Oracle® Internet Expenses

Implementation and Administration Guide

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Oracle Internet Expenses Implementation and Administration Guide, Release 11*i*

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Oracle Internet Expenses Implementation and Administration Guide, Release 11*i*

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Oracle welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

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Preface

Intended Audience

Welcome to Release 11*i* of the *Oracle Internet Expenses Implementation and Administration Guide*.

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

- The principles and customary practices of your business area.
- Oracle Internet Expenses

  If you have never used Oracle Internet Expenses, Oracle suggests you attend one or more of the Oracle Financials training classes available through Oracle University.
- The Oracle Applications graphical user interface.

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

See Related Documents on page x for more Oracle Applications product information.

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Structure

1 Overview of Oracle Internet Expenses
2 Setting Up Applications for Oracle Internet Expenses
3 Oracle Internet Expenses Setup and Administration
4 Setting Up Audit Automation
5 Implementing Client Extensions
6 Configuring the Expenses Spreadsheet
7 Defining Workflow Processes
A Profile Options
B Configuring the User Interface
C Oracle Audit Management
D Processing Corporate Credit Cards
E Oracle Internet Expenses Programs and Reports

Related Documents

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

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF Documentation** – See the Online Documentation CD for current PDF documentation for your product with each release. This documentation CD is also available on Oracle*MetaLink* and is updated frequently.
- **Online Help** – Oracle Internet Expenses is part of a suite of Oracle Self-Service applications, which has an intuitive interface designed to guide users without end user documentation. Oracle Internet Expenses does not have an end user guide or separate online HTML help.
- **Release Content Document** – See the Release Content Document for descriptions of new features available by release. The Release Content Document is available on Oracle*MetaLink*.
- **About Document** – Refer to the About Document for information about your release, including feature updates, installation information, and new documentation or documentation patches that you can download. The About Document is available on Oracle*MetaLink*.

Related Guides

Oracle Internet Expenses shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Internet 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.

Guides Related to All Products

- **Oracle Applications User Guide**

  This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Internet Expenses (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Guides Related to This Product

- **Oracle Payables User Guide**

  This user guide describes how accounts payable transactions are created and entered into Oracle Payables. This user guide also contains detailed setup information for Oracle Payables. Use this user guide to learn how to implement flexible address formats for different countries. You can use flexible address formats in the suppliers, customers, banks, invoices, and payments windows in both Oracle Payables and Oracle Receivables.

Installation and System Administration

- **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 installing Oracle Applications. This guide also introduces the concepts behind Applications–wide features such as Business Intelligence (BIS), languages and character sets, and Self–Service Web 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 Rapid Install, which minimizes the time to install Oracle Applications and the technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid 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 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product–specific upgrade tasks. You must be at Release 11.0, to upgrade to Release 11*i*.

- **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 concurrent processing.

- **Oracle Alert User's Guide**

  This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

- **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 for Forms–Based Products. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

- **Maintaining Oracle Applications**

  Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how–to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

- **Oracle Applications User Interface Standards for Forms–Based Products**

  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 tells you how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

- **Oracle Applications Product Update Notes**

  Use this guide as a reference 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, enhancements, and changes made to database objects, profile options, and seed data for this interval.

- **Oracle Workflow Administrator's Guide**

  This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow–enabled processes, as well as how to monitor the progress of runtime workflow processes.

- **Oracle Workflow Developer's Guide**

  This guide explains how to define new workflow business processes and customize existing Oracle Applications–embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

- **Oracle Workflow User's Guide**

  This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

- **Oracle Workflow API Reference**

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

- **Multiple Reporting Currencies in Oracle Applications**

  If you use the Multiple Reporting Currencies (MRC) feature to account and report your transactions in more than one currency, consult this manual before you implement Oracle Internet Expenses. The manual details additional steps and setup considerations for using MRC with Oracle Internet Expenses.

- **Multiple Organizations in Oracle Applications**

  If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Financials installation, use this guide to learn about setting up and using Oracle Financials with this feature.

  There are special considerations for using Multiple Organizations in Europe with document sequences, legal entity reporting, and drill-down from General Ledger. Consult the Multiple Organizations in Oracle Applications guide for more information about using Multiple Organizations in Europe.

- **Oracle Applications Flexfields Guide**

  This manual provides flexfields planning, setup, and reference information for the Oracle Internet 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.

- **Oracle eTechnical Reference Manuals**

  Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non–Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle*MetaLink*.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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, you may 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 you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. 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.

1

Overview of Oracle Internet Expenses

This chapter covers the following topics:

- Introducing Oracle Internet Expenses
- Key Features of Oracle Internet Expenses
- Oracle Internet Expenses Second Generation
- Expense Report Process

Introducing Oracle Internet Expenses

With Oracle Internet Expenses, employees can enter and submit expense reports using a standard Web browser or a Web-enabled mobile device. Oracle Workflow automatically routes expense reports for approval and enforces reimbursement policies. Oracle Internet Expenses integrates with Oracle Payables to provide quick processing of expense reports for payment.

This chapter provides an overview of the features and processes in Oracle Internet Expenses. This chapter includes these topics:

- Key Features of Oracle Internet Expenses, page 1-1
- Oracle Internet Expenses Second Generation, page 1-3
- Expense Report Process, page 1-5

Key Features of Oracle Internet Expenses

The key components of Internet Expenses work together to provide a complete service for entering and managing expense reports:

- Expenses Setup
- Expenses Administration
- Expenses Entry
- Expenses Audit
- Expenses Analysis
- Expenses-related Workflows
- Manager Approvals
- Integration with Other Applications

Expenses Setup. Use the Internet Expenses pages to set up rate and policy schedules, exchange rates and location information, and other important features that go into the completion of expense reports. Perform the related setup tasks in the applications that work together with Internet Expenses to create an integrated environment for expenses reporting. See: Chapter 2, Setting Up Applications for Oracle Internet Expenses, page 2-1 and Chapter 3, Oracle Internet Expenses Setup and Administration, page 3-1 for more information.

Expenses Administration. Internet Expenses provides many tools to administer your expense reports. The Internet Expenses setup lets you automate many administrative tasks, including company policy compliance for expense reporting, expense account defaulting, per diem and mileage rate calculations, and end user notifications.

Expenses Entry. The intuitive user interface lets employees and contingent workers enter and submit expense reports with minimal reliance on documentation or online help. In addition, end users have access to various tools for their expense reporting needs. The Expenses Home page lets users track all of their current and previously submitted expense reports, as well as duplicate or withdraw expense reports. The automatic display of open credit card transactions helps users select and submit their credit card expenses; users can also dispute individual transactions. The Expenses Preferences page lets users configure their expense reporting environment according to their needs.

Expenses Audit. Internet Expenses automates many aspects of the process of auditing expense reports. Audit Automation works together with your rate and policy schedules to ensure that expense reports comply with the policies of your company without having to audit all expense report submissions. See: Chapter 4, Setting Up Audit Automation, page 4-1 for more information.

Expense Analysis. Internet Expenses analysis and reporting provides managers with a dedicated tool for reviewing expense reports and company policy violations. Managers can generate reports online and review company expenses and policy violation trends among their employees. A Search function displays expense report and policy violation data, and displays data according to the selected view.

Expenses-related Workflows. There are five workflows related to Internet Expenses: Expenses, Credit Cards, Expenses Analysis, Expense Receipts, and Expense Holds.

- **Expenses Workflow** manages the notifications between managers, accounts payable, and users related to reviewing and approving expense reports.
- **Credit Cards Workflow** manages the notifications related to the processing and management of credit card transactions.
- **Expenses Analysis Workflow** sends notifications when proxy reporting access is granted.
- **Expense Receipts Workflow** manages the notifications related to submitting receipts and missing and overdue receipts.
- **Expense Holds Workflow** manages the notifications related to placing and releasing holds on expense reports.

Manager Approvals. Internet Expenses works together with Oracle Approvals Management (AME) and Oracle Workflow to automatically route expense approvals and notifications to cost center owners, cost center business managers, project managers or award managers. Approval notifications provide managers with all information with which to make informed decisions, including the reimbursable amount displayed in the

approver's currency. For more information, see Request Approval Process Activities, page 7-38. Use Oracle Approvals Management to build routing rules for expense reports based on header or lines information. Use the Expenses Workflow to manage the routing of notifications to and from managers, auditors, and users.

Integration with Other Applications. Internet Expenses works together with other applications to provide a full array of services devoted to managing and streamlining every aspect of the expense report process. These include:

- **Oracle Payables.** Use Payables to create expense report invoices and to manage the processing of credit card and procurement card transactions.
- **Oracle Projects.** Internet Expenses integrates with Oracle Projects to enable users to add project-related information on expense reports.
- **Oracle Grants Accounting.** Oracle Grants Accounting extends the functionality of Oracle Projects and integrates with Internet Expenses to enable users to enter award information on their expense reports and collect reimbursement from the award that sponsored the activity.
- **Oracle Approvals Management.** Use Oracle Approvals Management to build routing rules for expense report approvals.
- **Oracle Applications Personalization Framework.** Oracle Applications Personalization Framework lets you personalize the display of Internet Expenses without modifying the underlying code.

Oracle Internet Expenses Second Generation

Oracle Internet Expenses Second Generation is now the preferred version of choice. The new technology stack provides performance improvements and personalization features not possible with the older Blue/Gray version. Therefore, from mini-pack 11i.OIE.F or later, all new functionality and enhancements will only be addressed in the Second Generation version.

If you are currently using the Blue/Gray version of Oracle Internet Expenses, we strongly recommend migrating to the Oracle Internet Expenses Second Generation version as soon as possible. For new Oracle Internet Expenses implementations, we strongly recommend implementing the Oracle Internet Expenses Second Generation version.

To make use of the Second Generation features of Internet Expenses, you must enter expense reports using the Second Generation UI only. You cannot use the Blue/Gray UI, the Payables Expense Report window, or the Microsoft Excel spreadsheet template.

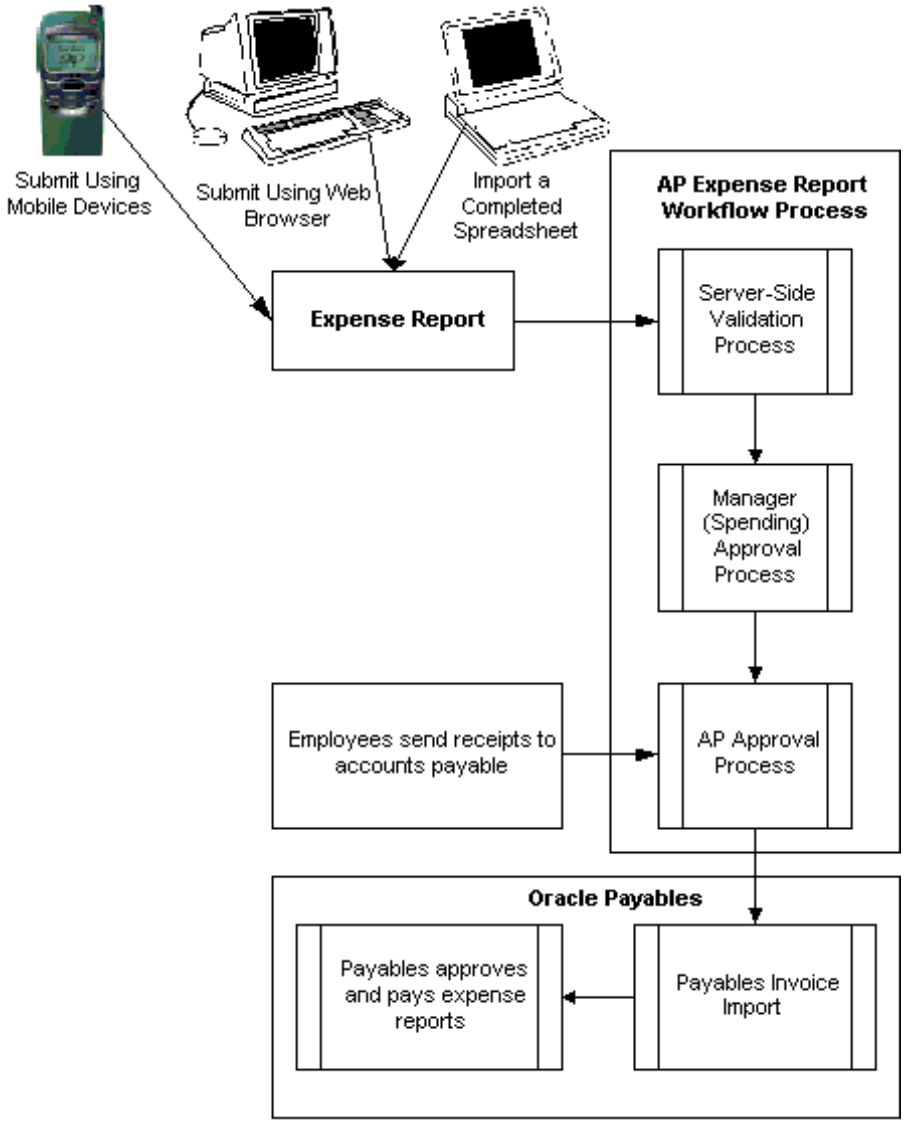
If you use Oracle Internet Expenses Second Generation mini-pack 11i.OIE.F or later to create a new expense report, modify an existing expense report, or import an expense report from a Microsoft Excel spreadsheet template, you can only open or modify these expense reports in the Blue/Gray UI according to the restrictions described in the table that follows. Second Generation features not listed in this table are not available to the Blue/Gray UI.

Second Generation Feature	Impact on Blue/Gray Version
Rate and Policy Schedules	You cannot access expense report templates that contain expense types assigned a rate or policy schedule.

Second Generation Feature	Impact on Blue/Gray Version
Itemization	You cannot access expense report templates that contain expense types with itemization definitions.
Expense Fields	If expense fields are set to *Enabled* or *Required*, and if an expense report template uses the applicable expense category, then you cannot access the template.
Exchange Rates	You cannot enter or modify an expense report when exchange rate tolerance checking or defaulting is enabled for an operating unit. See: Setting Up Exchange Rates Behavior, page 3-32 for more information.
VAT Merchant Fields	You cannot enter or modify an expense report when VAT Merchant fields are enabled for an operating unit. See: Setting Up Merchant Fields, page 3-36 for more information.
Oracle Grants Accounting	If you use Oracle Grants Accounting for an operating unit, you cannot enter or modify an expense report. See: Integrating with Oracle Grants Accounting, page 2-43 for more information.
Expense Allocations	If you set the OIE: Enable Expense Allocations profile option to any value other than *No*, you cannot enter or modify an expense report.
Justification Required	If you set Justification Required to *Yes with Violations*, the Blue/Gray version treats this as a *No* setting.
Audit Automation	All audit components work with the Blue/Gray UI except policy violations. Because Blue/Gray expense reports do not have policy violations, the policy violation portion of an audit rule set does not route these expense reports for audit. In addition, Blue/Gray does not capture the expense report submit date and receipts status. Because of this, you cannot use any audit automation features that rely on these values. This includes: • Notification rules for overdue receipts tracking • Hold rules • Audit list rule: "Receipt package received after the maximum number of days."
Expense Analysis and Reporting	All expense reports are available for review in the Expenses and Violations Reporting page, including expense reports entered using the Blue/Gray UI.

Expense Report Process

This section provides an overview of the Expense Report Workflow process. This illustration demonstrates the complete process flow of expense reports from creation to payment.



Creating Expense Reports

Employees can create expense reports in these ways:

- Online using their computers and a standard Web browser.
- Online using Web-enabled mobile devices.
- Offline using Microsoft Excel spreadsheets from a configured template.

Employees must have the Internet Expenses responsibility to create an expense report. If you implement the credit card functionality, employees can include credit card transactions in their expense reports. See: Appendix C, "Processing Corporate Credit Cards", page D-1.

Sending Receipts to Accounts Payable

After an employee submits an expense report, Internet Expenses displays a 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 payable department. Most companies require original receipts for verification before reimbursing employees for business expenses.

Expense Report Workflow Process

When an employee submits an expense report for approval, the Expense Report workflow process begins. The Expense Report workflow is used to obtain manager and Payables approvals on expense reports. The Manager (Spending) Approval process routes expense reports to managers for approval. When an expense report receives approval, the workflow transitions to the AP Approval process. If a manager rejects the report, the workflow transitions to the Rejection 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.

Once the workflow process is complete, the expense report in the Payables Expense Reports window has a number of restrictions on user interaction.

See: Oracle Audit Management, page C-1 and Expense Reports Window Reference, *Oracle Payables User Guide* for information.

Converting Expense Reports into Invoices

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

Reimbursing Expense Reports

After the Expense Report Import program creates invoices for expense reports, you can create payments for the invoices using the same method as for other invoices.

2

Setting Up Applications for Oracle Internet Expenses

This chapter covers the following topics:

- Oracle Internet Expenses and Other Oracle Applications
- Integrating with Oracle Application Object Library
- Integrating with Oracle Human Resources
- Integrating with Oracle System Administration
- Setup Steps in Oracle Payables
- Integrating with Other Applications

Oracle Internet Expenses and Other Oracle Applications

This chapter describes all of the setup tasks for all of the applications that work together with Oracle Internet Expenses. Some of these setup tasks are required tasks, meaning that the particular task is essential to the functioning of Internet Expenses. Other setup tasks depend upon the features that you intend to use or the integration that you intend to have between Internet Expenses and other Oracle applications.

Base Application Requirements for Internet Expenses

This table lists the applications related to the implementation of Internet Expenses.

Application	Required or Optional
Oracle Self-Service Web Applications (ICX)	Required
Oracle Payables	Required
Oracle Workflow	Required
Oracle System Administration	Required
Oracle Common Modules - AK	Required
Oracle Application Object Library	Required
Oracle Human Resources	Optional
Oracle Projects	Optional (Required if project and task information is required for expense reports)
Oracle Approvals Management	Optional
Oracle Grants Accounting	Optional

Internet Expenses is installed with Oracle Payables. For the correct installation order, refer to the Internet Expenses About document for the patch or release.

Oracle Human Resources Shared Install

The Oracle Human Resources Shared Install lets users who do not use Oracle Human Resources use Oracle Human Resources features and functions that are shared with other applications. The Oracle Human Resources Shared Install provides these features through a partial install, which you can access from the HR Foundation responsibility:

- Enter and maintain employees and other users
- Define Employee Jobs, Positions, and Grades
- Define Organizations and Locations
- Enable Security Profiles
- Run Concurrent Manager Programs related to security profiles and Managing General Ledger cost center integrations.

Implementation Checklist for Oracle Internet Expenses

These tables provide a checklist of the required and optional implementation steps for Internet Expenses, with areas of integration and setup. Unless otherwise stated, each step includes a reference to more detailed sections within this chapter.

> **Note:** After you perform the implementation steps in the base applications, you may need to restart the Apache Listener to reflect the setup in Internet Expenses.

Integrating with Oracle Application Object Library

Step Number	Step Description	Required or Optional
1	**Define Accounting Flexfield**. See: *Oracle Applications Flexfield Guide*.	Required
2	**Update Oracle Internet Expenses messages**. See: Updating Oracle Internet Expenses Messages, page 2-6.	Optional
3	**Define the Contact Us information.** See: Defining Contact Us Information, page 2-8.	Optional
4	**Define Global Policy information.** See: Defining Global Policy Information, page 2-8	Optional

Integrating with Oracle Human Resources

Step Number	Step Description	Required or Optional
5	**Define your employees.** See: Defining Employees, page 2-9.	Required
6	**Set up security profiles.** See: Setting Up Security Profiles, page 2-10.	Optional
7	**Set up for cost center reporting.** See: Setting Up for Cost Center Reporting, page 2-11.	Optional

Integrating with Oracle System Administration

Step Number	Step Description	Required or Optional
8	**Specify profile option values.** See: Specifying Values for Internet Expenses Profile Options, page 2-12.	Required
9	**Define and set up users.** See: Defining and Setting Up Users, page 2-12.	Required
10	**Define the responsibility attributes.** See: Defining Responsibility Attributes, page 2-15.	Optional
11	**Define function security.** See: Defining Function Security, page 2-16.	Optional
12	**Define your descriptive flexfields.** See: Setting Up Descriptive Flexfields, page 2-29.	Optional

Setting Up Oracle Payables

Step Number	Step Description	Required or Optional
13	**Define Payables Lookups for Oracle Internet Expenses.** See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17.	Optional
14	**Define default expense check address.** See: Setting the Expense Check Reimbursement Address, page 2-24.	Required
15	**Define Expenses Clearing account**. See: Defining an Expenses Clearing Account, page 2-25.	Optional
16	**Establish Multiple Currencies setup.** See: Establishing Multiple Currencies Setup, page 2-25.	Optional
17	**Define Expense Report options.** See: Defining Expense Report Options, page 2-25.	Required
18	**Enable Automatic Tax Calculation**. See: Enabling Automatic Tax Calculation, page 2-26.	Optional

Step Number	Step Description	Required or Optional
19	**Establish Tax Code Defaults Hierarchy**. See: Establishing Tax Code Defaults Hierarchy, page 2-26.	Optional
20	**Set up tax.** See: Setting Up Tax, page 2-26.	Optional
21	**Enable currencies**. See: Enabling Currencies, page 2-27.	Required
22	**Define your expense report templates.** See: Defining Expense Report Templates, page 3-21.	Required
23	**Define your employees as suppliers.** See: Entering Employees as Suppliers, page 2-28.	Required
24	**Assign signing limits to your managers.** See: Assigning Signing Limits, page 2-28.	Required
25	**Set up credit cards.** See: Establishing Corporate Credit Cards, page 2-33.	Optional

Integrating with Other Applications

Step Number	Step Description	Required or Optional
26	**Modify Oracle Common Modules - AK.** See: Modifying Oracle Common Modules - AK, page 2-39.	Optional
27	**Integrate with Oracle Projects.** See: Integrating with Oracle Projects, page 2-39.	Optional
28	**Integrate with Oracle Approvals Management.** See: Integrating with Oracle Approvals Management, page 2-42.	Optional
29	**Integrate with Oracle Grants Accounting.** See: Integrating with Oracle Grants Accounting, page 2-43.	Optional
30	**Integrate with Oracle Applications Framework.** See: Integrating with Oracle Applications Framework, page 2-44.	

Setting Up Oracle Internet Expenses

Step Number	Step Description	Required or Optional
31	**Complete the Oracle Internet Expenses Setup.** See: Chapter 3, "Oracle Internet Expenses Setup and Administration", page 3-1.	Optional
32	**Complete the Audit Automation Setup.** See: Chapter 4, "Setting Up Audit Automation", page 4-1.	Optional
33	**Configure the Expense Report Workflow process.** See: Chapter 7, "Defining Workflow Processes", page 7-1.	Required
34	**Configure Expense Spreadsheet.** See: Chapter 6, "Configuring the Expenses Spreadsheet", page 6-1.	Optional
35	**Define Client Extensions.** See: Chapter 5, "Implementing Client Extensions", page 5-1.	Optional

Integrating with Oracle Application Object Library

This section describes the implementation steps that require the use of the Oracle Application Object Library.

Defining the Accounting Flexfield

The first step in implementing Internet Expenses is to define the Accounting flexfield. If you have already implemented Oracle Payables, this step is done. For more information, refer to the *Oracle Payables User Guide* and the Oracle Application Object Library online help.

Updating Oracle Internet Expenses Messages

Use the Messages window in the Oracle Application Object Library to edit Internet Expenses messages. You can update any of the Internet Expenses messages either to add content or to make the content 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 Internet Expenses messages use either the prefix AP_WEB or OIE in the message name.

> **Warning:** Do not perform either of these actions when you edit Internet Expenses messages:

- **Do not insert returns.** Inserting returns into HTML-based messages can cause a fatal system error.

- **Do not modify text strings that contain an ampersand (&).** These text strings are parameters that Internet Expenses replaces with actual values. For example, the text string *&trx_type* represents the transaction type. Internet Expenses cannot display these messages correctly if you modify these strings.

  Note: Make a copy of all custom messages and store the copy in a directory protected from upgrades. Messages are stored in the directory: $FND_TOP/mesg/<language>.

This section contains instructions for updating these messages:

- OIE_ACTIVE_INSTRUCTIONS. Message text for the Active Expense Reports page.
- OIE_INVOICE_DESC. Description message for credit card transactions.

Adding a Message to the Active Expense Reports Page

You can add your own message text at the header level to the Active Expenses Reports page. The default is no message.

1. Log into Oracle Applications using the Application Developer responsibility.
2. Navigate to the Messages window.
3. Query the message *OIE_ACTIVE_INSTRUCTIONS*.
4. Add the text of your message in the Message Text field.
5. Save your work.

Changing the Description Message for Credit Card Transactions

If you use credit card programs and set the Payment Due From field in the Card Programs window to *Both* or *Company*, invoices will be created in Payables that are due to the credit card issuer. For both remittance and reconciliation purposes, the invoices utilize this message to provide employee's name and card number.

If you use both pay, the invoice header's description field displays the content of this message. If you use company pay, the message information is displayed in the description field of the invoice distribution records.

By default the applicable description displays the credit card number and card holder name, followed by the expense report purpose. You can change the order of the description, or you can remove either the credit card number and card holder or the expense report purpose.

Note: If the total number of characters for credit card number, card holder, and description exceeds 240, Internet Expenses truncates the message.

1. Log in to Oracle Applications using the Application Developer responsibility.
2. Navigate to the Messages window.
3. Query the message *OIE_INVOICE_DESC*.

   EMP_CARD_NUM represents the credit card number and card holder.

   EXP_RPT_PURPOSE represents the expense report purpose.

   EMP_FULL_NAME represents the card holder's full name.

4. The default message is EMP_CARD_NUM - EXP_RPT_PURPOSE.You can choose which descriptions to show in the message and which order they are shown in. For example: Delete EMP_CARD_NUM to remove the credit card number and card holder from the message.
5. Save your work.

Defining Contact Us Information

Internet Expenses includes a Contact Us icon at the top of each page. By clicking on this icon, your users can submit an e-mail message to a designated contact in your organization with questions or comments.

1. Log in to Oracle Applications using the Application Developer responsibility.
2. Navigate to the Form Functions window.
3. Query the function *OIE_CONTACT_US*.
4. Choose the Web HTML tabbed region.
5. In the HTML Call field, enter the desired e-mail address immediately after *mailto:* (no spaces) in this format:

   ```
   mailto:yourname@yourcompany.com
   ```

6. Save your work.

Defining Global Policy Information

Internet Expenses includes a Global Policy icon at the top of each page. By clicking on this icon, your employees can access a web page with text describing your company's expense report policies and procedures.

First create a static web page with the text that you want, then assign the page to the OIE_POL_VIEW_GUIDELINES function.

1. Log in to Oracle Applications using the Application Developer responsibility.
2. Navigate to the Form Functions window.
3. Query the function *OIE_POL_VIEW_GUIDELINES*.
4. Choose the Properties tabbed region.
5. In the Type field, enter *SSWA plsql function*.
6. Choose the Web HTML tabbed region.
7. In the HTML Call field, enter the .htm file name of your static web page in this format:

   ```
   oiepolicy.htm
   ```

   Your .htm file then needs to reside in the $OA_HTML directory.
8. Save your work.

Related Topics

Menus and Function Security, *Oracle Applications Developer's Guide*

Integrating with Oracle Human Resources

This section describes the implementation steps to perform using Oracle Human Resources. For information about the partial installation of Oracle Human Resources see: Oracle Human Resources Shared Install, page 2-2.

Defining Employees

Define employee information for all persons that will use Internet Expenses. You can enter employee information in Oracle HRMS, or, if you do not use Oracle HRMS, in the Enter Person window in Oracle Payables.

> **Note:** Users do not need to define an employee's supervisor in Oracle Human Resources, if the supervisor is specified in the Approver field on an expense report.

This table lists the personal information to enter for each employee and how Internet Expenses uses that information.

Information	How Information is Used in Oracle Internet Expenses
Employee Name	Name that appears in the expense reports.
Mail To Address	Indicates where expense report reimbursement check is sent (for example, home or work address).
Home Address	Address information for reimbursement, if Home is selected in the Mail To field.
Supervisor	Person to whom the employee reports; this may also be the person to whom the expense reports are routed for approval.
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 General Expense Report Information page.

Terminating Employees

Internet Expenses uses the Inactive Employee functionality to process expense reports for terminated employees. See: Inform Manager of Inactive Employee CC Expenses Process, page 7-75 for more information. Use the Terminate window in Oracle Human Resources to terminate employees.

> **Note:** Make sure that the Actual Date you enter in the Terminate window is after the last date you made changes using the Assignments window.

> **Note:** It is recommended that you not specify a final process date for an employee until the employee no longer has any expense report activities in process in Internet Expenses. After the final process date, Internet Expenses will not run the Credit Card Transaction Inactive Employees Process program or the Credit Card Outstanding Transactions programs for expense reports for the terminated employee's expense reports.

Setting Up Contingent Workers

A *contingent worker* is a worker who does not have a direct employment relationship with your company and is typically a self–employed individual or an agency supplied worker. To use the contingent worker functionality in Internet Expenses, you must set up your contingent workers and enter their supplier names in Oracle HRMS. See: *Contingent Workers in Oracle HRMS* for more information.

Setting Up Security Profiles

Set up security profiles for use with the Internet Expenses Auditor responsibility.

You must set up and assign security profiles for each audit queue auditor responsible for paperless audit of expense reports. If an audit queue auditor does not have a security profile, then Internet Expenses does not know which operating units the audit queue auditor can access and therefore cannot assign expense reports.

> **Note:** You must have access to the system administrator responsibility to perform these setup steps.

The security profile determines the operating units from which audit queue auditors receive expense reports for paperless audit. The security profile lists of values in the Auditors page show the security profiles that the audit manager can access.

To set up security profiles:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the Human Resources responsibility.

   Define an organization hierarchy

   Define an organization hierarchy with a list of operating units for Internet Expenses Audit.

3. Navigate to the Organization Hierarchy window.
4. In the Name field, enter a name that identifies this organization hierarchy for Internet Expenses Audit, for example, *OIE Audit Hierarchy*.
5. Navigate to the Version Number field and accept the default value *1*.
6. Enter a value in the Version Date From field.
7. In the Organization Name field, query the operating unit that you want to include in the organization.
8. In the Subordinates region, enter the Names of the operating units that you want.
9. Complete the remaining fields according to your requirements.
10. Save your work.

    Define security profiles

    Define security profiles for Internet Expenses Auditor.

    1. Navigate to the Security Profile window.
    2. In the Name field, enter a name that identifies the security profile, for example, *OIE Audit*.

3. Enter a Business Group.
4. In the Security Type field, enter *Secure organizations by organization hierarchy*.
5. In the Organization Hierarchy field, enter the organization hierarchy you defined for audit.
6. Check the Include Top Organization box and enter a Top Organization.
7. Complete the remaining fields according to your requirements.
8. Save your work.

   Run the Security List Maintenance Process (LISTGEN)

   Run or wait for the next run of the Security List Maintenance Process (LISTGEN), according to your business practice.

   Assign the security profiles

   Assign the security profiles that you defined to the appropriate responsibility:
9. Navigate to the Find System Profile Values window.
10. Check the Responsibility box and enter the Internet Expenses Auditor responsibility.
11. In the Profile field, enter the MO: Security Profile profile option.
12. Click Find to display the System Profile Values window.
13. In the Responsibility field, enter the security profile that you defined for audit.
14. Save your work.

Setting Up for Cost Center Reporting

Managers can use the Expense Analysis and Reporting pages to review employee expense reports by charges to cost center and by cost center owner. This includes expense reports by employees who do not belong to the cost center. To make use of these reports, you must perform the necessary setup for cost centers and cost center owners:

- Define cost center organizations.
- Assign cost center owners to the cost center organizations.

There are many different ways to enable and use cost centers. Please refer to the appropriate documentation for detailed information about setting up cost centers and cost center owners.

Related Topics

Creating Organization Hierarchies, *Using Oracle HRMS – The Fundamentals*

Defining a Security Profile, *Configuring, Reporting and System Administration in Oracle HRMS*

Security Processes, *Configuring, Reporting and System Administration in Oracle HRMS*

System Profile Values Window, *Oracle Applications System Administrator's Guide*

Oracle HRMS Supplement for Implementing Auto Orgs, Oracle*MetaLink*

Creating an Organization, *Using Oracle HRMS – The Fundamentals*

Planning and Installation, *Oracle General Ledger User Guide*

Integrating with Oracle System Administration

This section describes the implementation steps to perform using Oracle System Administration. For more information on each of these topics, refer to the *Oracle Applications System Administrator's Guide*.

Specifying Values for Internet Expenses Profile Options

Set values for Internet Expenses profile options to control how information appears, what values are required, and how the system processes data. Internet Expenses also uses profile options from other Oracle Financials applications to control features that affect more than one application (for example, Display Inverse Rate and Sequential Numbering).

The system administrator sets many of these profile options at one or more of these levels: Site, Application, Responsibility, and User. Use the System Profile Values window to define these profile options.

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

The profile options appendix, page A-1 contains the list of required and optional profile options in Oracle Internet Expenses.

Defining and Setting Up Users

You must define your employees as users in order for them to use Internet Expenses. As part of this definition process, you assign the self-service application responsibilities and a securing attribute to each user. You can perform all of these activities in the Users window in System Administration.

To define an employee as a user:

1. Log in to Oracle Applications using the System Administrator responsibility.
2. Navigate to the Users window.
3. Enter the name that the employee will use to log in to self-service applications in the User Name field.
4. Define a temporary password for the user in the Password field. When the user logs in for the first time, a prompt will appear to request a password change.
5. Select the name of the employee from the list of values in the Person field.
6. Enter the e-mail address of the employee in the E-Mail field, if you use an e-mail system to send workflow notifications to employees.
7. Establish a password expiration.
8. Save your work.

Assigning Responsibilities to Users

Your installation includes these seeded responsibilities:

- **Internet Expenses**. Assign this responsibility to employees who will create and track expense reports. This responsibility is required for Internet Expenses users.

- **Internet Expenses Setup and Administration.** Assign this responsibility to employees who will perform setup or administration tasks that apply to Internet Expenses only. This responsibility is required for Internet Expenses users.
- **Internet Expenses Auditor.** Assign this responsibility to employees who will perform audits of expense reports.
- **Internet Expenses Audit Manager.** Assign this responsibility to employees who manage the auditing of expense reports and the management of expense report auditors in Internet Expenses.

  Note: For access to more than one operating unit from a single Internet Expenses Auditor or Internet Expenses Audit Manager responsibility, set up HR Security Profiles and assign them to the applicable auditor responsibilities. See: Setting Up Security Profiles, page 2-10. Setting up HR Security Profiles is mandatory for paperless audit.

- **Expense Analysis and Reporting.** Assign this responsibility to employees who will use the Expenses Analysis (expenses and violations reporting) functionality. For more information, see: Oracle Internet Expenses Programs and Reports, page E-4.
- **Workflow User Web Applications.** Assign this responsibility to allow employees to access notifications from the worklist, update user preferences, or define notification routing rules. This responsibility is required only if users view and respond to notifications and related details while logged on to self-service applications.
- **Workflow User Web (New).** Assign this responsibility to allow users to view, either in a table or a process diagram, the status of workflow processes generated for expense reports and other documents. Users can also view all notifications generated for the workflow process and a list of those who responded to notifications.
- **Workflow Administrator Web (New).** Assign this responsibility to allow workflow administrators access to the views available to the Workflow User Web (New) responsibility, along with administer workflow processes.
- **Internet Expenses Help Desk (New).** Assign this responsibility to help desk personnel who are responsible for helping end users with questions about their expense reports. Help desk personnel can query up expense reports in all statuses except saved ones, and can drill down to the confirmation page.

To assign responsibilities to an employee:

1. Log into Oracle Applications using the System Administrator responsibility.
2. Navigate to the Users window.
3. Query the user name of the employee.
4. Assign the applicable seeded responsibilities described above in the Responsibilities tabbed region.
5. Save your work.

   Note: If you have installed multiple organization support, you must define the MO: Operating Unit profile option for the responsibilities. If you do not define the MO: Operating Unit, the system will use the Site setting. If the MO: Operating Unit profile option is not set, the user will not be able to view any data.

Assigning Securing Attributes

The ICX_HR_PERSON_ID attribute must be assigned to every user of Internet Expenses. Securing attributes determine who a user may enter expense reports for. At a minimum, users must have a securing attribute defined for themselves, which either system administrators or employees can make. Employees assign securing attributes in the Expenses Preferences page.

The seeded responsibilities in Internet Expenses by default contain the securing attribute ICX_HR_PERSON_ID which confines user access to the user ID value assigned to the securing attribute. The securing attribute can assign authorized delegates to a user. Authorized Delegates are users who can enter expense reports for another user. For example, managers and other executives may want to give their assistants the ability to enter expense reports for them.

When creating an expense report for someone else, authorized delegates use their own user name and password to access Internet Expenses, and then choose the name of the person that they are creating the expense report for from a choice list. Users can only see the names of the people who have identified them as an authorized delegate.

Prerequisite

Before you can assign securing attributes, you must define as application users the employees you want to make authorized delegates, and assign them the Internet Expenses and Workflow responsibilities. See: Assigning Responsibilities to Users, page 2-12.

To assign securing attributes to an Oracle Internet Expenses user:

1. Log in to Oracle Applications using the System Administrator responsibility.
2. Navigate to the Users window.
3. Query the user name of an employee that will enter expense reports.
4. In the Securing Attributes tabbed region, enter ICX_HR_PERSON_ID in the Attribute field.
5. In the Value field, enter the Person ID of the employee. If you do not know the employee's Person ID, select the name of the employee from the list of values. Oracle Applications automatically retrieves the Person ID.
6. Repeat steps 3 and 4 for any persons for whom this employee can enter expense reports.
7. Save your work.

Handling Multiple FND Entries

When a preparer enters an expense report for another employee using the authorized delegate functionality, the system refers to the profile options defined for the FND user of the employee, not the profile option settings of the preparer.

It is recommended for most installations to assign only one FND user per employee. When an employee is assigned to multiple FND users, Internet Expenses can send workflow notifications to any of these FND users at random.

For non- Oracle Projects employees, if an employee is assigned to multiple FND users, Internet Expenses only verifies the profile option settings for the first FND user defined for that employee.

For Oracle Projects employees, if an employee is assigned to multiple FND users, Internet Expenses verifies that all FND users defined for the employee are Projects-enabled (OIE: Enable Projects profile option is set to *Yes* or *Required*). If all users are Projects-enabled, then Internet Expenses treats the employee as Projects-enabled. Otherwise, Internet Expenses does not treat the employee as Projects-enabled.

Defining Responsibility Attributes

Use the Responsibilities window and the Users window in Oracle Applications System Administration to define responsibility attributes for Internet Expenses.

Securing the Reviewed by Management Check Box

After managers approve expense reports that have been created through Internet Expenses, the Expense Report workflow process selects the Reviewed by Management check box in the Payables Expense Reports window. For expense reports entered directly through the Payables Expense Reports window, Payables users manually select this check box to indicate that managers have approved an expense report.

To help maintain the integrity of the Internet Expenses Expense Report workflow process, you can secure the Reviewed by Management check box to prevent updates to it. For expense reports entered through Internet Expenses, the check box becomes non-updatable by default. It is recommended that Payables users who are responsible for reviewing Internet Expenses expense reports not have the ability to update this check box. Use the following procedure to prevent users from updating the Reviewed by Management check box.

To prevent a user from updating the Reviewed by Management check box:

1. Log in to Oracle Applications using the System Administrator responsibility.
2. Navigate to the Responsibilities window.
3. Query the Payables responsibility that you want to prevent from updating the Reviewed by Management check box.
4. Choose the Menu Exclusions tabbed region.
5. In the Type field, enter *Function*.
6. In the Name field, enter *Expense Reports - Override Manager Approval*.
7. Save your work.

Excluding the Project and Tasks Functions

You can define an Internet Expenses responsibility that does not include the Search Projects and Tasks form function and Projects and Tasks submenu.

1. Log in to Oracle Applications using the System Administrator responsibility.
2. Navigate to the Responsibilities window.
3. Query or enter the Internet Expenses responsibility that you want.
4. Choose the Menu Exclusions tabbed region.
5. In the Type field, enter *Function*.
6. In the Name field, enter *View Projects and Tasks (JSP)*.

7. Save your work.

Defining Function Security

Use function security to modify the access to Internet Expenses functionality for selected users. Define a new responsibility based upon Internet Expenses Setup and Administration or Internet Expenses Audit Manager with the modified access that you want and assign this new responsibility to your internal users or to external customers or customer sites.

You can use function security in these situations:

- **Disable changes to expense policies.** You can control updates to rate and policy schedules by hiding the Create New Schedule button and the Update General and Duplicate columns on the Policy Schedules Summary page.
- **Control operating unit access.** You can control which operating-unit based setup users have access to by hiding the Context tab and related page.
- **Control audit management.** You can control who has access to creating auditors by hiding the Auditor Setup tab and related page.
- **Modify the Expense Analysis and Reporting Responsibility.** By default the Expense Analysis and Reporting responsibility restricts users to viewing only the expense reports within the management hierarchy. This includes all direct reports and all users down the manager hierarchy. The restricted access is provided by the Hierarchy Based Expenses Analysis function.

  To provide users unrestricted access within the responsibility, create a new version of the Expense Analysis and Reporting responsibility that excludes the Hierarchy Based Expenses Analysis function. You can then assign this new responsibility to the users that you want.

To define function security for an Internet Expenses user:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the System Administrator responsibility.
3. Navigate to the Responsibilities window.
4. In the Responsibility Name field, enter a new responsibility name.
5. In the Application field, enter *Payables*.
6. In the Responsibility Key field, enter the new responsibility name that you defined above.
7. In the Available From region, choose the Oracle Self Service Web Applications radio button.
8. In the Data Group Name field, enter *Standard*.
9. In the Data Group Application field, enter *Payables*.
10. In the Menu field, choose *Expenses Policy Menu* from the list of values for Internet Expenses Setup and Administration changes, *Expenses Audit Menu* for Internet Expenses Audit Manager changes, or *Expense Reporting Menu* for Internet Expenses Expense Analysis and Reporting changes.
11. Open the Menu Exclusions tabbed region.

12. In the Type field, enter *Function*.
13. In the Name fields, enter:
    - *Disable Expense Policy Change* to control updates to rate and policy schedules.
    - *Allow Multi Org Setup* to control operating-unit based setup access.
    - *Audit Manager* to control access to creating auditors.
    - *Hierarchy Based Expenses Analysis* to allow users unlimited access to the Expense Analysis and Reporting responsibility.
14. Save your work.
15. Navigate to the Users window.
16. Query or enter the first user that you want.
17. Open the Responsibilities tabbed region.
18. In the Responsibility field, enter the new responsibility that you defined above.
19. In the From and To fields, enter the effective dates for this user.
20. Save your work.
21. Repeat steps 16 to 20 for each user that you want to assign this responsibility.

Related Topics

Required Profile Options in Oracle Internet Expenses, page A-1

Optional Profile Options in Oracle Internet Expenses, page A-2

Common User Profile Options, *Oracle Applications User Guide*

Profile Options in Oracle Application Object Library, *Oracle Applications System Administrator's Guide*

Setting Up a Multiple Organization Enterprise, *Multiple Organizations in Oracle Applications Guide*

Responsibilities Window, *Oracle Applications System Administrator's Guide*

Reporting on Flexfields Data, *Oracle Applications Flexfields Guide*

Flexfield Concepts, *Oracle Applications Flexfields Guide*

Planning and Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Defining Value Sets, *Oracle Applications Flexfields Guide*

Defining Segment Values, *Oracle Applications Flexfields Guide*

Segment Values Window, *Oracle Applications Flexfields Guide*

Setup Steps in Oracle Payables

This section describes implementation steps for integrating with Oracle Payables.

Defining Payables Lookups for Oracle Internet Expenses

Use the Payables Lookups window to define values for Payables lookups used by Internet Expenses. Payables provides lookup types with seeded values for Expenses

Setup, Expenses Entry, and Audit Automation. You can modify existing values and define new values using the Payables Lookups window.

Special considerations apply to these lookup types:

- OIE_AUTO_AUDIT_REASONS. If you define new lookup values for the lookup type OIE_AUTO_AUDIT_REASONS, you must also create a custom program using the Audit List API to extend the use of an existing audit list rule set. See: Audit List API, page 4-10.
- OIE_AUDIT_REASONS. If you create customized reasons for selecting expense reports for audit using the Audit Reasons API, you need to define new, corresponding audit reasons to appear on expense reports by adding new lookup values to the OIE_AUDIT_REASONS lookup type. See: Audit Reasons API, page 4-16.
- OIE_ASSIGN_AUDITOR_STAGE. The values of the OIE_ASSIGN_AUDITOR_ STAGE lookup type appear on the Create Audit Rule Set page in the "Assign audit queue auditor for an expense report" choice list in the Paperless Audit section. You can add values to this choice list to provide additional points at which Internet Expenses assigns expense reports to auditors from the audit queue for paperless audit. For example, assign expense reports to an audit queue auditor five days after expense report submission.

  If you add values to the OIE_ASSIGN_AUDITOR_STAGE lookup type, you must design corresponding custom code to support the new lookup value and integrate with the Internet Expenses workflow process.
- For the lookup type EXPENSE_REPORT_APPROVER, you cannot add new values but you can update the existing values to suit your business needs, such as the contact names of accounts payable and expenses approvers. The values for lookup type EXPENSE_REPORT_APPROVER appear in the Current Approver column of the Track Submitted Expense Reports table in the Active Expense Reports page.
- For the lookup type OIE_EMP_MATCH_RULE, if you create a new custom pl/sql package to define an employee matching rule, you need to create a new lookup value for this lookup.

> **Note:** If you want to disable, update, or add an end date to an Internet Expenses lookup, please ensure that the applicable values are not in use in Expenses Setup, Expenses Entry, or Audit Automation. Internet Expenses does not perform validation on updated or disabled lookups.

The tables below list the lookup types, with their seeded values, that you can modify for use with Internet Expenses.

CARD_EXPENSE_TYPE

The CARD_EXPENSE_TYPE lookup contains the card expense types used both on the define card expense mapping rules pages and on the expense report templates. See: Setting Up Credit Card Expense Mapping, page 3-39 for more information. The seeded values are:

Lookup Code	Meaning
AIR	Air
ATM	Cash
BAR	Bar
BUSINESS	Business
CAR RENTAL	Car Rental
CAR_RENTAL	Car Rental Disabled
GIFT	Gift Shop
HEALTH	Health
HOTEL	Hotel
LAUNDRY	Laundry
MISCELLANEOUS	Miscellaneous
MOVIE	Movie
NONE	None of the Above
PARKING	Parking
RESTAURANT	Restaurant
ROOM SERVICE	Room Service
TELEPHONE	Telephone
TIP	Tip

OIE_FUEL_TYPE

The OIE_FUEL_TYPE lookup contains the mileage schedule rule values for the Fuel Type optional rule. The seeded values are:

Lookup Code	Meaning
BIFUEL	Bi-Fuel
CONVERSION	Conversion
DIESEL	Diesel
ELECTRIC	Electricity Only
HYBRID	Hybrid Electric
OTHER	All Other
PETROL	Petrol
PETROLEUM	Liquid Petroleum Gas

OIE_VEHICLE_CATEGORY

The OIE_VEHICLE_CATEGORY lookup contains the mileage schedule rule values for the Vehicle Category optional rule. The seeded values are:

Lookup Code	Meaning
COMPANY	Company
OTHER	All Other
PRIVATE	Private
RENTAL	Rental

OIE_VEHICLE_TYPE

The OIE_VEHICLE_TYPE lookup contains the mileage schedule rule values for the Vehicle Type optional rule. The seeded values are:

Lookup Code	Meaning
CAR	Car
MOTORCYCLE	Motorcycle
OTHER	All Other
VAN	Van

OIE_AUDIT_REASONS

The OIE_AUDIT_REASONS lookup works in conjunction with the Audit Reasons API to define additional audit selection criteria. The seeded values are:

Lookup Code	Meaning
AUDIT_LIST	Audit List Member
CUSTOM	Custom Audit Reason
OVERDUE_RECEIPTS	Overdue Receipts
POLICY_VIOLATION	Policy Violation
RANDOM	Random Selection
AMOUNT	Amount Over Threshold
RECEIPT_REQUIRED	Receipt Required
REQUIRED_JUSTIFICATION	Justification Required
INACTIVE_EMPLOYEE	Employee Inactive

OIE_LINE_ADJUSTMENT_REASONS

The OIE_LINE_ADJUSTMENT_REASONS lookup contains the values available in the Audit Issue choice list on the Audit Expense Reports page.

You can restrict the audit issues that auditors see to the expense type they pertain to by entering the related expense categories into the Tag column. Valid expense categories for the Tag column are:

- ACCOMMODATION
- AIRFARE
- CAR_RENTAL
- MEALS
- MILEAGE
- MISCELLANEOUS
- PER_DIEM

The seeded values are:

Lookup Code	Meaning	Description
MISSING_RECEIPT	Missing Receipts	Please mail the missing receipts to your Accounts Payable department.
POLICY_VIOLATION	Policy Violation	Your expense does not comply with company policy. Please provide a justification for this expense.
MISSING_POLICY_INFO	Missing Policy Information	Please complete the required fields.

OIE_AUD_RETURN_REASONS

The OIE_AUD_RETURN_REASONS lookup contains the values available in the return reason choice list on the Audit Expense Reports page. The return reason meaning and description is sent to the preparer as part of a notification.

The values in this lookup are used when auditors select either Request More Information or Reject Report from the Expense Report Action poplist on the Audit Expense Report page.

The seeded values are:

Lookup Code	Meaning	Description
QUESTIONABLE_EXPENSES	Questionable Expenses	Your expense report contains expenses that may not be in compliance with company policies. Please resolve the questionable expenses.
WRONG_TEMPLATE	Policy Violation	You have used the wrong template to record your expenses. Please resubmit your expense report using the correct template
INCOMPLETE_RECEIPTS	Missing Policy Information	The receipts that you submitted with your expense report are not sufficient. Please resubmit your receipts.

OIE_HOLD_RELEASE

The OIE_HOLD_RELEASE lookup contains the reason codes for releasing the hold on an expense report. These codes appear in the Reason poplist on the Audit Expense Report page when the user selects Release Hold from the Expense Report Action poplist. The seeded values are:

Lookup Code	Meaning
LARGE_AMT	Large Report Amount
MGR_APPR	Manager Approved

OIE_RECEIPTS_WAIVED

The OIE_RECEIPTS_WAIVED lookup contains the reason codes for waiving the receipts on an expense report. These codes appear in the Reason poplist on the Audit Expense Report page when the user selects Waive Receipts or Waive Receipts and Complete Audit from the Expense Report Action poplist. The seeded values are:

Lookup Code	Meaning
LOST	Receipts Lost
COPY_REC	Copies Received

OIE_AUTO_AUDIT_REASONS

The OIE_AUTO_AUDIT_REASONS lookup contains the values available in the Audit List Reason choice list on the Add Employees to Audit List page. The seeded values are:

Lookup Code	Meaning
LEAVE_OF_ABSENCE	Leave of Absence
POLICY_VIOLATION	Allowable Number of Policy Violations Exceeded
TERMINATION	Termination
RECEIPTS_LATE	Late Receipt Submission
EXPENSE_TOTAL	Allowable Expense Amount Exceeded
EXPENSE_COUNT	Allowable Number of Expense Reports Exceeded
AUDITOR_ADDITION	Auditor Addition

OIE_ASSIGN_AUDITOR_STAGE

The OIE_ASSIGN_AUDITOR_STAGE lookup contains the values in the "Assign audit queue auditor for an expense report" in the Paperless Audit section of the Create Audit Rule Set page. The seeded values are:

Lookup Code	Meaning
MANAGER_APPROVAL	After manager approval
SUBMISSION	On expense report submission

EXPENSE_REPORT_APPROVER

The EXPENSE_REPORT_APPROVER lookup contains the values displayed in the Current Approver column of the Track Submitted Expense Reports table on the Active Expense Reports page. AP is used when the status of an expense report is Pending Payables Approval, and EXPADMIN is used when the status of an expense report is Pending System Administrator Resolution. The seeded values are:

Lookup Code	Meaning
AP	Accounts Payable
EXPADMIN	Expenses Administrator

OIE_EMP_MATCH_RULE

The OIE_EMP_MATCH_RULE lookup contains the values in the Employee Matching Rule field of the Card Programs window. The lookup values must be linked to pl/sql packages that define the employee matching rules. Therefore, if you create a new matching rule (create a new pl/sql package), you need to specify the name of the pl/sql package in the Code field. You also need to specify a short and long description of the rule in the Meaning and Description fields. The text you provide for these fields appears in the Employee Matching Rule field of the Card Programs window. See: Defining Credit Card Programs, *Oracle Payables User Guide* for more information.

The seeded values are:

Lookup Code	Meaning
AP_WEB_AMEX_PKG	American Express
AP_WEB_MATCHING_RULE	Default

OIE_ATTENDEE_TYPE

The OIE_ATTENDEE_TYPE lookup contains the values in the Attendee or Recipient Type table on the Define Expense Type Data Rule page. You can define additional Attendee or Recipient Type lookup codes according to your requirements. The seeded values are:

Lookup Code	Meaning
PUBLIC_SECTOR	Public sector
PRIVATE_SECTOR	Private sector

TRANSACTION_MAPPING_SOURCE

The TRANSACTION_MAPPING_SOURCE lookup contains the values for the Transaction Mapping Source field of the Card Expense Type Mapping region of the Card Programs window. The seeded values are:

Lookup Code	Meaning
MIS_INDUSTRY_CODE	MIS industry code
SIC_CODE	SIC code

Setting the Expense Check Reimbursement Address

Use the Payables Financials Options window to define the expense report reimbursement check setup. By default, Internet Expenses uses the home or office value defined in the HRMS Mail To setup, if there is one. If not, then Internet Expenses uses the value you define in the Payables Financials Options window.

This setting also provides the value to use to create the supplier site record, if you enable the Automatically Create Employee as Supplier option in the Payables Options window.

You can define employee home and office addresses either in the People window, if you have a full install of Oracle Human Resources, or in the Enter Person window in Oracle Payables.

To set the default expense check address:

1. Navigate to the Payables Financials Options window.
2. Choose the Human Resources tabbed region.
3. Select an Expense Reimbursement Address of either *Home* or *Office*.
4. Save your work.

Defining an Expenses Clearing Account

If you are implementing the Company Pay or Both Pay reimbursement policy, define your expenses clearing account for credit card transactions in Internet Expenses. Payables uses this as a temporary account to record debits and credits for credit card transactions on expense reports that are submitted using Internet Expenses.

If you use the Company Pay or Both Pay reimbursement policy, this is a mandatory step. See: Credit Card Process Flows, page D-1 for more information.

Define your default expenses clearing account for Internet Expenses in the Expenses Clearing field of the GL Accounts region of the Payables Financials Options window. You can also define an expenses clearing account for a specific card program in the Expenses Clearing Account field of the Card Programs window. The account specified in the Card Programs window takes precedence over the account specified in the Payables Financials Options window for that card program.

Establishing Multiple Currencies Setup

The currency in which an expense report is paid is known as the reimbursement currency. Internet Expenses users can specify a reimbursement currency that is different from your company functional currency only if:

- Oracle Payables is set up for multiple currencies.
- Reimbursement currency is enabled in the Currencies window.
- OIE: Allow Non-Base Pay profile option is set to *Yes*. See also: Specifying Values for Internet Expenses Profile Options, page 2-12.

To enable multiple currencies in Payables:

1. Navigate to the Payables Options window.
2. Enable the Use Multiple Currencies Payables option.
3. In the Exchange Rate Type field, enter *Corporate*, *Spot*, or *User-defined*, according to your business practice.

   Note: You cannot enter an exchange rate type of *User*. Since end users cannot enter the exchange rate between the reimbursement and functional currency on expense reports, this exchange rate type will cause expense reports to fail in workflow.

4. Save your work.
5. Navigate to the Currencies window.
6. Verify that all currencies your company uses to reimburse employees are enabled.
7. Save your work.

Setting Other Payables Options

Defining 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.

Enabling Automatic Tax Calculation

If you want tax distributions for Payables invoices from Internet Expenses expense reports to be created automatically, enable the Automatic Tax Calculation feature. To access this feature, navigate to the Invoice Tax tabbed region of the Payables Options window.

Establishing Tax Code Defaults Hierarchy

When users need to enter tax information on expense reports, you can configure Internet Expenses to provide default values for the tax code field. To access this feature, navigate to the Tax Defaults and Rules tabbed region of the Payables Options window.

Setting Up Tax

Set up tax in Oracle Payables to capture tax information on expense reports. An expense report can include the Tax Code field and the Amount Includes Tax check box. The tax code defaulted or entered by the user in the Tax Code field determines the percent of tax associated with an expense report. The Amount Includes Tax check box determines whether or not the tax is inclusive.

Set up the behavior of tax defaulting and tax calculation on expense reports. For the Tax Code field, you define the proper default hierarchy and whether the field is required. You must then set the OIE: Enable Tax profile option to determine whether the Tax Code field and Amount Includes Tax check box are visible on expense reports. If the field and check box are not visible, Internet Expenses calculates taxes according to the default tax behavior you define, without user intervention.

If you need to allow employees to calculate multiple taxes on individual expense lines, you can also set up tax groups. You can combine several tax codes into one tax group to calculate multiple taxes on single taxable items. You can set up tax groups, for example, for countries or regions that apply both national and local taxes to a transaction. You can enter a default tax group for an expense report template using the Tax Code field in the Expense Report Template window. If enabled, users can also enter a tax group in the Tax Code field during expense report entry.

Oracle Payables calculates taxes when the Expense Report Import program creates invoices for expense reports. To illustrate how the tax distribution is eventually created for the expense report invoice, assume a user enters an Airline expense for $100. Also, assume that the tax code rate is 5%. If the check box is selected and the automatic tax calculation feature is enabled when the invoice is created, the amount of $95.24 will be charged to the Airline account and $4.76 will be charged to the tax account.

To set up tax in Internet Expenses:

1. In the Payables Tax Codes window, check the Enable for Internet Expenses Users check box for each Tax Code that you want to appear on the choice list.

   Note: To make the Tax Code field required, select the Include Tax check box for an Expense Item in the expense report template.

2. Enable the Automatic Tax Calculation feature. See: Enabling Automatic Tax Calculation, page 2-26.
3. Establish Tax Code Defaults Hierarchy. See: Establishing Tax Code Defaults Hierarchy, page 2-26.

4. 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.
5. If necessary, use the Tax Groups window to group your tax codes to apply multiple tax codes to a single taxable item.
6. Save your work.
7. Set the OIE: Enable Tax profile option to show or hide the Tax Code field and Amount Includes Tax check box. See: Specifying Values for Internet Expenses Profile Options, page 2-12.

Enabling Currencies

Before users can create expense reports, at a minimum you need to enable the currency that is used as your company's functional currency. If you allow users to select non-functional currencies as the reimbursement currency, or if users need to enter foreign currency receipts, you will need to enable these currencies as well.

Defining Expense Report Templates

You must define at least one expense report template with the Enable for Internet Expenses Users check box selected. Only expense report templates with this option enabled can be used in Internet Expenses. Use the Oracle Payables Expense Report Templates window to define your expense report templates.

For more information about expenses report templates and rate and policy schedules, see: Defining Expense Report Templates, page 3-21.

Seeded Expense Report Template

An expense report template called Seeded Personal Expense is a seeded template available with your implementation of Internet Expenses. The purpose of this seeded template is to provide the expense type for personal expenses when you use the Company Pay credit card payment option. Do not delete or modify this seeded expense report template. Any changes to this template will cause problems with expense reports in workflow.

Mapping Credit Card Expense Types

In Oracle Payables, you can assign expense items to card expense types. Card expense types map to the folio_type column of the AP_CREDIT_CARD_TRXNS_ALL table. To illustrate how this functionality works, if a credit card transaction has a folio_type of *Hotel*, when a user adds this credit card transaction to an expense report, the expense type with the Card Expense Type of *Hotel* is defaulted by the system. Users can also override the default expense type.

See: Setting up Credit Card Expense Mapping, page 3-39 for more information.

Project-Related Expense Report Templates

If your employees enter project-related expense reports in Internet Expenses, you must define a project-related expense report template in Oracle Payables. Employees entering project-related expense reports can only use a project-related expense report template.

To create project-related expense types, you associate an expense item with an Oracle Projects expenditure type in the Projects Expenditure Type field of the Expense Report Templates window. Employees can then associate a project number, task number, and award number (if applicable) with the project-related expense item when they enter expense reports in Internet Expenses.

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

Entering Employees as Suppliers

Before an expense report can be paid, an invoice must be created for it in Oracle Payables. The Expense Report Import program automatically generates invoices for expense reports created in Internet 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 Expense Report Import program.

> **Note:** If you do not enable this option in Payables, you must manually enter employees as suppliers in the Payables Suppliers window before submitting Expense Report Import.

To automatically create employees as suppliers:

1. Navigate to the Payables Options window.
2. Choose the Expense Report tabbed region.
3. Check the Automatically Create Employee as Supplier box.
4. Save your work.

Default Reimbursement Currency Behavior

During expenses entry, Internet Expenses determines the default reimbursement currency to use for an employee in this way:

- Look for the value (*Home* or *Office*) in the Mail To field of the Office Details region of the HR People window. If a supplier site record exists for the value, then use the supplier site Payment Currency value as the default reimbursement currency.
- If the Mail To field does not contain a value, or if a supplier site record does not exist, use the supplier Payment Currency value as the default reimbursement currency.
- If neither the supplier site nor the supplier record contain a Payment Currency value, use the functional currency of the operating unit in which the employee is entering the expense report. The operating unit is determined by the Internet Expenses responsibility and the setting for the MO: Operating Unit profile option).

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: Chapter 7, "Defining Workflow Processes", page 7-1.

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.

> **Note:** If you are using Oracle Approvals Management, assigning signing limits is not required. See: Integrating with Oracle Approvals Management, page 2-42 for more information.

Multiple Reimbursement Currencies and Signing Limits

If you set up Internet 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 US $500.00 (the functional currency). An employee enters an expense report with a reimbursable amount of 700 British pounds (GBP). If the current exchange rate between GBP and USD is 1 GBP = 1.2 USD, Internet Expenses determines that the total reimbursable amount is US $583.33, 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 US $583.33.

See also: Establishing Multiple Currencies Setup, page 2-25.

To assign signing limits:

1. 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 in the Employee Name field, or choose from the list of values.
4. Enter the cost center for which you want this manager to approve expense reports, or choose from the list of values.
5. Enter a signing limit for this manager.
6. Repeat steps 3 - 5 if you want this manager to be able to approve expense reports for more than one cost center.
7. Save your work.

Setting Up Descriptive Flexfields

Descriptive flexfields are an Oracle Applications feature that you can use to collect additional information on your expense reports. Descriptive flexfields have two kinds of segments, or fields: global and context-sensitive. You can assign descriptive flexfields to the header level and/or the line level of your expense reports. Descriptive flexfields also appear in the Payables Expense Reports window. In this way you can capture information related to an entire expense report or to specific expense lines.

Header-level descriptive flexfields are context sensitive based on the expense template, while line-level descriptive flexfields are context sensitive to the expense type.

The Expense Spreadsheet lets employees create expense reports when access to your company intranet is unavailable. If you define descriptive flexfields to use in Internet Expenses, you should set up these flexfields in your Expense Spreadsheet at the same time. See also: Defining Descriptive Flexfields in the Expense Spreadsheet, page 6-12.

> **Note:** The Expenses Spreadsheet only supports line-level descriptive flexfields.

Planning and Defining Descriptive Flexfields

The *Oracle Applications Flexfields Guide* describes in detail how to plan and implement descriptive flexfields in Oracle Applications. This section provides additional information specific to Internet Expenses.

You can define up to fifteen context-sensitive segments for each available expense report template or 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 report template or expense type.

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

- Determine the expense types for which you want to collect additional information on line-level descriptive flexfields and the expense report templates that you want to display header-level descriptive flexfields (for context-sensitive segments).
- Determine the information you want to collect for an expense type or expense report template (for global segments).
- Determine how you want users to enter information. You can use:
  - choice list
  - list of values
  - text box

This table provides an example of how to outline line-level descriptive flexfield segments:

Expense Type	Additional Information	How Users are Prompted
Airfare	Airline	Select an airline from a choice list (for example, United, American, Delta).
Airfare	Class	Select a class from a list of values (for example, First, Business, or Economy).
Airfare	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 (for example, Hertz, Avis, National, and Budget).

There are two tasks to complete for descriptive flexfields in Internet Expenses:

- Set up the descriptive flexfield segments that you want.
- Set the OIE: Enable DescFlex profile option according to your requirements. See: Specifying Values for Internet Expenses Profile Options, page 2-12.

Prerequisite

Before you can set up descriptive flexfield segments, you must:

- Set up expense report templates. See: Defining Expense Report Templates, page 3-21.

To set up descriptive flexfield segments for Oracle Internet Expenses:

1. Navigate to the Descriptive Flexfield Segments window.
2. Query the Application as *Oracle Payables* and the Title as *Expense Report* for a header-level descriptive flexfield or *Expense Report Line* for a line-level descriptive flexfield.
3. Deselect the Freeze Flexfield Definition check box.
4. Review the information in the Context Field region. The Displayed check box is checked by default to enable the display of the necessary fields for expenses entry. Do not uncheck this check box.
   - If you are defining a header-level descriptive flexfield, Oracle Applications defaults the mandatory value *OIE_EXPENSE_TEMPLATES*in the Value Set field. Do not change this value.
   - If you are defining a line-level descriptive flexfield, Oracle Applications defaults the mandatory values *Expense Type* in the Prompt field and *OIE_EXPENSE_TYPES*in the Value Set field. Do not change these values.

     Note: If you have previously defined another value for the Value Set field, then enter the applicable mandatory values described above according to your requirements.

5. If you are creating context-sensitive segments:
   - Enter expense report template names for header-level descriptive flexfields.
   - Enter expense type names for line-level descriptive flexfields.

   Enter the same value in the Name field.

   Important: Expense type and expense report template names must match *exactly* with the names as they appear in Expenses Entry. If the values you enter do not match exactly, the context-sensitive segments you define do not appear in Internet Expenses.

6. For global segments for either header-level or line-level descriptive flexfields, select the Global Data Elements line then choose the Segments button. For context-sensitive segments, select the appropriate context field value record, then choose the Segments button.
7. In the Segments window, enter these values for each global or context-sensitive segment:
   - A Number for the segment. The number determines the order in which segments are displayed in Internet Expenses.
   - A Name for the segment.
   - A Window Prompt. The text you enter appears next to the segment in Internet Expenses.

- For header-level descriptive flexfields, the Column in the AP_EXPENSE_ RE PORT_HEADERS_ALL table where the system stores the segment. For line-level descriptive flexfields, the Column in the AP_EXPENSE_ REPORT_LINES_ALL table where the system stores the segment.
- A Value Set.

  Note: To define a context-sensitive or global segment as a Yes/No selection option, enter AP_SRS_YES_NO_ MAND as the value set.

  Note: To define date segments, use the FND_STANDARD_ DATE value set.

Internet Expenses stores flexfield information in columns ATTRIBUTE 1-15 of the AP_EXPENSE_REPORT_HEADERS_ALL table for header-level descriptive flexfields and the AP_EXPENSE_REPORT_LINES_ALL table for line-level descriptive flexfields. You import flexfield information into the AP_INVOICES_ALL table for header-level descriptive flexfields and the AP_INVOICE_DISTRIBUTIONS_ALL table for line-level descriptive flexfields by running the Expense Report Import program with the Transfer Descriptive Flexfield option set to *Yes*. You can use this information for your custom reports and programs.

8. Choose the Value Set button to display the Value Sets window.
9. Update the value set according to your requirements and save your work.

   Note: It is recommended that you enter a Maximum Size no greater than 15.

10. Select the Enabled and Displayed check boxes. Checking the Enabled box indicates that the segment is available for use. Checking the Displayed box indicates that the new segment appears in Internet Expenses.
11. Save your work.
12. Return to the Descriptive Flexfield Segments window and check the Freeze Flexfield Definition box.
13. Save your work.

    The system compiles the descriptive flexfield definition.

    Note: After freezing and compiling the flexfield, you must restart your Apache server before other users can access your changes.

Defining Sets of Values

You can define a corresponding set of values for descriptive flexfield segments. For example, you can set up the segment Airline to have a set of values containing American, United, Delta, and Northwest. The choice list or list of values appears in the Expense Line Details page next to the segments you define.

To define a list of values you must:

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

Defining a Value Set. You define value sets in the Payables Value Sets window. When selecting a validation type for Internet Expenses flexfields, you can only use one of these three validation types:

- *Independent.* If you choose this validation type, the flexfield is either a choice list or list of values. You determine whether to use a choice list or list of values when you define the List Type for the Value Set. You define the values the segment field contains in the Segment Values window. See: Defining a List of Segment Values.
- *None.* If you choose this validation type, the field is enabled as a simple text entry field. 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 set of values like an independent set, but its values are stored in an applications table.

Defining a List of Segment Values. Define a list of segment values to specify the values from which users can select in Internet Expenses. For example, if you are entering segment values for the Airline value set, enter United, American, Delta, TWA, and Northwest.

> **Note:** If you define your segment as a choice list, the maximum number of defined values for the segment is 50. The recommended number is 20 or less.

Testing Your Flexfields. After defining your flexfield segments, verify that the segments appear in Internet Expenses as you intended. The flexfield segments you define appear in both Oracle Payables and Internet Expenses. First navigate to the Payables Expense Reports window 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 Internet Expenses.

Establishing Corporate Credit Cards

Employees can add corporate credit card transactions to an expense report. Typically, an organization creates an agreement with a major credit card company to import an electronic data file that summarizes all employee transactions for a period.

After the credit card transactions are imported and validated, an employee can view a list of corporate credit card transactions and quickly add these transactions to an expense report. An employee can also classify each item as either Business or Personal.

Oracle fully supports companies that use these credit card transactions data file formats:

- American Express KR-1025 format (file name is Card Daily Data Feed)
- Diner's Club Standard Data File format (file name is TRANS.DAT)
- Master Card Common Data Format, version 2.0
- Master Card Common Data Format, version 3.0
- Visa VCF4 format
- US Bank Visa format

- Bank of America Visa TS2 format

If you want to use another credit card data file format, you must define a method to load the transactions into the database. For example: SQL*Loader. For other data file formats, Oracle does not provide any support for the loader portion of the credit card processing. Oracle does, however, fully support the remainder of the credit card processing, such as the validation process, assuming no other customizations were made.

To receive support for other credit card data file formats, you should take into account these considerations:

- Certain columns in the AP_CREDIT_CARD_TRXNS_ALL credit card table are defaulted by the supported control files. You should review the existing control files to make sure your loader scripts perform the same defaulting, including providing the CARD_PROGRAM_ID for all credit card transactions. If you fail to properly default columns in the table, data corruption can occur, and your file format would not be supported. If you are using the concurrent programs to import and validate your credit card transactions, you do not need to review the control files.
- There is a unique index in the table that determines whether the transactions are duplicates. The unique index is based on a combination of the CARD_PROGRAM_ID, CARD_NUMBER, and REFERENCE_NUMBER columns. If a transaction is not unique, it is not imported into the table.

Overview of Implementing a Corporate Credit Card Program

This section provides an overview of how to establish a corporate credit card program in Internet Expenses.

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 your network.

1. Set up your credit card programs, including choosing your payment scenario for determining whether your employer or employees pay the credit card issuer for business and personal charges to the credit cards. See: Defining Credit Card Programs, page 2-35.
2. Set up your credit cards. See: Defining Credit Card Accounts, page 2-35.
3. Choose your loading and validation method as described in Loading and Validating Credit Card Transactions, page D-6. You can import by using one of the combined load and validate concurrent programs or by using the separate load and validate programs. If necessary:
    1. Modify the credit card import control file that imports your corporate credit card data. See: Modifying the Import Control File, page 2-36.
    2. If your corporate credit card is US Bank Visa or Bank of America Visa, modify your init.ora file. See: Modifying the init.ora File, page 2-37.
4. Enable expense type defaulting. This step is optional. Assign credit card expense types to expense items when you define your expense report templates. See: Setting up Credit Card Expense Mapping, page 3-39 for more information. If you perform this step, Internet Expenses automatically populates the expense type for credit card transactions when users add the transactions to an expense report. See: Defining Expense Report Templates, page 3-21.
5. Set these credit card profile options:

- OIE: Enable Credit Card
- OIE: CC Payment Notify

  See also: Specifying Values for Internet Expenses Profile Options, page 2-12.

6. Set up Workflow Builder. See: Setting Up Workflow Builder for the Credit Card Processes, page 7-66.
7. If necessary, set up your credit card usage policies. See: Setting Up Credit Card Policies, page 3-38 for more information.
8. If necessary, define data file parameters for downloading credit card transaction data files from your credit card providers. See: Setting Up Credit Card Data File Download, page 3-40 for more information.

Defining Credit Card Programs

Use the Credit Card Programs window to record the credit card programs that your company participates in. See: Defining Credit Card Programs, *Oracle Payables User Guide* for more information.

The following card program fields require separate setup from the card program:

- Card Expense Type Mapping: The Card Expense Type Mapping region is used to support the ability to default expense types during expenses entry. See: Setting up Credit Card Expense Mapping, page 3-39 for the complete list of setup steps.
- Employee Matching Rule: Employee matching rules are used to automatically create credit cards when they do not exist in the system. See: Defining Credit Card Accounts, page 2-35 for more information.
- Enable Automatic Itemization: You can enable automatic itemization at the transaction level (level 2) for hotel transactions only, and at the detail level (level 3) if the merchant provides detail-level transaction data. If you enable automatic itemization, you need to assign card expense types to expense items to ensure the expense types correctly default during expenses entry. See: Card Expense Types Window Reference, *Oracle Payables User Guide* for more information.

Defining Credit Card Accounts

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

Automatically Creating Credit Card Accounts

The American Express, Visa, and MasterCard combined loader and validation concurrent programs automatically create credit card accounts in your system. You can define matching rules to automatically assign accounts to your employees. The matching rules refer to information provided in the card transaction files and attempt to match the data to a unique employee. If a unique match is found, the application assigns the card account to this employee. If enabled, the application also automatically activates the card account.

> **Note:** You can only create credit card accounts automatically for American Express, Visa, and MasterCard card programs, and only when you use the combined loader and validation concurrent programs. While MasterCard and American Express provide information about new credit cards in the transaction data files, Visa provides this information

in a separate file. Therefore, you need to import this separate file to create the credit card accounts for Visa card programs. See: Loading and Validating Credit Card Transactions, page D-6 for more information.

Note: You cannot query new American Express, Visa, and MasterCard credit card accounts created automatically in the Credit Cards window until they are both matched to a unique employee and activated. See: New Credit Card Account Administration, page 3-44 for more information.

To automatically create credit card accounts:

1. Create a new matching rule. This step is optional. See: Employee Matching Rules, page 5-13.
2. Create a new lookup value for the Expenses Individual's Matching Rule (OIE_ EMP_MATCH_RULE) lookup for the new matching rule. This step is optional. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17 for more information.
3. Select an Employee Matching Rule in the Card Programs window: See Defining Credit Card Programs, *Oracle Payables User Guide* for more information.
4. Define whether to automatically activate matched card accounts in workflow. The default value is *No*. See: Process Unassigned Credit Cards Process, page 7-80 for more information.

Process Flow

To initiate the process, run the appropriate combined load and validate concurrent program. If the program detects any new credit cards, the Process Unassigned Credit Cards Process workflow process will run automatically. If a unique employee match is found, and you defined the system to automatically activate the card account as described in step 4, then the card becomes active immediately. Otherwise, you will need to manually assign and activate the unmatched or unactivated credit card accounts.

Note: For Visa credit card programs, you must first download, and then import and validate the transaction files that contain employee and card account information.

See: New Credit Card Account Administration, page 3-44 for more information.

Modifying the Import Control File

Before you can import credit card data, you must modify the control file that determines how the card issuer's transaction file maps to the credit card transaction database table. To modify the control file, identify the CARD_PROGRAM_ID of your credit card program and add this number as a constant to a predefined control file. You do not need to perform this step if you use the combined loader and validation concurrent programs to import your credit card transactions.

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.

To identify the CARD_PROGRAM_ID of your credit card program:

1. Navigate to the Credit Card Programs window.
2. Query the desired card program.
3. Choose Diagnostics > Examine from the Help menu to open the Examine Field and Variable Values window.
4. Select the list of values button for the Field field to open the Choose a Field window.
5. Select the field CARD_PROGRAM_ID, then choose OK.
6. Note the number that appears in the Value field. You will use this number in the next procedure, Modifying the Control File.
7. Choose OK.

Modifying the Control File. The control files for the credit card import process are located in the directory:

`$AP_TOP/bin`

The control file that you need to modify depends on the credit card program that you define. This table provides a list of the credit card issuers and the associated control file that Internet Expenses currently integrates with.

Credit Card Program	Control File
American Express	apxamex.ctl
Diner's Club	apxdiner.ctl
US Bank Visa	apxusbv.ctl
Bank of America Visa	apxboav.ctl

To modify a control file:

1. Open the control file that 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.
3. Save your work and close the control file.

Modifying the init.ora File

When you receive data files from the credit card provider, your US Bank Visa or Bank of America Visa data file requires preformatting before the file is loaded into the AP_CREDIT_CARD_TRXNS_ALL table. You do not need to perform this step if you use the concurrent programs to import your credit card transactions.

> **Note:** 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 Bank of America Visa, you must:

1. Save your credit card data files in a directory path listed by the `UTL_FILE_DIR` parameter in your `init.ora` file.
2. 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, MasterCard, 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).

> **Note:** Make note of 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 the init.ora file:

1. Locate the init.ora file for the applications database. The init.ora file should be located in the $ORACLE_HOME/dbs directory, but may have a different name if the administrator 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.

Related Topics

Foreign Currency Transactions, *Oracle Payables User Guide*

Currencies Window, *Oracle General Ledger User Guide*

Currency Payables Options, *Oracle Payables User Guide*

Expense Report Payables Options, *Oracle Payables User Guide*

Automatic Tax Calculation Overview, *Oracle Payables User Guide*

Entering Taxes on Expense Reports, *Oracle Payables User Guide*

Tax Defaults and Rules Payables Options, *Oracle Payables User Guide*

Defining Tax Groups, *Oracle Payables User Guide*

Foreign Currency, *Oracle Payables User Guide*

Expense Report Templates, *Oracle Payables User Guide*

Defining Person Types, *Managing Your Workforce Using Oracle HRMS*

Entering Employees as Suppliers, *Oracle Payables User Guide*

Human Resources Financials Options, *Oracle Payables User Guide*

Financials Options, *Oracle Payables User Guide*

Card Programs Window, *Oracle Payables User Guide*

Integrating with Other Applications

The implementation steps discussed in this section require the interaction with various Oracle applications. You must have the corresponding applications installed in order to integrate with Internet Expenses.

Modifying Oracle Common Modules - AK

The Oracle Common Modules - AK (also known as the Web Application Dictionary) is the data dictionary that generates many of the characteristics of Internet Expenses.

The Oracle Common Modules - AK is only used for:

- Blue/Gray UI
- Microsoft Excel spreadsheet prompts

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 Internet Expenses regions, query OIE%.
3. Select the region to modify, then choose Region Items.
4. Select the item to modify, then make your changes.
5. 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, check box, list of values, and so on), and whether it appears in a window (Node Display). To modify prompt names, modify the value in the Long Label field.
6. Save your work.

Integrating with Oracle Projects

Internet Expenses integrates with Oracle Projects to enable users to add project-related information to expense reports. To integrate Internet Expenses with Oracle Projects, read the information below and complete the related setup steps.

> **Note:** You must have Oracle Projects implemented before you can complete these integration setup steps.

Entering Project-Related Expense Reports

Users who are enabled as Oracle Projects users can enter the Project Number and Task Number in their expense reports. You can enter this data in these ways:

- Online on the Credit Card Expenses or Cash and Other Expenses pages
- Online on the expenses details pages
- Offline in the Microsoft Excel spreadsheet

Users can enter online data manually or select data from the lists of values. The lists of values are based on internal views maintained by Oracle Projects.

Deriving Projects Data from Expense Reports

When users enter projects-related expense reports, certain projects data is derived from attributes in this way:

- **Expenditure Type.** The expenditure type is derived from the Expense Type (based on the expense report template setup).
- **Projects Expenditure Organization.** The Projects expenditure organization is derived from the employee's organization assignment. This organization assignment is defined and maintained in the Oracle Human Resources Assignment window.
- **Expenditure Date.** The expenditure date is derived from the receipt date.
- **Quantity.** The quantity is derived from the receipt amount.

See also: Project Expense Report Account Generator, page 2-41 for more information.

Understanding Workflow Issues

When a projects-related expense report is submitted, the Expense Report workflow process uses the *Project Expense Report Account Generator* to assign the proper accounting to each project-related expense line on the expense report.

After the Projects accounting is properly derived, the workflow process checks the PA: AutoApprove Expense Reports profile option. If this profile option is set to Yes, then the workflow process can automatically approve the expense report, depending upon how Oracle Projects is implemented.

Enable the Display of Project and Task

Use the Region Items window to enable the display of project and task information. You need to perform this step in order to view projects and tasks in View Expense Report History.

1. Choose the AK Developer responsibility.
2. Navigate to the Regions window.
3. Query the region *ICX_AP_EXP_LINES_D*.
4. Choose Region Items to navigate to the Region Items window.
5. Query the region items *ICX_PROJECT_NUMBER* and *ICX_TASK_NUMBER*.
6. Check the Node Display box for these region items.
7. Save your work.

Setup Steps for Integrating with Oracle Projects

1. Enable employees to enter project-related expense reports using Internet Expenses.

   To enable an employee to enter project-related expense reports using Internet Expenses, set these profile options in Oracle System Administration:

   - set PA: Allow Project Time and Expense Entry to *Yes*
   - set OIE: Enable Projects to *Yes* or *Required*

2. Define 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 Internet Expenses. The default logic of this process returns the CCID (Code Combination ID) of the employee who incurred the project-related expenses. You can define the Project Expense Report Account Generator to meet your requirements.

See: Project Expense Report Account Generator, page 2-41 for a description of the parameters passed to the account generator by Internet Expenses.

3. To approve project-related expense reports automatically, set the PA: AutoApprove Expense Reports profile option in Oracle Projects (optional).
4. Set up Transaction Controls in Oracle Projects (optional).
5. In the Payables Expense Report Templates window, define a project-related expense report template and associate a list of Projects expenditure types with expense items.

Project Expense Report Account Generator

The Project Expense Report Account Generator is called when a user submits an expense report and builds the user's CCIDs for project-related expenses. This table describes the parameters passed to the account generator by Internet Expenses, and where the values are derived from:

Parameter	Value Derived From
p_project_id	Project field
p_task_id	Task field
p_expenditure_type	Projects expenditure type assigned to the expense type
p_vendor_id	Employee's supplier record
p_expenditure_organization_id	Expenditure organization assigned to the employee in HR
expenditure_item_date	Expense Date field
billable_flag	Oracle Projects
chart_of_accounts_id	Chart of accounts used by the operating unit set of books. Operating unit is derived from the Expenses Entry responsibility.
employee_id	Employee id from the HR record
employee_ccid	The ccid from the employee's HR default expense setup
expense_type	The id for the applicable expense type
expense_cc	The cost center value from the expense lines. This is either defaulted from the header, defaulted from the template, or entered by the user.
descriptive flexfields	Values of the line-level descriptive flexfields

Integrating with Oracle Approvals Management

Oracle Approvals Management (AME) lets you build routing rules for document approvals expense reports. The integration between Internet Expenses and Oracle Approvals Management lets you establish expense report approval rules based on header or lines information. Approval rules let you automatically route expense approvals to cost center owners, cost center business managers, project managers or award managers. You can also set approval rules to control the escalation of expense reports for policy violations.

When Oracle Approvals Management is enabled, the expense report workflow process uses the Oracle Approvals Management definition in place of the Find Approver Method of the Find Approver function in the Internet Expenses application. In addition, the signing limits of the Verify Authority function are ignored. See also: Chapter 7, "Defining Workflow Processes", page 7-1.

The OIE Expense Reports transaction type is seeded with attributes beyond those provided by Oracle Approvals Management, to support the approval rules. In addition, all mandatory and non-mandatory attributes provided by Oracle Approvals Management, as well as the attributes provided by Internet Expenses, are seeded with default behaviors based on typical customer requirements.

For more information about Oracle Approvals Management, refer to *Implementing Oracle Approvals Management* available on Oracle*MetaLink*.

Overview of the Routing Process

When an expense report is submitted, Approvals Management creates an approval chain based on the approval rules. This approval chain is followed until the expense report has been approved by all managers in the approvals chain. This approval authority is determined by the routing rules and conditions that you have defined. If Internet Expenses cannot find an approver, the expense report is routed to the workflow administrator.

If an approver transfers ownership of the expense report to another approver, the new approver is qualified by the same routing rules. The approval chain again is followed for this approver escalating the expense report as necessary until an approver with the appropriate authority approves it. If an expense report is rejected, when it is submitted again, the expense report is routed directly to the approver who rejected it.

If you have set the Level of Manager Involvement client extension to either *Bypass Approval* or *Notification Only*, the expense report is automatically approved and issues notifications of the approval as appropriate. See also: Management Involvement Procedure (DetermineMgrInvolvement), page 5-6.

Setting Up Approval Rules

To set up approval rules for your company:

1. Set the AME: Installed profile option to *Yes* at the application level for Oracle Payables.

   Warning: If the AME: Installed profile option is set to Yes and Oracle Approvals Management is not installed, the expense report processing will fail during the Find Approver function of the Expense Report workflow process.

2. Create your company cost center organizations and set the default approval managers. You can define cost center owners, cost center business managers, grants managers or project managers as default approvers. You can define default approval managers for routing according to line level or header information. See: Oracle HRMS Supplement for Implementing AutoOrgs, Oracle*MetaLink* for more information.

   Cost Center Owners - Define cost center owners in Oracle Human Resources. See: Oracle HRMS Supplement for Implementing Auto Orgs on Oracle*MetaLink* for more information.

   Cost Center Business Managers - Define cost center business managers in Oracle Human Resources.

   1. Navigate to the Oracle HRMS Descriptive Flexfields Segments window.
   2. Query the Add'l Organization Information Segment Title.
   3. Define the Code value. For consistency with the cost center owners flexfield, it is recommended to define the code value as *Organization Name Alias*.
   4. In the Segments window, define at least one segment for the business manager's name. To validate the manager names, select HR_COST_CENTER_MANAGER as the value set for the segment.
   5. Complete the flexfield setup and click Compile.
   6. In the Organization window, query the organization that you want.
   7. For the Company Cost Center classification, click Others and select Reporting Information.
   8. In the Additional Organization Information window, enter the business manager information in the flexfield.

      Project Managers - Define Project managers in Oracle Projects. See Key Members, Oracle Projects User Guide Release 11i for more information.

3. Define job levels. If you are not using approval rules that use a job-level based approval type you can skip this step. See: Defining a Job, Using Oracle HRMS - The Fundamentals for more information.
4. Define conditions. Conditions are used by Oracle Approvals Management to determine which rules apply to a transaction. See: *Implementing Oracle Approvals Management* for more information.
5. Define one or more approval routing rules in Oracle Approvals Management.

   For more information about enabling line level approval rules see: *Frequently Asked Questions, Oracle Internet Expenses Line-Level Approvals Release 11.5 (11i)* on Oracle*MetaLink*.
6. Optionally, you can modify the approver client extensions.

Integrating with Oracle Grants Accounting

Oracle Grants Accounting extends the functionality of Oracle Projects to deliver a grants management solution for organizations that rely heavily on grants funding. Oracle Grants Accounting integrates with Internet Expenses to enable users to enter award information on their expense reports and collect reimbursement from the award that sponsored the activity.

Oracle Grants Accounting introduces an Award field in Internet Expenses. Users must associate an expense with the appropriate project, task, and award(s) to collect and bill costs by award. Internet Expenses and Oracle Grants Accounting provide these features for entering and managing award-related expenses:

- Enter award information on expense reports.
- Enter award information in disconnected mode in a Microsoft Excel spreadsheet and upload to Internet Expenses.
- Search expenses by award number.
- Display the award number in the workflow notification.

To enable the Award field in Oracle Internet Expenses:

1. Assign the OIE responsibility (MO: Operating Unit profile option) to an operating unit that has Oracle Grants Accounting implemented. OIE will call an API provided by Grants Accounting to verify if Grants is implemented for an operating unit.
2. Set the PA: Allow Project Time and Expenses Entry profile option to *Yes*.
3. Set the OIE: Enable Projects profile option to *Yes*.

Integrating with Oracle Applications Framework

You can use the Oracle Applications Personalization Framework to personalize the display of Oracle Internet Expenses pages. The updates available using the Oracle Applications Personalization Framework allow you to change the application display without affecting your ability to upgrade to future versions of the application.

There are restrictions to the updates you can make to Internet Expenses pages and page regions. For an explanation of how to use personalizations and a discussion of personalization restrictions, see: Appendix A, Configuring the User Interface, page B-1.

This section describes setup tasks that require the use of personalizations to enable an Internet Expenses feature or function.

Setting Up Region-Based Messaging

You can set up Internet Expenses to display a user-defined message on the Expenses Entry Confirmation page based on the country or region that expense reports are submitted from. This is helpful, for example, to convey information such as country-specific reimbursement policies or the company process center contact information.

To set up region-based messaging:

1. In the Confirmation page, click the Personalize Submission Instructions Header link in the Submission Instructions region.
2. In the Choose Personalization Context page, click Apply.
3. In the Personalize Region page, click Personalize for the Raw Text item.
4. In the Personalize Raw Text page, select *False* for the Rendered row at the Site level, then click Apply
5. In the Personalize Region page, click Create Item for the Header: Submission Instructions item.
6. In the Create Item page, select the appropriate value from the Item Style poplist.

7. Complete the page according to your business requirements, then click Apply.
8. In the Personalize Region page, click Personalize for the message you created.
9. In the Personalize Raw Text page, enter a message in the Text field for the appropriate level, then click Apply.
10. In the Personalize Region page, click Return to Application.

Enabling Company Terms and Agreements

You can require users to acknowledge their understanding of company travel and expenses policy before submitting their expense reports. Use Oracle Applications Framework to enable a check box and link to company policies on the Expenses Entry Review page. When enabled, users must check the available box indicating that they have read and will comply with company policy as described on the linked page.

To enable the company terms and agreements check box and link:

1. In the Expenses Entry Review page, click the Personalize Review Page link.
2. In the Choose Personalization Context page, set the appropriate organization and responsibility level, then click Apply.
3. In the Personalize Region page, click Personalize for the Flow Layout: Terms and Agreement Region item.
4. In the Personalize Flow Layout page, set Rendered to *True* for the applicable level, then click Apply.
5. In the Personalize Region page, find the term Raw Text, under the Flow Layout: Terms and Agreement Region item, and click Personalize.
6. For the appropriate level, type in the URL for your company travel and expenses policy, then click Apply.

   Note: You must ensure that you follow the conventions in the seeded URL.

7. Click Return to Application.
8. Click Personalize for the Message Check Box item.
9. On the Personalize page, enter the text that you want for the Prompt property.
10. Click Apply.

Using Attachments

Users can add attachments to expense reports at the header level or line level. Examples of expense report attachments include receipt documents, transportation documents, travel itineraries, and hotel folios. The user can update and delete attachments as often as necessary until submitting the expense report. Managers and auditors can review the attachments on an expense report. In addition, auditors can add new attachments as part of the audit process.

Internet Expenses provides these seeded attachment categories: Receipts, Missing Receipts Declaration, Travel Itinerary, and Miscellaneous. You can also define new attachment categories and enable the attachment categories that you want using Oracle Applications Personalization Framework.

There are two tasks to enable attachment categories:

- Define the attachment categories that you want using the Document Categories window.
- Enable the attachment categories on the Internet Expenses pages that you want using Oracle Applications Personalization Framework.

Defining Attachment Categories

Use the Document Categories window to define categories for Internet Expenses attachments.

To define document categories for attachments:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the Application Developer responsibility.
3. Navigate to the Document Categories window.
4. Enter a Category name.
5. From the Help > Examine menu, select DOCUMENT_CATEGORIES from the Block field, then select Name for the Field field. Then specify a Value. This value represents the attachment category.

Enabling Attachment Categories

Use Oracle Applications Personalization Framework to enable the attachment categories that you previously defined on the Internet Expenses pages that you want.

Before you can enable attachment categories, you must, set the Personalize Self-Service Definition profile option to *Yes*.

To enable attachment categories using Oracle Applications Framework:

1. Navigate to the first page for which you want to enable an attachment category.
2. Select the personalization link for the appropriate table or region.
3. In the Choose Personalization Context, enter the configurations you want and click Apply.
4. In the Personalize Region page, find the Attachments bean in the Name field and click Personalize.
5. In the Personalize Attachment Image page, click the Categories button.
6. In the Personalize Attachment Categories page, click Add Another Row.
7. In the Category Name field, enter the category name defined in the Examine window from the Document Categories window.
8. Enter an appropriate value for the Component ID then click Apply.
9. Repeat these steps for each page that you want to enable an attachment category.

Related Topics

Workflow: Project Expense Report Account Generator, *Oracle Projects User Guide*

Transaction Controls, *Oracle Projects User Guide*

Expense Report Templates, *Oracle Payables User Guide*

3

Oracle Internet Expenses Setup and Administration

This chapter covers the following topics:

- Internet Expenses Setup
- Internet Expenses Administration
- Policy Compliance and Violation Types
- Setting Up Schedules in Oracle Internet Expenses
- Navigating the Schedules Setup
- Common Setup Features
- Creating Policy Schedules
- Setting Up a New Policy Schedule
- Setting Up a New Airfare Policy Schedule
- Creating Mileage and Per Diem Rate Schedules
- Setting Up a New Mileage Rate Schedule
- Setting Up a New Per Diem Rate Schedule
- Defining Expense Report Templates
- Defining Operating Units
- Setting Up Expense Allocations
- Setting Up Locations
- Defining Approval Notes Languages
- Defining Future-Date Tolerances
- Setting Up Exchange Rates Behavior
- Setting Up Expense Fields
- Setting Up Merchant Fields
- Setting Up Credit Card Policies
- Setting Up Credit Card Expense Mapping
- Setting Up Credit Card Data File Download
- Credit Card Transaction Administration

Internet Expenses Setup

Internet Expenses Setup provides the administrator with the self-service pages necessary to manage the setup of Internet Expenses. To use Internet Expenses Setup, you must have access to the Internet Expenses Setup and Administration responsibility. See: Assigning Responsibilities to Users, page 2-12 for more information.

Use the page in the Context tabbed region to maintain the list of operating units that require Internet Expenses Definitions. See: Defining Operating Units, page 3-24.

Internet Expenses Setup is organized into the following areas. Each area is represented by a tabbed region:

- **Accounting**

  The Chart of Accounts pages let you set up your charts of accounts for expense allocations. See: Setting Up Line Level Accounting, page 3-24 for more information.

- **Context**

  The first time you log in using the Internet Expenses Setup and Administration responsibility, Internet Expenses displays the Context tabbed region. Subsequent logins display the Policy tabbed region, Schedules subtab. See: Defining Operating Units, page 3-24 for more information.

- **Policy**

  Use the pages in the Policy tabbed region to set up online policy compliance and per diem and mileage rates. You can perform these setup activities:

  - **Schedules.** Create rate and policy schedules for your employees to use when they submit expense reports. See: Setting Up Schedules in Oracle Internet Expenses, page 3-4 for more information.
  - **Expense Fields.** Set up expense fields to capture additional information on expense reports. See: Setting Up Expense Fields, page 3-34 for more information.
  - **Exchange Rates.** Set up exchange rate definitions to validate the exchange rates that employees enter on their expense reports for foreign currency receipts. See: Setting Up Exchange Rates Behavior, page 3-32 for more information.

- **General**

  The Locations page lets you set up the locations that you use for expenses reporting. See: Setting Up Locations, page 3-27 for more information. The Future-Dated Expenses page lets you determine how expense reports that contain dates in the future should be handled. See: Defining Future-Date Tolerances, page 3-31 for more information. The Approval Communication Languages page lets you define the language for communications that are attached to the expense report. See Defining Approval Notes Languages, page 3-31 for more information.

- **Tax**

  Use the Tax tabbed region to set up additional fields on detailed expense lines to capture merchant information for VAT and other reporting purposes. See: Setting Up Merchant Fields, page 3-36 for more information.

- **Audit**

Use the Audit tabbed region to set up Audit Automation in Internet Expenses. See: Chapter 4, "Setting Up Audit Automation", page 4-1 for more information.

- **Credit Cards**

  Use the pages in the Credit Cards tabbed region for set up related to your corporate credit cards. You can perform these setup activities:

  - **Use Policy.** Set up polices to encourage users to use their corporate credit cards and to submit corporate credit card transactions in a timely fashion. See: Setting Up Credit Card Policies, page 3-38 for more information.
  - **Card Programs.** Perform setup tasks that relate to the use of your Payables card programs with Internet Expenses. See: Setting Up Credit Card Expense Mapping, page 3-39 and Setting Up Credit Card Data File Download, page 3-40 for more information.

Internet Expenses Administration

Internet Expenses Administration provides the administrator with the self-service pages necessary to manage the administration of Internet Expenses. To use Internet Expenses Administration, you must have access to the Internet Expenses Setup and Administration responsibility. See: Assigning Responsibilities to Users, page 2-12 for more information.

Internet Expenses Administration contains the Credit Card tab.

Credit Card

Use the Credit Card tabbed region to administer your credit card programs. In the Credit Card Transactions page you can view the credit card transactions that were uploaded to the database. See: Credit Card Transaction Administration, page 3-44. In the New Credit Card Accounts page you can view the new accounts that were created during credit card upload. Use this page to activate and assign cards to employees. See: New Credit Card Account Administration, page 3-44.

Policy Compliance and Violation Types

Internet Expenses provides enforcement, audit, and reporting functionality for policy violations.

This table describes the violation types defined for Internet Expenses:

Violation	Setup Navigation	Expense Categories Affected	Monetary Violation
Airfare	Policy: Schedules	Airfare	No
Credit Card Required	Credit Cards: Card Usage	All cash expenses except Mileage and Per Diem	No
Daily Limit	Policy: Schedules	Car Rental, Accommodations, Miscellaneous	Yes
Daily Meals Sum Limit	Policy: Schedules	Meals	Yes
Exchange Rate Limit	Policy: Exchange Rates	All except Mileage and Per Diem (cash and other expenses only)	Yes
Individual Occurrence Limit	Policy: Schedules	Meals	Yes
Number of Days	Policy: Schedules	Miscellaneous	No
Receipt Missing	Expense Report Template in Oracle Payables	All except Mileage and Per Diem	No

Note: You can define tolerances for monetary violations. See: Creating Policy Schedules, page 3-10 for more information.

Setting Up Schedules in Oracle Internet Expenses

Use the Internet Expenses Setup responsibility to set up your rate and policy schedules for expenses reporting. The schedules that you create provide rules, thresholds, and guidelines for calculating and validating expense reports prepared by your employees. You can set up one or more schedules for each of these expense categories:

- Accommodations
- Airfare
- Car Rental
- Meals
- Mileage
- Miscellaneous
- Per Diem

When a self-service user enters an expense type assigned to one of these expense categories, Internet Expenses uses the active schedule assigned to the expense type to make these calculations:

- **Mileage and per diem rate schedules.** Determine the applicable rate to use, and calculate the expense amount using this rate.

- **Expenses policy schedules.** Compare the value entered by the user to the existing policy guidelines and thresholds, and either allow the entered value or display an error or warning message to change the entered value.

There is setup information common to many schedules, such as locations, reimbursement currencies, and employee roles. In addition, schedules require information specific to its expense category, such as vehicle type for mileage schedules and meal allowances for meals schedules.

For detailed information about creating rate and policy schedules, see:

- Creating Policy Schedules, page 3-10.
- Creating Mileage and Per Diem Rate Schedules, page 3-16.

Navigating the Schedules Setup

Use the pages in Internet Expenses Setup to create and maintain your rate and policy schedules. The pages common to each expense category for setting up schedules are:

- Summary page
- General Information page
- Business Rules page
- Schedule Periods page
- Period Details page

The schedule setup pages guide you through the process of creating a schedule or modifying an existing schedule. The steps to creating a schedule are:

- Enter schedule header information and select the rules to use for the schedule.
- Enter definitions for each of the selected rules.
- Create periods for the schedule.
- Define rates and related information for individual periods.

Summary page

The Summary page is the first page displayed when you choose an expense category. The page shows you the list of schedules for the category and related information.

You can initiate these operations from the Summary page:

- Update general information. Click the Update General icon to navigate to the General Information page.
- Update period information. Click the Update Details icon to navigate to the Schedule Periods page.
- Copy a schedule. Click the Duplicate icon to copy an existing schedule. You can use the setup pages to modify information in the copied schedule.
- Create a new schedule. Click the Create New Schedule button to create a new schedule.
- View the change history on a schedule. Click the History icon to view the change history.

General Information page

Internet Expenses displays the General Information page when you click the Create New Schedule button or the Update General icon in the Summary page. Filling out the General Information page is the first step in creating a schedule.

Use this page to:

- Enter header information: schedule name, description, start and end dates.
- Choose the rules to use for a schedule. Some rules are available for all categories, while other rules are specific to one expense category.

Business Rules page

Internet Expenses displays the Business Rules page when you click the Next button on the General Information page or the Back button on the Schedule Periods page. Filling out the Business Rules page is the second step in creating a schedule.

Use this page to enter specific definitions for each rule that you selected in the General Information page. By default, Internet Expenses applies the definitions that you enter to all periods of the schedule. You update rule definitions in the Business Rules page; these changes apply to the current and all future schedule periods. You will enter individual rule values for each schedule period using the Period Details page.

Schedule Periods page

Internet Expenses displays the Schedule Periods page when you click the Next button on the Business Rules page or the Update Details icon on the Summary page. Defining periods and entering period details information is the third step in creating a schedule.

The Schedule Periods page displays the periods belonging to the schedule. A *schedule period* designates the mileage and per diem rates or the policy rates to use on employee expense reports for a given time period. By default, Internet Expenses creates the first period when you define the schedule business rules and navigate to the Schedule Periods page. You can create additional periods and modify the values in each period to suit your business needs.

You must enter the start and end dates of schedule periods in chronological order. The start date of the next period must be the day following the end date of the previous period. The start and end dates cannot overlap, and you cannot have gaps between periods.

You can initiate these operations from the Schedule Periods page:

- Enter a period name and start and end dates for each period.
- Update a period. Click the Update Details icon to navigate to the Period Details page.
- Copy a period. Click the Duplicate icon to copy an existing period. You can use the Period Details page to modify information in the copied period.
- Create a new period. Click the Create New Period button to create a new period.
- Remove a future period. Click the Remove icon to remove a future period. You cannot remove the current period or previous periods.
- View the change history for a period. Click the History icon to view the change history.

Period Details page

Internet Expenses displays the Period Details page when you click the Details icon for a given period. Use the Period Details page to update information for a period. You can use the Search Function, page 3-8 to display the period records that you want.

Internet Expenses generates *period records* based on the rules that you selected for the schedule. Internet Expenses automatically generates a separate read-only period record for each combination of rule definitions belonging to the schedule. You enter values for each record individually, or update existing values individually or using Mass Updates. You can also click the History icon to view the change history for a specific line record.

Buttons

The buttons on the Internet Expenses Setup pages provide the functionality described below:

- **Go** - Clicking the Go button displays the records or page view specified by the entered value. This button is part of the Search Function, page 3-8 in Internet Expenses Setup.
- **Save** - The Save button saves your work on the current page without exiting the page. Use this button to enter and save new work in the current page.
- **Apply** - The Apply button applies updates to the current page and returns you to the previous page.
- **Next** - The Next button displays the next page in sequence for new entry. If you have unsaved data, Internet Expenses only saves data when you click Next to move from the Business Rules page to the Schedule Periods page. For all other pages, you must save data before exiting Internet Expenses Setup. If there is an error on the current page, Internet Expenses remains on the current page, displays an error message, and does not save your work. You must correct the error before you can save and continue.
- **Back** - The Back button returns you to a previous page in a sequence. Clicking the Back button either redisplays the preceding page, if setup was performed on this page, or returns you to the first page in the sequence, if no setup was performed.
- **Cancel** - The Cancel button cancels activity on the current page and returns you either to the first page of the flow or to the last page that was displayed. If you have unsaved work, Internet Expenses displays a warning message to save or lose this work.
- **Activate** - The first time you click the Activate button after creating a schedule, Internet Expenses performs the necessary validations, then saves your work on the current page and makes the schedule available for assignment to expense types. If there are no errors, Internet Expenses sets all new or updated records to the status Active and returns to the accompanying summary page. If there are errors, Internet Expenses displays a message to correct the errors. Once a schedule is activated, you can assign it to expense types.

Each time you make changes to an existing schedule, you must click Activate again to apply these changes.

> **Note:** You should only use these buttons to navigate Internet Expenses Setup. If you attempt to navigate from a page that contains unsaved data by clicking menu tabs or page links, Internet Expenses does not save the data and does not warn you that the data will be lost.

Common Setup Features

Use these feature in Internet Expenses Setup to help you display and update information for schedule setup:

- Update as a Group/Mass Updates
- Search Function

Update as a Group/Mass Updates

The buttons Update as a Group and Mass Updates display a Mass Update page. Use the Mass Update page to apply the same set of updates to many records at once.

To enter mass updates:

1. Select the records that you want to update from the current page.
2. Click the Update as a Group or Mass Updates button.

   Internet Expenses displays the records that you selected from the previous page in a read-only table, with the updatable fields in a separate region.
3. Enter the values that you want in each field.
4. Click the Apply button to apply these values to each record in the table. Internet Expenses returns to the previous page.

Search Function

Use the Search function in Internet Expenses Setup to perform these operations:

- Display a table of records for viewing, creation, or update.
- Create a list of records to use for defining schedules.

Display Updatable records

Use the Search function in the Define Locations page, Define Exchange Rate Behavior page, and schedule details pages to display selected records for creation and update. By default, Internet Expenses displays all updatable records.

To select the records that you want:

1. Choose a column name from the Search choice list.

   The choice list contains the searchable column names belonging to the table of the current page.
2. Enter a column value in the available field. You can enter a partial value with the percentage (%) wildcard character.
3. Click the Go button to display the results of your search.

   If you have unsaved data when you click Go, Internet Expenses gives you the option to save before continuing with the search. If you continue the search without saving, any unsaved data is lost.

Creating a List of Records

Use the Search function to create a list of operating units, or to create lists of business rule values for locations, multiple reimbursement currencies, and employee roles to use for

your schedule definitions. The operating unit list appears on all pages that require setup at the operating-unit level. The schedule rules lists appear on the Business Rules pages.

You first create an Available list using search criteria. You then create the correct list by drawing from the records in the Available list. You can add and remove records in the Available and current lists at any time.

To create a list of active records:

1. If you are creating an Available Employee Roles list, select a business group and role type to use to create your Available list. If the role type is Job, then you must also select a business group, because a role type may be unique across business groups.
2. In the Available list, check the Select box of the records that you want, then click the Add to Schedule button to create an active list.
3. Update records in the active list:
   - Enter an End Date. If you do not enter an end date, the record remains active.
   - Add new records from the Available list.
   - Click the Remove icon to remove a record. Once a schedule is active and assigned to one or more expense types, you cannot remove rule values. If you add new rule values to a schedule that is already active, you can remove these new values until the schedule is re-activated.

History Page

You can click on the History icon to view the change history of a schedule, period, or line record. The History page lists the date and type of change, and which user made the change.

Status values for rate and policy schedules

Rate and policy schedule records can have these status values:

1. Null - Default status for new schedules.
2. Saved - Status when schedules are created by auto-generation, when the user duplicates a period or schedule, or when the user modifies an existing active schedule and saves the work.

   Note: Saved records are not referenced during expenses entry, only active records are referenced.

3. Active - Status when the user activates a schedule by clicking the Activate button on the Schedule Periods page.
4. Duplicated - Status when a user duplicates a period or an entire schedule, without saving or activating the schedule.
5. Inactive - Status when the details record is inactive and the user cannot reference the record during expenses entry.

   Note: The records will have status *"Inactive"* only when the schedule rule values that are used by the record have been end-dated and the system date is past the end date plus the grace period.

6. Archived - Status of old records when the user modifies an active record. Archived records are not displayed on the schedule details page. You can only view them on the Schedule History page.

Creating Policy Schedules

Create policy schedules for your employees to use when they submit expense reports. Policy schedules contain the rules, rates, and allowable tolerances to use for a given expense category and time period. You can define policy schedules that reflect the guidelines of your company, or policy schedules that conform to the statutory requirements of a country where you operate. Because you define policy schedules at the site level, you can create different schedules with the guidelines appropriate to each division or sector of your operations.

As a self service user enters items in an expense report, Internet Expenses compares the values entered to the values and value ranges specified by the active policy schedule. If there is a policy violation, the user receives a message and must either change the value or enter a justification for the existing value. Internet Expenses provides a series of alerts to the approvers in your company for all expense reports submitted with policy violations.

A policy schedule contains one or more schedule periods. Because policy guidelines and statutory requirements change frequently, you can create different time periods and modify the rules and values of a policy schedule for each period. Internet Expenses uses the policy guidelines associated with the applicable period to validate expense reports. When you create a new schedule, you can:

- Enter a start date before the system date, to make the schedule available for expense reporting over all applicable periods. For example, a schedule you create in February 2003 for the year 2003 should have a start date of 01-Jan-2003.
- Assign the new start date the day after the end date of the old schedule, when creating a new schedule to replace an old one. Users can then assign the new schedule to an expense report template once the system date is the same as or later than the start date of the new schedule.

When you apply an end date to a policy schedule, Internet Expenses automatically applies the same end date to the open period within the schedule. If the schedule was assigned to expense types, Internet Expenses prompts you to automatically apply the same end date to each expense type. (If any of these expense types are included in an itemization setup, then they are no longer available for itemization.) Once the system date is past the end date plus grace period, an end-dated schedule is no longer available in the Expense Report Templates window. See: Defining Expense Report Templates, page 3-21 for more information.

You create policy schedules for each expense category and assign the expense categories and schedules to each expense item that requires policy compliance. You can create policy schedules for the expense categories Accommodations, Airfare, Car Rental, Meals, and Miscellaneous. Expense reporting for mileage and per diem requires the use of rate schedules See: Creating Mileage and Per Diem Rate Schedules, page 3-16 for more information.

Business Rules for Policy Schedules

Business rules determine the information that policy schedules use to validate expense reports. A policy schedule consists of line records based on the combination of values belonging to each rule. For example, if a schedule uses the Locations rule with three

locations and the Employee Roles rule with three employee roles, there is a separate line record for each combination of role and location. If an expense report violates any line rule record, Internet Expenses responds according to the setting of the OIE: Enable Policy Validations profile option. See: Specifying Values for Internet Expenses Profile Options, page 2-12.

The business rules for policy schedules are:

- Currency
- Locations
- Employee Roles
- Tolerance Limits
- Meal Limits
- Number of Days (Miscellaneous category only)

Currency

The Currency rule is a mandatory rule for all categories except the Airfare category, which does not use this rule. This rule governs the activity of reimbursement currencies on a schedule. The choices are Single Reimbursement Currency, Multiple Reimbursement Currencies, and Location Currency Rates. A company that wants to create one schedule per operating unit may prefer the Single Reimbursement Currency rule. A company that wants to create one schedule only may prefer the Multiple Reimbursement Currencies rule. The Location Currency Rates rule is of particular interest to those customers that want to define their business rules in the currency of the location of the transaction, as opposed to the reimbursable currency. In this context, one schedule can theoretically be used by all employees, regardless of their reimbursement currency preference.

- **Single Reimbursement Currency.** A single currency is used for the entire schedule. If you select this rule, you must choose one of these options on the Business Rules page:
  - *Allow Rate Conversion.* If you choose this option, Internet Expenses converts the schedule rates to the reimbursement currency selected by users during expenses entry. This conversion is based on the rates defined in the GL Daily Rates table using the exchange rate type defined in the Payables Options window. See: Establishing Multiple Currencies Setup, page 2-25.
  - *No Rate Conversion.* If you choose this option, then the reimbursement currency must be the same as the schedule currency. If not, then policies are not enforced on the expense report and the system cannot calculate per diem and mileage rates.
- **Multiple Reimbursement Currencies.** You can select multiple reimbursement currencies on the Business Rules page for this schedule, and then define schedule rates applicable to each currency. This rule is useful, for example, if you want to create one rate schedule that is shared by many business units in different countries.

  When users enter their expense reports, the reimbursement currency must match one of the currencies used on the schedule. If there is no match, then the rate policies defined on a policy schedule are not enforced. For mileage and per diem rate schedules, Internet Expenses cannot determine a reimbursement rate.

- **Location Currency Rates.** You define rates based on the currency of the location to which users travel. If you select this rule, you must select a currency for each schedule record on the Schedule Details page. This rule is useful, for example, if you want to define a single policy or rate amount for each location that is used by your entire global operations. For example, if you define 100 USD as the rate for travel to New York, then this rate applies to all users who travel to New York.

  During expenses entry, Internet Expenses converts the policy schedule location amount into the reimbursement currency when the currencies are different. The policy allowable amount is then recorded in the reimbursement currency. If exchange rates do not exist between the policy currency and reimbursement currency, the functional currency is used to "triangulate" the rates.

  To illustrate, assume the policy schedule location currency is USD, the reimbursement currency is EUR, and the functional currency is GBP. If no exchange rates exist between USD and EUR, the system will then look for exchange rates between both the schedule currency and functional currency, and reimbursement currency and functional currency. If rates are found for both, then policy violation detection can occur. If rates are not found for both, then there will be no check for policy compliance.

  > **Note:** Internet Expenses does not provide validation on the location and currency combinations you define on a schedule.

  For per diem rate schedules, a rate is established based on the location selected by the users. This rule is not available for mileage rate schedules.

Locations

The Location rule takes into account travel locations to determine valid rates. You can define individual rates for specific locations, and a single rate for all locations not specified in the schedule. Use the Search Function to create a list of locations for the schedule. See also: Setting Up Locations.

Employee Roles

The Employee Roles rule is a mandatory rule for the Airfare category. This rule takes into account the self service user's role in your company to determine valid rates. You can define individual rates for specific employee roles, and a single rate for all roles not specified in the schedule. Use the Search Function to create a list of roles for the schedule.

> **Note:** Because the Employee Roles rule often uses a business group to identify employee roles, use of this rule can make a schedule business group-specific.

Tolerance Limits

The Tolerance Limits rule allows for a tolerance level above the amount limits that users can enter on expense reports. This rule provides two options:

- Individual Lines - Set different tolerance levels for individual lines.
- Single Period - Set a tolerance level for the entire schedule period.

If the OIE: Enable Policy profile option is set to *Prevent Submission*, then the user cannot submit an expense report when the reimbursable amount exceeds the amount limit plus

the tolerance. If the profile option is set to *Prevent Submission*, but tolerances are not defined, policy violations are still detected and recorded. In addition, users are warned of any policy violations prior to submitting expense reports.

If the OIE: Enable Policy profile option is set to either *Warn Users* or *Inform Approvers*, then any tolerance limits you defined are not used.

The Tolerance Limit rule is not used with airfare schedules.

Daily Limits

The Daily Limits rule is an embedded rule in the Accommodations, Car Rental, Meals, and Miscellaneous categories. For the Meals category, the rule is called Meal Limits and includes special rules for calculating limits. You have the following options for the Meal Limits rule:

- **Individual Meal.** Define policy limits for each individual meal.
- **Daily Sum.** Define policy limits for the total of all meals incurred per day.
- **Both.** Define both individual and daily sum policy limits.

If you do not select the Daily Limits rule, daily limits are still enabled on the Schedule Details page, with a default of Daily Sum. If the expense report contains a value for the number of attendees, then Internet Expenses divides the meal amount by the number of attendees and treats the result as a single value for validation against the policy schedule. The number of attendees is not available for entry when the daily sum option is used. For more information, see: Setting Up Expense Category Fields, page 3-35.

If more than one Meals policy schedule is assigned to the same expense report template, Internet Expenses validates the sum of meal totals against the schedule with the lower value. For example, you assign dinner to Schedule A with a Daily Sum Limit of $100 and lunch to Schedule B with a Daily Sum Limit of $75. Internet Expenses validates the sum of dinner and lunch against Schedule B, for $75.

Number of Days

The Number of Days rule applies to the Miscellaneous category only. This rule prevents users from reporting an expense if the number of days entered on the expense report is less than the schedule number of days.

Modifying business rules

You can modify the business rule assignments to a policy schedule until you activate the schedule. Once you activate a schedule and assign it to an expense template, you cannot add or remove the business rules on a schedule.

You can apply end dates to rules records for Multiple Currencies, Locations, and Employee Roles. When the system date passes the end date plus grace period, Internet Expenses sets all schedule records that use end-dated rule values to the status Inactive. You can view the status of individual schedule records by clicking the History icon for a schedule or schedule period.

Setting Up a New Policy Schedule

Set up one or more policy schedules and schedule periods for each expense category that you require for employee expense reporting. The task flow for setting up a policy schedule is similar for all expense categories except Airfare.

See: Navigating the Schedules Setup, page 3-5 for information about using the Internet Expenses Setup pages to create policy schedules.

See: Setting Up a New Airfare Policy Schedule, page 3-15 for information about creating a policy schedule for the Airfare category.

Prerequisites

Before you can set up policy schedules, you may need to complete one or more of these tasks:

- Define business groups, job roles, employee positions, and employee grades in Oracle Human Resources.
- Set up Oracle Payables for expense reporting. See: Setup Steps in Oracle Payables, page 2-17.
- Set up locations. See: Setting Up Locations, page 3-27.
- Set up exchange rates. See: Setting Up Exchange Rate Behavior, page 3-32.

To set up a new policy schedule:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the Internet Expenses Setup responsibility for the applicable site.
3. Choose the expense category to create the schedule that you want.
4. Click the Create New Schedule button to navigate to the General Information page.
5. Enter a Schedule Name and Description, and a Start Date for the schedule.
   - You may want to use a schedule name that identifies the usage of this particular schedule.
   - You can enter a Start Date prior to the system date in order to make this schedule available for expense reports over the prior periods that apply to the schedule.
6. Select the Currency Rule and the Optional Rules to use for this schedule.
7. Click Next to navigate to the Business Rules page.

   Internet Expenses displays the schedule header information and the rules that you selected. See: Business Rules for Policy Schedules, page 3-10 for an explanation of each rule.
8. Select the values that you want for each rule, then click Next to navigate to the Schedule Periods page. See: Search Function, page 3-8 for more information.

   Internet Expenses displays the schedule header information and a line record for the first schedule period.
9. Enter a Period Name and Start Date. Internet Expenses defaults the schedule start date as the read-only start date for the first period. You must enter a start date for subsequent periods.

Define periods that relate to the type of schedule you are creating. For example, you can define annual periods for fixed expenses, or create seasonal periods that reflect seasonal price fluctuations, such as for hotels. If you want to duplicate seasonal periods, ensure that you duplicate them in the same order that they were originally defined.

10. Do not allow gaps or overlaps between periods. To create a set of periods with continuous date sequences, you can create a new period or use the Duplicate icon to copy the periods and enter the updates that you want.
11. Click the Details icon to navigate to the Period Details page to enter the rate for each line record.

    By default, Internet Expenses displays all records. You can use the Search function to display the records that you want.
12. If this is a Miscellaneous schedule, enter a Minimum Number of Days.

    This value specifies the minimum number of days that must be reported on an expense line to qualify for declaring miscellaneous expenses.
13. Enter the appropriate values for each line record. You can use the Mass Updates button to apply the same percentage to selected records.
14. Click Return to save your work and return to the Schedule Periods page.
15. Click Activate to activate the schedule.
16. Define expenses report templates, and assign expense categories and policy schedules to expense types. See: Defining Expense Report Templates, page 3-21.

Setting Up a New Airfare Policy Schedule

Set up airfare policy schedules to determine the class of air ticket that your employees can purchase. The setup for airfare policy schedules uses the Employee Roles rule to assign a specific ticket class to each employee role. Internet Expenses creates an "All Other" record to assign a ticket class to all roles not specified in the schedule.

You assign ticket class assignments at the schedule period level. You can create additional period records and change individual ticket assignments according to your company requirements.

To set up a new airfare policy schedule:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the Internet Expenses Setup responsibility for the applicable site.
3. Navigate to the Airfare expense category.
4. Click the Create New Schedule button to navigate to the General Information page.
5. Enter a Schedule Name and Description, and a Start Date for the schedule.
6. Use the Search Function, page 3-8 to create a list of employee roles for this schedule, then click Next to navigate to the Schedule Periods page.
7. Enter a Period Name and Start Date.
8. Click the Details icon to navigate to the Period Details page.

9. Select the Domestic and International Class of Ticket that you want for each employee, and the ticket class assignments to use for All Other employees.
10. Click Activate to activate the schedule.
11. Save your work.
12. Assign the Airfare expense category and policy schedules to expense types. See: Defining Expense Report Templates, page 3-21.

Creating Mileage and Per Diem Rate Schedules

Create mileage and per diem rate schedules for your employees to use when they submit expense reports. A rate schedule contains the rules and rates for calculating the reimbursable amounts for mileage and per diem. The Cash and Other Expenses page provides self service users with separate sections for entering and calculating mileage and per diem expenses. Internet Expenses adds these amounts to the user's credit card and receipt-based expenses to provide a total for an expense report.

A mileage rate schedule can take into account distance traveled, type and category of vehicle, type of fuel, and the number of passengers. A per diem rate schedule can take into account travel locations, rates per unit of time, and free meals and accommodations. Schedules for both expense categories also use the currency and employee role business rules.

When you create a new rate schedule, it is recommended to enter a start date prior to the system date, in order to make your new schedule available for expense reporting over the prior periods that apply to the schedule. If the schedule was assigned to expense types, Internet Expenses prompts you to automatically apply the same end date to each expense type. Once the system date is past the end date plus grace period, an end-dated schedule is no longer available in the Expense Report Templates window. See: Defining Expense Report Templates, page 3-21 for more information.

You can define rate schedules that reflect the guidelines of your company, or rate schedules that conform to the statutory requirements of countries that your employees visit. Because you define rate schedules at the site level, you can create different schedules with the guidelines appropriate to each division or sector of your operations.

Business Rules for Rate Schedules

Business rules determine the information that rate schedules use to calculate rates for mileage and per diem. A rate schedule consists of line records based on the combination of values belonging to each rule. For example, if a per diem rate schedule uses the Locations rule with three locations and the Time-Based Entry rule with four time intervals, the schedule calculates a different per diem rate depending upon the applicable combination of location and time interval that the user enters on the expense report.

The business rules for mileage rate schedules are:

- Currency
- Employee Roles
- Distance Thresholds
- Vehicle Category
- Vehicle Type

- Fuel Type
- Passengers

The business rules for per diem rate schedules are:

- Currency
- Employee Roles
- Locations
- Time-Based Entry
- Free Meals
- Free Accommodations

Currency

The Currency rule is the only mandatory rule for rate schedules. This rule determines the way in which Internet Expenses chooses a currency for the calculation of reimbursable amounts. See: Creating Policy Schedules, page 3-10.

Employee Roles

The Employee Roles rule takes into account the self service user's role in your company to determine valid rates. You can define individual rates for specific employee roles, and a single rate for all roles not specified in the schedule. Use the Search Function, page 3-8 to create a list of roles for the schedule

Mileage Rules

Distance Thresholds. The Distance Thresholds rule uses distance traveled to determine the reimbursable rate. This allows you, for example, to apply a different rate to an employee who travels under 100 miles to employees who regularly travel several thousand miles in the same time period. The schedule periods determine the periods of distance accumulated. Internet Expenses displays the current and two prior periods of distance data on the employee's Expenses Preferences page.

You create a set of intervals with designated mileage thresholds, and assign the rate to use for each interval. The value that you enter becomes the threshold for the first interval. For example:

Thresholds Entered	Intervals Created
3000	2 intervals: the first up to and including 3000, and a second interval greater than 3000.
100, 1000, 5000	4 intervals: the first up to and including 100; the second greater than 100 and up to and including 1000; the third greater than 1000 and up to and including 5000; the fourth greater than 5000.

Note: You can only have one rate schedule in use per operating unit at any given time that makes use of the Distance Thresholds rule. If you want to create and apply a new rate schedule that makes use of Distance

Thresholds, you must disable the previous schedule by applying an end date.

Vehicle Category. The Vehicle Category rule determines which vehicles are available for mileage reimbursement and the rate to use for each vehicle. Internet Expenses provides the categories Personal (employee-owned), Business (company-owned), and Rental (rented or leased). You can define additional categories in the Lookups window. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17. You can also specify for each category if the vehicle type and fuel type are required fields.

Vehicle Type. The Vehicle Type rule determines which types of vehicle and vehicle engine sizes are available for mileage reimbursement and the rate to use for each type. Internet Expenses includes a number of standard vehicle types, such as cars, vans, and motorcycles. You can define additional vehicle types in the Lookups window. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17.

Fuel Type. The Fuel Type rule determines which fuels used in vehicles are available for mileage reimbursement and the rate to use for each fuel. Internet Expenses includes a number of standard fuel types, such as gasoline, diesel, and electricity. You can define additional fuel types in the Lookups window. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17.

> **Note:** If you enable vehicle or fuel type rules, you may want to ensure that your use of vehicle attributes is consistent across all schedules for the same operating unit or expense report template. Otherwise the defaults that users define on their Expenses Preferences pages may not work in all cases.

Per Diem Rules

Passengers. The Passengers rule assigns a rate to use for each passenger in the vehicle (other than the driver). The calculated amount becomes part of the reimbursable amount according to this formula:

- (mileage rate * distance) + ((rate per passenger * number of passengers) * distance) = reimbursable amount

A passenger rate applies to the entire schedule period and not to individual line records. Because of this you can only use this rule if you choose Single Reimbursement as the Currency rule to use for the schedule.

Locations. The Locations rule takes into account the travel locations to determine valid rates. You can define individual rates for specific locations, and a single rate for all locations not specified in the schedule. Use the Search Function, page 3-8 to create a list of locations for the schedule. See also: Setting Up Locations, page 3-27.

Time-Based Entry. The Time-Based Entry rule lets you create different rates based on different time periods. This rule uses two settings:

- **Type of 24-hour period.** You can choose actual day (midnight to midnight) or a 24-hour period that begins from the per diem expense start time.
- Time intervals. Create different rates for different intervals of time within a 24-hour period.

This allows you, for example, to create different rates for full days worked (24 hours) versus partial days worked, such as half day (12 hours) or regular business day (8 hours).

Note: If an expense template has many per diem expense types, and only some of the per diem rate schedules use the Time-Based Entry rule, the Start and End Times, End Date, and Number of Days columns are hidden on the expenses entry multi-row pages. See also: Defining Expense Report Templates, page 3-21.

Free Meals. The Free Meals rule assigns deduction values for free meals during the expense reporting period. You can define a single deduction value or define deduction values for each meal type. After the user enters the number of free meals, Internet Expenses uses the deduction assignments on the schedule to calculate the total deduction for free meals. This deduction amount is then subtracted from the user's total reimbursable amount.

Free Accommodations. The Free Accommodations rule assigns either deduction or reimbursement amounts for free accommodation during the expense reporting period. After the user enters the number of free accommodation days, Internet Expenses uses either the deduction or reimbursement assignment on the schedule to calculate the total deduction or reimbursement for free accommodation. This amount is then subtracted from or added to the user's total reimbursable amount.

Modifying Business Rules

You can modify the business rule assignments to a rate schedule until you activate the schedule. Once you activate a schedule and assign it to an expense template, you cannot add or remove the business rules on a schedule.

You can apply end dates to rules records for Multiple Currencies, Locations, and Employee Roles; and the Mileage rules Vehicle Category, Vehicle Type, and Fuel Type. When the system date passes the end date plus grace period, Internet Expenses sets all schedule records that use end-dated rule values to the status Inactive. You can view the status of individual schedule records by clicking the History icon for a schedule or schedule period.

Prerequisites

Before you can set up rate schedules, you may need to complete one or more of these tasks:

- Define business groups, job roles, employee positions, and employee grades in Oracle Human Resources.
- Set up Oracle Payables for expense reporting. See: Setup Steps in Oracle Payables, page 2-17.
- Set up locations. See: Setting Up Locations, page 3-27.

Setting Up a New Mileage Rate Schedule

Set up one or more mileage rate schedules and schedule periods that you require for employee expense reporting.

To set up a new mileage rate schedule:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.

2. Select the Internet Expenses Setup responsibility for the applicable site.
3. Navigate to the Mileage expense category.
4. Click the Create New Schedule button to navigate to the General Information page.
5. Enter a Schedule Name and Description, and a Start Date for the schedule.
   - You may want to use a schedule name that identifies the usage of this particular schedule.
   - You can enter a Start Date prior to the system date in order to make this schedule available for expense reports over the prior periods that apply to the schedule.
6. Select *Miles* or *Kilometers* as the Distance Unit of Measure to use for the schedule.
7. Select the Currency Rule and the Optional Rules to use for this schedule.
8. Click Next to navigate to the Business Rules page.
9. Internet Expenses displays the schedule header information and the rules that you selected. See: Business Rules for Rate Schedules, page 3-16 for an explanation of each rule.
10. Select the values that you want for each rule, then click Next to navigate to the Schedule Periods page. See: Search Function, page 3-8 for more information.

    Internet Expenses displays the schedule header information and a line record for the first schedule period.
11. Enter a Period Name and Start Date. Internet Expenses defaults the schedule start date as the read-only start date for the first period. You must enter a start date for subsequent periods.
12. Do not allow gaps or overlaps between periods. If you want to create a set of periods with continuous date sequences, you can create a new period or use the Duplicate icon to copy the periods and enter the updates that you want.
13. Click the Details icon to navigate to the Period Details page to enter the rate for each line record.

    By default, Internet Expenses displays all records. You can use the Search Function, page 3-8 to display the records that you want.
14. If you selected the Passengers rule, enter the Rate Per Passenger.
15. Enter a value for each line record. You can use the Mass Updates button to apply the same percentage to selected records.
16. Click Return to save your work and return to the Schedule Periods page.
17. Click Activate to activate the schedule.
18. Assign the Mileage expense category and rate schedules to expense types. See: Defining Expense Report Templates, page 3-21.

Setting Up a New Per Diem Rate Schedule

Set up one or more per diem rate schedules and schedule periods that you require for employee expense reporting.

To set up a new per diem rate schedule:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Select the Internet Expenses Setup responsibility for the applicable site.
3. Navigate to the Per Diem expense category that you want.
4. Click the Create New Schedule button to navigate to the General Information page.
5. Enter a Schedule Name and Description, and a Start Date for the schedule.

   You may want to use a schedule name that identifies the usage of this particular schedule.
6. Select the Currency Rule and the Optional Rules to use for this schedule.
7. Click Next to navigate to the Business Rules page. See: Business Rules for Rate Schedules, page 3-16 for an explanation of each rule.
8. Internet Expenses displays the schedule header information and the rules that you selected.
9. Select the values that you want for each rule, then click Next to navigate to the Schedule Periods page. See: Search Function, page 3-8 for more information.

   Internet Expenses displays the schedule header information and a line record for the first schedule period.
10. Enter a Period Name and Start Date. Internet Expenses defaults the schedule start date as the read-only start date for the first period. You must enter a start date for subsequent periods.
11. Do not allow gaps or overlaps between periods. If you want to create a set of periods with continuous date sequences, you can create a new period or use the Duplicate icon to copy the periods and enter the updates that you want.
12. Click the Details icon to navigate to the Period Details page to enter the rate for each line record.

    By default, Internet Expenses displays all records. You can use the Search Function, page 3-8 to display the records that you want.
13. Enter a value for each line record. You can use the Mass Updates button to apply the same percentage to selected records.
14. If you selected the Free Meals or Free Accommodations rule, in the Free Items Calculation Method column choose whether to enter percentage values or specific amounts.
15. Click Return to save your work and return to the Schedule Periods page.
16. Click Activate to activate the schedule.
17. Assign the Per Diem expense category and rate schedules to expense types. See: Defining Expense Report Templates, page 3-21.

Defining Expense Report Templates

Use the Expense Report Templates window to define expense report templates for Internet Expenses. A template contains a list of expense items, and the default information for each item, that self service users can enter on their expense reports. You

must define at least one template in order for users to submit expense reports using Internet Expenses.

Expense items and their definitions, category and schedule assignments, and default values appear on choice lists in the Internet Expenses entry pages as *expense types*. The expense report template includes rate and policy schedule information for each expense type. The schedule default values that you can define for expense types are the expense category and the rate or policy schedule.

You choose an expense category and corresponding rate or policy schedule that you previously defined for each expense type. Once you choose an expense category, you can only choose a schedule related to this category from the list of values in the Policy Schedule field. The one exception to this is the use of the Employee Roles rule. If a schedule uses the Employee Roles rule and a business group is specified for the rule, Internet Expenses does not display a schedule if the business group is different from the business group to which the operating unit belongs.

If you choose the Mileage or Per Diem category, you must either choose a rate schedule or the Calculate Amount check box in order for Internet Expenses to calculate reimbursement rates. If you choose any other category, the assignment of a policy schedule to an expense type is optional. If you do not choose a policy schedule for an expense type, Internet Expenses does not apply schedule policy validations to that item.

Use the Itemizations window to define itemization behavior for expense items. You can define itemizations for all policy schedule expense categories (Accommodations, Airfare, Car Rental, Meals, Miscellaneous). Itemization behavior includes:

- **Itemization required** Identify the expense types that employees must itemize on the expense report.
- **Itemization lists** Create the list of items to itemize for each expense type.

Once you assign a category and schedule to an expense type and save your work, you cannot change the assignments. To change an assignment, you must instead apply an end date to the record and create a new record. When you apply an end date to an expense type, it is no longer available in the Expense Type choice list on expense reports. Internet Expenses will continue to process expense reports with end-dated expense types that had already been submitted, unless the expense report is rejected.

> **Note:** When you apply an end date to an expense type that is part of an itemization setup, you must take into account this behavior:
>
> - the expense type no longer appears in the Itemization page.
> - if all of the expense types in an itemization are end-dated and this itemization is required, then expenses entry will no longer require this itemization.

Prerequisites

Before you can define expense report templates for Internet Expenses, you must:

- Set up Oracle Payables for expense reporting. See: Setup Steps in Oracle Payables, page 2-17.
- Define rate and policy schedules. See: Setting Up Schedules in Oracle Internet Expenses, page 3-4.

- If you intend to capture additional information for expense items on expense reports, define additional expense fields for expense types. See: Setting Up Expense Fields, page 3-34 for more information.

To define an expense report template:

1. Log in to Oracle Applications with the user name and password appropriate for the installation.
2. Navigate to the Expense Report Templates window.
3. Enter a Template Name and Description.
4. Check the Enable for Internet Expenses box.
5. Enter the first Expense Item.
6. Select an Expense Category and Type for this expense item.
7. Select a corresponding rate or policy schedule in the Policy Schedule field. If this is a Mileage or Per Diem expense category, you must enter a rate schedule, unless you check the Calculate Amount box.
8. If you intend to capture additional information for this expense item on expense reports, select the Expense Data Rule to use.
9. Check the Viewable From All Templates box, if you want this expense item to appear as an expense type on every Internet Expenses-enabled template. The expense item also appears in the Itemizations window.

   Note: If the expense item has an itemization setup associated with it, this itemization setup is only applicable to the expense report template it is created under.

10. Use the Require Receipt For and Require Receipt Above fields to determine the required receipt behavior for the expense item.

    If you assign a Mileage or Per Diem category to this expense item, then these fields are disabled.

11. In the Justification Required field:
    - Enter *Yes*, if you want users to enter a justification for this expense item.
    - Enter *Yes with Violation*, if you want users to enter a justification for this expense item only when there is a policy violation.

    If you assign a Mileage or Per Diem category to this expense item, then the Justification Required field is disabled.

12. If you want to define itemizations for this expense item, choose the Define Itemizations button to navigate to the Itemizations window.
13. Check the Itemization Required box if you want mandatory itemization for this expense item.
14. Check the Allowed in Itemization box for each expense item to include in this itemization, or check the Include All box to include all expense items.
15. Complete the remaining fields for this expense item.
16. Save your work.

17. Repeat steps 5 to 16 for each expense item that you want to define for this expense report template.

Related Topics

Expense Report Templates, *Oracle Payables User Guide*

Defining Operating Units

If your company uses multiple operating units, set up and maintain the list of operating units that require Internet Expenses definitions. The operating units that you select appear in the definition tables on all applicable setup pages. The features in Internet Expenses that require setup at the operating-unit level are:

- Exchange rates
- Merchant VAT
- Accommodations, airfare, car rental, mileage options, and meals expense lines
- Audit Automation

The first time that you access the Internet Expenses Setup responsibility, the system defaults to your own operating unit and displays the Context tabbed region for you to set up a list of operating units. You can use the Context tab at any time to update the list of operating units.

You can perform setup tasks that are operating unit-specific for every operating unit that you define, or for your single operating unit if you have not defined operating units.

> **Note:** If you have function security enabled with access only to the operating unit you are assigned, or if you do not use Multi-Org functionality, then you do not have access to this setup page.

Defining operating units. Define a list of active operating units in the Context tabbed region. The operating units in this list appear in the definition tables on all pages that require setup at the operating-unit level. If you do not define a list of operating units, you can only perform setup on the one operating unit that the Internet Expenses Setup responsibility is assigned to.

Removing operating units. You can remove operating units from the current list at any time. If you have already assigned definitions to an operating unit that you want to remove, the definitions remain active.

Setting Up Expense Allocations

Set up Internet Expenses to allow updating and validation of accounting flexfield segments for individual expense lines. When enabled, users can update the accounting flexfield segment assignments on the individual expense lines of their expense reports. This is useful, for example, for users who consistently charge expenses to accounts that are not a part of their usual accounting. Internet Expenses can provide automatic validation of the account code combinations that users enter. Managers can review the account code combinations on expense reports.

There are two tasks to complete for setting up expense allocations:

- Use the Internet Expenses Setup responsibility to set up accounting flexfield behavior for your company charts of accounts. For each chart of accounts, you define which segments of the accounting flexfield are visible on expense lines, and which of the displayed segments are updatable by the user.
- Use the OIE: Enable Expense Allocations profile option to enable expense allocations according to your requirements. You can set the display of accounting flexfield segments and online validation as user-defineable or automatic. See: Specifying Values for Internet Expenses Profile Options, page 2-12 for more information.

When enabled, automatically or by the user, an additional page called Expense Allocations appears on the expenses entry pages just before the Review page. On this page the user can update accounting flexfield segments for either a single expense line or a group of expense lines.

Defining Accounting Flexfield Segment Behavior

Use the Chart of Accounts pages to designate the display of accounting flexfield segments on expense reports. The default for each chart of accounts is that accounting flexfield segments are not displayed.

Prerequisites

Before you can define accounting flexfield behavior, you must:

- Define your charts of accounts.
- Define a set of books.

Setup Pages

For each chart of accounts, you have these options to define the behavior of each accounting flexfield segment:

- *Disabled* - The segment does not appear on expense lines.
- *Read-only* - The segment appears on expense lines, but users cannot update the default value displayed.
- *Enabled* - Users can update the default segment value.

Important: You cannot set the natural account segment to Enabled.

Note: The lists of values on the Expenses Entry: Expense Allocations page do not exclude segment parent values. If you do not want the parent values to appear, you must either set up your chart of accounts to not allow posting (via segment value qualifiers) or use security rules.

Security Rules

You can define security rules to restrict user access to certain account segment values. For more information see Defining Security Rules, *Oracle Applications*.

Value Set Validation

You can use the following value set validation types with Oracle Internet Expenses:

- None

- Independent
- Dependent
- Table

Expense Allocation Updates and Validation

When a user enters an expense report, Internet Expenses defaults the user's cost center and account for the expense report, based on the human resources setup of the accounting flexfield. If enabled, users can change the cost center at the header level for the expense report. For line-level expense allocations, users can make changes to account segments according to the expense allocations setup, including expense lines where the expense type is assigned a particular account on the expense report template.

The hierarchy of changes to the default expense account take precedence in this order:

- **Expense Allocations.** If expense allocations is enabled, the updates to expense allocations for individual expense lines.
- **Expense Report Template.** If defined, the expense account assigned to an expense type in the GL Account field of the Expense Report Templates window. Updates apply to all expense lines that use this expense type.
- **Expense Report Cost Center.** Update of the default cost center for the expense report by the user or by the Default Cost Center Procedure of the Validations and Defaults client extension.
- **Human Resources Setup.** Changes to the human resources setup of the accounting flexfield.

If the expense report is project-related and the user enters projects for expenses, then the accounts created by the Project Expense Report Account Generator take precedence over any of these changes. See: Project Expense Report Account Generator, page 2-41 for more information.

> **Note:** You cannot update expense allocations on expense lines that are charged to an Oracle Projects project and task.

Example of Expense Account Updates

This example illustrates the update hierarchy described above.

Assume this setup for expense reports:

- Accounting flexfield: Company.CostCenter.NaturalAccount.Product
- Default expense account: 01.100.6100.0000. This is the HR setup for the user.
- GL account assigned to item type *Telephone:* 01.100.6100.7000

The following updates are applied to the expense account and expense lines:

- **Update:** Human resources setup changes the expense account Natural Account segment to 6000.

  Result: The default expense account becomes 01.100.6000.0000.
- **Update:** User changes the default cost center for the expense report to 110.

  Result: The expense account for this expense report becomes 01.110.6000.0000.
- **Update:** User enters the expense type *Telephone* on an expense line.

Result: The expense account for the telephone expense line becomes 01.110.6000.7000.

- **Update:** The user updates the Product segment expense allocation for the telephone expense to 1000.

  Result: The expense account for the telephone expense line becomes 01.110.6000.1000. The rest of the expense report remains allocated to the expense account 01.110.6000.0000.

Validation of Accounting Code Combinations

During expenses entry, the system validates changes to account code combinations on expense lines only. If you enable online validation with the OIE: Enable Line Level Accounting profile option, then the validations occur prior to submitting the expense report. If you do not enable online validation, or if the expense report is project-related, then validation occurs during the workflow process.

These updates to the expense account are validated at the expense report header level:

- Updates to the HR setup for the expense account.
- Updates to the default cost center for the expense report.

These updates to the expense account are validated at the expense report line level:

- Updates to an expense line using an item type that has a GL account assignment on the expense template.
- If expense allocations is enabled, updates to individual expense lines.

  Note: Internet Expenses allows the use of dynamic insertion, if permitted by your validation rules.

If the expense report fails in workflow due to validation errors, the Notification page sent to your designated personnel provides a drilldown to review and update the applicable expense lines.

After expense report submission, Internet Expenses provides approvers with the details of all accounting flexfield segment updates on the expense report.

Setting Up Locations

Set up and maintain a list of locations that your company uses for expenses reporting. Internet Expenses uses location information for:

- **Merchant fields** Certain countries require the reporting of VAT on expense receipts. You can set up fields to capture merchant information to reclaim VAT for each applicable location. See: Setting Up Merchant Fields, page 3-36.
- **Per diem calculations** The per diem rate schedules you define can use location information to determine an employee's per diem rate. See: Creating Mileage and Per Diem Rate Schedules, page 3-16.
- **Policy compliance** The policy schedules you define can contain expense reporting rules based on location. See: Creating Policy Schedules, page 3-10.

You maintain a list of locations that are available for expenses reporting. These locations appear as valid choices in the merchant fields, per diem and policy compliance schedule

setup pages, and in self-service users' expense reports. You can add locations or apply end dates to locations as often as you need.

If you have more than one language installed in your system, you can translate location information from the base language into each installed language. The translation of location information is a manual process that is not validated by Internet Expenses.

There are three tasks related to the setup of location information:

- Define and maintain a list of locations.
- Translate locations into all installed languages.
- Apply end dates to locations.

Prerequisite

Before you can set up locations in Internet Expenses, you must set up countries and territories.

Defining Locations

Enter and maintain the list of locations that your employees need for expenses reporting. You can update location information and add new locations to your list at any time. You cannot delete locations, but you can deactivate a location by using the End Date field.

Use the Define Locations page to enter locations. If you have existing location records, you can use the Search Function, page 3-8 to display the records that you want.

The important fields for defining locations are:

- **Location** This is a user-defined field that identifies the specific location, often a city, town, or province within a country or territory. If you only need to refer to an entire country, you can also enter the country name here. The location values that you define here appear on all related setup pages and on expense reports.
- **Description** This is a user-defined field that explains the scope of this particular location.
- **Country/Territory** Choose the country or territory for the value that you entered in the Location field from the list of values.
- **End Date** Use this field to enter a final active date for this location. See: Applying End Dates to Locations, page 3-29.
- **Undefined Locations and Description** You must create an All Other Locations record for Internet Expenses to use for all locations that you do not specifically define.

The combination of values for Location, Description, and Country/Territory identifies a single location record. Each location record must be unique. You can define several locations in one country or territory, and use the Description field to specify the use of each record. For example, create an "All Other" record to identify travel to regions of a country that do not have their own location record.

This table provides an example of location records:

Location	Description	Country/Territory
San Francisco	San Francisco metropolitan area	United States
New York, NY	New York City	United States
United States	All other US locations	United States
London	Greater London area	United Kingdom

> **Note:** If your company has a credit card program, define your locations so that they match the locations on your credit card transactions. This helps ensure that Internet Expenses defaults location information correctly on expense reports.

For consistency of data entry, it is recommended to define locations as city only or city and state/province combinations. For city and state/province combinations, use a comma + space format, for example, San Francisco, CA.

If you want to enter country locations, use the country name only--do not create city/country combinations (such as Paris, France). Use the same delimiter scheme for all records.

Translating Locations

The Expenses Locations page displays a table of the languages installed in your system. The table indicates the status of the translation of locations into each language [Fully Translated - Yes/No]. To translate location information, click on the Translate icon of the language that you want in order to display its Translate Locations page.

Use the Translate Locations page to translate location records into an installed language. You can use the Search Function, page 3-8 to display the records that you want. The search results table displays location records with updatable fields for:

- Undefined Locations and matching Description.
- Location and matching Description for each location record.

Internet Expenses displays the base language values for you to use as a reference for your translations. Internet Expenses does not validate the accuracy of your translations.

When you have finished translating records and click Done, Internet Expenses returns to the Expenses Locations page and marks *Yes* in the Fully Translated column of the applicable language.

Once Internet Expenses marks a language as Fully Translated, this validation is not reversed. It is up to the responsible administrator to ensure the translation of current location records and all new location records into each installed language.

Applying End Dates to Locations

Apply end dates to location records to remove them from the list of locations. If you set a value other than null in the OIE: Grace Period profile option, then the location remains active until the system date is passed the end date plus grace period days. See: Specifying Values for Internet Expenses Profile Options, page 2-12 for more information.

Internet Expenses applies these rules to the use of end-dated locations on schedules and expense reports:

- If you want to use a location that has a future end date on a schedule, then you must apply an end date to the schedule on or before the location end date.
- If you apply a future end date to a location that is in use by one or more schedules, the location remains active on all rate and policy schedules until the system date passes the end date plus grace period. Once the system reaches this date, the location is no longer available for selection in schedules.
- You cannot apply an end date to a location that is in use by an active rate or policy schedule. If you want to apply an end date to the location, you must either apply an end date to the location record in all schedules that use the location or apply an end date to all the schedules.
- You cannot use a location on an expense report where the receipt date is later than the location end date.

Locations in Expense Entry

Your location setup determines the display and behavior of location information on expenses entry pages.

Multi-row pages

These pages display location fields only if all expense types use location-based schedules, unless you have merchant fields enabled. If you have merchant fields enabled, then Internet Expenses always displays location fields with a list of values.

The list of values contains:

- For receipt-based expenses, all active locations used on all location-based schedules and on enabled merchant fields per operating unit. For enabled merchant fields, this includes all countries defined for all operating units.
- For per diem expenses, only those locations used on the schedule, even if you have merchant fields enabled.

Details pages

If there is no schedule assigned, or if the assigned schedule is not location-based, then these pages display location fields for text entry only. If the assigned schedule is location-based, or if you have merchant fields enabled, then Internet Expenses displays location fields with a list of values.

Expenses Preferences page

The list of values in the location field contains the sum of all active locations used on all location-based schedules and on enabled merchant fields. For enabled merchant fields, this includes all countries defined for all operating units.

Policy Validation

If the expense report uses both location-based schedules and merchant fields, Internet Expenses applies policy validation in this way:

- For receipt-based expenses, if the end user enters a location that is not defined on the schedule but is defined for merchant fields, then policy validation is against the schedule record that uses the Locations All Other value. If the end user enters a location that is not defined for merchant fields but is defined on the schedule, then

policy validation is against the schedule record that uses that location and the merchant fields All Other value.

- For per diem expenses, Internet Expenses only uses those locations used on the schedule. In this case, the user must enter the All Other value if no location on the schedule applies.
- For locations defaulted from credit card transactions, the defaulted value is validated against the schedule and merchant fields lists of values.

  Note: There is no location validation against text-entry location fields.

Defaulting Locations for Credit Card Expenses

For expense reports with location-based schedules, Internet Expenses attempts to default a value in the Expense Location field. Internet Expenses attempts to default a location by finding a match between the location information in the credit card transaction and your location setup. It attempts to find a match in this order:

- Look for a match for <city>, <state/province>;
- Look for a match for <city> only;
- Look for a match for <state/province> only;
- Look for a match between the credit card merchant country, if there is one, and country-only location setup.

Internet Expenses only defaults a location if there is one exact match. Internet Expenses does not default a location if there are multiple matches.

Defining Approval Notes Languages

You can define a language to use in each available operating unit in your company for approval communications that are sent to users concerning the auditing of expense reports.

The language you define applies to the seeded messages in the Audit Expense Reports page that are used by these functions:

- Return Reason (used for Request More Information and Reject)
- Standard Instructions (used for Request More Information and Reject)
- Audit Issue
- Audit Issue Instructions

If you do not define an approval communication language for an operating unit, then Internet Expenses uses the operating unit base language.

Note: Text entered by auditors and users always displays in the language it was entered in.

Defining Future-Date Tolerances

You can define a future-date tolerance each available operating unit in your company. A future-date tolerance determines how Internet Expenses manages the submission of future-dated expense reports. Employees can submit future-dated expense reports according to the values that you specify.

You can define a warning tolerance and an error tolerance for each operating unit. A warning tolerance sends the user a warning message after the specified number of days. An error tolerance prevents submitting future-dated expense reports after the specified number of days.

You enter tolerance values in days. Internet Expenses adds the number of days you enter to the system date to determine the tolerance level. If you enter a tolerance value of 0, then users receive a warning or cannot enter an expense date greater than the system date.

> **Note:** To prevent problems with time zones, Internet Expenses adds one day to the future-date tolerances that you define.

Setting Up Exchange Rates Behavior

Define exchange rate behavior for each operating unit in your company. Internet Expenses uses the definitions that you enter to validate the exchange rates that users enter for foreign currency receipts. Exchange rate behavior applies only to cash and other expenses, and not to credit card expenses.

If a user enters an exchange rate value, or overrides a defaulted value, the value entered is validated against the current exchange rate definitions. If the exchange rate value violates these definitions, Internet Expenses responds according to the setting of the OIE: Enable Policy Validations profile option. See: Specifying Values for Internet Expenses Profile Options, page 2-12.

> **Note:** The exchange rate that defaults into a self-service user's expense report is not necessarily the exchange rate from the GL Daily Rates table, but the policy exchange rate, which is the GL Daily Rates table exchange rate plus any allowance that you set in the Define Exchange Rate Behavior page.

A common situation that necessitates validating exchange rates is when users enter the inverse rate of what they should enter. For example, if the currencies involved in an expense report are British pounds sterling (GBP) and US dollars (USD), the conversion rates approximate to 1 GBP for every 1.5 USD, or 1 USD for every .67 GBP. Users traveling from the United States to the United Kingdom should use a receipt exchange rate of .67 but may instead enter 1.5. Internet Expenses then treats this as a policy violation out of tolerance.

You set exchange rate behavior definitions for each operating unit in the Define Exchange Rate Behavior page. The definitions for exchange rate behavior include the defaulting behavior of an exchange rate into an expense report, exchange rate types, exchange rate percentage allowances, and exchange rate tolerances for individual currencies.

> **Important:** You must define exchange rates for the currencies that you intend to use on expense reports before you set up policy schedules. If an exchange rate is not defined for a reimbursement currency, then Internet Expenses cannot record any policy violations that may occur on the applicable expense lines.

Prerequisites

Before you can set up exchange rates in Internet Expenses, you must:

- Define currencies.

- Set these Currency Payables Options in the Payables Options window:
  - Check the Use Multiple Currencies box.
  - Check the Require Exchange Rate Entry box.
- If necessary, define exchange rate types.
- Define a list of active operating units. See: Defining Operating Units, page 3-24.

To set up exchange rates:

1. Navigate to the Exchange Rates page.

   The Exchange Rates page displays the active operating units and their current exchange rate definitions.
2. Click Define Defaults to navigate to the Define Exchange Rate Behavior page.
3. If necessary, use the Search Function to display the operating unit records that you want.
4. Navigate to the first operating unit record.
5. Select the Enabled check box.

   Set exchange rate behavior Set the basic exchange rate behavior and allowances for each operating unit.
6. In the Default Exchange Rates field, select:
   - *Yes*, to default the exchange rate without allowance.
   - *Yes, with Allowance*, to default the exchange rate with allowance.
   - *No*, to enter an exchange rate manually.
   - *User Definable*, to allow the user to decide whether to default exchange rates.

     Selecting *User Definable* activates the Default Exchange Rates check box in the Expenses Preferences page. Users can check this box to default exchange rates into their expense reports, or leave the box unchecked to enter exchange rates manually.
7. Enter an Exchange Rate Type.
8. Enter a value in the Exchange Rate Allowance % field. The Exchange Rate Allowance field is used for the following purposes:
   - To define any policy violation limits.
   - To default an exchange rate with a percentage allowance. This field is only used for defaulting purposes if the Default Exchange Rate Fields is set to *Yes*.

   When the field is used for defaulting purposes, the value you enter increases the exchange rates in the GL Daily Rates table by the percentages you enter. For example, you can add a percentage allowance to allow for less favorable rates for travel abroad.
9. In the Default Tolerance % field, you can enter an exchange rate fluctuation tolerance to use for all currencies in this operating unit. The fluctuation tolerance is applied to the base exchange rate plus the exchange rate allowance percentage that you previously defined, if there is one. The *base exchange rate* is the exchange rate derived from the GL daily rates table for the applicable currency on the applicable expense date.

The *defined exchange rate* is the base exchange rate plus any allowance that you defined.

The fluctuation tolerance lets users enter a value for the exchange rate above the defined exchange rate without generating a policy violation.

> **Note:** Tolerances are only enforced when the OIE: Enable Policy profile option is set to *Prevent Submission*. See: Specifying Values for Internet Expenses Profile Options, page 2-12.

Define tolerance levels for individual currencies Use the Define Tolerances page to define an exchange rate fluctuation tolerance for individual currencies. This is useful, for example, for countries that experience significant fluctuations in their short-term exchange rates.

10. Click the Tolerance Details icon to display the Define Tolerances page.
11. Use the Search Function to display the currencies that you want.
12. In the Tolerance % fields, enter the fluctuation tolerance for each currency.
13. In the Default Tolerance % field, enter the fluctuation tolerance to use for all other currencies in this operating unit. If you define tolerances for individual currencies, then you must enter in this field the fluctuation tolerance to use for all currencies not specifically defined.
14. Save your work.

    Once you define tolerances for individual currencies, the Individual Currencies Tolerance % column in the Exchange Rates page is set to *Yes*.
15. Repeat steps 5 to 13 for each operating unit.

Conversion Rates, *Oracle General Ledger User Guide*

Setting Up Expense Fields

Set up additional fields for your rate and policy schedules to capture detail information on expense lines. Additional fields can capture expense category information for statutory or company requirements, such as monitoring transaction activity with merchants that have special arrangements with your company, or capture information for individual expense types, such as special company expenses like entertaining customers or employee incentives.

You can set up additional fields that apply either to an expense category or to individual expense types. When a user chooses an expense type that is assigned an additional field rule, or is assigned to an expense category with additional field definitions, the defined fields appear in the Additional Information section of the Expense Line Details page. If you have defined descriptive flexfields for an expense type, these flexfields also appear in the Additional Information section. See: Setting Up Descriptive Flexfields, page 2-29

When you define additional fields, you set the field behavior of each additional field that you want to use. The available behaviors for each additional field are:

- *Disabled*. The field does not appear (this option is not available for the Merchant fields).
- *Enabled*. The field appears, but entry is optional.
- *Required*. The field appears, and entry is mandatory.

Note: For the Merchant Name settings, the value *Required* takes precedence over the value *Enabled*.

Setting Up Expense Category Fields

Define additional expense fields for an expense category using the Expense Category pages. You set the definitions for an expense category at the operating unit level. The fields you define appear on all expense reports for the given operating unit.

Before you can set up additional fields for an expense category, you must define a list of active operating units. See: Defining Operating Units, page 3-24.

This table describes the additional fields available for each expense category.

Expense Category	Field/Option Name	Purpose
Accommodations	End Date	Provide an end date to confirm the validity of this accommodation line.
Accommodations	Merchant	The name of the accommodation service.
Airfare	Merchant	The airline name.
Airfare	Class of Ticket	First Class, Business, Coach.
Airfare	Ticket Number	The ticket number.
Airfare	Location From	The originating location.
Airfare	Location To	The destination location.
Car Rental	Merchant	The name of the car rental service.
Meals	Number of Attendees	The number of attendees.
Meals	Attendees	The names of the attendees.
Mileage	Distance Unit of Measure	Use *Miles* or *Kilometers* as the default unit of measure.
Mileage	Daily or Trip Distance	Enter either the daily distance traveled or the total trip distance.
Mileage	Location Fields	Designate the locations traveled To and From.
Mileage	Vehicle License Plate Number	Enter the license plate number of the vehicle used for travel.

These exceptions apply to expense category field settings:

- Expense type field settings override expense category field settings. For example, if an expense type rule is enabled, the Number of Attendees field and Attendees field for the Meals category are not displayed on Expenses entry pages, even if you set these fields as Enabled or Required in the expense category setup.

- If an Airfare policy schedule is used on an expense report, then Class of Ticket is always a required field. This field is not affected by the settings you apply in the expense category setup.
- If a Meals policy schedule uses the Daily Sum option of the Daily Limits rule, then the Meals Number of Attendees field and Attendees field are not displayed.

Setting Up Expense Type Fields

Define additional expense fields for an expense type using the Expense Type Data Rule pages. Use these pages to create rules for capturing additional data for an expense type. The rules you define indicate the behavior for collecting information about employees and/or non-employees for expenses that relate to attendees or recipients.

You first determine whether this rule pertains to employees, non-employees, or both. You then indicate whether to require the inclusion of the employee entering the expense report as an attendee or recipient.

> **Note:** Internet Expenses considers contingent workers, such as temporary employees, consultants, and contractors, as non-employees. Contingent workers do not appear in lists of values that pertain to employees only.

For non-employees, first select the types of attendees and recipients to include in this rule. You can choose as many types as apply. You can also add to the list of attendees and recipient types by adding new lookup codes for the lookup type OIE_ATTENDEE_TYPE. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17 for more information.

> **Note:** If the rule includes non-employee information, you must select at least one attendee or recipient type.

After you select attendee and recipient types, indicate the field behavior to use for each of the additional fields. If you set a non-employee attribute to *Required*, then users must enter at least one non-employee recipient or attendee.

The fields you define for a particular rule appear on all expense reports for the given expense types assigned this rule. You assign expense type data rules to expense types in the Expense Report Templates window. See: Defining Expense Report Templates, page 3-21 for more information.

Setting Up Merchant Fields

Set up additional fields on detailed expense lines to capture merchant information for expenses incurred in other countries. You can use this information for VAT reporting and for statistical purposes, such as using line-level merchant information when you reclaim VAT paid to domestic and foreign tax authorities for employee expenses, or capturing merchant information required by tax authorities for statutory reporting.

Use the Define Merchant Fields page to define a set of merchant field records. A single merchant field record consists of a particular location and the settings for each merchant field to use with this location. This table shows the merchant fields and their corresponding purpose.

Field Name	Purpose
Merchant Name	The name of the supplier.
Merchant Receipt Number	The receipt number for this expense line.
Merchant Tax Registration Number	The supplier tax registration number.
Merchant Taxpayer ID	The supplier taxpayer ID number.
Merchant Reference	Additional supplier reference, such as contact name, address, or purchase order number.

The available behaviors for each field are:

- *Disabled*. The field does not appear (this option is not available for the Merchant Name field).
- *Enabled*. The field appears, but entry is optional.
- *Required*. The field appears, and entry is mandatory.

For each applicable operating unit, create a set of records for every location that your company uses for expenses reporting. You should create records for every country or territory that you report on and claim VAT. You can also create a setting for all locations not specifically defined in the operating unit.

Check the Enabled box to activate merchant usage for each location that you define. You can, for example, define locations and leave the Enabled boxes unchecked to activate usage at a later time. If all Enabled boxes remain unchecked, then Internet Expenses does not use the merchant field functionality for this operating unit.

> **Note:** The Merchant Name field setting in the Merchant Fields page takes precedence over the Merchant field settings in the Expense Fields pages.

Reporting on Merchant Information

After users submit merchant information on an expense report, this information is transferred to the invoice created in Oracle Payables. You can report on merchant information contained in these invoices using the Financial Tax Register. In the Financial Tax Register, set the Third Party Reporting Level parameter to *Merchant*. See: Financial Tax Register, *Oracle Receivables Tax Manual* for more information.

Prerequisites

Before you can set up additional merchant fields, you must:

- Set up countries and territories.
- Define locations for Internet Expenses. See: Setting Up Locations, page 3-27.
- Define a list of active operating units. See: Defining Operating Units, page 3-24.
- Set profile options for tax calculation. See: Integrating with Oracle System Administration, page 2-12.
- Set up Oracle Payables for tax calculation and reporting. See: Setup Steps in Oracle Payables, page 2-17.

To set up merchant fields:

1. Navigate to the Merchant Fields page.

   The Merchant Fields page displays a table with the available operating units and their update history.

2. Click the Define icon for the first operating unit that you want.

   Internet Expenses displays the Define Merchant Fields page for the selected operating unit.

3. Enter a location in the first Country/Territory field.

   You can only enter countries and territories that you use in location records.

4. Set the behavior of each of the merchant fields.

5. Check the Enable box to activate this record.

   > **Note:** If you have set up tax calculation, then activated records are immediately available for expenses entry.

6. Repeat steps 3 to 5 for each location that you want to define.

7. In the header region, set the behavior of each of the merchant fields for all locations not defined in the table.

   The header region becomes activated once you check at least one Enabled box.

8. Save your work.

9. Repeat steps 2 to 8 for each operating unit.

Setting Up Credit Card Policies

In the Use Policy subtab, you can define the policies for credit card usage and enforcement of transaction submission.

Defining credit card policies

Use the Define Credit Card Usage page to set your usage policies. Usage policies encourage employees to use their corporate credit cards for certain expenses. You can limit the amount of cash expenses an employee can report for certain expense categories. Employees who exceed the predefined limit receive a message reminding them to use their corporate credit card for this kind of expense. The auditor and manager are also notified of the policy violation.

Defining credit card transaction submission policies

Use the Enforce Credit Card Transaction Submission page to encourage employees to submit their credit card expenses promptly. You can enforce submission by setting an age limit for the transactions. Internet Expenses compares the system date to the posted date of the transactions to determine if a transaction is older than the limit. If an employee has unsubmitted transactions older than the age limit, the employee is prevented from submitting cash only expense reports until they submit at least one outstanding credit card transaction.

Setting Up Credit Card Expense Mapping

You can use credit card expense mapping to default expense types when users select and add transactions to expense reports. Use card expense mapping rules in Internet Expenses to associate your credit card provider's transaction codes with card expense types. Transaction codes, such as MIC (Major Industry Codes) or SIC (Sub Industry Codes), are assigned to transactions by the credit card provider and are used to indicate the type of goods or service that the transaction was for.

Once you have associated these transaction codes with card expense types, map the expense types in Oracle Payables to expense items. Internet Expenses uses these expense items as the default expense types for transactions during credit card expense entry.

Tasks to Perform for Credit Card Expense Mapping

1. Create a new lookup in the Oracle Payables Lookups window using your credit card provider transaction codes. Enter the credit card provider transaction codes as values for the new lookup. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17 for more information.
2. If you need additional card expense types, extend the Card Expense Type lookup (CARD_EXPENSE_TYPE) in the Oracle Payables Lookups window.
3. Define a mapping rule using the new lookup you defined in step 1 as the source. The mapping rule associates the transaction codes with the card expense types. See: Defining Mapping Rules, page 3-40 for more information.
4. In the Card Programs window, select the column that stores the card provider transaction codes during transaction loading. Make sure you select the column that corresponds to the transaction codes that you used in step 1. See: Defining Credit Card Programs, page 2-35 for more information.
5. In the Card Programs window, select the mapping rule you defined in step 3. During validation, the system uses the mapping rule to store the appropriate card expense type value in the FOLIO_TYPE column. See: Defining Credit Card Programs, page 2-35 for more information.
6. In the Expense Report Templates windows, assign the card expense types to expense template items. See: Defining Expense Report Templates, page 3-21 for more information.

> **Note:** If you are using the combined load and validate concurrent programs, and you don't define mapping rules, the FOLIO_TYPE column will either not have a value, or default to one of the following values: Air, ATM, Car Rental, Hotel, or Restaurant.

Process Flow

The system references the Source Column specified for the credit card program to determine which column in the AP_CREDIT_CARD_TRXNS_ALL table to obtain the transaction codes from. For each transaction, the system attempts to match the source column transaction code to the value used in the mapping rule. If a match is found, the system stores the associated card expense type value in the FOLIO_TYPE column. If no match is found, the system uses the mapping rule's default card expense type value. If no default is provided, the FOLIO_TYPE will be null.

For example:

- The default card expense type is set to Miscellaneous
- Family Restaurant SIC code is mapped to the Meals card expense type
- Fast Food Outlets SIC code is not mapped to a card expense type
- The template expense item has the same name as the card expense type

When the validation program is run, Meals is stored in the FOLIO_TYPE column for credit card transactions that have the Family Restaurant SIC code. During expenses entry, the Meals expense type defaults for these transaction. For credit card transactions that have the Fast Food Outlets SIC code, Miscellaneous is stored in the FOLIO_TYPE column. During expenses entry, the Miscellaneous expense type defaults for these transactions.

Defining Mapping Rules

To define mapping rules:

1. Create a mapping rule for your provider's credit card transaction codes.
   - Log in to Oracle Applications with the user name and password appropriate for the installation.
   - Select the Internet Expenses Setup and Administration responsibility for the applicable site.
   - Navigate to the Card Expense Mapping page.
   - Click the Create Mapping Rules button.
   - Create a mapping rule for each lookup type that you need by completing the required fields. For the Lookup Type, select the lookup that you created in step 1 of the overview.
   - Click the Continue button to proceed to create the mappings for the mapping rule.
2. Create the mappings for the mapping rule.
   - Choose the default card expense type for the mapping rule. Any lookup codes that you do not define or do not assign to an expense type will be mapped to this card expense type.
   - Define the mappings for this mapping rule by choosing which source lookup code to associated with which card expense type.
   - Click the Finish button to complete the mapping.
3. Repeat steps 1-2 for each set of credit card provider transaction code you need.

Setting Up Credit Card Data File Download

Set up your system to download credit card transaction data files from your credit card providers. The credit card data file download works in conjunction with the corresponding credit card loader and validation program to download the data files from the credit card provider.

This process is only available for American Express data files and the American Express Transaction Loader and Validation Program.

Prerequisite

- Oracle Database 9i

Tasks to Perform for Credit Card Data Download

1. **Obtain your account details and digital certificate from American Express.** Inform American Express that you intend to use the Oracle integration for data file download. You will need the following information:

   - American Express customer account information, including the user name and password. The Oracle integration uses the same user name and password for the data file download.
   - American Express digital certificate in PKCS#12 format, .pfx file, along with a password for the digital certificate.

     Note: American Express currently provides proprietary software for downloading and uploading files from and to American Express servers. The Oracle integration with American Express does not provide upload services. If you have requirements to upload files to American Express, you must use this proprietary software.

2. **Set up Oracle Wallet.** Convert the American Express digital certificate to an Oracle Wallet, and export the Wallet into a BASE64 encoded format.

   Note: Because American Express assigns one digital certificate per customer, you only need to set up one Oracle Wallet for all of your American Express card programs.

   1. Create an Oracle Wallet directory and copy the American Express digital certificate into the directory using the name **ewallet.p12**.

      Follow the examples below (for Unix or Windows), where:
      Mykeys.pfx is the digital certificate
      /some/dir/wallet is the Oracle Wallet directory.

      Unix:

      ```
      % mkdir /some/dir/wallet
      % cp Mykeys.pfx /some/dir/wallet/ewallet.p12
      ```

      Windows:

      ```
      C:\> mkdir C:\some\dir\wallet
      C:\> copy Mykeys.pfx C:\some\dir\wallet\ewallet.p12
      ```

      Important: Because the digital certificate is used by the American Express Transaction Loader and Validation concurrent program, you must use a directory residing on a host on the concurrent processing tier. In addition, the directory should have restricted access, with Read access for the concurrent program.

   2. Launch the Oracle Wallet Manager according to the examples below (for Unix and Windows).

      Unix:

```
% $ORACLE_HOME/bin/owm
```

Windows:

```
C:\> cd %ORACLE_HOME%\bin
C:\> launch.exe %ORACLE_HOME%\bin owm.cl
```

3. Open the Oracle Wallet by entering the directory where you created the Oracle Wallet. In our examples, the Unix directory name is **/some/dir/wallet** and the Windows directory name is **C:\some\dir\wallet**.

   Oracle Wallet prompts you for a password. Enter the password that American Express provided for the digital certificate.

4. If necessary, update the password using the Oracle Wallet Change Password command.

5. Export the Oracle Wallet using the Oracle Wallet Export Wallet command. Oracle Wallet prompts you for a file name.

   Use any naming standard in keeping with your business requirements, and provide read access to the file for the concurrent program.

3. Create a download directory for the American Express data files.

   The directory requires Read-Write access for concurrent programs, and should have limited access for all other users.

4. If the file downloads occur through a proxy server, set the WEB_PROXY_HOST profile option with the proxy server name and the WEB_PROXY_PORT profile option with the proxy server port.

5. Define the data file transfer parameters for each American Express card program that you intend to use. See: Defining Data File Transfer Parameters, page 3-42 for more information.

After you complete the tasks for credit card data download, you can use the American Express Transaction Loader and Validation Program to download credit card transaction data files from American Express. The concurrent program downloads the file into the secure directory that you created and names the file <concurrent program request id>.amx. The program does not delete any files from the directory. See: American Express Transaction Loader and Validation Program, *Oracle Payables User Guide*.

Defining Data File Transfer Parameters

Use the Data File Transfers pages to set up the data file transfer parameters for each applicable card program. This table describes the values to enter for each parameter.

Parameter Name	Description
Wallet Path	The full path to the exported Oracle Wallet.
Wallet Password	The Oracle Wallet password.
Username	The user name provided by American Express that identifies your customer account.
Password	The password for the American Express customer account.
Remote Filename	If American Express provided you with a filename for the download from their server that is different from the standard filename based on your user ID, enter the filename. Otherwise, leave this field blank.
Secure Directory	The full path to the directory where the downloaded data files are stored.
Server	The name of the American Express server to connect to for the data file download. **Note:** The server name is normally mgw06.americanexpress.com. American Express also provides the server mgw02.americanexpress.com for data file transfer testing.

Troubleshooting the Data File Download

If the data file download is unsuccessful, the system displays one or more error messages to help you isolate the source of the problem. An unsuccessful data file download is normally due to a problem with one or more of these areas:

- Setup of the Oracle Wallet or the card program data file transfer parameters
- American Express server
- Loader and validation concurrent program
- Network environment

You should check all of your setup values and settings for all of the programs involved in the download. If you are using a proxy server, ensure that the proxy server and port are set properly.

For American Express server and concurrent program problems, you can install and use the American Express proprietary software to download the data files from the American Express server. If the data file download using the American Express software is unsuccessful, then the server is the likely cause of the problem. If the download is successful, then the concurrent program is the likely cause.

The concurrent program log files lists the downloaded filename and any error messages, if errors occurred during the download.

If you need to use the American Express software to download the data files, you can still upload the files to the AP_CREDIT_CARD_TRXNS_ALL table using the concurrent program. Run the program using the American Express filename as the value for the Data File parameter.

Credit Card Transaction Administration

Use the Credit Card Transactions Page to view the credit card transactions that were uploaded to the database. Internet Expenses can only validate transactions from accounts that are activated. See: Credit Cards Process Activities, page 7-70 and Process Invalid Credit Card Transactions Process, page 7-78 for more information.

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> **Note:** You can only view credit card transactions for organizations that you have access for. Access is granted through the MO: Security Profile profile option. See: Specifying Values for Internet Expenses Profile Options, page 2-12 for more information.

New Credit Card Account Administration

New credit card accounts that are detected during upload are displayed on the New Credit Card Accounts page. Internet Expenses attempts to automatically match credit card accounts to the names of individuals in your organization. If an account is not automatically assigned, you must assign the accounts before the accounts can be used by the account owners. See: Process Unassigned Credit Cards Process, page 7-80 for more information.

Assigning Accounts

To assign an account:

1. Navigate to the New Credit Card Accounts page.
2. Search for the records you wish to assign.
3. Click the Assign icon for the account you wish to assign.
4. Choose the name of the individual you want.
5. Click Apply. Accounts are automatically activated when they are assigned.

Activating Accounts

To activate an account:

1. Navigate to the New Credit Card Accounts page.
2. Click the Activate icon for the account that you wish to activate.

4

Setting Up Audit Automation

This chapter covers the following topics:

- Audit Automation in Oracle Internet Expenses
- Audit Rule Sets
- Managing Receipt Notifications
- Managing Holds on Expense Reports
- Audit List
- Audit List Rule Sets
- Audit List API
- Audit Reasons API

Audit Automation in Oracle Internet Expenses

Audit Automation in Oracle Internet Expenses works together with your rate and policy schedule setup to manage the auditing of employee expense reports. Audit Automation helps ensure that expense reports comply with the policies of your company without having to audit all expense report submissions.

The Audit Automation feature lets you automate several processes related to the auditing of expense reports. These include:

- Selecting which expense reports to audit.
- Identifying expense reports with policy violations.
- Assigning selected expense reports to auditors via the audit queue.
- Auditing expense reports with or without a receipt package.
- Managing the notification reminders and holds on expense reports due to missing or overdue receipts.
- Approving certain types of expense reports automatically without audit.
- Labeling the audit status of all expense report confirmation pages.
- Creating and updating a list of employees whose expense reports are to be audited.

The key components of Audit Automation setup are receipt management, audit rule sets, the audit list, and audit list rule sets. *Receipt management* provides setup to define rules to track missing and overdue receipts and to place holds on expense report payments due to missing or overdue receipts. *Audit rules* determine the criteria that

Internet Expenses uses to select expense reports for audit. You can also make use of audit rules to automatically assign expense reports to auditors based on the paperless audit rules. The *audit list* is the list of employees whose expense reports are automatically selected for audit. While employees are on the audit list, each expense report that they submit is passed for auditing. *Audit list rules* determine the criteria that Internet Expenses uses to automatically place employees on the audit list, as well as determining how long employees remain on the audit list.

Use the information in this chapter to set up Internet Expenses for audit automation. For information about auditing expense reports and managing expense report auditors, see: Oracle Audit Management, page C-1.

Audit Rule Sets

Create one or more audit rule sets to automate the audit selection and auditor assignment of expense reports. An audit rule set contains the selection rules that Internet Expenses uses to select expense reports for audit. Rule sets also contain the paperless audit rules that are used to automatically assign expense reports to auditors.

You can create audit rule sets that reflect the business requirements of each operating unit in your company. Each audit rule set can contain its own audit selection criteria, according to the business needs of each operating unit. You can update the values in an existing audit rule set, and you can delete an audit rule set by applying an end date, if it is not assigned to any operating unit.

After you create audit rule sets, assign them to the operating units in your company. You can, for example, assign the same audit rule set to each operating unit that uses the same business practices.

If an operating unit does not have an audit rule set assignment, then Internet Expenses does not use the Audit Automation feature. All expense report audits are paper-based only, and there is only this limited automatic approval process:

- If the expense report contains credit lines only, Internet Expenses automatically approves the expense report.
- If the expense report only contains expenses that do not require a physical receipt and justification, Payables automatically approves the expense report.

Prerequisites

Before you can set up audit rule sets in Internet Expenses, you must:

- Define your operating units. See: Defining Operating Units, page 3-24 for more information.
- Set up rate and policy schedules, if the use of schedules is part of your audit rule set or audit list rule set. See: Creating Policy Schedules, page 3-10 and Creating Mileage and Per Diem Rate Schedules, page 3-16 for more information.
- Assign schedules to expense types, if the use of schedules is part of your audit rule set or audit list rule set. See: Defining Expense Report Templates, page 3-21 for more information.
- Define currencies and exchange rates, if you plan to use the rule “Audit all expense reports greater than a specified amount.”

Creating an Audit Rule Set

Use the Create Audit Rule Set page to create a new audit rule set or to update an existing audit rule set.

An audit rule set contains four sections of information:

- Header information
- Audit selection rules
- Paperless audit
- Confirmation page audit indicator

Enter Header Information

Enter an audit rule set name and description. You can optionally enter an end date. Audit Rule Set Name and Description are mandatory fields.

You cannot save an audit rule set that contains header information only. You must choose at least one option from the sections Audit Selection Rules, Paperless Audit, or Confirmation Page Audit Indicator to create an audit rule set. These dependencies apply to the selection of audit rules:

- You must choose at least one rule in the section Audit Selection Rules to make use of Paperless Audit.
- If you only use the section Confirmation Page Audit Indicator, and you assign this audit rule set to an operating unit, then Internet Expenses will automatically approve all expense reports for this operating unit.

Enter Audit Selection Rules

Choose the audit selection rules that you want for each audit rule set. Internet Expenses chooses expense reports for audit according to the rules you choose.

The audit selection rules do not work in a hierarchical manner. If more than one rule applies to an expense report, then the expense report is selected for audit with all of the audit rules that apply.

Notes on the audit selection rules:

- "Audit the specified percentage of all expense reports" - If you choose this rule, you must enter a percentage value in the Audit percentage field. Internet Expenses randomly selects for audit the specified percentage of expense reports. Because rules do not work in a hierarchical manner, Internet Expenses may select for random audit one or more expense reports selected for audit according to other rules used by the audit rule set.

  If you select the "Contain credit lines only" option or the "Contain only expense types where receipt and justification are not required" option, then Internet Expenses does not include in random audit the expense reports that match these criteria.

- "Audit all expense reports greater than a specified amount" - If you choose this rule, Internet Expenses selects for audit all expense reports where the total expense report amount is greater than the amount specified for the rule. Enter the Amount and default reimbursement Currency to use for the rule.

  For any expense report where the currency is not the default reimbursement currency specified by the rule, Internet Expenses converts the expense report currency to the default currency and calculates the expense report amount. Internet

Expenses uses the exchange rate in the GL daily rates table that was in effect on the expense report submission date. If the calculated amount is greater than the amount specified by the rule, the expense report is selected for audit.

If there is no exchange rate defined in the GL daily rates table for the expense report currency on the expense report submission date, then the rule is ignored and the expense report is not selected for audit.

- "Audit all expense reports with required receipts" - If you choose this rule, Internet Expenses selects for audit all expense reports with at least one expense line that requires a receipt. The selection does not consider whether or not the user provided the receipts.
- "Audit all expense reports with required justifications" - If you choose this rule, Internet Expenses selects for audit all expense reports with at least one expense line that requires a justification. The selection does not consider whether or not the user provided the justification.
- "Audit expense reports of individuals on the audit list" - If you choose this rule and assign this audit rule set to an operating unit, you can create an audit list rule set and assign this audit list rule set to the same operating unit, to automate the management of the audit list. If you do not assign an audit list rule set to this operating unit, then you can only add individuals to the audit list manually. See: Audit List Rule Sets, page 4-8 for more information.
- "Audit all expense reports with receipts older than a specified time limit" - If you choose this rule, Internet Expenses looks at the receipt date of all receipts submitted with the expense report. If at least one receipt date is older than the expense report submission date by the specified time limit, then the expense report is selected for audit.

Define Paperless Audit

Use the Paperless Audit section to choose the rules that allow the auditing of expense reports without a receipt package. You must choose at least one rule in the section Audit Selection Rules to use paperless audit.

Internet Expenses first selects expense reports for audit based on the Audit Selection Rules , and then determines the expense reports available for paperless audit based on the paperless audit rules. Internet Expenses assigns each expense report available for paperless audit to an auditor for the designated operating unit. Auditors must be defined to use paperless audit rules. For more information, see: Creating Auditors, page C-3.

Define Confirmation Page Audit Indicators

Audit Automation divides expense reports into three audit categories:

- Expense reports that do not require audit.
- Expense reports that require audit but without a receipt package (paperless audit).
- Expense reports that require audit with a receipt package.

Use the Confirmation Page Audit Indicator section to create an alphanumeric code for each audit category. If you choose this option, Internet Expenses prints the corresponding code that you create on the confirmation page of each expense report. For example, your code can say simply "Receipt-based audit", "Paperless audit", "Auto-approved", or you can create a code system known only to your AP department. This provides your accounts payable department with a convenient method for sorting receipt packages.

Assigning an Audit Rule Set

After you create audit rule sets, assign an audit rule set to each operating unit in your company. You can assign the same audit rule set to more than one operating unit. When you update an audit rule set, the changes you make apply to all of the assigned operating units.

If you do not assign an audit rule set to an operating unit, then Internet Expenses does not use the Audit Automation feature for this operating unit.

Managing Receipt Notifications

Create one or more notification rule sets to determine when to send notifications to users for overdue or missing receipts. You can create notification rule sets that reflect the business requirements of each operating unit in your company.

The notification rule set assigned to an operating unit works together with the Overdue Expense Receipts Tracking concurrent program and the Expense Receipts Workflow. The Expense Receipts Workflow initiates the process of sending notifications based on the values contained in the active notification rule set. See: Expense Receipts Workflow, page 7-83 and Overdue Expense Receipts Tracking concurrent program, *Oracle Payables User Guide* for more information.

A notification rule set contains these rules and dependencies:

- Send notifications for receipts received, overdue receipts received, or missing receipts.
- Indicate in the Receipts Received Notifications section the notification behavior when receipts are received.
- If the notification behavior for received receipts is "Notify individual when overdue receipts are received", then the Overdue Receipts Notifications section is mandatory for the rule set.
- If the notification behavior for received receipts is any other value, then the Overdue Receipts Notifications section is optional. In this case, the rules for sending overdue receipts notifications is determined by the business requirements of your company.
- Indicate in the Overdue Receipts Notifications section:
    - When receipts are considered overdue.
    - Number of days to wait before sending the next level of notifications to the user.
    - Whether the user must provide substitute documentation when an original receipt is missing.

Use the Notification rule set assignments pages to assign the notification rule sets that you created to the operating units that you want. The notification rule set that you assign to an operating unit remains active during the effective period that you specify. If you do not enter an end date, then the notification rule set remains active indefinitely. To change notification behavior for an operating unit, you must apply an end date to the current notification rule set, then assign a new notification rule set.

When a notification rule set is assigned to an operating unit, Internet Expenses compares the expense report submission date to the system date to initially determine if receipts are overdue on an expense report. For all expense reports that have overdue receipts, Internet Expenses initiates the process of sending notifications, according to the notification rules.

You must assign a notification rule set to an operating unit to make use of notification rules. If an operating unit does not have a notification rule set assignment, then the Overdue Expense Receipts Tracking concurrent program cannot detect overdue or missing receipts, and therefore cannot call the Expense Receipts workflow.

Managing Holds on Expense Reports

Create one or more hold rule sets to determine the behavior for holding expense report payments to users because of overdue or missing receipts. You can create hold rule sets that reflect the business requirements of each operating unit in your company.

The hold rule set assigned to an operating unit works in conjunction with the Expense Holds Workflow. The Expense Holds Workflow manages the process of sending notifications regarding the placing of holds on expense reports and releasing holds on expense reports. See: Expense Holds Workflow, page 7-89 for more information.

When you run the Expense Report Import program, the program places holds on expense report payments according to the rules contained in the active hold rule set.

A hold rule set contains these rules and dependencies:

- Indicate in the Individual Payment Holds section when to begin holding payments on expense reports. If you want the rule to begin holds when receipts are overdue, enter the number of days after expense report submission that receipts are considered overdue.
- If the operating unit uses the Both Pay scenario, indicate in the Credit Card Payment Holds section whether to create an invoice in Payables for the credit card provider. The default is to create the invoice and not place a hold on credit card expenses.

  See: Credit Card Process Flows, page D-1 for more information about the Both Pay scenario.
- If you choose the "Hold credit card payment if credit card receipts required" option, then if any credit card expense lines on an expense report require receipts and the receipts are not received, then the credit card provider invoice is not created in Payables.

Use the Hold rule set assignments pages to assign the hold rule sets that you created to the operating units that you want. The hold rule set that you assign to an operating unit remains active during the effective period that you specify. If you do not enter an end date, then the hold rule set remains active indefinitely. To change the behavior of holding payments on expense reports for an operating unit, you must apply an end date to the current hold rule set, then assign a new hold rule set.

You can only assign a hold rule set that contains rules for holding credit card payments to an operating unit that uses the Both Pay scenario.

You must assign a hold rule set to an operating unit to make use of hold rules. If an operating unit does not have a hold rule set assignment, then the Expense Holds Workflow cannot initiate the hold process.

Audit List

The audit list contains the names of the employees whose expense reports are automatically audited. While on the audit list, every expense report that the

employee submits is passed for audit. The type of audit conducted--receipt-based or paperless--depends on the selection criteria of the active audit rule set.

By default, all operating units can use the audit list and administrators can add employees to the audit list manually. If you want to automate the use of the audit list, you must assign the operating unit an audit rule set with the option "Audit expense reports of employees on the audit list" activated and create an audit list rule set.

Viewing and Maintaining the Audit List

The Audit List page contains a table of all employees currently on the audit list. The table displays employee name, organization, audit reason, and start and end dates. When the system date is later than the end date, Internet Expenses removes the employee from the audit list. From the Audit List page, you can choose options to update existing information for an employee or to add employees manually to the audit list.

Use the Maintain Audit List page to manage audit list information. For each employee, you can update:

- Audit reason. If you enter a new audit reason, this change applies to the audit list only. This change is not applied to the employee's record in your HR system.
- Start and End dates.

You can also use a custom program that accesses the public Audit List API to update employee status information. See: Audit List API, page 4-10.

Adding Employees to the Audit List

You can add employees to the audit list in three ways:

- Automatically in Internet Expenses, based on the criteria you define in the active audit list rule set.
- Manually, using the Add Employees to Audit List page or the Audit Expense Reports page.
- Using a custom program that accesses the public Audit List API.

If you have an audit list rule set assigned to an operating unit, Internet Expenses adds employees to the audit list automatically based on the criteria defined in the audit list rule set. See Audit List Rule Sets, page 4-8 for more information.

If Internet Expenses automatically adds an employee to the audit list who is already on the audit list, then the system updates the end date of the current audit list entry with the system date and creates a new entry. (If the employee's audit reason is *Termination* or *Leave of Absence*, then Internet Expenses does not create a new audit list entry.) The employee remains on the audit list according to the value that you set for audit list duration. See Creating an Audit List Rule Set, page 4-8 for more information.

You can add employees to the audit list manually at any time. There are two ways to add employees manually to the audit list:

- Add Employees to Audit List page in the Internet Expenses Setup responsibility. Administrators can use this page to add one or more employees to the audit list.

- Always Audit Employee button on the Audit Expense Reports page. An auditor can decide to add an employee to the audit list after reviewing the employee's expense report.

When you add employees to the audit list manually using the Add Employees to Audit List page, Internet Expenses does not refer to the audit list duration setting for these employees. If you do not enter an end date, the employees remain on the audit list indefinitely.

When an auditor adds an employee to the audit list manually using the Always Audit Employee button on the Audit Expense Reports page, Internet Expenses uses the audit list duration setting.

To add employees to the audit list using the Add Employees to Audit List page:

1. Navigate to the Add Employees to Audit List page.
2. Use the Search function and the Select list to create a Selected list of employees to add to the audit list.
3. Enter an audit reason for each employee.
4. Enter a start date and end date for each employee.

   If you do not add an end date, then the employee remains on the audit list indefinitely.
5. You can delete employees from the Selected list that you have created until you click Save.
6. Save your work. Once you click Save, the employees on the Selected list are added to the audit list.

Audit List Rule Sets

Create one or more audit list rule sets to determine how employees are automatically added to the audit list. An audit list rule set contains:

- Criteria that Internet Expenses uses to add an employee to the audit list.
- Number of days that an employee remains on the audit list.

You can update the values in an existing audit list rule set. You can remove an audit list rule set by adding an end date, if it is not assigned to any operating unit. As with audit rule sets, you create one or more audit list rule sets and assign an audit list rule set to each operating unit in your company.

If an audit list rule places an employee on the audit list who is already on the audit list with an indefinite status (that is, no end date), then the new placement does not change the employee's indefinite status.

Creating an Audit List Rule Set

Use the Create Audit List Rule Set page to create a new audit list rule set or to update an existing audit list rule set.

An audit list rule set contains three sections of information:

- Header information
- Audit list criteria

- Audit list duration

Enter Header Information

Enter an audit list rule set name and description. You can optionally enter an end date. Both Audit List Rule Set Name and Description are mandatory fields.

You cannot save an audit list rule set that contains header information only. You must at least complete the Audit List Duration section. If you create an audit list rule set that contains only header information and audit list duration, and you assign this audit list rule set to an operating unit, then Internet Expenses will not automatically add employees to the audit list. Internet Expenses will assign the audit list duration value to employees added to the audit list by an auditor using the Always Audit Employee button on the Audit Expense Reports page.

Enter Audit List Criteria

Choose the audit list selection criteria that you want for each audit list rule set. Internet Expenses automatically adds employees to the audit list according to the criteria you choose.

Receipt Package Received Date If you choose the criteria "Receipt package received after the maximum number of days" and set a maximum number of days, you must enter a Receipt Package Received Date on all expense reports. Once you activate and assign the audit list rule set, Internet Expenses automatically places employees on the audit list with:

- Pending receipts greater than the maximum number of days allowed.
- Receipts submitted but received after the maximum number of days.

Submit the Expenses Overdue Receipts Tracking concurrent program to use this rule. The program compares the expense report submit date to the system date, for expense reports that require receipts and the receipts have not been received. See: Expenses Overdue Receipts Tracking, *Oracle Payables User Guide* for more information.

Set Audit List Duration

Enter a value in the "Number of days on the audit list" field. This is a required field.

If an employee that is on the audit list is added to the audit list again, then Internet Expenses creates a new entry for the employee and restarts the count of number of days.

Assigning an Audit List Rule Set

After you create audit list rule sets, assign an audit list rule set to each operating unit in your company that you want to use the audit list. You can assign the same audit list rule set to more than one operating unit. When you update an audit list rule set, the changes you make apply to all of the assigned operating units.

If you assign an audit list rule set to an operating unit, you must ensure that you also assign an audit rule set to the same operating unit that has the option "Audit expense reports of employees on the audit list" activated, in order for Internet Expenses to use the audit list.

If you do not assign an audit list rule set to an operating unit but you do assign an audit rule set that uses the option "Audit expense reports of employees on the audit list", you can still add employees to the audit list manually. In this case, Internet Expenses does not automatically add employees to the audit list or monitor the audit list duration.

Audit List API

Use the Audit List API to develop your own custom solution to maintaining the audit list. You can create programs to add employees to the audit list, update information for existing audit list entries, delete audit list entries, and extend the use of an existing audit rule set. For example:

- Periodically load the terminated employees from your HR system to the audit list.
- Update the audit reason status and dates of individual employees.
- Enforce expense report audits for certain departments by creating department-specific audit reason codes in the Payables Lookups window and assigning employees in these departments to the audit list.

The AP_WEB_AUDIT_LIST_PUB package is created to database using the code residing in the audit list API files: apwpalas.pls, apwpalab.pls, apwvalvs.pls, and apwvalvb.pls. The audit list API files are located in the directory:

```
$AP_TOP/patch115/sql-
```

Rules for Audit List Entries

To identify an individual employee, the AUDIT_EMPLOYEE procedure in AP_WEB_AUDIT_LIST_PUB requires the employee's business group name and a value for at least one of these parameters:

- employee id
- employee number
- social security number
- e-mail address

Rules for creating an audit list entry

- **Rule 1.** For each entry, you must include the proper employee identifiers, valid audit reason, and a start date. You can optionally include an end date.
- **Rule 2.** For all audit reasons, you must include either a start date or an end date. You can include an end date without a start date only if the employee record contains an existing entry with the same audit reason. Adding an end date to an audit reason means that the employee is removed from the audit list.
- **Rule 3.** Audit reasons follow these priorities: *Termination* overrides all other audit reasons; *Leave of Absence* overrides all audit reasons except *Termination*. The remaining audit reasons, both seeded and user-defined, have equal priority.
- **Rule 4.** If the dates for the new audit list entry and the existing audit list entry overlap, then the entry with the higher priority audit reason overrides the lower priority audit reason.
- **Rule 5.** If the dates for the new audit list entry and the existing audit list entry overlap, and the audit reasons for both entries have equal priority, then the newer entry overrides the existing entry.
- **Rule 6.** If the dates for the new audit list entry and the existing audit list entry overlap, and the audit reason for both entries is the same, then the entries are merged.
- **Rule 7.** There are no limitations on audit list entry dates. You can create both historical audit list entries and future-dated audit list entries.

Rules for deleting an audit list entry

- **Rule 8.** For each entry, you must include the proper employee identifiers. You can optionally include a start date and/or an end date.
- **Rule 9.** A delete does not refer to the audit reason. The delete procedure deletes all audit list entries for the given date range, regardless of the audit reason.

Sample Entries and Updates

The examples in this section illustrate the use of the Audit List API with new and updated entries.

Example
Example 1

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Receipts Late

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	30-JUN-2004	Leave of Absence

Result: Because the audit reason *Leave of Absence* has the higher priority, it overrides the existing *Receipts Late* entry, and ensures that the entries do not overlap. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-MAY-2004	Receipts Late
JFrost	01-JUN-2004	30-JUN-2004	Leave of Absence

Example 2

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004		Termination

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	30-JUN-2004	Leave of Absence

Result: The existing *Termination* entry overrides the new *Leave of Absence* entry. After the update, the audit list contains this entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004		Termination

Example 3

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Receipts Late

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	15-JUN-2004	Leave of Absence

Result: The *Leave of Absence* entry overrides the *Receipts Late* entry. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-MAY-2004	Receipts Late
JFrost	01-JUN-2004	15-JUN-2004	Leave of Absence
JFrost	16-JUN-2004	30-JUN-2004	Receipts Late

Example 4

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Receipts Late

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	15-JUN-2004	Policy Violations

Result: Because the audit reasons have equal priority, the new entry overrides the existing entry. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-MAY-2004	Receipts Late
JFrost	01-JUN-2004	15-JUN-2004	Policy Violations
JFrost	16-JUN-2004	30-JUN-2004	Receipts Late

Example 5

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004		User-defined Reason

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	15-JUN-2004	Policy Violations

Result: Because the audit reasons have equal priority, and because the existing entry does not have an end date, the new entry is inserted according to its start and end dates, ensuring that the employee remains on the audit list. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-MAY-2004	User-defined Reason
JFrost	01-JUN-2004	15-JUN-2004	Policy Violations
JFrost	16-JUN-2004		User-defined Reason

Example 6

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004		User-defined Reason

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	15-JUN-2004	Leave of Absence

Result: Because the *Leave of Absence* entry has a higher priority than the existing *User-defined Reason* entry, the new entry is inserted according to its start and end dates, and then the existing entry continues without an end date. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-MAY-2004	User-defined Reason
JFrost	01-JUN-2004	15-JUN-2004	Leave of Absence
JFrost	16-JUN-2004		User-defined Reason

Example 7

Existing entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Leave of Absence

New entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-JUN-2004	31-JUL-2004	Leave of Absence

Result: Because the new entry and the existing entry have the same audit reason, the entries are merged. After the update, the audit list contains this entry:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	31-JUL-2004	Leave of Absence

Example 8

JFrost is on the audit list from 01-MAY-2004 to 30-JUN-2004 due to *Receipts Late*. He requests a *Leave of Absence* for the future-dated period 01-AUG-2004 to 31-OCT-2004. The request is approved. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Receipts Late
JFrost	01-AUG-2004	31-OCT-2004	Leave of Absence

On 15-JUL-2004 JFrost resigns. The audit list is updated with the employee's *Termination* and the API automatically deletes the overlapping *Leave of Absence* entry. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
JFrost	01-MAY-2004	30-JUN-2004	Receipts Late
JFrost	15-JUL-2004		Termination

The system administrator wants to keep the audit list clean and deletes the audit list entries for terminated employees. After the delete procedure, the audit list does not contain any audit list entries for JFrost:

Employee	Start Date	End Date
JFrost		

Example 9

According to company policy, all Finance department employees are on the audit list indefinitely. This ensures that their expense reports are always audited. The process owner has created a custom audit list reason called *Finance Personnel* for this purpose. KJones joined the department on 01-MAY-2003. The audit list entry for KJones is:

Employee	Start Date	End Date	Audit Reason
KJones	01-MAY-2003		Finance Personnel

Since KJones is intended to stay on the audit list as long as she works for the Finance department, any new audit list entries with same level of priority are inserted according to their start and end dates, ensuring that the employee remains on the audit list. For example, this entry:

Employee	Start Date	End Date	Audit Reason
KJones	01-SEP-2003	31-OCT-2003	Policy Violations

updates the audit list in this way:

Employee	Start Date	End Date	Audit Reason
KJones	01-MAY-2003	31-AUG-2003	Finance Personnel
KJones	01-SEP-2003	31-OCT-2003	Policy Violations
KJones	01-NOV-2003		Finance Personnel

Between 01-OCT-2003 and 31-DEC-2003, KJones is on a leave of absence. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
KJones	01-MAY-2003	31-AUG-2003	Finance Personnel
KJones	01-SEP-2003	30-SEP-2003	Policy Violations
KJones	01-OCT-2003	31-DEC-2003	Leave of Absence
KJones	01-JAN-2004		Finance Personnel

31-MAY-2004 is the last day that KJones works in the Finance Department. This means that after this date the employee should not be permanently assigned to the audit list. After the update, the audit list contains these entries:

Employee	Start Date	End Date	Audit Reason
KJones	01-MAY-2003	31-AUG-2003	Finance Personnel
KJones	01-SEP-2003	30-SEP-2003	Policy Violations
KJones	01-OCT-2003	31-DEC-2003	Leave of Absence
KJones	01-JAN-2004	31-MAY-2004	Finance Personnel

Audit Reasons API

Use the Audit Reasons API to create customized reasons for selecting expense reports for audit using the audit_expense report procedure in the AP_WEB_AUDIT_HOOK package. Your customized logic can either provide additional audit checks, or it can override the logic that Internet Expenses provides.

The AP_WEB_AUDIT_HOOK package resides in the files apwaudhs.pls and apwaudhb.pls in the directory:

`$AP_TOP/patch115/sql-`

If you introduce customized logic into the audit selection process, you may also need to define new audit reasons to appear on expense reports. You add these new audit reasons to the OIE_AUDIT_REASONS lookup type. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17.

5

Implementing Client Extensions

This chapter covers the following topics:

- Overview of Implementing Client Extensions
- Validations and Defaults Client Extension
- Workflow Client Extension
- Expense Report Summary Client Extension
- Approval Communications Client Extension
- AME Header-Level Approver Client Extension
- AME Line-Level Approver Client Extensions
- AME Cost Center Approver Client Extension
- Expense Report Number Client Extension
- Employee Matching Rules

Overview of Implementing Client Extensions

Many companies have business requirements beyond the standard functionality of Internet Expenses. To address these requirements, Internet Expenses provides *client extensions*. Client extensions use PL/SQL procedures to extend Self-Service functionality to implement and automate company-specific business rules. These procedures are called during the standard process flows of Internet Expenses.

Internet Expenses provides four client extension packages:

- Validations and Defaults client extension
- Workflow client extension
- Expense Report Summary client extension
- Implementing the Approval Communications client extension

Each package has multiple procedures which you can enable individually. This chapter provides detailed information on these packages and the associated procedures.

To implement client extensions, you must analyze your business requirements, design the client extension logic, and then write the appropriate PL/SQL procedures. Each of these steps is described in this section.

Analyzing Your Business Requirements

To determine if you need to use client extensions:

1. Define and document your company's business requirements and rules.
2. Determine if these business rules are handled by the standard features of Internet Expenses.
3. For those business rules not handled by the standard functionality, determine which client extensions can address your specific business needs.

Designing Your Logic

To design your logic:

1. Understand the client extensions you propose to use, including their purpose, processing flow, when Internet Expenses calls the extensions, and the input values.
2. Define and document the requirements and logic of your business rules under all possible conditions. Determine the inputs, calculations performed, and resulting outputs.
3. Determine the data elements required to enforce your rules and how you will select or derive each of the required elements. Define additional implementation data and document additional business procedures based on the requirements of your business rules.
4. Step through various business scenarios to ensure that your logic handles each condition as you expect. You can use these scenarios as test cases when you test your actual client extension definition and procedure.
5. Give the detailed specification to the team member who will write the PL/SQL procedure.

If you want to use different logic for different parts of your company, write one procedure that branches appropriately.

Writing PL/SQL Procedures

This section is a brief overview of PL/SQL procedures.

Packages

Packages are database objects that group logically related PL/SQL types, objects, and subprograms. Packages usually consist of two files: a package specification file and a package body file. The Specification file is the interface to your applications. It declares the types, variables, constants, exceptions, cursors, and subprograms available for use in the package. It also contains the package name, procedures, and functions declarations. The package body contains the actual PL/SQL code used to implement the business logic.

Procedures

Procedures are subprograms within a package. Procedures are invoked by the application and perform a specific action. Procedures define what parameters will be passed in as context for the program, how the inputs are processed, and what output is returned.

The client extension procedures you write to implement your business rules extend the functionality of Internet Expenses, and are considered customizations. Oracle supports the call out to the extension, processing the values returned by the extension, and the default logic provided in the extension. 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.

> **Warning:** You must not directly **insert** or **update** records in any Oracle Applications tables; performing these activities with the client extensions is not supported by Oracle. Use the public, predefined procedures that Internet Expenses provides to insert or update records in Oracle Applications tables.

Validations and Defaults Client Extension

The Validations and Defaults client extension provides multiple procedures to perform validations or calculations, or provide default values for Cost Center field. This section describes the details for each of the procedures available in this client extension package:

- Default Cost Center Procedure (CustomDefaultCostCenter), page 5-3
- Cost Center Validation Procedure (CustomValidateCostCenter), page 5-4
- Calculate Amount Procedure (CustomCalculateAmount), page 5-4
- Flexfield Validation Procedure (CustomValidateDFlexValues), page 5-4
- Line Validation Procedure (CustomValidateLine), page 5-5

Internet Expenses provides a template package and procedure that you use as the basis for extension procedures. The name of the template package is AP_WEB_CUST_DFLEX_PKG.

Print out these files before you begin writing procedures for your descriptive flexfields. The files are located in the Oracle Payables $AP_TOP/patch/115/sql directory:

- **apwdfcfs.pls**

  This file contains the specification template for this extension package. If you create procedures outside the predefined procedure within the AP_WEB_CUST_DFLEX_PKG package, you must also modify this file to include those new procedures.

- **apwdfcfb.pls**

  This file contains the procedures that you can modify to implement the extension. You can define as many procedures as you want within this package or within the predefined procedure.

Default Cost Center Procedure (CustomDefaultCostCenter)

When a user navigates to the Enter General Expense Report Information 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 procedure to define a different value for the cost center field.

Modify the CustomDefaultCostCenter procedure so it returns a specific cost center value. The value that CustomDefaultCostCenter returns is the default cost center in the

Enter General Expense Report Information page. If CustomDefaultCostCenter returns a value of NULL, Internet Expenses uses the standard default cost center method and inserts the employee's cost center as the default.

Cost Center Validation Procedure (CustomValidateCostCenter)

When an employee enters an expense report, Internet 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 Enter General Expense Report Information page. You can use the Cost Center Validation Procedure to define additional custom validation rules for the values users enter in the Cost Center field.

To enable the CustomValidateCostCenter procedure, write your code so the function returns a value of TRUE. If the CustomValidateCostCenter procedure returns the value TRUE, Internet 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 modify the error message that appears when validation fails. To modify this error message, assign a value to the p_cs_error variable. If you do not assign a value to this variable, Internet Expenses displays the standard error message.

Calculate Amount Procedure (CustomCalculateAmount)

Use the Calculate Amount Procedure 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 Procedure 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 Procedure. 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.

> **Note:** 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 procedure. See: Expense Report Templates Window Reference, *Oracle Payables User Guide*.

Flexfield Validation Procedure (CustomValidateDFlexValues)

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 Value Sets window. Use the Flexfield Validation Procedure to define additional validation rules for the values entered in Internet Expenses flexfield

segments. If you implement the Flexfield Validation procedure, Internet 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 expense report. The same API is called for both expense line level validation and for individual expense-type context-sensitive custom field validation.

Line Validation Procedure (CustomValidateLine)

This procedure enables you to define custom validation at the line level. For example, you can prevent users from entering an expense line over a threshold amount, or require users to enter a value in a particular field under certain conditions. To help with duplicate expenses detection, you can write code to detect when two expenses are entered on the same or on different expense reports where the dates and amounts are the same.

You can use the Line Validation procedure in conjunction with descriptive flexfields that you define at the header level to validate the data users enter. For example, if you define header-level descriptive flexfields to capture the date range of an expense report, you can use this procedure to ensure that expense dates the user enters on each expense line are within the start and end dates of the expense report. See: Setting Up Descriptive Flexfields, page 2-29 for more information.

If you want to perform custom validations on descriptive flexfields, use the Flexfield Validation Procedure (CustomValidateDFlexValues), page 5-4.

You can also use the Line Validation Procedure to validate per diem expenses. In countries that use specific time-based requirements, you can create separate rate schedules and separate expense types to comply with the statutory rules. You can then use the Line Validation Procedure to ensure that users enter the correct expense types. For example, in Finland the daily rates are different if users travel under or over 10 hours. To enable such a time-based policy, you would enable one rate schedule and one expense type for the under-10 hours rate, and another rate schedule and expense type for the over-10 hours rate. This procedure ensures that users do not, for example, select the over-10 hours expense type when the length of travel was under 10 hours.

Workflow Client Extension

The Workflow client extension provides multiple procedures to extend and interact with the predefined expense report workflow process. This section describes the details for each of the procedures available in this client extension package:

- Management Involvement Procedure (DetermineMgrInvolvement), page 5-6
- Authority Verification Procedure (VerifyAuthority), page 5-7
- Accounts Payable Involvement Procedure (CustomValidateExpenseReport), page 5-7
- Find Approver Procedure (FindApprover), page 5-7

Internet Expenses provides a template package and procedure that you use as the basis for your workflow procedures. The name of the template package is AP_WEB_EXPENSE_CUST_WF.

Print out these files before you begin writing procedures for your workflow processes. The files are located in the Oracle Payables $AP_TOP/patch/115/sql directory:

- **apwxwfcs.pls**

This file contains the specification template for this extension package. If you create procedures outside the predefined procedure within the AP_WEB_EXPENSE_CUST_WF package, you must also modify this file to include those new procedures.

- **apwxwfcb.pls**

  This file contains the procedures that you can modify to implement the extension. You can define as many procedures as you want within this package or within the predefined procedure.

Management Involvement Procedure (DetermineMgrInvolvement)

Expense reports can be paid only if the Manager (Spending) Approval workflow process marks them as manager approved. By default, expense reports require manager review and approval. However, you can modify this procedure to allow 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 procedure so the level of manager 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 (Node 6), page 7-30.

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

- For expense reports in which the sum of reimbursable amounts for all expense lines is greater than or equal to 500, manager approval is required.
- For expense reports in which the sum of reimbursable amounts for all 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 reimbursable amounts for all 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.

Authority Verification Procedure (VerifyAuthority)

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 procedure to define additional custom rules that determine whether a manager has the authority to approve an expense report.

Note: Any changes to this procedure will be ignored if you have implemented Oracle Approvals Management.

Accounts Payable Involvement Procedure (CustomValidateExpenseReport)

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 Approval workflow process marks the expense report as Payables Approved.

You can use the Accounts Payable Involvement Procedure to define additional rules for when accounts payables approval is necessary for expense reports. For example, you could define this procedure 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.

Find Approver Procedure (FindApprover)

The Find Approver activity in the Manager (Spending) Approval workflow process determines the first and (if necessary) subsequent approvers for an expense report based on the supervisor hierarchy defined in Oracle HRMS. You can use the Find Approver procedure to define custom rules for selecting approvers for expense reports.

Note: Any changes to this procedure will be ignored if you have implemented Oracle Approvals Management.

Expense Report Summary Client Extension

The Expense Report Summary client extension lets you display your own customized message as the expense report summary on the Review page and the Confirmation page. Your customized message can include your own calculations for the expense report and fully-formatted message text.

The Expense Report Summary client extension is provided as a PL/SQL API that lets you add your own PL/SQL custom code. The package AP_WEB_OA_CUSTOM_PKG contains the function GetCustomizedExpRepSummary. The message text that this code returns is displayed on the Review Page and the Confirmation Page. By

default, the custom region is not displayed. In order to display the custom message, the GetCustomizedExpRepSummary function must return a message string that you supply.

> **Note:** The API can only access data after the user saves the expense report.

The GetCustomizedExpRepSummary function contains two input parameters:

- P_ReportHeaderId
- P_CurrentPage

P_CurrentPage is set to either:

- AP_WEB_OA_CUSTOM_PKG.C_ReviewPage
- AP_WEB_OA_CUSTOM_PKG.C_ConfirmPage

To implement the Expense Report Summary client extension:

1. Create a custom package to accept the GetCustomizedExpRepSummary input parameters and return a message string for display as the expense report summary.
2. Modify the AP_WEB_OA_CUSTOM_PKG.GetCustomizedExpRepSummary to override the default null value.
3. Hide the default Expense Report Summary region using either the Application Developer Common-Modules (AK) functionality or the Oracle Applications Personalization Framework.
4. Bounce the Application Server (9iAS) for the changes to take affect.

   For more information about the Expense Report Summary client extension, see the white paper on Oracle*MetaLink* entitled, *Expense Report Summary Client Extension API* (Note number 201050.1).

Approval Communications Client Extension

You can use the Approval Communications Client Extension to create, duplicate, or delete notes. These values are defined for the Approval Communications Client Extension:

- **Source Object.** Use the Source Object Code and Source Object ID values to associate a given item to a note. For example, source object code = 'expense report' and source object id = '1121' associates expense report number 1121 with the note.
- **Note Type.** Use the Note Type value to categorize a note as a particular type, such as 'auditor only'. Use the Note Type together with the Source Object values to control access to the notes.
- **Source Language.** Use Source Language value to indicate which language the note is in for translation purposes. Seeded note text may be available in more than one language. Text entered by the user is not translated. The Source language value does not restrict the text characters in the note.

Creating Notes

You can use the AP_NOTES_PUB.Create_Note procedure to create notes. You may want to create notes with translations of standard text in the languages used by your company.

Define your translated notes using the following combinations of Object and Note Type Values.

p_Source_Object_Code	Related Entity	p_Note_Type	Description
OIE_EXPENSE_REPORT	Expense Report	OIE_AUDITOR_AUDITOR	Auditor only note.
OIE_EXPENSE_REPORT	Expense Report	OIE_PREPARER_AUDITOR	Note required for approval communications.
OIE_CREDIT_CARD_TXN	Credit Card Txn	OIE_DISPUTES	Note for disputing a credit card transaction.

Deleting Notes

Use the Delete_Notes procedure to delete notes. This procedure deletes all the notes associated with a Source Object and Note Type. If no Note Type is specified, the procedure will delete all the notes associated with the Source Object.

Duplicating Notes

Use the Copy_Notes Procedure to create duplicates of existing notes. You will need to create duplicate notes when you create -1 and -2 reports. The Source Object Code for each new note must be different than the original note's Source Object Codes.

AME Header-Level Approver Client Extension

Use the predefined AP_WEB_CUST_AME_PKG.getHeaderLevelApprover function to set the first approver for approvals routing for the entire expense report. You can also use this function to change the order of precedence for approvals and route expense reports to the cost center owner, cost center business manager, project manager or award manager. If you do not configure the order of precedence, the approvals are routed in the following order: awards approvers, projects approvers, cost center approvers. The AP_WEB_CUST_AME_PKG.getHeaderLevelApprover function returns the person ID.

Cost Center Approvers

When the approval is set to be routed to the cost center approvers, the system will return:

- The person ID of the approver that is entered in the Approver field on the General Information page.
- Null if no value is entered in the Approver field and the cost center entered on the General Information page is the same as the employee's default cost center.
- The cost center owner's person ID if no value is entered in the Approver field and the header cost center is different from the employee's default cost center.

Project Approvers

When the approval is set to be routed to the project approvers the system will return:

- The person ID of the approver that is entered in the Approver field on the General Information page.
- The project manager's person ID if no value is entered in the Approver field and all the expenses in the expense report are charged to the same project number.
- Null if there is no value entered in the Approver field, and there are multiple Project numbers in the expense report.

Awards Approvers

When the approval is set to be routed to the awards approvers the system will return:

- The person ID of the approver that is entered in the Approver field on the General Information page.
- The award manager's person ID if no value is entered in the Approver field and all the expenses in the expense report are charged to the same award number.
- Null if there is no value entered in the Approver field, and there are multiple award numbers in the expense report.

The AP_WEB_CUST_AME_PKG.getHeaderLevelApprover function resides in the apwamecb.pls file in the directory: /apdev/ap/11.5/patch/115/sql.

See: Integrating with Oracle Approvals Management, page 2-42 for more information.

The query for the applicable AME attribute is:

```
select AP_WEB_CUST_AME_PKG.getHeaderLevelApprover(:transactionId)
from ap_expense_report_headers_all
where report_header_id = :transactionId
```

> **Note:** The JOB_LEVEL_NON_DEFAULT_STARTING_POINT_PERSON_ID attribute in AME is seeded with a query to get the value for the approver field. Therefore, to use this client extension, you should update this attribute with the query provided above.

AME Line-Level Approver Client Extensions

Use AP_WEB_CUST_AME_PKG.getLineLevelApprover to set the first approver for the approval routing for individual line items. You can also use this function to change the order of precedence for approvals and route expense reports to the cost center owner, cost center business manager, project manager or award manager. If you do not customize the order of precedence, the approvals are routed in the following order: awards approvers, projects approvers, cost center approvers.

When set to use line-level approvals, Internet Expenses returns for each line:

- The award manager's person ID if the award number is entered.
- The project manager's person ID if the project number is entered.
- The cost center manager's person ID if the cost center is entered and different than the employee's cost center.
- Null if the cost center is entered and the same as the employee's cost center.
- Null if neither the award number, the project number nor the cost center is entered.

The LINE_ITEM_STARTING_POINT_PERSON_ID AME attribute is seeded with a query that calls the client extensions functions.

The LINE_ITEM_STARTING_POINT_PERSON_ID AME attribute resides in the apwamecb.pls file in the directory: /apdev/ap/11.5/patch/115/sql.

See: Integrating with Oracle Approvals Management, page 2-42 for more information.

AME Cost Center Approver Client Extension

Use the predefined AP_WEB_CUST_AME_PKG.getCostCenterApprover function to route an expense report for approval to cost center owners, for situations where no one in the cost center hierarchy approved the expense report. For example, if an employee submits an expense report to a supervisor for approval and the supervisor is not in the cost center owner's HR hierarchy, the cost center owner is automatically added to the list of approvers. This API is only supported when you use Oracle Approvals Management for expense report approvals.

You can only use the call to this API with an AME dynamic approval group. The AP_WEB_CUST_AME_PKG.getCostCenterApprover function returns the person ID.

To use the AME Cost Center Approver Client Extension:

1. Create a cost center approval group with this dynamic query:

   ```
   select 'person_id:'||AP_WEB_CUST_AME_PKG.getCostCenterApprover(:t
   ransactionId) person_id
   from ap_expense_report_headers_all
   where report_header_id = :transactionId
   ```

   The AP_WEB_CUST_AME_PKG.getCostCenterApprover function resides in the apwamecb.pls file in the directory: /apdev/ap/11.5/patch/115/sql. The file name is **apwamecb.pls**.

2. According to your business requirements, set up a rule with Approval Type pre-chain-of-authority approvals or post-chain-of-authority approvals, then select "Require pre/post-approval from Cost Center Approval Group" for Approval.

3. Before you enable the new rule, test the Approval Group using the AME Test tab.

   This table describes the different expenses entry scenarios and the value returned by the function for each scenario. The Cost Center default value refers to the value defined in the employee's HR setup.

Cost Center	Approver Field	Value Returned
Default	Null	Null
Default	Employee's supervisor	Null
Default	Not employee's supervisor, but approver belongs to employee's cost center	Null
Default	Not employee's supervisor, and approver does not belong to employee's cost center	Cost center owner ID
Changed	Null	Cost center owner ID
Changed	Employee's supervisor	Cost center owner ID
Changed	Not employee's supervisor, but approver belongs to employee's cost center	Cost center owner ID
Changed	Not employee's supervisor, approver not in employee's cost center, and approver's default cost center is different from the cost center entered	Cost center owner ID
Changed	Not employee's supervisor, but approver's default cost center is the same as the cost center entered	Null

Related Topics

Approval Groups, *Implementing Oracle Approvals Management*

Expense Report Number Client Extension

Use the Expense Report Number client extension to generate custom expense report numbers. You can, for example, customize the format of the expense report number to match your company's numbering system.

You create custom expense report numbers by modifying the plsql function AP_WEB_OA_CUSTOM_PKG.GetNewExpenseReportInvoice. This function does not return a default value. If you do not implement this function, Internet Expenses uses the current numbering sequence.

The AP_WEB_OA_CUSTOM_PKG.GetNewExpenseReportInvoice function is located in the directory $AP_TOP/patch/115/sql/apwcstmb.pls. The input parameters passed for this function are:

- p_employeeId - IN ap_expense_report_headers.employee_id%TYPE
- p_userId - IN fnd_user.user_id%TYPE
- p_reportHeaderId - IN ap_expense_report_headers.report_header_id%TYPE

The returned value is the new expense report number.

Employee Matching Rules

Employee matching rules are used to automatically create new credit card accounts if they do not already exist in your system. New credit card accounts are created in the AP_CARD_DETAILS table. To enable this functionality, assign a matching rule in the Card Programs window.

> **Note:** If no matching rule is assigned to the card program, then no employee matches will be performed. See: Defining Credit Card Programs, page 2-35 for more information.

Internet Expenses provides two matching rules, a Default rule for MasterCard and Visa card programs and an American Express rule for American Express card programs. These matching rules are defined for the most common scenarios. However, there are cases where the employee information provided by the card issuers varies depending on the geographical region in which you operate. For instance, the national identifier (for example, social security number) or employee number may or may not be provided. Also, the employee name may in some cases be given in the "FIRSTNAME LASTNAME" format, but in other cases in the "LASTNAME, FIRSTNAME" format.

If the provided matching rules do not apply to your implementation, you will need to create a new matching rule. Employee matching rules are created as pl/sql packages. If you want to use one of the available matching rules as a template, the existing matching rules are stored in the following directory: $AP_TOP/patch/115/sql. The names of the packages are:

- American Express: AP_WEB_AMEX_PKG (file names are apwamexs.pls and apwamexb.pls).
- Default (MasterCard and Visa): AP_WEB_MATCHING_RULE_PKG (apwmachs.pls, apwmachb.pls).

> **Note:** If you need to define a matching rule, you should not modify the existing packages but instead should create a new pl/sql package.

Matching Rules Behavior

For the provided matching rules, in order for a match to be successful, all of the following items in the credit card transaction feed must have an exact match with the information in the Oracle Human Resources tables:

- Employee name
- Employee number
- National identifier

American Express Matching Rule

- Employee name: This matching rule assumes that full_name (column in the American Express transaction files) will be populated with the employee's name in the format "First Middle Last". If the name is just one word, it is assumed to be the last name. If the name is two words, it is assumed to be first name and last name. Also, a case insensitive match will be performed on the name.
- Employee number: The employee number has no special formatting

- National identifier: In the United States, this is an employee's social security number. American Express allows for 10 characters. Since social security numbers contain 9 characters, American Express provides a leading 0 which the matching rule then discards. If you are implementing in other countries that provide a national identifier, and there is one or more leading 0, the matching rule will still only discard the first leading zero, so you must create a new matching rule.

Default Matching Rule (MasterCard, Visa, American Express)

- Employee name: If any of the columns FIRST_NAME, MIDDLE_NAME, LAST_NAME are populated, this will take precedence over FULL_NAME for matching against the employee name. Names always use a case-insensitive match.
- Employee number: The employee number has no special formatting
- National identifier: The national identifier has no special formatting

Creating a Matching Rule

To create a new employee matching rule:

1. The name of the pl/sql package must be used as the lookup Code value for the OIE_EMP_MATCH_RULE lookup. See: Define Payables Lookups for Internet Expenses for more information
2. The pl/sql package must define a procedure with the following signature: PROCEDURE GET_EMPLOYEE_MATCHES(p_card_id IN NUMBER).
3. The procedure must populate the table AP_CARD_EMP_CANDIDATES with all possible matches.
4. To prevent overriding your customizations, save your new package in a directory other than the $AP_TOP/patch/115/sql directory.

6

Configuring the Expenses Spreadsheet

This chapter covers the following topics:

- Disconnected Expense Reporting Process
- Configuring the Microsoft Excel Template
- Displaying the Sheet Tabs
- Configuring the Expense Report Sheet
- Setting Up Currency Codes
- Setting Up Expense Types
- Changing Column and Cell Headings
- Modifying Cell Links
- Setting Up Descriptive Flexfields in the Microsoft Excel Template
- Setting Up Text Boxes and Choice Lists
- Other Setup Considerations
- Testing your Custom Microsoft Excel Template

Disconnected Expense Reporting Process

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 involves entering expenses in a Microsoft Excel spreadsheet on a personal computer or laptop and then importing this spreadsheet into Internet Expenses.

Internet Expenses provides a Microsoft Excel expense spreadsheet template to create a disconnected expense report. You can configure this spreadsheet template to meet the needs of your company. See: Configuring the Microsoft Excel Template, page 6-2 for more information.

> **Note:** If you use the per diem or mileage rate schedules functionality, users need to enter these expenses online.

To submit a disconnected expense report, an employee completes these steps:

1. Log in to Internet Expenses.

2. Click the Spreadsheet Export link and save the spreadsheet template to your local computer.
3. Open the spreadsheet template in Microsoft Excel and create a working copy using the Save As command.
4. Enter expenses in the spreadsheet using Microsoft Excel.
5. When the spreadsheet is complete, log in to Internet Expenses and click the Expenses Entry link.
6. Click the Import Spreadsheet Expenses button to display the Import Expense Report Spreadsheet page.
7. Copy the contents of the spreadsheet in Microsoft Excel, then paste the contents in the Spreadsheet Import Area.

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

8. Click Skip to Review or Continue to ensure there is no missing or invalid data in the report. If the spreadsheet contains errors:
   1. Clear the contents of the upload page.
   2. Modify the spreadsheet in Microsoft Excel.
   3. Copy the contents of the spreadsheet, then paste the contents in the Spreadsheet Import Area.
   4. Click Skip to Review or Continue.
9. When the spreadsheet passes validation, a new expense report is created in Internet 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 seeded Internet Expenses responsibility can access the Spreadsheet Export and Import Spreadsheet Expenses functions.

Configuring the Microsoft Excel Template

The Microsoft Excel template is a spreadsheet that employees use to create disconnected expense reports. You must configure the Microsoft Excel template so that it matches your current Internet Expenses implementation. For example, all fields in Internet Expenses must exist in your template, and fields that are set as *Required* in Internet Expenses must also be required in the template. If the template does not match your implementation, employees cannot create and import expense reports using the disconnected process.

To configure the Microsoft Excel template, you must enter specific values from various Oracle Payables windows into the template. Once you have configured the Microsoft Excel Template, remove the seeded function from the menu for exporting the spreadsheet. The seeded OIE Import Page function is assigned to the Expenses Shortcuts menu.

To configure the Microsoft Excel template and make it available to your users:

1. Access the apwexpmc.xls spreadsheet from the $AP_TOP/html/US directory.
2. Configure the spreadsheet according to your company's business needs.
3. Save the spreadsheet using the method for either a single spreadsheet or multiple spreadsheets.

   For a Single Spreadsheet

   - Save the spreadsheet using a different filename to the $OA_HTML/US directory.

   For Multiple Spreadsheets

   - Save the configured spreadsheets to the OA_HTML/<language> virtual directory on the Web Server. The language component of the directory path is established for each language installed in your system.
   - Create an HTML page with links to the spreadsheets and place the HTML page in the same OA_HTML/<language> virtual directory.
4. Log into the System Administrator responsibility.
5. Navigate to the Form Functions window.
6. In the Description tab, create a new function by entering values for Function, User Function Name, and Description. Starting your Function with *Oracle Internet Expenses* is recommended.
7. In the Properties tab, enter *SSWA plsql function (WWW)* in the Type field.
8. Choose the Form tab.
   1. For a single spreadsheet, enter in the Parameters field: p_filename=<name of your configured spreadsheet from step 3>.
   2. For multiple spreadsheets, enter in the Parameters field: p_filename=<name of your HTML file from step 3>.
9. Choose the Web HTML tab. In the HTML Call field, enter: US/<name of your HTML file from step 3>. xls.
10. Choose the Web Host tab. Leave the Encrypt Parameters check box unchecked.
11. Save your work.
12. Navigate to the Menus window.
13. In the User Menu Name field, query the menu that is used with the expense reporting responsibility assigned to your employees. The Expenses Main Menu (New) (OIE_MAIN_MENU_NEW) is assigned to the seeded Internet Expenses responsibility. If you are using Oracle Time and Labor (OTL), use the Expenses Main Menu (OIE_MAIN_MENU.)

    If you want to add the function to the Expenses sub-menus instead, query the Expenses Tab Bar (OIE_EXPENSES_TAB_BAR) menu.

    If you want to link the multiple spreadsheets from the Expenses Home page, personalize the page button region to add a button or modify the existing button. On the Personalize Page: Expenses Home page, set the Destination URL on the Page Button Bar to the function you created in the previous steps (for example OA.jsp?OAFunc=<new function name>.)

    > **Note:** The Expenses Home page function is associated with the Expenses Main Menu.

14. In the Function field, add the new function you defined in the previous steps and a prompt for that function.
15. Bounce Apache.

Required Tasks

Perform these tasks to configure the Microsoft Excel template:

- Displaying the Sheet Tabs, page 6-4
- Configuring the Expense Report Sheet, page 6-5
- Setting Up Currency Codes, page 6-7
- Setting Up Expense Types, page 6-8
- Changing Column and Cell Headings, page 6-10
- Setting Up Text Boxes and Choice Lists, page 6-16

Conditional Tasks

Perform these tasks if required by your spreadsheet configuration:

- Modifying Cell Links, page 6-11 (to set default values, or if you modify the list of currency codes or expense types)
- Setting Up Descriptive Flexfields in the Microsoft Excel Template, page 6-12 (if you implement descriptive flexfields for Internet Expenses)

See also: Other Setup Considerations, page 6-18.

> **Note:** You must use Microsoft Excel 5.0 or higher to configure the expense report spreadsheet template.

Displaying the Sheet Tabs

After obtaining the expense spreadsheet template from the operating system directory, display the custom sheet tabs to make any modifications.

You can modify these sheets in the Microsoft Excel template:

- Expense Report
- Currency Codes and Descriptions
- Expense Types
- Cell Links
- Prompts (to change column and cell headings)

> **Note:** You cannot modify the Custom Field Links sheet or Custom Field Code sheet. The expense spreadsheet template will not function properly if you modify these sheets.

To display the custom 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. Open the View tab.
5. Check the Sheet Tabs box, then click OK.

Configuring the Expense Report Sheet

This section describes how to configure the Expense Report sheet.

Defining the Date Format

Users enter a receipt date in the spreadsheet 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 imports a completed expense report, Internet Expenses compares the date format of the Date From and Date To columns to the date format set using the self-service applications 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 Internet Expenses. An example of a valid date format is DD–MON–YYYY. When a user makes changes to the General Preferences, the changes only affect that user's login session.

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

Entering an Expense Template Name

You must assign a template name to the Microsoft Excel template to define the list of expense types that are available in Internet 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 Microsoft Excel template. See also: Setting Up Expense Types.

You create expense report templates in the Payables Expense Report Templates window. The template you choose must have the Enable for Internet Expenses option checked (set to Yes).

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

> **Note:** If multiple expense report templates have been defined for use with Internet Expenses, you must set up a separate custom Microsoft Excel template for each template.

To enter a template name:

1. Open the Expense Report sheet tab at the bottom of the spreadsheet.

2. Enter the name of an expense report template that is enabled for Internet Expenses into the Expense Template cell.

   The name must exactly match the name of an Internet Expenses-enabled template that appears in the Payables Expense Report Templates window.

3. Save your work.

Modifying the Reimbursable Amount Formula

The predefined formula for the Reimbursable Amount column of the spreadsheet: *(receipt amount * exchange rate)*

This formula is provided to match the default setting of No for the Journals: Display Inverse Rate profile option.

If you set this profile option to Yes, you must change the Reimbursable Amount formula for all cells in this column to reflect the inverse of this formula (receipt amount / exchange rate).

To modify the default settings for the reimbursement currency and the Receipt Missing check box, use the Cell Links sheet. See: Modifying Cell Links, page 6-11 for more information.

To edit the Reimbursable Amount formula:

1. Place the cursor in the first cell of the Reimbursable Amount column.
2. Change the multiplication symbol (*) to the division symbol (/), then press Enter.
3. Place the cursor over the square in the lower right corner of the cell that you just changed, so that the cross cursor changes to a solid cross. Press and hold the right-click button on your mouse, and while holding the right-click drag down so that all of the remaining cells in this column are highlighted.
4. Release the right-click, and all of the formulas for these cells are automatically updated.

Protecting Formulas

The values for Days, Receipt Amount, and Reimbursable Amount columns are derived from formulas. To prevent users from encountering unexpected errors, you should protect these formulas so that users do not manually enter data in the column cells.

To protect column cells:

1. Choose Options from the Tools menu.
2. In the Options window, open the View tab and check the Row & Column Headers box to make the row and column headers visible.
3. Click OK.
4. Open the Expense Report sheet tab at the bottom of the spreadsheet.
5. For the Days column, click the column header so that the entire column is highlighted.
6. Choose Cells from the Format menu.
7. In the Format Cells window, open the Protection tab and check the Locked box.

8. Click OK.
9. Repeat steps 4 to 8 for the Receipt Amount and Reimbursable Amount columns.

Related Topics

Expense Report Templates, *Oracle Payables User Guide*

Setting Up Currency Codes

When an employee imports an expense report spreadsheet, Internet 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 Internet 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 the Currencies window, you must edit the Currency Codes and Descriptions sheet to include only enabled currencies. You should first review the list of enabled currencies in the Currencies window, then remove all disabled currencies from the Currency Codes and Descriptions sheet.

> **Note:** The Currency Codes and Descriptions sheet must contain at least one currency.

After you update the Currency Codes and Descriptions sheet, you may need to make these modifications to the Cell Links sheet:

- Update the list of currencies in the Cell Links sheet to match the currency list in the Currency Codes and Descriptions sheet.
- Update the default currency for the spreadsheet template expense report.

See: Modifying Cell Links, page 6-11 for more information.

When you make changes to the Currency Codes and Descriptions sheet, you can use the Expense Report sheet to confirm your changes.

Prerequisite

Before you can set up currency codes, you must review and make a list of all enabled currencies in the Currencies window.

To set up currency codes:

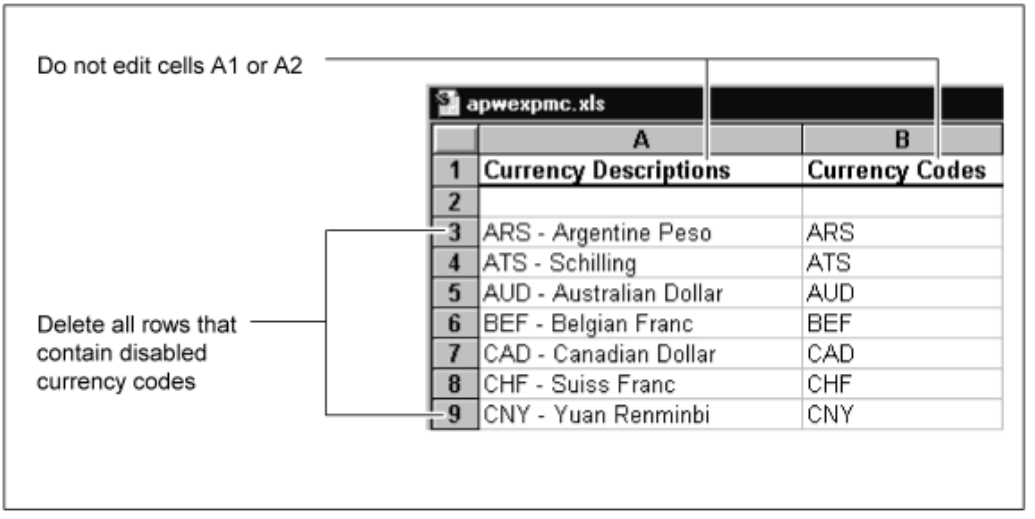
1. Open the Currency Codes and Descriptions sheet tab at the bottom of the spreadsheet.

   > **Note:** Do not edit the header region (cells A1 and B1) of the Currency Codes and Descriptions sheet.

2. Delete each row that contains a disabled currency.
3. Realign the remaining currencies to create a sequential list:
   - Leave row 2 (cells A2 and B2) blank.
   - Do not leave gaps of empty rows between currency codes.

4. Open the Expense Report sheet tab at the bottom of the spreadsheet to review the expense report and verify your changes.
5. Save your work.
6. Update the Cell Links sheet to reflect the changes to the Currency Codes and Descriptions sheet.

This illustration depicts the Currency Description and Currency Code columns. Delete all the currencies that you will not use. Do not edit the labels in row 1. Leave row 2 blank.



	A	B
1	Currency Descriptions	Currency Codes
2		
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 - Suiss Franc	CHF
9	CNY - Yuan Renminbi	CNY

Related Topics

Defining Currencies, *Oracle General Ledger User Guide*

Setting Up Expense Types

To enter expense types in the Expense Report sheet, users select values from a choice list. The Expense Types sheet contains the values that appear in this choice list. You must configure 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.

For example, the Expense Report Templates window in Payables lists the expense types Airfare, Car Rental, Hotel, and Entertainment in the Sales template, and 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 Microsoft 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 choice list.

After you update the Expense Types sheet, you may need to update the expense types that appear in the expense report template. (By default, the template does not display expense types.) See: Modifying Cell Links, page 6-11 for more information.

When you make changes to the Expense Types sheet, you can use the Expense Report sheet to confirm your changes.

Prerequisite

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. Open the Expense Types sheet tab at the bottom of the spreadsheet.
2. Change the sample expense types to valid expense types (those defined in the template you entered in the Expense Report sheet). You must 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.

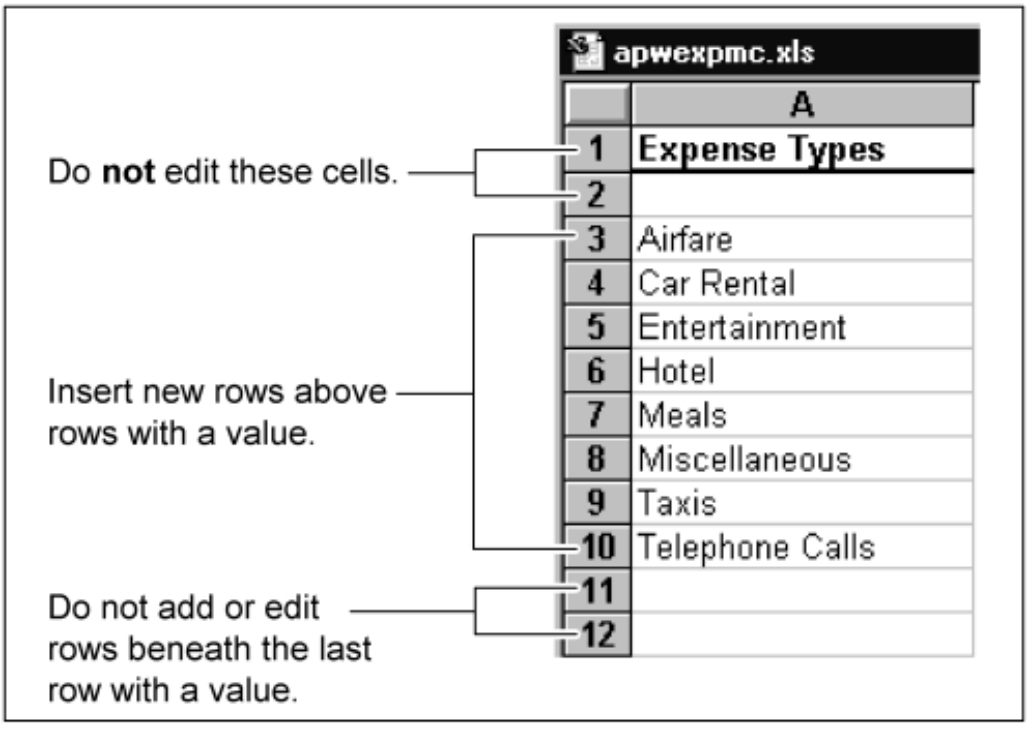
   To insert a new row, select a cell that contains a value, then choose Insert > Rows. If you select a cell that does not contain a value and use Insert > Rows to add an expense type to this new row, the expense type does not appear in the choice list.

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

   Note: 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).

4. Open the Expense Report sheet tab at the bottom of the spreadsheet to review the expense report and verify your changes.
5. Save your work.

This illustration displays a column of possible expense types. Do not edit rows 1 and 2. Insert new rows above rows with values, and do not add or edit any rows beneath the last value.



Changing Column and Cell Headings

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 that you can change.

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

To change column and cell headings in Microsoft Excel:

1. Open the Prompts sheet 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 seeded AK Developer responsibility.
2. Navigate to the Regions window (Define Regions).
3. Query the Region ID *AP_WEB_DISC_EXP*, then choose Region Items.
4. Change the values in the Long Label fields to match the values in Column B of the Prompts sheet.
5. Save your work.

Related Topics

Web Applications Dictionary, *Oracle Self–Service Web Applications Implementation Manual*

Modifying Cell Links

The Cell Links sheet provides default values for these parameters on the spreadsheet template expense report:

- Column A: Receipt Currencies
- Column B: Expense Type
- Column C: Receipt Missing (True/False)
- Column D: Reimbursement Currency

The values in each column represent the default values based on the position on the relative sheet. The values for columns A and D represent row number plus 1 from the Currency Codes and Descriptions sheet; the values for column B represent row number plus 1 from the Expense Types sheet.

Use the Cell Links sheet to:

- Update the default values for receipt currencies, expense types, missing receipt and reimbursement currency, according to your business requirements.
- Make adjustments to the Cell Links sheet if you modified the list of currencies in the Currency Codes and Descriptions sheet or the list of expense types in the Expense Types sheet.

The cell link values for currencies and expense types must point to an existing currency or expense type on the respective sheets. If they do not, then errors can occur when users import spreadsheets into Internet Expenses. For example, if you delete all currencies but the US dollar (USD) in the Currency Codes and Descriptions sheet, then you must update columns A and D of the Cell Links sheet with a USD entry only.

When you make changes to currencies or expense types on the Cell Links sheet, you can use the Expense Report sheet to confirm your changes.

To modify cell links:

1. If necessary, review the currency code values on the Currency Codes and Descriptions sheet and the expense type values on the Expense Types sheet.
2. Open the Cell Links sheet tab at the bottom of the spreadsheet.
3. To update the value of an existing receipt currency, enter the new currency code in column A in the row that you want.

   Enter a number that is one value less than the code represented. For example, working from a sheet that contains all currency codes, if the US dollar code is in row 185, enter *184*; for euro (row 57) enter *56*; for British pound sterling (row 142) enter *141*.
4. To enter or update the value of an existing expense type, enter the new expense type code in column B in the row that you want. By default, the spreadsheet template does not display expense types.

   Enter a number that is one value less than the code represented. For example, working from a sheet that contains all expense type codes, for Taxi (row 5) enter *4*; for Mileage (row 7) enter *6*; for Entertainment (row 11) enter *10*.

5. To check the Receipt Missing box for a given row, enter *True* in Column C in the corresponding row.
6. To change the default value in the Reimbursement Currency field, enter a new currency code in Column D.
7. To remove a receipt currency or expense type from a row, you can either delete the value or enter a value of *1*.
8. Open the Expense Report sheet tab at the bottom of the spreadsheet to review the expense report and verify your changes.
9. Save your work.

Setting Up Descriptive Flexfields in the Microsoft Excel Template

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

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

Types of Descriptive Flexfields

You can define two types of descriptive flexfields: context–sensitive and global. **Context–sensitive flexfields**appear in the Internet 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 Internet Expenses, these flexfields dynamically appear in the Receipt Details page.

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

> **Note:** To ensure that all flexfields appear in the correct order in the Microsoft Excel spreadsheet, define your global flexfields first and then define your context–sensitive flexfields.

Defining Flexfields in the Microsoft Excel Template

Define your context–sensitive and global flexfields in the Expense Types sheet of the Microsoft 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 Microsoft Excel template, you need specific information from Oracle Applications. Complete these tasks for each flexfield you are using in Internet Expenses:

- Enter flexfield window prompt values. This is the name of the prompt that appears in Internet Expenses.
- Determine the flexfield Validation Type. The Validation Type indicates whether the flexfield must be defined as a text box, list of values, or check box.
- Determine the corresponding list of values for the field (if required). 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 Internet 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 imports an expense report and chooses Continue or Skip to Review to validate the report, Internet 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 import process will fail.

To determine flexfield window prompt values:

1. In Payables, navigate to the Descriptive Flexfield Segments window.
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.
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.

Determining Flexfield Validation Types

A flexfield's Validation Type indicates whether you need to set up the flexfield as a list of values, a choice list, or a text box in the Microsoft 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 Value Sets window. Set up this flexfield in the Microsoft Excel template as a choice list and define a list of values for it. See also: Defining a List of Values for Descriptive Flexfields, page 6-14.

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 Microsoft Excel template as a Yes/No choice list.

If the Validation Type is None, the flexfield is not validated against a list of values. Set up this flexfield in the Microsoft Excel template as a text box.

To determine a flexfield 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 Microsoft 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 choice list in the Microsoft 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.
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 Microsoft Excel template.

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 *choice list* in the Microsoft Excel template with the values Yes and No.

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.
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 Microsoft Excel template.

Setting Up Global Flexfields in the Microsoft Excel Spreadsheet

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

Prerequisites

Complete the steps described in these sections:

- Determining Flexfield Window Prompt Values, page 6-13
- Determining Flexfield Validation Types, page 6-13

To set up global flexfields in the spreadsheet:

1. Open the Expense Type sheet 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.

   > **Note:** 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 choice list for the flexfield. To do this, paste a choice list into the corresponding Special Input cells.

   See also: Setting Up Text Boxes and Choice Lists, page 6-16.

4. Save your work.

Setting Up Context–Sensitive Flexfields in the Microsoft Excel Template

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

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

Prerequisites

Complete the steps described in these sections:

- Determining Flexfield Window Prompt Values, page 6-13
- Determining Flexfield Validation Types, page 6-13

To set up Name columns in the Expense Types sheet:

1. Open the Expense Type sheet 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.

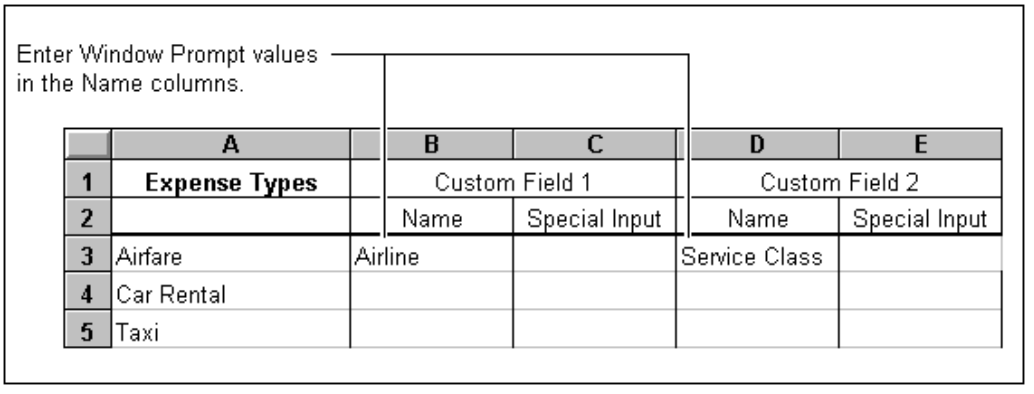
If multiple flexfield segments exist for this global data element, enter a second value in the Custom Field 2 Name column, a third value in the Custom Field 3 Name column, and so on.

> **Note:** 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 choice list 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 choice list or check box into the corresponding Special Input cells. See also: Setting Up Text Boxes and Choice Lists, page 6-16.
4. Save your work.

This illustration depicts the Custom Field columns and Name sub-columns in the spreadsheet.



Setting Up Text Boxes and Choice Lists

The values in the Name columns in the Expense Types sheet represent flexfields. Use the Special Input column to set up choice lists. Depending on the flexfield's validation type, it must be defined as either a text box or a choice list. To specify how the flexfield appears in the spreadsheet, you must paste a choice list into the Special Input column, or leave the column empty. See also: Determining Flexfield Validation Types, page 6-13.

There are three sample choice lists located below the sample expense types in the Expense Types sheet. The three sample choice lists 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 a sample choice list, 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 choice list, ensure that the top left corner of the object falls within the targeted cell.

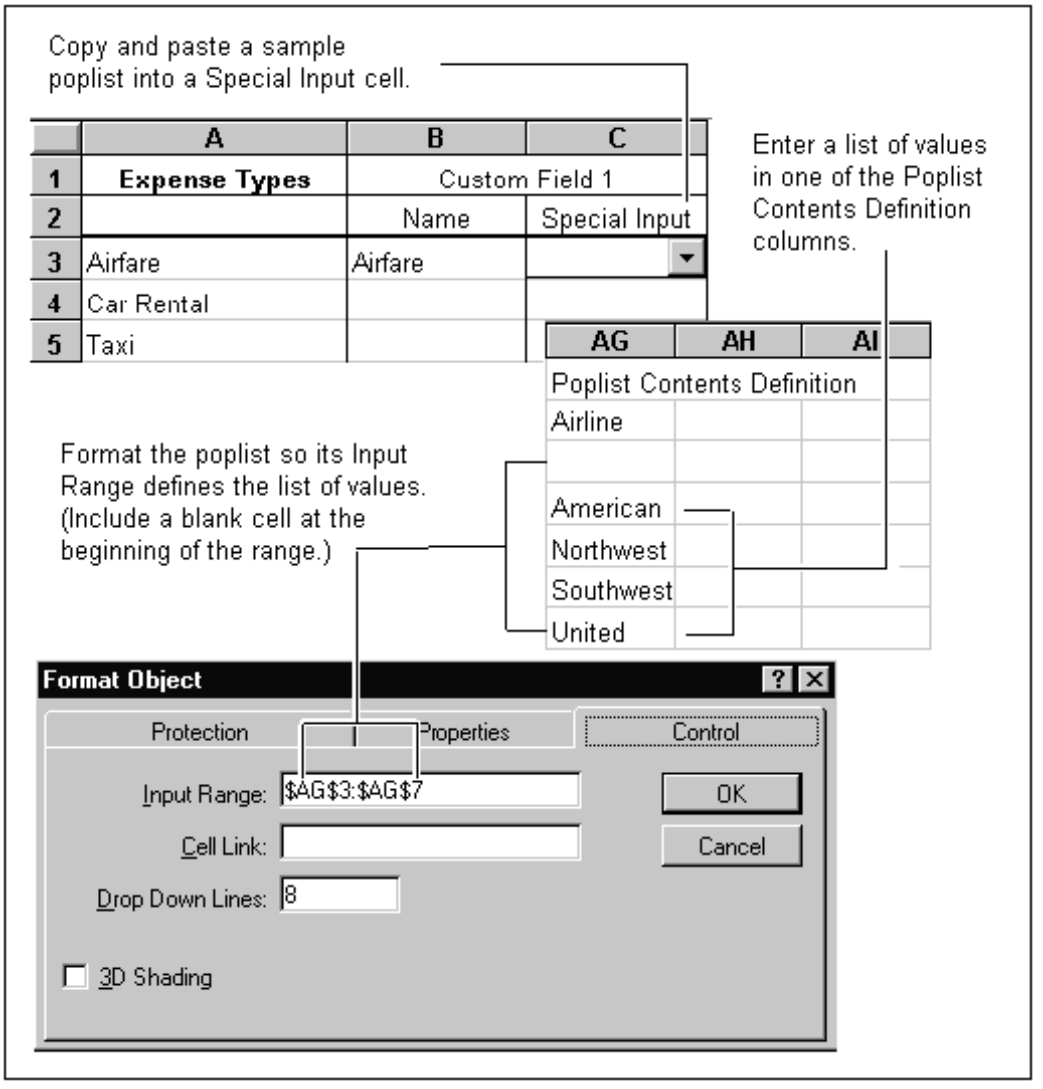
Prerequisites

- 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 choice list. See also: Determining Flexfield Validation Types, page 6-13.
- If the column must be set up as a choice list, determine the list of values to display. See also: Defining a List of Values for Descriptive Flexfields, page 6-14.

You can set up these types of columns for the Special Input columns in the Expense Types sheet:

- To define a text box, leave the Special Input column empty.
- To set up a choice list, complete these steps:
    1. Copy and paste a sample choice list into Special Input columns. Ensure the top left corner of the choice list falls within the targeted cell.
    2. Enter the elements of the list of values into the cells of one of the Choice List Contents Definition columns. Note the range of cells that contain the list of values.
    3. Format the choice list so its input range defines the range of cells that contain the list of values.

This illustration demonstrates the steps described above for setting up a choice list.



After you save your changes, you can verify them by performing these steps:

1. Open the Expense Report sheet tab at the bottom of the spreadsheet.
2. Select expense types to which you have associated flexfields.
3. Scroll to the Additional Information region and verify that the flexfields you defined appear.
4. Ensure all choice lists display the proper values.

Other Setup Considerations

Review the considerations described below when configuring your spreadsheet template. This will help ensure that your template is set up correctly.

Modifying the Import Status Message

Since all of the spreadsheet information cannot be shown in the Spreadsheet Import Area field, a user may be unsure whether the expense report was successfully imported. Therefore, a status message appears in the field to alert users that the import process completed. This "Import Successful" message ensures that users do not re-paste the data from the spreadsheet and create duplicate expense reports.

You can edit this message to fit your company's requirements. To edit this message, make the sheet tabs available in the spreadsheet and click the Prompts tab. In the Prompts tab, change the Import Successful prompt as necessary.

> **Note:** Ensure that you have not removed this prompt from the Expense Report sheet of the Microsoft Excel template during the configuration process. The prompt is not visible, but you can find it in the Line column. Specifically, it is in the first cell below the gray line at the bottom of the sheet.

Additional Information Column Heading

The Additional Information heading is the last column on the spreadsheet template. This column must remain the last column to ensure that the flexfields and flexfield values upload correctly.

Protecting the Custom Microsoft Excel Template

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

To protect the Custom Microsoft Excel Template

1. Open the Expense Report sheet tab at the bottom of the spreadsheet.
2. Position the sheet at the top left corner cell.
3. Hide the sheet tabs. To do this:
    1. Choose Tools > Option.
    2. Choose the View tab, then deselect the Sheet Tabs check box.
4. Protect the template by choosing Tools > Protection > Protect Sheet.
5. Save your work.

Testing your Custom Microsoft Excel Template

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

To test the Custom Microsoft Excel Template:

1. Compare the custom Microsoft Excel template and expense types to the Corporate Credit Card and Cash and Other Expenses pages. Ensure all fields in the template appear in these pages, and all the fields on these pages appear in the template. (Be sure that you also look at the Expense Details page.)

2. Create an expense report with the custom Microsoft 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 Internet Expenses. When expense report information is missing or invalid, you can perform either of these actions:

- Click Clear or Cancel to fix the errors in Microsoft Excel, then import it again later.
- Click Continue to import the report with the errors, then modify the report in Internet Expenses later.

7

Defining Workflow Processes

This chapter covers the following topics:

- Expenses Workflow
- Accessing the Expenses Workflow Processes
- Setting Up Workflow Builder for the Expenses Process
- Extending the Expenses Workflow
- Finding and Verifying Approvers
- Expenses Item Type
- Expenses Workflow Item Type Attributes
- Expenses Workflow Processes
- AP Standard Expense Report Process
- Server Side Validation Process
- Manager (Spending) Approval Process
- Third Party Expense Report Process
- Request Approval Process
- No Manager Response Process
- AP Approval Process
- Shortpay Unverified Receipt Items Process
- Bothpay Process
- Missing Receipts Shortpay Process
- Policy Violation Shortpay Process
- Rejection Process
- Credit Cards Workflow
- Accessing the Credit Cards Workflow Processes
- Setting Up Workflow Builder for the Credit Card Processes
- Credit Cards Workflow Item Type Attributes
- Credit Cards Process Activities
- Expense Receipts Workflow

- Expense Holds Workflow
- Initiating Deferred Workflow Processes

Expenses Workflow

The Expenses workflow process defines the administrative tasks necessary for managers and your accounting department to review and approve expense reports entered in Internet Expenses. The Expenses workflow process also routes information about expense reports and various notifications to managers and employees so that these tasks can be completed. You can 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 Expenses workflow process. 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.

Accessing the Expenses Workflow Processes

You can view the Expenses 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.

Setting Up Workflow Builder for the Expenses Process

Before you can use the Expenses Process to initiate a workflow, you must set up workflow activity attributes, timeouts, and performers using Workflow Builder. This table lists the setup steps and indicates whether each is required or optional:

Step Number	Step Description	Required or Optional
1	Set workflow activity attributes. See: Setting Workflow Activity Attributes for the Expenses Process, page 7-3.	Required
2	Set workflow timeouts. See: Setting Workflow Timeouts for the Expenses Process, page 7-5.	Optional
3	Set expense reports performers. See: Setting Expense Report Performers for the Expenses Process, page 7-6.	Required
4	Defer workflow process at submit time. See: Deferring the Workflow Process for the Expenses Process, page 7-7.	Optional

Setting Workflow Activity Attributes for the Expenses Process

To set up workflow activity attributes:

1. From the Processes branch, double click the appropriate process.
2. From the Processes diagram, double click the appropriate function.
3. In the Navigator Control Properties window, click the Node Attributes tab.
4. In the Attribute region, select the activity attribute from the Name field.
5. Select or enter the desired value in the Value field.
6. Click Apply and then, click OK.
7. Save your work.

Define Your Find Approver Method. The associated attribute is 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. See also: Finding and Verifying Approvers, page 7-9.

Notify Preparer When Resend Count Equals Limit. The associated attribute is 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.

Sum of Exp Lines with Missing Receipts Exceeds AP Limit. The associated attribute is 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.

Employee Approval Required. The associated attribute is 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).

Loop Counter. The associated attribute is 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.

Req Proof Of Payment Even If Mgr Apprvd Receipt Missing. The associated attribute is 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, Internet Expenses populates the RECEIPT_REQUIRED_FLAG column of the AP_EXPENSE_REPORT_LINES_ALL table with the value "Y".

When users enter expense reports in Internet 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_REQU IRED_FLAG column in the AP_EXPENSE_REPORT_LINES_ALL table from "Y" to "N" if employees check the Original Receipt Missing check box. Defining the value as "N" enables workflow to make proof of payment unnecessary if employees indicate that they do 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 also: Sum of Exp Lines With Missing Receipts Exceeds AP Limit (Node 13), page 7-33.

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 for the Expenses Process

You can specify any combination of days, hours, and minutes to indicate when 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 set up a notification activity's timeout value:

1. From the Processes branch, double click the appropriate process.
2. From the Processes diagram, double click the appropriate notification.
3. In the Navigator Control Properties window, click the Node tab.
4. In the Timeout region, enter desired values in the Value fields for days, hours, and minutes.
5. Click Apply and then click OK.
6. Save your work.

Internet Expenses provides seeded values for all of these notification activities. You can also specify another timeout value:

- 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)

Setting Expense Report Performers for the Expenses Process

All workflow notifications require a performer to be assigned to the notification. If a performer is not assigned, then Workflow will fail to send the notification.

All of the standard notifications come seeded with a performer. While some of the notification's performers are based on the item attribute associated with the notification message, other performers need to have a role assigned to the performer. For purposes of this discussion, roles are synonymous to employees defined in the Human Resources database.

When you define a notification's performer, you need to specify the Type of the Performer as well as the Value. If you select Constant for the Type, then the Value field will be limited to the roles that are loaded into the database. If you select Item Attribute for the Type, then all of the Item Attributes defined in the Expenses workflow will be available in the Value field.

For ease of maintenance, it is recommended that the notifications discussed below be set to the Type of Item Attribute. Then select either the AP or AP Expense Report Workflow Administrator item attribute.

Perform these steps in Oracle Workflow Builder to set up expense report performers. These steps include recommendations for which item attribute to use for each notification.

1. Load Roles: To load roles (employees):
    1. From the Files menu, select Load Roles from Database.
    2. In the Role Selection window, query the appropriate roles from the Find Roles field.
    3. From the Query Results region, select the required roles and click the Add button to add the roles to the Loaded Roles region.
    4. Click OK to save the loaded roles to the database.
    5. Save your work.
2. Assign Role to the attribute: From the Navigator window, open the attribute. In the Navigator Control Properties, under the Attribute tab the Type in the main region should be set to Role. In the Default region, select the proper Value (role) and click Apply. Save your work. Assign a role for each of the attributes listed in the Performer Definitions table below.
3. Define Notification Performers. For each notification outlined in the Performer Definitions table below:
    1. Open the appropriate workflow process.
    2. In the workflow process, open the notification.
    3. In the Navigator Control Properties window, click the Node tab.
    4. In the Node tab's Performer region, select Item Attribute as the Type.
    5. For the Value, select the appropriate attribute as documented in the Performer Definitions table below.
    6. Click Apply and save your work.

        Note: By performing the steps above, you are indirectly linking a role to the notification. If you want to directly link a role

to a notification, Set Performer Type as Constant instead of Attribute. Then, select the proper role. By using the Constant type, you have more flexibility. However, by using the item attribute, maintenance is minimized when any of the performer roles need to be changed.

Performer Definitions

This table lists the notifications and seeded performer for each workflow process.

Workflow Process Name	Notification	Performer (Attribute)
Server Side Validation Process	Inform Sys Admin of Payables Validation Failure	AP Expense Report Workflow Administrator
Server Side Validation Process	Inform Sys Admin of Custom Validation Failure	AP Expense Report Workflow Administrator
Server Side Validation Process	Inform Individual of Expense Allocation Failure Notification	Expense Allocations Administrator
Manager (Spending) Approval Process	Inform System Administrator - No Approver	AP Expense Report Workflow Administrator
Manager (Spending) Approval Process	Inform AP Mgr Approved ShortPay With Missing Receipts	AP
AP Approval Process	Request AP To Review For Spending Policy Compliance	AP
Rejection Process	Inform AP Exp Report They Reviewed Is Mgr Rejected	AP
Policy Violation Shortpay Process	Provide AP With Missing Info To Rectify Policy Shortpay	AP
Bothpay Process	Inform System Administrator - No Vendor	AP Expense Report Workflow Administrator
AP Custom Default Error Process	AP Custom Default Error Notification	AP Expense Report Workflow Administrator

Note: It should be noted that the performers listed in the table above are already seeded in the workflow notifications. In addition, the setup steps above are recommendations on how to use the seeded item attributes. For additional flexibility, you can configure workflow by creating new item attributes and then perform the same setup steps above.

Deferring the Workflow Process for the Expenses Process

To improve the performance at submit time, you can defer the workflow process upon expense report submission.

To defer the workflow process:

1. Using Workflow Builder, open the file:

```
$AP_TOP/patch/115/import/US/apwxwkfl.wft
```

2. From the Workflow Builder Navigator, expand the Processes list and double-click on the AP Standard Expense Report Process.
3. Double-click on the activity: Determine Which Process To Start From. Alternatively, right-click on the activity and select Properties.
4. In the Navigator Control Properties region, click the Function tab.
5. Select Properties.
6. Set the Cost field to a number larger than zero.
7. Save your work.

Related Topics

Activities, *Oracle Workflow Guide*

Process Window, *Oracle Workflow Guide*

Extending the Expenses Workflow

Although you can use the predefined Expenses workflow in its current state, you may want to configure the process to accommodate your organization's specific needs. You can modify the predefined PL/SQL client extensions to extend the basic functionality of Internet Expenses to implement and automate company–specific business rules.

Expenses Workflow Procedures

The PL/SQL procedures of the Expenses workflow are contained in two packages, AP_WEB_EXPENSE_WF.apwxwkfb.pls and AP_WEB_EXPENSE_CUST_WF.apwxwfcb.pls located in $AP_TOP/patch/115/sql/apwxwfcb.pls.

AP_WEB_EXPENSE_WF.apwxwkfb.pls. *Do not* configure 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 Expenses workflow.

AP_WEB_EXPENSE_CUST_WF.apwxwfcb.pls. This package contains PL/SQL procedures that you can modify. 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 modifications, 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.

You can modify these procedures in the AP_WEB_EXPENSE_CUST_WF package:

- DetermineMgrInvolvement
- VerifyAuthority
- CustomValidateExpenseReport
- FindApprover

See also: Chapter 5, "Implementing Client Extensions", page 5-1. We recommend that you do not create custom processes to replace the seeded processes. Doing so interferes with the proper functioning of the Expenses workflow.

Finding and Verifying Approvers

The Manager (Spending) Approval process includes the activities Find Approver and Verify Authority. The functionality of these activities differ based on whether or not you have implemented Oracle Approvals Management to handle expense report approval routing. This section describes the functionality for both scenarios.

Find Approver and Verify Authority Behavior without Approvals Management

The behaviors of the approver selection and verify authority for the Manager (Spending) Approval Process are based on your selected Find Approver method.

The predefined Find Approver methods are:

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

Go Up Management Chain Method. 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.

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

One Stop Then Go Directly Method. 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.

Go Directly to Person With Signing Authority Method. 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.

Using Alternate Approvers. If a user selects an alternate approver, the approval process first routes the expense report to the alternate approver. If the alternate approver approves the expense report, the Verify Authority activity determines whether the expense report exceeds the alternate approver's signing limit. The Verify Authority activity also determines whether the alternate approver has signing authority for the cost center to which the expense report is charged. If the expense report does not exceed the alternate approver's signing limit, and the alternate approver has the correct cost center singing authority, the expense report passes the Verify Authority activity.

> **Note:** If an employee enters an alternate 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 alternate approver, or the alternate 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. At this point, the Find Approver activity will handle the expense report differently based on the Find Approver method you are using.

- If you are using the Go Up Management Chain method, the Find Approver activity routes the expense report to the manager of the alternate approver for approval. This process continues (moves up the alternate approver's management chain) until the expense report is either rejected or a manager with the necessary authority approves the expense report.
- If you are using the One Stop Then Go Directly method, the Find Approver activity routes the expense report to the nearest manager in the management chain of the alternate 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 alternate approver who does not have the authority to approve expense reports for the specified cost center, the expense report fails the *Verify Authority* activity.

However, if you are using the Go Directly to Person with Signing Authority method, both the Find Approver and Verify Authority activities are simplified. The Find Approver activity routes the expense report to the nearest manager in the alternate 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 alternate approver who does not have the authority to approve expense reports for the specified cost center, the expense report fails the *Verify Authority* activity.

The Find Approver activity will not find an approver if users charge expense reports to cost centers different from their default cost centers and they do not enter an Alternate Approver. To prevent users from submitting expense reports with this scenario, set the profile option OIE: CC Approver Req to Yes. If this profile option is set to Yes, employees who charge an expense report to a cost center that is not their own must enter an alternate approver. However, an employee can enter an alternate approver who does not have signing authority for the cost center entered on the expense report.

If an alternate 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 regardless of the selected Find Approver method. Internet Expenses users must ensure that the alternate approver entered has signing authority for the specified cost center.

Transferring Approval Ownership. Approvers can change the approval ownership of an expense report. A Reassign button is available on the approval request which enables the approver to designate a new approver.

Find Approver and Verify Authority Behavior with Approvals Management

When enabled, Oracle Approvals Management approval routing rules are used by the Manager (Spending) Approval process. This workflow process still handles the overall flow of the expense report. However, the behaviors of these activities are modified to account for Approvals Management routing rules:

- Find Approver
- Verify Authority
- Record Forward From Info

The Find Approver activity sends the specified approver of the expense report to an Approvals Management API. This API builds an approval chain based on the normal Human Resources hierarchy of this approver and the rules you have defined in Approvals Management if the approval chain does not exist. For example, you define a rule that specifies that expense reports over a certain dollar amount requires approval from a manager with a job grade level of 2. When an expense report is submitted that exceeds this dollar amount, Approvals Management builds the approval chain based on the HR hierarchy until it reaches an approver with that level.

Once a manager approves the expense report, the Verify Authority checks the authority of the specified approver on the expense report. If the approver has the required authority for the expense report, then the approval process proceeds to the next step in the Manager (Spending) Approval Process. If the approver does not have the required authority, then Verify Authority cancels and the Find Approver activity is reactivated to retrieve the next approver from the pre-built approval chain. The expense report is then sent to this approver. This cycle continues until the expense report is approved by the final approver on the chain.

As the expense report is escalated to each approver, a notification is sent to the preparer that the expense report has been forwarded for approval. The process for releasing this notification is handled by the Record Forward From Info activity.

To summarize, Approvals Management is used to create a temporary approval chain based on the HR hierarchy and rules, and to return the next approver from the approval chain.

Using Alternate Approvers. The normal Human Resources hierarchy is used by Approvals Management to build the approval chain for an expense report. This chain is rebuilt if a user specifies an alternate approver. In this case, the approval chain is based on the selected alternate approver.

Transferring Approval Ownership. An approver can transfer the approval ownership of an expense report to another approver. When this occurs, the approval chain is rebuilt based on the new approver.

Expenses Item Type

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

These processes are associated with the Expenses 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 Expenses item type has many associated attributes. Most of these attributes reference information in the database tables AP_EXPENSE_REPORT_HEADERS_ALL and AP_EXPENSE_REPORT_LINES_ALL. These attributes are used and maintained by function activities as well as notification activities throughout the process.

Expenses Workflow Item Type Attributes

The Expenses workflow is associated with the item type Expense Report. This item type identifies all workflow processes available.

This table lists all the item type attributes for the Expenses workflow with their descriptions, field type, and their associated lengths, formats, or lookup types.

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	No Access
(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	No Access
AP	The person within the payables department that receives workflow notifications.	Role	No Access
AP Required Policy Info	Information required according to accounts payable department policy.	Text	2000
Expense Report Workflow Administrator	The name of the Expenses workflow administrator.	Role	No Access
Approval or Rejection Reason	Reason the report is approved or rejected.	Text	No Access
Approver Display Name	How the approver's name appears in notifications	Text	No Access
Approver ID	The identification number of the approver	Number	No Access
Approver Name	The approver's name.	Text	No Access
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.	Text	No Access
Currency	The reimbursement currency	Text	25

Display Name	Description	Type	Length/ Format/ Lookup Type
Display Total	The total amount of an expense report.	Text	50
Document Cost Center	The cost center entered for an expense report.	Text	No Access
Employee Cost Center	The cost center. of the employee	Text	No Access
Employee Display Name	How the employee's name appears in notifications	Text	80
Employee ID	The unique identification number of the employee	Number	No Access
Employee Name	The name. of the employee	Text	30
Error Activity ID	Activity identification number of the error activity	Number	No Access
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	No Access
Error Name	Error code raised by error activity	Text	30
Error Notification ID	Notification identification number of error activity	Number	No Access
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	No Access
Expense Report Number	Expense Report Number	Text	No Access

Display Name	Description	Type	Length/ Format/ Lookup Type
Expense Report Total	Total amount of the expense report	Number	No Access
Find Approver Count	Number of times the process searches for an approver	Number	No Access
Forward From Display Name	The display name of the approver who forwarded the report	Text	No Access
Forward From ID	The identification number of the approver who forwarded the report	Number	No Access
Forward From Name	The name of the approver who forwarded the report	Text	No Access
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
Manager Approval Send Count	Counts how many times a manager sends approval	Number	No Access
Manager Display Name	How a manager's name appears in notifications	Text	No Access
Manager ID	A manager's unique identification number	Number	No Access
Manager Name	The manager's name	Text	No Access
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	No Access
Missing Receipts Shortpay Expense Report ID	Report identification number for new, short paid report created because of missing receipts	Number	No Access

Display Name	Description	Type	Length/ Format/ Lookup Type
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	No Access
Payment Due From	Checks the Payment Due From setting in the Card Programs window.	Text	No Access
Policy Shortpay Document Number	Document number of new expense report created due to a policy violation	Text	No Access
Policy Shortpay Expense Report ID	Expense report identification number of new expense report created due to a policy violation	Number	No Access
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	No Access
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 Expenses workflow	Lookup	AP Start from Specified Process

Display Name	Description	Type	Length/ Format/ Lookup Type
Vendor ID	The identification number of the vendor that provided goods or services for the employee's corporate credit card transactions	Number	No Access
Vendor Site ID	The identification number of the vendor site that provided goods or services for the employee's corporate credit card transactions	Number	No Access
Version	The workflow version number	Number	No Access
Week Ending Date	The week ending date specified for the expense report	Date	No Access

Related Topics

Item Types, *Oracle Workflow Guide*

Expenses Workflow Processes

This section details the various processes that comprise the Expenses workflow. These processes are:

- AP Standard Expense Report Process, page 7-18
- Server Side Validation Process, page 7-22
- Manager (Spending) Approval Process, page 7-27
- Third Party Expense Report Process, page 7-35
- Request Approval Process, page 7-38
- No Manager Response Process, page 7-42
- AP Approval Process, page 7-45
- Shortpay Unverified Receipt Items Process, page 7-49
- Bothpay Process, page 7-53
- Missing Receipts Shortpay Process, page 7-55
- Policy Violation Shortpay Process, page 7-59
- Rejection Process, page 7-62

AP Standard Expense Report Process

The AP Standard Expense Report process manages the entire workflow process for expense reports created in Internet Expenses. This process is initiated automatically when an employee submits an expense report for approval in Internet Expenses. This process activity can also be initiated as a top level process by making calls to the Workflow Engine APIs *CreateProcess* and *StartProces*s. You can configure 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 executes the *AP Custom Default Error* process, which notifies the system administrator and provides information about the error.

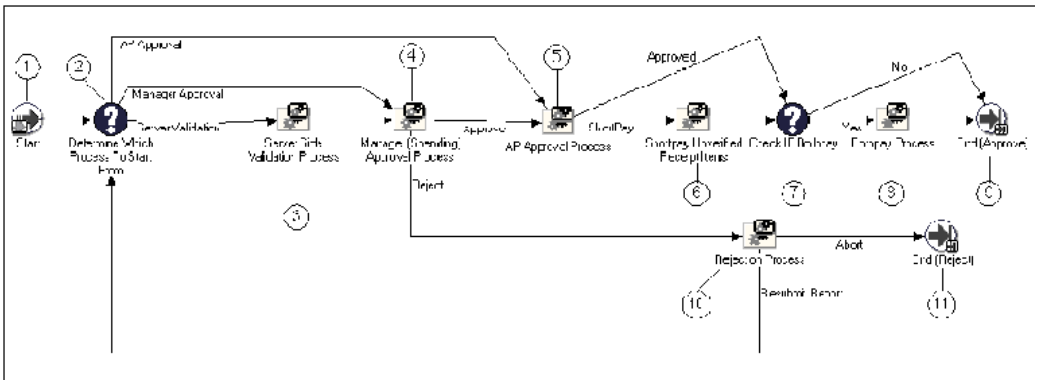
Note that three activities in the Expenses workflow contain specific error handling logic. When these activities fail, the workflow sends a special error notification to the system administrator.

This table 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

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 below. 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.



The AP Standard Expenses workflow begins when a user submits an expense report using Internet 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 Expense Report 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 for the Payment Due From field in the Card Programs form. (Node 7). If the Payment Due From field is set to Both, the workflow transitions to the Bothpay subprocess (Node 8) which ensures that the report contains required credit card provider information and determines whether to create a new expense report based on the type and amount of credit card transactions on 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 payable 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.

- **Start (Node 1)**

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

Function: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: None

- **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: AP_WEB_EXPENSE_WF.*DetermineStartFromProcess*

  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_ALL tables so the workflow approval processes and the Expense Report Import program can function properly.

  See also: Server Side Validation Process, page 7-22.

  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.

  See also: Manager (Spending) Approval Process, page 7-27.

  Result Type: Approval

  Required: Yes

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

- **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.

  See also: AP Approval Process, page 7-45.

  Result Type: AP Approval Process Result

  Required: Yes

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

- **Shortpay Unverified Receipt Items (Node 6)**

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

  See also: Shortpay Unverified Receipt Items Process, page 7-49.

  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 Payment Due From field in the Card Programs window. The Payment Due From field indicates whether payment for corporate credit card transactions 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 transactions on 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 transactions on the report).

  See also: Bothpay Process, page 7-53.

  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.

  See also: Rejection Process, page 7-62.

  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: WF_STANDARD.NOOP

  Result Type: None

  Prerequisite Activities: Start

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 Expenses workflow and the Expense Report Import program can process the report.

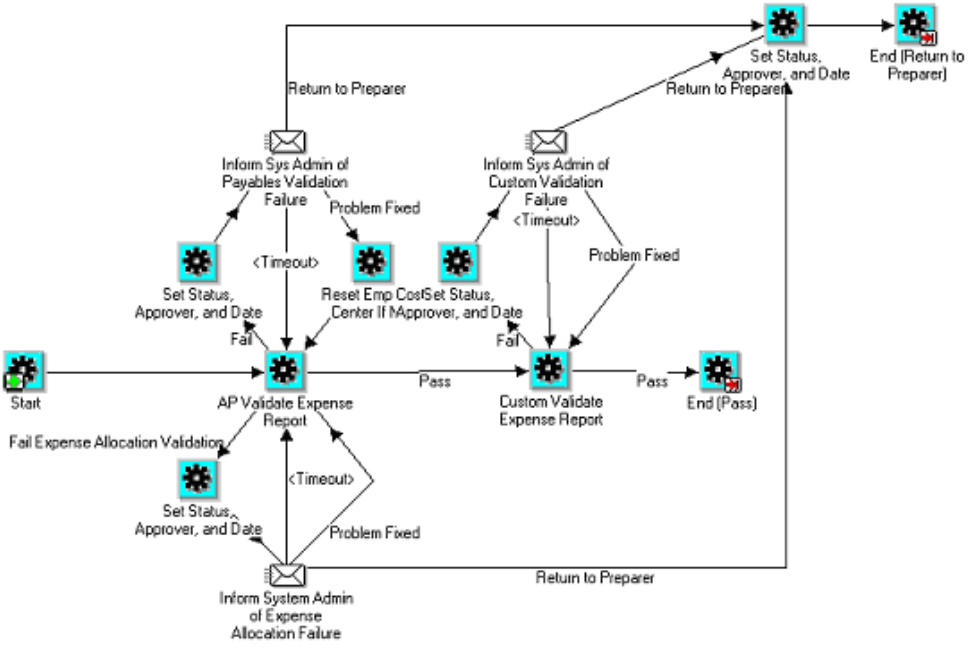
The Server Side Validation process has a result type of None, which indicates that when the process completes there is no specific result. This subprocess cannot be initiated as a top level process to run; it can only be run as a subprocess when called by another, higher level process. To view the properties 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 differentiates code combination errors from the other errors. When the process detects a code combination error, a new notification is sent to a new responsibility. You can set this new responsibility as system administrator or a new role.

From the new notification, the administrator can click on a link to a page that lists the expense allocation errors. The administrator can access a correction page to correct the expense allocations.

The Server Side Validation process has 7 different activities, none of which are reused, so 7 activity nodes appear in the workflow diagram below. 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.

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_ALL so the workflow approval processes and the Expense Report 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 Procedure (CustomValidateExpenseReport), page 5-7). 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 the above illustration.

- **Start (Node 1)**

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

  Function: WF_STANDARD.NOOP

  Result Type: None

  Prerequisite Activities: None

- **AP Validate Expense Report (Node 2)**

  This function validates information in the expense report, including expense allocations, and ensures that the information it contains can be imported into Oracle Payables. The node first checks to see if there are any expense allocation errors. If

there are, then the node calls the Fail Expense Allocation Validation. If there are no expense allocation errors, the function completes the rest of the validations.

The system stores Internet Expenses expense report information in these tables:

- AP_EXPENSE_REPORT_HEADERS
- AP_EXPENSE_REPORT_LINES_ALL

  This function activity populates columns in these two tables so the workflow approval processes and the Expense Report 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 (for example, this activity completes successfully).

  Function: AP_WEB_EXPENSE_WF.APValidateExpenseReport

  Result Type: AP Pass or Fail Result Type

  Required: Yes

  Prerequisite Activities: Start

  This table identifies the columns this activity populates.

Columns populated in AP_EXPENSE_REPORT_HEADERS	Description
SOURCE	If AP Validate Expense Report successfully completes, the AP Validate Expense Report changes the value of this column from NonValidatedWebExpense to WebExpense
EMPLOYEE_CCID	Indicates the accounting flexfield identifier for an expense report. If the employee's default cost center is used on the expense report, then this identifier is the same as the default expense account from the employee's setup in Human Resources. If the cost center is changed on the expense report, then the identifier will be based on the employee's default expense account overlaid with the cost center.
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
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

- **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: AP_WEB_EXPENSE_WF.ResetEmpCostCenter

  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.

  See also: Accounts Payable Involvement Procedure (CustomValidateExpenseReport), page 5-7.

  Function: AP_WEB_EXPENSE_WF.CustomValidateExpense Report

  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 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: WF_STANDARD.NOOP

  Result Type: None

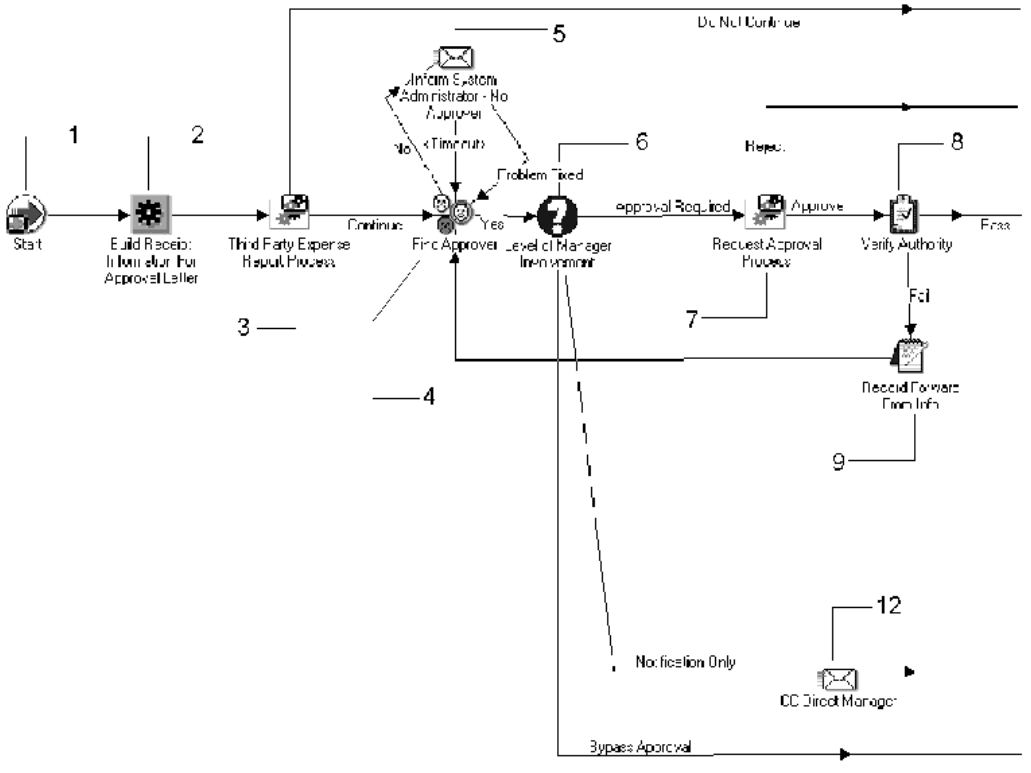
  Prerequisite Activities: Start

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 next two illustrations. The numbers themselves are not part of the process diagrams.



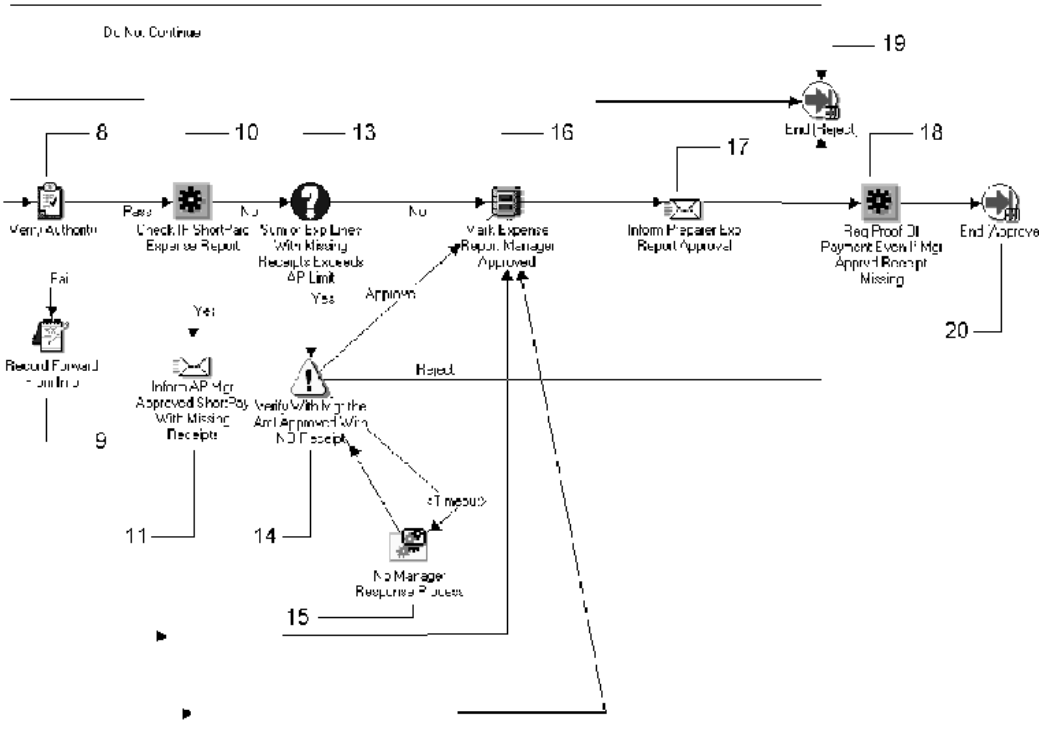
This process begins at Node 1 with the *Start* activity. If the Third Party Expense Report subprocess (Node 3) returns a result of Continue, the process transitions to the Find Approver activity. Otherwise, the process ends with a result of Reject (Node 19).

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).

This diagram is a continuation of this process from the Verify Authority activity (Node 8).



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).

> **Note:** The Find Approver and Verify Authority activities function differently if you have Oracle Approvals Management enabled. See: Find

Approver and Verify Authority Behavior with Approvals Management, page 7-11.

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 for the Expenses Process, page 7-3. 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 the illustrations.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.BuildManagerApprvl

  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.)

  See also: Third Party Expense Report Process, page 7-35.

  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. For more information about the three methods, see Finding and Verifying Approvers, page 7-9.

> **Note:** This activity behaves differently if you have Oracle Approvals Management enabled. See: Find Approver and Verify Authority Behavior with Approvals Management, page 7-11.

Function: AP_WEB_EXPENSE_CUST_WF.FindApprover

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 cannot 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

- **Level of Manager Involvement (Node 6)**

  This function activity determines whether expense reports require:

  - Manager approval
  - Manager notification
  - No manager involvement

    You can configure this function activity to control manager involvement in the expense reporting process. For example, you can configure this activity so that expense reports for less than $100.00 do not require manager approval.

    See also: Management Involvement Procedure (DetermineMgrInvolvement), page 5-6.

  - **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.

    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 only enter credit lines (receipts with negative totals) if the profile option OIE:Allow Credit Lines is set to *Yes*.

- **Expense Reports with Project-Related Receipts**

  Employees can create expense reports with project–related receipts in Internet 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. 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 configure 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: AP_WEB_EXPENSE_CUST_WF.DetermineMgrInvolvement

  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.

  See also: Request Approval Process, page 7-38.

  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.

  > **Note:** This activity behaves differently if you have Oracle Approvals Management enabled. See: Find Approver and Verify Authority Behavior with Approvals Management, page 7-11.

  Function: AP_WEB_EXPENSE_CUST_WF.VerifyAuthority

  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 does not have sufficient signing limits or does not have approval authority, 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" Result Type manager approved the expense report but did not have the necessary signing authority (this activity is part of the Request Approval process)

  Function: AP_WEB_EXPENSE_WF.RecordForwardFromInfo

  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: AP_WEB_EXPENSE_WF.CheckIfShortPaid

  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 payable department when an expense report that is missing original receipts has been shortpaid 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 configure 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.

  See also: Setting Workflow Activity Attributes for the Expenses Process, page 7-3.

  Function: AP_WEB_EXPENSE_WF.CheckSumMissingReceipts

  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.

  See also: No Manager Response Process, page 7-42.

  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: AP_WEB_EXPENSE_WF.ManagerApproved

  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.

  Function: 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

- **Req Proof of Payment Even if 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 Internet Expenses)

See also: Setting Workflow Activity Attributes for the Expenses Process, page 7-3.

Function: AP_WEB_EXPENSE_WF.RequireProofOfPayment

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, 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: WF_STANDARD.NOOP

  Result Type: None

  Prerequisite Activities: Start

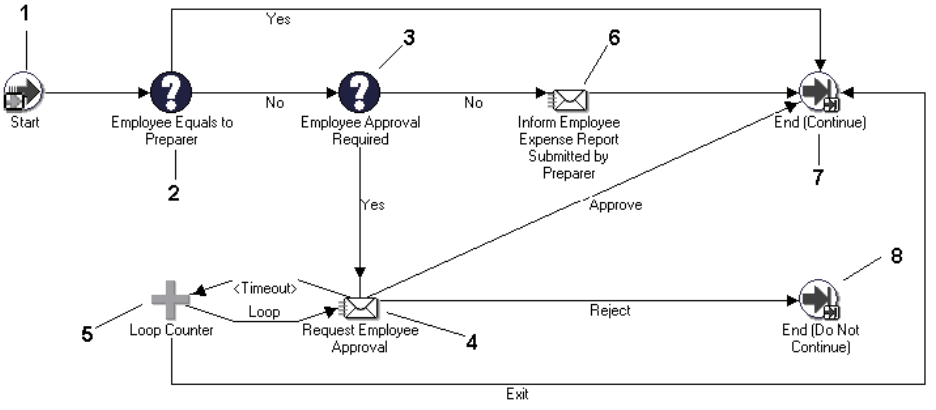
Third Party Expense Report Process

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 Expenses 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 below. 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.



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 in the above illustration.

- **Start (Node 1)**

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

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.EmployeeEqualsToPreparer

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: AP_WEB_EXPENSE_WF.EmployeeApprovalRequired

  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 standard function activity 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.

  Message: WF_STANDARD.LOOPCOUNTER

  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.

  Function: 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: WF_STANDARD.NOOP

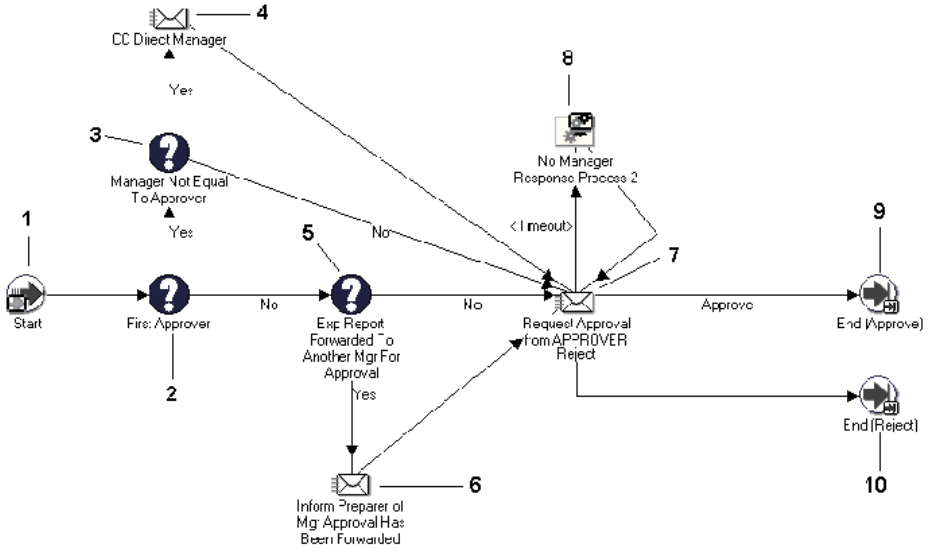
  Result Type: None

  Prerequisite Activities: Start, Employee Equals to Employee

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.



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 the illustration.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.FirstApprover

  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 alternate 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: AP_WEB_EXPENSE_WF.ManagerNotEqualTo Approver

  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 alternate 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.

  Function: 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)**

  This function activity determines whether an expense report has been forwarded to another manager for approval.

  Depending on the total of the expense report and which Find Approver method you specified, it 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.

  > **Note:** If you have Oracle Approvals Management enabled, the Find Approver method is not used. See: Find Approver and Verify Authority Behavior with Approvals Management, page 7-11.

  Function: AP_WEB_EXPENSE_WF.ApprovalForwarded

  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 or does not have the required authority.

  Function: 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

  > **Note:** If you have Oracle Approvals Management enabled, the preparer will not receive the Inform Preparer of Mgr Approval Has Been Forwarded notification.

- **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.

  Reimbursable Amount in Approver's Currency:

  In situations where an approver's currency is different from the reimbursement currency, Internet Expenses converts the reimbursement currency into the Approver's currency. For example, if an approver lives in the United States and an expense report is submitted using British Pounds as the reimbursement currency, the reimbursable amount is also displayed in U.S. Dollars. This conversion provides approvers with information they understand.

  Internet Expenses determines the approver currency by using the functional currency of the approver's operating unit. The operating unit is determined by referring to the MO: Operating Unit definition for the Internet Expenses responsibility. If a user has more than one responsibility assigned to them, it refers to the most recently assigned one.

  Internet Expenses then identifies the functional currency from the set of books assigned to the operating unit. If the functional currency is different from the reimbursement currency, Internet Expenses then proceeds to obtain the default exchange rate type to perform the conversion.

  > **Note:** The rate type is obtained from the Exchange Rate Type field of the Currency Payables Options tabbed region of the Payables Options window.

  With the approver currency, reimbursement currency, and exchange rate type, Internet Expenses attempts to find an exchange rate between the currencies. If found, the approver currency is then displayed on the approval notification.

  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).

  See also: No Manager Response Process, page 7-42.

  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: WF_STANDARD.NOOP

Result Type: None

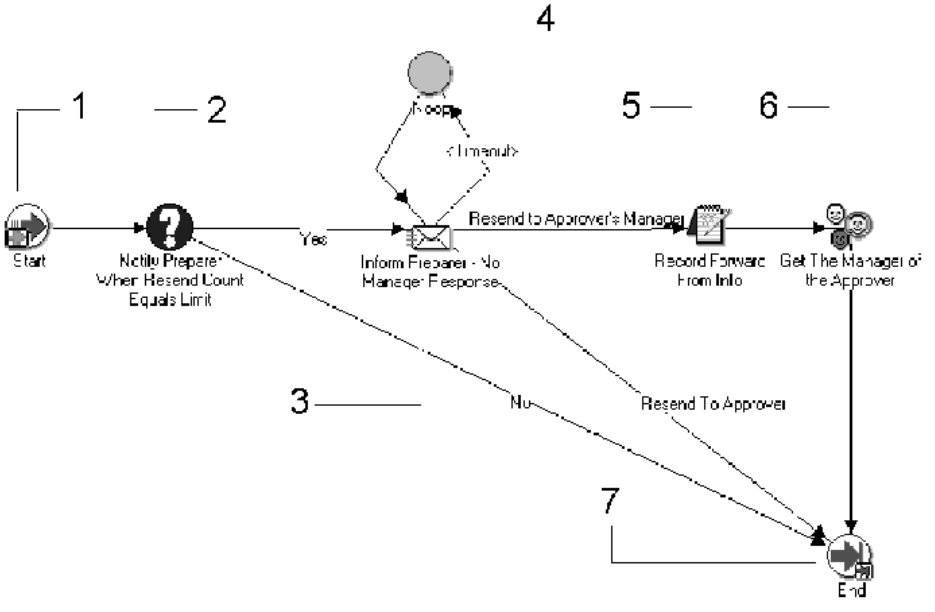
Prerequisite Activities: Start, Request Approval from APPROVER

No Manager Response Process

This process enables the Expenses 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 be run only 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.



Note: 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 either of these 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 the previous diagram.

- **Start (Node 1)**

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

  Function: WF_STANDARD.NOOP

  Result Type: None

  Required: Yes

  Prerequisite: 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: AP_WEB_EXPENSE_WF.NotifyPreparer

  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.

  > **Note:** 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 standard function activity acts as a placeholder. It performs no action.

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.RecordForwardFromInfo

  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: AP_WEB_EXPENSE_WF.GetApproverManager

  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: WF_STANDARD.NOOP

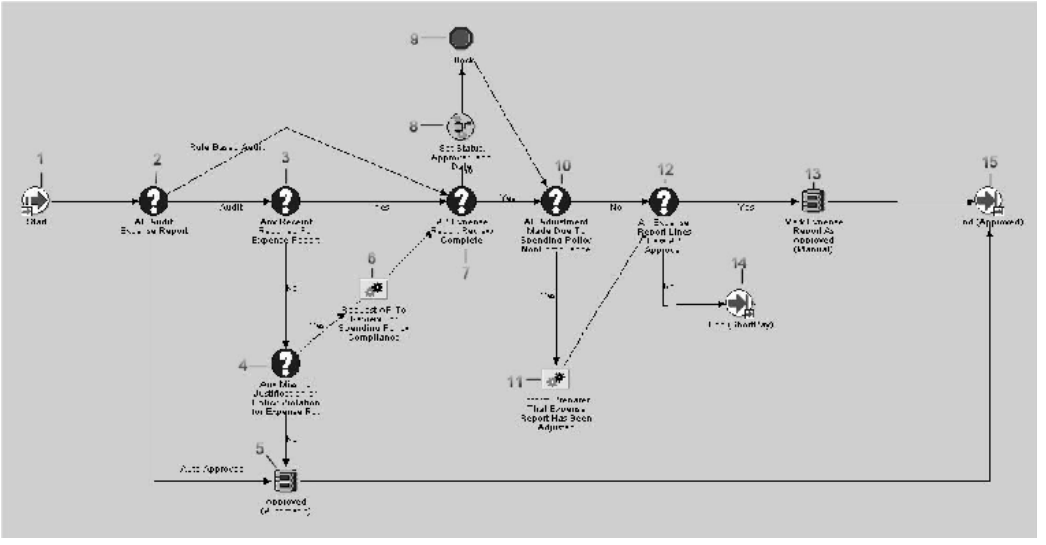
  Result Type: None

  Prerequisite Activities: Start

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 15 different activities, one of which is reused, so 14 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.



This process begins at Node 1 with the Start activity. At Node 2, the process determines, based on the audit rules, whether the expense report requires accounts payable review. 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 a completed review, the accounts payable department either checks the Review by Payables box in the Payables Expense Reports window or clicks the Complete Audit button in the Audit Expense Reports page.

The process determines whether the accounts payable department has adjusted the report (Node 10) and, if necessary, notifies the preparer (Node 11). At Node 12 the process determines whether all expense report lines pass accounts payable department approval. The process approves expense reports with no short paid items (Node 13) and the process ends with a result of Approved (Node 15). 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 in the illustration above.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  Result Type: None

  Required: Yes

  Prerequisite Activities: None

- **AP Audit Expense Report (Node 2)**

  This function activity determines whether an expense report is routed for audit using the audit rules, or if it will continue through the AP Approval Process without using audit rules.

  Function: AP_WEB_EXPENSE_WF.AuditExpenseReport

  Result Type: AP Audit Type

  Activity Type: Function

  Prerequisite Activities: Start

- **Any Receipt Required for Expense Report (Node 3)**

  This function activity determines whether an expense report contains an expense for which your accounts payable department requires proof of payment (a receipt).

  Function: AP_WEB_EXPENSE_WF.AnyReceiptRequired

  Result Type: Yes/No

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report

- **Any Missing Justification or Policy Violation 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: AP_WEB_EXPENSE_WF.AnyJustificationRequired

  Result Type: Yes/No

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report

- **Auto Approved (Node 5)**

  This function activity indicates whether an expense report has received accounts payable 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: AP_WEB_EXPENSE_WF.Approved

Result Type: None

Required: Yes

Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report

- **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; AP Audit Expense Report; Any Receipt Required For Expense Report; 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: AP_WEB_EXPENSE_WF.APReviewComplete

  Result Type: Yes/No

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report

- **Set Status, Approver, and Date (Node 8)**

  This function activity is used to update the status of the expense report, as well as any changes to the approver and date. It is used to provide updates for the Status, Current Approver, and Days Since Last Activity fields in the Track Submitted Expense Reports table on the Active Expense Reports page.

  Function: AP_WEB_EXPENSE_WF.SetStatusApproverAndDate

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete

- **Block (Node 9)**

  This standard function activity pauses the AP Approval process until the accounts payable department checks the Reviewed by Payables check box and saves the expense report in the Payables Expense Report window.

  Function: WF_STANDARD.BLOCK

Result Type: None

Required: Yes

Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete

- **AP Adjustment Made Due to Spending Policy Noncompliance (Node 10)**

  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: AP_WEB_EXPENSE_WF.AnyAPAdjustment

  Result Type: Yes/No

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete

- **Inform Preparer that Expense Report Has Been Adjusted (Node 11)**

  This notification activity informs preparers that your accounts payable department adjusted their expense reports. This notification includes reasons for the adjustments.

  Function: Expense Report Adjustment

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete; AP Adjustment Made Due To Spending Policy Noncompliance

- **All Expense Lines Pass AP Approval (Node 12)**

  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: AP_WEB_EXPENSE_WF.AllPassAPApproval

    Result Type: Yes/No

    Required: Yes

    Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete; AP Adjustment Made Due To Spending Policy Noncompliance

- **Mark Expense Report as Approved (Manual) (Node 13)**

  This function activity indicates that an expense report has received accounts payable approval.

  Function: AP_WEB_EXPENSE_WF.Approved

Result Type: None

Required: Yes

Prerequisite Activities: Start; AP Audit Expense Report; Any Receipt Required For Expense Report; Expense Report Review Complete; AP Adjustment Made Due To Spending Policy Noncompliance; All Expense Lines Pass AP Approval

- **End (Nodes 14 and 15)**

  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: WF_STANDARD.NOOP

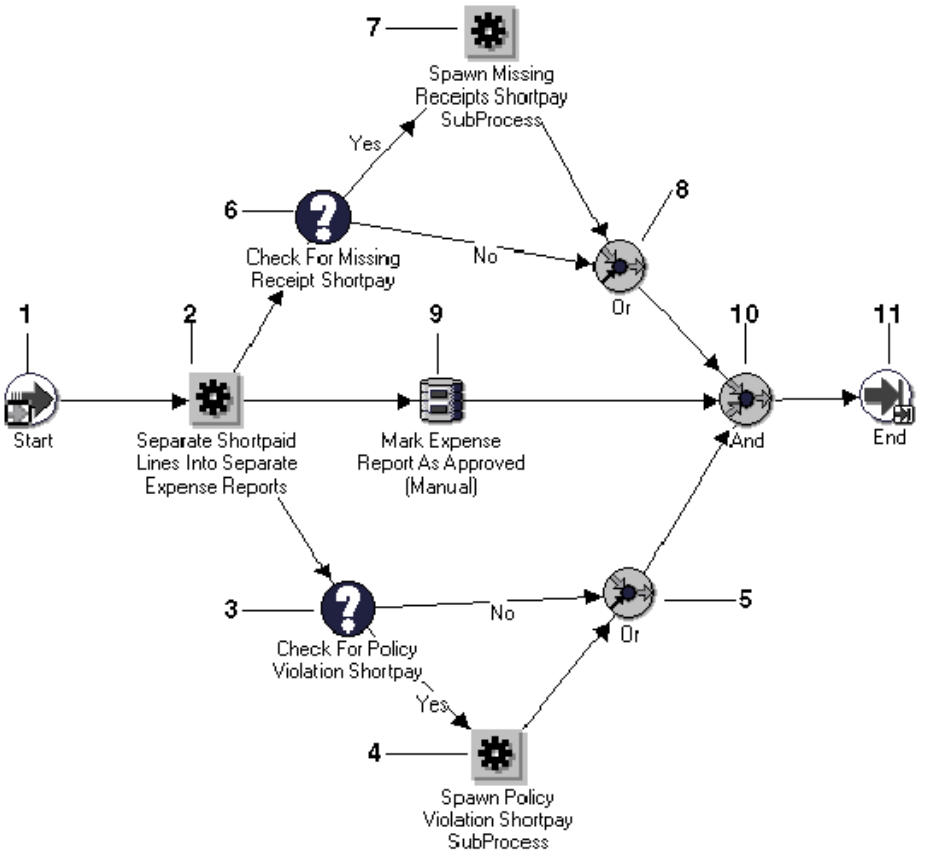
  Result Type: None

  Prerequisite Activities: Start; AP Audit Expense Report

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.



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 Subprocess (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 the illustration above.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  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.

  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 also: Policy Violation Shortpay Process, page 7-59.

  Function: AP_WEB_EXPENSE_WF.StartPolicyViolationShortpayProcess

  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 standard function activity completes when at least one of the converging branches also completes.

  Function: WF_STANDARD.ORJOIN

  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: AP_WEB_EXPENSE_WF.MissingReceiptShortpay

  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 were transferred to a new expense report.

  See also: Missing Receipts Shortpay Process, page 7-55.

  Function: AP_WEB_EXPENSE_WF.StartNoReceiptsShortpayProcess

  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 the expense report is approved. To do this, the activity sets the value of the SOURCE column of the AP_EXPENSE_REPORT_HEADERS table to 'SelfService.'

  Function: AP_WEB_EXPENSE_WF.Approved

  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: WF_STANDARD.ANDJOIN

  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: WF_STANDARD.NOOP

Result Type: None

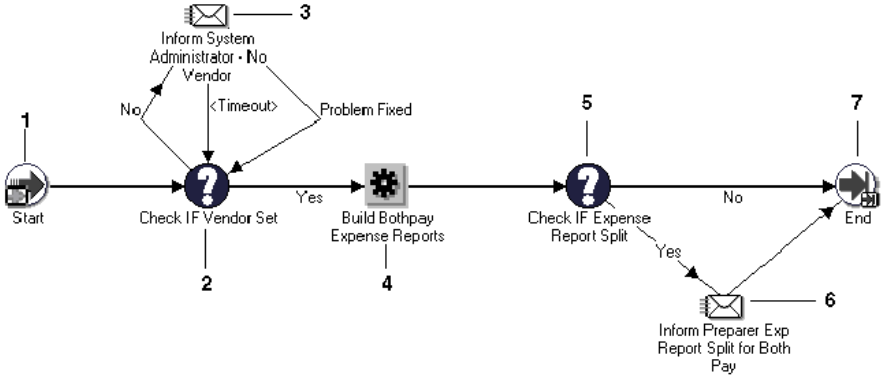
Prerequisite Activities: Start

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 Payment Due From field in the Card Program window to determine whether the employee, the company, or both the employee *and* the company are responsible for remitting payment for corporate credit card transactions. The Check If Both Pay function activity checks the Payment Due From field setting after the AP Approval Process or the Shortpay Unverified Receipt Items process is complete.

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.



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 transactions. 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 illustration above.

- **Start (Node 1)**

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

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.FindVendor

  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 transactions 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: AP_WEB_EXPENSE_WF.BuildBothpayExpReport

  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 when the expense report has corporate credit card expenses and cash and other expenses. If this activity returns Yes, the process sends a notification to the preparer (see below).

  Function: AP_WEB_EXPENSE_WF.CheckIfSplit

  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 transactions included in each report.

  > **Note:** When an expense report is split because it contains both cash (out of pocket) and corporate credit card transactions, 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: WF_STANDARD.NOOP

  Result Type: None

  Prerequisite Activities: Start

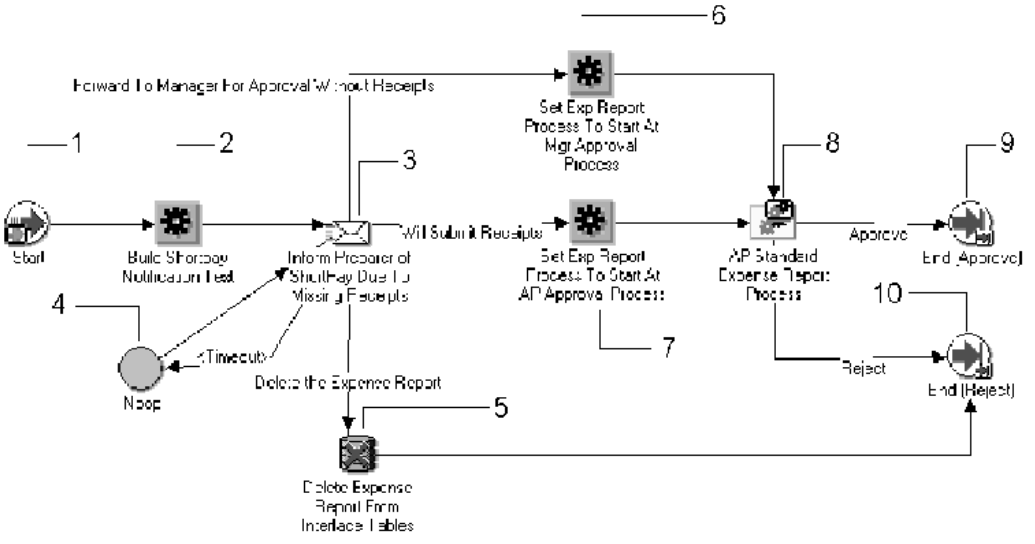
Missing Receipts Shortpay Process

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 payable 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.



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 payable 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 had sent the missing receipts without replying to the missing receipts notifications, then the short pay of the expense report closes the notifications workflow for missing receipts.

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 Expense Report process at the Manager (Spending) Approval process (Node 6). The workflow then calls the AP Standard Expense Report process (Node 8).

If you have Oracle Approvals Management installed, you can use Approvals Management to route the expense report for management approval instead of the Manager Approval process.

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 in the above illustration.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.SetShortPaidLinesInfo

  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 perform any of these activities without providing the missing receipts:

  - Delete the new expense report
  - Send the missing receipts to your accounts payable department
  - Forward the new expense report to a manager for approval

  Note: 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 standard function activity 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 also: Manager (Spending) Approval Process, page 7-27.

  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 also: AP Approval Process, page 7-45.

  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 Expense Report ID Start from Specified Process

- **AP Standard Expense Report Process (Node 8)**

  This process activity manages the standard accounts payable expense report approval process.

  See also: Expenses Workflow Processes, page 7-17.

  Result Type: Approval

  Required: Yes

  Prerequisite Activities: Start, Build Shortpay Notification Text, Inform Preparer of ShortPay Due to Missing Receipts

  Item AttributesRetrieved by Function: Expense Report ID

  Item Attributes Set by Function: Start from Specified Process

- **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

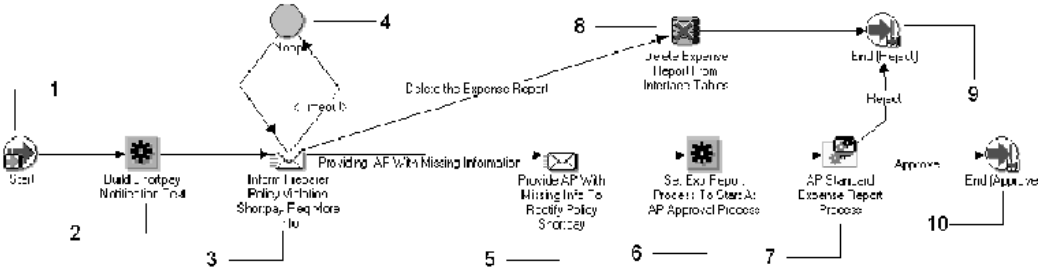
Prerequisite Activities: Start

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, each node is numbered for easy referencing in the illustration below. The numbers themselves are not part of the process diagram.



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 in the above illustration.

- **Start (Node 1)**

  This standard function activity marks the start of the process.

  Function: WF_STANDARD.NOOP

  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: AP_WEB_EXPENSE_WF.SetShortPaidLinesInfo

  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 payable 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

    Note: 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 standard function activity 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: AP_WEB_EXPENSE_WF.StartFromAPApproval

  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 also: Expenses Workflow Processes, page 7-17.

  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: AP_WEB_EXPENSE_WF.DeleteExpenseReport

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start, Build shortpay Notification Text, Inform Preparer

- **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

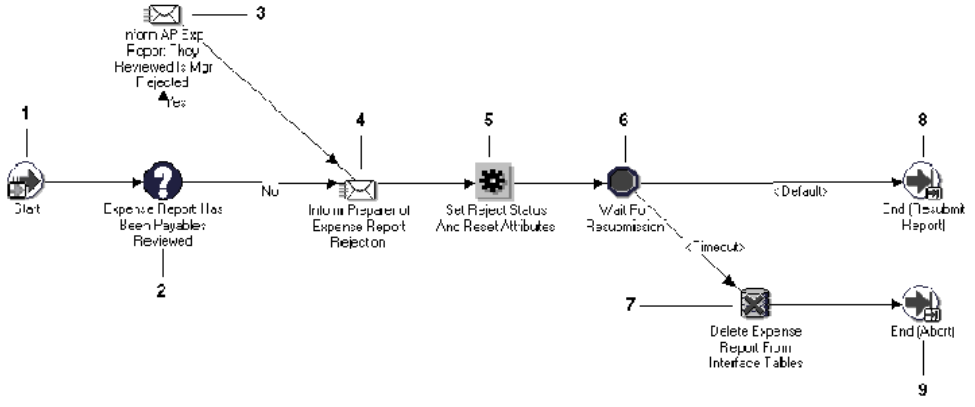
Prerequisite Activities: Start

Rejection Process

The Rejection process informs the preparer or the accounts payable 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, each node is numbered for easy referencing. The numbers themselves are not part of the process diagram.



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 corrected and resubmitted.

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 in the above illustration.

- **Start (Node 1)**

This standard function activity marks the start of the process.

Function: WF_STANDARD.NOOP

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: AP_WEB_EXPENSE_WF.PayablesReviewed

  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: AP_WEB_EXPENSE_WF.SetRejectStatusAndResetAttr

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.

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: AP_WEB_EXPENSE_WF.DeleteExpenseReport

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 Activities: Start

Credit Cards Workflow

The Credit Cards workflow consists of independent workflow processes and notifications that perform various activities. The following table provides a summary of each process.

Credit Card Workflow Processes

Process	Purpose	Trigger Event	Conditions
Aging Credit Card Transactions	Notifies employees and managers of outstanding transactions by aging bucket. Also escalates manager notification.	Credit Card Outstanding Transactions Management (Aging) concurrent program is run.	Send Notifications parameter is set to any of the Notify... values.
Deactivated Transactions	Notifies employees when unused transactions are deactivated and categorized as Historical.	The Credit Card Historical Transactions Management program is run.	Unused transactions for the employee are deactivated.
Inform Manager of Inactive Employee Transactions	Notifies managers of unsubmitted transactions for inactive employees. Also automatically assigns and unassigns the securing attribute to facilitate transaction submission.	Credit Card Transactions Inactive Employees Process concurrent program is run.	Credit card transactions exist for inactive employees.
Payment to Card Issuer	Notifies employees when payments are made to the credit card issuer.	Payment is made to credit card issuer in Oracle Payables.	OIE: CC Payment Notify profile option is set to Yes. This process only applies to the Both Pay payment scenario.
Payment to Employee	Notifies employees when payments are made to them.	A direct deposit payment is made to an employee in Oracle Payables.	OIE: CC Payment Notify profile option is set to Yes. This process only applies to the Individual Pay payment scenario.
Payment to Employee by Check	Notifies employees when payments are made to them.	A check payment is made to an employee in Oracle Payables.	OIE: CC Payment Notify profile option is set to Yes. This process only applies to the Individual Pay payment scenario.
Process Invalid Credit Card Transactions	Notifies the system administrator when invalid transactions are detected during the import and validation process.	Any combined load and validate concurrent program is run.	Invalid transaction identified.

Process	Purpose	Trigger Event	Conditions
Process Unassigned Credit Cards	Notifies system administrator when new credit cards are created. Also attempts to match new accounts to employees, and can be defined to automatically activate new accounts if a unique match is found.	Either the MasterCard or American Express combined load and validate concurrent program is run.	Credit card records do not exist in the Credit Cards window.
Unapproved Expense Report	Notify managers of unapproved expense reports that contain credit card transactions.	Credit Card Outstanding Transactions Management (Details) concurrent program is run.	Send Notifications parameter is set to Yes.
Unused Credit Card Transactions	Notify Managers and employees of unsubmitted credit card transactions.	Credit Card Outstanding Transactions Management (Details) concurrent program.	Send Notifications parameter set to Yes.

See: "Specifying Values for Internet Expenses Profile Options", page 2-12.

To view the properties of the Credit Cards process, select the process in the navigator tree, then choose Properties from the Edit menu.

The Credit Cards 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.

Accessing the Credit Cards Workflow Processes

You can view the Credit Cards 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.

Setting Up Workflow Builder for the Credit Card Processes

Before you can use the Credit Card process to initiate a workflow, you must set up workflow activity attributes, timeouts, and performers using Workflow Builder. This table lists the setup steps and indicates whether each is required or optional:

Step Number	Step Description	Required or Optional
	Set workflow activity attributes. See: Setting Workflow Activity Attributes for the Credit Card Processes, page 7-67.	Required
	Set workflow timeouts. See: Setting Workflow Timeouts for the Credit Card Processes, page 7-67.	Required
	Set Workflow Attributes See: Setting Workflow Attributes for the Credit Card Processes, page 7-68	Required
	Set expense reports performers. See: Setting Expense Report Performers for the Credit Card Processes, page 7-68.	Required
	Defer workflow process at submit time. See: Deferring the Workflow Process for the Credit Card Processes, page 7-68	Optional

Setting Workflow Activity Attributes for the Credit Card Processes

Loop Counter. The Inform Manager of Inactive Employee CC Expenses process has two loop counters associated with the Inform Preparer Inactive Employee notification and the Remind Preparer Inactive Employee Expenses notification. The value that you define for this loop counter limits the number of times the notifications are sent. The default limit is 2.

Activate Assigned Cards. The Process Unassigned Credit Cards process can automatically activate new credit card accounts when Internet Expenses finds a unique employee match for the owner of the card. If you set this option to *Yes*, the new cards will be automatically activated. The default setting is *No*.

See: Setting Up Workflow Builder for the Expenses Process, page 7-2 for more information.

Setting Workflow Timeouts for the Credit Card Processes

Set the workflow timeouts for the credit card process the same way that you would for the expenses process. See: Setting Up Workflow Builder for the Expenses Process, page 7-2 for more information.

Inform Preparer Inactive Employee Expenses. The Inform Preparer Inactive Employee Expenses notification is triggered as part of the Inform Manager of Inactive Employee CC Expenses process. You can set the number of days for this notification. The default number of days is 2.

Inform Sys Admin of Adding Securing Attribute Failure. The Inform Sys Admin of Adding Securing Attribute Failure notification is triggered as part of the Inform Manager

of Inactive Employee CC Expenses process. You can set the number of days for this notification. The default number of days is 2.

Wait Activity. The Wait activity is associated with the Inform Manager of Inactive Employee CC Expenses process. The value for this activity determines how long the system will wait before sending the notification. The default value is 2 days.

To modify the wait period:

1. Click the Node Attribute tab.
2. Select Relative Time for the Name field.
3. Remove all other values.
4. Click the Node tab.
5. Choose a Timeout period of Relative Time, and specify a number of days, hours, and minutes.
6. Save your work.

Setting Workflow Attributes for the Credit Card Processes

AP Exception Role Attribute. The Inform Manager of Inactive Employee CC Expenses process uses this attribute to determine who to send the Inform Preparer Inactive Employee Expenses notification to. The Inform Preparer Inactive Employee Expenses notification is sent when Internet Expenses cannot find an active manager for the employee. Perform steps 1-2 in Setting Expense Report Performers for the Expenses Process, page 7-6.

Setting Expense Report Performers for the Credit Card Processes

Set the expense report performers for the credit card process the same way you would for the expenses process. See: Setting Expense Report Performers for the Expenses Process, page 7-6 for more information.

Inform Sys Admin of Adding Securing Attribute Failure notification. The Inform Sys Admin of Adding Securing Attribute Failure notification is triggered by the Inform Manager of Inactive Employee CC Expenses process. You can define a performer to receive this notification. It is recommended that you set this performer to the Expense Report Workflow Administrator. If you do not define a performer, the notification goes to the workflow administrator as defined in the System:Error workflow item type.

Deferring the Workflow Process for the Credit Card Processes

Defer the workflow process for the credit card process the same way that you would for the expenses process. See: Deferring the Workflow Process for the Expenses Process, page 7-7 for more information.

Credit Cards Workflow Item Type Attributes

This table lists the item type attributes of the Credit Cards workflow. For more information, refer to Credit Cards Process Activities, page 7-70.

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	n/a
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 beginning date that corporate credit card transactions were incurred.	Text	30
Date 2	The ending date that corporate credit card transactions were incurred.	Text	30
Date Object 1	From dispute date	Date	n/a
Date Object 2	To dispute date	Date	n/a
Employee Display Name	How the employee's name appears in notifications	Text	80
Employee ID	The employee's unique identification number	Number	n/a
Employee Name	The employee's name	Text	80

Display Name	Description	Type	Length/Format/ Lookup Type
Expense Report Number	The expense report for which the employee received reimbursement	Text	30
List	List of disputed credit card transactions	Document	n/a
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	n/a
Number of Days	The number of days that corporate card transactions have been outstanding	Number	n/a
Payment Date	The date payment was created for an approved expense report	Text	30

Related Topics

Defining Workflow Process Components, *Oracle Workflow Developer's Guide*

Credit Cards Process Activities

This section provides a description of the activities in each process, listed by the activity's display name.

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: WF_STANDARD.NOOP

  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: WF_STANDARD.NOOP

Result Type: None

Prerequisite Activities: Start

Aging Credit Card Transactions Process

This process is initiated when an Oracle Payables user runs the Credit Card Outstanding Transactions Management (Aging) concurrent program with the Send Notifications parameter set to Yes.

This section provides a description of each activity in the process, listed by the activity's display name.

- **Start (Node 1)**

  See: Standard Function Activities, page 7-70.

- **Inform Manager of Employee's Credit Card Transactions with Aging (Node 2)**

  This notification activity informs managers when employees that report to them have outstanding corporate card transactions with aging that are not yet submitted in an expense report. This notification includes the employee's name as well as the amount and currency of the unsubmitted transactions.

  Message: Notification of Unsubmitted Transactions to Manager

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start

- **Inform Employee of Credit Card Transactions with Aging (Node 3)**

  This notification activity informs employees of corporate credit card transactions with aging that have not been submitted in an expense report. This notification includes the dates the transactions took place, the amount and currency of the transactions, and the name of the card issuer.

  Message: Notification of Unsubmitted Transactions

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start

- **And (Node 4)**

  This standard function activity merges the two branches in the Aging Credit Card Transactions process when all activities are complete.

  Function: WF_STANDARD.ANDJOIN

  Result Type: None

  Required: Yes

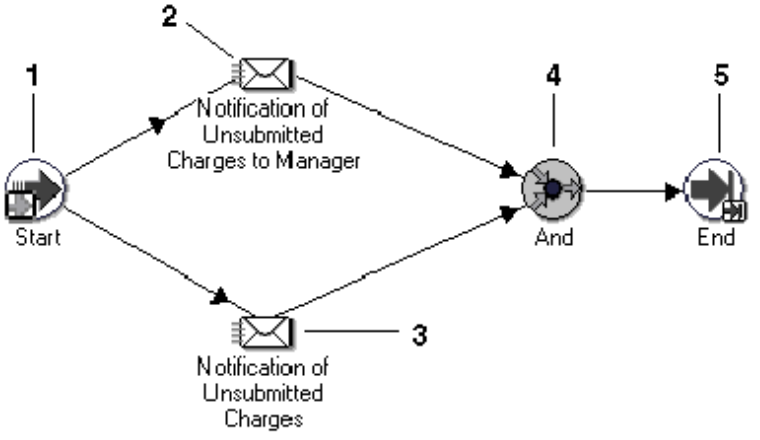
  Prerequisite Activities: Start, Notification of Unsubmitted Transactions with Aging, Notification of Unsubmitted Transactions with Aging to Manager

- **End (Node 5)**

  See: Standard Function Activities, page 7-70.

Unsubmitted Credit Card Transactions Process

This process is initiated when an Oracle Payables user creates the Credit Card Outstanding Transactions Management (Details) report with the Send Notifications parameter set to Yes.



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 the above illustration.

- **Start (Node 1)**

  See: Standard Function Activities, page 7-70.

- **Notification of Unsubmitted Transactions to Manager (Node 2)**

  This notification activity informs managers when employees that report to them have outstanding corporate card transactions not yet submitted in an expense report. This notification includes the employee's name as well as the amount and currency of the unsubmitted transactions.

  Message: Notification of Unsubmitted Transactions to Manager

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start

- **Notification of Unsubmitted Transactions (Node 3)**

  This notification activity informs employees of corporate credit card transactions that have not been included in an expense report. This notification includes the dates the transactions took place, the amount and currency of the transactions, and the name of the card issuer.

  Message: Notification of Unsubmitted Transactions

  Result Type: None

Required: Yes

Prerequisite Activities: Start

- **And (Node 4)**

  This standard function activity merges the two branches in the Unsubmitted Credit Card Transactions process when all activities are complete.

  Function: WF_STANDARD.ANDJOIN

  Result Type: None

  Required: Yes

  Prerequisite Activities: Start, Notification of Unsubmitted Transactions, Notification of Unsubmitted Transactions to Manager

- **End (Node 5)**

  See: Standard Function Activities, page 7-70.

Unapproved Expense Report Process

This process is initiated when an Oracle Payables user creates the Credit Card Outstanding Transactions Management (Details) report with the Send Notifications parameter set to Yes.

- **Start**

  See: Standard Function Activities, page 7-70.

- **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 7-70.

Payment to Card Issuer Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card transactions.

- **Start**

  See: Standard Function Activities, page 7-70.

- **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 credit card

transactions. 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 7-70.

Payment to Employee Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card transactions.

- **Start**

  See: Standard Function Activities, page 7-70.

- **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 credit card transactions. 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 7-70.

Payment to Employee by Check Process

This process is initiated when payment is created in Oracle Payables for an employee's credit card transactions.

- **Start**

  See: Standard Function Activities, page 7-70.

- **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 credit card transactions. 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

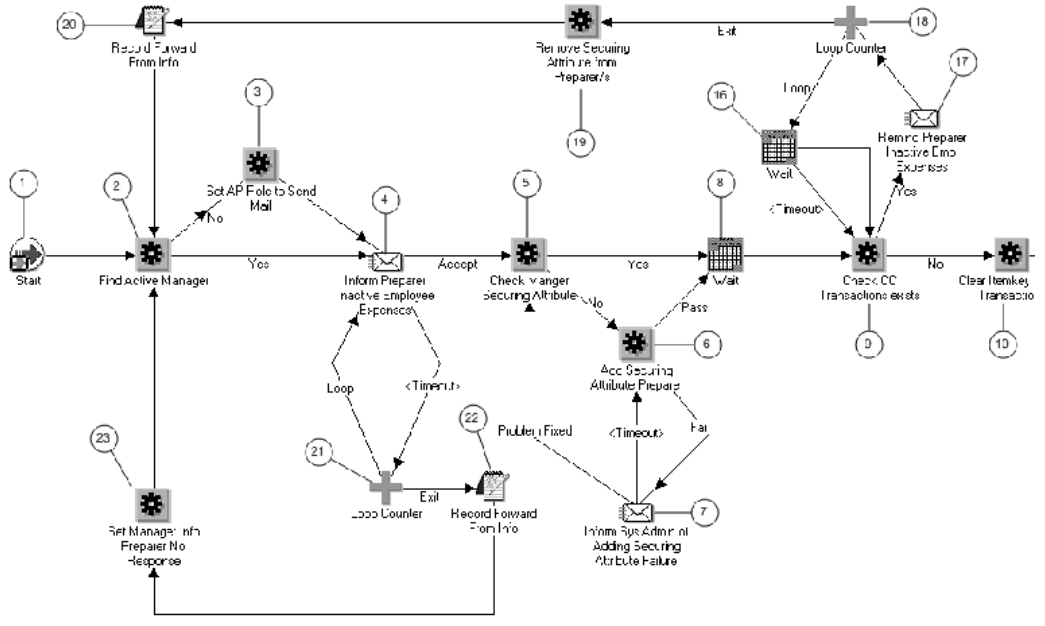
Prerequisite Activities: Start

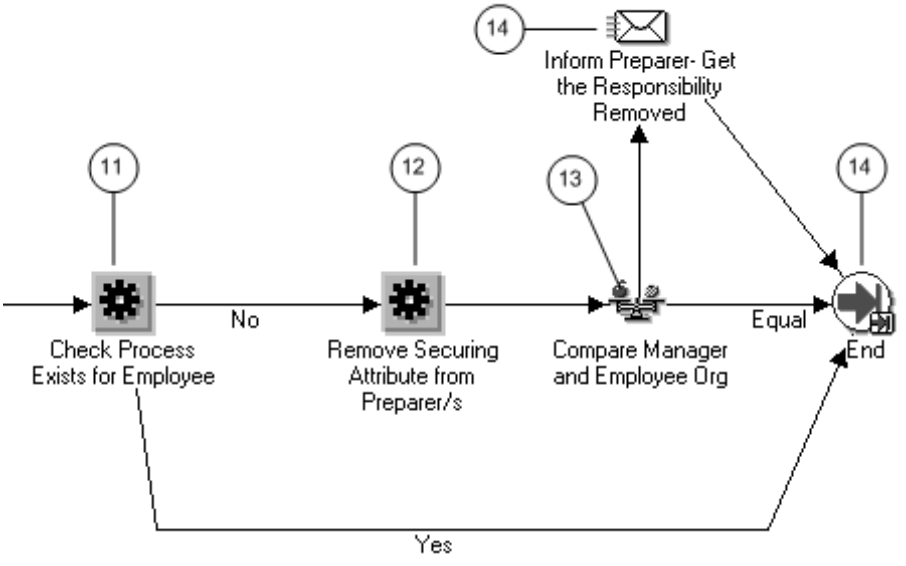
- **End**

  See: Standard Function Activities, page 7-70.

Inform Manager of Inactive Employee CC Expenses Process

This process is initiated when an employee is terminated or on temporary leave and has credit card transactions that were not submitted on expense reports. The inactive employee's securing attribute is automatically assigned to the manager as part of this process.





- **Start (Node 1)**

  See: Standard Function Activities, page 7-70.

- **Find Active Manager (Node 2)**

  The Find Active Manager function activity finds an active manager in the employee's supervisor hierarchy. This active manager is the employee's supervisor unless the employee's supervisor is also an inactive employee. This active manager is the owner of the particular workflow process (item key).

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.FINDACTIVEMANAGER

  Result Type: Yes/No

- **Set AP Role to Send Mail (Node 3)**

  The Set AP Role to Send Mail function activity sets the owner of the workflow process if an active manager cannot be found. This function uses the AP Exception Role attribute to determine who the owner should be.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.SetAPRolePreparer

  Result Type: None

- **Inform Preparer Inactive Employee Expenses (Node 4)**

  This notification activity sends a notification to the workflow process owner requesting them to either accept or reassign the responsibility. If they accept, the system assigns them the inactive employee's securing attribute.

  Message: Inform Manager Inactive Employee Expenses

  Result Type: Notification Status

- **Check Manager Securing Attribute (Node 5)**

  This function activity checks whether the workflow process owner already has the inactive employee's securing attribute assigned to them.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.CheckMangSecAttr

  Result Type: Yes/No

- **Add Securing Attribute Preparer (Node 6)**

  This function activity is used to assign the inactive employee's securing attribute to the workflow process owner.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.ADDSECATTRPREPARER

  Result Type: Pass or Fail Result Type

- **Inform Sys Admin of Added Securing Attribute Failure (Node 7)**

  This notification activity sends a notification to the workflow administrator in case there were any problems when the system tries to assign the inactive employee's securing attribute to the workflow process owner.

  Message Name: Adding Securing Attribute Failure Message.

  Result Type: Problem Has Been Fixed

- **Wait (Node 8)**

  See: Standard Function Activities, page 7-70.

- **Check CC Transactions Exists (Node 9)**

  This function activity checks for workflow process (item key) transactions that have not been submitted on expense reports.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.CheckCCTransactionExists

  Result Type: Yes/No

- **Clear Itemkey for CC Transactions (Node 10)**

  This function activity removes the workflow item key from the associated transactions. Which allows transactions to be picked up by subsequent inactive employee processes. For example, the transaction would be picked up if the submitted transactions were later rejected, returned, or withdrawn in the Expenses workflow process.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.ClearItemkeyCCTrx

  Result Type: None

- **Check Process Exists for Employee (Node 11)**

  This function activity checks for other inactive employee workflow processes for the workflow process owner and the inactive employee. For example, if other processes exist for the inactive employee but another manager is the owner of the workflow process, then this function activity will return *No*.

  Function: P_WEB_INACTIVE_EMP_WF_PKG.CHECKWFEXISTSEMPL

  Result Type: Yes/No

- **Remove Securing Attribute from Preparer/s (Node 12)**

  This Remove Securing Attribute from Preparer/s activity removes the securing inactive employee's securing attribute from the workflow process owner.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.RemoveSecAttrPreparer

  Result Type: None

- **Compare Manager and Employee Org (Node 13)**

  The Compare Manager and Employee Org function activity checks to see if the workflow process owner and employee have the same organization assignment in the Oracle HRMS application. If the organization assignments are the same, The Compare Manager and Employee Org function activity returns the result Equal.

  Function: WF_STANDARD.COMPARE

  Result Type: Comparison

- **Inform Preparer - Get the Responsibility Removed (Node 14)**

  This notification activity sends a notification to the workflow process owner when the workflow process owner and inactive employee organization assignments are different. Message Name: Inform Preparer Get Responsibility Removed.

  Result Type: None

- **End (Node 15)**

  See: Standard Function Activities, page 7-70

- **Wait (Node 16)**

See: Standard Function Activities, page 7-70

- **Remind Preparer Inactive Empl Expenses (Node 17)**

  This notification activity sends a notification to the workflow process owner if a transaction associated with the workflow process has not been submitted on expense reports.

  Message: Remind Preparer Inactive Empl Expenses

  Result Type: None

- **Loop Counter (Node 18)**

  See: Standard Function Activities, page 7-70

- **Remove Securing Attribute from Preparers (Node 19)**

  This function activity removes the securing inactive employee's securing attribute from the workflow process owner.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.RemoveSecAttrPreparer

  Result Type: None

- **Record Forward From Info (Node 20)**

  This function activity provides the From value for the Inform Preparer Inactive Employee Expenses notification when the current workflow process owner did not submit the transactions in a timely manner.

  Function: Record Forward From Info

- **Loop counter (Node 21)**

  See: Standard Function Activities, page 7-70

- **Record Forward From Info (Node 22)**

  This function activity provides the From value for the Inform Preparer Inactive Employee Expenses notification when the current workflow process owner does not choose Accept on the notification and that notification times out.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.RecordForwardFromInfo

  Result Type: None

- **Set Manager Info Prepare No Response (Node 23)**

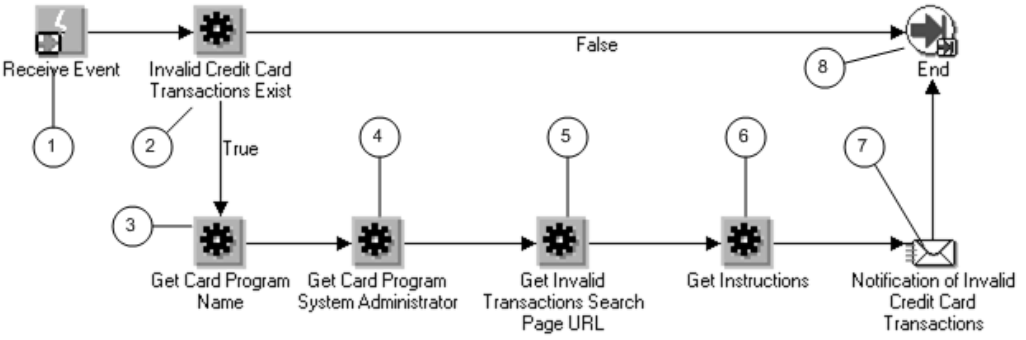
  This function activity sets attribute information related to the unresponsive manager that is then used in the Inform Preparer Inactive Employee Expenses notification.

  Function: AP_WEB_INACTIVE_EMP_WF_PKG.SetMangInfoPrepNoResp

  Result Type: None

Process Invalid Credit Card Transactions Process

If the system finds invalid transactions during the validation phase of the Upload and Validation program.



- **Invalid Credit Card Transactions Exist (Node 2)**

  The Invalid Credit Card Transaction Exist checks to see if there are invalid credit card transactions.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.invalid_cctrx_exist

  Result Type: Boolean

  Required: No

  Prerequisite Activities: Start

- **Get Card Program Name (Node 3)**

  The Get Card Program Name function retrieves the card program name using the internal ID. This card program name is displayed in the notification.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_card_program_name

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Invalid Credit Card Transactions Exist

- **Get Card Program System Administrator (Node 4)**

  The Get Card Program System Administrator function retrieves the system administrator for the card program. If no system administrator exists for the card program, the system will return the user who initiated the workflow.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_card_sysadmin

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Invalid Credit Card Transactions Exist

- **Get Invalid Transactions Search Page URL (Node 5)**

  The Get Invalid Transactions Search Page URL function returns the URL for the Credit Card Transactions page.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_search_page_url

  Result Type: None

  Require: No

  Prerequisite Activities: Start, Invalid Credit Card Transactions Exist

- **Get Instructions (Node 6)**

  Retrieves the instruction to be embedded in the following notification.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_instructions

  Required: No

  Prerequisite Activities: Start, Find Employee Matches, Get Card Program Name, Get Card Program System Administrator, Get New Card Page URL, Inactive Cards Exist

- **Notification of Invalid Credit Card Transactions (Node 7)**

  The Notification of Invalid Credit Card Transactions notification informs the system administrator of the number of invalid credit card transactions. The performer is determined by the Get Card Program Administrator System Administrator function as either the system administrator assigned to the card program or the user who submitted the concurrent program if the card program administrator is not defined.

  Message: Notification of Invalid Credit Card Transactions

  Result Type: None

  Required: No

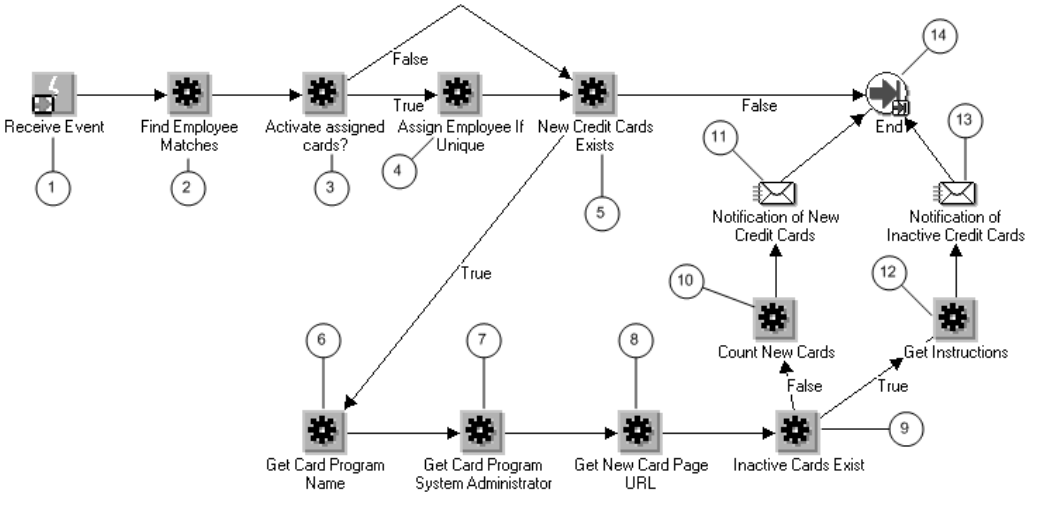
  Prerequisite Activities: Start, Invalid Credit Card Transactions Exist, Get Card Program Name, Get Card Program System Administrator, Get Invalid Transactions Search Page URL, Get Instructions

- **End**

  See: Standard Function Activities, page 7-70

Process Unassigned Credit Cards Process

The Process Unassigned Credit Cards process attempts to match employees with credit card accounts.



- **Start (Node 1)**

  See: Standard Function Activities, page 7-70

- **Find Employee Matches (Node 2)**

The Find Employee Matches Process attempts to match your employees with the account owner information given by your credit card provider. Your credit card providers may provide varying information about the account owners. In order to support these different formats, the system stores matching rules in the OIE_EMP_MATCH_RULE lookup type. The system assigns matching rules for the card programs. If there is no matching rule assigned to the card program, then the system will not perform a match.

Function: AP_WEB_CC_VALIDATION_WF_PKG.card_employee_match

Result Type: None

Required: Yes

Prerequisite Activities: Start

- **Activate Assigned Cards? (Node 3)**

  If the system finds a unique employee match, the card can be automatically activated. By default, automatic activation is disabled. If you want to enable automatic activation, set the value for the Node attribute 'Enable Automatic Activation' to *Yes*.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_act_attribute_value

  Result Type: Yes/No

  Required: No

  Prerequisite Activities: Start, Find Employee Matches

- **Assign Employee if Unique (Node 4)**

  The following outcomes from the Find Employee Match process are possible:

  - No employee matches were found
  - Multiple employee matches were found
  - A unique match was found

    If a unique match is found, the Assign Employee if Unique process will assign the employee to the credit card account.

    Function: AP_WEB_CC_VALIDATION_WF_PKG.assign_emp_if_unique

    Result Type: None

    Required: No

    Prerequisite Activities: Start, Find Employee Matches, Activate Assigned Cards

- **New Credit Cards Exist (Node 5)**

  The New Credit Cards Exist function check for new credit cards. If new credit cards exist, the system sends notifications.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.new_cards_exist

  Result Type: Boolean

  Required: No

  Prerequisite Activities: Start, Find Employee Matches

- **Get Card Program Name (Node 6)**

The Get Card Program Name function retrieves the card program name using the internal ID. This card program name is displayed in the notification.

Function: AP_WEB_CC_VALIDATION_WF_PKG.get_card_program_name

Result Type: None

Required: No

Prerequisite Activities: Start, Invalid Credit Card Transactions Exist

- **Get Card Program System Administrator (Node 7)**

  This function retrieves the system administrator for the card program. If a system administrator does not exist for the card program, the system returns the user who initiated the workflow.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_card_sysadmin

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Find Employee Matches

- **Get New Card Page URL (Node 8)**

  The Get New Card Page URL function returns the URL for the New Credit Card Accounts page. A link to this page is included in the notification.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_newe_card_page_url

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Find Employee Matches

- **Inactive Cards Exist (Node 9)**

  The Inactive Cards Exist function checks for inactive credit cards.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.inactive_cards-exist

  Result Type: Boolean

  Required: No

  Prerequisite Activities: Start, Find Employee Matches, Get Card Program Name, Get Card Program System Administrator, Get New Card Page URL

- **Count New Cards (Node 10)**

  The Count New Cards process counts the number of new credit cards created so that this number can be included in the notification.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.count_new_cards

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Find Employee Matches, Get Card Program name, Get Card Program System Administrator, Get New Card Page URL, Inactive Cards Exist

- **Notification of New Credit Cards (Node 11)**

The Notification of New Credit Cards notification informs the system administrator of the number of new credit cards created. The performer is determined by the Get Card Program Administrator System Administrator function as either the system administrator assigned to the card program or the user who submitted the concurrent program if the card program administrator is not defined.

Message: Notification of New Credit Cards

Result Type: None

Required: Yes

Prerequisite Activities: Start, Find Employee Matches, Get Card Program Name, Get Card Program system Administrator, Get New Card Page URL, Inactive Cards Exist, Count New Cards

- **Get Instructions (Node 12)**

  The Get Instructions function retrieves the appropriate instructions to embed in the Notification of Inactive Credit Cards notification.

  Function: AP_WEB_CC_VALIDATION_WF_PKG.get_instructions

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Find Employee Matches, Get Card Program Name, Get Card Program System Administrator, Get New Card Page URL, Inactive Cards Exist

- **Notification of Inactive Credit Cards (Node 13)**

  The Notification of Inactive Credit Cards notification informs the system administrator of the number of inactive credit cards created and provides instructions on activating the unassigned or inactive credit cards. The performer is determined by the Get Card Program Administrator System Administrator function as either the system administrator assigned to the card program or the user who submitted the concurrent program if the card program administrator is not defined.

  Message: Notification of Inactive Credit Cards

  Result Type: None

  Required: No

  Prerequisite Activities: Start, Find Employee Matches, Get Card Program Name, Get Card Program System Administrator, Get New Card Page URL, Inactive Cards Exist, Get Instructions

Expense Receipts Workflow

The Expense Receipts workflow manages the tracking of overdue receipts. The workflow has four independent processes that send various notifications to preparers, depending on the status of the receipts for the expense report.

This table describes the processes that make up the Expense Receipts workflow:

Process	Purpose	Trigger Event	Conditions
Receipts Overdue	Sends overdue receipts notifications. The notifications allow users to send replies in relation to the status of missing receipts. The replies are Already Sent Receipts, Will Send Receipts, or Receipts Missing.	Expenses Overdue Receipts Tracking concurrent program	1) Notification Rule Set is defined and assigned to the operating unit; 2) The "Receipts overdue or missing after expense report submitted" rule is defined for the rule set; 3) Receipts have not been received within the specified time; 4) Receipts Status is *Required*.
Receipts Missing	Sends a notification when all required receipts are missing for an expense report, or when the preparer must submit some form of missing receipts declaration.	Expenses Overdue Receipts Tracking concurrent program	1) Notification rule set is defined and assigned to the operating unit; 2) Receipts Status is *Missing*.
Receipts Received	Sends a notification when Payables receives receipts for an expense report.	Receipts are received in the Expenses Audit pages.	Notification rule set is defined and assigned to the operating unit.
Receipts Aborted	Aborts the Receipts Overdue Process and/ or the Receipts Missing Process, and purges the tracking of missing receipts.	User withdraws an expense report; receipts are received or waived; expense report is rejected by managers or auditors; expense report is returned by the system administration; or when the original expense report receipt status is no longer required, such as after a shortpay.	N/A

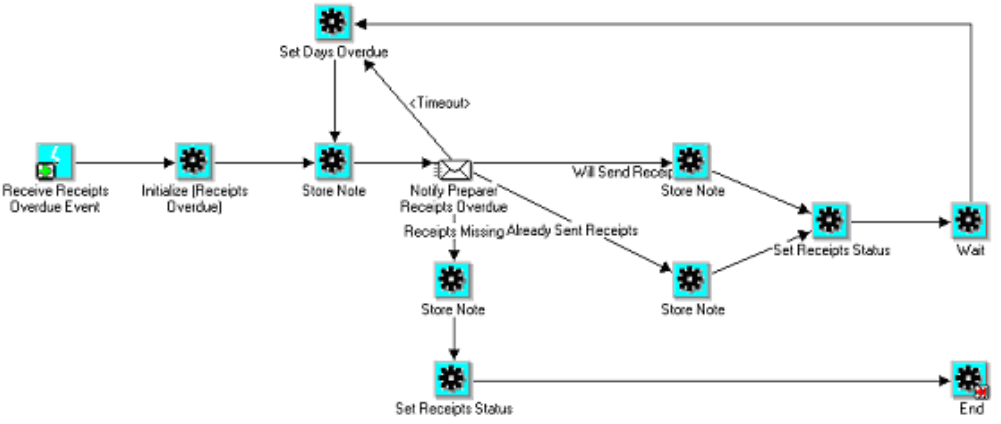
Prerequisite

Before you can run the Expense Receipts workflow and the Expenses Overdue Receipts Tracking concurrent program, you must set up notification rules. See: Managing Receipt Notifications, page 4-5 for more information.

Receipts Overdue Process

The Receipts Overdue Process is initiated by the Expenses Overdue Receipts Tracking concurrent program. This program tracks overdue receipts on expense reports. You can run the Expenses Overdue Receipts Tracking concurrent program for the operating unit you choose or all operating units. See: Expenses Overdue Receipts Tracking Program, *Oracle Payables User Guide* for more information.

The Expenses Overdue Receipts Tracking Program determines if receipts are overdue by comparing the active Notification rule setup to the difference between the expense report submit date and the system date. If receipts are overdue, then the process initiates the sending of notification reminders to the user to send the receipts. The process ends if the receipts are received, waived, or shortpaid. The process also ends if the expense report is withdrawn, rejected, or returned.



- **Receive Receipts Overdue Event**

  This is the start node.

- **Initialize (Receipts Overdue)**

  Initializes the item attributes for the workflow process.

- **Store Note (first occurrence)**

  Update the Approval Notes with information that the overdue receipts notification was sent to the preparer.

- **Notify Preparer Receipts Overdue**

  Notification sent to the preparer.

- **Store Note (subsequent occurrences)**

  Updates the Approval Notes with the preparer's response.

- **Set Receipts Status**

  If user response is either Will Send Receipts or Already Sent Receipts, the receipts status is set to *In Transit*. If user response is Receipts Missing, the receipts status is set to *Missing*.

- **Wait**

  The number of days to wait before sending the preparer a reminder notification after their response. The number of days to wait is retrieved from the "Receipts considered overdue or missing after user response" rule on the active Notification rule set.

- **Timeout**

  If the user does not respond to the notifications, the notifications are resent according to the "Subsequent notifications if receipts still overdue" value in the Notification rule setup.

- **Set Days Overdue**

  Updates the number of days overdue. This value is displayed in the subject of the notification.

- **End**

  End the workflow process.

Receipts Missing Process

The Receipts Missing Process sends notification reminders to employees for appropriate documentation to replace missing receipts. The Receipts Missing Process is only initiated when the Notification rule setup requires physical documents in place of missing receipts.

The Receipts Missing Process is called by the Expenses Overdue Receipts Tracking concurrent program, when the program determines that overdue receipts are in a status of "Missing". The "Receipt Missing" status can occur in one of three ways:

- User specifies that all required receipts are missing when entering the expense report.
- User respond to an overdue receipt notification by "Receipt Missing".
- Auditor shortpays the expense report after manager approval. The expense report is set to the status Receipt Missing if the user requests the manager to approve the missing receipts and the manager grants approval.

- **Receive Receipts Missing Event**

  This is the start node.

- **Initialize (Receipts Missing)**

  Initializes the item attributes for the workflow process.

- **Store Note**

  Update the Approval Notes with information that the overdue receipts notification was sent to the preparer.

- **Notify Preparer Missing Declaration**

  Send the notification.

- **Wait**

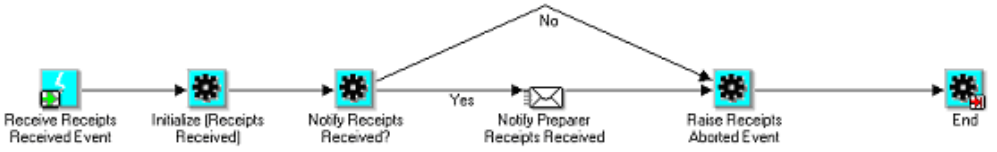
  Wait according to the setting of the “Receipts considered overdue or missing after user response” option of the Notification rule setup.

- **End**

  To effect receiving the required documentation and end the workflow process), auditor must enter the receipt package received date.

Receipts Received Process

The Receipts Received Process sends notifications to acknowledge receipts received according to the Notification rule setup. This process begins when the auditor indicates that the receipts were received by entering a receipt package received date on the expense report.



- **Receive Receipts Received Event**

  This is the start node.

- **Initialize (Receipts Received)**

  Initializes the item attributes for the workflow process.

- **Notify Receipts Received?**

  Checks the setting of the Notify Individual rule in the active Notification rule set to see if a notification should be sent.

- **Notify Preparer Missing Declaration**

  Send when the Notify Individual rule is set to either "When overdue receipts are received" or "When receipts are received".

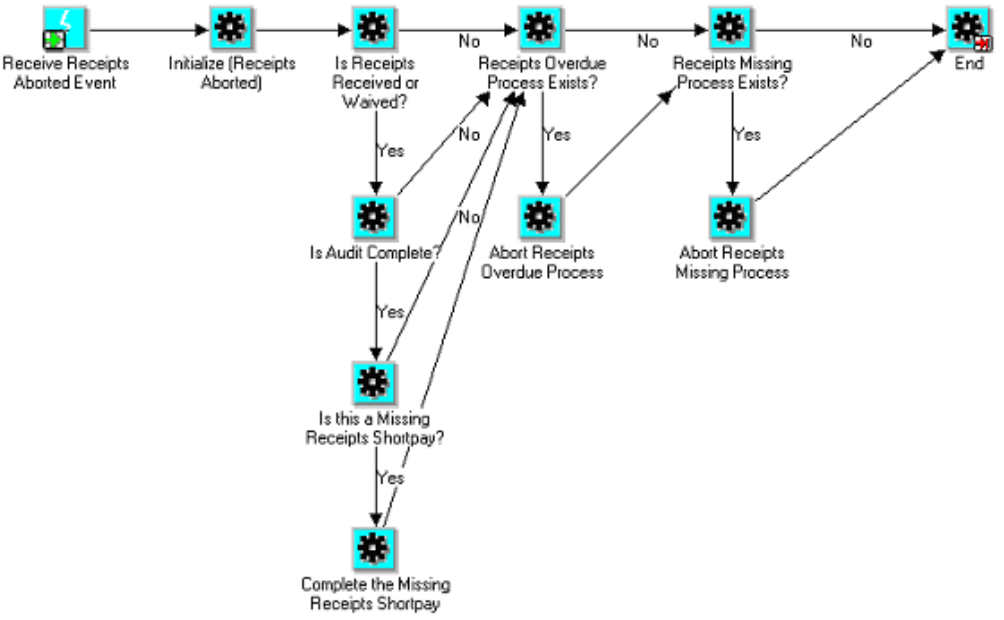
- **Raise Receipts Aborted Event**

  Raises the Receipts Aborted event.

Receipts Aborted Process

The Receipts Aborted Process stops the tracking of overdue or missing receipts for an expense report. This process begins after any of these events:

- User withdraws the expense report.
- Auditor or manager rejects or returns the expense report.
- Receipts are received.
- Receipts are waived.
- Original receipt status changes from the original value to Not Required.



- **Receive receipts aborted event:**

  This is the start node.
- **Initialize (Receipts Aborted)**

  Initializes the item attributes for the workflow process.
- **Is Receipts Received or Waived**

  Determine if receipts were received or waived.
- **Is this a Missing Receipts Shortpay?**

  Checks to see if the expense report in question was spawned as a result of missing receipts shortpay.
- **Complete the Missing Receipts Shortpay**

  Automatically completes the missing receipts short pay process.
- **Is this a Policy Violation Shortpay?**

  Checks to see if the expense report in question resulted from a policy shortpay.
- **Complete the Policy Violation Shortpay**

  Automatically completes the policy short pay process.
- **Receipts Overdue Process Exists?**

  Checks to see if a receipts overdue process exists for the expense report in question.
- **Abort Receipts Overdue Process**

  Terminates the Receipts Overdue process.
- **Receipts Missing Process Exists?**

  Checks to see if a receipts missing process exists for the expense report in question.

- **Abort Receipts Missing Process**

  Terminates the Receipts Missing process.

- **End**

  End the process.

Expense Holds Workflow

The Expense Holds workflow has two independent processes that send notifications to users when holds are placed and released on expense reports by the Expense Report Import program. The two processes that make up the Expense Holds workflow are:

- Expense Payment Held Process. This process manages the sending of notifications when expense reports are placed on hold.
- Expense Payment Hold Released Process. This process manages the sending of notifications when expense reports are released from hold.

The Expense Holds workflow sends notifications regarding the placing of a hold on expense reports by the Expense Report Import program under either of these conditions:

- Expense Report Import places a hold on expense reports with overdue or missing receipts until the receipts are received or the replacement receipt documents are received.
- Expense Report Import places a hold on all expense reports for a user, including newly submitted expense reports, if overdue receipts for a previous expense report exceed the limit specified in the active Hold rule.

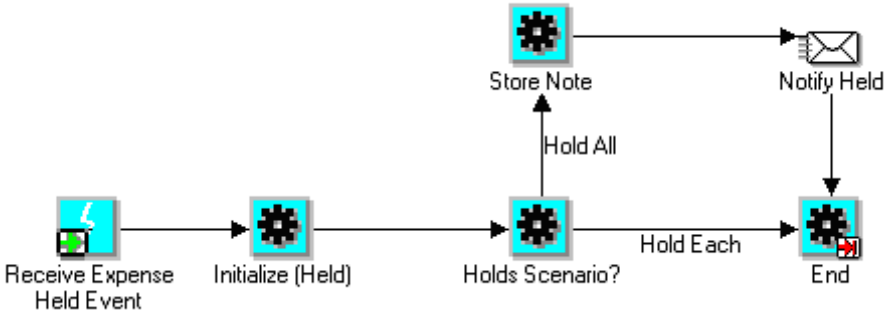
  If you use the Both Pay scenario, then if either the employee invoice or the credit card provider invoice are put on hold (not imported into Payables), then a single notification is sent for the entire expense report.

Prerequisite

Before you can run the Expense Holds workflow, you must set up hold rules. See: Setting Up Hold Rules, page 4-6 for more information.

Expense Payment Held Process

The Expense Payment Held Process manages the sending of notifications regarding the placing of holds on expense reports. This process sends notifications for each aspect of placing expense reports on hold.



- **Receive Expense Payment Held Event**

  Start the workflow process.

- **Initialize (Held)**

  Initializes the item attributes for the workflow process.

- **Holds Scenario?**

  This activity determines which Holds scenario is used. The Hold scenario is determined in the Individual Payment Holds section of the Create Hold Rule Sets page. Hold Each maps to the "Until receipts receive"d option, and Hold All maps to the "When receipts are overdue" option.

- **Store Note**

  Updates the Approval Notes when this path is taken

- **Notify Held**

  A notification is sent when the "When receipts are overdue" setup option is chosen.

- **End**

  End the process.

Bothpay Process

If you use the Both Pay scenario, the process sends notifications regarding the placing of holds on expense reports according to the Both Pay option setting in the active Hold rule set. All notifications refer to the entire expense report; notifications are not sent for the credit card provider invoice to be imported into Payables.

Whether or not payment is held on the credit card provider invoice, notifications are sent if the expense report requires receipts and the receipts are overdue. This means, for example, if the Credit Card Payment Holds option is set to "Never hold credit card payment", the expense report is still placed on hold and a notification is sent, even if the expense report only contains credit card expenses.

Expense Payment Hold Released Process

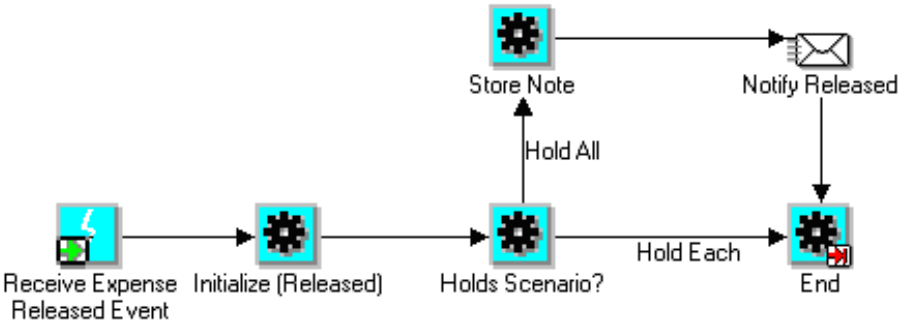
The Expense Payment Hold Released Process manages the sending of notifications regarding the releasing of holds on expense reports. This process is invoked when the Expense Report Import program determines that a receipt has been received or waived. The event that immediately raises the payment hold released event is when a hold is manually released.

This notification is only sent once there are no outstanding hold issues for all related expense reports. For example, if expense report ER3 is on hold because the receipts were not received for expense report ER1, then if the receipts are received for ER1 but ER3 is put back on hold because the receipts have not been received for expense report ER2, the hold release notification is not sent. This is because the hold on ER3, although potentially released because of ER1 still persists because of ER2.

This process sends notifications that are initiated in these ways only when the receipts are received or waived for the expense report that caused the hold:

- Receipts are received from the user.
- Receipts are waived by the auditor or manager.

- Hold is manually released by auditors.



- **Receive Expense Released Event**

  This is the start node.

- **Initialize (Released)**

  Initializes the item attributes for the workflow process.

- **Holds Scenario?**

  This activity determines which Holds scenario is used. The Hold scenario is determined in the Individual Payment Holds section of the Create Hold Rule Sets page. Hold Each maps to the "Until receipts received" option, and Hold All maps to the "When receipts are overdue" option.

- **Store Note**

  Updates the Approval Notes when this path is taken.

- **Notify Released**

  A notification is sent when the "When receipts are overdue" setup option is chosen.

- **End**

  End the workflow process.

Initiating Deferred Workflow Processes

Deferred workflow processes handle notifications and time-consuming tasks that can be automated and placed in the background so that users can continue working in the application without waiting for the requested task to complete. These deferred workflow processes need at least one background engine to monitor background activities in order to ensure consistent processing. Therefore, you must submit a request to enable a concurrent program for workflow background processing.

To submit a request:

1. Using the Oracle Applications System Administrator responsibility, navigate to the Submit Requests form.
2. Submit the Workflow Background Process concurrent program as a request.
3. Schedule the process to repeat itself at appropriate intervals.

Related Topics

Submitting a Request, *Oracle Applications Users Guide*

Setting Up Oracle Workflow, *Oracle Workflow Guide*

A

Profile Options

Required Profile Options

The table lists profile options that require you to provide a value. The table also indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

The key for this table is:

Table Header

- **Admin** - Abbreviation for *Administrator*.
- **Resp** - Abbreviation for *Responsibility*.
- **App** - Abbreviation for *Application*.
- **Update** - You can update the profile option.
- **View Only** - You can view the profile option but cannot change it.
- **No Access** - You cannot view or change the profile option value.

Profile Option	Default Value	User Access	System Admin: User	System Admin: Resp	System Admin: App	System Admin: Site
ICX: Date Format Mask	DD_MON_RRRR	Update	Update	No Access	No Access	Update
ICX: Language	American English	Update	Update	No Access	No Access	Update
ICX: Limit Connect	1000	No Access	Update	No Access	No Access	Update
ICX: Limit Time	4	No Access	Update	No Access	No Access	Update
ICX: Session Timeout	30	No Access	Update	No Access	No Access	Update
MO: Operating Unit	No Default Value	No Access	No Access	Update	No Access	Update

- **ICX: Date Format Mask**

Determines the default date format. 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 in this way:

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

  Users can specify their preferred date format in their user preferences. User preferences override the default format provided by this profile option.

- **ICX: Language**

  Sets the default language to use for offline or remote communications with other users on the system. It is also used for other Oracle Applications login methods. You set the language at the Site level, which is then defaulted to the Application, Responsibility and User levels. The user has the option to change the default language. The default profile option setting is *American English*.

- **ICX: Limit Connect**

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

- **ICX: Limit Time**

  Sets the maximum number of hours a user can remain logged on per session. The default value is *4*.

- **ICX: Session Timeout**

  Sets the maximum number of minutes to wait before invalidating an idle ICX session. The default value is *30*.

- **MO: Operating Unit**

  Controls to which operating unit a particular responsibility corresponds. This profile option is only used if you have installed multiple organization support.

Most of these profile options impact the login session. In addition, you can control the login session through the Apache Jserv Session. For more information on these settings and how they interact, refer to the applicable version of the guide *Configuring and Troubleshooting the Self Service Framework with Oracle Applications* available on *MetaLink*.

Optional Profile Options

The table in this section lists all other profile options that affect the operation of Internet Expenses. The table identifies the levels at which each profile option is updatable, and provides any default value. If you are setting a profile option at the application level, you must define it for Oracle Payables. Since Internet Expenses is tightly integrated with Oracle Payables, it does not have a separate application ID in the Applications Object Library.

The key for this table is:

Table Header

- **Admin** - Abbreviation for *Administrator*.
- **Resp** - Abbreviation for *Responsibility*.

- **App** - Abbreviation for *Application*.

Table Values

- **Update** - You can update the profile option.
- **View Only** - You can view the profile option but cannot change it.
- **No Access** - You cannot view or change the profile option value.

Profile Option	Default Value	User Access	System Admin: User	System Admin: Resp	System Admin: App	Site Level Setting
OIE: Allow Credit Lines	Yes	No Access	Update	Update	Update	Update
OIE: Enable Credit Card	No	No Access	No Access	No Access	No Access	Update
OIE: Allow Non-Base Pay	No	No Access	Update	Update	Update	Update
OIE: CC Approver Req	No	No Access	Update	Update	Update	Update
OIE: CC Payment Notify	No	No Access	No Access	No Access	Update	Update
OIE: Enable DescFlex	No	No Access	Update	Update	Update	Update
OIE: Enable Projects	No	No Access	Update	Update	Update	Update
OIE: Enable Tax	No	No Access	Update	Update	Update	Update
OIE: Enable Approver	No	No Access	Update	Update	Update	Update
OIE: Approver Required	No	No Access	Update	Update	Update	Update
OIE: Purpose Required	No	No Access	No Access	Update	Update	Update
OIE: Report Number Prefix	No	No Access	No Access	Update	Update	Update
OIE: Grace Period	30	No Access	No Access	No Access	No Access	Update
OIE: Enable Policy	Warn Users	No Access	Update	Update	Update	Update
OIE: Enable Expense Allocations	No	Update	Update	Update	Update	Update
PA: Allow Project Time and Expense Entry	No	No Access	No Access	No Access	Update	No Access

Profile Option	Default Value	User Access	System Admin: User	System Admin: Resp	System Admin: App	Site Level Setting
PA: AutoApprove Expense Reports	No Default Value	No Access	No Access	No Access	Update	No Access
Journals: Display Inverse Rate	No	Update	Update	Update	Update	Update
AME: Installed	No	No Access	No Access	No Access	Update	No Access
Default Country	No Default Value	Update	Update	Update	Update	Update
Language	No Default Value	Visible	Update	Update	Update	Update
MO: Security Profile	No Default Value	No Access	No Access	Update	No Access	Update
Sequential Numbering	No Default Value	Visible	No Access	Update	Update	Update
Printer	No Default Value	Update	Update	Update	Update	Update
Site Language	No Default Value	No Access	No Access	No Access	No Access	View Only
FND: Notification Reassign Mode	Reassign	No Access	Update	Update	Update	Update
HR: Cross Business Group	Yes	No Access	No Access	No Access	No Access	Update
WF: Mailer Cancellation Email	Disabled	No Access	No Access	No Access	No Access	Update
Personalize Self-Service Defn	Yes	No Access	No Access	No Access	No Access	Update
Disable Self-Service Personal	Yes	No Access	No Access	No Access	No Access	Update

- **OIE: Allow Credit Lines**

Set the OIE: Allow Credit Lines profile option to *Yes* to enable 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. Setting this profile option to *No* prevents users from entering negative expense lines for cash and other expenses. Users can still enter negative corporate credit card expense lines. The default value is *Yes*.

- **OIE: Enable Credit Card**

  Set the OIE: Enable Credit Card profile option to *Yes* to enable the credit card functionality to allow users with corporate credit cards to select and add credit card transactions to their expense reports.

- **OIE: Allow Non-Base Pay**

  Set the OIE: Allow Non-Base Pay profile option to *Yes* to enable users to choose the reimbursement currency for their expense reports. You must set up Oracle Payables to use multiple currencies before you can enable this profile option.

  See also: Establishing Multiple Currencies Setup, page 2-25.

- **OIE: CC Approver Req**

  The OIE: CC Approver Req profile option indicates whether users must enter an approver when they charge their expense reports to a cost center different from their own.

  Set the OIE: CC Approver Req profile option to *Yes* to require users to enter the Approver field when users enter a cost center other than their default cost center. The value *Yes* for this profile option takes precedence over the values that you set for the OIE: CC Approver Req and OIE: Enable Approver profile options. If you set this profile option to *Yes*, you must also set the OIE: Enable Approver profile option to *Yes*.

- **OIE: CC Payment Notify**

  Use the OIE: CC Payment Notify profile option to specify whether a notification is sent to employees when payment is created in Oracle Payables for corporate credit card transactions. The default value is *No*.

  See also: Expenses Workflow, page 7-2.

- **OIE: Enable DescFlex**

  The OIE: Enable DescFlex profile option enables Internet Expenses to display both header level and line level descriptive flexfields in expense reports. You must first set up descriptive flexfields for use in Internet Expenses before you can enable this option. For more information, see: Setting Up Descriptive Flexfields, page 2-29.

  The values for this profile option are:

  - *No* - Disables the use of descriptive flexfields.
  - *Header Only* - Enables the use of descriptive flexfields at the header level only.
  - *Lines Only* - Enables the use of descriptive flexfields at the line level only.
  - *Both* - Enables the use of descriptive flexfields at both the header level and line level.

- **OIE: Enable Projects**

The OIE: Enable Projects profile option enables users to enter project-related information on expense reports. You must set up Internet Expenses to integrate with Oracle Projects before you can enable this option.

The values for this profile option are:

- *Yes* - Enables the entry of project information.
- *No* - Disables the entry of project information.
- *Required* - Requires the entry of project information.

See also: Integrating with Oracle Projects, page 2-39.

- **OIE: Enable Tax**

  The OIE: Enable Tax profile option enables the availability of tax-related elements on expense reports. Set this profile option to *Yes* to display the Tax Code field and Amount Includes Tax check box on expense reports. Set this profile option to *No* to conceal the display.

  If you set this profile option to *No* and you set up tax calculation on expense reports, Internet Expenses uses the default values you provide without user intervention. See: Setting Up Tax, page 2-26.

- **OIE: Enable Approver**

  The OIE: Enable Approver profile option enables the Approver field in Internet Expenses. When this profile option is set to *Yes*, the Approver field is available for users to specify a different employee to approve their expense report. When this profile option is set to *No*, the Approver field is hidden.

- **OIE: Approver Required**

  The OIE: Approver Required profile option indicates whether users must designate an approver for their expense reports. If you set the OIE: Approver Required profile option to *Yes*, Internet Expenses requires that users *always* enter an approver. If you set this profile option to *Yes with Default,* the employee's supervisor, as defined in Oracle HRMS, defaults in the Approver field.

  > **Note:** If you set the OIE: Approver Required profile option to *Yes* or *Yes with Default*, do not set the OIE: Enable Approver profile option to *No*. If you do, the Approver field does not appear on the General Information page but users will receive an error message that the field is required.

- **OIE: Purpose Required**

  The OIE: Purpose Required profile option 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.

- **OIE: Report Number Prefix**

  The OIE: Report Number Prefix profile option 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 Expense Report Import program. Entering a prefix value enables you to easily identify invoices in Payables that were expense reports created in Internet Expenses. Leave this option blank if you do not want to specify a prefix value for expense report numbers.

For example, if you set the OIE: Report Number Prefix profile option to use the prefix Web, your expense report numbering appears as Web589, Web560, Web561, and so on.

- **OIE: Grace Period**

  The OIE: Grace Period profile option specifies the number of grace period days beyond an end date that certain OIE setup items remain available for use. The OIE setup items are:

  - Rate schedules
  - Rate schedule rule values that have end dates
  - Location records
  - Expense report template Inactive On field
  - Expense types

    These items remain available for selection and use as long as the system date is before the end date plus the number of grace period days. The default value is *30*.

- **OIE: Enable Policy**

  The OIE: Enable Policy profile option controls the behavior of Internet Expenses in relation to reports that contain policy violations. If an expense report is submitted with violations, Internet Expenses captures policy violations for reporting purposes. The values are:

  - *Prevent Submission* - The end user cannot submit the expense report. All monetary violations that exceed tolerances result in preventing report submission, including the exchange rate policy (the exchange rate tolerance is the exchange rate limit). An error message informs the user of the policy violation. For more information, see Tolerance Limits, page 3-12.

    For all non-monetary policy violations, and for monetary violations that do not exceed tolerances, the behavior is the same as the Warn Users option (users receive a warning but can submit the expense report).

  - *Warn Users*- The end user can submit the expense report. A warning message informs the user that the report contains policy violations. This includes non-monetary policy violations, and monetary policy violations where the violation is below the limit + threshold.

  - *Inform Approvers* - The end user can submit the expense report. If there are policy violations, they are transparent to the end user, but Internet Expenses documents the violations for approvers.

    The default value is *Inform Approvers*. See also: Policy Compliance and Violation Types, page 3-3.

- **OIE: Enable Expense Allocations**

  The OIE: Enable Expense Allocations profile option determines the level at which to activate expense allocation functionality for expense reporting. The values are:

  - *No* - Expense allocation functionality is not enabled.
  - *User-enabled* - Displays the Enable Expense Allocations check box in the Expenses Preferences page. The user checks the box to enable expense allocations for expenses entry.

- *User-enabled with Online Validation* - Displays the Enable Expense Allocations check box in the Expenses Preferences page. The user checks the box to enable expense allocations for expenses entry with online validation of accounting code combinations.
- *Automatically-enabled* - The Enable Expense Allocations check box in the Expenses Preferences page is automatically enabled for expense allocations for expenses entry.
- *Automatically-enabled with Online Validation* - The Enable Expense Allocations check box in the Expenses Preferences page is automatically enabled for expense allocations for expenses entry with online validation of accounting code combinations.

The default value is *No*.

If you plan to enable expense allocations, then you must set up Internet Expenses accounting flexfield behavior for your charts of accounts. See: Setting Up Expense Allocations, page 3-24.

- **PA: Allow Project Time and Expense Entry**

  The PA: Allow Project Time and Expense Entry profile option enables users to enter project-related information on expense reports. If you set this option to *Yes*, then you must set the OIE: Enable Projects profile option to *Yes* as well.

  You must set up Internet Expenses to integrate with Oracle Projects and Oracle Grants Accounting before you can enable this option. See: Integrating with Oracle Projects, page 2-39 and Integrating with Oracle Grants Accounting, page 2-43.

- **PA: AutoApprove Expense Reports**

  The PA: AutoApprove Expense Reports profile option permits automatic approval of project-related expense reports. See: Integrating with Oracle Projects, page 2-39.

- **Journals: Display Inverse Rate**

  The Journals: Display Inverse Rate profile option determines how the reimbursable amount is calculated when users enter foreign currency receipts. When this profile option is set to *No*, the receipt amount is multiplied by the exchange rate to determine the reimbursable amount. When it is set to *Yes*, the receipt amount is divided by the exchange rate. The default value is *No*.

  > **Note:** The Journals: Display Inverse Rate profile option only provides controls for cash and other expenses. It does not control how the reimbursable amount is calculated for corporate credit card expenses because these amounts are already determined for credit card transactions.

- **AME: Installed**

  The AME: Installed profile option enables the integration between Internet Expenses and Oracle Approvals Management. See: Integrating with Oracle Approvals Management, page 2-42.

  > **Note:** You must select *Oracle Payables* as the application in order to define the AME: Installed profile option for Oracle Internet Expenses.

Oracle Payables does not refer to the AME: Installed profile option, since integration with Oracle Approvals Management is always turned on for Oracle Payables.

- **Default Country**

  The Default Country profile option enables the default country in your environment. You can choose any country listed in the Maintain Countries and Territories window. All address zones use this field as the default source for the Country field. Users have the right to set their own default country.

- **Language**

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

- **MO: Security Profile**

  The MO: Security Profile profile option is used to grant users access to various features and functions in Internet Expenses. The MO: Security Profile profile option works in conjunction with Oracle HRMS security profiles. See: Setting Up Security Profiles, page 2-10 for more information.

- **Sequential Numbering**

  The Sequential Numbering profile option assigns sequential numbers to documents created by Internet Expenses and controls the creation of documents depending upon the setting that you use. The available settings are:

  - *Always Used* - You cannot enter a document without a sequence number.
  - *Not Used* - The system does not check for a sequence number.
  - *Partially Used* - If no sequence number exists for a document, you can enter the document but receive a warning message.

  If you need to control sequential numbering for each of your sets of books, set this profile option at the Responsibility level. Otherwise, use either the Site or Application level.

- **Printer**

  Use the Printer profile option to select the printer that prints Internet Expenses data. If a printer cannot be selected, contact your system administrator. Printers must be registered with Oracle Applications. Users can view and update this profile option.

- **FND: Notification Reassign Mode**

  The FND: Notification Reassign Mode profile option determines the forwarding functionality that is available to employees. If you set the FND: Notification Reassign Mode profile option to *Reassign*, employees see the Reassign button on the notification. Clicking the Reassign button lets employees choose between transferring or delegating that notification. If you set the FND: Notification Reassign Mode profile option to *Delegate,* employees will see the Delegate button. When employees click the Delegate button and enter an employee name, the notification is delegated to that employee that is entered.

When a notification is delegated to employees the notification is forwarded to the delegated employee, but the original recipient of the notification remains the owner. If you set this option to *Transfer,* employees will see the Transfer button. When employees click the Transfer button and enter an employee name the notification is transferred to that employee that is entered. When a notification is transferred, the notification is forwarded and the new recipient becomes the owner of the notification.

> **Note:** Assign the FND: Notification Reassign Mode profile option to the workflow responsibility.

- **HR: Cross Business Group**

  The HR: Cross Business Group profile option allows cross business group approvals. If you set the HR: Cross Business Group profile option to *Yes,* the employee can select approvers from other business groups during expenses entry. Employees can also specify approvers from other business groups as the default approver on the Expenses Preferences page.

- **WF: Mailer Cancellation Email**

  The WF: Mailer Cancellation Email profile option enables the functionality that sends the cancellation notifications when time outs are reached for a notification and a new notification is sent because of resend setup. If you set this profile option to *Enabled*, cancellation notifications are sent. If you set this profile option to *Disabled*, cancellation notifications are not sent.

- **Personalize Self-Service Defn**

  The Personalize Self-Service Defn profile option enables the Oracle Applications Personalization Framework in Internet Expenses. If you set this profile option to *Yes*, then the OA Personalization Framework is available to expenses administrators to configure the Internet Expenses user interface. See: Configuring the User Interface, page B-1 for more information.

- **Disable Self-Service Personal**

  The Disable Self-Service Personal profile option enables you to disable any personalizations that you have made to the Internet Expenses user interface using the Oracle Applications Personalization Framework. If you set this profile option to *Yes*, then all personalizations made to the Internet Expenses user interface will be disabled. See: Configuring the User Interface, page B-1 for more information.

B

Configuring the User Interface

This appendix covers the following topics:

- Oracle Applications Personalization Framework
- Using the Personalization Framework with Oracle Internet Expenses
- Admin-level Personalizations for Expenses Entry

Oracle Applications Personalization Framework

The Oracle Applications Personalization Framework allows administrators and users to personalize the display of Oracle Self–Service Web Applications without modifying the underlying code. In this way, you can make changes to the application display without affecting your ability to upgrade to future versions of the application. The OA Personalization Framework is available for all self-service applications built using the Oracle Applications Framework technology.

Oracle Applications for Internet Expenses no longer uses the Oracle Common Modules - AK application, except for workflow notifications, spreadsheet prompts, and the Blue-Gray version of Internet Expenses.

> **Note:** You can only make personalization changes to Internet Expenses Entry and Audit pages that are documented in this appendix, using the Oracle Applications Personalization Framework. Changes to Entry and Audit pages not described in this appendix and changes made outside of the OA Personalization Framework are not supported.

For more information about the Oracle Applications Personalization Framework, refer to these guides on Oracle*MetaLink:*

- *Oracle Applications Framework Personalization Guide.* Oracle*MetaLink* Note number 268969.1.
- *Oracle Applications Framework Developer's Guide.* Oracle*Metalink* Note number 269138.1.

Using the Personalization Framework with Oracle Internet Expenses

The OA Personalization Framework enables users to personalize your user interface at distinct levels of the application. This allows you to target changes to specific user and work environments. The personalization levels that apply to Internet Expenses are:

- **Localization level.** All personalizations at this level apply only to a designated localization of Internet Expenses, such as a specific country or language group.
- **Site level.** All personalizations at this level apply to all users of one installation of Internet Expenses.
- **Organization level.** All personalizations at this level apply to all users in one Org (either an organization or business unit).
- **Responsibility level.** All personalizations at this level apply to all users of the responsibility.
- **User level.** All personalizations at this level are entered by an individual user and apply to this end user only.

The Localization, Site, Organization, and Responsibility levels are collectively referred to as Administrator-Level (Admin-level) personalizations.

To enable personalization framework, set the Personalize Self-Service Defn. profile option to *Yes*. If you later need to disable your personalizations, set the Disable Self-Service Personal profile option to *Yes*. For more information, see: Optional Profile Options, page A-2.

Internet Expenses supports these personalizations:

- Admin-level personalizations: Expenses Entry pages.
- User-level personalizations:
  - Expense Reports History page
  - Project and Task page
  - Audit Expense Reports pages
  - Manage Expense Reports pages

You make all personalization changes while logged in to Internet Expenses. Some restrictions may apply to personalization changes due to the controller class. A controller class is the code that controls how a page is rendered and how events are handled on the page. The restrictions are:

- You cannot create new controller classes or modify existing controller classes. Any modifications to controller classes are not supported.
- In some cases, the controller class for a given page may override your personalization settings.

Related Topics

Creating User-Level Personalizations, *Oracle Applications Framework Personalization Guide* (Oracle*Metalink* Note number 268969.1)

Admin-level Personalizations for Expenses Entry

This section describes the Admin-level personalization changes that you can make to the pages of the Internet Expenses responsibility. You can make some changes at the region level to apply to the entire page, while other changes apply to specific columns and/or tables.

Note: You cannot make these personalization changes to fields in the application:

- You cannot add a new field.
- You cannot change a field type. For example, you cannot change a choice list field to a list of values field, or a list of values field to a read-only field.

Region Personalizations

You can perform these personalizations:

- Control the number of rows to display per page for table data (only on pages that show Previous/Next icons).
- Provide a description of your personalization in all regions.
- Update the field label.

Column Personalizations

You can make some personalization changes to both single row and multi-row pages, and other changes to multi-row pages only. Within the Personalization Framework UI, if the page contains the field "Number of Rows Displayed", then it is a multi-row page. Otherwise, it is a single row page.

Basic Column Settings

Personalization	Single Row	Multi-Row	Restrictions
Change the display order	No	Yes	You cannot change the sequence of the week-cycle set of columns. If, for example, you try to change Sunday - Saturday to Saturday - Friday in the Review Type table, the cell data will not readjust.
Show or hide specific columns or fields	Yes	Yes	Do not hide a field or column that is required and does not contain a default value.
Determine the column sort order (up to 3 levels)	No	Yes	This change is for searchable tables and the tables on the Active Expense Reports page only.

Advanced Column Settings

Personalization	Single Row	Multi-Row	Restrictions
Change the column label	Yes	Yes	You must change all occurrences of the column label. For example, Reimbursement Currency on the General Information page has both a choice list entry and a text entry. If you change the name of the text entry, you must also change the name of the choice list entry.
Specify whether or not a column is required	No	No	Not Applicable
Specify the CSS style for the column value	Yes	Yes	No Restrictions
Default values	No	No	You cannot change the default value of any column. This restriction exists because all fields associated with an underlying View Object/View Attribute cannot be configured. In addition, the controller class may also set the default value.
Modify the Tip type	Yes	Yes	No Restrictions
Modify the Tip message	Yes	Yes	Many columns do not have associated tip text. You can add tip text by using a predefined tip message or creating your own tip messages.

Note: Field errors reported by Internet Expenses do not reflect changes to label names. Because of this, if you change a column label you should also change the associated field error (stored in FND_MESSAGES) reported by Internet Expenses.

Field Personalization Exceptions

The table in this section describes the fields in Personalization Framework as well as the setup steps outside of the Personalization Framework that control those fields. In a number of cases, the behavior of a particular field is controlled by a profile option

setting or by the context in which a field is used. Any changes you make to the listed personalization attributes will not have an impact on the fields.

General Information Page

Field	Personalization Attribute	Setup to Modify Behavior
Purpose	Change required setting	OIE: Purpose Required
Alternate Approver	Show or Hide/ Change required setting	OIE: Enable Approver OIE: Approver Required OIE: CC Approver Req

C

Oracle Audit Management

This appendix covers the following topics:

- Oracle Internet Expenses Audit Pages
- Managing Paperless Audit
- Auditing Expense Reports
- Receiving the Receipt Package
- Approval Notes

Oracle Internet Expenses Audit Pages

Oracle Internet Expenses Audit provides the following pages for auditing expense reports:

- Audit Expense Reports
- Manage Expense Reports
- Receive Receipts Package

The Audit Expense Reports page displays the detailed information of a single expense report for you to conduct an audit. Click on the Manage Expense Reports subtab or the Advanced Search link in the Audit Expense Reports page to display the Manage Expense Reports page. The Manage Expense Reports page displays a table of expense report headers that matches either the view you have selected or the advance search query criteria you have entered. You can click on an expense report number in the Manage Expense Reports page to drill down to the expense report in the Audit Expense Reports page.

Receipt based audit refers to auditing expense reports with a printed confirmation page and paper receipts. If your expense report audit process is receipt-based, then most of the time you will use the Audit Expense Report page. You can enter an expense report number in the quick search field, then click Go to display and audit the report.

Paperless audit refers to auditing expense reports from the audit queue without the receipt package. If you are making use of paperless audit and auditing expense reports from the audit queue, then you first use the Manage Expense Reports page to identify expense reports for audit, then click on a report number link to audit the report. To streamline this process, you can define a personalized view that contains your audit queue.

Using Personalizable Views

You can create personalizable views in the Audit Expense Reports page and the Manage Expense Reports page. You can personalize the table display in these ways:

- Show/hide specific rows or columns
- Change column order
- Change column labels
- Determine the sort order
- Determine the number of rows displayed per page

You can also set a default personalized view. When you access the page, Internet Expenses displays information using the default view. The Audit Expense Reports page has these seeded views:

- Expense Lines
- Accommodations
- Airfare
- Car Rental
- Meals
- Mileage
- Per Diem

The Expense Lines view displays receipt-level information. The other views display information specific to an expense category.

Creating a Pending Payables Approval View

You can create a personalized view that shows the expense reports assigned to you that are pending approval from payables. Use this view to follow up on expense reports which you have rejected or returned for more information. Once the preparer has responded or resubmitted the expense report, it will appear in this view.

To create a pending Payables approval view:

1. Navigate to the Manage Expense Reports page.
2. Click the Personalize button.
3. Click the Create View button.
4. Complete the required fields.
5. If you want this view to be your default view, select the Set as Default check box.
6. If Last Audited By is not displayed in the Search Query to Filter Data in Table section, choose Last Audited By from the Add Column choice list and click Add.
7. Select *is <your name>* for Last Audited By.
8. If Report Status is not displayed in the Search Query to Filter Data in Table section, choose Report Status from the Add Column choice list and click Add.
9. Select *is Pending Payables Approval* for the Report Status.
10. Click the Apply button.

11. You can use the Return to Audit Expense Report Search link to return to the Manage Expense Reports page.

Creating a Paperless Audit View

The Manage Expense Reports page has one seeded view: Paperless Audit Queue. This views shows all expense reports that require paperless audit. If you are auditing expense reports from the audit queue, you can define your own default view that shows your audit queue and then set this as your default view.

To create a paperless audit view:

1. Navigate to the Manage Expense Reports page.
2. Click the Personalize button.
3. Click the Create View button.
4. Select the Search results where each must contain all values entered radio button.
5. Complete the required fields.
6. If you want this view to be your default view, select the Set as Default check box.
7. If Requires Paperless Audit is not displayed in the Search Query to Filter Data in Table section, choose Requires Paperless Audit from the Add Column choice list and click Add.
8. Select *is Yes* for Requires Paperless Audit.
9. Select *is <your name>* for Auditor.
10. You can use the Return to Audit Expense Report Search link to return to the Manage Expense Reports page.

Managing Paperless Audit

The audit manager defines and maintains the list of audit queue auditors and how much time they devote to paperless audit. *Paperless audit* refers to auditing expense reports from the audit queue without the receipt package. You can create an audit rule set that determines when expense reports are routed for paperless audit. For more information, see: Creating an Audit Rule Set, page 4-3.

Based on the audit queue auditor setup, the Internet Expenses audit queue engine assigns expense reports requiring paperless audit to the audit queue auditor with the smallest workload. The engine takes into account the audit queue auditor's workload, the number of expense reports in each auditor's queue, and the complexity of the expense report. Audit queue auditors are considered active if their workload for the day is greater than 0 and they have a valid audit queue security profile assignment.

Creating Auditors

You can create new auditors using the Auditors page accessed from the Auditor Setup tab of the Internet Expenses Audit Manager responsibility. The Auditors page displays the current list of audit queue auditors, each auditor's workload, the report count of each auditor's audit queue, and each auditor's security profile. Auditors can access expense reports of multiple operating units based on the MO: Security Profile profile option value of the Internet Expenses Audit responsibility. The security profile determines

the operating units that each audit queue auditor receives expense reports from for paperless audit.

To create new auditors:

1. Create HR security profiles. For more information, see: Setting Up Security Profiles, page 2-10.
2. Create auditor responsibilities. Customers can use the seeded Internet Expenses Auditor as a template. For more information, see: Assigning Responsibilities to Users, page 2-12.
3. Assign auditor responsibilities to auditors. For more information see: Assigning Responsibilities to Users, page 2-12.
4. Assign HR security profile to MO: Security Profile profile option. See Setting Up Security Profiles, Assign the security profiles, page 2-11.
5. Enable auditors using the Internet Expenses Audit Manager responsibility. Access the Auditors page, select an auditor on the Define Auditors page and select the security profile assigned to the auditor's responsibility on the Auditors page.

   Note: Auditors are not visible on the Define Auditors page until an Internet Expenses Auditor responsibility is assigned to them. Only one HR security profile can be assigned to each auditor. Therefore plan your HR security profiles properly.

Fall-Back Auditor

If an expense report is routed for paperless audit from an operating unit that none of the active audit queue auditors can access, the audit queue engine assigns the expense report to the fall-back auditor. The *fall-back auditor* is a seeded audit queue auditor that you cannot delete from the system. If you do not want the audit queue engine to assign expense reports to the fall-back auditor, you must ensure that you have active audit queue auditors for every operating unit in your company where employees submit expense reports.

Redistributing the Audit Queue

To redistribute the expense reports in an auditor's audit queue, click the Redistribute icon. Internet Expenses redistributes the expense reports to active audit queue auditors with access to the same operating unit. If an auditor has rejected, requested more information, or shortpaid an expense report, the audit queue reassigns the expense report to the same auditor when it is resubmitted, provided that the original auditor is still active. Internet Expenses assigns all expense reports that do not match an active auditor to the fall-back auditor. You can try to redistribute the fall-back auditor's audit queue by clicking the Redistribute icon. If the queue count does not decrease, this means that none of the active audit queue auditors can access the expense reports in the fall-back auditor's queue. You can then redistribute the fall-back auditor queue manually, by displaying the corresponding expense reports in the Manage Expense Reports page and entering a new auditor name in the Auditor fields.

If you change the security profile assignment for the responsibility an audit queue auditor uses to access Internet Expense Audit to perform paperless audit, it is possible that the auditor would lose access to the expense reports in his/her audit queue. To ensure that audit queue auditors always have access to the expense reports in their audit queue, run the Reassign Inaccessible Expense Reports program each time you change the

MO: Security Profile profile option for the Internet Expenses Audit responsibilities. This program reassigns the expense reports as necessary to ensure that each audit queue auditor can access the expense reports in his/her audit queue.

Auditing Expense Reports

Use the Audit Expense Reports page to audit an expense report.

To audit an expense report:

1. In the Audit Expense Reports Page, query the expense report that you want to audit.
2. Check the Expense Verified box for each line item that the accounts payable department has both a valid receipt and all required information. If a line item requires a receipt and the receipt is not verified, the item is subject to shortpay. You can use the Set All Receipts Verified choice list to check or uncheck the Receipt Verified box for all expense lines.

   Note: If an expense item does not require a receipt and if the Receipt Required check box is not checked, then you do not need to check the Receipt Verified check box. We recommend that you do not adjust the Receipt Missing check box, since this value is entered by the employee to indicate that an original receipt was not available for submission.

3. If an expense item is not reimbursable under your current policy guidelines, or if you want to adjust the amount for another reason, then adjust the amount of the expense item in the Amount field. Include the reason for this adjustment in the Audit Issue and, optionally, the Additional Instructions columns. The contents of the Audit Issue and Additional Instructions columns are included in a notification to the preparer.

   Note: The Allowable Amount field only contains a value if the receipt for the Accommodations, Car Rental, Meals, or Miscellaneous categories contains a policy violation.

   Note: You cannot adjust mileage expenses. If mileage expenses are incorrect, you must either short pay or reject the expense report. It is also recommended that you not adjust per diem expenses.

4. Use the seeded views (Accommodations, Airfare, Car Rental, Meals, Mileage, Per Diem) to review information specific to an expense category.

   Note: If you change any information at the receipt lines, you must save the changes before you can change the view.

5. If necessary, review or add any attachments to this expense report.
6. If you want to add this employee to the audit list, click the Always Audit Employee button.
7. After completing your review and audit of an expense report, including receipt verification and adjustment, you can choose to complete the audit, waive receipts and complete the audit, reject the expense report, manually release the hold on the expense report if applicable, or return the expense report to the preparer for more information. Use the Action Reason choice list to apply the action that you want.

The Action Reason choice list values are defined by the OIE_AUD_RETURN_ REASONS lookup. The Reason choice list values for the Waive Receipts and Complete Audit action are defined by the OIE_AUD_WAIVE_REASONS lookup. The Reason choice list values for the Release Hold action are defined by the OIE_AUD_HOLD_REASONS lookup. The Action Reason choice list only displays the values that apply to the expense report. For example, if an expense report does not require receipts, then the choice list does not include the Waive Receipts and Complete Audit action. See: Defining Payables Lookups for Oracle Internet Expenses, page 2-17.

To reject an expense report:

1. Complete the Process Expense Report Section.
2. Choose Reject Report and click Apply. The preparer will receive a notification that includes your Return Reason, Standard Instructions, and any Additional Instructions. The preparer can view any Approval Notes you include through the notification Expense Details link in the notification. The preparer must resubmit the rejected expense report before it can be approved.

   Note: If you reject the expense report, Internet Expenses discards any adjustments you have made.

To return an expense report for more information:

1. Complete the Process Expense Report Section.
2. Choose Request More Information and click Apply.
3. Choose the reason for the request, enter any additional comments, and click Apply.

   The preparer receives a notification that includes your Return Reason, Standard Instructions, Additional Instructions, and expense line level Audit Issues and Additional Instructions. The preparer can view any Approval Notes you include through the Expense Details link in the notification. The preparer will not need to resubmit the returned expense report. Preparers will need to reply to the notification before the reimbursement process can continue.

To manually release a hold on an expense report:

1. Complete the Process Expense Report Section.
2. Choose Release Hold and click Apply.
3. Choose the reason for releasing the hold, enter a justification , and click Apply.

To complete an expense report audit:

1. Choose Complete Audit or Waive Receipts and Complete Audit, then click Apply.
2. If you are waiving receipts, choose the reason, enter the justification, and click Apply.
3. Once you have completed an audit, you can no longer change the receipt level information for the expense report. If you have adjusted the expense amount, indicated that a required receipt is missing, or selected the Policy Non-Compliance check box, the expense is shortpaid and these expenses transferred to a new expense report. The preparer will receive a notification that includes your Audit Reason, along with Additional Instructions.

The preparer can view any Approver Communication notes you include through the Expense Details link in the notification. Preparers will need to reply to the notification before the reimbursement process can continue.

Receiving the Receipt Package

Use the Receive Receipt Package page to record the receipts as they arrive in the AP department. If you are using an audit list rule set with the "Receipt package received after the maximum number of days" option, you must complete the Date field for all expense reports, including auto-approved expense reports and expense reports routed for paperless audit.

Approval Notes

You can use the Approval Notes to view or add additional notes for expense reports. Approval Notes include notes from auditors, preparers, and approvers. You can only enter an approval note if the expense report is pending payables approval or pending manager approval. The preparer can view any Approval Notes you include through the Expense Details link in the notification. Auditor Only Notes can only be viewed by auditors.

D

Processing Corporate Credit Cards

This appendix covers the following topics:

- Credit Card Process Flows
- Credit Card Processing Steps
- Company Pay Credit Card Transactions Accounting
- Accounting for Credit Card Transactions
- Managing Credit Card Transactions

Credit Card Process Flows

When you implement the corporate credit card functionality for Internet Expenses, one of the essential decisions you need to make is whether your company or your employees are responsible for paying the credit card provider. The three payment options which you can implement in Internet Expenses are:

- **Individual Pay.** Employee pays the credit card provider for all credit card transactions
- **Both Pay.** The employee pays the credit card provider for personal expenses, and your company pays the credit card provider for business expenses.
- **Company Pay.** Company pays the credit card provider for all transactions.

The entire credit card transactions process flow is different for each of the three payment options. This section provides examples of the transactions process flow for each payment option. For the examples, assume that an employee reports both cash and other expenses, and categorizes credit card transactions as both business and personal when creating and submitting the expense report.

For information about setting up credit cards for use with Internet Expenses, see: Establishing Corporate Credit Cards, page 2-33.

Individual Pay Scenario

The individual pay scenario is simpler than both or company pay. Whether a user identifies credit card transactions as business or personal expenses, the user pays the credit card provider for all transactions. When the employee creates an expense report, only those transactions designated as business are reported on the expense report. The employee is eventually reimbursed by their employer for those credit card business expenses.

To process credit card transactions:

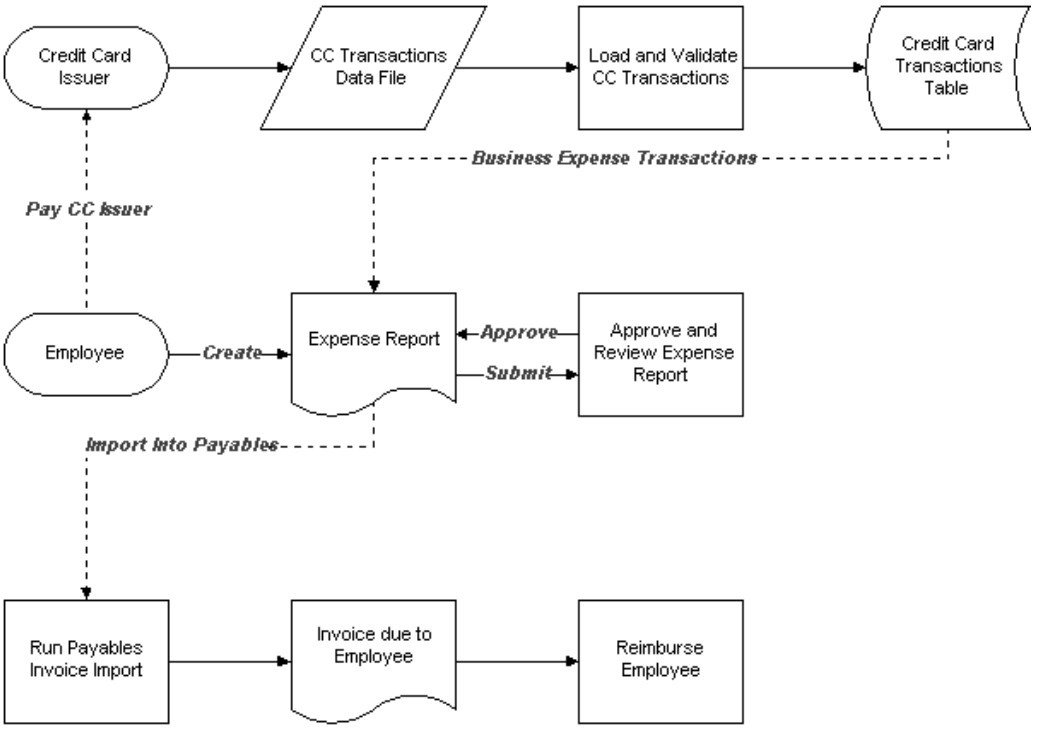
1. Obtain the credit card transactions data file from your credit card provider.
2. Load and validate your transactions. See: Loading and Validating Credit Card Transactions, page D-6 for more information.
3. Create and submit expense report.

   When users create expense reports, they select the credit card transactions that they want to submit on an expense report. During this step, users determine if transactions are business or personal expenses. By default, transactions are flagged as Business. Users will only be reimbursed by their employers for business expenses. Once processed on an expense report, credit card transactions are no longer available in the list of transactions to be added to expense reports. This is true for both business and personal expenses.
4. Approve and Review Expense Reports.

   After the user submits the expense report, the manager needs to approve the expense report. After the manager has approved the expense report, then your expense report needs to be verified to ensure that required receipts are sent in and that the expense report is in compliance with your company's business policies.
5. Import the Expense Reports into Payables.

   After the expense report has been approved and reviewed, it is ready to be imported into Payables as an invoice. To create the invoice due to the employee, you need to select the Source of *Internet Expenses* when you run the Expense Report Import program.

This diagram illustrates the Individual Pay Scenario.



Note:
The assumption for this illustration is that the employee enters both cash and other expenses, as well as credit card expenses.

Both Pay Scenario

For the Both Pay scenario, your company pays the credit card provider for transactions that are categorized as business expenses. Employees are expected to pay the credit card provider for all credit card transactions reported as personal expenses. As shown in the illustration, an invoice cannot be created for the credit card provider until the expense report is imported into Oracle Payables as an invoice.

1. Obtain the credit card transactions data file from your credit card provider.
2. Load and validate your transactions. See: Loading and Validating Credit Card Transactions, page D-6 for more information.
3. Create and submit an expense report.

   When users create expense reports, they select the credit card transactions that they want to submit on an expense report. For the Both Pay Scenario, users will only be reimbursed by their employers for cash and other business expenses. Once processed on an expense report, credit card transactions are no longer available in the list of transactions to be added to expense reports. This is true for both business and personal expenses.
4. Approve and review expense reports.

   Once the Payables review process is complete for an expense report, the expense report splits into two expense reports to create invoices for the user and the credit

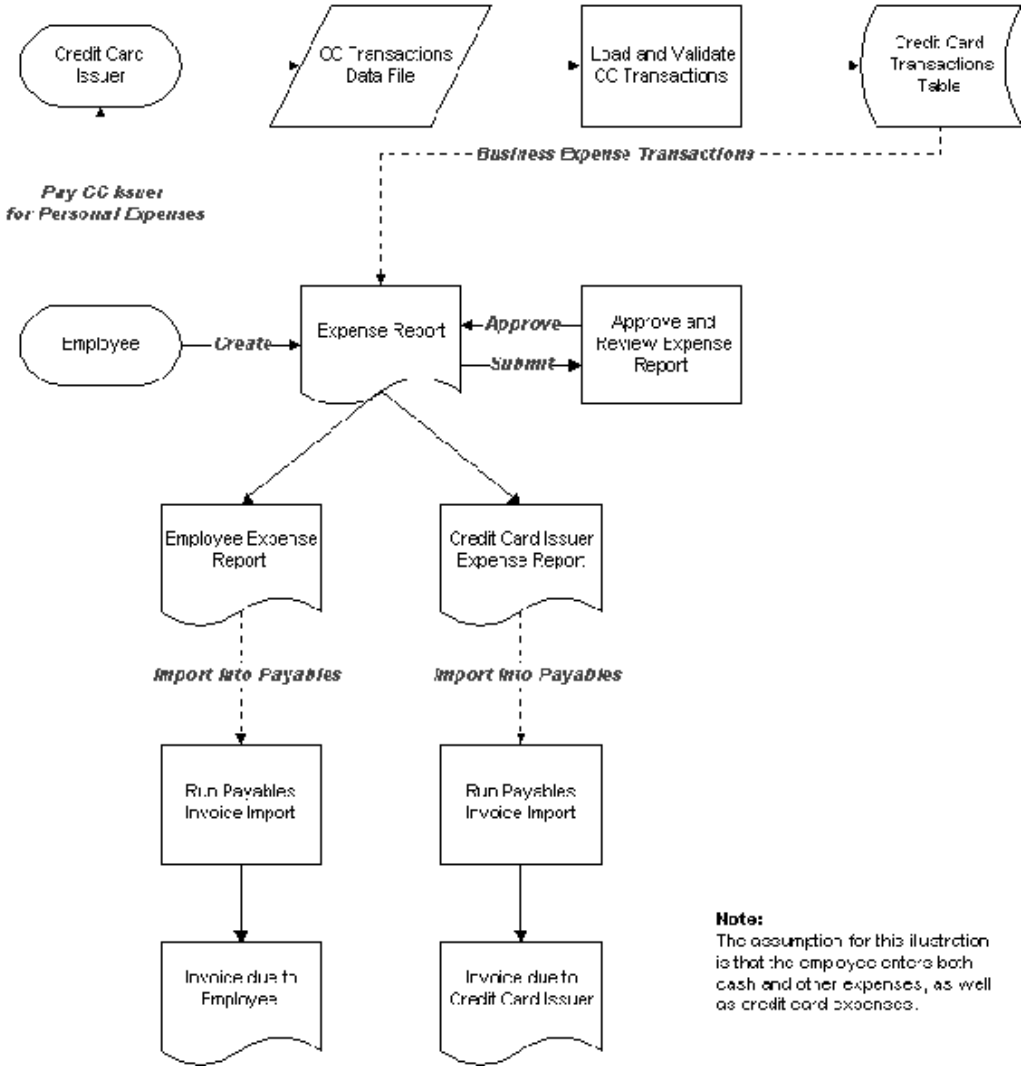
card provider: Cash and Other Expenses and Credit Card Expenses. The expense report number for the Credit Card Expenses expense report becomes <expense report number>.1.

> **Note:** The Credit Card Expenses expense report is not viewable in the Expenses Entry pages or the Expenses Reporting and Analysis pages, but is available to Expenses Audit.

5. Import the expense reports into Payables. Enter *Internet Expenses* in the Source parameter of the Expense Report Import program.

   The user invoice contains accounting distributions for both the Cash and Other Expenses and Credit Card Expenses. The credit card provider invoice contains a single accounting distribution for all credit card expenses.

This diagram illustrates the Both Pay Scenario.



Company Pay Scenario

For the Company Pay scenario, employers pay for all credit card transactions incurred by their employees. Employees are only reimbursed for cash and other (out of pocket) business expenses. Credit card transactions reported as business expenses have no effect on the amount that is reimbursed to the employee. On the other hand, if an employee reports any transactions as personal expenses, these transactions are offset against any cash and other expenses reported on the expense report. In other words, the amount reimbursable to the employee will be reduced by the amount of credit card personal expenses.

To process a Company Pay expense report:

1. Obtain the credit card transactions data file from your credit card provider.
2. Load and validate your transactions. See: Loading and Validating Credit Card Transactions, page D-6 for more information.
3. Create and submit expense report.

   When users create expense reports, they select the credit card transactions that they want to submit on an expense report. During this step, users determine if transactions are business or personal expenses. Users will be reimbursed by their employers for only cash and other business expenses. (Cash and other expenses represents expenses that were not charged to the company credit card but are business expenses.) They will not be reimbursed for any business credit card expenses. Credit card transactions designated as personal expenses will reduce the amount that the employee will be reimbursed. Once processed on an expense report, credit card transactions are no longer available in the list of transactions to be added to expense reports. This is true for both business and personal expenses.
4. Approve and Review Expense Reports.

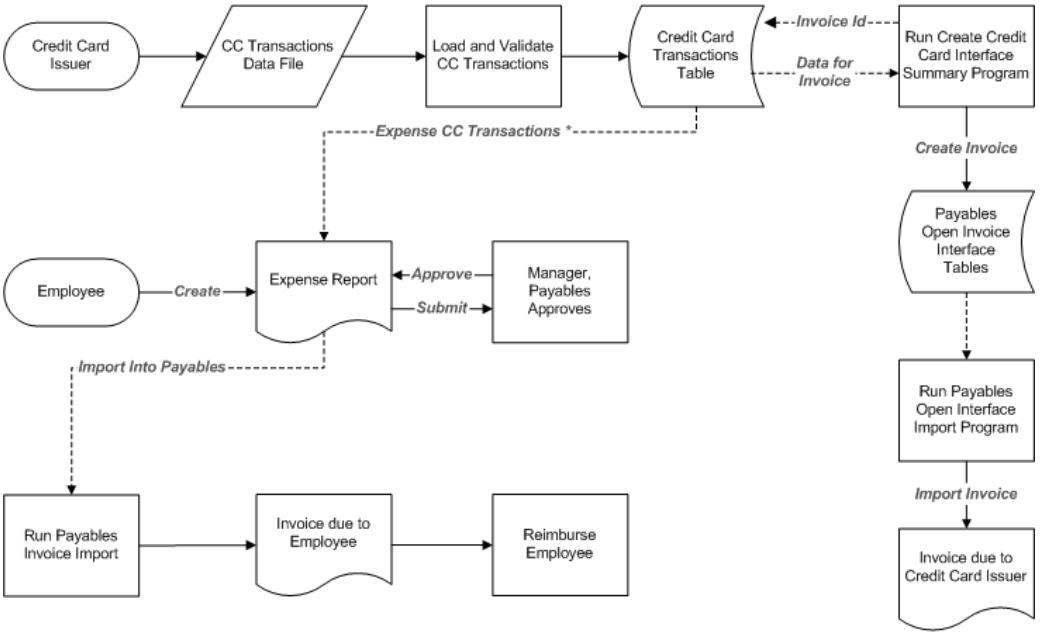
   For both the manager approval and expense report audit/review, any credit card transactions designated as personal expenses will be listed as a separate negative line item on the expense report. This negative line item will have an expense type of “Personal”.
5. Import the Expense Reports into Payables.

   To create the invoice due to the employee, you need to select the Source of *Internet Expenses* when you run the Expense Report Import program. When the employee invoice is created, an API is called that is used to account for expense reports when the Company Pay option is used.
6. Create the credit card provider invoice.

   To create the credit card provider invoice, you must run the Create Credit Card Issuer Invoice program in Oracle Payables.
7. Import the credit card provider invoice.

   To import the credit card provider invoice into Oracle Payables, you need to run the Payables Open Interface Import program. When you run this program, you must specify ‘Credit Card’ as the Source.

This diagram illustrates the Company Pay Scenario:



Related Topics

Expense Reports and Credit Cards, *Oracle Payables User Guide*

Credit Card Processing Steps

This section discusses the tasks that you must perform to process credit card transactions.

Obtaining the Credit Card Transactions Data File

Make arrangements with your credit card provider to receive daily or monthly credit card transaction data files. You can use various mechanisms to receive the data files such as by using file transfer protocol (ftp). When you receive the files, be sure to save them with unique names to a secure network directory so that you do not overwrite any existing data files.

Loading and Validating Credit Card Transactions

Overview of Loading and Validating Credit Card Transactions

The steps for loading and validating credit card transactions are the same regardless of your company's pay scenario. Transactions are loaded to the AP_CREDIT_ CARD_TRXNS_ALL database by either of these methods:

- Using the combined load and validate concurrent programs.
- Using separate load and validate programs.

It is recommended that you use the combined load and validate concurrent programs. If you prefer to use the SQL Loader control files or use a customized loader logic, you should use the separate load and validate programs.

> **Note:** If you use the combined load and validate concurrent programs, you do not need to modify or maintain control files.

Managing Level 3 Transaction Data

You can upload level 3 transaction data for MasterCard CDF3 and Visa VCF4 formats. *Level 3 transaction data* refers to the detailed transactions that constitute a single transaction line on the credit card statement. For example, a single hotel transaction can contain the detailed transactions of room charge, meals, and room service. The MasterCard CDF3 or Visa VCF4 concurrent program loads and validates level 3 transaction data and releases it for use in expense reports as itemized transactions.

The merchant can provide level 3 transaction data either with the main transaction data or as a separate delivery. If it is a separate delivery, the concurrent program holds the main transaction data for a specified time period while waiting for the level 3 data. During this wait period, the main transactions are not available to expense reports.

The wait period definition for a merchant takes place the first time the level 3 transaction data provided by the merchant is loaded and validated in Payables. The concurrent program begins holding main transaction data the first time that a wait period exists, that is, the first main transaction data delivery after the first delivery of level 3 data. The wait period assigned to the merchant is equal to the difference in the number of days between receiving the main transaction and receiving level 3 transaction data. The merchant's wait period is updated after each delivery of level 3 transaction data, as an average of all wait periods.

You can also set a default wait period at the card program level by entering a value in the Transaction Detail Wait Days field of the Card Programs window. If defined, Payables uses the smaller value between the card program wait period and the merchant wait period as the wait period for the particular transaction.

> **Note:** Because of potentially long merchant wait periods, it is recommended to assign a reasonable wait period to each of your card programs.

Once credit card transactions are validated, employees can access the transactions during expenses entry and add the transactions to their expense reports.

Using the Combined Load and Validate Concurrent Programs

Load and validate your credit card transactions using one of the following concurrent programs:

- MasterCard CDF Transaction Loader and Validation Program
- MasterCard CDF3 Transaction Loader and Validation Program
- American Express Transaction Loader and Validation Program
- Visa VCF4 Transaction Loader and Validation Program
- US Bank Visa Transaction Loader and Validation Program
- Diner's Club Transaction Loader and Validation Program

Note: If you are using the MasterCard CDF loader and validation programs, request the tab-delimited version of the transaction data file from MasterCard.

Note: The mappings between card issuer transactions files and the AP_CREDIT_CARD_TRXNS_ALL database table are embedded in the programs and cannot be modified. Therefore, if the transaction files provided by your card issuer do not use one of the supported file formats, you will need to define a method to load the transactions into the database, for example, by using SQL*Loader.

Use the Standard Request Submission windows to all load and validation programs. See: Using Standard Request Submission, *Oracle Applications User Guide*.

Using the Separate Load and Validate Programs

To load and validate credit card transaction data in separate steps:

1. Load the transactions using one of the following programs:
   - American Express Transaction Loader
   - US Bank Visa Transaction Loader
   - Diner's Club Transaction Loader
   - Bank of America Visa Transaction Loader

     Note: For the US Bank Visa and Bank of America Visa Transaction Loader, and for certain MasterCard data files, you first need to run the Credit Card Transaction Loader Preformat program. Also, instead of specifying the data file path in the loader programs, you specify the path in the Preformat program. In addition, you need to specify an Output Data File path.

2. Validate the credit card transactions using the Credit Card Transactions Validation program.

   Note: Oracle Payables comes seeded with four Request Sets so that you can load and validate transactions at the same time. See: Credit Card Transactions Validation Program, *Oracle Payables User Guide*.

If your card issuer transaction file is not one of the supported formats, you will need to define a method to load the transactions into the database, for example, by using SQL*Loader. See: Establishing Corporate Credit Cards, page 2-33for more information.

Managing Invalid Transactions

Credit Card Transactions Validation concurrent programs validates credit card transactions loaded to the AP_CREDIT_CARD_TRXNS_ALL table. If any transactions are invalid, you will receive a notification. You then use the Credit Card Transactions page to review the list of invalid transactions.

The Credit Card Transaction Validation Program concurrent program lists invalid transactions according to one of these rejection reasons:

- **Invalid Billed Amounts.** The billed amount of the transaction is either null or less than or equal to 0.
- **Invalid Billed Currency Codes.** The billed currency code of the transaction is not recognized.
- **Invalid Billed Date.** The billed date of the transaction is null.
- **Invalid Card Numbers.** The credit card number does not match a defined credit card.
- **Invalid Merchant Names.** The merchant name of the transaction is null.
- **Invalid Posted Currency Codes.** The transaction amount is either null or less than or equal to 0.
- **Invalid Transaction Dates.** The date of the transaction is null.

Managing New Credit Card Accounts

If new credit card accounts are detected by the loader program, they may or may not be matched to employees and activated. When the credit cards are created, you will receive a notification. If the credit cards are not matched, or they are matched but not automatically activated, use the New Credit Card Accounts page to complete this process.

> **Note:** This feature is only available when you use the MasterCard or American Express combined loader and validation concurrent programs. See: Automatically Creating Credit Card Accounts, page 2-35 for more information.

Creating and Submitting an Expense Report

Your self-service users create and submit expense reports. When users create an expense report, users have the option to categorize credit card transactions as business or personal expenses. Depending on the payment scenario your company uses, how employees categorize the transactions will determine how much the employee is reimbursed, as well as who pays the credit card provider. After the expense report is complete, users then submit the expense report for approval.

Approving and Reviewing Expense Reports

Your self-service users can approve and review expense reports. Once submitted, managers need to approve the expense reports. After approval, the expense reports must be reviewed for business policy compliance and also to verify that all required receipts have been received. Once this process is done, the expense reports are ready to be imported into Oracle Payables as invoices.

Importing the Expense Report into Oracle Payables

To import the expense report into Oracle Payables, from the Submit Request window select the Expense Report Import program in Oracle Payables. Among other parameters, you must select the Source of Internet Expenses. This process imports the expense report into Oracle Payables as an invoice.

Creating the Credit Card Provider Invoice

This step for the Company Pay payment option only: To create the invoice due to the credit card provider, run the Create Credit Card Issuer Invoice program in Oracle Payables. To run this program, you must specify the credit card program. You can optionally specify the From Billing Date and To Billing Date to limit the range of transactions that are picked up by the program. After this program successfully completes, a single invoice is created in the Oracle Payables open interface table. Specifically, the invoice is created in the AP_INVOICES_ INTERFACE and the invoice lines are created in the AP_INVOICE_LINES_ INTERFACE table.

In addition to creating the invoice, the invoice ID is also copied back to the credit card transactions that were used to create the invoice. Specifically, the invoice ID is copied to the company_prepaid_invoice_id column of the AP_CREDIT_CARD_ TRXNS_ALL database table.

> **Note:** You must first set up the Expenses Clearing account in the Payables Financial Options or the Card Program windows.

After the invoice is created in the open interface tables, run the Payables Open Interface program to import the invoice into Oracle Payables.

Company Pay Credit Card Transactions Accounting

When you use the Company Pay scenario, accounting for credit card transactions is different from the other two payment options. If you use either the Individual Pay or Both Pay options, credit card transactions are not accounted for until the expense report is imported into Payables as an invoice. For Company Pay, there are two stages of the entire credit card transactions process that involve accounting activity. The first stage is when the credit card provider invoice is created, and the second stage is when employee expense reports are imported into Payables.

The Company Pay option requires accounting estimates to properly record credit card transaction expenses to your general ledger. To illustrate, when the credit card provider invoice is created, you will not know at that point what is the actual accounting for these transactions. To properly account for credit card transactions, you first must record the accounting activity to a clearing account. When the expense reports are imported into Payables, you can record the actual expenses to the proper General Ledger accounts with offsetting entries to the clearing account.

To facilitate accounting for credit card transactions, a General Ledger Account field has been developed just for accounting for Internet Expenses credit card transactions. Specifically, this General Ledger Account is the Expenses Clearing field on the Oracle Payables Financial Options window. You can also define the expense clearing account in the Card Program window in Oracle Payables. The value that is defined in the Card Program Window takes precedence over the value in the Financial Options window.

When you define the Expenses Clearing account, you should evaluate your business process before you select the proper natural account segment. Specifically, you need to determine which Account Type the natural account segment should be. (The Account Type is determined when you define your accounting segments in the Qualifiers field of the Segment Values window.) Since most if not all of the transactions will represent business expenses, you might want to define this account as an Expense Account

Type. Once the credit card provider's invoice is created, the credit card transactions are immediately recorded to the income statement.

As for the activity in the Expenses Clearing account, there most likely will be timing differences between when the credit card transactions are first recorded, and when the actual accounting is determined via the expense reports. To illustrate, if all credit card transactions are submitted on expense reports and the expense reports are all imported as invoices into Payables in the same period as when the credit card provider's invoice was created, the balance in the Expenses Clearing account will be unchanged for the accounting period. If all expense reports are not imported as invoices in the same accounting period as when the invoice is created, these are considered timing differences and there will be net changes to the clearing account.

If there are timing differences, you may need to record reversing journal entries to properly record expenses in the accounting period that they were incurred in. In other words, you may need to create reversing entries at the end of each accounting period to estimate to which GL expense accounts the transactions will eventually be recorded. You should also take into consideration any personal expenses that may be reported when you create reversing journal entries.

In addition to recording estimates of expenses, you should reconcile credit card transactions each accounting period. You will need to establish a business process to perform this activity. To properly perform your reconciliation, take into account these considerations:

- Beginning balance for the expenses clearing account
- Transactions charged to the clearing account for the accounting period
- Expenses cleared from the account when expense reports are imported into Payables
- Ending balance for the expenses clearing account

Accounting for Credit Card Transactions

The accounting entries that are created will be different depending on which payment option is used. To illustrate the accounting entries, assume that an expense report was created with these details:

- Cash and Other Expenses: $500
- Credit Card Business Expenses: $650
- Credit Card Personal Expenses: $299

Also, assume that the total credit card transactions received from the credit card provider was $949 (the sum of the business and personal expenses). In addition, assume that there are no employee advances applied to the expense report. This table summarizes who will be invoiced based on the payment scenario.

Payment Scenario	Report Total *	Amount Due Employee	Amount Due Credit Card Company
Individual Pay	1,150.00	1,150.00	0.00
Both Pay	1,150.00	500.00	650.00
Company Pay	1,150.00	201.00	949.00

* The report total only includes cash and other expenses and credit card business expenses.

When the employee's invoice is first imported into Payables, the invoice amount at the header level will equal the Amount Due Employee as noted in the table above. This table describes the complete accounting for all invoices created (note that all lines shown as expense lines, whether business or personal, represent the invoice distribution lines for the invoices).

Individual Pay

Account	Debit	Credit
Out of pocket business Expense	500.00	
Credit card business expense	650.00	
Liability (due to employee)		1,150.00

Both Pay

User Invoice

Account	Debit	Credit
Cash and other expenses	500.00	
Liability (due to user)		500.00
Credit card expenses	650.00	
Expense Clearing account		650.00

Credit Card Provider Invoice

Account	Debit	Credit
Expense Clearing Account	650.00	
Liability (due to credit card provider)		650.00

Company Pay

Account	Debit	Credit
Expense Clearing account	949.00	
Liability (credit card provider)		949.00

To create invoice due to a credit card provider. Note that all credit card transactions are charged to the Expenses Clearing account. This is always the case.

Account	Debit	Credit
Out of pocket business expense	500.00	
Credit card business expense	650.00	
Credit card business Expenses Clearing a/c offset		650.00
Credit card personal Expenses Clearing a/c offset		299.00
Liability (due to employee)		201.00

As outlined above, when the Company Pay payment scenario is used, there are two different points in the process when accounting entries are created in relation to the clearing account. The first accounting entry is created when the invoice due to the credit card provider is created.

The second accounting entry is created once a user submits their expense report and it is imported into Payables by running Expense Report Import. The first four lines in the accounting entry are the actual lines that you will see in the invoice Distributions window in Payables for the invoice due to the employee.

Managing Credit Card Transactions

You can set up Oracle Internet Expenses to enforce credit card transaction submission, manage outstanding transactions and manage Inactive Employee Transactions.

Enforcing Transaction Submission

When your company uses either the Both Pay or Company Pay payment scenario, you need a way to ensure that employees are submitting the credit card transactions on expense reports in a timely basis. Employees will have less incentive to process transactions in a timely basis if they are not responsible for paying the credit card issuer, except for personal transactions in the Both Pay scenario.

There are three programs to help you to manage your outstanding credit card transactions:

Credit Card Outstanding Transactions Summary Report. The Credit Card Outstanding Transactions Summary Report generates a report that summarizes the total amount of outstanding transactions.

Credit Card Outstanding Transactions Management (Aging) program. The Credit Card Outstanding Transactions Management (Aging) program generates a report that summarizes transactions according to their aging buckets and based on the status of the transaction. The Credit Card Outstanding Transactions Management (Aging) program also sends notifications to employees and managers for unsubmitted transactions, and can also escalate notifications up the management hierarchy if employees do not submit their transactions on time. Oracle Internet Expenses determines the age of transactions based on the posted date.

Credit Card Outstanding Transactions Management (Details) program. The Credit Card Outstanding Transactions Management (Details) program generates a report that

lists every transaction. The Credit Card Outstanding Transactions Management (Details) program also sends notifications to employees and their managers for unsubmitted transactions and notifications to managers for transactions that were submitted, but are unapproved.

Managing Inactive Employee Transactions

The Inform Manager of Inactive Employee Transactions workflow process manages all of an inactive employee's credit card transactions. The process sends notifications to managers and lets the managers automatically assign the employee's securing attribute to themselves so they can submit the inactive employee's transactions. The process also sends out reminder notifications and will escalate the notifications up the management hierarchy if the manager does not resolve the transactions on time. You must run the Credit Card Transactions Inactive Employees Process to trigger the workflow process.

Related Topics

Managing Credit Card Outstanding Transactions, *Oracle Payables User Guide*

E

Oracle Internet Expenses Programs and Reports

This appendix covers the following topics:

- Oracle Payables Programs and Reports
- Oracle Internet Expenses Programs and Reports

Oracle Payables Programs and Reports

Oracle Payables provides a number of programs and reports for use with Internet Expenses. This section provides a brief description of each program and report. For detailed information about using these programs and reports, please refer to the appropriate documentation in the *Oracle Payables User Guide*. Oracle Payables provides a number of programs and reports for use with Internet Expenses. This section provides a brief description of each program and report. For detailed information about using these programs and reports, please refer to the appropriate documentation in the *Oracle Payables User Guide*.

Oracle Internet Expenses

Expense Report Template Listing prints a listing of all the expense report templates that you have defined.

Expense Report Import Program creates Payables invoices from expense reports. You can then use Oracle Payables to validate and pay your invoices, and create accounting entries.

Expense Report Import Report prints detailed information for expense report invoice that Payables imports during the run of the Expense Report Import program.

Exceptions Report prints the exceptions that occurred during the run of the Expense Report Import program. is generated automatically by the Expense Report Import program, and is included in the Expense Report Import report.

Payments Applied Report prints the advances (prepayments) applied to expense reports during the run of the Expense Report Import program. This report is generated automatically by the Expense Report Import program when you choose to apply advances, and is included in the Expense Report Import report.

Expenses Overdue Receipts Tracking Program tracks overdue and missing receipts on expense reports.

Procurement Cards

Procurement Card Transactions Validation program validates the procurement card transactions imported from your card issuer.

Procurement Card Transactions Validation report prints a listing of all transactions validated during the run of the Procurement Card Transactions Validation program, and all transactions that could not be validated.

Create Procurement Card Issuer Invoice creates invoices for your procurement card issuers in the Payables open interface tables.

Procurement Card Transactions Verification Process initiates the AP Procurement Card Employee Verification workflow. This workflow determines whether Oracle Workflow notifies a card holder of transactions created with the card holder's card, and also determines if the card holder is required to verify transactions.

Procurement Card Transactions Approval Process initiates the AP Procurement Card Manager Approval Transaction workflow. This workflow determines whether Oracle Workflow notifies a manager of transactions created by a direct report's procurement card, and also determines if the manager must approve the transactions.

Credit Cards

Credit Card Transactions Loader Preformat program converts US Bank Visa transaction data into the correct format for loading into the AP_CREDIT_CARD_ TRXNS_ALL table. This program is a prerequisite for US Bank Visa data only.

US Bank Visa Transaction Loader program imports US Bank Visa transaction data into the AP_CREDIT_CARD_TRXNS_ALL table. You must run the Credit Card Transactions Loader Preformat program on US Bank Visa data first before running this program.

Bank of America Visa Transaction Loader program imports Bank of America Visa TS2 format transaction data into the AP_CREDIT_CARD_TRXNS_ALL table. You must run the Credit Card Transactions Loader Preformat program on Bank of America Visa data first before running this program.

Diner's Club Transaction Loader program imports Diner's Club transaction data into the AP_CREDIT_CARD_TRXNS_ALL table.

American Express Transaction Loader program imports American Express transaction data into the AP_CREDIT_CARD_TRXNS_ALL table.

Create Credit Card Issuer Invoice creates invoices for your credit card issuers in the Payables open interface tables. You only use this program if your company uses the Company Pay reimbursement policy.

Credit Card Outstanding Transactions Management (Details) program and report generates detailed information about the outstanding transactions of a particular credit card program.

Credit Card Outstanding Transactions Summary Report prints summary transaction information of a particular credit card for one or more employees.

Credit Card Outstanding Transactions Management (Aging) program and report generates aging information on outstanding transactions of a particular credit card for one or more employees, and generates notifications to employees and managers.

MasterCard CDF Transaction Loader and Validation Program imports the MasterCard transaction data into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions. This program is for CDF version 2.0.

MasterCard CDF3 Transaction Loader and Validation Program imports the MasterCard transaction data into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions. The program also imports detail transaction data. This program is for CDF version 3.0.

Diner's Club Transaction Loader and Validation Program imports the Diner's Club transaction data into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions.

US Bank Visa Transaction Loader and Validation Program imports the US Bank Visa transaction data into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions.

Visa VCF4 Transaction Loader and Validation Program imports Visa transaction data directly from Visa into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions. The program also imports detail transaction data. This program is for Visa VCF4 format.

American Express Transaction Loader and Validation Program imports the American Express transaction data into the AP_CREDIT_CARD_TRXNS_ALL table and validates the transactions.

Credit Card Transactions Validation Program validates a card issuer's credit card transaction data that is loaded into the AP_CREDIT_CARD_TRXNS_ALL table.

Credit Card Transactions Inactive Employees Process generates the Inform Manager of Inactive Employee Transactions workflow process.

Credit Card Historical Transactions Management Program program deactivates unused credit card transactions and categorizes them as Historical. Once deactivated, the transactions are only viewable by users from the credit card transactions history page.

Credit Card Transactions Deactivation Report provides details of credit transactions that were affected by the Credit Card Historical Transactions Management program.

Audit

Reassign Inaccessible Expense Reports Program reassigns expense reports to auditors to ensure that each audit queue auditor can access their own expense reports. You should run this program whenever you change the MO: Security Profile profile option for the Internet Expenses Audit responsibilities.

Related Topics

Expense Report Templates, *Oracle Payables User Guide*

Expense Reports, *Oracle Payables User Guide*

Procurement Card Management, *Oracle Payables User Guide*

Credit Card Management, *Oracle Payables User Guide*

Oracle Internet Expenses Programs and Reports

Oracle Internet Expenses provides programs and reports that let you manage expense reporting. The Expense Analysis and Reporting feature and Top 10 Spenders Report helps managers review policy violations and spending patterns in their departments.

Expense Analysis and Reporting

Use the Expense Analysis and Reporting responsibility to manage the expense report information available in Internet Expenses. The Expense Analysis and Reporting responsibility provides managers and other users with a dedicated tool for reviewing expense reports and company policy violations across business groups and operating units. For more information, see: Expense Analysis and Reporting responsibility, page 2-13.

The Expense Analysis and Reporting link takes you to the Expenses And Violations Reporting page to run expense analysis reports.

Use the Expenses and Violations Reporting page to review company expenses and trends in policy violations. The page provides a Search function for displaying expense report and policy violation data, and displays data according to the view you select.

An expense report is available for viewing using the Expense Analysis and Reporting tool once workflow has completed. Whenever you purge the Expense Report interface tables, this data is no longer available for review by Expense Analysis and Reporting.

Expenses Analysis uses the MO: Operating Unit profile option to determine the accounting periods to be used, and to determine the currency to use to display the Approver Currency Amounts. In other words, Expenses derives these values from the set of books for the applicable operating unit.

Expense Analysis and Reporting provides these views of expense report and policy violation data:

- **By Management Hierarchy** displays expenses and policy violations for a manager and all direct reports to the manager.
- **By Expense Category** displays expenses and policy violations by one or more expense categories.
- **By Violation Type** displays expenses and policy violations by one or more violation types.
- **By Employee** displays an employee's expense reports for a designated period. You can also view the employee's expense reports by cost center and expense category.

Assigning Management Reporting Access

Managers with access to the Expense Analysis and Reporting tool can grant reporting privileges to designated personnel. For example, you can grant an administrative assistant or financial analyst access to expense report data and the associated reports for special management or analysis purposes.

Use the Assign Management Reporting Access page to grant designated personnel access to the Expense Analysis and Reporting tool. Each line assigns one individual access to one responsibility for the period of time you indicate. If you do not enter an end date, then the individual has access to the designated responsibility indefinitely. Use

a separate line to assign the same individual to more than one responsibility, or to assign different individuals to the same responsibility.

> **Important:** When you assign a responsibility to a user, the user has access to all of the functionality that is tied to the responsibility. For example, if you assign a Human Resources responsibility that also has access to payslip and related information, access to these functions is also granted. It is therefore recommended to keep the manager reporting responsibility dedicated to manager reporting and analysis functionality only.

By default the Expense Analysis and Reporting responsibility only provides access to a manager's reporting hierarchy. If you want to grant a user unrestricted access to the Expense Analysis and Reporting responsibility, you must modify the responsibility. See: Defining Responsibility Attributes, page 2-15 for more information.

Other Reports

Top 10 Spenders Report The Top 10 Spenders Report displays expenses reported using Oracle Internet Expenses by up to ten employees, ranked by total expenses per employee for the department specified. This report is available from the Expense Management page.

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