

# Oracle PeopleSoft Expenses

Oracle's PeopleSoft Expenses is a comprehensive travel expense solution, which streamlines and automates travel spend management and establishes policy-driven controls for expense reimbursement. PeopleSoft Expenses is part of PeopleSoft's Travel and Expense Management solution, a seamless and comprehensive business solution that helps you manage the second largest controllable category of enterprise spend. As organizations search for ways to trim unnecessary costs, automating the management of travel and expenses is one way to achieve immediate bottom-line results. The move from a paper-based entry to an electronic capture of time and expenses can possibly improve processing time.

PeopleSoft Expenses automation enables you to increase compliance and improve your ability to leverage supplier discounts—which in turn can help create significant savings in the cost of goods and services. It also allows you to switch from paper checks to electronic employee and supplier payments, further reducing costs and providing more control over settlement dates, or floats.

## Achieve Best Practices

PeopleSoft Expenses cuts costs by establishing and implementing best practices across your organization. Specific features include streamlined data entry, enforcement of internal controls, and enhanced approval and audit processing.

The Expenses Homepage provides you with everything you need to manage, create and check the status of your various travel and expense transactions and payments.

## Key Business Benefits

- Reduce the second largest controllable category of enterprise spend
- Deploy best practices for effective travel policy management
- Streamline processing and reduce costs

## Key Features

- Best practices in expense management
- Enabled for Chatbot collaboration for Inquiries and updates leveraging PICASO Digital Assistant
- Expenses entry enabled for smart phones and tablets
- Optional collaboration with MS Teams and Slack to enable inquiries into the Expense System as well as updates to Travel and Expense Transactions
- Integrated receipt management
- Enhanced (or Level 4) corporate credit card data
- Flexible cash advance and pre-trip travel authorization management
- Global support for per diems and GPS mileage calculations
- Automated risk assessment to flag approvers and auditors of potentially invalid expenses
- Real-time expense analysis
- Centralized location for all travel and expense-related activities

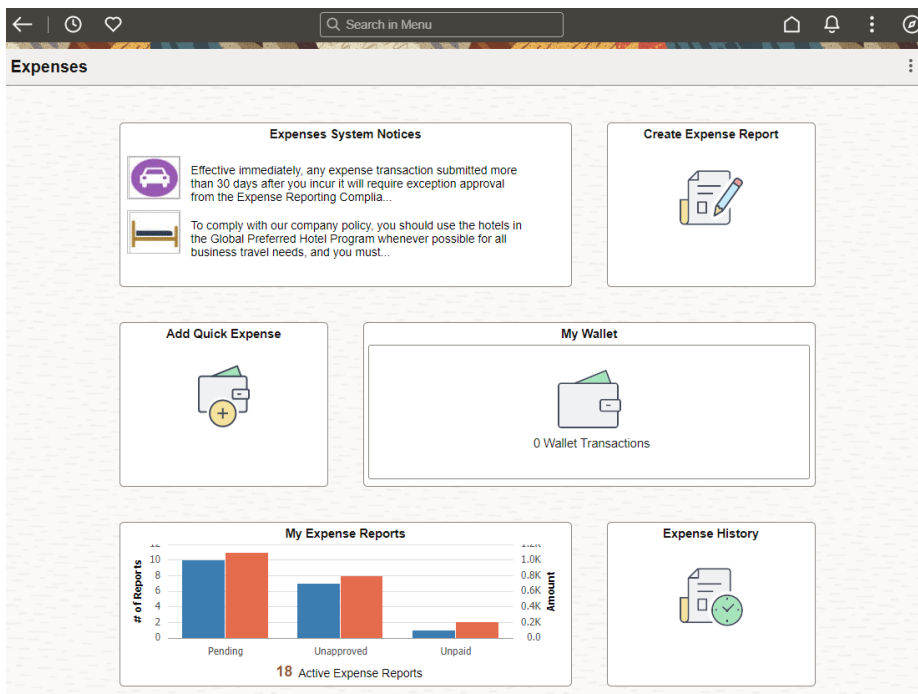


Figure 1. Example of Expenses Homepage.

#### Use PeopleSoft Expenses to:

- Travel policy compliance enforcement with Dashboards to show policy violations
- Approvals through automated approval workflow
- Seamless integration with payment options (Payroll or AP)
- Fast expense entry with intuitive user interface and error correction
- Provide a central location for all employee travel- and expense-related functions that minimizes clicks and improves usability.
- Access a single, comprehensive page that displays report information, as well as detailed expense lines.
- View default accounting for an entire expense report, cross charge expenses to other business units or cost centers, and apply an outstanding cash advance / travel authorization to the report.
- Use a worklist of approval and audit pages to empower managers and auditors with a high level of flexibility in process automation and management. Define approval routing rules to transfer expense transactions to other approvers. Approve expense reports via email, mass approval, or using a mobile device to reduce time and costs.
- Proactively monitor expense risk assessment using pre-defined approval refinement templates that provide flexible and powerful options to quickly identify potentially risky expense transactions that may require additional approval or justification.
- Configure global business rules for individual provinces or countries with powerful per diem and full multi-currency capabilities.
- Accommodate value-added taxes (VAT) in the consumption country and province. Enter VAT amounts manually or allow the system to calculate it for you, based on configuration.
- Automate accruals for transactions in My Wallet that have not been processed on expense reports.

- Use the responsive Fluid User Interface to provide a streamlined user interface, optimized for the experience of smart phones and tablets, so you can enter and submit expense reports while on the go.
- Use the Fluid User Interface to attach files so you can take pictures of receipts and automatically upload the images to an expense report.
- Determine the level of checks and balances when monitoring expense reports that aren't associated with a receipt.

## Maximize Performance with Real-Time Reporting and Analytics

PeopleSoft Expenses contains sophisticated reporting and analytics that enable you to track, in real time, the performance of your expense management program. For reporting, transaction-in-progress functionality enables managers, auditors, and executives to easily determine where transactions are in the overall process, and to make inquiries about specific transactions. This capability allows you to spot potential and existing problems and identify areas for improvement.

PeopleSoft Expenses includes embedded analytics at five transactional stages:

- Expenses estimated but actual expenses not entered (past due).
- Expenses recorded but not approved.
- Expenses approved but not reimbursed or paid.
- Time estimated but actual time not entered (past due).
- Time recorded but not approved.

In addition, there are Dashboards with flexible filters that accommodate visualizations for managers, auditors, and expense and proxy users to monitor:

- **Travel Policy Violations** to see if they are out of compliance with travel policy.
- **My Proxy Expense Activity** to view expense reports you have prepared.
- **Performance and Operations** to analyze activity for compliance with policy.

## Related Products

The following Products support Oracle PeopleSoft Expenses

- PeopleSoft Human Capital Management
- PeopleSoft Payroll
- PeopleSoft Payables
- PeopleSoft Project Costing
- PeopleSoft Billing
- PeopleSoft General Ledger
- PeopleSoft Approvals

## Related Services

The following services support Oracle PeopleSoft Expenses

- Update Subscription Services
- Product Support Services
- Professional Services

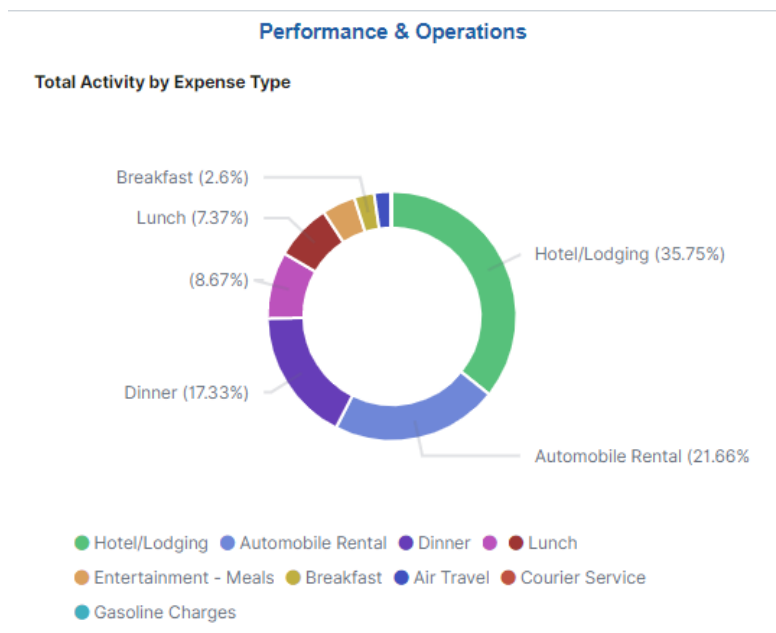


Figure 2. Performance and Operations Dashboard

## Leverage Integration

When you integrate PeopleSoft Expenses with other PeopleSoft or third-party applications, you get enterprise-wide control of your reimbursement process with minimal integration costs. Use each product's strengths to best help you achieve your expense management goals.

Out-of-the-box integrations with PeopleSoft HCM and Financials modules ensure the source of data is always correct and up-to-date.

Integrations allow you to:

- Populate employee tables with organizational, personal, and job data from PeopleSoft Human Capital Management or any HR system.
- Receive direct deposit and bank account information from PeopleSoft Payroll.
- Use the flexibility of PeopleSoft Payables to define different reimbursement pay cycles for employees and vendors.
- Transfer project-costing data to PeopleSoft Project Costing so you can invoice expenses through PeopleSoft Billing.
- Post expense report and cash advance accounting entries to PeopleSoft General Ledger or third-party financial systems.
- Integrate with PeopleSoft Enterprise Performance Management applications for cross-application analysis and reporting.

Additional integrations to other Oracle assets such as the Oracle Digital Assistant offers the flexibility to open your system to your employees 24/7, anytime, anywhere. Using a simple conversation, users can leverage self-service capabilities offered by PeopleSoft Intelligent Chat Assistant from Oracle (PICASO, or PeopleSoft PICASO), the Digital Assistant.

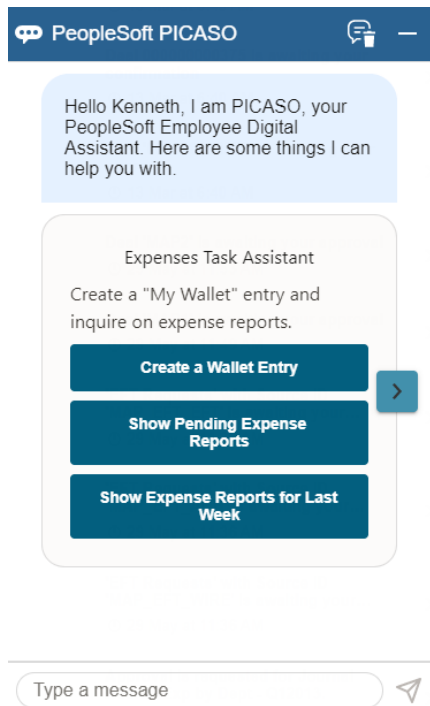


Figure 3. Expenses Digital Assistant.

## Oracle's PeopleSoft Enterprise Service Automation Solutions

Oracle's PeopleSoft Contracts is part of the PeopleSoft Enterprise Service Automation (ESA) suite, which is an integrated family of contract and project management applications.

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