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Oracle Projects Document Update Release 11.0.2

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About This Documentation Update

This document contains important information. Please read this document for the latest updates and additions to your user's guide. If you have installed Release 11.0.2, read the whole document. If you have not installed Release 11.0.2, read only the first sections, Oracle Projects Post-Upgrade Steps for Release 11.0.1, and Burden Cost Accounting Enhancements Documentation Supplement.

This documentation update contains the following three topics:

- Oracle Projects User's Guide, Release 11.0.1

This section contains five post-upgrade steps. You must perform these steps if you are upgrading to Oracle Projects Release 11.0.1 or later.

The post-upgrade steps perform corrections on data related to bug numbers 620118, 630505, 634580, 661335, and 625628.

- Burden Cost Accounting Enhancements Documentation Supplement (Release 11.0.1)

If you are applying the patch to bug number 685104, or Oracle Projects Release 11.0.1 or later, read this section to learn about the new enhancements to the Burden Cost Accounting feature that was provided in Release 11.

In this section, we also present an updated overview of burden cost accounting, and describe how to make use of the enhancements when implementing burden cost accounting in Oracle Projects.

- Oracle Web Employees and Oracle Projects Integration (Release 11.0.2)

Users can now enter project-related expense reports in Web Employees with a web browser. Read this section to learn how to set up Web Employees with Oracle Projects.

For information about the latest enhancements to the Time and Expense Entry feature, read the Oracle Project Time and Expense Entry Documentation Supplement included with this release.

Additional Oracle Projects Post-Upgrade Steps for Release 11.0.1

The checklist below summarizes the steps to perform after you have installed Release 11.0.1. The section that follows the checklist describes these steps in detail.

These steps are in to be performed *in addition* to the steps outlined in the *Oracle Applications Upgrade Manual, Release 11*. The steps outlined here should be performed along with the Category 5 steps listed in the Upgrade Manual. (Category 5 steps must be run before using the application.)

For more information on step categories and how to use the checklist, refer to the Preface of the *Oracle Applications Upgrade Manual, Release 11*.

Checklist of Post-Upgrade Steps for Release 11.0.1

Perform the following steps **BEFORE** anyone logs on to Oracle Projects.

✓ Steps	Done by
<input type="checkbox"/> 1. Correct Accrued Revenue in Excess of Funding Amounts (Bug #620118)	MIS Manager and PA Manager
<input type="checkbox"/> 2. Correct Expenditure Items for Scheduled Payment Events (Bug #630505)	MIS Manager and PA Manager
<input type="checkbox"/> 3. Correct Overstated Revenue Resulting from Negative Amount Events (Bug #634580)	MIS Manager and PA Manager
<input type="checkbox"/> 4. Correct Overstated Revenue Resulting from Negative Amount Expenditure Items (Bug #661335)	MIS Manager and PA Manager
<input type="checkbox"/> 5. Correct Supplier Invoices with Functional Currency Adjustment Amounts (Bug #625628)	MIS Manager and PA Manager

Post-Upgrade Steps

Step 1 **Correct Accrued Revenue in Excess of Funding Amounts (Bug #620118)**

Performed by: **MIS Manager and PA Manager**

Reference manual needed: **No**

Do before anyone uses: **Oracle Projects**

You need to perform this step only if you have Oracle Project Billing installed and you have not applied the fix for bug #620118. If you have already applied the fix for bug #620118, then you have already corrected the data and can skip this step.

Prior to Release 11.0.1, some projects or project/tasks accrued revenue in excess of hard limit funded agreements.

To find the accrued revenue, run the script `pa620118.sql`. To run the script, type the following commands:

```
$ cd $PA_TOP/patch/110/sql
$ sqlplus <APPS username>/<APPS password>
SQL>@pa620118.sql
```

The script generates a report called **pa620118.lst**. This report lists projects whose accrued revenue exceeds the funding amount (hard limit agreements). The report identifies the project name, task name, agreement name, and the exceeded amount.

To correct the data, create a write-off revenue event for each exceeded amount shown in the report. Create the write-off revenue event for the project or task, depending on the funding level.

See: Events (*Oracle Projects User's Guide*)

Step 2 **Correct Expenditure Items for Scheduled Payment Events (Bug #630505)**

Performed by: **MIS Manager and PA Manager**

Reference manual needed: **No**

Do before anyone uses: **Oracle Projects**

You need to perform this step only if you have Oracle Project Billing installed and you have not applied the fix for bug #630505 to Oracle Project Accounting Version 3.1 or Oracle Projects Version 4.1. If you have already applied the fix for bug #630505, then you have already corrected the data and can skip this step.

Bug #630505 pertains to the Generate Draft Invoice process. Prior to Release 11.0.1, the process did not correctly use a FIFO method to mark expenditure items as "billed" for schedule payment events. The process should mark as "billed" only the expenditure items up to an amount approximately equal to the scheduled payment event amount.

To find and correct the data incorrectly marked as "billed", run the script pa630505.sql.

To run the script, type the following commands:

```
$ cd $PA_TOP/patch/110/sql
$ sqlplus <APPS username>/<APPS password>
SQL>@pa630505.sql
```

The script prompts for the following parameters:

- Start Project Number
- End Project Number

The script pa630505.sql may take a long time to run. If it is likely to encounter a large amount of data, you can use the Start Project Number and End Project Number parameters to limit the size of each run. Ensure that you run the script for all project ranges.

Step 3 Correct Overstated Revenue Resulting from Negative Amount Events (Bug #634580)

Performed by: **MIS Manager and PA Manager**

Reference manual needed: **No**

Do before anyone uses: **Oracle Projects**

You need to perform this step only if you have Oracle Project Billing installed and you have not applied the fix for bug #634580. If you have already applied the fix for bug #634580, then you have already corrected the data and can skip this step.

Prior to Release 11.0.1, excess revenue was calculated from events with a negative amount.

To find overstated revenue from negative amount events, run the script pa634580.sql.

To run the script, type the following commands:

```
$ cd $PA_TOP/patch/110/sql
$ sqlplus <APPS username>/<APPS password>
SQL>@pa634580.sql
```

This script prompts for the following parameters:

- Start Project Number
- End Project Number

The script `pa634580.sql` may take a long time to run. If it is likely to encounter a large amount of data, you can use the Start Project Number and End Project Number parameters to limit the size of each run. Ensure that you run the script for all project ranges.

The script generates a report called **pa634570.lst**. This report lists projects whose revenue from negative amount events is overstated. The report identifies the project number, task number, event number, and event amount.

To correct the data, create a revenue write-off event for each overstated amount. Then run the Generate Draft Revenue process for each project listed.

See: Events (*Oracle Projects User's Guide*)

Step 4 Correct Overstated Revenue Resulting from Negative Amount Expenditure Items (Bug #661335)

Performed by: **MIS Manager and PA Manager**

Reference manual needed: **No**

Do before anyone uses: **Oracle Projects**

You need to perform this step only if you have Oracle Project Billing installed and you have not applied the fix for bug #661335. If you have already applied the fix for bug #661335, then you have already corrected the data and can skip this step.

Prior to Release 11.0.1, excess revenue was calculated from expenditure items with a negative amount.

To find overstated revenue from negative amount expenditure items, run the script `pa661335.sql`.

To run the script, type the following commands:

```
$ cd $PA_TOP/patch/110/sql
$ sqlplus <APPS username>/<APPS password>
SQL>@pa661335.sql
```

The script prompts for the following parameters:

- Start Project Number
- End Project Number

The script `pa661335.sql` may take a long time to run. If it is likely to encounter a large amount of data, you can use the Start Project Number and End Project Number parameters to limit the size of each run. Ensure that you run the script for all project ranges.

The script generates a report called **pa661335.lst**. This report lists projects whose revenue from negative amount expenditure items is overstated. The report identifies the project number, task number, expenditure type, expenditure amount, and accrued revenue amount.

To correct the data, perform Recalculate Revenue expenditure adjustments on the listed expenditure items. Then run the Generate Draft Revenue process for each project listed.

See: Adjustments (*Oracle Projects User's Guide*)

Step 5 Correct Supplier Invoices with Functional Currency Adjustment Amounts (Bug# 625628)

Performed by: **MIS Manager and PA Manager**

Reference manual needed: **No**

Do before anyone uses: **Oracle Projects and Oracle Payables**

You need to perform this step only if you interface foreign currency supplier invoices from Oracle Payables to Oracle Projects and you have not applied the fix for bug #625628. If you have already applied the fix for bug #625628, then you have already corrected the data and can skip this step.

Prior to Release 11.0.1, expenditure adjustments in Oracle Projects that affected foreign currency supplier invoices in Oracle Payables were not interfaced correctly in the foreign currency.

To find the incorrect data, run the script `pa625628.sql`. To run the script, type the following commands:

```
$ cd $PA_TOP/patch/110/sql
$ sqlplus <APPS username>/<APPS password>
SQL>@pa625628.sql
```

The script generates a report called **pa625628.out**. This report lists invoices in foreign currencies with interfaced adjustment amounts in the functional currency. The report identifies the invoice number, supplier name, distribution line number, functional currency distribution amount, functional currency CDL amount, and foreign currency distribution amount.

To correct the data, use the Distributions window in Oracle Payables to update the supplier invoice line distribution with the correct foreign currency amount.

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

Oracle® Projects
Burden Cost Accounting
Enhancements
Documentation Supplement

RELEASE 11.0.1

July 1998

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Burden Cost Accounting Enhancements

This document describes enhancements to the burden cost accounting feature delivered in Oracle Projects, Release 11.

Burden Cost Accounting in Oracle Projects, Release 11

Prior to Release 11, Oracle Projects enabled you to include indirect ("burden") costs, such as fringe benefits and administrative costs, in your total project costs. Each expenditure item stored in Oracle Projects included the raw cost amount and the burdened cost amount (raw cost + burden). For each expenditure, you could post raw cost to the general ledger, and you could also post burdened cost (raw cost + burden) to the general ledger.

In Release 11, burden cost accounting was added to Oracle Projects. You now have the option to create a separate expenditure item, called a burden transaction, when Oracle Projects calculates burden for an expenditure item. This gives you the ability to post burden cost to separate accounts in the general ledger. It also adds the option to post burden cost to a separate, indirect project in Oracle Projects. This is useful for reporting burden transactions within Oracle Projects.

In this document, we present an updated overview of burden cost accounting, and describe how to make use of the enhancements when implementing burden cost accounting in Oracle Projects.

Terms Used in This Document

Burden	Overhead that is recovered (burdened) in a project or projects. In the examples in this document, overhead is the sum of Burden 1 and Burden 2 .
Burden Cost Code Expenditure Types	Expenditure types you set up specifically to associate with burden cost codes. These expenditure types are used only for burden transactions.
Contribution Margin	The difference between revenue and all costs attributable to projects. (The terms "gross margin" and "gross profit" are sometimes used as synonyms for "contribution margin".)

Corporate Expenses	Corporate costs incurred when doing business. Examples are interest expense, depreciation, and other extraordinary costs. Burden 2: In the examples in this document, corporate expenses are referred to as "Burden 2".
Overhead	The sum of Project Indirect Costs and/or Corporate Expenses.
Project Indirect Costs	Operating costs of running a business that are not directly charged to a project. Examples are stationery, fringe benefits, office space, and G&A (general and administrative) costs. Burden 1: In the examples in this document, project indirect costs are referred to as "Burden 1".
Project Inventory	The GL asset accounting flexfield to which project costs are charged. In some installations, this type of account may be referred to by the following terms: <ul style="list-style-type: none"> • CIP (Construction in Progress) • Project WIP
Total Burdened Cost	Raw cost plus burden cost

Changes in This Release

In Oracle Projects Release 11, the burden cost accounting feature included the following capabilities:

- Individual accounting for each burden cost code
- Generation of each summary burden transaction on a separate transaction from the raw cost
- Generation of summary burden transactions on a separate project/task in addition to the original expenditure

In this release, we provide additional functionality, including processing burden cost rather than raw cost in the AutoAccounting functions that process burden transactions.

Following are the changes that have been made in this release.

Burden Amount in Reports and Processes

In Release 11, the following processes and reports used the raw cost amount, rather than the burden cost amount, when processing or displaying burden transactions:

- The Interface Usage and Miscellaneous Costs process
- The Cost Audit report (GL Cost Interface Audit)
- The Project Subledger Audit reports

These processes and reports have been updated so that they process and report on the burden cost.

Expenditure Item Date

In Release 11, summary burden transactions were created using the system date as the expenditure item date.

The expenditure item date now matches the latest week ending date that precedes the PA period end date of the expenditures being burdened.

Table 1 – 1 shows some examples of expenditure item dates for burden transactions.

PA Period of Burdened Expenditures	Length of PA Period	Expenditure Cycle Start Day	Expenditure Item Date of Burden Transactions
Monday, 10/19 through Sunday, 10/25	1 Week	Monday	Sunday, 10/25
Monday, 10/12 through Sunday, 10/25	2 weeks	Monday	Sunday, 10/25
Thursday, 10/1 through Saturday, 10/31	1 month	Monday	Sunday, 10/25

Table 1 – 1 (Page 1 of 1) Expenditure item date for burden transactions

Distribution Process

The name of the process "Create and Distribute Summarized Burden Component Items" has been changed to "Create and Distribute Burden Transactions". The output reports from this process have been renamed accordingly, as follows:

- Distribute Burden Transactions Report
- Distribute Burden Transactions Exception Report

This process now distributes only burden transactions. It no longer distributes usages, miscellaneous costs, and inventory items.

The Distribute Usage and Miscellaneous Transactions process has been changed so that it no longer processes burden transactions. It now processes usages, miscellaneous transactions, and Inventory and WIP transactions that are not already costed or accounted.

Interface Process

The Interface Usage and Miscellaneous Transactions process still processes burden transactions. This process now selects the burden cost amount rather than the raw cost amount when processing burden transactions.

Transaction Import

Transaction Import now allows burden transactions to be charged to projects that are not set up for burdening -- that is, projects on which the associated Project Type Costing Information does not have the Burdened option enabled. This will make Transaction Import consistent with expenditure entry, which allows entry of burden transactions on all projects.

You can use Transaction Controls to prevent users from entering or importing burden transactions on a project.

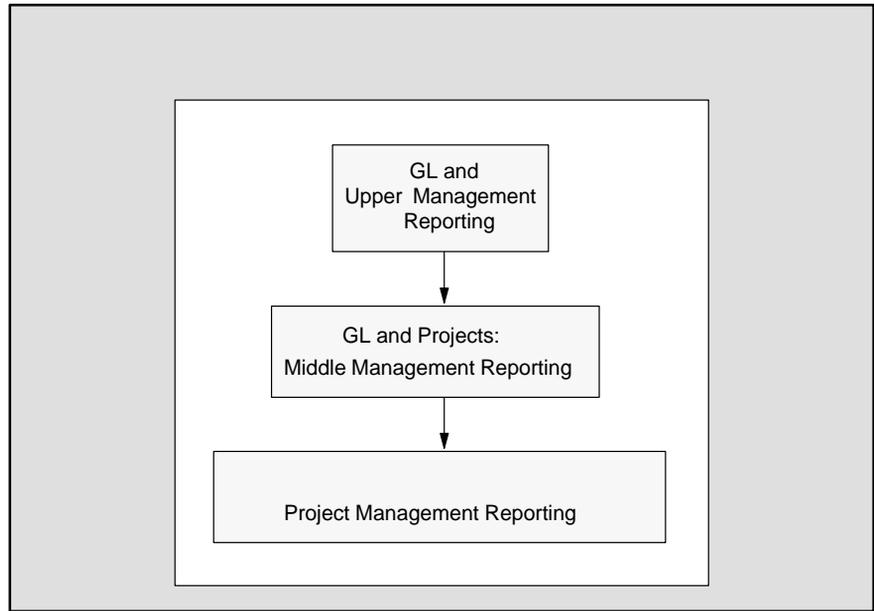
Burden Recalculation

In the Expenditure Adjustment window, you can mark transactions for recalculation of burdened cost. Burdened cost recalculation has been changed so that when it is selected for a burden transaction, no recalculation of the burden amount takes place.

Reporting Requirements for Project Burdening

There are generally three levels of reporting requirements for project costs, as shown in the figure below:

Figure 1 - 1
Project costs reporting pyramid



Oracle Projects provides several ways to set up burdening to serve project reporting needs. For example:

- You can show burden transactions individually a project, and also record the detail transactions in the general ledger.
- You can charge burden costs to internal projects to provide visibility within Oracle Projects of total recovered overhead costs.
- You can choose not to view the individual burden transactions in Oracle Projects, while charging total burdened cost to project inventory in the general ledger.

GL and Upper Management Reporting

During the financial cycle, the financial reports (income statement and balance sheet) provide a summary view of a company's fiscal performance. Before the beginning of a new fiscal year, the company develops budgets for the coming year based on the prior year's

performance, as well as expectations and plans for the coming fiscal year. The accountants review the total budgeted burden costs such as overhead, fringe, and G&A (general and administrative). They then estimate, for each project type, the burden multipliers and basis (such as labor hours) for applying the burden.

An overhead cost may be associated with the entire company and therefore must be shared across organizations. A burden multiplier algorithm can be implemented to distribute (burden) overhead costs to selected organizations and/or projects. To monitor the burdening of projects, the costing processes must capture the burden information. Management reports must track the recovery of overhead, identify overhead costs that have been insufficiently or excessively recovered ("unders" and "overs"), and show comparison ratios such as actual revenue to actual total cost, and budget to actual cost.

In the income statement and balance sheet in Figure 1 – 2 and Figure 1 – 3, overhead is recovered at the general ledger level. These statements do not reflect the use of project burdening.

Figure 1 – 2
Income statement
showing overhead
recovered in GL

INCOME STATEMENT	
Revenue	100
Direct Cost of Projects	<u><30></u>
Contribution Margin 1	70
Burden 1 Cost (Project Indirect Cost)	<u><10></u>
Contribution Margin 2	60
Burden 2 Cost (Corporate Expense)	<u><27></u>
PROFIT	33 =====

Figure 1 - 3
Balance sheet showing
overhead recovered in
GL

BALANCE SHEET			
Assets			
Project Inventory			200
Construction in Progress (CIP)			<u>138</u>
TOTAL ASSETS			338 ===
Liabilities			
Accounts Payable			75
Equity			
Owners' Shares & Retained Earnings	230		
"Raw Cost" Profit		<u>33</u>	
			263
TOTAL LIABILITIES AND EQUITY			338 ===

In these financial statements, project expenditures are charged directly to projects and are subtracted from revenue to produce the Contribution Margin 1. Overhead (project indirect cost) is subtracted from Contribution Margin 1 to produce Contribution Margin 2. Corporate expense is then subtracted, to determine the profit.

If overhead is recovered at the project level, expense components of the income statement are reclassified as direct project cost elements. This provides management with an alternative view of the cost of doing business.

Burden Multiplier Algorithm

The cost of doing business may vary from department to department or from project to project. How you apply burden costs can be driven directly by how much overhead an organization or project incurs. You typically determine the burden multiplier based on a forecast of the amount of overhead cost incurred.

Following is an example of a burden multiplier algorithm:

Cost Element	Cost	Reference / Formula
Raw Labor (1 hour)	10	A
Burden 1 (30%)	3	$B = A \times .3$
Burden 2 (69%)	9	$C = (A+B) \times .69$
Total Labor	22	$D = A + B + C$

Table 1 - 2 (Page 1 of 1) Burden multiplier algorithm

In this algorithm, indirect costs (Burden 1) are weighted at a rate of 30% of an employee's hour of labor. Burden 2 is weighted at 69% of a labor hour after Burden 1 is applied.

If the algorithm shown in Table 1 - 2 were implemented in Oracle Projects, the financial statements would be restated to show overhead recovery, as shown in Figure 1 - 4 and Figure 1 - 5.

Figure 1 - 4 Reclassified income statement

INCOME STATEMENT		
Revenue		100
Cost of Projects (Total Cost Incurred Including Overhead)		<58>
Contribution Margin 1		42
Burden 1 Cost		<10>
Less:		
Recovered Income Statement	7	
Recovered Balance Sheet	<u>2</u>	
		<1>
Contribution Margin 2		41
Burden 2 Cost		<27>
Less:		
Recovered Income Statement	21	
Recovered Balance Sheet	<u>5</u>	
		<1>
PROFIT		40 ====

Figure 1 – 5 Reclassified balance sheet

BALANCE SHEET			
Assets			
	Project Inventory	200	
	Plus Burden Cost	<u>5</u>	205
	Construction in Progress (CIP)	138	
	Plus Burden Cost	<u>2</u>	<u>140</u>
	TOTAL ASSETS		345 ===
Liabilities			
	Accounts Payable		75
Equity			
	Owners' Shares & Retained Earnings	230	
	Plus "Burdened" Profit	<u>40</u>	<u>270</u>
	TOTAL LIABILITIES AND EQUITY		345 ===

Accounting Transactions for Burden Cost Reporting

Examples of typical payables, purchasing, and general ledger transactions that result in cost reporting in the general ledger are shown below:

	Direct, Burden 1 and Burden 2 Costs	Debit Account	Credit Account
AP/PO	Material Purchase – Raw Cost	Cost of Project	
			AP Liability
AP/PO	Stationery Purchase – Burden 1	Stationery	
			AP Liability
GL	Interest Expense – Burden 2	Interest Expense	
			Bank

Table 1 – 3 (Page 1 of 1) Cost-related transactions

The following Oracle Projects transactions are used to offset the above overhead entries. Labor hours are used as the cost basis for applying overhead.

Generated Transactions	Debit Account	Credit Account
Labor Hour	Labor Expense	
		Payroll Clearing
Burden 1	Project Burden 1	
		Burden 1 Recovered
Burden 2	Project Burden 2	
		Burden 2 Recovered

Table 1 – 4 (Page 1 of 1) Overhead offset entries

Burdening Options for General Ledger Accounting and Reporting

Oracle Projects provides the following options for accounting for and reporting project burdening in the general ledger:

1. Track burden amount for each burden cost code
2. Show burdening in one account
3. Show total burdened cost as one sum
4. Show total burdened cost as one sum, and expense project burden
5. No burden tracking in GL

Following are descriptions of these options.

Note: In the examples in this document, we use a three-segment general ledger account. The segments are company, cost center, and account. Because all transactions occur within the same company, the journal entries show only the cost center segment and account.

GL Option 1: Track Burden Amount for Each Burden Cost Code

In this option, each burden transaction (Burden 1 and Burden 2 in our example) is charged to a general ledger account set up for the appropriate burden cost code. This provides visibility to overhead recovery information at the burden cost code level.

The burden transactions can optionally be charged (debited) to the same account as the raw cost, but the credit transaction will go to a recovery account set up for each burden cost code.

Note: In Table 1 – 5 and the other tables illustrating generated transactions, the "Type of Account" column shows whether each account is an income statement (I.S.) or balance sheet (B.S.) account. This information illustrates our examples only. Your installation may have different requirements, and therefore your AutoAccounting setup may be different.

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Labor Costs	Project Organization	Project Expense	20		I.S.
	Expenditure Org.	Payroll Clearing		20	I.S.
Burden 1	Project Organization	Project Burden 1	6		I.S.
	Expenditure Org.	Burden 1 Recovered		6	I.S.
Burden 2	Project Organization	Project Burden 2	18		I.S.
	Expenditure Org.	Burden 2 Recovered		18	I.S.
Usage Cost	Project Organization	Project Expense	100		I.S.
	Expenditure Org.	Usage Clearing		100	I.S.

Table 1 – 5 (Page 1 of 1) Track each burden cost code

GL Option 2: Show Burdening in One Account

In this option, burden is accounted for separately from raw cost, for reconciliation and reporting purposes. It is recovered in one recovery account. A separate account is not required for each burden cost code.

The balance in the Burden Recovered account is the summary burden cost. The Project Inventory balance is total burdened cost (raw cost + burden cost).

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Labor Costs	Project Org.	Project Inventory	20		B.S.
	Expenditure Org.	Payroll Clearing		20	I.S.

Table 1 – 6 (Page 1 of 2) Burdening in one account

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Overhead (Burden 1 and Burden 2)	Project Org.	Project Inventory	24		B.S.
	Expenditure Org.	Burden Recovered		24	I.S.
Usage Cost	Project Org.	Project Inventory	100		B.S.
	Expenditure Org.	Usage Clearing		100	I.S.

Table 1 - 6 (Page 2 of 2) Burdening in one account

GL Option 3: Show Total Burdened Cost as One Sum

As in GL option 2, the net balance in the Burden Recovered account is the summary burden cost (24), and the Project Inventory balance is the total burdened cost (Labor=44, Usage=100). However, the amount for each burden cost code is not visible in the general ledger.

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Raw Cost:					
Labor Costs	Expenditure Org.	Burden Recovered	20		I.S.
	Expenditure Org.	Payroll Clearing		20	I.S.
Usage Cost	Expenditure Org.	Usage Expense	100		I.S.
	Expenditure Org.	Usage Clearing		100	I.S.
Total Burdened Cost:					
Labor Costs	Project Org.	Project Inventory	44		B.S.
	Expenditure Org.	Burden Recovered		44	I.S.
Usage Cost	Project Org.	Project Inventory	100		B.S.
	Expenditure Org.	Usage Transferred Out		100	I.S.

Table 1 - 7 (Page 1 of 1) Total burdened cost as one sum

GL Option 4: Show Total Burdened Cost as One Sum, and Expense Project Burden

For this option, total burdened cost is shown as one sum, as in GL option 3. In addition, total overhead costs, summarized by burden cost

code, are accounted as expense. With this method, the Project Inventory account shows the total burdened cost, but details of the burden (by burden cost code) are stored separately for burden recovery purposes.

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Raw Cost:					
Labor Costs	Expenditure Org.	Burden Recovered	20		I.S.
	Expenditure Org.	Payroll Clearing		20	I.S.
Usage Cost	Expenditure Org.	Usage Expense	100		I.S.
	Expenditure Org.	Usage Clearing		100	I.S.
Total Burdened Cost:					
Labor Costs	Project Org.	Project Inventory	44		B.S.
	Expenditure Org.	Burden Recovered		44	I.S.
Usage Cost	Project Org.	Project Inventory	100		B.S.
	Expenditure Org.	Usage Transferred Out		100	I.S.
Total Overhead Costs:					
Burden 1	Expenditure Org.	Burden 1 Expense	6		I.S.
	Expenditure Org.	Burden 1 Recovered		6	I.S.
Burden 2	Expenditure Org.	Burden 2 Expense	18		I.S.
	Expenditure Org.	Burden 2 Recovered		18	I.S.

Table 1 - 8 (Page 1 of 1) Expense project burden

GL Option 5: No Burden Tracking in GL

In this option, the project managers need to track burden but upper and accounting managers do not.

Using this option, the burden cost journals in the general ledger net to zero. Only the raw cost is shown in the Project Inventory balance.

Generated Transactions	Cost Center Segment	Account	Dr.	Cr.	Type of Acct
Labor Costs	Project Org.	Project Inventory	20		B.S.
	Expenditure Org.	Payroll Clearing		20	I.S.
Usage Cost	Project Org.	Project Inventory	100		B.S.
	Expenditure Org.	Usage Clearing		100	I.S.
Total Burdened Cost	Expenditure Org.	Burden Recovered	24		I.S.
	Expenditure Org.	Burden Recovered		24	I.S.
Usage Cost	Expenditure Org.	Usage Clearing	100		I.S.
	Expenditure Org.	Usage Clearing		100	I.S.

Table 1 - 9 (Page 1 of 1) No burden tracking In GL

Middle Management Reporting

As shown in Figure 1 - 1, middle management relies both Oracle Projects and the general ledger for their required information.

A division or department manager looks for project information at the summary projects level. This manager may want to see total project burdening by burden cost code (Burden 1 and Burden 2), as shown below:

All Projects	Total
Revenue	60
Raw Cost	<18>
Burden 1	<5>
Burden 2	<17>
Contribution Margin	20

Table 1 - 10 (Page 1 of 1) Total project burdening by burden cost code

Or, the division or department manager may want to see only the total burdened costs of all projects, as shown below:

All Projects	Total
Revenue	60
Total Cost of Projects	<40>
Contribution Margin	20

Table 1 – 11 (Page 1 of 1) Total project burdening

Project Management Reporting

During a project life cycle, project managers review project information in the Oracle Projects application. They review comparison ratios (revenue to cost, budget to actual, etc.) for each project and/or for all projects in a division or department.

The project manager and accounting manager may want to view the same level of detail for projects as for GL accounts, or their needs may be different.

A project manager is concerned about revenue and cost on an individual project basis. How is the project doing compared to the budget? When burden recovered in the project, at the expenditure item level, the project manager can review total project cost on an ongoing basis.

A project manager may want to see the burden cost on a project by burden cost code (Burden 1 and Burden 2), or may only want to see total burdened cost (raw + burden).

Burdening Options for Project Reporting

Oracle Projects provides flexible options to provide solutions for different project reporting requirements. Some examples of these requirements are:

- Burden costs are visible on each project
- Budgeting is done by burden cost code
- Only total cost needs to be visible on a project
- A project requires separation of raw cost and burden cost for a complete project management picture

The following burdening options are provided by Oracle Projects for project reporting.

1. Burden transactions on the original project/task
2. Total burdened cost and separate burden transactions
3. Total burdened cost only

These options are described below.

In the examples, labor costs are burdened with Burden 1 and Burden 2, and usage costs are not burdened. This rule is for these examples only — In practice, usage can be burdened. The examples are designed this way because

- it is a common practice to burden labor but not usage, and
- with this scenario we can illustrate how both burdened and non-burdened transactions are handled in each example.

Projects Option 1: Burden transactions on the original project/task

In this option, summarized burden transactions are shown on the same project/task as the original expenditures.

Using this option, the project manager can view the total project cost, and can also view the burden costs separately from the raw cost. Table 1 – 12 shows this information as it might be viewed in Project Status Inquiry or in a custom report.

Project ABC Cost	Raw Cost	Burdened Cost
Labor Cost (Employee 1)	10	10
Labor Cost (Employee 2)	10	10
Burden 1 (30%)	0	6
Burden 2 (69%)	0	18
Total Labor Cost	20	44
Usage Cost	100	100
Total Burdened Cost	120	144

Table 1 – 12 (Page 1 of 1) Burden transactions on the original project/task

Projects Option 2: Total burdened cost and separate burden transactions

In this option, the project shows total burdened cost for each burdened expenditure. Summarized burden transactions are shown on a separate project.

Using this option, analysis and reporting on burden are done on an overview basis, not project by project. Budgeting can be done by burden cost code on the separate project. This enables budget-to-actual analysis of the overall project burden.

Project ABC Cost	Raw Cost	Burdened Cost
Labor Cost (Employee 1)	10	22
Labor Cost (Employee 2)	10	22
Total Labor Cost	20	44
Usage Cost	100	100
Total Project Cost	120	144

Table 1 – 13 (Page 1 of 1) Total burdened cost on the original project

The details of the total burdened cost are visible in database views, as shown in Table 1 – 14. Custom solutions can be developed for individual implementations to report the required details.

Project ABC	Total	Cost Breakdown
Revenue	4	
Total Cost	<3>	Raw 1.5 Burden 1 0.4 Burden 2 1.1
Contribution Margin	1	

Table 1 – 14 (Page 1 of 1) Cost breakdown of total burdened cost

A separate project, Project XYZ, is set up to collect burden transactions on Project ABC and other projects. Table 1 – 15 shows the burden costs collected by project XYZ for the labor cost incurred on project ABC.

In this table, the burden costs are displayed in the Burdened Cost/Burden Element column. While the amounts represent only the

burden element, they would be displayed in the Burdened Cost column when viewed in the Project Status Inquiry window.

Project XYZ Cost	Raw Cost	Burdened Cost /Burden Element
Burden 1 (30%)	0	6
Burden 2 (69%)	0	18

Table 1 - 15 (Page 1 of 1) Summary burden transactions on a separate project

Project Option 3: Total burdened cost only

In this option, the project shows total burdened cost. Separate burden transactions are not created.

You can use this option when the project manager does not need to view the burden transactions. Total burdened cost provides the information required to manage the project.

Project ABC Cost	Raw Cost	Burdened Cost
Labor Cost (Employee 1)	10	22
Labor Cost (Employee 2)	10	22
Total Labor Cost	20	44
Usage Cost	100	100
Total Project Cost	120	144

Table 1 - 16 (Page 1 of 1) Total burdened cost

Implementing Burdening to Fit Reporting Needs

The following table shows which pairs of options (Projects and GL) can be implemented to work together. The table shows which setup solution to use for each valid combination.

GL Options:	1. By Burden Cost Code	2. One Account	3. One Sum	4. Expensed	5. Not Tracked
Oracle Projects Options:					
1. Burden transactions on the original project	Setup A	Setup A	n/a	n/a	Setup D
2. Total burdened cost and separate burden transactions	n/a	n/a	Setup B	Setup B	Setup D
3. Total burdened cost	n/a	n/a	Setup C	n/a	Setup D

Table 1 – 17 (Page 1 of 1) Valid combinations of burdening options

Implementing Burden Cost Accounting

This section tells you how to set up these entities for each of the valid combinations shown in Table 1 – 17.

Entities That Affect Burdening

How a project is burdened depends on the setup of the following entities:

1. **Burden Cost Code Expenditure Types**

The expenditure types you set up to associate with burden cost codes are used only for burden transactions. These expenditure types are referred to as burden cost code expenditure types.

2. **Burden Cost Codes**

3. **Burden Structures**

When you define burden structures, you associate expenditure types with each cost base you enter. Therefore, although an expenditure type can be associated with multiple expenditure type classes, the burden structure is based on the expenditure type, not the expenditure type class.

4. **Burden Schedules**

5. **Project Types**

6. **AutoAccounting for raw, burden, and/or total burdened cost**

The instructions that follow tell you how to set up these entities for each project burdening solution.

Maximum Detail (Setup A)

This solution provides maximum visibility of burden costs on the original project, and shows details of the recovered burden in the general ledger.

Use this implementation to set up GL options 1 and 2 with Projects option 1, as shown in Table 1 – 17.

1. **Burden Cost Code Expenditure Types**

In the Expenditure Types window, create an expenditure type for each of the burden cost codes you plan to use. Each expenditure type must have the expenditure type class "Burden Transaction". If you define

each expenditure type with the same name as the corresponding burden cost code, it will make it easier to reconcile and set up AutoAccounting for your burden costs.

2. **Burden Cost Codes**

Assign the burden cost code expenditure types to burden cost codes in the Burden Cost Codes window.

3. **Burden Structures and Burden Schedules**

Create burden structures that map the different burden cost codes to cost bases and expenditure types. Create burden schedules that use appropriate burden multipliers.

4. **Project Types**

Define one or more project types with the following options selected in the Costing Information region:

- Enable the "Burdened" check box and select a burden schedule
- Enable the "Burden Cost as Separate Expenditure Item" check box. This selection generates summarized burden transactions on the same project/task where expenditures are incurred.

5. **AutoAccounting**

Set up AutoAccounting rules for all raw and burden costs.



Warning: Do not enable the rules for Total Burden Cost for this option.

Detail in Oracle Projects, One Sum in GL (Setup B)

With this solution, you report overall burden cost by burden cost code in Oracle Projects. In the general ledger, burden cost will be tracked as one sum. This solution implements Projects option 2, combined with either GL option 3 or GL option 4 (see Table 1 – 17).

1. **Burden Cost Code Expenditure Types**

Create an expenditure type for each of the burden cost codes you plan to use. Each expenditure type must have the expenditure type class "Burden Transaction". If you define each expenditure type with the same name as the corresponding burden cost code, it will make it easier to reconcile and set up AutoAccounting for your burden costs.

2. **Burden Cost Codes**

Assign the burden cost code expenditure types to burden cost codes in the Burden Cost Codes window. This step is necessary only if you have created expenditure types for burdening in step 1 above.

3. **Burden Structures and Burden Schedules**

Create burden structures that incorporate the multiple burden cost codes. Create burden schedules that use appropriate burden multipliers.

4. **Project Types**

Define one or more project types with the following options selected in the Costing Information region:

- Enable the "Burdened" check box and select a burden schedule
- Enable the "Burden Cost on Same Expenditure Item" option and the "Account for Burden Cost Components" check box. This selection generates summarized burden transactions on a separate project as well as total burdened cost on the original expenditure.
- Enter a project/task for the burden transactions.

5. **AutoAccounting**

Set up AutoAccounting rules for all raw, burden, and total burdened costs.

Total Burdened Cost (Setup C)

With this solution, total burdened cost will be shown on the project. The general ledger will show total burdened cost as one sum.

This solution implements Projects option 3 with GL option 3 (see Table 1 – 17).

1. **Burden Structures**

Create burden structures that incorporate the multiple burden cost codes. Create burden schedules that use appropriate burden multipliers.

2. **Project Types**

Define one or more project types with the following options selected in the Costing Information region:

- Enable the "Burdened" check box and select a burden schedule
- Enable the "Burden Cost on Same Expenditure Item" check box. This selection generates total burdened cost balances on each burdened expenditure item.

3. **AutoAccounting**

Set up AutoAccounting rules for all raw, burden, and total burdened costs. Burden transaction accounting is configured to handle one off, manual, or imported burden transactions.

No Project Burden Tracking in GL (Setup D)

With this solution, there is no tracking in the general ledger of burden recovered on projects. This solution implements GL option 5 in Table 1 – 17.

Steps 1 and 2 below are required if the you require visibility of burden transactions on the project. If you only want to report by summary burden cost codes, then these steps are not necessary. For reporting purposes, the individual burden expenditures are available internally.

1. **Burden Cost Code Expenditure Types**

Create an expenditure type for each of the burden cost codes you plan to use. Each expenditure type must have the expenditure type class "Burden Transaction". If you define each expenditure type with the same name as the corresponding burden cost code, it will make it easier to assign expenditure types correctly.

2. **Burden Cost Codes**

Assign the new expenditure types to burden cost codes in the Burden Cost Codes window.

3. **Burden Structures**

Create burden structures that incorporate the multiple burden cost codes. Create burden schedules that use appropriate burden multipliers.

4. **Project Types**

Define one or more project types with the following options selected in the Costing Information region:

- Enable the "Burdened" check box and select a burden schedule

- **Projects option 1:** If you want to view burden costs as separate transactions on the same project, enable the "Burden Cost as Separate Expenditure Item" check box. This selection generates summarized burden transactions on the same project where expenditures are incurred.
- **Projects option 2:** If you want to view burden costs on the same project, and collect summary burden transactions on a different project, enable the "Burden Cost on Same Expenditure Item" option and the "Account for Burden Cost Components" check box, and enter the project and task name. This selection generates summarized burden transactions on a separate project while generating total burdened cost on the original expenditure.

5. **AutoAccounting**

Set up AutoAccounting rules for all raw and burden costs.

Although this solution does not require general ledger tracking of burden recovery, Oracle Projects will still interface the burden transactions to the general ledger. To create a net zero transaction, set up AutoAccounting to post the debit and credit to the same account.



Warning: Do not enable the rules for Total Burden Cost for this option.

Revenue and Billing for Burden Transactions

Including Burden Transactions in Revenue and Invoices

All expenditure types that will be used on a project must be included in the bill rate schedule that will be used by that project. If they are not, you will receive an error message when you generate invoices or revenue.

The expenditure type "Burden Transaction" is a non-labor expenditure type. To include burden transactions in revenue and invoice calculations, you must include Burden Transactions as an expenditure type when you set up the non-labor bill rate schedule.

Markup is based on the raw cost amount, except in the case of burden transactions, where markup is based on burden cost. If you need to distinguish the bill rate or markup for each type of cost base, then you must define burden cost codes and expenditure types for each category.

For example, if all expenditures are burdened with General and Administrative burden, but you want to distinguish the labor value of this burden on an invoice, or mark it up differently, you must create a G&A burden cost code expenditure type for labor. (Burden cost code expenditure types are defined under Entities that Affect Burdening: page 20.

Revenue and Billing for Burdened Labor

If your employee bill rates are based on quantity and hours, then burden cost does not affect revenue and billing. However, if you bill for labor based on markup, you may need to distinguish labor burden cost by defining burden cost codes and expenditure types for labor.

Revenue Burdening Using Revenue or Invoice Schedules

If you use revenue or invoice schedules and you want the burden transaction to be revenue burdened, then you must include the burden expenditure types in the burden structures that are used for revenue and invoicing.

Showing Non-Labor Burden Transactions on an Invoice

If you show burden transactions for non-labor expenditures on a project invoice, the "quantity" for burden transactions will be displayed as zero.

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Oracle Web Employees and Oracle Projects Integration Documentation Supplement

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About This Documentation Supplement

This documentation supports the Oracle Web Employees and Oracle Projects Integration, a new feature in Release 11 of Oracle Applications, and available in Release 11.0.2 or later. If you install Release 11.0.2, employees can record Oracle Projects information on expense reports entered in Web Employees. Once imported as invoices into Payables using Invoice Import, the project-related invoices can be paid and posted. The invoices are then interfaced to Oracle Projects for project burdening and tracking.

This Oracle Web Employees and Oracle Projects integration document is new for Release 11.0.2, and the relevant, previously released documentation has been updated to reflect this new feature. This updated documentation replaces Payables and Projects online help for these topics, and replaces the documentation in the *Oracle Payables User's Guide, Release 11*, and the *Oracle Projects User's Guide, Release 11*, for those topics. Use this documentation supplement with your *Oracle Payables User's Guide, Release 11*, and the *Oracle Projects User's Guide, Release 11*.

Note: Unless otherwise specified, references in this document are to the *Oracle Payables User's Guide, Release 11*, or the *Oracle Projects User's Guide, Release 11*. You can locate these topics by consulting the index in either the *Oracle Payables User's Guide* or the *Oracle Projects User's Guide*.



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Setting Up Oracle Projects with Web Employees

Web Employees integrates with Oracle Projects so that users can enter project-related expense reports with a web browser. To integrate Web Employees with Oracle Projects complete the following steps in either Payables or Oracle Projects.

► **To integrate Oracle Projects with Web Employees:**

1. **Enable employees to enter project-related expense report via Web Employees (Oracle Projects).**

To enable an employee to enter project-related expense reports via Web Employees, set the PA:Allow Project Time and Expense Entry profile option to Yes. For a description of this profile option see, PA:Allow Project Time and Expense Entry: page 104.

2. **Customize the *Project Expense Report Account Generator* (Oracle Projects).**

The *Project Expense Report Account Generator* – an Oracle Projects workflow process – determines the account for each project-related expense line created in Web Employees. The default logic of the *Project Expense Report Account Generator* returns the CCID (Code Combination ID) of the employee who incurred the project-related expenses. You can customize the *Project Expense Report Account Generator*. For instructions on how to customize this process see, Default Account Generator for Web Employees: page 119.

3. **(Optional) Set the PA:AutoApprove Expense Reports Profile Option (Oracle Projects).**

To have project-related expense reports approved automatically set the PA:AutoApprove Expense Reports profile option to Yes. For a description of this profile option see, PA:AutoApprove Expense Reports: page 105.

4. **(Optional) Set up Transaction Controls (Oracle Projects).**

For information on how to set up transaction controls to validate expense report receipts see: Transaction Controls in the *Oracle Projects User's Guide*.

5. **(Optional) Write the Summary-Level Validation Extension (Payables).**

During the expense reporting process Web Employees calls the CustomValidateLine API (in Payables). You can customize this API to perform custom receipt-level validation. This API is included in the \$AP_TOP/admin/sql/apwdfcfs.pls file.

6. **Define a project-related expense report template (Payables).**

- In the Expense Report Templates window associate a list of Projects expenditure types with expense items.

See: Expense Report Templates: page 38.

7. **(Optional) Customize the DetermineMgrInvolvement API**

See: To Customize the DetermineMgrInvolvement API: page 16.

8. **Set the WebExpenses:Enable Project profile option to 'Yes' (Payables).**

- Use the System Administrator responsibility to navigate to the System Profile Values window.
- Enter 'Yes' for the WebExpenses:Enable Projects profile option.

Oracle Projects Integration with Payables

If you have installed Oracle Projects, you can record project information on supplier invoices, expense reports entered in the Invoices window, and on Web Employees employee expense reports which Payables converts into invoices. For each transaction, Payables records the project name, task, and expenditure information. The Account Generator creates an expense account for each invoice distribution that has projects information. Project-related transactions are interfaced back to Projects where the transactions are recorded and associated with particular projects.

This document includes the following topics:

- Entering Project-Related Invoices and Expense Reports: page 3
- Adding or Modifying Projects Information on Invoices: page 7

See Also

Using the Account Generator in Oracle Projects: page 111

Entering Project-Related Invoices and Expense Reports

This discussion gives a brief overview of the ways in which you can add Projects information to expense reports and invoices. For detailed information on Payables Integration with Projects, see the Payables and Expense Report sections of the "Integration with Other Oracle Applications" chapter in the *Oracle Projects User's Guide*.

You can enter projects information on *supplier invoices*. These transactions are interfaced to Oracle Projects as supplier invoices. You can enter projects information on supplier invoices in one of the following ways:

- Use the Invoices window and the Distributions window to enter an invoice, and include projects information. You can specify projects information either by using a project-related Distribution Set or by entering the project information manually.
- Match an invoice to a project-related purchase order.
- Assign a project-related Distribution Set to a recurring invoice template.

- In the Distributions window, add Projects information to any existing supplier invoice you have entered or imported.

You can enter projects information on *expense reports*. These transactions are interfaced to Oracle Projects as expense reports. You can enter projects information on expense reports in the following ways:

- Employees enter projects information on an expense report in the Enter Receipts window in Web Employees.
- Import expense reports from Projects.
- In the Distributions window, add projects information to any invoice you have entered or imported. This includes expense reports you entered in the Invoices window (invoice type of Expense Report), and expense reports you have entered in either the Payables Expense Reports window or Web Employees and that you have imported.

Note: Only Web Employees expense reports are processed by the Expense Reporting Workflow, and any changes you make to an expense report after import will not be included in Workflow.

Entering Project-Related Invoices and Distributions

In the Invoices window, when you enter a project-related invoice, enter the projects information, either manually in the projects fields, or by entering a project-related Distribution Set for the invoice. These project values default to the Distributions window where you can override them, and where you can additionally add a value for Quantity.

If you match to a purchase order, then Payables automatically copies any projects information from the purchase order to the invoice distribution.

You can also import through the Payables Open Interface tables projects-related invoices from other systems.

Note: Project fields will not appear in the Invoices window or Distributions window if you have not installed Oracle Projects.

Creating Project-Related Recurring Invoices

When you set up a recurring invoice template, assign a project-related distribution set to the template. All invoices created by the template will have the project information. You can override these values in the Distributions window after Payables creates the recurring invoice.

Entering Project-Related Web Employees Expense Reports

This section gives you an overview of the Web Employees project-related expense report process. Each step refers you to documentation where you can find more information on the step.

1. Set up Payables, Web Employees, and Oracle Projects to process project-related Web Employee expense reports.
See: Setting Up Oracle Projects with Web Employees: page 1.
2. In Web Employees, an employee enters an expense report with project-related receipts, either online (the Create New Expense Report function) or disconnected (the Upload Expense Spreadsheet function). For each project-related receipt, the employee enters a project number and a task number.

When the employee submits the expense report in Web Employees, the system validates the project-related information, and then saves the expense report information in the Payables Invoice Import tables. If an expense line fails validation, Web Employees displays an error message on the View Receipts window. An employee must correct all errors before saving or submitting an expense report.

3. Once the expense report is submitted, the system starts the Expense Reporting Workflow process. Workflow uses the *Project Expense Report Account Generator* to assign an expense account to each project-related item on the expense report.

See: Default Account Generator for Web Employees: page 119.

4. The Accounts Payable department (AP) reviews, audits, adjusts, and approves expense reports entered via Web Employees using the Expense Report window in Payables. Note that project fields are not available in this window.

After AP approves the expense report, it is ready for import. Any unverified receipts are subject to short payment during the workflow process.

See: Expense Reporting Workflow: page 9.

5. You submit Payables Invoice Import to convert the expense report into an invoice. Select Self-Service Applications as the Source parameter to create invoices from entered in Web Employees. An expense report entered in Web Employees is not eligible for import until the Manager (Spending) Approval Process and the AP Approval Process complete successfully.

See: Expense Reporting Workflow: page 9.

See: Payables Invoice Import Program: page 46.

If expense reports could not be imported, Payables prints the Invoice Import Rejections Report. If the expense report is rejected, correct the problems and resubmit Payables Invoice Import.

See: Invoice Import Report: page 63.

6. In the Payables Invoice Workbench, you can adjust project information in the Distributions window.

See: Adding or Modifying Projects Information on Invoices: page 7.

7. In Payables, approve and pay the invoice.

See Also

Oracle Web Employees Expense Reporting

Importing Expense Reports from Oracle Projects

When you enter expense reports in Oracle Projects or Oracle Personal Time and Expense (PTE), you can load them into Payables. You then submit the Payables Invoice Import process to create invoices from the expense report information. You can then approve and pay the invoices. For detailed information on importing Projects expense reports, see: *Integrating Expense Reports with Oracle Payables (Oracle Projects User's Guide)*.

Entering Project-Related Expense Reports in Payables

There are no project fields in the Expense Reports window. You can enter expense reports in the Invoice Workbench. Enter an invoice with the invoice type of Expense Report, enter an employee's name as the supplier, and enter projects information, either by using a

project-related Distribution Set, or by manually entering projects information. The system automatically builds the expense account for the distribution based on the projects information on the distribution.

Adding or Modifying Project Information on Invoices

In the Distributions window, you can update or add project information on invoices, or expense reports that you have entered in Payables. After you post the invoice in Payables, you can interface them to Projects.

Adjusting Project-Related Invoices

If the project-related invoice is not posted, then in Oracle Payables you can make any adjustments that you can to any other unposted invoice. See: *Adjusting Invoices*.

If the invoice has already posted and interfaced to Projects, you can no longer adjust the total amount of the invoice. After interfacing the invoice to Projects, to make a change to an invoice distribution, you should add a reversing distribution with the incorrect information, and then add a new distribution with the correct information.

For example, if you entered a distribution for \$500, with cost center 444 in the expense account, and you want to change the cost center to 445. Press the Reverse button to create a new distribution with the same information as the distribution you want to replace, including cost center 444, but an amount of -\$500. Then add a new distribution for \$500 with cost center 445. For more information see: *Adjusting Expense Reports, and Adjustments, Supplier Invoice Adjustments in Payables (Oracle Projects User's Guide)*.

If you have interfaced the invoice from Payables to Projects, then from Oracle Projects, you can make net-zero adjustments to Payables invoices based on regular Payables invoice update restrictions. These changes are recorded in both Payables and Projects, so they do not get interfaced back to Projects.

In Payables you can cancel an invoice after interfacing it to Oracle Projects. However, if you have made net zero adjustments in Oracle Projects, you must interface these to Payables before you can cancel the invoice.

Adjusting expense account information

The Account Generator creates an expense account for each invoice distribution that has projects information. If you change the project information on the invoice distribution, the system rebuilds the distribution accounts based on the new project information. You can override the account that Account Generator builds only if you enable the profile option: PA:Allow Override of PA Distributions in AP/PO. You can make these changes in either Payables or in Projects if the invoice has already been interfaced to Projects. For detailed information, see: Accounting Transactions Created by the Account Generator, and Implementing the Account Generator for Project-Related Payable Invoices in Oracle Projects (*Oracle Projects User's Guide*)

Expense Reporting Workflow

Oracle Web Employees includes a predefined Oracle Workflow (.wft) file that you can use with Expense Reporting. Use the Oracle Workflow server component and the Oracle Workflow Builder client component to implement Oracle Workflow for use with Expense Reporting.

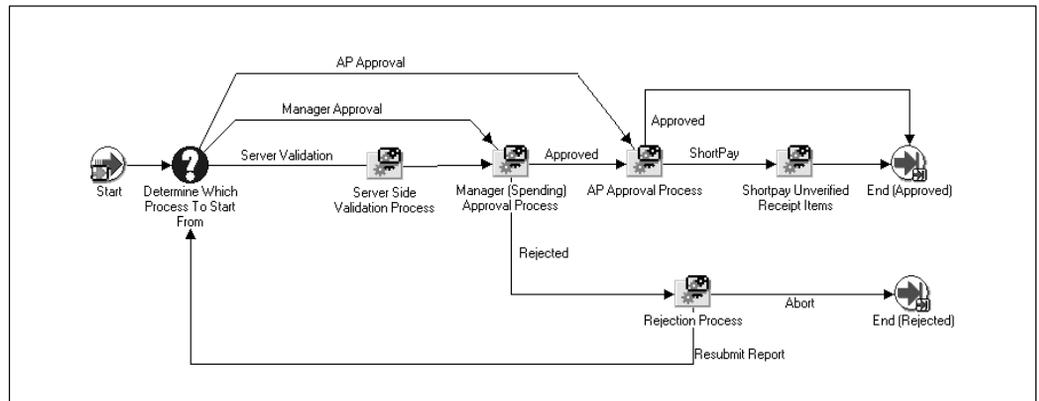
This discussion includes the following topics:

- The Predefined Expense Reporting Workflow Definition: page 9
- Setting Up The Expense Reporting Workflow: page 28

The Predefined Expense Reporting Workflow Definition

The Expense Reporting Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. From the Oracle Workflow Builder program, you can open the definition file by providing the username, password, and database. Show the AP Expense Report item type and choose OK.

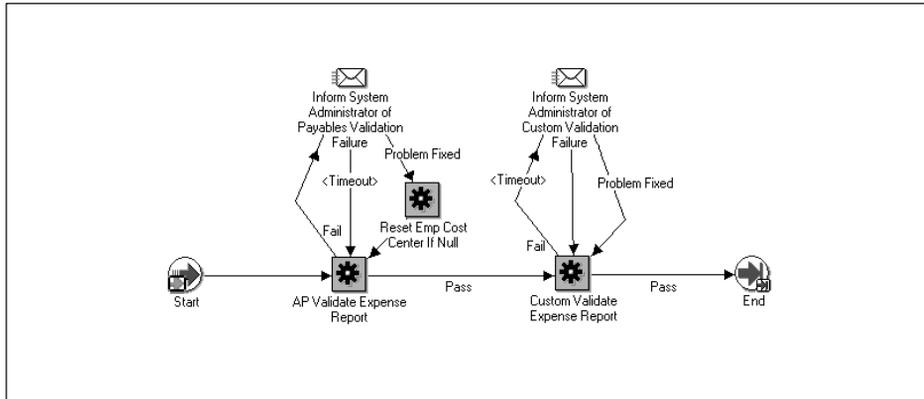
AP Standard Expense Report Process (Parent)



Note: You cannot replace this workflow with a new workflow process.

The Expense Reporting Workflow definition file contains the following ten Oracle Workflow Process-type activities:

Server Side Validation Process



Populates for each expense report record all remaining required columns in AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES.

AP_EXPENSE_REPORT_HEADERS :

- Builds EMPLOYEE_CCID.
- Sets SOURCE to "WebExpense" from "NonValidatedWebExpense" after the columns have been populated by this activity. The Expense Reports window in Payables can query records with the source of "WebExpense", but not "NonValidatedWebExpense."
- Determines and sets EXPENSE_CHECK_ADDRESS_FLAG based on values defined in HR_EMPLOYEES_CURRENT_V and then FINANCIALS_SYSTEM_PARAMETERS.
- Determines and sets APPLY_ADVANCES_DEFAULT based on values defined in AP_SYSTEM_PARAMETERS and on whether there are any available advances for the employee.
- Determines and sets AWT_GROUP_ID.
- Determines and sets DEFAULT_EXCHANGE_RATE_TYPE, DEFAULT_EXCHANGE_DATE, and DEFAULT_EXCHANGE_RATE.

AP_EXPENSE_REPORT_LINES :

- Builds CODE_COMBINATION_ID.



Attention: An employee creates a *project-related* expense line by associating a project number and a task number to an expense item in Web Employees. The DoAPValidation activity

in the (Payables) Server-Side Validation process calls a workflow process in Oracle Projects whenever it reaches a project-related expense line. The *Project Expense Report Account Generator* determines the account for each project-related expense line submitted via Web Employees. Note that the default behavior of the *Project Expense Report Account Generator* is to assign the CCID of the employee who incurred the expenses to each project-related expense line. For instructions on how to customize this process see Account Generator for Web Employees: page 119.

- Sets AWT_GROUP_ID to the value for AWT_GROUP_ID in AP_EXPENSE_REPORT_HEADERS.
- Determines and sets RECEIPT_REQUIRED_FLAG.
- Determines and sets JUSTIFICATION_REQUIRED_FLAG.



Attention: The Server Side Validation process also calls the DoCustomValidation function. You may want to customize this process to include any custom validation in your Expense Reporting workflow. For example, if you do not want to use AP Approval, then in the AP_EXPENSE_REPORT_LINES table, set both the JUSTIFICATION_REQUIRED_FLAG and the RECEIPT_REQUIRED_FLAG to N for all lines. Or, if you want AP Approval to be required for expense reports above a certain amount, then set both the JUSTIFICATION_REQUIRED_FLAG and the RECEIPT_REQUIRED_FLAG to N on expense reports below the amount.

The DoCustomValidation function is located in the following directory:

SAP_TOP/patch/110/sql/apwxwfcf.pls

The DoCustomValidation function is named:

AP_WEB_EXPENSE_CUST_WF.DoCustomValidation



Attention: If you use the DoCustomValidation function to perform custom processing for your expense reports, place any custom code in a directory protected from an upgrade prior to the upgrade. After the upgrade, if appropriate, reapply any custom code.

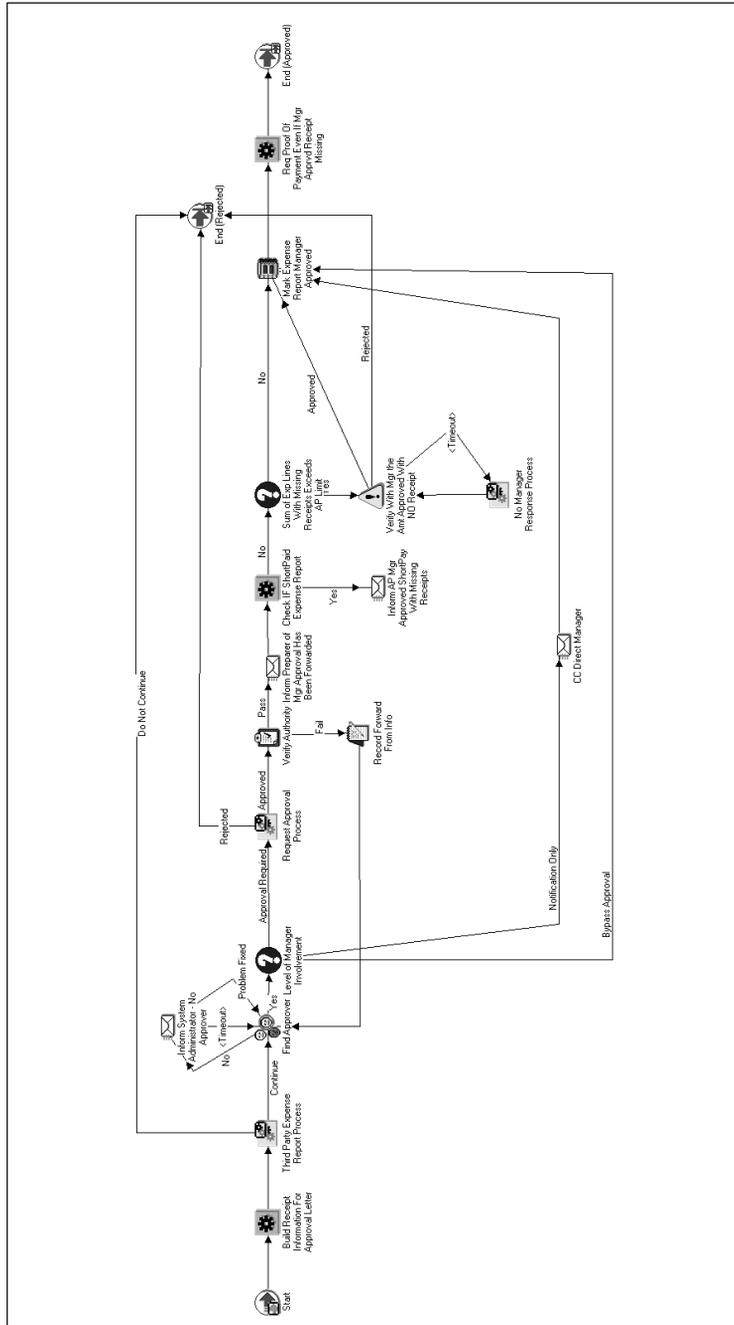


Warning: If you customize the predefined Workflow definition, do *not* modify the Payables Validation activity of the Server Side Validation process. This activity populates all missing required columns in AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES. If this activity does not

complete successfully, you may encounter data corruption errors.

Note: You cannot replace this workflow with a new workflow process.

Manager (Spending) Approval Process



- Finds the appropriate Approver(s) for each expense report. The Approver(s) for an expense report is based on the Find Approver Method.
- Determines the level of manager involvement necessary for an expense report. For a detailed description of this procedure, see Level of Manager Involvement Activity: page 14.
- Processes the Approver's response (request for approval sent by Request Approval Process) to request for approval.
- Verifies the authority of the Approver once approval is obtained. For a detailed description of how this verification works, see The Verify Authority Activity: page 17.
- If sum of missing receipt items is greater than user-defined limit, requests approval confirmation from Approver.
- Processes Approver response to approval confirmation.
- Determines if proof of payment is required regardless of whether the employee indicates that original receipts are missing. If proof of payment is *not* required for items where the employee indicates that receipts are missing, then it sets the RECEIPT_REQUIRED_FLAG column value to N for all items where receipts are required but the employee indicated that receipts are missing. If proof of payment is required, then the RECEIPT_REQUIRED_FLAG column value is not updated for those items where receipts are required and the flag is set to Y.



Attention: The Manager (Spending) Approval Process checks the SUPERVISOR_ID column in HR_EMPLOYEES_CURRENT_V and the AP_WEB_SIGNING_LIMITS table to obtain the approver(s) for an expense report, and to verify the spending authority of an approver(s). If you want to store spending authority in other (custom) tables, you need to customize the Find Approver activity and the Verify Authority activity of this process.

Note: You cannot replace this workflow with a new workflow process.

Level of Manager Involvement Activity

For each expense report entered via Web Employees, the *Level of Manager Involvement* workflow activity determines whether:

- manager approval is necessary.
- manager notification is necessary.

- no manager involvement is necessary.

The *Level of Manager Involvement* activity calls the DetermineMgrInvolvement API; this API establishes what level of manager involvement is necessary. For a description of the default behavior of this API see The DetermineMgrInvolvement API: page 15. You can customize this API to control manager involvement in the expense reporting process. For a description of how to do this, see: To Customize the DetermineMgrInvolvement API: page 16.

The DetermineMgrInvolvement API

Expense reports entered via Web Employees consist of positive receipts (expense lines), and/or negative receipts (credit lines). Receipts are project-related or non-project-related. See Expense Reports with Project-Related Receipts (on page 15) for an explanation of the default behavior of the DetermineMgrInvolvement API when expense reports contain project-related receipts.

If an expense report contains no project-related receipts, then the DetermineMgrInvolvement API 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).

Note that employees can enter credit lines, i.e., receipts with negative totals, only if the the value for the WebExpenses:Allow Credit Lines profile option is set to 'Yes'.

Expense Reports with Project-Related Receipts

Employees can create expense reports with project-related receipts in Web Employees. The default behavior of the *Level of Manager Involvement* activity depends on whether an expense report contains all, some, or no project-related receipts.

- If an expense report contains *all* project-related receipts, then the *Level of Manager Involvement* activity calls the AutoApproval client extension in Oracle Projects. The PA:AutoApprove Expense Report profile option controls the default behavior of this client extension. If the AutoApproval extension returns 'Yes', the *Level of Manager Involvement* activity gives manager approval to the expense report. If the AutoApproval extension

returns 'No', the *Level of Manager Involvement* activity requires that a manager approve the expense report.

You can customize the AutoApproval client extension in Oracle Projects to define specific rules concerning which expense reports qualify for automatic (manager) approval. For additional information, see PA:AutoApprove Expense Reports: page 105, and Expenditure Access, Project User, and AutoApproval Extension: page 107.

- If an expense report contains both project-related and non-project-related receipts, then the *Level of Manager Involvement* activity calls the AutoApproval API in Oracle Projects, and also calls the DetermineMgrInvolvement API in Payables. The activity compares the results from both APIs, and uses the stricter of the two to determine the level of manager involvement for the expense report. For example, if the result of the AutoApproval API in Oracle Projects is 'Bypass', and the result of the DetermineMgrInvolvement API in Payables is 'Notification', then the level of manager involvement is 'Notification'. If the results of the AutoApproval API in Oracle Projects is 'Approval Required', and the result of the DetermineMgrInvolvement API in Payables is 'Bypass', then the level of manager involvement is 'Approval Required'.
- If an expense report contains no project-related receipts, then the *Level of Manager Involvement* activity calls only the DetermineMgrInvolvement API.

To Customize the DetermineMgrInvolvement API

You can customize the DetermineMgrInvolvement API. The DetermineMgrInvolvement API is located in the following directory:

`$AP_TOP/patch/110/sql/apwxwfc.pls`

The DetermineMgrInvolvement API is named:

`AP_WEB_EXPENSE_CUST_WF.DetermineMgrInvolvement`

You can have the DetermineMgrInvolvement return one of three possible values:

- NOTIFICATION_ONLY
- APPROVAL_REQUIRED
- BYPASS_APPROVAL

The DetermineMgrInvolvement API contains some sample code, which is commented out, to facilitate customization. The sample code, if enabled, enforces the following rules:

- For expense reports where the sum of expense lines is greater than or equal to 500, manager approval is required.
- For expense reports where the sum of expense lines is greater than or equal to 100 (and less than 500), only manager notification is required.
- For expense reports where the sum of expense lines is less than 100, there is no manager involvement.

You can customize this API by increasing or decreasing the values assigned to the variables `l_approval_req_amount` and `l_notify_only_amount`. You must also add and remove the necessary comment delimiters to make the sample logic in this API control the *Level of Manager Involvement* activity.



Attention: If you customize the DetermineMgrInvolvement API, place any custom code in a directory protected from an upgrade prior to the upgrade. After the upgrade, if appropriate, reapply any custom code.

The Verify Authority Activity

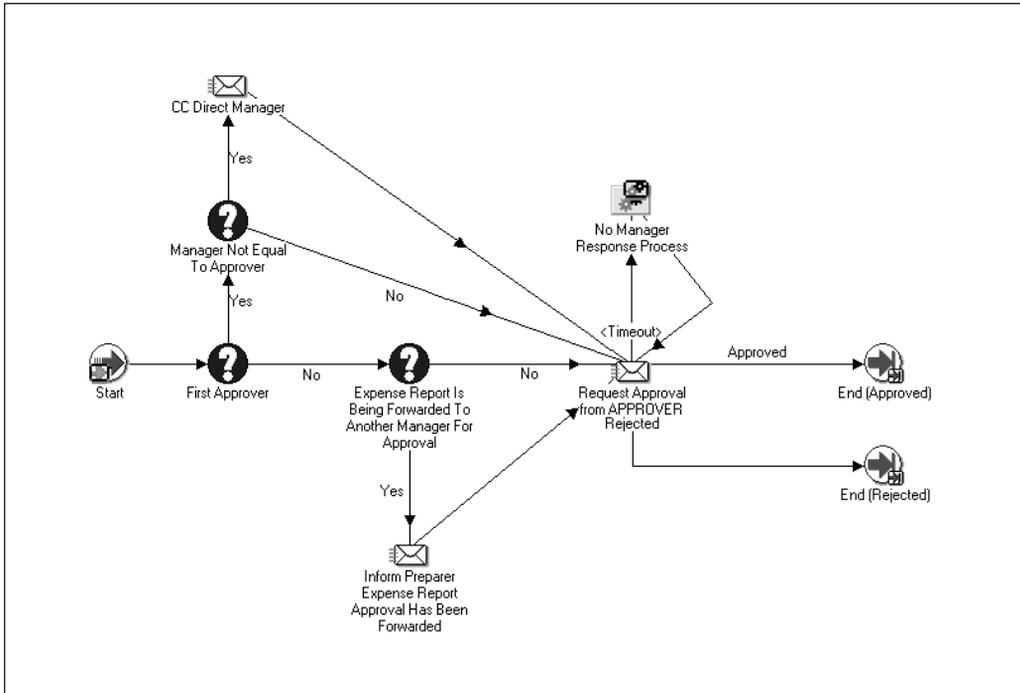
The *Verify Authority* activity checks whether a manager has the authority to approve an expense report. If a manager does not have the authority to approve an expense report, the Manager Approval process requests approval from another manager. (Note that a manager can reject an expense report even though she does not have the authority to approve it.)

Expense reports entered via Web Employees consist of positive receipts (expense lines), and/or negative receipts (credit lines). The *Verify Authority* activity 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 an 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 expense lines (1200) exceeds her signing limit total (1000), the *Verify Authority* activity determines that she cannot approve the expense report. If a manager does not have the authority to approve an expense report, then the Manager Approval process returns to the Find Approver activity. The Find Approver method identifies another manager and requests approval from her. This process continues until

a manager with the necessary signing limit approves the expense report.

Note that employees can enter credit lines, i.e., negative receipts, only if the the value for the WebExpenses:Allow Credit Lines profile option is 'Yes'.

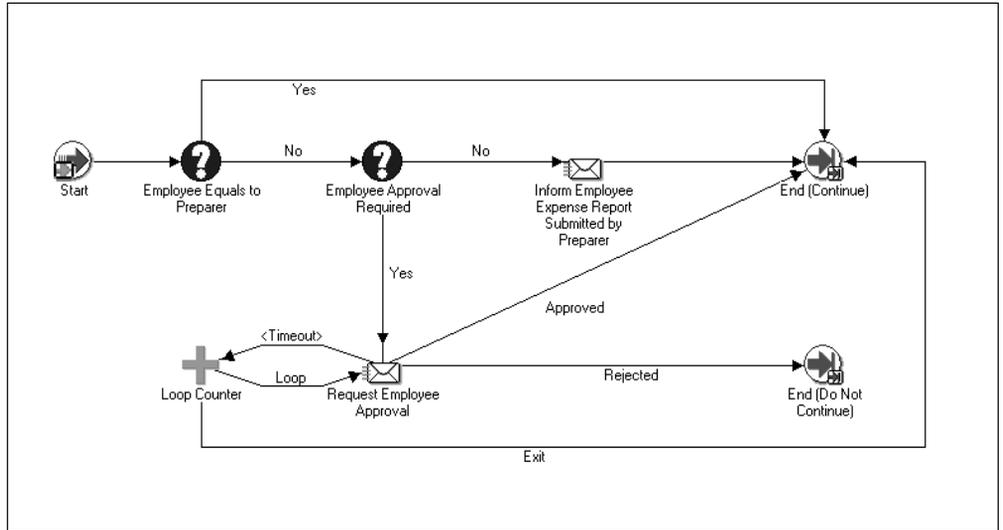
Request Approval Process



- Notifies Approver(s) from whom approval is required.
- Copies direct manager on notification requesting approval (if direct manager is not an Approver).
- Calls the No Manager Response Process if manager does not respond to request for approval within specified Timeout period.

Note: You cannot replace this workflow with a new workflow process.

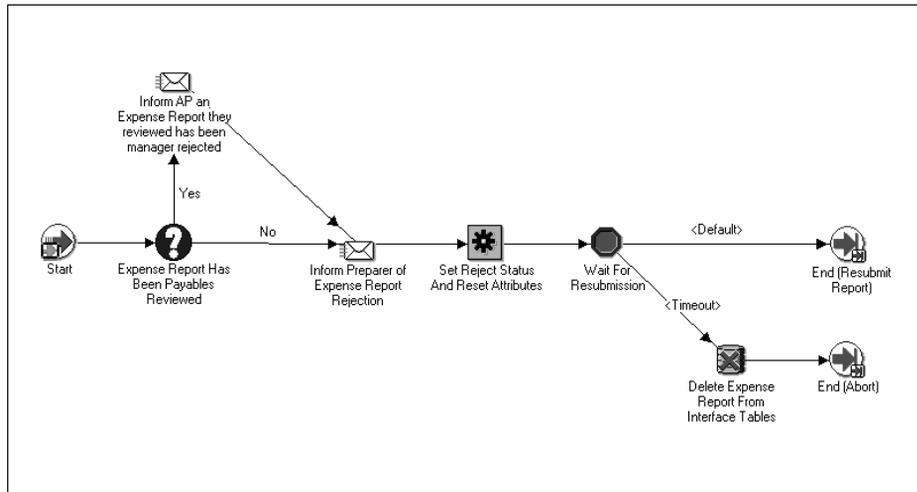
Third Party Expense Report Process



- If an employee submits an expense report on behalf of another employee, this process determines if approval is required by the employee for whom the expense report was submitted. If approval is required, the employee for whom the expense report was entered receives a notification requesting approval. If approval is not required, the employee receives only a notification indicating that an expense report has been submitted on her behalf.

Note: You cannot replace this workflow with a new workflow process.

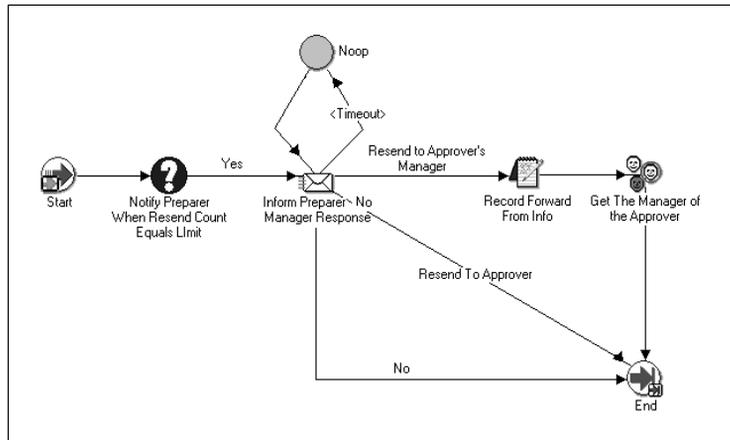
Rejection Process



- If an expense report is rejected by management after accounts payable (AP) has reviewed it, AP receives a notification. If AP has received receipts for an expense report that has been rejected by management, AP can determine what to do with those receipts.
- Informs the preparer that the expense report has been rejected by management. The preparer can then use the Modify Expense Reports function in Web Employees to restore the rejected expense report. When an employee restores a rejected expense report, the employee can review and edit, then either save, cancel, or resubmit the expense report.
- Deletes the rejected expense report if no action is taken by the preparer within a specified period of time.

Note: You cannot replace this workflow with a new workflow process.

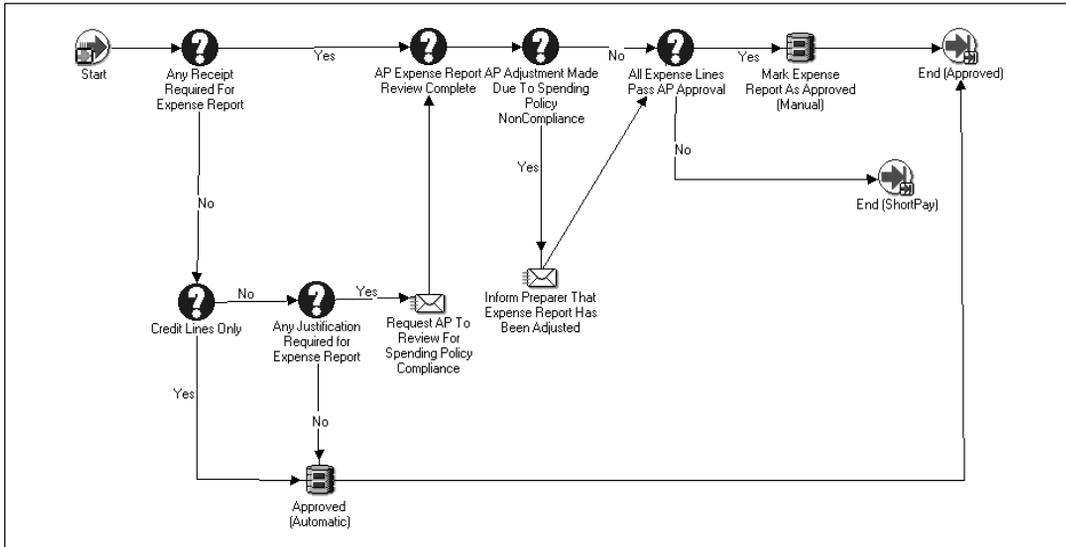
No Manager Response Process



- After a user-defined number of notifications to Approver without response, notifies expense report preparer of other approval options. Options include: resend to approver, or request approval from the original approver's manager.
- Processes response to provided approval options chosen by preparer.

Note: You cannot replace this workflow with a new workflow process.

AP Approval Process



- Approves as ready for Payables Invoice Import all expense reports where all receipt items do not require justification or original receipts. At this point, the Oracle Workflow process, in its standard configuration, is complete for those expense reports that: 1) do not require accounting review, and 2) have been approved by management during the Manager (Spending) Approval Process.
- To approve an expense report as ready for Payables Invoice Import, the Oracle Workflow process sets the `AP_EXPENSE_REPORT_HEADERS . SOURCE` column to SelfService.
- Notifies AP of expense reports with receipts where justification is required but no original receipts are required. See also: Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports



Attention: Once management approves an expense report during the Manager (Spending) Approval Process, the Workflow process determines if accounting review is required, and, if so, it checks if accounting review has occurred. If accounting review is required, and it has not been completed, the Workflow process sets itself in deferred status and waits for accounting review to be performed. You can perform

accounting review in the Payables Expense Reports window. Once accounting review has been performed, you *must* run the Workflow Background Process to restart the Workflow process from deferred status. If the Workflow Background Process determines that accounting review has been performed, the Workflow process can continue towards completion. If the Workflow process for an expense report does not complete, the expense report *cannot* be imported using Payables Invoice Import.



Suggestion: You should set the Workflow Background Process to run periodically to check for accounting review. See: *Setting Up Background Workflow Engines (Oracle Workflow Guide)*.

- Approves as ready for Payables Invoice Import all expense reports where all receipts have been verified by accounting, there have been no adjustments or shortpays, and the expense report has been approved by management during Manager (Spending) Approval Process.
- Determines if AP performed an adjustment to an expense report item, and if so, notifies preparer of AP adjustment based on receipt item where expense is not reimbursable under organization spending policy.
- Determines if any unverified receipts exist where receipt is required for an Expense Item, and if so, calls the Shortpay Unverified Receipt Items Process.



Suggestion: If you do not require accounting review, you can use the DoCustomValidation function in the Server Side Validation process to set the RECEIPT_REQUIRED_FLAG column value to N and the JUSTIFICATION_REQUIRED_FLAG column value to N for an expense report. You can set these flags to N for all expense reports, or for only those expense reports below a certain amount threshold.



Attention: If you use the DoCustomValidation function to perform custom processing for your expense reports, place any custom code in a directory protected from upgrade prior to the upgrade. After the upgrade, if appropriate, reapply any custom code.

Note: You cannot replace this workflow with a new workflow process.

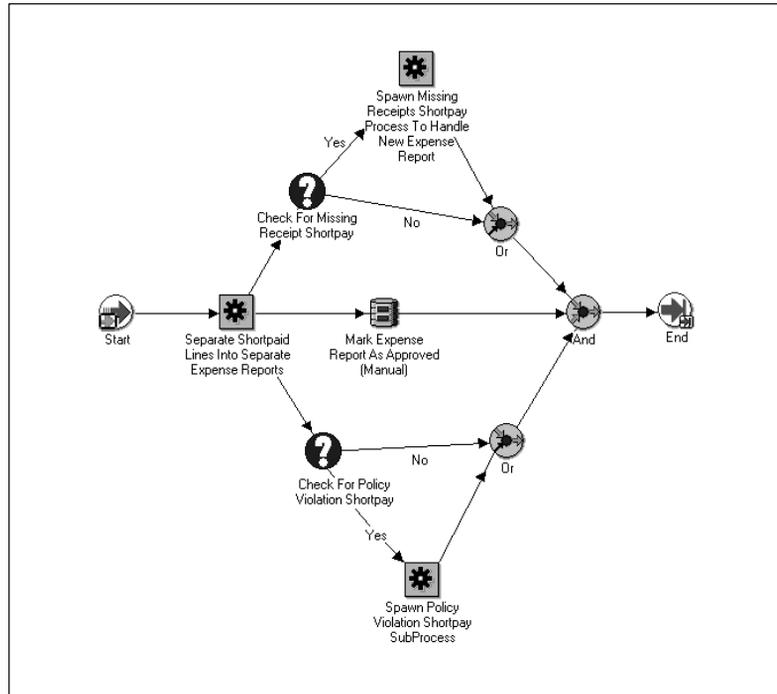
The Credit Lines Only Activity

Expense reports entered via Web Employees consist of positive receipts (expense lines), and/or negative receipts (credit lines). An employee generally enters a positive receipt to request reimbursement for an expense. An employee enters a negative receipt to report the refund of a previously reimbursed expense, for example, the refund of an unused airline ticket. The Credit Lines Only activity automatically gives Accounts Payable approval to an expense report that contains *only* credit lines. If an expense report contains only credit lines this activity changes the value of AP_EXPENSE_REPORT_HEADERS.SOURCE to SelfService, making the expense report eligible for Invoice Import.



Attention: Employees can enter credit lines, (i.e., negative receipts), only if the the value for the WebExpenses:Allow Credit Lines profile option is set to 'Yes'.

Shortpay Unverified Receipt Items Process



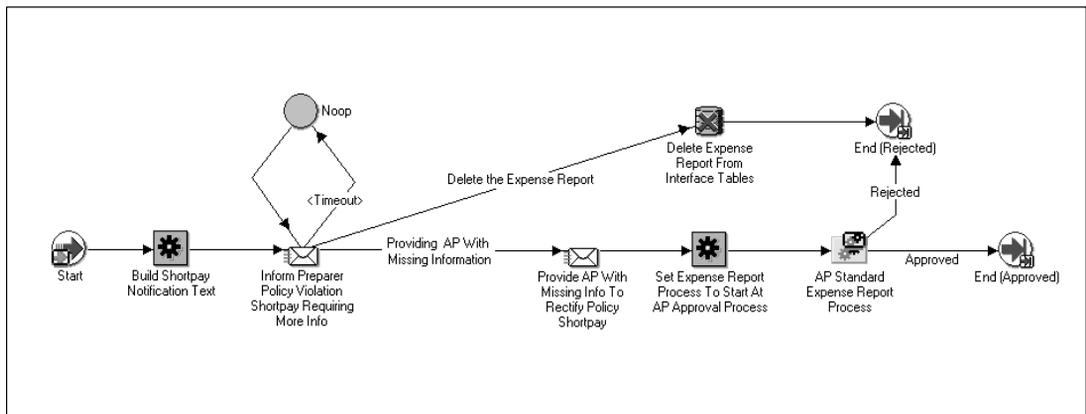
- Creates new expense reports for items subject to shortpay. An expense report can be shortpaid for missing required receipts and for policy violation. If all required receipts are not verified by AP, then a new expense report is created that consists of the

sum of all receipt-required items where receipt has not been verified by AP. If AP indicates that an item is subject to shortpay due to a lack of information provided by the employee (policy violation), then a new expense report is created for the sum of all expense items with a policy violation. The expense report number for each new expense report created by the shortpay process is the original expense report number appended with -n (n is the number of instances where a new expense report is created due to short pay). See also: Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports, and Modifying and Reviewing Existing Expense Reports.

- If the shortpay is due to unverified required receipts, this process calls the Missing Receipts Shortpay Process.
- If the shortpay is due to policy violation, calls the Policy Violation Shortpay Process.
- Approves as ready for Payables Invoice Import the original expense report that consists of the remaining items that are not subject to shortpay. At this point, the Oracle Workflow process, in its standard configuration, is complete for the original expense report.
- To approve an expense report as ready for Payables Invoice Import, the Oracle Workflow process sets the `AP_EXPENSE_REPORT_HEADERS.SOURCE` column to SelfService.

Note: You cannot replace this workflow with a new workflow process.

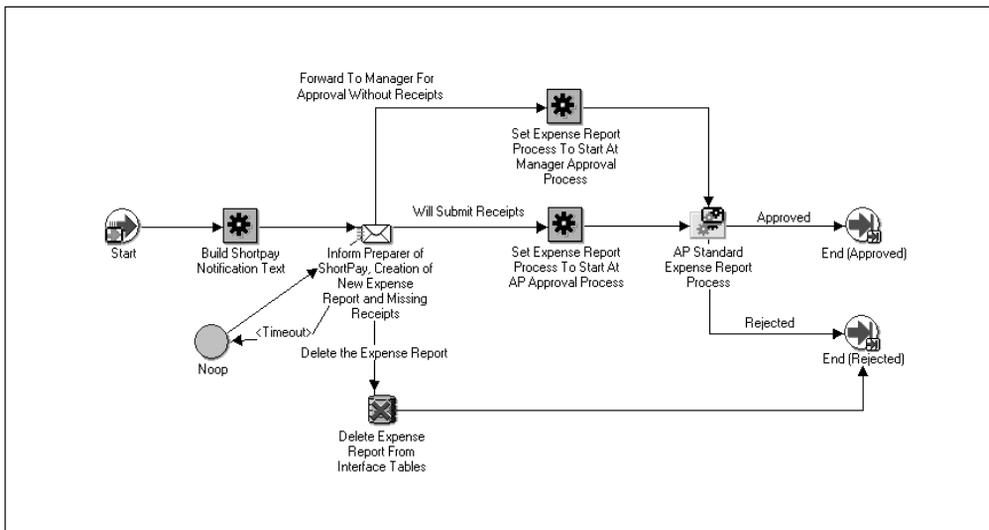
Policy Violation Shortpay Process



- Informs preparer of policy violation shortpay and provides response options to shortpay. The preparer has two options: 1) delete the new expense report; or 2) provide AP with the additional information required by the reimbursement policy.
- If the employee submits additional information (option 2) for the policy violation, AP is notified of the information and the AP Standard Expense Report Process is called to start at the AP Approval Process.

Note: You cannot replace this workflow with a new workflow process.

Missing Receipts Shortpay Process



- Informs preparer of unverified required receipt shortpay, and provides response options to the shortpay. The preparer has three options: 1) delete the new expense report; 2) submit the original receipts to accounting; or 3) forward the new expense report to management for approval indicating that original receipts are not available.

Note: You cannot replace this workflow with a new workflow process.

See Also

Oracle Workflow Guide

Setting Up The Expense Reporting Workflow

You can customize the predefined Workflow file and implement it for Expense Reporting. For details on the file and its Process-type activities, see the previous section: The Predefined Expense Reporting Workflow Definition: page 9.

► **To set up the Expense Reporting Workflow:**

1. Install and set up Oracle Web Employees. See: *Oracle Self-Service Web Applications Implementation Manual* and *Setting Up Web Employees Expense Reporting*.



Attention: You must install and set up Oracle Web Employees before setting up the Expense Reporting workflow.

2. Install the Oracle Workflow Builder client component program. See: *Oracle Workflow Installation Guide*.
3. Open the Expense Reporting Workflow definition (.wft) file. The Expense Reporting Workflow definition (.wft) file is automatically loaded into the database under the APPS account when you install Oracle Web Employees. From the Oracle Workflow Builder program, you can open the definition file by providing the username, password, and database. Show the AP Expense Report item type and choose OK.
4. Define System Administrator and AP Roles. See: *Defining System Administrator and AP Roles*: page 30.
5. Choose your Find Approver Method. See: *Choosing Your Find Approver Method*: page 31.
6. Set Workflow Timeouts. See: *Set Workflow Timeouts*: page 32.
7. Set Workflow Activity Attributes. See: *Setting Workflow Activity Attributes*: page 33.
8. Customize Workflow Messages (optional but recommended). See: *Customizing Workflow Messages*: page 34.
9. Load the AP_WEB_SIGNING_LIMITS table. See: *Loading Signing Limits*: page 36.
10. (Optional) Customize the following client extensions:
 - DoCustomValidation (Server Side Validation Process)
 - FindApprover (Manager Spending Approval Process)
 - VerifyAuthority (Manager Spending Approval Process)

- DetermineMgrInvolvement (Manager Spending Approval Process)

11. Submit the Workflow Background Process.

From the Oracle Applications System Administrator responsibility, submit the Workflow Background Process concurrent program. Set the Resubmission interval to indicate how often you would like to check for accounting review for expense reports that require this activity.



Attention: Oracle Workflow, in its standard configuration, sets itself in deferred status for all Web Employees–entered expense reports that require accounting review that have already been approved by management. Once management approves an expense report during the Manager (Spending) Approval Process, the Workflow process determines if accounting review is required, and, if so, it checks if accounting review has occurred. If accounting review is required, and it has not been completed, the Workflow process sets itself in deferred status and waits for accounting review to be performed. Perform accounting review in the Payables Expense Reports window. See: *Reviewing, Auditing, and Approving Oracle Web Employees Expense Reports*. Once accounting review has been performed, you *must* run the Workflow Background Process to restart the Workflow process from deferred status. If the Workflow Background Process determines that accounting review has been performed, the Workflow process can continue towards completion. If the Workflow process for an expense report does not complete, the expense report *cannot* be imported using Payables Invoice Import.



Attention: If accounting review is not required, the Workflow process continues to completion. If accounting review is required, and it has already been completed, the Workflow process continues to completion without setting itself in deferred status.

See Also

Oracle Workflow Guide

Defining System Administrator and AP Roles

Prerequisite

- ❑ Load the System Administrator and AP roles by choosing the File–Load All Roles command from the Oracle Workflow Builder client program.

► To define System Administrator and AP roles:

1. In the Process – Server Side Validation Process window, define the Performer–type role for System Administrator for the following Notice–type activities:
 - Inform Sys Admin of Payables Validation Failure
 - Inform Sys Admin of Custom Validation Failure
2. In the Process – Manager (Spending) Approval Process window, define the Performer–type role for System Administrator for the following Notice–type activity:
 - Inform System Administrator – No Approver
3. In the Process – Manager (Spending) Approval Process window, define the Performer–type role for AP for the following Notice–type activity:
 - Inform AP Mgr Approved ShortPay With Missing Receipts
4. In the Process – AP Approval Process window, define the Performer–type role for AP for the following Notice–type activity:
 - Request AP To Review Spending Policy Compliance
5. For the System: Error item type, in the Process – AP Custom Default Error window, define the Performer–type role for System Administrator for the following Notice–type activity:
 - AP Custom Default Error Notification
6. In the Process – Rejection Process window, define the Performer type – role for AP for the following Notice–type activity:
 - Inform AP Exp Rpt They Reviewed Is Mgr Rejected
7. In the Process – Policy Violation Shortpay Process window, define the Performer type – role for AP for the following Notice–type activity:
 - Provide AP With Missing Info To Rectify Policy Shortpay

Choosing your Find Approver Method

► **To choose your Find Approver method:**

Open/edit the Manager (Spending) Approval Process and edit the properties of the Find Approver activity. Select the Find Approver attribute value and choose the appropriate Find Approver Method.

There are three predefined methods for Find Approver:

- **Go Directly to Person with Signing Authority:** If the expense report cost center is the same as the default employee cost center, this method requires only the approval of the person who has appropriate signing authority within the employee's organization. If the direct manager does not have appropriate signing authority, then the direct manager is notified of the preparer's expense report.

If the expense report cost center is different from the default employee cost center and an Overriding Approver is entered, this method requires only the approval of the person within the Overriding Approver's organization with appropriate signing authority. The direct manager is notified of the preparer's expense report.

- **Go Up Management Chain:** If the expense report cost center is the same as the default employee cost center, this method requires the approval of everyone within the management chain of the preparer up to and including the person with appropriate signing authority.

If the expense report cost center is different from the default employee cost center and an Overriding Approver is entered for an expense report, approval is required from everyone within the Overriding Approver's management chain up to and including the person with appropriate signing authority. The direct manager is notified of the preparer's expense report.

- **One Stop Then Go Directly:** If the expense report cost center is the same as the default employee cost center, this method requires the approval of the preparer's direct manager and the

person within the preparer's organization with appropriate signing authority.

If the expense report cost center is different from the default employee cost center and an Overriding Approver is entered, approval is required from the Overriding Approver and the person with appropriate signing authority within the Overriding Approver's organization. The direct manager is notified of the preparer's expense report.

See Also

Oracle Workflow Guide

Setting Workflow Timeouts

You must define the Timeout value for the following activities (including Notification-type activities) and processes. For more information, see: Process Window (*Oracle Workflow Guide*).

- Inform Sys Admin of Payables Validation Failure
- Inform preparer – No Manager Response
- Inform Sys Admin of Custom Validation Failure (if custom validation used)
- Inform Preparer Policy Violation Shortpay Req More Info
- Verify With Mgr the Amt Approved With NO Receipt
- Find Approver
- Wait for Resubmission
- Request Employee Approval (if expense report is prepared on behalf of another employee)
- Request Approval from APPROVER
- For the System: Error item type and the AP Custom Default Error Process, the AP Custom Default Error Notification
- Inform System Administrator – No Approver
- Inform Preparer of Shortpay Due To Missing Receipts

See Also

Oracle Workflow Guide

Setting Workflow Activity Attributes

You must define the attribute value for the following activities (including Notification-type and Function-type activities). For more information, see: *Oracle Workflow Guide*.

► **To set Workflow activity attributes:**

1. In the Process – No Manager Response Process window for the Notify Preparer When Resend Count Equals Limit activity, you can define the Attribute Value for Number of times to notify manager. This Attribute Value helps the Expense Reporting workflow determine how many times in total to send a request for approval before the preparer is given other approval options.
2. In the Process – Manager (Spending) Approval Process window for the Sum of Exp Lines With Missing Receipts Exceeds AP Limit activity, you can define the Attribute Value for AP Limit of Sum of Missing Receipt Expense Lines. This Attribute Value helps the Expense Reporting workflow determine when to request the Approver to confirm approval of an expense report if an expense report with missing receipt items is approved by the Approver.
3. In the Process – AP Approval Process window for the AP Expense Report Review Complete activity, you can define the Attribute Value for Time Interval Between Checks (in number of hours or fraction of hours) to determine how often the Oracle Workflow Background Engine checks for completion of Accounts Payable review (if required for an expense report).
4. In the Process – Third Party Expense Report Process window, for the Loop Counter activity, you can define the Attribute Loop Limit (number of times) to determine how many times the Request Employee Approval activity should perform before the approval is no longer required and the expense report continues to the next step in the Manager (Spending) Approval Process.
5. In the Process – Third Party Expense Report Process window, for the Employee Approval Required activity, you can define whether the approval is required of an employee for whom another employee (preparer) submits an expense report. If you select Yes, after a preparer submits an expense report on behalf of another

employee, approval is required by the employee for whom the expense report was entered. If the employee approves, the approval process continues based on the Find Approver Method. If you select No, after a preparer submits an expense report on behalf of another employee, the employee for whom the expense report was entered receives only a notification, and the approval process continues based on the Find Approver Method.

6. In the Manager (Spending) Approval Process window, for the Payment Req Proof Of Even If Mgr Approved Receipt Missing activity, you can define whether you always require proof of payment for all items for which you have defined receipt is required, even in those cases where an employee submits an expense report indicating that original receipts are missing and management approves the expense report. If proof of payment is *not* required for items where the employee indicates that receipts are missing, then the RECEIPT_REQUIRED_FLAG is set to N for all items where receipts are required but the employee indicated that receipts are missing. If proof of payment is required, then the RECEIPT_REQUIRED_FLAG is not updated for those items where receipts are required (value set to Y) and the employee indicates that receipts are missing.

See Also

The Predefined Expense Reporting Workflow Definition: page 9

Oracle Workflow Guide

Customizing Workflow Messages

You can customize the following Expense Reporting Workflow messages in the Workflow Builder program:

- Oracle Payables Validation Failure. Sent to System Administrator if Payables Validation activity fails.
- CC Direct Manager. Sent to direct manager of employee if employee submitted expense report for cost center where cost center for expense report is not the default employee cost center. This message is also sent to the direct manager if the direct manager is not an approver.

- Custom Validation Failure. Sent to System Administrator if Custom Validation activity fails.
- Expense Report Adjustment. Sent to preparer if expense report adjusted.
- Exp Rpt Has Been Mgr Rejected but AP Reviewed. Sent to AP if rejected by management after reviewed by AP.
- Expense Report Manager Approved. Sent to preparer if the expense report has been approved by management.
- Expense Report Rejection. Sent to preparer if expense report rejected by Approver.
- Inform Employee Expense Report Submitted by Preparer. Sent to employee if an expense report was prepared by another employee on her behalf.
- Inform Preparer Exp Report Approval Has Been Forwarded. Sent to preparer if the last required manager to approve expense report does not have sufficient authority and that approval is being requested from the next highest employee in the management chain.
- No Approver. Sent to System Administrator if no Approver returned by GetApprover function.
- No Manager Response. Sent to preparer if no response from Approver to request for approval.
- Request AP Review Policy. Sent to AP to request review for expense report with at least one receipt with justification required but not receipts required.
- Request Employee Approval. Sent to employee if an expense report was prepared on her behalf; requests approval for expense report.
- Request Expense Report Approval. Sent to Approver to request approval for expense report.
- Verify With Manager Approval Amount. Sent to Approver to request confirmation of approval for expense report where sum of missing receipts exceeds user-defined threshold amount.
- Inform AP that Mgr Has Approved Shortpay With No Receipts. Sent to AP for an expense report where a manager has approved a new expense report with missing original receipts created by the shortpay process.

- Inform Preparer Missing Receipts Shortpay. Sent to preparer if expense report shortpaid due to unverified receipts.
- Inform Preparer Policy Violation Shortpay Req More Info. Sent to preparer to request more information for a new expense report created by the Policy Violation Shortpay Process.
- Provide AP More Info to Rectify Policy Shortpay. Sent to AP once preparer provides more information for a new expense report created by the Policy Violation Shortpay Process.

See Also

Oracle Workflow Guide

Loading Signing Limits

The AP_WEB_SIGNING_LIMITS table maintains records of employee signing limits. Workflow can reference this table when it processes Payables and Web Employees transactions. For example, Workflow uses this table to find the employees with appropriate signing authority for each expense report entered using Oracle Web Employees. The AP_WEB_SIGNING_LIMITS table includes the following columns:

AP_WEB_SIGNING_LIMITS		
DOCUMENT_TYPE	NOT NULL	VARCHAR2(30)
EMPLOYEE_ID	NOT NULL	NUMBER
COST_CENTER	NOT NULL	VARCHAR2(30)
SIGNING_LIMIT		NUMBER
LAST_UPDATE_DATE	NOT NULL	DATE
LAST_UPDATED_BY	NOT NULL	NUMBER(15)
LAST_UPDATE_LOGIN		NUMBER(15)
CREATION_DATE		DATE

Table 1 - 1 (Page 1 of 2)

AP_WEB_SIGNING_LIMITS		
CREATED_BY		NUMBER(15)
ORG_ID		NUMBER(15)

Table 1 - 1 (Page 2 of 2)

If an employee has signing authority for more than one cost center, you must insert one record in this table for each unique combination of DOCUMENT_TYPE, COST_CENTER, EMPLOYEE_ID, and ORG_ID.

The value for DOCUMENT_TYPE for the AP Expense Report item type is APEXP. The ORG_ID column is null unless you are implementing in a multi-organization database.

You can enter and adjust signing limits for any employee in the Signing Limits window in Payables.

See Also

Signing Limits

Expense Report Templates

Use this window to define templates based on the expense report forms you regularly use in your company. You can define default values for expense items, and you can then choose those items from a list of values when you enter expense reports. During Payables Invoice Import, Payables uses the expense item information to create invoice distributions.

You define expense report templates for types of expense reports you use in your company. For example, define a Salesperson template to use when you enter expense reports for your salespeople. On that template, define expense items that are reimbursable, such as meals, airfare, and hotel. However, you do not need to define a mileage expense item because your salespeople have car allowances.

Expense Report Templates for Web Employees

If Oracle Web Employees is installed, employees can enter expense reports using a standard web browser. Only templates that have the 'Enable for Self-Service Users' option checked are available for use with Web Employees.

In addition to defining a list of expense items that appear on the list of values for the Expense Type field, a self-service enabled template defines the values of several self-service interface attributes. Each of these attributes controls a specific aspect of the Enter Receipts window of Web Employees. For example, you can associate each expense item with an icon, and designate the order in which these icons appear on the Enter Receipts window. When a user selects an icon, the associated expense item appears in the Expense Type field. (Note that the expense items defined by a template appear under the heading 'expense type' in the Enter Receipts window.) For complete descriptions of all the self-service interface attributes, see: Self-Service Interface Attributes: page 43.

Project-Related Expense Report Templates

Employees can enter project-related expense reports via Web Employees. To create a project-related expense report in Web Employees, an employee must choose project-related expense items from the list of values on the Enter Receipts window. To create project-related expense items, you associate expense items with Oracle Projects expenditure types in the Expense Report Templates window. Employees can then associate a Project Number and a Task Number

with the project-related expense items when they enter expense reports in Web Employees.

Each Oracle Projects expenditure type is assigned a unit of measure, i.e., a currency, hours, miles. When defining a template you can only use expenditure types that have *currency* as a unit of measure in the Expense Report Templates window. Expenditure types with *cost rates* are not displayed in the Expense Report Template window. The list of values for the Projects Expenditure Type field contains only expenditure types that have currency as a unit of measure.

Only the names defined in the Expense Item fields of a self-service enabled template appear on the list of values in the Enter Receipts window of Web Employees. To have the Oracle Projects Expenditure Types appear in this list of values, establish a separate template where the expense item names, or the Friendly Prompts, are identical to the expenditure type names. Instruct users who enter project-related expense reports to use this template.



Attention: Note that users cannot enter or view project-related information in the Payables Expense Reports window.

Defining Expense Report Templates

Prerequisites:

- Define your chart of accounts. See: Defining Your Chart of Accounts (*Oracle General Ledger User's Guide*).
- Define your chart of accounts. See: Defining Your Accounting Classification Code Structure (*Oracle General Ledger User's Guide*).
- Define your tax names if you associate tax names with your expense report items. See: Tax Names.

► To define an expense report template:

1. In the Expense Report Templates window, enter a Template Name and Description. Optionally enter an Inactive Date.
2. To make an expense report template available for use in Web Employees, check the 'Enable for Self-Service Users' option.
3. Enter a list of expense items (for example, airfare, meals, hotel, etc.).
4. Choose a Type for each expense item.

5. For each expense item, optionally enable the Includes Tax check box .
6. For each expense item, optionally enter a Tax Name .
7. Optional enter one or more GL Account segments for each expense item.
8. Save your work.

► **To define the values of the Self-Service Interface Attributes:**

For each expense item on a self-service enabled template, you can optionally define one or more of the Self-Service Interface Attributes.

1. To have an expense item appear as an expense type on every self-service enabled template, check the Viewable From All Templates option.
2. To require employees to provide a justification when reporting a certain expense item, enable the Justification Required check box for that expense item.
3. To require that employees submit a receipt for an expense type when the reported amount exceeds a certain limit, enter a number in the Receipt Required Above field.
4. To associate an expense item with a icon that appears on the Enter Receipts window, enter the name of an image file in the Image File Name field. To specify the placement of an icon relative to the other icons, enter a number in Sequence field.
5. To have a name appear on the status bar of a browser when a mouse is over an icon, enter a name in the Friendly Prompt field. Note that the name you enter in the Friendly Prompt field appears in the list of values on the Enter Receipts page. If you enter a name different from the expense item name in the Friendly Prompt field, then the expense item name (as displayed on the template) does not appear in the list of values.
6. To have the Calculate Amount button appear when a user chooses an expense item, enable the Calculate Amount check box. Note that a user extension must be developed before this option can be enabled. For a description of this user extension see, Calculate Amount Button.

For complete descriptions of all the Self-Service Interface Attributes see: Self-Service Interface Attributes: page 43.

► **To define a project-related expense report template:**

1. Query a self-service enabled expense report template, or define a new self-service enabled template.
2. Associate Oracle Projects Expenditure Types with the expense items on the template.

See Also

Expense Reports

Expense Report Template Listing

Expense Report Templates Window Reference

Template Name/Description. Name and description of the template.

Inactive Date. Date after which you can no longer use this template to enter expense reports.

Expense Item. The name of an expense item as it appears on an expense report, for example, Airfare or Meal. You can set up a Miscellaneous expense item with no account so you can enter the account during expense report entry.



Suggestion: Use unique first letters for each item so during expense report entry you only need to enter the first letters of items.

If you do not assign a Friendly Prompt then the value you enter here will appear in the Expense Type poplist (in the Enter Receipts page of Web Employees).

Type. Type of invoice distribution associated with an expense item. When you submit Payables Invoice Import, Payables enters this value in the Type field for the invoice distribution. For certain types of tax reporting, such as Value Added Tax, Oracle Projects uses the Type to relate tax distributions to the invoice item lines that were taxed. You can enter the following types:

- **Freight.**
- **Item.** Goods or services.

- **Miscellaneous.**
- **Tax.** Select Tax to define a tax expense.

Includes Tax. The Includes Tax check boxes on the Expense Report Templates window control the default behavior of the Includes Tax check boxes on the Expense Reports window and the Enter Receipts window of Web Employees. If checked on the Expense Report Templates window for an expense item, then by default the Includes Tax check box is checked when a user chooses that expense item while building an expense report. The user can override this default if she wishes.

Note: You can enable the Includes Tax check box only if Auto Tax Calculation is enabled at the line level.

For more information, see the Includes Tax option in the Expense Reports Window Reference. See also: Automatic Tax Calculation Overview.

Tax Name. Tax name associated with the expense item, for example, Sales Tax. Payables provides a default value during expense report entry based on the Tax Name Defaults hierarchy you defined in the Payables Options window See: Defaulting Tax in Payables. During expense report entry, if the hierarchy source Payables uses is Template, then Payables will default the value from the expense report template, even if the value is null. If Template is not the highest ranked source, Payables may use a different tax name default source when you enter expense reports. You can always override this tax name on an expense report or the invoice distribution.

Oracle Projects requires a tax name for each Tax type expense item.

Note: If an expense item is associated to an *inactive* tax name, then that expense item is unavailable for use when building an expense report.

GL Account. Account associated with an expense item. You can enter as many segments of an account as you want, leaving the other segments blank. When you enter expense items on expense reports, Oracle Projects uses the segments you define here to overwrite the corresponding segments of an employee's default expense account. When you create an invoice from an expense report, Oracle Projects creates invoice distributions with this account for each expense item.

Note: An expense item is *project-related* when a user associates a project number and a task number to an expense item in Web Employees. The *Project Expense Report Account Generator* defined in Oracle Projects assigns an account to each project-related expense item. The value in the GL Account is

ignored for project-related expense types. For a description of the *Project Expense Report Account Generator* see Account Generator for Web Expenses: page 119

Projects Expenditure Type. Name of Oracle Projects expenditure type associated with an expense item. You define expenditure types in the Expenditure Types window of Oracle Projects.

Self-Service Interface Attributes

If you have installed Oracle Web Employees, use the Self-Service Interface Attributes region to define additional attributes for expense types that employees can use to enter expense reports in Oracle Web Employees. Payables does not use the fields in this region unless you install Oracle Web Employees. You use Oracle Workflow to manage the approval process for Oracle Web Employees expense reports. For more information, see: Oracle Web Employees Expense Reporting Integration.

Friendly Prompt. This name is displayed in the Expense Type poplist. If you associate an image file name with an expense item, the Friendly Prompt name appears in the status bar of a browser when a mouse is over the expense type icon. Note that in the Enter Receipts page, images are alphabetized by the Friendly Prompt name unless they are assigned a value in the Sequence field.

Image File Name. If you want employees to be able to automatically enter this expense item by clicking on an image, then enter the filename of the binary image that you want to appear in Oracle Web Employees. For example, you can enter the filename of a binary image of an airplane that employees can click on to automatically enter Air Travel as an expense item.

The binary image can be any type supported by the employee's web browser and should include the proper MIME type file extension, for example ".jpg" or ".gif". Payables will search for the file name you enter in the /OA_MEDIA/<language>/ virtual path defined in the Web listener configuration under Oracle Application Server.

The following .gif files are provided with Web Employees for you to use as Expense Item icons:

File Name	Icon		File Name	Icon
FNDIBRKF	Breakfast		FNDISUPL	Office Supplies
FNDILNCH	Lunch		FNDIPHON	Phone Charges

File Name	Icon	File Name	Icon
FNDIDINR	Dinner	FNDICELL	Cellular Phone Charges
FNDIAIR	Airfare	FNDIRAIL	Rail Transportation (modern)
FNDICARR	Car Rental	FNDIRAIL	Rail Transportation (steam)
FNDIENTR	Entertainment	FNDIMODM	Modem Charges
FNDIGAS	Gas	FNDIBOOK	Books and Magazines
FNDILODG	Lodging	FNDIFERY	Ferry Transportation
FNDIMILG	Mileage	FNDIPARK	Parking
FNDITAXI	Taxi (Yellow)	FNDIMISC	Miscellaneous Expenses
FNDITAXB	Taxi (Black)		

Table 1 - 2 (Page 2 of 2) Web Employees Image Files

To enter an Image File Name for an Expense Item, enter its file name (for example, FNDIAIR) without the filename extension (i.e., .gif).



Attention: The number of buttons that are viewable within a browser window without scrolling is limited by the monitor resolution and the size of the web browser window.

Viewable From All Templates. Enable this option if you want this expense item to be viewable in Oracle Web Employees regardless of the template the employee selects.

Receipt Required Above. If you want to require employees to submit receipts for this expense type, then enter the amount above which a receipt is required. For example, if you want employees to submit receipts for an expense type if the expense is more than \$20, then enter 20. If you leave this field null, a receipt is never required. If you enter zero, a receipt is always required for all expenses. You can only enter a positive value in this field.

Note: If you enter a value greater than zero, this control applies only if the reimbursement currency is in your functional currency. If you enter a value in this field and the employee enters an expense report with a reimbursement currency different from your functional currency, a receipt is always required.

The View Receipts page indicates for each expense type whether employees are required to submit a receipt. If an employee does not submit an original receipt for an expense item that is required, the expense item is subject to shortpay. You can configure Oracle

Workflow to prevent payment for expense items for which your accounting department has not received required receipts.

Calculate Amount. If you define Descriptive Flexfield values for this expense type, check the Calculate Amount check box if you want to display a Calculate Amount button with any Descriptive Flexfield segments that are displayed for this expense type on the Enter Receipts page. You can write programmatic extensions in PL/SQL to calculate the expense amount when the user chooses the Calculate Amount button. For more information see: Descriptive Flexfields in the Enter Receipts window.

Justification Required. Enter Yes for this field if you want to require employees to enter the Justification field in the Enter Receipts page for this expense type. For example, you can require employees to enter the Justification field for Meal expense types. Employees cannot submit expense reports that are missing required justifications.

Sequence. If you want to order expense type icons, enter a unique sequence number to assign a location to the expense type icon. Expense type icons appear in the following order: The Enter Receipts page displays icons with consecutive numbers together, starting with the lowest sequence numbers first. The remaining images appear alphabetically by Friendly Prompt.

See Also

Expense Reports

Expense Report Template Listing

Payables Invoice Import Program

Use Payables Invoice Import to create Payables invoices from expense reports you enter in Payables, Oracle Web Employees, or Oracle Projects. You can also use Payables Invoice Import to import invoices from other accounting systems. You can then use Payables to pay these invoices and create journal entries for general ledger posting.

Figure 1 – 1 below illustrates the Payables Invoice Import Process.

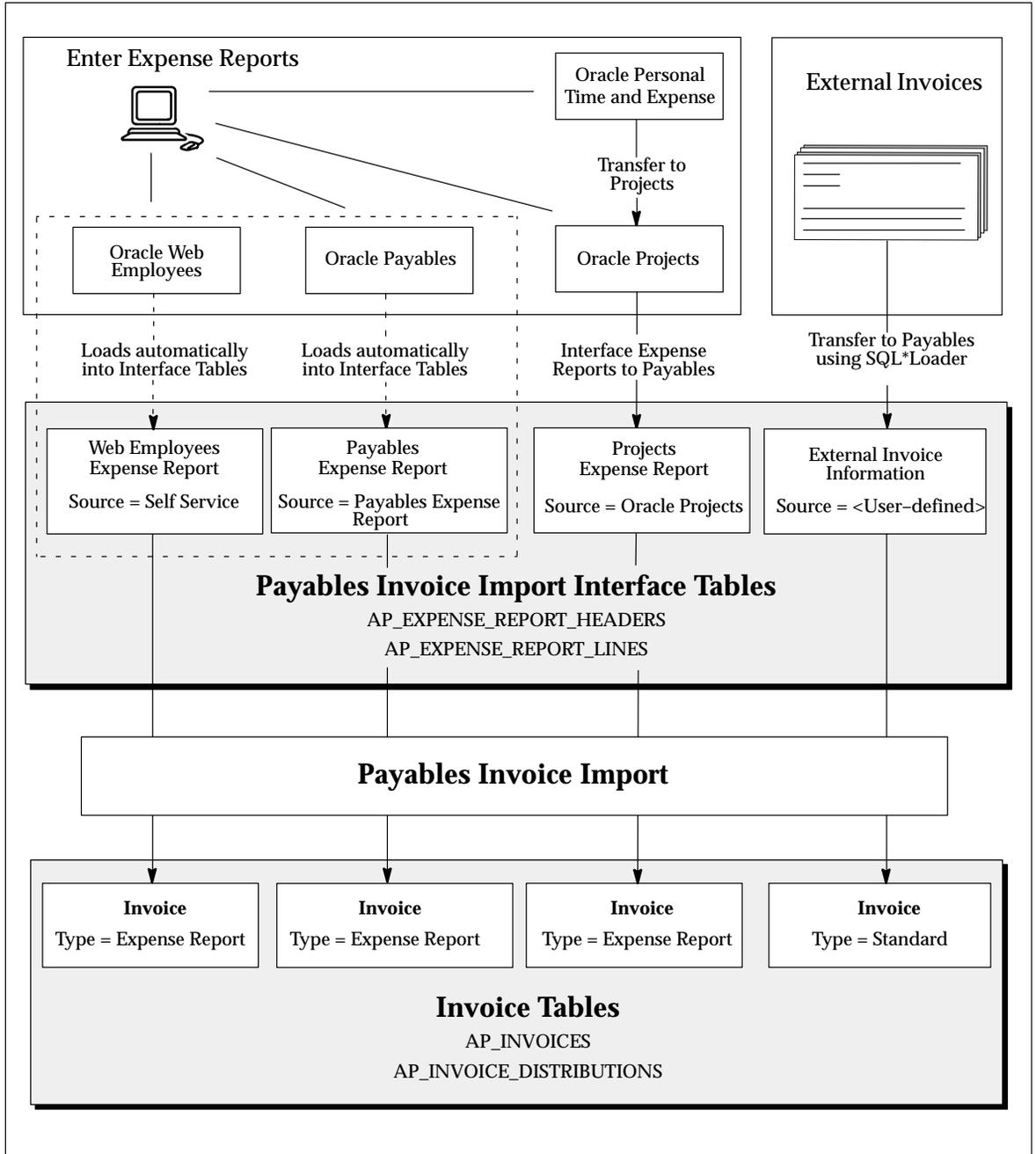
When you import invoices, Payables records the source of the imported invoices and the imported invoice details. Payables Invoice Import verifies all your expense report and invoice information to ensure it creates valid, fully-distributed invoices, ready for approval and payment. If the expense report or invoice information fails validation, Payables Invoice Import does not create an invoice from the information and reports the exception on the Payables Invoice Import Exceptions Report. Payables will not import an invoice or expense report more than once.



Attention: If you are importing invoices from an external system, note that beginning with Payables Release 12 you will be able to import external invoices only through the Payables Open Interface Import process. During Release 11 you should plan to move existing processes from the Payables Invoice Import Interface Tables to the Payables Open Interface Tables. We recommend that if you are implementing any new Payables Invoice Import processes that you use only the Payables Open Interface Tables and the Payables Open Interface Import process. See: Payables Open Interface Program.

Figure 1 - 1

The Payables Invoice Import Process



This discussion covers the following topics:

- Importing Expense Reports from Payables or Oracle Web Employees: page 48
- Importing Expense Reports from Oracle Projects: page 50
- Importing Invoices from Other Accounting Systems: page 53
- Purging Expense Reports or Invoices You Have Imported: page 58
- Payables Invoice Import Parameters: page 55
- Resolving Payables Invoice Import Exceptions: page 58

See Also

Payables Invoice Import Interface Tables: page 71

Creating Invoices from Payables and Web Employees Expense Reports

When you enter expense reports using the Expense Reports window in Payables, or in Web Employees, Payables automatically saves the expense information in the Payables Invoice Import Interface Tables. When you submit Payables Invoice Import, Payables creates invoices from the expense reports. Payables processes all expense reports entered since the last time you submitted Payables Invoice Import.

If you enable the Automatically Create Employee As Supplier Payables option, Payables automatically creates suppliers and supplier sites for employees who are not already suppliers. If you do not enable this option, you must manually enter the employee as a supplier before submitting Payables Invoice Import.

Prerequisites

- Enter expense reports in Payables or Web Employees. See: Entering Expense Reports, or see the Web Employees online help.
- If the Create Employee As Supplier Payables option is not enabled, manually enter the employee as a supplier in the Suppliers window. See: Entering Suppliers.

► **To submit Payables Invoice Import for expense reports entered in Payables or Web Employees:**

1. In the Submit Request window, choose Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see: Payables Invoice Import Parameters: page 55. If you use batch control, enter a Batch Name.
 - Select Payables Expense Reports for the Source to create invoices from expense reports entered in Payables.
 - Select Self Service for the Source to create invoices from expense reports entered in Web Employees.

Optionally enter or modify the GL Date to override all expense report GL Dates.

If you want to purge expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all records for expense reports that were entered before this date and have already been imported.

3. Choose OK to save the parameters. In the Submit Request window, choose Submit to submit Payables Invoice Import for all Payables expense reports or all of Self Service expense reports in the system that have not yet been imported. Payables creates invoices with the following attributes:
 - Type is Expense Report.
 - Invoice Number is from the Expense Report Invoice Number.
 - Invoice distributions are based on the expense Items.
 - Scheduled payments are based on payment terms defined in the Payables Options window.
 - Payment Method is defined in the Financials Options window.

When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

Payables automatically produces the following reports so you can review the invoices that Payables Invoice Import successfully created, and the invoices that Payables Invoice Import was unable to import:

- Payables Invoice Import Report: page 63
- Payables Invoice Import Exceptions Report: page 64

- Payables Invoice Import Prepayments Applied Report: page 69

IMPORTING PAYABLES EXPENSE REPORT RESTRICTIONS:

NO AUTOMATIC SUPPLIERS IF PAYMENT METHOD IS ELECTRONIC. If your Financials option for payment method is Electronic, Payables does not automatically create suppliers because you must manually enter bank information for them.

See Also

Entering Expense Reports

Financials Options

Entering Employees as Suppliers

Payables Options

Importing Expense Reports from Oracle Projects

Oracle Projects integrates with Oracle Projects so that you can create Payables invoices based on expense reports entered in Oracle Projects and Oracle Personal Time and Expense. We recommend that you submit a streamlined process from the Submit Processes window in Oracle Projects to combine the following processes in one step: 1) transfer expense reports to Oracle Payables, 2) submit Payables Invoice Import, and 3) Tieback Invoices from Oracle Payables. However, you can submit these processes individually.

Oracle Projects generates the GL account for each expense report expense item using the accounting rules you have defined. After you transfer the expense report to the Payables Invoice Import Interface Tables, you can submit Payables Invoice Import to create an invoice from the expense report.

If you enable the Automatically Create Employee As Supplier Payables option, Payables automatically creates suppliers and supplier sites for employees who are not already suppliers. If you do not enable this option, you must manually enter the employees as a suppliers before submitting Payables Invoice Import.

Prerequisites

- Enter expense reports in Oracle Projects.
- Run Oracle Projects Distribute Expense Report Costs Process to calculate the amount and generate accounts.
- Submit Oracle Projects Interface Expense Reports to Payables process to transfer expense reports to the Payables Invoice Interface Tables.
- If the Create Employee As Supplier Payables option is not enabled, manually enter the employee as a supplier in the Suppliers window. See: Entering Suppliers.

► **To submit Payables Invoice Import for expense reports entered in Oracle Projects:**

1. In the Submit Request window, choose the Request as the Type, and select Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see Payables Invoice Import Parameters: page 55. Do not enter a batch name. Select Oracle Projects for the Source. Leave the GL Date field empty.

If you want to purge expense reports from the Payables Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all Oracle Projects expense reports that were entered before this date and have already been imported and tied back to the original expense report in Oracle Projects.

3. Choose OK to submit Payables Invoice Import for all Oracle Projects expense reports in the system that have not yet been imported. Payables creates invoices with the following attributes:
 - Type is Expense Report.
 - Supplier name is Employee Name.
 - Invoice Date is Week Ending Date.
 - Invoice Number is the expenditure batch name from Oracle Projects appended to a unique identifier for the expense report.
 - Invoice distributions are based on cost distribution of expense report items. Also, each invoice distribution in Payables includes,expenditure item information, such as project information, amount, and account coding.

- Invoice Liability account is based on accounting rules in Oracle Projects.
- Scheduled payments are based on payment terms defined in the Payables Options window.
- Payment Method is from the Financials Options window.
- If the supplier is a US federally reportable 1099 supplier, Payables enters the Income Tax type for each invoice distribution.

When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

Payables automatically produces the following reports so you can review the invoices that Payables Invoice Import successfully created, and the invoices that Payables Invoice Import was unable to import:

- Payables Invoice Import Report: page 63
 - Payables Invoice Import Exceptions Report: page 64
 - Payables Invoice Import Prepayments Applied Report: page 69
4. You then submit the Oracle Projects Tieback Expense Reports from Payables process to tieback expense report costs to ensure that your Oracle Projects data loaded successfully.

IMPORTING EXPENSE REPORTS FROM ORACLE PROJECTS RESTRICTIONS:

PURGING: You cannot purge an Oracle Projects expense report in Payables until you submit the Oracle Projects Tieback Expense Reports process to link the invoice created for the expense report to the original expense report, and automatically update the purge flag on the expense report record in Payables to Yes.

See Also

Payables Options

Defining Financials Options

Integrating Expense Reports with Oracle Payables (*Oracle Projects User's Guide*)

Distribute Expense Report Costs (*Oracle Projects User's Guide*)

Interface Expense Reports (*Oracle Projects User's Guide*)

Tieback Expense Reports from Payables (*Oracle Projects User's Guide*)

Importing Invoices from Other Accounting Systems

Use Payables Invoice Import to import invoices from any accounting system. Before you can create invoices from invoice information from other accounting systems, you must define a Payables QuickCode for the source of the invoice information.

Load the invoice information you want to import into the Payables Invoice Import Interface Tables, including valid supplier name, supplier site, Source QuickCode, and invoice distributions. You do not, however, enter an employee name/number. When you submit Payables Invoice Import, Payables validates the information you loaded into the tables and creates invoices for the invoice information you loaded.



Attention: If you are importing invoices from an external system, note that beginning with Payables Release 12 you will be able to import external invoices only through the Payables Open Interface Import process. During Release 11 you should plan to move existing processes from the Payables Invoice Import Interface Tables to the Payables Open Interface Tables. We recommend that if you are implementing any new Payables Invoice Import processes that you use only the Payables Open Interface Tables and the Payables Open Interface Import process. See: Payables Open Interface Program.

Prerequisites

- Create or modify the invoice flat file that contains the information you want to import. See: Setting Up Payables to Import Non-Oracle Invoices: page 101.
- Run SQL*Loader. Indicate your control file as the SQL*Loader control file, your invoice flat file as the SQL*Loader input file, and your Payables SQL*Plus username and password as the database sign on. For more information see: Setting Up Payables to Import Non-Oracle Invoices: page 101 and *Oracle8 Server Utilities*.
- Define a Payables QuickCode to identify the source of the invoices. See: Setting Up Payables to Import Non-Oracle Invoices: page 101, and QuickCodes.

- Enter Suppliers and Supplier sites in the Payables Suppliers window. See: Entering Suppliers.
- Enter code combinations for expense and liability accounts in the Define Accounting Flexfield Combination window.
- If you want to purge your interim records from the Payables Invoice Import Interface Tables, set the purgeable flag in AP_EXPENSE_REPORT_HEADERS to Yes.

► **To submit Payables Invoice Import for invoices entered in external accounting systems.**

1. In the Submit Request window, choose Request as the Type, and select Payables Invoice Import as the Name.
2. Enter the report parameters. For more information on report parameters, see Payables Invoice Import Parameters: page 55. If you use batch control, enter a Batch Name. In the Source field, select the source name you defined in the Payables QuickCodes window. Leave the GL Date field empty.

If you want to purge all records from the Payables Invoice Import Interface Tables, and you have set the purgeable flags in the Tables to Yes, enter the Purge Date you want Payables to use. Payables will delete all records for invoices and expense reports that were entered before this date and have already been imported.

3. Choose OK to submit Payables Invoice Import for all invoices in the system that have not yet been imported. Payables creates invoices with the following attributes:
 - Type is Standard.
 - Invoice Number is the same as the one you specified in the flat file.
 - Scheduled payments are based on payment terms defined in the Payables Options window
 - Payment Method is from the Financials Options window
 - If the supplier is a US federally reportable 1099 supplier, Payables enters the Income Tax type for each invoice distribution

When the program is complete, you can query the new invoices in the Invoice workbench. The new invoices are ready for the normal process of approval and payment.

Payables automatically produces the following reports so you can review the invoices Payables Invoice Import successfully created, and the invoices Payables Invoice Import was unable to import:

- Payables Invoice Import Report: page 63
- Payables Invoice Import Exceptions Report: page 64

Use SQL*Plus to correct any exceptions before resubmitting Payables Invoice Import.

IMPORTING INVOICES FROM OTHER ACCOUNTING SYSTEMS RESTRICTIONS:

SOURCE QUICKCODE. When you load an invoice record into the Payables Invoice Import Interface Tables, make certain that the Source QuickCode you specify is identical to the code in the Payables QuickCodes window.

See Also

Payables Options

Defining Financials Options

Payables Invoice Import Parameters

Batch Name. Payables groups the invoices created from the expense reports you import and creates an invoice batch with the batch name you enter. You can enter a batch name only if you have enabled the Use Batch Control Payables option. Payables verifies that the batch name you enter is unique.



Suggestion: A systematic naming convention for batches helps you to file your physical documents and quickly retrieve them later.

Summarize Report. Payables automatically prints two reports when you submit Payables Invoice Import: the Payables Invoice Import Report, and the Payables Invoice Import Exceptions Report. This option controls the level of detail on the Payables Invoice Import Report.

- **Yes.** Submit the Payables Invoice Import Report in summary. A summary report shows the total number and dollar amount of

invoices created from expense reports, and the total number and dollar amount of advances applied to expense reports.

- **No.** Submit the Payables Invoice Import Report in detail. A detail report shows information about each of the expense reports from which Payables Invoice Import created invoices, as well as the total number and dollar amount of invoices. The detail report also shows all the advances you applied to each expense report.

Both versions of the Payables Invoice Import Report also list any exceptions Payables finds during an import.

Source. Enter the name of the source of the expense reports, or the user-defined name of the external invoices. Payables automatically creates invoices from the source you enter.

- **Payables Expense Reports.** Expense reports entered in Oracle Payables. This corresponds to a value of XpenseXpress in the Source column in the Payables Invoice Import interface tables.
- **Oracle Projects.** Expense reports transferred from Oracle Projects to the Payables Invoice Import Interface tables. These may include expense reports originally entered in Oracle Personal Time and Expense.
- **Self Service.** Expense reports entered in Web Employees.
- **User-defined.** External invoices transferred to the Payables Invoice Import Interface tables.

GL Date: You can enter a GL Date only if the source you select is Payables Expense Report or Self Service. The date you enter must be in an Open or Future period or Payables will not create invoices from the expense reports. If you import invoices from Oracle Projects, Payables uses the GL Date you entered in Projects.

For expense reports, the default GL Date Payables enters depends on the GL Date Payables option defined in the Payables Options window. If the GL Date Payables option is Invoice or Receipt–Invoice, Payables enters the Period Ending Date of the expense report as the default GL Date for all imported expense reports. If the GL Date Payables option is System or Receipt–System, Payables enters the system date as the default GL Date for all imported expense reports. You can override this default when you submit the Payables Invoice Import Report.



Attention: If you are using encumbrance accounting, you must enter a GL Date in a period that is within the latest open encumbrance year. (See also: Budgetary Control In Payables).

Transfer Descriptive Flexfield. Enter Yes if you want to import Descriptive Flexfield details for the source you select. If you enter Yes, Payables transfers any Descriptive Flexfield information you have defined for the expense report you are importing, and creates invoices and invoice distributions with the same Descriptive Flexfield details.



Attention: If you choose to transfer Descriptive Flexfield details for expense reports or invoices, you should enable the corresponding invoice and invoice distribution Descriptive Flexfield segments. If you do not enable the segments, you will not be able to view your Descriptive Flexfield details in the Invoice workbench.

You should also ensure that the value sets you define for your invoice and invoice distribution Descriptive Flexfield segments match the value sets for your expense report header and lines Descriptive Flexfield segments. If they do not match, when you navigate to the Descriptive Flexfield fields in the Invoice Workbench, Payables will prompt you to enter valid values.

Purge Date. Enter the date you want Payables to use to purge expense reports or invoices from the Payables Invoice Import Interface Tables. Payables does not delete any expense reports or invoices for which it has not yet created invoices.

If the source is Payables Expense Report, Payables deletes all records for expense reports that were entered before this date and have already been imported.

If the source is Oracle Projects, Payables deletes all records for Oracle Projects expense reports that were entered before this date, have already been imported and tied back to the original expense report in Oracle Projects, and have the purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

If the source is user-defined, Payables deletes all invoice records that have already been imported and have a purgeable flag in the Payables Invoice Import Interface Tables set to Yes.

See Also

Tieback Expense Reports from Payables (*Oracle Projects User's Guide*)

Purging Expense Reports or Invoices You Have Imported

When you submit Payables Invoice Import for any source, enter a Purge Date to have Payables delete information from the Payables Invoice Import Tables. All transactions entered before the Purge Date will be deleted if they meet specific criteria that varies by source:

- **Payables Expense Reports:** To purge Payables expense reports from the Payables Invoice Import Interface Tables, enter the purge date you want Payables to use. Payables will delete all records for Payables expense reports that were entered before this date and have already been imported.
- **Oracle Projects:** To purge Oracle Projects expense reports from the Payables Invoice Import Interface Tables, enter the purge date you want Payables to use. Payables will delete all Oracle Projects expense reports that were entered before this date and have already been imported and tied back to the original expense report in Oracle Projects.
- **User-defined:** To purge all records from the Payables Invoice Import Interface Tables, set the purgeable flags in the Tables to Yes, and enter the purge date you want Payables to use. Payables will delete all records for expense reports and invoices that were entered before this date and have been imported.
- **Self Service:** To purge Web Employees expense reports from the Payables Invoice Import Interface Tables, enter the purge date you want Payables to use. Payables will delete all records for Web Employees expense reports that were entered before this date and have already been imported.

Resolving Payables Invoice Import Exceptions

Information may not import properly for a variety of reasons, including duplicate invoice numbers or invalid suppliers. When you submit Payables Invoice Import, Payables automatically prints the Payables Invoice Import Exceptions Report. This report lists employee and expense report information for each expense report for which Payables did not create an invoice. If you import invoices, the report lists supplier and invoice information for each invoice that Payables did not import. For detailed information on all exceptions, see Payables Invoice Import Exceptions Report: page 64.

1. Review the Payables Invoice Import Exceptions Report to identify the reason(s) your information did not import properly. Determine

the exact nature of the problem by consulting the Payables Invoice Import Exceptions Report: page 64.

2. If the import process fails for records with a source of Oracle Projects or a User-defined source, you may need to correct the problem outside of Payables.
 - **Oracle Projects:** The tieback process updates all expense reports as rejected in Oracle Projects. Correct rejected expense reports in Oracle Projects.
 - **User-defined:** Fix invoice problems in the flat file and reload with SQL*Loader, or use SQL*Plus to correct problems directly in the Payables Invoice Import Interface Tables.
3. Resubmit Payables Invoice Import.

Review the Payables Invoice Import Exceptions Report to confirm that you resolved the problems that had prevented import.

Setting Up Web Expense Reports Using Web Application Dictionary

If your employees are using the Expense Reports responsibility of Web Employees to enter expense reports, and to view their expense report history, the content of the web pages for these Expense Reports functions can be configured using a tool called Web Applications Dictionary. Web Applications Dictionary is a module of Oracle Applications.

The following table describes Regions in Web Applications Dictionary that you can use to modify the field prompt names for Web pages that are displayed using functions of the Expense Reports responsibility. To modify prompt names, modify the region item Long Label in the Region Items window.

Note: If you update a prompt on one page, update it on any other pages that use the same prompt. For example, if you update a prompt on the Enter Receipts page, then also update it on the View Receipts page, the wizard, and the spreadsheet.

Web Application Dictionary Region ID	Description
AP_WEB_EXP_ST	Start Report page of the Create New Expense Report function.
AP_WEB_EXP_ER	Enter Receipts page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_EXP_VIEW_REC	View Receipts page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_EXP_SUMMARY	Expense Summary page of the Create New Expense Report function. Also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.
AP_WEB_EXP_WIZ	All wizard windows for the Create New Expense Report function. Enter Receipts wizard windows are also used by the Upload Expense Spreadsheet function, and the Modify Expense Reports function.

Table 1 – 3 (Page 1 of 2)

Web Application Dictionary Region ID	Description
AP_WEB_DISC_EXP	The expense spreadsheet prompt region. Modify the region items of this region if you have modified values in the expense spreadsheet.
AP_WEB_DISC_UPLOAD	The Upload Expense Spreadsheet page of the Upload Expense Spreadsheet function.
AP_WEB_RESTORE_REP	The Modify Expense Reports page of the Modify Expense Reports function.

Table 1 – 3 (Page 2 of 2)

The following table describes Regions in Web Applications Dictionary that you can update to customize how search results are displayed for:

- the View Expense Report History function
- the View Projects and Tasks function
- the Project Number list of values
- the Task Number list of values

Update the region items for the region to control what columns to display, what column description to display, the order in which columns are displayed, and whether or not a column should be a search attribute.

Web Application Dictionary Region ID	Description
ICX_AP_EXP_RPT_NEW_D	Page 1 of the View Expense Report History function.
ICX_AP_EXP_LINES_D	Page 2 of the View Expense Report History function. This page is a view of the expense report details.
AP_WEB_PA_PROJ_TASK	The Projects and Tasks page of the View Projects and Tasks function.

Table 1 – 4 (Page 1 of 2)

Web Application Dictionary Region ID	Description
AP_WEB_PA_TASKS_LOV	The list of values for the Task Number field on the Enter Receipts window.
AP_WEB_PA_PROJECTS_LOV	The list of values for the Project Number field on the Enter Receipts window.

Table 1 – 4 (Page 2 of 2)

See Also

Web Applications Dictionary, Product Configurator, and Object Navigator User's Guide

Invoice Import Report

Use this report to review detailed information for each invoice Oracle Projects imports during Payables Invoice Import. You can also review the total number and amount of invoices that Oracle Projects successfully imported. Oracle Projects creates invoices from Payables expense reports, Web Employees expense reports, and Oracle Projects expense reports, or from invoices from other accounting systems.

You can submit the Invoice Import report in summary or in detail by using the Summarize Report parameter when you submit Payables Invoice Import. The summary report displays only the total number and amount of imported invoices.

Oracle Projects also provides an Invoice Import Exceptions report with the Invoice Import report. This exceptions report lists employees or suppliers with expense reports or invoices that Oracle Projects was not able to import. See also: Invoice Import Exceptions Report: page 64.

Report Submission

Oracle Projects automatically prints this report when you submit the Payables Invoice Import process. See: Payables Invoice Import Program: page 46.

Selected Report Headings

Source. Source of the imported invoices.

- **Payables Expense Reports.** Expense reports entered in the Payables Expense Report window.
- **Self Service.** Expense reports entered via Web Employees.
- **Oracle Projects.** Expense reports entered in Oracle Projects or Oracle Personal Time and Expense.
- **User-defined.** Externally created invoices transferred to Payables Invoice Import Interface Tables.

Total. Total amount of an imported invoice.

Description. Partial description of an imported invoice.

Period End Date. Date of an expense report.

Hold. The hold name if you entered a hold on an expense report. Oracle Projects applies this hold to the invoice created from the expense report.

Apply Advance. Oracle Projects prints Yes if an advance was applied to the imported invoice. You can review additional details regarding any prepayment applications at the bottom of this report. If for some reason Oracle Projects was unable to apply a prepayment, Oracle Projects displays the reason.

If you enable the Automatic Offsets Payables option, Oracle Projects may not be able to create an offsetting accounts payable liability account and will not apply the prepayment. Oracle Projects will print "Not applied, cannot build invoice dist liability account" if the account it is trying to build is an invalid account. Oracle Projects needs to create a reversal of the original prepayment distribution when you apply a prepayment to an invoice.

See Also

QuickCodes

Automatic OffsetsFund Accounting

Invoice Import Exceptions Report

Use this report to review the exceptions that occurred during the Payables Invoice Import process. You can use Invoice Import to import expense reports from Payables or Oracle Projects or to import invoices from another accounting system. If you import expense reports, Oracle Projects lists employee and expense report information for each expense report for which Oracle Projects did not create an invoice. If you import invoices, Oracle Projects lists supplier and invoice information for each invoice that Oracle Projects did not import.

Oracle Projects also displays the reason why Oracle Projects did not create an invoice from an expense report or why Payables did not import an invoice from another accounting system.

Report Submission

Oracle Projects prints this report automatically when you submit the Payables Invoice Import process. See: Payables Invoice Import Program: page 46. Oracle Projects prints this report only if it identifies exceptions during import.

Selected Report Headings

Name. Name of supplier or employee for whom Payables did not create an invoice.

Total. Total amount of an expense report or invoice.

Period End Date. Date entered for an expense report.

Invoice Number. Oracle Projects displays the invoice number for an expense report or invoice. If this is an expense report you entered in Payables, the invoice number may be the same as the Date. In the Payables Expense Report window, the default for invoice number is the Date.

Exception Reason:

- **Addr Line [1–3] Too Large.** Invoice Import attempted to create a supplier from an employee and Address Line 1–3 for the employee home address exceeds 35 characters.
- **City/State/Country] Too Large.** Invoice Import attempted to create a supplier from an employee and the City/State/Country for the employee home address exceeds 25 characters.
- **Create As Supplier.** You are using manual supplier number entry and you did not enter the employee as a supplier before submitting Invoice Import.
- **Create Duplicate Supplier.** You are trying to create an invoice from an expense report for an employee name that is not already a supplier and a supplier name already exists for the same employee name.
- **Create EFT Site.** The Financials option for payment method is Electronic. The employee exists as a supplier in Oracle Projects, but is missing a supplier site complete with bank information.
- **Create EFT Supplier.** The Financials option for payment method is Electronic and the employee does not already exist in Oracle Projects as a supplier complete with supplier sites and bank information.
- **Duplicate Report.** The invoice number already exists for an employee or supplier.
- **Future Date.** The expense report date, the accounting date which determines the period in which your general ledger recognizes an invoice expense and liability, is in a closed period and is after the date you entered an expense report.

If the expense report date is in a closed period but before the date you entered an expense report, Oracle Projects creates an invoice from this expense report so it does not appear on the Exceptions Report.

- **No Exchange Rate.** The Payables option Require Exchange Rate Entry is Yes and the expense report is in a foreign currency and has no exchange rate information.
- **No Home Address.** The expense report is being sent to the employee's home address, but there is no home address defined for the employee.
- **No Location.** You entered an employee as a supplier without entering a location.
- **No Office Address.** The expense report is being sent to the employee's office address, but there is no office address defined for the employee.
- **No Withholding on Site.** Supplier site does not have the Allow Withholding Tax option enabled and you tried to import an invoice that a) has an invoice distribution with an automatic withholding tax group assigned to it, b) has an invoice distribution with a line type of Withholding Tax, or c) has a withholding tax group assigned to it.
- **Not A Supplier.** The Payables option Automatically Create Employee as Supplier is not enabled, and the employee does not already exist in Oracle Projects as a supplier.
- **Zip Code Too Large.** Invoice Import attempted to create a supplier from an employee on an expense report and the Zip Code for the employee home address exceeds 20 characters.

Oracle Projects Exceptions

In addition to the standard exception codes above, Oracle Projects also displays the following exception codes for expense reports you try to import from Oracle Projects:

- **Beyond Encumbrance Year.** You are using encumbrance accounting, and the expense report has a GL Date in a period that is beyond the latest encumbrance year.
- **Combination Missing.** The expense report has no Liability Account. Unlike an expense report you enter in Oracle Projects, Oracle Projects must specify a liability account when entering an expense report.

- **Expense Account Missing.** The expense report is missing some or all of the expense account information.
- **Invalid Combination.** The expense report's Liability Account is invalid or inactive.
- **Invalid Currency.** The expense report currency is invalid in Oracle Projects.
- **Invalid Employee.** You are trying to create an invoice for an expense report for an employee who is invalid or inactive.
- **Invalid Expense Account.** The expense report has an expense account that is inactive or invalid.
- **Invalid Hold Code.** The expense report has a hold code that is invalid or inactive in Oracle Projects.
- **Invalid Line Type.** The expense report has an invalid line type in Oracle Projects. Valid invoice distribution line types in Oracle Projects are Item, Tax, Miscellaneous, and Freight.
- **Invalid Rate Type.** The foreign currency expense report has a rate type that does not exist in Oracle Projects.
- **Invalid Set of Books.** The expense report has a Set of Books that is different from the Set of Books you defined for your Oracle Projects organization.
- **Invalid Set of Books – Line.** The expense report has an expense line with a Set of Books that is different from the Set of Books you defined for your Oracle Projects organization.
- **Invalid Statistical Quantities.** The expense report has invalid statistical quantities. Oracle Projects lets you enter only positive statistical quantities for positive distributions and negative statistical quantities for negative distributions.
- **Invalid Tax Code.** The expense report has a tax name that does not exist or is inactive in Oracle Projects.
- **No Unit of Measure.** The expense report has an invoice distribution with a statistical quantity, but there is no unit of measure. You must use Oracle General Ledger to define a unit of measure and to be able to enter statistical quantities.
- **Null Invoice Number.** You are trying to create an invoice for an expense report that does not have an invoice number.

Other Accounting System Exceptions

In addition to the standard exceptions and the Oracle Projects exceptions listed above, Oracle Projects also prints the following exceptions for invoices you import from another accounting system:

- **Doc Category Unneeded.** Sequential Numbering is not enabled and you have entered a document category for an invoice that you are importing from another accounting system.
- **Inactive Seq Assignment.** The sequence for the document category of the invoice you are importing is inactive.
- **Invalid Doc Category.** The document category you have entered for this invoice is not valid or is inconsistent with the type of invoice you are importing.
- **Invalid Supplier Site.** The invoice has a supplier site that is invalid or does not exist in Oracle Projects.
- **No Doc Category Override.** The Allow Document Category Override Payables option for invoices is not enabled and you have entered a document category for an invoice you are importing. Oracle Projects allows you to enter a document category for an imported invoice only if you allow overriding of the default category for the type of invoice you are importing.
- **No Sequence Assignment.** Sequential Numbering is enabled, but no sequence is assigned to the document category for the type of invoice you are importing.
- **Manual Sequence Assigned.** Sequential Numbering is enabled, but the document category for the type of invoice you are importing has a manual sequence assigned. Oracle Projects does not support manually-entered sequential numbers for invoices imported from another accounting system.
- **Missing Supplier.** You are trying to create an invoice based on an invoice from another accounting system which has a supplier that does not exist in Oracle Projects.
- **Tax Line Required.** You are trying to import an invoice from another accounting system that has no tax distribution. You must enter at least one tax distribution on an invoice if you have the Require Tax Entry Payables option enabled.

See Also

Entering Employees as Suppliers

Financials Options

Payables Options

Approval

Foreign Currency Transactions

Voucher Numbers

Budgetary Control In Payables

Defining Sets of Books (*Oracle General Ledger User's Guide*)

Enter Person (*Oracle Human Resources User's Guide*)

Site Locations (*Oracle Human Resources User's Guide*)

Invoice Import Prepayments Applied Report

Use this report to review the advances (prepayments) applied to expense reports you import into Oracle Projects. Oracle Projects prints a listing of all prepayments that were applied during Invoice Import.

Report Submission

Oracle Projects prints this report automatically when you submit the Payables Invoice Import process and choose to apply advances. Oracle Projects prints this report only if it applies prepayments to the expense reports you import. See: Payables Invoice Import Program: page 46.

Selected Report Headings

Amount Applied. The amount of the prepayment applied to this imported invoice.

Invoice Amount Remaining. The invoice amount remaining after the prepayment is applied.

Prepayment Amount Unapplied. The amount of the prepayment remaining after the prepayment is applied.

See Also

Prepayments

Applying Advances Against Expense Reports

Invoice Import Interface Tables

Note: The following list identifies the updates made to this section for Release 11.0.2.

- Additional information has been provided for the SOURCE column of the AP_EXPENSE_REPORT_HEADERS table on page 81.
- The descriptions of the REFERENCE_1 and the REFERENCE_2 columns of the AP_EXPENSE_REPORT_HEADERS table have been updated on page 86.
- Additional information has been provided for the CODE_COMBINATION_ID column of the AP_EXPENSE_REPORT_LINES table on page 92.
- The descriptions of the REFERENCE_1 and the REFERENCE_2 columns of the AP_EXPENSE_REPORT_LINES table have been updated on page 96.
- The section Web Employees and Project-Related Expense Reports has been added on page 97.

The Payables Invoice Import Program uses these tables to create invoices from expense reports you enter in Payables, Oracle Web Employees, and Oracle Projects. The Payables Invoice Import Program also uses these tables to import into Payables invoices that were entered in your third party system. This section describes in detail how to import invoices from another accounting system using SQL*Loader and Payables Invoice Import.

Payables Invoice Import allows you to comply with government requirements for the U.S. Standard General Ledger (USSGL). Payables Invoice Import imports transaction code information for your invoices and your Oracle General Ledger application uses the information to create journal entries for the U.S. Standard General Ledger.

This discussion includes the following topics:

- Payables Invoice Import Definitions: page 72
- Understanding the Interface Tables: page 73
- Table Descriptions: page 74
- Setting Up Invoice Import to Import Non-Oracle Invoices: page 101

- After Setting Up: page 103

See Also

Payables Invoice Import Program: page 46

Payables Invoice Import Definitions

To understand how Payables Invoice Import works, you should be familiar with the following definitions.

Payables Invoice Import Program

The Payables process that you submit to import invoice information from interface tables into the appropriate AP tables, thereby creating invoices from the imported invoice information. You can use Payables Invoice Import to create invoices from Payables, Oracle Projects, and Oracle Web Employees expense reports or from invoice information from another accounting system.

Invoice Import Interface Tables

The tables in Payables to which you load the invoice data in your invoice flat file. You use SQL*Loader to load the invoice information into these tables. The interface tables also store information for your Payables, Oracle Projects, and Oracle Web Employees expense reports.

Import Program

The program that you create to compile invoice data from your non-Oracle accounting system(s) and produce the invoice flat file that you load into Payables.

Invoice Flat File

The output from your import program. The file must contain all the necessary data, such as invoice number, invoice amount, and expense accounts, for creating invoices in Payables.

Control File

The SQL*Loader file you create for loading the data in your invoice flat file into the Invoice Import interface tables. The control file serves as a guide for formatting the data in the invoice flat file into the standard format used by the columns in the interface tables.

Understanding the Invoice Import Interface Tables

You use SQL*Loader to load invoice information into the interface tables, AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES, for each invoice you want to create. When you initiate importing invoices, Payables Invoice Import validates all required invoice data in these tables. After it validates the information, Payables Invoice Import creates invoices from the information in AP_EXPENSE_REPORT_HEADERS and invoice distributions from the information in AP_EXPENSE_REPORT_LINES.

The interface tables are organized by columns which Payables uses to categorize and store specific invoice information. For example, invoice source information is stored in the column called SOURCE in AP_EXPENSE_REPORT_HEADERS.

NOT NULL Columns

You must enter values for all NOT NULL columns in the interface tables to successfully create invoices and invoice distributions from your imported invoice data.

NULL Columns

A column in the interface tables that must not have a value in order for Payables Invoice Import to successfully create invoices from the records in the tables.

Required Columns

In addition to the NOT NULL columns, there are columns in the interface tables that require a value for Invoice Import.

Conditionally Required Columns

Payables requires you to enter values in a conditionally required column only if you have entered a value in another column on which the column is dependent.

Optional Columns

You can use some columns in the interface tables to import additional invoice information for the invoices created by Payables Invoice Import. Payables Invoice Import imports the data that you load into these optional columns, provided that the information passes the validation checks that Payables Invoice Import requires.

Columns Not Used for Invoice Import

Payables Invoice Import does not use certain columns in the interface tables for creating invoices from your other accounting systems. Payables does not support importing any data from these columns and you should leave these columns null for the records you load into the table.

Table Descriptions

The following section describes the columns in the Invoice Import interface tables and indicates the columns that require values for importing invoices into Payables. For a complete description of the Invoice Import interface tables, see: Table Definitions (*Payables Applications Technical Reference Manual*).

AP_EXPENSE_REPORT_HEADERS

Column Name	Null	Type	Comments
REPORT_HEADER_ID	NOT NULL	NUMBER	Primary Key
EMPLOYEE_ID		NUMBER	Null
WEEK_END_DATE	NOT NULL	DATE	
CREATION_DATE	NOT NULL	DATE	Who column
CREATED_BY	NOT NULL	NUMBER	Who column

Table 1 – 5 AP_EXPENSE_REPORT_HEADERS (Page 1 of 3)

Column Name	Null	Type	Comments
LAST_UPDATE_DATE	NOT NULL	DATE	Who column
LAST_UPDATED_BY	NOT NULL	NUMBER	Who column
VOUCHNO	NOT NULL	NUMBER	Enter 0
TOTAL	NOT NULL	NUMBER	
VENDOR_ID		NUMBER(15)	Required, Foreign key: PO_VENDORS
VENDOR_SITE_ID		NUMBER(15)	Required, Foreign key: PO_VENDOR_SITES
EXPENSE_CHECK_ ADDRESS_FLAG		VARCHAR2(30)	
REFERENCE_1		VARCHAR(30)	Projects reference
REFERENCE_2		VARCHAR2(30)	Projects reference
INVOICE_NUM		VARCHAR2(50)	Required
EXPENSE_REPORT_ID		NUMBER(15)	Not used
ACCTS_PAY_ CODE_COMBINATION_ID		NUMBER(15)	Required
SET_OF_BOOKS_ID		NUMBER(15)	Required
SOURCE		VARCHAR2(25)	Required
PURGEABLE_FLAG		VARCHAR2(1)	Y or N
ACCOUNTING_DATE		DATE	Required
MAXIMUM_ AMOUNT_TO_APPLY		NUMBER	Not used
ADVANCE_INVOICE_ TO_APPLY		NUMBER(15)	Not used
APPLY_ADVANCES_ DEFAULT		VARCHAR2(4)	Not used
EMPLOYEE_CCID		NUMBER	Not used
DESCRIPTION		VARCHAR2(240)	
REJECT_CODE		VARCHAR2(25)	Not used
HOLD_LOOKUP_CODE		VARCHAR2(25)	
ATTRIBUTE_CATEGORY		VARCHAR2(150)	
ATTRIBUTE1 - 15		VARCHAR2(150)	
DEFAULT_ CURRENCY_CODE	NOT NULL	VARCHAR2(15)	

Table 1 - 5 AP_EXPENSE_REPORT_HEADERS (Page 2 of 3)

Column Name	Null	Type	Comments
DEFAULT_EXCHANGE_RATE_TYPE		VARCHAR2(30)	Conditionally required
DEFAULT_EXCHANGE_RATE		NUMBER	Conditionally required
DEFAULT_EXCHANGE_DATE		DATE	Conditionally required
PAYMENT_CURRENCY_CODE		VARCHAR2(15)	Optional Foreign key: FND_CURRENCIES. CURRENCY_CODE
PAYMENT_CROSS_RATE_TYPE		VARCHAR2(30)	Optional
PAYMENT_CROSS_RATE		NUMBER	Optional
PAYMENT_CROSS_RATE_DATE		DATE	Optional
LAST_UPDATE_LOGIN		NUMBER(15)	Not used, Who column
VOUCHER_NUM		VARCHAR2(50)	
USSGL_TRANSACTION_CODE		VARCHAR2(30)	
USSGL_TRX_CODE_CONTEXT		VARCHAR2(30)	Not used
DOC_CATEGORY_CODE		VARCHAR2(30)	
AWT_GROUP_ID		NUMBER(15)	
ORG_ID		NUMBER(15)	
WORKFLOW_APPROVED_FLAG		VARCHAR2(1)	Web Expense
FLEX_CONCATENATED		VARCHAR2(240)	
GLOBAL_ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1-20		VARCHAR2(150)	Optional
OVERRIDE_APPROVER_ID		NUMBER(9)	Web Expense
CORE_WF_STATUS_FLAG		VARCHAR2(1)	Not used

Table 1 - 5 AP_EXPENSE_REPORT_HEADERS (Page 3 of 3)

CREATED_BY

Enter the ID of the person who loads this record into the table. Payables Invoice Import transfers this ID to the AP_INVOICES and AP_PAYMENT_SCHEDULES tables during import so that the creator of the record becomes the invoice and scheduled payment creator. Similarly, if you enter a HOLD_LOOKUP_CODE for the record, Invoice Import transfers this ID to the AP_HOLDS tables so that the record creator of the record becomes the hold creator.

Validation: None

Destination: AP_INVOICES.CREATED_BY,
AP_PAYMENT_SCHEDULES.CREATED_BY,
AP_HOLDS.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Invoice Import creates an invoice from this record, it does not use this date as the creation date for the invoice; it uses the system date at the time you submit Invoice Import.

Payables also uses this date to determine the records to purge if you choose to purge records during import.

Validation: Must be in valid date format.

Destination: None

DEFAULT_CURRENCY_CODE

Enter the currency code for your invoice. To create foreign currency invoices, enter a currency code that is different from your functional currency code

If you enter a foreign currency code and you have enabled your Require Exchange Rate Entry Payables option, you must enter a value for DEFAULT_EXCHANGE_RATE. You should also enter values for:

- DEFAULT_EXCHANGE_DATE
- DEFAULT_EXCHANGE_RATE_TYPE

Validation: If you enter a code for a foreign currency, you must enter a valid currency code. You can obtain a list

of valid currency codes from
FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.INVOICE_CURRENCY_CODE

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY).

Validation: None

Destination: AP_INVOICES.LAST_UPDATED_BY, AP_PAYMENT_SCHEDULES.LAST_UPDATED_BY, AP_HOLDS_LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only. When Invoice Import creates an invoice from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Invoice Import.

Validation: Must be in valid date format.

Destination: None

REPORT_HEADER_ID

Enter the ID number for each record you load to this table. Invoice Import does not use this number as the invoice ID; instead, it uses the number to uniquely identify the records in the table.

Validation: Must be unique for all records in the table.

Destination: None



Suggestion: We recommend that you use the Sequence Generator, AP_EXPENSE_REPORT_HEADERS_S, to obtain a value for this column.

TOTAL

Enter the total amount of your invoice. If the amount you enter is greater than or equal to zero, Invoice Import creates an invoice with the invoice type Standard. If the amount you enter is less than zero, Invoice Import creates a Credit type invoice.

If you wish to import a foreign currency invoice, you should enter this amount in your foreign currency. Payables automatically converts the foreign amount to your functional amount, based on the exchange rate you enter for the invoice.

Validation: None

Destination: AP_INVOICES.INVOICE_AMOUNT

VOUCHNO

Enter 0 (zero) for all the records you load to this table. A value of zero indicates that an invoice has not been created from the record. Invoice Import only creates invoices for records with a zero value in this column. When Invoice Import successfully creates an invoice, it automatically updates this value to be the INVOICE_ID for the invoice created from this record.



Attention: This column does not hold the value for the voucher number for an invoice. You enter the value for a voucher number you want to assign to an imported invoice in the VOUCHER_NUM column.

Validation: None

Destination: None

WEEK_END_DATE

Enter the date that you want to assign to your invoice as the invoice date. This date also serves as the basis for the GL Date on the invoice distributions created for this invoice, unless you specify a GL Date when you initiate Invoice Import or enter a date in the ACCOUNTING_DATE column.

If the WEEK_END_DATE is in a closed accounting period in the future, Payables will not import the expense report and will list it on the Invoice Import Exceptions report. If the WEEK_END_DATE is in a closed period in the past, when Payables imports the expense report, it will use the first day of the current accounting period as the GL date.

Validation: Must be in valid date format. If Payables uses this date as the GL_DATE for the distributions created for this invoice, the date you enter must be in an open or future period.

Destination: AP_INVOICES.INVOICE_DATE

NULL Columns (AP_EXPENSE_REPORT_HEADERS)

EMPLOYEE_ID

Do not enter a value in this column. A value in this column indicates that the record is used for an employee expense report.

Validation: Must be NULL

Destination: None

Required Columns (AP_EXPENSE_REPORT_HEADERS)

ACCOUNTING_DATE

Enter the accounting date for your invoice. Invoice Import assigns this accounting date to all the invoice distributions that it creates for this invoice, unless you specify a GL Date when you submit Invoice Import.

Validation: Must be in valid date format and in a future or open period.

Destination: AP_INVOICE_DISTRIBUTIONS.ACCOUNTING_DATE

ACCTS_PAY_CODE_COMBINATION_ID

Enter the Flexfield ID number for the accounts payable liability account you want to assign to your invoice.

Validation: The ID you enter must be for a valid Flexfield combination. You can obtain a list of valid accounts from GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination: AP_INVOICES.ACCTS_PAY_CODE_COMBINATION_ID

INVOICE_NUM

Enter the invoice number that you want to assign to the invoice created in Payables from this record. If you choose to leave this column blank, Payables uses the WEEK_END_DATE as the invoice number.

Validation: You must assign a unique number for the supplier to the invoice. If you assign a duplicate number for the supplier, Invoice Import does not create an

invoice from this record and lists this record on the Invoice Import Exceptions Report.

Destination: AP_INVOICES.INVOICE_NUM

SET_OF_BOOKS_ID

Enter the appropriate set of books ID for your invoice.

Validation: The ID you enter must be for the set of books you define in the Define Financials Options form.

Destination: AP_INVOICES.SET_OF_BOOKS_ID

SOURCE

Enter a value for AP_EXPENSE_REPORT_HEADERS.SOURCE that you have defined for invoices that you import from your other accounting system. The source of a record determines the type of invoice created from the record. For each record with the Source value you define for your other accounting system, Payables Invoice Import creates an invoice with either the type STANDARD or CREDIT. If the amount for the record is positive or zero, Invoice Import creates a standard invoice. If the amount is negative, Invoice Import creates a credit invoice.

The Source code name also determines which records will be selected for import. You specify a value for Source when you initiate Invoice Import.

Expense reports entered in Web Employees initially have a source of NonValidatedWebExpense. If an expense report successfully completes the Server Side Validation process of the Expense Reporting Workflow, Workflow changes the source to WebExpense. When an expense report has both manager and AP approval, then Workflow changes the source to SelfService. During import or purge, users should select the Self Service source to select records with the source of SelfService. Also note that the Payables Expense Reports window will not display expense reports with a source of NonValidatedWebExpense, and will display only expense reports with a source of WebExpense, XpenseXpress, or SelfService.

Expense reports entered in the Payables Expense Reports window have a source of XpenseXpress.

Validation: If the record is an invoice, you must enter the name exactly as you have defined the code in the Payables QuickCodes window or Payables Invoice

Import will not create an invoice from the record.
See: QuickCodes.

Destination: AP_INVOICES.SOURCE

VENDOR_ID

Enter the supplier ID for the supplier you wish to assign to the invoice you are importing. If you have not yet entered the supplier for an invoice you want to import, you must enter it in the Suppliers window.

Validation: The ID you enter must be for an existing, valid supplier. You can obtain a list of valid values from PO_VENDORS.VENDOR_ID.

Destination: AP_INVOICES.VENDOR_ID

VENDOR_SITE_ID

Enter the supplier site ID for the supplier site you wish to assign to the invoice you are importing.

Validation: The ID you enter must be for an existing, valid supplier site for the supplier you specify (VENDOR_ID). You can obtain a list of valid values for a supplier from PO_VENDOR_SITES.VENDOR_SITE_ID.

Destination: AP_INVOICES.VENDOR_SITE_ID

Conditionally Required Columns (AP_EXPENSE_REPORT_HEADERS)

DEFAULT_EXCHANGE_DATE

Enter a value in this column if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column. The date you enter determines the exchange rate for a foreign currency invoice with a Spot, Corporate, Other, or user-defined rate type.

If the invoice currency has a fixed rate to your functional currency, then during import Payables will override the value you enter with the fixed-rate.

Validation: Must be in valid date format.

Destination: AP_INVOICES.EXCHANGE_DATE

DEFAULT_EXCHANGE_RATE

This column is required if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column and your Require Rate Entry system option is enabled.

If you enter a value in this field, enter USER in the DEFAULT_EXCHANGE_RATE_TYPE column. If you enter a type other than USER in DEFAULT_EXCHANGE_RATE_TYPE, leave this column NULL.

Validation: You must enter a value in this column if you enter a foreign currency code for this record and your Require Rate Entry system option is enabled. In addition, if you enter User in the DEFAULT_EXCHANGE_RATE_TYPE column, you should enter a rate in this field.

Destination: AP_INVOICES.EXCHANGE_RATE

DEFAULT_EXCHANGE_RATE_TYPE

You should enter a value in this column if you enter a foreign currency code in the DEFAULT_CURRENCY_CODE column. You can enter a predefined or user-defined exchange rate type. The exchange rate type determines which exchange rate you use. If you enter a type other than USER, you should leave the DEFAULT_EXCHANGE_RATE column null.

Validation: You must enter a predefined (SPOT, CORPORATE, USER, or OTHER) or user-defined rate type.

Destination: AP_INVOICES.EXCHANGE_RATE_TYPE

DOC_CATEGORY_CODE

If you are using Sequential Numbering, Invoice Import uses this column to assign a document category to each invoice it creates. The document category for an invoice determines whether Payables uses an automatic sequential number or allows you to enter a manual sequential number for an invoice.

For invoices with positive invoice amounts, Invoice Import assigns the document category for standard invoices. For negative amount invoices, Invoice Import assigns the credit invoice document category.

If you enable the Document Category Override Payables option, you can enter the document category you want Invoice Import to assign, in

place of the standard or credit document category, to the invoice created from this record.

Validation: Do not enter a value in this column if you are using Sequential Numbering and you do not enable the Document Category Override Payables option for your invoices. If you enter a value into this column under these circumstances, Invoice Import identifies the record as an exception and does not create an invoice from the record.

In addition, if you are not using Sequential Numbering, you should leave this column blank.

Destination: AP_INVOICES.DOC_CATEGORY_CODE

Optional Columns (AP_EXPENSE_REPORT_HEADERS)

PAYMENT_CURRENCY_CODE

Currency code for the payment. If you do not provide a value, then during import PAYMENT_CURRENCY_CODE will be set to the same value as the INVOICE_CURRENCY_CODE, the PAYMENT_CROSS_RATE will be set to 1, the PAYMENT_CROSS_RATE_TYPE and the PAYMENT_CROSS_RATE_DATE will both be null.

Validation: If the invoice currency is not a fixed rate currency, this value must be the same as INVOICE_CURRENCY_CODE. If the invoice currency is a fixed-rate currency, such as UKS or Euro, you can enter an associated fixed-rate currency. This must be a valid currency code from FND_CURRENCIES.CURRENCY_CODE.

Destination: AP_INVOICES.PAYMENT_CURRENCY_CODE

PAYMENT_CROSS_RATE_TYPE

If the invoice currency and payment currency are different currencies and are both associates fixed-rate currencies, enter EMU_FIXED. Otherwise, leave this value null.

Validation: If the invoice currency and payment currencies are different fixed-rate currencies, then during import, Payables will overwrite whatever value you enter

here with EMUFIXED. If the invoice and payment currencies are the same, this value must be null.

Destination: AP_INVOICES.CROSS_RATE_TYPE

PAYMENT_CROSS_RATE

If the invoice currency and payment currency are different currencies and are both associates fixed-rate currencies, you can enter the fixed cross rate. If you leave this value null, Payables will provide the cross rate during import.

Validation: If this value is different from the cross rate in the GL_DAILY_RATES table, the fixed rate in the GL_DAILY_RATES table will be used. If the invoice currency and payment currency are the same, you can enter 1 as the value.

Destination: AP_INVOICES.CROSS_RATE

PAYMENT_CROSS_RATE_DATE

Date cross rate between invoice currency and payment currency is effective.

Validation: This value must be the exact cross rate in the GL_DAILY_RATES table. If the values for PAYMENT_CURRENCY_CODE and INVOICE_CURRENCY_CODE are different, you must enter a value for PAYMENT_CROSS_RATE_DATE, and the two currencies must have a fixed rate effective as of the cross rate date or the invoice will be rejected.

Destination: AP_INVOICES.CROSS_RATE_DATE

ATTRIBUTE [1-15]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) should match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice forms.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE[1-15]

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.ATTRIBUTE_CATEGORY

DESCRIPTION

Enter the description that you want to assign to the invoice created from this record.

Validation: None

Destination: AP_INVOICES.DESCRPTION

HOLD_LOOKUP_CODE

Enter the name of a hold reason that you want to assign to the invoice created from this record. You can assign only one hold to the invoice created from this record. Once Invoice Import create the invoices, you can enter additional holds in the Holds window of the Invoice Workbench

Payables Invoice Import transfers this code to AP_HOLDS, along with INVOICE_ID for the invoice created from this record, to create a hold on the invoice. You must release the hold before you can pay the invoice.

Validation: The name you enter must be for an active Invoice hold reason. You can obtain a listing of valid Invoice hold listings from
AP_HOLD_CODES.HOLD_LOOKUP_CODE
(HOLD_TYPE = INVOICE HOLD REASON)

Destination: AP_HOLDS.HOLD_LOOKUP_CODE

REFERENCE_1

The Interface Expense Reports to Payables process populates the REFERENCE_1 column with the Expenditure ID of an expense report interfaced from Oracle Projects.

Validation: None

Destination: AP_INVOICES.REFERENCE_1

REFERENCE_2

The Interface Expense Reports to Payables process populates the REFERENCE_2 column with the Batch Name of an expense report interfaced from Oracle Projects.

Validation: None

Destination: AP_INVOICES.REFERENCE_2

EXPENSE_CHECK_ADDRESS_FLAG

Address to which payment should be sent for an expense report. Enter H for Home and O for Office. If you have set up Home or Office supplier sites for the employee, Payables uses the address from PO_VENDOR_SITES. If you have not set up a supplier for an employee, and you automatically create suppliers for employees, Payables creates the supplier and site using the Home address from PER_ADDRESSES if the value is H, and creates the Office address from HR_LOCATIONS if the value is O.

PURGEABLE_FLAG

Enter a value (Y or N) to indicate whether this record and records in AP_EXPENSE_REPORT_LINES with the same REPORT_HEADER_ID are purgeable during Invoice Import. If you set this column to Y or leave it null, you can purge these records when you submit Payables Invoice Import.

Payables purges all records during import if the following criteria are met:

- Payables Invoice Import successfully created an invoice from the record (VOUCHNO <> 0)
- PURGEABLE_FLAG for the record set to Y or NULL
- SOURCE for the record is the same as the source parameter you specify in the Submit Request window
- CREATION_DATE falls before the Purge Date parameter you specify in the Submit Request window

Validation: Must be Y or N

Destination: None

USSGL_TRANSACTION_CODE

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

If you use Oracle Public Sector General Ledger with your Oracle Public Sector Payables, you may be required to maintain US Standard General Ledger information for your invoice transactions. Invoice 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

VOUCHER_NUM

Enter a value for the voucher number you want to apply to the invoice created from this record. If you use manual Sequential Numbering, this number should be unique.

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 invoices imported from other accounting systems. If you use manual sequential numbering, Payables validates for uniqueness but does not require the next available number. If you do not enable the Sequential Numbering profile option, the system does not validate the number.

Destination: AP_INVOICES.VOUCHER_NUM

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICES.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE [1-20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None
Destination: AP_INVOICES.GLOBAL_
ATTRIBUTE[1-20]

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the distribution, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation: This must be a valid, active value in
AP_AWT_GROUPS.GROUP_ID

Destination: None.

ORG_ID

Internal identifier for organization, if you use Multi-organization support.

Validation: This must be a valid, active organization.

Destination: AP_INVOICES.ORG_ID

FLEX_CONCATENATED

The GL account to which the distribution amount will be charged.

Validation: The account code combination must be valid and in the exact flexfield structure you have defined for your Set of Books, and must match a value for GL_CODE_COMBINATIONS.CODE_COMBINATION_ID.

Destination: AP_INVOICES.CODE_COMBINATION_ID

WORKFLOW_APPROVED_FLAG

If you have installed Oracle Self-Service Web Applications, Oracle Workflow sets this flag after an expense report has been approved during the workflow process.

Validation: None

Destination: None

OVERRIDE_APPROVER_ID

If you have installed Oracle Self-Service Web Applications, Oracle Workflow uses this value during the approval process.

Validation: None

Destination: None

CORE_WORKFLOW_STATUS_FLAG

This value will be used in a future release of Payables.

Validation: None

Destination: None

AP_EXPENSE_REPORT_LINES

Column Name	Null	Type	Comments
REPORT_HEADER_ID	NOT NULL	NUMBER	
LAST_UPDATE_DATE	NOT NULL	DATE	Who column
LAST_UPDATED_BY	NOT NULL	NUMBER	Who column
CODE_COMBINATION_ID	NOT NULL	NUMBER	
ITEM_DESCRIPTION	NOT NULL	VARCHAR2(240)	
SET_OF_BOOKS_ID	NOT NULL	NUMBER(15)	
AMOUNT		NUMBER	
ATTRIBUTE_CATEGORY		VARCHAR2(150)	
ATTRIBUTE1 - 15		VARCHAR2(150)	
CURRENCY_CODE	NOT NULL	VARCHAR2(15)	
EXCHANGE_RATE_TYPE		VARCHAR2(30)	Not used
EXCHANGE_RATE		NUMBER	Not used
EXCHANGE_DATE		DATE	Not used
VAT_CODE		VARCHAR2(15)	
LINE_TYPE_LOOKUP_CODE	NOT NULL	VARCHAR2(25)	
LAST_UPDATE_LOGIN		NUMBER(15)	Not used, Who column
CREATION_DATE		DATE	Required, Who column

Table 1 - 6 AP_EXPENSE_REPORT_LINES (Page 1 of 3)

Column Name	Null	Type	Comments
REFERENCE_1		VARCHAR2(30)	Projects reference
REFERENCE_2		VARCHAR2(30)	Projects reference
CREATED_BY		NUMBER(15)	Required, Who column
STAT_AMOUNT		NUMBER	
USSGL_ TRANSACTION_CODE		VARCHAR2(30)	
USSGL_ TRX_CODE_CONTEXT		VARCHAR2(30)	Not used
PROJECT_ ACCOUNTING_CONTEXT		VARCHAR2(30)	Projects
PROJECT_ID		NUMBER(15)	Projects
TASK_ID		NUMBER(15)	Projects
EXPENDITURE_ ORGANIZATION_ID		NUMBER(15)	Projects
EXPENDITURE_TYPE		VARCHAR2(30)	Projects
EXPENDITURE_ ITEM_DATE		DATE	Projects
PA_QUANTITY		NUMBER	Projects
DISTRIBUTION_ LINE_NUMBER		NUMBER(15)	Null
AWT_GROUP_ID		NUMBER(15)	Internal ID Foreign key: AP_AWT_GROUPS. AWT_GROUP_ID
ORG_ID		NUMBER(15)	
RECEIPT_VERIFIED_FLAG		VARCHAR2(1)	Web Expense
JUSTIFICATION_ REQUIRED_FLAG		VARCHAR2(1)	Web Expense
JUSTIFICATION		VARCHAR2(240)	Web Expense
RECEIPT_REQUIRED_FLAG		VARCHAR2(1)	Web Expense
RECEIPT_MISSING_FLAG		VARCHAR2(1)	Web Expense
EXPENSE_GROUP		VARCHAR2(80)	Web Expense
START_EXPENSE_DATE		DATE	Web Expense
END_EXPENSE_DATE		DATE	Web Expense
RECEIPT_ CURRENCY_CODE		VARCHAR2(15)	Web Expense

Table 1 – 6 AP_EXPENSE_REPORT_LINES (Page 2 of 3)

Column Name	Null	Type	Comments
RECEIPT_CONVERSION_RATE		NUMBER	Web Expense
DAILY_AMOUNT		NUMBER	Web Expense
RECEIPT_CURRENCY_AMOUNT		NUMBER	Web Expense
WEB_PARAMETER_ID		NUMBER	Web Expense
AMOUNT_INCLUDES_TAX_FLAG		VARCHAR2(1)	
ADJUSTMENT_REASON		VARCHAR2(240)	Web Expense
POLICY_SHORTPAY_FLAG		VARCHAR2(1)	Web Expense
GLOBAL_ATTRIBUTE_CATEGORY		VARCHAR2(150)	Optional
GLOBAL_ATTRIBUTE1-20		VARCHAR2(150)	Optional

Table 1 - 6 AP_EXPENSE_REPORT_LINES (Page 3 of 3)

NOT NULL Columns (AP_EXPENSE_REPORT_LINES)

CODE_COMBINATION_ID

Enter the ID number for the account you want to charge this invoice distribution to.

Validation: The ID you enter must be for a valid account combination. You can obtain a list of valid accounts from `GL_CODE_COMBINATIONS.CODE_COMBINATION_ID`.

Destination: `AP_INVOICE_DISTRIBUTIONS.DIST_CODE_COMBINATION_ID`



Attention: The *Project Expense Report Account Generator* workflow process in Oracle Projects determines the value of the `CODE_COMBINATION_ID` column for project-related expense lines created in Web Employees. (An expense line is *project-related* when a user assigns a project number and a task number to a receipt in Web Employees.)

CURRENCY_CODE

Enter the currency code for the invoice distribution.

Validation: You must enter the same currency_code as you enter for DEFAULT_CURRENCY_CODE in AP_EXPENSE_REPORT_HEADERS.

Destination: AP_EXPENSE_REPORT_LINES.CURRENCY_CODE

ITEM_DESCRIPTION

Enter a description that you want to assign to the invoice distribution created from this record.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DESCRPTION

LAST_UPDATED_BY

Enter the ID of the person who last updated this record (usually the same value as CREATED_BY).

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.LAST_UPDATED_BY

LAST_UPDATE_DATE

Enter the last update date for this record (usually the same date as CREATION_DATE). Payables uses this date for reference and audit purposes only. When Invoice Import creates an invoice distribution from a record in this table, it does not use this date as the last update date for the invoice; it uses the system date at the time you submit Invoice Import.

Validation: None

Destination: None

LINE_TYPE_LOOKUP_CODE

Enter the lookup code for the type of invoice distribution that you want Invoice Import to create from this record.

Validation: The code you enter must be ITEM, TAX, MISC, or FREIGHT. These lookup codes are stored in the AP_LOOKUP_CODES table.

Destination: AP_INVOICE_DISTRIBUTIONS.LINE_TYPE_LOOKUP_CODE

REPORT_HEADER_ID

Enter the unique ID number you entered for each record in the AP_EXPENSE_REPORT_HEADERS table. This number identifies the invoice for this distribution.

Validation: The ID you enter must be an ID for an existing record in AP_EXPENSE_REPORT_HEADERS.

Destination: None

SET_OF_BOOKS_ID

Enter the appropriate set of books ID for your invoice distributions.

Validation: The ID you enter must be for the set of books you define in the Define Financials Options form.

Destination: AP_INVOICE_DISTRIBUTIONS.SET_OF_BOOKS_ID

NULL Columns (AP_EXPENSE_REPORT_LINES)

DISTRIBUTION_LINE_NUMBER

Do not enter a value in this column. Payables uses this column to assign the DISTRIBUTION_LINE_NUMBER for the invoice distribution created from this record. Before Invoice Import creates an invoice distribution from this record, Payables updates this column with a value and then copies the value to AP_INVOICE_DISTRIBUTIONS for the invoice distribution.



Attention: Payables does not use this number to link the invoice distribution created from a record in AP_EXPENSE_REPORT_LINES to the original record. Once Invoice Import successfully creates an invoice distribution, you can update the distribution number for the line.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.DISTRIBUTION_LINE_NUMBER.

Required Columns (AP_EXPENSE_REPORT_LINES)

CREATED_BY

Enter the ID of the person who loads this record into the table. Invoice Import transfers this ID to the AP_INVOICE_DISTRIBUTIONS table during import so that the creator of the invoice distribution record becomes the invoice distribution creator.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.CREATED_BY

CREATION_DATE

Enter the date on which you load this record into the table. Payables uses this date for reference and audit purposes. When Invoice Import creates an invoice distribution from this record, it does not use this date as the creation date for the line; it uses the system date at the time you submit Invoice Import.

Validation: Must be a valid date format

Destination: None

Optional Columns (AP_EXPENSE_REPORT_LINES)

AMOUNT

Enter an amount for the invoice distribution created from this record. Payables charges the amount you enter to the Accounting Flexfield you specify for this record. You can enter any amount for an invoice distribution; however, if the total amount of all the invoice distributions does not equal the amount of the invoice, Payables places the invoice on hold during Approval.

If you do not enter an amount for a record in this table, Invoice Import creates an invoice distribution for the record and assigns the Accounting Flexfield you specify to this line, but does not record an amount for the line.

Validation: None

Destination: AP_INVOICES_DISTRIBUTIONS.AMOUNT

ATTRIBUTE [1-15]

Enter Descriptive Flexfield information that you want to import for an invoice distribution. The structure of the information you enter in these columns (datatypes, value sets) should match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice forms.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE
[1-15]

ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import for an invoice distribution.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.ATTRIBUTE_
CATEGORY

REFERENCE_1

The Interface Expense Reports to Payables process populates the REFERENCE_1 column with the Expenditure Item IDs of the expense lines interfaced from Oracle Projects. The Interface Expense Reports to Payables process populates the REFERENCE_1 column only if the interface process is not summarized.

Validation: None

Destination: AP_DISTRIBUTIONS.REFERENCE_1

REFERENCE_2

The Interface Expense Reports to Payables process populates the REFERENCE_2 column with the Line Num of expense lines interfaced from Oracle Projects. The Interface Expense Reports to Payables process populates the REFERENCE_2 column only if the interface process is not summarized.

Validation: None

Destination: AP_DISTRIBUTIONS.REFERENCE_2

Projects Columns

Enter project information from Oracle Projects in the following columns if you want to associate the invoice distribution (created from this record) with a project in Oracle Projects.

- DISTRIBUTION_LINE_NUMBER
- EXPENDITURE_ITEM_DATE
- EXPENDITURE_ORGANIZATION_ID
- EXPENDITURE_TYPE
- PA_QUANTITY
- PROJECT_ACCOUNTING_CONTEXT
- PROJECT_ID
- TASK_ID

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.[Projects Columns]

Web Employees and Project-Related Expense Reports

Employees can create project-related expense reports in Web Employees. When an employee saves or submits a project-related expense report, Web Employees populates four columns of the AP_EXPENSE_REPORT_LINES table with project-related data. The table below provides a description of the values that Web Employees inserts into these five Projects columns.

Column	Value
PROJECT_ID	The unique identifier that corresponds to the project number the employee enters.
TASK_ID	The unique identifier that corresponds to the task number the employee enters.
EXPENDITURE_ORGANIZATION_ID	Unique identifier of the employee's organization

Table 1 – 7 (Page 1 of 2) Projects Columns populated by Web Employees

EXPENDITURE_TYPE	Expenditure type that corresponds to the expense type the employee enters. The expense report template defines which expenditure types correspond to which expense types.
EXPENDITURE_ITEM_DATE	Receipt date entered by employee. For receipts that span a range of dates, Web Employees uses the later date.

Table 1 – 7 (Page 2 of 2) Projects Columns populated by Web Employees

STAT_AMOUNT

Enter the quantity that you want to assign to the statistical unit for an invoice distribution. When you post the invoice distribution to General Ledger, Payables transfers this quantity along with the invoice distribution.

Validation: The account segment for the invoice distribution account must be defined in General Ledger to support statistical units of measure.

Destination: AP_INVOICE_DISTRIBUTIONS.STAT_AMOUNT

USSGL_TRANSACTION_CODE

Enter the transaction code you want to assign to an invoice distribution.

If you use Oracle Public Sector General Ledger with your Oracle Public Sector Payables, you may be required to maintain US Standard General Ledger information for all your invoice transactions. Invoice Import imports any USSGL information that you enter into the interface tables and assigns the information to the invoices it creates. When you post your invoices to Oracle Public Sector General Ledger from Oracle Public Sector Payables, Oracle Public Sector Payables transfers the USSGL information associated with your invoice distributions.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.USSGL_TRANSACTION_CODE.

VAT_CODE

Enter the tax name you want to assign to the invoice distribution created from this record.

If you do not enter a value, then during invoice import, the system will assign a Tax Name value to the distribution based on the Tax Name

Defaults hierarchy you defined in the Payables Options window. See: Defaulting Tax in Payables.

Validation: The tax name you enter must be a valid tax name with a type of Sales, Use, or user-defined. If you enter an invalid tax name in this column, Invoice Import identifies the record as an exception and does not create an invoice distribution. If you have enabled the Enforce Tax From Account Payables option, and your expense or asset account for this distribution has a tax name associated with it, you must enter the correct tax name. See: Deriving Tax From a Natural Account.

Destination: AP_INVOICE_DISTRIBUTIONS.VAT_CODE

GLOBAL_ATTRIBUTE_CATEGORY

Enter the Descriptive Flexfield category for the Descriptive Flexfield information you want to import.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ATTRIBUTE_CATEGORY

GLOBAL_ATTRIBUTE [1-20]

Enter Descriptive Flexfield information that you want to import for an invoice. The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the Descriptive Flexfield segments you have defined for your invoices or you will experience validation problems when you try to access the information in the invoice windows.

Validation: None

Destination: AP_INVOICE_DISTRIBUTIONS.GLOBAL_ATTRIBUTE[1-20]

AWT_GROUP_ID

Internal identifier associated with the automatic withholding tax group name. If you want to assign a withholding tax group to the distribution, you do not need to enter a value here if you enter a value for AWT_GROUP_NAME.

Validation: This must be a valid, active value in AP_AWT_GROUPS.GROUP_ID

Destination: None.

ORG_ID

Internal identifier for organization, if you use Multi-organization support.

Validation: This must be a valid, active organization.

Destination: AP_INVOICE_DISTRIBUTIONS.ORG_ID

AMOUNT_INCLUDES_TAX_FLAG

If you use automatic tax calculation at the line level, the system uses this value to calculate tax amounts for expense items. See: Entering Taxes on Expense Reports.

Validation:

Destination: AP_INVOICE_DISTRIBUTIONS.AMOUNT_INCLUDES_TAX_FLAG

Web Expense Columns

If you use Oracle Self-Service Web Applications, the system uses the following columns to process expense reports entered by self-service users:

- WEB_PARAMETER_ID*
- START_EXPENSE_DATE*
- RECEIPT_VERIFIED_FLAG*
- RECEIPT_REQUIRED_FLAG*
- RECEIPT_MISSING_FLAG*
- RECEIPT_CURRENCY_CODE*
- RECEIPT_CURRENCY_AMOUNT*
- RECEIPT_CONVERSION_RATE*
- POLICY_SHORTPAY_FLAG
- JUSTIFICATION_REQUIRED_FLAG
- JUSTIFICATION*
- EXPENSE_GROUP*

- END_EXPENSE_DATE*
- DAILY_AMOUNT*
- ADJUSTMENT_REASON*

* Values for columns with an asterisk are imported into the AP_INVOICES columns with the same names to create audit records.

Setting Up Invoice Import to Import Non-Oracle Invoices

The following list summarizes the procedure for setting up Invoice Import to import invoices from your other accounting systems into the Payables Invoice Import Interface Tables. The rest of the section explains each step in detail.

Step 1 **Define an Invoice Import Source**

Use the QuickCodes window to define a QuickCode for the source of your Invoice Import. Use any name for the source, except Payables Expense Reports and Oracle Projects. These are predefined sources that you use to create invoices from expense reports entered in Payables, Oracle Web Employees, and Oracle Projects. Enter Source as your QuickCode Type for the code you define.

You use SQL*Loader to enter this Source code in the SOURCE column of the AP_EXPENSE_REPORT_HEADERS table. When you submit Invoice Import for this source, you enter this QuickCode as the source parameter.

Step 2 **Create a Program for Generating an Invoice Flat File**

To load invoice information into Payables via SQL*Loader, first create a program that produces a flat file containing the invoice details you want to bring into Payables.

For each invoice, the program should include values in the flat file to populate the following foreign key columns in AP_EXPENSE_REPORT_HEADERS:

- VENDOR_ID
- VENDOR_SITE_ID
- ACCTS_PAY_CODE_COMBINATION_ID

For each invoice distribution, include the value to populate the Accounting Flexfield column in AP_EXPENSE_REPORT_LINES:

- CODE_COMBINATION_ID

In addition, if you are importing foreign currency invoices, include information to populate the following columns in AP_EXPENSE_REPORT_HEADERS:

- DEFAULT_EXCHANGE_RATE_TYPE
- DEFAULT_EXCHANGE_RATE
- DEFAULT_EXCHANGE_DATE

If this exchange rate information is the same for all invoices and invoice distributions you import, you can include this information in your SQL*Loader control file instead.

Finally, ensure that your invoice flat file has the appropriate information to populate AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES as indicated in the preceding table descriptions. If a value is not required for a column, you may leave the column empty.

Step 3 Create SQL*Loader Control File

Read the SQL*Loader documentation to learn how to write a SQL*Loader control file. The file you write will vary greatly depending on the nature and format of the invoice flat file you use. Your control file must populate AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES as indicated in the previous table descriptions. See also: SQL*Loader (*ORACLE8 Server Utilities Guide*)

You should code your control file to populate the SOURCE column in AP_EXPENSE_REPORT_HEADERS with the Source code exactly as you defined it in the QuickCodes window.

In addition, EMPLOYEE_ID must be NULL and VOUCHNO must be zero (0) for each invoice you want to import. Payables only imports invoices that have a value of 0 in the VOUCHNO column.

If all your invoices are in the same currency, you can hard code the value for DEFAULT_CURRENCY_CODE in AP_EXPENSE_REPORT_HEADERS and CURRENCY_CODE in AP_EXPENSE_REPORT_LINES in your control file.

You may also want to hard code a value for PURGEABLE_FLAG in AP_EXPENSE_REPORT_HEADERS to indicate whether the records are purgeable. When you submit Invoice Import, you can choose to delete all purgeable records from the interface tables. A record is purgeable if Invoice Import has successfully created an invoice from the record and the PURGEABLE_FLAG is set to Y or NULL. Consider that you may

not want to make these interim records purgeable because they provide an audit trail from your newly created invoices back to the original invoices in your other accounting system.

After Setting Up

Once you have successfully completed the set up steps, you can load your invoice information from your flat file into the interface tables and use Payables Invoice Import to create invoices from the invoice information.

Updates to Oracle Projects for Integration with Web Employees

This section of the documentation update contains:

- New profile options, PA: Allow Project Time and Expense Entry and PA: Expense Report Invoices Per Set
- A new process, Interface Expense Reports from Payables
- An existing extension, Expenditure Access, Project User, and AutoApproval Extension.
- An existing extension, Routing Extension
- Replacement pages for the section titled Integrating Expense Reports with Oracle Payables: pages 12–20 through 12–34 in the *Oracle Projects User's Guide*
- Replacement pages for the section titled Using the Account Generator in Oracle Projects: pages 16–286 through 16–304 in the *Oracle Projects User's Guide*

Profile Option—PA: Allow Project Time and Expense Entry

Purpose Indicates whether a specified employee can enter project-related expenses (that is, expenses associated with a project and task) in the Enter Receipts window of Oracle Web Employees.

This profile option integrates with the project user procedure. See: Expenditure Access, Project User, and AutoApproval Extension: page 107.

Internal name PA_TIME_EXP_PROJ_USER

View and update privileges The system administrator can view and update this profile option at all levels.

Values

Yes	The user can enter project-related expenses in Oracle Web Employees.
No	(Default) Employees can enter only those expenses that are not associated with a project and task.
(No value)	Equivalent to No

Profile Option—PA: Expense Report Invoices Per Set

Purpose Indicates the number of expense report invoices (entered in Oracle Web Employees or Payables) to process in each set. This profile option affects the process PRC: Interface Expense Reports from Payables.

The set of expenditures is processed before the work is committed. For example, the PRC: Interface Expense Reports from Payables process does the following before committing the set to the database:

- Selects the invoices and invoice distribution lines
- Interfaces from Payables

Internal name PA_NUM_WEB_EXP_PER_SET

View and update privileges The system administrator can view and update this profile option at all levels.

Values You can use any numeric value to set the profile option, as long as the value does not cause your system to exceed memory and database rollback segment sizes, and is large enough to avoid unnecessary database access. If you do not set a value, most processes use a default of 500, but the actual default value depends on the operating system.

Profile Option—PA: AutoApprove Expense Reports

Purpose Indicates whether to automatically approve expense reports submitted from Web Employees, the project time and expense windows in Oracle Projects, or Oracle Personal Time and Expense. This profile option integrates with the autoapproval procedure. See: Expenditure Access, Project User, and AutoApproval Extension: page 107.

Internal name PTE_AUTOAPPROVE_ER

View and update privileges The system administrator can view and update this profile option at the application level.

Yes	Oracle Projects automatically changes the expense report status to Approved. You do not need to route or review your expense reports.
No	(Default) Expense reports are not automatically approved. They require review and approval.
(No value)	Equivalent to No

Process—PRC: Interface Expense Reports from Payables

Note: Two processes in Oracle Projects have very similar names. This process gets expense report information *from* Payables.

This process creates pre-approved expense report batches from expense report information entered in Web Employees or in the Invoices window (in Payables). The data from expense reports entered in Web Employees does not reside in your invoice tables until you run Payables Invoice Import. Expense reports entered in the Invoices window are saved directly into the invoice tables and do not need to be imported.

Oracle Projects identifies expense report batches that you create from Web Employees with a source of *Oracle Payables*.

Oracle Projects generates transactions with a source of *Oracle Payables*. The Allow Adjustments option is enabled for this source, but allows only net zero adjustments. Reversals and recalculations of burdened costs are not allowed.

Prerequisites

For expense reports entered in Web Employees:

- If the Automatically Create Employee As Supplier option is disabled in Payables, open the Supplier window and enter the employee as a supplier.

Note: Employees must be designated as suppliers. If they are not, the interface program will not post the invoice.

- Run the Payables Invoice Import program. See: Payables Invoice Import Program *Oracle Payables User's Guide*.
- Run the Payables Transfer to General Ledger program in Payables. For more information, see: Interfacing Invoices to Oracle General Ledger: page 146.

For expense reports entered in the Invoices window (in Payables), run the Payables Transfer to General Ledger program (in Payables). For more information, see: Interfacing Invoices to Oracle General Ledger: page 146.

Submitting the process

Project Number Enter the number of the project whose invoice distribution lines you want to transfer. Leave the line blank to select all eligible invoice distribution lines for all projects.

Batch Name Enter a name for the pre-approved expenditure batch; Oracle Projects appends ER<interface ID> to the end of all batch names. If you do not enter a name, Oracle Projects creates one in the format AP-<request ID>ER<interface ID>.

End GL Date Enter the General Ledger date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

End Expenditure Item Date Enter the date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

Reports

This process creates two reports:

Transfer Expense Reports Report Lists the invoice distribution lines that Oracle Projects received successfully, as well as a summary of the total number and cost of the distribution lines.

Transfer Expense Reports Exception Report Lists invoice distribution lines that were not received successfully, and the reason for the failure of each.

Expenditure Access, Project User, and AutoApproval Extension

The Expenditure Access, Project User, and AutoApproval Extension contains three procedures:

- Use the expenditure access procedure to restrict the actions that users can perform on online expenditures.
- Use the project user procedure to indicate whether an employee is an Oracle Projects user.
- Use the autoapproval procedure to define conditions under which expense reports are approved automatically.

Writing the Expenditure Access, Project User, and AutoApproval Extension

To implement this extension, you modify one or more procedures that are contained in a template package (**pa_client_extn_pte**) provided with Oracle Projects. The package contains three procedures:

- The procedure **pte_access_option** contains default logic to allow employees to enter both timecards and expense reports. (This procedure is not used for integration with Web Employees.)
- The procedure **check_time_exp_proj_user** contains default logic to read the value of the PA_TIME_EXP_PROJ_USER profile option.
- The procedure **get_exp_autoapproval** contains default logic to read the values of the AutoApproval profile options.

Print and review the following files before you write your extension. The files are located in the Oracle Projects admin/sql directory.

PAXPTEEB.pls The Expenditure Access, Project User, and AutoApproval Extension Package Body Template contains the procedure that you modify to implement time or expense extensions. You can define as many extensions as you want with this package or within the predefined procedure.

PAXPTEES.pls The Expenditure Access, Project User, and AutoApproval Extension Package Specification Template. If you create procedures outside the predefined procedures within the package, you must also modify this file to include the new procedures.

Package.Procedure **pa_client_extn_pte.pte_access_option**

This procedure is not used for integration with Web Employees.

Package.Procedure **pa_client_extn_pte.check_time_exp_proj_user**

Oracle Projects provides the following parameters for the project user procedure:

Parameter	Usage	Type	Description
x_person_id	IN	NUMBER	Identifies the employee
x_approved	IN/ OUT	VARCHAR2	Indicates the value of the PA: Allow Project Time and Expense Entry profile option (Y or N)
x_msg_text	OUT	VARCHAR2	User-defined error message text

Table 1 – 8 Parameters for the Project User Procedure

Package.Procedure

pa_client_extn_pte.get_exp_autoapproval

Oracle Projects provides the following parameters for the expenditure autoapproval procedure:

Parameter	Usage	Type	Description
X_source	IN	VARCHAR2	Identifies the source of the expenditure
X_exp_class_code	IN	VARCHAR2	Identifies the expenditure class (OT for timecards and OE for expense reports)
X_txn_id	IN	NUMBER	System-generated identifier of the expenditure (passed in by the form). For expenditures created in Oracle Projects, this is the expenditure ID.
X_exp_ending_date	IN	DATE	Ending date of the expenditure week
X_approved	IN/ OUT	VARCHAR2	Value of the AutoApproval profile option

Table 1 – 9 Parameters for the AutoApproval Procedure

Routing Extension

Use the routing extension to set the business rules for routing expense reports for approval. For example, expense reports that contain entertainment expenses could be routed to the project manager of the charged project.

Note: For Project Time and Expense and Oracle Personal Time and Expense, the routing extension also applies to timecards.

Writing the Routing Extension

To implement the routing extension, you modify a procedure that is contained in a template package provided with Oracle Projects. The name of the package is **paroutingx**, and the name of the procedure is **route_to_extension**. The package contains default logic to route all expenditures to an employee's current supervisor (as defined in the Human Resources tables).

Print and review the following files before you write your routing extensions. The files are located in the Oracle Projects admin/sql directory.

PAXTRTEB.pls The Routing Extension Package Body Template contains the procedure that you modify to implement routing extensions. You can define as many extensions as you want with this package or within the predefined procedure.

PAXTRTES.pls Routing Extension Package Specification Template. If you create procedures outside the predefined procedure within the package, you must also modify this file to include the new procedures.

Package.Procedure

paroutingx.route_to_extension

Oracle Projects provides the following parameters for the routing extension. Oracle Projects passes all values from the expenditure being processed.

Parameter	Usage	Type	Description
X_expenditure_id	IN	NUMBER	System-generated identifier of the expenditure
X_incurred_by_person_id	IN	NUMBER	Identifies the employee who performed the work or incurred the expenses
X_expenditure_end_date	IN	DATE	Ending date of the expenditure week
X_exp_class_code	IN	VARCHAR2	Identifies expense reports (the expenditure type) as OE
X_route_to_person_id	OUT	NUMBER	Identifies the employee to whom expenditure is to be routed

Table 1 - 10 Parameters for the Routing Extension

Using the Account Generator in Oracle Projects

When you enter project information in Purchasing and Payables, account generator processes create account code combinations for use in Purchasing requisitions and purchase orders and Payables supplier invoices. This section:

- Lists the accounts created by the Purchasing account generators: see: page 111
- Describes how to customize the account generator workflow processes used to integrate Oracle Projects with Payables: see: page 114
- Provides information on assigning and deriving values: see: page 132

As you read this chapter, you will also want to refer to *Oracle Applications Flexfields Guide* and *Oracle Workflow Guide*.

Generating Accounts for Oracle Purchasing

Purchasing uses item types to generate account numbers for all requisitions and purchase orders, whether they are project-related or not. Purchasing provides a set of default account generator processes for the accounts it needs to build. You do not need to do anything within Oracle Projects to generate accounts for Purchasing.

The account generator workflows in Purchasing generate the following accounts:

- Purchase Order Charge Account
- Purchase Order Budget Account
- Purchase Order Variance Account
- Purchase Order Accrual Account
- Requisition Charge Account
- Requisition Budget Account
- Requisition Variance Account
- Requisition Accrual Account

Purchasing provides default account generator processes for these accounts. If you want to derive the accounts based on project information, you must change the default processes so that they use the project information. For more information, see: *Using the Account Generator in Oracle Purchasing Oracle Purchasing User's Guide*.

Generating Accounts for Oracle Payables

How charge accounts are derived for invoices and expense reports depends on whether you are entering an invoice or expense report that contains project and task information:

Application and Item	Method for Deriving the Charge Account
Payables invoices	Payables (Invoices window) calls the Project Supplier Invoice Account Generation workflow.
Web Employees and Payables expense reports	Web Employees (Enter Receipts window) or Payables (Invoices window) calls the Project Expense Report Account Generator workflow.

This section and the sections that follow describe how to use the account generation workflows to build account code combinations. You need:

- An account number for each set of books that uses a unique accounting flexfield structure
- An account generation process for each accounting flexfield structure and set of books

Upgrading from Release 10. In Release 10, several Oracle Applications products used FlexBuilder to derive account code combinations. In Release 11, FlexBuilder is replaced by the Account Generator. If you used FlexBuilder in Release 10, you must set up Account Generator as part of your upgrade. To plan the upgrade, follow the guidelines in the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

Each Account Generator is an *item type* within Oracle Workflow. Oracle Projects comes with the following item types (workflows) and processes:

Item Type (Workflow)	Processes
Project Supplier Invoice Account Generation	Generate Default Account Generate Account Using FlexBuilder Rules Sample Process for Account Generation
Project Expense Report Account Generator	Default Account Generator for Expense Reports Sample Account Generator for Expense Reports

The Project Supplier Invoice Account Generation workflow generates accounts for supplier invoices.

The Project Expense Report Account Generator generates accounts for expense reports entered in Web Employees or the Invoices window in Payables.

The sample processes demonstrate how to use the item type to generate the account code combinations. See: Process: Sample Process for Account Generation: page 116 and Process: Sample Account Generator for Expense Reports: page 121.

Prerequisites

Before using an account generator process with a production database in Oracle Projects, you must:

1. Define your Accounting Flexfield structure for each set of books.
See: *Oracle Applications Flexfields Guide*.
2. Define the flexfield segment values and validation rules. See: *Oracle Applications Flexfields Guide*.
3. Back up the workflow before you start to work with it. To do so, copy the workflow to a local hard disk or networked server. Because you cannot rename the workflow, plan to modify the "original" process.

Note: Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

4. For each set of books, customize the default process. Refer to the sample customizations on page 116 and page 121 and in the *Oracle Workflow Guide*.

You can create all the components for workflow in the Oracle Workflow Builder except for the PL/SQL procedures called by the function activities. For more information, see: Using AutoAccounting with Account Generator Processes: page 132

5. Test the customizations.
See: Testing a Customized Process: page 129.
6. Choose the process for a flexfield structure, if necessary.
See: Assigning a Process to a Flexfield Structure: page 130.
7. Set the Account Generator: Purge Runtime Dat profile option. See See: Setting the Profile Option: page 130.
8. Save the process in the Oracle Projects database.

Setting Up the Account Generator Processes

This section describes the processes and attributes of the workflows supplied with Oracle Projects. It also provides information about implementing and testing your workflows.

All the workflows and processes in this section generate account numbers for use with Payables.

Workflow: Project Supplier Invoice Account Generation

The Project Supplier Invoice Account Generation workflow (item type) contains these processes:

- Generate Account using FlexBuilder Rules
- Generate Default Account
- Sample Process for Account Generation

Process: Generate Account using FlexBuilder Rules

Purpose This process generates accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

If you used FlexBuilder in a previous release to generate account combinations, this process replicates your FlexBuilder setup. You do not have to change any of your predefined FlexBuilder rules or customize the process. The process includes a function generated during your upgrade from Release 10 to Release 11.

If you are upgrading from Release 10, follow the guidelines in the FlexBuilder chapter of the *Oracle Applications Upgrade Preparation Manual*.

If you want to change your FlexBuilder rules after you upgrade, you must start with the Generate Default Account process to define your rules.

Process: Generate Default Account

Purpose This process generates accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

Note: Back up the workflow before you start to work with it. To do so, copy the workflow to a local hard disk or networked

server. Because you cannot rename the workflow, plan to modify the "original" process. Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

The Payables invoice entry windows call the Generate Default Account process for the invoice charge account. You must customize this process or create a new one, using the Oracle Workflow Builder. If you do not, the process returns an error message.

To customize the process, replace the dummy activity (node 2 in the diagram below) with your customized procedure for account generation. Do not delete a node or change the node order.

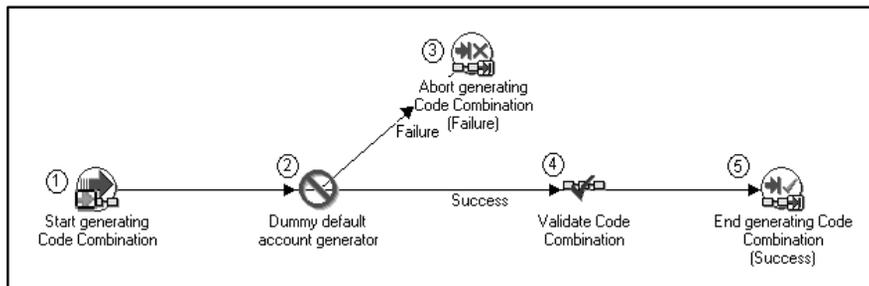
If you prefer to create a new process, copy the existing default process and change its internal name and display name. You can then modify the original default process and assign the process to the accounting flexfield structure. See: Assigning an Account Generator Process to an Accounting Flexfield Structure: page 130.

About the process attributes The workflow attributes (different from the node attributes) for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. For more information, see: Process Attributes: page 124.

About the activity nodes The Generate default account process consists of five activity nodes. In Figure 1 – 2, the process activity nodes are numbered for reference in Table 1 – 11. The numbered circles are not part of the process.

The workflow illustration and the table show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

Figure 1 – 2 Generate Default Account Process
Workflow: Project Supplier Invoice Account Generation



Number and Node	Description
1. Start Generating code combination	This standard activity node starts the process.
2. Dummy default account generator	In its original (shipped) configuration, this node returns an error message. You must replace this function with your customized procedure. The result is Success (the process branches to node 4) or Failure (the process branches to node 3).
3. Abort generating Code Combinations	This node ends the code combination process if the function in node 2 fails.
4. Validate Code Combination	This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value <i>New code combinations</i> must be set to <i>True</i> .
5. End generating Code Combination	This standard activity node ends the process.

**Table 1 - 11 Process: Generate Default Account
Workflow: Project Supplier Invoice Account Generation (Page 1 of 1)**

Process: Sample Process for Account Generation

Purpose This sample process is an example only. It illustrates how to generate accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

Note: You cannot use this sample process, even with modification, in your database. You must modify the default process.

The sample process shows how to use workflow functions and attributes to derive account code combinations. It also demonstrates several standard functions (Start, Compare Text, and Assign Value) that you can use to generate account segments.

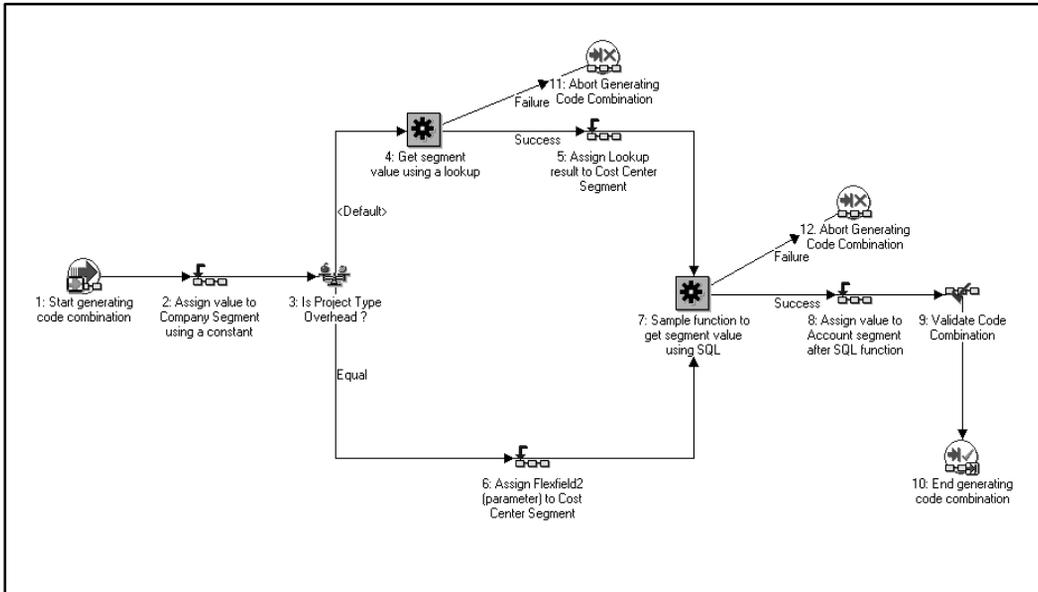
The sample also illustrates the use of SQL procedures, AutoAccounting lookup sets, workflow attributes, and constants for Supplier Invoice Account Generation.

About the process attributes The workflow attributes (different from the node attributes) for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. For more information, see: Process Attributes: page 124.

About the activity nodes The Sample Process for Account Generation consists of eleven activity nodes. In the workflow diagram in Figure 1 – 3, the process activity nodes are numbered for reference in Table 1 – 12.

The workflow illustration and the descriptive table show the Comment view. To show the Comment view in Workflow Builder, open the View menu, choose Show Label, and then choose Comments in Designer.

Figure 1 – 3 Sample Process for Account Generation
Workflow: Project Supplier Invoice Account Generation



Number and Node (Notes are in parentheses)	Description
1. Start generating code combination	This standard activity node starts the process.
2. Assign value to Company Segment using a constant	This node assigns a constant value, 01, to the Company segment.*

Table 1 – 12 Process: Sample Process for Account Generation
Workflow: Project Supplier Invoice Account Generation (Page 1 of 3)

Number and Node (Notes are in parentheses)	Description
3. Is Project Type Overhead? (Uses the Compare Text function from the standard workflow)	This node tests whether the project type is Overhead. The test value is set to the item attribute Project Type. The reference value is the constant Overhead. The result is Equal (the project type is Overhead and the process branches to node 6) or Not Equal (the project type is not Overhead and the process branches to node 4).
4. Get segment value using a lookup (Executed only if the project type is not Overhead)	<p>This node looks up the Cost Center segment. The lookup uses an AutoAccounting lookup set and an intermediate value (expenditure organization). The result is Success (the process branches to node 5) or Failure (the process branches to node 11).</p> <p>This node uses pa_acc_gen_wf_pkg.pa_seg_lookup_set_value, a function that retrieves an intermediate value from an AutoAccounting lookup set. See: Segment Lookup Set Value Function: page 128.</p>
5. Assign Lookup result to Cost Center Segment	This node assigns the value found in node 4 to the cost center segment. and then branches to node 7.*
6. Assign Flexfield2 (parameter) to Cost Center Segment (Executed only if the project type is Overhead)	If the project type is Overhead, this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.*
7. Sample function to get segment value Using SQL	<p>This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 12.</p> <p>The sample SQL package and procedure is in the file PAXTMPFB.pls (located in the Oracle Projects admin/sql directory). The SQL procedure name is pa_wf_fb_sample_pkg.pa_wf_sample_sql_fn. The procedure contains detailed documentation.</p> <p>The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, you should create and set your own attributes.</p> <p>Note: When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.</p>
8. Assign value to Account segment after SQL function*	This node assigns a the segment value derived in Node 7 to the Account segment.*

**Table 1 – 12 Process: Sample Process for Account Generation
Workflow: Project Supplier Invoice Account Generation (Page 2 of 3)**

Number and Node (Notes are in parentheses)	Description
9. Validate Code Combination	This node contains the standard flexfield function for validating a code combination. For this function to work correctly, the attribute value <i>New code combinations</i> must be set to True.
10. End generating code combination	This standard activity node ends the process.
11. Abort Generating Code Combination	If the lookup fails in node 4, this standard flexfield function ends the process. For more information, see: Account Generator in <i>Oracle Applications Flexfields Guide</i> .
12. Abort Generating Code Combination	If the sample SQL function fails in node 7, this standard flexfield function ends the code combination process. For more information, see: Account Generator in <i>Oracle Applications Flexfields Guide</i> .
*Nodes 2, 5, 6, and 8 use the Assign Value to a Segment function, which is provided by the standard flexfield workflow. For detailed information about this function, see Account Generator <i>Oracle Applications Flexfields Guide</i> .	

**Table 1 – 12 Process: Sample Process for Account Generation
Workflow: Project Supplier Invoice Account Generation (Page 3 of 3)**

Workflow: Project Expense Report Account Generator

This workflow contains two processes:

- Default Account Generator for Expense Reports
- Sample Account Generator for Expense Reports

Process: Default Account Generator for Expense Reports

Purpose This process generates account numbers for expense reports created in Web Employees and the Invoices window in Payables.

Workflow Project Expense Report Account Generator

When a user enters a project and task in an expense report in Web Employees, Web Employees calls the Default Account Generator for Expense Reports. This process returns the default CCID (code combination identifier) when the employee was defined in HR. If the employee does not have a default CCID, you will receive an error. For more information, see: Entering a New Employee *Oracle Human Resources User's Guide*. If you want to derive the account based on other criteria, modify the default process.

Because you cannot rename the workflow, you will modify the "original" process. If you prefer, you can create a new process.

► **To modify the process:**

1. Back up the workflow by copying it to a local hard disk or networked server.

Do not save the backup workflow to the database. If you do, you will overwrite the workflow in the database.

2. Modify the node Copy Values from Code Combination with your customized procedure for account generation.

Note: Do not delete a node or change the node order.

3. Update your lookup set for information you will receive from Web Employees expense reports.

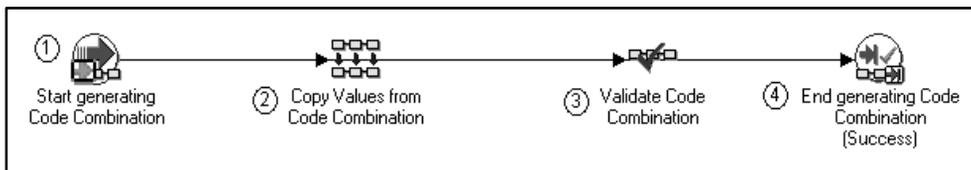
► **To create a new process:**

1. Make a copy of the default process
2. Disable the copy by changing its internal name and display name.
Now you can modify the original default process.
3. Assign the process to the accounting flexfield structure. See: Assigning a Process to a Flexfield Structure: page 130.

About the activity nodes This process consists of four activity nodes. In Figure 1 – 4, the process activity nodes are numbered for reference in Table 1 – 13. The numbered circles are not part of the process.

The workflow illustration and the descriptive table show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

Figure 1 – 4 Default Account Generator for Expense Reports



Number and Node (Notes are in parentheses)	Description
1. Start account generation	This standard activity starts the process.
2. Start generating Code Combination	This node must be customized. It generates employee account information from the employee code combination identifier.
3. Validate Code Combination	This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value <i>New code combinations</i> must be set to <i>True</i> .
4. End generating Code Combination	This standard activity node ends the process.

**Table 1 – 13 Process: Default Account Generator for Expense Reports
Workflow: Project Expense Report Account Generator (Page 1 of 1)**

About the process attributes The workflow attributes (different from the node attributes) for this workflow (item type) identify the expense report for which the process is generating a charge account number. For more information, see: Process Attributes: page 124.

Process: Sample Account Generator for Expense Reports

Purpose This sample process is an example only. It illustrates how to generate accounts for expense reports created in Web Employees or the Invoices window in Payables.

Workflow Project Expense Report Account Generator

Note: You cannot use this sample process, even with modification, in your database. You must modify the default process.

Expense reports created in Web Employees or the Invoices window in Payables may contain project or task numbers that you want to collect for Oracle Projects. This sample account generator routine generates account numbers for the projects and tasks in these expense reports.

Part of the process (the Segment Lookup Set value nodes) requires some setup in AutoAccounting. For more information, see: The Segment Lookup Set Value Function: page 128 and Using AutoAccounting with Account Generator Processes: page 132.

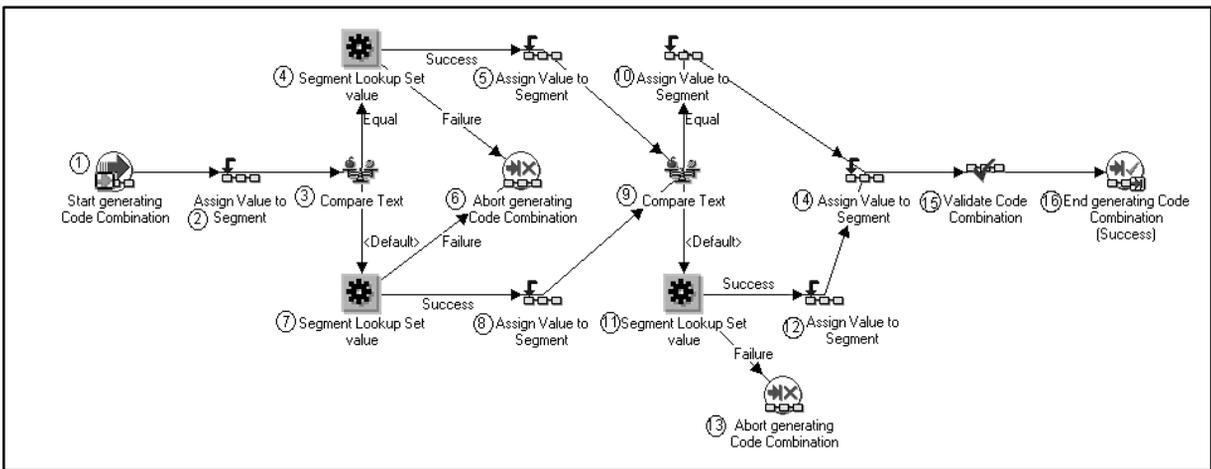
About the activity nodes The process activity nodes are numbered in Figure 1 – 5 for reference in Table 1 – 14. The numbered circles are not part of the process. Table 1 – 14 lists the attribute values for each node in the sample routine. (To display the attribute values in Oracle

Workflow Builder, double-click the node and then choose the Attributes tab.)

The workflow illustration and the descriptive table show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

About the process attributes The workflow attributes (different from the node attributes) for the Project Expense Report Account Generator workflow (item type) identify the expense report for which the process is generating a charge account number. For more information, see: Process Attributes: page 124.

Figure 1 - 5 Sample Account Generator for Expense Reports



Number and Node (Notes are in parentheses)	Attribute Values			
	Name	Value Type	Value	Type
1. Start generating Code Combination (This standard activity node starts the process.)	(none)	(none)	(none)	(none)
2. Assign Value to Segment (Use a constant.)	Segment Identifier Segment Value Replace existing value	Constant Constant Constant Constant	Name Services Company 01 True	Lookup Text Text Lookup

Number and Node (Notes are in parentheses)	Name	Value Type	Value	Type
3. Compare Text (Is the project type Cost Plus?)	Test Value Reference value	Item Attribute Constant	Project Type Cost Plus	Text Text
4. Segment Lookup Set value (If the project type is Cost Plus, use an attribute to assign the segment value to the Department segment.)	Lookup Set Value Intermediate Value	Constant Item Attribute	Organization to Dept Value Expenditure Organization Name	Text Text
5. Assign Value to Segment (If the project type is Cost Plus, use an attribute to assign the segment value to the Department segment.)	Segment Identifier Segment Value Replace existing value	Constant Constant Item Attribute Constant	Name Services Department Lookup Set Value True	Lookup Text Text Lookup
6. Abort Generating Code Combination	Error message	Item Attribute	Error Message	Text
7. Segment Lookup Set Value (If the project type is not Cost Plus, use an attribute to assign the value to the Department segment.)	Lookup Set Name Intermediate Value	Constant Item Attribute	Organization to Dept Value Project Organization Name	Text Text
8. Assign Value to Segment (If the project type is not Cost Plus, use an attribute to assign the value to the Department segment.)	Segment Identifier Segment Value Replace existing value	Constant Constant Item Attribute Constant	Name Services Department Lookup Set Value True	Lookup Text Text Lookup
9. Compare Text (Check to see if the project type is Construction.)	Test Value Reference Value	Constant Item Attribute	Construction Project Type	Text Text
10. Assign Value to Segment (If the project type is Construction, use a constant for the Account segment.)	Segment Identifier Segment Value Replace existing value	Constant Constant Constant Constant	Name Services Account 1580 True	Lookup Text Text Lookup
11 Segment Lookup Set value (If the project type is not Construction, use an attribute to assign a segment value to the Account segment.)	Lookup Set Name Intermediate Value	Constant Item Attribute	Exp Type/Indirect Cost Acct Expenditure Type	Text Text
12. Assign Value to Segment (If the project type is not Construction, assign the Expenditure Type parameter value to the Account segment.)	Segment identifier Segment Value Replace existing value	Constant Constant Item Attribute Constant	Name Services Account Lookup Set Value True	Lookup Text Text Lookup
13. Abort generating Code Combination	Error message	Item Attribute	Error Message	Text

Number and Node (Notes are in parentheses)	Name	Value Type	Value	Type
14. Assign Value to Segment (Use a constant for the Product segment.)	Segment identifier Segment Value Replace existing value	Constant Constant Constant	Name Services Product 000 True	Lookup Text Text Lookup
15. Validate Code Combination (The code combination is valid if it exists in the GL Account Number table. If the combination is invalid, go to the create a new combination and go to the FND routine.)	Validation Type New code combinations are allowed	Constant Constant	Generate Code Combination ID True	Lookup Lookup
16. End generating Code Combination (Success) (This standard activity node ends the process.)	(none)	(none)	(none)	(none)

Table 1 – 14 Process: Sample Account Generator for Expense Reports
Workflow: Project Expense Report Account Generator (Page 1 of 1)

Process Attributes

Attributes fully identify the supplier invoice or expense report for which a process generates an account number.

You can view the characteristics of each attribute and add new attributes, but you cannot modify existing attributes.

Table 1 – 15 lists the characteristics of the attributes for the default processes described in this chapter.

You can view the attributes and their characteristics in graphic format (in Oracle Workflow Builder) or in a text file (using a word processor).

► **To view the attribute characteristics in Workflow Builder:**

1. Use the Oracle Workflow Builder to open the workflow (item type) whose attributes you want to view.
2. In the Navigator window, open the directory tree by clicking the + next to the workflow.
3. Click the + next to Attributes.
4. Open the property window by double-clicking the icon for the attribute whose characteristics you want to see.

- Click the Attributes or Access tab to view different aspects of the attribute.

► **To view the attribute characteristics in a text file:**

- Use a word processor application to open the appropriate Oracle Workflow file.
 - Open PAAPINVW.wft to view the Project Supplier Invoice Account Generation workflow.
 - Open PAAPWEBX.wft to view the Project Expense Report Account Generator workflow.
- Use the find command in the word processor to locate PROJECT_ID (the internal name of the first attribute).

The word processor goes to the PROJECT_ID text. The attributes for the Project ID attribute and subsequent attributes are listed there.

Table 1 – 15 summarizes the attributes for the two workflows described in this chapter:

Supp Inv [†]	Exp Rpt [‡]	Display Name and INTERNAL NAME	Type	Length
x	x	Project Id PROJECT_ID	Number	
x	x	Task Id TASK_ID	Number	
x	x	Expenditure Type EXPENDITURE_TYPE	Text	30
x	x	Supplier Identifier VENDOR_ID	Number	
x	x	Billable Flag BILLIABLE_ID	Text	1
x	x	Project Class Code CLASS_CODE	Text	30
x	x	Expenditure Category EXPENDITURE_CATEGORY	Text	30
x	x	Direct Flag DIRECT_FLAG	Text	1

[†]Attributes of the Project Supplier Invoice Account Generation workflow

[‡]Attributes of the Project Expense Report Account Generator workflow

Table 1 – 15 Attributes for the Oracle Projects account generators (Page 1 of 4)

Supp Inv [†]	Exp Rpt [‡]	Display Name and INTERNAL NAME	Type	Length
x	x	Expenditure Item Date EXPENDITURE_ITEM_DATE	Date	
x	x	Expenditure Organization Identifier EXPENDITURE_ORGANIZATION_ID	Number	
x	x	Expenditure Organization Name EXPENDITURE_ORG_NAME	Text	60
x	x	Project Number PROJECT_NUMBER	Text	25
x	x	Project Organization Name PROJECT_ORGANIZATION_NAME	Text	60
x	x	Project Organization Identifier PROJECT_ORGANIZATION_ID	Number	
x	x	Project Type PROJECT_TYPE	Text	20
x	x	Public Sector Flag PUBLIC_SECTOR_FLAG	Text	1
x	x	Revenue Category REVENUE_CATEGORY	Text	30
x	x	Task Number TASK_NUMBER	Text	25
x	x	Task Organization Name NAME	Text	60
x	x	Task Organization Identifier TASK_ORGANIZATION_ID	Number	
x	x	Task Service Type TASK_SERVICE_TYPE	Text	30
x	x	Top Task Identifier TOP_TASK_ID	Number	
x	x	Top Task Number TOP_TASK_NUMBER	Text	25
x		Supplier Employee Number VENDOR_EMPLOYEE_NUMBER	Text	30
x		Supplier Person Identifier VENDOR_EMPLOYEE_ID	Number	

[†]Attributes of the Project Supplier Invoice Account Generation workflow

[‡]Attributes of the Project Expense Report Account Generator workflow

Table 1 - 15 Attributes for the Oracle Projects account generators (Page 2 of 4)

Supp Inv [†]	Exp Rpt [‡]	Display Name and INTERNAL NAME	Type	Length
	x	Employee Number EMPLOYEE_NUMBER	Text	
	x	Employee Identifier EMPLOYEE_ID	Text	
x	x	Supplier Type VENDOR_TYPE	Text	25
x	x	Chart of Accounts ID CHART_OF_ACCOUNTS_ID This attribute is present in all account generator item types.	Number Default is 101	
	x	Employee Account Identifier EMPLOYEE_CCID	Number	
	x	Expense Type EXPENSE_TYPE	Number	
	x	Expense Cost Center EXPENSE_CC	Text	240
	x	Calling Module CALLING_MODULE	Text	25
x	x	Lookup Set Value LOOKUP_SET_VALUE Stores the result of a lookup. See The Segment Lookup Set Value Function: page 128.	Text	25
	x	Function Transaction Code TRANSACTION_CODE	Text	30
x	x	Error Message ERROR_MESSAGE	Text	2000
x		Attribute Category and Attribute 1-15 (Invoice Descriptive Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15 These are the descriptive flexfield values entered in the Payables invoice header.	Text	150

[†]Attributes of the Project Supplier Invoice Account Generation workflow

[‡]Attributes of the Project Expense Report Account Generator workflow

Table 1 – 15 Attributes for the Oracle Projects account generators (Page 3 of 4)

Supp Inv [†]	Exp Rpt [‡]	Display Name and INTERNAL NAME	Type	Length
x		Distribution Attr Category and Distribution Attribute 1-15 (Inv Distn Desc Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15 These are descriptive flexfield values entered for each Payables invoice distribution.	Text	150
	x	Attribute Category and Attribute 1-15 (Expense Report Descriptive Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15	Text	150
	x	Expense Line Attr Category and Attribute 1-15 (Exp Line Desc Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15	Text	150

[†]Attributes of the Project Supplier Invoice Account Generation workflow

[‡]Attributes of the Project Expense Report Account Generator workflow

Table 1 – 15 Attributes for the Oracle Projects account generators (Page 4 of 4)

Using the Segment Lookup Set Value Function

The Segment Lookup Set Value function retrieves an intermediate value from an AutoAccounting lookup set. The lookup set is defined in the Oracle Projects AutoAccounting windows.

The function uses two attributes, Lookup Set Name and Intermediate Value. The segment value that results from the combination of the Lookup Set and the Intermediate Value is defined using the AutoAccounting Lookup Sets window. The function derives the segment value and assigns it to the attribute Lookup Set Value, which you can then assign to a segment using the Assign Value to Segment function.

The sample process for Project Supplier Invoice Account Generation workflow (Figure 1 – 3 on page 117) uses this function in node 4 (Get segment value using a lookup). The Lookup Set Name attribute is set to SAMPLE_LOOKUP_SET. The Intermediate Value is the Expenditure Organization Name, which is an item attribute. The function sets the Lookup Set Value attribute, which is then assigned to the Cost Center segment in Node 5.

Testing a Customized Process

You should test any process before using it on a production database. To test a process, call the appropriate function in a PL/SQL block. There are two test processes, one for invoices (**pa_acc_gen_wf_pkg.pa_inv_generate_account**) and one for expense reports (**pa_acc_gen_wf_pkg.ap_er_generate_account**).

Table 1 – 16 lists the function parameters.

For an example of how to test this function, see the procedure **pa_wf_fb_sample_pkg.test_ap_inv_account** in the file PAXTMPFB.pls in the admin/sql directory.

The return value is BOOLEAN. If the function returns the value *FALSE*, an error has occurred during account generation. Use the value in **X_ERROR_MESSAGE** to determine the error message.

If the value of **X_RETURN_CCID** is *-1*, the code combination that was created uses rules that do not yet exist.

Parameter Name	Type	Mode
P_PROJECT_ID	NUMBER(15)	IN
P_TASK_ID	NUMBER(15)	IN
P_EXPENDITURE_TYPE	VARCHAR2(30)	IN
P_VENDOR_ID	NUMBER	IN
P_EXPENDITURE_ORGANIZATION_ID	NUMBER(15)	IN
P_EXPENDITURE_ITEM_DATE	DATE	IN
P_BILLABLE_FLAG	VARCHAR2(1)	IN
P_CHART_OF_ACCOUNTS_ID	NUMBER	IN
P_ATTRIBUTE_CATEGORY ¹	VARCHAR2(150)	IN
P_ATTRIBUTE1 through P_ATTRIBUTE15 ¹	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE_CATEGORY ²	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE1 through P_DIST_ATTRIBUTE15 ²	VARCHAR2(150)	IN
X_RETURN_CCID	NUMBER(15)	OUT
X_CONCAT_SEGS	VARCHAR2	OUT

Table 1 – 16 Parameters for the Test Function (Page 1 of 2)

Parameter Name	Type	Mode
X_CONCAT_IDS	VARCHAR2	OUT
X_CONCAT_DESCRS	VARCHAR2	OUT
X_ERROR_MESSAGE	VARCHAR2	OUT
¹ Descriptive flexfield values from each Payables invoice header ² Descriptive flexfield values from each each Payables invoice distribution		

Table 1 – 16 Parameters for the Test Function (Page 2 of 2)

Assigning a Process to a Flexfield Structure

If you changed the name of a default or sample account generator process, use the Account Generator Processes window (in the Flexfields application) to associate the new name with the appropriate flexfield structure and workflow (item type). For more information, see: *Choosing the Process for a Flexfield Structure (Oracle Applications Flexfields Guide)*.

If you have not changed the name, you do not need to perform this step.

Setting the Profile Option

The Account Generator: Purge Runtime Data profile option indicates whether to purge the data used to build account combinations as soon as the account generator has completed.

For best performance, set this profile option to No and then purge the runtime data in a separate operation. Setting the profile option to No retains (in the Oracle Workflow tables) the data used by the account generator to generate code combinations. To purge the data, run the Purge Obsolete Workflow Runtime Data program after the account generator process has executed successfully. The system administrator can add this program to a request security group.

Setting this profile option to Yes purges the Oracle Workflow data as soon as the account generator has completed, but may slow the performance of the account generator.

Users can see and update this profile option.

This profile option is visible and can be updated at all levels.

For more information, see: Shared Profile Options *Oracle Projects User's Guide* and Test Your Account Generator *Oracle Applications Flexfields Guide*.

Using AutoAccounting with Account Generator Processes

Both the account generation processes in Oracle Workflow and AutoAccounting in Oracle Projects can create account numbers dynamically, based on transactions in Oracle Projects. This section compares account generators to AutoAccounting, and provides directions for:

- Assigning a constant or lookup value to a segment
- Assigning an attribute parameter to a segment
- Deriving a segment value
- Learning more about SQL functions to generate account codes

The differences between the two methods are summarized in the following table:

Account Generator (Workflow) Terms or Functionality	Equivalent in AutoAccounting
Workflow or Item Type	Function
Process	Defining and assigning rules to segments
Attribute	Parameter
Assigning a constant to a segment	Assigning a constant AutoAccounting rule to a segment
Assigning an attribute parameter to a segment	Assigning an AutoAccounting rule that uses a parameter, which becomes the segment value (a lookup set is not used)
Assigning a lookup set value to a segment	Assigning an AutoAccounting rule that passes a parameter to a lookup set to determine the segment value
Deriving a segment value by using SQL statements or If conditions	Using an AutoAccounting rule that derives the intermediate value or segment value via a SQL statement.

See Also

Converting from FlexBuilder *Oracle Applications Flexfields Guide*

Assigning a Value to a Segment

You can use an account generator to assign either a constant or lookup set value to a segment.

Assigning a lookup set value to a segment uses an AutoAccounting rule that passes a parameter to a lookup set. This function is used in node 4 of the sample process shown in Figure 1 – 3 on page 117.

► **To assign a constant value to a segment:**

1. Select the Assign Value to Segment function in the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect the function to the prior and subsequent steps.
3. With the Assign Value to Segment function still highlighted, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab and enter values for each attribute.
6. For the Value attribute, select Constant as the Value Type. Enter the constant under Value.

► **To assign a lookup set value to a segment:**

1. Open the the workflow (item type) and then open your process.
2. In the Navigator, open Functions for your workflow. Select the Segment Lookup Set Value function and drag it to your account generation process.
3. Connect the function to the prior and subsequent steps.
4. With the Segment Lookup Set Value function still highlighted, choose Properties from the Edit menu.
5. Choose the Attribute Value tab and then select Lookup Set Name.
6. In the Value field, type the name of the lookup set that you want to use.
7. Select Intermediate Value. Choose Item Attribute from the list of values in the pop-up list to the left of the Value field.
8. For Value, choose an item from the list of values.

9. Assign a value to the segment. For more information, see:
Assigning an Attribute Parameter to a Segment: page 134

For detailed information about assigning lookup set values, see Account Generator *Oracle Applications Flexfields Guide*.

Assigning an Attribute Parameter to a Segment

This section describes how to use an account generator to assign an attribute parameter to a segment.

- ▶ **To assign an attribute to a segment:**
 1. Select the Assign Value to Segment function from the Standard Flexfield workflow and then drag it to your account generation process.
 2. Connect this function to prior and subsequent steps.
 3. With the Assign Value to Segment function still selected, choose Properties from the Edit menu.
 4. In the Comment field, describe the action being performed (optional).
 5. Select the Attribute Values tab.
 6. For the Value attribute, select Item Attribute as the Value Type. Then select the attribute whose value will be assigned to the segment.

For detailed information about this function, see: Account Generator *Oracle Applications Flexfields Guide*.

Deriving a Segment Value

SQL statements derive segment values using if/then logic. Node 7 in Figure 1 – 3 on page 117 uses a SQL function.

For more information, see: SQL Functions: page 135.

SQL Functions

You must follow workflow standards when writing SQL procedures to generate account codes. Within the procedure code, use calls to the standard workflow functions to retrieve the required attributes. The final value determined by the procedure is copied into one of the attributes. The value can be then assigned to a segment.

A SQL function is illustrated in node 7 of the sample process in the Project Supplier Invoice Account workflow. See: Sample Process for Account Generation: page 116.

See Also

Overview of AutoAccounting *Oracle Projects User's Guide*

Oracle Applications Flexfields Guide

Integrating Expense Reports with Oracle Payables

Expense reports containing project and task information can be entered in Oracle Projects, Oracle Web Employees, or Oracle Payables.

This section describes how to ensure that transactions resulting from project-related expense reports are properly accounted for, and covers the following topics:

- Overview
- Setting up in Payables and Oracle Projects: see page 138
- Processing expense reports created in Oracle Projects: see page 140
- Processing expense reports created in Web Employees: see page 146

Overview

Expense report data created in Oracle Projects or Web Employees is sent to Payables. Payables creates invoices from the expense reports, maintains and tracks payment, and then sends the accounting transactions to Oracle General Ledger. Once these tasks are accomplished, expense reports containing project and task information can be sent to Oracle Projects.

Exactly how the transactions created by expense reports are ultimately posted to General Ledger depends on how the expense report was created originally.

Expense reports created or entered in Oracle Projects

All expense reports created in Oracle Projects contain project and task information. Expense reports entered using one of the following methods must be sent to Payables (for invoice creation and payment) and then tied back to Oracle Projects:

- Entered in Oracle Personal Time and Expense and then uploaded to Oracle Projects
- Imported into Oracle Projects from an external source, such as a third-party application
- Entered in the project time and expense windows within Oracle Projects. For more information about this method of entering expense reports, see: *Oracle Project Time and Expense Entry Documentation Supplement*.

Expense reports entered in Web Employees

Employees can include project and task information in an expense report created in Oracle Web Employees. (Click the Enter Receipts tab to display the window containing the Project Number and Task Number fields. The window displays these fields if you select an expense type that is associated with an Oracle Projects expenditure type.)

Expense reports entered in Web Employees must be sent to Payables and then to Oracle Projects. These expense reports have an expenditure type class of Expense Report. Expense reports entered in Web Employees do not need to be tied back to Oracle Projects.

For more information, see: Entering Project-Related Web Employees Expense Reports: page 5.

Expense reports entered in Payables

You can enter project and task information on expense reports in the Invoices window (enter Expense Report in the Type field).

Note: The supplier must be an employee. Otherwise, the project-related information will not be interfaced to Oracle Projects.

These expense reports entered in the Invoices window are assigned an expenditure type class of Expense Report and are processed similarly to expense reports entered in Web Employees.

The Expense Report window in Payables does not record project information for expense report lines. Use the Invoices window instead.

Note: This chapter does not describe how expense reports entered in Projects are processed. For more information, see: *Oracle Payables User's Guide*.

For all expense reports

You can use standard reports to track your expense reports as the expense report information moves from one application to another.

You can also use Payables features to create advances (prepayments) and adjustments, and then apply them against Oracle Projects expense reports and invoices in Payables. See: Advances and Prepayments: page 150 and Adjusting Expense Reports: page 152.

See Also

Overview of Oracle Personal Time and Expense: *Oracle Projects User's Guide*

Transaction Import: *Oracle Projects User's Guide*

Oracle Project Time and Expense Entry Documentation Supplement

Setting Up in Payables and Oracle Projects

Before you can interface project-related expense reports between Oracle Projects, Payables, and Web Employees, you must carry out certain tasks.

- In Payables:
 - Define employees as suppliers
 - Accept or override the employee address
 - Determine the expense report cost account
- In the System Administrator responsibility, set profile options (optional)

Define employees as suppliers

Before Payables can create invoices for an employee's expense reports, the employee must be defined as a supplier. You can either enable Payables to create a supplier automatically for employees lacking a supplier record or enter the employee manually as a supplier in the Suppliers window.

If an employee is not a supplier, Payables does not create an invoice and lists the expense report as an exception.

- ▶ **To define employees as suppliers:**
 1. In Payables, open the Payables Options window.
Navigate to Setup> Options> Payables> Payables Options.
 2. From the alternative area, choose Expense Report.
 3. Select Automatically Create Employee as Supplier.

Accept or override the employee address

Payables sends the reimbursement to the employee's default address (Home or Office), which is set for the employee in HR. You can override the Home or Office setting in the Expense Reports window in Payables.

Payables uses the same value when creating a supplier record.

Determine the expense report cost account

For expense reports entered in Oracle Projects and adjustments made to those expense reports, Oracle Projects uses AutoAccounting (not the employee's default expense account) to determine the expense report cost account.

For expense reports entered in Web Employees and the Invoices window, an account generator (the Project Expense Report Account Generator, a process in Oracle Workflow) determines the expense account for each transaction that includes project and task information. The Default Account Generator for Expense Reports process used the CCID (code combination identifier) entered for the employee in Human Resources.

For more information about account generators, see: *Using the Account Generator in Oracle Projects* on page 111. For more information about AutoAccounting, see: *AutoAccounting and the Account Generator Oracle Projects User's Guide*.

Set profile options (optional)

Using the System Administrator responsibility, open the System Profile Values window and set the following profile options:

- PA: Summarize Expense Report Lines specifies whether lines in expense reports created in Oracle Projects are summarized by code combination ID when you interface the expense reports to Payables.
- PA: Allow Project Time and Expense Entry specifies whether a user can enter project-related transactions in Web Employees. For more information, see: *Profile Option—PA: Allow Project Time and Expense Entry*: page 104.
- PA: Expense Report Invoices Per Set specifies the number of Payables invoices to process each time the Interface Expense Reports from Payables (a Payables process) is run. For more

information, see Profile Option—PA: Expense Report Invoices Per Set: page 105.

See Also

Implementing Oracle Payables for Projects Integration: *Oracle Projects User's Guide*

Updating Profile Options for Integration with Other Products: *Oracle Projects User's Guide*

Setting Up Employees and Organizations: *Oracle Projects User's Guide*

Processing Expense Reports Created in Oracle Projects

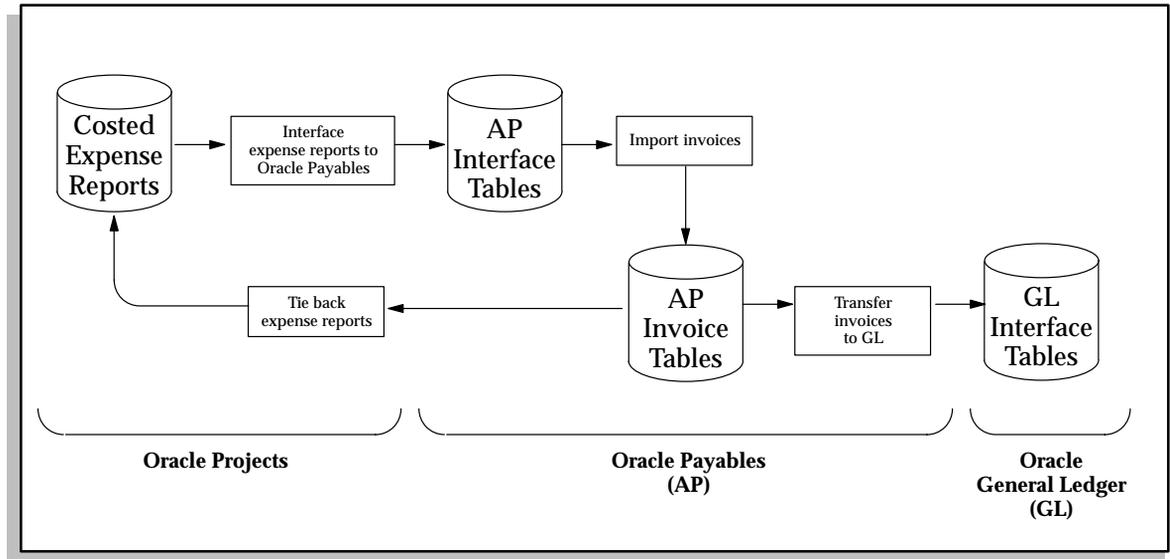
To prepare for interfacing expense reports created in Oracle Projects, you must first distribute the expense report costs. Then, you can send the costed expense reports to Payables whenever you are ready and as many times during an accounting period as you want.

This section covers the following topics:

- Distributing expense report costs: see page 141
- Sending expense reports to the Payables interface tables (using the Interface Expense Reports to Payables process): see page 141
- Importing the expense report information in the tables (using the Payables Invoice Import program) to create invoices and invoice distribution lines: see page 142
- Tying back both accepted and rejected expense reports to Oracle Projects (using the Tieback Expense Reports from Payables process): see page 144
- Submitting the interface streamline processes: see page 145
- Transferring invoices to General Ledger (using the Payables Transfer to General Ledger program): see page 146

Figure 1 – 6 illustrates the processing flow.

Figure 1 – 6 Processing expense reports created in Oracle Projects



Distributing Expense Report Costs

You must run the Distribute Expense Report Costs process before you interface expense reports with Payables. This process groups expenditure items into batches of expense reports and determines the expense account held in the cost distribution line.

Process: Interface Expense Reports to Payables

Note: There are two processes with very similar names. This process sends expense report information *to* Payables.

This process collects eligible costed expense reports in Oracle Projects and sends them to the Payables interface tables. Once loaded onto these interface tables, the expense reports await further processing by the Payables Invoice Import program.

When you send invoices to Payables, Oracle Projects sets the purgeable flag for each expense report in Payables to *No*.

This process also sends costed adjustments to Web Employees expense reports that you interfaced from Payables. Payables loads these adjustments into the Payables invoice tables automatically, so you do not need to run the Payables Invoice Import program.

Before you interface expense reports to Payables, run the PRC: Distribute Expense Report Costs process to distribute costs for any adjustments you have made.

Note: If expense reports from any source fail to post to Payables, you may need to redistribute costs (using the PRC: Distribute Expense Report Costs process) before you send the expense reports to Payables again.

For more information, see: Interface Expense Reports to Payables *Oracle Projects User's Guide*.

How the accounting period is determined

The GL Date of the expense report cost determines the accounting period in which a transaction is posted to a general ledger account. In Oracle Projects, the GL Date for costs is the end date of the earliest open or future GL Period that is on or after the latest PA Date of the cost distribution lines included in an expense report. All cost distribution lines for an expense report are sent together to Payables and use the same GL date. This GL date becomes the GL date of the invoice in Payables.

For more information, see: Date Processing in Oracle Projects *Oracle Projects User's Guide*.

How the liability account is determined

The Interface Expense Reports to Payables process uses AutoAccounting to determine the liability account when the expense reports costs are distributed. (Oracle Projects does not use the employee's default expense account.) The process sends the accounting transactions for expense reports to the Payables interface tables.

Reports

Oracle Projects prints a report that lists the interfaced and rejected expense reports. Correct the rejected expense reports and resubmit them to Payables.

Program: Payables Invoice Import

Payables Invoice Import is a Payables program. For complete information about the program, see: Payables Invoice Import Program *Oracle Payables User's Guide*.

The Payables Invoice Import program creates invoices and invoice distribution lines from Oracle Projects expense report information that you load into Payables interface tables. Payables imports the expense report data into Payables invoice tables.

Note: Payables Invoice Import does not call Workflow. If you manually populate the invoice import tables, you must supply the accounting flexfield information.

If you submit the program from Payables, you must specify a source of *Oracle Projects*. Leave the batch name and GL date blank. You can also use one of the Oracle Projects streamline options to submit the Payables Invoice Import program from Payables.

Payables identifies invoices you create from Oracle Projects expense reports with a source of *Oracle Projects*.

Adjustments are a special case. You do not need to run Payables Invoice Import for adjustments to expense reports already interfaced or tied back from Payables.

Prerequisites

- Enter expense reports in Oracle Projects.
- Run the Oracle Projects PRC: Distribute Expense Report Costs process to calculate the amount and generate accounts.
- Submit Oracle Projects PRC: Interface Expense Reports to Payables process to transfer expense reports to the Payables Invoice Interface Tables.
- If the Automatically Create Employee As Supplier option is not enabled in Payables, manually enter the employee as a supplier in the Supplier window.

► **To import invoices:**

1. In the Submit Request window, choose the Request Type and select Payables Invoice Import.
2. Enter the report parameters.

Do not enter a batch name or a GL date field. Select Oracle Projects for the source.

If you want to purge expense reports from the Invoice Import Interface Tables, enter the date criteria you want Payables to use. Payables will delete all Oracle Projects expense reports that were

entered before this date and have already been imported and tied back to the original expense report in Oracle Projects.

3. Choose OK.

When the program is complete, you can query the new invoices in the Invoices window. The new invoices are ready for approval and payment.

Payables creates invoices with the following attributes:

Attribute	Description
Type	Expense report
Supplier Name	Employee name
Invoice Date	Week ending date
Invoice Number	The expenditure batch name from Oracle Projects appended to a unique identifier for the expense report
Invoice Distributions	Based on cost distribution of expense report items. Each invoice distribution in Oracle Projects includes expenditure item information, such as project information, amount, and account coding.
Invoice Liability Account	Based on AutoAccounting rules in Oracle Projects
Scheduled Payments	Based on payment terms defined in the Payables Options window
Payment Method	Method from the Financial Options window
Income Tax Type	For federally reportable 1099 suppliers, Payables, the income tax type for each invoice distribution

4. In Oracle Projects, run the PRC: Tieback Expense Reports from Payables process.

Reports

Oracle Projects prints a report that lists the interfaced and rejected expense reports. Correct the rejected expense reports and resubmit them to Payables.

Process: Tieback Expense Reports from Payables

This process creates a link between the expense report in Oracle Projects and the invoice in Payables, but does not tie back the invoice

details. (To view details, drill down in the Expenditures Inquiry window. You can also query the invoice in the Invoices window in Payables.)

The tieback process identifies expense reports rejected by Payables Invoice Import. Correct the rejected expense reports and send them to Payables again.

Tying back the invoices causes Oracle Projects to update the purgeable flag for each expense report in the Payables interface tables from *No* to *Yes*.

For more information, see: Tieback Expense Reports from Payables: *Oracle Projects User's Guide*

Reports

Oracle Projects prints a report that lists the interfaced and rejected expense reports. Correct the rejected expense reports and resubmit them to Payables.

Submitting the Interface Streamline Processes

A streamline process submit two or more one processes in one step. You can use streamline processes to interface expense reports to Payables, import the invoices, and tie back the invoices to Oracle Projects.

If you need to perform a single function, such as interfacing expense reports, you can use an individual process.

A streamline process submits each process sequentially.

► **To submit a streamline process:**

1. Open the Submit Request window.
2. For Submit Request, select PRC: Submit Interface Streamline Processes option
3. Choose one of the following streamline options:

DXES	Distribute and Interface Exp Report Costs to AP ¹
DXEU	Distribute and Interface Exp Report Costs to AP ²
XES	Interface Expense Report Costs to AP ¹
XEU	Interface Expense Report Costs to AP ²

DTE	Distribute and Transfer Expense Report Costs to AP
ITES	AP Invoice Import ¹ and Tieback Expense Reports
ITEU	AP Invoice Import ² and Tieback Expense Reports
¹ Summarized reports that display expense report lines summarized by code combination ID. See: PA: Summarize Expense Report Lines <i>Oracle Projects User's Guide</i> . ² Detailed report processes that generate an invoice distribution in Payables for each detail expense report cost distribution line	

For more information about streamline requests and options, see: *Submitting a Streamline Request Oracle Projects User's Guide*.

As noted in step 3, you can run either summarized or detailed reports. You must use the same report mode, either summarized or detailed, to interface expense report costs to Payables and then tie back those expense reports, regardless of whether you submit a streamline process or an individual process.

Some processes use a lot of system resources, so do not run streamline processes that distribute costs (DXES, DXEU and DTE) during critical processing times. Instead, run the distribution processes separately, and then run the interface and tieback streamline processes later.

Program: Payables Transfer to General Ledger

After the Payables Invoice Import program creates invoices, and you approve and pay them in Payables, use the Payables Transfer to General Ledger program to send the invoice information to General Ledger interface tables.

In General Ledger, you post the invoice interface data to update your account balances. For detailed information about posting journals, see: *Payables Transfer to General Ledger (Posting) Oracle General Ledger User's Guide*.

Processing Expense Reports Created in Web Employees

Note: Except as noted, the information in this section also applies to expense reports created in the Invoices window (in Payables).

Expense reports created in Oracle Web Employees go directly to the Payables interface tables, making it unnecessary to run the Interface Expense Reports to Payables process. Payables then creates the

appropriate accounting transactions, some of which result from expense reports that contain project and task information. Payables creates these project-related transactions based on business rules you defined in the Project Expense Report Account Generator workflow.

You do not need to tie back project-related expense reports entered in Web Employees. The Interface Expense Reports from Payables process brings expense report details into Oracle Projects for expense reports created in Web Employees.

You can adjust expense reports entered in Web Employees in either Payables or Oracle Projects. You can also transfer or split expense report items (net zero adjustments), recost the expense reports, and then send the information to Payables. Payables ultimately posts these adjusted transactions to General Ledger. For more information, see: *Adjusting Expense Reports*: page 152.

Note: You can view expense report costs as commitments before you interface the costs to Oracle Projects. (This is similar to viewing supplier invoice costs as commitments.) For more information, see *Commitment Reporting in Oracle Projects User's Guide*.

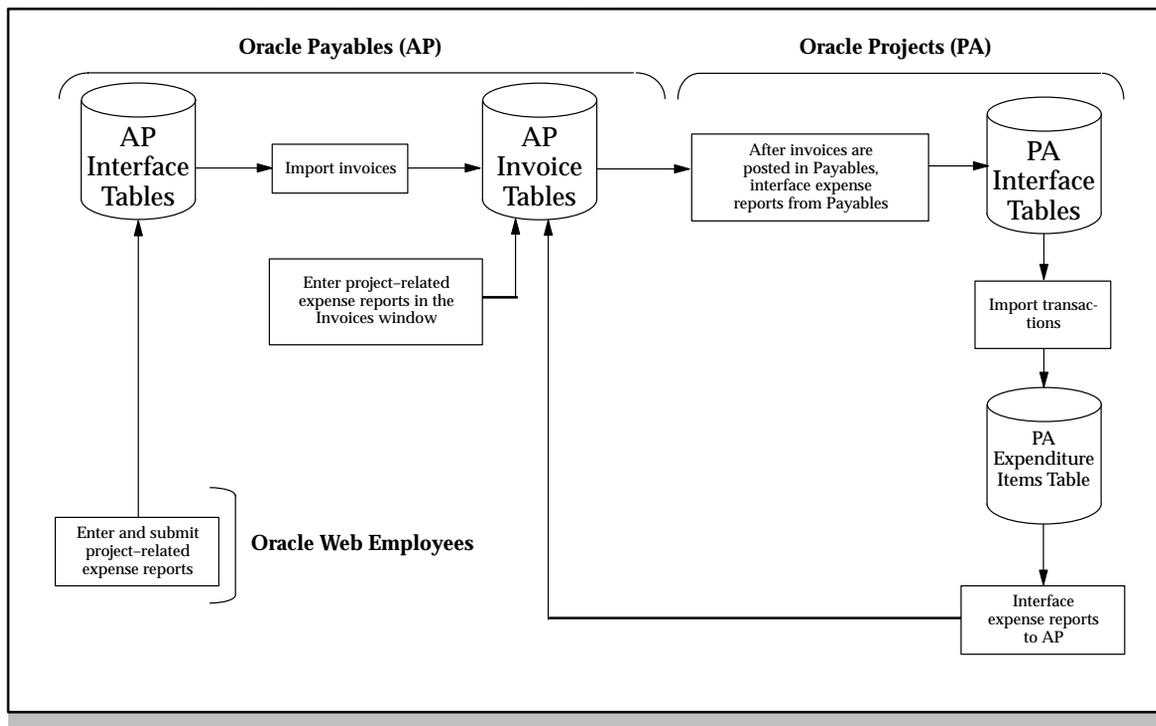
Expense reports submitted in Web Employees are routed according to the AP Expense Report workflow (item type). For more information, see *Expense Reporting Workflow*: page 9.

This section covers the following topics:

- Importing the expense report into the Payables Invoice table (using the Payables Invoice Import program in Payables): see page 148
- Interfacing invoices to Oracle General Ledger (using the Payables Transfer to General Ledger program): see page 149
- Create pre-approved expense report batches from expense reports entered in Web Employees (using the Interface Expense Reports from Payables process): see page 149

Figure 1 – 7 illustrates the processing flow.

Figure 1 – 7 Processing expense reports created in Web Employees



See Also

Generating Accounts for Oracle Payables: page 112

Entering Project-Related Web Employees Expense Reports: page 5

Payables Invoice Import Program *Oracle Payables User's Guide*

Program: Payables Invoice Import

Note: You do not need to run this program for expense reports entered in the Invoices window. These expense reports are saved directly to the Payables invoice tables.

The Payables Invoice Import program processes expense reports created in Web Employees as well as those entered in Oracle Projects and interfaced to Payables.

Payables identifies invoices created from Web Employees expense reports with a source of *Self Service*.

Adjustments to expense reports created in Web Employees or the Invoices window (in Payables) are loaded directly into the AP invoice tables. You do not need to run Payables Invoice Import, either as an individual process or as part of the streamline interface processes ITES and ITES.

For prerequisites and procedures for importing project-related expense reports from Web Employees, including , see: Payables Invoice Import Program: page 46

Program: Payables Transfer to General Ledger

After the Payables Invoice Import program creates invoices, and the invoices (expense reports) are approved and paid in Payables, use the Payables Transfer to General Ledger program to send the invoice information to the General Ledger interface tables.

In General Ledger, you post the invoice interface data to update your account balances. For detailed information about posting journals, see: Payables Transfer to General Ledger (Posting) *Oracle General Ledger User's Guide*.

Process: Interface Expense Reports from Payables

Note: There are two processes with very similar names. This process gets expense report information *from* Payables.

After you post the invoice distribution lines to General Ledger, use the Interface Expense Reports from Payables process to import the invoice to Oracle Projects. This process calls the Transaction Import process, which loads project-related invoice distribution lines, calculates the burden amounts for the appropriate imported raw costs, and creates a pre-approved expense report batch in Oracle Projects, based on the project-related invoice distribution lines.

After you post the invoice distribution lines to General Ledger, use the Interface Expense Reports from Payables process to import the invoice to Oracle Projects. This process calls the Transaction Import process, which:

- Loads project-related invoice distribution lines
- Calculates the burden amounts for the appropriate imported raw costs

- Creates a pre-approved expense report batch in Oracle Projects, based on the project-related invoice distribution lines

Note: The process does not import descriptive flexfield information entered in Web Employees or Payables.

Oracle Projects generates transactions with a source of *Oracle Payables*. The Allow Adjustments option is enabled for the Oracle Payables source, but only net zero adjustments are allowed. You cannot reverse or recalculate burdened costs.

For information about the process parameters, see Process—Interface Expense Reports from Payables: page 106.

Prerequisites

Before you run this process:

- Enter expense reports in Web Employees or the Invoices window.
- Make sure that employees are designated as suppliers. (If they are not, the interface program will not import the invoice). Conversely, suppliers must be employees. See: *Setting Up in Payables and Oracle Projects*: page 138.
- Run the Payables Transfer to General Ledger program in Payables. For more information, see: *Program: Payables Transfer to General Ledger*: page 146

Reports

This process prints a report that lists the interfaced and rejected invoice distribution lines, as well as a summary of the total number and cost of the distribution lines.

Correct the rejected invoice distribution lines (refer to the rejection reasons shown on the report), and then resubmit the process.

Advances and Prepayments

After an expense report is loaded into Payables, you can create prepayments and then use Payables to apply them against Oracle Projects expense reports. An advance, or prepayment, refers to funds advanced to an employee for travel or other expenses. When an employee incurs an expense and submits an expense report, you reduce

the amount of the reimbursement by applying outstanding prepayments to it.

You can apply prepayments to an expense report when the expense report is in the Payables interface tables or when the expense report is loaded in Payables as an invoice.

► **To apply prepayments to expense reports:**

1. Use Payables to enter a prepayment, approve it, and pay it (see below).
2. Enter and approve the expense report in Oracle Projects and then release the expense report batch.
3. Distribute expense reports and interface them to Payables using Oracle Projects processes.

You can use the DTE Distribute and Interface Expense Report Costs to AP streamline option.

4. Apply the prepayment to an expense report using the Expense Report window in Payables (see below).
5. Run the Payables Invoice Import program and tie back invoices from Payables to Oracle Projects. You can use either of the following Oracle Projects interface streamline options:
 - ITES: AP Invoice Import and Tieback Expense Reports
 - ITEU: AP Invoice Import (Unsummarized Report) and Tieback Expense Reports.
6. Review invoices and payments in Payables.

When you enter a prepayment, Payables automatically creates invoice distributions and a scheduled payment. After you pay a prepayment, you can apply the paid amount to an expense report or invoice to reduce the amount you owe. Payables automatically creates reversing distribution and payment schedule lines and updates the remaining amount of the prepayment.

Use the Invoices window in Payables to create and approve prepayments. You must approve and pay a prepayment before you can apply it to an invoice. You can use the Payments window in Payables to pay a prepayment.

Use the Expense Report window in Payables to apply a prepayment or enter a hold against an expense report. You can apply prepayments and holds to expense reports after you interface expense reports into Payables, but before you run Payables Invoice Import and create

invoices from the expense reports. You cannot change any information for an Oracle Projects expense report in the Expense Report window; you can only apply prepayments or holds.

You can also apply prepayments and holds to expense reports after you run Payables Invoice Import when the expense reports are invoices in Payables.

For more information, see: Prepayments *Oracle Payables User's Guide*

Adjusting Expense Reports

How you adjust an expense report depends on which application was used to create it.

Note: Adjustments interfaced *to* Payables appear on the same invoice in Payables. Adjustments interfaced *from* Payables appear in a separate expense report batch.

Adjusting expense reports created in Oracle Projects

If you created an expense report in Oracle Projects, you should generally make the adjustments in Oracle Projects. You can adjust an expense report in Oracle Projects at any time, but you cannot interface adjustments to Payables until an invoice exists in Payables and you have run the tieback process.

Interfacing expense reports links adjusting transactions in Oracle Projects to the corresponding invoice in Payables. This linkage allows you to reconcile all project-related expense reports in Payables, and accurately account for your cash books if you use Cash Basis Accounting.

Adjusting expense reports created in Web Employees

Note: The information in this section also applies to expense reports created in the Invoices window (in Payables).

Expense reports created in Web Employees and the Invoices window can be adjusted in both Oracle Projects and Payables:

- In Oracle Projects, you can transfer or split expense lines (net zero adjustments). You cannot reverse expenditure items or recalculate burdened costs.

- In Payables, you can:
 - Modify line amount, project, task, or expense types by reversing existing invoice distribution lines and then creating new ones
 - Cancel the invoice completely

Before you can make adjustments in Oracle Payables or cancel an invoice in Payables, each application checks for outstanding adjustments or cancellations in the other. If outstanding adjustments exist, you must interface the adjustments before continuing.

You cannot adjust a Web Employees expense report if any of the following conditions are true:

- The invoice has been cancelled in Payables
- Adjustments made to this invoice in Payables have not been sent to Oracle Projects
- The item has been fully or partially prepaid
- The invoice has been fully or partially paid and either the Allow Adjustments to Paid Invoices option is disabled, or discount payment distributions have been associated with the invoice
- You are using cash basis accounting

For more information, see: *Entering Invoices Oracle Payables User's Guide*.

Purging Expense Reports

After you create invoices in Payables and then tie them back, you can create more space in your database by purging imported Oracle Projects expense reports from the Payables interface tables. To do so, identify the date through which you want to purge expense reports when you submit Payables Invoice Import. Payables purges the expense reports during the import process.

For expense reports created in Web Employees, you can have the Payables Invoice Import program purge imported information. The purge occurs after the program creates invoices from expense report information and the tieback process is complete.

It is a good practice to purge expense reports periodically.

Viewing Expense Reports in Oracle Payables

After you successfully send expense reports to Payables and run the Payables Invoice Import program, each expense report in Payables is converted to a Payables invoice. You can view these expense reports in Payables (just as you can any other invoice), as well as in Oracle Projects.

To view invoices that have been created from Oracle Projects expense reports, open the Invoices or Distributions window, query the project, task, and expenditures. In other windows, query the information that Oracle Projects passes to Payables:

- The employee name becomes the supplier name. The name appears in uppercase when it is generated by the system in Payables.
- The week ending date, or expenditure ending date, becomes the invoice date in Payables.
- The total expense report cost becomes the total invoice amount in Payables.

For each invoice distribution in Payables, you can also view information for each expenditure item, such as the project information, the amount, and the account coding.

To query the payment status of an employee's expense report, use the Find Invoices window and query by supplier name and invoice date. See Example: Finding an expense report: page 155.

Note: You can use the Expense Report window in Payables to view expense reports submitted from Web Employees. The window also displays expense reports interfaced from Oracle Projects to Payables. Note that the Expense Report window does not display project and task information.

Interpreting invoice numbers

For expense reports entered in Oracle Projects, the invoice number is the expenditure batch name (from Oracle Projects) plus an expense report identifier. For example, the invoice number EX-DEN-125 R11-DEC-95 12:00:00-1000 is an invoice that was processed in the expenditure batch of EX-DEN-125 R11-DEC-95 12:00:00, which is identified by the number 1000.

Interpreting expense report batch names

For expense reports entered in Oracle Projects, the expenditure batch name is a concatenation of the expenditure batch parameter, the type of batch, and the creation date and time.

If you do specify an expenditure batch parameter when you submit the Distribute Expense Report Costs process, the batch name prefix is *ALL*. The letter R represents a regular expense report batch, and the letter A represents an adjusted expense report batch. For example, a regular expense report batch could be named ALL R16-SEP-98 14:46:05 and a specific batch could be named EX-HQ-D523 A16-SEP-98 12:00:05.

Example: Finding an expense report

Your employee, Amy Marlin, wants to know the status of an expense report that she submitted on October 1, 1998. The expenditure ending date of her expense report was 15-SEP-1998. Expense reports are submitted to the local accounting staff for entry into Oracle Projects. You don't know when the expense report was entered in Oracle Projects or sent to Payables.

In Payables, open the Find Invoices window by navigating to Invoices > Inquiry > Invoices. In the Find Invoices window, enter "%Marlin%" in the supplier name field. Enter invoice dates beginning September 1, 1998. Choose the Find button.

The Invoices window displays all of Amy Marlin's expense reports with expenditure ending dates after August 31, 1998 that have been sent to Payables. You will see if the expense report is in Payables, and has been posted to General Ledger, approved, and paid. You can also drill down to the individual distribution line items and see project information.

If the Invoices window does not display the expense report, check to see if the expense report has been sent to Payables but not yet imported. Open the Expense Report window by navigating to Invoices > Entry > Expense Reports. You can query by Employee Name or Number.

See Also

Reviewing Invoices *Oracle Payables User's Guide*

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