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# PeopleSoft Expenses 8.8 PeopleBook

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## PeopleSoft Expenses 8.8 PeopleBook

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# About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

---

## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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### See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

#### Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

## Telephone

Contact CPI at 800 888 3559.

## Email

Send email to CPI at [psoftpress@cc.larwood.com](mailto:psoftpress@cc.larwood.com).

## See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

## Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses.  The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example:  (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

---

**Note.** Example of a note.

---

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.



---

**Important!** Example of an important note.

---

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

---

**Warning!** Example of a warning.

---



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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements in These PeopleBooks

<b>As of Date</b>	The last date for which a report or process includes data.
<b>Business Unit</b>	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>Description</b>	Enter up to 30 characters of text.
<b>Effective Date</b>	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
<b>Once, Always, and Don't Run</b>	<p>Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>
<b>Report Manager</b>	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

<b>Process Monitor</b>	Click to access the Process List page, where you can view the status of submitted process requests.
<b>Run</b>	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
<b>Request ID</b>	An ID that represents a set of selection criteria for a report or process.
<b>User ID</b>	An ID that represents the person who generates a transaction.
<b>SetID</b>	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
<b>Short Description</b>	Enter up to 15 characters of text.
<b>See Also</b>	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

# PeopleSoft Expenses Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements in this PeopleBook.

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**Note.** This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or it is documented with the common elements for the section, chapter, or PeopleBook.

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## PeopleSoft Application Fundamentals

The *PeopleSoft Expenses 8.8 PeopleBook* provides you with implementation and processing information for your PeopleSoft Expenses systems. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft Expenses:

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook.*
- *PeopleSoft Setting Up Global Options and Reports PeopleBook.*
- *PeopleSoft Bank Setup and Processing PeopleBook.*
- *PeopleSoft Setting Up and Using Commitment Control PeopleBook.*
- *PeopleSoft Working With Third-Party Applications PeopleBook.*
- *PeopleSoft Workflow PeopleBook.*
- *PeopleSoft Process Scheduler PeopleBook.*
- *PeopleSoft Application Design PeopleBook.*
- *PeopleSoft PeopleTools PeopleBook: Using PeopleSoft Applications*

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## Pages With Deferred Processing

Pages in PeopleSoft Expenses operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page; for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

## See Also

*PeopleSoft Application Designer*, “Guidelines for Designing Pages”

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## Common Elements Used in This PeopleBook

<b>Account</b>	ChartField that identifies the nature of a transaction for corporate accounts. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of PeopleSoft General Ledger.
<b>Activity ID</b>	Activity ID assigned to the individual tasks or events you want to update in a project.
<b>Affiliate</b>	ChartField used to map transactions between business units when using a single interunit account.
<b>As of Date</b>	The last date for which a report or process includes data.
<b>Business Unit</b>	An identification code that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>Class</b>	ChartField used to identify a unique appropriation budget key. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of PeopleSoft General Ledger.
<b>Department</b>	ChartField that indicates who is responsible for or affected by the transaction.
<b>Description</b>	Freeflow text up to 60 characters.
<b>Deselect All</b>	Click this button to remove all check marks on the page.
<b>Effective Date</b>	<p>Date on which a table row becomes effective; the date that an action begins. For example, if you want to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.</p> <p>See <i>Using PeopleSoft Applications</i>, “Working with Pages,” Using Effective Dates</p>
<b>EmplID (employee ID)</b>	Unique identification code for an individual associated with your organization.
<b>Fund</b>	An accounting entity established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by your organization during implementation of PeopleSoft General Ledger.
<b>Fund Affiliate</b>	ChartField used to correlate transactions between funds when using a single intraunit account.

<b>Language or Language Code</b>	<p>The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them.</p> <p>Language also refers to the language spoken by an employee, applicant, or non-employee.</p>
<b>Operating Unit</b>	ChartField used to identify a location, such as a distribution warehouse or sales center.
<b>PC Business Unit</b>	Business unit assigned to the project in PeopleSoft Project Costing.
<b>Process Frequency</b>	<p>Select the appropriate frequency from the drop-down box:</p> <p><i>Process Once:</i> Executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to <i>Don't Run</i>.</p> <p><i>Don't Run:</i> Ignores the request when the batch process runs.</p> <p><i>Always Process:</i> Executes the request every time the batch process runs.</p>
<b>Process Monitor</b>	<p>This link takes you to the Process List page, where you can view the status of submitted process requests.</p> <p>See <i>PeopleSoft Process Scheduler</i>, “Understanding PeopleSoft Process Scheduler.”</p>
<b>Product</b>	ChartField that captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
<b>Program</b>	ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.
<b>Project</b>	ChartField that captures information for project/grants accounting.
<b>Report ID</b>	The report identifier.
<b>Report Manager</b>	<p>This link takes you to the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).</p> <p>See <i>PeopleSoft Process Scheduler</i>, “Understanding PeopleSoft Process Scheduler.”</p>
<b>Request ID</b>	A request identification that represents a set of selection criteria for a report or process.
<b>Resource Type</b>	Resource category, such as labor, associated with a given cost. Used in conjunction with resource category, resource subcategories, and resource groups.
<b>Run</b>	<p>This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.</p> <p>See <i>PeopleSoft Process Scheduler</i>, “Understanding PeopleSoft Process Scheduler.”</p>
<b>Run Control ID</b>	An identification code that identifies the run parameters for a report or process.

<b>Select All</b>	Click this button to select all options on the page.
<b>SetID</b>	An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
<b>Short Description</b>	Freeflow text up to 15 characters.
<b>Status</b>	Indicates whether a row in a table is <i>Active</i> or <i>Inactive</i> . You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.
<b>User Defaults</b>	User preferences and defaults used for PeopleSoft Expenses and PeopleSoft Mobile Time and Expense.
<b>User ID</b>	The system identifier for the individual who generates a transaction.

# CHAPTER 1

## Getting Started with PeopleSoft Expenses

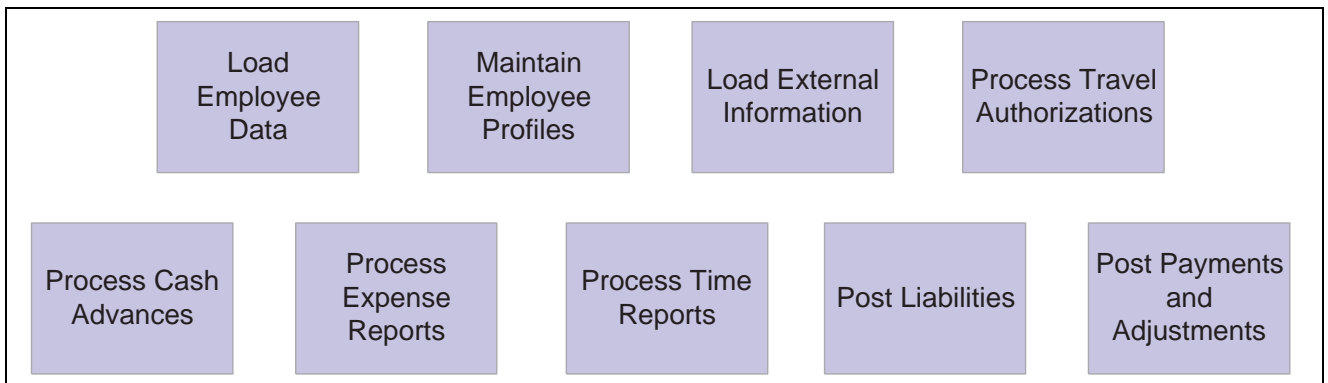
This chapter provides an overview of PeopleSoft Expenses and introduces:

- PeopleSoft Expenses business processes.
- PeopleSoft Expenses integration touchpoints.
- PeopleSoft Expenses implementation tasks.

---

### PeopleSoft Expenses Business Processes

The following diagram lists PeopleSoft Expenses business processes:



PeopleSoft Expenses business processes

We discuss these business processes in the business process chapters in this PeopleBook.

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### PeopleSoft Expenses Integration Touchpoints

To fully take advantage of PeopleSoft Expenses, it is important to understand the points of integration between PeopleSoft Expenses and the other PeopleSoft applications you have purchased, such as:

- PeopleSoft Human Resources.
- PeopleSoft North American Payroll.
- PeopleSoft Time and Labor.
- PeopleSoft Project Costing.

- PeopleSoft Payables.
- PeopleSoft General Ledger.
- PeopleSoft Commitment Control.

Because applications share information, you must plan to work closely with the implementation teams that install other PeopleSoft applications to ensure that PeopleSoft provides the full functionality and efficiency that your organization requires.

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-part applications is on the PeopleSoft Customer Connection website.

## **PeopleSoft Human Resources**

If you use PeopleSoft Human Resources, you can populate the employee tables using the enterprise integrations tools delivered with the PeopleSoft Financials database.

## **PeopleSoft North American Payroll**

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT\_HR.

## **PeopleSoft Time and Labor**

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes.

## **PeopleSoft Project Costing**

PeopleSoft Expenses supports PeopleSoft Project Costing in several ways.

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager. After approval and posting, transactions charged to projects populate the Expenses Accounting Line (EX\_ACCTG\_LINE) table.
- PeopleSoft Project Costing Cost Collection - Expenses Application Engine process (PC\_EX\_TO\_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.
- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing. The Expenses/Project Time Staging Application Engine process (EX\_PC\_TM\_STG) writes data to the Expenses/Projects Resource Staging table (EX\_PROJ\_RES\_STG). From there, PeopleSoft Project Costing (PC\_EX\_TO\_PC) Application Engine process pulls the staged time reporting data into its own tables. Although PS\_EX\_PROJ\_RES\_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

## **PeopleSoft Payables**

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. Expense report data is staged in EX\_SHEET\_PYMNT, and cash advance data is staged in EX\_ADVANCE\_PYMNT.



## PeopleSoft General Ledger

PeopleSoft Expenses stages expense data in EX\_ACCTG\_LINE for posting to PeopleSoft General Ledger. The Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for Expenses.

## PeopleSoft Commitment Control

If your organization requires preapproval of travel expenses, you can use PeopleSoft Commitment Control to budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses approval rules to require budget-checking prior to approval or not. You may also elect to budget-check only expense reports. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the Expenses page. Alternatively, you may navigate through the Portal menu to access these pages directly through the Commitment Control menu.

# PeopleSoft Expenses Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Expenses also provides component interfaces to help you load data from your existing system into PeopleSoft Expenses tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

PeopleSoft Expenses Component	Component Interface	Reference
Distance Rate (EX_AUTO_RT_TBL)	EX_AUTO_RATE_SETUP	See <a href="#">Chapter 7, “Defining Location and Rates for PeopleSoft Expenses.”</a> Setting Up Distance Rates, page 73.
Expense Type - Corporate Card (EX_CCET_MAP_TBL)	EX_CCET_MAP_SETUP	See <a href="#">Chapter 11, “Mapping Expense Data,”</a> Mapping Corporate Card Data, page 125.
Country Code (EX_COUNTRY_MAP_PNL)	EX_COUNTRY_MAP_SETUP	See <a href="#">Chapter 11, “Mapping Expense Data,”</a> Mapping Country Codes, page 122.
Currency Code (EX_CURRENCY_MAP_PNL)	EX_CURRENCY_MAP_SETUP	See <a href="#">Chapter 11, “Mapping Expense Data,”</a> Mapping Currency Codes, page 123.
Expense Location (EX_LOCTION_MAP_PNL)	EX_LOCATION_MAP_SETUP	See <a href="#">Chapter 11, “Mapping Expense Data,”</a> Mapping Expense Locations, page 123.

PeopleSoft Expenses Component	Component Interface	Reference
Merchant Category Group (EX_VIS_MCG_TBL)	EX_VIS_MCG_MAP_SETUP	See Chapter 11, “Mapping Expense Data,” Mapping Merchant Category Groups, page 129.
Employee Profile - Organizational Data (EX_EE_PROFILE2)	EX_EE_ORG_DTA_SETUP	See Chapter 13, “Maintaining Employee Profiles,” Maintaining Employee Organizational Data, page 196.
Employee Profile - Bank Accounts (EX_EE_PYMNT_DTL)	EX_EE_ORG_DTA_SETUP	See Chapter 13, “Maintaining Employee Profiles,” Maintaining Employee Bank Account Data, page 204.
Expense Location (EX_LOCATION)	EX_LOCATION_SETUP	See Chapter 7, “Defining Location and Rates for PeopleSoft Expenses,” Setting Up Expense Locations and Amounts, page 76.
Expense Types 1 (EX_EXPENSE_TYPES1)	EX_TYPES_SETUP	See Chapter 6, “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Types, page 63.
Expenses Types 2 (EX_EXPENSE_TYPES2)	EX_TYPES_SETUP	See Chapter 6, “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Types, page 63.
Expense Location Amount (EX_LOC_AMOUNT)	EX_LOC_AMOUNT_SETUP	See Chapter 7, “Defining Location and Rates for PeopleSoft Expenses,” Setting Up Expense Locations and Amounts, page 76.
Preferred Merchant (EX_MERCHANT)	EX_MERCHANT_SETUP	See Chapter 8, “Defining Additional Required Data for PeopleSoft Expenses,” Setting Up Preferred Merchants, page 93.
Local Tax Table (LOCAL_TAX_TBL)	EX_LOCAL_TAX_SETUP	See Chapter 6, “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Local Tax Tables, page 71.

## Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for Financials Management Solutions, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook*, with information on where to find the most up-to-date version of each.

## See Also

*PeopleSoft Integration Broker PeopleBook*

## CHAPTER 2

# Navigating in PeopleSoft Expenses

This chapter discusses how to navigate in PeopleSoft Expenses

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## Navigating in PeopleSoft Expenses

PeopleSoft Expenses provides custom navigation center pages that contain grouping of folders that support a specific business process, task, or user role.

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**Note.** In addition to the PeopleSoft Expenses custom navigation center pages, PeopleSoft provides menu navigation and standard navigation pages.

---

### See Also

*Using PeopleSoft Applications*

## Pages Used to Navigate in PeopleSoft Expenses

This table lists the custom navigation pages that are used to navigate in PeopleSoft Expenses:

Page Name	Navigation	Usage
(Employee) Travel and Expense Center	Employee Self-Service, Travel and Expense Center	Access the key areas to manage expense transactions, profiles and preferences, and other expense functions.
Cash Advance	Click the Cash Advance link on the (Employee) Travel and Expense Center page.	Create, modify, print, view, or delete cash advances.
Expense Report	Click the Expense Report link on the (Employee) Travel and Expense Center page.	Create, modify, print, view, or delete expense reports.
Forecast Time	Click the Forecast Time link on the (Employee) Travel and Expense Center page.	Create, modify, or view data.
Other Expense Functions	Click the Other Expense Functions link on the (Employee) Travel and Expense Center page.	View contents in My Wallet, create your own template, or modify an existing template.

Page Name	Navigation	Usage
Print Reports	Click the Print Reports link on the (Employee) Travel and Expense Center page.	Print any one of your expense transactions.
Profiles and Preferences	Click the Profiles and Preferences link on the (Employee) Travel and Expense Center page.	Manage your personal, organizational, and financial details for travel and expense reporting.
Review Payments	Click the Review Payments link on the (Employee) Travel and Expense Center page.	Review history of expense payments.
Time Report	Click the Time Report link on the (Employee) Travel and Expense Center page.	Create, modify, print, view, or delete time reports.
Travel Authorization	Click the Travel Authorization link on the (Employee) Travel and Expense Center page.	Create, modify, print, view, delete, or cancel travel authorizations.
(Manager) Travel and Expense Center	Manager Self-Service, Travel and Expense Center	Access the key areas to perform manager approvals and budget checks, manage security, review payments, and access analysis tools.
Analysis	Click the Analysis link on the (Manager) Travel and Expense Center page.	Access analysis tools for time and expense entries.
Budget Check	Click the Budget Check link on the (Manager) Travel and Expense Center page.	Request budget check, review budget exceptions and cancel approved travel authorizations.
Manager Approvals	Click the Manager Approvals link on the (Manager) Travel and Expense Center page.	Approve expense transactions.
Manage Security	Click the Manage Security link on the (Manager) Travel and Expense Center page.	Authorize users, setup approvers, and reassign work.
Print Reports	Click the Print Reports link on the (Manager) Travel and Expense Center page.	Print management reports for travel authorizations.
Profiles and Preferences	Click the Profiles and Preferences link on the (Manager) Travel and Expense Center page.	Manage your personal, organizational and financial details for travel and expense reporting.
Project Manager Approvals	Click the Project Manager Approvals link on the (Manager) Travel and Expense Center page.	Approve expense transactions charged to your projects.

Page Name	Navigation	Usage
Review Payments	Click the Review Payments link on the (Manager) Travel and Expense Center page.	Review history of expense payments.
(Centralized) Travel and Expense Center	Travel and Expenses, Travel and Expense Center	Access the key areas to manage expense transactions, verify receipts, review payments, and handle other expense functions.
Cash Advance	Click the Cash Advance link on the (Centralized) Travel and Expense Center page.	Create, modify, print, view, or delete cash advances.
Expense Report	Click the Expense Report link on the (Centralized) Travel and Expense Center page.	Create, modify, print, view, or delete expense reports.
Forecast Time	Click the Forecast Time link on the (Centralized) Travel and Expense Center page.	Create, modify, or view forecast data.
Other Expense Functions	Click the Other Expense Functions link on the (Centralized) Travel and Expense Center page.	View contents of My Wallet, create templates, or modify existing templates.
Print Reports	Click the Print Reports link on the (Centralized) Travel and Expense Center page.	Print any one of your expense transactions.
Review Payments	Click the Review Payments link on the (Centralized) Travel and Expense Center page.	Review history of expense payments.
Time Report	Click the Time Report link on the (Centralized) Travel and Expense Center page.	Create, modify, print, view, or delete a time report.
Travel Authorization	Click the Travel Authorization link on the (Centralized) Travel and Expense Center page.	Create, modify, print, view, cancel, or delete a travel authorization.
Verify Receipts	Click the Verify Receipts link on the (Centralized) Travel and Expense Center page.	Confirm that receipts have been received and verify receipts match expense report values.
T and E Administration Center	Travel and Expenses, T and E Administration Center	Access the key areas to perform administrative functions, such as load data, process transactions, and define your PeopleSoft Expenses system.
Adjust Accounting Entries	Click the Adjust Accounting Entries link on the T and E Administration Center page.	Adjust expense report accounting entries before they are posted.

Page Name	Navigation	Usage
Define Expense System	Click the Define Expense System link on the T and E Administration Center page.	Define accounting, approval, audit, and other data for your expense system.
Load Data	Click the Load Data link on the T and E Administration Center page.	Load employee data, update employee profiles, and load corporate card data for streamlined entry.
Manage Notifications	Click the Manage Notifications link on the T and E Administration Center page.	Set up workflow rules, and request notifications to process for various transactions.
Manage Security	Click the Manage Security link on the T and E Administration Center page.	Authorize users, setup approvers, and reassign work.
Print Reports	Click the Print Reports link on the T and E Administration Center page.	Print Travel and Expense related reports.
Process Transactions	Click the Process Transactions link on the T and E Administration Center page.	Request expense processing, update pagelets, generate employee notifications, and reroute approvals.
Profiles and Preferences	Click the Profiles and Preferences link on the T and E Administration Center page.	Manage your personal, organizational, and financial details for travel and expense reporting.
Review Payments	Click the Review Payments link on the T and E Administration Center page.	Review payment information.
View Accounting Entries	Click the View Accounting Entries link on the T and E Administration Center page.	Review accounting entries prior to posting to the general ledger.

## CHAPTER 3

# Defining Your Operational Structure for PeopleSoft Expenses

This chapter provides an overview of the expense system operational structure and discusses how to configure business units for PeopleSoft Expenses.

---

## Understanding Operational Structure

PeopleSoft defines a business unit as an operational subset of your organization, which enables you to plan operations around the way you work. PeopleSoft Expenses uses general ledger business units to establish defaults such as minimum receipt amounts, cash advance limits, journal templates, and VAT (value added tax) options.

Before you implement an application for your organization, look at how your business operates. To make the most of the flexible PeopleSoft design, you must first decide how you want to map your operational business structures into PeopleSoft Expenses.

---

## Configuring Business Units for PeopleSoft Expenses

To set up business units for PeopleSoft Expenses, use the following components:

- Expenses Definition (BUS\_UNIT\_TBL\_EX)
- Expenses Options (BUS\_UNIT\_OPT\_EX)

Use the BUS\_UNIT\_TBL\_EX component interface to load data into the tables for the Expenses Definition component.

This section discusses how to:

- Set up a general ledger business unit for PeopleSoft Expenses.
- Define specifications for a business unit.
- Define VAT parameters for a business unit.
- Define payment defaults for a SetID.

## Pages Used to Configure Business Units for PeopleSoft Expenses

Page Name	Object Name	Navigation	Usage
Expenses Definition - Business Unit 1	BUS_UNIT_TBL_EX1	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 1 tab	Set up business unit parameters for PeopleSoft Expenses.
Expenses Definition - Business Unit 2	BUS_UNIT_TBL_EX2	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 2 tab	Designate business unit specifications for journal templates, time reporting, and grace periods.
Expenses Definition - VAT Options	BUS_UNIT_TBL_EX3	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, VAT Options tab	Establish VAT parameters for the business unit.
Expenses Options	BUS_UNIT_OPT_EX	Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Options	Establish payment defaults for a SetID.

## Configuring a Business Unit for PeopleSoft Expenses

Access the Expenses Definition - Business Unit 1 page.

Business Unit 1
Business Unit 2
VAT Options

GL Unit: GBR01 BRITAIN OPERATIONS
[Update Open Periods](#)

**Default Information**

**Base Currency:** GBP Pound  
**\*Country:** GBR UK  
**Template:** STANDARD   
**Accounting Display:** Update

**Expense Report Audit Levels**

**Minimum Receipt Amount:** 0.00 GBP  
**Prepayment Amount:** 0.00  
**Post-Payment Amount:** 0.00

**Advance Options**

☒ **Allow Advance**  
**Max Advance Amount for BU:** 0.00 GBP

**Payroll Gross Up Estimate**

**Gross Up Percent:**

**Payment Information**

**DUNS Number:** 
**\*Location:** GBR01 Gr Britain - London

**Expense Report Doc Type**

**Post:** EX-ACC **Unpost:** EX-ACC   
**Close:** EX-CLS

**Cash Advance Doc Type**

**Post:** EX-CSH   
**Close:** EX-CSH

**Override**

☒ **Override Authorized Amounts**  
☒ **Override Per Diem**

Expenses Definition - Business Unit 1 page



**Update Open Periods**

Click to display the Open Periods Maintenance (OPEN\_PERIOD\_SINGLE) page and define open period beginning and ending dates for Expenses that are different from open period date ranges in PeopleSoft General Ledger. This feature lets your expense system call common routines from PeopleSoft General Ledger to create expense reports from this business unit for a particular accounting date.

**Default Information****Base Currency**

Displays the primary currency for a general ledger business unit, which can have only one base currency.

**Country**

Select a country for PeopleSoft Expenses to use as the default country for the general ledger business unit. Expenses refers to this field for VAT and distance rates.

**Template**

Select an accounting entry template that specifies what ChartFields to charge for entries from your expense system.

**Accounting Display**

Select one of the accounting display options for the type of access to the accounting distribution pages from expense transactions that you want employees with this expense processing role to have at the business unit level. The accounting display option is valid for expense transactions accessed through the Employee Self-Service navigation.

Accounting display options are:

- *Display Only:* PeopleSoft Expenses displays links to the accounting distribution pages. On the accounting distribution pages, Expenses only displays the information; you may not edit any of the ChartFields.
- *Hide:* PeopleSoft Expenses does not display links to the accounting distribution pages on travel authorizations or expense reports.
- *Editable:* PeopleSoft Expenses displays links to the accounting distribution pages and you can modify the accounting information.

---

**Note.** PeopleSoft Expenses checks the employee role on the Employee Profile - User Defaults page first. If the employee does not have a role identified, then Expenses proceeds to the business unit level.

---

See [Appendix C, “Understanding Accounting in PeopleSoft Expenses,”](#) page 417.

**Expense Report Audit Levels****Minimum Receipt Amount**

Specify the minimum expense amount for which a receipt is required. For example, if you enter 75 EUR, employees from this business unit must provide receipts for expenses over 75 EUR.

**Prepayment Amount or  
Post-Payment Amount**

Enter a maximum amount for an expense report. If the refinement is enabled on the Pre-Payment Audit Rules page or the Post Payment Audit Rules page, the system will direct expense reports that exceed this amount to the auditor.

The system defaults to 0 for both fields, which means that there are no limits.

## Advance Options

### Allow Advance

Select if this business unit uses cash advances. If selected, enter a Max Advance Amt for BU (maximum advance amount for the business unit).

If you have already loaded employee data and you change either of these options, you must rerun the process to load organizational data to reflect the changed amounts for the business unit on the employee profile.

## Payroll Gross Up Estimate

### Gross Up Percent

Enter a percentage to use for tax calculations. For example, if an employee is to receive a net amount of 1000 GBP and the gross up estimate for taxes is 20 percent, you would pay the employee 1200 GBP.

When your organization agrees to pay a taxable lump sum for expenses such as moving costs, you can ensure that the employee receives the correct amount by estimating the percentage of tax and adding the amount to the committed amount.

The percentage you enter in this field is an estimate of the liability to your organization. The payroll system determines the actual grossed up amount.

## Payment Information

### DUNS Number

Dun & Bradstreet assigns this optional field for tracking purposes.

See *PeopleSoft Customers and Orders PeopleBook*, "Maintaining Additional Customer Information," Setting Up Dun and Bradstreet Information.

### Location

Select a business unit address to print on payment forms.

## Expense Report Doc Type

### Post, Unpost, and Close

If you use document sequencing, select a document type to generate document numbers for expense reports. If you do not require various sets of document numbers, use the same document type for all three processes.

## Cash Advance Doc Type

### Post and Close

If you use document sequencing, select a document type to generate document numbers for cash advances. If you do not require various sets of document numbers, use the same document type for both processes.

## Override

### Override Authorized Amounts

Select to allow anyone in this business unit to ignore location amounts associated with expense types.

If not selected, employees in this business unit may enter amounts up to the authorized amount plus the benchmark tolerance for any expense type. If employees try to enter amounts above the authorized amount plus the benchmark tolerance, the system requires them to enter an exception comment.

### Override Per Diem

Select to allow an employee in this business unit to enter any amount for an expense type that is a per diem expense type. If they exceed the authorized amount plus the benchmark tolerance, the system will require them to enter an exception comment.

If not selected, employees in this business unit may enter an amount up to the authorized amount plus the benchmark tolerance for an expense type that is a per diem expense type. If an employee tries to enter an amount above the authorized amount plus the benchmark tolerance, the system will display an error message.

## Defining Specifications for a Business Unit

Access the Expenses Definition - Business Unit 2 page.

Business Unit 1		Business Unit 2		VAT Options	
GL Unit: GBR01 BRITAIN OPERATIONS					
<b>Journal Templates</b>					
*Accruals:	EXACCRUAL		Expense Accruals		
*Payments:	EXPAYMENT		Expense Payments		
*Closes:	EXCLOSE		Expense Sheet Close		
*Cancels:	EXCANCEL		Expense Canceled Payments		
<b>Time Period</b>			<b>Grace Period</b>		
Time Report Period:	Weekly		Advance Overdue in days:		90
Hours Per Day:	8		CC Data Overdue in days:		30
*Ending Day of Period:	Friday				

Expenses Definition - Business Unit 2 page

### Journal Templates

Select the templates for the business unit to use for accruals, payments, closes, and cancels. Your system may have different templates if you use different accounting entry journals for PeopleSoft Expenses.

### Time Period

#### Time Report Period

Select the frequency that employees in this business unit report their work hours. This parameter is used for time reports to determine the number of days to display for time entry. The default is *Weekly*; you can also select *Daily*, *Bi-Weekly*, or *Semi-Monthly*.

<b>Hours Per Day</b>	This is currently not being used by PeopleSoft Mobile Time and Expense.
<b>Ending Day of Period</b>	The default is <i>Friday</i> and signifies the ending day for the time reporting period. This field applies only to weekly and biweekly time collection frequencies.

---

**Note.** If you use PeopleSoft Forecast Collection, the Forecast Collection Ending Day on the Forecast Configuration page must match this ending day.

---

## Grace Period

Establish the number of days after which employees must submit expenses for processing:

<b>Advance Overdue in days</b>	The default is 90 days. Applies to cash advances that have not been processed and reconciled.
<b>CC Data Overdue in days</b>	The default is 30 days. Applies to credit card data loaded into the expenses system but not processed in an expense report.

## Defining VAT Parameters for a Business Unit

Access the Expenses Definition - VAT Options page.

Business Unit 1 Business Unit 2 **VAT Options**

**GL Unit:** GBR01 BRITAIN OPERATIONS

**VAT Fields**

**Country:** GBR United Kingdom

**Province:** GT LON Greater London

**\*Physical Nature:** Goods

☒ Record Foreign VAT

☒ Prorate Non-Recoverable VAT

[VAT Default](#)

Expenses Definition - VAT Options page

## VAT Fields

<b>Physical Nature</b>	Select <i>Goods</i> or <i>Services</i> for VAT treatment.
<b>Record Foreign VAT</b>	Select to record foreign VAT on expense sheets, regardless of whether you enabled VAT at the business unit level. This is for customers who want to record and reclaim foreign VAT.
<b>Prorate Non-Recoverable VAT</b>	PeopleSoft Expenses generates an accounting line for non-recoverable VAT. If this check box is cleared, non-recoverable VAT is charged to the non-recoverable VAT account designated in the VAT code definition. When

selected, non-recoverable VAT is charged as an expense to GL ChartFields that are indicated in the expense report accounting detail page.

### Allocate Non-Recoverable VAT

If selected, the accounting comes from the VAT template. If cleared, the accounting comes from the VAT accounting template.

---

**Note.** The Allocate Non-Recoverable VAT check box is active only if the Prorate Non-Recoverable VAT check box is cleared.

---

### VAT Default

Click to access the VAT Defaults Setup page.

The VAT Default Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page you can define the Expenses business unit defaults as applicable.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Tax."

## Defining Payment Defaults for a SetID

Access the Expenses Options page.

The screenshot shows the 'Expenses Options' page for SetID: SHARE CORPORATE SETID. It is divided into two main sections: 'Payment Details' and 'Accounting Date'.

**Payment Details:**

- \*Rate Type: CRRNT (Current Rate)
- \*Bank Code: USBNK (USA BANK)
- \*Bank Account: CHCK (USBNK CHECKING ACCT)
- \*Payment Method: System Check (dropdown menu)

**Accounting Date:**

- ☒ Use Current Date
- ☐ Use Specific Date

Expenses Options page

### Payment Details

Select a rate type to perform exchange rate calculations.

If a business unit associated with this SetID makes expense payments to employees, the Bank Code, Bank Account, and Payment Method fields establish defaults.

### Accounting Date

Select Use Current Date as your accounting date or select Use Specific Date to open a field and enter a date.



## CHAPTER 4

# Securing Your Expenses System

This chapter provides an overview of security for PeopleSoft Expenses and discusses how to:

- Set up authorized users.
- Set up authorized approvers.
- Delegate entry authority.
- Implement self-service applications.

---

## Understanding Security

PeopleSoft Expenses was designed with a variety of users in mind. Set up access to PeopleSoft Expenses that is appropriate for different employees, depending on their roles in the expense approval process.

Your company may have a staff of people, such as a travel and expense department, who submit expense reports for employees. Assign these staff members authorized user IDs to access the pages and menus for your expense system. Their user IDs must also be able to enter expense information for specific employee IDs.

An approver in PeopleSoft Expenses is typically a department manager responsible for charges against one or more departmental budgets. You must authorize approvers in Expenses security or they will not be able to access the transactions in the system.

---

## Setting Up Authorized Users

To set up authorized users, use the Authorize Users (TE\_EE\_AUTHORITY2) component.

This section covers setting up user IDs to allow employees to enter expense transactions for themselves and on behalf of others.

## Page Used to Set Up Authorized Users

Page Name	Object Name	Navigation	Usage
Authorize Users	TE_EE_AUTHORITY	Travel and Expenses, Define Security, Authorize Users	Authorize access to employees to process expense transactions for themselves and on behalf of other employees.

## Setting Up an Authorized User

Access the Authorize Users page.

### Authorize Users

Nancy Emmerson

Entering new user id's on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name		
AMS2	Hunt,Jamie	+	-
DVP1	Schumacher,Kenneth	+	-
SAMPLE	Monroe,Theresa	+	-
VP1	Schumacher,Kenneth	+	-

Authorize Users page

### Authorized User ID

Select a user ID to grant the ability to enter expense transactions on behalf of the employee. You can authorize more than one ID for an employee. You must also select the user ID for the authorized users if they process expense transactions for themselves.

## Setting Up Authorized Approvers

To set up authorized approvers, use the Authorize Approvers (TE\_SECURITY) component.

To set up approval for expense documents, specify the business units and departments for which a user ID can grant approvals. You can also deny access.



## Page Used for Authorized Approver Setup

Page Name	Object Name	Navigation	Usage
Authorize Approvers	TE_APVL_AUTHORITY	Travel and Expenses, Define Security, Authorize Approvers	Authorize individuals to approve travel authorizations, cash advances, and expense reports.

## Setting Up an Authorized Approver

Access the Authorize Approvers page.

**Authorize Approvers**  
**GL Unit:** FRAE1      FRANCE - EURO BASE CURRENCY  
**Department:** 41000      Engineering  
**Amount Approval Routings** ☒

*User ID	Name	Begin Approval Amt	Currency	End Approval Amt	Currency	Expense Transactions	Time Transactions	Dept Mgr	*Access		
EXS3	Bronte, Jeanette	0.00	EUR	499.00	EUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read/Writ	+	-
MGR1	Scott, William	500.00	EUR	2,499.00	EUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read/Writ	+	-
VP2	Buhler, Michael	2,500.00	EUR	9,999,999.00	EUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Read/Writ	+	-

Authorize Approvers page

**Amount Approval Routings** Select to give the user IDs approval authority for a specific monetary range. This activates the Beg Approval Amt and End Approval Amt fields and deactivates the Dept Mgr field, indicating that the selected user ID only has approval authority for that department's manager.

Using the Authorize Approvers page shown above as our setup example, if an employee submits an expense transaction for 5001.00 EUR, the system will route the transaction to EXS3, MGR1, and VP2 for approvals.

**Begin Approval Amt**  
(beginning approval amount)

Enter data when Amount Approval Routings is selected.

**End Approval Amt** (ending approval amount)

Enter data when Amount Approval Routings is selected.

**Expense Transactions**

Select to let the user ID approve expense transactions—travel authorizations, cash advances, and expense reports—for the department.

**Time Transactions**

Select to let the user ID approve time reports for the department.

**Dept Mgr** (department manager)

Select to identify the approver who is responsible to approve the department manager's expense transactions. The system will not allow you to select if you have selected the Amount Approval Routings option.

**Access**

Select *Read/Write* or *No Access* for each user ID.

No Access prevents the user ID from approving expense documents for the business unit and department. Use this value to control authority for a user ID instead of deleting or re-creating a row. For example, if a

manager is on a leave of absence, you can temporarily remove approval authority and easily restore it when the manager returns.

---

**Note.** If you implement PeopleSoft Workflow, expense reports and cash advances awaiting approval can be automatically routed to approvers' worklists. Define approvers in Workflow Administrator.

---

**Warning!** PeopleSoft Expenses does not support the PeopleSoft Workflow option to reassign work. If you select the Reassign Work To check box on the User Profile – Workflow (USER\_WORKFLOW) page and there are items in the Total Pending Worklist Entries queue, the employee you reassign the work to will not be able to access the pending expense documents.

PeopleSoft Expenses directs new expense documents to an employee that you set up in the Alternate User ID field, provided that the submission dates of the expense documents fall between the From and To dates established for the alternate user. The Alternate User functionality will have no impact on expense documents that are already in the queue.

---

### See Also

*Using PeopleSoft Applications PeopleBook, "Using Workflow"*

---

## Delegating Entry Authority

Some companies do not have staff that submits expense reports for everyone in the organization, so employees perform this task themselves. Employees can grant authority to enter expense data on their behalf to authorized user IDs. Employees sign on to the system using their assigned user IDs. When using the delegate entry authority function, the Authorize Users Page opens automatically with the employee ID used to access the system. If you need to delegate authority for others, use the Define Expenses Security menu option to access all employee IDs.

---

## Implementing Self-Service Applications

PeopleSoft Expenses provides employees with secure and convenient access to your expense system through self-service web pages. Self-service page navigation is defined by roles in the organization, so setup requires you to identify the appropriate role for each individual who needs access.

This section provides an overview of security and roles and discusses how to set up roles.

### Understanding Security and Roles

A user's profile determines what self-service pages the user can access. To set up security and roles:

- Create user profiles in the Maintain Security page on the User Profile component.
- Assign each user profile a role.
- Link the roles to permission lists.

Each permission list identifies the pages that users assigned to a role can access. PeopleSoft Expenses delivers a permission list (EPEX9000) that enables users to access all pages in the application.

---

**Note.** If you modify a permission list, you change access for all users assigned to roles that are linked to it.

---

Using the standard self-service menus, you can access PeopleSoft Expenses pages using the employee, manager, and project manager roles. PeopleSoft Expenses delivers the following role definitions:

Role Name	Description
EX_ADV_APPROVER	Cash advance approver
EX_APPROVAL	Expenses approver
EX_AUDITOR	Expenses auditor
EX_EMPLOYEE	Employee
EX_PROJMGR	Expenses project manager
EX_SHT_APPROVER	Expense report approver
EX_SHT_PROJMGR	Expense report project manager approver
EX_TA_APPROVER	Travel authorization approver
EX_TA_PROJMGR	Travel authorization project manager approver
EX_TS_APPROVER	Time report approver
EX_TS_PROJMGR	Time report project manager approver

## Setting Up Roles

To enable users to access self-service pages:

- Link user IDs to the employee, manager, or project manager roles.
- Associate the roles with permission lists that provide access to the appropriate self-service applications.

### Employee Role

User IDs set up with the employee role can select the following:

- Delegate Entry Authority

- Create/Update User Template
- Create Travel Authorization
- Modify Travel Authorization
- View Travel Authorization
- Cancel an Approved Travel Authorization
- Delete Travel Authorization
- Print Travel Authorization
- Create Cash Advance
- Modify Cash Advance
- View Cash Advance
- Delete Cash Advance
- Print Cash Advance
- Create Expense Report
- Modify Expense Report
- View Expense Report
- Delete Expense Report
- Print Expense Report
- Create Time Report
- Modify Time Report
- View Time Report
- Delete Time Report
- Print Time Report
- View My Wallet
- Review Expense History
- Review/Edit Profile

## Manager Role

User IDs set up with the manager role can select:

- Approve Travel Request
- Approve Cash Advance
- Approve Expense Report
- Approve Time Report

---

**Note.** User IDs set up with the manager role can also access employee user defaults from a link on the expense transactions pages.

---

## **Project Manager Role**

User IDs set up with the project manager role can select:

- Approve Project Travel Auth (authorization)
- Approve Project Expense
- Approve Project Time



## CHAPTER 5

# Integrating With Other PeopleSoft Products

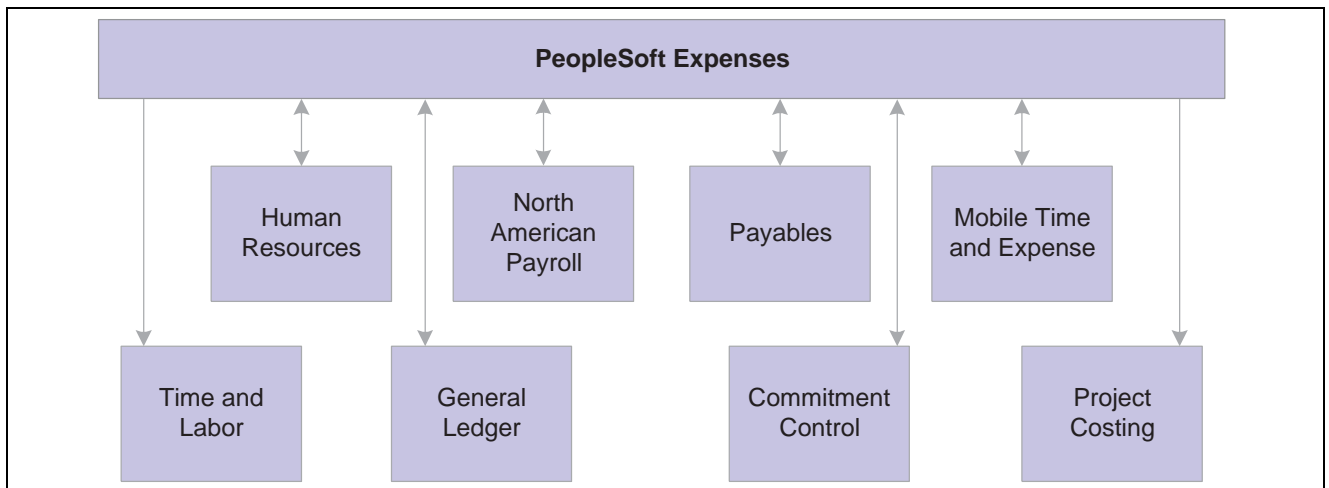
This chapter provides an overview of the integration points with other PeopleSoft applications and discusses how to integrate with:

- PeopleSoft Human Resources.
- PeopleSoft North American Payroll.
- PeopleSoft Time and Labor.
- PeopleSoft Project Costing.
- PeopleSoft Payables.
- PeopleSoft General Ledger.
- PeopleSoft Commitment Control.
- PeopleSoft Mobile Time and Expense.

---

## Understanding Integrating With PeopleSoft Products

PeopleSoft Expenses provides interface options for sending data to and receiving data from other systems in your organization. PeopleSoft Expenses integrates with the following PeopleSoft applications:



PeopleSoft Expenses integration with other PeopleSoft applications

## Integrating With PeopleSoft Human Resources

If you use PeopleSoft Human Resources, you can populate the employee tables using the enterprise integration tools delivered with the PeopleSoft Financials database. The integration tools are application messages that synchronize employee tables with the tables in the PeopleSoft HRMS database.

This section discusses how to:

- Prepare tables to load employee data.
- Load employee data from PeopleSoft Human Resources.
- Load credit card data from People Soft Human Resources.

### Page Used to Load Employee Data

Page Name	Object Name	Navigation	Usage
Load Employee Data	RUN_EXEEUPDT	<ul style="list-style-type: none"> <li>• Travel and Expenses, T and E Administration Center, Load Data, Load Employee Data</li> <li>• Travel and Expenses, Employee Information, Load Employee Data</li> </ul>	Load employee data into PeopleSoft Expenses tables according to the options selected. Runs the Application Engine process EX_EE_UPDATE using the Process Scheduler.

### Preparing Tables to Load Employee Data

PeopleSoft Expenses subscribes to employee data messages that run on the PSFT\_HR node and write directly to tables that are then used to load PeopleSoft Expenses tables:

Message Channel	Message	Record	Pub/Sub	Description
HR_SETUP	BUS_UNIT_HR_FULLSYNC	BUS_UNIT_TBL_HR	SUB	Full data load of HR business units.
HR_SETUP	BUS_UNIT_HR_SYNC	BUS_UNIT_TBL_HR	SUB	Incremental update of HR business units.
PERSON_DATA	PERSON_BASIC_FULLSYNC	PERSONAL_DATA	SUB	Full data load of employee personal profile data.
PERSON_DATA	PERSON_BASIC_FULLSYNC	EMAIL_ADDRESSES	SUB	Full data load of employee email address information.



Message Channel	Message	Record	Pub/Sub	Description
PERSON_DATA	PERSON_BASIC_FULLSYNC	PERSONAL_PHONE	SUB	Full data load of employee personal phone information.
PERSON_DATA	PERSON_BASIC_FULLSYNC	PERS_DATA_EFFDT	SUB	Full data load of employee effective date information.
PERSON_DATA	PERSON_BASIC_FULLSYNC	PERS_NID	SUB	Full data load of employee identification information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_DATA	SUB	Incremental update of employee profile data.
PERSON_BASIC	PERSON_BASIC_SYNC	EMAIL_ADDRESSES	SUB	Incremental update of employee email address information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERSONAL_PHONE	SUB	Incremental update of employee personal phone information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_DATA_EFFDT	SUB	Incremental update of employee effective date information.
PERSON_BASIC	PERSON_BASIC_SYNC	PERS_NID	SUB	Incremental update of employee identification information.
PERSON_DATA	WORKFORCE_FULLSYNC	EMPLOYMENT	SUB	Full data load of employee organizational data.
PERSON_DATA	WORKFORCE_FULLSYNC	JOB	SUB	Full data load of employee job data.

Message Channel	Message	Record	Pub/Sub	Description
PERSON_DATA	WORKFORCE_SYNC	EMPLOYMENT	SUB	Incremental update of employee organizational data.
PERSON_DATA	WORKFORCE_SYNC	JOB	SUB	Incremental update of employee job data.

Load the data from these staging tables into PeopleSoft Expenses tables.

## Loading Employee Data From PeopleSoft Human Resources

Access the Load Employee Data page.

**Load Employee Data**

Run Control ID: LOAD\_EMPL      [Report Manager](#)   [Process Monitor](#)   **Run**

**Select All**   **Deselect All**

**Process Request Parameters**

- ☒ Load Organizational Data
- ☒ Load Employee Bank Data
- ☒ Validate Organizational Data
- ☒ Load Entry Authorizations

Load Employee Data page

- Load Organizational Data**      Select to load employee information such as business unit, department, and supervisor. This also updates employee profiles with cash advance options defined for the expense business unit.
- Load Employee Bank Data**      Select to load employee bank account data used for expense reimbursements.
- Validate Organizational Data**      Select to verify that employees belong to valid departments and business units defined for PeopleSoft Expenses. Employees must belong to valid business units and departments in order to process their expense transactions.
- Load Entry Authorizations**      Select to load user IDs assigned to employees by the system security administrator. This enables employees to enter expense data using their user IDs.

## Loading Credit Card Data From PeopleSoft Human Resources

Application messages enable PeopleSoft Expenses to send credit card data to and receive it from PeopleSoft Human Resources. When one application changes a record, an application message automatically updates and synchronizes tables in the other application. Shared credit card data uses the message channel CORPORATE\_CARD on message node PSFT\_HR. The following application messages contain code to publish and subscribe between the two databases:

Message Name	Records	Description
CORPORATE_CARD_DATA_FULLSYNC	CC_CARD_DATA_EX	Full data load of employee corporate card account data.
CORPORATE_CARD_DATA_SYNC	CC_CARD_DATA_EX	Incremental update of employee corporate card account data.
CORPORATE_CARD_FULLSYNC	CC_CARD_TBL_EX	Full data load of corporate card vendors.
CORPORATE_CARD_SYNC	CC_CARD_TBL_EX	Incremental update of corporate card vendors.

## Integrating with PeopleSoft North American Payroll

In PeopleSoft Expenses, you can designate whether you want employee reimbursements processed by PeopleSoft Payables or by PeopleSoft North American Payroll. Make this selection on the Installation Options - Expenses page. If you use your payroll system, application messages transmit data (earnings codes, bank data, and payment data) between the payroll and expense systems on the message node PSFT\_HR.

Message Channel	Message	Record	Pub/Sub	Description
EARNINGS_SETUP	EARNINGS_FULLSYNC	EARNINGS_TBL	SUB	Full data load of payroll earnings codes.
EARNINGS_SETUP	EARNINGS_SYNC	EARNINGS_TBL	SUB	Incremental update of payroll earnings codes.
DIRECT_DEPOSIT_SETUP	DIRECT_DEPOSIT_FULLSYNC	DIRECT_DEPOSIT	SUB	Full data load of employee bank information.

Message Channel	Message	Record	Pub/Sub	Description
DIRECT_DEPOSIT_SETUP	DIRECT_DEPOSIT_FULLSYNC	DIR_DEP_DISTRIB	SUB	Full data load of employee bank information.
DIRECT_DEPOSIT_SETUP	DIRECT_DEPOSIT_SYNC	DIRECT_DEPOSIT	SUB	Incremental update of employee bank information.
DIRECT_DEPOSIT_SETUP	DIRECT_DEPOSIT_SYNC	DIR_DEP_DISTRIB	SUB	Incremental update of employee bank information.
PAY_EXPENSES_REQUEST	PAYMENT_EXPENSES_REQUEST	PAY_REQUEST	PUB	Publish staged payment data to PeopleSoft Payroll.
PAY_EXPENSES_ACKNOWLEDGE	PAYMENT_EXPENSES_ACKNOWLEDGE	PAY_ACKNOWLEDGE	SUB	Receive payment request acknowledgment.
PAY_EXPENSES_ISSUE	PAYMENT_EXPENSES_ISSUE	PAY_ISSUED	SUB	Receive payment issue data from PeopleSoft Payroll.

## Integrating With PeopleSoft Time and Labor

PeopleSoft Expenses enables you to collect data on how much time employees spend on various projects. PeopleSoft Expenses publishes elapsed time data to PeopleSoft Time and Labor and subscribes to time reporting codes. The following application messages are on the message node PSFT\_HR:

Message Channel	Message	Record	Pub/Sub	Description
TIME_AND_LABOR_SETUP	TIME_REPORTING_CODE_FULLSYNC	TL_TRC_TBL	SUB	Full data load of time reporting codes from PeopleSoft Time and Labor.

Message Channel	Message	Record	Pub/Sub	Description
TIME_AND_LABOR_SETUP	TIME_REPORTING_CODE_SYNC	TL_TRC_TBL	SUB	Incremental update of time reporting codes from PeopleSoft Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ADD	TL_ELP_INTFC	PUB	Publishes elapsed time to PeopleSoft Time and Labor.
ELAPSED_TIME	ELAPSED_TIME_ADD	TL_ELPTSK_INTFC	PUB	Publishes elapsed time to PeopleSoft Time and Labor.

Project ChartFields are the only ChartFields that integrate with PeopleSoft Time and Labor. The reporting of the following ChartFields from PeopleSoft Expenses are not supported with the integration to PeopleSoft Time and Labor 8.9 or prior versions:

- DEPTID
- OPERATING\_UNIT
- CLASS\_FLD
- PROGRAM\_CODE
- AFFILIATE
- AFFILIATE\_INTRA1
- AFFILIATE\_INTRA2
- FUND\_CODE
- BUDGET\_REF
- CHARTFIELD1
- CHARTFIELD2
- CHARTFIELD3

PeopleSoft Time and Labor will accept reported time, but the non-Project ChartFields cannot populate into Reported Elapsed Time. If you publish time reports to PeopleSoft Time and Labor, comment out fields DEPTID through CHARTFIELD3 in the PeopleCode for the EX\_TIME\_STG Application Engine process, section PREPSL2, step GETSR to prevent the program from sending these ChartFields.

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## Integrating With PeopleSoft Project Costing

PeopleSoft Expenses supports PeopleSoft Project Costing in several ways.

- When you create expense documents, you can charge expenses to ChartFields specific to PeopleSoft Project Costing that require approval by a project manager. After approval and posting, transactions charged to projects populate the Expenses Accounting Line (EX\_ACCTG\_LINE) table.
- PeopleSoft Project Costing Cost Collection - Expenses Application Engine process (PC\_EX\_TO\_PC) then pulls expense transactions into its own tables where billable items can be passed to PeopleSoft Billing.
- PeopleSoft Expenses provides time reporting data to PeopleSoft Project Costing. The Expenses/Project Time Staging Application Engine process (EX\_PC\_TM\_STG) writes data to the Expenses/Projects Resource Staging table (EX\_PROJ\_RES\_STG). From there, PeopleSoft Project Costing (PC\_EX\_TO\_PC) Application Engine process pulls the staged time reporting data into its own tables. Although PS\_EX\_PROJ\_RES\_STG is used to stage entries to PeopleSoft Project Costing, this is not a temporary table and should not be deleted.

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## Integrating With PeopleSoft Payables

When expense reports and cash advances are approved for payment, PeopleSoft Expenses stages data for payment processing by PeopleSoft Payables. Expense report data is staged in EX\_SHEET\_PYMNT, and cash advance data is staged in EX\_ADVANCE\_PYMNT.

This section discusses how to:

- Map for expense report data.
- Map for cash advance data.
- Generate payments.
- Define a pay cycle for PeopleSoft Expenses.

### Mapping for Expense Report Data

Mapping details for payables (PYCYCL\_DATA) and expense (EX\_SHEET\_PYMNT) tables are as follows:

<b>Description</b>	From payables table.
<b>Field Name</b>	From payables table.
<b>Input Field Name</b>	From expense table.
<b>Constant</b>	Defined in pay cycle mapping.
<b>Output Field Name</b>	From expense table.

The following is the mapping for expense report data:

Description	Field Name	Input Field Name	Constant	Output Field Name
Accounting Date	ACCOUNTING_DT	N/A		ACCOUNTING_DT
Address Line 1	ADDRESS1	ADDRESS1		N/A
Address Line 2	ADDRESS2	ADDRESS2		N/A
Address Line 3	ADDRESS3	ADDRESS3		N/A
Address Line 4	ADDRESS4	ADDRESS4		N/A
Address Sequence Number	ADDRESS_SEQ_NUM	ADDRESS_SEQ_NUM		N/A
Address Field 1	ADDR_FIELD1	N/A		N/A
Address Field 2	ADDR_FIELD2	N/A		N/A
Address Field 3	ADDR_FIELD3	N/A		N/A
Apply Credit Status	APPL_CREDIT_STATUS	N/A	"N" (Not Applicable)	N/A
Bank Account	BANK_ACCT_KEY	BANK_ACCT_KEY		BANK_ACCT_KEY
Bank Account Sequence Number	BANK_ACCT_SEQ_NBR	N/A		N/A
Bank Code	BANK_CD	BANK_CD		BANK_CD
Replacement Status	BANK_RPL_STATUS	N/A		N/A
Bank SetID	BANK_SETID	BANK_SETID		BANK_SETID
Base Currency	BASE_CURRENCY	BASE_CURRENCY		N/A

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Base Currency of Bank GL Unit	BASE_CURRENCY_BNK	N/A		BASE_CURRENCY_BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A		BNK_RATE_DIV
Exchange Rate	BNK_RATE_MULT	N/A		BNK_RATE_MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_GL		BUSINESS_UNIT_GL
General Ledger Unit	BUSINESS_UNIT_GL	N/A		BUSINESS_UNIT_BANK
AP Business Unit	BUS_UNIT_RELATED	N/A		N/A
City	CITY	CITY		N/A
Country	COUNTRY	COUNTRY		N/A
County	COUNTY	COUNTY		N/A
Payment Currency	CURRENCY_PYMNT	N/A		CURRENCY_PYMNT
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE		N/A
Currency Rate Type	CUR_RT_TYPE_BNK	N/A		RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_PAID	N/A		N/A
Payment Currency Rate Type	CUR_RT_TYPE_PYMNT	N/A		CUR_RT_TYPE_PYMNT
More Information	DESCR254_MIXED	N/A		N/A



Description	Field Name	Input Field Name	Constant	Output Field Name
Draft Create Key	DFT_CREATE_KEY	N/A		N/A
Draft Group Code	DFT_GROUP_CD	N/A		N/A
Draft Master ID	DFT_MASTER_ID	N/A		N/A
Draft Maturity Date	DFT_MAT_DT	N/A		N/A
Draft Scheduled Maturity Date	DFT_SCHED_MAT_DT	N/A		N/A
Draft Sight Code	DFT_SIGHT_CD	N/A		N/A
Document Sequence Date	DOC_SEQ_DATE	N/A		DOC_SEQ_DATE
Document Sequence Number	DOC_SEQ_NBR	N/A		DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_STATUS	N/A		N/A
Document Type	DOC_TYPE	N/A		DOC_TYPE
Base Discount Amount	DSCNT_AMT_BSE	N/A		N/A
Discount Due Date	DSCNT_DUE_DT	N/A		N/A
Payment Discount Amount	DSCNT_PAY_AMT	N/A		N/A
Due Date	DUE_DT	DUE_DT		N/A
Discount Denied	ECN_DSCNT_DNIE_FLG	N/A	"N" (No)	N/A
Bank Check Drawn On	EFT_CHECK_DRAW_CD	EFT_CHECK_DRAW_CD		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Check Forwarding	EFT_CHECK_FWRD_CD	EFT_CHECK_FWRD_CD		N/A
Correspondent's Costs	EFT_CORR_COSTS_CD	EFT_CORR_COSTS_CD		N/A
Crossed Check	EFT_CROSSED_CHECK	EFT_CROSSED_CHECK		N/A
Domestic Costs	EFT_DOM_COSTS_CD	EFT_DOM_COSTS_CD		N/A
SetID	EFT_KEY_FIELD1	N/A		N/A
Vendor ID	EFT_KEY_FIELD2	N/A		N/A
Vendor Location	EFT_KEY_FIELD3	N/A		N/A
Effective Date	EFT_KEY_FIELD4	N/A		N/A
Bank Account Seq Number	EFT_KEY_FIELD5	N/A		N/A
Bank Account Seq Number	EFT_KEY_FIELD6	N/A		N/A
Payment Instruction 1	EFT_PAY_INST_CD1	EFT_PAY_INST_CD1		N/A
Payment Instruction 2	EFT_PAY_INST_CD2	EFT_PAY_INST_CD2		N/A
Payment Instruction 3	EFT_PAY_INST_CD3	EFT_PAY_INST_CD3		N/A
Payment Instruction 4	EFT_PAY_INST_CD4	EFT_PAY_INST_CD4		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Payment Instruction Ref 1	EFT_PAY_INST_REF1	EFT_PAY_INST_REF1		N/A
Payment Instruction Ref 2	EFT_PAY_INST_REF2	EFT_PAY_INST_REF2		N/A
Payment Format	EFT_PYMNT_FMT_CD	EFT_PYMNT_FMT_CD		N/A
Complex Routing	EFT_RTNG_FLG	N/A	"D" (Use DFI ID)	N/A
Routing Status	EFT_RTNG_STATUS	EFT_RTNG_STATUS		N/A
Transaction Handlings	EFT_TRANS_HANDLING	EFT_TRANS_HANDLING		N/A
EmplID	EMPLID	EMPLID		N/A
Exception Flag	EXCEPTION_FLAG	N/A		N/A
Tax Vendor Geographical Code	GEO_CODE	GEO_CODE		N/A
Base Gross Amount	GROSS_AMT_BSE	GROSS_AMT_BSE		N/A
Control Group ID	GRP_AP_ID	N/A		N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	"N" (No)	N/A
Days Before/After Holiday	HOL_PROC_DAYS	N/A		N/A
Holiday Processing Option	HOL_PROC_OPT	N/A		N/A
Allow Due Date in Next Month	HOL_PROC_OVERFL	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
House Type	HOUSE_TYPE	HOUSE_TYPE		N/A
Informational Only	INFO_ONLY_FLG	N/A	"N" (No)	N/A
Invoice Number	INVOICE_ID	INVOICE_ID		N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT		N/A
IPAC Payment	IPAC_PYMNT_FLG	N/A		N/A
Late Charge Amount	LATE_CHRG_AMT	N/A		N/A
Late Charge Amount Base	LATE_CHRG_AMT_BSE	N/A		N/A
Late Charge Code	LATE_CHRG_CD	N/A		N/A
Late Charge Denied	LATE_CHRG_DNIE	N/A		N/A
Late Charge Denied Base	LATE_CHRG_DNIE_BSE	N/A		N/A
Late Charge Option	LATE_CHRG_OPT	N/A	"N" (Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_PAID	N/A		N/A
Late Charge Paid Base	LATE_CHRG_PAID_BSE	N/A		N/A
Letter of Credit ID	LC_ID	N/A		N/A
Name 1	NAME1	NAME1		N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Name 2	NAME2	NAME2		N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC		N/A
Number 1	NUM1	NUM1		N/A
Number 2	NUM2	NUM2		N/A
Paid Amount	PAID_AMT	N/A		PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_BSE	N/A		PAID_AMT_BNK_BSE
Base Paid Amount	PAID_AMT_BSE	N/A		PAID_AMT_BSE
Discount on Paid Amount	PAID_AMT_DSCNT	N/A		N/A
Base Discount Paid Amount	PAID_AMT_DSCNT_BSE	N/A		N/A
Gross Paid Amount	PAID_AMT_GROSS	N/A		N/A
Base Gross Payment Amount	PAID_AMT_GROSS_BSE	N/A		N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A		N/A
Payment Exchange Rate Multiplier	PAID_RATE_MULT	N/A		N/A
Pay Cycle	PAY_CYCLE	N/A		PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_SEQ_NUM	N/A		N/A
Advice Date	PAY_DOC_DT	TRANS_DT		N/A

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Advice ID	PAY_DOC_ID	SHEET_ID		SHEET_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR		LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_TYPE	N/A		N/A
Postal Code	POSTAL	POSTAL		N/A
Preferred Language	PREFERRED_LANGUAGE	PREFERRED_LANGUAGE		N/A
Prenotification Status	PRENOTE_STATUS	N/A		N/A
Process Instance	PROCESS_INSTANCE	N/A		N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A		N/A
Pay Cycle Place Holder 10	PYCYCL_FIELD10	N/A		N/A
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A		N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A		N/A
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A		N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A		N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A		N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A		N/A

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A		N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A		N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_FIELD1	N/A		N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_FIELD2	N/A		N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_FIELD3	SEQ_NBR		SEQ_NBR
Payment	PYMNT_CNT_RELATED	N/A		N/A
Payment Date	PYMNT_DT	N/A		PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_AMT	PYMNT_GROSS_AMT		N/A
Pay Group Code	PYMNT_GROUP_CD	N/A		N/A
Payment Handling	PYMNT_HANDLING_CD	N/A		N/A
Payment Number	PYMNT_ID	N/A		PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ID	N/A		N/A
Payment Message	PYMNT_MESSAGE	REFERENCE_ID		N/A
Payment Method	PYMNT_METHOD	PYMNT_METHOD		PYMNT_METHOD

Description	Field Name	Input Field Name	Constant	Output Field Name
Payment Exchange Rate Divisor	PYMNT_RATE_DIV	N/A		PYMNT_RATE_DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_MULT	N/A		PYMNT_RATE_MULT
Payment Reason Code	PYMNT_REASON_CD	N/A		N/A
Payment Selection Status	PYMNT_SELCT_STATUS	PYMNT_SELCT_STATUS		PYMNT_SELCT_STATUS
Separate Payment	PYMNT_SEPARATE	N/A	"N" (No)	N/A
Sort Code	PYMNT_SORT_CD	N/A		N/A
Rate Divisor	RATE_DIV	RATE_DIV		N/A
Rate Multiplier	RATE_MULT	RATE_MULT		N/A
Maximum Rebate Percent	REBATE_MAX_PERCENT	N/A		N/A
Daily Rebate Percent	REBATE_PERCENT	N/A		N/A
Rebate Term Available	REBATE_TERM_FLG	N/A		N/A
Remit Bank Code	REMIT_BANK_CD	REMIT_BANK_CD		N/A
Remit Bank SetID	REMIT_BANK_SETID	REMIT_BANK_SETID		N/A
Remit Bank Account	REMIT_BNK_ACCT_KEY	REMIT_BNK_ACCT_KEY		N/A
Remit SetID	REMIT_SETID	REMIT_SETID		N/A



Description	Field Name	Input Field Name	Constant	Output Field Name
Remit Vendor	REMIT_VENDOR	REMIT_VENDOR		N/A
Schedule ID	SCHEDULE_ID	N/A		N/A
Scheduled to Pay	SCHEDULED_PAY_DT	SCHEDULED_PAY_DT		N/A
Single Payment	SINGLE_PYMNT_FLG	N/A	"N" (No)	N/A
Source Transaction	SOURCE_TXN	N/A		N/A
Specify Payment Exchange Rate	SPEC_PYMNT_EX_RT	N/A	"N" (No)	N/A
State	STATE	STATE		N/A
Est Settlement Date	STLMNT_DT_EST	STLMNT_DT_EST		N/A
Transaction Currency	TXN_CURRENCY_CD	TXN_CURRENCY_CD		N/A
Short Vendor Name	VENDOR_NAME_SHORT	VENDOR_NAME_SHORT		N/A
Vendor Location	VNDR_LOC	VNDR_LOC		N/A
Service Type	VNDR_SERVICE_TYPE	N/A		N/A
Voucher ID	VOUCHER_ID	N/A		N/A
Related Voucher	VOUCHER_ID_RELATED	N/A		N/A
Withholding Applicable	WTHD_SW	N/A		N/A

## Mapping for Cash Advance Data

Mapping details for payables (PYCYCL\_DATA) and expense (EX\_ADVANCE\_PYMNT) tables are as follows:

<b>Description</b>	From payables table.
<b>Field Name</b>	From payables table.
<b>Input Field Name</b>	From expense table.
<b>Constant</b>	Defined in pay cycle mapping.
<b>Output Field Name</b>	From expense table.

The following is the mapping for cash advance data:

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Accounting Date	ACCOUNTING_DT	N/A		ACCOUNTING_DT
Address Line 1	ADDRESS1	ADDRESS1		N/A
Address Line 2	ADDRESS2	ADDRESS2		N/A
Address Line 3	ADDRESS3	ADDRESS3		N/A
Address Line 4	ADDRESS4	ADDRESS4		N/A
Address Sequence Number	ADDRESS_SEQ_NUM	ADDRESS_SEQ_NUM		N/A
Address Field 1	ADDR_FIELD1	N/A		N/A
Address Field 2	ADDR_FIELD2	N/A		N/A
Address Field 3	ADDR_FIELD3	N/A		N/A
Apply Credit Status	APPL_CREDIT_STATUS	N/A	"N" (Not Applicable)	N/A
Bank Account	BANK_ACCT_KEY	BANK_ACCT_KEY		BANK_ACCT_KEY

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Bank Account Sequence Number	BANK_ACCT_SEQ_NBR	N/A		N/A
Bank Code	BANK_CD	BANK_CD		BANK_CD
Replacement Status	BANK_RPL_STATUS	N/A		N/A
Bank SetID	BANK_SETID	BANK_SETID		BANK_SETID
Base Currency	BASE_CURRENCY	BASE_CURRENCY		N/A
Base Currency of Bank GL Unit	BASE_CURRENCY_BNK	N/A		BASE_CURRENCY_BNK
Bank Exchange Rate Divisor	BNK_RATE_DIV	N/A		BNK_RATE_DIV
Exchange Rate	BNK_RATE_MULT	N/A		BNK_RATE_MULT
Business Unit	BUSINESS_UNIT	BUSINESS_UNIT_GL		BUSINESS_UNIT_GL
General Ledger Unit	BUSINESS_UNIT_GL	N/A		BUSINESS_UNIT_BANK
AP Business Unit	BUS_UNIT_RELATED	N/A		N/A
City	CITY	CITY		N/A
Country	COUNTRY	COUNTRY		N/A
County	COUNTY	COUNTY		N/A
Payment Currency	CURRENCY_PYMNT	N/A		CURRENCY_PYMNT

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Exchange Rate Type	CUR_RT_TYPE	RT_TYPE		N/A
Currency Rate Type	CUR_RT_TYPE_BNK	N/A		RT_TYPE_BNK
Payment Rate Type	CUR_RT_TYPE_PAID	N/A		N/A
Payment Currency Rate Type	CUR_RT_TYPE_PYMNT	N/A		CUR_RT_TYPE_PYMNT
More Information	DESCR254_MIXED	N/A		N/A
Draft Create Key	DFT_CREATE_KEY	N/A		N/A
Draft Group Code	DFT_GROUP_CD	N/A		N/A
Draft Master ID	DFT_MASTER_ID	N/A		N/A
Draft Maturity Date	DFT_MAT_DT	N/A		N/A
Draft Scheduled Maturity Date	DFT_SCHED_MAT_DT	N/A		N/A
Draft Sight Code	DFT_SIGHT_CD	N/A		N/A
Document Sequence Date	DOC_SEQ_DATE	N/A		DOC_SEQ_DATE
Document Sequence Number	DOC_SEQ_NBR	N/A		DOC_SEQ_NBR
Document Sequencing Status	DOC_SEQ_STATUS	N/A		N/A
Document Type	DOC_TYPE	N/A		DOC_TYPE

Description	Field Name	Input Field Name	Constant	Output Field Name
Base Discount Amount	DSCNT_AMT_BSE	N/A		N/A
Discount Due Date	DSCNT_DUE_DT	N/A		N/A
Payment Discount Amount	DSCNT_PAY_AMT	N/A		N/A
Due Date	DUE_DT	DUE_DT		N/A
Discount Denied	ECN_DSCNT_DNIE_FLG	N/A	"N" (No)	N/A
Bank Check Drawn On	EFT_CHECK_DRAW_CD	EFT_CHECK_DRAW_CD		N/A
Check Forwarding	EFT_CHECK_FWRD_CD	EFT_CHECK_FWRD_CD		N/A
Correspondent's Costs	EFT_CORR_COSTS_CD	EFT_CORR_COSTS_CD		N/A
Crossed Check	EFT_CROSSED_CHECK	EFT_CROSSED_CHECK		N/A
Domestic Costs	EFT_DOM_COSTS_CD	EFT_DOM_COSTS_CD		N/A
SetID	EFT_KEY_FIELD1	N/A		N/A
Vendor ID	EFT_KEY_FIELD2	N/A		N/A
Vendor Location	EFT_KEY_FIELD3	N/A		N/A
Effective Date	EFT_KEY_FIELD4	N/A		N/A
Bank Account Seq Number	EFT_KEY_FIELD5	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Bank Account Seq Number	EFT_KEY_FIELD6	N/A		N/A
Payment Instruction 1	EFT_PAY_INST_CD1	EFT_PAY_INST_CD1		N/A
Payment Instruction 2	EFT_PAY_INST_CD2	EFT_PAY_INST_CD2		N/A
Payment Instruction 3	EFT_PAY_INST_CD3	EFT_PAY_INST_CD3		N/A
Payment Instruction 4	EFT_PAY_INST_CD4	EFT_PAY_INST_CD4		N/A
Payment Instruction Ref 1	EFT_PAY_INST_REF1	EFT_PAY_INST_REF1		N/A
Payment Instruction Ref 2	EFT_PAY_INST_REF2	EFT_PAY_INST_REF2		N/A
Payment Format	EFT_PYMNT_FMT_CD	EFT_PYMNT_FMT_CD		N/A
Complex Routing	EFT_RTNG_FLG	N/A	"D" (Use DFI ID)	N/A
Routing Status	EFT_RTNG_STATUS	EFT_RTNG_STATUS		N/A
Transaction Handling	EFT_TRANS_HANDLING	EFT_TRANS_HANDLING		N/A
EmplID	EMPLID	EMPLID		N/A
Exception Flag	EXCEPTION_FLAG	N/A		N/A
Tax Vendor Geographical Code	GEO_CODE	GEO_CODE		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Base Gross Amount	GROSS_AMT_BSE	GROSS_AMT_BSE		N/A
Control Group ID	GRP_AP_ID	N/A		N/A
Group by Payment Date	GRP_PYMNT_DT	N/A	"N "(No)	N/A
Days Before/After Holiday	HOL_PROC_DAYS	N/A		N/A
Holiday Processing Option	HOL_PROC_OPT	N/A		N/A
Allow Due Date in Next Month	HOL_PROC_OVERFL	N/A		N/A
House Type	HOUSE_TYPE	HOUSE_TYPE		N/A
Informational Only	INFO_ONLY_FLG	N/A	"N "(No)	N/A
Invoice Number	INVOICE_ID	N/A		N/A
In City Limit	IN_CITY_LIMIT	IN_CITY_LIMIT		N/A
IPAC Payment	IPAC_PYMNT_FLT	N/A		N/A
Late Charge Amount	LATE_CHRG_AMT	N/A		N/A
Late Charge Amount Base	LATE_CHRG_AMT_BSE	N/A		N/A
Late Charge Code	LATE_CHRG_CD	N/A		N/A
Late Charge Denied	LATE_CHRG_DNIE	N/A		N/A
Late Charge Denied Base	LATE_CHRG_DNIE_BSE	N/A		N/A

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Late Charge Option	LATE_CHRG_OPT	N/A	“N “(Not Applicable)	N/A
Late Charge Paid	LATE_CHRG_PAID	N/A		N/A
Late Charge Paid Base	LATE_CHRG_PAID_BSE	N/A		N/A
Letter of Credit ID	LC_ID	N/A		N/A
Name 1	NAME1	NAME1		N/A
Name 1 Alternate Char Set	NAME1_AC	NAME1_AC		N/A
Name 2	NAME2	NAME2		N/A
Name 2 Alternate Char Set	NAME2_AC	NAME2_AC		N/A
Number 1	NUM1	NUM1		N/A
Number 2	NUM2	NUM2		N/A
Paid Amount	PAID_AMT	N/A		PAID_AMT
Paid Amount - Base Bank Unit	PAID_AMT_BNK_BSE	N/A		PAID_AMT_BNK_BSE
Base Paid Amount	PAID_AMT_BSE	N/A		PAID_AMT_BSE
Discount on Paid Amount	PAID_AMT_DSCNT	N/A		N/A
Base Discount Paid Amount	PAID_AMT_DSCNT_BSE	N/A		N/A
Gross Paid Amount	PAID_AMT_GROSS	N/A		N/A



Description	Field Name	Input Field Name	Constant	Output Field Name
Base Gross Payment Amount	PAID_AMT_GROSS_BSE	N/A		N/A
Payment Exchange Rate Divisor	PAID_RATE_DIV	N/A		N/A
Payment Exchange Rate Multiplier	PAID_RATE_MULT	N/A		N/A
Pay Cycle	PAY_CYCLE	N/A		PAY_CYCLE
Pay Cycle Sequence Number	PAY_CYCLE_SEQ_NUM	N/A		N/A
Advice Date	PAY_DOC_DT	ACCOUNTING_DT		N/A
Advice ID	PAY_DOC_ID	ADVANCE_ID		ADVANCE_ID
Advice Sequence	PAY_DOC_SEQ	LINE_NBR		LINE_NBR
Pay Schedule Type	PAY_SCHEDULE_TYPE	N/A		N/A
Postal Code	POSTAL	POSTAL		N/A
Preferred Language	PREFERRED_LANGUAGE	PREFERRED_LANGUAGE		N/A
Prenotification Status	PRENOTE_STATUS	N/A		N/A
Process Instance	PROCESS_INSTANCE	N/A		N/A
Pay Cycle Place Holder 1	PYCYCL_FIELD1	N/A		N/A
Pay Cycle Place Holder 10	PYCYCL_FIELD10	N/A		N/A

<b>Description</b>	<b>Field Name</b>	<b>Input Field Name</b>	<b>Constant</b>	<b>Output Field Name</b>
Pay Cycle Place Holder 2	PYCYCL_FIELD2	N/A		N/A
Pay Cycle Place Holder 3	PYCYCL_FIELD3	N/A		N/A
Pay Cycle Place Holder 4	PYCYCL_FIELD4	N/A		N/A
Pay Cycle Place Holder 5	PYCYCL_FIELD5	N/A		N/A
Pay Cycle Place Holder 6	PYCYCL_FIELD6	N/A		N/A
Pay Cycle Place Holder 7	PYCYCL_FIELD7	N/A		N/A
Pay Cycle Place Holder 8	PYCYCL_FIELD8	N/A		N/A
Pay Cycle Place Holder 9	PYCYCL_FIELD9	N/A		N/A
Pay Cycle Mapping Key Field 1	PYCYCL_KEY_FIELD1	N/A		N/A
Pay Cycle Mapping Key Field 2	PYCYCL_KEY_FIELD2	N/A		N/A
Pay Cycle Mapping Key Field 3	PYCYCL_KEY_FIELD3	SEQ_NBR		SEQ_NBR
Payment	PYMNT_CNT_RELATED	N/A		N/A
Payment Date	PYMNT_DT	N/A		PYMNT_DT
Gross Payment Amount	PYMNT_GROSS_AMT	PYMNT_GROSS_AMT		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Pay Group Code	PYMNT_GROUP_CD	N/A		N/A
Payment Handling	PYMNT_HANDLING_CD	N/A		N/A
Payment Number	PYMNT_ID	N/A		PYMNT_ID
Payment Image ID	PYMNT_IMAGE_ID	N/A	0	N/A
Payment Message	PYMNT_MESSAGE	N/A		N/A
Payment Method	PYMNT_METHOD	PYMNT_METHOD		PYMNT_METHOD
Payment Exchange Rate Divisor	PYMNT_RATE_DIV	N/A		PYMNT_RATE_DIV
Payment Exchange Rate Multiplier	PYMNT_RATE_MULT	N/A		PYMNT_RATE_MULT
Payment Reason Code	PYMNT_REASON_CD	N/A		N/A
Payment Selection Status	PYMNT_SELCT_STATUS	PYMNT_SELCT_STATUS		PYMNT_SELCT_STATUS
Separate Payment	PYMNT_SEPARATE	N/A	"N" (No)	N/A
Sort Code	PYMNT_SORT_CD	N/A	0	N/A
Rate Divisor	RATE_DIV	RATE_DIV		N/A
Rate Multiplier	RATE_MULT	RATE_MULT		N/A
Rebate Term Available	REBATE_TERM_FLG	N/A		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Daily Rebate Percent	REBATE_PERCENT	N/A		N/A
Maximum Rebate Percent	REBATE_MAX_PERCENT	N/A		N/A
Remit Bank Code	REMIT_BANK_CD	REMIT_BANK_CD		N/A
Remit Bank SetID	REMIT_BANK_SETID	REMIT_BANK_SETID		N/A
Remit Bank Account	REMIT_BNK_ACCT_KEY	REMIT_BNK_ACCT_KEY		N/A
Remit SetID	REMIT_SETID	REMIT_SETID		N/A
Remit Vendor	REMIT_VENDOR	REMIT_VENDOR		N/A
Schedule ID	SCHEDULE_ID	N/A		N/A
Scheduled to Pay	SCHEDULED_PAY_DT	SCHEDULED_PAY_DT		N/A
Single Payment	SINGLE_PYMNT_FLG	N/A	"N" (No)	N/A
Source Transaction	SOURCE_TXN	N/A		N/A
Specify Payment Exchange Rate	SPEC_PYMNT_EX_RT	N/A		N/A
State	STATE	STATE		N/A
Est Settlement Date	STTLMNT_DT_EST	STTLMNT_DT_EST		N/A
Transaction Currency	TXN_CURRENCY_CD	TXN_CURRENCY_CD		N/A

Description	Field Name	Input Field Name	Constant	Output Field Name
Short Vendor Name	VENDOR_NAME_SHORT	VENDOR_NAME_SHORT		N/A
Vendor Location	VNDR_LOC	VNDR_LOC		N/A
Service Type	VNDR_SERVICE_TYPE	N/A		N/A
Voucher ID	VOUCHER_ID	N/A		N/A
Related Voucher	VOUCHER_ID_RELATED	N/A		N/A
Withholding Applicable	WTHD_SW	N/A		N/A

## Generating Payments

To stage payments for expense reports and cash advances, run the staging process from the Expense Processes page.

After staging expense data, your payables system completes the process of generating payments through Pay Cycle Manager. PeopleSoft delivers three pay cycles with your database:

- EX-CA for cash advance payments.
- EX-ER for expense report payments.
- CA-ER for cash advance and expense report payments.

You can set up your own pay cycle, but it must have several components specifically for PeopleSoft Expenses.

## Defining a Pay Cycle for PeopleSoft Expenses

The Pay Cycle Manager needs to know where payment data is staged and how the data is mapped to the corresponding tables in PeopleSoft Payables. This information is defined in a payment source, also known as a source transaction, on the pay cycle mapping page. Use the Accounts Payable, Payments, Pay Cycle Definition, Mapping navigation to access the Pycycl Map page.

PeopleSoft Expenses delivers these source transactions:

- EXPN for expense reports.
- EXAD for cash advances.

### Mapping a Pay Cycle for EXPN

When using the source transaction EXPN for Pay Cycle mapping, select these values:

Pay Cycle Mapping Field	Field Value
Input Record (Table) Name	EX_SHEET_PYMNT
Output Record to Update	EX_SHEET_PYMNT
Copy of Record to Update	EX_SHEET_CPY

### Mapping a Pay Cycle for EXAD

When using the source transaction EXAD for Pay Cycle mapping, select these values:

Pay Cycle Mapping Field	Field Value
Input Record (Table) Name	EX_ADVANCE_PYMNT
Output Record to Update	EX_ADVANCE_PYMNT
Copy of Record to Update	EX_ADVANCE_CPY

---

**Note.** When Pay Cycle Mapping is set up, the payment sources you define can be used any time without being defined again.

---

When defining a pay cycle, you must select *EXPN* as the source transaction for expense reports or *EXAD* as the source transaction for cash advances.

The SetID, Bank, Account, and Payment Method fields defined in the pay cycle must be identical to the corresponding fields you select when you review payments for cash advances, expense reports, and vendors.

---

## Integrating With PeopleSoft General Ledger

PeopleSoft Expenses stages expense data in EX\_ACCTG\_LINE for posting to PeopleSoft General Ledger. The Expenses accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for Expenses.

### See Also

Chapter 23, “Posting Expense Transactions,” page 387

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## Integrating With PeopleSoft Commitment Control

If your organization requires preapproval of travel expenses, you can use PeopleSoft Commitment Control to budget-check travel authorizations and expense reports. You can configure PeopleSoft Expenses approval rules to require budget-checking prior to approval or not. You may also elect to budget-check only expense reports. When a budget-checking exception occurs, you can navigate to the Commitment Control Exception page to view these errors directly from the Expenses page. Alternatively, you may navigate through the Portal menu to access these pages directly through the Commitment Control menu.

### See Also

Chapter 19, “Using Commitment Control With PeopleSoft Expenses,” page 343

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## Integrating With PeopleSoft Mobile Time and Expense

PeopleSoft Expenses integrates with PeopleSoft Mobile Time and Expense using Component Interfaces in conjunction with PeopleTools Mobile Agent. Mobile Agent moves data from Expenses to the mobile device.

### See Also

Chapter 25, “Managing Data for PeopleSoft Mobile Time and Expense,” page 401





## CHAPTER 6

# Defining Accounting Data for PeopleSoft Expenses

This chapter provides an overview of accounting-related data setup and discusses how to:

- Set up cash advance sources.
- Set up earnings codes.
- Set up expense billing codes.
- Set up expense types.
- Set up expense type groups.
- Set up local tax table.
- Set up reimbursement action codes.

---

## Understanding Accounting-Related Data Setup

PeopleSoft applications rely on tables to store business transactions and the structure and processing rules that drive your system. This chapter discusses how to define the components that make up some of the core of the PeopleSoft Expenses system. Each part that you develop becomes integral to the process by which the system collects expense information, imports data from outside sources, processes expense transactions, and provides data to the payables and general ledger systems.

### See Also

[Chapter 7, “Defining Location and Rates for PeopleSoft Expenses,” page 73](#)

[Chapter 8, “Defining Additional Required Data for PeopleSoft Expenses,” page 85](#)

[Chapter 11, “Mapping Expense Data,” page 117](#)

[Chapter 10, “Defining Expenses Processing Roles and Exceptions,” page 113](#)

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## Setting Up Cash Advance Sources

To set up cash advance sources, use the Cash Advance Source (EX\_ADVANCE\_SOURCE) component.

This section provides an overview of cash advance source setup and discusses how to:

- Define a cash advance source.
- Define cash advance recipients.

## Understanding Cash Advance Sources Setup

In order to set up cash advances, you need to define where cash advance funds originate and whether or not a particular funding source requires your system to create and generate payments. You also need to define whether the recipient of the cash advance is an expenses user or vendor. If you select the Vendor radio button, you must enter identification information for the vendor.

## Pages Used for Setting Up Cash Advance Sources

Page Name	Object Name	Navigation	Usage
Cash Advance Source	EX_ADV_SOURCE	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Cash Advance Source</li> <li>• Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Cash Advance Source</li> </ul>	Create and define a case advance source and its associated ChartFields.
Cash Advance Reimbursement Receipt	EX_ADV_REIMBURSE	Click the Reimbursement link on the Cash Advance Source page.	Define the recipient for the funds from this particular cash advance source.

## Defining a Cash Advance Source

Access the Cash Advance Source page.

**Cash Advance Source**

SetID: SHARE Advance Source: CHK

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900 \*Status: Active

\*Description: System Check

Short Description: Check

Account:

Alternate Account:

☐ Adjustment Advance

☐ Credit Card Default

☐ Gross Up Indicator

☒ Generate Payment

Customize | Find | View All First 1 of 1 Last

GL ChartFields 1	GL ChartFields 2				
Oper Unit	Fund	Dept	Program	Class	Bud Ref

Cash Advance Source page

**Advance Source**

Displays the identifier for a cash advance source.

**Adjustment Advance**

Select to make this cash advance source a preset value on expense documents, to be used when creating adjustment cash advances and post payment audit cash advances.

**Note.** If you select the Adjustment Advance check box, you cannot select the Generate Payment check box. If you do so, the system displays an error message.

**Credit Card Default**

Select if this cash advance source is created from a credit card feed.

**Gross Up Indicator**

Select if this source includes estimated income tax so that the recipient receives an after-tax amount.

**Generate Payment**

Select if granting a cash advance from this source requires a payment from your organization. Such sources might be system checks or electronic funds transfers, which cause your payables or payroll system to disburse funds to an employee. A cash advance source that generates a payment results in debiting the employee advance account that you specify in your accounting entry template. It also credits the cash account that you indicate in an external account when you define banks.

When you select this option, the system deactivates the ChartFields that are on the page.

When the Generate Payment check box is cleared, a cash advance from this source debits the employee advance account that you specify in your accounting entry template, which credits the ChartFields that you select to offset the employee advance debit.

## Defining Cash Advance Recipients

Access the Cash Advance Reimbursement Receipt page.

<b>Employee</b>	Select to generate payments to an employee.
<b>Vendor</b>	Select to generate payments to a vendor. Selecting this requires you to input vendor data.

---

## Setting Up Earnings Codes

To set up your earnings codes tables, use the Earnings Code (EX\_EARNINGS\_TBL) component.

This section provides an overview of earnings codes setup and lists the pages used to set up and define earnings codes.

### Understanding Earnings Codes Setup

You can use an earnings code to identify an expense reimbursement amount to the payroll system so that you do not process expense payments as payroll items. If you use PeopleSoft Payroll, you receive earnings codes from your payroll system. If you do not use PeopleSoft Payroll, use this page to create earnings codes for your payroll system. Because earnings codes are effective-dated, you can create more than one to use at predetermined times.

---

**Note.** Do not update earnings codes in your expense system if you use PeopleSoft Payroll. The system overrides these codes when PeopleSoft Payroll uses application messages (EARNINGS\_FULLSYNC and EARNINGS\_SYNC) to publish any earnings codes to PeopleSoft Expenses.

---

### Page Used to Set Up Earnings Codes

Page Name	Object Name	Navigation	Usage
Earnings Code	EX_EARNINGS_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Earnings Code</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Earnings Code</li> </ul>	Set up earnings codes to use for payroll reimbursements.

---

## Setting Up Expense Billing Codes

To set up expense billing codes, use the Expense Billing Code (EX\_BILL\_CD\_TBL) component.

This section discusses how to define expense billing codes.

## Page Used to Set Up Expense Billing Codes

Page Name	Object Name	Navigation	Usage
Expense Billing Code	EX_BILL_CD_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Billing Code</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Billing Code</li> </ul>	Create billing codes to identify expense items that are billable and charged to PeopleSoft Project Costing ChartFields. These items are then passed to PeopleSoft Project Costing and PeopleSoft Billing for processing.

## Defining Expense Billing Codes

Access the Expense Billing Code page.

<b>Default</b>	Select to make this billing code a preset value on expense documents.
<b>Billing Action</b>	Options are: <i>Billable</i> : Select to identify an expense that is chargeable to a client. <i>Internal</i> : Select to charge an expense item to accounts that are within the organization. <i>Nonbillable</i> : Select to identify a project-related expense that is not billable to anyone.

PeopleSoft Expenses delivers the values of *Billable*, *Internal*, and *Nonbillable*; however, you can add rows to designate more billing codes. Billing codes are effective-dated, so you can create more than one set of definitions that are to be used at predetermined times.

---

## Setting Up Expense Types

To set up expense types, use the Expense Type (EX\_EXPENSE\_TYPE) component. Use the EX\_TYPES\_SETUP component interface to load data into the table for this component.

This section provides an overview of expense types setup and discusses how to:

- Define expense type usage and requirements.
- Define accounting distribution defaults.
- Define per diem and merchant parameters.

## Understanding Expense Types Setup

The expense types feature lets you identify and classify valid business expenses that employees incur. When you process an expense report, the billing code determines the group to which it belongs and the set of accounts to charge.

If you use PeopleSoft Billing, an expense item must be billable and charged to PeopleSoft Project Costing ChartFields in order for both applications to process it. Project costing expense items with this billing action are the only ones that PeopleSoft Project Costing selects on the billing worksheet and sends to PeopleSoft Billing for subsequent invoicing.

---

**Note.** To make an expense type part of an expense type group, define the group before you define the location.

---

### See Also

Chapter 6, “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Type Groups, page 70

## Pages Used to Set Up Expense Types

Page Name	Object Name	Navigation	Usage
Expense Types 1	EX_EXPENSE_TYPES1	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type</li> </ul>	Define usage and requirements for an expense type.
Expense Types 2	EX_EXPENSE_TYPES2	Click the Expense Types 2 tab on the Expense Types 1 page.	<p>Define accounting distribution defaults for the expense type’s billing codes.</p> <p>Also define the accounts that are used for overage amounts. For example, if an employee charges an amount that is greater than the per diem amount, the overage/unallowable amount can be booked to a different account.</p>
Expense Types 3	EX_EXPENSE_TYPES3	Click the Expense Types 3 tab of the Expense Types 1 or Expense Types 2 page.	Define parameters for per diems, preferred merchants, or both.

## Defining Expense Type Usage and Requirements

Access the Expense Types 1 page.

Expense Types 1		Expense Types 2		Expense Types 3	
<b>Expense Types 1</b>					
SetID: SHARE		Expense Type: DINNER			
Find   View All First 1 of 1 Last					
*Effective Date:	01/01/1900	*Status:	Active		
*Description:	Dinner				
Short Description:	Dinner				
Physical Nature:	Services				
BenchMark Threshold %:	0.0000		VAT Default		
<b>Required Fields</b> <input checked="" type="checkbox"/> Description <input type="checkbox"/> Merchant <input checked="" type="checkbox"/> Location <input type="checkbox"/> Preferred Merchant <input type="checkbox"/> Originating Location <input type="checkbox"/> Number of Passengers <input type="checkbox"/> Transportation Type			<b>Tax Related Indicators</b> <input type="checkbox"/> Items with Tax Implications <input type="checkbox"/> Gross Up Indicator		
<b>Expense Type Edit</b> <input type="radio"/> None <input type="radio"/> Airfare <input type="radio"/> Hotel <input checked="" type="radio"/> Attendees <input type="radio"/> Automobile <input type="radio"/> Rental <input type="radio"/> Per Diem <input type="radio"/> Per Diem Lodging			<b>Rate Retrieval Table</b> <input checked="" type="radio"/> Location Amount Table <input type="radio"/> Per Diem Table		

Expense Types 1 page

**Physical Nature**Select *Goods* or *Services* to determine the value-added tax (VAT) treatment.**BenchMark Threshold %**  
(percentage)

Enter a percentage if you use benchmark data. This figure represents the percentage that can exceed the benchmark amount when employees select this expense type on an expense report.

**VAT Default**

Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page that is used to set up the VAT defaults for all PeopleSoft applications processing VAT transactions. On this page, you can define expense type defaults as applicable.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT).”

**Required Fields**

Select options to designate mandatory fields for employees to complete on expense reports when they select this expense type.

**Description**

Select to require employees to enter a description of the expense type.

<b>Preferred Merchant</b>	Select to require employees to use preferred merchants that are associated with the expense type. If an employee does not select a preferred merchant, the system asks for a reason. If you select to require employees to use preferred merchants, then you must also set up one or more preferred merchants on the Expenses Types 3 page.
<b>Transportation Type</b>	Select to indicate that an expense type requires a transportation type for tracking reimbursable mileage. The Transportation Type field appears when the user selects this expense type, and the system requires a value.
<b>Merchant</b>	Select to require employees to enter a merchant or vendor for an expense type. This does not need to be a preferred merchant.
<b>Originating Location</b>	Select to require employees to enter their starting points for an expense type, such as airfare.
<b>Location</b>	Select to require employees to enter where charges for the expense type occurred. This field is important when calculating per diem reimbursements.
<b>Number of Passengers</b>	Select to indicate that the number of passengers is required for this expense type. This field is informational only.

### Tax Related Indicators

Tax-related indicators flag an expense type that is taxable for the reimbursed employee.

<b>Items with Tax Implications</b>	Select if the expense type, such as an airline ticket that is associated with moving an employee's family, is subject to income tax.
<b>Gross Up Indicator</b>	Select if estimated taxes are added to the expense type to reimburse an employee for a committed amount. For example, if 1,000 USD is promised as a lump-sum payment for moving costs and the employee's income tax rate is about 28 percent, gross up the payment to 1,280 USD.

### Expense Type Edit

You can make further specifications when you're using a particular expense type in an expense report.

<b>None</b>	Select if no editing is required.
<b>Attendees</b>	Select to require employees to provide names and organizations for individuals attending a function that is a business expense.
<b>Per Diem</b>	Select to prompt for input of times that include the start and end of the business day. Activates a per diem information button in an expense report, enabling the employee to select meals that another party, such as a vendor or lodging establishment, provides. The expense system can then deduct the appropriate amount from the per diem for that day.
<b>Airfare</b>	Select to require an airline ticket number.
<b>Automobile</b>	Select to require the distance to calculate reimbursement when using a personal automobile for business purposes. You must also define a distance rate for this expense type.



**Per Diem Lodging** Select to indicate lodging where an employee stays with a family or a friend while on a business trip.

**Hotel** Select to require the number of nights that are spent in a hotel.

**Rental** Reserved for future functionality.

## Rate Retrieval Table

**Location Amount Table** Select to use location amounts that are determined either by the company or data sources such as Runzheimer or CONUS.

**Per Diem Table** Select to use government-specified amounts that are related to location per diems. This table allows you to set up hourly or daily ranges so that you can prorate amounts.

## Defining Accounting Distribution Defaults

Access the Expense Types 2 page.

**Expense Types 2**

SetID: SHARE Expense Type: DINNER Dinner

Effective Date: 01/01/1900 Status: Active

Expense Type Group: Meals

**General Ledger ChartField Setup**

Fetch	Overage	Billing Type	Dflt Group	Account	Alt Acct	Oper Unit	Fund	Dept
Fetch	<input type="checkbox"/>	Billable	<input checked="" type="checkbox"/>					
Fetch	<input checked="" type="checkbox"/>	Billable	<input type="checkbox"/>	120075				
Fetch	<input type="checkbox"/>	Internal	<input checked="" type="checkbox"/>					
Fetch	<input type="checkbox"/>	Nonbillable	<input checked="" type="checkbox"/>					

Expense Types 2 page

**Expense Type Group** Select a group to associate with this expense type.

## GL ChartFields 1 Tab

**Fetch** Select to populate the ChartFields with the same defaults that you define for the selected expense type group. This is only available if Dflt Group is not selected.

**Overage** Select if you want amounts exceeding a per diem amount to be booked to a different set of ChartFields.

---

**Note.** In order to select the Overage check box, you must first select Allow Per Diem Overage on the Installation Options - Expenses page.

---

**Billing Type**

Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers values of *Billable*, *Internal*, or *Nonbillable*.

**Dflt Group** (default group)      Select to use the group defaults for this expense type's billing codes.

Select the appropriate ChartField as the accounting distribution default when this expense type is associated with the billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

---

**Note.** If any ChartField (other than account) is associated with this expense type and the expense type is used on an expense report, the expense type accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only account and, if applicable, alternate account.

---

---

**Note.** If you do not use PeopleSoft Project Costing, you do not need to define ChartFields for the billable or nonbillable options.

---

## Defining Per Diem and Merchant Parameters

Access the Expense Types 3 page.

Expense Types 1
Expense Types 2
**Expense Types 3**

---

### Expense Types 3

**SetID:** SHARE      **Expense Type:** PERDIEM      Per Diem Germany

Find | View All      First ◀ 1 of 1 ▶ Last

**Effective Date:** 01/01/1900      **Status:** Active      + -

**Expense Type Group:** Per Diem

**Per Diem Deductions**      Customize | Find | ◻      First ◀ 1-3 of 3 ▶ Last

	*Expense Type	Description	Deduction Percentage		
1	BRKFAST	Breakfast	15.00	+...	-
2	DINNER	Dinner	25.00	+...	-
3	LUNCH	Lunch	20.00	+...	-

**Preferred Merchant**      Customize | Find | ◻      First ◀ 1 of 1 ▶ Last

	*Preferred Merchant		
1	<input type="text"/>	+...	-

Expense Types 3 page

**Expense Type**

Select the expense types to use to define a per diem expense type.

**Deduction Percentage**

Select the percentage to deduct for each expense type that you establish. When the employee selects this per diem expense type, they can select some or all of the expense types that are associated with the per diem. In the example that appears in the illustration, if an employee selects breakfast and lunch, PeopleSoft Expenses deducts 35 percent of the reimbursable total (15 percent for breakfast and 20 percent for lunch) from the per diem amount. 100 EUR is the total amount for an employee's per diem. If the employee selects the deduction for breakfast (15%), then Expenses reduces the employee's 100 EUR per diem by 15% or 15 EUR. The employee then only gets back 85 EUR because that amount is outside of the per diem allowance.

**Preferred Merchant**

If applicable, select for this expense type. You can add more rows to create a list of merchants that you require employees to use. If the expense type appears in an expense report and the employee did not use a preferred merchant, the line item requires an explanation and could be flagged for auditing.

# Setting Up Expense Type Groups

To set up expense type groups, use the Expense Type Group (EX\_EXP\_TYPE\_GRP) component.

This section discusses how to define expense type groups.

## Page Used to Set Up Expense Type Groups

Page Name	Object Name	Navigation	Usage
Expense Type Group	EX_TYPE_GRP	<ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type Group</li><li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Expense Type Group</li></ul>	Create a group to collect and classify expense types for reporting and tracking.

## Defining Expense Type Groups

Access the Expense Type Group page.

Expense Type Group

SetID: SHAREExpense Type Group: MEALS

Find | View AllFirst1 of 1Last

\*Effective Date:01/01/1900

\*Status:Active

\*Description:Meals

Short Description:Meals

GL ChartFields 1GL ChartFields 2

Customize | Find | View All | First1-4 of 6Last

	Overage	Billing Type	Account	Alternate Account	Oper Unit	Fund	Department		
1	<input type="checkbox"/>	Billable	120055						
2	<input checked="" type="checkbox"/>	Billable	120600						
3	<input type="checkbox"/>	Internal	650055						
4	<input checked="" type="checkbox"/>	Internal	650040						

Expense Type Group page

- Overage

Select if you want amounts exceeding a per diem amount to be booked to a different set of ChartFields.
- Billing Code

Select a billing type for which you want to define ChartFields to use for the expense type. PeopleSoft Expenses delivers the billing type values of *Billable*, *Internal*, or *Nonbillable*.

In the remaining columns, select the accounting distribution defaults when a member of this expense type group is associated with the selected billing code in an expense report. Create other rows to designate additional charged accounts for different billing codes.

---

**Note.** If any ChartField (other than account) is associated with this expense type group and an expense type group is used on an expense report, the expense type group accounting overrides the default for the expense transaction at the header level. However, if you change the accounting ChartFields at the transaction line level, the system uses only account and, if applicable, alternate account.

---



---

**Note.** If you do not use PeopleSoft Project Costing, you do not need to define ChartFields for the billable or nonbillable options.

---

## Setting Up Local Tax Tables

To set up location tax tables, use the Local Tax Table (LOCAL\_TAX\_TBL) component. Use the EX\_LOCAL\_TAX\_SETUP component interface to load data into the table for this component.

This section provides an overview of local tax table setup and discusses how to set up local tax tables.

### Understanding Local Tax Table Setup

Defining local tax tables enables employees to enter time reports that indicate different tax localities than are normally used. Time reports are sent to PeopleSoft Time and Labor, which passes them on to PeopleSoft Payroll. The payroll system then uses the local tax table from the time report to calculate applicable taxes.

### Page Used to Set Up Local Tax Tables

Page Name	Object Name	Navigation	Usage
Local Tax Table	LOCAL_TAX_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Local Tax Table</li> <li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Local Tax Table</li> </ul>	Define local tax tables for states and localities in the United States and its territories.

### Defining Local Tax Tables

Access the Local Tax Table page.

The local tax table is effective-dated, so you can create more than one definition to use at predetermined times.

---

## Setting Up Reimbursement Action Codes

To set up reimbursement action codes, use the Reimbursement Action Code component.

This section provides an overview of reimbursement action codes setup and lists the page used to set up reimbursement action codes.

### Understanding Reimbursement Action Codes Setup

If an expense report line item is denied in the approval or auditing process, you must select one of the defined action codes to explain the reason.

### Page Used to Set Up Reimbursement Action Codes

Page Name	Object Name	Navigation	Usage
Reimbursement Action Code	EX_REIMB_ACTIONS	<ul style="list-style-type: none"><li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Reimbursement Action Code</li><li>Travel and Expense, T and E Administration Center, Define Expense System, Accounting Data, Reimbursement Action Code</li></ul>	Set up codes to communicate your organization's policies regarding the reason an expense item is denied.

## CHAPTER 7

# Defining Location and Rates for PeopleSoft Expenses

This chapter provides an overview of locations and rates and discusses how to:

- Set up distance rates.
- Set up expense locations and amounts.
- Set up per diems.
- Set up transportation types.

---

## Understanding Location and Rates

When employees use their own cars for business purposes, they are typically reimbursed based on how far they must drive. PeopleSoft Expenses allows you to set up and define distance rates based on kilometers or miles, and you can apply a standard rate or a varied rate with which to calculate reimbursements to employees. Define distance rates for various base countries, with each combination tied to an expense type.

With PeopleSoft Expenses, you can create an expense location to use for expense reports, create classifications for groups of travel destinations, and establish spending limits for business travel. You can also define per diem ranges and establish amounts to reimburse employees within a per diem range. PeopleSoft Expenses uses expense locations for value-added tax (VAT) processing on expense reports to determine the consumption country and consumption state.

To determine the need for exception comments for expense report expense items that exceed authorized spending amounts, PeopleSoft Expenses looks first for a limit in the Location Amount or Per Diem Amount table based on the transaction currency. If the system finds a limit, it compares the amount with the transaction amount that is entered on the expense report and determines if an exception comment is required.

If the system does not find a limit for the location based on the transaction currency, it next looks for a limit based on the employee's base currency. If the system finds a limit based on the employee's base currency, it compares the amount with the calculated base amount that is on the expense report and determine if an exception comment is required.

---

## Setting Up Distance Rates

To set up distance rates, use the Distance Rate (EX\_AUTO\_RT\_TBL) component. Use the EX\_AUTO\_RATE\_SETUP component interface to load data into the table for this component.

This section discusses how to define distance rates.

Before you can establish a distance rate, you must:

- Create an expense type (such as *Mileage*) to which the distance rate is applied.
- Select an expense type edit of *Automobile* for the expense type.

## Page Used to Set Up Distance Rates

Page Name	Object Name	Navigation	Usage
Distance Rate	EX_AUTO_RT_TBL	<ul style="list-style-type: none"><li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Distance Rate</li><li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Distance Rate</li></ul>	Define distance rates for various base countries, with each combination tied to an expense type.

## Defining Distance Rates

Access the Distance Rate page.



### Distance Rate

**SetID:** SHARE  
**Expense Type:** MILEAGE Mileage  
**Country:** FRA

Find | View All
 First 1 of 1 Last

**\*Effective Date:** 01/01/1900 
**Status:** Active

**Distance Type:** ☒ Kilometers ☐ Miles

**Distance Rate Type:** ☐ Standard Rate ☒ Varied Rate ☐ Split Rate

**Standard Distance Rate:** 
**\*Currency:** FRF

Varied Distance Rates						
*Transportation Type	Description	From Distance	Through Distance	*Distance Rate	Rate Adjustment Factor	
TYP0	HP=<5	0	5000	2.9250		
TYP0	HP=<5	5001	20000	1.6010	5856.1700	
TYP0	HP=<5	20001	99999	1.9320		
TYP1	6&7 HP	0	5000	3.1880		
TYP1	6&7 HP	5001	20000	1.7770	7056.4100	
TYP1	6&7 HP	20001	99999	2.1300		

Distance Rate page

**Distance Type**Select either *Kilometers* or *Miles*.**Distance Rate Type**

Select *Standard Rate* when mileage reimbursement is not dependent on miles or kilometers traveled. If selected, PeopleSoft Expenses uses the Standard Distance Rate field to determine reimbursement.

Select *Varied Rate* to have PeopleSoft Expenses determine reimbursement based on the distance traveled by the employee for a particular transportation type.

**Split Rate**

Select *Split Rate* to have PeopleSoft Expenses calculate reimbursement based on the distance that falls in each row in the Varied Distance Rates grid when the distance that is traveled spans multiple distance rate rows. In other words, Expenses can take one distance traveled amount and apply two different rates to calculate a reimbursement amount.

If *Split Rate* is not selected, and the accumulated distance spans multiple distance rate rows, PeopleSoft Expenses uses the rate that is in the highest distance rate row in the Varied Distance Rate grid to calculate the entire reimburseable amount.

For example: Kilometers 0 through 5,000 has a distance rate of 2.925 EUR; kilometers 5,001 through 20,000 has a distance rate of 1.601 EUR.

The accumulated miles are 4,925, and you travel 100 kilometers. If *Split Rate* is selected, PeopleSoft Expenses calculates 75 kilometers at 2.925 EUR and 25 kilometers at 1.601 EUR. If *Split Rate* is not selected, Expenses calculates 100 kilometers at 1.601 EUR.

---

**Note.** The Split Rate check box is only available if you select *Varied Rate* for the distance rate type.

---

<b>Standard Distance Rate</b>	If the Distance Rate Type is <i>Standard Rate</i> , indicate the monetary amount to reimburse per unit that is driven.
<b>Currency</b>	Enter a currency to use for the distance rate. If the employee's base currency is different from the currency that is on the Distance Rate page, PeopleSoft Expenses converts the amount to the employee's base currency.

### Varied Distance Rates

<b>Transportation Type</b>	Designate modes of transportation that employees use. For instance, in many countries, mileage is reimbursed based on the horsepower of the car that is driven, so the transportation types would be 3HP, 4HP, and so on.
<b>From Distance and Through Distance</b>	Enter the beginning or end of a range in which an employee is reimbursed a particular distance rate. The range is for cumulative mileage that is driven by an employee in a calendar year.
<b>Distance Rate</b>	Enter the rate at which to reimburse an employee within the specified range.
<b>Rate Adjustment Factor</b>	<p>Enter a rate to create a sliding scale for auto mileage reimbursement. This factor is used in the formula to determine the mileage rate reimbursement, which is based on distance rate and distance that is accumulated (in miles or kilometers) that an employee travels in a calendar year.</p> <p>The rate adjustment factor is used in countries such as France and Belgium. The rate that results is determined by this formula:</p> $\text{Adjusted Distance Rate} = ((\text{Distance Rate} * \text{Total Distance}) + \text{Rate Adjustment Factor}) / \text{Total Distance}$

---

## Setting Up Expense Locations and Amounts

To set up expense locations and amounts, use the following components:

- Expense Location (EX\_LOCATION)
- Expense Location Group (EX\_LOCATION\_GRP)
- Expense Location Amount (EX\_LOC\_AMOUNT)

Use the EX\_LOCATION\_SETUP component interface to load data into the expense location table and the EX\_LOC\_AMT\_SETUP component interface to load data into the expense location amount table.

This section provides an overview of expense locations and amounts and discusses how to:

- Define expense locations.
- Define spending limits for expense locations.

## Understanding Expense Locations and Amounts

Different travel destinations have different costs; for example, you might expect employees to pay more for a hotel in Japan than in Mexico. To ensure that submitted expenses accurately reflect regions' prevailing prices, when you define an expense type, you can require employees to enter transaction locations. This feature also lets you track how much your organization spends in particular cities, as well as groups of cities, and extract information about groups (such as Europe).

Defining expense location amounts also enables you to establish authorized spending limits for a particular expense type in various currencies. PeopleSoft Expenses can then compare how much an employee spends at a destination (after appropriate exchange rates are applied) to the amount that your organization establishes as acceptable.

Locations and location groups are effective-dated, so you can create more than one definition to be used at predetermined times.

---

**Note.** To make an expense location part of an expense location group, define the group before you define the location. Before you create location amounts, you must create expense types and locations.

---

### See Also

Chapter 6, “Defining Accounting Data for PeopleSoft Expenses,” Setting Up Expense Types, page 63

## Pages Used to Set Up Expense Locations and Amounts

Page Name	Object Name	Navigation	Usage
Expense Location Group	EX_LOCATION_GRP	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Group</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Group</li> </ul>	Create a common classification (such as Europe) for a group of travel destinations.
Expense Location	EX_LOCATION	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location</li> </ul>	Create an expense location that is to be used on an expense report.
Expense Location Amount	EX_LOC_AMOUNT	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Location, Expense Location Amount</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Expense Location Amount</li> </ul>	Establish spending limits for business travel in a particular location.

## Defining Expense Locations

Access the Expense Location page.

**Expense Location**

**SetID:** SHARE **Expense Location:** BORD

Find | View All First 1 of 1 Last

**\*Effective Date:** 01/01/1900 **\*Status:** Active

**\*Description:** BORDEAUX, France

**Short Description:** France

**Location Group:**

**\*Country:** FRA France

**State:** 33 Gironde

Expense Location page

**Location Group**

Link the expense location to a predefined expense location group.

**Note.** Although you are not required to set up State, PeopleSoft Expenses looks at the field to autopopulate state for VAT processing during expense report entry.

## Defining Spending Limits for Expense Locations

Access the Expense Location Amount page.

**Expense Location Amount**

**SetID:** SHARE **Expense Type:** DINNER Dinner **Currency:** CAD

Find | View All First 1 of 1 Last

**\*Effective Date:** 01/01/1900 **\*Status:** Inactive

Customize | Find | First 1-3 of 3 Last

Location	Start of Season	End of Season	*Season	Data Source	Active Average Amount	Active High Amount	Active Low Amount
QUEB Quebec - Canada	01/01	12/31	None	User Input	25.00 CAD	25.25 CAD	24.05 CAD
TORO Toronto - Canada	01/01	12/31	None	User Input	23.30 CAD	23.47 CAD	22.35 CAD
VANCV Vancouver - Canada	01/01	12/31	None	User Input	22.60 CAD	22.73 CAD	21.65 CAD

Expense Location Amount page

**Note.** Multiple views of this page are available by clicking the tabs that are in the scroll area. Fields that are common to all views are documented first.

All tabs display the following information:

<b>Location</b>	Geographical site (such as a city, state, or office).
<b>Start of Season</b>	Beginning date that is used for locations where rates vary (perhaps due to tourism).
<b>End of Season</b>	Ending date that is used for locations where rates vary (perhaps due to tourism).
<b>Season</b>	Select whether this location amount is <i>In</i> season, <i>Out</i> of season, <i>MidSeas</i> (mid-season), or <i>None</i> .
<b>Data Source</b>	Origin of expense location amounts. This value can be entered manually or loaded from an external source such as Runzheimer or CONUS.

### Active Amounts Tab

<b>Active Average Amount</b>	Displays the current mean value for the location amount that is used for online comparison to the amount that is on an expense line.
<b>Active High Amount and Active Low Amount</b>	Displays the current maximum and minimum for the location amount.

### Benchmark Amounts Tab

If you loaded benchmark data into your expense tables, the following appears:

<b>Benchmark Average Amount</b>	Displays the mean value of the location amount benchmark. The grid on the right displays the amount's currency.
<b>Benchmark High Amount</b>	Displays the maximum value of the location amount benchmark.
<b>Benchmark Low Amount</b>	Displays the minimum value of the location amount benchmark.

### Other Tab

This tab tracks the following update information for audit purposes:

<b>Last Update User ID</b>	Displays the user ID that is used to make the most recent modification to this row.
<b>Last Update Date/Time</b>	Displays the date and time of the most recent modification to this row.

Add rows to designate more expense location amounts.

---

## Setting Up Per Diems

To set up per diem ranges and amounts, use the following components:

- Per Diem Amounts (EX\_PER\_DIEM\_AMT)
- Per Diem Range (EX\_PER\_DIEM\_RANGE)

This section provides an overview of per diem setup and discusses how to:

- Define per diem ranges.
- Define per diem amounts.

## Understanding Per Diem Setup

The Per Diem Amount table is keyed by country, so the employee's country, which is based on the base business unit that is set up in the employee profile, determines the per diem rates that are fetched from the table. The ranges that you establish by country on the Per Diem Range page determine how per diem amounts are defined (i.e. the column headings in the Per Diem Amount page are based on the specified ranges).

## Pages Used to Set Up Per Diems

Page Name	Object Name	Navigation	Usage
Per Diem Range	EX_PER_DIEM_RANGE	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Range</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Range</li> <li>• Click the Per Diem Range Setup link on the Per Diem Amount page.</li> </ul>	Allows companies to set up hourly or daily ranges to define per diem reimbursement percentages.
Per Diem Amount	EX_PER_DIEM_AMT	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Location, Per Diem Amount</li> <li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Per Diem Amount</li> <li>• Click the Per Diem Amount Setup link on the Per Diem Range page.</li> </ul>	Sets the amount that an employee is reimbursed within a per diem range.

## Defining Per Diem Ranges

Access the Per Diem Range page.

**Per Diem Range**

**SetID:** SHARE **Range ID:** DAYS

**\*Effective Date:** 01/01/1900 **\*Status:** Active

**Description:** Per diem range Days

**Range Type:** Daily

Country		From Value	To Value	From Value	To Value	From Value	To Value	From Value	To Value		
CHE	Switzerland	0	5	6	12	13	999	0	0	+	-
FRA	France	0	2	3	10	11	20	21	999	+	-

[Per Diem Amount Setup](#)

Per Diem Range page

### Range Type

Select *Daily* or *Hourly*. Daily allows you to increase reimbursement if an employee is on a longer-than-normal business trip. Hourly allows you to incrementally reimburse per diem amounts based on a 24-hour period.

### Country

Select a country to set up with a per diem range.

### From Value and To Value

Enter the start and end of the range in hours or days. You can enter up to four ranges. The system displays these ranges on the Per Diem Amount page.

## Defining Per Diem Amounts

Access the Per Diem Amount page.



**Per Diem Amount**

**SetID:** SHARE      **Expense Type:** PERDIEM    Per Diem Germany  
**Country:** FRA      **Currency Code:** EUR

**\*Effective Date:** 01/01/1900      **\*Status:** Active      **Range ID:** DAYS    Per diem range Days      [Copy Govt to Active Rates](#)

**Government Amounts**    **Active Amounts**    **Lodging Amount**    [Per Diem Range Setup](#)

Location	Government 0 To 2 Days	Government 3 To 10 Days	Government 11 To 20 Days	Government 21 To 999 Days
LYON    Lyon, France	55.00 EUR	65.00 EUR	75.00 EUR	85.00 EUR
PARIS    Paris - France	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR

Per Diem Amount page

### Range ID

You establish the range IDs on the Per Diem Range page. This controls the column headings on this page. The range is in days or hours, depending on what you set up on the Per Diem Range page.

### Copy Govt to Active

**Rates** (copy government to active rates)

Click to populate the active amounts with the government rates.

Government rates are published on a website or are mailed to customers; however, they are not downloadable to PeopleSoft Expenses at this time. If you manually input the government rates in the Government Amounts tab, you can copy those rates to the Active Amounts tab where you can change the rates if needed.

## Government Amounts Tab

### Location

Select the location to apply a per diem rate.

### Active Amounts Tab

PeopleSoft Expenses uses these amounts during expense report entry.

### Lodging Amount Tab

#### Per Diem Lodging Amount

Enter a per diem rate to reimburse employees who stay with family or friends while on business trips. (Some European countries use this as an employee bonus.)

## Setting Up Transportation Types

To set up transportation types, use the Transportation Types (EX\_TRNSPT\_TYPE) component.

This section lists the page used to set up transportation types.

## Page Used to Set Up Transportation Type

Page Name	Object Name	Navigation	Usage
Transportation Types	EX_TRNSPT_TYPES	<ul style="list-style-type: none"><li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Transportation Types</li><li>• Travel and Expenses, T and E Administration Center, Define Expense System, Locations and Rates, Transportation Types</li></ul>	Define car types by setID.

## CHAPTER 8

# Defining Additional Required Data for PeopleSoft Expenses

This chapter discusses how to define:

- Business purposes.
- Credit card vendors.
- Email messages for notifications.
- Payment types.
- Preferred merchants.
- Templates.
- Time reporting codes.

---

## Setting Up Business Purposes

To define business purposes, use the Business Purpose (EX\_PURPOSE) component.

This section provides an overview of business purposes and lists the page used to setup and define business purposes.

## Understanding Business Purposes

With PeopleSoft Expenses, you can create business purposes that justify business expenses. For consistency in reporting and analysis, you can also use business purposes to sort and total expenses, which lets you see how much your company spends on meetings, trade shows, customer visits, and other items.

## Page Used to Set Up Business Purposes

Page Name	Object Name	Navigation	Usage
Business Purpose	EX_PURPOSE	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Business Purpose</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Business Purpose</li> </ul>	Create business purposes that justify a business expense as a corporate tax deduction.

## Defining Business Purposes

Access the Business Purpose page.

**Business Purpose**

**SetID:** SHARE    **Business Purpose:** 00003

Find   View All		First	1 of 1	Last
<b>*Effective Date:</b>	01/01/1900	<b>*Status:</b>	Active	
<b>*Description:</b>	Technical Training			
<b>Short Description:</b>	TechTrain			

Business Purpose page

### Business Purpose

Assign this unique identifier for the type of business expense you want to track. Because the business purpose is effective-dated, you can create more than one set of descriptions to use at predetermined times.

## Setting Up Credit Card Vendors

To define credit card vendors, use the Corporate Card Vendor (CC\_CARD\_TBL) component.

This section discusses how to define credit card vendors.

## Understanding Setting Up Credit Card Vendors

Link vendor IDs with your organization's corporate ID number to ensure that the transactions you receive from the vendors are legitimate charges from your employees.

## Page Used to Set Up Corporate Credit Card Vendors

Page Name	Object Name	Navigation	Usage
Corporate Card Vendor	CC_CARD_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Corporate Card Vendor</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Corporate Card Vendor</li> </ul>	Define credit card vendors so that your expense system can process credit card transactions.

## Setting Up a Corporate Credit Card Vendor

Access the Corporate Card Vendor page.

Corporate Card Vendor

SetID: SHARE
Card Issuer: AMEX

Credit Card Provider Record

Find | View All First 1 of 1 Last

\*Effective Date:

01/01/2000

+

-

\*Status:

Active

▼

\*Description:

American Express

\*Short Description:

AMEX

Vendor SetID:

SHARE

🔍

Vendor ID:

USA0000030

🔍

American Express (Credit Credit #3)

Corporate Number:

☒ Bill Includes tax (if applied)

☐ Bill Includes VAT (if applied)

VAT Default

Notify Pending Reconciliations

☐

Grace Period

Amount Limits

Some countries allow credit card statements to be used in lieu of actual receipts for VAT tax reporting purposes. If a country allows this type of reporting for the above Credit Card Provider, please enter that information here.

▼ VAT Country

Customize | Find | View All | 📊 First 1 of 1 Last

	*Country	Description		
1			+	-

Corporate Card Vendor page

---

**Warning!** You must set up corporate card vendors using these card issuer names: AMEX for American Express, VISA for Visa International, DINER for Diners Club, MC for MasterCard, and USB for US Bank. If you do not use these specific card issuer names, the EX\_LOAD\_[vendor] Application Engine process will not load credit card data.

---

## Credit Card Provider Record

<b>Corporate Number</b>	Enter your company's identifier for the selected vendor.
<b>Bill Includes tax (if applied) and Notify Pending Reconciliations</b>	Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.
<b>Bill Includes VAT (if applied)</b>	Not applicable for PeopleSoft Expenses but used by PeopleSoft Purchasing.
<b>VAT Default</b>	<p>Click to access the VAT Defaults Setup page.</p> <p>The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you can define corporate credit card vendor defaults as applicable.</p> <p>See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i>, "Working with Value Added Taxes (VAT)."</p>

## Amount Limits

This section is not applicable to PeopleSoft Expenses.

---

## Setting Up Notifications

To set up email messages that notify employees about expense-related events, use the Email Message (EX\_EMAIL\_MESSAGES) component.

This section discusses how to define:

- Email messages for notifications.
- System workflow rules.
- Employee notifications.

## Understanding Email Notifications

If you use PeopleSoft Workflow, your expense system can send email notifications about expense-related events. A message can include the status of an expense document in addition to dates, amounts, and so forth. To implement a notification system, you either set up email messages that events trigger or define system workflow rules and run a process to send notifications about things such as expense payments or overdue items.

## Pages Used to Set Up Notifications

Page Name	Object Name	Navigation	Usage
Email Message	EX_EMAIL_MESSAGES	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Email Message</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Email Message</li> </ul>	Set up email messages that notify employees about expense-related events.
System Workflow Rules	EX_SYS_WF_RULES	Set Up Financials/Supply Chain, Common Definitions, Workflow, System Rules  Travel and Expenses, Define Security, Workflow Rules	Set up email or worklist notifications for various transactions.
Employee Notification	RUN_EX_EMPNOTIFY	Travel and Expenses, Employee Information, Process Employee Notifications	Notify employees about expense-related events.  The PeopleSoft Process Scheduler runs the EX_EMPNOTIFY process at user-defined intervals and sends out notifications based on the parameters you select.

## Defining Email Messages for Notifications

Access the Email Message page.

**Email Message**

**SetID:** SHARE      **Message Selection:** Travel Authorization

Find | View All    First 1 of 6 Last

**\*Message Event:** Approved      **\*Message Active:** Active      + -

**Email Message**

☒ Submit Date      ☒ Business Purpose  
☒ Total Amount      ☒ Amount Due Employee  
☒ Transaction Dates  
☐ Line Number

**\*Subject:**  
 Travel Authorization Approved

**Email Note Text:**  
 This is to inform you that your travel authorization has been approved.

Email Message page

<b>Message Event</b>	<p>Select one of the following to designate when to have the system send the message:</p> <p><i>Approved:</i> Document is approved.</p> <p><i>Denied:</i> Document is not approved.</p> <p><i>Line Denied:</i> Document contains one or more denied items.</p> <p><i>On Hold:</i> Document awaits further action.</p> <p><i>Request:</i> Document is submitted and awaiting approval.</p> <p><i>Returned:</i> Document is sent back to the employee for further action.</p>
<b>Message Active</b>	Select <i>Active</i> or <i>Inactive</i> .
<b>Email Message</b>	Select which fields from the expense document to include in the email.
<b>Subject</b>	Enter a subject for your email message.
<b>Email Note Text</b>	Enter a message to send each time the message event occurs.

### See Also

*PeopleTools PeopleBook: PeopleSoft Workflow, "Administering Workflow," Setting Notification Options*

## Defining System Workflow Rules

Access the System Workflow Rules page.

To set up workflow rules for PeopleSoft Expenses:

1. Select *Expenses* in the Transaction Category field.
2. In the Workflow Rule field, select one of the following:
  - *Email* to send notifications to users via electronic mail.
  - *Worklist* to place an entry on the user's worklist.
  - *Both* to notify by email and worklist.
3. Select notify options: *Notify User - Entry*, *Notify - All*, or *Notify - Final Disposition*.

### See Also

*PeopleTools PeopleBook: PeopleSoft Workflow, "Administering Workflow," Administering Workflow*

## Defining Employee Notifications

Access the Employee Notification page.

<b>Employee Notification</b>	<p>Select an employee notification event:</p> <p><i>Employee Payments:</i> Payment has been processed from a cash advance or expense report.</p>
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*New Credit Card Transaction:* If your organization receives corporate credit card feeds, employees are notified when they need to process new transactions linked to their employee profiles.

*Overdue Advances:* Employees are notified when they have outstanding cash advances that have not been reconciled to an expense report within a defined time period.

*Overdue Credit Card Txn* (overdue credit card transaction): Employees are notified of outstanding credit card transactions not selected for processing in an expense report because too much time has passed. Your organization defines the overdue period.

---

## Setting Up Payment Types

To set up payment types, use the Payment Type (EX\_EXPEND\_MTHD) component.

This section discusses how to define payment types.

### Page Used to Set Up Payment Types

Page Name	Object Name	Navigation	Usage
Payment Type	EX_EXPEND_MTHD	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Payment Type</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Payment Type</li> </ul>	Create payment types that show how an expense item was paid for on an expense report.

### Defining Payment Types

Access the Payment Type page.

**Payment Type**

**SetID:** SHARE **Payment Type:** AMX

Find | View All First 1 of 1 Last

**\*Effective Date:** 01/01/1900 **\*Status:** Active

**\*Description:** American Express **Short Description:** Amex

**Reimbursement Recipient**

☐ Employee
 ☐ Prepaid
 ☐ Prepaid Hotel

☒ Vendor
 ☐ Prepaid Airfare
 ☐ Populate from TA to Exp Report

**Vendor SetID:** SHARE CORPORATE SETID  
**Vendor ID:** USA0000030 American Express (Credit Credit #3)  
**Vendor Location:** 1 Corporate Office  
**Address:** 1 Credit Card

Payment Type page

## Reimbursement Recipient

Select a reimbursement recipient from the following:

### Employee

Select to generate a payment to the employee.

### Prepaid

Select to designate expenses already paid, for example, through your payables system. This credits the prepaid expense account that you designate in your accounting entry template and does not generate a payment.

### Prepaid Hotel

Select to designate hotel expenses already paid, for example, through your payables system. This credits the prepaid hotel expense account you designate in your accounting entry template and does not generate a payment.

### Vendor

Select to generate a payment to the vendor. You must also select a vendor setID, vendor ID, vendor location, or address to indicate which vendor to reimburse.

### Prepaid Airfare

Select to designate airfare expenses already paid, for example, through your payables system. This credits the prepaid airfare expense account that you designate in your accounting entry template and does not generate a payment.

### Populate from TA to Exp Report (populate from travel authorization to expense report)

When you select any of the prepaid options as a reimbursement recipient, this option activates. If you select this option, the system includes the payment type when populating expense report lines from travel authorizations.

## Setting Up Preferred Merchants

To set up preferred merchants, use the Preferred Merchant (EX\_MERCHANT) component. Use the EX\_MERCHANT\_SETUP component interface to load data into the table for this component.

This section discusses how to set up preferred merchants.

### Understanding Preferred Merchants

Defined merchants are available for selection in an expense report if they are associated with an expense type. For example, when you set up an expense type called Airfare, you can create a list that includes one or more airlines as your preferred merchants.

### Page Used to Set Up Preferred Merchants

Page Name	Object Name	Navigation	Usage
Preferred Merchant	EX_MERCHANT	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Preferred Merchant</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Preferred Merchant</li> </ul>	Define preferred merchants to select during expense report preparation.

## Setting Up Templates

To set up templates, use the Template (EX\_TEMPLATE) component.

This section discusses how to set up:

- Public templates.
- User templates.

### Understanding Templates

To reduce time and errors in preparing travel authorizations and expense reports, you can create templates that reflect their typical items. The system administrator sets up public templates for all employees to use. Employees set up user templates for their own personal use.

**Note.** Before creating templates, you must define expense types.

### Common Elements Used in This Section

**Template Type** Designate if the template is for an expense report or travel authorization.

**Expense Type**

Select types to include in the template. Add more rows until you complete the expense type list. When you use the template to prepare a travel authorization or expense report, the list of expense types automatically populates lines in the document.

## Pages Used to Set Up Templates

Page Name	Object Name	Navigation	Usage
Public Templates	EX_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Expenses, Management, Template	Create or modify travel authorization or expense report templates that reflect the items that typically appear in these documents.
User Template	TE_OPR_TEMPLATE	Employee Self-Service, Travel and Expenses, User Preferences, Create/Update User Template	Create a template to prepopulate travel authorizations or expense reports for a user ID.

## Setting Up Time Reporting Codes

To define personal time codes and descriptions for time reports for use with PeopleSoft Time and Labor, use the Time Reporting Codes (EX\_TRC\_EX) component. To map third party time reporting codes, use the Time Reporting Code (EX\_TRC\_MAP\_TBL) component.

This section discusses how to set up time reporting codes for personal time.

---

**Warning!** If you use PeopleSoft Time and Labor, you must set up and validate time reporting codes on the EX\_TRC\_MAP\_TBL page.

---

### See Also

Chapter 8, “Defining Additional Required Data for PeopleSoft Expenses,” Mapping Time Reporting Codes, page 96

## Pages Used to Define Time Reporting Codes

Page Name	Object Name	Navigation	Usage
Time Reporting Code (EX_TRC_EX)	EX_TRC_EX	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Code</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Additional Required Data, T&amp;L Time Reporting Codes</li> </ul>	Define personal time codes and descriptions for time reports. Use this page to manage PeopleSoft Time and Labor reporting codes.
Time Reporting Code (EX_TRC_MAP_TBL)	EX_TRC_MAP_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Time Reporting Code</li> <li>Travel and Expenses, T and E Administration Center, Define Expense System, Additional Required Data, Maintain Time Reporting Codes</li> </ul>	Map time reporting codes to time reporting descriptions. Use this page to map third party time reporting codes.

## Setting Up Time and Labor Reporting Codes

Access the Time Reporting Code (EX\_TRC\_EX) page.

**Time Reporting Code**

SetID: SHARE    CORPORATE SETID

*Time Reporting Code	*Description	Used for Business Holidays		
VAC	Vacation	<input type="checkbox"/>	+	-
FHOL	Floating Holiday	<input type="checkbox"/>	+	-
HOL	Contract holiday	<input checked="" type="checkbox"/>	+	-
ILLPD	Illness - Paid	<input type="checkbox"/>	+	-
PERP	Personal - Paid	<input type="checkbox"/>	+	-
JURY	Jury Duty	<input type="checkbox"/>	+	-

Time Reporting Code (EX\_TRC\_EX) page

### Time Reporting Code and Description

Appears on time reports for items such as vacation or sick leave, and determines what time reporting codes are available to the user for charging personal time to projects.

### Used for Business Holidays

Select the time reporting code to use as a default for days that fall on a holiday. You can only select one code.

## Mapping Time Reporting Codes

Access the Time Reporting Code (EX\_TRC\_MAP\_TBL) page.

Time Reporting Code

SetID: SHARECORPORATE SETID

CustomizeFindView All

First1-4 of 6Last

*Time Reporting Code	*Description	Used for Business Holidays		
VAC	Vacation	<input type="checkbox"/>	+	-
FHOL	Floating Holiday	<input type="checkbox"/>	+	-
HOL	Contract holiday	<input checked="" type="checkbox"/>	+	-
ILLPD	Illness - Paid	<input type="checkbox"/>	+	-

Time Reporting Code (EX\_TRC\_MAP\_TBL) page

Description

Appears on time reports for items such as vacation or sick leave, and determines what time reporting codes are available to the user for charging personal time to projects.

Used for Business Holidays

Select the time reporting code to use as a default for days that fall on a holiday.

This table maps time reporting codes to a description that your organization defines.

Mapping Table	Mapping From	Mapping To
EX_TRC_MAP_TBL	TL_TRC_TBL	Time report user interface

# CHAPTER 9

## Setting Up Approvals and Audit Rules

This chapter provides an overview of setting up approvals and audit rules and discusses how to:

- Set up approval rules.
- Set up prepay audit rules and lists.
- Set up post pay audit rules and lists.
- Set up receipt verification rules.
- Reassign work for expense transactions.

---

### Understanding Setting Up Approvals and Audit Rules

You can set up policies for business units to use to approve expense transactions—travel authorizations, cash advances, expense reports, and time reports. You can also set up rules to audit expense transactions before or after payment has been made to employees.

---

### Common Elements Used in This Chapter

<b>Amount Exceeded</b>	Contains an expense item that is more than the defined expense location amount or the per diem amount.
<b>Approve Every or Audit Every Report or Audit Every Advance</b>	<p>Select this option and enter a number to specify how often to select an expense report or cash advance for approval or audit. PeopleSoft Expenses calculates whether a particular report is subject to the approval or audit process by dividing the number you enter in this field into the report ID or cash advance ID number. If there is a remainder, no action is required. If there is no remainder, the system selects the expense report or cash advance to undergo an approval or an audit.</p> <p>For example, you indicate that you want the system to select every third expense report for approval. An expense report with an ID of 23 produces a remainder when divided by 3, so the system does not select it. An expense report with an ID of 24 has no remainder when divided by 3, so the system selects it for the approval process.</p>
<b>Credit Card Feed</b>	The expense report contains an expense item that originated from a credit card transaction.

<b>Duplicates Exist</b>	<p>An expense item appears more than once in the same expense report or the item appears in another expense report for the same employee ID.</p> <p>When you submit an expense report, the system automatically detects duplicates by checking each line. A program extracts the expense type, transaction date, amount, and currency code fields, then looks for an expense line within the same expense report that has identical values as the extracted line. If the system finds an identical expense line, it flags the line. The program also searches for the same line in all expense reports for the employee and adds a comment to indicate that a duplicate exists.</p> <p>Some duplicates are legitimate; for example, if your organization pays moving expenses for an employee and a spouse, there may be two airline tickets to the same destination on the same day for the same amount. You can still submit an expense report when it has acceptable duplicates.</p>
<b>Items with Tax Implications or Tax Implications</b>	The expense report includes reimbursements for which an employee can be taxed.
<b>Mobile Time and Expense or Mobile</b>	The expense report was created and submitted using the mobile client.
<b>No Receipt</b>	The employee has not provided a receipt for an expense that normally requires one.
<b>No VAT Receipt</b>	Employee has not provided a receipt for a VAT expense that normally requires one.
<b>Non-Preferred Merchant</b>	Contains an expense item that was purchased from a merchant who is not defined as a preferred merchant for that expense type.
<b>VAT Items</b>	Contains expenses that have value added tax.

---

## Setting Up Approval Rules

To set up approval rules, use the Approval Rule component.

This section discusses how to set up approval rules.

### Understanding Setting Up Approval Rules

Set up policies for business units to follow to approve expense documents. When employees in the business unit submit expense documents, the system automatically applies the approval rules that you define for travel authorizations, cash advances, expense reports, and time reports.

You can set up rules for expense manager approvals to automatically reroute expense transactions to alternate approvers when an approval is not granted by an expenses manager within a certain period. For example, you can set up approval rules so that an employee submits a cash advance to Manager 1. If Manager 1 does not approve the cash advance in five days, the system automatically reroutes the report to Manager 2. Automatic rerouting of transactions for project manager approval is not currently supported.



## Page Used to Set Up Approval Rules

Page Name	Object Name	Navigation	Usage
Approval Rules	EX_APPRV_RULES	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Management, Approval Rules</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Approval and Audit, Approval Rules</li> </ul>	Set up policies that each business unit must follow to approve expense documents. Also set up rules for rerouting transactions to alternate approvers for expense managers.

## Defining Approval Rules

Access the Approval Rules page.

**Approval Rules**

SetID: SHARE CORPORATE SETID

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900

**Expense Manager Approvals**

To keep transaction from rerouting leave number of days blank.

☒ **Expense Reports** Reroute after  Days ☐ to Alternate  ☐ to HR Supervisor

☐ **Refine Expense Report Rules**

You may refine the rules that control the approval process for Expense Reports by enabling the checkbox above, then selecting one or more options to define criteria for selecting Expense Reports for approval.

☐ Mobile Time and Expense  
☐ VAT Items  
☐ Credit Card Feed  
☐ No Receipt

☐ Amount Exceeded  
☐ No VAT Receipt  
☐ Non-Preferred Merchant  
☐ Approve Every  Report

☐ Items with Tax Implications  
☐ Duplicates Exist

☒ **Travel Authorizations** Reroute after  Days ☐ to Alternate  ☐ to HR Supervisor

☒ **Cash Advances** Reroute after  Days ☐ to Alternate  ☐ to HR Supervisor

☒ **Time Reports** Reroute after  Days ☐ to Alternate  ☐ to HR Supervisor

Approval Rules page (1 of 2)

Project Manager Approvals

☐ Expense Reports☐ Travel Authorizations☐ Time Reports

Commitment Control Options

You may enforce budget checking prior to approvals for Travel Authorizations and Expense Reports.

☐ Require budget checking prior to approval for Expense Reports☐ Require budget checking prior to approval for Travel Authorizations

Approval Rules page (2 of 2)

Set up rules for expense reports, cash advance requests, travel authorizations, and time reports.

Expense Manager Approvals

Expense Reports, Travel Authorizations, Cash Advances, and Time Reports

Select to require expense manager approval for all travel authorizations, cash advances, expense reports, or time reports.

Reroute after [number] Days

Enter the number of days of inactivity before the system automatically reroutes transactions to the designated approver.

to Alternate

Select to reroute outstanding transactions to an alternate approver. Enter the alternate approver’s user ID. The alternate approver does not have to be a designated Expenses approver but must have authority to access the approval pages.

to HR Supervisor

Select to reroute outstanding transactions for approval by the HR supervisor. The HR supervisor is the employee’s supervisor that is listed on the Employee Profile - Organizational Data page

Refine Expense Report Rules

Select to limit approval requirements for expense reports, which activates further options. If you select any refinements, approval is required only when an expense report meets one or more of those conditions. This refinement only applies to expense reports.

Project Manager Approvals

Expense Reports, Travel Authorizations, and Time Reports

Select to route transactions to a project manager when a project is charged on an expense line. Project managers must be assigned to an active project for the routing to function properly. Transactions with multiple projects will be rerouted to the project manager for each of the projects. Liabilities cannot be posted until all project managers have approved the transaction.

---

**Note.** PeopleSoft Expenses does not support automatic rerouting of travel authorizations, time reports, or expense reports for project manager approvals; however, these you can delegate or reassign these transactions using PeopleSoft Workflow features.

Project manager approvals are not required in order to process expense reports for reimbursement to employees or vendors. If you enable project manager approvals, then project manager approvals are required to stage time reports to PeopleSoft Project Costing.

---

## Commitment Control Options

### Require budget checking prior to approval for Expense Reports

If selected, you cannot approve expense reports until you run the budget checking process and the transactions clear with a valid budget status. If there are multiple approvers, only the first approver will be required to budget check successfully prior to approval. If an approver modifies any of the accounting details, budget checking will be required to reflect the changes. This option is only applicable to business units that are enabled for commitment control.

### Require budget checking prior to approval for Travel Authorizations

If selected, you cannot approve travel authorizations until you run the budget checking process and the transactions clear with a valid budget status. This option is only applicable to business units that are enabled for commitment control.

---

## Setting Up Prepayment Audit Rules and Lists

To set up prepayment audit rules, use the Pre-Payment Audit Rule component.

This section discusses how to:

- Define prepayment audit rules.
- Set up prepayment audit lists.

## Understanding Prepayment Audit Rules and Lists

Create prepayment audit rules to stipulate criteria to review expense reports and cash advances within a business unit *before* reimbursements are paid. You can audit specific employees, departments, or business units, and make your audit selections universal, random, or specific.

## Pages Used to Set Up Prepayment Audits Rules and Lists

Page Name	Object Name	Navigation	Usage
Pre-Payment Audit Rules	EX_AUDIT_RULES	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Pre-Pay Audit Rules</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Approval and Audit, Pre-Pay Audit Rules</li> </ul>	Create prepayment audit rules.
(Pre-Payment) Audit Specific Employees	EX_AUDIT_EE	Click the Employees link on the Pre-Payment Audit Rules page.	Select names and IDs of employees to audit.
(Pre-Payment) Audit Specific Business Unit	EX_AUDIT_BU	Click the Business Unit link on the Pre-Payment Audit Rules page.	Select business units to audit.
(Pre-Payment) Audit Specific Department	EX_AUDIT_DEPTS	Click the Department link on the Pre-Payment Audit Rules page.	Select departments to audit.

## Defining Prepayment Audit Rules

Access the Pre-Payment Audit Rules page.

### Pre-Payment Audit Rules

SetID: SHARE CORPORATE SETID

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1990

#### Expense Report Audit

☐ Enable Expense Report Audit
 ☐ Refine Expense Report Audit
 

☐ Mobile Time and Expense
 ☐ Amount Exceeded
 ☐ No Receipt
 ☐ No VAT Receipt
 ☐ Non-Preferred Merchant
 ☐ Audit Every Report

☐ Items with Tax Implications
 ☐ VAT Items
 ☐ Duplicates Exist
 ☐ Credit Card Feed
 ☐ Total Limit Amount
 [Business Unit Table Limits](#)

#### Cash Advance Audit

☒ Enable Cash Advance Audit
 ☐ Refine Cash Advance Audit
 ☐ Audit Every Advance

#### Audit List

[Employees](#)
[Business Unit](#)
[Department](#)

Pre-Payment Audit Rules page

## Expense Report Audit

### Enable Expense Report Audit

Select to require an audit for all submitted expense reports.

### Refine Expense Report Audit Rules

Select to limit audit requirements, which activates of the audit refinement options. If you select any refinement options, approval is required only when an expense report meets one of those conditions.

**Note.** If you enable the Total Limit Amount refinement, but you have not defined the amount limits on the Expenses Definition - Business Rule 1 page, the system does not route the transaction properly. .

### Business Unit Table Limits

Click to go to the Expenses Definition - Business Rule 1 page to view, add, or change the Prepayment Amount or Post-Payment Amount fields.

## Cash Advance Audit

### Enable Cash Advance Audit

Select to require an audit for all cash advance requests.

**Refine Cash Advance  
Audit Rules**

Select to limit approval requirements.

---

**Note.** If you select the Total Limit Amount refinement, but you have not defined the amount limits on the Business Unit 1 page, the system will do nothing.

---

**Audit List****Employees, Business Unit,  
or Department**

Select to build the appropriate audit lists.

## Setting Up Prepayment Audit Lists

Access one of the following pages:

- (Prepayment) Audit Specific Employees.
- (Prepayment) Audit Specific Business Unit.
- (Prepayment) Audit Specific Department.

These pages enable you to create lists of individuals or internal organizations to flag for future prepayment audits.

Depending on the page you accessed, select an employee ID, business unit, or department to audit.

---

**Note.** Audit lists operate independently of the audit rules you define for the entire business unit. However, the effective date for the audit rule also applies to audit lists.

---

## Setting Up Post Payment Audit Rules and Lists

To set up post payment audit rules, use the Post-Payment Audit Rule component.

This section discusses how to:

- Define post payment audit rules.
- Set up post payment audit lists.

## Understanding Post Payment Audit Rules and Lists

Create post payment audit rules to stipulate criteria to review expense reports and cash advances within a business unit *after* you reimburse the employee. You can audit specific employees, departments, or business units; you can also make your audit selections universal, random, or specific.

## Pages Used to Set Up Post Payment Audit Rules

Page Name	Object Name	Navigation	Usage
Post Payment Audit Rules	EX_PP_AUDIT_RULES	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Payment Information, Post-Pay Audit Rules</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Approval and Audit, Post-Pay Audit Rules</li> </ul>	Create post payment audit rules.
(Post Payment) Audit Specific Employees	EX_PP_AUDIT_EE	Click Employees List link on the Post-Payment Audit Rules page.	Select names and IDs of employees to audit after payments.
(Post Payment) Audit Specific Business Unit	EX_PP_AUDIT_BU	Click Business Unit link on the Post-Payment Audit Rules page.	Select business units to audit after payments.
(Post Payment) Audit Specific Department	EX_PP_AUDIT_DEPTS	Click Department List link on the Post-Payment Audit Rules page.	Select departments to audit after payments.

## Defining Post Payment Audit Rules

Access the Post Payment Audit Rules page.

**Post Payment Audit Rules**

SetID: SHARE CORPORATE SETID

Find | View All First 1 of 1 Last

\*Effective Date: 01/01/1900

**Expense Report Audit**

☐ Enable Audit

☐ Refine Audit Rules

☐ Mobile

☐ Tax Implication

☐ VAT Items

☐ Duplicates Exist

☐ Audit Every  Report

☐ Amount Exceeded

☐ No Receipt

☐ No VAT Receipt

☐ Non-Preferred Merchant

☐ Total Limit Amount

[Business Unit Table Limits](#)

**Audit List**

[Employees List](#) [Business Unit](#) [Department List](#)

Post Payment Audit Rules page

## Expense Report

### Enable Audit

Select to require an audit for all submitted expense reports.

### Refine Audit Rules

Select to limit approval requirements, which activates all of the audit refinement options.

---

**Note.** If you enable the Total Limit Amount refinement, but you have not defined the amount limits on the Business Unit 1 page, the system will do nothing.

---

### Business Unit Table Limits

Click to go to the Expenses Definition - Business Rule 1 page to view, add, or change the Prepayment Amount or Post Payment Amount fields.

## Audit Refinements

If you select any refinement options, approval is required only when an expense report meets one of those conditions.

### Audit List

Click Employees List, Business List, or Department List to build a list.

## Setting Up Post Payment Audit Lists

Access one of the following pages:

- (Post Payment) Audit Specific Employees.



- (Post Payment) Audit Specific Business Unit.
- (Post Payment) Audit Specific Department.

These pages enable you to create lists of individuals or internal organizations that you want to flag for future post payment audits.

Depending on the page you accessed, select an employee ID, business unit, or department to audit.

---

**Note.** Audit lists operate independently of the audit rules you define for the entire business unit. However, the effective date for the audit rule also applies to audit lists.

---

## Setting up Receipt Verification Rules and Lists

To set up receipt verification rules, use the Receipt Verification Rule (EX\_RCPT\_VER\_RULES) component.

This section discusses how to:

- Define receipt verification rules.
- Set up receipt verification rules.

## Understanding Receipt Verification Rules and Lists

If you require employees to substantiate their expenses with receipts, you can create a receipt verification rule and set up your system to track receipts.

## Pages Used to Set Up Receipt Verification Rules and Lists

Page Name	Object Name	Navigation	Usage
Receipt Verification Rules	EX_RCPT_VER_RULES	<ul style="list-style-type: none"> <li>• Setup Financials/Supply Chain, Product Related, Expenses, Payment Information, Receipt Verification Rules</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Approval and Audit, Receipt Verification Rules</li> </ul>	Create criteria to track receipts.
Verify Receipts for Specific Employees	EX_RCPT_VER_EE	Click Employee List link on the Receipt Verification Rule page.	Select employees who are required to provide receipts with their expense reports.
Verify Receipts for Specific Business Units	EX_RCPT_VER_BU	Click Business Unit link on the Receipt Verification Rule page.	Select business units that are required to verify receipts.
Verify Receipts for Specific Departments	EX_RCPT_VER_DEPTS	Click Department List link on the Receipt Verification Rule page.	Select departments that are required to verify receipts.

## Defining Receipt Verification Rules

Access the Receipt Verification Rules page.

**Receipt Verification Rules**

SetID: SHARE CORPORATE SETID

Find | View All First 1 of 1 Last

Effective Date: 04/28/2000

☒ Receipts Received Flag

☒ Verify Receipts

☐ Refine Receipt Verification

☐ Expense Report Amount Flag 0.00 Currency

☐ Verify Every Report

[Employee List](#) [Business Unit](#) [Department List](#)

Receipt Verification Rules page

### Receipts Received Flag

Activates a check box on the expense report when the report is audited. Auditors select this option to indicate that all receipts for the expense report are submitted.

### Verify Receipts

Requires that receipts are validated on all expense reports by having employees or someone in your travel and expense department check off transactions as they are matched with employee receipts.

### Refine Receipt Verification

Select to require receipt verification for specific circumstances.

When you select this option, the system activates other options in this section. You may require receipt verification to occur when only one or both of the following conditions exist:

**Expense Report Amount Flag:** The expense report exceeds a specified total. Enter the maximum amount in the space provided and select the appropriate currency. Any expense report that exceeds the specified maximum will require verification of receipts.

**Verify Every Report:** Enter a number to specify how often to select an expense report to verify receipts.

### Employee List, Business Unit, or Department List

Select to build the appropriate receipt verification lists.

## Setting Up Receipt Verification Lists

Access one of the following pages:

- Verify Receipts for Specific Employees.
- Verify Receipts for Specific Business Units.
- Verify Receipts for Specific Departments.

These pages enable you to create lists of individuals or internal organizations required to verify receipts.

Depending on the page you accessed, select an employee ID, business unit, or department to audit.

---

**Note.** Receipt verification lists operate independently of the rules you define for the entire business unit. However, the effective date for the rule also applies to verification lists.

---

## Reassigning Work for Expense Transactions

This section provides an overview of reassigning work and discusses how to reassign work for expense transactions.

### Understanding Work Reassignment in PeopleSoft Expenses

Workflow and approval in PeopleSoft Expenses enables business processes to move expense transactions through the system. The Expenses approval process integrates with the PeopleTools process to provide worklist and email capability. Depending on your user settings in PeopleSoft security, you can receive worklist entries and email notifications from your system.

PeopleSoft Expenses provides the Define Security - Reassign Work page to reassign expense transactions from one approver to another. You can view the transaction breakdown by approval and audit transactions. Approval transactions include pending project-related approvals in the approver's queue.

---

**Note.** The Define Security - Reassign Work functionality moves *only* PeopleSoft Expenses-related work from one approver to another approver.

---

### Page Used to Reassign Work

Page Name	Object Name	Navigation	Usage
Define Security - Reassign Work	TE_EE_REASSIGN	Travel and Expenses, Define Security, Reassign Work	Reassign work from one approver to another.

### Reassigning Work

Access the Define Security - Reassign Work page.

Define Security

Reassign Work

Approver:

MGR1 Davis, AI

Reassign Work To:

MGR2

Pending Transactions

	Non Worklist Related	Worklist Related	Total Count
<b>Approval Transactions</b>			
Cash Advances:	2		2
Expense Reports:	9		9
Travel Authorization:	2		2
Time Reports:	3		3
<b>Audit Transactions</b>			
Cash Advances:			0
Expense Reports:			0
<b>Total Transactions to be moved:</b>			16

Define Security - Reassign Work page

Each of the approvals has non-worklist and worklist related transactions for each expense transaction type. Non-worklist related transactions are the transactions that do not have any corresponding worklist generated.

Select the user ID that you want to reassign work to. PeopleSoft Expenses validates the user ID:

- PeopleSoft Expenses generates an error and terminates the reassign operation if you enter the same approver in the Reassign Work To field.

Example: MGR1 cannot reassign work to MGR1.

- PeopleSoft Expenses uses the alternate approver, if designated on the User Profile - Workflow page, for the approver you enter in the Reassign Work To field. In this case, Expenses generates a warning message that it found an alternate user to reassign work to. You can cancel the reassign operation or you can click OK to continue.

Example: MGR1 reassigns work to MGR2. MGR3 is the alternate approver for MGR2, so the system reassigns work to MGR3.

- If PeopleSoft Expenses locates an alternate user, it generates an error and terminates the reassign operation if the alternate user is the same as the approver.

Example: MGR1 reassigns work to MGR2. MGR1 is the alternate approver for MGR2.

Next, PeopleSoft Expenses evaluates each transaction:

- If the originator of an expense transaction is the same as the reassigned approver, PeopleSoft Expenses logs an error message and does not reassign the transaction.

Example: MGR1 reassigns the work to MGR2. PeopleSoft Expenses encounters an expense transaction that MGR2 created and submitted to MGR1 for approval.

- PeopleSoft Expenses will not reassign to an approver if they already approved the expense transaction.  
Example: MGR3 reassigns work to MGR1. MGR1 previously approved an expense transaction.
- If an approver reassigns work to another approver who has designated an alternate approver, who in turn has designated an alternate approver who is the original approver, PeopleSoft Expenses determines which alternate approver is available first. This is referred to as a circular reference.

Example:

- MGR1 designates MGR2 as the alternate approver from 7/31/2003 through 8/15/2003 and reassigns work to MGR2.
- MGR2 designates MGR3 as the alternate approver from 8/1/2003 through 8/7/2003.
- MGR3 designates MGR1 as the alternate approver from 8/1/2003 through 8/21/2003.

In this example, PeopleSoft Expenses determines that MGR2 will be the approver for expense transactions dated 7/31/2003 through 8/15/2003. The system forwards expense transactions dated 8/1/2003 through 8/7/2003 to MGR2's queue because MGR2 returns before MGR1 and MGR3.



## CHAPTER 10

# Defining Expenses Processing Roles and Exceptions

This chapter provides an overview of expenses processing roles and exceptions and discusses how to:

- Define PeopleSoft Expenses processing roles.
- Define PeopleSoft Expenses processing role exceptions.
- Define PeopleSoft Expenses processing role options for VAT.

---

## Understanding Expenses Processing Roles and Exceptions

PeopleSoft Expenses allows you to establish roles for employees in specific positions in your organization, establish allowable amounts for employees based on roles and expense type, and determine the visibility and editability of accounting information. If you track value added tax (VAT), you can also determine the visibility of VAT fields by role.

PeopleSoft Expenses allows certain groups of employees to be reimbursed more than the standard allowances and per diems for expense types. Tolerance percentages are associated with expense processing roles and expense types. For designated expense types, employees associated with these roles can enter higher amounts without exception comments; if they enter more than the new calculated allowable amounts, they must enter exception comments.

PeopleSoft Expenses also allows organizations to set up their system to enforce stop limits. When an employee has a role defined and adds an expense type to the Role Exceptions table, the system will not allow the employee to enter an amount greater than the thresholds defined by the Location Amount table. The system forces the employee to change the amount to less than or equal to the threshold before they can submit the report.

If your organization uses VAT (value added tax), the system administrator can hide, display only, or allow editing of selected VAT fields by role.

---

## Defining Processing Roles for PeopleSoft Expenses

To define processing roles for PeopleSoft Expenses, use the following components:

- Expense Role (EX\_ROLE)
- Expense Role Exceptions (EX\_ROLE\_EXCEPTION)
- Expense Role Options - VAT (EX\_ROLE\_VAT)

This section discusses how to define:

- Expense processing roles.
- Expense processing role exceptions.
- Expense processing role options for VAT.

## Pages Used to Set Up Processing Roles and Exceptions

Page Name	Object Name	Navigation	Usage
Expenses Role Setup	EX_ROLE	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Roles and Exceptions, Expense Roles</li> </ul>	Establish roles for employees depending on their positions in the company.
Expenses Role Exceptions	EX_ROLE_EXCEPTION	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Role Exceptions</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Roles and Exceptions, Role Exceptions</li> </ul>	Establish allowable amounts by role by expense type.
Expense Role Options - VAT	EX_ROLE_VAT	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Management, Expense Role Options - VAT</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Roles and Exceptions, Role Exceptions - VAT</li> </ul>	Determine the visibility of VAT fields by role.

## Defining Expense Processing Roles

Access the Expenses Role Setup page.

### Accounting Display

Select one of the accounting display options for the type of access to the accounting distribution pages from expense transactions that you want employees with this expense processing role to have at the business unit level. The accounting display option is valid for expense transactions accessed through the Employee Self-Service navigation.



Accounting display options are:

- *Display Only:* PeopleSoft Expenses displays links to the accounting distribution pages. On the accounting distribution pages, Expenses only displays the information; you may not edit any of the ChartFields.
- *Hide:* PeopleSoft Expenses does not display links to the accounting distribution pages on travel authorizations or expense reports.
- *Editable:* PeopleSoft Expenses displays links to the accounting distribution pages and you can modify the accounting information.

---

**Note.** PeopleSoft Expenses checks the employee role on the Employee Profile - User Defaults page first. If the employee does not have a role identified, then Expenses proceeds to the business unit level.

---

## See Also

[Appendix C, “Understanding Accounting in PeopleSoft Expenses,” page 417](#)

## Defining Expense Processing Role Exceptions

Access the Expenses Role Exceptions page.

Expenses Role Exceptions						
SetID: SHARE		Expense Role: VP Vice President				
Find   View All First 1 of 1 Last						
*Effective Date: 01/01/1900		*Status: Active				
Role Exception Setup						
*Expense Type	*Country	Role Rate %	Allow Overage	% Tolerance	Unlimited Tolerance	
Air Travel	FRA	12.00	<input type="checkbox"/>	0.00	<input type="checkbox"/>	

Expenses Role Exceptions page

### Role Exception Setup

#### Expense Type

Select the expense type to create a new rate or amount tolerance level for the selected role.

#### Role Rate %

Designate the percentage above or below the location or per diem rate that an employee in this role can exceed before the system requires a comment.

#### Allow Overage

Select to allow an employee in this role to exceed the location or per diem rate up to the tolerance percentage above the role rate. If not selected, the system will enforce stop limits and not allow employees to exceed the allowable amount on an expense report.

<b>% Tolerance</b>	Designate the percentage above the location or per diem rate and role rate that an employee in this role can exceed before the system requires a comment.
<b>Unlimited Tolerance</b>	Select to allow an employee in this role to enter any amount for the expense type without the system requiring a comment.

## Defining Expense Processing Role Options for VAT

Access the Expense Role Options - VAT page.

<b>Edit</b>	Select to allow an employee in this role to edit the VAT field.
<b>Display Only</b>	Select to allow an employee in this role to view the VAT field.
<b>Hide</b>	Select to hide the VAT field for an employee in this role.

---

**Note.** PeopleSoft Expenses associates the VAT role with the employee ID of the employee who enters the expense transactions, not the employee ID for whom the expense transaction is for.

---

### See Also

[Chapter 20, “Processing Value Added Tax \(VAT\) Transactions in PeopleSoft Expenses,” page 361](#)

# CHAPTER 11

## Mapping Expense Data

This chapter provides an overview of mapping expense data and discusses how to map:

- Accounting information.
- Location information.
- Corporate card data.

---

### Understanding Expense Data Mapping

PeopleSoft Expenses provides mapping of data sources to expense system tables, such as corporate cards, payroll, or benchmark providers. You can remap data, create mapping tables, and map tables to correct credit card errors that your system detects during the loading process.

Each mapping page displays the current mapping between data source files and PeopleSoft Expenses tables. Select or enter data in each column, and delete or add rows.

---

### Mapping Accounting Information

To map accounting information, use the following components:

- Adv Source - Payroll (EX\_PY\_MAP\_AS)
- Expense Type - Benchmark (EX\_BMXPNTTP\_MAP\_PNG)
- Expense Type - Payroll (EX\_PY\_MAP\_TBL)
- Expense Type - Wizard Type (EX\_WIZARD\_TBL)

This section discusses how to map:

- Cash advance sources to payroll earnings codes.
- Benchmark expense types to expense types.
- Expense types to payroll earnings codes.
- Hotel Wizard types to expense types.

## Pages Used to Map Accounting Information

Page Name	Object Name	Navigation	Usage
Advance Source - Payroll	EX_PY_MAP_AS	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Payroll</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Accounting Information, Adv Source - Payroll</li> </ul>	Map cash advance sources to payroll earnings codes.
Expense Type - Benchmark	EX_BMXPNTTP_MAP_PNL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Benchmark</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Accounting Information, Expense Type - Benchmark</li> </ul>	Map benchmark expense types to expense types.
Expense Type - Payroll	EX_PY_MAP_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Payroll</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Accounting Information, Expense Type - Payroll</li> </ul>	Map expense types to payroll earnings codes.
Expense Type - Wizard Type	EX_WIZARD_TBL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Wizard Type</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Accounting Information, Expense Type - Wizard Type</li> </ul>	Map Hotel Wizard types to expense types.

## Mapping Cash Advance Sources to Payroll Earnings Codes

Access the Advance Source - Payroll page.

**Advance Source - Payroll**

SetID: SHARE CORPORATE SETID

*Data Source	*Advance Source	*Earnings Code	Description
PS NA Payroll	System Check	TCA	Expense Cash Advance

Advance Source - Payroll page

This table maps a cash advance source to an earnings code. When PeopleSoft Expenses publishes expense reimbursement data to PeopleSoft Payroll, this table prevents the payroll system from processing cash advances as payroll items.

Mapping Table	Mapping From	Mapping To
EX_PY_MAP_AS	EX_ADV_SRC_TBL	EARNINGS_TBL

## Mapping Benchmark Expense Types to Expense Types

Access the Expense Type - Benchmark page.

**Expense Type - Benchmark**

SetID: SHARE CORPORATE SETID

Data Source	Expense Type	*Benchmark Expense Type
CONUS	Hotel/Lodging	Hotel/Lodging
CONUS	Meals and Incidental Expenses	Perdiem
Runzheimer	Automobile Rental	Compact Car rental
Runzheimer	Breakfast	Breakfast
Runzheimer	Dinner	Dinner

Expense Type - Benchmark page

This table maps benchmark expenses in an external data file to an expense type in PeopleSoft Expenses. Mapping ensures that the system uses the correct associated benchmark amount when employees select an expense type for processing.

Mapping Table	Mapping From	Mapping To
EX_BMXPNSTP_MAP	External data file	EX_TYPES_TBL

## Mapping Expense Types to Payroll Earnings Codes

Access the Expense Type - Payroll page.

**Expense Type - Payroll**

SetID: SHARE CORPORATE SETID

Customize   Find   View All    First 1-7 of 16 Last					
*Data Source	*Expense Type	*Earnings Code	Description		
PS NA Payroll	Air Travel	TEX	ST - Expense Reimbursement	+	-
PS NA Payroll	Automobile Rental	TEX	ST - Expense Reimbursement	+	-
PS NA Payroll	Breakfast	TEX	ST - Expense Reimbursement	+	-
PS NA Payroll	Dinner	TEX	ST - Expense Reimbursement	+	-
PS NA Payroll	Entertainment - Other	TEX	ST - Expense Reimbursement	+	-
PS NA Payroll	Gasoline Charges	TAA	ST - Automobile Allowance	+	-
PS NA Payroll	Ground Transportation	TEX	ST - Expense Reimbursement	+	-

Expense Type - Payroll

This table maps expense types to earnings codes. When PeopleSoft Expenses publishes expense reimbursement data to PeopleSoft Payroll, this table identifies expenses to prevent the payroll system from processing them as payroll items.

Mapping Table	Mapping From	Mapping To
EX_PY_MAP_TBL	EX_TYPES_TBL	EARNINGS_TBL

## Mapping Hotel Wizard Types to Expense Types

Access the Expense Type - Wizard Type page.

**Expense Type - Wizard Type**

SetID: SHARE CORPORATE SETID

Customize   Find   View All    First 1-8 of 8 Last			
*Wizard Type	*Expense Type		
Laundry	Laundry Service	+	-
Telephone	Telephone Charges	+	-
Parking	Parking	+	-
Room Charge	Hotel/Lodging	+	-
Room Service 1	Breakfast	+	-
Room Service 2	Lunch	+	-
Room Service 3	Dinner	+	-
Room Tax	Tax	+	-

Expense Type - Wizard Type page

This table maps a wizard type (expense types that come with Hotel Wizard) to an expense type. When an employee chooses a wizard type, PeopleSoft Expenses processes the charge using the associated expense type to ensure correct accounting.

Mapping Table	Mapping From	Mapping To
EX_WIZARD_TBL	PSXLATITEM	EX_TYPES_TBL

---

## Mapping Location Information

To map location information, use the following components:

- Country Code (EX\_COUNTRY\_MAP\_PNG)
- Currency Code (EX\_CURRENCY\_MAP\_PNG)
- Expense Location (EX\_LOCTION\_MAP\_PNG)
- State Code (EX\_STATE\_MAP)

This section discusses how to map:

- Country codes.
- Currency codes.
- Expense locations.
- State codes.

## Pages Used to Map Location Information

Page Name	Object Name	Navigation	Usage
Country Code	EX_COUNTRY_MAP_PNL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Country Code</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Location Information, Country Code</li> </ul>	Map external source country names to country codes.
Currency Code	EX_CURRENCY_MAP_PNL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Currency Code</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Location Information, Currency Code</li> </ul>	Map external source currency abbreviations to currency codes.
Expense Location	EX_LOCTION_MAP_PNL	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Location</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Location Information, Expense Location</li> </ul>	Map external data source locations to expense locations.
State Code	EX_STATE_MAP	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, State Code</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Location Information, State Code</li> </ul>	Map external data source state names to state codes.

## Mapping Country Codes

Access the Country Code page.



Country Code					
Customize   Find   View 100   First 1-5 of 535 Last					
*Data Source	*Country		Country Mapping Name		
American Express	USA	United States	840	+	-
CONUS	ABW	Aruba	ARUBA	+	-
CONUS	AFG	Afghanistan	AFGHANISTAN	+	-
CONUS	AGO	Angola	ANGOLA	+	-
CONUS	AIA	Anguilla	ANGUILLA	+	-

Country Code page

This table maps country names used by external data sources to country codes in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

Mapping Table	Mapping From	Mapping To
EX_COUNTRY_MAP	External data file	COUNTRY_TBL

## Mapping Currency Codes

Access the Currency Code page.

Currency Code					
Customize   Find   View 100   First 1-4 of 247 Last					
*Data Source	*Currency Code		Currency Abbreviation		
American Express	USD	US Dollar	840	+	-
Runzheimer	ADP	Andorran Peseta	LALA	+	-
Runzheimer	AED	United Arab Emirates Dirham	DH	+	-
Runzheimer	ARS	Argentine Peso	AP	+	-

Currency Code page

This table maps the currency abbreviation from an external data file to a PeopleSoft Expenses currency code. Mapping associates a currency code with each expense item in the data file.

Mapping Table	Mapping From	Mapping To
EX_CURRENCY_MAP	External data file	CURRENCY_CD_TBL

## Mapping Expense Locations

Access the Expense Location page.

Expense Location

SetID: SHARECORPORATE SETID

Country/StateCity/County/Postal

CustomizeFindView 100First1-5 of 258Last

Data Source	Expense Location		Country	Description	State	Description		
American Expres	DALL	Dallas, Texas	USA	United States	TX	Texas	+	-
American Expres	HOUS	Houston, Texas	USA	United States	TX	Texas	+	-
American Expres	MINN	MINNEAPOLIS, Minnesota	USA	United States	MN	Minnesota	+	-
American Expres	NEWK	NEWARK, New Jersey	USA	United States	NJ	New Jersey	+	-
American Expres	NYMAN	NEW YORK - MANHATTAN, New York	USA	United States	NY	New York	+	-

Expense Location page: Country/State tab

Expense Location

SetID: SHARECORPORATE SETID

Country/StateCity/County/Postal

CustomizeFindView 100First1-5 of 258Last

Data Source	Expense Location		City	County	Postal Code	Airport Code		
American Expres	DALL	Dallas, Texas	DALLAS				+	-
American Expres	HOUS	Houston, Texas	HOUSTON				+	-
American Expres	MINN	MINNEAPOLIS, Minnesota	WOODBURY				+	-
American Expres	NEWK	NEWARK, New Jersey	N BRUNSWICK				+	-
American Expres	NYMAN	NEW YORK - MANHATTAN, New York	NEW YORK				+	-

Expense Location page: City/County/Postal tab

This table maps location details from an external data file to a PeopleSoft Expenses expense location. The table works with the Country Code and State Code maps to associate specific country details—such as state, city, or postal code—with an expense location.

**Note.** Although you are not required to set up State, PeopleSoft Expenses looks at this field to auto populate state for VAT processing during expense report entry.

Mapping Table	Mapping From	Mapping To
EX_LOCATION_MAP	External data files	EX_LOCATION_TBL

Mapping State Codes

Access the State Code page.

State Code						
*Data Source	*Country		*State		State Name	
CONUS	USA	United States	AK	Alaska	ALASKA	
CONUS	USA	United States	AL	Alabama	ALABAMA	
CONUS	USA	United States	AR	Arkansas	ARKANSAS	
CONUS	USA	United States	AS	American Samoa	AMERICAN SAMOA	
CONUS	USA	United States	AZ	Arizona	ARIZONA	
CONUS	USA	United States	CA	California	CALIFORNIA	
CONUS	USA	United States	CO	Colorado	COLORADO	
CONUS	USA	United States	CT	Connecticut	CONNECTICUT	
CONUS	USA	United States	DC	District of Columbia	DISTRICT OF COLUMBIA	
CONUS	USA	United States	DE	Delaware	DELAWARE	

State Code page

This table maps state names from external data files to the State field in PeopleSoft Expenses. It works with the Expense Location map to associate external data location details with expense locations.

Mapping Table	Mapping From	Mapping To
EX_STATE_MAP	External data files	STATE_TBL

## Mapping Corporate Card Data

To map corporate card data, use the following components:

- Adv Source - Corporate Card (EX\_ADV\_SRC\_MAP)
- Expense Type - Corporate Card (EX\_CCET\_MAP\_TBL)
- Data Source - SetID (EX\_SETID\_MAP\_PNG)
- Payment Type - Corporate Card (EX\_EM\_MAP\_TBL)
- Merchant Category Group (EX\_VIS\_MCG\_MAP)

This section discusses how to map:

- Data sources to setIDs.
- Credit card codes to payment types.
- Credit card cash advance codes to cash advance sources.
- Credit card vendor merchant category groups to expense types.

- Merchant category groups.

## Pages Used to Map Corporate Card Data

Page Name	Object Name	Navigation	Usage
Data Source - SetID	EX_SETID_MAP_PNL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Data Source - SetID</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Map Corporate Card Data, Data Source - SetID</li> </ul>	Map external data sources to setIDs.
Payment Type - Corporate Card	EX_EM_MAP_TBL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Payment Type - Corporate Card</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Map Corporate Card Data, Payment Type - Corporate Card</li> </ul>	Map credit card codes to payment types.
Expense Type - Corporate Card	EX_CCET_MAP_TBL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Expense Type - Corporate Card</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Map Corporate Card Data, Expense Type - Corporate Card</li> </ul>	Map credit card vendor's merchant category group to expense types.
Advance Source - Corporate Card	EX_ADV_SRC_MAP	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Adv Source - Corporate Card</li> <li>• Travel and Expenses, T and E Administration Center, Configure Expense System, Map Corporate Card Data, Adv Source - Corporate Card</li> </ul>	Map credit card cash advance codes to cash advance sources.

Page Name	Object Name	Navigation	Usage
Merchant Category Group	EX_VIS_MCG_MAP	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Mapping, Merchant Category Group</li> <li>Travel and Expenses, T and E Administration Center, Configure Expense System, Map Corporate Card Data, Merchant Category Group</li> </ul>	Map merchant category codes to merchant category groups.

## Mapping Data Sources to SetIDs

Access the Data Source - SetID page.

Data Source - SetID					
Customize   Find   View All    First 1-4 of 8 Last					
*Data Source	SetID		Description		
American Express	SHARE		CORPORATE SETID	+	-
CONUS	SHARE		CORPORATE SETID	+	-
PS NA Payroll	SHARE		CORPORATE SETID	+	-
PDA	SHARE		CORPORATE SETID	+	-

Data Source - SetID page

This table maps external data sources to setIDs that are used in mapping other expenses information, such as benchmark expenses.

Mapping Table	Mapping From	Mapping To
EX_BNCHMRKSETID	External file	SETID_TBL

## Mapping Credit Card Codes to Payment Types

Access the Payment Type - Corporate Card page.

**Payment Type - Corporate Card**

**SetID:** SHARE CORPORATE SETID

Data Source	*Credit Card Code	Description	*Payment Type		
American Express	1	NEW CHARGE	American Express	+	-
American Express	2	OTHER DEBITS	American Express	+	-
American Express	3	DEBIT REMIT	American Express	+	-
American Express	5	OTHER CREDITS	American Express	+	-
Visa	10	PURCHASE	Visa	+	-
Visa	11	CRVOUCH	Visa	+	-
Visa	20	MANUALCD	Visa	+	-
Visa	40	FICHRG	Visa	+	-

Payment Type - Corporate Card page

This table maps credit card codes from external data files to PeopleSoft Expenses payment types. This enables you to associate a credit card code with a reimbursement recipient that is designated in the Payment Type definition.

Mapping Table	Mapping From	Mapping To
EX_EM_MAP_TBL	External data files	EX_EXP_MTHD_TBL

## Mapping Merchant Category Groups to Expense Types

Access the Expense Type - Corporate Card page.

**Expense Type - Corporate Card**

**SetID:** SHARE CORPORATE SETID

Data Source	Merchant Category Group	Description	*Expense Type		
American Express	01	AIRLINE	Air Travel	+	-
American Express	02	RAIL	Ground Transportation	+	-
American Express	03	LODGING	Hotel/Lodging	+	-
American Express	04	CAR RENTAL	Automobile Rental	+	-
American Express	05	RESTAURANT	Dinner	+	-

Expense Type - Corporate Card page

This table maps the credit card vendor's merchant category group to an expense type in PeopleSoft Expenses. Mapping enables credit card feeds to populate expense lines automatically when an employee selects credit card transactions to process an expense report.

Mapping Table	Mapping From	Mapping To
EX_CCET_MAP_TBL	Credit card vendor files	EX_TYPES_TBL

## Mapping Credit Card Cash Advance Codes to Cash Advance Sources

Access the Advance Source - Corporate Card page.

Advance Source - Corporate Card

SetID:

SHARE

CORPORATE SETID

<div> <div>Customize</div> <div>Find</div> <div>View All</div> <div></div> <div>First</div> <div>1 of 1</div> <div>Last</div> </div>			
*Data Source	*Cash Advance Code	Description	*Advance Source
<div> <div>Visa</div> <div></div> </div>	22	Cash advance	<div> <div>ATM cash advances</div> <div></div> </div> <div> <div>+</div> <div>-</div> </div>


















Advance Source - Corporate Card page

This table maps the credit card vendor's industry cash advance code to a cash advance source in PeopleSoft Expenses. Because cash advance line items require an advance source, mapping enables automatic population of cash advance lines by credit card feeds when employees process credit card transactions.

Mapping Table	Mapping From	Mapping To
EX_ADV_MAP_TBL	Credit card vendor file	EX_ADV_SRC_TBL

## Mapping Merchant Category Groups

Access the Merchant Category Group page.

Merchant Category Group					
<div> <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View 100</a>    </div> <div> First  1-7 of 800  Last </div>					
Merchant Category Code	Description	Merchant Category Group	Description		
00000	MISSING MERCHANT CATEGORY	136	MISCELLANEOUS		
00742	VETERINARY SERVICES	136	MISCELLANEOUS		
00763	AGRICULTURAL CO-OPERATIVE	136	MISCELLANEOUS		
00780	LANDSCAPE/HORTICULTURAL SER	166	FACILITIES MAINTENANCE		
01520	GEN CONTRACTORS RESIDENTL/COML	166	FACILITIES MAINTENANCE		
01711	HEATING	166	FACILITIES MAINTENANCE		
01731	ELECTRICAL CONTRACTORS	166	FACILITIES MAINTENANCE		

Merchant Category Group page

This table maps standard industry merchant category codes to merchant category groups. The mapping table works with the Expense Type - Corporate Card map to associate credit card transactions with expense types through the Merchant Category Group field. This mapping is used by Visa International, Diners Club, MasterCard, and US Bank.

Mapping Table	Mapping From	Mapping To
EX_VIS_MCG_MAP	Standard industry codes provided by the vendor.	EX_CCET_MAP_TBL

### See Also

Chapter 12, “Working With External Expense Data,” Loading Credit Card Data, page 133



## CHAPTER 12

# Working With External Expense Data

This chapter provides an overview of external expense data and discusses how to:

- Load external expense data.
- Load credit card data.
- Handle credit card errors.
- Load benchmark data.
- Load airline ticket data from vendors.

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## Understanding External Expense Data

Organizations are simplifying the administrative operations that are associated with expense reimbursement. PeopleSoft Expenses accepts and processes data from outside sources, such as credit card vendors and benchmark data distributors. You can use these external sources to provide expense data electronically, which reduces the data entry demands on employees. Using electronic data saves time in submitting and approving expenses, and helps monitor the legitimacy of expenses.

For expense processing to take place successfully, data files must be formatted properly before staging and loading. Depending on the data source, staging processes differ; however, you use the Load External Data Application Engine process (EX\_DATA\_LOAD) to load external data.

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## Loading External Expense Data

PeopleSoft Process Scheduler runs the Load External Data Application Engine process at user-defined intervals. This process drives all external data loading programs. Depending on the data source, the Load External Data process runs the appropriate program.

This section discusses how to load external data into PeopleSoft Expenses.

## Page Used to Load External Expense Data

Page Name	Object Name	Navigation	Usage
Load External Dataa	RUN_EXDATAID	Travel and Expenses, Load External Information, Load External Data Sources	Load data from outside sources into PeopleSoft Expenses tables.

## Loading External Data Into PeopleSoft Expenses

Access the Load External Data page.

### Load External Data

Run Control ID: LOADAMEX [Report Manager](#) [Process Monitor](#)

If you select the Reload Corporate Card Errors option, the system will automatically select the Load External Data option.

Load External Data	Reload Corporate Card Errors	Data Source	File Name		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	American Expre	C:\TEMP\AMEX.DAT	+	-

Load External Data page

### Load External Data

Select to load data files that you specify in the File Name field into PeopleSoft Expenses tables. The EX\_LOAD Application Engine process loads valid data into the EX\_TRANS file and loads invalid data into vendor-specific error tables.

### Reload Corporate Card Errors

Select to have the EX\_LOAD Application Engine reloads corrected credit card data from the EX\_STG\_ERR table.

**Note.** Before selecting this option, use the Review Corporate Card Errors page to select transactions to reload.

See [Chapter 12, “Working With External Expense Data,” Handling Credit Card Errors, page 179.](#)

### Data Source

Select a source:

*American Express:* Loads credit card transactions from American Express.

*Diners Club:* Loads credit card transactions from Diners Club.

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**Note.** Diners Club has two data sources. When you select *Diners Club*, the system displays two File Name fields in which you enter TRANS.DAT and ACCOUNT.DAT file names and locations. You must enter TRANS.DAT and its location on the first line.

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*MasterCard:* Loads credit card transactions from MasterCard.

*US Bank:* Loads credit card transactions from US Bank.

*Visa:* Loads credit card transactions from Visa International.

**File Name**

Enter the path and name of the file that contains the data that you want to process.

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## Loading Credit Card Data

This section provides an overview of credit card data loads and discusses how to:

- Load data from American Express.
- Load data from Diners Club.
- Load data from MasterCard.
- Load data from US Bank.
- Load data from Visa International.

## Understanding Credit Card Data Loads

PeopleSoft Expenses delivers out-of-the-box functionality to support interfaces with five credit card vendors to populate expense accounting lines with credit card data. You must work with your credit card vendor to determine how often data is available for downloading and in what file format it comes.

After you establish a relationship with a credit card vendor, you must set them up as a vendor in the PeopleSoft system; this establishes a vendor ID number, address, and bank information. PeopleSoft Expenses enables you to pay vendors directly if the vendor is set up in the accounts payable system appropriately. If Expenses is sold as a stand-alone product, it is delivered with common accounts payable objects that allow the set up to occur as well as a pay cycle component, which enables you to pay vendors and employees. Use the same functionality to set up new credit card vendors.

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**Warning!** You must set up corporate card vendors using these card issuer names: AMEX for American Express, VISA for Visa International, DINER for Diners Club, MC for MasterCard, and USB for US Bank. If you do not use these specific card issuer names, the EX\_LOAD\_[vendor] Application Engine process will not load credit card data.

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After you establish the credit card vendor in your system, you must link the vendor to a payment type in PeopleSoft Expenses. The payment type identifies who is reimbursed for the expense transaction. For example, for the payment type of AMX, set up the system to reimburse the vendor American Express.

Each credit card vendor has unique codes to represent each type of transaction. These codes represent the type of expense incurred, the currency in which the expense was incurred in and to which it was translated, and the location where or country in which the transaction occurred. PeopleSoft Expenses also has codes, or fields, that represent the same data elements. The data elements in the credit card vendor file must be mapped to the corresponding data elements in PeopleSoft Expenses. You must map:

- Credit card vendor codes to corresponding payment types in PeopleSoft Expenses.
- Credit card vendor merchant category codes to corresponding merchant category codes in PeopleSoft Expenses.
- Credit card vendor expense types to corresponding expense types in PeopleSoft Expenses.
- Credit card vendor cash advance codes to corresponding cash advance codes in PeopleSoft Expenses.
- Credit card vendor currency codes to corresponding currency codes in PeopleSoft Expenses.
- Credit card vendor country names to corresponding country codes in PeopleSoft Expenses.
- Credit card vendor data source locations to corresponding expense location codes in PeopleSoft Expenses.

After you set up the credit card vendor and map the data elements, set up employees with valid credit card numbers using the employee profile component on the Corporate Card Information page. You can enter the credit card data for employees manually, or the system can populate the data fields directly from the PeopleSoft Human Resources database.

When you complete the vendor and employee setup and map the data elements, you can begin accepting data from the credit card vendor. The credit card data load routes the transactions from the company interface to the business traveler based on employee ID, employee record number, corporate card type and corporate card number. If errors result from incorrect mapping, fix the mapping and then reload the file. The credit card data load functionality in PeopleSoft Expenses:

- Stages and loads credit card data.
- Notifies employees of existing charges and overdue charges in My Wallet.
- Provides employee access to transactions in My Wallet within an expense report and a cash advance to populate data at the transaction level.
- Manipulates corporate charges through My Wallet entry.
- Processes credits and refunds.

## See Also

[Chapter 8, “Defining Additional Required Data for PeopleSoft Expenses,” Setting Up Payment Types, page 91](#)

[Chapter 11, “Mapping Expense Data,” page 117](#)

[Chapter 13, “Maintaining Employee Profiles,” Maintaining Employee Credit Card Data, page 210](#)

## Loading Data From American Express

Access the Load External Data page.

To load data from American Express:

1. Select a data source of *American Express*.

2. In the File Name field, enter the path and name of the American Express data file.

Entering a file name and path is optional if you reload credit card data.

3. Select Load External Data.

American Express delivers multiple transaction types in a record called KR-1025, but PeopleSoft Expenses uses only transaction type 1.

PeopleSoft Process Scheduler runs the Load External Data Application Engine process that drives the staging process (EX\_PUB\_AMEX) and the loading process (EX\_LOAD\_AMEX). The staging process publishes data and subscribes to a message that populates the staging table (EX\_AMEX\_STG). The loading process:

- Checks for invalid values and loads errors into the EX\_AMEX\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

### American Express KR-1025 - Transaction Type 1

When you import credit card data from American Express, the input file is formatted as shown in this table:

Field Name	Type	Length	Comments
Record Type	Char	1	Record Type. <i>1</i> : Detail Billing Data.
Requesting Control Account Number	Char	19	Account number that is requesting the report.
Requesting Control Account Name	Char	35	Name that is associated with the account that's requesting the report.
Billing Basic Control Account Number	Char	19	Billed basic control account (BCA) for the account number that is billed.
Billing Basic Control Account Name	Char	35	Name that is associated with the billed BCA for the billed account number.
FIPS Code	Char	4	Internal U.S. Federal Agency grouping.
Billing Account Number	Char	19	Billed account number. Can be a CM or a diverted account.

Field Name	Type	Length	Comments
Cardmember Embossed Name	Char	26	Name of the cardmember who incurs the charge.
Employee ID	Char	10	Client-assigned text field.
Cost Center	Char	10	Client-assigned text field.
Universal Number	Char	25	Client-assigned text field.
Social Security Number	Char	10	Client-assigned text field.
Language Preference Code	Char	1	Language preference of the Cardmember for American Express correspondence. For example:  ' ': English; for U.S. corporate (default) '0': English '1': French '2': Spanish '3': Portuguese
Corporate Identifier Number	Char	19	Number that represents a corporate client.
Sign Indicator	Char	1	Positive (+) or negative (-) amount indicator.
Billed Amount	Nbr	15,0	Amount that was charged.
Billed Tax Amount	Nbr	15,0	Tax amount.
Billed Currency Code	Char	3	International Standards Organization (ISO) code for the billed currency.

Field Name	Type	Length	Comments
Billed Decimal Place Number	Char	1	Number of decimal places (one through nine) for the billing currency. For example, <i>1</i> is one decimal place.
Local Charge Amount	Nbr	15,0	Charge amount in local currency.
Local Tax Amount	Nbr	15,0	Tax amount in local currency.
Local Currency Code	Char	3	ISO code for the local currency.
Local Decimal Place Number	Char	1	Number of decimal places (one through nine) for the local currency. For example, <i>1</i> is one decimal place.
Currency Exchange Rate	Nbr	15,8	Exchange rate from the local currency to U.S. dollars.

Field Name	Type	Length	Comments
Transaction Type Code	Char	2	Type of charge or credit for a transaction. Values are:  <i>01: Adjustment</i> <i>02: Remittance Attention</i> <i>03: Remittance Regular</i> <i>04: Life Insurance Premium</i> <i>05: Returned Check Remittance</i> <i>06: Annual Fee</i> <i>07: Deferred</i> <i>08: Regular Charges</i> <i>09: Fee Reversal</i> <i>10: Charge Write-off</i> <i>11: Delinquency Charge Adjustment</i> <i>12: Delinquency Charge</i> <i>13: Air Insurance Charge</i> <i>14: Open Balance Correction</i>
Financial Category Code	Char	1	Financial category of transaction. Values are:  <i>01: New Charge</i> <i>02: Other Debits</i> <i>03: Debit Remittance</i> <i>04: Payment</i> <i>05: Other Credit</i>
Account Type	Char	5	Type of cardmember account. Values are <i>CM</i> , <i>PREV</i> , <i>SUPP</i> , <i>BTA</i> , <i>BTBA</i> , <i>ACB</i> , <i>FCB</i> , <i>CRCB</i> , <i>TC</i> , <i>BEMYG</i> , <i>CACB</i> .



Field Name	Type	Length	Comments
Originating Base Control Account Number	Char	19	Originating BCA for the originating CM account number in diverted transactions.
Originating CM Account Number	Char	19	Originating CM account number for the actual charge in diverted transactions.
Transaction Number	Char	15	This field consists of the three fields that follow it.
Charge Date	Char	8	Date on which the transaction was charged to the account.
Business Process Date	Char	8	Date on which American Express processed the transaction.
Bill Date	Char	8	Date on which the transaction was billed.
CM Reference Number	Char	17	Field that the CM defines at the point of sale.

Field Name	Type	Length	Comments
MIS Industry Code	Char	2	<p>MIS industry code for the transaction. Values are:</p> <p><i>01</i>: Airline</p> <p><i>02</i>: Rail</p> <p><i>03</i>: Lodging</p> <p><i>04</i>: Car rental</p> <p><i>05</i>: Restaurant</p> <p><i>06</i>: Retail</p> <p><i>07</i>: Car miscellaneous</p> <p><i>08</i>: All other</p> <p><i>CA</i>: Cash advance</p> <p><i>DC</i>: Delinquency</p> <p><i>FE</i>: Fees</p> <p><i>IN</i>: Insurance</p> <p><i>NG</i>: Returned check</p> <p><i>OA</i>: Other adjustment</p> <p><i>OI</i>: Oil</p> <p><i>PA</i>: Payment</p> <p><i>TC</i>: Telecommunication</p> <p><i>CT</i>: Corporate TC</p> <p><i>NF</i>: Nonfinancial</p> <p><i>SP</i>: Stop payment</p>
ROC ID (record of charge ID)	Char	13	Uniquely identifies a record of charge (ROC).
Charge Description Line 1	Char	42	First line of description for the ROC.
Charge Description Line 2	Char	42	Second line of description for the ROC.
Charge Description Line 3	Char	42	Third line of description for the ROC.

Field Name	Type	Length	Comments
Charge Description Line 4	Char	42	Fourth line of description for the ROC.
Charge Description Line Other	Char	206	Other line of description for redefines.
SE Chain Code	Char	10	
SE Number	Char	10	Establishment Services account number for the SE that incurred the charge.
SE Chain Code	Char	10	
SE Name 1	Char	40	First SE name field.
SE Name 2	Char	40	Second SE name field.
SE Street 1	Char	40	First SE address line.
SE Street 2	Char	40	Second SE address line.
SE City	Char	40	SE's city name.
SE State	Char	6	SE's state code.
SE Zip Code	Char	15	SE's zip code.
SE Country Name	Char	35	SE's country name.
SE Country Code	Char	30	ISO country code.
SE Corporate Status Code	Char	1	Corporate status. Values are: <i>S</i> : Sole proprietorship <i>P</i> : Partnership <i>C</i> : Corporation <i>None</i> : Unidentified

Field Name	Type	Length	Comments
SE Purchasing Card Code	Char	2	Purchasing card and nonpurchasing card SEs. <i>00</i> : Non-U.S. accounts. <i>01</i> : Set up at client's request, no additional data capture. <i>02</i> : Set up at client's request, no additional data capture. <i>03</i> : Set up not at client's request, no additional data capture. <i>04</i> : Set up without client request. <i>05</i> : Set up at client's request, no additional data capture. <i>06</i> : Set up at client's request. <i>07</i> : Set up without client request, no additional data capture. <i>08</i> : Set up without client request.
SE Purchasing Card Owner Type Code	Char	2	Identifies minority status. Values are: <i>00</i> : Unknown <i>01</i> : African American <i>02</i> : Hispanic American <i>03</i> : Native American <i>04</i> : Asian Indian <i>05</i> : Asian American <i>06</i> : Nonethnic <i>07</i> : Disabled <i>08</i> : Hawaiian <i>09</i> : All other minorities

Field Name	Type	Length	Comments
SIC Code (Standard Industrial Classification code)	Char	4	Standard industry code.
SE Sales Tax Collected Flag	Char	1	Indicates whether sales tax was collected.
Ship To Postal Code	Char	15	Postal code shipped to.
Ship To City	Char	30	City name shipped to.
Ship To County	Char	30	County name shipped to.
Ship to State	Char	6	State code shipped to.
DDA Number	Char	22	Funds Access checking account number.
Bank Routing Number	Char	4	Routing number for the bank.
US CM ABA Number	Char	4	Number that identifies the domestic bank.
Spool Number	Char	22	Internal American Express number that identifies the transaction spooling order.
Funds Access Log Date	Char	8	Date that American Express logged the transaction.
Funds Access Log Time	Char	8	Time that American Express logged the transaction.
Machine Number	Char	8	Unique number that identifies the automated teller machine (ATM) from which a transaction originated.

Field Name	Type	Length	Comments
Terminal Location	Char	40	ATM location.
Network Route and Transit Number	Char	10	
Terminal Route and Transit Number	Char	10	
Cash Batch Number	Char	6	Internal number that identifies the type of transaction for cash transactions.
Filler	Char	10	Filler.

## Loading Data From Diners Club

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *Diners Club*.
2. (Optional) In the File Name field, enter the path and name of the transaction record data file from Diners Club. You must enter the path and name for the transactional record first.
3. (Optional) In the second File Name field, enter the path and name for the account information data file from Diners Club.
4. Select Load External Data.

Diners Club delivers information in four files, but PeopleSoft Expenses uses only two of them:

- TRANS.DAT delivers transaction records.
- ACCOUNTS.DAT delivers account information.

PeopleSoft Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_DC) and the loading process (EX\_LOAD\_DC). The staging process publishes data and subscribes to a message that populates the staging table (EX\_DC\_STG). The loading process:

- Checks for invalid values and loads errors into the EX\_DC\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

### ACCOUNT.DAT File

When you import credit card data from Diners Club, the ACCOUNT.DAT input file is staged as shown in this table:

Field Name	Type	Length
Account Number	Character	19
Last Name	Character	30
First Name	Character	26

## TRANS.DAT File

When you import credit card data from Diners Club, the TRANS.DAT input file is formatted as shown in this table:

Field Name	Type	Length
Transaction Number*	Character	17
Record Type	Character	1
Date Record Updated	Date-YYYYMMDD	8
Franchise Code*	Character	25
Account Number*	Character	19
Link Account Number	Character	19
Balance Account Number*	Character	19
Transaction Date	Date-YYYYMMDD	8
Billing Date	Date-YYYYMMDD	8
Posting Date	Date-YYYYMMDD	8
Transaction Amount*	Numeric w/Dec	16
Debit/Credit Flag	Logical T/F	1
Currency Code Description*	Character	20
ISO Currency Code	Character	3
Charge Type	Character	20
Billing Level	Character	2
Description 1	Character	35
Description 2	Character	35
Description 3	Character	35
Description 4	Character	35

Field Name	Type	Length
Establishment Number	Character	15
Establishment Name	Character	35
Establishment Address 1	Character	35
Establishment Address 2	Character	35
Establishment Address 3	Character	35
Establishment Address 4	Character	35
Establishment City/Town	Character	26
Establishment State	Character	20
Establishment Zipcode	Character	11
Establishment Country	Character	30
Establishment Phone Number	Character	20
DCI Country Flag	Logical T/F	1
SIC Code Description (Standard Industrial Classification code description)	Character	30
SIC Code	Character	4
Merchant Specific Code	Character	30
Intes Code	Character	30
DCI Charge Type	Character	30
Foreign Flag	Logical T/F	1
Original Transaction Amount	Numeric w/Dec	16
Original Currency Description	Character	20
ISO Currency Code	Character	3
Tax 1 Amount	Numeric w/Dec	16
Tax 2 Amount	Numeric w/Dec	16
Reference Number	Character	12
Record Of Charge/Ticket Number	Character	13
Dispute Flag	Logical T/F	1



Field Name	Type	Length
Dispute Original Bill Date	Date-YYYYMMDD	8
Memo Billed Flag	Logical T/F	1
Rewards Flag	Logical T/F	1
General Ledger Number	Character	5
Indicative Data 1	Character	10
Indicative Data 2	Character	10
Indicative Data 3	Character	10
Indicative Data 4	Character	10
Indicative Data 5	Character	10
Indicative Data 6	Character	10
User Defined Information 1	Character	25
User Defined Information 2	Character	25
User Defined Information 3	Character	25
User Defined Information 4	Character	25
User Defined Information 5	Character	25
User Defined Information 6	Character	25
User Defined Information 7	Character	25
User Defined Information 8	Character	25
Supplemental Information	See Below	254

## Loading Data From MasterCard

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *MasterCard*.
2. (Optional) In the File Name field, enter the path and name of the MasterCard data file.
3. Select Load External Data.

MasterCard produces multiple transaction types with Common Data Format 2.0 file. PeopleSoft Expenses uses transaction types 4300, 5000 addendum type 0, 5000 addendum type 2, and 5000 addendum type 3.

PeopleSoft Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_MC) and the loading process (EX\_LOAD\_MC). The staging process publishes data and subscribes to messages that populate these staging tables that correspond to MasterCard transaction types:

- EX\_MC\_4300
- EX\_MC\_5000\_0
- EX\_MC5000\_2
- EX\_MC5000\_3

The loading process:

- Combines EX\_MC\_XX staging tables into one table (EX\_MC\_STG).
- Checks for invalid values and loads errors into the EX\_MC\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from MasterCard, your input files are formatted as shown in these tables, depending on your version of Common Data Format.

### 4300 — Account Address Maintenance Record

Field Name	Type	Length	Comments
RecordIdentifier	Char	4	Identifies the record type.
AddendumType	Char	3	Filler for sorting (addendum type).
AccountNumber	Char	19	Account number that the corporation owns.
CardholderName1	Char	35	If the account has the capability to perform merchant transactions, this field contains the cardholder's name.
CardholderName2	Char	35	Optional descriptive name of the cardholder.

### 5000 (0) — Financial Transaction Record

Field Name	Type	Length	Comments
RecordIdentifier	Char	4	Identifies the record type.
IssuerICA	Number	5	Issuer's ICA number.
IssuerNumber	Char	11	Identifies the issuer along with the ICA number (blank - filled right justified).

Field Name	Type	Length	Comments
CorpNumber	Char	19	Identifies the corporation to the issuer (blank-filled right justified).
AddendumType	Char	3	Code to identify the addendum type. For example, 0 - Financial Transaction - not an addendum, 01 - Financial User Amount Addendum, 02 - Financial Cost Allocation, 03 - Split Transaction, 031 - Split User Amount (not implemented), 032 - Split Cost Allocation, 1 - Purchasing Card, 11 - Purchasing Card User Amount Addendum, 12 - Purchasing Card Cost Allocation, 3 - Lodging, 4 - Car Rental, 5 - Generic, 6 - Fleet Card, 61 - Fleet Card Item, 7 - Merchant Description, 2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left justified.
ProvidingEffectiveDate	Char	17	Original date and time stamp (in YYYYMMDD HH24:MI:SS format).
ReservedField	Char	6	This field is reserved for internal use and should be kept blank.
MerchantActivity Indicator	Char	1	Indicates whether a transaction is a merchant transaction or an account adjustment
AccountNumber	Char	19	Account number that the corporation owns.
MCTransReference Number	Char	10	This MasterCard-assigned transaction reference number is passed down to the desktop applications. This field should be kept blank by the input source.
AcquirerReference Number	Char	23	In case of adjustment activities, this stores the processor's unique identifier for the adjustment.

Field Name	Type	Length	Comments
RecordType	Char	1	Reversal transaction if <i>R</i> , original if blank.
TransactionType	Char	1	<p>These values are available when MerchantActivityIndicator is <i>Merchant</i>:</p> <p>5 - Retail Sale</p> <p>6 - Credit</p> <p>7 - Cash Disbursements</p> <p>8 - Unique</p> <p>9 - ATM</p> <p>These values are available when MerchantActivityIndicator is <i>Activity</i>:</p> <p>1 - Corporate Level Activity</p> <p>2 - Organization Point Activity</p> <p>3 - Account Level Activity</p>
DebitCreditIndicator	Char	1	Indicates debit or credit.
TransactionAmount	Number	16,4	Transaction amount.
PostingDate	Char	8	Date (in <i>YYYYMMDD</i> format) on which the transaction was posted to the cardholders account.
TransactionDate	Char	8	Date (in <i>YYYYMMDD</i> format) on which the transaction took place.
ProcessingDate	Char	8	The date (in <i>YYYYMMDD</i> format) that comes in on the DPFheader. If this is not present, it should be taken from the 1000 Customer Header record.
MerchantName	Char	25	Merchant's name. Required if MerchantActivityIndicator is <i>M</i> .

Field Name	Type	Length	Comments
MerchantCity	Char	13	Merchant's city. Required if MerchantActivityIndicator is <i>M</i> .
MerchantStateProvince	Char	3	Merchant's state or province (or any geographic region equivalent of a U.S. state). Either this field or field #41, MerchantLocationStateProvinceCode, must be required. Required if MerchantActivityIndicator is <i>M</i> .
MerchantCountry	Char	3	Merchant's country. Required if MerchantActivityIndicator is <i>M</i> .
MerchantMCC	Char	4	MasterCard-assigned code to the merchant. Required if MerchantActivityIndicator is <i>M</i> .
AmountInOriginal Currency	Number	16	Amount in original currency.
OriginalCurrencyCode	Char	3	Original currency code.
CurrencyConversion Date	Char	5	Currency conversion date (in Julian format, <i>YYJJJ</i> ).
PostedCurrencyCode	Char	3	Posted currency code.
INETConversionRate	Number	16,7	INET conversion rate (signed decimal).
INETConversionExponent	Number	1	INET conversion exponent.
AcquiringICA	Number	4	MasterCard-assigned bank identification number.
CustomerCode	Char	17	Code that the corporation assigns to the merchant.
SalesTaxAmount	Number	16,4	Tax paid on goods purchased.

Field Name	Type	Length	Comments
SalesTaxCalcIndicator	Char	1	<p>MasterCard calculates the sales tax if the external source does not supply it. In such an event, the Sales Tax calculation indicator has these values:</p> <p>0: Estimated tax not calculated.</p> <p>1: Destination zip code used.</p> <p>2: Merchant zip code used.</p> <p>3: Merchant city used.</p> <p>4: Information supplied at point of sale.</p> <p>5: Unable to calculate estimated sales tax.</p> <p>6: Tax exempt.</p> <p>7: Cardholder province used.</p> <p>8: Merchant state used.</p>
SalesTaxRatePct	Number	5	The percentage that is used to calculate sales tax. This field is populated for outbound distribution. The Provider system performs sales tax computation if the Sales Tax calculation indicator indicates that a sales tax needs to be calculated. The decimal is implied.
FreightAmount	Number	16,4	Freight charges portion of the total amount.
DestinationPostalCode	Char	10	Postal code where purchased goods are delivered.

Field Name	Type	Length	Comments
MerchantType	Char	4	<p>Merchant's business in relation to the corporation.</p> <p>Column 1: Business</p> <p>0: Unknown</p> <p>1: Corporation</p> <p>2: Other Business Structure</p> <p>Column 2: Classification</p> <p>0: Unknown</p> <p>1: No Applicable Classification (Not female or handicapped)</p> <p>2: Female Business Owner</p> <p>3: Physically Handicapped Female Business Owner</p> <p>4: Physically Handicapped Business Owner</p> <p>Column 3: Certification</p> <p>0: Unknown</p> <p>1: Not Certified as Such</p> <p>2: SBA Certification as Small Business</p> <p>3: SBA Certification as Small Disadvantaged Business</p> <p>4: Other Government or Agency Recognized Certification</p> <p>5: Self Certified Small Business</p>

Field Name	Type	Length	Comments
MerchantType (continued)	Char	4	Column 4: Ethnic Group 0: Unknown 1: African American 2: Asian Pacific American 3: Subcontinent Asian American 4: Hispanic American 5: Native American Indian 6: Native Hawaiian 7: Native Alaskan 8: Caucasian 9: Other
MerchantLocationPostalCode	Char	10	Merchant's postal code where the purchase was made.
DutyAmount	Number	16,4	Import duty portion of the total amount.
MerchantTaxId	Char	15	Merchant's tax identification number.
MerchantLocationState-ProvinceCode	Char	3	State code of the merchant's location where the purchase was made.
ShipFromPostalCode	Char	10	Postal code from where purchased goods are shipped.
AlternateSalesTax Amount	Number	16,4	In some countries, there is more than one value added tax.
DestinationCountry Code	Char	3	Country code where purchased goods are delivered.
MerchantReference Number	Char	17	Merchant's reference number.
AlternateTaxIndicator	Char	1	Indicates whether the alternate tax amount is included in the purchase amount.



Field Name	Type	Length	Comments
AlternateTaxIdentifier	Char	15	An additional number used to identify the merchant to a taxing entity.
SalesTaxCollectedAt POSIndicator	Char	1	Indicates whether the sales tax amount is included in the transaction amount. This field must have a value if the AlternateTaxIdentifier field has a value.
AddendumDetailIndicator	Char	1	A system indicator of the additional data that is captured beyond the financial record.
MerchantId	Char	15	INET merchant ID.
AdjustmentReasonCode	Char	5	Type of adjustment.
AdjustmentDescription	Char	40	Free-formatted field to describe the activity.
TransMaintAction	Char	1	A: Add
InputFileRecordNumber	Number	6	This field is populated internally when the CDF is converted from the DPF. It contains the record number of the corresponding record in the DPF. When the input source gives a file in CDF format, the source should populate this field by the record number.
ReserveField	Char	6	Outbound error code. The Provider system formats this field if the record is rejected back to the input source (processor or issuer).

### 5000 (2) — Passenger Transport Addendum Record

Field Name	Type	Length	Comments
RecordIdentifier	Char	4	Record type.
IssuerICA	Number	5	ICA number of the issuer.
IssuerNumber	Char	11	The issuer along with the ICA number (blank - filled right justified).

Field Name	Type	Length	Comments
CorpNumber	Char	19	The corporation to the issuer (blank-filled right justified).
AddendumType	Char	3	Code to identify the addendum type. For example, 0 - Financial Transaction - not an addendum, 01 - Financial User Amount Addendum, 02 - Financial Cost Allocation, 03 - Split Transaction, 031 - Split User Amount (not implemented), 032 - Split Cost Allocation, 1 - Purchasing Card, 11 - Purchasing Card User Amount Addendum, 12 - Purchasing Card Cost Allocation, 3 - Lodging, 4 - Car Rental, 5 - Generic, 6 - Fleet Card, 61 - Fleet Card Item, 7 - Merchant Description, 2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left justified.
ProvidingEffectiveDate	Char	17	Original date and time stamp (in YYYYMMDD HH24:MI:SS format).
ReservedField	Char	6	This field is reserved for internal use and should be kept blank.
PassengerName	Char	25	Person to whom the ticket was issued.
DepartureDate	Char	8	Departure date (in YYYYMMDD format).
CityOfOrigin/Airport Code	Char	5	City of origin airport code.
TravelAgencyCode	Char	8	Code that is assigned to the travel agency.
TravelAgencyName	Char	25	Name of the travel agency that is issuing the ticket.
TicketNumber	Number	15	Ticket number.
CustomerCode	Char	64	Code that the cardholder gave the merchant.

Field Name	Type	Length	Comments
IssueDate	Char	8	Date (in YYYYMMDD format) on which the ticket was issued to the customer.
IssuingCarrier	Char	4	Standard abbreviation for the airline or railway carrier that is issuing the ticket.
TotalFare	Number	16,4	Ticket amount.
TotalFees	Number	16,4	Amount of the fees that are associated with the ticket.
TotalTaxes	Number	16,4	Amount of the taxes that are associated with the ticket.
InputFileRecordNumber	Number	6	This field is populated internally when the CDF is converted from the DPF. It contains the record number of the corresponding record in the DPF. When the input source gives file in the CDF format, the source should populate this field by the record number.
ReserveField	Char	6	Outbound error code. The Provider system formats this field if the record is rejected back to the input source (processor or issuer).

### 5000 (3) — Lodging Addendum Record

Field Name	Type	Length	Comments
RecordIdentifier	Char	4	Record type.

Field Name	Type	Length	Comments
AddendumType	Char	3	Code to identify the addendum type. For example, 0 - Financial Transaction - not an addendum, 01 - Financial User Amount Addendum, 02 - Financial Cost Allocation, 03 - Split Transaction, 031 - Split User Amount (not implemented), 032 - Split Cost Allocation, 1 - Purchasing Card, 11 - Purchasing Card User Amount Addendum, 12 - Purchasing Card Cost Allocation, 3 - Lodging, 4 - Car Rental, 5 - Generic, 6 - Fleet Card, 61 - Fleet Card Item, 7 - Merchant Description, 2 - Passenger Transport, and 21 - Passenger Transport Leg. Blank-filled left justified.
ArrivalDate	Char	8	Date (in YYYYMMDD format) on which the customer arrived.
DepartureDate	Char	8	Date (in YYYYMMDD format) on which the customer departed.

## Loading Data From US Bank

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *US Bank*.
2. (Optional) In the File Name field, enter the path and name of the US Bank data file.
3. Select Load External Data.

US Bank produces multiple transaction types with InfoSpan software. PeopleSoft Expenses uses transaction types 3, 4, 5, 9, and 14 from InfoSpan version 3.0.

PeopleSoft Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_VISA) and the loading process (EX\_LOAD\_VISA). The staging process publishes the data and uses subscription codes to populate these staging tables that correspond to US Bank transaction types:

- EX\_VISA\_INFO\_03
- EX\_VISA\_INFO\_04
- EX\_VISA\_INFO\_05

- EX\_VISA\_INFO\_09
- EX\_VISA\_INFO\_14

The loading process:

- Combines the EX\_VISA\_INFO\_XX staging tables into one table (EX\_VISA\_STG).
- Checks for invalid values and loads errors into the EX\_VISA\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from US Bank, the input files are formatted as shown in these tables:

### US Bank Record Type 2

Field Name	Type	Length	Description
Record ID	Char	2	Code designating cardholder information.
Cardholder Account Number	Char	16	Cardholder's Visa account number.
Corporate Account Number	Char	16	If a corporate bill, shows the company's billing account number.
Social Security Number	Char	9	Social security number.
Cardholder Name	Char	25	Name (in <i>First Middle Initial Last</i> format) as it is embossed on card.

### US Bank Record Type 5

Field Name	Type	Length	Description
Record ID	Char	2	Code designating transaction information.
Account Number	Char	16	Visa account number.
Reference Number	Char	23	Transaction reference number that the merchant assigns at transaction time.
TSYS Tran Code	Char	4	Detailed transaction code.
Transaction Date	Char	8	Date on which the transaction occurred.
Posting Date	Char	8	Date on which the transaction was posted.

Field Name	Type	Length	Description
Source Curr Code	Char	3	Currency code of the country in which the transaction occurred.
Source Currency Amt	Nbr	12	Amount of purchase in source currency. Two decimals are implied for all currencies.
Billing Curr Code	Char	3	Billing currency code (always U.S. dollars).
Billing Currency Amt	Nbr	12	Amount of purchase in billing currency.
SIC Code	Char	4	Standard industrial classification for merchant.
Merchant Name	Char	25	Merchant's name. For passenger itinerary transactions, the original ticket number is in positions 13 through 25 of this field.
Merchant City	Char	26	Merchant's city.
Merchant State	Char	3	Merchant's state or province code.
Merchant Country	Char	3	Merchant's country code.
Merchant Zip	Char	9	Zip code where merchant is located.
Merchant VAT No./Single Business Ref (merchant value-added tax number/single business reference)	Char	20	The ID number that the taxing authority assigns to the merchant. Canada:Single Bus Ref no. (Purch Card)
Customer VAT No. (customer value-added tax number)	Char	13	ID that value-added tax (VAT) authorities assign to buying company. (Purch Card)
Summary Commodity Code	Char	4	European VAT requirement that describes the items in the purchase. Used for VAT reporting. (Purch Card)
Accounting Code	Char	35	General ledger account number.

Field Name	Type	Length	Description
Memo Post Flag	Char	1	Specifies if the transaction is a memo that is posted to this cardholder. Values are:  Y: Memo Post  N: Live Dollars, Not Memo Post
LocalTax Included Flag	Char	1	Indicates presence of state or provincial tax information. Values are:  0: No Tax Provided  1: Tax Provided
Local Tax Amount	Char	12	State, local and other tax for calling card transactions. Also used for total amount of state or provincial tax included in this transaction. In U.S., this is sales tax.
National Sales Tax Included Flag	Char	1	Indicator of presence of national tax information.  0: No Tax Provided  1: Tax Provided
National Sales Tax	Char	12	This field is used for federal tax on calling card transactions. Also used for the total amount of national or VAT tax included in the transaction amount. The amount must be in the source currency.
Other Tax	Char	12	Total amount of all of the other taxes in this transaction, excluding local and national tax. Not applicable in U.S. (Purch Card only)

Field Name	Type	Length	Description
Purchase Identifier Flag	Char	1	Information type that is provided in the purchase identifier field. Values are:  1: Order Number  2: Customer Defined Data  3: Car Rental Agreement Number (Corp Card)  4: Hotel Folio Number (Corp Card)
Purchase Identifier	Char	25	Identifies purchase to issuer and cardholder. Contains customer reference identifier, including customer code or merchant order number. Used mainly for purchasing card.
Service Identifier	Char	6	Value that is assigned to identify the type of record.
Source Currency Exchange Rate	Nbr	13	Currency exchange rate. Six decimal positions. U.S. transactions hold an exchange rate of 1.
Filler	Char	83	

### US Bank Record Type 10

Field Name	Position	Length	Description
Record ID	Char	2	Code designating Transaction Detail for Airline Data
Account Number	Char	16	Visa Account number.
TSYS Tran Code	Char	4	Detailed transaction code.
Departure Date	Char	8	The date on which travel begins.
Origination City/Airport Code	Char	3	IATA airport code for origination city.
Ticket Number	Char	13	For passenger itinerary trans, Merchant Name field provides the original ticket number in positions 13 through 25 (of these 25).



Field Name	Position	Length	Description
Passenger Name	Char	20	Name of passenger as indicated on ticket.
Restricted Ticket	Char	1	Code indicating a restricted (nonrefundable) ticket. (Not currently available.) Values are:  0: No restriction  1: Restricted (nonrefundable ticket)
Travel Agency Name	Char	25	Name of travel agency that supplied the ticket.
Travel Agency Code	Char	8	Unique code for the travel agency that supplied the ticket.
Number of Legs	Char	2	Number of legs of itinerary data that follow; up to 16.
Filler	Char	298	

## Loading Data From Visa International

Access the Load External Data page.

Select and enter these parameters:

1. Select a data source of *Visa International*.
2. (Optional) In the File Name field, enter the path and name of the Visa International data file.
3. Select Load External Data.

Visa International produces multiple transaction types with InfoSpan software. PeopleSoft Expenses uses transaction types 3, 4, 5, 9, and 14 from InfoSpan version 3.0.

PeopleSoft Process Scheduler runs the Load External Data Application Engine process, which drives the staging process (EX\_PUB\_VISA) and the loading program (EX\_LOAD\_VISA). The staging process publishes the data and uses subscription codes to populate these staging tables that correspond to Visa transaction types:

- EX\_VISA\_INFO\_03
- EX\_VISA\_INFO\_04
- EX\_VISA\_INFO\_05
- EX\_VISA\_INFO\_09
- EX\_VISA\_INFO\_14

The loading process:

- Combines the EX\_VISA\_INFO\_XX staging tables into one table (EX\_VISA\_STG).

- Checks for invalid values and loads errors into the EX\_VISA\_STG\_ERR table.
- Completes the load process by loading data into the EX\_TRANS table.

When you import credit card data from Visa International, your input files are formatted as shown in these tables, depending on your version of InfoSpan:

### InfoSpan Version 3.0 - Transaction Type 3

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Cardholder Information	Char	20	Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders.
Account Number	Nbr	19	Cardholder account number that appears on the front of the card as Base II transmits it.
Hierarchy Node	Char	40	Active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period.
Effective Date	Nbr	8	Date on which the relation with the new node becomes effective after a change. The relation with the old hierarchy node ends the day before the effective date. The system ignores the effective date if the new hierarchy node is the same as the old one in InfoSpan.

Field Name	Type	Length	Comments
Account Open Date	Nbr	8	Date on which the cardholder account was opened and on which the relation with a hierarchy node starts for a new account.
Account Close Date	Nbr	8	Date on which the cardholder's account closed.
Card Expire Date	Nbr	8	Expiration date of the card account.
Card Type	Nbr	1	Code that identifies the type of Visa card. <b>Note.</b> Purchasing card includes Fleet Service.
Spending Limit	Nbr	16	Spending limit that is permitted for the purchasing account in a billing period.
Statement Type	Nbr	1	Code that indicates the billing frequency.
Last Revision Date	Nbr	8	Date on which the issuer last reviewed this account.
Transaction Spending Limit	Nbr	16	Maximum amount that is allowed per transaction for a purchasing card account.
Corporation Payment Indicator	Nbr	1	Values are <i>Yes</i> (the client company pays the bill) and <i>No</i> (the cardholder pays).
Billing Account Number	Nbr	19	Card account to which the transactions are billed.
Cost Center	Char	50	Default cost center for an account.

Field Name	Type	Length	Comments
G/L Sub-account	Char	76	Default general ledger sub-account for an account.
Transaction Daily Limit	Nbr	8	Represents the maximum number of transactions that can be charged to a card account in a day.
Transaction Cycle Limit	Nbr	8	Represents the maximum number of transactions that can be charged to a card account in a billing cycle.
Cash Limit Amount	Nbr	16	Represents the maximum amount of cash advance transactions that can be charged to the account in a billing cycle.
Status Code	Nbr	2	Status of a card account.
Reason Status Code	Nbr	2	Reason for a change in card account status.
Status Date	Nbr	8	Date on which the card account status changed.
Pre-funded Indicator	Nbr	1	Indicates if the card account is prefunded.
City Pair Program Indicator	Nbr	1	Indicates that the card account is subject to a City Pair Program.
Task Order Number	Char	26	Specifies and authorizes required products and services and the negotiated price for them.
Fleet Service Indicator	Nbr	1	Indicates that the card account can receive Fleet Service data.

**InfoSpan Version 3.0 - Transaction Type 4**

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Company Identification	Nbr	10	Issuer-assigned company identification number. It identifies multiple companies in an issuer's portfolio.
Cardholder Information	Char	20	Unique identification numbers, such as employee numbers, by which a client company identifies employees or cardholders.
Hierarchy Node	Char	40	Number that represents the active hierarchy (organization chart) node to which the card account belongs. A card account can be associated with only one hierarchy node for a specific period.
First Name	Char	20	Cardholder's first name.
Last Name	Char	20	Cardholder's last name.
Address Line 1	Char	40	First line of cardholder's address.
Address Line 2	Char	40	Second line of cardholder's address.
City	Char	20	City where the cardholder works.
State/Province Code	Char	4	State or province code for where the cardholder works.

Field Name	Type	Length	Comments
ISO Country Code	Nbr	5	ISO (International Organization for Standardization) code for the country in which the cardholder works.
Postal Code	Char	10	Postal code for the cardholder's business address. For cardholders in the U.S., it contains the zip code of the business address. For cardholders in other countries, it contains the country postal code.
Address Line 3	Char	40	Third line of cardholder's address.
Mail Stop	Char	14	Cardholder's physical location number at work.
Phone Number	Char	14	Cardholder's business telephone number.
Fax Number	Char	14	Cardholder's business fax number.
SSN Other ID (social security number other ID)	Char	20	Cardholder's social security number or other identifying number (other than the Cardholder Identification field).
Training Date	Nbr	8	Visa Cards training date for the cardholder.
E-mail Address	Char	254	Cardholder's electronic mail address.

**InfoSpan Version 3.0 - Transaction Type 5**

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Account Number	Nbr	19	Cardholder account number that appears on the front of the card.
Posting Date	Nbr	8	Posting date of a transaction.
Transaction Reference Number	Char	24	Reference number for a transaction.
Sequence Number	Nbr	10	Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.
Period	Nbr	5	Billing period number that the issuer's processor assigns.
Acquiring BIN (acquiring bank identification number)	Nbr	6	Bank identification number of a supplier that is related to the transaction.
Card Acceptor ID	Char	26	Reserved for future use.
Supplier Name	Char	26	Supplier name that is included in a transaction.
Supplier City	Char	14	City of a supplier that is included in a transaction.
Supplier State/Province Code	Char	4	Code of a supplier state or province that is included in a transaction.

Field Name	Type	Length	Comments
Supplier ISO Country Code	Nbr	5	ISO country code of the country in which the supplier is located. The system converts alphabetic ISO country codes to their numeric equivalents.
Supplier Postal Code	Char	10	Postal code of a supplier location that is included in a transaction.
Source Amount	Nbr	16	Supplier source amount of a transaction.
Billing Amount	Nbr	16	Amount to be billed or credited to the cardholder.
Source Currency Code	Nbr	5	Currency of the course amount of the transaction.
Merchant Category Code	Nbr	4	Four-digit numeric classification identifier, modeled after the Standard Industrial Classification code, designed to group suppliers that are in similar lines of business.
Transaction Type Code	Char	2	Code that identifies the type of account posting that results from a transaction.
Transaction Date	Nbr	8	Date of the transaction.
Billing Currency Code	Nbr	5	Currency in which the transaction amount is billed.
Tax Amount	Nbr	16	Sales tax amount included by point of sale (POS) supplier. For U.S. only.



Field Name	Type	Length	Comments
Dispute Amount	Nbr	16	Amount that is in dispute for a transaction.
Dispute Reason Code	Nbr	1	Code that indicates the reason for a disputed transaction.
Dispute Date	Nbr	8	Date of disputed transaction.
Commodity Code	Char	4	Code that identifies a commodity for VAT purposes. For VAT, the commodity code means line item detail (LID) or summary tax data (SUMM).
Supplier VAT Number	Char	20	Supplier's VAT identification number.
Supplier Order Number	Char	50	Supplier's purchase order number for a transaction.
Customer VAT Number	Char	14	Customer's VAT registration number.
VAT Amount	Nbr	16	VAT amount of a transaction.
Tax2 Amount	Nbr	16	Goods and services tax (GST) or harmonized sales tax (HST) amount for a transaction.
Purchase Identification Format	Char	2	Format of a purchase identification in a transaction.
Purchase Identification	Char	50	Identification code for POS transactions.

Field Name	Type	Length	Comments
Customer Code/CRI	Char	76	A code that the cardholder provides at the time of transaction. The commercial client uses this code for accounting and reconciliation purposes.
Transaction Time	Nbr	4	Time when the transaction occurred.
Tax Amount Included Code	Nbr	1	Code that indicates if the source amount of the transaction includes the tax amount (Sales, VAT, or PST).
Tax 2 Amount Included Code	Nbr	1	Code that indicates if the source amount of the transaction includes the Tax 2 amount (GST or HST).
Order Type Code	Nbr	2	Code that indicates how the transaction was ordered (mail or telephone, recurring order, installment, or other mail order).
Message Identifier	Char	16	Code that helps link the TC 50 acquirer-provided enhanced data records with the draft data transaction.

### InfoSpan Version 3.0 - Transaction Type 9

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.

Field Name	Type	Length	Comments
Account Number	Nbr	19	Cardholder account number that appears on the front of the card as is transmitted by BASE II.
Posting Date	Nbr	8	Posting date of a transaction.
Transaction Reference Number	Char	24	Reference number of a transaction.
Sequence Number	Nbr	10	Transaction sequence number that the processor assigns during posting to uniquely identify a transaction within a posting run.
No Show Indicator	Nbr	1	Indicator of a transaction that results from a customer's failure to appear.
Check In Date	Nbr	8	Date that the customer checked into the hotel. This is the scheduled arrival date for a no show or an advance lodging reservation.
Daily Room Rate	Nbr	16	Daily rental rate for a hotel room.
Other Charges	Nbr	16	Additional charges as identified by the Lodging Extra Charges code in a lodging transaction. This includes no show charges in a transaction where the Lodging No Show Indicator is Yes.
Total Tax Amount	Nbr	16	Total tax amount for a hotel lodging transaction.

Field Name	Type	Length	Comments
Food/Beverage Charges	Nbr	16	Charges for food and beverages as a part of a hotel lodging transaction. This value does not include minibar charges.
Prepaid Expenses	Nbr	16	Total of any prepaid amounts or deposits applied against the folio.
Folio Cash Advances	Nbr	16	Total of cash advances that were charged on the folio against the folio.
Valet Parking Charges	Nbr	16	Valet parking charges as a part of a hotel lodging transaction.
Mini Bar Charges	Nbr	16	Total minibar food and beverage expenses.
Laundry Charges	Nbr	16	Laundry charges in a hotel lodging transaction.
Telephone Charges	Nbr	16	Telephone charges, including in-room fax machine usage.
Gift Shop Purchases	Nbr	16	Total of gift shop and merchandise purchases.
Movie Charges	Nbr	16	Total charges for movies and other in-room entertainment expenses.
Business Center Charges	Nbr	16	Total of copies, faxes, and other business center expenses.
Health Club Charges	Nbr	16	Total of health club or pool expenses, including court and equipment rental and golf green fees.

Field Name	Type	Length	Comments
Extra Charge Code	Char	6	Type of additional charges to a bill after checkout. Each position may indicate a type of charge.
Total Room Tax Amount	Nbr	16	Amount of all room taxes for this transaction.
Lodging Nights	Nbr	2	Length of stay (in nights).
Total Non-Room Charges	Nbr	16	All non-room-related charges.
Message Identifier	Char	16	Message identifier in a transaction. This information helps match enhanced data with the credit card transaction.
Purchase ID	Char	50	Merchant-assigned number for the transaction. It can be a supplier order number, a folio number, or a car rental agreement number.  This information helps match enhanced data with the transaction.
Source Amount	Nbr	16	Amount (in source currency) that was charged to the card account for the transaction.  This information helps match enhanced data with the transaction.
Transaction Date	Nbr	8	Date of the purchase, according to the financial record. This information helps match enhanced data with the transaction.

Field Name	Type	Length	Comments
Merchant Category Code	Nbr	4	Merchant category code for the transaction, according to the financial transaction. This information helps match enhanced data with the transaction.
Supplier Name	Char	26	The name of the supplier, according to the financial transaction. This information helps match enhanced data with the transaction.
Supplier Postal Code	Char	10	Postal code of a supplier, according to the financial transaction. This information helps match enhanced data with the transaction.

### InfoSpan Version 3.0 - Transaction Type 14

Field Name	Type	Length	Comments
Load Transaction Code	Nbr	1	Code that determines how the InfoSpan load function processes this transaction.
Account Number	Nbr	19	Cardholder account number appearing on the front of the card as is transmitted by BASE II.
Posting Date	Nbr	8	Posting date of a transaction.
Transaction Reference Number	Char	24	Reference number of a transaction.
Sequence Number	Nbr	10	Transaction sequence number that the processor assigns during the posting process to uniquely identify a transaction within a posting run.

Field Name	Type	Length	Comments
Departure Date	Nbr	8	Date on which the customer begins travelling.
Travel Agency Code	Char	8	Code that identifies the travel agency that supplied the ticket.
Travel Agency Name	Char	26	Name of the travel agency that supplied the ticket.
Ticket Indicator	Nbr	1	Indicates ticket restrictions.
Ticket Number	Char	14	Airline ticket number.
Passenger Name	Char	20	Customer name, as indicated on the ticket.
Exchange Ticket Number	Char	14	Number of the ticket for which a ticket was exchanged.
Exchange Ticket Amount	Nbr	16	Credit from tickets or coupons being used as payment in an exchange ticket transaction.
Internet Indicator	Nbr	1	Indicates if the ticket was purchased over the Internet.
Total Fare Amount	Nbr	16	Total fare for all legs of travel.
Total Fee Amount	Nbr	16	Sum of all applicable fees.
Total Tax Amount	Nbr	16	Sum of all taxes.
Message Identifier	Char	16	Message identifier in a transaction. This information helps match enhanced data with the transaction.

Field Name	Type	Length	Comments
Endorsements /Restrictions	Char	20	
Purchase ID	Char	50	Merchant-assigned number for the transaction. It can be a supplier order number, a folio number, or a car rental agreement number. This information helps match enhanced data with the transaction.
Source Amount	Nbr	16	Amount (in source currency) that was charged to the card account for the transaction. This information helps match enhanced data with the transaction.
Transaction Date	Nbr	8	Date of the purchase, according to the financial record. This information helps match enhanced data with the transaction.
Merchant Category Code	Nbr	4	Merchant category code for the transaction, according to the financial transaction. This information helps match enhanced data with the transaction.
Supplier Name	Char	26	The name of the supplier, according to the financial transaction. This information helps match enhanced data with the transaction.
Supplier Postal Code	Char	10	Postal code of a supplier, according to the financial transaction. This information helps match enhanced data with the transaction.



## Handling Credit Card Errors

This section provides an overview of credit card error handling, lists common elements, and discusses how to:

- Handle American Express errors.
- Handle Diners Club errors.
- Handle MasterCard errors.
- Handle US Bank errors.
- Handle Visa errors.
- Reload credit card errors.

## Understanding Credit Card Error Handling

During the Load External Data Application Engine process, the process checks for invalid values and loads errors into a credit card vendor-specific error table. For example, an error may be a transaction with a credit card number that is not assigned to an employee profile. Review and correct credit card errors that did not load successfully. On the vendor-specific errors page, select corrected transactions that you want to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.

## Common Elements Used in This Section

<b>Account Number</b>	Employee's credit card account number.
<b>Cardholder's Name</b>	Employee to whom the corporate card is assigned.
<b>Invalid EmpID</b> (invalid employee ID)	Displays <i>Y</i> if the credit card error is due to an invalid employee ID that is associated with the transaction. To correct this error, use the Employee Profile - Corporate Card Information page to add a corporate account number to the profile.
<b>Invalid Expense Type</b>	Displays <i>Y</i> if the credit card error is due to an invalid expense type that is associated with the transaction. To correct this error, use the Expense Type - Corporate Card Mapping page to ensure that the credit card's MIS industry code (also known as merchant category group) is correctly mapped to an expense type in PeopleSoft Expenses.
<b>Invalid Monetary Currency</b>	Displays <i>Y</i> if the credit card error is due to an invalid currency for the country in which the transaction occurred. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.
<b>Invalid Transaction Currency</b>	Displays <i>Y</i> if the credit card error is due to an invalid currency for the employee's country. To correct this error, use the Currency Code Mapping page to ensure that the credit card's currency code is correctly mapped to a currency code in PeopleSoft Expenses.
<b>Reload Transaction</b>	Select the transactions that you corrected and want to reload the next time that you run the Load External Data Application Engine process.

**Transaction Number** Displays the unique identifier that is assigned to the expense transaction.

## Pages Used to Handle Credit Card Errors

Page Name	Object Name	Navigation	Usage
Amex Card Errors (American Express card errors)	EX_AMEX_STG_ERR	Travel and Expenses, Load External Information, Review Corporate Card Errors	Review American Express credit card errors that did not load successfully. Select credit card transactions to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.
Diners Club Errors	EX_DC_STG_ERR	Travel and Expenses, Load External Information, Review Corporate Card Errors	Review Diners Club credit card errors that did not load successfully. Select credit card transactions to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.
Master Card Errors	EX_MC_STG_ERR	Travel and Expenses, Load External Information, Review Corporate Card Errors	Review MasterCard credit card errors that did not load successfully. Select credit card transactions to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.
US Bank Errors	EX_USB_STG_ERR	Travel and Expenses, Load External Information, Review Corporate Card Errors	Review US Bank credit card errors that did not load successfully. Select credit card transactions to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.
Visa Card Errors	EX_VISA_STG_ERR	Travel and Expenses, Load External Information, Review Corporate Card Errors	Review Visa credit card errors that did not load successfully. Select credit card transactions to load the next time that you run the Reload Corporate Card Errors option on the Load External Data page.
Load External Data	RUN_EXDATALED	Travel and Expenses, Load External Information, Load External Data Sources	Load data from outside sources into PeopleSoft Expenses tables.

## Handling American Express Errors

Access the Amex Card Errors page.

Amex Card Errors
Visa Card Errors
Diners Club Errors
US Bank Errors
Master Card Errors

Select All Transactions to Reload
Deselect All Transactions

Card Errors
Other Errors

Reload Transaction	Invalid EmplID	Account Number	Cardholder's Name	Invalid Expense Type	MIS Industry Code
<input type="checkbox"/>	Y	123456789123456	LER LEE NAT	N	01
<input type="checkbox"/>	Y	444455555666666	BOB IVNOHOE	N	07
<input type="checkbox"/>	Y	789789789789789	GEORGE WASHING	N	03
<input type="checkbox"/>	Y	987654321123456	THOMAS T MOORE	N	03

Invalid Emplid-> Assign Account Number  
Invalid Expense Type -> Map MIS Industry Code  
Invalid Monetary Currency-> Map Billed Currency Code  
Invalid Transaction Currency-> Map Local Currency Code

Amex Card Errors page

**MIS Industry Code** Displays American Express code for the type of expense transaction.

### Other Errors Tab

Select the Other Errors tab.

**Billed Currency Code** Displays American Express code for the currency of the country in which the expense transaction occurred.

**Local Currency Code** Displays American Express code for the currency of the employee's country.

## Handling Diners Club Errors

Access the Diners Club Card Errors page.

**Standard Industry Code** Displays Diners Club code for the type of expense transaction.

### Other Errors Tab

Select the Other Errors tab.

**Diners Club ISO Currency Code (Diners Club International Standards Organization currency code)** Displays Diners Club code for the currency of the country in which the expense transaction occurred.

**Diners Club Transaction Number** Displays unique identifier that is assigned to the expense transaction.

## Handling MasterCard Errors

Access the Master Card Errors page.

**MC Merchant Type** (MasterCard merchant type) Displays MasterCard code for the type of expense transaction.

### Other Errors Tab

Select the Other Errors tab.

**Master Card Posted Currency** Displays MasterCard code for the currency of the country in which the expense transaction occurred.

**Master Card Original Currency** Displays MasterCard code for the currency of the employee's country.

## Handling US Bank Errors

Access the US Bank Card Errors page.

**US Bank SIC Code** (US Bank Standard Industrial Classification code) Displays US Bank code for the type of expense transaction.

### Other Errors Tab

Select the Other Errors tab.

**US Bank Billing Currency** US Bank code for the currency of the country in which the expense transaction occurred.

**US Bank Original Currency** Displays US Bank code for the currency of the employee's country.

## Handling Visa Errors

Access the Visa Card Errors page.

**Merchant Cat Cd** (merchant category code) Displays Visa code that indicates the type of expense transaction.

### Other Errors Tab

Select the Other Errors tab.

**Visa Billing Currency** Displays Visa code for the currency of the country in which the expense transaction occurred.

**Visa Source Currency** Displays Visa code for the currency of the employee's country.

## Reloading Credit Card Errors

Access the Load External Data page.

When you are ready to load corrected data from American Express, Diners Club, MasterCard, Diners Club, US Bank, or Visa:

- Select a data source of *American Express, Diners Club, MasterCard, US Bank, or Visa*.
- Enter the path and file name for the corrected American Express, Diners Club, MasterCard, US Bank, or Visa data.
- Select Reload Corporate Card Errors.

---

**Note.** When you select Reload Corporate Card Errors, the system automatically selects Load External Data. Both must be selected to reload the data.

---

The reload process uses the EX\_STG\_ERR table.

---

## Loading Benchmark Data

PeopleSoft Expenses accepts benchmark data from two sources: Runzheimer International and the U.S. federal government. Benchmark data become expense location amounts for cost comparisons and expense management.

Runzheimer International is a consulting firm that distributes travel benchmark data used to establish spending averages and limits. The federal government provides expense rates for the continental United States (CONUS) and foreign countries (OCONUS).

This section discusses how to:

- Load Runzheimer data.
- Stage CONUS data.
- Load CONUS data.
- Stage OCONUS data.
- Load OCONUS data.

## Pages Used to Load Benchmark Data

Page Name	Object Name	Navigation	Usage
File Inbound	EO_FILE_INBOUND	Enterprise Components, Integration Definitions, Inbound File Rule	Set up inbound flat file processing.  <i>See PeopleSoft Enterprise Components 8.8 PeopleBook.</i>
Inbound File	EO_FILETOMSG	Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish	Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message.  <i>See PeopleSoft Enterprise Components 8.8 PeopleBook.</i>

## Loading Runzheimer Data

Access the File Inbound page.

Select and enter these parameters:

Location	File Identifier	Inbound File	Definition Name	Message Name
United States	BENCHMARK_RNZ_USA_LOAD	BENCHMARK_RNZ_USA_DAT	BENCHMARK_RNZ_USA	BENCHMARK_RNZ_LOAD
Non-United States	BENCHMARK_RNZ_NONUSA_LOAD	BENCHMARK_RNZ_NONUSA_DAT	BENCHMARK_RNZ_NONUSA	BENCHMARK_RNZ_LOAD

After you set up the inbound file rule, access the Inbound File page to run the EOP\_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX\_BNCHMARK\_TAO) and these temporary tables:

- EX\_BNCHMARK\_MRK1\_TAO
- EX\_BNCHMARK\_MRK2\_TAO
- EX\_BNCHMARK\_MRK3\_TAO
- EX\_BNCHMARK\_MRK4\_TAO

Subscription PeopleCode on the BENCHMARK\_RNZ\_LOAD message triggers a PeopleSoft Application Engine program that loads Runzheimer data into the EX\_LOC\_AMOUNT and EX\_LOC\_AMT\_DTL tables.

---

**Note.** Because Runzheimer International provides seasonal data, there may be more than one row of data for an expense location amount. The loading process does not replace existing rows; it adds rows and uses the effective date to differentiate rows of the same expense location amount.

---

## Runzheimer Data Format

When you import Runzheimer data, the comma-delimited input file is formatted as shown in this table:

Field Name	Type	Length	Comments
PROCESS_INSTANCE	Nbr	10	Process instance.
COUNTRY_NAME	Char - Mixed	30	Country.
STATE	Char - Upper	6	State.
CITY	Char - Mixed	30	City.
RPT_DT	Date	10	Report date.
FLAG_SEASONAL	Char - Upper	2	Seasonal indicator.
START_DT_JULIAN	Nbr	3	Julian start date.
END_DT_JULIAN	Nbr	3	Julian end date.
CURRENCY_ABRV	Char - Upper	5	Currency abbreviation.
DESCR	Char - Mixed	30	Description.
CUR_EXCHNG_RT	Nbr	7.8	Exchange rate.
AVG_BREAKFAST_AMT	Sign	13.2	Average breakfast amount.
LOW_BREAKFAST_AMT	Sign	13.2	Low breakfast amount.
HIGH_BREAKFAST_AMT	Sign	13.2	High breakfast amount.
AVG_LUNCH_AMT	Sign	13.2	Average lunch amount.
LOW_LUNCH_AMT	Sign	13.2	Low lunch amount.
HIGH_LUNCH_AMT	Sign	13.2	High lunch amount.

Field Name	Type	Length	Comments
AVG_DINNER_AMT	Sign	13.2	Average dinner amount.
LOW_DINNER_AMT	Sign	13.2	Low dinner amount.
HIGH_DINNER_AMT	Sign	13.2	High dinner amount.
AVG_DLX_HOTEL_AMT	Sign	13.2	Average deluxe hotel amount.
LOW_DLX_HOTEL_AMT	Sign	13.2	Low deluxe hotel amount.
HIGH_DLX_HOTEL_AMT	Sign	13.2	High deluxe hotel amount.
AVG_1ST_HOTEL_AMT	Sign	13.2	First class hotel, average amount.
LOW_1ST_HOTEL_AMT	Sign	13.2	First class hotel, low amount.
HIGH_1ST_HOTEL_AMT	Sign	13.2	First class hotel, high amount.
AVG_ECON_HOTEL_AMT	Sign	13.2	Economy hotel, average amount.
LOW_ECON_HOTEL_AMT	Sign	13.2	Economy hotel, low amount.
HIGH_ECONHOTEL_AMT	Sign	13.2	Economy hotel, high amount.
STD_3MEAL_AMT	Sign	13.2	Standard three meal amount.
STD_PER_DIEM_AMT	Sign	13.2	Standard per diem amount
AMT1	Sign	13.2	Amount 1.
DESCR_LN1	Char - Mixed	50	Description line 1.



Field Name	Type	Length	Comments
DESCR_LN2	Char - Mixed	50	Description line 2.
AMT2	Sign	13.2	Amount 2.
DESCR_LN3	Char - Mixed	50	Description line 3.
AMT3	Sign	13.2	Amount 3.
DESCR_LN4	Char - Mixed	50	Description line 4.
AMT4	Sign	13.2	Amount 4.
AMT5	Sign	13.2	Amount 5.
AMT6	Sign	23.3	Amount 6.
LODGING_TAX	Sign	4.4	Typical lodging tax.
DATA_SOURCE_EX	Char - Upper	3	Data source for expense.

## Loading CONUS Data

Access the File Inbound page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
CONUS_LOAD	CONUSNM.TXT	CONUS_DATA_FL	CONUS_LOAD

After you set up the inbound file rule, access the Inbound File page to run the EOP\_PUBLISHF Application Engine process, which publishes the data and uses subscription codes to populate the staging table (EX\_CONUS\_TAO).

## CONUS Data Format

When you import CONUS data, the input file is formatted as shown in this table:

Field Name	Type	Length	Comments
STATE	Char	32	State.
LOCALITY/CITY	Char	32	Locality or city.
COUNTY	Char	32	County.
SEASON BEGIN	Char	5	Beginning date of season.
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	999	Maximum lodging amount.
NO GOVERNMENT MEALS	Nbr	999	No government meals.
PROPORTIONAL MEALS	Nbr	999	Proportional meals.
MAX PER DIEM RATE	Nbr	999	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

## Loading OCONUS Data

Access the Inbound File Rule page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
OCONUS_LOAD	OCONUSNM.TXT	OCONUS_DATA_FL	OCONUS_LOAD

Use the Inbound File page to run the staging program (EOP\_PUBLISHF), which publishes the data and uses subscription codes to populate the staging table (EX\_OCONUS\_TAO).

## OCONUS Data Format

When you import OCONUS data, the input file is formatted as shown in this table.

Field Name	Type	Length	Comments
COUNTRY	Char	32	Country.
LOCALITY/CITY	Char	32	Locality or city.
SEASON BEGIN	Char	5	Beginning date of season.
SEASON END	Char	5	Ending date of season.
MAX LODGING	Nbr	999	Maximum lodging amount.
NO GOVERNMENT MEALS	Nbr	999	No government meals.
PROPORTIONAL MEALS	Nbr	999	Proportional meals.
OFF BASE INC.	Nbr	999	Off base.
FOOTNOTE	Nbr	999	Footnote.
FOOTNOTE RATE	Nbr	999	Footnote rate.
MAX PER DIEM RATE	Nbr	999	Maximum per diem rate.
EFFECTIVE DATE	Char	10	Effective date.

---

## Loading Airline Ticket Data From Vendors

PeopleSoft Expenses accepts airline ticket data that populates expense lines. This data helps reconcile plane tickets against business trips that employees take. To process airline ticket data in your expense system, obtain a comma-delimited file (\*.CSV) from your vendor.

This section discusses how to load airline ticket data.

## Pages Used to Load Benchmark Data

Page Name	Object Name	Navigation	Usage
File Inbound	EO_FILE_INBOUND	Enterprise Components, Integration Definitions, Inbound File Rule	Set up inbound flat file processing.  <i>See PeopleSoft Enterprise Components 8.8 PeopleBook.</i>
Inbound File	EO_FILETOMSG	Enterprise Components, Integration Definitions, Initiate Processes, Inbound File Publish	Initiate inbound flat file processing. This file-to-message processing function reads the file row set and publishes it as a message.  <i>See PeopleSoft Enterprise Components 8.8 PeopleBook.</i>

## Loading Airline Ticket Data

Access the Inbound File Rule page.

Select and enter these parameters:

File Identifier	Inbound File	Definition Name	Message Name
AIRLINE_TKT_LOAD	AIRLINETICKET.CSV	EX_AIRLINE_TKT	AIRLINE_TKT

Access the Inbound File page and run the staging program (EOP\_PUBLISHF), which publishes the data and uses subscription codes to populate the EX\_AIRLINE\_TKT table.

### Airline Ticket Data (AIRLINETICKET.CSV) Format

When you import airline ticket data, the input file must be formatted as shown in this table:

Field Name	Type	Length	Comments
AIRFARE_RCPT_NBR	Char	16	Airfare receipt number.
EMPLID	Char	11	Employee ID.
USER_ID	Char	30	User ID.
FIRST_NAME	Char	30	First name.
LAST_NAME	Char	30	Last name.

Field Name	Type	Length	Comments
AIR_TKT_RECON_STAT	Char	1	Airline ticket reconciliation.
MERCHANT	Char	40	Merchant.
TRANS_DT	Date	10	Transaction date.
MONETARY_AMOUNT	Sign	28	Monetary amount.
CURRENCY_CD	Char	3	Currency code.
CITY	Char	30	City.
COUNTRY	Char	3	Country.
CRDMEM_ACCT_NBR	Char	20	Cardmember account number.

### See Also

Chapter 17, “Managing Expense Reports,” Reconciling Airline Tickets, page 323



## CHAPTER 13

# Maintaining Employee Profiles

This chapter provides an overview of employee profiles and discusses how to maintain:

- Employee personal data.
- Employee organizational data.
- User default data.
- Employee bank account information.
- Employee credit card information.
- Employee transportation information.

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## Understanding Employee Profiles

To update employee data, use the Update Profile (EX\_EE\_PROFILE2) component. Use the EX\_EE\_ORG\_DTA\_SETUP component interface to load data into the tables for this component.

Employee data is the foundation of PeopleSoft Expenses. PeopleSoft provides centralized access to employee information, such as credit card numbers, check printing addresses, direct deposit bank accounts, and transportation data.

Although we highly recommend that your human resource system regularly update your employee tables, you may need to add or edit employee profiles manually to provide data required for expense reimbursement. PeopleSoft Expenses enables you to add and maintain personal, organizational, and financial data. Because of the sensitivity of employee information, we suggest that you authorize access to these pages carefully.

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**Note.** If your expense system receives data from human resources, updates from human resources may overwrite changes made through the expense system unless you customize your loading process. PeopleSoft recommends using the Employee Self-Service navigation if human resources feeds your expense system. The pages accessed through the Employee Self-Service navigation are displayed in read-only mode.

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PeopleSoft Expenses allows employees to set up their own user defaults in order to reduce data entry time for travel authorizations, cash advances, expense reports, and time reports, and they can easily change these defaults during data entry. Employees can also set up project defaults, accounting distributions, and number of hours worked per day.

## Maintaining Employee Personal Data

PeopleSoft Expenses enables you to send reimbursement checks to home addresses or mailing addresses, such as a company location. This helps those who receive reimbursements while on long assignments away from their primary residences.

This section lists common elements and discusses how to:

- View employee personal data.
- Edit employee personal data.

### Common Elements Used in This Section

<b>Employee Information</b> group box	Personal data originates in your human resource system or is entered manually through the Travel and Expenses navigation.
<b>Personnel Status</b>	Indicates whether the individual is an <i>Employee</i> or a <i>Non-Employee</i> .
<b>Telephone</b>	Displays the employee's telephone number.
<b>Employee Base</b>	Indicates where the employee works.
<b>Send Payments To</b>	Indicates where reimbursement checks are sent. <i>Home Address</i> is the default.
<b>Home Address</b> group box	Displays the employee's residential address. Select a country to activate the appropriate address fields.
<b>Mailing Address</b> group box	Displays an alternate address to which to send reimbursement checks. Select a country to activate the appropriate address fields.

### Pages Used to Maintain Employee Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Employee Data	EX_PERSONAL_DATA, EX_PERSONAL_DATA2	<ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>• Travel and Expenses, Employee Information, Update Profile</li> </ul>	<ul style="list-style-type: none"> <li>• View employee personal information.</li> <li>• Edit employee data that PeopleSoft Expenses uses to distribute reimbursements.</li> </ul>

### Viewing Employee Personal Data

Access the Employee Profile - Employee Data page using the Employee Self-Service navigation.



Employee Data	Organizational Data	User Defaults	Bank Accounts	Corporate Card Information
<b>Kenneth Schumacher</b>				
<b>Employee Information</b>				
<b>Personnel Status:</b> Employee <b>Telephone:</b> <b>Expense Role:</b>		<b>Employee Base</b> <input type="radio"/> Home Based <input checked="" type="radio"/> Office Based <b>Send Payments To</b> <input checked="" type="radio"/> Home Address <input type="radio"/> Mailing Address		
<b>Home Address</b>				
<b>Country:</b> USA United States				
<b>Address 1:</b> 8107 Franklin St.				
<b>Address 2:</b>				
<b>Address 3:</b>				
<b>City:</b> San Jose				
<b>County:</b>		<b>Postal:</b> 80801		
<b>State:</b> CA California				
<b>Mailing Address</b>				
<b>Country:</b> USA United States				
<b>Address 1:</b>				
<b>Address 2:</b>				
<b>Address 3:</b>				
<b>City:</b>				
<b>County:</b>		<b>Postal:</b>		
<b>State:</b>				

Employee Profile - Employee Data page

This is a display-only page. Make changes through the human resources department or by editing the profile in the expense system using the Travel and Expenses navigation.

## Editing Employee Personal Data

Access the Employee Profile - Employee Data page using the Travel and Expenses navigation.

You can edit personal information about an employee on this page; however, subsequent updates from human resources may overwrite your manual changes.

## Maintaining Employee Organizational Data

This section discusses employee organizational data maintenance, lists common elements, and discusses how to:

- View employee organizational information.
- Edit employee organizational information.

### Understanding Employee Organizational Data Maintenance

To process an expense reimbursement, you must assign an employee to a general ledger business unit and a department, which are fields populated from the human resource system. The way you set up a business unit determines expense parameters such as accounting defaults, expense report IDs, and mileage rates. All of these factors apply to each employee assigned to the business unit.

When you add employees to the PeopleSoft Expenses system, you need to validate their organizational data before Expenses marks the employees as valid for expense entry. To do this, you can run the Validate Organizational Data process from the Load Employee Data page, which validates organizational data for all new employees. Another option is to add a new employee profile using the Travel and Expenses navigation and click the Validate button on the User Profile - Organizational Data page to initiate the validation process for that employee.

#### See Also

[Chapter 3, “Defining Your Operational Structure for PeopleSoft Expenses,” page 9](#)

[Chapter 5, “Integrating With Other PeopleSoft Products,” Loading Employee Data From PeopleSoft Human Resources, page 28](#)

### Common Elements Used in This Section

<b>Expenses Processing Data</b> section	Indicates whether the employee’s organizational data is validated, verifying that the employee is eligible for expense processing. To validate employee organizational data, select the <i>Validate Organizational Data</i> option when you run the Load Employee Data process or click the Validate button for new employees after you save the profile.
<b>Valid for Expenses</b>	The system verifies that the employee’s organizational data is valid and the employee is eligible for expense processing.
<b>Validate</b>	Click to initiate the validation process for a new employee. This button is available through the Travel and Expenses navigation only after you add a new employee and save the information.
<b>Default Profile</b>	Select to make this profile the employee’s default.  Some employees have more than one profile if they work in multiple departments or jobs. If an employee has multiple profiles, designate one as the default profile to enable the employee to enter expense transactions.
<b>Reason for Status</b>	Indicates whether the employee passed all checkpoints when you loaded your employee tables from human resources.

<b>Ignore Authorized Amounts</b>	Select to exempt the employee from authorized amount spending limits on expense transactions. If you select this option, the system overlooks expense location amounts defined for expense types such as hotels or meals.
<b>Employee Status, GL Unit, and Department</b>	Displays information about an employee's organizational affiliation. This information comes over from human resources; however, you can manually change these fields using the Travel and Expense navigation.
<b>Supervisor Information section</b>	Displays information about the employee's supervisor. This information comes over from human resources; however, you can manually change this using the Travel and Expenses navigation. The supervisor identified here may be one of the approvers for the employee's travel authorizations and expense reports as defined in the approval rules.
<b>Default ChartField Values section</b>	Use to predefine one or more of the ChartField values for this employee profile. The system uses these values to populate the default accounting information of expense related transactions created by the employee.
<b>Cash Advance Level</b>	<p>Select <i>Business Unit</i> to indicate that the maximum amount for the business unit applies to the employee. The system displays the amount.</p> <p>Select <i>Specific Amount</i> to open a new field to input the maximum advance amount authorized for the employee.</p> <p>Select <i>None</i> if the employee is not authorized for cash advances.</p>
<b>Expense Processing Role</b>	<p>You can assign an expense role to associate the employee with; however, you may only assign one expense role per employee, even if they hold more than one job in the company.</p> <p>Establish roles for employees depending on their positions in the organization. Roles determine the authorized amounts employees can spend, the visibility of VAT fields, and the accounting ChartField behaviors.</p> <p>See <a href="#">Chapter 10, "Defining Expenses Processing Roles and Exceptions,"</a> page 113.</p>

## Pages Used to Maintain Employee Organizational Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Organizational Data	EX_EE_ORG_DTA, EX_EE_ORG_DTA2	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile</li> </ul>	<ul style="list-style-type: none"> <li>View employee organizational information.</li> <li>Assign an employee to a general ledger business unit and a department for expense reimbursement. The employee's business unit determines such things as accounts to charge, allowable mileage rates, and cash advance limits.</li> </ul>

## Viewing Employee Organizational Data

Access the Employee Profile - Organization Data page with the Employee Self-Service navigation.

This is a display-only page. All changes must be made by the human resources department or by editing the profile in the expense system.

## Editing Employee Organizational Data

Access the Employee Profile - Organization Data page with the Travel and Expenses navigation.

Employee Data	Organizational Data	User Defaults	Bank Accounts	Corporate Card Information	D			
<b>Expenses Processing Data</b>								
Valid for Expenses: Yes		Validate		<input checked="" type="checkbox"/> Default Profile <input type="checkbox"/> Ignore Authorized Amounts				
Reason for Status: Passed All Validation Edits								
<b>HR Information</b>			<b>Supervisor Information</b>					
Employee Status: Active			Supervisor ID: KU0042					
Cash Advance Level:			Name: Schumacher, Kenneth					
<input checked="" type="radio"/> Business Unit 10,000.00 USD <input type="radio"/> Specific Amount <input type="radio"/> None								
<b>Default ChartField Values</b>								
GL Unit	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project
US001	CALIF		43000					
<b>Role</b>								
"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."								
Expense Processing Role:								

Employee Profile - Organization Data page

You can add or edit an employee's organizational data information on this page; however, updates from human resources may overwrite the changes. The ChartFields defined in the employee's profile will be used to populate the expense accounting distribution. For example, you may wish to define defaults for the employee's Business Unit and Department in the employee profile and define the Account ChartField default in the Expense Type or Expense Group. The combination of these ChartFields becomes the accounting distribution used to identify the appropriate cost center for the employee's expenses. Project ChartField defaults are used if an employee routinely works on one or more projects and allows you to define specific activity codes for each project.

Billing type and payment type may default from the employee's profile but if you define defaults for these fields in the expense type they will supersede the defaults from the employee profile.

---

## Maintaining User Defaults

This section provides an overview on user defaults and discusses how to set up and maintain the defaults.

### Understanding User Defaults

You can set up user defaults to minimize the amount of data entry on travel authorizations, cash advances, expense reports, and time reports and to ensure accurate reporting on project-based costs. The Employee Profile - User Defaults page is where you define general default preferences, expense type specific preferences, time report specific preferences, and project ChartField preferences.

### How Defaulting Works

The user preference data defaults onto the transaction only during the Add mode, which means adding a new travel authorization, cash advance, expense report, or time report or adding a line into one of these reports. This functionality will work when the employee enters his own report or for whomever an employee has given entry authority to.

Employees can edit the User Defaults page from the Self-Service menu; administrators can update the information for any employee from the Travel and Expense menu. You can also change the defaulted information during data entry of travel authorizations, cash advances, expense reports, and time reports.

A User Defaults hyperlink appears on each transaction page, which transfers you to the Employee Profile - User Defaults page where you can modify the default values. When you return to the transaction after modifying the defaults, the system does not refresh existing fields with the new default values. The system only applies the new default values to subsequent data entry.

If you want to update the split information after transferring to My Defaults and making changes, click the Retrieve My Defaults button on the split page. The split information will default onto all distribution lines at Save and Submit time, as long as the user has not previously changed the distribution information for a line. In other words, if you have a transaction with three lines and you changed the distribution on line two, the system will update lines one and three with the new split information, but the system will not change line two.

For time reports, because there is no split or distribution concept, the system will delete all existing time detail rows, except non-policy time, and replace them with project rows defined in the profile (if any).

### Expense Type Defaults

During line entry on a travel authorization or expense report, when you add a new line, the defaults will be pre-populated based upon the expense type edit and the required fields that are tied to the expense type. For example, the number of nights will pre-populate for lines where the expense type edit is *Hotel/Lodging*.

### Project Defaults or Time Reporting

You may add one or more rows of project accounting default values. Each row of project values may be enabled or disabled. When you create transactions, PeopleSoft Expenses copies each enabled row of values into the relevant section of your new transaction.

If Project Costing is installed, then all project ChartFields will be available for default, including default percentage split for expense reports and default hours for time reports. If Project Costing is installed, the name of this grid is Project Defaults.

If Project Costing is not installed, then only the PC Business Unit, Project ID, and Activity ID ChartFields will be available for default for time reporting. If Project Costing is not installed, the name of this grid is Time Reporting.

## Page Used to Maintain User Defaults

Page Name	Object Name	Navigation	Usage
Employee Profile - User Defaults	EX_EE_USER_PREF	<ul style="list-style-type: none"> <li>Employee Self Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile</li> </ul>	View or modify general default preferences and default preferences for travel authorizations, cash advances, expense reports, and time reports.

## Viewing or Modifying User Defaults

Access the Employee Profile - User Defaults page with the Employee Self-Service navigation.

Employee Data
Organizational Data
**User Defaults**
Bank Accounts
Corporate Card Information

### Kenneth Schumacher

**Default Creation Method**

**Online**

\*Expense Report: Copy From a Travel Auth. ▼

\*Time Report: Copy an Existing Report ▼

\*Travel Auth: Open a Blank Authorizatio ▼

**Mobile - Laptop**

Expense Report: Open a Blank Report

Time Report: Open a Blank Report

**Expense Transaction Defaults**

Entry Method: Frequent User ▼
Report Description: Trip to Paris
Business Purpose: Customer Visit ▼
Originating Location: NWWK 🔍
Payment Type: VIS 🔍 Visa
Transportation ID: 🔍
Per Diem Range: ▼
Billing Type: Internal ▼
Expense Location: 🔍
Credit Card: XXXX-XXXX-XXXX-8800 ▼
Number of Nights: 4

**Time Report Defaults**

Country: 🔍
State: 🔍
Locality: 🔍
Billing Action: ▼

Employee Profile - User Defaults page (1 of 2)

Expense Type Defaults							Customize	Find	First	1 of 1	Last	
Expense Type		Merchant										
*Expense Type	Payment Type	Billing Type										
Air Travel	American Express	Internal										

Project Defaults							Customize	Find	View All	First	1 of 1	Last
PC ChartFields 1		PC ChartFields 2										
Enabled	PC Business Unit	Project	Activity	Percentage	Time Quantity							
<input checked="" type="checkbox"/>	US001	ALLPROJECTS		100	8							

Employee Profile - User Defaults page (2 of 2)

## Default Creation Method: Online

### Expense Report

Select one of the following methods to use as a default to create new expense reports:

*Copy an existing report:* The system will display the Create Expense Report - Copy From an Existing Expense Report page where the user can select an expense report to copy.

*Copy from a Template:* The system will display the Create Expense Report - Use a Template page where the user can select a template to use or select the expense types and date to include in the expense report.

*Copy from a Travel Auth.:* The system will display the Create Expense Report - Populate From a Travel Authorization page where the user can select a travel authorization to copy from.

*Open a blank Report:* The system will display the Create Expense Report - Expense Report Entry page.

### Time Report

Select one of the following methods to use as a default to create new time reports:

*Copy a previous Time Report:* The system will display the Create Time Report - Copy From an Existing Time Report page where the user can select a previous time report to copy.

*Open a blank Report:* The system will display the Create Time Report - General Time Report Information page where the user can enter descriptive information about a time report.

### Travel Authorization

Select one of the following methods to use as a default to create new travel authorizations:

*Copy an existing Authorization:* The system will display the Request a Travel Authorization - Copy From an Existing Travel Authorization page where the user can select a travel authorization to copy.

*Open a blank Authorization:* The system will display the Request a Travel Authorization - General Information page where the user can enter a date range and descriptive information about a travel authorization.

*Use a Template:* The system will display the Request a Travel Authorization - Use a Template page where the user can select a template to use or select the expense types and date to include in the travel authorization.

## Default Creation Method: Mobile - Laptop

**Expense Report** *Open a blank Report* is the only default option available for Mobile expense report.

**Time Report** *Open a blank Report* is the only default option available for Mobile time report.

## Expense Transaction Defaults

**Entry Method** Select the type of data entry method for the employee to use to prepare expense reports: *Frequent* or *Occasional*.

**Report Description** Enter a description that you want to default onto the header level of your travel authorizations, cash advances, and expense reports.

**Per Diem Range** Select *Hourly* or *Daily* to define per diem reimbursement based on either hours per day or number of days. A per diem configured for hourly uses a start time and end time to identify the appropriate reimbursement rate. A per diem configured for reimbursement based on number of days on a project or at a site requires the number of days to default into the expense report for the employee.

**Business Purpose** Select from a predefined list (created when your expense system was implemented). The business purpose that you select will default onto the header level of your travel authorizations, cash advances, and expense reports.

**Billing Type** Select the billing action that you want to default onto your travel authorizations, expense reports, and time reports.

If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

**Originating Location** Select a city, country, or geographical area (established by your organization during system setup) that you want to default onto your travel authorizations and expense reports.

**Expense Location** Select a city, country, or geographical area where you will incur expenses that you want to default onto your travel authorizations and expense reports.

**Payment Type** Select how you pay for expenses that you want to default onto your travel authorizations and expense reports.

**Credit Card** Select a credit card number that you want the system to use as a default for expense transactions with a method that may directly reimburse the vendor. For security reasons, most of the numbers for each credit card will



be masked. The credit card information for the employee is maintained on the Employee Profile - Corporate Card Information page.

**Transportation ID and Transportation Type**

The system displays the employee's active transportation IDs from which to choose from. Select a transportation ID that you want to default onto your travel authorizations and expense reports.

**Number of Nights**

Enter the number of nights that you want to default onto your travel authorizations and expense reports for the expense type *Hotel/Lodging*.

**Time Report Defaults**

**Country, State, and Locality**

Select a country, state, and locality (established by your organization during system setup) that you want to default onto the header of your time reports.

**Billing Action**

Select the billing action that you want to default onto your time reports.

If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

**Expense Type Defaults**

**Expense Type**

Select an expense type. When you select the expense type on your travel authorizations and expense reports, the system will populate the payment type, billing action, and merchant information.

**Payment Type**

Select how you pay for the expense type. When you select the expense type on your travel authorizations and expense reports, the system will populate the Payment Type field with this information.

**Billing Action**

Select the billing action that you want to default onto your travel authorizations and expense reports for the expense type.

If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses passes these items to PeopleSoft Billing for processing.

**Preferred Merchant or Merchant**

Select a preferred merchant or a non-preferred merchant. When you select the expense type on your travel authorizations and expense reports, the system will populate the Preferred Merchant or Merchant field with this information.

---

**Note.** You may select a preferred merchant, a non-preferred merchant, or neither; however, you cannot select both.

---

**Project Defaults - PC ChartFields 1 Tab**

**Enabled**

Select the check box to indicate to the system to include the project as a default.

**PC Business Unit**

Select a business unit for a project that you want to default onto your travel authorizations, expense reports, and time reports.

<b>Project ID</b>	Select a project that you want to default onto your travel authorizations, expense reports, and time reports for which you want to record time.
<b>Activity ID</b>	Select a project activity that you want to default onto your travel authorizations, expense reports, and time reports for which you want to record time. You create activities in PeopleSoft Project Costing.
<b>Percentage</b>	If the project is enabled, enter a positive, non-zero amount less than or equal to 100. The sum total of all enabled projects must equal 100 percent.
	<hr/> <b>Note.</b> The system does not display this field if PeopleSoft Project Costing is not installed. <hr/>
<b>Time Quantity</b>	If the project is enabled, enter the number of hours per day, per project to default onto the time report. You cannot exceed 24 hours on a single enabled row and you cannot exceed 24 hours for an accumulated total of all enabled rows.
	<hr/> <b>Note.</b> The system does not display this field if PeopleSoft Project Costing is not installed. <hr/>

### Project Defaults - PC ChartFields 2 Tab

The Project Defaults - PC ChartFields 2 tab appears if PeopleSoft Project Costing is installed; if Project Costing is not installed, this tab is hidden.

<b>Category, SubCategory, and Source Type</b>	If applicable, select for which you want to record time. If you enabled the project default line, PeopleSoft Expenses uses these entries to create the default accounting distribution for travel authorizations and expense reports.
-----------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Maintaining Employee Bank Account Data

Information about employee bank accounts tells the system how and where to send expense reimbursements if an employee chooses direct deposit. There must be at least one bank account defined if an employee selects this payment method.

This section discusses how to:

- Maintain bank account data for employees.
- Specify a bank for deposits.
- Enter employee electronic funds transfer (EFT) options.
- Enter intermediary bank routings.

### See Also

*PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, “Setting Up Files for Electronic File Transfers,” Defining EFT Payment Format Codes

## Pages Used to Maintain Employee Bank Account Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Bank Accounts	EX_EE_PYMNT_DTL	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile</li> </ul>	Maintain employee bank account information.
Intermediary Bank Routings	EX_EE_BANK_INT	Click the Routings icon on the Pay to Bank Accounts page. (This icon is only accessible through the Travel and Expenses navigation.)	Define the intermediary bank routings if funds must pass through several banks before the final bank.
Pay to Bank Accounts	EX_EE_BANK_ACCT	Click the Bank Account icon on the Employee Profile - Bank Accounts page.	Specify a bank for the deposit of employee expense reimbursement funds.
Employee EFT Options	EX_EFT_OPT_SEC	Click the EFT Options link on the Employee Profile - Bank Accounts page.	If the selected payment method for expense reimbursement is EFT, use the Employee EFT Options page to enter additional information for employees who live in certain countries.

## Maintaining Bank Account Data for Employees

Access the Employee Profile - Bank Accounts page.

Employee Data | Organizational Data | User Defaults | **Bank Accounts** | Corporate Card Information

**Kenneth Schumacher**

**Organizational Data** Find | View All First 1 of 1 Last

GL Unit: US001 US001 NEW YORK OPERATIONS ☒ **Default Profile**

Department: 41000 Engineering

\*Payment Method: System Check ☐ **Hold Payment**

Bank Account Info | Prenote Info

Default	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>	Expenses					

EFT Options

Employee Profile - Bank Accounts page

### Organizational Data

#### Payment Method

Select a payment method:

*Automated Clearing House:* Send all expense payments to a central location for distribution to individual employee bank accounts. If you select this, select a default bank account for reimbursement deposits.

*Default from Distribution Bank:* Payment comes from the distribution bank that is defined for the employee's general ledger business unit.

*Electronic Funds Transfer:* Reimbursement is by direct deposit to the employee's bank account. If you select this, select a default bank account for reimbursement deposits.

If required by the employee's country, enter additional information on the EFT Payment Options page.

*Giro - EFT:* Reimbursement is by EFT. Only Singapore supports this form of EFT.

*System Check:* Reimbursement is in the form of a paper check. This is the default payment method.

### Hold Payment

If selected, reimbursement will not occur during a pay cycle until you remove the hold. For example, you can choose to withhold payment until an employee clears outstanding advances.

## Bank Account Info (bank account information) Tab

### Default

Select to indicate the default bank account for expense reimbursement if more than one bank appears in an employee profile and if the payment method is *Automated Clearing House* or *Electronic Funds*.



Click the Bank Account button to access the Pay to Bank Accounts page, where you can identify a bank for the deposit of expense reimbursement funds.

### Source

Indicates the source of the bank account information: *Expenses* or *Payroll*.

**Bank Name, Bank ID, Branch Name, Branch ID, and Bank Account #** (bank account number)

Displays information about the bank.

## Prenote Info (prenote information) Tab

Prenote is a test run that an organization performs to verify EFT information before sending an actual payment and advice. If you select *Electronic Funds Transfer* as the payment method for an employee, use this tab to change the status of the bank account.

### Prenote Status

Indicates the status of the test:

*Confirmed:* Prenote was sent, and the bank verified the EFT information.

*New:* Bank account is created, but prenotification has not occurred.

*Pending:* Awaiting confirmation on a prenote that was sent.

*Rejected:* Prenote was sent, but bank rejected it.

*Submitted:* Prenote was sent, and bank acknowledged it.

<b>Required</b>	Select to indicate if a prenote is required.
<b>Prenotification Date</b>	Indicates the date that the prenote was sent to the bank.
<b>Wait Days</b>	Enter the number of days from the prenotification date to wait before marking the prenote status <i>Confirmed</i> .
<b>EFT Options</b>	Click to open the Employee EFT Options page and specify information for employees who live in certain countries. Use only if the payment method for expense reimbursement is <i>Electronic Funds Transfer</i> .

## Specifying a Bank for Deposits

Access the Pay to Bank Accounts page.

**Pay to Bank Accounts**

Schumacher, Kenneth **ID:** KU0042

**Country:**  United States **Search**

**Bank Name:**

**Branch Name:**

**Bank ID Qualifier:**  **Account Type:**

**Bank ID:**  **Branch ID:**

**Bank Account Number:**  **Check Digit:**

**DFI Qualifier:**  **DFI ID:**

**IBAN Digit:**  **View IBAN**

Pay to Bank Accounts page



Click the Go To Address button to access the Bank Address page.



Click the Telephone button to access the Bank Telephone page.



Click the Routings button to access the Intermediary Bank Routing page.

<b>Country</b>	Enter the country of the employee's bank.
<b>Bank Name</b>	Enter the name of the employee's bank.
<b>Branch Name</b>	Enter the bank's branch name.
<b>Bank ID Qual</b> (bank ID qualifier)	Determines which edit algorithm to use to check the Bank ID number sequence.
<b>Acct Type</b> (account type)	Indicates the type of account, such as <i>Check Acct</i> (checking account).

<b>Bank ID</b>	Enter the routing number of the employee's bank.
<b>Branch ID</b>	Enter the bank's branch number.
<b>Bank Account Number</b>	Enter the employee's bank account number.
<b>Check Digit</b>	Enter the two numeral check digit code for the country.
<b>DFI Qualifier</b> (Depository Financial Institution qualifier)	<p>Indicates what format (how many characters and numbers) appear in the DFI ID of the bank. Each type has a specific number of characters that you can enter:</p> <p><i>Transit Number</i>: Exactly 9 numeric characters, plus check digit calculation.</p> <p><i>Swift ID</i>: 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.</p> <p><i>CHIPS ID</i>: 3 or 4 numeric characters.</p> <p>Canadian Bank Branch/Institute: No validation.</p> <p>Mutually Defined: No validation</p>
<b>DFI ID</b>	If you select a DFI qualifier, then provide an identification that conforms to the banking standards of the DFI qualifier country.
<b>IBAN Digit</b> (international bank account number digit)	Define the account's IBAN for transmittal with other account information for the bank account. Enter the two numeral check digit code for the country and click View IBAN. If the system successfully validates check digit, the IBAN for this account displays.

## See Also

*PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up Banks and Counterparties"

## Entering Intermediary Bank Routings

Access the Intermediary Bank Routings page.

<b>Seq</b> (sequence)	The sequence numbers indicate the relative order in which the funds flow through intermediary banks.
<b>Routing</b>	Select whether the routing will occur via a bank or DFI ID, and complete the appropriate fields.

## Entering Employee EFT Options

Access the Employee EFT Options page.

Employee EFT Options	
EFT Options	
Payment Format:	<input type="text"/>
Transaction Handling:	Pay+Advice
Domestic Costs:	<input type="text"/>
Corr Costs:	<input type="text"/>
Bank Check Drawn On:	<input type="text"/>
Check Forwarding:	<input type="text"/>
Payment Instruction Ref 1:	<input type="text"/>
Payment Instruction Ref 2:	<input type="text"/>
<input type="checkbox"/> Complex Routing	
<input type="checkbox"/> Crossed Check	
Pmnt Inst1:	<input type="text"/>
Pmnt Inst2:	<input type="text"/>
Pmnt Inst3:	<input type="text"/>
Pmnt Inst4:	<input type="text"/>

Employee EFT Options page

**Payment Format**

Select a format for the employee's EFT option.

PeopleSoft Payables is preloaded with payment formats, such as *Check Std*, *Pay & Dep*, or *Wire*. Create your own payment formats, or modify existing ones with EFT Payment Format Codes.

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up Files for Electronic File Transfers".

**Transaction Handling**

Determines which parts of the payment to include in the EFT file that is sent to the employee's bank. Select one:

*Pay+Advice*: Transmit both the actual payment and the advice.

*Prenote*: Transmit a test run to verify all EFT before sending out an actual payment and advice.

*Pymnt Only*: Transmit only the payment with the EFT file.

**Domestic Costs and Corr Costs** (correspondent costs)

Depending on the country in which an EFT occurs, costs may be involved in executing such transactions, especially with a transfer between two countries.

Domestic Costs indicates who pays for the bank costs of the EFT. Banks assess correspondent costs if third parties are involved. When there are domestic costs or correspondent costs with an EFT transaction, select a source of payment. Options are:

*Payee Acct*: Charge the employee's account.

*Payr/Payee*: Charge the employee and the employer equally. This choice applies only to Domestic Costs.

*Pyr D Acct*: Assess the costs to the employer's domestic account.

*Pyr F Acct*: Charge the employer's foreign account.

**Bank Check Drawn On**

Specify that a check comes from (*none*), *Payee Bank*, or *Payer Bank* to generate a check for an employee's EFT transactions.

<b>Check Forwarding</b>	Indicate that the check goes to <i>(none)</i> , <i>Payee</i> , <i>Payee Bank</i> , <i>Payer</i> , or <i>Pyr Bank</i> (payer bank) to forward a check.
<b>Payment Instruction Ref 1-2</b>	Provide any other comments regarding EFT transactions.
<b>Complex Routing</b>	Select to indicate that the EFT is routed to the employee's bank through an intermediate party, whose routing information you provide when you define the account.
<b>Crossed Check</b>	Select to indicate that the EFT involves a check that cannot be signed over to a third party.
<b>Pmnt Inst 1-4</b> (payment instruction 1-4)	Add further payment instructions for this employee's funds transfers. These fields contain standard EFT instruction codes that come delivered with your system.

---

## Maintaining Employee Credit Card Data

Corporate credit card information about each employee is essential to your expense processing system. If you make payments directly to credit card vendors for employees, use credit card numbers to link payments to employee transactions and credit the appropriate accounts.

When employees perform expense transactions with a method that directly reimburses the vendor, credit card numbers that are associated with the vendor ID are used to identify employee accounts. When a company makes payments for employees, this enables the credit card vendor to apply the appropriate payments to each employee's credit card account.

This section discusses how to maintain employee credit card data.

### Page Used to Maintain Employee Credit Card Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Corporate Card Information	CC_CARD_DATA	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile</li> </ul>	<ul style="list-style-type: none"> <li>View employee credit card information.</li> <li>View or change employee credit card information.</li> </ul>

### Maintaining Employee Credit Card Data

Access the Employee Profile - Corporate Card Information page.



Employee Data | Organizational Data | User Defaults | Bank Accounts | **Corporate Card Information**

**Kenneth Schumacher**

Card Data Customize | Find | [Grid Icon] First 1-3 of 3 Last

*Business Unit	*Card Issuer	*Card Number	Date Issued	*Expiry Date	Proxy	Default Distrib	Commodity Codes	Charge Function		
US001	AMEX	XXXX-XXXX-XXXX-4319	01/01/2001	01/01/2003	Proxy	Default Distrib		Corporate Car	+	-
US001	VISA	XXXX-XXXX-XXXX-3160	09/01/2001	09/01/2003	Proxy	Default Distrib	Commodity Codes	Corporate Car	+	-
US001	VISA	XXXX-XXXX-XXXX-8800	01/01/2001	01/01/2003	Proxy	Default Distrib	Commodity Codes	Corporate Car	+	-

Employee Profile - Corporate Card Information page

## Credit Card Tab

**Card Number** Enter the credit card account number.

**Expiry Date** (expiration date) Indicates the date that the credit card expires.

**Charge Function** Indicates a specific purpose for the credit card: *Corporate Card*, *Debit Card*, *Phone Card*, or *Procurement Card*.

## Credit Limits Tab

**Limit Amount** Enter the maximum amount that the employee can spend on the credit card.

**Currency** Indicates the base currency for each credit card vendor.

## See Also

*PeopleSoft Purchasing 8.8 PeopleBook*, “Managing Procurement Cards”

# Maintain Employee Transportation Data

PeopleSoft Expenses allows employees the ability to update the transportation information for their own profiles. Employees and auditors can delete a record or update all fields in the transportation Identification table (except for the Transportation ID field) providing that there are no kilometers or miles associated with that Transportation ID in the Distance Traveled table.

After miles or kilometers are accrued for a transportation ID, the system will not allow employees or auditors to delete the line. The system will allow you to change the Status (*Active* and *Inactive*) and Status Date fields and the Lease Flag and Car Allowance Flag check boxes.

This section discusses how to maintain employee transportation data.

**Note.** The Employee Profile - Transportation Information page is available only if the distance rate associated with the employee’s setID, expense type, and country is set to *Varied*.

## See Also

Chapter 7, “Defining Location and Rates for PeopleSoft Expenses,” Setting Up Distance Rates, page 73

## Page Used to Maintain Employee Transportation Data

Page Name	Object Name	Navigation	Usage
Employee Profile - Transportation Information	EX_EE_TRANSPORT	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile</li> </ul>	Review, add, delete, or modify transportation type data for an employee.

## Maintaining Employee Transportation Data

Access the Employee Profile - Transportation Information page.

[User Defaults](#)
[Bank Accounts](#)
[Corporate Card Information](#)
[Transportation Information](#)

**Michael Buhler**

**Transportation Identification** Customize | Find | First 1-4 of 4 Last

*Transportation ID	Transportation Type	Short Description	Date Acquired	Status	*Status Date	Lease	Car Allowance		
A_BIG_CAR	TYP7	11 HP	09/17/2003	Active	09/17/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
CAR	TYP0	HP=<4	09/18/2003	Active	09/18/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
TRUCK	TYP1	5 HP	09/01/2003	Active	09/01/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
WHITETAHOE	TYP3	7 HP	09/08/2003	Active	09/08/2003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Transportation Type Setup](#)

**Distances Traveled** Customize | Find | View All | First 1-4 of 4 Last

Transportation ID	Calendar Year	Distance Type	Total Distance
A_BIG_CAR	2003	Kilometers	12
CAR	0	Kilometers	0
TRUCK	0	Kilometers	0
WHITETAHOE	0	Kilometers	0

Employee Profile - Transportation Information page

### Transportation Identification

#### Transportation ID

Provide a description of the transportation type. After you enter the transportation ID, you may not edit it. If you need to change the name of this field, you can delete the line and re-enter a new one, providing that there are no kilometers or miles associated with it.

#### Transportation Type

Indicate the transportation category. A company defines these, and they can be based on the type of car (such as *compact* or *luxury*) or the horsepower (such as *3HP* or *4HP*).

You may not edit this field after kilometers or miles are accrued for the transportation ID.

#### Date Acquired

Indicates the date that the employee acquired the vehicle. You may not edit this field after kilometers or miles are accrued for the transportation ID.

#### Status

Select *Active* or *Inactive*.

<b>Status Date</b>	Indicates the date when the employee received a transportation type. PeopleSoft Expenses compares this date to expense report transaction dates to determine the availability of transportation ID's on the drop down list on the report.
<b>Lease</b>	Select to indicate that the car is leased. This is informational only and is designed for the approver and auditor.
<b>Car Allowance</b>	Select to indicate that the employee receives a car allowance. This is informational only, designed for the approver and auditor.
<b>Transportation Type Setup</b>	Click to go to the Transportation Type Setup page.

---

**Note.** This link is available to employees who use the Travel and Expenses navigation, but it is not available to employees who use the Employee Self-Service navigation.

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Click the Add multiple new rows button to add a new transportation identification record. When you click the Save button, the system creates a new line in the Distances Traveled section.



Click the Delete row button to delete a transportation identification record. When you click the Save button, the system deletes the corresponding line in the Distances Traveled section.

---

**Note.** The Delete row button is not available if you have accrued any miles or kilometers for the transportation identification record.

---

**Distances Traveled**

<b>Calendar Year</b>	Indicates the year for tracking mileage.
<b>Distance Type</b>	Indicates tracking by <i>Miles</i> or <i>Kilometers</i> .
<b>Total Distance</b>	Indicates the total distance that an employee travels in a given calendar year.



## CHAPTER 14

# Processing Travel Authorizations

This chapter provides an overview of travel authorizations and discusses how to:

- Create travel authorizations.
- Enter general information about travel authorizations.
- Review or modify default accounting for travel authorizations
- Add or modify expense data on travel authorizations.
- Review travel authorizations.
- Approve travel authorizations.
- Delete travel authorizations.
- Cancel approved travel authorizations.

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## Understanding Travel Authorizations

PeopleSoft Expenses provides a travel authorization system to manage the preapproval of travel costs and to track budgetary allocations. Pre-travel authorizations replace written approval forms, purchase orders, and spreadsheets that require manual monitoring of organizational budgets.

From the Travel Authorization Center, you can create, modify, view, cancel, delete, and print travel authorizations. As you prepare a travel authorization request, the system provides the options to create cash advances, modify the default accounting, or change the general information. You can save travel authorizations for more input at a later time or you can submit them for approval.

---

**Note.** Travel authorization page names vary slightly, depending on if you access them in create, modify, or view mode and whether you access them as an employee, approver, or project manager. Pages that appear the same in different modes may be documented in this PeopleBook using only part of the page name; for example, Travel Authorization - General Information page. If, for example, you access this page using the modify navigation, the actual page name is Travel Authorization - General Information. However, if you access this page using the manager approval navigation, the page name is Approve Travel Authorization - General Information page.

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## Creating Travel Authorizations

This section provides an overview of creation options and discusses how to create travel authorizations.

## Understanding Travel Authorization Creation Options

When you create travel authorizations, you have options on which to base the new document, and the selection you make triggers other choices that prompt you for details about the travel authorization. You can start with a blank document or populate one with data from another source.

## Pages Used to Create Travel Authorizations

Page Name	Object Name	Navigation	Usage
Request a Travel Authorization - Copy From an Existing Travel Authorization	TE_COPY_TAUTH	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Copy an Existing Authorization)</li> <li>Click the Copy From Travel Authorization link on the Request a Travel Authorization - General Information page.</li> </ul>	Select an existing travel authorization from which to base a new authorization.
Request a Travel Authorization - View Selected Travel Authorization	TE_TAUTH_LINES_SEC	Click the View Detail link in the Description column on the Request a Travel Authorization - Copy From an Existing Travel Authorization page.	Review details of a travel authorization.
Request a Travel Authorization - Use a Template	TE_TEMPLATE	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Copy From a Template)</li> <li>Click the Use a Template link on the Request a Travel Authorization - General Information page.</li> </ul>	Select a template for a new travel authorization.
Request a Travel Authorization - Add Expenses To Report	TE_TEMPLATE2	Click the Select button for a template on the Request a Travel Authorization - Use a Template page.	Select the expense types listed for the template to use on the travel authorization.

## Creating Travel Authorizations

When you use the Employee Self-Service, Travel and Expense Center, Travel Authorization, Create navigation, the system checks for a default creation method. Depending on the default creation method that you set on the Employee Profile - User Defaults page, the system displays the next page based on the user default file and prepopulates fields according to user defaults. The creation methods are:

- *Open a Blank Authorization:* The system displays the Request a Travel Authorization - General Information page.

- *Copy From an Existing Travel Authorization:* The system displays the Request a Travel Authorization - Copy From an Existing Travel Authorization page where you can select an existing travel authorization on which to base a new authorization.

To select an existing travel authorization:

1. Enter a date range to display travel authorizations from a specified period and click Search.

The system displays a list of available travel authorizations.

2. Click the report ID in the Description column to access the Request a Travel Authorization - View Selected Travel Authorization page.

This page displays a summary of the expenses in a travel authorization to help you decide whether to use it as the basis for a new travel authorization.

3. Click Select for the travel authorization that you want to copy from.

The system displays the Request a Travel Authorization - General Information page and populates the fields with data from the travel authorization that you copied from. The Request a Travel Authorization - Travel Authorization Summary page displays the expense types that you copied.

- *Copy From a Template:* The system displays the Request a Travel Authorization - Copy From a Template page.

To copy from a template:

1. Select a public or user template to populate the travel authorization.

The system displays the Request a Travel Authorization - Add Expenses to Report page.

2. Select a date range for the travel authorization.
3. Select One Day or All Days to specify whether one instance of the expense type should be added to the travel authorization or whether one for each day in the date range should be added for that particular expense type.
4. Click OK.

The system displays the Request a Travel Authorization - General Information page and populates the date range that you entered on the Request a Travel Authorization - Copy From a Template page. The Request a Travel Authorization - Travel Authorization Summary page displays the expense types created for the dates that you specified.

## Applying Project Defaults to Travel Authorizations

When you create a travel authorization, the system applies user defaults from the employee file to the travel authorization. If PeopleSoft Project Costing is installed, the system validates the project defaults to ensure that they are valid. If the user default project values are valid, the system continues with the creation process. If the project defaults are not valid and the employee has update authority for their accounting detail, the system displays the Missing or Invalid Project Defaults (TE\_PROJ\_ERR\_SEC) page. On this page, you can continue with the travel authorization without project defaults or you can access the Employee Profile - User Defaults page to correct the project information.

If you continue with the travel authorization process without project defaults, the system continues with a default row of accounting data based on the employee's business unit.

## Entering General Information About Travel Authorizations

This section discusses how to enter general information about travel authorizations.

### Page Used to Enter General Information About Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel Authorization - General Information	TE_TAUTH_MAIN	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorization, Create (if user default set to Open a Blank Authorization)</li> <li>Click OK on the Request a Travel Authorization - Add Expenses to Report page.</li> <li>Click Select on the Request a Travel Authorization - Copy From an Existing Travel Authorization page.</li> <li>Click the Modify Report Information link on the Travel Authorization - Travel Authorization Summary page.</li> </ul>	Enter descriptive information about a travel authorization.

### Entering General Information

Access the Travel Authorization - General Information page.



Request a Travel Authorization

General Information

Sonya Vincent

Travel Auth ID: NEXT

[Copy From Travel Authorization](#)

Authorization Details

\*Description:

Training Seminar

\*Date From:

11/24/2003

31

\*Date To:

11/28/2003

31

\*Business Purpose:

Technical Training

▼

Default Location:

Paris - France

🔍

Comment:

Training

▲

▼

Travel Authorization - General Information page

### Copy From Travel Authorization

Click to access the Travel Authorization - Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new authorization.

This link appears if you are in create or modify mode; the link does not appear if you are in view mode.

### Authorization Details

#### Business Purpose

Select from a list that you created when you implemented the expense system. Tax laws require a business purpose for business expenses.

#### Default Location

Enter a city, country, or geographical area that is predefined by your organization with expense location amounts.

This field can be set up in your user defaults file to have PeopleSoft Expenses populate it every time you create a new travel authorization.

### Travel Authorization Status

This section displays information about the travel authorization request, such as who created the authorization and the current status of the authorization.

This section does not appear in create mode, but appears after you save the travel authorization request.

#### Continue

Click to access the Travel Authorization - Travel Authorization Summary page and add expense type lines to the travel authorization request.

See [Chapter 14, “Processing Travel Authorizations,” Adding or Modifying Expense Data, page 221](#).

**User Defaults**

Click to access the Employee Profile - User Defaults page to view or edit your defaults.

See [Chapter 13, “Maintaining Employee Profiles,” Maintaining User Defaults, page 199.](#)

**Accounting Defaults**

Click to access the Travel Authorization - Accounting Defaults page and view or modify default accounting ChartFields and the distribution split for travel authorization expenses.

---

**Note.** This link is not available if the Accounting Display option for the business unit or the employee’s role is set to *Hide*. Employees cannot edit the distribution or ChartFields if this option is set to *Display Only*.

---

**Use a Template**

Click to access the Travel Authorization - Select a Template page and select existing templates from which to copy expense lines to the new authorization.

This link appears if you are in create or modify mode; the link does not appear if you are in view mode.

---

## Reviewing or Modifying Default Accounting

This section provides an overview of default accounting and discusses how to review or modify the accounting defaults.

### Understanding Default Accounting

When you create a travel authorization, PeopleSoft Expenses populates the authorization request with accounting defaults for the distribution plan. The accounting defaults consists of general ledger accounting, project accounting information, and project percentages.

See [Appendix C, “Understanding Accounting in PeopleSoft Expenses,” page 417.](#)

## Page Used to Review or Modify Default Accounting

Page Name	Object Name	Navigation	Usage
Travel Authorization - Accounting Defaults	TE_TAUTH_SPLIT	<ul style="list-style-type: none"> <li>Click the Accounting Defaults link on the Travel Authorization - General Information page.</li> <li>Click the Accounting Defaults link on the Travel Authorization - Travel Authorization Summary page.</li> </ul>	<p>View or change the default accounting for an employee's travel authorization. You can also redistribute the percentages of expenses to different ChartFields.</p> <p><b>Note.</b> These links are not available if the Accounting Display option for the business unit or the employee's role is set to <i>Hide</i>. Employees cannot edit anything in the distribution if this option is set to <i>Display Only</i>.</p>

## Reviewing or Modifying Accounting Defaults

Access the Travel Authorization - Accounting Defaults page.

This page displays default accounting for a travel authorization. You can:

- Change the ChartFields.
- Add rows and redistribute the percentages.
- Delete rows that do not apply to the travel authorization.

### % (percentage)

The accounting split percentage is 100 percent for the set of default ChartFields, and it applies to the entire travel authorization. When you add a new row, enter the percentage of expense to charge to the ChartFields that you select in this row.

### Projects

If your organization uses PeopleSoft Project Costing, click to access the Projects Information (EX\_PC\_FIELDS) page and enter data for project-related expenses.

If PeopleSoft Project Costing is not installed, the system hides the Projects link and displays the expenses project ID on the GL ChartField grid.

### Load Defaults

Click to reset the accounting information back to the user defaults.

---

## Adding or Modifying Expense Data

This section discusses how to:

- Add or modify expense types.

- Add detail expense lines.
- Add or modify accounting detail.

## Pages Used to Add or Modify Expense Data

Page Name	Object Name	Navigation	Usage
Travel Authorization - Travel Authorization Summary	TE_TAUTH_LINES	<ul style="list-style-type: none"> <li>• Click Continue from the Travel Authorization - General Information page.</li> <li>• Employee Self-Service, Travel and Expense Center, Travel Authorizations, Modify</li> <li>• Employee Self-Service, Travel and Expense Center, Travel Authorizations, View</li> </ul>	View, add, or modify detailed expense type lines.
Travel Authorization - Add Expense - [expense type]	TE_TAUTH_EXPENSE	Add or select an expense type on the Travel Authorization - Travel Authorization Summary page.	Add, modify, or view information about the expense type for the travel authorization, such as payment type, merchant, and amount.  <b>Note.</b> The fields on this page vary, depending on how your organization defined the expense type.
Travel Authorization - Accounting Detail	TE_TAUTH_DIST	Click the Accounting Details link on the Travel Authorization - Add Expense - [expense type] page.	View or change accounting details or ChartField allocations for the expense type.

## Adding or Modifying Expense Types

Access the Travel Authorization - Travel Authorization Summary page.

## Request a Travel Authorization

## Travel Authorization Summary

Michael Buhler

Travel Auth ID: 0000000023

## General Information

**Description:** Training Seminar  
**Travel Date From:** 11/24/2003 **To:** 11/28/2003  
**Business Purpose:** Technical Training

## Add Expense

Expense Type:

Add

Expense Type	Transaction Date	Merchant	Amount	Currency	
Air Travel	11/24/2003	American Airlines	550.00	FRF	-
Hotel/Lodging	11/24/2003	Hilton Hotels	1,000.00	FRF	-

Travel Authorization - Travel Authorization Summary page (1 of 2)

## Travel Authorization Status

Routing	Name	Approval Status	Date
Originator	Schumacher,Kenneth	In Process	11/17/2003

## Approval Detail

Find | View All First 1 of 1 Last

Name:

Comment:

Save For Later

Submit For Approval

Go To: [Modify Report Information](#)  
[Create A Cash Advance](#)  
[User Defaults](#)  
[Accounting Defaults](#)

Travel Authorization - Travel Authorization Summary page (2 of 2)

## General Information

This information comes from the Travel Authorization - General Information page. To change this information, click the Modify Report Information link.

When you save a travel authorization and return to the summary page, the system displays the current status and travel authorization ID.

## Add Expense

To add an expense item, select an expense type from the drop-down list box. Depending on how your organization defines the expense type, the Travel Authorization - Add Expense - [expense type] page appears where you can enter additional data—such as merchant, mileage, or number of nights—that pertain to the line item. When you complete the necessary information, the expense appears as a line item on the summary page.

## Expense Type

As you enter each expense, it appears as a line item expense type with an associated merchant. The expense amount appears in the base currency of the employee's business unit.

To modify an expense line, click the expense type to open the Travel Authorization - Expense - [expense type] page.

## Travel Authorization Status

PeopleSoft Expenses displays this section after you create and save a travel authorization. This section tells you where the travel authorization is in the system.

## Approval Detail

PeopleSoft Expenses displays this section after you create and save a travel authorization.

<b>Save for Later</b>	Click to save the expense authorization document without submitting it for approval. The system assigns a travel authorization ID. The page refreshes and displays the Travel Authorization Status and Approval Detail sections.
<b>Submit for Approval</b>	Click to save the expense authorization document. If the document was not previously saved, the system assigns a travel authorization ID and routes it for approval. The page refreshes and displays the Travel Authorization Status and Approval Detail sections.
<b>Modify Report Information</b>	Click to access the Travel Authorization - General Information page.
<b>Create a Cash Advance</b>	Click to access the Cash Advance - Request Cash Advance page in a new window to create a cash advance with the travel authorization request.  See <a href="#">Chapter 15, "Processing Cash Advances," page 237</a> .
<b>User Defaults</b>	Click to access the Employee Profile - User Defaults page and view or edit defaults.
<b>Accounting Defaults</b>	Click to access the Travel Authorization - Accounting Defaults page and view or modify the default accounting ChartFields and the distribution split for travel authorization expenses.

---

**Note.** This link is not available if the Accounting Display option for the business unit or the employee's business role is set to *Hide*. Employees cannot edit the distribution or ChartFields if this option is set to *Display Only*.

---

## Adding Detail Expense Lines

Access the Travel Authorization - Add Expense - [expense type] page.

Request a Travel Authorization

Add Expense - Hotel/Lodging

Michael Buhler

Travel Auth ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

Expense Information

\*Date:

11/24/2003

31

Payment Type:

Check

\*Billing Type:

Internal

Number of Nights:

4

\*Merchant:

☒ Preferred
 

Hilton Hotels

☐ Non-preferred

\*Location:

AMSTERDAM, Netherlands

Daily Rate:

1200.00

FRF

Update

Current Expenses

Date	Expense Type	Amount
11/24/2003	Air Travel	550.00
11/24/2003	Hotel/Lodging	0.00
Travel Auth Total:		550.00

Add Another Expense

Expense Type:

Hotel/Lodging

Add

[Copy Current Expense](#)

Done

Travel Authorization - Add Expense - [expense type] page

## Expense Information

This section varies, depending on which expense line you select and how your organization defined the expense type.

**Date** Select the beginning date for the expense type.

**Payment Type** Select how you will pay for the expense item.

**Billing Code** Select *Billable*, *Nonbillable*, or *Internal*. If you use PeopleSoft Project Costing, billing codes are required to identify expense items that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and Project Costing passes these items to PeopleSoft Billing for processing.

**Merchant** Select *Preferred* to limit the merchant list to vendors with whom your organization has a contractual agreement, or select *Non-preferred* to enter any characters in the corresponding field.

**Update** Click to update the Current Expenses group box with new or modified expense information.

## Current Expenses

As you add each expense type, the system displays it with the date and amount. To modify an expense line, click the link in the Expense Type column. This section tracks each line item's cost plus the travel authorization total.

## Add Another Expense

**Expense Type** Select an expense type and click Add to add another expense item.

**Copy Current Expense** Click to duplicate the current expense transaction line item, then edit the expense information fields.

**Done** Select to return to the Travel Authorization - Travel Authorization Summary page.

**Location Amount Exceed Comment** Click to access the Travel Authorization - Authorized Amount Exceeded page and enter a comment.

**Non-Preferred Merchant Comment** Click to access the Travel Authorization - Preferred Merchant Not Selected page to enter a comment if you did not select a preferred merchant.

**User Defaults** Click to access the Employee Profile - User Defaults page and view or edit your defaults.

**Accounting Details** Click to access the Travel Authorization - Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the cost center of the employee who submits the travel authorization.

## Adding or Modifying Accounting Detail

Access the Travel Authorization - Accounting Detail page.



Request a Travel Authorization

Accounting Detail

Michael Buhler

Travel Auth ID: 0000000023

This is the accounting detail for expense type Hotel/Lodging with a transaction date of 2003-11-24 in the amount of 1000 FRF. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

General Ledger ChartFields

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program
1000.00	FRA01	650000	625000			41000	

Add ChartField Line

Previous Expense

Next Expense

Travel Authorization - Accounting Detail page

You can override the default accounting for an expense type in a travel authorization.

**Restore Defaults** Click to reset default accounting values.

**Add** Click to add new accounting detail lines.

### See Also

[Appendix C, “Understanding Accounting in PeopleSoft Expenses,” page 417](#)

## Reviewing Travel Authorizations

This section discusses how to view travel authorizations.

### Page Used to Review Travel Authorizations

Page Name	Object Name	Navigation	Usage
View Travel Authorization - Travel Authorization Summary	TE_TAUTH_LINES	Employee Self-Service, Travel and Expense Center, Travel Authorization, View	Review a summary of the travel authorization expenses.

### Reviewing Travel Authorizations

Access the View Travel Authorization - Travel Authorization Summary page.

You can only view information. To make changes to an existing travel authorization, navigate to Employee Self-Service, Travel and Expense Center, Travel Authorization, Modify.

The page elements are discussed in the Adding or Modifying Expense Types section of this chapter.

### See Also

Chapter 14, “Processing Travel Authorizations,” Adding or Modifying Expense Types, page 222

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## Approving Travel Authorizations

This section provides an overview of travel authorization approvals and discusses how to:

- Approve travel authorizations.
- View travel authorization exception comments.
- View approval comments.
- Approve project travel authorizations.

## Understanding Travel Authorization Approvals

After an employee submits a travel authorization, it goes through the approval process. From the time that an employee creates the travel authorization until an approver approves it, the travel authorization's status changes, depending on the action taken at each step of the approval process.

Approvers use the Travel Authorization - Travel Authorization Summary page to approve, hold, or deny authorizations. This is the same page that employees use to prepare travel authorizations. The expense data is read-only, so approvers cannot edit descriptive information or expense line items.

---

**Note.** Employees cannot approve their own travel authorizations. The system compares the employee ID on the travel authorization with the employee ID that is associated with the user ID of the approver.

---

### See Also

Chapter 14, “Processing Travel Authorizations,” Adding or Modifying Expense Types, page 222

## Pages Used to Approve Travel Authorizations

Page Name	Object Name	Navigation	Usage
Approve Travel Authorization - Travel Authorization Summary	TE_TAUTH_LINES	Manager Self-Service, Travel and Expense Center, Manager Approvals, Travel Authorization	Review a summary of travel authorization expenses and select an approval status. Managers and project managers who have authority to approve travel authorizations use this page.
Approve Travel Authorization - View Exceptions Comments	TE_EXCPTN_COMM_TA	Click the View Exception Comments link on the Approve Travel Authorization - Travel Authorization Summary page.	View travel authorization exception comments.
Approve Travel Authorization - View Approval Comments	TE_APRVL_COMMENTS	Click the View Comments button on the Approve Travel Authorization - Travel Authorization Summary page.	View comment history.

## Approving Travel Authorizations

Access the Approve Travel Authorization - Travel Authorization Summary page.

Approve Travel Authorization



Travel Authorization Summary

Sonya Vincent

Travel Auth ID: 0000000015

General Information

Description:

Seminar

Travel Date From:

08/25/2003

To:

08/29/2003

Business Purpose:

General Travel and Expense

Status:

Submitted

Expense Type	Transaction Date	Amount	Currency	Approve Expense	
Air Travel	08/25/2003	1,110.00	USD	<input checked="" type="checkbox"/>	
Hotel/Lodging	08/25/2003	1,200.00	USD	<input type="checkbox"/>	Out of Policy
Meals and Incidental Expenses	08/25/2003	50.00	USD	<input checked="" type="checkbox"/>	

Total Expenses:

2,360.00 USD

Less Non-Approved Expenses:

1,200.00 USD

Total Travel Authorization:

1,160.00 USD

Approve Travel Authorization - Travel Authorization Summary page (1 of 2)

Travel Authorization Status			
Routing	Name	Approval Status	Date
Originator	Schumacher,Kenneth	Resubmitted	08/20/2003
Approver 1	Monroe,Jose		

Approval History			
Routing	Name	Status	Date
Originator	Schumacher,Kenneth	Submitted	08/20/2003
Approver	Monroe,Jose	Sent Back for Revision	08/20/2003

Approval Detail	
Name:	Monroe,Jose
Comment:	We have a discount rate of \$175 for this hotel. Please reduce amount and resubmit. Thanks!
Budget Status:	Not Chk'd
<a href="#">Budget Options</a>	<b>Budget Checking is required before the Travel Authorization can be Approved. Please click on the Budget Options hyperlink.</b>

Go To: [View Report Information](#)  
[Budget Options](#)  
[View Exception Comments](#)  
[User Defaults](#)  
[Accounting Defaults](#)

Approve Travel Authorization - Travel Authorization Summary page (2 of 2)

## General Information

The information in this section is from the Travel Authorization - Report Information page and is not editable by approvers.

### Expense Type

Click the link in this column to access the Approve Travel Authorization - View Expense - [expense type] page and view information about the expense lines.

### Approve Expense

Clear the check box if you do not approve an expense line. You must select a reason from the drop-down list box (next to the Approve Expense check box) and enter a comment in the Approval Detail section.

## Travel Authorization Status

### Name

Displays the name of the travel authorization's originator and any approvers.

### Approval Status

Displays the status of the travel authorization request as it goes through the approval process.

## Approval History

The Approval History grid appears only after an employee resubmits an expense transaction that an approver previously denied and returned to the employee. The system displays the approval history information for approvers; the system does not display the approval history grid for employees who submitted the travel authorization request.



Click the View Comments button to access the Approve Travel Authorization - View Approval Comments page and view comments that an approver made regarding travel authorization expense lines.

## Approval Detail

<b>Name</b>	Displays the name of the approver.
<b>Comment</b>	Enter a comment. When you select to return the travel authorization request to employees upon denial, the system displays the comments to the employees when they access the authorization request. After employees resubmit denied travel authorization requests, the system displays comment history only to approvers.
<b>Budget Status</b>	If you use PeopleSoft Commitment Control and budget checking for travel authorizations is active, PeopleSoft Expenses displays the budget status for the travel authorization.
<b>Budget Options</b>	Click to access the Commitment Control page and budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for travel authorizations is active.
<b>Approve Request</b>	Click to change the status to <i>Approved</i> and automatically enter the current date and approver's user ID.  If you use budget checking, PeopleSoft Expenses deactivates this button if it determines that the travel authorization request needs to be budget-checked.
<b>Deny Request</b>	Click to change the status to <i>Denied by Approver</i> . If you deny the request, you must also provide an explanation in the Comment field.
<b>Hold</b>	Click to change the status to <i>Hold by Approver</i> .
<b>View Report Information</b>	Click to access the Approve Travel Authorization - General Information page and view descriptive data about the travel authorization.
<b>Budget Options</b>	Click to access the Commitment Control page and budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for travel authorizations is active.

See [Chapter 19, "Using Commitment Control With PeopleSoft Expenses,"](#) page 343.

- View Exception Comments** Click to access the Approve Travel Authorization - View Exception Comments page and review comments that explain any expenses that do not meet organizational policies.
- User Defaults** Click to access the Employee Profile - User Defaults page for the originator of the travel authorization request.
- Accounting Defaults** Click to access the Approve Travel Authorization - Accounting Defaults page and view the accounting defaults used for the travel authorization request.

## Viewing Travel Authorization Exception Comments

Access the Approve Travel Authorization - View Exception Comments page.

Approve Travel Authorization



View Exception Comments

Sonya Vincent

Travel Auth ID: 0000000015

General Information

Description:

Seminar

Date From:

08/25/2003

To:

08/29/2003

Business Purpose:

General Travel and Expense

Line	Expense Type	Exception	Comment
1	<a href="#">Air Travel</a>	None	No exceptions associated with this line.
2	<a href="#">Hotel/Lodging</a>	Amt Exceeded	Preferred merchant hotel was booked for this period.
2	<a href="#">Hotel/Lodging</a>	Non-Preferred Merchant	Hilton was booked.
3	<a href="#">Meals and Incidental Expenses</a>	None	No exceptions associated with this line.

Approve Travel Authorization - View Exception Comments page

For each travel authorization line item, the system displays the associated expense type, exception, and comment. You can review explanations for line items that do not follow organizational expense policies—for example, not using preferred merchants or exceeding expense location amounts. Click the expense type in the Expense Type column to access the Approve Travel Authorization - View Expense - [expense type] page.

## Viewing Approval Comments

Access the Approve Travel Authorization - View Approval Comments page.

**Approve Travel Authorization**

**View Approval Comments**

Sonya Vincent Travel Auth ID: 0000000014

Approval Comments		Find   View All	First	1 of 1	Last
<b>Name:</b>	Monroe, Jose				
<b>Comment:</b>	Please add expense for hotel.				

Approve Travel Authorization - View Approval Comments page

The Approve Travel Authorization - View Approval Comments page displays comments that approvers have made for the travel authorization request.

## Approving Project Travel Authorizations

If you use PeopleSoft Project Costing, you may have charged some expense items to ChartFields that relate to project costing. In addition, travel authorization approval procedures might include a review by a project manager from the Manager Self-Service menu.

Project managers perform approvals on the same travel authorization summary page that employees use for preparation, and they can edit descriptive information or line items. The fields on the page that support the approval function for project managers are the same fields as those for approvers.

## Deleting Travel Authorizations

This section discusses how to delete travel authorizations.

### Understanding Deleting Travel Authorizations

If you create a travel authorization and decide not to process it, you can delete it before you submit it for approval. If you submit a travel authorization and the approver returns it to you, you can delete the travel authorization. If you cancel the travel authorization, you may delete it.

### Page Used to Delete Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete a Travel Authorization	TE_DEL_TAUTH	Employee Self-Service, Travel and Expenses, Travel Authorization, Delete	Delete a travel authorization.

## Deleting Travel Authorizations

Access the Travel and Expense - Delete a Travel Authorization page.

**Travel and Expense**


---

**Delete a Travel Authorization**

Kenneth Schumacher

Select	Travel Auth ID	Travel Auth Name	Business Purpose	Date From	Date To
<input type="checkbox"/>	0000000019	Expense Report	General Travel and Expense	11/17/2003	11/21/2003
<input checked="" type="checkbox"/>	0000000014	Meeting in Akron	Off-site Meeting	11/17/2003	11/21/2003
<input type="checkbox"/>	0000000012	Conference in Boston	User Conference	11/10/2003	11/12/2003
<input type="checkbox"/>	0000000010	Meeting in Dallas	User Conference	10/30/2003	10/31/2003
<input checked="" type="checkbox"/>	0000000001	Training for new upgrade	Technical Training	08/21/2000	08/25/2000

Delete Selected Authorization(s)

Travel and Expense - Delete a Travel Authorization page

The page displays a list of unsubmitted and denied travel authorizations. Use the Select column to select travel authorizations to delete and then click the Delete Selected Authorization(s) button.

## Canceling Approved Travel Authorizations

This section provides an overview of travel authorization cancellations and discusses how to cancel an approved travel authorization request.

### Understanding Travel Authorization Cancellations

The Cancel Approved Travel Authorization feature is available to employees and system administrators and provides the mechanism necessary to reverse out encumbrances for unused travel authorizations. The Travel and Expense - Cancel Travel Authorization page lists approved travel authorizations that have been budget-checked but that you have not yet applied to expense reports. You can remove these from the expenses system. If you cancel your own travel authorization, the system automatically budget checks to reverse associated encumbrances. Otherwise, Travel authorizations may be selected for cancellation by an administrator. The cancellation process performs budget checking to reverse encumbrances associated with the travel authorizations being closed.



## Page Used to Cancel Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel and Expense - Cancel Travel Authorization	TE_CANCEL_TAUTH	Employee Self-Service, Travel and Expenses, Travel Authorization, Cancel	Cancel a travel authorization request.

## Canceling Approved Travel Authorizations

Access the Travel and Expense - Cancel Approved Travel Authorization page.

**Travel and Expense**


---

**Cancel Approved Travel Authorization**

Kenneth Schumacher

Select	Travel Auth ID	Travel Auth Name	Date From	Date To
<input type="checkbox"/>	0000000011	Trip to Sacramento	11/03/2003	11/03/2003
<input checked="" type="checkbox"/>	0000000005	New Product Demo	08/21/2000	08/24/2000
<input checked="" type="checkbox"/>	0000000002	Meeting costs	08/22/2000	08/22/2000

Cancel Selected Travel Authorization(s)

Travel and Expense - Cancel Approved Travel Authorization page

The Travel and Expense - Cancel Approved Travel Authorization page displays all travel authorization requests that have been approved and budget-checked but not assigned to an expense report. Select the travel authorization requests that you want to cancel and click Cancel Selected Travel Authorization(s). The system then performs budget checking to reverse encumbrance amounts associated with the Travel Authorization(s).



## CHAPTER 15

# Processing Cash Advances

This chapter provides an overview of cash advances and discusses how to:

- Create, modify, or view cash advances.
- Approve cash advances.
- Prepay audit cash advances.
- Reconcile cash advances.
- Delete cash advances.
- Override cash advances.
- Close cash advances.

---

## Understanding Cash Advances

To minimize the impact of business travel on employee personal finances, you can provide cash advances to pay for items such as meals, ground transportation, and gratuities. With PeopleSoft Expenses, you can process cash advances from the initial request through the final payment. Exception processing enables you to cover last-minute emergencies and unplanned situations.

Before processing cash advances, you must set up:

- Employees.
- Cash advance sources.
- Business purposes.

---

**Note.** Employees cannot approve, audit, or reconcile their own cash advances. The system compares the employee ID on the cash advance with the employee ID that is associated with the user ID of the approver, auditor, or the person who performs reconciliations.

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**Note.** Cash advance page names vary slightly depending on if you access them in create, modify, or view mode and whether you access them as an employee, approver, or auditor. Pages that appear the same in different modes may be documented in this PeopleBook using only part of the page name; for example, Cash Advance - [mode] Cash Advance page. If, for example, you access this page using the modify navigation, the actual page name is Cash Advance - Request Cash Advance. However, if you access this page using the manager approval navigation, the page name is Cash Advance - Approve Cash Advance.

---

## Common Elements Used in This Chapter

### Status

Depending on your organization's approval and audit policies, you can assign these values to a cash advance:

- *Pending*: An employee has not submitted the cash advance, or the approver or auditor denied and returned the cash advance to the employee. This is the default status for a newly created cash advance.
- *Submitted*: The advance is ready for the approval or audit process.
- *Partially Approved*: Depending on your approval and audit requirements, after anyone on the approval list has approved the cash advance, the status changes to *Partially Approved*.
- *Approved for Payment*: The advance is authorized for payment processing.
- *Staged*: The advance is staged for payment.
- *Paid*: Payment processing is complete.
- *Reconciled*: The cash advance is applied to an expense report, and the employee returned excess funds.
- *Denied by Approver*: The advance was not approved by the approver.
- *Denied by Auditor*: The advance did not meet auditing requirements and was not approved by the auditor.
- *Hold by Approver*: The advance requires further information before approval.
- *Hold by Auditor*: The advance requires further information before the auditor will approve it.

---

## Requesting Cash Advances

This section provides an overview of cash advance requests and discusses how to:

- Request or view cash advances.
- Import automated teller machine (ATM) advances.
- View ATM data.

## Understanding Cash Advance Requests


A cash advance has several parts to complete before submitting it for approval. The way you set up your expenses system determines what kinds of data are required and how your accounting system uses the data. If you have set up a report description and business purpose on the Employee Profile - User Defaults page, then the system prepopulates these fields on cash advances. As you go through the preparation process, you can import advances initiated at an ATM using a corporate credit card. You can save cash advances for further work, or you can submit them for approval.

## Pages Used to Request Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance - Request Cash Advance	TE_ADVANCE	Employee Self-Service, Travel and Expense Center, Cash Advance, [Create or Modify]	Create or modify a cash advance request and submit it for approval or save it for further work.
Cash Advance - View Cash Advance	TE_ADVANCE	Employee Self-Service, Travel and Expense Center, Cash Advance, View	View cash advance requests that have already been submitted.
Request Cash Advance - Import ATM Advances	TE_ATM_TRANS_SEL	Click the Import ATM Advances link on the Cash Advance - Request Cash Advance page.	Select an ATM transaction to add to a cash advance.
Cash Advance - ATM Advance Detail	TE_ATM_TRANS3	Click the Detail link on the Request Cash Advance - Import ATM Advances page.	View details associated with an ATM cash advance.

## Requesting or Viewing Cash Advances

Access the Cash Advance - Request Cash Advance page.

**Cash Advance**


**Request Cash Advance**

Kenneth Schumacher
[User Defaults](#)
**Advance ID:** 0000000018

**General Information**

**\*Description:** Paris Assignment

**\*Business Purpose:** Consulting Services

**Reference:** KS1

**Comment:**

[Import ATM Advances](#)

**Add Advance**

*Source	Description	*Amount	Currency		
System Check	Paris Assignment	2,500.00	USD	+	-

**Cash Advance Total:** 2,500.00 USD

Cash Advance - Request Cash Advance page (1 of 2)

Advance Status			
<b>Status:</b>	Pending	<b>Post Status:</b>	Not Applied
<b>Created On:</b>	08/28/2003	<b>By:</b>	VP1
<b>Last Updated:</b>	08/28/2003	<b>By:</b>	MGR1
Cash Advance Status			
Routing	Name	Approval Status	Date
Originator	Schumacher,Kenneth	Submitted	08/28/2003
Approver 1	Scott,William	Sent Back for Revision	08/28/2003
Pre-Pay Auditor			
Approval Detail			
Find   View All First 1 of 2 Last			
<b>Name:</b>	Scott,William		
<b>Comment:</b>	Please adjust to exclude charges covered by your corporate credit card.		
<input type="button" value="Save For Later"/> <input type="button" value="Submit For Approval"/>			

Cash Advance - Request Cash Advance page (2 of 2)

## General Information

### Description

Enter a description to identify the cash advance. If you have set up a report description on the Employee Profile - User Defaults page, then the system prepopulates this field.

### Business Purpose

Select from a predefined list that was created when implementing your expense system. If you have set up a business purpose on the Employee Profile - User Defaults page, then PeopleSoft Expenses prepopulates this field.

Tax laws require a business purpose to justify business expenses, so completing this field is mandatory before you save the cash advance request for further processing.

### Import ATM Advances

Click to access the Request Cash Advance - Import ATM Advances page to select credit card transactions to import into your cash advance request.

This link is available only in create or modify mode.

See [Chapter 15, "Processing Cash Advances," Importing ATM Advances, page 241.](#)

## Add Advance

### Source

Select the method of payment to the employee for the cash advance.

### Cash Advance Total

Indicates the total of all cash advance lines.

## Advance Status

This section appears after you save the cash advance or submit it for approval.

**Post Status** Displays whether accounting entries for the cash advance have been posted to the general ledger.

## Cash Advance Status

This section appears after you save the cash advance request or submit it for approval and displays where the cash advance is in the business process.

## Approval Detail

This section appears after you save the cash advance request or submit it for approval and displays comments made by an approver.

**Save For Later** Click to complete the cash advance request at another time.

**Submit For Approval** Click to send the completed cash advance request to the approval process.

## Importing ATM Advances

Access the Request Cash Advance - Import ATM Advances page.

**Date** Displays the date that the employee initiated the ATM advance.

**Merchant** Displays the vendor from whom the advance was transacted.

**Amount** Displays the amount of the ATM transaction.

**Detail** Click to access the Cash Advance - ATM Advance Detail page and view more information about the ATM transaction.

## Viewing ATM Data

Access the Cash Advance - ATM Advance Detail page.

**Transaction Number** Displays the transaction number associated with the ATM advance.

**Trans Load Date** Displays the date that your system loaded the ATM advance.  
(transaction load date)

**Transaction Status** Displays whether the ATM advance is assigned to a cash advance.

**Cardmember Number** Displays the employee's corporate credit card number.

**Transaction Amount** Displays the amount spent for the expense item.

**Exchange Rate** Displays the rate used to convert the ATM transaction to the base currency of the employee business unit.

**Amount** Displays the amount in the base currency of the employee's general ledger business unit.

<b>Description Line 1-4</b>	Displays additional details regarding the ATM transaction.
<b>Picked Up By Mobile</b>	Not used.
<b>Date/Time</b>	Displays the date and time of the ATM transaction.

---

## Approving Cash Advances

This section provides an overview of cash advance approvals and discusses how to approve cash advances.

### Understanding Cash Advance Approvals

Based on the approval and audit rules that you set up, cash advances can be paid as soon as employees submit them, or they can go through one or more checkpoints for review. If your company requires auditing, approvers must approve the cash advance before it is eligible for auditing.

From the time the employee creates a cash advance until it is ready for payment, the cash advance's approval status changes, depending on the action taken in each step of the approval process. PeopleSoft Expenses immediately sets a cash advance to paid status if the cash advance source does not generate a payment.

You perform approvals on the same cash advance pages that employees and auditors use. Approvers cannot edit descriptive information or cash advance lines. Additional fields on the Cash Advance - Approve Cash Advance page support the approval function.

### Pages Used to Approve Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance - Approve Cash Advance	TE_ADVANCE	Manager Self-Service, Travel and Expense Center, Manager Approvals, Cash Advance	Approve a cash advance request.
Cash Advance - View Approval Comments	TE_APRVL_COMMENTS	Click the View Comments button on the Cash Advance - Approve Cash Advance page.	View comment history.

## Approving Cash Advances

Access the Cash Advance - Approve Cash Advance page.

### Advance Status

**Accounting Date** Enter the date that you want to post the cash advance entries. The current date is automatically populated, but approvers and auditors can edit it.



## Cash Advance Status

**Approval Status** Displays the last step in the approval process that the cash advance has undergone.

**Date** Displays the date that the approval status was assigned.

## Approval History

The Approval History grid appears only after an employee resubmits a cash advance request that an approver or auditor previously denied and returned to the employee. PeopleSoft Expenses displays the approval history information for approvers; Expenses does not display the approval history grid for employees who submitted the travel authorization request.



Click the View Comments button to access the Cash Advance - View Approval Comments page and view comments that an approver or auditor made regarding the cash advance request.

## Approval Detail

**Name** Displays the name of the approver or auditor.

**Comment** Further information provided by the approver or auditor.

**Approve Request** Click to change the status to *Partially Approved* if PeopleSoft Expenses needs to forward the cash advance request to another approver or auditor or to *Approved for Payment* status if this is the last approver or auditor. Expenses enters the current date and the approver's or auditor's user ID in the Cash Advance Status region.

**Deny Request** Click to change the status to *Denied by Approver*.

If you deny the cash advance, you must provide an explanation in the Comment field.

**Save and Hold** Click to change the status to *Hold by Approver*.

The cash advance doesn't get routed anywhere and remains with the approver for further action.

**Send Back for Revision** Click to change the status to *Pending* and return the cash advance back to the employee. If you send the cash advance request back to the employee, you must provide an explanation in the Comment field.

## See Also

Chapter 15, "Processing Cash Advances," Requesting Cash Advances, page 238

## Prepay Auditing of Cash Advances

This section provides an overview of prepay auditing of cash advances and discusses how to prepay audit cash advances.

### Understanding Prepay Auditing of Cash Advances

Based on the approval and audit rules that you set up, you can pay cash advances as soon as employees submit them or you can direct employees to go through a prepay audit after approval. If your organization requires auditing as part of the approval process, approvers must approve the cash advances before sending them to an auditor.

You perform audits on the same cash advance pages that employees and approvers use. Unlike approvers, auditors can edit descriptive information or cash advance line items, and there are additional fields on this page to support the audit function.

### Pages Used to Prepay Audit Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance - Pre-Pay Audit Cash Advance	TE_ADVANCE	Travel and Expenses, Audit, Pre-Pay Audit, Cash Advance	Audit a cash advance.

### Prepay Auditing Cash Advances

Access the Cash Advance - Pre-Pay Audit Cash Advance page.

#### Add Advance

##### Apply Tax

Select to include estimated income tax on the transaction, so that the recipient receives a specific amount after deducting taxes.

#### Approval Detail

##### Approve Request

Click to change the status to *Approved for Payment*. PeopleSoft Expenses enters current date and auditor's user ID in the Cash Advance Status region.

The cash advance is ready for payment processing.

##### Deny Request

Click to change the status to *Denied by Auditor*.

If you deny the cash advance, you must provide an explanation in the Comment field.

##### Save and Hold

Click to change the status to *Hold by Auditor*.

The cash advance doesn't get routed anywhere and remains with the auditor for further action.

**Send Back for Revision**

Click to change the status to *Pending* and return the cash advance request back to the employee. If you send the cash advance request back to the employee, you must provide an explanation in the Comment field.

**See Also**

[Chapter 15, “Processing Cash Advances,” Requesting Cash Advances, page 238](#)

[Chapter 15, “Processing Cash Advances,” Approving Cash Advances, page 242](#)

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## Reconciling Cash Advances

This section provides an overview of cash advance reconciliation and discusses how to reconcile cash advances.

### Understanding Cash Advance Reconciliation

When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report. If a cash advance is not reconciled, your company may incorrectly reimburse more than the expenses the employee incurred.

When you prepare an expense report, you designate the associated cash advance ID from a link on the Expense Report Details page. The link, Apply Cash Advance(s), opens a page where you select one or more cash advance IDs to apply to the expense report. The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employee. You can also apply part of a cash advance to an expense report, and the system tracks the remaining balance due the organization.

To reconcile a cash advance, the cash advance must have a status of *Paid*.

---

**Note.** When you define business units for PeopleSoft Expenses, you can specify a grace period in which cash advances must be reconciled. If you use PeopleSoft Workflow, you can run the Employee Notification process to automatically send an email to employees who have outstanding cash advances that are older than the grace period.

---

### Page Used to Reconcile Cash Advances


Page Name	Object Name	Navigation	Usage
Cash Advance Reconciliation	EX_ADV_RECON	Travel and Expenses, Audit, Reconciliation, Cash Advance	Reconcile a cash advance. Compare the cash advance against a submitted expense report, to correctly reimburse the employee.

### Reconciling Cash Advances

Access the Cash Advance Reconciliation page.

### Cash Advance Reconciliation

Sherwood,Fred

ID: KU0005 

Advance ID: 0000000009

Advance Description: Elaine - Testing1

Amount: 500.00 USD


Creation Date: 08/28/2003

Status: Paid

Business Purpose: Demonstrations

Comment:

Associated Expense Reports

Customize | Find | View All | 

First 1 of 1 Last

Report ID	Creation Date	Report Status	Total Applied	Currency
0000000096	08/28/2003	Approved	300.00	USD

Advance Net

Check Number:

Amount Due Company: 200.00 USD

Reconciled

Cash Advance Reconciliation page



Click to access the employee's profile and view personal and organizational information about the employee.

## Associated Expense Reports

If the cash advance is associated with an expense report, PeopleSoft Expenses displays the report ID, creation date, and amounts. If there is no report ID, you can still reconcile the cash advance. For example, if an employee received a cash advance but did not take the planned business trip, the cash advance can be reconciled by the employee writing a check to your organization for the total displayed in the amount field.

## Advance Net

If the employee writes a check for unused cash advance funds, enter the check number on this page.

When you are satisfied that the cash advance is reconciled correctly, click the Reconciled button, and the system changes the status of the cash advance to *Reconciled*. If the amount of the expense report is greater than the amount of the cash advance (that is, the employee used the entire cash advance), the system marks the cash advance *Reconciled* when you post liabilities.

If you select the Advance Reconciliation option on the Expense Transactions page and run that process, the job marks cash advances *Reconciled* if the balance is zero, or if the balance is fully applied to one or more expense reports.

## See Also

[Chapter 21, “Running Expense Transaction Processes,” page 377](#)

[Chapter 3, “Defining Your Operational Structure for PeopleSoft Expenses,” Defining Specifications for a Business Unit, page 13](#)

[Chapter 8, “Defining Additional Required Data for PeopleSoft Expenses,” Setting Up Notifications, page 88](#)

---

## Deleting Cash Advances

This section provides an overview of deleting cash advances and discusses how to delete cash advances.

### Understanding Cash Advance Deletions

PeopleSoft Expenses allows you to delete a cash advance providing that you have not submitted it for approval. You can also delete a cash advance if it was submitted and denied.

### Page Used to Delete Cash Advances

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete Cash Advance	TE_DEL_ADV	Employee Self-Service, Travel and Expense Center, Cash Advance, Delete	Delete a cash advance.

### Deleting Cash Advances

Access the Travel and Expense - Delete Cash Advance page.

The page displays a list of unsubmitted cash advances for the employee whose ID you entered. Select the delete column to designate cash advances to delete.

---

## Overriding Cash Advances

This section provides an overview of cash advance overrides and discusses how to override cash advances.

### Understanding Cash Advance Overrides

You can make last-minute changes to a cash advance after it has been approved for payment. If the cash advance not in pending, posted, paid, or closed status, you can modify the request using the override feature.

## Page Used to Override Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance - Override Cash Advance	TE_ADVANCE	Travel and Expenses, Audit, Pre-Pay Audit, Override Cash Advance	Correct or make changes to a cash advance after it has been approved for payment but not yet posted or paid.

## Overriding Cash Advances

Access the Cash Advance - Override Cash Advance page.

You can edit descriptive information, cash advance line items, and accounting details. When you finish, click one of the following buttons to designate the current approval status of the cash advance: Approve Request, Deny Request, Save and Hold, or Send Back for Revision.

### See Also

[Chapter 15, “Processing Cash Advances,” Requesting Cash Advances, page 238](#)

[Chapter 15, “Processing Cash Advances,” Approving Cash Advances, page 242](#)

[Chapter 15, “Processing Cash Advances,” Prepay Auditing of Cash Advances, page 244](#)

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## Closing Cash Advances

This section provides an overview of closing cash advances and discusses how to close cash advances.

## Understanding Closing Cash Advances

When a cash advance has been approved for payment processing, you can cancel it after you have posted its liabilities. You can close the cash advance if you have not staged payments for it.

## Page Used to Close Cash Advances

Page Name	Object Name	Navigation	Usage
Cash Advance Close	EX_CLOSE_ADVANCE	Travel and Expenses, Audit, Close Expenses, Mark Cash Advance for Close	Mark a cash advance for close if it has been approved for payment processing but not staged for payments.

## Closing a Cash Advance

Access the Cash Advance Close page.

**Cash Advance Close**

Schumacher,KennethID: KU0042Advance ID: 0000000019

**Advance Description:** Trip to Denver

**Accounting Date** 10/14/2003

**GL Unit:** US001 US001 NEW YORK OPERATIONS

**Advance Status:** Approved for Payment

**Business Purpose:** Customer Visit

**Amount:** 1,000.00 USD

**Reversal Date**

☒ Use Current Date

☐ Use Specific Date

Close

## Cash Advance Close

The information on the Cash Advance Close page comes from the cash advance description. To indicate the reversal date that PeopleSoft Expenses uses to reverse the accounting liability entries, select Use Current Date or Use Specific Date. This opens a field for you to enter the date to reverse liability entries.

After you click Close and confirm your selections, PeopleSoft Expenses marks the cash advance for closing and changes the status to *Close in Process*. You must then run the close liability process to generate accounting entries.





## CHAPTER 16

# Preparing Expense Reports

This chapter provides an overview of preparing expense reports and discusses how to:

- Create expense reports.
- Enter expense report information and transaction lines.
- Copy or add expense lines.
- Review or modify accounting information.
- Apply cash advances to expense reports.
- Correct expense report transaction line errors.
- Split receipts.
- Hotel Wizard.
- Delete expense reports.
- Manage My Wallet transactions.

---

## Understanding Expense Reports

PeopleSoft Expenses makes it easy to transform a handful of receipts into a final expense reimbursement. This chapter discusses how to convert expense transactions into expense reports that meet your auditing standards, approval policies, and tax reporting requirements. The way in which you set up your expense system determines what data is required and how your accounting system processes it. For example, if an employee takes a business trip that different departments within your organization fund, the expense report can reflect this so that the appropriate departments share the expenses.

PeopleSoft Expenses provides functionality to decrease the time that you spend entering expense reports. You can:

- Create expense reports populated with information from user defaults.
- Populate information from My Wallet to expense reports.
- Apply cash advances to expense reports.
- Copy multiple expense lines at one time on an expense report.
- Insert multiple rows at one time on the Expense Report - Expense Report Entry page.
- Save an expense report with errors or missing information.

---

**Note.** Expense report page names vary slightly, depending on if you access them in create, modify, or view mode and whether you access them as an employee, approver, project manager, or auditor. Pages that appear the same in different modes may be documented in the PeopleBook using only part of the page name; for example, the Expense Report - Expense Report Entry page. If, for example, you access this page using the create navigation, the actual page name is Create Expense Report - Expense Report Entry page. However, if you access this page using the modify navigation, the page name is Expense Report - Expense Report Entry page.

---

## Creating Expense Reports

This section provides an overview of creating expense reports and discusses how to:

- Create expense reports with user defaults.
- Open a blank expense report.
- Populate expense reports from travel authorizations.
- Copy from an existing expense report.
- Create expense reports using templates.

## Understanding Creating Expense Report

When you create an expense report, you have several options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the report. You can start with a blank expense report or populate one with data from another source.

## Pages Used to Create Expense Reports

Page Name	Object Name	Navigation	Usage
Create Expense Report - Expense Report Entry	EX_SHEET_ENTRY	<ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Open a Blank Report</i>).</li> <li>• Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Open a Blank Report</i>).</li> <li>• Select to start your report with <i>A Blank Report</i> on the Create Expense Report - Expense Report Entry page.</li> </ul>	Create expense reports.

Page Name	Object Name	Navigation	Usage
Create Expense Report - Populate From A Travel Authorization	TE_POP_SHT_FROM_TA	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy From a Travel Auth.</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy From a Travel Auth.</i>).</li> <li>Select to start your report with <i>A Travel Authorization</i> on the Create Expense Report - Expense Report Entry page.</li> </ul>	Create new expense reports that contain information from travel authorizations, and modify the data.
Create Expense Report - Copy From an Existing Expense Report	TE_COPY_SHEET	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy an Existing Report</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy an Existing Report</i>).</li> <li>Select to start your report with <i>An Existing Report</i> on the Create Expense Report - Expense Report Entry page.</li> </ul>	Create new expense reports that contain similar information as existing ones, and modify the data as necessary.
Create Expense Report - Select a Template	TE_TEMPLATE_SELECT	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy From a Template</i>).</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Create (if user defaults set to <i>Copy From a Template</i>).</li> <li>Select to start your report with <i>A Template</i> on the Create Expense Report - Expense Report Entry page.</li> </ul>	Select a template from which to create new expense reports.

Page Name	Object Name	Navigation	Usage
Create Expense Report - Add Expenses To Report	TE_TEMPLATE2	Select a template on the Create Expense Report - Select a Template page.	Select expense types to populate expense reports.

## Creating Expense Reports

When you use the Employee Self Service, Travel and Expense Center, Expense Reports, Create navigation, PeopleSoft Expenses checks for a default creation method. Depending on what your default creation method is set to on the Employee Profile - User Defaults page, PeopleSoft Expenses displays the next page based on the user defaults and prepopulates fields according to user defaults. The creation methods are:

- *Open a Blank Report:* PeopleSoft Expenses displays the Create Expense Report - Expense Report Entry page.
- *Copy From a Travel Auth.:* PeopleSoft Expenses displays the Create Expense Report - Populate From A Travel Authorization page.

1. Select a date range to display approved travel authorizations from a specified period.
2. Click Search.

PeopleSoft Expenses displays travel authorizations for the dates that you specified.

3. (Optional) Click the link in the Description column to access the Create Expense Report - View Selected Travel Authorization page to view travel authorization details to decide whether to use the travel authorization as the basis for a new expense report.
4. Click Select to select the travel authorization to use as a basis for the expense report.

PeopleSoft Expenses displays the Create Expense Report - Expense Report Entry page and populates the fields with data from the travel authorization that you copied from.

- *Copy an Existing Report:* PeopleSoft Expenses displays the Create Expense Report - Copy From an Existing Report page.

After you select an expense report to copy, the Expense Report - Expense Report Entry page appears.

1. Select a date range to display expense reports from a specified period.
2. Click Search.

PeopleSoft Expenses displays expense reports for the dates that you specified.

3. (Optional) Click the link in the Report ID column to access the Create Expense Report - View Selected Expense Report page where you can view an expense report before selecting it.
4. Click Select to select the expense report to use as a basis for the new expense report.

- *Copy From a Template:* PeopleSoft Expenses displays the Create Expense Report - Select a Template page.

1. Select a template to use for the expense report.

After you select a template, PeopleSoft Expenses displays the Create Expense Report - Add Expenses to Report page.

2. Select a date range for the expense report.
3. Select One Day for PeopleSoft Expenses to add one transaction line of the expense type to the expense report. The transaction date for the line will be the From date.

Select All Days for PeopleSoft Expenses to add one expense transaction line for each day in the date range for that particular expense type.

4. Click OK when you have finished entering a date range and selecting expense types.

PeopleSoft Expenses displays the Create Expense Report - Expense Report Entry page and populates rows with expense transaction lines that the system created for the dates that you specified. You can then continue filling in the remaining information for the expense types.

---

## Entering Expense Report Information and Transaction Lines

This section provides an overview of preparing expense reports and discusses how to prepare expense reports.

### Understanding Expense Report Preparation

The Expense Report - Expense Report Entry page enables you to easily add expense lines and provide general information as well as other details that are specific for expense types. PeopleSoft Expenses enables you to choose an expense report entry method: frequent user or occasional user. Employees and system administrators use the Employee Profile - User Defaults page or system administrators use the Installation Options - Expenses page to choose the entry method. The expense report entry method determines how PeopleSoft Expenses displays the Enter Expense Lines grid on the Expense Report - Expense Report Entry page. Frequent users navigate from left to right on an expense transaction line within the Enter Expense Lines grid; however, after entering general information about an expense type, the occasional user clicks a link to access the Expense Report - Expense Detail for [expense type] page to enter additional information for the expense transaction.

---

**Note.** PeopleSoft Expenses uses the entry method (frequent user or occasional user) that is designated for the person who prepares the expense report; however, Expenses uses all other employee user defaults for whom the report is for. For example, if Employee A prepares an expense report for Employee B, PeopleSoft Expenses uses the entry method that is designated for Employee A and uses all the other user defaults that are set up for Employee B.

---

### Report Information

The Enter Report Information section on the Expense Report - Expense Report Entry page defines general information about the expenses incurred for the report. PeopleSoft Expenses populates most of these fields with information that you set up on the employee's User Defaults page. This section appears the same for the occasional user and the frequent user.

### Common Elements Used in This Section



Click the Missing or invalid information button to access the Expense Report - Expense Detail for [expense type] page to view and correct missing or invalid information pertaining to the expense transaction line. This button only appears after you check for errors and a transaction line contains missing or invalid information.



Click to view or modify comments for the expense transaction:

*No Receipt Comment:* If you selected *No Receipt* and entered comments, click to access the Expense Report - No Receipt Included page where you can view or modify comments.

*Location Amount Exceed Comment:* If you exceeded the authorized amount for the expense type and location, click to access the Authorized Amount Exceeded page where you can view or modify comments.

*Non-Preferred Merchant Comment:* Click to access the Preferred Merchant Not Selected page where you can view or modify comments about why you did not use a preferred merchant.

*Credit Comment:* Click to access the Expense Report - Credit information for line [number] page where you can enter a reference about the credit. The Credit Comment button appears only if you have a negative expense transaction amount



Click the View Additional Fields For This Expense button to access the next field that is applicable for the expense. This button appears if the expense transaction default entry method is set to *Frequent User* and is repeated on each tab in the Enter Expense Lines grid except for the Currency Detail tab. This button does not appear in the Enter Expense Lines grid if the expense transaction default entry method is set to *Occasional User*.



Click the Add Multiple New Rows button to insert one or more blank lines into the Enter Expense Lines grid.

## Pages Used to Prepare Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Report - Expense Report Entry,	EX_SHEET_ENTRY	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, [Create or Modify]</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, [Create or Modify]</li> </ul>	Create or modify expense reports.
Expense Report - Expense Detail for [expense type]	EX_SHEET_ERRORS	Click the Detail link on the Expense Report - Expense Report Entry page.	Enter details about the expense type.  <b>Note.</b> This link is available only if the expense entry type is set to <i>Occasional User</i> on either the Installation Options - Expenses or User Profile - User Defaults page.
Expense Report - Attendees	TE_SHEET_ATT	Click the Add Additional Attendees button on the Expense Report - Expense Report Entry page on the Overview tab.	Add, view, or modify attendees for the expense transaction.
Expense Report - Preferred Merchant Not Selected	EX_SH_PRFMRCH_CMNT	Click the Non-Preferred Merchant Comment button on the Expense Report - Expense Report Entry page on the Merchant tab.	Add, view, or modify comments about why a preferred merchant was not used.
Expense Report - Credit Card Selection	TE_CC_LOOKUP	Click the Credit Card Selection button on the Expense Report - Expense Report Entry page on the Detail tab.	Select a credit card to use for the expense item.
Expense Report - Expense Report Project Summary	TE_PROJ_SUMMARY	Select <i>Expense Report Project Summary</i> from the More Options drop-down list box on the Expense Report - Expense Report Entry page.	View summary of expense line items.

## Preparing Expense Reports

Access the Expense Report - Expense Report Entry page.

## Create Expense Report

### Expense Report Entry

Kenneth Schumacher      [User Defaults](#)      **Report ID:** NEXT

**▼ Enter Report Information**

**\*Report Description:** Anaheim Trip

**Reference:** PSKS

**\*Business Purpose:** User Conference

**Comment:**

**Default Location:** LOS ANGELES, California

Default Accounting For Report

Apply Cash Advance(s)

**More Options:**

GO

**Enter Expense Lines**      [Customize](#) | [Find](#) | [First](#) | 1-6 of 6 | [Last](#)

**\*Overview**    \*Detail    \*Location    \*Merchant    \*Air/Hotel    Mileage    Per Diem    \*Currency

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Air Travel	11/03/2003	220.00	USD	Check	Billable			
<input type="checkbox"/>	Automobile Rental	11/03/2003	115.00	USD	Check	Internal			
<input type="checkbox"/>	Hotel/Lodging	11/03/2003	98.00	USD	Check	Billable			
<input type="checkbox"/>	Hotel/Lodging	11/04/2003	98.00	USD	Check	Billable			
<input type="checkbox"/>	Hotel/Lodging	11/05/2003	98.00	USD	Check	Billable			
<input type="checkbox"/>	Dinner	11/05/2003	650.00	USD	Check	Internal			

**Add:** New Expense

OK

Copy Selected Expense(s)...

Delete Selected Expense(s)

Check For Errors

Expense Report - Expense Report Entry page (Frequent User mode) (1 of 2)

### Expense Report Totals

<b>Employee Expenses:</b>	1,279.00 USD	<b>Due Employee:</b>	1,279.00 USD
<b>Non-Reimbursable Expenses:</b>	0.00 USD	<b>Due Vendor:</b>	0.00 USD
<b>Prepaid Expenses:</b>	0.00 USD		
<b>Employee Credits:</b>	0.00 USD	<a href="#">Definition of Totals</a>	<a href="#">Update Totals</a>
<b>Vendor Credits:</b>	0.00 USD		
<b>Cash Advances Applied:</b>	0.00 USD		

Save For Later

Finish and Submit

[Expense Report Project Summary](#)  
[Printable View](#)

Expense Report - Expense Report Entry page (Frequent User mode) (2 of 2)

### User Defaults

Select to access the Employee Profile - User Defaults page to view and edit your defaults or preferences.

### Start Your Report With:

- *A Blank Report:* Select to start with a blank report.
- *A Template:* Select to access the Create Expense Report - Select a Template page where you can select a template to use to base a new expense report on.
- *A Travel Authorization:* Select to access the Create Expense Report - Populate From A Travel Authorization page where you can select a travel authorization from which to create a new expense report that contains similar information.



- *An Existing Report:* Select to access the Create Expense Report - Copy From an Existing Report page where you can select an existing expense report from which to create a new expense report that contains similar information.
- *Entries From My Wallet:* Select to access the Create Expense Report - My Wallet page where you can select transactions to add to the expense report.

---

**Note.** PeopleSoft Expenses hides the Start Your Report With page element after you select a creation method or enter your first expense type in the Enter Expense Lines grid.

---


## Enter Report Information

<b>Report Description</b>	Enter a description to identify the expense report.
<b>Reference</b>	Enter characters for tracking or identification.
<b>Business Purpose</b>	Select a purpose from a predefined list, which was created when you implemented the expense system. Because tax laws require a business purpose for business expenses, this field is required.
<b>Comment</b>	Enter additional information about the expense report.
<b>Default Location</b>	Enter a city, country, or geographical area (which you establish during system setup). This location appears on each expense line where applicable, and you can change it throughout the expense report entry process. If you change the default location, PeopleSoft Expenses applies the new location to newly added expenses; the change does not impact existing expense lines.
	<hr/> <p><b>Note.</b> If VAT is enabled, you must enter a default location so that PeopleSoft Expenses can determine the VAT treatment.</p> <hr/>
<b>Travel Auth ID</b> (travel authorization identification)	Displays the travel authorization number that you created the expense report with. Click the link to access the View Travel Authorization - Travel Authorization Summary page to view information about the travel authorization.
<b>Default Accounting For Report</b>	Click to access the Expense Report - Accounting Defaults page to view or modify the default accounting ChartFields and the distribution split. The default accounting is implemented at the expense report level, and each expense that you add to the report inherits it.
	<hr/> <p><b>Note.</b> The Default Accounting For Report link is not available through the Employee Self-Service navigation if the Accounting Display option for the business unit or the employee's role is set to <i>Hide</i>. Employees cannot edit the distribution or ChartFields if this option is set to <i>Display Only</i>.</p> <hr/>
<b>Apply Cash Advance(s)</b>	Click to access the Create Expense Report - Select Cash Advance(s) page and select and apply part or all of a cash advance to the expense report.
<b>More Options:</b>	<ul style="list-style-type: none"> <li>• <i>Adjustment Cash Advance:</i> Select to have PeopleSoft Expenses generate an adjustment cash advance if you owe money to the company.</li> </ul>

- *Document Sequencing*: Select to access the Expense Report - Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.
- *Expense Report Project Summary*: Select to access the Expense Report - Expense Report Project Summary page to view a summary of expense line items. This option is available only if PeopleSoft Project Costing is installed.
- *Printable View*: Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document. If you are creating a new report, you must save it first.

## Enter Expense Lines - Overview Tab

The elements on this tab are similar for both frequent and occasional users.

<b>Select</b>	Use in conjunction with the Copy Selected Expense(s) or Delete Selected Expense(s) buttons.
<b>Expense Type</b>	Select an expense type to add an expense item. <hr/> <b>Note.</b> The expense type is not in deferred mode so that PeopleSoft Expenses can determine which fields to apply and which fields to hide. <hr/>
<b>Expense Date</b>	Enter the date when the transaction began or occurred.
<b>Amount Spent</b>	Enter the amount you spent for the expense.
<b>Currency</b>	Displays the currency associated with the transaction amount spent. This field initially defaults with the employee's base currency; however, you can change it.
<b>Payment Type</b>	Enter how you paid for the expense, such as with a credit card or cash.
<b>Billing Type</b>	Select the appropriate billing type for the expense transaction.  If you use PeopleSoft Project Costing, the system requires billing codes to identify project costs that are both billable and charged to project costing ChartFields. PeopleSoft Expenses sends the information to PeopleSoft Project Costing, and Project Costing passes these items to PeopleSoft Billing for processing. The billing type determines the billing code that PeopleSoft Project Costing uses.
	Click the Accounting Detail button to access the Expense Report - Accounting Detail page and view or edit ChartFields. Expense items are charged to a set of ChartFields that represent the business unit or department of the employee who is submitting the expense report. <hr/> <b>Note.</b> The Accounting Detail button is not available through the Employee Self-Service navigation if the Accounting Display option for the business unit or the employee's role is set to <i>Hide</i> . Employees cannot edit the distribution or ChartFields if this option is set to <i>Display Only</i> . <hr/>



Click the Add Additional Attendees button to access the Expense Report - Attendees page to enter names (lastname,firstname), companies, and titles for an expense type that requires a list of attendees on your expense report.

### Detail

PeopleSoft Expenses displays this link if your entry method is *Occasional User*. Click the link to access the Expense Report - Expense Detail for [expense type] page to continue entering information about the expense transaction.

---

**Note.** The expense type determines what fields PeopleSoft Expenses displays on the Expense Report - Expense Detail for [expense type] page. Fields displayed on the Expense Report - Expense Detail for [expense type] page are the same fields that Expenses displays on the Expense Report - Expense Report Entry page in the Enter Expense Lines grid under the various tabs (such as the Detail or Air/Hotel tab). Fields on the Expense Report - Expense Detail for [expense type] page are documented in the Preparing Expense Reports section of this chapter under the subtopics pertaining to each tab on the Expense Report - Expense Report Entry page for frequent users.

---

## Enter Expense Lines - Detail Tab

### Description

Enter a description about the expense transaction.

### Non-Reimbursable

Select if charges are neither business related nor subject to employee reimbursement.

### No Receipt

Select if there is no receipt to substantiate an expense item that requires a receipt. PeopleSoft Expenses compares the expense to the minimum amount that is required for a receipt (as defined by the employee's business unit). If a receipt is required, you may need to provide an explanation on the Expense Report - No Receipt Included page for not having a receipt.



Click the Receipt Split button to access the Expense Report - Receipt Detail for Expense page to split an expense on this receipt into smaller, detailed expenses.



Click the Credit Card Selection button to access the Expense Report - Credit Card Selection page. If the user profile contains more than one credit card, select a credit card to use for the expense item.

## Enter Expense Lines - Location Tab

### Location

Select the location where you incurred the expense. PeopleSoft Expenses prepopulates this field if you enter a default location in the Enter Report Information group box or if you enter a previous line with a location.

### Originating Location

Select the location (which you establish during system setup) from where you began your business travel from. PeopleSoft Expenses prepopulates this field if you enter an originating location on the Employee Profile - User Defaults page.

## Enter Expense Lines - Merchant Tab

### Preferred Merchant

Select from a list of merchants with whom your organization has a contractual agreement with. The merchant list varies according to the expense type.

**Non-preferred Merchant**

Enter the name of the nonpreferred merchant that you used if you did not select a preferred merchant. PeopleSoft Expenses may prompt you to enter an explanation on the Expense Report - Preferred Merchant Not Selected page about why you did not use a preferred merchant.



Click the Non-Preferred Merchant button to access the Expense Report - Preferred Merchant Not Selected page to enter an explanation as to why you did not use a preferred merchant for the expense type. This button only appears if you do not enter a preferred merchant.

**Enter Expense Lines - Air/Hotel Tab****Ticket Number**

Enter the unique airline ticket number. PeopleSoft Expenses verifies that the ticket number is unique and will prompt you (when you check for errors) if it detects that the ticket number has previously been used.

**Nbr of Nights** (number of nights)

Enter the number of nights the expense covers.



Click the Itemize Hotel Bill button to access the Expense Report - Itemize Hotel Bill page and split the hotel receipt into more specific charges, such as room, room tax, and telephone charges.

**Enter Expense Lines - Mileage Tab****Transportation ID**

Select a transportation ID. This field is active if the distance rate for expense type Auto Mileage is *Varied*. This field does not appear if the distance rate for expense type Auto Mileage is *Standard*.

**Rate**

Displays the rate that it uses to calculate the reimbursement for the distance traveled.



Click the Calculate Mileage Rate button to automatically calculate the mileage reimbursement amount. PeopleSoft Expenses displays this button only when variable rates apply.

**Passengers**

Enter the number of passengers in the automobile.

**Originating Location**

Enter the originating location.

**Enter Expense Lines - Per Diem Tab****Per Diem Range**

Select a per diem range which defines number of days at a specific location. PeopleSoft Expenses uses this information for per diem calculations.

PeopleSoft Expenses looks at the employee's base country to determine whether to display Per Diem Range or Start Time/End Time.

**Start Time and End Time**

Enter the start and end time for the day.

PeopleSoft Expenses looks at the employee's base country to determine whether to display Per Diem Range or Start Time/End Time.

**Amount Spent**

PeopleSoft Expenses calculates per diem amount based on the location and other per diem setup rules. You can override the Amount Spent field if you are authorized to do so.

**Currency**

Displays the employee's base currency.



Click the Refresh Per Diem Amounts button to calculate the amount.



Click the Per Diem Deductions button to access the Per Diem Deductions page to deduct qualified expense types from the per diem amount.

**Enter Expense Lines - VAT Tab**

The VAT tab and corresponding fields appear only if you enable the Record Foreign VAT option on the VAT Options page or if the employee's business unit is associated with a VAT Entity.

**Calculated VAT**

PeopleSoft Expenses displays the calculated VAT.



Click the Calculate VAT button to have PeopleSoft Expenses calculate the VAT.

**Override VAT**

Select to override the calculated VAT.

**No VAT Receipt** (no value-added tax receipt)

Select if the employee did not submit a receipt for a VAT expense item that requires a receipt. You can set up approval and audit rules so that expenses with VAT but without receipts require approval and auditing because in many countries you cannot claim tax credits for the VAT without a receipt. When you select this option, PeopleSoft Expenses sets the recovery percentage and rebate amount fields to zero.



Click the VAT Information button to access the VAT Information (value-added tax information) page for the expense item.

See [Chapter 20, "Processing Value Added Tax \(VAT\) Transactions in PeopleSoft Expenses," page 361](#).

**Enter Expense Lines - Currency Tab****Exchange Rate**

If the currency code for the transaction amount differs from the base currency of the employee's business unit, PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables. You can override the system-supplied exchange rate.

**Dflt** (default)

Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses is using a user-defined exchange rate.



Click the Reset Rate button to change a user-defined exchange rate to the system-defined exchange rate.



Click the Rate Detail button to access the Exchange Rate Detail page and view the exchange rate information that the system used.

<b>Reimburse Amt</b> (reimbursement amount)	Displays the amount in the employee's base currency, which may be reimbursed to the employee.
<b>Add:</b>	<p>Select <i>Expenses from My Wallet...</i> to access the Expense Report - My Wallet page to select expense transactions to add to the expense report.</p> <p>Select <i>Multiple Expenses...</i> to access the Expense Report - Add Multiple Expenses page to select expense types to add to the expense report.</p> <p>Select <i>New Expense</i> to add one blank line to the Enter Expense Lines grid.</p>
<b>Copy Selected Expense(s)...</b>	<p>Click to access the Expense Report - Copy Selected Expenses page to enter details about copying expense lines that you selected in the Enter Expense Lines grid.</p> <p>See <a href="#">Chapter 16, "Preparing Expense Reports," Copying or Adding Expense Lines, page 266.</a></p>
<b>Delete Selected Expense(s)</b>	Click to delete expense lines that you selected in the Enter Expense Lines grid.
<b>Check For Errors</b>	<p>Click to check the expense transaction line(s) for missing or invalid information.</p> <p>See <a href="#">Chapter 16, "Preparing Expense Reports," Correcting Expense Report Transaction Line Errors, page 276.</a></p>

## Expense Report Totals

<b>Update Totals</b>	Click to refresh your report totals.
<b>Save For Later</b>	Save the expense report without submitting it for approval. You can save the report with or without errors and you can modify it later.
<b>Finish and Submit</b>	Save the expense report and submit it for approval. If errors exist, PeopleSoft Expenses displays the Expense Report - Expense Detail for [expense type] page where you can correct the errors. After you submit the expense report, you cannot modify it.
<b>Expense Report Project Summary</b>	Select to access the Expense Report - Expense Report Project Summary page to view a summary of expense line items. PeopleSoft Expenses displays this link if PeopleSoft Project Costing is installed.
<b>Printable View</b>	Select to print a copy of the expense report. You must save the report before printing it to have the changes appear in the printed document.

## Current Approval Status

This section appears after you save the expense report.

<b>Name</b>	Displays the originator, approver, project manager, or auditor.
<b>Status</b>	Indicates completed steps in the expense report approval process.
<b>Date</b>	Displays the date on which the approval status was assigned.

## Approval Detail

This section appears after you save the expense report.

**Comments** Displays comments from an approver, project manager, or auditor.

## Occasional User: Entering Expense Lines

For occasional users only, access the Expense Report - Expense Detail for [expense type] page.

Create Expense Report

Expense Detail for Hotel/Lodging (Line 1)

Kenneth Schumacher

Report ID: NEXT

About This Expense

\*Expense Date: 11/03/2003

\*Payment Type: Check

\*Billing Type: Billable

\*Number of Nights:

\*Merchant (Choose One)

Preferred: Marriott

Non-preferred:

\*Location:

Description:

\*Amount Spent: 220.00

\*Currency: USD

\*Exchange Rate: 1.00000000

☒ Default Rate

Reimbursement Amt: 220.00 USD

☐ No Receipt
 ☐ Non-Reimbursable

Expense Report - Expense Detail for [expense type] page (1 of 2)

Exception Comments	
Location Amount:	<input type="text"/>
Non-Preferred Merchant:	<input type="text"/>
No Receipt:	<input type="text"/>
<a href="#">Accounting Detail</a> <a href="#">Receipt Split</a> <a href="#">Itemize Hotel Bill</a>	
<input type="button" value="Check Expense For Errors"/>	
<a href="#">Return to Expense Report</a>	

Expense Report - Expense Detail for [expense type] page (2 of 2)

**Note.** Fields on the Expense Report - Expense Detail for [expense type] page are the same as the fields on the Expense Report - Expense Report Entry page and are defined in that section of this PeopleBook chapter.

See [Chapter 16, “Preparing Expense Reports,” Preparing Expense Reports, page 257.](#)

**Return to Expense Report**      Click to return to the Expense Report - Expense Report Entry page.

## Copying or Adding Expense Lines

This section provides overviews of copying expenses lines and adding multiple expense lines, and discusses how to:

- Copy expense lines.
- Add multiple expense lines.

## Understanding Copying Expense Lines

PeopleSoft Expenses enables you to copy one or more selected expense lines for a single day or a range of dates. You can also indicate whether you want to include holidays and weekends and whether to copy attendees. The functionality associated with the Expense Report - Copy Selected Expenses page is for all expense types, including per diem expense types. When you copy an expense line to create new expense lines, PeopleSoft Expenses automatically populates the new expense lines with the same ChartFields as the original line item.

### Copy Expense Type Functionality Exceptions

After you enter data on the Expense Report - Copy Selected Expense(s) page and click OK, PeopleSoft Expenses copies all of the data to each new line that it creates. The following table describes the expense types that have exceptions:



Expense Type	Copy Functionality
Airfare	PeopleSoft Expenses copies all of the data except the ticket number to each new line that it creates.
Auto Mileage	PeopleSoft Expenses copies the distance rate to each line. If the rate calculation type is <i>Variable</i> , PeopleSoft Expenses recalculates the actual distance rate.
Per Diem	<p>For per diem expense types that are set up for a daily range, PeopleSoft Expenses copies the daily range amount on the original line to each new line that it creates.</p> <p>For per diem expense types that are set to an hourly range, PeopleSoft Expenses creates new lines within your date range with a start time of 12:00 a.m. and an end time of 11:59 p.m. except for the last line, which displays the end time that you enter on the Copy Selected Expense(s) page.</p> <p>PeopleSoft Expenses retrieves the appropriate rate from the Location Amount (EX_LOC_AMT_DTL) or Per Diem Amount (EX_PER_DIEM_AMT) table for the 24-hour period because the original line from which PeopleSoft Expenses copied from may not be equal to 24 hours. For the last day, PeopleSoft Expenses retrieves the appropriate rate from the table based on the per diem range of hours that the user specifies.</p>
Per Diem Lodging	No exceptions exist for this expense type. PeopleSoft Expenses copies all of the data to each new line that it creates.

The expense line from which you copy may have been created from sources such as a credit card feed or by using the Hotel Wizard. In some cases, the expense line that you copy may have exception comments. The following table describes the copy functionality for these types of expense lines:

Exception Type	Copy Functionality
Credit card feed	If you copy a line that came from a credit card feed, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also clears the card number, resets the credit card feed flag to <i>N</i> , and clears the payment type.

Exception Type	Copy Functionality
Hotel Wizard	If you copy an expense that was created using Hotel Wizard, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses also deletes the Hotel Wizard receipt number so that the new lines are not linked to the Hotel Wizard transactions.
Receipt split	If you copy a line that was created using the receipt split functionality, PeopleSoft Expenses copies data based on the copy functionality for the expense type. PeopleSoft Expenses does not copy the original receipt number for any of the new lines that it creates.
Exception comments	If you copy a line that already includes exception comments, PeopleSoft Expenses copies the comments for each new line that it creates.

## Understanding Adding Multiple Expense Lines

PeopleSoft Expenses enables you to select multiple expense types to add to an expense report. You can also select whether to add one occurrence or a daily occurrence of the expense types for a date range that you specify. Expenses adds the multiple expense lines to your expense reports and you enter the remaining information that pertains to each expense type.

## Pages Used to Copy or Add Expense Lines

Page Name	Object Name	Navigation	Usage
Expense Report - Copy Selected Expenses	TE_COPY_LINE_SEC	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Report, [Create or Modify]</li> </ul> <p>Click the Copy Selected Expense(s) button on the Expense Report - Expense Report Entry page after selecting one or more expense lines.</p> <ul style="list-style-type: none"> <li>Travel and Expenses, Travel and Expense Center, Expense Report, [Create or Modify]</li> </ul> <p>Click the Copy Selected Expense(s) button on the Expense Report - Expense Report Entry page after selecting one or more expense lines.</p>	Copy selected expense lines on an expense report.
Expense Report - Add Multiple Expenses	TE_ADD_MULT_EXP	Select <i>Multiple Expenses...</i> from the Add drop down list on the Expense Report - Expense Report Entry page.	Select expense types to add to expense reports and whether you want to add one instance of the expense type or have an entry of that expense type for each day within a date range.

## Copying Expense Lines

Access the Expense Report - Copy Selected Expenses page.

**Expense Report****Copy Selected Expenses**

Kenneth Schumacher

**Report ID:** 0000000113

You are about to copy the following expense line(s) into one or more new expense lines. Select the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or select Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

Expense Type	Expense Date	Amount Spent	Currency
Hotel/Lodging	11/03/2003	98.00	USD
Dinner	11/03/2003	40.00	USD

Copy Option			
<input checked="" type="radio"/> <b>Copy to One Date</b>	<b>To Date:</b>	<input type="text" value=""/>	<input type="text" value="31"/>
		<input type="checkbox"/> <b>Copy Attendees</b>	
<input type="radio"/> <b>Copy to Range of Dates</b>	<b>From Date:</b>	<input type="text" value="11/04/2003"/>	<input type="text" value="31"/>
	<b>To Date:</b>	<input type="text" value="11/07/2003"/>	<input type="text" value="31"/>
		<input type="checkbox"/> <b>Include Weekends</b>	
		<input type="checkbox"/> <b>Include Holidays</b>	
		<input checked="" type="checkbox"/> <b>Copy Attendees</b>	

Expense Report - Copy Selected Expenses page

**Copy to One Date**

Select to copy each selected line only once using the To Date as the new expense date.

**Copy Attendees**

Select for PeopleSoft Expenses copy the attendee information to the new expense lines. If not selected, PeopleSoft Expenses populates each line that it creates with only the employee's name in the attendees list. PeopleSoft Expenses displays Copy Attendees only if any of the selected expense types requires attendees.

**Copy to Range of Dates**

Select to copy each line multiple times with the expense date for the new lines set to each day within the specified date range.

**From Date and To Date**

Enter a date or a date range for PeopleSoft Expenses to calculate the number of rows to create. If you are copying a per diem expense type, you cannot enter a date prior to the copied per diem line.

---

**Note.** You cannot enter future dates.

---

**End Time**

Enter the ending time that PeopleSoft Expenses uses to calculate the per diem on the last line it copies. For all other lines that the system creates within your date range, it enters a start time of 12:00 a.m. and end time of 11:59 p.m.

---

**Note.** PeopleSoft Expenses displays this field only for per diem expense types that are set for hours.

---

**Include Weekends and  
Include Holidays**

Select to have PeopleSoft Expenses copy the expense type for the entire date range.

If you do not select to include weekends, PeopleSoft Expenses checks the day of the week and does not copy expense lines for Saturdays or Sundays.

If you do not select to include holidays, PeopleSoft Expenses checks the holiday calendar for the employee's business unit. PeopleSoft Expenses does not copy expense lines for days that the calendar designates as holidays.

## Adding Multiple Expense Lines

Access the Expense Report - Add Multiple Expenses page.

Expense Report

Add Multiple Expenses

Kenneth Schumacher

Report ID: 0000000113

Enter the date range you want applied to the expenses you will be adding to the expense report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From: 11/03/2003

To: 11/07/2003

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Air Travel
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	Conference/Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Courier Service
<input type="checkbox"/>	<input type="checkbox"/>	Currency Conversion Fees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Entertainment - Meals

Expense Report - Add Multiple Expenses page (partial page)

**Date Range**

Select a date range for PeopleSoft Expenses to use to add expense lines to the expense report.

**Add One and Add Daily**

Select to specify whether one instance of the expense type should be added to the expense report or whether one for each day in the date range should be added for that particular expense type.

**Continue**

Click to return to the expense report, where the selected expense items appear.

**Return to Expense Report Entry**

Click to return to the Expense Report - Expense Report Entry page without adding expense lines. If you select any expense items, PeopleSoft Expenses does not add them to the expense report.

---

## Reviewing or Modifying Accounting Information

This section provides an overview of accounting in PeopleSoft Expenses and discusses how to:

- Review or modify default accounting.
- Review or modify accounting details.

## Understanding PeopleSoft Expenses Accounting

When you create new expense reports, PeopleSoft Expenses establishes the default accounting distribution (split distribution) based on the default ChartField values that you set up on the Employee Profile - Organizational Data page. The minimum information that Expenses requires is the general ledger business unit and department identification. If other accounting distribution fields are in the employee profile, they appear by default in the expense reports.

---

**Note.** If employees have more than one profile in PeopleSoft Expenses, the system uses the profile split distributions that you select as the default.

---

PeopleSoft Expenses uses the project defaults that you set up on the Employee Profile - User Defaults page. Expenses creates one distribution line at 100 percent unless you define project defaults with multiple percentage split lines. Project defaults are used if PeopleSoft Project Costing is installed (defined in Installation Options); otherwise, PeopleSoft Expenses uses project defaults only for time reporting.

The Expense Report - Accounting Defaults page displays the distribution of ChartFields for the expense report, which you may view or edit, depending on how you set up PeopleSoft Expenses. This page is not available if the Accounting Display option for the business unit or the employee's role is set to *Hide*. You cannot edit the distribution or ChartFields if this option is set to *Display Only*.

### See Also

[Appendix C, "Understanding Accounting in PeopleSoft Expenses," page 417](#)

[Chapter 13, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 196](#)

[Chapter 13, "Maintaining Employee Profiles," Maintaining User Defaults, page 199](#)

## Pages Used to Review or Modify Accounting Information

Page Name	Object Name	Navigation	Usage
Expense Report - Accounting Defaults	TE_SHEET_SPLIT	Click Default Accounting For Report on the Expense Report - Expense Report Entry page.	View or modify the default accounting ChartFields.  Redistribute the percentages of expenses to different ChartFields.
Expense Report - Accounting Detail	TE_SHEET_DIST	<ul style="list-style-type: none"> <li>• If you are a Frequent User, click the Accounting Detail button on the Expense Report - Expense Report Entry page, Overview tab.</li> <li>• Click the Accounting Detail link on the Expense Report - Expense Detail for [expense type] page.</li> </ul>	View or modify the accounting ChartFields for the expense line item.

## Reviewing or Modifying Default Accounting

Access the Expense Report - Accounting Defaults page.

This page displays the default accounting for an employee. You can:

- Change ChartFields.
- Add rows and redistribute percentages.
- Delete rows that do not apply to the expense report.

**% (percentage)** Enter the percentage of expense to charge to the ChartFields that you select when you add a new row. The accounting split must equal 100 percent for the set of default ChartFields.

**Add ChartField Line** Click to add new accounting lines.

**Load Defaults** Click to reload the accounting defaults from the Employee Profile - Organizational Data and Employee Profile - User Defaults pages.

**OK** Click to return to the Expense Report - Expense Report Entry page. If you made changes, the changes apply only to new lines and to existing lines that you had not previously changed ChartField values.

## Viewing or Modifying Accounting Details

Access the Expense Report - Accounting Detail page.

Create Expense Report

Accounting Detail

Michael Buhler

Report ID: NEXT

This is the accounting detail for expense type Air Travel with a transaction date of 2003-11-03 in the amount of 440 FRF. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Set Personalizations | Find | First 1 of 1 Last

General Ledger ChartFields VAT Amounts

Amount	Rebate Source	Rebate Percent	Recovery Source	Recovery Percent	Apportionment Control
440.00	Automatic	0.00	Automatic	100.00	Transaction Business Unit

Expense Report - Accounting Detail page: VAT Amounts tab

Restore Defaults


Reset the default accounting values.

General Ledger ChartFields Tab

Projects

Click to access the Projects Information page and view project details for the expense line.

VAT Amounts Tab



Click the VAT Accounting Detail button to access the Expense Report - VAT Accounting Detail page and view accounting details for the distribution line.

Add

Click to add new accounting detail lines.

Refresh

Click for PeopleSoft Expenses to recalculate the distribution amounts.

OK

Click for PeopleSoft Expenses to accept your accounting changes and return to expense entry.

Applying Cash Advances to Expense Reports

This section provides an overview of applying cash advance and discusses how to apply cash advances to expense reports.

Understanding Applying Cash Advances to Expense Reports

You can apply part or all of a cash advance to an expense report. You can apply a cash advance to more than one expense report, and you can apply more than one cash advance to an expense report.



## Page Used to Apply Cash Advances to Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Report - Apply Cash Advance(s)	TE_ADD_ADVANCES	Click Apply Cash Advance(s) on the Expense Report - Expense Report Entry page and click Go.	Select cash advances to apply to expense reports.

## Applying Cash Advances to an Expense Report

Access the Expense Report - Apply Cash Advance(s) page.

Create Expense Report

Apply Cash Advance(s)

Kenneth Schumacher

Report ID: NEXT

*Advance ID	Advance Amount	Balance	Total Applied		
0000000009	200.00	0.00	22.00	USD	-
0000000003	500.00	193.00	307.00	USD	-

Add Cash AdvanceUpdate Totals

Total Advance Applied:329.00 USD

Total Employee Expenses:329.00 USD

Total Due Employee:0.00 USD

Expense Report - Apply Cash Advance(s) page

<b>Advance ID</b>	Select the cash advance ID that you want to apply to the expense report. You can apply more than one cash advance to an expense report.
<b>Total Applied</b>	Enter the amount of the cash advance that you want to apply to this expense report. You can apply part of the advance or the entire balance.
<b>Add Cash Advance</b>	Click to add another line to select an additional cash advance to apply to the expense report.
<b>Total Advance Applied</b>	Displays the sum of the cash advance amounts that you have applied to the expense report.
<b>Total Employee Expenses</b>	Displays the total amount accrued on the expense report.
<b>Total Due Employee or Total Due Company</b>	Indicates the amount due to either the employee or the company after applying the total cash advance amounts.
<b>Update Totals</b>	If you change the cash advance applied amount, then click to update the Total Advance Applied and Total Due Employee fields.
<b>OK</b>	Click to apply the cash advance amounts to the expense report and return to the Expense Report - Expense Report Entry page.

---

## Correcting Expense Report Transaction Line Errors

This section provides an overview of expense report line errors and discusses how to correct expense report transaction line errors.

### Understanding Expense Report Line Errors

After you enter expense lines on the Expense Report - Expense Report Entry page, click Check For Errors for PeopleSoft Expenses to immediately validate the data. Expenses displays visual indicators next to expense lines that have missing or invalid information. Frequent Users can correct errors on the expense line grid. Frequent Users and Occasional Users can click the Missing or invalid information button to access the Expense Report - Expense Detail for [expense type] page. The Expense Report - Expense Detail for [expense type] page displays each expense line with an explanation of the problem and highlights each expense line field that has missing or invalid information. When you correct the errors, the messages and visual indicators disappear after you check for errors.

### Page Used to Correct Expense Report Transaction Line Errors

Page Name	Object Name	Navigation	Usage
Expense Report - Expense Detail for [expense type]	EX_SHEET_ERRORS	Click Check For Errors on the Expense Report - Expense Report Entry page. If errors exist, click the Missing or invalid information button next to the expense type.	View and correct missing or invalid information on expense transaction lines.

### Correcting Expense Report Transaction Line Errors

Access the Expense Report - Expense Detail for [expense type] page.

Create Expense Report

Expense Detail for Air Travel (Line 2)

Michael Buhler

Report ID: NEXT

Please enter or update the following information:

- Ticket Number -- Air travel ticket number you entered is already being used elsewhere.
- Non-Preferred Merchant -- A preferred merchant was not selected. Explain why.

About This Expense

\*Expense Date:

11/03/2003

\*Payment Type:

Check

☐ No Receipt

\*Billing Type:

Internal

☐ Non-Reimbursable

\*Ticket Number:

123

\*Merchant (Choose One)

Preferred:

Non-preferred:

British Airways

\*Description:

Trip to Spain

\*Amount Spent:

550.00

\*Currency:

FRF

\*Exchange Rate:

1.00000000

☒ Default Rate

Reimbursement Amt:

550.00 FRF

Calculated VAT:

90.13 FRF

Calculate VAT

Override VAT:

FRF

☐ No VAT Receipt

Expense Report - Expense Detail for [expense type] page (1 of 2)

Exception Comments

Location Amount:

Non-Preferred Merchant:

No Receipt:

Accounting Detail

VAT Information

Check Expense For Errors

Previous Expense

Expense Report - Expense Detail for [expense type] page (2 of 2)

**Note.** Fields on the Expense Report - Expense Detail for [expense type] page are the same as the fields on the Expense Report - Expense Report Entry page and are defined in that section of this PeopleBook chapter.

See [Chapter 16, “Preparing Expense Reports,” Preparing Expense Reports, page 257.](#)

**Check Expense For Errors** Click to recheck the current expense line for errors.

**Previous Expense and Next Expense** Click to move to the previous or next expense line that contains errors.

---

**Note.** Both buttons are available for frequent users only if there is more than one expense line in error. Only the Next Expense button is available for occasional users in the process of submitting the expense report when there is more than one expense line in error.

---

### Comments

If you are required to enter exception comments, you may enter or modify the comments on the Expense Report - Expense Detail for [expense type] page.

---

## Splitting Receipts

This section provides an overview of receipt splitting and discusses how to split receipts.

### Understanding Splitting Receipts

Receipt splitting enables you to divide a receipt into multiple expense lines. For example, a hotel bill may enter PeopleSoft Expenses through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, and parking. You can track, report, and book these items individually.

You can:

- Split an expense on a receipt into small, detailed expenses.
- Add more expenses to a receipt.
- Edit an expense on the receipt.
- Change the receipt total amount.

---

**Note.** If you split a receipt that came from a credit card vendor feed, PeopleSoft Expenses prevents you from changing some fields on the Expense Report - Receipt Detail For Expense page, such as exchange rate and currency code.

---

## Page Used to Split Receipts

Page Name	Object Name	Navigation	Usage
Expense Report - Receipt Detail For Expense [expense type]	TE_RCPT_SPLIT	<ul style="list-style-type: none"> <li>Click the Receipt Split button on the Detail tab of the Expense Report - Expense Report Entry page.</li> <li>Click the Receipt Split link on the Expense Report - Expense Detail for [expense type] page.</li> </ul>	Itemize receipts into multiple expense lines.

## Splitting Receipts

Access the Expense Report - Receipt Detail for Expense [expense type] page.

Create Expense Report

Receipt Detail for Expense Parking - Total 1000 USD

Kenneth Schumacher

Report ID: NEXT

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt...

(1) Split an expense on this receipt into smaller, detailed expenses.  
 (2)\* Add additional expenses to this receipt.  
 (3) Edit an expense on this receipt.  
 (4)\* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.  
 (\* - Not available for Vendor supplied receipts)

Expense Information	Current Expenses on Receipt																		
Expense Hotel/Lodging 1000 USD is being split with this expense, Parking.																			
<div>*Expense Date: 11/03/2003</div> <div>*Payment Type: Check</div> <div>*Billing Type: Billable</div> <div>*Description: Trip to Los Angeles</div> <div> <input type="checkbox"/> Non-Reimbursable               <input type="checkbox"/> No Receipt             </div> <div>*Amount Spent: 80.00</div> <div>*Currency: USD</div> <div>*Exchange Rate: 1.00000000</div> <div><input checked="" type="checkbox"/> Default Rate</div>	<table> <thead> <tr> <th>Date</th><th>Type</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>11/03/2003</td><td>Hotel/Lodging</td><td>920.00 USD</td></tr> <tr> <td>11/03/2003</td><td>Parking</td><td>80.00 USD</td></tr> <tr> <td colspan="2">Current Total:</td><td>1,000.00 USD</td></tr> <tr> <td colspan="2">Receipt Total:</td><td>1,000.00 USD</td></tr> <tr> <td colspan="2">Balance:</td><td>0.00 USD</td></tr> </tbody> </table>	Date	Type	Amount	11/03/2003	Hotel/Lodging	920.00 USD	11/03/2003	Parking	80.00 USD	Current Total:		1,000.00 USD	Receipt Total:		1,000.00 USD	Balance:		0.00 USD
Date	Type	Amount																	
11/03/2003	Hotel/Lodging	920.00 USD																	
11/03/2003	Parking	80.00 USD																	
Current Total:		1,000.00 USD																	
Receipt Total:		1,000.00 USD																	
Balance:		0.00 USD																	
Reimbursement Amt: 80.00 USD	Update																		

Expense Report - Receipt Detail for Expense [expense type] page (1 of 2)

The screenshot shows a web interface for managing expense reports. It features two main sections: 'Split With Another Expense' and 'Add Another Expense To Receipt'. Each section has a dropdown menu for 'Expense Type' and a corresponding button ('Split' or 'Add'). Below the 'Split' section, a text box explains that splitting an expense subtracts from the original total while keeping the current total unchanged. Below the 'Add' section, a text box explains that adding an expense increases the current total. A 'Copy Current Expense' button is located between the two sections. At the bottom of the interface are 'Done' and 'Accounting Detail' buttons.

Expense Report - Receipt Detail for Expense [expense type] page (2 of 2)

## Current Expenses on Receipt

Each item that is associated with the receipt appears with the transaction date, expense type, and amount. Click an expense type to edit the information for that receipt item. PeopleSoft Expenses updates this group box when you perform an add or split action.

<b>Current Total</b>	Displays the total of all receipt items, including those that you add to the original receipt total.
<b>Receipt Total</b>	Displays the total of the original receipt. The expense system does not change this field when you add new items, but you can enter a new total.
<b>Balance</b>	Displays the current total minus the receipt total.

## Split With Another Expense

To split an item with another expense:

1. Select an expense type.
2. Click Split.

This refreshes the page, clears the expense information fields, and adds the selected expense type to the Current Expenses on Receipt group box.

3. Edit the new receipt item.
4. Tab out of the Amount field.

PeopleSoft Expenses subtracts the amount from the highlighted expense item in the Expense Information section, but the receipt total remains the same.

---

**Note.** You can split a receipt into more than two expense types. PeopleSoft Expenses displays a message directly under the Expense Information section title that advises you which expense item you are splitting. If you want to split a different expense item, click on the expense item link in the Current Expenses on Receipt section.

---

## Add Another Expense To Receipt

To add an expense to a receipt:

1. Select an expense type.
2. Click Add.

This refreshes the page, clears the Expense Information fields, and adds the expense type to the Current Expenses on Receipt group box.

3. Edit the new receipt item.
4. Tab out of the Amount field.

PeopleSoft Expenses adds the amount to the Current Total, which may result in an out of balance receipt total. To correct the out of balance situation, adjust the receipt total or adjust one of the expense line entries for the receipt.

---

## Itemizing Hotel Bills Using Hotel Wizard

This section provides an overview of hotel bill itemization using Hotel Wizard and discusses how to split a hotel bill using Hotel Wizard.

### Understanding Hotel Bill Itemization Using Hotel Wizard

PeopleSoft Expenses provides Hotel Wizard for you to quickly split a Hotel/Lodging expense type into multiple expense lines. For example, a hotel bill may enter your expenses system through a credit card feed as one expense transaction; however, the bill may include charges for telephone calls, laundry service, room service, parking, and non-reimbursable charges. You can track, report, and book these items individually. If you need to make any adjustments after you complete Hotel Wizard, you may use the receipt split functionality to reconcile the bill later.

---

**Note.** You must have a room charge within your hotel itemization.

---

## Pages Used to Itemize Hotel Bills Using Hotel Wizard

Page Name	Object Name	Navigation	Usage
Expense Report - Itemize Hotel Bill	TE_WIZARD_MAIN	<ul style="list-style-type: none"> <li>Click the Itemize Hotel Bill button on the Expense Report - Expense Report Entry page under the Air/Hotel tab.</li> <li>Click the Itemize Hotel Bill link on the Expense Report - Expense Detail for [expense type] page.</li> </ul>	Split hotel bills into itemized expenses.
Itemize Hotel Bill - Room Charge	TE_WIZARD_RC	Select the Room Charge check box on the Itemize Hotel Bill page or click the Room Charge button for the expense item.	Record room charges.
Itemize Hotel Bill - Room Tax	TE_WIZARD_TAX	Select the Room Tax check box on the Itemize Hotel Bill page or click the Room Tax button for the expense item.	Record room taxes.
Itemize Hotel Bill - Room Service	TE_WIZARD_RS	Select the Room Service check box on the Itemize Hotel Bill page or click the Room Service button for the expense item.	Record room service.
Itemize Hotel Bill - Telephone	TE_WIZARD_PHN	Select the Telephone check box on the Itemize Hotel Bill page or click the Telephone button for the expense item.	Record telephone charges.
Itemize Hotel Bill - Parking	TE_WIZARD_PRK	Select the Parking check box on the Itemize Hotel Bill page or click the Parking button for the expense item.	Record parking expenses.
Itemize Hotel Bill - Laundry	TE_WIZARD_LDY	Select the Laundry check box on the Itemize Hotel Bill page or click the Laundry button for the expense item.	Record laundry expenses.
Itemize Hotel Bill - Miscellaneous	TE_WIZARD_MISC	Select the Misc Charges (miscellaneous charges) check box on the Itemize Hotel Bill page or click the Miscellaneous button for the expense item.	Record miscellaneous expenses.
Itemize Hotel Bill - Finish!	TE_WIZARD_FINISH	Click the Continue button on the last Itemize Hotel Bill - Expense Item page.	Complete itemization of hotel bills.



## Itemizing Hotel Bills Using Hotel Wizard








Access the Expense Report - Itemize Hotel Bill page.

### Create Expense Report


## Itemize Hotel Bill


Kenneth Schumacher


**Report ID:** NEXT

#### General Hotel Bill Information


**\*Transaction Date:** 11/03/2003 

**\*Payment Type:** Check 


**\*Billing Type:** Billable 


**\*Number of Nights:** 4

**\*Merchant (Choose One)**


**Preferred:**  



**Non-preferred:** Big Hotel

**\*Location:** SAN JUAN, Puerto Rico 

**Description:** Big Bash 


**\*Amount Spent:** 1,500.00

**\*Currency:** USD 

**\*Exchange Rate:** 1.00000000  

☒ **Default Rate**

---

**Reimbursement Amt:** 1,000.00  USD

Calculate Amounts

☐ **Non-Reimbursable**

☐ **No Receipt**

#### Your Hotel Bill

<b>Total Bill</b>	1,000.00 USD
<b>Remaining:</b>	1,000.00 USD

Expense Report - Itemize Hotel Bill page (1 of 2)

#### Charges Incurred on This Bill

☐ **Room Charge**

☐ **Room Tax**

☐ **Room Service**

☐ **Telephone**

☐ **Parking**

☐ **Laundry**

☐ **Misc Charges**

Continue

Expense Report - Itemize Hotel Bill page (2 of 2)

## General Hotel Bill Information

The data in this section comes from the information that you entered on the Expense Report - Expense Report Entry page. You can modify fields just as you did when you originally added the expense item.

## Charges Incurred on This Bill

Select hotel charges to itemize, then click Continue to begin itemizing the bill by entering expense information on the various Hotel Wizard pages.



Click the Room Charge button to access the Itemize Hotel Bill - Room Charge page.

### Room Rate

Enter the daily hotel room rate.

### Your Hotel Bill

This area keeps track of each itemized charge and calculates the amount of the remaining hotel bill.

### Previous

Return to the previous category. If you are at the first category, PeopleSoft Expenses returns you to the Expense Report - Itemize Hotel Bill page.

### Continue

Continue through all of the selected categories until a message appears, stating that you are done.



Click the Room Tax button to access the Itemize Hotel Bill - Room Tax page.

### Room Tax

Enter the amount of the hotel room tax.



Click the Room Service button to access the Itemize Hotel Bill - Room Service page.

### Date, Meal Type, and Amount

Enter these values for room service expenses. Add a row for each meal that you itemize.

### Non-Reimbursable

Select if the charge is not business related and not subject to employee reimbursement.

### Attendees

Click to access the Expense Report - Attendees page and list the people whose meals are a company expense. Enter the last name first in the Name field with no space after the comma (for example, *Ball,Nancy*).



Click the Telephone button to access the Itemize Hotel Bill - Telephone page.



Click the Parking button to access the Itemize Hotel Bill - Parking page.



Click the Laundry button to access the Itemize Hotel Bill - Laundry page.



Click the Miscellaneous button to access the Itemize Hotel Bill - Misc Charges page.

### Itemize Hotel Bill - Finish!

#### Remaining

Displays the remaining balance.

#### Done

Click to return to the Expense Report - Expense Report Entry page, which displays all the itemized expense items.

---

## Deleting Expense Reports

This section discusses how to delete expense transaction lines.

### Page Used to Delete Expense Reports

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete an Expense Report	TE_DEL_SHEET	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, Delete</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, Delete</li> </ul>	Select expense reports to delete.

## Deleting Expense Reports

Access the Travel and Expense - Delete an Expense Report page.

### Travel and Expense

## Delete an Expense Report

Kenneth Schumacher

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000113	Anaheim Trip	11/13/2003	1311.00	USD
<input checked="" type="checkbox"/>	0000000112	test1	11/13/2003	33.00	USD
<input type="checkbox"/>	0000000111	Expense Report	11/13/2003	60.00	USD
<input type="checkbox"/>	0000000110	Expense Report1	11/13/2003	66.00	USD
<input checked="" type="checkbox"/>	0000000109	test del 1 line	11/13/2003	22.00	USD

Travel and Expense - Delete an Expense Report page

Select expense reports to delete and click the Delete Selected Report(s) button.

## Managing My Wallet Transactions

This section provides an overview of My Wallet transactions, lists common elements, and discusses how to:

- Apply My Wallet transactions to expense reports.
- View My Wallet transaction details.
- Review, add, and delete receipts in My Wallet.
- Add transactions to My Wallet.

## Understanding My Wallet Transactions

My Wallet stores corporate credit card and user-defined expense transactions that you can apply to expense reports, thus saving data entry time. Credit card feeds from a credit card company (such as Visa International, American Express, and US Bank) send corporate credit card transactions directly to My Wallet in PeopleSoft Expenses. You cannot modify expense transaction details that come from a credit card feed:

- Expense date.
- Credit card number.
- Payment type.
- Transaction amount.
- Transaction currency.
- Exchange rate.

## Common Elements Used in This Section

**Cardmember Number** Displays the employee's corporate credit card number.

<b>Expense Location</b>	Displays the location where the expense was incurred.
<b>Expense Type</b>	Indicates the category of expense item.
<b>Merchant</b>	Indicates the transaction vendor.
<b>Payment Type</b>	Indicates the method of payment.
<b>Transaction Amount</b>	Displays the expense transaction amount in the currency that the transaction occurred.
<b>Reimbursement Amt</b>	Displays the transaction amount in the employee's base currency.
<b>Transaction Date</b>	Indicates the date of the transaction.

## Pages Used to Manage My Wallet Transactions

Page Name	Object Name	Navigation	Usage
Expense Report - My Wallet	TE_EXP_WALLET	<ul style="list-style-type: none"> <li>Select <i>Entries from My Wallet</i> from the Start Your Report With drop down box on the Create Expense Report - Expense Report Entry page.</li> <li>Select <i>Expenses from My Wallet</i> from the Add drop down box on the Expense Report - Expense Report Entry page.</li> </ul>	Select unassigned credit card transactions and manually entered expense transactions to add to expense reports.
Expense Report - My Wallet Detail	EX_TRANS3	Click the Date link on the Expense Report - My Wallet page.	Review My Wallet transaction details.
My Wallet - Review My Wallet Receipts	TE_MY_WALLET	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, My Wallet</li> <li>Employee Self-Service, Travel and Expense Center, Other Expense Functions, My Wallet</li> <li>Travel and Expenses, Travel and Expense Center, Other Expense Functions, My Wallet</li> </ul>	Review, add, or delete receipts in My Wallet.
My Wallet - My Wallet Detail	EX_POP_WALLET1	<ul style="list-style-type: none"> <li>Select an expense type and click the Add button on the My Wallet - Review My Wallet Receipts page.</li> <li>Click the date link on the My Wallet - Review My Wallet Receipts page.</li> </ul>	<ul style="list-style-type: none"> <li>Manually enter expense transactions for future use.</li> <li>Review or modify details of existing transactions.</li> </ul>

## Applying My Wallet Transactions to Expense Reports

Access the Expense Report - My Wallet page.

Expense Report





My Wallet

Kenneth Schumacher
Report ID: 0000000113

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

Select All
Deselect All

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Date	Description	Amount	Personal Expense
<input type="checkbox"/>	 2003-10-15	Courier Service	50.00 USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>	 2003-10-01	Conference/Meeting	250.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	 2003-06-02	Breakfast	12.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	 2000-03-20	Laundry Service	26.39 USD	<input checked="" type="checkbox"/>

Expense Report - My Wallet page

<b>Select All</b>	Click to select all items in the list to add to an expense report.
<b>Deselect All</b>	Click to remove all check marks.
<b>Select</b>	Select to add a transaction to an expense report.
<b>Date</b>	Click to access the Expense Report - My Wallet Detail page to review My Wallet transaction details.
<b>Personal Expense</b>	Select transactions that are personal expenses that will be transferred to an expense report as a non-reimbursable expense item.

## Viewing My Wallet Transaction Details

Access the Expense Report - My Wallet Detail page.

Expense Report

My Wallet Detail

Kenneth Schumacher

Report ID: 0000000113

Expense Type:	Conference/Meeting		
Transaction Date:	10/01/2003		
Payment Type:	American Express		
Merchant:			
Expense Location:			
Cardmember Number:	XXXX-XXXX-XXXX-0009		
Transaction Amount:	250.00 USD	Country:	USA
Exchange Rate:	1.00000000 System Default		
Reimbursement Amt:	250.00 USD		
Description:	User conference in LA		

Expense Report - My Wallet Detail page

**Airfare Receipt Number** Displays the airline ticket number.

**Note.** This field appears only for Air Travel expense types.

**Number of Nights** Displays the number of nights that the expense covers.

**Note.** This field appears only for Hotel/Lodging expense types.

**Transaction Amount** Displays the expense transaction amount in the currency that the transaction occurred.

**Exchange Rate** Displays the currency exchange rate.

**Description** Enter additional transaction details.

## Reviewing, Adding, and Deleting Receipts in My Wallet

Access the My Wallet - Review My Wallet Receipts page.

My Wallet

Review My Wallet Receipts

Kenneth Schumacher

Search Criteria

From Date:

11/13/2002

31

Through:

11/13/2003

31

Search

\*Receipt Data Source:

All Data Sources

\*Transaction Status:

Unassigned

Customize   Find   View All   First 1-3 of 3 Last							
Mark for Delete		Date	Merchant	Amount	Doc Type	ID	
<input type="checkbox"/>		2003-10-15		50.00 USD			
<input type="checkbox"/>		2003-06-02		12.00 USD			
<input type="checkbox"/>		2003-11-13		90.00 USD			

Add Expense

Expense Type:

Add

My Wallet - Review My Wallet Receipts page

## Search Criteria

### Receipt Data Source

Select a source, such as *Visa*, *American Express*, or *User Input*.

### Transaction Status

Select a transaction status. Values are:

*All Transaction Status:* All expense transactions that are in the specified date range.

*Assigned:* Transactions that are applied to an expense report or cash advance. ATM charges are associated with a cash advance.

*Unassigned:* Transactions that are not applied to an expense report or cash advance.

### Mark for Delete

Select to delete a transaction from My Wallet. This check box is available only for transactions that you manually entered into My Wallet or uploaded from a mobile device, not for transactions from a credit card feed. When you delete a manually entered transaction using this check box, PeopleSoft Expenses permanently removes the transaction from the EX\_TRANS table.

### Date

Click to access the My Wallet - My Wallet Detail page to view details of the transaction.

### Doc Type (document type)

Displays, if the transaction is assigned, the kind of expense document to which it is assigned.

### ID

Click to view detailed expense report or cash advance information.





Click to delete a transaction from My Wallet. For example, you may want to delete transactions that came from a credit card feed because the transaction was a personal expense that you would not be reimbursed for. When you delete a transaction that came from a credit card feed, PeopleSoft Expenses no longer displays the transaction in My Wallet; however, the transaction remains in the EX\_TRANS table for audit purposes. When you delete a transaction that you manually entered into My Wallet, PeopleSoft Expenses permanently removes the transaction from the EX\_TRANS table.

---

**Note.** For My Wallet transactions created on a personal digital assistance (PDA), PeopleSoft Expenses marks the transactions as deleted; however, the transaction remains in the EX\_TRANS table for audit purposes.

---

## Add Expense

### Expense Type

Select an expense type and click Add to access the My Wallet - My Wallet Detail page to add an expense item to the Wallet. For example, you might use this feature if you charge to your personal credit card or paid cash for a business expense.

## Manually Adding Transactions to My Wallet

Access the My Wallet - My Wallet Detail page.

My Wallet

My Wallet Detail

Kenneth Schumacher

Find | View All

First 1 of 7 Last

Expense Type:

Hotel/Lodging

☐ Mark for Delete

Transaction Date:

10/08/2003

Payment Type:

American Express

Merchant:

☒ Preferred

Hilton Hotels

☐ Non-preferred

Expense Location:

OTTAWA, Canada

Number of Nights:

1

Cardmember Number:

XXXX-XXXX-XXXX-XX-0

Transaction Amount:

550.00

Currency:

CAD

Exchange Rate:

1.27223090

☒ Default Rate

Reimbursement Amt:

432.31 USD

Update

Description:

Trip to Canada

Return to My Wallet

Add Expense

Expense Type:

Add

My Wallet - My Wallet Detail page

**Note.** The page elements on the My Wallet - My Wallet Detail page vary, depending on how you set up your expenses system and which expense types you select.

- Mark for Delete

Select to delete a transaction from My Wallet. This check box is available only for transactions that you manually entered into My Wallet, not for transactions from a credit card feed. When you delete a transaction using this button, the transaction is removed permanently from the EX\_TRANS table.
- Transaction Amount and Currency

Enter the amount in the expense transaction currency and select the appropriate currency code.
- Exchange Rate

If the currency code for the transaction amount differs from the base currency of the employee’s business unit, PeopleSoft Expenses populates this field with the current market rate that is defined in the system rate tables.

If your invoice reflects an exchange rate that is different from the system-supplied rate, you can override the system-supplied exchange rate.



Click the Reset Exchange Rate button to change a user-defined exchange rate to the system-defined exchange rate.



Click the Exchange Rate Detail button to access the Exchange Rate Detail page to view or change exchange rate information.

**Default Rate**

Indicates if system rate exchange tables or user-defined exchange rates are being used. If selected, PeopleSoft Expenses is using the current market exchange rate that is defined in the system rate tables. If not selected, PeopleSoft Expenses is using a user-defined exchange rate.

**Update**

If you changed the transaction amount or the exchange rate, click to update the Reimbursement Amt field.



## CHAPTER 17

# Managing Expense Reports

This chapter discusses how to:

- Approve expense reports.
- Audit expense reports.
- Delete expense reports.
- Override expense reports.
- Close expense reports.
- Unpost expense reports.
- Work with unposted expense reports.
- Process journal expense reports.
- Manage receipts.
- Reconcile airline tickets.

---

## Understanding Managing Expense Reports

After employees submit expense reports, it goes through the approval process. How you set up PeopleSoft Expenses determines who needs to approve expense reports and whether budget checking is required prior to approval.

---

**Note.** This chapter discusses expense report functionality that is unique to approvers, project managers, auditors, and system administrators. Pages related to expense report processing are described in detail in the Processing Expense Report and Managing Expense Report Transaction chapters. Pages, fields, and functionality that are unique to approvers, project managers, auditors, and system administrators are discussed in this chapter.

---

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**Note.** Expense report page names vary slightly, depending on if you access them in create, modify, or view mode and whether you access them as an employee, approver, project manager, or auditor. For example, if you access the TE\_SHEET\_LINES page using the Manager Self-Service navigation for approvals, PeopleSoft Expenses displays the page name Approve Expense Reports - Expense Report Summary. If you access the same page using the Travel and Expenses navigation for post payment audits, Expenses displays the page name Post-Pay Audit Expense Report - Expense Report Summary.

---

## Approving Expense Reports

This section provides an overview of expense report approvals and discusses how to:

- Approve expense reports.
- View expense line details.
- View expense report accounting defaults.
- View transaction line accounting details.
- View exception comments.
- View approval history comments.
- View VAT information

## Understanding Expense Report Approval

After an employee submits an expense report, it goes through the approval process. If your company requires any auditing, the designated approver must approve the expense report before it is eligible for auditing. From the time an employee enters the expense report until the final approval, the expense report's status changes, depending on the actions taken in each step of the approval process.

### Expense Reports

Carry out approvals on the Approve Expense Report - Expense Report Summary page. As an approver, you can modify accounting details for expense transaction lines; however you cannot modify descriptive information or expense report line items.

### Project Related Expenses

If you use PeopleSoft Project Costing, you can charge some of your expense items to ChartFields related to project costing, and your expense report approval procedures might include a review by a project manager. Project managers cannot edit descriptive information or expense report line items.

**Note.** Employees cannot approve their own expense reports. The system compares the employee ID on the expense report with the employee ID that is associated with the user ID of the approver, project manager, and auditor.

## Pages Used to Approve Expense Reports

Page Name	Object Name	Navigation	Usage
Approve Expense Report - Expense Report Summary	TE_SHEET_LINES	Manager Self-Service, Travel and Expense Center, Manager Approvals, Expense Report	Approve, hold, or deny expense reports, expense report items, and expense reports with project-related expenses.
Approve Expense Report - View Cash Advance	TE_ADD_ADVANCES	Click the View Cash Advance link on the Approve Expense Report - Expense Report Summary page.	View details about cash advances that employees applied to expense reports.

Page Name	Object Name	Navigation	Usage
Approve Expense Report - Expense Detail for [expense type]	TE_SHEET_LINE_DTL	Click the expense type link on the Approve Expense Report - Expense Report Summary page.	View details about the expense transaction line.
Approve Expense Report - Accounting Defaults	TE_SHEET_SPLIT	Click the Default Accounting for Report link on the Approve Expense Report - Expense Report Details page.	View the accounting distribution summary for the expense report.
Approve Expense Report - Accounting Detail	TE_SHEET_DIST	Click the Update Accounting Detail link on the Approve Expense Report - Expense Detail for [expense type] page.	View, add, or modify accounting details for expense transaction lines.
Approve Expense Report - View Exception Comments	TE_EXCPTN_COMM_SHT	<ul style="list-style-type: none"> <li>Select <i>View Exception Comments</i> from More Options in the Report Information grid on the Approve Expense Report - Expense Report Details page.</li> <li>Click the Exceptions button on the Approve Expense Report - Expense Report Summary page in the Expense Line Items grid.</li> </ul>	View exception comments for expense items.
Approve Expense Report - View Approval Comments	TE_APRVL_COMMENTS	Click the View Comments button on the Approve Expense Report - Expense Report Summary page in the Approval History Grid.	<p>View approvals and comments history that approvers and auditors made.</p> <p><b>Note.</b> The Approval History grid displays only when an employee resubmits an expense report that an approver previously denied and returned to the employee.</p>
Approve Expense Report - VAT Information	TE_SHEET_VAT_SUM	Select <i>VAT Information</i> from the More Options drop-down list on the Approve Expense Report - Expense Report Summary page.	View VAT information.


## Approving Expense Reports

Access the Approve Expense Report - Expense Report Summary page.

## Approve Expense Report

### Expense Report Summary

Kenneth Schumacher



**Report ID:** 0000000060


**▼ Report Information**




<b>Report Description:</b>	KB - Test KK w/ Approval (1)	<b>Reference:</b>	<b>Employee Base:</b> Office
<b>Business Purpose:</b>	General Travel and Expense	<b>Comment:</b>	
<b>Report Status:</b>	Submitted		
<b>Accounting Date:</b>	08/28/2003	<b>Created On:</b> 08/27/2003	<b>By:</b> VP1
		<b>Last Updated:</b> 08/29/2003	<b>By:</b> MGR1

[Default Accounting For Report](#)

**More Options:** ▼ GO

You can deny individual expenses and still approve or send back the overall report.

**Expense Line Items** [Customize](#) | [Find](#) | 

	Expense Type	Date	PC BU	Project	Activity	Reimburse Amt	Currency	Approve Expense	
	<a href="#">Courier Service</a>	08/27/2003				100.00	USD	<input checked="" type="checkbox"/>	
	<a href="#">Conference/Meeting</a>	08/27/2003				1,000.00	USD	<input checked="" type="checkbox"/>	
	<a href="#">Ground Transportation</a>	08/27/2003				50.00	USD	<input type="checkbox"/>	<span style="border: 1px solid black; padding: 2px 10px;">Out of Policy ▼</span>

**Expense Report Totals**

<b>Employee Expenses:</b>	1,150.00 USD	<b>Due Employee:</b>	1,150.00 USD
<b>Non-Reimbursable Expenses:</b>	0.00 USD (50.00 USD Not Approved)	<b>Due Vendor:</b>	0.00 USD
<b>Prepaid Expenses:</b>	0.00 USD		
<b>Employee Credits:</b>	0.00 USD		
<b>Vendor Credits:</b>	0.00 USD		
<b>Cash Advances Applied:</b>	0.00 USD		

[Definition of Totals](#)

Approve Expense Report - Expense Report Summary page (1 of 2)



Current Approval Status			
Routing	Name	Status	Date
Originator	Schumacher,Kenneth	Resubmitted	08/28/2003
Approver 1	Scott,William		
Pre-Pay Auditor			
Post-Pay Auditor			

Approval History			
Routing	Name	Approval Status	Date
Originator	Schumacher,Kenneth	Submitted	08/27/2003
Approver	Scott,William	Approved	08/27/2003
Pre-Pay Auditor	Scott,William	Sent Back for Revision	08/27/2003
Originator	Schumacher,Kenneth	Resubmitted	08/27/2003
Approver	Scott,William	Approved	08/27/2003
Pre-Pay Auditor	Scott,William	Sent Back for Revision	08/27/2003
Originator	Schumacher,Kenneth	Resubmitted	08/27/2003
Approver	Scott,William	Approved	08/28/2003
Pre-Pay Auditor	Scott,William	Sent Back for Revision	08/28/2003
Originator	Schumacher,Kenneth	Resubmitted	08/27/2003
Approver	Scott,William	Approved	08/28/2003
Pre-Pay Auditor	Scott,William	Sent Back for Revision	08/28/2003

Approval Detail		Find   View All	First	1 of 3	Last
Name:	Scott,William				
Comment:	<div></div>				
Budget Status:	Valid <b>Budget Checking completed. Report is ready for Approval/Posting.</b>				
<a href="#">Budget Options</a>					

Approve Expense Report - Expense Report Summary page (2 of 2)

## Report Information

### Default Accounting For Report

Click to access the Approve Expense Report - Accounting Defaults page to view the accounting distribution summary for the expense report.

### View Cash Advance

Click to access the Approve Expense Report - View Cash Advance page and view information about cash advances the employee applied to the expense report. PeopleSoft Expenses displays this link only if the employee applied a cash advance to the expense report.

### More Options

Select from the list to view additional information about this expense report. Options are:

*View Exception Comments:* Select to view the Expense Report - View Exception Comments page.

*Document Sequencing:* Select to access the Approve Expense Report - Document Sequencing page. This option appears if document sequencing is active.

*VAT Information:* Select to access the Approve Expense Report - VAT Information page. Approvers cannot change VAT information on any of these pages. This option appears if VAT is applicable to the employee's default business unit.

## Expense Line Items



Click the Exceptions button to access the Approve Expense Report - View Exception Comments page.

See [Chapter 17, “Managing Expense Reports,” Viewing Exception Comments, page 304.](#)

### Expense Type

Click the expense type link to access the Approve Expense Report - Expense Detail for [expense type] page to view details about the expense transaction line.

See [Chapter 17, “Managing Expense Reports,” Viewing Expense Line Details, page 302.](#)

### PC BU, Project, and Activity

If you have one distribution that contains the PC ChartFields, PeopleSoft Expenses displays the existing values in the appropriate columns. If there are multiple project distributions for the expense line, Expenses displays the Multiple link.

Click the Multiple link to access the Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

### Approve Expense

Clear the check box if you do not approve an expense line. If you clear the check box, you must select a reason from the drop-down box (next to the Approve Expense check box) and optionally enter a comment in the Approval Detail section.

## Expense Report Totals

### Definition of Totals

Click to access the Definition of Totals page to view an explanation of each expense total.

## Current Approval Status

<b>Name</b>	Displays the names of the originator, approvers, or auditors.
<b>Status</b>	Indicates completed steps in the expense report approval process.
<b>Date</b>	Displays the date on which the approval status was assigned.

## Approval History

The Approval History grid displays only after an employee resubmits an expense transaction that an approver previously denied and returned to the employee. The system displays the approval history information for approvers, project managers, and auditors; the system does not display the approval history grid for employees who submitted the expense report.



Click the View Comments button to access the Approve Expense Report - View Approval Comments page to view comments that an approver made regarding the expense report.

See [Chapter 17, “Managing Expense Reports,” Viewing Approval History Comments, page 304.](#)

## Approval Detail

<b>Name</b>	Displays the names of the approver, project manager, or auditor.
<b>Comment</b>	Enter information regarding the expense report such as why you denied the expense report or an expense transaction line. If you enter comments and send the expense report back to the originator, PeopleSoft Expenses displays your comments when the originator modifies the expense report; however, the system does not display comments to the originator in the view mode. After employees resubmit denied expense reports, Expenses displays comment history only to approvers, project managers, and auditors.
<b>Budget Status</b>	PeopleSoft Expenses displays the budget status for the expense report only if any of the accounting distributions contain a GL business unit that is enabled for PeopleSoft Commitment Control.
<b>Budget Options</b>	Click the Budget Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if any of the accounting distributions contain a GL business unit that is enabled for PeopleSoft Commitment Control.
<hr/> <p><b>Note.</b> If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.</p> <hr/>	
<p>See <a href="#">Chapter 19, “Using Commitment Control With PeopleSoft Expenses,” page 343.</a></p>	
<b>Approve Report</b>	Click to change the status to <i>Approved for Payment</i> . The expense report is ready for payment processing. If more than one approver is required, the status changes to <i>Partial Approval</i> .
<b>Deny Report</b>	Click to change the status to <i>Denied by Approver</i> . If you deny the expense report, you must also provide an explanation in the Comment field.
<b>Save and Hold</b>	Click to change the status to <i>On Hold, with Approver</i> .

**Send Back for Revision**

Click to change the status to *Pending* and return the expense report to the originator. If you send the expense report back to the employee, you must also provide an explanation in the Comment field.

## Viewing Expense Line Details


Access the Approve Expense Report - Expense Detail for [expense type] page.


**Approve Expense Report**

**Expense Detail for Breakfast (Line 2)**

Kenneth Schumacher
Report ID: 0000000067

**About This Expense**

Expense Date: 10/15/2003  
Payment Type: Check ☐ No Receipt  
Billing Type: Internal ☐ Non-Reimbursable  
Location: New York, New York  
Description: Pancake House  
Amount Spent: 12.00 USD  
Exchange Rate: 1.00000000  ☒ Default Rate  
Reimbursement Amt: 12.00 USD

General Ledger ChartFields 

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Oper Unit	Fund	Dept
12.00	US001	12.00	USD	1.00000000	650055				41000

[Update Accounting Detail](#)

**Attendees**

Name	Company	Title
Schumacher, Kenneth	US001 NEW YORK OPERATIONS	

☒ Approve Expense

Approve Expense Report - Expense Detail for [expense type] page

**Update Accounting Detail**

Click to access the Approve Expense Report - Accounting Detail page to view, add, or modify accounting details for expense transaction lines. Approvers can modify the general ledger or project-related ChartFields, general ledger business unit, or the distribution split amount. If you change the distribution split amount, the total must equal the original amount of the expense transaction.

**Credit Reference Comment**

Click to access the Approve Expense Report - Credit Reference Comment page to enter a comment. If you enter a negative expense amount, you must enter a comment. The comment displays for approvers and auditors.

**Per Diem Deductions**

Click to access the Expense Report - Per Diem Deductions page to view what employee selected for per diem adjustments (from the standard per diem).

**VAT Information**

Click the link to access the Expense Report - VAT Information For Expense [type] page.

**Approve Expense**

Clear the check box if you do not approve an expense line. If you clear the check box, then you must select a reason from the drop-down box (next to the Approve Expense check box).

**Previous Expense and Next Expense**

Click to access the previous or next expense transaction line on the expense report. PeopleSoft Expenses inactivates these buttons if there aren't any previous or next expense transaction lines.

## Viewing Expense Report Default Accounting

Access the Approve Expense Report - Accounting Defaults page.

**Approve Expense Report**

**Accounting Defaults**

Kenneth Schumacher **Report ID:** 0000000067

**Accounting Summary** [Set Personalizations](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

**General Ledger ChartFields** [\[...\]](#)

%	*GL Unit	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Projects	Affiliate	Fund Affil	Oper Unit Affil
100.00	US001			41000					Projects			

Approve Expense Report - Accounting Defaults page

Approvers, project managers, and post payment auditors can only view information about the expense report distribution plan; prepay auditors can view, add, or modify the expense report distribution plan.

**See Also**

[Chapter 16, “Preparing Expense Reports,” Reviewing or Modifying Accounting Information, page 272](#)

## Viewing Accounting Details

Access the Approve Expense Report - Accounting Detail page.

**Approve Expense Report**

**Accounting Detail**

Kenneth Schumacher **Report ID:** 0000000067

This is the accounting detail for expense type Air Travel with a transaction date of 2003-10-15 in the amount of 350 USD.

**General Ledger ChartFields** [\[...\]](#)

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Oper Unit	Fund	Dept
350.00	US001	350.00	USD	1.00000000	650020				41000

[Add ChartField Line](#) [Refresh](#)

[Previous Expense](#) [Next Expense](#)

Approve Expense Report - Accounting Detail page (partial page shot)


Approvers, project managers, and prepay auditors can view, add, or modify accounting distribution details for expense transaction lines.

## See Also

Chapter 16, “Preparing Expense Reports,” Reviewing or Modifying Accounting Information, page 272

## Viewing Exception Comments

Access the Approve Expense Report - View Exception Comments page.

**Approve Expense Report**

**View Exception Comments**

Kenneth Schumacher**Report ID:** 0000000077

**General Information**

**Report Description:** Seminar

**Business Purpose:** General Travel and Expense

**Reference:** BJM2


Line	Expense Type	Exception	Comment
1	Air Travel	None	No exceptions associated with this line.
2	Hotel/Lodging	None	No exceptions associated with this line.
3	Entertainment - Meals	None	No exceptions associated with this line.
4	Entertainment - Other	None	No exceptions associated with this line.

Approve Expense Report - View Exception Comments page

PeopleSoft Expenses displays comments for each expense transaction line.

## Viewing Approval History Comments

Access the Approve Expense Report - View Approval Comments page.

**Approve Expense Report**

**View Approval Comments**

Kenneth Schumacher**Report ID:** 0000000077

**Approval Comments**Find | [View All](#) First ◀ 1 of 2 ▶ Last

**Name:** Scott,William

**Comment:**

108.36 USD not approved: Please provide additional information regarding Entertainment-Other for \$100


OK

Approve Expense Report - View Approval Comments page

PeopleSoft Expenses displays all comments by approvers, project managers, and auditors.



## Viewing VAT Information



Access the Approve Expense Report - VAT Information page.

**Approve Expense Report**


**VAT Information**

Michael Buhler
Report ID: 0000000136

Expense Line VAT Information							
<a href="#">Customize</a>   <a href="#">Find</a>   							
First 1 of 1 Last							
<a href="#">Details</a>   <a href="#">Amounts</a>   							
Expense Type	Transaction Date	Country	State	Treatment	Use Type	VAT Applicability	Code
Air Travel	08/11/2003	USA		NONE		N/A	

VAT Accounting Detail						
<a href="#">Customize</a>   <a href="#">Find</a>   						
First 1 of 1 Last						
<a href="#">Amounts</a>   <a href="#">Recoveries</a>   						
Expense Type	Distribution Line Number	VAT Transaction Type	VAT Basis Amt	VAT Calculated Amount	VAT Amount	Transaction Currency
Air Travel	1					FRF

Approve Expense Report - VAT Information page

### Expense Line VAT Information

**Expense Type** Click the link in the column to access the Approve Expense Report - VAT Information For Expense [type] [amount] page to view VAT information about the expense transaction line.

### VAT Accounting Detail

**Distribution Line Number** Click the link in the column to access the Approve Expense Report - VAT Accounting Detail page to view the VAT accounting detail for the expense transaction line.

## Auditing Expense Reports

This section provides an overview of expense report auditing and discusses how to audit expense reports.

### Understanding Auditing Expense Reports

After an employee submits an expense report, it goes through the approval process. If your company requires any auditing, the designated approver must approve the expense report before it is eligible for auditing. Expense reports can be audited before (prepay) or after (post payment) reimbursement.

Perform prepay audits on the Audit Expense Report - Expense Report Summary page, which is similar to the Approve Expense Report - Expense Report Summary page. Prepay auditors can edit descriptive information and expense report line items and apply cash advances, which post payment auditors cannot do.

Perform post payment audits on the Post-Pay Audit Expense Report - Expense Summary page, which is also similar to the Approve Expense Report - Expense Report Summary page.

**Note.** The page elements on prepay auditing and post payment auditing pages are similar. We display only the prepay auditing pages in this section; however, we discuss page elements for both prepay and post payment auditing pages.

**Note.** Employees cannot audit their own expense reports. The system compares the employee ID on the expense report with the employee ID that is associated with the user ID of the auditor.

## Pages Used to Audit Expense Reports

Page Name	Object Name	Navigation	Usage
Audit Expense Report - Expense Report Summary, Post-Pay Audit Expense Report - Expense Report Summary	TE_SHEET_LINES	<ul style="list-style-type: none"> <li>Travel and Expenses, Audit, Pre-Pay Audit, Expense Report</li> <li>Travel and Expenses, Audit, Post-Pay Audit, Expense Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve expense reports before reimbursement to the employee.</li> <li>Approve expense reports after reimbursement to the employee.</li> </ul>
Audit Expense Report - Accounting Defaults, Post-Pay Audit Expense Report - Accounting Defaults	TE_SHEET_SPLIT	<ul style="list-style-type: none"> <li>Click the Default Accounting For Report link on the Audit Expense Report - Expense Report Summary page.</li> <li>Click the Default Account For Report link on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> </ul>	<ul style="list-style-type: none"> <li>Prepay auditors can view or change the accounting distribution for expense reports.</li> <li>Post payment auditors can only view the accounting distribution for expense reports.</li> </ul>
Audit Expense Report - Apply Cash Advance(s), Post-Pay Audit Expense Report - View Cash Advance	TE_ADD_ADVANCES	<ul style="list-style-type: none"> <li>Click the Apply Cash Advance(s) link on the Audit Expense Report - Expense Report Summary page.</li> <li>Click the View Cash Advance link on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> </ul>	<ul style="list-style-type: none"> <li>Prepay auditors can view or apply cash advances to expense reports.</li> <li>Post payment auditors can view cash advances.</li> </ul>




Page Name	Object Name	Navigation	Usage
Cash Advance - Request Cash Advance	TE_ADVANCE	<ul style="list-style-type: none"> <li>Select <i>Adjustment Cash Advance</i> on the Audit Expense Report - Expense Report Summary page.</li> <li>Select <i>Adjustment Cash Advance</i> on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> </ul>	Create a cash advance.
Audit Expense Report - Expense Report Detail	EX_SHEET_ENTRY	<ul style="list-style-type: none"> <li>Select <i>Expense Report Detail</i> from the More Options drop down list on the Audit Expense Report - Expense Report Summary page.</li> <li>Select Expense Report Detail link on the Audit Expense Report - Expense Report Summary page.</li> </ul>	View or modify descriptive information and expense report line items.
Audit Expense Report - View Exception Comments	TE_EXCPTN_COMM_SHT	<ul style="list-style-type: none"> <li>Select <i>View Exception Comments</i> from More Options on the Audit Expense Report - Expense Report Summary page.</li> <li>Select <i>View Exception Comments</i> from More Options on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> <li>Click the Exceptions button next to an expense transaction line on the Audit Expense Report - Expense Report Summary page.</li> <li>Click the Exceptions button next to an expense transaction line on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> </ul>	View the exception comments for expense transaction lines.

Page Name	Object Name	Navigation	Usage
Audit Expense Report - Accounting Detail	TE_SHEET_DIST	<ul style="list-style-type: none"> <li>Click the PC BU, Project, or Activity ID link on the Audit Expense Report - Expense Report Summary page.</li> <li>Click the PC BU, Project, or Activity ID link on the Post-Pay Audit Expense Report - Expense Report Summary page.</li> </ul>	<ul style="list-style-type: none"> <li>Prepayment auditors can view or change accounting details for the expense report line items.</li> <li>Post payment auditors can view but not change accounting details for the expense report line items.</li> </ul>

## Audit Expense Reports

Access the Audit Expense Report - Expense Report Summary page.

**Audit Expense Report**


---

**Expense Report Summary**

Michael Buhler
Report ID: 0000000068

**Report Information**

**Report Description:** Product demo for WVM, Inc.
**Reference:**

**Business Purpose:** Demonstrations
**Employee Base:** Office

**Report Status:** Approved
**Comment:** Prospective customer.

**\*Accounting Date:** 09/04/2003
**Created On:** 09/03/2003 **By:** VP2

**\*Accounting Template:** STANDARD
**Last Updated:** 09/04/2003 **By:** MGR1

Default Accounting For Report Apply Cash Advance(s) More Options: GO

**Receipt Information**

☐ Receipts Received

**Expense Line Items**
Customize Find

Expense Type	Date	PC BU	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense	
Air Travel	08/27/2003				250.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Entertainment - Meals	08/28/2003				150.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Courier Service	08/28/2003				15.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out of Policy
Supplies	08/28/2003				25.00	USD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Audit Expense Report - Expense Report Summary page (1 of 2)

Expense Report Totals			
<b>Employee Expenses:</b>	440.00	USD	
<b>Non-Reimbursable Expenses:</b>	15.00	USD	(15.00 USD Not Approved)
<b>Prepaid Expenses:</b>	0.00	USD	
<b>Employee Credits:</b>	0.00	USD	
<b>Vendor Credits:</b>	0.00	USD	
<b>Cash Advances Applied:</b>	0.00	USD	
<b>Due Employee:</b>		425.00	USD
<b>Due Vendor:</b>		0.00	USD
<a href="#">Definition of Totals</a>			

Current Approval Status			
Routing	Name	Status	Date
Originator	Buhler,Michael	Resubmitted	09/04/2003
Approver 1	Scott,William	Approved	09/04/2003
Pre-Pay Auditor	Bendetto,John		
Post-Pay Auditor	Bendetto,John		

► **Approval History**

Approval Detail		Find   View All	First ◀ 2 of 3 ▶ Last
<b>Name:</b>	Bendetto,John		
<b>Comment:</b>	<div></div>		
<b>Budget Status:</b>	Valid		
<a href="#">Budget Options</a>	<b>Budget Checking completed. Report is ready for Approval/Posting.</b>		

[Expense Report Detail](#)

Audit Expense Report - Expense Report Summary page (2 of 2)

## Report Information

### Accounting Date and Accounting Template

Prepay auditors can change these fields; however, post payment auditors cannot edit these fields.

### Travel Auth ID (travel authorization ID)

Click to access the View Travel Authorization - Travel Authorization Summary page to view a summary of the travel authorization that the expense report is based on. PeopleSoft Expenses displays this only if the employee created the expense report from a travel authorization.

### Default Accounting For Report

- Prepay auditors click the link to access the Audit Expense Report - Accounting Defaults page to change the default accounting for an expense report.
- Post payment auditors click the link to access the Post-Pay Audit Expense Report - Accounting Defaults page to view the default accounting for an expense report. Post payment auditors cannot change the default accounting for an expense report.

### Apply Cash Advance(s)

Click the link to access the Audit Expense Report - Apply Cash Advance(s) page. This link is available only to prepay auditors, who can apply cash advances to expense reports. Post payment auditors cannot apply cash advances to expense reports.

### View Cash Advance

Click the link to access the Post-Pay Audit Expense Report - View Cash Advance page. This link is available to post payment auditors,

who can only view cash advances that are applied to expense reports. PeopleSoft Expenses displays this link only if the employee applied a cash advance to the expense report.

### More Options

Select from the list to view additional information about this expense report. Options are:

*Adjustment Cash Advance:* Select to access the Cash Advance - Request Cash Advance page or the Cash Advance - View Cash Advance page.

An adjustment cash advance is needed only if the employee owes money to the company or a post payment auditor has denied one or more lines on the expense report that have been reimbursed to the employee.

Post payment auditors can create adjustment cash advances if they deny one or more lines on expense reports that employees have already been reimbursed for. After creating an adjustment cash advance, the post payment auditor can view it.

Prepay auditors can create and view adjustment cash advances.

*Expense Report Detail:* Select to access the Audit Expense Report - Expense Report Detail page. Prepay auditors can edit descriptive information and expense report line items; post payment auditors can only view this information.

*View Exception Comments:* Select to access the Audit Expense Report - View Exception Comments page to view the exception comments for expense transaction lines.

*VAT Information:*

*Document Sequencing:* Select to access the Expense Report - Document Sequencing page. This link appears only if document sequencing is enabled for the employee's default general ledger business unit.

## Receipt Information

### Receipts Received

Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.

### Expense Line Items



Click the Exception Comments button to access the Audit Expense Report - View Exception Comments page.

### Receipt Verified

Select if the receipt for the expense transaction matches an expense line item. If the expense item does not require a receipt, this field is not available.

This field appears only if receipt verification is required; otherwise, this column is not displayed.

### Receipt Required

If selected, a receipt is required to substantiate the expense type. This field is display-only.

**Approve Expense**

Clear the check box if you do not approve an expense line. If you clear the check box, you must select a reason from the drop-down box (next to the Approve Expense check box) and enter a comment in the Approval Detail section.

**Approval History**

This section appears only for expense reports resubmitted by employees after an approver or auditor previously denied and returned the expense reports to employees for revisions.

See [Chapter 17, “Managing Expense Reports,” Viewing Approval History Comments, page 304.](#)

**Approval Detail****Budget Status**

If you use PeopleSoft Commitment Control and budget checking for expense reports is active, PeopleSoft Expenses displays the budget status for the expense report.

**Budget Options**

Click to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for expense reports is active.

---

**Note.** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

---

**Approve Report**

Click to change the status to *Approved for Payment*. the expense report is ready for payment processing. If more than one audit is required, the status changes to *Partial*.

**Deny Report**

Click to change the status to *Denied by Auditor*. If you deny the expense report, you must also provide an explanation in the Comment field.

**Save and Hold**

Click to change the status to *Hold by Auditor*.

**Send Back for Revision**

Click to change the status to *Pending* and return the expense report to the originator. If you send the expense report back to the employee, you must also provide an explanation in the Comment field.

---

## Deleting Expense Reports

This section discusses how to delete expense reports.

### Understanding Deleting Expense Report

You can delete an expense report if you have not submitted it for approval. If it has been submitted, you can still delete it if the approver returns it for modifications or if the status is *Denied*.

## Page Used to Delete Expense Reports

Page Name	Object Name	Navigation	Usage
Travel and Expense - Delete an Expense Report	TE_DEL_SHEET	Employee Self-Service, Travel and Expense Center, Expense Report, Delete  Travel and Expenses, Travel and Expense Center, Expense Report, Delete	Select expense reports to delete.

## Deleting Expense Reports

Access the Delete Expense Report page.

PeopleSoft Expenses displays unsubmitted expense reports for the employee ID that you entered on the search page. The system excludes submitted expense reports and reports that have cash advances applied to them.

Use the Delete column to select expense reports that you want to delete.

---

## Overriding Expense Reports

This section provides an overview of overriding expense reports and discusses how to override expense reports.

## Understanding Overriding Expense Reports


You can make last-minute changes to an expense report after it is approved for payment. If it has not been posted or paid, you can modify it using the override feature. The functionality to override expense reports is the same as for a prepayment auditor.

## Page Used to Override Expense Reports

Page Name	Object Name	Navigation	Usage
Override Expense Report - Expense Report Summary	TE_SHEET_LINES	Travel and Expenses, Audit, Pre-Pay Audit, Override Expense Report	Override expense reports. You can edit descriptive information, expense report line items, and accounting details.

## Overriding Expense Reports

Access the Override Expense Report - Expense Report Summary page.






## Override Expense Report

### Expense Report Summary

Michael Buhler Report ID: 0000000111


**Report Information**


<b>Report Description:</b>	Test ER Close DVH	<b>Reference:</b>	Employee Base: Office
<b>Business Purpose:</b>	Consulting Services	<b>Comment:</b>	
<b>Report Status:</b>	Submitted		
<b>*Accounting Date:</b>	09/18/2003 	<b>Created On:</b>	09/18/2003 <b>By:</b> DVP1
<b>*Accounting Template:</b>	STANDARD 	<b>Last Updated:</b>	09/18/2003 <b>By:</b> DVP1

[Default Accounting For Report](#)
[Apply Cash Advance\(s\)](#)
**More Options:** 

**Receipt Information**

☐ Receipts Received

**Expense Line Items** [Customize](#) | [Find](#) | 

	Expense Type	Date	PC BU	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense	
	Dinner	09/01/2003				55.00	FRF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-



Override Expense Report - Expense Report Summary page (1 of 2)

**Expense Report Totals**

<b>Employee Expenses:</b>	55.00 FRF	<b>Due Employee:</b>	55.00 FRF
<b>Non-Reimbursable Expenses:</b>	0.00 FRF	<b>Due Vendor:</b>	0.00 FRF
<b>Prepaid Expenses:</b>	0.00 FRF	<a href="#">Definition of Totals</a>	
<b>Employee Credits:</b>	0.00 FRF		
<b>Vendor Credits:</b>	0.00 FRF		
<b>Cash Advances Applied:</b>	0.00 FRF		

**Current Approval Status**

Routing	Name	Status	Date
Originator	Schumacher, Kenneth	Submitted	09/18/2003
Approver 1	Schumacher, Kenneth		
Pre-Pay Auditor			

**Approval Detail** [Find](#) | [View All](#)    First  2 of 2  Last

**Name:** Scott, William

**Comment:**

**Budget Status:** Not Chk'd

[Budget Options](#)

[Expense Report Detail](#)

Override Expense Report - Expense Report Summary page (2 of 2)

## Receipt Information

### Receipts Received

Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.

## Expense Line Items

### Approve Expense

Clear the check box if you do not approve an expense line. If you clear the check box, you must select a reason from the drop-down box (next to the Approve Expense check box) and enter a comment in the Approval Detail section.

### Receipt Verified

Select if the receipt for the expense transaction matches an expense line item. If the expense item does not require a receipt, this field is not available.

This field appears only if receipt verification is required; otherwise, this column is not displayed.

### Receipt Required

If selected, a receipt is required to substantiate the expense type. This field is display-only.

## Expense Report Status

This section displays the routing and status of the expense report.

## Approval Detail

### Approve Report

Click to change the status to *Approved for Payment* and enter the current date and approver's user ID in the Expense Report Status section. The expense report is ready for payment processing.

### Deny Report

Click to change status to *Denied by Approver* and display the Return to Employee Upon Denial check box, which, if selected, sends the expense report back for modifications. If the expense report is denied, the approver must also enter an explanatory comment.

### Save and Hold

Click to change status to *Hold by Approver*.

### Send Back for Revision

Click to change the status to *Pending* and return the expense report to the originator. If you send the expense report back to the employee, you must also provide an explanation in the Comment field.

### Budget Status

If you use PeopleSoft Commitment Control and budget checking for expense reports is active, PeopleSoft Expenses displays the budget status for the expense report.

### Budget Options

Click the Budget Check Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for expense reports is active.



---

**Note.** If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.

---

## Closing Expense Reports

This section provides an overview of closing expense reports and discusses how to:

- Close expense reports.
- Process closed expense reports.

### Understanding Closing Expense Report

When an expense report has been approved for payment processing, you might need to cancel it after you have already posted its liabilities. You can close it if you have not staged payments for the expenses.

### Pages Used to Close Expense Reports

Page Name	Object Name	Navigation	Usage
Expense Sheet Close	EX_CLOSE_SHEET	Travel and Expenses, Audit, Close Expenses, Mark Expense Report for Close	Close expense reports.
Confirm Close	EX_CLOSE_CNFRM_SEC	Click the Close button on the Expense Sheet Close page.	Confirm that you want to mark expense documents for closing.

### Closing Expense Reports

Access the Expense Sheet Close page.

The information on this page comes from the expense report description. To indicate the date that the system uses to reverse the accounting liability entries, select Use Current Date or Use Specific Date, which opens a field for entering the day on which to reverse liability entries.

After you close and confirm your selections, the system marks the expense report for closing and changes the status to *Close in Process*.

### Processing Closed Expense Reports

To process an expense report that is marked for closing, use the Expense Processes page and select Close Liabilities. When you run the Application Engine process, a program reverses the liability entries for expense reports that are marked for closing and changes the status to *Close*.

#### See Also

[Chapter 21, “Running Expense Transaction Processes,” page 377](#)

## Unposting Expense Reports

This section provides an overview of expense report unposting discusses how to:

- Unpost expense reports.
- Adjust document sequencing.
- Process unposted expense reports.

### Understanding Unposting Expense Report

If you post the liabilities for an expense report and need to change the accounting entries, you can unpost the expense report. This two-step operation requires you to mark the expense reports that you wish to unpost, then run a process to reverse the accounting liability entries and make the expense reports available for ChartField editing. If you are using Commitment Control, you also must budget-check the expense transaction.

**Note.** The unposting process changes the posting status (POST\_STATUS\_EX) but not the expense report status (SHEET\_STATUS). Because the expense report status does not change when you unpost it, you cannot deny or reapprove the expense report.

### Pages Used to Unpost Expense Reports

Page Name	Object Name	Navigation	Usage
Travel and Expense - Mark Expense Report For Unpost	EX_UNPOST_SHEET	Travel and Expenses, Audit, Adjust Accounting Entries, View/Adjust Accounting Entries, Mark Expense Report for Unpost	Mark expense reports for unposting.
Document Sequence	TE_SHT_DOCSEQ_INFO	Click the Document Sequencing link on the Travel and Expense - Mark Expense Report for Unpost page.	Enter document sequencing information about unposted expenses reports.

### Unposting Expense Reports

Access the Travel and Expense - Mark Expense Report For Unpost page.

Travel and Expense	
<b>Mark Expense Report For Unpost</b>	
Jean-Patrick Martin	<b>Report ID:</b> 0000000057
<b>Report Description:</b>	Customer Training
<b>Creation Date:</b>	10/30/2003
<b>GL Unit:</b>	FRAE1 FRANCE - EURO BASE CURRENCY
<b>Report Status:</b>	Paid
<b>Business Purpose:</b>	Customer Visit
<b>Amount:</b>	668.00 EUR
<b>Reversal Date</b> <input checked="" type="radio"/> Use Current Date <input type="radio"/> Use Specific Date	
<input type="button" value="Unpost"/>	<a href="#">Document Sequencing</a>

Travel and Expense - Mark Expense Report For Unpost page


The information on this page comes from the expense report description. To indicate the date that the system uses to reverse the accounting liability entries, select Use Current Date or Use Specific Date, which opens a field for entering the day on which to reverse liability entries.

**Unpost**

Click to save the expense report with a status (POST\_STATUS\_EX) of *Mark for Unpost*.

## Adjusting Document Sequencing

Access the Document Sequence page.

Document Sequence	
<b>Document Sequence</b>	
<b>Document Type:</b>	EX-ACC 
<b>Journal Code:</b>	OTHER-PU
<b>Document Sequence Number:</b>	NEXT
<b>Document Sequence Date:</b>	

Document Sequence page

If you use document sequencing, you can enter the document type that is associated with the expense report that you mark for unposting. The unpost process adjusts the document sequence numbering based on the document type that you select.

## Processing Unposted Expense Reports

To process an expense report that is marked for unposting, use the Expense Processes page and select Unpost Expense Report. When you run the Application Engine process, it drives a program that reverses the liability entries for expense reports that are marked for unposting and changes the status (POST\_STATUS\_EX) to *Unposted*.

### See Also

[Chapter 21, “Running Expense Transaction Processes,” page 377](#)

---

## Working With Unposted Expense Reports

When you unpost an expense report, the unposting process makes it available so that you can change the accounting entries. You can work with unposted expense reports using the Travel and Expense, Audit navigation.

To work with an unposted report, use the same page that you use to prepare the expense report. You can modify only the ChartFields for individual expense items; all other fields are display-only. Because the status of the expense report (SHEET\_STATUS) does not change when you unpost it, you cannot deny or reapprove the expense report.

When you finish, click the Save button to change the expense report posting status (POST\_STATUS\_EX) to *Unpost and Process*, which enables you to post the revised expense report liabilities the next time that you run the Post Liabilities process.

### See Also

[Chapter 21, “Running Expense Transaction Processes,” page 377](#)

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## Processing Journal Expense Reports

This section provides an overview of journal expense report processing and discusses how to:

- Create journal expense reports.
- Create reversal accounting entries.
- Process journal expense reports.

## Understanding Journal Expense Report Processing

If an auditor discovers an error during a prepayment audit, the auditor can correct the original expense report before processing it for payment. If an auditor discovers errors after the system issues a payment, make adjustments using journal expense reports.

Journal expense reports are not associated with monetary amounts, nor do they create any payments. You process journal expense reports to correct accounting entries that have already been recorded in the general ledger. Performing the adjustment through PeopleSoft Expenses keeps the detail transactions synchronized with the balances in the general ledger. If you use PeopleSoft Commitment Control, you must also budget-check the journal expense report to reflect the same changes in the Commitment Control ledgers.

---

**Note.** You can create only one journal expense report for an expense report.

---

## Pages Used to Process Journal Expense Reports

Page Name	Object Name	Navigation	Usage
Journal Expense Report - Modify Journal Entries for An Expense Report	EX_SHEET_HDR_JRNL	Travel and Expenses, Audit, View/Adjust Accounting Entries, Adjust Paid Expenses	Create journal expense reports to correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.
Journal Expense Report - Accounting Detail	TE_SHEET_DIST_J	Click a link in the Expense Type column on the Journal Expense Report - Modify Journal Entries for An Expense Report page.	Correct errors and make adjustments to expense report payments to synchronize the expense system and general ledger.

## Creating Journal Expense Reports

Access the Journal Expense Report - Modify Journal Entries for An Expense Report page.

Journal Expense Report

Modify Journal Entries for An Expense Report

Kenneth Schumacher

Report ID: NEXT

General Information

To create a Journal Expense Report, select an Expense Report to copy from.

\*Journal Report ID:

\*Report Description:

1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.  
2) Click on Expense Type to modify the accounting.  
3) When it is ready for posting, press Submit for Posting.

Select	Expense Type	Date	Merchant	Amount	Currency	
<input type="checkbox"/>	<a href="#">Air Travel</a>	10/15/2003	American Airlines	275.00	USD	Reimbursable
<input checked="" type="checkbox"/>	<a href="#">Automobile Rental</a>	10/15/2003	Hertz Rent-a-Car	45.00	USD	Reimbursable
<input type="checkbox"/>	<a href="#">Hotel/Lodging</a>	10/15/2003	Marriott	245.00	USD	Reimbursable
<input type="checkbox"/>	<a href="#">Breakfast</a>	10/15/2003		6.25	USD	Reimbursable
<input type="checkbox"/>	<a href="#">Breakfast</a>	10/16/2003		7.50	USD	Reimbursable
<input type="checkbox"/>	<a href="#">Breakfast</a>	10/17/2003		5.95	USD	Reimbursable
<input type="checkbox"/>	<a href="#">Groceries</a>	10/15/2003		37.85	USD	Reimbursable

Comments:

Submit For Posting

Journal Expense Report - Modify Journal Entries for An Expense Report page

## General Information

### Journal Report ID

Enter the original expense report ID that requires an adjustment.  
Available report IDs are those that are associated with employee IDs for whom the auditor has entry authority.

### Report Description

Enter a description for the journal expense report.

## Select/Expense Type

### Select

Select lines to post. Lines not selected will not post.

### Expense Type

When you select an expense report ID, the system displays all line items in that report. To view or correct accounting information for a line item, click the link to access the Journal Expense Report - Accounting Detail page and modify the accounting for the expense.

### Date

Displays the date of the original transaction.

<b>Comments</b>	Enter comments about this journal expense report.
<b>Budget Status</b>	If you use PeopleSoft Commitment Control and budget checking for expense reports is active, PeopleSoft Expenses displays the budget status for the expense report.
<b>Budget Options</b>	Click the Budget Check Options link to access the Commitment Control page to budget check the travel expense or view comments about the budget check. This link is available only if you use PeopleSoft Commitment Control and budget checking for expense reports is active.
<hr/>	
<b>Note.</b> If you make any changes to distributions or amounts, you must budget check the expense report again to reflect the changes in the commitment control ledgers.	
<hr/>	
<b>Submit For Posting</b>	Submit the journal expense report for processing.

## Creating Reversal Accounting Entries

Access the Journal Expense Report - Accounting Detail page.

This page displays the selected journal expense report line item and its associated ChartFields. A row displays a reversing entry that the system automatically created. You can modify the entry and create additional entries if necessary.

---

**Important!** All of the distribution amounts added together must equal zero for the expense line.

---

<b>Add</b>	Click to insert a new row and create a reversing entry to offset the expense item. Your reversing entry must be a positive number.
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### Accounting Detail

Modify the ChartFields to which you want to charge the expense. If you charge the line to more than one set of ChartFields, adjust the amount to reflect the appropriate portion for these accounts.

## Processing Journal Expense Reports

When you save a journal expense report, it is ready to post to the general ledger. The system saves only modified expense lines. It does not pass journal expense reports to the accounts payable system because they do not have monetary amounts. Instead, you can select the Post Liabilities function on the Expense Processes page to process the journal expense reports.

When you process the journal expense reports, the system rolls back the original accounting entries and posts the new entries. This corrects the general ledger to reflect the same entries that exist in the expense system. If you use Commitment Control, you must run budget checking to reverse out the entries in the Commitment Control ledgers.

## Managing Expense Receipts

This section provides an overview of expense report management and discusses how to:

- Match report ID bar codes to receipt ID bar codes.
- Verify expense report receipts.

### Understanding Managing Expense Receipt

PeopleSoft Expenses enables you to track, itemize, and verify expense receipts. Some organizations track expense receipts by requiring you to place receipts in envelopes with preprinted barcodes, which PeopleSoft Expenses supports. PeopleSoft Expenses also collaborated with a third-party vendor to provide a receipt imaging process that enables you to submit receipts by fax, scanner, or mail.

Receipt imaging and barcode scanning enable you to notify PeopleSoft Expenses that receipts for expense reports have been received. To verify the receipt amounts against the expense lines within expense reports, navigate to Travel and Expenses, Audit, Verify Receipts, Receipts Verified, or select the Report Description link on the Barcode Receipt Verification page, which takes you directly there. If Report Description does not appear as a link, no receipt amount verification is required.

### Pages Used to Manage Expense Receipts

Page Name	Object Name	Navigation	Usage
Barcode Receipt Verification	EX_RCPT_BARCD_VRFY	Travel and Expenses, Audit, Verify Receipts, Receipts Received	Match report ID bar codes to receipt ID codes.
Verify Expense Receipts - Expense Report Summary	TE_SHEET_LINES	Travel and Expenses, Audit, Verify Receipts, Receipts Verified	Verify that receipts have been received for the expense report.

### Matching Report ID Bar Codes to Receipt ID Bar Codes

Access the Barcode Receipt Verification page.

**Note.** To scan bar codes, you must have Code 39 True Type Font installed, which is not delivered with your PeopleSoft applications.

### Verifying Expense Report Receipts

Access the Verify Expense Receipts - Expense Report Summary page.

**Note.** Verifiers cannot edit descriptive information or line items.

### Receipt Information

#### Receipts Received

Select to indicate that the travel and expense department has the appropriate receipts on file. This field appears only if you set up your expense system to check that receipts are received; otherwise, the check box is hidden.



<b>Receipts Received Date</b>	The expense system populates this field when you select the Receipts Received field and save the expense report.
<b>View Receipts</b>	Click to view receipts that are identified with an expense report. This link is available if receipt imaging is enabled and receipts exist in your third-party receipt imaging system.
<b>View Exception Queue</b>	Click to view receipts that are not linked to an expense report. Your third-party receipt imaging system's index program routes receipt images to this queue when it cannot read the bar code or optical character recognition (OCR) box. This may occur because it cannot match the report ID on the receipt image to a report ID in the PeopleSoft Expenses database.
<b>View Pending Queue</b>	Click to view receipt images in the pending queue. Your third-party receipt imaging system has an index program that routes receipt images to this queue when it successfully reads a report ID on a receipt but cannot match it to a report ID in the PeopleSoft database.
<b>Expense Line Items</b>	
<b>Receipt Verified</b>	Select to indicate that a receipt matches a specific expense type. This field is inactive if receipt verification is not required.
<b>Receipt Required</b>	If selected, a receipt is required to substantiate the expense type. This field is display-only.

---

## Reconciling Airline Tickets

This section provides an overview of airline ticket reconciliation, lists common elements, and discusses how to:

- Change airline reconciliation status.
- Reconcile airline tickets to expense reports.

## Understanding Airline Ticket Reconciliation

PeopleSoft Expenses enables you to track unused airline tickets and control travel expenses by reconciling completed airline flight segments with purchased tickets.

## Common Elements Used in This Section

<b>Status</b>	<p>Values are:</p> <p><i>Cancelled:</i> The ticket was voided.</p> <p><i>Not Reconciled:</i> The ticket is waiting to be reconciled with an expense report.</p> <p><i>Reconciled:</i> The ticket was reconciled with an associated expense report.</p>
<b>Sort By</b>	Select a criterion to sort by: <i>Employee ID</i> (default), <i>Employee Name</i> , <i>Merchant</i> , <i>Reconciliation Status</i> , <i>Ticket Amount</i> , <i>Ticket Number</i> , or <i>Transaction Date</i> .

**Sort Order** Select to sort the airline tickets in ascending or descending order.

## Pages Used to Reconcile Airline Tickets

Page Name	Object Name	Navigation	Usage
Airline Ticket Reconciliation - Airline Tickets	EX_AIRLINE_TICKETS	Travel and Expenses, Audit, Reconciliation, Airline Tickets	Query and update airline ticket data that was loaded from an external source.
Airline Ticket Reconciliation - Expenses with Airfare	EX_SHEET_TKT_LINES	Select the Expenses with Airfare tab on the Airline Ticket Reconciliation - Airline Tickets page.	Reconcile airline tickets to expense report IDs.

## Changing Airline Reconciliation Status

Access the Airline Ticket Reconciliation - Airline Tickets page.

## Reconciling Airline Tickets to Expense Reports

Access the Airline Ticket Reconciliation - Expenses with Airfare page.

---

**Note.** The Expenses with Airfare page lists airline tickets that are applied to an expense report but are not in the EX\_AIRLINE\_TKT table that stores airline data from a direct feed. Most likely, these tickets were entered manually into the expense system.

---

**Report ID** Click to access the Expense Report - Expense Report Summary page and view the line items of the expense report that is associated with the airline ticket.

## CHAPTER 18

# Processing Time Reports

This chapter provides an overview of time report processing and discusses how to:

- Create time reports.
- Enter general information on a time report.
- Enter project and personal hours on time reports.
- Adjust prior period time reports.
- Approve time reports.
- Delete time reports.

---

## Understanding Time Report Processing

PeopleSoft Expenses provides a time reporting system to track project and personal time for employees. Time reports replace written time sheets, punch cards, and spreadsheets that require manual monitoring of organizational budgets.

From the Travel and Expense Center, you can select to create, modify, view, delete, and print time reports. As you go through the preparation process, you can change general information and charge hours to projects or activities. You can save time reports for further work or submit them for approval.

You can submit time reports weekly, biweekly, or semimonthly. Depending on how you set up your Expenses system, the HR supervisor, department manager (as set up on the approval list), or project manager can review and approve the time reports before they can be processed for billing. You define the submission frequency at the general ledger (GL) business unit level and approvals at the setID level.

The prior period adjustment functionality within PeopleSoft Expenses enables you to revise previously reported time periods. You can add previously unreported time or change previous entries.

When project or activity status is set to *Inactive*, hours or adjustments may not be booked to them. Inactive projects or activities are not available for selection on a time report or for a prior period adjustment. If a project or activity status is set to *Closed*, you may enter hours on a time report or a prior period adjustment if the project control action is set to *Warning* in PeopleSoft Project Costing. However, you may not enter hours on a time report or prior period adjustment for a closed project when the project control action is set to *Reject*.

PeopleSoft Expenses does not allow you to enter negative hours or more than 24 hours per day on a time report or prior period adjustment. Also, you cannot enter hours on time reports or prior period adjustments for days prior to your hire date.

---

**Note.** Time report page names vary slightly, depending on if you access them in Create, Modify, or View mode and whether you access them as an employee, approver, or project manager. Pages that appear the same in different modes may be documented in this PeopleBook by using only part of the page name; for example, Time Report - General Time Report Information page. If, for example, you access this page by using the modify navigation, the actual page name is Time Report - General Time Report Information. However, if you access this page by using the manager approval navigation, the page name is Approve Time Report - General Time Report Information.

---

## See Also

Chapter 16, “Preparing Expense Reports,” Copying or Adding Expense Lines, page 266

*PeopleSoft Project Costing 8.8 PeopleBook*, “Working with Transactions,” Controlling Incoming Transactions

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## Creating Time Reports

This section provides an overview of creating time reports and discusses how to create time reports using these methods:

- User defaults.
- Open a blank time report.
- Copy from an existing time report.

## Understanding Time Report Creation

When you create a time report, you have options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the time report. You can start with a blank time report or populate it with data from another time report.

## Page Used to Create Time Reports

Page Name	Object Name	Navigation	Usage
Create Time Report - Copy from an Existing Time Report	TE_COPY_TIME_RPT	<ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expenses Center, Time Report, Create. (Use this navigation if the default creation method on the Employee Profile - User Defaults page is set to <i>Copy an Existing Report</i>.)</li> <li>• Click the Copy from an Existing Time Report link on the Time Report - General Time Report Information page.</li> </ul>	Select a previous time report as a basis for a new report.

## Creating Time Reports

The creation methods for time reports are:

- *Open a Blank Report:* The system creates a new time report and displays the Time Report - General Time Report Information page with the country, state, locality, and billing action fields populated with information from the user default table, if it exists. The system also populates project data from the user default table; however, only active and enabled projects populate the timesheet.
- *Copy an Existing Report or Copy from an Existing Time Report:* The system displays the Create Time Report - Copy from an Existing Time Report page.

To copy from a previous time report, enter a date range to display existing reports and click Search. Expenses displays all time reports whose period end dates fall in the range defined by the From and To dates. When you select a time report to copy, the system creates a new time report that is similar to the one that is chosen and displays the Time Report - General Time Report Information page.

When you use the Employee Self-Service, Travel and Expense Center, Time Report, Create navigation, the system checks to see if you have a default creation method set up in your user defaults table. If you do not have a default creation method, the system defaults to open a blank report. If you have a default creation method, the system displays the next page based on the user default file and populates fields according to user defaults.

---

## Entering General Information on a Time Report

This section discusses how to enter general information on a time report.

### Page Used to Enter General Information on a Time Report

Page Name	Object Name	Navigation	Usage
Time Report - General Time Report Information	TE_TIME_MAIN	<ul style="list-style-type: none"> <li>• Employee Self-Service, Travel and Expense Center, Time Reports, Create (if your default creation method is Open a Blank Report).</li> <li>• Click the General Report Information link on the Time Report - Time Report Summary page.</li> </ul>	Enter descriptive information about a time report.

## Entering General Information

Access the Time Report - General Time Report Information page.

Time Report

General Time Report Information

Kenneth Schumacher

Time Report ID: 0000000031

Period End Date:

11/07/2003

Time Report Status:

Pending

Post Status:

Not Applied

Created On:

11/11/2003

By:

VP1

Last Updated:

11/11/2003

By:

VP1

Comment:

PeopleSoft User Conference

Time Report Defaults

Country:

USA

United States

State:

CA

California

Locality:

67000

SAN FRANCISCO ER TAX

\*Billing Action:

Nonbillable

Continue

[Copy from an Existing Time Report](#)  
[User Defaults](#)

Time Report - General Time Report Information page

**Note.** Some fields on the Time Report - General Time Report Information page do not appear in Create mode. PeopleSoft Expenses displays these fields after you create the time report, save or submit the report, exit the component and return to the page.

### Time Report Status

Displays the time report status from TIME\_SHEET\_STATUS. Statuses are:

- *Approved*
- *Denied*
- *Denied by Approver*
- *Denied by Project Manager*
- *Hold by Approver*
- *Hold by Project Manager*
- *Hold*
- *Partial Approval*
- *Pending*
- *In Process*

<b>Post Status</b>	<ul style="list-style-type: none"> <li>• <i>Submitted</i> or <i>Resubmitted</i></li> </ul> <p>Displays the time report status from POST_STATUS_EX. Statuses are:</p> <ul style="list-style-type: none"> <li>• <i>Closed</i></li> <li>• <i>Marked for Unpost</i> or <i>Marked</i></li> <li>• <i>Not Applied</i> or <i>Not Appl</i></li> <li>• <i>Unpost in Process</i> or <i>Unpost</i></li> <li>• <i>Posted</i></li> <li>• <i>Close in Process</i> or <i>Close</i></li> <li>• <i>Unposted</i></li> </ul>
<b>Period End Date</b>	<p>Displays the date that the time reporting period ends for the employee (based on the setID of the employee ID). If you create the time report without specifying a date, the system uses the current date to calculate the actual period end date:</p> <ul style="list-style-type: none"> <li>• For weekly or biweekly reporting, the system defaults to the closest calendar date that corresponds with the day of the week that the employee's time reporting period ends.</li> <li>• For semimonthly reporting, the system defaults to the 15<sup>th</sup> if the current date is on or before the 15<sup>th</sup>, or defaults to the end of the month if the current date is on or after the 16<sup>th</sup>.</li> </ul>
<b>Time Report Defaults</b>	
<b>Country, State, and Locality</b>	<p>The system populates these fields with information, if it exists, from the user default table. You may override or update these values.</p>
<b>Billing Action</b>	<p>The system populates this field with information, if it exists, from the user default table. You may override or update this value.</p> <p>Select <i>Billable</i>, <i>Nonbillable</i>, or <i>Internal</i>. Billing action defaults to <i>Billable</i> if no user defaults are defined. If you use PeopleSoft Project Costing, billing codes are required to identify project time that is both billable and charged to project costing ChartFields.</p>
<b>Continue</b>	<p>Click to access the Time Report - Time Report Summary page to enter project and personal hours.</p>
<b>Copy from an Existing Time Report</b>	<p>Click to access the Time Report - Copy from an Existing Time Report page where you can select a time report to copy. This link appears only in Create or Modify modes.</p>
<b>User Defaults</b>	<p>Click to access the Employee Profile - User Defaults page to view or modify the defaults, which include creation method and project defaults. PeopleSoft Expenses displays this link only in create or modify mode; approvers and project managers do not have access to this link. This link appears only in Create or Modify modes.</p>

## Entering Time and Details on Time Reports

This section discusses how to:

- Enter project and personal hours.
- Enter project time details.

### Pages Used to Enter Time and Details on Time Reports

Page Name	Object Name	Navigation	Usage
Time Report - Time Report Summary	TE_TIME_LINES	<ul style="list-style-type: none"> <li>• Click the button from the Time Report - General Time Report Information page.</li> <li>• Employee Self-Service, Travel and Expense Center, Time Reports</li> <li>• Travel and Expenses, Travel and Expense Center, Time Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Add, modify, or view project hours and personal hours for a time report.</li> <li>• Approvers and project managers can review and approve, hold, or deny time reports.</li> </ul>
Time Report - Project Time Details	TE_TIME_DTL	Click the Details link under the Project Time tab on the Time Report - Time Report Summary page.	Add, modify, or review project ChartField defaults for a time report.

### Entering Project and Personal Hours

Access the Create Time Report - Time Report Summary page.



**Time Report**

---

**Time Report Summary**

Kenneth Schumacher **Time Report ID:** 0000000031

**Period End Date:** 11/07/2003 **Time Report Status:** Pending

**Project Time** Status and Issues

Details	PC BU	Project	Activity	Sa 1	Su 2	Mo 3	Tu 4	We 5	Th 6	Fr 7	Total		
Details	US001	ALLPROJECTS	G&A			8.00	8.00	8.00	8.00		32.00	+	-

[Reset to User Defaults](#) **Total Project Related Hours:** 32.00

[Update Totals](#)

Description	Sa 1	Su 2	Mo 3	Tu 4	We 5	Th 6	Fr 7	Total
Floating Holiday								0.00
Contract holiday								0.00
Illness - Paid								0.00
Jury Duty								0.00
Personal - Paid								0.00
Vacation							8.00	8.00

**Total Personal Hours:** 8.00

**Grand Total:** 40.00

Create Time Report - Time Report Summary page (1 of 2)

**Time Report Status**

Routing	Name	Status	Date
Originator	Schumacher,Kenneth	In Process	11/11/2003
Approver 1	Scott,William		

**Approval Detail** [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

**Name:** Scott,William

**Comment:**

[Save For Later](#) [Submit For Approval](#)

[General Report Information](#)

[Prior Period Adjustments](#)

[User Defaults](#)

Create Time Report - Time Report Summary page (2 of 2)

**Note.** For a weekly time reporting frequency, the system displays all days on a single page. For other frequencies, you must scroll through the pages by using the left or right arrows.

### Time Report ID/Time Report Status

The system automatically assigns these values when you save a time report for the first time. If you do not save the time report, the system does not display these fields.

## Project Time Tab

In PeopleSoft Project Costing, you define project IDs and activity IDs in PeopleSoft Project Costing. You also define whether entry of PC BU, Project ID, and Activity ID on time reports are required or optional.

---

**Note.** Before you close or inactivate a project ID or activity ID, PeopleSoft recommends that you verify that there are no pending transactions associated with those project IDs or activity IDs.

---

<b>Details</b>	Click to access the Time Report - Project Time Details page to view or modify project defaults for a time report.  See <a href="#">Chapter 18, “Processing Time Reports,” Entering Project Time Details, page 333.</a>
<b>PC BU</b> (project costing business unit)	Select a business unit to report time for a project.
<b>Project</b>	Select a project for which you want to record time. You create projects in PeopleSoft Project Costing.
<b>Activity ID</b>	Select a project activity for which you want to record time. You create activities in PeopleSoft Project Costing.
<b>Project Related Hours</b>	Enter hours for each project on the applicable dates.

## Status and Issues Tab

This tab is available if PeopleSoft Program Management is installed. The status and issues links are available to transfer you into Program Management to report project status and manage project issues.

<b>Status and Issues</b>	Click to access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management where you can report project or activity status and manage project issues.
<b>Reset to User Defaults</b>	Select and the system clears project hours and replaces the PC BU, Project, and Activity ID fields with the information from the user default table. This button is not available to approvers or project managers.
<b>Update Totals</b>	Select to update and verify the totals for project and policy time. The system hides this button when the page is in a display-only mode. This button is available to project managers but not available to approvers.
<b>Personal Hours</b>	Enter hours that are charged to nonproject time, such as floating holidays, contract holidays, illness, vacation, and so forth.

## Time Report Status

This section appears after you save a time report.

## Approval Detail

This section appears after you save a time report.

**Save for Later and Submit for Approval**

You can save the time report or submit it for approval based on the following rules:

- If you do not enter project or personal time and no prior period adjustments are associated with the time report, you can save the time report but you cannot submit it for approval.
- If you do not enter any project or personal time but prior period adjustments are associated with the time report, then the system allows you to submit the report.
- If you enter hours for project or personal time but there are project rows with no hours, the system displays a warning message that those project rows are deleted if you submit the time report for approval.

**General Report Information**

Click to view the defaults that are on the Time Report - General Time Report Information page.

See [Chapter 18, “Processing Time Reports,” Entering General Information on a Time Report, page 327.](#)

**Prior Period Adjustments**

Click to access the Time Report - Prior Period Adjustments page, where you can select and change a time report that is posted and staged.



Indicates that a prior period adjustment is associated with the time report.

**Forecast Time**

Click to access the Forecast Summary page. This link is available if PeopleSoft Program Management is installed and forecasting is established for the employee's GL business unit. PeopleSoft Program Management can use the forecast time data to analyze costs and revenue.

**User Defaults**

Click to access the Employee Profile - User Defaults page to view or modify the defaults.

See [Chapter 13, “Maintaining Employee Profiles,” Maintaining User Defaults, page 199.](#)

## Entering Project Time Details

Access the Time Report - Project Time Details page.

Time Report

Project Time Details

Kenneth Schumacher

Time Report ID: 0000000031

Set Personalizations | Find | View All | First 1 of 1 Last

Projects ChartFields

General Ledger ChartFields

Location

PC Bus Unit	Project	Activity	Source Type	Category	Subcat
US001	ALLPROJECTS	G&A			

Comment:

Done

Time Report - Project Time Details page

## Projects ChartFields Tab

If you install PeopleSoft Project Costing, the system displays the PC Bus Unit (project costing business unit), Project, Activity, Source Type, Category, and SubCat (subcategory) fields where you can add or modify information.

**Note.** You define on the Projects Options page whether PC business unit, project, or activity are required or optional for PeopleSoft Project Costing.

If PeopleSoft Project Costing is not installed, the system displays the PC Bus Unit, Project, and Activity fields where you can add or modify information.

## GL ChartFields Tab

Add or modify ChartField information.

## Location Tab

### Locality

This is a geographic area that is defined by a company for reporting purposes.

### Billing Action

Select whether the expense item is *Billable*, *Nonbillable*, or an *Internal* expense. If you use PeopleSoft Project Costing, billing codes are required to identify project costs that are both billable and charged to project costing ChartFields.

## Adjusting Prior Period Time Reports

This section provides an overview of prior period adjustments and discusses how to:

- Select a time report to adjust.

- Select a day to adjust.
- Adjust prior period hours.
- Adjust project time details.
- Adjust personal time details.

## Understanding Prior Period Adjustments

PeopleSoft Expenses enables you to adjust time reports for prior periods. Time reports become available for prior period adjustments after they are approved and staged to PeopleSoft Project Costing. You may not enter an adjustment for a time report if another adjustment is in progress for the same report. If there is already another adjustment pending for the time report, the time report ID link is not available for selection on the Time Report - Prior Period List page.

When you make an adjustment for a particular date and time report, you enter a new time value that replaces the existing one, and PeopleSoft Expenses assigns it a sequence number to identify the most recent adjustment. PeopleSoft Expenses allows you to make additional changes only to the most recent adjustments, based on the sequence number. If multiple project time lines exist for a single day, PeopleSoft Expenses stages to PeopleSoft Project Costing only the new or adjusted records and does not process unchanged records.

## Pages Used to Adjust Prior Periods

Page Name	Object Name	Navigation	Usage
Time Report - Prior Period List	TE_TIME_ADJ_DC	Click the Prior Period Adjustments link on the Time Report - Time Report Summary page.	Select a time report to adjust.
Time Report - Prior Period Adjustments	TE_TIME_ADJ_PPE	Click the End Date link on the Time Report - Prior Period List page.	Select a day of the week for the time report that you want to adjust.
Time Report - Prior Period Details	TE_TIME_ADJ	Click the day's number of hours on the Time Report - Prior Period Adjustments page.	Select project time or personal time to modify details.
Time Report - Prior Period Adjustment Comments	TE_TIME_ADJ_CMNT	Click the Comments button on the Time Report - Prior Period Details page.	View comments about the prior period adjustment.  <b>Note.</b> The Comments column and the Comments button do not appear on the Time Report - Prior Period Details page unless a comment exists.
Time Report - Project Time Adjustment Details	TE_TIME_DTL_ADJ	Click the Adjust Date link on the Time Report - Prior Period Details page in the Project Time Adjustment grid.	Enter a project time adjustment for a prior period.
Time Report - Personal Time Adjustment Details	TE_TIME_POL_ADJ	Click the Adjust Date link on the Time Report - Prior Period Details page in the Personal Time Adjustments grid.	Enter a personal time adjustment for a prior period.

## Selecting a Time Report to Adjust




Access the Time Report - Prior Period List page.

Time Report

Prior Period List

Kenneth Schumacher

Time Report ID: 0000000031

Period Ending					Customize   Find   	First  1-3 of 3  Last
End Date	Time Report ID	Time Report Status	Adjustments Pending	Adjusted Time Report ID		
2003-03-14	0000000025	Approved	Y	0000000030		
<u>2000-08-25</u>	0000000016	Approved	N			
<u>2000-08-11</u>	0000000013	Approved	N			

Time Report - Prior Period List page

- End Date** Previous time reports are listed by their ending dates. Click the link to navigate to the Time Report - Prior Period Adjustments page. Time reports with prior period adjustments that await approval and staging to PeopleSoft Project Costing are not available for selection.
- Adjustments Pending** *Y* indicates that changes that are made to the time report await approval and staging to PeopleSoft Project Costing. *N* indicates that no changes await approval.
- Adjusted Time Report ID** If there is an adjustment pending, the system displays the time report ID where the adjustment is made.

## Selecting a Day to Adjust

Access the Time Report - Prior Period Adjustments page.

Time Report

Prior Period Adjustments

Kenneth Schumacher

Time Report ID: 0000000031

Period End Date:

08/25/2000

Time Report ID	Sa 8/19	Su 8/20	Mo 8/21	Tu 8/22	We 8/23	Th 8/24	Fr 8/25
0000000016	<u>0</u>	<u>0</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

Time Report - Prior Period Adjustments page

To modify the time that is reported for a particular day, click the hours link for that day to access the Time Report - Prior Period Details page, where you can select project or personal time adjustments.

**Note.** The hours that appear on the Time Report - Prior Period Adjustments page for each day are the daily totals for project and personal time from the original time report, regardless of any subsequent adjustments. You may see the current hours after you click on the hours link.

## Adjusting Prior Period Hours

Access the Time Report - Prior Period Details page.

Time Report

Prior Period Details

Kenneth Schumacher

Time Report ID: 0000000031

Project Time Adjustments

Adjust Date	Bus Unit	Project	Activity	Quantity	Adjusted By	Last Adjusted	Comments
<u>2000-08-25</u>	US001	FININTPROJ	FININTACT	4.00	VP1	11/11/2003 5:12PM	
<u>2000-08-25</u>	US003	0000000107	0000000000000001	4.00	VP1	11/11/2003 5:12PM	
<u>2000-08-25</u>				0.00			

Personal Time Adjustments

Adjust Date	Time Reporting Code	Quantity	Adjusted By	Last Adjusted
<u>2000-08-25</u>	Vacation	10.00	VP1	11/11/2003 5:08PM

Time Report - Prior Period Details page

**Adjust Date**

Click to modify project or personal time on the Time Report - Project Time Adjustment Details page.

**Adjusted By**

Displays the user ID of the adjustor after an adjustment is made.

**Last Adjusted**

Displays the date and time that the record is changed.



Click the Comments button to access the Time Report - Prior Period Adjustment Comments page to view comments about the prior period adjustment. PeopleSoft Expenses displays this page in display-only mode.

**Note.** The Comments column and the Comments button do not appear on the Time Report - Prior Period Details page unless a comment exists.

## Adjusting Project Time Details

Access the Time Report - Project Time Adjustment Details page.

Time Report

Project Time Adjustment Details

Kenneth Schumacher

Time Report ID: 0000000031

Original Time Entry							
Date	Time Report ID	Period End Date	Status	Bus Unit	Project	Activity	Quantity
08/25/2000	0000000016	08/25/2000	Approved	US001	FININTPROJ	FININTACT	10.00

Previous/Current Time Adjustments							
Adjust Date	Time Report ID	Period End Date	Status	Bus Unit	Project	Activity	Quantity
	0000000031						0.00

Set Personalizations | Find |

First 1 of 3 Last

Projects ChartFields

GL ChartFields 1

GL ChartFields 2

Location

Adjust Date	Quantity	PC Bus Unit	Project	Activity	Source Type	Category	Subcat
08/25/2000	4.00	US001	FININTPROJ	FININTACT			

Comment:

Time Report - Project Time Adjustment Details page

Adjust the number of hours or modify the GL ChartFields or location information for the date that you select. If there is more than one project time adjustment line for the adjusted date, use the grid navigational features on the Time Report - Project Time Adjustment Details page to make changes to multiple lines at one time. The system inactivates lines that correspond to inactive or closed projects or activities.

## Adjusting Personal Time Details

Access the Time Report - Personal Time Adjustment Details page.



Time Report

Personal Time Adjustment Details

Kenneth Schumacher

Time Report ID: 0000000031

Original Time Entry							
Date	Time Report ID	Period End Date	Status	Bus Unit	Project	Activity	Quantity
08/25/2000	0000000016	08/25/2000	Approved	US001	FININTPROJ	FININTACT	10.00

Previous/Current Time Adjustments					
Adjust Date	Time Report ID	Period End Date	Status	Time Reporting Code	Quantity
	0000000031				0.00

Personal Time Adjustments

Find | View All First 1 of 1 Last

Adjustment Date: 08/25/2000

Quantity: 10.00

\*Time Reporting Code: Vacation

Time Report - Personal Time Adjustment Details page

The Time Report - Personal Time Adjustment Details page functions the same as the Time Report - Project Time Adjustment Details page.

## Approving Time Reports

This section provides an overview of approving time reports and discusses how to approve time reports.

### Understanding Time Report Approvals

After you submit a time report, it goes through an approval process. When you enter a time report and submit it for approval, its status changes according to what action is taken at each stage of the process.

Approvers use the Time Report - Time Report Summary page (the same page that employees use to prepare time reports) to approve, hold, send back for revision, or deny time reports. Approvers cannot edit time reporting entries on the Time Report - Time Report Summary page.

A project manager can also be part of your organization's approval process and can edit time reports on the Time Report - Time Report Summary page before approving the report.

**Note.** Employees cannot approve their own time reports. The system compares the employee ID on the time report with the employee ID that is associated with the user ID of the approver.

## Pages Used to Approve Time Reports

Page Name	Object Name	Navigation	Usage
Approve Time Report - Time Report Summary	TE_TIME_LINES	<ul style="list-style-type: none"> <li>• Manager Self-Service, Travel and Expense Center, Manager Approvals, Time Reports</li> <li>• Manager Self-Service, Travel and Expense Center, Project Manager Approvals, Time Reports</li> </ul>	Approvers and project managers can review and approve, hold, or deny time reports.
Approve Time Report - View Approval Comments	TE_APRVL_COMMENTS	Click the View Comments button on the Approve Time Report - Time Report Summary page.	View comment history.

## Approving a Time Report

Access the Approve Time Report - Time Report Summary page.

Time report data is ready to be sent to PeopleSoft Project Costing or PeopleSoft Time and Labor when you click the Approve button.

### Approval History

The Approval History grid appears only after an employee resubmits a time report that an approver previously sent back to the employee for revision. The system displays the approval history information for approvers; the system does not display the approval history grid for employees who submit time reports.



Click the View Comments button to access the Approve Time Report - View Approval Comments page to view comments that an approver made regarding a time report.

### Approval Detail

<b>Name</b>	Name of the approver.
<b>Comment</b>	Enter a comment. When you select to return the time report to employees upon denial, the system displays the comments to the employees when they access the time report. After employees resubmit denied time reports, the system displays comment history only to approvers.
<b>Approve Report</b>	Changes the status to <i>Approved</i> and enters the current date and approver's user ID.
<b>Deny Report</b>	Changes the status to <i>Denied by Approver</i> . If you deny the request, you must also provide an explanation in the Comment field.
<b>Save and Hold</b>	Changes the status to <i>Hold by Approver</i> .

**Send Back for Revision**

Changes the status to *Pending*, and PeopleSoft Expenses returns the time report back to the employee. If you send back to the employee, you must also enter a comment.

**See Also**

Chapter 18, “Processing Time Reports,” Entering Time and Details on Time Reports, page 330

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## Deleting Time Reports

If you create a time report and decide not to process it, you can delete the time report if it is in *Pending* status. You can also delete a time report if the status is *Denied*.

### Page Used to Delete Time Reports

Page Name	Object Name	Navigation	Usage
Travel and Expenses - Delete Time Report	TE_DEL_TIME	Employee Self-Service, Travel and Expense Center, Time Reports, Delete  Travel and Expenses, Time Reports, Delete	Select and delete time reports from the expense system.

### Deleting a Time Report

Access the Travel and Expense - Delete Time Report page.

PeopleSoft Expenses displays a list of pending time reports. Select those that you wish to delete and click the Delete Selected Report(s) button.



## CHAPTER 19

# Using Commitment Control With PeopleSoft Expenses

This chapter provides an overview of commitment control in PeopleSoft Expenses and discusses how to:

- Budget check expense transactions.
- Review travel authorization budget exceptions.
- Review expense report budget exceptions.
- Cancel travel authorizations.

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## Understanding Commitment Control

Commitment control provides a mechanism for organizations to track or control expenditures and revenues against budget ledgers. The primary process that executes transaction validations against budgets is the Budget Processor. You define the rules that govern spending in the commitment control budget definitions. These rules may affect the behavior of budget checking activity in PeopleSoft Expenses.

You may use a number of commitment control budget ledgers with varying sets of spending rules. You may configure budgets for commitment control, which disallows any expenditure over the amount of the budget plus a tolerance. You may configure budgets for only tracking, which means that there is no control over the total amount spent and the system only records the activity. Expense transactions that you budget check will be subject to all of the commitment control budget ledgers that are active for a business unit.

When approving travel authorizations, click the Budget Options link to access the Commitment Control page, where you initiate the budget checking process. You can also run the budget check process in batch mode for expense reports and travel authorizations through the Request Budget Check page.

### Encumbrance Accounting

Encumbrance accounting allows you to reserve funds for an anticipated expense. Organizations that pre-approve travel expenses and wish to reserve funds for authorized trips can budget check travel authorizations and expense reports. Budget checking records encumbrances, or the reservation of funds, in the commitment control budget and then reverses the encumbrances when actual expenses are recorded.

Budget checking journal expense reports will reflect changes made to posted accounting distributions in the commitment control budget.

PeopleSoft Expenses delivers additional options for budget checking activity of expense transactions. Commitment control options supported in Expenses are the ability to cancel or close unused travel authorizations and reverse the associated encumbrances.

Budget Checking Exceptions

Budget checking exceptions are transactions that fail budget checking validations. These exceptions may be errors or warnings. Errors prevent the system from recording the transaction; warnings allow the system to record the transaction but inform you of the exception conditions. You may view these exceptions to determine the cause of the failure through PeopleSoft Expenses or through the Commitment Control menu.

Expense transactions may fail budget checking for a variety of reasons and they may fail against one or more budget ledgers. They may fail because:

- The ChartFields in the accounting distributions are incorrect.
- There are insufficient funds to support the expense.
- The budget is permanently or temporarily closed.





If an expense transaction fails budget checking, or if warning conditions exist for an expense transaction, the budget processor marks the transaction as an error or warning exception. You can view these exceptions and override some error exceptions (with proper authority) on the budget exception pages. You can access errors and warnings through PeopleSoft Expenses or the Commitment Control menu.

Some exception conditions may be eligible for override that allows an authorized user to force the transaction to record in the ledger. You must handle some exception conditions using the PeopleSoft Expenses transaction pages. Check with your Commitment Control administrator to understand the control rules and authorizations associated with budget checking in Expenses.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, “Managing Budget Exceptions”

Common Elements Used in This Chapter

	Click the Budget Check button to run the Budget Processor process (FSPKBDP3) again after you override budget checking for the transaction or a budget. Rerun the process when source transactions change.
	Click the Budget Check Details button to open the Commitment Control page to see the source transaction type and amount type for the source transaction.
	<p>Click the Tran Override Available Info (transaction override available information) button to determine why you cannot override the transaction.</p> <p>Click the Budget Override Available Info (budget override available information) button to determine why you cannot override a budget entry.</p>
	Click the Fetch Selection button to refresh the scroll area.
<b>Budget Date</b>	Displays the date for the transaction line in the control budget.
<b>Exception Type</b>	Select the exception type to display: <i>Error</i> or <i>Warning</i> .
<b>Line Status</b>	Displays a value for the budget checking line. Values are:

- *E* (error): The entry failed to pass budget checking.
- *N* (not checked): The Budget Processor process (FSPKBDP3) has not processed the entry, or the source transaction has changed and is not budget checked. Exception data may be inaccurate if line status is N. Budget check the transaction again to update the exceptions.
- *V* (valid): The entry passed budget checking, and the process updated the control budget ledger.
- *W* (warning): The Budget Processor issued a warning, but updated the control budget ledger.

**Maximum Rows**

Specify how many rows to display in the scroll.

**More Budgets Exist**

Select if the source transaction has more exceptions than the number entered in the Maximum Rows field. Enter different search criteria to shorten the list, or increase the maximum number of rows.

**Override Budget**

Select to override budget checking and update the control budget, even if the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override a budget entry. It is unavailable if the source transaction type does not allow overrides or the Budget Header Status is *Not Checked*. If the Budget Header Status is not checked, you changed the source transaction after the Budget Processor issued the error exceptions and you have not rerun the Budget Processor.

After you override budget transactions with exceptions, you can change the budget available amount or the source transaction amount to enable the transaction to pass budget checking. Budget check the transaction again to update the budget ledgers.

**Override Date**

Displays the date and time of an override, if you override the budget.

**Override Transaction**

Select to enable the entire transaction to update the control budget, even if error exceptions exist.

This check box is available only for users with super user security access and is unavailable if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor (FSBKBDP3) and receive errors.

**Override User ID**

Displays your user ID, if you override the budget.

---

## Budget Checking Expense Transactions

This section provides an overview of budget checking expense transactions and discusses how to:

- Budget check expense transactions online.
- Budget check expense transactions in batch mode.

- Select transactions to budget check.

## Understanding Budget Checking Expense Transactions

This section discusses:

- Budget checking options.
- Budget checking date defaults.
- Budget checking eligibility.
- Online budget checking.
- Automatic budget checking.
- Source transaction configuration.
- Accounting distribution changes.

### Budget Checking Options

You can budget check travel authorizations with a status of Submitted and expenses reports with a status of *Paid*.

### Budget Checking Date Defaults

The budget date determines the budget period that you record or liquidate encumbrances. PeopleSoft Expenses uses the following rules to determine what budget date to use for travel authorizations and expense reports:

- Budget dates in the travel authorization defaults to the accounting date, which you typically set to the system date.
- Budget date in expense report defaults to expense report accounting date.

The accounting date determines the fiscal year and accounting period that the system records or liquidates encumbrances. When you liquidate travel authorizations through the expense report budget checking process, the system records the liquidations in the fiscal year and accounting period derived from the accounting date of the expense report. When you cancel travel authorizations, there are two ways in which the system records the encumbrance reversals, based on the Reversal Date Option on the Installation Options - Installed Products page.

- If you set the Reversal Date Option to Current Date, the Travel Authorization Cancellation run control prompts you for an accounting date. This allows you to control the period in which you record reversals. If you do not enter a date, the system defaults to the system date. The system updates the accounting date on the travel authorization prior to budget checking and moves the original accounting date to a different field.

If you set the Reversal Date Option to Current Date, and you cancel a travel authorization on the Travel and Expense - Cancel Approved Travel Authorization page, the accounting date defaults to the current system date.

- If you set the Reversal Date Option to Prior Date, the Travel Authorization Cancellation run control does not prompt you for an accounting date. The period in which the system records the encumbrance reversal derives from the original accounting date on the travel authorization.

If you set the Reversal Date Option to Prior Date, and you cancel a travel authorization on the Travel and Expense - Cancel Approved Travel Authorization page, the accounting date defaults to the original accounting date on the travel authorization.



## Budget Checking Eligibility

The rule for determining when a travel authorization, expense report, or journal expense report is eligible for budget checking is based on several factors. When any of these transactions are eligible for budget checking, PeopleSoft Expenses sets the budget status to N to indicate that the transaction requires budget checking. Transactions are eligible for budget checking if:

- Any of the distributions contain a business unit that is enabled for commitment control.
- The transaction was previously budget checked but is now being cancelled or denied.
- The transaction was previously budget checked but is now being returned to the originator for revisions.
- The payment for an expense report is cancelled and voided (not to be reissued).

## Online Budget Checking

You may individually budget check travel authorizations online through the Manager Self-Service navigation. When you authorize approvers to approve travel authorizations for business units that you enabled for commitment control, PeopleSoft Expenses displays the Budget Options hyperlink on the Approve Travel Authorization - Travel Authorization Summary page. The Budget Options link takes you to the Commitment Control page used to initiate budget checking as well as to view the results when the budget checking process concludes.

How you configure the commitment control ledgers determines your budget checking errors and warnings. Budget checking against ledgers that you define as Track without Budget will never fail but may give warnings when certain conditions exist.

Online liquidation of travel authorization encumbrances occurs when you associate a travel authorization to an expense report. The following rules apply to online liquidation of travel authorizations:

- If you create an expense report by copying from a travel authorization and accept all of the expense transaction lines, then the system liquidates the entire amount of the travel authorization.

---

**Note.** You cannot copy from a travel authorization if it has not been budget checked.

---

- If you create an expense report by copying from a travel authorization and delete some of the lines, the system liquidates the lines that are matched in the expense report; however, the system does not liquidate lines that you deleted before the expense report was budget checked. In this case, the system sets a flag for the travel authorization that indicates to the Budget Processor to fully liquidate the remaining encumbrances during the next batch budget check.
- The system liquidates amounts based on the original travel authorization encumbrance amount.
- If you add new lines on an expense report, it will not have any effect on liquidation of travel authorization encumbrances.
- If an approver, project manager, or auditor denies an expense report at any point in the approval process, the system will not restore encumbrances for the associated travel authorization.

---

**Note.** You cannot restore travel authorization encumbrances after you have liquidated them.

---

## Automatic Budget Checking

Some transactions in PeopleSoft Expenses automatically perform budget checking under certain conditions. You do not initiate budget checking except through an event and only if the transaction was previously budget checked. The budget checking process automatically executes to reverse the amounts when:

- A post payment auditor returns an expense report to the originator for revisions.
- A post payment auditor denies an expense report.
- You cancel a travel authorization through the Travel and Expense - Cancel Approved Travel Authorization page.

Budget checking under these conditions reverses amounts originally recorded and removes any previous budget checking activity from the processing logs.

## Source Transaction Configuration

The commitment control source transaction governs some of the interaction between the budget processor and any defined expense transactions. The source transaction identifies eligible transactions for the budget processor based on specific fields and their values. For example, the definition for travel authorizations may identify transactions with a status of Submitted as the only transactions eligible for the budget processor.

---

**Note.** If you make changes to the delivered source transaction definitions for PeopleSoft Expenses, you may also need to implement customized code to handle the change. PeopleSoft Expenses only supports functionality based on the delivered source transaction definitions. Changes to source transactions must be done by an authorized administrator.

---

## Accounting Distribution Changes

You may use journal expense reports to make changes to accounting distributions for expense transactions that you have already posted. If you make a change through this feature in a commitment control-enabled business unit, you must budget check the changes you have made. If changes are not budget checked, the commitment control budget ledgers will only reflect the last budget checking activity.

## Pages Used to Budget Check Expense Transactions

Page Name	Object Name	Navigation	Usage
Commitment Control	KK_EXCPTN_OVER_SEC	Click the Budget Options link on the Approve Travel Authorization - Travel Authorization Summary page using the Manager Self-Service navigation.	Check the travel authorization amount against commitment control budgets and record the amount as an encumbrance.
Request Budget Check	EX_BGTCHK_REQUEST1	Travel and Expenses, Budget Check, Request Budget Check	Run the budget checking process for travel authorizations, expense reports, and journal expense reports. The Process Scheduler process runs the Commitment Control Budget Processor at user-defined intervals.
Transaction Details	EX_BGTCHK_REQUEST2	Click the view Transaction Details link on the Request Budget Check page.	Select a date range or specific expense transactions to be budget checked.

## Budget Checking Expense Transactions Online

Access the Commitment Control page.

**Commitment Control**

**Commitment Control Details**

**Source Transaction Type:** Expense Sheet  
**Budget Checking Header Status:** Not Budget Checked  
**Commitment Control Amount Type:** Encumbrance  
**Commitment Control Tran ID:** 0000000625  
**Commitment Control Tran Date:** 09/04/2003  
☐ **Override Transaction**

[Go to Transaction Exceptions](#)
[Go To Activity Log](#)

Commitment Control page

### Commitment Control Details

<b>Source Transaction Type</b>	Displays the transaction as a travel authorization
<b>Budget Checking Header</b>	Indicates the current budget checking status.
<b>Commitment Control Amount Type</b>	Identifies this as an encumbrance transaction.

<b>Commitment Control Transaction ID</b> (commitment control transaction identification)	Activity log transaction number for the commitment control transaction.
<b>Override Transaction</b>	Select to enable the entire transaction to update the control budget, even if error exceptions exist.
<b>Budget Check</b>	Click to run the Budget Processor for this transaction.
<b>Go To Transaction Exceptions</b>	Click to access the page where you can view budget checking errors or warning messages for travel authorization transactions. Users who have authority can override the budget exceptions on this page.
<b>Go to Activity Log</b>	Click to access the Commitment Control Activity Log page where you can view activity for all lines in a transaction that updated the control budget.

## Budget Checking Expense Transactions in Batch Mode

Access the Request Budget Check page.

Request Budget Check

Run Control ID: BGTCHK\_MGR1

[Report Manager](#) [Process Monitor](#)

Run

Process Parameters

Find | View All

First 1 of 1 Last

Request Number: 1

\*Bus Unit: AUS01

Select Option: All

\*Description:

\*Transaction Type: All Travel Authorizations

[View Transaction Details](#)

All selected transactions within the designated Business Unit and Transaction Type will be Budget Checked.

Request Budget Check page

<b>Bus Unit</b> (business unit)	Select a business unit.
<b>Description</b>	Enter a description about the run control.
<b>Transaction Type</b>	Select a PeopleSoft Commitment Control transaction type. PeopleSoft Expenses provides two transaction types: <i>All Expense Reports</i> and <i>All Travel Authorizations</i> .

**View Transaction List**

Click to access the Transaction Details page to select parameters and transactions to budget check.

## Selecting Transactions for Budget Checking

Access the Transaction Details page.

**Transaction Details**

Run Control ID: MGR1\_BGTCHK [Report Manager](#) [Process Monitor](#) [Run](#)

**Process Parameters**

Request Number: 1 Bus Unit: US006 \*Select Option:  Date From:  Date To:

Description: DESC Transaction Type: All Expense Reports \*Process Type:

[Select All](#) [Deselect All](#) [Search](#) [Return to Request Budget Check](#)

**Transactions** [Customize](#) [Find](#) [View All](#) [First](#) [1-2 of 2](#) [Last](#)

Select	EmplID	Name	Report ID	Report Description	Total Amount
<input checked="" type="checkbox"/>	KU0010	Sonya Vincent	0000000063	TEST HENRY FIX	10.00 USD
<input type="checkbox"/>	KU0010	Sonya Vincent	0000000068	TEST ddd	200.00 USD

Transaction Details page

To enter date criteria, select *Some* in the Select Option drop-down box. If you do not enter date criteria, all eligible transactions of the selected transaction type displays in the grid. You may then select some or all of the transactions to budget check. The Transactions, Budget, and Dates tabs display different information related to the expense transactions listed in the grid.

## Reviewing Travel Authorization Budget Exceptions

This section discusses how to:

- Review travel authorization exceptions.
- Review travel authorization line exceptions.
- Review travel authorization transaction line details.

## Pages Used to Review Travel Authorization Exceptions

Page Name	Object Name	Navigation	Usage
Travel Authorize Exceptions	KK_XCP_HDR_EX1	Travel and Expenses, Budget Check, Review Travel Auth Exceptions	Review and override travel authorization errors from the budget checking process.
Line Exceptions	KK_XCP_LN_EX1	Click the Line Exceptions tab on the Travel Authorize Exceptions page	Review and override travel authorization errors from the budget checking process.
Travel Authorization Line Drill Down	KK_DRL_EX1_SEC	Click the View Exceptions Details link on the Travel Authorize Exceptions or Line Exceptions pages.	View line details for travel authorization items with budget exceptions.

## Reviewing Travel Authorization Exceptions

Access the Travel Authorize Exceptions page.

Travel Authorize Exceptions page

### Common Page Information



Click the View Related Links button to open a page with the following link:

**Go to Source Entry:** Click to open the Approve Travel Authorization - Travel Authorization Summary page where you can change the source transaction distribution that failed or override the entire transaction.

See [Chapter 14, “Processing Travel Authorizations,” Adding or Modifying Expense Data, page 221.](#)

### Advanced Budget Criteria

Click to open the Refine Inquiry Criteria page and restrict rows to specific pages, ledger groups, and accounts. If these fields are blank, the system displays all values.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Inquiring on Budgets and Transaction Activities”.

## Budgets with Exceptions

The scroll area displays the budget ledgers with exceptions that meet your selection criteria.

### Budget Override Tab



Click the View Exception Details button to open the Exception Details page and view the exception reason for each line and to drill down to line details.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions”.



Click the Related Links button to open a page with these links:

Go to Budget Exception: Opens the Budget Exception page where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions”.

Go to Budget Inquiry: Opens the Budget Details page where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (pre-encumbrance, encumbrance, and so on) in the budget. You must have authority to inquire on the budget to open the page.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Inquiring on Budgets and Transaction Activities,” Viewing Budget Details and Transaction Activity.

### Budget Chartfields Tab

The Budget Chartfields tab on the Travel Authorize Exceptions page displays the ChartField values for the budget. The budget period is the period the budget journal will post.

## Reviewing Travel Authorization Line Exceptions

Access Line Exceptions page.

Travel Authorize Exceptions | **Line Exceptions**

Travel Authorization ID: 0000000023

\*Line Status: Error | ☐ Override Transaction | ☐ More Lines Exist

Maximum Rows: 100

Line From: | Line Thru: |

**Transaction Lines with Budget Exceptions**

Customize | Find | View All | First 1 of 1 Last

Line Values | Line Chartfields | Line Amount

Line	Distribution Line	Budget Date	GL Business Unit
1	1	09/12/2003	US006

Line Exceptions page

Enter selection criteria to limit the number of budget line exceptions in the scroll area.

## Common Page Information



Click the related links button to open a page with the following link:

Go to Source Entry: Click to open the Travel Authorization Summary page where you can change the transaction distribution or override the entire transaction.

See [Chapter 14, “Processing Travel Authorizations,” Adding or Modifying Expense Data, page 221.](#)

### Line Status

Select the exception type to display: *Error* or *Warning*.

### More Lines Exist

Indicates that the source transaction has more exceptions than the number you entered in the Maximum Rows field. Enter different search criteria to shorten the list, or increase the maximum number of rows.

### Line From or Line To

Enter the source transaction line numbers. The list only displays journal lines with exceptions.

## Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.

### Line Values Tab



Click the View Exception Details button to open the Exception Details page to view reasons for error or warning exceptions, budget ChartFields, and existing overrides. You cannot override the budget on the Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budget.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Exceptions and



*PeopleSoft Receivables 8.8 PeopleBook*, “Using Commitment Control Processing In PeopleSoft Receivables,” [Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions](#).

<b>Line</b>	Indicates the line number of source transactions.
<b>Budget Date</b>	Indicates the date of the source transaction line. When you create the travel authorization, the system assigns the same date for both the accounting date and the budget date for the transaction.

### Line Chartfields Tab

The system displays the budget ChartFields.

### Line Amount Tab

<b>Foreign Amount</b>	Displays the line amount in the original currency.
<b>Monetary Amount</b>	Displays the line amount in the base currency of the primary ledger.
<b>Quantity</b>	Displays the statistical amount, if applicable.

## Reviewing Travel Authorization Transaction Line Details

Access the Travel Authorization Drill Down page.

### Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the page, travel authorization ID, line number, and distribution line for the travel authorization.

### Transaction Line Details

This group box displays the ChartField name, value, and description for the ChartFields, depending on the budget.

---

**Note.** These may or may not match the budget ChartField values, because the Budget Processor (FSPKBDP3) uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

---

## Reviewing Expense Report Budget Exceptions

This section discusses how to:

- Review expense report exceptions.
- Review expense report line exceptions.
- Review expense report transaction line details.

## Pages Used to Review Expense Report Exceptions

Page Name	Object Name	Navigation	Usage
Expense Report Exceptions	KK_XCP_HDR_EX2	Travel and Expenses, Budget Check, Review Expense Report Exceptions	Review and override expense report errors from the budget checking process.
Line Exceptions	KK_XCP_LN_EX2	Click the Line Exceptions tab on the Expense Report Exceptions page.	View expense report line errors from the budget checking process.
Exception Report Drill Down	KK_DRL_EX2_SEC	Click the View Exceptions Details link on the Expense Report Exceptions or Line Exceptions pages.	View line details for expense report items with budget exceptions.

## Reviewing Expense Report Exceptions

Access the Expense Report Exceptions page.



Click the related links button to open a page with the following link:

Go to Source Entry: Click to open the Expense Report Details page where you can change the source transaction or override the entire transaction.

See [Chapter 16, “Preparing Expense Reports,” Entering Expense Report Information and Transaction Lines, page 255](#) and [Chapter 17, “Managing Expense Reports,” Approving Expense Reports, page 296](#).

## Budgets with Exceptions

The scroll area displays all commitment control budgets with exceptions for the source transaction. Enter selection criteria to limit the number of budget rows in the scroll area.

### Advanced Budget Criteria

Click to open the Refine Inquiry Criteria page where you can restrict budget rows to specific business units, ledger groups, accounts, and exception types. Leave these fields blank to return all values.



Click the View Exception Details button to open the Exception Details page, where you can view the reason for the exception for each line and drill down to line details.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Exceptions.

## Budget Override



Click the Related Links button to open a page with the following options:

Go to Budget Exception: Opens the Budget Exception page where you can view other transactions with exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Exceptions.

Go to Budget Inquiry: Opens the Budget Details page where you can view the budget details, such as the available amount remaining, the attributes, and the commitments and expenses recorded in the selected ledger. You must have authority to inquire on the budget to open the page.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Inquiring on Budgets and Transaction Activities”.

## Budget ChartFields

This section displays the budget ChartField values.

## Reviewing Expense Report Line Exceptions

Access the Expense Report Line Exceptions page.



Click the Related Links button to open a page with the following link:

Go to Source Entry: Click to open the Expense Report Details page where you can change the source transaction or override the entire transaction.

## Transaction Lines with Budget Exceptions

The scroll area displays the source transaction lines with error or warning exceptions.



Click the View Exception Details button to open the Exception Details page where you can view the budgets with error or warning exceptions, the budget ChartFields, and any overrides. You cannot override the budget on this Exceptions Details page. Use the Revenue Estimate Exceptions page to override the budgets.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Managing Budget Exceptions,” Viewing and Handling Exceptions and *PeopleSoft Receivables 8.8 PeopleBook*, “Using Commitment Control Processing In PeopleSoft Receivables,” [Viewing Budget Checking Exceptions for Revenue Estimate Source Transactions](#).

## Line Chartfields

The system displays the ChartFields for the budget.

### Line Amount

#### Foreign Amount

Displays the line amount in the original currency.

#### Monetary Amount

Displays the line amount in the base currency of the primary ledger.

#### Quantity

Displays the statistical amount, if applicable.

## Reviewing Expense Report Transaction Line Details

Access the Expense Report Drill Down page.

### Transaction Line Identifiers

This group box provides information to identify the source transaction. It displays the report ID, distribution line, and line number for the expense report.

### Transaction Line Details

This group box displays the details for the line: the ChartField name, value, and description, depending on the budget.

---

**Note.** These may or may not match the budget ChartField values because the Budget Processor (FSPKBDP3) uses the control budget definition to translate the transaction ChartField values into the corresponding budget ChartField values.

---

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## Canceling Travel Authorizations

This section provides an overview of canceling travel authorizations and discusses how to cancel travel authorizations.

### Understanding Canceling Travel Authorizations

Unused travel authorizations that have been budget checked can be cancelled by the originator using the Employee Self-Service navigation or by a system administrator using the Travel and Expense navigation.

For approved travel authorizations, navigate to the Travel and Expense - Cancel Approved Travel Authorization page, select the desired travel authorizations to cancel and click the Cancel Selected Travel Authorization(s) button. This triggers an automatic budget checking process to reverse out encumbrances that were previously recorded.

Administrators can cancel, in batch mode, budget checked travel authorizations with a status of *Submitted* or *Approved*. The Cancel Travel Authorization process budget checks travel authorizations to liquidate their encumbrances in the commitment control ledgers.

---

**Note.** You cannot delete travel authorizations that have been budget checked.

---

## Pages Used to Cancel Travel Authorizations

Page Name	Object Name	Navigation	Usage
Travel and Expense - Cancel Approved Travel Authorization	TE_CANCEL_TAUTH	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Travel Authorizations, Cancel</li> <li>Travel and Expense, Travel and Expense Center, Travel Authorizations, Cancel</li> </ul>	Cancel and travel authorization request.
Cancel Travel Authorization	EX_BGTCHK_CANCEL	Travel and Expense, Budget Check, Cancel Travel Authorization	Cancel a travel authorization request.
Change Accounting Date	EX_BGTCHK_CANCEL2	Click the Change Accounting Date link on the Cancel Travel Authorization page.	Change the accounting date to close in a different period.

## Canceling Approved Travel Authorizations

Access the Travel and Expense - Cancel Approved Travel Authorization page.

See [Chapter 14, “Processing Travel Authorizations,” Canceling Approved Travel Authorizations, page 234.](#)

## Canceling Travel Authorizations (Batch Mode)

Access the Cancel Travel Authorization page.

**Cancel Travel Authorization**

Run Control ID: CANTA      [Report Manager](#)   [Process Monitor](#)   [Run](#)

**Process Parameters**      First 1 of 1 Last

Request Number: 1   \*Description: Monthly Run   Select Option: Some   [+](#) [-](#)

\*Bus Unit: US001   Date From: 01/01/2003   Date To: 09/10/2003   [Search](#)

[Select All](#)   [Deselect All](#)   [Change Accounting Date](#)

**Cancel Travel Authorizations**      [Customize](#) | [Find](#) | [View All](#)      First 1 of 1 Last

Select	Status	EmplID	Name	Travel Auth ID	Travel Auth Description	Total Amount
<input type="checkbox"/>						0.000

Cancel Travel Authorization page.

### Description

Enter a description of the defined set of parameters.

**Select Option** Select *All* to retrieve all eligible travel authorizations. Select *Some* to select by business unit or date criteria.

## Process Parameters

**Bus Unit** (business unit) Select a valid business unit.

**Date From** and **Date To** Enter a value as criteria to select travel authorizations. All travel authorizations with dates that fall within the dates specified in the criteria will be retrieved.

**Search** Click to retrieve transactions based on the criteria specified. If you do not enter any criteria, PeopleSoft Expenses retrieves and displays all eligible transactions.

**Select All** and **Deselect All** Click Select All to budget check all displayed transactions. Click Deselect All to clear all transactions you may have previously selected.

**Change Accounting Dates** Click to access the Change Accounting Date page to specify a different accounting date. The accounting date determines which accounting period the reversals will be recorded in for the travel authorizations processed in this run. This link will only show if the Reversal Date Option in the Installation Options page is set to Current.

## Cancel Travel Authorizations - Transaction Tab

**Select** Select individual travel authorizations to cancel.

**Status** Displays the current status of the travel authorization.

**EmplID** (employee ID) Displays the employee ID of the person who requested the travel authorization.

**Name** Displays the name of the person who requested the travel authorization.

**Travel Auth ID** Displays the travel authorization ID number.

**Travel Auth Description** Displays the description of the trip for the travel authorization.

**Total Amount** Displays the total estimated cost of the trip.

## Cancel Travel Authorizations - Dates Tab

**Date From** and **Date To** Displays the beginning and ending dates of the trip.

## CHAPTER 20

# Processing Value Added Tax (VAT) Transactions in PeopleSoft Expenses

This chapter provides an overview of processing VAT transactions in PeopleSoft Expenses and discusses how to:

- Set up VAT driver defaults for PeopleSoft Expenses.
- Enter VAT information on expense reports.
- Understand VAT calculations for expense transactions.

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## Understanding VAT Processing in PeopleSoft Expenses

PeopleSoft Expenses enables you to record and report value added tax (VAT) information associated with expense reports. The system loads the VAT information from expense reports into the VAT transaction table and then into the VAT reporting tables, which you use to create VAT returns and other VAT reports. Before you record and report VAT, set up your VAT environment and enable your business units for VAT. PeopleSoft accommodates a number of methods to calculate VAT based on the countries where your organization is located or with which it conducts business.

Set up VAT for PeopleSoft Expenses and other PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Global Options and Reports 8.8 PeopleBook*.

Set up VAT for PeopleSoft Expenses at the expense type and expense business unit levels. Both of these levels are represented by a VAT driver created by PeopleSoft. You can set up the VAT defaults for PeopleSoft Expenses in a central VAT location by selecting the VAT driver for expense type or expenses business unit.

The global VAT defaulting routines provide a centralized mechanism for the storage and retrieval of VAT information. PeopleSoft Expenses obtains VAT defaults by calling the global VAT defaulting routines. The basic elements that we refer to in VAT defaulting are:

- **VAT Driver:** An entity for which you can define VAT defaults, such as expenses business unit and expense types.
- **Driver Keys:** Application-specific key fields that identify a VAT driver instance. For example, the keys that identify the expense types VAT driver are setID and expense type. Driver keys are pulled from transactions during defaulting.
- **VAT Defaults:** Fields for which the common VAT defaulting routines supply default values. The system determines VAT defaults:

- Using algorithm.

Complex algorithms determine some fields such as VAT registration country or VAT treatment.

- Using the VAT Default Table.

The system obtains some VAT default fields through a hierarchy of defaults from the common VAT Defaults table. The levels in the hierarchy represent the default source and are identified by the VAT driver (such as expense type, expenses business unit, and VAT entity). PeopleSoft centralizes this information into a single table and makes the values available through the common VAT defaulting routines.

The following table lists the VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. There are no Expenses drivers that apply to the Services VAT Treatment Defaults.

**Note.** The VAT drivers that appear in this table include only those that apply to PeopleSoft Expenses and appear in the order of the hierarchy that PeopleSoft Expenses uses to process defaults.

VAT Driver	VAT Driver Keys	PeopleSoft Application	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
Expense Type	Set ID Expense Type	Expenses	Optional	Optional	Yes	No
Expenses Business Unit	Business Unit	Expenses	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	All	Required	Optional	Yes	No
VAT Country	Country	All	Required	Optional	Yes	No

## See Also

*PeopleSoft Global Options and Reports 8.8 PeopleBook*

## Setting Up VAT Driver Defaults for PeopleSoft Expenses

The VAT drivers for PeopleSoft Expenses are:

- Expense Types
- Expenses Business Unit
- VAT Entity Registration
- VAT Country

This section discusses how to:



- Set up VAT driver defaults for expenses business units.
- Set up VAT driver defaults for expense types.

### See Also

Chapter 3, “Defining Your Operational Structure for PeopleSoft Expenses,” Defining VAT Parameters for a Business Unit, page 14

## Pages Used to Set Up VAT Drivers for PeopleSoft Expenses

Page Name	Object Name	Navigation	Usage
VAT Defaults Setup (VAT Driver: Expenses Business Unit)	VAT_DEFAULTS_DTL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup</li> <li>• Set Up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, VAT Options</li> </ul> <p>Click the VAT Default link (on the VAT Options page).</p>	Access the VAT defaults for expenses business units.
VAT Defaults Setup (VAT Driver: Expense Type)	VAT_DEFAULTS_DTL	<ul style="list-style-type: none"> <li>• Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Sub-Search, VAT Defaults Setup</li> <li>• Set Up Financials/Supply Chain, Product Related, Expenses, Purchase, Expense Type</li> </ul> <p>Click the VAT Default link (on the Expense Types 1 page).</p>	Access the VAT defaults for expense types.

## Setting Up VAT Defaults for Expenses Business Unit VAT Driver

Access the VAT Defaults Setup page for expenses business unit VAT Driver.

## VAT Defaults Setup

**VAT Driver:** Expenses Business Unit [Return to Expenses Definition](#)

**GL Business Unit:** FRAE1 FRANCE - EURO BASE CURRENCY

☐ **Copy Values to New Rows**

Specify a value below for all the required fields, for any fields requiring an overall default at the top of the VAT Default Hierarchy, or for any fields requiring an exception to the value specified for a VAT Driver Option higher up in the VAT Default Hierarchy.

**VAT Defaults** First 1 of 1 Last

**VAT Reporting Country:** FRA France + -

**Defaulting State:** [Copy Defaults From](#)

---

**Default Details** First 1 of 1 Last

**\*Effective Date:** 01/01/1900 **\*Status:** Active + -

---

**VAT Control Defaults**

**VAT Applicable:** + -

**\*Allow Override Recovery/Rebate:** Do Not Allow Override + -

**\*VAT Use Type:** TAX Taxable Activity + -

**\*VAT Apportionment Control:** Transaction GL Business Unit + -

**VAT Tolerance Amount Currency:** EUR

**VAT Tolerance Amount Rate Type:** CRRNT

**VAT Tolerance Amount:** ☒ VAT Tolerance Amount Default = zero

**VAT Tolerance Percentage:** ☒ VAT Tolerance Percentage Default = zero

VAT Defaults Setup - VAT Driver: Expenses Business Unit page (1 of 2)

**VAT Code Defaults**

**Taxable Goods Purchases:** + -

**Taxable Services Purchases:** + -

---

**VAT Transaction Type Defaults**

**Domestic Goods Purchases:** + -

**Domestic Services Purchases:** + -

**Exempt:** + -

**Foreign Goods Expenses:** + -

**Foreign Services Expenses:** + -

**Out of Scope:** + -

VAT Defaults Setup - VAT Driver: Expenses Business Unit page (2 of 2)

The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

**Note.** The VAT Defaults Setup pages are described in detail in the *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT).”

## Setting Up VAT Defaults for Expense Type VAT Driver

Access the VAT Defaults Setup page for expense type VAT Driver.

### VAT Defaults Setup

**VAT Driver:** Expense Type [Return to Expense Type](#)  
**Expense Type SetID:** FRA01 FRANCE OPERATIONS  
**Expense Type:** AUTO Automobile Rental

☐ **Copy Values to New Rows**

Specify a value below for all the required fields, for any fields requiring an overall default at the top of the VAT Default Hierarchy, or for any fields requiring an exception to the value specified for a VAT Driver Option higher up in the VAT Default Hierarchy.

VAT Defaults

**VAT Reporting Country:** FRA France
 

+

-

**Defaulting State:**

+

-

[Copy Defaults From](#)

Default Details

**\*Effective Date:** 10/02/2002
 

+

-

**\*Status:** Active
 

+

-

VAT Control Defaults

**VAT Applicable:** Taxable
 

+

-

**Item VAT Recovery Rate:** 50.000
 

☐ Item VAT Recovery Rate Default = zero

**VAT Reclaim Percent:** 50.000
 

☐ VAT Reclaim Percent Default = zero

**VAT Use Type:** COMM Commercial Activity
 

+

-

VAT Defaults Setup - VAT Driver: Expense Type page (1 of 2)

VAT Code Defaults

**Taxable Goods Purchases:** FR1 France Taux Normal
 

+

-

**Taxable Services Purchases:** FR1 France Taux Normal
 

+

-

VAT Transaction Type Defaults

**Domestic Goods Purchases:** FAMD France Achat Marchandises Dom
 

+

-

**Domestic Services Purchases:** FASD France Achat Services Domestiq
 

+

-

**Exempt:** FOUT France Hors TVA
 

+

-

**Foreign Goods Expenses:** FAMI France Achat Marchandis Import
 

+

-

**Foreign Services Expenses:** FASI France Achat Service Import
 

+

-

**Out of Scope:** FOUT France Hors TVA
 

+

-

VAT Defaults Setup - VAT Driver: Expense Type page (2 of 2)

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The VAT Defaults Setup page is a common page used to set up VAT defaulting for all PeopleSoft applications processing VAT transactions. On this page, you can define PeopleSoft Expenses defaults as applicable for each PeopleSoft-defined Expenses VAT driver.

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**Note.** The VAT Defaults Setup pages are described in detail in the *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT).”

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## Entering VAT Information on Expense Reports

This section provides an overview of VAT information and discusses how to:

- Select VAT options and calculate VAT on expense reports.
- Enter VAT accounting details.

### Understanding VAT Information

After entering an expense transaction line on the Expense Report - Expense Report Entry page, select the VAT tab (VAT must be enabled) and then click the VAT Information button to access the Expense Report - VAT Information For Expense Type (expense report - value-added tax information for expense type) page. The system defaults appear the first time you access the Expense Report - VAT Information For Expense Type page. You can easily change values and recalculate VAT.

## Pages Used to Enter VAT Information

Page Name	Object Name	Navigation	Usage
Expense Report - VAT Information For Expense [type]	TE_SHEET_VAT_INFO	<ul style="list-style-type: none"> <li>For frequent users, enter an expense line on the Expense Report - Expense Report Entry page, select the VAT tab, and then click the VAT Information link.</li> <li>For occasional users, enter an expense line on the Expense Report - Expense Report Entry page, click the Detail link, and then click the VAT Information link.</li> </ul>	Select VAT options and calculate VAT for the expense item.
Expense Report - VAT Accounting Detail	TE_SHEET_ACCTG_VAT	<ul style="list-style-type: none"> <li>For frequent users, enter an expense line on the Expense Report - Expense Report Entry page, click the Detail link, click the Accounting Detail link, click the VAT Amounts tab, then click the VAT Accounting Detail button.</li> <li>For occasional users, enter an expense line on the Expense Report - Expense Report Entry page, click the Detail link, click the Accounting Detail link, click the VAT Amounts tab, then click the VAT Accounting Detail button.</li> </ul>	View or change VAT accounting details.

## Selecting VAT Options and Calculating VAT

Access the Expense Report - VAT Information For Expense [type] page.

Create Expense Report

VAT Information For Expense Air Travel - 220 CAD

Nancy Ball

Report ID: NEXT

Expand All Sections

Collapse All Sections

Physical Nature

Physical Nature: Services

Change Physical Nature

Click this button if you want to change Physical Nature (to Goods or Services) and reset all VAT Defaults at this level only.

VAT Locations

Consumption Country: CAN

Consumption State:

Expense Report - VAT Information For Expense [type] page (1 of 2)

Vat Defaults

VAT Controls

Rounding Rule: Nat Rnd

Use Type: TAX

No VAT Receipt

Prorate Non-Recoverable

Allocate Non-Recoverable

VAT Treatments

Treatment: Domestic Service Purchase

VAT Details

Applicability: Taxable

VAT Code: CAG

Transaction Type: CSTD

Adjust/Reset VAT Defaults

Adjust Affected VAT Defaults

Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

\*Levels: This and all lower levels

Reset All VAT Defaults

Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

VAT Calculations

Basis Amount:	206.50 CAD
Tax Rate:	6.5400
Calculated Amount:	13.50 CAD
Override VAT Amount:	0.00 CAD
Recorded Amount:	13.50 CAD

Recalculate

Expense Report - VAT Information For Expense [type] page (2 of 2)

## Physical Nature

<b>Physical Nature</b>	Indicates whether an expense type is a good or a service. For many countries, there is a requirement to report the sale or purchase of goods separately from services. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.
<b>Change Physical Nature</b>	Click to override the default physical nature for this expense. The system resets all the VAT defaults.

## VAT Locations

<b>Consumption Country</b>	<p>Enter the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.</p> <p>The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.</p>
<b>Consumption State</b>	<p>If the consumption country requires that you track VAT by state or province, enter the state, province, or geographic region within the country where you incurred the VAT. PeopleSoft Expenses uses this field to retrieve values from the VAT Defaults table.</p> <p>The initial default value for this field comes from the location that you enter on the expense transaction line. If you do not enter a location on the expense transaction line, PeopleSoft Expenses uses the default location from the expense report header.</p>

## VAT Defaults - VAT Controls

<b>Rounding Rule</b>	<p>Select the VAT rounding rule that you want to use. The initial default value comes from either the VAT entity registration or VAT country VAT driver within the VAT defaults table. Values are:</p> <ul style="list-style-type: none"> <li>• <i>Nat Rnd</i> (natural round): Rounds amounts normally (up or down) to the precision that is specified for the currency code. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46.</li> <li>• <i>Up</i>: Rounds up and limits rounding precision to one additional decimal place. For example, for a currency that is defined with two decimal places, 157.4659 would round up to 157.47.</li> <li>• <i>Down</i>: Rounds amounts down to the precision that is specified for the currency. For example, for a currency defined with two decimal places, 157.4659 would round down to 157.46.</li> </ul>
<b>Use Type</b>	Enter a value to categorize the use of a good or service by the tax status of the activity in which it is used—the tax status of the goods or services that is ultimately produced from those procured. VAT use is one of the main determinants in the recoverability of input VAT. The initial default

value comes from the expense type or PeopleSoft Expenses business unit VAT driver within the VAT defaults table.

### **No VAT Receipt**

Select if the employee did not submit a VAT receipt for a VAT expense item that requires one. If selected, PeopleSoft Expenses sets the recovery percentage and rebate percentage fields to zero. You can set up approval and audit rules so that expenses with VAT but without VAT receipts require approval and auditing; in many countries, you cannot claim tax credits for the VAT without a VAT receipt. By default, this check box is not selected.

### **Prorate Non-Recoverable**

PeopleSoft Expenses generates an accounting line for non-recoverable VAT. Clear this check box to charge non-recoverable VAT to the non-recoverable VAT account that is designated in the VAT code. Select this check box to charge non-recoverable VAT as an expense to ChartFields that are indicated in an expense report accounting split. The initial default value comes from the Expenses business unit definition.

### **Allocate Non-Recoverable**

This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the account and alternate account for the non-recoverable VAT accounting entry will always be obtained from the VAT accounting template associated with the VAT code.

Select this check box to allow the other, non-account ChartFields to be obtained based on the ChartField Inheritance Options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template.

Clear this check box to allow the other, non-account ChartFields to all be obtained from the VAT accounting entry template.

The value of this check box defaults from the Expenses Business Unit definition.

## **VAT Defaults - VAT Treatments**

### **Treatment**

Displays the appropriate VAT treatment value. Within PeopleSoft, VAT treatment values on the transactions lines—which come from complex algorithms—are used to apply the precise defaults that are applicable to the transaction lines. Options are:

- *Domestic Goods Purchases:* The purchase of goods where the VAT entity is registered in the consumption country.
- *Domestic Services Purchases:* The purchase of services where the VAT entity is registered in the consumption country.
- *Foreign Goods Expense:* The purchase of goods where the VAT entity is not registered in the consumption country and the Record Foreign VAT flag on the Expenses Business Unit definition is turned on.



- *Foreign Service Expense*: The purchase of services where the VAT entity is not registered in the consumption country and the Record Foreign VAT flag on the Expenses Business Unit definition is turned on.
- *No VAT Processing*: No VAT is processed for the expense line. This will be the case for the following scenarios:
  - The consumption country and employee base country are the same, but the Expenses business unit is not VAT-enabled.
  - The consumption country and employee base country are the same, but the VAT Entity is not registered in that country.
  - The consumption country and employee base country are not the same and the consumption country is not defined as having a value-added tax system.
  - The consumption country and employee base country are not the same, the Expenses business unit is not VAT-enabled, and the Record Foreign VAT flag on the Expense business unit is turned off.
  - The consumption country and employee base country are not the same, the VAT Entity is not registered in the consumption country, and the Record Foreign VAT flag on the Expense business unit is turned off.

## VAT Defaults - VAT Details

<b>Applicability</b>	Displays the appropriate status for VAT applicability. Options for PeopleSoft Expenses are <i>Taxable</i> , <i>Exempt (not subject to VAT)</i> and <i>Outside (Outside of Scope of VAT)</i> . The value comes from an algorithm that uses the VAT Applicable default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT defaults table, the treatment, and the exception type.
<b>VAT Code</b>	Displays the rate at which the system calculates VAT for the expense line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy (expense types, Expenses business unit, and VAT country VAT drivers) within the VAT defaults table.
<b>Transaction Type</b>	Displays a code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable transaction type from the VAT default hierarchy (expense types, expenses business unit, and VAT entity registration VAT drivers) within the VAT defaults table.

## VAT Defaults - Adjust/Reset VAT Defaults

<b>Adjust Affected VAT Defaults</b>	<p>Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.</p> <p>PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page. Since values that appear lower down on the page can be dependent on values that appear higher</p>
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up on the page, you should work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults region as needed. This avoids updating values that you have already overridden.



Click the List of fields to be selected icon to view a list of the fields whose values will be adjusted when you click the Adjust Affected VAT Defaults button.

**Levels**

Before you click the Reset All VAT Defaults button, select the levels to which you want the action to apply. Options are:

- *All lower levels only:* Reset the VAT defaults for the expense distribution lines.
- *This and all lower levels:* Reset the defaults for the expense line and the expense distribution line.
- *This level only:* Reset the defaults for the only the expense line.

**Reset All VAT Defaults**

Click to reset VAT defaults that you overwrote back to the original defaults before you saved the component. This includes changes that you made when you clicked the Adjust Affected VAT Defaults button. The reset default values will be saved onto the expense line, the distribution line or both levels depending on your selection in the Level field.

---

**Note.** Reset redetermines the VAT defaults. If you changed a VAT driver field, resetting VAT defaults does not return the original default values; it resets all of the default values based on the new driver value.

---

**VAT Calculations**

<b>Basis Amount</b>	Displays the amount on which the VAT is calculated in the transaction currency.
<b>Tax Rate</b>	Displays the applicable VAT percentage.
<b>Calculated Amount</b>	Displays the system-calculated VAT amount in the transaction currency.
<b>Override VAT Amount</b>	Displays the manually-entered VAT amount for the line when the calculated VAT amount is not equal to the VAT on the invoice being recorded; otherwise, this field is blank.
<b>Recorded Amount</b>	Displays the amount of VAT that will be recorded for this transaction in the transaction currency. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this will be the calculated amount.
<b>Recalculate</b>	Click to recalculate Basis Amount, Calculated Amount, and Recorded Amount, based on the changes made to VAT defaults. This button performs the same action that the calculate button on the expense line grid.

**Entering VAT Accounting Details**

Access the Expense Report - VAT Accounting Detail page.

Create Expense Report

VAT Accounting Detail

Michael Buhler

Report ID: NEXT

This is the VAT accounting detail for expense type Entertainment - Meals distribution line 1 with a transaction date of 2003-11-03 in the amount of 550 FRF.

Expand All Sections

Collapse All Sections

Vat Defaults

VAT Controls

Use Type:

TAX

Apportionment Control:

Txn BU

Recovery Source:

Automatic

Rebate Source:

Automatic

VAT Treatments

Treatment:

Domestic Service Purchase

VAT Calculations

<b>Basis Amount:</b>	459.870	<b>Basis Amount Base:</b>	459.870
<b>Tax Rate:</b>	19.6000		
<b>Recorded Amount:</b>	90.130	<b>Recorded Amount Base:</b>	90.130
<b>Recovery Percent:</b>	100.00		
<b>Rebate Percent:</b>	0.00		
<b>Recovery Amount:</b>	90.130	<b>Recovery Amount Base:</b>	90.130
<b>Rebate Amount:</b>	0.000	<b>Rebate Amount Base:</b>	0.000

Recalculate

Expense Report - VAT Accounting Detail page

## VAT Defaults - VAT Controls

### Use Type

Displays the value from the VAT Information for Expense [type] page. You cannot modify this field.

### Apportionment Control

Displays the default value from the PeopleSoft Expenses business unit VAT driver within the VAT defaults table. Select the option to use when searching for VAT apportionment information. Values are:

- *Dist GL BU* (distribution general ledger business unit): Select for the system to use the general ledger business unit on the distribution line to search for the taxable and exempt percentages.
- *Txn BU* (transaction business unit): Select for the system to use the expenses business unit associated with the employee to search for the taxable and exempt percentages.
- *Txn GL BU* (transaction general ledger business unit): Because PeopleSoft Expenses uses the general ledger business unit, this option has the same behavior as *Txn BU*.

**Recovery Source**

Select one of the following options:

- **Automatic:** Select for the system to calculate what percentages to use. This is the initial default value.
- **Manual:** Select if you want to override the percentage calculated by the system. You can enter the percentage of VAT entered that is recoverable.

**Rebate Source**

Select one of the following values:

- **Automatic:** Select for the system to calculate what percentage to use. This is the initial default value.
- **Manual:** Select if you want to override the percentage calculated by the system. When you do, you can enter the percentage that is used to calculate the rebate.

---

**Note.** The availability of the Recovery and Rebate Source fields is dependent on the Allow Override Recovery/Rebate flag that you set on the expenses business unit VAT driver in the VAT defaults table.

For Automatic, the system-calculated percentages are based on the VAT use type or VAT apportionment for the ChartFields on the distribution line.

---

**Reclaim Percent**

When the expense line has a foreign VAT treatment, you can specify a VAT reclaim percent. VAT recovery and VAT rebate are not available for foreign VAT treatments and you cannot modify those fields.

**VAT Treatments**

This section displays the VAT treatment, which defaults from the VAT Information For Expense [type] page.

**VAT Calculations****Basis Amount**

Displays the amount on which the VAT is calculated in the employee business unit's base currency.

**Basis Amount Base**

Displays the amount on which the VAT is calculated in the base currency for the business unit entered in the distribution line.

**Tax Rate**

Displays the applicable VAT percentage.

**Recorded Amount**

Displays the amount of VAT that will be recorded for this transaction in the employee business unit's base currency. If the calculated VAT amount has been overridden, this will be the entered override; otherwise, this will be the calculated VAT amount.

**Recorded Amount Base**

Displays the amount of VAT that will be recorded for this transaction in the base currency for the business unit entered in the distribution line. If the calculated VAT amount has been overridden, this will be the entered override VAT amount; otherwise, this will be the calculated VAT amount.

**Recovery Percent**

Indicates the rate used to recover domestic VAT.

**Rebate Percent**

Indicates the rate used to calculate the rebate amount.

<b>Recovery Amount</b>	VAT recovery amount calculated by the system based on the VAT recovery percentage.
<b>Recovery Amount Base</b>	VAT recovery amount in the base currency for the business unit entered in the distribution line.
<b>Rebate Amount</b>	The calculated rebate amount expressed in the employee business unit's base currency.
<b>Rebate Amount Base</b>	The calculated rebate amount expressed in the base currency for the business unit entered in the distribution line.
<b>Reclaim Amount</b>	The calculated reclaim amount expressed in the employee business unit's base currency.
<b>Reclaim Amount Base</b>	The calculated reclaim amount expressed in the base currency for the business unit entered in the distribution line.
<b>Recalculate</b>	Click to recalculate the recovery, rebate, and reclaim amounts.

---

## Understanding VAT Calculations

VAT calculations on expense reports occur when you:

- Click on the Calculator button (frequent user) or Calculate VAT button (occasional user)
- Access the VAT Detail page.
- Access the Accounting Detail page.
- Click the Save for Later button.

The VAT calculation is done for each expense line where VAT has not been previously calculated.

- Click the Submit for Approval button.

The VAT calculation is done for each expense line where VAT has not been previously calculated.

You can manually enter a VAT amount in the Override VAT Amount field if the VAT amount displayed in your receipt does not match with the VAT calculated amount by PeopleSoft Expenses.

Managers and auditors can access the VAT Summary page to review VAT calculations. This page is not available when you create or edit an expense report and have not submitted it for approval.

### Examples of VAT Calculations

The following is an example of VAT Calculations:

Expense Line	VAT Code	Reimbursement Amount
1	10%	110 EUR
2	15%	230 EUR
3	20%	300 EUR

PeopleSoft Expenses always uses an *Inclusive* VAT calculation method. Expenses subtracts any VAT amount calculated or entered from the reimbursement amount to obtain the VAT basis amount.

Using the expense line 2 from the example above, you calculate the VAT basis amount:

$$(\text{VAT Basis Amount}) = (\text{Reimbursement Amt}) / (1 + (\text{VAT Code} / 100))$$

$$(\text{VAT Basis Amount}) = (230 \text{ EUR}) / (1 + (15/100)) = 200 \text{ EUR}$$

If a receipt has a VAT Amount of 35 EUR, enter 35 EUR in the VAT Override Amount field and click the Calculate button. The system recalculates the amounts as follows:

$$(\text{VAT Basis Amount}) = (\text{Reimbursement Amt}) - (\text{VAT Override Amount})$$

$$\text{VAT Basis Amount} = (230 \text{ EUR}) - (35 \text{ EUR}) = 195 \text{ EUR}$$

The VAT amount remains 35 EUR in our example.

The following table displays how all VAT amount fields are treated when you save for later or submit the expense report:

Expense Line	Reimbursement Amount	VAT Code	VAT Calculated Amount	VAT Override Amount	VAT Basis Amount
1	110 EUR	10%	10	-	100
2	230 EUR	15%	30	35	195
3	300 EUR	0%	-	-	300

## CHAPTER 21

# Running Expense Transaction Processes

This chapter discusses how to select parameters and business units to run the expense transaction processes.

---

## Understanding Running Expense Transaction Processes

Several functions in PeopleSoft Expenses require running processes that move data, change a record, or perform an intermediate step in processing expenses. You initiate many of these processes on the Expense Processes page.

---

**Warning!** Do not run the Stage Payments and the Unstage Payments processes in the same run control. Do not run the Stage Time to Project Costing and Publish Elapsed Time processes in the same run control. These combinations prevent staging.

---

---

**Warning!** If the stage, unstage, post liabilities, or post payment process abends during the process, you must restart the abended instance from the Process Scheduler.

---

### See Also

*PeopleSoft Application Engine PeopleBook*

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## Selecting Parameters and Business Units

This section discusses how to:

- Select expense process parameters.
- Select business units for processes.

## Pages Used to Run Expense Transaction Processes

Page Name	Object Name	Navigation	Usage
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Audit, Request Expense Processing	Run jobs that are integral to the expense process. The Process Scheduler runs the EX_TRAN_PRCS process, which drives other programs, depending on the options selected.
Selected Business Units	RUN_EXTRNPRC_BU	Travel and Expenses, Audit, Request Expense Processing	Specify business units for expense processing.

## Selecting Expense Process Parameters

Access the Expense Processes page.

Expense Processes

Selected Business Units

Run Control ID: KB
[Report Manager](#)
[Process Monitor](#)

Run

Select All

Deselect All

Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	13	<input checked="" type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	1		<input type="checkbox"/> Advance Reconciliation	1
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0				
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Unstage Payments	13
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Update Paid Statuses	0

Expense Processes page

### Refresh

Click to redisplay the page and update the number of expense reports, cash advances, payments, time reports, reconciliations, and payments that await processing. Save a new run control before clicking Refresh to update the transaction counts.

### Transfer to Pay Cycle Process

Click to access the Pay Cycle Manager in PeopleSoft Payables.

### Stage Payments

Move expense transaction data into staging tables for payables or payroll processing.



<b>Publish to Payroll</b>	Triggers an application message that publishes expense data to PeopleSoft Payroll for employee reimbursement.
<b>Post Liabilities</b>	This process creates rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post liabilities.
<b>Post Payments</b>	This process creates rows in the EX_ACCTG_LINE table for the journal generator to send to PeopleSoft General Ledger to post payments.
<b>Unpost Expense Report</b>	Reverses accounting liability entries for expense reports that are marked for unposting. You can edit and resubmit unposted expense reports.
<b>Cancel Payments</b>	Reverses accounting entries for payments that you canceled in PeopleSoft Payables.
<hr/> <p><b>Note.</b> If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.</p> <p>If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses will not perform the close liability step.</p> <hr/> <p>See <i>PeopleSoft Payables</i>, “Additional Processing Options.”</p>	
<b>Close Liability</b>	Reverses liability entries for cash advances and expense reports that are marked for closure.
<b>Stage Time to Project Costing</b>	Moves time report data to staging tables for processing by PeopleSoft Project Costing.
<b>Publish Elapsed Time</b>	Triggers an application message that publishes elapsed time reporting data to PeopleSoft Time and Labor for billing purposes.
<b>Advance Reconciliation</b>	Updates expense tables to indicate that cash advances are reconciled against corresponding expense reports.
<b>Airline Ticket Reconciliation</b>	Updates expense tables to indicate that airline tickets reconciled against expense reports.
<b>Unstage Payments</b>	Moves expense transaction data out of staging tables that have not been selected by the payables or payroll systems.
<b>Update Paid Statuses</b>	Changes the status of cash advances or expense reports to <i>Paid</i> . Run this process to mark transactions as <i>Paid</i> prior to posting payments without generating accounting lines.
<hr/> <p><b>Note.</b> Posting payments also changes the status of cash advances or expense reports to <i>Paid</i>.</p> <hr/>	

## Selecting Business Units for Processes

Access the Selected Business Units page.

Expense Processes
Selected Business Units

Run Control ID: KB
Report Manager
Process Monitor
Run

Select Business Units

☐ All Business Units

or

Selected Business Units
Customize | Find |
First 1 of 1 Last

	Business Unit	Description		
1	BLGE1	BELGIUM - EURO BASE CURRENCY	+	-

Selected Business Units page

Select all business units or a specific business unit to process as defined on the Expense Processes page. Add or delete rows to create a list of business units for processing.

## CHAPTER 22

# Processing Your Expense Payments

This chapter provides an overview of expense payments and discusses how to:

- Stage payments.
- Unstage payments.
- Review payments.
- Cancel payments.

---

## Understanding Expense Payments

After expense reports or cash advances have undergone final approval, PeopleSoft Expenses converts their detail lines into data used to generate payments. The process begins by staging and reviewing payments in your expense system, and completes when your payables system creates the actual payments. An individual employee payment can encompass multiple cash advances and expense reports. The amount you pay a vendor can encompass multiple transactions from multiple expense reports submitted by various employees.

## Common Elements Used in This Chapter

### **Bank Code, Bank Account, or Payment Method**

If you use PeopleSoft Payables, these fields must match the bank and payment method criteria you set up for Pay Cycle Manager.

### **On Hold or Hold Payment**

Select if you wish to delay paying an employee or vendor. You can hold all payments for an employee or vendor by going to the employee or vendor profile pages. You can also hold individual payments using the Cash Advance Payments, Expense Sheet Payments or Vendor Payments pages.

---

## Staging Payments

The first step to set up payments is to execute a staging process that selects payments with a status of *Approved for Payment*. The staging process will not select employee payments if, in the employee's profile, the Hold Payments check box is selected on the Employee Profile - Bank Accounts page.

Select the Stage Payments check box on the Expense Processes page and run the Application Engine process to load approved payments into the cash advance staging table (EX\_ADVANCE\_PYMNT) or the expense report staging table (EX\_SHEET\_PYMNT). After staging a payment, you have one other opportunity to place a payment on hold during the review process.

Both accounts payable and payroll are staged using the staging payment process. If you select to reimburse using accounts payable, the payables pay cycle picks the data up from these staging tables. If you select reimbursement using your payroll system, we publish this request through the Publish to Payroll Application Engine process.

---

## Unstaging Payments

For all previously staged payments that have not been selected for payment (`pymnt_select_status = N`), unstage payments will reset the *Approved for Payment* flag and changes the header and lines status back to APY (Approved for Payment). It then inserts a row on a new table for Unstaging (so that the staging process picks these up in subsequent runs) and then deletes the row from `EX_SHEET_PYMNT` or `EX_ADVANCE_PYMNT`. When the Staging process runs, it picks up these unstaged payments and restages them with current information.

---

## Reviewing Staged Payments

After staging payments, you can review any expense report, cash advance, or vendor payments that are ready for your payables system. Before you actually create payments, you have the opportunity to modify bank information or place payments on hold. PeopleSoft Expenses unstages rows that have not been selected by your accounts payable or payroll system for payment and reinsert the rows with the latest bank account (payment) information. If you hold payments here, they will not get selected for payment until the next Stage Payments Process is run.

This section discusses how to:

- Review cash advance payments.
- Review expense report payments.
- Review vendor payments.

## Pages Used to Review Staged Payments

Page Name	Object Name	Navigation	Usage
Cash Advance Payments	EX_STG_EMP_ADVANCE	Travel and Expenses, Audit, Update Staged Payments, Cash Advance Payments	Review cash advance payment totals staged for an individual employee, modify bank information, or place a cash advance payment on hold.
Expense Sheet Payments	EX_STG_EMP_REIMB	Travel and Expenses, Audit, Update Staged Payments, Expense Report Payments	Review expense report payments staged for an individual employee, modify bank information, or place an expense report payment to an employee on hold.
Vendor Payments	EX_STG_VND_PAYMENT	Travel and Expenses, Audit, Update Staged Payments, Vendor Payments	Review payments staged for an individual vendor, modify bank information, or place a payment to a vendor on hold.

## Reviewing Staged Expense Report Payments

Access the Expense Sheet Payments page.

Expense Sheet Payments

Buhler,Michael

ID: KU0012

Bank Information

\*Bank Code: FRBNK FRENCH BANK

\*Bank Account: CHQ1 Checking Account

\*Payment Method: CHK System Check

Expense Report Detail

[Customize](#) | [Find](#) |

First

1-3 of 3

Last

Report ID	Reimbursable Amount		Hold Payment
<a href="#">0000000043</a>	1500.00 FRF		<input type="checkbox"/>
<a href="#">0000000048</a>	652.00 FRF		<input type="checkbox"/>
<a href="#">0000000071</a>	50.00 FRF		<input type="checkbox"/>

Payment Total:

2202.00 FRF

Expense Sheet Payments page

### Report ID

Click on the link to view the View Expense Report - Expense Report Detail page.

See [Chapter 16, “Preparing Expense Reports,”](#) [Entering Expense Report Information and Transaction Lines](#), page 255.

## Canceling Payments

If you use PeopleSoft Payables to cancel a payment, the system updates payment tables so that the correct accounting entries can occur. PeopleSoft Expenses delivers processes that accommodate the various cancel actions that are available in the PeopleSoft Payables system. PeopleSoft Expenses generates the correct accounting entries associated with cancelling the payment based upon the action selected for the cancel.

### See Also

*PeopleSoft Payables 8.8 PeopleBook*, “Using Additional Payment Processing Options,” Canceling Payments

## Page Used to Cancel Payments

Page Name	Object Name	Navigation	Usage
Expense Processes	RUN_EXTRNPRC	Travel and Expenses, Request Expense Processing	Select options to cancel payments.

## Canceling Expense Payments

Access the Expense Processes page.

Expense Processes

Selected Business Units

Run Control ID: KB
Report Manager
Process Monitor
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters			
	Expense Reports	Cash Advances	Payments
<input type="checkbox"/> Stage Payments	0	0	13
<input type="checkbox"/> Publish to Payroll			0
<input type="checkbox"/> Post Liabilities	0	1	
<input type="checkbox"/> Post Payments	0	0	
<input type="checkbox"/> Unpost Expense Report	0		
<input type="checkbox"/> Cancel Payments			0
<input type="checkbox"/> Close Liability	0	0	

Time Reports	
<input checked="" type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time	0

Reconciliations	
<input type="checkbox"/> Advance Reconciliation	1
<input type="checkbox"/> Airline Ticket Reconciliation	0

Payments	
<input type="checkbox"/> Unstage Payments	13
<input type="checkbox"/> Update Paid Statuses	0

Expense Processes page

### Cancel Payments

Reverses accounting entries for payments that you canceled in PeopleSoft Payables.

---

**Note.** If you selected the Do Not Reissue/Close Liability option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses performs the close liability step and reverses the amounts. If you use PeopleSoft Commitment Control, you must manually run budget checking on the Request Budget Check page and select Cancel Void Expense Reports as the transaction type.

If you selected the Re-Open Voucher(s)/Re-Issue option on the Payment Cancellation - Cancel a Payment page, the Cancel Payments process in PeopleSoft Expenses will not perform the close liability step.

---

See *PeopleSoft Payables 8.8 PeopleBook*, “Using Additional Payment Processing Options,” Canceling Payments.





## CHAPTER 23

# Posting Expense Transactions

This chapter provides an overview of posting expense transactions and discusses how to:

- Post liabilities.
- Post payments.

---

## Understanding Posting Expense Transactions

As expense reports and cash advances go through the approval and payment stages, you need to post the expense transactions. PeopleSoft Expenses delivers posting mechanisms that adapt to the accounting practices and business operations of your organization. The predefined processes prepare liabilities and payments for final posting in your general ledger system.

### See Also

Chapter 21, “Running Expense Transaction Processes,” page 377

---

## Posting Liabilities

This section discusses how to post:

- Expense report liabilities.
- Cash advance liabilities that generate payments.
- Cash advance liabilities that do not generate payments.

## Understanding Posting Liabilities

To post liabilities to the general ledger, navigate to the Expense Processes page and select the Post Liabilities check box. The Application Engine process populates the EX\_ACCTG\_LINE table with data staged for posting to the general ledger.

---

**Note.** If you use PeopleSoft Commitment Control, you must budget check expense transactions before running the Post Liabilities process.

---

## Posting Expense Report Liabilities

When posting expense report liabilities, the system debits actual expenses to the ChartFields you designate on the Expense Report - Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account you specified in the accounting entry template.

For example, here are the results if you post airfare and hotel expenses:

Debit		Credit	
Airfare	450 USD		
Hotel	100 USD		
		Expenses Accrual	(550) USD

## Posting Cash Advance Liabilities That Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account. You specify both accounts in the accounting entry template.

For example, here are the results if you post a cash advance that generates a payment:

Debit		Credit	
Employee Advances	500 USD		
		Expenses Accrual	(500) USD

## Posting Cash Advance Liabilities That Do Not Generate Payments

When posting liabilities for a cash advance paid from a cash advance source that does not generate a payment, the system debits the advance to the Employee Advances account designated in the accounting entry template. The expense system then creates an offsetting credit to the ChartFields that were selected when the cash advance source was created.

For example, here are the results if you post a cash advance that does not generate a payment:

Debit		Credit	
Employee Advances	500 USD		
		Traveler's Checks Payable	(500) USD

---

## Posting Payments

To post payments, navigate to the Expense Processes page and select the Post Payments check box. The Application Engine process populates the EX\_ACCTG\_LINE table with data staged for posting to the general ledger.

In posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post expense payments:

Debit		Credit	
Expenses Accrual	550 USD		
		Cash	(550) USD



# CHAPTER 24

## Viewing Inquiries in PeopleSoft Expenses

This chapter provides an overview of viewing inquiries and discusses how to:

- View cash advance accounting entries.
- View expense report accounting entries.
- View employee expense data.
- View vendor payment data.

---

### Understanding Viewing Inquiries

PeopleSoft Expenses enables you to view expense documents, document details, payment information, and accounting entries. Certain people can see, but not modify, expense data.

### Common Elements Used in This Chapter

<b>ChartFields</b> tab	This section provides ChartField-specific information about an employee's cash advances, expense reports, and journal entry transactions.
<b>Currency</b> tab	This section displays debit and credit amounts in the base currency of the employee's business unit.
<b>Journal Information</b> tab	This section displays detailed journal information for expense transactions.

---

### Viewing Cash Advance Accounting Entries

This section discusses how to view ChartFields, currency details, and journal information on a cash advance.

## Page Used to View Cash Advance Accounting Entries

Page Name	Object Name	Navigation	Usage
Cash Advance Acctg Entries (cash advance accounting entries)	EX_ACCTG_LN_ADV	<ul style="list-style-type: none"> <li>Travel and Expenses, Audit, View/Adjust Accounting Entries, Cash Advance Acctg Entries</li> <li>Travel and Expenses, T and E Administration Center, View Accounting Entries, Cash Advance</li> </ul>	View an employee's cash advance accounting lines.

## Viewing Accounting Entries on a Cash Advance

Access the Cash Advance Acctg Entries page.

**Cash Advance Acctg Entries**

Schumacher,Kenneth
ID: KU0042
Advance ID: 0000000006

**Journal Template:** EXACCRUAL      **Distribution Status:** None

**Cash Advance Journal Lines**

ChartFields    Currency    Journal Information    >>>

UnPost Sequence	Line	Long Name	GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept
0	1	Expenses Accrual	US001	207000				
0	1	Employee Advances	US001	120500				41000

Cash Advance Acctg Entries page (partial)



Click the ID button to view the Employee Profile - Employee Data page.



Click the Advance ID button to access the Cash Advance - View Cash Advance page.



Click the Cash Advance Journal Lines button to view additional general ledger journal information.

## Viewing Expense Report Accounting Entries

This section discusses how to:

- View accounting entries on an expense report.
- View expense report journal entries.

## Pages Used to View Expense Report Accounting Entries

Page Name	Object Name	Navigation	Usage
Expense Report Acctg Entries (expense report accounting entries)	EX_ACCTG_LN_SHEET	<ul style="list-style-type: none"> <li>Travel and Expenses, Audit, View/Adjust Accounting Entries, Expense Report Acctg Entries</li> <li>Travel and Expenses, T and E Administration Center, View Accounting Entries, Expense Report</li> </ul>	View an employee's expense report accounting lines.
Journal entries	EX_ACCTG_GL_DRLDN	<ul style="list-style-type: none"> <li>Travel and Expenses, Audit, Review Payments, Journal Entries</li> <li>Travel and Expenses, T and E Administration Center, View Accounting Entries, Journal Entries</li> <li>Travel and Expenses, T and E Administration Center, Adjust Accounting Entries, View Journal Entries</li> </ul>	View expense report journal lines recorded in the General Ledger.

## Viewing Accounting Entries on an Expense Report

Access the Expense Report Acctg Entries page.

**Expense Report Acctg Entries**

Schumacher, Kenneth
ID: KU0042
Report ID: 0000000055

**Journal Template:** EXACCRUAL      **Distribution Status:** None

**Expense Report Journal Lines**

ChartFields    Currency    Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Alternate Account	Oper Unit	Fund	Dept
0	1	Expense Distribution	US001	650080				41000
0	1	Expenses Accrual	US001	207000				

Expense Report Acctg Entries page (partial)



Click the ID button to view the Employee Profile - Employee Data page.



Click the Report ID button to access the View Expense Report - Expense Report Detail page.



Click the Expense Report Journal Lines button to view additional general ledger journal information.

## Viewing Expense Report Journal Entries

Access the Journal entries page.

Journal entries

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr										
US001	EXPMT00010	08/29/2003	LOCAL	4		<a href="#">GL Journal</a>									
Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit Affil	Statistic Amount	Stat		
207000															
Base Currency	Base Amount CR	Base Amount DR	Currency											Transaction Amount CR	Transaction Amount DR
USD	0.00	5,935.77	USD											0.00	5,935.77

Journal Entry Detail

Unit	Type	ID	Line Nbr	Acctg Date	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate
US001	Cash Advance	0000000005	1	08/29/2003									
US001	Cash Advance	0000000006	1	08/29/2003									
US001	Expense Report	0000000051	1	08/29/2003									
US001	Expense Report	0000000052	1	08/29/2003									
US001	Expense Report	0000000055	1	08/29/2003									
US001	Expense Report	0000000056	1	08/29/2003									
US001	Expense Report	0000000056	2	08/29/2003									
US001	Expense Report	0000000056	3	08/29/2003									
US001	Expense Report	0000000059	1	08/29/2003									
US001	Expense Report	0000000059	2	08/29/2003									
US001	Expense Report	0000000096	0	08/29/2003									
US001	Expense Report	0000000096	1	08/29/2003									

Journal entries page (1 of 2)

Fund Affil	Oper Unit Affil	Foreign Currency Debits	Foreign Currency Credits	Currency	Base DR Amount	Base CR Amount	Currency	Exchange Rate	Journal Code
		1,000.00	0.00	USD	1,000.00	0.00	USD	1.00000000	
		300.00	0.00	USD	300.00	0.00	USD	1.00000000	
		1,523.77	0.00	USD	1,523.77	0.00	USD	1.00000000	
		72.00	0.00	USD	72.00	0.00	USD	1.00000000	
		2,000.00	0.00	USD	2,000.00	0.00	USD	1.00000000	
		10.00	0.00	USD	10.00	0.00	USD	1.00000000	
		30.00	0.00	USD	30.00	0.00	USD	1.00000000	
		50.00	0.00	USD	50.00	0.00	USD	1.00000000	
		200.00	0.00	USD	200.00	0.00	USD	1.00000000	
		50.00	0.00	USD	50.00	0.00	USD	1.00000000	
		0.00	300.00	USD	0.00	300.00	USD	1.00000000	
		1,000.00	0.00	USD	1,000.00	0.00	USD	1.00000000	

Journal entries page (2 of 2)

### GL Journal

Click to access the Journal Lines page (JOURNAL\_LN\_FS), where you can view all journal lines for the Journal ID. Journal lines are summarized according to the configuration of your journal generator template for Expenses.

### Journal Entry Detail



Click the View Related Links button to access links to additional pages:

- *Transaction Detail:* Click to access the Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.
- *Exchange Rate Detail:* Click to access the Exchange Rate Detail page.
- *Journal Line Inquiry:* Click to access the Review Journal Status - Journal Lines page.



## Viewing Employee Expense Data

This section discusses how to:

- View employee expense transaction history.
- View employee payment history.
- View employee payroll payment history.
- View payroll payment status.

## Pages Used to View Employee Expense Data

Page Name	Object Name	Navigation	Usage
Employee Expense History	TE_EE_INQ_HIST, TE_EE_INQ_HIST2	<ul style="list-style-type: none"> <li>• Travel and Expenses, Audit, Review Payments, Employee Expense History</li> <li>• Employee Self-Service, Travel and Expense Center, Review Payments, Review Expense History</li> <li>• Travel and Expenses, Travel and Expense Center, Review Payments, Review Expense History</li> <li>• Travel and Expenses, T and E Administration Center, Review Payments, Employee Expense History</li> </ul>	View an employee's expense transactions for travel authorizations, cash advances, and expense reports.
Employee Payment History	TE_PYMT_INQ_EMP, TE_PYMT_INQ_EMP2	<ul style="list-style-type: none"> <li>• Travel and Expenses, Audit, Review Payments, Payment History</li> <li>• Employee Self-Service, Travel and Expense Center, Review Payments, Review Payments</li> <li>• Travel and Expenses, Travel and Expense Center, Review Payments, Review Payments</li> <li>• Travel and Expenses, T and E Administration Center, Review Payments, View Payment History</li> </ul>	View, by check number, payments to employees for cash advances and expense report reimbursements.

Page Name	Object Name	Navigation	Usage
Employee Payroll Payment History	TE_PYRL_INQ_EMP, TE_PYRL_INQ_EMP2	<ul style="list-style-type: none"> <li>• Travel and Expenses, Audit, Review Payments, Review Payroll Payments</li> <li>• Employee Self-Service, Travel and Expense Center, Review Payments, Review Payroll Payments</li> <li>• Travel and Expenses, Travel and Expense Center, Review Payments, Review Payroll Payments</li> <li>• Travel and Expenses, Tand E Administration Center, Review Payments, View Payroll Payments</li> </ul>	View payroll payments for an employee.
Payroll Payments Status	EX_PY_PMT_INQ	<ul style="list-style-type: none"> <li>• Travel and Expenses, Audit, Review Payments, Payroll Payment Status</li> <li>• Travel and Expenses, T and E Administration Center, Review Payments, Payroll Payment Status</li> </ul>	View payroll payment status by date and document type.

## Viewing Employee Expense Transaction History

Access the Employee Expense History page.

### Employee Expense History

Nancy Ball

**Expense Dates**

**From Date:** 01/20/2002

**Through Date:** 01/20/2003

**Transaction Type:** All

Type	ID	Descr	Status	From Date	Thru Date	Submitted Amount	
Expense Report	<a href="#">0000000056</a>	Consulting Trip to Client	Approved f	01/06/2003	01/06/2003	847.31	CAD

Employee Expense History page

**Transaction Type** Select a type to display: *All, Cash Advances, Expense Reports, or Travel Authorizations.*

**ID** Click a link in this column to open the expense document.

<b>Status</b>	<p>Displays the payment status for the expense transaction.</p> <p>Click View Related Links button in this column to open the related links page, then select a link to view additional information. Options are:</p> <ul style="list-style-type: none"> <li>• Transaction Detail</li> <li>• Employee Payment Detail</li> <li>• Vendor Payment Detail</li> <li>• Accounting Detail</li> </ul>
---------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Note.** The Employee Expense History page that you access through the Employee Self-Service path differs slightly from the page that you access through the Travel and Expenses, Audit path.

## Viewing Employee Payment History

Access the Employee Payment History page.

Employee Expense Payment

### Employee Payment History

Michael Buhler

Payment Information

Check Date: 10/14/2003

Payment Amount: 609.80 EUR

Payment Status: Paid

Check Number: 000014

Payee Address

Payments

Type	ID	Description	Status	Created	Amount	Currency
Expense Report	0000000159	TEST	Paid	10/14/2003	4,000.00	FRF

Employee Payment History page

<b>Payee Address</b>	Click to access the Payee Address Information - Employee Payment History page and view the employee's address information.
<b>ID</b>	Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.

**Note.** The Employee Payment History page that you access through the Employee Self-Service path differs slightly from the page that you access through the Travel and Expenses, Audit path.

## Viewing Employee Payroll Payment History

Access the Employee Payroll Payment History page.

## Employee Payroll Payment History

Kenneth Schumacher

**Search Criteria**

\*SetID:

Bank Code:

Account:

Check #:

**Payroll Payment Information**

Find | View All First 1 of 1 Last

Paycheck Number: 2095

Bank Code: USBNK

Bank Account: CHCK

Payment Amount: 57.55 USD

Payment Date: 11/06/2003

Payment Status: Paid

Status: Confirmed

Customize | Find | View All | First 1 of 1 Last

Type	ID	Descr	Status	Created	Amount	
1 Exp Report	<a href="#">0000000097</a>	Visit to customer site	Paid	11/06/2003	57.55	USD

Employee Payroll Payment History page

**ID**

Click the link in the ID column to access the View Expense Report - Expense Report Detail or Cash Advance - View Cash Advance page.

## Viewing Payroll Payment Status

Access the Payroll Payments Status page.

**Payroll Payments Status**

**Search Criteria**

From Date:  
Through Date:

\*Document Type:

\*Document Status:

**Payroll Payments Status**

Customize | Find | View All | First 1 of 1 Last

Doc Type	ID	EmplID	Description	Status	Rejected Reason	Amount	Currency
Expense Report	<a href="#">0000000097</a>	KU0042	Visit to customer site	Confirmed		57.55	USD

Payroll Payments Status page

**Document Type**

Select one of the following: *All Document Types*, *Cash Advances*, or *Expense Reports*.

**Document Status**

The document can have one of the following statuses:

*All Statuses:* Any payroll status. (Does not apply to the *Status* field within the grid.)

*Confirmed by Payroll:* Payroll system verified payment of the document.

*In Process:* Document is undergoing payroll processing.

*None:* No status.

*Published to Payroll:* Document was sent to the payroll system.

*Rejected by Payroll:* The payroll system denied the document.

*Reversal:* Payroll system reversed payment of the document.

**ID**

Click to view the View Expense Report - Expense Report Detail page or the Cash Advance - View Cash Advance page.

---

## Viewing Vendor Payment Data

This page displays check information—check number, payment date, and amount—and lists expense reports to which the payment applies.

### Page Used to View Vendor Payments

Page Name	Object Name	Navigation	Usage
Vendor Payment	TE_PYMT_INQ_VND	<ul style="list-style-type: none"> <li>Travel and Expenses, Audit, Review Payments, Review Vendor Payments</li> <li>Travel and Expenses, T and E Administration Center, Review Payments, View Vendor Payments</li> </ul>	View a vendor's payment information.

### Viewing a Vendor Payment

Access the Vendor Payment page.

## Vendor Payment

### VISA (Credit Card #1)

---

**Payment Info**

**Check Number:** 000107

**Payment Status:** Paid

**Bank Code:** USA BANK

**Payment Method:** Check

**Bank Account:** USBNK CHECKING ACCT

**Post Status:** Posted

**Payment Amount:** 2,000.00 USD

**Check Date:** 06/12/2004

[Payee Address](#)

**Expense Report Detail**

[Customize](#) | [Find](#) |

First ◀ 1 of 1 ▶ Last

Report ID	Report Description	Status	Created	Amount	Currency
0000000055	Meeting costs	Paid	08/15/2000	2,000.00	USD

**Cash Advance Details**

[Customize](#) | [Find](#) |

First ◀ 1 of 1 ▶ Last

Advance ID	Advance Description	Status	Created	Amount	Currency
<a href="#">View</a>				0.000	

Vendor Payment page

**Payment ID or Check Number**

Click to access the Vouchers For a Payment page for the particular payment or check.

**Payee Address**

Click to view the vendor's address information.

**Report ID**

Click to view the View Expense Report - Expense Report Detail page.

**Advance ID**

Click to access the Cash Advance - View Cash Advance page.

## CHAPTER 25

# Managing Data for PeopleSoft Mobile Time and Expense

This section provides an overview of data management between PeopleSoft Expenses and PeopleSoft Mobile Time and Expenses (connected and disconnected environments) and discusses the following:

- PeopleSoft Mobile architecture.
- Synchronizing mobile data.

---

## Understanding Data Integration

Employees use PeopleSoft Mobile Time and Expense to enter time reports and expense reports when traveling or away from PeopleSoft Expenses.

Tools are used to exchange data between your disconnected mobile environment (PeopleSoft Mobile Time and Expense) and the connected, or online, server environment (PeopleSoft Expenses). These tools include:

- PeopleSoft Mobile Agent.
- Synchronization (sync) Server.
- Mobile Application - Data Synchronization.
- User level filtering.

---

## Understanding PeopleSoft Mobile Architecture

PeopleSoft Mobile Time and Expense uses PeopleTools Mobile technology. This technology is made up of the following components:

- PeopleSoft Mobile Agent
- Synchronization (Sync) Server
- Component Interface

## PeopleSoft Mobile Agent

PeopleSoft Mobile Agent is a memory-resident program installed onto the mobile device (laptop or personal digital assistant—PDA). Use Mobile Agent to construct the main mobile application and to bridge data back and forth from the mobile device to PeopleSoft Expenses. Mobile devices must have PeopleSoft Mobile Agent installed.

Mobile Time and Expense is a part of the mobile application on the device. With Mobile Agent installed, you can synchronize expense reports and time reports to the mobile device. At this point, you can disconnect from PeopleSoft Expenses and update and create expense reports and time reports.

You can reconnect back into PeopleSoft Expenses using the synchronization options provided in the mobile application to synchronize the new or modified expense and time reports back into Expenses. Also during synchronization, new or modified expense and time report changes performed in PeopleSoft Expenses are synchronized down to the mobile device (depending on the synchronization option that you select).

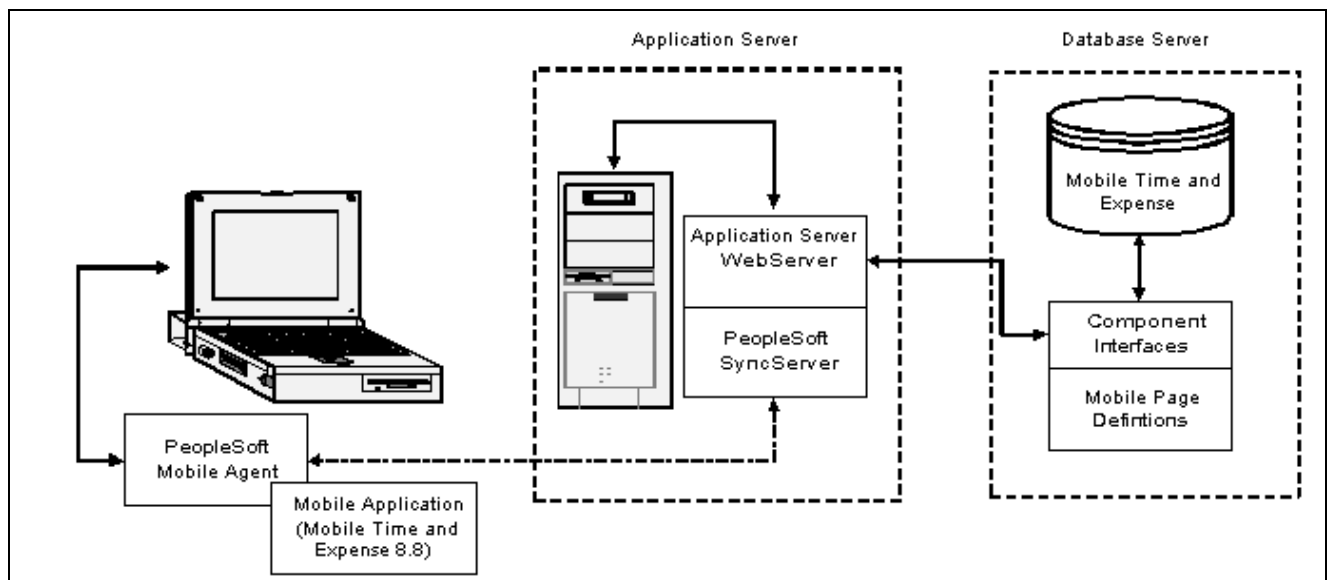
See *PeopleSoft Mobile Agent PeopleBook*

## Synchronization (Sync) Server

In addition to the application server, you set up a synchronization (sync) server gateway that provides the mechanism to move the mobile time and expense data back and forth from the mobile device to the server.

## Component Interface

PeopleTools Component Interface technology is used to extract all control data, including such information as employee profiles, expense types, currency code, and credit card data down to the mobile device. In addition, transaction data such as expense reports, time reports, and My Wallet entries are also extracted down through the component interfaces to the mobile device.



Mobile Time and Expense Using PeopleTools

See *PeopleSoft Component Interface PeopleBook*



## Understanding Mobile Data Synchronizations

In order to use PeopleSoft Mobile Time and Expense, do the following:

- Set up Synchronization (Sync) Server, which is performed by the system administrator.
- Apply user-level filtering for country, state, locality, currency, expense location, and project costing.
- Set up valid user ID on PeopleSoft Expenses and provide proper security access.
- Install PeopleSoft Mobile Agent onto the mobile device.
- Connect the mobile device to the server to set up the application.

### Synchronization Options

Options	Description
Upload Changes	A synchronization to bring newly created or updated data into the server and back to the mobile device. Only these changes will be synced between PeopleSoft Expenses and the mobile device
Update Business Data	A two-way synchronization to bring newly created or updated data into the server and back onto the mobile device. Changes made on the mobile device are sent to PeopleSoft Expenses first and then all transactional and control data are synchronized to the mobile device.
Update Applications	This synchronization brings down the entire application (including screens, control data, and business rules) down to the mobile device. This synchronization process installs Mobile Time and Expense onto the mobile device, and you need to run this process if any of the mobile objects change.

### Filtering Mobile Data

The Filter Mobile Data feature allows PeopleSoft Mobile Time and expense users to control the amount of data that they synchronize down to the mobile devices. The filters speed up the synchronization process and consolidates information that is specific to each mobile user.

The Filter Mobile Data feature filters:

- Country codes.
- States and provinces.
- Localities.
- Currencies.
- Expense locations.
- PeopleSoft Project Costing data (My Projects, project teams, and open projects)

See *PeopleSoft Mobile Time and Expense 8.8 PeopleBook*, “Filtering Mobile Data”.

## **Synchronizing Control Data**

Control data, such as expense types, projects, credit card, user profiles, and exchange rates are initially brought down to the mobile device during the Update Application Synchronization process. Subsequent synchronizations (Update Business Data) will only bring down control data that was updated since the last synchronization. On the Installation Options - Mobile page, you set up parameters for how many days of historical data that you want to synchronize from PeopleSoft Expenses to the mobile device. Also on this page, you can select to not synchronize control data from PeopleSoft Expenses to mobile devices if the data has already been downloaded.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Mobile Time and Expense Installation Options.

## APPENDIX A

# Delivered Workflows for PeopleSoft Expenses

This appendix provides an overview of the workflows for PeopleSoft Expenses and discusses:

- Delivered workflows for travel authorizations
- Delivered workflows for cash advances
- Delivered workflows for expense reports
- Delivered workflows for time reporting

### See Also

*PeopleTools PeopleBook: PeopleSoft Workflow*

*PeopleTools PeopleBook: Using PeopleSoft Applications*

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## Understanding Expenses Workflows

The Expenses workflow process, EX\_SHEET\_ADVANCE, can send email notifications about expense-related events, for example, when a document is approved. You determine the information that these emails contain. You specify this information on the Email Message page.

The workflow process can also add expense-related events to approvers' worklists. You determine which approvers have events added to their worklists. You specify this information on the System Workflow Rules page.

See Setting Up Notifications.

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## Delivered Workflows for Travel Authorizations

This section discusses the workflows for travel authorizations.

### Enter Travel Auth

This section discusses the Enter Travel Auth workflow, which is triggered when an employee submits a travel authorization.

## Description

<b>Event Description</b>	An employee submits a travel authorization on one of the Request a Travel Authorization pages.
<b>Action Description</b>	The EX_SHEET_ADVANCE process:  Adds the travel authorization to the approver's worklist.  Sends an email notification to the approver.
<b>Notification Method</b>	Email and worklist

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Enter Travel Auth
<b>Roles</b>	EX_TA_APPROVER for approver

## Approve Travel Auth

This section discusses the Approve Travel Auth workflow, which is triggered when an approver approves a travel authorization.

### Description

<b>Event Description</b>	An approver approves a travel authorization on the Approve Travel Authorization - Travel Authorization Summary page.
<b>Action Description</b>	When the travel authorization is approved, the EX_SHEET_ADVANCE process sends an email notification to the employee who submitted the travel authorization.
<b>Notification Method</b>	Email

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Approve Travel Auth
<b>Roles</b>	EX_EMPLOYEE for employee

## Review Travel Auth Projects

This section discusses the Review Travel Auth Projects workflow, which routes project manager to approve a travel authorization.

### Description

<b>Event Description</b>	Approvers and project managers approve a travel authorization on the Approve Travel Authorization - Travel Authorization Summary page.
<b>Action Description</b>	The EX_SHEET_ADVANCE process adds the travel authorization to the project manager's worklist.
<b>Notification Method</b>	Worklist

### Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Review Travel Auth Projects
<b>Role</b>	EX_TA_PROJMGR for project manager

## Delivered Workflows for Cash Advances

This section discusses the workflows for cash advances.

### Employee Advances

This section discusses the Employee Advances workflow, which is triggered when an employee requests a cash advance.

#### Description

<b>Event Description</b>	An employee requests a cash advance on the Cash Advance - Request Cash Advance page.
<b>Action Description</b>	The EX_SHEET_ADVANCE process: Adds the cash advance to the approver's or prepayment auditor's worklist. Sends an email notification to the approver.
<b>Notification Method</b>	Email and worklist

#### Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Employee Advances
<b>Roles</b>	EX_ADV_APPROVER for approver EX_AUDITOR for prepayment auditor

## Approve Advances

This section discusses the Approve Advances workflow, which is triggered when an expense manager approves a cash advance.

### Description

<b>Event Description</b>	An approver approves a cash advance on the Cash Advance - Approve Cash Advance page.
<b>Action Description</b>	The EX_SHEET_ADVANCE process:  Adds the cash advance to the prepayment auditor's worklist.  When the cash advance is approved, sends an email notification to the employee who submitted the cash advance.
<b>Notification Method</b>	Email and worklist

### Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Approve Advances
<b>Roles</b>	EX_AUDITOR for prepayment auditor EX_EMPLOYEE for employee

## Audit Cash Advances

This section discusses the Audit Cash Advances workflow, which is triggered when a prepayment auditor approves a cash advance.

### Description

<b>Event Description</b>	A prepayment auditor approves a cash advance on the Cash Advance - Pre-Pay Audit Cash Advance page.
<b>Action Description</b>	When the cash advance is approved, the EX_SHEET_ADVANCE process sends an email notification to the employee who requested the advance.
<b>Notification Method</b>	Email

### Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Audit Cash Advances
<b>Roles</b>	EX_EMPLOYEE for employee

## Delivered Workflows for Expense Reports

This section discusses the workflows for expense reports.

### Enter Expense Sheet

This section discusses the Enter Expense Sheet workflow, which is triggered when an employee submits an expense report.

#### Description

<b>Event Description</b>	An employee submits an expense report on one of the Create Expense Report pages.
<b>Action Description</b>	<p>The EX_SHEET_ADVANCE process:</p> <p>Adds the expense report to the worklist of the approver, the prepayment auditor, or the post payment auditor.</p> <p>Sends an email notification to the approver.</p>
<b>Notification Method</b>	Email and worklist

#### Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Enter Expense Sheet
<b>Roles</b>	<p>EX_SHT_APPROVER for approver</p> <p>EX_AUDITOR for prepayment and post payment auditors</p>

### Approve Expense Sheet

This section discusses the Approve Expense Sheet workflow, which is triggered when an expense manager approves an expense report.

#### Description

<b>Event Description</b>	An approver approves an expense report on the Approve Expense Report - Expense Report Summary page.
<b>Action Description</b>	<p>The EX_SHEET_ADVANCE process:</p> <p>Adds the expense report to the worklist of the prepayment or post payment auditor.</p> <p>When the expense report is approved, sends an email notification to the employee who submitted the expense report.</p>
<b>Notification Method</b>	Email and worklist

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Approve Expense Sheet
<b>Roles</b>	EX_AUDITOR for prepayment and post payment auditors EX_EMPLOYEE for employee

## Audit Expense Sheet

This section discusses the Audit Expense Sheet workflow, which is triggered when a prepayment auditor approves an expense report.

### Description

<b>Event Description</b>	A prepayment auditor approves an expense report on the Audit Expense Report - Expense Report Summary page.
<b>Action Description</b>	The EX_SHEET_ADVANCE process:  Adds the expense report to the post payment auditor's worklist.  When the expense report is approved, sends an email notification to the employee who submitted the expense report.
<b>Notification Method</b>	Email and worklist

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Audit Expense Sheet
<b>Roles</b>	EX_EMPLOYEE for employee EX_AUDITOR for post payment auditor

## Review Expense Sheet Projects

This section discusses the Review Expense Sheet Projects workflow, which is triggered when project manager approve an expense report.

### Description

<b>Event Description</b>	This activity is triggered to route expense report to project manager's worklist.
<b>Action Description</b>	The EX_SHEET_ADVANCE process adds the expense report to the project manager's worklist.
<b>Notification Method</b>	Worklist



## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Review Expense Sheet Projects
<b>Roles</b>	EX_SHT_PROJMGR for project manager

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## Delivered Workflows for Time Reporting

This section discusses the workflows for time reporting.

### Enter Time Sheet

This section discusses the Enter Time Sheet workflow, which is triggered when an employee submits a time report.

#### Description

<b>Event Description</b>	An employee submits a time report on one of the Time Report pages.
<b>Action Description</b>	The EX_SHEET_ADVANCE process: Adds the time report to the approver's worklist. Sends an email notification to the approver.
<b>Notification Method</b>	Email and worklist

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Enter Time Sheet
<b>Roles</b>	EX_TS_APPROVER for approver

### Approve Time Sheet

This section discusses the Approve Time Sheet workflow, which is triggered when an approver approves a time report.

## Description

<b>Event Description</b>	An approver approves a time report on the Approve Time Report - Time Report Summary page.
<b>Action Description</b>	When the time report is approved, the EX_SHEET_ADVANCE process sends an email notification to the employee who submitted the time report.
<b>Notification Method</b>	Email

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Approve Time Sheet
<b>Roles</b>	EX_EMPLOYEE for employee

## Review Time Sheet Projects

This section discusses the Review Time Sheet Projects workflow, which routes project manager to approve a Time Report.

## Description

<b>Event Description</b>	All approvers, including the project manager, approve a time report on one of the Approve Time Report - Time Report Summary page.
<b>Action Description</b>	The EX_SHEET_ADVANCE process adds the time report to the project manager's worklist.
<b>Notification Method</b>	Worklist

## Workflow Objects

<b>Approval Rule Set</b>	None
<b>Business Process</b>	EX_SHEET_ADVANCE
<b>Activity</b>	Review Time Sheet Projects
<b>Roles</b>	EX_TS_PROJMGR for project manager

## APPENDIX B

# Configuring Batch Processes for PeopleSoft Expenses

This appendix discusses how to configure temporary tables for batch processing in PeopleSoft Expenses.

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## Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

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**Note.** When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

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Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Expenses:

- Expenses Transaction Processing Driver (EX\_TRAN\_PRCs).

The Expenses Transaction Processing Driver process uses these temporary tables:

- EX\_ACCTG\_TMP
- EX\_ACCTLN\_TAO
- EX\_ALLOC\_TAO
- EX\_DSTACT\_TAO
- EX\_EE\_PMT\_TAO
- EX\_SHTADV\_TAO
- EX\_SUMEMP\_TAO
- EXACCTI2\_TAO

- EXACCTIU\_TAO
- EXADVKEY\_TAO
- EXAIRTKT\_TAO
- EXBUSET2\_TAO
- EXEMPBNK\_TAO
- EXEMPLID\_TAO
- EXEMPPMT\_TAO
- EXEMPPMT2\_TAO
- EXSHTKEY\_TAO
- EXVNDPMT\_TAO
- IU\_TRAN\_TAO
- VAT\_IU\_PR\_TAO
- Stage Payments (EX\_STAGE\_PMT)  
The Stage Payments process uses these temporary tables:
  - EX\_ADVLN\_TAO
  - EX\_BUBANK\_TAO
  - EX\_STGSHT\_TMP
  - EXBUSETID\_TAO
- Unstage Payments (EX\_UNSTAGE)  
The Unstage Payments process uses this temporary table: EXADVKEY\_TAO
- Post Liabilities (EX\_POST\_LIAB)  
The Post Liabilities process uses these temporary tables:
  - EX\_ADV\_TAO
  - EX\_SHEET\_TAO
  - EXBUSETID\_TAO
  - EXVATACCT\_TAO
  - EXVTACCTA\_TMP
  - EXVTACCTB\_TMP
  - VAT\_IU\_EX\_TAO
- Post Payments (EX\_POST\_PMT)  
The Post Payments process uses these temporary tables:
  - EX\_AD\_DST\_TAO
  - EX\_AD\_PST\_TAO
  - EX\_SH\_DST\_TAO

- EX\_SH\_PST\_TAO
- EX\_SHTALC\_TAO
- Cancel Payments (EX\_CANCL\_PMT)

The Post Liabilities process uses these temporary tables:

- EXCAN1\_TAO
- EXCAN2\_TAO
- EXCAN4\_TAO
- EXCANADV\_TAO
- EXCANPMT\_TAO
- EXINTR\_CR\_TAO
- EXINTR\_DB\_TAO

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger PeopleBook* discusses how to do this in detail.

## See Also

*PeopleSoft General Ledger 8.8 PeopleBook*, “Optimizing General Ledger Performance”

*PeopleTools PeopleBook: PeopleSoft Application Engine*



## APPENDIX C

# Understanding Accounting in PeopleSoft Expenses

This chapter provides an overview of accounting in PeopleSoft Expenses and discusses:

- Accounting display functionality.
- Travel authorization and expense report default accounting.
- Expense transaction line default accounting.
- Refresh accounting functionality.

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## Understanding PeopleSoft Expenses Accounting

The parameters that you establish for your general ledger business unit, organizational defaults, user defaults, and expense types, all play a part in how accounting functions within PeopleSoft Expenses.

Travel authorizations and expense reports generate ledger entries for distribution of funds to and from specific accounts. Travel authorizations and expense reports contain a distribution plan at the header level and then each expense transaction line contains the actual line distribution. The contents of the distribution plan and actual line distribution are derived from a number of factors relating to the profile of the employee.

The distribution plan is implemented at the travel authorization or expense report level. Each new expense transaction initially inherits a copy of the plan as its own set of actuals. Transaction distribution actuals can be maintained by employees or auditors. Employee access to and modification of distribution actuals can be enabled or disabled by either business unit or expense processing role.

## Pages Used to Understand Accounting in PeopleSoft Expenses

Page Name	Object Name	Navigation	Usage
Expenses Definition - Business Unit 1	BUS_UNIT_TBL_EX1	Set up Financials/Supply Chain, Business Unit Related, Expenses, Expenses Definition, Business Unit 1 tab.	Set up business unit parameters for PeopleSoft Expenses, including the Accounting Display option.
Expenses Role Setup	EX_ROLE	Set up Financials/Supply Chain, Product Related, Expenses, Configure Expenses, System, Roles and Exceptions, Roles	Establish roles for employees depending on their positions in the company and define the Accounting Display option.

Page Name	Object Name	Navigation	Usage
Employee Profile - Organizational Data	EX_EE_ORG_DTA, EX_EE_ORG_DTA2	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile, Organizational Data tab</li> <li>Travel and Expenses, Employee Information, Update Profile, Organizational Data tab</li> </ul>	<ul style="list-style-type: none"> <li>View employee organizational information.</li> <li>Edit employee organizational information.</li> </ul>
Employee Profile - User Defaults	EX_EE_USER_PREF	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expenses, Review/Edit Profile</li> <li>Travel and Expenses, Employee Information, Update Profile, User Defaults tab</li> </ul>	View or modify general default preferences for travel authorizations, cash advances, expense reports, and time reports.
Expense Report - Expense Report Entry	TE_SHEET_ENTRY	<ul style="list-style-type: none"> <li>Employee Self-Service, Travel and Expense Center, Expense Reports, [Create or Modify]</li> <li>Travel and Expenses, Travel and Expense Center, Expense Reports, [Create or Modify]</li> </ul>	Create or modify expense reports.
Expense Report - Accounting Defaults	TE_SHEET_SPLIT	ClickDefault Accounting For Report on the Expense Report - Expense Report Entry page.	View or modify the default accounting ChartFields to which the entire expense report is charged.  Redistribute the percentages of expenses to different ChartFields.
Expense Report - Accounting Detail	TE_SHEET_DIST	<ul style="list-style-type: none"> <li>If you are a Frequent User, click the Accounting Detail button on the Expense Report - Expense Report Entry page, Overview tab.</li> <li>Click the Accounting Detail link on the Expense Report - Expense Detail for [expense type] page.</li> </ul>	View or modify the default accounting ChartFields for the expense line item.

## Accounting Display Functionality

The accounting display functionality allows you to determine if employees have access to view or change the accounting ChartFields on expense transactions. The Accounting Display option is located at the GL business unit level and at the employee role level and impacts expense transactions that you access through the Employee Self-Service navigation.



When you create expense transactions, PeopleSoft Expenses determines what accounting information to populate the transactions with and whether to display or allow editing of that information. The system checks the employee profile first to determine if a role is designated. If a role is designated, Expenses checks the role to see what is defined for the accounting display option (*Business Unit Default, Display Only, Hide, or Update*). If a role is not designated, PeopleSoft Expenses checks the GL business unit for the accounting display option (*Display Only, Hide, or Update*).

PeopleSoft Expenses also checks to see if PeopleSoft Project Costing is installed. If PeopleSoft Project Costing is installed, PeopleSoft Expenses applies the accounting display rules to the project ChartFields for expense transactions.

The accounting display options and their functionality are:

- *Business Unit Default*: PeopleSoft Expenses uses the setting that is in effect for the employee's business unit.
- *Display Only*: PeopleSoft Expenses displays links to the accounting distribution pages. On the accounting distribution pages for travel authorizations and expense reports, Expenses displays the information but you may not edit any of the ChartFields.

If PeopleSoft Project Costing is installed, PeopleSoft Expenses displays a Projects link to access the project ChartFields for travel authorizations and expense reports.

If PeopleSoft Project Costing is not installed, PeopleSoft Expenses displays a Project ID ChartField on the accounting distribution pages for travel authorizations and expense reports and displays only the PC business unit, project ID, activity ID ChartFields on time reports.

- *Hide*: PeopleSoft Expenses does not display links to the accounting distribution pages on travel authorizations or expense reports.

For time reports, if PeopleSoft Project Costing is installed, PeopleSoft Expenses hides the tab for the general ledger ChartFields but displays the tab for the Project Time Details page that displays all of the project ChartFields.

For time reports, if PeopleSoft Project Costing is not installed, PeopleSoft Expenses displays on the PC business unit, project ID, and activity ID ChartFields.

- *Editable*: PeopleSoft Expenses displays links to the accounting distribution pages and you can modify the accounting information.

If PeopleSoft Project Costing is installed, PeopleSoft Expenses displays a Projects link to access the project ChartFields on travel authorizations and expense reports.

If PeopleSoft Project Costing is not installed, PeopleSoft Expenses displays a Project ID ChartField on the accounting distribution pages for travel authorizations and expense reports.

## See Also

Chapter 3, "Defining Your Operational Structure for PeopleSoft Expenses," Configuring a Business Unit for PeopleSoft Expenses, page 10

Chapter 10, "Defining Expenses Processing Roles and Exceptions," Defining Processing Roles for PeopleSoft Expenses, page 113

Chapter 13, "Maintaining Employee Profiles," Maintaining Employee Organizational Data, page 196

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## Header Level Default Accounting

When you create travel authorizations or expense reports, PeopleSoft Expenses populates the reports with accounting defaults for the distribution plan. The accounting defaults for travel authorizations or expense reports consists of general ledger accounting, project accounting information, and project percentages. Depending on the accounting display functionality, you may have access to view and change the default accounting for the distribution plan.

PeopleSoft Expenses obtains general ledger accounting ChartField values from the employee profile and populates new travel authorizations and expense reports with these values at the header level. The general ledger business unit (GL BU) and department identification (DeptID) are the two required ChartFields for travel authorization and expense report processing. Your human resource system updates the Expenses employee profiles with the default general ledger accounting ChartField values; however, you can add or change these default values on the Employee Profile - Organizational Data page providing that you have authorized access. The travel authorization and expense report default accounting for the distribution plan includes project defaults if PeopleSoft Project Costing is installed and you enable project defaults, which you set up on the Employee Profile - User Defaults page.

---

## Expense Transaction Line Default Accounting

Expense transaction lines obtain their initial distribution details from the distribution plan, which are defined at the travel authorization or expense report level. When you add an expense transaction line, PeopleSoft Expenses determines the accounting setup for the selected expense type and populates the accounting distribution default lines with:

- The GL business unit from the accounting distribution plan at the expense report header level.
- Project data from the accounting distribution plan at the expense report header level, including the project split percentages.
- Account and, if required, alternate account ChartField information from the expense types table (based on the expense type and billing type combination).
- Other ChartFields from the expense types table, if they exist, or ChartFields from the accounting distribution plan at the expense report header level.
- DeptID from the accounting distribution plan at the expense report header level if not found in the expense types table.

---

## Refresh Accounting Functionality

When you create travel authorizations or expense reports and add expense transaction lines, PeopleSoft Expenses copies the accounting defaults from the distribution plan at the header level down to each transaction actual distribution line. If you change the accounting defaults at the header level after you add expense transaction lines, the Expenses changes the previously entered transaction distribution lines to reflect the new accounting defaults. However, if you change the accounting details at the expense transaction line level, then Expenses does not override your changes with the new accounting defaults.

For example:

1. Access the Expense Report - Expense Report Entry page to create an expense report.
2. Access the Expense Report - Accounting Defaults page and verify or change the accounting default for DeptID to 41000.
3. Return to the Expense Report - Expense Report Entry page and enter three expense transaction lines:
  - a. Air travel
  - b. Hotel
  - c. Meals

Verify on the Expense Report - Accounting Detail page that PeopleSoft Expenses created three accounting lines using DeptID 41000.

4. Access the Expense Report - Accounting Detail page and change the Hotel transaction line accounting detail DeptID from 41000 to 42000.
5. Access the Expense Report - Accounting Defaults page and change the DeptID from 41000 to 43000.
6. Return to the Expense Report - Expense Report Entry page and enter a fourth expense transaction line for Automobile Rental.

Verify on the Expense Report - Accounting Detail page that the DeptID for air travel, meals, and car rental is 43000; the DeptID for hotel is 42000.



## APPENDIX D

# PeopleSoft Expenses Reports

This appendix lists all the reports provided with PeopleSoft Expenses and includes general information about each report.

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that we publish on CD-ROM with your documentation.

Additional reports for PeopleSoft Expenses are documented in *PeopleSoft Global Options and Reports 8.8 PeopleBook*.

### See Also

*PeopleSoft Global Options and Reports 8.8 PeopleBook*, “PeopleSoft Financial Global Reports.”

## PeopleSoft Expenses Reports: A to Z

This table lists the PeopleSoft Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any PeopleSoft Expenses report.

Report ID and Report Name	Description	Navigation	Run Control Page
EXC1500 Business Units	Lists business units.	Set Up Financials/Supply Chain, Business Unit Related, Reports, Expenses Units	RUN_EXC1500
EXC2500 Employee Data by Department	Lists employee personal, organizational, and job data by department.	Travel and Expenses, Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Employee Information, Employee Data by Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code	RUN_EXC2515

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521
EXC2522 Expense Types	Lists Expense Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Card Data</li> <li>Travel and Expenses, Employee Information, Corporate Card Report</li> </ul>	RUN_EXC2550
EXC2551 Credit Card Vendor	Lists Corporate Card Vendors defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Audit, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Central Entry, Expense Report, Print Report	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Set Up Travel and Expenses, Audit, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Audit, Print Reports, Expense Transactions By Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Central Entry, Cash Advance, Print Cash Advances	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Audit, Print Reports, Cash Advances by Department	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Audit, Print Reports, Cash Advances by Unit	RUN_EXC5601
EXC5700 Cash Advance Aging by Department	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Audit, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Audit, Print Reports, Cash Advance Aging by Unit	RUN_EXC5701
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses, Central Entry, Time Report, Print Report	RUN_EXC7500

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Central Entry, Travel Authorization, Print Travel Authorization	RUN_EXC8500
TE_ICRFORM Bar Code Receipt Form	Prints a form to attach receipts to if using receipt imaging.	Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form	HTML page



# Glossary of PeopleSoft Terms

<b>absence entitlement</b>	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
<b>absence take</b>	This element defines the conditions that must be met before a payee is entitled to take paid time off.
<b>accounting class</b>	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
<b>accounting date</b>	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
<b>accounting split</b>	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
<b>accumulator</b>	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
<b>action reason</b>	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
<b>action template</b>	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
<b>activity</b>	<p>In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.</p> <p>In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.</p> <p>In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.</p> <p>In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.</p>

<b>agreement</b>	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
<b>allocation rule</b>	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
<b>alternate account</b>	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
<b>AR specialist</b>	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
<b>arbitration plan</b>	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
<b>assessment rule</b>	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
<b>asset class</b>	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
<b>attribute/value pair</b>	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
<b>authentication server</b>	A server that is set up to verify users of the system.
<b>base time period</b>	In PeopleSoft Business Planning, the lowest level time period in a calendar.
<b>benchmark job</b>	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
<b>book</b>	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
<b>branch</b>	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
<b>budgetary account only</b>	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
<b>budget check</b>	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
<b>budget control</b>	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
<b>budget period</b>	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
<b>business event</b>	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
<b>business unit</b>	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
<b>buyer</b>	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
<b>catalog item</b>	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
<b>catalog map</b>	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
<b>catalog partner</b>	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
<b>categorization</b>	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
<b>channel</b>	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
<b>ChartField</b>	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
<b>ChartField balancing</b>	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
<b>ChartField combination edit</b>	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
<b>ChartKey</b>	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
<b>checkbook</b>	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
<b>Class ChartField</b>	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
<b>clone</b>	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
<b>collection</b>	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

<b>collection rule</b>	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
<b>compensation object</b>	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
<b>compensation structure</b>	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
<b>condition</b>	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
<b>configuration parameter catalog</b>	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
<b>configuration plan</b>	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
<b>content reference</b>	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
<b>context</b>	<p>In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.</p> <p>In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.</p>
<b>control table</b>	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
<b>cost profile</b>	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
<b>cost row</b>	A cost transaction and amount for a set of ChartFields.
<b>current learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
<b>data acquisition</b>	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
<b>data elements</b>	<p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>
<b>dataset</b>	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

<b>delivery method</b>	<p>In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.</p> <p>In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.</p>
<b>delivery method type</b>	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
<b>directory information tree</b>	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
<b>document sequencing</b>	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
<b>dynamic detail tree</b>	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
<b>edit table</b>	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
<b>effective date</b>	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
<b>EIM ledger</b>	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
<b>elimination set</b>	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
<b>entry event</b>	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
<b>equitization</b>	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
<b>event</b>	<p>A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.</p> <p>In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.</p>
<b>event propagation process</b>	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
<b>exception</b>	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
<b>exclusive pricing</b>	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
<b>fact</b>	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
<b>forecast item</b>	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
<b>fund</b>	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
<b>generic process type</b>	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
<b>group</b>	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).  In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
<b>incentive object</b>	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
<b>incentive rule</b>	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
<b>incur</b>	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
<b>item</b>	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).  In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
<b>KPI</b>	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.  An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

<b>LDIF file</b>	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
<b>learner group</b>	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
<b>learning components</b>	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
<b>learning environment</b>	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
<b>learning history</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
<b>ledger mapping</b>	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i> ) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
<b>library section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
<b>linked section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
<b>linked variable</b>	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
<b>load</b>	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
<b>local functionality</b>	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
<b>location</b>	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
<b>logistical task</b>	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
<b>market template</b>	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
<b>match group</b>	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
<b>MCF server</b>	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
<b>merchandising activity</b>	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
<b>meta-SQL</b>	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
<b>metastring</b>	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
<b>multibook</b>	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
<b>multicurrency</b>	The ability to process transactions in a currency other than the business unit's base currency.
<b>national allowance</b>	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
<b>node-oriented tree</b>	A tree that is based on a detail structure, but the detail values are not used.
<b>pagelet</b>	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
<b>participant</b>	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
<b>participant object</b>	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
<b>partner</b>	A company that supplies products or services that are resold or purchased by the enterprise.
<b>pay cycle</b>	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
<b>pending item</b>	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.



<b>PeopleCode</b>	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
<b>PeopleCode event</b>	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
<b>PeopleSoft Internet Architecture</b>	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
<b>performance measurement</b>	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
<b>period context</b>	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
<b>plan</b>	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
<b>plan context</b>	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
<b>plan template</b>	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
<b>planned learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
<b>planning instance</b>	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
<b>portal registry</b>	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
<b>price list</b>	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
<b>price rule</b>	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

<b>price rule condition</b>	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
<b>price rule key</b>	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
<b>process category</b>	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
<b>process group</b>	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
<b>process definition</b>	Process definitions define each run request.
<b>process instance</b>	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
<b>process job</b>	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
<b>process request</b>	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
<b>process run control</b>	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
<b>product category</b>	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
<b>programs</b>	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
<b>progress log</b>	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
<b>project transaction</b>	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
<b>promotion</b>	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
<b>publishing</b>	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
<b>record group</b>	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
<b>record input VAT flag</b>	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	<p>on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.</p>
<b>record output VAT flag</b>	<p>Abbreviation for <i>record output value-added tax flag</i>.</p> <p>See <i>record input VAT flag</i>.</p>
<b>reference data</b>	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
<b>reference object</b>	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
<b>reference transaction</b>	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
<b>regional sourcing</b>	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
<b>relationship object</b>	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
<b>remote data source data</b>	Data that is extracted from a separate database and migrated into the local database.
<b>REN server</b>	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
<b>requester</b>	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
<b>role</b>	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
<b>role user</b>	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
<b>roll up</b>	In a tree, to roll up is to total sums based on the information hierarchy.
<b>run control</b>	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
<b>run control ID</b>	A unique ID to associate each user with his or her own run control table entries.

<b>run-level context</b>	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
<b>search query</b>	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
<b>section</b>	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
<b>security event</b>	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
<b>serial genealogy</b>	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
<b>serial in production</b>	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
<b>session</b>	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
<b>session template</b>	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
<b>setup relationship</b>	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
<b>share driver expression</b>	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
<b>single signon</b>	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
<b>source transaction</b>	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
<b>SpeedChart</b>	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
<b>SpeedType</b>	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
<b>staging</b>	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

<b>statutory account</b>	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
<b>step</b>	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
<b>storage level</b>	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
<b>subcustomer qualifier</b>	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
<b>Summary ChartField</b>	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
<b>summary ledger</b>	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
<b>summary time period</b>	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
<b>summary tree</b>	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
<b>syndicate</b>	To distribute a production version of the enterprise catalog to partners.
<b>system function</b>	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
<b>TableSet</b>	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
<b>TableSet sharing</b>	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
<b>target currency</b>	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
<b>template</b>	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
<b>territory</b>	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
<b>TimeSpan</b>	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
<b>trace usage</b>	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
<b>transaction allocation</b>	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
<b>transaction state</b>	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
<b>Translate table</b>	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
<b>tree</b>	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
<b>unclaimed transaction</b>	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
<b>universal navigation header</b>	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
<b>user interaction object</b>	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
<b>variable</b>	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
<b>VAT exception</b>	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
<b>VAT exempt</b>	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
<b>VAT exoneration</b>	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
<b>VAT suspension</b>	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
<b>warehouse</b>	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

<b>work order</b>	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
<b>worksheet</b>	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
<b>worklist</b>	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
<b>XML schema</b>	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
<b>yield by operation</b>	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
<b>zero-rated VAT</b>	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.





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## PeopleSoft Expenses 8.8 Reports

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**December 2003**

## PeopleSoft Expenses 8.8 Reports

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# About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
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# CHAPTER 1

## PeopleSoft Expenses Reports

This appendix lists all the reports provided with PeopleSoft Expenses and includes general information about each report.

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that we publish on CD-ROM with your documentation.

Additional reports for PeopleSoft Expenses are documented in *PeopleSoft Global Options and Reports 8.8 PeopleBook*.

### PeopleSoft Expenses Reports: A to Z

This table lists the PeopleSoft Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any PeopleSoft Expenses report.

Report ID and Report Name	Description	Navigation	Run Control Page
EXC1500 Business Units	Lists business units.	Set Up Financials/Supply Chain, Business Unit Related, Reports, Expenses Units	RUN_EXC1500
EXC2500 Employee Data by Department	Lists employee personal, organizational, and job data by department.	Travel and Expenses, Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Employee Information, Employee Data by Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code	RUN_EXC2515
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2522 Expense Types	Lists Expense Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	<ul style="list-style-type: none"> <li>Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Card Data</li> <li>Travel and Expenses, Employee Information, Corporate Card Report</li> </ul>	RUN_EXC2550
EXC2551 Credit Card Vendor	Lists Corporate Card Vendors defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571



<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Audit, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Central Entry, Expense Report, Print Report	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Set Up Travel and Expenses, Audit, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Audit, Print Reports, Expense Transactions By Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Central Entry, Cash Advance, Print Cash Advances	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Audit, Print Reports, Cash Advances by Department	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Audit, Print Reports, Cash Advances by Unit	RUN_EXC5601
EXC5700 Cash Advance Aging by Department	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Audit, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Audit, Print Reports, Cash Advance Aging by Unit	RUN_EXC5701
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses, Central Entry, Time Report, Print Report	RUN_EXC7500
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Central Entry, Travel Authorization, Print Travel Authorization	RUN_EXC8500
TE_ICRFORM Bar Code Receipt Form	Prints a form to attach receipts to if using receipt imaging.	Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form	HTML page



## **CHAPTER 2**

# **Report Samples**

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.



## Business Units

PeopleSoft Expenses 8.9- EXC1500

	Report Print Date <b>11/5/2003</b>	Page Number <b>1 of 2</b>
--	---------------------------------------	------------------------------

Business Unit	Accounting Template	D & B Number	Location	Base Currency	Prorate VAT	Min Receipt Amount	Max Advance Amount
AUS01	AUSTRALIA OPERATIONS	STANDARD	AUS01 Australia - NSW	AUD	Y	0.00 AUD	0.00 AUD
BLG01	BELGIUM OPERATIONS	STANDARD	BLG01 Belgium - Antwerpen	BEF	Y	0.00 BEF	0.00 BEF
BLGE1	BELGIUM - EURO BASE CURRENCY	STANDARD	BLG01 Belgium - Antwerpen	EUR	Y	0.00 EUR	0.00 EUR
CAN01	CANADA OPERATIONS	STANDARD	CAN01 Canada - Quebec	CAD	Y	0.00 CAD	0.00 CAD
CHE01	Switzerland 1	STANDARD	CHE01 Switzerland - Location 1	CHF	Y	0.00 CHF	0.00 CHF
DEU01	GERMANY OPERATIONS	STANDARD	DEU01 Germany - Hamburg	DEM	Y	0.00 DEM	0.00 DEM
DEUE1	GERMANY - EURO BASE CURRENCY	STANDARD	DEU01 Germany - Hamburg	EUR	Y	0.00 EUR	0.00 EUR
EGV01	EDUC & GVT - BU 1	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
EGV02	EDUC & GVT - BU 2	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
EGV03	PSU Medical Center	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
EGV04	EDUC & GVT - BU 4	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
EGV05	EDUC & GVT - BU 5	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
EGV06	EDUC & GVT - BU 6	STANDARD	EGV01 EGV01	USD	Y	0.00 USD	0.00 USD
FED01	FEDERAL - BU 1	STANDARD	FED01 FED01	USD	Y	0.00 USD	0.00 USD
FED02	FEDERAL - BU 2	STANDARD	FED01 FED01	USD	Y	0.00 USD	0.00 USD
FRA01	FRANCE OPERATIONS	STANDARD	FRA01 France - Paris	FRF	Y	0.00 FRF	10,000.00 FRF
FRA03	FRANCE OPERATIONS - SOUTH	STANDARD	FRA03 France - Lyon	FRF	Y	0.00 FRF	0.00 FRF
FRA04	FRANCE OPERATIONS - WEST	STANDARD	FRA04 France - Marseille	FRF	Y	0.00 FRF	0.00 FRF
FRAE1	FRANCE - EURO BASE CURRENCY	STANDARD	FRA01 France - Paris	EUR	Y	0.00 EUR	0.00 EUR
GBR01	BRITAIN OPERATIONS	STANDARD	GBR01 Gr Britain - London	GBP	Y	0.00 GBP	0.00 GBP
IND01	India BU 1	STANDARD	IND01 India - Location 1 (State KAR)	INR	Y	0.00 INR	0.00 INR
ITL01	ITALIAN OPERATIONS	STANDARD	ITL01 Italy - Napoli	ITL	Y	0.00 ITL	0.00 ITL
ITL01	ITALY - EURO BASE CURRENCY	STANDARD	ITL01 Italy - Napoli	EUR	Y	0.00 EUR	0.00 EUR
JPN01	JAPAN OPERATIONS	STANDARD	JPN01 Japan - Tokyo-To	JPY	Y	0.00 JPY	0.00 JPY
LUX01	LUX01	STANDARD	LUX01 Luxembourg - Location 1	EUR	Y	0.00 EUR	0.00 EUR
NLD01	NETHERLANDS OPERATIONS	STANDARD	NLD01 Netherlands - Bellingwedde	NLG	Y	0.00 NLG	0.00 NLG
NLDB1	NLD - balanced by Fund / OperU	STANDARD	NLD01 Netherlands - Bellingwedde	NLG	Y	0.00 NLG	0.00 NLG



Employee Data by Department

Department <b>22000</b>	Description <b>Sales and Services</b>	Report Print Date <b>11/5/2003</b>	Page Number <b>1 of 1</b>
----------------------------	------------------------------------------	---------------------------------------	------------------------------

Employee ID / Name		Telephone	Status	Valid	Business Unit		Advance Level	Max Advance Amount	
IXHEEE120	Crawford, William		Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD
KU0022	Turner, Cornelia		Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
KU0037	Miller, Samuel		Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
SP109	Land, Ryan		Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD

- End of Report -

Total Employees <b>4</b>
-----------------------------



## Employee Data by Business Unit

PeopleSoft Expenses 8.9 - EXC2501

BusinessUnit	Description	Report Print Date	Page Number
US003	US003 CALIFORNIA OPERATIONS	11/5/2003	1 of 1

Employee ID / Name	Telephone	Status	Valid	Department	Advance Level	Max Advance Amount
IXHEEE122	DeJackome,Isobel	Active	Y	14000	Business Unit	5,000.00 USD
IXHEEE128	Masterson,Carlos	Active	Y	22000	Business Unit	5,000.00 USD
IXHEEE132	Chen,Devon	Active	Y	43000	Business Unit	5,000.00 USD
IXHEEE134	Peck,Maryse	Active	Y	13000	Business Unit	5,000.00 USD
IXHEEE135	DeJackome,Earnest	Active	Y	13000	Business Unit	5,000.00 USD
IXHEEE138	Fletcher,Dominic	Active	Y	20000	Business Unit	5,000.00 USD
IXHEEE139	Wagenheimer,Ramona	Active	Y	41000	None	0.00 USD
IXHEEE140	Jaegar,Anne	Active	Y	22000	None	0.00 USD
KU0008	Bronte,Jeanette	Active	Y	42000	Business Unit	5,000.00 USD
KU0023	Lotta,Lucie	Active	Y	11000	Business Unit	5,000.00 USD
KU0026	Smith,Marie	Active	Y	11000	Business Unit	5,000.00 USD
KU0033	Schumacher,Elizabeth	Active	Y	41000	Business Unit	5,000.00 USD
KU0039	Hemani,Petros	Active	Y	13000	Business Unit	5,000.00 USD
KU0045	McCoy,Maria	Active	Y	41000	Business Unit	5,000.00 USD
KU0049	Sherwood,Tomas	Active	Y	13000	Business Unit	5,000.00 USD
KU0050	Hill,Nicola	Active	Y	42000	Business Unit	5,000.00 USD
KU0089	Paul,Bill	Active	Y	22000	Business Unit	5,000.00 USD
KU0090	Frumman,Chloe	Active	Y	43000	Business Unit	5,000.00 USD
KU0095	Bradford,John	Active	Y	22000	Business Unit	5,000.00 USD
KU0107	Barnes,Karl	Active	Y	41000	Business Unit	5,000.00 USD
KUN002	Jansen,Joanne	Active	Y	22000	Business Unit	5,000.00 USD

- End of Report -

Total Employees
21



**Business Purposes**

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Business Purpose	Description	Short Description
00001	Off-site Meeting	Off-site
00002	User Conference	UConf
00003	Technical Training	TechTrain
00004	Release Training	RelTrain
00005	Corporate Visits	CorpVisits
00006	Team Building Session	TeamBuild
00007	General Travel and Expense	TravelExp
00008	Regional Meeting	RegMeeting
00009	Trade Show	TradeShow
00010	Customer Visit	CustVisit
00011	Demonstrations	Demos
00012	Recruiting	Recruiting
00013	Consulting Services	Consulting

- End of Report -

Total Business Purposes
13



## Earnings Code

PeopleSoft Expenses 8.9 - EXC2515

	Report Print Date <b>11/5/2003</b>	Page Number <b>1 of 1</b>
--	---------------------------------------	------------------------------

Earnings Code	Description	Short Description
TAA	ST - Automobile Allowance	Auto Allow
TCA	Expense Cash Advance	Exp Advnce
TEX	ST - Expense Reimbursement	Expenses
TRL	ST - Relocation - Taxable	Relocation
TRN	ST - Relocation - Nontaxable	Relo nontx

Total Earnings Codes

**5**

- End of Report -





Expense Type Groups

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Type Group	Description	Short Description	Billing Action	Account	Department	Project ID	Product
MEALS	Meals	Meals	Billable	120055			
MEALS	Meals	Meals	Billable	120600			
MEALS	Meals	Meals	Internal	650055			
MEALS	Meals	Meals	Internal	650040			
MEALS	Meals	Meals	Nonbillable	501055			
MEALS	Meals	Meals	Nonbillable	501040			
MILEAGE	Mileages	Mileages	Billable	120085			
MILEAGE	Mileages	Mileages	Internal	650032			
MILEAGE	Mileages	Mileages	Nonbillable	501085			
PERDIEM	Per Diem	Per Diem	Billable	120075			
PERDIEM	Per Diem	Per Diem	Internal	650000			
PERDIEM	Per Diem	Per Diem	Nonbillable	501075			
TRANS	Mean of transportation	Transport	Billable	120020			
TRANS	Mean of transportation	Transport	Internal	650030			
TRANS	Mean of transportation	Transport	Nonbillable	501030			

- End of Report -

Total Type Groups
15



## Expense Types

PeopleSoft Expenses 8.9 - EXC2522

Set ID <b>SHARE</b>	Description <b>CORPORATE SETID</b>	Report Print Date <b>11/5/2003</b>	Page Number <b>1 of 4</b>
------------------------	---------------------------------------	---------------------------------------	------------------------------

Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
AIRFARE	AIR	Y	Y	N	Y		BIL	120020			
AIRFARE	AIR	Y	Y	N	Y		INT	650020			
AIRFARE	AIR	Y	Y	N	Y		NON	501020			
AUTO	RTL	Y	Y	Y	N		BIL	120025			
AUTO	RTL	Y	Y	Y	N		INT	650025			
AUTO	RTL	Y	Y	Y	N		NON	501025			
BRKFAST	ATT	N	N	Y	Y	MEALS	BIL				
BRKFAST	ATT	N	N	Y	Y	MEALS	INT				
BRKFAST	ATT	N	N	Y	Y	MEALS	NON				
COURIER	NON	N	N	N	Y		BIL	120055			
COURIER	NON	N	N	N	Y		INT	650060			
COURIER	NON	N	N	N	Y		NON	501060			
CURRNCY	NON	N	N	N	Y		BIL	120500			
CURRNCY	NON	N	N	N	Y		INT	500500			
CURRNCY	NON	N	N	N	Y		NON	500500			
DINNER	ATT	N	N	Y	Y	MEALS	BIL				
DINNER	ATT	N	N	Y	Y	MEALS	INT				
DINNER	ATT	N	N	Y	Y	MEALS	NON				
ENTERM	ATT	N	N	Y	Y		BIL	120055			
ENTERM	ATT	N	N	Y	Y		INT	650040			
ENTERM	ATT	N	N	Y	Y		NON	501040			
ENTERO	ATT	N	N	Y	Y		BIL	120055			
ENTERO	ATT	N	N	Y	Y		INT	650045			
ENTERO	ATT	N	N	Y	Y		NON	501045			
GAS	NON	N	N	N	N		BIL	120055			
GAS	NON	N	N	N	N		INT	650031			
GAS	NON	N	N	N	N		NON	501065			



Expense Billing Code

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Expense billing code	Description	Billing Actions
BIL	Billable	B
INT	Internal	I
NON	Nonbillable	U

- End of Report -

Total Billing Codes
3



## Preferred Merchants

PeopleSoft Expenses 8.9 - EXC2525

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Merchant Code	Description	Short Description
AMERICAN	American Airlines	American
BARRELCC	THE BARREL HOUSE	BARRELCC
BOFACC	B OF A/LA SALLE BLDG BASE	BOFACC
CHECKTAXCC	CHECKER TAXI ASSOC INC	CTA
DELTACC1	DELTA AIR 0062122059971	DELTACC1
DELTACC2	DELTA AIR 0062122059971	DELTACC2
DELTACC3	DELTA AIR 0062122059972	DELTACC3
DELTACC4	DELTA AIR 0062122059973	DELTACC4
DELTACC5	DELTA AIR 0062122059968	DELTACC5
DELTACC6	DELTA AIR 0062122059969	DELTACC6
DELTACC7	DELTA AIR 0062122059970	DELTACC7
HERTZ	Hertz Rent-a-Car	Hertz
HERTZCC	HERTZ RENT-A-CAR	HERTZRAC
HILTON	Hilton Hotels	Hilton
LEGALSEACC	LEGAL SEA FOODS #10	LEGALSEACC
LGLSEACC2	LEGAL SEA FOODS #6	LGLSEACC2
M1	M1	M1
M2	M2	M2
M3	M3	M3
M4	M4	M4
M5	M5	M5
MARIOTT	Marriott	Marriott
MARRIOTT	Marriott	Marriott
NATIONAL	National Car Rental	National
RITZCC	THE RITZ CARLTON BOSTON	RCB
SOUTHWSTCC	SOUTHWESTAIR5261146097941	SOUTHWESTC
UNITED	United	United
UNITEDCC	UNITED AIR 0167873633356	UNITED
WESTINCC1	WESTIN HOTELS F/B	WESTINCC1
WESTINCC2	WESTIN HOTELS #156	WESTINCC2
WILLSONOMA	WILLIAM SONOMA #106	WILLSONOMA

- End of Report -

Total Preferred Merchants

**31**



## Authorized Expense Amounts by Location

PeopleSoft Expenses 8.9 - EXC2529

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 3

Location		Expense Type		Authorized Amount	
ALSK	Alaska	GROUND	Ground Transportation	13.65	USD
		LUNCH	Lunch	9.87	USD
ATL	Atlanta, Georgia	GROUND	Ground Transportation	15.75	USD
		LODGING	Hotel/Lodging	93.00	USD
		LUNCH	Lunch	10.71	USD
		MIE	Meals and Incidental Expenses	131.00	USD
BERL	Berlin - Germany	LUNCH	Lunch	24.65	DEN
BOSTN	Boston, Massachusetts	GROUND	Ground Transportation	12.60	USD
		LODGING	Hotel/Lodging	192.00	USD
		LUNCH	Lunch	10.76	USD
		MIE	Meals and Incidental Expenses	238.00	USD
		POSTAGE	Postage	5.00	USD
BRAZ	Sao Paulo - Brazil	LUNCH	Lunch	117.95	BRR
CHIC	Chicago, Illinois	GROUND	Ground Transportation	27.45	USD
		LODGING	Hotel/Lodging	130.00	USD
		LUNCH	Lunch	12.50	USD
		MIE	Meals and Incidental Expenses	176.00	USD
CHRLT	Charlotte, North Carolina	GROUND	Ground Transportation	12.60	USD
		LODGING	Hotel/Lodging	71.00	USD
		LUNCH	Lunch	9.56	USD
		MIE	Meals and Incidental Expenses	109.00	USD
CINC	Cincinnati, Ohio	GROUND	Ground Transportation	22.95	USD
		LUNCH	Lunch	8.72	USD
CLVE	Cleveland, Ohio	GROUND	Ground Transportation	18.38	USD
		LODGING	Hotel/Lodging	86.00	USD
		LUNCH	Lunch	9.98	USD
		MIE	Meals and Incidental Expenses	128.00	USD
DALL	Dallas, Texas	AUTO	Automobile Rental	62.50	USD
		BRKFAST	Breakfast	13.10	USD
		DINNER	Dinner	28.80	USD
		GROUND	Ground Transportation	27.95	USD
		LODGING	Hotel/Lodging	89.00	USD
		LUNCH	Lunch	10.29	USD
		MIE	Meals and Incidental Expenses	135.00	USD
DAYTN	DAYTON, Ohio	AUTO	Automobile Rental	54.50	USD
		BRKFAST	Breakfast	9.85	USD
		DINNER	Dinner	23.15	USD
DENV	Denver, Colorado	AUTO	Automobile Rental	67.50	USD
		BRKFAST	Breakfast	11.90	USD
		DINNER	Dinner	25.05	USD
		GROUND	Ground Transportation	18.90	USD
		LODGING	Hotel/Lodging	83.00	USD
		LUNCH	Lunch	8.82	USD
		MIE	Meals and Incidental Expenses	125.00	USD
DESMN	DES MOINES, Iowa	AUTO	Automobile Rental	49.50	USD
		BRKFAST	Breakfast	7.85	USD
		DINNER	Dinner	19.45	USD
DET	DETROIT/DEARBORN, Michigan	AUTO	Automobile Rental	70.50	USD
		BRKFAST	Breakfast	10.70	USD
		DINNER	Dinner	25.45	USD
ELPSO	EL PASO, Texas	AUTO	Automobile Rental	54.00	USD
		BRKFAST	Breakfast	8.50	USD
		DINNER	Dinner	21.70	USD
FARGO	FARGO, North Dakota	AUTO	Automobile Rental	47.50	USD
		BRKFAST	Breakfast	7.65	USD
		DINNER	Dinner	20.95	USD



## Locations

PeopleSoft Expenses 8.9- EXC2530

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 4

Location	Description	Short Description	Location Group
ABU	ABU DHABI, United Arab Emirate	UEA	
ADEL	ADELAIDE, Australia	Australia	
AGANA	AGANA, Guam	Guam	
AIRES	BUENOS AIRES, Argentina	Argentina	
AKRON	AKRON, Ohio	AKRON	
ALB	ALBUQUERQUE, New Mexico	ALBUQUERQU	
ALBANY	ALBANY, New York	ALBANY	
ALEX	Alexandria, VA	Alexandria	
ALN	ALLENTOWN/BETHLEHEM, Pennsylv	ALLENTOWN/	
ALSK	Alaska	Alaska	
AMMAN	AMMAN, Jordan	Jordan	
AMS	AMSTERDAM, Netherlands	Netherland	
ANAHM	ANAHEIM/ORANGE COUNTY, Califor	ANAHEIM/OR	
ATHEN	ATHENS, Greece	Greece	
ATL	Atlanta, Georgia	Atlanta	SEREG
AUKD	AUCKLAND, New Zealand	NZ	
AUS	AUSTIN, Texas	AUSTIN	
BALT	BALTIMORE, Maryland	BALTIMORE	
BARC	BARCELONA, Spain	Spain	
BATRG	BATON ROUGE, Louisiana	BATON ROUG	
BEIJ	BEIJING, China	China	
BER	BERLIN, Germany	Germany	
BERL	Berlin - Germany	Berlin	EURO
BILNS	BILLINGS, Montana	BILLINGS	
BIRM	BIRMINGHAM, Alabama	BIRMINGHAM	
BOCA	BOCA RATON, FL	BOCA RATON	
BOG	BOGOTA, Colombia	Colombia	
BOISE	BOISE, Idaho	BOISE	
BONN	Bonn, Germany	Bonn	GER
BORD	BORDEAUX, France	France	
BOSTN	Boston, Massachusetts	Boston	NEREG
BOULD	Boulder, Colorado	Boulder	
BRAZ	Sao Paulo - Brazil	Brazil	SAMER
BRDG	BRIDGETOWN, Barbados	Barbados	
BRUS	BRUSSELS, Belgium	Belgium	
BUDPS	BUDAPEST, Hungary	Hungary	
BUFF	Buffalo, New York	Buffalo	
BUR	BURLINGTON, Vermont	BURLINGTON	
CAIRO	CAIRO, Egypt	Egypt	
CALG	CALGARY, Canada	Canada	
CHEY	CHEYENNE, Wyoming	CHEYENNE	
CHIC	Chicago, Illinois	Chicago	MDREG
CHRLT	Charlotte, North Carolina	Charlotte	SEREG
CHRSN	CHARLESTON, West Virginia	CHARLESTON	
CINC	Cincinnati, Ohio	Cincinnati	MDREG
CLMBO	COLOMBO, Sri Lanka	Sri Lanka	
CLTA	CALCUTTA, India	India	
CLVE	Cleveland, Ohio	Cleveland	MDREG
COL	COLUMBUS, Ohio	COLUMBUS	
COLBA	COLUMBIA, South Carolina	COLUMBIA	
COLGN	COLOGNE, Germany	Germany	
CPNHG	COPENHAGEN, Denmark	Denmark	
CRCS	CARACAS, Venezuela	Venezuela	
DALL	Dallas, Texas	Dallas	SCREG
DAYTN	DAYTON, Ohio	DAYTON	
DENV	Denver, Colorado	Denver	SWREG



# Location Groups

PeopleSoft Expenses 8.9- EXC2531

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Location Group	Description	Short Description
CAN	Canada	Canada
EASTC	Eastern Countries	ECountries
EURO	Europe	Europe
FARE	Far East	Far East
FRA	France	France
GBR	Great Britain	UK
GER	Germany	Germany
MDREG	Midwest Region	Midwest
NEREG	Northeast Region	
NWREG	Northwest Region	Northwest
SAMER	South America	SAmerica
SCREG	South Central Region	South Cent
SEREG	Southeast Region	Southeast
SREG	Southern Region	Southern
SWREG	Southwest Region	Southwest

- End of Report -

Total Location Groups
15



Reimbursement Actions

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Reimbursement Action	Description	Short Description
OUTPY	Out of Policy	Policy

- End of Report -

Total Actions
1





## Corporate Card Information

PeopleSoft Expenses 8.9 - EXC2550

Business Unit <b>FRA01</b>	Description <b>FRANCE OPERATIONS</b>	Report Print Date <b>11/5/2003</b>	Page Number <b>1 of 1</b>
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Employee ID / Name		Account	Expiration Date	Vendor ID	Vendor Name	Limit Amount	
KU0012	Buhler,Michael	378318516111002	01/01/2005	USA0000030	AMEX - 3-001	10,000.00	FRF
KU0012	Buhler,Michael	378718512192007	01/01/2004	USA0000030	AMEX - 3-001	2,000.00	FRF
KU0012	Buhler,Michael	313411112222012	01/01/2005	USA0000028	VISA - 1-001	10,000.00	FRF
KU0099	Francois,Isabelle	313411112222099	01/01/2005	USA0000030	AMEX - 3-001	80,000.00	FRF

- End of Report -

Total Credit Card Accounts <b>4</b>
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## Credit Card Vendor

PeopleSoft Expenses 8.9 - EXC2551

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

CC Vendor	Description	Vendor ID	Vendor Description	Account Number
AMEX	American Express	USA0000030	American Express (Credit Credit #3)	
VISA	VISA	USA0000028	VISA (Credit Card #1)	00000000000000000882
MC	MasterCard	USA0000032	Master Card	
DISC	Discover	USA0000033	Discover Card	
AMX-D	AMEX DEBIT	USA0000030	American Express (Credit Credit #3)	
AMX-C	AMEX CREDIT	USA0000030	American Express (Credit Credit #3)	

- End of Report -

Total Sources
6



# Payment Type

PeopleSoft Expenses 8.9 - EXC2561

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Payment Type	Description	Payment Type Edit	Vendor ID	Name	Vendor Location
CSH	Cash	EMP			
CHK	Check	EMP			
PPA	Prepaid Air	PPA			
PPD	Prepaid Expenditures	PPD			
PPH	Prepaid Hotel	PPH			
AMX	American Express	VND	USA0000030	American Express (Credit Credit #3)	1
VIS	Visa	VND	USA0000028	VISA (Credit Card #1)	1

- End of Report -

Total Methods
7



Auto Mileage Standard Distance Rates

PeopleSoft Expenses 8.9- EXC2570

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Type	Description	Distance Type	Rate
MILEAGE	Automobile Mileage	Kilometers	0.4600 CAD
MILEAGE	Automobile Mileage	Miles	0.3200 USD

- End of Report -

Total Rate Types
2



## Auto Mileage Varied Distance Rates

PeopleSoft Expenses 8.9- EXC2570

Set ID	Description	Country	Report Print Date	Page Number
FRA01	FRANCE OPERATIONS	FRA	11/5/2003	1 of 2

Transportation Type	From Distance	Through Distance	Distance Rate	Currency	Rate Adjustment Factor
TYP0	0	5,000	0.3329	EUR	0.0000
TYP0	5,001	20,000	0.2220	EUR	800.0000
TYP0	20,001	99,999	0.2670	EUR	0.0000
TYP1	0	5,000	0.4013	EUR	0.0000
TYP1	5,001	20,000	0.3030	EUR	1,000.0000
TYP1	20,001	99,999	0.2770	EUR	0.0000
TYP2	0	5,000	0.4705	EUR	0.0000
TYP2	5,001	20,000	0.3130	EUR	1,050.0000
TYP2	20,001	99,999	0.2880	EUR	0.0000
TYP3	0	5,000	0.5451	EUR	0.0000
TYP3	5,001	20,000	0.3250	EUR	1,100.0000
TYP3	20,001	99,999	0.2990	EUR	0.0000
TYP4	0	5,000	0.6145	EUR	0.0000
TYP4	5,001	20,000	0.3350	EUR	1,150.0000
TYP4	20,001	99,999	0.3050	EUR	0.0000
TYP5	0	5,000	0.6812	EUR	0.0000
TYP5	5,001	20,000	0.3450	EUR	1,200.0000
TYP5	20,001	99,999	0.3110	EUR	0.0000
TYP6	0	5,000	0.7502	EUR	0.0000
TYP6	5,001	20,000	0.3560	EUR	1,250.0000
TYP6	20,001	99,999	0.3220	EUR	0.0000
TYP7	0	5,000	0.8212	EUR	0.0000
TYP7	5,001	20,000	0.3670	EUR	1,300.0000
TYP7	20,001	99,999	0.3330	EUR	0.0000
TYP8	0	5,000	0.9195	EUR	0.0000
TYP8	5,001	20,000	0.3780	EUR	1,350.0000
TYP8	20,001	99,999	0.3450	EUR	0.0000
TYP9	0	5,000	0.9845	EUR	0.0000



Cash Advance Source

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Cash Advance Source	Description	Payment Type	Generate Payment	Vendor ID	Vendor Description
TCHK	Travelers Checks	EMP	N		
CHK	System Check	EMP	Y		
ATM	ATM cash advances	VND	Y	USA0000028	VISA (Credit Card #1)

- End of Report -

Total Sources
3



## Templates

PeopleSoft Expenses 8.9 - EXC2596

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	11/5/2003	1 of 1

Template Type	Template	Description	Expense Type	Description
E	EXP1	Template with Mileage, per diem	BRKFAST	Breakfast
E	EXP1	Template with Mileage, per diem	DINNER	Dinner
E	EXP1	Template with Mileage, per diem	LAUNDRY	Laundry Service
E	EXP1	Template with Mileage, per diem	LODGING	Hotel/Lodging
E	EXP1	Template with Mileage, per diem	LUNCH	Lunch
E	EXP1	Template with Mileage, per diem	MILEAGE	Automobile Mileage
E	EXP1	Template with Mileage, per diem	PERDIEM	Per Diem Germany
E	EXRPT	Exp rpt template example	AIRFARE	Air Travel
E	EXRPT	Exp rpt template example	AUTO	Automobile Rental
E	EXRPT	Exp rpt template example	LODGING	Hotel/Lodging
T	TA	TA template example	AIRFARE	Air Travel
T	TA	TA template example	BRKFAST	Breakfast
T	TA	TA template example	DINNER	Dinner
T	TA	TA template example	LODGING	Hotel/Lodging
T	TA	TA template example	LUNCH	Lunch

- End of Report -

Total Templates
3



# Wizard Types By SETID

PeopleSoft Expenses - EXC2597

Set ID SHARE	Report Print Date 11/5/2003	Page Number 1 of 1
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Wizard Types	Expense Types
LDY	LAUNDRY
PHN	PHONE
PRK	PARKING
RC	LODGING
RS1	BRKFAST
RS2	LUNCH
RS3	DINNER
RT	TAX

- End of Report -

Total Sources 8
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# General Ledger Balancing Report

PeopleSoft Expenses 8.9 - EXC3500

Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US001	US001 NEW YORK OPERATIONS	1/1/2003	12/31/2003	11/5/2003	1 of 1

Document ID / Type		Journal Template	Unpost Sequence	Accounting Entry Type	Accounting Date	Document			Employee ID/Name		Amount	
						Type	Seq Nbr	Seq Dt				
0000000005	Advance	EXPAYMENT	0	Expenses Accrual	11/5/2003				KU0042	Schumacher,Kenneth	1,000.00	USD
						0000000005 Advance						
0000000006	Advance	EXPAYMENT	0	Expenses Accrual	11/5/2003				KU0042	Schumacher,Kenneth	300.00	USD
						0000000006 Advance						
0000000011	Advance	EXACCRUAL	0	Expenses Accrual	11/5/2003				KU0006	Scott,William	-500.00	USD
		EXPAYMENT	0		11/5/2003					Scott,William	500.00	USD
		0000000011 Advance			0.00	USD						
0000000012	Advance	EXACCRUAL	0	Expenses Accrual	11/5/2003				KU0006	Scott,William	-200.00	USD
		EXPAYMENT	0		11/5/2003					Scott,William	200.00	USD
		0000000012 Advance			0.00	USD						
0000000056	Exp Report	EXACCRUAL	0	Expenses Accrual	7/1/2003			07/01/2003	KU0080	Emmerson,Nancy	-10.00	USD
		EXACCRUAL	0		7/1/2003			07/01/2003		Emmerson,Nancy	-30.00	USD
		EXACCRUAL	0		7/1/2003			07/01/2003		Emmerson,Nancy	-50.00	USD
		0000000056 Exp Report			-90.00	USD						

- End of Report -

Total Transactions	Business Unit Total
9	1,210.00 USD



Expense Report

Employee ID / Name KU0080      Emmerson,Nancy	Sheet ID 0000000056
Reference	Business Purpose General Travel and Expense

\*0000000056\*  
\* 0 0 0 0 0 0 0 0 5 6 \*

Expense Lines

Date	Expense Type	Personal	No Receipt	Expenditure Method		Transaction Amount		Exchange Rate	Amount
Description		Additional Information			Merchant			Location	
7/1/2003	BRKFAST      Breakfast			CSH      Cash		10.00	USD	1.00 /1.00	10.00    USD
General Expenses								ALEX      Alexandria, VA	
7/1/2003	DINNER      Dinner			CSH      Cash		30.00	USD	1.00 /1.00	30.00    USD
General Expenses								ALEX      Alexandria, VA	
7/1/2003	ENTERO      Entertainment - Other			CSH      Cash		50.00	USD	1.00 /1.00	50.00    USD
General Expenses								ALEX      Alexandria, VA	

I certify that the information provided above is an accurate record of expenses incurred by me.	
Employee Signature	Date
Approved By	Date
Approved By	Date

Total Expenses:	90.00    USD
Less Personal Expenses:	0.00
Less Prepaid Expenses:	0.00
Less Company Paid Expenses:	0.00
Less Cash Advance:	
Amount Due Employee:	90.00



Expense Transactions by Department

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
42000	Manufacturing Support	US003	1/1/2003	12/31/2003	11/5/2003	1 of 1

Employee ID / Name		Sheet ID	Reference	Business Purpose	Account	Alt.Account	Project ID	Amount
KU0050	Hill,Nicola	0000000099		Customer Visit	650000 Hotel			420.00 USD
					650000 Hotel			420.00 USD
KU0050	Hill,Nicola	0000000099		Customer Visit	650025 Auto Rent			150.00 USD
					650025 Auto Rent			150.00 USD
KU0008	Bronte,Jeanette	0000000096		Team Building Session	650055 Meals			80.00 USD
					650055 Meals			80.00 USD
KU0008	Bronte,Jeanette	0000000096		Team Building Session	650125 Training			750.00 USD
					650125 Training			750.00 USD

- End of Report -

Total Transactions	Total Expenses
4	1,400.00 USD



## Expense Transactions by Business Unit

PeopleSoft Expenses 8.9 - EXC4601

GL Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US003	US003 CALIFORNIA OPERATIONS	1/1/2003	12/31/2003	11/5/2003	1 of 1

Employee ID / Name		Sheet ID	Reference	Business Purpose	Department	Account	Alt. Account	Project ID	Amount
KU0050	Hill,Nicola	0000000099		Customer Visit	42000	650000	Hotel		420.00USD
						650000	Hotel		420.00 USD
KU0023	Lotta,Lucie	0000000097		Technical Training	11000	650025	Auto Rent		80.00USD
KU0050	Hill,Nicola	0000000099		Customer Visit	42000				150.00USD
						650025	Auto Rent		230.00 USD
KU0023	Lotta,Lucie	0000000098		User Conference	11000	650040	EntrMeals		40.00USD
						650040	EntrMeals		40.00 USD
KU0008	Bronte,Jeanette	0000000096		Team Building Session	42000	650055	Meals		80.00USD
						650055	Meals		80.00 USD
KU0023	Lotta,Lucie	0000000098		User Conference	11000	650080	Meeting		800.00USD
		0000000097		Technical Training					1,000.00USD
						650080	Meeting		1,800.00 USD
KU0008	Bronte,Jeanette	0000000096		Team Building Session	42000	650125	Training		750.00USD
						650125	Training		750.00 USD

- End of Report -

Total Transactions	Total Expenses
8	3,320.00 USD

Employee ID / Name	Advance ID	Reference ID	Business Purpose
<b>KU0042      Schumacher,Kenneth</b>	<b>0000000027</b>		<b>Customer Visit</b>
Comments			

## Advance Lines

Advance Source	Generate Payment	Description	Amount
ATM	<input checked="" type="checkbox"/>	ATM cash advances	200.00 USD

## Advance Lines

Advance Source	Generate Payment	Description	Amount
CHK                      System Check	<input checked="" type="checkbox"/>		500.00 USD

I certify that the advance requested above will be used for authorized business purposes only.

Employee Signature	Date
Approved By	Date

Total Cash Advance:	700.00	USD
Less Nonpayable Amount:	0.00	USD
<b>Amount Due Employee:</b>	<b>700.00</b>	<b>USD</b>



Cash Advances by Department

Department	Description	GL Business Unit	Report Print Date	Page Number
42000	Manufacturing Support	US001	11/5/2003	1 of 1

Employee ID / Name		Advance ID	Reference	Business Purpose	Source	Account		Project ID	Product	Amount	
KU0006	Scott,William	0000000012		Recruiting	ATM	120500	EmpAdvance			200.00	USD
		0000000011		Recruiting	CHK	120500	EmpAdvance			500.00	USD
								120500	EmpAdvance	700.00	USD

- End of Report -

Total Transactions	Total Cash Advances
2	700.00 USD



## Cash Advances by Business Unit

PeopleSoft Expenses 8.0- EXC5601

Business Unit <b>US001</b>	Description <b>US001 NEW YORK OPERATIONS</b>	Report Print Date <b>11/05/2003</b>	Page Number <b>1 of 1</b>
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Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Dept	Account	Project ID	Product	Amount
KU0042 Schumacher,Kenneth	0000000010		Technical Training	TCHK	41000	120500 EmpAdvance			800.00 USD
	0000000009		Demonstrations	ATM	41000	120500 EmpAdvance			200.00 USD
				CHK	41000	120500 EmpAdvance			500.00 USD
	0000000006		Off-site Meeting	CHK	41000	120500 EmpAdvance			300.00 USD
	0000000005		User Conference	CHK	41000	120500 EmpAdvance			1,000.00 USD
	0000000004		Trade Show	CHK	41000	120500 EmpAdvance			750.00 USD
	0000000003		Customer Visit	TCHK	41000	120500 EmpAdvance			500.00 USD
<b>120500 EmpAdvance</b>									<b>4,050.00 USD</b>

Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Dept	Account	Project ID	Product	Amount
KU0006 Scott,William	0000000012		Recruiting	ATM	42000	120500 EmpAdvance			200.00 USD
	0000000011		Recruiting	CHK	42000	120500 EmpAdvance			500.00 USD
<b>120500 EmpAdvance</b>									<b>700.00 USD</b>

**- End of Report -**

Total Transactions	Total Cash Advances
<b>9</b>	<b>4,750.00 USD</b>



## Cash Advance Aging by Department

PeopleSoft Expenses 8.9 - EXC5700

Department	Description	Business Unit	Report Print Date	Page Number
<b>42000</b>	<b>Manufacturing Support</b>	<b>US001</b>	<b>11/5/2003</b>	<b>1 of 1</b>

Employee ID / Name		Advance ID	Business Purpose	Payment Date	Advance Amount		Days Outstanding
KU0006	Scott, William	0000000012	Recruiting	11/5/2003	200.00	USD	0
		0000000011	Recruiting	11/5/2003	500.00	USD	

- End of Report -

Total Advances	Total Advance Amount	
<b>2</b>	<b>700.00</b>	<b>USD</b>





# Cash Advance Aging by Business Unit

PeopleSoft Expenses 8.9- EXC5701

Business Unit	Description	Report Print Date	Page Number
US001	US001 NEW YORK OPERATIONS	11/5/2003	1 of 1

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dal	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000006	Off-site Meeting	41000	11/5/2003	300.00	USD	0
		0000000005	User Conference	41000	11/5/2003	1,000.00	USD	
KU0006	Scott,William	0000000012	Recruiting	42000	11/5/2003	200.00	USD	
		0000000011	Recruiting	42000	11/5/2003	500.00	USD	

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Date	Advance Amount	Days Outstanding
KU0042	Schumacher,Kenneth	0000000003	Customer Visit	41000	8/15/2000	500.00 USD	1,177

- End of Report -

Total Advances	Total Advance Amount
5	2,500.00 USD



Time Report      0000000021

Employee ID / Name	Period Ending	Country	State
KU0023      Lotta,Lucie	5/30/2003	USA	CA
Comments			
Fit/Gap analysis for software implementation			

Project Hours

Period Ending	Line Number	Business Unit	Project ID	Activity ID	Billing Action	Country	State	Total
5/30/03	1	US003 CALIFORNIA OPERATIONS	IMPLEMENT_EASY	INSTALL_CAPC	Billable	USA	CA	40.00
Total								40.00

Policy Hours

Period Ending	Line Number	Description
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Travel Authorization

Employee ID / Name	Travel Authorization ID	Reference	Travel Dates From/To	Business Purpose
KU0042      Schumacher,Kenneth	0000000035		12/1/2003 / 12/3/2003	Demonstrations

	12/1/03	Total
AIRFARE	460.00	460.00
AUTO	75.50	75.50
LODGING	360.00	360.00
Total	895.50	895.50

Expense Lines

Date	Expense Type	Location	Amount	Number of Days/Nigh	Transaction Amount
Description	Additional Information		Merchant		
12/1/2003	AIRFARE		460.00      USD	3.00      3.00	460.00      USD
SFO-NYC-SFO		Auto Distance: 0.00	AMERICAN		
12/1/2003	AUTO	NYMA NEW YORK - MANHATTAN, New Yo	75.50      USD	1.00      1.00	75.50      USD
		N Auto Distance: 0.00	HERTZ		
12/1/2003	LODGING	NYMA NEW YORK - MANHATTAN, New Yo	360.00      USD	1.00      3.00	120.00      USD
		N Auto Distance: 0.00	HILTON		

I certify that the information provided above is an accurate record of expenses incurred by me.

Employee Signature

Date

Approved By

Date

Approved By

Date

Total Requested:	895.50

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Please print expense report id clearly. Close all open numbers such as 0, 4, 8 and 9.

PeopleSoft.

## Expense Receipts

**Name**

Employee

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Please attach receipts below: