft Expenses Business Unit

Access the Expenses Definition - Business Unit 1 page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 1 tab).

Business Unit 1Business Unit 2Business Unit PrivilegesVAT Options

GL Unit: US003 US003 CALIFORNIA OPERATIONSUpdate Open Periods

Default Information

Base Currency:USD Dollar

\*Country:USAUSA

Template:STANDARD

Receipt Amount

Minimum Receipt Amount:100.00USD

Total Amount Limits

Pre-Payment Amount:0.00

Post-Payment Amount:0.00

Advance Options

☒ Allow Advance

Max Advance Amount for BU:5,000.00USD

Payroll Gross Up Estimate

Gross Up Percent:38.0000

Payment Information

DUNS Number:

\*Location:US003USA - California

Expense Report Doc Type

Post:Unpost:

Close:

Cash Advance Doc Type

Post:

Close:

Override

☒ Override Authorized Amounts

☒ Override Per Diem

Period End Accruals

☐ Accrue Unprocessed Expenses

☐ Accrue Wallet Entries

☐ Accrue for Billable Expenses

Expenses Definition - Business Unit 1 page

Update Open Periods

Click to display the Open Period Update (OPEN\_PERIOD\_SINGLE) page and define open period beginning and ending dates for PeopleSoft Expenses that are different from open period date ranges in PeopleSoft General Ledger. This feature enables you to control the transactions created and submitted with a specific accounting date. The accounting date of the transaction is checked against the begin and end dates of the open period defined for the fiscal year to verify whether the transaction is eligible for submission.

Default Information

- Base Currency

Displays the primary currency for a general ledger business unit, which can have only one base currency.
- Country

Select a country for PeopleSoft Expenses to use as the default country for the general ledger business unit. PeopleSoft Expenses refers to this field for VAT and distance rates.
- Template

Select an accounting entry template that specifies what ChartFields to charge for accounting entries from your expense system.

## ***Receipt Amount***

**Minimum Receipt Amount** Specify the minimum expense amount for which a receipt is required. For example, if you enter 75 EUR, employees from this business unit must provide receipts for expenses over 75 EUR.

## ***Total Amount Limits***

**Prepayment Amount and Post-Payment Amount** Enter a maximum amount for an expense report. If the Amount Exceeded refinement is selected on the Approval Refinement Template page, PeopleSoft Expenses directs expense reports that exceed this amount to the auditor.

The prepayment amount applies to all approvers types before payment.

The system default is 0 for both fields, which means that no limits are placed on these values.

## ***Advance Options***

**Allow Advance** Select if this business unit uses cash advances. If this option is selected, enter a value in the Max Advance Amount for BU (maximum advance amount for the business unit) field. If you do not select the Allow Advance check box, the system prevents employees in this business unit from creating cash advances.

If you change the Allow Advance or Max Advance Amount for BU field, PeopleSoft Expenses automatically updates the employee profiles.

## ***Payroll Gross Up Estimate***

**Gross Up Percent** Enter a percentage to use for tax calculations. For example, if an employee is to receive a net amount of 1,000 GBP and the gross up estimate for taxes is 20 percent, you would pay the employee 1,200 GBP.

When your organization agrees to pay a taxable lump sum for expenses such as moving costs, you can ensure that the employee receives the correct amount by estimating the percentage of tax and adding the amount to the committed amount.

The percentage that you enter in this field is an estimate of the liability to your organization. The payroll system determines the actual grossed up amount.



**Payment Information**

**DUNS Number** Dun & Bradstreet assigns this optional field for tracking purposes.  
See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining Additional Customer Information," Obtaining D&B Credit Reports.

**Location** Select a business unit address to print on payment forms.

**Expense Report Doc Type (Expense Report Document Type)**

**Post, Unpost, and Close** If you use document sequencing, select a document type to generate document numbers for expense reports. If you do not require various sets of document numbers, use the same document type for all three processes.

**Cash Advance Doc Type (Cash Advance Document Type)**

**Post and Close** If you use document sequencing, select a document type to generate document numbers for cash advances. If you do not require various sets of document numbers, use the same document type for both processes.

**Override**

**Override Authorized Amounts** Select to allow anyone in this business unit to ignore location amounts associated with expense types.  
  
If this option is not selected, employees in this business unit can enter amounts up to the authorized amount plus the benchmark tolerance for any expense type. If employees enter amounts above the authorized amount plus the benchmark tolerance, the system requires them to enter an exception comment.

**Override Per Diem** Select to allow an employee in this business unit to enter any amount for an expense type that is a per diem expense type. If he or she exceeds the authorized amount plus the benchmark tolerance, the system requires the employee to enter an exception comment.  
  
If this option is not selected, employees in this business unit can enter an amount up to the authorized amount plus the benchmark tolerance for an expense type that is a per diem expense type. If an employee tries to enter an amount above the authorized amount plus the benchmark tolerance, the system displays an error message.

**Disable DCAA** (disable Defense Contract Audit Agency)

Select to disable the requirement to enforce DCAA audit requirements for a general ledger business unit.

---

**Note.** PeopleSoft Expenses displays this check box if DCAA Enabled is selected on the Installation Options - Expenses page.

---

**Period End Accruals****Accrue Unprocessed Expenses**

Select to enable period end accrual processing for expense sheets.

---

**Note.** A journal generator template for period end accruals must be established on the Expenses Definition - Business Unit 2 page to enable this functionality.

---

**Accrue Wallet Entries**

Select to enable period end accrual processing for MyWallet transactions.

---

**Note.** A journal generator template for period end accruals must be established on the Expenses Definition - Business Unit 2 page to enable this functionality.

---

**Accrue for Billable Expenses**

Select to enable period end accrual processing for billable expenses.

**Commitment Control for Accrual**

Select to enable commitment control for accrual processing. When this option is selected, expense and encumbrance relief entries are created during the Period End Accruals process for PeopleSoft Expenses.

See [Chapter 29, "Managing Period End Accruals for PeopleSoft Expenses," page 625.](#)

**Defining Specifications for a Business Unit**

Access the Expenses Definition - Business Unit 2 page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition; select the Business Unit 2 tab).

| Business Unit 1   | Business Unit 2 | Business Unit Privileges  | VAT Options |
|---|-----------------|---|-------------|
| GL Unit: US001 US001 NEW YORK OPERATIONS  |                 |   |             |
| <b>Journal Generator Templates</b>  |                 |   |             |
| *Accruals:  | EXACCRUAL       | Expense Accruals  |             |
| *Payments:  | EXPAYMENT       | Expense Payments  |             |
| *Closes:  | EXCLOSE         | Expense Sheet Close   |             |
| Period End Accruals:  | EX_PACCRUE      | Expense Period End Accruals   |             |
| *Cancels:   | EXCANCEL        | Expense Canceled Payments   |             |
| <b>Grace Period</b>   |                 |   |             |
| Cash Advance Overdue:   | 10 days         | Inactive Employee Submissions:  |             |
| Credit Card Data Overdue:   | 10 days         | Time Report:  |             |
|   |                 | Expense Report:   |             |
| <b>Time Reporting Options</b>   |                 |   |             |
| Time Report Period:   | Weekly          | <b>Time Grid Display</b>  |             |
| *Ending Day of Period:  | Friday          | <input checked="" type="radio"/> Both Time Grids<br><input type="radio"/> Project Time Grid Only<br><input type="radio"/> Policy Time Grid Only   |             |
| Hours Per Day:  | 8               |   |             |
| Import Time from Primavera to:  | Project Costing |   |             |
| <b>Time Report Thresholds</b>   |                 | <b>Project Time Options</b>   |             |
| <b>Alert Actions:</b><br>Less than minimum hours :<br><input checked="" type="radio"/> Warning <input type="radio"/> Error<br>Greater than maximum hours:<br><input checked="" type="radio"/> Warning <input type="radio"/> Error |                 | <b>Select Project ChartFields Display :</b><br><input checked="" type="radio"/> Codes<br><input type="radio"/> Descriptions<br><input type="checkbox"/> Disable Future Entry<br><input type="checkbox"/> Allow Entry of ETC |             |
| <b>Per Period Thresholds:</b><br>Minimum: <input type="text"/> hours<br>Maximum: <input type="text"/> hours   |                 |   |             |
| <b>Auto Approval Thresholds</b>   |                 | <b>Distance Accumulation Calendar</b>   |             |
| Monetary Amount Threshold: USD  |                 | <input checked="" type="radio"/> Use Calendar Year<br><input type="radio"/> Use Specified Calendar  |             |
| % Variance from Travel Auth:  |                 |   |             |
| <input type="checkbox"/> Auto Approve Only if No Risk   |                 |   |             |

Expenses Definition - Business Unit 2 page

### Journal Generator Templates

Select the templates for the business unit to use for accruals, payments, closes, period end accruals, and cancels. Your system may have different templates if you use different accounting entry journals for PeopleSoft Expenses.

**Note.** The template that is selected for the Period End Accruals field cannot create reversal entries.

### **Grace Period**

Establish the number of days after which employees must submit expense transactions for processing:

|                                      |   |
|--------------------------------------|---|
| <b>Cash Advance Overdue</b>          | The default is <i>90</i> days. This number applies to cash advances that have not been processed and reconciled.  |
| <b>Credit Card Data Overdue</b>      | The default is <i>30</i> days. This number applies to credit card data loaded into the expenses system but not processed in an expense report.  |
| <b>Inactive Employee Submissions</b> | Enter the number of days to allow an authorized employee to enter time reports or expense reports on behalf of an inactive employee. The number of days refers to the time since the employee became inactive (using employee status and action date). At submit time, PeopleSoft Expenses checks the employee status and action date. If the employee is inactive, PeopleSoft Expenses verifies whether the grace period has been exceeded and, if so, issues an error message to prevent further processing of the expense transaction. |

### **Time Reporting Options**

|   |   |
|---|---|
| <b>Time Report Period</b>   | Select the frequency with which employees in this business unit report their work hours. This parameter is used for time reports to determine the number of days to display for time entry. The default is <i>Weekly</i> ; you can also select <i>Daily</i> , <i>Bi-Weekly</i> , or <i>Semi-Monthly</i> .   |
| <b>Ending Day of Period</b>   | The default is <i>Friday</i> . This field signifies the ending day for the time reporting period. This field applies only to weekly and biweekly time collection frequencies.   |
| <hr/> <b>Note.</b> If you use PeopleSoft Forecast Collection, the forecast collection ending day on the Forecast Configuration page must match this ending day. <hr/> |   |
| <b>Hours Per Day</b>  | Enter the number of hours that make up a work day for the business unit. The default value is eight, but the value can be overridden to enter a longer or shorter work day. When an employee enters his or her time on the Time Report Summary page, the system uses the value entered in this field to calculate the employee's overtime each day. |
| <b>Import Time from Primavera to</b>  | Select <i>Expenses</i> or <i>Project Costing</i> . When importing timesheet data from Primavera P6 to PeopleSoft, this field determines whether the data is imported into PeopleSoft Expenses or Project Costing. This field is not available if Program Management is not installed.   |

### **Time Grid Display**

Select to display the project grid, the policy grid, or both on time reports. If you select to display the project or policy grid, PeopleSoft Expenses hides the other grid and the totals and functionality in the hidden grid will be inaccessible on time reports.

### ***Time Report Thresholds***

Establish thresholds for PeopleSoft Expenses to issue warnings or error messages if employees submit time reports over or under the required number of hours for a time reporting period. You can set time reporting thresholds by general ledger business unit or by employee.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268.](#)

**Alert Actions** Select to issue warnings or errors for employees who submit time reports that are less than the minimum number of hours or greater than the maximum number of hours for a time reporting period.

**Per Period Thresholds** Enter the minimum and maximum number of hours for a time reporting period for PeopleSoft Expenses to use to issue warnings or errors.

### ***Project Time Options***

**Select Project ChartFields Display** Select to display PeopleSoft Project Costing ChartField codes or descriptions on time reports.

**Disable Entry of Future Project Hours** Select to prohibit employees in the general ledger business unit from entering time against projects on a time report that has not yet been worked .

**Allow Entry of Estimate to Complete** PeopleSoft Expenses displays this check box if PeopleSoft Program Management is installed. Select to enable employees in the general ledger business unit to view remaining work hours for their projects and enter a new estimate of hours to complete projects on their time reports.

If you do not select the check box, PeopleSoft Expenses does not display the Remaining Work and New Estimate fields on the Time Report Summary page.

### ***Auto Approval Thresholds***

The options in this group box are active only when the Auto Approve option is selected on the Transaction Definition page for the expense report, travel authorization, and cash advance transaction type.

**Monetary Amount Threshold** If the total amount of the expense report, travel authorization, or cash advance is less than or equal to the monetary threshold amount, PeopleSoft Expenses automatically approves the transaction. If you do not enter an amount in this field, PeopleSoft Expenses does not automatically approve the transactions, even if you enabled the automatic approval functionality.

**% Variance from Travel Auth** (percent variance from travel authorization)

Enter a variance percentage for PeopleSoft Expenses to automatically approve expense reports created from travel authorizations. PeopleSoft Expenses calculates the difference between the expense report total amount and the travel authorization total amount as a percentage. If the percent difference is less than or equal to the percent variance, PeopleSoft Expenses automatically approves the expense report.

If you do not enter a percent variance, PeopleSoft Expenses does not automatically approve expense reports based on its variance from the travel authorization, even if you enabled the automatic approval functionality. If the amount of the expense transaction exceeds the variance, but is within the monetary amount threshold, PeopleSoft Expenses automatically approves the expense report.

---

**Note.** If PeopleSoft Commitment Control is enabled, PeopleSoft Expenses does not automatically approve expense reports if the option to require a valid budget checking status prior to approval is enforced and the budget status is set to require budget checking.

The Monetary Amount Threshold and % Variance from Travel Auth fields are not available if you disable automatic approval for all transaction types.

---

**Auto Approve Only If No Risk**

Select to indicate that transactions can be approved automatically only when no risk is involved. The use of this option depends upon whether your business unit uses risk templates and you must enter a value in the Monetary Amount Threshold field.

See [Chapter 10, "Setting Up Approvals and Audit Rules," Setting Up Risk Templates for PeopleSoft Expenses, page 143.](#)

### ***Distance Accumulation Calendar***

PeopleSoft Expenses enables you to accumulate automobile distance based on a fiscal or calendar year. When employees enter an automobile mileage expense on an expense report and specify the distance traveled, PeopleSoft Expenses looks at the calendar specified for the employees' business unit to determine which year to add the distance to.

When employees enter an expense date for an automobile mileage expense on expense reports and the distance rate is variable, PeopleSoft Expenses validates the date against the calendar that you establish on the Expenses Definition - Business Unit 2 page and updates the accumulated distance for the appropriate year.

**Use Calendar Year**

Select to use the calendar year (January through December) to accumulate automobile distance.

Use Specified Calendar

Select to specify a detail calendar defined on the Calendar Periods page (DETAIL\_CALENDAR1). The calendar that you specify determines how PeopleSoft Expenses accumulates automobile distance for employees within the business unit.

**Warning!** If you change options and employees in the business unit have accumulated miles or kilometers, PeopleSoft Expenses displays a warning that the change could invalidate the existing accumulated distance data.

Assigning Privilege Templates to a Business Unit

Access the Business Unit Privileges page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit Privileges).

Business Unit 1Business Unit 2Business Unit PrivilegesVAT Options

GL Unit: US003 US003 CALIFORNIA OPERATIONS

Privilege Templates

CustomizeFindView AllFirst1-3 of 3Last

|   | *Transaction Type    | *Privilege Template |   |   |
|---|----------------------|---------------------|---|---|
| 1 | Expense Report       |                     | + | - |
| 2 | Time Report          |                     | + | - |
| 3 | Travel Authorization |                     | + | - |

Business Unit Privileges page

Use this page to assign a privilege template to a business unit for each transaction type.

Transaction Type

Select a transaction. Options include *Expense Report*, *Time Report*, and *Travel Authorization*.

Privilege Template

Select a template for the transaction. This template is used as the default template for all employees in the business unit.

See [Chapter 14, "Maintaining Employee Profiles," Setting Up Employee Privilege Templates, page 282.](#)

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

Defining VAT Parameters for a Business Unit

Access the Expenses Definition - VAT Options page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, select the VAT Options tab).

Business Unit 1Business Unit 2Business Unit PrivilegesVAT Options

GL Unit: US003 US003 CALIFORNIA OPERATIONS

VAT Fields

Country:USAUnited States

Province:CACalifornia

\*Physical Nature:Goods

☒ Record Foreign VAT

☐ Prorate Non-Recoverable VAT

☐ Allocate Non-Recoverable VAT

[VAT Default](#)

Expenses Definition - VAT Options page

VAT Fields

|   |   |
|---|---|
| Physical Nature   | Select <i>Goods</i> or <i>Services</i> for VAT treatment.   |
| Record Foreign VAT(record foreign value-added tax)                    | Select to record foreign VAT on expense sheets, regardless of whether you enabled VAT at the business unit level. This is for customers who want to record and reclaim foreign VAT.   |
| Prorate Non-Recoverable VAT(prorate nonrecoverable value-added tax)   | PeopleSoft Expenses generates an accounting line for nonrecoverable VAT. If this check box is deselected, nonrecoverable VAT is charged to the nonrecoverable VAT account designated in the VAT code definition. When this option is selected, nonrecoverable VAT is charged as an expense to the general ledger ChartFields that are indicated in the expense report accounting detail page.                 |
| Allocate Non-Recoverable VAT(allocate nonrecoverable value-added tax) | <div>If this option is selected, the accounting comes from the VAT template. If deselected, the accounting comes from the VAT accounting template.</div> <div><b>Note.</b> The Allocate Non-Recoverable VAT check box is active only if the Prorate Non-Recoverable VAT check box is deselected.</div>  |
| VAT Default   | <div>Click to access the VAT Defaults Setup page.</div> <div>The VAT Default Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications that are processing VAT transactions. On this page you can define the PeopleSoft Expenses business unit defaults, as applicable.</div> <div>See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i>, "Working with VAT."</div> |

Defining Payment Defaults for a SetID

Access the Expenses Options page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Options).



Expenses Options

SetID: SHARE CORPORATE SETID

Payment Details

\*Rate Type:

CRRNT

Current Rate

\*Bank Code:

USBNK

USA BANK

\*Bank Account:

CHCK

USBNK CHECKING ACCT

\*Payment Method:

System Check

Accounting Date

☒ Use Current Date

☐ Use Specific Date

Budget Checking Required Before EX Approval

You may enforce budget checking prior to approvals and audits for Travel Authorizations and Expense Reports.

☐ Budget Checking Required Before EX Approval

☐ Budget Checking Required Before TA Approval

Approval Preferences

After Approval Action:

☒ Proceed to Next Transaction

☐ Return to List

Expenses Options page

Payment Details

Select a rate type to perform exchange rate calculations.

If a business unit associated with this setID makes expense payments to employees, the Bank Code, Bank Account, and Payment Method fields establish defaults.

Accounting Date

Select Use Current Date as your accounting date or select Use Specific Date to open a field and enter a date.

Commitment Control Options

- Require budget checking prior to approval for Expense Reports

If this option is selected, you cannot approve expense reports until you budget check the transactions and they pass with a valid budget status. If multiple approvers exist, only the first approver is required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking is required again to reflect the changes. This option applies only to business units that are enabled for commitment control.

Require budget checking prior to approval for Travel Authorizations

If this option is selected, you cannot approve travel authorizations until you budget check the transactions and they pass with a valid budget status. This option applies only to business units that are enabled for commitment control.

### ***Approval Preferences***

Select a preference for how you want PeopleSoft Expenses to behave when approving expense transactions. Although approvers can approve transactions at a summary level, they can also drill down to individual transactions to perform their approval actions. The approval preference determines the behavior of the system after approvers perform their approval actions.

#### **After Approval Action**

Select *Proceed to Next Transaction* to access the next expense transaction that is available for approval action, or select *Return to List* to return the approver to the Summary Approvals page from which he or she drilled down.

## Chapter 4

# Securing Your PeopleSoft Expenses System

This chapter provides an overview of security for PeopleSoft Expenses and discusses how to:

- Set up authorized users.
- Delegate entry authority.
- Implement self-service applications.
- Enable credit card encryption.

---

## Understanding Security for PeopleSoft Expenses

PeopleSoft Expenses is designed with a variety of users in mind. Expenses enables you to set up access that is appropriate for different employees, depending on their role in the expense approval process.

This section discusses:

- Securing access to expense employees.
- Securing access to approvers.
- Securing ChartFields.

### ***Securing Access to Expense Employees***

PeopleSoft Expenses enables you to limit employee access to accounting information and user default information for three transactions. The three transactions are expense reports, time reports, and travel authorizations. You accomplish this by creating employee privilege templates and associating those templates with a business unit or a user role.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

### ***Securing Access to Approvers***

Your company may have staff, such as a travel and expense department, who submit expense reports for employees. Assign these staff members authorized user IDs to access the menus and pages to your expense system. They must also be authorized to enter expense information for specific employee IDs.

An approver in PeopleSoft Expenses is typically a department manager responsible for charges against one or more departmental budgets. You must authorize approvers in PeopleSoft Expenses security. If you don't authorize approvers, they cannot access the transactions in the system.

### **Securing ChartFields**

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at a data level. ChartField security is supported in PeopleSoft Expenses and across other PeopleSoft Financial and Supply Chain Management (FSCM) applications. The ChartField security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:

- Enforces security rules by user, role, or permission list.
- Enables ChartField security for all products or selectively by product.
- Enables or disables ChartField security selectively by component.
- Defines rules to accommodate end-user areas of responsibility.
- Refines access rules by product feature or component.
- Supports super-user access to minimize setup.
- Defines components as exceptions to override security rules.

PeopleSoft Expenses does not secure access to transaction pages and accounting data. PeopleSoft Expenses has its own security; therefore, it does not use ChartField Security to restrict access to transaction pages and accounting data. Employees should always be able to view their past transactions, even if they no longer have authority to a specific ChartField. For example, employee A had access to department ID 42000 but has moved to department 50000. Employee 42000 can view all expense reports for all departments that he or she has been a member of.

For more information, see the *PeopleSoft Application Fundamentals PeopleBook*:

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Securing ChartFields," Securing ChartFields for PeopleSoft Expenses.

---

## **Setting Up Authorized Users**

To set up authorized users, use the Authorize Users (TE\_EE\_AUTHORITY2) component.

This section discusses how to set up an authorized user.

## Page Used to Set Up Authorized Users

| Page Name       | Definition Name | Navigation   | Usage  |
|-----------------|-----------------|--|--|
| Authorize Users | TE_EE_AUTHORITY | <ul style="list-style-type: none"> <li>Travel and Expenses, Manage Expenses Security, Authorize Expense Users</li> <li>Employee Self-Service, Travel and Expenses, User Preferences, Delegate Entry Authority</li> </ul> | Set up an authorized user. Use this page to authorize access to employees to process expense transactions for themselves and on behalf of other employees. |

## Setting Up an Authorized User

Access the Authorize Users page (Travel and Expenses, Manage Expenses Security, Authorize Expense Users).

If you manually enter and validate an employee in PeopleSoft Expenses, the system automatically inserts that employee's user ID, if applicable, as an authorized user. Access the Authorize Users page (Travel and Expenses, Manage Expenses Security, Authorize Expense Users).

**Authorize Users**  
 Nancy Emmerson  
 Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

| Authorize Users     |                    |   |   |
|---------------------|--------------------|---|---|
| *Authorized User ID | Name               |   |   |
| AMS2                | Hunt,Jamie         | + | - |
| APA1                |                    | + | - |
| GM_PLCCH            | Emmerson,Nancy     | + | - |
| SAMPLE              | Monroe,Theresa     | + | - |
| VP1                 | Schumacher,Kenneth | + | - |

Authorize Users page

### Authorized User ID

If employees enter their own transactions, they must enter the transactions as authorized users for themselves. Select a user ID to grant the ability to enter expense transactions on behalf of the employee. You can authorize more than one ID for an employee. You must also select the user ID for the authorized users if they process expense transactions for themselves.

---

## Delegating Entry Authority

Some companies do not have staff members who submit expense reports for everyone in the organization, so employees perform this task themselves. Employees can grant authority to enter expense data on their own behalf to authorized user IDs. Employees sign in to the system using their assigned user IDs. When you use the delegate entry authority function, the Authorize Users page opens automatically with the employee ID used to access the system. If you need to delegate authority for others, use the Define Expenses Security menu option to access all employee IDs.

---

## Implementing Self-Service Applications

PeopleSoft Expenses provides employees with secure and convenient access to your expense system through self-service web pages. Self-service page navigation is defined by roles in the organization, so setup requires you to identify the appropriate role for each individual who needs access.

This section provides an overview of security and roles and discusses how to set up roles.

## Understanding Security and Roles

A user's profile determines what self-service pages the user can access. To set up security and roles:

- Create user profiles in the Maintain Security page within the User Profile component.
- Assign each user profile a role.
- Link the roles to permission lists.

Each permission list identifies the pages that users who are assigned to a role can access. PeopleSoft Expenses delivers a permission list (EPEX9000) that enables users to access all pages in the application.

---

**Note.** If you modify a permission list, you change access for all users assigned to roles that are linked to it.

---

PeopleSoft Expenses uses roles to govern access to pages. Using the standard self-service menus, you can access PeopleSoft Expenses pages using the employee, approver, and project manager roles. PeopleSoft Expenses delivers these role definitions:

| <i><b>Role Name</b></i> | <i><b>Description</b></i> |
|-------------------------|---------------------------|
| EX_EMPLOYEE             | Employee.                 |
| EX_APPROVAL             | Expenses approver.        |
| EX_AUDITOR              | Expenses auditor.         |

| <i><b>Role Name</b></i> | <i><b>Description</b></i> |
|-------------------------|---------------------------|
| EX_PROJMGR              | Expenses project manager. |

## Setting Up Roles

To enable users to access self-service pages:

- Link user IDs to the employee, manager, or project manager roles.
- Associate the roles with permission lists that provide access to the appropriate self-service applications.

### ***Employee Role***

User IDs that are set up with the employee role can select:

- Delegate Entry Authority.
- Create/Update User Template.
- Create Travel Authorization.
- Modify Travel Authorization.
- View Travel Authorization.
- Cancel an Approved Travel Authorization.
- Delete Travel Authorization.
- Print Travel Authorization.
- Create Cash Advance.
- Modify Cash Advance.
- View Cash Advance.
- Delete Cash Advance.
- Print Cash Advance.
- Create Expense Report.
- Modify Expense Report.
- View Expense Report.
- Delete Expense Report.
- Print Expense Report.
- Create Time Report.

- Modify Time Report.
- View Time Report.
- Delete Time Report.
- Print Time Report.
- View My Wallet.
- Review My Wallet Receipts.
- Review Expense History.
- Review/Edit Profile.
- View My Reservations.
- Access travel partner links.
- Update travel partner passwords.

### ***Manager Role***

User IDs that are set up with the manager role can select:

- Approve Transactions.
- Modify Approved Transactions.

---

**Note.** User IDs that are set up with the manager role can also access employee user defaults from a link on the expense transactions pages.

---

### ***Project Manager Role***

User IDs that are set up with the project manager role can select Approve Transactions.

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## **Enabling Credit Card Encryption**

PeopleSoft PeopleTools uses pluggable cryptography to secure critical PeopleSoft data. PeopleSoft Expenses uses this feature to enhance credit card security by encrypting credit card information received into the PeopleSoft Expenses application as data.

Credit card encryption is delivered as enabled. However, to maximize the credit card encryption feature, you must establish a secret encryption key by using the Financials Credit Card Conversion (FS\_CC\_CNVRT) component. The credit card data is masked when printed or displayed online, and only the last four numbers of the credit card number are visible.

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**Note.** Credit card data contained in files received from vendors is not encrypted using the PeopleSoft PeopleTools feature until the credit card data is loaded. Therefore, additional precautions should be taken to secure the files received from vendors while that data exists on the file system.

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See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Changing Credit Card Encryption.



## Chapter 5

# Integrating With Other PeopleSoft Products

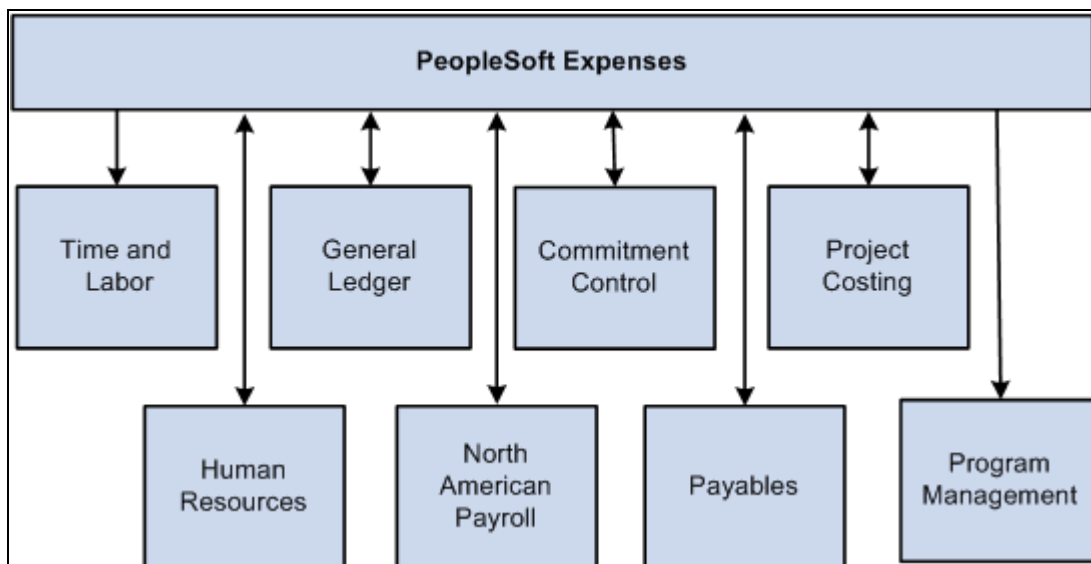
This chapter provides an overview of integrating with Oracle's PeopleSoft applications and discusses how to integrate with:

- PeopleSoft Human Resources
- PeopleSoft North American Payroll
- PeopleSoft Time and Labor
- PeopleSoft Project Costing
- PeopleSoft Payables
- PeopleSoft General Ledger
- PeopleSoft Commitment Control
- PeopleSoft Program Management

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## Understanding Integrating With PeopleSoft Applications

PeopleSoft Expenses provides interface options for sending data to and receiving data from other systems in your organization. PeopleSoft Expenses integrates with PeopleSoft Human Resources, North American Payroll, Payables, Time and Labor, General Ledger, Commitment Control, Project Costing and Program Management:



PeopleSoft Expenses integrations

## Integrating With PeopleSoft Human Resources

If you use PeopleSoft Human Resources Management System (HRMS), you can populate the employee tables with data from the PeopleSoft Human Resources product. You accomplish this by using the Enterprise Integration tools delivered with Oracle's PeopleSoft Financials database. HRMS publishes application messages that PeopleSoft Expenses receives and uses to populate intermediary or staging tables. PeopleSoft Expenses uses the employee data from the staging tables to populate the PeopleSoft Expenses employee tables. If you are using the PeopleSoft Expenses Travel feature, employee data that is loaded from PeopleSoft Human Resources is used to create travel profiles that can then be exported to your travel partner.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Setting Up Travel Processing, page 501.](#)

This section discusses how to:

- Stage tables to load employee data.
- Load employee data from PeopleSoft Human Resources.
- Load credit card data from PeopleSoft Human Resources.

## Page Used to Load Employee Data

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--------------------|------------------------|---|---|
| Load Employee Data | RUN_EXEEUPDT           | <ul style="list-style-type: none"> <li>Travel and Expenses, T and E Administration Center, Load Data, Load Employee Data</li> <li>Travel and Expenses, Manage Employee Information, Load Employee Data</li> </ul> | Load employee data into PeopleSoft Expenses tables according to the options selected. Runs the Application Engine process EX_EE_UPDATE using the Process Scheduler. |

## Staging Tables to Load Employee Data

PeopleSoft Expenses is preconfigured to subscribe to the employee data messages listed below and writes their content to the PeopleSoft Expenses staging tables. The PSFT\_HR node sends these messages, upon changes to employee data, or at the request of an administrative user.

| <i>Message Channel</i> | <i>Message</i>            | <i>Record</i>   | <i>Description</i>                                     |
|------------------------|---------------------------|-----------------|--|
| HR_SETUP               | BUS_UNIT_HR_FULLS<br>YNC  | BUS_UNIT_TBL_HR | Full data load of HR business units.                   |
| HR_SETUP               | BUS_UNIT_HR_SYNC          | BUS_UNIT_TBL_HR | Incremental update of HR business units.               |
| PERSON_DATA            | PERSON_BASIC_FULL<br>SYNC | PERSONAL_DATA   | Full data load of employee personal profile data.      |
| PERSON_DATA            | PERSON_BASIC_FULL<br>SYNC | EMAIL_ADDRESSES | Full data load of employee email address information.  |
| PERSON_DATA            | PERSON_BASIC_FULL<br>SYNC | PERSONAL_PHONE  | Full data load of employee personal phone information. |
| PERSON_DATA            | PERSON_BASIC_FULL<br>SYNC | PERS_DATA_EFFDT | Full data load of employee effective date information. |

| <i>Message Channel</i> | <i>Message</i>         | <i>Record</i>   | <i>Description</i>   |
|------------------------|------------------------|-----------------|--|
| PERSON_DATA            | PERSON_BASIC_FULL_SYNC | PERS_NID        | Full data load of employee identification information.     |
| PERSON_BASIC           | PERSON_BASIC_SYNC      | PERSONAL_DATA   | Incremental update of employee profile data.               |
| PERSON_BASIC           | PERSON_BASIC_SYNC      | EMAIL_ADDRESSES | Incremental update of employee email address information.  |
| PERSON_BASIC           | PERSON_BASIC_SYNC      | PERSONAL_PHONE  | Incremental update of employee personal phone information. |
| PERSON_BASIC           | PERSON_BASIC_SYNC      | PERS_DATA_EFFDT | Incremental update of employee effective date information. |
| PERSON_BASIC           | PERSON_BASIC_SYNC      | PERS_NID        | Incremental update of employee identification information. |
| PERSON_DATA            | WORKFORCE_FULL_SYNC    | EMPLOYMENT      | Full data load of employee organizational data.            |
| PERSON_DATA            | WORKFORCE_FULL_SYNC    | JOB             | Full data load of employee job data.                       |
| PERSON_DATA            | WORKFORCE_SYNC         | EMPLOYMENT      | Incremental update of employee organizational data.        |
| PERSON_DATA            | WORKFORCE_SYNC         | JOB             | Incremental update of employee job data.                   |

Load the data from these staging tables into PeopleSoft Expenses tables.

## Loading Employee Data From PeopleSoft Human Resources

Access the Load Employee Data page (Travel and Expenses, T and E Administration Center, Load Data, Load Employee Data).

**Load Employee Data**

Run Control ID: 1      [Report Manager](#)   [Process Monitor](#)   [Run](#)

[Select All](#)   [Deselect All](#)

**Process Request Parameters**

- ☒ Load Organizational Data
- ☒ Load Employee Bank Data
- ☒ Validate Organizational Data
- ☒ Load Entry Authorizations

### Load Employee Data page

- Load Organizational Data**      Select to load employee information such as business unit, department, and supervisor. This also updates employee profiles with cash advance options defined for the expense business unit.
- Load Employee Bank Data**      Select to load employee bank account data used for expense reimbursements.
- Validate Organizational Data**      Select to verify that employees belong to valid departments and business units defined for PeopleSoft Expenses. Employees must belong to valid business units and departments to process their expense transactions.
- Load Entry Authorizations**      Select to load user IDs assigned to employees by the system security administrator. This enables employees to enter expense data using their user IDs.

## Loading Credit Card Data From PeopleSoft Human Resources

Application messages enable PeopleSoft Expenses to send and receive credit card data to and from PeopleSoft Human Resources. When one application changes a record, an application message automatically updates and synchronizes tables in the other application. Shared credit card data uses the message channel CORPORATE\_CARD on message node PSFT\_HR. The following application messages contain the data used to synchronize credit card information between the two databases:

| <i>Message Name</i>          | <i>Records</i>  | <i>Description</i>  |
|------------------------------|-----------------|---|
| CORPORATE_CARD_DATA_FULLSYNC | CC_CARD_DATA_EX | Full data load of employee corporate card account data.     |
| CORPORATE_CARD_DATA_SYNC     | CC_CARD_DATA_EX | Incremental update of employee corporate card account data. |
| CORPORATE_CARD_FULLSYNC      | CC_CARD_TBL_EX  | Full data load of corporate card vendors.                   |

| <i>Message Name</i> | <i>Records</i> | <i>Description</i>                            |
|---------------------|----------------|---|
| CORPORATE_CARD_SYNC | CC_CARD_TBL_EX | Incremental update of corporate card vendors. |

## Integrating with PeopleSoft North American Payroll

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. Make this selection on the Installation Options - Expenses page. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT\_HR. The following table lists application message detail used in the integration and whether PeopleSoft Expenses publishes or subscribes to the message:

| <i>Message Channel</i> | <i>Message</i>           | <i>Record</i>   | <i>Pub/Sub</i> | <i>Description</i>                                 |
|------------------------|--------------------------|-----------------|----------------|--|
| EARNINGS_SETUP         | EARNINGS_FULL_SYNC       | EARNINGS_TBL    | SUB            | Full data load of payroll earnings codes.          |
| EARNINGS_SETUP         | EARNINGS_SYNC            | EARNINGS_TBL    | SUB            | Incremental update of payroll earnings codes.      |
| DIRECT_DEPOSIT_SETUP   | DIRECT_DEPOSIT_FULLSYNC  | DIRECT_DEPOSIT  | SUB            | Full data load of employee bank information.       |
| DIRECT_DEPOSIT_SETUP   | DIRECT_DEPOSIT_FULLSYNC  | DIR_DEP_DISTRIB | SUB            | Full data load of employee bank information.       |
| DIRECT_DEPOSIT_SETUP   | DIRECT_DEPOSIT_SYNC      | DIRECT_DEPOSIT  | SUB            | Incremental update of employee bank information.   |
| DIRECT_DEPOSIT_SETUP   | DIRECT_DEPOSIT_SYNC      | DIR_DEP_DISTRIB | SUB            | Incremental update of employee bank information.   |
| PAY_EXPENSES_REQUEST   | PAYMENT_EXPENSES_REQUEST | PAY_REQUEST     | PUB            | Publish staged payment data to PeopleSoft Payroll. |



| <i>Message Channel</i>   | <i>Message</i>               | <i>Record</i>   | <i>Pub/Sub</i> | <i>Description</i>                                  |
|--------------------------|------------------------------|-----------------|----------------|---|
| PAY_EXPENSES_ACKNOWLEDGE | PAYMENT_EXPENSES_ACKNOWLEDGE | PAY_ACKNOWLEDGE | SUB            | Receive payment request acknowledgment.             |
| PAY_EXPENSES_ISSUE       | PAYMENT_EXPENSES_ISSUE       | PAY_ISSUED      | SUB            | Receive payment issue data from PeopleSoft Payroll. |

## Integrating With PeopleSoft Time and Labor

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes. The following table lists messaging detail on the message node PSFT\_HR used to exchange information with PeopleSoft Time and Labor and whether PeopleSoft Expenses publishes or subscribes to the message:

| <i>Message Channel</i> | <i>Message</i>               | <i>Record</i>   | <i>Pub/Sub</i> | <i>Description</i>  |
|------------------------|------------------------------|-----------------|----------------|---|
| TIME_AND_LABOR_SETUP   | TIME_REPORTING_CODE_FULLSYNC | TL_TRC_TBL      | SUB            | Full data load of time reporting codes from Time and Labor.     |
| TIME_AND_LABOR_SETUP   | TIME_REPORTING_CODE_SYNC     | TL_TRC_TBL      | SUB            | Incremental update of time reporting codes from Time and Labor. |
| ELAPSED_TIME           | ELAPSED_TIME_ADD             | TL_ELP_INTFC    | PUB            | Publishes elapsed time to Time and Labor.                       |
| ELAPSED_TIME           | ELAPSED_TIME_ADD             | TL_ELPTSK_INTFC | PUB            | Publishes elapsed time to Time and Labor.                       |

PeopleSoft Time and Labor accepts all 16 PeopleSoft General ledger ChartFields, along with the Project ChartFields, from PeopleSoft Expenses time reporting.

---

**Note.** For PeopleSoft Time and Labor 8.8 or prior versions, Project ChartFields are the only ChartFields that integrate with PeopleSoft Time and Labor. The reporting of the following ChartFields from PeopleSoft Expenses are not supported with the integration to Time and Labor 8.8 or prior:

DEPTID, OPERATING\_UNIT, CLASS\_FLD, PROGRAM\_CODE, AFFILIATE, AFFILIATE\_INTRA1, AFFILIATE\_INTRA2, FUND\_CODE, BUDGET\_REF, CHARTFIELD1, CHARTFIELD2, and CHARTFIELD3.

PeopleSoft Time and Labor 8.8 or prior accepts reported time, but the non-PeopleSoft Project Costing ChartFields cannot populate into Reported Elapsed Time. If you publish time reports to PeopleSoft Time and Labor, comment out fields DEPTID through CHARTFIELD3 in the PeopleCode for the EX\_TIME\_STG Application Engine process, section PREPSL2, step GETSR to prevent the program from sending these ChartFields.

---

## Integrating With PeopleSoft Project Costing

Expenses supports PeopleSoft Project Costing in several ways:

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager. After approval and posting, transactions charged to projects populate the PeopleSoft Expenses Accounting Line (EX\_ACCTG\_LINE) table.
- Project Costing Cost Collection - Expenses Application Engine process (PC\_EX\_TO\_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.
- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing. The Expenses/Project Time Staging Application Engine process (EX\_PC\_TM\_STG) writes data to the Expenses/Projects Resource Staging table (EX\_PROJ\_RES\_STG). From there, the Project Costing (PC\_EX\_TO\_PC) Application Engine process pulls the staged time reporting data into its own tables.

If PeopleSoft Project Costing is installed and you selected the Enable One Step Staging check box on the Installation Options - Expenses page, the EX\_PC\_TM\_STG process automatically calls the PC\_EX\_TO\_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC\_EX\_TO\_PC process after the EX\_PC\_TM\_STG process completes.

---

**Warning!** If you are using the one step staging process to automatically load PeopleSoft Expenses data into PeopleSoft Project Costing, you must set up identical run control IDs for both the EX\_PC\_TM\_STG and PC\_EX\_TO\_PC application engine processes for the functionality to successfully stage the PeopleSoft Expenses data to PeopleSoft Project Costing.

---

**Note.** Although EX\_PROJ\_RES\_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

---

## Integrating With PeopleSoft Payables

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. Expense report data is staged in EX\_SHEET\_PYMNT, and cash advance data is staged in EX\_ADVANCE\_PYMNT.

This section discusses how to:

- Map for expense report data.
- Map for cash advance data.
- Generate payments.
- Define a pay cycle for PeopleSoft Expenses.

## Mapping for Expense Report Data

Mapping details for PeopleSoft Payables (PYCYCL\_DATA) and PeopleSoft Expenses (EX\_SHEET\_PYMNT) tables are as follows:

|                          |                                 |
|--------------------------|---------------------------------|
| <b>Description</b>       | From PeopleSoft Payables table. |
| <b>Field Name</b>        | From PeopleSoft Payables table. |
| <b>Input Field Name</b>  | From PeopleSoft Expense table.  |
| <b>Constant</b>          | Defined in pay cycle mapping.   |
| <b>Output Field Name</b> | From PeopleSoft Expenses table. |

The following is the mapping for expense report data:

| <i>Description</i>         | <i>Field Name</i>   | <i>Input Field Name</i> | <i>Constant</i> | <i>Output Field Name</i> |
|----------------------------|---------------------|-------------------------|-----------------|--------------------------|
| Accounting Date            | ACCOUNTING_D<br>T   | N/A                     | N/A             | ACCOUNTING_D<br>T        |
| Address Line 1             | ADDRESS1            | ADDRESS1                | N/A             | N/A                      |
| Address Line 2             | ADDRESS2            | ADDRESS2                | N/A             | N/A                      |
| Address Line 3             | ADDRESS3            | ADDRESS3                | N/A             | N/A                      |
| Address Line 4             | ADDRESS4            | ADDRESS4                | N/A             | N/A                      |
| Address Sequence<br>Number | ADDRESS_SEQ_<br>NUM | ADDRESS_SEQ_<br>NUM     | N/A             | N/A                      |
| Address Field 1            | ADDR_FIELD1         | N/A                     | N/A             | N/A                      |

| <b>Description</b>               | <b>Field Name</b>      | <b>Input Field Name</b> | <b>Constant</b>         | <b>Output Field Name</b> |
|----------------------------------|------------------------|-------------------------|-------------------------|--------------------------|
| Address Field 2                  | ADDR_FIELD2            | N/A                     | N/A                     | N/A                      |
| Address Field 3                  | ADDR_FIELD3            | N/A                     | N/A                     | N/A                      |
| Apply Credit Status              | APPL_CREDIT_S<br>TATUS | N/A                     | "N" (Not<br>Applicable) | N/A                      |
| Bank Account                     | BANK_ACCT_KE<br>Y      | BANK_ACCT_KE<br>Y       | N/A                     | BANK_ACCT_KE<br>Y        |
| Bank Account<br>Sequence Number  | BANK_ACCT_SE<br>Q_NBR  | N/A                     | N/A                     | N/A                      |
| Bank Code                        | BANK_CD                | BANK_CD                 | N/A                     | BANK_CD                  |
| Replacement Status               | BANK_RPL_STA<br>TUS    | N/A                     | N/A                     | N/A                      |
| Bank SetID                       | BANK_SETID             | BANK_SETID              | N/A                     | BANK_SETID               |
| Base Currency                    | BASE_CURRENC<br>Y      | BASE_CURRENC<br>Y       | N/A                     | N/A                      |
| Base Currency of<br>Bank GL Unit | BASE_CURRENC<br>Y_BNK  | N/A                     | N/A                     | BASE_CURRENC<br>Y_BNK    |
| Bank Exchange<br>Rate Divisor    | BNK_RATE_DIV           | N/A                     | N/A                     | BNK_RATE_DIV             |
| Exchange Rate                    | BNK_RATE_MUL<br>T      | N/A                     | N/A                     | BNK_RATE_MUL<br>T        |
| Business Unit                    | BUSINESS_UNIT          | BUSINESS_UNIT<br>_GL    | N/A                     | BUSINESS_UNIT<br>_GL     |
| General Ledger<br>Unit           | BUSINESS_UNIT<br>_GL   | N/A                     | N/A                     | BUSINESS_UNIT<br>_BANK   |
| AP Business Unit                 | BUS_UNIT_RELA<br>TED   | N/A                     | N/A                     | N/A                      |

| <b>Description</b>               | <b>Field Name</b>     | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------------|-----------------------|-------------------------|-----------------|--------------------------|
| City                             | CITY                  | CITY                    | N/A             | N/A                      |
| Country                          | COUNTRY               | COUNTRY                 | N/A             | N/A                      |
| County                           | COUNTY                | COUNTY                  | N/A             | N/A                      |
| Payment Currency                 | CURRENCY_PY<br>MNT    | N/A                     | N/A             | CURRENCY_PY<br>MNT       |
| Exchange Rate<br>Type            | CUR_RT_TYPE           | RT_TYPE                 | N/A             | N/A                      |
| Currency Rate<br>Type            | CUR_RT_TYPE_B<br>NK   | N/A                     | N/A             | RT_TYPE_BNK              |
| Payment Rate Type                | CUR_RT_TYPE_P<br>AID  | N/A                     | N/A             | N/A                      |
| Payment Currency<br>Rate Type    | CUR_RT_TYPE_P<br>YMNT | N/A                     | N/A             | CUR_RT_TYPE_P<br>YMNT    |
| More Information                 | DESCR254_MIXE<br>D    | N/A                     | N/A             | N/A                      |
| Draft Create Key                 | DFT_CREATE_K<br>EY    | N/A                     | N/A             | N/A                      |
| Draft Group Code                 | DFT_GROUP_CD          | N/A                     | N/A             | N/A                      |
| Draft Master ID                  | DFT_MASTER_ID         | N/A                     | N/A             | N/A                      |
| Draft Maturity Date              | DFT_MAT_DT            | N/A                     | N/A             | N/A                      |
| Draft Scheduled<br>Maturity Date | DFT_SCHED_MA<br>T_DT  | N/A                     | N/A             | N/A                      |
| Draft Sight Code                 | DFT_SIGHT_CD          | N/A                     | N/A             | N/A                      |
| Document<br>Sequence Date        | DOC_SEQ_DATE          | N/A                     | N/A             | DOC_SEQ_DATE             |

| <b>Description</b>         | <b>Field Name</b>      | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------|------------------------|-------------------------|-----------------|--------------------------|
| Document Sequence Number   | DOC_SEQ_NBR            | N/A                     | N/A             | DOC_SEQ_NBR              |
| Document Sequencing Status | DOC_SEQ_STAT<br>US     | N/A                     | N/A             | N/A                      |
| Document Type              | DOC_TYPE               | N/A                     | N/A             | DOC_TYPE                 |
| Base Discount Amount       | DSCNT_AMT_BS<br>E      | N/A                     | N/A             | N/A                      |
| Discount Due Date          | DSCNT_DUE_DT           | N/A                     | N/A             | N/A                      |
| Payment Discount Amount    | DSCNT_PAY_AM<br>T      | N/A                     | N/A             | N/A                      |
| Due Date                   | DUE_DT                 | DUE_DT                  | N/A             | N/A                      |
| Discount Denied            | ECN_DSCNT_DNI<br>E_FLG | N/A                     | "N" (No)        | N/A                      |
| Bank Check Drawn On        | EFT_CHECK_DR<br>AW_CD  | EFT_CHECK_DR<br>AW_CD   | N/A             | N/A                      |
| Check Forwarding           | EFT_CHECK_FW<br>RD_CD  | EFT_CHECK_FW<br>RD_CD   | N/A             | N/A                      |
| Correspondent's Costs      | EFT_CORR_COST<br>S_CD  | EFT_CORR_COST<br>S_CD   | N/A             | N/A                      |
| Crossed Check              | EFT_CROSSED_C<br>HECK  | EFT_CROSSED_C<br>HECK   | N/A             | N/A                      |
| Domestic Costs             | EFT_DOM_COST<br>S_CD   | EFT_DOM_COST<br>S_CD    | N/A             | N/A                      |
| SetID                      | EFT_KEY_FIELD<br>1     | N/A                     | N/A             | N/A                      |
| Vendor ID                  | EFT_KEY_FIELD<br>2     | N/A                     | N/A             | N/A                      |

| <b>Description</b>           | <b>Field Name</b>      | <b>Input Field Name</b> | <b>Constant</b>  | <b>Output Field Name</b> |
|------------------------------|------------------------|-------------------------|------------------|--------------------------|
| Vendor Location              | EFT_KEY_FIELD<br>3     | N/A                     | N/A              | N/A                      |
| Effective Date               | EFT_KEY_FIELD<br>4     | N/A                     | N/A              | N/A                      |
| Bank Account Seq<br>Number   | EFT_KEY_FIELD<br>5     | N/A                     | N/A              | N/A                      |
| Bank Account Seq<br>Number   | EFT_KEY_FIELD<br>6     | N/A                     | N/A              | N/A                      |
| Payment<br>Instruction 1     | EFT_PAY_INST_<br>CD1   | EFT_PAY_INST_<br>CD1    | N/A              | N/A                      |
| Payment<br>Instruction 2     | EFT_PAY_INST_<br>CD2   | EFT_PAY_INST_<br>CD2    | N/A              | N/A                      |
| Payment<br>Instruction 3     | EFT_PAY_INST_<br>CD3   | EFT_PAY_INST_<br>CD3    | N/A              | N/A                      |
| Payment<br>Instruction 4     | EFT_PAY_INST_<br>CD4   | EFT_PAY_INST_<br>CD4    | N/A              | N/A                      |
| Payment<br>Instruction Ref 1 | EFT_PAY_INST_<br>REF1  | EFT_PAY_INST_<br>REF1   | N/A              | N/A                      |
| Payment<br>Instruction Ref 2 | EFT_PAY_INST_<br>REF2  | EFT_PAY_INST_<br>REF2   | N/A              | N/A                      |
| Payment Format               | EFT_PYMNT_FM<br>T_CD   | EFT_PYMNT_FM<br>T_CD    | N/A              | N/A                      |
| Complex Routing              | EFT_RTNG_FLG           | N/A                     | "D" (Use DFI ID) | N/A                      |
| Routing Status               | EFT_RTNG_STAT<br>US    | EFT_RTNG_STAT<br>US     | N/A              | N/A                      |
| Transaction<br>Handlings     | EFT_TRANS_HA<br>NDLING | EFT_TRANS_HA<br>NDLING  | N/A              | N/A                      |

| <b>Description</b>           | <b>Field Name</b> | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|------------------------------|-------------------|-------------------------|-----------------|--------------------------|
| EmplID                       | EMPLID            | EMPLID                  | N/A             | N/A                      |
| Exception Flag               | EXCEPTION_FLAG    | N/A                     | N/A             | N/A                      |
| Tax Vendor Geographical Code | GEO_CODE          | GEO_CODE                | N/A             | N/A                      |
| Base Gross Amount            | GROSS_AMT_BSE     | GROSS_AMT_BSE           | N/A             | N/A                      |
| Control Group ID             | GRP_AP_ID         | N/A                     | N/A             | N/A                      |
| Group by Payment Date        | GRP_PYMNT_DT      | N/A                     | "N" (No)        | N/A                      |
| Days Before/After Holiday    | HOL_PROC_DAYS     | N/A                     | N/A             | N/A                      |
| Holiday Processing Option    | HOL_PROC_OPT      | N/A                     | N/A             | N/A                      |
| Allow Due Date in Next Month | HOL_PROC_OVERFL   | N/A                     | N/A             | N/A                      |
| House Type                   | HOUSE_TYPE        | HOUSE_TYPE              | N/A             | N/A                      |
| Informational Only           | INFO_ONLY_FLG     | N/A                     | "N" (No)        | N/A                      |
| Invoice Number               | INVOICE_ID        | INVOICE_ID              | N/A             | N/A                      |
| In City Limit                | IN_CITY_LIMIT     | IN_CITY_LIMIT           | N/A             | N/A                      |
| IPAC Payment                 | IPAC_PYMNT_FLAG   | N/A                     | N/A             | N/A                      |
| Late Charge Amount           | LATE_CHRG_AMT     | N/A                     | N/A             | N/A                      |



| <b>Description</b>           | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b>      | <b>Output Field Name</b> |
|------------------------------|--------------------|-------------------------|----------------------|--------------------------|
| Late Charge Amount Base      | LATE_CHRG_AMT_BSE  | N/A                     | N/A                  | N/A                      |
| Late Charge Code             | LATE_CHRG_CD       | N/A                     | N/A                  | N/A                      |
| Late Charge Denied           | LATE_CHRG_DNIE     | N/A                     | N/A                  | N/A                      |
| Late Charge Denied Base      | LATE_CHRG_DNIE_BSE | N/A                     | N/A                  | N/A                      |
| Late Charge Option           | LATE_CHRG_OPT      | N/A                     | "N" (Not Applicable) | N/A                      |
| Late Charge Paid             | LATE_CHRG_PAID     | N/A                     | N/A                  | N/A                      |
| Late Charge Paid Base        | LATE_CHRG_PAID_BSE | N/A                     | N/A                  | N/A                      |
| Letter of Credit ID          | LC_ID              | N/A                     | N/A                  | N/A                      |
| Name 1                       | NAME1              | NAME1                   | N/A                  | N/A                      |
| Name 1 Alternate Char Set    | NAME1_AC           | NAME1_AC                | N/A                  | N/A                      |
| Name 2                       | NAME2              | NAME2                   | N/A                  | N/A                      |
| Name 2 Alternate Char Set    | NAME2_AC           | NAME2_AC                | N/A                  | N/A                      |
| Number 1                     | NUM1               | NUM1                    | N/A                  | N/A                      |
| Number 2                     | NUM2               | NUM2                    | N/A                  | N/A                      |
| Paid Amount                  | PAID_AMT           | N/A                     | N/A                  | PAID_AMT                 |
| Paid Amount - Base Bank Unit | PAID_AMT_BNK_BSE   | N/A                     | N/A                  | PAID_AMT_BNK_BSE         |

| <b>Description</b>               | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Base Paid Amount                 | PAID_AMT_BSE       | N/A                     | N/A             | PAID_AMT_BSE             |
| Discount on Paid Amount          | PAID_AMT_DSCNT     | N/A                     | N/A             | N/A                      |
| Base Discount Paid Amount        | PAID_AMT_DSCNT_BSE | N/A                     | N/A             | N/A                      |
| Gross Paid Amount                | PAID_AMT_GROSS     | N/A                     | N/A             | N/A                      |
| Base Gross Payment Amount        | PAID_AMT_GROSS_BSE | N/A                     | N/A             | N/A                      |
| Payment Exchange Rate Divisor    | PAID_RATE_DIV      | N/A                     | N/A             | N/A                      |
| Payment Exchange Rate Multiplier | PAID_RATE_MULT     | N/A                     | N/A             | N/A                      |
| Pay Cycle                        | PAY_CYCLE          | N/A                     | N/A             | PAY_CYCLE                |
| Pay Cycle Sequence Number        | PAY_CYCLE_SEQ_NUM  | N/A                     | N/A             | N/A                      |
| Advice Date                      | PAY_DOC_DT         | TRANS_DT                | N/A             | N/A                      |
| Advice ID                        | PAY_DOC_ID         | SHEET_ID                | N/A             | SHEET_ID                 |
| Advice Sequence                  | PAY_DOC_SEQ        | LINE_NBR                | N/A             | LINE_NBR                 |
| Pay Schedule Type                | PAY_SCHEDULE_TYPE  | N/A                     | N/A             | N/A                      |
| Postal Code                      | POSTAL             | POSTAL                  | N/A             | N/A                      |
| Preferred Language               | PREFERRED_LANGUAGE | PREFERRED_LANGUAGE      | N/A             | N/A                      |

| <b>Description</b>               | <b>Field Name</b>     | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------------|-----------------------|-------------------------|-----------------|--------------------------|
| Prenotification Status           | PRENOTE_STAT<br>US    | N/A                     | N/A             | N/A                      |
| Process Instance                 | PROCESS_INSTA<br>NCE  | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 1      | PYCYCL_FIELD1         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 10     | PYCYCL_FIELD1<br>0    | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 2      | PYCYCL_FIELD2         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 3      | PYCYCL_FIELD3         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 4      | PYCYCL_FIELD4         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 5      | PYCYCL_FIELD5         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 6      | PYCYCL_FIELD6         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 7      | PYCYCL_FIELD7         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 8      | PYCYCL_FIELD8         | N/A                     | N/A             | N/A                      |
| Pay Cycle Place<br>Holder 9      | PYCYCL_FIELD9         | N/A                     | N/A             | N/A                      |
| Pay Cycle Mapping<br>Key Field 1 | PYCYCL_KEY_FI<br>ELD1 | N/A                     | N/A             | N/A                      |
| Pay Cycle Mapping<br>Key Field 2 | PYCYCL_KEY_FI<br>ELD2 | N/A                     | N/A             | N/A                      |

| <b>Description</b>                  | <b>Field Name</b>      | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------------|------------------------|-------------------------|-----------------|--------------------------|
| Pay Cycle Mapping<br>Key Field 3    | PYCYCL_KEY_FIEL<br>D3  | SEQ_NBR                 | N/A             | SEQ_NBR                  |
| Payment                             | PYMNT_CNT_RE<br>LATED  | N/A                     | N/A             | N/A                      |
| Payment Date                        | PYMNT_DT               | N/A                     | N/A             | PYMNT_DT                 |
| Gross Payment<br>Amount             | PYMNT_GROSS_<br>AMT    | PYMNT_GROSS_<br>AMT     | N/A             | N/A                      |
| Pay Group Code                      | PYMNT_GROUP_<br>CD     | N/A                     | N/A             | N/A                      |
| Payment Handling                    | PYMNT_HANDLI<br>NG_CD  | N/A                     | N/A             | N/A                      |
| Payment Number                      | PYMNT_ID               | N/A                     | N/A             | PYMNT_ID                 |
| Payment Image ID                    | PYMNT_IMAGE_<br>ID     | N/A                     | N/A             | N/A                      |
| Payment Message                     | PYMNT_MESSAG<br>E      | REFERENCE_ID            | N/A             | N/A                      |
| Payment Method                      | PYMNT_METHO<br>D       | PYMNT_METHO<br>D        | N/A             | PYMNT_METHO<br>D         |
| Payment Exchange<br>Rate Divisor    | PYMNT_RATE_D<br>IV     | N/A                     | N/A             | PYMNT_RATE_D<br>IV       |
| Payment Exchange<br>Rate Multiplier | PYMNT_RATE_M<br>ULT    | N/A                     | N/A             | PYMNT_RATE_M<br>ULT      |
| Payment Reason<br>Code              | PYMNT_REASON<br>_CD    | N/A                     | N/A             | N/A                      |
| Payment Selection<br>Status         | PYMNT_SELCT_<br>STATUS | PYMNT_SELCT_<br>STATUS  | N/A             | PYMNT_SELCT_<br>STATUS   |

| <b>Description</b>     | <b>Field Name</b>     | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|------------------------|-----------------------|-------------------------|-----------------|--------------------------|
| Separate Payment       | PYMNT_SEPARATE        | N/A                     | "N" (No)        | N/A                      |
| Sort Code              | PYMNT_SORT_CD         | N/A                     | N/A             | N/A                      |
| Rate Divisor           | RATE_DIV              | RATE_DIV                | N/A             | N/A                      |
| Rate Multiplier        | RATE_MULT             | RATE_MULT               | N/A             | N/A                      |
| Maximum Rebate Percent | REBATE_MAX_PERCENT    | N/A                     | N/A             | N/A                      |
| Daily Rebate Percent   | REBATE_PERCENT        | N/A                     | N/A             | N/A                      |
| Rebate Term Available  | REBATE_TERM_FLG       | N/A                     | N/A             | N/A                      |
| Remit Bank Code        | REMIT_BANK_CD         | REMIT_BANK_CD           | N/A             | N/A                      |
| Remit Bank SetID       | REMIT_BANK_SETID      | REMIT_BANK_SETID        | N/A             | N/A                      |
| Remit Bank Account     | REMIT_BNK_ACCOUNT_KEY | REMIT_BNK_ACCOUNT_KEY   | N/A             | N/A                      |
| Remit SetID            | REMIT_SETID           | REMIT_SETID             | N/A             | N/A                      |
| Remit Vendor           | REMIT_VENDOR          | REMIT_VENDOR            | N/A             | N/A                      |
| Schedule ID            | SCHEDULE_ID           | N/A                     | N/A             | N/A                      |
| Scheduled to Pay       | SCHEDULED_PAY_DT      | SCHEDULED_PAY_DT        | N/A             | N/A                      |
| Single Payment         | SINGLE_PYMNT_FLG      | N/A                     | "N" (No)        | N/A                      |

| <b>Description</b>            | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Source Transaction            | SOURCE_TXN         | N/A                     | N/A             | N/A                      |
| Specify Payment Exchange Rate | SPEC_PYMNT_EX_RT   | N/A                     | "N" (No)        | N/A                      |
| State                         | STATE              | STATE                   | N/A             | N/A                      |
| Est Settlement Date           | STTLMNT_DT_EST     | STTLMNT_DT_EST          | N/A             | N/A                      |
| Transaction Currency          | TXN_CURRENCY_CD    | TXN_CURRENCY_CD         | N/A             | N/A                      |
| Short Vendor Name             | VENDOR_NAME_SHORT  | VENDOR_NAME_SHORT       | N/A             | N/A                      |
| Vendor Location               | VNDR_LOC           | VNDR_LOC                | N/A             | N/A                      |
| Service Type                  | VNDR_SERVICE_TYPE  | N/A                     | N/A             | N/A                      |
| Voucher ID                    | VOUCHER_ID         | N/A                     | N/A             | N/A                      |
| Related Voucher               | VOUCHER_ID_RELATED | N/A                     | N/A             | N/A                      |
| Withholding Applicable        | WTHD_SW            | N/A                     | N/A             | N/A                      |

## Mapping for Cash Advance Data

Mapping details for PeopleSoft Payables (PYCYCL\_DATA) and PeopleSoft Expense (EX\_ADVANCE\_PYMNT) tables are as follows:

|                         |                                 |
|-------------------------|---------------------------------|
| <b>Description</b>      | From PeopleSoft Payables table. |
| <b>Field Name</b>       | From PeopleSoft Payables table. |
| <b>Input Field Name</b> | From PeopleSoft Expense table.  |

**Constant** Defined in pay cycle mapping.

**Output Field Name** From PeopleSoft Expenses table.

The following is the mapping for cash advance data:

| <i>Description</i>           | <i>Field Name</i>  | <i>Input Field Name</i> | <i>Constant</i>      | <i>Output Field Name</i> |
|------------------------------|--------------------|-------------------------|----------------------|--------------------------|
| Accounting Date              | ACCOUNTING_DT      | N/A                     | N/A                  | ACCOUNTING_DT            |
| Address Line 1               | ADDRESS1           | ADDRESS1                | N/A                  | N/A                      |
| Address Line 2               | ADDRESS2           | ADDRESS2                | N/A                  | N/A                      |
| Address Line 3               | ADDRESS3           | ADDRESS3                | N/A                  | N/A                      |
| Address Line 4               | ADDRESS4           | ADDRESS4                | N/A                  | N/A                      |
| Address Sequence Number      | ADDRESS_SEQ_NUM    | ADDRESS_SEQ_NUM         | N/A                  | N/A                      |
| Address Field 1              | ADDR_FIELD1        | N/A                     | N/A                  | N/A                      |
| Address Field 2              | ADDR_FIELD2        | N/A                     | N/A                  | N/A                      |
| Address Field 3              | ADDR_FIELD3        | N/A                     | N/A                  | N/A                      |
| Apply Credit Status          | APPL_CREDIT_STATUS | N/A                     | "N" (Not Applicable) | N/A                      |
| Bank Account                 | BANK_ACCT_KEY      | BANK_ACCT_KEY           | N/A                  | BANK_ACCT_KEY            |
| Bank Account Sequence Number | BANK_ACCT_SEQ_NBR  | N/A                     | N/A                  | N/A                      |
| Bank Code                    | BANK_CD            | BANK_CD                 | N/A                  | BANK_CD                  |
| Replacement Status           | BANK_RPL_STATUS    | N/A                     | N/A                  | N/A                      |

| <b>Description</b>            | <b>Field Name</b> | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------|-------------------|-------------------------|-----------------|--------------------------|
| Bank SetID                    | BANK_SETID        | BANK_SETID              | N/A             | BANK_SETID               |
| Base Currency                 | BASE_CURRENCY     | BASE_CURRENCY           | N/A             | N/A                      |
| Base Currency of Bank GL Unit | BASE_CURRENCY_BNK | N/A                     | N/A             | BASE_CURRENCY_BNK        |
| Bank Exchange Rate Divisor    | BNK_RATE_DIV      | N/A                     | N/A             | BNK_RATE_DIV             |
| Exchange Rate                 | BNK_RATE_MULTI    | N/A                     | N/A             | BNK_RATE_MULTI           |
| Business Unit                 | BUSINESS_UNIT     | BUSINESS_UNIT_GL        | N/A             | BUSINESS_UNIT_GL         |
| General Ledger Unit           | BUSINESS_UNIT_GL  | N/A                     | N/A             | BUSINESS_UNIT_BANK       |
| AP Business Unit              | BUS_UNIT_RELATED  | N/A                     | N/A             | N/A                      |
| City                          | CITY              | CITY                    | N/A             | N/A                      |
| Country                       | COUNTRY           | COUNTRY                 | N/A             | N/A                      |
| County                        | COUNTY            | COUNTY                  | N/A             | N/A                      |
| Payment Currency              | CURRENCY_PAYMENT  | N/A                     | N/A             | CURRENCY_PAYMENT         |
| Exchange Rate Type            | CUR_RT_TYPE       | RT_TYPE                 | N/A             | N/A                      |
| Currency Rate Type            | CUR_RT_TYPE_BNK   | N/A                     | N/A             | RT_TYPE_BNK              |
| Payment Rate Type             | CUR_RT_TYPE_PAID  | N/A                     | N/A             | N/A                      |



| <b>Description</b>            | <b>Field Name</b> | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------|-------------------|-------------------------|-----------------|--------------------------|
| Payment Currency Rate Type    | CUR_RT_TYPE_PYMNT | N/A                     | N/A             | CUR_RT_TYPE_PYMNT        |
| More Information              | DESCR254_MIXED    | N/A                     | N/A             | N/A                      |
| Draft Create Key              | DFT_CREATE_KEY    | N/A                     | N/A             | N/A                      |
| Draft Group Code              | DFT_GROUP_CD      | N/A                     | N/A             | N/A                      |
| Draft Master ID               | DFT_MASTER_ID     | N/A                     | N/A             | N/A                      |
| Draft Maturity Date           | DFT_MAT_DT        | N/A                     | N/A             | N/A                      |
| Draft Scheduled Maturity Date | DFT_SCHED_MAT_DT  | N/A                     | N/A             | N/A                      |
| Draft Sight Code              | DFT_SIGHT_CD      | N/A                     | N/A             | N/A                      |
| Document Sequence Date        | DOC_SEQ_DATE      | N/A                     | N/A             | DOC_SEQ_DATE             |
| Document Sequence Number      | DOC_SEQ_NBR       | N/A                     | N/A             | DOC_SEQ_NBR              |
| Document Sequencing Status    | DOC_SEQ_STATUS    | N/A                     | N/A             | N/A                      |
| Document Type                 | DOC_TYPE          | N/A                     | N/A             | DOC_TYPE                 |
| Base Discount Amount          | DSCNT_AMT_BASE    | N/A                     | N/A             | N/A                      |
| Discount Due Date             | DSCNT_DUE_DT      | N/A                     | N/A             | N/A                      |
| Payment Discount Amount       | DSCNT_PAY_AMOUNT  | N/A                     | N/A             | N/A                      |
| Due Date                      | DUE_DT            | DUE_DT                  | N/A             | N/A                      |

| <b>Description</b>      | <b>Field Name</b>    | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------|----------------------|-------------------------|-----------------|--------------------------|
| Discount Denied         | ECN_DSCNT_DNIE_FLG   | N/A                     | "N" (No)        | N/A                      |
| Bank Check Drawn On     | EFT_CHECK_DRAW_CD    | EFT_CHECK_DRAW_CD       | N/A             | N/A                      |
| Check Forwarding        | EFT_CHECK_FORWARD_CD | EFT_CHECK_FORWARD_CD    | N/A             | N/A                      |
| Correspondent's Costs   | EFT_CORR_COSTS_CD    | EFT_CORR_COSTS_CD       | N/A             | N/A                      |
| Crossed Check           | EFT_CROSSED_CHECK    | EFT_CROSSED_CHECK       | N/A             | N/A                      |
| Domestic Costs          | EFT_DOM_COSTS_CD     | EFT_DOM_COSTS_CD        | N/A             | N/A                      |
| SetID                   | EFT_KEY_FIELD 1      | N/A                     | N/A             | N/A                      |
| Vendor ID               | EFT_KEY_FIELD 2      | N/A                     | N/A             | N/A                      |
| Vendor Location         | EFT_KEY_FIELD 3      | N/A                     | N/A             | N/A                      |
| Effective Date          | EFT_KEY_FIELD 4      | N/A                     | N/A             | N/A                      |
| Bank Account Seq Number | EFT_KEY_FIELD 5      | N/A                     | N/A             | N/A                      |
| Bank Account Seq Number | EFT_KEY_FIELD 6      | N/A                     | N/A             | N/A                      |
| Payment Instruction 1   | EFT_PAY_INST_CD1     | EFT_PAY_INST_CD1        | N/A             | N/A                      |
| Payment Instruction 2   | EFT_PAY_INST_CD2     | EFT_PAY_INST_CD2        | N/A             | N/A                      |

| <b>Description</b>           | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b>  | <b>Output Field Name</b> |
|------------------------------|--------------------|-------------------------|------------------|--------------------------|
| Payment Instruction 3        | EFT_PAY_INST_CD3   | EFT_PAY_INST_CD3        | N/A              | N/A                      |
| Payment Instruction 4        | EFT_PAY_INST_CD4   | EFT_PAY_INST_CD4        | N/A              | N/A                      |
| Payment Instruction Ref 1    | EFT_PAY_INST_REF1  | EFT_PAY_INST_REF1       | N/A              | N/A                      |
| Payment Instruction Ref 2    | EFT_PAY_INST_REF2  | EFT_PAY_INST_REF2       | N/A              | N/A                      |
| Payment Format               | EFT_PYMNT_FMT_CD   | EFT_PYMNT_FMT_CD        | N/A              | N/A                      |
| Complex Routing              | EFT_RTNG_FLG       | N/A                     | "D" (Use DFI ID) | N/A                      |
| Routing Status               | EFT_RTNG_STAT_US   | EFT_RTNG_STAT_US        | N/A              | N/A                      |
| Transaction Handling         | EFT_TRANS_HANDLING | EFT_TRANS_HANDLING      | N/A              | N/A                      |
| EmplID                       | EMPLID             | EMPLID                  | N/A              | N/A                      |
| Exception Flag               | EXCEPTION_FLAG     | N/A                     | N/A              | N/A                      |
| Tax Vendor Geographical Code | GEO_CODE           | GEO_CODE                | N/A              | N/A                      |
| Base Gross Amount            | GROSS_AMT_BASE     | GROSS_AMT_BASE          | N/A              | N/A                      |
| Control Group ID             | GRP_AP_ID          | N/A                     | N/A              | N/A                      |
| Group by Payment Date        | GRP_PYMNT_DT       | N/A                     | "N "(No)         | N/A                      |
| Days Before/After Holiday    | HOL_PROC_DAYS      | N/A                     | N/A              | N/A                      |

| <b>Description</b>           | <b>Field Name</b>      | <b>Input Field Name</b> | <b>Constant</b>         | <b>Output Field Name</b> |
|------------------------------|------------------------|-------------------------|-------------------------|--------------------------|
| Holiday Processing Option    | HOL_PROC_OPT           | N/A                     | N/A                     | N/A                      |
| Allow Due Date in Next Month | HOL_PROC_OVE<br>RFL    | N/A                     | N/A                     | N/A                      |
| House Type                   | HOUSE_TYPE             | HOUSE_TYPE              | N/A                     | N/A                      |
| Informational Only           | INFO_ONLY_FLG          | N/A                     | "N "(No)                | N/A                      |
| Invoice Number               | INVOICE_ID             | N/A                     | N/A                     | N/A                      |
| In City Limit                | IN_CITY_LIMIT          | IN_CITY_LIMIT           | N/A                     | N/A                      |
| IPAC Payment                 | IPAC_PYMNT_FL<br>T     | N/A                     | N/A                     | N/A                      |
| Late Charge Amount           | LATE_CHRG_AM<br>T      | N/A                     | N/A                     | N/A                      |
| Late Charge Amount Base      | LATE_CHRG_AM<br>T_BSE  | N/A                     | N/A                     | N/A                      |
| Late Charge Code             | LATE_CHRG_CD           | N/A                     | N/A                     | N/A                      |
| Late Charge Denied           | LATE_CHRG_DN<br>IE     | N/A                     | N/A                     | N/A                      |
| Late Charge Denied Base      | LATE_CHRG_DN<br>IE_BSE | N/A                     | N/A                     | N/A                      |
| Late Charge Option           | LATE_CHRG_OP<br>T      | N/A                     | "N "(Not<br>Applicable) | N/A                      |
| Late Charge Paid             | LATE_CHRG_PA<br>ID     | N/A                     | N/A                     | N/A                      |
| Late Charge Paid Base        | LATE_CHRG_PA<br>ID_BSE | N/A                     | N/A                     | N/A                      |

| <b>Description</b>               | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Letter of Credit ID              | LC_ID              | N/A                     | N/A             | N/A                      |
| Name 1                           | NAME1              | NAME1                   | N/A             | N/A                      |
| Name 1 Alternate Char Set        | NAME1_AC           | NAME1_AC                | N/A             | N/A                      |
| Name 2                           | NAME2              | NAME2                   | N/A             | N/A                      |
| Name 2 Alternate Char Set        | NAME2_AC           | NAME2_AC                | N/A             | N/A                      |
| Number 1                         | NUM1               | NUM1                    | N/A             | N/A                      |
| Number 2                         | NUM2               | NUM2                    | N/A             | N/A                      |
| Paid Amount                      | PAID_AMT           | N/A                     | N/A             | PAID_AMT                 |
| Paid Amount - Base Bank Unit     | PAID_AMT_BNK_BSE   | N/A                     | N/A             | PAID_AMT_BNK_BSE         |
| Base Paid Amount                 | PAID_AMT_BSE       | N/A                     | N/A             | PAID_AMT_BSE             |
| Discount on Paid Amount          | PAID_AMT_DSCNT     | N/A                     | N/A             | N/A                      |
| Base Discount Paid Amount        | PAID_AMT_DSCNT_BSE | N/A                     | N/A             | N/A                      |
| Gross Paid Amount                | PAID_AMT_GROSS     | N/A                     | N/A             | N/A                      |
| Base Gross Payment Amount        | PAID_AMT_GROSS_BSE | N/A                     | N/A             | N/A                      |
| Payment Exchange Rate Divisor    | PAID_RATE_DIV      | N/A                     | N/A             | N/A                      |
| Payment Exchange Rate Multiplier | PAID_RATE_MULT     | N/A                     | N/A             | N/A                      |

| <b>Description</b>        | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|---------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Pay Cycle                 | PAY_CYCLE          | N/A                     | N/A             | PAY_CYCLE                |
| Pay Cycle Sequence Number | PAY_CYCLE_SEQ_NUM  | N/A                     | N/A             | N/A                      |
| Advice Date               | PAY_DOC_DT         | ACCOUNTING_DT           | N/A             | N/A                      |
| Advice ID                 | PAY_DOC_ID         | ADVANCE_ID              | N/A             | ADVANCE_ID               |
| Advice Sequence           | PAY_DOC_SEQ        | LINE_NBR                | N/A             | LINE_NBR                 |
| Pay Schedule Type         | PAY_SCHEDULE_TYPE  | N/A                     | N/A             | N/A                      |
| Postal Code               | POSTAL             | POSTAL                  | N/A             | N/A                      |
| Preferred Language        | PREFERRED_LANGUAGE | PREFERRED_LANGUAGE      | N/A             | N/A                      |
| Prenotification Status    | PRENOTE_STATUS     | N/A                     | N/A             | N/A                      |
| Process Instance          | PROCESS_INSTANCE   | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 1  | PYCYCL_FIELD1      | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 10 | PYCYCL_FIELD10     | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 2  | PYCYCL_FIELD2      | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 3  | PYCYCL_FIELD3      | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 4  | PYCYCL_FIELD4      | N/A                     | N/A             | N/A                      |

| <b>Description</b>            | <b>Field Name</b>       | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------|-------------------------|-------------------------|-----------------|--------------------------|
| Pay Cycle Place Holder 5      | PYCYCL_FIELD5           | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 6      | PYCYCL_FIELD6           | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 7      | PYCYCL_FIELD7           | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 8      | PYCYCL_FIELD8           | N/A                     | N/A             | N/A                      |
| Pay Cycle Place Holder 9      | PYCYCL_FIELD9           | N/A                     | N/A             | N/A                      |
| Pay Cycle Mapping Key Field 1 | PYCYCL_KEY_FIEL<br>ELD1 | N/A                     | N/A             | N/A                      |
| Pay Cycle Mapping Key Field 2 | PYCYCL_KEY_FIEL<br>ELD2 | N/A                     | N/A             | N/A                      |
| Pay Cycle Mapping Key Field 3 | PYCYCL_KEY_FIEL<br>ELD3 | SEQ_NBR                 | N/A             | SEQ_NBR                  |
| Payment                       | PYMNT_CNT_RE<br>LATED   | N/A                     | N/A             | N/A                      |
| Payment Date                  | PYMNT_DT                | N/A                     | N/A             | PYMNT_DT                 |
| Gross Payment Amount          | PYMNT_GROSS_<br>AMT     | PYMNT_GROSS_<br>AMT     | N/A             | N/A                      |
| Pay Group Code                | PYMNT_GROUP_<br>CD      | N/A                     | N/A             | N/A                      |
| Payment Handling              | PYMNT_HANDLI<br>NG_CD   | N/A                     | N/A             | N/A                      |
| Payment Number                | PYMNT_ID                | N/A                     | N/A             | PYMNT_ID                 |

| <b>Description</b>               | <b>Field Name</b>   | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|----------------------------------|---------------------|-------------------------|-----------------|--------------------------|
| Payment Image ID                 | PYMNT_IMAGE_ID      | N/A                     | 0               | N/A                      |
| Payment Message                  | PYMNT_MESSAGE       | N/A                     | N/A             | N/A                      |
| Payment Method                   | PYMNT_METHOD        | PYMNT_METHOD            | N/A             | PYMNT_METHOD             |
| Payment Exchange Rate Divisor    | PYMNT_RATE_DIV      | N/A                     | N/A             | PYMNT_RATE_DIV           |
| Payment Exchange Rate Multiplier | PYMNT_RATE_MULT     | N/A                     | N/A             | PYMNT_RATE_MULT          |
| Payment Reason Code              | PYMNT_REASON_CD     | N/A                     | N/A             | N/A                      |
| Payment Selection Status         | PYMNT_SELECT_STATUS | PYMNT_SELECT_STATUS     | N/A             | PYMNT_SELECT_STATUS      |
| Separate Payment                 | PYMNT_SEPARATE      | N/A                     | "N" (No)        | N/A                      |
| Sort Code                        | PYMNT_SORT_CD       | N/A                     | 0               | N/A                      |
| Rate Divisor                     | RATE_DIV            | RATE_DIV                | N/A             | N/A                      |
| Rate Multiplier                  | RATE_MULT           | RATE_MULT               | N/A             | N/A                      |
| Rebate Term Available            | REBATE_TERM_FLG     | N/A                     | N/A             | N/A                      |
| Daily Rebate Percent             | REBATE_PERCENT      | N/A                     | N/A             | N/A                      |
| Maximum Rebate Percent           | REBATE_MAX_PERCENT  | N/A                     | N/A             | N/A                      |



| <b>Description</b>            | <b>Field Name</b>  | <b>Input Field Name</b> | <b>Constant</b> | <b>Output Field Name</b> |
|-------------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Remit Bank Code               | REMIT_BANK_CD      | REMIT_BANK_CD           | N/A             | N/A                      |
| Remit Bank SetID              | REMIT_BANK_SETID   | REMIT_BANK_SETID        | N/A             | N/A                      |
| Remit Bank Account            | REMIT_BNK_ACCT_KEY | REMIT_BNK_ACCT_KEY      | N/A             | N/A                      |
| Remit SetID                   | REMIT_SETID        | REMIT_SETID             | N/A             | N/A                      |
| Remit Vendor                  | REMIT_VENDOR       | REMIT_VENDOR            | N/A             | N/A                      |
| Schedule ID                   | SCHEDULE_ID        | N/A                     | N/A             | N/A                      |
| Scheduled to Pay              | SCHEDULED_PAY_DT   | SCHEDULED_PAY_DT        | N/A             | N/A                      |
| Single Payment                | SINGLE_PYMNT_FLG   | N/A                     | "N" (No)        | N/A                      |
| Source Transaction            | SOURCE_TXN         | N/A                     | N/A             | N/A                      |
| Specify Payment Exchange Rate | SPEC_PYMNT_EX_RT   | N/A                     | N/A             | N/A                      |
| State                         | STATE              | STATE                   | N/A             | N/A                      |
| Est Settlement Date           | STTLMNT_DT_EST     | STTLMNT_DT_EST          | N/A             | N/A                      |
| Transaction Currency          | TXN_CURRENCY_CD    | TXN_CURRENCY_CD         | N/A             | N/A                      |
| Short Vendor Name             | VENDOR_NAME_SHORT  | VENDOR_NAME_SHORT       | N/A             | N/A                      |
| Vendor Location               | VNDR_LOC           | VNDR_LOC                | N/A             | N/A                      |

| <i>Description</i>     | <i>Field Name</i>  | <i>Input Field Name</i> | <i>Constant</i> | <i>Output Field Name</i> |
|------------------------|--------------------|-------------------------|-----------------|--------------------------|
| Service Type           | VNDR_SERVICE_TYPE  | N/A                     | N/A             | N/A                      |
| Voucher ID             | VOUCHER_ID         | N/A                     | N/A             | N/A                      |
| Related Voucher        | VOUCHER_ID_RELATED | N/A                     | N/A             | N/A                      |
| Withholding Applicable | WTHD_SW            | N/A                     | N/A             | N/A                      |

## Generating Payments

To stage payments for expense reports and cash advances, run the staging process from the Expense Processes page.

After staging expense data, your PeopleSoft Payables system completes the process of generating payments through Pay Cycle Manager. Oracle's PeopleSoft delivers three pay cycles with your database:

- EX-CA for cash advance payments.
- EX-ER for expense report payments.
- CA-ER for cash advance and expense report payments.

You can set up your own pay cycle, but it must have several components specifically for PeopleSoft Expenses.

## Defining a Pay Cycle for PeopleSoft Expenses

The Pay Cycle Manager needs to know where payment data is staged and how the data is mapped to the corresponding tables in PeopleSoft Payables. This information is defined in a payment source, also known as a source transaction, on the pay cycle mapping page. Use the Accounts Payable, Payments, Pay Cycle Definition, Mapping navigation to access the Paycycle Map page.

Expenses delivers these source transactions:

- EXPN for expense reports.
- EXAD for cash advances.

### ***Mapping a Pay Cycle for EXPN***

When using the source transaction EXPN for Pay Cycle mapping, select these values:

| <b><i>Pay Cycle Mapping Field</i></b> | <b><i>Field Value</i></b> |
|---------------------------------------|---------------------------|
| Input Record (Table) Name             | EX_SUMM_PYMNT             |
| Output Record to Update               | EX_SUMM_PYMNT             |
| Copy of Record to Update              | EX_SHEET_CPY              |

### ***Mapping a Pay Cycle for EXAD***

When using the source transaction EXAD for Pay Cycle mapping, select these values:

| <b><i>Pay Cycle Mapping Field</i></b> | <b><i>Field Value</i></b> |
|---------------------------------------|---------------------------|
| Input Record (Table) Name             | EX_ADVANCE_PYMNT          |
| Output Record to Update               | EX_ADVANCE_PYMNT          |
| Copy of Record to Update              | EX_ADVANCE_CPY            |

---

**Note.** When Pay Cycle Mapping is set up, the payment sources you define can be used any time without being defined again.

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When defining a pay cycle, you must select *EXPN* as the source transaction for expense reports or *EXAD* as the source transaction for cash advances.

The SetID, Bank, Account, and Payment Method fields defined in the pay cycle must be identical to the corresponding fields you select when you review payments for cash advances, expense reports, and vendors.

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## **Integrating With PeopleSoft General Ledger**

PeopleSoft Expenses stages expense data in EX\_ACCTG\_LINE for posting to PeopleSoft General Ledger. The PeopleSoft Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for PeopleSoft Expenses.

### **See Also**

Chapter 28, "Posting Expense Transactions," page 621

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## Integrating With PeopleSoft Commitment Control

If your organization requires preapproval of travel expenses, you can use PeopleSoft Commitment Control to budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses approval rules to require budget-checking prior to approval or not. You may also elect to budget-check only expense reports. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the Expenses page. Alternatively, you may navigate through the Portal menu to access these pages directly through the PeopleSoft Commitment Control menu.

### **See Also**

[Chapter 21, "Using Commitment Control with PeopleSoft Expenses," page 433](#)

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## Integrating with PeopleSoft Program Management

Expenses integrates with PeopleSoft Program Management using the Estimated Time to Complete functionality on time reports.

## Chapter 6

# Understanding Accounting in PeopleSoft Expenses

This chapter discusses:

- PeopleSoft Expenses accounting.
- Employee privilege templates.
- Header level default accounting.
- Expense transaction line default accounting.
- Default accounting change functionality.

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## PeopleSoft Expenses Accounting

The parameters that you establish for your general ledger business unit, organizational defaults, user defaults, and expense types all play a part in how accounting functions within PeopleSoft Expenses.

Expense reports and cash advances generate ledger entries for distribution of funds to and from specific accounts. Expense reports contain accounting defaults at the header level that have been derived from the employee's profile. These defaults can be modified if the employee is authorized to do so. The defaults in the header, in conjunction with accounting information from the expense type, are then used to generate distributions for each expense line added to the report. Travel authorizations support the same defaulting mechanism for distributions. These distributions are not used to generate accounting entries but can be used to record budget checking activity. Cash advances contain a distribution formed by combining general ledger ChartFields for the employee with the Account ChartField identified on the Accounting Entry Template for PeopleSoft Expenses to form the accounting entries recording cash transactions in the general ledger.

Transaction distribution lines can be maintained by employees or authorized approvers. Employee access to and modification of distribution actuals can be enabled or disabled by either business unit or expense processing role.

## Accounting Parameter Setup

You establish parameters for your general ledger business unit, organizational defaults, user defaults, and expense types using these pages:

| <b>Page Name</b>                       | <b>Description</b>   |
|--|--|
| Expenses Definition - Business Unit 1  | <p>Set up business unit parameters for PeopleSoft Expenses. Select the journal generator templates to define the rules for accounting entries that form journals for recording expense activity in the general ledger. You can also select employee privilege templates for each transaction type (expense report, travel authorization, or time report) that is used as a default for all employees in the business unit.</p> <p>See <a href="#">Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining a PeopleSoft Expenses Business Unit, page 14.</a></p> |
| Expenses Role Setup                    | <p>Establish roles for employees depending on their positions in the company. Select employee privilege templates for each transaction type (expense report, travel authorization, or time report) that is used as a default for all employees with that role.</p> <p>See <a href="#">Chapter 11, "Defining PeopleSoft Expenses Processing Roles and Exceptions," Defining PeopleSoft Expenses Processing Roles, page 169.</a></p>   |
| Employee Profile - Organizational Data | <p>View employee organizational information.</p> <p>See <a href="#">Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268.</a></p>   |
| Employee Profile - User Defaults       | <p>View or modify general default preferences for travel authorizations, cash advances, expense reports, and time reports.</p> <p>See <a href="#">Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272.</a></p>  |

## Accounting Defaults and Accounting Details

Access the default accounting ChartFields for travel authorizations and expense reports from these pages:

| <b>Page Name</b>                           | <b>Description</b>   |
|--|--|
| Travel Authorization - Accounting Defaults | <p>View or modify the default accounting ChartFields to which the entire travel authorization is charged.</p> <p>Redistribute the percentages of expenses to different ChartFields.</p> <p>See <a href="#">Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Default Accounting, page 317.</a></p> |
| Travel Authorization - Accounting Detail   | <p>View or modify the default accounting ChartFields for the expense line item.</p> <p>See <a href="#">Chapter 15, "Preparing Travel Authorizations," Adding or Modifying Accounting Details, page 318.</a></p>  |

| <b>Page Name</b>                     | <b>Description</b>  |
|--------------------------------------|---|
| Expense Report - Accounting Defaults | View or modify the default accounting ChartFields to which the entire expense report is charged.<br><br>Redistribute the percentages of expenses to different ChartFields.<br><br>See <a href="#">Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 366.</a> |
| Expense Report - Accounting Detail   | View or modify the default accounting ChartFields for the expense line item.<br><br>See <a href="#">Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Details, page 367.</a>   |

## Employee Privilege Templates

Employee privilege templates enable you to determine whether employees have access to view or change accounting ChartFields on expense report, time report, and travel authorization transactions. Employee templates are optional and if they are not defined, employees have access to all ChartFields that appear on expense reports, time reports, and travel authorizations.

An employee privilege template can be created for each transaction type and associated with a business unit or a user role. The employee privilege template affects expense transactions that you access through the Employee Self-Service navigation and determines access to accounting defaults, accounting details, and user defaults.

When you create expense transactions, PeopleSoft Expenses determines what accounting information to use and determines whether the accounting information can be viewed or modified.

When creating an expense report, a time report, or a travel authorization:

1. The system checks the employee profile first to determine whether a role is designated.
2. If a role is designated, the system checks the role to determine whether an employee privilege template is associated with the role.
3. If a role is not designated, the system checks to determine whether an employee privilege template is associated with the general ledger business unit that is associated with the employee.

When the employee privilege template is determined, the system uses the employee privilege template to determine the employee access to accounting defaults and accounting details.

For more information about setting up employee privilege templates,

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

**See Also**

Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining a PeopleSoft Expenses Business Unit, page 14

Chapter 11, "Defining PeopleSoft Expenses Processing Roles and Exceptions," Defining PeopleSoft Expenses Processing Roles, page 169

Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268

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## Header Level Default Accounting

When you create travel authorizations or expense reports, PeopleSoft Expenses populates the reports with accounting defaults. The accounting defaults for travel authorizations or expense reports consist of general ledger accounting, project accounting information, and allocation percentages. Depending on the Default Accounting value for the transaction that is associated with the business unit or employee's role, you may have access to view and change the accounting defaults. The Default Accounting field is defined on the Employee Privilege Template page for the expense report, time report, and travel authorization transactions.

PeopleSoft Expenses obtains general ledger accounting ChartField values from the employee profile and populates new travel authorizations and expense reports with these values at the header level. The general ledger business unit (GL BU) is required for expense processing. Your human resource system updates the PeopleSoft Expenses employee profiles with the default general ledger accounting ChartField values; however, you can add or change these default values on the Employee Profile - Organizational Data page providing that you have authorized access. The travel authorization and expense report default accounting for the distribution plan includes project defaults if they are set up in the employee profile.

---

## Expense Transaction Line Default Accounting

Expense transaction lines obtain their initial distribution details from the accounting defaults, which are defined at the header level for expense reports and travel authorizations. When you add an expense transaction line, PeopleSoft Expenses determines the accounting setup for the selected expense type and populates the accounting distribution default lines with:

- The GL business unit from the accounting distribution plan at the expense report header level.
- Project fields at the expense report header level, including the project split percentages.
- Account and, if required, alternate account ChartField information from the expense types table (based on the expense type and billing type combination).
- Other ChartFields from the expense types table, if they exist, or ChartFields from the accounting defaults at the expense report header level.



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## Default Accounting Change Functionality

When you create travel authorizations or expense reports and add expense transaction lines, PeopleSoft Expenses copies the accounting defaults from the distribution plan at the header level down to each transaction distribution line. If you change the accounting defaults at the header level after you add expense transaction lines, PeopleSoft Expenses changes the previously entered transaction distribution lines to reflect the new accounting defaults. However, if you change any of the ChartFields directly in an expense line distribution (accounting detail) and then modify the accounting defaults at the header level, the changes to the accounting defaults will not appear in the expense line distribution that you manually modified. When you modify a default distribution, you override the default and PeopleSoft Expenses sets a flag on the distribution to preserve your entry.

For example:

1. Access the Expense Report Entry page to create an expense report.
2. Access the Expense Report - Accounting Defaults page and verify or change the accounting default for DeptID to 41000.
3. Return to the Expense Report Entry page and enter three expense transaction lines:
  - a. Air travel
  - b. Hotel
  - c. Meals
4. Verify on the Expense Report - Accounting Detail page that PeopleSoft Expenses created three accounting lines using DeptID 41000.
5. Access the Expense Report - Accounting Detail page and change the Hotel transaction line accounting detail DeptID from 41000 to 42000.
6. Access the Expense Report - Accounting Defaults page and change the DeptID from 41000 to 43000.
7. Return to the Expense Report Entry page and enter a fourth expense transaction line for Automobile Rental.
8. Verify on the Expense Report - Accounting Detail page that the DeptID for air travel, meals, and car rental is 43000; the DeptID for hotel is 42000.



## Chapter 7

# Defining Accounting Data for PeopleSoft Expenses

This chapter provides an overview of accounting-related data setup and discusses how to:

- Set up cash advance sources.
- Set up earnings codes.
- Set up expense billing codes.
- Set up expense types.
- Set up expense type groups.
- Set up local tax tables.
- Set up reimbursement action codes.
- Set up period end accrual options.

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## Understanding Accounting-Related Data Setup

PeopleSoft applications rely on tables to store business transactions and the structure and processing rules that drive your system. This chapter discusses how to define the components that make up some of the core of the PeopleSoft Expenses system. Each part that you develop becomes integral to the process by which the system collects expense information, imports data from outside sources, processes expense transactions, and provides data to the payables and general ledger systems.

### **See Also**

[Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," page 93](#)

[Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," page 105](#)

[Chapter 12, "Mapping Expense Data," page 175](#)

[Chapter 11, "Defining PeopleSoft Expenses Processing Roles and Exceptions," page 169](#)

## Setting Up Cash Advance Sources

To set up cash advance sources, use the Cash Advance Source (EX\_ADVANCE\_SOURCE) component.

This section provides an overview of cash advance source setup and discusses how to:

- Define a cash advance source.
- Define cash advance recipients.

## Understanding Cash Advance Source Setup

To set up cash advances, you need to define where cash advance funds originate and whether a particular funding source requires your system to create and generate payments. You also need to define whether the recipient of the cash advance is an expenses user or a vendor. If you select the Vendor radio button, you must enter identification information for the vendor.

## Pages Used to Set Up Cash Advance Sources

| <i>Page Name</i>                   | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|------------------------------------|------------------------|--|--|
| Cash Advance Source                | EX_ADV_SOURCE          | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Cash Advance Source</li> <li>• Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Cash Advance Source</li> </ul> | Create and define a cash advance source and its associated ChartFields.      |
| Cash Advance Reimbursement Receipt | EX_ADV_REIMBURSE       | Click the Reimbursement link on the Cash Advance Source page.  | Define the recipient for the funds from this particular cash advance source. |

## Defining a Cash Advance Source

Access the Cash Advance Source page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Cash Advance Source).

Cash Advance Source

SetID: SHARE Advance Source: CHK

\*Effective Date:01/01/1900

\*Status:Active

Adjustment Advance

Credit Card Default

Gross Up Indicator

Generate Payment

\*Description:System Check

Short Description:Check

Account:

Alternate Account:

Accounting Distribution

GL ChartFields 1

| Oper Unit | Fund | Dept | Program | Class | Bud Ref | Product | Project | Affiliate | Fund Affil | Oper |
|-----------|------|------|---------|-------|---------|---------|---------|-----------|------------|------|
|           |      |      |         |       |         |         |         |           |            |      |

Cash Advance Source page

- Advance Source

Displays the identifier for a cash advance source.
- Adjustment Advance

Select to make this cash advance source a preset value on expense documents, to be used when you are creating adjustment cash advances and post payment audit cash advances.

Note.

If you select the Adjustment Advance check box, you cannot select the Generate Payment check box. If you do, the system displays an error message.
- Credit Card Default

Select if this cash advance source is created from a credit card feed.
- Gross Up Indicator

Select if this source includes estimated income tax so that the recipient receives an after-tax amount.
- Generate Payment

Select if granting a cash advance from this source requires a payment from your organization. Such sources might be system checks or electronic fund transfers, which cause your payables or payroll system to disburse funds to an employee. A cash advance source that generates a payment results in debiting the employee advance account that you specify in your accounting entry template. It also credits the cash account that you indicate in an external account when you define banks.

When you select this check box, PeopleSoft Expenses deactivates the ChartFields that are on the page.

When you deselect this check box, a cash advance from this source debits the employee advance account that you specify in your accounting entry template, which credits the ChartFields that you select to offset the employee advance debit.

Defining Cash Advance Recipients

Access the Cash Advance Reimbursement Recipient page (click the Reimbursement link on the Cash Advance Source page).

|                 |   |
|-----------------|---|
| <b>Employee</b> | Select to generate payments to an employee.   |
| <b>Vendor</b>   | Select to generate payments to a vendor. Selecting this option requires you to enter vendor data. |

## Setting Up Earnings Codes

To set up your earnings codes tables, use the Earnings Code (EX\_EARNINGS\_TBL) component.

This section provides an overview of earnings codes setup and lists the page used to set up and define earnings codes.

### Understanding Earnings Codes Setup

You can use an earnings code to identify expense reimbursement amounts to the payroll system so that you do not process expense payments as payroll items. If you use one of the PeopleSoft payroll applications, you receive earnings codes from your payroll system. If you do not use a PeopleSoft payroll application, use this page to create earnings codes for your payroll system. Because earnings codes are effective-dated, you can create more than one to use at predetermined times.

**Note.** Do not update earnings codes in your expense system if you use a PeopleSoft payroll application. The system overrides these codes when the payroll system uses application messages (EARNINGS\_FULLSYNC and EARNINGS\_SYNC) to publish any earnings codes to PeopleSoft Expenses.

### Page Used to Set Up Earnings Codes

| Page Name     | Definition Name | Navigation  | Usage  |
|---------------|-----------------|---|--|
| Earnings Code | EX_EARNINGS_TBL | <ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Earnings Code</li><li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Earnings Code</li></ul> | Set up earnings codes to use for payroll reimbursements. |

## Setting Up Expense Billing Codes

To set up expense billing codes, use the Expense Billing Code (EX\_BILL\_CD\_TBL.GBL) component.

This section discusses how to define expense billing codes.

## Page Used to Set Up Expense Billing Codes

| <i>Page Name</i>     | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|----------------------|------------------------|--|--|
| Expense Billing Code | EX_BILL_CD_TBL         | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Billing Code</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Billing Code</li> </ul> | Create billing codes to identify expense items that are billable and charged to PeopleSoft Project Costing ChartFields. These items are then passed to PeopleSoft Project Costing and PeopleSoft Billing for processing. |

## Defining Expense Billing Codes

Access the Expense Billing Code page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Billing Code).

|                       |  |
|-----------------------|--|
| <b>Default</b>        | Select to make this billing code a preset value on expense documents.  |
| <b>Billing Action</b> | Options are:<br><i>Billable</i> : Select to identify an expense that is chargeable to a client.<br><i>Internal</i> : Select to charge an expense item to accounts that are within the organization.<br><i>Nonbillable</i> : Select to identify a project-related expense that is not billable to anyone. |

PeopleSoft Expenses delivers the values of *Billable*, *Internal*, and *Nonbillable*; however, you can add rows to designate more billing codes. Billing codes are effective-dated, so you can create more than one set of definitions that are to be used at predetermined times.

---

## Setting Up Expense Types

To set up expense types, use the Expense Type (EX\_EXPENSE\_TYPE.GBL) component. Use the EX\_TYPES\_SETUP component interface to load data into the table for this component.

This section provides an overview of expense types setup and discusses how to:

- Define expense type usage and requirements.
- Define accounting distribution defaults.

- Define per diem and merchant parameters.

## Understanding Expense Types Setup

Expense types enables you identify and classify valid business expenses that employees incur. When you process an expense report, the billing code determines the group to which it belongs and the set of accounts to charge.

If you use PeopleSoft Billing, an expense item must be billable and charged to PeopleSoft Project Costing ChartFields for both applications to process it. PeopleSoft Project Costing expense items with this billing action are the only ones that PeopleSoft Project Costing selects on the billing worksheet and sends to PeopleSoft Billing for subsequent invoicing.

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**Note.** To make an expense type part of an expense type group, define the group before you define the location.

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### See Also

[Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Expense Type Groups, page 87](#)

## Pages Used to Set Up Expense Types

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>                                       |
|------------------|------------------------|--|--|
| Expense Types 1  | EX_EXPENSE_TYPES1      | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1</li> <li>• Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type, Expense Types 1</li> </ul> | Define usage and requirements for an expense type. |



| <b>Page Name</b> | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|------------------|------------------------|---|---|
| Expense Types 2  | EX_EXPENSE_TYPES2      | <p>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1</p> <p>Select the Expense Types 2 tab on the Expense Types 1 page.</p>                    | <p>Define accounting distribution defaults for the expense type's billing codes.</p> <p>You can also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage or unallowable amount can be booked to a different account.</p> |
| Expense Types 3  | EX_EXPENSE_TYPES3      | <p>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1</p> <p>Select the Expense Types 3 tab of the Expense Types 1 or Expense Types 2 page.</p> | <p>Define parameters for per diems, preferred merchants, or both.</p>   |

## Defining Expense Type Usage and Requirements

Access the Expense Types 1 page (Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1).

Expense Types 1Expense Types 2Expense Types 3

Expense Types 1

SetID: SHAREExpense Type: DINNER

Find | View All | First | 1 of 1 | Last

\*Effective Date:01/01/1900

\*Status:Active

\*Description:Dinner

Short Description:Dinner

Physical Nature:Services

BenchMark Threshold %:0.0000

VAT Default

Required Fields

☒ Description

☐ Merchant

☒ Location

☐ Preferred Merchant

☐ Originating Location

☐ Number of Passengers

☐ Transportation Type

Expense Type Edit

☐ None

☐ Airfare

☐ Hotel

☒ Attendees

☐ Automobile

☐ Rental

☐ Per Diem

☐ Per Diem Lodging

Tax Related Indicators

☐ Items with Tax Implications

☐ Gross Up Indicator

Rate Retrieval Table

☒ Location Amount Table

☐ Per Diem Table

Expense Types 1 page

- Physical Nature

Select *Goods* or *Services* to determine the value-added tax (VAT) treatment.
- BenchMark Threshold %  
(benchmark threshold percentage)

Enter a percentage if you use benchmark data. This figure represents the percentage that can exceed the benchmark amount when employees select this expense type on an expense report.
- VAT Default(value-added tax default)

Click to access the VAT Defaults Setup page.

This page is a common page that you use to set up the VAT defaults for all PeopleSoft applications processing VAT transactions. On this page, you can define expense type defaults as applicable.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

Required Fields

Select options to designate mandatory fields for employees to complete on expense reports when they select this expense type.

- Description

Select to require employees to enter a description of the expense type.
- Preferred Merchant

Select to require employees to use preferred merchants that are associated with the expense type. If an employee does not select a preferred merchant, the system asks for a reason. If you select to require employees to use preferred merchants, then you must also set up one or more preferred merchants on the Expense Types 3 page.

|                             |   |
|-----------------------------|---|
| <b>Transportation Type</b>  | Select to indicate that an expense type requires a transportation type for tracking reimbursable mileage. The Transportation Type field appears when the user selects this expense type, and the system requires a value. |
| <b>Merchant</b>             | Select to require employees to enter a merchant or vendor for an expense type. This does not need to be a preferred merchant.   |
| <b>Originating Location</b> | Select to require employees to enter their starting points for an expense type, such as airfare.  |
| <b>Location</b>             | Select to require employees to enter where charges for the expense type occurred. This field is important when users calculate per diem reimbursements.   |
| <b>Number of Passengers</b> | Select to indicate that the number of passengers is required for this expense type. This field is informational only.   |

### ***Tax Related Indicators***

Tax-related indicators flag an expense type that is taxable for the reimbursed employee.

|                                    |  |
|------------------------------------|--|
| <b>Items with Tax Implications</b> | Select if the expense type, such as an airline ticket that is associated with moving an employee's family, is subject to income tax.   |
| <b>Gross Up Indicator</b>          | Select if estimated taxes are added to the expense type to reimburse an employee for a committed amount. For example, if 1,000 USD is promised as a lump-sum payment for moving costs and the employee's income tax rate is about 28 percent, gross up the payment to 1,280 USD. |

### ***Expense Type Edit***

You can make further specifications when you're using a particular expense type in an expense report.

|                  |   |
|------------------|---|
| <b>None</b>      | Select if no editing is required.   |
| <b>Attendees</b> | Select to require employees to provide names and organizations for individuals attending a function that is a business expense. |

---

**Warning!** When you select this radio button, the system automatically populates the Attendee page with the employee data of the employee who creates the expense report, but no further attendee data is required by the system before the employee submits the expense. Any additional attendees must be entered manually by the employees to meet the requirements of their organizations. No additional edit check is available in PeopleSoft Expenses to verify the additional attendee data entered.

---

|                                    |  |
|------------------------------------|--|
| <b>Per Diem</b>                    | Select to prompt for input of times that include the start and end of the business day. This option activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a vendor or lodging establishment, provides. The expense system can then deduct the appropriate amount from the per diem for that day. |
| <b>Airfare</b>                     | Select to require an airline ticket number.  |
| <b>Automobile</b>                  | Select to require the distance to calculate reimbursement when an employee uses a personal automobile for business purposes. You must also define a distance rate for this expense type.   |
| <b>Per Diem Lodging</b>            | Select to indicate lodging where an employee stays with a family or a friend while on a business trip.   |
| <b>Hotel</b>                       | Select to require the number of nights that are spent in a hotel.  |
| <b>Rental</b>                      | Reserved for future functionality.   |
| <b><i>Rate Retrieval Table</i></b> |  |
| <b>Location Amount Table</b>       | Select to use location amounts that are determined either by the company or data sources such as Runzheimer or CONUS.  |
| <b>Per Diem Table</b>              | Select to use government-specified amounts that are related to location per diems. This table enables you to set up hourly or daily ranges so that you can prorate amounts.  |

## Defining Accounting Distribution Defaults

Access the Expense Types 2 page (Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1. Then select the Expense Types 2 tab on the Expense Types 1 page).

Expense Types 1Expense Types 2Expense Types 3

Expense Types 2

SetID: SHAREExpense Type: DINNERDinner

Find | View All | First 1 of 1 Last

Effective Date: 01/01/1900Status: Active

Expense Type Group: Meals

General Ledger ChartField Setup

Customize | Find | View All | First 1-3 of 3 Last

GL ChartFields 1GL ChartFields 2

| Fetch | Billing Type | Dflt Group                          | Account | Alt Acct | Oper Unit | Fund | Dept |
|-------|--------------|-------------------------------------|---------|----------|-----------|------|------|
| Fetch | Billable     | <input checked="" type="checkbox"/> |         |          |           |      |      |
| Fetch | Internal     | <input checked="" type="checkbox"/> |         |          |           |      |      |
| Fetch | Nonbillabl   | <input checked="" type="checkbox"/> |         |          |           |      |      |

Expense Types 2 page

Expense Type Group

Select a group to associate with this expense type.

GL ChartFields 1 Tab

Fetch

Select to populate the ChartFields with the same defaults that you define for the selected expense type group. This is available only if Dflt Group is not selected.

Overage

Select if you want amounts exceeding an expense amount ceiling to be booked to a different set of ChartFields.

Note.

This option appears when the Allow Overage Accounting check box is selected on the Installation Options - Expenses page.

See PeopleSoft Application Fundamentals 9.1 PeopleBook, "Setting Installation Options for PeopleSoft Applications,"

Defining Expenses Installation Options.

Billing Type

Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers values of *Billable*, *Internal*, and *Nonbillable*.

Dflt Group (default group)

Select to use the group defaults for this expense type's billing codes.

Select the appropriate ChartField as the accounting distribution default when this expense type is associated with the billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

**Note.** If any ChartField (other than *Account*) is associated with this expense type and the expense type is used on an expense report, the expense type accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only *Account* and, if applicable, *Alternate Account*.

Defining Per Diem and Merchant Parameters

Access the Expense Types 3 page (Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type, Expense Types 1. Then select the Expense Types 3 tab on the Expense Types 1 or Expense Types 2 page).

Expense Types 1Expense Types 2Expense Types 3

Expense Types 3

SetID: SHAREExpense Type: DINNERDinner

FindView AllFirst1 of 1Last

Effective Date:01/01/1900Status:Active

Expense Type Group:Meals

Per Diem DeductionsCustomizeFindFirst1 of 1Last

| *Expense Type | Description | Deduction Percentage |
|---------------|-------------|----------------------|
| 1             |             | 0.00                 |

Preferred MerchantCustomizeFindFirst1 of 1Last

| *Preferred Merchant |
|---------------------|
| 1                   |

Expense Types 3 page

- Expense Type

Select the expense types to use to define a per diem expense type.
- Deduction Percentage

Select the percentage to deduct for each expense type that you establish. When the employee selects this per diem expense type, he or she can select some or all of the expense types that are associated with the per diem. In the example that appears in the sample page, if an employee selects breakfast and lunch, PeopleSoft Expenses deducts 35 percent of the reimbursable total (15 percent for breakfast and 20 percent for lunch) from the per diem amount. 100 EUR is the total amount for an employee's per diem. If the employee selects the deduction for breakfast (15%), then PeopleSoft Expenses reduces the employee's 100 EUR per diem by 15% or 15 EUR. The employee only receives 85 EUR because that amount is outside of the per diem allowance.
- Preferred Merchant

If applicable, select for this expense type. You can add more rows to create a list of merchants that you require employees to use. If the expense type appears in an expense report and the employee did not use a preferred merchant, the line item requires an explanation and could be flagged for auditing.

---

## Setting Up Expense Type Groups

To set up expense type groups, use the Expense Type Group (EX\_EXP\_TYPE\_GRP.GBL) component.

This section discusses how to define expense type groups.

### Page Used to Set Up Expense Type Groups

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|--------------------|------------------------|---|--|
| Expense Type Group | EX_TYPE_GRP            | <ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Group</li><li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type Group</li></ul> | Create a group to collect and classify expense types for reporting and tracking. |

### Defining Expense Type Groups

Access the Expense Type Group page (Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Group).

Expense Type Group

SetID: SHARE Expense Type Group: MEALS

Expense Type Group

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900

\*Status: Active

\*Description: Meals

Short Description: Meals

Details

Customize | Find | View All | First 1-3 of 6 Last

GL ChartFields 1

GL ChartFields 2

|   | *Billing Type | *Account | Alternate Account | Oper Unit | Fund | Department |   |   |
|---|---------------|----------|-------------------|-----------|------|------------|---|---|
| 1 | Billable      | 120055   |                   |           |      |            | + | - |
| 2 | Billable      | 120600   |                   |           |      |            | + | - |
| 3 | Internal      | 650055   |                   |           |      |            | + | - |

Expense Type Group page

Overage

Select if you want amounts exceeding a per diem amount to be booked to a different set of ChartFields.

**Note.** To select the Overage check box, you must first select Allow Overage Accounting on the Installation Options - Expenses page.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

Billing Code

Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers the billing type values of *Billable*, *Internal*, and *Nonbillable*.

In the remaining columns, select the accounting distribution defaults when a member of this expense type group is associated with the selected billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

**Note.** If any ChartField (other than account) is associated with this expense type group and an expense type group is used on an expense report, the expense type group accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only account and, if applicable, alternate account.

## Setting Up Local Tax Tables

To set up location tax tables, use the Local Tax Table (LOCAL\_TAX\_TBL.GBL) component. Use the EX\_LOCAL\_TAX\_SETUP component interface to load data into the table for this component.

This section provides an overview of local tax table setup and discusses how to define local tax tables.



## Understanding Local Tax Table Setup

Defining local tax tables enables employees to enter time reports that indicate different tax localities than are normally used. Time reports are sent to PeopleSoft Time and Labor, which passes them on to a PeopleSoft payroll system. The payroll system then uses the local tax table from the time report to calculate applicable taxes.

### Page Used to Set Up Local Tax Tables

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|------------------|------------------------|--|---|
| Local Tax Table  | LOCAL_TAX_TBL          | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Local Tax Table</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Local Tax Table</li> </ul> | Define local tax tables for states and localities in the United States and its territories. |

## Defining Local Tax Tables

Access the Local Tax Table page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Local Tax Table).

The local tax table is effective-dated, so you can create more than one definition to use at predetermined times.

---

## Setting Up Reimbursement Action Codes

To set up reimbursement action codes, use the Reimbursement Action Code (EX\_REIMB\_ACTIONS.GBL) component.

This section provides an overview of reimbursement action codes setup and lists the page used to set up reimbursement action codes.

## Understanding Reimbursement Action Codes Setup

If an expense report line item is denied in the approval or auditing process, you must select one of the defined action codes to explain the reason.

## Page Used to Set Up Reimbursement Action Codes

| <i>Page Name</i>          | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|---------------------------|------------------------|---|---|
| Reimbursement Action Code | EX_REIMB_ACTIONS       | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Reimbursement Action Code</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Reimbursement Action Code</li> </ul> | Set up codes to communicate your organization's policies regarding the reason that an expense item is denied. |

## Setting Up Period End Accrual Options

This section provides an overview of period end accrual options and discusses how to set up period end accrual options.

### Understanding Period End Accrual Options

When creating period end accruals for PeopleSoft Expenses, the system uses accrual options to identify the transactions that are to be selected during the Period End Accrual (PE\_ACCRUAL) process. The transactions are identified by the transaction status, which is determined on the Period End Accrual Options page.

## Page Used to Set Up Period End Accrual Options

| <i>Page Name</i>                      | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|---------------------------------------|------------------------|--|---|
| Period End Accrual Options - Document | PE_ACCRL_OPTIONS       | Setup Financials/Supply Chain, Product Related, Expenses, Management, Period End Accrual Options | Set up period end accrual options for the Period End Accrual process. |

## Setting Up Period End Accrual Options for the Period End Accrual Process

Access the Period End Accrual Options - Document page (Setup Financials/Supply Chain, Product Related, Expenses, Management, Period End Accrual Options).

Document | Excluded Accounts

SetID: SHARE      Product: Expenses

Document Type: Expense Report

Effective Date: 08/25/2009      \*Status: Active

| *Field Name         | *Field Value         |
|---------------------|----------------------|
| 1 BUDGET_HDR_STATUS | V Valid Budget Check |
| 2 SHEET_STATUS      | PND Pending          |

### Period End Accrual Options - Document page

Use this page to set up the transactions that are selected for the Period End Accrual process.

**Note.** This component is shared with PeopleSoft Payables. If you use the Expenses navigation path, *Expense Report* is selected as the document type.

## Document

### Field Name

Select the type of status that can be included in the Period End Accrual process. Options include:

- *Budget Checking Header Status:* Select to indicate that expense transactions are to be pulled based on the budget checking status of an expense report.
- *Sheet Status:* Select to indicate that expense transactions are to be pulled based on the status of the expense sheet.

### Field Value

Select the status of the transaction that qualifies the document to be included in the Period End Accrual process.

For example, if you select *Sheet Status* in the Field Name field, options include all statuses that are available for an expense report.

If you select *Budget Checking Header Status* in the Field Name field, options include *E* (Error in Budget Check), *N* (Not Budget Checked), *P* (Provisionally Valid), and *V* (Valid Budget Check).



## Chapter 8

# Defining Location and Rates for PeopleSoft Expenses

This chapter provides an overview of locations and rates and discusses how to:

- Set up distance rates.
- Set up expense locations and amounts.
- Set up per diems.
- Set up transportation types.

---

## Understanding Locations and Rates

When employees use their own cars for business purposes, they are typically reimbursed based on how far they must drive. PeopleSoft Expenses allows you to set up and define distance rates based on kilometers or miles, and you can apply a standard rate or a varied rate with which to calculate reimbursements to employees. Define distance rates for various base countries, with each combination tied to an expense type.

With PeopleSoft Expenses, you can create an expense location to use for expense reports, create classifications for groups of travel destinations, and establish spending limits for business travel. You can also define per diem ranges and establish amounts to reimburse employees within a per diem range. PeopleSoft Expenses uses expense locations for value-added tax (VAT) processing on expense reports to determine the consumption country and consumption state.

To determine the need for exception comments for expense report expense items that exceed authorized spending amounts, PeopleSoft Expenses looks first for a limit in the Location Amount or Per Diem Amount table based on the transaction currency. If PeopleSoft Expenses finds a limit, it compares the amount with the transaction amount that is entered on the expense report and determines if an exception comment is required.

If PeopleSoft Expenses does not find a limit for the location based on the transaction currency, it next looks for a limit based on the employee's base currency. If PeopleSoft Expenses finds a limit based on the employee's base currency, it compares the amount with the calculated base amount that is on the expense report and determines if an exception comment is required.

---

## Setting Up Distance Rates

To set up distance rates, use the Distance Rate (EX\_AUTO\_RT\_TBL.GBL) component. Use the EX\_AUTO\_RATE\_SETUP component interface to load data into the table for this component.

This section discusses how to define distance rates.

Before you can establish a distance rate, you must:

- Create an expense type (such as *Mileage*) to which the distance rate is applied.
- Select an expense type edit of *Automobile* for the expense type.

## Page Used to Set Up Distance Rates

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|------------------|------------------------|--|--|
| Distance Rate    | EX_AUTO_RT_TBL         | <ul style="list-style-type: none"><li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Distance Rate</li><li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Distance Rate</li></ul> | Define distance rates for various base countries, with each combination tied to an expense type. |

## Defining Distance Rates

Access the Distance Rate page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Distance Rate).

| Distance Rate                     |  |               |                  |                |                        |     |
|-----------------------------------|--|---------------|------------------|----------------|------------------------|-----|
| SetID:                            | SHARE  |               |                  |                |                        |     |
| Expense Type:                     | MILEAGE Mileage  |               |                  |                |                        |     |
| Country:                          | FRA  |               |                  |                |                        |     |
| Find   View All First 1 of 1 Last |  |               |                  |                |                        |     |
| *Effective Date:                  | 01/01/1900   | Status:       | Active           |                |                        |     |
| Distance Type:                    | <input checked="" type="radio"/> Kilometers <input type="radio"/> Miles  |               |                  |                |                        |     |
| Distance Rate Type:               | <input type="radio"/> Standard Rate <input checked="" type="radio"/> Varied Rate <input type="checkbox"/> Split Rate |               |                  |                |                        |     |
| Standard Distance Rate:           |  | *Currency:    | FRF              |                |                        |     |
| Varied Distance Rates             |  |               |                  |                |                        |     |
| *Transportation Type              | Description  | From Distance | Through Distance | *Distance Rate | Rate Adjustment Factor |     |
| TYP0                              | HP=<5  | 0             | 5000             | 2.9250         |                        | + - |
| TYP0                              | HP=<5  | 5001          | 20000            | 1.6010         | 5856.1700              | + - |
| TYP0                              | HP=<5  | 20001         | 99999            | 1.9320         |                        | + - |
| TYP1                              | 6&7 HP   | 0             | 5000             | 3.1880         |                        | + - |
| TYP1                              | 6&7 HP   | 5001          | 20000            | 1.7770         | 7056.4100              | + - |
| TYP1                              | 6&7 HP   | 20001         | 99999            | 2.1300         |                        | + - |

Distance Rate page

**Distance Type**

Select either *Kilometers* or *Miles*.

**Distance Rate Type**

Select *Standard Rate* when mileage reimbursement is not dependent on miles or kilometers traveled. If selected, PeopleSoft Expenses uses the Standard Distance Rate field to determine reimbursement.

Select *Varied Rate* to have PeopleSoft Expenses determine reimbursement based on the distance traveled by the employee for a particular transportation type.

**Split Rate**

Select *Split Rate* to have PeopleSoft Expenses calculate reimbursement based on the distance that falls in each row in the Varied Distance Rates grid when the distance that is traveled spans multiple distance rate rows. In other words, PeopleSoft Expenses can take one distance traveled amount and apply two different rates to calculate a reimbursement amount.

If *Split Rate* is not selected, and the accumulated distance spans multiple distance rate rows, PeopleSoft Expenses uses the rate that is in the highest distance rate row in the Varied Distance Rate grid to calculate the entire reimbursable amount.

For example: Kilometers 0 through 5,000 has a distance rate of 2.925 EUR; kilometers 5,001 through 20,000 has a distance rate of 1.601 EUR. The accumulated miles are 4,925, and you travel 100 kilometers. If *Split Rate* is selected, PeopleSoft Expenses calculates 75 kilometers at 2.925 EUR and 25 kilometers at 1.601 EUR. If *Split Rate* is not selected, PeopleSoft Expenses calculates 100 kilometers at 1.601 EUR.

---

**Note.** The Split Rate check box is only available if you select *Varied Rate* for the distance rate type.

---

|   |   |
|---|---|
| <b>Standard Distance Rate</b>             | If the Distance Rate Type is <i>Standard Rate</i> , indicate the monetary amount to reimburse per unit that is driven.  |
| <b>Currency</b>                           | Enter a currency to use for the distance rate. If the employee's base currency is different from the currency that is on the Distance Rate page, Expenses converts the amount to the employee's base currency.  |
| <b><i>Varied Distance Rates</i></b>       |   |
| <b>Transportation Type</b>                | Designate modes of transportation that employees use. For instance, in many countries, mileage is reimbursed based on the horsepower of the car that is driven, so the transportation types would be 3HP, 4HP, and so on.   |
| <b>From Distance and Through Distance</b> | Enter the beginning or end of a range in which an employee is reimbursed a particular distance rate. The range is for cumulative mileage that is driven by an employee in a calendar year.  |
| <b>Distance Rate</b>                      | Enter the rate at which to reimburse an employee within the specified range.  |
| <b>Rate Adjustment Factor</b>             | <p>Enter a rate to create a sliding scale for auto mileage reimbursement. This factor is used in the formula to determine the mileage rate reimbursement, which is based on distance rate and distance that is accumulated (in miles or kilometers) that an employee travels in a calendar year.</p> <p>The rate adjustment factor is used in countries such as France and Belgium. The rate that results is determined by this formula:</p> $\text{Adjusted Distance Rate} = ((\text{Distance Rate} * \text{Total Distance}) + \text{Rate Adjustment Factor}) / \text{Total Distance}$ |

---

## Setting Up Expense Locations and Amounts

To set up expense locations and amounts, use the following components:

- Expense Location (EX\_LOCATION.GBL)
- Expense Location Group (EX\_LOCATION\_GRP.GBL)
- Expense Location Amount (EX\_LOC\_AMOUNT.GBL)

Use the EX\_LOCATION\_SETUP component interface to load data into the expense location table and the EX\_LOC\_AMT\_SETUP component interface to load data into the expense location amount table.

This section provides an overview of expense locations and amounts and discusses how to:

- Define expense locations.
- Define spending limits for expense locations.



## Understanding Expense Locations and Amounts

Different travel destinations have different costs; for example, you might expect employees to pay more for a hotel in Japan than in Mexico. To ensure that submitted expenses accurately reflect regions' prevailing prices, when you define an expense type, you can require employees to enter transaction locations. This feature also lets you track how much your organization spends in particular cities, as well as groups of cities, and extract information about groups (such as Europe).

Defining expense location amounts also enables you to establish authorized spending limits for a particular expense type in various currencies. PeopleSoft Expenses can then compare how much an employee spends at a destination (after appropriate exchange rates are applied) to the amount that your organization establishes as acceptable.

Locations and location groups are effective-dated, so you can create more than one definition to be used at predetermined times.

---

**Note.** To make an expense location part of an expense location group, define the group before you define the location. Before you create location amounts, you must create expense types and locations.

---

### See Also

[Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Expense Types, page 79](#)

## Pages Used to Set Up Expense Locations and Amounts

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|------------------------|------------------------|---|---|
| Expense Location Group | EX_LOCATION_GRP        | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Group</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Group</li> </ul> | Create a common classification (such as Europe) for a group of travel destinations. |

| <b>Page Name</b>        | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|-------------------------|------------------------|---|---|
| Expense Location        | EX_LOCATION            | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location</li> </ul>               | Create an expense location that is to be used on an expense report.     |
| Expense Location Amount | EX_LOC_AMOUNT          | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Amount</li> </ul> | Establish spending limits for business travel in a particular location. |

## Defining Expense Locations

Access the Expense Location page (Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location).

Expense Location

SetID: SHARE    Expense Location: BONN

Expense Location

Find | View All   First 1 of 1 Last

\*Effective Date:

01/01/1900

\*Status:

Active

\*Description:

Bonn, Germany

Short Description:

Bonn

Location Group:

GER

Germany

\*Country:

DEU

Germany

State:

Expense Location page

**Location Group**

Link the expense location to a predefined expense location group.

**Note.** Although you are not required to set up State, PeopleSoft Expenses looks at the field to autopopulate the state for VAT processing during expense report entry.

Defining Spending Limits for Expense Locations

Access the Expense Location Amount page (Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount).

Expense Location Amount

SetID: SHARE    Expense Type: DINNER    Dinner    Currency: DEM

Expense Location Amount

Find | View All   First 1 of 1 Last

\*Effective Date:

01/01/1900

\*Status:

Inactive

Details

Customize | Find | View All   First 1 of 1 Last

Active Amounts

Benchmark Amounts

Other

| *Location |                  | *Start of Season | *End of Season | *Season | Data Source | Active Average Amount |     | Active High Amount |     | Active Low Amount |     |
|-----------|------------------|------------------|----------------|---------|-------------|-----------------------|-----|--------------------|-----|-------------------|-----|
| BERL      | Berlin - Germany | 01/01            | 12/31          | Non     | User Input  | 40.65                 | DEM | 41.69              | DEM | 39.70             | DEM |

Expense Location Amount page

**Note.** Multiple views of this page are available by clicking the tabs that are in the scroll area. Fields that are common to all views are documented first.

All tabs display the following information:

**Location**

Geographical site (such as a city, state, or office).

|                        |   |
|------------------------|---|
| <b>Start of Season</b> | Beginning date that is used for locations where rates vary (perhaps due to tourism).  |
| <b>End of Season</b>   | Ending date that is used for locations where rates vary (perhaps due to tourism).   |
| <b>Season</b>          | Select whether this location amount is <i>In</i> season, <i>Out</i> of season, <i>MidSeas</i> (mid-season), or <i>None</i> .          |
| <b>Data Source</b>     | Origin of expense location amounts. This value can be entered manually or loaded from an external source such as Runzheimer or CONUS. |

### **Active Amounts Tab**

|   |  |
|---|--|
| <b>Active Average Amount</b>                    | Displays the current mean value for the location amount that is used for online comparison to the amount that is on an expense line. |
| <b>Active High Amount and Active Low Amount</b> | Displays the current maximum and minimum for the location amount.  |

### **Benchmark Amounts Tab**

If you loaded benchmark data into your expense tables, the following appears:

|                                 |   |
|---------------------------------|---|
| <b>Benchmark Average Amount</b> | Displays the mean value of the location amount benchmark. The grid on the right displays the amount's currency. |
| <b>Benchmark High Amount</b>    | Displays the maximum value of the location amount benchmark.  |
| <b>Benchmark Low Amount</b>     | Displays the minimum value of the location amount benchmark.  |

### **Other Tab**

This tab tracks the following update information for audit purposes:

|                              |   |
|------------------------------|---|
| <b>Last Update User ID</b>   | Displays the user ID that is used to make the most recent modification to this row. |
| <b>Last Update Date/Time</b> | Displays the date and time of the most recent modification to this row.             |

Add rows to designate more expense location amounts.

---

## **Setting Up Per Diems**

To set up per diem ranges and amounts, use the following components:

- Per Diem Amount (EX\_PER\_DIEM\_AMT.GBL)
- Per Diem Range (EX\_PER\_DIEM\_RANGE.GBL)

This section provides an overview of per diem setup and discusses how to:

- Define per diem ranges.
- Define per diem amounts.

## Understanding Per Diem Setup

The Per Diem Amount table is keyed by country, so the employee's country, which is based on the base business unit that is set up in the employee profile, determines the per diem rates that are fetched from the table. The ranges that you establish by country on the Per Diem Range page determine how per diem amounts are defined (i.e. the column headings in the Per Diem Amount page are based on the specified ranges).

### See Also

Chapter 25, "Using Per Diems in PeopleSoft Expenses," page 605

## Pages Used to Set Up Per Diems

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|------------------|------------------------|---|---|
| Per Diem Range   | EX_PER_DIEM_RANGE      | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Range</li> <li>• Click the Per Diem Range Setup link on the Per Diem Amount page.</li> </ul> | Allows companies to set up hourly or daily ranges to define per diem reimbursement percentages. |

| Page Name       | Definition Name | Navigation  | Usage   |
|-----------------|-----------------|---|---|
| Per Diem Amount | EX_PER_DIEM_AMT | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Amount</li> <li>Click the Per Diem Amount Setup link on the Per Diem Range page.</li> </ul> | Sets the amount that an employee is reimbursed within a per diem range. |

## Defining Per Diem Ranges

Access the Per Diem Range page (Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range).

**Per Diem Range**

SetID: SHARE Range ID: DAYS

Per Diem Range Find First 1 of 1 Last

\*Effective Date: 01/01/1900 BY \*Status: Active + -

Description: Per diem range Days

Range Type: Daily

**Range Details** Customize Find 1-2 of 2 Last

| Country |             | From Value | To Value | From Value | To Value | From Value | To Value | From Value | To Value |   |   |
|---------|-------------|------------|----------|------------|----------|------------|----------|------------|----------|---|---|
| CHE     | Switzerland | 0          | 5        | 6          | 12       | 13         | 999      | 0          | 0        | + | - |
| FRA     | France      | 0          | 2        | 3          | 10       | 11         | 20       | 21         | 999      | + | - |

Per Diem Range page

### Range Type

Select *Daily* or *Hourly*. Daily allows you to increase reimbursement if an employee is on a longer-than-normal business trip. Hourly allows you to incrementally reimburse per diem amounts based on a 24-hour period.

### Country

Select a country to set up with a per diem range.

### From Value and To Value

Enter the start and end of the range in hours or days. You can enter up to four ranges. The system displays these ranges on the Per Diem Amount page.

Defining Per Diem Amounts

Access the Per Diem Amount page (Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount).

Per Diem Amount

SetID: SHARE      Expense Type: PERDIEM    Per Diem Germany

Country: FRA      Currency Code: EUR

Per Diem Details

Find | View All    First 1 of 1    Last

\*Effective Date: 01/01/1900    \*Status: Active

Range ID: DAYS    Per diem range Days    Copy Govt to Active Rates

Amounts

Customize | Find |    First 1-2 of 2    Last

Government Amounts    Active Amounts    Lodging Amount

| *Location |                | Government 0 To 2 Days |     | Government 3 To 10 Days |     | Government 11 To 20 Days |     | Government 21 To 999 Days |     |  |  |
|-----------|----------------|------------------------|-----|-------------------------|-----|--------------------------|-----|---------------------------|-----|--|--|
| LYON      | Lyon, France   | 55.00                  | EUR | 65.00                   | EUR | 75.00                    | EUR | 85.00                     | EUR |  |  |
| PARIS     | Paris - France | 0.00                   | EUR | 0.00                    | EUR | 0.00                     | EUR | 0.00                      | EUR |  |  |

Per Diem Range Setup

Per Diem Amount page

- Range ID

You establish the range IDs on the Per Diem Range page. This controls the column headings on this page. The range is in days or hours, depending on what you set up on the Per Diem Range page.
- Copy Govt to Active Rates  
(copy government to active rates)

Click to populate the active amounts with the government rates.  
  
Government rates are published on a website or are mailed to customers; however, they are not downloadable to PeopleSoft Expenses at this time. If you manually input the government rates in the Government Amounts tab, you can copy those rates to the Active Amounts tab where you can change the rates if needed.

Government Amounts Tab

Location                      Select the location to apply a per diem rate.

Active Amounts Tab

PeopleSoft Expenses uses these amounts during expense report entry.

**Lodging Amount Tab**

**Per Diem Lodging Amount** Enter a per diem rate to reimburse employees who stay with family or friends while on business trips. (Some European countries use this as an employee bonus.)

---

## Setting Up Transportation Types

To set up transportation types, use the Transportation Types (EX\_TRNSPT\_TYPES.GBL) component.

This section lists the page used to set up transportation types.

### Page Used to Set Up Transportation Type

| <i>Page Name</i>     | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|----------------------|------------------------|---|--|
| Transportation Types | EX_TRNSPT_TYPES        | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Transportation Types</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Transportation Types</li> </ul> | <p>Define car types by setID. Transportation Types are used when you define distance rates on the Distance Rate component (EX_AUTO_RT_TBL).</p> <p>See <a href="#">Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Defining Distance Rates, page 94.</a></p> |



## Chapter 9

# Defining Additional Required Data for PeopleSoft Expenses

This chapter discusses how to:

- Set up business purposes.
- Set up credit card vendors.
- Set up employee notifications.
- Set up payment types.
- Set up preferred merchants.
- Set up templates.
- Set up time reporting codes.

---

## Setting Up Business Purposes

To define business purposes, use the Business Purpose (EX\_PURPOSE.GBL) component.

This section provides an overview of business purposes and discusses how to define a business purpose.

## Understanding Business Purposes

With PeopleSoft Expenses, you can create business purposes that justify business expenses. For consistency in reporting and analysis, you can also use business purposes to sort and total expenses, which lets you see how much your company spends on meetings, trade shows, customer visits, and other items.

## Page Used to Set Up Business Purposes

| Page Name        | Definition Name | Navigation   | Usage  |
|------------------|-----------------|--|--|
| Business Purpose | EX_PURPOSE      | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Business Purpose</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Business Purpose</li> </ul> | Define business purposes that justify a business expense as a corporate tax deduction. |

## Defining a Business Purpose

Access the Business Purpose page (Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Business Purpose).

Business Purpose

SetID: SHARE Business Purpose: 00003

Business Purpose Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 \*Status: Active

\*Description: Technical Training

Short Description: TechTrain

Business Purpose page

### Business Purpose

Assign this unique identifier for the type of business expense that you want to track. Because the business purpose is effective-dated, you can create more than one set of descriptions to use at predetermined times.

## Setting Up Credit Card Vendors

To define credit card vendors, use the Corporate Card Vendor (CC\_CARD\_TBL.GBL) component.

This section provides an overview of how to set up credit card vendors and discusses how to define a corporate credit card vendor.

## Understanding How to Set Up Credit Card Vendors

Link vendor IDs with your organization's corporate ID number to ensure that the transactions you receive from the vendors are legitimate charges from your employees.

### Page Used to Set Up Credit Card Vendors

| <i>Page Name</i>      | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|-----------------------|------------------------|---|---|
| Corporate Card Vendor | CC_CARD_TBL            | <ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Corporate Card Vendor</li><li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Corporate Card Vendor</li></ul> | Define credit card vendors to enable your expense system to process credit card transactions. |

### Defining a Corporate Credit Card Vendor

Access the Corporate Card Vendor page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Corporate Card Vendor).

**Corporate Card Vendor**

SetID: SHARE      Card Issuer: USB

**Credit Card Provider Record**      Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1900

\*Status: Active

\*Description: US Bank

\*Short Description: US Bank

AP Business Unit: US001

\*Vendor SetID: SHARE

\*Vendor ID: USA0000029      VISA (Credit Card #2)

Vendor Location: 1

Corporate Number:

☐ Load Level 3 Data (Purchasing)

☒ Bill Includes Tax (if applied)

☒ Bill Includes VAT (if applied)      VAT Default

Notify Pending Reconciliations:      Days After Billing Date:

Expiration Grace Days: 10

**Prepayment Voucher Default**

☐ Create Prepayment Voucher

Prepayment Voucher Options:

Payment Terms ID:

Corporate Card Vendor page (1 of 2)

**Expenses Level 3 Options**

☐ Load Level 3 Data (Expenses)

Delay Days:

**Credit Card Import Hierarchy**

☒ All      ☐ Detail      ☐ Summary

**Amount Limits**

Some countries allow credit card statements to be used in lieu of actual receipts for VAT tax reporting purposes. If a country allows this type of reporting for the above Credit Card Provider, please enter that information here.

**VAT Country**      Customize | Find | View All | First 1 of 1 Last

| *Country | Description |
|----------|-------------|
| 1        |             |

Corporate Card Vendor page (2 of 2)

**Warning!** You must set up corporate card vendors using these card issuer names: AMEX for American Express, VISA for Visa International, DINER for Diners Club, MC for MasterCard, and USB for US Bank. If you do not use these specific card issuer names, the EX\_LOAD\_[vendor] Application Engine process does not load credit card data.

**Note.** Fields not defined here are defined in the *PeopleSoft Purchasing PeopleBook*.

See *PeopleSoft Purchasing 9.1 PeopleBook*, "Managing Procurement Cards," Defining Card Issuers.

### ***Credit Card Provider Record***

|   |  |
|---|--|
| <b>Corporate Number</b>   | Enter your company's identifier for the selected vendor.   |
| <b>Bill Includes Tax (if applied) and Notify Pending Reconciliations</b>            | Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.  |
| <b>Bill Includes VAT (if applied)</b><br>(bill includes value-added tax if applied) | Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.  |
| <b>VAT Default</b> (value-added tax default)  | <p>Click to access the VAT Defaults Setup page.</p> <p>The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications that process VAT transactions. On this page, you can define corporate credit card vendor defaults as applicable.</p> <p>See <i>PeopleSoft Global Options and Reports 9.1 PeopleBook</i>, "Working with VAT."</p> |

### ***Expenses Level 3 Options***

PeopleSoft Expenses supports loading credit card level 3 data from Visa International.

|                                     |   |
|-------------------------------------|---|
| <b>Load Level 3 Data (Expenses)</b> | <p>Select to indicate that your system imports level 3 data from credit card vendors.</p> <p>Deselect to indicate that your system does not import level 3 data from credit card vendors.</p>   |
| <b>Delay Days</b>                   | <p>Enter the number of days that the system waits to load level 3 data into My Wallet transactions.</p> <p>This field is used during the Load External Data process to determine the number of days to wait to load hotel information into My Wallet. This allows time for the summary data, detail data, or both to be imported if it is sent in a separate file from the main transaction. All other transactions flow through, but the hotel transactions are moved into staging tables (EX_LVL3_VSTG, EX_LVL3_VSTG2, and EX_LVL3_VSTG3) and are not available in My Wallet until the appropriate number of days has passed.</p> |

## Credit Card Import Hierarchy

Select the type of data to import when level 3 data from credit card vendors is loaded:

- *All:* Select to use a hierarchical approach to import detail data or summary data, and the main transaction.

First, the system looks for detail data in the file that is received from the credit card vendor. If detail data is available, and no delay days exist, then the system loads the detail data and the main transaction to My Wallet. If detail data is available, and the delay days number is greater than zero, then the system loads the detail data and the main transaction into the EX\_LVL3\_\* staging tables.

If the system does not find detail data, it looks for summary data. If summary data is available, and no delay days exist, then the system loads the summary data and the main transaction to My Wallet. If summary data is available, and the delay days number is greater than zero, then the system loads the summary data and the main transaction into the EX\_LVL3\_\* staging tables.

If the system does not find detail data or summary data, it loads the main transaction to My Wallet.

---

**Note.** If the detail or summary amount does not match the transaction amount, only transaction rows are loaded.

---

- *Detail:* Select to import detail data and the main transaction.

If detail data is not available, the system imports only the main transaction. The system does not look for summary data.

If the system does not find detail data, or if the detail amount does not match the amount of the main transaction, it imports only the main transaction.

- *Summary:* Select to import summary data and the main transaction.

If the system does not find summary data, or if the summary amount does not match the amount of the main transaction, it imports only the main transaction.

For more information about loading level 3 data for PeopleSoft Expenses:

See [Chapter 13, "Working with External Expense Data," Loading Credit Card Data, page 197.](#)

## Amount Limits

This section is not applicable to PeopleSoft Expenses.

---

## Setting Up Employee Notifications

This section provides an overview of employee notifications and discusses how to:

- Define system workflow rules.
- Define employee notifications.
- Define notifications for the approval process

## Understanding Employee Notifications

If you use PeopleSoft Workflow, your expense system can send email notifications about expense-related events. A message can inform an employee that he or she has an outstanding cash advance or that the system has processed a payment for a cash advance or expense report. To implement a notification system, you define system workflow rules and run a process to send notifications about things such as expense payments or overdue items.

You define email notifications for the PeopleSoft Expenses approval processes on the Generic Template Definition page.

## Pages Used to Set Up Notifications

| <i>Page Name</i>               | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|--------------------------------|------------------------|--|---|
| System Workflow Rules          | EX_SYS_WF_RULES        | Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules       | Define system workflow rules. Use this page to define email or worklist notifications for various transactions.   |
| Process Employee Notifications | RUN_EX_EMPNOTIFY       | Travel and Expenses, Manage Employee Information, Process Employee Notifications | Notify employees about expense-related events.<br><br>The PeopleSoft Process Scheduler runs the EX_EMPNOTIFY process at user-defined intervals and sends out notifications based on the parameters that you select. |
| Generic Template Definition    | WL_TEMPLATE_GEN        | PeopleTools, Workflow, Notifications, Generic Templates                          | Set up or modify notifications for the approval process under the Approval Framework.   |

## Defining System Workflow Rules

Access the System Workflow Rules page (Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules).

To set up workflow rules for PeopleSoft Expenses:

1. Select *Expenses* in the Transaction Category field.

2. In the Workflow Rule field, select one of the following values:
  - *Email* to send notifications to users using electronic mail.
  - *Worklist* to place an entry on the user's worklist.
  - *Both* to notify by email and worklist.
3. Select notify options: *Notify User - Entry*, *Notify - All*, or *Notify - Final Disposition*.

**See Also**

*PeopleTools PeopleBook: Workflow Technology*

## Defining Employee Notifications

Access the Process Employee Notifications page (Travel and Expenses, Manage Employee Information, Process Employee Notifications).

**Employee Notification**

Select an employee notification event. Options are:

*Employee Payments:* Payment has been processed from a cash advance or expense report.

*New Credit Card Transaction:* If your organization receives corporate credit card feeds, employees are notified when they need to process new transactions linked to their employee profiles.

*Overdue Advances:* Employees are notified when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period.

*Overdue Credit Card Txn (overdue credit card transaction):* Employees are notified of outstanding credit card transactions that are not selected for processing in an expense report because too much time has passed. Your organization defines the overdue period.

## Defining Notifications for the Approval Process

Access the Generic Template Definition page (PeopleTools, Workflow, Notifications, Generic Templates).



| Generic Template Definition |  | Blackberry Email Responses |
|-----------------------------|--|----------------------------|
| <b>Template:</b>            | Cash Advance Approved  |                            |
| <b>*Description:</b>        | Cash advance approved  |                            |
| <b>Instructional Text:</b>  | Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.<br>Click LOOKUP RECIPIENT to search for a name.<br>Click DELIVERY OPTIONS to view or change the |                            |
| <b>Priority:</b>            | 2-Medium   |                            |
| <b>*Sender:</b>             | User   | Email ID:                  |
| <b>Subject:</b>             | Cash advance for %8 %9 has been approved.  |                            |
| <b>Message Text:</b>        | The following cash advance has been approved:<br><br>Employee ID: %2<br>Employee Name: %3<br>Submission Date: %4<br>Advance Description: %6<br>Advance ID: %5<br>Business Purpose: %7          |                            |

Generic Template Definition page (1 of 2)

Below is the list of available variables for this template.

You can use template variables within your subject or message text.

The following variables can also be used:

%Date, %DateTime, %Time, %ServerTimeZone, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList

| Template Variables |                  |   |   |
|--------------------|------------------|---|---|
| *Value             | *Description     |   |   |
| %1                 | URL              | + | - |
| %2                 | EMPLID           | + | - |
| %3                 | EMPLNAME         | + | - |
| %4                 | SUBMISSION_DATE  | + | - |
| %5                 | ADVANCE_ID       | + | - |
| %6                 | ADVANCE_NAME     | + | - |
| %7                 | BUSINESS_PURPOSE | + | - |
| %8                 | TOTAL_AMOUNT     | + | - |
| %9                 | CURRENCY_CD      | + | - |

Generic Template Definition page (2 of 2)

Use generic templates to establish common formats for ad hoc notifications.

**See Also**

*PeopleTools PeopleBook: Workflow Technology, "Using Notification Templates"*

---

## Setting Up Payment Types

To set up payment types, use the Payment Type (EX\_EXPEND\_MTHD.GBL) component.

This section discusses how to define payment types.

### Page Used to Set Up Payment Types

| Page Name    | Definition Name | Navigation   | Usage   |
|--------------|-----------------|--|---|
| Payment Type | EX_EXPEND_MTHD  | <ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Payment Type</li><li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Payment Type</li></ul> | Create payment types that show how an expense item was paid on an expense report. |

### Defining Payment Types

Access the Payment Type page (Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Payment Type).

**Payment Type**

SetID: SHARE    Payment Type: AMX

**Payment Type** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900    \*Status: Active

\*Description: American Express    Short Description: Amex

**Reimbursement Recipient**

☐ Employee    ☐ Prepaid    ☐ Prepaid Hotel  
☒ Vendor    ☐ Prepaid Airfare    ☐ Populate from TA to Exp Report

Vendor SetID: SHARE    CORPORATE SETID  
 Vendor ID: USA0000030    American Express (Credit Card #3)  
 Vendor Location: 1    Corporate Office  
 Address: 1    Credit Card

Payment Type page

### ***Reimbursement Recipient***

Select a reimbursement recipient from the following options:

#### **Employee**

Select to generate a payment to the employee.

#### **Prepaid**

Select to designate expenses already paid, for example, through your payables system. This credits the prepaid expense account that you designate in your accounting entry template and does not generate a payment.

#### **Prepaid Hotel**

Select to designate hotel expenses already paid, for example, through your payables system. This credits the prepaid hotel expense account that you designate in your accounting entry template and does not generate a payment.

#### **Vendor**

Select to generate a payment to the vendor. You must also select a vendor setID, vendor ID, vendor location, or address to indicate which vendor to reimburse.

#### **Prepaid Airfare**

Select to designate airfare expenses already paid, for example, through your payables system. This credits the prepaid airfare expense account that you designate in your accounting entry template and does not generate a payment.

#### **Populate from TA to Exp Report** (populate from travel authorization to expense report)

When you select any of the prepaid options as a reimbursement recipient, this option becomes active. If you select this option, the system includes the payment type when populating expense report lines from travel authorizations.

## Setting Up Preferred Merchants

To set up preferred merchants, use the Preferred Merchant (EX\_MERCHANT.GBL) component. Use the EX\_MERCHANT\_SETUP component interface to load data into the table for this component.

This section provides an overview of preferred merchants and lists the page used to set up preferred merchants.

## Understanding Preferred Merchants

Defined merchants are available for selection in an expense report if they are associated with an expense type. For example, when you set up an expense type called Airfare, you can create a list that includes one or more airlines as your preferred merchants.

## Page Used to Set Up Preferred Merchants

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|--------------------|------------------------|--|---|
| Preferred Merchant | EX_MERCHANT            | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Preferred Merchant</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Preferred Merchant</li> </ul> | Define preferred merchants to select during expense report preparation. |

## Setting Up Templates

To set up templates, use the Template (EX\_TEMPLATE.GBL) component.

This section provides an overview of templates, lists common elements use in this section, and lists the pages used to set up public templates and user templates.

## Understanding Templates

To reduce time and errors in preparing travel authorizations and expense reports, you can create templates that reflect their typical items. The system administrator sets up public templates for all employees to use. Employees set up user templates for their own personal use.

---

**Note.** Before creating templates, you must define expense types.

---

## Common Elements Used in This Section

|                      |   |
|----------------------|---|
| <b>Expense Type</b>  | Select types to include in the template. Add more rows until you complete the expense type list. When you use the template to prepare a travel authorization or expense report, lines in the document are automatically populated with the list of expense types. |
| <b>Template Type</b> | Designate whether the template is for an expense report or travel authorization.  |

## Pages Used to Set Up Templates

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|------------------|------------------------|---|--|
| Public Templates | EX_TEMPLATE            | Set Up Financials/Supply Chain, Product Related, Expenses, Management, Template           | Create or modify travel authorization or expense report templates that reflect the items that typically appear in these documents. |
| User Template    | TE_OPR_TEMPLATE        | Employee Self-Service, Travel and Expenses, User Preferences, Create/Update User Template | Create a template to prepopulate travel authorizations or expense reports for a user ID.   |

---

## Setting Up Time Reporting Codes

To define personal time codes and descriptions for time reports for use with PeopleSoft Time and Labor, use the Time Reporting Codes (EX\_TRC\_EX.GBL) component. To map third-party time reporting codes, use the Time Reporting Code (EX\_TRC\_MAP\_TBL.GBL) component.

This section discusses how to define time reporting codes.

---

**Warning!** If you use PeopleSoft Time and Labor, you must set up and validate time reporting codes on the EX\_TRC\_MAP\_TBL page.

---

### See Also

Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Mapping Time Reporting Codes, page 119

## Pages Used to Define Time Reporting Codes

| <i>Page Name</i>                        | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|---|------------------------|--|--|
| Time Reporting Code<br>(EX_TRC_EX)      | EX_TRC_EX              | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Codes</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, T&amp;L Time Reporting Codes</li> </ul> | Define personal time codes and descriptions for time reports. Use this page to manage PeopleSoft Time and Labor reporting codes. |
| Time Reporting Code<br>(EX_TRC_MAP_TBL) | EX_TRC_MAP_TBL         | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Maintain Time Reporting Codes</li> </ul>    | Map time reporting codes to time reporting descriptions. Use this page to map third-party time reporting codes.                  |

## Defining Time and Labor Reporting Codes

Access the Time Reporting Code (EX\_TRC\_EX) page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Codes).

| Time Reporting Code                               |                  |                                     |                          |   |   |
|---|------------------|-------------------------------------|--------------------------|---|---|
| SetID: SHARE    CORPORATE SETID                   |                  |                                     |                          |   |   |
| Time Reporting Code                               |                  |                                     |                          |   |   |
| Customize   Find   View All   First 1-6 of 6 Last |                  |                                     |                          |   |   |
| *Time Reporting Code                              | *Description     | Used for Business Holidays          | Disable Future Entry     |   |   |
| VAC   | Vacation         | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| FHOL  | Floating Holiday | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| HOL   | Contract holiday | <input checked="" type="checkbox"/> | <input type="checkbox"/> | + | - |
| ILLPD   | Illness - Paid   | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| PERP  | Personal - Paid  | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| JURY  | Jury Duty        | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |

Time Reporting Code (EX\_TRC\_EX) page

- Time Reporting Code and Description**




The time reporting code appears on time reports for items such as vacation or sick leave and determines what time reporting codes are available to the user for charging personal time to projects.
- Used for Business Holidays**

Select the time reporting code to use as a default for days that fall on a holiday. You can select only one code.
- Disable Future Entry**

Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, PeopleSoft Expenses does not select this check box.

Mapping Time Reporting Codes

Access the Time Reporting Code (EX\_TRC\_MAP\_TBL) page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code).

| Time Reporting Code                               |  |                                     |                          |   |   |
|---|--|-------------------------------------|--------------------------|---|---|
| SetID: SHARE    CORPORATE SETID                   |  |                                     |                          |   |   |
| Time Reporting Code                               |  |                                     |                          |   |   |
| Customize   Find   View All   First 1-3 of 6 Last |  |                                     |                          |   |   |
| *Time Reporting Code                              | *Description   | Used for Business Holidays          | Disable Future Entry     |   |   |
| VAC   |  Vacation         | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| FHOL  |  Floating Holiday | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| HOL   |  Contract holiday | <input checked="" type="checkbox"/> | <input type="checkbox"/> | + | - |

Time Reporting Code (EX\_TRC\_MAP\_TBL) page

- Description**

Appears on time reports for items such as vacation or sick leave and determines what time reporting codes are available to the user for charging personal time to projects.

- Used for Business Holidays

Select the time reporting code to use as a default for days that fall on holidays.
- Disable Future Entry

Select to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date. By default, PeopleSoft Expenses does not select this check box.

This table maps time reporting codes to a description that your organization defines.

| Mapping Table  | Mapping From | Mapping To                 |
|----------------|--------------|----------------------------|
| EX_TRC_MAP_TBL | TL_TRC_TBL   | Time report user interface |



## Chapter 10

# Setting Up Approvals and Audit Rules

This chapter provides an overview of setting up approvals and audit rules and discusses how to:

- Define approver types for PeopleSoft Expenses.
- Configure transaction types for PeopleSoft Expenses.
- Set up approval privilege templates for PeopleSoft Expenses.
- Set up approval refinement templates in PeopleSoft Expenses.
- Set up risk templates in PeopleSoft Expenses.
- Define approver profiles for PeopleSoft Expenses.
- Set up approver assignments in PeopleSoft Expenses.
- Set up approver routing lists in PeopleSoft Expenses.
- Copy approval setup to another set ID.
- Configure summary approval options.
- Reassign work for expense transactions.
- Set up receipt verification rules and lists.

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**Note.** PeopleSoft Expenses delivers an approval and workflow configuration as part of system data. You can activate or inactivate transactions and approver types to match your business requirements. Oracle's PeopleSoft recommends that you manage your approval rules *only* through the PeopleSoft Expenses configuration pages; otherwise, modifications to the Approval Framework configuration data could disrupt approval routing. PeopleSoft Expenses only supports user lists based on Application Class. Using other user list sources may require customizing your system.

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## Understanding Setting Up Approvals and Audit Rules

PeopleSoft Expenses provides flexibility in managing approvals and audits by allowing users to configure workflow rules that are specific for their organization. PeopleSoft Expenses delivers preconfigured approval and audit rules that you can inactivate or modify. All you have to do is identify your internal process for managing the approval and audit functions and disable those roles, rules, and routings that do not apply to your organization. Approvals can be performed online or using any device capable of receiving or sending emails, including mobile devices.

You can configure policies for business units to approve expense transactions, such as; travel authorizations, cash advances, expense reports, time reports, and time adjustments. You can also set up rules to audit expense transactions before or after payment has been made to employees.

Configuring PeopleSoft Expenses approval and audit rules is broken down into these major areas:

- Approval installation options
- Approver types
- Transaction definitions
- Refinement templates
- Risk templates
- Privileges
- Approver profiles
- Approver lists
- Approver assignments
- Auto approval thresholds
- Approval preferences
- Summary approval options

### ***Approval Installation Options***

On the Installation Options - Expenses page, you determine how PeopleSoft Expenses handles and routes expense documents for approvals. Enable workflow at the installation option level to automate your expense-related business processes for expense reports, approvals, cash advances, and so forth. Select approver settings to indicate how PeopleSoft Expenses routes expense transactions for approval.

If you use PeopleSoft Project Costing, you can select the project approver setting, which enables project managers to approve expense documents before final processing.

You can determine if the approver receives an email that includes the transaction details and an approval option by selecting the Enable Email Approvals check box on the Installation Options - Expenses page. If you do not select the Enable Email Approvals check box on the Installation Options - Expenses page, then the approver receives an email notification through workflow. The email notification informs the approver that there is a report that needs to be reviewed, and provides a link to the database to sign into the Expenses system and approve the report. Risk templates override the Enable Email Approvals option on the Installation Options - Expenses page when a risk template is associated with the approver profile and the risk criteria is met.

You can determine the urgency level of expense report, time report, time adjustment, travel authorization, and cash advance approvals. This enables approvers to sort transactions based on the urgency of the transaction.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

## ***Approver Types***

Approver types map to the appropriate transaction registry entry and process definition for the approval framework.

## ***Transaction Definitions***

Transaction definitions activate specific PeopleSoft Expenses transactions for the approval process. The definition is where you determine the types of approvers authorized for the transaction, the nature of their approval, and the actions an approver can take on the transaction type. PeopleSoft Expenses supports these transactions for approvals and workflow:

- Travel authorizations
- Cash advances
- Expense reports
- Time reports
- Time adjustments

## ***Refinement Templates***

Approval refinements are filters for expense transactions that are subject to approval.

## ***Risk Templates***

Risk templates enable you to configure risk levels by set ID and transaction type, and are associated with an approver profile. You can define up to five levels of risk for each transaction type as well as the criteria that determines the type of risk. For example, if the amount of an expense report exceeds the amount on the travel authorization, the system indicates a level of risk to the approver.

When risk templates are associated with an approver profile, the system assigns risk:

- At the header and line levels for expense reports and travel authorizations.
- At the header level for time reports, time adjustments, and cash advances.

When expense transactions that contain risk are routed for approval, you determine if the transactions are routed through an email or an email notification. For example, low risk reports can be routed to an approver with an email and the approver can approve, deny, or send the report back for revision by responding to the email. High risk reports can be routed to the approver with an email notification (by not selecting the Enable Email Approval option on the Risk Template page), which requires the approver to log on to the Expenses system to review the report's line items before making a decision to approve, deny, or send the report back.

Approvers can use the summary approval pages to approve transactions, or you can require approvers to use the detail pages to approve transactions that have risk.

The system displays risk using a visual indicator on the summary approval and the detail approval pages. An approver can click on the visual indicator to access the Risk/Exception Comments page to view risk details. Viewing the risk details enables approvers to make informed decisions before approving, denying, or sending a transaction back to the originator.

## ***Privileges***

Privileges enable or deny the authority for approvers to modify areas of transactions. These areas include the general ledger ChartFields, project ChartFields, expense line information, distributions, and accounting defaults.

## ***Approver Profiles***

An approver profile is associated with a set of attributes that govern what transaction types are assigned to the role or profile. You can define profiles and assign them to any number of the approver population in your organization. The properties of the profile:

- Authorize the types of transactions that are eligible for the approver.
- Refine their approval and audit activity by assigning refinement templates.
- Control the approver's access to view and make changes to transactions assigned to them by assigning privilege templates.
- Determine the risk level that is applied to a transaction and whether email approvals are enabled by assigning risk templates.
- Determine whether email approvals are allowed when not using risk templates.

## ***Approver Lists***

Approver lists enable you to route expense transactions based on the routing ChartFields and monetary amounts.

## ***Approver Assignments***

When using approver list routing, approvers must be assigned to profiles by business unit and range of routing ChartField values that they are authorized for.

## ***Auto Approval Thresholds***

Use the Expenses Definition – Business Unit 2 page to establish thresholds and variance percentages for PeopleSoft Expenses to automatically approve expense transactions. This page also enables you to indicate if the system automatically approves expense transactions that have no risk, if you are using risk templates.

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Specifications for a Business Unit, page 18.](#)

## ***Approval Preferences***

Use the Expenses Options page to select a preference for how you want PeopleSoft Expenses to behave when approving expense transactions.

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Payment Defaults for a SetID, page 24.](#)

## **Summary Approval Options**

Summary approval options enable you to configure approval workflow in your system using the Summary Approval Options page. Use this page to enable or disable Summary Approvals, define approver actions, set exception alerts in the summary page, and define conditions when reports can not be approved using the Summary Page.

See [Chapter 10, "Setting Up Approvals and Audit Rules," Configuring Summary Approval Options, page 161.](#)

## **Email Approvals**

Expense transactions that require approval can be routed to any system that displays HTML emails, including mobile handheld devices. This streamlines the approval process and allows busy professionals to approve reports using handheld devices without having to be connected to the company's intranet.

PeopleSoft Expenses uses Email Collaboration within the approval framework, which allows applications to send, receive, and process emails with interactive content.

There is a hierarchy to the email approval option:

- Select the Enable Email Approvals check box on the Installation Options - Expenses page.

This option indicates that email approvals are sent for all Expenses business units. However, if a risk template is associated with an approver profile and the risk criteria is met on the transaction, then the Enable Email Approvals check box on the Risk Template page overrides this option.

- Select the Enable Email Approvals check box on the Approver Profile page.

When selecting this option, it indicates that email approvals are sent to only the approvers that are associated with the approver profile.

This option is only available when there is no risk template associated with the profile. This option is overridden by the Enable Email Approvals check box on the Installation Options - Expenses page

- Select the Enable Email Approvals check box on the Risk Template page.

If you define risk templates and associate them with an approver profile, the Enable Email Approvals check box is disabled on the Approver Profile page for all transactions that have a risk template. The Enable Email Approvals check box on the Risk Template page is an optional field and it overrides the option selected on the Installation Options - Expenses page.

When selecting this option, it indicates that email approvals are sent to only the approvers that are associated with the approver profile and that qualify for the risk template that is entered on the Approver Profile page.

This table describes the email approval flow, depending on how your system is defined:

| <b><i>Is the Enable Email Approvals option selected on the Installation Options - Expenses page?</i></b> | <b><i>Is a risk template associated with an approver profile?</i></b> | <b><i>Is the Enable Email Approvals option available on the Approver Profile page?</i></b> | <b><i>Results</i></b>  |
|--|---|--|--|
| Y  | Y   | No, it's disabled  | All transaction types for all approvers are routed for email approvals.<br><br>The only exceptions are expense reports that are associated to the risk template in the approver profile. Expense reports are routed for email approvals only if the Enable Email Approvals options is selected for the risk level on the risk template and the risk criteria is met. All other risk levels for expense reports are routed using email notifications. |
| Y  | N   | Y/N  | All transaction types in the approver profile for the approver type is routed for email approvals. The option on the Installation Options - Expenses page overrides the option on the Approver Profile page.   |
| N  | Y   | No, it's disabled  | Only reports that are associated with a risk template, that meet the risk criteria, and where the Enable Email Approvals check box is selected, generate email approvals. All other transactions generate email notifications.   |
| N  | N   | N  | All reports for all approvers and all approver types receive email notifications.  |
| N  | N   | Y  | All reports that are associated with the transaction type on the Approver Profile page, for an approver type, are routed for email approvals.  |

To set up your system to send emails to approve expense transactions you must:

- Set up email collaboration using PeopleTools Integration Broker.

- Select the Enable Email Approvals check box on one of these pages:
    - The Installation Options - Expenses page.
    - The Approver Profile page.
    - The Risk Template page.
  - If using risk templates, then assign risk templates to an approver profile on the Approval Profile page.
- Risk templates are not required for email approvals.

Use these values to set up email collaboration:

| <b>Expense Transaction</b> | <b>Service Operation</b> | <b>Process ID</b> |
|----------------------------|--------------------------|-------------------|
| Expense Report             | EX_EMCC_ER_APRVL         | ERApproval        |
| Travel Authorization       | EX_EMCC_TA_APRVL         | TAApproval        |
| Cash Advance               | EX_EMCC_CA_APRVL         | CAApproval        |
| Time Report                | EX_EMCC_TR_APRVL         | TRApproval        |
| Time Adjustment            | EX_EMCC_TJ_APRVL         | TJApproval        |

See *PeopleSoft FSCM PeopleBook: Approval Framework*, "Using Email Collaboration"

## Additional Setup for Approvals

Additionally, there are areas of the approval framework configuration that contain PeopleSoft Expenses-related information, and are defined in detail in the *PeopleSoft Approval Framework PeopleBook*. For each action listed below, PeopleSoft Expenses delivers preconfigured data, and in most cases additional configuration is not required:

- Register the approval transaction.

Use the Transaction Registry page to register the approval transaction. The approval transaction registry is the interface that application developers use to register an application with the approval framework.

- Configure approval transactions.

Use the Transaction Configuration page to setup worklist notifications, email approvals and ad hoc approver options for existing approval transactions.

- Define workflow approval process stages.

Use the Approval Process Setup page to define workflow approval process stages for expense transactions.

- Maintain user-list definitions.

Use the User List Setup page to define user sources for use with steps in the approval process.

- Define email notification messages.

Use the Generic Template Definition page to create email messages used for event notifications such as Report Approval.

See *PeopleSoft FSCM PeopleBook: Approval Framework*, "Defining the Approval Transaction Registry", "Defining Dynamic Approvals", and "Defining Notification Templates and Users for Approval Framework"

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## Defining Approver Types for PeopleSoft Expenses

Valid approver types must be defined and mapped to the appropriate approval framework transaction registry entry and process definition. PeopleSoft Expenses delivers approver types data as part of system data, which can be used as is.

This section discusses how to define approver types.

### Page Used to Define Approver Types

| <i>Page Name</i>      | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                                   |
|-----------------------|------------------------|---|--|
| Define Approver Types | EX_APPRVR_TYPE         | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Types</li> <li>• Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Types</li> </ul> | Define new and modify existing approver types. |

### Defining Approver Types

Access the Define Approver Types page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Types).



| Define Approver Types |   |
|-----------------------|---|
| SetID:                | SHARE   |
| Approver Type:        | EXAPPRVER   |
| *Description:         | Department Manager  |
| Long Description:     | A department or expenses manager who may be required for supplemental approvals or derived through rules. |
| *Approver Category:   | Expense Approver  |
| *Routing ChartField:  | Department  |

Define Approver Types page

## Approver Type

An approver type represents an approval role. You can change the descriptions of the approver types to match titles or roles in your organization. PeopleSoft Expenses delivers these approver types:

- *EXAPPROVER*: A department or expenses manager who may be required for supplemental approvals that you define through rules.
- *POSTPAYAUD*: Post payment auditors can take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are not allowed for this role.

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**Note.** Email approvals is not supported for this approver type.

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- *PREPAYAUD*: This approver type supports an auditor process prior to payment processing for review and approval. You can configure this role to allow changes to approved transactions.
- *PROJAPPRVR*: The person designated for project time and expense approvals can be the project manager as defined in PeopleSoft Project Costing, or the HR Supervisor as an option in PeopleSoft Expenses.
- *PROJSUPP*: This approver type is a supplemental or conditional approver for expense transactions relating to projects. The system currently only routes by project ChartField.
- *REVIEWER*: Department reviewer can screen expense transactions for policy compliance prior to the approval process. When you use this approver type, PeopleSoft Expenses does not process approvals until a reviewer has reviewed the transactions.
- *SUPERVISOR*: This role is the supervisor to whom the employee, contractor, or consultant directly reports to, as defined in your HR system. It is the type associated with the HR Supervisor setting on the Installation Options – Expenses page.

**Approver Category**

The approver category identifies the type of approver or role in the approval process. Options are:

- *Expense Approve*: Select for an expense manager specifically assigned through a list to approve expense transactions.
- *Post Pay Audit* (post payment audit): Select for a post payment auditor approver or role.
- *Pre Pay Audit* (prepayment audit): Select for a prepayment auditor approver or role.
- *Project Supplemental*: Select for a project supplemental approver.
- *Project Manager*: Select for a project manager approver.
- *Reviewer*: Select for a reviewer role.
- *HR Supervisor*: Select for the employee's supervisor, as assigned in the HR system.

**Routing ChartField**

Select the expense transaction distribution ChartField that PeopleSoft Expenses will use to route approvals for this approval type. If you only use HR Supervisor approvals or Project Manger approvals, it is not necessary to select a routing ChartField because the approver is determined through the employee profile. You can still select a ChartField for these types, but the system will ignore them.

---

**Note.** The ChartField that you select as your routing ChartField must be populated on the expense transaction distributions; otherwise, PeopleSoft Expenses cannot properly route transactions to the appropriate approver.

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## Configuring Transaction Types for PeopleSoft Expenses

To configure transaction types, use the Transaction Definition (EX\_TRANS\_DEFN.GBL) component.

This section provides an overview of transaction definitions and discusses how to configure transaction definitions.

### Understanding Transaction Definitions

PeopleSoft Expenses uses transaction definitions to activate or inactivate transactions that are subject to approvals and the types of approvals that are required for each transaction type. In each transaction definition, you can activate or inactivate approver types and configure the approval actions required for each approver in the transaction. Transaction types can be associated with one or more transaction definitions. If a transaction definition is set to an inactive status for a specific transaction type, the workflow engine bypasses any inactive transaction definitions and uses the first active transaction definition associated with the transaction type for approval workflow processing. If all transaction definitions associated with a specific transaction type are set to an inactive status, then all transactions associated with that transaction type are not subject to approval workflow, and are automatically approved during processing.

PeopleSoft Expenses delivers system data for the five transaction types (cash advance, expense report, travel authorization, time report, and time report adjustment) that maps valid approver types to the appropriate stage in approval framework for expense transaction routing and notifications.

There are some constraints enforced by PeopleSoft Expenses to avoid data or accounting integrity problems. PeopleSoft Expenses does not deliver a mapping configuration for project managers to approve cash advances. PeopleSoft Expenses also does not deliver mapping configuration for post payment auditors to approve travel authorizations, time reports, or time adjustments.

For Post payment auditors, you cannot select the Hold, Deny, or Send Back check boxes for cash advances; you cannot select the Hold or Send Back check boxes for expense reports.

## Page Used to Configure Transactions for Approval

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|------------------------|------------------------|---|---|
| Transaction Definition | EX_TRANS_DEFN          | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Transaction Definition</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Transaction Definition</li> </ul> | Map approver types to the stage in approval framework for expense transaction approval routing and notifications. |

## Configuring Transaction Definitions

Access the Transaction Definition page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Transaction Definition).

**Transaction Definition**

SetID: SHARE      Transaction Type: Expense Report

**Transaction Definition** Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 [31]      \*Status: Active [v] [ + - ]

\*Description: Expense Report

Long Description: Report of expenses incurred [21]

\*Object Owner ID: Expenses [v]      **Transaction Unit of Measure**  
☒ Monetary Amount Based  
☐ Hours Based

\*Approval System Administrator: GLS4 [m]

**Expense Transaction Detail** Customize | Find [m] | First 1-7 of 7 Last

Mapping Properties Rerouting Rules [m]

| Process ID  | Active                              | *Stage Identifier | Description                   | *Approver Type | Amount Based                        | Auto Approve             |       |       |
|-------------|-------------------------------------|-------------------|-------------------------------|----------------|-------------------------------------|--------------------------|-------|-------|
| ERApproval  | <input type="checkbox"/>            | 31 [m]            | Review                        | REVIEWER [m]   | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |
| ERApproval  | <input checked="" type="checkbox"/> | 32 [m]            | HR Supervisor                 | SUPERVISOR [m] | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |
| ERApproval  | <input type="checkbox"/>            | 33 [m]            | Expense Approval              | EXAPPRVER [m]  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | [ + ] | [ - ] |
| ERApproval  | <input checked="" type="checkbox"/> | 34 [m]            | Pre Pay Audit                 | PREPAYAUD [m]  | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |
| ERApproval  | <input checked="" type="checkbox"/> | 35 [m]            | Project Approval              | PROJAPPRVR [m] | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |
| ERApproval  | <input type="checkbox"/>            | 160 [m]           | Project Supplemental Approval | PROJSUPP [m]   | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |
| ERPostAudit | <input checked="" type="checkbox"/> | 120 [m]           | Post Pay Audit                | POSTPAYAUD [m] | <input type="checkbox"/>            | <input type="checkbox"/> | [ + ] | [ - ] |

Transaction Definition page

**Effective Date**

Enter an effective date for the transaction type definition. The system compares the last submitted date of the transactions to the effective-dated transaction definitions to select the appropriate configuration for approval processing.

**Status**

Select *Active* or *Inactive* to turn approvals on or off for all approvers of this transaction type. When all effective dated rows for the transaction definition component for a specific transaction type is set to a status of *Inactive*, all transactions associated with that transaction type are automatically approved, and the approval routing for the transaction type is bypassed.

**Object Owner ID**

Select the product that is associated with this transaction.

**Approval System Administrator**

Select a person to receive notifications for transactions that fail the normal approval routing process.

Routing failure occurs if an approver is not properly defined and there is no other business defaulting rule in place. The Approval System Administrator can use the reassign functionality to route these transactions to the appropriate approvers.

**Transaction Unit of Measure**

Select whether the transaction type is a monetary amount based transaction, such as travel authorizations, cash advances, and expense reports or is a hours based transaction, such as time reports and time report adjustments.

## Mapping Tab

Page elements on the Mapping tab enable you to map defined approver types to preconfigured approval stages and process definitions in approval framework.

|                            |  |
|----------------------------|--|
| <b>Approval Process ID</b> | Indicates the approval engine stage that is mapped.  |
| <b>Active</b>              | Select to enable the transaction type for approval by the approver type. If not selected, the approver type is not authorized to review or approve that transaction type.  |
| <b>Stage Identifier</b>    | Indicates the approval framework approval engine stage key identifier.   |
| <b>Approver Type</b>       | Indicates the approver type, such as a reviewer, supervisor, and prepayment auditor.   |
| <b>Amount Based</b>        | Select to enable the approval process to use amount-based routing rules. Amount-based routing rules does not apply for hours-based transactions such as time reports and time adjustments. It also does not apply to the Supervisor or Project Manager approver types, and PeopleSoft Expenses ignores the check boxes if you select them. If you select for other approver types, an approver list must exist that contains the amount rules by routing ChartField. |
| <b>Auto Approve</b>        | Select to enable automatic approvals for travel authorizations, cash advances, and expense reports. To automatically approve transactions, you define a monetary amount threshold and a percent variance from travel authorizations in the Auto Approve Threshold group box on the Expenses Definition – Business Unit 2 page.   |

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**Note.** If you use PeopleSoft Commitment Control and you enable the option to require budget checking of transactions prior to approval, PeopleSoft Expenses will not automatically approve expense transactions that do not have a valid budget checking status.

---

## Properties Tab

Page elements on the Properties tab enable you to select specific attributes of an approver type for the transaction type. Only the rows that you selected in the Active column on the Mapping tab are available. This section also contains the approval actions—such as Approve, Deny, Send Back, Hold, and Review—that you can enable for an approver for the transaction. These settings control which buttons appear on the transaction approval pages.

|                           |  |
|---------------------------|--|
| <b>Routing Chartfield</b> | Displays the ChartField used for routing approvals for each approver type. PeopleSoft Expenses does not display a routing ChartField for the <i>Supervisor</i> or <i>Project Manager</i> approver types. |
|---------------------------|--|

**Approve Payment**

This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction for payment or reimbursement. At least one approver type must be authorized to approve for payment.

---

**Note.** For every active approver type for expense reports, you must select either Approve Payment, Approve Billing, or both. If you do not select Approve Payment, then you must select Approve Billing.

---

**Approve Billing**

This option is only available for expense report transactions and must be selected to authorize an approver type to approve a transaction to be staged to PeopleSoft Project Costing for billing.

---

**Note.** For every active approver type for expense reports, you must select either Approve Payment, Approve Billing, or both. If you do not select Approve Billing, then you must select Approve Payment.

---

**Approve**

Select to authorize an approver type to approve a transaction. If you select Approve, then you cannot select the Review check box.

**Deny**

Select to authorize an approver type to deny a transaction, which permanently terminates it. If you deny a transaction, it cannot be returned to the employee or made available for another approver.

If you are only authorized to approve or deny one or more lines, but not the entire transaction, clicking the Deny button will be treated as denial of your authorized lines but not a full deny of the transaction itself.

**Send Back**

Select to authorize an approver type to send the transaction back to the originator, typically for correction or revision.

**Hold**

Select to authorize an approver type to hold a transaction from further approval processing until the approver releases it by taking a different action, such as Send Back or Approve.

**Review**

Select to authorize an approver type to acknowledge that a transaction is ready for approval. This approver type is typically a reviewer or screener who reviews expenses reports to ensure that receipts are included or that expenses are in compliance with organizational policies. If you select Review, then you cannot select the Approve check box.

***Rerouting Rules Tab***

Page elements on the Rerouting Rules tab enables you to reroute transactions after a specified number of days or hours. The system determines the age of the approvals in an approver's queue. If the duration meets the criteria that you establish in the rerouting rules, PeopleSoft Expenses reroutes transactions to the HR supervisor or another approver that you specify. Establish rerouting rules for each transaction type and approver type.

|   |   |
|---|---|
| <b>Duration Days and Duration Hours</b> | Enter a number of days or hours after which PeopleSoft Expenses reroutes the transaction. You can enter either days, hours, or both. For example, you may use a duration of one day, or four hours, or one day and four hours. If you do not enter a duration for days or hours, PeopleSoft Expenses will not reroute transactions. |
| <b>Route to Supervisor</b>              | Select to reroute transactions to the HR supervisor. If you do not select the Route to Supervisor check box and you do not enter a user ID in the Route to Other Approver field, PeopleSoft Expenses will not reroute transactions.   |
| <b>Route to Other Approver</b>          | Select a user ID using the look up field to whom to reroute transactions. If you do not select a user ID from the look up field, and you do not select the Route to Supervisor check box, PeopleSoft Expenses will not reroute transactions.  |

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## Setting Up Approval Privilege Templates for PeopleSoft Expenses

To set up approval privilege templates, use the Privilege Template (EX\_PRIV\_TMPL.GBL) component.

This section provides an overview of approval privilege templates and discusses how to set up approval privilege templates.

### Understanding Approval Privilege Templates

Approval privilege templates consist of a collection of attribute privileges that define the type of access to fields and records that approvers can access in their approval queue. You can create your own templates; however, PeopleSoft Expenses delivers approval privilege templates, which you can modify for your organizational needs and requirements. Every approver must have an approval privilege template associated with them to access the transaction approval pages and perform reviews or approvals.

The approval privileges range from viewing accounting dates to adding expense lines. You configure the privilege attributes for a specific type of access, depending on the nature of the attribute. Privileges enable approvers to view and modify areas of a transaction and, in some cases, to add or delete other areas of a transaction. Some privileges may supersede others. For example, if an approver has the authority to add or delete an expense line, they automatically have the authority to add or delete distributions, change amounts, and change ChartFields. PeopleSoft Expenses disables privileges that are not applicable to the transaction type. For example, Receipt Required is not relevant to a time report transaction type.

Approval privilege templates are effective-dated to enable you to create future-dated changes to approver privileges. You can create templates only for active transaction types; however, you can create multiple templates for the same transaction type. When you create a template, PeopleSoft Expenses sets all the attributes to *View* and you can reset each attribute to an appropriate access type for your organization.

The approval privilege types are:

- *View*: Approvers can only read the attribute on the transaction; they cannot change or delete the attribute.
- *Modify*: Approvers can modify the attribute on the transaction.
- *Add*: Approvers can add this attribute on the transaction.

- *Delete*: Approvers can delete this attribute from the transaction.
- *Full*: Approvers can modify, add, or delete the attribute on the transaction.
- *Hide*: Do not display this attribute on the transaction.

Each approval privilege attribute can be set to an appropriate access type. Field attributes, such as Receipt Verified and Accounting Date, can only be viewed or modified. Record row type attributes, such as Transaction Lines and Distributions, can be viewed, modified, added, or deleted. Some attributes supersede others. For example, if you select full access for Transaction Lines and Distributions, PeopleSoft Expenses also grants full access for GL ChartFields and PC ChartFields.

PeopleSoft Expenses disables privilege attributes for some transaction types to prevent system administrators from selecting attributes that do not apply. For example, travel authorizations and time reports do not need privilege attributes that pertain to cash advances, so PeopleSoft Expenses disables those attributes. The following table shows the attributes that PeopleSoft Expenses enables for expense reports (ER), travel authorizations (TA), cash advances (CA), time reports (TR), and time adjustments (TJ) and the privilege type that you can grant:

| <b>Attribute</b>        | <b>ER</b> | <b>TA</b> | <b>CA</b> | <b>TR</b> | <b>TJ</b> | <b>Privilege Type</b>           |
|-------------------------|-----------|-----------|-----------|-----------|-----------|---------------------------------|
| Default Accounting      | X         | X         |           |           |           | Hide, View, Modify              |
| User Defaults           | X         | X         | X         | X         | X         | Hide, View                      |
| Distributions           | X         | X         |           |           |           | Full, View, Modify, Hide        |
| Transaction Lines       | X         | X         | X         | X         | X         | View, Modify, Full, Add, Delete |
| Accounting Date         | X         |           | X         |           |           | Hide, View, Modify              |
| GL ChartFields          | X         | X         |           | X         | X         | Hide, View, Modify              |
| Receipt Required        | X         |           |           |           |           | Hide, View                      |
| Cash Advance Applied    | X         |           |           |           |           | Hide, View, Modify              |
| PC ChartFields          | X         | X         |           | X         | X         | Hide, View, Modify              |
| Receipt Verified        | X         |           |           |           |           | Hide, View, Modify              |
| Cash Advance Tax        |           |           | X         |           |           | Hide, View, Modify              |
| VAT Information         | X         |           |           |           |           | Hide, View, Modify              |
| Cash Advance Adjustment | X         |           |           |           |           | Hide, View, Modify              |
| Document Sequence Type  |           |           | X         |           |           | Hide, View, Modify              |



**Note.** Selecting the Change All check box on the Approver Profile page enables an approver type to modify all details of a transaction type and overrides the privilege attributes that you set up on the Approval Privilege Template page.

## Page Used to Set up Approval Privilege Templates

| Page Name                   | Definition Name | Navigation  | Usage  |
|-----------------------------|-----------------|---|--|
| Approval Privilege Template | EX_PRIV_TMPL    | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Privilege Template</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Privilege Template</li> </ul> | Configure approval privilege templates to control the areas of transactions that approvers have access to. |

## Setting Up Approval Privilege Templates

Access the Approval Privilege Template page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Privilege Template).

**Approval Privilege Template**

SetID: SHARE    Privilege Template: Expense Manager    Transaction Type: Expense Report

Effective Date: 01/01/1900    Status: Active

Description: Expense Manager privileges ex

|                          |                               |                              |
|--------------------------|-------------------------------|------------------------------|
| Default Accounting: View | User Defaults: View           | Distributions: View          |
| Transaction Lines: View  | Accounting Date: Hide         | GL ChartFields: Modify       |
| Receipt Required: View   | Cash Advance Applied: View    | PC ChartFields: Modify       |
| Receipt Verified: View   | Cash Advance Tax: View        | VAT Information: View        |
|                          | Cash Advance Adjustment: View | Document Sequence Type: View |

Approval Privilege Template page

### Default Accounting

Select a privilege type for approvers to modify the default accounting for travel authorizations and expense reports, and reset accounting lines based on the modified defaults. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**Transaction Lines**

Select a privilege type for approvers to access the transaction lines. The lines represent expense lines for expense reports and travel authorizations, time lines for time reports and time adjustments, and advance source lines for cash advances. This privilege also allows access to the general ledger and PeopleSoft Project Costing ChartFields that are associated with distributions for the lines in expense reports and travel authorizations.

If you enable an approver to add lines or have full privileges for transactions, PeopleSoft Expenses stamps the newly added lines with the approver's user ID and date. The approval framework routes the transaction lines to any subsequent approvers based on the ChartField values entered for the new transaction line by the approver, to complete the approval process. Each approver can review and take action on the transaction lines based on their own approval privileges. The operator ID and data entry details for the newly added transaction line displays on the Detail Lines page for an expense report or travel authorization, and on the Approval pages for cash advances and time reports.

Privilege types for this attribute are *Add*, *Delete*, *Full*, *Modify*, and *View*.

**Receipt Required**

Select a privilege type for approvers to access the receipt required flag on expense reports. Privilege types for this attribute are *Hide* and *View*.

**Receipt Verified**

Select a privilege type for approvers to access the receipt verified flag or check box on expense reports. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**User Defaults**

Select a privilege type for approvers to access the employee's user defaults. Privilege types for this attribute are *Hide* and *View*.

**Accounting Date**

Select a privilege type for approvers to access the accounting date on transactions. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**Cash Advance Applied**

Select a privilege type for approvers to access the cash advance amount that is applied to an expense report. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**Cash Advance Tax**

Select a privilege type for approvers to access cash advances. The privilege extends to applying tax. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**Cash Advance Adjustment**

Select a privilege type for approvers to create cash advance adjustments. A cash advance adjustment is needed only if an employee owes money to the organization or a post payment auditor denied one or more lines on an expense report that was reimbursed to an employee. Privilege types for this attribute are *Hide*, *Modify*, and *View*.

**Distributions**

Select a privilege type for approvers to access the distribution lines for an expense. Privilege types for this attribute are *Full*, *Hide*, *Modify*, and *View*.

If you select *Full* or *Modify*, approvers can add or delete distribution lines and edit amounts, and it enables them to access the general ledger and PeopleSoft Project Costing ChartFields.

|                               |  |
|-------------------------------|--|
| <b>GL ChartFields</b>         | Select a privilege type for approvers to access the general ledger ChartFields in travel authorizations, expense reports, time reports, or time adjustments. Privilege types for this attribute are <i>Hide</i> , <i>Modify</i> , and <i>View</i> .            |
| <b>PC ChartFields</b>         | Select a privilege type for approvers to access the PeopleSoft Project Costing ChartFields in travel authorizations, expense reports, time reports or time adjustments. Privilege types for this attribute are <i>Hide</i> , <i>Modify</i> , and <i>View</i> . |
| <b>VAT Information</b>        | Select a privilege type for approvers to access the calculated VAT information on expense transactions. Privilege types for this attribute are <i>Hide</i> , <i>Modify</i> , and <i>View</i> .   |
| <b>Document Sequence Type</b> | Select a privilege type for approvers to access the document sequence type that the system assigns to expense transactions. Privilege types for this attribute are <i>Hide</i> , <i>Modify</i> , and <i>View</i> .   |

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## Setting Up Approval Refinement Templates in PeopleSoft Expenses

To set up approval refinement templates, use the Refinement Template (EX\_REFINE\_TMPL.GBL) component.

This section provides an overview of approval refinement templates and discusses setting up approval refinement templates.

### Understanding Approval Refinement Templates

Approval refinements are filters for expense transactions that are subject to approval. Filters are used most often for special approvers or auditors who may not review every transaction but only those meeting specific criteria such as expense reports containing charges to projects. You can create your own templates; however, PeopleSoft Expenses delivers refinement templates, which you can modify for your organization's needs and requirements.

Approval refinement templates are effective-dated and you can refine the filters based on values in transaction fields or other criteria. You create refinement templates for active transaction types and approver types.

PeopleSoft Expenses enables or disables fields on the Approval Refinement Template page based on the transaction type that the refinement is associated with. For example, if the transaction type is *Expense Report*, PeopleSoft Expenses disables the check boxes that relate to time reports, such as the Billable Hours and Non-Billable Hours check boxes.

When you enable multiple refinements, PeopleSoft Expenses evaluates the criteria as an OR condition. For example, if you select Credit Card Feed and Non-Preferred Merchant on the approval refinement template for expense reports to be approved by an expense manager, expense reports with transactions from a credit card feed *or* transactions where the employee did not use a preferred merchant, PeopleSoft Expenses forwards those expense reports to the expense manager for approval.

In addition to selecting refinements, you can also select to review expense transactions based on business units, departments, employee IDs, expense codes, and time codes. PeopleSoft Expenses evaluates the criteria for these lists as an OR condition. If you select business units or departments, the system routes transactions based on the employee's home business unit and department, not the business unit and department listed in the transaction distributions.

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**Note.** When using Business Unit or Department criteria in the refinement template, routing will be based on the employee's home business unit and department, not the business unit and department contained in the distributions.

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**Note.** If you create a refinement template, PeopleSoft Expenses requires that you select at least one refinement.

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## Page Used to Set Up Approval Refinement Templates

| <i>Page Name</i>             | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|------------------------------|------------------------|---|--|
| Approval Refinement Template | EX_REFINE_TMPL         | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Refinement Template</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Refinement Template</li> </ul> | Add or modify refinement templates that define, for a transaction type, the approval refinements used to filter transactions for approval. |

## Setting Up Approval Refinement Templates

Access the Approval Refinement Template page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Refinement Template).

Approval Refinement Template

SetID: SHARE    Refinement Template: Expense Manager    Transaction Type: Expense Report

Refinements

Find | View All | First | 1 of 1 | Last

Effective Date: 01/01/1900    Status: Active

Description: Expense Manager filter for exp

Select one or more refinements for review by approvers or auditors.

☐ VAT Items

☐ No VAT Receipt

☐ Items with Tax Implications

☐ Credit Card Feed

☐ Amount Exceeded

☐ Duplicates Exist

☐ No Receipt

☐ Non-Preferred Merchant

☐ Total Amount Limits

Approve Every <sup>th</sup> Report

☐ Project Expenses

☐ Billable Hours

Total Hours >

Project Hours >

☐ Non-Billable Hours

Total Hours <

Project Hours <

Approval Refinement Template page (1 of 2)

Refine transactions for review and approval by Business Unit, Department, or Employee Id.

Business Unit

Customize | Find | View All | First | 1 of 1 | Last

| Business Unit        | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Departments

Customize | Find | View All | First | 1 of 1 | Last

| Department           | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Users

Customize | Find | View All | First | 1 of 1 | Last

| Employee ID          | Name                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Expense Types

Customize | Find | View All | First | 1 of 1 | Last

| Expense Type         | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Time Codes

Customize | Find | View All | First | 1 of 1 | Last

| Time Reporting Code  | Description          |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Approval Refinement Template page (2 of 2)

- Amount Exceeded**

Select to review expense transactions containing an expense item that is more than the defined expense location amount or the per diem amount.
- Items with Tax Implications**

Select to review an expense report that include reimbursements for which an employee can be taxed.
- VAT Items**

Select to review expense reports containing expenses that have value added tax.

|                                      |   |
|--------------------------------------|---|
| <b>No VAT Receipt</b>                | Select to review expense reports for employees who have not provided a receipt for VAT expenses that normally require one.  |
| <b>Duplicates Exist</b>              | <p>Select to review expense reports where an expense item appears more than once in the same expense report or the item appears in another expense report for the same employee ID.</p> <p>When employees submit expense reports, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists.</p> <p>Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates.</p> <hr/> <p><b>Note.</b> When the expense type has an edit type of per diem, only the expense type and the transaction date is considered when checking for duplicates.</p> <hr/> |
| <b>Credit Card Feed</b>              | Select to review expense reports containing an expense item that originated from a credit card transaction.   |
| <b>Non-Preferred Merchant</b>        | Select to review expenses reports that contain an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.   |
| <b>Total Amount Limits</b>           | Click the link to access the Expenses Definition – Business Unit 1 page and view the pre-payment and post-payment total amount limits that you defined for your business unit. If the total expense amount during Pre-Payment auditing exceeds the limit amount defined on the Expenses Definition – Business Unit 1 page, then the transaction is flagged and approval is required.  |
| <b>No Receipt</b>                    | Select to review expense reports where the employee has not provided a receipt for an expense that normally requires one.   |
| <b>Approve Every [number] Report</b> | Select this option and enter a number to specify how often to select an expense report or cash advance for approval or audit. PeopleSoft Expenses calculates whether a particular report is subject to the approval or audit process by dividing the number you enter in this field into the report ID or cash advance ID number. If there is a remainder, no action is required. If there is no remainder, the system selects the expense report or cash advance to undergo an approval or an audit.   |
| <b>Project Expenses</b>              | Select to review expense reports or travel authorizations containing expense transaction lines that are charged to projects.  |

|   |   |
|---|---|
| <b>Total Hours &gt;and Total Hours &lt;</b>     | Enter total hours greater than or total hours less than to indicate when you want PeopleSoft Expenses to direct time reports or time adjustments to the approver.   |
| <b>Project Hours &gt;and Project Hours &lt;</b> | Enter the total project hours greater than or total project hours less than to indicate when you want PeopleSoft Expenses to direct time reports or time adjustments to the approver.                                       |
| <b>Billable Hours</b>                           | Select to review time reports or time adjustments that contain billable hours.  |
| <b>Non-Billable Hours</b>                       | Select to review time reports or time adjustments that contain non-billable hours.  |
| <b>Business Unit</b>                            | Select an active business unit or a list of active business units.<br><br>The system routes expense transactions based on the employee's home business unit, not the business unit listed in the transaction distributions. |
| <b>Departments</b>                              | Select an active department or a list of active departments. The system routes expense transactions based on the employee's home department, not the department listed in the transaction distributions.                    |
| <b>Employees</b>                                | Select an active employee or a list of employees.   |
| <b>Expense Types</b>                            | Select an active expense type or a list of active expense types.  |
| <b>Time Report Codes</b>                        | Select an active time report code or a list of active time report codes.  |

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## Setting Up Risk Templates for PeopleSoft Expenses

To set up risk templates use the Risk Template (EX\_RISK\_TMPL.GBL) component.

This section provides an overview of risk templates and discusses how to set up risk templates.

### Understanding Risk Templates

Travel and entertainment expenses represent a major source of discretionary spending for organizations. Risk templates are used to control spending and enforce corporate policy for expenditures. Risk templates define risk levels that are associated with an expense transaction. This provides approvers the information they need to make an informed decision during the approval process.

You can define up to five levels of risk for each risk template ID and transaction type. You then select risk criteria for each level of risk. Risk criteria is assigned:

- At the header and line levels for expense reports and travel authorizations.
- At the header level for time reports, time adjustments, and cash advances.

- At the line level for time reports and time adjustments only for billable hours.

When defining risk templates you select the set ID and transaction type, assign a template ID, and then select criteria that tells the system when to display a risk indicator on approval pages.

You also determine how an expense transaction that has risk, is routed to an approver. An expense transaction can be routed to an approver using one of these methods:

- Through email, where the approver has access to all of the information that needs to be approved.

Select the Enable Email Approvals option on the risk template to use this method.

- Through an email notification, where the approver must log into the Expenses system to approve the transaction.

Deselect the Enable Email Approvals option on the risk template to use this method.

To set up and use the risk templates:

- Set up risk templates.

Risk templates are defined by set ID and transaction type, and are assigned a Risk Template ID.

- Associate a risk template with an approver profile.

## Page Used to Set Up Risk Templates

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>           |
|------------------------|------------------------|---|------------------------|
| Approval Risk Template | EX_RISK_TMPL           | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Risk Template</li> <li>• Travel and Expenses, T and E Administration Center, Manage Approvals, Risk Template</li> </ul> | Set up risk templates. |

## Setting Up Risk Templates

Access the Approval Risk Template page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Risk Template)



Approval Risk Template

SetID: SHARERisk Template ID: HR SUPERVISORTransaction Type: Expense Report

Risk Criteria

Find | View AllFirst1 of 2Last

\*Effective Date:01/01/1900

\*Status:Active

\*Risk Level:Level 2

+ -

\*Risk Description:HR Supervisor Level 5

☐ Enable Email Approvals

Select one or more Risk Criteria for each Risk Level.

☒ No Receipt

☐ VAT Items

☐ No VAT Receipt

☐ Non-Preferred Merchant

☐ Credit Card Feed

☐ Multip Per Diem Exist Per Day

☒ Duplicates Exist

☐ Project Expenses

☐ Authorized Amount Exceeded

☐ Cash Advance Applied

☐ Items with Tax Implications

☐ Negative Expense Report

☐ Billable Hours

☐ Billable Hours < Non-Billable

Total Hours >

Total Hours <

Project Hours <

Project Hours >

Billable Hours <

Non-Billable Hours >

Travel Authorization Estimates vs. Expense Report Actuals

☐ Travel Authorization Days < Expense Report Actual Days

☐ ToleranceDays

☐ Travel Authorization Totals < Expense Report Totals

☐ Tolerance%

Approval Risk Template page (1 of 2)

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| Business Purpose Criteria |                      |  |  | Customize | Find | View All | First | 1 of 1 | Last |
|---------------------------|----------------------|--|--|-----------|------|----------|-------|--------|------|
| Business Purpose          | Description          |  |  |           |      |          |       |        |      |
| <input type="text"/>      | <input type="text"/> |  |  |           |      |          |       |        |      |
|                           |                      |  |  |           |      |          |       |        |      |

| Expense Type Authorized Amounts |                      |                      |                      | Customize | Find | View All | First | 1 of 1 | Last |
|---------------------------------|----------------------|----------------------|----------------------|-----------|------|----------|-------|--------|------|
| Expense Type                    | Description          | Authorized Amount    | % Variance           |           |      |          |       |        |      |
| <input type="text"/>            | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |      |          |       |        |      |
|                                 |                      |                      |                      |           |      |          |       |        |      |

| Business Unit |                             | Customize | Find | View All | First | 1 of 1 | Last |
|---------------|-----------------------------|-----------|------|----------|-------|--------|------|
| Business Unit | Description                 |           |      |          |       |        |      |
| US003         | US003 CALIFORNIA OPERATIONS |           |      |          |       |        |      |
|               |                             |           |      |          |       |        |      |

| Departments |                 | Customize | Find | View All | First | 1-2 of 2 | Last |
|-------------|-----------------|-----------|------|----------|-------|----------|------|
| Department  | Description     |           |      |          |       |          |      |
| 10000       | Human Resources |           |      |          |       |          |      |
| 10200       | Headquarters    |           |      |          |       |          |      |
|             |                 |           |      |          |       |          |      |

| Users                |                      | Customize | Find | View All | First | 1 of 1 | Last |
|----------------------|----------------------|-----------|------|----------|-------|--------|------|
| Employee ID          | Name                 |           |      |          |       |        |      |
| <input type="text"/> | <input type="text"/> |           |      |          |       |        |      |
|                      |                      |           |      |          |       |        |      |

| Time Codes           |                      | Customize | Find | View All | First | 1 of 1 | Last |
|----------------------|----------------------|-----------|------|----------|-------|--------|------|
| Time Reporting Code  | Description          |           |      |          |       |        |      |
| <input type="text"/> | <input type="text"/> |           |      |          |       |        |      |
|                      |                      |           |      |          |       |        |      |

| Total Transaction Amount Limits |                      |                      | Customize | Find | View All | First | 1 of 1 | Last |
|---------------------------------|----------------------|----------------------|-----------|------|----------|-------|--------|------|
| GL Business Unit                | Pre-Payment Amount   | Post-Payment Amount  |           |      |          |       |        |      |
| <input type="text"/>            | <input type="text"/> | <input type="text"/> |           |      |          |       |        |      |
|                                 |                      |                      |           |      |          |       |        |      |

| Expense Type Amount Limits |                      |                      |                      | Customize | Find | View All | First | 1 of 1 | Last |
|----------------------------|----------------------|----------------------|----------------------|-----------|------|----------|-------|--------|------|
| Expense Type               | GL Business Unit     | Amount               | Currency             |           |      |          |       |        |      |
| <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |           |      |          |       |        |      |
|                            |                      |                      |                      |           |      |          |       |        |      |

## Approval Risk Template page (2 of 2)

Use this page to define up to five levels of risk for the transaction type. Risk criteria represent exceptions to company policy that can be assigned to expense transactions. When risk criteria is defined and met for more than two levels, the highest level is shown to the approver. At least one risk criteria must be defined for each risk level. You can also enable email approvals for expense transactions that contain risk.

The transaction type determines the fields that are available on the page.

## **Risk Criteria**

|  |  |
|--|--|
| <b>Risk Level</b>  | Select the level of risk for the template. Options include <i>Level 1</i> through <i>Level 5</i> , which indicate the severity of the risk. Level 1 indicates low risk and level 5 indicates high risk.  |
| <b>Enable Email approvals</b>  | Select to indicate that expense approvals are routed to the approver through an email, if the risk criteria is met. The email includes the transaction details and approval options. Deselect to indicate that expense approvals are routed to the approver through an email notification. The email notification informs the approver that there is a transaction that needs to be reviewed, and provides a link to the Expenses system to approve the transaction.<br><hr/> <b>Note.</b> If this option is selected and the risk criteria is not met, then an email notification is sent, regardless of this option. <hr/> |
| <b>VAT Items</b>   | Select to indicate risk when expense reports contain expenses that have value added tax.   |
| <b>No VAT Receipt</b>  | Select to indicate risk when the employee has not provided a receipt for VAT expenses that requires one.   |
| <b>No Receipt</b>  | Select to indicate risk when the employee has not provided a receipt for an expense that normally requires one.  |
| <b>Credit Card Feed</b>  | Select to indicate risk when expense reports contain an expense item that originated from a credit card transaction.   |
| <b>Multip Per Diem Exist Per Day</b> (multiple per diem exists per day | Select to indicate risk when expense transactions contain more than one per diem expense type for one day.   |
| <b>Non-Preferred Merchant</b>  | Select to indicate risk when expenses reports contain an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.   |
| <b>Project Expenses</b>  | Select to indicate risk when expense reports or travel authorizations contain expense transaction lines that are charged to a project.   |
| <b>Authorized Amount Exceeded</b>                                      | Select to indicate risk when expense transactions contain an expense item that is more than the authorized expense amount or the per diem amount.  |

**Duplicates Exist**

Select to indicate risk when an expense item appears more than once in the same expense report, or where the item appears in another expense report for the same employee ID.

When employees submit expense reports, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists.

Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates.

---

**Note.** When the expense type has an edit type of per diem, only the expense type and the transaction date is considered when checking for duplicates.

---

**Items with Tax Implications**

Select to indicate risk when an expense report includes reimbursements for which an employee can be taxed.

**Negative Expense Report**

Select to indicate risk when expense reports have a negative amount.

**Cash Advance Applied**

Select to indicate risk when expense reports have a cash advance that has been applied.

**Billable Hours**

Select to indicate risk when time reports or time adjustments contain billable hours.

**Billable Hours < Non-Billable Hours** (billable hours are less than non-billable hours)

Select to indicate risk when billable hours are less than non-billable hours for time reports or time adjustments .

**Total Hours >and Total Hours <**

Enter total hours greater than, or total hours less than, to indicate when time reports or time adjustments have risk to the approver.

**Project Hours >and Project Hours <**

Enter the total project hours greater than, or total project hours less than, to indicate when time reports or time adjustments have risk to the approver.

**Billable Hours <** (billable hours less than)

Enter the total billable hours less than to indicate when time reports or time adjustments have risk to the approver.

**Non-Billable Hours >** (billable hours greater than)

Enter the total billable hours greater than to indicate time reports or time adjustments have risk to the approver.

***Travel Authorization Estimates vs. Expense Report Actuals*****Travel Authorization Days < Expense Report Actual Days**

Select to indicate risk on expense reports where the travel authorization days is less than the actual days on the expense report.

|   |   |
|---|---|
| <b>Tolerance</b>  | Select to indicate a tolerance for expense reports where the travel authorization days is less than the actual days on the expense report. Indicate the tolerance number of days in the Days field. |
| <b>Travel Authorization Totals &lt; Expense Report Totals</b> | Select to indicate risk on expense reports where the travel authorization total is less than the total on the expense report.   |
| <b>Tolerance</b>  | Select to indicate a tolerance for expense reports where the travel authorization total is less than the total on the expense report. Indicate the tolerance percent of total in the % field.       |

### ***Business Purpose Criteria***

|                         |   |
|-------------------------|---|
| <b>Business Purpose</b> | Select the to indicate that expense reports with this business purpose are to be considered for risk. |
|-------------------------|---|

### ***Expense Type Authorized Amounts***

Expense Type Authorized Amounts details has an Authorized Amount check box that when selected, determines if the system checks for risk against an expense type that has a value over the amount defined in the expense location amount table. The expense location amount table is defined on the Expense Location Amount page. If the Authorized Amount check box is not selected, then the system indicates that the expense type has risk if the expense type appears in the report. There is also a % Variance option that allows a variance before the system indicates risk.

|                          |   |
|--------------------------|---|
| <b>Expense Type</b>      | Select an active expense type to indicate the level of risk.  |
| <b>Authorized Amount</b> | Select to indicate that the system checks for risk for the expense type if the value is over the amount defined in the expense location amount table.             |
| <b>% Variance</b>        | Enter a percent of variance that the system allows over the authorized amount. If the amount exceeds this variance, the system considers the report to have risk. |

### ***Business Unit***

|                      |  |
|----------------------|--|
| <b>Business Unit</b> | Select an active business unit to indicate risk. |
|----------------------|--|

### ***Departments***

|                   |   |
|-------------------|---|
| <b>Department</b> | Select an active department to indicate risk. |
|-------------------|---|

**Users**

|                    |   |
|--------------------|---|
| <b>Employee ID</b> | Select an active employee to indicate risk. |
|--------------------|---|

**Time Codes**

|                            |  |
|----------------------------|--|
| <b>Time Reporting Code</b> | Select an active time reporting code to indicate risk. |
|----------------------------|--|

**Total Transaction Amount Limits**

|                            |  |
|----------------------------|--|
| <b>GL Business Unit</b>    | Select an active general ledger business unit to indicate risk.  |
| <b>Pre-Payment Amount</b>  | Enter an amount that indicates a prepayment amount, which indicates a risk for the general ledger business unit. |
| <b>Post Payment Amount</b> | Enter an amount that indicates a post payment, which indicates a risk for the general ledger business unit.      |

---

**Note.** Post payment amounts do not apply to travel authorizations. Therefore, if *Travel Authorization* is selected in the Transaction Type field, an amount is entered into the Post Payment Amount field, and the risk template is associated with an approver profile for a post payment auditor, then you are notified that the total transaction amount limits will be ignored.

---

**Expense Type Amount Limits**

|                         |  |
|-------------------------|--|
| <b>Expense Type</b>     | Select an expense type to indicate risk.   |
| <b>GL Business Unit</b> | Select the general ledger business unit in which the expense type indicates risk.                                      |
| <b>Amount</b>           | Enter an amount that indicates the value of the expense type that indicates risk for the general ledger business unit. |

**Header Approvals**

If approving at the header level, which is determined on the Setup Process Definitions page (Enterprise Components, Approvals, Approvals, Approval Process Setup), any risk criteria that depends on line level details does not return any risk. This table illustrates the line level risk criteria for the corresponding transaction type that is not recognized for header approvals:

| <b>Transaction Type</b>         | <b>Risk Criteria</b>  |
|---------------------------------|---|
| Expense Report                  | Project Expense, VAT Items, Expense Type Authorized Amounts, Expense Type Amount Limits |
| Travel Authorization            | Project Expense, Expense Type Authorized Amounts, Expense Type Amount Limits            |
| Time Report and Time Adjustment | Billable Hours  |
| Cash Advance                    | None  |

---

## Defining Approver Profiles for PeopleSoft Expenses

To define approver profiles, use the Approver Profile (EX\_APPRVR\_PROFILE.GBL) component.

This section provides an overview of approval profiles and discusses how to define approver profiles.

### Understanding Approval Profiles

Use the Approver Profile pages to associate transaction types, privileges, refinements, and risk to an approver, and configure approval roles or specific approvers. PeopleSoft Expenses delivers preconfigured profiles that match the supported approval roles. You can modify these profiles according to your organization's approval policies or you can create your own profiles using titles or role names that are meaningful to your organization.

Every approver must have an associated profile in the system. When using the approver list routing, each approver must be assigned to a profile for the business unit. When HR Supervisor is used, it is not necessary to assign every supervisor to a profile as long as one profile is marked as the default the HR Supervisor approver type for each transaction that they are authorized to approve. The same rule applies to project managers when Project Manager is selected for project approvals. A profile marked as the default must exist for the project manager approver type for each transaction they are authorized to approve.

## Page Used to Define Approver Profiles

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>              |
|------------------|------------------------|---|---------------------------|
| Approver Profile | EX_APPRVR_PROFILE      | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Profile</li> </ul> | Define approver profiles. |

## Defining Approver Profiles

Access the Approver Profile page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Profile).



Approver Profile

SetID: SHARE

Approver Profile: HR SUPERVISOR

Approver Profile

Find | View All | First | 1 of 1 | Last

\*Effective Date:

01/01/1900

Status:

Active

\*Description:

HR Supervisor

Long Description:

Direct supervisor authorized to approve expense transactions.

\*Approver Type:

SUPERVISOR

☒ Default Profile

Approver Attributes

Customize | Find | 1 | First | 1-5 of 5 | Last

| Transaction Type     | Refinement Template | Change All               | Privilege Template | Privileges | Risk Template | Enable Email Approvals   | Risks |  |  |
|----------------------|---------------------|--------------------------|--------------------|------------|---------------|--------------------------|-------|--|--|
| Cash Advance         |                     | <input type="checkbox"/> | HR Supervisor      |            |               | <input type="checkbox"/> |       |  |  |
| Expense Report       |                     | <input type="checkbox"/> | HR Supervisor      |            | Managers      |                          |       |  |  |
| Travel Authorization |                     | <input type="checkbox"/> | HR Supervisor      |            |               | <input type="checkbox"/> |       |  |  |
| Time Adjustment      |                     | <input type="checkbox"/> | HR Supervisor      |            |               | <input type="checkbox"/> |       |  |  |
| Time Report          |                     | <input type="checkbox"/> | HR Supervisor      |            |               | <input type="checkbox"/> |       |  |  |

Approver Profile page

Use this page to add or modify mappings of approver types and transactions to a refinement template, a privilege template, and a risk template. The mapping also sets the change all and override privileges.

Approver Type

Select an approver type for the profile.

Default Profile

Select to make this profile the default for the approver type. You can only have one default per approver type.

Approver Attributes

Transaction Type

Select an active transaction type.

Refinement Template

(Optional) Select a refinement template that has filters configured for the transaction type. If you do not select a refinement template, PeopleSoft Expenses assumes that there are no refinements.

Click the Show Refinements button to access the Approval Refinement Template page and view or modify the refinements for the approver type. If you do not select a refinement template, PeopleSoft Expenses does not display this button.

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**Change All**

Select to enable an approver type full access (view, modify, add, and delete) to all details of a transaction type. Selecting Change All for the transaction type overrides the privilege attributes that you set up on the Approval Privilege Template page.

---

**Note.** You cannot select the Change All privilege for a post payment auditor for any transaction type.

---

**Privilege Template**

Select an approval privilege template to use for the transaction type. If you select a privilege template, PeopleSoft Expenses displays the Show Privileges button.

---

**Note.** If you selected Change All, PeopleSoft Expenses does not enable you to select an approval privilege template because the change all functionality enables full access to the approver for the transaction type. If you selected Change All and a privilege template is already assign, PeopleSoft Expenses ignore the request.

---



Click the Show Privileges button to access the Approval Privilege Template page to view or modify the privileges for the approver type. If you do not select a privilege template, PeopleSoft Expenses does not display this button.

**Risk Template**

Select a risk template to use for the transaction type. If you select a risk template, the Show Risks button appears in the Risks column.

**Enable Email Approvals**

Select to indicate that the approver can approve the transaction through email.

Deselect to indicate that the approver receives email notifications, and must sign into the Expenses system to approve the transaction.

This check box is not available when a risk template is selected. When a risk template is selected, the system uses the Enable Email Approvals check box on the Risk Template page.



Click the Show Risk button to access the Risk Template page to view or modify the risk criteria for the approver profile. If you do not select a risk template, this button is not displayed.

---

## Setting Up Approver Assignments in PeopleSoft Expenses

To set up approver assignments, use the Approver Assignment (EX\_APPRV\_ASGN.GBL) component.

This section provides an overview of approver assignments and discusses how to assign approvers to approver profiles.

## Understanding Approver Assignments

If you use HR supervisor routing for approvals, you do not need to assign your supervisors to approver profiles because the system routes transactions for approvals to supervisors identified in the employee profiles. If you use Project Manager routing for project approvals, you do not need to assign the project managers to approver profiles because the system routes transactions to project managers based on the project team definition in PeopleSoft Project Costing. If you elect to use an approver list as the option or for supplemental approvals, you must assign the approvers to a profile and a range of routing ChartField values. You can assign one or many approvers to profiles using their user IDs, based on the range of values for the routing ChartField selected for the approver type. You can also assign approvers to more than one profile if they support multiple approval roles.

## Page Used to Define Approver Assignments

| Page Name            | Definition Name | Navigation  | Usage  |
|----------------------|-----------------|---|--|
| Approver Assignments | EX_APPRVR_ASGN  | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Assignment</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Approver Assignment</li> </ul> | Assign authorized approvers in PeopleSoft Expenses to an approver profile. |

## Assigning Approvers to Approver Profiles

Access the Approver Assignments page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver Assignment).

**Approver Assignments**

GL Business Unit: US001  
 Approver Profile: EXPENSE MANAGER

| *User Id | Employee ID | Name            | *Department From | *Department To |   |   |
|----------|-------------|-----------------|------------------|----------------|---|---|
| MGR1     | KU0006      | Davis, AI       | 41000            | 56000          | + | - |
| MGR2     | KU0071      | Sullivan, Darla | 60000            | 95500          | + | - |

Approver Assignments page

### User Id

Select an active user ID to associate them with the approver profile.

**[ChartField] From and  
[ChartField] To**

Enter an active routing ChartField range for the approver. These page elements change according to the routing ChartField that you associate with the approver type. On the Approver Assignments page example above, PeopleSoft Expenses displays Department From and Department To because department is the routing ChartField for the approver type. If you configure the project manager approver type to use the Project ChartField as the routing ChartField, PeopleSoft Expenses displays Project From and Project To.

---

## Setting Up Approver Routing Lists in PeopleSoft Expenses

To set up approver routing lists, use the Approver List (EX\_APPRVR\_LIST.GBL) component.

This section provides an overview of how to set up the approver routing list and discusses setting up approver routing lists.

### Understanding How to Set Up Approver Routing List

PeopleSoft Expenses approval functionality includes approver lists that enable you to route expense transactions based on the routing ChartField, monetary amounts, and hours. You can set up the approver routing list as the preferred option for approvals or select to use supplemental approvals when transactions meet specific criteria.

You can use the approver routing list to set up routing rules based on monetary amounts. For example, you can use HR supervisor approvals for all expense reports, but use a supplemental approver for all expense reports over 500.00 USD. You can also use a supplemental approval for project approvals in the same way. You can also define different amount-based routing rules for different ChartField values. Some organizations have amount-based rules that differ between operating units or departments.

Set up approver routing lists by business unit, transaction type, and approver type. The system associates the routing ChartField with the approver type that you set up on the Define Approver Types page. When employees in the business unit submit expense transactions, the system automatically applies the approval rules and routes travel authorizations, cash advances, expense reports, time reports, and time adjustments to the appropriate approver.

When defining approver routing lists:

- Create only one list per approver type and transaction type for each business unit.
- If you use the *Reviewer*, *Prepayment Auditor*, *Expense Manager*, *Project Supplemental Approver*, or *Post Payment Auditor* approver types, you must create an approver list for each transaction type that they use.
- Establish amount-based rules only if the approver type that is associated with the transaction is enabled for amount-based routing on the Transaction Definition page.

---

**Note.** If you do not enable HR Supervisor approvals on the Installation Options – Expenses page but enable Approver List, then you must create expense approver routing lists for each transaction type.

---

## Page Used to Set Up Approver Routing Lists

| Page Name             | Definition Name | Navigation  | Usage   |
|-----------------------|-----------------|---|---|
| Approver Routing List | EX_APPRVR_LIST  | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver List</li> <li>Travel and Expenses, T and E Administration Center, Manage Approvals, Approver List</li> </ul> | Route expense transactions based on the routing ChartField ranges, monetary amounts, and hours. |

## Setting Up Approver Routing Lists

Access the Approver Routing List page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approver List).

**Approver Routing List**

GL Business Unit: US001  
 Transaction Type: Expense Report  
 Approver Type: EXAPPRVER

**Submission Notifications**  
☒ Notify First Approver  
☐ Notify All Approvers

| *Approver Profile | All Values                          | Department From | Department To | All Amounts                         | Amount From | Amount To  |   |   |
|-------------------|-------------------------------------|-----------------|---------------|-------------------------------------|-------------|------------|---|---|
| EXPENSE MAN.      | <input type="checkbox"/>            | 41000           | 43000         | <input type="checkbox"/>            | 0.000       | 9,999.990  | + | - |
| EXPENSE MAN.      | <input type="checkbox"/>            | 41000           | 43000         | <input type="checkbox"/>            | 10,000.000  | 99,999.990 | + | - |
| EXPENSE MAN.      | <input checked="" type="checkbox"/> |                 |               | <input checked="" type="checkbox"/> | 0.000       | 0.000      | + | - |

Approver Routing List page

**Submission Notifications**

Select how you want the system to send out approver notifications. Options are:

- *Notify First Approver:* Select to notify the first approver in the list when an employee submits a transaction.

As each approver makes an approval action, the system sends a notification and routes the transaction to the next approver on the list. The sequence of approvers is top down, meaning that the system notifies the first approver on the list, then the second approver, and so on until all approvers process the transaction.

- *Notify All Approvers:* Select to notify and route transactions to all approvers in the list when an employee submits a transaction. This option allows any approver to access and approve the transaction at any time.

**Approver Profile**

Select an approver profile. PeopleSoft Expenses determines the approval order based on the order that you enter the approver profile lines. The approval process starts with the first row, regardless of the values in the From and To columns. If you insert a new row between two existing rows, PeopleSoft Expenses updates the order of the approvals.

For example, if an approval sequence starts with Department Manager on the first row, then Director on the second row, when you insert a row for Vice President between the two, the Vice President in the new row now becomes the second approver.

---

**Note.** Only users who are assigned to profiles supporting the same routing ChartFields may be selected.

---

**All Values**

Select to use the full range of ChartField values for the assigned routing ChartField. If you select the All Values check box, PeopleSoft Expenses disables the [ChartField] From and [ChartField] To fields.

**[ChartField] From and [ChartField] To**

Enter a range that corresponds with the routing ChartField that you selected on the Define Approver Types page for the approver type. For example, if you selected *Department* as your routing ChartField, PeopleSoft Expenses displays Department From and Department To headings.

If you use amount-based rules for the transaction and want to apply different rules for different departments or any other ChartField that you selected for routing on the Define Approver Types page, you can enter a range that corresponds with the routing ChartField, then enter the from and to amounts for the rule. This is the only time that you can enter routing ChartField values.

These fields are not available if you selected the All Values check box.

**All Amounts**

Select to use the full range of monetary amounts or hours, depending on the transaction type. If you select the All Amounts check box, PeopleSoft Expenses disables the Amount From and Amount To fields.

**Amount From and Amount To**

If you selected Monetary Amount Based as the unit of measure for the transaction type on the Transaction Definition page, PeopleSoft Expenses displays the Amount From and Amount To headings where you can enter a monetary range.

---

## Copying Approval Setup to Another SetID

To copy an approval setup to another setID, use the Approval Setup Copy Utility (EX\_APPRV\_COPY.GBL) component.

This section provides an overview of how to copy approval setup to another setID and discusses how to use the Approval Setup Copy Utility.

## Understanding How To Copy Approval Setup to Another SetID

PeopleSoft Expenses delivers approval configuration data as system data under the SHARE SetID. You can adjust your table set control to point to this setID for record group EX\_04, which is the record group for the approvals configuration. However, you can use the Approval Setup Copy Utility to create a copy of the delivered configuration for the setID of your choice. If you use your own setID, Oracle's PeopleSoft recommends that you not modify the system data under setID SHARE. First, copy the configuration data set to your new setID, then make the configuration changes for that setID. This procedure keeps the system data in its initial state should you want to go back to the delivered configuration.

The Approval Setup Copy Utility enables you to:

- Copy only the approval setup that you have defined in your system.
- Copy the approval setup, all of your approver profiles, as well as refinement, privilege, and risk templates.
- Copy the approval setup and profiles, and only refinement, privilege, and risk templates that are currently being used by your approver profiles.

You cannot copy to the same setID. For example, you cannot copy from US001 to US001. Also, you can only perform a copy once to a setID. If, for example, you copy US001 to US002 but you forgot to select the Copy only referenced Privilege Templates check box to copy only the privilege templates that are currently assigned to your approver profiles, you cannot copy from US001 to US002 again because the system does not allow you to select US002. To remedy this situation, you can make manual corrections to the approval configuration for US002.

## Page Used to Copy Approval Setup to Another SetID

| <i>Page Name</i>                    | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|-------------------------------------|------------------------|--|---|
| Approval Configuration Copy Utility | EX_APPRV_COPY          | Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approval Setup Copy Utility | Use the approval setup copy utility. Use this page to copy approval setup, profiles, and templates from one setID to another. |

## Using the Approval Setup Copy Utility

Access the Approval Configuration Copy Utility page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Approval Setup Copy Utility).

Approval Configuration Copy Utility

To copy the approval setup from one SetID/Definition ID to another, select the source and target SetIDs/Definition IDs, enter the effective date for the target record and click Copy. You may only copy a SetID once.

You may also copy all profiles by enabling the Copy Profiles checkbox. All refinement, privilege, or risk templates in the source SetID will be copied. If the "referenced" template checkboxes are enabled, only active templates that are assigned to an Approver Profile will be copied.

Copy From SetID/Definition ID:

Copy To SetID/Definition ID:

Effective Date:

Copy Options

☐ Copy Profiles and Templates

☐ Copy only referenced Privilege Templates

☐ Copy only referenced Refinement Templates

☐ Copy only referenced Risk Templates.

Copy

Approval Configuration Copy Utility page

The approval framework uses a *Definition ID* as a key field when defining the Approver Process Definition criteria for expenses workflow processing. To accommodate this change, PeopleSoft Expenses uses Definition ID synonymously with SetID for approval framework setup purposes and copy functionality. All PeopleSoft Expense processing continues to use SetID for PeopleSoft Expenses setup and processing. When using this page, enter your SetID.

- Copy Profiles and Templates

Select to copy all of the profiles and templates that PeopleSoft Expenses delivers as system data. This check box must be selected to select any of the referenced templates check boxes.
- Copy only referenced Privilege Templates

Select to copy only the active privilege templates assigned in approver profiles.
- Copy only referenced Refinement Templates

Select to copy only the active Refinement templates assigned in approver profiles.
- Copy only referenced Risk Templates

Select to copy only the active Risk templates assigned in approver profiles.



---

## Configuring Summary Approval Options

To configure summary approval options, use the Summary Approval Options (EX\_SUM\_APPR\_OPT.GBL) component.

This section provides an overview of summary approval options and discusses how to set up summary approval options.

### Understanding Summary Approval Options

Summary approvals is a feature in PeopleSoft Expenses that enables approvers to select multiple transactions to approve with one action. The Summary Approval pages consist of an overview page, which supports all transaction types, and individual transaction pages that display transactions according to transaction type. The Overview page is the initial page that an approver accesses to begin the approval process.

PeopleSoft Expenses supports options to enable or disable the ability to perform approvals at a summary level. You can set the summary approval option preferences according to your organization's policies.

Configure summary approval options to:

- Enable approvers to approve some or all expense transactions in their queue with one action.
- Force approvers to drill down to transaction details to view additional information and perform approval actions.
- Enable approvers to approve all types of expense transactions on one page or by transaction type.
- Control the approver actions used on the mass approval pages.
- Disable summary approvals if it violates organizational policy for expense approvals.
- Alert approvers if the expense transactions contain exceptions, such as out of policy expenses.
- Disable transactions for approval on the summary approval pages if they contain exceptions.
- Disable transactions for approval on the summary approval pages if they contain risk.

### Page Used to Configure Summary Approval Options

| <i>Page Name</i>         | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                     |
|--------------------------|------------------------|---|----------------------------------|
| Summary Approval Options | EX_SUM_APPR_OPT        | Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Summary Approval Options | Set up summary approval options. |

## Setting up Summary Approval Options

Access the Summary Approval Options page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Setup, Summary Approval Options).

| Summary Approval Options   |   |
|--|---|
| SetID: SHARE CORPORATE SETID   |   |
| <b>Enable Summary Approvals</b><br>Enable or disable summary approvals.<br>Clear the check boxes to convert pages to work lists. <div> <input checked="" type="checkbox"/> Transaction Pages           <input checked="" type="checkbox"/> Overview and Error Pages         </div>   | <b>Select Approval Actions</b><br>Enable or disable the actions an approver may take.<br>The Deny function is not available for summary approvals. <div> <input checked="" type="checkbox"/> Approve           <input checked="" type="checkbox"/> Send Back           <input checked="" type="checkbox"/> Review           <input checked="" type="checkbox"/> Hold           <input type="checkbox"/> Budget Check         </div> |
| <b>Alert Approvers</b><br>Select the check box next to the exception condition to highlight transactions as exceptions on the approval page. <div> <input checked="" type="checkbox"/> Expenses Out of Policy           <input checked="" type="checkbox"/> Time Reports Outside Threshold           <input checked="" type="checkbox"/> Expenses not Receipt-Verified           <input checked="" type="checkbox"/> Duplicates Exist           <input checked="" type="checkbox"/> Preferred Merchant Not Used           <input checked="" type="checkbox"/> Budget Checking Errors         </div>  |   |
| <b>Disallow Summary Approvals</b><br>Select the check box next to the exception condition to disallow transactions with exceptions from summary level approval. <div> <input type="checkbox"/> Same as Alerts           <input checked="" type="checkbox"/> Expenses Out of Policy           <input checked="" type="checkbox"/> Time Reports Outside Threshold           <input checked="" type="checkbox"/> Expenses not Receipt-Verified           <input type="checkbox"/> Duplicates Exist           <input checked="" type="checkbox"/> Preferred Merchant Not Used           <input checked="" type="checkbox"/> Budget Checking Errors         </div> Select the check box to disallow summary level approval when Risk exists for the transaction. <div> <input type="checkbox"/> Risk         </div> |   |

Summary Approval Options page

### ***Enable Summary Approvals***

#### **Transaction Pages**

Select to enable approvers to perform approval actions on the individual transaction pages for expense reports, time reports, time adjustments, travel authorizations, and cash advances. If not selected, these pages become work lists and PeopleSoft Expenses does not display the approval action buttons or the Select, Select All, and Clear All check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.

#### **Overview and Error Pages**

Select to enable approvers to perform approval actions on the Overview and Errors pages for all transaction types. If not selected, these pages become work lists and PeopleSoft Expenses does not display the approval action buttons or the Select, Select All, and Clear All check boxes, and approvers must drill down to the transaction detail pages to perform approval actions.

### **Select Approval Actions**

Select approval action buttons that you want PeopleSoft Expenses to display on the summary approval pages. If you do not select an approval action, PeopleSoft Expenses does not display that button on the summary approval pages and approvers must drill down to the transaction detail pages to take the appropriate action. If you select approval actions but deselected the Transaction Pages or Overview and Error Pages check boxes in the Enable Summary Approvals group box, PeopleSoft Expenses does not display the approval action buttons for those pages.

When you select approval action buttons, approvers can press the button on the summary approval pages; however, PeopleSoft Expenses checks the approver's configuration after they press the action button. If the approver is not authorized for the action, the transaction remains in the queue and the system flags it as an error. PeopleSoft Expenses displays an error message on the Errors page.

---

**Note.** The *Deny* functionality is not available for summary approvals.

The Budget Check check box is available only if you enabled Commitment Control for PeopleSoft Expenses on the Installation Options - Products page.

---

### **Alert Approvers**

Select the check box next to the exception condition to highlight transactions as exceptions on the approval pages. PeopleSoft Expenses displays an icon on the approval pages as a visual indicator for transactions with exceptions.

### **Disallow Summary Approvals**

Select the check box next to the exception condition to not allow approval on the summary approval pages for transactions with this exception. PeopleSoft Expenses disables these check boxes on the summary approval pages. The approver must drill down to the detail level to approve the transaction. Select Same as Alerts to duplicate the selection from the Alert Approvers section. Select the Risk check box to disable summary approvals for transactions that have risk associated with them.

---

## **Reassigning Work for Expense Transactions**

This section provides an overview of how to reassign work in PeopleSoft Expenses and discusses how to reassign work for expense transactions.

### **Understanding How to Reassign Work in PeopleSoft Expenses**

Workflow and approval in PeopleSoft Expenses enables business processes to move expense transactions through the system. The PeopleSoft Expenses approval process integrates with the PeopleTools process to provide worklist and email capability. Depending on your user settings in PeopleSoft security, you can receive worklist entries and email notifications from your system. Although standard workflow functionality supports delegated approvals for managers, PeopleSoft Expenses supports delegation when routing the transactions to the next approver. There can be circumstances in your organization where the transactions in an approver's queue must be reassigned to a different approver.

**Note.** The Define Security - Reassign Work functionality moves *only* PeopleSoft Expenses-related work from one approver to another approver.

## Page Used to Reassign Work

| Page Name     | Definition Name | Navigation  | Usage                                       |
|---------------|-----------------|---|---|
| Reassign Work | TE_EE_REASSIGN  | Travel and Expenses,<br>Manage Expenses Security,<br>Reassign Approval Work | Reassign work from one approver to another. |

## Reassigning Work

Access the Reassign Work page (Travel and Expenses, Manage Expenses Security, Reassign Approval Work).

**Define Security**

**Reassign Work**

Approver: MGR1 Davis, Al

Reassign Work To: VP2 Michael Buhler

☒ Select All
 ☐ Deselect All
 Reassign

| Transaction Information             |                      |              |     |                     |         |            |                 | Customize   Find   View All     First 1-5 of 5 Last |
|-------------------------------------|----------------------|--------------|-----|---------------------|---------|------------|-----------------|---|
| Select                              | Transaction Type     | Total Amount |     | Name                | Empl ID | Report ID  | Submission Date | Role  |
| <input checked="" type="checkbox"/> | Cash Advance         | 10.00        | USD | Schumacher, Kenneth | KU0042  | 0000000018 | 08/26/2009      | HR Supervisor                                       |
| <input checked="" type="checkbox"/> | Time Report          | 16.000       | MHR | Schumacher, Kenneth | KU0042  | 0000000122 | 08/26/2009      | HR Supervisor                                       |
| <input type="checkbox"/>            | Expense Report       | 170.00       | USD | Schumacher, Kenneth | KU0042  | 0000000086 | 08/26/2009      | HR Supervisor                                       |
| <input type="checkbox"/>            | Expense Report       | 1340.00      | USD | Schumacher, Kenneth | KU0042  | 0000000085 | 08/26/2009      | HR Supervisor                                       |
| <input checked="" type="checkbox"/> | Travel Authorization | 10.00        | USD | Schumacher, Kenneth | KU0042  | 0000000019 | 08/26/2009      | HR Supervisor                                       |

☒ Select All
 ☐ Deselect All
 Reassign

Reassign Work page

Select the transactions and the user ID that you want to reassign work to. PeopleSoft Expenses generates an error and terminates the reassign operation if you enter the same approver in the Reassign Work To field. For example, MGR1 cannot reassign work to MGR1.

## Setting Up Receipt Verification Rules and Lists

To set up receipt verification rules, use the Receipt Verification Rule (EX\_RCPT\_VER\_RULES.GBL) component.

This section provides an overview of receipt verification rules and lists and discusses how to:

- Define receipt verification rules.
- Set up receipt verification lists.

## Understanding Receipt Verification Rules and Lists

If you require employees to substantiate their expenses with receipts, you can create a receipt verification rule and set up your system to track receipts.

### Pages Used to Set Up Receipt Verification Rules and Lists

| <i>Page Name</i>                            | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|---|------------------------|---|---|
| Receipt Verification Rules                  | EX_RCPT_VER_RULES      | Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Receipt Verification Rule | Create criteria to track receipts.  |
| Verify Receipts for Specific Employees      | EX_RCPT_VER_EE         | Click the Employee List link on the Receipt Verification Rules page.                                      | Select employees who are required to provide receipts with their expense reports. |
| Verify Receipts for Specific Business Units | EX_RCPT_VER_BU         | Click the Business Unit link on the Receipt Verification Rules page.                                      | Select business units that are required to verify receipts.                       |
| Verify Receipts for Specific Departments    | EX_RCPT_VER_DEPTS      | Click the Department List link on the Receipt Verification Rules page.                                    | Select departments that are required to verify receipts.                          |

## Defining Receipt Verification Rules

Access the Receipt Verification Rules page (Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Receipt Verification Rule).

Receipt Verification Rules page

- Receipts Received Flag** Activates a check box on the expense report when the report is audited. Auditors select this option to indicate that all receipts for the expense report are submitted.
- Verify Receipts** Requires that receipts are validated on all expense reports by having employees or someone in your travel and expense department check off transactions as they are matched with employee receipts.
- Refine Receipt Verification** Select to require receipt verification for specific circumstances. When you select this option, the system activates other options in this section. You may require receipt verification to occur when only one or both of the following conditions exist:
- Expense Report Amount Flag: The expense report exceeds a specified total. Enter the maximum amount in the space provided and select the appropriate currency. Any expense report that exceeds the specified maximum will require verification of receipts.
- Verify Every Report: Enter a number to specify how often to select an expense report to verify receipts.
- Employee List, Business Unit, and Department List** Select to build the appropriate receipt verification lists.

## Setting Up Receipt Verification Lists

Access one of the following pages:

- Verify Receipts for Specific Employees.
- Verify Receipts for Specific Business Units.
- Verify Receipts for Specific Departments.

These pages enable you to create lists of individuals or internal organizations required to verify receipts.

Depending on the page you accessed, select an employee ID, business unit, or department to audit.

---

**Note.** Receipt verification lists operate independently of the rules that you define for the entire business unit. However, the effective date for the rule also applies to verification lists.

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## Chapter 11

# Defining PeopleSoft Expenses Processing Roles and Exceptions

This chapter provides an overview of PeopleSoft Expenses processing roles and exceptions and discusses how to:

- Define PeopleSoft Expenses processing roles.
- Define PeopleSoft Expenses processing role exceptions.
- Define PeopleSoft Expenses processing role options for value-added tax (VAT).

---

## Understanding PeopleSoft Expenses Processing Roles and Exceptions

PeopleSoft Expenses enables you to establish roles for employees in specific positions in your organization, establish allowable spending amounts for employees based on roles and expense type, and determine the visibility and editability of accounting information using employee privilege templates. If you track VAT, you can also determine the visibility of VAT fields by role.

PeopleSoft Expenses enables certain groups of employees to be reimbursed more than the standard allowances and per diems for expense types. Tolerance percentages are associated with expense processing roles and expense types. For designated expense types, employees associated with these roles can enter higher amounts without exception comments; if they enter more than the new calculated allowable amounts, they must enter exception comments.

PeopleSoft Expenses also enables organizations to set up their systems to enforce stop limits. When an employee has a role defined and adds an expense type to the Role Exceptions table, the system does not allow the employee to enter an amount greater than the thresholds defined by the Location Amount table. The system forces the employee to change the amount to less than or equal to the threshold before he or she can submit the report.

If your organization uses VAT, the system administrator can specify to hide, display only, or allow editing of selected VAT fields by role.

---

## Defining PeopleSoft Expenses Processing Roles

To define processing roles for PeopleSoft Expenses, use the Expense Role (EX\_ROLE.GBL) component.

This section discusses how to define processing roles for PeopleSoft Expenses.

## Page Used to Define Expenses Processing Roles for PeopleSoft Expenses

| Page Name           | Definition Name | Navigation   | Usage  |
|---------------------|-----------------|--|--|
| Expenses Role Setup | EX_ROLE         | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role</li> <li>Travel and Expenses, T and E Administration Center, Define Expenses System, Roles and Exceptions, Expense Roles</li> </ul> | Establish roles for employees depending on their positions in the company. |

## Defining Processing Roles for PeopleSoft Expenses

Access the Expenses Role Setup page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role).

### Expenses Role Setup

SetID: SHARE Expense Role: EMP

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1900 \*Status: Active

Description: Regular Employee

Short Description: Employee

\*Comments: Restricted rights

| Privilege Templates |                      | Customize   Find   View All   First 1-3 of 3 Last |
|---------------------|----------------------|---|
|                     | Transaction Type     | Privilege Template                                |
| 1                   | Expense Report       | ER-Update   |
| 2                   | Time Report          | TR_Update   |
| 3                   | Travel Authorization | TA_Update   |

Expenses Role Setup page

Use this page to associate an employee privilege template with a role for each transaction. If you do not define an employee privilege template for one or more transaction types, or for a role, the system uses the employee privilege template that is defined on the Business Unit Privileges page.

**Transaction Type** Select a transaction type that is associated with the privilege template to associate it with the processing role. Applicable transaction types are *Expense Report*, *Time Report*, and *Travel Authorization*.

**Privilege Template** Select the predefined employee privilege template that is associated with the transaction type assigned to the expense role.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

### See Also

[Chapter 6, "Understanding Accounting in PeopleSoft Expenses," page 69](#)

[Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining a PeopleSoft Expenses Business Unit, page 14](#)

[Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272](#)

---

## Defining PeopleSoft Expenses Processing Role Exceptions

To define processing role exceptions for PeopleSoft Expenses, use the Expense Role Exceptions (EX\_ROLE\_EXCEPTION.GBL) component.

This section discusses how to define processing role exceptions for PeopleSoft Expenses.

### Page Used to Define Processing Role Exceptions for Expenses

| Page Name                | Definition Name   | Navigation   | Usage  |
|--------------------------|-------------------|--|--|
| Expenses Role Exceptions | EX_ROLE_EXCEPTION | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Exceptions</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Roles and Exceptions, Expense Role Exceptions</li> </ul> | Establish allowable amounts by role by expense type. |

Defining Processing Role Exceptions for PeopleSoft Expenses

Access the Expenses Role Exceptions page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Exceptions).

Expenses Role Exceptions

SetID: SHAREExpense Role: VPVice President

FindView AllFirst1 of 1Last

\*Effective Date: 01/01/1900\*Status: Active

Role Exception Setup

CustomizeFindFirst1 of 1Last

| *Expense Type | *Country | Role Rate % | Allow Overage            | % Tolerance | Unlimited Tolerance      |
|---------------|----------|-------------|--------------------------|-------------|--------------------------|
| Air Travel    | FRA      | 12.00       | <input type="checkbox"/> | 0.00        | <input type="checkbox"/> |

Expenses Role Exceptions page

Role Exception Setup

- Expense Type

Select the expense type to create a new rate or amount tolerance level for the selected role.
- Role Rate %  
(role rate percentage)

Designate the percentage above or below the location or per diem rate that an employee in this role can exceed before the system requires a comment.
- Allow Overage

Select to allow an employee in this role to exceed the location or per diem rate up to the tolerance percentage above the role rate. If this option is not selected, the system enforces stop limits and does not allow employees to exceed the allowable amount on an expense report.
- % Tolerance  
(percentage tolerance)

Designate the percentage above the location or per diem rate and role rate that an employee in this role can exceed before the system requires a comment.
- Unlimited Tolerance

Select to allow an employee in this role to enter any amount for the expense type without the system requiring a comment.

Defining PeopleSoft Expenses Processing Role Options for VAT

To define PeopleSoft Expenses processing role options for VAT, use the Expense Role Options - VAT (EX\_ROLE\_VAT.GBL) component.

This sections discusses how to define processing role options for VAT.

## Page Used to Define Expenses Processing Role Options for VAT

| <i>Page Name</i>           | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                                    |
|----------------------------|------------------------|---|---|
| Expense Role Options - VAT | EX_ROLE_VAT            | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Options - VAT</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Roles and Exceptions, Expense Role Exceptions - VAT</li> </ul> | Determine the visibility of VAT fields by role. |

## Defining Processing Role Options for VAT

Access the Expense Role Options - VAT page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Options - VAT).

### **Display VAT Hyperlink** (display value-added hyperlink)

Select to display the VAT hyperlink on distribution pages for the role.

If this option is selected, the VAT link appears on expense report and travel authorization pages. The VAT link enables users to access the VAT Details page. You can also determine which VAT fields can be modified and which VAT fields can only be viewed.

Deselect to indicate that the VAT link should not appear on expense report and travel authorization pages. Use this option if you do not want users to view or change VAT information on expense reports or travel authorizations.

If this option is deselected, the Hide option is automatically selected for all VAT fields.

### **Edit**

Select to allow an employee who is associated with this role to edit the VAT field on the VAT Details page.

### **Display Only**

Select to allow an employee who is associated with this role to view the VAT field on the VAT Details page.

### **Hide**

Select to hide the VAT field for an employee who is associated with this role.

---

**Note.** PeopleSoft Expenses associates the VAT role with the employee ID of the employee who enters the expense transactions, not the employee ID of the employee for whom the expense transaction is for.

---

**See Also**

Chapter 24, "Processing Value Added Tax Transactions in PeopleSoft Expenses," page 587

## Chapter 12

# Mapping Expense Data

This chapter provides an overview of expense data mapping and discusses how to:

- Map accounting information.
- Map location information.
- Map corporate card data.

### See Also

Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Mapping Time Reporting Codes, page 119

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## Understanding Expense Data Mapping

PeopleSoft Expenses provides mapping of data sources to expense system tables, such as corporate cards, payroll, and benchmark providers. You can remap data, create mapping tables, and map tables to correct credit card errors that your system detects during the loading process.

Each mapping page displays the current mapping between data source files and PeopleSoft Expenses tables. Select or enter data in each column, and delete or add rows.

---

## Mapping Accounting Information

To map accounting information, use the following components:

- Adv Source - Payroll (EX\_PY\_MAP\_AS.GBL).
- Expense Type - Benchmark (EX\_BMXPNTP\_MAP\_PNG.GBL).
- Expense Type - Payroll (EX\_PY\_MAP\_TBL.GBL).
- Expense Type - Wizard Type (EX\_WIZARD\_TBL.GBL).

This section discusses how to:

- Map cash advance sources to payroll earnings codes.
- Map benchmark expense types to expense types.

- Map expense types to payroll earnings codes.
- Map Hotel Wizard types to expense types.

## Pages Used to Map Accounting Information

| <i>Page Name</i>         | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--------------------------|------------------------|---|---|
| Advance Source - Payroll | EX_PY_MAP_AS           | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Payroll</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Adv Source - Payroll</li> </ul>         | Map cash advance sources to payroll earnings codes. |
| Expense Type - Benchmark | EX_BMXPNTP_MAP_PNL     | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Benchmark</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Benchmark</li> </ul> | Map benchmark expense types to expense types.       |
| Expense Type - Payroll   | EX_PY_MAP_TBL          | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Payroll</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Payroll</li> </ul>     | Map expense types to payroll earnings codes.        |



| Page Name                  | Definition Name | Navigation  | Usage                                    |
|----------------------------|-----------------|---|--|
| Expense Type - Wizard Type | EX_WIZARD_TBL   | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Wizard Type</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Accounting Information, Expense Type - Wizard Type</li> </ul> | Map Hotel Wizard types to expense types. |

## Mapping Cash Advance Sources to Payroll Earnings Codes

Access the Advance Source - Payroll page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Payroll).

**Advance Source - Payroll**

SetID: SHARE CORPORATE SETID

**Mapping** Customize | Find | View All | 1 of 1 | First | Last

| *Data Source  | *Advance Source | *Earnings Code | Description          |
|---------------|-----------------|----------------|----------------------|
| PS NA Payroll | System Check    | TCA            | Expense Cash Advance |

Advance Source - Payroll page

This table maps a cash advance source to an earnings code. When PeopleSoft Expenses publishes expense reimbursement data to Payroll for North America, this table prevents the payroll system from processing cash advances as payroll items.

| Mapping Table | Mapping From   | Mapping To   |
|---------------|----------------|--------------|
| EX_PY_MAP_AS  | EX_ADV_SRC_TBL | EARNINGS_TBL |

## Mapping Benchmark Expense Types to Expense Types

Access the Expense Type - Benchmark page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Benchmark).

| Expense Type - Benchmark     |                               |                         |   |   |
|------------------------------|-------------------------------|-------------------------|---|---|
| SetID: SHARE CORPORATE SETID |                               |                         |   |   |
| Expense Type - Benchmark     |                               |                         |   |   |
| Data Source                  | Expense Type                  | *Benchmark Expense Type |   |   |
| CONUS                        | No Government Meals           | No Govt Meals           | + | - |
| CONUS                        | Hotel/Lodging                 | Hotel/Lodging           | + | - |
| CONUS                        | Meals and Incidental Expenses | Perdiem                 | + | - |
| CONUS                        | Proportional Meals            | Proportional Meals      | + | - |
| Runzheimer                   | Automobile Rental             | Compact Car rental      | + | - |

Expense Type - Benchmark page

This table maps benchmark expenses in an external data file to an expense type in PeopleSoft Expenses. Mapping ensures that the system uses the correct associated benchmark amount when employees select an expense type for processing.

| Mapping Table   | Mapping From       | Mapping To   |
|-----------------|--------------------|--------------|
| EX_BMXPNSTP_MAP | External data file | EX_TYPES_TBL |

## Mapping Expense Types to Payroll Earnings Codes

Access the Expense Type - Payroll page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Payroll).

| Expense Type - Payroll       |                       |                |                            |   |
|------------------------------|-----------------------|----------------|----------------------------|---|
| SetID: SHARE CORPORATE SETID |                       |                |                            |   |
| Mapping                      |                       |                |                            |   |
| *Data Source                 | *Expense Type         | *Earnings Code | Description                |   |
| PS NA Payroll                | Air Travel            | TEX            | ST - Expense Reimbursement | + |
| PS NA Payroll                | Automobile Rental     | TEX            | ST - Expense Reimbursement | + |
| PS NA Payroll                | Breakfast             | TEX            | ST - Expense Reimbursement | + |
| PS NA Payroll                | Dinner                | TEX            | ST - Expense Reimbursement | + |
| PS NA Payroll                | Entertainment - Other | TEX            | ST - Expense Reimbursement | + |
| PS NA Payroll                | Gasoline Charges      | TAA            | ST - Automobile Allowance  | + |

Expense Type - Payroll page

This table maps expense types to earnings codes. When PeopleSoft Expenses publishes expense reimbursement data to PeopleSoft Payroll for North America, this table identifies expenses to prevent the payroll system from processing them as payroll items.

| <i>Mapping Table</i> | <i>Mapping from</i> | <i>Mapping to</i> |
|----------------------|---------------------|-------------------|
| EX_PY_MAP_TBL        | EX_TYPES_TBL        | EARNINGS_TBL      |

## Mapping Hotel Wizard Types to Expense Types

Access the Expense Type - Wizard Type page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Wizard Type).

| *Wizard Type   | *Expense Type     |   |   |
|----------------|-------------------|---|---|
| Laundry        | Laundry Service   | + | - |
| Telephone      | Telephone Charges | + | - |
| Parking        | Parking           | + | - |
| Room Charge    | Hotel/Lodging     | + | - |
| Room Service 1 | Breakfast         | + | - |
| Room Service 2 | Lunch             | + | - |

Expense Type - Wizard Type page

This table maps a wizard type (an expense type that comes with Hotel Wizard) to an expense type. When an employee selects a wizard type, PeopleSoft Expenses processes the charge using the associated expense type to ensure correct accounting.

| <i>Mapping Table</i> | <i>Mapping from</i> | <i>Mapping to</i> |
|----------------------|---------------------|-------------------|
| EX_WIZARD_TBL        | PSXLATITEM          | EX_TYPES_TBL      |

## Mapping Location Information

To map location information, use the following components:

- Country Code (EX\_COUNTRY\_MAP\_PNG.GBL).
- Currency Code (EX\_CURRENCY\_MAP\_PNG.GBL).
- Expense Location (EX\_LOCTION\_MAP\_PNG.GBL).
- State Code (EX\_STATE\_MAP.GBL).

This section discusses how to:

- Map country codes.

- Map currency codes.
- Map expense locations.
- Map state codes.

## Pages Used to Map Location Information

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|------------------|------------------------|---|---|
| Country Code     | EX_COUNTRY_MAP_PNL     | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Country Code</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Country Code</li> </ul>         | Map external source country names to country codes.           |
| Currency Code    | EX_CURRENCY_MAP_PNL    | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Currency Code</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Currency Code</li> </ul>       | Map external source currency abbreviations to currency codes. |
| Expense Location | EX_LOCTION_MAP_PNL     | <ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Location</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, Expense Location</li> </ul> | Map external data source locations to expense locations.      |

| <b>Page Name</b> | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>   |
|------------------|------------------------|---|--|
| State Code       | EX_STATE_MAP           | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, State Code</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Location Information, State Code</li> </ul> | Map external data source state names to state codes. |

## Mapping Country Codes

Access the Country Code page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Country Code).

| Country Code  |          |               |                      |  |
|---|----------|---------------|----------------------|--|
| <div> Country Code Customize   Find   View 100   First 1-4 of 535 Last </div> |          |               |                      |  |
| *Data Source  | *Country |               | Country Mapping Name |  |
| American Express  | USA      | United States | 840                  |  |
| CONUS   | ABW      | Aruba         | ARUBA                |  |
| CONUS   | AFG      | Afghanistan   | AFGHANISTAN          |  |
| CONUS   | AGO      | Angola        | ANGOLA               |  |

Country Code page

This table maps country names used by external data sources to country codes in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

| <b>Mapping Table</b> | <b>Mapping from</b> | <b>Mapping to</b> |
|----------------------|---------------------|-------------------|
| EX_COUNTRY_MAP       | External data file  | COUNTRY_TBL       |

## Mapping Currency Codes

Access the Currency Code page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Currency Code).

| Currency Code    |                |                    |                       |   |   |
|------------------|----------------|--------------------|-----------------------|---|---|
| Currency Code    |                |                    |                       |   |   |
| *Data Source     | *Currency Code |                    | Currency Abbreviation |   |   |
| American Express | USD            | US Dollar          | 840                   | + | - |
| MasterCard CDFv2 | EUR            | euro               | 978                   | + | - |
| MasterCard CDFv2 | NZD            | New Zealand Dollar | 05541                 | + | - |

Currency Code page

This table maps the currency abbreviation from an external data file to a PeopleSoft Expenses currency code. Mapping associates a currency code with each expense item in the data file.

| Mapping Table   | Mapping from       | Mapping to      |
|-----------------|--------------------|-----------------|
| EX_CURRENCY_MAP | External data file | CURRENCY_CD_TBL |

Mapping Expense Locations

Access the Expense Location page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Location).

Expense Location

SetID: SHARECORPORATE SETID

Expense Location

Customize | Find | View 100 | 121 | First 1-4 of 258 Last

| Country/State  | City/County/Postal |                        |
|----------------|--------------------|------------------------|
| American Expre | DALL               | Dallas, Texas          |
| American Expre | HOUS               | Houston, Texas         |
| American Expre | MINN               | MINNEAPOLIS, Minnesota |
| American Expre | NEWK               | NEWARK, New Jersey     |

| *Data Source   | *Expense Location | Country | Description   | State | Description |   |   |
|----------------|-------------------|---------|---------------|-------|-------------|---|---|
| American Expre | DALL              | USA     | United States | TX    | Texas       | + | - |
| American Expre | HOUS              | USA     | United States | TX    | Texas       | + | - |
| American Expre | MINN              | USA     | United States | MN    | Minnesota   | + | - |
| American Expre | NEWK              | USA     | United States | NJ    | New Jersey  | + | - |

Expense Location page: County/State tab

Expense Location

SetID: SHARECORPORATE SETID

Expense Location

CustomizeFindView 100First1-4 of 258Last

Country/StateCity/County/Postal

| *Data Source   | *Expense Location |                        | City        | County | Postal Code | Airport Code |   |   |
|----------------|-------------------|------------------------|-------------|--------|-------------|--------------|---|---|
| American Expre | DALL              | Dallas, Texas          | DALLAS      |        |             |              | + | - |
| American Expre | HOUS              | Houston, Texas         | HOUSTON     |        |             |              | + | - |
| American Expre | MINN              | MINNEAPOLIS, Minnesota | WOODBURY    |        |             |              | + | - |
| American Expre | NEWK              | NEWARK, New Jersey     | N BRUNSWICK |        |             |              | + | - |

Expense Location page: City/County/Postal tab

This table maps location details from an external data file to a PeopleSoft Expenses expense location. The table works with the Country Code and State Code maps to associate specific country details—such as state, city, or postal code—with an expense location.

**Note.** Although you are not required to set up State, PeopleSoft Expenses looks at this field to automatically supply the state for VAT processing during expense report entry.

| Mapping Table   | Mapping from        | Mapping to      |
|-----------------|---------------------|-----------------|
| EX_LOCATION_MAP | External data files | EX_LOCATION_TBL |

Mapping State Codes

Access the State Code page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, State Code).

State Code

| Mapping  |          |               |        |                |                |     |
|--|----------|---------------|--------|----------------|----------------|-----|
| Customize   Find   View All   First 1-8 of 59 Last |          |               |        |                |                |     |
| *Data Source                                       | *Country |               | *State |                | State Name     |     |
| CONUS  | USA      | United States | AK     | Alaska         | ALASKA         | + - |
| CONUS  | USA      | United States | AL     | Alabama        | ALABAMA        | + - |
| CONUS  | USA      | United States | AR     | Arkansas       | ARKANSAS       | + - |
| CONUS  | USA      | United States | AS     | American Samoa | AMERICAN SAMOA | + - |
| CONUS  | USA      | United States | AZ     | Arizona        | ARIZONA        | + - |
| CONUS  | USA      | United States | CA     | California     | CALIFORNIA     | + - |
| CONUS  | USA      | United States | CO     | Colorado       | COLORADO       | + - |
| CONUS  | USA      | United States | CT     | Connecticut    | CONNECTICUT    | + - |

State Code page

This table maps state names from external data files to the State field in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

| Mapping Table | Mapping from        | Mapping to |
|---------------|---------------------|------------|
| EX_STATE_MAP  | External data files | STATE_TBL  |

## Mapping Corporate Card Data

To map corporate card data, use the following components:

- Adv Source - Corporate Card (EX\_ADV\_SRC\_MAP.GBL).
- Expense Type - Corporate Card (EX\_CCET\_MAP\_TBL.GBL).
- Data Source - SetID (EX\_SETID\_MAP\_PNG.GBL).
- Payment Type - Corporate Card (EX\_EM\_MAP\_TBL.GBL).
- Merchant Category Group (EX\_VIS\_MCG\_MAP.GBL).

This section discusses how to:

- Map data sources to setIDs.
- Map credit card codes to payment types.
- Map merchant category groups to expense types.
- Map credit card cash advance codes to cash advance sources.
- Map merchant category groups.
- Map credit card level 3 data to expense types.



## Pages Used to Map Corporate Card Data

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------------|------------------------|--|--|
| Data Source - SetID           | EX_SETID_MAP_PNL       | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Data Source - SetID</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Data Source - SetID</li> </ul>                     | Map external data sources to setIDs.                                 |
| Payment Type - Corporate Card | EX_EM_MAP_TBL          | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Payment Type - Corporate Card</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Payment Type - Corporate Card</li> </ul> | Map credit card codes to payment types.                              |
| Expense Type - Corporate Card | EX_CCET_MAP_TBL        | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Corporate Card</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Expense Type - Corporate Card</li> </ul> | Map a credit card vendor's merchant category group to expense types. |

| Page Name                       | Definition Name | Navigation   | Usage   |
|---------------------------------|-----------------|--|---|
| Advance Source - Corporate Card | EX_ADV_SRC_MAP  | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Corporate Card</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Adv Source - Corporate Card</li> </ul> | Map credit card cash advance codes to cash advance sources. |
| Merchant Category Group         | EX_VIS_MCG_MAP  | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Merchant Category Group</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Map Corporate Card Data, Merchant Category Group</li> </ul>         | Map merchant category codes to merchant category groups.    |
| Expense Type - Level 3          | EX_CCET_LV3_MAP | Click the Level 3 Expense Type link on the Expense Type - Corporate Card page.   | Map credit card level 3 data to expense types.              |

## Mapping Data Sources to SetIDs

Access the Data Source - SetID page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Data Source - SetID).

| Data Source - SetID |       |                             |                     |   |
|---------------------|-------|-----------------------------|---------------------|---|
| Data Source - SetID |       |                             |                     |   |
|                     |       | Customize   Find   View All | First 1-3 of 8 Last |   |
| *Data Source        | SetID | Description                 |                     |   |
| American Express    | SHARE | CORPORATE SETID             | +                   | - |
| CONUS               | SHARE | CORPORATE SETID             | +                   | - |
| PS NA Payroll       | SHARE | CORPORATE SETID             | +                   | - |

Data Source - SetID page

This table maps external data sources to setIDs that are used in mapping other expenses information, such as benchmark expenses.

| <b>Mapping Table</b> | <b>Mapping from</b> | <b>Mapping to</b> |
|----------------------|---------------------|-------------------|
| EX_BNCHMRKSETID      | External file       | SETID_TBL         |

## Mapping Credit Card Codes to Payment Types

Access the Payment Type - Corporate Card page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Payment Type - Corporate Card).

**Payment Type - Corporate Card**

SetID: SHARE CORPORATE SETID

Payment Type - Corporate Card Customize | Find | View All | First 1-7 of 32 Last

| Data Source      | *Credit Card Code | Description   | *Payment Type    |   |   |
|------------------|-------------------|---------------|------------------|---|---|
| American Express | 1                 | NEW CHARGE    | American Express | + | - |
| American Express | 2                 | OTHER DEBITS  | American Express | + | - |
| American Express | 3                 | DEBIT REMIT   | American Express | + | - |
| American Express | 5                 | OTHER CREDITS | American Express | + | - |
| Diners Club      | F                 | Debit         | Dinners Club     | + | - |
| Diners Club      | T                 | Credit        | Dinners Club     | + | - |
| MasterCard CDFv  | C                 | Credit        | Master Card      | + | - |

Payment Type - Corporate Card page

This table maps credit card codes from external data files to PeopleSoft Expenses payment types. This enables you to associate a credit card code with a reimbursement recipient that is designated in the Payment Type definition.

| <b>Mapping Table</b> | <b>Mapping from</b> | <b>Mapping to</b> |
|----------------------|---------------------|-------------------|
| EX_EM_MAP_TBL        | External data files | EX_EXP_MTHD_TBL   |

## Mapping Merchant Category Groups to Expense Types

Access the Expense Type - Corporate Card page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Corporate Card).

**Expense Type - Corporate Card**

SetID: SHARE CORPORATE SETID

[Level 3 Expense Type](#)

| Expense Type - Corporate Card |                         |             |                       |  | Customize | Find | View All | First | 1-5 of 43 | Last |
|-------------------------------|-------------------------|-------------|-----------------------|--|-----------|------|----------|-------|-----------|------|
| Data Source                   | Merchant Category Group | Description | *Expense Type         |  |           |      |          |       |           |      |
| American Express              | 01                      | AIRLINE     | Air Travel            |  |           |      |          |       |           |      |
| American Express              | 02                      | RAIL        | Ground Transportation |  |           |      |          |       |           |      |
| American Express              | 03                      | LODGING     | Hotel/Lodging         |  |           |      |          |       |           |      |
| American Express              | 04                      | CAR RENTAL  | Automobile Rental     |  |           |      |          |       |           |      |
| American Express              | 05                      | RESTAURANT  | Dinner                |  |           |      |          |       |           |      |

### Expense Type - Corporate Card page

This table maps the credit card vendor's merchant category group to an expense type in PeopleSoft Expenses. Mapping enables credit card feeds to populate expense lines automatically when an employee selects credit card transactions to process an expense report.

### Level 3 Expense Type

Click to access the Expense Type - Level 3 page.

| Mapping Table   | Mapping from             | Mapping to   |
|-----------------|--------------------------|--------------|
| EX_CCET_MAP_TBL | Credit card vendor files | EX_TYPES_TBL |

## Mapping Credit Card Cash Advance Codes to Cash Advance Sources

Access the Advance Source - Corporate Card page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Corporate Card).

**Advance Source - Corporate Card**

SetID: SHARE CORPORATE SETID

| Advance Source - Corporate Card |                    |              |                   | Customize | Find | View All | First | 1 of 1 | Last |
|---------------------------------|--------------------|--------------|-------------------|-----------|------|----------|-------|--------|------|
| *Data Source                    | *Cash Advance Code | Description  | *Advance Source   |           |      |          |       |        |      |
| Visa                            | 22                 | Cash advance | ATM cash advances |           |      |          |       |        |      |

### Advance Source - Corporate Card page

This table maps the credit card vendor's industry cash advance code to a cash advance source in PeopleSoft Expenses. Because cash advance line items require an advance source, mapping enables automatic population of cash advance lines by credit card feeds when employees process credit card transactions.

| Mapping Table  | Mapping from            | Mapping to     |
|----------------|-------------------------|----------------|
| EX_ADV_MAP_TBL | Credit card vendor file | EX_ADV_SRC_TBL |

Mapping Merchant Category Groups

Access the Merchant Category Group page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Merchant Category Group).

Merchant Category Group

| Merchant Category Group |  |                                |  |                         |                        |
|-------------------------|--|--------------------------------|--|-------------------------|------------------------|
| Merchant Category Code  |  | Description                    |  | Merchant Category Group | Description            |
| 00000                   |  | MISSING MERCHANT CATEGORY      |  | 136                     | MISCELLANEOUS          |
| 00742                   |  | VETERINARY SERVICES            |  | 136                     | MISCELLANEOUS          |
| 00763                   |  | AGRICULTURAL CO-OPERATIVE      |  | 136                     | MISCELLANEOUS          |
| 00780                   |  | LANDSCAPE/HORTICULTURAL SER    |  | 166                     | FACILITIES MAINTENANCE |
| 01520                   |  | GEN CONTRACTORS RESIDENTL/COML |  | 166                     | FACILITIES MAINTENANCE |

Merchant Category Group page

This table maps standard industry merchant category codes to merchant category groups. The mapping table works with the Expense Type - Corporate Card map to associate credit card transactions with expense types through the Merchant Category Group field. This mapping is used by Visa International, Diners Club, MasterCard, and US Bank.

| Mapping Table  | Mapping from                                   | Mapping to      |
|----------------|--|-----------------|
| EX_VIS_MCG_MAP | Standard industry codes provided by the vendor | EX_CCET_MAP_TBL |

See Also

Chapter 13, "Working with External Expense Data," Loading Credit Card Data, page 197

Mapping Credit Card Level 3 Data to Expense Types

Access the Expense Type - Level 3 page (click the Level 3 Expense Type link on the Expense Type - Corporate Card page).

Expense Type - Level 3

SetID: SHARECORPORATE SETID

Mapping

CustomizeFindView All1 of 1FirstLast

|   | *Level 3 Type  |  | *Expense Type        |   |   |
|---|----------------|--|----------------------|---|---|
| 1 | RCHRoom Charge |  | LODGINGHotel/Lodging | + | - |

Expense Type - Level 3 page

If you are using level 3 credit card data for hotel transactions, you must map the fields that are available in the detail and summary records to an expense type.

This table maps the credit card vendor's level 3 data to an expense type in PeopleSoft Expenses. Mapping enables credit card feeds to populate expense lines when an employee selects credit card transactions to process an expense report.

**Note.** If the setup of level 3 expense type is not correct or is incomplete, the expense type of the level 3 row that is created is updated with the expense type from the original financial transaction. For example, if there is not an expense type set up for MiniBar, the level 3 rows are assigned an expense type of Lodging, which is the expense type associated with the original financial transaction

## Chapter 13

# Working with External Expense Data

This chapter provides an overview of external expense data and discusses how to:

- Load external expense data.
- Load credit card data.
- Resolve credit card maintenance errors.
- Resolve credit card transaction errors.
- Load benchmark data.
- Load airline ticket data from vendors.

---

## Understanding External Expense Data

Organizations are simplifying the administrative operations that are associated with expense reimbursement. PeopleSoft Expenses accepts and processes data from outside sources, such as credit card vendors and benchmark data distributors. You can use these external sources to provide expense data electronically, which reduces the data entry demands on employees. Using electronic data saves time in submitting and approving expenses, and helps monitor the legitimacy of expenses.

For successful expense processing, data files are already formatted properly for staging and loading. Depending on the data source, staging processes differ; however, you use the Load External Data Application Engine process (EX\_DATA\_LOAD) to load external data.

---

## Loading External Expense Data

This section provides an overview of the Load External Data process and discusses how to load external data into PeopleSoft Expenses.

## Understanding the Load External Data Process

PeopleSoft Process Scheduler runs the Load External Data process at user-defined intervals. This process drives all external data loading programs. Depending on the data source, the Load External Data process runs the appropriate program.

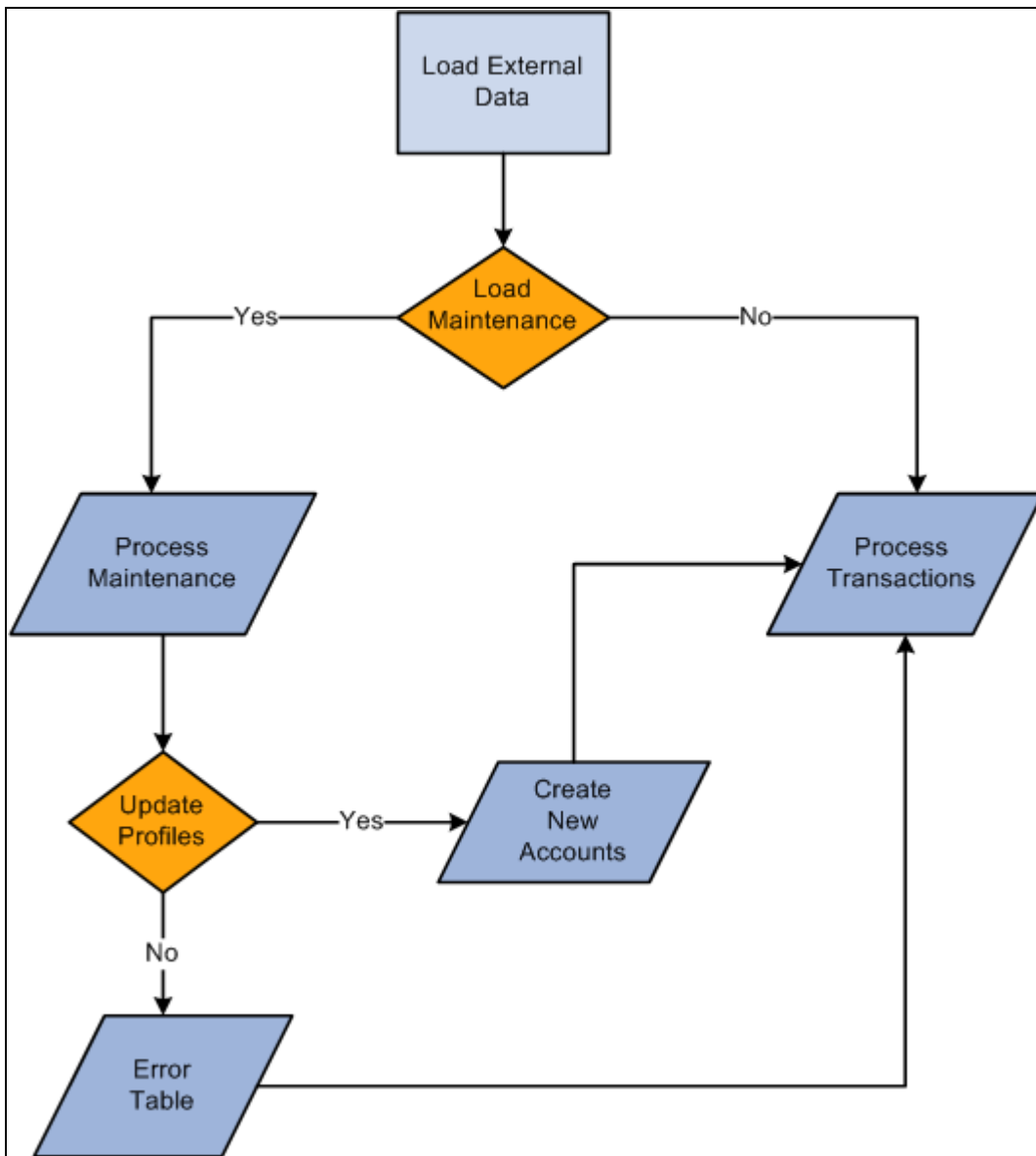
The Include Account Maintenance and Update Profile for New Account options on the Installation Options - Expenses page determine if credit card maintenance is processed, and whether updates of new accounts to existing employees occur automatically. If these options are selected, the Load External Data process for American Express, MasterCard, and Visa adds new accounts to existing profiles and updates the employee profile and corporate card information in Expenses for these fields:

- Card Member Account Number.
- Account Status.
- Account Credit Limit.
- Transaction Limit.
- Anniversary/Issue Date.
- Expiration Date.

If the account number for an employee does not exist and the employee identifier exists in the credit card vendor file, then the new account is created. If the account number for an employee does not exist and the employee identifier does not exist in the credit card vendor file, then the rows are inserted into an error table.

This diagram illustrates the Load External Data process flow for account maintenance:





Load External Data process flow for account maintenance

During the Load External Data process for account maintenance:

- Data is loaded from a file that is received from a credit card vendor containing credit card account maintenance records.
  - American Express provides a separate file containing account maintenance.
  - Visa and MasterCard include account maintenance as another record type in the same file containing the account transactions.
- Maintenance to an existing account occurs if the account number from the credit card vendor can be matched with an existing account in the PeopleSoft system.

The update of a new account to an existing employee occurs if the employee identifier from the credit card vendor is valid and matches an existing employee id in the PeopleSoft system.

- Maintenance records that are not matched to an employee profile are written to an error table where they can be reviewed using the Corporate Card Maintenance Errors page.

Records that are reviewed can be reloaded to update the appropriate employee profile, or the profile can be updated manually.

---

**Warning!** If you are an HCM customer and use this feature in PeopleSoft Expenses, you should ensure that the HCM business process does not inadvertently overlay employee profile updates from the credit card issuer when running the data sync process between HCM and Expenses.

---

### **MasterCard and Visa**

For MasterCard and Visa, if you select the Reprocess Corporate Card Maintenance Errors check box, the Load External Data is automatically selected. You can run the Reprocess Corporate Card Errors and Reprocess Corporate Card Maintenance Errors at the same time. The Reprocess Corporate Card Maintenance Errors process will run first. You can also select the Reprocess Corporate Card Errors or the Reprocess Corporate Card Maintenance Errors check box.

This table explains the type of data that loads when the check boxes are selected or deselected:

| <b>Load External Data</b> | <b>Reprocess Corporate Card Errors</b> | <b>Reprocess Corporate Card Maintenance Errors</b> | <b>Description</b>  |
|---------------------------|--|--|---|
| Selected                  | Deselected                             | Deselected   | The file name is required and flat file loads.  |
| Selected                  | Selected                               | Deselected   | The file name is not required and only transaction errors load.   |
| Selected                  | Selected                               | Selected   | The file name is not required and all errors load.  |
| Selected                  | Deselected                             | Selected   | The file name is not required and only maintenance errors load.   |
| Deselected                | Deselected                             | Deselected   | The system issues an error instructing you to select something.   |
| Deselected                | Selected                               | Selected   | This is not a valid combination. The system will automatically select the Load External Data check box. |

Page Used to Load External Expense Data

| Page Name          | Definition Name | Navigation  | Usage   |
|--------------------|-----------------|---|---|
| Load External Data | RUN_EXDATA_LD   | Travel and Expenses,<br>Corporate Credit Cards,<br>Load External Data Sources | Load data from outside<br>sources into the PeopleSoft<br>Expenses tables. |

Loading External Data into PeopleSoft Expenses

Access the Load External Data page (Travel and Expenses, Corporate Credit Cards, Load External Data Sources).

Load External Data

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) Run

If you select either of the Reprocess Corporate Card Errors options, the system will automatically select the Load External Data option.

| Load External Data                                |                          |           |                                 |   |                |
|---|--------------------------|-----------|---------------------------------|---|----------------|
| Customize   Find   View All   First 1-2 of 2 Last |                          |           |                                 |   |                |
| Data Source                                       | Load External Data       | File Name | Reprocess Corporate Card Errors | Reprocess Corporate Card Maintenance Errors |                |
| American Express                                  | <input type="checkbox"/> |           | <input type="checkbox"/>        |   | <div>+ -</div> |
| American Express-Members L                        | <input type="checkbox"/> |           |                                 | <input type="checkbox"/>                    | <div>+ -</div> |

Load External Data page

**Data Source**

Select a source. Options are:

- *American Express*: Select to load credit card transactions from American Express. This option loads the account transaction file (KR-1025).
- *American Express - Members List*: Select to load the member list file from American Express. This is a separate file from the account maintenance file (KR-1205).
- *Diners Club*: Select to load credit card transactions from Diners Club.

---

**Note.** Diners Club has two data sources. When you select *Diners Club*, the system displays two File Name fields in which you enter TRANS.DAT and ACCOUNT.DAT file names and locations. You must enter TRANS.DAT and its location on the same line.

---

- *MasterCard*: Select to load credit card transactions from MasterCard CDF v2 (flat file). This option includes the account maintenance file.
- *US Bank*: Select to load credit card transactions from US Bank.
- *Visa*: Select to load credit card transactions from Visa International. This option includes the account maintenance file.
- *XML MasterCard*: Select to load credit card transactions from MasterCard CDF v3 (XML).

---

**Note.** The file for American Express (KR1205) is sent one time per week. Therefore, you should select and run *American Express - Member List* in the Data Source field prior to running the Load External Data process for the *American Express* data source. This ensures that all maintenance and file updates occur prior to processing transactions.

---

**Load External Data**

Select to load data files that you specify in the File Name field into PeopleSoft Expenses tables. The Load External Data process loads valid data into the EX\_TRANS table and loads invalid data into vendor-specific error tables.

**File Name**

Enter the path and name of the file that contains the data that you want to process.

**Reprocess Corporate Card Errors**

Select to have the Load External Data process reprocess credit card transaction data that has been corrected using the Credit Card Transaction Errors pages.

See [Chapter 13, "Working with External Expense Data," Resolving Credit Card Transaction Errors, page 250.](#)

**Reprocess Corporate Card Maintenance Errors**

Select to have the Load External Data process reprocess credit card maintenance data that has been corrected using the Credit Card Maintenance Errors pages.

This option is displayed only when the value in the Data Source field is *American Express - Members List*, *MasterCard*, or *Visa*.

---

## Loading Credit Card Data

This section provides an overview of credit card data loads and discusses how to:

- Load data from American Express.
- Load data from Diners Club.
- Load data from MasterCard.
- Load data from US Bank.
- Load data from Visa International.

## Understanding Credit Card Data Loads

PeopleSoft Expenses delivers out-of-the-box functionality to support interfaces with five credit card vendors to populate expense accounting lines with credit card data. You must work with your credit card vendor to determine how often data is available for downloading and in what file format it comes.

After you establish a relationship with a credit card vendor, you must set up that company as a vendor in Oracle's PeopleSoft system to establish a vendor ID number, address, and bank information. PeopleSoft Expenses enables you to pay vendors directly if the vendor is appropriately set up in the accounts payable system. If you purchase PeopleSoft Expenses as a standalone product, it is delivered with common accounts payable objects that allow the set up to occur as well as a pay cycle component, which enables you to pay vendors and employees. Use the same functionality to set up new credit card vendors.

---

**Warning!** You must set up corporate card vendors using these card issuer names: *AMEX* for American Express, *VISA* for Visa International, *DINER* for Diners Club, *MC* for MasterCard, and *USB* for US Bank. If you do not use these values for the card issuer names, the EX\_LOAD\_[vendor] Application Engine process will not load credit card data.

---

After you establish the credit card vendor in your system, you must link the vendor to a payment type in PeopleSoft Expenses. The payment type identifies who is reimbursed for the expense transaction. For example, for the payment type AMX, set up the system to reimburse the vendor American Express.

Each credit card vendor has unique codes to represent each type of transaction. These codes represent the type of expense incurred, the currency in which the expense was incurred in and to which it was translated, and the location where or country in which the transaction occurred. PeopleSoft Expenses also has codes, or fields, that represent the same data elements. The data elements in the credit card vendor file must be mapped to the corresponding data elements in PeopleSoft Expenses. You must:

- Map credit card vendor codes to corresponding payment types in PeopleSoft Expenses.

- Map credit card vendor merchant category codes to corresponding merchant category codes in PeopleSoft Expenses.
- Map credit card vendor expense types to corresponding expense types in PeopleSoft Expenses.
- Map credit card vendor cash advance codes to corresponding cash advance codes in PeopleSoft Expenses.
- Map credit card vendor currency codes to corresponding currency codes in PeopleSoft Expenses.
- Map credit card vendor country names to corresponding country codes in PeopleSoft Expenses.
- Map credit card vendor data source locations to corresponding expense location codes in PeopleSoft Expenses.
- Map credit card vendor level 3 data to corresponding expense types in PeopleSoft Expenses.

After you set up the credit card vendor and map the data elements, set up employees with valid credit card numbers using the employee profile component on the Corporate Card Information page. You can enter the credit card data for employees manually, or the system can populate the data fields directly from the PeopleSoft Human Resources database.

---

**Note.** PeopleSoft Expenses uses PeopleSoft PeopleTools credit card encryption technology to protect credit card data. PeopleSoft Expenses also masks credit card data entered for employees, so that only the last 4 digits are displayed. All credit card numbers received as data into PeopleSoft Expenses are encrypted using the PeopleSoft PeopleTools credit card strong encryption feature. Credit card data received as part of a file transfer from vendors may not be encrypted. These files should be protected using other methods such as file system security provided by the host computer's operating system.

---

When you complete the vendor and employee setup and map the data elements, you can begin accepting data from the credit card vendor. The credit card data-load routes the transactions from the company interface to the business traveler based on employee ID, employee record number, corporate card type, and corporate card number. If errors result from incorrect mapping, fix the mapping and then reload the file. The credit card data-load functionality in PeopleSoft Expenses:

- Stages and loads credit card data.
- Notifies employees of existing charges and overdue charges in My Wallet.
- Provides employee access to transactions in My Wallet within an expense report and a cash advance to populate data at the transaction level.
- Manipulates corporate changes through My Wallet entry.
- Processes credits and refunds.

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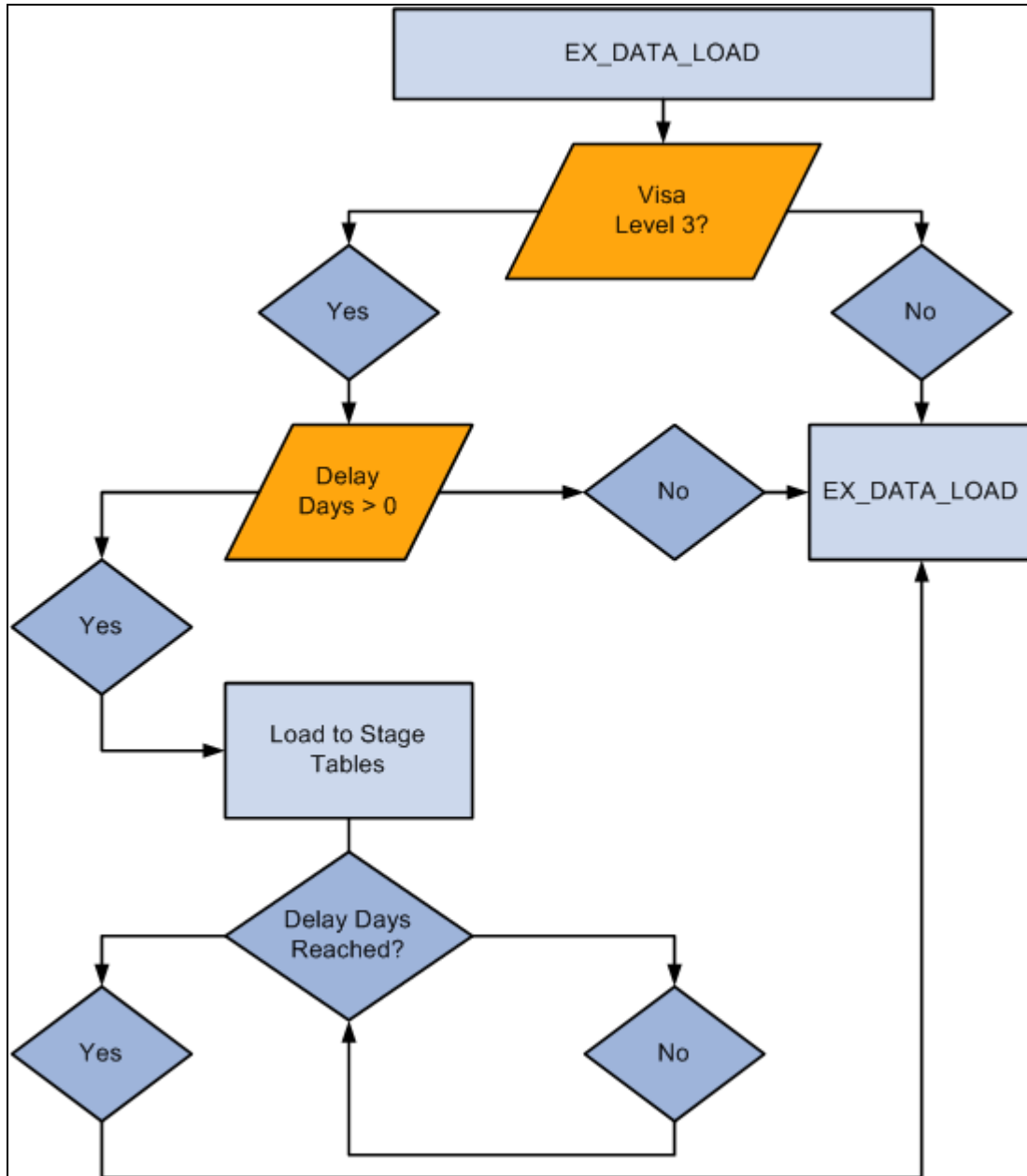
**Note.** To load data into the PeopleSoft system the currency of the credit card must be the same as the base currency of the employee. However, the currency of the transaction can be any currency. The base currency of the employee is determined by the currency of the business unit that is defined on the Employee Profile page.

---

### Level 3 Data

PeopleSoft Expenses supports importing level 3 detail data for hotel expense transactions that are charged on a Visa and MasterCard credit card. This data is transferred into Expense reports or My Wallet tables. To support this process, you need to indicate whether level 3 data can be loaded into your Expenses application using the Corporate Card Vendor setup component. You also need to map the level 3 data to expense types.

This diagram illustrates the process of loading level 3 data:



Load External Data process for credit card level 3 data

The Expenses Load External Data process loads the credit card vendor file that may contain the main transaction and the level 3 data in the same file. However, the main transaction may come in a file prior to the level 3 data. For example, the main transaction might be sent in a file that a credit card vendor sends on Monday, and the level three information is sent in a file that the same credit card vendor sends on Thursday. In this case, the system incorporates the delay days to connect the main transaction with the level 3 data. The delay days is defined on the Credit Card Vendor page.

If the delay days is greater than zero, all hotel transactions are loaded to staging tables (EX\_LVL3\_VSTG, EX\_LVL3\_VSTG2, and EX\_LVL3\_VSTG3). This includes the main transaction data, the lodging summary data, and the lodging detail data.

The system retrieves the data from the staging table when the delay days are met. If the detail or summary data equals the total amount of the main transaction record, the data is moved into My Wallet and appears on the My Wallet Detail page. If the detail or summary amounts do not match, only the main transaction data is moved into My Wallet.

When the system loads transactions into My Wallet, the transactions are divided into new expense lines. The Load External Data process takes the summary or detail lines and break them into individual expense lines. The level 3 mapping table is used to determine what expense type to assign to the new expense lines. The amounts that are in the appropriate fields are mapped into transaction amount and transaction currency.

If any of the level 3 detail data is marked as personal, then all level 3 detail lines are marked as personal. Also, if any of the level 3 detail data is deleted from the expense sheet, then all level 3 detail lines are deleted and sent back to My Wallet. If the lines are deleted from My Wallet, then they can be restored back to the Wallet using the current restore process.

### **See Also**

Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Setting Up Payment Types, page 114

Chapter 12, "Mapping Expense Data," page 175

Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Credit Card Data, page 293

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Changing Credit Card Encryption

## **Loading Data from American Express**

Access the Load External Data page.

### **Loading Transaction Data from American Express**

To load transaction data from American Express:

1. Select *American Express* in the Data Source field.
2. Enter the path and name of the American Express data file in the File Name field.

Entering a file name and path is optional if you reprocess credit card data.

3. Select Load External Data.



American Express delivers multiple transaction types in a record called KR-1025, but PeopleSoft Expenses uses only transaction type 1.

The Process Scheduler runs the Load External Data Application Engine process that drives the staging process (EX\_PUB\_AMEX) and the loading process (EX\_LOAD\_AMEX). The staging process publishes data and subscribes to a message that populates the staging table (EX\_AMEX\_STG). The loading process then:

1. Checks for invalid values and loads errors into the EX\_AMEX\_STG\_ERR table.
2. Completes the load process by loading data into the EX\_TRANS table.

### **Loading Maintenance Data from American Express**

To load maintenance data from American Express:

1. Select *American Express - Members List* in the Data Source field.
2. In the File Name field, enter the path and name of the American Express data file.

Entering a file name and path is optional if you reprocess credit card data.

3. Select Load External Data.

---

**Note.** The file for American Express (KR1205) is sent one time per week. Therefore, you should select and run *American Express - Member List* in the Data Source field prior to running the Load External Data process for the *American Express* data source. This ensures that all maintenance and file updates occur prior to processing transactions.

---

The Process Scheduler runs the Load External Data process that drives the publishing process (EX\_PUB\_AMEX2) and the loading process EX\_LOAD\_AMX2. See the Load External Data process flow for account maintenance diagram:

See [Chapter 13, "Working with External Expense Data," Understanding the Load External Data Process, page 191.](#)

### **American Express KR-1025 - Transaction Type 1**

When you import credit card transaction data from American Express, the input file is formatted as shown in this table:

| <b>Field Name</b>                 | <b>Type</b> | <b>Length</b> | <b>Comments</b>                               |
|-----------------------------------|-------------|---------------|---|
| Record Type                       | Char        | 1             | Record Type.<br>1: Detail Billing Data.       |
| Requesting Control Account Number | Char        | 19            | Account number that is requesting the report. |

| <b>Field Name</b>                    | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|--------------------------------------|-------------|---------------|--|
| Requesting Control Account Name      | Char        | 35            | Name that is associated with the account that's requesting the report.     |
| Billing Basic Control Account Number | Char        | 19            | Billed basic control account (BCA) for the account number that is billed.  |
| Billing Basic Control Account Name   | Char        | 35            | Name that is associated with the billed BCA for the billed account number. |
| FIPS Code                            | Char        | 4             | Internal U.S. Federal Agency grouping.                                     |
| Billing Account Number               | Char        | 19            | Billed account number. Can be a CM or a diverted account.                  |
| Cardmember Embossed Name             | Char        | 26            | Name of the card member who incurs the charge.                             |
| Employee ID                          | Char        | 10            | Client-assigned text field.  |
| Cost Center                          | Char        | 10            | Client-assigned text field.  |
| Universal Number                     | Char        | 25            | Client-assigned text field.  |
| Social Security Number               | Char        | 10            | Client-assigned text field.  |

| <b>Field Name</b>           | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|-----------------------------|-------------|---------------|--|
| Language Preference Code    | Char        | 1             | Language preference of the card member for American Express correspondence. For example:<br><br>' ': English; for U.S. corporate (default)<br>'0': English<br>'1': French<br>'2': Spanish<br>'3': Portuguese |
| Corporate Identifier Number | Char        | 19            | Number that represents a corporate client.   |
| Supplier Ref Number         | Char        | 11            | Number that represents the supplier.   |
| Sign Indicator              | Char        | 1             | Positive (+) or negative (-) amount indicator.   |
| Billed Amount               | Nbr         | 15,0          | Amount that was charged.   |
| Billed Tax Amount           | Nbr         | 15,0          | Tax amount.  |
| Billed Currency Code        | Char        | 3             | International Standards Organization (ISO) code for the billed currency.   |
| Billed Decimal Place Number | Char        | 1             | Number of decimal places (one through nine) for the billing currency. For example, 1 is one decimal place.   |
| Local Charge Amount         | Nbr         | 15,0          | Charge amount in local currency.   |
| Local Tax Amount            | Nbr         | 15,0          | Tax amount in local currency.  |

| <b>Field Name</b>          | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|----------------------------|-------------|---------------|---|
| Local Currency Code        | Char        | 3             | ISO code for the local currency.  |
| Local Decimal Place Number | Char        | 1             | Number of decimal places (one through nine) for the local currency. For example, <i>1</i> is one decimal place.   |
| Currency Exchange Rate     | Nbr         | 15,8          | Exchange rate from the local currency to U.S. dollars.  |
| Transaction Type Code      | Char        | 2             | Type of charge or credit for a transaction. Values are:<br><i>01</i> : Adjustment<br><i>02</i> : Remittance Attention<br><i>03</i> : Remittance Regular<br><i>04</i> : Life Insurance Premium<br><i>05</i> : Returned Check Remittance<br><i>06</i> : Annual Fee<br><i>07</i> : Deferred<br><i>08</i> : Regular Charges<br><i>09</i> : Fee Reversal<br><i>10</i> : Charge Write-off<br><i>11</i> : Delinquency Charge Adjustment<br><i>12</i> : Delinquency Charge<br><i>13</i> : Air Insurance Charge<br><i>14</i> : Open Balance Correction |

| <b>Field Name</b>                       | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|---|-------------|---------------|---|
| Financial Category Code                 | Char        | 1             | Financial category of transaction. Values are:<br><i>01</i> : New Charge<br><i>02</i> : Other Debits<br><i>03</i> : Debit Remittance<br><i>04</i> : Payment<br><i>05</i> : Other Credit     |
| Account Type                            | Char        | 5             | Type of card member account. Values are <i>CM</i> , <i>PREV</i> , <i>SUPP</i> , <i>BTA</i> , <i>BTBA</i> , <i>ACB</i> , <i>FCB</i> , <i>CRCB</i> , <i>TC</i> , <i>BEMYG</i> , <i>CACB</i> . |
| Originating Base Control Account Number | Char        | 19            | Originating BCA for the originating CM account number in diverted transactions.   |
| Originating CM Account Number           | Char        | 19            | Originating CM account number for the actual charge in diverted transactions.   |
| Transaction Number                      | Char        | 15            | This field consists of the three fields that follow it.   |
| Charge Date                             | Char        | 8             | Date on which the transaction was charged to the account.   |
| Business Process Date                   | Char        | 8             | Date on which American Express processed the transaction.   |
| Bill Date                               | Char        | 8             | Date on which the transaction was billed.   |
| CM Reference Number                     | Char        | 17            | Field that the CM defines at the point of sale.   |

| <b>Field Name</b>            | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------------|-------------|---------------|---|
| MIS Industry Code            | Char        | 2             | MIS industry code for the transaction. Values are:<br><i>01</i> : Airline<br><i>02</i> : Rail<br><i>03</i> : Lodging<br><i>04</i> : Car rental<br><i>05</i> : Restaurant<br><i>06</i> : Retail<br><i>07</i> : Car miscellaneous<br><i>08</i> : All other<br><i>CA</i> : Cash advance<br><i>DC</i> : Delinquency<br><i>FE</i> : Fees<br><i>IN</i> : Insurance<br><i>NG</i> : Returned check<br><i>OA</i> : Other adjustment<br><i>OI</i> : Oil<br><i>PA</i> : Payment<br><i>TC</i> : Telecommunication<br><i>CT</i> : Corporate TC<br><i>NF</i> : Nonfinancial<br><i>SP</i> : Stop payment |
| ROC ID (record of charge ID) | Char        | 13            | Uniquely identifies a record of charge (ROC).   |
| Charge Description Line 1    | Char        | 42            | First line of description for the ROC.  |
| Charge Description Line 2    | Char        | 42            | Second line of description for the ROC.   |
| Charge Description Line 3    | Char        | 42            | Third line of description for the ROC.  |
| Charge Description Line 4    | Char        | 42            | Fourth line of description for the ROC.   |

| <b>Field Name</b>                | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|----------------------------------|-------------|---------------|---|
| Charge Description Line<br>Other | Char        | 206           | Other line of description for redefines.  |
| SE Number                        | Char        | 10            | Establishment Services account number for the SE that incurred the charge.  |
| SE Chain Code                    | Char        | 10            |   |
| SE Name 1                        | Char        | 40            | First SE name field.  |
| SE Name 2                        | Char        | 40            | Second SE name field.   |
| SE Street 1                      | Char        | 40            | First SE address line.  |
| SE Street 2                      | Char        | 40            | Second SE address line.   |
| SE City                          | Char        | 40            | SE's city name.   |
| SE State                         | Char        | 6             | SE's state code.  |
| SE Zip Code                      | Char        | 15            | SE's ZIP code.  |
| SE Country Name                  | Char        | 35            | SE's country name.  |
| SE Country Code                  | Char        | 3             | ISO country code.   |
| SE Corporate Status Code         | Char        | 1             | Corporate status. Values are:<br>S: Sole proprietorship<br>P: Partnership<br>C: Corporation<br>None: Unidentified |

| <b>Field Name</b>                                  | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|--|-------------|---------------|--|
| SE Purchasing Card Code                            | Char        | 2             | Purchasing card and nonpurchasing card SEs.<br><i>00</i> : Non-U.S. accounts.<br><i>01</i> : Set up at client's request, no additional data capture.<br><i>02</i> : Set up at client's request, no additional data capture.<br><i>03</i> : Set up not at client's request, no additional data capture.<br><i>04</i> : Set up without client request.<br><i>05</i> : Set up at client's request, no additional data capture.<br><i>06</i> : Set up at client's request.<br><i>07</i> : Set up without client request, no additional data capture.<br><i>08</i> : Set up without client request. |
| SE Purchasing Card Owner Type Code                 | Char        | 2             | Identifies minority status. Values are:<br><i>00</i> : Unknown<br><i>01</i> : African American<br><i>02</i> : Hispanic American<br><i>03</i> : Native American<br><i>04</i> : Asian Indian<br><i>05</i> : Asian American<br><i>06</i> : Nonethnic<br><i>07</i> : Disabled<br><i>08</i> : Hawaiian<br><i>09</i> : All other minorities  |
| SIC Code (Standard Industrial Classification code) | Char        | 4             | Standard industry code.  |



| <b>Field Name</b>           | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-----------------------------|-------------|---------------|---|
| SE Sales Tax Collected Flag | Char        | 1             | Indicates whether sales tax was collected.  |
| Ship To Postal Code         | Char        | 15            | Postal code shipped to.   |
| Ship To City                | Char        | 30            | City name shipped to.   |
| Ship To County              | Char        | 30            | County name shipped to.   |
| Ship to State               | Char        | 6             | State code shipped to.  |
| DDA Number                  | Char        | 22            | Funds Access checking account number.   |
| Bank Routing Number         | Char        | 4             | Routing number for the bank.  |
| US CM ABA Number            | Char        | 4             | Number that identifies the domestic bank.   |
| Spool Number                | Char        | 22            | Internal American Express number that identifies the transaction spooling order.                      |
| Funds Access Log Date       | Char        | 8             | Date that American Express logged the transaction.  |
| Funds Access Log Time       | Char        | 8             | Time that American Express logged the transaction.  |
| Machine Number              | Char        | 8             | Unique number that identifies the automated teller machine (ATM) from which a transaction originated. |
| Terminal Location           | Char        | 40            | ATM location.   |

| <b>Field Name</b>                 | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|-----------------------------------|-------------|---------------|--|
| Network Route and Transit Number  | Char        | 10            |  |
| Terminal Route and Transit Number | Char        | 10            |  |
| Cash Batch Number                 | Char        | 6             | Internal number that identifies the type of transaction for cash transactions. |
| Filler                            | Char        | 630           | Filler.  |

### ***American Express KR-1205 – Maintenance File***

When you import credit card maintenance data from American Express, the input file is formatted as shown in this table:

| <b>Field Name</b>          | <b>Type</b> | <b>Length</b> | <b>Comments</b>                                 |
|----------------------------|-------------|---------------|---|
| Record Type                | Char        | 1             |   |
| Corporate ID               | Char        | 6             |   |
| Request Control Account    | Char        | 15            |   |
| Basic Control Account      | Char        | 15            |   |
| Basic Control Account Name | Char        | 25            |   |
| Card member number         | Char        | 15            | The first 11 characters of the account number.  |
| Card member name           | Char        | 25            | The card member name as it appears on the card. |
| Cost Center                | Char        | 10            |   |
| Employee Identifier        | Char        | 10            |   |
| Universal Number           | Char        | 25            |   |
| Filler                     | Char        | 12            | Filler, 12 positions of spaces.                 |

| Field Name    | Type | Length | Comments   |
|---------------|------|--------|--|
| TSS Indicator | Char | 1      | Telecommunications Systems Service Indicator: <ul style="list-style-type: none"><li>• (blank): inactive.</li><li>• 0: \\led</li><li>• 1: mass enrollment</li><li>• 2: individually enrolled.</li></ul> |

| <b>Field Name</b>      | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|------------------------|-------------|---------------|--|
| Funds Access Indicator | Char        | 2             | <p>Funds Access Indicator, which is also known as Express Cash Indicator:</p> <ul style="list-style-type: none"> <li>• 00: Not Participating</li> <li>• 01: Funded by Corp; FCB</li> <li>• 02: Funded by CM; FAFCB</li> <li>• 03: Funded by CM; FCB</li> <li>• 04: Funded by CM; FAGCB</li> <li>• 05: Funded by Crop; FCB</li> <li>• 06: Funded by Crop; Fee bill to CM</li> <li>• 11: Multiple Cash Options</li> <li>• 17: Cash Prohibited</li> <li>• 18: Funded by AMEX; FCB</li> <li>• 19: Funded by AMEX; Fee billed to CM</li> <li>• 20: Funded by TRS; FCB</li> <li>• 21: Funded by TRS; Fee billed to CM</li> <li>• 23: Funded by CM; FCB</li> <li>• 24: Funded by CM; Fee billed to CM</li> <li>• 26: Funded by Crop; Fee bill to CM</li> <li>• 27: Funded by TRS; FCB</li> <li>• 28: Funded by AMEX; FCB</li> <li>• 29: Funded by AMEX; Fee billed to CM</li> </ul> |

| <b>Field Name</b>              | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|--------------------------------|-------------|---------------|---|
|                                |             |               | <ul style="list-style-type: none"> <li>30: Funded by TRS; Fee billed to CM</li> </ul> <p>Standard liability values are:<br/>01,02,03,04,05,06,18,19,20 and 21.</p> <p>Expanded liability values are: 23, 24, 25,26,27, 28,29, and 30.</p> |
| Corporate TC Indicator         | Char        | 1             | <p>Values are:</p> <ul style="list-style-type: none"> <li>0: Inactive</li> <li>1: Active</li> <li>2: Suspended</li> </ul>   |
| Direct Pay Indicator           | Char        | 1             | <p>Values are:</p> <ul style="list-style-type: none"> <li>(blank): Inactive</li> <li>0: Cancelled</li> <li>1: CM mass enrolled</li> <li>2: CM individual enrolled</li> </ul>  |
| Direct Reimbursement Indicator | Char        | 1             | <p>Values are:</p> <ul style="list-style-type: none"> <li>(blank): CM Inactive</li> <li>0: CM Cancelled</li> <li>1: CM enrolled draft</li> <li>2: CM enrolled ACH</li> </ul>  |
| Anniversary Date               | Char        | 6             | <p>Card anniversary format is CCYYMM, where:</p> <ul style="list-style-type: none"> <li>CC is century</li> <li>YY is year</li> <li>MM is month</li> </ul>   |

| <b>Field Name</b>           | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-----------------------------|-------------|---------------|---|
| Suspense Indicator          | Char        | 1             | Values are: ' ' Inactive '0' Suspended at last cutoff '1' thru '9' Account in Suspense <ul style="list-style-type: none"> <li>• (blank): Inactive</li> <li>• 0: Suspended at last cutoff</li> <li>• 1 through 9: Account in suspense</li> </ul> |
| Social Security Number      | Char        | 9             |   |
| Company Name                | Char        | 20            |   |
| Card Member Address         | Char        | 25            |   |
| Card member City            | Char        | 18            |   |
| State company resides in    | Char        | 2             |   |
| Zip code of company address | Char        | 9             |   |
| Country Code or State Code  | Char        | 3             | For example: 804 is USA   |
| Home Phone                  | Char        | 10            |   |
| Office Phone                | Char        | 10            |   |
| Account Status              | Char        | 2             | Values are: <ul style="list-style-type: none"> <li>• A1: New</li> <li>• A2: Active Existing</li> <li>• C1: New Delete</li> <li>• C2: Cancel Existing</li> </ul>   |

| <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|-------------------|-------------|---------------|--|
| Cancel Code       | Char        | 2             | Values are: <ul style="list-style-type: none"> <li>• 00: Never Cancelled/Never Reinstated</li> <li>• 01: Collections</li> <li>• 02: Inactive Account</li> <li>• 03: Cardholder Request</li> <li>• 04: Company Request</li> <li>• 05: Miscellaneous</li> <li>• 06: Deceased</li> <li>• 07: Reserve</li> <li>• 08: Service Complaint</li> <li>• 09: RTN mail, left company</li> <li>• 10: Transferred Account</li> </ul> |
| Status Date       | Char        | 8             | Status date could be either cancel date or anniversary date. If the Cancel Code is 00 then the status date is the anniversary date CCYYMMDD.   |
| Expiration Date   | Char        | 8             | Expiration Date format is CCYYMMDD   |
| Current Balance   | Char        | 10            |  |
| Filler            | Char        | 19            |  |

## Loading Data from Diners Club

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *Diners Club*.
2. In the File Name field, enter the path and name of the transaction record data file from Diners Club. You must enter the path and name for the transactional record first.

3. In the second File Name field, enter the path and name for the account information data file from Diners Club.
4. Select Load External Data.

Diners Club delivers information in four files, but PeopleSoft Expenses uses only two of them:

- TRANS.DAT delivers transaction records.
- ACCOUNTS.DAT delivers account information.

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_DC) and the loading process (EX\_LOAD\_DC). The staging process publishes data and subscribes to a message that populates the staging table (EX\_DC\_STG). The loading process:

- Checks for invalid values and loads errors into the EX\_DC\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

### **ACCOUNT.DAT File**

When you import credit card data from Diners Club, the ACCOUNT.DAT input file is staged as shown in this table:

| <b>Field Name</b> | <b>Type</b> | <b>Length</b> |
|-------------------|-------------|---------------|
| Account Number    | Character   | 19            |
| Cardholder Name   | Character   | 50            |
| Last Name         | Character   | 30            |
| First Name        | Character   | 26            |

### **TRANS.DAT File**

When you import credit card data from Diners Club, the TRANS.DAT input file is formatted as shown in this table:

| <b>Field Name</b>   | <b>Type</b>   | <b>Length</b> |
|---------------------|---------------|---------------|
| Transaction Number  | Character     | 17            |
| Record Type         | Character     | 1             |
| Date Record Updated | Date-YYYYMMDD | 8             |
| Franchise Code      | Character     | 25            |
| Account Number      | Character     | 19            |
| Link Account Number | Character     | 19            |



| <b>Field Name</b>          | <b>Type</b>   | <b>Length</b> |
|----------------------------|---------------|---------------|
| Balance Account Number     | Character     | 19            |
| Transaction Date           | Date-YYYYMMDD | 8             |
| Billing Date               | Date-YYYYMMDD | 8             |
| Posting Date               | Date-YYYYMMDD | 8             |
| Transaction Amount         | Numeric w/Dec | 16            |
| Debit/Credit Flag          | Logical T/F   | 1             |
| Currency Code Description  | Character     | 20            |
| ISO Currency Code          | Character     | 3             |
| Charge Type                | Character     | 20            |
| Billing Level              | Character     | 2             |
| Description 1              | Character     | 35            |
| Description 2              | Character     | 35            |
| Description 3              | Character     | 35            |
| Description 4              | Character     | 35            |
| Establishment Number       | Character     | 15            |
| Establishment Name         | Character     | 35            |
| Establishment Address 1    | Character     | 35            |
| Establishment Address 2    | Character     | 35            |
| Establishment Address 3    | Character     | 35            |
| Establishment Address 4    | Character     | 35            |
| Establishment City/Town    | Character     | 26            |
| Establishment State        | Character     | 20            |
| Establishment Zipcode      | Character     | 11            |
| Establishment Country      | Character     | 30            |
| Establishment Phone Number | Character     | 20            |

| <b>Field Name</b>  | <b>Type</b>   | <b>Length</b> |
|--|---------------|---------------|
| DCI Country Flag   | Logical T/F   | 1             |
| SIC Code Description (Standard Industrial Classification code description) | Character     | 30            |
| SIC Code   | Character     | 4             |
| Merchant Specific Code   | Character     | 30            |
| Intes Code   | Character     | 30            |
| DCI Charge Type  | Character     | 30            |
| Foreign Flag   | Logical T/F   | 1             |
| Original Transaction Amount  | Numeric w/Dec | 16            |
| Original Currency Description  | Character     | 20            |
| ISO Currency Code  | Character     | 3             |
| Tax 1 Amount   | Numeric w/Dec | 16            |
| Tax 2 Amount   | Numeric w/Dec | 16            |
| Reference Number   | Character     | 12            |
| Record Of Charge/Ticket Number   | Character     | 13            |
| Dispute Flag   | Logical T/F   | 1             |
| Dispute Original Bill Date   | Date-YYYYMMDD | 8             |
| Memo Billed Flag   | Logical T/F   | 1             |
| Rewards Flag   | Logical T/F   | 1             |
| General Ledger Number  | Character     | 5             |
| Indicative Data 1  | Character     | 10            |
| Indicative Data 2  | Character     | 10            |
| Indicative Data 3  | Character     | 10            |
| Indicative Data 4  | Character     | 10            |
| Indicative Data 5  | Character     | 10            |

| <b>Field Name</b>          | <b>Type</b> | <b>Length</b> |
|----------------------------|-------------|---------------|
| Indicative Data 6          | Character   | 10            |
| User Defined Information 1 | Character   | 25            |
| User Defined Information 2 | Character   | 25            |
| User Defined Information 3 | Character   | 25            |
| User Defined Information 4 | Character   | 25            |
| User Defined Information 5 | Character   | 25            |
| User Defined Information 6 | Character   | 25            |
| User Defined Information 7 | Character   | 25            |
| User Defined Information 8 | Character   | 25            |
| Supplemental Information   | See Below   | 254           |

## Loading Data from MasterCard

Access the Load External Data page.

MasterCard produces multiple transaction types with two types of files:

- CDF v2: is a flat file version.

The Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_MC) and the loading process (EX\_LOAD\_MC).

- CDF v3: is an XML version.

The Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_MCV3) and the loading process (EX\_LOAD\_MCV3).

Transaction types are:

- Transaction type 4300 – Account Address Maintenance Record
- Transaction type 5000
  - Addendum type 0 – Financial Transaction Record
  - Addendum type 2 – Passenger Transport Addendum Record
  - Addendum type 3 – Lodging Addendum Record

To load data from a MasterCard flat file (CDF v2):

1. Select *MasterCard* in the Data Source field.
2. Enter the path and name of the MasterCard (CDF v2) flat file in the File Name field.
3. Select Load External Data.

To load data from a MasterCard XML file (CDF v3):

1. Select *XML MasterCard* in the Data Source field.
2. Enter the path and name of the MasterCard (CDF v3) XML file in the File Name field.
3. Select Load External Data.

The staging process publishes data and subscribes to messages that populate these staging tables that correspond to MasterCard transaction types:

- EX\_MC\_4300
- EX\_MC\_5000\_0
- EX\_MC5000\_2
- EX\_MC5000\_3

The loading process:

1. Combines EX\_MC\_XX staging tables into one table (EX\_MC\_STG).
2. Checks for invalid values and loads errors into the EX\_MC\_STG\_ERR table.
3. Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from MasterCard, your input files are formatted as shown in these tables, depending on your version of Common Data Format.

#### **4300- Account Address Maintenance Record**

| <b>Field Number</b> | <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|---------------------|-------------------|-------------|---------------|---|
| 1                   | RecordIdentifier  | Char        | 4             | Identifies the record type.                                     |
| 10                  | AccountNumber     | Char        | 19            | Account number that the corporation owns.                       |
| 12                  | Effective Date    | Char        | 8             | The date the account was made effective in a format of YYYYMMDD |
| 13                  | Expiration Date   | Char        | 8             | The date the account is made ineffective in a format of MMYYYY  |

| <b>Field Number</b> | <b>Field Name</b>               | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|---------------------|---------------------------------|-------------|---------------|--|
| 14                  | CardholderName1                 | Char        | 35            | If the account has the capability to perform merchant transactions, this field contains the cardholder's name. |
| 26                  | Single Transaction Dollar Limit | Number      | 16            | The authorized limit amount of a single cardholder transaction   |
| 43                  | Credit Limit Sign               | Char        | 1             | Debit or credit indicator  |
| 44                  | Credit Limit                    | Number      | 16            | Account credit limit   |

### **5000 (0) - Financial Transaction Record**

| <b>Field Number</b> | <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b>             |
|---------------------|-------------------|-------------|---------------|-----------------------------|
| 1                   | RecordIdentifier  | Char        | 4             | Identifies the record type. |

| <b>Field Number</b> | <b>Field Name</b>        | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|---------------------|--------------------------|-------------|---------------|--|
| 5                   | AddendumType             | Char        | 3             | Code to identify the addendum type. For example:<br><br>0 - Financial Transaction - not an addendum<br>01 - Financial User Amount Addendum<br>02 - Financial Cost Allocation<br>03 - Split Transaction<br>031 - Split User Amount (not implemented)<br>032 - Split Cost Allocation<br>1 - Purchasing Card<br>11 - Purchasing Card User Amount Addendum<br>12 - Purchasing Card Cost Allocation<br>3 - Lodging<br>4 - Car Rental<br>5 - Generic<br>6 - Fleet Card<br>61 - Fleet Card Item<br>7 - Merchant Description<br>2 - Passenger Transport<br>21 - Passenger Transport Leg.<br>Blank-filled left justified. |
| 9                   | AccountNumber            | Char        | 19            | Account number that the corporation owns.  |
| 15                  | TransactionAmount        | Number      | 16,4          | Transaction amount.  |
| 17                  | TransactionDate          | Char        | 8             | Date (in YYYYMMDD format) on which the transaction took place.   |
| 23                  | MerchantMCC              | Char        | 4             | MasterCard-assigned code to the merchant. Required if the MerchantActivityIndicator value is <i>M</i> .  |
| 24                  | AmountInOriginalCurrency | Number      | 16            | Amount in original currency.   |

**5000 (2) - Passenger Transport Addendum Record**

| <b>Field Number</b> | <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|---------------------|-------------------|-------------|---------------|---|
| 1                   | RecordIdentifier  | Char        | 4             | Record type.  |
| 5                   | AddendumType      | Char        | 3             | Code to identify the addendum type. For example:<br>0 - Financial Transaction - not an addendum<br>01 - Financial User Amount Addendum<br>02 - Financial Cost Allocation<br>03 - Split Transaction<br>031 - Split User Amount (not implemented)<br>032 - Split Cost Allocation<br>1 - Purchasing Card<br>11 - Purchasing Card User Amount Addendum<br>12 - Purchasing Card Cost Allocation<br>3 - Lodging<br>4 - Car Rental<br>5 - Generic<br>6 - Fleet Card<br>61 - Fleet Card Item<br>7 - Merchant Description<br>2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left-justified. |
| 13                  | TicketNumber      | Number      | 15            | Ticket number.  |

**5000 (3) - Lodging Addendum Record**

| <b>Field Number</b> | <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b> |
|---------------------|-------------------|-------------|---------------|-----------------|
| 1                   | RecordIdentifier  | Char        | 4             | Record type.    |

| <b>Field Number</b> | <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|---------------------|-------------------|-------------|---------------|---|
| 5                   | AddendumType      | Char        | 3             | Code to identify the addendum type. For example:<br>0 - Financial Transaction - not an addendum<br>01 - Financial User Amount Addendum,<br>02 - Financial Cost Allocation<br>03 - Split Transaction<br>031 - Split User Amount (not implemented)<br>032 - Split Cost Allocation<br>1 - Purchasing Card<br>11 - Purchasing Card User Amount Addendum<br>12 - Purchasing Card Cost Allocation<br>3 - Lodging,<br>4 - Car Rental<br>5 - Generic<br>6 - Fleet Card<br>61 - Fleet Card Item<br>7 - Merchant Description<br>2 - Passenger Transport<br>21 - Passenger Transport Leg.<br>Blank-filled, left-justified. |
| 8                   | ArrivalDate       | Char        | 8             | Date (in YYYYMMDD format) on which the customer arrived.  |
| 9                   | DepartureDate     | Char        | 8             | Date (in YYYYMMDD format) on which the customer departed.   |

### **MasterCard CDF V3**

MasterCard CDF 3.0 files are exchanged as XML between processors, MasterCard, and customers. The CDF transmission file element in CDF 3.0 XML consists of an ordered nesting of entities. The order and nesting of these entities is established by the CDF 3.0 schema file (.CDF Transmission File.xsd.). Each transmission file must begin with a transmission header record (tag: Transmission Header\_1000) and terminated with a transmission trailer record (tag: Transmission Trailer\_9999). All information comprising the transmission exists between these two records.

The nesting of records in a transmission file determines their relationship. Records can be thought of as describing the organization or describing transactions of that organization. This categorization helps when describing different requirements on the particular elements of a transmission file.



This graphic illustrates the portion of the MasterCard XML file that is used by PeopleSoft Expenses when loading the MasterCard CDF V3 file:

**IssuerEntity:** This structure contains all of the information, hierarchical and financial, pertaining to the Issuer

**CorporateEntity:** Information describing a corporate client having one or more corporate card accounts.

**AccountEntity:** Description of an account

**AccountInformation\_4300:** Contains the basic information about a single account.  
First, Last Name; Expiration Date; Effective Date; Total Credit Amount; Employee Id

**AuthorizationLimits\_4300:** This structure contains the Authorization Limits defined. Single Transaction Limit Amount

**FinancialTransactionEntity:** This structure contains all of the information pertaining to a financial transaction or adjustment. It would include the basic financial transaction and all associated addenda information.

**FinancialTransaction\_5000:** This structure contains the basic details of a single financial transaction. Transaction Id; Transaction Date; Transaction Amount; Currency; Process Date; Posted Date; Maintenance code;

**CardAcceptor\_5001:** This structure contains single merchant's information associated with a financial transaction. Merchant Name, Merchant City, Merchant State, Merchant Postal Code; Merchant Country; Merchant Type

**PassengerTransportEntity:** This structure contains all of the Transportation Detail information associated with the Transaction

**PassengerTransportDetailGeneralTicketInformation\_5020:** This structure contains pertinent Transportation Detail information associated with a single General Ticket. Ticket Number

**LodgingSummaryAddendumEntity:** This structure contains all of the Lodging information associated with the transaction;

**LodgingSummaryAddendum\_5030:** This structure contains pertinent information within a single lodging addendum; Number of nights; all summary lodging level 3 data;

**LineItemDetailEntity:** This structure contains all of the Line Item information associated with the transaction; detail lodging level 3 data

MasterCard CDF V3 schema

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**Note.** For a complete schema of the MasterCard XML file, see your MasterCard representative.

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## Loading Data from US Bank

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *US Bank*.
2. In the File Name field, enter the path and name of the US Bank data files.
3. Select Load External Data.

US Bank produces multiple transaction types. PeopleSoft Expenses uses transaction types 2, 5, and 10.

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_USB) and the loading process (EX\_LOAD\_USB). The staging process publishes the data and uses subscription codes to populate these staging tables that correspond to US Bank transaction types:

- EX\_USB\_02\_INFO
- EX\_USB\_05\_INFO
- EX\_USB\_10\_INFO

The loading process:

1. Combines the EX\_USB\_INFO\_XX staging tables into one table (EX\_USB\_STG).
2. Checks for invalid values and loads errors into the EX\_USB\_STG\_ERR table.
3. Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from US Bank, the input files are formatted as shown in these tables:

### **US Bank Record Type 2**

| <b>Field Name</b>         | <b>Type</b> | <b>Length</b> | <b>Description</b>  |
|---------------------------|-------------|---------------|---|
| Record ID                 | Char        | 2             | Code designating cardholder information.                                    |
| Cardholder Account Number | Char        | 16            | Cardholder's account number.  |
| Corporate Account Number  | Char        | 16            | If a corporate bill, shows the company's billing account number.            |
| Social Security Number    | Char        | 9             | Social security number.   |
| Cardholder Name           | Char        | 25            | Name (in <i>First MiddleInitial Last</i> format) as it is embossed on card. |

### **US Bank Record Type 5**

| <b>Field Name</b> | <b>Type</b> | <b>Length</b> | <b>Description</b>  |
|-------------------|-------------|---------------|---|
| Record ID         | Char        | 2             | Code designating transaction information.                                   |
| Account Number    | Char        | 16            | USB account number.   |
| Reference Number  | Char        | 23            | Transaction reference number that the merchant assigns at transaction time. |
| TSYS Tran Code    | Char        | 4             | Detailed transaction code.  |
| Transaction Date  | Char        | 8             | Date on which the transaction occurred.                                     |

| <b>Field Name</b>  | <b>Type</b> | <b>Length</b> | <b>Description</b>   |
|--|-------------|---------------|--|
| Posting Date   | Char        | 8             | Date on which the transaction was posted.  |
| Source Curr Code   | Char        | 3             | Currency code of the country in which the transaction occurred.  |
| Source Currency Amt  | Nbr         | 12            | Amount of purchase in source currency. Two decimals are implied for all currencies.  |
| Billing Curr Code  | Char        | 3             | Billing currency code (always U.S. dollars).   |
| Billing Currency Amt   | Nbr         | 12            | Amount of purchase in billing currency.  |
| SIC Code   | Char        | 4             | Standard industrial classification for merchant.   |
| Merchant Name  | Char        | 25            | Merchant's name. For passenger itinerary transactions, the original ticket number is in positions 13 through 25 of this field. |
| Merchant City  | Char        | 26            | Merchant's city.   |
| Merchant State   | Char        | 3             | Merchant's state or province code.   |
| Merchant Country   | Char        | 3             | Merchant's country code.   |
| Merchant Zip   | Char        | 9             | ZIP code where merchant is located.  |
| Merchant VAT No./Single Business Ref (merchant value-added tax number/single business reference) | Char        | 20            | The ID number that the taxing authority assigns to the merchant.<br>Canada:Single Bus Ref no. (Purch Card)                     |
| Customer VAT No. (customer value-added tax number)   | Char        | 13            | ID that value-added tax (VAT) authorities assign to buying company. (Purch Card)   |

| <b>Field Name</b>                | <b>Type</b> | <b>Length</b> | <b>Description</b>  |
|----------------------------------|-------------|---------------|---|
| Summary Commodity Code           | Char        | 4             | European VAT requirement that describes the items in the purchase. Used for VAT reporting. (Purch Card)   |
| Accounting Code                  | Char        | 35            | General ledger account number.  |
| Memo Post Flag                   | Char        | 1             | Specifies if the transaction is a memo that is posted to this cardholder. Values are:<br><i>Y</i> : Memo Post<br><i>N</i> : Live Dollars, Not Memo Post   |
| LocalTax Included Flag           | Char        | 1             | Indicates presence of state or provincial tax information. Values are:<br><i>0</i> : No Tax Provided<br><i>1</i> : Tax Provided   |
| Local Tax Amount                 | Char        | 12            | State, local and other tax for calling card transactions. Also used for total amount of state or provincial tax included in this transaction. In the U.S., this is sales tax.                         |
| National Sales Tax Included Flag | Char        | 1             | Indicator of presence of national tax information.<br><i>0</i> : No Tax Provided<br><i>1</i> : Tax Provided   |
| National Sales Tax               | Char        | 12            | This field is used for federal tax on calling card transactions. Also used for the total amount of national or VAT tax included in the transaction amount. The amount must be in the source currency. |
| Other Tax                        | Char        | 12            | Total amount of all of the other taxes in this transaction, excluding local and national tax. Not applicable in U.S. (Purch Card only)  |

| <b>Field Name</b>             | <b>Type</b> | <b>Length</b> | <b>Description</b>  |
|-------------------------------|-------------|---------------|---|
| Purchase Identifier Flag      | Char        | 1             | Information type that is provided in the purchase identifier field. Values are:<br>1: Order Number<br>2: Customer Defined Data<br>3: Car Rental Agreement Number (Corp Card)<br>4: Hotel Folio Number (Corp Card) |
| Purchase Identifier           | Char        | 25            | Identifies purchase to issuer and cardholder. Contains customer reference identifier, including customer code or merchant order number. Used mainly for purchasing card.  |
| Service Identifier            | Char        | 6             | Value that is assigned to identify the type of record.  |
| Source Currency Exchange Rate | Nbr         | 13            | Currency exchange rate. Six decimal positions. U.S. transactions hold an exchange rate of 1.  |
| Filler                        | Char        | 83            | NA  |

### **US Bank Record Type 10**

| <b>Field Name</b>             | <b>Position</b> | <b>Length</b> | <b>Description</b>                                   |
|-------------------------------|-----------------|---------------|--|
| Record ID                     | Char            | 2             | Code designating Transaction Detail for Airline Data |
| Account Number                | Char            | 16            | USB Account number.                                  |
| TSYS Tran Code                | Char            | 4             | Detailed transaction code.                           |
| Departure Date                | Char            | 8             | The date on which travel begins.                     |
| Origination City/Airport Code | Char            | 3             | IATA airport code for origination city.              |

| <b>Field Name</b>  | <b>Position</b> | <b>Length</b> | <b>Description</b>   |
|--------------------|-----------------|---------------|--|
| Ticket Number      | Char            | 13            | For passenger itinerary trans, Merchant Name field provides the original ticket number in positions 13 through 25 (of these 25).                             |
| Passenger Name     | Char            | 20            | Name of passenger as indicated on ticket.  |
| Restricted Ticket  | Char            | 1             | Code indicating a restricted (nonrefundable) ticket. (Not currently available.) Values are:<br><br>0: No restriction<br>1: Restricted (nonrefundable ticket) |
| Travel Agency Name | Char            | 25            | Name of travel agency that supplied the ticket.  |
| Travel Agency Code | Char            | 8             | Unique code for the travel agency that supplied the ticket.  |
| Number of Legs     | Char            | 2             | Number of legs of itinerary data that follow; up to 16.  |
| Filler             | Char            | 298           |  |

## Loading Data from Visa International

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *Visa*.
2. (Optional) In the File Name field, enter the path and name of the Visa International data file.
3. Select Load External Data.

Visa International produces multiple transaction types with InfoSpan software. PeopleSoft Expenses uses transaction types 3, 4, 5, 9, and 14 from InfoSpan version 3.0 and 4.0.

Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_VISA) and the loading program (EX\_LOAD\_VISA). The staging process publishes the data and uses subscription codes to populate these staging tables that correspond to Visa transaction types:

- EX\_VISA\_INFO\_03
- EX\_VISA\_INFO\_04

- EX\_VISA\_INFO\_05
- EX\_VISA\_INFO\_09
- EX\_VISA\_INFO\_14
- EX\_VISA\_INFO\_26

The loading process:

1. Combines the EX\_VISA\_INFO\_XX staging tables into one table (EX\_VISA\_STG).
2. Checks for invalid values and loads errors into the EX\_VISA\_STG\_ERR table.
3. Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from Visa International, the input files are formatted as shown in these tables, depending on your version of InfoSpan:

### ***InfoSpan Version 3.0 and 4.0 - Transaction Type 3***

| <b><i>Field Name</i></b> | <b><i>Type</i></b> | <b><i>Length</i></b> | <b><i>Comments</i></b>   |
|--------------------------|--------------------|----------------------|--|
| Load Transaction Code    | Nbr                | 1                    | Code that determines how the InfoSpan load function processes this transaction.  |
| Cardholder Information   | Char               | 20                   | Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders.  |
| Account Number           | Nbr                | 19                   | Cardholder account number that appears on the front of the card as Base II transmits it.   |
| Hierarchy Node           | Char               | 40                   | Active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period. |

| <i>Field Name</i>  | <i>Type</i> | <i>Length</i> | <i>Comments</i>   |
|--------------------|-------------|---------------|---|
| Effective Date     | Char        | 8             | Date on which the relation with the new node becomes effective after a change. The relation with the old hierarchy node ends the day before the effective date. The system ignores the effective date if the new hierarchy node is the same as the old one in InfoSpan. |
| Account Open Date  | Char        | 8             | Date on which the cardholder account was opened and on which the relation with a hierarchy node starts for a new account.   |
| Account Close Date | Nbr         | 8             | Date on which the cardholder's account closed.  |
| Card Expire Date   | Char        | 8             | Expiration date of the card account.  |
| Card Type          | Nbr         | 1             | Code that identifies the type of Visa card.<br><br><b>Note.</b> Purchasing card includes Fleet Service.   |
| Spending Limit     | Char        | 16            | Spending limit that is permitted for the purchasing account in a billing period.  |
| Statement Type     | Nbr         | 1             | Code that indicates the billing frequency.  |
| Last Revision Date | Nbr         | 8             | Date on which the issuer last reviewed this account.  |



| <b>Field Name</b>             | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-------------------------------|-------------|---------------|---|
| Transaction Spending Limit    | Char        | 16            | Maximum amount that is allowed per transaction for a purchasing card account.                                     |
| Corporation Payment Indicator | Char        | 1             | Values are <i>Yes</i> (the client company pays the bill) and <i>No</i> (the cardholder pays).                     |
| Billing Account Number        | Char        | 19            | Card account to which the transactions are billed.  |
| Cost Center                   | Char        | 50            | Default cost center for an account.   |
| G/L Sub-account               | Char        | 76            | Default general ledger sub-account for an account.  |
| Transaction Daily Limit       | Nbr         | 8             | Represents the maximum number of transactions that can be charged to a card account in a day.                     |
| Transaction Cycle Limit       | Nbr         | 8             | Represents the maximum number of transactions that can be charged to a card account in a billing cycle.           |
| Cash Limit Amount             | Nbr         | 16            | Represents the maximum amount of cash advance transactions that can be charged to the account in a billing cycle. |
| Status Code                   | Nbr         | 2             | Status of a card account.   |
| Reason Status Code            | Nbr         | 2             | Reason for a change in card account status.   |
| Status Date                   | Nbr         | 8             | Date on which the card account status changed.  |

| <b>Field Name</b>           | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|-----------------------------|-------------|---------------|--|
| Pre-funded Indicator        | Nbr         | 1             | Indicates if the card account is prefunded.  |
| City Pair Program Indicator | Nbr         | 1             | Indicates that the card account is subject to a City Pair Program.                         |
| Task Order Number           | Char        | 26            | Specifies and authorizes required products and services and the negotiated price for them. |
| Fleet Service Indicator     | Nbr         | 1             | Indicates that the card account can receive Fleet Service data.                            |

#### ***InfoSpan Version 3.0 and 4.0 - Transaction Type 4***

| <b>Field Name</b>      | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------|-------------|---------------|---|
| Load Transaction Code  | Nbr         | 1             | Code that determines how the InfoSpan load function processes this transaction.   |
| Company Identification | Nbr         | 10            | Issuer-assigned company identification number. It identifies multiple companies in an issuer's portfolio.               |
| Cardholder Information | Char        | 20            | Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders. |

| <b>Field Name</b>   | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|---------------------|-------------|---------------|--|
| Hierarchy Node      | Char        | 40            | Number that represents the active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period.              |
| First Name          | Char        | 20            | Cardholder's first name.   |
| Last Name           | Char        | 20            | Cardholder's last name.  |
| Address Line 1      | Char        | 40            | First line of cardholder's address.  |
| Address Line 2      | Char        | 40            | Second line of cardholder's address.   |
| City                | Char        | 20            | City where the cardholder works.   |
| State/Province Code | Char        | 4             | State or province code for where the cardholder works.   |
| ISO Country Code    | Nbr         | 5             | ISO (International Organization for Standardization) code for the country in which the cardholder works.   |
| Postal Code         | Char        | 10            | Postal code for the cardholder's business address. For cardholders in the U.S., it contains the ZIP code of the business address. For cardholders in other countries, it contains the country postal code. |
| Address Line 3      | Char        | 40            | Third line of cardholder's address.  |

| <b>Field Name</b>                              | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|--|-------------|---------------|---|
| Mail Stop                                      | Char        | 14            | Cardholder's physical location number at work.  |
| Phone Number                                   | Char        | 14            | Cardholder's business telephone number.   |
| Fax Number                                     | Char        | 14            | Cardholder's business fax number.   |
| SSN Other ID (social security number other ID) | Char        | 20            | Cardholder's social security number or other identifying number (other than the Cardholder Identification field). |
| Training Date                                  | Nbr         | 8             | Visa Cards training date for the cardholder.  |
| E-mail Address                                 | Char        | 128           | Cardholder's email address.   |

### **InfoSpan Version 3.0 and 4.0 - Transaction Type 5**

| <b>Field Name</b>            | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------------|-------------|---------------|---|
| Load Transaction Code        | Nbr         | 1             | Code that determines how the InfoSpan load function processes this transaction. |
| Account Number               | Nbr         | 19            | Cardholder account number that appears on the front of the card.                |
| Posting Date                 | Nbr         | 8             | Posting date of a transaction.  |
| Transaction Reference Number | Char        | 24            | Reference number for a transaction.   |

| <b>Field Name</b>                                    | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|--|-------------|---------------|--|
| Sequence Number                                      | Nbr         | 10            | Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.                   |
| Period   | Nbr         | 5             | Billing period number that the issuer's processor assigns.   |
| Acquiring BIN (acquiring bank identification number) | Nbr         | 6             | Bank identification number of a supplier that is related to the transaction.   |
| Card Acceptor ID                                     | Char        | 26            | Reserved for future use.   |
| Supplier Name  | Char        | 26            | Supplier name that is included in a transaction.   |
| Supplier City  | Char        | 14            | City of a supplier that is included in a transaction.  |
| Supplier State/Province Code                         | Char        | 4             | Code of a supplier state or province that is included in a transaction.  |
| Supplier ISO Country Code                            | Nbr         | 5             | ISO country code of the country in which the supplier is located. The system converts alphabetic ISO country codes to their numeric equivalents. |
| Supplier Postal Code                                 | Char        | 14            | Postal code of a supplier location that is included in a transaction.  |
| Source Amount  | Nbr         | 16            | Supplier source amount of a transaction.   |
| Billing Amount                                       | Nbr         | 16            | Amount to be billed or credited to the cardholder.   |

| <b>Field Name</b>      | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------|-------------|---------------|---|
| Source Currency Code   | Nbr         | 5             | Currency of the course amount of the transaction.   |
| Merchant Category Code | Nbr         | 4             | Four-digit numeric classification identifier, modeled after the Standard Industrial Classification code, designed to group suppliers that are in similar lines of business. |
| Transaction Type Code  | Char        | 2             | Code that identifies the type of account posting that results from a transaction.   |
| Transaction Date       | Nbr         | 8             | Date of the transaction.  |
| Billing Currency Code  | Nbr         | 5             | Currency in which the transaction amount is billed.   |
| Tax Amount             | Nbr         | 16            | Sales tax amount included by point of sale (POS) supplier. For U.S. only.   |
| Dispute Amount         | Nbr         | 16            | Amount that is in dispute for a transaction.  |
| Dispute Reason Code    | Nbr         | 1             | Code that indicates the reason for a disputed transaction.  |
| Dispute Date           | Nbr         | 8             | Date of disputed transaction.   |
| Commodity Code         | Char        | 4             | Code that identifies a commodity for VAT purposes. For VAT, the commodity code means line item detail (LID) or summary tax data (SUMM).                                     |

| <b>Field Name</b>              | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|--------------------------------|-------------|---------------|--|
| Supplier VAT Number            | Char        | 20            | Supplier's VAT identification number.  |
| Supplier Order Number          | Char        | 50            | Supplier's purchase order number for a transaction.                                  |
| Customer VAT Number            | Char        | 14            | Customer's VAT registration number.  |
| VAT Amount                     | Nbr         | 16            | VAT amount of a transaction.   |
| GST Amount                     | Nbr         | 16            | Goods and services tax (GST) or harmonized sales tax (HST) amount for a transaction. |
| Purchase Identification Format | Char        | 2             | Format of a purchase identification in a transaction.                                |
| Purchase Identification        | Char        | 50            | Identification code for POS transactions.  |

### **InfoSpan Version 3.0 and 4.0 - Transaction Type 9**

| <b>Field Name</b>     | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-----------------------|-------------|---------------|---|
| Load Transaction Code | Nbr         | 1             | Code that determines how the InfoSpan load function processes this transaction.               |
| Account Number        | Nbr         | 19            | Cardholder account number that appears on the front of the card as is transmitted by BASE II. |
| Posting Date          | Nbr         | 8             | Posting date of a transaction.  |

| <b>Field Name</b>            | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------------|-------------|---------------|---|
| Transaction Reference Number | Char        | 24            | Reference number of a transaction.  |
| Sequence Number              | Nbr         | 10            | Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.  |
| No Show Indicator            | Nbr         | 1             | Indicator of a transaction that results from a customer's failure to appear.  |
| Check In Date                | Nbr         | 8             | Date that the customer checked into the hotel. This is the scheduled arrival date for a no show or an advance lodging reservation.  |
| Daily Room Rate              | Nbr         | 16            | Daily rental rate for a hotel room.   |
| Other Charges                | Nbr         | 16            | Additional charges as identified by the Lodging Extra Charges code in a lodging transaction. This includes no show charges in a transaction where the Lodging No Show indicator is <i>Yes</i> . |
| Total Tax Amount             | Nbr         | 16            | Total tax amount for a hotel lodging transaction.   |
| Food/Beverage Charges        | Nbr         | 16            | Charges for food and beverages as a part of a hotel lodging transaction. This value does not include minibar charges.   |
| Prepaid Expenses             | Nbr         | 16            | Total of any prepaid amounts or deposits applied against the folio.   |



| <b>Field Name</b>       | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-------------------------|-------------|---------------|---|
| Folio Cash Advances     | Nbr         | 16            | Total of cash advances that were charged on the folio against the folio.                          |
| Valet Parking Charges   | Nbr         | 16            | Valet parking charges as a part of a hotel lodging transaction.                                   |
| Mini Bar Charges        | Nbr         | 16            | Total minibar food and beverage expenses.   |
| Laundry Charges         | Nbr         | 16            | Laundry charges in a hotel lodging transaction.   |
| Telephone Charges       | Nbr         | 16            | Telephone charges, including in-room fax machine usage.   |
| Gift Shop Purchases     | Nbr         | 16            | Total of gift shop and merchandise purchases.   |
| Movie Charges           | Nbr         | 16            | Total charges for movies and other in-room entertainment expenses.                                |
| Business Center Charges | Nbr         | 16            | Total of copies, faxes, and other business center expenses.                                       |
| Health Club Charges     | Nbr         | 16            | Total of health club or pool expenses, including court and equipment rental and golf green fees.  |
| Extra Charge Code       | Char        | 6             | Type of additional charges to a bill after checkout. Each position may indicate a type of charge. |
| Total Room Tax Amount   | Nbr         | 16            | Amount of all room taxes for this transaction.  |
| Lodging Nights          | Nbr         | 2             | Length of stay (in nights).   |

| <b>Field Name</b>      | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|------------------------|-------------|---------------|---|
| Total Non-Room Charges | Nbr         | 16            | All non-room-related charges.   |
| Message Identifier     | Char        | 16            | Message identifier in a transaction. This information helps match enhanced data with the credit card transaction.   |
| Purchase ID            | Char        | 50            | Merchant-assigned number for the transaction. It can be a supplier order number, a folio number, or a car rental agreement number.<br><br>This information is used to match enhanced data with the transaction. |
| Source Amount          | Nbr         | 16            | Amount (in the source currency) that was charged to the card account for the transaction.<br><br>This information is used to match enhanced data with the transaction.  |
| Transaction Date       | Nbr         | 8             | Date of the purchase, according to the financial record. This information is used to match enhanced data with the transaction.  |
| Merchant Category Code | Nbr         | 4             | Merchant category code for the transaction, according to the financial transaction. This information is used to match enhanced data with the transaction.   |
| Supplier Name          | Char        | 26            | The name of the supplier, according to the financial transaction. This information is used to match enhanced data with the transaction.   |

| <b>Field Name</b>    | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|----------------------|-------------|---------------|--|
| Supplier Postal Code | Char        | 14            | Postal code of a supplier, according to the financial transaction. This information is used to match enhanced data with the transaction. |

### **InfoSpan Version 3.0 and 4.0 - Transaction Type 14**

| <b>Field Name</b>            | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|------------------------------|-------------|---------------|--|
| Load Transaction Code        | Nbr         | 1             | Code that determines how the InfoSpan load function processes this transaction.  |
| Account Number               | Nbr         | 19            | Cardholder account number appearing on the front of the card as it is transmitted by BASE II.  |
| Posting Date                 | Nbr         | 8             | Posting date of a transaction.   |
| Transaction Reference Number | Char        | 24            | Reference number of a transaction.   |
| Sequence Number              | Nbr         | 10            | Transaction sequence number that the processor assigns during the posting process to uniquely identify a transaction within a posting run. |
| Departure Date               | Nbr         | 8             | Date on which the customer begins travelling.  |
| Travel Agency Code           | Char        | 8             | Code that identifies the travel agency that supplied the ticket.   |

| <b>Field Name</b>         | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|---------------------------|-------------|---------------|--|
| Travel Agency Name        | Char        | 26            | Name of the travel agency that supplied the ticket.  |
| Ticket Indicator          | Nbr         | 1             | Indicates ticket restrictions.   |
| Ticket Number             | Char        | 14            | Airline ticket number.   |
| Passenger Name            | Char        | 20            | Customer name, as indicated on the ticket.   |
| Exchange Ticket Number    | Char        | 14            | Number of the ticket for which a ticket was exchanged.   |
| Exchange Ticket Amount    | Nbr         | 16            | Credit from tickets or coupons being used as payment in an exchange ticket transaction.                    |
| Internet Indicator        | Nbr         | 1             | Indicates if the ticket was purchased over the Internet.   |
| Total Fare Amount         | Nbr         | 16            | Total fare for all legs of travel.   |
| Total Fee Amount          | Nbr         | 16            | Sum of all applicable fees.  |
| Total Tax Amount          | Nbr         | 16            | Sum of all taxes.  |
| Message Identifier        | Char        | 16            | Message identifier in a transaction. This information is used to match enhanced data with the transaction. |
| Endorsements/Restrictions | Char        | 20            | Displays any endorsements or restrictions associated with the travel transaction.                          |

| <b>Field Name</b>      | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|------------------------|-------------|---------------|--|
| Purchase ID            | Char        | 50            | Merchant-assigned number for the transaction. It can be a supplier order number, a folio number, or a car rental agreement number. This information is used to match enhanced data with the transaction. |
| Source Amount          | Nbr         | 16            | Amount (in source currency) that was charged to the card account for the transaction. This information is used to match enhanced data with the transaction.  |
| Transaction Date       | Nbr         | 8             | Date of the purchase, according to the financial record. This information is used to match enhanced data with the transaction.   |
| Merchant Category Code | Nbr         | 4             | Merchant category code for the transaction, according to the financial transaction. This information is used to match enhanced data with the transaction.  |
| Supplier Name          | Char        | 26            | The name of the supplier, according to the financial transaction. This information is used to match enhanced data with the transaction.  |
| Supplier Postal Code   | Char        | 14            | Postal code of a supplier, according to the financial transaction. This information helps match enhanced data with the transaction.  |

### ***InfoSpan Version 3.0 and 4.0 - Transaction Type 26***

| <b>Field Name</b>            | <b>Type</b> | <b>Length</b> | <b>Comments</b>  |
|------------------------------|-------------|---------------|--|
| Load Transaction Code        | Nbr         | 1             | Code that determines how the InfoSpan load function processes this transaction.  |
| Account Number               | Nbr         | 19            | Cardholder account number appearing on the front of the card as it is transmitted by BASE II.  |
| Posting Date                 | Char        | 8             | Posting date of a transaction.   |
| Transaction Reference Number | Char        | 24            | Reference number of a transaction.   |
| Sequence Number              | Nbr         | 10            | Transaction sequence number that the processor assigns during the posting process to uniquely identify a transaction within a posting run. |
| Charge Date                  | Char        | 8             | Date account was charged for service provided.   |
| Item Sequence Number         | Nbr         | 5             | Sequence number that uniquely identifies a detail or summary row with respect to the transaction it is associated with.                    |
| Daily Room Rate              | Sign        | 18            | Daily room rate for a hotel transaction.   |
| Discount Rate                | Sign        | 18            | Daily discount room rate for a hotel transaction.  |
| Food and Beverage Amount     | Sign        | 18            | Food and beverage charges in a card transaction for hotel lodging. This value does not include mini-bar charges.                           |
| Folio Cash Advances          | Sign        | 18            | Cash advances charged against the folio.   |
| Valet Parking                | Sign        | 18            | Valet parking charges of a card transaction for hotel lodging.   |
| Mini Bar Charge              | Sign        | 18            | Charges of in-room mini bar food and beverage expenses.  |

| <b>Field Name</b>           | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|-----------------------------|-------------|---------------|---|
| Laundry Charge              | Sign        | 18            | Laundry charges in a card transaction for hotel lodging.  |
| Telephone Charge            | Sign        | 18            | Charges of telephone expenses, including in room fax machine usage.                                 |
| Gift Shop Purchases         | Sign        | 18            | Charges of gift shop and merchandise purchases.   |
| Movie Charge                | Sign        | 18            | Charges for movies and other in room entertainment expenses.  |
| Business Center Charges     | Sign        | 18            | Charges for copies, faxes, and other business center expenses.                                      |
| Health Club Charges         | Sign        | 18            | Charges for health club or pool expenses, including court and equipment rental and golf green fees. |
| Room Tax Amount             | Sign        | 18            | The amount of room tax applied against this transaction.  |
| Room Tax 2 Amount           | Sign        | 18            | The amount of room tax 2 applied against this transaction.  |
| Room Tax 3 Amount           | Sign        | 18            | The amount of room tax 3 applied against this transaction.  |
| Room Tax 4 Amount           | Sign        | 18            | The amount of room tax 4 applied against this transaction.  |
| Other Charge                | Sign        | 18            | The amount of another charge defined by the supplier.   |
| Description of Other Charge | Char        | 20            | The description of the other charge defined by the supplier.  |
| Other Charge Code           | Char        | 5             | The code used by the supplier for the other charge.   |

| <b>Field Name</b>  | <b>Type</b> | <b>Length</b> | <b>Comments</b>   |
|--------------------|-------------|---------------|---|
| Message Identifier | Char        | 16            | Message identifier in a transactions. This information could be used to match enhanced data with the card transaction.  |
| Purchase ID        | Char        | 50            | Number assigned by the merchant to the transaction. It can be a supplier order number, a folio number, or a car rental agreement number. This information could be used to match enhanced data with the card transaction. |

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## Resolving Credit Card Maintenance Errors

This section provides an overview of credit card maintenance error resolution, and discusses how to resolve credit card maintenance errors:

### Understanding Credit Card Maintenance Error Resolution

The PeopleSoft Expenses system tracks credit card maintenance errors only when the Include Account Maintenance option is selected on the Installation Options - Expenses page.

If you want the Load External Data process to automatically update the employee profile for new accounts you must also select the Update Profile for New Accounts option on the Installation Options - Expenses page. The Update Profile for New Accounts option on the Installation Options - Expenses page determines if all new accounts are sent to the Credit Card Maintenance Errors pages or if only the new accounts that do not have a valid employee ID are sent to the Credit Card Maintenance Errors pages.

For more information about the Include Account Maintenance and Update Profile for New Accounts options on the Installation Options - Expenses page:

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," External Data Load Options.



## Pages Used to Resolve Credit Card Maintenance Errors

| <i>Page Name</i>                                   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|--|------------------------|---|--|
| Credit Card Maintenance Errors - Amex Card Errors  | EX_AMEX_MNT_ERR        | <ul style="list-style-type: none"> <li>Travel and Expenses, Corporate Credit Cards, Credit Card Maintenance Errors</li> <li>T and E Administration Center, Load Data, Credit Card Maintenance Errors</li> </ul>   | Resolve American Express credit card maintenance errors. |
| Credit Card Maintenance Errors - Visa Card Errors  | EX_VISA_MNT_ERR        | <ul style="list-style-type: none"> <li>Travel and Expenses, Corporate Credit Cards, Credit Card Maintenance Errors<br/><br/>Select the Visa Card Errors tab.</li> <li>T and E Administration Center, Load Data, Credit Card Maintenance Errors<br/><br/>Select the Visa Card Errors tab.</li> </ul>   | Resolve Visa credit card maintenance errors.             |
| Credit Card Maintenance Errors - MasterCard Errors | EX_MC_MNT_ERR          | <ul style="list-style-type: none"> <li>Travel and Expenses, Corporate Credit Cards, Credit Card Maintenance Errors<br/><br/>Select the MasterCard Errors tab.</li> <li>T and E Administration Center, Load Data, Credit Card Maintenance Errors<br/><br/>Select the MasterCard Errors tab.</li> </ul> | Resolve MasterCard credit card maintenance errors.       |

## Resolving Credit Card Maintenance Errors

Access the Credit Card Maintenance Errors - Amex Card Errors page (Travel and Expenses, Corporate Credit Cards, Credit Card Maintenance Errors).

Amex Card Errors Visa Card Errors Master Card Errors

Filter: Exclude Complete Refresh

Unmatched Corporate Card Accounts Customize Find View All First 1 of 1 Last

| Complete                 | Account Number | Cardholder's Name | Employee ID | Profile Exists | Assign to Profile                 |
|--------------------------|----------------|-------------------|-------------|----------------|-----------------------------------|
| <input type="checkbox"/> |                |                   |             |                | <a href="#">Assign to Profile</a> |

☒ [Select All](#) ☐ [Deselect All](#)

### Credit Card Maintenance Errors - Amex Card Errors page

#### Filter

Select an option to view error rows for the credit card. Options include:

- (blank): indicates that you want to view all rows.
- *Exclude Complete*: indicates that you do not want to view complete rows.
- *Include Complete*: indicates that you want to view complete rows.

#### Refresh

Click to refresh the page when the Filter option is changed.

#### Complete

Select to indicate that the credit card maintenance error has been corrected and the row is complete.

Deselect to indicate that the credit card maintenance error has not been corrected and the row is not complete. Deselected rows are selected when the Reprocess Corporate Card Maintenance Errors option is selected on the Load External Data page.

#### Assign to Profile

Click to access the employee profile component. If an employee profile exists, the system takes you to the Corporate Card Information page for the employee. If an employee profile does not exist, the system takes you to the Employee Profile search page where the employee can be added.

## Resolving Credit Card Transaction Errors

This section provides an overview of credit card transaction error resolution, lists common elements, and discusses how to:

- Resolve American Express transaction errors.
- Resolve Diners Club transaction errors.
- Resolve MasterCard transaction errors.
- Resolve US Bank transaction errors.
- Resolve Visa transaction errors.
- Reprocess credit card transaction errors.

## Understanding Credit Card Transaction Error Resolution

During the Load External Data Application Engine process, the process checks for invalid values and loads errors into a credit card vendor-specific error table. For example, an error may be a transaction with a credit card number that is not assigned to an employee profile or an invalid transaction currency for the employee's country. Review and correct credit card errors that did not load successfully. On the vendor-specific errors page, select corrected transactions that you want to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.

### Common Elements Used in This Section

|  |   |
|--|---|
| <b>Account Number</b>                      | Employee's credit card account number. The credit card number is masked and displays only the last 4 digits of the credit card number after the data is entered and saved.  |
| <b>Cardholder's Name</b>                   | Employee to whom the corporate card is assigned.  |
| <b>Invalid EmpID</b> (invalid employee ID) | Displays <i>Y</i> if the credit card error is due to an invalid employee ID that is associated with the transaction. To correct this error, use the Employee Profile - Corporate Card Information page to add a corporate account number to the profile.  |
| <b>Invalid Expense Type</b>                | Displays <i>Y</i> if the credit card error is due to an invalid expense type that is associated with the transaction. To correct this error, use the Expense Type - Corporate Card Mapping page to ensure that the credit card's MIS industry code (also known as merchant category group) is correctly mapped to an expense type in PeopleSoft Expenses. |
| <b>Invalid Monetary Currency</b>           | Displays <i>Y</i> if the credit card error is due to an invalid currency for the country in which the transaction occurred. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.   |
| <b>Invalid Transaction Currency</b>        | Displays <i>Y</i> if the credit card error is due to an invalid currency for the employee's country. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.  |
| <b>Reprocess Transaction</b>               | Select the transactions that you corrected and want to reprocess the next time that you run the Load External Data Application Engine process.  |
| <b>Transaction Number</b>                  | Displays the unique identifier that is assigned to the expense transaction.   |

#### See Also

[Chapter 12, "Mapping Expense Data," page 175](#)

## Pages Used to Resolve Credit Card Transaction Errors

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Credit Card Transaction Errors - Amex Card Errors (American Express card errors) | EX_AMEX_STG_ERR        | Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors | Resolve American Express transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page. |
| Credit Card Transaction Errors - Diners Club Errors                              | EX_DC_STG_ERR          | Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors | Resolve Diners Club transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.      |
| Credit Card Transaction Errors - MasterCard Errors                               | EX_MC_STG_ERR          | Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors | Resolve MasterCard transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.       |
| Credit Card Transaction Errors - US Bank Errors                                  | EX_USB_STG_ERR         | Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors | Resolve US Bank transaction errors that did not load successfully. Select credit card transactions to reprocess the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.          |
| Credit Card Transaction Errors - Visa Card Errors                                | EX_VISA_STG_ERR        | Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors | Resolve Visa transaction errors that did not load successfully. Select credit card transactions to load the next time that you select the Reprocess Corporate Card Errors option on the Load External Data page.                  |

| Page Name          | Definition Name | Navigation   | Usage   |
|--------------------|-----------------|--|---|
| Load External Data | RUN_EXDATALED   | Travel and Expenses, Load External Information, Load External Data Sources | Reprocess credit card transaction errors into the PeopleSoft Expenses tables. |

## Resolving American Express Transaction Errors

Access the Amex Card Errors page (Travel and Expenses, Corporate Credit Cards, Credit Card Transaction Errors).

| Reprocess Transaction    | Invalid Emplid | Account Number | Cardholder's Name | Invalid Expense Type | MIS Industry Code |
|--------------------------|----------------|----------------|-------------------|----------------------|-------------------|
| <input type="checkbox"/> | Y              | *****3456      | THOMAS T MOORE    | N                    | 03                |
| <input type="checkbox"/> | Y              | *****3456      | LER LEE NAT       | N                    | 01                |
| <input type="checkbox"/> | Y              | *****6666      | BOB IVNOHOE       | N                    | 07                |

Credit Card Transaction Errors page

### Card Errors Tab

#### MIS Industry Code

Displays the American Express code for the type of expense transaction. PeopleSoft Expenses displays *Y* in the Invalid Expense Type field if this code is not mapped correctly.

### Other Errors Tab

#### Billed Currency Code

Displays American Express code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays *Y* in the Invalid Monetary Currency field if this code is not mapped correctly.

#### Local Currency Code

Displays American Express code for the currency of the employee's country. PeopleSoft Expenses displays *Y* in the Invalid Transaction Currency field if this code is not mapped correctly.

## Resolving Diners Club Transaction Errors

Access the Diners Club Card Errors page (Travel and Expenses, Load External Information, Review Corporate Card Errors).

**Card Errors Tab**

|                               |  |
|-------------------------------|--|
| <b>Standard Industry Code</b> | Displays Diners Club code for the type of expense transaction. PeopleSoft Expenses displays <i>Y</i> in the Invalid Expense Type field if this code is not mapped correctly. |
|-------------------------------|--|

**Other Errors Tab**

|                              |   |
|------------------------------|---|
| <b>Billing Currency Code</b> | Displays the Diners Club code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays <i>Y</i> in the Invalid Monetary Currency field if this code is not mapped correctly. |
|------------------------------|---|

|                               |   |
|-------------------------------|---|
| <b>Original Currency Code</b> | Displays the currency code of the employee's country. PeopleSoft Expenses displays <i>Y</i> in the Invalid Transaction Currency field if this code is not mapped correctly. |
|-------------------------------|---|

**Resolving MasterCard Transaction Errors**

Access the MasterCard Errors page (Travel and Expenses, Load External Information, Review Corporate Card Errors).

**Card Errors Tab**

|                      |   |
|----------------------|---|
| <b>Merchant Type</b> | Displays the MasterCard code for the type of expense transaction. PeopleSoft Expenses displays <i>Y</i> in the Invalid Expense Type field if this code is not mapped correctly. |
|----------------------|---|

**Other Errors Tab**

|                             |  |
|-----------------------------|--|
| <b>Posted Currency Code</b> | Displays the MasterCard code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays <i>Y</i> in the Invalid Monetary Currency field if this code is not mapped correctly. |
|-----------------------------|--|

|                               |  |
|-------------------------------|--|
| <b>Original Currency Code</b> | Displays the MasterCard code for the currency of the employee's country. PeopleSoft Expenses displays <i>Y</i> in the Invalid Transaction Currency field if this code is not mapped correctly. |
|-------------------------------|--|

**Resolving US Bank Transaction Errors**

Access the US Bank Card Errors page (Travel and Expenses, Load External Information, Review Corporate Card Errors).

**Card Errors Tab**

|                               |  |
|-------------------------------|--|
| <b>Standard Industry Code</b> | Displays the US Bank code for the type of expense transaction. PeopleSoft Expenses displays <i>Y</i> in the Invalid Expense Type field if this code is not mapped correctly. |
|-------------------------------|--|

**Other Errors Tab**

|                         |   |
|-------------------------|---|
| <b>Billing Currency</b> | Displays the US Bank code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays <i>Y</i> in the Invalid Monetary Currency field if this code is not mapped correctly. |
|-------------------------|---|

|                          |   |
|--------------------------|---|
| <b>Original Currency</b> | Displays the US Bank code for the currency of the employee's country. PeopleSoft Expenses displays <i>Y</i> in the Invalid Transaction Currency field if this code is not mapped correctly. |
|--------------------------|---|

**Resolving Visa Transaction Errors**

Access the Visa Card Errors page (Travel and Expenses, Load External Information, Review Corporate Card Errors).

**Card Errors Tab**

|   |  |
|---|--|
| <b>Merchant Cat Cd</b> (merchant category code) | Displays the Visa code that indicates the type of expense transaction. PeopleSoft Expenses displays <i>Y</i> in the Invalid Expense Type field if this code is not mapped correctly. |
|---|--|

**Other Errors Tab**

|                              |  |
|------------------------------|--|
| <b>Visa Billing Currency</b> | Displays the Visa code for the currency of the country in which the expense transaction occurred. PeopleSoft Expenses displays <i>Y</i> in the Invalid Monetary Currency field if this code is not mapped correctly. |
|------------------------------|--|

|                             |  |
|-----------------------------|--|
| <b>Visa Source Currency</b> | Displays the Visa code for the currency of the employee's country. PeopleSoft Expenses displays <i>Y</i> in the Invalid Transaction Currency field if this code is not mapped correctly. |
|-----------------------------|--|

**Reprocessing Credit Card Transaction Errors**

Access the Load External Data page (Travel and Expenses, Load External Information, Load External Data Sources).

When you are ready to reprocess corrected data from American Express, Diners Club, MasterCard, Diners Club, US Bank, or Visa, follow these steps:

1. Select a data source of *American Express, Diners Club, MasterCard, US Bank, or Visa*.
2. Enter the path and file name for the American Express, Diners Club, MasterCard, US Bank, or Visa data.

This field is not required if the Reprocess Corporate Card Errors option is selected.

3. Select Load External Data and Reprocess Corporate Card Errors.

## Loading Benchmark Data

PeopleSoft Expenses accepts benchmark data from two sources: Runzheimer International and the United States federal government. Benchmark data become expense location amounts for cost comparisons and expense management.

Runzheimer International is a consulting firm that distributes travel benchmark data used to establish spending averages and limits. The federal government provides expense rates for the continental United States (CONUS) and foreign countries (OCONUS).

This section discusses how to:

- Load Runzheimer data.
- Stage CONUS data.
- Load CONUS data.
- Stage OCONUS data.
- Load OCONUS data.

## Pages Used to Load Benchmark Data

| <i>Page Name</i> | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|------------------|------------------------|--|---|
| File Inbound     | EO_FILE_INBOUND        | Enterprise Components, Integration Definitions, Inbound File Rule                        | Set up inbound flat file processing.<br><br><i>See PeopleSoft FSCM PeopleBook: Enterprise Components</i>  |
| Inbound File     | EO_FILETOMSG           | Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish | Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message.<br><br><i>See PeopleSoft FSCM PeopleBook: Enterprise Components</i> |



## Loading Runzheimer Data

Access the File Inbound page (Enterprise Components, Integration Definitions, Inbound File Rule).

Select and enter these parameters:

| <i>Location</i>   | <i>File Identifier</i>            | <i>Inbound File</i>              | <i>Definition Name</i>   | <i>Message Name</i>    |
|-------------------|-----------------------------------|----------------------------------|--------------------------|------------------------|
| United States     | BENCHMARK_R<br>NZ_USA_LOAD        | BENCHMARK_R<br>NZ_USA_DAT        | BENCHMARK_R<br>NZ_USA    | BENCHMARK_R<br>NZ_LOAD |
| Non-United States | BENCHMARK_R<br>NZ_NONUSA_LO<br>AD | BENCHMARK_R<br>NZ_NONUSA_DA<br>T | BENCHMARK_R<br>NZ_NONUSA | BENCHMARK_R<br>NZ_LOAD |

After you set up the inbound file rule, access the Inbound File page to run the EOP\_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX\_BNCHMARK\_TAO) and these temporary tables:

- EX\_BNCHMARK\_MRK1\_TAO
- EX\_BNCHMARK\_MRK2\_TAO
- EX\_BNCHMARK\_MRK3\_TAO
- EX\_BNCHMARK\_MRK4\_TAO

Subscription PeopleCode on the BENCHMARK\_RNZ\_LOAD message triggers a PeopleSoft Application Engine program that loads Runzheimer data into the EX\_LOC\_AMOUNT and EX\_LOC\_AMT\_DTL tables.

---

**Note.** Because Runzheimer International provides seasonal data, there may be more than one row of data for an expense location amount. The loading process does not replace existing rows; it adds rows and uses the effective date to differentiate rows of the same expense location amount.

---

### Runzheimer Data Format

When you import Runzheimer data, the comma-delimited input file is formatted as shown in this table:

| <i>Field Name</i> | <i>Type</i>  | <i>Length</i> | <i>Comments</i> |
|-------------------|--------------|---------------|-----------------|
| DATE_STRING       | Char - Mixed | 25            | Date string.    |
| CITY              | Char - Mixed | 30            | City.           |
| STATE             | Char - Upper | 6             | State.          |

| <b>Field Name</b>      | <b>Type</b>  | <b>Length</b> | <b>Comments</b>              |
|------------------------|--------------|---------------|------------------------------|
| COUNTRY_FLD            | Char - Upper | 18            | Country field.               |
| COUNTRY_NAME           | Char - Mixed | 30            | Country.                     |
| RPT_DT                 | Char - Upper | 15            | Report date.                 |
| FLAG_SEASONAL          | Char - Upper | 2             | Seasonal indicator.          |
| START_DT_JULIAN        | Nbr          | 3             | Julian start date.           |
| END_DT_JULIAN          | Nbr          | 3             | Julian end date.             |
| CURRENCY_ABRV          | Char - Upper | 5             | Currency abbreviation.       |
| DESCR                  | Char - Mixed | 30            | Description.                 |
| CUR_EXCHNG_RT          | Nbr          | 7.8           | Exchange rate.               |
| AVG_BREAKFAST_A<br>MT  | Sign         | 13.2          | Average breakfast<br>amount. |
| LOW_BREAKFAST_A<br>MT  | Sign         | 13.2          | Low breakfast amount.        |
| HIGH_BREAKFAST_A<br>MT | Sign         | 13.2          | High breakfast amount.       |
| AVG_LUNCH_AMT          | Sign         | 13.2          | Average lunch amount.        |
| LOW_LUNCH_AMT          | Sign         | 13.2          | Low lunch amount.            |
| HIGH_LUNCH_AMT         | Sign         | 13.2          | High lunch amount.           |
| AVG_DINNER_AMT         | Sign         | 13.2          | Average dinner amount.       |
| LOW_DINNER_AMT         | Sign         | 13.2          | Low dinner amount.           |

| <b>Field Name</b>      | <b>Type</b>  | <b>Length</b> | <b>Comments</b>                       |
|------------------------|--------------|---------------|---------------------------------------|
| HIGH_DINNER_AMT        | Sign         | 13.2          | High dinner amount.                   |
| AVG_DLX_HOTEL_A<br>MT  | Sign         | 13.2          | Average deluxe hotel<br>amount.       |
| LOW_DLX_HOTEL_A<br>MT  | Sign         | 13.2          | Low deluxe hotel amount.              |
| HIGH_DLX_HOTEL_A<br>MT | Sign         | 13.2          | High deluxe hotel<br>amount.          |
| AVG_1ST_HOTEL_AM<br>T  | Sign         | 13.2          | First class hotel, average<br>amount. |
| LOW_1ST_HOTEL_AM<br>T  | Sign         | 13.2          | First class hotel, low<br>amount.     |
| HIGH_1ST_HOTEL_A<br>MT | Sign         | 13.2          | First class hotel, high<br>amount.    |
| AVG_ECON_HOTEL_A<br>MT | Sign         | 13.2          | Economy hotel, average<br>amount.     |
| LOW_ECON_HOTEL_A<br>MT | Sign         | 13.2          | Economy hotel, low<br>amount.         |
| HIGH_ECONHOTEL_A<br>MT | Sign         | 13.2          | Economy hotel, high<br>amount.        |
| STD_3MEAL_AMT          | Sign         | 13.2          | Standard three meal<br>amount.        |
| STD_PER_DIEM_AMT       | Sign         | 13.2          | Standard per diem<br>amount           |
| AMT1                   | Sign         | 23.3          | Amount 1.                             |
| DESCR_LN1              | Char - Mixed | 50            | Description line 1.                   |
| DESCR_LN2              | Char - Mixed | 50            | Description line 2.                   |

| <b>Field Name</b> | <b>Type</b>  | <b>Length</b> | <b>Comments</b>      |
|-------------------|--------------|---------------|----------------------|
| AMT2              | Sign         | 23.3          | Amount 2.            |
| DESCR_LN3         | Char - Mixed | 50            | Description line 3.  |
| AMT3              | Sign         | 23.3          | Amount 3.            |
| DESCR_LN4         | Char - Mixed | 50            | Description line 4.  |
| AMT4              | Sign         | 23.3          | Amount 4.            |
| AMT5              | Sign         | 23.3          | Amount 5.            |
| AMT6              | Sign         | 23.3          | Amount 6.            |
| LODGING_TAX       | Sign         | 7.8           | Typical lodging tax. |
| START_OF_SEASON   | Char         | 5             | Start of season.     |
| END_OF_SEASON     | Char         | 5             | End of season.       |

## Loading CONUS Data

Access the File Inbound page (Enterprise Components, Integration Definitions, Inbound File Rule).

Select and enter these parameters:

| <b>File Identifier</b> | <b>Inbound File</b> | <b>Definition Name</b> | <b>Message Name</b> |
|------------------------|---------------------|------------------------|---------------------|
| CONUS_LOAD             | CONUSNM.TXT         | CONUS_DATA_FL          | CONUS_LOAD          |

After you set up the inbound file rule, access the Inbound File page to run the EOP\_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX\_CONUS\_TAO).

### CONUS Data Format

When you import CONUS data, the input file is formatted as shown in this table:

| <i>Field Name</i>   | <i>Type</i> | <i>Length</i> | <i>Comments</i>           |
|---------------------|-------------|---------------|---------------------------|
| STATE               | Char        | 60            | State.                    |
| LOCALITY/CITY       | Char        | 60            | Locality or city.         |
| COUNTY              | Char        | 32            | County.                   |
| SEASON BEGIN        | Char        | 5             | Beginning date of season. |
| SEASON END          | Char        | 5             | Ending date of season.    |
| MAX LODGING         | Nbr         | 17            | Maximum lodging amount.   |
| NO GOVERNMENT MEALS | Nbr         | 17            | No government meals.      |
| PROPORTIONAL MEALS  | Nbr         | 17            | Proportional meals.       |
| MAX PER DIEM RATE   | Nbr         | 17            | Maximum per diem rate.    |
| EFFECTIVE DATE      | Char        | 10            | Effective date.           |

## Loading OCONUS Data

Access the Inbound File Rule page (Enterprise Components, Integration Definitions, Inbound File Rule).

Select and enter these parameters:

| <i>File Identifier</i> | <i>Inbound File</i> | <i>Definition Name</i> | <i>Message Name</i> |
|------------------------|---------------------|------------------------|---------------------|
| OCONUS_LOAD            | OCONUSNM.TXT        | OCONUS_DATA_FL         | OCONUS_LOAD         |

Use the Inbound File page to run the staging program (EOP\_PUBLISHF), which publishes the data and uses subscription codes to populate the staging table (EX\_OCONUS\_TAO).

---

**Note.** Because OCONUS provides monthly updates, there may be more than one row of data for an expense location amount. The loading process does not replace existing rows. Instead, it adds rows and uses the effective date to differentiate rows of the same expense location amount.

---

**OCONUS Data Format**

When you import OCONUS data, the input file is formatted as shown in this table.

| <b>Field Name</b>   | <b>Type</b> | <b>Length</b> | <b>Comments</b>           |
|---------------------|-------------|---------------|---------------------------|
| COUNTRY             | Char        | 60            | Country.                  |
| LOCALITY/CITY       | Char        | 60            | Locality or city.         |
| SEASON BEGIN        | Char        | 5             | Beginning date of season. |
| SEASON END          | Char        | 5             | Ending date of season.    |
| MAX LODGING         | Nbr         | 17            | Maximum lodging amount.   |
| NO GOVERNMENT MEALS | Nbr         | 17            | No government meals.      |
| PROPORTIONAL MEALS  | Nbr         | 17            | Proportional meals.       |
| OFF BASE INC.       | Nbr         | 17            | Off base.                 |
| FOOTNOTE            | Nbr         | 17            | Footnote.                 |
| FOOTNOTE RATE       | Nbr         | 17            | Footnote rate.            |
| MAX PER DIEM RATE   | Nbr         | 17            | Maximum per diem rate.    |
| EFFECTIVE DATE      | Char        | 10            | Effective date.           |

---

## Loading Airline Ticket Data from Vendors

PeopleSoft Expenses accepts airline ticket data that populates expense lines. This data is used to reconcile airline tickets with business trips that employees take. To process airline ticket data in your expense system, obtain a comma-delimited file (a .CSV file) from your vendor.

This section discusses how to load airline ticket data.

## Pages Used to Load Airline Ticket Data from Vendors

| <b>Page Name</b> | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|------------------|------------------------|--|--|
| File Inbound     | EO_FILE_INBOUND        | Enterprise Components, Integration Definitions, Inbound File Rule                        | Set up inbound flat file processing.<br><br><i>See PeopleSoft FSCM PeopleBook: Enterprise Components</i>   |
| Inbound File     | EO_FILETOMSG           | Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish | Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message.<br><br><i>See PeopleSoft FSCM PeopleBook: Enterprise Components.</i> |

## Loading Airline Ticket Data

Access the File Inbound page (Enterprise Components, Integration Definitions, Inbound File Rule).

Select and enter these parameters:

| <b>File Identifier</b> | <b>Inbound File</b> | <b>Definition Name</b> | <b>Message Name</b> |
|------------------------|---------------------|------------------------|---------------------|
| AIRLINE_TKT            | AIRLINETKT.CSV      | EX_AIRLINE_TKT         | AIRLINE_TKT         |

Access the Inbound File page and run the staging program (EOP\_PUBLISHF), which publishes the data and uses subscription codes to populate the EX\_AIRLINE\_TKT table.

### **Airline Ticket Data (AIRLINETKT.CSV) Format**

When you import airline ticket data, the input file must be formatted as shown in this table:

| <b>Field Name</b>  | <b>Type</b> | <b>Length</b> | <b>Comments</b>                |
|--------------------|-------------|---------------|--------------------------------|
| AIRFARE_RCPT_NBR   | Char        | 16            | Airfare receipt number.        |
| EMPLID             | Char        | 11            | Employee ID.                   |
| AIR_TKT_RECON_STAT | Char        | 1             | Airline ticket reconciliation. |

| <i>Field Name</i>   | <i>Type</i> | <i>Length</i> | <i>Comments</i>               |
|---------------------|-------------|---------------|-------------------------------|
| MERCHANT            | Char        | 40            | Merchant.                     |
| TRAN_DATE           | Char        | 10            | Transaction date.             |
| MONETARY_AMOUN<br>T | Sign        | 28            | Monetary amount.              |
| CURRENCY_CD         | Char        | 3             | Currency code.                |
| CRDMEM_ACCT_NBR     | Char        | 20            | Cardmember account<br>number. |
| AUDIT_ACTN          | Char        | 1             | Audit action                  |

**See Also**

[Chapter 18, "Processing Expense Report Exceptions," Reconciling Airline Tickets, page 403](#)



## Chapter 14

# Maintaining Employee Profiles

This chapter provides an overview of employee profiles and discusses how to maintain:

- Employee personal data.
- Employee organizational data.
- User defaults.
- Employee privilege templates.
- Employee bank account information.
- Employee credit card data.
- Employee transportation data.

---

## Understanding Employee Profiles

Employee data is the foundation of PeopleSoft Expenses. Oracle's PeopleSoft provides centralized access to employee information, such as their cost center codes, credit card numbers, check printing addresses, direct deposit bank accounts, and transportation data. The employee profile also stores default values and settings that PeopleSoft Expenses uses to streamline the time and expense report entry.

Although we highly recommend that your human resource system regularly update your employee tables, you may need to add or edit employee profiles manually to provide data required for expense reimbursement. PeopleSoft Expenses enables you to add and maintain personal, organizational, and financial data. Because of the sensitivity of employee information, we suggest that you authorize access to these pages carefully.

To update employee data, use the Update Profile page (EX\_EE\_PROFILE2). You can also use the EX\_EE\_ORG\_DTA\_SETUP component interface to load data into the tables during implementation. Whenever you manually add a new employee, you must validate that new employee and associate them with a valid user ID to enable them to enter information in PeopleSoft Expenses. You perform the manual validation on the Organization Data page in the Update Profile component. Access the Authorize Users page to add a validated employee to the Authorize User table.

---

**Note.** If PeopleSoft Expenses receives data from human resources, updates from human resources may overwrite changes made through the expense system unless you customize your loading process. PeopleSoft recommends using the Employee Self-Service navigation if human resources feeds your expense system. The pages accessed through the Employee Self-Service navigation are displayed in read-only mode, with the exception of the User Defaults page.

---

PeopleSoft Expenses allows employees to set up their own user defaults to reduce data entry time for travel authorizations, cash advances, expense reports, and time reports, and they can easily change these defaults during data entry. Employees can also set up project defaults, accounting distributions, and number of hours worked per day.

---

## Maintaining Employee Personal Data

To update employee profiles, use the Update Profile (EX\_EE\_PROFILE2.GBL) component.

PeopleSoft Expenses enables you to send reimbursement checks to home addresses or other mailing addresses, such as a company location. This helps those who receive reimbursements while on long assignments away from their primary residences.

This section lists common elements and discusses how to:

- View employee personal data.
- Edit employee personal data.

### Common Elements Used in This Section

|   |   |
|---|---|
| <b>Employee Information</b> (group box) | Personal data originates in your human resource system or is entered manually through the Travel and Expenses navigation.         |
| <b>Personnel Status</b>                 | Indicates whether the individual is an <i>Employee</i> or a <i>Non-Employee</i> .   |
| <b>Telephone</b>                        | Displays the employee's telephone number.   |
| <b>Employee Base</b>                    | Indicates where the employee works.   |
| <b>Send Payments To</b>                 | Indicates where reimbursement checks are sent. <i>Home Address</i> is the default.  |
| <b>Home Address</b> (group box)         | Displays the employee's residential address. Select a country to activate the appropriate address fields.                         |
| <b>Mailing Address</b> (group box)      | Displays an alternate address to which to send reimbursement checks. Select a country to activate the appropriate address fields. |

## Pages Used to Maintain Employee Data

| <i>Page Name</i>                    | <i>Definition Name</i>                | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------------------|---------------------------------------|--|--|
| Employee Profile -<br>Employee Data | EX_PERSONAL_DATA<br>EX_PERSONAL_DATA2 | <ul style="list-style-type: none"><li>• Employee Self-Service, Travel and Expenses, Review/Edit Profile</li><li>• Travel and Expenses, Manage Employee Information, Update Profile</li></ul> | <ul style="list-style-type: none"><li>• View employee personal information.</li><li>• Edit employee data that PeopleSoft Expenses uses to distribute reimbursements.</li></ul> |

## Viewing Employee Personal Data

Access the Employee Profile - Employee Data page using the Employee Self-Service navigation (Employee Self-Service, Travel and Expenses, Review/Edit Profile).

| Employee Data  |                   | Organizational Data | User Defaults   | Bank Accounts | Corporate Card Information |
|--|-------------------|---------------------|---|---------------|----------------------------|
| <b>Kenneth Schumacher</b>  |                   |                     |   |               |                            |
| <b>Employee Information</b>  |                   |                     |   |               |                            |
| Personnel Status: Employee<br>Telephone: 888/555-1212<br>Expense Role: |                   |                     | <b>Employee Base</b><br><input type="radio"/> Home Based<br><input checked="" type="radio"/> Office Based         |               |                            |
|  |                   |                     | <b>Send Payments To</b><br><input checked="" type="radio"/> Home Address<br><input type="radio"/> Mailing Address |               |                            |
| <b>Home Address</b>  |                   |                     |   |               |                            |
| Country:   | USA               |                     | United States   |               |                            |
| Address 1:   | 8107 Franklin St. |                     |   |               |                            |
| Address 2:   |                   |                     |   |               |                            |
| Address 3:   |                   |                     |   |               |                            |
| City:  | San Jose          |                     |   |               |                            |
| County:  |                   |                     | Postal:   | 80801         |                            |
| State:   | CA                | California          |   |               |                            |
| <b>Mailing Address</b>   |                   |                     |   |               |                            |
| Country:   | USA               |                     | United States   |               |                            |
| Address 1:   |                   |                     |   |               |                            |
| Address 2:   |                   |                     |   |               |                            |
| Address 3:   |                   |                     |   |               |                            |
| City:  |                   |                     |   |               |                            |
| County:  |                   |                     | Postal:   |               |                            |
| State:   |                   |                     |   |               |                            |

Employee Profile - Employee Data page

This is a display-only page. Make changes through the human resources department or by editing the profile in PeopleSoft Expenses using the Travel and Expenses navigation.

## Editing Employee Personal Data

Access the Employee Profile - Employee Data page using the Travel and Expenses navigation (Travel and Expenses, Manage Employee Information, Update Profile).

You can edit personal information about an employee on this page; however, subsequent updates from human resources may overwrite your manual changes.

---

## Maintaining Employee Organizational Data

This section discusses employee organizational data maintenance, lists common elements, and discusses how to:

- View employee organizational information.
- Edit employee organizational information.

## Understanding Employee Organizational Data Maintenance

To process an expense reimbursement, you must assign an employee to a general ledger business unit that is enabled for PeopleSoft Expenses. This business unit and other relevant ChartFields are populated from the human resource system. The way that you set up a business unit determines expense parameters such as accounting defaults, expense report IDs, and mileage rates. All of these factors apply to each employee assigned to the business unit.

When you add employees to the PeopleSoft Expenses system, you need to validate their organizational data before PeopleSoft Expenses marks the employees as valid for expense entry. To do this, you can run the Validate Organizational Data process from the Load Employee Data page, which validates organizational data for all new employees. Another option is to add a new employee profile using the Travel and Expenses navigation and click the Validate button on the User Profile - Organizational Data page to initiate the validation process for that employee.

### See Also

[Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," page 13](#)

[Chapter 5, "Integrating With Other PeopleSoft Products," Loading Employee Data From PeopleSoft Human Resources, page 38](#)

## Common Elements Used in This Section

|  |   |
|--|---|
| <b>Expenses Processing Data</b><br>(section) | Indicates whether the employee's organizational data is validated, verifying that the employee is eligible for expense processing. To validate employee organizational data, select the <i>Validate Organizational Data</i> option when you run the Load Employee Data process or click the Validate button for new employees after you save the profile. |
| <b>Valid for Expenses</b>                    | The system verifies that the employee's organizational data is valid and the employee is eligible for expense processing.   |
| <b>Validate</b>                              | Click to initiate the validation process for a new employee. This button is available through the Travel and Expenses navigation only after you add a new employee and save the information.  |
| <b>Default Profile</b>                       | Select to make this profile the employee's default.<br><br>Some employees have more than one profile if they work in multiple departments or jobs. If an employee has multiple profiles, designate one as the default profile to enable the employee to enter expense transactions.   |
| <b>Reason for Status</b>                     | Indicates whether the employee passed all checkpoints when you loaded your employee tables from human resources.  |

|   |  |
|---|--|
| <b>Ignore Authorized Amounts</b>                            | Select to exempt the employee from authorized amount spending limits on expense transactions. If you select this option, the system overlooks expense location amounts defined for expense types such as hotels or meals.  |
| <b>Disable DCAA</b> (disable Defense Contract Audit Agency) | <p>Select to disable the requirement to enforce DCAA audit requirements for an employee.</p> <hr/> <p><b>Note.</b> PeopleSoft Expenses displays this check box if DCAA Enabled is selected on the Installations Options - Expenses page and is not disabled on the Expenses Definition - Business Unit 1 page.</p> <p>This check box is display-only for employees using the Employee Self-Service navigation and editable for administrators using the Travel and Expenses navigation.</p> <hr/>  |
| <b>Employee Status, GL Unit, and Department</b>             | Displays information about an employee's organizational affiliation. This information comes over from human resources; however, you can manually change these fields using the Travel and Expenses navigation.   |
| <b>Hours Per Period</b>                                     | <p>Select the Use Business Unit Default check box for PeopleSoft Expenses to use the time reporting thresholds established for the employee's general ledger business unit. Deselect the check box to override the general ledger business unit Per Period Thresholds settings and enter minimum and maximum hours that the employee can enter for a time reporting period.</p> <p>See <a href="#">Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Specifications for a Business Unit, page 18.</a></p> |
| <b>Supervisor Information</b> (section)                     | Displays information about the employee's supervisor. This information comes over from human resources; however, you can manually change this using the Travel and Expenses navigation. The supervisor identified here may be one of the approvers for the employee's travel authorizations and expense reports as defined in the approval rules. If there is a reporting manager in the employee's HR data but no supervisor, then the system displays the reporting manager's ID instead.  |
| <b>Designated Approver</b>                                  | <p>Select an approver for the employee. PeopleSoft Expenses displays this field if there is no HR Supervisor or Reports To employee ID defined in the employee profile.</p> <p>For example, the CEO of an organization does not have a supervisor, so you can designate the CFO as the approver for the CEO.</p>   |
| <b>Default ChartField Values</b> section                    | Use to predefine one or more of the ChartField values for this employee profile. The system uses these values to populate the default accounting information of expense related transactions created by the employee.  |

**Cash Advance Level**

Select *Business Unit* to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount.

Select *Specific Amount* to open a new field to input the maximum advance amount authorized for the employee.

Select *None* if the employee is not authorized for cash advances.

**Expense Processing Role**

You can assign an expense role to associate with the employee; however, you may only assign one expense role per employee, even if they hold more than one job in the company.

Establish roles for employees depending on their positions in the organization. Roles determine the authorized amounts employees can spend, the visibility of VAT fields, and the accounting ChartField behaviors.

See [Chapter 11, "Defining PeopleSoft Expenses Processing Roles and Exceptions," page 169.](#)

**Page Used to Maintain Employee Organizational Data**

| <i>Page Name</i>                       | <i>Definition Name</i>          | <i>Navigation</i>   | <i>Usage</i>   |
|--|---------------------------------|---|--|
| Employee Profile - Organizational Data | EX_EE_ORG_DTA<br>EX_EE_ORG_DTA2 | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Manage Employee Information, Update Profile</li> </ul> | <ul style="list-style-type: none"> <li>View employee organizational information.</li> <li>Assign an employee to a general ledger business unit and a department for expense reimbursement. The employee's business unit determines such things as accounts to charge, allowable mileage rates, and cash advance limits.</li> </ul> |

**Viewing Employee Organizational Data**

Access the Employee Profile - Organization Data page using the Employee Self-Service navigation (Employee Self-Service, Travel and Expenses, Review/Edit Profile).

This is a display-only page. All changes must be made by the human resources department or by editing the profile in PeopleSoft Expenses.

## Editing Employee Organizational Data

Access the Employee Profile - Organization Data page using the Travel and Expenses navigation (Travel and Expenses, Manage Employee Information, Update Profile).

**Kenneth Schumacher**

**Expenses Processing Data** Find | View All First 1 of 1 Last

Valid for Expenses: Yes ☒ Default Profile  
Reason for Status: Passed All Validation Edits ☐ Ignore Authorized Amounts

**HR Information**

Employee Status: Active  
Hire Date: 01/01/1990  
GL Unit: US001 US001 NEW YORK OPERATIONS  
Department: 41000 Engineering  
Hours Per Period: ☒ Use Business Unit Default

**Supervisor Information**

Name: Scott, William  
ID: KU0006  
Telephone: 888/555-1212

**Default ChartField Values** Customize | Find First 1 of 1 Last

| GL Unit | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | Project | Affiliate | Fund Affil |
|---------|-----------|------|-------|---------|-------|---------|---------|---------|-----------|------------|
| US001   |           |      | 41000 |         |       |         |         |         |           |            |

**Cash Advance Level**

☒ Business Unit 10,000.00 USD  
☐ Specific Amount  
☐ None

**Expense Role**

Expense Processing Role:

Employee Profile - Organizational Data page (Travel and Expenses navigation)

You can add or edit an employee's organizational data information on this page; however, updates from human resources may overwrite the changes. The ChartFields defined in the employee's profile are used to populate the expense accounting distribution. For example, you can define defaults for the employee's business unit and other ChartFields that make up the employee's cost center in the employee profile, but define the Account ChartField default in the Expense Type or Expense Group. The combination of these ChartFields becomes the accounting distribution used to identify the appropriate cost center(s) for the employee's expenses. Project ChartField defaults can be used if an employee routinely works on one or more projects and allows you to define specific activity codes for each project. You can set up Project ChartField defaults separately between expense reports and time reports. This enables you to track time and expenses at different levels of the project if you use PeopleSoft Project Costing.

Billing type and payment type may default from the employee's profile but if you define defaults for these fields in the expense type they will supersede the defaults from the employee profile.

## Maintaining User Defaults

This section provides an overview on user defaults and discusses how to set up and maintain user defaults.



## Understanding User Defaults

You can set up user defaults to minimize the amount of data entry on travel authorizations, cash advances, expense reports, and time reports and to ensure accurate reporting on project-based costs. The Employee Profile - User Defaults page is where you define general default preferences, expense type specific preferences, time report specific preferences, and project ChartField preferences.

### ***How Defaulting Works***

The user preference data appears by default onto the transaction only when using Add mode, such as when adding a new travel authorization, cash advance, expense report, or time report or adding a line into one of these reports. This functionality works when the employee enters his own report or for whomever an employee has given entry authority to.

Employees can edit the Employee Profile - User Defaults page from the Employee Self-Service menu; administrators can update the information for any employee from the Travel and Expenses menu. You can also change the defaulted information during data entry of travel authorizations, cash advances, expense reports, and time reports.

A User Defaults link appears on each transaction page that transfers you to the Employee Profile - User Defaults page where you can modify the default values. When you return to the transaction after modifying the defaults, PeopleSoft Expenses does not refresh existing fields with the new default values. The system only applies the new default values to subsequent data entry.

If you want to update the accounting defaults after transferring to the Employee Profile - User Defaults page and making changes, click the Load Defaults button on the accounting defaults page. The new information appears by default onto all distribution lines at Save and Submit time, as long as you have not previously changed the distribution information for a line. For example, if you have a transaction with three lines and you changed the distribution on line two, PeopleSoft Expenses updates lines one and three with the new split information, but the system does not change line two.

For time reports, because there is no split or distribution concept, PeopleSoft Expenses deletes all existing time detail rows, except non-policy time, and replaces them with project rows defined in the profile (if any).

### ***Expense Defaults***

During line entry on a travel authorization or expense report, when you add a new line, PeopleSoft Expenses pre-populates defaults based upon the expense type edit and the required fields that are tied to the expense type. For example, PeopleSoft Expenses pre-populates the number of nights for lines where the expense type edit is *Hotel/Lodging*.

### ***Expense Type Defaults***

Define payment methods, preferred merchants, and billing type by expense type in this section. You can select a preferred merchant from those defined for the expense type, or you can enter a default merchant name if there are none defined at the expense type level.

### ***Project Defaults and Time Reporting***

PeopleSoft Expenses enables you to have one set of project default values for travel authorizations and expense reports and another set of project default values for time reports.

You may add one or more rows of project accounting default values. Each row of project values may be enabled or disabled. When you create transactions, PeopleSoft Expenses copies each enabled row of values into the relevant section of your new transaction.

If PeopleSoft Project Costing is installed, then all project ChartFields are available for default, including default percentage split for expense reports and default hours for time reports. If PeopleSoft Project Costing is installed, the name of this grid is Project Defaults.

If PeopleSoft Project Costing is not installed, then only the PC Business Unit, Project ID, and Activity ID ChartFields are available for default for time reporting. If PeopleSoft Project Costing is not installed, the name of this grid is Time Reporting.

---

**Note.** Access to project ChartFields can be dependant on the employee privilege template for time reports. For example, if the PC ChartFields value for the employee privilege template, that the employee is assigned to for time reports, has a value of *Modify*, then the employee can change Project Costing ChartFields.

---

See Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.

## Page Used to Maintain User Defaults

| Page Name                        | Definition Name | Navigation  | Usage   |
|----------------------------------|-----------------|---|---|
| Employee Profile - User Defaults | EX_EE_USER_PREF | <ul style="list-style-type: none"> <li>Employee Self Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Manage Employee Information, Update Profile</li> </ul> | View or modify general default preferences and default preferences for travel authorizations, cash advances, expense reports, and time reports. |

## Viewing or Modifying User Defaults

Access the Employee Profile - User Defaults page using the Employee Self-Service navigation (Employee Self Service, Travel and Expenses, Review/Edit Profile).

Employee Data

Organizational Data

User Defaults

Bank Accounts

Corporate Card Information

Kenneth Schumacher

Default Creation Method

Online

\*Expense Report:

Open a Blank Report

\*Time Report:

Open a Blank Report

\*Travel Authorization:

Open a Blank Authorization

Mobile - Laptop

Expense Report:

Open a Blank Report

Time Report:

Open a Blank Report

Expense Defaults

Entry Method:

Frequent User

Report Description:

Consulting and product demo

Business Purpose:

General Travel and Expense

Originating Location:

Expense Location:

Transportation ID:

Per Diem Range:

Billing Type:

Internal

Payment Type:

CHK

Check

Credit Card:

\*\*\*\*\*0099

Number of Nights:

Expense Type Defaults

Customize | Find | First 1-3 of 3 Last

Expense Type

Merchant

| *Expense Type      | Payment Type         | Billing Type |   |   |
|--------------------|----------------------|--------------|---|---|
| Air Travel         | Check                | Billable     | + | - |
| Hotel/Lodging      | Check                | Billable     | + | - |
| Conference/Meeting | Prepaid Expenditures | Internal     | + | - |

Project Defaults for Expenses

Customize | Find | View All | First 1 of 1 Last

| Enabled                             | PC Business Unit | Project    | Description            | Activity | Description | Source Type | Category |
|-------------------------------------|------------------|------------|------------------------|----------|-------------|-------------|----------|
| <input checked="" type="checkbox"/> | US001            | FININTPROJ | Financials integration |          |             |             |          |

Employee Profile - User Defaults page (1 of 2)

Time Defaults

Country:

USA

State:

CA

Locality:

67000

Billing Type:

Billable

Select Project ChartFields Display :

☒ Default : Codes

☐ Descriptions

☐ Codes

Project Defaults for Time

Customize | Find | View All | First 1 of 1 Last

| Enabled                  | PC Business Unit | Project | Description | Activity | Description | Source Type | Category |
|--------------------------|------------------|---------|-------------|----------|-------------|-------------|----------|
| <input type="checkbox"/> |                  |         |             |          |             |             |          |

Employee Profile - User Defaults page (2 of 2)

**Default Creation Method: Online****Expense Report**

Set up a default method to create an expense report. You can override the default on the expense report page.

Select one of the following methods to use as a default to create new expense reports:

- *Copy From a Template:* PeopleSoft Expenses will display the Create Expense Report - Select a Template page where you can select a template to use or select the expense types and date to include in the expense report.
- *Copy From a Travel Auth.:* PeopleSoft Expenses will display the Create Expense Report - Populate From a Travel Authorization page where you can select a travel authorization to copy from.
- *Copy an Existing Report:* PeopleSoft Expenses will display the Create Expense Report - Copy From an Existing Expense Report page where you can select an expense report to copy.
- *Open a Blank Report:* PeopleSoft Expenses will display the Create Expense Report - Expense Report Entry page.

**Time Report**

Set up a default method to create a time report. You can override the default on the time report page.

Select one of the following methods to use as a default to create new time reports:

- *Copy an Existing Report:* PeopleSoft Expenses will display the Create Time Report - Copy From an Existing Time Report page where you can select a previous time report to copy.
- *Open a Blank Report:* PeopleSoft Expenses will display the Create Time Report - General Time Report Information page where you can enter descriptive information about a time report.

**Travel Authorization**

Set up a default method to create a travel authorization. You can override the default on the travel authorization page.

Select one of the following methods to use as a default to create new travel authorizations:

- *Copy From a Template:* PeopleSoft Expenses will display the Create Travel Authorization - Select a Template page where you can select a template to use or select the expense types and date to include in the travel authorization.
- *Copy an Existing Authorization:* PeopleSoft Expenses will display the Create Travel Authorization - Copy From an Existing Travel Authorization page where you can select a travel authorization to copy.
- *Open a Blank Authorization:* PeopleSoft Expenses will display the Create Travel Authorization - Travel Authorization Entry page where you can enter a date range and descriptive information about a travel authorization.

**Default Creation Method: Mobile - Laptop****Expense Report**

*Open a blank Report* is the only default option available for Mobile expense report.

**Time Report**

*Open a blank Report* is the only default option available for Mobile time report.

**Expense Defaults****Entry Method**

Select the type of data entry method for the employee to use to prepare expense reports: *Frequent* or *Occasional*.

**Report Description**

Enter a description that you want to appear by default onto the header level of your travel authorizations, cash advances, and expense reports.

**Per Diem Range**

Select a per diem range ID that is associated with a range type of *Daily*. A per diem that is associated with a range type of *Daily*, on a project or at a site, requires the number of days to appear by default into the expense report for the employee.

This field only has values if the user is associated with a SetID that uses a daily range type. Ranges are defined on the Per Diem Range page and the amount for the per diem is defined on the Per Diem Amount page.

**Business Purpose**

Select from a predefined list (created when your organization implemented the PeopleSoft Expenses system). The business purpose that you select appear by default onto the header level of your travel authorizations, cash advances, and expense reports.

|  |  |
|--|--|
| <b>Billing Type</b>                              | <p>Select the billing action that you want to appear by default onto your travel authorizations, expense reports, and time reports.</p> <p>If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.</p> |
| <b>Originating Location</b>                      | Select a city, country, or geographical area (established by your organization during system setup) that you want to appear by default onto your travel authorizations and expense reports.  |
| <b>Expense Location</b>                          | Select a city, country, or geographical area where you will incur expenses that you want to appear by default onto your travel authorizations and expense reports.   |
| <b>Payment Type</b>                              | Select how you pay for expenses and enable the payment type to appear by default onto your travel authorizations and expense reports.  |
| <b>Credit Card</b>                               | Select a credit card number that you want PeopleSoft Expenses to use as a default for expense transactions with a method that may directly reimburse the vendor. For security reasons, all but the last four numbers for each credit card will be masked. The credit card information for the employee is maintained on the Employee Profile - Corporate Card Information page.            |
| <b>Transportation ID and Transportation Type</b> | The system displays the employee's active transportation IDs from which to choose. Select a transportation ID that you want to appear by default onto your travel authorizations and expense reports.  |
| <b>Number of Nights</b>                          | Enter the number of nights that you want to appear by default onto your travel authorizations and expense reports for the expense type <i>Hotel/Lodging</i> .  |

### ***Expense Type Defaults - Expense Type Tab***

|                     |  |
|---------------------|--|
| <b>Expense Type</b> | Select an expense type. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the payment type, billing action, and merchant information.  |
| <b>Payment Type</b> | Select how you pay for the expense type. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the Payment Type field with this information.   |
| <b>Billing Type</b> | <p>Select the billing action that you want to appear by default onto your travel authorizations and expense reports for the expense type.</p> <p>If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.</p> |

### ***Expense Type Defaults - Merchant Tab***

|                                       |  |
|---------------------------------------|--|
| <b>Preferred Merchant or Merchant</b> | Select a preferred merchant or a non-preferred merchant. When you select the expense type on your travel authorizations and expense reports, PeopleSoft Expenses will populate the Preferred Merchant or Merchant field with this information. |
|---------------------------------------|--|

---

**Note.** You may select a preferred merchant, a non-preferred merchant, or neither; however, you cannot select both.

---

### ***Project Defaults for Expenses***

|                |  |
|----------------|--|
| <b>Enabled</b> | Select to indicate to the system to include the project as a default on travel authorizations and expense reports. |
|----------------|--|

|                         |  |
|-------------------------|--|
| <b>PC Business Unit</b> | Select a business unit for a project that you want to appear by default onto your travel authorizations and expense reports. |
|-------------------------|--|

|                                |  |
|--------------------------------|--|
| <b>Project and Description</b> | Select a project that you want to appear by default onto your travel authorizations and expense reports. |
|--------------------------------|--|

|                                 |  |
|---------------------------------|--|
| <b>Activity and Description</b> | Select a project activity that you want to appear by default onto your travel authorizations and expense reports. You create activities in PeopleSoft Project Costing. |
|---------------------------------|--|

|                   |   |
|-------------------|---|
| <b>Percentage</b> | If the project is enabled, enter a positive, non-zero amount less than or equal to 100. The sum total of all enabled projects must equal 100 percent. |
|-------------------|---|

---

**Note.** PeopleSoft Expenses does not display this field if PeopleSoft Project Costing is not installed.

---

|   |   |
|---|---|
| <b>Source Type, Category, and Subcategory</b> | If applicable, select for which you want to record time. If you enabled the project default line, PeopleSoft Expenses uses these entries to create the default accounting distribution for travel authorizations and expense reports. |
|---|---|

---

**Note.** Access to these fields is determined by the value in the PC ChartFields field on the Employee Privilege Template page for the expense report transaction.

---

### ***Time Defaults***

|                                     |   |
|-------------------------------------|---|
| <b>Country, State, and Locality</b> | Select a country, state, and locality (established by your organization during system setup) that you want to default onto the header of your time reports. |
|-------------------------------------|---|

**Billing Type**

Select the billing action that you want to default onto your time reports.

If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

**Select Project ChartFields Display:**

Select how you want PeopleSoft Expenses to display PeopleSoft Project Costing ChartFields displayed on your time reports. Options are:

- **Default:** Select for PeopleSoft Expenses to use the Project Time Options selection on the Expenses Definition – Business Unit 2 page.
- **Descriptions:** Select for PeopleSoft Expenses to display PeopleSoft Project Costing ChartField descriptions on time reports. Selecting this option overrides the Project Time Options selection on the Expenses Definition – Business Unit 2 page.
- **Codes:** Select for PeopleSoft Expenses to display PeopleSoft Project Costing codes on time reports. Selecting this option overrides the Project Time Options selection on the Expenses Definition – Business Unit 2 page.

***Project Defaults for Time*****Enabled**

Select to indicate to the system to include the project as a default for time reports.

**PC Business Unit**

Select a business unit for a project that you want to appear by default onto your time reports.

**Project and Description**

Select a project that you want to appear by default onto your time reports for which you want to record time.

**Activity and Description**

Select a project activity that you want to appear by default onto your time reports for which you want to record time. You create activities in PeopleSoft Project Costing.

**Time Quantity**

If the project is enabled, enter the number of hours per day, per project to appear by default onto the time report. You cannot exceed 24 hours on a single enabled row and you cannot exceed 24 hours for an accumulated total of all enabled rows.

---

**Note.** PeopleSoft Expenses does not display this field if PeopleSoft Project Costing is not installed.

---

**Source Type, Category, and Subcategory**

If applicable, select for which you want to record time. If you enabled the project default line, PeopleSoft Expenses uses these entries to create the default accounting distribution for time reports.



---

**Note.** Access to these fields is determined by the value in the PC ChartFields field on the Employee Privilege Template page for the time report transaction.

---

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## Maintaining Employee Privilege Templates

This section provides an overview of employee privilege templates and discusses how to set up

### Understanding Employee Privilege Templates

Employee privilege templates:

- Enable an organization to limit access to Expenses General Ledger and Project Costing ChartFields by user.
- Can be defined for each transaction type used except cash advances.

Employee privilege templates are optional.

- Can be assigned to an employee at the business unit level or at the employee role level.

To assign a privilege template to a business unit, use the Business Unit Privileges page.

To assign a privilege template to a role, use the Expenses Role Setup page.

- Are used during on-line entry for expense report, travel authorization, and time report transactions.

This functionality is also available to approvers by using the Approval Privilege Template page.

---

**Note.** If a employee privilege template is used and you change the employees access to Project Costing ChartFields, for example from display to hide, then you run the risk of transactions becoming stuck in the system. This is because if the employee cannot access the Project Costing ChartFields to change them, the system continues to populate the ChartFields with the default value defined on the User Defaults page.

---

#### See Also

[Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272](#)

[Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Configuring Business Units for PeopleSoft Expenses, page 13](#)

[Chapter 11, "Defining PeopleSoft Expenses Processing Roles and Exceptions," Defining PeopleSoft Expenses Processing Roles, page 169](#)

[Chapter 10, "Setting Up Approvals and Audit Rules," Setting Up Approval Privilege Templates for PeopleSoft Expenses, page 135](#)

## Page Used to Maintain Employee Privilege Templates

| Page Name                   | Definition Name | Navigation   | Usage                                |
|-----------------------------|-----------------|--|--------------------------------------|
| Employee Privilege Template | EX_EE_PRIV_TMPL | Set Up Financials/Supply Chain, Product Related, Expenses, Management, Employee Privilege Template | Set up employee privilege templates. |

## Setting Up Employee Privilege Templates

Access the Employee Privilege Template page (Set Up Financials/Supply Chain, Product Related, Expenses, Management, Employee Privilege Template).

**Employee Privilege Template**

SetID: SHARE    Transaction Type: Expense Report    Privilege Template: Employee

**Employee Privileges**
Find | View All | First 1 of 1 Last

\*Effective Date: 08/25/2009    Status: Active

\*Description:

\*Default Accounting: Modify    \*User Defaults: View

\*Distributions: Modify

\*GL ChartFields: Modify

\*PC ChartFields: Modify

Employee Privilege Template page

An employee privilege template can be created for expense reports, travel authorizations, and time reports.

## Default Accounting

Select a value to indicate the employee access to the Accounting Defaults page, which specifies the default accounting for expenses report and travel authorization transactions. This option is not applicable to time reports.

If you select:

- *Hide*, the Accounting Defaults link does not appear on the transaction page.
- *Modify*, the Accounting Defaults link appears on the transaction page.

The employee can use the Accounting Defaults link to access the Accounting Defaults page and change all accounting fields.

- *View*, the Accounting Defaults link appears on the transaction page.

The employee use the Accounting Defaults link to access the Accounting Defaults page and the employee can view accounting fields. The employee cannot change accounting fields.

## Distributions

Select a value to indicate the employee access to the Accounting Details link or button, which specifies the accounting at the line level for expense report, travel authorization, and time report transactions.

The value in this field also determines the value that defaults into the GL ChartFields and PC ChartFields fields on this page. It controls the highest level that can be determined in the GL ChartFields and PC ChartFields fields.

If you select:

- *Full*, the Accounting Details link or button appears on the line of the transaction page and the employee can modify all account distribution values on the Accounting Details page.

The GL ChartFields and PC ChartFields fields default to *Modify*. The GL ChartFields and PC ChartFields fields can be changed to *View* or *Hide* when the Distributions value is *Full*.

- *Hide*, the Accounting Details link or button does not appear on the transaction page. Therefore, the employee cannot access the Accounting Details page from the transaction page.

The GL ChartFields and PC ChartFields fields default to *Hide* and are closed fields that cannot be changed.

- *Modify*, the Accounting Details link or button appears on the line of the transaction page.

The employee can change account distribution values on the Accounting Details page depending on the values in the GL ChartFields and PC ChartFields fields.

The GL ChartFields and PC ChartFields fields default to *Modify*. The GL ChartFields and PC ChartFields fields can be changed to *View* or *Hide* when the Distributions value is *Modify*.

- *View*, the Accounting Details link appears on the line of the transaction page.

The employee can view account distribution values on the Accounting Details page depending on the values in the GL ChartFields and PC ChartFields fields.

The GL ChartFields and PC ChartFields fields default to *View*. The GL ChartFields and PC ChartFields fields can be changed to *Hide* when the Distributions value is *View*.

**GL ChartFields** (general ledger ChartFields)

Select a value to indicate the employee access to all General Ledger (GL) ChartFields, at the line level for the transaction type.

If you select:

- *Hide*, general ledger ChartFields do not appear on the Accounting Detail page.
- *Modify*, the employee can change general ledger account distribution values.

This option is not available if the Distributions value is *Hide* or *View*.

- *View*, the employee can only view general ledger account distribution values.

This option is not available if the Distributions value is *Hide*.

**PC ChartFields** (project costing ChartFields)

Select a value to indicate the employee access to all Project Costing (PC) ChartFields, at the line level for the transaction type.

If you select:

- *Hide*, Project Costing ChartFields do not appear on the Accounting Detail page.
- *Modify*, the employee can change Project Costing account distribution values.

This option is not available if the Distributions value is *Hide* or *View*.

- *View*, the employee can only view Project Costing account distribution values.

This option is not available if the Distributions value is *Hide*.

**User Defaults**

Select a value to indicate whether the User Default link appears on the transaction page.

If you select:

- *Hide*, the User Default link does not appear on the transaction page.
- *View*, the User Default link appears on the transaction page.

---

## Maintaining Employee Bank Account Data

Information about employee bank accounts tells the system how and where to send expense reimbursements if an employee chooses direct deposit. There must be at least one bank account defined if an employee selects this payment method.

This section discusses how to:

- Maintain bank account data for employees.

- Specify a bank for deposits.
- Enter employee electronic funds transfer (EFT) options.
- Enter intermediary bank routings.

### See Also

*PeopleSoft Banks Setup and Processing 9.1 PeopleBook*, "Setting Up Files for Electronic Funds Transfers," Defining EFT Payment Format Codes

## Pages Used to Maintain Employee Bank Account Data

| Page Name                        | Definition Name | Navigation  | Usage   |
|----------------------------------|-----------------|---|---|
| Employee Profile - Bank Accounts | EX_EE_PYMNT_DTL | <ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>• Travel and Expenses, Manage Employee Information, Update Profile</li> </ul> | View or modify employee bank account information. If you use the Employee Self-Service navigation, you can only view information. If you use the Travel and PeopleSoft Expenses navigation, you can view or modify information. |
| Intermediary Bank Routings       | EX_EE_BANK_INT  | Click the Routings icon on the Pay to Bank Accounts page.<br><br>(This icon is only accessible through the Travel and Expenses navigation.)   | Define the intermediary bank routings if funds must pass through several banks before the final bank.   |
| Pay to Bank Accounts             | EX_EE_BANK_ACCT | Click the Bank Account icon on the Employee Profile - Bank Accounts page.   | Specify a bank for the deposit of employee expense reimbursement funds.   |
| Employee EFT Options             | EX_EFT_OPT_SEC  | Click the EFT Options link on the Employee Profile - Bank Accounts page.  | If the selected payment method for expense reimbursement is EFT, use the Employee EFT Options page to enter additional information for employees who live in certain countries.   |

## Maintaining Bank Account Data for Employees

Access the Employee Profile - Bank Accounts page (Employee Self-Service, Travel and Expenses, Review/Edit Profile or Travel and Expenses, Manage Employee Information, Update Profile).

**Fred Sherwood**

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information

**Organizational Data** Find | View All First 1 of 1 Last

GL Unit: US001 US001 NEW YORK OPERATIONS ☒ Default Profile

Department: 42000 Manufacturing Support ☐ Hold Payment

\*Payment Method: System Check

**Bank Account Info** Customize | Find | First 1 of 1 Last

| Default                  | Bank Account | Source   | Bank Name | Bank ID | Branch Name | Branch ID | Bank Account # |
|--------------------------|--------------|----------|-----------|---------|-------------|-----------|----------------|
| <input type="checkbox"/> |              | Expenses |           |         |             |           |                |

Employee Profile - Bank Accounts page

## Organizational Data

### Default Profile

When selected, indicates if this profile is the employee's default profile.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268.](#)

### Payment Method

Select a payment method. Options are:

- *Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts. If you select this payment method, select a default bank account for reimbursement deposits.
- *Default from Distribution Bank:* Payment comes from the distribution bank that is defined for the employee's general ledger business unit.
- *Electronic Funds Transfer:* Reimbursement is by direct deposit to the employee's bank account. If you select this payment method, select a default bank account for reimbursement deposits.

If required by the employee's country, enter additional information on the EFT Payment Options page.

- *Giro - EFT:* Reimbursement is by EFT. Only Singapore supports this form of EFT.
- *System Check:* Reimbursement is in the form of a paper check. This is the default payment method.

---

**Note.** PeopleSoft Expenses enables the Payment Method field only when you use the Travel and Expenses navigation.

---

**Hold Payment**

If selected, reimbursement will not occur during a pay cycle until you remove the hold. For example, you can choose to withhold payment until an employee clears outstanding advances.

---

**Note.** PeopleSoft Expenses enables the Hold Payment field only when you use the Travel and Expenses navigation.

---

**Bank Account Info (bank account information) Tab****Default**

Select to indicate the default bank account for expense reimbursement if more than one bank appears in an employee profile and if the payment method is *Automated Clearing House* or *Electronic Funds*.



Click the Bank Account button to access the Pay to Bank Accounts page, where you can identify a bank for the deposit of expense reimbursement funds.

**Source**

Indicates the source of the bank account information. Options are *Expenses* or *Payroll*.

**Bank Name, Bank ID, Branch Name, Branch ID, and Bank Account #** (bank account number) Displays information about the selected bank.

See [Chapter 14, "Maintaining Employee Profiles," Specifying a Bank for Deposits, page 289.](#)

**Prenote Info (prenote information) Tab**

Prenote is a test run performed by an organization to verify payment information, electronic funds transfer (EFT) or automated clearing house (ACH), before sending an actual payment or payment advice. If you select *Electronic Funds Transfer* as the payment method for an employee, use this tab to change the status of the bank account. ACH prenote is allowed for both expense and cash advance payments. When expenses and cash advance payments are sent to the pay cycle with prenote enabled in PeopleSoft Payables, pay cycle processes the prenote and updates the prenote status in PeopleSoft Expenses.

**Prenote Status**

Indicates the status of the test:

- *Confirmed:* Prenote was sent, and the bank verified the EFT or ACH information.
- *New:* Bank account is created, but prenotification has not occurred.
- *Pending:* Awaiting confirmation on a prenote that was sent.
- *Rejected:* Prenote was sent, but bank rejected it.
- *Submitted:* Prenote was sent, and bank acknowledged it.

**Required**

Select to indicate if a prenote is required.



|                             |   |
|-----------------------------|---|
| <b>Prenotification Date</b> | Indicates the date that the prenote was sent to the bank.   |
| <b>Wait Days</b>            | Enter the number of days from the prenotification date to wait before marking the prenote status <i>Confirmed</i> .   |
| <b>EFT Options</b>          | Click to open the Employee EFT Options page and specify information for employees who live in certain countries. Use only if the payment method for expense reimbursement is <i>Electronic Funds Transfer</i> . |




Specifying a Bank for Deposits

Access the Pay to Bank Accounts page (click the Bank Account icon on the Employee Profile - Bank Accounts page).


Pay to Bank Accounts

Fletcher,Dominic

ID: IXHEEE138



Country: 


USA 

 United States

Bank Name: Union Bank


Branch Name: Union Bank, SF

Bank ID Qualifier: 

001 


 United States Bank

Bank ID: 121045678

Account Type: Check Acct 

Bank Account Number: 4456678903

DFI Qualifier: 

01 

 Transit Number




DFI ID: 345698

IBAN:

OK

Cancel

Pay to Bank Accounts page

|   |   |
|---|---|
|  | Click the Go To Address button to access the Bank Address page.         |
|  | Click the Phone button to access the Phone Information page.            |
|  | Click the Routings button to access the Intermediary Bank Routing page. |

|  |  |
|--|--|
| <b>Country</b>   | Enter the country of the employee's bank. The country code selected dynamically impacts the layout of the Pay to Bank Accounts page <i>IBAN</i> field.   |
| <b>Bank Name</b>   | Enter the name of the employee's bank.   |
| <b>Branch Name</b>   | Enter the bank's branch name.  |
| <b>Bank ID Qualifier</b>   | Determines which edit algorithm to use to check the Bank ID number sequence.   |
| <b>Account Type</b>  | Indicates the type of account, such as <i>Check Acct</i> (checking account).   |
| <b>Bank ID</b>   | Enter the routing number of the employee's bank.   |
| <b>Branch ID</b>   | Enter the bank's branch number.  |
| <b>Bank Account Number</b>   | Enter the employee's bank account number.  |
| <b>Check Digit</b>   | Enter the two numeral check digit code for the country.  |
| <b>DFI Qualifier</b> (Depository Financial Institution qualifier)    | <p>Indicates what format (how many characters and numbers) appear in the DFI ID of the bank. Each type has a specific number of characters that you can enter:</p> <ul style="list-style-type: none"> <li>• <i>Transit Number</i>: Exactly 9 numeric characters, plus check digit calculation.</li> <li>• <i>Swift ID</i>: 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.</li> <li>• <i>CHIPS ID</i>: 3 or 4 numeric characters.</li> <li>• <i>Canadian Bank Branch/Institute</i>: No validation.</li> <li>• <i>Mutually Defined</i>: No validation.</li> </ul> |
| <b>DFI ID</b>  | If you select a DFI qualifier, then provide an identification that conforms to the banking standards of the DFI qualifier country.   |
| <b>IBANorIBAN Digit</b><br>(international bank account number digit) | Define the account's IBAN for transmittal with other account information for the bank account. Enter either the IBAN identifier or the two numeral check digit code for the country and click View IBAN. If the system successfully validates check digit, the IBAN for this account displays.   |

---

**Note.** The IBAN field displays as either *IBAN* or *IBAN Digit* depending on the setting defined on the IBAN Formats page for the country code that is selected. IBAN format options are setup using the Banking menu options.

---

|                                   |   |
|-----------------------------------|---|
| <b>BIC</b> (bank identifier code) | <p>Enter a BIC code for this bank. This code is based on the ISO standard (9362), which is the universal method used to identify the financial institutions that enable automated processing of payments. A BIC code is used to route cross-border and some domestic payments to a bank branch or payments center.</p> <p>SEPA requires the use of BIC and IBAN codes to uniquely identify the creditor's and debtor's banks and bank accounts in all Euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors, and to avoid delays in processing payments and collections due to the time-consuming correction of these errors.</p> <p>Once you enter a BIC code, the system validates the length and layout of the characters, and validates the BIC country code against the country code set up for the bank branch .</p> |
|-----------------------------------|---|

### See Also

*PeopleSoft Banks Setup and Processing 9.1 PeopleBook, "Setting Up Banks"*

## Entering Intermediary Bank Routings

Access the Intermediary Bank Routings page (click the Routings icon on the Pay to Bank Accounts page).

|                       |  |
|-----------------------|--|
| <b>Seq</b> (sequence) | The sequence numbers indicate the relative order in which the funds flow through intermediary banks. |
| <b>Routing</b>        | Select whether the routing will occur via a bank or DFI ID, and complete the appropriate fields.     |

## Entering Employee EFT Options

Access the Employee EFT Options page (click the EFT Options link on the Employee Profile - Bank Accounts page).

**Employee EFT Options**

| EFT Options  |                                    |
|--|------------------------------------|
| Payment Format:  | <input type="text"/> ▼             |
| Transaction Handling:  | Pay+Advice ▼                       |
| Domestic Costs:  | <input type="text"/> ▼             |
| Corr Costs:  | <input type="text"/> ▼             |
| Bank Check Drawn On:   | <input type="text"/> ▼             |
| Check Forwarding:  | <input type="text"/> ▼             |
| <input type="checkbox"/> Complex Routing<br><input type="checkbox"/> Crossed Check |                                    |
|  | Pmnt Inst1: <input type="text"/> 🔍 |
|  | Pmnt Inst2: <input type="text"/> 🔍 |
|  | Pmnt Inst3: <input type="text"/> 🔍 |
|  | Pmnt Inst4: <input type="text"/> 🔍 |
| Payment Instruction Ref 1:   | <input type="text"/>               |
| Payment Instruction Ref 2:   | <input type="text"/>               |

Employee EFT Options page

**Payment Format**

Select a format for the employee's EFT option.

PeopleSoft Payables is preloaded with payment formats, such as *Check Std*, *Pay & Dep*, or *Wire*. Create your own payment formats, or modify existing ones with EFT Payment Format Codes.

See *PeopleSoft Banks Setup and Processing 9.1 PeopleBook*, "Setting Up Files for Electronic Funds Transfers."

**Transaction Handling**

Determines which parts of the payment to include in the EFT file that is sent to the employee's bank. Select one:

- *Pay+Advice* (payment plus advice): Transmit both the actual payment and the advice.
- *Prenote*: Transmit a test run to verify all EFT before sending out an actual payment and advice.
- *Pymnt Only*(payment only): Transmit only the payment with the EFT file.

|  |   |
|--|---|
| <b>Domestic Costs and Corr Costs</b> (correspondent costs) | <p>Depending on the country in which an EFT occurs, costs may be involved in executing such transactions, especially with a transfer between two countries.</p> <p>Domestic Costs indicates who pays for the bank costs of the EFT. Banks assess correspondent costs if third parties are involved. When there are domestic costs or correspondent costs with an EFT transaction, select a source of payment. Options are:</p> <ul style="list-style-type: none"> <li>• <i>Payee Acct</i> (payee account): Charge the employee's account.</li> <li>• <i>Payr/Payee</i> (payer and payee): Charge the employee and the employer equally. This choice applies only to Domestic Costs.</li> <li>• <i>Pyr D Acct</i> (payer domestic account): Assess the costs to the employer's domestic account.</li> <li>• <i>Pyr F Acct</i> (payer foreign account): Charge the employer's foreign account.</li> </ul> |
| <b>Bank Check Drawn On</b>                                 | Specify that a check comes from ( <i>none</i> ), <i>Payee Bank</i> , or <i>Payer Bank</i> to generate a check for an employee's EFT transactions.   |
| <b>Check Forwarding</b>                                    | Indicate that the check goes to ( <i>none</i> ), <i>Payee</i> , <i>Payee Bank</i> , <i>Payer</i> , or <i>Pyr Bank</i> (payer bank) to forward a check.  |
| <b>Payment Instruction Ref 1-2</b>                         | Provide any other comments regarding EFT transactions.  |
| <b>Complex Routing</b>                                     | Select to indicate that the EFT is routed to the employee's bank through an intermediate party, whose routing information you provide when you define the account.  |
| <b>Crossed Check</b>                                       | Select to indicate that the EFT involves a check that cannot be signed over to a third party.   |
| <b>Pmnt Inst 1-4</b> (payment instruction 1-4)             | Add further payment instructions for this employee's funds transfers. These fields contain standard EFT instruction codes that come delivered with your system.   |

---

## Maintaining Employee Credit Card Data

This section provides an overview of employee credit card data and discusses how to maintain employee credit card data.

### Understanding Employee Credit Card Data

Corporate credit card information about each employee is essential to your expense processing system. If you make payments directly to credit card vendors for employees, use credit card numbers to link payments to employee transactions and credit the appropriate accounts.

When employees perform expense transactions with a method that directly reimburses the vendor, credit card numbers that are associated with the vendor ID are used to identify employee accounts. When a company makes payments for employees, this enables the credit card vendor to apply the appropriate payments to each employee's credit card account.

## Page Used to Maintain Employee Credit Card Data

| Page Name                                     | Definition Name | Navigation  | Usage  |
|---|-----------------|---|--|
| Employee Profile - Corporate Card Information | CC_CARD_DATA    | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Manage Employee Information, Update Profile</li> </ul> | <ul style="list-style-type: none"> <li>View employee credit card information.</li> <li>View or change employee credit card information.</li> </ul> |

## Maintaining Employee Credit Card Data

Access the Employee Profile - Corporate Card Information page (Employee Self-Service, Travel and Expenses, Review/Edit Profile).

| *Business Unit | *Card Issuer | *Card Number | *Expiry Date | Date Issued | Charge Function | Status                        | Status Date                     |
|----------------|--------------|--------------|--------------|-------------|-----------------|-------------------------------|---------------------------------|
| US001          | AMEX         | *****0099    | 01/01/2015   | 01/01/2001  | Corporate Card  | <input type="text" value=""/> | <input type="text" value="31"/> |
| US001          | DINER        | *****5123    | 01/01/2015   | 01/01/2001  | Corporate Card  | <input type="text" value=""/> | <input type="text" value="31"/> |
| US001          | MC           | *****8521    | 01/01/2015   | 01/01/2001  | Corporate Card  | <input type="text" value=""/> | <input type="text" value="31"/> |
| US001          | USB          | *****9870    | 01/01/2015   | 01/01/2001  | Corporate Card  | <input type="text" value=""/> | <input type="text" value="31"/> |
| US001          | VISA         | *****4319    | 01/01/2015   | 01/01/2001  | Corporate Card  | <input type="text" value=""/> | <input type="text" value="31"/> |

Employee Profile - Corporate Card Information page

### Credit Card Tab

#### Card Number

Enter the credit card account number. For security reasons, PeopleSoft Expenses masks all but the last four digits of the credit card number after you enter the credit card number.

#### Expiry Date (expiration date)

Indicates the date that the credit card expires.

#### Charge Function

Indicates a specific purpose for the credit card. Values include: *Corporate Card*, *Debit Card*, *Phone Card*, and *Procurement Card*.

**Status**

Select an option that determines the status of the credit card for the employee. This field is optional and is updated during the Load External Data process if the Include Account Maintenance and the Update Profile for New Account fields are selected on the Installation Options - Expenses page. Visa and American Express only updates this field.

If a Visa status is new, opened, or reinstated, then the Load External Data process updates this value to *Active*. If the Visa status is closed or suspended, then the Load External Data process updates this value to *Inactive*.

If an American Express status is A1 or A2, then the Load External Data process updates this value to *Active*. If an American Express status is C1 or C2, then the Load External Data process updates this value to *Inactive*.

The Load External Data process does not update this field for Master Card. However, you can update the field manually.

---

**Note.** This field is only used by PeopleSoft Expenses.

---

**Status Date**

Enter a date that determines the effective date of the Status field.

This field is optional and is updated during the Load External Data process if the Include Account Maintenance and the Update Profile for New Account fields are selected on the Installation Options - Expenses page. The Load External Data process uses the effective date (VS\_EFFDT) on Record 3 for a Visa, and uses the status date (AMX\_STATUS\_DT) on KR1205 for American Express.

The Load External Data process does not update this field for Master Card. However, you can update the field manually.

---

**Note.** This field is only used by PeopleSoft Expenses.

---

**Credit Limits Tab****Maximum Credit Limit**

Enter the maximum amount that the employee can spend using the credit card.

**Limit Per Cycle**

Enter the maximum amount that the employee can spend using the credit card per each billing cycle.

**Limit Per Transaction**

Enter the maximum amount that the employee can spend on a single expense transaction.

**Currency**

Indicates the base currency for each credit card vendor.

**Transaction Limits Tab****Transactions Per Cycle**

Enter the number of transactions per cycle that the employee can have on the credit card.

**Transactions Per Day**

Enter the number of transactions per day that the employee can have on the credit card.

**See Also**

*PeopleSoft Purchasing 9.1 PeopleBook*, "Managing Procurement Cards"

---

## Maintain Employee Transportation Data

This section provides an overview of employee transportation data and discusses how to maintain employee transportation data.

### Understanding Employee Transportation Data

Mileage reimbursement requires that you establish certain transportation information. PeopleSoft Expenses requires different information, depending on whether you use Standard mileage reimbursement or Variable Rate reimbursement.

PeopleSoft Expenses allows employees the ability to update the transportation information for their own profiles. Employees and auditors can delete a record or update all fields in the transportation Identification table (except for the Transportation ID field) providing that there are no kilometers or miles associated with that Transportation ID in the Distance Traveled table.

After miles or kilometers are accrued for a transportation ID, PeopleSoft Expenses does not allow employees or auditors to delete the line. PeopleSoft Expenses does allow you to change the Status (*Active* and *Inactive*) and Status Date fields and the Lease Flag and Car Allowance Flag check boxes.

---

**Note.** The Employee Profile - Transportation Information page is available only if the distance rate associated with the employee's setID, expense type, and country is set to *Varied*.

---

**See Also**

Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Distance Rates, page 93



## Page Used to Maintain Employee Transportation Data

| Page Name                                     | Definition Name | Navigation  | Usage  |
|---|-----------------|---|--|
| Employee Profile - Transportation Information | EX_EE_TRANSPORT | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Manage Employee Information, Update Profile</li> </ul> | Review, add, delete, or modify transportation type data for an employee. |

## Maintaining Employee Transportation Data

Access the Employee Profile - Transportation Information page (Employee Self-Service, Travel and Expenses, Review/Edit Profile).

**Jean-Patrick Martin**

Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | **Transportation Information**

**Transportation Identification** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

| *Transportation ID | Transportation Type | Short Description | Date Acquired | Status | *Status Date | Lease                    | Car Allowance            |
|--------------------|---------------------|-------------------|---------------|--------|--------------|--------------------------|--------------------------|
| WHITETAHOE         | TYP3                | 7 HP              | 01/01/2009    | Active | 06/01/2009   | <input type="checkbox"/> | <input type="checkbox"/> |

[Transportation Type Setup](#)

**Distances Traveled** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

| Transportation ID | Year | Distance Type | Total Distance |
|-------------------|------|---------------|----------------|
| WHITETAHOE        | 0    | Kilometers    | 0              |

Employee Profile - Transportation Information page

### Transportation Identification

#### Transportation ID

Provide a description of the transportation type. After you enter the transportation ID, you may not edit it. If you need to change the name of this field, you can delete the line and re-enter a new one, providing that there are no kilometers or miles associated with it.

#### Transportation Type

Indicate the transportation category. Your organization defines these, and they can be based on the type of car (such as *compact* or *luxury*) or the horsepower (such as *3HP* or *4HP*).

You may not edit this field after kilometers or miles are accrued for the transportation ID.

|                                  |   |
|----------------------------------|---|
| <b>Date Acquired</b>             | Indicates the date that the employee acquired the vehicle. You may not edit this field after kilometers or miles are accrued for the transportation ID.   |
| <b>Status</b>                    | Select <i>Active</i> or <i>Inactive</i> .   |
| <b>Status Date</b>               | Indicates the date when the employee received a transportation type. PeopleSoft Expenses compares this date to expense report transaction dates to determine the availability of transportation ID's on the drop down list on the report.         |
| <b>Lease</b>                     | Select to indicate that the car is leased. This is informational only and is designed for the approver and auditor.   |
| <b>Car Allowance</b>             | Select to indicate that the employee receives a car allowance. This is informational only, and is designed for the approver and auditor.  |
| <b>Transportation Type Setup</b> | Click to go to the Transportation Type Setup page.<br><hr/> <b>Note.</b> This link is available to employees who use the Travel and Expenses navigation, but it is not available to employees who use the Employee Self-Service navigation. <hr/> |



Click the Add multiple new rows button to add a new transportation identification record. When you click the Save button, PeopleSoft Expenses creates a new line in the Distances Traveled section.



Click the Delete row button to delete a transportation identification record. When you click the Save button, PeopleSoft Expenses deletes the corresponding line in the Distances Traveled section.

---

**Note.** The Delete row button is not available if you have accrued any miles or kilometers for the transportation identification record.

---

### ***Distances Traveled***

|                       |   |
|-----------------------|---|
| <b>Year</b>           | Indicates the year for tracking mileage.  |
| <b>Distance Type</b>  | Indicates tracking by <i>Miles</i> or <i>Kilometers</i> .                       |
| <b>Total Distance</b> | Indicates the total distance that an employee travels in a given calendar year. |

## Chapter 15

# Preparing Travel Authorizations

This chapter provides an overview of travel authorizations and discusses how to:

- Create travel authorizations.
- Enter travel authorization information and detail expense lines.
- Copy or add expense lines.
- Review or modify accounting information.
- View and modify travel authorizations.
- Delete travel authorizations.
- Cancel approved travel authorizations.

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## Understanding Travel Authorizations

PeopleSoft Expenses provides a travel authorization system to manage the pre-trip approval of estimated travel costs. If you use PeopleSoft Commitment Control, PeopleSoft Expenses supports budget checking of travel authorizations. PeopleSoft Expenses also provides a Travel Services integration feature that enables you to create travel authorizations or travel authorization transaction lines from a pending travel itinerary or to associate travel itineraries with travel authorizations.

From the Travel and Expense Center, you can create, modify, view, cancel, delete, and print travel authorizations. As you prepare a travel authorization request, PeopleSoft Expenses provides the options to create cash advances, modify the default accounting, or change the general information. You can save travel authorizations that have invalid or missing information for more input at a later time, or you can submit them for approval.

PeopleSoft Expenses provides functionality to decrease the time that you spend entering travel authorizations. Using PeopleSoft Expenses, you can:

- Create travel authorizations that are populated with information from user defaults.
- Copy expense transaction lines from another travel authorization.
- Copy multiple expense transaction lines at one time from a travel authorization.

If you have enabled the Travel Services feature for PeopleSoft Expenses on the Installation Options-Expenses page, you can also:

- Create a travel authorization from a pending travel reservation.

- Add transaction lines to a pending travel authorization using a pending travel reservation.
- Associate a pending travel reservation with a travel authorization.

**See Also**

Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Travel Authorizations, page 483

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## Creating Travel Authorizations

This section provides an overview of travel authorization creation methods and discusses how to create travel authorizations.

### Understanding Travel Authorization Creation Methods

When you create a travel authorization, you have options on which to base the new document, and the selection that you make triggers other options that prompt you for details about the travel authorization. You can start with a blank document or populate one with data from another source.

### Pages Used to Create Travel Authorizations

| <i>Page Name</i>           | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                               |
|----------------------------|------------------------|---|--|
| Travel Authorization Entry | EX_TAUTH_ENTRY         | <ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default is set to Open a Blank Authorization)</li> <li>• Travel and Expenses, Travel and Expense Center, Travel Authorization, Create</li> </ul> | Create a new travel authorization request. |

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|--|------------------------|--|---|
| Copy From an Existing Travel Authorization | TE_COPY_TAUTH          | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default is set to Copy an Existing Authorization)</li> <li>Select <i>An Existing Authorization</i> from the Quick Start drop-down list box on the Travel Authorization Entry page.</li> </ul> | Select an existing travel authorization on which to base a new authorization.                 |
| View Selected Travel Authorization         | TE_TAUTH_LINES_SEC     | Click the View Detail link in the Description column on the Copy From an Existing Travel Authorization page.   | Review details of a travel authorization.   |
| Select a Template                          | TE_TEMPLATE_SELECT     | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default is set to Copy From a Template)</li> <li>Select <i>A Template</i> from the Quick Start drop-down list box on the Travel Authorization Entry page.</li> </ul>                          | Select a template for a new travel authorization.   |
| Add to Travel Authorization                | TE_TEMPLATE2           | Click the Select button for a template on the Select a Template page.  | Select the expense types that are listed for the template to use on the travel authorization. |

## Creating Travel Authorizations

When you access the Travel Authorization Entry component (TE\_TRAVEL\_AUTH) using the Employee Self-Service menu options, PeopleSoft Expenses checks for a default creation method. Depending on the default creation method set on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and populates the fields accordingly. The creation methods are:

- *Open a Blank Authorization:* PeopleSoft Expenses displays the Travel Authorization Entry page.

- *Copy an Existing Authorization:* PeopleSoft Expenses displays the Copy From an Existing Travel Authorization page, where you can select an existing travel authorization on which to base a new authorization.

To select an existing travel authorization:

1. Enter a date range to display travel authorizations from a specified period and click the Search button.

PeopleSoft Expenses displays a list of available travel authorizations.

2. Click the report ID in the Description column to access the View Selected Travel Authorization page.

This page displays a summary of the expenses in a travel authorization to help you decide whether to use it as the basis for a new travel authorization.

3. Click the Select button for the travel authorization that you want to copy.

PeopleSoft Expenses displays the Travel Authorization Entry page and populates the fields with data from the travel authorization that you copied.

- *Copy From a Template:* PeopleSoft Expenses displays the Select a Template page.

To copy from a template:

1. Select a template to use to populate the travel authorization.

PeopleSoft Expenses displays the Add to Travel Authorization page.

2. Select a date range for the travel authorization.

3. Select One Day or All Days to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.

4. Click OK.

PeopleSoft Expenses displays the Travel Authorization Entry page and supplies the date range and expense types that you selected on the Add to Travel Authorization page.

---

## Entering Travel Authorization Information and Detail Expense Lines

This section discusses how to:

- Enter travel authorization information.
- Enter detail expense lines.

## Pages Used to Enter Travel Authorization Information and Detail Expense Lines

| <b>Page Name</b>                    | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|-------------------------------------|------------------------|--|--|
| Travel Authorization Entry          | EX_TAUTH_ENTRY         | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default is set to Open a Blank Authorization)</li> <li>Travel and Expenses, Travel and Expense Center, Travel Authorization, Create</li> </ul>  | Create a new travel authorization request.   |
| Add My Pending Reservations         | TV_TA_RESERVATION      | <ul style="list-style-type: none"> <li>Select <i>Entries from My Reservations</i> from the Quick Start drop-down list box on the Travel Authorization Entry page.</li> <li>Select <i>Entries from My Reservations</i> from the Add drop-down list box on the Travel Authorization Entry page.</li> <li>Select <i>Associate Travel Reservations</i> from the More Options drop-down list box on the Travel Authorization Entry page.</li> </ul> | <p>Select an available, pending reservation from which to create a travel authorization, add transaction lines to a travel authorization, or associate with a travel authorization.</p> <p>See <a href="#">Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Pages Used to Add and Associate Travel Reservations to Travel Authorizations, page 485.</a></p> |
| Missing or Invalid Project Defaults | TE_PROJ_ERR_SEC        | If PeopleSoft Project Costing is installed and the employee has update authority for his or her accounting detail, PeopleSoft Expenses displays this page when the employee is creating a travel authorization and project defaults are not valid.   | View error messaging that indicates the employee's profile contains invalid project defaults.  |

| <b>Page Name</b>                           | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>   |
|--|------------------------|---|--|
| Authorization Detail for [expense type]    | EX_TAUTH_DETAILS       | Click the *Detail link on the Travel Authorization Entry page.  | Enter additional information, such as merchant and location, about an expense transaction line.  |
| Travel Authorization Project Summary       | TE_PROJ_SUMMARY_TA     | Click the Project Summary link on the Travel Authorization Entry page.  | View project ChartFields.  |
| Warning for Copying Expense Lines          | TE_COPY_CONFIRM        | Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked for errors or missing information, or expense lines that have missing information or errors.                   | PeopleSoft Expenses warns you if you selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the errors or press OK to continue. |
| Travel Authorization - Delete Confirmation | TE_DELETE_CONFIRM      | Click the Delete Selected button on the Travel Authorization Entry page after you select expense lines to delete.   | Delete one or more expense detail lines on a travel authorization.   |
| Save Confirmation                          | TE_SAVE_CONFIRM        | Click the Save for Later button on the Travel Authorization Entry page.   | PeopleSoft Expenses indicates that it successfully saved the travel authorization and indicates whether the travel authorization has missing or invalid information.                     |
| Submit Confirmation                        | TE_SUBMIT_CONFIRM      | Click the Submit button on the Travel Authorization Entry page.   | PeopleSoft Expenses indicates that it successfully saved and submitted the travel authorization.   |
| Travel Authorization                       | TE_TAUTH_RPT           | <ul style="list-style-type: none"> <li>Select the <i>Printable View</i> option from the More Options drop-down list box on the Travel Authorization Entry page.</li> <li>Click the Printable View link on the Travel Authorization Entry page.</li> </ul> | Open a new browser to preview and print a printable version of the travel authorization.   |



Entering Travel Authorization Information

Access the Travel Authorization Entry page (Travel and Expenses, Travel and Expense Center, Travel Authorization, Create).

Create Travel Authorization

Travel Authorization Entry

Kenneth Schumacher

User Defaults

Authorization ID: 0000000019

General Information

\*Description:

Consulting and product demo

Comment:

\*Business Purpose:

General Travel and Expense

Default Location:

ALBANY, New York

\*Date From:

08/31/2009

\*Date To:

09/04/2009

Accounting Defaults

More Options:

GO

Details

Customize | Find | First | 1-2 of 2 | Last

| Select                   | *Expense Type | *Date      | *Amount | Currency | *Payment Type | *Billing Type |           |
|--------------------------|---------------|------------|---------|----------|---------------|---------------|-----------|
| <input type="checkbox"/> | Breakfast     | 09/01/2009 | 100.00  | USD      | Cash          | Internal      | *Detail + |
| <input type="checkbox"/> | Lunch         | 09/01/2009 | 150.00  | USD      | Cash          | Internal      | *Detail + |

Copy Selected

Delete Selected

Check For Errors

New Expense

Add

Totals

Authorized Amount:

250.00 USD

Update Totals

Save for Later

Submit

Create A Cash Advance

Project Summary

Travel Authorization Entry page

User Defaults

Click to access the Employee Profile - User Defaults page and view or edit your defaults.

**Note.** This link is not available if the User Defaults option on the employee privilege template for the travel authorization transaction is set to *Hide*.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272.](#)

## Quick Start

Select a creation method for your travel authorization. PeopleSoft Expenses initially displays this field based on the setting of your default creation method on the Employee Profile - User Defaults page, which you can override. Values are:

- *A Blank Authorization:* Select to start with a blank travel authorization.
- *A Template:* Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization.
- *An Existing Authorization:* Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization.
- *Entries from My Reservations:* Click to access the Add My Pending Reservations page and select any available pending travel reservations from which to create a travel authorization. After a reservation is used to create a travel authorization, it is no longer available for selection from the Add My Pending Reservations page.

---

**Note.** To view and use the *Entries from My Reservations* quick start option, you must first select the Use Travel Services check box on the Installation Options-Expenses page.

---

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Pages Used to Add and Associate Travel Reservations to Travel Authorizations, page 485.](#)

---

**Note.** PeopleSoft Expenses hides the Quick Start page element after you select a creation method or enter your first expense type in the Details grid.

---

## General Information

### Description

Enter a description to identify the travel authorization.

### Comment

Enter additional information about the travel authorization.

### Business Purpose

Enter a purpose from a predefined list, which was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.

### Default Location

Enter a city, country, or geographical area that is predefined by your organization with expense location amounts. PeopleSoft Expenses uses the value you enter in this field to automatically populate the expense location when you enter an expense type.

You can set up your user defaults for PeopleSoft Expenses to populate this field every time you create a new travel authorization.

**Accounting Defaults**

Click to access the Travel Authorization - Accounting Defaults page to view or modify the default accounting ChartFields and the distribution split for travel authorization expenses.

---

**Note.** This link is not available if the Default Accounting option on the employee privilege template for the travel authorization transaction is set to *Hide*.

---

See [Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Accounting Information, page 316.](#)

**View Associated Reservations**

Click to access the Unassociate My Pending Reservations page to view the travel itineraries that are associated with the travel authorization, drill down to the itinerary details for each reservation, and remove travel itinerary associations, if needed. Travel itineraries that are detached from a travel authorization become available for association with another travel authorization. This link appears only when a pending travel reservation is associated with a travel authorization and if the Use Travel Services check box is selected on the Installation Options-Expenses page.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Viewing Associated Pending Reservations, page 489.](#)

## More Options

Values are:

- *Associate Travel Reservations*: Select to access the Associate My Pending Reservations page to select and associate any available pending itineraries with the travel authorization. After an itinerary is associated with a travel authorization, it is no longer available for selection by another travel authorization. The View Associated Reservations link also appears on the Travel Authorization Entry page.

---

**Note.** The *Associate Travel Reservations* option appears only if you have selected the Use Travel Services check box on the Installation Options-Expenses page.

---

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Viewing Associated Pending Reservations, page 489.](#)

- *Create Cash Advance*: Select to access the Create Cash Advance Report page in a new window and create a cash advance with the travel authorization request.

See [Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 326.](#)

- *Printable View*: Select to access the Travel Authorization page to obtain a printable version of your travel authorization. This option is available only through the Employee Self-Service navigation.

---

**Note.** You must save a travel authorization before you can print it.

---

- *Project Summary*: Select to access the Travel Authorization Project Summary page and view the PeopleSoft Project Costing business unit, project, activity, amount, and currency information that is associated with the travel authorization. If multiple project costing business units, projects, or activities exist, PeopleSoft Expenses displays a Multiple link to access the Travel Authorization - Accounting Details page. The Travel Authorization Project Summary page is read-only.

## Details

### Select

Use in conjunction with the Copy Selected and Delete Selected buttons.



Click the Missing or invalid information was found button to access the Authorization Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line. You can save a travel authorization with missing or invalid information; however, you cannot submit a travel authorization for approval with missing or invalid information.

---

**Note.** The Missing or invalid information was found button appears after you check for errors or attempt to submit the travel authorization for approval and a transaction line has missing or invalid information.

---

See [Chapter 15, "Preparing Travel Authorizations," Entering Detail Expense Lines, page 311.](#)

|                     |   |
|---------------------|---|
| <b>Expense Type</b> | Select an expense type to add an expense item.  |
| <b>Date</b>         | Select the beginning date for the expense type.   |
| <b>Amount</b>       | <p>Enter the amount that you anticipate to spend for the expense transaction.</p> <p>Expenses disables this field on this page if you selected the expense type edit <i>Attendees</i>, <i>Automobile</i>, or <i>Hotel</i> on the Expense Types 1 page. You must click the *Detail link to go to the Authorization Detail for [expense type] page to enter a daily or nightly amount in conjunction with the number of days or nights. The system then displays the total amount of the expense transaction in the Amount field.</p> |
| <b>Currency</b>     | Displays the currency that is associated with the expense transaction amount.   |
| <b>Payment Type</b> | Select how you will pay for the expense item.   |
| <b>Billing Type</b> | Select <i>Billable</i> , <i>Nonbillable</i> , or <i>Internal</i> . If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to PeopleSoft Project Costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing.   |
| <b>*Detail</b>      | <p>Click to access the Authorization Detail for [expense type] page and enter additional information for the expense transaction line.</p> <p>See <a href="#">Chapter 15, "Preparing Travel Authorizations," Entering Detail Expense Lines, page 311.</a></p>   |

**Copy Selected**

Click to access the Copy Selected Expenses page and enter details about copying expense lines that you selected in the Details grid.

PeopleSoft Expenses displays the Warning for Copying Expense Lines page if you selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the appropriate errors, or click OK to continue.

See [Chapter 15, "Preparing Travel Authorizations," Copying Expense Lines, page 314.](#)

**Delete Selected**

Click to delete expense transaction lines that you selected in the Details grid. PeopleSoft Expenses displays the Delete Confirmation page before completing the delete process.

**Add**

Values are:

- *Entries from My Reservations:* Select to access the Add My Pending Reservations page. Select available pending travel reservations from which to create new transaction lines.

---

**Note.** The *Entries from My Reservations* option is available only if you select the Use Travel Services on the Installation Options-Expenses page.

---

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Selecting Pending Reservations, page 487.](#)

- *New Expense:* Select to add one blank line to the Details grid.
- *Multiple Expenses:* Select to access the Add Multiple Expenses page and select expense types to add to the travel authorization.

See [Chapter 15, "Preparing Travel Authorizations," Adding Multiple Expense Lines, page 315.](#)

**Check for Errors**

Click to check the expense transaction lines for missing or invalid information.

**Totals****Update Totals**

Click to refresh your travel authorization totals.

**Save for Later**

Click to save the travel authorization without submitting it for approval. You can save the report with or without invalid or missing information, and you can modify it later.

When you click the Save for Later button, PeopleSoft Expenses displays the Save Confirmation page to indicate that it successfully saved the travel authorization and indicates whether information is missing or invalid information exists.

**Submit**

Save the travel authorization and submit it for approval. When you click the Submit button, PeopleSoft Expenses displays the Submit Confirmation page to indicate that it successfully saved and submitted the travel authorization.

If information is missing or invalid information exists, PeopleSoft Expenses displays the Authorization Detail for [expense type] page, where you can make corrections.

After you submit the travel authorization, you cannot modify it unless an approver returns it to you.

## Entering Detail Expense Lines

Access the Authorization Detail for [expense type] page (click the \*Detail link on the Travel Authorization Entry page).

**Create Travel Authorization**

**Authorization Detail for Hotel/Lodging (Line 3)**

Kenneth Schumacher      Authorization ID: 0000000019

Please enter or update the following information:

▶ Non-Preferred Merchant -- A preferred merchant was not selected. Explain why.

**About This Expense**

\*Date: 09/01/2009

\*Payment Type: Check

\*Billing Type: Billable

Number of Nights: 4

\*Merchant (Choose One):

Preferred:

Non-preferred: Hyatt

\*Location: ALBANY, New York

\*Nightly Rate: 150.00 USD

\*Total Amount: 600.00 USD

**Exception Comments**

Location Amount:

Non-Preferred Merchant:

[Accounting Detail](#)

[Check Expense For Errors](#)

Authorization Detail for [expense type] page

If you checked for errors and the system detected invalid or missing information, PeopleSoft Expenses displays messages at the top of this page and highlights the affected fields.

### About This Expense

This section varies, depending on which expense transaction line you selected and how your organization defined the expense type.

**Date**

Select the beginning date for the expense type.

|                                 |  |
|---------------------------------|--|
| <b>Payment Type</b>             | Select how you will pay for the expense item.  |
| <b>Billing Type</b>             | Select <i>Billable</i> , <i>Nonbillable</i> , or <i>Internal</i> . If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing. |
| <b>Merchant</b>                 | Select <i>Preferred</i> to limit the merchant list to vendors with whom your organization has a contractual agreement, or select <i>Non-preferred</i> to enter any characters in the corresponding field.  |
| <b>Exception Comments</b>       |  |
| <b>Location Amount</b>          | Enter an exception comment if you exceeded the authorized amount for the expense type and location.  |
| <b>Non-Preferred Merchant</b>   | Enter an exception comment if you did not use a preferred merchant.  |
| <b>Accounting Detail</b>        | Click to access the Travel Authorization - Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the cost center of the employee who submits the travel authorization.   |
|                                 | <b>Note.</b> This link is not available if the Distributions option on the employee privilege template for the travel authorization transaction is set to <i>Hide</i> .  |
|                                 | See <a href="#">Chapter 15, "Preparing Travel Authorizations," Reviewing or Modifying Accounting Information, page 316.</a>  |
| <b>Check Expense for Errors</b> | Click to check the expense transaction line for missing or invalid information.  |

---

## Copying or Adding Expense Lines

This section provides overviews of copying expense lines and adding multiple expense lines and discusses how to:

- Copy expense lines.
- Add multiple expense lines.



## Understanding Copying Expense Lines

PeopleSoft Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends. The functionality that is associated with the Travel Authorization - Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, PeopleSoft Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

## Understanding Adding Multiple Expense Lines

PeopleSoft Expenses enables you to select multiple expense types to add to a travel authorization. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. PeopleSoft Expenses adds the multiple expense lines to your travel authorization and you enter the remaining information that pertains to each expense type.

## Pages Used to Copy or Add Expense Lines

| <i>Page Name</i>  | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|---|------------------------|---|---|
| Create Travel Authorization<br>- Copy Selected Expenses | TE_COPY_TALINE_SEC     | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, [Create or Modify]</li> </ul> <p>Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]</li> </ul> <p>Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines.</p> | <p>Copy selected expense lines on a travel authorization.</p> <p><b>Note.</b> If you click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked, are missing information, or contain errors, then Expenses displays the Warning for Copying Expense Lines page.</p> |
| Create Travel Authorization<br>- Add Multiple Expenses  | TE_ADD_MULT_EXP        | <p>Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]</p> <p>Select <i>Multiple Expenses</i> from the Add drop-down list box on the Travel Authorization Entry page.</p>  | <p>Select expense types to add to travel authorizations and whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.</p>  |

| <b>Page Name</b>                  | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|-----------------------------------|------------------------|--|---|
| Warning for Copying Expense Lines | TE_COPY_CONFIRM        | Travel and Expenses,<br>Travel and Expense Center,<br>Travel Authorization,<br>[Create or Modify]<br><br>Click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines that have not been checked or that contain missing information or errors. | Displays a warning message indicating that you have selected expense lines that have errors or have not been checked for errors. Click the Cancel button to correct the appropriate errors or click OK to continue. |

## Copying Expense Lines

Access the Create Travel Authorization - Copy Selected Expenses page (Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]). Then click the Copy Selected button on the Travel Authorization Entry page after selecting one or more expense lines.

Create Travel Authorization

Copy Selected Expenses

Kenneth Schumacher

Authorization ID: 0000000019

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

| Expense Type | Date       | Amount | Currency |
|--------------|------------|--------|----------|
| Breakfast    | 09/01/2009 | 100.00 | USD      |

Copy Option

☒ Copy to One Date
 To Date:

☒ Copy to Range of Dates
 From Date: 
To Date: 
☐ Include Weekends
 ☐ Include Holidays

### Create Travel Authorization - Copy Selected Expenses page

#### Copy to One Date

Select to copy each selected line only once using the value in the To Date field as the new expense date.

#### Copy to Range of Dates

Select to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

#### From Date and To Date

Enter a date or a date range for PeopleSoft Expenses to calculate the number of rows to create.

### Include Weekends and Include Holidays

Select to have PeopleSoft Expenses copy the expense type for the entire date range.

If you do not select to include weekends, PeopleSoft Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays.

If you do not select to include holidays, PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses does not copy expense lines for days that the calendar designates as holidays.

## Adding Multiple Expense Lines

Access the Create Travel Authorization - Add Multiple Expenses page (Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]). Then select *Multiple Expenses* from the Add drop-down list box on the Travel Authorization Entry page.

Create Travel Authorization

Add Multiple Expenses

Kenneth Schumacher
Authorization ID: 0000000019

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From: 08/31/2009
To: 09/04/2009

Add Expense Types:

| One Day                  | All Days                 | Expense Type             |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Air Travel               |
| <input type="checkbox"/> | <input type="checkbox"/> | Automobile Mileage       |
| <input type="checkbox"/> | <input type="checkbox"/> | Automobile Rental        |
| <input type="checkbox"/> | <input type="checkbox"/> | Breakfast                |
| <input type="checkbox"/> | <input type="checkbox"/> | Conference/Meeting       |
| <input type="checkbox"/> | <input type="checkbox"/> | Courier Service          |
| <input type="checkbox"/> | <input type="checkbox"/> | Currency Conversion Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Dinner                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Entertainment - Meals    |
| <input type="checkbox"/> | <input type="checkbox"/> | Entertainment - Other    |
| <input type="checkbox"/> | <input type="checkbox"/> | Gasoline Charges         |

Create Travel Authorization - Add Multiple Expenses page (partial)

### Date Range

Select a date range for PeopleSoft Expenses to use to add expense lines to the travel authorization.

### One Day or All Days

Select to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.

|                                      |  |
|--------------------------------------|--|
| <b>Continue</b>                      | Click to return to the travel authorization, where the selected expense items appear.  |
| <b>Return to Authorization Entry</b> | Click to return to the Travel Authorization Entry page without adding expense lines. If you selected any expense items, PeopleSoft Expenses does not add them to the travel authorization. |

---

## Reviewing or Modifying Accounting Information

This section provides overviews of PeopleSoft Expenses accounting and applying project defaults to travel authorizations and discusses how to:

- Review or modify default accounting.
- Review or modify accounting details.

## Understanding Expenses Accounting

When you create a travel authorization, PeopleSoft Expenses populates the authorization request with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that PeopleSoft Expenses requires is the general ledger business unit and department identification. If other accounting distribution fields are in the employee profile, they appear by default in the travel authorization.

---

**Note.** If employees have more than one profile in Expenses, the system uses the profile that you select as the default.

---

### See Also

Chapter 6, "Understanding Accounting in PeopleSoft Expenses," page 69

## Understanding Applying Project Defaults to Travel Authorizations

When you create a travel authorization, PeopleSoft Expenses applies user defaults from the employee file to the travel authorization. If PeopleSoft Project Costing is installed, the system validates the project defaults to ensure that they are valid. If the User Default project values are valid, the system continues with the creation process. If the project defaults are not valid and the employee has update authority for his or her accounting detail, the system displays the Missing or Invalid Project Defaults page. On this page, you can continue entering the travel authorization without project defaults or you can access the Employee Profile - User Defaults page to correct the project information.

If you continue entering the travel authorization process without project defaults, the system continues with a default row of accounting data based on the employee's business unit.

PeopleSoft Expenses uses the project defaults that you set up on the Employee Profile - User Defaults page. PeopleSoft Expenses creates one distribution line at 100 percent unless you define defaults with multiple percentage split lines.

The Travel Authorization - Accounting Defaults page displays the distribution of ChartFields for the travel authorization, which you can view or edit, depending on how you set up PeopleSoft Expenses.

## Pages Used to Review or Modify Accounting Information

| <b>Page Name</b>                                | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|---|------------------------|--|---|
| Travel Authorization - Accounting Defaults      | TE_TAUTH_SPLIT         | Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]<br><br>Click the Accounting Defaults link on the Travel Authorization Entry page.                         | View or change the default accounting for an employee's travel authorization. You can also redistribute the percentages of expenses to different ChartFields. |
| Create Travel Authorization - Accounting Detail | TE_TAUTH_DIST          | Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]<br><br>Click the Accounting Details link on the Travel Authorization - Add Expense - [expense type] page. | View or change accounting details or ChartField allocations for the expense type.   |

## Reviewing or Modifying Default Accounting

Access the Travel Authorization - Accounting Defaults page (Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]). Then click the Accounting Defaults link on the Travel Authorization Entry page.

This page displays default accounting for a travel authorization.

If you are using employee privilege templates, access to these fields is dependant on the value in the Default Accounting field for travel authorization transaction on the Employee Privilege Template page:

- If the Default Accounting option of the employee privilege template that is associated with the employee is *View*, then you cannot edit the default accounting values.
- If the Default Accounting option of the employee privilege template that is associated with the employee is *Modify*, then you can edit the default accounting values.

For more information about employee privilege templates:

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

If you can modify this page, you can:

- Change the ChartFields.
- Add rows and redistribute the percentages.
- Delete rows that do not apply to the travel authorization.

**% (percentage)** The accounting split percentage is 100 percent for the set of default ChartFields, and it applies to the entire travel authorization. When you add a new row, enter the percentage of expense to charge to the ChartFields that you select in this row.

**Load Defaults** Click to reset the accounting information back to the user defaults.

**OK** Click to return to the Travel Authorization Entry page. If you made changes to the default accounting, the changes apply only to new lines and to existing lines where you have not previously changed ChartField values.

## Adding or Modifying Accounting Details

Access the Create Travel Authorization - Accounting Detail page (Travel and Expenses, Travel and Expense Center, Travel Authorization, [Create or Modify]). Then click the Accounting Details link on the Travel Authorization - Add Expense - [expense type] page.

**Create Travel Authorization**

**Accounting Detail**

Kenneth Schumacher Authorization ID: 0000000019

This is the accounting detail for expense type Breakfast with a transaction date of 2009-09-01 in the amount of 100 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

| Accounting Summary |          |         |          |           |      |       |         |       |         |         |             |         |
|--------------------|----------|---------|----------|-----------|------|-------|---------|-------|---------|---------|-------------|---------|
| Amount             | *GL Unit | Account | Alt Acct | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | PC Bus Unit | Project |
| 100.00             | US001    | 650055  |          |           |      | 41000 |         |       |         |         | US001       | FININTP |

[Add ChartField Line](#)

Create Travel Authorization - Accounting Detail page (partial page)

If you are using employee privilege templates, access to this page is dependant on the value in the Distributions field, and access to these fields is dependant on the value in the GL ChartFields and PC ChartFields fields for the travel authorization transaction.

For more information about employee privilege templates:

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

If you can modify this page, you can override the default accounting for an expense type in a travel authorization.

**Restore Defaults** Click to reset default accounting values.

**Add ChartField Line**

Click to add new accounting detail lines.

**See Also**Chapter 6, "Understanding Accounting in PeopleSoft Expenses," page 69


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## Viewing and Modifying Travel Authorizations

This section discusses how to view or modify travel authorizations.

### Pages Used to View and Modify Travel Authorizations

| <i>Page Name</i>  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|---|------------------------|--|--|
| Travel Authorization -<br>Travel Authorization<br>Details | EX_TAUTH_ENTRY         | Employee Self-Service,<br>Travel and Expense Center,<br>Travel Authorization, [View<br>or Modify]  | View a travel authorization.<br><br>Modify an unsubmitted<br>travel authorization or a<br>travel authorization that was<br>submitted and returned by<br>an approver.   |
| View Approver Comments                                    | EX_COMMENTS_RJCT       | <ul style="list-style-type: none"> <li>Employee Self-Service,<br/>Travel and Expense<br/>Center, Travel<br/>Authorization, [View or<br/>Modify]<br/><br/>Click the View<br/>Approver Comments<br/>link on the Travel<br/>Authorization Entry<br/>page.</li> <li>Travel and Expenses,<br/>Travel and Expense<br/>Center, Travel<br/>Authorization, [View or<br/>Modify]<br/><br/>Click the View<br/>Approver Comments<br/>link on the Travel<br/>Authorization Entry<br/>page.</li> </ul> | When an approver sends<br>back a travel authorization,<br>you can review his or her<br>comments in full by<br>clicking the comment link<br>at the top of the page. This<br>link takes you to the View<br>Approver Comments page,<br>where you can see the entire<br>comment. |

## Viewing or Modifying Travel Authorizations

Access the Travel Authorization - Travel Authorization Details page.

If you access the Travel Authorization - Travel Authorization Details page using the View navigation, then PeopleSoft Expenses displays the page in read-only mode. You can view only travel authorizations that you submitted for approval.

If you access the Travel Authorization - Travel Authorization Details page using the Modify navigation, then PeopleSoft Expenses enables you to edit all the fields. You can modify a travel authorization if you have not submitted it for approval or if an approver sent it back for revision or correction.

---

**Note.** Fields on the Travel Authorization - Travel Authorization Details page are the same as the fields on the Travel Authorization Entry page and are defined in the Entering Travel Authorization Information section of this PeopleBook chapter.

---

See [Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 302.](#)

|  |   |
|--|---|
| <b>Sent Back for Revision and View Approver Comments</b> | Click the View Approver Comments link to access the View Approver Comments page and view the comments that an approver made regarding the reason that he or she sent the travel authorization back for revisions. |
|--|---|

### Action History

This section appears after you save a travel authorization.

|                         |   |
|-------------------------|---|
| <b>Profile and Name</b> | Displays the name of the originator and the approver, and the role of each. |
| <b>Action</b>           | Displays the completed steps in the travel authorization approval process.  |
| <b>Date/Time</b>        | Displays the date and time on which the approval status was assigned.       |

---

## Deleting Travel Authorizations

This section provides an overview of deleting travel authorizations and discusses how to delete travel authorizations.

## Understanding Deleting Travel Authorizations

PeopleSoft Expenses enables you to delete travel authorizations:

- If you create a travel authorization and decide not to process it, you can delete it before you submit it for approval.



- If you submit a travel authorization and the approver returns it to you, you can delete the travel authorization.
- If you cancel the travel authorization, you can delete it.

---

**Note.** If you delete a travel authorization that is associated with a pending reservation, the pending reservation is restored to the My Reservations tables and is made available for association with, or addition to, another travel authorization.

---

## Pages Used to Delete Travel Authorizations

| <i>Page Name</i>                                   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Travel and Expense - Delete a Travel Authorization | TE_DEL_TAUTH           | Employee Self-Service, Travel and Expense Center, Travel Authorization, Delete  | Delete a travel authorization.  |
| Travel and Expense - Delete Confirmation           | TE_DEL_CONFIRM         | Click the Delete Selected Authorization(s) button on the Travel and Expense - Delete a Travel Authorization page after selecting travel authorizations. | PeopleSoft Expenses displays a message that the system has deleted the selected transactions. |

## Deleting Travel Authorizations

Access the Travel and Expense - Delete a Travel Authorization page (Employee Self-Service, Travel and Expense Center, Travel Authorization, Delete).

**Travel and Expense**

**Delete a Travel Authorization**

Kenneth Schumacher

| Travel Authorizations               |                             |                  |            |            |        |          |
|-------------------------------------|-----------------------------|------------------|------------|------------|--------|----------|
| Select                              | Description                 | Authorization ID | Date From  | Date To    | Amount | Currency |
| <input type="checkbox"/>            | Consulting and product demo | 0000000019       | 08/31/2009 | 09/04/2009 | 850.00 | USD      |
| <input type="checkbox"/>            | Meeting in Akron            | 0000000014       | 11/17/2003 | 11/21/2003 | 0.000  |          |
| <input type="checkbox"/>            | Conference in Boston        | 0000000012       | 11/10/2003 | 11/12/2003 | 0.000  |          |
| <input type="checkbox"/>            | Meeting in Dallas           | 0000000010       | 10/30/2003 | 10/31/2003 | 0.000  |          |
| <input checked="" type="checkbox"/> | Training for new upgrade    | 0000000001       | 08/21/2000 | 08/25/2000 | 0.000  |          |

Delete Selected Authorization(s)

### Travel and Expense - Delete a Travel Authorization page

PeopleSoft Expenses displays a list of unsubmitted or denied travel authorizations. Use the Select column to select travel authorizations to delete, and then click the Delete Selected Authorization(s) button.

## Canceling Approved Travel Authorizations

This section provides an overview of travel authorization cancellations and discusses how to cancel an approved travel authorization.

## Understanding Travel Authorization Cancellations

The Cancel Approved Travel Authorization feature is available to employees and system administrators. It provides the mechanism that is necessary to cancel unused travel authorizations that you have not applied to expense reports.

If you use PeopleSoft Commitment Control, the Cancel Approved Travel Authorization feature automatically runs budget checking to reverse encumbrances that are associated with the travel authorizations being closed.

After you cancel a travel authorization, you can delete it.

### See Also

[Chapter 21, "Using Commitment Control with PeopleSoft Expenses," Canceling Travel Authorizations, page 452](#)

[Chapter 21, "Using Commitment Control with PeopleSoft Expenses," Rolling Over Travel Authorization Encumbrances to a New Budget Period, page 454](#)

## Page Used to Cancel Travel Authorizations

| <i>Page Name</i>                     | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                           |
|--------------------------------------|------------------------|---|--|
| Cancel Approved Travel Authorization | TE_CANCEL_TAUTH        | Employee Self-Service,<br>Travel and Expense Center,<br>Travel Authorization,<br>Cancel | Cancel a travel authorization request. |

## Canceling Approved Travel Authorizations

Access the Cancel Approved Travel Authorization page (Employee Self-Service, Travel and Expense Center, Travel Authorization, Cancel).

**Travel and Expense**

**Cancel Approved Travel Authorization**

Kenneth Schumacher

| Travel Authorization Information |                    |                  |            |            |        |          |
|----------------------------------|--------------------|------------------|------------|------------|--------|----------|
| Select                           | Description        | Authorization ID | Date From  | Date To    | Amount | Currency |
| <input type="checkbox"/>         | Learning Sciences  | 0000000018       | 03/24/2009 | 03/25/2009 | 200.00 | USD      |
| <input type="checkbox"/>         | Trip to Sacramento | 0000000011       | 11/03/2003 | 11/03/2003 | 0.000  |          |
| <input type="checkbox"/>         | New Product Demo   | 0000000005       | 08/21/2000 | 08/24/2000 | 0.000  |          |
| <input type="checkbox"/>         | Meeting costs      | 0000000002       | 08/22/2000 | 08/22/2000 | 0.000  |          |

Cancel Selected Travel Authorization(s)

### Cancel Approved Travel Authorization page

The Cancel Approved Travel Authorization page displays all travel authorization requests that have been approved, or approved and budget-checked, but not assigned to an expense report. Select the travel authorization requests that you want to cancel, and click Cancel Selected Travel Authorization(s). If you use PeopleSoft Commitment Control, the system then performs budget checking to reverse encumbrance amounts that are associated with the travel authorizations.



## Chapter 16

# Preparing Cash Advances

This chapter provides an overview of how to prepare cash advances and discusses how to:

- Create cash advances.
- View and modify cash advances.
- Reconcile cash advances.
- Delete cash advances.
- Close cash advances.

---

## Understanding How to Prepare Cash Advances

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities. With PeopleSoft Expenses, you can process cash advances from the initial request through the final payment. Exception processing enables you to cover last-minute emergencies and unplanned situations.

Before preparing cash advances, you must set up:

- Employees.
- Cash advance sources.
- Business purposes.

## Common Element Used in This Chapter

### Status

Depending on your organization's approval and audit policies, PeopleSoft Expenses may assign these values to a cash advance:

- *Approved for Payment:* The advance is authorized for payment processing.
- *Closed:* The advance is marked for closure.

You can only close advances that have been submitted, approved for payment processing, but not staged for payment.

- *Denied:* The advance was not approved by the approver or auditor.
- *Approvals in Process:* If your organization uses an approver and auditor or multiple approvers, and the first approver has approved the cash advance, PeopleSoft Expenses changes the status to *Approvals in Process*.
- *Paid:* Payment processing is complete.
- *Pending:* An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee.

This is the default status for a newly-created cash advance.

- *Reconciled:* The cash advance is applied to an expense report, and the employee returned excess funds (if any).
- *Staged:* The cash advance is staged for payment.
- *Submitted for Approval:* The cash advance is ready for the approval or audit process.

---

## Creating Cash Advances

This section provides an overview of how to create cash advances and discusses how to:

- Create cash advances.
- Import automated teller machine (ATM) advances.
- View ATM data.

## Understanding How to Create Cash Advances

A cash advance has several parts to complete before submitting it for approval. The way you set up your expenses system determines what kinds of data are required and how your accounting system uses the data. If you have set up a report description and business purpose on the Employee Profile - User Defaults page, then PeopleSoft Expenses prepopulates these fields on cash advances. As you go through the preparation process, you can import advances initiated at an ATM using a corporate credit card. You can save cash advances for further work, or you can submit them for approval.

## Pages Used to Create Cash Advances

| <i>Page Name</i>           | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|----------------------------|------------------------|--|--|
| Create Cash Advance Report | TE_ADVANCE             | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Cash Advance, Create</li> <li>Travel and Expenses, Travel and Expense Center, Cash Advance, Create</li> </ul> | Create a cash advance request and submit it for approval or save it for further work.                          |
| Import ATM Advances        | TE_ATM_TRANS_SEL       | Click the Import ATM Advances link on the Create Cash Advance page.  | Select an ATM transaction to add to a cash advance.  |
| ATM Advance Detail         | TE_ATM_TRANS3          | Click the Detail link on the Import ATM Advances page.   | View details associated with an ATM cash advance.  |
| Cash Advance               | TE_ADVANCE_RPT         | Click the Printable View button on the Create Cash Advance Report page.  | Print a hard-copy version of your cash advance request that PeopleSoft Expenses formats for manual processing. |
| Submit Confirmation        | TE_SUBMIT_CONFIRM      | Click Submit on the Create Cash Advance Report page.   | Confirm that you want to save the cash advance and submit it for further processing.                           |

## Creating Cash Advances

Access the Create Cash Advance Report page (Travel and Expenses, Travel and Expense Center, Cash Advance, Create).

**Travel & Expenses - Cash Advance Report**

**Create Cash Advance Report**

Kenneth Schumacher [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description: Consulting and product demo Comment:

\*Business Purpose: General Travel and Expense Reference:

[Import ATM Advances](#)

**Details** [Customize](#) [Find](#) First 1-3 of 3 Last

| *Source      | Description            | *Amount  | Currency |   |   |
|--------------|------------------------|----------|----------|---|---|
| System Check | New York Trade Show    | 1,000.00 | USD      | + | - |
| System Check | Los Angeles Trade Show | 1,000.00 | USD      | + | - |
| System Check | Seattle Trade Show     | 800.00   | USD      | + | - |

**Totals**

Advance Amount: 2,800.00 USD

[Update Totals](#)

[Save For Later](#) [Submit](#)

Create Cash Advance Report page

**General Information****Description**

Enter a description to identify the cash advance. PeopleSoft Expenses prepopulates this field if you have set up a report description on the Employee Profile - User Defaults page.

**Business Purpose**

Select from a predefined list that was created when implementing your expense system. PeopleSoft Expenses prepopulates this field if you have set up a business purpose on the Employee Profile - User Defaults page.

Tax laws require a business purpose to justify business expenses, so completing this field is mandatory before you save the cash advance request for further processing.

**Reference**

Enter additional reference information about the cash advance.

**Import ATM Advances**

Click to access the Import ATM Advances page and select credit card transactions to import into your cash advance request.

This link is available only in create or modify mode.

See [Chapter 16, "Preparing Cash Advances," Importing ATM Advances, page 329.](#)





Click the User Defaults button to access the Employee Profile - User Defaults page and view or modify default settings used for cash advances and other expense transactions.

See [Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272.](#)



Click the Printable View button to access a printable version of the cash advance request. Use the browser's print button to print a hard-copy version of the cash advance request.

### ***Details***

|               |  |
|---------------|--|
| <b>Source</b> | Select the method of payment to the employee for the cash advance.       |
| <b>Amount</b> | Enter an amount you are requesting for the cash advance for each source. |

### ***Totals***

|                          |   |
|--------------------------|---|
| <b>Advance Amount</b>    | Displays the total amount of the cash advance request.  |
| <b>Update Totals</b>     | Click to calculate the total amount of the cash advance request.  |
| <b>Save For Later</b>    | Click to save and complete the cash advance request at a later time.  |
| <b>Finish and Submit</b> | Click to send the completed cash advance request to the approval process. Depending on how you set up your approval and audit rules, PeopleSoft Expenses will send the cash advance for payment processing or forward to an approver's queue. |

## **Importing ATM Advances**

Access the Import ATM Advances page (click the Import ATM Advances link on the Create Cash Advance page).

|                 |  |
|-----------------|--|
| <b>Date</b>     | Displays the date that the employee initiated the ATM advance.                                   |
| <b>Merchant</b> | Displays the vendor from whom the advance was transacted.  |
| <b>Amount</b>   | Displays the amount of the ATM transaction.  |
| <b>Detail</b>   | Click to access the ATM Advance Detail page and view more information about the ATM transaction. |

## Viewing ATM Data

Access the ATM Advance Detail page (Click the Detail link on the Import ATM Advances page).

|  |   |
|--|---|
| <b>Transaction Number</b>                      | Displays the transaction number associated with the ATM advance.  |
| <b>Trans Load Date</b> (transaction load date) | Displays the date that your system loaded the ATM advance.  |
| <b>Transaction Status</b>                      | Displays whether the ATM advance is assigned to a cash advance.   |
| <b>Cardmember Number</b>                       | Displays the employee's corporate credit card number.   |
| <b>Transaction Amount</b>                      | Displays the amount spent for the expense item.   |
| <b>Exchange Rate</b>                           | Displays the rate used to convert the ATM transaction to the base currency of the employee's business unit. |
| <b>Amount</b>                                  | Displays the amount in the base currency of the employee's general ledger business unit.                    |
| <b>Description Line 1-4</b>                    | Displays additional details regarding the ATM transaction.  |
| <b>Picked Up By Mobile</b>                     | Not used by PeopleSoft Expenses.  |
| <b>Date/Time</b>                               | Displays the date and time of the ATM transaction.  |

---

## Viewing and Modifying Cash Advances

This section discusses how:

- View cash advances.
- Modify cash advances.

## Common Elements Used in This Section

|                        |   |
|------------------------|---|
| <b>Accounting Date</b> | Displays the accounting date for PeopleSoft Expenses to use to generate new accounting entries in the Post Liabilities Application Engine process for cash advances reconciled through an employee reimbursement. |
| <b>Post State</b>      | Displays whether accounting entries for the cash advance have been posted to the general ledger.  |

**Action History**

This section appears after you submit a cash advance for approval and:

- Displays the name of the originator, approver, or project manager and their role.
- Displays the completed steps, such as *Submitted*, *Approved*, and *Denied*, in the cash advance approval process
- Displays the date and time on which the approval status was assigned.

**Pages Used to View and Modify Cash Advances**

| <b>Page Name</b>           | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|----------------------------|------------------------|--|---|
| View Cash Advance Report   | TE_ADVANCE             | <ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expense Center, Cash Advance, View</li> <li>• Travel and Expenses, Travel and Expense Center, Cash Advance, View</li> </ul>     | View cash advance requests that have already been submitted.                          |
| Modify Cash Advance Report | TE_ADVANCE             | <ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expense Center, Cash Advance, Modify</li> <li>• Travel and Expenses, Travel and Expense Center, Cash Advance, Modify</li> </ul> | Modify a cash advance request and submit it for approval or save it for further work. |
| View Approver Comments     | EX_COMMENTS_RJCT       | Click the approver comment button on the Modify Cash Advance Report page.  | View approver's comments.   |

**Viewing Cash Advances**




Access the View Cash Advance Report page (Travel and Expenses, Travel and Expense Center, Cash Advance, View).

**Travel & Expenses - Cash Advance Report**  
**View Cash Advance Report**  
Kenneth Schumacher      [User Defaults](#)      Advance ID: 0000000019  
Sent Back For Revision      By: Scott, William      **Advance is too high for authorization.**

General Information

Description: Consulting and product demo  
Business Purpose: General Travel and Expense  
Status: Pending  
Accounting Date: 08/27/2009

Comment:   
Reference:  
Post State: Not Applied  
Last Updated: 08/27/2009 By: MGR1

### View Cash Advance Report page

**Note.** Fields on the View Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are defined in that section of this PeopleBook chapter. Fields and functionality that are unique to the View Cash Advance Report page are discussed in this section.

See [Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 326.](#)

**View Approver Comments** When an employee views a cash advance that an approver denied or returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the View Cash Advance Report. Click the approver's comments link to access the View Approver Comments page and view all of the approver's comments.

### Totals

Additional fields appear in this section after you save a cash advance.

|                                   |  |
|-----------------------------------|--|
| <b>Advance Amount</b>             | Displays the total amount of the cash advance request.   |
| <b>Applied to Expense Reports</b> | Displays the total amount of the cash advance that the employee has applied to expense reports.        |
| <b>Payments Received</b>          | Displays the total amount of checks the employee has written to offset a balance due the organization. |

## Modifying Cash Advances

Access the Modify Cash Advance Report page (Travel and Expenses, Travel and Expense Center, Cash Advance, Modify).

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**Note.** Fields on the Modify Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are defined in that section of this PeopleBook Chapter. Fields and functionality that are unique to the Modify Cash Advance Report page are discussed in this section.

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See [Chapter 16, "Preparing Cash Advances," Creating Cash Advances, page 326.](#)

**View Approver Comments** When an employee modifies a cash advance that an approver returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Modify Cash Advance Report. Click the View Approver Comments link to access the View Approver Comments page to view all of the approver's comments.

---

## Reconciling Cash Advances

This section provides an overview of cash advance reconciliations and discusses how to reconcile cash advances.

### Understanding Cash Advance Reconciliations

When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report. If you do not reconcile cash advances, your company may incorrectly reimburse more than the expenses that your employees incur.

When employees prepare expense reports, they designate the associated cash advance ID from a link on the Expense Report Entry page. The Apply Cash Advance(s), link opens a page where they select one or more cash advance IDs to apply the entire amount or a portion of a cash advance to their expense reports. The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employees.

PeopleSoft Expenses tracks the remaining balance due to the organization and identifies the expense report IDs that employees applied the cash advance amounts to, on the Cash Advance Reconciliation page. If an employee received a cash advance but did not take the planned business trip or did not use the entire portion of the cash advance, the employee can submit a personal check to offset the balance due to the organization. You enter payments received from employees on the Cash Advance Reconciliation page.

To reconcile a cash advance, the cash advance must have a status of *Paid* and the total due to the company is zero. When you reconcile a cash advance, PeopleSoft Expenses changes the status to *Reconciled*.

---

**Note.** When you define business units for PeopleSoft Expenses, you can specify a grace period in which cash advances must be reconciled. If you use PeopleSoft Workflow, you can run the Employee Notification process to automatically send an email to employees who have outstanding cash advances that are older than the grace period.

---

**See Also**

Chapter 26, "Running Expense Transaction Processes," page 609

Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Specifications for a Business Unit, page 18

Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Setting Up Employee Notifications, page 110

**Page Used to Reconcile Cash Advances**

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------------|------------------------|--|--|
| Reconcile Cash Advance Report | EX_ADV_RECON           | Travel and Expenses,<br>Manage Accounting,<br>Reconcile Cash Advance | Reconcile a cash advance.<br>Compare the cash advance<br>against a submitted expense<br>report to correctly<br>reimburse the employee. |

**Reconciling Cash Advances**

Access the Reconcile Cash Advance Report page (Travel and Expenses, Manage Accounting, Reconcile Cash Advance).

| Travel & Expenses - Cash Advance Report   |                      |  |                        |   |
|---|----------------------|--|------------------------|---|
| Reconcile Cash Advance Report   |                      |  |                        |   |
| Kenneth Schumacher  |                      | Authorization ID: 0000000009             |                        |   |
| <b>General Information</b>  |                      |  |                        |   |
| Description:  | Trip to New York     | Comment:                                 | <input type="text"/>   |   |
| Business Purpose:   | Customer Visit       | Reference:                               |                        |   |
| Status:   | Paid                 | Post State:                              | Not Applied            |   |
| *Accounting Date:   | 11/23/2010           | Last Updated:                            | 10/31/2003             | By: SAMPLE  |
| Accounting Template:  | STANDARD             |  |                        |   |
| <b>Associated Expense Reports</b> <span>Customize   Find   View All      First 1 of 1 Last</span> |                      |  |                        |   |
| Report ID   | Creation Date        | Report Status                            | Amount Applied         | Currency  |
| 0000000071  | 11/04/2003           | On Hold, with Auditor                    | 178.00                 | USD   |
| <b>Payments</b> <span>Customize   Find      First 1 of 1 Last</span>                              |                      |  |                        |   |
| *Date   | *Number              | *Amount                                  | Currency               |   |
| 11/23/2010  | <input type="text"/> | 0.00                                     | USD                    | <input type="button" value="+"/> <input type="button" value="-"/> |
| <b>Totals</b>   |                      |  |                        |   |
| Advance Amount:   | 200.00               | USD                                      | <b>Report Balance</b>  |   |
| Applied To Expense Reports:   | 178.00               | USD                                      | Due Company: 22.00 USD |   |
| Payments Received:  | 0.00                 | USD                                      |                        |   |
|   |                      |  |                        | <input type="button" value="Update Totals"/>                      |
| <input type="button" value="Save for Later"/>   |                      | <input type="button" value="Reconcile"/> |                        |   |

Reconcile Cash Advance Report page

**Accounting Date**

Select the accounting date for PeopleSoft Expenses to use to generate new accounting entries in the Post Liabilities Application Engine (EX\_POST\_LIAB) process for cash advances reconciled through an employee reimbursement.

**Associated Expense Reports**

If the cash advance is associated with an expense report, PeopleSoft Expenses displays the expense report ID, creation date, report status, and amounts. If there is no report ID, you can still reconcile the cash advance. For example, if an employee received a cash advance but did not take the planned business trip or did not use all of the cash advance, the cash advance can be reconciled by the employee writing a check to your organization for the total displayed in the Due Company field.

**Payments**

Enter check numbers and check amounts when the employee submit checks for unused cash advance funds. PeopleSoft Expenses enables you to enter more than one check payment.

**Reconcile**

Click for PeopleSoft Expenses to validate that the amount applied to expense reports and the total payments received from the employee equals the amount of the cash advance request. If the amount applied to expense reports and total payments received does not equal the cash advance request amount, PeopleSoft Expenses displays an error message. If the amount applied to expense reports and total payments received equals the cash advance request amount, PeopleSoft Expenses sets the cash advance status to *Reconciled*.

**See Also**

[Chapter 26, "Running Expense Transaction Processes," page 609](#)

[Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Specifications for a Business Unit, page 18](#)

[Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Setting Up Employee Notifications, page 110](#)

---

## Deleting Cash Advances

This section provides an overview of deleting cash advances and discusses how to delete cash advances.

### Understanding Cash Advance Deletions

PeopleSoft Expenses allows you to delete a cash advance request providing that you have not submitted it for approval. You can also delete a cash advance request if it was submitted and denied.

### Page Used to Delete Cash Advances

| <i>Page Name</i>                         | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>           |
|--|------------------------|--|------------------------|
| Travel and Expense - Delete Cash Advance | TE_DEL_ADV             | Employee Self-Service, Travel and Expense Center, Cash Advance, Delete | Delete a cash advance. |

### Deleting Cash Advances

Access the Delete Cash Advance page (Employee Self-Service, Travel and Expense Center, Cash Advance, Delete).

The page displays a list of unsubmitted cash advance requests for the employee whose ID you entered. Select the delete column to designate cash advance requests to delete.



## Closing Cash Advances

This section provides an overview of closing cash advances and discusses how to close cash advances.

### Understanding Closing Cash Advances

When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

### Page Used to Close Cash Advances

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|--------------------|------------------------|--|---|
| Cash Advance Close | EX_CLOSE_ADVANCE       | Travel and Expenses, Process Expenses, Close Expenses, Mark Cash Advance for Close | Mark a cash advance for close if it has been approved for payment processing but not staged for payments. |

### Closing a Cash Advance

Access the Cash Advance Close page (Travel and Expenses, Process Expenses, Close Expenses, Mark Cash Advance for Close).

Cash Advance Close

Schumacher, Kenneth ID: KU0042 Advance ID: 0000000003

Advance Description: Product Demo

Accounting Date 08/15/2000

GL Unit: US001 US001 NEW YORK OPERATIONS

Advance Status: Paid

Business Purpose: Customer Visit

Amount: 0.00 USD

Reversal Date

☒ Use Current Date

☐ Use Specific Date

Close

#### Cash Advance Close page

The information on the Cash Advance Close page comes from the cash advance description. To indicate the reversal date for PeopleSoft Expenses to use to reverse the accounting liability entries, select Use Current Date or Use Specific Date. This opens a field for you to enter the date to reverse liability entries.

After you click Close and confirm your selections, PeopleSoft Expenses marks the cash advance for closing and changes the status to *Close in Process*. You must then run the close liability process to generate accounting entries.



## Chapter 17

# Preparing Expense Reports

This chapter provides an overview of how to prepare expense reports, lists common elements, and discusses how to:

- Create expense reports.
- Enter expense report information and transaction lines.
- Copy or add expense lines.
- View or modify accounting information.
- Apply cash advances to expense reports.
- Correct expense report transaction line errors.
- Split receipts on expense reports.
- Itemize hotel bills using Hotel Wizard.
- View and modify expense reports.
- Delete expense reports.
- Manage My Wallet transactions.

---

## Understanding How to Prepare Expense Reports

PeopleSoft Expenses makes it easy to transform a handful of receipts into a final expense reimbursement. This chapter discusses how to convert expense transactions into expense reports that meet your auditing standards, approval policies, and tax reporting requirements. PeopleSoft Expenses supports a variety of features designed to streamline your entry from defaults to importing credit card transactions. The way in which you set up your expense system determines what data is required and how your accounting system processes it. For example, if an employee takes a business trip that different departments within your organization fund, the expense report can reflect this so that the appropriate departments share the expenses.

PeopleSoft Expenses provides functionality to decrease the time that you spend entering expense reports. You can:

- Create expense reports populated with information from user defaults.
- Populate information from My Wallet to expense reports.
- Apply cash advances to expense reports.

- Copy multiple expense lines at one time on an expense report.
- Insert multiple rows at one time on the Expense Report Entry page.
- Save an expense report with errors or missing information.
- Associate a travel authorization with an expense report.

The PeopleSoft Expenses Travel feature provides direct integration with an organization's travel partners. If you have enabled the PeopleSoft Expenses Travel feature, when managing expense reports you can also:

- Create a new expense report using confirmed travel reservations.
- Add new expense report line items using confirmed travel reservations.
- Associate travel reservations with an expense report.
- View and compare totals for travel authorization, confirmed reservations, and expense reports that are associated with one another.

## Common Element Used in This Chapter

### Status

Depending on your organization's approval and audit policies, PeopleSoft Expenses may assign these values to expense report transactions:

- *Approved for Payment:* The expense report is authorized for payment processing.
- *Closed:* The expense report is marked for closure. You can close only those expense reports that have been submitted and approved for payment processing, but that are not yet staged for payment.
- *Denied:* The expense report was not approved by the approver or auditor.
- *Approvals in Process:* Depending on your approval and audit requirements, after anyone on the approval list has approved or held the expense report, the status changes to *Approvals in Process*. There may also be situations where a transactions has been approved for payment but not yet approved for billing. In these instances, the approver may see the status *Pending Billing Approval*.
- *Paid:* The employee has been issued a reimbursement.
- *Pending:* An employee has not submitted the expense report, or the approver or auditor denied and returned the expense report to the employee. This is the default status for a newly created expense report.
- *Staged:* The expense report is staged for payment.
- *Submitted for Approval:* The expense report is ready for the approval or audit process.

---

## Creating Expense Reports

This section provides an overview of expense report creation options and discusses how to create expense reports.

### Understanding Expense Report Creation Options

When you create an expense report, you have several options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the report. You can start with a blank expense report or populate one with data from another source.

### Pages Used to Create Expense Reports

| <i>Page Name</i>     | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>            |
|----------------------|------------------------|--|-------------------------|
| Expense Report Entry | EX_SHEET_ENTRY         | <ul style="list-style-type: none"><li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Open a Blank Report</i>).</li><li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Open a Blank Report</i>).</li><li>Select to start your report with <i>A Blank Report</i> from the Quick Start drop-down list box on the Expense Report Entry page.</li></ul> | Create expense reports. |

| <b>Page Name</b>                     | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|--------------------------------------|------------------------|--|---|
| Populate From A Travel Authorization | TE_POP_SHT_FROM_TA     | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy From a Travel Auth.</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy From a Travel Auth.</i>).</li> <li>Select to start your report with <i>A Travel Authorization</i> from the Quick Start drop-down list box on the Expense Report Entry page.</li> </ul> | Create new expense reports that contain information from approved travel authorizations, and modify the data.   |
| Copy From an Existing Expense Report | TE_COPY_SHEET          | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy an Existing Report</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy an Existing Report</i>).</li> <li>Select to start your report with <i>An Existing Report</i> from the Quick Start drop-down list box on the Expense Report Entry page.</li> </ul>       | Create new expense reports that contain similar information as existing ones, and modify the data as necessary. |

| <b>Page Name</b>       | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|------------------------|------------------------|--|---|
| Select a Template      | TE_TEMPLATE_SELECT     | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy From a Template</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults are set to <i>Copy From a Template</i>).</li> <li>Select to start your report with <i>A Template</i> from the Quick Start drop-down list box on the Expense Report Entry page.</li> </ul> | Select a template from which to create new expense reports. |
| Add Expenses To Report | TE_TEMPLATE2           | Select a template on the Select a Template page.   | Select expense types to populate expense reports.           |

## Creating Expense Reports

Two navigation paths can be used to access the expense report entry pages. The navigation through Employee Self-Service incorporates special security for authorized users, whereas the navigation through the main Travel and Expense menu uses standard permission list security and may be used for centralized or delegated entry of expense reports. When you use the Employee Self Service, Travel and Expense Center, Expense Reports, Create navigation, PeopleSoft Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. The creation methods are:

- *Open a Blank Report:* PeopleSoft Expenses displays the Expense Report Entry page.

- *Copy From a Travel Auth.* (copy from a travel authorization): PeopleSoft Expenses displays the Populate From A Travel Authorization page.

1. Select a date range to display approved travel authorizations from a specified period.
2. Click Search.

PeopleSoft Expenses displays travel authorizations for the dates that you specified.

3. (Optional) Click the link in the Travel Auth Description (travel authorization description) column to access the View Selected Travel Authorization page and view travel authorization details to decide whether to use the travel authorization as the basis for a new expense report.
4. Click Select to select the travel authorization to use as a basis for the expense report.

PeopleSoft Expenses displays the Expense Report Entry page and populates the fields with data from the travel authorization that you copied from.

- *Copy an Existing Report:* PeopleSoft Expenses displays the Copy From an Existing Report page.

1. Select a date range to display expense reports from a specified period.
2. Click Search.

PeopleSoft Expenses displays expense reports for the dates that you specified.

3. (Optional) Click the link in the Report ID column to access the View Selected Expense Report page and view an expense report before selecting it.
4. Click Select to select the expense report to use as a basis for the new expense report.

After you select an expense report to copy, the Expense Report Entry page appears. You must then update the relevant information, such as the transaction date, amount, and so on.

- *Copy From a Template:* PeopleSoft Expenses displays the Select a Template page.

1. Select a template to use for the expense report.

After you select a template, PeopleSoft Expenses displays the Add Expenses to Report page.

2. Select a date range for the expense report.
3. Select One Day for PeopleSoft Expenses to add one transaction line of the expense type to the expense report. The transaction date for the line will be the From date.

Select All Days for PeopleSoft Expenses to add one expense transaction line for each day in the date range for that particular expense type.

4. Click OK when you have finished entering a date range and selecting expense types.

PeopleSoft Expenses displays the Expense Report Entry page and populates rows with expense transaction lines that the system created for the dates that you specified. You can then continue completing the remaining information for the expense types.



---

## Entering Expense Report Information and Transaction Lines

This section provides an overview of expense report entry, lists common elements, and discusses how to:

- Prepare expense reports.
- Enter expense lines (occasional user).

### Understanding Expense Report Entry

The Expense Report Entry page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types. You may use the Employee Profile to set up default values for location, purpose, description, payment method, and distributions. These defaults are used to populate the expense report automatically when the expense report is initially created, but you may override these defaults during entry. Expense transactions may be directly entered or may be imported into your expense report from My Wallet if your organization is using a credit card feed. Expense transactions that are uploaded to the online system from a personal digital assistance (PDA) will show up in My Wallet ready for use in an expense report.

PeopleSoft Expenses also enables you to import expense transaction lines directly from confirmed travel reservations using the My Reservations component and associate an expense report with a confirmed travel reservation. To create expense transaction lines from a confirmed reservation, or to associate a confirmed reservation to an expense report, you must have enabled the travel feature for PeopleSoft Expenses by selecting the Use Travel Services check box on the Installation Options-Expenses page.

PeopleSoft Expenses also enables you to choose an expense report entry method: *Frequent User* or *Occasional User*. Employees and system administrators use the Employee Profile - User Defaults page or system administrators use the Installation Options - Expenses page to choose the entry method. The expense report entry method determines how PeopleSoft Expenses displays the Details grid on the Expense Report Entry page. Frequent users navigate from left to right on an expense transaction line within the Details grid; however, after entering general information about an expense type, the occasional user clicks the \*Detail link to access the Expense Detail for [expense type] page and enter additional information for the expense transaction.

---

**Note.** PeopleSoft Expenses uses the entry method (frequent user or occasional user) that is designated for the person who prepares the expense report; however, PeopleSoft Expenses uses all other employee user defaults for whom the report is created. For example, if Employee A prepares an expense report for Employee B, PeopleSoft Expenses uses the entry method that is designated for Employee A and uses all the other user defaults (such as expense type and project defaults) that are set up for Employee B.

---

### **Expense Report Information**

The General Information section on the Expense Report Entry page defines general information about the expenses incurred for the report. PeopleSoft Expenses populates most of these fields with information that you set up on the employee's user defaults page. This section appears the same for the occasional user and the frequent user. PeopleSoft Expenses also enables you to attach a travel authorization to your expense reports. Only one travel authorization can be attached to an expense report at one time. A detach travel authorization feature enables you to remove the travel authorization from the expense report. You can only select travel authorizations that are not already attached to an expense report.

## See Also

[Chapter 15, "Preparing Travel Authorizations," page 299](#)

## Common Elements Used in This Section



Click the Missing or invalid information was found button to access the Expense Detail for [expense type] page and view and correct missing or invalid information pertaining to the expense transaction line. This button appears only after you check for errors and a transaction line contains missing or invalid information.



Click to view or modify comments for the expense transaction:

- *No Receipt Comment*: If you selected *No Receipt* and entered comments, click to access the No Receipt Included page, where you can view or modify comments.
- *Location Amount Exceed Comment*: If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page, where you can view or modify comments.
- *Non-Preferred Merchant Comment*: If you did not select a preferred merchant for the expense type, click to access the Preferred Merchant Not Selected page, where you can view or modify comments about why you did not use a preferred merchant.
- *Credit Comment*: Click to access the Credit information for line [number] page and enter a reference about the credit. The Credit Comment button appears only if you have a negative expense transaction amount.



Click the View Additional Fields For This Expense button to access the next field that is applicable for the expense type. This button appears if the expense transaction default entry method is set to *Frequent User* and is repeated on each tab in the Details grid. This button does not appear in the Details grid if the expense transaction default entry method is set to *Occasional User*.



Click the Add Multiple New Rows button to insert one or more blank lines into the Details grid.

## Post State

Displays the posting status for the expense report.

## Pages Used to Prepare Expense Reports

| <i>Page Name</i>                  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-----------------------------------|------------------------|--|--|
| Expense Report Entry              | EX_SHEET_ENTRY         | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create</li> </ul> | Create expense reports.  |
| Expense Detail for [expense type] | EX_SHEET_ERRORS        | Click the Detail link on the Expense Report Entry page.  | Enter details about the expense type.<br><br><b>Note.</b> This link is available only if the expense entry type is set to <i>Occasional User</i> on either the Installation Options - Expenses or User Profile - User Defaults page. |
| Attendees                         | TE_SHEET_ATT           | Click the Add Additional Attendees button on the Expense Report Entry page on the Overview tab.  | Add, view, or modify attendees for the expense transaction.  |
| No Receipt Included               | EX_NORCPT_COMMENT      | Click the No Receipt Comment button on the Expense Report Entry page on the Detail tab.  | Add, view, or modify comments about why a receipt for an expense is not included with the expense report.  |
| Preferred Merchant Not Selected   | EX_SH_PRFMRCH_CMNT     | Click the Non-Preferred Merchant Comment button on the Expense Report Entry page on the Merchant tab.  | Add, view, or modify comments about why a preferred merchant was not used.   |
| Credit Card Selection             | TE_CC_LOOKUP           | Click the Credit Card Selection button on the Expense Report Entry page on the Detail tab.   | Select a credit card to use for the expense item. This button only appears when a credit card merchant is selected as the payment type on the Overview tab.  |
| Exchange Rate Detail              | EXCH_RT_DTL            | Click the Rate Detail button on the Expense Report Entry page on the Currency tab.   | View the exchange rate information that the system used for an expense.  |

| Page Name                      | Definition Name | Navigation  | Usage                               |
|--------------------------------|-----------------|---|-------------------------------------|
| Expense Report Project Summary | TE_PROJ_SUMMARY | Select <i>Expense Report Project Summary</i> from the More Options drop-down list box on the Expense Report Entry page. | View summary of expense line items. |

## Preparing Expense Reports

Access the Expense Report Entry page (Travel and Expenses, Travel and Expense Center, Expense Reports, Create).

**Create Expense Report**

**Expense Report Entry**

Kenneth Schumacher [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: New York Conference Comment:

\*Business Purpose: General Travel and Expense Reference:

Default Location: New York, New York

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:  GO

**Details** Customize | Find | View All | First 1-4 of 4 Last

| Select                   | *Expense Type | *Expense Date | *Amount Spent | *Currency | *Payment Type    | *Billing Type |
|--------------------------|---------------|---------------|---------------|-----------|------------------|---------------|
| <input type="checkbox"/> | Breakfast     | 08/03/2009    | 10.19         | USD       | Check            | Internal      |
| <input type="checkbox"/> | Lunch         | 08/03/2009    | 15.28         | USD       | Cash             | Internal      |
| <input type="checkbox"/> | Dinner        | 08/03/2009    | 65.38         | USD       | American Express | Internal      |
| <input type="checkbox"/> | Hotel/Lodging | 08/03/2009    | 260.00        | USD       | American Express | Billable      |

Copy Selected Delete Selected Check For Errors New Expense Add

Expense Report Entry page (frequent user mode) (1 of 2)

**Totals**

|                            |            |               |            |
|----------------------------|------------|---------------|------------|
| Employee Expenses:         | 350.85 USD | Due Employee: | 25.47 USD  |
| Non-Reimbursable Expenses: | 0.00 USD   | Due Vendor:   | 325.38 USD |
| Prepaid Expenses:          | 0.00 USD   |               |            |
| Employee Credits:          | 0.00 USD   |               |            |
| Vendor Credits:            | 0.00 USD   |               |            |
| Cash Advances Applied:     | 0.00 USD   |               |            |

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#)

Expense Report Entry page (frequent user mode) (2 of 2)

**User Defaults**

Select to access the Employee Profile - User Defaults page to view or edit your defaults or preferences.

---

**Note.** This link is not available if the User Defaults option on the employee privilege template for the expense report transaction is set to *Hide*.

---

**Quick Start**

Select from these values:

- *A Blank Report:* Select to start with a blank report.
- *A Template:* Select to access the Select a Template page, where you can select a template on which to base a new expense report.
- *A Travel Authorization:* Select to access the Populate From A Travel Authorization page, where you can select a travel authorization from which to create a new expense report that contains similar information.
- *An Existing Report:* Select to access the Copy From an Existing Report page, where you can select an existing expense report from which to create a new expense report that contains similar information.
- *Entries from My Reservation:* Select to access the Add My Confirmed Reservations page, where you can select from a list of available, confirmed travel reservations from which to create expense report transaction lines.

---

**Note.** The *Entries from My Reservation* option only appears if the Use Travel Services check box is selected on the Installation Options-Expenses page.

---

- *Entries From My Wallet:* Select to access the My Wallet page, where you can select transactions to add to the expense report.

---

**Note.** PeopleSoft Expenses hides the Quick Start field after you select a creation method or enter your first expense type in the Details grid.

---

**General Information****Description**

Enter a description to identify the expense report.

**Comment**

Enter additional information about the expense report.

**Business Purpose**

Select a purpose from a predefined list that was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.

**Reference**

Enter characters for tracking or identification.

**Default Location**

Enter a city, country, or geographical area where the expenses were generally incurred (which you establish during system setup). This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, PeopleSoft Expenses applies the new location to newly added expenses; the change does not affect existing expense lines.

---

**Note.** If value-added tax (VAT) is enabled, you must enter a default location so that PeopleSoft Expenses can determine the VAT treatment.

---

**Authorization ID**

Displays the travel authorization number that is either associated with the expense report or used to create an expense report. Click the link to access the Travel Authorization Details page to view information about the travel authorization.

**Detach TA**(detach travel authorization)

Select to detach a travel authorization that was associated with the expense report. This check box does not apply when a travel authorization is used to create an expense report by copying travel authorization lines to a new expense report. After selecting the Detach TA check box, the system detaches the travel authorization from the expense report after the expense report is saved. The detached travel authorization is available to associate with another expense report.

**Accounting Defaults**

Click to access the Accounting Defaults page and view or modify the default accounting ChartFields and the distribution split. The default accounting is implemented at the expense report level, and each expense that you add to the report inherits it.

---

**Note.** This link is not available if the Default Accounting option on the employee privilege template for the expense report transaction is set to *Hide*.

---

See [Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 366.](#)

**Apply Cash Advance(s)**

Click to access the Apply Cash Advance(s) page and select and apply part or all of a cash advance to the expense report.

See [Chapter 17, "Preparing Expense Reports," Applying Cash Advances to Expense Reports, page 369.](#)

**View Associated Reservations** Click to access the UnAssociate My Confirmed Reservations page. The UnAssociate My Confirmed Reservations page displays only the confirmed reservations that are associated with the expense report and enables the user to drill into the details of the reservation transaction line. Also use this page to detach associated reservations from an expense report. Detached reservations are made available on the Select My Reservations page after the reservation has been detached and the expense report is saved.

---

**Note.** The *View Associated Reservations* link only appears if travel reservations are associated with the expense report and the Use Travel Services check box is selected on the Installation Options-Expenses page.

---

See Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Associating Confirmed Reservations to Expense Reports, page 498.

**More Options**

Select from these options:

- *Adjustment Cash Advance:* Select to have PeopleSoft Expenses generate an adjustment cash advance if you owe money to the company.
- *Associate Travel Authorization:* Select to access the Associate Travel Authorization page. Only one travel authorization can be associated with an expense report at a time. Travel authorizations that require budget checking or are used to create expense reports are not available for association with an expense report. After a travel authorization is associated with an expense report, it is removed from the Associate Travel Authorization page.
- *Associate Travel Reservations:* Select to access the Associate My Confirmed Reservations page and select one or more confirmed reservations to associate with an expense report. After a reservation is associated with an expense report, the View Associated Reservations link appears, enabling you to drill into the reservation details. Also, the reservation is no longer available for association with other expense reports.

The *Associate Travel Reservations* option appears only if the Use Travel Services check box is selected on the Installation Options-Expenses page.

---

**Note.** To detach a reservation from an expense report, you must access the Unassociate My Confirmed Reservations page by clicking the View Associated Reservations link.

---

- *Document Sequencing:* Select to access the Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.
- *Expense Report Project Summary:* Select to access the Expense Report Project Summary page and view a summary of expense line items. This option is available only if PeopleSoft Project Costing is installed.
- *Printable View:* Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document. If you are creating a new report, you must save it first.

**Details - Overview Tab**

The elements on this tab are similar for both frequent users and occasional users.

**Select**

Use in conjunction with the Copy Selected or Delete Selected buttons.

**Expense Type**

Select an expense type to add an expense item.

---

**Note.** The expense type is not in deferred mode so that PeopleSoft Expenses can determine which fields to apply and which fields to hide.

---



|                     |  |
|---------------------|--|
| <b>Expense Date</b> | Enter the date when the transaction began or occurred.   |
| <b>Amount Spent</b> | Enter the amount that you spent for the expense. This field is grayed out when the expense type of <i>Automobile</i> is selected.  |
| <b>Currency</b>     | Displays the currency associated with the transaction amount spent. The default for this field is the employee's base currency; however, you can change it.  |
| <b>Payment Type</b> | Enter how you paid for the expense, such as with a credit card or cash. This value may appear by default if a payment type is entered in the Expense defaults group box on the Employee Profile - User Defaults page.  |
| <b>Billing Type</b> | <p>Select the appropriate billing type for the expense transaction.</p> <p>If you use PeopleSoft Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing. The billing type determines the billing code that PeopleSoft Project Costing uses.</p> |



Click the Accounting Detail button to access the Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report.

---

**Note.** This button is not available if the Distributions option on the employee privilege template for the expense report transaction is set to *Hide*.

---

See [Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Information, page 365.](#)



Click the Add Additional Attendees button to access the Attendees page and enter names (lastname,firstname), companies, and titles for an expense type that requires a list of attendees on your expense report.

**Detail**

PeopleSoft Expenses displays this link if your entry method is *Occasional User*. Click the link to access the Expense Detail for [expense type] page to continue entering information about the expense transaction.

---

**Note.** The expense type determines what fields PeopleSoft Expenses displays on the Expense Detail for [expense type] page. Fields that appear on the Expense Detail for [expense type] page are the same fields that PeopleSoft Expenses displays on the Expense Report Entry page in the Details grid under the various tabs (such as the Location or Air/Hotel tab). Fields on the Expense Detail for [expense type] page are documented in the Preparing Expense Reports section of this chapter under the subtopics pertaining to each tab on the Expense Report Entry page for frequent users.

---

See [Chapter 17, "Preparing Expense Reports," Entering Expense Lines \(Occasional User\), page 359.](#)

**Details - Detail Tab****Description**

Enter a description about the expense transaction.

**Non-Reimbursable**

Select if charges are neither business related nor subject to employee reimbursement.

**No Receipt**

Select if no receipt is available to substantiate an expense item that requires a receipt. PeopleSoft Expenses compares the expense to the minimum amount that is required for a receipt (as defined by the employee's business unit). If a receipt is required, you may need to provide an explanation on the No Receipt Included page for not having a receipt.



Click the Receipt Split button to access the Receipt Detail for Expense [expense type] page to itemize the charges on this receipt into smaller, detailed expenses.

See [Chapter 17, "Preparing Expense Reports," Splitting Receipts on Expense Reports, page 372.](#)



Click the Credit Card Selection button to access the Credit Card Selection page. If the user profile contains more than one credit card, select a credit card to use for the expense item. The credit card numbers appear in a masked format in which only the last four digits of the credit card number are visible.

**Details - Location Tab****Location**

Select the location where you incurred the expense. PeopleSoft Expenses prepopulates this field if you enter a default location in the General Information group box or if you enter a previous line with a location.

**Originating Location** Select the location (which you establish during system setup) from where you began your business travel. PeopleSoft Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults page.

### ***Details - Merchant Tab***

**Preferred Merchant** Select from a list of merchants with whom your organization has contractual agreements. The merchant list varies according to the expense type.

**Non-preferred Merchant** Enter the name of the non-preferred merchant that you used if you did not select a preferred merchant. PeopleSoft Expenses may prompt you to enter an explanation about why you did not use a preferred merchant on the Preferred Merchant Not Selected page.



Click the Non-Preferred Merchant button to access the Preferred Merchant Not Selected page to enter an explanation as to why you did not use a preferred merchant for the expense type. This button appears only if you do not enter a preferred merchant.

### ***Details - Air/Hotel Tab***

**Ticket Number** Enter the unique airline ticket number. PeopleSoft Expenses verifies that the ticket number is unique and prompts you (when you check for errors) if it detects that the ticket number was used previously.

**Nbr of Nights** (number of nights)

Enter the number of nights that the expense covers.



Click the Itemize Hotel Bill button to access the Itemize Hotel Bill page and itemize the hotel receipt into more specific charges, such as room and telephone charges. Once itemized, PeopleSoft Expenses populates the main expense grid with each itemized charge. You may itemize the entire bill or only part of it if some expenses are non-reimbursable. PeopleSoft Expenses supports the ability to itemize lodgings with different room rates.

See [Chapter 17, "Preparing Expense Reports," Itemizing Hotel Bills Using Hotel Wizard, page 375.](#)

### ***Details - Mileage Tab***

**Transportation ID** Select a transportation ID. This field is active if the distance rate for expense type Auto Mileage is *Varied*. This field does not appear if the distance rate for expense type Auto Mileage is *Standard*.

**Rate** Displays the rate that it uses to calculate the reimbursement for the distance traveled.



Click the Calculate Mileage Rate button to automatically calculate the mileage reimbursement amount. Expenses displays this button only when variable rates apply.

- Passengers**
- Enter the number of passengers in the automobile.
- Originating Location**
- Enter the originating location.

**Details - Per Diem Tab**

- Per Diem Range**
- Select a per diem range that defines the number of days at a specific location. PeopleSoft Expenses uses this information for per diem calculations.  
  
PeopleSoft Expenses looks at the employee's base country to determine whether to display the Per Diem Range field or the Start Time and End Time fields.
- Start Time and End Time**
- Enter the start and end times for the day.  
  
PeopleSoft Expenses looks at the employee's base country to determine whether to display the Per Diem Range field or the Start Time and End Time fields.
- Amount Spent**
- Displays the calculated per diem amount based on the location and other per diem setup rules. You can override the Amount Spent field if you are authorized to do so.
- Currency**
- Displays the employee's base currency.



Click the Refresh Per Diem Amounts button to calculate the amount.



Click the Per Diem Deductions button to access the Per Diem Deductions page and deduct qualified expense types from the per diem amount.

**Details - VAT Tab**

The VAT tab and corresponding fields appear only if you enable the Record Foreign VAT option on the VAT Options page or if the employee's business unit is associated with a VAT entity.

- Calculated VAT**(calculated value-added tax)
- PeopleSoft Expenses displays the calculated VAT unless the option has been set to hide for your organization.



Click the Calculate VAT button to have PeopleSoft Expenses calculate the VAT.

- Override VAT** (override value-added tax)
- Select to override the calculated VAT.

**No VAT Receipt** (no value-added tax receipt)

Select if the employee did not submit a receipt for a VAT expense item that requires a receipt. You can set up approval and audit rules so that expenses with VAT but without receipts require approval and auditing because in many countries you cannot claim tax credits for the VAT without a receipt. When you select this option, PeopleSoft Expenses sets the recovery percentage and rebate amount fields to zero.



Click the VAT Information button to access the VAT Information page for the expense item.

See [Chapter 24, "Processing Value Added Tax Transactions in PeopleSoft Expenses," page 587.](#)

### **Details - Currency Tab**

**Exchange Rate**

If the currency code for the transaction amount differs from the base currency of the employee's business unit, PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables. You can override the system-supplied exchange rate.

**Dflt** (default)

Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses is using a user-defined exchange rate.



Click the Reset Rate button to change a user-defined exchange rate to the system-defined exchange rate.



Click the Rate Detail button to access the Exchange Rate Detail page and view the exchange rate information that the system used.

**Reimburse Amt**  
(reimbursement amount)

Displays the amount in the employee's base currency, which may be reimbursed to the employee.

**Copy Selected**

Click to access the Expense Report - Copy Selected Expenses page to enter details about copying expense lines that you selected in the Enter Expense Lines grid.

See [Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 359.](#)

**Delete Selected**

Click to delete expense lines that you selected in the Details grid.

---

**Note.** If you import level 3 (Hotel/Lodging expense type) data from credit card vendors, and you delete a transaction detail line, then all of the detail transaction lines that were imported are deleted for the transaction. You cannot delete individual detail lines that are level 3 data. If you delete a level 3 detail line, a message is issued that all lines associated with the Hotel/Lodging expense type will be deleted.

---

**Add**

Select *Entries from My Reservations* to access the Add My Confirmed Reservations page and select available, confirmed reservation lines to add to the expense report transaction lines.

---

**Note.** The *Entries from My Reservations* option only appears if the Use Travel Services check box is selected on the Installation Options-Expenses page.

---

Select *Expenses from My Wallet...* to access the My Wallet page and select expense transactions to add to the expense report.

Select *Multiple Expenses...* to access the Add Multiple Expenses page and select several expense types to add to the expense report.

Select *New Expense* and add one blank line to the Details grid. You may then select the expense type on the line.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Expense Reports, page 492.](#)

See [Chapter 17, "Preparing Expense Reports," Applying My Wallet Transactions to Expense Reports, page 386.](#)

See [Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 359.](#)

**Check For Errors**

Click to check the expense transaction lines for missing or invalid information. Lines flagged with errors display an error icon. You can click the icon to go to the Expense Report - Expense Detail for [expense type] page, which displays all the errors associated with the expense line.

See [Chapter 17, "Preparing Expense Reports," Correcting Expense Report Transaction Line Errors, page 370.](#)

**Totals****Update Totals**

Click to refresh your report totals.

**Save For Later**

Save the expense report without submitting it for approval. You can save the report with or without errors and you can modify it later.

**Submit**

Save the expense report and submit it for approval. If errors exist, PeopleSoft Expenses displays the Expense Detail for [expense type] page, where you can correct the errors. After you submit the expense report, you cannot modify it.

**Expense Report Project Summary**

Select to access the Expense Report Project Summary page to view a summary of expense line items. PeopleSoft Expenses displays this link if PeopleSoft Project Costing is installed.

**Printable View**

Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document.

## Entering Expense Lines (Occasional User)

For occasional users only, access the Expense Detail for [expense type] page (click the Detail link on the Expense Report Entry page).

Create Expense Report

Expense Detail for Breakfast (Line 1)

Kenneth SchumacherReport ID: NEXT

About This Expense

\*Expense Date:08/03/2009

\*Payment Type:Cash

\*Billing Type:Internal

\*Location:New York, New York

\*Description:Breakfast for self

\*Amount Spent:20.00

\*Currency:USD

\*Exchange Rate:1.00000000

☐ No Receipt  
☐ Non-Reimbursable

☒ Default Rate

Reimbursement Amt:20.00 USD

Exception Comments

Location Amount:

No Receipt:

[Accounting Detail](#)  
[Add Additional Attendees](#)  
[Receipt Split](#)

Expense Report - Expense Detail for [expense type] page

**Note.** Fields on the Expense Detail for [expense type] page are the same as the fields on the Expense Report Entry page and are defined in the Preparing Expense Reports section of this PeopleBook chapter.

See [Chapter 17, "Preparing Expense Reports," Preparing Expense Reports, page 348.](#)

**Return to Expense Report**      Click to return to the Expense Report Entry page.

## Copying or Adding Expense Lines

This section provides overviews of how to copy expenses lines and add multiple expense lines, and discusses how to:

- Copy expense lines.
- Add multiple expense lines.

## Understanding How to Copy Expense Lines

PeopleSoft Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends and whether to copy attendees. The functionality associated with the Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, PeopleSoft Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

---

**Note.** When copying an expense line associated with any travel fields, the travel data is not copied to the new expense line.

---

### ***Copy Expense Type Functionality Exceptions***

After you enter data on the Copy Selected Expenses page and click OK, PeopleSoft Expenses copies all of the data to each new line that it creates. The following table describes the expense types that have exceptions:

| <b><i>Expense Type</i></b> | <b><i>Copy Functionality</i></b>   |
|----------------------------|--|
| Airfare                    | PeopleSoft Expenses copies all of the data except the ticket number to each new line that it creates.  |
| Auto Mileage               | PeopleSoft Expenses copies the distance rate to each line. If the rate calculation type is <i>Variable</i> , PeopleSoft Expenses recalculates the actual distance rate.  |
| Per Diem                   | <p>For per diem expense types that are set up for a daily range, PeopleSoft Expenses copies the daily range amount on the original line to each new line that it creates.</p> <p>For per diem expense types that are set to an hourly range, PeopleSoft Expenses creates new lines within your date range with a start time of 12:00 a.m. and an end time of 11:59 p.m. except for the last line, which displays the end time that you enter on the Copy Selected Expense(s) page.</p> <p>PeopleSoft Expenses retrieves the appropriate rate from the Location Amount (EX_LOC_AMT_DTL) or Per Diem Amount (EX_PER_DIEM_AMT) table for the 24-hour period because the original line from which Expenses copied from may not be equal to 24 hours. For the last day, PeopleSoft Expenses retrieves the appropriate rate from the table based on the per diem range of hours that the user specifies.</p> |
| Per Diem Lodging           | No exceptions exist for this expense type. PeopleSoft Expenses copies all of the data to each new line that it creates.  |



The expense line from which you copy may have been created from sources such as a credit card feed or by using the Hotel Wizard. In some cases, the expense line that you copy may have exception comments. The following table describes the copy functionality for these types of expense lines:

| <b><i>Exception Type</i></b> | <b><i>Copy Functionality</i></b>  |
|------------------------------|---|
| Credit card feed             | If you copy a line that came from a credit card feed, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also clears the card number, resets the credit card feed flag to <i>N</i> , and clears the payment type.                  |
| Hotel Wizard                 | If you copy an expense that was created using Hotel Wizard, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also deletes the Hotel Wizard receipt number so that the new lines are not linked to the Hotel Wizard transactions. |
| Receipt split                | If you copy a line that was created using the receipt split functionality, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses does not copy the original receipt number for any of the new lines that it creates.                  |
| Exception comments           | If you copy a line that already includes exception comments, PeopleSoft Expenses copies the comments for each new line that it creates.   |

## Understanding How to Add Multiple Expense Lines




PeopleSoft Expenses enables you to select multiple expense types to add to an expense report. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. PeopleSoft Expenses adds the multiple expense lines to your expense reports, and you enter the remaining information that pertains to each expense type.

## Pages Used to Copy or Add Expense Lines

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|------------------------|------------------------|---|---|
| Copy Selected Expenses | TE_COPY_LINE_SEC       | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Report, Create</li> </ul> <p>Click the Copy Selected button on the Expense Report Entry page after selecting one or more expense lines.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Travel and Expense Center, Expense Report, Create</li> </ul> <p>Click the Copy Selected button on the Expense Report Entry page after selecting one or more expense lines.</p> | Copy selected expense lines on an expense report.   |
| Add Multiple Expenses  | TE_ADD_MULT_EXP        | Select <i>Multiple Expenses...</i> from the Add drop-down list box on the Expense Report Entry page.  | Select expense types to add to expense reports and whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range. |

## Copying Expense Lines

Access the Copy Selected Expenses page (Travel and Expenses, Travel and Expense Center, Expense Report, Create and then click the Copy Selected button on the Expense Report Entry page after you select one or more expense lines).

| Expense Report   |              |  |   |
|--|--------------|--|---|
| <b>Copy Selected Expenses</b>  |              | Report ID:   | 0000000068                                |
| Kenneth Schumacher   |              |  |   |
| <p>You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.</p> |              |  |   |
| Selected Expenses  |              |  |   |
| Expense Type   | Expense Date | Amount Spent   | Currency                                  |
| Breakfast  | 08/09/2003   | 10.53  | USD                                       |
| Lunch  | 08/09/2003   | 11.02  | USD                                       |
| Copy Option  |              |  |   |
| <input checked="" type="radio"/> Copy to One Date  | To Date:     | <input type="text"/>  | <input type="checkbox"/> Copy Attendees   |
| <input type="radio"/> Copy to Range of Dates   | From Date:   | <input type="text"/>  | <input type="checkbox"/> Include Weekends |
|  | To Date:     | <input type="text"/>  | <input type="checkbox"/> Include Holidays |
|  |              |  | <input type="checkbox"/> Copy Attendees   |

### Copy Selected Expenses page

#### Copy to One Date

Select to copy each selected line only once using the To Date as the new expense date.

#### Copy Attendees

Select to copy the attendee information to the new expense lines. If not selected, PeopleSoft Expenses populates each line that it creates with only the employee's name in the attendees list. PeopleSoft Expenses displays the Copy Attendees check box only if any of the selected expense types requires attendees.

#### Copy to Range of Dates

Select to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

#### From Date and To Date

Enter a date or a date range for PeopleSoft Expenses to calculate the number of rows to create. If you are copying a per diem expense type, you cannot enter a date prior to the copied per diem line.

---

**Note.** You cannot enter future dates.

---

#### End Time

Enter the ending time that PeopleSoft Expenses uses to calculate the per diem on the last line that it copies. For all other lines that the system creates within your date range, it enters a start time of 12:00 a.m. and end time of 11:59 p.m.

---

**Note.** PeopleSoft Expenses displays this field only for per diem expense types that are set for hours.

---

- Include Weekends and Include Holidays**

Select to copy the expense type for the entire date range.  
If you do not select to include weekends, PeopleSoft Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays.  
If you do not select to include holidays, PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses does not copy expense lines for days that the calendar designates as holidays.

Adding Multiple Expense Lines

Access the Add Multiple Expenses page (select Multiple Expenses... from the Add drop-down list box on the Expense Report Entry page).

Expense Report

Add Multiple Expenses

Kenneth Schumacher

Report ID: 000000068

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From: 08/26/2009

To: 08/26/2009

Add Expense Types:

| One Day                  | All Days                 | Expense Type             |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Air Travel               |
| <input type="checkbox"/> | <input type="checkbox"/> | Automobile Mileage       |
| <input type="checkbox"/> | <input type="checkbox"/> | Automobile Rental        |
| <input type="checkbox"/> | <input type="checkbox"/> | Breakfast                |
| <input type="checkbox"/> | <input type="checkbox"/> | Conference/Meeting       |
| <input type="checkbox"/> | <input type="checkbox"/> | Courier Service          |
| <input type="checkbox"/> | <input type="checkbox"/> | Currency Conversion Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Dinner                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Entertainment - Meals    |

Add Multiple Expenses page (partial page)

- From and To**

Select a date range for PeopleSoft Expenses to use to add expense lines to the expense report. This range is used to generate a line for the expense type for each day if the All Days check box is selected.
- One Day and All Days**

Select to specify whether to add one instance of the expense type to the expense report or whether to add one for each day in the date range for that particular expense type.
- Continue**

Click to return to the expense report, where the selected expense items appear.

**Return to Expense Report Entry**

Click to return to the Expense Report Entry page without adding expense lines. If you selected any expense items, PeopleSoft Expenses does not add them to the expense report.

---

## Viewing or Modifying Accounting Information

This section provides overviews of PeopleSoft Expenses accounting and applying accounting defaults to expense reports, and discusses how to:

- View or modify default accounting.
- View or modify accounting details.

## Understanding Expenses Accounting

When you create new expense reports, PeopleSoft Expenses populates the expense report with accounting defaults for the cost distributions based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that PeopleSoft Expenses requires is the general ledger business unit. If you are using Approver List routing for your approvals workflow, the ChartField(s) that you select for routing must be populated in the expense transactions. For example, if you are routing by department, then this ChartField must be populated in the expense transactions. If other accounting distribution fields are in the employee profile, they appear by default in the expense reports.

---

**Note.** If employees have more than one profile in PeopleSoft Expenses, the system uses the profile that you select as the default.

---

### See Also

[Chapter 6, "Understanding Accounting in PeopleSoft Expenses," page 69](#)

[Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268](#)

[Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272](#)

## Understanding How to Apply Accounting Defaults to Expense Reports

PeopleSoft Expenses uses the ChartField defaults that you set up on the Employee Profile. These defaults are used as part of the distribution created by PeopleSoft Expenses when you enter an expense report. In addition to the primary ChartFields, if PeopleSoft Project Costing is installed, you may also establish project defaults for Expense Reports and Project defaults for Time Reports in the User Defaults tab. PeopleSoft Expenses uses the project defaults, which include PC Business Unit, Project ID, and Activity, for expense reports that you set up on the Employee Profile - User Defaults page. PeopleSoft Expenses creates one distribution line at 100 percent unless you define project defaults with multiple percentage split lines.

Project defaults are used if PeopleSoft Project Costing is installed (defined in Installation Options); otherwise, PeopleSoft Expenses uses project defaults only for time reporting. If PeopleSoft Project Costing is not installed but you use the Project ChartField, then the field is presented in the same grid as the Department and other ChartFields. In all cases, the full distribution for an expense is created from a combination of the employee's GL Business, GL ChartField defaults defined in the Organization tab of the profile, the Account ChartField associated with the expense type for each line, and any project default defined in the profile for expense reports.

The Accounting Defaults page displays the distribution of ChartFields for the expense report, which you may view or edit, depending on how you set up PeopleSoft Expenses.

### See Also

Chapter 6, "Understanding Accounting in PeopleSoft Expenses," page 69

## Pages Used to Review or Modify Accounting Information

| <i>Page Name</i>    | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|---------------------|------------------------|---|--|
| Accounting Defaults | TE_SHEET_SPLIT         | Click the Accounting Defaults link on the Expense Report Entry page.  | View or modify the default accounting ChartFields.<br>Redistribute the percentages of expenses to different ChartFields. |
| Accounting Detail   | TE_SHEET_DIST          | <ul style="list-style-type: none"> <li>If you are a frequent user, click the Accounting Detail button on the Expense Report Entry page, Overview tab.</li> <li>Click the Accounting Detail link on the Expense Detail for [expense type] page.</li> </ul> | View or modify the accounting ChartFields for the expense line item.   |

## Viewing or Modifying Default Accounting

Access the Accounting Defaults page (click the Accounting Defaults link on the Expense Report Entry page).

This page displays the default accounting for an employee.

If you are using employee privilege templates, access to these fields is dependant on the value in the Default Accounting field for expense transaction on the Employee Privilege Template page:

- If the Default Accounting option of the employee privilege template that is associated with the employee is *View*, you cannot edit the default accounting values.
- If the Default Accounting option of the employee privilege template that is associated with the employee is *Modify*, you can edit the default accounting values.

For more information about employee privilege templates:

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

If you can modify this page, you can:

- Change the ChartFields.
- Add rows and redistribute percentages.
- Delete rows that do not apply to the expense report.

|                            |   |
|----------------------------|---|
| <b>% (percentage)</b>      | Enter the percentage of expense to charge to the ChartFields that you select when you add a new row. The accounting split must equal 100 percent for the set of default ChartFields.        |
| <b>Add ChartField Line</b> | Click to add new accounting lines.  |
| <b>Load Defaults</b>       | Click to reload the accounting defaults from the Employee Profile - Organizational Data and Employee Profile - User Defaults pages.   |
| <b>User Defaults</b>       | Click to access the Employee Profile - User Defaults page.  |
| <b>OK</b>                  | Click to return to the Expense Report Entry page. If you made changes, the changes apply only to new lines and to existing lines that you had not previously changed the ChartField values. |

## Viewing or Modifying Accounting Details

Access the Accounting Detail page (click the Accounting Detail button on the Expense Detail for [expense type] page).

Expense Report

Accounting Detail

Kenneth Schumacher

Report ID: 0000000068

This is the accounting detail for expense type Automobile Rental with a transaction date of 2003-08-09 in the amount of 60 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Accounting Detail

General Ledger ChartFields

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Alt Acct | Oper Unit | Fund | Dept  | Progr |
|--------|----------|-----------------|---------------|---------------|---------|----------|-----------|------|-------|-------|
| 60.00  | US001    | 60.00           | USD           | 1.00000000    | 650025  |          |           |      | 41000 |       |

Add ChartField Line Refresh

Accounting Detail page

If you are using employee privilege templates, access to this page is dependant on the value in the Distributions field, and access to these fields is dependant on the value in the GL ChartFields and PC ChartFields fields for the expense transaction.

For more information about employee privilege templates:

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

- Restore Defaults

Click to reset the default accounting values.
- Add ChartField Line

Click to add an additional accounting line for the expense transaction.
- Refresh

Click for PeopleSoft Expenses to recalculate the distribution amounts.
- Previous Expense and Next Expense

Click to navigate to the expense report's previous expense or next expense transaction line's accounting details.
- OK

Click for PeopleSoft Expenses to accept your accounting changes and return to expense entry.

VAT Amounts Tab

PeopleSoft Expenses displays the VAT Amounts tab only if VAT is enabled for the employee.



Click the VAT Accounting Detail button to access the VAT Accounting Detail page and view accounting details for the distribution line.



## Applying Cash Advances to Expense Reports

This section provides an overview of applying cash advances to expense reports and discusses how to apply cash advances to an expense report.

### Understanding Applying Cash Advances to Expense Reports

You can apply part or all of a cash advance to an expense report. You can apply a cash advance to more than one expense report, and you can apply more than one cash advance to an expense report. When a cash advance is applied, PeopleSoft Expenses updates the cash advance balance accordingly. If the expense report is denied, the balance of the cash advance is restored and available for use on another expense report.

### Page Used to Apply Cash Advances to Expense Reports

| Page Name             | Definition Name | Navigation   | Usage   |
|-----------------------|-----------------|--|---|
| Apply Cash Advance(s) | TE_ADD_ADVANCES | Click the Apply Cash Advance(s) link on the Expense Report Entry page. | Select cash advances to apply to expense reports. |

### Applying Cash Advances to an Expense Report

Access the Apply Cash Advance(s) page (click the Apply Cash Advance(s) link on the Expense Report Entry page).

**Expense Report**  
**Apply Cash Advance(s)**  
 Kenneth Schumacher Report ID: 0000000068

| Cash Advance Information |                |         |                |               |     |                                  |
|--------------------------|----------------|---------|----------------|---------------|-----|----------------------------------|
| *Advance ID              | Advance Amount | Balance | Exchange Rate  | Total Applied |     |                                  |
| 0000000009               | 200.00         | 0.00    | USD 1.00000000 | 22.00         | USD | <input type="button" value="-"/> |

Total Advance Applied: 22.00 USD  
 Total Employee Expenses: 60.00 USD  
 Total Due Employee: 38.00 USD

Apply Cash Advance(s) page

#### Advance ID

Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.

#### Total Applied

Enter the amount of the cash advance that you want to apply to this expense report. You can apply part of the advance or the entire balance.

|  |  |
|--|--|
| <b>Add Cash Advance</b>                        | Click to add another line to select an additional cash advance to apply to the expense report.                               |
| <b>Update Totals</b>                           | If you change the cash advance applied amount, then click to update the Total Advance Applied and Total Due Employee fields. |
| <b>Total Advance Applied</b>                   | Displays the sum of the cash advance amounts that you have applied to the expense report.                                    |
| <b>Total Employee Expenses</b>                 | Displays the total amount accrued on the expense report.   |
| <b>Total Due Employee or Total Due Company</b> | Indicates the amount due to either the employee or the company after applying the total cash advance amounts.                |
| <b>OK</b>                                      | Click to apply the cash advance amounts to the expense report and return to the Expense Report Entry page.                   |

---

## Correcting Expense Report Transaction Line Errors

This section provides an overview of expense report line errors and discusses how to correct expense report transaction line errors.

### Understanding Expense Report Line Errors

After you enter expense lines on the Expense Report Entry page, click Check For Errors for PeopleSoft Expenses to immediately validate the data. PeopleSoft Expenses displays visual indicators next to expense lines that have missing or invalid information. Frequent Users can correct errors on the expense line grid. Frequent Users and Occasional Users can click the Missing or invalid information button to access the Expense Detail for [expense type] page. The Expense Detail for [expense type] page displays each expense line with an explanation of the problem and highlights each expense line field that has missing or invalid information. When you correct the errors, the messages and visual indicators disappear after you check for errors. If you neglect to check for errors and elect to Save for Later or Submit, PeopleSoft Expenses will still execute the validations. If an error is associated with any expense line, PeopleSoft Expenses will let you save the report but will not let you submit it.

### Page Used to Correct Expense Report Transaction Line Errors

| <i>Page Name</i>                  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|-----------------------------------|------------------------|--|---|
| Expense Detail for [expense type] | EX_SHEET_ERRORS        | Click the Check For Errors button on the Expense Report Entry page. If errors exist, click the Missing or invalid information button next to the expense type. | View and correct missing or invalid information on expense transaction lines. |

# Correcting Expense Report Transaction Line Errors

Access the Expense Detail for [expense type] page (click the Check For Errorsbutton on the Expense Report Entry page. If errors exist, click the Missing or invalid information button next to the expense type).

Expense Report

Expense Detail for Air Travel (Line 2)

Kenneth Schumacher

Report ID: 0000000068

Please enter or update the following information:

Description

Ticket Number

About This Expense

\*Expense Date: 08/09/2003

\*Payment Type: Check

\*Billing Type: Billable

\*Ticket Number:

\*Merchant (Choose One)

Preferred: American Airlines

Non-preferred:

\*Description:

\*Amount Spent: 750.00

\*Currency: USD

\*Exchange Rate: 1.00000000

No Receipt

Non-Reimbursable

Default Rate

Reimbursement Amt: 750.00 USD

Exception Comments

Location Amount:

Non-Preferred Merchant:

No Receipt:

Accounting Detail

Expense Detail for [expense type] page

**Note.** Fields on the Expense Detail for [expense type] page are the same as the fields on the Expense Report Entry page and are defined in that section of this PeopleBook chapter.

See [Chapter 17, "Preparing Expense Reports," Preparing Expense Reports, page 348.](#)

|  |  |
|--|--|
| Check Expense For Errors   | Click to recheck the current expense line for errors.                    |
| Previous Expense and Next Expense  | Click to move to the previous or next expense line that contains errors. |
| <b>Note.</b> Both buttons are available for frequent users only if more than one expense line is in error. Only the Next Expense button is available for occasional users in the process of submitting the expense report when more than one expense line is in error. |  |

## Comments

If you are required to enter exception comments, you may enter or modify the comments on the Expense Detail for [expense type] page.

# Splitting Receipts on Expense Reports

This section provides an overview of how to split receipts and discusses how to split receipts.

## Understanding How to Split Receipts

Receipt splitting enables you to divide a receipt into multiple expense lines. PeopleSoft Expenses supports two utilities for itemizing receipts: Receipt Split and Hotel Wizard. For example, a hotel bill may enter PeopleSoft Expenses through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually if your organization requires it. You may have a receipt for several purchases, one of which is a personal expense. You can then split out the individual purchases in order to mark the personal expense as non-reimbursable.

You can:

- Split an expense on a receipt into small, detailed expenses.
- Add more expenses to a receipt.
- Edit an expense on the receipt.
- Change the receipt total amount.

**Note.** If you split a receipt that came from a credit card vendor feed, PeopleSoft Expenses prevents you from changing some fields on the Receipt Detail For Expense page, such as exchange rate and currency code. Also, if the receipt came from a credit card vendor feed, the sum of all the split lines must equal the original receipt total amount. If you split expense lines that originate from a travel reservation, the system copies the travel reservation data to the new expense line.

## Page Used to Split Receipts

| Page Name                                    | Definition Name | Navigation  | Usage   |
|--|-----------------|---|---|
| Receipt Detail For Expense<br>[expense type] | TE_RCPT_SPLIT   | <ul style="list-style-type: none"> <li>• Click the Receipt Split button on the Detail tab of the Expense Report Entry page.</li> <li>• Click the Receipt Split link on the Expense Detail for [expense type] page.</li> </ul> | Itemize receipts into multiple expense lines. |

Splitting Receipts

Access the Receipt Detail for Expense [expense type] page (click the Receipt Split button on the Detail tab of the Expense Report Entry page).

Expense Report

Receipt Detail for Expense Automobile Rental - Total 60 USD

Kenneth Schumacher

Report ID: 0000000068

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt...

(1) Split an expense on this receipt into smaller, detailed expenses.

(2)\* Add additional expenses to this receipt.

(3) Edit an expense on this receipt.

(4)\* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.

(\* - Not available for Vendor supplied receipts)

Expense Information

\*Expense Date:

08/09/2003

\*Payment Type:

Cash

\*Billing Type:

Internal

\*Merchant (Choose One)

Preferred:

Hertz Rent-a-Car

Non-preferred:

\*Location:

San Diego, California

Description:

4 door sedan

☐ Non-Reimbursable

☐ No Receipt

\*Amount Spent:

60.00

\*Currency:

USD

\*Exchange Rate:

1.00000000

☒ Default Rate

Reimbursement Amt:

60.00 USD

Current Expenses on Receipt

| Date           | Type              | Amount    |
|----------------|-------------------|-----------|
| 08/09/2003     | Automobile Rental | 60.00 USD |
| Current Total: |                   | 60.00 USD |
| Receipt Total: |                   | 60.00 USD |
| Balance:       |                   | 0.00 USD  |

Receipt Detail for Expense [expense type] page (1 of 2)

Split With Another Expense

Expense Type:

Split

Split with another expense will subtract from original expense while leaving current total unchanged.

Done

Accounting Detail

Receipt Detail for Expense [expense type] page (1 of 2)

Current Expenses on Receipt

Each item that is associated with the receipt appears with the transaction date, expense type, and amount. Click an expense type to edit the information for that receipt item. PeopleSoft Expenses updates this group box when you perform an add or split action.

Current Total

Displays the total of all receipt items, including those that you add to the original receipt total.

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|                      |  |
|----------------------|--|
| <b>Receipt Total</b> | Displays the total of the original receipt amount. The expense system does not change this field when you add new items, but you can enter a new total if the transaction did not originate from a credit card feed. |
| <b>Balance</b>       | Displays the current total minus the receipt total.  |

### ***Split with Another Expense***

To split an item with another expense:

1. Select an expense type.
2. Click Split.

PeopleSoft Expenses refreshes the page, clears the expense information fields, and adds the selected expense type to the Current Expenses on Receipt group box.

3. Edit the new receipt item to enter an amount.
4. Tab out of the Amount field.

PeopleSoft Expenses subtracts the amount from the highlighted expense item in the Expense Information section, but the receipt total remains the same.

---

**Note.** You can split a receipt into more than two expense types. PeopleSoft Expenses displays a message directly under the Expense Information section title that advises you which expense item that you are splitting. If you want to split a different expense item, click the expense item link in the Current Expenses on Receipt section.

---

### ***Add Another Expense to a Receipt***

To add an expense to a receipt:

1. Select an expense type.
2. Click Split.

This action refreshes the page, clears the Expense Information fields, and adds the expense type to the Current Expenses on Receipt group box.

3. Edit the new receipt item.
4. Tab out of the Amount field.

PeopleSoft Expenses adds the amount to the current total, which may result in an out of balance receipt total. To correct the out of balance situation, you can adjust the receipt total or adjust one of the expense line entries for the receipt. If you do not adjust the out of balance total and click Done, PeopleSoft Expenses displays a message stating that the total of the items entered exceed the receipt amount and asks if you want to update the receipt total amount.

## Itemizing Hotel Bills Using Hotel Wizard

This section provides an overview of hotel bill itemization using Hotel Wizard and discusses how to split a hotel bill using Hotel Wizard.

### Understanding Hotel Bill Itemization Using Hotel Wizard

PeopleSoft Expenses provides Hotel Wizard for you to quickly split a *Hotel/Lodging* expense type into multiple expense lines. For example, a hotel bill may enter your expenses system through a credit card feed as one expense transaction. Use Hotel Wizard to create expense lines for room charges for each day of a business trip and to separate charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually and daily. If you must make any adjustments after you complete Hotel Wizard, you may use the receipt split functionality to reconcile the bill later.

### Pages Used to Itemize Hotel Bills Using Hotel Wizard

| <b>Page Name</b>                  | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>                              |
|-----------------------------------|------------------------|---|---|
| Itemize Hotel Bill                | TE_WIZARD_MAIN         | <ul style="list-style-type: none"> <li>Click the Itemize Hotel Bill button on the Expense Report - Expense Report Entry page under the Air/Hotel tab.</li> <li>Click the Itemize Hotel Bill link on the Expense Report - Expense Detail for [expense type] page.</li> </ul> | Split hotel bills into itemized expenses. |
| Itemize Hotel Bill - Room Charge  | TE_WIZARD_RC           | Select the Room Charge check box on the Itemize Hotel Bill page or click the Room Charge button for the expense item.   | Record room charges.                      |
| Itemize Hotel Bill - Room Service | TE_WIZARD_RS           | Select the Room Service check box on the Itemize Hotel Bill page or click the Room Service button for the expense item.   | Record room service.                      |
| Itemize Hotel Bill - Telephone    | TE_WIZARD_PHN          | Select the Telephone check box on the Itemize Hotel Bill page or click the Telephone button for the expense item.   | Record telephone charges.                 |

| <b>Page Name</b>                   | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>                         |
|------------------------------------|------------------------|--|--------------------------------------|
| Itemize Hotel Bill - Parking       | TE_WIZARD_PRK          | Select the Parking check box on the Itemize Hotel Bill page or click the Parking button for the expense item.                                    | Record parking expenses.             |
| Itemize Hotel Bill - Laundry       | TE_WIZARD_LDY          | Select the Laundry check box on the Itemize Hotel Bill page or click the Laundry button for the expense item.                                    | Record laundry expenses.             |
| Itemize Hotel Bill - Miscellaneous | TE_WIZARD_MISC         | Select the Misc Charges (miscellaneous charges) check box on the Itemize Hotel Bill page or click the Miscellaneous button for the expense item. | Record miscellaneous expenses.       |
| Itemize Hotel Bill - Finish!       | TE_WIZARD_FINISH       | Click the Continue button on the last Itemize Hotel Bill - Expense Item page.  | Complete itemization of hotel bills. |

## Itemizing Hotel Bills Using Hotel Wizard

Access the Itemize Hotel Bill page (click the Itemize Hotel Bill button on the Expense Report - Expense Report Entry page under the Air/Hotel tab).









Expense Report

Itemize Hotel Bill


Kenneth Schumacher

Report ID: 0000000068


General Hotel Bill Information

\*Transaction Date:


08/09/2003 

☐ Checkout Date

\*Payment Type:

Check 

\*Billing Type:


Billable 

\*Number of Nights:

4


\*Merchant (Choose One)

Preferred:


Marriott 

Non-preferred:

\*Location:

New York, New York 

Description:

Lodging 



\*Amount Spent:

639.00

\*Currency:


USD

\*Exchange Rate:

1.00000000  

☒ Default Rate

Reimbursement Amt:

639.00  USD

Calculate Amounts

☐ Non-Reimbursable

☐ No Receipt

Your Hotel Bill

Total Bill

639.00 USD

Remaining:

639.00 USD

Itemize Hotel Bill page (1 of 2)

Charges Incurred on This Bill

☐ Room Charge

☐ Parking

☐ Room Service

☐ Laundry

☐ Telephone

☐ Misc Charges

Continue

Itemize Hotel Bill page (2 of 2)

**General Hotel Bill Information**

The data in this section comes from the information that you entered on the Expense Report Entry page. You can modify fields just as you did when you originally added the expense item.

**Checkout Date**

Select to indicate that the value in the Transaction Date field is the last day of the hotel stay. If selected, PeopleSoft Expenses starts from the transaction date and creates expense lines moving backward in time.

Deselect the check box to indicate that the value in the Transaction Date field is the first day of the hotel stay. If not selected, PeopleSoft Expenses starts from the transaction date and creates expense lines moving forward in time.

If the hotel transaction is from a credit card fee, PeopleSoft Expenses automatically selects the Checkout Date check box. If you manually entered the *Hotel/Lodging* expense type on the expense report, PeopleSoft Expenses deselects this check box. In either case, you can override the default for the check box as necessary.

***Charges Incurred on This Bill***

Select hotel charges to itemize, and then click Continue to begin itemizing the bill by entering expense information on the various Hotel Wizard pages.



Click the Room Charge button to access the Itemize Hotel Bill - Room Charge page.

**Room Rate**

Enter the daily hotel room rate. When itemizing room charges and tax, you can use different room rates by adding a new room charge.

**Room Tax**

Enter the amount of the hotel room tax on the line associated with its room rate.

**Your Hotel Bill**

This area keeps track of each itemized charge and calculates the amount of the remaining hotel bill.

**Add Room Charge**

Click to add another transaction row to enter additional room charges. This option enables you to itemize multiple room rates on your expense report.

**Previous**

Return to the previous category. If you are at the first category, PeopleSoft Expenses returns you to the Expense Report - Itemize Hotel Bill page.

**Continue**

Continue through all of the selected categories until a message appears, stating that you are done.







Click the Room Service button to access the Itemize Hotel Bill - Room Service page.

**Meal Type and Amount**

Enter these values for room service expenses. Add a row for each meal that you itemize.

**Non-Reimbursable**

Select if the charge is not business related and not subject to employee reimbursement.

|  |  |
|--|--|
| <b>Attendees</b>   | Click to access the Attendees page and list the people whose meals are a company expense. Enter the last name first in the Name field with no space after the comma (for example, <i>Ball,Nancy</i> ). |
| <b>Add Room Service Charge</b>   | Click to insert another row to add additional room service charges for the dates specified.  |
|   | Click the Telephone button to access the Itemize Hotel Bill - Telephone page.  |
| <b>Add Telephone Charge</b>  | Click to add additional telephone charges for the dates specified.   |
|   | Click the Parking button to access the Itemize Hotel Bill - Parking page.  |
| <b>Add Parking Charge</b>  | Click to add additional parking charges for the dates specified.   |
|   | Click the Laundry button to access the Itemize Hotel Bill - Laundry page.  |
| <b>Add Laundry Charge</b>  | Click to add additional laundry charges for the dates specified.   |
|  | Click the Miscellaneous button to access the Itemize Hotel Bill - Misc Charges page.   |
| <b>Add Charge</b>  | Click to add any additional miscellaneous charges for the dates specified.   |

### ***Hotel Itemization - Finish!***

|   |  |
|---|--|
| <b>Remaining</b>  | Displays the remaining balance.  |
| <b>Done</b>   | Click to return to the Expense Report Entry page, which displays all the itemized expense items. |
| <hr/> <b>Note.</b> If you return to the main expense report grid without clicking Done, you will lose your itemized expenses. |  |

---

## **Viewing and Modifying Expense Reports**

This section discusses how to:

- View expense reports.
- Modify expense reports.

## Pages Used to View and Modify Expense Reports

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|------------------------|------------------------|--|---|
| Expense Report Detail  | EX_SHEET_ENTRY         | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, [View or Modify]</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, [View or Modify]</li> </ul> | View an expense report.   |
| Expense Report Entry   | EX_SHEET_ENTRY         | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Modify</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Modify</li> </ul>                     | Modify an unsubmitted expense report or an expense report that was submitted and returned by an approver. |
| View Approver Comments | EX_COMMENTS_RJCT       | <ul style="list-style-type: none"> <li>Click the approver's comments link on the top of the Expense Report Detail page.</li> <li>Click the approver's comments link on the top of the Expense Report Entry page.</li> </ul>      | View approver's comments as to why they denied or returned the expense report.                            |

## Viewing Expense Reports

Access the Expense Report Detail page (Travel and Expenses, Travel and Expense Center, Expense Reports, [View or Modify]).

When you access the Expense Report Detail page using the view navigation, PeopleSoft Expenses displays the page in read-only mode. After you submit an expense report for approval, you can only view it. You can view expense reports with these statuses: *Approved*, *Closed*, *Denied*, *In Process*, *Paid*, *Pending*, *Submitted*, and *On Hold*.

---

**Note.** Fields on the Expense Report Detail page are the same as the fields on the Expense Report Entry page and are defined in the Entering Expense Report Information and Transaction Lines section of this chapter. Fields and functionality that are unique to the Expense Report Detail page in view or modify mode are discussed in this section.

---

**View Approver Comments** When an employee views an expense report that an approver denied or returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Expense Report Detail page. Click the approver's comments, which appear as a link, to access the View Approver Comments page and view all of the approver's comments.

**General Information**

**Post State** Displays whether accounting entries for the expense report have been posted to the general ledger.

**Pending Actions**

This section appears after you save an expense report and there are actions pending, such as approvals.

**Action History**

This section appears after you save an expense report.

|                         |   |
|-------------------------|---|
| <b>Profile and Name</b> | Displays the name of the originator and approver, and their role.     |
| <b>Action</b>           | Displays the completed steps in the expense report approval process.  |
| <b>Date/Time</b>        | Displays the date and time on which the approval status was assigned. |

**Modifying Expense Reports**

Access the Expense Report Entry page (Travel and Expenses, Travel and Expense Center, Expense Reports, Modify).

---

**Note.** Fields on the Expense Report Entry page using the Modify navigation are the same as the fields on the Expense Report Entry page using the Create navigation, and they are defined in the Entering Expense Report Information and Transaction Lines section of this chapter. Fields and functionality that are unique to the Expense Report Entry page in modify mode are discussed in this section.

---

When you access the Expense Report Entry page using the modify navigation, PeopleSoft Expenses enables you to edit all of the fields. You can modify an expense report if you have previously saved it but not submitted it for approval or if an approver sent it back for revision or correction.

**View Approver Comments** When an employee modifies an expense report that an approver returned to the employee for revisions, PeopleSoft Expenses displays the first 30 characters of the approver's comments as a red link at the top of the Expense Report Entry page. Click on the approver's comments link to access the View Approver Comments page to view all of the approver's comments.

---

## Deleting Expense Reports

This section provides an overview of deleting expense reports and discusses how to delete expense reports.

### Understanding Deleting Expense Reports

You can delete an expense report if you have not submitted it for approval. If it has been submitted, you can still delete it if the approver returns it for modifications or if the status is *Denied*.

### Page Used to Delete Expense Reports

| <i>Page Name</i>         | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>            |
|--------------------------|------------------------|---|-------------------------|
| Delete an Expense Report | TE_DEL_SHEET           | <ul style="list-style-type: none"><li>Employee Self-Service, Travel and Expense Center, Expense Reports, Delete</li><li>Travel and Expenses, Travel and Expense Center, Expense Reports, Delete</li></ul> | Delete expense reports. |

### Deleting Expense Reports

Access the Delete an Expense Report page (Travel and Expenses, Travel and Expense Center, Expense Reports, Delete).

Travel and Expense

Delete an Expense Report

Kenneth Schumacher

| Select                              | Report ID  | Report Description | Creation Date | Amount | Currency |
|-------------------------------------|------------|--------------------|---------------|--------|----------|
| <input type="checkbox"/>            | 0000000068 | Training           | 10/31/2003    |        |          |
| <input checked="" type="checkbox"/> | 0000000066 | Training           | 10/31/2003    |        |          |
| <input type="checkbox"/>            | 0000000063 | Meeting costs      | 10/31/2003    |        |          |
| <input checked="" type="checkbox"/> | 0000000050 | Training           | 08/15/2000    |        |          |

Delete Selected Report(s)

### Delete an Expense Report page

PeopleSoft Expenses displays unsubmitted and denied expense reports for the employee ID that you entered on the search page. The system excludes submitted expense reports. You can delete denied expense reports even if a cash advance was applied to it. PeopleSoft Expenses reinstates the cash advance when the approver denies the expense report.

Select expense reports to delete and click the Delete Selected Report(s) button.

## Managing My Wallet Transactions

This section provides an overview of My Wallet transactions, lists common elements, and discusses how to:

- Apply My Wallet transactions to expense reports.
- View My Wallet transaction details.
- View, add, and delete receipts in My Wallet.
- Manually add transactions to My Wallet.
- Restore deleted My Wallet Receipts.

## Understanding My Wallet Transactions

My Wallet stores corporate credit card and user-entered expense transactions that you can apply to expense reports, thus saving data entry time. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions in a file that is loaded into your system directly to My Wallet in Expenses.

Use the My Wallet - Review My Wallet Receipts or My Wallet - My Wallet Detail pages to delete receipts that reside in My Wallet. These receipts may come from a credit card feed or be manually entered into My Wallet. When you delete receipts from My Wallet, PeopleSoft Expenses no longer displays them in My Wallet; however, the transactions remain in the EX\_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipts to an active status in My Wallet.

You cannot modify these expense transaction details that come from a credit card feed:

- Expense date.
- Credit card number.
- Payment type.
- Transaction amount.
- Transaction currency.
- Exchange rate.

### **Level 3 Data**

If you import level 3 (Hotel/Lodging expense type) data from credit card vendors, then the detail or summary data is imported into My Wallet if the amount from the main transaction line equals the detail or summary lines. If the amount from the main transaction line does not equal the detail or summary, then only the main transaction line is imported into My Wallet.

When defining credit card vendors on the Credit Card Vendor page, you determine the level of data that you want to import from that credit card vendor. You determine the level using the Credit Card Import Hierarchy option.

For more information about loading credit card data:

For more information about setting up level 3 options for Expenses:

See [Chapter 13, "Working with External Expense Data," Loading Credit Card Data, page 197.](#)

See [Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," Expenses Level 3 Options, page 109.](#)

## **Understanding Attachments**

This section provides two examples:

- How to view attachments in My Wallet.
- How to attach a document to a transaction in My Wallet.

These examples can be applied to all other pages that allow attachments.

### **Example: How to View Attachments in My Wallet**

Follow these steps to view attachments in My Wallet:

1. Access the My Wallet – Review My Wallet Receipts page (Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet).

---

**Note.** When wallet entries that have attachments are added to an expense report, the system copies the attachment to the expense line.

---



- Click the View link, in the Attachments column, to view expense receipts or other documents for the expense report.

---

**Note.** The link displays the number of attachments in parenthesis for the entry.

---

- On the My Wallet Attachments page, click the link in the File Name column to open the attachment.

### ***Example: How to Attach a Document to a Transaction in My Wallet***

Follow these steps to attach a document to a transaction in My Wallet:

- Access the My Wallet – Review My Wallet Receipts page (Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet).
- Click the link in the Attachment column to access the My Wallet Attachments page.
- Click the Add Attachment button.
- Click the Browse button to search for the attachment.
- Select the attachment.
- Click the Upload button to add the attachment to the My Wallet transaction.

## **Common Elements Used in This Section**

|                           |   |
|---------------------------|---|
| <b>Cardmember Number</b>  | Displays the employee's credit card number in a masked format. The system masks all but the last four digits of the credit card number. |
| <b>Expense Location</b>   | Displays the location where the expense was incurred.   |
| <b>Expense Type</b>       | Indicates the category of expense item.   |
| <b>Merchant</b>           | Indicates the transaction vendor.   |
| <b>Payment Type</b>       | Indicates the method of payment.  |
| <b>Transaction Amount</b> | Displays the expense transaction amount in the currency that the transaction occurred.  |
| <b>Reimbursement Amt</b>  | Displays the transaction amount in the employee's base currency.  |
| <b>Transaction Date</b>   | Indicates the date of the transaction.  |

## Pages Used to Manage My Wallet Transactions

| <b>Page Name</b>                       | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|--|------------------------|--|--|
| My Wallet                              | TE_EXP_WALLET          | <ul style="list-style-type: none"> <li>Select <i>Entries from My Wallet</i> from the Quick Start drop-down list box on the Expense Report Entry page.</li> <li>Select <i>Expenses from My Wallet...</i> from the Add drop-down list box on the Expense Report Entry page.</li> </ul>                   | Select unassigned credit card transactions and manually entered expense transactions to add to expense reports.  |
| Expense Report - My Wallet Detail      | EX_TRANS3              | Click the Expense Type link on the My Wallet page.   | Review My Wallet transaction details.  |
| Review My Wallet Receipts              | TE_MY_WALLET           | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, My Wallet</li> <li>Employee Self-Service, Travel and Expense Center, Other Expense Functions, View My Wallet</li> <li>Travel and Expenses, Travel and Expense Center, Other Expense Functions, My Wallet</li> </ul> | Review, add, or delete receipts in My Wallet.  |
| My Wallet - My Wallet Detail           | EX_POP_WALLET1         | <ul style="list-style-type: none"> <li>Select an expense type and click the Add button on the My Wallet - Review My Wallet Receipts page.</li> <li>Click the Expense Type link on the My Wallet - Review My Wallet Receipts page.</li> </ul>   | <ul style="list-style-type: none"> <li>Manually enter expense transactions for future use.</li> <li>Review or modify details about existing transactions.</li> </ul> |
| My Wallet - Restore My Wallet Receipts | TE_MY_WALLET_RST       | Employee Self-Service, Travel and Expenses, My Wallet Restore  | Restore My Wallet receipts that were previously deleted.   |

## Applying My Wallet Transactions to Expense Reports

Access the My Wallet page (select Entries from My Wallet from the Quick Start drop-down list box on the Expense Report Entry page).

Create Expense Report

My Wallet

Kenneth Schumacher

Report ID: NEXT

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All

Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Unassigned Wallet Entries

| Select                   | Logo | Date       | Expense Type                                  | Merchant                       | Amount  | Currency | Personal Expense         |
|--------------------------|------|------------|---|--------------------------------|---------|----------|--------------------------|
| <input type="checkbox"/> |      | 06/17/2005 | <a href="#">Currency Conversion Fees</a>      | DELINQUENCY CHARGE ON 2,177.35 | 59.88   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 06/15/2005 | <a href="#">Conference/Meeting</a>            |                                | 11.00   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 06/02/2005 | <a href="#">Hotel/Lodging</a>                 | THE RITZ CARLTON BOSTON        | 389.01  | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 06/01/2005 | <a href="#">Air Travel</a>                    | DELTA AIR 0062122059971        | 202.00  | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 05/31/2005 | <a href="#">Meals and Incidental Expenses</a> | LEGAL SEA FOODS #6             | 80.06   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 05/29/2005 | <a href="#">Supplies</a>                      | 800 FLOWERS INC                | 76.99   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 05/18/2005 | <a href="#">Air Travel</a>                    | SOUTHWESTAIR5261146097941      | -139.00 | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 05/14/2005 | <a href="#">Subscriptions</a>                 | AMERICAN EXPRESS CLIENT        | 90.63   | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 10/01/2003 | <a href="#">Conference/Meeting</a>            |                                | 250.00  | USD      | <input type="checkbox"/> |
| <input type="checkbox"/> |      | 06/03/2003 | <a href="#">Dinner</a>                        |                                | 16.66   | USD      | <input type="checkbox"/> |

Done

### My Wallet page

#### Select All

Click to select all items in the list to add to an expense report.

#### Deselect All

Click to remove all check marks.

#### Select

Select to add a transaction to an expense report.

#### Expense Type

Click to access the My Wallet Detail page and view My Wallet transaction details.

#### Personal Expense

Select transactions that are personal expenses that will be transferred to an expense report as non-reimbursable expense items.

---

**Note.** If you import level 3 (Hotel/Lodging expense type) data from credit card vendors and you select this check box to indicate that the expense is personal, then the system displays a warning that all imported detail will be changed to personal expenses. To avoid this change, make personal adjustments in the expense report.

---

## Viewing My Wallet Transaction Details

Access the Expense Report - My Wallet Detail page (click the Expense Type link on the My Wallet page).

Create Expense Report

My Wallet Detail

Kenneth Schumacher

Report ID:

NEXT

Expense Type:

Hotel/Lodging

Transaction Date:

06/02/2005

Payment Type:

Visa

Merchant:

THE RITZ CARLTON BOSTON

Expense Location:

Boston, Massachusetts

Number of Nights:

Cardmember Number:

\*\*\*\*\*4319

Transaction Amount:

389.01 USD

Country: USA

Exchange Rate:

1.00000000 Custom - Direct

Reimbursement Amt:

389.01 USD

Description:

City:

BOSTON

Receipt Details/Summary/Breakdown

Customize | Find | First 1 of 1 Last

| Date | Expense Type | Merchant | Transaction Amount | Reimbursement Amt |
|------|--------------|----------|--------------------|-------------------|
|      |              |          | 0.00 USD           | 0.00 USD          |

My Wallet Detail page

|                               |  |
|-------------------------------|--|
| <b>Airfare Receipt Number</b> | Displays the airline ticket number.  |
|                               | <b>Note.</b> This field appears only for <i>Air Travel</i> expense types.              |
| <b>Number of Nights</b>       | Displays the number of nights that the expense covers.                                 |
|                               | <b>Note.</b> This field appears only for <i>Hotel/Lodging</i> expense types.           |
| <b>Transaction Amount</b>     | Displays the expense transaction amount in the currency that the transaction occurred. |
| <b>Exchange Rate</b>          | Displays the currency exchange rate.   |
| <b>Description</b>            | Enter additional transaction details.  |

The Receipt Details/Summary/Breakdown section shows the detail or summary data that is imported from credit card vendors for the Hotel/Lodging expense type. The level of data (detail or summary) is determined by the Credit Card Import Hierarchy option on the Credit Card Vendor page and the agreement that the hotel vendor has with the credit card vendor.

## Viewing, Adding, and Deleting Receipts in My Wallet

Access the Review My Wallet Receipts page (Travel and Expenses, Travel and Expense Center, Other Expense Functions, View My Wallet).

**My Wallet**

**Review My Wallet Receipts**

Kenneth Schumacher

**Search Criteria**

From Date: 05/01/2005 Through: 05/30/2005 Search

\*Receipt Data Source: All Data Sources

\*Transaction Status: Unassigned

**Details** Customize | Find | View All | First 1-3 of 3 Last

| Mark for Delete          | Date       | Expense Type  | Merchant                  | Amount  | Doc Type | ID |
|--------------------------|------------|---------------|---------------------------|---------|----------|----|
| <input type="checkbox"/> | 05/29/2005 | Supplies      | 800 FLOWERS INC           | 76.99   | USD      |    |
| <input type="checkbox"/> | 05/18/2005 | Air Travel    | SOUTHWESTAIR5261146097941 | -139.00 | USD      |    |
| <input type="checkbox"/> | 05/14/2005 | Subscriptions | AMERICAN EXPRESS CLIENT   | 90.63   | USD      |    |

**Add Expense**

Expense Type: Add

## Review My Wallet Receipts page

### Search Criteria

#### Receipt Data Source

Select a source, such as *Visa*, *American Express*, or *User Input*.

#### Transaction Status

Select a transaction status. Values are:

- *All Transaction Status*: All expense transactions that are in the specified date range.
- *Assigned*: Transactions that are applied to an expense report or cash advance. ATM charges are associated with a cash advance.
- *Unassigned*: Transactions that are not applied to an expense report or cash advance.

#### Mark for Delete

Select to delete a transaction from My Wallet. For example, you can delete personal expense receipts that come from a credit card feed because your organization would not reimburse you for those expenses.

**Note.** If you import level 3 (Hotel/Lodging expense type) data from credit card vendors and you delete a transaction detail line, then all of the detail transaction lines that were imported are deleted for the transaction. You cannot delete individual detail lines that are level 3 data. If you delete a level 3 detail line, a message is issued that explains that all lines associated with the Hotel/Lodging expense type will be deleted.

When you delete a receipt, PeopleSoft Expenses no longer displays it in My Wallet; however, the transaction remains in the EX\_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipt to an active status in My Wallet.

|                                 |  |
|---------------------------------|--|
| <b>Date</b>                     | Click to access the My Wallet Detail page to view details about the transaction.   |
| <b>Expense Type</b>             | Click to access the My Wallet Detail page.   |
| <b>Doc Type</b> (document type) | Displays, if the transaction is assigned, the kind of expense document to which it is assigned.  |
| <b>ID</b>                       | Click to view detailed expense report or cash advance information.   |
| <b><i>Add Expense</i></b>       |  |
| <b>Expense Type</b>             | Select an expense type and click Add to access the My Wallet Detail page to add an expense item to the Wallet. For example, you might use this feature if you charge to your personal credit card or paid cash for a business expense. |

**Manually Adding Transactions to My Wallet**

Access the My Wallet - My Wallet Detail page (click the Expense Type link on the My Wallet - Review My Wallet Receipts page).

**My Wallet**

**My Wallet Detail**  
Kenneth Schumacher

Find | View All | First 6 of 6 Last

Expense Type: Parking ☐ Mark for Delete



Transaction Date: 08/26/2009

Payment Type:

Cardmember Number:

Transaction Amount: 0.00

Currency: USD

Exchange Rate: 1.00000000  

☒ Default Rate

Reimbursement Amt: 0.00 USD

\*Description:

Receipt Details/Summary/Breakdown

[Return to My Wallet](#)

Add Expense

Expense Type:

### My Wallet Detail page

**Note.** The page elements on the My Wallet Detail page vary, depending on how you set up your expenses system and which expense types you select.

#### Mark for Delete

Select to delete a transaction from My Wallet. For example, you can delete personal expense receipts that come from a credit card feed because your organization would not reimburse you for those expenses.

When you delete a receipt, PeopleSoft Expenses no longer displays it in My Wallet; however, the transaction remains in the EX\_TRANS table with a status of *Deleted* for audit purposes. Use the Restore My Wallet Receipts page to restore the deleted receipt to an active status in My Wallet.

#### Transaction Amount and Currency

Enter the amount in the expense transaction currency and select the appropriate currency code.


#### Exchange Rate

If the currency code for the transaction amount differs from the base currency of the employee's business unit, PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables.

If your invoice reflects an exchange rate that is different from the system-supplied rate, you can override the system-supplied exchange rate.



Click the Reset Exchange Rate button to change a user-defined exchange rate to the system-defined exchange rate.



Click the Exchange Rate Detail button to access the Exchange Rate Detail page to view or change exchange rate information.

**Default Rate**

Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses is using a user-defined exchange rate.

**Update**

If you changed the transaction amount or the exchange rate, click to update the Reimbursement Amt field.

Restoring Deleted My Wallet Receipts

Access the My Wallet - Restore My Wallet Receipts page (Employee Self-Service, Travel and Expenses, My Wallet Restore).

My Wallet

Restore My Wallet Receipts

Kenneth Schumacher

Search Criteria

From Date:01/01/2005

Through:02/01/2006

Search

Receipt Data Source:

All Data Sources

Customize | Find | View All

First1 of 1Last

| Restore                             |   | Date       | Merchant                   | Amount  |     |
|-------------------------------------|---|------------|----------------------------|---------|-----|
| <input checked="" type="checkbox"/> |  | 2005-06-01 | DELTA AIR<br>0062122059971 | 202.000 | USD |

My Wallet - Restore My Wallet Receipts page

**Receipt Data Source**

Select to limit the entries displayed by the receipt source, such as a credit card vendor, for a search criteria.

**Restore**

Select the receipts in the EX\_TRANS table that you want the system to restore to an active status.

**Date**

Click to access the My Wallet - My Wallet Detail page to view details about the deleted receipt in the EX\_TRANS table.



## Chapter 18

# Processing Expense Report Exceptions

This chapter provides an overview of expense report exceptions and discusses how to:

- Close expense reports.
- Unpost expense reports.
- Work with unposted expense reports.
- Process journal expense reports.
- Manage receipts.
- Reconcile airline tickets.

---

## Understanding Expense Report Exceptions

No matter how carefully you design and implement your reimbursement operations, there will sometimes be unforeseen situations that require special processing of expense reports. Depending on where your expense reports are in the processing cycle, PeopleSoft Expenses provides a great amount of flexibility to help you deal with the unplanned contingencies that always seem to arise.

---

## Closing Expense Reports

This section provides an overview of how to close expense reports and discusses how to:

- Close expense reports.
- Confirm expense reports to close.
- Process closed expense reports.

## Understanding How to Close Expense Reports

When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can close an expense report if you have not staged payments for the expenses.

## Pages Used to Close Expense Reports

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------------|------------------------|--|--|
| Mark Expense Report for Close | EX_CLOSE_SHEET         | Travel and Expenses, Process Expenses, Close Expenses, Mark Expense Report for Close | Close expense reports.                                       |
| Close Expense Report          | EX_CLOSE_CNFRM_SEC     | Click the Close button on the Mark Expense Report for Close page.                    | Confirm that you want to mark expense documents for closing. |
| Expense Processes             | RUN_EXTRNPRC           | Travel and Expenses, Process Expenses, Expense Processing                            | Process an expense report that is marked for closing.        |

## Closing Expense Reports

Access the Mark Expense Report for Close page (Travel and Expenses, Process Expenses, Close Expenses, Mark Expense Report for Close).

The information on the Mark Expense Report for Close page comes from the expense report description.

The expense reports that are eligible for this page must meet both of these conditions:

- Those that have been posted.

For example, the Post Liability process has run for the expense report.

- Those that have been approved for payment.

The Report Status field is *Approved for Payment*.

### **Reversal Date**

#### **Use Current Date**

Select to use the current date on which to reverse the accounting liability entries.

#### **Use Specific Date**

Select to enter a specific date. When selected, PeopleSoft Expenses opens a field to enter the day on which to reverse the accounting liability entries.

#### **Close**

Click to close the expense report and access the Close Expense Report page to confirm that you want to mark the expense document for closing.

After you close and confirm your selection, PeopleSoft Expenses marks the expense report for closing and changes the Post Status to *Close in Process* on the View Expense Report - Expense Report Detail page (Travel and Expense, Travel and Expense Center, Expense Report, View).

## Confirming Expense Reports to Close

Access the Close Expense Report page (Click the Close button on the Mark Expense Report for Close page).

Use this page to confirm that you want to mark the expense report for close. When you click the OK button, the system takes you back to the Mark Expense Report for Close page. The Close button will not be available on the Mark Expense Report for Close page after you click the OK button.

You can access the View Expense Report – Expense Report Detail page (Travel and Expense, Travel and Expense Center, Expense Report, View) to see that the Post State field has changed to *Close In Process*.

## Processing Closed Expense Reports

Access the Expense Processes page (Travel and Expenses, Process Expenses, Expense Processing).

Use this page to process an expense report that is marked for closing (the post state is *Close In Process*). Select Close Liability on the Expense Processes page.

When you run the Application Engine process, the system:

- Reverses the liability entries for expense reports that are marked for closing
- Changes the Status field and the Post State field to *Closed* on the View Expense Report – Expense Report Detail page (Travel and Expense, Travel and Expense Center, Expense Report, View).

### See Also

Chapter 26, "Running Expense Transaction Processes," page 609

---

## Unposting Expense Reports

This section provides an overview of how to unpost expense reports and discusses how to:

- Unpost expense reports.
- Adjust document sequencing.
- Process unposted expense reports.

## Understanding How to Unpost Expense Reports

If you post the liabilities for an expense report and need to change the accounting entries, you can unpost the expense report. This two-step operation requires you to mark the expense reports that you wish to unpost, then run a process to reverse the accounting liability entries and make the expense reports available for ChartField editing. If you are using PeopleSoft Commitment Control, you also must budget-check the expense transaction.

**Note.** The unposting process changes the posting status (POST\_STATUS\_EX) but not the expense report status (SHEET\_STATUS). Because the expense report status does not change when you unpost it, you cannot deny or reapprove the expense report.

## Pages Used to Unpost Expense Reports

| Page Name                      | Definition Name    | Navigation   | Usage  |
|--------------------------------|--------------------|--|--|
| Mark Expense Report For Unpost | EX_UNPOST_SHEET    | Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Mark Expense Report for Unpost | Mark expense reports for unposting.                                    |
| Document Sequence              | TE_SHT_DOCSEQ_INFO | Click the Document Sequencing link on the Mark Expense Report for Unpost page.                         | Enter document sequencing information about unposted expenses reports. |
| Expense Processes              | RUN_EXTRNPRC       | Travel and Expenses, Process Expenses, Expense Processing  | Process an expense report that is marked for unposting.                |

## Unposting Expense Reports

Access the Mark Expense Report For Unpost page (Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Mark Expense Report for Unpost).

### Mark Expense Report For Unpost

David Martignoni
Advance ID: 0000000026

Report Description: PROJECT EXPENSE  
Creation Date: 06/14/2000  
GL Unit: US004 US004 ILLINOIS OPERATIONS  
Report Status: Approved for Payment  
Business Purpose: General Travel and Expense  
Amount: 0.000

Reversal Date

☒ Use Current Date
☐ Use Specific Date

Unpost

Mark Expense Report For Unpost page

The information on this page comes from the expense report description.

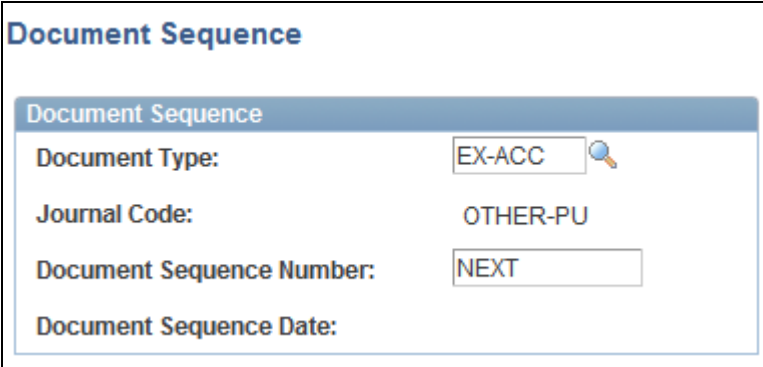
The information on the Mark Expense Report for Close page comes from the expense report description.

### Reversal Date

|                          |  |
|--------------------------|--|
| <b>Use Current Date</b>  | Select to use the current date on which to reverse the accounting liability entries.   |
| <b>Use Specific Date</b> | Select to enter a specific date. When selected, PeopleSoft Expenses opens a field to enter the day on which to reverse the accounting liability entries. |
| <b>Unpost</b>            | Click to save the expense report with a status (POST_STATUS_EX) of <i>Mark for Unpost</i> .  |

## Adjusting Document Sequencing

Access the Document Sequence page (click the Document Sequencing link on the Mark Expense Report for Unpost page).



**Document Sequence**

Document Sequence

Document Type: EX-ACC

Journal Code: OTHER-PU

Document Sequence Number: NEXT

Document Sequence Date:

Document Sequence page

If you use document sequencing, you can enter the document type that is associated with the expense report that you mark for unposting. The unpost process adjusts the document sequence numbering based on the document type that you select.

## Processing Unposted Expense Reports

To process an expense report that is marked for unposting, use the Expense Processes page and select Unpost Expense Report. When you run the Application Engine process, it drives a program that reverses the liability entries for expense reports that are marked for unposting and changes the status (POST\_STATUS\_EX) to *Unposted*.

### See Also

[Chapter 26, "Running Expense Transaction Processes," page 609](#)

---

## Working With Unposted Expense Reports

When you unpost an expense report, the unposting process makes it available so that you can change the accounting entries. You can work with unposted expense reports using the Travel and Expense, Manage Accounting navigation.

To work with an unposted report, use the same page that you use to prepare the expense report. You can modify only the ChartFields for individual expense items; all other fields are display-only. Because the status of the expense report (SHEET\_STATUS) does not change when you unpost it, you cannot deny or reapprove the expense report.

When you finish, click the Save button to change the expense report posting status (POST\_STATUS\_EX) to *Unpost and Process*, which enables you to post the revised expense report liabilities the next time that you run the Post Liabilities process.

### See Also

[Chapter 26, "Running Expense Transaction Processes," page 609](#)

---

## Processing Journal Expense Reports

This section provides an overview of journal expense report processing and discusses how to:

- Create journal expense reports.
- Create reversal accounting entries.
- Process journal expense reports.

## Understanding Journal Expense Report Processing

If an auditor discovers an error during a prepayment audit, the auditor can correct the original expense report before processing it for payment. If an auditor discovers errors after the system issues a payment, make adjustments using journal expense reports.

Journal expense reports are not associated with changes to monetary amounts, nor do they create any payments. You process journal expense reports to correct accounting entries that have already been recorded in the general ledger. Performing the adjustment through PeopleSoft Expenses keeps the detail transactions synchronized with the balances in the general ledger. If you use PeopleSoft Commitment Control, you must also budget-check the journal expense report to reflect the same changes in the PeopleSoft Commitment Control ledgers.

---

**Note.** You can create only one journal expense report for an expense report.

---

## Pages Used to Process Journal Expense Reports

| Page Name                                    | Definition Name   | Navigation   | Usage  |
|--|-------------------|--|--|
| Modify Journal Entries for An Expense Report | EX_SHEET_HDR_JRNL | Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Adjust Paid Expenses                               | Create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger. |
| Journal Expense Report - Accounting Detail   | TE_SHEET_DIST_J   | Click a link in the Expense Type column on the Journal Expense Report - Modify Journal Entries for An Expense Report page. | Correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.                                   |

## Creating Journal Expense Reports

Access the Modify Journal Entries for An Expense Report page (Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Adjust Paid Expenses).

**Journal Expense Report**

**Modify Journal Entries for An Expense Report**

Kenneth Schumacher
Report ID:
NEXT

General Information

To create a Journal Expense Report, select an Expense Report to copy from.

\*Journal Report ID: 0000000049

\*Report Description: JE for Air Travel

1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.  
2) Click on Expense Type to modify the accounting.  
3) When it is ready for posting, press Submit for Posting.

Expense Report Lines

| Select                              | Expense Type               | Date       | Merchant | Amount | Currency |         |
|-------------------------------------|----------------------------|------------|----------|--------|----------|---------|
| <input checked="" type="checkbox"/> | <a href="#">Air Travel</a> | 08/01/2000 | United   | 350.00 | USD      | Prepaid |

Comments:

Submit For Posting

Modify Journal Entries for An Expense Report page

**General Information**

**Journal Report ID** Enter the original expense report ID that requires an adjustment. Available report IDs are those that are associated with employee IDs for whom the auditor has entry authority.

**Report Description** Enter a description for the journal expense report.

**Select/Expense Type**

**Select** Select lines to post. Lines not selected will not post.

**Expense Type** When you select an expense report ID, the system displays all line items in that report. To view or correct accounting information for a line item, click the link to access the Journal Expense Report - Accounting Detail page and modify the accounting for the expense.

**Date** Displays the date of the original transaction.

**Comments** Enter comments about this journal expense report.

**Budget Status** If you use PeopleSoft Commitment Control and budget checking for expense reports is active, PeopleSoft Expenses displays the budget status for the expense report.

**Budget Options** Click the Budget Check Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for expense reports is active.

---

**Note.** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

---

**Submit For Posting** Submit the journal expense report for processing.

**Creating Reversal Accounting Entries**

Access the Journal Expense Report - Accounting Detail page (click a link in the Expense Type column on the Journal Expense Report - Modify Journal Entries for An Expense Report page).

This page displays the selected journal expense report line item and its associated ChartFields. A row displays a reversing entry that the system automatically created. You can modify the entry and create additional entries if necessary.

---

**Important!** All of the distribution amounts added together must equal zero for the expense line.

---



**Add** Click to insert a new row and create a reversing entry to offset the expense item. Your reversing entry must be a positive number.

### ***Accounting Detail***

Modify the ChartFields to which you want to charge the expense. If you charge the line to more than one set of ChartFields, adjust the amount to reflect the appropriate portion for these accounts.

## **Processing Journal Expense Reports**

When you save a journal expense report, it is ready to post to the general ledger. The system saves only modified expense lines. It does not pass journal expense reports to the accounts payable system because they do not have monetary amounts. Instead, you can select the Post Liabilities function on the Expense Processes page to process the journal expense reports.

When you process the journal expense reports, the system rolls back the original accounting entries and posts the new entries. This corrects the general ledger to reflect the same entries that exist in the expense system. If you use PeopleSoft Commitment Control, you must run budget checking to reverse out the entries in the Commitment Control ledgers.

---

## **Managing Expense Receipts**

This section provides an overview of expense report management and discusses how to:

- Match report ID bar codes to receipt ID bar codes.
- Verify expense report receipts.

## **Understanding Managing Expense Receipt**

PeopleSoft Expenses enables you to track, itemize, and verify expense receipts. Some organizations track expense receipts by requiring you to place receipts in envelopes with preprinted barcodes, which PeopleSoft Expenses supports. PeopleSoft Expenses also collaborated with a third-party vendor to provide a receipt imaging process that enables you to submit receipts by fax, scanner, or mail.

Receipt imaging and barcode scanning enable you to notify PeopleSoft Expenses that receipts for expense reports have been received. To verify the receipt amounts against the expense lines within expense reports, navigate to Travel and Expenses, Process Expenses, Verify Receipts, Receipts Verified, or select the Report Description link on the Receipts Received page, which takes you directly there. If Report Description does not appear as a link, no receipt amount verification is required.

## Pages Used to Manage Expense Receipts

| <i>Page Name</i>                                 | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Receipts Received                                | EX_RCPT_BARCD_VRFY     | Travel and Expenses, Process Expenses, Verify Receipts, Receipts Received         | Match report ID bar codes to receipt ID codes.                  |
| Verify Expense Receipts - Expense Report Summary | TE_SHEET_LINES         | Travel and Expenses, Process Expenses, Verify Receipts, Validate Against Expenses | Verify that receipts have been received for the expense report. |

## Matching Report ID Bar Codes to Receipt ID Bar Codes

Access the Receipts Received page (Travel and Expenses, Process Expenses, Verify Receipts, Receipts Received).

---

**Note.** To scan bar codes, you must have Code 39 True Type Font installed, which is not delivered with your PeopleSoft applications.

---

## Verifying Expense Report Receipts

Access the Verify Expense Receipts - Expense Report Summary page (Travel and Expenses, Process Expenses, Verify Receipts, Validate Against Expenses).

---

**Note.** Verifiers cannot edit descriptive information or line items.

---

### *Receipt Information*

|                               |   |
|-------------------------------|---|
| <b>Receipts Received</b>      | Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.  |
| <b>Receipts Received Date</b> | The expense system populates this field when you select the Receipts Received field and save the expense report.  |
| <b>View Receipts</b>          | Click to view receipts that are identified with an expense report. This link is available if receipt imaging is enabled and receipts exist in your third-party receipt imaging system.  |
| <b>View Exception Queue</b>   | Click to view receipts that are not linked to an expense report. Your third-party receipt imaging system's index program routes receipt images to this queue when it cannot read the bar code or optical character recognition (OCR) box. This may occur because it cannot match the report ID on the receipt image to a report ID in the PeopleSoft Expenses database. |

**View Pending Queue**

Click to view receipt images in the pending queue. You third-party receipt imaging system has an index program that routes receipt images to this queue when it successfully reads a report ID on a receipt but cannot match it to a report ID in Oracle's PeopleSoft database.

**Expense Line Items****Receipt Verified**

Select to indicate that a receipt matches a specific expense type. This field is inactive if receipt verification is not required.

**Receipt Required**

If selected, a receipt is required to substantiate the expense type. This field is display-only.

---

## Reconciling Airline Tickets

This section provides an overview of airline ticket reconciliation, lists common elements, and discusses how to:

- Change airline reconciliation status.
- Reconcile airline tickets to expense reports.

## Understanding Airline Ticket Reconciliation

PeopleSoft Expenses enables you to track unused airline tickets and control travel expenses by reconciling completed airline flight segments with purchased tickets.

## Common Elements Used in This Section

**Status**

Values are:

- *Cancelled:* The ticket was voided.
- *Not Reconciled:* The ticket is waiting to be reconciled with an expense report.
- *Reconciled:* The ticket was reconciled with an associated expense report.

**Sort By**

Select a criterion to sort by: *Employee ID* (default), *Employee Name*, *Merchant*, *Reconciliation Status*, *Ticket Amount*, *Ticket Number*, or *Transaction Date*.

**Sort Order**

Select to sort the airline tickets in ascending or descending order.

## Pages Used to Reconcile Airline Tickets

| <i>Page Name</i>      | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|-----------------------|------------------------|---|---|
| Airline Tickets       | EX_AIRLINE_TICKETS     | Travel and Expenses,<br>Manage Accounting,<br>Reconcile Airline Tickets | Query and update airline ticket data that was loaded from an external source. |
| Expenses with Airfare | EX_SHEET_TKT_LINES     | Select the Expenses with Airfare tab on the Airline Tickets page.       | Reconcile airline tickets to expense report IDs.                              |

## Changing Airline Reconciliation Status

Access the Airline Tickets page (Travel and Expenses, Manage Accounting, Reconcile Airline Tickets).

## Reconciling Airline Tickets to Expense Reports

Access the Expenses with Airfare page (select the Expenses with Airfare tab on the Airline Tickets page).

---

**Note.** The Expenses with Airfare page lists airline tickets that are applied to an expense report but are not in the EX\_AIRLINE\_TKT table that stores airline data from a direct feed. Most likely, these tickets were entered manually into the expense system.

---

### Report ID

Click to access the Expense Report Detail page and view the line items of the expense report that is associated with the airline ticket.

## Chapter 19

# Preparing Time Reports and Time Adjustments

This chapter provides overviews of time report processing and time report parameters and defaults, and discusses how to:

- Create time reports.
- Enter general information on a time report.
- Enter project and personal hours on time reports.
- Adjust time reports.
- View or modify time reports.
- Delete time reports.

---

## Understanding Time Report Processing

PeopleSoft Expenses provides a time reporting system to track project and personal time for employees. Time reports replace written time sheets, punch cards, and spreadsheets that require manual monitoring or organizational budgets.

From the Travel and Expense Center, you can select to create, modify, view, delete, and print time reports. As you go through the preparation process, you can change general information and charge hours to projects or activities. If you have installed PeopleSoft Program Management and enabled the Estimated Time to Complete functionality, employees can view and modify their remaining work estimates. You can save time reports for further work or submit them for approval.

You can submit time reports weekly, biweekly, or semimonthly. You define the submission frequency at the general ledger business unit level and approvals at the setID level. If your organization requires monthly billing, employees can submit their time reports at the end of the month and submit a time report adjustment with their hours for the remainder of their workweek.

When project or activity status is set to *Inactive*, hours or adjustments may not be booked to them. Inactive projects or activities are not available for selection on a time report or for a time report adjustment. If a project or activity status is set to *Closed*, you may enter hours on a time report or a time report adjustment if the project control action is set to *Warning* in PeopleSoft Project Costing. However, you may not enter hours on a time report or time report adjustment for a closed project when the project control action is set to *Reject*.

PeopleSoft Expenses does not allow you to enter negative hours or more than 24 hours per day on a time report or time report adjustment. Also, you cannot enter hours on time reports or time report adjustments for days prior to the employee's hire date.

**See Also**

Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 359

*PeopleSoft Project Costing 9.1 PeopleBook*, "Working with Transactions," Controlling Incoming Transactions

---

## Understanding Time Report Parameters and Defaults

You set up time reporting frequencies and thresholds on the Expenses Definition – Business Unit 2 page. The Time Report Period parameter determines the number of days to display for time entry. For example, if you select *Weekly*, PeopleSoft Expenses displays a seven-day grid on the time report pages.

You can establish thresholds at the general ledger business unit level for PeopleSoft Expenses to issue warnings or errors if employees submit time reports over or under the required number of hours for a time reporting period. For example, if you establish a maximum per period threshold of 50 hours per week and select an alert action to issue an error, PeopleSoft Expenses prevents employees from submitting time reports that exceed 50 hours per week. If you select the *Warning* option, employees receive a warning message from the system, but they can still submit the report for approval. You can override these thresholds at the employee level on the Employee Profile - Organizational Data page by deselecting the Use Business Unit Default check box and entering new minimum and maximum hours per period.

Also on the Expenses Definition – Business Unit 2 page, you can establish the window of time to submit transactions for inactivated employees. If you use the Inactive Employee Submissions option, PeopleSoft Expenses checks the employee status and action date when a time report is submitted. If the employee is inactive, PeopleSoft Expenses verifies if the grace period has been exceeded and, if so, issues an error to prevent further processing of the expense transaction.

The Time Grid Display group box on the Expenses Definition – Business Unit 2 page enables you to display project, policy, or both grids on time reports. If you select to display the project or policy grid, PeopleSoft Expenses hides the other grid for employees in that general ledger business unit. You can also select whether you want project codes or descriptions to prepopulate on time reports on the Expenses Definition – Business Unit 2 page. Employees can override this setting by accessing the Employee Profile - User Defaults page where they can select their own defaults.

See Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Configuring Business Units for PeopleSoft Expenses, page 13 and Chapter 14, "Maintaining Employee Profiles," Maintaining User Defaults, page 272.

## Common Elements Used in This Chapter

**Billing Action**

The system populates this field with information, if it exists, from the employee profile defaults. You may override or update this value.

Select *Billable*, *Nonbillable*, or *Internal*. Billing action defaults to *Billable* if no user defaults are defined. If you use PeopleSoft Project Costing, billing codes are required to identify project time that is both billable and charged to project costing ChartFields.

**Period End Date**

Displays the date that the time reporting period ends for the employee (based on the setID of the employee ID). If you create the time report without specifying a date, the system uses the current date to calculate the actual period end date:

- For weekly or biweekly reporting, the system defaults to the closest calendar date that corresponds with the day of the week that the employee's time reporting period ends.
- For semimonthly reporting, the system defaults to the 15<sup>th</sup> if the current date is on or before the 15<sup>th</sup>, or defaults to the end of the month if the current date is on or after the 16<sup>th</sup>.

**Post Status**

Displays the time report status from POST\_STATUS\_EX. Statuses are:

- *Closed*
- *Marked for Unpost* or *Marked*
- *Not Applied* or *Not Appl*
- *Unpost in Process* or *Unpost*
- *Posted*
- *Close in Process* or *Close*
- *Unposted*

**Time Report Status**

Displays the time report status from TIME\_SHEET\_STATUS. Statuses are:

- *Approved*
- *Denied*
- *Denied by Approver*
- *Denied by Project Manager*
- *Hold by Approver*
- *Hold by Project Manager*
- *Hold*
- *Partial Approval*
- *Pending*
- *Pending Billing Approval*
- *In Process*
- *Submitted* or *Resubmitted*

|               |   |
|---------------|---|
| User Defaults | <p>Click to access the Employee Profile - User Defaults page to view or modify the defaults, which include creation method and project defaults. PeopleSoft Expenses displays this link only in Create or Modify mode; approvers and project managers do not have access to this link.</p> <hr/> <p><b>Note.</b> This link is not available if the User Defaults option on the employee privilege template for the travel authorization transaction is set to <i>Hide</i>.</p> <hr/>  |
| Version       | <p>Displays the version type and version number of the time report. Values are:</p> <ul style="list-style-type: none"><li>• <i>Partial</i>: Indicates that the version is a partial time report for a time period. When employees select to adjust a partial time report, PeopleSoft Expenses labels the next version the <i>Original</i>.</li><li>• <i>Original</i>: Indicates that the version is the original time report.</li><li>• <i>Revision [number]</i>: If you adjust an original time report, PeopleSoft Expenses displays <i>Revision 1</i>, <i>Revision 2</i>, and so on to indicate the specific revision number for the time report.</li></ul> |

## Creating Time Reports

This section provides an overview of time report creation options and discusses how to create time reports.

### Understanding Time Report Creation

When you create a time report, you have options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the time report. You can start with a blank time report that can be populated with defaults defined in the employee profile or populate it with data from another time report.

### Pages Used to Create Time Reports

| Page Name                       | Definition Name | Navigation  | Usage                     |
|---------------------------------|-----------------|---|---------------------------|
| General Time Report Information | TE_TIME_MAIN    | Employee Self-Service, Travel and Expense Center, Time Report, Create | Create a new time report. |



| <b>Page Name</b>                                       | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|--|------------------------|--|--|
| Create Time Report - Copy from an Existing Time Report | TE_COPY_TIME_RPT       | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Time Report, Create</li> <li>Click the Copy from an Existing Time Report link on the General Time Report Information page.</li> </ul> | Select a previous time report as a basis for a new report. |

## Creating Time Reports

When you use the Employee Self-Service menu to create a time report, PeopleSoft Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. If you do not have a default creation method, PeopleSoft Expenses defaults to open a blank report.

The creation methods for time reports are:

- *Open a Blank Report:* PeopleSoft Expenses creates a new time report and displays the General Time Report Information page with the country, state, locality, and billing action fields populated with information from the user default table, if it exists. The system also populates project data from the defaults in the employee profile; however, only active and enabled projects populate the time report.
- *Copy an Existing Report or Copy from an Existing Time Report:* PeopleSoft Expenses displays the Copy from an Existing Time Report page.

To copy from a previous time report, enter a date range to display existing reports and click Search. PeopleSoft Expenses displays all time reports whose period end dates fall in the range defined by the From and To dates. When you select a time report to copy, PeopleSoft Expenses creates a new time report that is similar to the one that is chosen and displays the General Time Report Information page.

---

## Entering General Information on a Time Report

This section discusses how to enter general information on a time report.

## Page Used to Enter General Information on a Time Report

| Page Name  | Definition Name | Navigation   | Usage  |
|--|-----------------|--|--|
| Time Report - General<br>Time Report Information | TE_TIME_MAIN    | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report).</li> <li>Click the General Report Information link on the Time Report - Time Report Summary page.</li> </ul> | Enter descriptive information about a time report. |

## Entering General Time Report Information

Access the General Time Report Information page (Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report)).

Create Time Report

General Time Report Information

Kenneth Schumacher
[User Defaults](#)
Time Report ID: NEXT

Comment:

Period End Date: 08/28/2009

Time Report Defaults

Country:  United States  
State:  California  
Locality:  SAN FRANCISCO ER TAX  
\*Billing Action:

[Copy from an Existing Time Report](#)

General Time Report Information page

**Note.** Some fields on the General Time Report Information page do not appear in Create mode. PeopleSoft Expenses displays these fields after you create the time report, save or submit the report, exit the component and return to the page.

### ***Time Report Defaults***

|  |  |
|--|--|
| <b>Country, State, and Locality</b>      | The system populates these fields with information, if it exists, from the user default table. You may override or update these values.        |
| <b>Continue</b>                          | Click to access the Time Report Summary page and enter project and personal hours.   |
| <b>Copy from an Existing Time Report</b> | Click to access the Copy from an Existing Time Report page and select a time report to copy. This link appears only in create or modify modes. |

---

## **Entering Time and Details on Time Reports**

This section discusses how to:

- Enter project and personal hours.
- Enter project time details.

### **Pages Used to Enter Time and Details on Time Reports**

| <b><i>Page Name</i></b> | <b><i>Definition Name</i></b> | <b><i>Navigation</i></b>   | <b><i>Usage</i></b>  |
|-------------------------|-------------------------------|--|--|
| Time Report Summary     | TE_TIME_LINES                 | Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report).<br><br>Click the Continue button on the General Time Report Information page.   | Add, modify, or view project hours and personal hours for a time report. |
| Project Time Details    | TE_TIME_DTL                   | Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report).<br><br>Click the Continue button on the General Time Report Information page.<br><br>Click the Details button under the Project Time tab on the Time Report Summary page. | Add, modify, or review project ChartField defaults for a time report.    |

Entering Project and Personal Hours

Access the Time Report Summary page (Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report)).

Create Time Report

Time Report Summary

Kenneth Schumacher

User Defaults

Time Report ID:

NEXT

Period End Date:

08/28/2009

Version:

Original

Project Time

Status and Issues

| PC Business Unit | Project   | Activity | *Billing Action | Sa 22                | Su 23                | Mo 24 | Tu 25 | We 26 | Th 27 | Fr 28                | Total |  |  |
|------------------|-----------|----------|-----------------|----------------------|----------------------|-------|-------|-------|-------|----------------------|-------|--|--|
| US001            | ALLPROJEC | G&A      | Billable        | <input type="text"/> | <input type="text"/> | 8.00  | 8.00  | 8.00  | 8.00  | <input type="text"/> | 32.00 |  |  |

Reset to User Defaults

Update Totals

Total Project Related Hours: 32.00

| Description      | Sa 22                | Su 23                | Mo 24                | Tu 25                | We 26                | Th 27                | Fr 28                | Total |
|------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| Floating Holiday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |
| Contract holiday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |
| Illness - Paid   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |
| Jury Duty        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |
| Personal - Paid  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |
| Vacation         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 0.00  |

Time Report Summary page (1 of 2)

Update Totals

Total Personal Hours: 0.00

Grand Total: 32.00

Save For Later

Submit

General Report Information

Return to Travel and Expense Center

Time Report Summary page (2 of 2)

**Note.** For a weekly time reporting frequency, the system displays all days on a single page. For other frequencies, you must scroll through the pages by using the left or right arrows.

**Time Report ID and Status**

The system automatically assigns these values when you save a time report for the first time. If you do not save the time report, the system does not display these fields.

## Project Time Tab

You define PeopleSoft Project Costing business units, project IDs and activity IDs in PeopleSoft Project Costing. You also define whether entry of PeopleSoft Project Costing business unit, Project ID, and Activity ID on time reports is required or optional.

---

**Note.** Before you close or inactivate a project ID or activity ID, it is recommended that you verify that there are no pending transactions associated with those project IDs or activity IDs.

---



Click the Details button to access the Time Report - Project Time Details page to view or modify general ledger ChartFields, and location defaults for a time report.

---

**Note.** This button is not available if the Distributions option on the employee privilege template for the time report transaction is set to *Hide*.

---

See Chapter 19, "Preparing Time Reports and Time Adjustments," [Entering Project Time Details](#), page 415.

**PC BU** (project costing business unit)

Select a business unit to report time for a project.

**Project**

Select a project for which you want to record time. You create projects in PeopleSoft Project Costing.

**Activity**

Select a project activity for which you want to record time. You create activities in PeopleSoft Project Costing.

**Project Related Hours**

Enter hours for each project on the applicable dates.

**Total**

Displays the total number of hours entered on the time report.

**Remaining Work**

Displays the calculated difference between the remaining work totals from PeopleSoft Project Costing and the hours entered into the daily totals on the time report.

---

**Note.** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition – Business Unit 2 page.

---

**New Estimate**

Enter a new estimated time to complete the project or activity.

---

**Note.** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition – Business Unit 2 page.

---

## Status and Issues Tab

This tab is available if PeopleSoft Program Management is installed. The status and issues links are available to transfer you into PeopleSoft Program Management to report project status and manage project issues.

|   |   |
|---|---|
| <b>Status and Issues</b>                      | Click to access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management where you can report project or activity status and manage project issues.   |
| <b>Reset to User Defaults</b>                 | Click for the system to clear project hours and replace the PC BU, Project, and Activity ID fields with the information from the user default table. This button is not available to approvers or project managers.   |
| <b>Update Totals</b>                          | Select to update and verify the totals for project and policy time. The system hides this button when the page is in a display-only mode. This button is available to project managers but not available to approvers.  |
| <b>Description</b>                            | Enter hours to charge to nonproject time according to the mapped time report codes, such as floating holidays, contract holidays, illness, vacation, and so forth.  |
| <b>Save for Later and Submit for Approval</b> | <p>You can save the time report or submit it for approval based on the following rules:</p> <ul style="list-style-type: none"> <li>• If you do not enter hours in either grid and no prior period adjustments are associated with the time report, you can save the time report but you cannot submit it for approval.</li> <li>• If you do not enter any hours but prior period adjustments are associated with the time report, then the system allows you to submit the report.</li> <li>• If you enter hours in the project hours grid and there are project rows with no hours, the system displays a warning message that those project rows are deleted if you submit the time report for approval.</li> </ul> |
| <b>Submit for Partial Month</b>               | <p>Select to submit the time report for end of month processing, even if there are days remaining in the time reporting period.</p> <p>For non-semimonthly time reporting, the end of a month may not fall at the end of an employee's workweek. If your organization requires billing at the end of the month, employees can submit their time up to the end of the month and then submit another time report with the remaining hours for the time period.</p> <hr/> <p><b>Note.</b> Employees cannot submit another time report with the remaining hours for the time period until the partial time report is approved and posted.</p> <hr/>   |
| <b>General Report Information</b>             | <p>Click to access the Time Report - General Time Report Information page to view the general information about the time report.</p> <p>See <a href="#">Chapter 19, "Preparing Time Reports and Time Adjustments," Entering General Information on a Time Report, page 409.</a></p>   |

### ***Pending Actions***

PeopleSoft Expenses displays this section after you submit the time report.

|                         |   |
|-------------------------|---|
| <b>Profile and Name</b> | Displays the names of the approvers and their roles.                  |
| <b>Action</b>           | Displays the pending actions in the time report approval process.     |
| <b>Date/Time</b>        | Displays the date and time on which the approval status was assigned. |

### **Action History**

PeopleSoft Expenses displays this section after you submit the time report.

|                         |   |
|-------------------------|---|
| <b>Profile and Name</b> | Displays the name of the originator, approver, and their role.        |
| <b>Action</b>           | Displays the completed steps in the time report approval process.     |
| <b>Date/Time</b>        | Displays the date and time on which the approval status was assigned. |

## **Entering Project Time Details**

Access the Time Report - Project Time Details page (Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report)).

**Create Time Report**

**Project Time Details**

Kenneth Schumacher Time Report ID: NEXT

| PC Business Unit | Project     | Activity | Source Type | Category | Subcategory |
|------------------|-------------|----------|-------------|----------|-------------|
| US001            | ALLPROJECTS | G&A      |             |          |             |

Comment:

Done

Time Report - Project Time Details page

If you are using employee privilege templates, access to this page is dependant on the value in the Distributions field, and access to these fields is dependant on the value in the GL ChartFields and PC ChartFields fields for the time report transaction.

For more information about employee privilege templates:

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Privilege Templates, page 281.](#)

### **Projects ChartFields**

If you install PeopleSoft Project Costing, the system displays the PC Bus Unit (project costing business unit), Project, Activity, Source Type, Category, and SubCat (subcategory) fields where you can add or modify information.

---

**Note.** You define if the PC business unit, project, and activity are required or optional for PeopleSoft Project Costing on the Projects Options page.

---

If PeopleSoft Project Costing is not installed, the system displays the PC Bus Unit, Project, and Activity fields where you can add or modify information.

### **General Ledger ChartFields**

Add or modify general ledger ChartField information.

### **Location**

#### **Locality**

This is a geographic area that your organization defines for reporting purposes. You can use this field to describe tax requirements that are local to the area.

---

## **Adjusting Time Reports**

This section provides an overview of time report adjustments and discusses how to adjust time reports.

### **Understanding Time Report Adjustments**

Employees can adjust time reports by creating a revision of the time report that they wish to adjust. Time reports become available for adjustments after they have been submitted, approved, and staged to PeopleSoft Project Costing. You may not enter an adjustment for a time report if another adjustment is in progress for the same report.

For non-semimonthly time reports when the end of the month does not fall at the end of a workweek, employees can enter information up to the end of the month and submit a partial time report. After their partial time report has been approved and staged to PeopleSoft Project Costing, they can add the remaining time as a new version of that report.

Navigate to the time report using the Employee Self-Service, Time Report, View menu to create a revision of the time report that you want to adjust. If there is another adjustment pending for the time report, the time report ID link is not available for selection on the Time Report - Search Results page. The time report search page includes a Version column to indicate whether the time report is a *Partial*, the *Original*, or a *Revision*. Click the link in the Period End Date column on the Time Report - Search Results page to access any version of the time report. When PeopleSoft Expenses displays the View Time Report - Time Report Summary page, you have the option to create a revision for the most current time report version. When you select *Create Revision* from the Version Action drop-down list box and click Go, PeopleSoft Expenses creates a new time report with a new version identifier. If you navigate to an older version of the time report, either the original or a previous version, PeopleSoft Expenses displays the report in view-only mode.

Internally, PeopleSoft Expenses numbers an original time report as Version 1. When you adjust the time report, the system numbers it Version 2 but refers to it as Revision 1 in the search views. PeopleSoft Expenses uses Version 0 for partial time reports. When you modify a partial time report to add remaining hours for the period, the system numbers it as Version 1. Subsequently, if you adjust that time report, PeopleSoft Expenses numbers it Version 2 and refers to it as Revision 1 in the search views.



---

**Note.** You cannot perform a partial submit on a revision.

---

## Pages Used to Adjust Time Reports

| <i>Page Name</i>                       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Time Report - Search Results           | TE_TIME_ENTRY_INQ      | Employee Self-Service, Travel and Expense Center, Time Report, View   | Select a time report to view.   |
| View Time Report - Time Report Summary | TE_TIME_LINES          | Employee Self-Service, Travel and Expense Center, Time Report, View   | View time reports that have been submitted, approved, and staged. In view mode, you can create a prior period adjustment. |
| Time Report - Time Report Summary      | TE_TIME_LINES          | Employee Self-Service, Travel and Expense Center, Time Report, View<br><br>Select <i>Create Revision</i> in the Version Action drop-down list box on the View Time Report - Time Report Summary page. | Create an adjustment for a time report.   |

## Adjusting Time Reports

Access the View Time Report - Time Report Summary page (Employee Self-Service, Travel and Expense Center, Time Report, View).

---

**Note.** Fields on the View Time Report - Time Report Summary page are the same as the files you see when you create a time report and are defined in that section of this chapter.

---

**Version Action**

Select to create or view different versions of a time report. The Version Action page element appears only for time reports that have been submitted, approved, and staged to PeopleSoft Project Costing. Options are:

- *Create Revision:* Select to create a revision of the most current time report, regardless of which version of the time report you are currently viewing. PeopleSoft Expenses only allows you to revise the most current version or revision of a time report. For example, you have an original version and one revision and you want to create Revision 2. Whether you are viewing the original time report or Revision 1, when you select Create Revision on the View Time Report - Time Report Summary page, PeopleSoft Expenses creates Revision 2.
- *View Partial Submit:* Select to view a partially-submitted time report.
- *View Original:* Select to view the original time report.
- *View Revision [number]:* Select to view Revision 1, Revision 2, Revision 3, and so forth.

**View Other Version**

Select to view different versions of a time report.

The View Other Version drop-down list box appears instead of the Version Action drop-down list box if time reports are not available for prior period adjustments.

---

## Viewing and Modifying Time Reports

This section discusses how to view or modify time reports.

**Pages Used to View or Modify Time Reports**

| <i>Page Name</i>                       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Time Report - Search Results           | TE_TIME_ENTRY_INQ      | Employee Self-Service, Travel and Expense Center, Time Report, View | Select a time report to view.   |
| View Time Report - Time Report Summary | TE_TIME_LINES          | Employee Self-Service, Travel and Expense Center, Time Report, View | View time reports that have been submitted, approved, and staged. In view mode, you can create a prior period adjustment. |

| <b>Page Name</b>       | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>   |
|------------------------|------------------------|---|--|
| View Approver Comments | EX_COMMENTS_RJCT       | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Time Report, [View or Modify]</li> </ul> <p>Click the View Approver Comments link on the Time Report - Time Report Summary page.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Travel and Expense Center, Time Report, [View or Modify]</li> </ul> <p>Click the View Approver Comments link on the Time Report - Time Report Summary page.</p> | When an approver sends back a time report, you can review their comments in full by clicking on the comment link at the top of the page. This takes you to the View Approver Comments page where you can see the full comment. |

## Viewing or Modifying Time Reports

Access the Time Report - Time Report Summary page (Employee Self-Service, Travel and Expense Center, Time Report, View).

If you access the Time Report - Time Report Summary page using the View navigation, then PeopleSoft Expenses displays the page in read-only mode. You can only view time reports that you submitted for approval.

If you access the Time Report - Time Report Summary page using the Modify navigation, then PeopleSoft Expenses enables you to edit all of the fields. You can modify a time report if you have not submitted it for approval, or if an approver sent it back for revision or correction.

---

**Note.** Fields on the Time Report - Time Report Summary page are the same as the fields you see when you create a time report and are defined in the *Creating Time Reports* section of this chapter.

---

### **Sent Back for Revision and View Approver Comments**

Click the View Approver Comments link to access the View Approver Comments page and view the comments an approver made regarding the reason they sent the time report back for revisions.

---

## Deleting Time Reports

If you create a time report and decide not to process it, you can delete the time report if it is in *Pending* status. You can also delete a time report if the status is *Denied*.

## Page Used to Delete Time Reports

| <i>Page Name</i>                         | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Travel and Expenses - Delete Time Report | TE_DEL_TIME            | Employee Self-Service,<br>Travel and Expense Center,<br>Time Reports, Delete<br><br>Travel and Expenses, Time Reports, Delete | Select and delete time reports from the expense system. |

## Deleting a Time Report

Access the Travel and Expense - Delete Time Report page (Employee Self-Service, Travel and Expense Center, Time Reports, Delete).

**Travel and Expense**

**Delete a Time Report**

Kenneth Schumacher

Time Reports

| Select                              | Period End Date | Version  | Time Report ID | Total Hours | Creation Date |
|-------------------------------------|-----------------|----------|----------------|-------------|---------------|
| <input type="checkbox"/>            | 04/11/2003      | Original | 0000000029     |             | 10/31/2003    |
| <input type="checkbox"/>            | 03/28/2003      | Original | 0000000027     |             | 10/31/2003    |
| <input checked="" type="checkbox"/> | 03/07/2003      | Original | 0000000024     |             | 10/31/2003    |
| <input type="checkbox"/>            | 08/18/2000      | Original | 0000000012     |             | 08/15/2000    |

Delete Selected Report(s)

Travel and Expense - Delete Time Report page

PeopleSoft Expenses displays a list of pending and denied time reports. Select those that you wish to delete and click the Delete Selected Report(s) button.

## Chapter 20

# Setting Up and Using DCAA Compliance Functionality in PeopleSoft Expenses

This chapter provides an overview of DCAA compliance functionality in PeopleSoft Expenses and discusses how to:

- Set up and configure PeopleSoft Expenses for DCAA compliance.
- Set up overage accounting for expense reports.
- Use DCAA compliance functionality for time reporting.
- Manage employee notifications and acknowledgements.

---

## Understanding DCAA Compliance Functionality in PeopleSoft Expenses

Employees working on government projects are required to report time according to their organization's negotiated government contract. When you enable DCAA compliance functionality, employees must report their project and personal time by the cutoff that you establish for their general ledger business unit. In addition, employees cannot report project time for future dates and can be restricted in the type of personal time that they report for days in the future. DCAA regulations also define allowable amounts by location for valid expense types. If an expense type amount exceeds the allowable spending amount, Expenses books the difference to a different account using the overage accounting feature.

---

## Setting Up and Configuring PeopleSoft Expenses for DCAA Compliance

This section discusses how to:

- Enable and disable DCAA compliance functionality.
- Set up DCAA compliance rules.
- Enable and disable future personal time reporting.

## Pages Used to Set Up and Configure PeopleSoft Expenses for DCAA Compliance

| <i>Page Name</i>                       | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|--|------------------------|--|--|
| Installation Options - Expenses        | INSTALLATION_EX        | Set Up Financials/Supply Chain, Install, Installation Options, Expenses  | Enable DCAA compliance requirements and overage accounting.  |
| Expenses Definition – Business Unit 1  | BUS_UNIT_TBL_EX1       | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 1  | Disable DCAA compliance requirements at the general ledger business unit level for business units that are not required to be compliant. |
| Expenses Definition – Business Unit 2  | BUS_UNIT_TBL_EX2       | Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 2  | Set up DCAA compliance rules, such as time report submission requirements and disabling future project time reporting.                   |
| Employee Profile - Organizational Data | EX_EE_ORG_DTA2         | Travel and Expenses, Manage Employee Information, Update Profile   | Disable DCAA compliance requirements for the employee.   |
| Time Reporting Codes                   | EX_TRC_EX              | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Codes</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, T&amp;L Time Reporting Codes</li> </ul> | Enable and disable future entry time reporting.  |
| Time Reporting Code                    | EX_TRC_MAP_TBL         | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Maintain Time Reporting Codes</li> </ul>    | Enable and disable future entry time reporting.  |

## Enabling and Disabling DCAA Compliance Functionality

There are three levels in which you can enable or override DCAA compliance functionality:

- Installation Options - Expenses page

In the Expenses Options group box, select the DCAA Enabled check box to indicate that you want PeopleSoft Expenses to enforce DCAA audit requirements.

- Expenses Definition – Business Unit 1 page

PeopleSoft Expenses provides an override at the general ledger business unit level and displays the Disable DCAA check box only if you selected the DCAA Enabled check box on the Installation Options - Expenses page.

When you add a new general ledger business unit, PeopleSoft Expenses defaults to what you have set up at the Installation Options - Expenses page. If DCAA is enabled, the Disable DCAA check box is enabled.

- Employee Profile - Organizational Data (EX\_EE\_ORG\_DTA2) page

PeopleSoft Expenses displays the Disable DCAA check box only if DCAA is enabled on the Installation Options - Expenses page and is not disabled for the employee's general ledger business unit. An administrator may override DCAA for an employee by selecting this check box, meaning that the employee will be exempt from meeting DCAA requirements.

When processing time reports, PeopleSoft Expenses references the values set at the installation, general ledger business unit, and employee profile levels. This table summarizes when PeopleSoft Expenses displays or hides the DCAA check boxes:

| <b>Level</b>             | <b>Flag</b>  | <b>Selected</b> | <b>Selected</b> | <b>Selected</b>  | <b>Selected</b>  |
|--------------------------|--------------|-----------------|-----------------|------------------|------------------|
| Installation             | Enable DCAA  | Yes             | Yes             | Yes              | No               |
| GL Business Unit         | Disable DCAA | No              | No              | Yes              | Does not Display |
| Employee Profile         | Disable DCAA | No              | Yes             | Does not Display | Does not Display |
| DCAA Compliance Required |              | Yes             | No              | No               | No               |

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining a PeopleSoft Expenses Business Unit, page 14.](#)

See [Chapter 14, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 268.](#)

## Setting Up DCAA Compliance Rules

Access the Expenses Definition – Business Unit 2 page (Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 2).

Employees who work on government projects are required to report their time by a threshold set by their organization. This threshold is negotiated as part of the government contract and applies to all employees assigned to work on projects for that government agency. You can define the cutoff time differently for each general ledger business unit.

If employees report their time late or makes changes after the cutoff date, you can require them to enter a comment to explain their tardiness or the reason for the change. You also control whether employees can enter future time or restrict them to enter only time that they have worked.

The Expenses Definition – Business Unit 2 page enables you to apply DCAA compliance rules to general ledger business units. These fields on the PeopleSoft Expenses Definition – Business Unit 2 page are specific to DCAA compliance rules:

### ***Project Time Options***

|  |   |
|--|---|
| <b>Disable Entry of Future Project Hours</b> | Select to prevent employees in the business unit from entering future project time on their time reports. |
|--|---|

### ***DCAA Compliance Rules***

|                                     |  |
|-------------------------------------|--|
| <b>Submission Cutoff days</b>       | Enter how many calendar days employees have to report their time for a particular date. A zero in this field means that time must be reported the same day the employee worked it.   |
| <b>Time</b>                         | Enter the time by which reporting should be completed and saved or submitted.  |
| <b>Time Zone</b>                    | <p>If not populated, PeopleSoft Expenses uses the application server time as the clock to determine the cutoff time for saving or submitting time reports.</p> <p>If populated, employees are required to save or submit their time reports by the time indicated for the given time zone.</p> <p>For example, if you set up the submission time and time zone for 6:00 p.m. Eastern Time (U.S.), employees in California are required to save or submit their time reports by 3:00 p.m. Pacific Time.</p> |
| <b>Require Comments for Changes</b> | Select to require comments when employees report their time late or make changes after the cutoff date.  |

---

**Note.** You must enter information in the fields listed above if PeopleSoft Expenses displays the Disable DCAA check box and it is not selected for the general ledger business unit.

---

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Specifications for a Business Unit, page 18.](#)

## **Enabling and Disabling Future Personal Time Reporting**

Access the Time Reporting Code pages (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code).



| Time Reporting Code                               |                  |                                     |                          |   |   |
|---|------------------|-------------------------------------|--------------------------|---|---|
| SetID: SHARE CORPORATE SETID                      |                  |                                     |                          |   |   |
| Time Reporting Code                               |                  |                                     |                          |   |   |
| Customize   Find   View All   First 1-6 of 6 Last |                  |                                     |                          |   |   |
| *Time Reporting Code                              | *Description     | Used for Business Holidays          | Disable Future Entry     |   |   |
| VAC   | Vacation         | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| FHOL  | Floating Holiday | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| HOL   | Contract holiday | <input checked="" type="checkbox"/> | <input type="checkbox"/> | + | - |
| ILLPD   | Illness - Paid   | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| PERP  | Personal - Paid  | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |
| JURY  | Jury Duty        | <input type="checkbox"/>            | <input type="checkbox"/> | + | - |

### Time Reporting Code (EX\_TRC\_MAP\_TBL) page

The Time Reporting Code (EX\_TRC\_EX and EX\_TRC\_MAP\_TBL) pages enable you to prohibit reporting future personal time on time reports. Select the Disable Future Entry check box for a time reporting code to prohibit employees from entering personal hours on a time report if the date entered on the report is after the current date.

### See Also

Chapter 9, "Defining Additional Required Data for PeopleSoft Expenses," [Setting Up Time Reporting Codes, page 117](#)

## Setting Up Overage Accounting for Expense Reporting

PeopleSoft Expenses enables you to record the allowable portion of expenses to a unique chart of accounts while the unallowable portion of the expense is recorded to a separate chart of accounts.

This section lists the pages used to set up overage accounting for expense reporting.

### See Also

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options

Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," [Defining Accounting Distribution Defaults, page 84](#)

## Pages Used to Set Up Overage Accounting for Expense Reporting

| <i>Page Name</i>                | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|---------------------------------|------------------------|--|---|
| Installation Options - Expenses | INSTALLATION_EX        | Set Up Financials/Supply Chain, Install, Installation Options, Expenses  | Select the Allow Overage Accounting check box to enable PeopleSoft Expenses to process amounts exceeding approved limits for expense types. |
| Expense Types 2                 | EX_EXPENSE_TYPES2      | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type<br/><br/>Select the Expense Types 2 tab.</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type<br/><br/>Select the Expense Types 2 tab.</li> </ul> | Enter a different Account ChartField to record amounts employees spend over their approved limits for expense types.                        |

---

## Using DCAA Compliance Functionality for Time Reports

This section discusses how to:

- Report future time.
- Change time report information.
- Enter comments for late entries or changes.
- Log time reporting entries, changes, and violations.

## Pages Used to Use DCAA Compliance Functionality for Time Reports

| <i>Page Name</i>    | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|---------------------|------------------------|--|---|
| Time Report Summary | TE_TIME_LINES          | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Time Report, Create</li> <li>Travel and Expenses, Travel and Expense Center, Time Report, Create</li> </ul> | Enter project and personal time.  |
| Submit Confirmation | TE_SUBMIT_CONFIRM      | Click the Submit button on the Time Report Summary page.   | Enter an explanation as to why you are submitting the time report late or made changes. |

## Reporting Future Time

Access the Time Report Summary page (Travel and Expenses, Travel and Expense Center, Time Report, Create).

**Create Time Report**  
**Time Report Summary**

William Scott [User Defaults](#) Time Report ID: NEXT

Period End Date: 08/28/2009  
Version: Original

Project Time Status and Issues

| PC Business Unit | Project | Activity | *Billing Action | Sa 22 | Su 23 | Mo 24 | Tu 25 | We 26 | Th 27 | Fr 28 | Total |
|------------------|---------|----------|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|
|                  |         |          | Billable        |       |       |       |       |       |       |       | 0.00  |

[Reset to User Defaults](#) [Update Totals](#)

Total Project Related Hours: 0.00

| Description      | Sa 22 | Su 23 | Mo 24 | Tu 25 | We 26 | Th 27 | Fr 28 | Total |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Floating Holiday |       |       |       |       |       |       |       | 0.00  |
| Contract holiday |       |       |       |       |       |       |       | 0.00  |
| Illness - Paid   |       |       |       |       |       |       |       | 0.00  |
| Jury Duty        |       |       |       |       |       |       |       | 0.00  |
| Personal - Paid  |       |       |       |       |       |       |       | 0.00  |
| Vacation         |       |       |       |       |       |       |       | 0.00  |

[Update Totals](#)

Total Personal Hours: 0.00  
Grand Total: 0.00

[Save For Later](#) [Submit](#)

[General Report Information](#)

Time Report Summary page

When you select the Disable Entry of Future Project Hours check box on the Expenses Definition – Business Unit 2 page, PeopleSoft Expenses prevents employees in the business unit from entering future time on their time reports. PeopleSoft Expenses disables the future days in the project time entry grid.

If you select the Disable Future Entry check box for a time reporting code on the Time Reporting Code (EX\_TRC\_EX and EX\_TRC\_MAP\_TBL) pages, PeopleSoft Expenses prohibits employees from entering personal hours on a time report if the date entered on the report is after the current date.

As displayed in the page shot above for a time report with a period end date of August 28, 2009, Kenneth Schumacher can only enter project time for the current date, August 27, 2009. In the personal grid, PeopleSoft Expenses enables him to enter vacation time for Friday the 28th; however, PeopleSoft Expenses does not enable Kenneth Schumacher to enter future time for illness.

## Changing Time Report Information

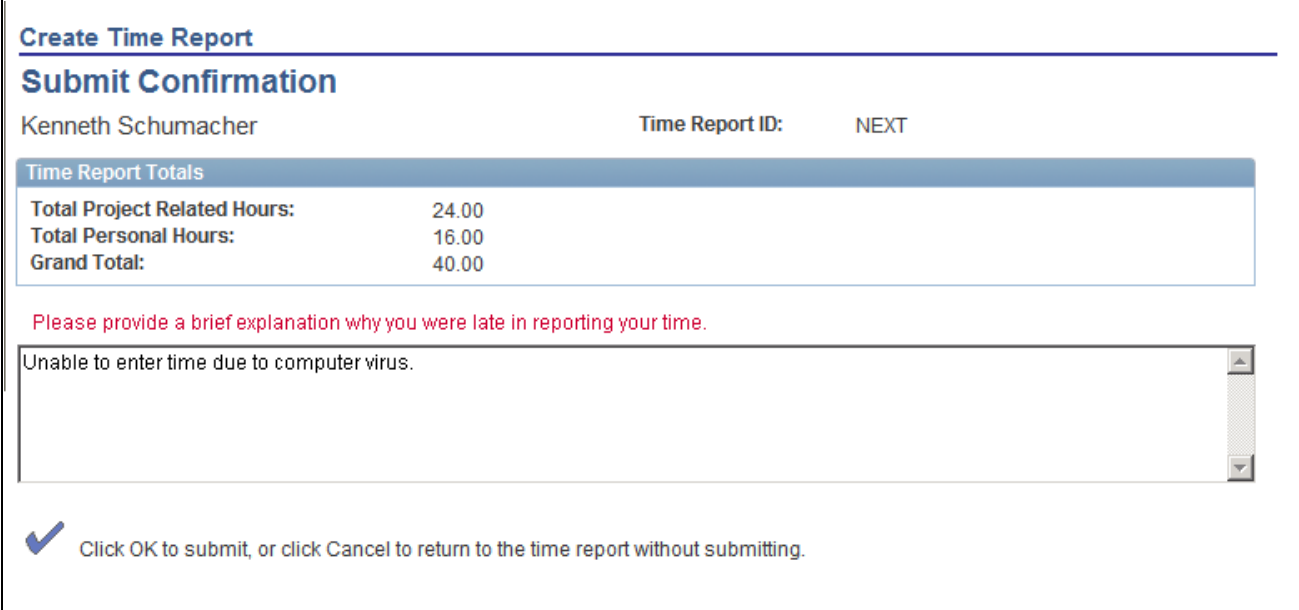
When you enable DCAA, PeopleSoft Expenses tracks entries or changes made by someone other than the owner of the time report. If approvers or auditors make any changes, PeopleSoft Expenses prompts them during the confirmation of the approval action taken to enter a reason for their changes. The authority to make changes to time reports is determined when approvals is configured during system setup. You can configure PeopleSoft Expenses to prevent approvers from making changes to time reports, forcing them to send the reports back to the owners for revisions.

## See Also

[Chapter 10, "Setting Up Approvals and Audit Rules," page 121](#)

## Entering Comments for Late Entries or Changes

Access the Submit Confirmation page (click the Submit button on the Time Report Summary page).



**Create Time Report**

**Submit Confirmation**

Kenneth Schumacher Time Report ID: NEXT

| Time Report Totals           |       |
|------------------------------|-------|
| Total Project Related Hours: | 24.00 |
| Total Personal Hours:        | 16.00 |
| Grand Total:                 | 40.00 |

Please provide a brief explanation why you were late in reporting your time.

Unable to enter time due to computer virus.

✓ Click OK to submit, or click Cancel to return to the time report without submitting.

Submit Confirmation page

When employees submit time reports late or enter changes after the cutoff date, PeopleSoft Expenses prompts them to enter an explanation as to why they are late or made changes.

## Logging Time Report Entries, Changes, and Violations

To ensure that organizations are in compliance with their government contracts, DCAA compliance requires that PeopleSoft Expenses maintain a log of entries, changes, and violations made by employees, authorized reporters, approvers, and auditors. PeopleSoft Expenses records the transaction logs in the EX\_AUDIT\_DCAA record that includes some or all of the following fields:

- User ID of the person who makes the time report entry.
- Current server date and time when the transaction record was saved.
- Key information from the time report record.
- Key information from the transaction ID.
- Log entry reason (LOG\_DCAA\_REASON).
- Comments.

### ***Time Entry by an Authorized Reporter***

An authorized reporter is someone with authority to enter or change information on time or expense reports on behalf of an employee. DCAA compliance requires that PeopleSoft Expenses log when an authorized reporter makes an entry in a time report prior to submitting the report and prior to the cutoff time. PeopleSoft Expenses logs this information:

- User ID of the person who makes the time report entry.
- Current server date and time when the authorized reporter saved the time report.
- Key information from the time report record, such as the transaction ID.
- Log entry reason (LOG\_DCAA\_REASON = E).

### ***Time Reporting Changes and Violations***

DCAA compliance functionality in PeopleSoft Expenses creates a log entry when you:

- Report time late (LOG\_DCAA\_REASON = L).

Whether an employee or an authorized reporter misses the cutoff for reporting time, PeopleSoft Expenses records the late entry. The time that PeopleSoft Expenses compares against the cutoff time and logged is the time the report was save or submitted.

- Change reported time (LOG\_DCAA\_REASON = C).

If after the initial save and prior to submission a time entry is changed past the cutoff time, PeopleSoft Expenses logs the change.

- Delete pending time reports (LOG\_DCAA\_REASON = D).

If an employee or authorized reporter deletes a pending time report, PeopleSoft Expenses logs the transaction as a deleted action.

- Change time report or enter time late (LOG\_DCAA\_REASON = B).

If an employee or authorized reporter changes hours or makes a new entry after the cutoff time, PeopleSoft Expenses logs the information.

### ***Time Reporting Changes by Approvers and Auditors***

During confirmation of the approval action, if approvers or auditors made any changes to a time report, PeopleSoft Expenses prompts them to enter a reason and logs the transaction as Approval Changes (LOG\_DCAA\_REASON = A).

### ***Time Adjustments After Submission***

PeopleSoft Expenses logs adjustments to a prior period as Changed (LOG\_DCAA\_REASON = C).

## Managing Employee Notifications and Acknowledgements

This section discusses how to:

- Use notifications and acknowledgements.
- Process DCAA notifications.

### Page Used for Employee Notifications and Acknowledgements

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--------------------|------------------------|---|---|
| DCAA Notifications | RUN_EX_DCAA            | Travel and Expenses,<br>Manage Employee<br>Information, Process DCAA<br>Notifications | Set up and run reminder<br>notifications, past due<br>notifications, and<br>notifications of time and<br>expense reports requiring<br>acknowledgements. |

### Using Notifications and Acknowledgements

Employees are responsible for the information on their time reports when they submit them. Employees can submit their own time reports or have an authorized reporter submit them on their behalf. When an authorized reporter submits a time report on behalf of the employee, the owner of the time report receives a notification that they must acknowledge. PeopleSoft Expenses generates a notification to the report owner when:

1. An authorized reporter submits the time report for approval, and
2. The submission date is the same or after the period end date, or
3. The submission date is before the period end date but daily hours have been entered to the end of the period, and
4. The report is not a prior period adjustment, and
5. The report owner is an active employee.

There are certain cases where partial time reports are submitted before the period end date. Partial time report submission may be required if, for example, a month-end falls in the middle of a time reporting period and your organization wants to complete the billing for projects for the month. If an authorized reporter submits a partial time report, PeopleSoft Expenses does not send out a notification until the time report is submitted at the end of the time reporting period. The only exception to this is if the authorized reporter submits a time report with future personal time. In this case, PeopleSoft Expenses checks if hours have been entered for all business days up to the period end date to determine if it needs to generate a request for acknowledgement.

Processing DCAA Notifications

Access the DCAA Notifications page (Travel and Expenses, Manage Employee Information, Process DCAA Notifications).

DCAA Notifications

Run Control ID: 1

Report ManagerProcess MonitorRun

Process Request Parameters

☐ Select All Business Units

☐ Pending Acknowledgement

☐ Send Reminder

☐ Past Due Notice

GL Business Unit List

CustomizeFindView All12First1 of 1Last

| GL Business Unit | Pending Acknowledgement             | Send Reminder                       | Past Due Notice                     |   |   |
|------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|---|
| us001            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + | - |

DCAA Notifications page

You can create a process to manage all DCAA-related notification types. You can run the process for all general ledger business units enabled for DCAA compliance or you can select one or more business units. Before sending an email notification to employees, PeopleSoft Expenses verifies that they are active and required to be DCAA compliant.

- Select All Business Units

Select to include all business units. If not selected, you must enter individual business units in the GL Business Unit List grid.
- Pending Acknowledgement

Select to send email notifications to remind employees if there are time and expense reports waiting for their acknowledgement.
- Send Reminder

Select to send email notifications to remind employees of upcoming deadlines.
- Past Due Notice

Select to send email notifications to remind employees of missed deadlines and to save time for a day if none is saved by the cutoff time.



## Chapter 21

# Using Commitment Control with PeopleSoft Expenses

This chapter provides an overview of PeopleSoft Commitment Control in PeopleSoft Expenses and discusses how to:

- Budget check expense transactions.
- Review travel authorization budget exceptions.
- Review expense report budget exceptions.
- Cancel travel authorizations.
- Roll over travel authorization encumbrances to a new budget period.
- View expenses and encumbrances from the Period End Accrual process.

---

## Understanding PeopleSoft Commitment Control in PeopleSoft Expenses

PeopleSoft Commitment Control provides a mechanism for organizations to track or control expenditures and revenues against budget ledgers. The primary process that carries out transaction validations against budgets is the Budget Processor. You define the rules that govern spending in the commitment control budget definitions. These rules may affect the behavior of budget checking activity in PeopleSoft Expenses.

You can use a number of commitment control budget ledgers with varying sets of spending rules. You can configure budgets for commitment control, which disallows any expenditure over the amount of the budget plus a tolerance. You can configure budgets for only tracking, which means that you have no control over the total amount spent and the system only records the activity. PeopleSoft Expense transactions that you budget check will be subject to all of the commitment control budget ledgers that are active for a business unit.

When approving travel authorizations and expense reports, click the Budget Options link to access the Commitment Control page, where you initiate the budget checking process. You can also run the budget check process in batch mode for expense reports and travel authorizations through the Request Budget Check page.

## ***Encumbrance Accounting***

Encumbrance accounting enables you to reserve funds for an anticipated expense. Organizations that preapprove travel expenses and want to reserve funds for authorized trips can budget check travel authorizations and expense reports. Budget checking records encumbrances, or the reservation of funds, in the commitment control budget and then reverses the encumbrances when actual expenses are recorded.

Budget checking journal expense reports will reflect changes made to posted accounting distributions in the commitment control budget.

PeopleSoft Expenses delivers additional options for budget checking activity of expense transactions. PeopleSoft Commitment Control options supported in PeopleSoft Expenses enable you to cancel or close unused travel authorizations and reverse the associated encumbrances.

## ***Budget Checking Exceptions***

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions. You can view these exceptions to determine the cause of the failure through PeopleSoft Expenses or through the PeopleSoft Commitment Control menu.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers. They may fail because:

- The ChartFields in the accounting distributions are incorrect.
- Insufficient funds are available to support the expense.
- The budget is permanently or temporarily closed.

If an expense transaction fails budget checking, or if warning conditions exist for an expense transaction, the budget processor marks the transaction as an error or warning exception. You can view these exceptions and override some error exceptions (with proper authority) on the budget exception pages. You can access error messages and warnings through PeopleSoft Expenses or the PeopleSoft Commitment Control menu.

Some exception conditions may be eligible for override, which allows an authorized user to force the transaction to record in the ledger. You must handle some exception conditions using the PeopleSoft Expenses transaction pages. Check with your Commitment Control administrator to understand the control rules and authorizations associated with budget checking in PeopleSoft Expenses.

## ***See Also***

*PeopleSoft Commitment Control 9.1 PeopleBook, "Managing Budget Exceptions"*

## **Common Elements Used in This Chapter**



Click the Budget Check button to run the Budget Processor Application Engine process again after you override budget checking for the transaction or a budget. Rerun the process when source transactions change.



Click the Budget Check Details button to open the Commitment Control page to see the source transaction type and amount type for the source transaction.



Click the Tran Override Available Info (transaction override available information) button to determine why you cannot override the budget check exception.

Click the Budget Override Available Info (budget override available information) button to determine why you cannot override a budget checking exception.



Click the Fetch Selection button to refresh the scroll area.

### **Budget Date**

Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.

### **Exception Type**

Select the exception type to display: *Error* or *Warning*.

### **Line Status**

Displays a value for the budget checking line. Values are:

- *E* (error): The entry failed to pass budget checking.
- *N* (not checked): The Budget Processor Application Engine process has not processed the entry, or the source transaction has changed and is not budget checked. Exception data may be inaccurate if line status is *N*. Budget check the transaction again to update the exceptions.
- *V* (valid): The entry passed budget checking, and the process updated the control budget ledger.
- *W* (warning): The Budget Processor issued a warning, but updated the control budget ledger.

### **Maximum Rows**

Specify how many rows to display in the scroll.

### **More Budgets Exist**

Select if the source transaction has more exceptions than the number entered in the Maximum Rows field. Enter different search criteria to shorten the list, or increase the maximum number of rows.

### **Override Budget**

Select to override the budget checking exception and update the control budget, even if the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override the exception. It is unavailable if the source transaction type does not allow overrides or the budget header status is *Not Checked*. If the budget header status is *Not Checked*, you changed the source transaction after the Budget Processor had issued the error exceptions and you had not rerun the Budget Processor.

After you override transactions with budget checking exceptions, the Budget Processor records the transaction and updates the expense transaction with a valid status.

|                             |  |
|-----------------------------|--|
| <b>Override Date</b>        | Displays the date and time of an override if you override the budget exception.  |
| <b>Override Transaction</b> | <p>Select to enable the entire transaction to update the control budget, even if error exceptions exist.</p> <p>This check box is available only for users with super user security access and is unavailable if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor and receive error messages.</p> |
| <b>Override User ID</b>     | Displays your user ID if you override the budget.  |

---

## Budget Checking Expense Transactions

This section provides an overview of budget checking expense transactions and discusses how to:

- Budget check expense transactions online.
- Budget check expense transactions in batch mode.
- Select transactions to budget check.

## Understanding Budget Checking Expense Transactions

This section discusses:

- Budget checking options.
- Budget checking date defaults.
- Budget checking eligibility.
- Online budget checking.
- Automatic budget checking.
- Approvals.
- Source transaction configuration.
- Accounting distribution changes.

### ***Budget Checking Options***

If your organization uses commitment control for any business unit, you may be required to budget check travel authorizations and expense reports. If any business unit in the expense report distributions (accounting detail) is enabled for commitment control, the transaction must be budget checked.

You can set parameters for requiring budget checking for travel authorizations and expense reports prior to approval by enabling the options on the PeopleSoft Expenses Options page. When you enable the options, you cannot approve expense transactions until the transaction budget check status is *Valid*. If multiple approvers exist, only the first approver is required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking is required again to reflect the changes.

If you do not enable the option on the Expenses Options page, you can approve transactions prior to budget checking and you can perform budget checking any time during the approval process. However, PeopleSoft Expenses requires you to budget check these transactions prior to posting liabilities. The system will not create or post accounting entries until the budget checking status is *Valid*.

You can budget check expense transactions individually online or in batch through the budget checking run control. Only approvers can budget check online through the approval pages.

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining Payment Defaults for a SetID, page 24.](#)

### ***Budget Checking Date Defaults***

The budget date determines the budget period during which you record or liquidate encumbrances. PeopleSoft Expenses uses the following rules to determine what budget date to use for travel authorizations and expense reports:

- Budget date in the travel authorization is by default the accounting date, which you typically set to the system date.
- Budget date in the expense report is by default the expense report accounting date.

The accounting date determines the fiscal year and accounting period during which the system records or liquidates encumbrances. When you liquidate travel authorizations through the expense report budget checking process, the system records the liquidations in the fiscal year and accounting period derived from the accounting date of the expense report. When you cancel travel authorizations, system records the encumbrance reversals in one of two ways, based on the Reversal Date Option on the Installation Options - Commitment Control page.

- If you set the Reversal Date Option to *Current Date*, the Travel Authorization Cancellation run control prompts you for an accounting date. This enables you to control the period in which you record reversals. If you do not enter a date, the system uses the system date. The system updates the accounting date on the travel authorization prior to budget checking and moves the original accounting date to a different field.

If you set the Reversal Date Option to *Current Date*, and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date becomes the current system date by default.

- If you set the Reversal Date Option to *Prior Date*, the Travel Authorization Cancellation run control does not prompt you for an accounting date. The period in which the system records the encumbrance reversal derives from the original accounting date on the travel authorization.

If you set the Reversal Date Option to *Prior Date*, and you cancel a travel authorization on the Cancel Approved Travel Authorization page, the accounting date becomes by default the original accounting date on the travel authorization.

---

**Note.** The Reversal Date Option applies to the fiscal year and accounting period; it does not affect the budget date or budget period.

---

### ***Budget Checking Eligibility***

The rule for determining when a travel authorization, expense report, or journal expense report is eligible for budget checking is based on several factors. When any of these transactions are eligible for budget checking, PeopleSoft Expenses sets the budget status to *N* to indicate that the transaction requires budget checking. Transactions are eligible for budget checking if:

- Any of the distributions contain a business unit that is enabled for commitment control.
- The transaction was previously budget checked but is now being canceled or denied.
- The amounts or distribution information were previously budget checked but were changed.
- The transaction was previously budget checked but is now being returned to the originator for revisions.
- The payment for an expense report is canceled and voided (not to be reissued).

### ***Online Budget Checking***

You can individually budget check travel authorizations and expense reports online through the Manager Self-Service navigation. When you authorize approvers to approve transactions for business units that you enabled for commitment control, PeopleSoft Expenses displays the Budget Options link on the approval pages. The Budget Options link takes you to the Commitment Control page used to initiate budget checking as well as to view the results when the budget checking process concludes.

How you configure the commitment control ledgers determines your budget checking errors and warnings. Budget checking against ledgers that you define as Track without Budget will never fail but may give warnings when certain conditions exist.

Online liquidation of travel authorization encumbrances occurs when you associate a travel authorization to an expense report. The following rules apply to online liquidation of travel authorizations:

- If you create an expense report by copying from a travel authorization and accept all of the expense transaction lines, then the system liquidates the entire amount of the travel authorization.

---

**Note.** You cannot copy from a travel authorization if it requires budget checking.

---

- If you create an expense report by copying from a travel authorization and delete some of the lines, the system liquidates the lines that are matched in the expense report; however, the system does not liquidate lines that you deleted before the expense report was budget checked. In this case, the system sets a flag for the travel authorization that indicates to the Budget Processor to fully liquidate the remaining encumbrances during the next batch budget check.
- The system liquidates amounts based on the original travel authorization encumbrance amount.
- Adding new lines on an expense report will not have any effect on liquidation of travel authorization encumbrances.
- If an approver, project manager, or auditor denies an expense report at any point in the approval process, the system restores encumbrances for the associated travel authorization. If you delete an expense report, PeopleSoft Expenses restores the travel authorization and makes it available for another expense report.

## ***Automatic Budget Checking***

Some transactions in PeopleSoft Expenses automatically perform budget checking under certain conditions. You do not initiate budget checking except through an event and only if the transaction was previously budget checked. The budget checking process automatically runs to reverse the amounts when:

- An approver or auditor returns a travel authorization or expense report to the employee for revisions.
- An approver or auditor denies a travel authorization or expense report.
- You cancel a travel authorization through the Cancel Approved Travel Authorization page using the Employee Self-Service navigation.
- An administrator cancels one or more travel authorizations through the Cancel Travel Authorizations page using the Travel and Expense menu navigation.
- An administrator or authorized user uses the Travel Authorization Rollover process to move encumbrances from one fiscal year to a new fiscal year.

Budget checking under these conditions reverses amounts originally recorded and removes any previous budget checking activity from the processing logs.

## ***Approvals***

You can configure your expense system with multiple approvers and auditors. When multiple approvers exist, only the first approver needs to budget check the expense transactions. Subsequent approvers do not need to budget check the expense transactions unless they make a change to a distribution line, or delete or add expense transaction lines.

- When an approver changes a distribution or expense transaction line, PeopleSoft Expenses tracks the change activity and displays the Budget Options link when budget checking is required. If you enable the option to require budget checking, the system inactivates the approval action buttons until the transaction is successfully budget checked.
- When an approver denies a travel authorization or expense report, the system automatically budget checks the transactions to reverse out the recorded ledger amounts.
- When multiple approvers exist and one approver denies the transaction, the other approvers cannot reverse the denied status by approving it.
- When an approver or prepayment auditor encounters a budget exception that requires changes to distribution ChartFields or transaction line amounts, they can access the accounting distribution lines to make the change. The post payment auditor does not have access to make these types of changes.
- When an approver denies an expense report that the employee created from a travel authorization, the system reinstates the encumbrances for the travel authorization. The system reinstates the travel authorization, making it available for the employee to use on a different expense report. To liquidate the encumbrances, you must cancel the travel authorization.

## ***Source Transaction Configuration***

The commitment control source transaction governs some of the interaction between the budget processor and any defined expense transactions. The source transaction identifies eligible transactions for the budget processor based on specific fields and their values. For example, the definition for travel authorizations may identify transactions with a status of *Submitted* as the only transactions eligible for the budget processor.

---

**Note.** If you make changes to the delivered source transaction definitions for PeopleSoft Expenses, you may also need to implement customized code to handle the change. PeopleSoft Expenses only supports functionality based on the delivered source transaction definitions. Changes to source transactions must be done by an authorized administrator.

---

### ***Accounting Distribution Changes***

Organizations may need to modify the distribution ChartFields or transaction line amounts that have already been recorded in the commitment control budget ledgers.

An approver can have the authority to change the accounting distributions or amounts that have already been budget checked. If they make any changes, the transaction must be budget checked again to reflect those changes. If they are not successfully budget checked, PeopleSoft Expenses does not allow you to post the liabilities for these transactions.

The prepayment auditor can make changes to accounting distributions or amounts that have already been budget checked and recorded in the commitment control budget ledgers.

The post payment auditor can only approve or deny a transaction.

The Modify Approved Transactions functionality enables authorized approvers to approve or deny an expense report. However, the system allows approvers to make changes that may require budget checking.

Use journal expense reports to make changes to accounting distributions for expense transactions that you have already posted. If you make a change through this feature in a commitment control-enabled business unit, you must budget check the changes that you have made. If changes are not budget checked, the commitment control budget ledgers will reflect only the last budget checking activity.



## Pages Used to Budget Check Expense Transactions

| <i>Page Name</i>     | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|----------------------|------------------------|---|--|
| Commitment Control   | KK_EXCPTN_OVER_SEC     | <ul style="list-style-type: none"> <li>Click the Budget Options link on the Approve Travel Authorization - Travel Authorization Summary page using the Manager Self-Service navigation</li> <li>Click the Budget Options link on the Approve Expense Report - Expense Report Summary page using the Manager Self-Service navigation.</li> <li>Click the Budget Options link on the Approve Travel Authorization - Travel Authorization Summary page using the Travel and Expenses navigation.</li> <li>Click the Budget Options link on the Approve Expense Report - Expense Report Summary page using the Travel and Expenses navigation.</li> </ul> | Budget check expense transactions online. Use this page to check the travel authorization amount against commitment control budgets and record the amount as an encumbrance.                                   |
| Request Budget Check | EX_BGTCHK_REQUEST1     | Travel and Expenses, Manage Accounting, Request Budget Checking   | Run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals. |
| Transaction Details  | EX_BGTCHK_REQUEST2     | Click the View Transaction Details link on the Request Budget Check page.   | Select a date range or specific expense transactions to be budget checked.   |

Budget Checking Expense Transactions Online

Access the Commitment Control page (click the Budget Options link on the Approve Expense Report - Expense Report Summary page using the Travel and Expenses navigation).

Commitment Control

Commitment Control Details

Source Transaction Type:

Travel Authorization

Budget Checking Header Status:

Not Budget Checked

Commitment Control Amount Type:

Encumbrance

☐ Override Transaction

Budget Check

Go to Transaction Exceptions

Go To Activity Log

Commitment Control page

Commitment Control Details

|   |   |
|---|---|
| Source Transaction Type   | Displays the transaction as a travel authorization or an expense sheet.   |
| Budget Checking Header  | Indicates the current budget checking status.   |
| Commitment Control Amount Type  | Identifies this as an encumbrance transaction.  |
| Commitment Control Transaction ID (commitment control transaction identification) | Activity log transaction number for the commitment control transaction.   |
| Override Transaction  | Select to enable the entire transaction to update the control budget, even if error exceptions exist.   |
| Budget Check  | Click to run the Budget Processor for this transaction.   |
| Go To Transaction Exceptions  | Click to access the page where you can view budget checking errors or warning messages for travel authorization transactions. Users who have authority can override the budget exceptions on this page. |
| Go to Activity Log  | Click to access the Commitment Control Activity Log page, where you can view activity for all lines in a transaction that updated the control budget.   |

## Budget Checking Expense Transactions in Batch Mode

Access the Request Budget Check page (Travel and Expenses, Manage Accounting, Request Budget Checking).

Request Budget Check

Run Control ID: 1

Report Manager

Process Monitor

Run

Process Parameters

Find | View All | First 1 of 1 | Last

Request Number: 1   \*Bus Unit: AUS01   Select Option: Some

\*Description:

\*Transaction Type: All Travel Authorizations   [View Transaction Details](#)

All selected transactions within the designated Business Unit and Transaction Type will be Budget Checked.

Request Budget Check page

**Warning!** Use different run control IDs for the budget checking processes such as budget check request, cancel travel authorization, and rollover travel authorizations. You must use a unique run control ID for each of these processes.

|                          |  |
|--------------------------|--|
| Bus Unit (business unit) | Select a business unit.  |
| Description              | Enter a description about the run control.   |
| Transaction Type         | <div>Select a Commitment Control transaction type. Options include:</div> <ul style="list-style-type: none"><li>All Expense Reports: Budget check all expense reports.</li><li>All Travel Authorizations: Budget check all travel authorizations.</li><li>Cancel Void Expense Reports: Budget check voided expense reports (the payment is voided and not reissued).</li><li>Encumbrance Relief Accruals: Budget check encumbrance relief entries. The encumbrance relief entry for accruals reduces the encumbrance budget if the document has been created from a predecessor document that has been encumbered.</li><li>Period End Accruals Expense: Budget check a liability that is booked in one period and reversed in the following period. This is also called a month-end accrual versus a perpetual accrual, in which the accrual and reversal are created in the same accounting period.</li></ul> |
| View Transaction List    | Click to access the Transaction Details page to select parameters and transactions to budget check.  |

## Selecting Transactions for Budget Checking

Access the Transaction Details page (click the View Transaction Details link on the Request Budget Check page).

Request Budget Check

Transaction Details

Run Control ID: 1

Report Manager

Process Monitor

Run

Process Parameters

Request Number: 1

Bus Unit: US001

\*Select Option: All

Description:

Date From:

Transaction Type: All Travel Authorizations

Date To:

\*Process Type: Check Budget

Select All

Clear All

Search

Return to Request Budget Check

Transaction

Customize | Find | View All | First | 1-2 of 2 | Last

Transaction

Budget

Dates

| Select                   | Name               | Empl ID | Travel Auth Description | Travel Auth ID | Total Amount |
|--------------------------|--------------------|---------|-------------------------|----------------|--------------|
| <input type="checkbox"/> | Kenneth Schumacher | KU0042  | Meeting costs           | 0000000002     | 0.000        |
| <input type="checkbox"/> | Kenneth Schumacher | KU0042  | New Product Demo        | 0000000005     | 0.000        |

Transaction Details page

Use the Date From and Date To fields to search for transactions that are eligible for budget checking. To enter date criteria, select *Some* in the Select Option drop-down list box. If you do not enter date criteria, all eligible transactions of the selected transaction type appear in the grid. You can then select some or all of the transactions to budget check. The Transactions, Budget, and Dates tabs display different information related to the expense transactions listed in the grid.

**Warning!** Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

## Reviewing Travel Authorization Budget Exceptions

This section discusses how to:

- Review travel authorization exceptions.
- Review travel authorization line exceptions.
- Review travel authorization transaction line details.

## Pages Used to Review Travel Authorization Budget Exceptions

| Page Name                            | Definition Name | Navigation  | Usage   |
|--------------------------------------|-----------------|---|---|
| Travel Authorize Exceptions          | KK_XCP_HDR_EX1  | Travel and Expenses, Manage Accounting, Travel Auth Budget Exceptions                                       | Review travel authorization errors that did not pass budget checking.             |
| Line Exceptions                      | KK_XCP_LN_EX1   | Click the Line Exceptions tab on the Travel Authorize Exceptions page                                       | Review and override travel authorization errors from the budget checking process. |
| Travel Authorization Line Drill Down | KK_DRL_EX1_SEC  | Click the View Exceptions Details link on the Travel Authorize Exceptions page or the Line Exceptions page. | View line details for travel authorization items with budget exceptions.          |

## Reviewing Travel Authorization Exceptions

Access the Travel Authorize Exceptions page (Travel and Expenses, Manage Accounting, Travel Auth Budget Exceptions).

Travel Authorize Exceptions | Line Exceptions

Travel Authorization ID: 0000000018

\*Exception Type: **Error** ☐ Override Transaction ☐ More Budgets Exist [Advanced Budget Criteria](#)

Maximum Rows: 100 [Search](#)

**Budgets with Exceptions** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

|   | Details | Business Unit | Ledger Group | Exception        | More Detail | Override Budget          | Transfer  |
|---|---------|---------------|--------------|------------------|-------------|--------------------------|-----------|
| 1 |         | EGV05         | EG_UNIV      | No Budget Exists | More Detail | <input type="checkbox"/> | Go To ... |
| 2 |         | EGV05         | EG_UNIV_PR   | No Budget Exists | More Detail | <input type="checkbox"/> | Go To ... |

Travel Authorize Exceptions page

## Common Page Information



Click the View Related Links button to open a page with the Go to Source Entry link. Click this link to open the Travel Authorization Summary page, where you can change the source transaction distribution that failed or override the entire transaction.

See Chapter 15, "Preparing Travel Authorizations," *Entering Travel Authorization Information and Detail Expense Lines*, page 302.

## Advanced Budget Criteria

Click to open the Refine Inquiry Criteria page and restrict rows to specific pages, ledger groups, and accounts. If these fields are blank, the system displays all values.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Inquiring on Budgets and Transaction Activities."

## Budgets with Exceptions

The scroll area displays the budget ledgers with exceptions that meet your selection criteria.

## Budget Override Tab



Click the View Exception Details button to open the Exception Details page and view the exception reason for each line and to drill down to line details.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions."



Click the Related Links button to open a page with these links:

**Go to Budget Exception:** Opens the Budget Exception page, where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions."

**Go to Budget Inquiry:** Opens the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (pre-encumbrance, encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Inquiring on Budgets and Transaction Activities," Viewing Budget Details and Transaction Activity.

**Budget Chartfields Tab**

The Budget Chartfields tab on the Travel Authorize Exceptions page displays the ChartField values for the budget. The budget period is the period in which the budget journal will post.

**Reviewing Travel Authorization Line Exceptions**

Access the Line Exceptions page (click the Line Exceptions tab on the Travel Authorize Exceptions page).

Travel Authorize Exceptions

Line Exceptions

Travel Authorization ID:

0000000018

\*Line Status:

Error

☐ Override Transaction

Maximum Rows:

100

☐ More Lines Exist

Line From:

Line Thru:

Search

Transaction Lines with Budget Exceptions

Customize | Find | View All


First 1 of 1 Last

| Line Values | Line Chartfields  | Line Amount |                  |
|-------------|-------------------|-------------|------------------|
| Line        | Distribution Line | Budget Date | GL Business Unit |
| 1           | 1                 | 03/24/2009  | EGV05            |

Line Exceptions page

Enter selection criteria to limit the number of budget line exceptions in the scroll area.

**Common Page Information**



Click the related links button to open a page with the Go to Source Entry: link. Click this link to open the Travel Authorization Summary page, where you can change the transaction distribution or override the entire transaction.

See [Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 302.](#)

- Line Status

Select the exception type to display: *Error* or *Warning*.
- More Lines Exist

Indicates that the source transaction has more exceptions than the number you entered in the Maximum Rows field. Enter different search criteria to shorten the list or increase the maximum number of rows.
- Line From or Line To

Enter the source transaction line numbers. The list displays only journal lines with exceptions.

**Transaction Lines with Budget Exceptions**

The scroll area displays the source transaction lines with error or warning exceptions.

**Line Values Tab**

Click the View Exception Details button to open the Exception Details page to view reasons for error or warning exceptions, budget ChartFields, and existing overrides. You cannot override the budget on the Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budget.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions and *PeopleSoft Receivables 9.1 PeopleBook*, "Using Commitment Control Processing in PeopleSoft Receivables," Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions.

|                    |   |
|--------------------|---|
| <b>Line</b>        | Indicates the line number of source transactions.   |
| <b>Budget Date</b> | Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction. |

**Line Chartfields Tab**

The system displays the budget ChartFields.

**Line Amount Tab**

|                        |  |
|------------------------|--|
| <b>Foreign Amount</b>  | Displays the line amount in the original currency.                   |
| <b>Monetary Amount</b> | Displays the line amount in the base currency of the primary ledger. |
| <b>Quantity</b>        | Displays the statistical amount, if applicable.                      |

**Reviewing Travel Authorization Transaction Line Details**

Access the Travel Authorization Line Drill Down page (click the View Exceptions Details link on the Travel Authorize Exceptions page or the Line Exceptions page).

**Transaction Line Identifiers**

This group box provides information to identify the source transaction. It displays the page, travel authorization ID, line number, and distribution line for the travel authorization.

**Transaction Line Details**

This group box displays the ChartField name, value, and description for the ChartFields, depending on the budget.



**Note.** These may or may not match the budget ChartField values, because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

## Reviewing Expense Report Budget Exceptions

This section discusses how to:

- Review expense report exceptions.
- Review expense report line exceptions.
- Review expense report transaction line details.

### Pages Used to Review Expense Report Budget Exceptions

| <i>Page Name</i>            | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|-----------------------------|------------------------|---|--|
| Expense Report Exceptions   | KK_XCP_HDR_EX2         | Travel and Expenses, Manage Accounting, Expense Rpt Budget Exceptions                                     | Review expense report errors that did not pass budget checking.    |
| Line Exceptions             | KK_XCP_LN_EX2          | Select the Line Exceptions tab on the Expense Report Exceptions page.                                     | View expense report line errors from the budget checking process.  |
| Exception Report Drill Down | KK_DRL_EX2_SEC         | Click the View Exceptions Details link on the Expense Report Exceptions page or the Line Exceptions page. | View line details for expense report items with budget exceptions. |

## Reviewing Expense Report Exceptions

Access the Expense Report Exceptions page (Travel and Expenses, Manage Accounting, Expense Rpt Budget Exceptions).



Click the related links button to open a page with the Go to Source Entry: link. Click this link to open the Expense Report Details page, where you can change the source transaction or override the entire transaction.

See [Chapter 17, "Preparing Expense Reports," Entering Expense Report Information and Transaction Lines, page 345.](#)

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531.](#)

## ***Budgets with Exceptions***

The scroll area displays all commitment control budgets with exceptions for the source transaction. Enter selection criteria to limit the number of budget rows in the scroll area.

### **Advanced Budget Criteria**

Click to open the Refine Inquiry Criteria page, where you can restrict budget rows to specific business units, ledger groups, accounts, and exception types. Leave these fields blank to return all values.



Click the View Exception Details button to open the Exception Details page, where you can view the reason for the exception for each line and drill down to line details.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions.

## ***Budget Override***



Click the Related Links button to open a page with the following options:

Go to Budget Exception: Accesses the Budget Exception page, where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions.

Go to Budget Inquiry: Accesses the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the commitments and expenses recorded in the selected ledger. You must have authority to inquire on the budget to open the page.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Inquiring on Budgets and Transaction Activities."

## ***Budget ChartFields***

This section displays the budget ChartField values.

## **Reviewing Expense Report Line Exceptions**

Access the Expense Report Line Exceptions page (Select the Line Exceptions tab on the Expense Report Exceptions page).



Click the Related Links button to open a page with the Go to Source Entry: link. Click this link to open the Expense Report Details page, where you can change the source transaction or override the entire transaction.

**Transaction Lines with Budget Exceptions**

The scroll area displays the source transaction lines with error or warning exceptions.



Click the View Exception Details button to open the Exception Details page, where you can view the budgets with error or warning exceptions, the budget ChartFields, and any overrides. You cannot override the budget on this Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budgets.

See *PeopleSoft Commitment Control 9.1 PeopleBook*, "Managing Budget Exceptions," Viewing and Handling Budget Transaction Exceptions and *PeopleSoft Receivables 9.1 PeopleBook*, "Using Commitment Control Processing in PeopleSoft Receivables," Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions.

**Line Chartfields**

The system displays the ChartFields for the budget.

**Line Amount**

|                        |  |
|------------------------|--|
| <b>Foreign Amount</b>  | Displays the line amount in the original currency.                   |
| <b>Monetary Amount</b> | Displays the line amount in the base currency of the primary ledger. |
| <b>Quantity</b>        | Displays the statistical amount, if applicable.                      |

**Reviewing Expense Report Transaction Line Details**

Access the Expense Report Drill Down page (click the View Exceptions Details link on the Expense Report Exceptions page or the Line Exceptions page).

**Transaction Line Identifiers**

This group box provides information to identify the source transaction. It displays the report ID, distribution line, and line number for the expense report.

**Transaction Line Details**

This group box displays the details for the line: the ChartField name, value, and description, depending on the budget.

---

**Note.** These may or may not match the budget ChartField values because the Budget Processor Application Engine process uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

---

## Canceling Travel Authorizations

This section provides an overview of canceling travel authorizations and discusses how to cancel travel authorizations.

### Understanding Canceling Travel Authorizations

Unused travel authorizations that have been budget checked can be canceled by the originator using the Employee Self-Service navigation or by a system administrator using the Travel and Expense navigation.

For approved travel authorizations, navigate to the Cancel Approved Travel Authorization page, select the desired travel authorizations to cancel, and click the Cancel Selected Travel Authorization(s) button. This triggers an automatic budget checking process to reverse out encumbrances that were previously recorded.

Administrators can cancel, in batch mode, budget-checked travel authorizations with a status of *Submitted* or *Approved*. The Cancel Travel Authorization process budget checks travel authorizations to liquidate their encumbrances in the commitment control ledgers.

---

**Note.** You cannot delete travel authorizations that have been budget checked.

---

### Pages Used to Cancel Travel Authorizations

| <i>Page Name</i>                     | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--------------------------------------|------------------------|---|---|
| Cancel Approved Travel Authorization | TE_CANCEL_TAUTH        | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorizations, Cancel</li> <li>Travel and Expense, Travel and Expense Center, Travel Authorizations, Cancel</li> </ul> | Cancel approved travel authorization requests.                        |
| Cancel Travel Authorizations         | EX_BGTCHK_TAUTH        | Travel and Expenses, Process Expenses, Cancel Travel Authorizations   | Cancel submitted or approved travel authorizations in batch mode.     |
| Change Accounting Date               | EX_BGTCHK_CANCEL2      | Click the Change Accounting Date link on the Cancel Travel Authorizations page.   | Change the accounting date to close in a different accounting period. |

Canceling Approved Travel Authorizations

Access the Cancel Approved Travel Authorization page (Travel and Expense, Travel and Expense Center, Travel Authorizations, Cancel).

The cancel process closes travel authorizations and reverses encumbrances if the travel authorization was already budget checked. If a travel authorization is partially through the year-end process and the encumbrances are already reversed, the system simply closes the travel authorization.

See [Chapter 15, "Preparing Travel Authorizations," Canceling Approved Travel Authorizations, page 322.](#)

Canceling Approved Travel Authorizations (Batch Mode)

Access the Cancel Travel Authorizations page (Travel and Expenses, Process Expenses, Cancel Travel Authorizations).

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Parameters

☐ Cancel Travel Authorization

Business Unit Selection

First 1 of 1 Last

Request Number: 1

\*Description:

\*Business Unit: US001 US001 NEW YORK OPERATIONS

Search

\*Select Option: All

From Department:

To:

Date From:

To:

Change Accounting Date

Travel Authorization List

Customize | Find | View All

First 1-3 of 3 Last

Transaction

Details

| Select                              | Name               | Empl ID | Travel Auth Description            | Travel Auth ID             | Department | Status | Date From  | Date To    |
|-------------------------------------|--------------------|---------|------------------------------------|----------------------------|------------|--------|------------|------------|
| <input checked="" type="checkbox"/> | Kenneth Schumacher | KU0042  | <a href="#">Meeting costs</a>      | <a href="#">0000000002</a> |            | Active | 08/22/2000 | 08/22/2000 |
| <input type="checkbox"/>            | Kenneth Schumacher | KU0042  | <a href="#">New Product Demo</a>   | <a href="#">0000000005</a> |            | Active | 08/21/2000 | 08/24/2000 |
| <input type="checkbox"/>            | Kenneth Schumacher | KU0042  | <a href="#">Trip to Sacramento</a> | <a href="#">0000000011</a> |            | Active | 11/03/2003 | 11/03/2003 |

☒ [Select All](#) ☐ [Clear All](#)

Cancel Travel Authorizations page

Business Unit Selection

- Description

Enter a description of the defined set of parameters.
- Business Unit

Select a valid business unit.

|                               |   |
|-------------------------------|---|
| <b>Search</b>                 | Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, PeopleSoft Expenses retrieves and displays all eligible transactions.   |
| <b>Select Option</b>          | Select <i>All</i> to retrieve all eligible travel authorizations. Select <i>Some</i> to select by business unit, department, or date criteria.  |
| <b>From Department and To</b> | Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with department numbers that fall within the specified range in the criteria.   |
| <b>Date From and To</b>       | Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with dates that fall within the dates specified in the criteria.  |
| <b>Change Accounting Date</b> | Click to access the Change Accounting Date page to specify a different accounting date. The accounting date determines which accounting periods the reversals will be recorded in for the travel authorizations processed in this run. This link appears only if the Reversal Date Option on the Installation Options page is set to <i>Current</i> . |

---

## Rolling Over Travel Authorization Encumbrances to a New Budget Period

This section provides an overview of rolling over travel authorizations and discusses how to roll over travel authorization encumbrances to a new budget period.

### Understanding Rolling Over Travel Authorizations

At the end of a budget period, you may have outstanding travel authorizations that employees have not applied to actual expenditures. To close out a budget year, organizations must close out and cancel all outstanding encumbrances or roll them forward into the next period.

The travel authorization rollover process:

1. Cleans up of existing unused travel authorizations.

PeopleSoft Expenses enables you to cancel and close out existing encumbrances from travel authorizations that you do not want rolled forward:

- Employees can cancel travel authorizations after they have been approved but not copied into an expense report.

See Chapter 15, "Preparing Travel Authorizations," Canceling Approved Travel Authorizations, page 322.

- Employees can delete their own travel authorizations if they are in a pending or denied status. In this case, either budget checking has not been performed or budget checking had been performed and reversed when the travel authorization was denied by an approver.

See Chapter 15, "Preparing Travel Authorizations," Deleting Travel Authorizations, page 320.

- Managers and auditors can cancel travel authorizations, providing that they have not been applied to an expense report. If the travel authorization has been budget checked, the system will liquidate the encumbrances.

2. Liquidates existing encumbrances.

After managers and employees have canceled, closed, or deleted any unnecessary travel authorizations, the budget analyst can access the Rollover Travel Authorization page and select the travel authorizations to roll over. PeopleSoft Expenses:

- Sets the budget header status to *N* (not checked) so that the Budget Processor Application Engine process picks up the transactions.
- Sets the budget line status to *N* (not checked).
- Sets the Rollover Status fields to *P* (progress).
- Sets the commitment control close flag to *Y* so that the system reverses the encumbrance and closes it with an audit trail that reflects the reversal.
- Calls the Budget Processor Application Engine.

### 3. Creates new encumbrance in the new budget period.

#### PeopleSoft Expenses:

- Creates new encumbrances in the new period for travel authorizations with budget header status set to *V*, rollover status set to *P*, and the commitment control close flag to *Y*.
- Sets the budget header status to *N* so that the Budget Processor will pick up the transaction.
- Sets the budget line status to *N*.
- Sets the accounting date to the value that you entered.

If you selected the Change Budget Date To check box, you can enter a budget date. If this check box is not selected, the system uses the accounting date to set the budget date.

- Sets the Rollover Status field to *C*.
- Calls the Budget Processor Application Engine process.

If any errors occur during the Budget Processor process, you can resolve the problems and run the Budget Processor process again. The new encumbrances will get booked appropriately because the accounting dates and flags were changed when you initially ran the process.

If between the time when the list of authorizations are established and saved and when the process is initiated, an employee applies the travel authorization to an expense report or manually cancels the authorization request and makes other changes that would make it ineligible for processing, then even if selected on the page, the check box for these records will be unavailable for entry and the application engine program will skip these and not process them. These records will continue to appear in the list until the administrator performs another search, even if it is with the same criteria as before.

## Page Used to Roll Over Travel Authorization Encumbrances

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|-------------------------------|------------------------|---|--|
| Rollover Travel Authorization | EX_BGTCHK_TAUTH        | Travel and Expenses, Manage Accounting, Rollover Travel Authorization | Select travel authorizations to roll encumbrances over to a new budget period. |

## Rolling Over Travel Authorization Encumbrances

Access the Rollover Travel Authorization page (Travel and Expenses, Manage Accounting, Rollover Travel Authorization).



Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Parameters

☒ Reverse Current Period

☐ Roll to New Period

Business Unit Selection

Request Number: 1      \*Description:

\*Business Unit:   US001 NEW YORK OPERATIONS

☐ Include Previously Processed Transactions

\*Select Option:  From Department:  To:   
Date From:  To:

Travel Authorization List

Transaction

Details

| Select                   | Name | Empl ID | Travel Auth Description | Travel Auth ID | Department | Status | Date From | Date To |
|--------------------------|------|---------|-------------------------|----------------|------------|--------|-----------|---------|
| <input type="checkbox"/> |      |         | -                       | -              |            |        |           |         |

☒ [Select All](#) ☐ [Clear All](#)

Rollover Travel Authorization page

Process Parameters

- Reverse Current Period

Select to reverse out encumbrances from the prior period.
- Roll to New Period

Select to re-encumber funds in a new period. If this option is selected, PeopleSoft Expenses displays the Change Accounting Date To and Change Budget Date To fields.

Business Unit Selection

- Description

Enter a description of the defined set of parameters.
- Business Unit

Select a valid business unit.

Note.

PeopleSoft Expenses lists all general ledger business units, not just the business units enabled for commitment control. This ensures that PeopleSoft Expenses retrieves all eligible travel authorizations, even when the general ledger business unit on the header record is not enabled for commitment control but the business unit on the associated distribution record is enabled.
- Search

Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, PeopleSoft Expenses retrieves and displays all eligible transactions.
- Include Previously Processed Transactions

Select to include transactions that were previously processed for rollover.

|                                  |  |
|----------------------------------|--|
| <b>Select Option</b>             | Select <i>All</i> to retrieve all eligible travel authorizations. Select <i>Some</i> to select by business unit, department, or date criteria.   |
| <b>From Department and To</b>    | <p>Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with department numbers that fall within the specified range in the criteria. If you leave these fields blank, the system retrieves all departments.</p> <p>Select a specific department by entering a department ID in the From Department field and leaving the To field blank.</p> <hr/> <p><b>Note.</b> The system searches on the employee's department ID as of the time you run the process, not the distribution department.</p> <hr/>  |
| <b>Date From and To</b>          | Enter a value as criteria to select travel authorizations. The system retrieves all travel authorizations with dates that fall within the dates specified in the criteria.   |
| <b>Change Accounting Date To</b> | <p>Enter a new accounting date to roll travel authorizations to. PeopleSoft Expenses displays this field only if you selected Roll to a New Period and populates the field with the system date by default. The Budget Processor process validates the accounting date against the general ledger open period. If the new fiscal year is not open, the system prevents you from rolling over the travel authorizations to the new period.</p> <hr/> <p><b>Warning!</b> PeopleSoft Expenses does not validate the date that you enter other than to ensure that the period is open. If you enter an incorrect date and run the Budget Processor process, you must run the process to reverse the entries.</p> <hr/> |
| <b>Change Budget Date To</b>     | Select to enable the date field, where you can enter a new budget date. PeopleSoft Expenses displays this field only if you selected Roll to a New Period and populates the budget date field with the accounting date by default. The system applies the budget date that you entered to the distribution lines for all the travel authorizations selected for the business unit. If this option is not selected, the budget date on the distribution record is unchanged.  |

### ***Travel Authorization List - Transaction Tab***

|  |  |
|--|--|
| <b>Select</b>  | Select individual travel authorizations to process.  |
| <b>Name</b>  | Displays the name of the person who requested the travel authorization.  |
| <b>EmplID</b> (employee ID)  | Displays the employee ID of the person who requested the travel authorization.   |
| <b>Travel Auth Description</b><br>(travel authorization description) | Displays the description of the trip for the travel authorization. Click the link to access the travel authorization inquiry page and view information about the travel authorization. |

|   |  |
|---|--|
| <b>Travel Auth ID</b> (travel authorization ID) | Displays the travel authorization ID number. Click the link to access the travel authorization inquiry page and view information about the travel authorization. |
| <b>Department</b>                               | Displays the employee's department ID.   |
| <b>Status</b>                                   | Displays the current status of the travel authorization.   |
| <b>Date From and Date To</b>                    | Displays the beginning and ending dates of the trip.   |

### ***Travel Authorization List - Details Tab***

|               |   |
|---------------|---|
| <b>Amount</b> | Displays the total estimated cost of the trip, excluding any denied line amounts. |
|---------------|---|

---

## **Viewing Expenses and Encumbrances from the Period End Accrual Process**

This section lists the pages used to view expenses and encumbrances from the Period End Accrual process for PeopleSoft Expenses.

### **Page Used to View Expenses and Encumbrances from the Period End Accrual Process**

| <b><i>Page Name</i></b>    | <b><i>Definition Name</i></b> | <b><i>Navigation</i></b>  | <b><i>Usage</i></b>   |
|----------------------------|-------------------------------|---|---|
| Period End Accrual Inquiry | EX_ACCTG_PE_ACRL              | Travel & Expense, Manage Accounting, View/Adjust Accounting Entries, Period End Acctg Entries<br><br>Select <i>Accrual - Expense Report</i> or <i>Accrual - My Wallet</i> in the begins with field. | View accounting entries from the Period End Accrual process.<br><br>See <a href="#">Chapter 29, "Managing Period End Accruals for PeopleSoft Expenses," Viewing Accounting Entries from the Period End Accrual Process, page 633.</a> |



## Chapter 22

# Setting Up and Using Travel in PeopleSoft Expenses

This chapter provides an overview of the PeopleSoft Expenses Travel feature and discusses how to:

- Define travel partners.
- Assign travelers to travel groups.
- Maintain travel passwords.
- Manage travel arrangements.
- View the My Reservations Summary.
- Add and associate travel reservations to travel authorizations.
- Add and associate travel reservations to expense reports.
- Set up travel processing.

---

## Understanding the PeopleSoft Expenses Travel Feature

The PeopleSoft Expenses Travel feature enables customers to integrate with travel partner vendors to reserve and book travel reservations for their employees. Using delivered web services and Business Process Execution Language (BPEL) processing, PeopleSoft Expenses enables a customer to set up and integrate with one or more travel partner, depending on their business needs. Customers can set up and assign their employees to various travel groups, enabling the employees to book their travel reservations according to the rules defined by their organization.

The Travel feature enables customers to either import travel profiles into the PeopleSoft Expenses application from an established travel partner or create and export travel profiles from the PeopleSoft Expenses application to a travel partner. Travel profiles sent to the travel partner can originate from employee data that is stored in your human resources application and imported into PeopleSoft Expenses, or employee profile data stored in PeopleSoft Expenses. If the PeopleSoft Human Resources application is installed, the Travel feature selects employee data from the human resources tables that have been imported into your PeopleSoft Expenses application.

Reservations can also be retrieved from the travel partner's reservation system and stored in PeopleSoft Expenses as itineraries or confirmed reservations. Pending travel reservations can be used to create travel authorizations, and confirmed travel reservations can be used to create expense reports. You can also associate a travel itinerary to either a travel authorization or expense report to link your travel reservations to your travel expenditures, and enable approvers to perform a comparative analysis of the travel-related expenses.

To set up and use the Travel feature for PeopleSoft Expenses, you must complete the following tasks:

- Define your travel partners.
- Assign employees to travel groups.
- Create and manage travel profiles.
- Manage travel arrangements.

---

**Note.** To use the Travel feature for PeopleSoft Expenses, you must first select the Use Travel Services check box on the Installation Options - Expenses page.

---

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Expenses Installation Options.

### ***Defining Travel Partners***

To create pending and confirmed reservations with a new or existing travel partner using the PeopleSoft Expenses Travel feature, you must first define your travel partners in the PeopleSoft Expenses application. The Define Travel Partner component (TV\_TRAVEL\_PARTNER) contains pages that enable you to define the URL data used to build connectivity with the travel partner and the HTML form data, which is used to dynamically build the travel partner logon profiles and security settings for each user. The Define Travel Partner component (TV\_TRAVEL\_PARTNER) also enables you to set up the travel partner options and travel groups that your organization uses to enforce its travel rules and policies.

### ***Assigning Employees to Travel Groups***

Travel groups are used to organize and assign employees to travel partners. Travel groups represent the travel rules and policies for your organization that apply to a specific group of employees. Your travel groups must be defined in the PeopleSoft Expenses application and at the travel partner site, and then employees must be assigned to at least one travel group for the travel partner with whom they make their travel arrangements.

### ***Creating and Managing Travel Profiles***

Before a user can book travel reservations with the organization's travel partner, you must first establish the employee's travel profile. Travel profiles are specific to a travel partner, and they contain the employee profile data plus the travel group and travel partner that an employee is assigned to. Travel profiles must be established in both your PeopleSoft Expenses system and at the travel partner site. After travel profiles are created in your PeopleSoft Expenses application, the Export Travel Profile (TV\_PROF\_EXP) process is used to pass the travel profile data to the travel partner's site.

PeopleSoft Expenses delivers two options for creating travel profiles:

- Import Travel Profile process.
- Export Travel Profile process.

The Import Travel Profile (TV\_PROF\_IMP) process can be used when you have an existing relationship with a travel partner and want to import the already established travel profiles from the travel partner into your PeopleSoft Expenses application. This process is generally run only once, during your implementation setup process, and may be required or optional, depending on the requirements of the travel partner. The Import Travel Profile process retrieves the travel profile data from a .csv file received from the travel partner and stored on your system. When the process is complete, travel profiles are created for your employees who are associated with that travel partner. These travel profiles are stored in the Travel Profile (TV\_TRVL\_PROF) tables.

The Export Travel Profile (TV\_PROF\_EXP) process is a batch process that can be run to pass travel profile data from your PeopleSoft Expenses application to a travel partner. You can run this process to establish employee travel profiles with a new travel partner or to add and manage employee travel profiles with an existing travel partner. Travel profile data can be passed to your travel partners using employee data from either your PeopleSoft Human Capital Management (HCM) application or your PeopleSoft Expenses application, depending on which applications are installed on your system.

If both PeopleSoft Human Capital Management and PeopleSoft Expenses are installed, the system uses PeopleSoft HCM as the source of the profile. Web services are run to import the employee profile data into the PeopleSoft Expenses Travel tables. Then the Export Travel profile process passes the employee profile data plus the travel group and travel partner assignments to the travel partner.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Setting Up Travel Processing, page 501.](#)

### ***Managing Travel Arrangements***

After travel partners are defined and employees are assigned to a travel group, employees can begin booking travel arrangements through the PeopleSoft Expenses application. Depending on the travel partner setup, pending and confirmed reservations can be retrieved from the travel partner and stored in the My Reservations (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) tables. Pending reservations can be associated with travel authorizations or used to create or add transaction lines to a travel authorization. Confirmed reservations can be associated with expense reports or used to create or add transaction lines to an expense report.

PeopleSoft Expenses also delivers the My Reservation Summary page, which enables employees to view their pending and confirmed reservations at the line level and then drill into the details of the reservations. As itinerary and reservation data is not updated by actions taken on the travel partner sites, the user can also use the My Reservation Summary page to purge old or unused travel data or to retrieve previously deleted itineraries if they were deleted in error.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Travel Authorizations, page 483.](#)

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Expense Reports, page 492.](#)

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## **Defining Travel Partners**

This section provides an overview of defining travel partners and discusses how to:

- Define travel partner URL parameters.
- Define travel partner options.

- Define travel partner travel groups.

## Understanding Defining Travel Partners

PeopleSoft Expenses provides dynamic integration with one or more travel partners using web services and Business Process Execution Language (BPEL). Before you can begin booking reservations and retrieving pending or confirmed reservation data through the PeopleSoft Expenses application, you must set up and configure your travel partners. To set up travel partners in the PeopleSoft Expenses application, you must define the URL parameters, configure the travel partner options, and define the travel groups.

### ***Defining Travel Partner URL Options***

The travel partner URL parameters enable you to define the data that is used to build the travel partner's URL navigation from within the PeopleSoft Expenses application. The parameters may consist of defined values and fields selected from the PeopleSoft Expenses Travel tables. These parameters are used to build the HTML forms that are sent to the travel partner by way of web services and BPEL, when accessing the travel partner, importing and exporting travel profiles, and retrieving pending and confirmed reservations.

Depending on your business needs, PeopleSoft Expenses provides the flexibility to enable you to define your travel partner options to reflect the rules and procedures associated with the various travel communities within your organization. Your travel partner data is defined during the application installation and can be maintained throughout the life of the agreement with the travel partner. New travel partners can be added at anytime throughout the life of your PeopleSoft Expenses application.

See *PeopleSoft Financials, ESA and Supply Chain Management Supplemental Application Installation Instructions*

### ***Configuring Travel Partner Options***

Travel partner options enable you to configure each travel partner or travel partner community, individually, depending on what actions the travel partner supports. The travel partner options control whether or not pending and confirmed reservations are collected from the travel partner site and stored in the PeopleSoft Expenses My Reservation (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) tables. You can also indicate whether a user can be assigned to only one or to multiple travel groups at any one time.

You can use the travel partner options to determine whether the employee or the system manages their own travel partner password. If the employee manages their travel partner password, they can use the Employee Self-Service menu to change the password, and they can access the travel partner either internally, through the PeopleSoft Expenses application, or externally, by navigating directly into the travel partner site. However, you can also set the travel partner options so that the administrator manages the travel partner password. In this case, the employee does not know the travel partner password and must access the travel partner through the PeopleSoft Expenses application.

### ***Defining Travel Groups***

Travel groups represent a set of rules that is enforced by the travel partner. Travel groups contain the travel policies and procedures used by an organization. These policies and procedures can be applied to a specific group of business units, departments, or travelers. Travel groups are also referred to as sub-sites or communities.



When setting up your travel partner in the PeopleSoft Expenses system, you must enter any travel groups that are defined for the travel partner using the same identifier used on the travel partner site. At least one travel group must be defined for the travel partner. Employees who travel must be assigned to a travel group and may be assigned to more than one travel group, depending on the options defined for the travel partner. If an employee is assigned to more than one travel group, the first travel group that the employee is assigned to is considered the primary travel group. The primary travel group appears on the employee's travel profile.

When an employee makes a reservation with the travel partner, the employee's travel profile, including the travel group data to which he or she is assigned, is passed to the travel partner when the employee logs into the travel partner site. If an employee is assigned to multiple travel groups, multiple travel partner links appear on the employee's Travel Partner Logon page, enabling them to log in with the appropriate travel profile for the travel group. By using travel groups, the system enforces the travel rules and policies of your organization during the travel reservation and confirmation process.

## Pages Used to Define Travel Partners

| <i>Page Name</i>                               | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|--|------------------------|---|---|
| Define Travel Partner - URL Parameters         | TV_TRAVEL_PARTNER      | Travel Administration,<br>Define Travel Partner, URL Parameters<br><br>Select the URL Parameters tab                  | Map the parameters and values necessary to properly build the URLs and HTML forms that are used to navigate travel partner sites.   |
| Define Travel Partner - Travel Partner Options | TV_PTNR_OPTIONS        | Travel Administration,<br>Define Travel Partner, Travel Partner Options<br><br>Select the Travel Partner Options tab. | Configure the options for a specific travel partner. This configuration includes setting password management configurations, setting user travel group options, and indicating whether pending and confirmed reservations can be retrieved from the travel partner. |
| Define Travel Partner - Travel Groups          | TV_PTNR_GROUP          | Travel Administration,<br>Define Travel Partner, Travel Groups<br><br>Select the Travel Groups tab.                   | Define the travel communities that represent the different travel classes used by employees in your organization.   |

## Defining Travel Partner URL Parameters

Access the Define Travel Partner - URL Parameters page (Travel Administration, Define Travel Partner, URL Parameters).

URL Parameters
Travel Partner Options
Travel Groups

Travel Services

Define Travel Partner

Travel Partner: AMADEUS \*Status: Active  
\*Description: Amadeus Travel Site Code: HARKHARK  
\*Base URL: https://test5.e-travel.com/portalApp/application  
Hyperlink Label: Amadeus

Profile Load

Admin UserID: idHARK  
Admin Password: .....  
Profile Load URL: https://test5.e-travel.com/cps/cpsservlet

Travel Partner Configuration

| Parameter      | Value | Record Name     | Field Name   |   |   |
|----------------|-------|-----------------|--------------|---|---|
| SITE           |       | TV_EMPL_PROFILE | SITE_CODE    | + | - |
| LANGUAGE       |       | TV_EMPL_PROFILE | LANG_CD      | + | - |
| LOGIN_TYPE     | SSO   |                 |              | + | - |
| LOGINNAME      |       | TV_EMPL_PROFILE | TV_USERID    | + | - |
| PASSWORD       |       | TV_EMPL_PROFILE | TV_PSW       | + | - |
| SELECTED_COMMU |       | TV_EMPL_PROFGP  | TRAVEL_GROUP | + | - |

### Define Travel Partner - URL Parameters page

The Administrator must set up the travel partner data for each travel partner that the organization uses. After the travel partner is successfully defined in the system, a link to the URL is created in the PeopleSoft Expenses system. This link enables the user to access the travel partner site using the Travel Partner Logon page in PeopleSoft Expenses.

#### Travel Partner

Enter the name of the travel partner.

#### Base URL

Enter the URL defined by the travel partner that is used to log in to the travel partner site. When the travel partner link is created by the system, the URL entered in this field is used to send requests to the travel partner site from within PeopleSoft Expenses. This data is defined by the travel partner.

#### Hyperlink Label

Enter the label that represents the travel partner. This label appears on the Travel Partner Logon page.

#### Status

Select the status for the travel partner. Values include *Active* and *Inactive*. The import and export travel profile process can only be run for travel partners with a status of *Active*.

#### Travel Site Code

Enter the identifier that represents your organization at the travel partner's site. The field is case sensitive and must exactly match the site code identifier for your organization that is defined on the travel partner's site.

## Profile Load

The Profile Load group box contains data that is used by the system when you run the Export Travel Profile (TV\_PROF\_EXP) process to send new or modified travel profiles to the travel partner. This data is generally defined by the travel partner and must be specified on this page for the process to function properly.

|  |   |
|--|---|
| <b>Admin UserID</b> (administrator user ID)    | Enter the administrator userID that is required to access the travel partner's site when exporting travel profiles to the travel partner.   |
| <b>Admin Password</b> (administrator password) | Enter the administrator password that is required to access the travel partner's site when exporting travel profiles to the travel partner. The password is presented in a masked format. |
| <b>Profile Load URL</b>                        | Enter the URL address for the location on the travel partner site that receives the exported travel profiles.   |

## Travel Partner Configuration

The Travel Partner Configuration section of the page enables the Administrator to define the parameters that the system uses to dynamically build the HTML sign-on form for each employee. Employees click the link on the Travel Partner Logon page to log in to the travel partner's site. The parameters represent each input field on the HTML form, and they must be defined for each travel partner that your organization is using.

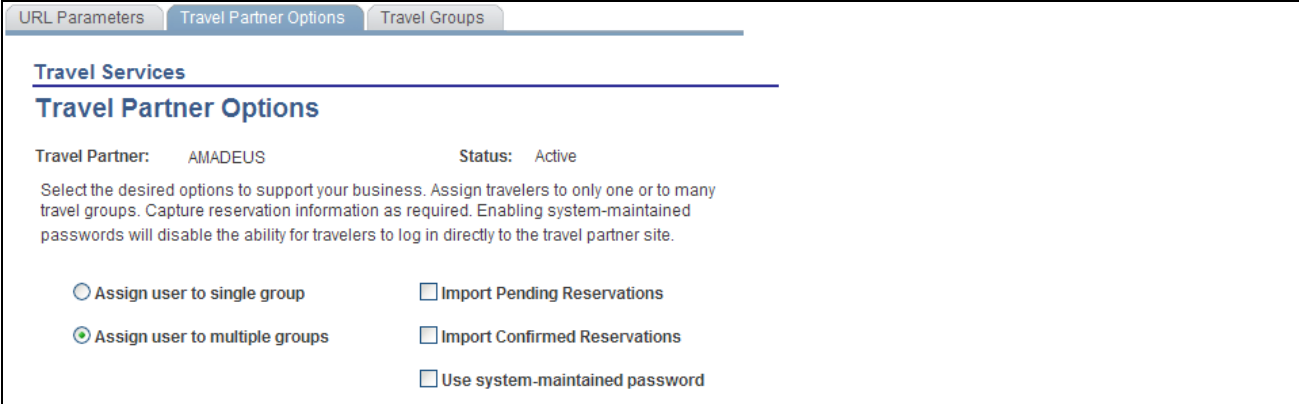
See *PeopleSoft Financials, ESA and Supply Chain Management Supplemental Application Installation Instructions*

|                    |  |
|--------------------|--|
| <b>Parameter</b>   | <p>Enter the input field label that the system requires to log into the travel partner's site. The parameters that you define are specific to the travel partner, case sensitive, and must be listed in the order that the travel partner site requests. PeopleSoft Expenses uses this data to build the HTML form.</p> <p>You must enter the parameter exactly as it would be entered at the travel partner site. For example, if the password must be entered in all capital letters, then enter the parameter that represents the password as <i>PASSWORD</i>.</p>                          |
| <b>Value</b>       | Enter hard-coded values used by the travel partner site when the user logs in. If you select the value from the employee profile tables instead, leave the Value field blank for that parameter and instead enter the table record that the system should use to retrieve the value.   |
| <b>Record Name</b> | <p>Enter Oracle's PeopleSoft table record that the system uses to retrieve values for a specific parameter. PeopleSoft Expenses only stores employee travel profile data in either the Employee Profile table (TV_EMPL_PROFILE) or the Employee Group table (TV_EMPL_PROFGRP).</p> <p>If you want the system to dynamically select parameter field values from one of the two employee profile tables instead of using a hard-coded value when creating the HTML login form, enter the record name in this field. If a hard-coded value is used for the parameter, leave this field blank.</p> |

**Field Name** Enter the field name that the system uses to dynamically create the HTML login form for the employee. You must populate this field if the Travel Partner Configuration parameter does not use a hard-coded value, but instead looks to one of the employee profile tables to retrieve the correct field value.

## Defining Travel Partner Options

Access the Define Travel Partner - Travel Partner Options page (Travel Administration, Define Travel Partner, Travel Partner Options).



URL Parameters | **Travel Partner Options** | Travel Groups

**Travel Services**

**Travel Partner Options**

Travel Partner: AMADEUS      Status: Active

Select the desired options to support your business. Assign travelers to only one or to many travel groups. Capture reservation information as required. Enabling system-maintained passwords will disable the ability for travelers to log in directly to the travel partner site.

☐ Assign user to single group      ☐ Import Pending Reservations  
☒ Assign user to multiple groups      ☐ Import Confirmed Reservations  
    ☐ Use system-maintained password

Define Travel Partner - Travel Partner Options page

**Assign user to single group** Select this option to enable a user to be assigned to only one travel group, within any one travel partner, at any one time. A travel group represents the rules about the types and classes of travel reservations that a user can book.

**Assign user to multiple groups** Select this option to enable a user to be assigned to more than one travel group within a single travel partner at any one time. Travel groups represent a specific set of business rules for your organization that apply to travelers. For example, different travel rules might apply to government related projects versus commercial projects. When you select the Assign user to multiple groups option, the system provides separate travel partner links that enable a user to log in with the appropriate travel group profile, facilitating the travel booking process.

**Import Pending Reservations** Select to enable the PeopleSoft Expenses Travel feature to retrieve pending reservations from the travel partner site and store them in the user's My Reservations (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) tables. Pending reservations can be associated with travel authorizations or used to create a travel authorization. If you do not use travel authorizations in your organization, this option does not apply.

**Import Confirmed Reservations**

Select to enable the PeopleSoft Expenses Travel feature to retrieve confirmed reservations from the travel partner site and store them in the user's My Reservations (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) tables. Confirmed travel reservations can be associated with expense reports or used to create an expense report.

**Use system-maintained password**

Select this check box to have the system manage the travel partner password. If the travel partner is new, the system generates an encrypted password and saves it to the Travel Partner (TV\_TRAVEL\_PTNR) tables. If the travel partner is already in the system, the administrator can click the Generate Passwords button to generate a new password. If you use system-maintained passwords, the user must sign on to the travel partner through the PeopleSoft Expenses travel partner links.

Deselect this check box to enable users to maintain their own passwords using the Change Travel Partner Password page. If users maintain their own travel partner passwords, then they can log in to the travel partner site from either the PeopleSoft Expenses travel partner links or the travel partner site, using an external source.

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Maintaining Travel Partner Passwords, page 477.](#)

**Generate Passwords**

Click this button to generate a new password for access to the travel partner. This button only appears if the Use system-maintained password check box is selected. When you click the button, a new encrypted password is created and saved to the Travel Partner (TV\_TRAVEL\_PTNR) tables. The system also updates the travel profile (TV\_TRVL\_PROF) records for all employees associated with the travel partner. All employee travel profiles will be sent to the travel partner for updates during the next run of the Travel Profile Export (TV\_PROF\_EXP) process.

**Defining Travel Partner Travel Groups**

Access the Define Travel Partner - Travel Groups page (Travel Administration, Define Travel Partner, Travel Groups).

URL Parameters | Travel Partner Options | **Travel Groups**

**Travel Services**

**Define Travel Groups**

Travel Partner: AMADEUS Status: Active

| *Travel Group | Description      | Hypertext Label |   |   |
|---------------|------------------|-----------------|---|---|
| HARKHAAA      | VIP community    | VIP             | + | - |
| HARKHAAB      | Common community | Common          | + | - |

### Define Travel Partner - Travel Groups page

#### Travel Group

Enter the identifier for the travel groups used by your organization that are also defined at the travel partner site.

**Note.** The Travel Group identifier should be entered using the exact identifier and case structure used at the travel partner site for the travel group.

#### Hypertext Label

Enter a free-form text value that represents the travel group. This value is concatenated with the Hyperlink Label field value entered on the Define Travel Partner page to form the entire link that appears on the Travel Partner Logon page.

## Assigning Travelers to Travel Groups

This section provides an overview of assigning travelers to travel groups, lists common elements, and discusses how to:

- Assign travelers to a travel group by business unit.
- Assign travelers to a travel group by department.
- Assign travelers to a travel group by employee ID.
- View travel group assignments.

## Understanding Assigning Travelers to Travel Groups

Travel groups represent your organization's travel rules and policies for your employees. Employees belonging to certain business units, departments, or who have certain business titles may have different travel rules and policies that apply to them. To use travel groups, you must first define them for your travel partner, and they must also be defined at the travel partner site. At least one travel group must be defined during the installation phase of the PeopleSoft Expenses application, and at least one travel group must be defined per travel partner.

Employees may be assigned to more than one travel group, depending on the travel partner setup options that are defined. However, the first travel group that is assigned to an employee is considered to be the primary travel group for the employee when they log in to the travel partner site.


Assigning employees to travel groups is performed on an exclusionary basis. When you define a travel partner in the PeopleSoft Expenses application, the administrator must first select the business units to associate with the travel partner and travel group using the Travel Group Business Unit Assignments page. After a business unit is assigned to a travel partner and travel group combination, all departments and employees associated with that business unit are automatically assigned to the travel group. You then must exclude any departments, or employees that you do not want assigned to a particular travel partner and travel group combination by deselecting the appropriate check boxes on either the Travel Group Department Assignments page or the Travel Group Travelers Assignments page. An exception icon appears on the Travel Group Business Unit Assignments page or the Travel Group Departments Assignments page to indicate that exclusions exist for either departments or employees within the business unit assigned to the travel group.

---

**Note.** When assigning travelers to travel groups, if you have set the restriction that a traveler can only be assigned to one travel group at any one time, the system displays an error page if an employee is assigned to more than one travel group. If you do not correct the travel group assignments for the employee, the system creates only one link to the travel partner using the first travel group that the employee is assigned to.

---

## Common Elements Used in this Section

|   |   |
|---|---|
| <b>Travel Partner</b>   | Displays the travel partner ID to which employees are assigned.   |
| <b>Travel Group</b>   | Displays the travel group associated with the travel partner to which employees are assigned.   |
| <b>Business Unit</b> (link)   | Click to access the Travel Group Business Unit Assignments page.  |
| <b>Department</b> (link)  | Click to access the Travel Group Department Assignments page.   |
| <b>Traveler</b> (link)  | Click to access the Travel Group Traveler Assignments page.   |
| <b>Business Unit</b>  | Enter a business unit to restrict the search results to only the business unit selected.  |
| <b>Select All</b>   | Click to select all business units, departments, or employees and include them in the travel group.   |
| <b>Deselect All</b>   | Click to deselect all the Select check boxes and exclude all business units, departments, or employees from assignment to the travel group. |
|  | Click to view any exceptions made for a department, or employee within a travel partner and travel group combination.                       |

## Pages Used to Assign Travelers to Travel Groups

| <i>Page Name</i>                       | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|--|------------------------|---|--|
| Travel Group Business Unit Assignments | TV_GROUP_BU            | Travel Administration,<br>Assign Travelers<br><br>Click the Business Unit link. | Assign business units to a travel group.   |
| Travel Group Department Assignments    | TV_GROUP_DEPT          | Travel Administration,<br>Assign Travelers<br><br>Click the Department link.    | View departments assigned to a travel group and exclude selected departments from the travel group assignment. |
| Travel Group Traveler Assignments      | TV_GROUP_TRVLR         | Travel Administration,<br>Assign Travelers<br><br>Click the Traveler link.      | View employees assigned to a travel group and exclude selected employees from the travel group.                |
| View Travel Group Assignments          | TV_TRAVEL_GRP_INQ      | Travel Administration,<br>View Travel Group Assignments                         | Allows an administrator to view travel group assignments by employee ID.                                       |

## Assigning Travelers to a Travel Group by Business Unit

Access the Travel Group Business Unit Assignments page (Travel Administration, Assign Travelers. Then click the Business Unit link).



Travel Services

Travel Group Business Unit Assignments

Travel Partner: AMADEUS

Travel Group: HARKHAAA VIP community

Business Unit

Department

Traveler

Search

Business Unit:

Save page to keep Business Unit Assignment Changes

Search

Clear All

Business Unit

Customize | Find | View 100 | First 1-5 of 120 Last

| Selected                            | Exception Flag | GL Unit | Description                  | Credit Card Vendor   |  |
|-------------------------------------|----------------|---------|------------------------------|----------------------|--|
| <input checked="" type="checkbox"/> |                | BLG01   | BELGIUM OPERATIONS           | <input type="text"/> |  |
| <input checked="" type="checkbox"/> |                | US001   | US001 NEW YORK OPERATIONS    | <input type="text"/> |  |
| <input checked="" type="checkbox"/> |                | US006   | US006 OREGON OPERATIONS      | <input type="text"/> |  |
| <input type="checkbox"/>            |                | AUS01   | AUSTRALIA OPERATIONS         | <input type="text"/> |  |
| <input type="checkbox"/>            |                | BLGE1   | BELGIUM - EURO BASE CURRENCY | <input type="text"/> |  |

Travel Group Business Unit Assignments page

Use the Search box to search for a specific business unit or leave the Business Unit field blank and retrieve all business units that are defined in your database. When the search results are retrieved, the system displays any selected entries first, followed by any cleared entries meeting your search criteria. This behavior is the same throughout the Assign Travelers component (TV\_GROUP\_ASSGN).

**Selected**

Select to indicate that the business unit should be assigned to the travel group. Deselect the check box to exclude a business unit from the travel group.

**Note.**

All General Ledger business units defined in your system appear on the page, but only business units that you select are associated with the travel partner and travel group combination.

**GL Business Unit**(general ledger business unit)

Displays the general ledger business unit assigned to the travel group. When you assign a business unit to a travel group, all associated departments and employees are also assigned to the travel group.

## Credit Card Vendor

Enter a credit card vendor, such as American Express or Visa, to identify the credit card type that is sent to the travel partner as part of the travel profile for any employees associated with the selected business unit. If the employee has more than one credit card type associated with their travel profile, then the credit card type assigned to the employee's business unit is used.

If the employee has more than one credit card for the credit card vendor assigned to the business unit, the credit card with the latest expiration date is used. All credit card data stored in the employee's travel profile is encrypted and only the last four numbers appear on the page.

## Assigning Travelers to a Travel Group by Department

Access the Travel Group Department Assignments page (Travel Administration, Assign Travelers. Then click the Department link).

Travel Services

Travel Group Department Assignments

Travel Partner: AMADEUS

Travel Group: HARKHAAA VIP community

[Business Unit](#)
[Department](#)
[Traveler](#)

Search

Business Unit:  US006 OREGON OPERATIONS

Department:  To

Save page to keep Department Assignment Changes

| Department |                                     |                |               |            |                              |
|------------|-------------------------------------|----------------|---------------|------------|------------------------------|
|            | Selected                            | Exception Flag | Business Unit | Department |                              |
| 1          | <input checked="" type="checkbox"/> |                | US006         | 41000      | Engineering                  |
| 2          | <input checked="" type="checkbox"/> |                | US006         | TBC01000   | Enforce RTBC Critical Dept   |
| 3          | <input checked="" type="checkbox"/> |                | US006         | TBC01001   | Enforce RTBC All Dept        |
| 4          | <input checked="" type="checkbox"/> |                | US006         | TBC01002   | Enforce RTBC Deferred        |
| 5          | <input checked="" type="checkbox"/> |                | US006         | TBC01003   | Enforce RTBC Batch Only Dept |

Travel Group Department Assignments page

## Department and To

Enter a department ID range to restrict the search results to only departments within the department ID range specified. Enter only the business unit to retrieve all departments associated with the business unit for selection.

- Selected

Select the check box to include a department in the travel group. Deselect the check box to exclude a department from the travel group.
- Business Unit

Displays the business unit associated with the department that is assigned to the travel group.
- Department

Displays the department Id assigned to the business unit assigned to the travel group.

Assigning Travelers to a Travel Group by Employee ID

Access the Travel Group Traveler Assignments page (Travel Administration, Assign Travelers. Then click the Traveler link).

Travel Services

Travel Group Traveler Assignments

Travel Partner: AMADEUS

Travel Group: HARKHAAA VIP community

Business Unit Department Traveler

Search

Business Unit: US006 US006 OREGON OPERATIONS

Department: 41000 To 41000

Empl ID:

Save page to keep Traveler Assignment Changes

Search Clear All

Traveler

Customize Find View All 1-4 of 4 First Last

|   | Selected                            | Business Unit | Department | Employee ID | Name          |
|---|-------------------------------------|---------------|------------|-------------|---------------|
| 1 | <input checked="" type="checkbox"/> | US006         | 41000      | KU0010      | Vincent,Sonya |
| 2 | <input type="checkbox"/>            | US006         | 41000      | IXHEEE199   | Avery,John    |
| 3 | <input type="checkbox"/>            | US006         | 41000      | KU0060      | Gardner,Anita |
| 4 | <input type="checkbox"/>            | US006         | 41000      | KU0087      | Monroe,Edward |

Travel Group Traveler Assignments page

- EmplID(employee ID)

Enter the employee ID to restrict the search results to only the employee ID specified. Enter the business unit and department ID range only, to retrieve all employees associated with the business unit department for selection.
- Note.

Business unit and department Ids are required by this page to perform a search.
- Selected

Click to assign the employee to the travel group. Deselect the check box to exclude the employee from the travel group.

|                      |   |
|----------------------|---|
| <b>Business Unit</b> | Displays the business unit that the employee is assigned to that is associated with the travel group. |
| <b>Department</b>    | Displays the department ID that the employee is assigned to that is associated with the travel group. |
| <b>Employee ID</b>   | Displays the employee ID for the employee assigned to the travel group.                               |

Viewing Travel Group Assignments

Access the View Travel Group Assignments page (Travel Administration, View Travel Group Assignments).

Travel Services

View Travel Group Assignments

Search Travel Group Assignment

Empl ID: KU0042

Schumacher, Kenneth

Search

Travel Group Assignment

Customize | Find | View All | First 1 of 1 Last

| Business Unit | Description               | Department | Travel Group             | Travel Partner |
|---------------|---------------------------|------------|--------------------------|----------------|
| US001         | US001 NEW YORK OPERATIONS | 41000      | <a href="#">HARKHAAB</a> | AMADEUS        |

Notify

View Travel Group Assignments page

|                             |  |
|-----------------------------|--|
| <b>EmplID (employee ID)</b> | Enter the employee ID and click the Search button to retrieve the travel group assignments for the employee.   |
| <b>Business Unit</b>        | Displays the business unit that the employee is associated with that is assigned to the travel group.  |
| <b>Department</b>           | Displays the department that the employee is associated with that is assigned to the travel group.   |
| <b>Travel Group</b>         | Displays the travel group that the employee is associated with, as a link. Click the link to drill into the Assign Travelers component (TV_GROUP_ASSGN). |
| <b>Travel Partner</b>       | Displays the identifier for the travel partner to which the travel group belongs.  |

## Maintaining Travel Partner Passwords

This section provides an overview of maintaining travel partner passwords and discusses how to maintain travel partner passwords.

### Understanding Maintaining Travel Partner Passwords

The Travel Partner Password page enables a user to maintain their own login information for direct login access through the travel partner's website. This option is only available if the *Use system-maintained password* check box is deselected on the Travel Partner Options page of the Define Travel Partner component (TV\_TRAVEL\_PARTNER).

Use the Travel Partner Password page to set up and change a password for the travel partner website. After the password is set up or changed, the user's travel profile is updated to reflect that a change has been made, and the updated travel profile is passed to the travel partner during the next run of the Travel Profile Export (TV\_PROF\_EXP) process.

---

**Note.** The Travel Partner Password page is only used when the administrator has deselected the option to use system-maintained passwords when defining the travel partner. Users can change only their own password.

---

#### See Also

Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Defining Travel Partners, page 463

### Page Used to Maintain Travel Partner Passwords

| Page Name                      | Definition Name | Navigation   | Usage  |
|--------------------------------|-----------------|--|--|
| Change Travel Partner Password | TV_TRAVELER_PSW | <ul style="list-style-type: none"> <li>Employee Self–Service, Travel and Expense Center, Travel Services, Travel Partner Password, Change Travel Partner Password</li> <li>Travel and Expenses, Travel and Expense Center, Travel Services, Travel Partner Password, Change Travel Partner Password</li> </ul> | Change your password for access to the travel partner. |

## Maintaining Travel Partner Passwords

Access the Change Travel Partner Password page (Travel and Expenses, Travel and Expense Center, Travel Services, Travel Partner Password, Change Travel Partner Password).

Travel Services

Change Travel Partner Password

Kenneth Schumacher

Travel Partner:

AMADEUS

New Travel Password:

Confirm Travel Password:

Change Travel Partner Password page

Enter and confirm your new travel partner password. The new and confirmed travel passwords are masked when entered, and do not display in clear text. This page is keyed to the user's employee ID. After the password is changed, the employee's travel profile is updated and the travel partner is notified of the change when the travel profile is passed to the travel partner. Only travel partners with user-managed passwords are available for selection in the Travel Partner field. If the user is assigned only to travel partners that have system defined passwords, this page is still accessible, but does not enable a user to change the password for those travel partners.

## Managing Travel Arrangements

This section discusses how to manage travel arrangements through PeopleSoft Expenses.

### Page Used to Manage Travel Arrangements

| Page Name            | Definition Name | Navigation  | Usage   |
|----------------------|-----------------|---|---|
| Travel Partner Logon | TV_PTNR_LINKS   | Employee Self-Service, Travel and Expense Center, Travel Services, Travel Partner Logon, Travel Partner Logon | Access the travel partner site from within PeopleSoft Expenses. |

## Managing Travel Arrangements Through Expenses

Access the Travel Partner Logon page (Employee Self-Service, Travel and Expense Center, Travel Services, Travel Partner Logon, Travel Partner Logon).

| Travel Services      |                |              |                                |
|----------------------|----------------|--------------|--------------------------------|
| Travel Partner Logon |                |              |                                |
| Kenneth Schumacher   |                |              |                                |
| Travel Partner Logon |                |              |                                |
| Empl ID              | Travel Partner | Travel Group | Travel Partner Sign-on         |
| KU0042               | AMADEUS        | HARKHAAB     | <a href="#">Amadeus Common</a> |

### Travel Partner Logon page

This page displays the travel partner links for every travel partner and travel group combination that the employee is assigned to. When the user clicks the link, the system dynamically builds an HTML form in the background and launches a new page that directly logs the user into the appropriate location on the travel partner site, with the appropriate travel group rules and security profile. The user can create pending or confirmed travel reservations, depending on what the travel partner allows, and the itineraries can be imported into the PeopleSoft Expenses application when the Travel Booking (TravelBooking) BPEL process is triggered.

If the travel partner password is maintained by the system, then the user must use this page to access the travel partner site. If the travel partner password is maintained by the user, then the user can access the travel partner site using this page or externally by accessing the travel partner site directly. If the user logs into the travel partner site internally, through the PeopleSoft Expenses application, the system automatically logs them into the travel partner without having to enter the user ID and password. However, if the user logs into the travel partner site externally, they must enter their user ID and password for the travel partner.

### Travel Partner Sign-on

Displays the concatenated text entered on the Travel Partner Definition component (TV\_TRAVEL\_PARTNER). The system uses the value entered in the Hyperlink Label field on the URL Parameters page, and the value entered in the Hypertext Label field on the Travel Groups page to create the Travel Partner Sign-on link description.

## Viewing the My Reservation Summary

This section provides an overview of viewing the My Reservation Summary and discusses how to:

- View My Reservation Summary.
- View My Reservation Detail.

## Understanding Viewing My Reservation Summary

PeopleSoft Expenses delivers the My Reservations Summary page to enable users to view the pending and confirmed travel reservations that they have made to date. This page provides access to the header and detail views of the employee's reservations and acts as a dashboard, enabling the user to view all of their reservations and associated statuses in one place. When users initially navigate to the page, the page only displays reservations that have not been associated with, or used to create, travel authorizations or expense reports. Used reservations can be retrieved by selecting the appropriate status in the search box. Employees can access this page from the Self-Service menu to view all reservations made by them.

## Pages Used to View the My Reservation Summary

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|------------------------|------------------------|--|--|
| My Reservation Summary | TV_MYRESV_SUMRY        | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Services, My Reservations, My Reservations Summary</li> <li>Travel and Expenses, Travel and Expenses Center, Travel Services, My Reservations, My Reservations Summary</li> </ul>  | View pending and confirmed travel reservations for an employee and delete unused or unwanted reservations. |
| My Reservation Detail  | TV_MYRESV_DTL          | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Services, My Reservations, My Reservations Summary</li> </ul> <p>Click the Itinerary ID link.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Travel and Expenses Center, Travel Services, My Reservations, My Reservations Summary</li> </ul> <p>Click the Itinerary ID link.</p> | View the details of an individual reservation transaction line.  |

## Viewing the My Reservation Summary

Access the My Reservation Summary page (Travel and Expenses, Travel and Expenses Center, Travel Services, My Reservations, My Reservations Summary).



Travel Services

My Reservation Summary

Kenneth Schumacher

My Reservations Search

From Date:

To Date:

Reservation Status:

Transaction Status:

Using the search feature requires saving the page if Transaction Status has been changed.

Search

Clear

☒ Select All

☐ Deselect All

Delete Selected

Undelete Selected

My Reservations

| Select                   | Itinerary ID             | Reservation Status | Transaction Status | Confirmation ID | Merchant        | Description      | Associated | Authorization ID | Expense Sheet ID |
|--------------------------|--------------------------|--------------------|--------------------|-----------------|-----------------|------------------|------------|------------------|------------------|
| <input type="checkbox"/> | <a href="#">MF001122</a> | Confirmed          | Unassigned         |                 | UNITED          | Trip to Portland | N          |                  |                  |
| <input type="checkbox"/> | <a href="#">MF003344</a> | Confirmed          | Unassigned         |                 | UNITED          | Trip to New York | N          |                  |                  |
| <input type="checkbox"/> | <a href="#">MF003344</a> | Confirmed          | Unassigned         | 2344233         | Mariott         | Trip to New York | N          |                  |                  |
| <input type="checkbox"/> | <a href="#">Y2NWWY8</a>  | Unconfirmed        | Unassigned         |                 | United Airlines |                  | N          |                  |                  |
| <input type="checkbox"/> | <a href="#">Y2NWWY8</a>  | Unconfirmed        | Unassigned         |                 | Budget          |                  | N          |                  |                  |
| <input type="checkbox"/> | <a href="#">Y2NWWY8</a>  | Unconfirmed        | Unassigned         | 3235459078      | CONRAD CHICAGO  |                  | N          |                  |                  |

☒ Select All

☐ Deselect All

Delete Selected

Undelete Selected

My Reservation Summary page (1 of 2)

| Start Date | Expense Type | Amount  |
|------------|--------------|---------|
| 04/20/2006 | AIRFARE      | 300.00  |
| 04/27/2006 | AIRFARE      | 400.00  |
| 04/27/2006 | LODGING      | 300.00  |
| 05/17/2006 | AIRFARE      | 617.20  |
| 05/17/2006 | AUTO         |         |
| 03/06/2006 | LODGING      | 1230.00 |

My Reservation Summary page (2 of 2)

**From Date and To Date**

Enter a from and to date range to retrieve pending and confirmed reservations that only occur within the date range specified.

**Reservation Status:**

Select to view reservations by status. Values include *All*, *Confirmed*, and *Unconfirmed*.

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|                                |   |
|--------------------------------|---|
| <b>Transaction Status</b>      | Select a status type to display only travel reservations assigned to a specific status. Values include <i>All Transaction Statuses</i> , <i>Assigned</i> , <i>Marked for Delete</i> , and <i>Unassigned</i> .   |
| <b>Select All</b>              | Click to select all displayed travel reservations for deletion.   |
| <b>DeSelect All</b>            | Click to deselect the Select check box for all previously selected travel reservations.   |
| <b>Delete Selected</b>         | Click to delete any selected travel reservations from the My Reservations tables.   |
| <b>Undelete Items Selected</b> | Click to retrieve selected reservations that were previously deleted. To view deleted reservations, you must select either the status of <i>All Transaction Statuses</i> or <i>Marked for Delete</i> from the Search options to view the deleted items. |

### ***My Reservations***

|                           |   |
|---------------------------|---|
| <b>Select</b>             | Select reservations for deletion.   |
| <b>Itinerary ID</b>       | Displays the itinerary ID assigned to the reservation by the travel partner . Click the itinerary ID link to access the My Reservations Detail page and view the details of the travel reservation.                               |
| <b>Reservation Status</b> | Displays reservation status as confirmed or unconfirmed.  |
| <b>Transaction Status</b> | Displays the transaction status. Values include <i>Assigned</i> , <i>Delete</i> , and <i>Unassigned</i> . Transactions with a status of assigned have been associated or used to create travel authorizations or expense reports. |
| <b>Confirmation ID</b>    | Displays the confirmation number assigned to confirmed reservations by the travel partner .   |
| <b>Merchant</b>           | Displays the travel merchant with whom the reservation is made.   |
| <b>Description</b>        | Displays the short description for the travel reservation.  |
| <b>Associated ?</b>       | Displays a selected check box if the reservation is associated with a travel authorization or expense report.   |
| <b>Authorization ID</b>   | Displays the travel authorization ID for the travel authorization that the reservation is associated with.  |
| <b>Expense Sheet ID</b>   | Displays the expense report Id for reservations that are used to create expense reports .   |
| <b>Start Date</b>         | Displays the travel start date.   |

|                     |  |
|---------------------|--|
| <b>Expense Type</b> | Select an expense type for the reservation line item. The expense type is initially populated by the travel reservation import process. However, you can override this value for reservation lines that are not associated with a travel authorization or expense report. If an expense type is modified on the My Reservation Summary page, the new value displays on the My Reservations Detail page for the reservation transaction line. |
| <b>Amount</b>       | Displays the total amount for the reservation line.  |

Viewing My Reservation Detail

Access the My Reservation Detail page (Travel and Expenses, Travel and Expenses Center, Travel Services, My Reservations, My Reservations Summary. Then click the Itinerary ID link).

Travel Services

My Reservation Detail

Kenneth Schumacher

Travel Partner: AMADEUS

Itinerary ID: MF001122

Reservation Number: 1

Transportation Type:

Transaction Amount: 300.00 USD

Number of Nights:

Expense Type: AIRFARE

Reservation Status Confirmed

Trip to Portland

Expense Location: SFO

Originating Location: AKRON

Departure Date: 04/20/2006

Return Date: 04/21/2006

Air Ticket #: UA9876764653

Merchant: UNITED

Flight Leg

Customize | Find | View All | 1 of 1 | First | Last

| Flight Number | Seat | Departure        | Departure Location | Arrival Location |
|---------------|------|------------------|--------------------|------------------|
| 4332          | 23A  | 04/20/06 12:00AM | SFO                | POR              |

My Reservation Detail page

The My Reservation detail page displays the details of each reservation itinerary transaction line. You cannot modify the reservations details using this page. If changes are needed on an imported reservation, you must make them when you add the reservation to a travel authorization or expense report. Reservations that are associated with a travel authorization or expense report cannot be modified.

Adding and Associating Travel Reservations to Travel Authorizations

This section provides an overview of adding and associating travel reservations to travel authorizations and discusses how to:

- Select pending reservations.
- Associate pending reservations to a travel authorization.

- View associated pending reservations.
- View My Reservation lines.
- View My Reservation line details.

## Understanding Adding and Associating Travel Reservations to Travel Authorizations

When you enable the Travel feature in PeopleSoft Expenses, you have the option to use pending travel reservations to create travel authorizations, add new transaction lines to a travel authorization, or associate a pending reservation to a travel authorization. You can add pending reservations to a travel authorization when the travel authorization is first created or when it is pending; but before submitting the travel authorization.

When you select the option to use a pending travel reservation to create a travel authorization or to add transaction lines to a travel authorization, the system directs you to the Add My Pending Reservations page. This page displays any available pending reservations that the user has made through the travel partner. The Add My Pending Reservation page displays the travel reservation itineraries at a header level and contains a link that enables you to navigate to the My Reservation Lines page to view the detailed lines of the reservation. Each detailed line of the itinerary also contains a link that enables you to navigate to the My Reservation Line Detail page to view the details of the itinerary line.

When using a pending reservation to create or add transaction lines to a travel authorization, the system adds the transaction lines at the itinerary level, and all of the itinerary detail lines are used to create the travel authorization transaction lines. The system marks the travel reservation as used, when the travel authorization is saved or submitted.

You can also associate a pending travel reservation to a travel authorization. Associating a pending travel reservation to a travel authorization enables the user to create a link between the pending reservation and the travel authorization, but does not create any travel authorization transaction lines. The travel reservation is marked as used and cannot be associated with any other travel authorization.

To associate a pending travel reservation to a travel authorization, select the *Associate Travel Reservations* option from the More Options menu on the travel authorization. The system navigates you to the Associate My Pending Reservations page, where you can select any available pending reservations to associate with the travel authorization. A link also appears on the travel authorization, enabling the user to view any associated travel reservations and detach any travel reservations that the user no longer wishes to associate with the travel authorization. After the travel authorization is approved, the travel reservation can be confirmed at the travel partner site and retrieved by PeopleSoft Expenses for use with expense report transactions.

## Pages Used to Add and Associate Travel Reservations to Travel Authorizations

| <b>Page Name</b>                  | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|-----------------------------------|------------------------|--|--|
| Add My Pending Reservations       | TV_TA_RESERVATION      | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create Select <i>Entries from My Reservation</i> from the Quick Start menu.</li> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create Select the <i>Entries from My Reservation</i> from the Add menu.</li> <li>Travel and Expense, Travel and Expense Center, Travel Authorization, Create Select <i>Entries from My Reservation</i> from the Quick Start menu.</li> </ul> | Use pending travel reservations to create travel authorizations or add transaction lines to a travel authorization.      |
| Associate My Pending Reservations | TV_TA_RESERVATION      | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> <li>Travel and Expense, Travel and Expense Center, Travel Authorization, Create<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> </ul>  | Associate pending travel reservations to a travel authorization without creating travel authorization transaction lines. |

| <b>Page Name</b>                    | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|-------------------------------------|------------------------|--|--|
| Unassociate My Pending Reservations | TV_TA_RESERVATION      | Click the <i>View Associated Reservations</i> link on the Travel Authorization Entry page.   | View pending travel reservations that are associated with the travel authorization and drill into the details of the travel reservation using the Itinerary ID link. You can also detach associated travel reservations from the travel authorization using this page. |
| My Reservation Lines page           | TV_TA_RES_LINE         | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create<br/><br/>Select <i>Entries from My Reservation</i> from the Quick Start menu.<br/><br/>Click the Itinerary link on the Add My Pending My Reservations page</li> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create<br/><br/>Select <i>Entries from My Reservation</i> from the Add menu.<br/><br/>Click the Itinerary link on the Add My Pending My Reservations page</li> </ul> | View the reservation lines associated with the pending itinerary.  |

| <b>Page Name</b>            | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|-----------------------------|------------------------|---|---|
| My Reservation Line Details | TV_MYRESV_DTL_INFO     | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create</li> </ul> <p>Select <i>Entries from My Reservation</i> from the Quick Start menu.</p> <p>Click the Itinerary ID link on the Add My Pending Reservations page.</p> <p>Click the Reservation Number link on the My Reservation Lines page.</p> <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create</li> </ul> <p>Select <i>Entries from My Reservation</i> from the Add menu.</p> <p>Click the Itinerary ID link on the Add My Pending Reservations page.</p> <p>Click the Reservation Number link on the My Reservation Lines page.</p> | View the details for each reservation itinerary line. |

## Selecting Pending Reservations

Access the Create Travel Authorization – Add My Pending Reservations page (Travel and Expense, Travel and Expense Center, Travel Authorization, Create. Select *Entries from My Reservation* from the Quick Start menu).

## Create Travel Authorization

### Add My Pending Reservations

Kenneth Schumacher

Authorization ID:
NEXT

☒ [Select All](#)
☐ [Deselect All](#)

| My Reservations                       |                         |             |              |        |          |
|---------------------------------------|-------------------------|-------------|--------------|--------|----------|
| Customize   Find    First 1 of 1 Last |                         |             |              |        |          |
| Select                                | Itinerary ID            | Description | Booking Date | Amount | Currency |
| <input type="checkbox"/>              | <a href="#">Y2NWWY8</a> |             | 05/06/2006   | 617.20 | USD      |

☒ [Select All](#)
☐ [Deselect All](#)

Create Travel Authorization - Add My Pending Reservations page

**Select All**

Click to select all the pending reservations and create the travel authorization transaction lines using the itinerary data. After a travel reservation is selected and used to create a travel authorization, it is marked as used on the My Reservations (TV\_MYRESV\_HDR and TV\_MYRESV\_LINE) tables and cannot be used to create another travel authorization.

**Deselect All**

Click to deselect all the Select check boxes.

**Select**

Select the individual pending reservations to create the travel authorization transaction lines.

**Itinerary ID**

Displays the travel reservation itinerary Id assigned to the pending reservation by the travel partner. Click the link to drill into the travel itinerary details.

**Description**

Displays the short description of the pending reservation transaction.

**Booking Date**

Displays the tentative booking date for the travel reservation.

**Amount**

Displays the total amount for the pending travel reservation itinerary.

**Done**

Click to create the travel authorization using the pending reservation itinerary details selected. All itinerary transaction lines are used to create the travel authorization transaction lines. This action also marks the selected travel reservations as used on the My Reservations tables.



## Associating Pending Reservations to a Travel Authorization

Access the Associate My Pending Reservations page (Travel and Expense, Travel and Expense Center, Travel Authorization, Create. Then select Associate Travel Reservations from the More Options menu).

**Create Travel Authorization**

**Associate My Pending Reservations**

Kenneth Schumacher      Authorization ID: NEXT

☒ [Select All](#)    ☐ [Deselect All](#)

| My Reservations                         |                         |             |              |        |          |
|---|-------------------------|-------------|--------------|--------|----------|
| Customize   Find      First 1 of 1 Last |                         |             |              |        |          |
| Select                                  | Itinerary ID            | Description | Booking Date | Amount | Currency |
| <input type="checkbox"/>                | <a href="#">Y2NWWY8</a> |             | 05/06/2006   | 617.20 | USD      |

☒ [Select All](#)    ☐ [Deselect All](#)

Associate My Pending Reservations page

This page displays all available pending travel reservations by itinerary ID. You can select one or more pending reservations to associate with a travel authorization, however, no transaction lines are added to the travel authorization from the pending reservations. After the pending reservations are associated with the travel authorization, the system marks them as used and they are no longer available for association or addition to another travel authorization.

### See Also

[Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 302](#)

## Viewing Associated Pending Reservations

Access the Unassociate My Pending Reservations page (click the View Associated Reservations link on the Travel Authorization Entry page).

Create Travel Authorization

Unassociate My Pending Reservations

Kenneth Schumacher

Authorization ID: NEXT

☒ [Select All](#)
☐ [Deselect All](#)

My Reservations

Customize | Find | | First 1 of 1 Last

| Select                   | Itinerary ID           | Description | Booking Date | Amount | Currency |
|--------------------------|------------------------|-------------|--------------|--------|----------|
| <input type="checkbox"/> | <a href="#">Y2NWY8</a> |             | 05/06/2006   | 617.20 | USD      |

☒ [Select All](#)
☐ [Deselect All](#)

Done

Create Travel Authorization - Unassociate My Pending Reservations page

|                     |  |
|---------------------|--|
| <b>Select All</b>   | Click to select all itinerary transaction lines to disassociate them with the travel authorization.  |
| <b>Deselect All</b> | Click to deselect all the Select check boxes.  |
| <b>Select</b>       | Select the individual pending reservations that you want to unassign from the travel authorization.  |
| <b>Itinerary ID</b> | Displays the travel reservation itinerary Id assigned to the pending reservation by the travel partner. Click the link to navigate to the My Reservations Lines page to view the travel itinerary details.   |
| <b>Description</b>  | Displays the short description of the pending reservation transaction.   |
| <b>Booking Date</b> | Displays the tentative booking date for the travel reservation.  |
| <b>Amount</b>       | Displays the total amount for the pending travel reservation itinerary.  |
| <b>Done</b>         | Click to unassociate the selected travel itineraries from the travel authorization. This action also restores the selected travel itineraries to the My Reservations tables and makes them available for selection on other travel authorizations. |

## Viewing My Reservation Lines

Access the My Reservation Lines page (Employee Self-Service, Travel and Expense Center, Travel Authorization, Create. Then select Entries from My Reservation from the Add menu. Click the Itinerary link on the Add My Pending My Reservations page).

| <b>Travel Services</b>  |                    |              |                 |             |             |         |          |
|---|--------------------|--------------|-----------------|-------------|-------------|---------|----------|
| <b>My Reservation Lines</b>   |                    |              |                 |             |             |         |          |
| Kenneth Schumacher  |                    |              |                 |             |             |         |          |
| <div> My Reservations Customize   Find     First 1-3 of 3 Last </div> |                    |              |                 |             |             |         |          |
| Itinerary ID  | Reservation Number | Expense Type | Merchant        | Description | Travel Date | Amount  | Currency |
| Y2NWWY8   | <a href="#">1</a>  | AIRFARE      | United Airlines |             | 05/17/2006  | 617.20  | USD      |
| Y2NWWY8   | <a href="#">2</a>  | AUTO         | Budget          |             | 05/17/2006  |         |          |
| Y2NWWY8   | <a href="#">3</a>  | LODGING      | CONRAD CHICAGO  |             | 03/06/2006  | 1230.00 | USD      |

### My Reservation Lines page

The My Reservation Lines page displays the details of a pending reservation that has been processed through the travel partner. Any modifications that are required for the reservation must be processed through the travel partner's site.

|                           |   |
|---------------------------|---|
| <b>Itinerary ID</b>       | Displays the itinerary ID assigned by the travel partner to each travel transaction line.   |
| <b>Reservation Number</b> | Displays the reservation number assigned to the reservation transaction line, as a link. Click the link to navigate to the My Reservation Line Detail page to view the details of the transaction line. |
| <b>Expense Type</b>       | Displays the type of expense for this itinerary transaction. Values can include <i>LODGING</i> , <i>AUTO</i> and <i>AIRFARE</i> .   |
| <b>Merchant</b>           | Displays the name of the vendor with whom the reservation was made.   |
| <b>Departure Date</b>     | Displays the travel departure date.   |
| <b>Amount</b>             | Displays the total amount for the itinerary transaction line.   |

## Viewing My Reservation Line Details

Access the My Reservation Line Details page (Employee Self-Service, Travel and Expense Center, Travel Authorization, Create. Then select Entries from My Reservation from the Add menu and click the Itinerary ID link on the Add My Pending Reservations page. Then click the Reservation Number link on the My Reservation Lines page).

The My Reservation Line Details page displays the travel itinerary details for each transaction line of the pending reservation. This details of this page display based on the expense type associated with the reservation transaction line. When you click the link for the reservation number on the My Reservation Lines page, the My Reservation Line Details page dynamically displays the appropriate detailed information for the itinerary transaction line expense type. For example, if the itinerary line is for airfare, then this page displays air travel data. If the itinerary line is for car rental, then this page displays auto rental data, and so on.

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## Adding and Associating Travel Reservations to Expense Reports

This section provides overviews of adding and associating travel reservations to expense reports, associating travel authorizations to expense reports, and discusses how to:

- Select confirmed reservations.
- Associate confirmed reservations to expense reports.
- View associated reservations.
- View reservation details.
- Associate travel authorizations to expense reports.

## Understanding Adding and Associating Travel Reservations to Expense Reports

When you enable the Travel feature in PeopleSoft Expenses, you have the ability to create an expense report or add transaction lines to an expense report using a confirmed reservation. You can also associate a confirmed reservation to a pending expense report without creating transaction lines, which enables you to populate the expense report using another method, such as through a credit card feed, while maintaining an association with your travel activities.

When you select the option to use a confirmed travel reservation to create an expense report or add transaction lines to an expense report, the system opens the Add My Confirmed Reservations page. The Add My Confirmed Reservations page displays all confirmed, available reservations by itinerary ID and expense type. Each reservation represents an item in the travel itinerary, and the user can drill into the transaction details using the Expense Type link. Confirmed reservations are added to an expense report at the reservation level, so you must select the itinerary line items that you want to use to create the expense report transaction lines.

When the selected reservation is added to the expense report, the itinerary line items that are selected from the Add My Confirmed Reservations page are used to create the expense report transaction lines. After a travel reservation is used to create or add transaction lines to an expense report, the system marks the transaction as used when the expense report is saved or submitted.

You can also associate a confirmed travel reservation to an expense report. If you associate a confirmed travel reservation to an expense report, the system marks the travel reservation as used. The Expense report page displays a View Associated Reservations link that enables you to view the details of any reservations that you have associated with the expense report.

When an expense report is submitted for approval, the approver can view any associated travel reservations or travel authorizations using the View Associated Reservations link and the travel authorization ID link on the expense report. PeopleSoft Expenses also provides a Compare Totals page that enables an approver to view and compare the totals for the expense report and amount totals for any associated or added travel reservations or any travel authorizations used in the expense report

**See Also**

Chapter 23, "Managing Approvals in PeopleSoft Expenses," Comparing Expense Reports with Travel Authorizations and Pending Reservations, page 551

## **Associating Travel Authorizations to Expense Reports**

PeopleSoft Expenses enables you to associate a travel authorization to an expense report without adding transaction lines to that expense report. This enables you to maintain an association between the expense report and the travel authorization without creating duplicate transaction rows when populating the expense report from a credit card feed transaction from My Wallet.

Travel authorizations can only be associated with an expense report if a travel authorization was not used to create the expense report. Only one travel authorization can be associated with the expense report at one time. After a travel authorization is associated with an expense report, the travel authorization Id appears on the expense report as a link. You can click the link to view the details of the travel authorization. You can also detach the travel authorization from the expense report at any time before submitting the report for processing.

## Pages Used to Add and Associate Travel Reservations to Expense Reports

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------------|------------------------|--|--|
| Add My Confirmed Reservations | TV_ER_RESERVATION      | <ul style="list-style-type: none"> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Create<br/><br/>Select <i>Entries from My Reservation</i> from the Quick Start menu</li> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create<br/><br/>Select <i>Entries from My Reservation</i> from the Add menu.</li> <li>Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create<br/><br/>Select <i>Entries from My Reservation</i> from the Quick Start menu.</li> </ul> | Use confirmed travel reservations to create expense reports or add transaction lines to an expense report. |

| <b>Page Name</b>                      | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|---------------------------------------|------------------------|--|--|
| Associate My Confirmed Reservations   | TV_ER_RESERVATION      | <ul style="list-style-type: none"> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Create<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Modify<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> <li>Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Modify<br/><br/>Select <i>Associate Travel Reservations</i> from the More Options menu.</li> </ul> | Associate a confirmed travel reservation to an expense report without adding itinerary transaction lines to the expense report. You can associate multiple travel reservations to an expense report at any one time.   |
| Unassociate My Confirmed Reservations | TV_ER_RESERVATION      | Click the <i>View Associated Reservations</i> link on the Expense Report Entry page.   | View confirmed travel reservations that are associated with the expense report and drill into the details of the travel reservation using the Expense Type link. You can also detach associated travel reservations from the expense report using this page. |

| <b>Page Name</b>                 | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|----------------------------------|------------------------|--|---|
| My Reservation Detail            | TV_ER_MYRESV_DTL       | <ul style="list-style-type: none"> <li>Click the expense type link for the selected reservation line on the Add My Confirmed Reservations page.</li> <li>Click the expense type link for the selected reservation line on the Associate My Confirmed Reservations page.</li> <li>Click the expense type link for the selected reservation line on the Unassociate My Confirmed Reservations page.</li> </ul>   | View the details for the confirmed reservation line item.   |
| Associate a Travel Authorization | TE_POP_SHT_FROM_TA     | <ul style="list-style-type: none"> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Create<br/><i>Select Associate Travel Authorization from the More Options menu.</i></li> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Modify<br/><i>Select Associate Travel Authorization from the More Options menu.</i></li> <li>Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create<br/><i>Select Associate Travel Authorization from the More Options menu.</i></li> <li>Employee Self Service, Travel and Expense Center, Expense Reports, Modify<br/><i>Select Associate Travel Authorization from the More Options menu.</i></li> </ul> | Associate a travel authorization with a pending expense report. Only one travel authorization can be associated with an expense report at one time. |



Selecting Confirmed Reservations

Access the Add My Confirmed Reservations page (Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create. Then select Entries from My Reservation from the Quick Start menu).

Create Expense Report

Add My Confirmed Reservations

Kenneth SchumacherReport ID: NEXT

☒ Select All☐ Deselect All

My Reservations

CustomizeFindFirst1-3 of 3Last

| Select                   | Itinerary ID | Expense Type            | Description      | Merchant | Travel Date | Amount | Currency |
|--------------------------|--------------|-------------------------|------------------|----------|-------------|--------|----------|
| <input type="checkbox"/> | MF001122     | <a href="#">AIRFARE</a> | Trip to Portland | UNITED   | 04/20/2006  | 300.00 | USD      |
| <input type="checkbox"/> | MF003344     | <a href="#">AIRFARE</a> | Trip to New York | UNITED   | 04/27/2006  | 400.00 | USD      |
| <input type="checkbox"/> | MF003344     | <a href="#">LODGING</a> | Trip to New York | Mariott  | 04/27/2006  | 300.00 | USD      |

☒ Select All☐ Deselect All

Done

Add My Confirmed Reservations page

- Select All

Click to select all unused, confirmed travel reservations and create the expense report transaction lines using the itinerary data. After a travel reservation is selected and used to create an expense report, it is marked as used on the My Reservation (TV\_MYRESV\_LINE) table and cannot be used to create another expense report.
- Deselect All

Click to deselect all the Select check boxes.
- Select

Select an individual confirmed reservation itinerary line item to create the expense transaction lines.
- Itinerary ID

Displays the itinerary ID assigned by the travel partner to the confirmed reservation.
- Expense Type

Displays the travel reservation expense type assigned to the confirmed reservation by the travel partner. Click the link to open the My Reservation Detail page and view the travel itinerary details.
- Description

Displays the short description of the reservation itinerary transaction.
- Merchant

Displays the vendor with whom the reservation was made.
- Travel Date

Displays the travel start date.
- Amount

Displays the total amount for the confirmed travel reservation itinerary.

**Done**

Click to create the expense report using the confirmed reservation itinerary details selected. This action marks the itinerary as used and prevents it from being used to create another expense report.

Associating Confirmed Reservations to Expense Reports

Access the Associate My Confirmed Reservations page (Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create. Then select Associate Travel Reservations from the More Options menu).

Create Expense Report

Associate My Confirmed Reservations

Kenneth Schumacher

Report ID: NEXT

☒ Select All ☐ Deselect All

My Reservations

Customize | Find | First 1-3 of 3 Last

| Select                   | Itinerary ID | Expense Type            | Description      | Merchant | Travel Date | Amount | Currency |
|--------------------------|--------------|-------------------------|------------------|----------|-------------|--------|----------|
| <input type="checkbox"/> | MF001122     | <a href="#">AIRFARE</a> | Trip to Portland | UNITED   | 04/20/2006  | 300.00 | USD      |
| <input type="checkbox"/> | MF003344     | <a href="#">AIRFARE</a> | Trip to New York | UNITED   | 04/27/2006  | 400.00 | USD      |
| <input type="checkbox"/> | MF003344     | <a href="#">LODGING</a> | Trip to New York | Mariott  | 04/27/2006  | 300.00 | USD      |

☒ Select All ☐ Deselect All

Done

Associate My Confirmed Reservations page

- Select All

Click to select all itinerary transaction lines to associate them with the expense report.
- Deselect All

Click to deselect all the Select check boxes.
- Select

Select an individual confirmed travel reservations to assign to the expense report.
- Itinerary ID

Displays the itinerary ID assigned by the travel partner to each reservation transaction line.
- Expense Type

Displays the travel reservation itinerary line item expense type assigned to the reservation by the travel partner. Click the Expense Type link to open the My Reservation Detail page and view the details of the itinerary transaction line.
- Description

Displays the short description of the booked transaction.
- Merchant

Displays the name of the vendor with whom the reservation was made.
- Travel Date

Displays the travel start date.

|               |  |
|---------------|--|
| <b>Amount</b> | Displays the total amount for the travel reservation.  |
| <b>Done</b>   | Click to associate the selected travel reservation itinerary line items from the expense report. This action marks the selected travel itineraries as used on the My Reservations table and makes them unavailable for selection on other expense reports. |

Viewing Associated Reservations

Access the Unassociate My Confirmed Reservations page (click the View Associated Reservations link on the Expense Report Entry page).

Create Expense Report

Unassociate My Confirmed Reservations

Kenneth SchumacherReport ID: NEXT

☒ Select All☐ Deselect All

| My Reservations          |              |              |                  |          |             |        |          |
|--------------------------|--------------|--------------|------------------|----------|-------------|--------|----------|
| Select                   | Itinerary ID | Expense Type | Description      | Merchant | Travel Date | Amount | Currency |
| <input type="checkbox"/> | MF001122     | AIRFARE      | Trip to Portland | UNITED   | 04/20/2006  | 300.00 | USD      |

☒ Select All☐ Deselect All

Done

Unassociate My Confirmed Reservations page

|                     |  |
|---------------------|--|
| <b>Select All</b>   | Click to select all itinerary transaction lines to disassociate them with the expense report.  |
| <b>Deselect All</b> | Click to deselect all the Select check boxes.  |
| <b>Select</b>       | Select an individual confirmed travel reservations to unassign to the expense report.  |
| <b>Itinerary ID</b> | Displays the itinerary ID assigned by the travel partner to each reservation transaction line.   |
| <b>Expense Type</b> | Displays the travel reservation itinerary line item expense type assigned to the reservation by the travel partner. Click the Expense Type link to open the My Reservation Detail page and view the details of the itinerary transaction line. |
| <b>Description</b>  | Displays the short description of the booked transaction.  |
| <b>Merchant</b>     | Displays the name of the vendor with whom the reservation was made.  |
| <b>Travel Date</b>  | Displays the travel start date.  |

|               |   |
|---------------|---|
| <b>Amount</b> | Displays the total amount for the travel reservation.   |
| <b>Done</b>   | Click to unassociate the selected travel reservation itinerary line items from the expense report. This action also restores the selected travel itineraries to the My Reservations tables and makes the reservation line items available for selection on other expense reports. |

## Viewing Reservation Details

Access the My Reservation Detail page (click the expense type link for the selected reservation line on the Add, Associate, or Unassociate My Confirmed Reservations page).

**Travel Services**


---

**My Reservation Detail**

Kenneth Schumacher

|                                  |            |                              |                  |
|----------------------------------|------------|------------------------------|------------------|
| <b>Travel Partner:</b>           | AMADEUS    |                              |                  |
| <b>Itinerary Identification:</b> | MF001122   |                              | Trip to Portland |
| <b>Reservation Number:</b>       | 1          | <b>Expense Location:</b>     | SFO              |
| <b>Transportation Type:</b>      |            | <b>Originating Location:</b> | AKRON            |
| <b>Transaction Amount:</b>       | 300.00 USD | <b>Departure Date:</b>       | 04/20/2006       |
| <b>Number of Nights:</b>         |            | <b>Return Date:</b>          | 04/21/2006       |
| <b>Expense Type:</b>             | AIRFARE    | <b>Air Ticket #:</b>         | UA9876764653     |
| <b>Merchant:</b>                 | UNITED     |                              |                  |

| Flight Leg    |      |                  |                    |                  | Customize | Find | View All |  |  | First | 1 of 1 | Last |
|---------------|------|------------------|--------------------|------------------|-----------|------|----------|--|--|-------|--------|------|
| Flight Number | Seat | Departure        | Departure Location | Arrival Location |           |      |          |  |  |       |        |      |
| 4332          | 23A  | 04/20/06 12:00AM | SFO                | POR              |           |      |          |  |  |       |        |      |

My Reservation Detail page

This page dynamically displays the reservation details for the reservation types that are used to either create an expense report or are associated with an expense report.

## Associating Travel Authorizations to Expense Reports

Access the Associate a Travel Authorization page (Travel and Expense, Travel and Expenses, Travel and Expense Center, Expense Reports, Create. Then select Associate Travel Authorization from the More Options menu).

Create Expense Report

Associate a Travel Authorization

Kenneth Schumacher

Report ID: NEXT

From Date: 11/01/2003 To: 12/01/2003 Search

| Travel Authorizations |                                    |                  |            |            |        |          |
|-----------------------|------------------------------------|------------------|------------|------------|--------|----------|
|                       | Travel Auth Description            | Authorization ID | Date From  | Date To    | Amount | Currency |
| Select                | <a href="#">Trip to Sacramento</a> | 0000000011       | 11/03/2003 | 11/03/2003 | 0.000  |          |

### Create Expense Report - Associate a Travel Authorization page

Only travel authorizations that have not been used to create an expense report can be associated with an expense report. Associating a travel authorization with an expense report only creates a link between a selected travel authorization and the expense report, but no expense transaction lines are created using the travel authorization.

See [Chapter 17, "Preparing Expense Reports," Creating Expense Reports, page 341](#).

|  |  |
|--|--|
| <b>From Date and To</b>  | Enter a date range to retrieve travel authorizations that fall within the specified dates.   |
| <b>Select</b>  | Click to select a travel authorization to associate with an expense report. Only one travel authorization can be associated with an expense report at one time.                                  |
| <b>Travel Auth Description</b><br>(travel authorization description) | Displays the description entered for the travel authorization. Click the link to access the View Selected Travel Authorization page, where you can view the details of the travel authorization. |
| <b>Date From</b>   | Displays the start date for the travel authorization.  |
| <b>Date To</b>   | Displays the end date for the travel authorization.  |
| <b>Amount</b>  | Displays the total amount of the travel authorization.   |

## Setting Up Travel Processing

This section provides overviews of travel processes and running the PeopleSoft Expenses travel profile processes and discusses how to:

- Import travel profiles.
- Run the export travel profile batch process.

## Understanding Travel Processes

The PeopleSoft Expenses Travel feature enables you to integrate with travel vendors for online booking transactions. When you enable the PeopleSoft Expenses Travel feature, by selecting the Use Travel Services check box on the Installation Options - Expenses page, you can import and export travel profiles from and to your travel partners. After you have established your employee travel profiles with the travel partner and defined your travel partners in your system, employees can begin to book travel reservations. Pending and confirmed travel reservations can then be retrieved from the travel partner sites and can be associated with or used to create travel authorizations or expense reports.

The PeopleSoft Expenses Travel feature uses a combination of Integration Broker, web services, BPEL processing, and XML schemas, to transmit employee profile data and retrieve travel reservation data to and from your travel partners and the PeopleSoft Expenses application. When importing travel profiles from an existing travel partner, PeopleSoft Expenses reads a comma-delimited separated value file (.csv) that is received from your travel partner to create travel profiles for your employees. The system reads the file from a stored location on your system and populates the Employee Travel Profile table (TV\_EMPL\_PROFILE) and the Employee Travel Group Profile table (TV\_EMPL\_PROFGRP).

The Export Travel Profiles (TV\_PROF\_EXP) process, enables you to add, modify, or delete employee travel profile data at your travel partner site. When you run the Export Travel Profile process, the system uses the travel group assignments to collect all of the employee profile data for a specific travel partner and populates the TV\_EMPL\_PROFILE and TV\_EMPL\_PROFGRP tables. Using Integration Broker, the process calls the TRAVELUSERPROFILE asynchronous web service to send the travel profile to the travel partner site. The web service generates a generic XML schema (TravelUserProfileRequest), that is sent to BPEL. BPEL translates the XML data into an XML document specific to the travel partner's defined XML schema, which is then sent on to the travel partner site.

After the travel partner receives the information, an XML response message is sent from the travel partner back to BPEL. BPEL translates the XML response message received from the travel partner into a format that PeopleSoft Expenses can use to extract the travel profile response data from the travel partner and update the employee travel profile tables.

Pending and confirmed reservations are also retrieved from the travel partner using web services and BPEL. Whether PeopleSoft Expenses Travel retrieves only pending or confirmed reservations, or both types of reservations, depends on how you have set up your travel partner settings. When an employee makes a reservation at the travel partner web site, the travel partner sends the reservation data in an XML format to the synchronous BPEL travel booking (TravelBooking) process. BPEL converts the travel partner's XML data to a generic XML message. BPEL then calls the synchronous TV\_RESERVATION web service to pass the itinerary and reservation data to PeopleSoft Expenses. The booking data that is received from the travel partner populates the My Reservation tables (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) for the employee, where it can be associated with or used to create travel authorizations or expense reports.

This table displays the application engine processes, web services, BPEL processes, and XML schemas delivered by PeopleSoft Expenses to support the Travel feature:

| <b>Application Engine Batch Processes</b> | <b>Web Services</b> | <b>BPEL Processes</b> | <b>Delivered XML Schemas</b> | <b>Description</b>  |
|---|---------------------|-----------------------|------------------------------|---|
| Import Travel Profiles (TV_PROF_IMP)      | NA                  | NA                    | NA                           | <p>Run this process once to create travel profiles for employees from an existing travel partner. This process uses a .csv file that has been received from the travel partner and populates the TV_EMPL_PROFILE, TV_EMPL_PROFGRP, TV_TRVL_PROF and TV_TRVL_PGRP tables.</p> <p>If importing travel profile data from the travel partner, you must store your .csv file using a specific file layout.</p> <p>See Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," <a href="#">Importing Travel Profiles</a>, page 506.</p>   |
| Export Travel Profiles (TV_PROF_EXP)      | TRAVELUSERPROFILE   | TravelUserProfile     | TravelUserProfileRequest     | <p>The Export Travel Profile process calls the TravelUserProfile asynchronous web service which generates the generic XML schema (TravelUserProfileRequest) to create the user profile data that is sent to the travel partner. The XML schema contains an action code which indicates the type of user profile change that is transmitted to the travel partner.</p> <p>BPEL maps the XML schema data received from PeopleSoft Expenses to the XML schemas that are specific to the travel partner.</p> <p>The XML schema that is created is based on the action type associated with the change made to the travel profile. Action types include:</p> <ul style="list-style-type: none"> <li>• Add (A)</li> <li>• Update (U)</li> <li>• Delete (D)</li> </ul> |

| <b>Application Engine Batch Processes</b> | <b>Web Services</b> | <b>BPEL Processes</b> | <b>Delivered XML Schemas</b> | <b>Description</b>   |
|---|---------------------|-----------------------|------------------------------|--|
| NA  | TV_RESERVATION      | TravelBooking         | NA                           | Pending or confirmed itineraries are sent by the travel partner to BPEL. The XML itinerary messages are sent to the synchronous TravelBooking BPEL process which maps the XML itinerary data to a generic XML message. BPEL calls the synchronous TV_RESERVATION web service and passes the converted itinerary XML data to PeopleSoft Expenses. PeopleSoft Expenses receives the itinerary data and updates the My Reservation (TV_MYRESV_HDR, TV_MYRESV_LINE, and TV_MYRESV_DTL) tables. |

## Understanding Running the PeopleSoft Expenses Travel Profile Processes

This section discusses running the PeopleSoft Expenses Travel processes.

### Importing Travel Profiles

If you have an existing relationship with a travel vendor, you can import the existing employee travel profiles from the travel partner into your PeopleSoft Expenses Travel employee profile tables using the Import Travel Profiles (TV\_PROF\_IMP) process. The Import Travel Profiles process is generally run one time, during the implementation process, and uses a .csv file that you receive from your travel partner.

The .csv file contains all of the employee travel profile data, such as employee ID, travel partner password data, and so on. It populates the Travel Profile (TV\_EMPL\_PROFILE) and Travel Group (TV\_EMPL\_PROFGRP) tables in PeopleSoft Expenses. When you receive the .csv file from your travel partner, you must save it to the application server, process scheduler, and files directory on your system. When you run the Import Travel Profiles process, you must indicate the file name so that the system can locate the correct travel partner profile data and load the travel profile tables.

If you are using the Import Travel profile process, the .csv file format requirements are as follows:

1. The first row of the file format must contain these literals: EmployeeID, TravelerID, LoginName, Password, HomeCommunity.
2. Each subsequent row of data represent the employee profile from the travel partner and must map to the following fields in the PeopleSoft Expenses travel profile:
  - EMPLID (employee Id)
  - TV\_UNIQUE\_ID (unique traveler Id)
  - TV\_USERID (travel user Id)
  - TV\_PSW (travel partner password)
  - TRAVEL\_GROUP (travel group)



See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Defining Travel Partners, page 463.](#)

See *PeopleSoft Financials, ESA and Supply Chain Management Supplemental Application Installation Instructions*

### **Running the Export Travel Profiles Process**

The export travel process is used to create, update and delete employee travel profiles at the travel partner site. Travel profile data can be created using either employee profile data stored in your PeopleSoft Human Capital Management (HCM) system or from the PeopleSoft Expenses Employee Profile component (EX\_EE\_PROFILE2). The Export Travel Profile (TV\_PROFILE\_EXP) process detects whether or not HCM is an installed application on your system. If HCM is installed, employee travel profile data is updated using the employee profile data from your HCM database.

If HCM is installed, when you update any employee profile data, Full Sync or Basic Sync web services messages check to see if the Use Travel Services check box is selected on the Installation Options - Expenses page. If the Use Travel Services check box is selected and travel services are enabled, the system sets the change flag to indicate that a travel profile has new, changed, or deleted data and that the employee's travel profile data should be selected and passed to the travel partner during the next run of the Export Travel Profile process.

The Export Travel Profile process performs the following tasks:

- Using Integration Broker, the system retrieves all travel profiles from the Employee Travel Profile tables (TV\_EMPL\_PROFILE and TV\_EMPL\_PROFGRP) that are marked as new, changed, or deleted; for employees who are associated with the travel partner specified on the run control page.
- Calls the TRAVELUSERPROFILE web service.
- Generates a generic XML schema (TravelUserProfileRequest) based on the action code associated with the change for the employee profile data selected.
- Passes the generic XML schema and employee travel profile data to the BPEL engine.
- The BPEL TravelUserProfile process formats the travel profile data and passes the data to the travel partner's specified XML format.
- After the travel profile data is received by the travel partner, the travel partner returns a response message back through BPEL indicating that the data was received and whether or not errors occurred.

After the process is complete, you can view the updated employee travel profile data on the travel partner site. The Export Travel Profile process can be run as a batch process or on demand, as needed.

See *PeopleSoft PeopleTools PeopleBook: Integration Broker*

### **Running the Booking Service**

When an employee creates either a pending or confirmed reservation with the travel partner, the travel partner passes the reservation data to the My Reservations tables (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) in PeopleSoft Expenses. The data is automatically passed from the travel partner using web services, through BPEL, and into the My Reservations tables.

When the travel reservations are made by the employee the automated response from the travel partner triggers the following actions by PeopleSoft Expenses Travel:

- The travel partner sends the pending and confirmed reservation data to BPEL.

---

**Warning!** Pending and confirmed reservation data is only sent if the corresponding Import Pending Reservations or Import Confirmed Reservations check boxes are selected on the Define Travel Partner – Travel Partner Options page, and if the travel partner supports passing unconfirmed or confirmed reservation data.

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- The BPEL TravelBooking process maps the received itinerary data to a generic XML message.
- BPEL calls the travel reservation web service (TV\_RESERVATION) and passes the converted XML itinerary data.
- PeopleSoft Expenses receives the itinerary data and updates the My Reservations (TV\_MYRESV\_HDR, TV\_MYRESV\_LINE, and TV\_MYRESV\_DTL) tables.

## Pages Used to Run the Travel Import and Export Processes

| <i>Page Name</i>       | <i>Definition Name</i> | <i>Navigation</i>                                | <i>Usage</i>  |
|------------------------|------------------------|--|---|
| Import Travel Profiles | TV_PROFIMP_RQST        | Travel Administration,<br>Import Travel Profiles | Run this process to import employee travel profiles from an existing travel partner into the Employee Travel Profile tables in the PeopleSoft Expenses application. |
| Export Travel Profiles | TV_PROFEXP_RQST        | Travel Administration,<br>Export Travel Profiles | Use this page to add, update, or delete employee travel profile data on the travel partner site.  |

## Importing Travel Profiles

Access the Import Travel Profiles page (Travel Administration, Import Travel Profiles).

### Import Travel Profiles

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Travel Partner:

AMADEUS

Description:

Travel Profile Import

File Name:

AMADEUS.csv

Import Travel Profile page

|  |   |
|--|---|
| <b>Travel Partner</b>  | Select the travel partner defined in your system that you will be importing travel profiles from. The travel partner must already be defined in the PeopleSoft Expenses application using the Define Travel Profiles component (TV_TRAVEL_PARTNER), and must have an active status.               |
| <b>Description</b>   | Enter a free-form text description of the process.  |
| <b>File Name</b>   | Enter the file name and the extension of the .csv file that you received from the travel partner. The system uses the travel profile data in the .csv file to populate the Employee Travel Profile and Employee Travel Group (TV_EMPL_PROFILE and TV_EMPL_PROFGRP) tables in PeopleSoft Expenses. |
| <b>Note.</b> The file must be located in the file directory of the Process Scheduler that the process is pointing to when it is run. |   |

## Running the Profile Batch Process

Access the Export Travel Profiles page (Travel Administration, Export Travel Profiles).

### Export Travel Profiles

Run Control ID: 1

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

Travel Partner:

AMADUS

Description:

Export Travel Profiles

Export Travel Profiles page

This process can be run in batch. It enables you to create, update, or delete employee travel profile data.

|                       |  |
|-----------------------|--|
| <b>Travel Partner</b> | Select the travel partner defined in your system that you will be exporting travel profile data to. The travel partner must already be defined in the PeopleSoft Expenses application, using the Define Travel Profiles component (TV_TRAVEL_PARTNER), and must have an active status. |
| <b>Description</b>    | Enter a free-form text description of the process.   |

## Chapter 23

# Managing Approvals in PeopleSoft Expenses

This chapter provides overviews of approvals in PeopleSoft Expenses, approver types, and approval rules, lists common elements and discusses how to:

- Use summary approvals for expense transactions.
- Approve expense reports.
- Approve time reports.
- Approve time adjustments.
- Approve travel authorizations.
- Approve cash advances.
- Approve expense transactions using email.
- View approval errors.
- Modify approved transactions.
- Manage workflow.

---

**Note.** PeopleSoft Expenses delivers an approval and workflow configuration as part of system data. You can activate or inactivate transactions and approver types to match your business requirements. Oracle recommends that you manage your approval rules *only* through the PeopleSoft Expenses configuration pages; otherwise, modifications to the Approval Framework configuration data could disrupt approval routing. PeopleSoft Expenses supports only user lists that are based on application class. Using other user list sources may require customizing your system.

Due to the complex rules used by PeopleSoft Expenses, the PeopleTools - Monitor Approvals page should not be used to approve or deny expense transactions. To approve and deny expense transactions, use the PeopleSoft Expenses approval pages that are documented in this chapter.

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## Understanding Approvals in PeopleSoft Expenses

Many organizations enforce rules and policies related to expenses that employees and contractors incur for which they seek reimbursement. To manage these rules and policies, organizations can require one or more approvals for expense transactions as a normal part of the business process. The expense transaction types supported for approvals in PeopleSoft Expenses are travel authorizations, cash advances, expense reports, time reports, and time adjustments. You can activate all or some of the transaction types for approval through the approval configuration pages.

Organizations can have one or more types of approvers ranging from a departmental reviewer to an auditor who reviews expense transactions after reimbursements are processed. The approval process in PeopleSoft Expenses can involve certain actions that an approver can perform such as Approve, Deny, Send Back, Save, and Hold. The actions that an approver can take are determined through setup and configuration of the approver. Reviewing and approving expense transactions are performed through a set of pages that are accessed through the Summary Approvals pages, worklist, email, or email notification. These are a centralized set of pages used by approvers and auditors. PeopleSoft Expenses enables reviewers, approvers, and auditors to drill down to the transaction detail where they can view, modify, add, deny, undeny, or take action on the transaction. PeopleSoft Expenses also provides the ability to view or take action on expense transactions directly through an email approval message, depending on the configuration of your system.

### ***Summary Approvals***

The PeopleSoft Expenses approval functionality enables reviewers, approvers, and auditors to review and approve multiple expense transactions with one approval action. You control the approver actions that can be used on the summary approval pages. You can disable summary approvals if it violates company policy for expense approvals and disable transactions for approval on the summary approval pages if they have exceptions or contain risk. You can also configure approvals so that an approver with multiple roles can see the same transaction only once. Depending on how you set up PeopleSoft Expenses, reviewers, approvers, and auditors can:

- Approve some or all expense transactions in their queues with one action.
- Approve all expense transaction types on one page or approve by transaction type.
- Drill down to view additional information and take action on transactions at the detail level.
- Change the sort order of transactions and view them sequentially in the new order.
- Search for transactions in a pending approval status.
- View expense history for one or more employees prior to approval.
- View risk and urgency alerts.
- Approve transactions using any device that is capable of receiving HTML emails, including mobile and handheld devices.

## ***Pooled Approvers***

You establish pooled approvers by assigning multiple approvers to the same routing range of ChartFields or by adding multiple profiles to the Expenses Approval Setup - Approver Routing List. In both cases, you must select the Notify All Approvers option in the Submission Notifications group box on the Approver Routing List page. The system by default requires only one approver out of the pool to approve a transaction. You can modify this to reflect the number of approvers that your organization requires by changing the Number of Approvers Needed value on the Setup Process Definitions – Approval Step Definition - Step page.

The following rules apply to pooled approver functionality:

- If you configure the system to require only one approver from a pool of approvers, and one of the approvers performs an approval action, the system withdraws the transaction from the other approvers' queues.
- If you establish multiple profiles on the Expenses Approval Setup - Approver Routing list with multiple approvers assigned to each profile, the system requires only one approval from the pool if you set the Number of Approvers Needed field to 1 on the Setup Process Definitions – Approval Step Definition - Step page.
- If you define a profile on an approver list that is associated with a refinement or filter that excludes a transaction, the system excludes the approvers assigned to that profile from the pool. For example, Auditor1, Auditor2, and Auditor3 profiles are on the prepayment auditor approver list. Auditor2 uses a refinement that selects only expense reports that contain project-related expenses. When an employee submits an expense report that does not contain project-related expenses, the approver pool consists of approvers assigned to the Auditor1 and Auditor3 profiles only. Auditor2 is excluded from the pool because no project-related expenses were included in the expense report.
- If all approvers in a pool are excluded by the system because of refinements associated with their profiles, the system automatically approves the transaction for that role.
- If all approvers on an approver list are defined with amount-based rules that exclude a submitted transaction, the system routes the transaction to the employee's supervisor. If the supervisor has already approved the transaction, the system routes the transaction to the next approval stage. If it is the last stage for approving an expense report or cash advance for payment, the system sets the status to *Approved for Payment*.

## ***Email Approvals***

Email approvals can be used to approve, deny, and send back expense transactions using email without requiring the user to sign in to the PeopleSoft Expenses system. PeopleSoft Expenses uses email collaboration within the approval framework to receive emails with interactive content. An approver can receive an email that contains the detail of the transaction and can approve the transaction.

Email approvals can be sent to a handheld mobile device or any email application capable of handling HTML or HTML attachments.

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# **Understanding Approver Types**

An approver type is a role, and PeopleSoft Expenses delivers these approver types:

- Reviewer

A department reviewer can screen expense transactions for policy compliance prior to the approval process. If you use this type of role, approvals are not processed until the transaction has been reviewed.

- Expense Manager

A department or expenses manager is authorized to approve some or all expense transactions. You can use the Expense Manager role instead of using the HR Supervisor role or you can use the role in conjunction with the HR supervisor for approvals of transactions meeting defined conditions, such as report total amount. You define these approvers through an approver list in PeopleSoft Expenses.

- HR Supervisor

This role is the supervisor to whom the employee, contractor, or consultant directly reports, and is defined in the employee's user profile.

- Project Manager

The person designated for project time and expense approvals may be the project manager as defined in PeopleSoft Project Costing, or the supervisor as an option in the product.

- Project Supplemental Approver

This role is a supplemental or conditional approver for project-related expense transactions. Use this approver type instead of project manager approvals, or in conjunction with project manager approvals for project-related transactions that meet defined conditions, such as report total amount or reports with billable project hours. You define these approvers through an approver list.

- Prepayment Auditor

This approver type supports an auditor process prior to payment processing for review and approvals.

- Post Payment Auditor

Post payment auditors can take action on expense transactions that have completed the processing cycle. Certain combinations of transactions and approval actions are disallowed for this role.

**See Also**

Chapter 10, "Setting Up Approvals and Audit Rules," Defining Approver Types for PeopleSoft Expenses, page 128

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## Understanding Approval Rules

Employees cannot approve or audit their own expense transactions if the Enterprise Component's Approval Engine - Self Approval check box is deselected on the Approval Process Setup page for the stage, path, and step associated with the employee approval role. PeopleSoft Expenses compares the employee ID on the transaction with the employee ID that is associated with the user ID of the approver or auditor. This section discusses:

- Deny and undeny rules.



- Final approval rules.
- Privilege rules.
- Adding transaction lines during approval processing rules.
- Routing rules.
- Reassigning rules.
- Approval constraints.
- Final approval status rules.

### ***Deny and Undeny Rules***

PeopleSoft Expenses uses these rules for deny and undeny functionality:

- When an approver who is authorized to approve all transaction lines in an expense report clicks the Deny button for a transaction, PeopleSoft Expenses sets the transaction status to *Denied*. The transaction cannot be modified or resubmitted. If multiple approvers exist, PeopleSoft Expenses does not route the transaction to any subsequent approvers.

For example, MGR1, MGR2, and MGR3 are required to approve expense reports. If MGR1 denies the expense report, PeopleSoft Expenses does not route the report to MGR2 or MGR3.

- When an approver who is authorized to approve some transaction lines clicks the Deny button, PeopleSoft Expenses denies all transaction lines that the approver is authorized to approve. Any subsequent approvers cannot undeny those transaction lines.

If the approver is responsible for all transaction lines on the report and clicks the Deny button, the report terminates and is removed from any subsequent approvers' queues.

- When approvals are performed by a pool of approvers, the first approver who denies the transaction and is authorized to approve all of the transaction lines sets the transaction status to *Denied*. The system removes the transaction from the approval pool.
- When an approver denies a transaction by deselecting the Approve check box, but approves the overall transaction, the system routes the transaction to any subsequent approvers. The subsequent approvers can undeny the previously denied transaction line only if they have the authority to access the transaction line for approval.

### ***Final Approval Rules***

PeopleSoft Expenses uses these rules for final approvals:

- You must authorize at least one active approver type to approve expense report transactions for payment.
- You must authorize active approver types for expense report transactions to approve for payment, approve for billing, or both.
- PeopleSoft Expenses sets the status for travel authorizations, cash advances, time reports, and time adjustments to *Approvals In Process* until the final approver approves the transaction.

- Expense reports display a status of *Approvals In Process* until the final approver who is authorized to approve for payment has approved the transaction. Upon final approval, PeopleSoft Expenses changes the status to *Approved for Payment*. If no reimbursement is due back to the employee, PeopleSoft Expenses sets the status to *Paid*.
- If a transaction is in the *Staged* or *Paid* status, PeopleSoft Expenses does not enable the Deny or Send Back actions for subsequent approvers and the transaction displays a *Pending Billing Approval* status. The exception to this rule is that a post payment auditor can deny lines on an expense report or deny the entire transaction.

### **Privilege Rules**

PeopleSoft Expenses uses these rules for privileges:

- If multiple approvers are authorized and one of the approvers adds a new line to an expense transaction, PeopleSoft Expenses records the user ID and date of the line added and routes the transaction to the next approver, if applicable.
- If an approver adds a line or modifies a line to change the value of a routing ChartField in any distribution, PeopleSoft Expenses does not route the transaction back to the beginning of the approval process; only subsequent approvers will see the line.

### **Adding Transaction Lines During Approval Processing Rules**

When approvers add new transaction lines during the approval process, the system routes the new lines to subsequent approvers based on the ChartField values assigned to the new transaction line. Approvers must have the appropriate permissions to be able to add new lines during the approval process.

See [Chapter 10, "Setting Up Approvals and Audit Rules," Understanding Approval Privilege Templates, page 135](#).

PeopleSoft Expenses uses these rules when adding transaction lines during the approval process:

- When an approver adds an expense transaction line, the approver can modify the newly added line, regardless of his or her approval privileges, until the approver has submitted the transaction by clicking the Approve button.
- If the approver does not have *Delete* or *Full* privileges, only the newly added transaction line can be deleted by the approver.
- Any errors that the system identifies when entering a new expense transaction line must first be corrected before any action can be taken on the transaction.
- The system stamps any added expense transaction lines with the approver's operator ID and date on the line detail pages for expense reports and travel authorizations, and on the summary page grids for cash advances and time reports.
- When the approver clicks the Save Changes button, the transaction is validated and saved but no approval-related action is taken.
- When the approver clicks the Approve button, any new transaction lines are added to the transaction when it continues through the approval framework approval process.

- When the approver clicks the Deny button, the new transaction line is set to a status of denied. No additional changes can be made to the new transaction line, and any transaction lines that the approver has the authority to approve are permanently denied.
- When the approver clicks the Send Back button, the transaction is returned to the submitter and includes any transaction lines added by the approver.
- When the approver clicks the Hold button, the system submits the transaction and any added transaction lines to the approval process, but holds the transaction from any further processing.

For example, MGR1, MGR2, and MGR3 are pooled approvers that are potentially required to approve expense reports. If MGR1 puts the expense report on hold, PeopleSoft Expenses removes the report from MGR2 or MGR3's queue until MGR1 releases the transaction.

- When a designated approver for a transaction adds an expense transaction line, the system considers this action an approval action.
- When an expense transaction line is added by an approver, the system routes the transaction, including the added transaction line, to the next designated approver.

The added expense transaction lines are routed to subsequent approvers by means of the ChartField configurations entered on the transaction line and the approval framework configurations that are defined for your approvers. Each subsequent approver can take action based on his or her defined approval permissions.

When no other subsequent approvers exist, the new transaction line is approved when the transaction is approved.

## ***Routing Rules***

PeopleSoft Expenses uses these rules for routing:

- This is the general defaulting rule used in rerouting (escalation), delegation, or reassignment functionality:
  - If the system cannot determine the appropriate approver based on the configuration, the system routes the transaction to the HR supervisor or designated approver in the employee's profile.
  - If the system cannot determine an HR supervisor or designated approver through the employee's profile, the system routes the transaction to the Expense System Administrator that you define in the PeopleSoft Expenses Manage Approvals - Transaction Definition (EX\_TRANS\_DEFN) component.
- If the escalation process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to the approver's supervisor.
- If the rerouting process picks up a transaction for rerouting, and the approver who is designated as the target for rerouting is the same person as the employee or submitter, the system routes the transaction to the approver but does not enable him or her to take any transaction approval action on the approval pages.
- If you reassign a transaction to an approver who has already approved the transaction, the system does not route the transaction to that approver again.
- If supervisor A of an employee submits a report for the employee, the system routes the transaction to the supervisor of supervisor A.

## ***Reassigning Rules***

When you use the Define Security - Reassign Work page to reassign work from one approver to another, PeopleSoft Expenses validates user IDs and transactions:

- PeopleSoft Expenses generates an error and terminates the reassign operation if you enter the same approver in the Reassign Work To field on the Define Security - Reassign Work page.

Example: MGR1 cannot reassign work to MGR1.

- If the originator of an expense transaction is the same as the reassigned approver, PeopleSoft Expenses performs the reassignment, but when the new approver attempts to perform an approval action, that approver receives a message indicating that he or she is not authorized to approve a transaction that he or she submitted.

Example: MGR1 reassigns the work to MGR2. PeopleSoft Expenses encounters an expense transaction that MGR2 created and submitted to MGR1 for approval.

- If the alternate approver is the same person as the approver whose work is being reassigned, the system reassigns the work in the following way:

Example: MGR1 assigns the work to MGR2. MGR1 is also the alternate approver for MGR2. The system ignores the delegation and reassigns the work to MGR2.

- If an approver reassigns work to another approver who has designated an alternate approver, who in turn has designated an alternate approver who is the original approver, it is considered a circular reference and the reassignment stops at the first approver it encounters who is not the originator.

Example:

- MGR1 designates MGR2 as the alternate approver.
- MGR2 designates MGR3 as the alternate approver.
- MGR3 designates MGR4 as the alternate approver.
- MGR4 designates MGR1 as the alternate approver.

The approval engine loops through the delegated approvers until it can find no more alternates or until an alternate appears who has already appeared once in the approval chain of alternates. In the preceding example, the system would route the transaction to MGR4 and stop there because the alternate is an approver who has already been processed in the loop.

## ***Approval Constraints***

PeopleSoft Expenses has some approval constraints:

- The system routes time reports and time report adjustments containing only non-project hours to the HR supervisor or designated approver whom you defined on the employee profile.
- You cannot route cash advances to project manager or project supplemental approvers.

## ***Final Approval Status Rules***

PeopleSoft Expenses uses these rules for final approvals:

- For travel authorizations, cash advances, time reports, and time adjustments, all active approvers must approve the transaction before the system marks the transaction header with a final approval status. Final approval status is *Approved* for these transactions.
- For expense reports, PeopleSoft Expenses sets the transaction header status to *Approved for Payment* upon approval by the last active approver type who is authorized to approve for payment. If subsequent approvers are active, the system routes the transaction to them; however, the expense report is eligible for payment processing, regardless of any subsequent approver actions. If the expense report is in *Approved for Payment status*, subsequent approvers can deny it or send it back for revision during the prepayment approval process. However, subsequent approvers cannot deny or send back for revision if the expense report is staged for payment or paid.
- For expense reports, the system sets the billing status to *Approved for Billing* upon approval by the last active approver type who is authorized to approve for billing. If subsequent approvers are active, the system routes the transaction to them.
- For expense reports, a transaction status of *Approved for Payment* and project manager flag value of *N* sets the expense report to be eligible for staging to PeopleSoft Project Costing.

## Common Elements Used in This Chapter

### Urgency

The urgency icon is identified by a green circle, yellow triangle, or red square that indicates the level of urgency. A green circle indicates a low level of urgency, a yellow triangle indicates a medium level of urgency, and a red square indicates a high level of urgency.

PeopleSoft Expenses displays a visual urgency alert to indicate that a level of urgency is associated with the expense transaction. Urgency levels are configured at the Installation Option level. Approvers can sort the transactions by urgency level on the Summary Approval page, which enables them to review the most urgent transactions first.

### Risk

Click to access the View Exception Comments and Risks page and view the risk level, risk criteria, and risk details. (For cash advance and time report transactions, the risk button accesses the View Risk Details page.)

The risk button is identified by a yellow triangle that has an exclamation point in the center. Approvers can sort the transactions by risk on the Summary Approval page, which enables them to review transactions that have risk first.

PeopleSoft Expenses displays a visual risk alert to indicate that a level of risk is associated with the expense transaction. The risk button appears when the transaction meets the criteria that are defined on the risk template. The risk button appears at the header level for all transaction types, and at the line level for expense reports, travel authorizations, time reports, and time adjustments.

Risk levels are defined by means of risk templates and are associated with an approver profile. Risk templates can have up to five levels of risk: no risk, low risk, medium to low risk, medium risk, and high risk. Using risk templates is optional.

**Alert**

The alert image is identified by a yellow triangle that has an exclamation point in the center.

PeopleSoft Expenses displays a visual alert to indicate that an exception is associated with the expense transaction. You cannot click the alert image to transfer to another page.

Exceptions are conditions that a transaction can be in that you can flag or exclude from summary approvals. An exception is not necessarily an error, but is considered as a condition or state. You select the exception conditions, such as Expenses Out of Policy or Preferred Merchant Not Used, on the Summary Approval Options page.

**Errors**

Click the error button to access the Approve Transactions - Error page, where you can view the details of the error. The error button is identified by a red flag.

PeopleSoft Expenses displays a visual error alert to indicate that an error occurred when the system processed the transaction. Errors are conditions that prevent the approval of a transaction on the summary approval page. An error may be a budget checking status or an invalid action taken on a transaction, such as budget checking a time report.

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## Using Summary Approvals for Expense Transactions

This section provides an overview of summary approvals and discusses how to:

- Use summary approvals for all transactions.
- Use summary approvals for expense reports.
- Use summary approvals for time reports.
- Use summary approvals for time adjustments.
- Use summary approvals for travel authorizations.
- Use summary approvals for cash advances.

## Understanding Summary Approvals

PeopleSoft Expenses delivers a configuration design that enables you to configure an approver for any type of role, whether it is line manager or auditor. All approvers and auditors perform reviews and approval actions through the same approval pages. In some organizations, approvers can view and approve many transactions each day. PeopleSoft Expenses enables reviewers, approvers, and auditors to view and approve some or multiple transactions in their queues with one action.

The Approve Transactions pages consist of a summary page of all transactions in an approver's queue and separate pages for each transaction type. On the Summary Approval Options page, you enable or disable the ability for approvers to act on multiple transactions on the Approve Transaction pages. For example, PeopleSoft Expenses does not display the Approve, Reviewed, Send Back, Hold, or Budget Check button on the Approve Transaction - Overview page if you deselect the Overview and Error Pages check box on the Summary Approval Options page. In this case, PeopleSoft Expenses displays the Approve Transaction - Overview page as a worklist and approvers must access the Approve Transactions pages for each transaction type (if enabled) or drill down to the transaction detail pages. PeopleSoft Expenses supports the Deny button and its functionality only on the transaction approval pages but not on the summary pages.

The Approve Transactions pages display urgency, risk, and alert images to help the approver with his or her decision-making process. Approvers can sort transactions based on urgency or risk, and they can click the risk button to access risk details.

Approvers click the link in the Description or Transaction ID column to drill down to view transaction details. They can also approve transactions from the detail pages.

On the Expenses Options page, you select the approval preference to govern the system's behavior after an approval action at the transaction detail level. For example, if you select *Proceed to the Next Transaction* for the approval preference, PeopleSoft Expenses displays the next transaction in the approver's queue that is of the same transaction type. If the approver is on the time report approval page, PeopleSoft Expenses displays the next time report in the approver's queue. If you select *Return to List* for the approval preference, PeopleSoft Expenses returns the approver to the Summary Approval page after each approval action taken at the detail level.

Approvers can select several transactions on the summary approval page and then click an approval action button. The system still observes all rules that you configured for approvals, for each transaction. At any time, approvers can click Refresh List to update their approval queues. If the approver takes an action that requires a comment and they select many transactions for the action, the system applies the comment entered by the approver to all selected transactions.

### See Also

[Chapter 10, "Setting Up Approvals and Audit Rules," Configuring Summary Approval Options, page 161](#)

## Pages Used for Summary Approvals

| Page Name                       | Definition Name | Navigation  | Usage  |
|---------------------------------|-----------------|---|--|
| Approve Transactions - Overview | EX_ALLTXN_APPR  | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li> </ul> | Use summary approvals for all transactions. View and approve multiple expense transactions in one approver action. |

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>   |
|--|------------------------|---|--|
| Approve Transactions - Expense Reports       | EX_SHEET_APPR          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Expense Reports</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Expense Reports</li> </ul>             | Use summary approvals for expense reports. View and approve multiple expense reports in one approver action. |
| Approve Transactions - Time Reports          | EX_TIME_APPR           | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Reports</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Time Reports</li> </ul>                   | View and approve multiple time reports in one approver action.   |
| Approve Transactions - Time Adjustments      | EX_TADJ_APPR           | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Adjustments</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments</li> </ul>           | View and approve multiple time adjustments in one approver action.   |
| Approve Transactions - Travel Authorizations | EX_TAUTH_APPR          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Travel Authorizations</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Travel Authorizations</li> </ul> | View and approve multiple travel authorizations in one approver action.                                      |
| Approve Transactions - Cash Advances         | EX_ADV_APPR            | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Cash Advances</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances</li> </ul>                 | View and approve multiple cash advances in one approver action.  |



Using Summary Approvals for all Transactions

Access the Approve Transactions - Overview page (Travel and Expenses, Approve Transactions, Approve Transactions, Overview).

OverviewExpense ReportsTime ReportsTime AdjustmentsTravel AuthorizationsCash AdvancesErrors

Search Pending Transactions

Column Name

Expression

Criteria

Date Submitted

<

08/28/2009

Search

Clear

Change Sort Order

Sort By:

Employee ID

Ascending

Descending

Then by:

Date Submitted

Ascending

Descending

Then by:

Ascending

Descending

☒ Select All

☐ Clear All

Approve

Reviewed

Send Back

Hold

Refresh List

Approve Transactions - Overview page (1 of 3)

| Transactions to Approve  |         |      |       |                      |         |      |                    |             |   | Customize   View All     First 4:10 of 10  Last |                |                        |               |  |
|--|---------|------|-------|----------------------|---------|------|--------------------|-------------|---|---|----------------|------------------------|---------------|--|
| Select   | Urgency | Risk | Alert | Transaction Type     | Total   | Unit | Name               | Employee ID | Description                                 | Transaction ID                                  | Date Submitted | Status                 | Role          |  |
| <input type="checkbox"/>   |         |      | ⚠     | Cash Advance         | 1000.00 | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000021                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      | ⚠     | Expense Report       | 33.23   | USD  | Ash,Jude           | KU9107      | <a href="#">Consulting Services</a>         | 0000000082                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   | ▼       |      |       | Expense Report       | 1340.00 | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000085                                      | 08/26/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   | ▼       |      | ⚠     | Expense Report       | 6000.00 | FRF  | Buhler,Michael     | KU0012      | <a href="#">Trip to Paris</a>               | 0000000089                                      | 08/27/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   | ▼       |      | ⚠     | Expense Report       | 1000.00 | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000090                                      | 08/27/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      | ⚠     | Expense Report       | 5000.00 | FRF  | Buhler,Michael     | KU0012      | <a href="#">Trip to Paris</a>               | 0000000091                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      | ⚠     | Expense Report       | 200.00  | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000092                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      | ⚠     | Expense Report       | 100.00  | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000093                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      |       | Travel Authorization | 450.00  | USD  | Schumacher,Kenneth | KU0042      | <a href="#">Consulting and product demo</a> | 0000000021                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <input type="checkbox"/>   |         |      |       | Time Report          | 40.000  | MHR  | Schumacher,Kenneth | KU0042      | <a href="#">2009-01-02</a>                  | 0000000124                                      | 08/28/2009     | Submitted for Approval | HR Supervisor |  |
| <div><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All</div> <div>ApproveReviewedSend BackHoldRefresh List</div> |         |      |       |                      |         |      |                    |             |   |   |                |                        |               |  |

Approve Transactions - Overview page (2 of 3)

Comments

Approve Transactions - Overview page (3 of 3)

### ***Search Pending Transactions***

PeopleSoft Expenses provides a search utility for the summary approval pages that enables approvers to search for specific transactions in their queue that are pending approval. The search does not apply to transactions that the approver has already processed. This utility is intended for approvers who manage large numbers of transactions for review and approval. You can use this functionality to group transactions by some criteria to be approved with one action. For example, an approver can approve all expense and time reports for a special project before processing other transactions. The approver uses the search utility to select only those transactions.

The search utility enables approvers to add and delete rows; the conditional relationship between all rows is AND. If you select the Select All or Clear All check box after a search, the action applies only to those transactions returned in the search. If you click the Refresh List button, the system restores the approver's queue of pending transactions.

**Column Name**

PeopleSoft Expenses lists only columns that appear in the Transactions to Approve grid. If you select a column, then you must enter a criterion. Options are:

- *Transaction Type*
- *Total*
- *Unit*
- *Name*
- *Employee ID*
- *Description*

This is available only for searches for expense reports, travel authorizations, and cash advances. If you enter a time report period end date for the criteria for a description field, the system does not return any time reports or time adjustments. Go to the Approve Transactions - Time Reports or Approve Transactions - Time Report Adjustments page to search for those transactions using Period End Date as the column name.

- *Transaction ID*
- *Date Submitted*
- *Status*
- *Role*
- *Period End Date*

Appears if the transaction type is time report or time adjustment.

- *Trip Date*

Appears only for travel authorizations.

- *Budget Status*

Appears for expense reports and travel authorizations.

**Expression**

Select an operand to build the select criteria. Operands that appear for selection change based on the field that you select.

If you select the *Between* operand, the system displays a second criteria field to accept a value for the end of the range. The second criteria field must be a value that is not less than the value of the first criteria field.

**Criteria**

Enter the specific condition of the select statement. For example, if you enter "2005 Annual Conference" for the criteria in the Description column, PeopleSoft Expenses displays only those expense transactions that match that description.

**Search** Click to search the pending transactions in an approver's queue using the selection criteria that you entered in the Search Pending Transactions grid. The system deselects any transactions in the Transactions to Approve grid that you previously selected.

**Clear** Click to remove all search criteria lines.

### ***Change Sort Order***

This section enables you to select up to three columns to reorder transactions in the Transactions Pending Approval grid. Select a sort key from the drop-down list box, select the sort key order (*Ascending* or *Descending*), and click Sort List.

### ***Transactions to Approve***

**Select** Select transactions for an approval action. PeopleSoft Expenses does not display this column if you did not enable summary approvals for the page. PeopleSoft Expenses disables the Select check box if you disallowed summary approvals for transactions with exceptions on the Summary Approval Option page, which requires the approver to drill down to the transaction detail to perform the necessary approval action.

**Transaction Type** Identifies the type of expense transaction, such as expense report or cash advance. PeopleSoft Expenses displays this column only on the Approve Transactions - Overview page.

**Total** Displays the total amount for monetary transactions or total hours for time transactions.

**Unit** Displays the unit of measure. The submitter's the base currency code of the submitter's general ledger business unit appears for monetary transactions. PeopleSoft Expenses displays *MHR* for time reports and time adjustments.

**Name** Displays the name of the employee whom the transaction is for.

**Employee ID** Displays the employee ID of the employee whom the transaction is for.

**Description**

Displays the transaction header description for expense reports, travel authorizations, and cash advances; displays the period end date for time reports and time adjustments.

Click the link to access one of the following pages, depending on the transaction type:

- Approve Expense Report - Expense Report Summary page.
- Approve Cash Advance Report page.
- Approve Travel Authorization - Travel Authorization Summary page.
- Approve Time Report - Time Report Summary page.

---

**Note.** PeopleSoft Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments.

---

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Reports, page 552](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Adjustments, page 557](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Travel Authorizations, page 559](#) and [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Cash Advances, page 569](#).

**Transaction ID**

Displays the transaction ID that PeopleSoft Expenses assigned to the transaction.

Click the link to access one of the following pages, depending on the transaction type:

- Approve Expense Report - Expense Report Summary page.
- Approve Cash Advance Report page.
- Approve Travel Authorization - Travel Authorization Summary page.
- Approve Time Report - Time Report Summary page.

---

**Note.** PeopleSoft Expenses uses the Approve Time Report - Time Report Summary page for time reports and time adjustments.

---

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Reports, page 552](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Adjustments, page 557](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Travel Authorizations, page 559](#) and [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Cash Advances, page 569](#).

|                                 |  |
|---------------------------------|--|
| <b>Date Submitted</b>           | Displays the date on which the originator last submitted the expense transaction for approval. If an employee submits an expense transaction for approval on November 3, an approver returns the transaction to the employee on November 4, and the employee resubmits the transaction on November 5, PeopleSoft Expenses displays the date submitted as November 5.                 |
| <b>Status</b>                   | Displays the current header status of the expense transaction.   |
| <b>Role</b>                     | Displays the type of role or approver type that the approver has for the transaction. Some employees in an organization can be both approvers and auditors. If an approver has only one role in the approval process, he or she can use the grid's Customization feature to hide this column.  |
| <b>Select All and Clear All</b> | Use in conjunction with the Approve, Reviewed, Send Back, Hold, and Budget Check buttons. PeopleSoft Expenses does not display these buttons if you disabled summary approvals or the approval action on the Summary Approval Options page.  |
| <b>Approve</b>                  | Click to approve an expense transaction. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.   |
| <b>Reviewed</b>                 | Click to indicate that you have reviewed an expense transaction. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.   |
| <b>Send Back</b>                | Click to send an expense transaction back to the employee or the originator. PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.   |
| <b>Hold</b>                     | Click to place the expense transaction on hold. Placing a transaction on hold reserves it for that approver until he or she takes a subsequent action.<br><br>PeopleSoft Expenses does not display this button if you disabled summary approvals or the approval action on the Summary Approval Options page.  |
| <b>Budget Check</b>             | Click to budget check expense reports and travel authorizations. The system initially clears the transactions from the approval queue but redisplayes them after the budget checking process finishes.<br><br>PeopleSoft Expenses does not display this button if you disabled summary approvals or the budget check action button is disabled on the Summary Approval Options page. |
|                                 | <hr/> <b>Note.</b> If you make any changes to distributions or amounts, you must budget check the expense transaction again to reflect the changes in the commitment control ledgers. <hr/>  |
| <b>Refresh List</b>             | Click to retrieve new transactions that may have been submitted to the approver's queue.   |

|                                 |  |
|---------------------------------|--|
| <b>Comments</b>                 | Enter a comment, which PeopleSoft Expenses displays on all summary pages. PeopleSoft Expenses displays the Comments section on the Approve Transaction pages if you selected the check box for Transaction Pages or Overview and Error Pages on the Summary Approval Options page. |
| <b>Employee Expense History</b> | Click to access the Transaction History grid to view one or many employee expense transactions, past and current transactions, and drill down to the transaction details.  |

## Using Summary Approvals for Expense Reports

Access the Approve Transactions - Expense Reports page (Travel and Expenses, Approve Transactions, Approve Transactions, Expense Reports).

The Approve Transactions - Expense Reports page is similar to the Approve Transactions - Overview page. This section documents the page elements that pertain to expense reports that PeopleSoft Expenses does not display on the overview page.

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Using Summary Approvals for all Transactions, page 521.](#)

### ***Transactions to Approve***

|                        |  |
|------------------------|--|
| <b>Total Amount</b>    | Displays the total amount of the expense report.   |
| <b>Curr</b> (currency) | Displays the currency associated with the expense report.  |
| <b>Budget Status</b>   | <p>Displays the budget checking status of the transaction. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Not Chk'd</i>: Indicates that budget checking is required.</li> <li>• <i>Valid</i>: Indicates that the transaction was successfully budget-checked.</li> <li>• <i>Error</i>: Indicates that a budget checking exception occurred during the budget checking process.</li> </ul> |
| <b>Description</b>     | <p>Displays the transaction header description for the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page.</p> <p>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531.</a></p>   |
| <b>Transaction ID</b>  | <p>Displays the transaction ID that PeopleSoft Expenses assigned to the expense report. Click the link to access the Approve Expense Report - Expense Report Summary page.</p> <p>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531.</a></p>  |

## Using Summary Approvals for Time Reports

Access the Approve Transactions - Time Reports page (Travel and Expenses, Approve Transactions, Approve Transactions, Time Reports).

The Approve Transactions - Time Reports page is similar to the Approve Transactions - Overview page. This section documents the page elements that pertain to time reports that PeopleSoft Expenses does not display on the overview page.

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Using Summary Approvals for all Transactions, page 521.](#)

### ***Transactions to Approve***

|                        |  |
|------------------------|--|
| <b>Project Hours</b>   | Displays the total project-related hours for the time report.  |
| <b>Personal Hours</b>  | Displays the total personal-related hours for the time report.   |
| <b>Period End Date</b> | Displays the date on which the time reporting period ends for the time report. Click the link to access the Approve Time Report - Time Report Summary page.<br><br>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Reports, page 552.</a>    |
| <b>Transaction ID</b>  | Displays the transaction ID that PeopleSoft Expenses assigned to the time report. Click the link to access the Approve Time Report - Time Report Summary page.<br><br>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Reports, page 552.</a> |

## Using Summary Approvals for Time Adjustments

Access the Approve Transactions - Time Adjustments page (Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments).

The Approve Transactions - Time Adjustments page is similar to the Approve Transactions - Overview page. This section documents the page elements that pertain to time adjustments that PeopleSoft Expenses does not display on the overview page.

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Using Summary Approvals for all Transactions, page 521.](#)

### ***Transactions to Approve***

|                      |   |
|----------------------|---|
| <b>Project Hours</b> | Displays the total project-related hours for the time adjustment. |
|----------------------|---|



|                        |   |
|------------------------|---|
| <b>Personal Hours</b>  | Displays the total personal-related hours for the time adjustment.  |
| <b>Period End Date</b> | <p>Displays the date on which the time reporting period ends for the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page.</p> <p>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Adjustments, page 557.</a></p>    |
| <b>Transaction ID</b>  | <p>Displays the transaction ID that PeopleSoft Expenses assigned to the time adjustment. Click the link to access the Approve Time Report - Time Report Summary page.</p> <p>See <a href="#">Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Adjustments, page 557.</a></p> |
| <b>Version</b>         | Displays the version number that PeopleSoft Expenses assigned to the time adjustment.   |

## Using Summary Approvals for Travel Authorizations

Access the Approve Transactions - Travel Authorizations page (Travel and Expenses, Approve Transactions, Approve Transactions, Travel Authorizations).

The Approve Transactions - Travel Authorizations page is similar to the Approve Transactions - Overview page. This section documents the page elements that pertain to travel authorizations that PeopleSoft Expenses does not display on the overview page.

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Using Summary Approvals for all Transactions, page 521.](#)

### ***Transactions to Approve***

|                        |   |
|------------------------|---|
| <b>Total</b>           | Displays the total amount of the travel authorization.  |
| <b>Curr</b> (currency) | Displays the currency associated with the travel authorization.   |
| <b>Budget Status</b>   | <p>Displays the budget checking status of the transaction. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Not Chk'd</i>: Indicates that budget checking is required</li> <li>• <i>Valid</i>: Indicates that the transaction was successfully budget-checked.</li> <li>• <i>Error</i>: Indicates that a budget checking exception occurred during the budget checking process.</li> </ul> |

|                       |  |
|-----------------------|--|
| <b>Description</b>    | Displays the transaction header description for travel authorizations. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page.<br><br><u>See Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Travel Authorizations, page 559.</u>            |
| <b>Transaction ID</b> | Displays the transaction ID that PeopleSoft Expenses assigned to the transaction. Click the link to access the Approve Travel Authorization - Travel Authorization Summary page.<br><br><u>See Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Travel Authorizations, page 559.</u> |
| <b>Trip Date</b>      | Displays the date the travel begins for the employee.  |

## Using Summary Approvals for Cash Advances

Access the Approve Transactions - Cash Advances page (Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances).

The Approve Transactions - Cash Advances page is similar to the Approve Transactions - Overview page. This section documents the page elements that pertain to cash advances that PeopleSoft Expenses does not display on the overview page.

See Chapter 23, "Managing Approvals in PeopleSoft Expenses," Using Summary Approvals for all Transactions, page 521.

### ***Transactions to Approve***

|                        |  |
|------------------------|--|
| <b>Total</b>           | Displays the total amount of the cash advance.   |
| <b>Curr</b> (currency) | Displays the currency associated with the cash advance.  |
| <b>Description</b>     | Displays the transaction header description for cash advances. Click the link to access the Approve Cash Advance Report page.<br><br><u>See Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Cash Advances, page 569.</u>                    |
| <b>Transaction ID</b>  | Displays the transaction ID that PeopleSoft Expenses assigned to the transaction. Click the link to access the Approve Cash Advance Report page.<br><br><u>See Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Cash Advances, page 569.</u> |

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## Approving Expense Reports

This section provides an overview of how to approve expense reports and discusses how to:

- Approve an expense report.
- Approve expense report details.
- Approve expense report line details.
- Modify and approve expense report line details.
- View expense report default accounting.
- View accounting details.
- View exception comments and risks.
- View VAT information.
- View associated reservations.
- Compare expense reports with travel authorizations and pending reservations.

## Understanding How to Approve Expense Reports

After an employee submits an expense report, it goes through the approval process. Part of the approval process can include a review by an internal auditor. Expense reports can be audited before (prepayment) or after (post payment) reimbursement. The audit can be performed by one or many auditors, either sequentially or from a pool of auditors. In some organizations, auditors can only randomly or selectively review expense transactions for audit purposes. To selectively route expense transactions to an approver or auditor, define a refinement template and configure it for selective criteria, then assign it to an approver. The criteria established in the refinement template filters which transaction an approver or auditor sees in his or her queue. For example, a post payment auditor can review only transactions with project expenses associated with it or expense reports that are missing receipts.

You can authorize approvers and auditors to modify expense transactions through the approvals configuration. The privileges associated with an approver determines what he or she can change, add, or delete on expense transactions. If you use PeopleSoft Project Costing, you can charge some of your expense items to project-related ChartFields and your expense report approval procedures might include a review by a project manager. Project managers can also modify expense transactions if you enable that authorization through the privilege configuration. However, if an expense transaction has been processed for payment, some privileges can be constrained to maintain the integrity of payments issued or information already posted to other products.

PeopleSoft Expenses delivers a feature for supplemental or conditional approvers. If you use HR supervisor approvals but want to have an additional approval required as a standard or based on a transaction condition such as a monetary amount, you can use the expense approver list to define the supplemental approver by profile. If the condition is amount-based, you can define the amount rules for the profile on this list. The same concept applies for project approvals. You can use Project Manager as assigned in PeopleSoft Project Costing for standard project approvals, but also use the Project Supplemental Approver list to define a supplemental or conditional approval for project-related expenses.

**Note.** When you use Business Unit or Department criteria in the refinement template, routing is based on the employee's home business unit and department, not the business unit and department contained in the distributions.

## Pages Used to Approve Expense Reports

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|--|------------------------|---|--|
| Approve Transactions - Overview                            | EX_ALLTXN_APPR         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li> </ul>                       | Approve expense reports on the summary approval page.  |
| Approve Transactions - Expense Reports                     | EX_SHEET_APPR          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Expense Reports</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Expense Reports</li> </ul>         | Approve expense reports.   |
| Approve Expense Report - Expense Report Summary            | TE_SHEET_LINES         | <ul style="list-style-type: none"> <li>Click the Description or Transaction ID link on the Approve Transactions - Overview page.</li> <li>Click the Description or Transaction ID link on the Approve Transactions - Expense Reports page.</li> </ul> | Approve expense reports.   |
| Approve Expense Report - Expense Detail for [expense type] | TE_SHEET_LINE_DTL      | Click the expense type link on the Approve Expense Report - Expense Report Summary page.  | View details about the expense transaction line. This is a view-only page, and is accessible only to approvers who have add, delete, or view approval privileges for the transaction line. |

| <b>Page Name</b>   | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|--|------------------------|---|---|
| Approve Expense Report – Expense Detail for [expense type] | EX_SHEET_ERRORS        | Click the expense type link on the Approve Expense Report – Expense Report Summary page.  | View and modify the details of the transaction line. This page is editable, and is accessible only to approvers who have full or modify approval privileges for the transaction line. |
| Approve Expense Report - Expense Report Detail             | EX_SHEET_ENTRY         | Select <i>Expense Report Detail</i> from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page. | View and modify transaction details for the expense report. This option appears only if the approver has full, add, or delete privileges for the transaction line.                    |
| Approve Expense Report - Accounting Defaults               | TE_SHEET_SPLIT         | Click the Accounting Defaults link on the Approve Expense Report - Expense Report Summary page.   | View the accounting distribution summary for the expense report.  |
| Approve Expense Report - Accounting Detail                 | TE_SHEET_DIST          | Click the Update Accounting Detail link on the Approve Expense Report - Expense Detail for [expense type] page.                           | View, add, or modify accounting details for expense transaction lines.  |

| <b>Page Name</b>   | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|--|------------------------|--|--|
| Approve Expense Report - View Exception Comments and Risks | TE_EXCPTN_COMM_SHT     | <ul style="list-style-type: none"> <li>• Select <i>View Exception Comments</i> from More Options in the Report Information grid on the Approve Expense Report - Expense Report Summary page.</li> <li>• Click the Exceptions button in the Expense Line Items grid on the Approve Expense Report - Expense Report Summary page.</li> <li>• Click the Risk button in the Expense Line Items grid on the Approve Expense Report - Expense Report Summary page.</li> <li>• Click the Risk Detail link in the Report Information group box on the Approve Expense Report - Expense Report Summary page when risk exists for the header.</li> <li>• Click the Risk icon in the Detail grid on the Approve Expense Report - Expense Report Detail page when risk exists for the line.</li> <li>• Click the Risk icon on the Approve Transactions - Overview page.</li> </ul> | View exception comments and risks for expense reports. |

| <b>Page Name</b>  | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|---|------------------------|---|---|
| Approve Expense Report - View Approver Comments                 | TE_APRVL_COMMENTS      | Click the View Approver Comments button in the Approval History grid on the Approve Expense Report - Expense Report Summary page.   | View approvals and comment history that approvers and auditors made.<br><br><b>Note.</b> The Approval History grid appears only when an employee resubmits an expense report that an approver previously denied and returned to the employee. |
| Approve Expense Report - VAT Information                        | TE_SHEET_VAT_SUM       | Select <i>VAT Information</i> from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page. | View VAT information  |
| Approve Expense Report - View Associated Confirmed Reservations | TV_TA_RESERVATION_VIEW | Click the View Associated Reservations link on the Approve Expense Report - Expense Report Detail page.                             | View the details of any travel reservations associated with the expense report. The reservations cannot be edited or disassociated from the expense report but are provided to aid the approver in making the approval decision.              |
| Approve Expense Report – Compare Totals                         | EX_TA_RES_COMP         | Click the Compare Totals link on the Approve Expense Report - Expense Report Detail page.   | View the comparative totals and variance percentages for any associated travel authorizations and confirmed travel reservations as compared to the expense report totals.   |

## Approving an Expense Report

Access the Approve Expense Report - Expense Report Summary page (click the Description or Transaction ID link on the Approve Transactions - Overview page).

**Approve Expense Report**

**Expense Report Summary**

Kenneth Schumacher [User Defaults](#) **Report ID:** 0000000090


**General Information**


**Report Description:** Consulting and product demo **Reference:** **Employee Base:** Office


**Business Purpose:** General Travel and Expense **Comment:**


**Report Status:** Submitted for Approval


**Default Location:** Boston, Massachusetts

**\*Accounting Date:** 08/27/2009  **Created On:** 08/27/2009 **By:** DVP1

**Accounting Template:** STANDARD  **Last Updated:** 08/27/2009 **By:** DVP1

**Urgency:** 



 [Risk Details](#)




[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) [Compare Totals](#) **More Options:**  **GO**

**Receipt Information**

☐ Receipts Received




You can deny individual expenses and still approve or send back the overall report.

**Expense Line Items** [Customize](#) | [Find](#) |  | 





| Risks   | Expense Type                       | Date       | PC Business Unit | Project    | Activity | Reimburse Amt | Currency | Receipt Verified         | Receipt Required                    | Approve   |
|---|------------------------------------|------------|------------------|------------|----------|---------------|----------|--------------------------|-------------------------------------|---|
|   | <a href="#">Conference/Meeting</a> | 08/13/2009 | US001            | FININTPROJ |          | 1,000.00      | USD      | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  |

**Expense Report Totals**

|                                   |              |                                      |              |
|-----------------------------------|--------------|--------------------------------------|--------------|
| <b>Employee Expenses:</b>         | 1,000.00 USD | <b>Due Employee:</b>                 | 1,000.00 USD |
| <b>Non-Reimbursable Expenses:</b> | 0.00 USD     | <b>Due Vendor:</b>                   | 0.00 USD     |
| <b>Prepaid Expenses:</b>          | 0.00 USD     | <a href="#">Definition of Totals</a> |              |
| <b>Employee Credits:</b>          | 0.00 USD     |                                      |              |
| <b>Vendor Credits:</b>            | 0.00 USD     |                                      |              |
| <b>Cash Advances Applied:</b>     | 0.00 USD     |                                      |              |



**Pending Actions** [Customize](#) | [Find](#) |  |  | First  **1 of 1**  Last

| Profile       | Name           | Action | Date/Time |
|---------------|----------------|--------|-----------|
| HR Supervisor | Scott, William |        |           |

**Action History** [Customize](#) | [Find](#) |  |  | First  **1 of 1**  Last

| Profile | Name                | Action    | Date/Time            |
|---------|---------------------|-----------|----------------------|
|         | Schumacher, Kenneth | Submitted | 08/27/2009 4:56:19PM |

**Comments**

**Approve** **Send Back** **Hold** **Deny** **Save Changes**

[Expense Report Detail](#)

### Approve Expense Report - Expense Report Summary page

The fields on the Approve Expense Report - Expense Report Summary page are the same as the fields on the Create Expense Report - Expense Report Summary page and are documented in the "Processing Expense Reports" chapter of this PeopleBook. Fields that are unique for the expense report approval process are documented in this section.



**User Defaults**

Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

***Report Information*****Travel Auth ID**(Travel Authorization ID)

Displays the identifier for the travel authorization that is associated with the expense report, as a link. Travel authorizations that are copied to an expense report also appear as a link on the Approve Expense Report - Expense Report Summary page. Click the travel authorization link to view the details of the travel authorization. If no travel authorization is associated with the expense report, this field is hidden.

**Accounting Defaults**

Click to access the Approve Expense Report - Accounting Defaults page to view or modify the accounting distribution summary for the expense report.

See [Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 366.](#)

**Compare Totals**

Click to access the Compare Totals page to view and evaluate the totals for the expense report as compared to the total amounts for any associated or added travel reservations or associated travel authorizations that are linked to the expense report

**View Cash Advance**

Click to access the View Cash Advance page and view information about cash advances that the employee applied to the expense report. PeopleSoft Expenses displays this link only if the employee applied a cash advance to the expense report.

**Apply Cash Advances**

Click the link to access the Apply Cash Advance(s) page. Post payment auditors cannot apply cash advances to expense reports.

## More Options

Select from the list to view additional information about this expense report. Options are:

- *Adjustment Cash Advance:* Select to access the Request Cash Advance page or the View Cash Advance page.

An adjustment cash advance is needed only if the employee owes money to the company or if an approver or auditor has denied one or more lines on the expense report that have been reimbursed to the employee.

Approvers and auditors can create adjustment cash advances if they deny one or more lines on expense reports for which employees have already been reimbursed. After creating an adjustment cash advance, the approver or auditor can view it.

- *View Exception Comments:* Select to view the Approve Expense Report - View Exception Comments page.
- *Expense Report Detail:* Select to access the Approve Expense Report - Expense Report Detail page. Approvers can edit descriptive information and expense report line items if their privileges authorize them to do so.
- *VAT Information:* Select to access the Approve Expense Report - VAT Information For Expense [type] page.
- *Document Sequencing:* Select to access the Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.

## Receipt Information

### Receipts Received

Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the Receipt Information section and the Receipts Received check box are hidden.

## Expense Line Items



Click the Exceptions button to access the Approve Expense Report - View Risk/Exception Comments page.

### Expense Type

Click the expense type link to access the Approve Expense Report - Expense Detail for [expense type] page to view details about the expense transaction line.

**PC Business Unit, Project, and Activity**

If you have one distribution that contains the PC ChartFields, PeopleSoft Expenses displays the existing values in the appropriate columns. If multiple project distributions exist for the expense line, PeopleSoft Expenses displays the Multiple link.

Click the Multiple link to access the Approve Expense Report - Accounting Detail page to view, add, or modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

**Receipt Verified**

Select if the receipt for the expense transaction matches an expense line item. If the expense item does not require a receipt, this field is not available.

**Receipt Required**

If this field is selected, a receipt is required to substantiate the expense type. This field is display-only.

**Approve Expense**

Deselect this check box if you do not approve a specific expense line. If you deselect the check box, you must select a reason from the drop-down list box (next to the Approve Expense check box) and optionally enter a comment in the Approval Detail section.

Any expense lines that are denied can be undenied by any subsequent approvers.

**Select Reason...**

Select a reason that you did not approve a specific expense line. This field appears after you deselect the Approve check box.

***Expense Report Totals*****Definition of Totals**

Click to access the Definition of Totals page to view an explanation of each expense total.

***Pending Actions***

This section displays the names of the approvers, auditors, project managers, and other defined approvers who need to review and approve the expense report.

***Action History***

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and date on which he or she took action.



Click the View Approver Comments button to access the Approve Expense Report - View Approver Comments page and view comments that an approver made regarding expense lines.

## Comments

Enter information regarding the expense report such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the employee, PeopleSoft Expenses displays your comments when the employee modifies the expense report. After employees resubmit expense reports, PeopleSoft Expenses displays a View Approver Comment icon in the Action History grid next to the name of the approver who made the comment. Selecting the icon transfers the approver to the View Approver Comments page.

|                              |   |
|------------------------------|---|
| <b>Review</b>                | Click to indicate that you have reviewed the expense report. Some organizations use expense screeners to review expense transactions for policy compliance.   |
| <b>Approve</b>               | Click to approve the expense report. This action changes the status to <i>Approved for Payment</i> . The expense report is ready for payment processing. If more than one approver is required, the status changes to <i>Approvals in Process</i> until the last authorized approver approves the expense report for payment.   |
| <b>Send Back</b>             | Click to send the expense report to the employee for correction or revision. This action changes the status to <i>Pending</i> . If you send the expense report back to the employee, you must also provide an explanation in the Comments field.  |
| <b>Hold</b>                  | Click to place the expense report on hold. Holding an expense report claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction.   |
| <b>Deny</b>                  | Click to deny the entire expense report. This action changes the status to <i>Denied</i> . If you deny the expense report, you must also provide an explanation in the Comments field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it.   |
| <b>Save Changes</b>          | Click to save any modifications that were made to the expense report, but take no approval-related action. If the expense report approval process uses pooled approvers, another member of the pooled approvers list can access the expense report and take action. <hr/> <b>Note.</b> If the approver does not have privileges to make changes, this button is hidden. <hr/> |
| <b>Expense Report Detail</b> | Click to access the Approve Expense Report - Expense Report Detail page. PeopleSoft Expenses displays this link only if the approver is authorized to add, delete, or modify expense lines.   |

**Budget Check**

Click to access the Commitment Control page to budget check the expense or view comments about the budget check. This link is available only if any of the accounting distributions contain a GL business unit that is enabled for Commitment Control.

---

**Note.** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

---

**Approving Expense Report Details**

Access the Expense Report Detail page (select Expense Report Detail from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page).

## Approve Expense Report

### Expense Report Detail

Kenneth Schumacher [User Defaults](#) **Report ID:** 0000000090

**General Information**

**Description:** Consulting and product demo **Comment:**

**Business Purpose:** General Travel and Expense

**Status:** Submitted for Approval **Reference:**

**Default Location:** Boston, Massachusetts **Last Updated:** 08/27/2009 **By:** DVP1

**Post State:** Not Applied

**\*Accounting Date:** 08/27/2009

**Accounting Template:** STANDARD

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:**

[Compare Totals](#)

**Receipt Info**

☐ Receipts Received

**Details** [Customize](#) | [Find](#) | [View All](#) |  |  **1 of 1**

**\*Overview**

| Select                   | *Expense Type      | *Expense Date                   | *Amount Spent | *Currency | *Payment Type | *Billing Type |   |
|--------------------------|--------------------|---------------------------------|---------------|-----------|---------------|---------------|---|
| <input type="checkbox"/> | Conference/Meeting | 08/13/2009 <input type="text"/> | 1,000.00      | USD       | Cash          | Internal      | <a href="#">Detail</a> <input type="button" value="+"/> |

**Totals**

|                                   |              |                      |              |
|-----------------------------------|--------------|----------------------|--------------|
| <b>Employee Expenses:</b>         | 1,000.00 USD | <b>Due Employee:</b> | 1,000.00 USD |
| <b>Non-Reimbursable Expenses:</b> | 0.00 USD     | <b>Due Vendor:</b>   | 0.00 USD     |
| <b>Prepaid Expenses:</b>          | 0.00 USD     |                      |              |
| <b>Employee Credits:</b>          | 0.00 USD     |                      |              |
| <b>Vendor Credits:</b>            | 0.00 USD     |                      |              |
| <b>Cash Advances Applied:</b>     | 0.00 USD     |                      |              |

[Definition of Totals](#)

[Expense Report Summary](#)

**Pending Actions** [Customize](#) | [Find](#) |  |  **1 of 1**

| Profile       | Name           | Action | Date/Time |
|---------------|----------------|--------|-----------|
| HR Supervisor | Scott, William |        |           |

**Action History** [Customize](#) | [Find](#) |  |  **1 of 1**

| Profile | Name                | Action    | Date/Time            |
|---------|---------------------|-----------|----------------------|
|         | Schumacher, Kenneth | Submitted | 08/27/2009 4:56:19PM |

### Approve Expense Report - Expense Report Detail page

The Expense Report Detail page enables you to add, modify, or delete expense report lines as needed based on your approval privileges. If you are authorized to add expense lines, PeopleSoft Expenses records your operator ID and date stamps the transaction. The new transaction line is routed to subsequent approvers for review and approval, if applicable.

Many of the fields on the Approve Expense Report - Expense Report Detail page are the same as the fields on the Create Expense Report - Expense Report Detail page or the Approve Expense Report - Expense Report Summary page, and are documented in the "Processing Expense Reports" chapter and in this chapter of this PeopleBook. Fields that are unique for the expense report approval process are documented in this section.

## Report Information

**View Associated Reservations** Click to access the View Associated Confirmed Reservations page. The View Associated Confirmed Reservations page displays only the confirmed reservations that are associated with the expense report and enables the user to drill down to the details of the reservation transaction line. This page is view-only and cannot be edited by the approver.

The *View Associated Reservations* link appears only if confirmed travel reservations are associated with the expense report and the Use Travel Services check box is selected on the Installation Options - Expenses page.

**Compare Totals** Click to access the Compare Totals page. The Compare Totals page calculates the variance between the total amounts for an expense report and any associated travel authorizations and confirmed travel reservations. The calculations are automatically triggered when the page is opened and display the totals and variances for the types of reports associated with the expense report.

## Details – Overview tab

**Select** Use in conjunction with the Copy Selected or Delete Selected buttons.

**Expense Type** Select an expense type to add an expense item.

---

**Note.** You can add a new expense line item only if you have the approval privileges to do so. After you add an expense line item and approve the expense report, the system routes the expense report and new line item to subsequent approvers as needed.

---

**Expense Date** Enter the date for any added expense line items. If you have permissions to modify transaction lines, you can also modify the expense date for any transaction line item.

**Amount Spent** Enter the amount for any added transaction lines or modify the transaction line amount for existing transaction lines.

**Currency** Displays the currency associated with the transaction amount spent.

**Payment Type** Enter the method used to pay for the expense, such as with a credit card or cash. This may be supplied by default from the employee profile if it has been defined there.

**Billing Type**

Select the appropriate billing type for the expense transaction.

If you use PeopleSoft Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing. The billing type determines the billing code that PeopleSoft Project Costing uses.

**Detail**

Click the Detail link to access the Approve Expense Report - Expense Detail page for a specific transaction line. If you navigate to the transaction line details using this link, the system displays a Next Expense button that enables you to navigate through the expense lines from within the Expense Line Detail page for review, edit, and approval processing.



Click to add additional transaction lines to an expense report. Only approvers with the authority to add transaction lines will have access to the add button. The button is hidden if the approver does not have add privileges. When an approver adds a new transaction line, that approver can modify or delete the transaction line that he or she added prior to submitting the transaction, regardless of his or her other privileges.

When the expense transaction is submitted by the approver, the transaction is routed to any additional approvers, who can modify the new transaction line if they are responsible for approving that transaction, and if they have privileges to add, delete, or modify the transaction line.

**Delete Selected**

Click to delete selected transaction lines. To delete a transaction line, the approver must be responsible for approving the transaction line and he or she also must have privileges to delete a transaction line.



## Add

Click to add transaction lines to the expense report. The Add option is available only if the approver has the privileges to add transaction lines. When an approver adds a new transaction line, that approver can modify or delete the transaction line that he or she added prior to submitting the transaction, regardless of his or her other privileges. When the expense transaction is submitted by the approver, the transaction is routed to any additional approvers, who can modify the new transaction line if they are responsible for approving that transaction, and if they have privileges to add, delete, or modify the transaction line.

Select from these options:

- *Entries from My Reservations*: Select to access the Add My Confirmed Reservations page and select available, confirmed reservation lines to add to the expense report transaction lines.

---

**Note.** The *Entries from My Reservations* option appears only if the Use Travel Services check box is selected on the Installation Options - Expenses page.

---

- *Expenses from My Wallet...*: Select to access the My Wallet page and select expense transactions to add to the expense report.
- *Multiple Expenses...*: Select to access the Add Multiple Expenses page and select several expense types to add to the expense report.
- *New Expense*: Select and add one blank line to the Details grid. You can then select the expense type on the line.

See Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Expense Reports, page 492.

See Chapter 17, "Preparing Expense Reports," Applying My Wallet Transactions to Expense Reports, page 386.

See Chapter 17, "Preparing Expense Reports," Copying or Adding Expense Lines, page 359.

## Check For Errors

Click to check the expense transaction lines for missing or invalid information. Lines flagged with errors display an error icon. You can click the icon to go to the Expense Report - Expense Detail for [expense type] page, which displays all the errors associated with the expense line.

---

**Note.** Transaction lines with errors must be corrected before the transaction can be saved, held, or approved and continue through the approval process.

---

See Chapter 17, "Preparing Expense Reports," Correcting Expense Report Transaction Line Errors, page 370.

## Approving Expense Report Line Details

Access the Approve Expense Report - Expense Detail for [expense type] page (click the expense type link on the Approve Expense Report - Expense Report Summary page).

**Approve Expense Report**

**Expense Detail for Conference/Meeting (Line 1)**

Kenneth Schumacher Report ID: 0000000090

---

**About This Expense**

Expense Date: 08/13/2009  
 Payment Type: Cash ☐ No Receipt  
 Billing Type: Internal ☐ Non-Reimbursable  
 Description: TEST  
 Amount Spent: 1,000.00 USD  
 Exchange Rate: 1.00000000 ☒ Default Rate  
 Reimbursement Amt: 1,000.00 USD

---

**Exceptions**

| Exception        | Comment   |
|------------------|---|
| Duplicates Exist | Expense line is a duplicate of Line 1, Sheet Id 0000000087. |

---

**Accounting Detail** Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields GL

| Amount  | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Alt Acct | Oper Unit | Fund | Dept  |
|---------|----------|-----------------|---------------|---------------|---------|----------|-----------|------|-------|
| 1000.00 | US001    | 1000.00         | USD           | 1.00000000    | 650080  |          |           |      | 41000 |

[Update Accounting Detail](#)

☒ **Approve Expense**

[Previous Expense](#) [Next Expense](#)

Approve Expense Report - Expense Detail for [expense type] page

This page appears when the approver has the approval privilege of Add, Delete, or View.

### Update Accounting Detail

Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

### Previous Expense and Next Expense

Click to approve the previous or next expense transaction line item from within the Expense Line Detail page. If you navigate to this page using the Check for Errors button or using the error flag, you can review and approve only the transaction lines that have errors. However, if you navigate to this page using the expense type link or the expense line detail link (depending on your privileges), you can navigate to and approve each transaction line from within the Expense Line Detail page.

## Modifying and Approving Expense Report Line Details

Access the Approve Expense Report - Expense Detail for [expense type] page (click the expense type link on the Approve Expense Report - Expense Report Summary page).

## Approve Expense Report

### Expense Detail for Conference/Meeting (Line 1)

Kenneth Schumacher Report ID: 0000000090

#### About This Expense

**\*Expense Date:** 08/13/2009

**\*Payment Type:** Cash

**\*Billing Type:** Internal

**\*Description:** Conference

**\*Amount Spent:** 1,000.00

**\*Currency:** USD

**\*Exchange Rate:** 1.00000000

☒ **Default Rate**

**Reimbursement Amt:** 1,000.00 USD

☐ **No Receipt**

☐ **Non-Reimbursable**

#### Exception Comments

**Location Amount:**

**No Receipt:**

[Accounting Detail](#)  
[Receipt Split](#)

☒ **Approve Expense**

Approve Expense Report - Expense Detail for [expense type] page

This page appears when the approver has the approval privileges of *Full* or *Modify* for the expense transaction line.

#### Accounting Detail

Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privilege allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

#### Add Additional Attendees

Click to access the Expense Report - Attendees page to view the names, companies, and titles for an expense type that required a list of attendees on the expense report.

#### Receipt Split

Click to access the Approve Expense Report - Receipt Detail for Expense [expense type] page to view the expenses on the receipt or to split an expense on the receipt into smaller, detailed expenses.

- Itemize Hotel Bill**

Click to access the Approve Expense Report - Itemize Hotel Bill page to split the hotel receipt into more specific charges, such as room and telephone charges.
- Previous Expense and Next Expense**

Click to approve the previous or next expense transaction line item from within the Expense Line Detail page. If you navigate to this page using the Check for Errors button or using the error flag, you can review and approve only the transaction lines that have errors. However, if you navigate to this page using the expense type link or the expense line detail link (depending on your privileges), you can navigate to and approve each transaction line from within the Expense Line Detail page.

View Expense Report Default Accounting

Access the Approve Expense Report - Accounting Defaults page (click the Accounting Defaults link on the Approve Expense Report - Expense Report Summary page).

Approve Expense Report

Accounting Defaults

Kenneth Schumacher

Report ID: 0000000090

Accounting Summary

| %      | *GL Unit | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | PC Bus Unit |
|--------|----------|-----------|------|-------|---------|-------|---------|---------|-------------|
| 100.00 | US001    |           |      | 41000 |         |       |         |         | US001       |

Add ChartField Line

Approve Expense Report - Accounting Defaults page (partial page)

Access to the Approve Expense Report - Accounting Defaults page depends on how you set up your Approval Privilege Templates.

See [Chapter 17, "Preparing Expense Reports," Viewing or Modifying Default Accounting, page 366.](#)

Viewing Accounting Details

Access the Approve Expense Report - Accounting Detail page (click the Update Accounting Detail link on the Approve Expense Report - Expense Detail for [expense type] page).

Approve Expense Report

Accounting Detail

Kenneth Schumacher

Report ID:0000000090

This is the accounting detail for expense type Conference/Meeting with a transaction date of 2009-08-13 in the amount of 1000 USD.

Restore Defaults

Accounting Detail

General Ledger ChartFields

Set PersonalizationsFind

First1 of 1Last

| Amount  | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Alt Acct | Oper Unit | Fund | Dept  | Program |
|---------|----------|-----------------|---------------|---------------|---------|----------|-----------|------|-------|---------|
| 1000.00 | US001    | 1000.00         | USD           | 1.00000000    | 650080  |          |           |      | 41000 |         |

Add ChartField LineRefresh

Approve Expense Report - Accounting Detail page (partial page)

Access to the Approve Expense Report - Accounting Detail page depends on how you set up your Approval Privilege Templates.

See [Chapter 17, "Preparing Expense Reports," Viewing or Modifying Accounting Details, page 367.](#)

Viewing Exception Comments and Risks

Access the Approve Expense Report - View Exception Comments and Risks page (select View Exception Comments from More Options in the Report Information grid on the Approve Expense Report - Expense Report Summary page).

## Approve Expense Report

### View Exception Comments and Risks

Kenneth Schumacher Report ID: 0000000090

#### General Information

**Report Description:** Consulting and product demo

**Business Purpose:** General Travel and Expense

**Reference:**

#### Exception Information

| Line |                    | Exception        | Comment  |
|------|--------------------|------------------|--|
| 1    | Conference/Meeting | Duplicates Exist | Expense line is a duplicate of Line 1, Sheet Id 0000000087. Date 2009-08-13, Amt Spent 1000 USD. |

#### Risk Details

| Line | Risk Level | Risk Description | Risk Criteria    | Description  |
|------|------------|------------------|------------------|--|
|      | 4          | Managers Level 4 | Duplicates Exist |  |
| 1    | 4          | Managers Level 4 | Project Expenses | Projects information are associated with the Expense line. |

Approve Expense Report - View Exception Comments and Risks page

PeopleSoft Expenses displays comments for each expense transaction line.

If the system determines risk for the transaction, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

## Viewing VAT Information

Access the Approve Expense Report - VAT Information page (select VAT Information from the More Options drop-down list box on the Approve Expense Report - Expense Report Summary page).

### ***Expense Line VAT Information***

**Expense Type** Click the link in the column to view VAT information about the expense transaction line.

VAT Accounting Detail

Distribution Line Number

Click the link in the column to access the Approve Expense Report - VAT Accounting Detail page to view the VAT accounting detail for the expense transaction line.

Viewing Associated Reservations

Access the Approve Expense Report - View Associated Confirmed Reservations page (click the View Associated Reservations link on the Approve Expense Report - Expense Report Detail page).

Approve Expense Report

View Associated Confirmed Reservations

Kenneth Schumacher

Report ID:0000000095

☒ Select All

☐ Deselect All

My Reservations

CustomizeFind1 of 1Last

| Select                   | Itinerary ID | Expense Type            | Description      | Merchant | Travel Date | Amount | Currency |
|--------------------------|--------------|-------------------------|------------------|----------|-------------|--------|----------|
| <input type="checkbox"/> | MF001122     | <a href="#">AIRFARE</a> | Trip to Portland | UNITED   | 04/20/2006  | 300.00 | USD      |

☒ Select All

☐ Deselect All

Done

View Associated Confirmed Reservations page

Itinerary ID

Displays the itinerary ID as a link enabling you to drill down to the details of the confirmed travel reservation.

Expense Type

Displays the expense type for the itinerary line item associated with the expense report. Click the link to drill down to the details of the itinerary.

Travel Date

Displays the date on which the travel itinerary line item occurred.

Amount

Displays the total amount of the travel reservation in the transaction currency.

Comparing Expense Reports with Travel Authorizations and Pending Reservations

Access the Approve Expense Report - Compare Totals page (click the Compare Totals link on the Approve Expense Report - Expense Report Detail page).

Approve Expense Report

Compare Totals

Kenneth Schumacher

Report ID: 0000000095

| Report Type        | Total      | Variance | Variance % |
|--------------------|------------|----------|------------|
| Expense Report     | 300.00 USD |          |            |
| Travel Reservation | 300.00 USD |          |            |

Done

Approve Expense Report - Compare Totals page

The Compare Totals page displays the total amounts for an expense report and any associated travel authorizations and confirmed travel reservations and calculates the variance between the report totals. The calculations are automatically triggered when the page is opened and display the totals for the types of reports associated with the expense report.

|                                  |  |
|----------------------------------|--|
| Report ID                        | Displays the report ID assigned to the expense report.   |
| Report Type                      | Displays report types used in the totals comparison calculations. Values include <i>Expense Report</i> , <i>Travel Authorization</i> , and <i>Travel Reservation</i> . Only the report types associated with the expense report appear on this page. |
| Total                            | Displays the calculated summarized total for each report type displayed.   |
| Variance                         | Displays the difference between the expense report total and the total for this report type in units of currency.  |
| Variance % (variance percentage) | Displays the difference between the expense report total and the total for this report type as a percentage.   |

## Approving Time Reports

This section provides an overview of time report approvals and discusses how to approve a time report.



## Understanding Time Report Approvals

After you submit a time report, it goes through an approval process. When you enter a time report and submit it for approval, its status changes according to what action is taken at each stage of the process.

### Pages Used to Approve Time Reports

| <i>Page Name</i>                           | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|--|------------------------|--|---|
| Approve Transactions - Overview            | EX_ALLTXN_APPR         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li> </ul>          | Approve time reports on the summary approval page.                    |
| Approve Transactions - Time Reports        | EX_TIME_APPR           | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Reports</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Time Reports</li> </ul>  | Approve time reports on the summary approval page.                    |
| Approve Time Report - Time Report Summary  | TE_TIME_LINES          | <ul style="list-style-type: none"> <li>Click Period End Date or Transaction ID on the Approve Transactions - Overview page.</li> <li>Click Period End Date or Transaction ID on the Approve Transactions - Time Reports page.</li> </ul> | Review, approve, hold, send back, or deny time reports.               |
| Approve Time Report - Project Time Details | TE_TIME_DETAIL         | Click the Details button on the Approve Time Report - Time Report Summary page.  | Add, modify, or review project ChartField defaults for a time report. |

| <b>Page Name</b>                        | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|---|------------------------|--|---|
| Approve Time Report - View Risk Details | EX_EXCPTN_COMM_TR      | <ul style="list-style-type: none"> <li>Click the Risk button on the Approve Time Report - Time Report Summary page.</li> <li>Click the Risk button on the Summary Approval page.</li> <li>Click the Risk Details link on the Approve Time Report - Project Time Summary page.</li> </ul> | View risk details for time report transactions. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk. |
| View Approver Comments                  | EX_COMMENTS_HIST       | Click the Approve Approver Comments button in the Action History grid on the Approve Time Report - Time Report Summary page.   | View approver comments.   |

## Approving a Time Report

Access the Approve Time Report - Time Report Summary page (click Period End Date or Transaction ID on the Approve Transactions - Overview page).

**Approve Time Report**  
**Time Report Summary**

Kenneth Schumacher [User Defaults](#) **Time Report ID:** 0000000124

**Period End Date:** 01/02/2009 **Status:** Submitted for Approval  
**Version:** Original

Project Time | Status and Issues

| PC Business Unit                    | Project   | Activity | Billing Action | Sa 27 | Su 28 | Mo 29 | Tu 30 | We 31 | Th 1 | Fr 2 | Total |
|-------------------------------------|-----------|----------|----------------|-------|-------|-------|-------|-------|------|------|-------|
| US001                               | ALLPROJEC | G&A      | Billable       |       |       | 8.00  | 8.00  |       |      |      | 16.00 |
| <b>Total Project Related Hours:</b> |           |          |                |       |       |       |       |       |      |      | 16.00 |

| Description                  | Sa 27 | Su 28 | Mo 29 | Tu 30 | We 31 | Th 1 | Fr 2 | Total |
|------------------------------|-------|-------|-------|-------|-------|------|------|-------|
| Floating Holiday             |       |       |       |       | 8.00  | 8.00 | 8.00 | 24.00 |
| Contract holiday             |       |       |       |       |       |      |      | 0.00  |
| Illness - Paid               |       |       |       |       |       |      |      | 0.00  |
| Jury Duty                    |       |       |       |       |       |      |      | 0.00  |
| Personal - Paid              |       |       |       |       |       |      |      | 0.00  |
| Vacation                     |       |       |       |       |       |      |      | 0.00  |
| <b>Total Personal Hours:</b> |       |       |       |       |       |      |      | 24.00 |
| <b>Grand Total:</b>          |       |       |       |       |       |      |      | 40.00 |

Approve Time Report - Time Report Summary page (1 of 2)

**Pending Actions** [Customize](#) | [Find](#) | [First](#) | [1-2 of 2](#) | [Last](#)

| Profile         | Name           | Action | Date/Time |
|-----------------|----------------|--------|-----------|
| HR Supervisor   | Scott,William  |        |           |
| Project Manager | Maertens,Betsy |        |           |

**Action History** [Customize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

| Profile | Name               | Action    | Date/Time             |
|---------|--------------------|-----------|-----------------------|
|         | Schumacher,Kenneth | Submitted | 08/28/2009 10:06:34AM |

**Comments**

Approve Time Report - Time Report Summary page (2 of 2)

The fields on the Approve Time Report - Time Report Summary page are the same as the fields on the Create Time Report - Time Report Summary page and are documented in the "Processing Time Reports" chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See [Chapter 19, "Preparing Time Reports and Time Adjustments,"](#) page 405.

### User Defaults

Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

## Project Time Tab



Click the Details button to access the Approve Time Report - Project Time Details page to view or modify project ChartFields, general ledger ChartFields, and location defaults for a time report.

## Remaining Work

Displays the calculated difference between the remaining work totals from PeopleSoft Project Costing and the hours entered into the daily totals on the time report.

---

**Note.** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition - Business Unit 2 page.

---

## New Estimate

Enter or modify an estimated time to complete the project or activity.

---

**Note.** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition - Business Unit 2 page.

---

## Change Requests

Select to generate a change request when the approver approves the time report. If you deselect the check box, the system does not generate a change request and does not update the PeopleSoft Program Management tables.

The system enables the check box only for the project manager who owns the project; the system disables the check box for approvers who are not the project manager who owns the project.

---

**Note.** PeopleSoft Expenses displays this field only if you installed PeopleSoft Program Management and selected the Allow Entry of Estimate to Complete check box on the Expenses Definition – Business Unit 2 page.

---

## Pending Actions

This section displays the names of the approvers and project managers who need to review and approve the time report.

## Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding the time report.

## Comments

Enter information about the time report such as why you denied the time report. If you enter comments and send the time report back to the employee, PeopleSoft Expenses displays your comments when the employee modifies the time report. After employees resubmit the time reports, PeopleSoft Expenses displays comment history only to approvers and project managers.

|   |  |
|---|--|
| <b>Reviewed</b>   | Click to indicate that you have reviewed the time report.  |
| <b>Approve</b>  | Click to approve the time report. This action changes the status to <i>Approved</i> . If more than one approval is required, the status changes to <i>Approvals in Process</i> until the last approver approves the time report.   |
| <b>Send Back</b>  | Click to return the time report to the employee for correction or revision. This action changes the status to <i>Pending</i> . If you send the time report back to the employee, you must also provide an explanation in the Comment field.  |
| <b>Hold</b>   | Click to place the time report on hold. Holding a time report claims the transaction for the approver. If a pool of approvers exist, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction.                |
| <b>Deny Request</b>   | Click to deny the time report. This action changes the status to <i>Denied</i> . If you deny the time report, you must also provide an explanation in the Comments field. The system does not route denied time report transactions to subsequent approvers and the employee cannot resubmit it. |
| <b>Save Changes</b>   | Click to save any modifications that were made to the time report, but take no approval action. If the time report approval process uses pooled approvers, another member of the pooled approvers list can access the time report and take action.   |
| <hr/> <b>Note.</b> If the approver does not have privileges to make changes, this button is hidden. |  |

---

## Approving Time Adjustments

This section discusses how to approve time adjustments.

## Pages Used to Approve Time Adjustments

| <i>Page Name</i>                          | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|---|------------------------|---|---|
| Approve Transactions - Overview           | EX_ALLTXN_APPR         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li> </ul>                 | Approve time adjustments on the summary approval page.      |
| Approve Transactions - Time Adjustments   | EX_TADJ_APPR           | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Time Adjustments</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments</li> </ul> | Approve time adjustments.                                   |
| Approve Time Report - Time Report Summary | TE_TIME_LINES          | <ul style="list-style-type: none"> <li>Click Period End Date or Transaction ID on the Approve Transactions - Overview page.</li> <li>Click Period End Date or Transaction ID on the Approve Transactions - Time Adjustments page.</li> </ul>    | Review, approve, hold, send back, or deny time adjustments. |

## Approving Time Adjustments

Access the Approve Transactions - Time Adjustments page (Travel and Expenses, Approve Transactions, Approve Transactions, Time Adjustments).

The fields on this page are the same as the fields on the Create Time Report - Time Report Summary page and are documented in the "Processing Time Reports" chapter of this PeopleBook. Fields that are unique for the approval process of time adjustments are documented in this section.

See [Chapter 19, "Preparing Time Reports and Time Adjustments," page 405](#).

**Version** Displays the adjustment number of the transaction.

**View Other Version**

Select to view different versions or adjustments of the time report.

## Approving Travel Authorizations

This section provides an overview of travel authorization approvals and discusses how to:

- Approve a travel authorization.
- Approve travel authorization details.
- Approve travel authorization detail lines.
- View travel authorization exception comments and risks.
- View approval comments.

## Understanding Travel Authorization Approvals

After an employee submits a travel authorization, it goes through the approval process. From the time that an employee creates the travel authorization until an approver approves it, the travel authorization's status changes, depending on the action taken at each step of the approval process.

Approvers use the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization - Travel Authorization Summary page to review, approve, hold, send back, save changes to, or deny authorizations. The Travel Authorization - Travel Authorization Summary page is similar to the page that employees use to prepare travel authorization.

## Pages Used to Approve Travel Authorizations

| Page Name                       | Definition Name | Navigation   | Usage   |
|---------------------------------|-----------------|--|---|
| Approve Transactions - Overview | EX_ALLTXN_APPR  | <ul style="list-style-type: none"><li>• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li><li>• Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li></ul> | Approve travel authorizations on the summary approval page. |

| <b>Page Name</b>  | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|---|------------------------|--|---|
| Approve Transactions - Travel Authorizations                | EX_TAUTH_APPR          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Travel Authorizations</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Travel Authorizations</li> </ul>  | Approve travel authorizations on the summary approval page.   |
| Approve Travel Authorization - Travel Authorization Summary | TE_TAUTH_LINES         | <ul style="list-style-type: none"> <li>Click the Description or Transaction ID link on the Approve Transactions - Overview page.</li> <li>Click the Description or Transaction ID link on the Approve Transactions - Travel Authorization page.</li> </ul> | Review a summary of travel authorization expenses and select an approval status. Managers and project managers who have authority to approve travel authorizations use this page. |
| Approve Travel Authorization - Accounting Defaults          | TE_TAUTH_SPLIT         | Click the Accounting Defaults link on the Travel Authorization Summary page.   | View, add, or modify the accounting distribution summary for the travel authorization, depending on the privilege that you are allowed as an approver.                            |
| Approve Travel Authorization - Travel Authorization Detail  | EX_TAUTH_ENTRY         | Select <i>Travel Authorization Details</i> from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page.   | View or modify the travel authorization request details.  |



| <b>Page Name</b>   | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|--|------------------------|--|---|
| Approve Travel Authorization - View Exception Comments and Risks | TE_EXCPTN_COMM_TA      | <ul style="list-style-type: none"> <li>Select <i>View Exception Comments</i> from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page.</li> <li>Click the Exceptions button in the Details grid on the Approve Travel Authorization - Travel Authorization Summary page.</li> <li>Click the Risk button in the Details grid on the Approve Travel Authorization - Travel Authorization Summary page.</li> <li>Click the Risk Details link in the Report Information group box on the Approve Travel Authorization - Travel Authorization Summary page when risk exists.</li> </ul> | View travel authorization exception comments and risks.   |
| Approve Travel Authorization - View Approval Comments            | EX_COMMENTS_HIST       | Click the Approval Comments icon on the Approve Travel Authorization - Travel Authorization Summary page in the Action History grid.   | View approval comments that were entered by a previous approver.  |
| Approve Travel Authorization - Expense Detail for [expense type] | TE_TAUTH_LINE_DTL      | Click the Expense Type link on the Approve Travel Authorization - Travel Authorization Summary page.   | View and approve expense details on a travel authorization.   |
| Approve Travel Authorization - Accounting Detail                 | TE_TAUTH_DIST          | Click the Update Accounting Detail link on the Approve Travel Authorization - Expense Detail for [expense type] page.  | View, add, or modify accounting details for expense transaction lines, depending on the privilege that you are allowed as the approver. |

## Approving a Travel Authorization

Access the Travel Authorization Summary page (click the Description or Transaction ID link on the Approve Transactions - Overview page).

**Approve Travel Authorization**

**Travel Authorization Summary**

Kenneth Schumacher
[User Defaults](#)
Authorization ID: 0000000021

**General Information**

**Description:** Consulting and product demo
**Comment:**

**Business Purpose:** General Travel and Expense

**Status:** Submitted for Approval

**Date From:** 10/11/2009
**To:** 10/15/2009
**Last Updated:** 08/28/2009
**By:** DVP1

[Accounting Defaults](#)
**More Options:**

You can deny individual expenses and still approve or send back the overall report.

**Details**
[Customize](#) | [Find](#)

| Expense Type                  | Date       | PC Business Unit | Project    | Activity | Amount | Currency | Approve                             |
|-------------------------------|------------|------------------|------------|----------|--------|----------|-------------------------------------|
| <a href="#">Hotel/Lodging</a> | 10/11/2009 | US001            | FININTPROJ |          | 450.00 | USD      | <input checked="" type="checkbox"/> |

**Totals**

|                           |            |
|---------------------------|------------|
| <b>Total:</b>             | 450.00 USD |
| <b>Less Non-Approved:</b> | 0.00 USD   |
| <b>Total Authorized:</b>  | 450.00 USD |

Travel Authorization Summary page (1 of 2)

**Pending Actions**
[Customize](#) | [Find](#)

| Profile       | Name          | Action | Date/Time |
|---------------|---------------|--------|-----------|
| HR Supervisor | Scott,William |        |           |

**Action History**
[Customize](#) | [Find](#)

| Profile | Name               | Action    | Date/Time             |
|---------|--------------------|-----------|-----------------------|
|         | Schumacher,Kenneth | Submitted | 08/28/2009 10:04:36AM |

**Comments**

Travel Authorization Summary page (2 of 2)

The fields on the Travel Authorization Summary page are the same as the fields on the Travel Authorization Entry page and are documented in the "Preparing Travel Authorization" chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See [Chapter 15, "Preparing Travel Authorizations," page 299](#).

**User Defaults** Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

### **Report Information**

The information in this section is from the Report Information page and is not editable by approvers.

**Accounting Defaults** Click to access the Accounting Defaults page and view or modify the accounting distribution summary for the travel authorization.

**More Options** Options are:  
*Travel Authorization Details:* Select to access the Travel Authorization Details page.  
*View Exception Comments:* Select to access the Travel Authorization - View Exception Comments page.

### **Details**

**Expense Type** Click the link in this column to access the Expense Detail for [expense type] page and view or modify information about the expense lines.

**Approve** Deselect the check box if you do not approve an expense line. You must select a reason from the drop-down list box (next to the Approve check box) and optionally enter a comment in the Approval Detail section. If an authorized approver adds a transaction line, the approver can add, modify, or delete the transaction line that he or she added, regardless of his or her privileges. After the transaction is submitted by the approver, the transaction, along with any new transaction lines, is passed to any subsequent approvers, who can then modify or deny the new transaction lines based on their approval authority and privileges.

### **Pending Actions**

This section displays the names of the approvers, auditors, project managers, and other defined approvers who must review and approve the travel authorization.

### **Action History**

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding travel authorization expense lines.

## Comments

Enter information about the travel authorization such as why you denied it. If you enter comments and send the travel authorization back to the employee, PeopleSoft Expenses displays your comments when the employee views or modifies the travel authorization. After employees resubmit travel authorizations, PeopleSoft Expenses displays comment history only to all approvers.

### Approve

Click to approve the travel authorization and change the status to *Approved* and automatically enter the current data and approver's user ID.

If you use budget checking, PeopleSoft Expenses deactivates this button if it determines that the travel authorization request needs to be budget-checked prior to approval.

### Send Back

Click to return the travel authorization to the employee for correction or revision. This action changes the status to *Pending*. If you send the travel authorization back to the employee, you must also provide an explanation in the Comments field.

### Hold

Click to place the travel authorization on hold and change the status to *Hold by Approver*. Holding a travel authorization claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction and the transaction is removed from the pooled approvers queue.

### Deny

Click to deny the entire travel authorization and change the status to *Denied*. If you deny the request, you must also provide an explanation in the Comments field. The system does not route denied travel authorizations to subsequent approvers and the employee cannot resubmit it.

### Save Changes

Click to save any modifications that were made to the travel authorization, but take no approval action. If the travel authorization approval process uses pooled approvers, another member of the pooled approvers list can access the travel authorization and take action.

---

**Note.** If you as the approver do not have privileges to make changes, this button is hidden.

---

### Budget Check

Click to access the Commitment Control page to budget check the travel authorization or view comments about the budget check. This link is available only if any of the accounting distributions contains a general ledger business unit that is enabled for Commitment Control.

---

**Note.** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

---

### Travel Authorization Detail

Click to access the Travel Authorization Detail page. This link appears only if the approver has privileges to modify the travel authorization.

## Approving Travel Authorization Details

Access the Approve Travel Authorization - Travel Authorization Details page (select Travel Authorization Details from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page).

**Approve Travel Authorization**

**Travel Authorization Details**

Kenneth Schumacher [User Defaults](#) Authorization ID: 0000000021

**General Information**

**Description:** Consulting and product demo **Comment:**

**Business Purpose:** General Travel and Expense

**Status:** Submitted for Approval **Last Updated:** 08/28/2009 **By:** DVP1

**Default Location:** NEW HAVEN, Connecticut

**Date From:** 10/11/2009 **Date To:** 10/15/2009

[Accounting Defaults](#) **More Options:**

**Details** [Customize](#) [Find](#)   First **1 of 1** Last

| Select                   | *Expense Type | *Date      | *Amount | Currency | *Payment Type | *Billing Type |  |
|--------------------------|---------------|------------|---------|----------|---------------|---------------|--|
| <input type="checkbox"/> | Hotel/Lodging | 10/11/2009 | 450.00  | USD      | Check         | Billable      | *Detail <input type="button" value="+"/> |

Approve Travel Authorization - Travel Authorization Details page (1 of 2)

**Totals**

**Authorized Amount:** 450.00 USD

**Less Non-Approved:** 0.00 USD

**Due Employee:** 450.00 USD

[Travel Authorization Summary](#)

**Pending Actions** [Customize](#) [Find](#)   First **1 of 1** Last

| Profile       | Name           | Action | Date/Time |
|---------------|----------------|--------|-----------|
| HR Supervisor | Scott, William |        |           |

**Action History** [Customize](#) [Find](#)   First **1 of 1** Last

| Profile | Name                | Action    | Date/Time             |
|---------|---------------------|-----------|-----------------------|
|         | Schumacher, Kenneth | Submitted | 08/28/2009 10:04:36AM |

Approve Travel Authorization - Travel Authorization Details page (2 of 2)

The Travel Authorization Details page enables approvers to add additional transaction lines and modify existing transaction lines if they have the privileges to do so. Many of the fields on the Travel Authorization Details page are the same fields on the Travel Authorization Entry page, and are documented in the "Preparing Travel Authorizations" chapter of this PeopleBook. Fields that have properties that are unique to the approval process are documented in this section.

See [Chapter 15, "Preparing Travel Authorizations," Entering Travel Authorization Information and Detail Expense Lines, page 302.](#)

**View Associated Reservations** Click to access the View Associated Pending Reservations page to view the travel itineraries associated with the travel authorization. This link appears only when a pending travel reservation is associated with a travel authorization, and if the Use Travel Services check box is selected on the Installation Options - Expenses page.

### ***Details***

**Select** Use in conjunction with the Copy Selected and Delete Selected buttons.

**Expense Type** Select an expense type to add an expense item.

**Date** Select the beginning date for the expense type.

**Amount** Displays the amount for the expense type. When adding a transaction line on the Approve Travel Authorizations - Travel Authorization Details page, the approver must click the \* Detail link to access the Authorization Detail page for the expense to enter the transaction amount data.

**Currency** Displays the currency associated with the expense transaction amount.

**Payment Type** Select how the expense item is paid.

**Billing Type** Select *Billable*, *Nonbillable*, or *Internal*. If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to PeopleSoft Project Costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and PeopleSoft Project Costing passes these items to PeopleSoft Billing for processing.

**\* Detail** Click to access the Authorization Detail for [expense type] page and enter additional information for the expense transaction line.

**Add:**

Options are:

- *Entries from My Reservations*: Select to access the Add My Pending Reservations page. Select available pending travel itineraries from which to create new travel authorization transaction lines.

---

**Note.** The *Entries from My Reservations* option is available only if you select Use Travel Services on the Installation Options - Expenses page.

---

See [Chapter 22, "Setting Up and Using Travel in PeopleSoft Expenses," Adding and Associating Travel Reservations to Travel Authorizations, page 483.](#)

- *New Expense*: Select to add one blank line to the Details grid.
- *Multiple Expenses...*: Select to access the Add Multiple Expenses page and select expense types to add to the travel authorization.

## Approving Travel Authorization Detail Lines

Access the Approve Travel Authorization - Authorization Detail for [expense type] page (click the Expense Type link on the Approve Travel Authorization - Travel Authorization Summary page).

Approve Travel Authorization

Authorization Detail for Hotel/Lodging (Line 1)

Kenneth Schumacher

Authorization ID: 0000000021

About This Expense

\*Date:

10/11/2009

\*Payment Type:

Check

\*Billing Type:

Billable

Number of Nights:

3

\*Merchant (Choose One):

Preferred:

Marriott

Non-preferred:

\*Location:

NEW HAVEN, Connecticut

\*Nightly Rate:

150.00

USD

\*Total Amount:

450.00

USD

Exception Comments

Location Amount:

Non-Preferred Merchant:

[Accounting Detail](#)

☒ Approve Authorization

Check Expense For Errors

Approve Travel Authorization - Authorization Detail for [expense type] page

- Line Added by Approver

Displays the operator ID and the date on which the approver added the line during the approval process.
- Accounting Detail

Click to access the Approve Travel Authorization - Accounting Detail page to view, add, or modify accounting details for expense transaction lines, depending on the privileges allowed for the approver. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.
- Approve Authorization

Deselect the check box if you do not approve the expense line.

Viewing Travel Authorization Exception Comments and Risks

Access the View Exception Comments and Risks page (select View Exception Comments from the More Options drop-down list box on the Approve Travel Authorization - Travel Authorization Summary page).



For each travel authorization line item, PeopleSoft Expenses displays the associated expense type, exception, and comment. You can review explanations for line items that do not follow organizational expense policies, for example, line items not using preferred merchants or exceeding expense location amounts. Click the expense type in the Expense Type column to access the View Expense [expense type] page.

If the system determines risk for the transaction, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk.

## Viewing Approval Comments

Access the View Approval Comments page (click the Approval Comments icon in the Action History grid on the Approve Travel Authorization - Travel Authorization Summary page).

The View Approval Comments page displays comments that approvers have made for the travel authorization request.

---

## Approving Cash Advances

This section provides an overview of cash advance approvals and discusses how to approve cash advances.

## Understanding Cash Advance Approvals

Based on the approval rules that you set up, cash advances can be paid as soon as employees submit them, or they can go through one or more checkpoints for review. If your organization requires auditing, approvers must approve the cash advance before it is eligible for auditing.

From the time the employee creates a cash advance until it is ready for payment, the cash advance's approval status changes, depending on the action taken in each step of the approval process. PeopleSoft Expenses immediately sets a cash advance to Paid status if the cash advance source does not generate a payment.

Approvers use the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance Report page to approve, hold, send back, save changes to, or deny authorizations. The Approve Cash Advance Report page is similar to the page that employees use to prepare cash advance requests.

## Pages Used to Approve Cash Advances

| <i>Page Name</i>  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|---|------------------------|--|--|
| Approve Transactions - Overview                                       | EX_ALLTXN_APPR         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Overview</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Overview</li> </ul>                                      | Approve travel authorizations on the summary approval page.  |
| Approve Transactions - Cash Advances                                  | EX_ADV_APPR            | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Cash Advances</li> <li>Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances</li> </ul>                            | Approve cash advances.   |
| Travel & Expenses - Cash Advance Report - Approve Cash Advance Report | TE_ADVANCE             | Click the Description or Transaction ID link on the Approve Transactions - Cash Advances page.   | Approve cash advances.   |
| Travel & Expenses - Cash Advance Report - View Risk Details           | EX_EXCPTN_COMM_CA      | <ul style="list-style-type: none"> <li>Click the Risk Detail link in the Report Information group box on the Travel &amp; Expenses - Cash Advance Report - Approve Cash Advance Report page.</li> <li>Click the Risk button on the Summary Approval page.</li> </ul> | View risk details for cash advance transactions. If the system determines risk for the transactions, the approver can view the risk level, the risk criteria that triggered the risk, and the details of the risk. |
| Cash Advance - View Approval Comments                                 | TE_APRVL_COMMENTS      | Click the View Comments button on the Approve Cash Advance page.   | View comment history.  |

## Approving a Cash Advance

Access the Approve Cash Advance Report page (Travel and Expenses, Approve Transactions, Approve Transactions, Cash Advances).

**Travel & Expenses - Cash Advance Report**

**Approve Cash Advance Report**

Kenneth Schumacher [User Defaults](#) **Advance ID:** 0000000021

**General Information**

**Description:** Consulting and product demo **Comment:**

**Business Purpose:** General Travel and Expense

**Status:** Submitted for Approval **Reference:**

**\*Accounting Date:** 08/28/2009

**Post State:** Not Applied

**Accounting Template:** STANDARD

**Last Updated:** 08/28/2009 **By:** DVP1

**Details** [Customize](#) | [Find](#) | First **1 of 1** Last

| *Source           | Description              | *Amount  | Currency | Apply Tax                |  |
|-------------------|--------------------------|----------|----------|--------------------------|--|
| ATM cash advances | Need cash at the airport | 1,000.00 | USD      | <input type="checkbox"/> |  |

**Totals**

**Advance Amount:** 1,000.00 USD

[Update Totals](#)

Approve Cash Advance Report page (1 of 2)

**Pending Actions** [Customize](#) | [Find](#) | First **1-2 of 2** Last

| Profile        | Name          | Action | Date/Time |
|----------------|---------------|--------|-----------|
| HR Supervisor  | Scott,William |        |           |
| Prepay Auditor | (Pooled)      |        |           |

**Action History** [Customize](#) | [Find](#) | First **1 of 1** Last

| Profile | Name               | Action    | Date/Time             |
|---------|--------------------|-----------|-----------------------|
|         | Schumacher,Kenneth | Submitted | 08/28/2009 10:08:24AM |

**Comments**

[Approve](#) [Send Back](#) [Hold](#) [Deny](#) [Save Changes](#)

Approve Cash Advance Report page (2 of 2)

The fields on the Approve Cash Advance Report page are the same as the fields on the Create Cash Advance Report page and are documented in the "Preparing Cash Advances" chapter of this PeopleBook. Fields that are unique for the approval process are documented in this section.

See [Chapter 16, "Preparing Cash Advances,"](#) page 325.

### User Defaults

Click to access the Employee Profile - User Defaults page to view the employee's defaults and preferences.

## Details

**Line Added by Approver** Displays the operator ID of the approver that added the transaction line to the cash advance. This field appears only if a new transaction line is added during the approval process. Otherwise, this field is hidden.

---

**Note.** Approvers must have the privileges to add transaction lines during the approval process.

---

**Date Added** Displays the date that a transaction line is added to the cash advance during the approval process.

## Pending Actions

This section displays the names of the approvers, auditors, and project managers who need to review and approve the cash advance.

## Action History

PeopleSoft Expenses displays the transaction submittal and approval activities that have occurred, as well as the approver's name and the date on which he or she took action.



Click the View Approver Comments button to access the View Approver Comments page and view comments that an approver made regarding the cash advance.

## Comments

Enter a comment. When you select to return the cash advance request to employees upon denial, the system displays the comments to the employees when they access the cash advance. After employees resubmit returned cash advance requests, the system displays comment history only to approvers.

**Approve** Click to approve the cash advance. This action changes the status to *Approved for Payment* and the cash advance is ready for payment processing. If more than one approver is required, the status changes to *Approval in Process* until the last authorized approver approves the expense report for payment.

**Send Back** Click to return the cash advance to the employee for correction or revision. This action changes the status to *Pending*. If you send the cash advance back to the employee, you must also provide an explanation in the Comments field.

|   |   |
|---|---|
| <b>Hold</b>   | Click to place the cash advance on hold and change the status to <i>Hold by Approver</i> . Holding a cash advance claims the transaction for the approver. If a pool of approvers exists, each of whom can approve a transaction, placing the transaction on hold means that only the holding user can take action on the transaction, and the transaction is removed from the pooled approver's queue. |
| <b>Deny</b>   | Click to deny the cash advance and change the status to <i>Denied</i> . If you deny the cash advance, you must also provide an explanation in the Comments field. The system does not route denied cash advance requests to subsequent approvers and the employee cannot resubmit it.   |
| <b>Save Changes</b>   | Click to save any modifications that were made to the cash advance, but take no approval action. If the cash advance approval process uses pooled approvers, another member of the pooled approvers list can access the cash advance and take action.   |
| <hr/> <b>Note.</b> If the approver does not have privileges to make changes, this button is hidden. <hr/> |   |

---

## Approving Expense Transactions Using Email

This section lists common elements and discusses how to:

- Approve expense reports using email.
- Approve time reports using email.
- Approve time adjustments using email.
- Approve travel authorizations using email.
- Approve cash advances using email.

---

**Note.** If you approve an expense transaction using an online page, and then approve the same expense transaction using email, the system sends an email message. This message indicates that the transaction is no longer pending approval.

---

## Common Elements in This Section

|                                |   |
|--------------------------------|---|
| <b>Approve</b> (check box)     | Deselect the check box if you do not approve a specific line.   |
| <b>Exception/Risk Criteria</b> | Displays expense exceptions and risk criteria that are defined on the risk template for the transaction.                                |
| <b>Approver Comments</b>       | Enter comments for the approval transactions. This field is required if you select <i>Deny</i> or <i>Send Back</i> in the Action field. |

Action

Select the action to be taken for the entire report. Options include: *Approve*, *Deny*, and *Send Back*.

Approving Expense Reports Using Email

Access the Expense Report Approval email.

Expense Report Approval

Report ID:0000000088

Requestor:Kenneth Schumacher

Business Purpose:General Travel and Expense

Report Description:Consulting and product demo

Report Status:Submitted for Approval

Details

| Line | Expense Type | Date       | Amount | Currency | Approve                             |
|------|--------------|------------|--------|----------|-------------------------------------|
| 1    | Gratuity     | 2009-05-01 | 100    | USD      | <input checked="" type="checkbox"/> |

Exceptions and Risks

| Expense Type/Risk Level | Exception/Risk Criteria | Description   |
|-------------------------|-------------------------|---|
| Gratuity                | Duplicates              | Expense line is a duplicate of Line 1, Sheet Id 0000000084. |
| 5                       | Level 5 Risks           | Business Purpose  |
| 3                       | Level 3 Risks           | Duplicates Exist  |

Total:

\$100 USD

Expense Report Approval email (1 of 2)

Approver Comments:

Action:

Approve

Submit

To approve,deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[http://\(IP Address\)/ps/ps/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_SHEET\\_APPR\\_GBL?Action=U&SHEET\\_ID=0000000088](http://(IP Address)/ps/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_SHEET_APPR_GBL?Action=U&SHEET_ID=0000000088)

Expense Report Approval email (2 of 2)

Approving Time Reports Using Email

Access the Time Report Approval email.

**Time Report Approval**

Report ID:0000000123

Requestor:Kenneth Schumacher

Period End Date:2009-01-09

Version:Original

Comments:

Report Status:Submitted for Approval

| Project Time |                  |             |          |                |             |
|--------------|------------------|-------------|----------|----------------|-------------|
| Line         | PC Business Unit | Project     | Activity | Billing Action | Total Hours |
| 1            | US001            | ALLPROJECTS | G&A      | Billable       | 16          |

Total Project Hours: 16

| Personal Time    |             |
|------------------|-------------|
| Personal Hours   | Total Hours |
| Floating Holiday | 16          |

Time Report Approval email (1 of 2)

| Personal Time    |             |
|------------------|-------------|
| Personal Hours   | Total Hours |
| Floating Holiday | 16          |

Total Personal Hours: 16

| Exceptions and Risks |               |             |
|----------------------|---------------|-------------|
| Risk Level           | Risk Criteria | Description |

Grand Total: 32

Approver Comments:

Action: 

Approve

Submit

To approve, deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[http://\(IP Address\)/ps/ps/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS\\_EX\\_TIME\\_APPR.GBL?Action=U&RISK\\_EXISTS\\_FLG=](#)

Time Report Approval email (2 of 2)

Approving Time Adjustments Using Email

Access the Time Adjustment Approval email.



**Time Adjustment Approval**

Report ID:0000000123

Requestor:Kenneth Schumacher

Period End Date:2009-01-09

Version:Revision 3

Comments:

Report Status:Submitted for Approval

Project Hours

| Line | PC Business Unit | Project     | Activity | Billing Action | Total Hours |
|------|------------------|-------------|----------|----------------|-------------|
| 1    | US001            | ALLPROJECTS | G&A      | Billable       | 24          |

Total Project Hours: 24

Time Adjustment Approval email (1 of 2)

Personal Hours

| Personal Hours   | Total Hours |
|------------------|-------------|
| Floating Holiday | 11          |
| Personal - Paid  | 5           |

Total Personal Hours: 16

Exceptions and Risks

| Risk Level | Risk Criteria | Description |
|------------|---------------|-------------|
|------------|---------------|-------------|

Grand Total: 40

Approver Comments:

Action:

Approve

Submit

To approve,deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[http://10.138.206.239/psp/ps/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_TADJ\\_APPR.GBL?Action=U&RISK\\_EXISTS\\_FLG=](http://10.138.206.239/psp/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TADJ_APPR.GBL?Action=U&RISK_EXISTS_FLG=)

Time Adjustment Approval email (2 of 2)

## Approving Travel Authorizations Using Email

Access the Travel Authorization Approval email.

**Travel Authorization Approval**

Report ID:0000000021

Requestor:Kenneth Schumacher

Business Purpose:General Travel and Expense

Report Description:Consulting and product demo

Report Status:Submitted for Approval

Date From:2009-05-29

Date To:2009-05-31

| Details           |            |                 |          |                                     |
|-------------------|------------|-----------------|----------|-------------------------------------|
| Expense Type      | Date       | Monetary Amount | Currency | Approve                             |
| Automobile Rental | 2009-05-29 | 100             | USD      | <input checked="" type="checkbox"/> |

| Exceptions and Risks    |                         |   |
|-------------------------|-------------------------|---|
| Expense Type/Risk Level | Exception/Risk Criteria | Description                                   |
| Automobile Rental       | Amount Exceeded         | Needed a Minivan                              |
| Automobile Rental       | Non-Preferred Merchant  | Budget was the only agency that had a Minivan |
| 5                       | Level 5                 | Non-Preferred Merchant                        |
| 5                       | Level 5                 | Business Purpose                              |

Travel Authorization Approval email (1 of 2)

Total:\$100 USD

Approval Comments:

Action:

Approve

Submit

To approve,deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[http://\(IP Address\)/ps/ps/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_TAUTH\\_APPR.GBL?Action=U&TRAVEL\\_AUTH\\_ID=0000000021](http://(IP Address)/ps/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAUTH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000000021)

Travel Authorization Approval email (2 of 2)

## Approving Cash Advances Using Email

Access the Cash Advance Approval email.

## Cash Advance Approval

**Advance ID:** 0000000019  
**Requestor:** Kenneth Schumacher  
**Business Purpose:** General Travel and Expense  
**Advance Description:** Consulting and product demo  
**Report Status:** Submitted for Approval

| Details |                   |                |        |          |
|---------|-------------------|----------------|--------|----------|
| Line    | Advance Source    | Description    | Amount | Currency |
| 1       | ATM cash advances | Money from LHR | 1000   | USD      |

| Exceptions and Risks |               |               |
|----------------------|---------------|---------------|
| Risk Level           | Risk Criteria | Description   |
| 2                    | Risk Level 2  | Department ID |
| 2                    | Risk Level 2  | Employee ID   |

**Total:** \$1000 USD

Cash Advance Approval email (1 of 2)

**Approval Comments:**

**Action:**

To approve, deny or send back a report, choose the appropriate action(s), enter approver comments, and click 'Submit,' or navigate directly to the approval page by clicking the link below:

[http://\(IP Address\)/ps/ps/EMPLOYEE/ERP/c/APPROVE\\_EXPENSE\\_TRANSACTIONS.EX\\_ADV\\_APPR\\_GBL?Page=TE\\_ADVANCE&Action=U&ADVANCE\\_ID=0000000019](http://(IP Address)/ps/ps/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_ADV_APPR_GBL?Page=TE_ADVANCE&Action=U&ADVANCE_ID=0000000019)

Cash Advance Approval email (2 of 2)

## Viewing Approval Errors

This section provides an overview of approval errors and discusses how to view approval errors.

## Understanding Approval Errors

When errors occur as a result of an action taken by an approver, the summary approval page initially refreshes and displays a red flag icon in the Errors column to indicate that the transaction is in error from the approval process. Approvers click the Errors tab to view error messages. PeopleSoft Expenses displays an error message for each transaction. The transaction can have multiple errors, but the first error condition that prevented the transaction from being processed is the message that PeopleSoft Expenses displays. The error conditions handled are:

- *Error in budget checking:* Indicates that a transaction has encountered an error in the budget checking process. Approvers must resolve the cause of the exception before performing another budget check.
- *Accounting date is invalid:* Indicates that the transaction's accounting date is in a closed period.
- *Approval action not allowed for your profile:* Indicates that the approver performed an approval action on the Approve Transactions pages that he or she is not authorized to use.
- *Transactions must be budget checked prior to approval:* Indicates that you must run the budget checking process before you can approve the transaction. This condition applies when an approver selects and tries to approve transactions that must be budget checked prior to approval.
- *Processing error – please contact your administrator:* Indicates that some type of programming error occurred.

## Page Used to View Approval Errors

| Page Name                     | Definition Name  | Navigation  | Usage                 |
|-------------------------------|------------------|---|-----------------------|
| Approve Transactions - Errors | EX_ALLERROR_APPR | <ul style="list-style-type: none"> <li>• Manager Self-Service, Travel and Expense Center, Approvals, Approve Transactions, Errors</li> <li>• Travel and Expenses, Approve Transactions, Approve Transactions, Errors</li> </ul> | View approval errors. |

## Viewing Approval Errors

Access the Approve Transactions - Errors page (Travel and Expenses, Approve Transactions, Approve Transactions, Errors).

OverviewExpense ReportsTime ReportsTime AdjustmentsTravel AuthorizationsCash AdvancesErrors

Search Pending Transactions

Change Sort Order

☒ Select All☐ Clear All

ApproveReviewedSend BackHoldRefresh List

Transactions to Approve

CustomizeCustomizeView AllFirst1 of 1Last

| Select                   | Error | Error Message                                 | Transaction Type | Total Amount | Unit | Name                | Employee ID | Transaction ID             |
|--------------------------|-------|---|------------------|--------------|------|---------------------|-------------|----------------------------|
| <input type="checkbox"/> |       | Approval action now allowed for your profile. | Time Report      | 24.00        |      | Schumacher, Kenneth | KU0042      | <a href="#">0000000124</a> |

☒ Select All☐ Clear All

ApproveReviewedSend BackHoldRefresh List

Comments

OverviewExpense ReportsTime ReportsTime AdjustmentsTravel AuthorizationsCash AdvancesErrors

Approve Transactions - Errors page

**Description or Transaction ID** Click the link to access one of the following pages, depending on the transaction type:

- Expense Report Summary page.
- Approve Cash Advance Report page.
- Travel Authorization Summary page.
- Time Report Summary page.

## Modifying Approved Transactions

This section lists the pages used to modify approved transactions.

**Note.** The pages used to modify approved expense transactions are the same pages used to approve the transactions.

See [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Expense Reports, page 531](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Reports, page 552](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Time Adjustments, page 557](#); [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Travel Authorizations, page 559](#) and [Chapter 23, "Managing Approvals in PeopleSoft Expenses," Approving Cash Advances, page 569](#).

## Pages Used to Modify Approved Transactions

| <i>Page Name</i>  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|---|------------------------|--|--|
| Approve Expense Report - Expense Report Summary             | TE_SHEET_LINES         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Expense Reports tab.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Approve Transactions, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Expense Reports tab.</p>             | Modify approved expense reports. Use this page to modify expense reports after they have been approved for payment, but not staged for payment or paid, unless they have a budget header status of <i>Error</i> and no accounting has been created for them. You can edit descriptive information, expense report line items, and accounting details. Only accounting and distribution fields can be modified for expense reports that are staged for payment or paid, and have a budget header status of <i>Error</i> . |
| Approve Travel Authorization - Travel Authorization Summary | TE_TAUTH_LINES         | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Travel Authorizations tab.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Approve Transactions, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Travel Authorizations tab.</p> | Modify travel authorizations after they have been approved.  |

| <b>Page Name</b>                          | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|---|------------------------|--|---|
| Approve Cash Advance Report               | TE_ADVANCE             | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Cash Advances tab.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Approve Transactions, Modify Approved Transactions</li> </ul> <p>Click the Description or Transaction ID link on the Overview or Cash Advances tab.</p>       | Modify cash advances after they have been approved for payment, but not staged for payment or paid. |
| Approve Time Report - Time Report Summary | TE_TIME_LINES          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions</li> </ul> <p>Click the Period End Date or Transaction ID link on the Overview or Time Reports tab.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Approve Transactions, Modify Approved Transactions</li> </ul> <p>Click the Period End Date or Transaction ID link on the Overview or Time Reports tab.</p> | Modify time reports after they have been approved.  |

| <b>Page Name</b>                             | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|--|------------------------|--|--|
| Approve Time Report -<br>Time Report Summary | TE_TIME_LINES          | <ul style="list-style-type: none"> <li>Manager Self-Service, Travel and Expense Center, Approvals, Modify Approved Transactions</li> </ul> <p>Click the Period End Date or Transaction ID link on the Overview or Time Adjustments tab.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Approve Transactions, Modify Approved Transactions</li> </ul> <p>Click the Period End Date or Transaction ID link on the Overview or Time Adjustments tab.</p> | Modify time adjustments after they have been approved. |

---

## Managing Workflow

This section discusses how to:

- Manage notifications.
- Reassign approvals.
- Reroute approvals

## Managing Notifications

The approval framework is responsible for sending notifications based on the definitions set up on the Approval Transaction Registry page. The "Delivered Workflows for PeopleSoft Expenses" appendix lists the notifications.

### See Also

[Appendix C, "Delivered Workflows for PeopleSoft Expenses," page 703](#)

## Reassigning Approvals

The Reassign Work feature enables administrators to move approval transactions from one approver's queue to another. This can be necessary if an approver is on leave, but has not defined an alternate approver in his or her absence. This feature can be used to reroute a transaction that was sent to the wrong approver.



- Reassignment can be done only for the transaction that is pending approval or held in the approver's queue.
- When reassigning a transaction to an approver who has already approved the transaction, the system automatically approves the transaction.
- When reassigning a transaction to an approver who is already one of the regular approvers for the transaction, the transaction appears only once for that approver.

**See Also**

Chapter 10, "Setting Up Approvals and Audit Rules," Reassigning Work for Expense Transactions, page 163

## Rerouting Approvals

You can reroute transactions to a different approver if you use the rerouting feature in the approval configuration. Rerouting is also referred to as *escalation*. A professional services organization can set escalation to occur if an approver has not performed his or her approval for a transaction within the duration specified in the transaction definition. For example, if a duration of one day is set for a project manager for time reports and a specific time report has been in the project manager's queue for a day with no action taken, the system routes the transaction to the approver designated in the transaction definition. The escalation process must be enabled and running for this to properly occur.

**See Also**

Chapter 10, "Setting Up Approvals and Audit Rules," Configuring Transaction Types for PeopleSoft Expenses, page 130

*PeopleSoft FSCM PeopleBook: Approval Framework*, "Using the Notification and Escalation Manager"



## Chapter 24

# Processing Value Added Tax Transactions in PeopleSoft Expenses

This chapter provides overviews of how to process value-added tax (VAT) transactions in PeopleSoft Expenses, and VAT calculations, and discusses how to:

- Set up VAT driver defaults for PeopleSoft Expenses.
- Enter VAT information on expense reports.

---

## Understanding How to Process VAT Transactions in PeopleSoft Expenses

PeopleSoft Expenses enables you to record and report VAT information associated with expense reports. The system loads the VAT information from expense reports into the VAT transaction table and then into the VAT reporting tables, which you use to create VAT returns and other VAT reports. Before you record and report VAT, set up your VAT environment and enable your business units for VAT. Oracle's PeopleSoft applications accommodate a number of methods to calculate VAT based on the countries where your organization is located or with which it conducts business.

Set up VAT for PeopleSoft Expenses and other PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Global Options and Reports PeopleBook*.

Set up VAT for PeopleSoft Expenses at the expense type and expense business unit levels. Both of these levels are represented by a VAT driver created by the PeopleSoft system. You can set up the VAT defaults for PeopleSoft Expenses in a central VAT location by selecting the VAT driver for expense type or expense business unit.

The global VAT default routines provide a centralized mechanism for the storage and retrieval of VAT information. PeopleSoft Expenses obtains VAT defaults by calling the global VAT default routines. The basic elements that we refer to in the VAT default routines are:

- VAT Driver: An entity for which you can define VAT defaults, such as expenses business unit and expense types.
- Driver Keys: Application-specific key fields that identify a VAT driver instance.

For example, the keys that identify the expense types VAT driver are setID and expense type. Driver keys are pulled from transactions from the VAT default routines.

- **VAT Defaults:** Fields for which the common VAT default routines supply default values. The system determines VAT defaults by:
  - Using algorithms.

Complex algorithms determine some field values, such as VAT registration country or VAT treatment.

- Using the VAT Default table.

The system obtains some VAT default fields through a hierarchy of defaults from the common VAT Defaults table. The levels in the hierarchy represent the default source and are identified by the VAT driver (such as expense type, expenses business unit, and VAT entity). This information is centralized into a single table, and the values are available through the common VAT default routines.

The following table lists the VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. No PeopleSoft Expenses drivers apply to the Services VAT Treatment Defaults:

**Note.** The VAT drivers that appear in this table include only those that apply to PeopleSoft Expenses. They appear in the order of the hierarchy that PeopleSoft Expenses uses to process defaults.

| <b>VAT Driver</b>       | <b>VAT Driver Keys</b> | <b>PeopleSoft Application</b> | <b>Country</b> | <b>State</b> | <b>Applicable to Regular VAT Defaults</b> | <b>Applicable to Services VAT Treatment Defaults</b> |
|-------------------------|------------------------|-------------------------------|----------------|--------------|---|--|
| Expense Type            | Set ID<br>Expense Type | Expenses                      | Optional       | Optional     | Yes                                       | No   |
| Expenses Business Unit  | Business Unit          | Expenses                      | Optional       | Optional     | Yes                                       | No   |
| VAT Entity Registration | VAT Entity<br>Country  | All                           | Required       | Optional     | Yes                                       | No   |
| VAT Country             | Country                | All                           | Required       | Optional     | Yes                                       | No   |

### **See Also**

*PeopleSoft Global Options and Reports 9.1 PeopleBook, "Working with VAT"*

## **Understanding VAT Calculations**

VAT calculations on expense reports occur when you:

- Click the Calculator button (frequent user) or Calculate VAT button (occasional user).

- Access the VAT Information for Expense [type] page.
- Access the VAT Accounting Detail page.
- Click the Save for Later button.

VAT is calculated for each expense line where VAT was not previously calculated.

- Click the Submit for Approval button.

VAT is calculated for each expense line where VAT was not previously calculated.

You can manually enter a VAT amount in the Override VAT Amount field if the VAT amount shown in your receipt does not match the VAT amount calculated by PeopleSoft Expenses.

Managers and auditors can access the Expense Report - VAT Information (TE\_SHEET\_VAT\_SUM) page to review a summary of VAT calculations. This page is not available when you create or edit an expense report and have not submitted it for approval.

## Examples of VAT Calculations

This table is an example of VAT calculations:

| <i>Expense Line</i> | <i>VAT Code</i> | <i>Reimbursement Amount</i> |
|---------------------|-----------------|-----------------------------|
| 1                   | 10%             | 110 EUR                     |
| 2                   | 15%             | 230 EUR                     |
| 3                   | 20%             | 300 EUR                     |

PeopleSoft Expenses always uses an *Inclusive* VAT calculation method. PeopleSoft Expenses subtracts any VAT amount calculated or entered from the reimbursement amount to obtain the VAT basis amount.

Using the expense line 2 from the previous example, you calculate the VAT basis amount as follows:

$$(\text{VAT Basis Amount}) = (\text{Reimbursement Amt}) / (1 + (\text{VAT Code} / 100))$$

$$(\text{VAT Basis Amount}) = (230 \text{ EUR}) / (1 + (15/100)) = 200 \text{ EUR}$$

If a receipt has a VAT amount of 35 EUR, enter 35 EUR in the VAT Override Amount field and click the Calculate button. The system recalculates the amounts as follows:

$$(\text{VAT Basis Amount}) = (\text{Reimbursement Amt}) - (\text{VAT Override Amount})$$

$$\text{VAT Basis Amount} = (230 \text{ EUR}) - (35 \text{ EUR}) = 195 \text{ EUR}$$

The VAT amount remains 35 EUR in this example.

The following table displays how all VAT amount fields are treated when you save for later or submit the expense report:

| <i>Expense Line</i> | <i>Reimbursement Amount</i> | <i>VAT Code</i> | <i>VAT Calculated Amount</i> | <i>VAT Override Amount</i> | <i>VAT Basis Amount</i> |
|---------------------|-----------------------------|-----------------|------------------------------|----------------------------|-------------------------|
| 1                   | 110 EUR                     | 10%             | 10                           | -                          | 100                     |
| 2                   | 230 EUR                     | 15%             | 30                           | 35                         | 195                     |
| 3                   | 300 EUR                     | 0%              | -                            | -                          | 300                     |

---

## Setting Up VAT Driver Defaults for PeopleSoft Expenses

The VAT drivers for PeopleSoft Expenses are:

- Expense Types
- Expenses Business Unit
- VAT Entity Registration
- VAT Country

This section discusses how to:

- Set up VAT driver defaults for expenses business units.
- Set up VAT driver defaults for expense types.

### **See Also**

Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Defining VAT Parameters for a Business Unit, page 23

## Pages Used to Set Up VAT Drivers for PeopleSoft Expenses

| <i>Page Name</i>  | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|---|------------------------|--|--|
| VAT Defaults Setup (VAT Driver: Expenses Business Unit) | VAT_DEFAULTS_DTL       | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup</li> <li>Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, VAT Options</li> </ul> <p>Click the VAT Default link on the Expenses Business Unit Definitions – VAT Options page.</p> | Access the VAT defaults for expenses business units. |
| VAT Defaults Setup (VAT Driver: Expense Type)           | VAT_DEFAULTS_DTL       | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup</li> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</li> </ul> <p>Click the VAT Default link on the Expense Types 1 page.</p>  | Access the VAT defaults for expense types.           |

## Setting Up VAT Driver Defaults for Expenses Business Units

Access the VAT Defaults Setup page for expenses business unit VAT Driver (Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup).

VAT Defaults Setup

VAT Driver:Expenses Business Unit

[Return to VAT Defaults Sub-Search](#)

☐ Copy Values to New Rows

Specify a value below for all the required fields, for any fields requiring an overall default at the top of the VAT Default Hierarchy, or for any fields requiring an exception to the value specified for a VAT Driver Option higher up in the VAT Default Hierarchy.

VAT Defaults

First1 of 3Last

\*GL Business Unit:FRA01FRANCE OPERATIONS

VAT Reporting Country:DEUGermany

Defaulting State:

[Copy Defaults From](#)

Default Details

First1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

VAT Control Defaults

VAT Applicable:Taxable

\*Allow Override Recovery/Rebate:Override Both Recvry/Rebate %

\*VAT Use Type:TAXTaxable Activity

\*VAT Apportionment Control:Transaction Business Unit

VAT Tolerance Amount Currency:

VAT Tolerance Amount Rate Type:

VAT Tolerance Amount:

VAT Tolerance Percentage:

☐ VAT Tolerance Amount Default = zero

☐ VAT Tolerance Percentage Default = zero

VAT Defaults Setup - VAT Driver: Expenses Business Unit page (1 of 2)

VAT Code Defaults

Taxable Goods Purchases:

Taxable Services Purchases:

VAT Transaction Type Defaults

Domestic Goods Purchases:

Domestic Services Purchases:

Exempt:FOUTFrance Hors TVA

Foreign Goods Expenses:FANFFrance Achat Notes de Frais

Foreign Services Expenses:FANFFrance Achat Notes de Frais

Out of Scope:FOUTFrance Hors TVA

VAT Defaults Setup - VAT Driver: Expenses Business Unit page (2 of 2)

The VAT Defaults Setup page is a common page used to set up VAT defaults for all Oracle's PeopleSoft products that process VAT transactions. On this page, you define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

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Setting Up VAT Driver Defaults for Expense Types

Access the VAT Defaults Setup page for expense type VAT Driver (Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup).

VAT Defaults Setup

VAT Driver:

Expense Type

[Return to VAT Defaults Sub-Search](#)

Expense Type SetID:

SHARE

CORPORATE SETID

☐ Copy Values to New Rows

Specify a value below for all the required fields, for any fields requiring an overall default at the top of the VAT Default Hierarchy, or for any fields requiring an exception to the value specified for a VAT Driver Option higher up in the VAT Default Hierarchy.

VAT Defaults

First 1 of 10 Last

\*Expense Type:

COURIER

Courier Service

VAT Reporting Country:

BEL

Belgium

Defaulting State:

[Copy Defaults From](#)

Default Details

First 1 of 1 Last

\*Effective Date:

01/01/1900

\*Status:

Active

VAT Control Defaults

VAT Applicable:

Exempt

Item VAT Recovery Rate:

100.000

☐ Item VAT Recovery Rate Default = zero

VAT Reclaim Percent:

100.000

☐ VAT Reclaim Percent Default = zero

VAT Use Type:

VAT Code Defaults

Taxable Goods Purchases:

Taxable Services Purchases:

VAT Defaults Setup - VAT Driver: Expense Type page (1 of 2)

VAT Transaction Type Defaults

Domestic Goods Purchases:

Domestic Services Purchases:

Exempt:

Foreign Goods Expenses:

Foreign Services Expenses:

Out of Scope:

VAT Defaults Setup - VAT Driver: Expense Type page (2 of 2)

The VAT Defaults Setup page is a common page used to set up VAT defaults for all Oracle's PeopleSoft products that process VAT transactions. On this page, you can define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

See *PeopleSoft Global Options and Reports 9.1 PeopleBook*, "Working with VAT."

## Entering VAT Information on Expense Reports

This section provides an overview of VAT information and discusses how to:

- Select VAT options and calculate VAT on expense reports.
- Enter VAT accounting details.

## Understanding VAT Information

After entering an expense transaction line on the Expense Report Entry page, select the VAT tab (VAT must be enabled) and then click the VAT Information button to access the VAT Information For Expense Type page. The system defaults appear the first time you access the VAT Information For Expense Type page. You can easily change values and recalculate VAT.

## Pages Used to Enter VAT Information

| Page Name                          | Definition Name   | Navigation   | Usage  |
|------------------------------------|-------------------|--|--|
| VAT Information For Expense [type] | TE_SHEET_VAT_INFO | <ul style="list-style-type: none"><li>• For frequent users, enter an expense line on the Expense Report Entry page, select the VAT tab, and then click the VAT Information link.</li><li>• For occasional users, enter an expense line on the Expense Report Entry page, click the Detail link, and then click the VAT Information link.</li></ul> | Select VAT options and calculate VAT for the expense item. |

| <i><b>Page Name</b></i> | <i><b>Definition Name</b></i> | <i><b>Navigation</b></i>   | <i><b>Usage</b></i>                    |
|-------------------------|-------------------------------|--|--|
| VAT Accounting Detail   | TE_SHEET_ACCTG_VAT            | <ul style="list-style-type: none"><li>For frequent users, enter an expense line on the Expense Report Entry page, click the Accounting Detail button on the Overview tab, click the VAT Amounts tab on the Accounting Detail page, and then click the VAT Accounting Detail button.</li><li>For occasional users, enter an expense line on the Expense Report Entry page, click the Detail link, click the Accounting Detail link, click the VAT Amounts tab, and then click the VAT Accounting Detail button.</li></ul> | View or change VAT accounting details. |

## Selecting VAT Options and Calculating VAT on Expense Reports

Access the VAT Information For Expense [type] page (enter an expense line on the Expense Report Entry page, select the VAT tab or click the Detail link, and then click the VAT Information link).

Create Expense Report

VAT Information For Expense Air Travel - 1345.78 FRF

Michael Buhler

Report ID: NEXT

VAT Entity: FRA01V

Expand All Sections

Collapse All Sections

Physical Nature

Physical Nature: Services

Change Physical Nature

Click this button if you want to change Physical Nature (to Goods or Services) and reset all VAT Defaults at this level only.

VAT Locations

Consumption Country: DEU

Consumption State:

VAT Defaults

VAT Controls

Rounding Rule: Nat Rnd

☐ No VAT Receipt

Use Type: TAX

☒ Prorate Non-Recoverable

☐ Allocate Non-Recoverable

VAT Treatments

Treatment: Foreign Service Expense

VAT Details

Applicability: Taxable

VAT Code: GE1

Tax Rate: 16.0000

Transaction Type: FANF

VAT Information For Expense [type] page (1 of 2)

Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults

Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

\*Levels: This and all lower levels

Reset All VAT Defaults

Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

VAT Calculations

|                      |             |
|----------------------|-------------|
| Basis Amount:        | 1160.16 FRF |
| Tax Rate:            | 16.0000     |
| Calculated Amount:   | 185.62 FRF  |
| Override VAT Amount: | 0.00 FRF    |
| Recorded Amount:     | 185.62 FRF  |

Recalculate

VAT Information For Expense [type] page (2 of 2)

Physical Nature

Physical Nature

Indicates whether an expense type is a good or a service. Many countries require that the sale or purchase of goods is reported separately from that of services. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.

**Change Physical Nature**

Click to override the default physical nature for this expense. The system resets all the VAT defaults.

**VAT Locations****Consumption Country**

Enter the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.

The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.

**Consumption State**

If the consumption country requires that you track VAT by state or province, enter the state, province, or geographic region within the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.

The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.

**VAT Defaults - VAT Controls****Rounding Rule**

Select the VAT rounding rule that you want to use. The initial default value comes from either the VAT entity registration or VAT country VAT driver within the VAT Defaults table. Values are:

- *Nat Rnd* (natural round): Rounds amounts normally (up or down) to the precision that is specified for the currency code. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.
- *Up*: Rounds up and limits rounding precision to one additional decimal place. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47.
- *Down*: Rounds amounts down to the precision that is specified for the currency. For example, for a currency defined with two decimal places, 157.4659 would round down to 157.46.

**Use Type**

Enter a value to categorize the use of a good or service by the tax status of the activity in which it is used—the tax status of the goods or services that is ultimately produced from those procured. VAT use is one of the main determinants in the recoverability of input VAT. The initial default value comes from the expense type or Expenses business unit VAT driver within the VAT Defaults table.

**No VAT Receipt**

Select if the employee did not submit a VAT receipt for a VAT expense item that requires one. If selected, PeopleSoft Expenses sets the recovery percentage and rebate percentage fields to zero. You can set up approval and audit rules so that expenses with VAT but without VAT receipts require approval and auditing; in many countries, you cannot claim tax credits for the VAT without a VAT receipt. By default, this check box is not selected.

**Prorate Non-Recoverable**

PeopleSoft Expenses generates an accounting line for non-recoverable VAT. Deselect this check box to charge non-recoverable VAT to the non-recoverable VAT account that is designated in the VAT code. Select this check box to charge non-recoverable VAT as an expense to ChartFields that are indicated in an expense report accounting split. The initial default value comes from the Expenses Definition - VAT Options page.

**Allocate Non-Recoverable**

This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the account and alternate account for the non-recoverable VAT accounting entry will always be obtained from the VAT accounting template associated with the VAT code.

Select this check box to allow the other, non-account ChartFields to be obtained based on the ChartField Inheritance Options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template.

Deselect this check box to allow the other, non-account ChartFields to all be obtained from the VAT accounting entry template.

The value of this check box defaults from the Expenses Definition - VAT Options page.

## VAT Defaults - VAT Treatments

### Treatment


Displays the appropriate VAT treatment value. Within PeopleSoft, VAT treatment values on the transactions lines—which come from complex algorithms—are used to apply the precise defaults that are applicable to the transaction lines. Options are:

- *Domestic Goods Purchases:* The purchase of goods where the VAT entity is registered in the consumption country.
- *Domestic Services Purchases:* The purchase of services where the VAT entity is registered in the consumption country.
- *Foreign Goods Expense:* The purchase of goods where the VAT entity is not registered in the consumption country and the Record Foreign VAT check box on the Expenses Business Unit definition is selected.
- *Foreign Service Expense:* The purchase of services where the VAT entity is not registered in the consumption country and the Record Foreign VAT check box on the Expenses Business Unit definition is selected.
- *No VAT Processing:* No VAT is processed for the expense line. The following scenarios illustrate this case:
  - The consumption country and employee base country are the same, but the Expenses business unit is not VAT-enabled.
  - The consumption country and employee base country are the same, but the VAT Entity is not registered in that country.
  - The consumption country and employee base country are not the same and the consumption country is not defined as having a VAT system.
  - The consumption country and employee base country are not the same, the Expenses business unit is not VAT-enabled, and the Record Foreign VAT check box on the Expense business unit is deselected.
  - The consumption country and employee base country are not the same, the VAT Entity is not registered in the consumption country, and the Record Foreign VAT check box on the Expense business unit is deselected.

## VAT Defaults - VAT Details

|                         |  |
|-------------------------|--|
| <b>Applicability</b>    | Displays the appropriate status for VAT applicability. Options for PeopleSoft Expenses are <i>Taxable</i> , <i>Exempt (not subject to VAT)</i> and <i>Outside (Outside of Scope of VAT)</i> . The value comes from an algorithm that uses the VAT Applicable default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT Defaults table, the treatment, and the exception type. |
| <b>VAT Code</b>         | Displays the rate at which the system calculates VAT for the expense line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT Defaults table.  |
| <b>Transaction Type</b> | Displays a code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable transaction type from the VAT default hierarchy (expense types, expenses business unit, and VAT entity registration VAT drivers) within the VAT Defaults table.  |

## VAT Defaults - Adjust/Reset VAT Defaults

|   |   |
|---|---|
| <b>Adjust Affected VAT Defaults</b>   | <p>Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT defaults on this page that affect other VAT defaults on this page are retained.</p> <p>Oracle's PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page. Since values that appear further down the page can be dependent on values that appear previously on the page, you should work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults region as needed. This action avoids updating values that you have already overridden.</p> |
|  | Click the List of fields to be selected icon to view a list of the fields whose values will be adjusted when you click the Adjust Affected VAT Defaults button.   |
| <b>Levels</b>   | <p>Before you click the Reset All VAT Defaults button, select the levels to which you want the action to apply. Options are:</p> <ul style="list-style-type: none"> <li>• <i>All lower levels only</i>: Reset the VAT defaults for the expense distribution lines.</li> <li>• <i>This and all lower levels</i>: Reset the defaults for the expense line and the expense distribution line.</li> <li>• <i>This level only</i>: Reset the defaults for the only the expense line.</li> </ul>  |



**Reset All VAT Defaults**

Click to reset VAT defaults that you overwrote to the original defaults before you saved the component. This action includes changes that you made when you clicked the Adjust Affected VAT Defaults button. The reset default values will be saved onto the expense line, the distribution line, or both levels, depending on your selection in the Level field.

---

**Note.** Reset redetermines the VAT defaults. If you changed a VAT driver field, resetting VAT defaults does not return the original default values; it resets all of the default values based on the new driver value.

---

**VAT Calculations****Basis Amount**

Displays the amount on which the VAT is calculated in the transaction currency.

**Tax Rate**

Displays the applicable VAT percentage.

**Calculated Amount**

Displays the system-calculated VAT amount in the transaction currency.

**Override VAT Amount**

Displays the manually entered VAT amount for the line when the calculated VAT amount is not equal to the VAT on the invoice being recorded; otherwise, this field is blank.

**Recorded Amount**

Displays the amount of VAT that will be recorded for this transaction in the transaction currency. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this amount will be the calculated amount.

**Recalculate**

Click to recalculate the Basis Amount, Calculated Amount, and Recorded Amount fields based on the changes made to VAT defaults. This button performs the same action as the calculate button on the expense line grid.

**Entering VAT Accounting Details**

Access the VAT Accounting Detail page (enter an expense line on the Expense Report Entry page, click the Accounting Detail button on the Overview tab, click the VAT Amounts tab on the Accounting Detail page, and then click the VAT Accounting Detail button).

Create Expense Report

VAT Accounting Detail

Michael Buhler

Report ID: NEXT

VAT Entity: FRA01V

This is the VAT accounting detail for expense type Air Travel distribution line 1 with a transaction date of 2009-08-27 in the amount of 1345.78 FRF.

Expand All Sections

Collapse All Sections

VAT Defaults

VAT Controls

Use Type: TAX

Apportionment Control: Txn BU

Recovery Source: Automatic

Rebate Source: Automatic

Reclaim Percent:

VAT Treatments

Treatment: Foreign Service Expense

VAT Details

Tax Rate: 16.0000

VAT Accounting Detail page (1 of 2)

VAT Calculations

|                   |          |                       |          |
|-------------------|----------|-----------------------|----------|
| Basis Amount:     | 1160.160 | Basis Amount Base:    | 1160.160 |
| Tax Rate:         | 16.0000  |                       |          |
| Recorded Amount:  | 185.620  | Recorded Amount Base: | 185.620  |
| Recovery Percent: | 0.00     |                       |          |
| Rebate Percent:   | 0.00     |                       |          |
| Recovery Amount:  | 0.000    | Recovery Amount Base: | 0.000    |
| Rebate Amount:    | 0.000    | Rebate Amount Base:   | 0.000    |
| Reclaim Amount:   | 0.000    | Reclaim Amount Base:  | 0.000    |

Recalculate

OK

VAT Accounting Detail page (2 of 2)

VAT Defaults - VAT Controls

Use Type

Displays the value from the VAT Information for Expense [type] page. You cannot modify this field.

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**Apportionment Control**

Displays the default value from the PeopleSoft Expenses business unit VAT driver within the VAT defaults table. Select the option to use when searching for VAT apportionment information. Values are:

- *Dist GL BU* (distribution general ledger business unit): Select for the system to use the general ledger business unit on the distribution line to search for the taxable and exempt percentages.
- *Txn BU* (transaction business unit): Select for the system to use the expenses business unit associated with the employee to search for the taxable and exempt percentages.
- *Txn GL BU* (transaction general ledger business unit): Because PeopleSoft Expenses uses the general ledger business unit, this option has the same behavior as *Txn BU*.

**Recovery Source**

Select one of the following options:

- *Automatic*: Select for the system to calculate what percentages to use. This is the initial default value.
- *Manual*: Select if you want to override the percentage calculated by the system. You can enter the percentage of VAT entered that is recoverable.

**Rebate Source**

Select one of the following values:

- *Automatic*: Select for the system to calculate what percentage to use. This is the initial default value.
- *Manual*: Select if you want to override the percentage calculated by the system. When you do, you can enter the percentage that is used to calculate the rebate.

---

**Note.** The availability of the Recovery and Rebate Source fields is dependent on the Allow Override Recovery/Rebate check box that you set on the expenses business unit VAT driver in the VAT Defaults table.

For *Automatic*, the system-calculated percentages are based on the VAT use type or VAT apportionment for the ChartFields on the distribution line.

---

**Reclaim Percent**

When the expense line has a foreign VAT treatment, you can specify a VAT reclaim percent. VAT recovery and VAT rebate are not available for foreign VAT treatments, and you cannot modify those fields.

**VAT Treatments**

This section displays the VAT treatment, which is provided by default from the VAT Information For Expense [type] page.

**VAT Calculations**

|                             |  |
|-----------------------------|--|
| <b>Basis Amount</b>         | Displays the amount on which the VAT is calculated in the employee business unit's base currency.  |
| <b>Basis Amount Base</b>    | Displays the amount on which the VAT is calculated in the base currency for the business unit entered in the distribution line.  |
| <b>Tax Rate</b>             | Displays the applicable VAT percentage.  |
| <b>Recorded Amount</b>      | Displays the amount of VAT that will be recorded for this transaction in the employee business unit's base currency. If the calculated VAT amount has been overridden, this will be the entered override; otherwise, this amount will be the calculated VAT amount.  |
| <b>Recorded Amount Base</b> | Displays the amount of VAT that will be recorded for this transaction in the base currency for the business unit entered in the distribution line. If the calculated VAT amount has been overridden, this amount will be the entered override VAT amount; otherwise, it will be the calculated VAT amount. |
| <b>Recovery Percent</b>     | Indicates the rate used to recover domestic VAT.   |
| <b>Rebate Percent</b>       | Indicates the rate used to calculate the rebate amount.  |
| <b>Recovery Amount</b>      | VAT recovery amount calculated by the system based on the VAT recovery percentage.   |
| <b>Recovery Amount Base</b> | VAT recovery amount in the base currency for the business unit entered in the distribution line.   |
| <b>Rebate Amount</b>        | The calculated rebate amount expressed in the employee business unit's base currency.  |
| <b>Rebate Amount Base</b>   | The calculated rebate amount expressed in the base currency for the business unit entered in the distribution line.  |
| <b>Reclaim Amount</b>       | The calculated reclaim amount expressed in the employee business unit's base currency.   |
| <b>Reclaim Amount Base</b>  | The calculated reclaim amount expressed in the base currency for the business unit entered in the distribution line.   |
| <b>Recalculate</b>          | Click to recalculate the recovery, rebate, and reclaim amounts.  |

## Chapter 25

# Using Per Diems in PeopleSoft Expenses

This chapter provides an overview of per diem processing in PeopleSoft Expenses and discusses how to:

- Set up PeopleSoft Expenses for per diem processing.
- User per diem processing in PeopleSoft Expenses.

---

## Understanding Per Diem Processing in PeopleSoft Expenses

Per Diem means the *daily* amount authorized to be spent in one day by an employee.

Expense amount default settings and controls are defined by location in conjunction with expense type. The Expense Location and Expense Types pages must be set up appropriately to have the amount defaulting and controls.

---

## Setting up PeopleSoft Expenses for Per Diem Processing

This section discusses how to set up PeopleSoft Expenses for Per Diem Processing.

### Pages Used to Set Up PeopleSoft Expenses for Per Diem Processing

| <i>Page Name</i>                | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>  |
|---------------------------------|------------------------|---|---|
| Installation Options - Expenses | INSTALLATION_EX        | Set Up Financials/Supply Chain, Install, Installation Options, Expenses | To use overage accounting for amounts exceeding per diem amounts, select Allow Overage Accounting |

| <b>Page Name</b>        | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>   |
|-------------------------|------------------------|--|--|
| Expense Types 1         | EX_EXPENSE_TYPES1      | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Accounting Data, Expense Type</li> </ul>                          | Define usage and requirements for an expense type.   |
| Expense Types 2         | EX_EXPENSE_TYPES2      | <p>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</p> <p>Click the Expense Types 2 tab on the Expense Types 1 page.</p>   | <p>Define accounting distribution defaults for the expense type's billing codes.</p> <p>Also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage/unallowable amount can be booked to a different account.</p> |
| Expense Types 3         | EX_EXPENSE_TYPES3      | <p>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</p> <p>Click the Expense Types 3 tab on the Expense Types 1 or Expense Types 2 page.</p>  | Define parameters for per diems, preferred merchants, or both.   |
| Expense Location Amount | EX_LOC_AMOUNT          | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Amount</li> </ul> | Establish spending limits for business travel in a particular location.  |

| <b>Page Name</b> | <b>Definition Name</b> | <b>Navigation</b>   | <b>Usage</b>  |
|------------------|------------------------|---|---|
| Per Diem Range   | EX_PER_DIEM_RANGE      | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Range</li> <li>Click the Per Diem Range Setup link on the Per Diem Amount page.</li> </ul>   | Allows organizations to set up hourly or daily ranges to define per diem reimbursement percentages. |
| Per Diem Amount  | EX_PER_DIEM_AMT        | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Amount</li> <li>Click the Per Diem Amount Setup link on the Per Diem Range page.</li> </ul> | Sets the amount that an employee is reimbursed within a per diem range.                             |

## Setting Up PeopleSoft Expenses for Per Diem Processing

To set up PeopleSoft Expenses to perform per diem processing:

1. If you allow employees to override the per diem amount to enter an amount greater than the allowed amount, select the Allow Overage Accounting option on the Installation Options - Expenses page. This setting enables PeopleSoft Expenses to record amounts exceeding a specified per diem amount to a different accounting line. When you set up an expense type, you can select a billing code parameter called *Overage* for that expense type.

Selecting this option activates the Overage column on the Expense Types – Expense Types 2 page, which allows you to charge a different account for the amount spent over the per diem.

2. Select Location in the Required Fields group box on the Expense Types – Expense Types 1 page to require employees to enter the location where charges occurred for the expense type.

See [Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Defining Expense Type Usage and Requirements, page 81.](#)

3. Select Per Diem or Per Diem Lodging in the Expense Type Edit group box on the Expense Types – Expense Types 1 page.

Select Per Diem to prompt for input of times that include the start and end of the business day. This activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a vendor or lodging establishment, provides. PeopleSoft Expenses can then deduct the appropriate amount from the per diem for that day.

Select Per Diem Lodging to indicate lodging where an employee stays with a family or a friend while on a business trip.

See [Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Defining Expense Type Usage and Requirements, page 81.](#)

4. Select Overage on the Expense Types – Expense Types 2 page to book amounts exceeding a per diem amount to a different set of ChartFields.

See [Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Defining Accounting Distribution Defaults, page 84.](#)

5. Set up per diem deductions on the Expense Types – Expense Types 3 page.

See [Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Defining Per Diem and Merchant Parameters, page 86.](#)

6. Set up amounts for locations that are subject to per diem processing on the Expense Location Amount page using the per diem expense type as a key.

See [Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Expense Locations and Amounts, page 96.](#)

7. Set up hourly or daily ranges to define per diem reimbursement percentages on the Per Diem Range page.

See [Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Per Diems, page 100.](#)

8. Set up amounts that employees are reimbursed within a per diem range on the Per Diem Amount page .

See [Chapter 8, "Defining Location and Rates for PeopleSoft Expenses," Setting Up Per Diems, page 100.](#)

---

## Using Per Diem Processing in PeopleSoft Expenses

When you create an expense report, you use the per diem expense type that you defined in Step 3 and use a location that you defined in Step 6. This brings the Per Diem defaults into the expense report when you select Retrieve Per Diem Amount.

---

**Note.** An employee will still be able to enter an amount over the per diem amount defined if the option to override per diem is enabled for the business unit; however, the employee needs to provide an explanation for the overage. The per diem amounts are available as defaults only and the limit is not strictly enforced.

---



## Chapter 26

# Running Expense Transaction Processes

This chapter provides an overview of running expense transaction processes and discusses how to select parameters and business units.

---

## Understanding Running Expense Transaction Processes

Several functions in PeopleSoft Expenses require running processes that move data, change a record, or perform an intermediate step in processing expenses. You initiate many of these processes on the Expense Processes page.

---

**Warning!** Do not run the Stage Payments and the Unstage Payments processes in the same run control. Do not run the Stage Time to Project Costing and Publish Elapsed Time processes in the same run control. These combinations prevent staging.

If the stage, unstage, post liabilities, or post payment process abends during the process, you must restart the abended instance from the Process Scheduler.

---

**Warning!** Do not run the payment staging process concurrently with the budget checking process to ensure that the system does not select the same transaction for both processes.

---

**Warning!** When you run the Stage Payments and Post Liabilities processes, do not change the Accounting Entry Template. Specifically, do not populate the Accounting Entry Template with ChartFields that are already populated for employee-generated expense distributions.

---

### See Also

*PeopleTools PeopleBook: Application Engine*

---

## Selecting Parameters and Business Units

This section discusses how to:

- Select expense process parameters.
- Select business units for processes.

## Pages Used to Run Expense Transaction Processes

| Page Name               | Definition Name | Navigation   | Usage   |
|-------------------------|-----------------|--|---|
| Expense Processes       | RUN_EXTRNPRC    | Travel and Expenses, Process Expenses, Expense Processing, Expense Processes       | Run jobs that are integral to the expense process. The Process Scheduler runs the EX_TRAN_PRCS process, which drives other programs, depending on the options selected. |
| Selected Business Units | RUN_EXTRNPRC_BU | Travel and Expenses, Process Expenses, Expense Processing, Selected Business Units | Specify business units for expense processing.  |

## Selecting Expense Process Parameters

Access the Expense Processes page (Travel and Expenses, Process Expenses, Expense Processing, Expense Processes).

Expense Processes | Selected Business Units

Run Control ID: 1      [Report Manager](#) [Process Monitor](#) [Run](#)

[Select All](#) [Deselect All](#) [Refresh](#)

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts.      [Transfer To Pay Cycle Process](#)

| Process Request Parameters                     |                 |               |          |
|--|-----------------|---------------|----------|
|  | Expense Reports | Cash Advances | Payments |
| <input type="checkbox"/> Stage Payments        | 0               | 0             | 0        |
| <input type="checkbox"/> Publish to Payroll    |                 |               | 0        |
| <input type="checkbox"/> Post Liabilities      | 0               | 0             |          |
| <input type="checkbox"/> Post Payments         | 0               | 0             |          |
| <input type="checkbox"/> Unpost Expense Report | 0               |               |          |
| <input type="checkbox"/> Cancel Payments       |                 |               | 0        |
| <input type="checkbox"/> Close Liability       | 0               | 0             |          |

**Time Reports**

☐ Stage Time to Project Costing or ☐ Publish Elapsed Time      0

**Reconciliations**

☐ Advance Reconciliation      0

☐ Airline Ticket Reconciliation      0

**Payments**

☐ Unstage Payments      0

☐ Update Paid Statuses      0

Expense Processes page

### Refresh

Click to redisplay the Expense Processes page and update the number of expense reports, cash advances, payments, time reports, reconciliations, and payments that await processing. Save a new run control before clicking Refresh to update the transaction counts.

**Transfer to Pay Cycle Process** Click to access the Pay Cycle Manager in PeopleSoft Payables.

|                              |  |
|------------------------------|--|
| <b>Stage Payments</b>        | Select to move expense transaction data into staging tables for payables or payroll processing.  |
| <b>Publish to Payroll</b>    | Select to trigger an application message that publishes expense data to your payroll system for employee reimbursement.  |
| <b>Post Liabilities</b>      | <p>Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post liabilities. The Post Liabilities process generates accounting entries for expense reports, cash advances, and reconciled cash advances.</p> <p>The system adds accounting entries for expenses and for cash advances that you reconciled on the Cash Advance Reconciliation page.</p> <p>OR: The system adds accounting entries for expenses and reconciled cash advances.</p>   |
| <b>Post Payments</b>         | Select to create rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post payments.  |
| <b>Unpost Expense Report</b> | Select to reverse accounting liability entries for expense reports that are marked for unposting. You can edit and resubmit unposted expense reports.  |
| <b>Cancel Payments</b>       | <p>Select to reverse accounting entries for payments that you canceled in PeopleSoft Payables.</p> <hr/> <p><b>Note.</b> If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.</p> <p>If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in Expenses will not perform the close liability step.</p> <hr/> <p>See <i>PeopleSoft Payables 9.1 PeopleBook</i>, "Additional Processing Options."</p> |
| <b>Close Liability</b>       | Select to reverse liability entries for cash advances and expense reports that are marked for closure.   |

|   |  |
|---|--|
| <b>Stage Time to Project Costing</b><br>(Stage Time and Expense to Project Costing) | <p>Select to run the EX_PC_TM_STG process to move time report data to staging tables for processing by PeopleSoft Project Costing.</p> <p>If PeopleSoft Project Costing is installed and you selected the Enable One Step Staging check box in the Installation Options - Expenses page, the EX_PC_TM_STG process automatically calls the PC_EX_TO_PC process. If you have not selected the Enable One Step Staging check box, you must manually run the PC_EX_TO_PC process after the EX_PC_TM_STG process completes.</p> <hr/> <p><b>Note.</b> To use the one-step staging process, use the EX_TO_PC run control ID that PeopleSoft Expenses delivers. A corresponding run control ID also exists in the PeopleSoft Project Costing Cost Collection process. The one-step staging process runs properly only if matching run control IDs exist in both PeopleSoft Expenses and PeopleSoft Project Costing.</p> <hr/> |
| <b>Publish Elapsed Time</b>   | Select to trigger an application message that publishes elapsed time reporting data to PeopleSoft Time and Labor for billing purposes.   |
| <b>Advance Reconciliation</b>   | Select to update expense tables to indicate that cash advances are reconciled against corresponding expense reports.   |
| <b>Airline Ticket Reconciliation</b>  | Select to update expense tables to indicate that airline tickets reconciled against expense reports.   |
| <b>Unstage Payments</b>   | Select to move expense transaction data out of staging tables that have not been selected by the payables or payroll systems.  |
| <b>Update Paid Statuses</b>   | <p>Select to change the status of cash advances or expense reports to <i>Paid</i>. Run this process to mark transactions as <i>Paid</i> prior to posting payments without generating accounting lines.</p> <hr/> <p><b>Note.</b> Posting payments also changes the status of cash advances or expense reports to <i>Paid</i>.</p> <hr/>  |

## Selecting Business Units for Processes

Access the Selected Business Units page (Travel and Expenses, Process Expenses, Expense Processing, Selected Business Units).

Expense Processes

Selected Business Units

Run Control ID: 1

Report Manager

Process Monitor

Run

Select Business Units

☐ All Business Units

or

Selected Business Units

CustomizeFind1 of 1FirstLast

|   | Business Unit | Description        |   |   |
|---|---------------|--------------------|---|---|
| 1 | BLG01         | BELGIUM OPERATIONS | + | - |

Selected Business Units page

Select All Business Units or a specific business unit to process, as defined on the Expense Processes page. Add or delete rows to create a list of business units for processing.



## Chapter 27

# Processing Expense Payments

This chapter provides an overview of expense payments and discusses how to:

- Stage payments.
- Unstage payments.
- Review payments.
- Cancel payments.

---

## Understanding Expense Payments

After expense reports or cash advances have undergone final approval, PeopleSoft Expenses converts their detail lines into data used to generate payments. The process begins by staging and reviewing payments in your expense system, and completes when your payables system creates the actual payments. An individual employee payment can encompass multiple cash advances and expense reports. The amount you pay a vendor can encompass multiple transactions from multiple expense reports submitted by various employees.

## Common Elements Used in This Chapter

|   |   |
|---|---|
| <b>Bank Code, Bank Account, or Payment Method</b> | If you use PeopleSoft Payables, these fields must match the bank and payment method criteria you set up for Pay Cycle Manager.  |
| <b>On Hold or Hold Payment</b>                    | Select if you wish to delay paying an employee or vendor. You can hold all payments for an employee or vendor by going to the employee or vendor profile pages. You can also hold individual payments using the Cash Advance Payments, Expense Sheet Payments or Vendor Payments pages. |

---

## Staging Payments

The first step to set up payments is to execute a staging process that selects payments with a status of *Approved for Payment*. The staging process will not select employee payments if, in the employee's profile, the Hold Payment check box is selected on the Employee Profile - Bank Accounts page.

Select the Stage Payments check box on the Expense Processes page and run the Application Engine process to load approved payments into the cash advance staging table (EX\_ADVANCE\_PYMNT) or the expense report staging table (EX\_SHEET\_PYMNT). After staging a payment, you have one other opportunity to place a payment on hold during the review process.

Both accounts payable and payroll are staged using the staging payment process. If you select to reimburse using accounts payable, the payables pay cycle picks the data up from these staging tables. If you select reimbursement using your payroll system, we publish this request through the Publish to Payroll Application Engine process.

---

## Unstaging Payments

For all previously staged payments that have not been selected for payment (pymnt\_select\_status = N), unstage payments will reset the *Approved for Payment* flag and changes the header and lines status back to APY (Approved for Payment). It then inserts a row on a new table for Unstaging (so that the staging process picks these up in subsequent runs) and then deletes the row from EX\_SHEET\_PYMNT or EX\_ADVANCE\_PYMNT. When the Staging process runs, it picks up these unstaged payments and restages them with current information.

---

## Reviewing Staged Payments

After staging payments, you can review any expense report, cash advance, or vendor payments that are ready for your payables system. Before you actually create payments, you have the opportunity to modify bank information or place payments on hold. PeopleSoft Expenses unstages rows that have not been selected by your accounts payable or payroll system for payment and reinsert the rows with the latest bank account (payment) information. If you hold payments here, they will not get selected for payment until the next Stage Payments Process is run.

This section discusses how to:

- Review cash advance payments.
- Review expense report payments.
- Review vendor payments.

## Pages Used to Review Staged Payments

| <i>Page Name</i>      | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>  |
|-----------------------|------------------------|--|---|
| Cash Advance Payments | EX_STG_EMP_ADVANCE     | Travel and Expenses, Process Expenses, Update Staged Payments, Cash Advance Payments | Review cash advance payment totals staged for an individual employee, modify bank information, or place a cash advance payment on hold. |



| Page Name               | Definition Name    | Navigation   | Usage   |
|-------------------------|--------------------|--|---|
| Expense Report Payments | EX_STG_EMP_REIMB   | Travel and Expenses, Process Expenses, Update Staged Payments, Expense Report Payments | Review expense report payments staged for an individual employee, modify bank information, or place an expense report payment to an employee on hold. |
| Vendor Payments         | EX_STG_VND_PAYMENT | Travel and Expenses, Process Expenses, Update Staged Payments, Vendor Payments         | Review payments staged for an individual vendor, modify bank information, or place a payment to a vendor on hold.                                     |

## Reviewing Staged Cash Advance Payments

Access the Cash Advance Payments page (Travel and Expenses, Process Expenses, Update Staged Payments, Cash Advance Payments).

**Cash Advance Payments**

Schumacher, Kenneth
ID: KU0042

**Bank Information**

\*Bank Code: USBNK USA BANK  
\*Bank Account: CHCK USBNK CHECKING ACCT  
\*Payment Method: CHK System Check

**View Cash Advance Report**
Customize | Find | First 1-3 of 3 Last

| Advance ID                 | Amount      | Hold Payment             |
|----------------------------|-------------|--------------------------|
| <a href="#">0000000005</a> | 1000.00 USD | <input type="checkbox"/> |
| <a href="#">0000000006</a> | 300.00 USD  | <input type="checkbox"/> |
| <a href="#">0000000011</a> | 300.00 USD  | <input type="checkbox"/> |

Payment Total: 1600.00 USD

Cash Advance Payments page

**Advance ID**

Click on the link to access the View Cash Advance Report page.

## Reviewing Staged Expense Report Payments

Access the Expense Report Payments page (Travel and Expenses, Process Expenses, Update Staged Payments, Expense Report Payments).

## Expense Report Payments

Schumacher, Kenneth ID: KU0042

Bank Information

\*Bank Code:  USA BANK

\*Bank Account:  USBNK CHECKING ACCT

\*Payment Method:  System Check

| Expense Report Detail      |                     |     |                          | Customize   Find   First 1-8 of 8 Last |
|----------------------------|---------------------|-----|--------------------------|--|
| Report ID                  | Reimbursable Amount |     | Hold Payment             |  |
| <a href="#">0000000051</a> | 1523.77             | USD | <input type="checkbox"/> |  |
| <a href="#">0000000052</a> | 72.00               | USD | <input type="checkbox"/> |  |
| <a href="#">0000000064</a> | 72.00               | USD | <input type="checkbox"/> |  |
| <a href="#">0000000070</a> | 1523.77             | USD | <input type="checkbox"/> |  |
| <a href="#">0000000083</a> | 200.00              | USD | <input type="checkbox"/> |  |
| <a href="#">0000000084</a> | 30.00               | USD | <input type="checkbox"/> |  |
| <a href="#">0000000086</a> | 170.00              | USD | <input type="checkbox"/> |  |
| <a href="#">0000000094</a> | 29.25               | USD | <input type="checkbox"/> |  |

**Payment Total:** 3620.79 USD

Expense Report Payments page

### Report ID

Click on the link to view the View Expense Report - Expense Report Detail page.

See [Chapter 17, "Preparing Expense Reports," Entering Expense Report Information and Transaction Lines, page 345.](#)

## Canceling Payments

If you use PeopleSoft Payables to cancel a payment, the system updates payment tables so that the correct accounting entries can occur. PeopleSoft Expenses delivers processes that accommodate the various cancel actions that are available in the PeopleSoft Payables system. PeopleSoft Expenses generates the correct accounting entries associated with cancelling the payment based upon the action selected for the cancel.

### See Also

*PeopleSoft Payables 9.1 PeopleBook*, "Using Additional Payment Processing Options," Canceling Individual Payments

## Page Used to Cancel Payments

| Page Name         | Definition Name | Navigation  | Usage                                 |
|-------------------|-----------------|---|---------------------------------------|
| Expense Processes | RUN_EXTRNPRC    | Travel and Expenses,<br>Process Expenses, Expense<br>Processing | Select options to cancel<br>payments. |

## Canceling Expense Payments

Access the Expense Processes page (Travel and Expenses, Process Expenses, Expense Processing).

| Process Request Parameters                     |                 |               |          |  |              |
|--|-----------------|---------------|----------|--|--------------|
|  | Expense Reports | Cash Advances | Payments |  | Time Reports |
| <input type="checkbox"/> Stage Payments        | 0               | 0             | 0        | <input type="checkbox"/> Stage Time to Project Costing<br>or | 0            |
| <input type="checkbox"/> Publish to Payroll    |                 |               | 0        | <input type="checkbox"/> Publish Elapsed Time                |              |
| <input type="checkbox"/> Post Liabilities      | 0               | 0             |          | <input type="checkbox"/> Advance Reconciliation              | 0            |
| <input type="checkbox"/> Post Payments         | 0               | 0             |          | <input type="checkbox"/> Airline Ticket Reconciliation       | 0            |
| <input type="checkbox"/> Unpost Expense Report | 0               |               |          | <input type="checkbox"/> Unstage Payments                    | 0            |
| <input type="checkbox"/> Cancel Payments       |                 |               | 0        | <input type="checkbox"/> Update Paid Statuses                | 0            |
| <input type="checkbox"/> Close Liability       | 0               | 0             |          |  |              |

Expense Processes page

### Cancel Payments

Reverses accounting entries for payments that you canceled in PeopleSoft Payables.

**Note.** If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.

If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses will not perform the close liability step.

See *PeopleSoft Payables 9.1 PeopleBook*, "Using Additional Payment Processing Options," Canceling Individual Payments.



## Chapter 28

# Posting Expense Transactions

This chapter provides an overview of posting expense transactions and discusses how to:

- Post liabilities.
- Post payments.

---

## Understanding Posting Expense Transactions

As expense reports and cash advances go through the approval and payment stages, you need to post the expense transactions. PeopleSoft Expenses delivers posting mechanisms that adapt to the accounting practices and business operations of your organization. The predefined processes prepare liabilities and payments for final posting in your general ledger system.

### **See Also**

Chapter 26, "Running Expense Transaction Processes," page 609

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## Posting Liabilities

This section provides an overview of posting liabilities and discusses how to:

- Post expense report liabilities.
- Post cash advance liabilities that generate payments.
- Post cash advance liabilities that do not generate payments.
- Post reconciled cash advance accounting entries.

## Understanding Posting Liabilities

The Post Liabilities process creates the accounting lines for expense transactions that are used to generate journals for posting to PeopleSoft General Ledger. This process uses defaults defined during implementation to generate balanced accounting entries for the appropriate accounting period in the general ledger. The Post Liabilities and Unpost Expense Report processes use the EXACCRUAL Journal Template defined in the Expenses Definition – Business Unit 2 tab for the PeopleSoft Expenses business unit definition. To post liabilities to the general ledger, navigate to the Expense Processes page and select the Post Liabilities check box. The Application Engine process populates the EX\_ACCTG\_LINE table with data staged for posting to the general ledger.

---

**Note.** If you use PeopleSoft Commitment Control, all transactions must have a valid budget status to be eligible for the Post Liabilities process.

---

### See Also

Chapter 21, "Using Commitment Control with PeopleSoft Expenses," page 433

## Posting Expense Report Liabilities

When posting expense report liabilities, the system debits actual expenses to the ChartFields you designate on the Expense Report - Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post airfare and hotel expenses:

| <i>Debit</i> |         | <i>Credit</i>    |           |
|--------------|---------|------------------|-----------|
| Airfare      | 450 USD |                  |           |
| Hotel        | 100 USD |                  |           |
|              |         | Expenses Accrual | (550) USD |

## Posting Cash Advance Liabilities That Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account. You specify both accounts in the accounting entry template.

For example, here are the results if you post a cash advance that generates a payment:

| <i>Debit</i>      |         | <i>Credit</i>    |           |
|-------------------|---------|------------------|-----------|
| Employee Advances | 500 USD |                  |           |
|                   |         | Expenses Accrual | (500) USD |

## Posting Cash Advance Liabilities That Do Not Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that does not generate a payment, the system debits the advance to the Employee Advances account designated in the accounting entry template. The expense system then creates an offsetting credit to the ChartFields that were selected when the cash advance source was created.

For example, here are the results if you post a cash advance that does not generate a payment:

| <i>Debit</i>      |         | <i>Credit</i>             |           |
|-------------------|---------|---------------------------|-----------|
| Employee Advances | 500 USD |                           |           |
|                   |         | Traveler's Checks Payable | (500) USD |

## Posting Reconciled Cash Advance Accounting Entries

The Post Liabilities process generates new accounting entries when an employee pays an outstanding cash advance balance:

| <i>Debit</i>            |         | <i>Credit</i> |           |
|-------------------------|---------|---------------|-----------|
| Reconciled Cash Advance | 500 USD |               |           |
|                         |         | System check  | (500) USD |

---

## Posting Payments

The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the general ledger. To post payments, navigate to the Expense Processes page and select the Post Payments check box. The Application Engine process populates the EX\_ACCTG\_LINE table with data staged for posting to the general ledger.

In posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post expense payments:

| <i>Debit</i>     |         | <i>Credit</i> |           |
|------------------|---------|---------------|-----------|
| Expenses Accrual | 550 USD |               |           |
|                  |         | Cash          | (550) USD |



## Chapter 29

# Managing Period End Accruals for PeopleSoft Expenses

This chapter provides an overview of period end accrual processing for PeopleSoft Expenses and discusses how to:

- Set up period end accruals.
- Process period end accruals for PeopleSoft Expenses.
- View accounting entries from the Period End Accrual process.
- Delete accruals for PeopleSoft Expenses.

---

## Understanding Period End Accrual Processing for PeopleSoft Expenses

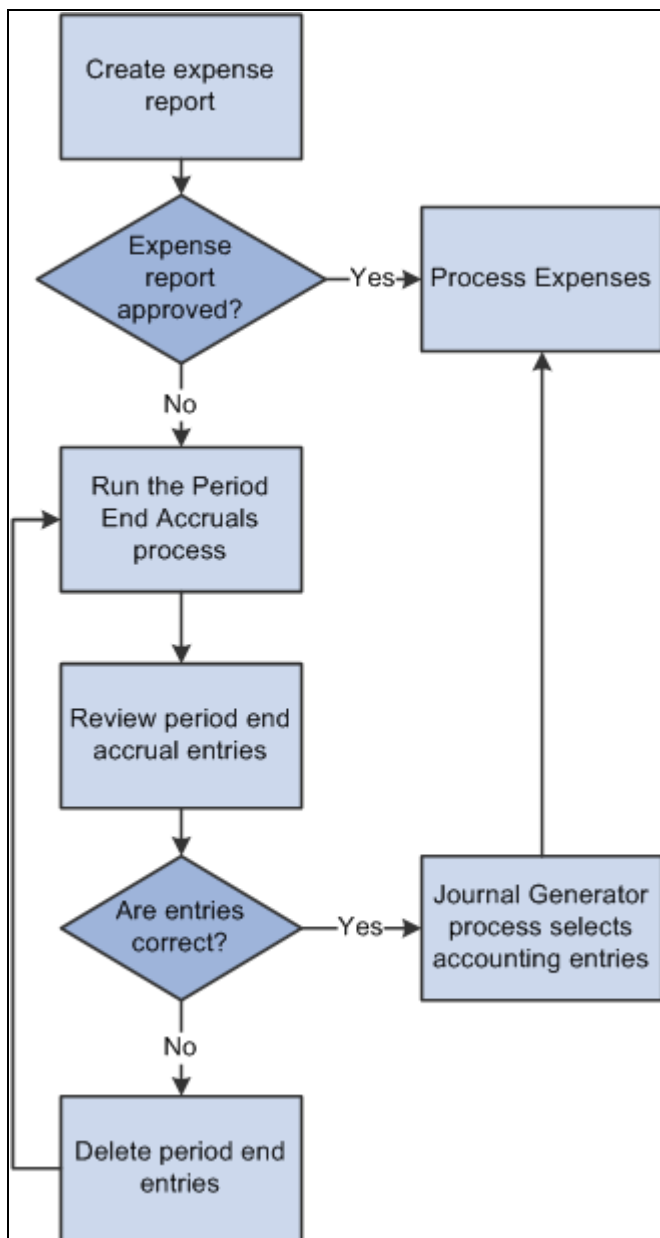
The Period End Accrual (PE\_ACCRUAL) process enables you to accrue for liabilities that have not been fully processed. This enables you to post a liability to the general ledger and to account for expenses in the next fiscal period.

The transactions that can be accrued at period end are:

- Expense transactions that match the criteria defined on the Period End Accrual Options - Document page.
- My Wallet transactions that are not attached to an expense report.

Commitment Control is supported if you elect to implement commitment control on period end accruals. However, Commitment Control does not support My Wallet transactions.

This diagram illustrates the process of creating an expense report to processing entries through the journal generator.



The Period End Accrual process

The first step in the process is to create an expense report. If the expense report is approved, it is ready to be processed to the general ledger. If the expense report is not approved, it can be processed through the Period End Accrual process.

The run control page of the Period End Accrual process enables you to review the period end accrual entries. You can remove entries from the process or initiate the process.

The accounting entries that result from the Period End Accrual process can be reviewed by a user. If the user determines that the accounting entry was created in error, he or she can delete the entry. If the user determines that the accounting entry is correct, the Journal Generator selects the entry and the entry is ready to be posted to the general ledger.

The Period End Accrual Inquiry page enables you to view and inquire on existing accruals.

When creating accrual entries for expense transactions that have not been processed, you need to understand the implications of creating a period end accrual entry and processing the expense transaction through normal posting in the same period. Oracle recommends that you run all month end processes for Expenses before running period end accrual processing so that liabilities are not duplicated.

### ***The Period End Accrual Process***

The Period End Accrual process is an application engine batch process that creates an accrual journal entry and its corresponding reversal journal entry. The Period End Accrual process selects expense reports that match the criteria defined on the Period End Accrual Options - Document page or My Wallet transactions that are not added to an expense report and that meet the criteria selected on the run control page. The transaction status that is eligible for accrual processing is determined on the Period End Options component for the transaction type.

The Period End Accrual process run control page provides a secondary review page where you can view the transaction counts that are selected for accrual processing prior to running the process. This page specifies whether any error or warning conditions exist for the business units selected.

The accruals process does not delete any existing accruals in the same period. The Delete Accruals component enables you to delete any accruals that are incorrectly generated.

### ***Period End Accrual Accounting Type and Templates***

The Expenses Period End Accruals (EXB) account type is used to distinguish the period end accrual entry from other accrual entries.

The EX\_PACCRUE template determines the accounting rules for the entry that is created during the Period End Accrual process.

### ***Commitment Control Entries for Accruals***

If budget checking is enabled, create the expense and encumbrance reversal entries as needed. Note these high-level rules:

- If the expense sheet is created from a travel authorization and the expense sheet is not budget checked, encumbrance reversal entries are created that are budget checked and the encumbrance budget is relieved.

The encumbrance entry ChartField information is inherited from the travel authorization.

- If the expense sheet is created from a travel authorization and the expense sheet is budget checked, commitment control expense and encumbrance entries are not created.
- If the expense sheet is not created from a travel authorization and the expense sheet is budget checked, commitment control expense entries are not created.
- If the expense sheet is not created from a travel authorization and the expense sheet is not budget checked, commitment control expense and expense reversal entries are created.

If commitment control entries are created during the accrual process, the encumbrances may get double counted. Consider this scenario:

1. An expense report is created from a travel authorization.

The travel authorization was previously budget checked and the encumbrance was created.

2. The expense report is not budget checked.

Therefore, the encumbrance is not relieved and actuals are not posted.

3. The Period End Accrual process is defined to select expense reports that have not been budget checked and to create commitment control entries.

When the Period End Accrual process runs, encumbrance relief entries are created in the accounting line table with the ENR distribution type.

4. When the budget processor runs and you indicate to select all transaction types, the encumbrance relief is created twice, once from the entry in the accounting line table and once from the expense report.

The entries that are created from the Period End Accrual process are reversed in the next period, but the budget may be incorrect for a period of time.

## Example - Expense Report Transactions

Expense reports are candidates for the accrual process if they have a status that matches the criteria defined on the Period End Accrual Options - Document page. Expenses that are identified as a personal expense are not included. Sales Tax and value-added tax (VAT) are not calculated.

Commitment Control is supported for expense sheet accruals if the Enable Commitment Control for Accruals option is selected on the Expenses - Business Unit 1 page.

This table illustrates a basic scenario for an expense report transaction that has two lines. Budget checking is not considered for this basic scenario.

| <i><b>Document ID</b></i> | <i><b>Document Type</b></i> | <i><b>Line Number</b></i> | <i><b>Distribution Account Type</b></i> | <i><b>Accounting Period</b></i> | <i><b>Amount</b></i> | <i><b>Account</b></i> | <i><b>Department</b></i> |
|---------------------------|-----------------------------|---------------------------|---|---------------------------------|----------------------|-----------------------|--------------------------|
| 0000000040                | Expense Sheet Accrual       | 1                         | DST – Expense Distribution              | 5                               | 1500.00              | 650080                | 1100                     |
| 0000000040                | Expense Sheet Accrual       | 1                         | EXB - Expense Advance Accrual           | 5                               | -1500.00             | 207100                | 1100                     |
| 0000000040                | Expense Sheet Accrual       | 2                         | DST – Expense Distribution              | 5                               | 1500.00              | 650100                | 1100                     |
| 0000000040                | Expense Sheet Accrual       | 2                         | EXB - Expense Advance Accrual           | 5                               | -1500.00             | 207100                | 1100                     |

This table illustrates the reversal entries for the expense sheet with two lines:

| <b>Document ID</b> | <b>Document Type</b>  | <b>Line Number</b> | <b>Distribution Account Type</b> | <b>Accounting Period</b> | <b>Amount</b> | <b>Account</b> | <b>Department</b> |
|--------------------|-----------------------|--------------------|----------------------------------|--------------------------|---------------|----------------|-------------------|
| 0000000040         | Expense Sheet Accrual | 1                  | DST – Expense Distribution       | 6                        | –1500.00      | 650080         | 1100              |
| 0000000040         | Expense Sheet Accrual | 1                  | EXB - Expense Advance Accrual    | 6                        | 1500.00       | 207100         | 1100              |
| 0000000040         | Expense Sheet Accrual | 2                  | DST – Expense Distribution       | 6                        | –1500.00      | 650100         | 1100              |
| 0000000040         | Expense Sheet Accrual | 2                  | EXB - Expense Advance Accrual    | 6                        | 1500.00       | 207100         | 1100              |

## Example - My Wallet Transactions

My Wallet transactions are accrued if they have the status of Expense, ATM Advance, or Credit and are not selected on an existing expense report. My Wallet transactions do not have accounting information on the document; therefore, accounting information is created during the accrual process. Creating the accounting entries follows the same logic as expense report transactions. The expense type of the MyWallet transaction determines the ChartField information on the expense entry.

Commitment Control is not supported for My Wallet accruals.

This table illustrates a basic scenario for a My Wallet transaction:

| <b>Document ID</b> | <b>Document Type</b> | <b>Line Number</b> | <b>Distribution Account Type</b> | <b>Accounting Period</b> | <b>Monetary Amount</b> | <b>Account</b> | <b>Department</b> |
|--------------------|----------------------|--------------------|----------------------------------|--------------------------|------------------------|----------------|-------------------|
| 0000000040         | EX MyWallet Accrual  | 1                  | DST – Expense Distribution       | 5                        | 1500.00                | 650080         | 1100              |
| 0000000040         | EX MyWallet Accrual  | 1                  | EXB - Expense Advance Accrual    | 5                        | –1500.00               | 207100         | 1100              |

This table illustrates the reversal entries for the My Wallet transaction:

| <b>Document ID</b> | <b>Document Type</b> | <b>Line Number</b> | <b>Distribution Account Type</b> | <b>Accounting Period</b> | <b>Monetary Amount</b> | <b>Account</b> | <b>Department</b> |
|--------------------|----------------------|--------------------|----------------------------------|--------------------------|------------------------|----------------|-------------------|
| 0000000040         | EX MyWallet Accrual  | 1                  | DST – Expense Distribution       | 6                        | –1500.00               | 650080         | 1100              |
| 0000000040         | EX MyWallet Accrual  | 1                  | EXB - Expense Advance Accrual    | 6                        | 1500.00                | 207100         | 1100              |

---

## Setting Up Period End Accruals

Follow these steps to set up period end accruals:

1. Set up a journal generator template.

When implementing period end accruals for PeopleSoft Expenses, a new journal generator template needs to be created to process period end accrual transactions for expenses. The Expenses Period End Accrual (EX\_PACCRUE) journal template is available and is defined for the SHARE set ID.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator," Defining Journal Generator Template Defaults.

2. Set up the business unit to processes period end accruals.

Select the type of expense transactions to be processed for the business unit on the Business Unit 1 page.

Select *EX\_PACCRUE*, or the journal generator template that you created for period end accrual processing, in the Period End Accruals field on the Business Unit 2 page .

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," page 13.](#)

3. Set up period end accrual options for the set ID on the Period End Accrual Options - Document page.

See [Chapter 7, "Defining Accounting Data for PeopleSoft Expenses," Setting Up Period End Accrual Options, page 90.](#)

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## Processing Period End Accruals for PeopleSoft Expenses

This section provides an overview of the Period End Accruals process for PeopleSoft Expenses and discusses how to:

- Process period end accruals for PeopleSoft Expenses.
- Review period end accrual transactions.

## Understanding the Period End Accruals Process

The Period End Accruals process selects expense report and My Wallet transactions that match the criteria in the Period End Accrual Options - Document page for Expenses. The status of the expense report must meet the criteria defined on the Period End Accrual Options - Document page.

During the Period End Accruals process, an accrual and expense entry is created along with the accompanying reversal entries for the next period. These accounting entries can be reviewed by a user. If the entries should not be posted to the general ledger, you can delete the entries prior to running the Journal Generator process. If the entries can be posted to the general ledger, they are selected by the Journal Generator process and can be posted to the general ledger.

## Pages Used to Process Period End Accruals for PeopleSoft Expenses

| <i>Page Name</i>                    | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|-------------------------------------|------------------------|---|--|
| Period End Accrual Processing       | PE_ACCRL_RQST          | Travel and Expenses, Process Expenses, Period End Accruals, Period End Accrual Processing | Process period end accruals for PeopleSoft Expenses. |
| Review Period End Accrual Selection | PE_ACCRL_RQST1         | Click the Review Business Unit Details link on the Period End Accrual Processing page.    | Review period end accrual transactions.              |

## Process Period End Accruals for PeopleSoft Expenses

Access the Period End Accrual Processing page (Travel and Expenses, Process Expenses, Period End Accruals, Period End Accrual Processing).

Period End Accrual Processing

Run Control ID: 1

[Review Business Unit Details](#)

[Process Monitor](#)

Run

Accrual Options

Application: Expenses

Accounting Date: 08/01/2009

Business Unit

☐ Process All Business Units

Or select business units below.

Select Business Units

Customize | Find | View 2 | First 1-2 of 2 Last

| Business Unit | Description               |   |   |
|---------------|---------------------------|---|---|
| US001         | US001 NEW YORK OPERATIONS | + | - |
| US006         | US006 OREGON OPERATIONS   | + | - |

Period End Accrual Processing page

- Review Business Unit Details**

Click to access the Review Business Unit Details page. Use this link after selecting the business units to process. Use the Review Business Unit Details page to review the transactions selected for the Period End Accrual process prior to running the process.
- Accounting Date**

Select a date to use as the accounting date on the accrual transaction and the reversal transaction.
- All Business Units**

Select to run the process for all General Ledger business units that have period end accruals enabled.
- Business Unit**

Enter a General Ledger business unit that has period end accruals enabled. Use the Select Business Units grid to enter individual business units. This field is not available if the All Business Units option is selected.

Reviewing Period End Accrual Transactions

Access the Review Period End Accrual Selection page (Travel and Expenses, Process Expenses, Period End Accruals, Period End Accrual Processing. Click the Review Business Unit Details link).



| Review Period End Accrual Selection |                 |                   |             |               |                            |                  |           |       |   |   |
|-------------------------------------|-----------------|-------------------|-------------|---------------|----------------------------|------------------|-----------|-------|---|---|
| Selected Transactions               |                 |                   |             |               |                            |                  |           |       |   | Customize   Find   View All   First 1-4 of 4 Last |
| GL Business Unit                    | Accounting Date | Accounting Period | Fiscal Year | Reversal Date | Reversal Adjustment Period | Journal Template | Doc Type  | Count | Error Message   |   |
| US001                               | 08/01/2009      | 8                 | 2009        | 09/01/2009    | 9                          | EX_PACCRUE       | Accr-Exp  | 19    | BU not set up for Expense Report period end accruals. Period End Accrual Options are not set up for this Business Unit. |   |
| US001                               | 08/01/2009      | 8                 | 2009        | 09/01/2009    | 9                          | EX_PACCRUE       | My Wallet | 15    | BU not set up for My Wallet period end accruals. Period End Accrual Options are not set up for this Business Unit.      |   |
| US006                               | 08/01/2009      | 8                 | 2009        | 09/01/2009    | 9                          | EX_PACCRUE       | Accr-Exp  | 2     | BU not set up for Expense Report period end accruals. Period End Accrual Options are not set up for this Business Unit. |   |
| US006                               | 08/01/2009      | 8                 | 2009        | 09/01/2009    | 9                          | EX_PACCRUE       | My Wallet | 0     | BU not set up for My Wallet period end accruals. Period End Accrual Options are not set up for this Business Unit.      |   |

### Review Period End Accrual Selection page

The system determines the accrual reversal accounting date by selecting the first day of the next accounting period from the date provided in the Accounting Date field on the run control page. The system creates the expense reversal by reversing the amounts found on the expense entry.

The Review Period End Accrual selection enables users to review transaction counts per business unit and transaction type. It also displays potential errors with your setup that prevents the process from selecting transactions.

#### Error Message

View the message to determine issues with the transaction. Options include:

- *The accrual distribution account types from the accounting templates are not set up:* This message indicates that the setup for business unit and set ID is incorrect or incomplete.

See [Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Configuring Business Units for PeopleSoft Expenses, page 13.](#)

- *BU not set up for Expense Report period end accruals:* (business unit is not set up for Expense Report period end accruals). This message indicates that the Accrue Unprocessed Expenses option is not selected on the Business Unit 1 page.
- *Period End Accrual Options are not set up for this Business Unit:* This message indicates that period end accrual options are not setup for the Set ID.
- *BU not set up for My Wallet period end accruals:* (business unit is not set up for My Wallet period end accruals). This message indicates that the Accrue MyWallet Entries option is not selected on the Business unit 1 page.

## Viewing Accounting Entries from the Period End Accrual Process

This section discusses how to view accruals for PeopleSoft Expenses.

## Page Used to View Accruals for PeopleSoft Expenses

| Page Name                     | Definition Name   | Navigation  | Usage                                  |
|-------------------------------|-------------------|---|--|
| Period End Accounting Entries | EX_ACCTG_PE_ACCRL | Travel & Expense, Manage Accounting, View/Adjust Accounting Entries, Period End Acctg Entries<br><br>Select <i>Accrual - Expense Report</i> or <i>Accrual - My Wallet</i> in the begins with field. | View accruals for PeopleSoft Expenses. |

## Viewing Accruals for PeopleSoft Expenses

Access the Period End Accounting Entries page (Travel & Expense, Manage Accounting, View/Adjust Accounting Entries, Period End Acctg Entries).

**Period End Acctg Entries**

Schumacher, Kenneth      Expenses Document ID: 0000000085  
 Employee ID: KU0042      Expenses Document Type: Accrual - Expense Report

Expense Report Journal Lines

Journal Template: EX\_PACCRUE      Distribution Status: None

Accounting Distribution

| UnPost Sequence | Line | Long Name            | GL Unit | Account | Alt Acct | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | PC Bus Unit | Project    | Activity |
|-----------------|------|----------------------|---------|---------|----------|-----------|------|-------|---------|-------|---------|---------|-------------|------------|----------|
| 0               | 1    | Expense Distribution | US001   | 650030  |          |           |      | 41000 |         |       |         |         | US001       | FININTPROJ |          |

Period End Accounting Entries page

Use this page to view the accounting entries that are created from the Period End Accrual process. Accounting entries include expense report and My Wallet transactions.

## Deleting Accruals for PeopleSoft Expenses

This section discusses how to delete accruals for PeopleSoft Expenses.

## Page Used to Delete Accruals for PeopleSoft Expenses

| Page Name                 | Definition Name | Navigation   | Usage                                    |
|---------------------------|-----------------|--|--|
| Period End Accrual Delete | PE_ACCRL_DELETE | Travel and Expenses, Process Expenses, Period End Accrual Delete | Delete accruals for PeopleSoft Expenses. |

Deleting Accruals for PeopleSoft Expenses

Access the Period End Accrual Delete page (Travel and Expenses, Process Expenses, Period End Accrual Delete).

Period End Accrual Delete

Search Criteria

Expenses Document Type:

Accrual - My Wallet

GL Business Unit:

US001

Accounting Date From:

Accounting Date To:

Search

Clear

Period End Accrual Delete

Customize | Find | View All | First 1-8 of 30 Last

Overview

Chartfields

Projects ChartFields

| Select                   | Expenses Document ID | Expenses Document Type | Accounting Entry Type | Accounting Date | Budget Header Status | GL Business Unit | GL Status | Ledger |
|--------------------------|----------------------|------------------------|-----------------------|-----------------|----------------------|------------------|-----------|--------|
| <input type="checkbox"/> | 1                    | My Wallet              | Expense Distribution  | 08/28/2009      | V                    | US001            | N         |        |
|                          | 1                    | My Wallet              | Expense Distribution  | 09/01/2009      | V                    | US001            | N         |        |
| <input type="checkbox"/> | 10                   | My Wallet              | Expense Distribution  | 08/28/2009      | V                    | US001            | N         |        |
|                          | 10                   | My Wallet              | Expense Distribution  | 09/01/2009      | V                    | US001            | N         |        |
| <input type="checkbox"/> | 11                   | My Wallet              | Expense Distribution  | 08/28/2009      | V                    | US001            | N         |        |
|                          | 11                   | My Wallet              | Expense Distribution  | 09/01/2009      | V                    | US001            | N         |        |

Period End Accrual Delete page (1 of 2)

|                          |    |           |                      |            |   |       |   |  |
|--------------------------|----|-----------|----------------------|------------|---|-------|---|--|
| <input type="checkbox"/> | 12 | My Wallet | Expense Distribution | 08/28/2009 | V | US001 | N |  |
|                          | 12 | My Wallet | Expense Distribution | 09/01/2009 | V | US001 | N |  |

☒ Select All

☐ Clear All

Delete Selected Rows

Period End Accrual Delete page (1 of 2)

There may be instances when accounting entries are erroneously created. If the accounting entries have not been processed through the journal generator, you can reverse the entries. If the accounting entries have been processed through the journal generator, any erroneous transactions must be reversed in the general ledger through a reversing journal transaction. If transactions have been budget checked by commitment control, these transactions should be zeroed out and budget checked after being reversed.

The purpose of this page is to provide a way to delete accounting entries that are created from the Period End Accruals process. The only entries that are available to delete are those that have not been processed by the Journal Generator process.

This page displays all of the expense document types for which accruals have been created. You can delete any accrual row and its corresponding reversal row if the entry has not been journal generated. Journal-generated entries must be reversed in the general ledger.

|                              |   |
|------------------------------|---|
| <b>Expense Document Type</b> | Select the type of document that you want to delete. Options include <i>Accrual - Expense Report</i> and <i>Accrual - My Wallet</i> .   |
| <b>Search</b>                | <p>Click to perform a search of all expense document types in the Expenses accounting line table that have been created by the Period End Accrual process and that have been budget checked.</p> <p>The transactions that are selected are only the accrual side of the transaction. The associated reversal transactions are listed in the grid. Any action taken on the accrual entry is also taken on the accrual reversal entry and the expense entries.</p>  |
| <b>Select</b>                | <p>Select to indicate that you want to delete the transaction. The associated reversal transaction is deleted when you click the Delete Selected Rows button.</p> <p>The check box is disabled if the accounting transaction has been journal generated. The check box is not displayed for reversal transactions.</p> <p>If the transaction has been budget checked, the transaction is updated to zero out the amount and set the budget checking status to not budget checked.</p>   |
| <b>Budget Header Status</b>  | <p>Displays the header status of expense sheet lines that have been processed through the Period End Accrual process and have been budget checked. These values can appear in this column:</p> <ul style="list-style-type: none"> <li>• <i>N</i>: Indicates that the transaction is not budget checked.</li> <li>• <i>V</i>: Indicates that the transaction is successfully budget checked.</li> <li>• <i>E</i>: Indicates that the transaction is budget checked but it has an error.</li> </ul> <p>This column is not displayed for My Wallet transactions because commitment control is not related to this transaction.</p> <p>This column is not displayed if commitment control is not enabled.</p> |
| <b>Delete Selected Rows</b>  | <p>Click to delete the transactions that are selected in the grid. The associated reversal row is deleted as well.</p> <p>If budget checking has been run on any transaction selected for deletion, you receive a message that the budget checked transactions must be budget checked again to reverse any activity. If the rows have been budget checked, they are updated so that they are selected by the budget processor the next time it is run.</p> <p>The distribution status is updated to <i>Ignore</i> for all selected lines so that they are not selected by the Journal Generator process.</p>  |

## Chapter 30

# Viewing Accounting Transactions in PeopleSoft Expenses

This chapter provides an overview of viewing inquiries and discusses how to:

- View cash advance accounting entries.
- View expense report accounting entries.
- View employee expense data.
- View accounting entries from the Period End Accrual process.
- View vendor payment data.

---

## Understanding Viewing Inquiries

PeopleSoft Expenses enables you to view expense documents, document details, payment information, and accounting entries. Certain people can see, but not modify, expense data.

## Common Elements Used in This Chapter

|                                |   |
|--------------------------------|---|
| <b>ChartFields tab</b>         | Enter ChartField-specific information about an employee's cash advances, expense reports, and journal entry transactions. |
| <b>Currency tab</b>            | Displays debit and credit amounts in the base currency of the employee's business unit.                                   |
| <b>Journal Information tab</b> | Displays detailed journal information for expense transactions.   |

---

## Viewing Cash Advance Accounting Entries

This section discusses how to view accounting entries on a cash advance.

## Page Used to View Cash Advance Accounting Entries

| Page Name  | Definition Name | Navigation  | Usage   |
|--|-----------------|---|---|
| Cash Advance Acctg Entries (cash advance accounting entries) | EX_ACCTG_LN_ADV | <ul style="list-style-type: none"> <li>Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Cash Advance Acctg Entries</li> <li>Travel and Expenses, T and E Administration Center, View Accounting Entries, Cash Advance</li> </ul> | View an employee's cash advance accounting lines. |

## Viewing Accounting Entries on a Cash Advance

Access the Cash Advance Acctg Entries page (Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Cash Advance Acctg Entries).

| Cash Advance Acctg Entries                            |      |                   |         |                           |          |                        |      |       |         |       |         |         |         |
|---|------|-------------------|---------|---------------------------|----------|------------------------|------|-------|---------|-------|---------|---------|---------|
| Schumacher, Kenneth                                   |      |                   |         | ID: KU0042                |          | Advance ID: 0000000006 |      |       |         |       |         |         |         |
| Accounting Details                                    |      |                   |         |                           |          |                        |      |       |         |       |         |         |         |
| Journal Template: EXACCRUAL                           |      |                   |         | Distribution Status: None |          |                        |      |       |         |       |         |         |         |
| Cash Advance Journal Lines                            |      |                   |         |                           |          |                        |      |       |         |       |         |         |         |
| <div> ChartFields Currency Journal Information </div> |      |                   |         |                           |          |                        |      |       |         |       |         |         |         |
| UnPost Sequence                                       | Line | Long Name         | GL Unit | Account                   | Alt Acct | Oper Unit              | Fund | Dept  | Program | Class | Bud Ref | Product | Project |
| 0   | 1    | Expenses Accrual  | US001   | 207000                    |          |                        |      |       |         |       |         |         |         |
| 0   | 1    | Employee Advances | US001   | 120500                    |          |                        |      | 41000 |         |       |         |         |         |

Cash Advance Acctg Entries page (partial)



Click the Employee Profile button to view the Employee Profile - Employee Data page.



Click the Cash Advance Detail button to access the View Cash Advance Report page.



Click the View Related Links button to view additional general ledger journal information about the cash advance.

## Viewing Expense Report Accounting Entries

This section discusses how to:

- View accounting entries on an expense report.
- View expense report journal entries.

## Pages Used to View Expense Report Accounting Entries

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|--|------------------------|--|--|
| Expense Report Acctg Entries (expense report accounting entries) | EX_ACCTG_LN_SHEET      | <ul style="list-style-type: none"> <li>• Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Expense Report Acctg Entries</li> <li>• Travel and Expenses, T and E Administration Center, View Accounting Entries, Expense Report</li> </ul>  | View an employee's expense report accounting lines.  |
| Journal Lines  | JOURNAL_LN_FS          | Click the View Related Links button on the Expense Report Acctg Entries page.  | Select a transaction line to view additional general ledger journal information about an expense report. |
| Journal entries  | EX_ACCTG_GL_DRLDN      | <ul style="list-style-type: none"> <li>• Travel and Expenses, Process Expenses, Review Payments, Journal Entries</li> <li>• Travel and Expenses, T and E Administration Center, View Accounting Entries, Journal Entries</li> <li>• Travel and Expenses, T and E Administration Center, Adjust Accounting Entries, View Journal Entries</li> <li>• Click the GL Journal Line Number button on the Journal Lines page.</li> </ul> | View expense report journal lines recorded in the general ledger.  |

Viewing Accounting Entries on an Expense Report

Access the Expense Report Acctg Entries page (Travel and Expenses, Manage Accounting, View/Adjust Accounting Entries, Expense Report Acctg Entries).

Expense Report Acctg Entries

Schumacher,KennethID: KU0042Report ID: 0000000055

Journal Entry Detail


Journal Template: EXACCRUALDistribution Status: None


Expense Report Journal Lines


ChartFieldsCurrencyJournal Information

| UnPost Sequence | Line | Long Name            | GL Unit | Account | Alt Acct | Oper Unit | Fund | Dept  | Program | Class | Bud Ref |
|-----------------|------|----------------------|---------|---------|----------|-----------|------|-------|---------|-------|---------|
| 0               | 1    | Expense Distribution | US001   | 650080  |          |           |      | 41000 |         |       |         |

Expense Report Acctg Entries page (partial)

- 

Click the Employee Profile button to view the Employee Profile - Employee Data page.
- 

Click the Expense Report Detail button to access the View Expense Report - Expense Report Detail page.
- 

Click the View Related Links button to access the Journal Lines page where you select a line to view additional general ledger journal information about the expense report.

Viewing Expense Report Journal Entries

Access the Journal entries page (Travel and Expenses, Process Expenses, Review Payments, Journal Entries).



## Journal Entries

Journal ID

| Unit  | Journal    | Date       | Ledger | Line | Line Descr       |
|-------|------------|------------|--------|------|------------------|
| US001 | EXACC00170 | 08/26/2009 | LOCAL  | 8    | Expense Accruals |

Chartfields

[Customize](#) | [Find](#) | [View All](#) | [Full](#) | [Grid](#) | [First](#) | [1 of 1](#) | [Last](#)


| Account | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | PC Bus Unit | Project    | Activity | An Type |
|---------|-----------|------|-------|---------|-------|---------|---------|-------------|------------|----------|---------|
| 650055  |           |      | 41000 |         |       |         |         | US001       | FININTPROJ |          | ACT     |

[<](#)
[>](#)

| Base Currency | Base Amount DR | Base Amount CR | Stat | Statistic Amount |
|---------------|----------------|----------------|------|------------------|
| USD           | 10.00          | 0.00           |      |                  |

| Currency | Transaction Amount DR | Transaction Amount CR |
|----------|-----------------------|-----------------------|
| USD      | 10.00                 | 0.00                  |

Journal Entry Detail

| Unit  | Type           | ID         | Line Nbr | Details   | Acctg Date | Oper Unit | Fund | Dept  | Program | Class | Bud Ref | Product | Project    |
|-------|----------------|------------|----------|---|------------|-----------|------|-------|---------|-------|---------|---------|------------|
| US001 | Expense Report | 0000000086 | 15       |  | 08/26/2009 |           |      | 41000 |         |       |         |         | FININTPROJ |

Journal entries page (1 of 2)

| <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>         <a href="#">First</a> |            |                 |                         |                          |          |                |                |          |               |              |
|---|------------|-----------------|-------------------------|--------------------------|----------|----------------|----------------|----------|---------------|--------------|
| Affiliate   | Fund Affil | Oper Unit Affil | Foreign Currency Debits | Foreign Currency Credits | Currency | Base DR Amount | Base CR Amount | Currency | Exchange Rate | Journal Code |
|   |            |                 | 10.00                   | 0.00                     | USD      | 10.00          | 0.00           | USD      | 1.00000000    |              |

Journal entries page (2 of 2)

**GL Journal**

Click to access the Journal Lines page, where you can view all journal lines for the Journal ID. Journal lines are summarized according to the configuration of your journal generator template for PeopleSoft Expenses.

### Journal Entry Detail



Click the **View Related Links** button to access links to additional pages:

- *Transaction Detail:* Click to access the Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.
- *Exchange Rate Detail:* Click to access the Exchange Rate Detail page.
- *Journal Line Inquiry:* Click to access the Review Journal Status - Journal Lines page.

# Viewing Employee Expense Data

This section discusses how to:

- View employee expense transaction history.
- View employee payment history.
- View employee payroll payment history.
- View payroll payment status.

## Pages Used to View Employee Expense Data

| Page Name                | Definition Name                   | Navigation   | Usage  |
|--------------------------|-----------------------------------|--|--|
| Employee Expense History | TE_EE_INQ_HIST<br>TE_EE_INQ_HIST2 | <ul style="list-style-type: none"><li>• Travel and Expenses, Process Expenses, Review Payments, Employee Expense History</li><li>• Employee Self-Service, Travel and Expense Center, Review Payments, Review Expense History</li><li>• Travel and Expenses, Travel and Expense Center, Review Payments, Review Expense History</li><li>• Travel and Expenses, T and E Administration Center, Review Payments, Employee Expense History</li></ul> | View an employee's expense transactions for travel authorizations, cash advances, and expense reports. |

| <b>Page Name</b>                 | <b>Definition Name</b>              | <b>Navigation</b>  | <b>Usage</b>  |
|----------------------------------|-------------------------------------|--|---|
| Employee Payment History         | TE_PYMT_INQ_EMP<br>TE_PYMT_INQ_EMP2 | <ul style="list-style-type: none"> <li>Travel and Expenses, Process Expenses, Review Payments, Payment History</li> <li>Employee Self-Service, Travel and Expense Center, Review Payments, Review Payments</li> <li>Travel and Expenses, Travel and Expense Center, Review Payments, Review Payments</li> <li>Travel and Expenses, T and E Administration Center, Review Payments, View Payment History</li> </ul>                   | View, by check number, payments to employees for cash advances and expense report reimbursements. |
| Employee Payroll Payment History | TE_PYRL_INQ_EMP<br>TE_PYRL_INQ_EMP2 | <ul style="list-style-type: none"> <li>Travel and Expenses, Process Expenses, Review Payments, Payroll Payments</li> <li>Employee Self-Service, Travel and Expense Center, Review Payments, Review Payroll Payments</li> <li>Travel and Expenses, Travel and Expense Center, Review Payments, Review Payroll Payments</li> <li>Travel and Expenses, T and E Administration Center, Review Payments, View Payroll Payments</li> </ul> | View payroll payments for an employee.  |
| Payroll Payments Status          | EX_PY_PMT_INQ                       | <ul style="list-style-type: none"> <li>Travel and Expenses, Process Expenses, Review Payments, Payroll Payment Status</li> <li>Travel and Expenses, T and E Administration Center, Review Payments, Payroll Payment Status</li> </ul>  | View payroll payment status by date and document type.  |

Viewing Employee Expense Transaction History

Access the Employee Expense History page (Travel and Expenses, Process Expenses, Review Payments, Employee Expense History).

Employee Expense History

Kenneth Schumacher

Expense Dates

From Date:01/01/200031

Through Date:08/27/200931

Transaction Type:All

Search

Expense History

| Type           | ID                         | Description                 | Status    | From Date  | Through Date | Submitted Amount |     |
|----------------|----------------------------|-----------------------------|-----------|------------|--------------|------------------|-----|
| Cash Advance   | <a href="#">0000000003</a> | Product Demo                | Paid      | 08/15/2000 | 08/15/2000   | 0.00             | USD |
| Cash Advance   | <a href="#">0000000006</a> | Out of town meeting         | Staged    | 08/15/2000 | 08/15/2000   | 0.00             | USD |
| Cash Advance   | <a href="#">0000000005</a> | User Conference-New Orleans | Staged    | 08/15/2000 | 08/15/2000   | 0.00             | USD |
| Cash Advance   | <a href="#">0000000009</a> | Trip to New York            | Paid      | 10/31/2003 | 10/31/2003   | 0.00             | USD |
| Cash Advance   | <a href="#">0000000013</a> | Consulting                  | Denied by | 10/31/2003 | 10/31/2003   | 0.00             | USD |
| Cash Advance   | <a href="#">0000000011</a> | Customer Visit              | Staged    | 10/31/2003 | 10/31/2003   | 0.00             | USD |
| Expense Report | <a href="#">0000000052</a> | Product training            | Staged    | 08/08/2000 | 08/08/2000   | 72.00            | USD |
| Expense Report | <a href="#">0000000049</a> | Training                    | Paid      | 08/01/2000 | 08/01/2000   | 350.00           | USD |
| Expense Report | <a href="#">0000000051</a> | Out of town meeting         | Staged    | 08/13/2000 | 08/13/2000   | 1,523.77         | USD |

Employee Expense History page

Transaction Type

Select a type of transaction to display: *All, Cash Advances, Expense Reports, or Travel Authorizations.*

ID

Click a report ID link in this column to open the expense document.

**Status**

Displays the payment status for the expense transaction.

Click the View Related Links button in this column to open the related links page, and then select a link to view additional information. Options are:

- Transaction Detail
- Employee Payment Detail
- Vendor Payment Detail
- Accounting Detail

---

**Note.** The Employee Expense History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation path.

---

## Viewing Employee Payment History

Access the Employee Payment History page (Travel and Expenses, Process Expenses, Review Payments, Payment History).

### Employee Payment History

Jean-Patrick Martin

Payment Info

Check Number:

000001

Bank Code:

FRENCH BANK

Bank Account:

Checking Account

Payment Amount:

636.70 EUR

Pay Status:

Paid

Payment Method:

Check

Status:

Posted

Check Date:

10/30/2003

Payee Address

Payments

Customize | Find | | | First | 1-5 of 5 | Last

| Type           | ID                         | Descr                       | Status | Created    | Amount     |  |
|----------------|----------------------------|-----------------------------|--------|------------|------------|--|
| Expense Report | <a href="#">0000000061</a> | Lunch with customer         | Paid   | 10/30/2003 | 85.00 EUR  |  |
| Expense Report | <a href="#">0000000060</a> | Demo for new product        | Paid   | 10/30/2003 | 80.70 EUR  |  |
| Expense Report | <a href="#">0000000059</a> | Training for Germany branch | Paid   | 10/30/2003 | 95.00 EUR  |  |
| Expense Report | <a href="#">0000000058</a> | Training for overseas sales | Paid   | 10/30/2003 | 288.00 EUR |  |
| Expense Report | <a href="#">0000000057</a> | Customer Training           | Paid   | 10/30/2003 | 88.00 EUR  |  |

Employee Payment History page

- Payee Address**

Click to access the Payee Address Information - Employee Payment History page and view the employee's address information.
- ID**

Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.

**Note.** The Employee Payment History page that you access through the Employee Self-Service navigation differs slightly from the page that you access through the Travel and Expenses navigation.

## Viewing Employee Payroll Payment History

Access the Employee Payroll Payment History page (Travel and Expenses, Process Expenses, Review Payments, Payroll Payments).

### Employee Payroll Payment History

Nancy Emmerson

Search Criteria

\*SetID:

SHARE

Bank Code:

USBNK

Account:

CHCK

Check #:

Search

Payroll Payment Information

Find | View All | First | 1 of 1 | Last

Paycheck Number:

5578

Bank Code:

USBNK

Bank Account:

CHCK

Payment Amount:

90.00 USD

Payment Date:

08/28/2009

Payment Status:

Paid

Status:

Confirmed

Payments

Customize | Find | View All | 1 of 1 | Last

|   | Type       | ID                         | Descr                  | Status | Created    | Amount    |  |
|---|------------|----------------------------|------------------------|--------|------------|-----------|--|
| 1 | Exp Report | <a href="#">0000000056</a> | General Expense Report | Paid   | 07/01/2003 | 90.00 USD |  |

Employee Payroll Payment History page

ID

Click the link to access the View Expense Report - Expense Report Detail or Cash Advance - View Cash Advance page.

Viewing Payroll Payment Status

Access the Payroll Payments Status page (Travel and Expenses, Process Expenses, Review Payments, Payroll Payment Status).

### Payroll Payment Status

Search Criteria

From Date:

07/28/2009

Through Date:

08/28/2009

Search

\*Document Type:

Expense Reports

\*Document Status:

All Statuses

Payroll Payments Status

Customize | Find | View All | 1 of 1 | Last

| Doc Type       | ID                         | Empl ID | Description            | Status    | Rejected Reason | Amount    | Currency |
|----------------|----------------------------|---------|------------------------|-----------|-----------------|-----------|----------|
| Expense Report | <a href="#">0000000056</a> | KU0080  | General Expense Report | Confirmed |                 | 90.00 USD |          |

Payroll Payments Status page

|                        |  |
|------------------------|--|
| <b>Document Type</b>   | Select one of the following: <i>All Document Types</i> , <i>Cash Advances</i> , or <i>Expense Reports</i> .  |
| <b>Document Status</b> | <p>Select one of the following statuses:</p> <ul style="list-style-type: none"> <li>• <i>All Statuses</i>: Displays documents at all payroll statuses. (Does not apply to the <i>Status</i> field within the grid.)</li> <li>• <i>Confirmed by Payroll</i>: Displays payments verified by the Payroll system.</li> <li>• <i>In Process</i>: Displays documents in payroll processing.</li> <li>• <i>None</i>: Displays documents with no status.</li> <li>• <i>Published to Payroll</i>: Displays documents sent to the payroll system.</li> <li>• <i>Rejected by Payroll</i>: Displays documents that the Payroll system denied.</li> <li>• <i>Reversal</i>: Displays documents for which the Payroll system reversed payment.</li> </ul> |
| <b>ID</b>              | Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.   |

---

## Viewing Accounting Entries from the Period End Accrual Process

This section lists the page used to view period end accruals.

### Page Used to View Accounting Entries from the Period End Accrual Process

| <i>Page Name</i>           | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>   |
|----------------------------|------------------------|---|--|
| Period End Accrual Inquiry | EX_ACCTG_PE_ACRL       | Travel & Expense, Manage Accounting, View/Adjust Accounting Entries, Period End Acctg Entries | <p>View accounting entries from the Period End Accrual process.</p> <p>See <a href="#">Chapter 29, "Managing Period End Accruals for PeopleSoft Expenses," Viewing Accounting Entries from the Period End Accrual Process, page 633.</a></p> |



## Viewing Vendor Payment Data

This section discusses how to view a vendor payment.

### Page Used to View Vendor Payments

| Page Name      | Definition Name | Navigation  | Usage                                |
|----------------|-----------------|---|--------------------------------------|
| Vendor Payment | TE_PYMT_INQ_VND | <ul style="list-style-type: none"><li>Travel and Expenses, Process Expenses, Review Payments, Vendor Payments</li><li>Travel and Expenses, T and E Administration Center, Review Payments, View Vendor Payments</li></ul> | View a vendor's payment information. |

### Viewing a Vendor Payment

Access the Vendor Payment page (Travel and Expenses, Process Expenses, Review Payments, Vendor Payments).

Vendor Payment

American Express (Credit Credit #3)

Payment Info

Check Number:000002

Payment Status:Paid

Bank Code:FRENCH BANK

Payment Method:Check

Bank Account:Checking Account

Post Status:Posted

Payment Amount:1,880.00 EUR

Check Date:10/30/2003

Payee Address

Expense Report Detail

CustomizeFind1-3 of 3Last

| Report ID  | Report Description          | Status | Created    | Amount | Currency |
|------------|-----------------------------|--------|------------|--------|----------|
| 0000000057 | Customer Training           | Paid   | 10/30/2003 | 580.00 | EUR      |
| 0000000059 | Training for Germany branch | Paid   | 10/30/2003 | 800.00 | EUR      |
| 0000000058 | Training for overseas sales | Paid   | 10/30/2003 | 500.00 | EUR      |

View Cash Advance Report

CustomizeFind1 of 1Last

| Advance ID           | Advance Description | Status | Created | Amount | Currency |
|----------------------|---------------------|--------|---------|--------|----------|
| <a href="#">View</a> |                     |        |         | 0.000  |          |

Vendor Payment page

**Payment IDor Check Number** Click to access the Vouchers For a Payment page for the particular payment or check.

**Payee Address** Click to view the vendor's address information.

**Report ID** Click to view the View Expense Report - Expense Report Detail page.

**Advance ID** Click to access the Cash Advance - View Cash Advance page.

**See Also**

Appendix D, "PeopleSoft Expenses Reports," EXC9000 - Vendor Payments, page 725

## Chapter 31

# Archiving Transactions in PeopleSoft Expenses

This chapter provides an overview of archiving in PeopleSoft Expenses, an overview of the data types available for archiving, an overview of archive objects definitions, PSQuery objects, and template objects, and discusses how to:

- Archive data.
- Restore archived data.

### See Also

*PeopleTools PeopleBook: Data Management*, "Using PeopleSoft Data Archive Manager"

---

## Understanding Archiving in PeopleSoft Expenses

For organizations where transactional volumes are large, retaining historical data on Oracle's PeopleSoft transactional tables can become a burden when the volumes of data reduce processing speed and efficiency in reporting or inquiring on information. To reduce this burden, you can schedule processes to archive and purge historical or obsolete data. PeopleSoft Expenses enables you to archive inactive data on the transaction tables to history tables. If you need to access the data later, you can restore it.

Oracle's PeopleSoft strongly recommends that you consider transaction relationships when you develop an archiving plan. For example:

- If you archive time reports and time adjustments through December 31, 2005, time adjustments made in 2006 will not list prior versions from the previous year.
- If you archive and purge approval history information up through the beginning of the current year, but keep expense reports in the transaction tables for the previous two years, the expense reports that refer to the purged approval history will not reflect the proper information.

---

## Understanding Data Types Available for Archiving

This section discusses:

- Data types.

- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.
- Expense report transaction data.
- Expense report approval data.
- Time report transaction data.
- Time report approval data.
- Defense Contract Audit Agency (DCAA) audit transaction data.
- Time report project resource data.
- My Wallet data.
- My Reservation data.
- Accounting line data.
- Approval history data.
- Suggested order of data removal.

## Data Types

PeopleSoft Expenses enables you to archive the inactive data on the transaction tables to the history tables. If you need to access the data later, you can restore it.

| <i><b>Type of Data</b></i>            | <i><b>Description</b></i>  | <i><b>Tables</b></i>   |
|---------------------------------------|--|--|
| Travel authorization transaction data | Travel authorization data, such as general information, expense transaction lines, and accounting information. | <ul style="list-style-type: none"> <li>• EX_TAUTH_DIST</li> <li>• EX_TAUTH_HDR</li> <li>• EX_TAUTH_LINE</li> <li>• EX_TAUTH_SPLIT</li> </ul> |
| Travel authorization approval data    | Cross reference data used by approval framework to process the travel authorization approval actions.          | EX_TAUTH_AW  |

| <b>Type of Data</b>             | <b>Description</b>  | <b>Tables</b>   |
|---------------------------------|---|---|
| Cash advance transaction data   | Cash advance data, such as general information, approval details, document sequencing (if applicable), and cash advance payment information.  | <ul style="list-style-type: none"> <li>EX_ADV_CHK</li> <li>EX_ADV_DIST</li> <li>EX_ADV_DOCSEQ</li> <li>EX_ADV_HDR</li> <li>EX_ADV_LINE</li> <li>EX_ADVANCE_PYMNT</li> </ul>   |
| Cash advance approval data      | Cross reference data used by approval framework to process the cash advance approval actions.   | EX_ADV_AW   |
| Expense report transaction data | Expense report transaction data, such as general information, expense transaction lines, approval details, document sequencing (if applicable), attendee information, accounting details, expense report payment information. | <ul style="list-style-type: none"> <li>EX_SHEET_ADV</li> <li>EX_SHEET_ATT</li> <li>EX_SHEET_DIST</li> <li>EX_SHEET_DOCSEQ</li> <li>EX_SHEET_HDR</li> <li>EX_SHEET_LINE</li> <li>EX_SHEET_LN_PD</li> <li>EX_SHEET_PYMNT</li> <li>EX_SHEET_SPLIT</li> </ul> |
| Expense report approval data    | Cross reference data used by approval framework to process the expense report approval actions.   | EX_SHEET_AW   |
| Time report transaction data    | Time report transaction data, such as general information, personal and project-related details, prior period adjustment details, and approval details.   | <ul style="list-style-type: none"> <li>EX_TIME_DTL</li> <li>EX_TIME_DTL_DLY</li> <li>EX_TIME_HDR</li> <li>EX_TIME_POL</li> <li>EX_TIME_POL_DLY</li> </ul>   |
| Time report approval data       | Cross reference data used by approval framework to process the time report approval actions.  | EX_TIME_AW  |

| <b>Type of Data</b>               | <b>Description</b>   | <b>Tables</b>  |
|-----------------------------------|--|--|
| DCAA audit data                   | DCAA audit log of entries, changes or violations made by employees, authorized reporters, approvers, and auditors.                   | EX_AUDIT_DCAA  |
| Time report project resource data | Approved time entries that are staged for the PC_EX_TO_PC Application Engine process to pick them up.                                | EX_PROJ_RES_STG  |
| My Wallet data                    | My Wallet data, such as expense transactions from a credit card feed or transactions that employees manually entered into My Wallet. | EX_TRANS   |
| My Reservation data               | My Reservation data containing all travel reservations, confirmation numbers and associated itineraries for a specific user.         | <ul style="list-style-type: none"> <li>• TV_MYRESV_HDR</li> <li>• TV_MYRESV_LINE</li> <li>• TV_MYRESV_DTL</li> </ul> |
| Account entry data                | Expenses accounting line information.  | EX_ACCTG_LINE  |
| Approval history data             | Expenses approval action history information.  | EX_APRVL_HIST  |

## Travel Authorization Transaction Data

To be eligible to archive, travel authorization transactions must be:

- Budget-checked (if using PeopleSoft Commitment Control).
- Approved (if approvals are active).
- Copied to an expense report, depending on system setup.

You can also archive travel authorization transactions with Closed and Denied status.

Selection for archival is general ledger business unit and accounting date.

## Travel Authorization Approval Data

Selection for archival is last date modified or last approval date.

## Cash Advance Transaction Data

To be eligible to archive, cash advances must have:

- Advance Status of closed, denied, or paid.
- Expenses Post Status of closed or posted.
- Cash advance balance of zero.

Selection for archival is general ledger business unit and accounting date

## Cash Advance Approval Data

Selection for archival is last date modified or last approval date.

## Expense Report Transaction Data

PeopleSoft Expenses provides two archiving methods for expense reports:

- Archive all expense report transactions.
- Archive only nonbillable expense report transactions.

To be eligible to archive, expense report transactions must have:

- Report status of closed, denied, or paid.
- Expenses post status of closed or posted.

Selection for archival is general ledger business unit and accounting date.

## Expense Report Approval Data

Selection for archival is last date modified or last approval date.

## Time Report Transaction Data

To be eligible to archive, time report transactions must be sent to PeopleSoft Project Costing and PeopleSoft Time and Labor (if installed) and have a time report status of denied or approved.

Selection for archival is by general ledger business unit and period end date.

## Time Report Approval Data

Selection for archival is last date modified or last approval date.

## DCAA Audit Transaction Data

Selection for archival is by DCAA audit date, which is the server date and time when PeopleSoft Expenses saved a record.

## Time Report Project Resource Data

Selection for archival is by general ledger business unit and period end date.

## My Wallet Data

Selection for archival is transaction date and that the transaction has been applied to an expense report.

## My Reservations Data

Selection for archival is the booking date from the My Reservations header (TV\_MYRESV\_HDR) table .

## Accounting Line Data

The EX\_ACCTG\_LINE table is archived separate from the transactions that created them to enable you to keep the data synchronized with the data in the general ledger. The selection for archival is by the accounting date range.

## Approval History Data

The selection for archival is by approval date.

## Suggested Order of Data Removal

There is no required order to archive PeopleSoft Expenses data.

---

## Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

PeopleSoft Expenses delivers archive object definitions, query definitions, and template definitions to archive:

- Travel authorization transaction data.
- Travel authorization approval data.
- Cash advance transaction data.
- Cash advance approval data.
- Expense transaction data.
- Expense approval data.



- Time report transaction data.
- Time report approval data.
- DCAA audit transaction data.
- Time report project resource data.
- My Wallet data.
- My Reservations data.
- Account entry data.
- Approval history data.

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

### ***Archive Object Definitions***

An archive object definition identifies the tables that contain the data to be archived and the history tables that will be updated for each table. PeopleSoft Expenses delivers these archive objects:

| <b><i>Data Type</i></b>               | <b><i>Archive Object</i></b> |
|---------------------------------------|------------------------------|
| Travel authorization transaction data | EX_TRAVELAUTH                |
| Travel authorization approval data    | EX_TRAVELAUTH_APPR_DATA      |
| Cash advance transaction data         | EX_EXADVANCE                 |
| Cash advance approval data            | EX_EXADVANCE_APPR_DATA       |
| Expense report transaction data       | EX_EXSHEET                   |
| Expense report approval data          | EX_EXSHEET_APPR_DATA         |
| Time report transaction data          | EX_TIMEREPORT                |
| Time report approval data             | EX_TIMEREPORT_APPR_DATA      |
| DCAA audit transaction data           | EX_AUDIT_DCAA                |
| Time report project resource data     | EX_TIME_PRJ_RESOURCE         |
| My Wallet transaction data            | EX_MYWALLET                  |
| My Reservations data                  | EX_MYRESV                    |
| Accounting line data                  | EX_ACCOUNTING                |

| <b>Data Type</b>      | <b>Archive Object</b> |
|-----------------------|-----------------------|
| Approval history data | EX_APPROVAL_HIST      |

### **Archive Query Definitions**

Each archive query definition defines the selection criteria to archive data from transaction tables. PeopleSoft Expenses delivers these archive queries:

| <b>Data Type</b>                        | <b>Archive Query</b>   |
|---|--|
| Travel authorization transaction data   | EX_TAUTH_ARCH  |
| Travel authorization approval data      | EX_TAUTH_APPR_DATA_ARCH  |
| Cash advance transaction data           | EX_ADV_ARCH  |
| Cash advance approval data              | EX_ADV_APPR_DATA_ARCH  |
| Expense report transaction data         | <ul style="list-style-type: none"> <li>EX_EXSHT_ARCH</li> <li>EX_EXSHT_ARCH_NONBILLABLE</li> </ul> |
| Expense report approval data            | EX_EXSHT_APPR_DATA_ARCH  |
| Time report transaction data            | EX_TIME_ARCH   |
| Time report approval data               | EX_TIME_APPR_DATA_ARCH   |
| DCAA audit transaction data             | EX_AUDIT_DCAA_ARCH   |
| Time report project resource data       | EX_TIME_PRJRES_ARCH  |
| My Wallet transaction data              | EX_MYWALLET_ARCH   |
| My Reservations reservation detail data | EX_MYRESERVATIONS_ARCH   |
| Accounting line data                    | EX_ACCTG_ARCH  |
| Approval history data                   | EX_APPROVAL_HIST_ARCH  |

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived.

### **Archive Template Definitions**

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. PeopleSoft Expenses delivers these archive templates:

| <b>Data Type</b>                      | <b>Archive Template</b> |
|---------------------------------------|-------------------------|
| Travel authorization transaction data | EX_TAUTH                |
| Travel authorization approval data    | EX_TA_AD                |
| Cash advance transaction data         | EX_EXADV                |
| Cash advance approval data            | EX_CA_AD                |
| Expense report transaction data       | EX_EXSHT                |
| Expense report approval data          | EX_ER_AD                |
| Time report transaction data          | EX_TIME                 |
| Time report approval data             | EX_TR_AD                |
| DCAA audit transaction data           | EX_DCAA                 |
| Time report project resource data     | EX_PRJRS                |
| My Wallet data                        | EX_MYWAL                |
| My Reservations data                  | EX_MYRES                |
| Accounting line data                  | EX_ACCTG                |
| Approval history data                 | EX_APPR                 |

---

## Archiving Data

This section provides an overview of the archive process flow, an overview of history tables, and lists the pages used to archive data.

### Understanding the Archive Process Flow

Use the Data Archive Manager to archive transactions. You use the same run control page for each step in the process except for auditing the archive selection and generating archive candidate reports.

Perform these tasks to archive data:

1. Archive data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

Also, enter the archive date used to select the transactions by clicking Reset Query Find Variables on the Define Query Bind Variables page.

This table shows what the system compares the archive date to for the different data types:

| <i><b>Data Type</b></i>               | <i><b>Archive Date</b></i>               |
|---------------------------------------|--|
| Travel authorization transaction data | Accounting date                          |
| Travel authorization approval data    | Last date modified or last approval date |
| Cash advance transaction data         | Accounting date                          |
| Cash advance approval data            | Last date modified or last approval date |
| Expense report transaction data       | Accounting date                          |
| Expense report approval data          | Last date modified or last approval date |
| Time report transaction data          | Accounting date                          |
| Time report approval data             | Last date modified or last approval date |
| DCAA audit data                       | DCAA audit date                          |
| Time report project resource data     | Period end date                          |
| My Wallet transaction data            | Transaction date                         |
| My Reservations reservation data      | Booking date                             |
| Accounting line data                  | Accounting date                          |
| Approval history data                 | Approval date                            |

---

**Note.** You can run the process multiple times to create various "what-if" scenarios based on the archive date.

---

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

---

**Note.** This page displays data only if you selected the Audit Row Count check box on the Archive Data to History page.

---

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.

4. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

## Understanding History Tables

PeopleSoft Expenses updates these history tables when you run the selection process:

| <b>Data to Archive</b>                | <b>History Tables</b>  |
|---------------------------------------|--|
| Travel authorization transaction data | <ul style="list-style-type: none"> <li>• EX_TAUT_SPLIT_H</li> <li>• EX_TAUTH_DIST_H</li> <li>• EX_TAUTH_HDR_H</li> <li>• EX_TAUTH_LINE_H</li> </ul>  |
| Travel authorization approval data    | EX_TAUTH_AW_H  |
| Cash advance transaction data         | <ul style="list-style-type: none"> <li>• EX_ADV_CHK_H</li> <li>• EX_ADV_DIST_H</li> <li>• EX_ADV_DOCSEQ_H</li> <li>• EX_ADV_HDR_H</li> <li>• EX_ADV_LINE_H</li> <li>• EX_ADV_PYMT_H</li> </ul>   |
| Cash advance approval data            | EX_ADV_AW_H  |
| Expense report transaction data       | <ul style="list-style-type: none"> <li>• EX_SHEET_ADV_H</li> <li>• EX_SHEET_ATT_H</li> <li>• EX_SHEET_DIST_H</li> <li>• EX_SHEET_HDR_H</li> <li>• EX_SHEET_LINE_H</li> <li>• EX_SHEET_PYMT_H</li> <li>• EX_SHT_DOCSEQ_H</li> <li>• EX_SHT_LN_PD_H</li> <li>• EX_SHT_SPLIT_H</li> </ul> |
| Expense report approval data          | EX_SHEET_AW_H  |

| <b>Data to Archive</b>            | <b>History Tables</b>   |
|-----------------------------------|---|
| Time report transaction data      | <ul style="list-style-type: none"> <li>EX_TIME_DTL_H</li> <li>EX_TIME_HDR_H</li> <li>EX_TIME_POL_H</li> <li>EX_TM_DTL_DLY_H</li> <li>EX_TM_POL_DLY_H</li> </ul> |
| Time report approval data         | EX_TIME_AW_H  |
| DCAA audit transaction data       | EX_AUDIT_DCAA_H   |
| Time report project resource data | EX_PRJ_RS_STG_H   |
| My Wallet transaction data        | EX_TRANS_H  |
| My Reservations data              | <ul style="list-style-type: none"> <li>TV_MYRES_HDR_H</li> <li>TV_MYRES_LINE_H</li> <li>TV_MYRES_DTL_H</li> </ul>   |
| Accounting line data              | EX_ACCTG_LINE_H   |
| Approval history data             | EX_APRVL_HIST_H   |

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the PeopleSoft Expenses archive candidate reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. We recommend that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a database utility to copy the contents to a flat file.

---

**Important!** If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

---

## Pages Used to Archive Data

| <b>Page Name</b>        | <b>Definition Name</b> | <b>Navigation</b>  | <b>Usage</b>  |
|-------------------------|------------------------|--|---|
| Archive Data to History | PSARCHRUNCNTL          | PeopleTools, Data Archive Manager, Archive Data to History | Select an archive template and query and select the action you want to take in the archiving process. |

| <i>Page Name</i>            | <i>Definition Name</i> | <i>Navigation</i>                                       | <i>Usage</i>   |
|-----------------------------|------------------------|---|--|
| Define Query Bind Variables | PSARCHRUNQRYBND        | Click Define Binds on the Archive Data to History page. | Enter the date used to select the transactions to archive by clicking the Reset Query Bind Variables button. |
| Audit Archiving             | PSARCHIVEAUDIT         | PeopleTools, Data Archive Manager, Audit Archiving      | View the number of rows selected to be archived for each table for a specific archive run.                   |

---

## Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

### Understanding Data Restoration

The Selection option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the Delete option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the Rollback option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific customer or group control.

---

**Important!** After you delete data from the history tables, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

---

### Page Used to Restore Archived Data

| <i>Page Name</i>        | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|-------------------------|------------------------|--|--|
| Archive Data to History | PSARCHRUNCNTL          | PeopleTools, Data Archive Manager, Archive Data to History | Select an archive ID (template) and the batch number for the process run of the data that you want to restore. |





## Chapter 32

# Setting Up and Using iReceipts with PeopleSoft Expenses

This chapter provides an overview of Oracle iReceipts and discusses how to:

- Set up iReceipts in PeopleSoft.
- Set up iReceipts on the Apple iPhone™.
- Create expense lines on the Apple iPhone™.
- Manage expense lines on the Apple iPhone™.
- View iReceipts expense lines in PeopleSoft Expenses My Wallet.
- View iReceipts expense lines on the Apple iPhone™ after submission.
- Load receipt images to your PeopleSoft system.

---

## Understanding Oracle iReceipts

Oracle iReceipts is a financial application that enables you to capture cash receipts, create expense lines, and send expense lines to your expense application using a mobile device. Oracle iReceipts:

- Is designed for the mobile business user to quickly capture cash expense information.
- Streamlines the time to create an expense report.
- Enables the user to use the camera to take an image of a receipt.

### **Requirements**

The requirements of using the iReceipts application on your Apple iPhone™ are:

- An Oracle PeopleSoft Expense license to send the captured data to PeopleSoft Expenses and create an expense report.
- To interface Oracle iReceipts with Oracle's PeopleSoft Expenses 9.1 you must load a patch from Oracle that can be found on My Oracle Support (<https://support.oracle.com/CSP/ui/flash.html>).
- Your Apple iPhone™ must have an operating system of release 3.0 or higher.

- You must download the iReceipts application from the Apple iTunes Store to your Apple iPhone™.
- Your PeopleSoft environment must be correctly configured to allow messaging through PeopleTools Integration Broker. For more information about setting up messaging, see *PeopleTools PeopleBook: Integration Broker*.

## Common Elements Used in this Chapter

### Select

Throughout this document, the term Select is the same as the Apple™ term Tap.

---

## Setting Up iReceipts in PeopleSoft

This section discusses how to:

- Set up expense types.
- Set up messaging, the web service , and the service operation.

## Pages Used to Set Up iReceipts in PeopleSoft

| <i>Page Name</i>              | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>          |
|-------------------------------|------------------------|---|-----------------------|
| Expense Type – Corporate Card | EX_CCET_MAP_TBL        | Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type – Corporate Card | Set up expense types. |

## Setting Up Expense Types

Access the Expense Type – Corporate Card page (Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type – Corporate Card).

| Expense Type - Corporate Card                                |                         |             |                   |   |   |
|--|-------------------------|-------------|-------------------|---|---|
| SetID: SHARE CORPORATE SETID                                 |                         |             |                   |   |   |
| Level 3 Expense Type   |                         |             |                   |   |   |
| Expense Type - Corporate Card                                |                         |             |                   |   |   |
| Customize   Find   View All   1   21-25 of 48   First   Last |                         |             |                   |   |   |
| Data Source  | Merchant Category Group | Description | *Expense Type     |   |   |
| iReceipts  | BREAKFA                 | Breakfast   | Breakfast         | + | - |
| iReceipts  | CAR REN                 | Car Rental  | Automobile Rental | + | - |
| iReceipts  | DINNER                  | Dinner      | Dinner            | + | - |
| iReceipts  | GAS                     | Gas Charges | Gasoline Charges  | + | - |
| iReceipts  | LUNCH                   | Lunch       | Lunch             | + | - |

Expense Type - Corporate Card page

This table maps the iReceipts expense type to an expense type in PeopleSoft Expenses. Mapping populates expense lines when an employee processes an expense report.

**Note.** This setup is required for each SetID that your organization uses in PeopleSoft Expenses.

To set up Expense Types for iReceipts:

1. Select iReceipts in the Data Source column.

2. Enter the iReceipts expense type in the Merchant Category Group column and enter a description.

The valid iReceipts expense types are:

| <i><b>iReceipts Expense Type</b></i> | <i><b>Description</b></i>     |
|--------------------------------------|-------------------------------|
| BREAKFA                              | Breakfast                     |
| CAR REN                              | Car Rental                    |
| DINNER                               | Dinner                        |
| ENTERTA                              | Entertainment                 |
| GAS                                  | Gas                           |
| LODGING                              | Hotel or Lodging              |
| LUNCH                                | Lunch                         |
| MILEAGE                              | Auto Mileage                  |
| PARKING                              | Parking                       |
| TAXI                                 | Ground Transportation or Taxi |
| TIP                                  | Gratuuity or Tip              |
| TOLL                                 | Tolls                         |
| MISCELL                              | Miscellaneous                 |

3. Select the PeopleSoft Expenses expense type in the Expense Type column.

For additional information about the Expense Type - Corporate Card page,

See [Chapter 12, "Mapping Expense Data," Mapping Merchant Category Groups to Expense Types, page 187.](#)

## Setting Up Messaging, the Web Service, and the Service Operation

To set up messaging, the web service , and the service operation see:

See *PeopleSoft Financials/Supply Chain Management Feature Pack March 2011 Installation (Guide)*,  
Installing PeopleSoft 9.1 Expenses

---

## Set Up iReceipts on the Apple iPhone™

This section discusses how to:

- Set up iReceipt.
- Log into iReceipts for the first time.
- Select a background.

Screens Used to Create Expense Lines

| Page Name                   | Definition Name | Navigation  | Usage                |
|-----------------------------|-----------------|---|----------------------|
| Settings – Oracle iReceipts | na              | Settings, iReceipts                                 | Set up iReceipts.    |
| Choose Wallpaper            | na              | Oracle iReceipts, select (tap) the gray background. | Select a background. |

Accessing the iReceipts Main Screen

Access the Settings - Oracle iReceipts screen (Settings, Oracle iReceipts).



Settings - Oracle iReceipts

|                            |  |
|----------------------------|--|
| <b>URL</b>                 | Select to enter the URL of your Expenses system. Contact your system administrator for the URL of your Expense system.   |
| <b>UserID and Password</b> | <p>Enter your user ID and password if you do not want to enter them the first time you access your expenses system. The system uses this user ID and password when logging into PeopleSoft Expenses.</p> <p>These fields are optional. If you do not enter them on this screen, the system will require them the first time that you log into Expenses. After entering them the first time, the system stores your user ID and password.</p> |
| <b>Distance Units</b>      | Select the unit of measure that determines travel distance. For example, kilometers.   |

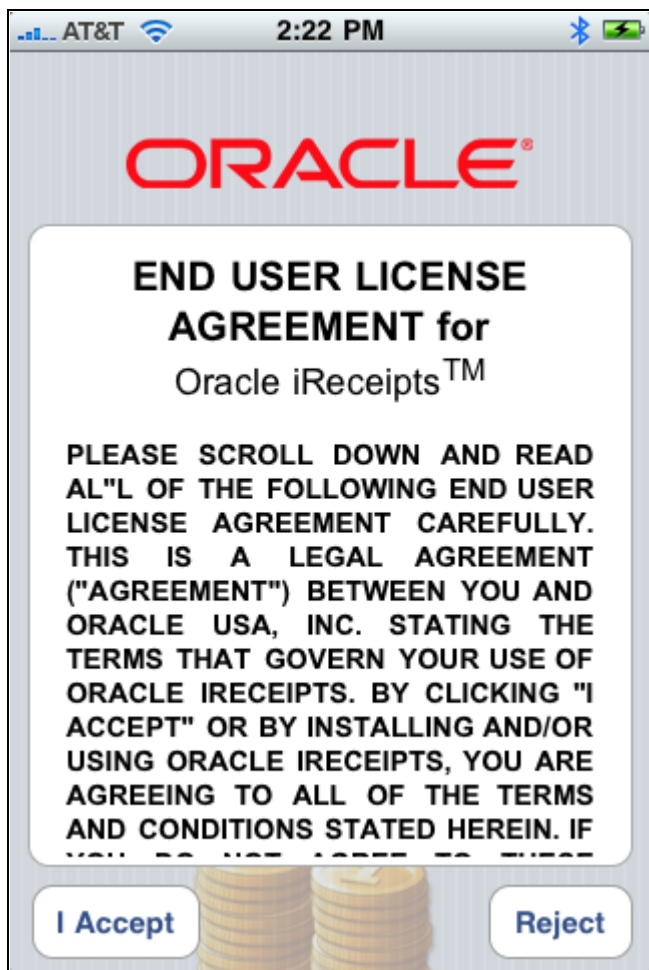
To set up iReceipts:

1. Enter your URL, Username, Password, and unit of measure for distance.
2. Select the Settings button.

## Logging Into iReceipts for the First Time

To start the iReceipts application:

1. Select the Oracle iReceipts icon.  
A splash screen displays while the application starts.
2. Review the *Oracle End User License Agreement*.
3. Select the I Accept button if you accept the conditions.



Oracle end user license agreement

## Selecting a Background

Access the Choose Wallpaper screen (Oracle iReceipts, select (tap) the gray background).



Choose Wallpaper screen

After you tap the gray background these options appear: Capture Wallpaper, Pick Wallpaper from Camera Roll, and Pick Wallpaper from Library.

To select a background:

1. Use the Apple iPhone™ options to capture or pick a background.
2. Select the Save button.

---

## Creating Expense Lines

This section discusses how to:

- Access the iReceipts main screen.
- Create an expense line.
- Select an expense type.
- Enter an expense description.



- Enter an expense amount.
- Change the currency.
- Enter an expense mileage.
- Select a date.
- Enter an expense location.
- Capture an expense iReceipt.

## Screens Used to Create Expense Lines

| <i>Page Name</i>          | <i>Definition Name</i> | <i>Navigation</i>   | <i>Usage</i>                      |
|---------------------------|------------------------|---|-----------------------------------|
| iReceipts – main          | na                     | Oracle iReceipts  | Access the iReceipts main screen. |
| iReceipts – expense entry | na                     | Oracle iReceipts, select the plus (+) sign.                 | Create an expense line.           |
| Select Type               | na                     | Select Type from the iReceipts – expense entry screen.      | Select an expense type.           |
| Enter Description         | na                     | Select Description from the iReceipts expense entry screen. | Enter an expense description.     |
| Enter Amount              | na                     | Select Amount from the iReceipts expense entry screen.      | Enter an expense amount.          |
| Enter Mileage             | na                     | Select Mileage from the iReceipts expense entry screen.     | Enter the expense mileage.        |
| Select Date               | na                     | Select Date from the iReceipts expense entry screen.        | Select a date.                    |
| Enter Location            | na                     | Select Location from the iReceipts expense entry screen.    | Enter an expense location.        |
| Select Receipt            | na                     | Select Receipt from the iReceipts expense entry screen.     | Capture an expense receipt.       |

## Accessing the iReceipts Main Screen

Access the iReceipts main screen (Oracle iReceipts).

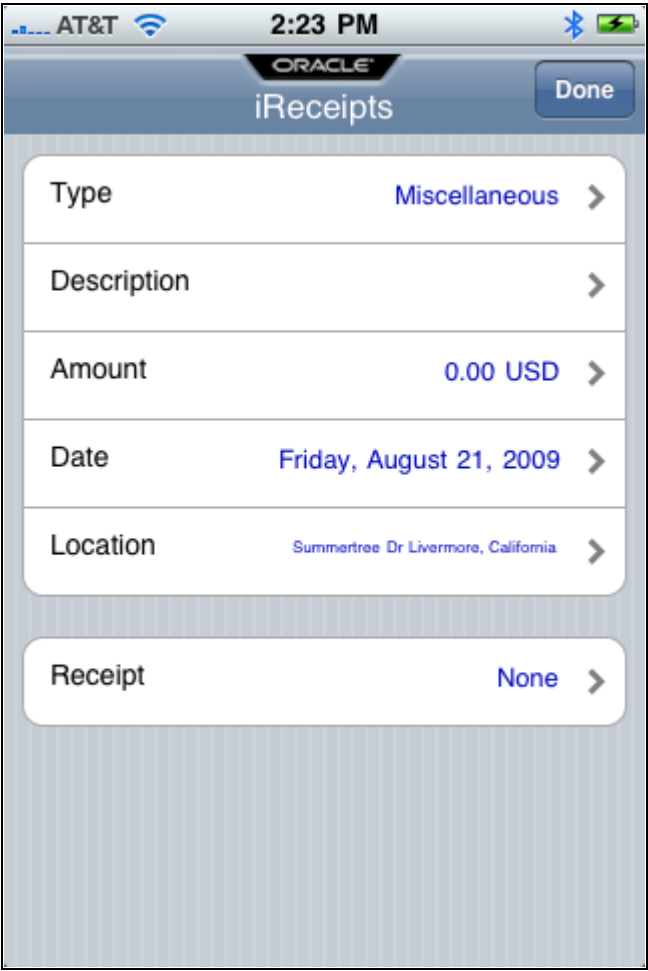


iReceipts main screen

Use this screen to add an expense line or manage expense lines.

## Creating an Expense Line

Access the iReceipts expense entry screen (Oracle iReceipts, select the plus (+) button).



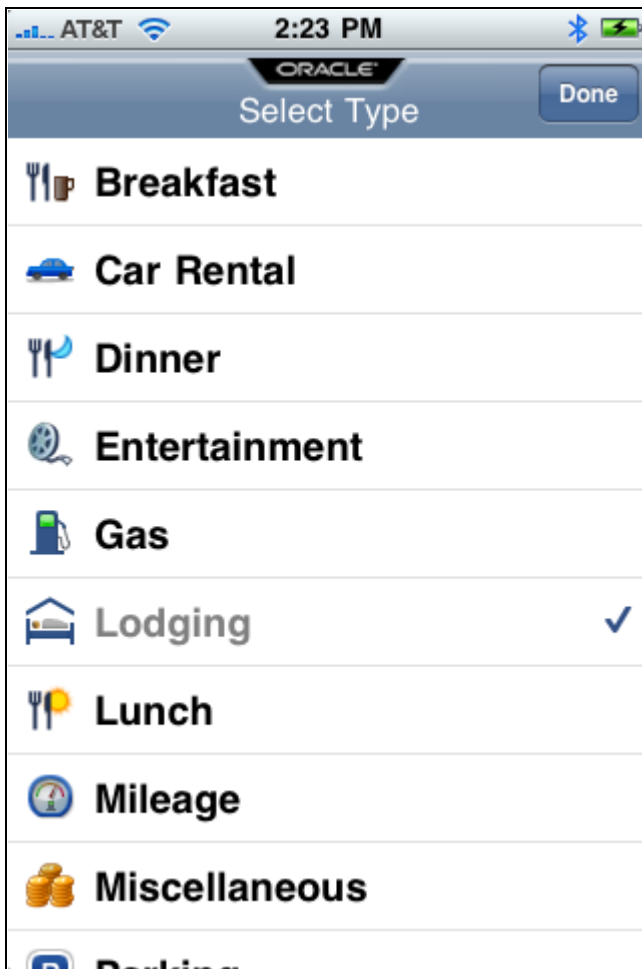
iReceipts expense line screen

|             |   |
|-------------|---|
| Type        | Select to access the Select Type screen.  |
| Description | Select to access the Enter Description screen.  |
| Amount      | Select to access the Enter Amount screen.   |
| Mileage     | Select to access the Enter Mileage screen. This option is available when Mileage is selected in the Type field. |
| Date        | Select to access the Select Date screen.  |
| Location    | Select to access the Enter Location screen.   |
| Receipt     | Select to access the Select Receipt screen.   |
| Done        | Click when you are finished entering all fields for an expense line.  |

**Note.** Use the same options and instructions to modify an expense line.

## Selecting an Expense Type

Access the Select Type screen (select Type from the iReceipts expense line screen).



Select Type screen

To select an expense type:

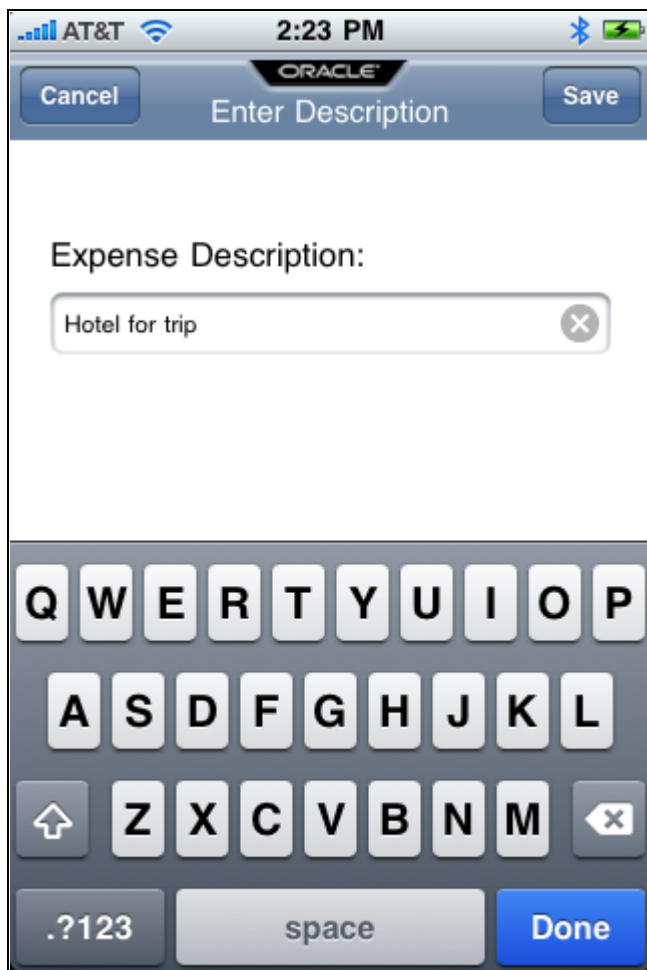
1. Select the expense type such as Breakfast, Lunch, Gas, Mileage, and so on.

If an appropriate expense type is not listed, select Miscellaneous. You can update the expense type when the expense line is transferred to your Expenses application.

2. Select the Done button.

## Entering an Expense Description

Access the Enter Description screen (select Description from the iReceipts expense line screen).



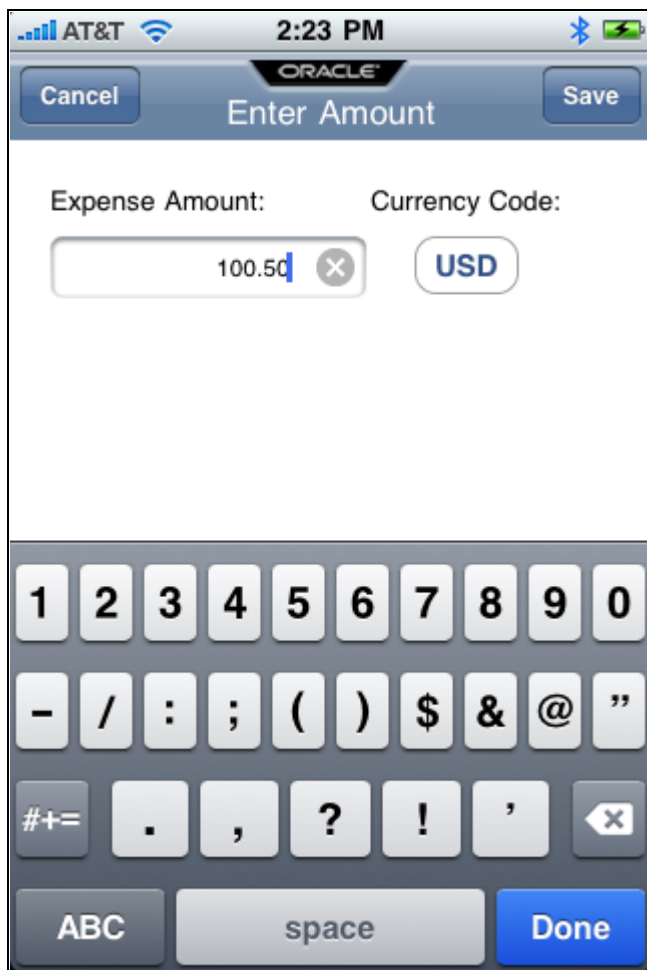
Enter Description screen

To enter a description:

1. Use the key pad to enter a description for the expense.
2. Select the Save button.

## Entering an Expense Amount

Access the Enter Amount screen (select Amount from the iReceipts expense line screen).



Enter Amount screen

To enter an amount:

1. Use the key pad to enter the dollar amount.
2. Select the Save button.

## Changing the Currency

Access the Enter Amount – currency selection screen (select the Currency Code button on the Enter Amount screen).



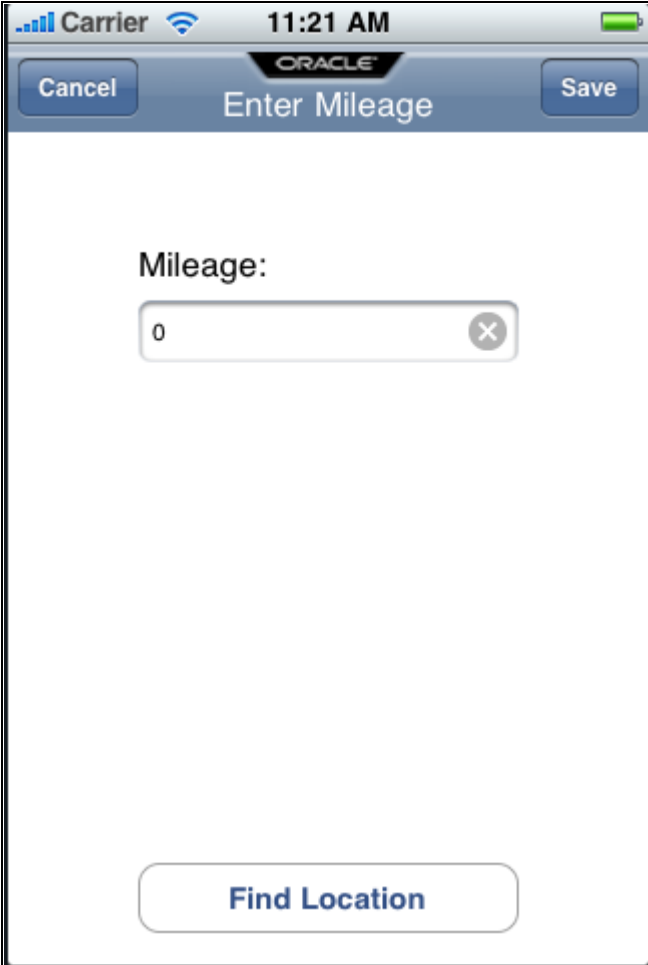
Enter Amount - Currency screen

To change the currency:

1. Select the appropriate currency from the picker.
2. Select the Save button.

## Entering the Expense Mileage

Access the Enter Mileage screen (select Mileage from the iReceipts expense line screen).



Enter Mileage screen

Enter the mileage or have the application find the mileage. This option is available when the expense type is Mileage.

To enter the mileage, select Mileage and use the key pad to enter the amount.

To have the application find the mileage:

1. Select the Find Location button.

The system exits Oracle iReceipts and opens Google Maps™.

2. Use Google Maps™ to enter your location or find the distance between two locations.
3. Select the Menu button to access the Apple iPhone™ menu.
4. Select the Oracle iReceipts icon to access the iReceipts main screen.
5. Enter the mileage.
6. Select the Save button.



## Selecting a Date

Access the Select Date screen (select Date from the iReceipts expense line screen).



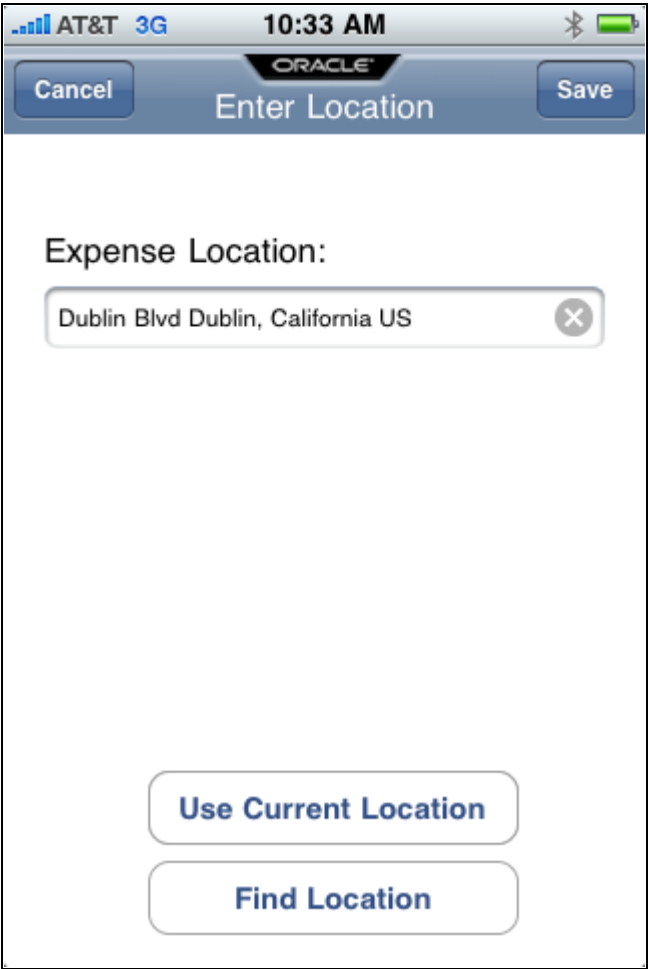
Select Date screen

To select a date:

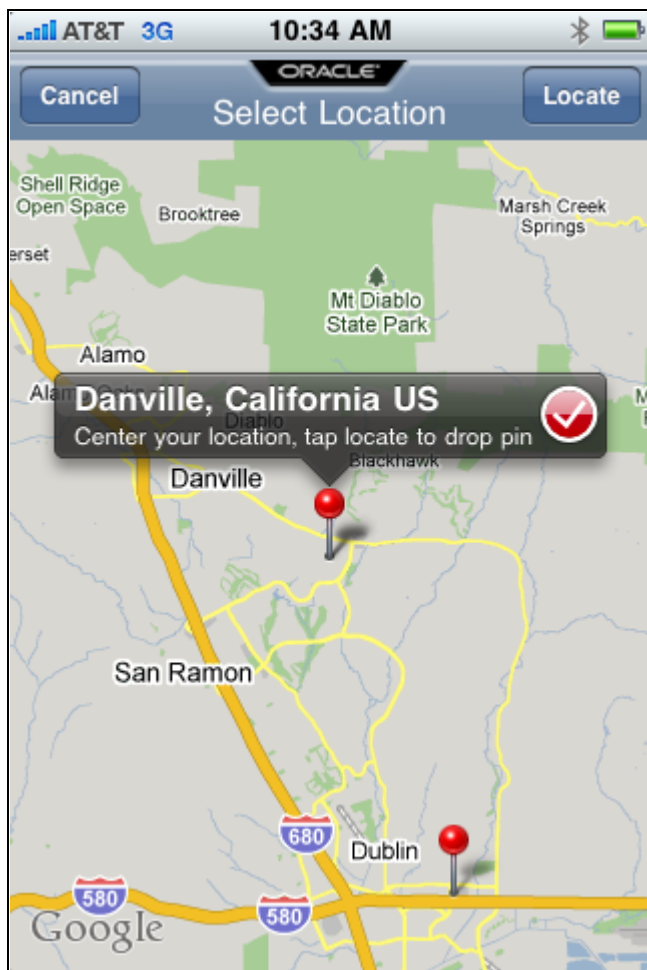
1. Select a date using the picker.
2. Select the Done button.

## Entering an Expense Location

Access the Enter Location screen (select Location from the iReceipts expense line screen).



Enter Location screen



Select Location screen

To enter a location, select the Expense Location field, select the Use Current Location button, or select the Find Location button.

To enter your location:

1. Select the Expense Location field.
2. Enter your location using the keyboard.
3. Select the Select button.

To use your current location:

1. Select the Use Current Location button.

The Apple iPhone™ determines your location using the GPS.

2. Select the Save button.

To find a location:

1. Select the Find Location button.

The Apple iPhone™ displays the Select Location screen and Google Maps™:

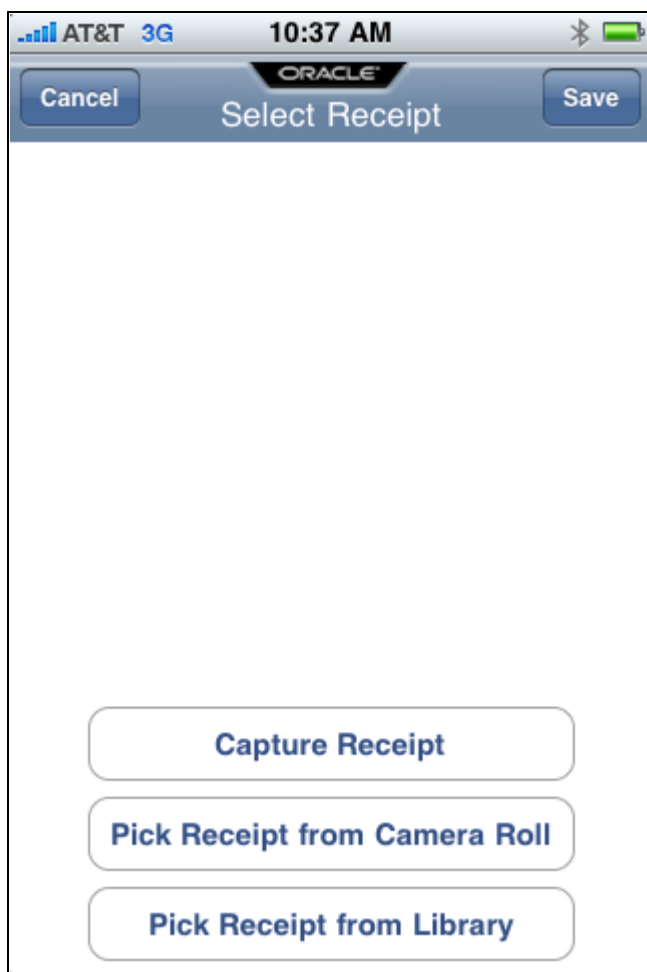
2. Move the desired location to the center of your screen.
3. Click the Locate button.

A red pin identifies the location with a label.

4. Select the red check mark on the pin label.
5. Select the Save button.

## Capturing an Expense Receipt

Access the Select Receipt screen (select Receipt from the iReceipts expense line screen).



Select Receipt screen

To capture an expense receipt, select the Capture Receipt, Pick Receipt from Camera Roll, or Pick Receipt from Library option.

To capture a receipt:

1. Select Capture Receipt.
2. Use the Apple iPhone™ options to capture a picture of an expense receipt.
3. Select the Choose button.
4. Select the Save button.

---

## Managing Expense Lines on the Apple iPhone™

This section discusses how to:

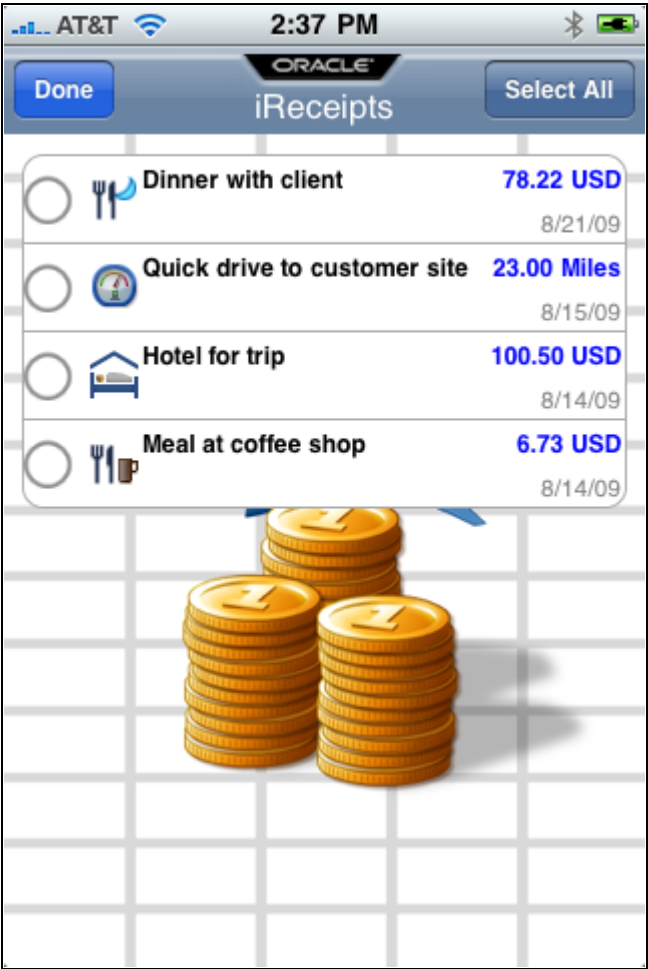
- Add a business purpose.
- Submit expense lines.
- Delete expense lines.

### Screens Used to Manage Expense Lines on the Apple iPhone™

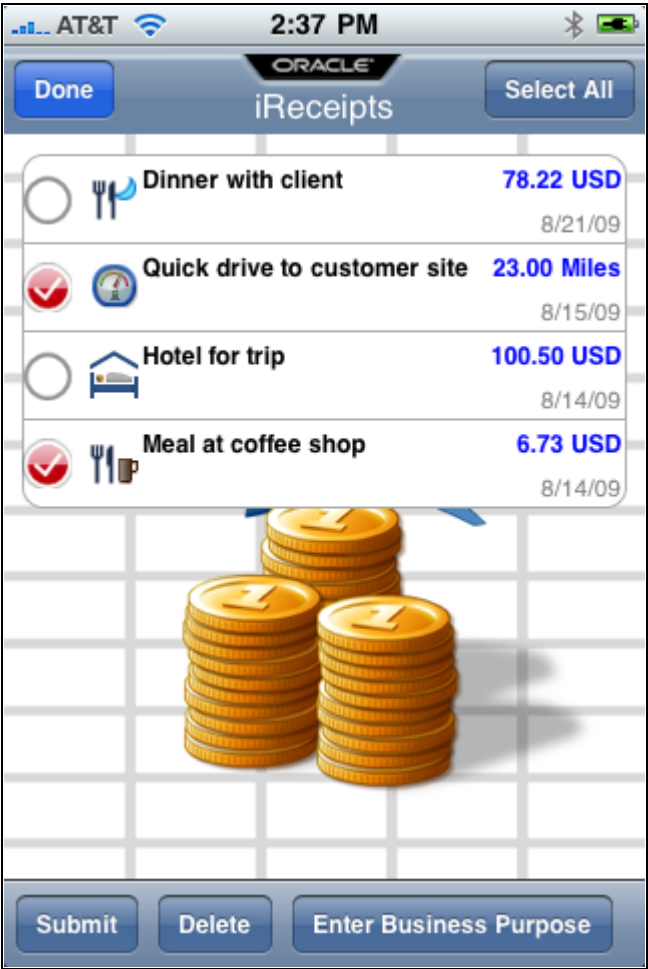
| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i>  | <i>Usage</i>   |
|--------------------|------------------------|--|--|
| iReceipts - manage | na                     | Select Manage from the iReceipts main screen.                              | Manage iReceipts such as add a business purpose, submit expense lines, and delete expense lines. |
| Enter Purpose      | na                     | Select the Enter Business Purpose button from the iReceipts manage screen. | Add a business purpose.  |

### Adding a Business Purpose

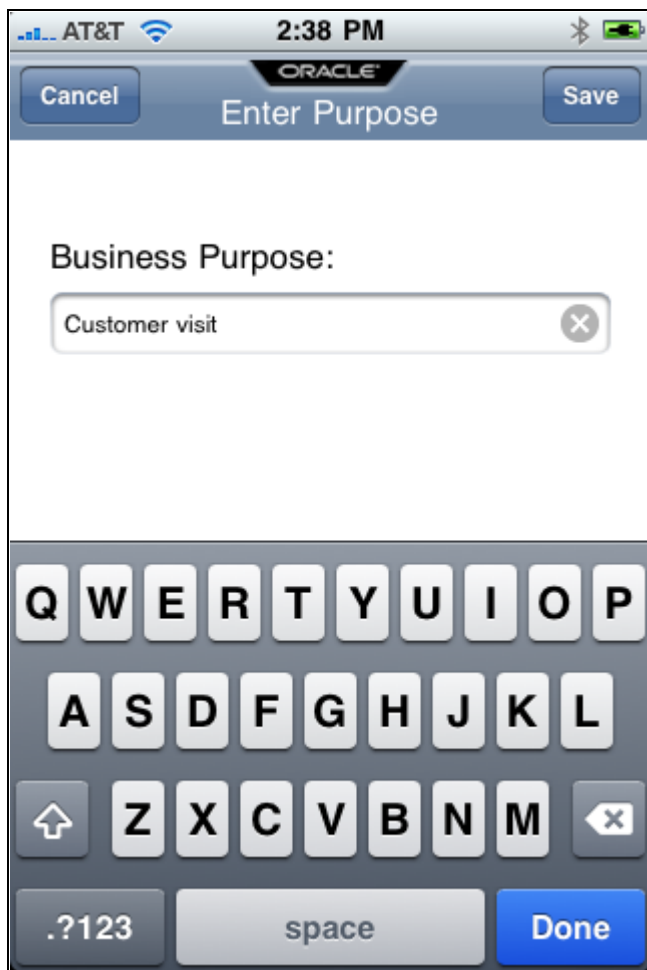
Access the iReceipts – manage screen (select Manage from the iReceipts main screen).



iReceipts - manage screen with no lines selected



iReceipts - manage screen with no business purpose



Enter Purpose screen

To add a business purpose:

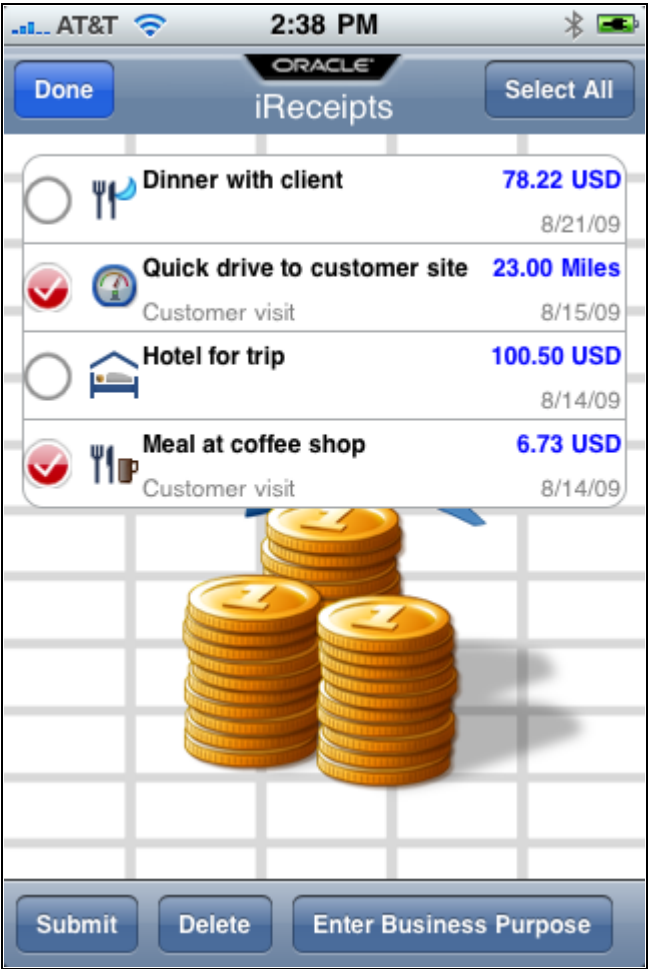
1. Select one or more expense lines.  
Three options appear at the bottom of the screen.
2. Select the Enter Business Purpose button.
3. Use the key pad to enter a business purpose.
4. Select Save.

The business purpose appears below the description on the iReceipts - manage screen.

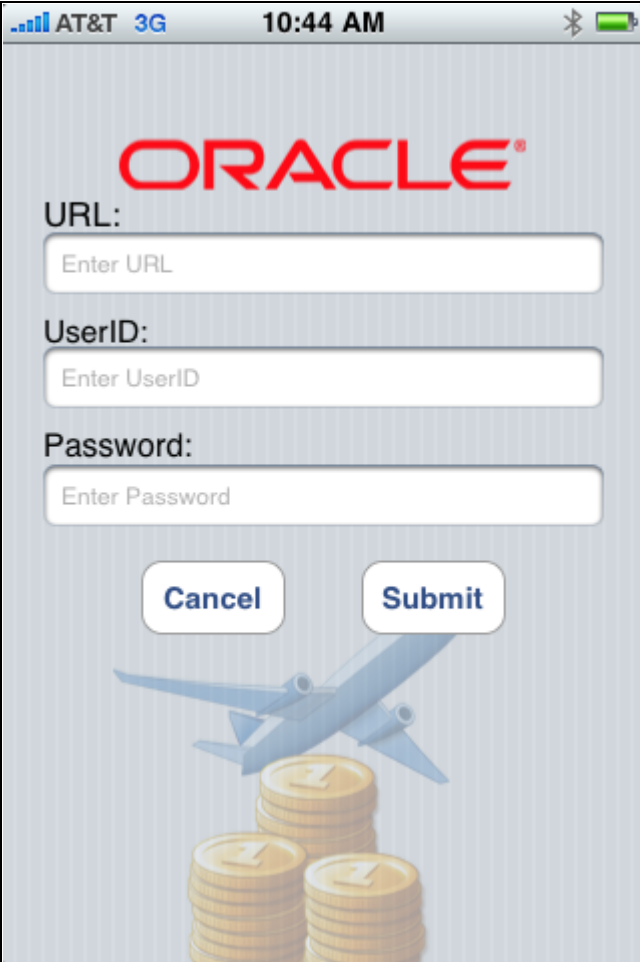
## Submitting Expense Lines

Access the iReceipts – manage screen (select Manage from the iReceipts main screen).





iReceipts - manage screen with business purpose



iReceipts - Submit screen

To submit expense lines to your Expenses application:

1. Select one or more expense lines.  
Three options appear at the bottom of the screen.
2. Select the Submit button.
3. On the iReceipts - Submit screen, select the Submit button.

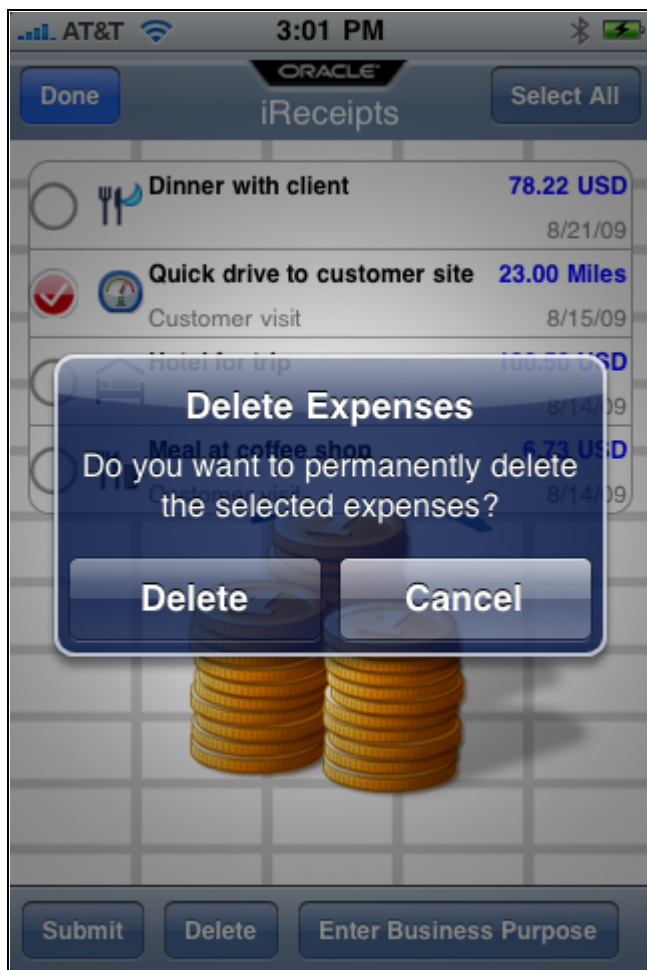
---

**Note.** If the URL, UserID, and Password fields are not entered on the settings page, the user must enter them the first time they submit expense lines. After these fields are entered on this screen the first time the settings are saved and will not have to be entered again. (See Setting Up iReceipts)

---

## Deleting Expense Lines

Access the iReceipts - manage screen, Delete Expenses window (select Manage from the iReceipts main screen, select lines, select the Delete button).



iReceipts – Delete Expenses window

To delete expense lines after they have been received by your Expenses application:

1. Select one or more expense lines.
2. Select the Delete button.
3. On the Delete Expenses confirmation window, select the Delete button.

---

## Viewing iReceipts Expense Lines in PeopleSoft Expenses - My Wallet

This section discusses how to view iReceipts expense line in PeopleSoft Expenses - My Wallet.

## Page Used to View iReceipts Expense Lines in PeopleSoft Expenses - My Wallet

| Page Name                             | Definition Name | Navigation   | Usage                            |
|---------------------------------------|-----------------|--|----------------------------------|
| My Wallet – Review My Wallet Receipts | TE_EXP_WALLET   | Travel and Expenses,<br>Travel and Expense Center,<br>Expense Reports, Modify.<br><br>Select Entries from My<br>Wallet from the Quick Start<br>drop-down list box. | View iReceipts expense<br>lines. |

## Viewing iReceipts Expense Lines in PeopleSoft Expenses - My Wallet

Access the My Wallet – Review My Wallet Receipts page (Employee Self-Service, Travel and Expenses, My Wallet).

**My Wallet**

**Review My Wallet Receipts**

Kenneth Schumacher

**Search Criteria**

From Date: 01/25/2009 Through: 01/25/2010

\*Receipt Data Source: All Data Sources

\*Transaction Status: Unassigned

**Details** Customize | Find | View All | | | First 1-4 of 4 Last

| Mark for Delete          | Date       | Expense Type                       | Merchant          | Additional Details                 | Amount | Doc Type | ID |
|--------------------------|------------|------------------------------------|-------------------|------------------------------------|--------|----------|----|
| <input type="checkbox"/> | 01/15/2010 | <a href="#">Air Travel</a>         | American Airlines | SFO to BOS                         | 780.00 | USD      |    |
| <input type="checkbox"/> | 01/15/2010 | <a href="#">Gasoline Charges</a>   |                   | Chevron, Pleasanton, CA            | 65.00  | USD      |    |
| <input type="checkbox"/> | 12/17/2009 | <a href="#">Automobile Mileage</a> |                   | Trip from Boston to customer site. |        |          |    |
| <input type="checkbox"/> | 12/17/2009 | <a href="#">Breakfast</a>          |                   | Breakfast with Matt Waters.        | 30.00  | USD      |    |

**Add Expense**

Expense Type:

My Wallet - Review My Wallet Receipts page

An Apple iPhone™ icon indicates that an expense line came from the iReceipts application.

If you entered a business purpose for the expense line in the iReceipts application, then the business purpose appears in the Additional Details column.

---

# Viewing iReceipts Expense Lines on the Apple iPhone™ After Submission

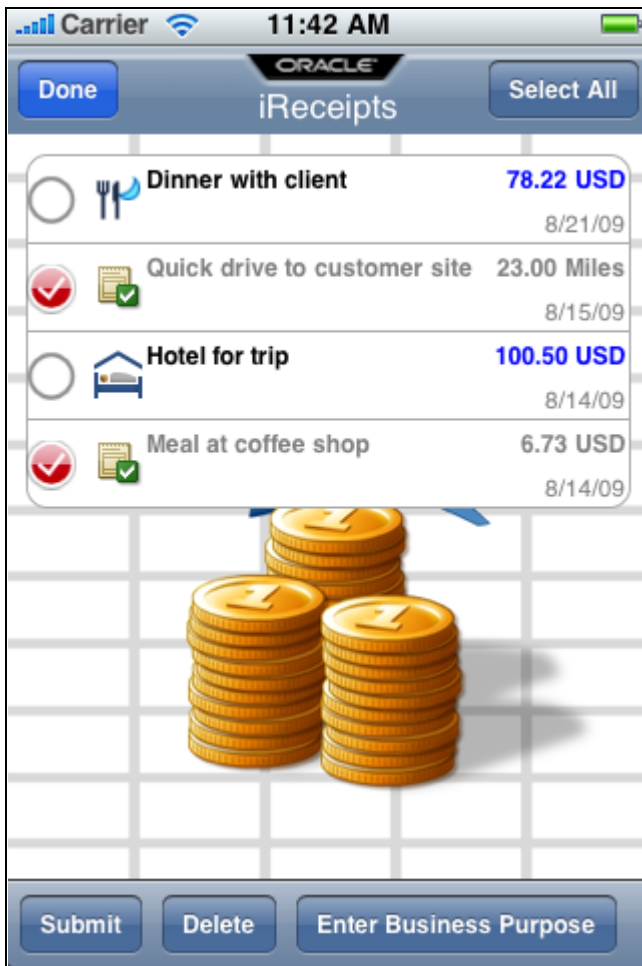
This section discusses how to view iReceipts expense lines on the Apple iPhone™ after submission.

## Page Used to View iReceipts Expense Lines on the Apple iPhone™ After Submission

| <i>Page Name</i>   | <i>Definition Name</i> | <i>Navigation</i> | <i>Usage</i>                                   |
|--------------------|------------------------|-------------------|--|
| iReceipts - manage | na                     | Oracle iReceipts  | View iReceipts expense lines after submission. |

## Viewing iReceipts Expense Lines on the Apple iPhone™ After Submission

Access the iReceipts - main screen (Oracle iReceipts).



iReceipts with submitted lines

To view expense lines that have been submitted, select the Manage button. When expense lines are received by PeopleSoft Expenses a message is sent to the iReceipts application. A green check box indicates that the expense line has been submitted and received by PeopleSoft Expenses.

## Loading Receipt Images to Your PeopleSoft System

If your organization accepts electronic receipt images, you can load an image of your receipt to your computer. This can be accomplished by:

- Synchronizing the image to your computer by physically connecting it.
- Emailing the receipt image to you.

After the receipt image is loaded to your computer, you can generate and print the blank bar-coded page using the Bar Code Receipt Form (Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form or Employee Self-Service, Travel and Expense Center, Print Reports, Bar Code Receipt Form).

## Appendix A

# Configuring Batch Processes for PeopleSoft Expenses

This appendix discusses how to configure temporary tables for batch processing in PeopleSoft Expenses.

---

## Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleSoft PeopleTools enables you to dedicate specific instances of temporary tables for each process. When the PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

---

**Note.** When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

---

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Expenses:

- Expenses Transaction Processing Driver (EX\_TRAN\_PRC).

Two or more Application Engine programs called by the Expenses Transaction Processing Driver share these temporary tables. These temporary tables are defined for this Application Engine program to avoid creating extra instances of the table on the database.

The Expenses Transaction Processing Driver process uses these temporary tables:

- BU\_OPT\_EX\_TAO
- EX\_ACCTG\_TMP
- EX\_ACCTLN\_TAO
- EX\_AD\_RST\_TAO
- EX\_ALLOC\_TAO
- EXP\_BUBANK\_TAO
- EX\_CA\_UPD\_TAO
- EX\_DSTACT\_TAO
- EX\_EE\_PMT\_TAO
- EX\_ER\_UPD\_TAO
- EX\_SH\_RST\_TAO
- EX\_SHTADV\_TAO
- EX\_SUMEMP\_TAO
- EXACCTI2\_TAO
- EXACCTIU\_TAO
- EXADVKEY\_TAO
- EXAIRTKT\_TAO
- EXBUSET2\_TAO
- EXBUSETID\_TAO
- EXEMPBNK\_TAO
- EXEMPLID\_TAO
- EXEMPPMT\_TAO
- EXEMPPMT2\_TAO
- EXSHTKEY\_TAO
- EXVNDPMT\_TAO
- IU\_TRAN\_TAO



- VAT\_IU\_PR\_TAO
- Stage Payments (EX\_STAGE\_PMT)

The Stage Payments process uses these temporary tables:

- EX\_ADVLN\_TAO
- EX\_ADVLSST\_TAO
- EX\_STGSHT\_TMP
- Post Liabilities (EX\_POST\_LIAB)

The Post Liabilities process uses these temporary tables:

- EX\_ADV\_TAO
- EX\_SHEET\_TAO
- EXVATACCT\_TAO
- EXVTACCTA\_TMP
- EXVTACCTB\_TMP
- VAT\_IU\_EX\_TAO
- Post Payments (EX\_POST\_PMT)

The Post Payments process uses these temporary tables:

- EX\_AD\_DST\_TAO
- EX\_AD\_PST\_TAO
- EX\_SH\_DST\_TAO
- EX\_SH\_PST\_TAO
- EX\_SHTALC\_TAO

- Cancel Payments (EX\_CANCL\_PMT)

The Cancel Payments process uses these temporary tables:

- EX\_BUBNK2\_TAO
- EXCAN1\_TAO
- EXCAN2\_TAO
- EXCAN4\_TAO
- EXCANADV\_TAO
- EXCANAUT2\_TAO
- EXCANAUTO\_TAO
- EXCANPMT\_TAO
- EXINTR\_CR\_TAO
- EXINTR\_DB\_TAO

- Expenses Synchronization Payments (EX\_SYNC\_PMT)

The PeopleSoft Expenses Synchronization Payments process uses the EX\_SH\_PMT\_TAO temporary table.

- Travel Authorization Cancel, Reverse, and Rollover (EX\_BCHK\_AUTH)

The Cancel, Reverse, and Rollover process uses the EX\_TAUTH\_TAO temporary table.

- DCAA Notifications (EX\_DCAA\_NTIFY)

The DCAA Notifications process uses the EX\_DCAA\_TAO temporary table.

- Travel Profile Export (TV\_PROF\_EXP)

The Travel Profile Export process uses these temporary tables:

- TV\_EXP\_TRVLR
- TV\_EXP\_TVGRP
- TV\_EXPADD\_TAO
- TV\_EXPCHG\_TAO
- TV\_EXPDEL\_TAO

- Travel Profile Import (TV\_PROF\_IMP)

The Travel Profile Import process uses the TV\_PRFIMP\_TAO temporary table.

The PeopleSoft PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger PeopleBook* discusses how to do this in detail.

**See Also**

*PeopleSoft General Ledger 9.1 PeopleBook*, "Optimizing General Ledger Performance"

*PeopleTools PeopleBook: Application Engine*



## Appendix B

# PeopleSoft Expenses Web Libraries

This appendix provides an overview of web libraries and discusses PeopleSoft Expenses web libraries.

---

## Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB\_. Oracle's PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for Oracle's PeopleSoft Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleSoft PeopleCode.

### See Also

*PeopleTools PeopleBook: PeopleCode API Reference*

*PeopleTools PeopleBook: Security Administration*

*PeopleTools PeopleBook: PeopleTools Portal Technology*

---

## PeopleSoft Expenses Web Libraries

This table lists the web libraries that are used and delivered with PeopleSoft Expenses:

| <b>Web Library Name</b> | <b>Description</b>   |
|-------------------------|--|
| WEBLIB_EOPP_SC          | Returns user to the Travel and Expense home page upon submission of a transaction. |

| <b>Web Library Name</b> | <b>Description</b>  |
|-------------------------|---|
| WEBLIB_PORTAL           | <p>Contains the following seven fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal:</p> <p>PORTAL_ADMIN: Support iScripts administration functions for the portal.</p> <p>PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation.</p> <p>PORTAL_NAV: Main support routines for navigation.</p> <p>PORTAL_HEADER: Support for the header portion of the page and some generic routines.</p> <p>PORTAL_DYN_TEMP: Support for the dynamic template.</p> <p>PORTAL_PGLT_PREV: Support for the pagelet preview functionality.</p> <p>PT_WSRP: Supports the sign on to PeopleSoft when it is defined as a producer.</p> |
| WEBLIB_TE_NAV           | Contains iScript used for PeopleSoft Expenses CFAN navigation to a level more detailed than available on the left-hand navigation menu.   |
| WEBLIB_EX_TV            | Contains iScript used to build the HTML forms that are used to access the travel partner websites.  |

## Appendix C

# Delivered Workflows for PeopleSoft Expenses

This appendix discusses delivered workflows for PeopleSoft Expenses.

### See Also

*PeopleTools PeopleBook: Workflow Technology*

*PeopleTools PeopleBook: PeopleSoft Applications User's Guide*

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## Delivered Workflows for PeopleSoft Expenses

This section discusses PeopleSoft Expenses workflow. The workflows are listed alphabetically by workflow name.

### Authorization Approval Error

This section discusses the Authorization Approval Error workflow.

#### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | Approval processing terminates with errors.  |
| <b>Action Description</b>  | If the system cannot process the approval, it returns the transaction to the approver's queue. |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Authorization Approval Error.  |

### Authorization Request Approved

This section discusses the Authorization Request Approved workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page. |
| <b>Action Description</b>  | When the final approver approves the travel authorization, the system sends a notification to the person who submitted the travel authorization.                         |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Authorization Request Approved.  |

**Authorization Request Denied**

This section discusses the Authorization Request Denied workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page. |
| <b>Action Description</b>  | When an approver denies a travel authorization, the system sends a notification to the person who submitted the travel authorization.                          |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Authorization Request Denied.  |

**Authorization Request Reassign**

This section discusses the Authorization Request Reassign workflow.

**Description**

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A transaction is assigned to a different approver through the Reassignment page.                            |
| <b>Action Description</b>  | When a transaction is reassigned to a different approver, the system sends the new approver a notification. |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Authorization Request Reassign.   |



## Authorization Request Routing

This section discusses the Authorization Request Routing workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes travel authorization requests to another approver after a specified number of days or hours. |
| <b>Action Description</b>  | The system automatically reroutes travel authorization requests to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.                                   |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Authorization Request Routing.  |

## Authorization Request SentBack

This section discusses the Authorization Request SentBack workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Travel Authorizations, or Travel Authorization Summary page. |
| <b>Action Description</b>  | An approver sends a travel authorization back for revision. The system routes the travel authorization back to the employee and sends a notification.               |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Authorization Request SentBack.   |

## Authorization Submit Error

This section discusses the Authorization Submit Error workflow.

### *Description*

|                           |  |
|---------------------------|--|
| <b>Event Description</b>  | A travel authorization is submitted for approval but there are errors in processing it for approval. |
| <b>Action Description</b> | A travel authorization is submitted for approval but there are errors in processing it for approval. |

|                            |                             |
|----------------------------|-----------------------------|
| <b>Notification Method</b> | Email.                      |
| <b>Email Template</b>      | Authorization Submit Error. |

## Cash Advance Approval Error

This section discusses the Cash Advance Approval Error workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | Approval processing terminates with errors.  |
| <b>Action Description</b>  | If the system cannot process the approval, it returns the transaction to the approver's queue. |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Cash Advance Approval Error.   |

## Cash Advance Approved

This section discusses the Cash Advance Approved workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page. |
| <b>Action Description</b>  | When the final approver approves the cash advance, the system sends a notification to the person who submitted the cash advance.                         |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Cash Advance Approved.   |

## Cash Advance Denied

This section discusses the Cash Advance Denied workflow.

### *Description*

|                          |  |
|--------------------------|--|
| <b>Event Description</b> | An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page. |
|--------------------------|--|

|                            |   |
|----------------------------|---|
| <b>Action Description</b>  | When an approver denies a cash advance, the system sends a notification to the person who submitted the cash advance. |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Cash Advance Denied.  |

## Cash Advance Reassign

This section discusses the Cash Advance Reassign workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A transaction is assigned to a different approver through the Reassignment page.                            |
| <b>Action Description</b>  | When a transaction is reassigned to a different approver, the system sends the new approver a notification. |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Cash Advance Reassign.  |

## Cash Advance Routing

This section discusses the Cash Advance Routing workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes cash advances to another approver after a specified number of days or hours. |
| <b>Action Description</b>  | The system automatically reroutes cash advances to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.                                   |
| <b>Notification Method</b> | Email and Worklist.   |
| <b>Email Template</b>      | Cash Advance Routing.   |

## Cash Advance Sent Back

This section discusses the Cash Advance Sent Back workflow.

**Description**

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Cash Advances, or Approve Cash Advance page. |
| <b>Action Description</b>  | An approver sends a cash advance back for revision. The system routes the cash advance back to the employee and sends a notification.               |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Cash Advance Sent Back.   |

**Cash Advance Submit Error**

This section discusses the Cash Advance Submit Error workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | A cash advance is submitted for approval but there are errors in processing it for approval. |
| <b>Action Description</b>  | A cash advance is submitted for approval but there are errors in processing it for approval. |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Cash Advance Submit Error.   |

**Expense Report Approval Error**

This section discusses the Expense Report Approval Error workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | Approval processing terminates with errors.  |
| <b>Action Description</b>  | If the system cannot process the approval, it returns the transaction to the approver's queue. |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Expense Report Approval Error.   |

## Expense Report Approved

This section discusses the Expense Report Approved workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page. |
| <b>Action Description</b>  | When the final approver approves the expense report, the system sends a notification to the person who submitted the expense report.                         |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Expense Report Approved.   |

## Expense Report Denied

This section discusses the Expense Report Denied workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page. |
| <b>Action Description</b>  | When an approver denies an expense report, the system sends a notification to the person who submitted the expense report.                         |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Expense Report Denied.   |

## Expense Report Reassign

This section discusses the Expense Report Reassign workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A transaction is assigned to a different approver through the Reassignment page.                            |
| <b>Action Description</b>  | When a transaction is reassigned to a different approver, the system sends the new approver a notification. |
| <b>Notification Method</b> | Email and worklist.   |

|                       |                          |
|-----------------------|--------------------------|
| <b>Email Template</b> | Expense Report Reassign. |
|-----------------------|--------------------------|

## Expense Report Routing

This section discusses the Expense Report Routing workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes expense reports to another approver after a specified number of days or hours. |
| <b>Action Description</b>  | The system automatically reroutes expense reports to the HR supervisor or to another designated approver after the specified number of days of hours has elapsed.                                   |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Expense Report Routing.   |

## Expense Report Send Back

This section discusses the Expense Report Send Back workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Expense Reports, or Expense Report Summary page. |
| <b>Action Description</b>  | An approver sends an expense report back for revision. The system routes the expense report back to the employee and sends a notification.              |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Expense Report Send Back.   |

## Expense Report Submit Error

This section discusses the Expense Report Submit Error workflow.

### *Description*

|                          |   |
|--------------------------|---|
| <b>Event Description</b> | An expense report is submitted for approval but there are errors in processing it for approval. |
|--------------------------|---|

|                            |   |
|----------------------------|---|
| <b>Action Description</b>  | An expense report is submitted for approval but there are errors in processing it for approval. |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Expense Report Submit Error.  |

## Time Adjustment Approval Error

This section discusses the Time Adjustment Approval Error workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | Approval processing terminates with errors.  |
| <b>Action Description</b>  | If the system cannot process the approval, it returns the transaction to the approver's queue. |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Time Adjustment Approval Error.  |

## Time Adjustment Approved

This section discusses the Time Adjustment Approved workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page. |
| <b>Action Description</b>  | When the final approver approves the time adjustment, the system sends a notification to the person who submitted the time adjustment.                     |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Time Adjustment Approved.  |

## Time Adjustment Denied

This section discusses the Time Adjustment Denied workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page. |
| <b>Action Description</b>  | When an approver denies a time adjustment, the system sends a notification to the person who submitted the time adjustment.                      |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Time Adjustment Denied.  |

**Time Adjustment Reassign**

This section discusses the Time Adjustment Reassign workflow.

**Description**

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A transaction is assigned to a different approver through the Reassignment page.                            |
| <b>Action Description</b>  | When a transaction is reassigned to a different approver, the system sends the new approver a notification. |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Time Adjustment Reassign.   |

**Time Adjustment Routing**

This section discusses the Time Adjustment Routing workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time adjustments to another approver after a specified number of days or hours. |
| <b>Action Description</b>  | The system automatically reroutes time adjustments to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.                                   |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Time Adjustment Routing.   |



## Time Adjustment Sent Back

This section discusses the Time Adjustment Sent Back workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Time Adjustments, or Time Report Summary page. |
| <b>Action Description</b>  | An approver sends a time adjustment back for revision. The system routes the time adjustment back to the employee and sends a notification.           |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Time Adjustment Send Back.  |

## Time Adjustment Submit Error

This section discusses the Time Adjustment Submit Error workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A time adjustment is submitted for approval but there are errors in processing it for approval. |
| <b>Action Description</b>  | A time adjustment is submitted for approval but there are errors in processing it for approval. |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Time Adjustment Submit Error.   |

## Time Report Approval Error

This section discusses the Time Report Approval Error workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | Approval processing terminates with errors.  |
| <b>Action Description</b>  | If the system cannot process the approval, it returns the transaction to the approver's queue. |
| <b>Notification Method</b> | Email and worklist.  |

|                       |                             |
|-----------------------|-----------------------------|
| <b>Email Template</b> | Time Report Approval Error. |
|-----------------------|-----------------------------|

## Time Report Approved

This section discusses the Time Report Approved workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | The final approver clicks the Approve button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page. |
| <b>Action Description</b>  | When the final approver approves the time report, the system sends a notification to the person who submitted the time report.                         |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Time Report Approved.  |

## Time Report Denied

This section discusses the Time Report Denied workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | An approver clicks the Deny button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page. |
| <b>Action Description</b>  | When an approver denies a time report, the system sends a notification to the person who submitted the time report.                          |
| <b>Notification Method</b> | Email.   |
| <b>Email Template</b>      | Time Report Denied.  |

## Time Report Reassign

This section discusses the Time Report Reassign workflow.

### *Description*

|                          |  |
|--------------------------|--|
| <b>Event Description</b> | A transaction is assigned to a different approver through the Reassignment page. |
|--------------------------|--|

|                            |   |
|----------------------------|---|
| <b>Action Description</b>  | When a transaction is reassigned to a different approver, the system sends the new approver a notification. |
| <b>Notification Method</b> | Email and worklist.   |
| <b>Email Template</b>      | Time Report Reassign.   |

## Time Report Routing

This section discusses the Time Report Routing workflow.

### *Description*

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | If you have established rerouting rules on the Transaction Definition page, Rerouting Rules tab, the system reroutes time reports to another approver after a specified number of days or hours. |
| <b>Action Description</b>  | The system automatically reroutes time reports to the HR supervisor or to another designated approver after the specified number of days or hours has elapsed.                                   |
| <b>Notification Method</b> | Email and worklist.  |
| <b>Email Template</b>      | Time Report Routing.   |

## Time Report Sent Back

This section discusses the Time Report Sent Back workflow.

### *Description*

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An approver clicks the Send Back button on the Approve Transactions - Overview, Approve Transactions - Time Reports, or Time Report Summary page. |
| <b>Action Description</b>  | An approver sends a time report back for revision. The system routes the time report back to the employee and sends a notification.               |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Time Report Send Back.  |

## Time Report Submit Error

This section discusses the Time Adjustment Submit Error workflow.

**Description**

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | A time report is submitted for approval but there are errors in processing it for approval. |
| <b>Action Description</b>  | A time report is submitted for approval but there are errors in processing it for approval. |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | Time Report Submit Error.   |

**Time Report Acknowledgement**

This section discusses the Time Report Acknowledgement workflow.

**Description**

|                            |   |
|----------------------------|---|
| <b>Event Description</b>   | An authorized reporter submits a time report on behalf of an employee who has DCAA functionality enabled. |
| <b>Action Description</b>  | The system sends the employee a notification to acknowledge the content of the time report.               |
| <b>Notification Method</b> | Email.  |
| <b>Email Template</b>      | TimeReportAcknowledgement.  |

**Time Report DCAA Past Due**

This section discusses the Time Report DCAA Past Due workflow.

**Description**

|                            |  |
|----------------------------|--|
| <b>Event Description</b>   | System administrators run the Time Reporting Notifications process for DCAA-compliant business units.                            |
| <b>Action Description</b>  | The system sends an email notification to employees to remind them of missed deadlines and to save or submit their time reports. |
| <b>Notification Method</b> | Email  |
| <b>Email Template</b>      | TimeReportDCAAPastDue.   |

# Time Report DCAA Reminder

This section discusses the Time Report DCAA Reminder workflow.

## Description

|                     |  |
|---------------------|--|
| Event Description   | System administrators run the Time Reporting Notifications process for DCAA-compliant business units.  |
| Action Description  | The system sends emails to employees to remind them of upcoming deadlines and to save time for a day if none is already saved by the time PeopleSoft Expenses runs the Time Reporting Notifications process. |
| Notification Method | Email  |
| Email Template      | TimeReportDCAAReminder.  |



## Appendix D

# PeopleSoft Expenses Reports

This appendix lists all the reports provided with PeopleSoft Expenses and includes general information about each report.

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**Note.** For samples of these reports, see the Portable Document Format (PDF) files published with your online documentation.

Additional reports for PeopleSoft Expenses are documented in *PeopleSoft Global Options and Reports PeopleBook*.

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### See Also

*PeopleSoft Global Options and Reports 9.1 PeopleBook*, "PeopleSoft Financials Global Reports"

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## PeopleSoft Expenses Reports: A to Z

This table lists the PeopleSoft Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any PeopleSoft Expenses report.

| <b>Report ID and Report Name</b>          | <b>Description</b>  | <b>Navigation</b>  | <b>Run Control Page</b> |
|---|---|--|-------------------------|
| EX_AEMP_XRPT<br>Employee Average Expenses | Lists the average amount spent by an employee over a period of time. Select Direct Report Employees to list the employees that report directly to the user that is signed on. | Travel and Expenses, Manage Accounting, Print Reports, Employee Average Expenses | RUN_EXAVEM_XRPT         |

| <b>Report ID and Report Name</b>                  | <b>Description</b>  | <b>Navigation</b>  | <b>Run Control Page</b> |
|---|---|--|-------------------------|
| EX_BUDG_XRPT<br>Standard Budgets                  | <p>This run control page provides an option to run two reports:</p> <ul style="list-style-type: none"> <li>Select Expense Sheet Report to list the amount of expense reports (pending and approved) versus the amount in the standard budget, and the difference between the two amounts.</li> <li>Select Travel Authorization Report to list the amount of travel authorizations (pending and approved) versus the amount in the standard budget, and the difference between the two amounts.</li> </ul> | Travel and Expenses, Manage Accounting, Print Reports, Standard Budgets              | RUN_EXBUDG_XRPT         |
| EX_CCRD_XRPT<br>Credit Card versus Other Spending | Lists the usage of corporate credit cards versus other types of spending. Select Direct Report Employees to list the employees that report directly to the user that is signed on.  | Travel and Expenses, Manage Accounting, Print Reports, Credit Card vs Other Spending | RUN_EXCCARD_XRPT        |
| EX_ETRD_XRPT<br>Employee Trends                   | Lists the trend of an employee's expenses over a specified period of time. Select Direct Report Employees to list the employees that report directly to the user that is signed on.   | Travel and Expenses, Manage Accounting, Print Reports, Employee Trends               | RUN_ETRD_XRPT           |
| EX_EVLT_XRPT<br>Employee Violation Amounts        | Lists the employees that have amounts that are in violation. Select Direct Report Employees to list the employees that report directly to the user that is signed on.   | Travel and Expenses, Manage Accounting, Print Reports, Employee Violation Amounts    | RUN_EXEVLT_XRPT         |



| <b>Report ID and Report Name</b>          | <b>Description</b>   | <b>Navigation</b>   | <b>Run Control Page</b> |
|---|--|---|-------------------------|
| EX_MRCH_XRPT<br>Total Merchant Costs      | Lists the dollar amount spent for each merchant, and groups the amount by expense type and currency. This report can be run for preferred merchants or all merchants. It can be run at a high level (location not included), or at a more detailed level, which lists the location of the expense. | Travel and Expenses, Manage Accounting, Print Reports, Total Merchant Costs Report      | RUN_EXMRCH_XRPT         |
| EX_TSPD_XRPT<br>Employee Top Spenders     | Lists the amount that an employee has spent over a given period of time. The report is displayed in descending monetary amount (the highest spenders are at the top of the page). Select Direct Report Employees to list the employees that report directly to the user that is signed on.         | Travel and Expenses, Manage Accounting, Print Reports, Employee Top Spenders            | RUN_EXESPD_XRPT         |
| EXC1500<br>Business Units                 | Lists business units.  | Set Up Financials/Supply Chain, Business Unit Related, Reports, Expenses Units          | RUN_EXC1500             |
| EXC2500<br>Employee Data by Department    | Lists employee personal, organizational, and job data by department.   | Travel and Expenses, Manage Employee Information, Employee Data by Department           | RUN_EXC2500             |
| EXC2501<br>Employee Data by Business Unit | Lists employee personal, organizational, and job data by business unit.  | Travel and Expenses, Manage Employee Information, Employee Data by Business Unit Report | RUN_EXC2501             |
| EXC2510<br>Business Purposes              | Lists Business Purposes defined in PeopleSoft Expenses.  | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose    | RUN_EXC2510             |
| EXC2515<br>Earnings Code                  | Lists the Earnings Codes defined in PeopleSoft Expenses.   | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code       | RUN_EXC2515             |

| <b>Report ID and Report Name</b>                  | <b>Description</b>   | <b>Navigation</b>   | <b>Run Control Page</b> |
|---|--|---|-------------------------|
| EXC2521<br>Expense Type Groups                    | Lists the Expense Type Groups defined in PeopleSoft Expenses.  | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group  | RUN_EXC2521             |
| EXC2522<br>Expense Types                          | Lists Expense Types defined in PeopleSoft Expenses.            | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type  | RUN_EXC2522             |
| EXC2523<br>Expense Billing Code                   | Lists Expense Billing Codes defined in PeopleSoft Expenses.    | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code  | RUN_EXC2523             |
| EXC2525<br>Preferred Merchants                    | Lists Preferred Merchants defined in PeopleSoft Expenses.      | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant  | RUN_EXC2525             |
| EXC2529<br>Authorized Expense Amounts by Location | Lists Expense Location Amounts defined in PeopleSoft Expenses. | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount   | RUN_EXC2529             |
| EXC2530<br>Expense Locations                      | Lists Expense Locations defined in PeopleSoft Expenses.        | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location  | RUN_EXC2530             |
| EXC2531<br>Expense Location Groups                | Lists Expense Location Groups defined in PeopleSoft Expenses.  | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group  | RUN_EXC2531             |
| EXC2540<br>Reimbursement Actions                  | Lists Reimbursement Actions defined in PeopleSoft Expenses.    | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code   | RUN_EXC2540             |
| EXC2550<br>Corporate Card Information             | Lists employee corporate credit card information.              | <ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Card Data</li> <li>Travel and Expenses, Employee Information, Corporate Card Report</li> </ul> | RUN_EXC2550             |

| <b>Report ID and Report Name</b>                     | <b>Description</b>  | <b>Navigation</b>   | <b>Run Control Page</b> |
|--|---|---|-------------------------|
| EXC2551<br>Credit Card Vendor                        | Lists Corporate Card Vendors defined in PeopleSoft Expenses.    | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor   | RUN_EXC2551             |
| EXC2561<br>Payment Type                              | Lists Payment Types defined in PeopleSoft Expenses.             | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type            | RUN_EXC2561             |
| EXC2570<br>Auto Mileage Standard Distance Rates      | Lists Standard Distance Rates defined in PeopleSoft Expenses.   | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates | RUN_EXC2570             |
| EXC2571<br>Auto Mileage Varied Distance Rates        | Lists Varied Distance Rates defined in PeopleSoft Expenses.     | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates   | RUN_EXC2571             |
| EXC2581<br>Cash Advance Source                       | Lists Cash Advance Sources defined in PeopleSoft Expenses.      | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source     | RUN_EXC2581             |
| EXC2596<br>Templates                                 | Lists Templates defined in PeopleSoft Expenses.                 | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template                | RUN_EXC2596             |
| EXC2597<br>Wizard Types                              | Lists Wizard Types defined in PeopleSoft Expenses.              | Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type             | RUN_EXC2597             |
| EXC3500<br>General Ledger Balancing                  | Lists transaction balancing with general ledger entries.        | Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report                  | RUN_EXC3500             |
| EXC4500<br>Expense Report-XMLPub                     | Prints a standard expense report.                               | Travel and Expenses, Travel and Expense Center, Expense Report, Print                       | RUN_EXC4500             |
| EXC4600<br>Expense Transactions by Department-XMLPub | Lists all expense transactions billed to a specific department. | Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions by Dept         | RUN_EXC4600             |

| <b>Report ID and Report Name</b>                   | <b>Description</b>   | <b>Navigation</b>   | <b>Run Control Page</b> |
|--|--|---|-------------------------|
| EXC4601<br>Expense Transactions by Unit            | Lists all expense transactions billed to a specific business unit.                               | Travel and Expenses, Manage Accounting, Print Reports, Expense Trans By Bus Unit  | RUN_EXC4601             |
| EXC5500<br>Cash Advance                            | Prints a standard cash advance request.  | Travel and Expenses, Travel and Expense Center, Cash Advance, Print   | RUN_EXC5500             |
| EXC5600<br>Cash Advances by Department-XMLPub      | Lists all cash advances billed to a specific department.   | Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Dept  | RUN_EXC5600             |
| EXC5601<br>Cash Advances by Business Unit          | Lists all cash advances billed to a specific business unit.                                      | Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Bus Unit  | RUN_EXC5601             |
| EXC5700<br>Cash Advance Aging by Department-XMLPub | Lists all outstanding cash advances for a department and how long they have been outstanding.    | Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Dept   | RUN_EXC5700             |
| EXC5701<br>Cash Advance Aging by Business Unit     | Lists all outstanding cash advances for a business unit and how long they have been outstanding. | Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Bus Unit   | RUN_EXC5701             |
| EXC7500<br>Time Report-XMLPub                      | Lists project hours and project descriptions.  | Travel and Expenses, Travel and Expense Center, Time Report, Print  | RUN_EXC7500             |
| EXC8500<br>Travel Authorization                    | Lists travel authorizations that are in the expense system.                                      | Travel and Expenses, Travel and Expense Center, Travel Authorization, Print   | RUN_EXC8500             |
| EXC9000<br>Vendor Payments                         | Summarizes all payments by vendor, payment bank account, payment date, and employee ID.          | Travel and Expenses, Manage Accounting, Print Report, Vendor Payment Reports  | RUN_EXVNDRPMT           |
| TE_ICRFORM<br>Bar Code Receipt Form                | Prints a form to attach receipts to if using receipt imaging.                                    | <ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form</li> <li>Employee Self-Service, Travel and Expense Center, Print Reports, Bar Code Receipt Form</li> </ul> | HTML page               |

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# PeopleSoft Expenses Selected Reports

This section provides detailed information about individual reports, including important fields. The reports are listed alphanumerically by report ID.

## EXC9000 - Vendor Payments

Define parameters on the Vendor Payments (RUN\_EXVNDRPMT) page for the Vendor Payments report:

|                            |  |
|----------------------------|--|
| <b>Vendor SetID</b>        | Enter a set ID for the vendor. This is a required field.   |
| <b>Vendor ID</b>           | Select <i>All Vendors</i> for PeopleSoft Expenses to run the report for all vendors or select <i>Specify</i> and enter vendor IDs. |
| <b>Payment Date</b>        | Enter a from and to date. These are required fields.   |
| <b>Export to File Name</b> | Enter a file name to use for the flat file. PeopleSoft Expenses does not override existing reports.                                |
| <b>Run</b>                 | Click to run the Vendor Payments Export to File Application Engine (EX_VNDPT_EXP) process.   |

---

**Note.** For security reasons, PeopleSoft Expenses displays only the last five digits of employee credit card numbers on the Vendor Payments report.

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## Symbols

% Variance from Travel Auth 21

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