

Oracle[®] Payables Documentation Update

RELEASE 11.0.2

October 1998

ORACLE[®]

Enabling the Information Age[™]

Oracle Payables Documentation Update

Copyright © 1997, 1998. Oracle Corporation. All rights reserved.

Primary Authors: Joseph Murphy, Christina Ravaglia

The Programs (which include both the software and documentation) contain proprietary information of Oracle Corporation; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent and other intellectual and industrial property laws. Reverse engineering, disassembly or decompilation of the Programs is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. Oracle Corporation does not warrant that this document is error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Oracle Corporation.

If the Programs are delivered to the US Government or anyone licensing or using the Programs on behalf of the US Government, the following notice is applicable:

Restricted Rights Notice

Programs delivered subject to the DOD FAR Supplement are 'commercial computer software' and use, duplication and disclosure of the Programs including documentation, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement. Otherwise, Programs delivered subject to the Federal Acquisition Regulations are 'restricted computer software' and use, duplication and disclosure of the Programs shall be subject to the restrictions in FAR 52.227-19, Commercial Computer Software -- Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be licensee's responsibility to take all appropriate fail-safe, back-up, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and Oracle disclaims liability for any damages caused by such use of the Programs.

Oracle is a registered trademark, and Enabling the Information Age, Oracle7, Oracle8, Oracle Alert, Oracle Application Object Library, Oracle Discoverer, Oracle Financials, Oracle Workflow, PL/SQL, SmartClient, SQL*Connect, SQL*Forms, SQL*Loader, SQL*Plus, SQL*Report, Oracle Web Customers, and Oracle Web Employees are trademarks or registered trademarks of Oracle Corporation.

All other company or product names are mentioned for identification purposes only, and may be trademarks of their respective owners.

About This Documentation Update

This document contains important information. Please read this document for the latest updates and additions to the *Oracle Payables User's Guide*. If you have Release 11.0.2 installed, please read this entire document. If you do not have Release 11.0.2 installed, read only the first section, Oracle Payables Documentation Update, Release 11.0.1.

Oracle Payables Documentation Update, Release 11.0.1

This section contains important information. Please read this section for the latest updates and additions to your user's guide.

Payables Open Interface

The following areas of the documentation on the Payables Open Interface Tables are incorrect. Please refer to the *Oracle Payables Applications Technical Reference Manual, Release 11* for a correct list of the columns in the Open Interface Tables. In addition, you can download updated documentation for the Open Interface Tables on Oracle's MetaLink web site.

Correction to Sequential Numbering

Users should ignore the following incorrect text in the *Other Invoice Values Assigned During Payables Open Interface Import* section of the *Open Interface Tables Appendix*:

VOUCHER NUMBER. If you use automatic sequential numbering, then the import program populates the AP_INVOICES.DOC_SEQUENCE_ID and AP_INVOICES.DOC_VALUE columns, and enters STD INV as the AP_INVOICES.DOC_CATEGORY_CODE.

See

Other Invoice Values Assigned During Payables Open Interface Import (*Oracle Payables User's Guide*)

Additional Important Information on Sequential Numbering

The following information on sequential numbering is correct.

There are two methods you can use for sequential numbering when you use the Payables Open Interface:

- **Manual Entry without Audit.** During Payables Open Interface Import, any value entered in the column AP_INVOICES_INTERFACE.VOUCHER_NUM will be inserted in AP_INVOICES.VOUCHER_NUM without validation.

- **Automatic Voucher Numbering with Audit:** A value will be obtained automatically for the record being imported and will be populated in AP_INVOICES.DOC_SEQUENCE_VALUE. Also, audit information will be inserted into the audit table.

If you enter a value for DOC_CATEGORY_CODE, then Payables will ignore any value you enter for VOUCHER_NUM, so automatic voucher numbering will always supersede manual entry.

See

Payables Open Interface Tables *(Oracle Payables User's Guide)*

Payables Open Interface Report

There are five additional rejections that appear on the Payables Open Interface report to identify invoices that were rejected because of sequential numbering problems:

Category not needed. The Sequential Numbering profile option is set to "Not Used", and you have entered a value for DOC_CATEGORY_CODE.

Invalid Category. Payables uses the Invalid Category rejection for one of the following three reasons: 1) The Document Category Payables option is enabled and you have entered one of the following values for DOC_CATEGORY_CODE: 'INT INV', 'MIX INV', 'DBM INV', 'CHECK PAY', 'CLEAR PAY', 'EFT PAY', 'FUTURE PAY', 'MAN FUTURE PAY', 'PREPAY INV', 'REC INV', 'WIRE PAY', 'EXP REP INV', 2) You entered "Standard Invoices" as the DOC_CATEGORY_CODE and the invoice amount is less than zero, or you entered "Credit Memo Invoices" and the invoice amount is greater than zero. Or, 3) The document category specified is not valid in FND_DOC_SEQUENCE_CATEGORIES for AP_INVOICES or AP_INVOICES_ALL.

Override Disabled. The Sequential Numbering profile option is set to Partial or Always, you have entered a value for DOC_CATEGORY_CODE, and the Allow Document Category Override Payables option is disabled. You cannot enter a value in this column unless you enable the Allow Document Category Override Payables option.

Invalid Assignment. You have entered a valid value for DOC_CATEGORY_CODE, but the document category does not have an active, automatic sequence assigned to it.

Invalid Sequence. The document category you entered has a valid, automatic sequence assigned to it. However, Payables was unable to retrieve the next value from the sequence.

The following rejection description is correct and should replace the description in the documentation:

Account Required. Accounting information is missing for this line.

See

Payables Open Interface Report (*Oracle Payables User's Guide*)

No Foreign Key Relationships in Payables Open Interface Tables

Although columns are validated against columns in other tables, the tables have no foreign key relationships as indicated in the Payables Open Interface Table Descriptions section of the *Open Interface Tables Appendix*:

Incorrect Columns in the Payables Open Interface Tables

The following column information is incorrect in the Payables Open Interface Table Descriptions section of the *Open Interface Tables Appendix*:

The AP_INVOICES_INTERFACE table does *not* include the following columns:

- PO_HEADER_ID
- PO_NUMBER_ID

The following column names in the documentation for AP_INVOICE_LINES_INTERFACE are incorrect:

- ACCOUNT should be ACCOUNT_SEGMENT
- COST_CENTER should be COST_CENTER_SEGMENT

Additional Columns in the AP_INVOICES_INTERFACE table

The following column information is missing from the section of the *Open Interface Tables Appendix*:

The AP_INVOICES_INTERFACE table includes the following additional columns:

DOC_CATEGORY_CODE. If you are using automatic sequential numbering, then Payables Open Interface Import uses this column to assign a document category to the invoice it creates.

If the Sequential Numbering profile value is "Always" and you do not enter a value in this column, then during import Payables will use "Standard" as the category if the invoice amount is positive, and "Credit" if the invoice amount is negative. We assume that a valid automatic sequence exists for such categories.

If you enable the Allow Document Category Override Payables option, you can enter the document category you want Open Interface Import to assign to the invoice created from this record, instead of the Standard or Credit document category.

Validation: The value is a valid value in AP_INVOICES.FND_DOC_SEQUENCE_CATEGORIES. Do not enter a value in this column unless the Sequential Numbering profile option is set to Partial or Always, and the Allow Document Category Override Payables option is enabled. If you enter the value of Standard, then the invoice amount must be positive, and if you enter the value of Credit, then the invoice amount must be negative.

If you enter a document category, it must have an active, automatic sequence assigned to it.

Destination: AP_INVOICES.DOC_CATEGORY_CODE

VOUCHER_NUM. If you use manual sequential numbering, then enter a unique value for the voucher number you want to apply to the invoice created from this record. The number should not exceed nine digits.

Validation: If you use automatic sequential numbering, Payables ignores any value you load into this column and instead selects the next available number for the numbering sequence assigned to the document category for imported invoices. The system does not validate the number you enter here.

Destination: AP_INVOICES_ALL.VOUCHER_NUM

In addition, the AP_INVOICES_INTERFACE table includes the following columns which will be used in a future release. Do not enter data in these columns:

- GOODS_RECEIVED_DATE
- INVOICE_RECEIVED_DATE
- PAYMENT_METHOD_LOOKUP_CODE
- PAY_GROUP_LOOKUP_CODE

Additional Columns in the AP_INVOICE_LINES_INTERFACE table

The following column information is missing from the section of the *Open Interface Tables Appendix*:

The AP_INVOICE_LINES_INTERFACE table includes the following additional column:

USSGL_TRANSACTION_CODE. Enter the default transaction code you want to assign to an invoice.

If you use Oracle Public Sector General Ledger, you may be required to maintain US Standard General Ledger information for your invoice transactions. Open Interface Import imports any USSGL information that you load into the interface tables and assigns the information to the invoices it creates.

Validation: None

Destination: AP_INVOICES.USSGL_TRANSACTION_CODE

In addition, the AP_INVOICE_LINES_INTERFACE table includes the following columns which will be used in a future release. Do not enter data in these columns:

- ASSETS_TRACKING_FLAG
- INCOME_TAX_REGION
- STAT_AMOUNT
- TYPE_1099

Additional restriction for UNIT_PRICE column

The value you enter here must be a positive number. This release of Open Interface Import does not support price corrections.

Purchase Order Matching Tolerance Restrictions

If you match an invoice to a purchase order, then during Payables Open Interface Import, Payables will import invoices only if they are within the quantity and price tolerance you have specified in the Invoice Tolerances window.

See

Invoice Tolerances (*Oracle Payables User's Guide*)

Web Employees Expense Reporting

Adding Custom Business Logic

Web Employees includes two functions that support the addition of custom business logic. By adding logic to the CUSTOMDEFAULTCOSTCENTER function, you can customize the behavior of the Cost Center default value in the New Expense Report window. By adding logic to the CUSTOMVALIDATECOSTCENTER function, you can customize the validation of cost center values submitted with an expense report via Web Expenses. You can find 'hooks' to these two functions in the \$AP_TOP/admin/sql/apwdfcfc.pls file.

- **CUSTOMDEFAULTCOSTCENTER**

When an employee navigates to the New Expense Report window, a default value automatically appears in the Cost Center field. This default cost center value is extracted from the DEFAULT_CODE_COMBINATION_ID column of the HR_EMPLOYEES_CURRENT_V view. You can override this default behavior with custom cost center defaulting by adding logic to the CUSTOMDEFAULTCOSTCENTER function.

To customize the CUSTOMDEFAULTCOSTCENTER function, design your code so that the function returns a (cost center) value. If the CUSTOMDEFAULTCOSTCENTER function returns a value of null, the standard default value appears in the Cost Center field of the New Expense Report window. If the CUSTOMDEFAULTCOSTCENTER function returns a value, then this value appears as the default cost center value.

- **CUSTOMVALIDATECOSTCENTER**

When an employee submits an expense report, Web Employees checks whether the cost center identified in the expense report is a valid value as defined in your chart of accounts. If the cost center is not valid in your chart of accounts, Web Employees alerts the employee with an error message. You can override this validation behavior with custom cost center validation by adding logic to the CUSTOMVALIDATECOSTCENTER function.

To customize the CUSTOMVALIDATECOSTCENTER function, design your code so that the function returns a value of TRUE. If the CUSTOMVALIDATECOSTCENTER function returns the value TRUE, it notifies Web Employees that custom cost center validation has been used, and to therefore skip the predefined cost center validation routine. In addition, set the parameter p_CostCenterValid to TRUE or FALSE.

If you use the CUSTOMVALIDATECOSTCENTER function, you can customize the error message that appears when the validation fails. To customize this error message, give a value to the p_cs_error variable. If you do not customize the error message, Web Expenses displays the standard error message.



Suggestion: To use custom data stored in the Oracle Applications database with these two functions, you must register all new custom tables within Oracle Applications. See: *Oracle Applications Developer's Guide*.



Attention: Subsequent releases of Oracle Applications may interfere with the proper functioning of the custom procedures that you write. You are responsible for the support and upgrade of the logic within these custom procedures.



Suggestion: Make a copy of all custom code and place it in a directory protected from upgrade. After an upgrade, if appropriate, reapply any custom code.

Manual Payments

Reversing Posted Manual Payments

You can reverse a manual payment that has been posted.

Voucher Numbers

Payables Limitation of Nine Digits

In Payables you must *not* use voucher numbers that exceed nine digits. Payables is unable to process transactions with voucher numbers that exceed nine digits.

See

Voucher Numbers (*Oracle Payables User's Guide*)

Automatic Tax Calculation

Addition to *Setting the Tax Name Source Hierarchy to Duplicate Functionality in Previous Releases*

The following text needs to be added to the *Setting the Tax Name Source Hierarchy to Duplicate Functionality in Previous Releases* discussion of the Entering Taxes on Invoices discussion in the Invoices chapter:

Note: If your Validate Tax from PO Payables option was enabled before the upgrade, Payables will not automatically set the hierarchy during the upgrade.

Foreign Currency Invoices

Payables calculates the withholding tax amount for foreign currency invoices by using the functional currency amount of the invoice.

Automatic Offsets

Additional Restriction Regarding Interest Liability Account

Automatic Offsets has an additional restriction:

INTEREST LIABILITY ACCOUNT. Payables does not overwrite the interest liability account if you have enabled Automatic Offsets.

See

Automatic Offsets Restrictions (*Oracle Payables User's Guide*)

Defining and Maintaining Payment Documents

Additional Requirement For Future Dated Payment Documents

When you define a payment document for a bank account, you must enter a Cash Clearing Account if you use a Future Dated Payment Method.

See

Defining and Maintaining Payables Payment Documents (*Oracle Payables User's Guide*)

Reporting Entities

Additional Information Regarding Assigning Balancing Segments

When you define a tax reporting entity, balancing segment values must be unique across reporting entities. Therefore, the list of values for the Balancing Segment field of the Reporting Entity window displays only balancing segments not already assigned to other reporting entities.

See

Reporting Entities (*Oracle Payables User's Guide*)

Allow Matching Account Override Payables Option

Correction to Payables Option Name

All references to the Allow Flexfield Override Payables option should be replaced with references to the Allow Matching Account Override Payables option.

See

Adjusting Invoices (*Oracle Payables User's Guide*)

Adjusting Invoice Distributions

Correction to Adjusting Invoice Distributions

The introductory paragraph of this discussion in the Invoices chapter should not include the second sentence, and should instead read as follows:

If you have not yet posted an invoice distribution and if you do not use Automatic Offsets, you can update most of the invoice distribution details, including accounting information, Description, GL Date, Income Tax Type, Withholding Tax Group, and Income Tax Region. If the distribution has not been posted and the distribution has an expense type account, you can also adjust the Track as Asset check box. For more information on changing a particular field, see the Invoice Adjustment chart.

See

Adjusting Invoice Distributions (*Oracle Payables User's Guide*)

Reconciling Payables Activity/Accounts Payable Trial Balance Report

Additional Information Regarding Payment GL Periods

The following text should be added to the *Reconciling Payables Activity* discussion in the Posting chapter:

Note: Before running your reports, be sure you have run Payables Transfer to General Ledger Program with a post date that includes all of the period that you are reconciling.

Note: When reviewing your Accounts Payable Trial Balance Reports, you may notice that the remaining amount for a given invoice is less than you expect or even negative. This may be caused by recording invoice payments in a GL period that precedes the GL period used to record some or all of your invoice distributions.

For example: You enter an invoice with one distribution of \$200 that uses a GL date of 04-JAN-2000. You pay the full invoice using a GL date of 20-DEC-1999. If you submit the Accounts Payable Trial Balance report as of 31-DEC-1999, then the invoice will correctly show an amount remaining of <-\$200>.

Payables allows the payment GL date to precede the invoice GL date to support certain accounting methods (e.g. recording prepaid items).

See

Reconciling Payables Activity (*Oracle Payables User's Guide*)

1099 Reporting

Additional Information Regarding TINs

If you enter nine zeros, 000000000, as the value for the Tax Identification Number (TIN) for a supplier, then the TIN will appear as null on the following reports: 1099 Tape, 1099 Forms, or the Tax Information Verification Letter. You can enter this value (000000000) for suppliers that are waiting for their TINs, and for whom you need to record 1099 payments.

See

1099 Reporting Overview (*Oracle Payables User's Guide*)

1099 Forms

Additional Parameters

There are two new parameters for this report:

- **Supplier Number.** If you want to submit the report for a single supplier, enter the supplier number. Leave this parameter blank to submit the report for all suppliers.
- **Telephone Number.** Enter the telephone number of the person in your organization whom the payee should call if there are questions regarding the 1099 Form.

See

1099 Forms (*Oracle Payables User's Guide*)

Invoices Window

Additional Fields

The invoices window has two additional fields:

- **Functional Currency.** Payables displays the functional currency for your set of books.
- **Functional Amount.** If the invoice currency is different from your functional currency, Payables displays the invoice amount in your functional currency.

See

Invoices Window Reference (*Oracle Payables User's Guide*)

Maximum Shipment Amount Hold/Invoice Tolerances

Correction to Matching Holds

Approval applies this hold to an invoice if the invoice is matched to a purchase order shipment, and the total amount (in transaction currency) of all invoice amounts matched to a shipment exceeds the Shipment Amount tolerance. You specify the Shipment Amount tolerance in the Invoice Tolerances window.

See

Invoice Tolerances (*Oracle Payables User's Guide*)

Defining Supplier Bank Accounts

Correction Regarding EDI Number

In the task, *To define a supplier bank account*, step 2 instructs the user to enter an EDI ID number:

To define a supplier bank account:

- 1 In the Banks window query an existing Bank.
2. Choose the Bank Accounts button. Enter the Bank Account Name and Bank Account Number. Enter the EDI ID number. Optionally enter an Account Type and Description. Optionally change the account currency, which defaults from your functional currency.

EDI ID is not a required field. The EDI ID number is used only if you have installed Oracle Energy. If you have not installed Oracle Energy, you can leave this field null. The system will ignore any value you enter in this field.

See

Defining Supplier Bank Accounts (*Oracle Payables User's Guide*)

Electronic Payment Region of the Suppliers and Supplier Sites Windows

Region Name Correction to Electronic Data Interchange

The user's guide incorrectly refers to this region of the Suppliers and Supplier Sites windows as the Electronic Payment region. References should instead be to the Electronic Data Interchange region.

See

Electronic Payment Region of the Suppliers and Supplier Sites windows (*Oracle Payables User's Guide*)

Invoice Amount Hold

Correction to Invoice Amount Limit Text

In the *Control Region of the Suppliers and Supplier Sites windows*, the description for Invoice Amount Limit is incorrect. The text states:

Invoice Amount Limit. If you enter an invoice for a supplier site that exceeds the invoice amount limit you specify, Payables applies an Amount hold to the invoice during Approval. This hold will also apply to EDI invoices you import. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount or you can manually release the hold in the Holds window of the Invoice Workbench.

During manual invoice entry Payables applies this hold when you commit, not during Approval. For invoices you have imported, Payables applies this hold when you run Approval after you have imported them. The text should read as follows:

Invoice Amount Limit. If you enter an invoice for a supplier site that exceeds the invoice amount limit you specify, Payables applies an Amount hold to the invoice when you save it. Payables also applies this hold when you submit Approval for invoices after you import invoices. You cannot pay the invoice until you release the hold. You can release the hold by adjusting the invoice amount or you can manually release the hold in the Holds window of the Invoice Workbench.

Update Income Tax Details Utility and Report

Correction to Location of Income Tax Type Field

This text incorrectly states that the Income Tax Type field is in the Supplier Sites window. The field is in the Tax Reporting region of the Suppliers window only.

See

Update Income Tax Details Utility and Report (*Oracle Payables User's Guide*)

1099 Suppliers Exception Report

Additional Text for Report Parameters: Start Date and End Date

Start Date. Enter the start date, in the format DD-MON-YY, for the range of suppliers with paid or partially paid invoices that you want to include in this report. Payables includes all 1099 suppliers with exceptions for which you entered invoices with invoice dates on or after the Start Date you specify.

End Date. Enter the end date, in the format DD-MON-YY, for the range of suppliers with paid or partially paid invoices that you want to include in this report. Payables includes all 1099 suppliers with exceptions for which you have entered invoices with invoice dates on or before the End Date you specify.

Also, suppliers can appear on this report without invoices in the specified date range if Reportable Suppliers Only is No

See

1099 Supplier Exceptions Report (*Oracle Payables User's Guide*)

CCID

Clarification of CCID

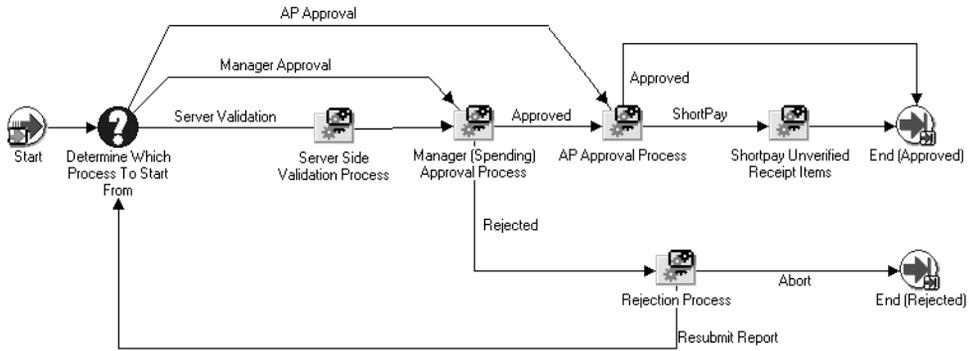
CCID refers to the complete accounting flexfield, including balancing segment, account, and cost center.

Expense Reporting Workflow

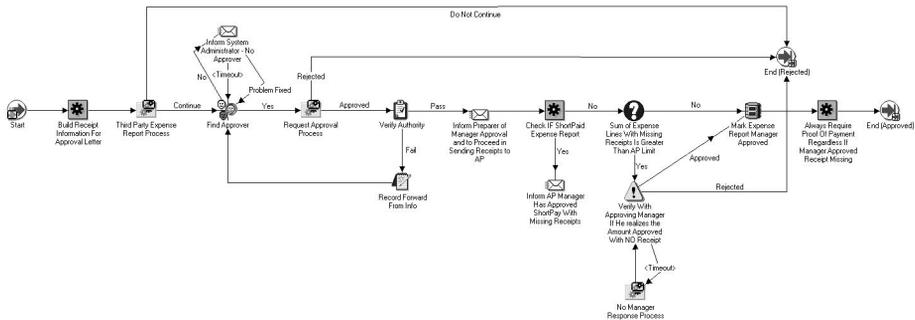
Additional Workflow Diagrams

The following are additional workflow diagrams:

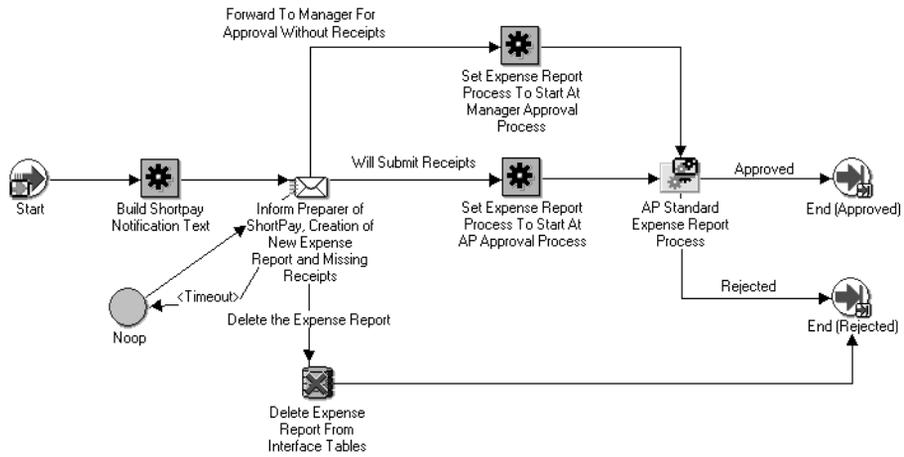
AP Standard Expense Report Process



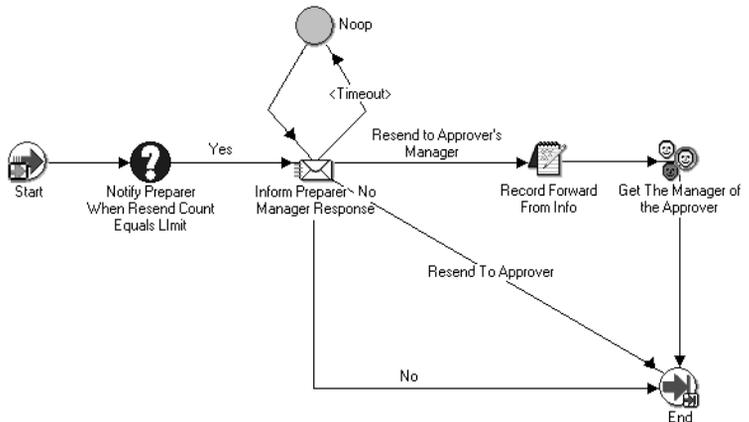
Manager (Spending) Approval Process



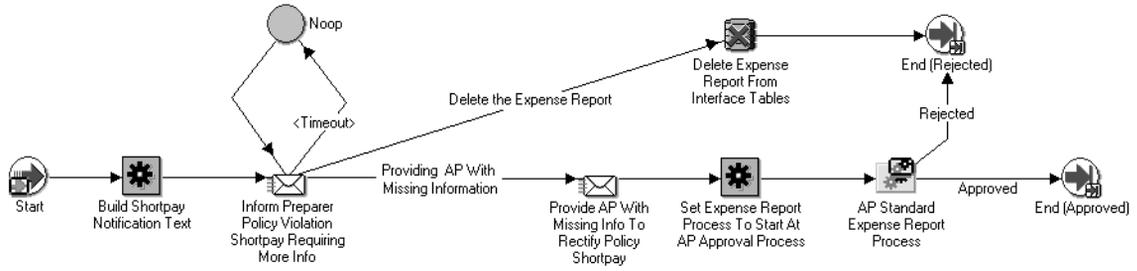
Missing Receipts Shortpay Process



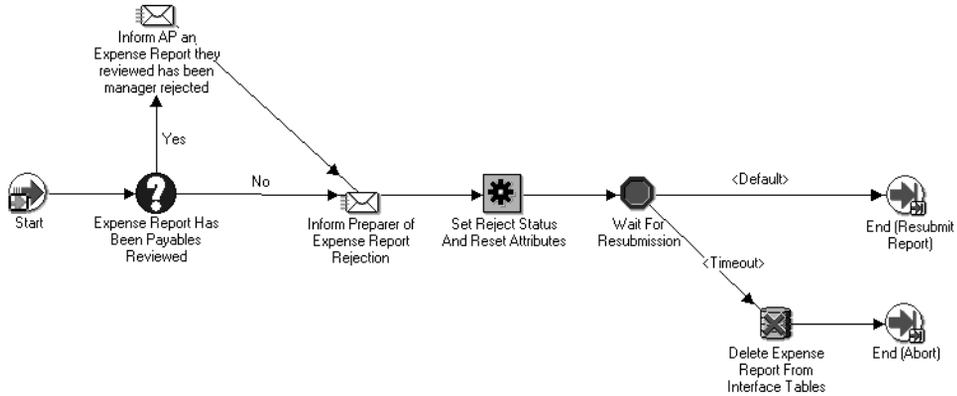
No Manager Response Process



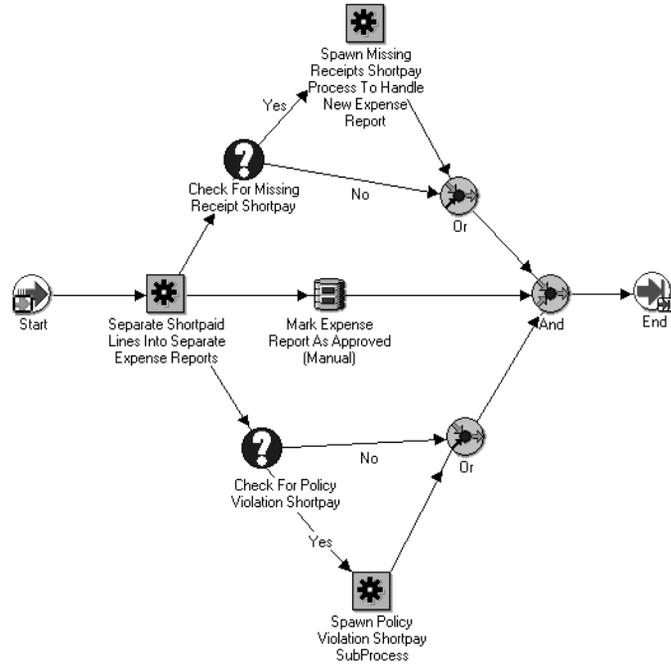
Policy Violation Shortpay Process



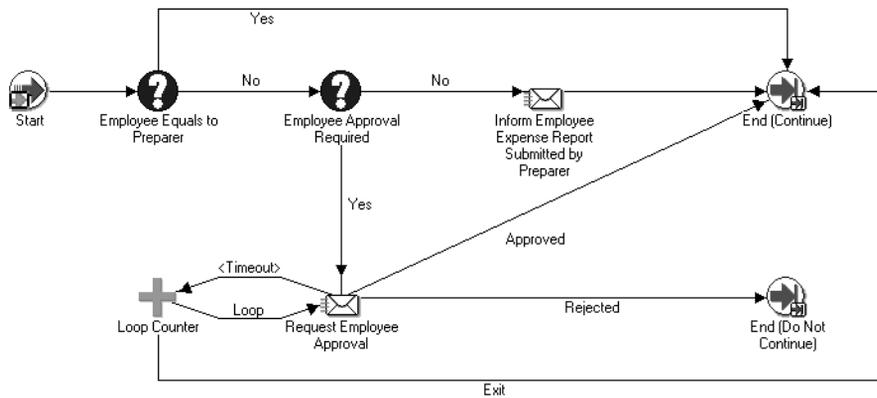
Rejection Process



Shortpay Unverified Receipt Items Process



Third Party Expense Report Process



See

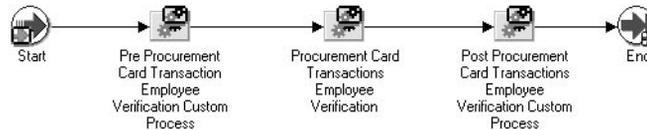
Expense Reporting Workflow *(Oracle Payables User's Guide)*

Credit Card Transaction Employee Workflow

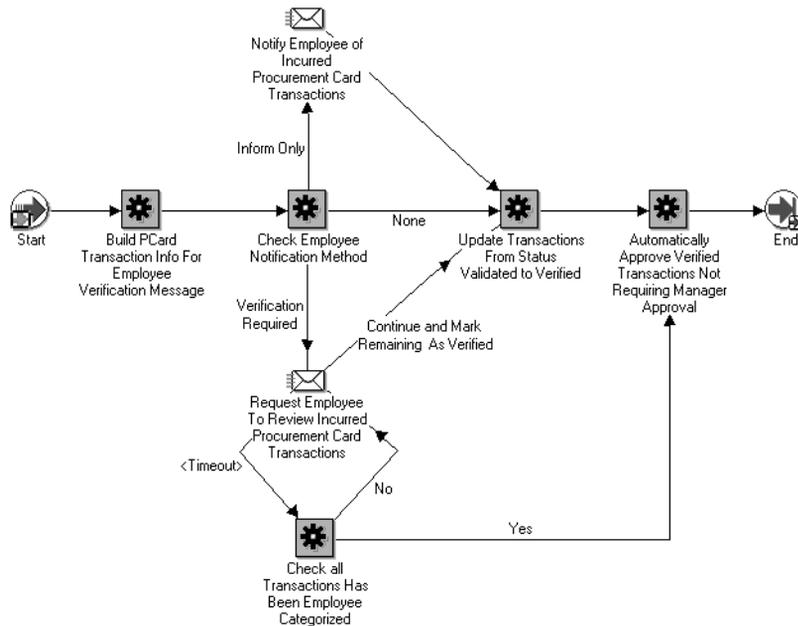
Additional Workflow Diagrams

The following are additional workflow diagrams:

Procurement Card Employee Verification Parent Process



Procurement Card Transaction Employee Verification



See

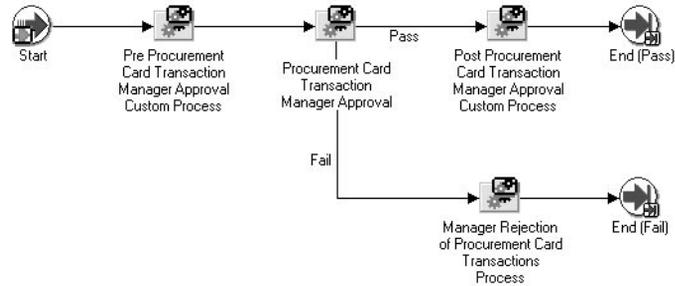
Credit Card Transaction Employee Workflow *(Oracle Payables User's Guide)*

Credit Card Transaction Manager Workflow

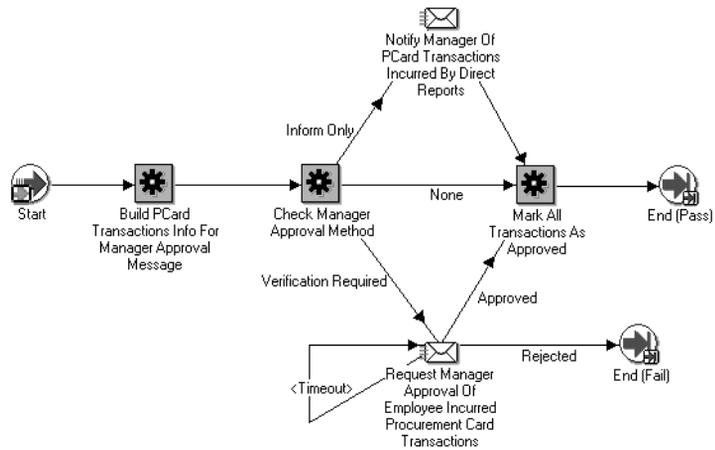
Additional Workflow Diagrams

The following are additional workflow diagrams:

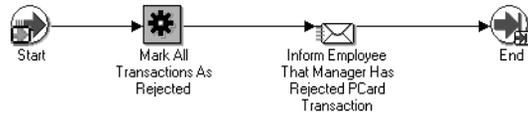
Procurement Card Manager Approval Parent Process



Procurement Card Transaction Manager Approval Process



Manager Rejection of PCard Transactions Process



See

Credit Card Transaction Manager Workflow (*Oracle Payables User's Guide*)

Oracle Payables Documentation Update, Release 11.0.2

In Release 11.0.2 the following features and changes are new in Oracle Payables and Web Employees.

Web Employees and Oracle Projects Integration

Employees can enter Oracle Projects information on expense reports created via Web Employees. Web Employees validates the project-related information and creates expense item GL accounts according to rules defined in Oracle Projects.

See

Oracle Web Employees and Oracle Projects Integration Documentation Supplement, in the Oracle Projects Documentation Update.

Profile Option

A new profile option has been added to support Web Employees and Oracle Projects Integration:

- WebExpenses:Enable Projects

Web Employees Function

A new function, View Projects and Tasks, has been added to the Expense Reports responsibility of Web Employees. A view, AP_WEB_PA_PROJECTS_TASKS_V, has been created to support the View Projects and Tasks function.

Web Applications Dictionary

Three new regions have been added to the Web Applications Dictionary:

- AP_WEB_PA_PROJ_TASK
- AP_WEB_PA_TASKS_LOV
- AP_WEB_PA_PROJECTS_LOV

Expense Report Templates

A new field, Projects Expenditure Type, has been added to the Expense Report Templates window. A column, PROJ_EXPENDITURE_TYPE, has been added to the AP_EXPENSE_REPORT_PARAMS table.

Client Extension

A client extension, CustomValidateLine, has been added to support validation of project-related information entered on expense reports in Web Employees.

Refund Tracking

Employees can enter negative receipts (credit lines) when creating an expense report in Web Employees. An employee enters a negative receipt to report the refund of a previously reimbursed expense, for example, the refund of an unused airline ticket.

Expense Reporting Workflow

Three modifications have been made to the Expense Reporting Workflow to support refund tracking.

- A new activity, *Level of Manager Involvement*, has been added to the *Manager (Spending) Approval Process*. The default behavior of the *Level of Manager Involvement* activity requires manager *approval* whenever an expense report contains one or more positive expense lines. If an expense report contains only credit lines, then the default behavior requires only manager *notification*. This ensures that manager approval is necessary for every expense report that contains an expense line, even if the total amount of an expense report is less than or equal to zero. For example, an expense report that consists of one expense line of 400 and one credit line of -500 would require manager approval, even though the total amount of the expense report is negative (-100).
- The *Verify Authority* activity in the *Manager (Spending) Approval Process* has been modified so that it compares the sum of the positive expense lines in an expense report to the signing limit of the approver. The activity ignores credit lines. This ensures that a manager with a signing limit of 1000 cannot approve an expense report that contains a positive expense line of 1200 and a credit line of -1000, even though the total amount of the expense report (200) falls below her signing limit. Since the sum of the positive expense lines (1200) exceeds her signing limit total (1000), the *Verify Authority* activity determines that she cannot approve the expense report.
- A new activity, *Credit Lines Only*, has been added to the *AP Approval Process*. The *Credit Lines Only* activity automatically

gives Accounts Payable approval to an expense report that contains *only* credit lines.

Profile Options

A new profile option has been added to support Refund Tracking:

- WebExpenses:Allow Credit Lines