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Oracle® Self–Service Expenses

Implementation Guide

Release 11*i*

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Oracle[®] Self-Service Expenses Implementation Guide

RELEASE 11*i*

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Oracle® Self-Service Expenses Implementation Guide Release 11*i*

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Preface

Welcome to Release 11*i* of the *Oracle Self-Service Expenses Implementation Guide*.

This manual includes the information you need to implement Self-Service Expenses. It contains detailed information about the following:

- Overview and reference information
- Self-Service Expenses implementation suggestions
- Specific tasks you can accomplish using Self-Service Expenses
- Self-Service Expenses functions and features
- Self-Service Expenses system setup

The preface explains how this manual is organized and introduces other sources of information that can help you.



Audience for This Manual

This manual assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Self-Service Expenses
- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide*.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Manual

This manual contains the information you need to understand and use Oracle Self-Service Expenses.

This preface explains how this manual is organized and introduces other sources of information that can help you. This manual contains the following chapters:

- Chapter 1 provides a general overview of Self-Service Expenses.
- Chapter 2 contains a checklist for setting up your Self-Service Expenses system.
- Chapter 3 explains how to set up Oracle Self-Service Expenses.
- Chapter 4 tells you how to use the Oracle Self-Service Expenses client extensions. These client extensions enable you to extend Oracle Self-Service Expenses functionality to fulfill your business needs.
- Chapter 5 explains how to set up the Expense Spreadsheet.
- Chapter 6 describes the AP Expense Report Workflow process.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Self-Service Expenses.



If this manual refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this manual is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.
- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.
- Use the documentation CD.
- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this manual was printed.

Related User Guides

Oracle Self-Service Expenses shares business and setup information with other Oracle Applications products such as Oracle Payables. Therefore, you may want to refer to other user guides when you set up and use Oracle Self-Service Expenses.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle Self-Service Expenses (and any other Oracle Applications product).

You can also access this user guide online by choosing “Getting Started and Using Oracle Applications” from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer’s Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.



User Guides Related to This Product

Oracle Self-Service Web Applications Implementation Guide

This manual contains detailed information about the overview and architecture and setup of Oracle Self-Service Web Applications. It also contains an overview of and procedures for using the Web Applications Dictionary.

Managing People Using Oracle HRMS

Use this manual to learn how to enter information about your employees that will use Self-Service Expenses.

Oracle Payables User Guide

This manual provides detailed information on how to set up many of the features of Self-Service Expenses. In particular, refer to this guide to learn how to use Invoice Import to create invoices in Oracle Payables from expense reports entered in Self-Service Expenses.

Oracle Projects User Guide

Refer to this guide for setup and reference information if you plan on integrating Oracle Self-Service Expenses with Oracle Projects.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Developer/2000 forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards

This manual contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms 6.



Installation and System Administration Guides

Oracle Applications Implementation Wizard User's Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications-wide features such as Business Intelligence (BIS), languages and character sets, and self-service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One-Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One-Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process in general and lists database upgrade and product-specific upgrade tasks. You must be at either Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0 to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink,



and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications Product Update Notes

Use this guide as a reference if you are responsible for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features and enhancements and changes made to database objects, profile options, and seed data for this interval.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Receivables Applications Technical Reference Manual

The *Oracle Receivables Applications Technical Reference Manual* contains database diagrams and a detailed description of Oracle Receivables and related applications database tables, forms, reports, and programs. This information helps you convert data from your existing applications, integrate Oracle Receivables with non-Oracle applications, and write custom reports for Oracle Receivables.

You can order a technical reference manual for any product you have licensed. Technical reference manuals are available in paper format only.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Applications Flexfields Guide

This manual provides flexfields planning, setup, and reference information for the Self-Service Expenses implementation team, as well as for users responsible for the ongoing maintenance of Oracle



Applications product data. This manual also provides information on creating custom reports on flexfields data.

Training and Support

Training

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia-based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Self-Service Expenses working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.



Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E-business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Oracle Self-Service Expenses and this implementation guide.

We value your comments and feedback. This manual contains a Reader's Comment Form you can use to explain what you like or dislike about Oracle Self-Service Expenses or this manual. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to appsdoc@us.oracle.com.



CHAPTER

1

Application Overview

This chapter summarizes the functionality of Oracle Self-Service Expenses and provides an overview of the expense reporting process.

Application Overview

With Oracle Self-Service Expenses, employees can enter and submit expense reports using a standard Web browser. Oracle Workflow automatically routes expense reports for approval and enforces reimbursement policies. Self-Service Expenses integrates with Oracle Payables so expense reports are quickly processed for payment.

This chapter covers the following topics:

- Administrative Features: page 1-2
- Expense Reporting Features: page 1-9
- Process Overview: page 1-11

Administrative Features

The following are features in Self-Service Expenses for use by managers and administrators.

Authorized Delegate

You can authorize an employee to enter expense reports for another employee. An employee who is assigned the responsibility to enter expense reports for another employee is an *authorized delegate*. For example, you can authorize executive assistants to enter expense reports for their managers.

See: Assigning Authorized Delegates: page 2-7

Disconnected Expense Report Entry

Employees can create expense reports off-line when they are away from the office, for example, or otherwise without access to a corporate intranet. With *disconnected expense report entry* employees create expense reports using a generic Microsoft Excel spreadsheet. Then, they upload the report to Self-Service Expenses when they have intranet access.

See: Expense Spreadsheet: page 4-2



Descriptive Flexfields

If you want users to enter information for which there is no corresponding field in Self-Service Expenses, you can customize the application using *descriptive flexfields*. Descriptive flexfields are screen elements such as text boxes, poplists, and check boxes, that you can use to collect any expense report information your organization requires. These elements appear in the Details window when creating an expense report in Self-Service Expenses.

You can also map descriptive flexfields to expense types that you define so when a user chooses a specific expense type, the system requires additional information in the related flexfields.

Note: Descriptive flexfields collect receipt-level, rather than header-level, information, which means that the information a user enters in a flexfield is related to a specific expense line, not to the entire report.

See: Setting Up Descriptive Flexfields: page 2-13.

Multiple Reimbursement Currencies

The currency in which an expense report is paid is the *reimbursement currency*. You can set up Self-Service Expenses so employees can specify a reimbursement currency different from your functional currency.

See: Reviewing Multiple Currencies Set Up: page 2-11.

Multiple Expense Templates

An *expense template* defines the list of expense types (airfare, car rental, meals, and so on) from which users can choose when they enter their expense reports. You can define multiple expense report templates for use with Self-Service Expenses. You define multiple expense report templates, and employees can select one from a poplist.

See: Defining Expense Report Templates: page 2-10

Flexible Requirements for Original Receipts

An *original receipt* is a receipt issued by a merchant that serves as a record of a transaction. Accounting departments usually require employees to submit at least some original receipts with their expense reports. When you define expense report templates for use with Self-Service Expenses, you can indicate whether an original receipt is

required for an expense type (airfare, meals, car rental, and so on). You can also indicate that an original receipt is required only if the expense exceeds a certain amount. For more information, see: Defining Expense Report Templates: page 2-10.

Users can see whether original receipts are required in the Self-Service Expenses Review page. If users do not submit required original receipts, their expense reports may be *short paid*. When an expense report is short paid, the employee's reimbursement does not include expenses for which a required receipt is missing. However, the employee's manager can approve an expense item despite the missing receipt.

See: Short Paying Expense Reports: page 5-66.

Missing Original Receipts

Employees indicate that they do not have original receipts by checking the Original Receipt Missing check box in the Enter Receipts tabbed region. You can set up Self-Service Expenses so when users check the Original Receipt Missing check box it changes the status of a receipt from required to not required.

See: Setting Workflow Activity Attributes: page 5-3.

Refund Tracking

You can set up Self-Service Expenses so employees can enter refunds (negative receipts) when creating an expense report. Employees enter negative receipts to report the refund of a previously reimbursed expense, for example, the refund of an unused airline ticket.

Depending on your company policy, the credit lines can be applied to other expense lines in the same expense report, applied to a future expense report, or the employee may be required to remit payment to the company for the refunded amount.

To allow employees to enter negative receipts, the profile option SS Expenses:Allow Credit Lines must be set to Yes.

Oracle Projects Integration

Self-Service Expenses integrates with Oracle Projects so employees can enter project-related information on expense reports. Self-Service Expenses validates the project-related information and creates accounting entries for expense items according to the rules you define in Oracle Projects.



To support employees who use the Expense Spreadsheet, Self–Service Expenses enables employees to download files with current and valid project–related information. Employees can download project–related information by using the View Projects and Tasks function.

Note: Users can enter project–related information only if the value for the SS Expenses:Enable Projects profile option is set to 'Yes'.

See: Integrating Self–Service Expenses with Oracle Projects: page 2–21.

Required Justifications

You can set up Self–Service Expenses so employees are required to enter justifications for specific expenses. When you define expense report templates for use with Self–Service Expenses, you can indicate whether a justification is required for an expense type (airfare, meals, car rental, and so on). If an expense report contains an invalid or unapproved justification, the report may be short paid. See: Short Paying Expense Reports: page 5–66.

See: Defining Expense Report Templates: page 2–10

Required Purpose

You can set up Self–Service Expenses so employees must enter a purpose for all expense reports. To do this, set the profile option SS Expenses: Purpose Required to Yes.

See: Setting Up Self–Service Expenses Profile Options: page 2–25.

Expense Report Number Prefixes

You can define a prefix for every expense report entered in Self–Service Expenses. Entering a prefix value enables you to easily identify invoices in Oracle Payables originally created as Self–Service expense reports.

For more information see: SS Expenses: Report Number Prefix: page 2–30.

Collecting Tax Information

By indicating that an expense line includes tax and choosing a tax code, the system automatically calculates the tax amount using the tax code information defined in Oracle Payables. You can enable the Amount



Includes Tax and the Tax Code fields in Self Service Expenses by setting the profile option SS Expenses:Enable Tax to Yes.

See: Setting Up Self-Service Expenses Profile Options: page 2-25.

Configurable Multi-Row Display

You can modify the appearance and behavior of the New Expense Report page. You can specify:

- which fields appear in the page
- the order in which fields appear
- whether a field can be updated
- whether a field is required

See: Using the Web Applications Dictionary to Customize Self-Service Expenses: page 2-32.

Credit Card Charges

If your company issues corporate credit cards to employees, you can set up Self-Service Expenses so users can automatically import charges from the credit card issuer into expense reports. See: Setting Up Credit Cards: page 2-37.

The AP Credit Card Charges workflow automatically informs employees and managers of payments created for corporate card charges as well as any past due, disputed, or unapproved charges. See: AP Credit Card Workflow: page 5-91.

Support for the Euro as Functional Currency

If your company is changing its functional currency to the euro, employees need to create expense reports in Self-Service Expenses and specify the euro as either the receipt currency, the reimbursement currency, or both. The changes required to your Self-Service Expenses implementation for euro compliance are simple and can be completed in a very short time.

For more information, see: *Euro as Functional Currency*.



AP Expense Report Workflow

The AP Expense Report workflow defines the set of business processes for all of the administrative tasks related to the expense reporting approval process. In particular, the AP Expense Report workflow handles the manager approval process and the accounts payable approval process for Self-Service expense reports.

For a detailed description of the process definitions of the AP Expense Report workflow, see: AP Expense Report Workflow: page 5-2.

You can customize the process definitions of the AP Expense Report workflow to accommodate your company-specific needs. For a detailed description of the required and optional customizations you can make to the AP Expense Report workflow, see: Customizing the AP Expense Report Workflow: page 5-2.

Predefined Methods for Routing Expense Reports for Manager Approval

Self-Service Expenses includes three predefined methods to determine how workflow routes expense reports to managers for approval. When you set up the AP Expense Report workflow, you can choose one of the three following methods:

- Go Up Management Chain
- One Stop Then Go Directly
- Go Directly to Person with Signing Authority

For a detailed explanation of how these three methods work, see: Find Approver Method: page 5-8.

Enforcement of Travel, Entertainment, and Reimbursement Policies

To enforce your travel, entertainment, and reimbursement policies, your accounts payable department uses the Expense Reports window of Oracle Payables to approve, adjust, or short pay Self-Service expense reports.

Adjusting Expense Reports

If an expense line violates a reimbursement policy, your accounts payable department *adjusts* the expense report by reducing the total amount of the expense line. For example, if you have a travel policy stating that cab fares cannot exceed \$100, your accounts payable department can adjust expense lines for cab fares that exceed this limit.

The employee receives payment for the expense line, less the amount of the adjustment. When your accounts payable department adjusts expense reports, the *AP Approval* workflow process informs employees of the reasons for, and amounts of, the adjustments.

Short Paying Expense Reports

Depending on how you set up Self-Service Expenses, your accounts payable department may require that employees provide original receipts or justifications for some expense lines in their expense reports. Your accounts payable department *short pays* expense reports by identifying the expense lines which have:

- missing required receipts
- inadequate justifications

When your accounts payable department short pays an expense report, the *Shortpay Unverified Receipt Items* workflow process does the following:

- creates a new expense report from the lines that have missing required receipts, and/or creates a new expense report from the lines that have inadequate justifications
- eliminates the lines your accounts payable department short paid from the original expense report and approves it

This process also transitions these new expense reports to the *Missing Receipts Shortpay* process or the *Policy Violation Shortpay* process. See:

- Summary of the Missing Receipts Shortpay Process: page 5-76
- Summary of the Policy Violation Shortpay Process: page 5-81



Expense Reporting Features

The following are features in Self-Service Expenses for use by employees submitting expense reports.

Changing Cost Centers

Self-Service Expenses automatically populates the Cost Center field with the employee's cost center based on information in human resources tables. Employees can charge expense reports to cost centers other than their own by changing the value in the Cost Center field.



Attention: You must set the SS Expenses:Override Approver profile option to Yes if you want to use one of the three seeded find approver methods. The Find Approver workflow activity fails if users charge expense reports to cost centers different than their own without entering an overriding approver.

Designating Approvers

Typically the direct managers of employees are responsible for approving their expense reports. However, if the profile option SS Expenses:Override Approver is set to Yes, employees can direct their expense reports to a different manager by entering a value in the Overriding Approver field.

If an employee enters a different cost center when creating an expense report, entering an overriding approver is *required*. In this case, the approver specified must have authority to approve expense reports assigned to that cost center. See: AP Expense Report Workflow: page 5-2.

Entering Foreign Currency Expenses

Employees can enter foreign currency expenses in Self-Service Expenses. That is, they can enter expenses in currencies other than their company's reimbursement currency. When entering foreign currency expenses, employees must enter the exchange rate between receipt currency and the reimbursement currency when the expense was incurred.

For example, an employee at a US company travels on business in Europe and incurs expenses in Spain. When creating an expense report for the trip, the employee must enter the exchange rate between the US dollar and the euro on the date each expense was incurred.

Saving Expense Reports (without submitting)

Employees can save partially completed expense reports as a work in progress then finish and submit them for approval later. Self-Service Expenses performs no validation on a report when an employee saves a report, so a user can save even though information required for *submitting* the report may be missing.

When an employee saves an expense report, Self-Service Expenses displays a confirmation page containing the expense report number. Employees can then use the Modify Expense Reports function from the Main Menu to open the saved expense report, add or modify information, and then submit the report for approval.

Reviewing Expense Reports (before submitting)

The Final Review page enables employees to review a summary of an expense report before submitting it for approval. For each item in the report, this page displays the amount, the expense type, and any other detailed information the employee entered. It also includes totals for each expense type and subtotals for each expense category such as "Cash and Other" or "Corporate Card."

Employees can also display charges either by expense type or expense group simply by clicking on a button.

Viewing Expense Report Status

Employees can check the status of their expense reports by choosing View Expense Report History from the Main Menu. This function shows whether a report was approved by management or the accounts payable department, and indicates whether the report was short paid or adjusted.

Employees can also view payment information, drill down to view information about individual expense lines, and find out why an expense report was rejected or adjusted.

Itemizing Receipts

Self-Service Expenses users can track expenses in greater detail by itemizing receipts. This enables an employee to separate an expense such as a hotel bill into multiple lines, assign an expense type to each line, and indicate whether each is a business or personal expense. The system automatically subtracts all personal expenses from the report total.

Process Overview

This section provides an overview of the Self-Service Expenses process.

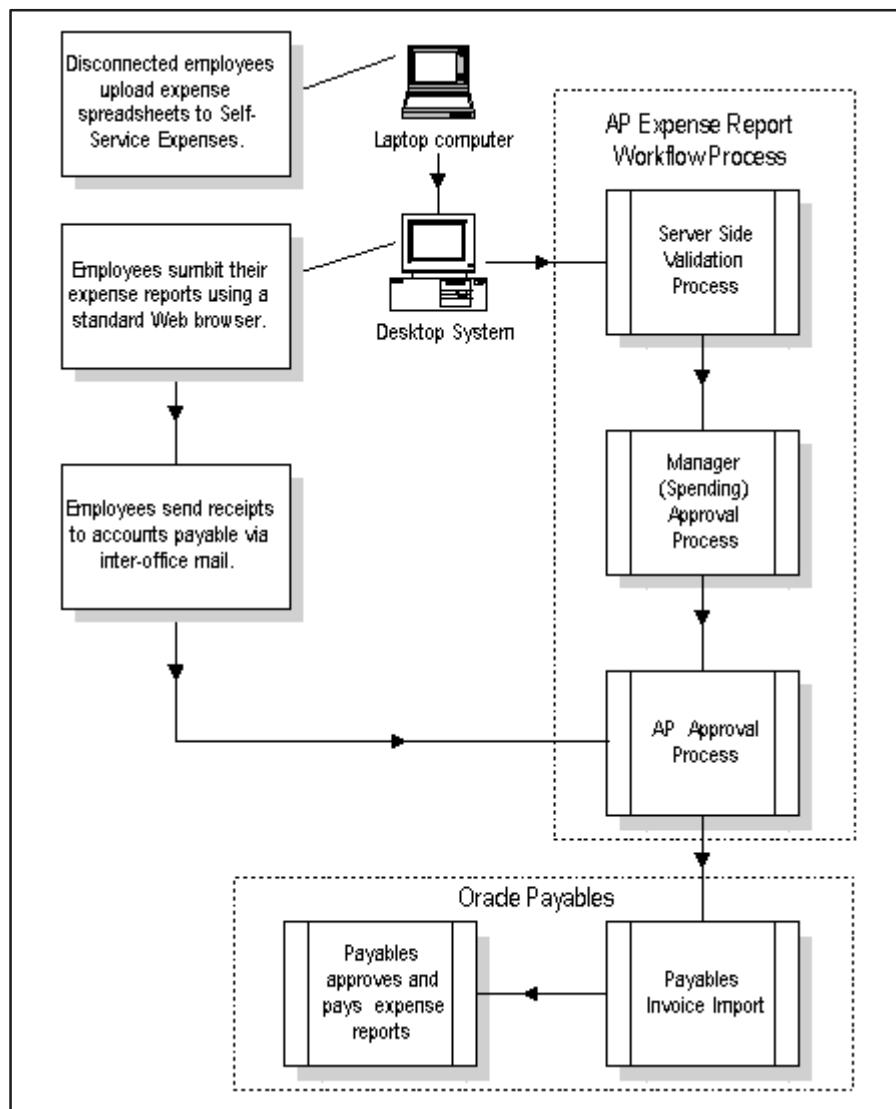


Figure 1 – 1 Overview of Self-Service Expenses

Entering Expense Reports

Creating Expense Reports with a Web Browser

Employees assigned to the Expense Reports responsibility can log on to Oracle Self-Service Web Applications and enter expense reports using a standard Web browser.

Employees can enter expenses manually in the Expense Report page or import charges from a corporate credit card. For more information, see: Setting Up Credit Cards: page 2-37.

Saving Expense Reports

When entering an expense report, employees can choose to save the report at any time as a work-in-progress, and then return to the report later to finish and submit it for approval.

Creating an Expense Report with the Expense Spreadsheet

The *disconnected expense reporting process* enables Self-Service Expenses users to create expense reports when away from the office or when access to the corporate intranet is not available.

The disconnected expense reporting process includes:

- Downloading and saving a copy of the expense spreadsheet template using the Download Expense Spreadsheet function. Access to your corporate intranet is required to download this template.
- Using the expense spreadsheet to enter expense report information.
- Transferring expense reports created with the spreadsheet to Self-Service Expenses using the Upload Expense Spreadsheet function. Once uploaded, the transferred information appears as an expense report in Self-Service Expenses and users can update, save or submit it for approval. Access to your corporate intranet is required to upload the spreadsheet.



Sending Receipts to Accounts Payable

After an employee submits an expense report, Self-Service Expenses displays a customizable confirmation page with instructions for the employee. For example, you may want to inform the employee that a notification will be sent when the report is approved by management and at that time all original receipts must be sent to the accounts payables department. (Most companies require original receipts for verification before reimbursing employees for business expenses.)

AP Expense Report Workflow

When an employee submits an expense report for approval, the AP Expense Report workflow process begins.

Server Side Validation Process

The *Server Side Validation* process adds required information to the tables AP_EXPENSE_REPORT_HEADERS and the AP_EXPENSE_REPORT_LINES so the workflow approval processes and the Payables Invoice Import program can process the report properly. Once the Server Side Validation process is complete, a report can be viewed in the Payables Expense Report window.

For more information on this process, see: Summary of the Server Side Validation Process: page 5-25.

Manager (Spending) Approval Process

The *Manager (Spending) Approval* process routes expense reports to managers for approval. A manager's ability to approve a report depends on their *signing limit*. If the total report amount is greater than the manager's signing limit, workflow forwards the report to the next person in the management hierarchy that has proper signing authority.

When an expense report receives approval, workflow transitions to the AP Approval process. For a detailed description of this process, see: Summary of the Manager (Spending) Approval Process: page 5-31.

If a manager rejects the report, the workflow transitions to the *Rejection* process.

Rejection Process

When a manager rejects an expense report, the *Rejection* process begins. The Rejection process notifies the employee that the report has been rejected and may provide a reason. The employee can optionally modify and resubmit the report for approval using the Modify Expense Reports function.

For a detailed description of this process, see: Summary of the Rejection Process: page 5-86.

AP Approval Process

The *AP Approval* process first determines whether an expense report requires the approval of the accounts payable department. If approval from the accounts payable department is not required, the process automatically approves the expense report. If the report requires approval from the accounts payable department, the process waits until it receives a response from that department before continuing.

The accounts payable department uses the Expense Reports window in Oracle Payables to review, adjust, short pay, and approve Self-Service expense reports. A Payables employee approves an expense report by checking the Reviewed By Payables check box and the Receipts Verified check box for all expense lines that require a receipt. If receipts are missing for expense lines that require them and the Receipts Verified box is not checked, the report can be approved but it will be short paid. See: Summary of the AP Approval Process: page 5-58.

After the accounts payable department approves an expense report, the Oracle Payables Invoice Import program converts the report into an invoice. See: Converting Expense Reports into Invoices: page 1-15.

See Also

Reviewing, Auditing, and Approving Oracle Self-Service Expenses
Expense Reports in the *Oracle Payables User Guide*



Converting Expense Reports into Invoices

Oracle Payables only pays invoices, so before an approved expense report can be paid, it must be converted into an invoice. The Oracle Payables Invoice Import converts expense reports created in Self-Service Expenses into invoices in Oracle Payables. An expense report can be processed by the Invoice Import program only if it receives approval from both the employee's manager and the accounts payable department during the AP Expense Report workflow process.

After running the Invoice Import program, Payables prints the Invoice Import Exceptions Report. This report lists all expense reports that could not be imported and the exception (rejection) reason. When a report is rejected by the Invoice Import program, you must correct all problems in the expense report and then resubmit Invoice Import to create an invoice.

For a list of reasons why a report can be rejected, refer to the Invoice Import Exceptions Report in the *Oracle Payables User Guide*.

Paying Expense Reports

After the Payables Invoice Import program creates invoices for expense reports, you can create payments for the invoices using the same method as for other invoices. The AP Expense Report workflow also sends a notification to the employee when payment is created in Oracle Payables for an expense report. This notification includes the reimbursement amount, the expense report number, check number (if any) and the bank information (if payment is directly deposited into the employee's bank account).

For more information, see: Approval in the *Oracle Payables User Guide*.





CHAPTER

2

Setting Up Self-Service Expenses

This chapter describes the steps you need to perform to set up Self-Service Expenses. It includes information about setting up Oracle applications technology, Oracle Human Resources, Oracle Payables, and Oracle Projects to work with Self-Service Expenses.

Setting Up Self-Service Expenses

This chapter explains how Oracle Self-Service Expenses integrates with Oracle Human Resources, Oracle Payables, and Oracle Projects. It also describes the profile options you must define to use Self-Service Expenses and how to use the Web Applications Dictionary to customize your installation.

Setting Up Underlying Oracle Applications Technology

Table 2 – 1 lists all Oracle Applications that integrate with Self-Service Expenses, and whether they are required.

Application	Required?
Oracle Payables	Required
Oracle Workflow	Required
Oracle Projects	Optional (required if employees need to enter project/task information in expense reports)
Oracle Human Resources	Optional
Oracle Self-Service Web Applications	Required

Table 2 – 1 (Page 1 of 1)

See Also

Oracle Payables User Guide

Oracle Workflow Guide

Oracle Projects User Guide

Managing People Using Oracle HRMS

Oracle Self-Service Web Applications Implementation Guide

Setup Checklist

Perform the following steps to implement Oracle Self-Service Expenses.

Oracle Human Resources Setup Steps

Refer to *Managing People Using Oracle HRMS* for more information about the following step.

Step Number	Required?	Description
<input type="checkbox"/> Step 1	Required	Define Your Employees. See: Enter Person (<i>Managing People Using Oracle HRMS</i>) Note: If you are not implementing Oracle Human Resources, you can define employees in the Enter Person window in Oracle Payables.

Table 2 – 2 (Page 1 of 1)

For more information, see: Oracle Human Resources: page 2–6.

Oracle Payables Setup Steps

Refer to the Setting Up Oracle Payables section in the *Oracle Payables User Guide* for more information about the following steps.

Step Number	Required?	Description
<input type="checkbox"/> Step 2	Required	Assign Expense Reporting Responsibilities. See: Assigning Expense Reporting and Workflow Responsibilities: page 2–6.
<input type="checkbox"/> Step 3	Required	Assign Signing Limits to Your Managers. See: Assigning Signing Limits: page 2–8
<input type="checkbox"/> Step 4	Required	Define Your Employees as Suppliers. See: Entering Employees as Suppliers: page 2–9
<input type="checkbox"/> Step 5	Required	Define Default Expense Check Address. See: Setting Default Expense Check Address: page 2–10

Table 2 – 3 (Page 1 of 2)

Step Number	Required?	Description
<input type="checkbox"/> Step 1	Required	Review Payables Expense Report Options. See: Reviewing Payables Expense Report Options: page 2-10
<input type="checkbox"/> Step 2	Required	Define Your Expense Report Templates. See: Defining Expense Report Templates: page 2-10
<input type="checkbox"/> Step 3	Optional	Review Multiple Currencies Setup. See: Reviewing Multiple Currencies Setup: page 2-11
<input type="checkbox"/> Step 4	Optional	Secure the Reviewed by Management Check Box. See: Securing the Reviewed by Management Check Box: page 2-12
<input type="checkbox"/> Step 5	Optional	Set Up Tax. See: Setting Up Tax: page 2-13
<input type="checkbox"/> Step 6	Optional	Define Your Descriptive Flexfields. See: Setting Up Descriptive Flexfields: page 2-13
<input type="checkbox"/> Step 7	Optional	Set Up Credit Cards. See: Setting Up Credit Cards: page 2-37

Table 2 – 3 (Page 2 of 2)

For more information, see: Oracle Payables: page 2-6.

Oracle Self-Service Expenses Setup Steps

Step Number	Required?	Description
<input type="checkbox"/> Step 8	Required	Set Profile Options. See: Setting Up Self-Service Expenses Profile Options: page 2-25
<input type="checkbox"/> Step 9	Optional	Modify Web Applications Dictionary. See: Web Application Dictionary: page 2-32
<input type="checkbox"/> Step 10	Optional	Integrate with Oracle Projects. See: Integrating Self-Service Expenses with Oracle Projects: page 2-21

Table 2 – 4 (Page 1 of 2)

Step Number	Required?	Description
<input type="checkbox"/> Step 11	Optional	Set Up Client Extensions. See: Client Extensions: page 3-2
<input type="checkbox"/> Step 12	Optional	Set Up Expense Spreadsheet. See: Expense Spreadsheet: page 4-2
<input type="checkbox"/> Step 13	Required	Customize the AP Expense Report Workflow. See: AP Expense Report Workflow: page 5-2
<input type="checkbox"/> Step 14	Optional	Customize Online Help. See: Customizing the Self-Service Expenses Online Help: page 2-23

Table 2 – 4 (Page 2 of 2)

See Also

Setting Up Self-Service Expenses Profile Options: page 2-25

Using the Web Application Dictionary to Customize Self-Service Expenses: page 2-32

Oracle Human Resources

You must enter employee information before employees can use Self-Service Expenses. The table below lists the personal information you enter for each employee and how Self-Service Expenses uses this information.

Information	How Information is used in Self-Service Expenses
Employee Name	Name that appears in expense reports.
Mail To address	Indicates where expense report reimbursement check is sent (for example, home or work address)
Home address	Defines address to which address expense report reimbursement check is sent (if Home is designated in the Mail To field).
Supervisor	Person to whom a signing limit is assigned and who approves or rejects expense reports via workflow notifications.
Accounting	Defines default account for expense reports. The value you enter in the Department segment of the accounting flexfield appears as the default Cost Center in the New Expense Report page.

Table 2 – 5 (Page 1 of 1) Person Information in Self-Service Expenses

If you use Oracle Human Resources to enter employees, refer to *Managing People Using Oracle HRMS* for more information.

Oracle Payables

Assigning Expense Reporting and Workflow Responsibilities

Employees can use Self-Service Expenses only if they are defined as application users and assigned the Expense Reports and Workflow responsibilities. You define applications users in the Users window. For detailed instructions on how to define an application user, refer to Users Window in the *Oracle Applications System Administrator's Guide*.

Prerequisite

- Define employees that you will assign to the expense reporting and workflow responsibilities. If you use Oracle Human Resources,

refer to *Managing People Using Oracle HRMS*. Otherwise, see: Entering Employees as Suppliers in the *Oracle Payables User Guide*.

- ▶ **To assign Self-Service Web Applications expense reporting and workflow responsibilities to an employee:**
 1. Using the System Administrator responsibility, navigate to the Users window.
 2. Query the name of an employee.
 3. In the Responsibilities tabbed region, assign the Expense Reports responsibility and the Workflow responsibility to the employee.
 4. Save your work.

Assigning Authorized Delegates

An employee can enter an expense reports for another person if they are set up as an *authorized delegate*. For example, you may want to set up executive assistants as authorized delegates so they can enter expense reports for their managers.

When creating an expense report for someone else, authorized delegates use their own user name and password to access Self-Service Expenses. The delegate then chooses the name of the person for whom they are creating the expense report from a list.

Prerequisite

- Define as application users the employees you want to make authorized delegates, and assign to them the Expense Reports and Workflow responsibilities. See: *Assigning Expense Reporting and Workflow Responsibilities*: page 2-6.

- ▶ **To assign a user the authority to enter expense reports for another user:**
 1. Using the System Administrator responsibility, navigate to the Users window.
 2. Query the employee name of the authorized delegate.
 3. In the Securing Attributes tabbed region, enter ICX_HR_PERSON_ID in the Attribute field.
 4. In the Value field, enter the Person ID of the employee for whom you want the authorized delegate to enter expense reports. If you

do not know the employee's Person ID, select the employee's name from the list of values, and the system will enter the Person ID.

5. Repeat steps 2 and 3 if you want this delegate to be able to enter expense reports for other employees.
6. Save your work.

Assigning Signing Limits

Managers can approve an expense report only if the total amount of the report does not exceed their *signing limit*. The Manager (Spending) Approval Process in the Expense Reporting workflow uses the signing limits you define to determine whether managers have authority to approve expense reports. See: Summary of the Manager (Spending) Approval Process: page 5-31.

When you assign signing limits to a manager, you specify a cost center to which the signing limit applies. You can also give managers signing limits for multiple cost centers.

Multiple Reimbursement Currencies and Signing Limits

If you set up Self-Service Expenses to allow multiple reimbursement currencies, employees can request reimbursement in a currency other than your functional (operating) currency. The signing limits that you define for approvers apply to your functional currency. When an employee specifies a different reimbursement currency, the system converts the report total into your functional currency, and then compares this amount to the manager's signing limits.

For example, Manager A has a signing limit of 500.00 USD (the functional currency). An employee enters an expense report in which the reimbursable amount is 700 British pounds (GBP). If the current exchange rate between GBP and USD indicates that 1 GBP = 1.2 USD, the system determines that the total reimbursable amount is 583.33 USD, which exceeds Manager A's signing limit. The Expense Report workflow then forwards the approval request to a manager whose signing limits allow approval of an expense report for 583.33 USD.

► **To assign signing limits:**

1. In Payables, navigate to the Employee Signing Limits window.
2. Select AP Expense Report as the document type.
3. Enter the name of the manager to whom you want to assign a signing limit, or select from the list of values.



4. Enter the cost center for which you want this manager to approve expense reports, or select from the list of values.
5. Enter a signing limit for this manager.
6. Repeat step 4 if you want this manager to be able to approve expense reports for more than one cost center.
7. Save your work.

See Also

Reviewing Multiple Currencies Setup: page 2-11

Entering Employees as Suppliers

Before an expense report can be paid, an invoice must be created for it in Oracle Payables. The Payables Invoice Import program automatically generates invoices for expense reports created in Self-Service Expenses, but employees who submit them must be defined as suppliers in Payables.

To ensure that employees are defined as suppliers, enable the Create Employee as Supplier option in the Payables Options window. If you enable this option, Payables automatically enters employees as suppliers during the Payables Invoice Import program.

For a detailed description of the Create Employee As Supplier option see: Expense Report Payables Options in the *Oracle Payables User Guide*.

Note: If you do not enable this option in Payables, you must manually enter employees as suppliers in the Payables Suppliers window before submitting Payables Invoice Import. For more information, see: Entering Employees as Suppliers in the *Oracle Payables User Guide*.

- **To automatically create employees as suppliers in Oracle Payables:**
 1. In Payables, navigate to the Expense Report tabbed region of the Payables Options window.
 2. Check the Automatically Create Employee as Supplier box.
 3. Save your work.

Setting Default Expense Check Address

Use the Payables Financials Options window to specify whether reimbursement checks for expense reports should be sent to an employee's home or office address.

This setting applies to all new employees you enter and can be updated at any time. You can also override this value when entering expense reports.

Note: If you are using Oracle Human Resources, you define an employee's home and office addresses in the People window; otherwise, you enter this information in the Enter Person window using the Payables responsibility.

For more information, see Human Resources Financials Options in the *Oracle Payables User Guide*.

► **To set the default expense check address:**

1. In Payables, navigate to the Human Resources tabbed region of the the Financials Options window.
2. Select an Expense Reimbursement Address of either Home or Office.
3. Save your work.

Reviewing Payables Expense Report Options

The Expense Report tabbed region of the Payables Options window controls certain aspects of the expense reporting process in Payables. Review these settings to become more familiar with them and understand how they affect the expense reporting process.

For detailed descriptions of the options and defaults in this window, see Expense Report Payables Options in the *Oracle Payables User Guide*.

Defining Expense Report Templates

You must define at least one expense report template with the Enable for Self-Service Users option checked. Only expense report templates with this option set to Yes can be used in Self-Service Expenses.

Use the Oracle Payables Expense Report Templates window to define your expense report templates.

For more information, see Expense Report Templates in the *Oracle Payables User Guide*.



Mapping Credit Card Expense Types

When defining expense report templates in Oracle Payables, you can specify a credit card expense type for each expense item. When a user imports credit card transactions into an expense report in Self-Service Expenses, the system automatically populates the expense type in the New Expense Report page according to the item charged to the corporate credit card.

For example, if you assign the card expense type "Hotel" to the expense item "Lodging," all hotel credit card charges have the expense type "Hotel" after you import them into Self-Service Expenses. See: Setting Up Credit Cards: page 2-37.

Project-Related Expense Report Templates

If your employees need to enter project-related expense reports in Self-Service Expenses, you must define a project-related expense report template in Oracle Payables. To create a project-related expense report in Self-Service Expenses, an employee chooses project-related expense items from the list of values on the New Expense Report 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 Self-Service Expenses.

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

For more information, see Expense Report Templates in the *Oracle Payables User Guide*.

Reviewing Multiple Currencies Setup

The currency in which an expense report is paid is known as the *reimbursement currency*. Self-Service Expenses users can specify a reimbursement currency that is different from the company's functional currency only if the following are true:

- Oracle Payables is set up for multiple currencies
- the reimbursement currency is enabled in the Currencies window
- the profile option SS Expenses:Allow Non-Base Pay is set to Yes (see: Profile Options for Oracle Self-Service Expenses: page 2-25)



- ▶ **To review multiple currencies setup:**
 1. In Payables, navigate to the Payables Options window.
 2. Verify that the Use Multiple Currencies Payables option is checked.
 3. Navigate to the Currencies window.
 4. Verify that all currencies your company uses to reimburse employees are enabled.

Additional Information

For more information on setting up Payables for multiple currencies, see:

- Foreign Currency Transactions (*Oracle Payables User Guide*)
- Currencies Window (*Oracle Applications System Administrator's Guide*)
- Currency Payables Options (*Oracle Payables User Guide*)

Securing the Reviewed by Management Check Box

When the accounts payables department receives and approves the original receipts for an expense report, the Oracle Payables user checks the Reviewed by Management box in the Payables Expense Report window. This indicates that the report has been approved by all required parties and is ready to be converted into an invoice and paid.

Because expense reports can only be converted to invoices and paid if the Reviewed By Management box is checked, you may want only specific Payables users to be able to update this option. You can do this by removing the function from a user's responsibility.

- ▶ **To prevent a responsibility from updating the Reviewed by Management check box:**
 1. Using the System Administrator responsibility, navigate to the Responsibilities window.
 2. Query the Payables responsibility that you want to prevent from updating the Reviewed by Management check box.
 3. In the Function and Menu Exclusions tabbed region, select Function as the Type, and enter Expense Reports – Override Manager Approval as the Name.
 4. Save your work.



Setting Up Tax

The Tax Code Defaults hierarchy you specify during Oracle Payables setup determines the default tax code when entering expense reports in Self-Service Expenses. If you want employees to be able to adjust the default Tax Code, create a poplist of alternate Tax Code values. For more information, see Tax Codes in the *Oracle Payables User Guide*.

► **To set up the tax code poplist in the Enter Receipts page:**

1. Set the profile option SS Expenses:Enable Tax to Yes. See: Profile Options for Oracle Self-Service Expenses: page 2-25.
2. In the Tax Codes window, check the Enable for Self-Service Users check box for each Tax Code you want to appear on the poplist.
3. If you use *natural account tax defaulting* and want to allow override of tax codes that are assigned to accounts, choose the Allow Override check box in the GL Tax Assignments window.
For more information about using the natural account for tax defaulting, see Tax Defaults and Rules Payables Options in the *Oracle Payables User Guide*.
4. Save your work.

Setting Up Descriptive Flexfields

Descriptive flexfields are an Oracle Applications feature that you can implement to collect additional information about employee expenses. Descriptive flexfields have two kinds of segments or fields: global and context-sensitive.

Context-sensitive segments appear only when users select expense types to which you have associated flexfield segments. For example, you could associate the segments Airline, Class, Origin, and Destination with the expense type Airfare. When an employee chooses Airfare as the expense type for a receipt, these fields appear in the Details page.

Global segments always appear in the Details window, regardless of the expense type entered.

Note: You must enable the profile option SS Expenses:Enable DescFlex before users can enter flexfield data. See: Profile Options for Oracle Self-Service Expenses: page 2-25.

Reporting on Flexfield Data

Self-Service Expenses stores flexfield information in the columns ATTRIBUTE 1-15 in the AP_EXPENSE_REPORT_LINES table. You can import flexfield information into the AP_INVOICE_DISTRIBUTIONS table by submitting the Payables Invoice Import program. You can then use this information for custom reports or programs.

- **To import descriptive flexfields into the AP_INVOICE_DISTRIBUTIONS table:**
 - Run the Payables Invoice Import program and select Yes for the Transfer Descriptive Flexfield option.

For detailed information see Reporting on Flexfields Data in the *Oracle Applications Flexfields Guide*.

Defining Descriptive Flexfields in the Expense Spreadsheet

The Expense Spreadsheet enables employees to create expense reports when access to your corporate intranet is unavailable. If you define descriptive flexfields to use in Self-Service Expenses, we suggest you set up these flexfields in your Expense Spreadsheet at the same time.

For more information, see: Setting Up Descriptive Flexfields in the Excel Template: page 4-11.

Planning your Descriptive Flexfields

The *Oracle Applications Flexfields Guide* describes in detail how to plan and implement descriptive flexfields in Oracle Applications. However, the flexfield setup process for Self-Service Expenses requires specific tasks not mentioned in the *Oracle Applications Flexfields Guide*. Use the following documentation and the *Oracle Applications Flexfields Guide* together when defining descriptive flexfields for use with Self-Service Expenses.

See the following chapters in the *Oracle Applications Flexfields Guide* for detailed information on planning your descriptive flexfields:

- Flexfield Concepts
- Planning and Defining Descriptive Flexfields

Note: The descriptive flexfields you define for Self-Service Expenses also appear in the Payables Expense Reports window.

You can define up to fifteen context-sensitive segments for each available expense type, less the number of global segments that you

define. For example, if you define two global segments, you can define up to thirteen context-sensitive segments for each expense type.

To plan context-sensitive and global descriptive flexfields for use in Self-Service Expenses you must:

- Determine expense types for which you want to collect additional information (these are your context-sensitive segments).
- Determine information you want to collect *regardless* of expense type (these are your global segments).
- Determine how you want users to enter information. You can choose from the following three methods:
 - a text box with poplist that contains a list of values
 - a check box
 - a text box

The table below provides an example of how you could outline your flexfield segments.

Expense Types for which you want to collect additional information...	Additional information you want to capture (segments).	How you want users to enter the information.
Airfare	Airline	Select an airline from a list of values (United, American, Delta, and so on).
	Class	Select a class from a list of values (First, Business, or Economy).
	Ticket Number	Type in text box.
Entertainment	Names of attendees	Type in text box.
Car Rental	Agency	Select an agency from a list of values (Hertz, Avis, National, Budget, and so on).
All expense types (Global)	Whether employee used her corporate charge card	Checkbox

Table 2 – 6 Example of planning flexfield segments for Self-Service Expenses

Descriptive Flexfields Setup for Self-Service Expenses

Follow the steps below to set up descriptive flexfield segments for Self-Service Expenses.

The following tasks are required to set up descriptive flexfields:

- Defining Descriptive Flexfield Segments: page 2-13
- Testing your Work: page 2-19

To define lists of values for your flexfields segments, see: Defining Lists of Values: page 2-19.

Prerequisites

- In Payables, set the profile option SS Expenses:Enable DescFlex to Yes. See: Profile Options for Oracle Self-Service Expenses: page 2-25.
- In Payables, navigate to the Expense Report Templates window and note the exact spelling of the expense types to which you want to assign flexfield segments.

Defining Descriptive Flexfield Segments

- Plan your Descriptive Flexfields: page 2-14
- Review the exact spelling of your expense types in the Oracle Payables Expense Report Templates window. (see Warning below)

► To set up descriptive flexfield segments for Self-Service Expenses

1. In Payables, navigate to the Descriptive Flexfields Segments window.
2. Press F11, then enter Oracle Payables as the Application and Expense Report Line as the Title. Press Ctrl-F11 to execute the query.
3. Uncheck the Freeze Flexfield Definition check box.

Note: You do not have to enter or change any values in the Context Field region. The fields in this region affect only the flexfields in Payables, not Self-Service Expenses.

4. To create context-sensitive segments, enter expense types as values in the Context Field Values region. In the Code field, enter the



expense type exactly how you want it to appear in Self-Service Expenses. Enter the same value in the Name field.



Attention: Enter the expense types *exactly* as they appear in your Self-Service Expenses-enabled expense report template. If these values do not exactly match, the context-sensitive segments you define do not appear in Self-Service Expenses.

Examples of expense types you might define include:

- Airfare
- Entertainment
- Car Rental

5. To create global segments, select the Global Data Elements line, then choose the Segments button. To create context-sensitive segments, select the lines with expense types, then choose the Segments button.



Attention: Global Data Elements is a default value, so you do not need to enter anything in the Code field of the Context Field Values region to create a global flexfield.

6. In the Segments Summary window, enter the following for each global or context-sensitive segment:
 - A number. The number you enter determines the order in which the segments are displayed in Self-Service Expenses.
 - A name for the segment and a window prompt. The text you enter in the Window Prompt field appears next to the segment in Self-Service Expenses.
 - A column name. This determines in which columns of the AP_EXPENSE_REPORT_LINES table the system stores your flexfield segments.
 - A value set. If you defined a list of values to use for a segment, enter the name of that value set.



Attention: If you want a context-sensitive or global segment to appear as a *check box* in Self-Service Expenses, you must enter AP_SRS_YES_NO_MAND as the value set for that segment.

Note: The Displayed option indicates whether the new segment appears in Self-Service Expenses. The Enabled check box indicates whether the segment is available for use.

7. Select a segment, then choose the Open button. In the Segments window, enter a description for the segment (see Figure 2 – 1). This

description appears in a pop-up alert when a field prompt is selected in Self-Service Expenses.

 **Attention:** You *must* enter a description for each global and context-sensitive segment. If you do not enter a description, the segment does not appear in Self-Service Expenses.

To have segments appear in Self-Service Expenses, you must enter a description.

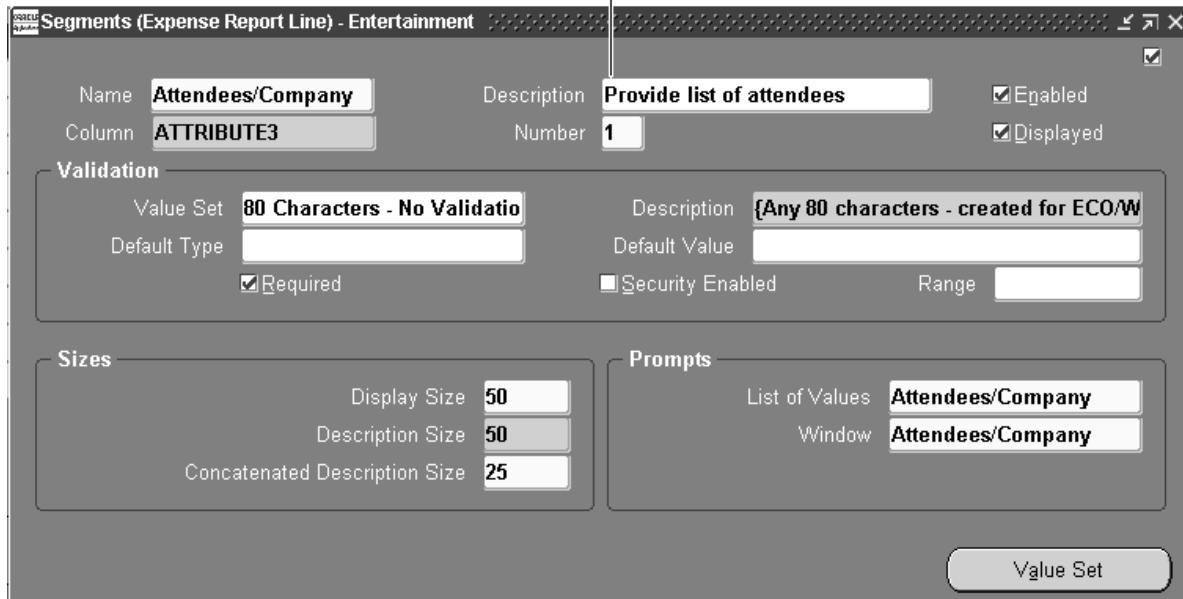


Figure 2 – 1 Segments Window

8. Enable the segment, then save your work. Repeat steps 7 and 8 for each new segment.
9. Return to the Descriptive Flexfield Segments window and check the Freeze Flexfield Definition check box.
10. Save your work. The system compiles the descriptive flexfield definition.

Additional Information: You can see your changes immediately after freezing and compiling the flexfield, but the changes do not affect other users until they change responsibilities or exit the application and then log in again. For more information, see: Defining Descriptive Flexfields in the *Oracle Applications Flexfields Guide*.



Defining Lists of Values

You can define a corresponding list of values for descriptive flexfield segments. For example, you could set up the segment Airline to have a list of values containing American, United, Delta, Northwest, and so on. A list of values appears in the Receipt Details window next to the segments you define.



Suggestion: If you want a segment to appear as a check box, use the predefined value set AP_SRS_YES_NO_MAND.

See Values and Value Sets and Defining Value Sets in the *Oracle Applications Flexfields Guide*.

To define a list of values you must:

- Define a value set.
- Define a list of segment values.

Defining a Value Set

To define a value set, navigate to the Value Sets window in Oracle Payables. For more information, refer to Defining Value Sets in the *Oracle Applications Flexfields Guide*.

Additional Information: When selecting a validation type for Self-Service Expenses flexfield segments, you can only choose from the following three validation types:

- **Independent:** If you choose this validation type, a poplist appears next to the segment. You define what values this poplist contains in the Segment Values window. See: Defining a List of Segment Values: page 2-20.
- **None:** If you choose this validation type, a poplist does not appear next to the segment. Use this type when you want to allow users to enter any value as long as that value meets the value set formatting rules.
- **Table:** A table-validated value set provides a predefined list of values like an independent set, but its values are stored in an applications table. If you choose this type, you must add custom logic to the CUSTOMPOPULATEPOPLIST procedure to display values in a poplist. See: Populate Poplist Extension: page 3-6.

Defining a List of Segment Values

Define a list of segment values for a value set to specify the entries that appear in the list of values in Self-Service Expenses. For example, if you are entering segment values for the Airline value set, enter United, American, Delta, TWA, and Northwest.

To define a value set, navigate to the Segment Values window in Oracle Payables (Setup->Flexfields->Validation->Values). For step by step information, refer to Defining Segment Values and Segment Values Window in the *Oracle Applications Flexfields Guide*.

Testing your Flexfields

After defining your flexfield segments, verify that the segments appear in Self-Service Expenses as you intended. The flexfield segments you define appear in both Oracle Payables and Self-Service Expenses. We suggest you navigate to the Expense Reports window in Payables first to review the segments. If you are not satisfied with how they appear, resolve the problems as described in the previous sections, then review the segments again in Payables.

Once you are satisfied with the way the segments appear in Payables, log in to Oracle Self-Service Applications and ensure that the segments appear as intended in Self-Service Expenses.

Oracle Projects

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

1. Set up Payables, Self-Service Expenses, and Oracle Projects to process project-related expense reports created in Self-Service Expenses.

See: Setting Up Oracle Projects with Self-Service Expenses: page 2-22.

2. An employee creates an expense report that includes project-related information (a project and task number). The report can be created either online (using the Create New Expense Report function) or via the disconnected expense reporting process.
3. The employee submits the expense report for approval in Self-Service Expenses. The system validates the project-related information and saves the expense report information in the Payables Invoice Import tables. Submitting a report also initiates 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.

For more information, see Workflow: Project Expense Report Account Generator in the *Oracle Projects User Guide*.

4. Your accounts payable department uses the Payables Expense Report window to review, audit, adjust, and approve expense reports entered in Self-Service Expenses. (Project-related information does not appear in this window.)

When an expense report is approved via the Manager (Spending) Approval Process and the AP Approval Process, the report can be imported into Payables. Note that any unverified receipts are subject to short payment during the workflow process.

See: AP Approval Process: page 1-14.

5. Submit the Payables Invoice Import program to convert expense reports into invoices. To create invoices from expense reports entered in Self-Service Expenses, select "Self-Service Applications" as the source.

See: Converting Expense Reports into Invoices: page 1-15 and the Payables Invoice Import Program in the *Oracle Payables User Guide*.

Payables includes any expense reports that could not be imported in the Invoice Import Rejections Report. If the expense report is

rejected, correct the problem(s) in the Payables Enter Expense Report window then resubmit the Invoice Import program. See: Payables Invoice Import Report in the *Oracle Payables User Guide*.

6. Adjust project information in the Payables Distributions window as necessary. See: Adding or Modifying Projects Information on Invoices in the *Oracle Payables User Guide*.
7. Approve and pay the invoice in Payables. See: Scheduling Payments in the *Oracle Payables User Guide*.

Setting Up Oracle Projects with Self-Service Expenses

Self-Service Expenses integrates with Oracle Projects so users can add project-related information to expense reports. To integrate Self-Service Expenses with Oracle Projects, complete the following steps.

► **To integrate Oracle Projects with Self-Service Expenses:**

1. Enable employees to enter project-related expense report via Self-Service Expenses.

To enable an employee to enter project-related expense reports via Self-Service Expenses, set the Oracle Projects profile option PA:Allow Project Time and Expense Entry to Yes. For more information, see: Profile Options in Oracle Projects in the *Oracle Projects User Guide*.

2. Customize the *Project Expense Report Account Generator*.

The Project Expense Report Account Generator is an Oracle Projects workflow process that determines the account for each project-related expense line created in Self-Service Expenses. The default logic of this process returns the CCID (Code Combination ID) of the employee who incurred the project-related expenses. You can customize the Project Expense Report Account Generator to meet your requirements.

For more information, see Workflow: Project Expense Report Account Generator in the *Oracle Projects User Guide*.

3. Set the PA:AutoApprove Expense Reports profile option in Oracle Projects (optional).

To approve project-related expense reports automatically, set the profile option PA:AutoApprove Expense Reports to Yes. For a description of this profile option, see, PA:AutoApprove Expense Reports in the *Oracle Projects User Guide*.

4. Set up Transaction Controls in Oracle Projects (optional).
For information on setting up transaction controls to validate expense report receipts, see Transaction Controls in the *Oracle Projects User Guide*.
5. Write the Summary-Level Validation Extension in Oracle Payables (optional).
During the expense reporting process, Self-Service Expenses calls the Payables CustomValidateLine API. You can customize this API to perform custom receipt-level validation. This API is included in the file \$AP_TOP/admin/sql/apwdfcfs.pls.
6. Define a project-related expense report template in Payables.
 - In the Expense Report Templates window, associate a list of Projects expenditure types with expense items. See Expense Report Templates in the *Oracle Payables User Guide*.
7. Customize the DetermineMgrInvolvement API (optional). See Management Involvement Extension: page 3-8.
8. Set the profile option SS Expenses:Enable Projects to Yes. To do this:
 - a. Using the System Administrator responsibility, navigate to the System Profile Values window.
 - b. Enter Yes for the profile option SS Expenses:Enable Projects.
 - c. Save your work.

Customizing the Self-Service Expenses Online Help

You can customize the information that employees see when they choose the help icon in Self-Service Expenses. The Self-Service Expenses online help files are located in the following directory:

SPROD_TOP/help/US

The table below lists the help files you can customize.

Filename	Contents
ssebefore.htm	Instructions on things to do before starting a new expense report.
sseccard.htm	Overview of the various payment scenarios available for corporate credit cards in Self-Service Expenses.

Table 2 – 7 Customizable Self-Service Expense Help Files (Page 1 of 2)

Filename	Contents
ssecctrxs.htm	Instructions on importing credit card transactions into an expense report as well as disputing and resolving disputed charges.
ssecrtweb.htm	Instructions on creating an expense report using a Web browser.
ssecustphp.htm	Information about customizing the Personal Home Page.
ssedownload.htm	Instructions on downloading the Expense Spreadsheet.
sseenterdis.htm	Instructions on entering an expense report using the Expense Spreadsheet.
ssegloss.htm	Glossary of terms.
ssehistory.htm	Instructions on viewing the statuses of submitted expense reports.
sseitemize.htm	Information about itemizing receipts.
ssemofify.htm	Information about modifying a saved or rejected expense report.
ssemulti.htm	Instructions on entering multiple-day receipts.
ssenavigation.htm	The main contents/navigation page for Self-Service Expenses help.
ssenegative.htm	Instructions on entering a refund in an expense report.
sseoview.htm	Overview of Self-Service Expenses.
ssephpovw.htm	General information about the Oracle Applications Personal Home Page.
ssereceipt.htm	Instructions on entering receipts.
ssereview.htm	Instructions on reviewing an expense report.
ssesave.htm	Instructions on saving an expense report as a work-in-progress.
ssesingle.htm	Instructions on entering a single-day receipt.
ssestart.htm	Instructions on starting an expense report.
sseupload.htm	Instructions on uploading an expense spreadsheet.

Table 2 – 7 Customizable Self-Service Expense Help Files (Page 2 of 2)



Modifying Self-Service Messages

You can modify any Self-Service Expenses messages to add content or make them more specific to your business. For example, you might change the instructions in a window to use terminology that is unique within your company or modify the content of an error message to provide additional information. All Self-Service Expenses messages use the prefix AP_WEB in the message name.

Use the Oracle Applications Object Library Messages window to edit Self-Service Expenses messages. For information about editing messages, refer to Messages in the *Oracle Applications Object Library* online help. For more information about using the Message Dictionary Generator, refer to *Oracle Applications Coding Standards*.



Warning: When customizing HTML-based messages, do not insert any hard returns. Inserting hard returns into HTML-based messages can cause system errors.



Suggestion: Make a copy of all custom messages and store the copy in a directory protected from upgrades. Messages are stored in the following directory:

`$FND_TOP/mesg/<language>`

Setting Up Self-Service Expenses Profile Options

When implementing Self-Service Expenses, set values for profile options to control how information appears, what values are required, and how the system processes data. Self-Service Expenses also uses profile options from other Oracle Financials applications to control features which affect more than one application (for example, such as Budgetary Control and Sequential Numbering).

The System Administrator sets many of these user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level.

Refer to the *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

The table below lists the profile options that affect the operation of Self-Service Expenses.

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
		User	User	Resp	App	Site	Required? Default Value
ICX: Date Format Mask	✓	✓			✓	Yes	DD-MON-RRRR
ICX: Language	✓	✓			✓	Yes	American English
ICX: Limit Connect		✓			✓	Yes	1000
ICX: Limit Session Time		✓			✓	Yes	4 hours
SS Expenses:Allow Credit Lines		✓	✓	✓	✓	No	Yes
SS Expenses:Allow Non-Base Pay		✓	✓	✓	✓	No	No
SS Expenses:CC Overrider Req		✓	✓	✓	✓	No	No
SS Expenses:CC Payment Due From				✓	✓	No	Null
SS Expenses:CC Payment Notify				✓	✓	No	No
SS Expenses:Enable DescFlex		✓	✓	✓	✓	No	No
SS Expenses:Enable Projects		✓	✓	✓	✓	No	No
SS Expenses:Enable Tax		✓	✓	✓	✓	No	No
SS Expenses:Override Approver		✓	✓	✓	✓	No	No
SS Expenses:Overrider Required		✓	✓	✓	✓	No	No
SS Expenses:Purpose Required			✓	✓	✓	No	No
SS Expenses:Report Number Prefix			✓	✓	✓	No	Null
Journals: Display Inverse Rate	✓	✓	✓	✓	✓	No	No
Default Country	✓	✓	✓	✓	✓	No	
SS Expenses:Maximum Days to Show Credit Card Transactions			✓	✓		No	
Language	-	✓	✓	✓	✓	No	
MO:Operating Unit			✓		✓	No	

Table 2 – 8 (Page 1 of 2)

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
		User	User	Resp	App	Site	Required? Default Value
Sequential Numbering	-			✓	✓	✓	No
Printer	✓	✓	✓	✓	✓	✓	No
Site Language						-	No
<p>- Visible but not updatable</p> <p>✓ Updatable</p> <p>blank You cannot view or change the profile option value</p>							

Table 2 – 8 (Page 2 of 2)

ICX: Date Format Mask

Determines which date format to use. The American English default is DD-MON-RRRR, for example, 07-JAN-1999.

For year 2000 compliance, all year formats are converted to RRRR, which accepts four-digit century and year entries verbatim (1950 is stored as 1950) and converts two-digit year entries as follows:

- Entries of 00 to 49 are converted to 2000 to 2049, respectively.
- Entries of 50 to 99 are converted to 1950 to 1999, respectively.

ICX: Language

Sets the language. The default is American English.

ICX: Limit Connect

Sets the maximum number of page hits per session. The default is 1000.

ICX: Limit Session Time

Sets the maximum number of hours a user can remain logged on per session. The default is four hours.

SS Expenses:Allow Credit Lines

Enables users to enter negative receipts (credit lines). Users enter negative receipts to report the refund of a previously reimbursed expense, for example, an unused airline ticket. The default value is Yes.

SS Expenses:Allow Non-Base Pay

Enables users to choose the reimbursement currency for their expense reports. You must set up Payables to use multiple currencies before you can enable this option.

See: Reviewing Multiple Currencies Setup: page 2-11.

SS Expenses:CC Overrider Req

Indicates whether users must enter an overriding approver when they charge their expense reports to a cost center different than their own.

Select Yes to require employees to enter the Overriding Approver field only when employees enter a cost center other than their default cost center and the approvers of these expense reports are in an organization other than the preparer's organization.



Attention: The seeded Find Approver function activity in the AP Expense Report workflow requires that users enter an overriding approver whenever they charge expense reports to cost centers different than their own. Therefore, you must set this option to Yes if you use the seeded Find Approver function activity.

SS Expenses: CC Payment Due From

Use this profile option to indicate whether payment for corporate credit card charges is due from the employee, the company, or from both the employee and the company. There is no default value.

Note: The Bothpay workflow process uses this profile option to determine whether more than one expense report is created during the AP Expense Report Approval process. If this profile option is set to Both, payment is due from both the employee and the company.

For example, an expense report includes business-related expenses for which the employee paid cash as well as corporate card charges. In this case, the expense report must be split into two reports so two payments can be created upon import to Oracle Payables (one payment for the employee and one for the credit card issuer).

Choose one of the following values:



SS Expenses: CC Payment Notify

Use this profile option to specify whether a notification is sent to employees when payment is created in Oracle Payables for corporate credit card charges. The default value is No.

For more information, see: AP Credit Card Workflow: page 5-91.

SS Expenses:Enable DescFlex

Enables Self-Service Expenses to display descriptive flexfields. You must set up descriptive flexfields specifically for use in Self-Service Expenses before you can enable this option.

See: Setting Up Descriptive Flexfields: page 2-13.

SS Expenses:Enable Tax

Enables tax features for Self-Service Expenses expense reports. This option enables use of the Amount Includes Tax check box and the Tax Codes poplist. See: Entering Taxes on Expense Reports in the *Oracle Payables User Guide*.

SS Expenses:Enable Projects

Enables users to enter project-related information on expense reports. You must set up Self-Service Expense to integrate with Oracle Projects before you can enable this option. See: Setting Up Oracle Projects with Self-Service Expenses: page 2-22.

SS Expenses:Maximum Days to Show Credit Card Transactions

Employees use the Credit Card Transactions page to specify which transactions to import into an expense report. Use this profile option to control how long unused credit card transactions appear in the Credit Card Transactions page. The number you specify indicates the number of days from the transaction date that the item is displayed in Self-Service Expenses.

If you do not specify a maximum number of days, Self-Service Expenses displays unused credit card transactions in the Credit Card Transactions page indefinitely.

Additional Information: The Credit Card Transactions page can display only 200 transactions at a time. You may want to consider this restriction when specifying a value for this profile option.



For more information, see: [Clearing Unused Credit Card Transactions](#): page 2-48.

SS Expenses:Override Approver

Determines whether users must enter an overriding approver for expense reports. For example, an employee may need to enter an overriding approver if their manager is on vacation or they are entering an expense report for a different cost center.

Choose from the following values:

SS Expenses:Overrider Required

Indicates whether users must designate an overriding approver for their expense reports.



Attention: If you set this profile option to Yes, Self-Service Expenses requires that users *always* enter an overriding approver.

SS Expenses:Purpose Required

Controls whether users must enter a purpose when creating an expense report. A purpose is a brief description of the business activities that justify the expenses in a report.

SS Expenses:Report Number Prefix

Specifies a prefix value for expense report numbers. The expense report number becomes the corresponding invoice number when the expense report is converted into an invoice via the Payables Invoice Import program. Entering a prefix value enables you to easily identify invoices in Payables that were expense reports created Self-Service Expenses. Leave this option blank if you do not want to specify a prefix value for expense report numbers.

The table below provides examples of expense report prefixes.

Examples of Expense Report Prefix Numbers	
SS Expenses: Report Number Prefix	Expense Report Numbers and Corresponding Invoice Numbers in Oracle Payables
Web	Web589, Web590, Web591, ...
SS	SS589, SS590, SS591, ...

Table 2 – 9 (Page 1 of 1) Using Expense Report Number Prefixes

Language

This profile option displays the name of the language used by your application windows and menus. Only your system manager can change this profile option.

Printer

Use this profile option to select the printer that prints Self-Service Expenses data. If a printer cannot be selected, contact your System Administrator. Printers must be registered with Oracle Applications.

Users can see and update this profile option.

Additional Profile Options

For information about the Default Country, Site Language, and Sequential Numbering profile options, see: Application Object Library Profile Options: page 2-32.

See Also

Personal Profile Values Window (*Oracle Applications User Guide*)

Overview of Setting User Profiles (*Oracle Applications System Administrator's Guide*)

Common User Profile Options (*Oracle Applications User Guide*)

Application Object Library Profile Options

You define Application Object Library (AOL) profile options when installing Oracle Financials. These profile options affect all applications. For more information, see: Common User Profile Options in the *Oracle Applications User Guide*.

The following Application Object Library profile options significantly affect the operation of Oracle Payables.

- Default Country
- Site Language
- Sequential Numbering

For more information on these and other AOL profile options, see Profile Options in Oracle Application Object Library in the *Oracle Applications System Administrator's Guide*.

Profile Options for Multiple Organization Support

The profile option MO: Operating Unit controls to which operating unit a particular responsibility corresponds and is used only if you have installed multiple organization support. For more information, see: *Multiple Organizations in Oracle Applications*.

Using the Web Application Dictionary to Customize Self-Service Expenses

The *Web Application Dictionary* is the data dictionary that generates many of the characteristics of Self-Service Expenses. Table 2 – 10 lists the region ID names for each Self-Service Expenses page and function that is accessible using the Expense Reports responsibility.

► **To modify a region using the Web Applications Dictionary:**

1. Using the AK Developer responsibility, open the Regions window.
2. Query the region to modify. To view all Self-Service Expenses regions, query AP_WEB_%.
3. Select the region to modify, then choose Region Items.
4. Select the item to modify, then make your changes.

For example, depending on the item, you may be able to change the Sequence in which it appears in a page, the Item Style (text, checkbox, list of values, and so on), whether it appears in a

window (Node Display), and whether the item is required. To modify prompt names, modify the value in the Long Label field.

5. Save your work.

Note: If you update a prompt on one page, update it on any other pages that use the same prompt. For example, if you change the name of a field that appears in the New Expense Report page, be sure to also make the change on the Details page and the expense report spreadsheet.

For more information, see: *Web Applications Dictionary, Product Configurator, and Object Navigator User Guide*.

Web Application Dictionary Region ID	Description
AP_WEB_CALCULATOR	Labels in the Calculator.
AP_WEB_CALENDAR_WIN	Buttons that appear in the Calendar window.
AP_WEB_CCARD_IMPORT_BUTTONS	Fields, prompts, buttons, and labels in the Credit Card Transactions page.
AP_WEB_CCARD_IMPORT_HEADER	Header region items in the Credit Card Transactions page.
AP_WEB_CCARD_TAB	Corporate Card tabbed region in the New Expense Report page.
AP_WEB_CCARD_TAB_BUTTONS	Buttons that appear in the Corporate Card tabbed region.
AP_WEB_CONFIRM_WIN	Labels that appear in the Confirmation page.
AP_WEB_CURRENCY_WIN	Fields, prompts, and labels in the Currency Conversion window.
AP_WEB_DETAIL	Fields, prompts, and labels in the Receipt Detail window.
AP_WEB_DETAIL_BUTTONS	Buttons that appear in the Receipt Detail window.
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_SUM	Labels and buttons that appear in the page that lists the results after clicking Next to upload a disconnected expense report.

Table 2 – 10 (Page 1 of 3)

Web Application Dictionary Region ID	Description
AP_WEB_DISC_UPLOAD	The Upload Expense Spreadsheet page of the Upload Expense Spreadsheet function.
AP_WEB_ERROR_WIN	Buttons that appear in the Errors page.
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_HEADER	Header region items in the New Expense Report page.
AP_WEB_EXP_NAVIGATION	Navigation items that appear in the New Expense Report page.
AP_WEB_EXP_ST	New Expense Report page of the Create New Expense Report 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_TABS	Tabbed region labels in the New Expense Report page.
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_FINAL REVIEW	Fields, prompts, and labels in the Final Review page.
AP_WEB_ITEMIZE	Fields, prompts, and labels in the Itemize window.
AP_WEB_OOP_TAB	Items that appear in the Cash and Other tabbed region in the New Expense report page.
AP_WEB_OOP_TAB_BUTTONS	Buttons that appear in the Cash and Other tabbed region in the New Expense report page.
AP_WEB_MENU	Items on the Self-Service Expenses main menu.
AP_WEB_MENU_BAR	Toolbar items that appear in all Self-Service Expenses pages.
AP_WEB_RESTORE REP	The Modify Expense Reports page of the Modify Expense Reports function.

Table 2 – 10 (Page 2 of 3)

Web Application Dictionary Region ID	Description
AP_WEB_TAX	(This region is reserved for future use by Oracle Applications.)
AP_WEB_TOOLBAR	Icons that appear in the toolbar of the New Expense Report page.

Table 2 – 10 (Page 3 of 3)

Table 2 – 11 describes regions in Web Applications Dictionary that you can modify to configure how search results are displayed. These regions affect the following areas of Self-Service Expenses:

- the View Expense Report History function
- the View Projects and Tasks function
- lists 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 appear, and whether 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_EMPCURR_ID	List of values for the Overriding Approver field.
AP_WEB_DFLEX_LOV	List of values for a descriptive flexfield.
AP_WEB_PA_PROJ_TASK	The Projects and Tasks page of the View Projects and Tasks function.
AP_WEB_PA_TASKS_LOV	The list of values for the Task Number field on the New Expense Report window.
AP_WEB_PA_PROJECTS_LOV	The list of values for the Project Number field on the New Expense Report window.

Table 2 – 11 (Page 1 of 1)



See Also

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



Setting Up Credit Cards

Employees can import expenses charged to their corporate credit card directly into an expense report. Typically, an organization creates an agreement with a major credit card company to import an electronic data file summarizing all employee charges for a period.

After the credit card data file is imported and validated, an employee can view a list of corporate credit card transactions and quickly import the charges into an expense report in Self-Service Expenses. An employee can also choose which transactions to include in the report, classify each item as either Business or Personal, and place any erroneous charges in dispute.

Oracle Self-Service Expenses integrates with the following four major credit card suppliers:

- American Express
- Diner's Club
- GE Capital MasterCard
- US Bank Visa

Improve the Expense Reporting Process

Your organization may be able to reduce costs and improve efficiency within the expense reporting process by not requiring employees to submit paper receipts for corporate credit card expenses. Credit card suppliers provide a complete and accurate audit trail of all corporate credit card charges, so your payables department may not need to store and track paper copies of these receipts in the company's files. Contact your credit card issuer for more information.

Corporate Credit Card Reimbursement Policies

Companies have different requirements and policies for payment and reimbursement of employee corporate credit cards. You can implement one of the following payment/reimbursement scenarios for corporate card charges:

To choose a reimbursement policy for your company, define the profile option SS Expenses:CC Payment Due From. See: Setting Up Self-Service Expenses Profile Options: page 2-25.

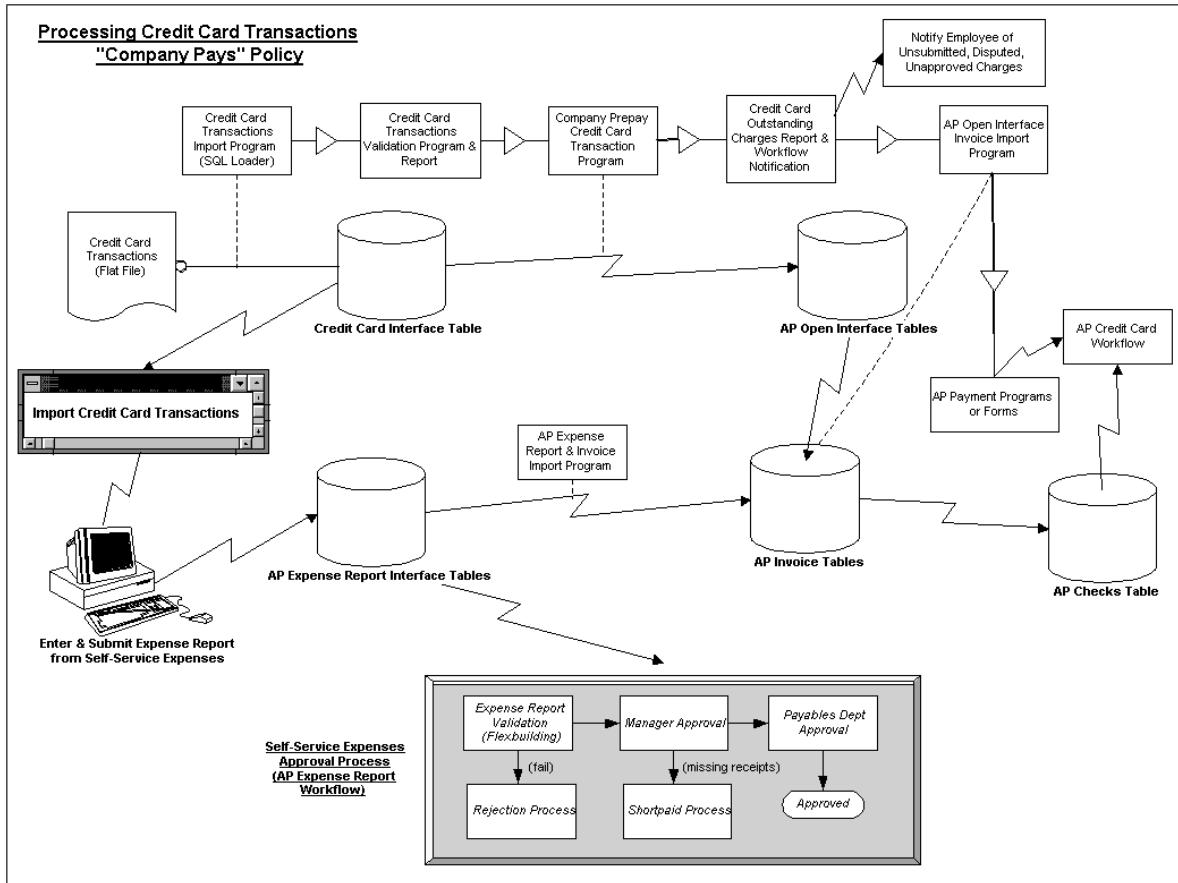


Figure 2 – 2 "Company Pays" Reimbursement Policy

The steps for processing the expense report In the "Both Pay" reimbursement policy are very similar to the "Company Pays" scenario. The only differences are that the Company Prepay Credit Card Transactions Program runs after the Credit Card Outstanding Charges report and, after it is approved by the Accounts Payables department, the report is split and a new expense report is created. (The new report is needed so a separate invoice for the credit card issuer can be created when it is imported into Oracle Payables.)

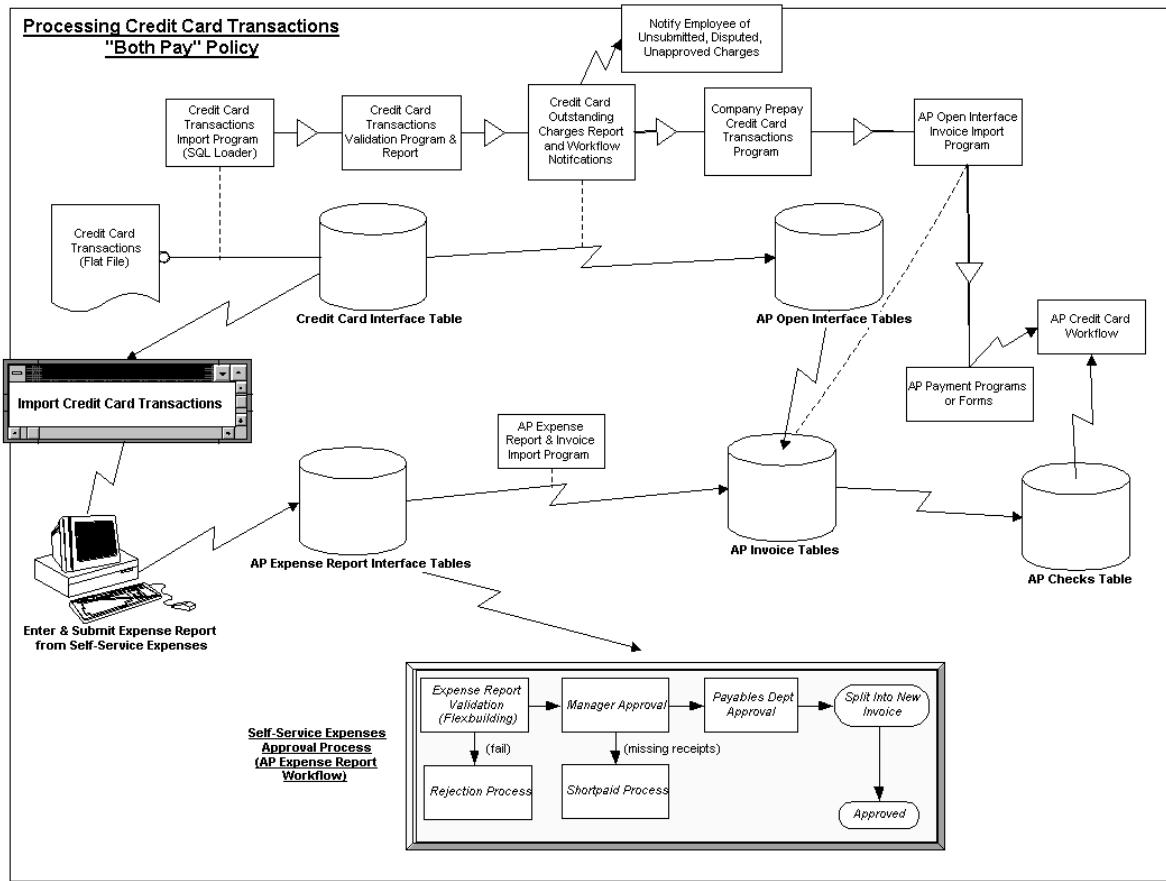


Figure 2 – 3 "Both Pay" Reimbursement Policy

Credit Card Integration Overview

The following is an overview of how to integrate corporate credit card data with Self-Service Expenses.

1. Make the necessary arrangements with your corporate credit card provider to periodically send data files with the data from your employee's corporate cards. Receive data file from credit card provider, and transfer the data file to a local directory.
2. Record general information about the corporate credit card program in which your organization participates. See: Defining Credit Card Programs: page 2-41.
3. Set up your credit cards. See: Defining Credit Cards: page 2-42.
4. Modify the credit card import control file that imports your corporate credit card data. See: Setting Up the Import Control File: page 2-43.

Note: You do not need to perform this step more than once.

5. If your corporate credit card provider is US Bank Visa, or GE Capital MasterCard, modify your *init.ora* file. See: Modifying the *init.ora* File: page 2-44.

Note: You do not need to perform this step more than once.

6. (Optional) Assign credit card expense types to expense items when defining your expense report templates. If you perform this step, Self-Service Expenses automatically populates the expense type for credit card charges when you import them into an expense report. See: Defining Expense Report Templates: page 2-10.
7. Define an Expenses Clearing account in the Oracle Payables Financials Options window. Payables uses this as a temporary account to record information about credit card transactions when importing expense reports created in Self-Service Expenses.

See: Accounting Financials Options in the *Oracle Payables User's Guide*.

8. Import and validate credit card transaction data into the AP_CREDIT_CARD_TRXNS_ALL table. See: Credit Card Transaction Import and Validation: page 2-46.
9. Set up the following credit card profile options:
 - SS Expenses:CC Payment Due From
 - SS Expenses:CC Payment Notify
 - SS Expenses:Maximum Days to Show Credit Card Transactions

See: Setting Up Self-Service Expenses Profile Options: page 2-25.

10. Test your work. See: Testing Credit Card Integration Set Up: page 2-48.

Defining Credit Card Programs

Use the Credit Card Programs window to record the credit card programs in which your company participates. When you record a credit card program, you designate the program as either a corporate *procurement* card program or a corporate *credit* card program. Employees use procurement cards to purchase specific items directly from suppliers. Employees use corporate credit cards to purchase a variety of goods and services for normal business expenses while on a business trip, for example.

For more information about procurement cards, see: Procurement Card Integration in the *Oracle Payables User's Guide*.

Prerequisites

- Enter the organizations that provide your corporate credit card programs as suppliers in Oracle Payables. Include all information including payment terms and supplier site.
- Define Credit Card Code Sets. See: Credit Card Code Sets in the *Oracle Payables User Guide*.

► **To define a corporate travel card program:**

1. In the Oracle Payables Credit Card Programs window, enter a unique card program name and a description.
2. Select the Card Brand.
3. Select a Card Type of Travel.
4. Select the Supplier that provides this corporate travel card program.
5. Select the supplier site.
6. Enter the Card Code Set that your card issuer uses to record restrictions on cards.
7. Enter the name of the employee who administers the corporate travel card program.



Suggestion: The Exposure Limit field is not currently used by Payables or Self-Service Expenses, but you can use this field to record reference information such as the program's credit limit.

8. To specify a day after which this credit card program can no longer be used, enter an Inactive On date.
9. Save your work.

Note: The Exception Clearing Account field and the check boxes in the Do Not Pay If Status Is region are used by Oracle Payables.

See Also

Credit Card Programs Window Reference (*Oracle Payables User Guide*)

Defining Credit Cards

Use the Credit Cards window to record the names of employees who hold corporate credit cards, and the numbers of the credit cards these employees hold. When recording credit cards, you designate the credit card program to which the credit card belongs.

Prerequisites

- Create a credit card program for the corporate credit card your organization uses. See: Defining Credit Card Programs: page 2-41.
- Define Credit Card Profiles (*Oracle Payables User Guide*)

► **To define a credit card:**

1. In Payables, navigate to the Credit Cards window.
2. Select the Card Program to which the card belongs.
3. Enter the employee's name as it appears on the card in the Card Member Name field.
4. Enter the Card Number.
5. In the Employee Name field, enter the employee's name as it appears in the Enter Person window (in Payables).



6. Enter the number of the credit card the employee holds.
7. Save your work.

See Also

[Credit Cards \(*Oracle Payables User Guide*\)](#)

[Credit Cards Window Reference \(*Oracle Payables User Guide*\)](#)

Setting Up the Import Control File

Before you can import credit card data you must modify the control file that imports your corporate credit card data. To do this, identify the CARD_PROGRAM_ID of your credit card program and then add this number as a constant to a predefined control file.

Note: Set up the import control file only once. You do not have to repeat this procedure every time you load credit card data files.

Identifying the CARD_PROGRAM_ID

Prerequisites

- Create a credit card program for the corporate credit card your organization uses. See: [Defining Credit Card Programs: page 2-41](#).

► **To identify the CARD_PROGRAM_ID of your credit card program:**

1. In Payables, navigate to the Credit Card Programs window.
2. Choose Diagnostics->Examine from the Help menu. This opens the Examine Field and Variable Values window.
3. Select the list of values button for the Field field. This opens the Choose a Field window.
4. Select the field CARD_PROGRAM_ID, then choose OK.
5. Note the number that appears in the Value field. This is the number you will enter in the next procedure, [Modifying the Control File](#).

6. Choose OK

Modifying the Control File

Control File Directory and File Names

The control files for the credit card import process are located in the following directory:

\$SAP_TOP/bin

The control file you need to modify depends on the credit card issuer with which your company does business.

Corporate Credit Card	Control File
American Express	apxamex.ctl
Diner's Club	apxdiner.ctl
GE Capital MasterCard	apxgecmc.ctl
US Bank Visa	apxusbv.ctl

Table 2 - 12 (Page 1 of 1)

► **To modify a control file:**

1. Open the control file you want to edit in a text editor.
2. Replace the number for the credit_card_id constant with the CREDIT_CARD_ID number you noted in the previous section, Identifying the CARD_PROGRAM_ID: page 2-43.
3. Save your work and close the control file.

Modify the *init.ora* File

When you receive data files from the credit card provider, you must save these files in your system. Due to SQL*Loader constraints, US Bank Visa and GE Capital MasterCard data files require preformatting before they are loaded into the AP_CREDIT_CARD_TRXNS_ALL table.



Attention: This step should only be performed by the Oracle DBA assigned to the Oracle Applications database.



If your credit card provider is US Bank Visa or GE Capital MasterCard, you must perform the following:

- Save your credit card data files in a directory path listed by the UTL_FILE_DIR parameter in your `init.ora` file.
- Include the directory path specified by the APPLPTMP variable (in the `$APPLTOP/APPLSYS.env` file) as a directory path in the UTL_FILE_DIR parameter. This parameter is located in your `init.ora` file.

If your credit card provider is American Express or Diner's Club, you do not have to save your credit card data files in a directory path listed by the UTL_FILE_DIR parameter in your `init.ora` file.

Note: You need to modify the `init.ora` file only once (you do not have to repeat this procedure every time you load credit card data files).

Prerequisites

- Note the directory path specified by the APPLTMP variable in the `$APPLTOP/APPLSYS.env` file. You must add this directory path to the UTL_FILE_DIR parameter in your `init.ora` file.

► **To modify your `init.ora` file:**

1. Locate the `init.ora` file for the applications database. This file should be located in the `$ORACLE_HOME/dbs` directory, but may have a different name as the administrator may have copied and created a special file for the applications database.
2. Using a text editor, open the `init.ora` file.
3. Search for the UTL_FILE_DIR parameter.
4. Add a new directory path to the UTL_FILE_DIR parameter and copy your credit card data file to this directory. (You can also copy your credit card data file to an existing directory listed by the UTL_FILE_DIR parameter.)
5. Add the directory path specified by the APPLPTMP variable in the `$APPLTOP/APPLSYS.env` file to the UTL_FILE_DIR parameter.
6. Save your work.

Note: The Oracle DBA must stop and restart the database before the database will recognize the changes. To verify that these values are present in the database, query `V$PARAMETERS`.

Credit Card Transaction Import and Validation

Depending on which credit card program your company uses, run one of the following four request sets to import and validate corporate credit card data files:

- American Express Transaction Load and Validate
- Diner's Club Transaction Load and Validate
- US Bank Visa Transaction Preformat, Load, and Validate
- GE Capital MasterCard Preformat, Load, and Validate

After the request set completes, check the log file to determine whether any transactions have been rejected.

Request Set Submission

Submit these request sets from the Submit Request window.

Request Set Parameters

American Express and Diner's Club

Data File: Enter the path and file name that identifies the data file you want to load.

GE Capital MasterCard and US Bank Visa

Input Data File: Enter the path and file name of the data file to preformat.

Note: GE Capital MasterCard and US Bank Visa files must be stored in a directory path listed by the UTL_FILE_DIR parameter in your `init.ora` file.

Output Data File: Enter the file name and directory path where you want to save the file.

Credit Card Transaction Validation Report

This report validates all credit card transactions in the AP_CREDIT_CARD_TRXNS_ALL table that have not been successfully validated. At the end it also gives the total number of transactions processed, the total number rejected, and the total number validated.

The Credit Card Transaction Validation Report lists invalid transactions according to one of following rejection reasons:

- Duplicate Transactions
- Invalid Billed Amounts
- Invalid Billed Currency Codes
- Invalid Billed Dates
- Invalid Card Numbers
- Invalid Merchant Names
- Invalid Posted Currency Codes
- Invalid Transaction Amounts
- Invalid Transaction Dates

Report Submission

You submit this report from the Submit Requests window.

Selected Report Headings

Billed Amount: The amount of the billed charge.

Billed Currency Code: The ISO code for the billed currency.

Billed Date: The date the transaction will be or has been billed.

Card Number: Number of the credit card used to pay for the expense.

Merchant Name: Name of merchant.

Posted Currency Code: The ISO code for the posted currency.

Reference Number: A unique number assigned to each transaction at the point of sale.

Transaction ID: A unique number assigned to each transaction by the credit card provider.

Clearing Unused Credit Card Transactions

An *unused credit card transaction* is a transaction that has been loaded and validated in the system but has not been included on a Self-Service Expenses expense report.

You can use the profile option Self-Service Expenses:Maximum Days to Show Credit Card Transactions to specify how long unused credit card transactions appear in the Credit Card Transactions page. (Employees use the Credit Card Transactions page to choose the credit card transactions to include in an expense report.) If a credit card transaction has not been added to an expense report for more than the number of days you specify, Self-Service Expenses no longer displays it in the list of available transactions in the Credit Card Transactions window.

If you do not specify a maximum number of days for this profile option, Self-Service Expenses displays unused credit card transactions in the Credit Card Transactions page indefinitely. However, since the Credit Card Transactions page can display only 200 transactions at a time, we suggest that you enter a value for this profile option.

See Also

Setting Up Self-Service Expenses Profile Options: page 2-25

Testing Credit Card Integration Set Up

After you have loaded and validated a credit card data file, employees can view their credit card transactions in Self-Service Expenses.

Prerequisites

- Identify an employee who has transactions included in an imported credit card data file.
- **To test credit card integration set up**
 1. Log on to Self-Service Expenses.



2. Select Create New Expense Report, enter whatever information is necessary, then select the Enter Receipts button. This opens the Enter Receipts window.
3. Select the Get Credit Card Transactions button. You should see a list of credit card transactions.





CHAPTER

3

Client Extensions in Self-Service Expenses

This chapter describes the client extensions in Oracle Self-Service Expenses. Client extensions allow you to extend the functionality of Self-Service Expenses by implementing and automating company-specific business rules.

Client Extensions

Many companies have business requirements that the standard functionality of Oracle Self-Service Expenses does not address. To address these requirements, Self-Service Expenses provides several *client extensions*. Client extensions extend Self-Service functionality to implement and automate company-specific business rules.

Client Extension	Package.Procedure
Calculate Amount Extension: page 3–5	AP_WEB_CUST_DFLEX_PKG. CustomCalculateAmount
Populate Poplist Extension: page 3–6	AP_WEB_CUST_DFLEX_PKG. CustomPopulatePoplist
Flexfield Default Extension: page 3–7	AP_WEB_CUST_DFLEX_PKG. CustomPopulateDefault
Flexfield Validation Extension: page 3–8	AP_WEB_CUST_DFLEX_PKG. CustomValidateDFlexValues
Cost Center Validation Extension: page 3–4	AP_WEB_CUST_DFLEX_PKG. CustomValidateCostCenter
Default Cost Center Extension: page 3–3	AP_WEB_CUST_DFLEX_PKG. CustomDefaultCostCenter
Accounts Payable Involvement Extension: page 3–11	AP_WEB_EXPENSE_CUST_WF. CustomValidateExpenseReport
Find Approver Extension: page 3–12	AP_WEB_EXPENSE_CUST_WF. FindApprover
Authority Verification Extension: page 3–10	AP_WEB_EXPENSE_CUST_WF. VerifyAuthority
Management Involvement Extension: page 3–8	AP_WEB_EXPENSE_CUST_WF. DetermineMgrInvolvement

Table 3 – 1 (Page 1 of 1)

Implement company-specific rules by designing and writing client extensions using PL/SQL procedures. These procedures are called during the standard processing flow of Self-Service Expenses.

The procedures you write to implement your business rules are *extensions*, not *customizations*. Extensions are features that Oracle supports within the product and can be easily upgraded from one product release to the next. Unlike extensions, customizations are



changes made to the product that are *not* supported by Oracle and cannot be easily upgraded.



Warning: You must not directly **insert** or **update** records in any Oracle Applications tables and performing these activities with extensions is not supported by Oracle Corporation. You must use the public, predefined procedures that Oracle Self-Service Expenses provides to insert or update records in Oracle Payables tables.



Attention: You are responsible for the support and upgrade of the logic within the procedures that you write, which may be affected by changes between releases of the Oracle Applications.

Default Cost Center Extension

When a user navigates to the New Expense Report page, a default value automatically appears in the Cost Center field. This default cost center value is extracted from the DEFAULT_CODE_COMBINATION_ID column of the HR_EMPLOYEES_CURRENT_V view. Use the default cost center extension to define a value for the cost center field.

Writing the Default Cost Center Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the default cost center extension. The package name is **AP_WEB_CUST_DFLEX_PKG** and the procedure name is **CustomDefaultCostCenter**.

Print out and review the following file before you begin writing your default cost center extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls

This file contains the procedure you must modify to implement the default cost center extension. You can define as many procedures as needed within this package or within the predefined procedure.

Modify the CustomDefaultCostCenter procedure so it returns a specific cost center value. The value that CustomDefaultCostCenter returns is the default cost center in the New Expense Report page. If CustomDefaultCostCenter returns a value of NULL, Self-Service

Expenses uses the standard default cost center method and inserts the employee's cost center as the default.

Cost Center Validation Extension

When an employee submits an expense report, Self-Service Expenses checks whether the cost center identified in the expense report is a valid value in your chart of accounts. If the cost center specified is invalid, the system displays an error message when the employee clicks on the Next button in the New Expense Report window. You can use the Cost Center Validation Extension to define custom validation rules for the values users enter in the Cost Center field.

Writing the Cost Center Validation Extension

Self-Service Expenses provides a template package that contains the procedure you must modify to implement the default cost center extension. The package name is **AP_WEB_CUST_DFLEX_PKG** and the procedure name is **CustomValidateCostCenter**.

Print out and review the following file before writing your cost center validation extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls

This file contains the procedure you must modify to implement the cost center validation extension. You can define as many procedures as needed within this package or within the predefined procedure.

To enable the **CustomValidateCostCenter** procedure, write your code so the function returns a value of TRUE. If the **CustomValidateCostCenter** procedure returns the value TRUE, Self-Service Expenses uses your cost center validation logic and skips the predefined cost center validation routine.

When a cost center is valid, your validation logic must set the **p_CostCenterValid** parameter to TRUE. When a cost center is not valid, your logic must set the **p_CostCenterValid** parameter to FALSE. You can also customize the error message that appears when validation fails. To customize this error message, assign a value to the **p_cs_error** variable. If you do not assign a value to this variable, Self-Service Expenses displays the standard error message.



Calculate Amount Extension

Use the Calculate Amount Extension to define company-specific calculations for expense types such as per diem and mileage. For example, if your company's reimbursement policy includes a mileage allowance, you can use the Calculate Amount Extension to calculate mileage expenses based on the number of miles an employee reports.

You must define a context-sensitive flexfield segment for each expense type to which you want to associate the Calculate Amount Extension. The values employees enter into these context-sensitive segments provide the input for your calculation logic.

For example, to write logic to calculate mileage expenses, define a context-sensitive flexfield segment called Miles and associate it with the expense type Mileage. When an employee selects the Mileage expense type, the Miles flexfield appears. The employee enters a number in the Miles field, then clicks the Calculate Amount button. This executes your custom logic which calculates the number of miles times the rate per mile, and populates the Receipt Amount field.

If the reimbursement currency is different from the receipt currency, you may want to rewrite the procedure so the result populates a different field (for example, Reimbursable Amount) instead of Receipt Amount.



Attention: You must enable the Calculate Amount option in the Payables Expense Report Templates window for each expense type you want to use with the calculate amount extension.

Writing the Calculate Amount Extension

Self-Service Expenses provides a template package that contains the procedure you modify to implement the calculate amount extension. The package name is **AP_WEB_CUST_DFLEX_PKG** and the procedure name is **CustomCalculateAmount**.

Print out and review the following file before writing your Calculate Amount Extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls

This file contains the procedure you must modify to implement the Calculate Amount Extension. You can define as many procedures as needed within this package or within the predefined procedure.

Populate Poplist Extension

You can define descriptive flexfield segments so they appear with poplists. The standard way to define lists of values that appear in these poplists is to associate segments with value sets containing the values you want. For a detailed description of how to do this, see: Setting Up Descriptive Flexfields: page 2-13.

Use the Populate Poplist Extension to define custom rules for values that appear in the poplists for flexfield segments. Note that you can only use the Populate Poplist Extension for flexfield segments associated with value sets that have validation types of either Independent or Table. You cannot use the Populate Poplist Extension for a segment associated with a value set that has a validation type of None.



Attention: If you associate flexfield segments with a value set that uses table validation, you must use the Populate Poplist Extension if you want values to appear in the poplists for these segments.

Writing the Populate Poplist Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Populate Poplist Extension. The package name is **AP_WEB_CUST_DFLEX_PKG** and the procedure name is **CustomPopulatePoplist**.

Print out and review the following file before writing your Populate Poplist Extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls

This file contains the procedure you must modify to implement the Populate Poplist Extension. You can define as many procedures as needed within this package or within the predefined procedure.



Flexfield Default Extension

You can define descriptive flexfield segments so they automatically appear with default values. The standard way to define these default values is to use the Default Value field in the Payables Segments window. Use the Flexfield Default Extension to define custom rules for defaulting values in Self-Service Expenses flexfield segments.

Your flexfield default rules can use the values in the header region of the New Expense Report page as input. This region includes fields such as employee ID, cost center, and reimbursement currency. So, for example, if you have a flexfield for per diem, you could write default rules for this flexfield based on who is creating the expense report.

Note: You can use the Flexfield Default Extension to define default values only for *context-sensitive* flexfield segments. You cannot use this extension to define values for *global* flexfield segments.

Writing the Flexfield Default Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Flexfield Default Extension. The package name is AP_WEB_CUST_DFLEX_PKG and the procedure name is **CustomPopulateDefault**.

Note: You can set the default value for flexfield segments that appear as check boxes. If you want check boxes to be checked by default (set to Yes), write logic so the p_DefaultValue parameter returns 'Y'. Otherwise, write your logic so the p_DefaultValue parameter returns 'N'.

Print out and review the following file before writing your flexfield default extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls This file contains the procedure you must modify to implement the Flexfield Default Extension. You can define as many procedures as needed within this package or within the predefined procedure.

Flexfield Validation Extension

When defining descriptive flexfield segments, you associate a value set to each segment. You can define value sets to include validation rules by using the Format Validation region of the Payables Value Sets window. Use the Flexfield Validation Extension to define additional validation rules for the values entered in Self-Service Expenses flexfield segments. If you implement the Flexfield Validation Extension, Self-Service Expenses executes your custom validation logic as well as the validation you define for value sets.

You can define dynamic validation that is dependent on other fields in the New Expense Report page. The same API is called for both expense line level validation and for individual expense-type context-sensitive custom field validation.

Writing the Flexfield Validation Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Flexfield Validation Extension. The package name is **AP_WEB_CUST_DFLEX_PKG** and the procedure name is **CustomValidateDFlexValues**.

Print out and review the following file before writing your flexfield validation extension. The file is located in the Oracle Payables admin/sql directory.

apwdfcfb.pls

This file contains the procedure you must modify to implement the Flexfield Validation Extension. You can define as many procedures as needed within this package or within the predefined procedure.

Management Involvement Extension

Expense reports can be paid only if the *Manager (Spending) Approval* workflow process marks them as manager approved. Generally, expense reports undergo manager review and approval comes directly from managers themselves. However, you can use the *Level of Manager Involvement* activity in the *Manager (Spending) Approval* workflow process to approve expense reports automatically, without a manager's approval.

The *Level of Manager Involvement* activity supports three levels of manager involvement:

manager approval	Managers directly approve expense reports themselves.
manager notification	Expenses reports receive automatic manager approval and the workflow notifies the manager that the expense report was approved.
no manager involvement	Expenses reports receive automatic manager approval, but the workflow does not notify the manager that the expense report was approved.

Use the Manager Involvement Extension to specify how the *Level of Manager Involvement* processes expense reports. For example, you can define the manager involvement extension so the level of management involvement depends on the amount of the expense report or the expense template used.

For a detailed description of the default behavior of the *Level of Manager Involvement* activity, see: Level of Manager Involvement: page 5–36.

Writing the Management Involvement Extension

Self–Service Expenses provides a template package containing the procedure you must modify to implement the Management Involvement Extension. The package name is **AP_WEB_EXPENSE_CUST_WF** and the procedure name is **DetermineMgrInvolvement**.

The DetermineMgrInvolvement API contains some sample logic that is preceded by the comment delimiter. This sample code, if enabled, enforces the following rules:

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

You can modify this sample logic by increasing or decreasing the values assigned to the variables `l_approval_req_amount` and `l_notify_only_amount`.

Note: You must add and remove the necessary comment delimiters to make the sample logic in this API control the *Level of Manager Involvement* activity.

Print out and review the following file before writing your Management Involvement Extension. The file is located in the Oracle Payables admin/sql directory.

apwxwfcb.pls

This file contains the procedure you must modify to implement the Management Involvement extension. You can define as many procedures as needed within this package or within the predefined procedure.

Authority Verification Extension

When a manager approves an expense report, the *Verify Authority* activity in the *Manager (Spending) Approval* workflow process determines whether the manager has the signing limit and cost center authority to approve the expense report. The *Verify Authority* activity bases its verification on values you enter in the Payables Employee Signing Limit window.

You can use the Authority Verification Extension to define custom rules that determine whether a manager has the authority to approve an expense report.

Writing the Authority Verification Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Authority Verification Extension. The package name is **AP_WEB_EXPENSE_CUST_WF** and the procedure name is **VerifyAuthority**.

Print out and review the following file before writing your authority verification extension. The file is located in the Oracle Payables admin/sql directory.

apwxwfcb.pls

This file contains the procedure you must modify to implement the Authority Verification Extension. You can define as many procedures as needed within this package or within the predefined procedure.



Accounts Payable Involvement Extension

Your accounts payable department must review and approve expense reports that contain lines for which a justification or an original receipt is required. Your accounts payable department approves an expense report by checking the Reviewed by Payables check box in the Payables Expense Reports window. Once reviewed by the payables department, the AP Approval workflow process marks the expense report as Payables Approved.

You can use the Accounts Payable Involvement extension to define additional rules for when accounts payables approval is necessary for expense reports. For example, you could define this extension so only every third expense report requires accounts payable approval, regardless of whether the report contains lines that require a justification or an original receipt.

Writing the Accounts Payable Involvement Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Accounts Payable Involvement extension. The package name is **AP_WEB_EXPENSE_CUST_WF** and the procedure name is **CustomValidateExpenseReport**.

This procedure is called during the AP Expense Report Workflow during the Server Side Validation process. For more information, see: Server Side Validation Process Activities: page 5-26.

Print out and review the following file before writing your Accounts Payable Involvement extension. The file is located in the Oracle Payables admin/sql directory.

apwxwfcb.pls	This file contains the procedure you must modify to implement the Accounts Payable Involvement Extension. You can define as many procedures as needed within this package or within the predefined procedure.
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Find Approver Extension

The *Find Approver* activity in the *Manager (Spending) Approval* workflow process determines the first and (if necessary) subsequent approvers for an expense report. You can use the Find Approver Extension to define custom rules for selecting approvers for expense reports.

Writing the Find Approver Extension

Self-Service Expenses provides a template package containing the procedure you must modify to implement the Find Approver Extension. The package name is **AP_WEB_EXPENSE_CUST_WF** and the procedure name is **FindApprover**.

Print out and review the following file before writing your Find Approver Extension. The file is located in the Oracle Payables admin/sql directory.

apwxwfcb.pls

This file contains the procedure you must modify to implement the Find Approver Extension. You can define as many procedures as needed within this package or within the predefined procedure.



CHAPTER

4

The Expense Spreadsheet

This chapter describes how to implement the Expense Spreadsheet, a generic Microsoft Excel document that you can customize to create and submit expense reports using a standard Web browser.

Expense Spreadsheet

Employees that have access to their corporate intranet can log in Oracle Self-Service Expenses to create and submit expense reports using a standard Web browser. Employees who are travelling or do not have access to the company's intranet can create expense reports using the *disconnected expense reporting process*.

The Disconnected Expense Reporting Process

The disconnected expense reporting process involves entering expenses in a Microsoft Excel spreadsheet on a personal computer or laptop and then uploading this spreadsheet to Self-Service Expenses. Self-Service Expenses provides a Microsoft Excel expense spreadsheet template that you can customize to meet your needs.

Following is an overview of the disconnected expense reporting process:

1. Download the template by choosing Download Expense Spreadsheet from the Self-Service Expenses main menu, then create a copy of it using the Save As command.
2. Enter expenses in the spreadsheet using Microsoft Excel.
3. When the spreadsheet is complete, log in to Self-Service Expenses, then choose Upload Expense Report from the main menu.
4. Copy the contents of the spreadsheet in Excel, then paste the contents in the Self-Service Expenses Upload Expense Report page.



Attention: Be sure to paste the spreadsheet only *once* into the Upload Spreadsheet Area. If a user pastes the spreadsheet more than once and then successfully uploads it, Self-Service Expenses creates an expense report with duplicate receipts.

5. Click Next to ensure there is no missing or invalid data in the report. If the spreadsheet contains errors:
 - a. Clear the contents of the upload page.
 - b. Modify the spreadsheet in Excel.
 - c. Copy the contents of the spreadsheet, then paste the contents in the Self-Service Expenses Upload Expense Report page.
 - d. Click Next.



6. When the spreadsheet passes validation, a new expense report is created in Self–Service Expenses. An employee can enter additional expenses, save the report as a work in progress, or submit it for approval.

Note: All users assigned to the Expense Reports responsibility can access the Download Expense Spreadsheet and Upload Expense Spreadsheet functions.

Customizing the Excel Template

The Excel template is a spreadsheet that employees use to create disconnected expense reports (see Figure 4 – 1). Employees download the template by choosing Download Expense Spreadsheet from the Self–Service Expenses main menu.

You must customize the Excel template so it matches your current Self–Service Expenses implementation. For example, all fields in Self–Service Expenses must exist in your template and fields that are required in Self–Service Expenses must also be required in the template. If the template does not match your implementation, employees cannot create and upload expense reports using the disconnected process.

To create a custom Excel template, you must copy specific values from various Oracle Payables windows and enter them in the template.



Suggestion: Since you cannot copy values from Oracle Applications and paste them into Excel, writing lists of values on paper can simplify the task of entering matching values in Excel.

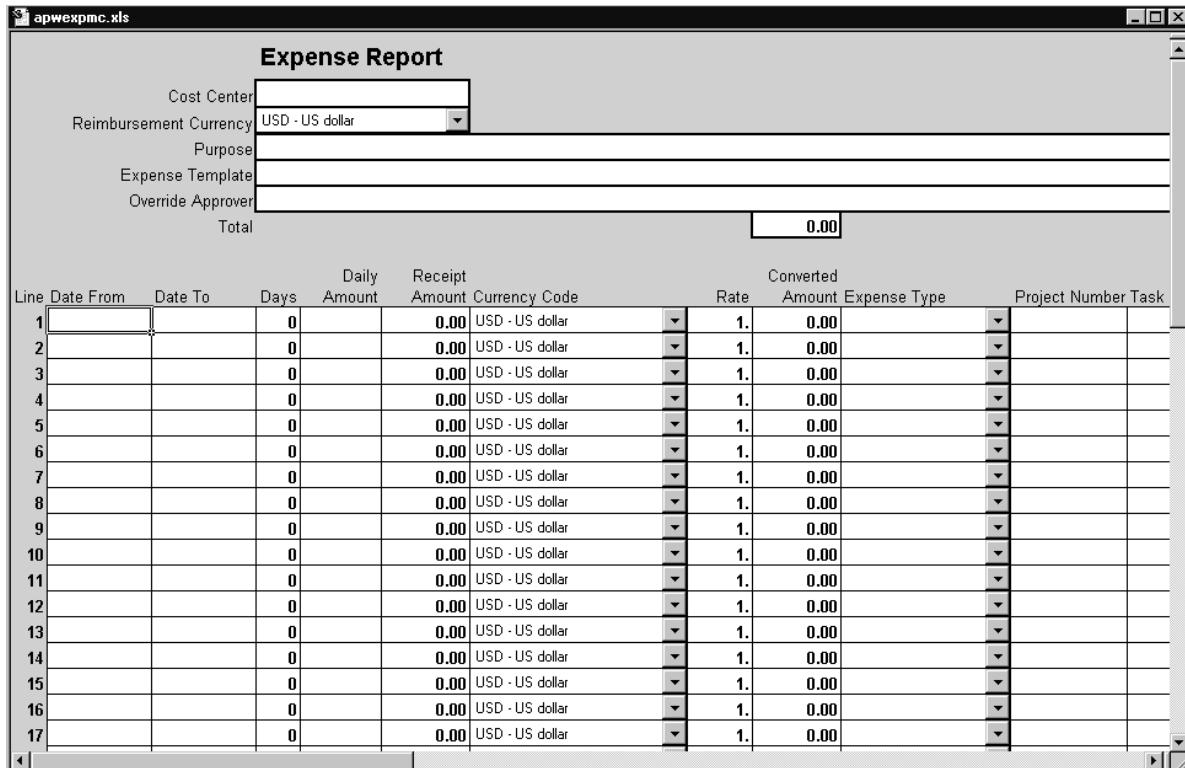


Figure 4 – 1 The Excel Spreadsheet Template

Required Tasks

Perform the following tasks to customize the Excel template:

- Show the Sheet Tabs: page 4-5
- Define the Date Format: page 4-6
- Enter an Expense Template Name: page 4-7
- Set Up Expense Types: page 4-8
- Set Up Currency Codes and Descriptions: page 4-10

For more information about customizing the template, see: Other Setup Considerations: page 4-23.

Recommended Setup Tasks

The following tasks are recommended:

- Protect the Custom Excel Template: page 4-25
- Test the Custom Excel Template: page 4-26

Conditional Setup Task

If you implemented descriptive flexfields in Self-Service Expenses, you must Set Up Descriptive Flexfields in the Spreadsheet: page 4-13.

Optional Setup Task

Modify Column and Cell Headings: page 4-12.

Requirement

- You must be using Microsoft Excel 5.0 or higher.

File Name and Location

The formatted Expense Spreadsheet is called **apwexpmc.xls** and is located in the following directory:

\$SAP_TOP/html/US

Showing the Sheet Tabs

After downloading the expense spreadsheet from Self-Service Expenses, you must display the sheet tabs to make any changes.

You can edit the following sheet tabs in the Excel template:

- Currency Codes and Descriptions
- Expense Report
- Expense Types
- Prompts



Attention: Do not modify the Cells Links, Custom Field Links, or Custom Field Code sheet in the template. If you do, the Expense Spreadsheet cannot function properly.

► **To show the sheet tabs in the expense spreadsheet template:**

1. Open the spreadsheet file **apwexpmc.xls**.
2. Choose Tools > Protection > Unprotect Sheet.
3. Choose Options from the Tools menu.

4. Select the View tab, check the Sheet Tabs check box, then choose OK. (See Figure 4 – 2.)

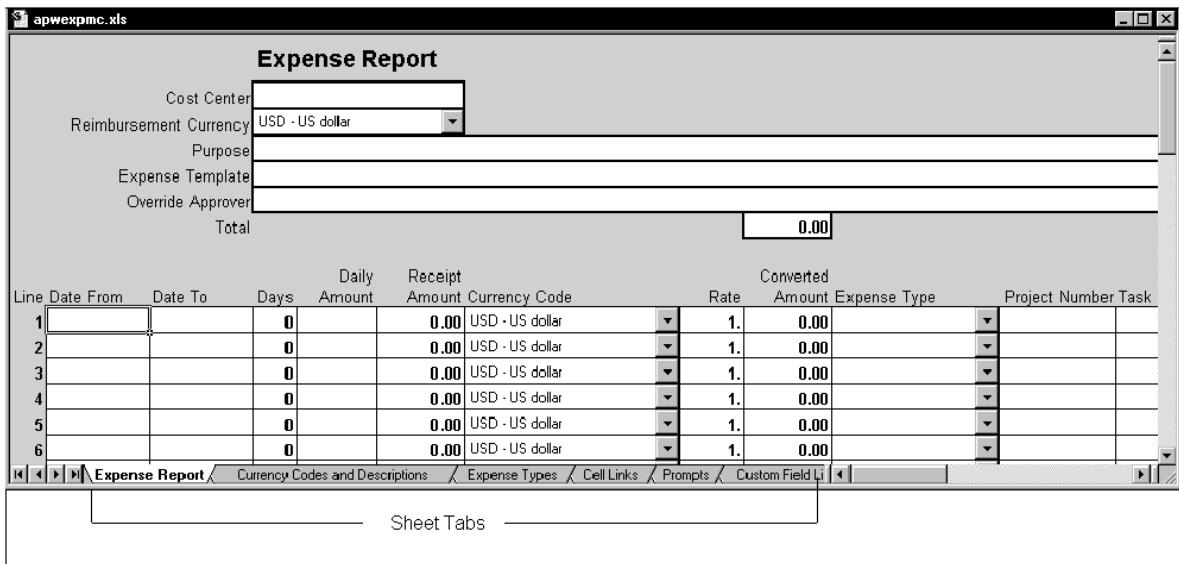


Figure 4 – 2 The Excel Spreadsheet Template

Defining the Date Format

Users enter a receipt date in the spreadsheet's Date From column. For multiple-day receipts, users can define a range of days by entering dates in both the Date From and the Date To columns.

When an employee uploads a completed expense report, Self-Service Expenses compares the date format of the Date From and Date To columns to the date format set using the Self-Service Expenses General Preferences function. If the date formats in these columns do not match the date format specified by the General Preferences function, users must re-enter receipt dates in Self-Service Expenses.

Note: An example of a valid date format is DD-MON-YYYY.

 **Attention:** Self-Service Expenses users can change the date format used by Self-Service Expenses using the General Preferences function. We suggest advising all employees to not modify this date format as it may cause errors for other users.



Prerequisite

- Determine a date format to use in the Expense Spreadsheet.

► **To define the Date Format:**

1. Make the Expense Report sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Select the Date From and the Date To column, and then choose Format > Cells.
3. Select the Number tab, and then choose Date as the Category.
4. Choose a date format from the list in the Type region, then choose OK.

Entering an Expense Template Name

You must assign a template name to the Excel template to define the list of expense types that are available in Self-Service Expenses (for example, airfare, meals, lodging, and so on). This template also determines the expense types you can include in the Expense Types sheet in the Excel template. See: Setting Up Expense Types: page 4-8.

You create expense report templates in the Payables Expense Report Templates window. The template you choose must have the Enable for Self-Service Users option checked (set to Yes). For more information, see Expense Report Templates in the *Oracle Payables User Guide*.

When an employee uploads an Excel expense report, Self-Service Expenses compares the template name to the names of all active, Self-Service enabled templates. If the template name of an Excel expense report does not match the name of a Self-Service enabled template, Self-Service Expenses rejects the report.

Note: If multiple Self-Service expense report templates have been defined for use with Self-Service Expenses, you must set up a separate custom Excel template for each Self-Service template.

Prerequisites

- Select a Self-Service enabled expense report template from the Payables Expense Report Templates window. Note the exact spelling of the template name.

► **To enter a template name:**

1. Make the Expense Report sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Enter the name of an expense report template that is enabled for Self-Service into the Expense Template cell (see Figure 4 – 3). The name must exactly match the name of a Self-Service enabled template that appears in the Payables Expense Report Templates window.
3. Save your work.

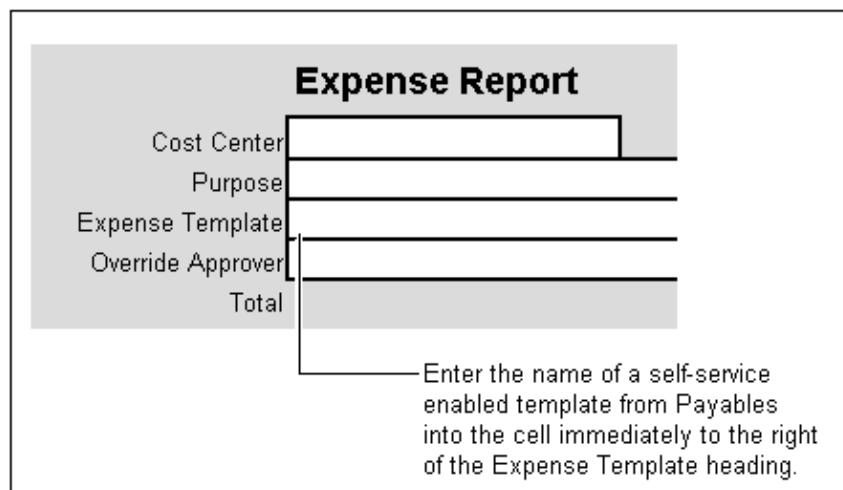


Figure 4 – 3 Expense Template Name

Setting Up Expense Types

To enter expense types in the Expense Report sheet, users select values from a poplist. The Expense Types sheet contains the values that appear in this poplist. You must customize the Expense Types sheet so it contains only valid expense types. Valid expense types include:

- expense types defined in the Payables template that you identified in the Expense Report sheet
- expense types with the Viewable From All Templates option checked in the Payables Expense Report Templates window

⚠ Warning: Receipts with invalid expense types will fail validation even if the expense report uploads successfully.

For example, the Expense Report Templates window in Payables lists the expense types Airfare, Car Rental, Hotel, and Entertainment in the template "Sales." No expense types from any other template have the Viewable From All Templates option checked. If you enter "Sales" as the Expense Template for the spreadsheet, you must set up the Expense Type sheet so it contains only the expense types Airfare, Car Rental, Hotel, and Entertainment.

The generic Expense Types sheet within the Excel template includes several sample expense types. You must change the sample expense types to valid expense types and delete any rows that you do not change. To add expense types, insert new rows into the Expense Types sheet. You must insert a new row above an existing row for the expense type to appear in the poplist.

Prerequisites

- Make a list of the expense types defined by the Self-Service enabled template you entered in the Expense Report sheet. Note the exact spelling of these expense types.

► To set up Expense Types:

1. Make the Expense Types sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Change the sample expense types to valid expense types (those defined in the Self-Service enabled template you entered in the Expense Report sheet). Be sure to spell each expense type exactly as it appears in the Payables Expense Report Templates window.
3. To add an expense type, insert a new row and enter the name of the expense type exactly as it appears in the Payables Expense Report Templates window (See Figure 4 – 4).

To insert a new row, select a cell that *contains a value*, and then choose Insert > Rows. If you select a cell that does not contain a value, choose Insert > Rows, and then add an expense type to this new row, the expense type does not appear in the poplist.



Attention: Do not edit the header region (cells A1 and A2) of the Expense Types sheet.



Suggestion: Sort the list of expense types alphabetically. To do this, select the rows to sort, then click on the Sort Ascending button (or choose Data > Sort, click on Ascending, then click Ok).

A	
1	Expense Types
2	
3	Airfare
4	Car Rental
5	Entertainment
6	Hotel
7	Meals
8	Miscellaneous
9	Taxis
10	Telephone Calls
11	
12	

Figure 4 – 4 Setting Up Expense Types

4. Test your work. To do this, make the Expense Report sheet active and verify that the poplist displays the proper values.
5. Save your work.

Setting Up Currency Codes and Descriptions

When an employee uploads an expense report spreadsheet, Self-Service Expenses compares the currency code of a receipt with the currency codes enabled in the Currencies window. If the receipt currency code does not match an enabled currency, the user must re-enter the receipt currency code in Self-Service Expenses.

The predefined Currency Codes and Descriptions sheet includes nearly two hundred currencies (all specified in ISO Standard #4217). Because some of these currencies may not be enabled in Oracle Payables, you must edit the Currency Codes and Descriptions sheet so it includes only enabled currencies. Review the list of enabled currencies in the Payables Currencies window, then remove all disabled currencies from the Currency Codes and Descriptions sheet.

For more information about setting up currencies, see: Currencies Window in the *Oracle Applications System Administrator's Guide*.

Prerequisites

Review and make a list of all enabled currencies in the Oracle Payables Currencies window.

► **To set up currency codes and descriptions:**

1. Make the Currency Codes and Descriptions sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Delete each row that contains a disabled currency.
3. To specify which currency appears by default in the Currency Code poplist, enter a default currency description in cell A2 and a default currency code in cell B2 (see Figure 4 – 5).
4. Check your work by making the Expense Report sheet active and ensuring that the poplist displays the proper values.
5. Save your work.

Do not edit cells A1 or B2.

The value in cell A2 appears as the default value for the Currency field.

Delete all rows that contain disabled currency codes.

	A	B
1	Currency Descriptions	Currency Codes
2	DEM - Deutsche Mark	DEM
3	ARS - Argentine Peso	ARS
4	ATS - Schilling	ATS
5	AUD - Australian Dollar	AUD
6	BEF - Belgian Franc	BEF
7	CAD - Canadian Dollar	CAD
8	CHF - Swiss Franc	CHF
9	CNY - Yuan Renminbi	CNY

Figure 4 – 5 Setting Up Currency Codes

Changing Column and Cell Headings (Optional)

You can change the column and cell headings of the Expense Report sheet to use terms that are common within your company. For example, you might want to change "Justification" to "Reason" and change "Cost Center" to "Bill Code." The Prompts sheet lists all of the column and cell headings you can change.

If you change a column or cell heading, you must also change its corresponding Long Label in the Region Items window of the Web Applications Dictionary (see below).

- ▶ **To change column and cell headings in Excel:**
 1. Make the Prompts sheet active by clicking on the tab at the bottom of the spreadsheet.
 2. Change any of the values in Column B of the Prompts sheet. Do not change any of the values in Column A. Make a list of both the old and new values.
 3. Save your work.
- ▶ **To change Long Label values in the Web Applications Dictionary:**
 1. Log in to Oracle Applications using the Apps for the Web Manager responsibility, then navigate to the Regions window (Inquiries>Regions).
 2. Query the region ID AP_WEB_DISC_EXP, then choose Region Items.
 3. Change the values in the Long Label fields to match the values in Column B of the Prompts sheet.
 4. Save your work.

For more information about the Web Applications Dictionary, see the *Oracle Self-Service Web Applications Implementation Manual*.



Setting Up Descriptive Flexfields in the Excel Template

Set up descriptive flexfields to extend the capabilities of the standard Self-Service Expenses implementation and enable employees to enter additional information about business expenses.

If descriptive flexfields have been defined for use with Self-Service Expenses, you *must* set up the same flexfields in the Excel template. If you do not define the flexfields in the template, errors will occur when users upload their disconnected spreadsheets to Self-Service Expenses.

Types of Descriptive Flexfields

You can define two types of descriptive flexfields: context-sensitive and global. *Context-sensitive flexfields* appear in the Self-Service Expenses Receipt Details page and are associated with expense types. For example, you can define the flexfields Airline, Class, Origin, and Destination and associate them with the expense type Airfare. Then, when a user chooses an expense type of Airfare when creating an expense report in Self-Service Expenses, these flexfields dynamically appear in the Receipt Details page.

Global flexfields appear in the Receipt Details page regardless of the expense type selected.



Suggestion: To ensure that all flexfields appear in the correct order in the Excel spreadsheet, define your global flexfields first and then define your context-sensitive flexfields.

Defining Flexfields in the Excel Template

Define your context-sensitive and global flexfields in the Expense Types sheet of the Excel template. Once defined, the flexfields appear in the Additional Information region of the Expense Report sheet.

Note: You can add or remove columns from the Additional Information region to provide space for the flexfields you need.

To set up descriptive flexfields in the Excel template, you need specific information from Oracle Applications. For each flexfield to be used in Self-Service Expenses, you must:

- Enter flexfield window prompt values: page 4-14. This is the name of the prompt that appears in Self-Service Expenses.
- Determine the flexfield Validation Type: page 4-15. The Validation Type indicates whether the flexfield must be defined as a text box, poplist, or check box.

- Determine the corresponding list of values for the field (if required): page 4–16. For example, a corresponding list of values for the flexfield Airline might include United, American, KLM, and British Air.

Determining Flexfield Window Prompt Values

For each flexfield used in Self–Service Expenses, you must enter a Window Prompt value in the Name column of the Expense Types sheet. This value must exactly match the Window Prompt values defined in the Segments Summary window.

When a user uploads an expense report and chooses Next to validate the report, Self–Service Expenses compares the names of the segments in the Name column to the Window Prompt values defined in the Segments Summary window. If these values do not match *exactly*, the process will fail when users try to upload expense reports to Self–Service Expenses.

- ▶ **To determine flexfield window prompt values:**
 1. In Payables, navigate to the Descriptive Flexfield Segments window. (Setup–>Flexfields–>Descriptive–>Segments)
 2. Query Oracle Payables as the Application and Expense Report Line as the Title. Notice the expense types that appear in the Code fields of the Context Field Values region.
 3. Select an expense type and choose the Segments button to open the Segments Summary window. You can associate one or more flexfield segments with each expense type. For example, you can associate the flexfield segments Airline, Class, Origin and Destination with the expense type Airfare.
 4. Make a list of the values in the Window Prompt fields and their associated expense types. Repeat this for each expense type that appears in the Descriptive Flexfield Segments window.
 5. Select the Global Data Element line in the Descriptive Flexfield Segments window, and then choose the Segments button. The Segments Summary window opens (see Figure 4 – 6).
 6. Make a list of the values in the Window Prompt fields. Note that these values are global flexfields.
 7. For each line in the Segments Summary window, write down the value of the Value Set field.

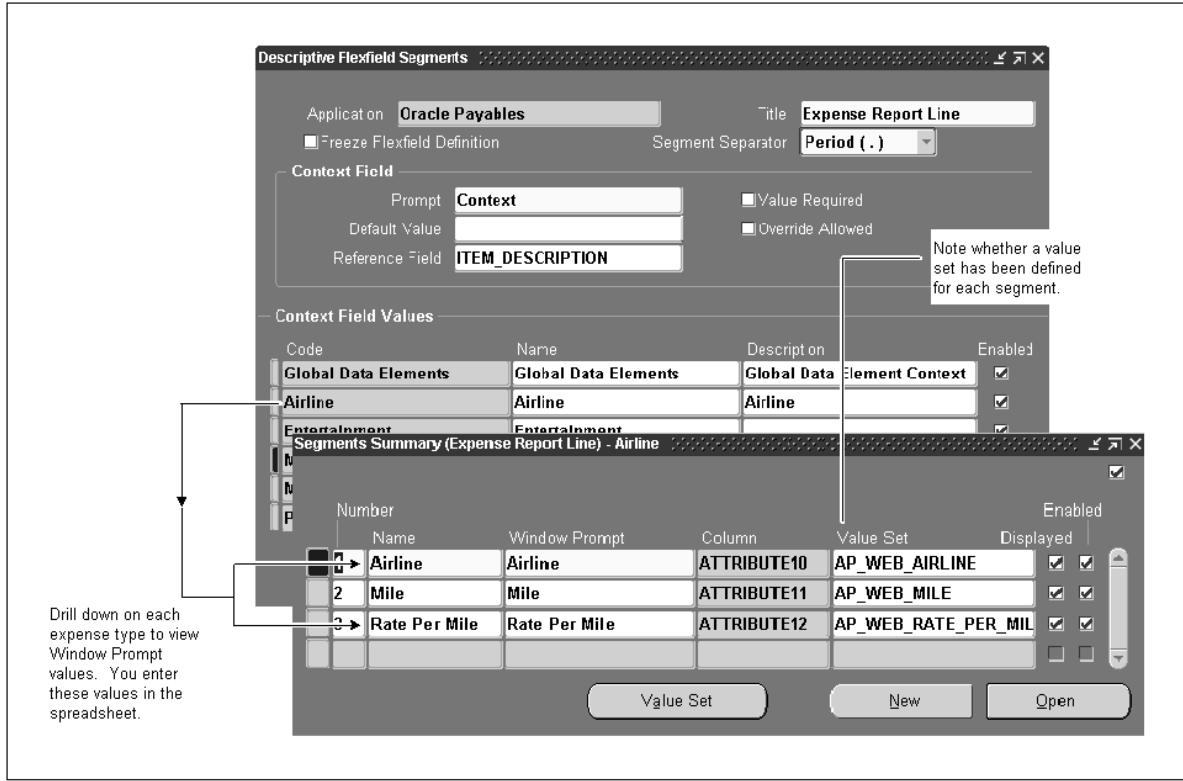


Figure 4 – 6 Determining Window Prompt Values

Determining Flexfield Validation Types

A flexfield's Validation Type indicates whether you need to set up the flexfield as a text box, a poplist, or a check box in the Excel template. Validation Types include Independent, Table, and None.

- If the Validation Type is Independent, the flexfield is validated against a value set defined in the Segment Values window. Set up this flexfield in the Excel template as a *poplist* and define a list of values for it. See: Defining a List of Values for Descriptive Flexfields: page 4-16.
- If the Validation Type is Table, the segment is validated against selected values in a table. If the Value Set Name is AP_SRS_YES_NO_MAND, set up this flexfield in the Excel template as a *check box*. In this case, no list of values is required.

- If the Validation Type is None, the flexfield is not validated against a list of values. Set up this flexfield in the Excel template as a *text box*.
- ▶ **To determine a flexfield's Validation Type:**
 1. Navigate to the Payables Segments Summary window.
 2. For each segment, note whether a value appears in the Value Set.
 - If no value appears in the Value Set field, that segment is not validated against a list of values and you must set up this segment in the Excel template as a text box.
 - If a value appears in the Value Set field, select that segment and then choose the Value Set button.
 3. In the Value Validation region of the Value Sets window, note the Validation Type.

Defining a List of Values for Descriptive Flexfields

A flexfield's Validation Type indicates whether you need to define a list of values for it. Descriptive flexfields that require a list of values have a Validation Type of either Independent or Table.

Determining Lists of Values for Flexfields with a Validation Type of Independent

If the validation type of a flexfield is Independent, you must set up a poplist in the Excel template to show the list of values associated with the flexfield. For example, you might associate the flexfield Airline with the values American, United, KLM, and British Airways.

- ▶ **To determine lists of values for flexfields with a validation type of Independent:**
 1. Navigate to the Value Set window in Payables, then query a value set. (Setup->Flexfields->Validation->Sets)
 2. Make a list of the values and descriptions that appear in the Segment Values window. Use these values and descriptions to define the list of values for your flexfield in the Excel template (see Figure 4 – 7).

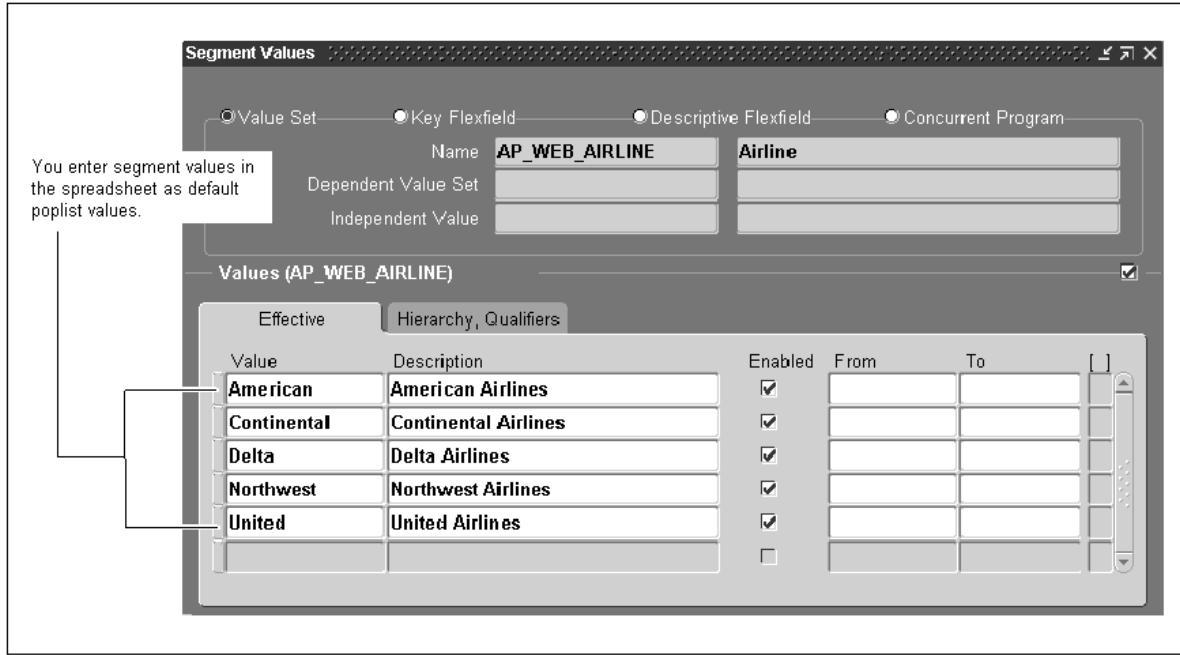


Figure 4 – 7 Determining Lists of Values for Flexfields (Validation Type is Independent)

Determining Lists of Values for Flexfields with a Validation Type of Table

If the Validation Type of a flexfield is Table and the Value Set Name is *not* AP_SRS_YES_NO_MAND, you must make a list of the values associated with that flexfield.

If the Value Set Name of a flexfield is AP_SRS_YES_NO_MAND, you must set up that flexfield as a *check box* in the Excel template and no list of values is required.

- ▶ **To determine lists of values for flexfields with a validation type of Table:**
 1. Navigate to the Value Sets window, then query a value set with a validation type of Table. (Setup->Flexfields->Validation->Sets)
 2. Choose Edit Information.
 3. In the Validation Table Information window, make note of the application Table Name and the WHERE clause that defines the list of values. Use these values to define the list of values for your flexfield in the Excel template.

Setting Up Global Flexfields in the Excel Spreadsheet

Set up global flexfields by editing the Custom Field columns in the Expense Types sheet of the Excel template.

Prerequisites

- Determine Flexfield Window Prompt Values: page 4-14
- Determine Flexfield Validation Types: page 4-15

► **To set up global flexfields in the spreadsheet:**

1. Make the Expense Type sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Add the Window Prompt value of the global flexfield in the Name column for every expense type.

If multiple flexfield segments exist for this global data element, enter a second value in the Custom Field 2 Name column, a third value in the Custom Field 3 Name column, and so on.



Attention: The first value you enter must be in the Name column under the Custom Field 1 heading and subsequent Name column values must form a *contiguous* sequence. For example, ensure that there are no blank columns between Custom Field 3 and Custom Field 4.

3. If the Validation Type of this flexfield is Independent or Table, define a poplist or a check box for the flexfield. To do this, paste a poplist or check box into the corresponding Special Input cells. See: Setting Up Text Boxes and Poplists: page 4-20.
4. Save your work.



Setting Up Context-Sensitive Flexfields in the Excel Template

Set up context-sensitive flexfields by editing the Custom Field columns in the Expense Types sheet of the Excel template.



Suggestion: To ensure that all flexfields appear in the correct order in the Excel spreadsheet, define your global flexfields first and then define your context-sensitive flexfields.

Prerequisites

- Determine Flexfield Window Prompt Values: page 4-14
- Determine Flexfield Validation Types: page 4-15

► **To set up Name columns in the Expense Types sheet:**

1. Make the Expense Types sheet active by clicking on the tab at the bottom of the spreadsheet.
2. Locate a row containing an expense type for which one or more flexfield segments have been defined. In the Name column under the Custom Field 1 heading for that row, enter the value that exactly matches the corresponding Window Prompts value (see Figure 4 – 8).

If multiple flexfield segments exist for this global data element, enter a second value in the Custom Field 2 Name column, a third value in the Custom Field 3 Name column, and so on.



Attention: If you have not defined any global flexfields, the first value you enter must be in the Name column under the Custom Field 1 heading and subsequent Name column values must form a *contiguous* sequence. For example, ensure that there are no blank columns between Custom Field 3 and Custom Field 4.

If you *have* defined global flexfields, enter the first value in the next available Custom Field heading. There must be no blank columns between your global and descriptive flexfield columns.

3. If the Validation Type of this flexfield is Independent or Table, define a poplist or a check box for the flexfield. To do this, add the Window Prompt value of the global flexfield in the Name column for every expense type. Then paste a poplist or check box into the corresponding Special Input cells. See: Setting Up Text Boxes and Poplists: page 4-20.

4. Save your work.

Enter Window Prompt values in contiguous Name columns.				
	A	B	C	D
1	Expense Types		Custom Field 1	Custom Field 2
2		Name	Special Input	Name
3	Airfare	Airline		Service Class
4	Car Rental			
5	Taxi			

Figure 4 – 8 Setting Up Name Columns

Setting Up Text Boxes and Poplists

The values in the Name columns in the Expense Types sheet represent flexfields. Use the Special Input column to set up poplists and check boxes. Depending on the flexfield's validation type, it must be defined as either a text box, a check box, or a poplist. To specify how the flexfield appears in the spreadsheet, you must paste a poplist or a check box into the Special Input column, or leave the column empty. See: Determining Flexfield Validation Types: page 4-15.

There are three sample poplists and a sample check box located below the sample expense types in the Expense Types sheet. The three sample poplists have input ranges that point to sample values which are located to the right of the Custom Field 15 column (use the scroll bar to view this field and the sample values).

To use the sample check box, copy and paste the cell into a Special Input column. To use a sample poplist, copy and paste the cell into a Special Input column, add or edit the sample values as necessary, and modify the input range.

Note: When pasting a poplist or check box, ensure that the top left corner of the object falls within the targeted cell.

Prerequisites

- For each Name column containing a value, determine whether the corresponding Special Input column must be set up as a text box, check box, or a poplist (see: Determining Flexfield Validation Types: page 4-15).
- If the column must be set up as a poplist, determine the list of values to display. See: Defining a List of Values for Descriptive Flexfields: page 4-16.

► **To set up the Special Input columns in the Expense Types sheet:**

1. To define a text box, leave the Special Input column empty.
2. To set up a check box, copy and paste the sample check box into Special Input columns. Ensure the top left corner of the check box falls within the targeted cell.
3. To set up a poplist:
 - a. Copy and paste a sample poplist into Special Input columns. Ensure the top left corner of the poplist falls within the targeted cell.
 - b. Enter the elements of the list of values into the cells of one of the Poplist Contents Definition columns. Note the range of cells that contain the list of values.
 - c. Format the poplist so its input range defines the range of cells that contain the list of values (see Figure 4 - 9).

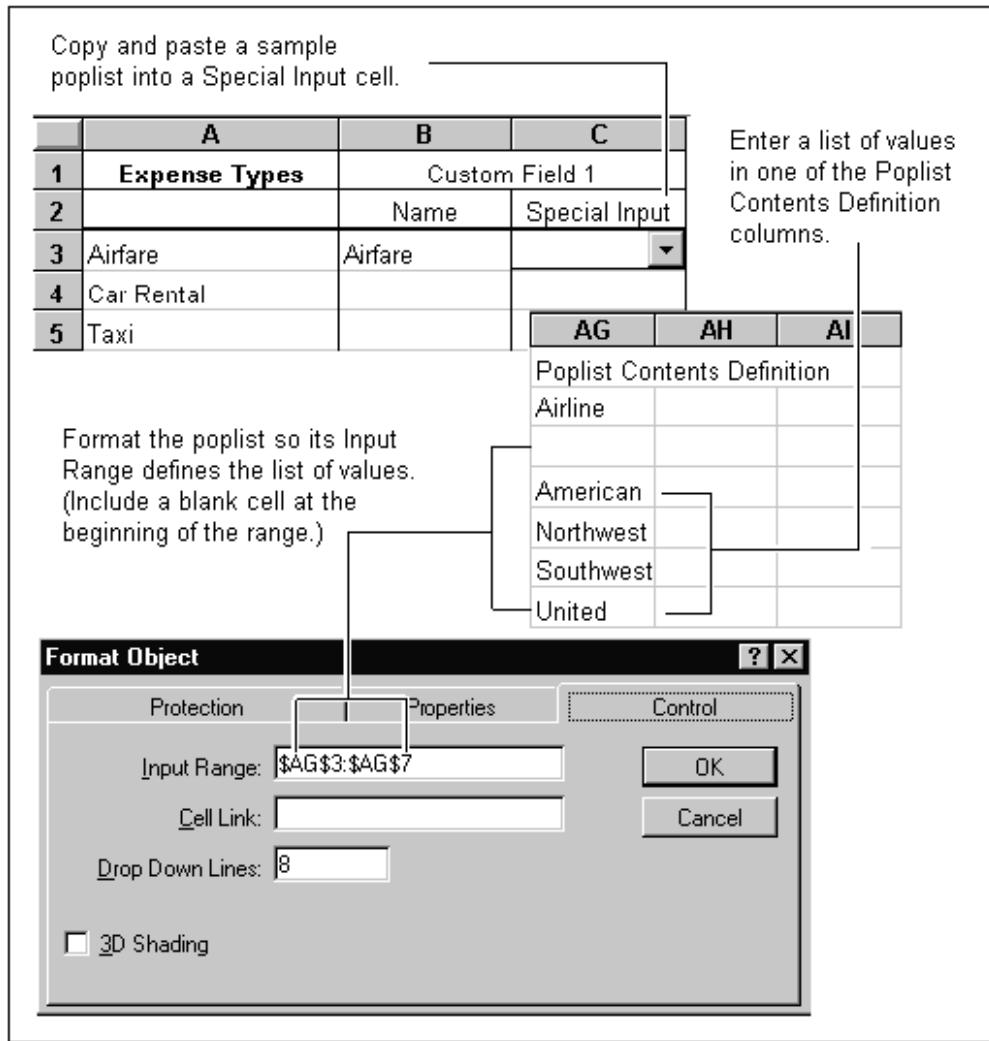


Figure 4 – 9 Setting Up a Poplist

4. Save your work, then perform the following:
 - Make the Expense Report sheet active and select expense types to which you have associated flexfields.
 - Scroll to the Additional Information region and verify that the flexfields you defined appear.
 - Ensure all poplists display the proper values.



Other Setup Considerations

Displaying a Status Message

After copying and pasting the expense report spreadsheet in the Spreadsheet Upload Area field, a user may be unsure whether it is ready for upload. This is because all of the information in the expense report cannot be shown in the relatively small field. You can add a status message to the custom Excel template to inform users that the report is ready for uploading.

Enter a status message in the bottom row of the Expense Report sheet of the Excel template. The message you enter appears in the Upload Spreadsheet Area field when a user pastes an expense report (see Figure 4 – 10). This ensures that the user proceeds immediately to the upload step and does not re-paste the report (which causes duplicate receipts when the report is uploaded to Self-Service Expenses).

Note: Ensure that you have not removed this prompt from the bottom row of the Expense Report sheet of the Excel template during the customization process.

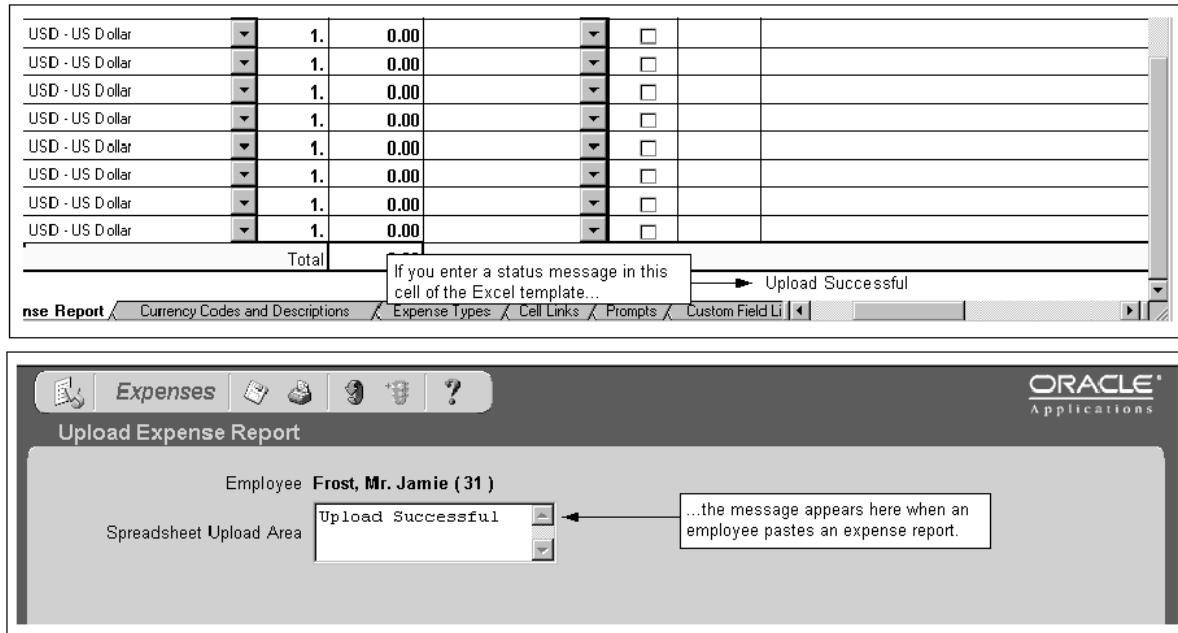


Figure 4 – 10 Upload Successful Prompt

Additional Information Column Heading

Be sure that the Additional Information heading is the rightmost column heading in the Expense Report sheet of the Excel template (see Figure 4 – 11). If the Additional Information column heading is not the rightmost column heading, Self-Service Expenses does not upload the flexfields or the values they contain.

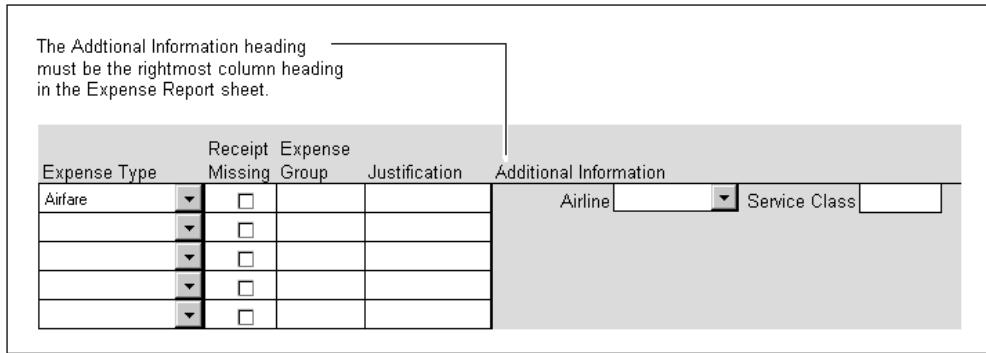


Figure 4 – 11 The Additional Information Column in the Excel Spreadsheet

Protecting the Custom Excel Template

If users modify the information in your Excel template, it can cause errors when Self-Service Expenses validates the spreadsheet. To prevent users from making changes, hide the sheet tabs and protect the template.

- **To protect the Custom Excel Template:**
 1. Make the Expense Report sheet active.
 2. Position the sheet at the top left corner cell.
 3. Hide the sheet tabs. To do this:
 - a. Choose Tools > Option.
 - b. Choose the View tab, then uncheck the Sheet Tabs check box.
 4. Protect the template by choosing Tools > Protection > Protect Sheet.
 5. Save your work.

Testing the Custom Excel Template

Before releasing your custom template for general use, upload and validate the spreadsheet in Self-Service Expenses. Perform these steps to discover and resolve any remaining setup problems that may exist in your template.

► **To test the Custom Excel Template:**

1. Compare the custom Excel template and expense types to the New Expense Report window. Ensure all fields in the template appear in the New Expense Report window, and vice versa. (Be sure that you also look at the Receipt Details page.)
2. Create an expense report with the custom Excel template. Assign each expense type to at least one receipt. If applicable, enter values for each flexfield.
3. Upload the expense report. Make sure the message you entered at the bottom of the spreadsheet template appear in the Spreadsheet Upload Area.
4. Click Next to validate the spreadsheet.

You must fix errors that exist in the spreadsheet template itself before releasing it to employees for general use. Errors that occur because the spreadsheet was incorrectly defined can be fixed only by the system administrator.

Errors that occur due to missing or invalid data in the spreadsheet do not indicate a serious problem and the report can still be imported into Self-Service Expenses. When expense report information is missing or invalid, you can do one of the following:

- Click Cancel to fix the errors in Excel, then upload it again later.
- Click Continue to upload the report with the errors, then modify the report in Self Service Expenses later.



CHAPTER

5

AP Expense Report Workflow

This chapter describes the AP Expense Report Workflow process and the steps required to implement the workflow.

AP Expense Report Workflow

The AP Expense Report workflow defines the administrative tasks necessary for managers and your accounting department to review and approve expense reports entered in Self-Service Expenses. The AP Expense Report workflow also routes information about expense reports and various notifications to managers and employees so these tasks can be completed. You can also modify the predefined workflow process by defining any company-specific policies that your business requires.

When an employee submits an expense report, the Workflow Engine initiates the AP Expense Report workflow. This workflow consists of several connected processes that send notifications to managers and employees, ensure reports adhere to company policy, check manager approval levels and, if necessary, split an expense report into multiple reports.

This chapter explains the AP Expense Report workflow definition and how you can modify it to satisfy the specific needs of your organization.

Customizing the AP Expense Report Workflow

You can view the AP Expense Report workflow process in a Process window using Oracle Workflow Builder.

► **To Display the Process in Oracle Workflow Builder**

1. Choose Open from the File menu, and connect to the database. Alternatively, you can connect to the workflow definitions file *apwxwkfl.wft*, located in the product directory tree of your Oracle Applications server.
2. Expand the data source, then the Item Type branch within that data source.
3. Expand the Processes branch within your item type then double-click on a process activity to display the diagram of the process in a Process window.



Required Modifications

Before you can use the AP Expense Report process to initiate a workflow, you must modify the workflow activity attributes and timeouts.

See: Setting Workflow Timeouts: page 5–6.

Setting Workflow Activity Attributes

Select an attribute value for the following activities. For more information, see the *Oracle Workflow Guide*.

Activity: Find Approver

Attribute: Find Approver Method

This *Find Approver* function activity is part of the *Manager (Spending) Approval* process.

The *Find Approver* activity controls how workflow routes expense reports during the management approval process. You can choose one of the three following seeded values for the *Find Approver Method* attribute:

- Go Up Management Chain
- Go Directly to Person with Signing Authority
- One Stop Then Go Directly

For more information, see: Find Approver Method: page 5–8.

Activity: Notify Preparer When Resend Count Equals Limit

Attribute: Number of Times to Notify Manager

This function activity belongs to the *No Manager Response* process.

The attribute value (1, 2, 3, ...) you define here controls the number of times workflow sends an expense report to a manager for approval. If the number of times a manager does not respond equals the number you define here, then workflow notifies the preparer that the manager did not respond to the approval request.

Activity: Sum of Exp Lines With Missing Receipts Exceeds AP Limit

Attribute: AP Limit of Sum of Missing Receipt Expense Lines

This function activity belongs to the *Manager (Spending) Approval* process.

The attribute value you define here determines whether workflow requests a *second* approval from managers for an expense report they previously approved. This second approval confirms that managers recognize they have approved expense reports with missing receipts for a specific amount. For example, if you define this value as 200, then expenses reports with missing receipts that exceed \$200.00 are forwarded to managers for a second approval.

Activity: Employee Approval Required

Attribute: Employee Approval Required

This function activity belongs to the *Third Party Expense Report* process.

The value you define here (Yes or No) controls the kind of notification employees receive when their authorized delegate submits expense reports for them. (An *authorized delegate* is an employee with the responsibility to enter expense reports for another employee.) If you define the value as Yes, workflow requests employees to approve or reject expense reports created by their authorized delegates. If you define the value as No, workflow notifies employees when their authorized delegates submit expense reports for them (approval is not required).

Activity: Loop Counter

Attribute: Loop Limit

This function activity belongs to the *Third Party Expense Report* process.

The value you define here limits the number of times workflow transitions through the *Request Employee Approval* notification activity. (The *Request Employee Approval* activity requests that an employee approve or reject an expense report entered by their authorized delegate.) If an employee does not respond to the *Request Employee Approval* notification before this attribute equals the number you specify, workflow transitions to the *End (Continue)* activity. Therefore, if an employee does not respond to the *Request Employee Approval* notifications, the *Third Party Expense Report* process ends with the same result as if the employee had approved the expense report.

Activity: Req Proof Of Payment Even If Mgr Apprvd Receipt Missing

Attribute: Always Require Proof Of Payment

This function activity belongs to the *Manager (Spending) Approval* process.

When you define expense report templates in Payables, you specify whether employees are required to submit receipts (that is, proof of payment) for expense types that exceed a certain amount. For example, you can specify that employees submit receipts for all meals (an expense type) that exceed a certain value (for instance, 200). If a user submits an expense report with a meal expense type that cost more than 200, Self-Service Expenses populates the RECEIPT_REQUIRED_FLAG column of the AP_EXPENSE_REPORT_LINES table with the value "Y".

When users enter expense reports in Self-Service Expenses they can check the Original Receipt Missing check box to indicate they do not have proof of purchase (an original receipt) for an expense.

The value you define (Y or N) for the Always Require Proof of Payment attribute controls how workflow manages expense items that:

- require proof of payment (as defined in the Expense Report Templates window of Payables)
- have no proof of payment available (as indicated by the user by checking the Original Receipt Missing check box)

If you define the value as "N", workflow changes the value of the RECEIPT_REQUIRED_FLAG column in the AP_EXPENSE_REPORT_LINES table from "Y" to "N" if an employee checks the Original Receipt Missing check box. Defining the value as "N" enables workflow to make proof of payment unnecessary if an employee indicates that she does not have proof of payment (for example, she lost the receipt).

Note: You can require that managers approve an expense report *twice* if an expense report has missing receipts of a certain amount. The second approval notification ensures that managers acknowledge they are approving an expense report that contains missing receipts. See: Sum of Expense Lines With Missing Receipts Exceeds AP Limit: page 5-4.

If you define the value as Y, workflow *cannot* change the value of the RECEIPT_REQUIRED_FLAG column from "Y" to "N", even if an employee checks the Original Receipt Missing check box. Setting this value to "Y" makes proof of payment necessary for every expense type in an expense report that exceeds the value defined in the Expense Report Templates window. Expense lines with this expense type that do not have original receipts (proof of payment) cause the report to be short paid during the Missing Receipts Shortpay process.

Setting Workflow Timeouts

You can specify any combination of days, hours, and minutes before a notification activity times out. For example, you can specify that a manager has five days to respond to an expense report approval notification before the notification activity times out. If a notification is not completed by the specified time, workflow redirects the process to transition to another activity. For example, if a manager does not respond to an expense report approval notification in time, the Request Approval process transitions to the No Manager Response process.

To edit an notification activity's time out value, modify its Node property page in the Oracle Workflow Builder navigator tree.

You must specify a timeout value for the following notification activities:

- AP Custom Default Error Notification
- Check If Vendor Set (Bothpay process)
- Inform Preparer – No Manager Response (No Manager Response process)
- Inform Preparer of Shortpay Due To Missing Receipts (Missing Receipts Shortpay process)
- Inform Preparer Policy Violation Shortpay Req More Info (Policy Violation Shortpay process)
- Inform Sys Admin of Payables Validation Failure (Server Side Validation process)
- Inform System Administrator – No Approver (Manager (Spending) Approval process)
- Request Approval from APPROVER (Request Approval process)
- Request Employee Approval (Third Party Expense Report process)
- Verify With Mgr the Amt Approved With NO Receipt (Manager (Spending) Approval process)
- Wait for Resubmission (Rejection process)

For more information on timeouts, see the "Activities" and "Process Window" sections in the *Oracle Workflow Guide*.



Optional Customizations

Although you can use the predefined AP Expense Report workflow, you may want to customize the process to accommodate your organization's specific needs.

The PL/SQL procedures of the AP Expense Report workflow are contained in two packages, AP_WEB_EXPENSE_WF.apwxwkfb.pls and AP_WEB_EXPENSE_CUST_WF.apwxwfcb.pls.

AP_WEB_EXPENSE_WF.apwxwkfb.pls

Do not customize any of PL/SQL procedures in this package. Modifying, replacing, or removing any of the procedures in this package can interfere with the proper functioning of the AP Expense Report workflow.

AP_WEB_EXPENSE_CUST_WF.apwxwfcb.pls

This package contains PL/SQL procedures that you can customize. Some of the procedures in this package contain seeded business logic while others contain no seeded logic and are simply "hooks" to which you can add custom logic.

Note: To help you with customizations, refer to the sections that describe the components of this process so you know what attributes have already been predefined and what activities are requirements in the process.

Following are the procedures you can customize in the *AP_WEB_EXPENSE_CUST_WF.apwxwfcb.pls* package:

- DetermineMgrInvolvement

For more information on this procedure, see: Management Involvement Extension: page 3-8.

- VerifyAuthority

For more information on this procedure, see: Authority Verification Extension: page 3-10.

- CustomValidateExpenseReport

For more information on this procedure, see: Accounts Payable Involvement Extension: page 3-11.

- FindApprover

For more information on this procedure, see: Find Approver Extension: page 3-12.

Client Extensions

You can use the predefined *client extensions* to extend the basic functionality of Self-Service Expenses to implement and automate company-specific business rules.

For more information, see: Client Extensions: page 3-2.

Creating a New Custom Process

We recommend that you *do not* create custom processes to replace the seeded processes. Doing so interferes with the proper functioning of the AP Expense Report workflow.

Find Approver Method

The *Find Approver* activity in the *Manager (Spending) Approval* process determines to which manager to forward an expense report for approval. How this activity works depends on the method you choose and whether a user enters an *overriding approver* for the expense report.

Users enter an overriding approver when, for example, the usual approver is unavailable or when charging an expense report to a different cost center.

 **Attention:** You must set the profile option SS Expenses:CC Overrider Req to Yes to use one of the three predefined Find Approver methods.

Following are the predefined Find Approver methods:

- Go Up Management Chain: page 5-9
- One Stop Then Go Directly: page 5-10
- Go Directly to Person with Signing Authority: page 5-11

Overriding Approvers and Cost Centers

If the profile option SS Expenses:CC Overrider Req is set to Yes, employees who charge an expense report to a cost center that is not their own must enter an overriding approver. However, an employee can enter an overriding approver who does not have signing authority for the cost center entered on the expense report.

If an overriding approver is assigned to an expense report and that approver does not have signing authority for the cost center specified,



the manager approval process fails when it reaches the *Verify Authority* function activity. Self-Service Expenses users must ensure that the overriding approver entered has signing authority for the specified cost center.

Find Approver Methods

Go Up Management Chain

If a user *does not* enter an overriding approver, this method first sends the expense report to the employee's direct manager. If the direct manager approves the expense report, the *Verify Authority* activity determines whether the expense report exceeds the direct manager's signing limit. If the expense report does not exceed the manager's signing limit, then the expense report passes the *Verify Authority* activity and the expense report continues to the *Check if ShortPaid Expense Report* activity.

If the expense report exceeds the direct manager's signing limit, the expense report fails the *Verify Authority* activity. The expense report then returns to the *Find Approver* activity which routes the expense report to the direct manager's manager for approval. This process continues (goes up the employee's management chain) until the expense report is either rejected or a manager with the necessary signing limit approves the expense report.

If a user enters an overriding approver, this method first routes the expense report to the overriding approver. If the overriding approver approves the expense report, the *Verify Authority* activity determines whether the expense report exceeds the overriding approver's signing limit. The *Verify Authority* activity also determines whether the overriding approver has signing authority for the cost center to which the expense report is charged. If the expense report does not exceed the overriding approver's signing limit, and the overriding approver has the correct cost center signing authority, the expense report passes the *Verify Authority* activity.

Note: If an employee enters an overriding approver, the expense report is not routed to the employee's direct manager for approval. The *CC Direct Manager notification* activity in the *Request Approval* process informs managers when employees who report to them submit expense reports that do not require their approval.

If the expense report exceeds the signing limit of the overriding approver, or the overriding approver does not have the correct cost

center signing authority, the expense report fails the *Verify Authority* activity. The expense report then returns to the *Find Approver* activity which routes the expense report to the manager of the overriding approver for approval. This process continues (goes up the overriding approver's management chain) until the expense report is either rejected or a manager with the necessary authority approves the expense report.

Note: Managers can reject expense reports even if they do not have the authority to approve them.

One Stop Then Go Directly

If a user *does not* enter an overriding approver, this method first sends the expense report to the employee's direct manager. If this manager approves the expense report, the *Verify Authority* activity determines whether the expense report exceeds the manager's signing limit. If the expense report does not exceed the manager's signing limit, the expense report passes the *Verify Authority* activity and the expense report continues to the *Check if ShortPaid Expense Report* activity.

If the expense report exceeds the direct manager's signing limit, it fails the *Verify Authority* activity. The expense report then returns to the *Find Approver* activity. The *Find Approver* activity routes the expense report to the nearest manager in the employee's management chain who has the signing authority necessary to approve the expense report. That is, the workflow searches the employee's management chain until it finds a manager with the necessary signing authority. Because the manager identified has the necessary signing authority, the expense report passes the *Verify Authority* activity if the manager approves the expense report.

If a user does enter an overriding approver, this method first routes the expense report to the overriding approver. If the overriding approver approves the expense report, the *Verify Authority* activity determines whether the report exceeds the overriding approver's signing limit. The *Verify Authority* activity also determines whether the overriding approver has signing authority for the cost center to which the expense report is charged. If the expense report does not exceed the overriding approver's signing limit and the overriding approver has the correct cost center signing authority, the expense report passes the *Verify Authority* activity.

Note: If an employee enters an overriding approver, the expense report is not routed to the employee's direct manager for approval. The *CC Direct Manager* notification activity in the *Request Approval* process informs managers when employees

who report to them submit expense reports that do not require their approval.

If the expense report exceeds the signing limit of the overriding approver, or the overriding approver does not have the correct cost center signing authority, the expense report fails the *Verify Authority* activity. The expense report then returns to the *Find Approver* activity.

The *Find Approver* activity routes the expense report to the nearest manager in the management chain of the overriding approver who has the signing authority necessary to approve to the expense report. If this manager approves the expense report, the report passes the *Verify Authority* activity because the manager has the necessary signing authority. However, if the user entered an overriding approver who does not have the authority to approve expense reports for the specified cost center, the expense report fails the *Verify Authority* activity.

Go Directly to Person With Signing Authority

If a user *does not* enter an overriding approver, this method routes the expense report directly to the nearest manager in the employee's management chain with the signing authority necessary to approve to the expense report. That is, it goes up the employee's management chain until it finds a manager with the necessary signing authority. If the manager approves the expense report, the report passes the *Verify Authority* activity, because the manager identified has the necessary signing authority.

Note: If you choose this option as the Find Approver method, expense reports may not be routed to direct managers for approval (the amount of the expense report and the direct manager's signing limit determine this). The *CC Direct Manager* notification activity in the *Request Approval* process informs managers when employees who report to them submit expense reports that do not require their approval.

If a user *does* enter an overriding approver, this method routes the expense report to the nearest manager in the overriding approver's management chain with the signing authority necessary to approve the expense report. If this manager approves the expense report, the expense report passes the *Verify Authority* activity because the manager identified has the necessary signing authority. However, if the user enters an overriding approver who does not have the authority to approve expense reports for the cost center specified, the expense report fails the *Verify Authority* activity.

The AP Expense Report Item Type

The AP Expense Report workflow is associated with an item type called AP Expense Report. This item type identifies all of the available AP Expense Report workflow processes.

The following processes are associated with the AP Expense Report workflow:

- AP Approval Process
- AP Standard Expense Report Process
- Bothpay Process
- Manager (Spending) Approval Process
- Missing Receipts Shortpay Process
- No Manager Response Process
- Policy Violation Shortpay Process
- Rejection Process
- Request Approval Process
- Server Side Validation Process
- Shortpay Unverified Receipt Items Process
- Third Party Expense Report Process

The AP Expense Report item type has many associated attributes. Most of these attributes reference information in the database tables AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES. These attributes are used and maintained by function activities as well as notification activities throughout the process.

The AP Expense Report Workflow Item Type Attributes

The AP Expense Report Workflow is associated with the item type AP Expense Report. This item type identifies all request approval workflow processes available.

Display Name	Description	Type	Length/Format/ Lookup Type
(Negative) Credit Display Total	The total formatted amount of credit (negative) expense lines in a report.	Text	50
(Negative) Credit Total	The total amount of credit (negative) expense lines in a report.	Number	
(Positive) New Expense Display Total	The total formatted amount of expense lines in a report.	Text	50
(Positive) New Expense Total	Total amount of expense lines in a report.	Number	
AP	The person within the payables department that receives workflow notifications.	Role	
AP Required Policy Info	Information required according to Accounts Payables department policy.	Text	2000
AP Expense Report Workflow Administrator	The name of the AP Expense Report workflow administrator.	Role	
Approval or Rejection Reason	Reason the report is approved or rejected.	Text	
Approver Display Name	How the approver's name appears in notifications.	Text	
Approver ID	The approver's identification number.	Number	
Approver Name	The approver's name.	Text	

Table 5 - 1 (Page 1 of 6)

Display Name	Description	Type	Length/Format/ Lookup Type
Bothpay Document Number	The number of the invoice that is created when an expense report containing both out of pocket expenses and credit card transactions is approved in the 'Bothpay' payment scenario (SS Expenses:CC Payment Due From is set to Both).	Text	
Currency	The reimbursement currency.	Text	25
Display Total	The total amount of an expense report.	Text	50
Document Cost Center	The cost center entered for an expense report.	Text	
Employee Cost Center	The employee's cost center.	Text	
Employee Display Name	How the employee's name appears in notifications.	Text	80
Employee ID	The employee's unique identification number.	Number	
Employee Name	The employee's name.	Text	30
Error Activity ID	Activity identification number of the error activity.	Number	
Error Assigned User	Role assigned to perform error activity	Text	30
Error Item Key	Item key or error activity	Text	240
Error Item Type	Item type of error activity	Text	8
Error Message	Error message that appears in notifications.	Text	
Error Name	Error code raised by error activity.	Text	30

Table 5 – 1 (Page 2 of 6)

Display Name	Description	Type	Length/Format/ Lookup Type
Error Notification ID	Notification identification number of error activity.	Number	
Error Result Code	Result of error activity.	Text	30
Error Stack	Error stack of error activity.	Text	2000
Expense Report Details	A hypertext link that appears in a notification that employees can click on to view details about an expense report.	URL	Full Window
Expense Report ID	Expense Report ID	Number	
Expense Report Number	Expense Report Number	Text	
Expense Report Total	Total amount of the expense report.	Number	
Find Approver Count	Number of times the process searches for an approver.	Number	
Forward From Display Name	The display name of the approver who forwarded the report.	Text	
Forward From ID	The identification number of the approver who forwarded the report.	Number	
Forward From Name	The name of the approver who forwarded the report.	Text	
Is Employee Project Enabled	Yes or No flag that indicates whether an employee can enter project-related information in expense reports.	Text	1
Line Info Body	Stores expense lines that are shortpaid or adjusted.	Text	2000
Line Table	Stores information about all expense lines.	Document	Full Window

Table 5 - 1 (Page 3 of 6)

Display Name	Description	Type	Length/Format/ Lookup Type
Manager Approval Send Count	Counts how many times a manager sends approval.	Number	
Manager Display Name	How a manager's name appears in notifications.	Text	
Manager ID	A manager's unique identification number.	Number	
Manager Name	The manager's name.	Text	
Missing Receipt Total	The total amount of all receipts missing from an expense report.	Text	50
Missing Receipts Shortpay Document Number	The invoice number of the new, short paid report created because of missing receipts.	Text	
Missing Receipts Shortpay Expense Report ID	Report identification number for new, short paid report created because of missing receipts.	Number	
Missing Receipts Shortpay Total	Total of short paid report created because of missing receipts.	Text	50
Original Expense Report Doc Num	The expense report from which an expense report is shortpaid	Text	
Payment Due From	Checks the setting of the profile option SS Expenses:CC Payment Due From.	Text	
Policy Shortpay Document Number	Document number of new expense report created due to a policy violation.	Text	
Policy Shortpay Expense Report ID	Expense report identification number of new expense report created due to a policy violation.	Number	

Table 5 – 1 (Page 4 of 6)

Display Name	Description	Type	Length/Format/ Lookup Type
Policy Shortpay Total	The total amount the expense report was shortpaid.	Text	50
Preparer Display Name	How the preparer's name appears in notifications.	Text	80
Preparer Name	Name of the person who created the expense report (usually the employee).	Text	30
Preparer ID	The identification number of the person who created the expense report.	Number	
Purpose	The reason provided for creating the expense report.	Text	240
Purpose In Document	The reason provided for creating the expense report.	Document	Full Window
Receipt Missing Warning	Text in a notification that informs the employee or manager that a report is missing receipts.	Text	2000
Start from Specified Process	Flag that determines which process begins the AP Expense Report workflow.	Lookup	AP Start from Specified Process
Vendor ID	The identification number of the vendor that provided goods or services charged to the employee's corporate credit card.	Number	
Vendor Site ID	The identification number of the vendor site that provided goods or services charged to the employee's corporate credit card.	Number	

Table 5 – 1 (Page 5 of 6)

Display Name	Description	Type	Length/Format/ Lookup Type
Version	The workflow version number.	Number	
Week Ending Date	The week ending date specified for the expense report.	Date	

Table 5 – 1 (Page 6 of 6)

See Also

Item Types (*Oracle Workflow Guide*)

Summary of the AP Standard Expense Report Process

The AP Standard Expense Report process manages the approval process for expense reports created in Self-Service Expenses. This process is initiated automatically when an employee submits an expense report for approval in Self-Service Expenses. This process activity can also be initiated as a top level process by making calls to the Workflow Engine APIs *CreateProcess* and *StartProcess*. You can customize the AP Custom Default Error process to suit your needs.

To view the properties of the AP Standard Expense Report process, select the process in the navigator tree, then choose Properties from the Edit menu. The AP Standard Expense Report process has a result type of Approval, indicating that when the process completes, it has a result of either Approved or Rejected.

The Details property page of the process activity indicates that the AP Standard Expense Report process is associated with an error process called AP_DEFAULT_ERROR_PROCESS. The process initiates the error process only when an error occurs.

AP_DEFAULT_ERROR_PROCESS simply executes the *AP Custom Default Error* process, which notifies the system administrator and provides information about the error.

Note that three activities in the AP Expense Report workflow contain specific error handling logic. When these activities fail, the workflow sends a special error notification to the system administrator.

Table 5 – 2 lists these activities and their corresponding error notification activity.

Function Activity	Notification Activity
AP Validate Expense Report (Server Side Validation process)	Inform Sys Admin of Payables Validation Failure
Custom Validate Expense Report (Server Side Validation process)	Inform Sys Admin of Custom Validation Failure
Find Approver (Manager Spending Approval process)	Inform System Administrator – No Approver

Table 5 – 2 (Page 1 of 1)

For example, the process sends the workflow system administrator a notification when no approver is found while executing the Find Approver function activity. The system administrator must fix the error before the process can continue.

The AP Standard Expense Report has 10 different activities, one of which is reused, so 11 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

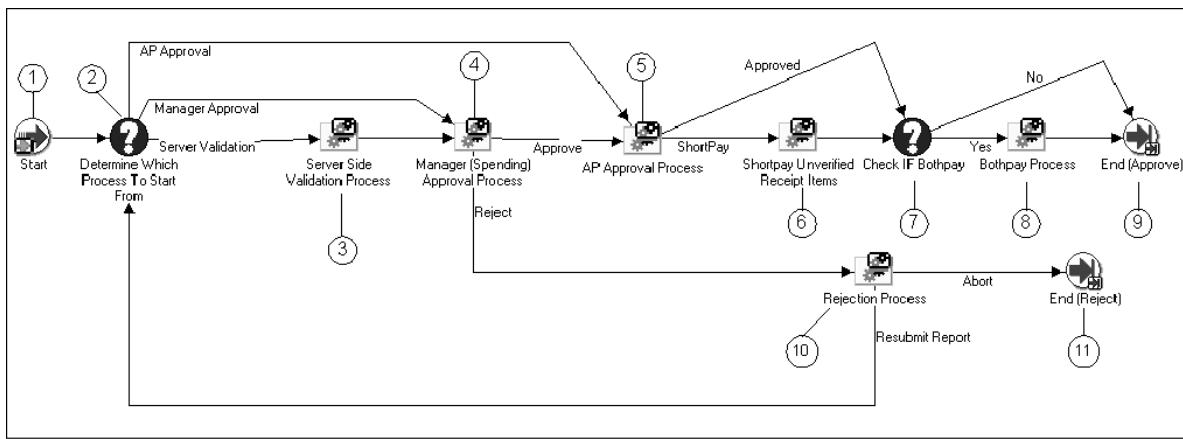


Figure 5 – 1 AP Standard Expense Report Process

The AP Standard Expense Report workflow begins when a user submits an expense report using Self-Service Expenses (Node 1). At Node 2 the process determines at which subprocess the approval process begins. By default, all expense reports transition to the Server-Side Validation process. Expense reports created by the Shortpay Unverified Receipt Items process transition to the Manager (Spending) Approval process or the AP Approval process.

Node 3 is a subprocess that updates an expense report with required information (for example, the employee's expense account) so the approval processes and the Payables Invoice Import program can process the report.

Node 4 is a subprocess that routes an expense report to the appropriate managers for approval. If it is approved, the report transitions to the AP Approval subprocess (Node 5). Otherwise, the report transitions to the Rejection subprocess (Node 7).

Node 5 is a subprocess that determines whether the report requires approval from the Accounts Payable department. If the report is approved and is not short-paid, the process checks the setting of the profile option SS Expenses:CC Payment Due From (Node 7). If the profile option is set to Both, the workflow transitions to the Bothpay subprocess (Node 8) which ensures that the report contains required

credit card vendor information and determines whether to create a new expense report based on the type and amount of credit card charges in the report. If the profile option is *not* set to Both, the workflow ends with a result of Approved (Node 9).

If the Accounts Payable department short-pays the expense report, the workflow transitions to the Shortpay Unverified Receipts Items process (Node 6). This process creates new expense reports from the lines that the Accounts Payables department short paid and routes them to either the Missing Receipts Shortpay subprocess, or the Policy Violation Shortpay subprocess.

Node 10 is a process that notifies the employee when the expense report is rejected by management. The process then pauses until the rejected expense report is resubmitted. If the report is not resubmitted within the specified time period, it is deleted from the system.

AP Standard Expense Report Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. The legend for the information displayed is provided below, immediately followed by list of activities.

Each node corresponds to the workflow icons that appear in Figure 5 – 1.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite	None
Activities	

Determine Which Process To Start From (Node 2)

This function activity checks the value of the Start from Specified Process item attribute to determine whether an expense report should start with the Server Side Validation process, the Manager (Spending) Approval process, or the AP Approval process. By default the process starts from the Server Side Validation process.

Function	<i>AP_WEB_EXPENSE_WF.DetermineStartFromProcess</i>
-----------------	--

Result Type AP Start from Specified Process

Required Yes

Prerequisite Activities Start

Server Side Validation Process (Node 3)

This process activity adds required information to the AP_EXPENSE_REPORT_HEADERS and the AP_EXPENSE_REPORT_LINES tables so the workflow approval processes and the Payables Invoice Import program can function properly.

For a complete description of this process, see: Summary of the Server Side Validation Process: page 5–25.

Result Type None

Required Yes

Prerequisite Activities Start, Determine Which Process To Start From

Manager (Spending) Approval Process (Node 4)

This process activity routes the expense report to the appropriate managers for approval using your organization's internal management hierarchy. If management approves the report, it transitions to the *AP Approval* process. If management rejects the report, it transitions to the *Rejection* process.

For a complete description of this process, see: Summary of the Manager (Spending) Approval Process: page 5–31.

Result Type Approval

Required Yes

Prerequisite Activities Start, Determine Which Process To Start From, Server Side Validation Process

AP Approval Process (Node 5)

This process activity determines whether Accounts Payable review is necessary for an expense report. If your Accounts Payable department short pays an expense report, the workflow transitions to the Shortpay Unverified Receipt Items process. If your Accounts Payable department does not short pay an expense report, the process gives final approval to expense report and transitions to the Check If Bothpay activity.

For a complete description of this process, see: Summary of the AP Approval Process: page 5-58.

Result Type	AP Approval Process Result
Required	Yes
Prerequisite Activities	Start, Determine Which Process To Start From, Server Side Validation Process

Shortpay Unverified Receipt Items (Node 6)

This process activity creates new expense reports from the lines that your Accounts Payables department short pays and routes them to either the Missing Receipts Shortpay subprocess or the Policy Violation Shortpay subprocess.

For a complete description of this process, see: Summary of the Shortpay Unverified Receipt Items Process: page 5-65.

Result Type	None
Required	Yes
Prerequisite Activities	Start, Determine Which Process To Start From, AP Approval Process

Check If Bothpay (Node 7)

This function activity checks the setting of the profile option SS Expenses:CC Payment Due From. This profile option indicates whether payment for corporate credit card charges is due from the employee, the company, or from both the employee and the company.

If the profile option is set to Both, the workflow transitions to the Bothpay subprocess to verify that the report contains required credit card vendor information and to determine whether to create a new expense report based on the type and amount of credit card charges in the report.

If the profile option is *not* set to Both, the workflow ends with a result of Approved.

Function	AP_WEB_EXPENSE_WF.CheckIfBothPay
Result Type	Yes/No
Required	Yes
Prerequisite Activities	AP Approval Process or Shortpay Unverified Receipt Items



Bothpay Process (Node 8)

This process activity checks whether the report contains required credit card vendor information and whether the report should be split into two reports (depending on the type and amount of credit card charges in the report).

For a complete description of this process, see: Summary of the Bothpay Process: page 5-72.

Result Type	Yes/No
Required	Yes
Prerequisite Activities	AP Approval Process or Shortpay Unverified Receipt Items

Rejection Process (Node 10)

This process activity notifies the employee when management rejects an expense report. The process then pauses until the expense report is resubmitted. If the expense report is not resubmitted within the time period specified for the Wait for Resubmission function, it is deleted.

For a complete description of this process, see: Summary of the Rejection Process: page 5-86.

Result Type	AP Reject Process Result
Required	Yes
Prerequisite Activities	Start, Determine Which Process To Start From, Server Side Validation Process, Manager (Spending) Approval Process

End (Nodes 9 and 11)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node.

Since the AP Standard Expense Report process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start

Summary of the Server Side Validation Process

The Server Side Validation process checks that the report contains all required information and populates columns in Oracle Payables tables so the AP Expense Report workflow and the Payables Invoice Import program can process the report.

The Server Side Validation process has a result type of None, which indicates that when the process completes there is no specific result. This subprocess cannot be initiated as a top level process to run; it can only be run as a subprocess when called by another, higher level process. To view the properties of the *Server Side Validation* process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Server Side Validation process has 7 different activities, none of which are reused, so 7 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

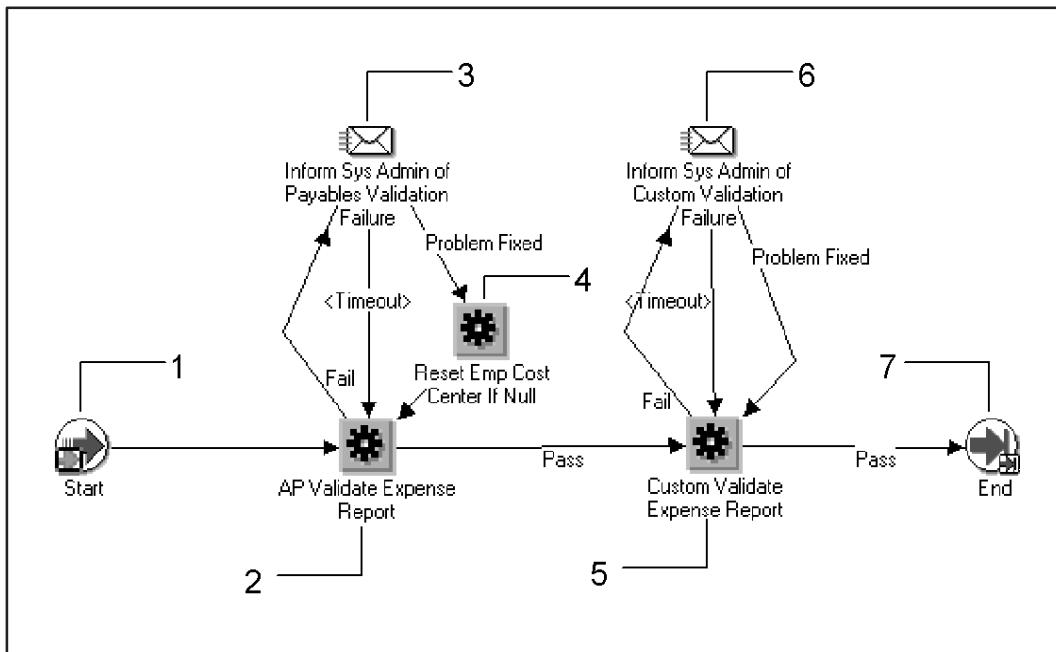


Figure 5 – 2 Server Side Validation Process

This process begins at Node 1 with the Start activity. At Node 2 the process validates the report and populates columns in the Oracle

Payables tables AP_EXPENSE_REPORT_HEADERS and AP_EXPENSE_REPORT_LINES so the workflow approval processes and the Payables Invoice Import program can process the report. If the report fails at Node 2, the process notifies the system administrator (Node 3).

At Node 5 the process executes custom logic that you define using the Accounts Payable Involvement Extension (see: Accounts Payable Involvement Extension: page 3-11). If the report fails at Node 5, the process notifies the system administrator (Node 6). When the problem is fixed and the report passes validation, the process ends (Node 7).

Server Side Validation Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to the workflow icons that appear in Figure 5 – 2.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	None

AP Validate Expense Report (Node 2)

This function validates information in the expense report and ensures that the information it contains can be imported to Oracle Payables. The system stores Self-Service Expenses expense report information in the following tables:

- AP_EXPENSE_REPORT_HEADERS
- AP_EXPENSE_REPORT_LINES

This function activity populates columns in these two tables so the workflow approval processes and the Payables Invoice Import program can function properly.

If it completes successfully, the AP Validate Expense Report activity changes the value of the AP_EXPENSE_REPORT_HEADERS.SOURCE column from NonValidatedWebExpense to WebExpense. You can

query and review Self-Service expense reports in the Payables Expense Reports window only if this column has a value of WebExpense (i.e. this activity completes successfully).

Function	<i>AP_WEB_EXPENSE_WF.APValidateExpenseReport</i>
Result Type	AP Pass or Fail Result Type
Required	Yes
Prerequisite Activities	Start

The following tables identify the columns this activity populates.

Columns populated in AP_EXPENSE_REPORT_HEADERS	Description
SOURCE	If AP Validate Expense Report completes successfully, it changes the value of this column from NonValidatedWebExpense to WebExpense.
EMPLOYEE_CCID	Indicates the accounting flexfield identifier for an expense report associated with an employee.
EXPENSE_CHECK_ADDRESS_FLAG	Indicates where to send expense check: Home or Office.
APPLY_ADVANCES_DEFAULT	Indicates whether to apply an advance against an expense report
AWT_GROUP_ID	Indicates the withholding tax group identifier
DEFAULT_EXCHANGE_RATE_TYPE	Indicates the exchange rate type: Corporate, EMU Fixed, Spot, User-Defined
DEFAULT_EXCHANGE_DATE	Indicates the date that the exchange rate is effective.
DEFAULT_EXCHANGE_RATE	Indicates the exchange rate.

Table 5 – 3 (Page 1 of 1)

Columns populated in AP_EXPENSE_REPORT_LINES	Description
CODE_COMBINATION_ID	Indicates the accounting flexfield identifier for the expense account associated with an expense item.
AWT_GROUP_ID	Indicates the withholding tax group identifier.
RECEIPT_REQUIRED_FLAG	Indicates whether the Accounts Payable department requires a receipt for an expense.
JUSTIFICATION_REQUIRED_FLAG	Indicates whether your Accounts Payable department requires a justification for an expense.

Table 5 – 4 (Page 1 of 1)

Inform Sys Admin of Payables Validation Failure (Node 3)

This activity notifies the system administrator when the AP Validation Expense Report activity fails. After fixing the problem, the expense report returns to the AP Validation Expense Report activity.

If the system administrator does not respond to this notification in the specified time, workflow redirects the process to transition to the AP Validation Expense Report activity.

Note: You must specify timeout period for this notification activity. To do this, display the properties window for the notification, then enter a new timeout value in the Node tabbed region.

Message	Oracle Payables Validation Failure
Result	AP Problem Has Been Fixed
Required	Yes
Prerequisite Activities	Start, AP Validate Expense Report

Reset Emp Cost Center If Null (Node 4)

This function activity enters the employee's cost center if it is not provided.

Function	<i>AP_WEB_EXPENSE_WF.ResetEmpCostCenter</i>
Result Type	None

Required	Yes
Prerequisite Activities	Start, AP Validate Expense Report, Inform Sys Admin of Payables Validation Failure

Custom Validate Expense Report (Node 5)

This function activity executes any custom validation you added to the function *AP_WEB_EXPENSE_CUST_WF.DoCustomValidation*.

For more information, see: Accounts Payable Involvement Extension: page 3-11.

Function	<i>AP_WEB_EXPENSE_WF.CustomValidateExpenseReport</i>
Result Type	AP Pass or Fail Result Type
Required	Yes
Prerequisite Activities	Start, AP Validate Expense Report

Inform Sys Admin of Custom Validation Failure (Node 6)

This activity notifies the system administrator that the Custom Validate Expense Report activity failed. When the system administrator responds that the problem is fixed, the expense report returns to the Custom Validate Expense Report activity.

If the system administrator does not respond to this notification in the specified time, workflow redirects the process to transition to the AP Validation Expense Report activity.

Note: If you add custom validation logic to Custom Validate Expense Report activity, you must specify timeout period for this activity. To do this, display the properties window for the notification, then enter a new timeout value in the Node tabbed region.

Message	Custom Validation Failure
Result Type	AP Problem Has Been Fixed
Required	Yes
Prerequisite Activities	Start, AP Validate Expense Report, Custom Validate Expense Report

End (Node 7)

This function activity marks the end of the process. Since the Server Side Validation process has a result type of None, this activity has no process result.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start



Summary of the Manager (Spending) Approval Process

The Manager (Spending) Approval process verifies that a report requires manager approval then forwards it to the appropriate managers for approval.

The Manager (Spending) Approval process has a result type of Approval, indicating that when the process completes, it has a result of Approve or Reject. This subprocess cannot be initiated as a top level process. It can only be run as a subprocess when called by another, higher level process. To view the properties of this process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Manager (Spending) Approval process has 20 different activities, one of which is reused, so 19 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing in the two illustrations below. The numbers themselves are not part of the process diagrams.

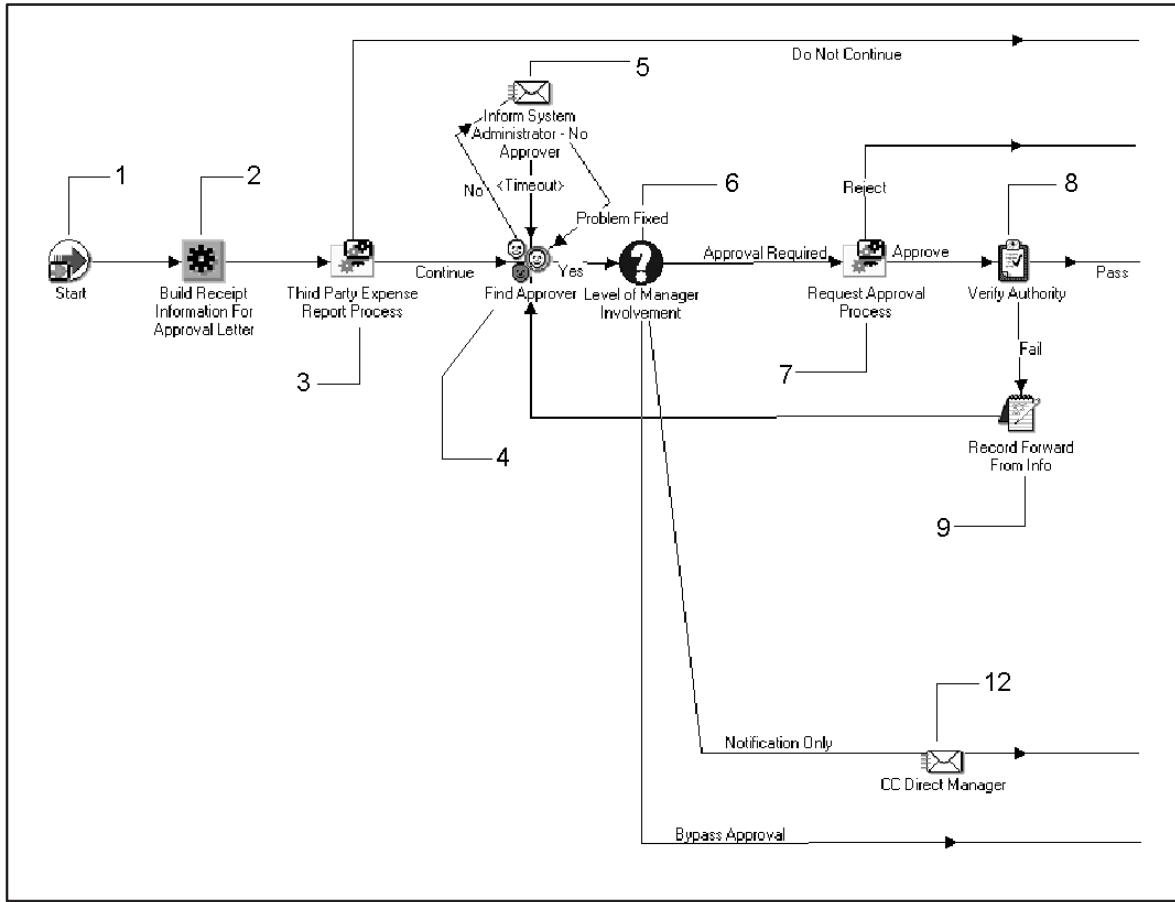


Figure 5 – 3 Manager (Spending) Approval Process (part 1)

This process begins at Node 1 with the Start activity. If the Third Party Expense Report subprocess (Node 3) returns a result of Continue, the process transitions to the Find Approver activity. Otherwise, the process ends with a result of Reject (Node 19).

At Node 4 the process attempts to identify an approver for an expense report. If an approver cannot be identified, the process notifies the system administrator (Node 5).

At Node 6 the process determines whether expense reports require manager approval, manager notification, or no manager involvement. If an expense report requires only manager notification, the process notifies the manager when any of the manager's direct reports submit expense reports that do not require their approval (Node 12) and marks the expense report as manager approved (Node 16). If an expense

report does not require any manager involvement, the process marks the expense report with a status of Manager Approved (Node 16).

Expense reports that require manager approval transition to the Request Approval process (Node 7). If the Request Approval process returns a result of Approved, the process transitions to the Verify Authority activity (Node 8). If the Request Approval process returns a result of Reject, the process ends (Node 19).

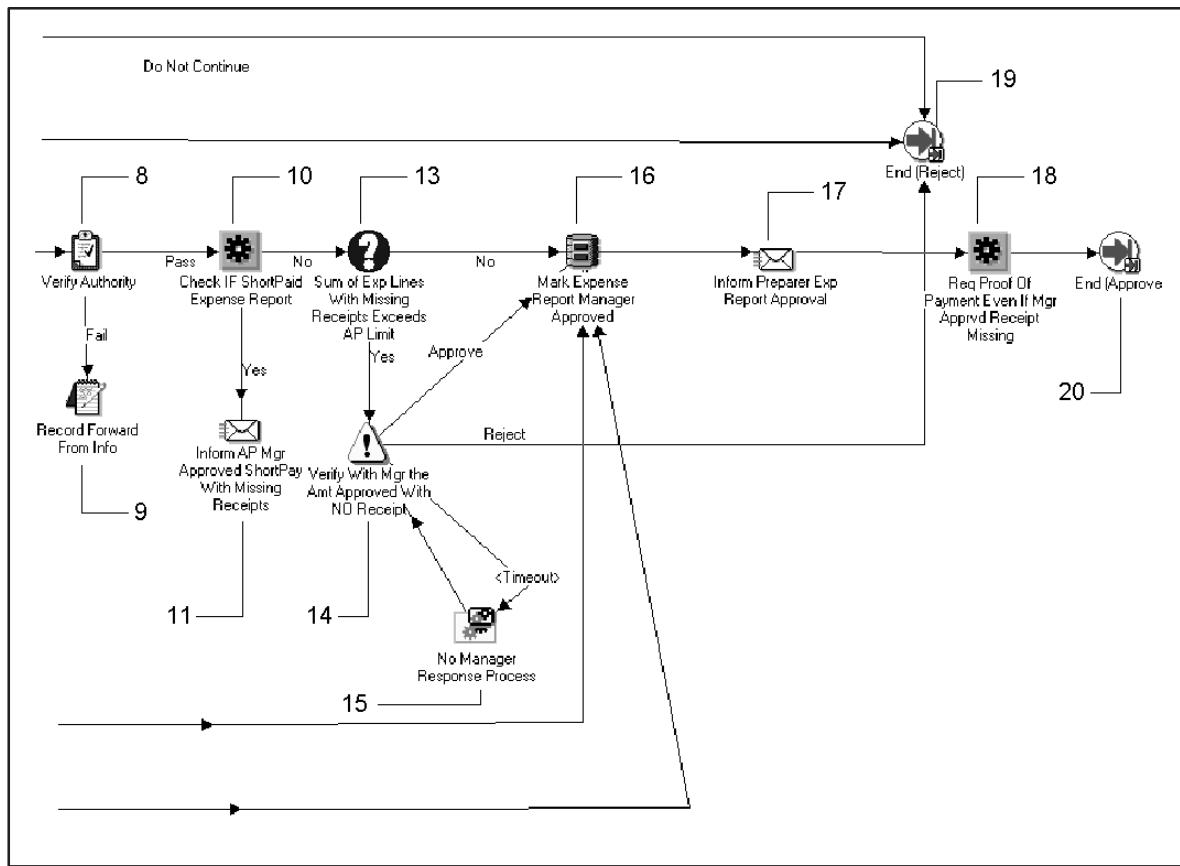


Figure 5 – 4 Manager (Spending) Approval Process (part 2)

The Verify Authority activity (Node 8) determines whether an expense report exceeds the signing limit of the approver and whether the approver has signing authority for the cost center to which an expense report is charged. If an expense report fails the Verify Authority activity, the process records the name of manager who previously approved the expense report (Node 9), and the process returns to the Find Approver activity (Node 4).

At Node 13 the process determines whether the total of missing receipts on an expense report exceeds the limit you define. For a description of how to set this limit, see: Setting Workflow Activity Attributes: page 5–3. If the expense report exceeds the limit, the process confirms that the approver recognizes that he has approved an expense report that has missing receipts of a certain amount (Node 14).

If the expense report does not exceed the limit, the process marks the expense report with a status of Manager Approved (Node 16). The process then informs the preparer that the expense report has been approved by management (Node 17).

Manager (Spending) Approval Process Activities

This section describes each activity in the Manager (Spending) Approval process, listed by the activity's display name. Each node corresponds to the workflow icons that appear in Figure 5 – 3 and Figure 5 – 4.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	None

Build Receipt Information For Approval Letter (Node 2)

This function activity retrieves information about expense reports and sets some of the item attributes necessary for the Request Expense Report Approval message that workflow sends to managers.

Function	<i>AP_WEB_EXPENSE_WF.BuildManagerApprvl Message</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start



Third Party Expense Report Process (Node 3)

This process activity ensures that employees approve expense reports created by their authorized delegate, if required. (An *authorized delegate* is an employee who can enter expense reports for other employees.)

For more information, see: Summary of the Third Party Expense Report Process: page 5-44.

Result Type	AP Continue or Reject Result Type
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter

Find Approver (Node 4)

This function activity determines the first and (if necessary) subsequent approvers for an expense report. The attribute value you define for the Find Approver Method function activity controls how this activity chooses approvers. The three seeded methods are:

- Go Up Management Chain
- One Stop Then Go Directly
- Go Directly to the Person with Signing Authority

For more information about these three methods, see: Find Approver Method: page 5-8.

Function	<i>AP_WEB_EXPENSE_CUST_WF.FindApprover</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process

Inform System Administrator – No Approver (Node 5)

This activity notifies the workflow administrator when the *Find Approver* activity fails to find an approver for an expense report.

Message	No Approver
Result Type	AP Problem Has Been Fixed
Required	Yes

Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver
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Level of Manager Involvement (Node 6)

This function activity determines whether expense reports require:

- Manager approval
- Manager notification
- No manager involvement

You can customize this function activity to control manager involvement in the expense reporting process. For example, you can customize this activity so that expense reports for less than \$100.00 do not require manager approval. For more information, see: Management Involvement Extension: page 3-8.

Default Behavior

Expense reports can consist of positive receipts (expense lines), negative receipts (credit lines), or both. Receipts can be either project-related or non-project-related. For more information, see: Expense Reports with Project-Related Receipts: page 5-36.

If an expense report contains no project-related receipts, the Level of Manager Involvement activity requires manager approval whenever an expense report contains one or more positive expense lines. If an expense report contains only credit lines, the default behavior requires only that the manager receive a notification. This ensures that manager approval is necessary for every expense report that contains a positive expense line, even if the total amount of the 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: Employees can enter credit lines (receipts with negative totals) only if the profile option WebExpenses:Allow Credit Lines is set to Yes.

Expense Reports with Project-Related Receipts

Employees can create expense reports with project-related receipts in Self-Service Expenses. 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 *only* project-related receipts, the Level of Manager Involvement activity calls the AutoApproval client extension in Oracle Projects. The Oracle Projects profile option PA:AutoApprove Expense Report controls the default behavior of this client extension (see Profile Options in Oracle Projects in the *Oracle Projects User's Guide*). 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 manually.

You can customize the AutoApproval client extension in Oracle Projects to define specific rules concerning which expense reports qualify for automatic (manager) approval. For more information, see Expenditure Access, Project User, and AutoApproval Extension in the *Oracle Projects User Guide*.

If an expense report contains both project-related and non-project-related receipts 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 result with greater severity 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, 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, the Level of Manager Involvement activity calls only the DetermineMgrInvolvement API.

Function	<i>AP_WEB_EXPENSE_CUST_WFDetermineMgrInvolvement</i>
Result Type	Level of Approval Process Involvement
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver



Request Approval Process (Node 7)

This process activity sends managers an expense report for review. Managers can approve, reject, or reassign the expense report.

For more information, see: Summary of the Request Approval Process: page 5-49.

Result Type	Approval
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement

Verify Authority (Node 8)

This function activity determines whether an expense report exceeds the approver's signing limit. (The approver is the manager the Find Approver identifies as the person to which an expense report is forwarded.)

This activity also determines whether the approver has signing authority for the cost center to which the expense report is charged. If the expense report does not exceed the signing limit of the approver and the approver has the correct cost center signing authority, the expense report passes the Verify Authority activity.

Function	<i>AP_WEB_EXPENSE_CUST_WF.VerifyAuthority</i>
Result Type	AP Pass or Fail Result Type
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval

Record Forward From Info (Node 9)

The Verify Authority activity determines whether a manager has the authority to approve an expense report. If a manager approves an expense report but fails the Verify Authority activity, then the Record Forward From Info activity makes this manager the "forwarded from" manager.

The Inform Preparer of Mgr Approval Has Been Forwarded notification activity informs the preparer that the "forwarded from"

manager approved the expense report but did not have the necessary signing authority (this activity is part of the Request Approval process).

Function	<i>AP_WEB_EXPENSE_WFRecordForwardFromInfo</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority

Check If Shortpaid Expense Report (Node 10)

This function activity determines whether an expense report is the result of another expense report receiving short payment due to a policy violation, unverified receipt items, or missing receipts.

Function	<i>AP_WEB_EXPENSE_WFCheckIfShortPaid</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority

Inform AP Mgr Approved Shortpay With Missing Receipts (Node 11)

This notification activity informs the Accounts Payables department when an expense report that is missing original receipts has been short paid and received manager approval.

Message	Inform AP Mgr Has Approved Shortpay With No Receipts
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report

CC Direct Manager (Node 12)

This notification activity informs managers when their direct reports submit expense reports that do not require their approval. For example, if you customize the Level of Manager Involvement activity so expense reports for less than \$100.00 do not require manager approval, this activity notifies the manager that the report was submitted.

Message	CC Direct Manager
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement

Sum of Exp Lines With Missing Receipts Exceeds AP Limit (Node 13)

Users check the Original Receipt Missing check box to indicate that they do not have a receipt for an expense. This function activity determines whether the total of missing receipts on an expense report exceeds the value you define for the AP Limit of Sum of Missing Receipts Expense Lines attribute.

For more information about setting the AP Limit of Sum of Missing Receipts Expense Lines attribute, see: [Setting Workflow Activity Attributes](#): page 5–3.

Function	<i>AP_WEB_EXPENSE_WF.CheckSumMissingReceipts</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report

Verify With Mgr the Amt Approved With No Receipt (Node 14)

This notification activity sends a notification to a manager to confirm that the manager approved an expense report with missing receipts.

Message	Verify with Manager Approval Amount
Result Type	Approval

Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report, Sum of Exp Lines With Missing Receipts Exceeds AP Limit

No Manager Response Process (Node 15)

This process activity occurs only if the Verify with Mgr the Amt Approved With No Receipt activity times out before being completed. For example, this activity could time out when managers go on leave or vacation.

For more information, see: Summary of the No Manager Response Process: page 5-54.

Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report, Verify With Mgr the Amt Approved With No Receipt

Mark Expense Report Manager Approved (Node 16)

This function activity updates an expense report to indicate that it has received manager approval. Once a report receives this approval, the Reviewed by Management check box is checked when viewing the report in the Payables Expense Report window.

Function	<i>AP_WEB_EXPENSE_WFManagerApproved</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report, Sum of Exp Lines With Missing Receipts Exceeds AP Limit

Inform Preparer Exp Report Approval (Node 17)

This notification activity informs the person who created the expense report that the report has received management approval.

Message	Expense Report Manager Approved
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report, Sum of Exp Lines With Missing Receipts Exceeds AP Limit, Mark Expense Report Manager Approver

Req Proof Of Payment Even If Mgr Apprvd Receipt Missing (Node 18)

This function activity uses the value you enter for the Always Require Proof of Payment attribute (Y or N) to indicate whether proof of payment (receipts) are required for expense items that:

- Require proof of payment (as defined in the Payables Expense Report Templates window)

or

- Have no proof of payment (the Original Receipt Missing check box is checked when creating the report in Self-Service Expenses)

For more information about this activity, see: Setting Workflow Activity Attributes: page 5–3.

Function	<i>AP_WEB_EXPENSE_WF.RequireProofOfPayment</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build Receipt Information For Approval Letter, Third Party Expense Report Process, Find Approver, Level of Manager Involvement, Request Approval, Verify Authority, Check If ShortPaid Expense Report, Sum of Exp Lines With Missing Receipts Exceeds AP Limit, Mark Expense Report Manager Approver

Manager Approver, Inform Preparer Exp Report Approval

End (Nodes 19 and 20)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node.

Since the Manager (Spending) Approval process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite	Start
Activities	

Summary of the Third Party Expense Report Process

This process activity ensures that, if required, employees approve expense reports created by their *authorized delegate* (an employee who enters expense reports for another employee). If approval is not required, this process activity simply notifies the employee that an authorized delegate has submitted an expense report on their behalf.

Note: Whether expense reports submitted by authorized delegates require employee approval depends on the value you choose for the Employee Approval Required function attribute.

The *Third Party Expense Report* process has a result type of AP Continue or Reject Result Type, indicating that when the process completes, it has a result of Continue or Do Not Continue (the lookup codes in the AP Continue or Reject Result Type lookup type associated with the AP Expense Report item type). This subprocess cannot be initiated as a top level process; it can only be run as a subprocess when called by another, higher level process. To view the properties of the *Third Party Expense Report* process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Third Party Expense Report has 7 different activities, one of which is reused, so 8 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

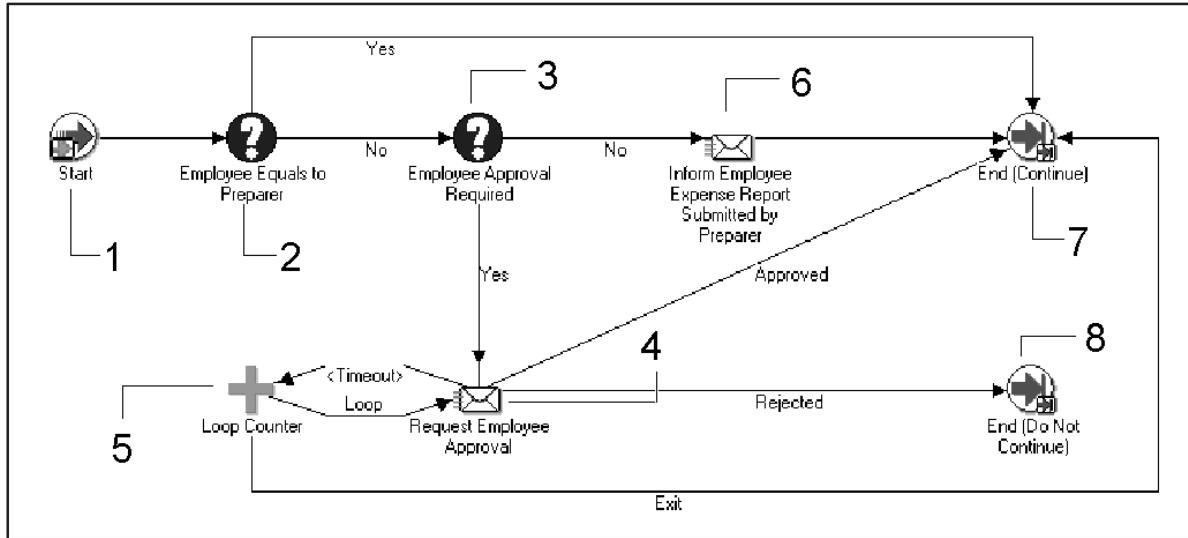


Figure 5 – 5 Third Party Expense Report Process

The process begins at Node 1 with the Start activity. The process then checks whether the person who submitted the expense report is the same as the employee name on the report. If the employee and preparer are the same, the process ends at Node 7. Otherwise, the process checks whether employee's approval is required. If it is, the process requests approval from the employee (Node 4) and then ends at Node 7 if it receives approval and at Node 8 otherwise. If the report does not require the employee's approval, the process notifies the employee that the report was submitted on their behalf (Node 6) and the process ends (Node 7).

Third Party Expense Report Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 5.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Employee Equals to Preparer (Node 2)

This function activity determines whether the employee is the same person who prepared the report. If the preparer and the employee are the same, this function activity returns a result type of Yes, and the process ends with a result of Continue.

If the preparer and the employee are not the same (the report was created by an authorized delegate), this function activity returns a result type of No and the process transitions to the next activity.

Function	<i>AP_WEB_EXPENSE_WF.EmployeeEqualsToPreparer</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start

Employee Approval Required (Node 3)

This function activity determines whether approval is necessary for expense reports entered by an authorized delegate. The value you enter for the Employee Approval Required function activity determines whether approval is necessary.

Function	<i>AP_WEB_EXPENSE_WF.EmployeeApprovalRequired</i>
Result Type	Yes/No
Required	No
Prerequisite Activities	Start, Employee Equals to Preparer



Request Employee Approval (Node 4)

This activity requests that an employee approve or reject an expense report entered by the authorized delegate. If an employee approves the report, the Third Party Expense Report process ends with a result type of Continue. Otherwise, the process ends with a result type of Do Not Continue.

Message	Request Employee Approval
Result Type	Approval
Required	No
Prerequisite Activities	Start, Employee Equals to Preparer, Employee Approval Required

Loop Counter (Node 5)

This is a standard function activity that limits the number of times the Workflow Engine transitions through the Request Employee Approval notification activity. You can define how many times the Request Employee Approval activity transitions by entering a number for the Loop Limit activity attribute of the Loop Counter activity.

Function	<i>WF_STANDARD.LOOPCOUNTER</i>
Result Type	Loop Counter
Required	No
Prerequisite Activities	Start, Employee Equals to Preparer, Employee Approval Required, Request Employee Approval

Inform Employee Expense Report Submitted by Preparer (Node 6)

This activity notifies an employee when an authorized delegate enters an expense report on their behalf. The message summarizes the content of the expense report so the employee can review it.

Message	Inform Employee Expense Report Submitted by Preparer
Result Type	None
Required	No
Prerequisite Activities	Start, Employee Equals to Preparer, Employee Approval Required



End (Nodes 7 and 8)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node.

Since the Third Party Expense Report process activity has a result type of AP Continue or Reject, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start, Employee Equals to Employee

Summary of the Request Approval Process

To view the properties of the *Request Approval* activity process, select the process in the navigator tree, then choose Properties from the Edit menu. The *Request Approval* process has a result type of Approval, indicating that when the process completes, it has a result of Approved or Rejected (the lookup codes in the Approval lookup type associated with the Standard item type). This subprocess cannot be initiated as a top level process to run; it can only be run as a subprocess when called by another, higher level process.

The *Request Approval* process activity has 9 different activities, one of which is reused, so 10 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

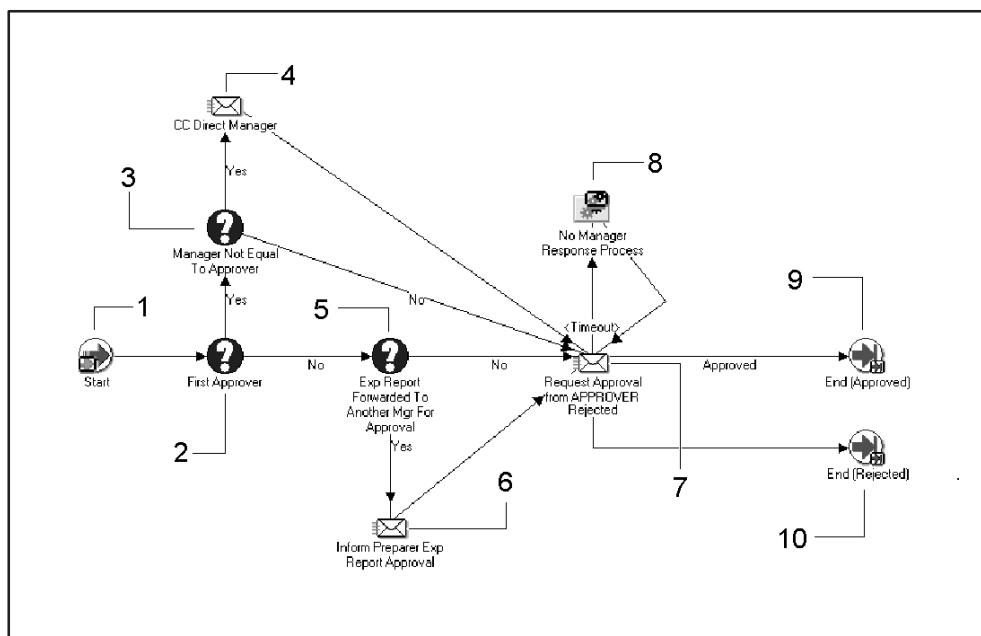


Figure 5 – 6 Request Approval Process

This process begins at Node 1 with the Start activity. At Node 2 the process determines whether a manager has approved the expense report. If a manager has approved the report, the process then checks whether the approver is the employee's direct manager (Node 3). (The Find Approver activity in the Manager (Spending) Approval process

determines the approver.) If the approver and the direct manager are not the same, this process sends a notification to the direct manager (Node 4).

If an expense report has been previously reviewed, the process determines whether the expense report has been forwarded to another manager for approval (Node 5). If so, the process informs the preparer that the expense report was approved by a manager that does not have the necessary signing authority and that the expense report has been forwarded to another manager for review (Node 6).

At Node 7 the process sends the expense report to managers for review. Managers can approve, reject, or reassign the expense report. If the manager does not reply within the time period specified for the notification, the process transitions to the No Manager Response process (Node 8).

Request Approval Process Activities

This section provides a description of each activity in the process listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 6.

Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

First Approver (Node 2)

An expense report may require approval from more than one manager. For example, if you choose Go Up the Management Chain value for the Find Approver Method attribute, then an expense report for a large amount could require multiple approvals. The *First Approver* function activity determines whether an expense report has already been approved.

Function	<i>AP_WEB_EXPENSE_WF.FirstApprover</i>
-----------------	--

Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start

Manager Not Equal to Approver (Node 3)

This function activity determines whether the selected approver is the direct manager of the person seeking reimbursement. For example, if an employee enters an overriding approver, the expense report is not routed to the direct manager for approval.

Additionally, if the Find Approver method is Go Directly to Person With Signing Authority, an expense report for a large amount may not be sent to the employee's direct manager for approval if that manager's signing limits are too low to approve the report.

Function	<i>AP_WEB_EXPENSE_WFManagerNotEqualToApprover</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, First Approver

CC Direct Manager (Node 4)

This notification activity informs managers when their direct reports submit expense reports that do not require their approval. For example, if an employee enters an overriding approver on an expense report, workflow sends this notification to the employee's manager. The notification includes the name of the manager to whom the expense report is being routed for approval and the expense report details.

Message	CC Direct Manager
Result Type	None
Required	Yes
Prerequisite Activities	Start, First Approver, Manager Not Equal To Approver

Exp Report Forwarded to Another Mgr for Approval (Node 5)

Depending on the total of the expense report and which Find Approver method you specified, an expense report may require approval from

more than one manager. Expense reports can be approved by a manager even if the report exceeds that manager's signing authority. In this case, the report is also forwarded to another manager for approval. The person to whom the expense report is forwarded depends on the Find Approver method you selected.

This function activity determines whether an expense report has been forwarded to another manager for approval.

Function	<i>AP_WEB_EXPENSE_WF.ApprovalForwarded</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, First Approver

Inform Preparer of Mgr Approval Has Been Forwarded (Node 6)

This notification activity informs users when an expense report needs another manager's approval. For example, workflow sends this notification to users when expense reports exceed their direct manager's signing limit.

Message	Inform Preparer Exp Report Approval Has Been Forwarded
Result Type	None
Required	Yes
Prerequisite Activities	Start, First Approver, Exp Report Forwarded To Another Mgr For Approval

Request Approval from APPROVER (Node 7)

This notification activity forwards an expense report to a manager for review. Managers can approve, reject, or reassign the expense report.

Message	Request Expense Report Approval
Result Type	Approval
Required	Yes
Prerequisite Activities	Start, First Approver

No Manager Response Process (Node 8)

This process activity handles the approval process when managers do not respond to approval requests within the time period specified (for example, when they are out of the office or on vacation).

For more information, see: Summary of the No Manager Response Process: page 5-54.

Result Type	None
Required	Yes
Prerequisite Activities	Start, First Approver, Request Approval from APPROVER

End (Nodes 9 and 10)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Request Approval process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start, Request Approval from APPROVER

Summary of the No Manager Response Process

This process enables the AP Expense Report workflow to manage the approval process when managers do not respond to approval requests, for example, when they go on leave or vacation. It informs the person who prepared the expense report that the manager responsible for approving it did not respond within the time period specified. The preparer can choose to resend the expense report to the same manager, or direct the expense report to the manager's manager.

To view the properties of the *No Manager Response* process, select the process in the navigator tree, then choose Properties from the Edit menu. The *No Manager Response* process has no result type and cannot be initiated as a top level process; it can only be run as a subprocess when called by another, higher level process.

The Request Approval process activity has 7 different activities, all of which appear as activity nodes in the workflow diagram below. To examine the activities of the process in more detail, we have numbered each node for easy reference below. The numbers themselves are not part of the process diagram.

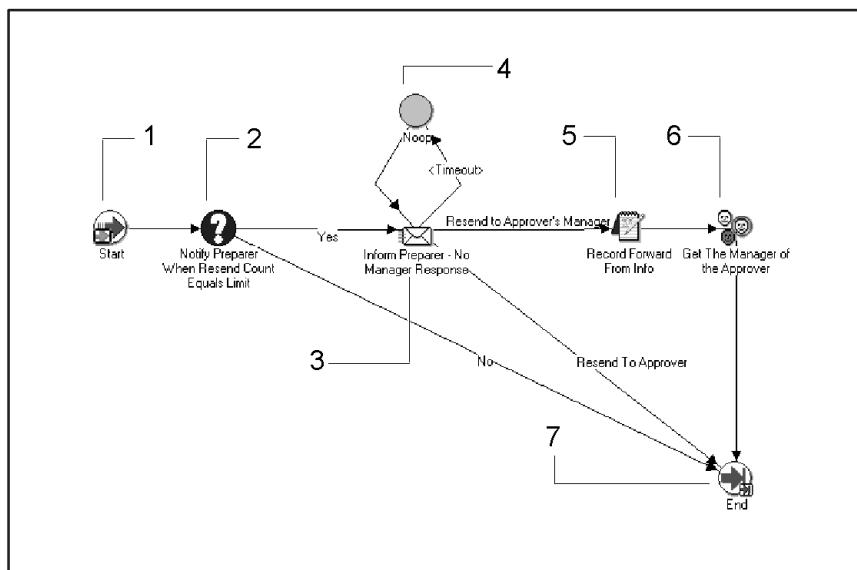


Figure 5 – 7 No Manager Response Process



Attention: The approval process stalls unless employees reply to No Manager Response messages. The *No Manager Response* process activity continues to send notifications until a response is given.

This process activity occurs when one of the following notification activities time out before being completed:

- The Request Approval from APPROVER notification activity in the Request Approval process activity
- The Verify With Mgr the Amt Approved With NO Receipt in the Manager (Spending) Approval process activity

The process begins at the Start activity (Node 1). At Node 3 the process notifies the person who prepared the expense report that the approver did not respond to any notifications requesting approval. The process records the approver's information at Node 5 then identifies and resends the request to the approver's manager (Node 6).

No Manager Response Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 7.

Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Notify Preparer When Resend Count Equals Limit (Node 2)

This function activity determines when the person who created the expense report should be notified that the approver did not respond to the approval request. The value you define for this activity determines how many times a manager is notified about expense reports that are awaiting approval. Once the resend count equals the number you specified, a notification is sent to the preparer.

Function	<i>AP_WEB_EXPENSE_WF.NotifyPreparer</i>
Result Type	Yes/No
Required	Yes

Prerequisite Activities Start

Inform Preparer – No Manager Response (Node 3)

This activity notifies the employee that the manager responsible for approving the expense report did not respond to the approval request. The employee must choose whether to resend the expense report to the manager again or to send the expense report to the manager's manager for approval.



Attention: If employees do not reply to the No Manager Response messages, their expense reports cannot be approved and therefore cannot be reimbursed.

Message	No Manager Response
Result Type	AP Employee Action for Manager Requested
Required	No
Prerequisite Activities	Start, Notify Preparer When Resend Count Equals Limit

Noop (Node 4)

This is a standard function activity that acts as a placeholder. It performs no action.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	No
Prerequisite Activities	Start, Notify Preparer When Resend Count Equals Limit, Inform Preparer – No Manager Response

Record Forward From Info (Node 5)

This function activity sets the "forwarded from" item attributes so notifications can inform the manager who was originally responsible for reviewing the expense report.

Function	<i>AP_WEB_EXPENSE_WF.RecordForwardFromInfo</i>
Result Type	None
Required	No
Prerequisite Activities	Start, Notify Preparer When Resend Count Equals Limit, Inform Preparer – No Manager Response

Get the Manager of the Approver (Node 6)

This function activity identifies the approver's manager. To do this, the activity first calls the AP_WEB_EXPENSE_WF.GetManager procedure and finds the original approver's manager in the HR_EMPLOYEES_CURRENT_V table. This function activity then calls the AP_WEB_EXPENSE_WF.SetPersonAs procedure and indicates that this manager is the new approver.

Function	<i>AP_WEB_EXPENSE_WF.GetApproverManager</i>
Result Type	None
Required	No
Prerequisite Activities	Start, Notify Preparer When Resend Count Equals Limit, Inform Preparer – No Manager Response, Record Forward From Info

End (Node 7)

This function activity marks the end of the process. Since the No Manager Response process activity has no result type, this End node has no process result associated with it.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start



Summary of the AP Approval Process

The AP Approval process has a result type of AP Approval Process Result, indicating that when the process completes, it has a result of Approved or ShortPay. This subprocess cannot be initiated as a top level process; it can only be run as a subprocess when called by another, higher level process. To view the properties of the AP Approval process, select the process in the navigator tree, then choose Properties from the Edit menu.

The AP Approval process has 14 different activities, one of which is reused, so 13 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

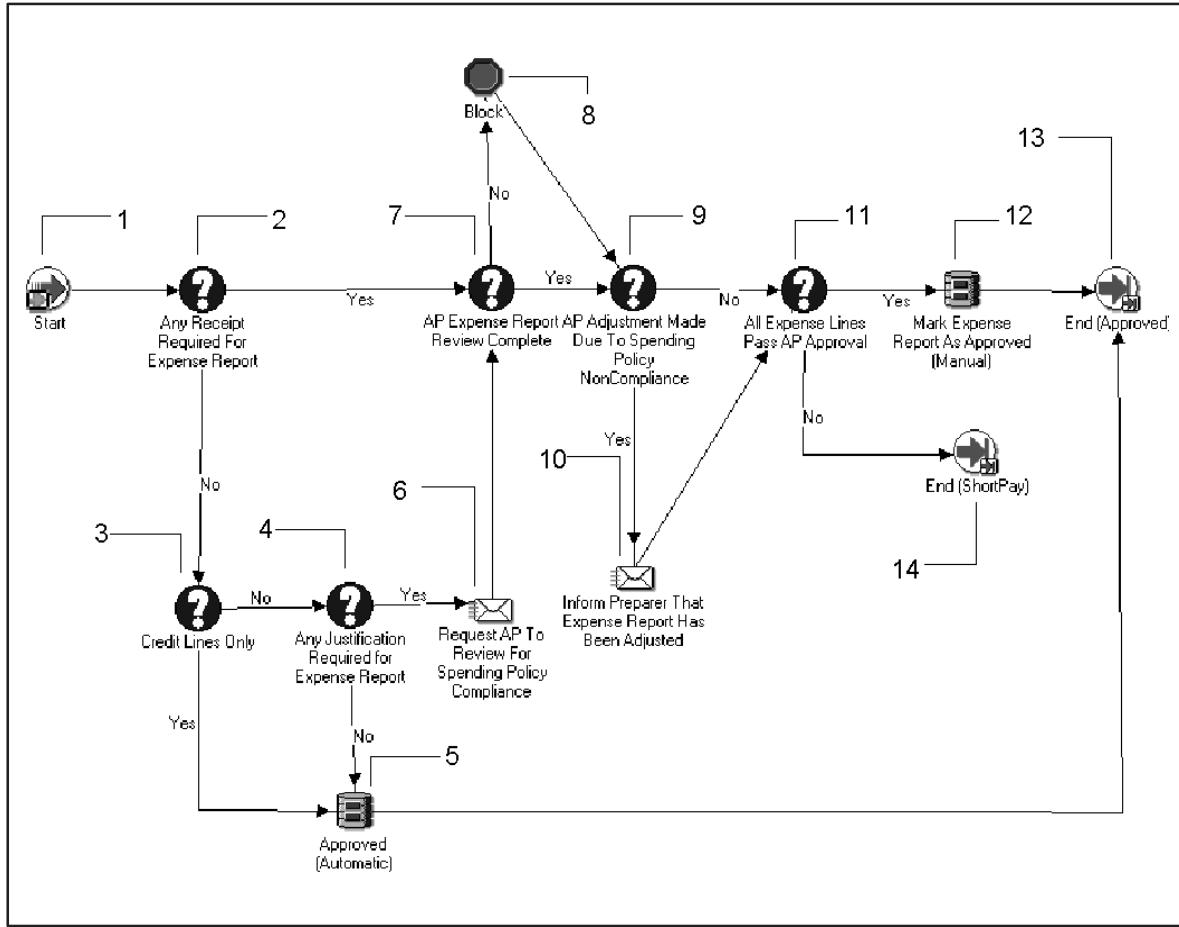


Figure 5 – 8 AP Approval Process

This process begins at Node 1 with the Start activity. At Node 5 the process automatically approves expense reports that do not require Accounts Payable review. If an expense report requires Accounts Payable review, the process checks whether the review is complete (Node 7). If the review is not complete, the process pauses until the Accounts Payable department reviews the expense report.

Note: To indicate that an expense report has been reviewed, the Accounts Payable department checks the Review by Payables option in the Payables Expense Reports window.

The process determines whether the Accounts Payable department has adjusted the report (Node 9) and, if necessary, notifies the preparer (Node 10).

At Node 11 the process determines whether the Accounts Payable department short paid any of the items (lines) in an expense report. The process approves expense reports with no short paid items (Node 12) and the process ends with a result of Approved (Node 13). If an expense report contains short paid items, the process ends with a result of ShortPay (Node 14).

AP Approval Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 8.

Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Any Receipt Required for Expense Report (Node 2)

This function activity determines whether an expense report contains an expense for which your accounts payable department requires proof of payment (a receipt).

Function	<i>AP_WEB_EXPENSE_WF.AnyReceiptRequired</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start

Credit Lines Only (Node 3)

This function activity determines whether an expense report contains only negative receipts (credit lines). Employees enter negative receipts to report the refund of a previously reimbursed expense (for example, an unused airline ticket).

Function	<i>AP_WEB_EXPENSE_WF.CreditLinesOnly</i>
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Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report

Any Justification Required for Expense Report (Node 4)

This function activity determines whether an expense report contains expense items (airfare, meals, car rental, and so on) for which Accounts Payable requires justification. The Justification Required check box in the Payables Expense Report Templates window controls whether a user must enter a justification for an expense item.

Function	<i>AP_WEB_EXPENSE_WF.AnyJustificationRequired</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, Credit Lines Only

Approved (Automatic) (Node 5)

This function activity indicates whether an expense report has received Accounts Payables approval. If an expense report transitions through this activity, the Reviewed by Payables check box is checked when viewing the report in the Payables Expense Report window.

Function	<i>AP_WEB_EXPENSE_WF.Approved</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, Credit Lines Only

Request AP to Review for Spending Policy Compliance (Node 6)

This notification activity notifies the accounts payable department requesting review of the expense report. Because the accounts payable department requires no receipts for this expense report, they do not receive a package with receipts, so this activity notifies them of a new expense report that requires review.

Message	Request AP Review Policy
Result Type	None

Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, Credit Lines Only, Any Justification Required for Expense Report

AP Expense Report Review Complete (Node 7)

Your Accounts Payable department indicates that an expense report has been reviewed by checking the Reviewed by Payables check box in the Payables Expense Reports window. This function activity determines whether Accounts Payable has checked this check box for an expense report.

Function	<i>AP_WEB_EXPENSE_WFAPReviewComplete</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report

Block (Node 8)

This is a standard function activity that pauses the AP Approval process until the Accounts Payables department checks the Reviewed by Payables check box and saves the expense report in the Payables Expense Report window.

Function	<i>WF_STANDARD.BLOCK</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, AP Expense Report Review Complete

Adjustment Made Due to Spending Policy Noncompliance (Node 9)

Your Accounts Payable department can adjust (reduce) the amount of an expense report when it violates company reimbursement policy. This function activity determines whether the Accounts Payable department has adjusted the report.

Function	<i>AP_WEB_EXPENSE_WFAnyAPAdjustment</i>
Result Type	Yes/No
Required	Yes

Prerequisite Activities	Start, Any Receipt Required For Expense Report, AP Expense Report Review Complete
--------------------------------	---

Inform Preparer that Expense Report Has Been Adjusted (Node 10)

This notification activity informs preparers that your Accounts Payable department adjusted their expense reports. This notification includes reasons for the adjustments.

Message	Expense Report Adjustment
Result Type	None
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, AP Expense Report Review Complete, AP Adjustment Made Due To Spending Policy NonCompliance

All Expense Lines Pass AP Approval (Node 11)

Your Accounts Payable department short pays an expense report by indicating that one or more expense items (lines) in an expense report meet one of these two conditions:

- The preparer did not provide required receipts
- The preparer provided inadequate justifications for an expense items

This function activity determines whether your Accounts Payable department has short paid an expense report.

Function	<i>AP_WEB_EXPENSE_WF.AllPassAPApproval</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, AP Expense Report Review Complete, AP Adjustment Made Due To Spending Policy NonCompliance

Mark Expense Report as Approved (Manual) (Node 12)

This function activity indicates that an expense report has received Accounts Payable approval.

Function	<i>AP_WEB_EXPENSE_WF.Approved</i>
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Result Type	None
Required	Yes
Prerequisite Activities	Start, Any Receipt Required For Expense Report, AP Expense Report Review Complete, AP Adjustment Made Due To Spending Policy NonCompliance, All Expense Lines Pass AP Approval

End (Nodes 13 and 14)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the AP Approval process activity has a result type of AP Approval Process Result, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start



Summary of the Shortpay Unverified Receipt Items Process

The Shortpay Unverified Receipt Items process creates a new expense report for each line that is missing required receipts or contains an inadequate justification. This process has a result type of None which means that when the process completes there is no specific result.

The Shortpay Unverified Receipt Items process cannot be initiated as a top level process, it can only be run as a subprocess when called by another, higher level process. To view the properties of the Shortpay Unverified Receipt Items process, select the process in the navigator tree, then choose Properties from the Edit menu.

This process has 11 different activities, one of which is reused, so 10 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

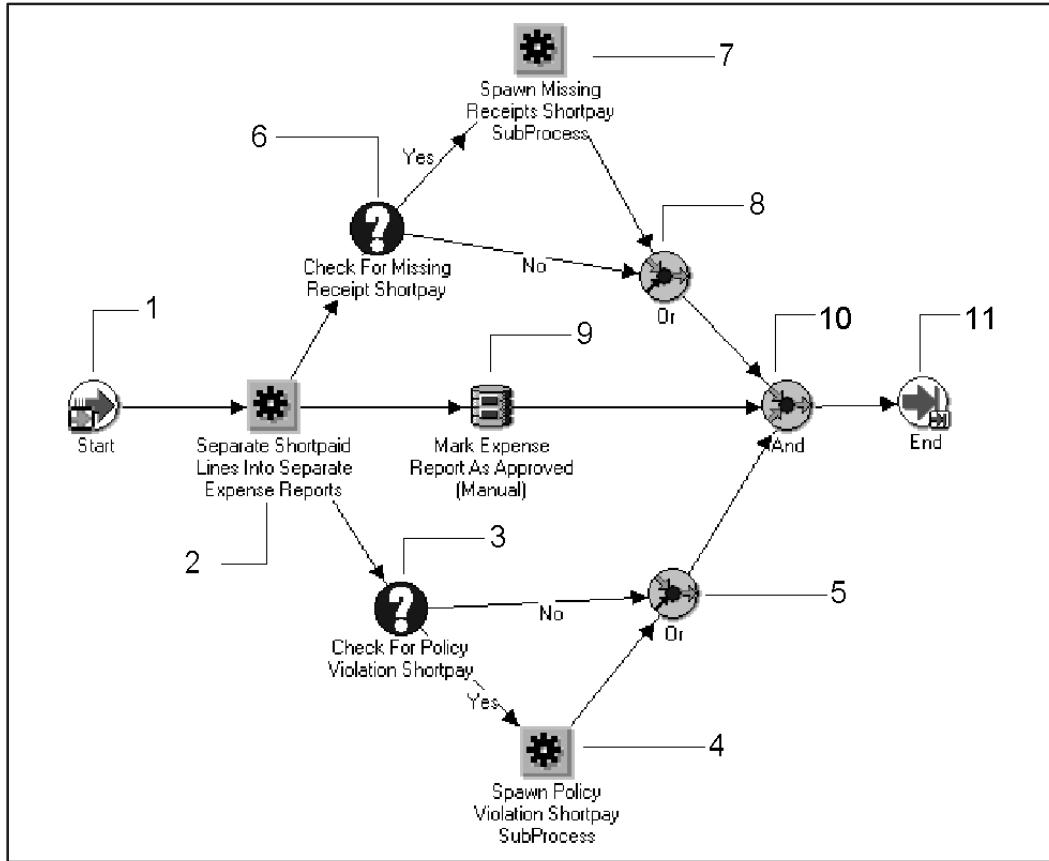


Figure 5 – 9 Shortpay Unverified Receipt Items Process

The process begins at Node 1 with the Start activity. At Node 2 the process creates a new expense report from any lines that have missing required receipts and/or creates a new expense report from the lines that have inadequate justifications. At Node 3 the process determines whether an expense report was created due to inadequate justifications and, if so, transitions to the Spawn Policy Violation Shortpay Subprocess activity (Node 4).

At Node 6 the process determines whether an expense report was created due to missing receipts and, if so, transitions to the Spawn Missing Receipts Shortpay Shortpay process (Node 4). At Node 10 the process approves the original expense report.



Shortpay Unverified Receipt Items Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 9.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Separate Shortpaid Lines into Separate Expense Reports (Node 2)

When your Accounts Payable department short pays an expense report, this indicates that the expense report has one or more lines that is missing required receipts, has an inadequate or missing justification, or both. This function activity creates a new expense report for each line matching this criteria and removes the lines from the original report.

The activity assigns a report number to the new expense report by appending -1 to the original expense report number. If two lines have a problem, the system creates two new reports and appends the second report with -2.

For example, expense report 100 is shortpaid. The system creates two new reports numbered 100-1 and 100-2. If, for example, 100-1 is also shortpaid and the system creates two new reports, it numbers them 100-1-1 and 100-1-2.

Figure 5 – 10 illustrates how this activity creates new expense reports and assigns new expense report numbers.

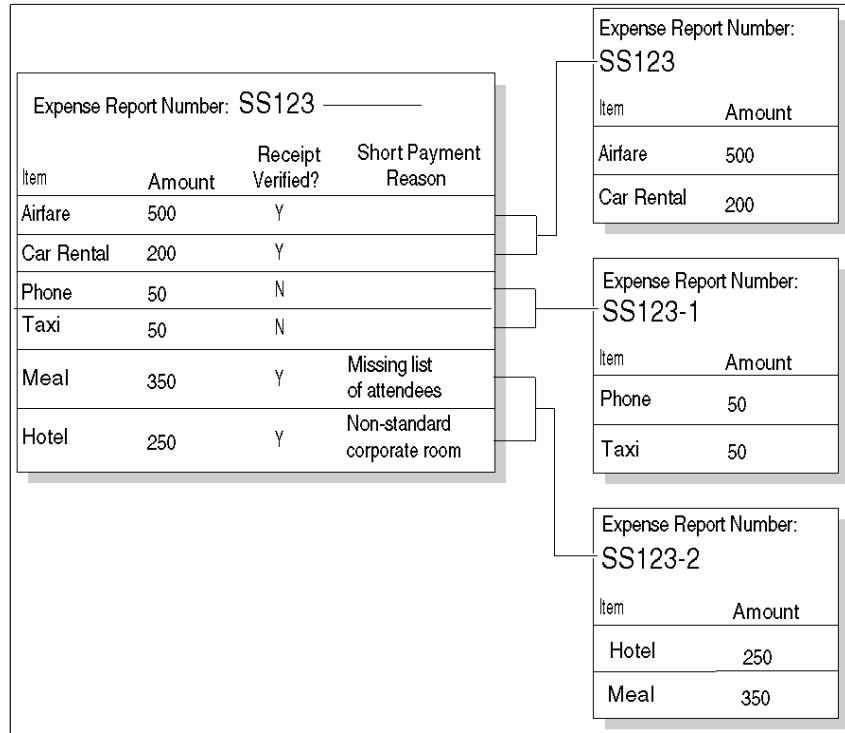


Figure 5 – 10 Generating New Expense Reports and Report Numbers

Function AP_WEB_EXPENSE_WF.SplitExpenseReport

Result Type None

Required Yes

Prerequisite Activities Start

Check for Policy Violation Shortpay (Node 3)

This function activity determines whether an expense report violates any company expense report policies, such as missing or invalid information.

Function AP_WEB_EXPENSE_WF.PolicyViolationShortpay

Result Type Yes/No

Required Yes

Prerequisite Activities Start, Separate Shortpaid Lines into Separate Expense Reports



Spawn Policy Violation Shortpay SubProcess (Node 4)

This function activity spawns the Policy Violation Shortpay subprocess. This subprocess informs the employee that the Accounts Payable department short paid one or more lines of an expense report due to inadequate justifications and that these lines have been transferred to a new expense report. The preparer can either delete the new expense report or provide additional information to justify the disputed expenses. See: Summary of the Policy Violation Shortpay Subprocess: page 5-81.

Function	<i>AP_WEB_EXPENSE_WF.StartPolicyViolationShortpayProcess</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports, Check for Policy Violation Shortpay

Or (Node 5 and 8)

This is a standard function activity that completes when at least one of the converging branches also completes.

Function	<i>WF_STANDARD.ORJOIN</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports, Check for Policy Violation Shortpay

Check for Missing Receipts Shortpay (Node 6)

This function activity determines whether an expense report consists of lines that are missing required receipts.

Function	<i>AP_WEB_EXPENSE_WF.MissingReceiptShortpay</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports

Spawn Missing Receipts Shortpay SubProcess (Node 7)

This function activity spawns the Missing Receipts Shortpay subprocess. This subprocess informs the employee that the Accounts Payable department short paid one or more lines of an expense report due to missing receipts and that these lines have been transferred to a new expense report.

See: Summary of the Missing Receipts Shortpay subprocess: page 5-76.

Function	<i>AP_WEB_EXPENSE_WF.StartNoReceiptsShortpay Process</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports, Check for Missing Receipt Shortpay

Mark Expense Report As Approved (Manual) (Node 9)

This function activity updates the original expense report to indicate that it is approved. To do this, the activity sets the value of the SOURCE column of the AP_EXPENSE_REPORT_HEADERS table to 'SelfService.'

Function	<i>AP_WEB_EXPENSE_WF.Approved</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports

And (Node 10)

This standard function activity merges the three parallel branches in the Shortpay Unverified Receipt Items process when all activities are complete.

Function	<i>WF_STANDARD.ANDJOIN</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Separate Shortpaid Lines into Separate Expense Reports, Mark Expense Report As Approved (Manual)

End (Node 11)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Shortpay Unverified Receipt Items process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite	Start
Activities	

Summary of the Bothpay Process

Workflow transitions to the Bothpay process if the Check If Both Pay function activity returns a value of Yes. The Check If Both Pay activity checks the setting of the profile option SS Expenses:CC Payment Due From to determine whether the employee, the company, or both the employee *and* the company are responsible for remitting payment for corporate card charges. The Check If Both Pay function activity checks the profile option after the AP Approval Process or the Shortpay Unverified Receipt Items process is complete (see Figure 5 – 1).

The Bothpay process cannot be initiated as a top level process, it can only be run as a subprocess when called by another, higher level process. To view the properties of the this process, select the process in the navigator tree, then choose Properties from the Edit menu.

This process has 7 different activities which appear as nodes in the workflow diagram below. To examine the activities of the process in more detail, we have numbered each node for easy referencing. The numbers themselves are not part of the process diagram.

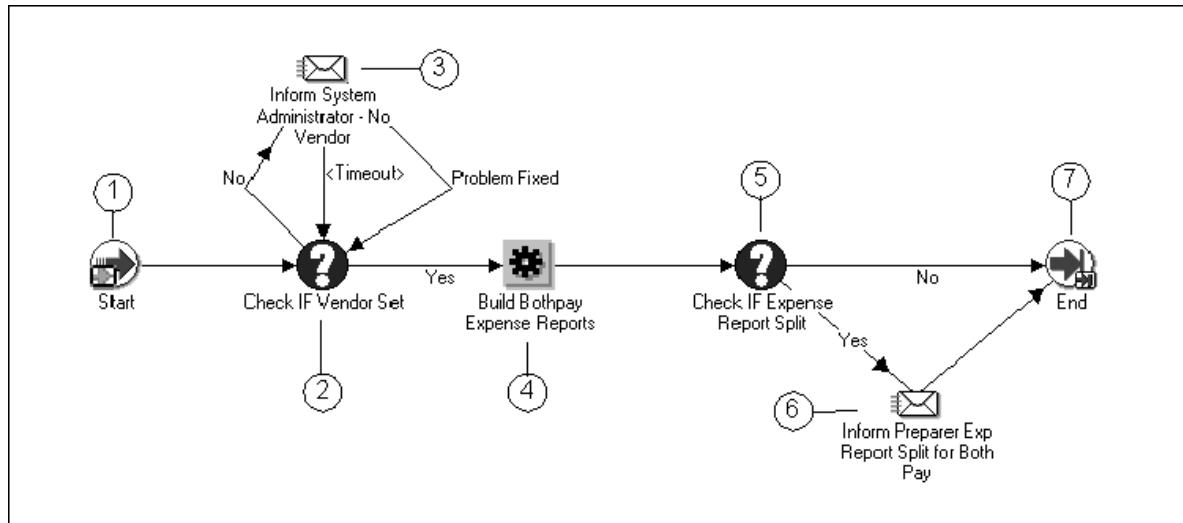


Figure 5 – 11 Bothpay Process

The process begins at Node 1 with the Start activity. At Node 2 the process checks whether the expense report contains credit card vendor information. If not, a notification is sent to the system administrator (Node 3) to resolve the issue. At Node 4 the Build Bothpay Expense Reports subprocess checks whether the report includes both cash and credit card charges. If it does, the subprocess creates a new expense



report for the credit card issuer (this new expense report generates a new invoice when it is imported to Payables). Otherwise, the expense report is not split and generates only one invoice (for either the employee or the credit card issuer) when imported to Payables.

At Node 5 the process checks whether the expense report was split. If the report was split, the process notifies the person who created the report (Node 6) and the process ends at Node 7.

Bothpay Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 11.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Check If Vendor Set (Node 2)

This function activity determines whether the expense report contains required credit card vendor information.

Function	<i>AP_WEB_EXPENSE_WF.FindVendor</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start

Inform System Administrator – No Vendor (Node 3)

If the Check If Vendor Set activity returns a value of No, this notification activity contacts the system administrator and workflow checks the database tables for the vendor information. Once the vendor information is found, the system administrator responds by clicking "Problem Fixed" in the notification and the process continues.



Result Type	Problem Fixed
Required	No
Prerequisite Activities	Start, Check If Vendor Set

Build Bothpay Expense Reports (Node 4)

This function activity creates a new expense report if the original report includes both cash (out of pocket) and credit card charges for which the employee must be reimbursed. If it does, the subprocess creates a new expense report for the credit card issuer (this creates a separate payment for the credit card issuer once the report is imported to Oracle Payables). Otherwise, the expense report is not split and generates only one invoice when imported to Payables (for either the employee or the credit card issuer).

Function	<i>AP_WEB_EXPENSE_WF.BuildBothpayExpReport</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Check If Vendor Set

Check If Expense Report Split (Node 5)

This function activity returns Yes or No to indicate whether the expense report was split. An expense report is split only if it contains csh (out of pocket) or corporate credit card charges, but not both. If this activity returns Yes, the process sends a notification to the preparer (see below).

Function	<i>AP_WEB_EXPENSE_WF.CheckIfSplit</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start, Check If Vendor Set, Build Bothpay Expense Reports

Inform Preparer Exp Report Split for Both Pay (Node 6)

If the Check If Expense Report Split function returns a value of Yes, this activity notifies the preparer. The notification includes both the original and the new expense report numbers and the charges included in each report.

Note: When an expense report is split because it contains both cash (out of pocket) and corporate credit card charges, workflow appends ".1" to the new expense report (for



example, EXP11223.1). If the report was both short paid *and* split, the report number is appended with "-1.1" (for example, EXP11223-1.1).

Result Type	None
Required	No
Prerequisite Activities	Start, Check If Vendor Set, Build Bothpay Expense Reports, Check If Expense Report Split

End (Node 11)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start

Summary of the Missing Receipts Shortpay Process

The Missing Receipts Shortpay Process informs the person who prepared the report that the Accounts Payable department short paid one or more lines of the report due to missing receipts and that these lines have been transferred to a new expense report. The preparer can delete the new expense report, submit the missing receipts to the Accounts Payables department, or route the new expense report to management for approval despite the missing receipts.

This process has a result type of Approval, which indicates that when the process completes, it has a result of Approve or Reject. This subprocess cannot be initiated as a top level process, it can only be run as a subprocess when called by another, higher level process.

To view the properties of the Missing Receipts Shortpay process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Missing Receipts Shortpay process has 9 different activities, one of which is reused, so 10 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

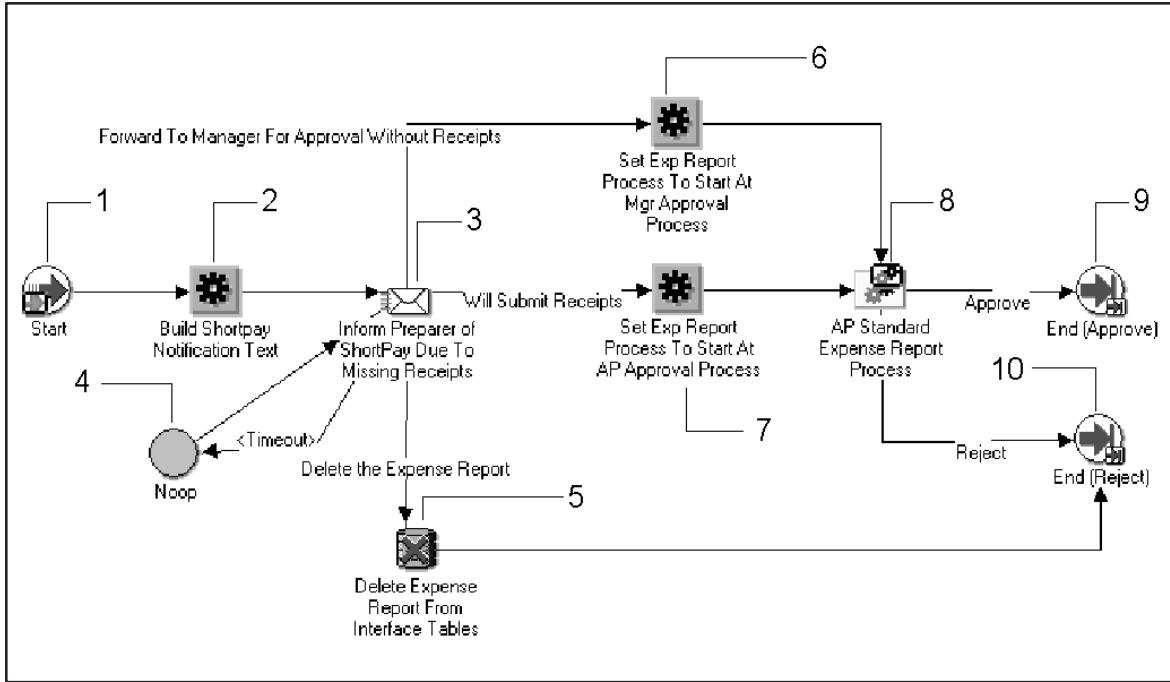


Figure 5 – 12 Missing Receipts Shortpay Process

The process begins at Node 1 with the Start activity. At Node 3 the process informs the preparer that the Accounts Payable department short paid one or more lines of the expense report due to missing receipts and that these lines have been transferred to a new expense report. The preparer can delete the new expense report, submit the missing receipts to the Accounts Payables department, or route the new expense report to a manager for approval without the receipts. If the preparer chooses to delete the new expense report, the process does so at Node 5.

If the preparer chooses to provide the missing receipts, the process updates the new expense report and begins the AP Standard Expense Report process at the AP Approval process (Node 7). The workflow then calls the AP Standard Expense Report process (Node 8). If the preparer forwards the new expense report to a manager for approval, the process updates the expense report and begins the AP Expense Report process at the Manager (Spending) Approval process (Node 6). The workflow then calls the AP Standard Expense Report process (Node 8).

Missing Receipts Shortpay Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 12.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Build Shortpay Notification Text (Node 2)

This function activity sets some of the item attributes necessary for the Inform Preparer of Shortpay Due to Missing Receipts message.

Function	<i>AP_WEB_EXPENSE_WF.SetShortPaidLinesInfo</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start

Inform Preparer of Shortpay Due to Missing Receipts (Node 3)

This notification activity informs a preparer that the Accounts Payable department short paid the expense report due to missing receipts and includes the number of the new expense report. The preparer can then:

- Delete the new expense report
- Send the missing receipts to your Accounts Payable department
- Forward the new expense report to a manager for approval without providing the missing receipts

 **Attention:** If employees do not reply to Inform Preparer of Shortpay Due to Missing Receipts messages, the short paid expense reports cannot be approved and the employee cannot be reimbursed.

Message	Inform Preparer Missing Receipts Shortpay
----------------	---



Result Type AP Response to Missing Receipts Shortpay

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text

Noop (Node 4)

This is a standard function activity that acts as a placeholder and performs no action.

Function *WF_STANDARD.NOOP*

Result Type None

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

Delete Expense Report From Interface Tables (Node 5)

This function activity deletes the short paid expense report.

Function *AP_WEB_EXPENSE_WF.DeleteExpenseReport*

Result Type None

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

Set Exp Report Process to Start at Mgr Approval Process (Node 6)

This function activity updates the Start from Specified Process item attribute and indicates that the expense report must transition to the Manager (Spending) Approval process. See: Summary of the Manager (Spending) Approval Process: page 5-31.

Function *AP_WEB_EXPENSE_WF.StartFromManagerApproval*

Result Type None

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

Set Exp Report Process to Start at AP Approval Process (Node 7)

This function activity updates the Start From Specified Process item attribute to indicate that the expense report transitions to the AP Approval process. See: Summary of the AP Approval Process: page 5–58.

Function *AP_WEB_EXPENSE_WF.StartFromAPApproval*

Result Type None

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

Item Attributes Retrieved by Function Expense Report ID

Item Attributes Set by Function Start from Specified Process

AP Standard Expense Report Process (Node 8)

This process activity manages the standard Accounts Payable expense report approval process. See: Summary of the AP Standard Expense Report Process: page 5–19.

Result Type Approval

Required Yes

Prerequisite Activities Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

End (Nodes 9 and 10)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Missing Receipts Shortpay process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

Summary of the Policy Violation Shortpay Process

The Policy Violation Shortpay Process informs the person who created the expense report that the Accounts Payable department short paid one or more lines due to inadequate justifications and that these lines have been transferred to a new expense report. The preparer can either delete the new expense report or provide additional information to justify the disputed expenses.

This process has a result type of Approval, which indicates that when the process completes, it has a result of Approve or Reject. This subprocess cannot be initiated as a top level process; it can only be run as a subprocess when called by another, higher level process. To view the properties of the Policy Violation Shortpay process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Policy Violation Shortpay process has 9 different activities, one of which is reused, so 10 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

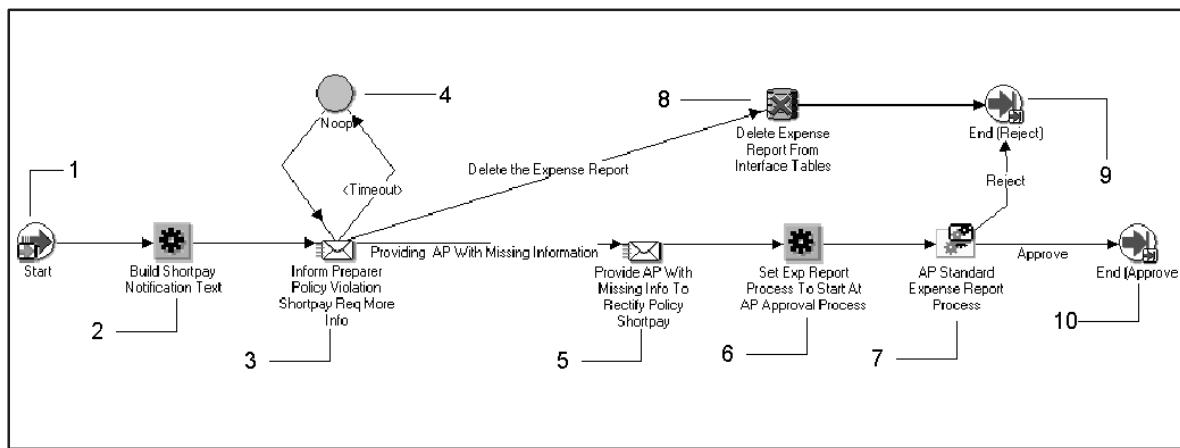


Figure 5 – 13 Policy Violation Shortpay Process

The process begins at Node 1 with the Start activity. At Node 3 the process informs the employee that the Accounts Payable department short paid one or more lines of the expense report due to inadequate justifications and that these lines have been transferred to a new report. The preparer responds to the notification by deleting the new expense

report (Node 8) or providing Accounts Payable with missing information.

If the preparer provides additional information, the process forwards the information to your Accounts Payable department for review (Node 5). The process then updates the new expense report (Node 6) and transitions to the AP Standard Expense Report process (Node 7).

Policy Violation Shortpay Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 13.

Start (Node 1)

This is a standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Build Shortpay Notification Text (Node 2)

This function activity sets some of the item attributes necessary for the Inform Preparer Policy Violation Shortpay Req More Info message.

Function	<i>AP_WEB_EXPENSE_WFSetShortPaidLinesInfo</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start

Inform Preparer Policy Violation Shortpay Req More Info (Node 3)

This notification activity informs a preparer that the Accounts Payables department short paid an expense report due to one or more policy violations and provides the number of the new expense report. Policy violations include missing required receipts, incorrect cost center, or inadequate justifications.



The preparer can respond to the notification by:

- Deleting the new expense report
- Providing additional information to justify the expenses



Attention: If employees do not reply to Inform Preparer Policy Violation Shortpay Req More Info messages, the short paid expense report cannot be approved and the employee cannot be reimbursed.

Message Inform Preparer Policy Violation Shortpay Req More Info

Result Type AP Response To Policy Violation Shortpay

Required Yes

Prerequisite Activities Start, Build shortpay Notification Text

Noop (Node 4)

This is a standard function activity that acts as a placeholder and performs no action.

Function WF_STANDARD.NOOP

Result Type None

Required Yes

Prerequisite Activities Start, Build shortpay Notification Text, Inform Preparer Policy Violation Shortpay Req More Info

Provide AP with Missing Info to Rectify Policy Shortpay (Node 5)

This notification activity forwards the additional information provided by the preparer to the Accounts Payable department for review.

Message Provide AP More Info to Rectify Policy Shortpay

Result Type None

Required Yes

Prerequisite Activities Start, Build shortpay Notification Text, Inform Preparer Policy Violation Shortpay Req More Info

Set Exp Report Process to Start at AP Approval Process (Node 6)

This function activity updates the Start from Specified Process item attribute to indicate that the expense report should start at the AP Approval process.

Function	<i>AP_WEB_EXPENSE_WF.StartFromAPApproval</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build shortpay Notification Text, Inform Preparer Policy Violation Shortpay Req More Info, Provide AP With Missing Info to Rectify Policy Shortpay
Item Attributes Retrieved by Function	Expense Report ID
Item Attributes Set by Function	Start from Specified Process

AP Standard Expense Report Process (Node 7)

This process activity manages the standard Accounts Payable expense report approval process. See: Summary of the AP Standard Expense Report Process: page 5-19.

Result Type	Approval
Required	Yes
Prerequisite Activities	Start, Build Shortpay Notification Text, Inform Preparer Policy Violation Shortpay Req More Info, Provide AP With Missing Info to Rectify Policy Shortpay, Set Expense Report to Start at AP Approval Process

Delete Expense Report from Interface Tables (Node 8)

This function activity deletes the short paid expense report.

Function	<i>AP_WEB_EXPENSE_WF.DeleteExpenseReport</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Build shortpay Notification Text, Inform Preparer Policy Violation Shortpay Req More Info

End (Nodes 9 and 10)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Policy Violation Shortpay process activity has a result type of Approval, each End activity node must have a process result matching one of the lookup codes in the Approval lookup type.

Function *WF_STANDARD.NOOP*

Result Type None

Prerequisite Activities Start

Summary of the Rejection Process

The Rejection process informs the preparer or the Accounts Payables department that the expense report has been rejected by management. After modifying the report the preparer can resubmit the expense report for approval. However, if the expense report is not resubmitted within the time period specified, the report is deleted.

The Rejection process has a result type of AP Reject Process Result, which indicates that when the process completes, it has a result of Resubmit Report or Abort. This subprocess cannot be initiated as a top level process, it can only be run as a subprocess when called by another, higher level process. To view the properties of the Rejection process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Rejection process has 7 different activities, one of which is reused, so 8 activity nodes appear in the workflow diagram. To examine the activities of the process in more detail, we have numbered each node for easy referencing below. The numbers themselves are not part of the process diagram.

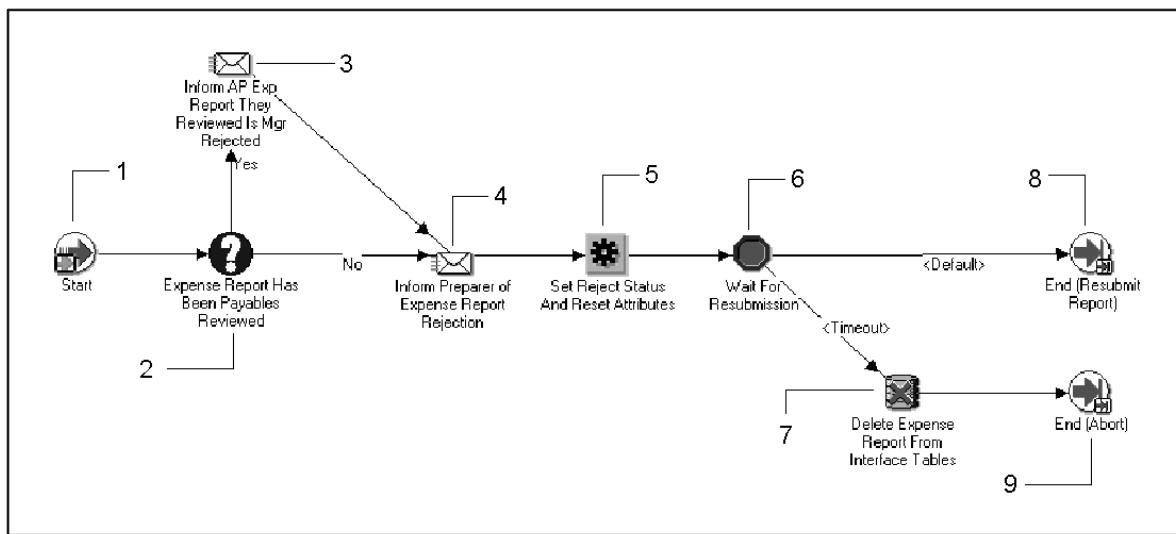


Figure 5 – 14 Rejection Process

The process begins at Node 1 with the Start activity. If the report was previously reviewed by the Payables department but rejected by management, a notification is sent to the Payables department (Node 3). The process then informs the preparer that the report has been rejected by management (Node 4). The process then pauses for a

specified period of time until the expense report is resubmitted (Node 6). If the expense report is not resubmitted within the specified time period, it is deleted (Node 7).

Note: Rejected expense reports can be fixed and resubmitted. To do this users choose the Modify Expense Report function from the Self-Service Expenses main menu. This opens the Modify Expense Report page. A Yes in the Previously Rejected column indicates the report is available for resubmission.

Rejection Process Activities

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 14.

Start (Node 1)

This is a Standard function activity that simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

Expense Report Has Been Payables Reviewed (Node 2)

To indicate that it has reviewed an expense report, your Accounts Payable department checks the Reviewed by Payables check box in the Payables Expense Report window. This function activity determines whether this check box has been checked for an expense report.

Function	<i>AP_WEB_EXPENSE_WF.PayablesReviewed</i>
Result Type	Yes/No
Required	Yes
Prerequisite Activities	Start

Inform AP Exp Report They Reviewed Is Mgr Rejected (Node 3)

This notification activity informs the Accounts Payable department that an expense report that the department previously reviewed has been

rejected by management. It also suggests that any receipts Account Payables received be returned to the preparer.

Message	Exp Report Has Been Mgr Rejected but AP Reviewed
Result Type	None
Required	Yes
Prerequisite Activities	Start, Expense Report Has Been Payables Reviewed

Inform Preparer of Expense Report Rejection (Node 4)

This notification activity informs the preparer that an expense report has been rejected by management. It also provides instructions on how the preparer can modify and resubmit the rejected expense report for approval.

Note: The expense report is saved in the system for a period of time specified by the Wait for Resubmission activity. Refer to the description of that activity below for more information.

Message	Expense Report Rejection
Result Type	None
Required	Yes
Prerequisite Activities	Start, Expense Report Has Been Payables Reviewed

Set Reject Status And Reset Attributes (Node 5)

This function activity updates the expense report to indicate that it has been rejected. To do this, the activity sets the value of the SOURCE column of the table AP_EXPENSE_REPORT_HEADERS to NonValidatedWebExpense. This activity also updates the Start from Specified Process item attribute and initiates the Server Side Validation process.

Function	<i>AP_WEB_EXPENSE_WF.SetRejectStatusAndResetAttr</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Expense Report Has Been Payables Reviewed, Inform Preparer of Expense Report Rejection

Wait for Resubmission (Node 6)

This is a standard function activity that pauses the Rejection process until the employee fixes and resubmits the rejected expense report for approval. If a rejected expense report is not resubmitted before this activity "times out," the process transitions to the Delete Expense Report From Interface Tables activity.

You can specify any combination of days, hours, and minutes before this activity times out and the expense report is deleted from the system. For example, you can specify that employees have thirty days to resubmit a rejected expense report before it is deleted.

To specify a timeout for this function:

1. View the properties for the activity.
2. Select the Node tab.
3. Choose a Timeout period of Relative Time, then specify a number of days, hours, and minutes.
4. Save your work.

Function	<i>WF_STANDARD_BLOCK</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Expense Report Has Been Payables Reviewed, Inform Preparer of Expense Report Rejection, Set Reject Status and Reset Attributes

Delete Expense Report From Interface Tables (Node 7)

This function activity deletes the rejected expense report when the Wait for Resubmission activity times out.

Function	<i>AP_WEB_EXPENSE_WFDeleteExpenseReport</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Expense Report Has Been Payables Reviewed, Inform Preparer of Expense Report Rejection, Set Reject Status and Reset Attributes, Wait for Resubmission

End (Node 8 and 9)

This function activity marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node. Since the Rejection process activity has a result type of AP Reject Process Result, each End activity node must have a process result matching one of the lookup codes in the AP Reject Process Result lookup type.

Function *WF_STANDARD.NOOP*

Result Type None
Prerequisite Start
Activities



AP Credit Card Workflow

The AP Credit Card workflow consists of six processes and seven notifications that inform employees and managers of payments created for corporate card charges as well as any past due, disputed, or unapproved charges. These notifications are sent to the person who prepared the expense report, the preparer's manager, or both, depending on the purpose of the notification.

The AP Credit Card workflow is initiated when:

- A payment is created in Oracle Payables for credit card charges.
- The Payables Credit Card Outstanding Charges report is run with the Send Notifications parameter set to Yes.

To enable the AP Credit Card workflow, you must set the profile option SS Expenses:CC Payment Notify to Yes. See: *Setting Up Self-service Expenses Profile Options*; page 2-25.

To view the properties of the AP Credit Card process, select the process in the navigator tree, then choose Properties from the Edit menu.

The following processes are associated with the AP Credit Card workflow:

- Disputed Charges
- Payment to Card Issuer
- Payment to Employee
- Payment to Employee by Check
- Unapproved Expense Report
- Unsubmitted Credit Card Charges

The AP Credit Card item type has several associated attributes. Some of these attributes reference expense report and employee information in the database tables AP_EXPENSE_REPORT_HEADERS and HR_EMPLOYEES. These attributes are used and maintained by the notification activities throughout the process.

The AP Credit Card Workflow Item Type Attributes

Display Name	Description	Type	Length/Format/ Lookup Type
Amount	The payment (reimbursement) amount.	Text	30
Bank Account	The name of the bank account to which the employee's reimbursement is sent via direct deposit.	Text	80
Bank Name	The name of the bank to which the employee's reimbursement is sent via direct deposit.	Text	80
Card Program ID	The Card Program ID number of the employee's corporate credit card.	Number	
Check Number	The number of the check sent to the employee as reimbursement for business expenses.	Text	30
Credit Card Company	The name of the company issuing the corporate credit card.	Text	80
Currency	The reimbursement currency.	Text	25
Date 1	The "from" date that corporate credit card charges were incurred.	Text	30
Date 2	The "to" date that corporate credit card charges were incurred.	Text	30
Date Object 1	From dispute date	Date	
Date Object 2	To dispute date	Date	
Employee Display Name	How the employee's name appears in notifications.	Text	80
Employee ID	The employee's unique identification number.	Number	

Table 5 – 5 (Page 1 of 2)

Display Name	Description	Type	Length/Format/ Lookup Type
Employee Name	The employee's name.	Text	80
Expense Report Number	The expense report for which the employee received reimbursement.	Text	30
List	List of disputed credit card charges.	Document	
Manager Name	The manager's name.	Text	80
Minimum Amount	The minimum amount of disputed transactions required to initiate the Notification of Outstanding Disputed Charges process.	Number	
Number of Days	The number of days that corporate card charges have been outstanding.	Number	
Payment Date	The date payment was created for an approved expense report.	Text	30

Table 5 – 5 (Page 2 of 2)

See Also

[Item Types \(Oracle Workflow Guide\)](#)

[AP Credit Card Process Activities: page 5–94](#)

AP Credit Card Process Activities

This section provides a description of the activities in each process, listed by the activity's display name. All of the processes except Unsubmitted Credit Card Charges consist simply of a Start, a notification, and an End process. Therefore, only the Unsubmitted Credit Card Charges process is shown (see Figure 5 – 15).

To avoid duplication, the Start and End activities are described only once in the Standard Function Activities section.

Standard Function Activities

Start

This standard function activity simply marks the start of the process.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Required	Yes
Prerequisite Activities	None

End

This standard function activity simply marks the end of the process. Although the activity itself does not have a result type, each node of this activity in the process must have a process result assigned to it. The process result is assigned in the property page of the activity node.

Function	<i>WF_STANDARD.NOOP</i>
Result Type	None
Prerequisite Activities	Start

Unsubmitted Credit Card Charges Process

This process is initiated when an Oracle Payables user creates the Credit Card Outstanding Charges report with the Send Notifications parameter set to Yes.

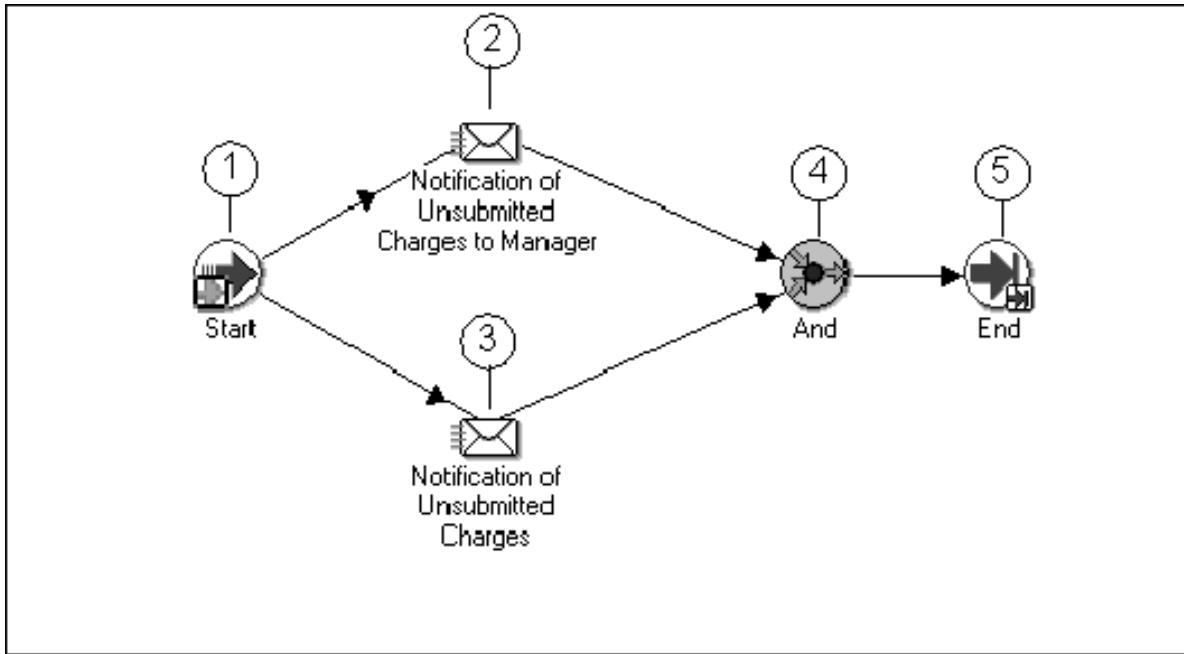


Figure 5 – 15 Unsubmitted Credit Card Charges Process

This section provides a description of each activity in the process, listed by the activity's display name. Each node corresponds to an icon shown in Figure 5 – 15.

Start (Node 1)

See: Standard Function Activities: page 5–94.

Notification of Unsubmitted Charges to Manager (Node 2)

This notification activity informs managers when employees that report to them have outstanding corporate card charges not yet included in an expense report. This notification includes the employee's name as well as the amount and currency of the unsubmitted charges.

Message	Notification of Unsubmitted Charges to Manager
Result Type	None
Required	Yes
Prerequisite Activities	Start



Notification of Unsubmitted Charges (Node 3)

This notification activity informs employees of corporate card charges that have not been included in an expense report. This notification includes the dates the charges were incurred, the amount and currency of the charges, and the name of the card issuer.

Message	Notification of Unsubmitted Charges
Result Type	None
Required	Yes
Prerequisite Activities	Start

And (Node 4)

This standard function activity merges the two branches in the Unsubmitted Credit Card Charges process when all activities are complete.

Function	<i>WF_STANDARD.ANDJOIN</i>
Result Type	None
Required	Yes
Prerequisite Activities	Start, Notification of Unsubmitted Charges, Notification of Unsubmitted Charges to Manager

End (Node 5)

See: Standard Function Activities: page 5-94.

Disputed Charges Process

This process is initiated when an Oracle Payables user creates the Credit Card Outstanding Charges report with the Send Notifications parameter set to Yes.

Start

See: Standard Function Activities: page 5-94.



Notification of Outstanding Disputed Charges

This notification activity is sent to inform the employee of disputed corporate credit card charges and to request that the employee resolve these charges with the credit card issuer as soon as possible. This notification lists the transaction date, merchant name, and the amount of each disputed charge.

Message	Notification of Outstanding Disputed Charges
Result Type	None
Required	Yes
Prerequisite Activities	Start

End

See: Standard Function Activities: page 5–94.

Payment to Card Issuer Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card charges.

Start

See: Standard Function Activities: page 5–94.

Notification of Payment to Credit Card Issuer

This notification activity informs the employee that the company has remitted payment directly to the credit card issuer for the employee's corporate card charges. This notification includes the payment amount, currency, date, and the related expense report number.

Message	Notification of Payment to Credit Card Issuer
Result Type	None
Required	Yes
Prerequisite Activities	Start



End

See: Standard Function Activities: page 5–94.

Payment to Employee Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card charges.

Start

See: Standard Function Activities: page 5–94.

Notification of Payment to Employee by Direct Deposit

This notification activity informs the employee that the company has remitted payment directly to the employee's bank account via direct deposit for corporate card charges. This notification includes the payment amount, bank account number, bank name, and the related expense report number.

Message	Notification of Payment to Employee by Direct Deposit
Result Type	None
Required	Yes
Prerequisite Activities	Start

End

See: Standard Function Activities: page 5–94.

Payment to Employee by Check Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card charges.

Start

See: Standard Function Activities: page 5–94.



Notification of Payment to Employee by Check

This notification activity informs the employee that the company has sent a check to the employee as reimbursement for corporate card charges. This notification includes the payment amount, payment date, check number, employee name, and the related expense report number.

Message	Notification of Payment to Employee by Check
Result Type	None
Required	Yes
Prerequisite Activities	Start

End

See: Standard Function Activities: page 5-94.

Unapproved Expense Report Process

This process is initiated when an Oracle Payables user creates the Credit Card Outstanding Charges report with the Send Notifications parameter set to Yes.

Start

See: Standard Function Activities: page 5-94.

Notification of Unapproved Report

This notification activity informs managers of submitted expense reports that require review. This notification includes the employee's name, the report amount, and the expense report number for each report awaiting approval.

Message	Notification of Unapproved Report
Result Type	None
Required	Yes
Prerequisite Activities	Start

End

See: Standard Function Activities: page 5-94.





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